

# ***Hansa Financials***

# ***HansaWorld***

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

Volume 3: Logistics Package

Sales and Purchase Order Processing, Stock Control

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# Preface

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

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

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

This manual covers Hansa's Sales Orders, Purchase Orders and Stock modules. 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. The Supplier register is described in Volume 2a.

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

# How these manuals are organised

## Volume 1: Introduction

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

## Volume 2: Accounting Package

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

## Volume 3: Logistics Package

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

## Volume 4: General Modules

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

## Volume 5: Specialised Modules

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

## Volume 6: Personal Registers

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

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***Hansa Financials***  
***HansaWorld***  
***Sales Orders***

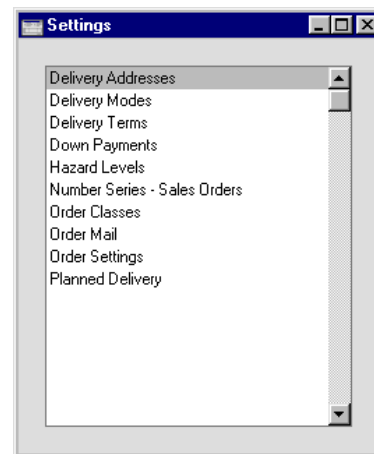
## Chapter 1: The Sales Orders Module

The Sales Orders module is used for entering orders from and making shipments to Customers. The module is integrated with the Quotations module (Quotations can be converted to Orders), with the Sales Ledger module (Orders are converted to Invoices), with the Stock module (shipments are created), and with the Job Costing module (Items can be shipped from the Sales Orders module and charged to a Project).

## Settings

### Introduction

The following settings are available in the Sales Orders module—



To edit a setting, ensure you are in the Sales Orders module using the Modules menu and click the [Settings] button in the Master Control panel or select 'Settings' from the File menu. The list shown above appears. Then, double-click the relevant item in the list.



## Delivery Addresses

This setting can be used to record Delivery Addresses for Customers that have several branches. The appropriate Delivery Address can be selected in Quotations, Orders and Invoices using the field on the 'Del. Address' card and in Deliveries using the field on the 'Address' card.

On first selecting the setting, the 'Delivery Addresses: Browse' window is displayed, showing all Delivery Addresses 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 the record without saving changes, click the close box.

<b>Customer</b>	<b>Paste Special</b>	Customer register
		Enter the Customer Number or use the 'Paste Special' function. When you press Return, the Customer's name will be entered into the next field.
<b>Name</b>		The Customer Name is entered after you have entered the Customer Number.
<b>Del. Code</b>		Enter a code by which the Delivery Address is to be identified from elsewhere in Hansa. There is space for up to five characters. The code has to be unique amongst Delivery Addresses for the Customer, but not unique amongst Delivery Addresses as a whole.
<b>Comment</b>		Enter a brief description of the Delivery Address here (e.g. the first line of the address). This will be shown in the 'Paste Special' list, so it should be clear enough to allow selection of the correct Delivery Address to be quick and easy.

## Address

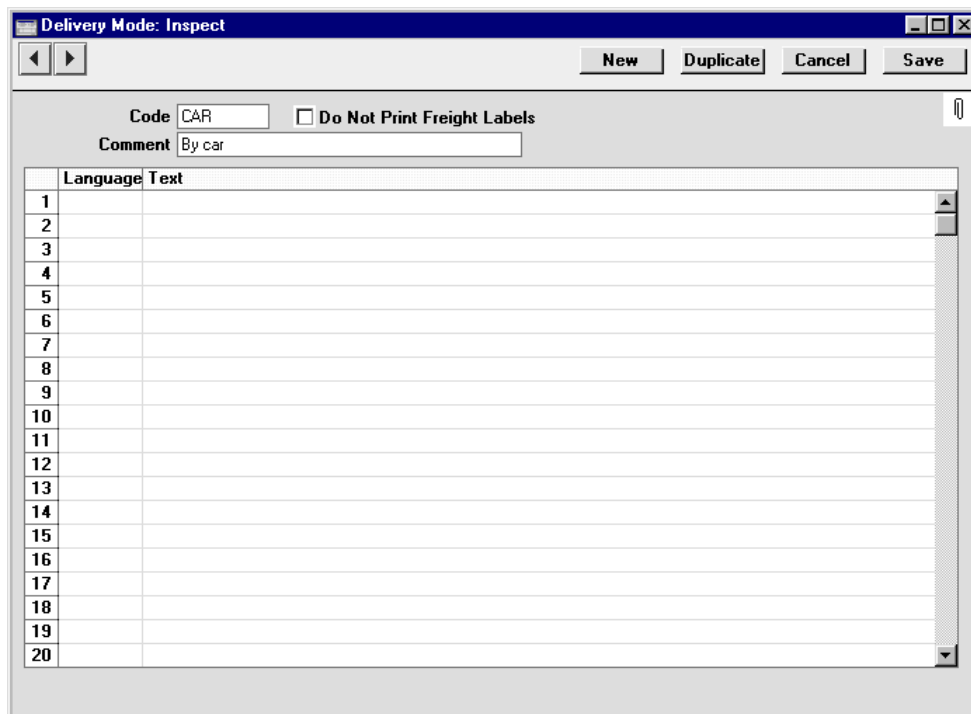
Enter the Delivery Address here.

If you have specified a Delivery Address on the 'Delivery' card of the Customer record, that will be used as a default in Quotations, Orders, Invoices and Deliveries entered in this Customer's name, and there is no need to enter a separate record in this setting for that address.

## Delivery Modes

The Delivery Modes setting is used to define the various delivery methods that are used. These can be accessed using 'Paste Special' from the Sales Order, Invoice and Delivery registers.

The 'Delivery Modes: Browse' window lists the available Delivery Modes: double-click to modify or click [New] to create a new item.



	Language	Text
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Enter a code and a short descriptive text for each Delivery Mode. The code may contain up to five characters, and you may freely mix letters and numbers.

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

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

You can also set up different versions of documents such as Invoices and Delivery Notes for each Delivery Mode, perhaps incorporating appropriate payment instructions. To do this, enter the Delivery Mode in the Language field when defining documents. Document definition is described in the 'Work Area' chapter in Volume 1 of these manuals.

Check the Do Not Print Freight Labels box if you do not want Freight Labels to be printed from Deliveries with this Delivery Mode. Please refer to the 'Stock Module' chapter elsewhere in this manual for details about printing Freight Labels.

Confirm the entry by clicking [Save].

## Delivery Terms

In this setting you can enter the different shipping terms you wish to use, such as FOB (Free On Board) and CIF (Cost, Insurance, Freight). Usually these will be used for international Customers, and are specified on the 'Delivery' card of each Customer record. This default can be overridden for individual Orders using the field on the 'Del Terms' card of the Order screen.

The 'Delivery Terms: Browse' window lists the available Delivery Terms: double-click to modify or click [New] to create a new item.

**Delivery Terms: Inspect**

Code: CIF

Comment: Cost insurance freight

	Language	Text
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
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18		
19		
20		
21		

**Customs Declaration**

☐ Including Freight

☐ Including Insurance

☐ Including Div.Cost 1

☐ Including Div.Cost 2

**Freight**

☒ We Pay

☐ Customer Pays

Enter a code and a short descriptive text for each Delivery Term. The code may contain up to five characters, and you may freely mix letters and numbers.

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

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

The Customs Declaration options are used by the Customs module: please refer to your local Hansa representative for details.

Confirm the entry by clicking [Save].

## Down Payments

A Down Payment is an Invoice for part or the whole amount sent to the Customer ahead of the delivery of the goods or service.

Use this setting to indicate the percentage of the order amount and the text to be included on Down Payment Invoices, and the Sales Account to be credited. Such Invoices can be created using the 'Down Payment Invoice' Operations menu function of the Order screen (described later in this chapter) or the 'Create Down Payment' Operations menu function of the Receipt screen (described in the 'Sales Ledger' chapter in Volume 2a of these manuals).

### Percentage

This field is only relevant for Down Payment Invoices created from Sales Orders. Use it to specify the percentage of the Order total that is to be the value of the Down Payment Invoice. This value will be rounded up or down to the nearest whole number.

If the Customer belongs to a Customer Category with a Down Payment Percentage, that figure will be used instead of the one specified here.

In the case of Down Payment Invoices created from Receipts, the Invoice value is taken from the Received Value of the Receipt row.

**Pay Terms**      **Paste Special**      Payment Terms setting, Sales/Purchase Ledger

Specify here the Payment Terms to be used for Down Payment Invoices.

**Item**      **Paste Special**      Item register

This field can be used to specify the default Sales Account for Down Payment Invoices. This is taken from an Item entered in the Item register solely for this purpose and whose Item Number is specified here. This Item will also supply the VAT Code if the VAT Code field below is empty.

If this Item field is blank, the default Sales Account (and VAT Code if the VAT Code field below is also empty) will be taken from the Account Usage S/L setting in the Sales Ledger. The Description of the Item will not appear on the Invoice.

**Text**      Specify here the text that is to appear in the description area on the first row of the Down Payment Invoice. Note that the Order Number will be added to this text, so a suitable model might be "Down Payment for Order No".

**VAT Code**      **Paste Special**      VAT Codes setting, Nominal Ledger

Specify here the default VAT Code to be used in Down Payment Invoices. This will determine the rate at which VAT is charged, and the VAT Account to be credited.

If this field is empty, the VAT Code will be taken from the Item above or from the Account Usage S/L setting.

#### **Calculate on Total, Nett**

These options are only relevant for Down Payment Invoices created from Sales Orders. Select the Total option if the Down Payment amount is to be calculated using the order value inclusive of VAT, or the Nett option if it is to be calculated using the order value exclusive of VAT. This applies both when the Down Payment Percentage is taken from the field above and

when it is taken from the Customer Category of the Customer.

### Use Sales Order No for Prepayments

This check box is only relevant for Down Payment Invoices created from Receipts. When entering a Receipt in the Sales Ledger for a Prepayment (i.e. a deposit which has been received before a Down Payment Invoice has been raised), an identifying Prepayment Number should be entered on flip C of the Receipt screen. This can be an arbitrary number of your own generation, the number allocated to the Prepayment by the Customer or the number of the Sales Order against which the deposit has been received. Switch on this option if you wish to ensure the last option is always used (i.e. if the Prepayment Number must be a Sales Order Number).

## Hazard Levels

If your business sells hazardous Items (e.g. chemicals), this setting can be used to display the relevant information on Delivery Notes. Once you have defined your Hazard Levels in this setting, you can assign the appropriate one to each Item using the field on the 'Stock' card of the Item record. You can then ensure this information is printed on Delivery Notes using the "Hazard Level Code", "Hazard Level Comment", "Hazard Level Weight" and "Hazard Level Volume" fields.

On first selecting the setting, the 'Hazard Levels: Browse' window is displayed, showing all Hazard Levels 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 the record without saving changes, click the close box.

Hazard Level: Inspect	
<div> <span>◀</span> <span>▶</span> <span>New</span> <span>Duplicate</span> <span>Cancel</span> <span>Save</span> </div>	
Code	3YE
Comment	Foam Ext., Breathing App, Public Safety Hazard
Weight Coefficient	1

## Number Series - Sales Orders

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

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

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

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

No.	From		To		Date	From	To	Comment	N/L
1	990001	994999	1/1/2002	31/12/2002				London Office ▶ GenTrans	
2	995001	999999	1/1/2002	31/12/2002				Manchester ▶ GenTrans	
3	1000001	1004999	1/1/2003	31/12/2003				London Office ▶ GenTrans	
4	1005001	10099991	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.

The N/L field common to all Number Series settings is not used in this instance.



## Order Classes

The Order Class is a means of analysing Orders for reporting or prioritising. When entering an Order, it is assigned an Order Class, and this is visible in the 'Orders: Browse' window. It is also printed in the Order Stock report.

The 'Order Classes: Browse' window lists the available Order Classes: double-click to modify or click [New] to create a new record.

In the 'Order Class: New' window, you should enter a code and a short descriptive text. The code may contain up to five characters, and you may freely mix letters and numbers.

You can have Activities created automatically from Orders of this Class when they are saved for the first time. The Task Type of these Activities will be To Do, and the Symbol will be Other. The Start Date will be the Order Date. If you would like this to happen, enter the Activity Type to be used for these Activities in the Activity Type field. Choose the Salesman From Order option if you would the Activity to be created in the name of the Salesman of the Order. Choose the Use Salesman: option to have all such Activities created in the name of a particular Person, and enter their initials in the field next to this option.

The Order and the Activity will remain connected to each other through the Attachments facility. This allows you to open the Order quickly and easily when reviewing the Activity, or to open the Activity from the Order. When viewing the Activity or Order, click the button with the paper clip image to open a list of attachments. Then double-click an item in this list to open it.

Click [Save] to save changes.

## Order Mail

The 'Create E-Mail' function on the Operations menu of the Sales Order screen can be used to create Mails containing details of Orders. Such Mails can be used to send Orders to Customers by email.

This setting can be used to define the standard pieces of text that will appear in all Mails created using this function.

**Header** Enter the short piece of text that is to appear in the Subject line of the Mail.

**First Text** **Paste Special** Standard Text register, CRM module

Specify here the Code of a record in the Standard Text register in the CRM module. This record will contain the text that will appear at the beginning of the main body of the Mail, before the Order Items are listed. In the example Mail shown below, the text "New Order Items:" has been taken from the specified Standard Text record (i.e. that whose Code is "1").

**Last Text** **Paste Special** Standard Text register, CRM module

Again, specify the Code of a record in the Standard Text register. The text in this record will appear in the main body of the Mail, after the Order Items are listed and after the Payment Terms. In the example Mail shown below, the text "Other Details: " has been taken from the specified Standard Text record (i.e. that whose Code is "L").

**Mail: Inspect**

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

Date: 20/3/2003 Time: 22:20:42 Lifespan: Normal

**Address**

1	From	James Watson
2	To	Joseph@againstalldds.com
3		
4		

☐ Sent  
☐ Locked  
☐ Priority

**Subject** New Order, Order 1000003

**Text**

New Order Items:

10101	5	Transistor radio	5.00	25.00
=====				
		Sum	25.00	
		VAT	4.38	
		Total	29.38	

Pay Term: 30 Days Nett  
Other Details:

## Order Settings

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

**Order Settings: Inspect** [Save]

- ☐ Copy Order Date to Despatch Date
- ☐ Update GP on Order when Delivering
- ☐ Invoice Based on Delivery (Special Menu only)
- ☐ Transfer Quotation Class to Order
- ☐ Paste All Delivery Addresses

### Copy Order Date to Despatch Date

When an Order is first created, the current date appears in the Order Date field and the Despatch Date field will usually be blank. If you want the Despatch Date field to default to the current date as well, check this box. If the

Order Date is then changed, the Despatch Date will be changed as well.

#### **Invoice Based on Delivery (Special Menu only)**

When using an Item that requires Serial Numbers in an Order, it can be entered using a single Order row with the correct Quantity. When the Delivery is created, it will contain the appropriate number of rows each with a Quantity of one, allowing you to enter Serial Numbers individually. On returning to the Order, only the Serial Number of the last Item will be visible.

When the time comes to raise an Invoice from such an Order, the Invoice can mirror the Order (i.e. with a single row for the Serial Numbered Item with the Quantity from the Order) or it can mirror the Delivery (i.e. with a number of rows each with a Quantity of one). Check this box if you wish to use the latter option: this will be useful if you need to have the Serial Numbers printed on Invoices as well as on Delivery Notes.

This option only applies to Invoices created from Orders using the 'Invoice' function on the Operations menu. Invoices created in batches using the 'Group Invoicing' Maintenance function will always mirror the Orders from which they were generated.

#### **Transfer Qtn Class to Order**

You can convert a Quotation into an Order by selecting 'Order' from the Operations menu of the Quotation window. Check this box if you would like the Quotation Class to be copied to the Order Class in the new Order.

#### **Paste All Delivery Addresses**

The Delivery Addresses setting can be used to record Delivery Addresses for Customers that have several branches. The appropriate Delivery Address can be selected in Quotations, Orders and Invoices using the field on the 'Del Address' card and in Deliveries using the field on the 'Address' card. Usually, the 'Paste Special' list from these fields will only list Delivery Addresses for the Customer in question and those with no Customer specified. If you would like the 'Paste Special' list to contain all Delivery Addresses, check this box.

## Planned Delivery

This setting allows you to define the format of the Planned Delivery field on the Sales and Purchase Order screens. Depending on the option you choose here, Hansa will interpret what is entered to this field as free text, a date, a week number or a year-week combination. This code is used in the selection for different reports, and determines the sorting order.

Some features in Hansa rely on the Field Type being set to “Date”. These include—

- When issuing Deliveries from Orders, the Delivery Date can default to the current date or to the Planned Delivery Date of the Order, depending on which Delivery Date Based On option has been selected on the ‘Delivery’ card of the Customer record. The Planned Delivery Date option relies on the Field Type in this setting being “Date”.
- If you are using dated Price Lists in Orders, you can determine using the Price Based On options on the ‘Pricing’ card of the Customer record that the Price List will be chosen according to the Planned Delivery Date of the Order. If the Field Type in this setting is not “Date”, the standard Price List for the Customer will be used.
- The ‘Create Planned Records’ Maintenance function is used to create Purchase Orders and Productions from Sales Orders based on the ‘Just In Time’ principle. This function will not operate if the Field Type in this setting is not “Date”.
- When converting Quotations to Sales Orders, the Planned Delivery Date of the Order can be taken from the same field on the Quotation, or it can be calculated using the Days to Delivery field on the ‘Del’ card of the Quotation. This latter method means it will be set to a certain number of

days after the Order Date, and requires the Field Type in this setting to be “Date”.

If the No Deliveries before Planned Date box is checked, you will not be able to create Deliveries from Sales Orders before the Planned Delivery Date. This applies to both Planned Delivery Dates (on the ‘Date’ card and on flip E), but does not apply to Purchase Orders. This feature requires the Field Type to be set to “Date”.

## The Sales Order Register

The foundation for a sales order system is of course the Orders you enter into your system. Use the Sales Order register in the Sales Orders module to enter or work with Orders.



***Before you start entering Orders, you must define the current accounting year using the Fiscal Years setting. You should also have defined your sequence of Order Numbers using the Number Series - Sales Orders setting.***

### Entering a Sales Order

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

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

Orders: Browse										
Operations				New		Duplicate		Search		
No.	Delvd	Invd	Clsd	Ord.Date	Cl.	Cust.	C.O.no.	Name	Total	Down Paid
990001	✓	✓		11/2/2002		001		Against All Odc	11.75	0.00
990002	✓	✓		11/2/2002		001		Against All Odc	11.75	0.00
990003	✓	✓		11/2/2002		001		Against All Odc	11.75	0.00
990004	✓	✓		16/2/2002		001		Against All Odc	58.75	0.00
990005	✓	✓		16/2/2002	1	001		Against All Odc	11.75	0.00
990006	✓	✓		16/2/2002		001		Against All Odc	58.75	0.00
990007	✓	✓		16/2/2002		005		Moscow Tradir	58.75	0.00
990008	✓	✓		16/2/2002		005		Moscow Tradir	10.00	0.00
990009	✓	✓		16/2/2002		001		Against All Odc	0.00	0.00
990010	✓	✓		16/2/2002		001		Against All Odc	23.50	0.00

Orders are shown sorted by Order Number: this can be changed by clicking on one of the other column headings.

Also shown are indications that an Order has been shipped or invoiced, and the Customer number and name. A dash in the Invoiced column means that the order is filed, but that no further action has been taken. The Order may not be invoiced before a Delivery has been made *and approved*. If a partial Delivery and Invoice has been made from an Order, the Invoiced column will gain a tick while the Delivered column will be blank, signifying that

Invoicing is up to date for the Deliveries made so far, but that the Order has not been completely fulfilled. The Cl. column shows the Order Class.



The functions on the Operations menu are described later in the chapter.

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

The 'Order: New' window is opened, empty if you clicked [New] or containing a duplicate of the selected Order. In the case of the duplicate, the Order Date of the new Order will be the current date, not the date of the original Order.

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

**Order: Inspect**

Operations   **New Duplicate Cancel Save**

No. 1000003 Name Against All Odds Trading Co  
 Customer 001 ☐ Closed ☐ Reserved

**Date Items Currency Del Terms Inv. Addr Del. Addr**

Date 20/3/2003 Planned Del.  Desp. Date   
 Pay. Terms 30 Salesman JNW Despatch Time 00:00:00  
 Our Ref.  Attn. Joseph Conrad  
 Object  Cust. Ord. No.

Item	Qty	Description	Unit Price	%	Sum
1	10101	5 Transistor radio	5.00		25.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

**Total GP** 10.00 **Freight**  **VAT** 4.38 **Sub-Total** 25.00  
**Currency** GBP **GP %** 40.0 **Base** 29.38 **TOTAL** 29.38





***You are not bound by the values suggested as defaults by Hansa. For most fields you can change the pre-set values into something that suits you better. Changes made here are valid only for this particular Order.***

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



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

**Header**



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

When creating a new Order, Hansa will enter the next unused number from the number sequence allocated on the 'Ser Nos' card of the user's Person record or from the Number Series - Orders 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 Order Number is assigned when the Order is saved.

**Customer** **Paste Special** Customer register

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

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

**Closed**

Check this box when the Order has been completed. Once this box has been checked and the Order saved, you will no longer be able to make changes to the Order. Should there be any remaining quantities that have not been delivered, these will be cancelled and will no longer appear in reports as being outstanding.

If an Order is marked as Closed, you will not be able to create Deliveries from it. However, you will still be able to create Invoices for earlier Deliveries.

A Closed Order can not be re-opened.

**Reserved**

Check this box if you want to reserve stock of the ordered Items for this Order. When delivering similar Items in fulfilment of other Orders, Hansa will maintain sufficient stock for this Order while it remains undelivered.

Note that the Reserved check box operates by quantity in stock only. You should not allocate Serial Numbers to any of the Items on the Order until it is delivered, as Hansa will not prevent the delivery of those particular Serial Numbers to other Customers.

The 'Create Deliveries from Orders' Maintenance function can be used to create Deliveries for all unfulfilled Orders which can be satisfied from stock. This function can give priority to Orders whose Reserved box is checked.

**Date Card**

Date	Items	Currency	Del Terms	Inv. Addr	Del. Addr
Date	20/3/2003	Planned Del.		Desp. Date	
Pay. Terms	30	Salesman	JNW	Despatch Time	00:00:00
Our Ref.		Attn.	Joseph Conrad		
Object		Cust. Ord. No.			

**Date****Paste Special**

Current Date

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

**Planned Del.****Paste Special**

Current Date

The date on which the Order is scheduled to ship. The format of this field is determined by the Planned

Delivery setting. Available options are free text, date, week number or year-week (4 characters).

Using the options on the 'Del' card of each Customer record, you can choose to have the Delivery Date of the Deliveries created from this Order default to the current date or to this Planned Delivery Date. If you use the latter option, this field must use the Date format, set in the Planned Delivery setting.

A separate Planned Delivery Date can also be specified for any of the Order rows (on flip E). However, these dates cannot be used to determine the Delivery Date of Deliveries created from the Order in the manner described in the previous paragraph.

If you would like to prevent Deliveries from being created before the Planned Delivery Date (either here or on flip E), check the No Deliveries before Planned Date box in the Planned Delivery setting.

Some businesses operate on the 'Just In Time' principle whereby Purchase Orders for Items on Sales Orders are raised as late as possible, so that the goods arrive just before they are scheduled for delivery to the Customer. The 'Create Planned Records' Maintenance function can be used to create Purchase Orders for Items on Sales Orders based on their Planned Delivery Dates and the lead times of the Items in question. Please refer to the description of that function later in this chapter for details. In this case, if a Planned Delivery Date is specified for any of the Order rows, that will be used in place of the one specified here. Again, this field must use the Date format, set in the Planned Delivery setting, if you wish to use this feature.

**Desp. Date**

Record here the date the Order was delivered. This field is not updated automatically when a Delivery is issued from the Order. However, if the Copy Order Date to Despatch Date option in the Order Settings setting is on, the current date will appear here when the Order is first created, and this date will change whenever the Order Date is changed.

<b>Pay. Term</b>	<b>Paste Special</b>	Payment Terms setting, Sales/Purchase Ledger
	<b>Default taken from</b>	Customer
		Payment Terms entered here will be transferred to any Invoices raised from the Order. In addition simply to ensuring that the correct Payment Terms appear on Invoices (in the Language of the Customer if necessary), entering basic Payment Terms records using the Sales Ledger setting can enable a system of early settlement discounts to be established.
<b>Salesman</b>	<b>Paste Special</b>	Person register, System module
	<b>Default taken from</b>	Customer
		The Salesman responsible for the Order should be registered here: there are many reports in the Sales Orders and Sales Ledger modules which can be broken down by Salesman. It is also possible to assign commission on Items sold, using the Bonus setting in the Sales Ledger, the Bonus % field on the 'Pricing' card of the Item screen or the Bonus field on the 'Bonus' card of the Person screen.
		This field is also used by the Limited Access module: please refer to the description of the Sales Group field (on the 'Del Terms' card) for details.
<b>Despatch Time</b>	<b>Paste Special</b>	Current Time
		Record here the time the Order was delivered. This field is not updated automatically when a Delivery is issued from the Order.
<b>Our Ref.</b>		Use this field if you need to identify the Order by means other than the Order Number. A default will be taken from the Our Ref field on the 'Ser Nos' card of the Person record of the current user. References entered will appear on any Invoices created from the Order.
<b>Attn.</b>	<b>Paste Special</b>	Contact Person register, CRM module (if present)
	<b>Default taken from</b>	Customer
		Record here the person for whose attention any Deliveries made from this Order are to be marked. If the

CRM module is installed, 'Paste Special' will list the Contact Persons of the Customer.

**Object**

**Paste Special**

Object register, Nominal Ledger/System module

Up to 20 Objects, separated by commas, can be assigned to this Order. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports.

In any Nominal Ledger Transactions generated from Invoices raised from this Order, any Objects specified here will be assigned to the credit posting to the Sales Account(s), the debit posting to the Cost Account (if cost accounting is being used), and the debit posting to the Debtor Account (if the Objects on Debtor Account option in the Account Usage S/L setting is being used).

The Objects specified here are also transferred to any Deliveries issued from this Order and will be assigned to the debit posting in any Nominal Ledger Transactions generated from those Deliveries.



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

**Cust Ord. No.**

Record the Customer's Purchase Order Number here. It will be printed on all documentation associated with the Order.

## Items Card

Order: Inspect

Operations   New Duplicate Cancel Save

No. 1000003 Name Against All Odds Trading Co

Customer 001 ☐ Closed ☐ Reserved

Date Items Currency Del Terms Inv. Addr Del. Addr

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

Total GP 10.00 Freight VAT 4.38 Sub-Total 25.00

Currency GBP GP % 40.0 Base 29.38 TOTAL 29.38

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



Before adding any rows to an Order, ensure that the Currency and Exchange Rate specified are correct. If an Exchange Rate is specified, all prices transferred from the Item register will be converted. However, if the Exchange Rate is altered after rows have been added, their prices will not be converted.

To add rows to an Order, 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. Rows cannot be removed or inserted after Deliveries have been issued.

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

#### *Flip A*

Item	Paste Special	Item register
	<p>With the cursor in this field, enter the Item Number or Bar Code for each Item ordered. Pricing, descriptive and other information will be brought in from the Item record. If you leave this field blank, you can enter any text in the Description field, perhaps using the row for additional comments to be printed on Order documentation.</p>	
	<p>If the Item is a Structured Item whose Show Components on Documents check box is on, its components will be listed on the following rows when you enter a Quantity. If you decide to change the Quantity, be sure to change the Quantities of the components as well.</p>	
Qty	<p>Enter the number of units ordered. Press Return to calculate the Sum, and the cursor will move to the Item field on the next row.</p>	
Description	Default taken from	Item
	<p>This field shows the name of the Item, brought in from the Item register. If you want to add an extra description, you can do so: there is room for up to 100 characters of text.</p>	
	<p>If you have specified various translations of the Description on the 'Texts' card of the Item screen, the correct translation will be brought in according to the Language of the Order (specified on the 'Del Terms' card). In addition, Hansa will take any rows of text that have been entered on the 'Texts' card of the Item record without a Language and move them into the Description field, as shown below.</p>	

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

**Unit Price**

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

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

**%**

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

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

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

**Sum**

The total for the row: Quantity multiplied by Unit Price less Discount. Changing this figure will cause the



Discount Percentage to be recalculated. This figure will include VAT (and TAX) if the Price List specified is one that is Inclusive of VAT or if you have specified on card 1 of the Account Usage S/L setting that Base Prices include VAT (or VAT and TAX).

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

*Flip B***A/C****Paste Special**

Account register, Nominal Ledger/System module

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

**Object****Paste Special**

Object register, Nominal Ledger/System module

**Default taken from** Item

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

In any Nominal Ledger Transactions generated from Invoices raised from this Order, any Objects specified here will be assigned to the credit posting to the Sales Account and, if cost accounting is being used, the debit posting to the Cost Account. This assignment will merge these Objects with those of the parent Order (shown on the 'Date' card).

The Objects specified here are also transferred to the corresponding row of any Delivery issued from this

Order row. They will be assigned to the debit posting in any Nominal Ledger Transactions generated from those Deliveries.

**V-Cd**                      **Paste Special**                      VAT Codes setting, Nominal Ledger

When an Invoice is raised from this Order, the VAT Code entered here will determine the rate at which VAT will be charged on this Item and the VAT Account to be credited. A default is offered, taken from the Customer record. If none is specified, the default is taken from the Item, the Item Group or from card 3 of the Account Usage S/L setting. This default can be changed for a particular Order row if necessary.

*Flip C*

**Cost**                      **Default taken from**                      Item (Cost Price + Extra Cost)

The Cost Price is used in Gross Profit and Margin calculations. It can be altered if necessary.

**GP**                      The Gross Profit for the Order row is calculated by subtracting the Cost Price (multiplied by the Quantity) from the Sum. The figure is therefore absolute, not a percentage.

*Flip D*

**Del 1, Del 2**                      The quantity delivered for each Order row is amended automatically when Deliveries are made using the 'Delivery' function on the Operations menu. The Del 1 quantity includes both approved and unapproved Deliveries, while the Del 2 field only shows approved Deliveries. Invoices cannot be raised for Deliveries that have not yet been approved.

If the Automatic Delivery for Service and Plain Items option in the Stock Settings setting in the Stock module is being used, these fields will be changed to show the Order Quantity when the Order is saved if the Item is a Plain or Service Item. This means that such Items can be invoiced immediately without the need for a Delivery, and that they will not appear on any Deliveries. It also means that the Order Quantity for such Items cannot be reduced once the Order has been saved.

**Invoiced** The quantity invoiced for each Order row is amended automatically when Invoices are raised using the 'Invoice' function on the Operations menu. The quantity shown includes both approved and unapproved Invoices. Invoices cannot be raised until Deliveries have been made and approved. In the case of partial Deliveries, Invoices can only be raised for the quantity delivered.

**Recipe** **Paste Special** Recipe register, Stock module

**Default taken from** Item

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

*Flip E*

**Serial No** **Paste Special** Serial Numbers of Items in stock

If Serial Numbers are required for the Item, they can be entered here or, preferably, on the Delivery screen (obtained using the 'Delivery' function on the Operations menu). If the Quantity is greater than one, the Delivery screen will have a number of rows each with a Quantity of one, allowing you to enter Serial Numbers individually. On returning to the Order, only the Serial Number of the last Item will be visible.

When the time comes to raise an Invoice, where the Quantity is greater than one the Invoice can mirror the Order (i.e. with a single row for the Serial Numbered Item with the Quantity from the Order) or it can mirror the Delivery (i.e. with a number of rows each with a Quantity of one). The latter case will be useful if you need to have the Serial Numbers printed on Invoices as well as on Delivery Notes. Make this choice using the Invoice based on Delivery (Special Menu only) option in the Order Settings setting.

If no Location is specified, the 'Paste Special' list will show the Serial Numbers of Items in all Locations, with an indication of the Location in which each Item is

stored. However, if you have specified a Location on the 'Del Terms' card, only those Serial Numbers stored in that Location will be shown.

If you would like Best Before dates to be shown in the 'Paste Special' list, switch on the Show Best Before Dates option in the Item Settings setting in the Sales Ledger. Best Before Dates are entered using the Batch Specifications setting in the Stock module.

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

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

#### **Plan. Del.**

##### **Paste Special**

##### **Current Date**

The date on which the Item is scheduled to ship, if this is different to the Planned Delivery Date on the 'Date' card. The format of this field is determined by the Planned Delivery setting. Available options are free text, date, week number or year-week (4 characters).

If you are using the 'Create Planned Records' Maintenance function to create Purchase Orders for Items on Sales Orders based on the 'Just In Time' principle, this field must use the Date format, set in the Planned Delivery setting. For this purpose, it will take precedence over any such date entered on the 'Date' card.

#### **Price Factor**

##### **Default taken from Item**

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

*Flip F*

<b>Delivery Note</b>	This field can be used to record any documentation number connected with this Order row, for purposes of cross-reference. This field is not updated automatically.	
<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module
	A separate stock Location can be entered for each row of the Order. This will be transferred to flip B of any Delivery row resulting from this Order row. Please refer to the section describing the Location field on the 'Del Terms' card below for full details.	
	If the 'Item Status' window is on screen (described in the 'Operations Menu' section of the 'Items and Pricing' chapter in Volume 1 of these manuals), the quantities shown will refer to the Location specified on the 'Del Terms' card, not that entered here.	
<b>Source</b>	<b>Paste Special</b>	Sources setting, Stock module
	<b>Default taken from</b>	Item
	This field can be used to record the origin of the Item (e.g. the manufacturer). This will be copied to the Delivery.	

*Flip G*

These fields have been provided for use in the EDI (Electronic Data Interchange) module where it can be necessary to record the history of perishable goods such as fruit and vegetables. They will also be useful in other circumstances where the detailed recording of dated information of any kind is required. The Sourcing List report can be used to print out this information.

'Paste Special' can be used from each field to enter the current date or current time as appropriate.

Information must be entered to these fields before a Delivery is created from the Order row. Once a Delivery exists, the fields cannot be changed.

<b>Pick. Date, Time</b>	The date and time the goods were picked or harvested.
<b>Inl. Date, Time</b>	The inload date and time when the goods were received into your warehouse.
<b>Desp. Date, Time</b>	The despatch date and time for this Order row can be recorded here if they are different to those entered on the 'Date' card.

*Flip H***Unit, Unit Qty, Unit Pr. of Unit**

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

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

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

Use 'Recalculate Weight and Volume' from the Operations menu to update the Total Quantity, Weight and Volume on the 'Del Terms' card of the Order.

**Width, Height, Depth****Default taken from**      Item

These fields contain the dimensions of the Item. They can be used together with the Unit Qty field if the Item is sold by area or volume. Please refer to the description of the Units setting in the 'Sales Ledger' chapter in Volume 2a of these manuals for details and an example.

*Footer*

<b>Total GP</b>	<input type="text" value="10.00"/>	<b>Freight</b>	<input type="text"/>	<b>VAT</b>	<input type="text" value="4.38"/>	<b>Sub-Total</b>	<input type="text" value="25.00"/>
<b>Currency</b>	<input type="text" value="GBP"/>	<b>GP %</b>	<input type="text" value="40.0"/>	<b>Base</b>	<input type="text" value="29.38"/>	<b>TOTAL</b>	<input type="text" value="29.38"/>

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

**Total GP**                      The total gross profit for the Order.

<b>Currency</b>	<b>Paste Special</b>	Currency register, System module
	<b>Default taken from</b>	Customer or Default Base Currency
	<p>The Currency of the Order: the exchange rate is shown on the 'Currency' card where it can be modified only for this particular Order if necessary. Ensure that the Currency is correct (i.e. it shows the Currency that is to be used on the Invoice) before any Items are added to the Order. This is to ensure that prices are converted correctly: if you forget, the 'Update Currency Price List Items' function is available on the Operations menu which retrospectively converts the prices of Items added to the Order before the Currency was specified (save the Order before using this function). Leave the field blank to use the home Currency (unless you have set a Default Base Currency, in which case this will be offered as a default and should be treated as your home Currency).</p> <p>If the Customer record has a Currency specified on the 'Pricing' card, only that Currency can be used. Otherwise, any Currency can be used.</p>	
<b>GP%</b>	The overall gross profit for the Order, shown as a percentage.	
<b>VAT</b>	<p>The VAT total for the Order.</p> <p>This figure is rounded up or down according to rounding rules set for the Currency (in the Currency Round Off setting in the System module). If no Currency has been specified, or the Currency in question has not been entered in the Currency Round Off setting, the rounding rules are taken from the Round Off setting (also in the System module).</p> <p>VAT is calculated after the Sum of each row has been rounded up or down according to rounding rules set in the Currency Round Off setting.</p>	
<b>Base</b>	This shows the Order total including VAT in the home Currency (or in Base Currency 1 as defined in the Base Currency setting in the System module). It is only used if the Currency of the Order is not blank and is not Base Currency 1.	

**Sub-Total** The total for the Order, excluding VAT.

**TOTAL** The total for the Order, including VAT.

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

### Currency Card

Date	Items	Currency	Del Terms	Inv. Addr	Del. Addr																		
<table> <tr> <td>Currency</td> <td>GBP</td> <td>Rate</td> <td>:</td> <td></td> <td>Base Currency 1</td> </tr> <tr> <td>Base Currency 1</td> <td>0.63</td> <td></td> <td>:</td> <td></td> <td>Base Currency 2</td> </tr> <tr> <td>Base Currency 2</td> <td>1</td> <td colspan="4"></td> </tr> </table>						Currency	GBP	Rate	:		Base Currency 1	Base Currency 1	0.63		:		Base Currency 2	Base Currency 2	1				
Currency	GBP	Rate	:		Base Currency 1																		
Base Currency 1	0.63		:		Base Currency 2																		
Base Currency 2	1																						

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

**Default taken from** Customer or Default Base Currency

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

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

The current exchange rates for the specified Currency will be entered here by Hansa. Ensure that they are



correct before adding Items to the Order to ensure the correct currency conversion takes place.

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

#### Exchange Rates (Dual-Base System)

In the example shown above, the Currency of the Order is the Euro. Base Currency 1 is the home Currency (GBP, Pounds Sterling) and Base Currency 2 is the Euro. The fields on the left show in the form of a ratio the exchange rate between the two base Currencies (taken from the latest record in the Base Currency Rates setting). In the illustration, GBP0.63 buys one Euro.

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

#### Exchange Rates (Simple Currency Conversion System)

In the case of a simple currency conversion system, the Rate and right-hand Base Currency 1 fields are used to show a simple exchange rate between the foreign and home Currencies. In the example shown below, the home Currency is US Dollars (USD) and the foreign Currency Japanese Yen (JPY). JPY122.15 buys USD1.00.

Date	Items	Currency	Del Terms	Inv. Addr	Del. Addr
		Currency JPY	Rate 122.15	1	Base Currency 1
		Base Currency 1	:		Base Currency 2
		Base Currency 2			

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

### Del Terms Card

Date	Items	Currency	Del Terms	Inv. Addr	Del. Addr
Del. Terms		Del. Mode		Sales Group	
Order Class		Location			
Project		Invoice To		<input type="checkbox"/> Invoice Before Delivery	
Price List		Credit Card			
Language		Authorisation			
Discount Matrix		Disc %		Disc Amnt	
Comment	All five must be delivered at the same time				
Tot Quantity		Tot Weight		Tot Volume	
Commission		Tot Inc Com	29.38	Sorting	
Tax Sum	0.00				

#### Del. Terms

#### Paste Special

Delivery Terms setting,  
Sales/Purchase Orders module

#### Default taken from

Customer

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

For each Delivery Term record you can specify an appropriate description in different Languages: the Language for the Order (on the 'Del Terms' card) will therefore determine the translation to be printed on any Delivery Notes produced from the Order.

#### Del. Mode

#### Paste Special

Delivery Modes setting, Sales  
Orders module

#### Default taken from

Customer

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

For each Delivery Mode record you can specify an appropriate description in different Languages: the Language for the Order (on the 'Del Terms' card) will therefore determine the translation to be printed on any Delivery Notes produced from the Order.

You can also set up different versions of the Invoice, Order and Delivery documents for each Delivery Mode, perhaps incorporating appropriate payment instructions. To do this, enter the Delivery Mode in the Language field when defining documents. Document definition is described in the 'Work Area' chapter in Volume 1 of these manuals.

**Sales Group**      **Paste Special**      Sales Groups setting, System module

**Default taken from**      Salesman

The Sales Group is brought in from the Person record after you have entered a Salesman (on the 'Date' card). If the Limited Access module is present, this field can be used to prevent a user from seeing all Sales Orders in the 'Orders: Browse' window by restricting their view to their own Orders or to those of their Sales Group.

Please refer to the section describing the Person register in the 'System Module' chapter in Volume 1 of these manuals for full details of the Limited Access module.

**Order Class**      **Paste Special**      Order Classes setting, Sales Orders module

Enter the Order Class for the Order (if any). Order Classes permit the analysis of Orders for reporting or prioritising.

In the case of Orders created from Quotations, the Quotation Class will be copied to this field if the Transfer Qtn Class to Order option in the Order Settings setting is being used.

If you will be using the 'Create Purchase Orders' Maintenance function to create Purchase Orders in batches from Sales Orders, you can do so for Sales Orders of a particular Class.

**Location**      **Paste Special**      Locations setting, Stock module

**Used as default in**      Deliveries

If the stock which will be used to satisfy this Order is to be taken from a particular Location, specify that Location here. Otherwise, stock from all Locations will

be available. A separate Location can be specified for any Order row (on flip F), overriding that entered here.

If a Main Location has been specified in the Stock Settings setting, leaving the field blank means that stock from that Location will be used. Note, however, that the Require Location option in the same setting has no power over this field. If this option is in use, you will not have to enter a Location here, but you will have to specify one in any Deliveries resulting from this Order.

A default Location can be brought in from the 'Bonus' card of the user's Person record.

If the 'Item Status' window is on screen (described in the 'Operations Menu' section of the 'Items and Pricing' chapter in Volume 1 of these manuals), the quantities shown will refer to the Location specified here. If this shows that there is insufficient stock in the Location to fulfil the Order, use the 'Stock Movement' function on the Operations menu to move any stock that might exist elsewhere into the Location.

## Project

### Paste Special

Project register, Job Costing module (if installed)

This field is used to attach this Order to a Project. It is only used if the Job Costing module is installed.

If the Order is assigned to a Project, Deliveries can be made from the Order screen, but all associated Invoices must be raised from the Job Costing module, using the 'Create Project Invoices' Maintenance function.

You can attach an Order to an Active Project, but not to one whose Status is Finished or No More Transactions.

## Invoice To

### Paste Special

Customer register

### Default taken from

Customer

If the invoice for this Order is to be sent to another company, such as a leasing company or a parent company, enter the Customer Number for that company here. That company must have their own record in the Customer register. The default is taken from the Factoring Company specified on the 'Terms' card of the Customer record.

**Invoice before delivery**

When raising an Invoice from this Sales Order, usually only those Items on approved Deliveries will be included. This means that a Delivery must be issued from the Sales Order before an Invoice can be raised. If you would like to raise an Invoice from the Order (for the complete value of the Order) before issuing Deliveries, check this box. If you have determined that cost accounting transactions are to be created at the point of delivery, stock transactions in the Nominal Ledger will still be raised when the Delivery is approved (i.e. use of the Invoices before Delivery check box does not affect cost accounting in any way).

This check box applies to this Order only. If you would always like to be able to create Invoices from Orders before issuing Deliveries, check the Invoices before Delivery box in the Stock Settings setting in the Stock module.

**Price List****Paste Special**

Price List register, Pricing module

**Default taken from**

Customer, Customer Category or Payment Term

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

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

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

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

<b>Credit Card</b>	<b>Paste Special</b>	Credit Card register, Cheques module (if installed)
		If the Order will be paid using a credit card, enter its number here. Known credit card numbers for each Customer can be stored in the Credit Card register in the Cheques module.
<b>Language</b>	<b>Paste Special</b>	Languages setting, System module
	<b>Default taken from</b>	Customer
		The Language Code determines the text to be transferred from various registers and settings, for example the Item Name, text for Payment Terms and Payment Mode, and the selection of document forms etc. Leave the field blank to use the home Language.
<b>Authorisation</b>		If the Order will be paid using a credit card, record the authorisation code here once it has been obtained.
<b>Discount Matrix</b>	<b>Default taken from</b>	Customer or Customer Category
		If there is a Discount Matrix applying to this Order, it will be shown here. The field cannot be changed. Discount Matrices are used to administer quantity discounts.
<b>Comment</b>	<b>Default taken from</b>	Customer
		Record here any comment about this Order: the comment will not be printed on Delivery Notes and will

not be transferred to Invoices. The default is taken from the Order Comment field of the Customer record.

**Tot Quantity**

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

**Tot Weight**

**Default taken from** Items

This field will contain a calculated value based on the Order Quantity and the Weight of the Items. If the Weight of one of the Items is changed or if this figure becomes inaccurate for any other reason, use the 'Recalculate Weight and Volume' function on the Operations menu to update this field.

**Tot Volume**

**Default taken from** Items

This field will contain a calculated value based on the Order Quantity and the Volume of the Items. If the Volume of one of the Items is changed or if this figure becomes inaccurate for any other reason, use the 'Recalculate Weight and Volume' function on the Operations menu to update this field.

**Commission, Tot Inc Com**

These fields are used in Russia. Please refer to your local Hansa representatives for details.

**Sorting**

**Default Taken from** Sort Key of Customer

The Sort Key (post code or your own routing code) will be entered here automatically when you specify a Customer. It will be used by the Sorted Order List report, a list in Sort Key order of Orders with a particular Planned Delivery Date. This report can be used as an aid for delivery drivers.

**Tax Sum**

When defining VAT Code records using the setting in the Nominal Ledger, it is possible to specify that an additional tax, such as an environmental tax, be levied. If the VAT Code of any of the rows of the Order is one where such an additional tax has been defined, the amount of that tax will be shown in this field. That amount will be recalculated as Items are added to the Order. When an Invoice is created from the Order, this

figure will be transferred to the Ext. Tax field in the footer area of the Invoice.

### Inv. Addr Card

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

### Invoice to Address

**Default taken from** Customer

**Used as default in** Invoices

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

### Phone, Fax

**Default taken from** Customer

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

### Zone

**Default taken from** Customer

These radio buttons show the Zone for this Customer, brought in from the Customer record. The Account Usage S/L setting allows different defaults for the Sales Account and the VAT Account to be set up for each Zone. The setting can be changed for this Order: permanent changes should be made in the Customer register.



Del. Addr Card

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

<b>Delivery Address</b>	<b>Default taken from</b>	Customer
	<b>Used as default in</b>	Deliveries
Enter the Delivery Address here, if different from the Invoice Address or the usual Delivery Address shown on the 'Delivery' card of the Customer record.		
<b>Address</b>	<b>Paste Special</b>	Delivery Addresses setting, Sales Orders module

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

When the Order is complete, click the [Save] button to save it. The screen title changes from 'Order: New' to 'Order: Inspect'. Until the Order has been saved, Deliveries cannot be made.

Inspecting and Changing Orders

You can change an Order at any time unless it has been closed. To do so, click the [Orders] button in the Master Control panel or select 'Sales Orders' from the Registers menu. The 'Orders: Browse' window is opened, listing all Orders. Double-click on the Order you want to inspect or change. The window 'Order: Inspect' will appear. This is identical to the 'Order: New' window described above.

If Deliveries or Invoices have been created from the Order, some changes may not be permitted. For example, a Quantity cannot be changed to a number lower than has already been delivered. New rows can be added at any time, but no rows can be inserted or removed after Deliveries have begun, even if no Delivery has been made from the row in question.

## Printing Orders

It is often necessary to print Orders, perhaps for the purpose of confirmation or acknowledgement, or to gain an authorisation signature. There are three ways to print an Order.

1. While entering or inspecting an Order, click the Printer icon in the Button Bar or select 'Print' from the File menu. If you want to print to screen, click the Preview icon.
2. Click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. Double-click 'Order' in the 'Documents' list window, or click it once and press the Enter key. Indicate the Order Number (or range of Order Numbers) to be printed and press [Run].
3. Orders can be printed automatically. This is controlled using the Auto Actions setting in the System module. Please refer to the appropriate section in the chapter in Volume 1 describing the System module.

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

1. Using the Form register in the System module, design the sales order and name it "ORDER". Use the 'Properties' function on the Operations menu to assign a Document Type of "Order". A sample "ORDER" is supplied with Hansa: this can be modified to suit your requirements. Full instructions for using the Form register can be found in the chapter in Volume 1 covering the System module.
2. Select the Sales Orders module using the Modules menu.
3. Click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. The 'Documents' list window is opened: highlight 'Sales Orders'.
4. Select 'Define Document' from the Operations menu.
5. In the subsequent window, enter "ORDER" in the Form field of the first line (you can use 'Paste Special' to ensure the spelling is correct). If appropriate, you could use the first and second gridlines to ensure both

an order acknowledgement and an order authorisation are printed at all times, using different Forms.

6. Click [Save] to save the Order Form definition. From now on, the order form that you have designed will be used, from the 'Documents' function and from the Printer icon.

## Operations Menu

Operations	Window	?
Delivery		Ctrl+L
Invoice		Ctrl+F
Down Payment Invoice		Shift+Ctrl+D
Order Status		Shift+Ctrl+F
Purchase Order		
Create Activity		Shift+Ctrl+C
Set Order to Invoiced		

Operations	Window	?
Delivery		Ctrl+L
Invoice		Ctrl+F
Item Status		Ctrl+I
Down Payment Invoice		Shift+Ctrl+D
Print Internal Order		
Order Status		Shift+Ctrl+F
Returned Goods		
Update Currency Price List Items		
Stock Movement		
Create Activity		Shift+Ctrl+C
Recalculate Weight and Volume		
Create E-Mail		
Previous Sales Prices		
Add Hidden Line		



The Operations menus for Orders are shown above. On the left is that for the 'Orders: Browse' window: the selected function will apply to the first record highlighted in the list. On the right is that for the 'Order: New' and 'Order: Inspect' windows.

### Delivery

To issue a Delivery from a Sales Order, select 'Delivery' from the Operations menu. For the function to have any effect, all changes to the Sales Order must first have been saved (use the [Save] button).

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

**Delivery: Inspect**

Operations   New Duplicate Cancel Save

Del. No. 960102    Del. Mode     Class   
 Order No. 1000003    Objects     Address   
 Del. Date 20/3/2003    Location     Sorting   
 Cust. No. 001    Name Against All Odds Trading Co  
☐ Tel. Message    ☐ Customer's Address

Items    Address    Packaging    Freight

	Item	Description	Ordered	Avail.	Del. Qty	
1	10101	Transistor radio	5	180	5	A
2						B
3						C
4						D
5						E
6						F
7						
8						
9						
10						
11						
12						
13						
14						

☐ OK    Del. Qty 5.00    Comment

The Delivery record takes its information from the Order, and tries to ship as many Items on the Order as possible. For Stocked Items, Hansa will usually check the stock balance for the stock Location specified (on the 'Del Terms' card of the Order), and suggest a shippable quantity for each item. If no Location is specified, the stock balance across all Locations will be checked. If you would like the default value always to be the ordered quantity, even if there is insufficient stock, use the Always Deliver option in the Stock Settings setting in the Stock module. Plain Items are shipped without any checking of stock levels, but will not appear on the Delivery at all if the Automatic delivery for Service and Plain Items option in the Stock Settings setting is being used.

If an Item that requires Serial Numbers has been used on the Order with a Quantity greater than one, the Delivery will contain the appropriate number of rows each with a Quantity of one. This allows you to enter Serial Numbers on flip B: Serial Numbers must be entered before the Delivery can be approved.

If you need to make a part shipment, change the Quantity of one or more rows on the Delivery screen as appropriate. You can also remove entire rows, by clicking on the row number to the left and pressing the Backspace key.

Hansa will prevent you delivering a greater Quantity than was ordered unless you have checked the Allow Del Qty greater than Ordered box in the Stock Settings setting. For Stocked Items, you can also prevent delivering more than you have in stock by checking the Do Not Allow Over Delivery option in the same setting.

If a part shipment has been made, when the time comes to ship the remainder of the Order, Hansa will again attempt to ship as many of the remaining Items on the Order as possible. The default quantity on the second Delivery will be the same, irrespective of whether the first Delivery has been approved.

The Date of the Delivery can default to the current date or to the Planned Delivery Date of the Order, depending on which Delivery Date Based On option has been selected on the 'Delivery' card of the Customer record. The default Delivery Date can be changed if necessary.

To print Freight Labels, use the function on the Operations menu. To print a Picking List, click the Printer icon. To print a Delivery Note, approve the Delivery (see next paragraph), click the [Save] button and then click the Printer icon. Alternatively, go into the Stock module and use the 'Documents' function on the File menu or the [Documents] button in the Master Control panel.

When the Delivery is complete, click the OK check box. This signifies that the Delivery has been approved. If you have determined that cost accounting transactions are to be created at the point of delivery, stock transactions in the Nominal Ledger will now be raised (they may otherwise be raised after invoicing). You will no longer be able to modify the Delivery. You will not be able to raise an Invoice for the Delivery until it has been approved.

For a full description of the screen, including detailed information about shipments, stock and Nominal Ledger Transactions, please refer to the chapter covering the Stock module elsewhere in this manual.

To close the screen and return to the Order, click the close box. You will be asked if you want to save any changes. The Del 1 and Del 2 fields of the Order (visible on flip D) will be updated automatically. You will no longer be able to delete the Order.

If the 'Delivery' function is run from the Operations menu of the 'Orders: Browse' window, it will only create a Delivery for the first highlighted Order. If you need to create Deliveries in batches, use the 'Create Deliveries from Orders' Maintenance function (described below). You can also create a Delivery by dragging an Order from the 'Orders: Browse' window to the 'Deliveries: Browse' window. In this case, the new Delivery will not be opened automatically for checking and approval.

If the function does not create a Delivery, the probable causes are—

1. The Order has been marked as Closed.
2. All Items on the Order have already been delivered.
3. The Customer has exceeded their Credit Limit, and you have specified in the Credit Limit setting in the Sales Ledger that Deliveries should not be created for such Customers. In this case, a message will appear explaining the situation.
4. The Customer is on hold (the 'On Hold' box on the 'Terms' card of their Customer record has been checked).
5. There is no valid record in the Number Series - Deliveries setting (in the Stock module). This might be a fault in the setting itself, or it might be because the default Delivery Number on the 'Ser Nos' card of the current user's Person record or in the Number Series Defaults setting (in the System module) is not in a valid Number Series. This problem will usually occur at the beginning of a new year. If a change is made to the 'Ser Nos' card of the Person record, you will need to quit Hansa and restart for it to take effect.

### **Invoice**

To raise an Invoice from a Sales Order, select 'Invoice' from the Operations menu. For the function to have any effect, all changes to the Sales Order must first have been saved (use the [Save] button). Usually at least one approved Delivery must first have been created from the Order: the exceptions to this are described later in this section.

A new record is created in the Invoice register (in the Sales Ledger). It is opened in a new window, entitled 'Invoice: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.

**Invoice: Inspect**

Operations

No. 2003 Name Against All Odds Trading Co  
Customer 001

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date 20/3/2003 Our Ref. Salesman JNW  
Pay. Terms 30 Attn. Joseph Conrad  
Due Date 19/4/2003 Object  
Trans. Date 20/3/2003 Official Ser. No.

Item	Qty	Description	Unit Price	%	Sum
1	5	Transistor radio	5.00		25.00
2		Down Payment Deposit for Order No 1000003			-6.00 770 1
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Currency GBP Freight VAT 3.33 Sub-Total 19.00  
☐ OK Ext. Tax 0.00 Base 22.33 TOTAL 22.33

The Invoice takes its information from the Order, and, as a default, assumes that all delivered Items are to be invoiced. If you have made and approved a part Delivery, the Invoice will default to the Quantity of that Delivery. If you have made and approved two part Deliveries, the Invoice will be for the aggregate Quantity of both Deliveries. If you have made two part Deliveries, only one of which is approved, the Invoice will be for the Quantity on the approved Delivery only.

If the Order contains an Item that requires Serial Numbers, it can be entered using a single Order row with the correct Quantity. When the Delivery is created, it will contain the appropriate number of rows each with a Quantity of one. The Invoice can mirror the Order (i.e. with a single row for the Serial Numbered Item with the Quantity from the Order) or it can mirror the Delivery (i.e. with a number of rows each with a Quantity of one). If you wish to use the latter option, check the Invoice Based on Delivery box in the Order Settings setting. This will be useful if you need to have the Serial Numbers printed on Invoices as well as on Delivery Notes.

Usually, at least one Delivery must be issued before an Invoice can be raised, so an Item cannot be invoiced until it has been delivered. There are two exceptions to this—

1. if the Automatic delivery for Service and Plain Items box in the Stock Settings setting is checked. In this case, Deliveries are not created for Service and Plain Items so they can be invoiced immediately. If you are using this feature, take care not to create premature Invoices accidentally for services such as delivery and labour from Orders that also include Stocked Items. Stocked Items must still be delivered before they can be invoiced.

If this option is in use, when a Plain or Service Item is included in a Sales Order, the Del 1 and Del 2 Quantities will be changed to the Order Quantity when the Order is saved. Therefore Plain and Service Items will never be included on Deliveries created from the Order. This also means that the Order Quantity for such Items cannot be reduced once the Order has been saved.

2. if the Invoice Before Delivery box on the 'Del Terms' card of the Order or the Invoices Before Delivery box in the Stock Settings setting is checked. In this case, an Invoice for the whole Order can be raised before a Delivery is created. If you have determined that cost accounting transactions are to be created at the point of delivery, stock transactions in the Nominal Ledger will still be raised when the Delivery is approved (i.e. use of the Invoices before Delivery check box does not affect cost accounting in any way).

You can change the Quantity of one or more rows on the Invoice screen as appropriate, but not to a Quantity that is greater than that delivered. You can also remove entire rows, by clicking on the row number to the left and pressing the Backspace key, or add new rows. If you need to invoice a greater Quantity than was delivered, this must be done by adding a new row to the Invoice. Ensure that the Update Stock box on the 'Delivery' card of the Invoice is checked so that stock levels are updated accordingly and, if appropriate, to cause cost accounting transactions to be created in the Nominal Ledger for the extra quantity. The Update Stock box will only apply to Invoice rows that are not related to the Order.

Two check boxes in the Account Usage S/L setting, Update Base Cur. when Invoicing and Update Foreign Cur. when Invoicing, control the Base and Exchange Rates on the 'Currency' card of the Invoice. If these options are not used, the rates will be copied from the Order. If they are used, the latest Base and Exchange Rates will be used. In the latter case, the prices in Currency of the Items in the Invoice will not be changed. This means the



Customer will still be charged the agreed price, but the value of the Invoice in the home Currency (and therefore in the Nominal Ledger) will be different to that of the Order. If you want to update the pricing in the Invoice to reflect new Base and Exchange Rates (i.e. to change the price charged to the Customer but to maintain the original value in the home Currency and in the Nominal Ledger), save the Invoice and then select 'Update Currency Price List Items' from the Operations menu.

If the Customer has been assigned a Default Item record ('Pricing' card of the Customer record), all Items in that record will be added to the Invoice automatically (they will not be shown in the Order or the Delivery). Note that these Items will not have a Quantity, so be sure to enter one before printing or approving the Invoice.

To print an Invoice, click the Printer icon. If the Invoice has not been approved, the printed Invoice will be marked as a test print, so that it cannot be confused with the final version of the Invoice.

When the Invoice is complete, click the OK check box. This signifies that the Invoice has been approved. Associated transactions in the Nominal Ledger (including cost accounting transactions if you are using this option) will now be raised and you will no longer be able to modify the Invoice. If you are raising part Invoices from an Order, you will be able to raise further Invoices even if the previous one has not been approved.

For a full description of the screen, please refer to the chapter covering the Sales Ledger module in Volume 2a of these manuals.

To close the screen and return to the Order, click the close box. You will be asked if you want to save any changes. The Invoiced field of the Order (visible on flip D) will be updated automatically. However, if you reduced the quantity in an Invoice row, or removed an Invoice row altogether, this change will not be fed back to the Invoiced field on flip D of the Order. In this situation, run the 'Recalculate Orders' Maintenance function for the Order in question, and choose the Invoiced Qty option to reset the Invoiced figure. This function is described later in this chapter.

If the 'Invoice' function is run from the Operations menu of the 'Orders: Browse' window, it will only create an Invoice for the first highlighted Order. If you need to create Invoices in batches, use the 'Group Invoicing' Maintenance function (described below). You can also create an Invoice by dragging an Order from the 'Orders: Browse' window to the 'Invoices: Browse' window. In this case, the new Invoice will not be opened automatically for checking and approval.

If the function does not create an Invoice, the probable causes are—

1. There are no Items on the Order awaiting invoicing.
2. The Order has a Project Number quoted on the 'Del Terms' card. If this is the case, the Invoice must be raised from the Job Costing module, using the 'Create Project Invoices' Maintenance function.
3. There is no valid record in the Number Series - Invoices setting (in the Sales Ledger). This might be a fault in the setting itself, or it might be because the default Invoice Number on the 'Ser Nos' card of the current user's Person record or in the Number Series Defaults setting (in the System module) is not in a valid Number Series. This problem will usually occur at the beginning of a new year. If a change is made to the 'Ser Nos' card of the Person record, you will need to quit Hansa and restart for it to take effect.

If you create an Invoice by mistake using this function, you can delete it using this procedure—

1. Set the value of the Invoice to zero. Do this by removing every row from the Invoice or by changing all quantities to zero.
2. Delete the Invoice using the 'Delete' command on the Record menu.
3. Run the 'Recalculate Orders' Maintenance function for the Order in question, and choose the Invoiced Qty option to reset the Invoiced figure in the Order (flip D). This function is described later in this chapter.

If you want to prevent the raising of an Invoice from which an approved Delivery has been created, use the 'Set Order to Invoiced' Operations menu function, described below.

### **Down Payment Invoice**

A Down Payment Invoice should be raised if you have received a deposit against an Order or if you wish to ask for one. Hansa allows you to set up a standardised text for such Invoices, whose value can be calculated to be a certain proportion of the Order value. To take advantage of these features (defined using the Down Payment setting described earlier in this chapter), a separate function is provided on the Operations menu of the Order screen by which Down Payment Invoices are created.

On selecting the function, an Invoice is created containing a reference to the Order to which it belongs and the Down Payment amount. The Order must first be saved using the [Save] button before the function can be used.

**Invoice: Inspect**

Operations

No. 2002 Name Against All Odds Trading Co  
Customer 001

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date 20/3/2003 Our Ref. Salesman JNW  
Pay. Terms 0 Attn. Joseph Conrad  
Due Date 20/3/2003 Object  
Trans. Date 20/3/2003 Official Ser. No.

Item	Qty	Description	Unit Price	%	Sum
1		Down Payment Deposit for Order No 1000003			6.00 770 1
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Currency GBP Freight VAT 1.05 Sub-Total 6.00  
☐ OK Ext. Tax 0.00 Base 7.05 TOTAL 7.05

The Invoice text (“Deposit for Order No ” in the illustration) is taken from the Text field in the Down Payments setting. The Down Payment amount is a specific percentage of the Order value, calculated using the Down Payment Percentage of the Customer Category to which the Customer belongs or, if that is blank, the Percentage in the Down Payments setting. This setting will also specify whether this percentage is to be applied to the Order value including or excluding VAT.

The Down Payment Invoice is treated just as any other Invoice—it has to be approved before it can be sent to the Customer and before any Nominal Ledger Transactions are created.

The final Invoice, when raised from the Order, will contain a reference to the Down Payment, which will be shown as a deduction from the total. The effect will be that the aggregate total of the Down Payment Invoice and the final Invoice will equal the Order total. If necessary you can delete the Down Payment row on the final Invoice and invoice the full amount. The final Invoice from the Order in the example is shown in the previous section describing the ‘Invoice’ Operations menu function.

When the Down Payment Invoice is approved, a Nominal Ledger Transaction is created (if so defined in the Sub Systems setting in the Nominal Ledger),

crediting the Account shown in the first row of the Invoice. The default for this Account is the Sales Account of the Item (or of its Item Group) specified in the Down Payment setting. If this is blank, or if no Item has been specified, the appropriate Sales Account for the Zone of the Order is used, as specified on card 3 of the Account Usage S/L setting in the Sales Ledger. It might be that you need to change this to a Debt Account used to hold the value of Down Payments until the final Invoice is issued. This has been done in the illustration, using Account 770. When the final Invoice is issued, the resulting Nominal Ledger Transaction will debit the same Account with the Down Payment amount. The Item specified in the Down Payment setting also supplies the VAT Code and thus determines how VAT will be accounted for in Nominal Ledger Transactions created from Down Payment Invoices.

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

### Order Status

This produces a report for the Order currently open in a record window or for the first Order highlighted in the 'Orders: Browse' window. This report summarises all aspects of the Order, including Order details, each Delivery and each Invoice.

**Order Status**  
 Operations Search

**Order Status** Hansa, Print date: 20/3/2003 22:09  
**Radio Import/Export Ltd**

No	Date	Customer	Planned Del.
<u>1000003</u>	20/3/2003	001	Against All Odds Trading Co Burntwhistle Lodge  High Malberry Staffs TF5 6TY

	Qty	Delvd.	Outstdg.	In Stock	To Ship
10101 Transistor radio	5	5	0	175	0
	GP				10.00

**Deliveries**

Del. No	Del. Date	Order No	Cust No	Name	Ordered	Delvd.
<u>960102</u>	20/3/2003	1000003	001	Against All Odds Trading Co Burntwhistle Lodge High Malberry Staffs TF5 6TY		

Volume:	Weight:	Packages:	Transport No.:
10101	Transistor radio		

## Purchase Order

This function is used to create back-to-back Purchase Orders: Purchase Orders for Items on Orders that cannot be fulfilled from stock. The Purchase Orders will be saved in an unapproved state. You can then print them in a single batch, using the 'Documents' function on the File menu or the [Documents] button in the Master Control panel having first selected 'Purchase Orders' from the Modules menu. Approving and printing are covered in more detail in the 'Purchase Orders' chapter of this manual.

In contrast to the other functions on the Operations menu of the 'Orders: Browse' window, this can be applied to several Orders at once. To do this, highlight the Orders to which it is to be applied by clicking while holding down the Shift key. Then, select the function from the Operations menu.

In determining the Items for which Purchase Orders will be raised, the following conditions must be met—

- The Items to be purchased must be Stocked Items (recorded on the 'Pricing' card of the Item screen).
- The Items to be purchased must be registered as Purchase Items in the Purchase Orders module. For each Item there must be one Purchase Item with a Supplier specified and with the Default check box switched on (known as "Default Purchase Items"). Please refer to the 'Purchase Orders' chapter for details of Purchase Items.
- If an Item does not have a related Default Purchase Item, it will still be included in a Purchase Order if you have specified a Default Supplier in the Purchase Order Settings setting. If no Default Supplier has been specified, Purchase Orders will not be raised for Items that do not meet the criteria in the two points above.

Selecting the 'Purchase Orders' function will cause an appropriate number of Purchase Orders to be created in the Purchase Order register. This may take a few moments, depending on the number of Purchase Orders to be created. In determining how many Items are to be ordered, Hansa will take into account the quantity on the Sales Order and the stock level.

Note that the purpose of this function is to create Purchase Orders for goods that are needed to fulfil outstanding Sales Orders ("back-to-back" Purchase Orders) in one single step. It is effectively the 'Create Purchase Orders' Maintenance function (described below) with no options. The Per Sales Order option of that function is used so, if there is more than one Order for the same Item, the function will not aggregate the quantities on a single Purchase Order. It will create the same number of separate Purchase Orders as there are Orders for that Item. The Cost Price will be taken from the

Default Purchase Item. In the case of an Item that does not have a related Default Purchase Item and if you have specified a Default Supplier, the Cost Price will be taken from flip C of the relevant Sales Order row. If this does not suit your requirements, use the 'Create Purchase Orders' Maintenance function instead. If you need to create Purchase Orders for Items that have fallen below their minimum stock level, use the 'Create Purchase Orders' function on the Operations menu of the 'Purchase Orders: Browse' window.

### **Create Activity**

Use this function to create records in the Activity register in the System module. This can be useful if it is necessary, for example, to schedule a call with the Customer regarding the Order. The Activity Type given to Activities created by this function will be taken from the Activity Types, Sub Systems setting in the CRM module. The Task Type of the new Activities will be To Do, the Symbol will be Other and the Start Date will be the Order Date.

In contrast to the other functions on the Operations menu of the 'Orders: Browse' window, this can be applied to several Orders at once. To do this, highlight the Orders to which it is to be applied by clicking while holding down the Shift key. Then, select the function from the Operations menu. Separate Activities will be created in the Activity register for each Order highlighted. These are saved in the Activity register, but are not opened for checking or amendment.

When the function is used from the 'Sales Order: New' and 'Sales Order: Inspect' windows, the following screen appears, by which a new Activity record can be created—

**Activity: Inspect**

Text: All five must be delivered at the same time  
 Type: ORD

Buttons: New, Duplicate, Cancel, Save

Done

Tabs: Time, Task Type, Symbol, Customer, Project, Text, Persons

Time Tab Fields:  
 Start Time: 00:00:00  
 End Time: 00:00:00  
 Cost (Time): 00:00:00  
 Start Date: 20/3/2003  
 End Date: 20/3/2003

Task Type:  
☐ Calendar  
☒ To Do  
☐ Timed To Do

Calendar:  
☐ Time  
☐ Profile  
☒ Don't Show

Symbol:  
☐ Call  
☐ Meeting  
☐ Deskwork  
☒ Other

Customer:  
 Customer: 001  
 Name: Against All Odds Trading Co  
 Contact: Joseph Conrad  
 Phone: 01857 122544  
 Result:

A new record is opened in a window entitled 'Activity: Inspect'. This means that it has already been saved and is being opened for checking. The Person of the Activity will be the Salesman from the Order, and the initials of the current user will appear in the Cc field. After amendment if necessary, save the record in the Activity register by clicking the [Save] button in the Button Bar and close it using the close box. Alternatively, if you no longer require the Activity, remove it using the 'Delete' function on the Record menu. In either case, you will be returned to the Sales Order window.

The Order and the Activity will remain connected to each other through the Attachments facility. This allows you to open the Order quickly and easily when reviewing the Activity, or to open the Activity from the Order. When viewing the Activity or Order, click the button with the paper clip image to open a list of attachments. Then double-click an item in this list to open it.

You can also have Activities created automatically from Orders when they are saved for the first time. Please refer to the description about the Order Classes setting above for details.

Please refer to Volume 6 of these manuals for full details of the 'Activity: Inspect' window and of the Activity Types, Subsystems setting.

### **Set Order to Invoiced**

This function is only available on the Operations menu of the 'Orders: Browse' window. It can be used in cases where an approved Delivery has been created from an Order and for some reason an Invoice is not to be raised. Highlight the Order(s) in question and select this function from the Operations menu. The Invoiced Quantity on flip D of each Order row will be set to the Del 2 Quantity, thus preventing the raising of an Invoice.

If you later decide to raise an Invoice, use the 'Recalculate Orders' Maintenance function to set the Invoiced Quantity on flip D of each Order row back to zero or to the quantity previously invoiced, whichever is correct.

### **Item Status**

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

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

### **Print Internal Order**

A printed order is usually sent to the customer to confirm that the order has been entered. An internal order form is used within the company for administrative purposes and reference.

There are three ways to print an internal Order.

1. While entering or inspecting an order, select 'Print Internal Order' from the Operations menu.
2. Click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. Double-click 'Internal S/Orders' in the 'Documents' list window, or select it and press the Enter key. Indicate the Order Number (or range of Order Numbers) to be printed and press [Run].
3. Internal Order forms can be printed automatically. This is controlled using the Auto Actions setting in the System module. Please refer to the appropriate section in the chapter in Volume 1 describing the System module.

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

1. Using the Form register in the System module, design the internal order and name it "INTERNAL\_ORDER". Use the 'Properties' function on



the Operations menu to assign a Document Type of “Internal S/Order”. A sample “INTERNAL\_ORDER” is supplied with Hansa: this can be modified to suit your requirements. Full instructions for using the Form register can be found in the chapter in Volume 1 covering the System module.

2. Select the Sales Orders module using the Modules menu.
3. Click the [Documents] button in the Master Control panel or select ‘Documents’ from the File menu. The ‘Documents’ list window is opened: highlight ‘Internal S/Orders’.
4. Select ‘Define Document’ from the Operations menu.
5. In the subsequent window, enter “INTERNAL\_ORDER” in the Form field of the first line (you can use ‘Paste Special’ to ensure the spelling is correct).
6. Click [Save] to save the Internal Order Form definition. From now on, the internal order form that you have designed will be used, from the ‘Documents’ function and from the Operations menu function.



### **Returned Goods**

This function is used when goods that you have delivered to your Customer are returned to you. When this happens, open the Order and select ‘Returned Goods’ from the Operations menu. For the function to have any effect, all changes to the Sales Order must first have been saved (use the [Save] button), and at least one previous Delivery must be approved. An alternative method is to open the Delivery and select ‘Return Goods’ from the Operations menu.

If you are using a FIFO stock system and/or cost accounting (maintaining stock values in the Nominal Ledger), the difficulty with the returning of goods to stock is that the system cannot know the actual cost (FIFO value) of the goods being returned. The purpose of the Returned Goods register is to allow the user to intervene in this process, so that the correct FIFO values can be recorded.

A new record is created in the Returned Goods register (in the Stock module). It is opened in a new window, entitled ‘Returned Goods: Inspect’. This means that it has been created and saved and is being opened for amendment and approval.

**Returned Goods: Inspect**

Operations   **New Duplicate Cancel Save**

No. 3 Trans.Date 20/3/2003  
Cust.No. 001 Name Against All Odds Trading Co

**Location Items Currency**

Location  ☒ Update Stock ☐ Price Incl VAT  
Order No. 1000003  
Comment

Reduce ☒ Shipped Quantity ☐ Ordered Quantity

	Item	Qty	Description	Item Cost	Extra Cost	Unit Cost
1	10101	5	Transistor radio	3		3
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

☐ OK Total Qty 5.00

The Returned Goods record takes its information from the Order: the default Quantity is that already delivered. Any Items on the Order with a delivery quantity of zero will not be included in the Returned Goods record. The default Item Cost is the Cost Price from flip C of the Order, not the actual cost of the Item being returned. This is because of the difficulty of obtaining a true FIFO valuation and because FIFO values are not stored in Orders.

Enter the returned Quantity for each Item and remove any Items not returned by clicking on the row number to the left and pressing the Backspace key. If necessary, change the Cost Price to the true value of the returned Item (which will be shown in the original Delivery record).

If an Item being returned is a Structured Item, you should list its components in the Return, not the Structured Item itself. Structured Items are built the moment the Delivery is made and are not kept in stock themselves. Therefore, they should not be included on a Return. Only the components should be listed on the Return: this will ensure they are correctly received back into stock.

If an Item being returned has a Serial Number, no Serial Number will be transferred from the Order to the Return. This is because the Serial Numbers

of delivered Items are not all stored in Orders if the Order Quantity is greater than one. You must enter the correct Serial Number yourself on flip B.

If the goods were returned because they were faulty (i.e. the Customer requires a replacement), choose to reduce the shipped quantity using the options on the right-hand side of the screen. Then, once the Returned Goods record has been approved, when you return to the Order you can raise another Delivery for the appropriate quantity to fulfil the Order. In this instance you may choose not to update the stock levels and to write off the Items using the Stock Depreciation register. If you need to return the Items to your Supplier, it is recommended that you update stock levels and then enter a Stock Depreciation record.

Alternatively, the goods may have been returned without a replacement being required (perhaps the Order has been cancelled). In this case, choose to reduce the ordered quantity and to update stock levels. If the Order has been invoiced, you can credit the original Invoice using the 'Create Credit Note' Operations menu function on the Returned Goods screen. This will create a Credit Note with appropriate Payment Terms and a reference to the Invoice being credited.

When the Returned Goods record is complete, click the OK check box. This signifies that the Return has been approved. Once this has been done, you will no longer be able to modify the Returned Goods record. You will not be able to raise a credit Invoice for the goods that have been returned until the record has been approved. A stock transaction in the Nominal Ledger will be created if you have so determined using the Sub Systems setting in the Nominal Ledger.

A possible method of working might be to generate a Returned Goods record when the Customer contacts you to send back the delivered Items. The Number of the Returned Goods record can then be issued as a Returns Number. When the Items arrive, the record can be approved: this will alter the stock levels accordingly.

For a full description of the screen, including detailed information about any Nominal Ledger Transactions created when the Return is approved, please refer to the chapter covering the Stock module elsewhere in this manual.

To close the screen and return to the Order, click the close box. You will be asked if you want to save any changes. The Del 1 and Del 2 fields of the Order (visible on flip D) will be updated automatically (as will the Order Quantity on flip A if you have so chosen).

### **Update Currency Price List Items**



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

### **Stock Movement**

If there is insufficient stock in the Location specified on the 'Del Terms' card to fulfil the Order (this can be ascertained using the 'Item Status' function described above), this function can be used to move any stock that might exist elsewhere into that Location. The Order must first have been saved before the function can be used, and there must be a Location specified on the 'Del Terms' card of the Order (unless a Main Location has been specified in the Stock Settings setting, in which case that Location will be used). The Order must not be closed, and it must have at least one row that has not been fully delivered.

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

**Stock Movement: Inspect**

Operations   New Duplicate Cancel Save

No. 7 Trans Date 20/3/2003

From Location From Position To Location 123 To Position For Production

Objects Items Currency

Text Orders 1000004;001

Objects

Item	Qty	Description	Serial No.	Old Unit Pr.	Extra Cost	New Unit Pr.
1	10101	5 Transistor radio		5		5
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

☐ OK Total Qty 5.00 Non Accounted Extra Costs

The Location from the 'Del Terms' card of the Order (or, if this is blank, the Main Location if there is one) is copied to the To Location field of the Stock Movement to enable the moving of stock to that Location (the Location on flip F is not used). The Text field of the Stock Movement contains a reference to the Order from which it was created. All rows from the Order will be transferred to the Stock Movement except those from which full or partial Deliveries have already been issued. The Quantity is taken from the Order: there is no attempt to calculate the existing stock level in the Location and to move in the balance.

Enter a From Location (the Location from which the stock is to be moved), check the OK box and click the [Save] button to save.

The stock will be moved into the To Location. If the Do Not Allow Over Delivery option in the Stock Settings setting is being used, you will not be able to approve and save the Stock Movement if there is insufficient stock in the From Location for the transfer. This check will not be made for Plain or Service Items, whatever the setting of the Do Not Allow Over Delivery option. If you would like to ascertain yourself whether the From Location has sufficient stock for the transfer before approving and saving the Stock

Movement, use the 'Item Status' function on the Operations menu or produce a Stock List report.

When the Stock Movement is approved and saved, the Old Unit Price will be changed to a FIFO or Weighted Average value. The Weighted Average cost of the Item (the average unit price of all previous purchases, visible on the 'Costs' card of the Item screen) is used if the Cost Model, Invoice in the Cost Model setting in the Sales Ledger has been set to Weighted Average. In all other cases, FIFO values are used. Also, if the FIFO per Location option in the Cost Accounting setting is on, any Extra Cost will be added to the FIFO value of the moved Item.

If you need to create Stock Movements in batches, use the 'Create Stock Movements' Maintenance function (described below).

Please refer to the 'Stock Module' chapter later in this manual for full details of the 'Stock Movement: Inspect' window.

### **Recalculate Weight and Volume**

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

## Create E-Mail

This function can be used to create a Mail containing details of the Order. This can be used to send the Order to the Customer by email.

When the function is selected, the following screen appears, by which a new Mail can be created—

**Mail: Inspect**

Operations **New** **Duplicate** **Cancel** **Save**

Date: 20/3/2003 Time: 22:20:42 Lifespan: Normal

**Address**

1	From	James Watson
2	To	Joseph@againstallodds.com
3		
4		

☐ Sent ☐ Locked ☐ Priority

**Subject** New Order, Order 1000003

**Text** New Order Items:

10101	5	Transistor radio	5.00	25.00
=====				
		Sum	25.00	
		VAT	4.38	
		Total	29.38	

Pay Term: 30 Days Nett  
Other Details:

A new record is opened in a window entitled 'Mail: Inspect'. This means that it has already been saved and is being opened for checking. The current user will be the default sender of the Mail. The To field will contain the email address of the Contact Person or the Customer from the Order. The text in the Subject field ("New Order, " in the example illustrated above) is taken from the Header field in the Order Mail setting. The Order Number is also shown. The Order Mail setting also allows two Standard Texts to be included in the Mail. The first of these is shown at the beginning of the Text field ("New Order Items: " in the illustration). This is followed by a list of Items from the Order, with Prices and Quantities. The Payment Terms then appear, followed by the second Standard Text ("Other Details: " in the illustration). The main body of the Mail can be reformatted to suit your requirements, and the recipient changed if necessary, perhaps to the Mailbox of a member of staff. If you are then ready to send the Mail, check the Sent box. Finally, save the

Mail by clicking the [Save] button in the Button Bar. If you are using the Lock and Send E-Mails Automatically option in the Mail Settings setting in the Technics module and the Mail contains an external email address (i.e. one with the @ sign), it will now be sent automatically. If you are not using this option, select 'Send E-mail' from the Operations menu after the Mail has been saved. Finally, close the Mail using the close box. You will be returned to the Order window.

If the function does not create a Mail, the probable causes are—

1. The current user does not have a Mailbox.
2. The Contact Person and the Customer from the Order do not have email addresses.
3. The Order has not been saved.

If you wish to use this function to send Mails to other members of staff, Hansa's Mail functions must be in use and the recipient should have a Mailbox. If you need to send Mails to Customers, the External Gateway module must be in use, and the E-Mail SMTP Server setting must be configured. Please refer to Volume 6 of these manuals for full details of Hansa's mailing facilities.

### **Previous Sales Prices**

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

### **Add Hidden Line**

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

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

## **The Customer Register**

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



## The Item Register

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

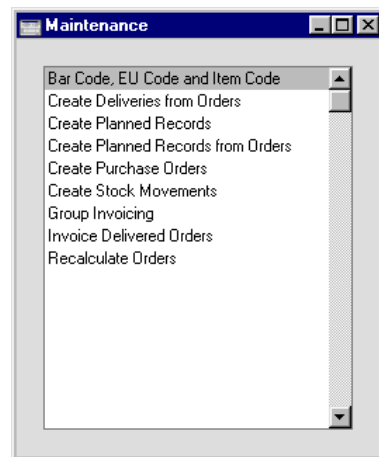
## The Price Register

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

# Maintenance

## Introduction

Maintenance functions tend to be used to carry out certain updating tasks, usually involving batch processing and encompassing all or many of the records in the affected register. To use any of these functions in the Sales Orders module, first 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.

## Bar Code, EU Code and Item Code

This function can be used to copy the Item Code of each Item to the Bar Code and to swap the Bar Code with the Commodity/EAN Code (EU Code).

Selecting the function brings up the following dialogue box—

<b>Item</b>	<b>Paste Special</b>	Item register
	<b>Range Reporting</b>	Alpha
	Enter an Item Code or range of Item Codes to specify the Items to which the function is to be applied. Leave the field blank if all Items are to be affected.	
<b>Item Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
	Specify an Item Group here to apply the function to all Items in that Group.	
	<b>Only Items With Blank Bar Code</b>	
	Check this box if the function is to ignore Items which already have Bar Codes.	
<b>Action</b>	The function can operate in one of two ways. Specify here which alternative is to be used.	
	<b>Copy Item Code to Bar Code</b>	
	This option will copy the Item Code to the Bar Code.	
	<b>Swap Bar Code with EU Code</b>	
	This option will copy the Bar Code to the Commodity/EAN Code (EU Code) and what was the Commodity/EAN Code will be moved to the Bar Code.	

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

## Create Deliveries from Orders

This function allows you to create Deliveries in batches. It finds all unfulfilled Orders which can be satisfied from stock and creates appropriate Deliveries. Alternative choices allow these to be saved in an unapproved or an approved state. A separate Delivery will be created for each Order, even if they are for the same Customer. A new Delivery will not be created for an Order that already has an unapproved Delivery. Deliveries will not be created for Customers that are on hold (the 'On Hold' box on the 'Terms' card of their Customer records has been checked). You can approve all Deliveries thus created in a single step, by highlighting them in the 'Deliveries: Browse' window and selecting 'OK' from the Operations menu. Remember that if you wish to change any of the Deliveries, you must do so before they are approved. You can also print Delivery Notes in a single batch, using the 'Documents' function on the File menu or the [Documents] button in the Master Control Panel having first selected 'Stock' from the Modules menu. Approving and printing are covered in more detail in the 'Stock Module' chapter later in this manual.

Selecting the 'Create Deliveries from Orders' function brings up the following dialogue box—

Complete the dialogue box as follows—

**Period**

**Paste Special**

Reporting Periods setting,  
System module

If you would like to consider only Sales Orders that fall within a certain period, enter the start and end dates of that period separated by a colon. The first record in the Reporting Periods setting is used as a default.

<b>Orders</b>	<b>Range Reporting</b>	Numeric
	To create Deliveries for a specific Order (or range of Orders), enter the appropriate Order Number (or two Order Numbers separated by a colon).	
<b>No. Srs. Comment</b>	You can specify that the Delivery Numbers of the Deliveries created by this function are to come from a particular number sequence in the Number Series - Deliveries setting. To do this, enter the Comment of the number sequence here. The field is case sensitive, so be careful when typing. If nothing is entered here, or if no matching Comment is found, the first number sequence in the setting will be used.	
<b>Planned Del.</b>	<b>Paste Special</b>	Current Date
	If you want to create Deliveries for Orders with a particular Planned Delivery Date, enter that date here. Deliveries will also be created for Orders with no Planned Delivery Date.	
<b>Delivery Date</b>	<b>Paste Special</b>	Current Date
	Enter a date to be used as the Delivery Date in the Deliveries created by the function. If no date is entered, the appropriate Order Date will be used.	
<b>Orders</b>	These alternatives are used to determine the Orders for which Deliveries will be created.	
	<b>Only Fully Shippable</b>	
	Deliveries will only be created for Orders which can be fully satisfied from stock. Orders for which unapproved Deliveries already exist will not have further Deliveries created.	
	<b>All Shippable Orders</b>	
	Deliveries will be created for Orders which can be partially satisfied from stock.	
<b>Reserved first</b>	Use this option when stock is limited and you wish to give priority to Orders for which stock has been reserved, using the check box in the header of the Order screen. Otherwise, stock will be allocated to the oldest Orders first.	

**OK Deliveries** Check this box to create approved Deliveries. Otherwise, unapproved Deliveries will be created.

**Delivery per Location**

By default, this function creates a single Delivery per Order. Its Location will be that from the 'Del Terms' card of the Order screen. If a separate Location has been specified on flip F of an Order row, this will appear on flip B of the corresponding Delivery row. Check this box if you would prefer to have a separate Delivery record created for each Location used.

**Skip Customers with Warnings**

Check this box if you do not want to create Deliveries for Customers with a Warning (entered on the 'Company' card of the Customer screen).

**Don't check credit limit**

If, in the Credit Limit setting in the Sales Ledger, you have chosen the Disallow Delivery option, this function will not create Deliveries for Customers that have exceeded their Credit Limit. Check this box if you would like Deliveries to be created for these Customers.

If you are not using the Disallow Delivery option in the Credit Limit setting but instead are using the Warning When Creating Delivery option, this function will create Deliveries for Customers that have exceeded their Credit Limit.

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

## Create Planned Records

This function will be useful in businesses that operate on the 'Just In Time' principle whereby Purchase Orders for Items on Sales Orders are raised as late as possible, so that the goods arrive just before they are scheduled for delivery to the Customer. It creates Purchase Orders and Productions for Items on Sales Orders dated according to the Planned Delivery Dates of the Sales Orders and the lead times of the Items in question. These are sometimes known as "Future" or "Planned" records. The Planned Delivery Date field

must use the Date format, set in the Planned Delivery setting, if you wish to use this feature.

The function will find all unfulfilled Sales Orders whose Planned Delivery Dates fall within the specified period. Usually, a separate unapproved Purchase Order will then be created for each Date/Supplier combination. These can be printed out and approved at the appropriate time from the 'Purchase Orders: Browse' window, sorted by Trans. Date. The exceptions to this are noted in the field descriptions underneath the illustration. If any of the Items on the Sales Orders are Stocked Items with a Recipe specified on the 'Recipe' card, records will be created in the Production register facilitating the assembly of these Items, and Purchase Orders will be raised for the components. Please refer to Volume 5 for details of the Recipe and Production registers.

Suppliers will be selected for Items as follows—

1. If an Item has a corresponding record in the Purchase Item register in the Purchase Orders module with a Supplier specified and with the Default check box switched on, that Supplier will be used. Please refer to the 'Purchase Orders' chapter for details of Purchase Items.
2. In all other cases, the Supplier will be the Default Supplier specified in the Purchase Order Settings setting. If no Default Supplier has been specified, Purchase Orders will not be raised for Items that do not meet the criteria in point 1 above.

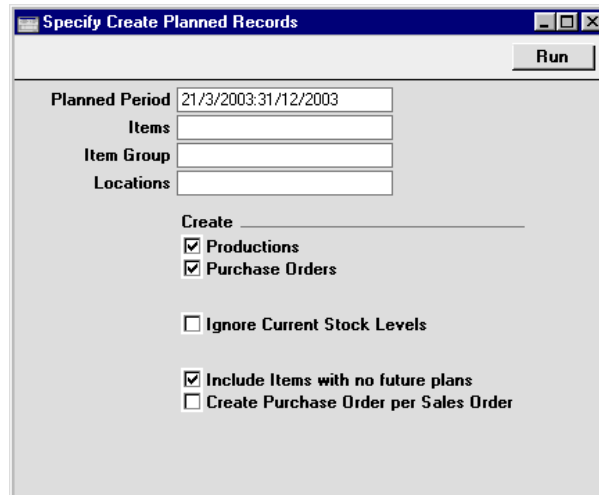
The dates of the Purchase Orders will be calculated from the Planned Delivery Dates of the Sales Orders and the Delivery Days of the Purchase Items. For example—

Planned Delivery Date of Sales Order	25/1/2003
Delivery Days of Item 1 (from Purchase Item)	10
Delivery Days of Item 2 (from Purchase Item)	5
Date of Purchase Order for Item 1	15/1/2003
Date of Purchase Order for Item 2	20/1/2003

If an Item is being purchased from the Default Supplier (point 2 above), the Delivery Days is assumed to be zero.

For Stocked Items with Recipes, it will be necessary for Production records to be created. Their dates will take into account the Fixed Assembly Days and the Days to Assemble each Unit recorded in the Recipes. If Purchase Orders are created for the components, these will be dated so that the components arrive in time to carry out the assembly.

Selecting the 'Create Planned Records' function brings up the following dialogue box—



**Specify Create Planned Records**

**Planned Period** 21/3/2003:31/12/2003

**Items**

**Item Group**

**Locations**

**Create**

☒ Productions

☒ Purchase Orders

☐ Ignore Current Stock Levels

☒ Include Items with no future plans

☐ Create Purchase Order per Sales Order

**Run**

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

Purchase Orders and Productions will be created from all Sales Orders whose Planned Delivery Dates fall in the period entered here. If a particular Order row has a Planned Delivery Date on flip E, this will be used in place of that on the 'Date' card: in fact the 'Date' card field can be blank if all rows have their own date. The Planned Delivery Date must use the Date format, set in the Planned Delivery setting.

The default period runs from the current date to the last day of the first period in the Reporting Periods setting.

Any Closed Orders with Planned Delivery Dates falling in the selected period will be ignored.



<b>Items</b>	<b>Paste Special</b>	Item register
	<b>Range Reporting</b>	Alpha
	<p>To create Purchase Orders and Productions for specific Items, enter an Item Number or range of Item Numbers here. Only Items in the range that have been used in the selected Sales Orders will be ordered.</p> <p>Only Stocked Items are ordered: Plain, Structured and Service Items are ignored.</p>	
<b>Item Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
	<p>To create Purchase Orders and Productions for Items belonging to a specific Item Group, enter an Item Group here. Only Stocked Items in the Group that have been used in the selected Sales Orders will be ordered.</p>	
<b>Locations</b>	<b>Paste Special</b>	Locations setting, Stock module
	<p>If this field is blank, the function will create one Purchase Order for each Supplier/Date combination, subject to the Create Purchase Order per Sales Order option below. So, Items on various Sales Orders which can be purchased from the same Supplier and which have to be ordered on a particular date will be placed on a single Purchase Order. The Location field on the 'Del Address' card of this Purchase Order will be blank. Sales Orders with and without Locations (specified on the 'Del Terms' card) will be considered.</p>	
	<p>If this field contains a Location, the function will create separate Purchase Orders for each Supplier/Date/Location combination. The appropriate Location will be shown on the 'Del Address' card of the Purchase Order. Only Sales Orders with the appropriate Location (specified on the 'Del Terms' card) will be considered. No attention will be paid to any Location entered on flip F of the Sales Order.</p> <p>Usually, only one set of Purchase Orders and Productions will be created from a particular Sales Order. Repeated use of the 'Create Planned Records' function will not result in many Purchase Orders. However, in the case of Sales Orders with Locations, if you first run the function for specific Items (or with a</p>	

blank specification window) and then for a specific Location, you will get two Purchase Orders, one with a Location on the 'Del Address' card and one without. It is therefore recommended that you make sure that you always specify a Location or always leave the Location field blank, as appropriate.

#### **Create**

Use these options to determine whether Purchase Orders and/or Productions are to be created.

If you choose to have Productions created only, Purchase Orders will still be created for the components.

Note: when entering Recipes, the last row should always contain the Item Number of the output Item (i.e. the Item being produced). If a Recipe is entered where this is not the case, this will cause problems when this function attempts to create a Production using this Recipe. Entering Recipes is covered in detail in Volume 5 of these manuals.

#### **Ignore Current Stock Levels**

By default, the quantity on any Purchase Orders and Productions will take current stock levels into account. For example, you have a Sales Order for five of a particular Item of which you already have three in stock. The function will create a Purchase Order with a quantity of two. The Minimum Order Quantity from the Purchase Item will be taken into account.

If this box is checked, the quantity will be copied from the Sales Order to the Purchase Order, and current stock levels will be ignored. So, in the example, a Purchase Order with a quantity of five will be created. Again, the Minimum Order Quantity from the Purchase Item will be taken into account.

#### **Create Purchase Order per Sales Order**

The function will usually create one Purchase Order for each Supplier/Date combination or each Supplier/Date/Location combination, depending on whether you specified a Location above. Items on various Sales Orders that can be purchased from the same Supplier and that have to be ordered on the same date will be gathered together on a single Purchase Order. If an unapproved open Purchase Order with the

appropriate Supplier, Location and Date already exists, a new Purchase Order will not be created and instead Items will be added to the existing Purchase Order.

If instead you would like separate Purchase Orders to be created for each Sales Order, check this box. This only affects the function if you have specified a Location in the field above.

Click [Run] to run the function. It may take a few moments, depending on the number of Purchase Orders and Productions to be created. When it has finished, you will be returned to the 'Maintenance' list window.

## Create Planned Records from Orders

This function is very similar to the 'Create Planned Records' function, but allows Purchase Orders and Productions to be created from individual Sales Orders rather than for specific Items. Please refer to the description of the 'Create Planned Records' function above for full details. The Ignore Current Stock Levels option is treated as being on for this function.



The screenshot shows a dialog box titled "Specify Create Planned Records from Sales Orders". It has a "Run" button in the top right corner. The dialog contains several input fields: "Planned Period" with the value "21/3/2003:31/12/2003", "Orders", "Item Group", and "Locations". Below these fields is a "Create" section with two checked checkboxes: "Productions" and "Purchase Orders".

## Create Purchase Orders

This function is used to create back-to-back Purchase Orders: Purchase Orders for Items on Orders that cannot be fulfilled from stock. The Purchase Orders will be saved in an unapproved state. You can print the Purchase Orders in a single batch, using the 'Documents' function on the File menu or the [Documents] button in the Master Control panel having first selected 'Purchase Orders' from the Modules menu. Approving and printing are covered in more detail in the 'Purchase Orders' chapter of this manual.

Only Stocked Items are ordered: Plain, Structured and Service Items are ignored.

Suppliers will be selected for Items as follows—

1. If an Item has a corresponding record in the Purchase Item register in the Purchase Orders module with a Supplier specified and with the Default check box switched on, that Supplier will be used. Please refer to the 'Purchase Orders' chapter for details of Purchase Items.
2. In all other cases, the Supplier will be the Default Supplier specified in the Purchase Order Settings setting. If no Default Supplier has been specified, Purchase Orders will not be raised for Items that do not meet the criteria in point 1 above.

Selecting the 'Create Purchase Orders' function brings up the following dialogue box—

If the function is to consider all Sales Orders, leave the three fields blank. Otherwise, use them as described below.

<b>Period</b>	<b>Paste Special</b>	Reporting Periods setting, System module
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If you would like to consider only Sales Orders that fall within a certain period, enter the start and end dates of that period separated by a colon.

<b>Order</b>	<b>Range Reporting</b>	Numeric
	Use this field to ensure the function refers to a particular Sales Order or range of Sales Orders.	
<b>Order Class</b>	<b>Paste Special</b>	Order Classes setting, Sales Orders module
	Use this field to ensure the function refers to Sales Orders of a particular Order Class.	
<b>Function</b>	These radio buttons are used to determine how the Purchase Orders are to be produced. In each case, the Supplier used will be that on the Default Purchase Item record or the Default Supplier in the Purchase Order Settings setting.	
	<b>Per Sales Order</b>	Purchase Orders will be generated for each Sales Order. Thus, if you have two Sales Orders for a particular Item, two Purchase Orders will be created, each for the quantity on the corresponding Sales Order (assuming no existing stock or minimum stock level).
	<b>Per Supplier</b>	One Purchase Order will be created for each Supplier. Thus, if you have two Sales Orders for a particular Item, a single Purchase Order will be created for an aggregate quantity.
	<b>Collected Order</b>	<p>This option is as the Per Supplier option, with the exception that the quantities for each Sales Order, together with Sales Order Numbers, are shown on the Purchase Order.</p> <p>If there are some unapproved open Purchase Orders in the name of any of the Suppliers used by this function, Items to be purchased from those Suppliers will be added to the earliest of those Purchase Orders. New Purchase Orders will not be created.</p>
<b>Item Specification from Order</b>		
	With this box checked, the Description for each Item on the Purchase Order will be taken from the Sales Order. Otherwise, it will be taken from the Purchase Item.	

### **Customer's Del Address on Purchase Order**

Switch on this check box if you would like the Customer's Name and Delivery Address to be printed on each Purchase Order. This option can only be used with the Per Sales Order or Collected Order options above.

### **Only with Suggestions**

Switch on this check box if you do not need to create Purchase Orders for Items you can supply from stock. Stock levels will be taken into account in calculating Purchase Order quantities. Otherwise, all Items on all Orders in the selected range will be included on Purchase Orders. Order quantities will be copied to the new Purchase Orders, so current stock levels will not be taken into account.

### **Order Comment to Purchase Order**

This option can only be used if you have selected the Per Sales Order radio button above. It will copy any text of the Comment field of an Order to the Comment field of any Purchase Orders generated from that Order.

**Purchase Price** Use these options to specify how the purchase price of each Item in each Purchase Order will be chosen.

#### **Always from Purchase Item**

If an Item has a related Default Purchase Item, the purchase price will be taken from there. Otherwise, and if a Default Supplier has been specified, the purchase price will be taken from the Cost Price field on flip C of the Sales Order (by default, this is the Cost Price of the Item plus its Extra Cost).

#### **Always from Item's Cost Price**

The purchase price will be the Cost Price in each Item record ('Costs' card). If this is empty, it will be the Cost Price from flip C of the Order. In this case the role of the Default Purchase Item if there is one will be to provide the Supplier but not the price.

### **From Item's Cost Price or Purchase Item**

If an Item has a related Default Purchase Item, the purchase price will be taken from the Cost Price field on flip C of the Sales Order. Otherwise, and if a Default Supplier has been specified, the purchase price will be taken from the Cost Price field in the Item record.

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

The purpose of this function is to create Purchase Orders for goods that are needed to fulfil outstanding Sales Orders ("back-to-back" Purchase Orders), although the minimum stock level is also taken into account. If you need to create Purchase Orders for Items that have fallen below their minimum stock level ("stocking" Orders), use the 'Create Purchase Orders' function on the Operations menu of the 'Purchase Orders: Browse' window.

## **Create Stock Movements**

This function allows you to create Stock Movements in batches, moving stock into the Locations specified on the 'Del Terms' cards of the selected Orders. It finds all Orders in the selected range and creates appropriate Stock Movements for those with a Location specified and with undelivered rows. Alternative choices allow these to be saved in an unapproved or an approved state. A separate Stock Movement will be created for each Order with one row per Order row (except for those Order rows from which full or partial Deliveries have already been issued). Stock Movements will not be created for Orders that have been closed.

The Location from the 'Del Terms' card of each Order will be copied to the To Location field of the corresponding Stock Movement to enable the moving of stock to that Location. The Text field of the Stock Movement will contain a reference to the Order from which it was created. The Quantity on each Stock Movement row will be from the Order: there is no attempt to calculate the existing stock level in the To Location and to move in the balance.

Selecting the 'Create Stock Movements' function brings up the following dialogue box—

<b>Period</b>	<b>Paste Special</b>	Reporting Periods setting, System module
		If you would like to consider only Sales Orders that fall within a certain period, enter the start and end dates of that period separated by a colon.
<b>Orders</b>	<b>Range Reporting</b>	Numeric
		Use this field to ensure the function refers to a particular Sales Order or range of Sales Orders. Stock Movements will not be created for Sales Orders in the range that do not have a Location specified on their 'Del Terms' cards or for Sales Order rows against which full or partial Deliveries have been issued.
		This field must contain a value for Stock Movements to be created.
<b>Order Class</b>	<b>Paste Special</b>	Order Classes setting, Sales Orders module
		Use this field to ensure that Stock Movements will only be created from Sales Orders in the selected range that belong to a particular Order Class.
<b>Customer</b>	<b>Paste Special</b>	Customer register
		Use this field to ensure that Stock Movements will only be created from Sales Orders in the selected range that are from a particular Customer.



**From Location**      **Paste Special**      Locations setting, Stock module

Specify here the Location from which stock is to be moved. The To Location will be that specified on the 'Del Terms' cards of the Orders.

This field must contain a value for Stock Movements to be created.

**No. Srs. Comment** You can specify that the Stock Movement Numbers of the Stock Movements created by this function are to come from a particular number sequence in the Number Series - Stock Movements setting. To do this, enter the Comment of the number sequence here. The field is case sensitive, so be careful when typing. If nothing is entered here, or if no matching Comment is found, the first number sequence in the setting will be used.

#### Stock Movement Date

**Paste Special**      Current Date

Enter a date to be used as the Transaction Date in all Stock Movements created by the function.

#### OK Stock Movements

Check this box to create approved Stock Movements. Otherwise, unapproved Stock Movements will be created. If this box is checked and there is insufficient stock in the From Location, unapproved Stock Movements will be created if the Do Not Allow Over Delivery option in the Stock Settings setting is being used.

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

## Group Invoicing

This function allows you to create Invoices in batches. It finds all approved but uninvoiced Deliveries and creates appropriate Invoices, which are saved in an unapproved state. Each Invoice will contain a reference to the Order to which it pertains. If several Deliveries to the same Customer, perhaps from different Orders, require invoicing, they will be grouped together on a single Invoice, providing those Orders have the same Payment Terms. Otherwise, a separate Invoice will be created for each Payment Term used. If you would like a separate Invoice to be created for each Order, use the 'Invoice Delivered Orders' function described below. You can approve all Invoices thus created in a single step, by highlighting them in the 'Invoices: Browse' window and selecting 'OK' from the Operations menu. Remember that if you wish to change any of the Invoices, you must do so before they are approved. You can also print the Invoices in a single batch, using the 'Documents' function on the File menu or the [Documents] button in the Master Control Panel having first selected 'Sales Ledger' from the Modules menu. Approving and printing are covered in more detail in the 'Sales Ledger' chapter in Volume 2a of this manual.

Selecting the 'Group Invoicing' function brings up the following dialogue box—

The dialog box titled "Group Invoicing" contains the following fields and options:

- Customer**: Text input field.
- Category**: Text input field.
- Order Class**: Text input field.
- Number Series Comment**: Text input field.
- Function**: Radio button selection.
  - ☒ One row per Order row
  - ☐ One row per Order row plus Delivery Address
  - ☐ One row per Order
  - ☐ One Invoice per Org. Customer
- ☐ Set Update Stock Flag on the Invoice
- ☒ Include Totals per Order (not for one row per Order)
- ☐ No Comment Lines
- ☐ One Default Item per Order



This enables you to limit the Invoice creation to a single Customer or Customer Category or a range of Customers (specify two Customer Numbers, separated by a colon). You can use 'Paste Special' if necessary. To raise Invoices for Orders whose Invoice To field on the 'Del Terms' card contains a Customer Number (e.g. this might be the case where Invoices are to be sent to leasing companies), enter the Customer Number of the leasing company, not the main Customer Number from the Order header. Leave the fields blank

if you do not need to restrict the Invoice creation to particular Customers. The function options allow you to control the appearance of the Invoice and are self-explanatory.

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

An example of an Invoice created with this function is shown below.

**Invoice: Inspect**

Operations   New Duplicate Cancel Save

No. 1126 Name Against All Odds Trading Co  
Customer 001

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

Inv. Date 26/11/2002 Our Ref. Salesman JNW  
Pay. Terms 30 Attn. Joseph Conrad  
Due Date 26/12/2002 Object  
Trans. Date 26/11/2002 Official Ser. No.

Item	Qty	Description	Unit Price	%	Sum
1					
2		Order 990036 / Customer 001, Against All Odds Trading Co			
3	10118	26 Personal Stereo	20.00		520.00
4		-----			
5		Total: 520.00			
6					
7		Order 990037 / Customer 001, Against All Odds Trading Co			
8	10119	12 Moving Magnet Cartridge	25.00		300.00
9		-----			
10		Total: 300.00			
11					
12		Order 990046 / Customer 001, Against All Odds Trading Co			

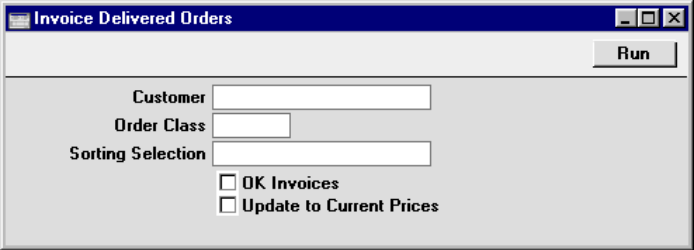
Currency GBP Freight VAT 143.50 Sub-Total 820.00  
☐ OK Ext. Tax 0.00 Base 963.50 TOTAL 963.50

If a Customer has been assigned a Default Item record ('Pricing' card of the Customer record), all Items in that record will be added to any Invoices created for that Customer. This can be done once per Invoice or once per Order, a choice made using the option in the specification window. Note that these Items will not have a Quantity, so be sure to enter one before printing and approving the Invoices.

Invoice Delivered Orders

This function allows you to create Invoices in batches. It finds all approved but uninvoiced Deliveries and creates appropriate Invoices, which can be saved in an approved or an unapproved state. The main difference between this function and the ‘Group Invoicing’ function described above is that a separate Invoice will be created for each Order, instead of one per Customer, possibly including several Orders. The Order Number field on the ‘Identifiers’ card of each Invoice will contain a reference to the Order to which it pertains. Any Orders that do not have Payment Terms will not be invoiced. You can approve all Invoices thus created in a single step, by highlighting them in the ‘Invoices: Browse’ window and selecting ‘OK’ from the Operations menu. Remember that if you wish to change any of the Invoices, you must do so before they are approved. You can also print the Invoices in a single batch, using the ‘Documents’ function on the File menu or the [Documents] button in the Master Control Panel having first selected ‘Sales Ledger’ from the Modules menu. Approving and printing are covered in more detail in the ‘Sales Ledger’ chapter in Volume 2a of this manual.

Selecting the ‘Invoice Delivered Orders’ function brings up the following dialogue box—



Customer	Paste Special	Customer register
	Range Reporting	Alpha
If you want to create Invoices from delivered Orders for a particular Customer, enter the Customer Number here.		
Order Class	Paste Special	Order Classes setting, Sales Orders module
	Use this field to ensure the function creates Invoices from delivered Sales Orders belonging to a particular Order Class.	

**Sorting Selection    Range Reporting    Alpha**

Invoices will be created from Orders with Sort Keys falling in the range specified here. The Sort Key of an Order is shown in the Sorting field on the 'Del Terms' card.

**OK Invoices**      Check this box to create approved Invoices. Otherwise, unapproved Invoices will be created.

**Update to Current Prices**

Check this box if you would like the Invoice to use the latest prices from the Price and Item registers instead of the prices in the Order.

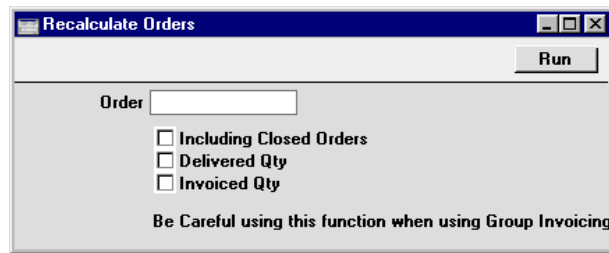
If the function does not create an Invoice, the probable causes are—

1. There are no Items on the Order awaiting invoicing.
2. The Order has a Project Number quoted on the 'Del Terms' card. If this is the case, the Invoice must be raised from the Job Costing module, using the 'Create Project Invoices' Maintenance function.
3. The Pay. Terms field on the 'Date' card of the Order is empty.
4. There is no valid record in the Number Series - Invoices setting (in the Sales Ledger). This might be a fault in the setting itself, or it might be because the default Invoice Number on the 'Ser Nos' card of the current user's Person record or in the Number Series Defaults setting (in the System module) is not in a valid Number Series. This problem will usually occur at the beginning of a new year. If a change is made to the 'Ser Nos' card of the Person record, you will need to quit Hansa and restart for it to take effect.

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

## Recalculate Orders

The Del 1, Del 2 and Invoiced Quantities in Sales Orders can occasionally be rendered inaccurate in certain circumstances. If this happens, they can be corrected using this function.



Enter the Order Number of the Order to be corrected (or a range of Order Numbers), and specify whether the Delivery Quantity or the Invoice Quantity (or both) are to be updated. Click the [Run] button in the Button Bar: the Sales Orders are updated.



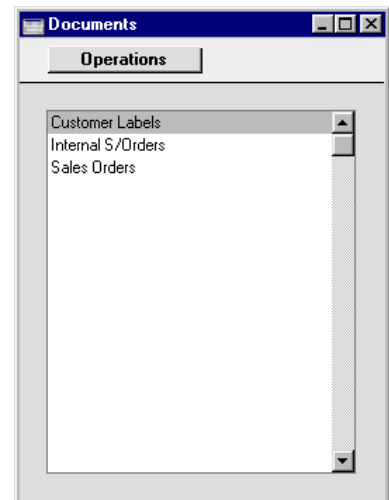
***Do not use this function for Orders whose Invoices were created using the 'Group Invoicing' Maintenance function. Such Invoices do not show Order Numbers on their 'Identifiers' cards and therefore this function cannot find them when recalculating Invoiced Quantities. Similarly, take care when using this function for Orders that have been subject to the 'Set Order to Invoiced' Operations menu function. Invoices for these Orders do not exist and therefore cannot be found by 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 Sales Orders module. 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 Sales Orders are to

be printed). The specification window for each document is described in detail below.

4. Click [Run] to print the documents.
5. Close the 'Documents' window using the close box.

To determine which Form is printed by each option in the 'Documents' window, follow this procedure (when Hansa is supplied, a sample Form is attached to each document)—

1. For each option, design a Form (or change the sample Form supplied to reflect your own requirements) using the Form register in the System module. This process is fully described in the chapter in Volume 1 covering the System module.
2. Change to the Sales Orders module and open the 'Documents' list window using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.
3. Highlight each item in the list and select 'Define Document' from the Operations menu. The subsequent window is used to assign a Form (or more than one Form) to each document and is fully described in the 'Documents' section of the 'Hansa's Work Area' chapter in Volume 1 of this manual. For example, each option can use different Forms determined perhaps by the Language of the Supplier or the Number Series of the Purchase Invoice or Payment.
4. For each document, the 'Define Document' function only needs be used once. After this has been done, Form selection will be automatic.

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

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

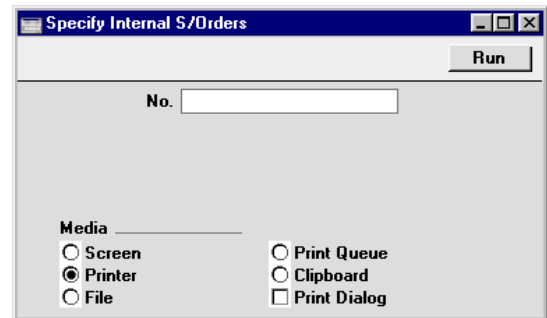


## Customer Labels

This document is also available in the Sales Ledger, CRM and Contracts modules. Please refer to the 'Customers' chapter in Volume 1 of these manuals for full details.

## Internal S/Orders

Internal orders are used within the company for administrative purposes and reference.



The 'Specify Internal S/Orders' dialog box features a title bar with standard window controls and a 'Run' button. It contains a text field labeled 'No.' for entering an order number. Below this, a 'Media' section offers radio button options for 'Screen', 'Printer' (which is selected), and 'File'. To the right of these are checkboxes for 'Print Queue', 'Clipboard', and 'Print Dialog'.

### Number

### Range Reporting

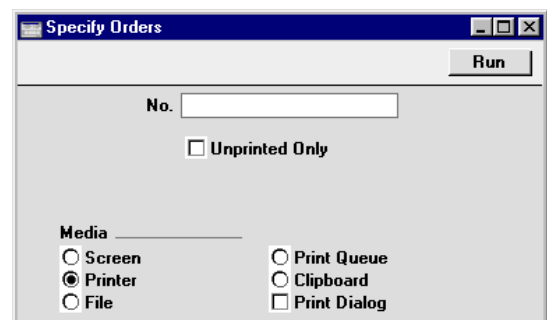
Numeric

Enter the Order Number or range of numbers for which you want the documents printed.

This document can also be produced automatically, controlled by the Automatic Actions setting in the System module.

## Sales Orders

A printed order is usually sent to the customer to confirm that the Order has been received.



The 'Specify Orders' dialog box has a title bar with standard window controls and a 'Run' button. It includes a text field labeled 'No.' for order numbers. Below the text field is an unchecked checkbox labeled 'Unprinted Only'. The 'Media' section at the bottom provides radio button options for 'Screen', 'Printer' (selected), and 'File'. To the right are checkboxes for 'Print Queue', 'Clipboard', and 'Print Dialog'.

<b>Number</b>	<b>Range Reporting</b>	Numeric
	Enter the Order Number or range of numbers for which you want the documents printed.	
<b>Unprinted Only</b>	If you check this box only previously unprinted Orders are printed.	

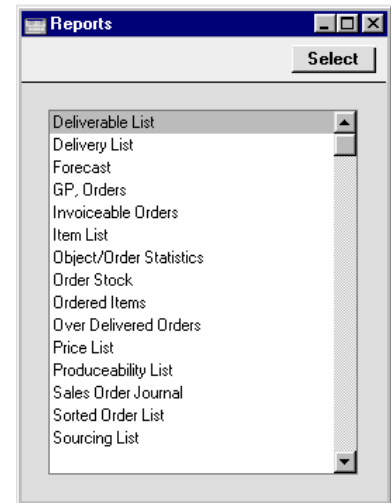
This document can also be produced automatically, controlled by the Automatic Actions setting in the System module.

# Reports

## Introduction

As with all modules, to print a report in the Sales Orders module, select 'Reports' from the File menu or click [Reports] in the Master Control panel. Then, double-click the appropriate item in the list.

The following reports are available in the Sales Orders module—



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 Sales Orders in the database. If it is necessary to restrict the coverage of the report, use the fields as described individually for each report.

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

Using the options at the bottom of the specification window, determine the print destination of the report (the default is to print to screen). You can

initially print to screen and subsequently send the report to a printer using the Printer icon.

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

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

## Deliverable List

This report lists the Orders that have yet to be delivered in full but which can be fulfilled from stock. This means that there is sufficient stock to satisfy each of the Orders listed, but not necessarily all of them.

Orders with unapproved Deliveries are treated as delivered for the purposes of this report (i.e. they are not listed). However, stock that has been used in unapproved Deliveries is treated as being available to other Orders.

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

**Specify Deliverable List** [Run]

Order   
 Item   
 Customer   
 Salesman   
 Order Class   
 Object   
 Location   
 Item Group   
 Planned Delivery

**Function**  
☒ Overview  
☐ Overview per Salesman  
☐ Detailed  
☐ Order rows

**Function**  
☒ Amount  
☐ Qty  
☐ Inc. Stock Level

☐ Allow Part Deliveries  
☐ Show Items from selected Group only

**Media**  
☒ Screen  
☐ Printer  
☐ File  
☐ Print Queue  
☐ Clipboard  
☒ Print Dialog

<b>Order</b>	<b>Range Reporting</b>	Numeric	Use this field to limit the report to a single Order, or range of Orders.
<b>Item</b>	<b>Paste Special</b>	Item register	Use this field to limit the report to Orders containing a particular Item. Figures in the report will be for the specified Item only, not the whole Order.
<b>Customer</b>	<b>Paste Special</b>	Customer register	To limit the report to Orders from a single Customer, enter a Customer Number here.
<b>Salesman</b>	<b>Paste Special</b>	Person register, System module	To limit the report to Orders generated by a single Salesman, enter their initials here.
<b>Order Class</b>	<b>Paste Special</b>	Order Classes setting, Sales Orders module	Enter an Order Class code to limit the report to Orders of a single Class.
<b>Object</b>	<b>Paste Special</b>	Object register, System module	To limit the report to Orders containing a single Object, enter that Object here. This refers to Objects entered at Order level, not those entered for Order rows.
<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module	To produce a report for one stock Location, enter its Location Code here. This refers to the Location entered at Order level, not those in the Order rows (flip F).
<b>Item Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger	Use this field to limit the report to Orders containing Items belonging to a single Item Group. The figures shown in the report will be for the whole Order, unless the Show Items From Selected Group Only option (below) is used as well.

**Planned Delivery**   **Paste Special**   **Current Date**  
**Range Reporting**   **By Date**

If you wish to report on Orders whose Deliveries are to be made on a specific date (based on the Planned Del. fields on the 'Date' card and on flip E of the Order screen), enter that date here.

#### **Allow Part Deliveries**

Switch this option on if you want Orders that can only be part delivered to be included in the report.

To make the most of this option, it is recommended that you use it together with the Quantity and Inc Stock Levels options (below). When used together with the Amounts option, Orders that can be part delivered will be included in the report, but the full order quantities will be shown.

#### **Show Items from selected Group only**

If you have specified an Item Group using the field above, the report will be limited to Orders containing Items of that Group. You can decide whether to show all rows of those Orders or just those rows featuring Items of the specified Group. If you need the latter option, switch on this check box.

#### **Function**

Use these options to determine the level of detail to be shown in the report. In each case, where a quantity is shown, this is the quantity awaiting delivery and invoicing. So, if an Item is delivered but not invoiced, it is included in the quantity.

#### **Overview**

The default setting for this report is Overview, which is a simple list of Orders that have not yet been fully delivered. For each Order, the Number, Date, Customer Name, value of Items not yet delivered and invoiced, and Currency are shown. The list is sorted by Order Number.

#### **Overview per Salesman**

This is a more comprehensive report in which the Orders are sorted by Salesman and then by Order Number. In addition to the information shown in the Overview, the Planned Delivery Date is

shown and the Order rows are listed. For each row, the Item Name, quantity, unit price, discount and outstanding value are shown. A subtotal value of Items not yet delivered is calculated for each Salesman.

**Detailed**

This option is similar in appearance to the Overview per Salesman, with the addition of the full Invoice Address, telephone and fax number, Price List and Our Reference. The list is sorted by Order Number.

**Order Rows**

This is a simple list of Order rows from Orders that have not yet been fully delivered. The list is sorted by Order Number and shows the Order Number, Date, Planned Delivery Date, Item Number, uninvoiced quantity, unit price, outstanding uninvoiced value and Currency.

**Function**

Use these options to determine whether values or quantities are to appear in the report.

**Amount**

The report will show the unfulfilled value of each Order.

**Quantity**

This option should only be used if you are not using the Overview option. It will show for each Order row the quantities ordered, delivered, invoiced and remaining to be delivered (in place of the unit price, discount and outstanding value).

**Inc Stock Level**

This option is only useful if you are using the Overview per Salesman or Detailed options and have selected the Quantity option immediately above. If so, it will additionally show for each Order row the quantity in stock, thus identifying which Order rows can be fulfilled immediately. The Order Rows option always shows stock quantities, irrespective of whether you have chosen this option.

## Delivery List

This report shows a list of Orders for which there are Deliveries remaining to be made or Invoices to be raised.

<b>Order</b>	<b>Range Reporting</b>	Numeric
	Use this field to limit the report to a single Order, or range of Orders.	
<b>Item</b>	<b>Paste Special</b>	Item register
	Enter an Item Number here to list Orders containing a particular Item in the report.	
<b>Customer</b>	<b>Paste Special</b>	Customer register
	To limit the report to Orders from a single Customer, enter a Customer Number here.	
<b>Order Class</b>	<b>Paste Special</b>	Order Classes setting, Sales Orders module
	Enter an Order Class code to limit the report to Orders of a single Class.	
<b>Item Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
	Use this field to limit the report to Orders containing Items belonging to a single Item Group.	



**Planned Delivery**   **Paste Special**   Current Date  
**Range Reporting**   By Date

If you wish to report on the Deliveries to be made on a specific date (based on the Planned Del. field on the 'Date' card of the Order screen), enter that date here. No account is taken of the Planned Delivery Date field on flip E.

**Sorting**   The report can be sorted by Customer Category or Item Group.

## Forecast

This report lists the Quotations entered in the report period, showing for each the Quotation Date, the Valid Until Date, the Total excluding and including VAT, the Gross Profit and the Probability that the Quotation will be converted to an Order. Orders from the same period can also be listed if required.

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

Enter the start and end date of the reporting period. The first record in the Reporting Periods setting is offered as a default.

<b>Order No.</b>	<b>Range Reporting</b>	Numeric
	Use this field to limit the report to a single Order, or range of Orders. Closed Orders in the range will not be listed.	
<b>Quotation No.</b>	<b>Range Reporting</b>	Numeric
	Use this field to limit the report to a single Quotation, or range of Quotations. Closed Quotations in the range will not be shown.	
<b>Salesman</b>	<b>Paste Special</b>	Person register, System module
	To limit the report to the Orders and Quotations of a single Salesman, enter their initials here.	
<b>Customer</b>	<b>Paste Special</b>	Customer register
	<b>Range Reporting</b>	Alpha
	To restrict the report to Orders and/or Quotations issued to a particular Customer, enter their Customer Number here.	
<b>Valid until</b>	<b>Paste Special</b>	Current Date
	If a date is entered here, only those Quotations that are valid at that date are shown (i.e. those whose Valid Until Date on their 'Date' cards is the date specified here or later).	
<b>Sales Group</b>	<b>Paste Special</b>	Sales Groups setting, System module
	To list Orders and/or Quotations with a particular Sales Group (shown on the 'Del Terms' card), enter that Sales Group here.	
<b>Orders</b>	Check this box if Orders are to be shown in the report.	
<b>Quotations</b>	Check this box if Quotations are to be shown in the report.	

GP, Orders

This report displays the Order Total and Gross Profit of each Order in the specified selection. The Gross Profit is based on the Cost Price for each Order row.

When printed to screen, the GP, Orders report has Hansa’s Drill-down feature. Click on any Order Number to open an individual Order record.

Specify GP, Orders

Run

Period1/1/2003:31/12/2003

Order No.

Customer

Salesman

Object

Sales Group

Function

☒ Overview

☐ Detailed

Sorting

☒ Sales Order No.

☐ Salesman

☐ Include Closed Orders

Media

☒ Screen

☐ Printer

☐ File

☐ Print Queue

☐ Clipboard

☒ Print Dialog

Period	Paste Special	Reporting Periods setting, System module
		If you would like to consider only Sales Orders that fall within a certain period, enter the start and end dates of that period separated by a colon.
Order No.	Range Reporting	Numeric
		Use this field to limit the report to a single Order, or range of Orders.
Customer	Paste Special	Customer register
		To limit the report to Orders from a single Customer, enter a Customer Number here.

<b>Salesman</b>	<b>Paste Special</b>	Person register, System module To limit the report to Orders generated by a single Salesman, enter their initials here.
<b>Object</b>	<b>Paste Special</b>	Object register, System module To limit the report to Orders containing a single Object, enter that Object here. This refers to Objects entered at Order level, not those entered for Order rows.
<b>Sales Group</b>	<b>Paste Special</b>	Sales Groups setting, System module To list Orders with a particular Sales Group (shown on the 'Del Terms' card), enter that Sales Group here.
<b>Function</b>		These settings control the level of detail included in the report.
	<b>Overview</b>	This option offers a single line per Order displaying Order total and Gross Profit.
	<b>Detailed</b>	This option shows for each Order row the Item, Order Quantity, Sum and Gross Profit.
<b>Sorting</b>		The report can be sorted by Sales Order Number or Salesman.
<b>Include Closed Orders</b>		Check this box if closed Orders are to be shown in the report.

## Invoiceable Orders

This report lists all Orders ready for invoicing. Orders are ready for invoicing if they are fully or part-delivered, with all Deliveries approved. The report shows for each Order the invoiceable total and Gross Profit.

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

<b>Order</b>	<b>Range Reporting</b>	Numeric
	Use this field to limit the report to a single Order, or range of Orders.	
<b>Item</b>	<b>Paste Special</b>	Item register
	Use this field to limit the report to Orders containing a particular Item. The figures shown in the report will be for the whole Order, not just for the specified Item.	
<b>Customer</b>	<b>Paste Special</b>	Customer register
	To limit the report to Orders from a single Customer, enter a Customer Number here.	

<b>Salesman</b>	<b>Paste Special</b>	Person register, System module  To limit the report to Orders generated by a single Salesman, enter their initials here.
<b>Sales Group</b>	<b>Paste Special</b>	Sales Groups setting, System module  To list Orders with a particular Sales Group (shown on the 'Del Terms' card), enter that Sales Group here.
<b>Order Class</b>	<b>Paste Special</b>	Order Classes setting, Sales Orders module  Enter an Order Class code to limit the report to Orders of a single Class.
<b>Object</b>	<b>Paste Special</b>	Object register, System module  To limit the report to Orders containing a single Object, enter that Object here. This refers to Objects entered at Order level, not those entered for Order rows.
<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module  To produce a report for one stock Location, enter its Location Code here. This refers to the Location entered at Order level, not those in the Order rows (flip F).
<b>Item Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger  Use this field to limit the report to Orders containing Items belonging to a single Item Group. The figures shown in the report will be for the whole Order, unless the Show Items From Selected Group Only option (below) is used as well.
<b>Planned Delivery</b>	<b>Paste Special</b>	Current Date
	<b>Range Reporting</b>	By Date  If you wish to report on Orders whose Deliveries are to be made on a specific date (based on the Planned Del. fields on the 'Date' card and flip E of the Order screen), enter that date here.
<b>Show Items from selected Group only</b>		
If you have specified an Item Group using the field above, the report will be limited to Orders containing Items belonging to that Group. You can decide whether		

to show all rows of those Orders or just those rows featuring Items of the specified Group. If you need the latter option, switch on this check box.

**Include Closed** Check this box if you would like closed Orders to be shown in the report.

## Item List

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

## Object/Order Statistics

This report analyses sales allocated to Objects, showing for each Object the Turnover, number of Sales Orders and average Order value. A comparison is provided between the report period and the period from the beginning of the fiscal year to the end of the report period. The Objects used in the analysis are those entered at Order level, not those entered for each Order row.

<b>Period</b>	<b>Paste Special</b>	Reporting Periods setting, System module
		Enter the start and end date of the reporting period.
<b>Order</b>	<b>Range Reporting</b>	Numeric
		Use this field to limit the report to a single Order, or range of Orders.

## Object

## Paste Special

Object register, System module

To limit the report to Orders containing a single Object, enter that Object here. This refers to Objects entered at Order level, not those entered for Order rows.

## Order Stock

This report gives you information about unfulfilled Orders, showing Order Number, Object, Date, Customer and Order Value yet to be invoiced. As it also shows Planned Delivery Dates, it can be used to aid cashflow planning. Further detail is available if required.

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

**Specify Order Stock** [Run]

Order

Item

Customer

Salesman

Order Class

Location

Object

Item Groups

Planned Del.

Sorting Selection

**Function**

☒ Overview

☐ Detailed

☐ Order Rows

☐ Components

☒ Status per Row

☒ Show Items from selected Group only

☒ Complete Order Information (only for Detailed)

☐ One page per Order

☐ Show GP

**Specify**

☒ Amounts

☐ Quantities

☐ Inc. Stock Level or GP

**Status**

☒ Not Delivered

☒ Part Delivered

☒ Not Invoiced

☐ Show Invoiced

☐ UnOKed Deliveries

**Status**

☒ Skip Closed

☐ Include Closed

☐ Closed Only

**Media**

☒ Screen

☐ Printer

☐ File

☐ Print Queue

☐ Clipboard

☒ Print Dialog



<b>Order</b>	<b>Range Reporting</b>	Numeric	Use this field to limit the report to a single Order, or range of Orders.
<b>Item</b>	<b>Paste Special</b>	Item register	Use this field to limit the report to Orders containing a particular Item. Figures in the report will be for the specified Item only, not the whole Order.
<b>Customer</b>	<b>Paste Special</b>	Customer register	To limit the report to Orders from a single Customer, enter a Customer Number here.
<b>Salesman</b>	<b>Paste Special</b>	Person register, System module	To limit the report to Orders generated by a single Salesman, enter their initials here.
<b>Order Class</b>	<b>Paste Special</b>	Order Classes setting, Sales Orders module	Enter an Order Class code to limit the report to Orders of a single Class.
<b>Object</b>	<b>Paste Special</b>	Object register, System module	To limit the report to Orders containing a single Object, enter that Object here. This refers to Objects entered at Order level, not those entered for Order rows.
<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module	To produce a report for one stock Location, enter its Location Code here. This refers to the Location entered at Order level, not those in the Order rows (flip F).
<b>Item Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger	Use this field to limit the report to Orders for Items of a single Item Group. The figures shown in the report will be for the whole Order, unless the Show Items From Selected Group Only option (below) is used as well.
<b>Planned Delivery</b>	<b>Paste Special</b>	Current Date	
	<b>Range Reporting</b>	By Date	If you wish to report on Orders whose Deliveries are to be made on a specific date (based on the Planned Del.

fields on the 'Date' card and flip E of the Order screen), enter that date here.

<b>Sorting Selection</b>	<b>Range Reporting</b>	Alpha
	All Orders with Sort Keys falling in the range specified here will be included in the report. The Sort Key of an Order is shown in the Sorting field on the 'Del Terms' card.	
<b>Function</b>	Use these options to control the level of detail shown in the report.	
<b>Overview</b>	This option displays the most important Order journal data (Order Number, Object, Date, Customer Name and Order Value yet to be invoiced) in a table format.	
<b>Detailed</b>	At the Order level, this option provides the additional information of Payment Terms and Planned Delivery Date. It also shows the Order rows with Item Code and Name, unfulfilled Quantity and unfulfilled Value. The full Customer Address can be shown by switching on the Complete Order Information check box.	
<b>Order Rows</b>	This option shows minimal Order level information (Order No, Date and Planned Delivery Date). For all unfulfilled Order rows, it shows the Item Code, unfulfilled Quantity and unfulfilled Value.	
<b>Components</b>	The report will show the components of structure items.	
<b>Specify</b>	Use these options to determine whether values or quantities are to appear in the report.	
<b>Amount</b>	The report will show the unfilled value of each Order.	
<b>Quantity</b>	This option is only useful if you are using the Detailed or Order Rows options. If so, it will show for each Order row the quantity delivered, invoiced and remaining to be delivered.	
<b>Inc Stock Level or GP</b>	This option is only useful if you are using the Detailed or Order Rows options. If you have	

selected the Quantity option immediately above, it will show for each Order row the quantity in stock, thus identifying which Order rows can be fulfilled immediately. If you have selected the Amount option, the gross profit for each row will be shown.

**Status** Check one or more of the boxes to include Orders of different status. The Not Invoiced option refers to Order rows that have been delivered but not invoiced (i.e. rows that are ready for invoicing); rows that have not been delivered will not be shown if this option only is selected.

**Status per Row** If you are reporting on Part-Delivered Orders and are using the Detailed and Quantity options, switching this option on will only list unfulfilled (undelivered or part-delivered) Order rows. Otherwise, all Order rows will be shown.

**Show Items from selected Group only**

If you have specified an Item Group using the field above, the report will be limited to Orders containing Items of that Group. You can decide whether to show all rows of those Orders or just those rows featuring Items of the specified Group. If you need the latter option, switch on this check box.

**Complete Order Information**

Switch this check box on if you are using the Detailed option and wish to see the full Customer Address for each Order in the report.

**One page per Order**

Check this box if you would like each Order to have a separate page. This applies when the report is printed to a printer only.

**Show GP**

Check this box if you would like total gross profit and gross margin figures to be printed at the end of the report. If you would like gross profit figures for each individual Order to be printed, check the Inc Stock Level Or GP box above and choose the Amount option.

**Status** You can decide to show open Orders only, both open and closed Orders, or closed Orders only. Orders are closed using the check box in the Order header.

**Ordered Items**

This report provides a simple list of Stocked Items for which you have received Orders which are as yet undelivered. Quantities not yet delivered, Cost Amounts (Cost Price multiplied by undelivered Quantity) and unfulfilled sales values are shown.

<b>Period</b>	<b>Paste Special</b>	Reporting Periods setting, System module
		Enter the start and end date of the reporting period.
<b>Item</b>	<b>Paste Special</b>	Item register
	<b>Range Reporting</b>	Alpha
		Use this field to limit the report to Orders for a single Item or range of Items. Only the Stocked Items in the range will be included in the report.

<b>Item Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
		Use this field to limit the report to Orders for Stocked Items of a single Item Group.
<b>Order Class</b>	<b>Paste Special</b>	Order Classes setting, Sales Orders module
		Enter an Order Class code to limit the report to Orders of a single Class.
<b>Planned Delivery</b>	<b>Paste Special</b>	Current Date
		If you wish to report on Order Items that are to be delivered on a specific date (based on the Planned Del. field on flip E of each Order row), enter that date here. In the case of rows with no Planned Delivery Date, that specified on the 'Date' card will be used.
<b>Cost Price</b>		Choose here whether you would like the Cost Amounts shown in the report to be based on the Cost Price in each Order or on the latest Cost Price for the Item.
<b>Currency Rate</b>		The sales values shown in the report are in the home Currency. In the case of Orders in a foreign Currency, choose here whether you would like these figures to be calculated using the Exchange Rate in each Order or using the latest Exchange Rate for the Currency.
<b>Sorting</b>		These radio buttons control the sort order of the report. The default is to print the report in Item Group order. You can also choose to print in Item Number or Description order, but if you do the Group Totals Only option (below) should be switched off.
<b>Group totals only</b>		Switch this option off if you would like to display all Items waiting to be delivered, with Quantities and Purchase Values. Otherwise, only aggregate totals for each Item Group will be shown.

## Over Delivered Orders

This report lists all Orders within the selected range for which Quantities greater than the Order Quantity have been delivered or invoiced.

The screenshot shows a window titled "Specify Over Delivered Orders". It has a "Run" button in the top right. Below the title bar are four input fields labeled "Order", "Item", "Customer", and "Item Group". At the bottom, there is a "Media" section with the following options:   
☒ Screen   
☐ Printer   
☐ File   
☐ Print Queue   
☐ Clipboard   
☒ Print Dialog

<b>Order</b>	<b>Range Reporting</b>	Numeric
	Use this field to limit the report to a single Order, or range of Orders.	
<b>Item</b>	<b>Paste Special</b>	Item register
	Use this field to limit the report to Orders for a single Item.	
<b>Customer</b>	<b>Paste Special</b>	Customer register
	To limit the report to Orders from a single Customer, enter a Customer Number here.	
<b>Item Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
	Use this field to limit the report to Orders for Items of a single Item Group.	

## Price List

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

Produceability List

This report is a list of assembled Items (Stocked and Structured Items with Recipes). It shows the quantities of each Item that can be produced from the components available in stock, and compares these figures with the quantities required by unfulfilled Sales Orders. Unfulfilled Orders for individual components are taken into account.

Specify Produceability List

Run

Item No.

Group

Location

☐ Recipes in Multiple Levels

Function

☒ Overview

☐ Detailed

Sorting

☒ No.

☐ Group

Media

☒ Screen

☐ Printer

☐ File

☐ Print Queue

☐ Clipboard

☒ Print Dialog

Item No.	Paste Special	Item register
	Range Reporting	Alpha
Use this field to restrict the report to a particular Item or range of Items. Only Items with Recipes will be shown in the report.		
Group	Paste Special	Item Group register, Sales Ledger
	Range Reporting	Alpha
Use this field to restrict the report to Items of a particular Item Group or range of Groups.		
Location	Paste Special	Locations setting, Stock module
	If you need to report on the quantity of assembled Items that can be produced from the components available in stock in a particular Location, specify that Location here.	

### **Recipes in Multiple Levels**

For assembled Items which use components which themselves are assemblies (i.e. sub-assemblies), you can either show the stock levels of the sub-assemblies or show those of the most basic level components. To use the latter option, switch on this check box.

**Function** Use these options to specify the level of detail in the report.

**Overview** For each Item, this option will simply show quantities in stock, on order and produceable.

**Detailed** For each Item, this option shows how many are produceable and lists its components, showing for each the quantities in stock and on order. The quantity of each component required by the Recipe is also shown.

**Sorting** The report can be sorted by Item Number or Item Group.



## Sales Order Journal

This report gives you information about registered Orders in the system.

When printed to screen, the Sales Order Journal has Hansa's Drill-down feature. Click on any Order Number to open an individual Order record.

<b>Order No</b>	<b>Range Reporting</b>	Numeric
	Use this field to limit the report to a single Order, or range of Orders.	
<b>Period</b>	<b>Paste Special</b>	Reporting Periods setting, System module
	Enter the start and end dates of the reporting period, separated by a colon (:).	
<b>Customer</b>	<b>Paste Special</b>	Customer register
	To limit the report to Orders from a single Customer, enter a Customer Number here.	
<b>Salesman</b>	<b>Paste Special</b>	Person register, System module
	To limit the report to Orders generated by a single Salesman, enter their initials here.	

<b>Sales Group</b>	<b>Paste Special</b>	Sales Groups setting, System module
		To list Orders with a particular Sales Group (shown on the 'Del Terms' card), enter that Sales Group here.
<b>Order Class</b>	<b>Paste Special</b>	Order Classes setting, Sales Orders module
		Enter an Order Class code to limit the report to Orders of a single Class.
<b>Item</b>	<b>Paste Special</b>	Item register
		Use this field to limit the report to Orders containing a particular Item. The figures shown in the report will be for the whole Order, not just for the specified Item.
<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module
		To produce a report for one stock Location, enter its Location Code here. This refers to the Location entered at Order level, not those in the Order rows (flip F).
<b>Function</b>		Use these options to specify the level of detail in the report.
<b>Overview</b>		The default setting for this report is Overview, which results in a report with the most important order journal data in a table format.
<b>Detailed</b>		Clicking this button will result in a report with all available data.
<b>Excl VAT</b>		Same as the Overview report, but amounts will be printed net of VAT.
<b>Status</b>		Choose one or more of these check boxes to include Orders of various statuses in the report. At least one option must be chosen, otherwise the report will be blank.
	<b>Invoiced not delivered</b>	
		Orders that have been invoiced but not shipped.
	<b>Not Invoiced</b>	Orders that have not yet been invoiced.
	<b>Part Delivered</b>	Orders that have been partially shipped.
	<b>Delivered</b>	Orders that have been shipped in full.

- Sorting

The report can be sorted by Order Number or Customer Number.
- Show Reserved Orders only

Check this box if you would like the report only to list Orders marked as Reserved.

Sorted Order List

This report is a list in Sort Key order of Orders with a particular Planned Delivery Date. It can be used as an aid for delivery drivers. The Sort Key of each Order can be found in the Sorting field on the ‘Del Terms’ card.

The report shows for each Order the Order Number, Customer Number, Name and Address and the Sort Key. The Order Items are then listed, with the Item Number and Name and the Order Quantity being printed.

When printed to screen, the Sorted Order List has Hansa’s Drill-down feature. Click on any Order Number to open an individual Order record.

Sorted Order List

Run

Planned Delivery

Sorting

Department

Order No.

Lines per Page

Function

Running

One Page per Order

Item Totals

Media

Screen

Printer

File

Print Queue

Clipboard

Print Dialog

Planned Delivery    Paste Special    Current Date

If you wish to report on Orders whose Deliveries are to be made on a specific date (based on the Planned Del. field on the ‘Date’ card of the Order screen only, not that on flip E), enter that date here.

<b>Sorting</b>	<b>Range Reporting</b>	Alpha
	All Orders with Sort Keys falling in the range specified here will be included in the report. The Sort Key of an Order is shown in the Sorting field on the 'Del Terms' card.	
<b>Department</b>	<b>Paste Special</b>	Departments setting, Assets module
	If a Department is entered here, the report will list the Orders containing Items attached to that Department. (the Department is shown on the 'Stock' card of each Item record). In the case of Orders for several Items, only the Items with the Department in question will be listed,	
<b>Order No.</b>	<b>Range Reporting</b>	Numeric
	Use this field to list a single Order (or range of Orders) in the report.	
<b>Lines per Page</b>	Specify here how many Order Items are to appear on each page. For example, if you enter 10 here, an Order with 20 rows will be spread over two pages when printed to a printer.	
<b>Function</b>	Three versions of the report are available—	
	<b>Running</b>	This is the standard version of the report, as described above the illustration.
	<b>One page per Order</b>	Use this option if you would like each Order to have a separate page. This applies when the report is printed to a printer only, and is otherwise identical to the Running option above.
	<b>Item Totals</b>	This version of the report is a simple list of Items showing the quantity of each that is to be delivered on the Planned Delivery Date.

## Sourcing List

This report has been provided for use in the EDI (Electronic Data Interchange) module where it can be necessary to print out the history of perishable goods supplied by your company such as fruit and vegetables. The report will also be useful in other circumstances where the detailed recording of dated information of any kind is required.

The report shows the Order Number, Customer Number and Name, Customer Order Number and Planned Delivery Date for each Order. The Order Items are then listed, showing the Item Number, Description, Quantity, Farm (Source), Harvest Date and Time (Picking Date and Time), Location, Inloading Date and Time and the Despatch Date. This information is taken from flips F and G of the Order screen.

**Order No.**

**Range Reporting**

Numeric

Use this field to list a single Order (or range of Orders) in the report.

<b>Period</b>	<b>Paste Special</b>	Reporting Periods setting, System module
		Enter the start and end dates of the reporting period, separated by a colon (:). Orders whose Order Date falls in this period will be listed in the report.
<b>Planned Delivery Date</b>	<b>Paste Special</b>	Current Date
		Enter a date here to list Orders with that date shown in the Planned Delivery Date field in the Order header. No account is taken of the Planned Delivery Date field on flip E.
<b>Picking Date</b>	<b>Paste Special</b>	Current Date
		Enter a date here to list Order rows with that date shown in the Pick. Date field on flip G of the Order screen.
<b>Inloading Date</b>	<b>Paste Special</b>	Current Date
		Enter a date here to list Order rows with that date shown in the Inl. Date field on flip G of the Order screen.
<b>Despatch Date</b>	<b>Paste Special</b>	Current Date
		Enter a date here to list Orders with that date shown in the Desp. Date field on the 'Date' card of the Order screen.
<b>Customer</b>	<b>Paste Special</b>	Customer register
	<b>Range Reporting</b>	Alpha
		Use this field to list the Orders received from a single Customer (or range of Customers) during the period in the report.
<b>Location</b>	<b>Paste Special</b>	Location register, Stock module
		Enter a Location here to list Order rows with that Location shown on flip F of the Order screen. No account is taken of the Location field on the 'Del Terms' card.
<b>Source</b>	<b>Paste Special</b>	Sources setting, Stock module
		Enter a Source here to list Order rows with that Source shown on flip F of the Order screen.

<b>Order Class</b>	<b>Paste Special</b>	Order Classes setting, Sales Orders module
		Enter an Order Class code to list Orders of a single Class in the report.
<b>Print</b>		Use the Order per page option if you would like each Order to have a separate page. This applies when the report is printed to a printer only.
<b>Sorting</b>		The report can be sorted by Order Number or Customer Number.

**Include Closed Orders**

Check this box if closed Orders are to be shown in the report.

**Format for email** This option can be used when printing the report to a text file.

Usually a report printed to a text file will be the same as one printed to the screen or a printer. The column headings (separated by tabs) are printed first, followed by the report data. When the file is opened in a spreadsheet program, the column headings appear on the first row and the data on the following rows, one row per record. This is a simplified example—

<b>Order No.</b>	<b>Order Date</b>	<b>Cust No.</b>
5001	1/12/2003	001
5002	1/12/2003	002
5003	2/12/2003	001

If this option is used, the columnar format is not used, and each piece of data appears on its own line with its identifier—

Order No:	5001
Order Date	1/12/2003
Cust No.	001
Order No.	5002
Order Date	1/12/2003
Cust No.	002
Order No.	5003
Order Date	2/12/2003
Cust No.	001

This makes the file easier to understand if it is included in an email or word processor document. Lines are used to separate the records.

To print a report to a text file, select 'File' using the Media options below this check box.

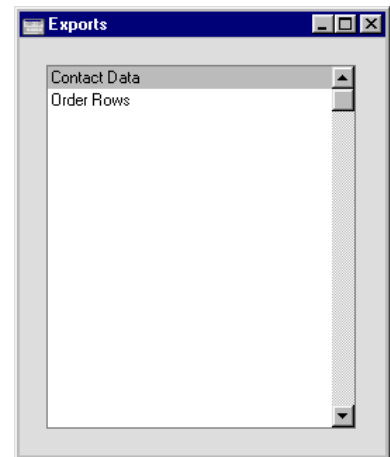


# Exports

## Introduction

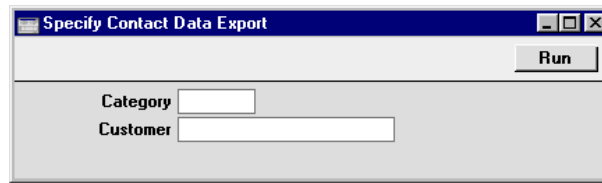
The 'Exports' function provides for the exporting of certain information to tab-delimited text files from where it can be incorporated in word processing programs for mailmerge, in spreadsheets for further statistical analysis or in page make-up programs for incorporation in publicity material or published 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. The function is selected using the 'Exports' item on the File menu or by clicking the [Exports] button in the Master Control panel.

On selecting the function, the window illustrated below appears. This lists the Exports which can be produced from the Sales Orders module. 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.



## Contact Data

This option is used to export information about the Contacts you have at each Customer.

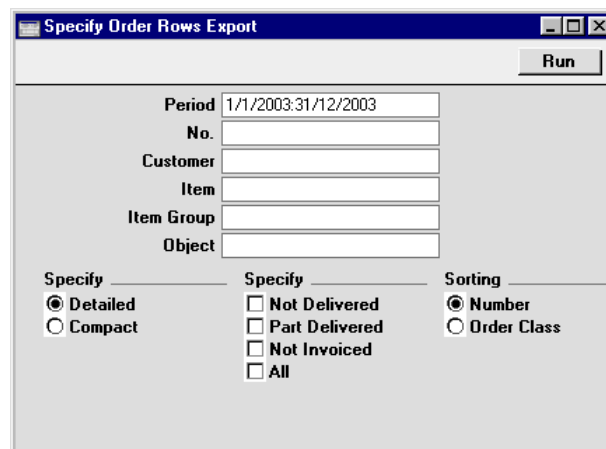


The 'Specify Contact Data Export' dialog box features a title bar with standard window controls and a 'Run' button. Below the title bar, there are two input fields: 'Category' and 'Customer', each followed by a text entry box.

Enter a Customer Number or a range of Numbers.

## Order Rows

The 'Order Rows' export produces a text file containing all the Order rows included in the selection you make. The order rows can be used for different statistical analysis in other programs, for example spreadsheets.



The 'Specify Order Rows Export' dialog box includes a title bar with window controls and a 'Run' button. The main area contains several input fields: 'Period' (with a date range '1/1/2003:31/12/2003'), 'No.', 'Customer', 'Item', 'Item Group', and 'Object'. Below these fields, there are three sections of options: 'Specify' with radio buttons for 'Detailed' (selected) and 'Compact'; 'Specify' with checkboxes for 'Not Delivered', 'Part Delivered', 'Not Invoiced', and 'All'; and 'Sorting' with radio buttons for 'Number' (selected) and 'Order Class'.

Use the selection fields to make the selection you want. Range reporting is possible from the Customer and Order Number fields.

***Hansa Financials***  
***HansaWorld***  
***Purchase Orders***

## Chapter 2: The Purchase Orders Module

In this module, you can enter and print your Purchase Orders, for sending to Suppliers. There is also a separate item register for Purchase Items. This register can be made to cooperate with the normal Item register in the Sales Orders and Sales Ledger modules.

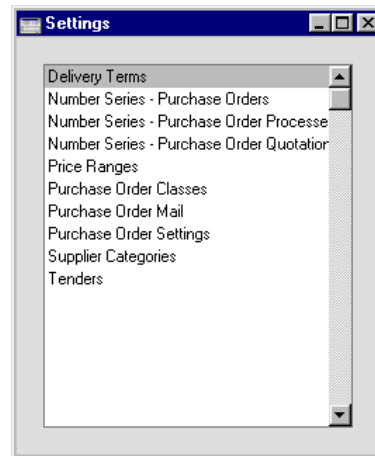
The module allows the production of deficit lists and purchase proposals, Purchase Order journals and other reports.

There is a tool for the entering of Purchase Orders that can save a great deal of time - automatic generation of Purchase Orders. See the section about the Operations menu below.

## Settings

### Introduction

The following settings are available in the Purchase Orders module—



To edit a setting, ensure you are in the Purchase Orders module using the Modules menu and click the [Settings] button in the Master Control panel or select 'Settings' from the File menu. The list shown above appears. Then, double-click the relevant item in the list.

## Delivery Terms

Please refer to the 'Sales Orders' chapter elsewhere in this manual for full details of this setting.

## Number Series - Purchase Orders

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

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

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

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

No.	From		To		Date	From	To	Comment	N/L
	From	To	From	To					
1	2001	2999	1/1/2002	31/12/2002	London Office	GenTrans			
2	20001	20999	1/1/2002	31/12/2002	Manchester	GenTrans			
3	3001	3999	1/1/2003	31/12/2003	London Office	GenTrans			
4	30001	30999	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.

The N/L field common to all Number Series settings is not used in this instance.

## Number Series - Purchase Order Processes

Use this setting to define the number sequences for Purchase Order Processes in a similar manner to that described above.

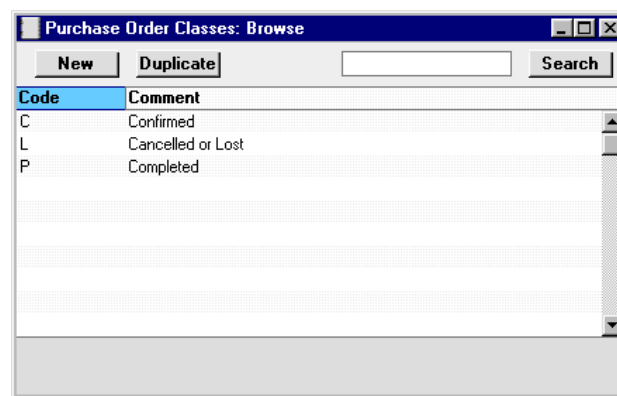
## Number Series - Purchase Order Quotations

This setting contains the number sequences for records in the Purchase Order Quotation register.

## Purchase Order Classes

The Purchase Order Class is a means of analysing Purchase Orders for reporting or prioritising.

The 'Purchase Order Classes: Browse' window lists the available Order Classes: double-click to modify or click [New] to create a new item.



In the Purchase Order Class entry window, you should enter a code and a short descriptive text. The code may contain up to five characters, and you may freely mix letters and numbers. Click [Save] to save changes.

## Purchase Order Mail

The 'Create E-Mail' function on the Operations menu of the Purchase Order screen can be used to create Mails containing details of Purchase Orders. Such Mails can be used to send Purchase Orders to Suppliers by email.

This setting can be used to define the standard pieces of text that will appear in all Mails created using this function.

**Purchase Order Mail Settings: Inspect**

Save

Header New Purchase Order,

First Text 1

Last Text L

**Header** Enter the short piece of text that is to appear in the Subject line of the Mail.

**First Text** **Paste Special** Standard Text register, CRM module

Specify here the Code of a record in the Standard Text register in the CRM module. This record will contain the text that will appear at the beginning of the main body of the Mail, before the Order Items are listed. In the example Mail shown below, the text “New Purchase Order Items: ” has been taken from the specified Standard Text record (i.e. that whose Code is “1”).

**Last Text** **Paste Special** Standard Text register, CRM module

Again, specify the Code of a record in the Standard Text register. The text in this record will appear in the main body of the Mail, after the Purchase Order Items are listed and after the Payment Terms. In the example Mail shown below, the text “Other Details: ” has been taken from the specified Standard Text record (i.e. that whose Code is “L”).

**James Watson: Inspect**

Operations

New Duplicate Cancel Save

Date: 27/3/2003 Time: 18:28:55 Lifespan: Normal

☐ Sent  
☐ Locked  
☐ Priority

		Address
1	From	James Watson
2	To	orders@uktradingco.com
3		
4		

**Subject** New Purchase Order, Purchase Order No.3012

**Text** New Purchase Order Items:

10101	20	Transistor radio	5.00	100.00
=====				
Sum			100.00	
VAT			17.50	
Total			117.50	

Pay Term: 30 Days Nett  
 Other Details:

## Purchase Order Settings

This setting contains some miscellaneous options controlling the behaviour of various aspects of the Purchase Orders module.

**Purchase Order Settings: Inspect**

Save

☐ Set Good Receipt Quantity to zero  
☐ Transfer Account and Object to Goods Receipt  
☐ Warning if not Default Supplier  
☐ Suggest Full Multiples of Normal Ordering Quantity

Def. Supplier

### Set Goods Receipt Quantity to Zero

The 'Goods Receipt' function on the Operations menu of the Purchase Order window usually creates a Goods Receipt containing all Items that have been ordered but



not yet received. Use this option if you would like the default Quantity for all Items on the Goods Receipt to be zero.

**Transfer Account and Object to Goods Receipt**

Use this option if you would like the Purchase Control Account on flip B of a Purchase Order to be transferred to the Stock Account on flip E of any Goods Receipt (and from there to the resulting Nominal Ledger Transactions) created using the ‘Goods Receipt’ Operations menu function. Any Objects on flip B of the Purchase Order will be transferred to the corresponding Goods Receipt row as well.

Note that the Purchase Control Account on flip B of a Purchase Order is chosen using a different order of priority to that used for the Stock Account in a Goods Receipt. As a result, this option should only be used in specialised accounting situations.



***Do not use the Transfer Account and Object to Goods Receipt option unless you are sure it is correct for your business.***

**Warning if not Default Supplier**

When entering Purchase Orders, switch this option on if you want Hansa to check if the Item is in fact sold by the Supplier. If this option is on, Hansa will issue a warning if the Item does not have a related Purchase Item in the name of the Supplier of the Purchase Order. If this option is off, it will be the user’s responsibility to ensure that the correct Supplier/Item combination is chosen.

**Def. Supplier**

**Paste Special**

**Supplier Register**

The ‘Create Purchase Orders’ Maintenance function in the Sales Orders module is used to create back-to-back Purchase Orders: Purchase Orders for Items on Sales Orders that cannot be fulfilled from stock. The ‘Create Purchase Orders’ function on the Operations menu of the ‘Purchase Orders: Browse’ window will create Purchase Orders for Items that have fallen below their minimum stock level.

Usually, these functions will only create Purchase Orders for Items that have a corresponding Default Purchase Item (one with a Supplier specified and with the Default check box switched on). If you would also like these functions to raise Purchase Orders for Items that have no corresponding Default Purchase Item, specify here the Supplier that is to be used.

## Supplier Categories

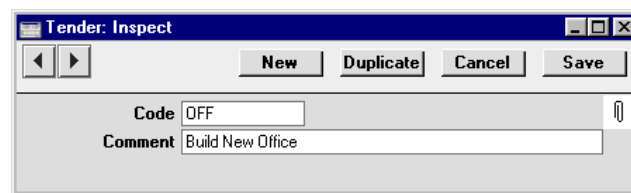
Please refer to the 'Purchase Ledger' chapter in Volume 2a of these manuals for full details of this setting.

## Tenders

Tenders are used with the Purchase Order Process register described later in this chapter. If your company puts out a Tender for work that you want to be carried out, register it in this setting. The Purchase Order Process register can then be used to keep track of the Tender invitations and responses.

On first selecting the setting, the 'Tenders: Browse' window is displayed, showing all Tenders 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 the record without saving changes, click the close box.



In the Tender entry window, you should enter a code and a short descriptive text. The code may contain up to five characters, and you may freely mix letters and numbers.

## The Supplier Register

Please refer to the 'Purchase Ledger' chapter in Volume 2a of these manuals for full details of this register.

## The Item Register

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

## The Purchase Item Register

This is a separate Item register, containing information about all those Items that are normally purchased by your business. Each Item can have several different corresponding Purchase Items. For example, if the same Item is available from different Suppliers, there should be a separate Purchase Item for each Supplier.

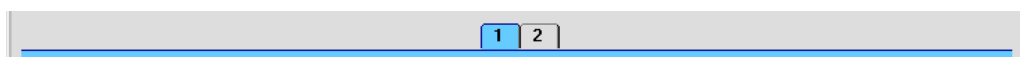
Typically, the Purchase Item register will be used by companies that purchase products for resale as it is a means of recording Supplier and Cost information for each Item. In particular, the Purchase Item register must be used if you will be creating Purchase Orders in batches, either to satisfy outstanding Sales Orders or to ensure stocks of Items are above specified minimum levels. If your business tends to sell services, or manufactures Items for sale, you may not need to use the Purchase Item register.

### Entering a Purchase Item

Purchase Items can be created in two ways—

1. You can enter Purchase Items to the Purchase Item register in the normal way. In the Purchase Orders module, select 'Purchase Items' from the Registers menu, or click the [Pur Items] button in the Master Control panel. The 'Purchase Items: Browse' window is opened, showing all Purchase Items already entered. Click [New] in the Button Bar or, alternatively, select a Purchase Item similar to the one you want to enter and click [Duplicate] on the Button Bar.
2. You can create a Purchase Item record by copying an Item. From the Item record, select the 'Create Purchase Item' function on the Operations menu. Information will be copied from the Item record into the Purchase Item, leaving you only the tasks of specifying the Supplier and, if necessary, of changing the price.

In each case, the 'Purchase Item: New' screen described below is used. This is divided into two cards. There are two numbered buttons ('tabs') in the header.



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

### Header

<b>Item</b>	<b>Paste Special</b>	Item register
	Enter an Item Number. You can have several Purchase Item records relating to a single Item.	
<b>Desc.</b>		The name of the Purchase Item is copied from the Item register. Change the name if necessary.
<b>Supplier</b>	<b>Paste Special</b>	Supplier register
	Enter the Number of the Supplier here.	
<b>Name</b>		Hansa enters the name of the Supplier.
<b>Default</b>	This check box is used for two purposes. It informs Hansa that you would like the stock situation of a particular Item to be considered when creating Purchase Orders in batches, and it determines which Supplier will be used when creating such Purchase Orders.	
	You might have several Purchase Items relating to a single Item. However, the batch Purchase Order function	

will not consider that Item unless one of those Purchase Items has the Default check box switched on. The Supplier and purchase price will be taken from the particular Purchase Item with the Default box checked (usually referred to as the “Default Purchase Item”).

You cannot have more than one Default Purchase Item for a particular Item.

# **Card 1**

## **Price**

Enter the purchase price for the Item offered by this Supplier. This figure is per Supplier Unit (see below).

When raising Purchase Orders, it is possible to have the Cost Price of the Item record updated automatically. This automatic updating is not extended to Purchase Items. To update the Price of Purchase Items in a single step, use the ‘Update Purchase Items’ Maintenance function in the Purchase Orders module. This is described later in this chapter.

## **Purchase Cost**

The extra cost associated with a purchase transaction for this Item from this Supplier. When a Goods Receipt is raised from a Purchase Order in which this Purchase Item has been used, any value entered here will be transferred on a per unit basis to the Customs fields on flip C of each Goods Receipt row. The whole figure will be copied to the Customs field in the Goods Receipt footer.

## **Currency**

### **Paste Special**

Currency register

### **Default taken from**

Supplier

If the Price (above) is recorded in a Currency other than the home Currency, record that Currency here.

If the ‘Update Purchase Items’ Maintenance function (described later in this chapter) is used to update the Price from the Cost Price of the equivalent Item, if that Price is in a different Currency to that of the Cost Price of the Item, the updating process includes a Currency conversion calculation using the appropriate Exchange Rate.

**Unit Conv., Supplier Unit****Paste Special**

Units setting, Sales Ledger

These fields are used when the Item is purchased in a different Unit to which that in which it is sold.

Enter the purchasing Unit in the Supplier Unit field, using 'Paste Special' if necessary. Then, use the Unit Conversion field to show the relationship between the Supplier Unit and the sales Unit (shown on the 'Pricing' card of the Item record). The Price (above) will refer to the Supplier Unit.

For example, your firm sells the Item in single units, but the Supplier sells in boxes of 12. In this case, the Unit on the 'Pricing' card of the Item record will be "Item", the Supplier Unit will be "Dozen", and the Unit Conversion will be "12". The Price (above) will be for one dozen.

If you subsequently need to order 240 of the Item, enter "240" as the Quantity on the Purchase Order. The Purchase Order's Sup. Qty field (on flip B of the 'Items' card) will be calculated to show "20", i.e. the order quantity from the Supplier's point of view (Quantity divided by Unit Conversion). This figure is shown as the Quantity on the Purchase Order document.

The Units setting in the Sales Ledger module enables Language-specific text to be entered for the Supplier Unit. This text will appear, in translation if necessary, on printed Purchase Orders.

Leave these fields empty if the purchasing and sales Units are the same. In this case, the Price will be per sales Unit.

**Supplier Item****Used as default in**

Purchase Orders

The code allocated to the Item by this Supplier. This will be shown as the main Item Code on the Purchase Order document.

**Norm Ord. Qty, Min Order Qty**

When making Purchase Order suggestions using the Deficiency List report or creating Purchase Orders in batches, if the stock balance is below the re-ordering point of the Item (the Minimum Level specified on the

‘Stock’ card of the Item screen), the Normal Order Quantity will be suggested as an order quantity by Hansa. If the shortage remains, Hansa will top up the order quantity to cover the whole shortage. If the shortage is less than the Minimum Order Quantity, nothing will be ordered.

A shortage exists as long as the disposable stock balance is less than the minimum stock level specified on the ‘Stock’ card of the Item record.

If both the quantity fields are left blank, Hansa will order up to the minimum stock level of the Item.

<b>Producer</b>	<b>Paste Special</b>	Supplier register
	Enter the code of a Producer or manufacturer, if required.	
<b>Country of Origin</b>	<b>Paste Special</b>	Countries setting, System module
	The country of origin.	
<b>Salesman</b>	<b>Paste Special</b>	Person register, System module
	<b>Default taken from</b>	Current User
	Enter the initials of the Person responsible for this Purchase Item.	
	This field is also used by the Limited Access module: please refer to the description of the Sales Group field (below) for details.	
<b>Sales Group</b>	<b>Paste Special</b>	Sales Groups setting, System module
	<b>Default taken from</b>	Salesman
	The Sales Group is brought in from the Person record after you have entered a Salesman. If the Limited Access module is present, this field can be used to prevent a user from seeing all Purchase Items in the ‘Purchase Items: Browse’ and Purchase Item ‘Paste Special’ windows by restricting their view to their own Purchase Items or to those of their Sales Group.	
	Please refer to the section describing the Person register in the ‘System Module’ chapter in Volume 1 of these manuals for full details of the Limited Access module.	



**Delivery Days**

Record here the typical lead time it takes to receive this Item from the Supplier. If the Purchase Item is one whose Default box is on, this will be used by the 'Create Planned Records' Maintenance function in the Sales Orders module. This function creates Purchase Orders whose dates are calculated from the Planned Delivery Date of Sales Orders and this lead time from the appropriate Purchase Items. This ensures Purchase Orders for Items on Sales Orders are raised as late as possible, so that the goods arrive just before they are scheduled for delivery to the Customer.

**Card 2**

The screenshot shows a software window titled "Purchase Item: Inspect". At the top right are buttons for "New", "Duplicate", "Cancel", and "Save". Below these are input fields: "Item" with value "10117", "Supplier" with value "502", "Desc." with value "Amplifier", and "Name" with value "Import Trade Company". There is a checked checkbox labeled "Default". Below the fields is a tabbed interface with two tabs, "1" and "2", where "2" is selected. Under tab "2" is a table with 17 rows, each with a number in the first column and a "Text" column for additional information.

	Text
1	
2	
3	
4	
5	
6	
7	
8	
9	
10	
11	
12	
13	
14	
15	
16	
17	

**Text**

Room for additional text about the Item. This will be shown on Purchase Orders for this Item.

## The Purchase Order Register

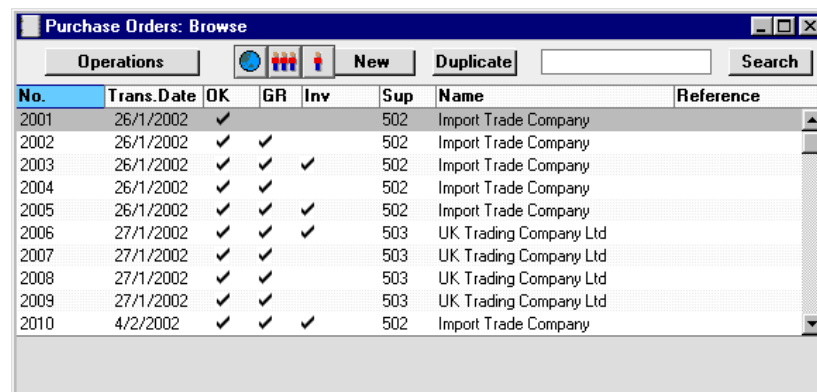
The Purchase Order register contains records for each Purchase Order issued.

Before you start entering Purchase Orders, make sure you have defined your sequence of Purchase Order Numbers using the Number Series - Purchase Orders setting.

### Entering a Purchase Order

In the Purchase Orders module, select 'Purchase Orders' from the Registers menu, or click the [Pur Orders] button in the Master Control panel.

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



No.	Trans.Date	OK	GR	Inv	Sup	Name	Reference
2001	26/1/2002	✓			502	Import Trade Company	
2002	26/1/2002	✓	✓		502	Import Trade Company	
2003	26/1/2002	✓	✓	✓	502	Import Trade Company	
2004	26/1/2002	✓	✓		502	Import Trade Company	
2005	26/1/2002	✓	✓	✓	502	Import Trade Company	
2006	27/1/2002	✓	✓	✓	503	UK Trading Company Ltd	
2007	27/1/2002	✓	✓		503	UK Trading Company Ltd	
2008	27/1/2002	✓	✓		503	UK Trading Company Ltd	
2009	27/1/2002	✓	✓		503	UK Trading Company Ltd	
2010	4/2/2002	✓	✓	✓	502	Import Trade Company	

Purchase Orders are shown sorted by Purchase Order Number: this can be changed by clicking on one of the other column headings.

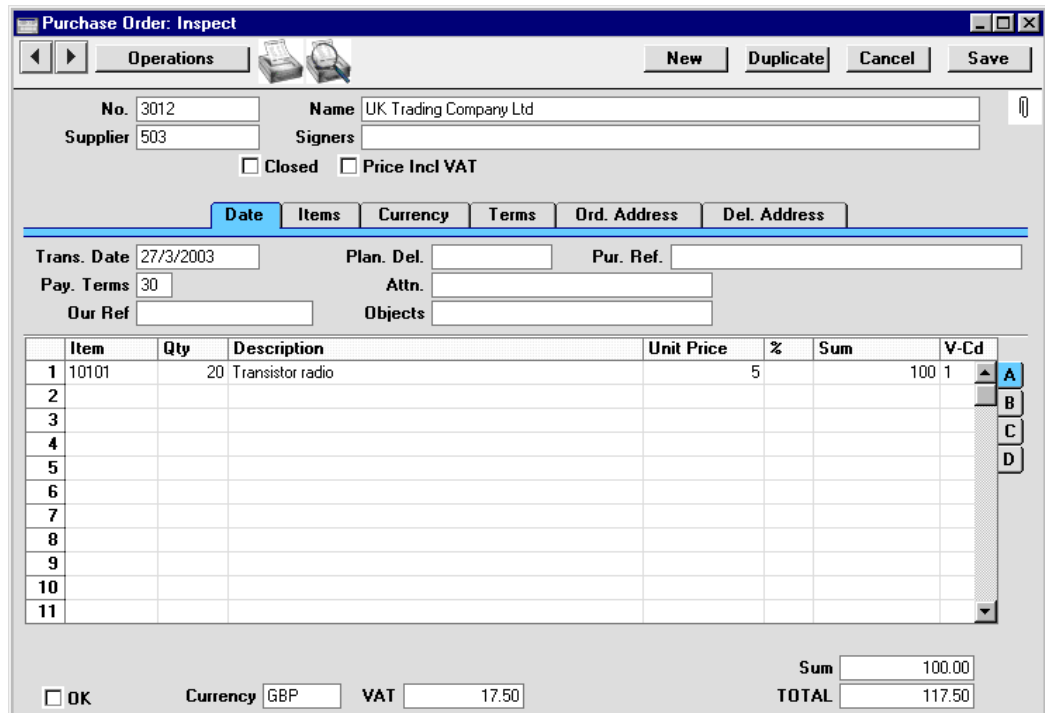
Also shown are indications that the Purchase Order has been approved, that the ordered goods have been received and approved in their entirety (in the 'GR' or 'Goods Received' column) and that a Purchase Invoice has been received and approved (in the 'Inv' column), and the Supplier number and name.

The functions on the Operations menu are described below.

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

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

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



**Purchase Order: Inspect**

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

No. 3012 Name UK Trading Company Ltd  
 Supplier 503 Signers  
☐ Closed ☐ Price Incl VAT

Date Items Currency Terms Ord. Address Del. Address

Trans. Date 27/3/2003 Plan. Del. Pur. Ref.  
 Pay. Terms 30 Attn.  
 Our Ref. Objects

Item	Qty	Description	Unit Price	%	Sum	V-Cd
1 10101	20	Transistor radio	5		100	1
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						

Sum 100.00  
 TOTAL 117.50

☐ OK Currency GBP VAT 17.50



***You are not bound by the values suggested by Hansa as defaults. For most fields you can change the pre-set values into something that suits you better. Changes made here are valid only for this particular Purchase Order.***

Since the amount of information stored about each Purchase Order will not fit on a single screen, the Purchase Order window has been divided into six cards. At the top of each is the header. This contains the Purchase Order

Number, the Supplier Number and Name. There are six named buttons ('tabs') in the header.

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

## Header

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

When creating a new Purchase Order, Hansa will enter the next unused number from the first number sequence entered in the Number Series - Purchase Orders setting. You may change this number, but not to one that has already been used.

**Supplier** **Paste Special** Supplier register

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

**Name** The Supplier Name is entered after you have entered the Supplier Number.

**Signers** **Paste Special** Person register, System module

Enter the initials of the person who approved the Purchase Order. Initials of more than one Person can be entered, separated by commas.



***Note that an approved Purchase Order cannot be altered.***

**Closed**

Check this box when all deliveries and Purchase Invoices for this Purchase Order have been received. Any remaining quantities that have not been received will be cancelled and will no longer appear in reports as being outstanding.

If a Purchase Order is marked as Closed, you will not be able to create Goods Receipts from it. However, you will still be able to create Purchase Invoices for earlier Goods Receipts.

**Price Incl. VAT**

Check this box if the prices entered for the goods ordered include VAT.

**Date Card**

Date	Items	Currency	Terms	Ord. Address	Del. Address
Trans. Date	27/3/2003	Plan. Del.		Pur. Ref.	
Pay. Terms	30	Attn.			
Our Ref		Objects			

**Trans. Date****Paste Special**

Current Date

The date the Purchase Order is to be issued. Hansa enters the current date as a default.

**Plan. Del.****Paste Special**

Current Date

Specify here the date on which you need to receive the goods into stock. The format of this field is determined by the Planned Delivery setting. Available options are free text, date, week number or year-week (4 characters).

A separate Planned Delivery Date can also be specified for any of the Order rows (on flip D).

**Pur. Ref.**

This field can be used if you need to identify the Purchase Order by any means other than the Purchase Order Number. The Reference is shown in the 'Purchase Orders: Browse' window, allowing you to search for a Purchase Order with a particular Reference.

**Payment Terms****Paste Special**

Payment Terms setting, Sales/Purchase Ledger

**Default taken from**

Supplier



Payment Terms entered here will be transferred to any Purchase Invoices raised from the Order. In addition to

simply ensuring the correct Payment Terms appear on Purchase Orders (in the Language of the Supplier if necessary), using the correct Payment Terms will result in Hansa looking after the implications of an early settlement discount, if appropriate.

<b>Attn.</b>	<b>Default taken from</b>	Supplier
	Record here your contact at the Supplier company.	
<b>Our Ref</b>	Use this field if you need to identify the Purchase Order by means other than the Purchase Order Number. A default will be taken from the Our Ref field on the 'Ser Nos' card of the Person record of the current user. References entered will appear on any printed Purchase Orders.	
<b>Objects</b>	<b>Paste Special</b>	Object register, System module
	<b>Default taken from</b>	Supplier
	Up to 20 Objects, separated by commas, can be assigned to this Order and all transactions generated from it. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports.	
	In any Nominal Ledger Transactions generated from Purchase Invoices raised from this Order, any Objects specified here will be assigned to the debit posting to the Purchase Account(s) and, if the Objects on Creditor Account option in the Account Usage P/L setting is being used, to the credit posting to the Creditor Account.	
	Similarly, in any Nominal Ledger Transactions generated from Goods Receipts raised from this Order, any Objects specified here will be assigned to the debit posting.	

## Items Card

**Purchase Order: Inspect**

Operations   New Duplicate Cancel Save

No. 3012 Name UK Trading Company Ltd  
 Supplier 503 Signers  
☐ Closed ☐ Price Incl VAT

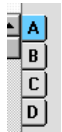
Date Items Currency Terms Ord. Address Del. Address

Item	Qty	Description	Unit Price	%	Sum	V-Cd
1	10101	20 Transistor radio		5		100 1
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						

☐ OK Currency GBP VAT 17.50

Sum 100.00  
 TOTAL 117.50

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



Before adding any rows to a Purchase Order, ensure that the Currency and conversion rates specified are correct. If conversion rates are specified (on the 'Currency' card), all prices transferred from the Purchase Item register will be converted. However, if the conversion rate is altered after rows have been added, their prices will not be converted.

To add rows to a Purchase Order, 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. Rows cannot be

removed or inserted after Goods Receipts have been created from the Purchase Order.

*Flip A*

<b>Item</b>	<b>Paste Special</b>	Item register
	<p>With the cursor in this field, enter the Item Number or Bar Code for each Item ordered. Pricing, descriptive and other information will be brought in from the Item record. If you leave this field blank, you can enter any text in the Description field, perhaps using the row for additional comments to be printed on Purchase Order documentation.</p> <p>If you want Hansa to check if the Item is in fact sold by the Supplier, switch on the Warning If Not Default Supplier option in the Purchase Order Settings setting. If this option is on, Hansa will issue a warning if the Item does not have a related Purchase Item in the name of the Supplier of the Purchase Order. If this option is off, it will be the user's responsibility to ensure that the correct Supplier/Item combination is chosen.</p>	
<b>Qty</b>	<p>Enter the number of units ordered. Press Return to calculate the Sum, and the cursor will move to the Item field on the next row.</p> <p>This figure refers to the main Unit of the Item (the Unit you use to sell the Item, shown on the 'Pricing' card of the Item record). This may not be the Unit used by the Supplier. For example, your firm might sell an Item in single units, but the Supplier might sell in boxes of 12. If so, "12" should be entered to the Unit Conversion field of the Purchase Item. Then, if you need to order 240 of the Item, enter "240" here as the Quantity. The Sup. Qty field on flip B will be calculated to show "20", i.e. the order quantity from the Supplier's point of view (Quantity divided by Unit Conversion).</p>	
<b>Description</b>	<p>If the Item has a related Purchase Item in the name of the Supplier of the Purchase Order, the Description will be taken from that Purchase Item record. Any text entered on card 2 of the Purchase Item will also be brought in, taking up as many Purchase Order rows as necessary.</p>	



	In other circumstances, the Description will be taken from the Item record.
<b>Unit Price</b>	<p>If the Item has a related Purchase Item in the name of the Supplier of the Purchase Order, the Unit Price will be taken from that Purchase Item record.</p> <p>If the Purchase Item has a Unit Conversion and a Supplier Unit, then this figure will be the Unit Price per Supplier Unit. For example, your firm might sell an Item in single units, but the Supplier might sell in boxes of 12. If so, "12" should be entered to the Unit Conversion field of the Purchase Item and "Dozen" to the Supplier Unit field. The figure here will be the price per dozen.</p> <p>If there is no suitable Purchase Item, the Unit Price will be taken from the 'Costs' card of the Item record.</p> <p>The Unit Price includes VAT if the Price Incl. VAT box in the header is checked. In this case, the Price in the Purchase Item or the Unit Price in the Item record (as appropriate) will be treated as including VAT.</p> <p>If a Currency and Exchange Rate have been specified in the Purchase Order, the figure shown will be in the Currency concerned (i.e. having undergone currency conversion).</p>
<b>%</b>	A discount percentage.
<b>Sum</b>	<p>The total for the row: Supplier Quantity (from flip B) multiplied by Unit Price less Discount. Changing this figure will cause the Discount Percentage to be recalculated.</p> <p>Note that even if the Unit Price has been taken from the Purchase Item record, any Price Factor entered for the Item will be taken into account.</p> <p>This figure will be rounded up or down according to rounding rules set for the Currency in the Currency Round Off setting in the System module.</p>
<b>V-Cd</b>	<p><b>Paste Special</b>                      VAT Codes setting, Nominal Ledger</p> <p>When a Purchase Invoice is raised from this Order, the VAT Code entered here will determine the rate at which VAT will be charged on this Item and the VAT Account</p>

to be debited. A default is offered, taken from the Supplier record. If none is specified, the default is taken from the Item, the Item Group or from card 3 of the Account Usage P/L setting. In the last three cases, the appropriate VAT Code for the Zone of the Supplier will be used. This default can be changed for a particular Order row if necessary.

*Flip B*

<b>Purch Acc</b>	<b>Paste Special</b>	Account register, Nominal Ledger/System module
	<b>Default taken from</b>	Purchase Control Account of Item Group or from Account Usage S/L

If the Transfer Each Row Separately option in the Purchase Invoice Settings setting is in use, this Account will be debited in the Nominal Ledger Transaction generated from the Purchase Invoice resulting from this Purchase Order row.

If the Transfer Account and Object to Goods Receipt option in the Purchase Order Settings setting is in use, this Account will be copied to the Stock Account field in the appropriate row of any Goods Receipt created from this Purchase Order. It will then be debited in the Nominal Ledger Transaction resulting from that Goods Receipt.

<b>Objects</b>	<b>Paste Special</b>	Object register, Nominal Ledger/System module
	<b>Default taken from</b>	Item

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

In the Nominal Ledger Transaction generated from Purchase Invoices resulting from this Purchase Order, any Objects specified here will be assigned to the debit posting to the Purchase Account. This assignment will

merge these Objects with those of the parent Order (shown on the 'Date' card).

If the Transfer Account and Object to Goods Receipt option in the Purchase Order Settings setting is in use, this Object will be copied to the Objects field in the appropriate row of any Goods Receipt created from this Purchase Order. It will then be assigned to the debit posting in the Nominal Ledger Transaction resulting from that Goods Receipt.

**Sup. Item** The code allocated to the Item by this Supplier. This is shown as the main Item Code on the Purchase Order document. If the Item has been registered as a Purchase Item and if the Supplier of the Purchase Order is the same as the Supplier entered for the Purchase Item, then Hansa will get the Supplier's code from the Purchase Item record.

**Sup. Qty** This shows the number of Items the Supplier needs to despatch to fulfil your Purchase Order and is dependent on the Unit Conversion field in the Purchase Item record. For example, your firm might sell an Item in single units, but the Supplier might sell in boxes of 12. If so, "12" should be entered to the Unit Conversion field of the Purchase Item. Then, if you need to order 240 of the Item, enter "240" as the Quantity on flip A. The Sup. Qty field will be calculated to show "20", i.e. the order quantity from the Supplier's point of view (Quantity divided by Unit Conversion). This figure is shown as the Quantity on the Purchase Order document.

Altering this figure will cause the Quantity field to be amended appropriately (i.e. Sup. Qty multiplied by Unit Conversion).

If the Purchase Item does not have a Unit Conversion, or there is no Purchase Item, then this figure will be the same as the Quantity on flip A.

### *Flip C*

**Received** In this field, Hansa will enter the number of units received against this Purchase Order. The field will be updated automatically by the 'Goods Receipt' function on the Operations menu. Only quantities on approved

Goods Receipts are included in the figure. This feature makes it easy to follow up on part shipments.

If the Automatic receiving of Service and Plain Items option in the Stock Settings setting in the Stock module is being used, these fields will be changed to show the Order Quantity when the Purchase Order is saved if the Item is a Plain or Service Item. This means that Purchase Invoices for such Items can be created immediately without the need for a Goods Receipt, and that these Items will not appear on any Goods Receipts. It also means that the Order Quantity for such Items cannot be reduced once the Purchase Order has been saved.

<b>Invoiced</b>	The quantity invoiced for each Order row is amended automatically when Invoices are raised using the 'Invoice' function on the Operations menu. The quantity shown is taken from approved Invoices only. Invoices cannot be raised until Goods Receipts have been made and approved. In the case of partial Goods Receipts, Invoices can only be raised for the quantity delivered.
<b>Project</b>	If the Job Costing module is being used and a single Purchase Order row is related to a Project, enter its Project Number here. If the whole Purchase Order is related to a Project, use the Project field on the 'Terms' card.
<b>WS</b>	Purchase Orders can be generated for spare parts from the Service Orders module using the 'Make Purchase Order' function on the Operations menu of the Work Order screen. Such Purchase Orders could feature several Items when there is more than one Work Sheet related to the Work Order from which they were generated. This field will carry a record of the Work Sheet to which each row is related. Please refer to the 'Service Orders' chapter in Volume 5 of these manuals for full details of this feature.

*Flip D***Plan. Del.****Paste Special**

Current Date

Specify here the date on which you need to receive this Item into stock, if this is different to the Planned Delivery Date on the 'Terms' card. The format of this field is determined by the Planned Delivery setting. Available options are free text, date, week number or year-week (4 characters).

**Comment**

Any further details about the Item can be recorded here.

*Footer*

<input type="checkbox"/> OK	Currency	GBP	VAT	17.50	Sum	100.00
					TOTAL	117.50

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

**OK**

The Purchase Order can be approved by clicking this check box. Once this has been done, the Purchase Order will no longer be modifiable.

A Purchase Order does not have to be approved for goods to be received against it or for its Items to be included in the Purchase Order total displayed by the 'Item Status' function. Nevertheless, once a Purchase Order has been finalised and printed, it should be approved because the functions that create Purchase Orders automatically will sometimes add Items to existing unapproved Purchase Orders instead of creating new ones.

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

**Currency****Paste Special**

Currency register, System module

**Default taken from**

Supplier or Default Base Currency

The Currency of the Purchase Order: the exchange rate is shown on the 'Currency' card where it can be modified only for this particular Purchase Order if necessary. Ensure that the correct Currency is shown

(that in which you are to be invoiced) before any Items are added to the Purchase Order. This is to ensure that prices are converted correctly: prices of Items added to the Purchase Order before the Currency was specified cannot be converted retrospectively. Leave the field blank to use the home Currency (unless you have set a Default Base Currency, in which case this will be offered as a default and should be treated as your home Currency).

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

**VAT**

The VAT total for the Purchase Order.

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

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

**Sum**

The total for the Purchase Order, excluding VAT.

**TOTAL**

The total for the Purchase Order, including VAT.

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

### Currency Card

Date	Items	Currency	Terms	Ord. Address	Del. Address
		Currency <input type="text" value="GBP"/>	Agreed Rate <input type="text"/>	:	<input type="text"/> Base Currency 1
		Base Currency 1 <input type="text" value="0.63"/>		:	<input type="text"/> Base Currency 2
		Base Currency 2 <input type="text" value="1"/>			

#### Currency

#### Paste Special

Currency register, System module

#### Default taken from

Supplier or Default Base Currency

The Currency of the Purchase Order (also shown in the footer of the 'Items' card) is shown together with the exchange rate which can be modified only for this particular Purchase Order if necessary. Ensure that the Currency is correct (i.e. shows the Currency in which you are to be invoiced) before any Items are added to the Purchase Order. This is to ensure that prices are converted correctly: prices of Items added to the Purchase Order before the Currency was specified cannot be converted retrospectively. Leave the field blank to use the home Currency (unless you have set a Default Base Currency, in which case this will be offered as a default and should be treated as your home Currency).

#### Exchange Rates

#### Default taken from

Base Currency Rates setting and/or Exchange Rate register, System module

The current exchange rates for the specified Currency will be entered to this card by Hansa. If appropriate, change the exchange rate to that agreed with the Supplier for this Purchase Order. Ensure that it is correct and not blank before adding Items to the Purchase Order to ensure the correct currency conversion takes place.

One of two conversion methods will be used. The Dual-Base system will be useful for companies that have offices in two countries that need to report in both Currencies, for companies operating in countries where there is a second Currency (usually the US Dollar or Euro) in common use in addition to the national one, and for companies in the Euro zone who retain their old

national Currency for comparison purposes. The second method is a simple conversion from the foreign Currency to the home Currency, applicable to the majority of worldwide Currency transactions, for users outside and not trading with the EU. These are described below.

### Exchange Rates (Dual-Base System)

In the example shown above, the Currency of the Purchase Order is the Euro. Base Currency 1 is the home Currency (GBP, Pounds Sterling) and Base Currency 2 is the Euro. The fields on the left show in the form of a ratio the exchange rate between the two base Currencies (taken from the latest record in the Base Currency Rates setting). The illustration shows that GBP0.63 buys one Euro.

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

### Exchange Rates (Simple Currency Conversion System)

In the case of a simple currency conversion system, the Rate and right-hand Base Currency 1 fields are used to show a simple exchange rate between the foreign and home Currencies. In the example shown below, the home Currency is US Dollars (USD) and the foreign Currency Japanese Yen (JPY). JPY122.15 buys USD1.00.

Date	Items	Currency	Terms	Ord. Address	Del. Address
		Currency JPY	Agreed Rate 122.15	1	Base Currency 1
		Base Currency 1	:		Base Currency 2
		Base Currency 2			

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



## Terms Card

Date	Items	Currency	Terms	Ord. Address	Del. Address
Del. Terms	CIF	Del. Mode	COUR	Zone	
Factoring		Language		<input checked="" type="radio"/> Domestic	
Order No.		PO Contract		<input type="radio"/> Inside EU	
Work Order		P/O Class		<input type="radio"/> Outside EU	
Salesman	JNW	Sales Group			
Project		Purchase Cost		P/O Process	
Comment					

**Del. Terms****Paste Special**

Delivery Terms setting,  
Sales/Purchase Orders module

**Default taken from**

Supplier

Specify the Delivery Terms that you wish to be used for this Order here. You will tend to use this field for international Suppliers: examples might be Cost, Insurance, Freight or Free On Board.

For each Delivery Term record you can specify an appropriate description in different Languages: the Language of the Purchase Order will therefore determine the translation to be printed on the Purchase Order.

**Del. Mode****Paste Special**

Delivery Modes setting, Sales  
Orders module

**Default taken from**

Supplier

Enter the mode of shipping for this order. For each Delivery Mode record you can specify an appropriate description in different Languages: the Language of the Purchase Order will therefore determine the translation to be printed on any documentation produced from the Order.

You can also set up different versions of the Purchase Order document for each Delivery Mode, perhaps incorporating appropriate payment instructions. To do this, enter the Delivery Mode in the Language field when defining documents. Document definition is described in the 'Work Area' chapter in Volume 1 of these manuals

<b>Factoring</b>	<b>Paste Special</b>	Supplier register
	<b>Default taken from</b>	Supplier
	If the payment for the Purchase Invoice resulting from this Purchase Order is to be sent to another company, such as a factoring company, enter the Supplier Number here. The company must be registered as a Supplier in your system.	
<b>Language</b>	<b>Paste Special</b>	Languages setting, System module
	<b>Default taken from</b>	Supplier
	The Language Code determines the text to be transferred from various registers and settings, for example the text for Payment Terms, Delivery Terms and Delivery Mode, the selection of document forms etc. Leave the field blank to use the home Language.	
<b>Order No.</b>	If this Purchase Order is raised to satisfy one of your own Sales Orders, enter the Sales Order Number here. Where a Purchase Order has been created remotely from the Sales Orders module using the 'Create Purchase Orders' Maintenance or Operations menu function, the Sales Order Number will be brought in automatically.	
<b>PO Contract</b>	If the Purchase Order was created from a Purchase Order Contract, the Contract Number will appear here. This field cannot be changed. Purchase Order Contracts are described in the 'Purchase Ledger' chapter in Volume 2a of these manuals.	
<b>Work Order</b>	Purchase Orders can be generated for spare parts from the Service Orders module using the 'Make Purchase Order' function on the Operations menu of the Work Order screen. Such Purchase Orders will carry a record of the Work Order from which they were generated in this field. Please refer to the 'Service Orders' chapter in Volume 5 of these manuals for full details of this feature.	
<b>P/O Class</b>	<b>Paste Special</b>	Purchase Order Classes setting, Purchase Orders module
	Enter the Purchase Order Class for the Order (if any). Purchase Order Classes permit the analysis of Orders for reporting or prioritising.	

<b>Salesman</b>	<b>Paste Special</b>	Person register, System module
	<b>Default taken from</b>	Supplier
	Enter the initials of the Person responsible for this Purchase Order.  This field is also used by the Limited Access module: please refer to the description of the Sales Group field (below) for details.	
<b>Sales Group</b>	<b>Paste Special</b>	Sales Groups setting, System module
	<b>Default taken from</b>	Salesman
	The Sales Group is brought in from the Person record after you have entered a Salesman. If the Limited Access module is present, this field can be used to prevent a user from seeing all Purchase Orders in the 'Purchase Orders: Browse' window by restricting their view to their own Purchase Orders or to those of their Sales Group.  Please refer to the section describing the Person register in the 'System Module' chapter in Volume 1 of these manuals for full details of the Limited Access module.	
<b>Project</b>	<b>Paste Special</b>	Project register, Job Costing module (if installed)
	This field is used to attach this Purchase Order to a Project. It is only used if the Job Costing module is installed. The Project Number can be shown on the Purchase Order document.	
<b>Purchase Cost</b>	Any value entered here will be transferred to Goods Receipts as a Freight charge. In the case of partial Goods Receipts, the figure will be distributed proportionally.	
	When a Nominal Ledger Transaction is generated from the Goods Receipt, this Purchase Cost is credited to the Purchase Freight Cost Account specified on card 5 of the Account Usage S/L setting. It will also be included in any Purchase Invoice created using the 'Purchase Invoice' Operations menu function.	

**P/O Process**

**Paste Special**

Purchase Order Process register,  
Purchase Orders module

In the case of Purchase Order that has an associated Purchase Order Process, enter the Process Number here. Purchase Order Processes are described later in this chapter.

**Comment**

Record here any comment about the Purchase Order.

**Zone**

**Default taken from** Supplier

This information is fetched from the Supplier record, and indicates the origin of the Supplier. The selection of a VAT Code for each row depends on the Zone of the Supplier. The Zone should not be changed for an individual Purchase Order.

**Ord. Address Card**

Date	Items	Currency	Terms	Ord. Address	Del. Address
<b>Ordering- address</b>					
Merryseal House					
Norbury Road					
London SE3 4ER					

**Ordering Address** **Default taken from** Supplier

The Supplier's address to which the Purchase Order is to be sent.

**Del. Address Card**

Date	Items	Currency	Terms	Ord. Address	Del. Address
<b>Location</b>					
2					
<b>Delivery address</b>					
Location 2					

<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module
		The stock Location to which you want the delivery to be made. This will be used as a default in any Goods Receipts raised from this Purchase Order.
		A default Location and associated address can be brought in from the 'Bonus' card of the user's Person record.
<b>Delivery Address</b>	<b>Default taken from</b>	Location
		The address to which delivery is to be made, where this differs from your main address.

## Inspecting and Changing Purchase Orders

You can change a Purchase Order at any time, as long as it has not been approved (i.e. as long as the OK check box has not been switched on). To do so, click the [Pur Orders] button in the Master Control panel or select 'Purchase Orders' from the Registers menu. The 'Purchase Orders: Browse' window is opened, listing all Purchase Orders. Double-click on the Purchase Order you want to inspect or change. The window 'Purchase Order: Inspect' will appear. This is identical to the 'Purchase Order: New' window described above.

If Goods Receipts or Purchase Invoices have been created from the Purchase Order, some changes may not be permitted. For example, a Quantity cannot be changed to a number lower than has already been received into stock. New rows can be added at any time, but no rows can be inserted or removed after Goods Receipts have begun, even if no Goods Receipt has been made from the row in question.

## Printing Purchase Orders

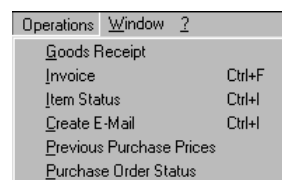
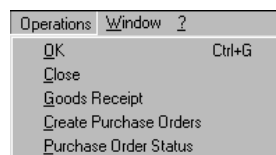
There are two ways to print a Purchase Order.

1. While entering or inspecting a Purchase Order, click the Printer icon in the Button Bar or select 'Print' from the File menu. If you want to print to screen, click the Preview icon.
2. Click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. Double-click 'Purchase Orders' in the 'Documents' list window or highlight it and press the Enter key. Indicate the Purchase Order Number (or range of Purchase Order Numbers) to be printed and press [Run].

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

1. Using the Form register in the System module, design the purchase order and name it “PURCHASE\_ORDER”. Use the ‘Properties’ function on the Operations menu to assign a Document Type of “Purchase Order”. A sample Purchase Order Form is supplied with Hansa: this can be modified to suit your requirements. Full instructions for using the Form register can be found in the chapter in Volume 1 covering the System module. You might want to design different Forms for use with different Languages or Delivery Modes.
2. Select the Purchase Orders module using the Modules menu.
3. Click [Documents] in the Master Control panel or select ‘Documents’ from the File menu. The ‘Documents’ list window is opened: highlight ‘Purchase Orders’.
4. Select ‘Define Document’ from the Operations menu.
5. In the subsequent window, enter “PURCHASE\_ORDER” in the Form field of the first line (you can use ‘Paste Special’ to ensure the spelling is correct).
6. If you have designed different Forms for use with different Languages or Delivery Modes in step 1 above, enter the Form Code of each one on separate rows in the grid. In the Lang. field of each row, enter the appropriate Language or Delivery Mode. ‘Paste Special’ can be used to open a list of Languages from which the correct one can be chosen.
7. Click [Save] to save the Purchase Order Form definition. From now on, the purchase order form that you have designed will be used, from the ‘Documents’ function and from the Printer icon. If you have designed more than one Form, the correct one will be used depending on the Language or Delivery Mode of the Purchase Order.

## Operations Menu



The Operations menus for Purchase Orders are shown above. On the left is that for the ‘Purchase Orders: Browse’ window: highlight one or more

Purchase Orders (hold down the Shift key while clicking) in the list before selecting the function. On the right is that for the 'Purchase Order: New' and 'Purchase Order: Inspect' windows.

### **OK**

This command is available on the Operations menu only from the 'Purchase Orders: Browse' window. It permits the approving of a Purchase Order and is therefore the equivalent of checking the OK box in a Purchase Order record. You can also select several invoices in the 'Purchase Orders: Browse' window (hold down the Shift key to select a range of Purchase Orders in the list) and approve them all at once. Remember that once this action has been carried out you will no longer be able to modify those Purchase Orders.

### **Close**

This command is available on the Operations menu only from the 'Purchase Orders: Browse' window. It is the equivalent of checking both the Close and the OK boxes in a Purchase Order record. You can also select several invoices in the 'Purchase Orders: Browse' window (hold down the Shift key to select a range of Purchase Orders in the list) and close them all at once. Remember that once this action has been carried out you will no longer be able to modify those Purchase Orders.

A Purchase Order is closed when all deliveries have been received, and the Purchase Invoice has been processed. Any remaining quantities that have not been received will be cancelled.

### **Create Purchase Orders**

This function is one of several methods by which Purchase Orders can be created automatically. See the 'Automatic Generation of Purchase Orders' section below for a full description of how to use this function.

## Purchase Order Status

This produces a report for the Purchase Order currently open in a record window or for the first Order highlighted in the 'Purchase Orders: Browse' window. This report summarises all aspects of the Order, including Order details, each Goods Receipt and each Purchase Invoice.

Purchase Order Status																																				
Operations					Search																															
Purchase Order Status Radio Import/Export Ltd					Hansa, Print date: 27/3/2003 18:24 Purchase Order: 3012 Detailed																															
<table border="1"> <thead> <tr> <th colspan="2">Purchase Order</th> <th colspan="2">Supplier</th> <th colspan="2">Object</th> <th colspan="2">Planned Del.</th> </tr> <tr> <th>No</th> <th>Date</th> <th></th> <th></th> <th></th> <th></th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>3012</td> <td>27/3/2003</td> <td>503</td> <td colspan="2">UK Trading Company Ltd Merryseal House Norbury Road London SE3 4ER</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>										Purchase Order		Supplier		Object		Planned Del.		No	Date							3012	27/3/2003	503	UK Trading Company Ltd Merryseal House Norbury Road London SE3 4ER							
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## Goods Receipt

This command is used to receive goods into stock against a Purchase Order. It is available on the Operations menu both in the browse window and in the record window for an individual Purchase Order. When used from the browse window, highlight a single Purchase Order before selecting the function. When used from the record window, all changes to the Purchase Order must first have been saved (use the [Save] button).

On selecting the function, a new record is created in the Goods Receipt register (in the Stock module). It is opened in a new window, entitled 'Goods Receipt: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.



**Goods Receipt: Inspect**

Operations   New Duplicate Cancel Save

No. 6024 Trans. Date 27/3/2003

Sup. No. 503 Name UK Trading Company Ltd

Pur. Order No. 3012 Location 2

Comment Items Currency Extra Costs

Comment

Objects PO Contract ☐ Price Incl VAT

Item	Qty	Description	Unit Price	Cost Price	Sum
1 10101	20	Transistor radio	5	6	120
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Qty 20.00 Freight 0 Customs 0 Cost Price 120

☐ OK Sub Total 120 VAT 21 Total 141

The Goods Receipt record takes its information from the Purchase Order, and usually assumes that all Items not yet received are on the current shipment. The exception is if the Set Goods Receipt Quantity to Zero option in the Purchase Order Settings setting is being used, in which case the default Quantity for all Items will be zero.

Plain Items on the Purchase Order will not appear on the Goods Receipt if the Automatic receiving of Service and Plain Items option in the Stock Settings setting is being used.

If an Item that requires Serial Numbers (set on the 'Stock' card of the Item screen) has been used on the Order with a Quantity greater than one, the Goods Receipt will contain the appropriate number of rows each with a Quantity of one. This allows you to enter Serial Numbers on flip B: Serial Numbers must be entered before the Goods Receipt can be approved.

The Quantity of one or more rows on the Goods Receipt screen can be amended as appropriate. You can also remove entire rows, by clicking on the row number to the left and pressing the Backspace key. You can receive into stock a greater Quantity than was ordered.

To print Stock Labels, use the function on the Operations menu. To print a Goods Receipt Note, click the Printer icon.

When the Goods Receipt has been checked, click the OK check box. This signifies that the Goods Receipt has been approved. If you have determined that Nominal Ledger Transactions are to be created at the point of delivery (using the Sub Systems setting in the Nominal Ledger), these Transactions will now be created. You will no longer be able to modify the Goods Receipt. You will not be able to create a Purchase Invoice for the Items on the Goods Receipt until it has been approved.

For a full description of the screen, including detailed information about shipments and stock, please refer to the chapter covering the Stock module elsewhere in this manual.

To close the screen and return to the Purchase Order, click the close box. You will be asked if you want to save any changes. The Received field of the Purchase Order (visible on flip C) will be updated automatically if the Goods Receipt was approved. For any Items on the Goods Receipt that are Stocked Items, the stock balance for the stock Location specified for the Goods Receipt will be updated.

If you are making use of the cost accounting facility in Hansa, you will want such transactions to be created on the receipt of goods as well as on their delivery. To ensure that this occurs, switch on the Goods In check box in the Sub Systems setting in the Nominal Ledger. You will also need to specify Accounts for each of the fields on card 5 of the Account Usage S/L setting in the Sales Ledger. Please refer to the 'Cost Accounting' section of the 'Stock Module' chapter for full details.

If the function does not create a Goods Receipt, the probable causes are—

1. The Purchase Order has been marked as Closed.
2. All Items on the Purchase Order have already been received.
3. There is no valid record in the Number Series - Goods Receipts setting (in the Stock module). This might be a fault in the setting itself, or it might be because the default Goods Rec Number on the 'Ser Nos' card of the current user's Person record or in the Number Series Default setting (in the System module) is not in a valid Number Series. This problem will usually occur at the beginning of a new year. If a change is made to the 'Ser Nos' card of the Person record, you will need to quit Hansa and restart for it to take effect.

## Invoice

To raise a Purchase Invoice from a Purchase Order, select 'Invoice' from the Operations menu. For the function to have any effect, all changes to the Purchase Order must first have been saved (use the [Save] button), and the

Supplier record must have a Cost Account specified on its 'Accounts' card. Usually, an approved Goods Receipt must first have been created from the Purchase Order: exceptions to this are described later in this section.

On selecting the function, a new record is created in the Purchase Invoice register (in the Purchase Ledger). It is opened in a new window, entitled 'Purchase Invoice: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.

**Purchase Invoice: Inspect**

Operations New Duplicate Cancel Save

No. 4038 Inv.Date 27/3/2003 Trans.Date 27/3/2003

Supplier 503 Name UK Trading Company Ltd

TOTAL 117.50 Hold Signers

VAT Sup.Inv.No.

Terms Costs Currency Other

Pay Term 30 Due Date 26/4/2003

Cash Discount 0.00 Discount Date

Reference Cred.

☐ Hold ☐ Prel. Book ☐ Supp. Info on Trans.

	A/C	Objects	Short.	Description	Amount	V-Cd
1	742			Stock Purchased	100.00	1
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

☐ OK Currency GBP Calc VAT 17.50

The Purchase Invoice takes its information from the Purchase Order, and, as a default, assumes that all previously uninvoiced Items on approved Goods Receipts related to the Purchase Order are to be invoiced. The appearance of the Purchase Invoice is determined by the set of Purchase Order Item Transfer Control options in the Purchase Invoice Settings setting in the Purchase Ledger. These options operate in the following manner—

#### Consolidate Items to Supplier Cost Account

The ordered Items are grouped together on a single row on the Invoice indicating that they are to be posted to the same Cost Account (taken from the Cost Account on the 'Accounts' card of the Supplier record). If the Items on

the Purchase Order have different VAT Codes, there will be a separate row on the Invoice for each VAT Code.

#### **Consolidate by Items and Project**

The Purchase Invoice will feature a separate row for each received Item/Project combination on the Purchase Order. The Cost Accounts will be the Purchase Control Account for the Item Groups to which the Items belong (if the Use Item Groups for Cost Accounts option in the Cost Accounting setting in the Stock module is in use) or that on card 5 of the Account Usage S/L setting.

#### **Transfer Each Row Separately**

Each ordered Item will have its own row on the Invoice. The Cost Accounts will be the Purchase Control Account on flip B of the Purchase Order, the Purchase Control Account for the Item Groups to which the Items belong (if the Use Item Groups for Cost Accounts option in the Cost Accounting setting in the Stock module is in use) or that on card 5 of the Account Usage S/L setting.

Usually, Stocked Items will not be invoiced until they have been received (i.e. included on an approved Goods Receipt). This also applies to Plain and Service Items if the Consolidate Items to Supplier Cost Account option (described above) is being used. If this option is not used, Plain and Service Items will be included to their full quantity on the first Invoice created from the Purchase Order (i.e. there must be an approved Goods Receipt, but this need not include any of the Plain or Service Items on the Purchase Order). The two exceptions to this are—

1. If the Always use Full Qty from Purch. Ord. box in the Purchase Invoice Settings setting is checked. In this case all Items (Stocked, Plain and Service) from the Purchase Order will be included on the Purchase Invoice even if they have not been received: no Goods Receipt need exist.
2. If the Automatic receiving of Service and Plain Items box in the Stock Settings setting is checked, Goods Receipts are not created for Service and Plain Items. Therefore, they can be included on Purchase Invoices immediately: no Goods Receipt need exist. Stocked Items must still be received unless point 1 also applies.

If this box is checked, when a Plain or Service Item is included in a Purchase Order, the Received Quantity will be changed to the Order Quantity when the Purchase Order is saved. Therefore Plain and Service

Items will never be included on Goods Receipts created from the Purchase Order. This also means that the Order Quantity for such Items cannot be reduced once the Purchase Order has been saved. This option is intended for use where Purchase Orders for Items such as labour or training are issued frequently and Goods Receipts are not required.

You can change the Amount of one or more rows on the Invoice screen as appropriate. You can also add more rows.

Two check boxes in the Account Usage P/L setting, Update Base Cur. when Invoicing and Update Foreign Cur. when Invoicing, control the Base and Exchange Rates on the 'Currency' card of the Invoice. If these options are not used, the rates will be copied from the Order. If they are used, the latest Base and Exchange Rates will be used. In the latter case, the prices in Currency in the Invoice will not be changed. This means you will still be charged the agreed price, but the value of the Invoice in the home Currency (and therefore in the Nominal Ledger) will be different to that of the Order.

When the Purchase Invoice has been checked, click the OK check box. This signifies that the Purchase Invoice has been approved. Associated Transactions in the Nominal Ledger will now be raised (if so defined in the Sub Systems setting in the Nominal Ledger) and you will no longer be able to modify the Invoice.

For a full description of the screen, please refer to the chapter covering the Purchase Ledger module in Volume 2a of these manuals.

To close the screen and return to the Purchase Order, click the close box. You will be asked if you want to save any changes. The Invoiced field of the Order (visible on flip C) will be updated automatically if the Purchase Invoice was approved.

If the function does not create a Purchase Invoice, the probable causes are—

1. The Supplier has been marked as Closed or does not have a Cost Account specified.
2. There are no Items on the Purchase Order awaiting invoicing.
3. There is no valid record in the Number Series - Purchase Invoices setting (in the Purchase Ledger). This might be a fault in the setting itself, or it might be because the default Purch Inv Number on the 'Ser Nos' card of the current user's Person record or in the Number Series Default setting (in the System module) is not in a valid Number Series. This problem will usually occur at the beginning of a new year. If a change is made to the 'Ser Nos' card of the Person record, you will need to quit Hansa and restart for it to take effect.

## Item Status

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

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

## Create E-Mail

This function can be used to create a Mail containing details of the Purchase Order. This can be used to send the Purchase Order to the Supplier by email.

When the function is selected, the following screen appears, by which a new Mail can be created—

**James Watson: Inspect**

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

Date: 27/3/2003 Time: 18:28:55 Lifespan: Normal

☐ Sent ☐ Locked ☐ Priority

	Address
1 From	James Watson
2 To	orders@uktradingco.com
3	
4	

**Subject** New Purchase Order, Purchase Order No.3012

**Text** New Purchase Order Items:

10101	20	Transistor radio	5.00	100.00
=====				
Sum			100.00	
VAT			17.50	
Total			117.50	

Pay Term: 30 Days Nett  
Other Details:

A new record will be created and placed in the current user's Mailbox. The current user will be the default sender of the Mail. The To field will contain the email address of the Supplier from the Purchase Order. The text in the Subject field ("New Purchase Order," in the example illustrated above) is taken from the Header field in the Purchase Order Mail setting. The Order

Number is also shown. The Purchase Order Mail setting also allows two Standard Texts to be included in the Mail. The first of these is shown at the beginning of the Text field (“New Purchase Order Items: ” in the illustration). This is followed by a list of Items from the Order, with Prices and Quantities. The Payment Terms then appear, followed by the second Standard Text (“Other Details: ” in the illustration). The main body of the Mail can be reformatted to suit your requirements, and the recipient changed if necessary, perhaps to the Mailbox of a member of staff. If you are then ready to send the Mail, check the Sent box. Finally, save the Mail by clicking the [Save] button in the Button Bar. If you are using the Lock and Send E-Mails Automatically option in the Mail Settings setting in the Technics module and the Mail contains an external email address (i.e. one with the @ sign), it will now be sent automatically. If you are not using this option, select ‘Send E-mail’ from the Operations menu after the Mail has been saved. Finally, close the Mail using the close box. You will be returned to the Purchase Order window.

If the function does not create a Mail, the probable causes are—

1. The current user does not have a Mailbox.
2. The Supplier from the Purchase Order does not have email addresses.
3. The Purchase Order has not been saved.

If you wish to use this function to send Mails to other members of staff, Hansa’s Mail functions must be in use and the recipient should have a Mailbox. If you need to send Mails to Suppliers, the External Gateway module must be in use, and the E-Mail SMTP Server setting must be configured. Please refer to Volume 6 of these manuals for full details of Hansa’s mailing facilities.

### **Previous Purchase Prices**

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

## **Automatic Generation of Purchase Orders**

The ‘Create Purchase Orders’ function on the Operations menu of the ‘Purchase Orders: Browse’ window creates Purchase Orders by comparing stock levels with minimum stock quantities for each Item, taking quantities on unfulfilled Sales Orders into account. The Purchase Orders will be saved in an unapproved state. You can print the Purchase Orders in a single batch, using the ‘Documents’ function on the File menu or the [Documents] button

in the Master Control panel. Approving and printing are covered in more detail earlier in this chapter.

In determining the Items for which Purchase Orders will be raised, certain conditions must be met.

In the Purchase Item register the following information must be present—

- The Items to be purchased must be registered as Purchase Items. For each Item there must be one Purchase Item with a Supplier specified and with the Default check box switched on.
- Each Purchase Item should have a Normal or Minimum Order Quantity specified.
- Each Purchase Item should have a Price (i.e. a normal purchase price) specified.
- If an Item does not have a corresponding Default Purchase Item, it will still be included on a Purchase Order if you have specified a Default Supplier in the Purchase Order Settings setting. In this case, the purchase price of the Item will be the Cost Price from the 'Costs' card of the Item record.

Note that each Item number may have more than one corresponding Purchase Item, perhaps representing the different Suppliers from whom it is available. Only one Purchase Item for each Item should have the Default check box switched on.

In the Item register the following information must be present—

- The Items to be purchased must be Stocked Items (recorded on the 'Pricing' card of the Item screen).
- A minimum stock level must be specified on the 'Stock' card of the Item screen. Alternatively, if you want to specify separate minimum stock levels for each Location, use the Minimum Stock Levels setting in the Stock module.
- The Items to be purchased must not be Closed.

Finally, the function will not create any Purchase Orders if there is no valid record in the Number Series - Purchase Orders setting. This problem will usually occur at the beginning of a new year.

Before using this function, it is recommended that you produce a Deficiency List or Purchasing Suggestion report, so that you become aware of the Items for which Purchase Orders are likely to be created.



Selecting the 'Create Purchase Orders' function brings up the following dialogue box—

If all the fields are left blank, Hansa will generate Purchase Orders for all Items where the stock balance is lower than the minimum stock level, taking outstanding Sales and Purchase Orders into account. The order quantity for each Item will be that required to bring the stock balance up to the minimum stock level or the Normal or Minimum Order Quantity from the Purchase Item, whichever is the greater. Each Purchase Order will be in the name of the default Supplier of each Item or the Default Supplier from the Purchase Order Settings setting. Otherwise, use the fields as described below.

<b>Item No.</b>	<b>Paste Special</b>	Item register
	<b>Range Reporting</b>	Alpha
	Use this field to ensure the function considers the stock/re-ordering position of a particular Item or range of Items.	
<b>Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
	Use this field to ensure the function considers the stock/re-ordering position of the Items of a particular Item Group.	
<b>Supplier</b>	<b>Paste Special</b>	Supplier register
	Use this field to ensure the function considers the stock/re-ordering position of Items with a particular Supplier specified in their Default Purchase Item.	
	Items without a Default Purchase Item (i.e. those using the Default Supplier specified in the Purchase Order Settings setting) will not be considered if that Supplier is entered here. Such Items can only be ordered using the Item Number or Group fields above.	

### **Maximise Order for Specified Supplier**

If you have specified a Supplier, check this box if you would like to include on the Purchase Order Purchase Items which they supply but for which they are not the default Supplier.

If you check this box and do not specify a Supplier, no Purchase Orders will be created unless a Default Supplier has been specified in the Purchase Order Settings setting. In this case all Items will be ordered from that Supplier (even those that have a Default Purchase Item).

### **Create new PO**

Check this box if you want new Purchase Orders always to be created. Otherwise, if there are any unapproved or open Purchase Orders in the name of any of the Suppliers used by this function, any Items to be purchased from those Suppliers will be added to the earliest of those Purchase Orders.

If this option is used, separate Purchase Orders will be created for each Item, even if they come from a single Supplier.

Press the [Run] button to start the generation of Purchase Orders. When the process is finished, the new Purchase Orders will be available for viewing, modifying and approval in the Purchase Order register.

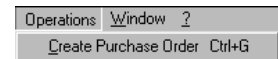
Note that the purpose of this function is to create Purchase Orders for Items that have fallen below their minimum stock level (“stocking” Orders). If you need to create Purchase Orders for goods that are needed to fulfil outstanding Sales Orders (“back-to-back” Purchase Orders), use the ‘Create Purchase Orders’ Maintenance function in the Sales Orders module.

## The Purchase Order Quotation Register

This register allows you to record Quotations for Purchase Orders that you have received from Suppliers. If the Quotations have been received in response to an invitation to tender, that can be linked to the Purchase Order Process register (described later in this chapter). Where appropriate, they can be converted into Purchase Orders.

The Purchase Order Quotation screen is very similar to the Purchase Order screen described above: please refer to that section for details of each field.

### Operations Menu



The Operations menu shown above is available from the 'Purchase Order Quotation: New' and 'Purchase Order Quotation: Inspect' windows.

### Purchase Order

To convert a Purchase Order Quotation into a Purchase Order, select 'Purchase Order' from the Operations menu. All changes to the Quotation must be saved using the [Save] button before the Order can be created.

A new record is created in the Purchase Order register. It is opened in a new window entitled 'Purchase Order: Inspect'. This means that it has been created and saved and is being opened for amendment and approval. Virtually all the information entered for the Quotation is transferred to the appropriate fields of the Order, reducing the typing load and minimising the risk of error. There is no restriction on the number of Purchase Orders that can be created from a single Purchase Order Quotation record.

For a full description of the screen, please refer to the 'Purchase Orders' section earlier in this chapter.

To close the screen and return to the Quotation, click the close box. You will be asked if you would like to save any changes that you may have made. The Order Number will be shown on card 4 of the Quotation.

If the function does not create a Purchase Order, the probable causes are—

1. The Purchase Quotation has been marked as Closed.
2. There is no valid record in the Number Series - Purchase Orders setting. This problem will usually occur at the beginning of a new year.

## The Internal Order Register

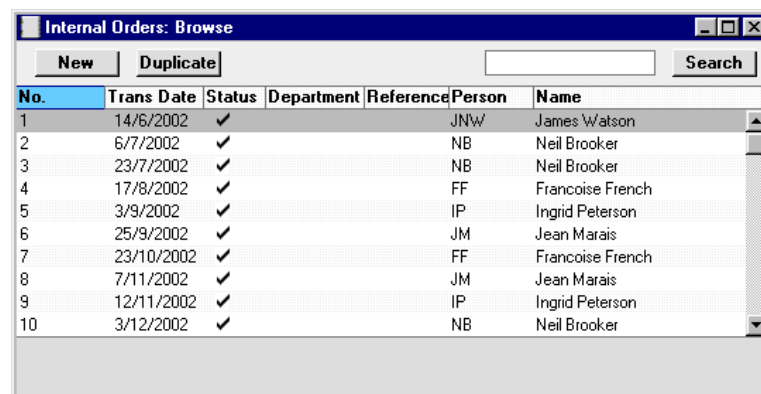
The Internal Order register is used in situations where a process of request and authorisation needs to be followed before a Stock Depreciation or Stock Movement can be recorded. Stock Depreciation records are used for the withdrawal from stock of items for internal use and the writing-off of stock. Stock Movements allow for the movement of stock between Locations. These two registers are fully described in the 'Stock Module' chapter elsewhere in this manual.

The Internal Order register might be used in a retail business to organise the moving of Items from stock to the demonstration or training room, or when it is necessary to change the equipment that is used internally. In such examples, the demonstration and training rooms should be separate Locations.

### Entering an Internal Order

In the Purchase Orders module, select 'Internal Orders' from the Registers menu, or click the [Int. Orders] button in the Master Control panel.

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



The screenshot shows a window titled 'Internal Orders: Browse'. It has a menu bar with 'New' and 'Duplicate' buttons, a search box, and a 'Search' button. Below the menu bar is a table with the following columns: No., Trans Date, Status, Department, Reference, Person, and Name. The table contains 10 rows of data, all with a status of '✓'.

No.	Trans Date	Status	Department	Reference	Person	Name
1	14/6/2002	✓			JNw	James Watson
2	6/7/2002	✓			NB	Neil Brooker
3	23/7/2002	✓			NB	Neil Brooker
4	17/8/2002	✓			FF	Francoise French
5	3/9/2002	✓			IP	Ingrid Peterson
6	25/9/2002	✓			JM	Jean Marais
7	23/10/2002	✓			FF	Francoise French
8	7/11/2002	✓			JM	Jean Marais
9	12/11/2002	✓			IP	Ingrid Peterson
10	3/12/2002	✓			NB	Neil Brooker

Internal Orders are shown sorted by Internal Order Number: this can be changed by clicking on one of the other column headings.



Also shown are the Date and Status of each Internal Order, their Departments and References and the initials and name of the Persons who initiated them. The Status column is blank for Internal Orders that are of Submitted Status,

or contains a dash (-) for those of Authorised Status and a tick (✓) for those of Delivered or Declined Status.

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

The 'Internal Order: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Internal Order. In the case of the duplicate, the Date of the new Internal Order will be the current date, not the date from the original record.

**Internal Order: Inspect**

Operations   **New Duplicate Cancel Save**

No. 14 Date 27/3/2003  
 Person IP Name Ingrid Peterson

**Location** Items Del. Address Comments

Planned Del. 27/4/2003 Status  
 Location 1 ☐ Submitted  
 Department ☒ Authorised  
 Authorised By JNW ☐ Delivered  
☐ Declined

Item	Qty	Treated	Deliv.	Description	Cost Price	Total Cost
1	10110	1		Amplifier	105.00	105.00
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

**TOTAL** 105.00

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



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

### Header

<b>No.</b>	<b>Paste Special</b>	Select from another Number Series
		This Number is the unique identifier for this Internal Order. The default is to increment the previous Number by one: this can be changed, but not to one that has already been used.
<b>Date</b>	<b>Paste Special</b>	Current Date
		The date of the Internal Order. Hansa enters the current date as a default.
<b>Person</b>		The initials of the current user appear here and can't be changed. The current user is always treated as being the Person initiating an Internal Order. The Person's name will be entered to the field to the right.

## Location Card

	Location	Items	Del. Address	Comments
Planned Del.	27/4/2003			
Location	1			
Department				
Authorised By	JNW			
				Status <input type="radio"/> Submitted <input checked="" type="radio"/> Authorised <input type="radio"/> Delivered <input type="radio"/> Declined

**Planned Del.****Paste Special**

Current Date

Specify here the date on which you need to implement the Internal Order. The format of this field is determined by the Planned Delivery setting. Available options are free text, date, week number or year-week (4 characters).

**Location****Paste Special**

Locations setting, Stock module

In the case of an Internal Order requesting a Stock Movement, enter the stock Location to which you want the Items to be moved.

For example, if the Internal Order is a request to move an Item from stock to the demonstration or training room, the Location representing the demonstration and training room should be entered here.

In the case of an Internal Order requesting a Stock Depreciation, enter the Location from which the Items are to be removed or written off.

A Location must be entered before a Stock Movement or a Stock Depreciation record can be generated. This is the case even if a Main Location has been specified in the Stock Settings setting. When a Location is entered, its address and telephone and fax numbers will be copied to the appropriate fields on the 'Del. Address' card.

**Department****Paste Special**

Departments setting, Assets module

Enter the Department responsible for the Internal Order.

**Authorised By**

This field records the initials of the Person that authorised this Internal Order. It can contain several sets of initials, separated by commas. This field must contain a value before the Internal Order can be Authorised or Declined.

An entry cannot be typed into this field. Instead, save the Internal Order and then select 'Authorise' from the Operations menu. This will bring the initials of the current user in to this field. You can use the Access Groups setting in the System module to restrict the use of the 'Authorise' Operations menu function to certain members of staff.

Once the Internal Order has been saved once again, further changes can only be made by Persons whose initials appear in the Authorised By field, but Stock Movements and Stock Depreciations can be created by any user.

<b>Status</b>	At any one time an Internal Order can be in one of four states, to help with the work flow and for reporting purposes. These states are as follows—
<b>Submitted</b>	When an Internal Order is entered, it is marked as Submitted. Stock Movements and Stock Depreciation records cannot be created from Internal Orders of this Status.
<b>Authorised</b>	<p>When the request contained in the Internal Order has been approved, an entry should be made in the Authorised By field using the 'Authorise' Operations menu function and its Status should be changed to Authorised. This allows the creation of a Stock Movement or a Stock Depreciation record using the functions on the Operations menu.</p> <p>Internal Orders of this Status cannot be changed, except by first reverting the Status to Submitted. This can only be done by a Person whose initials appear in the Authorised By field.</p>
<b>Delivered</b>	This Status is selected automatically once the full quantity of the Internal Order has been included in approved Stock Movements or Stock Depreciation records. This will prevent the further creation of Stock Movements or Stock Depreciation records.
<b>Declined</b>	If the request contained in the Internal Order is not approved, its Status should be changed to Declined. Internal Orders of this Status cannot be



changed, and Stock Movements and Stock Depreciation records cannot be created. An entry should be made in the Authorised By field using the 'Authorise' Operations menu function before its Status can be changed to Declined.

### Items Card

Item	Qty	Treated	Deliv.	Description	Cost Price	Total Cost
1	10110	1		Amplifier	105.00	105.00
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						

**TOTAL** 105.00

Use the grid on the 'Items' card to list the Items that are the subject of the Internal Order. They are shown in a grid which is divided into two horizontal flips. When you click on a flip tab (marked A and B), the two or three right-hand columns of the grid are replaced.



To add rows to an Internal Order, 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. Rows cannot be

changed, removed or inserted if the Status of the Internal Order is Authorised, Delivered or Declined.

*Flip A*

<b>Item</b>	<b>Paste Special</b>	Item register
		With the cursor in this field, enter the Item Number or Bar Code for each Item.
<b>Qty</b>		Enter the number of units to be subject to the Internal Order.
<b>Treated, Deliv.</b>		<p>These figures are amended automatically when Stock Movements or Stock Depreciation records are made using the functions on the Operations menu. The Treated quantity includes both approved and unapproved Stock Movements and Stock Depreciation records, while the Deliv. field only includes approved records.</p> <p>When the Deliv. quantity is the same as the order quantity, the Status of the Internal Order is changed to Delivered automatically, to prevent the further creation of Stock Movements or Stock Depreciation records.</p>
<b>Description</b>		Hansa enters the Item Name in this field: it can be changed if necessary.
<b>Cost Price</b>		<p>The unit cost of the Item, taken from the Last Purchase Price on the 'Costs' card of the Item record.</p> <p>This will be transferred to any Stock Movement or Stock Depreciation record created from the Internal Order, where it will be replaced by a FIFO value on approval. This FIFO value will not be written back to the Internal Order.</p>
<b>Total Cost</b>		The total for the row: Quantity multiplied by Cost Price.

*Flip B*

<b>Cost Acc</b>	<b>Paste Special</b>	Account register, Nominal Ledger/System module
		Any Account entered here will be transferred to the equivalent row of any Stock Depreciation record created from this Internal Order. It will then be debited with the FIFO value of the Item. If this field is blank, the Stock Cost Account specified in the Account Usage S/L setting will be used.

This field is not used in any Stock Movements created from the Internal Order.

**Objects**

**Paste Special**

Object register, Nominal Ledger/System module

**Default taken from**

Item

Specify one or more Objects, separated by commas. They will be transferred to the equivalent row of any Stock Depreciation record created from this Internal Order. When the Stock Depreciation is approved, these Objects will be attached to the debit posting to the Cost Account.

This field is not used in any Stock Movements created from the Internal Order.

**Recipe**

**Paste Special**

Recipe register, Stock module

**Default taken from**

Item

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

*Footer*

**TOTAL**

The total for the Internal Order is updated whenever a Internal Order row is added or changed.

**Del. Address Card**

	Location	Items	Del. Address	Comments
<b>Del. Terms</b>	<input type="text"/>	<b>Del. Mode</b>	<input type="text"/>	<b>Language</b> <input type="text"/>
<b>Delivery</b>	42 Port Run			
<b>Address</b>	Harbour			
	Portsmouth			
	<input type="text"/>			
	<input type="text"/>			
<b>Phone</b>	<input type="text"/>		<b>Fax</b> <input type="text"/>	

**Del. Terms****Paste Special**

Delivery Terms setting, Sales Orders module

Specify the Delivery Terms that you wish to be used for this Internal Order, to be used if it represents a request for a transfer to an external Location. You will tend to use this field for international transfers: examples might be Cost, Insurance, Freight or Free On Board.

For each Delivery Term record you can specify an appropriate description in different Languages: the Language of the Internal Order will therefore determine the translation to be printed on the Internal Order.

**Del. Mode****Paste Special**

Delivery Modes setting, Sales Orders module

Enter the mode of shipping for this Internal Order, to be used if it represents a request for a transfer to an external Location. For each Delivery Mode record you can specify an appropriate description in different Languages: the Language of the Internal Order will therefore determine the translation to be printed on any documentation produced from the Order.

You can also set up different versions of the Internal Order document for each Delivery Mode, perhaps incorporating appropriate payment instructions. To do this, enter the Delivery Mode in the Language field when defining documents. Document definition is described in the 'Work Area' chapter in Volume 1 of these manuals

<b>Language</b>	<b>Paste Special</b>	Languages setting, System module
		The Language Code determines the text to be transferred from various registers and settings, for example the text for Delivery Terms and Delivery Mode, the selection of document forms etc. Leave the field blank to use the home Language.
<b>Delivery Address</b>	<b>Default taken from</b>	Location
		The address to which the Internal Order is to be sent. This might be the address of an external warehouse.
<b>Phone, Fax</b>	<b>Default taken from</b>	Location
		Enter the any telephone and fax number relevant to the Internal Order here.

### Comments Card

The screenshot shows a software window titled 'Comments Card'. It has a tabbed interface with four tabs: 'Location', 'Items', 'Del. Address', and 'Comments'. The 'Comments' tab is selected and active. Below the tabs is a large text area for entering comments. The text 'New model - needed for demonstration stock in the stop' is entered in the text area. There are scroll bars on the right side of the text area.

**Comments** Record here any comment about the Internal Order.

## Printing Internal Orders

There are two ways to print an Internal Order.

1. While entering or inspecting an Internal Order, click the Printer icon in the Button Bar or select 'Print' from the File menu. If you want to print to screen, click the Preview icon.
2. Click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. Double-click 'Internal Orders' in the 'Documents' list window or highlight it and press the Enter key. Indicate the Internal Order Number (or range of Internal Order Numbers) to be printed and press [Run].

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

1. Using the Form register in the System module, design the internal order and name it "INTERNAL\_ORDER". Use the 'Properties' function on

the Operations menu to assign a Document Type of “Internal Order”. A sample Internal Order Form is supplied with Hansa: this can be modified to suit your requirements. Full instructions for using the Form register can be found in the chapter in Volume 1 covering the System module. You might want to design different Forms for use with different Languages or Delivery Modes.

2. Select the Purchase Orders module using the Modules menu.
3. Click [Documents] in the Master Control panel or select ‘Documents’ from the File menu. The ‘Documents’ list window is opened: highlight ‘Internal Orders’.
4. Select ‘Define Document’ from the Operations menu.
5. In the subsequent window, enter “INTERNAL\_ORDER” in the Form field of the first line (you can use ‘Paste Special’ to ensure the spelling is correct).
6. If you have designed different Forms for use with different Languages or Delivery Modes in step 1 above, enter the Form Code of each one on separate rows in the grid. In the Lang. field of each row, enter the appropriate Language or Delivery Mode. ‘Paste Special’ can be used to open a list of Languages from which the correct one can be chosen.
7. Click [Save] to save the Internal Order Form definition. From now on, the internal order form that you have designed will be used, from the ‘Documents’ function and from the Printer icon. If you have designed more than one Form, the correct one will be used depending on the Language or Delivery Mode of the Internal Order.

## Implementing Internal Orders

Once an Internal Order has been entered, it should be saved, authorised and then implemented, or rejected.

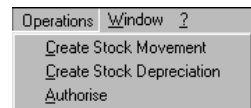
1. To authorise an Internal Order, select ‘Authorise’ from the Operations menu. Your initials are entered to the Authorised By field on the ‘Location’ card. Then, change the Status to Authorised and save by clicking the [Save] button in the Button Bar.
2. To reject an Internal Order, select ‘Authorise’ from the Operations menu. Your initials are entered to the Authorised By field on the ‘Location’ card. Then, change its Status to Declined and save. Once this has been done, the Internal Order can no longer be changed.

An Internal Order can be implemented in one of two ways—

1. If the Internal Order is a request to move stock from one Location to another, it should be implemented by selecting 'Stock Movement' from the Operations menu.
2. If the Internal Order is a request to remove or write off stock, it should be implemented by selecting 'Stock Depreciation' from the Operations menu.

These two Operations menu functions are described below. When a stock transaction of either type (Stock Movement or Stock Depreciation record) is created, the quantity on that transaction will be added to the Treated field on flip A of the Internal Order. When the transaction is approved, the quantity will also be added to the Deliv. field. When the Deliv. figure is the same as the Quantity of the Internal Order, its Status will be changed to Delivered, preventing the creation of further stock transactions.

## Operations Menu





The Operations menu for the 'Internal Order: New' and 'Internal Order: Inspect' windows is shown above. There is no Operations menu for the 'Internal Orders: Browse' window.

### Stock Movement

If the Internal Order is a request to move stock from one Location to another, it should be implemented by selecting this function. The Internal Order must first have been saved before the function can be used, there must be a Location specified on the 'Location' card and it must be of Authorised Status.

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

**Stock Movement: Inspect**

Operations   New Duplicate Cancel Save

No.  Trans Date

From Location  To Location  For Production

From Position  To Position

Objects Items Currency

Text

Objects

	Item	Qty	Description	Serial No.	Old Unit Pr.	Extra Cost	New Unit Pr.
1	10110	1	Amplifier		105		105
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							

☐ OK Total Qty  Non Accounted Extra Costs

The Location from the 'Location' card of the Internal Order is copied to the To Location field of the Stock Movement to enable the moving of stock to that Location. All rows from the Internal Order will be transferred to the Stock Movement except those where the Treated figure is the same as the Quantity. By default, the Stock Movement Quantity is calculated by subtracting the Treated figure from the Internal Order Quantity: in other words it is the order Quantity that has not yet been subject to a stock transaction.

Enter a From Location (the Location from which the stock is to be moved), specify any cost incurred in the moving of the Item in the Extra Cost field and check the OK box and click the [Save] button to save.

The stock will be moved into the To Location. If the Do Not Allow Over Delivery option in the Stock Settings setting is being used, you will not be able to approve and save the Stock Movement if there is insufficient stock in the From Location for the transfer. This check will not be made for Plain or Service Items, whatever the setting of the Do Not Allow Over Delivery option. If you would like to ascertain yourself whether the From Location has sufficient stock for the transfer before approving and saving the Stock



Movement, use the 'Item Status' function on the Operations menu or produce a Stock List report.

When the Stock Movement is approved and saved, the Old Unit Price will be changed to a FIFO or Weighted Average value. The Weighted Average cost of the Item (the average unit price of all previous purchases, visible on the 'Costs' card of the Item screen) is used if the Cost Model, Invoice in the Cost Model setting in the Sales Ledger has been set to Weighted Average. In all other cases, FIFO values are used. Also, if the FIFO per Location option in the Cost Accounting setting is on, any Extra Cost will be added to the FIFO value of the moved Item.

To close the screen and return to the Internal Order, click the close box. You will be asked if you want to save any changes. If the Stock Movement was not approved, the Treated field of the Internal Order will be updated automatically. If it was approved, both the Deliv. and the Treated fields will be updated. You may need to close the Internal Order and re-open it to see this change. If the Deliv. field is now equal to the Quantity, the Status of the Internal Order will be changed to Delivered, signalling that the Internal Order has been implemented in full and preventing the creation of further stock transactions.

If the function does not create a Stock Movement, the probable causes are—

1. The Internal Order has not been Authorised, or it has been marked as Delivered or as Declined.
2. No Location has been specified in the Internal Order.
3. There is no valid record in the Number Series - Stock Movements setting (in the Stock module). This problem will usually occur at the beginning of a new year.



Please refer to the 'Stock Module' chapter later in this manual for full details of the 'Stock Movement: Inspect' window and of the effects on FIFO of approving Stock Movements.

### **Stock Depreciation**

If the Internal Order is a request to write off stock, it should be implemented by selecting this function. The Internal Order must first have been saved before the function can be used, there must be a Location specified on the 'Location' card and it must be of Authorised Status.

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

**Stock Depreciation: Inspect**

Operations   **New Duplicate Cancel Save**

No. 21 Trans Date 27/3/2003

Cost Acc 240 Objects

Location 1 Class Project

	Item	Qty	Description	Cost Acc	Objects
1	10110	1	Amplifier		
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					

☐ OK Tot. Qty. 1.00 Comment

The Location from the 'Location' card of the Internal Order is copied to the Location field in the header of the Stock Depreciation record, signifying that the stock to be written off is currently in that Location. All rows from the Internal Order will be transferred to the Stock Depreciation record except those where the Treated figure is the same as the Quantity. By default, the Stock Depreciation Quantity is calculated by subtracting the Treated figure from the Internal Order Quantity: in other words it is the order Quantity that has not yet been subject to a stock transaction. If an Internal Order row has a Cost Account on flip B, this will be transferred to the corresponding row of the Stock Depreciation record. When this is approved, this Account will then be debited with the FIFO or Weighted Average value of the Item, instead of the default debit Account in the header (the Stock Cost Account specified in the Account Usage S/L setting). The Weighted Average cost of the Item (the average unit price of all previous purchases, visible on the 'Costs' card of the Item screen) is used if the Cost Model, Invoice in the Cost Model setting in the Sales Ledger has been set to Weighted Average. In all other cases, FIFO values are used.

To approve the Stock Depreciation record, check the OK box and click the [Save] button to save. The Items will be withdrawn from stock. If the Do Not Allow Over Delivery option in the Stock Settings setting is being used, you

will not be able to approve and save the Stock Depreciation record if there is insufficient stock in the Location to be written off. This check will not be made for Plain or Service Items, whatever the setting of the Do Not Allow Over Delivery option. If you would like to ascertain yourself whether the Location has sufficient stock before approving and saving the Stock Depreciation record, use the 'Item Status' function on the Operations menu or produce a Stock List report.

To close the screen and return to the Internal Order, click the close box. You will be asked if you want to save any changes. If the Stock Depreciation record was not approved, the Deliv. field of the Internal Order will be updated automatically. If it was approved, both the Deliv. and the Treated fields will be updated. You may need to close the Internal Order and re-open it to see this change. If the Treated field is now equal to the Quantity, the Status of the Internal Order will be changed to Delivered, signalling that the Internal Order has been implemented in full and preventing the creation of further stock transactions.

If the function does not create a Stock Depreciation record, the probable causes are—

1. The Internal Order has not been Authorised, or it has been marked as Delivered or as Declined.
2. No Location has been specified in the Internal Order.
3. There is no valid record in the Number Series - Stock Depreciations setting (in the Stock module). This problem will usually occur at the beginning of a new year.

Please refer to the 'Stock Module' chapter later in this manual for full details of the 'Stock Depreciation: Inspect' window.

### **Authorise**

Once an Internal Order has been entered, it should be authorised and then implemented, or rejected.

To do this, save the Internal Order and then select 'Authorise' from the Operations menu. Your initials are entered to the Authorised By field on the 'Location' card. Then, change the Status to Authorised or Declined as appropriate and save by clicking the [Save] button in the Button Bar. Further changes can only be made to the Internal Order by Persons whose initials appear in the Authorised By field, but Stock Movements and Stock Depreciations can be created by any user.

An Internal Order can be authorised by more than Person. The initials of each Person selecting 'Authorise' from the Operations menu will appear in the Authorised By field, separated by commas.

You can use the Access Groups setting in the System module to restrict the use of the 'Authorise' function to certain members of staff. To do this, first move to the System module using the Modules menu and then open a record in the Access Groups setting. If the Access Group starts from the No Access position, you should use the grid to allow members of that Access Group to use particular features—

**Access Group: Inspect**

Code: ADM  
Text: Admin  
Block A/Cs:

Start From:   
☒ No Access  
☐ Full Access

	Type	Item	Level
1	Module	CRM	Full
2	Module	Purchase Orders	Full
3	Action	Authorise Internal C	None
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			

In this illustration, members of the "ADMIN" Access Group are allowed full access to the Purchase Orders module so that they can enter their own Internal Orders. But, they have explicitly been prevented access to the 'Authorise' Operations menu function.

If the Access Group starts from the Full Access position, you should use the grid to prevent members of that Access Group from using particular features—

	Type	Item	Level
1	Action	Authorise Internal C	None
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			

In both cases, if the 'Authorise Internal Orders' Operations menu function is not listed in the grid, access to it will depend on the chosen Start From option. If this is No Access, members of the Access Group will not be able to authorise Internal Orders. If it is Full Access, they will be able to make such changes.

The Access Groups setting is fully described in the 'System Module' chapter in Volume 1 of these manuals.

## The Purchase Order Process Register

If your company puts out Tenders for work that you want to be carried out, the Purchase Order Process register is used to keep track of the invitations and responses to those Tenders. A separate record in the register is used for each Supplier to whom invitations to tender are sent. The Tenders themselves are registered in the Tenders setting, described earlier in this chapter. Once you have accepted a particular Supplier's response to a Tender invitation, the relevant Purchase Order Process record can be recorded on the 'Terms' card of all related Purchase Orders and the 'Other' card of related Purchase Invoices. This opens up detailed reporting possibilities; please refer to your local Hansa representatives for more information.

To open the Purchase Order Process register, ensure you are in the Purchase Orders module and select 'Purchase Order Processes' from the Registers menu, or click the [P/O Processes] button in the Master Control panel. The 'Purchase Order Processes: Browse' window is opened, showing records that have already been entered.

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

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

Purchase Order Process: Inspect

NewDuplicateCancelSave

No.1

Supplier513

TenderOFF

NameParthenon Building Co

CommentBuild New Office

☐ Signed

☐ Closed

1234

CurrencyGBP

Value650000.00

PersonFF

Class

Object

Pre Qualification Documents

Planned Sent

Actual Sent

Planned No Objection

Actual No Objection

Bid Documents

Planned Sent

Actual Sent

Planned No Objection

Actual No Objection

Bid Package Available

Planned Sent

Actual Sent

Bid Open

Planned Sent

Actual Sent

Since the amount of information stored about each Purchase Order Process will not fit on a single screen, the window has been divided into four cards. At the top of each is the header. This contains the Number, Supplier's Number and Name, and Tender details. There are four numbered buttons ('tabs') in the header.

1234

By clicking the tabs you can navigate between the cards, and always go directly to a certain card. The header is always visible, so you can always see which Process you are working with.

Header

No.

Paste Special

Select from another Number Series

When creating a new record, Hansa will enter the next unused number from the first number sequence in the Number Series - Purchase Order Processes 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 Number is assigned when the record is saved for the first time.

<b>Supplier</b>	<b>Paste Special</b>	Supplier register
	Enter the Supplier Number or use the 'Paste Special' function. When you press Return, the Supplier's name will be brought in to the field to the right.	
	A separate record should be entered for each Supplier to whom you are issuing invitations to tender. These records will record their responses to that invitation.	
<b>Name</b>	The Supplier Name is entered after you have entered the Supplier Number.	
<b>Tender</b>	<b>Paste Special</b>	Tenders setting, Purchase Orders module
	Enter the Code of the Tender here. This is the job that you want to be carried out.	
<b>Comment</b>	The Tender Name is entered after you have entered the Tender Code.	
<b>Signed</b>	Check this box in the Purchase Order Process record representing the successful bid for the Tender in question. This will be shown in the 'Purchase Order Processes: Browse' window, making it easy to find successful Tender bids.	
<b>Closed</b>	Check this box when it is apparent that the Supplier has been unsuccessful in its bid. Closed records will appear in the 'Purchase Order Processes: Browse' window but not in the 'Paste Special' list, preventing their use in Purchase Orders and Purchase Invoices. Once it has been marked as closed, the record will no longer be modifiable.	
<b>Card 1</b>		
<b>Currency</b>	<b>Paste Special</b>	Currency register, System module
	Enter the Currency to be used by the Supplier here.	
<b>Value</b>	When the Supplier's tender application arrives, record its value here, in Currency.	



<b>Person</b>	<b>Paste Special</b>	Person register, System module Enter the initials of the Person responsible for looking after the Supplier's Tender bid.
<b>Class</b>	<b>Paste Special</b>	Purchase Order Classes setting, Purchase Orders module Enter the Purchase Order Class (if any). Purchase Order Classes permit the analysis of Orders for reporting or prioritising.
<b>Object</b>	<b>Paste Special</b>	Object register, System module Specify one or more Objects, separated by commas.

**Cards 2, 3 and 4**

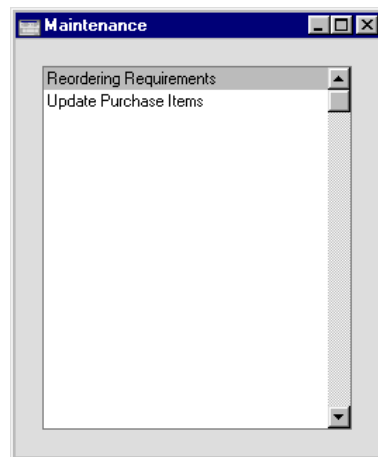
The screenshot shows a software window titled "Purchase Order Process: Inspect". At the top, there are navigation buttons (back, forward) and action buttons (New, Duplicate, Cancel, Save). Below these are input fields for "No." (1), "Supplier" (513), "Tender" (OFF), "Name" (Parthenon Building Co), and "Comment" (Build New Office). There are also checkboxes for "Signed" and "Closed". A tab bar below the fields shows four tabs labeled 1, 2, 3, and 4, with tab 2 currently selected. The main content area is divided into three sections: "Pre Qualification Documents", "Bid Documents", and "Bid Package Available". Each section contains "Planned Sent", "Planned No Objection", "Actual Sent", and "Actual No Objection" date fields.

These cards contain various date fields to be used to record when the various stages of the process were completed for this Tender by the Supplier. Fields for target dates and actual dates are provided.

# 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 two such functions available in the Purchase Orders module. To use one, select 'Maintenance' from the File menu. The following window appears—



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

## Reordering Requirements

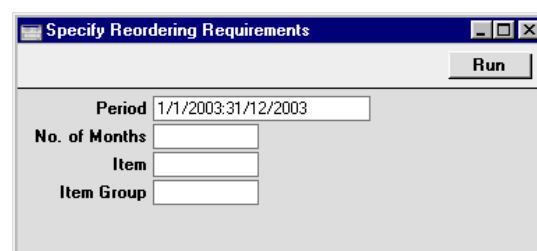
This function will analyse your purchasing requirements for a specified future period based on average monthly sales achieved in the past. It then uses that analysis to create Purchase Orders for the stock to be sold in that future period. If you would like to see the Items and quantities which will be ordered, print the 'Reordering Requirements' report before running the function. For details of how the quantities are calculated, please refer to the description of this report later in this chapter. The quantities that will be ordered are shown in column 11 in this report.

The Purchase Orders created by this function will be saved in an unapproved state. You can print the Purchase Orders in a single batch, using the 'Documents' function on the File menu or the [Documents] button in the Master Control panel having first selected 'Purchase Orders' from the Modules menu. Approving and printing are covered in more detail earlier in this chapter.

Suppliers will be selected for Items as follows—

1. If an Item has a corresponding record in the Purchase Item register in the Purchase Orders module with a Supplier specified and with the Default check box switched on, that Supplier will be used. The Purchase Item register is described earlier in this chapter.
2. In all other cases, the Supplier will be the Default Supplier specified in the Purchase Order Settings setting. If no Default Supplier has been specified, a Purchase Order with no Supplier will be raised for Items that do not meet the criteria in point 1 above. You can then specify the correct Supplier, or divide the Items between Purchase Orders with different Suppliers as appropriate.

Selecting the 'Reordering Requirements' function brings up the following dialogue box—



The dialog box titled 'Specify Reordering Requirements' contains a 'Run' button in the top right corner. Below the button are four input fields: 'Period' with the value '1/1/2003:31/12/2003', 'No. of Months', 'Item', and 'Item Group'.

#### Period

#### Paste Special

Reporting Periods setting,  
System module

The function calculates the average sales per month for each Item and uses these figures to predict future sales and therefore to create Purchase Orders. These average figures are calculated from the approved Invoices whose dates fall in the period entered here.

It is recommended that you take care to enter an appropriate period. For example, if the period is a whole calendar year, several months of zero sales will be included in the calculation, so the averages will not be accurate.

The period should be a number of complete months: it will be rounded up to the nearest number of whole months if this is not the case.

**No. of Months** The function calculates the average sales per month for each Item and uses these figures to predict sales for the next few months. It then creates Purchase Orders for the quantity of each Item required to satisfy these predicted sales. Specify here the number of months whose sales you want to be predicted. An entry must be made to this field otherwise no Purchase Orders will be created.

**Item** **Paste Special** Item register

**Range Reporting** Alpha

Enter an Item Number or range of Item Numbers separated by a colon (:) to create Purchase Orders for those Items. Only Stocked Items in the range will be ordered.

**Item Group** **Paste Special** Item Group register, Sales Ledger

Enter an Item Group Number to create Purchase Orders for Items in that Group. Only Stocked Items in the Group will be ordered.

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

## Update Purchase Items

When raising Purchase Orders, it is possible to have the Cost Price of the Item record updated automatically. This automatic updating is not extended to Purchase Items. To update the Price of Purchase Items in a single step, use this function. It can also be used to update the Description of the Purchase Item: useful if you have several Purchase Items for a single Item.

The screenshot shows a software window titled "Update Purchase Items". Inside the window, there is a "Run" button in the top right corner. Below it, there are two input fields labeled "Item" and "Supplier". Underneath these fields, there are two checkboxes: "Update name" and "Update price".

<b>Item</b>	<b>Paste Special</b>	Item register
	<b>Range Reporting</b>	Alpha
	Leave this field blank to update all Purchase Items. Enter an Item Number to update the Purchase Items relating to a specific Item.	
<b>Supplier</b>	<b>Paste Special</b>	Supplier register
	Enter a Supplier Number to update the Purchase Items with a specific Supplier.	
<b>Update Name</b>	Check this box to update the Purchase Item Description. The new Description will be taken from the Item and will be applied to all related Purchase Items.	
<b>Update Price</b>	Check this box to cause Hansa to update the Purchase Item Price with new Cost Prices from the Item register. Cost Prices of Items can be updated automatically from the most recent Purchase Orders. Note that the new Cost Price will be applied to all the Purchase Items relating to the Item, regardless of whether the Default check box is switched on and irrespective of the Supplier from the Items were last purchased.	
	In the case of a Purchase Item whose Price is in a different Currency to that of the Cost Price of the Item, the updating process includes a Currency conversion calculation using the appropriate Exchange Rate.	

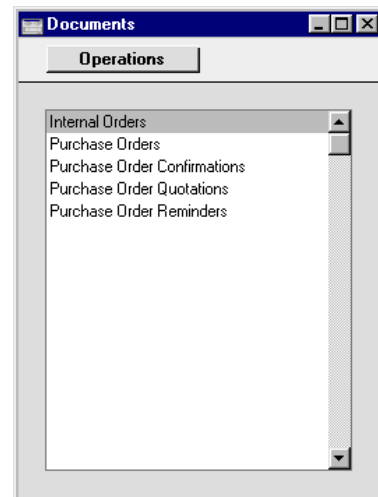
Press [Run] to start the updating process.

# 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 that can be printed from the Purchase Orders module. Each item in the list ("Document") will be printed using a different Form.



To print a document, follow this procedure—

1. Highlight an item in the list.
2. Using the Operations menu, determine the print destination of the document. 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 Purchase Orders

are to be printed). This specification window 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, follow this procedure (when Hansa is supplied, a sample Form will be printed)—

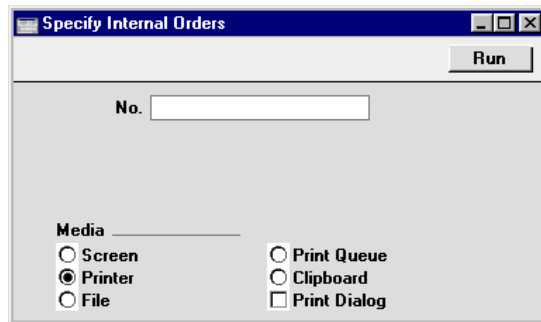
1. Design a Form (or change the sample Form supplied to reflect your own requirements) using the Form register in the System module. This process is fully described in the chapter in Volume 1 covering the System module.
2. Change to the Purchase Orders module and open the 'Documents' list window using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.
3. Highlight the item in the list and select 'Define Document' from the Operations menu. The subsequent window is used to assign a Form (or more than one Form) to the document and is fully described in the 'Documents' section of the 'Hansa's Work Area' chapter in Volume 1 of this manual. For example, different Forms can be used determined perhaps by the Language of the Supplier or the Number Series of the Purchase Order.
4. The 'Define Document' function only needs to be used once. After this has been done, Form selection will be automatic.

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

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

## Internal Orders

This document can be used to print Internal Orders to help with the process of approval and authorisation.

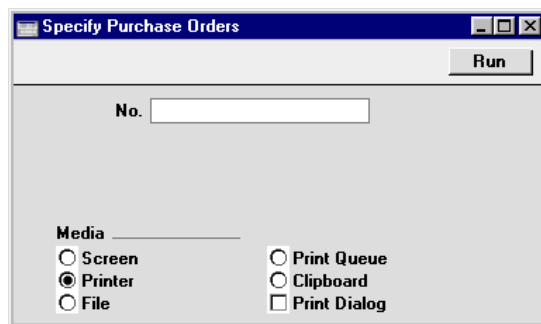


The 'Specify Internal Orders' dialog box features a title bar with standard window controls and a 'Run' button. Below the title bar is a text input field labeled 'No.'. At the bottom, there is a 'Media' section with two columns of radio buttons. The first column includes 'Screen', 'Printer' (which is selected), and 'File'. The second column includes 'Print Queue', 'Clipboard', and 'Print Dialog'.

Enter an Internal Order Number or a range of Internal Order Numbers separated by a colon to select the records for printing. Then, click [Run] in the Button Bar or press the Return key.

A single Internal Order can also be printed from a record window by clicking the Printer icon, or printed to screen by clicking the Preview icon.

## Purchase Orders



The 'Specify Purchase Orders' dialog box is identical in layout to the 'Specify Internal Orders' dialog box. It has a title bar with window controls and a 'Run' button. A text input field labeled 'No.' is positioned below the title bar. The 'Media' section at the bottom contains two columns of radio buttons: 'Screen', 'Printer' (selected), and 'File' in the first column; 'Print Queue', 'Clipboard', and 'Print Dialog' in the second column.

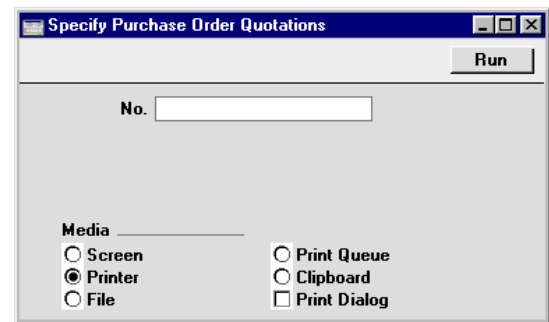
Enter a Purchase Order Number or a range of Purchase Order Numbers separated by a colon to select the records for printing. Then, click [Run] in the Button Bar or press the Return key.

A single Purchase Order can also be printed from a record window by clicking the Printer icon, or printed to screen by clicking the Preview icon.



## Purchase Order Quotations

Hansa can produce a printed Quotation document for filing.

A screenshot of a Windows-style dialog box titled "Specify Purchase Order Quotations". The dialog has a standard title bar with minimize, maximize, and close buttons. Below the title bar is a "Run" button. The main area contains a label "No." followed by a text input field. Below this, there is a "Media" label followed by a horizontal line. Under the line are two columns of radio buttons. The first column has three options: "Screen", "Printer" (which is selected with a filled circle), and "File". The second column has three options: "Print Queue", "Clipboard", and "Print Dialog" (which is checked with a filled square).

Enter a Quotation Number or a range of Quotation Numbers separated by a colon to select the records for printing. Then, click [Run] in the Button Bar or press the Return key.

A single Purchase Order Quotation can also be printed from a record window by clicking the Printer icon, or printed to screen by clicking the Preview icon.

## Purchase Order Confirmations, Purchase Order Reminders

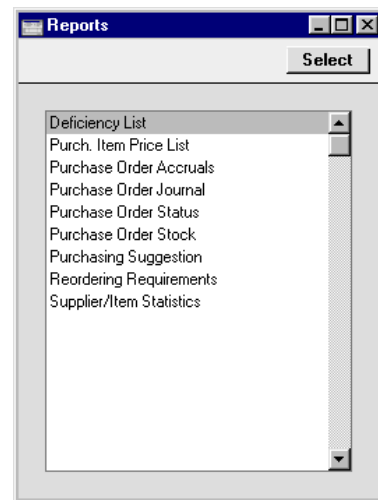
These options behave in the same manner as 'Purchase Orders' already described. They allow you to print Purchase Orders using different Forms, depending on the requirements of the occasion.

# Reports

## Introduction

As with all modules, to print a report in the Purchase Orders module, select 'Reports' from the File menu or click [Reports] in the Master Control panel. Then, double-click the appropriate item in the list.

The following reports are available in the Purchase Orders module—



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 Purchase Orders in the database. If it is necessary to restrict the coverage of the report, use the fields as described individually for each report.

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

Using the options at the bottom of the specification window, determine the print destination of the report (the default is to print to screen). You can

initially print to screen and subsequently send the report to a printer using the Printer icon.

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

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

## Deficiency List

This report shows for each Item the stock balance, the quantity ordered, the quantity on Purchase Orders, and a proposed purchase quantity. The proposed purchase quantity takes into account the current stock level, the unfulfilled order quantity, the minimum stock level of the Item and the minimum order quantity from the Item's Default Purchase Item.

For an up to date Deficiency List, it is necessary to keep several registers up to date. The Item must be entered in the Item and Purchase Item registers, and the following registers must contain correct and up to date information—

- The Purchase Order register contains information about previous Purchase Orders.
- The Order register contains information about Sales Orders not yet shipped.
- Each Item must be defined as "Stocked", and minimum stock levels must be specified either in the Item record itself or in the Minimum Stock Levels setting in the Stock module. Use the setting if you want to set minimum stock levels for each Location.
- For each Item, at least one Purchase Item record must be entered, with normal and minimum ordering quantities specified.
- The Goods Receipt register provides information about physical shipments into stock, and influences the stock balance.
- The Delivery register also influences the stock balance.

Like the Purchasing Suggestion report (see below), this report uses all the above information to present a purchase proposal for Stocked Items. The Purchasing Suggestion report only shows those Items that can be ordered through the 'Create Purchase Orders' Operations menu function (i.e. those

Items that have a corresponding Default Purchase Item record), whereas this report lists all Stocked Items.

The screenshot shows a window titled "Specify Deficiency List". It has a "Run" button in the top right. Below the title bar, there are several input fields: "Item No.", "Group", "Location", "Department", "Salesman", and "Sales Group". Below these fields, there are three radio buttons under the heading "Sorting": "No." (selected), "Group", and "Name". To the right of these are two checkboxes: "Only With Balance" and "Only With Suggestions", both of which are checked. Below the sorting options, there are three radio buttons under the heading "Media": "Screen" (selected), "Printer", and "File". To the right of these are three checkboxes: "Print Queue", "Clipboard", and "Print Dialog", with "Print Dialog" checked.

<b>Item No.</b>	<b>Paste Special</b>	Item register
	<b>Range Reporting</b>	Alpha
Use this field to restrict the report to a particular Item or range of Items. Only Stocked Items will be shown in the report.		
<b>Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
	<b>Range Reporting</b>	Alpha
Use this field to restrict the report to Items of a particular Item Group or range of Groups.		
<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module
	<b>Range Reporting</b>	Alpha
Use this field to restrict the report to Items, stock levels and Orders in a particular Stock Location.		
The Minimum Stock Levels setting in the Stock module can be used to specify minimum quantities of each Item that can be held in stock in each Location. If no Location is specified for this report, the minimum stock level shown for each Item will be the figure for all Locations. If a Location is specified for this report, the minimum stock level shown for each Item will be the figure for the Location in question. If there are no records in the Minimum Stock Levels setting for a particular Item, the		

minimum stock level will be taken from the 'Stock' card of the Item record.

**Department**      **Paste Special**      Department register, Fixed Assets module

If the report is to list Items belonging to a particular Department (specified on the 'Stock' card of the Item record), enter that Department here.

**Salesman**      **Paste Special**      Person register, System module

If a Person's initials are entered here, only those Items with a Default Purchase Item belonging to that Person will be listed in the report.

**Sales Group**      **Paste Special**      Sales Groups setting, System module

If a Sales Group is entered here, only those Items with a Default Purchase Item belonging to that Sales Group will be listed in the report.

**Sorting**      The report can be sorted by Item Number, Item Group or Description.

**Only with Balance** This option excludes from the report Items for which there is no stock balance. This will usually mean that some Items of which you have a stock deficiency will not be listed.

**Only with Suggestions**

Switch this option on if you only wish to include Items in the report for which a purchase proposal will be made (i.e. those Items of which you have a deficiency).

## Purch. Item Price List

This report lists selected Purchase Items, showing Purchase Prices, Suppliers and Default status.

<b>Item</b>	<b>Paste Special</b>	Item register
	<b>Range Reporting</b>	Alpha
	Use this field to restrict the report to a particular Item or range of Items.	
<b>Supplier</b>	<b>Paste Special</b>	Supplier register
		Use this field to restrict the report to Items from a particular Supplier.
<b>Sorting</b>	The report can be sorted by Item Number or Supplier.	
<b>Price From</b>	Use these options to specify whether the Purchase Price shown in the report is to be taken from the Purchase Item or the Item register. In the latter instance, the Cost Price from the 'Costs' card of the Item screen is shown.	

## Purchase Order Accruals

This report is very similar to the Accrued option of the Purchase Order Status report described below. However, whereas that report only lists Purchase Orders that satisfy the report criteria against which goods but not Invoices have been received, this one lists all Purchase Orders satisfying the report criteria.

For each Purchase Order, the Items are listed individually showing the Item Number, Name, Cost Account, value and any Objects, together with quantities ordered, received, invoiced and awaiting invoicing. At the Purchase Order level, the Purchase Order Number, Supplier Number and Name, Objects and Planned Delivery Date are shown.

This report requires Items to be specified on flip B of Purchase Invoices. This will happen automatically when Purchase Invoices are created from Purchase Orders if either the Consolidate by Items and Project option or the Transfer Each Row Separately option in the Purchase Invoice Settings setting is in use.

<b>Purchase Order</b>	<b>Range Reporting</b>	Numeric
	Use this field to limit the report to a single Purchase Order, or range of Purchase Orders.	
<b>Period</b>	<b>Paste Special</b>	Reporting Periods setting, System module
	Enter the start and end dates of the reporting period. The first record in the Reporting Periods setting is offered as a default.	
<b>Supplier</b>	<b>Paste Special</b>	Supplier register
	<b>Range Reporting</b>	Alpha
	To limit the report to Purchase Orders to a single Supplier (or Suppliers), enter a Supplier Number (or range of Supplier Numbers separated by a colon) here.	

**Object (from Header)**

**Paste Special**      Object register, System module

To limit the report to Purchase Orders containing a single Object, enter that Object here. This refers to Objects entered at Order level, not those entered for Order rows. If you enter a number of Objects separated by commas, only those Purchase Orders featuring all the Objects listed will be shown.

**Object Type**      **Paste Special**      Object Types setting, Nominal Ledger

To show Purchase Orders containing Objects belonging to a particular Object Type, enter that Object Type here. This refers to Objects entered at Order level, not those entered for Order rows.

**Object (from Row)**

**Paste Special**      Object register, System module

To limit the report to Purchase Orders with rows containing a single Object, enter that Object here. If you enter a number of Objects separated by commas, only those Purchase Orders with rows featuring all the Objects listed will be shown.

**Account**      **Paste Special**      Account register, System module

To limit the report to Purchase Orders with rows with a particular Cost Account on flip B, enter that Account here.

**As at:**      For each Purchase Order row, the quantities ordered, received, invoiced and awaiting invoicing are shown. If you would like these quantities to be calculated for a particular date, enter that date here.

**Specify**      By default only approved Purchase Orders are shown in the report. You can use these options to include closed and unapproved Purchase Orders as well.



Purchase Order Journal

This report shows registered Purchase Orders. You can make selections for an range of Purchase Orders, for a period, or for a specific Supplier.

When printed to screen, the Purchase Order Journal has Hansa’s Drill-down feature. Click on any Purchase Order Number to open an individual Purchase Order record.

The screenshot shows a window titled "Specify Purchase Order Journal". It has a "Run" button in the top right. Below the title bar, there are several input fields: "Purchase Order", "Period" (with the value "1/1/2003-31/12/2003"), "Supplier", "Class", and "Location". Below these fields, there are two groups of radio buttons. The first group is labeled "Function" and has two options: "Overview" (which is selected) and "Detailed". The second group is labeled "Media" and has six options: "Screen" (selected), "Printer", "File", "Print Queue", "Clipboard", and "Print Dialog" (which has a checkmark next to it).

<b>Purchase Order</b>	<b>Range Reporting</b>	Numeric
	Use this field to limit the report to a single Purchase Order, or range of Purchase Orders.	
<b>Period</b>	<b>Paste Special</b>	Reporting Periods setting, System module
	Enter the start and end dates of the reporting period.	
<b>Supplier</b>	<b>Paste Special</b>	Supplier register
	To limit the report to Purchase Orders to a single Supplier, enter a Supplier Number here.	
<b>Class</b>	<b>Paste Special</b>	Purchase Order Classes setting, Purchase Orders module
	Enter a Purchase Order Class code to limit the report to Purchase Orders of a single Class.	

<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module
		Use this field to limit the report to Purchase Orders for Items intended for a single stock Location (specified on the 'Del. Address' card of the Purchase Order).
<b>Function</b>		Use these options to specify the level of detail in the report.
<b>Overview</b>		The default setting for this report is Overview, which results in a report with the most important order journal data in a table format.
<b>Detailed</b>		Clicking this button will result in a report with all available data.

## Purchase Order Status

This report can be regarded as a more detailed version of the Purchase Order Journal, to be used when it is necessary not just to list Purchase Orders but also to show the quantities of Items on related Goods Receipts and Purchase Invoices.

**Specify Purchase Order Status** [Run]

Purchase Order

Period

Supplier

Object (from Header)

Object Type

For accrual reporting only

As at:

Specify

☐ Include Closed

☐ Include Not OKed

Function

☒ Overview

☐ Detailed

☐ Accrued

☐ Accrued by Nominal Code

Media

☒ Screen

☐ Printer

☐ File

☐ Print Queue

☐ Clipboard

☒ Print Dialog

<b>Purchase Order</b>	<b>Range Reporting</b>	Numeric
	Use this field to limit the report to a single Purchase Order, or range of Purchase Orders.	
<b>Period</b>	<b>Paste Special</b>	Reporting Periods setting, System module
	Enter the start and end dates of the reporting period. The first record in the Reporting Periods setting is offered as a default.	
<b>Supplier</b>	<b>Paste Special</b>	Supplier register
	<b>Range Reporting</b>	Alpha
	To limit the report to Purchase Orders to a single Supplier (or Suppliers), enter a Supplier Number (or range of Supplier Numbers separated by a colon) here.	
<b>Object</b>	<b>Paste Special</b>	Object register, System module
	To limit the report to Purchase Orders containing a single Object, enter that Object here. This refers to Objects entered at Order level, not those entered for Order rows. If you enter a number of Objects separated by commas, only those Purchase Orders featuring all the Objects listed will be shown.	
<b>Object Type</b>	<b>Paste Special</b>	Object Types setting, Nominal Ledger
	To show Purchase Orders containing Objects belonging to a particular Object Type, enter that Object Type here. This refers to Objects entered at Order level, not those entered for Order rows.	

**For accrual reporting only**

If you are using the Accrued or Accrued by Nominal Code options (described below), the report will usually list those Purchase Orders that satisfy the report criteria against which goods but not Invoices have been received. If you want to list Purchase Orders whose goods had been received by a particular date but for which an Invoice had not been received by that date, enter that date here.

<b>Specify</b>	By default only approved Purchase Orders are shown in the report. You can use these options to include closed and unapproved Purchase Orders as well.
<b>Function</b>	These options are used to control the level of detail shown in the report.
<b>Overview</b>	This option lists all Purchase Orders that satisfy the report criteria. For each Purchase Order, the Items are listed individually showing the Item Number and Name and any Objects, together with quantities ordered, received and invoiced. At the Purchase Order level, the Purchase Order Number, Supplier Number and Name, Objects and Planned Delivery Date are shown.
<b>Detailed</b>	In addition to the information shown in the Overview, this option shows the Supplier address and, for each Purchase Order, all related Goods Receipts and Purchase Invoices are listed. All rows of the Goods Receipts and Purchase Invoices are listed individually together with cost prices, quantities, serial numbers and Purchase Accounts as appropriate.
<b>Accrued</b>	<p>This option only lists those Purchase Orders that satisfy the report criteria against which goods but not Invoices have been received. If a date has been entered in the As at field above, Purchase Orders are listed whose goods had been received by that date but for which an Invoice had not been received by that date. In appearance, it is similar to the Overview with the additional information for each Purchase Order row of quantity awaiting invoice, value and Cost Account.</p> <p>This option requires Items to be specified on flip B of Purchase Invoices. This will happen automatically when Purchase Invoices are created from Purchase Orders if either the Consolidate by Items and Project option or the Transfer Each Row Separately option in the Purchase Invoice Settings setting is in use.</p> <p>To produce the same report but listing all Purchase Orders satisfying the report criteria, use</p>

the Purchase Order Accruals report described above.

### Accrued by Nominal Code

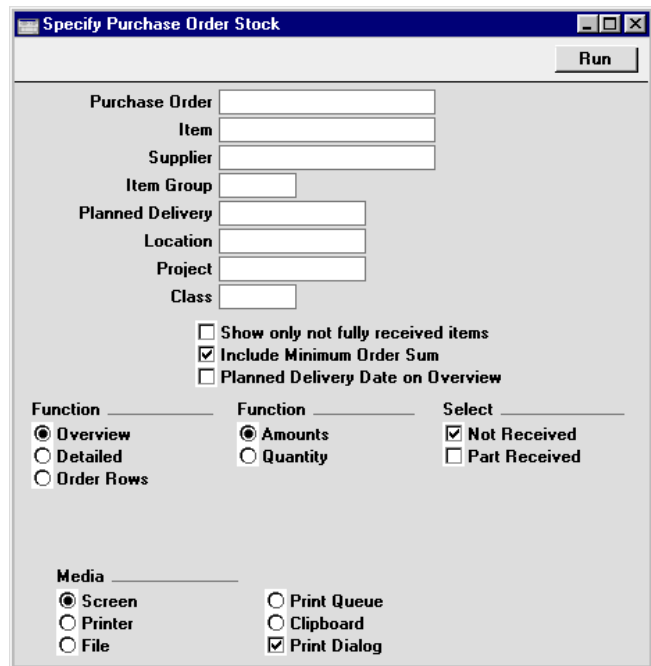
This option shows the amounts posted to each Purchase Account by Purchase Invoices received against the selected Purchase Orders.

As with the Accrued option above, this option requires Items to be specified on flip B of Purchase Invoices.

## Purchase Order Stock

This report gives you information about unfulfilled Purchase Orders in the system, showing Purchase Order Number, Order Date, Supplier, and unfulfilled order value. Further information is available, depending on the level of detail chosen.

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



**Specify Purchase Order Stock** [Run]

Purchase Order

Item

Supplier

Item Group

Planned Delivery

Location

Project

Class

☐ Show only not fully received items

☒ Include Minimum Order Sum

☐ Planned Delivery Date on Overview

**Function**

☒ Overview

☐ Detailed

☐ Order Rows

**Function**

☒ Amounts

☐ Quantity

**Select**

☒ Not Received

☐ Part Received

**Media**

☒ Screen

☐ Printer

☐ File

☐ Print Queue

☐ Clipboard

☒ Print Dialog

<b>Purchase Order</b>	<b>Range Reporting</b>	Numeric	Use this field to limit the report to a single Purchase Order, or range of Purchase Orders.
<b>Item</b>	<b>Paste Special</b>	Item register	Use this field to limit the report to Purchase Orders containing a particular Item. In the Overview, the figures shown in the report will be for the whole Order, not just for the specified Item.
<b>Supplier</b>	<b>Paste Special</b>	Supplier register	To limit the report to Purchase Orders to a single Supplier, enter a Supplier Number here.
<b>Item Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger	Use this field to limit the report to Purchase Orders containing Items belonging to a single Item Group. In the Overview, the figures shown in the report will be for the whole Order, not just for the Items belonging to the specified Group.
<b>Planned Delivery</b>	<b>Paste Special</b>	Current date	If you wish to report on Purchase Orders whose Deliveries are to be received on a specific date (based on the Planned Del. fields on the 'Date' card and flip D of the 'Items' card of the Purchase Order screen), enter that date here.
<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module	Use this field to limit the report to Purchase Orders for Items intended for a single stock Location (specified on the 'Del. Address' card of the Purchase Order).
<b>Project</b>	<b>Paste Special</b>	Project register, Job Costing module (if installed)	An entry to this field will show Purchase Orders related to a specific Project. This refers to the Project on the 'Terms' card of the Purchase Order, not that on flip C of each Purchase Order row.

<b>Class</b>	<b>Paste Special</b>	Purchase Order Classes setting, Purchase Orders module
		Enter a Purchase Order Class code to limit the report to Purchase Orders of a single Class.

**Show only not fully received items**

If you are reporting on Part-Delivered Purchase Orders and are using the Detailed and Quantity options, switching this option on will only list unfulfilled (undelivered or part-delivered) Purchase Order rows. Otherwise, all Purchase Order rows will be shown.

**Include Minimum Order Sum**

If this option is used, the Minimum Order Sum from the 'Terms' card of the Supplier record will be shown for each Purchase Order. This applies to the Overview and Detailed options only.

**Planned Delivery Date on Overview**

Usually, the Overview option shows the Order Date of each Purchase Order. Check this box if you would like the Planned Delivery Date to be shown instead.

<b>Function</b>	Use these options to control the level of detail shown in the report.
<b>Overview</b>	This option displays the most important Purchase Order journal data (Order Number, Date, Supplier Name and Order Value yet to be received) in a table format.
<b>Detailed</b>	At the Purchase Order level, this option provides the additional information of Payment Terms and Planned Delivery Date. It also shows the Purchase Order rows with Item Code and Name, unfulfilled Quantity and unfulfilled Value.
<b>Order Rows</b>	This option shows minimal Purchase Order level information (Order No, Date and Planned Delivery Date). For all unfulfilled Purchase Order rows, it shows the Item Code, unfulfilled Quantity and unfulfilled Value.

<b>Function</b>	Use these options to determine whether values or quantities are to appear in the report.
<b>Amount</b>	The report will show the unfilled value of each Purchase Order.
<b>Quantity</b>	This option is only useful if you are using the Detailed or Order Rows options. If so, it will show for each Order row the quantity received and remaining to be delivered.
<b>Selection</b>	Check one or more of the boxes to include Purchase Orders of different status.

## Purchasing Suggestion

This report is similar to the Deficiency List. It differs in that it only shows those Items that can be ordered through the 'Create Purchase Orders' Operations menu function (i.e. those Items with a corresponding Default Purchase Item record).

**Specify Purchase Suggestion**

Run

Item No.

Group

Location

Supplier

Sorting

☒ No.  
☐ Group  
☐ Name

☐ Only With Balance

Media

☒ Screen  
☐ Printer  
☐ File

☐ Print Queue  
☐ Clipboard  
☒ Print Dialog

## Reordering Requirements

This report can be used to analyse your purchasing requirements for the next few months, based on the average sales achieved in the past. It provides a preview of the quantities of Items that will be included in the Purchase Orders which will be created by the subsequent running of the 'Reordering Requirements' Maintenance function.



**Specify Reordering Requirements Report**

**Run**

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

**No. of Months**

**Item**

**Item Group**

**Media**

☒ Screen ☐ Print Queue

☐ Printer ☐ Clipboard

☐ File ☒ Print Dialog

**Period****Paste Special**

Reporting Periods setting,  
System module

The report shows the average sales per month for each Item and uses these figures to predict future sales and therefore to make purchasing suggestions. These average figures are calculated from the approved Invoices whose dates fall in the report period entered here.

It is recommended that you take care to enter an appropriate period. For example, if the report period is a whole calendar year, several months of zero sales will be included in the calculation, so the averages will not be accurate.

The period should be a number of complete months: it will be rounded up to the nearest number of whole months if this is not the case.

**No. of Months**

The report shows the average sales per month for each Item and uses these figures to predict sales for the next few months. It then suggests the quantity of each Item that should be purchased in order to satisfy these predicted sales. Specify here the number of months whose sales you want to be predicted. An entry must be made to this field otherwise no purchasing suggestions will be made.

**Item****Paste Special**

Item register

**Range Reporting**

Alpha

Enter an Item Number or range of Item Numbers separated by a colon (:) to report on the predicted sales

and purchasing requirements for those Items. Only Stocked Items in the range will be listed in the report.

**Item Group**      **Paste Special**      Item Group register, Sales Ledger

Enter an Item Group Number to report on the predicted sales and purchasing requirements for Items in that Group. Only Stocked Items in the Group will be listed in the report.

The report contains eleven columns as follows—

- 1. Item Code**      Only Stocked Items are listed in the report.
- 2. In Stock**      The quantity in stock at the moment when the report is produced. This is not necessarily the figure at the end of the report period.
- 3. On Purchase Orders**  
The unfulfilled quantity on Purchase Orders at the moment when the report is produced. This is not necessarily the figure at the end of the report period. Both approved and unapproved Purchase Orders are taken into consideration.
- 4. On Sales Orders**  
The unfulfilled quantity on Sales Orders at the moment when the report is produced. This is not necessarily the figure at the end of the report period.
- 5. Theoretical Stock**  
The stock level after the Purchase and Sales Orders in columns 3 and 4 have been fulfilled.
- 6. Sales**      The quantity sold during the report period, calculated from approved Invoices raised in that period.
- 7. Average Sales**      The average number sold per month. This is the figure in column 6 divided by the number of months in the report period. It is recommended that you do not use a calendar year as the report period: this will result in a distorted figure because the future months towards the end of the year will be treated as months with zero sales.
- 8. Predicted Sales**      The average sales figure from column 7 multiplied by the Number of Months entered in the 'Specify Reordering Requirements Report' window. This is

therefore the predicted sales level for that number of months.

### 9. Item Minimum Level

The minimum stock level from the Minimum Stock Levels setting in the Stock module or from the 'Stock' card of the Item record.

### 10. Min Order Quantity

The minimum order quantity from the appropriate Default Purchase Item.

### 11. Suggested Order Quantity

The proposed order quantity based on the predicted sales (column 8), the theoretical stock (column 5), the minimum stock level (column 9) and the minimum order quantity (column 10). This is the quantity that will be included on the Purchase Order created by the 'Reordering Requirements' Maintenance function.

## Supplier/Item Statistics

The Supplier/Item Statistics report analyses in a Supplier-by-Supplier format the purchases in both quantity and turnover terms of Items from Suppliers. Where appropriate, Serial Numbers are shown. The information is taken from the Goods Receipt register in the Stock module.

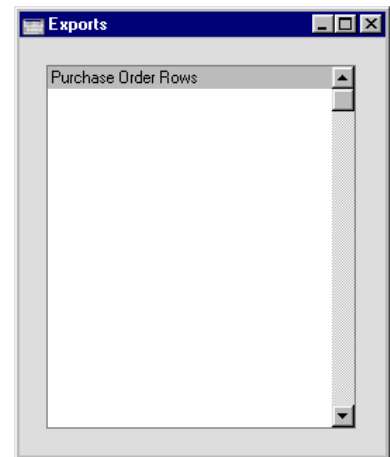
<b>Suppliers</b>	<b>Paste Special</b>	Supplier register
	<b>Range Reporting</b>	Alpha
	Use this field to limit the report to Items purchased from a single Supplier, or range of Suppliers.	
<b>Period</b>	<b>Paste Special</b>	Reporting Periods setting, System module
	Use this field to limit the report to Goods Receipts entered in a certain period.	
<b>Items</b>	<b>Paste Special</b>	Item register
	<b>Range Reporting</b>	Alpha
	Use this field to limit the report to specific Items purchased in the specified period.	
<b>Item Groups</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
	<b>Range Reporting</b>	Alpha
	Use this field to restrict the report to Items of a particular Item Group or range of Groups.	
<b>Salesman</b>	<b>Paste Special</b>	Person register, System module
	If a Person's initials are entered here, only those Items with a Default Purchase Item belonging to that Person will be listed in the report.	
<b>Sales Group</b>	<b>Paste Special</b>	Sales Groups setting, System module
	If a Sales Group is entered here, only those Items with a Default Purchase Item belonging to that Sales Group will be listed in the report.	
<b>Include Item Name</b>		
	Check this box to include Item Names in the report.	
<b>Show Quantity 2</b>	Use this option to express stock quantities using two different units of measurement. This is only appropriate for Items that have a Unit 2 and a Unit Coefficient specified on the 'Stock' card.	
<b>Include</b>	Specify here whether approved and/or unapproved Goods Receipts are to be included in the report.	

# 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. 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 single Export which can be produced from the Purchase Orders module. Double-click the 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.



Purchase Order Rows

This command exports data from one or more Purchase Orders. The result of the export is a text file with one row for each Purchase Order row. This can be used for further statistical analysis.

Specify Purchase Order Rows Export

Run

Period

1/1/2003:31/12/2003

Order

Supplier

Item

Item Group

Planned Del.

Sorting

☒ Number

☐ Supplier

Specify

☐ Not Delivered

☐ Part Delivered

☐ All

Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end date of the reporting period.
Order	Range Reporting	Numeric
		Use this field to limit the export to rows of a single Purchase Order, or range of Purchase Orders.
Supplier	Paste Special	Supplier register
	Range Reporting	Alpha
		Use this field to limit the export to rows of Purchase Orders made out to a single Supplier or range of Suppliers.
Item	Paste Special	Item register
	Range Reporting	Alpha
		Use this field to limit the export to Purchase Order rows featuring a particular Item.

<b>Item Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
		Use this field to limit the export to Purchase Order rows featuring Items of a particular Item Group.
<b>Planned Del.</b>	<b>Paste Special</b>	Current Date
		If you wish to export rows of Purchase Orders whose Deliveries are to be received on a specific date (based on the Planned Del. field on the 'Date' card of the Purchase Order screen), enter that date here.
<b>Sorting</b>		Select Number or Supplier as sort order.
<b>Specify</b>		Select one or more of the options.

Press [Run] to start the export. When it has finished, close the 'Export' window using the close box.





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

## Chapter 3: The Stock Module

In this module deliveries to and from stock are recorded.

The Stock module interacts with the Sales and Purchase Orders modules, with the Sales Ledger, the Job Costing and Production modules and the Nominal Ledger. The Delivery register is always updated from the Sales Orders module, and Goods Receipts can be created from the Purchase Orders module, if it is installed.

All shipments in and out of stock are recorded as transactions in the Stock module. In addition and if required, Hansa can automatically update stock valuations in the Nominal Ledger. Stock can be kept in different and independent Locations. Several reports give information about the contents and value of your stock.

## Cost Accounting

Many companies will be happy to keep track of stock values by running monthly stock valuation reports, and to update Balance Sheet and cost of sales values with monthly Nominal journals (Nominal Ledger Transactions). However, some companies may want these values to be kept constantly up to date, with the benefit that Balance Sheets and Profit & Loss reports can be run at any time. For these users, when goods are received into or sold from stock, Hansa can generate Nominal Ledger postings for the cost of goods, updating stock valuations in the Nominal Ledger ('cost accounting'). A choice is available whereby Transactions from outward stock movements can be created when Invoices are approved or when Delivery Notes are approved.

For cost accounting transactions to take place, the Items concerned must be Stocked Items. Once Hansa has been set up as described below, cost accounting will take place automatically.

### Switching Cost Accounting On

For cost accounting to operate, follow these steps—

1. Define the Item Groups, following the procedure described in the 'Items and Pricing' chapter in Volume 1 of these manuals. Ensure Cost, Purchase Control and Stock Accounts are defined for each and that a Cost Model option has been selected. Although cost accounting transactions will be created for Items that do not belong to Item Groups,

management of the system is easier using Item Groups since it is simple to change Cost and Stock Accounts and Cost Models for a particular Item Group.

If you would like Item Groups to be the basis of your cost accounting system, ensure that the Use Item Groups for Cost Accounts option in the Cost Accounting setting in the Stock module is in use. It is then recommended that all Stocked Items belong to Item Groups and that all Item Groups have Cost and Stock Accounts specified. If this option is not in use, the Cost and Stock Accounts specified in Item Groups will play no part in your cost accounting structure.

2. Ensure that each Item for which cost accounting transactions are to be created have been defined as Stocked Items using the option on the 'Pricing' card of the Item screen. If the Use Item Groups for Cost Accounts option is in use, allocate all Stocked Items to Item Groups.
3. Using card 5 of the Account Usage S/L setting in the Sales Ledger, define a Purchase Control Account, a Stock Account and a Stock Cost Account. These will be used as defaults in the event that equivalent Accounts have not been defined for a particular Item Group or Location: the roles of these Accounts are described in the next sections, 'Cost Accounting Transactions from Goods Receipts' and 'Cost Accounting Transactions from Deliveries and Invoices'. In the same setting, Extra Cost, Purchase Freight Cost and Customs Cost Accounts should also be defined.
4. If you have more than one Location where stock will be stored, enter these using the Locations setting in the Stock module. For each, you can define a separate Account to be debited whenever stock is received into the Location and credited when stock is delivered.

In this situation, it is recommended that you switch on the FIFO per Location option in the Cost Accounting setting in the Stock module. This will ensure that Items are removed from each Location in the order in which they arrived. It is also recommended that you either switch on the Require Location option or specify a Main Location (both in the Stock Settings setting in the Stock module). This will ensure that a Location is always specified when adding or removing stock.

5. The Sub Systems setting in the Nominal Ledger is used to determine when the cost accounting transactions will be created.

Transactions from Sub Systems: Inspect	
<b>Save</b>	
<div>1   2   3</div>	
<input checked="" type="checkbox"/> Invoices	From Date 1/3/2002
<input checked="" type="checkbox"/> Receipts	From Date 1/3/2002
<input checked="" type="checkbox"/> Purchase Invoices	From Date 1/3/2002
<input checked="" type="checkbox"/> Payments	From Date 1/3/2002
<input checked="" type="checkbox"/> Expenses	From Date 1/3/2002
<input checked="" type="checkbox"/> Personnel Payments	From Date
<input checked="" type="checkbox"/> Goods Receipts	From Date 1/3/2002
<input checked="" type="checkbox"/> Deliveries	From Date 1/3/2002
<input checked="" type="checkbox"/> Stock Movements	From Date
<input checked="" type="checkbox"/> Stock Depreciations	From Date
<input checked="" type="checkbox"/> Productions	From Date
<input checked="" type="checkbox"/> Returned Goods	From Date

If you would like the cost accounting transactions to be created when Delivery Notes are approved, switch on the Deliveries check box. Otherwise, they will be created when Invoices are approved providing that the Inv Update Stock option is switched on in the Account Usage S/L setting in the Sales Ledger.

The Goods Receipts option should also be switched on. This will ensure inward cost accounting postings are made, to balance the outward postings made on Invoice or Delivery. As a result, an inward movement will see a Purchase Control Account being credited and a Stock Account being debited, while an outward movement will credit the Stock Account and debit the Stock Cost Account.

Hansa also offers the possibility of having cost accounting transactions created from inward movements only. These will debit the Stock Cost Account straight away, missing out the Stock Account altogether. If you want to use this system, switch off the Deliveries check box in this setting, but leave the Goods Receipts check box switched on. Please refer to the section below entitled 'Cost Accounting on the Purchase Side only' for more details.

6. If, on the 'Cost' card of any of your Item Groups in step 1, you specified that the default Cost Model was to be used (to calculate the cost amount to be used in outward cost accounting transactions), define the default Cost Model using the Cost Model setting in the Sales Ledger. This default will also be used for Items which do not belong to Item Groups.

The Cost Model setting is fully described in the 'Sales Ledger' chapter in Volume 2a of this manual.

7. Further cost accounting attributes are set using the Cost Accounting setting in the Stock module; please refer to the section describing this setting later in this chapter for full details.

## Cost Accounting Transactions from Goods Receipts

Providing the steps in the previous section (in particular, steps 3 and 5) have been followed, Nominal Ledger Transactions will be created when Goods Receipts are approved. No cost model is used: the amounts posted are taken directly from the Goods Receipt record.

The Account credited by such Transactions is determined as follows—

1. The Purchase Account from flip E of the Goods Receipt is used. This is not given a default value.
2. If the Use Item Groups for Cost Accounts option in the Cost Accounting setting is on, the Purchase Control Account for the Item Group to which the Item belongs will be credited.
3. In all other cases, the Purchase Control Account on card 5 of the Account Usage S/L setting in the Sales Ledger will be credited.

The Account debited by such Transactions is determined as follows—

1. The Stock Account from flip E of the Goods Receipt is used. This field will only contain a default value if the Goods Receipt was created from a Purchase Order and if the Transfer Account and Object to Goods Receipt option in the Purchase Order Settings setting is on. This option should only be used in exceptional circumstances.
2. The Stock Account for the specified Location will be debited.
3. If this is blank, or if no Location is specified, and if the Use Item Groups for Cost Accounts option in the Cost Accounting setting is on, the Stock Account for the Item Group to which the Item belongs will be debited.
4. If this is blank, the Item does not belong to an Item Group or the Use Item Groups for Cost Accounts option is not in use, the Stock Account on card 5 of the Account Usage S/L setting in the Sales Ledger will be debited.

## Cost Accounting Transactions from Deliveries and Invoices

Nominal Ledger Transactions for outward cost accounting postings can be created when Deliveries are approved, or when Invoices are approved.

### Deliveries

To create Nominal Ledger Transactions when Deliveries are approved, switch on the Deliveries check box in the Sub Systems setting in the Nominal Ledger (see step 5 in the 'Switching Cost Accounting On' section above). Ensure that the Goods Receipts option in the same setting is also on, so that cost accounting postings are made for both outward and inward stock movements.

The values posted are calculated using the Cost Model, Delivery defined in the Cost Model setting in the Sales Ledger. The Cost Models in the Item Groups are not used.

The Account credited by such Transactions is determined as follows—

1. The Stock Account for the specified Location will be credited.
2. If this is blank, or no Location has been specified, and if the Use Item Groups for Cost Accounts option in the Cost Accounting setting is on, the Stock Account for the Item Group to which the Item belongs will be credited.
3. If this is blank, the Item does not belong to an Item Group or the Use Item Groups for Cost Accounts option is not in use, the Stock Account on card 5 of the Account Usage S/L setting will be credited.

The Account debited by such Transactions is determined as follows—

1. The Cost Account for the Item will be debited.
2. If this is blank and the Use Item Groups for Cost Accounts option in the Cost Accounting setting is on, the Cost Account for the Item Group to which the Item belongs will be debited.
3. If this is blank, the Use Item Groups for Cost Accounts option in the Cost Accounting setting is off, or the Item does not belong to an Item Group, the Stock Cost Account specified on card 5 of the Account Usage S/L setting will be debited.

Deliveries can only be created from Sales Orders, and an Invoice usually cannot be created from a Sales Order until the Delivery has been approved. However, Invoices can also be entered directly to the Invoice register, without reference to Sales Orders. When it has been determined that outward

cost accounting transactions will be created on Delivery, it is recommended that such Invoices (those without a related Sales Order) should also create cost accounting transactions (using the model described in the next section), because there is no Delivery to carry out this task.

For this to happen, ensure that the Inv Update Stock option is switched on in the Account Usage S/L setting (card 1).



***If you find that Nominal Ledger Transactions are not created from Deliveries despite this having been specified in the Sub Systems setting, the likely cause is that the default Cost Model has been set to None.***

### Invoices

To ensure that outward cost accounting postings are only included in Nominal Ledger Transactions created when Invoices are approved, switch off the Deliveries check box in the Sub Systems setting in the Nominal Ledger (see step 5 in the 'Switching Cost Accounting On' section above). Ensure that the Goods Receipts option in the same setting remains on, so that balancing inward cost accounting postings are made.

Next, check that the Inv Update Stock option is switched on in the Account Usage S/L setting (card 1).

The values posted are calculated using the Cost Model specified for the Item Group to which the Item belongs. If the Item is not a member of an Item Group, or the Item Group has a blank Stock or Cost Account, the Cost Model, Invoice defined in the Cost Model setting in the Sales Ledger is used.

The Account credited by such Transactions is determined as follows—

1. The Stock Account for the specified Location will be credited.
2. If this is blank, or no Location has been specified, and if the Use Item Groups for Cost Accounts option in the Cost Accounting setting is on, the Stock Account for the Item Group to which the Item belongs will be credited.
3. If this is blank, the Item does not belong to an Item Group or the Use Item Groups for Cost Accounts option in the Cost Accounting setting is off, the Stock Account on card 5 of the Account Usage S/L setting will be credited.

The Account debited by such Transactions is determined as follows—

1. If the Use Item Groups for Cost Accounts option in the Cost Accounting setting is off, the Cost Account for the Item will be debited. If this option is on, the Cost Account for the Item Group to which the Item belongs will be debited.
2. In all other cases, the Stock Cost Account specified on card 5 of the Account Usage S/L setting will be debited.

Nominal Ledger Transactions created when Invoices are approved will contain a cost accounting element in the following circumstances—

- i When an Invoice is entered directly to the Invoice register (i.e. it does not relate to a Sales Order or a Delivery); and
- ii When an Invoice is raised from a Sales Order and no Nominal Ledger Transaction was created from the Delivery (i.e. the Deliveries option in the Sub Systems setting is switched off).

The FIFO Cost Model can only be used in the first situation (i.e. when you are not using the Sales Order register). In the second situation, FIFO values are calculated when the Delivery is approved and are not transferred to the Invoice. If you are using the FIFO Cost Model, this means the Nominal Ledger Transaction created from the Invoice will not contain a cost accounting element because the FIFO values are not known to the Invoice. If you want to use the FIFO Cost Model and are likely to create Invoices from Sales Orders, you must choose to have the cost accounting transaction created on Delivery as described in the previous section (i.e. the Deliveries option in the Sub Systems setting should be switched on, and the Cost Model, Delivery should be set to FIFO).

## Returned Goods

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

1. some Credit Notes will involve the return of goods to stock, whereas others may not; and
2. FIFO becomes impossible to calculate without intervention, as there is no way for the system to know the actual cost of the goods being returned.



For these reasons, to maintain an accurate stock valuation it is recommended that you follow a particular course of action when issuing Credit Notes and returning goods to stock. Please refer to the section entitled 'Credit Notes and Stock' in the 'Sales Ledger' chapter in Volume 2a of these manuals for full details.

## Switching Cost Accounting Off

If you do not wish to operate cost accounting, perhaps because the extra work required in ensuring the Nominal Ledger stock valuation agrees with the stock list valuation will not be of benefit, follow these steps—

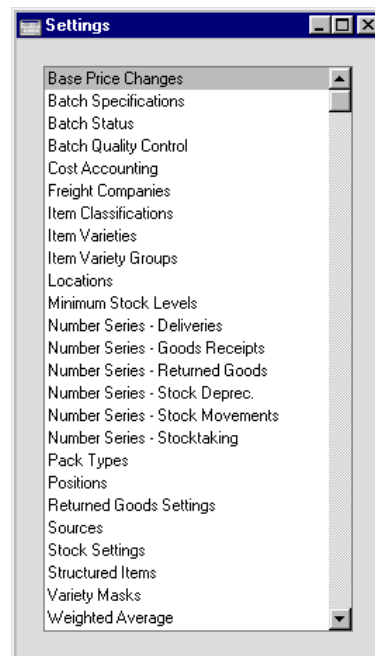
1. In the Sub Systems setting in the Nominal Ledger, ensure that Nominal Ledger Transactions will not be created by Deliveries or Goods Receipts by switching off these options. Do not switch off the Invoices option because doing so will prevent posting to the Sales, VAT and Debtor Accounts as well.
2. In the Cost Model setting in the Sales Ledger, ensure that the Cost Model, Delivery and Cost Model, Invoice options are both set to None.
3. On the 'Cost' card of each Item Group, ensure that the selected Cost Model is either Default or None. The Default Cost Model has already been set to None in step 2.
4. If you will be creating Deliveries from Orders, stock quantities for any Items used will be updated automatically when Deliveries are approved. If you would also like stock quantities to be updated when Invoices that are not related to Orders are approved, ensure the Invoice Update Stock option on card 1 of the Account Usage S/L setting has been switched on.

Stock quantities will also be updated when Goods Receipts are approved.

# Settings

## Introduction

The following settings are available in the Stock module—



To edit a setting, ensure you are in the Stock module using the Modules menu and click the [Settings] button in the Master Control panel or select 'Settings' from the File menu. The list shown above appears. Then, double-click the relevant item in the list.

## Base Price Changes

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

## Batch Specifications

This setting is used to administer Best Before dates for perishable goods.

In the case of Items purchased by your company for resale, Batch Specification records can be created automatically from the Goods Receipt register. This will occur if a Best Before date is specified in the Goods Receipt, but only for Items that are Serial Numbered, either at Batch level or at Unit level.

In the case of Items produced by your company, records can be entered to this setting manually. In such a situation, the Items should be Stocked Items and should first be constructed in the Production register (in the Production module), where a self-generated Serial Number should be allocated. The serial number is the means by which Hansa identifies which Best Before date applies to which individual item or batch of items.

When the time comes to deliver perishable Items to your Customers, if Batch Specification records have been created using either of the methods described above, when a Serial Number is entered to a Delivery record, the appropriate Best Before date will be brought in automatically. This can be printed on delivery documentation if necessary. Best Before dates can also be shown in the 'Paste Special' list opened from any Serial Number field. To do this, switch on the Show Best Before Dates option in the Item Settings setting in the Sales Ledger.

	Text
1	
2	
3	
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8	
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10	
11	
12	
13	
14	
15	
16	

**Item**

**Paste Special**

Item register

The Item Number of the Item should be entered here.

**Batch/Serial No**

**Paste Special**

Serial Numbers of Items in stock

Enter the Serial Number of the Item or batch of Items. Note that only existing Serial Numbers should be used: these should originate in the Goods Receipt or Production registers.

**Width, Height, Depth**

If the Batch Specification record was created from a Goods Receipt row with Width, Height and/or Depth specified on flip G, those dimensions will be copied here. Otherwise, enter the dimensions as appropriate. This will be useful in the case of Items bought and sold by area or volume (e.g. cloth or stone).

**Sale Width, Sale Height, Sale Depth**

These fields can be used in certain circumstances in Portugal. Please refer to your local Hansa representative for details.

**Production Date** If appropriate, enter the date the item was made here.

**Best Before** **Default taken from** Goods Receipt

Enter the Best Before date here. It will be transferred to a Delivery record on selection of the Serial Number. If you want to prevent the sale of goods after their Best Before date, use the Batch Quality Control setting (described below).

**Text** Any comments entered here can be shown on printed Invoices.

**Batch Quality Control, Batch Status**

These settings can be used if you want to prevent the selling of Items after their Best Before Dates.

First, use the Batch Status setting to define the warnings that will be displayed when attempts are made to sell Items after their Best Before Dates. Once this has been done, you will be able to assign a Status to each Batch Quality Control record.

**Code** Enter the unique code by which the Batch Status record is to be identified from elsewhere in Hansa. The Code may consist of up to five characters, and both numbers and letters can be used.

<b>Comment</b>	Enter the comment that is to be displayed whenever an attempt is made to use a Serial Number that has been given this Status.
<b>When Using</b>	Use these options to specify how and when you will be able to use Serial Numbers that have been given this Status.
<b>No Message</b>	You will be able to be able to use the Serial Number freely and with no warning.
<b>Give Warning</b>	Whenever the Serial Number is used in a sales transaction (e.g. Sales Order, Delivery, Invoice), the text in the Comment field above will be issued as a warning. You will be able to save and complete the transaction.
<b>Disallow Use</b>	Whenever the Serial Number is used in a sales transaction (e.g. Sales Order, Delivery, Invoice), the text in the Comment field above will be issued as a warning. You will not be able to save and complete the transaction.

When you receive Items with Best Before Dates into stock, you can use the Batch Quality Control setting to determine when they can be sold. In a typical cycle, for example, you might immediately enter a Batch Quality Control record with a No Message Status. As the Best Before Date approaches, you might enter a second record with a Give Warning Status. Finally, when the Best Before Date has passed, you might enter a third record with a Disallow Use Status. This will prevent further sales of Items belonging to the batch.

**Item**                      **Paste Special**                      Item register

The Item Number of the Item should be entered here.

<b>Batch/Serial No</b>	<b>Paste Special</b>	Serial Numbers of Items in stock
		Enter the Serial Number of the Item or batch of Items. Note that only existing Serial Numbers should be used: these should originate in the Goods Receipt or Production registers.
<b>Analyse Date</b>	<b>Paste Special</b>	Current Date
		The date of the Batch Control record. In the case of Items that need to be tested before they can be sold, the date of the test can be entered here.
		If you have entered several Batch Quality Control records for the same Item/Serial Number combination, the record with the latest Analyse Date will be used to issue a warning on sale, or to prevent sale altogether.
<b>Result</b>	<b>Paste Special</b>	Batch Status setting, Stock module
		Use this field to link the Batch Quality Control record to the Batch Status setting. When the Item/Serial Number combination is used in a sales transaction, the Batch Status record quoted here will cause a warning to be issued or will prevent sale altogether.
		The latest Batch Status can be shown in the 'Paste Special' list opened from any Serial Number field. To do this, switch on the Show Batch Status option in the Item Settings setting in the Sales Ledger.
<b>Next Analyse Date</b>	<b>Paste Special</b>	Current Date
		In the case of Items that need to be tested periodically before they can be sold, the date of the next test can be entered here.
<b>New Best Before</b>	<b>Paste Special</b>	Current Date
		Enter a new Best Before Date here if necessary. This is for information only.
<b>Tested By</b>		When the Batch Quality Control record is first created, the initials of the current user will be placed here automatically.
<b>Comment</b>		Record any further notes about the Batch Status Control record here.

## OK

Check this box to approve the Batch Status Control record. After you have saved it, you will no longer be able to make any changes. The Batch Status Control record must be approved before Hansa will use it to issue a warning on sale, or to prevent sale altogether.

Once a Batch Quality Control record has been approved and saved, it will cause the warning from the related Batch Status record to be displayed whenever the Serial Number is used in a sales transaction—

Delivery: Update

Operations New Duplicate Cancel Save

Del. No. 960104 Del. Mode Class  
 Order No. 1000006 Objects Address  
 Del. Date 3/4/2003 Location Sorting  
 Cust. No. 013 Name Mutual of New York  
☐ Tel. Message ☐ Customer's Address

Items Address Packaging Freight

Item	Description	Serial No.	Best Before	Location
1	10123 200 ASA 36 Exposure film	04/02/A		
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				

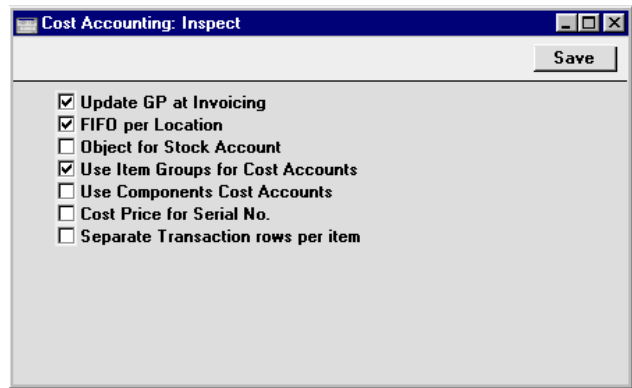
OK Del. Qty 5.00 Comment

File must be developed by June 2004

## Cost Accounting

This setting offers some options for controlling the costing method used by Hansa when generating Nominal Ledger cost accounting transactions from the Sales Orders module.





### Update GP at Invoicing

When creating Invoices from Orders, the Cost Price of each Item on the Invoice (and therefore its gross profit) can be taken from the Order or from the sum of the Cost Price and the Extra Cost from the Item record. If you wish to use the latter alternative, switch this check box on. This can be more accurate if you are routinely updating Items' Cost Prices from Purchase Orders or Goods Receipts since these are likely to occur after the entry of the Sales Order.

### FIFO per Location

Hansa offers two methods by which FIFO schedules can be maintained.

In the first method, a single FIFO schedule is maintained, irrespective of the number of Locations. This method might be appropriate in situations where there are no Locations, or where the Locations represent different rooms or shelves in the same building. Therefore, when Items are removed from stock by Delivery or Invoice, the oldest Items are always removed, irrespective of the Location in which they are stored or specified on the Delivery or Invoice. Items can be moved from Location to Location by Stock Movements, but their value remains the same. To use this method, ensure this check box is switched off.

The second method is to maintain separate FIFO schedules for each Location. This method will be appropriate where the Locations represent separate

buildings or warehouses. Therefore, when Items are removed from stock by Delivery or Invoice, the oldest Items in the specified Location are removed. Items can be moved from Location to Location by Stock Movements, and their value can be changed, perhaps to reflect the cost of the transfer. To use this method, ensure this check box is switched on.

It is recommended that this option be switched on if you will be using Hansa's Locations feature. It is also recommended that you either switch on the Require Location option or specify a Main Location (both in the Stock Settings setting in the Stock module). This will ensure that a Location is always specified when adding or removing stock.

Once a decision has been made as to whether the FIFO per Location feature is to be used, the state of this check box should not be changed. If the option is switched on or off once use of the Stock module has started, it is very likely that inaccuracies will be introduced to the FIFO schedule. If you do wish to change the status of this check box, it is recommended that you do so in a new database created at a convenient time such as the beginning of a financial year.

#### **Object for Stock Account**

When approving Deliveries, any Objects specified on flip E will be assigned to the debit posting when a Nominal Ledger Transaction is generated. Check this box if you would like them assigned to the credit posting as well.

#### **Use Item Groups for Cost Accounts**

With this option selected, Hansa will give priority to the Accounts entered for each Item Group when Nominal Ledger Transactions are generated from a Delivery or Goods Receipt.

If this option is in use, it is recommended that all Stocked Items belong to Item Groups and that all Item Groups have Cost and Stock Accounts specified.

This option does not affect the choice of Cost Model.

### Use Components Cost Accounts

When a Structured Item is included in an outward cost accounting transaction created from an Invoice, this option controls whether the Accounts and values are taken from the Structured Item itself or from its components.

This choice is most relevant if the Cost Model, Invoice is set to Cost Price. If a FIFO or Weighted Average Cost Model is being used, this option should be on because FIFO and Weighted Average values do not apply to Structured Items (assembled Items that are built the moment they are delivered).

If this option is off, be sure to include Cost Prices for all your Structured Items. This means that the Show Components on Documents option in your Structured Items should also be off.

When a Structured Item is included in an outward cost accounting transaction created from a Delivery, the only available Cost Model options are FIFO or Weighted Average. In that situation, therefore, this check box is always treated as being on.

### Cost Price for Serial No

When a Serial Numbered Item is sold, its Serial Number has to be entered to the Invoice or Delivery manually: a Serial Number is not selected automatically. Hansa offers two methods by which such a sale can affect your stock valuation.

In the first method, Cost Prices are independent of Serial Numbers. When the Invoice or Delivery is approved, the stock valuation is adjusted on a FIFO basis, and, if you are using cost accounting, the value of the cost accounting transaction will also be calculated on a FIFO basis. In other words, the Item with the oldest Cost Price will be removed from stock. This will happen irrespective of whether the Serial Number chosen is the oldest one. To use this method, ensure this check box is switched off.

The second method links Cost Prices and Serial Numbers. When the Invoice or Delivery is approved, the Cost Price of the chosen Serial Number is deducted from

the stock valuation, and this will be the value of any cost accounting transaction. This will not necessarily be the oldest Cost Price and thus there is a departure from the FIFO principle. To use this method, ensure this check box is switched on.

This method is recommended in situations where stock can occasionally be purchased at special prices. An example might be the purchase of Items at special rates for sale to educational establishments or for demonstration purposes. When demonstration stock is moved from stock to showroom or from showroom to showroom using Stock Movements (possibly in combination with Internal Orders), this method ensures that the special demonstration price remains connected to the Serial Number in question.

Once a decision has been made as to whether Cost Prices and Serial Numbers are to be linked, the state of this check box should not be changed. If the option is switched on or off once use of the Stock module has started, it is very likely that inaccuracies will be introduced to the FIFO schedule. If you do wish to change the status of this check box, it is recommended that you do so in a new database created at a convenient time such as the beginning of a financial year.

#### **Separate Transaction rows per Item**

If a goods in or goods out transaction contains several Items that use the same Cost, Purchase Control and/or Stock Account, the resulting Nominal Ledger Transaction can contain separate double-sided postings for each Item, or a single accumulated posting. Check this box to use the first method.

### **Freight Companies**

If your company is one that uses courier or haulage companies to deliver goods to your Customers, those companies can be recorded in this setting. When entering a Delivery, a Freight Company can be recorded on the 'Freight' card of the Delivery record, and the information from this setting can be printed on Delivery documentation. This is a legal requirement in some countries.

Click the [Settings] button in the Master Control panel or select 'Settings' from the File menu to open the 'Settings' list. Double-click 'Freight Companies' in the list. The 'Freight Companies: Browse' window lists the Freight Companies that have already been entered; double-click one to modify it or click [New] to create a new record. When the record is complete, click the [Save] button in the Button Bar to save changes and close it using the close box, or click the close box if you don't want to save changes.

The screenshot shows a window titled "Freight Company: Inspect". At the top, there is a button bar with "New", "Duplicate", "Cancel", and "Save". Below this, there are several input fields with labels to their left: "Code" (containing "PE"), "Company" (containing "Pony Express"), "Registration No.", "Truck Info", "Driver", and "CMR Text".

<b>Code</b>	Enter the unique code by which the Freight Company is to be identified from elsewhere in Hansa. The Code may consist of up to five characters, and both numbers and letters can be used.
<b>Company</b>	Record the name of the Freight Company here.
<b>Registration No.</b>	The Company Registration Number of the Freight Company is entered here.
<b>Truck Info</b>	This field is used to record any relevant information regarding the Freight Company's delivery vehicle (e.g. its registration number).
<b>Driver</b>	Enter the name of the driver here.
<b>CMR Text</b>	If the Freight Company is used in combination with the "CMR" Delivery Mode, any text for the consignment note can be recorded here.

## Item Classifications

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

## Item Varieties

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

## Item Variety Groups

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

## Locations

Hansa allows stocks to be kept at several different Locations. Stock balances for items are maintained both per Location and total.

Click the [Settings] button in the Master Control panel or select 'Settings' from the File menu to open the 'Settings' list. Double-click 'Locations' in the list. The 'Locations: Browse' window is opened, showing existing Locations.

To enter a new Location, click the [New] button in the Button Bar. Alternatively, if one already exists that is similar to the one you are about to enter, find it in the list, highlight it and click [Duplicate].

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

The screenshot shows a window titled "Location: Inspect" with a standard Windows-style title bar. The window contains a form with the following fields and controls:

- Code:** A text box containing the value "1".
- Name:** A text box containing the value "Location 1".
- Address:** A multi-line text box containing the values "42 Port Run", "Harbour", and "Portsmouth".
- Contact:** A text box containing the value "Mr W W Lloyd".
- Telephone:** An empty text box.
- Fax:** An empty text box.
- Email:** An empty text box.
- Stock A/C:** A text box containing the value "740".
- Price List:** An empty text box.
- Ignore Chronology:** A checkbox that is currently unchecked.
- Require Position:** A checkbox that is currently unchecked.

Enter the Code and other information for each Location.

**Stock A/C** The Stock Account specified in the final field will be debited whenever stock is received into the Location and credited when stock is delivered (providing that, in the Sub Systems setting in the Nominal Ledger, it has been determined that Nominal Ledger Transactions are to be created when Goods Receipts and Deliveries are approved). If no Stock Account is specified, the Stock Account for the Item Group to which the individual Item belongs or the Stock Account on card 5 of the Account Usage S/L setting will be used.

**Ignore Chronology**

Hansa contains a chronology feature which can be used to help improve the accuracy of FIFO valuations by ensuring that stock transactions are entered in date sequence. This feature is controlled using the Chronology in Stock options in the Stock Settings setting. If it is used, Hansa will not allow the approving of a stock transaction (i.e. Goods Receipt, Delivery, Stock Movement, Returned Goods record or Stock Depreciation) if there are unapproved stock transactions (in any of those registers) with an earlier Transaction Date, or approved stock transactions with a later Transaction Date. This chronology check can be turned off for a particular Location using the Ignore Chronology check box.

**Require Position** If the Location is one that has Positions and you want to ensure that a Position is always entered to flip F of Goods Receipts with that Location, check this box.

If you are using Locations, it is recommended that you switch on the FIFO per Location option in the Cost Accounting setting in the Stock module. This will maintain a separate FIFO schedule for each Location, ensuring that Items are removed from each Location in the order in which they arrived. If this option is off, a single overall FIFO schedule is maintained, so Items will be removed from stock in the order in which they arrived, irrespective of the Location in which they are stored. It is also recommended that you either switch on the Require Location option or specify a Main Location (both in the Stock Settings setting in the Stock module). This will ensure that a Location is always specified when adding or removing stock.

## Minimum Stock Levels

You can use the Min. Level field on the 'Stock' card of each Item record to specify the minimum quantity of the Item that can be held in stock. If you need to specify a minimum stock level for each Location, use this setting.

The 'Create Purchase Orders' function in the Purchase Orders module (on the Operations menu of the 'Purchase Orders: Browse' window) will create Purchase Orders with sufficient quantities to ensure that the stock balance for each Item is made up to the minimum stock level, taking into account quantities on Sales Orders that cannot be delivered from stock ("stocking" Orders). This minimum stock level will be calculated by adding the Minimum Stock Level records for the Item together. If there are no records in the Minimum Stock Levels setting for a particular Item, the minimum stock level will be taken from the Item record. For this reason, if you are using the Minimum Stock Levels setting, it is recommended that you leave the Min. Level field in each Item empty.

This setting is also used in the Deficiency List and Purchasing Suggestion reports, which produce purchase proposals and can be used to preview the Purchase Orders that will be created by the function described in the previous paragraph. If no Location is specified for these reports, the minimum stock level shown for each Item will be the figure for all Locations. If a Location is specified for these reports, the minimum stock level shown for each Item will be the figure for the Location in question. If there are no records in the Minimum Stock Levels setting for a particular Item, the minimum stock level will be taken from the Item record.

Stock Levels: Inspect			
◀ ▶		New	Duplicate
		Cancel	Save
Item	10101	Location	1
Min. Level	12	Position	

Specify the Item, Location and, if appropriate, the Position using 'Paste Special' from each of these fields. Only a single record for each Item/Location/Position combination can be entered. Then, enter the minimum stock level for the Item/Location/Position combination in the Min. Level field. If you have more than one Position in a Location, the Min. Levels in each Position will be added together whenever a figure for the entire Location is required. Click the [Save] button in the Button Bar to save changes.



## Number Series - Deliveries

Use this setting to define the number sequences for Deliveries in a similar manner to that described below.

## Number Series - Goods Receipts

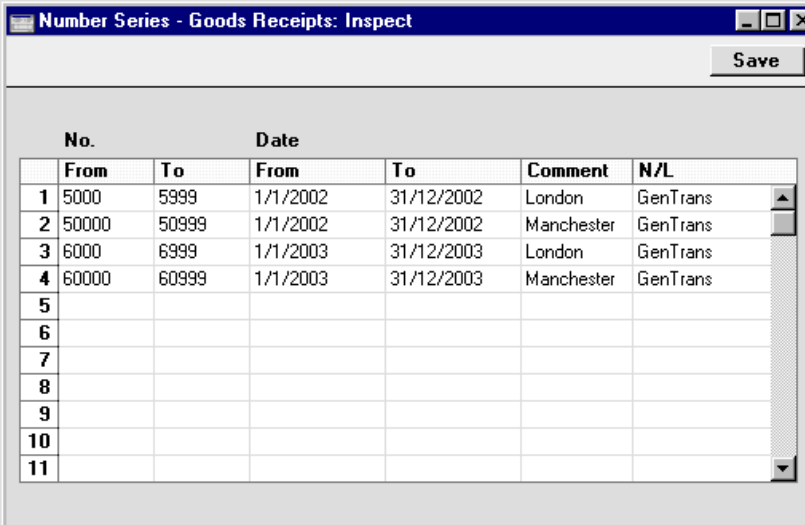
Each Goods Receipt has its own unique identifying number, based on a sequential series. When entering a new Goods Receipt, the next number in the series is used. If required, you can have a number of such sequences running concurrently, perhaps representing different years, different departments or different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

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

Once defined, Number Series can be allocated to individual users using the Person register in the System module ('Ser Nos' card). In the Goods Rec 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 entered to this setting will be used. For a particular Goods Receipt, any user can change to the next number in any other Number Series using 'Paste Special'.

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

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



No.	From		To		Comment	N/L
	From	To	From	To		
1	5000	5999	1/1/2002	31/12/2002	London	GenTrans
2	50000	50999	1/1/2002	31/12/2002	Manchester	GenTrans
3	6000	6999	1/1/2003	31/12/2003	London	GenTrans
4	60000	60999	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.

## Number Series - Returned Goods

This setting contains the number sequences for records in the Returned Goods register.

## Number Series - Stock Depreciations

This setting contains the number sequences for Stock Depreciation records.

## Number Series - Stock Movements

This setting is used to define the number sequences for Stock Movements.

## Number Series - Stocktaking

This setting contains the number sequences for use in the Stocktaking register.

## Pack Types

This setting is used to store the various types of package used by your company when making Deliveries. Examples might be envelopes, padded envelopes and boxes of various sizes. This information can be printed on Delivery documentation to allow the Customer to ascertain quickly that the correct number and type of packages has been delivered.

The 'Pack Types: Browse' window lists the available Pack Types: double-click to modify or click [New] to create a new record.

In the 'Pack Type: New' window, you should enter a code and a short descriptive text. The code may contain up to five characters, and you may freely mix letters and numbers. Click [Save] to save changes.

## Positions

Positions are distinct areas within Locations. When entering Goods Receipts, Items can be placed in Positions using the field on flip F. This can help with the organisation of large Locations, but has no accounting significance (stock valuations cannot be produced for a Position). Items can be moved to new Positions using Stock Movements.

The 'Positions: Browse' window lists the available Positions: double-click to modify or click [New] to create a new record.

In the 'Position: New' window, you should enter a code and a short descriptive text. The code may contain up to five characters, and you may

freely mix letters and numbers. Specify the Location of which the Position is a part, using 'Paste Special' if necessary. Click [Save] to save changes.

The Require Position option on the Location screen can be used to ensure that a Position must be entered to all Goods Receipts featuring a particular Location.

## Returned Goods Settings

This setting contains some miscellaneous options controlling the behaviour of various aspects of the Returned Goods register.



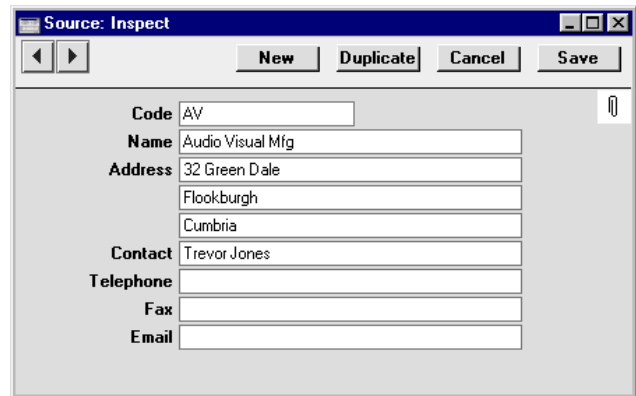
### Reduce

Specify here which of the Reduce options is to be chosen by default in new Returned Goods records. For descriptions of the two options, please refer to the section describing the Returned Goods register later in this chapter.

## Sources

This setting can be used to store the names and addresses of the original producers of the Items that you sell (e.g. the manufacturers, producers or importers). These can be recorded on the 'Stock' card of each Item, from where they are transferred to Orders (flip F) and Deliveries (flip D).

The 'Sources: Browse' window lists the available Sources: double-click to modify or click [New] to create a new record.



The 'Source: Inspect' dialog box contains the following fields:

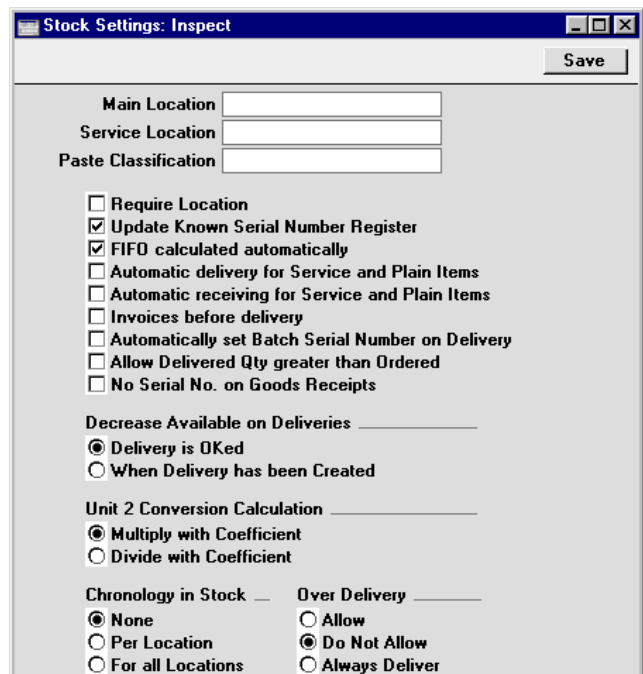
- Code:** AV
- Name:** Audio Visual Mfg
- Address:** 32 Green Dale, Flookburgh, Cumbria
- Contact:** Trevor Jones
- Telephone:**
- Fax:**
- Email:**

Buttons at the top: New, Duplicate, Cancel, Save.

Record the name and address details for each Source as appropriate and click [Save] to save changes.

## Stock Settings

This setting contains some miscellaneous options controlling the behaviour of various aspects of the Stock module.



The 'Stock Settings: Inspect' dialog box contains the following settings:

- Main Location:**
- Service Location:**
- Paste Classification:**
- ☐ Require Location
- ☒ Update Known Serial Number Register
- ☒ FIFO calculated automatically
- ☐ Automatic delivery for Service and Plain Items
- ☐ Automatic receiving for Service and Plain Items
- ☐ Invoices before delivery
- ☐ Automatically set Batch Serial Number on Delivery
- ☐ Allow Delivered Qty greater than Ordered
- ☐ No Serial No. on Goods Receipts
- Decrease Available on Deliveries:**
  - ☒ Delivery is OKed
  - ☐ When Delivery has been Created
- Unit 2 Conversion Calculation:**
  - ☒ Multiply with Coefficient
  - ☐ Divide with Coefficient
- Chronology in Stock:**
  - ☒ None
  - ☐ Per Location
  - ☐ For all Locations
- Over Delivery:**
  - ☐ Allow
  - ☒ Do Not Allow
  - ☐ Always Deliver

Buttons at the top: Save.

**Main Location**

**Paste Special**

Locations setting, Stock module

If a Location is specified here, it will be used by default wherever a Location is required and left blank. For example, Items on a Goods Receipt record without a Location will be treated as being stored in the Main Location.

If the Require Location box (below) is not checked and the Main Location is changed, you must create a back-up file and import it into a new database before entering any further stock transactions. This will have the effect of moving all stock from the old Main Location to the new one, because all stock transactions with a blank Location will then be treated as referring to the new Main Location. If in reality the stock in the old Main Location remains there, you should then move it back to that Location using Stock Movements.

A special case of this is the specifying of a Main Location for the first time. In this case, stock that has previously been entered without a Location will be treated as being in the Main Location once the updating procedure described above has been completed.

If this updating procedure is not followed when the Main Location is changed, and instead stock is moved from the old Main Location to the new one by Stock Movement, stock levels will be rendered inaccurate the next time you create a back-up file and import it into a new database (e.g. when upgrading to a new version of Hansa). This inaccuracy can be corrected by reversing the Stock Movement. Do not put off following the updating procedure because you do not want all stock to be moved from the old Main Location to the new one, as this will happen anyway the next time you import a back-up file into a new database (e.g. when upgrading).



***If the Require Location box is not checked and the Main Location is changed, create a back-up file and import it into a new database straight away.***

**Service Location Paste Special** Locations setting, Stock module

This field is used if you have the Service Orders module. When receiving into service stock Items belonging to Customers that you are to repair, they will be stored by default in the Location specified here.

#### **Paste Classification**

**Paste Special** Item Classifications setting, Stock module

Please refer to the section entitled 'Item Classifications' in the 'Items and Pricing' chapter in Volume 1 of these manuals for full details of this field.

**Require Location** If this option is on, a Location must be entered to all stock transactions (such as Deliveries and Goods Receipts) and Invoices. If it is off and no Location is specified, any Location entered in the Main Location field above will be used.

#### **Update Known Serial Number Register**

This option will be used if you have the Service Orders module. If it is switched on, a list of Serial Numbers for Items sold by your company will be available to the Service Orders module. When such an Item is subsequently brought in for repair, this list will allow Hansa to determine whether it is still under warranty using the Invoice Date and the Warranty Months field on the 'Recipe' card of the Item screen.

#### **FIFO calculated automatically**

This option is only used if the Production module is present. When entering a Production record, a default Input Cost value for each component will be brought in from the Recipe: this is therefore a fixed figure and NOT the same as the FIFO stock value.

If this option is on, FIFO stock values will be placed in the Input Cost field of each component (replacing the default value) when the Production record is marked as Finished and saved. The cost of the output Item is also changed accordingly. This will affect the resulting Nominal Ledger Transaction and therefore your stock valuation in the Nominal Ledger.

For a full description of the Production module, please refer to Volume 5 of these manuals.

#### **Automatic delivery for Service and Plain Items**

When raising Invoices from Sales Orders, usually only those Items on approved Deliveries will be included. This means that a Delivery must be issued from a Sales Order before an Invoice can be raised. This might not be appropriate if the Sales Order does not include any Stocked or Structured Items (i.e. it has no stock level implications). If you would like to be able to raise an Invoice without previously issuing a Delivery from such Orders, check this box.

If this box is checked, when a Plain or Service Item is included in a Sales Order, the Del 1 and Del 2 Quantities will be changed to the Order Quantity when the Order is saved. Therefore Plain and Service Items will not be included on Deliveries created from the Order. This also means that the Order Quantity for such Items cannot be reduced once the Order has been saved.

If this option is being used, take care not to create premature Invoices accidentally for services such as delivery and labour from Orders that also include Stocked Items.

This box should not be checked if you have Sales Orders that are connected to Projects. Invoices are not created directly from such Sales Orders: instead they are raised from Project Transactions which in turn are created from Deliveries. If this box is checked, Service and Plain Items (e.g. labour) will not be transferred from Orders to Project Transactions via Deliveries because the Deliveries will not exist.

#### **Automatic receiving of Service and Plain Items**

When creating Purchase Invoices from Purchase Orders, usually only those Items on approved Goods Receipts will be included. This means that a Goods Receipt must be received against a Purchase Order before an Invoice can be created. This might not be appropriate if the Purchase Order does not include any Stocked or Structured Items (i.e. it has no stock level implications). If you would like to be able to create Invoices without



previously entering Goods Receipts from such Purchase Orders, check this box.

If this box is checked, when a Plain or Service Item is included in a Purchase Order, the Received Quantity will be changed to the Order Quantity when the Purchase Order is saved. Therefore Plain and Service Items will not be included on Goods Receipts created from the Purchase Order. This also means that the Order Quantity for such Items cannot be reduced once the Purchase Order has been saved.

#### **Invoices before delivery**

When raising Invoices from Sales Orders, usually only those Items on approved Deliveries will be included. This means that a Delivery must be issued from a Sales Order before an Invoice can be raised. If you would like to raise Invoices from Orders (for the complete value of the Order) before issuing Deliveries, check this box. If you have determined that cost accounting transactions are to be created at the point of delivery, stock transactions in the Nominal Ledger will still be raised when the Delivery is approved (i.e. using the Invoices Before Delivery option does not affect cost accounting in any way).

If you are not using this option, you can switch it on for an individual Order by checking the Invoice Before Delivery box ('Del Terms' card).

#### **Automatically set Batch Serial Number on Delivery**

When Deliveries are created for Serial Numbered Items, usually you must enter the Serial Numbers yourself, because there is no automatic FIFO allocation of Serial Numbers. However, in the case of Items that have Serial Numbers at the batch level only, Serial Numbers and Best Before Dates will appear in Deliveries automatically if this box is checked.

If the Order Quantity is greater than the size of a batch, the Delivery will contain an appropriate number of separate rows with different Serial Numbers. For example, you have a batch of ten Items with Serial Number 1 and a batch of ten with Serial Number 2, and you receive an Order for eleven. This option will create

a Delivery with two rows: the first with a Delivery Quantity of ten and Serial Number 1; and the second with a Delivery Quantity of one and Serial Number 2.

If a Delivery is not approved immediately, batch Serial Numbers can be updated using the 'Refill Batch No. Items' function on the Operations menu.

#### **Allow Delivered Qty greater than Ordered**

When creating Deliveries from Orders, you are usually prevented from delivering a quantity that is greater than that ordered. Use this option if you would like to be able to do this. This applies to all Item Types, including Plain and Service Items.

#### **No Serial No. on Goods Receipts**

By default, when you receive an Item that uses Serial Numbers into stock, you will not be able to save the Goods Receipt without entering a Serial Number. Similarly, when selling an Item, a valid Serial Number (i.e. one currently in stock) must be used in the Delivery or Invoice.

If you find these rules to be too strict, use this option. If this box is checked, you will be able to save Goods Receipts without specifying Serial Numbers. You will still have to specify Serial Numbers in goods out transactions (e.g. Deliveries, Invoices, Stock Depreciation records), but no check will be made that they are valid (i.e. that they are currently in stock). Since it is not compulsory to enter Serial Numbers in Goods Receipts, it cannot be known if a particular Serial Number is valid. For the same reason, there will be no 'Paste Special' list available from the Serial Number field in goods out transactions.

#### **Decrease Available on Deliveries**

Use these options to determine exactly when delivered Items are to be removed from stock. The available quantity of an Item in a particular Location can quickly be viewed using the 'Item Status' and 'Item Status Report' functions on the Operations menu, available in several areas of Hansa.

These options control the calculation of the Available figure shown in a Delivery when it is created. They also control when the Stock and Order figures in the 'Item Status' window and Item Status Report are updated. In both cases, the figures can be reduced by the quantity delivered when Deliveries are created or when they are approved (i.e. the choice is whether these figures should include quantities on previous unapproved Deliveries). The 'Item Status' and 'Item Status Report' functions are fully described in the 'Items and Pricing' chapter in Volume 1 of this manual.

### **Unit 2 Conversion Calculation**

Several reports in the Stock module offer the option to include Quantity 2. This option allows you to express stock quantities using two different units of measurement. This is only appropriate for Items that have a Unit 2 and a Unit Coefficient specified on the 'Stock' card.

You can specify that the Quantity 2 figure is to be calculated by multiplying or dividing the standard quantity by the Unit Coefficient. Make this choice using these options. If you change your choice, you should create a Company Text Backup and import it into a new database in order to update the reports.

### **Chronology in Stock**

The chronology feature can be used to help improve the accuracy of FIFO valuations by ensuring that stock transactions are entered in date sequence. If it is used, Hansa will not allow the approving of a stock transaction (i.e. Goods Receipt, Delivery, Stock Movement, Returned Goods record or Stock Depreciation) if there are unapproved stock transactions (in any of those registers) with an earlier Transaction Date, or approved stock transactions with a later Transaction Date.

Use the For all Locations option if all stock transactions are to be considered by the chronology check, or the Per Location option to restrict the feature to stock transactions affecting the Location of the new record.

The chronology check can be turned off for a particular Location using the Ignore Chronology check box on the Location screen.

### Over Delivery

These options control Hansa's behaviour when creating Deliveries from Orders when there is not sufficient stock to fully satisfy those Orders. Plain and Service Items are not affected by these options.

#### Allow

This option will allow the delivery of more units of a Stocked Item than are in stock. However, when creating Deliveries from Sales Orders, the default quantity will be the quantity in stock if the order quantity is greater.

#### Do Not Allow

Use this option to prevent the delivery of more units of a Stocked Item than are actually in stock.

#### Always Deliver

This option will allow the delivery of more units of a Stocked Item than are in stock. It differs from the Allow option in that when creating Deliveries from Sales Orders, the default quantity will always be the order quantity, even if there is insufficient stock.

## Structured Items

This setting is used to determine how Structured Items are shown on Delivery Notes and Picking Lists (i.e. whether their components are to be listed). To determine whether components are to be listed on Quotations, Orders and Invoices, use the Show Components on Documents check box for each Item.

**Structured Items: Inspect**

Save

Printing on Delivery Notes \_\_\_\_\_

☐ Print Components

☒ Only Main Item

Printing on Picking Lists \_\_\_\_\_

☒ Print Components

☐ Only Main Item

☐ Summarised Picking List and Delivery Note

### **Print Components**

Structured Items are printed on Delivery Notes and Picking Lists. Their components are listed on separate lines underneath, showing names and quantities.

**Only Main Items** Structured Items are printed on Delivery Notes and Picking Lists. Their components are not listed.

### **Summarised Picking List and Delivery Note**

This option applies both to Structured Items and to Stocked Items, and is used in the situation where a particular Item has been used more than once in a Delivery (i.e. it appears on more than one row). If you are using this option, the printed Delivery Notes and Picking Lists will contain a single row for this Item, with a total quantity. Items with Serial Numbers will still be listed individually.

If you do not want to use this option every time you can still choose to do so when printing an individual Delivery Note or Picking List, as described in the 'Documents' section later in this chapter.

## **Variety Masks**

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

## **Weighted Average**

This setting is used to keep a record of the average purchase price per unit of each Item.

Double-click 'Weighted Average' in the 'Settings' list in the Stock module to open the 'Weighted Average: Browse' window. This lists the existing Weighted Average records. Double-click a record in the list to edit it, or add a new record by clicking the [New] button in the Button Bar. Usually, you will not need to create records yourself because they are created automatically when Goods Receipts are approved and saved, providing the Goods Receipts have a Location. If a Weighted Average record already exists for a particular Item/Location combination, its average purchase price will be recalculated, taking the new Goods Receipt into account. Goods Receipts with no Location will not affect any of the records in this setting.

Weighted Average: Inspect

Navigation: [Left Arrow] [Right Arrow]

Buttons: [New] [Duplicate] [Cancel] [Save]

Item: 10101

Location: 2

Cost Price: 3

Since a separate record is kept for each Item/Location combination, the average cost price shown may be different to that shown on the 'Costs' card of the Item screen, which takes all Locations into account.

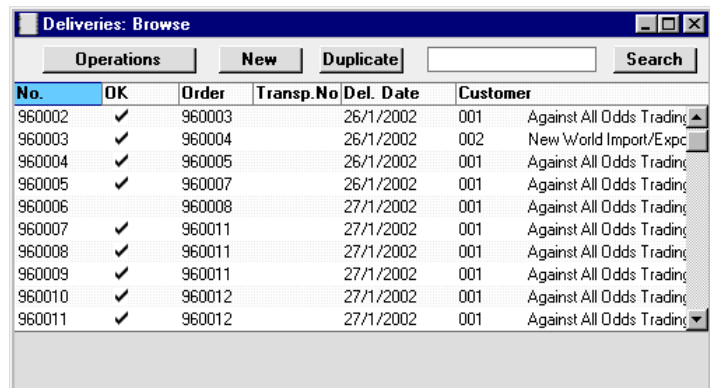
The average cost price includes any extra costs such as carriage and customs duties. In the case of a Weighted Average record being created, it also takes into account all previous Goods Receipts for the Item/Location combination. This situation will occur if the previous Weighted Average record was deleted.

The information in this setting will be used to value your stock balance when producing a Stock List report using the Weighted Average per Location valuation method.

## The Delivery Register

This register holds one record per Delivery. A Delivery is always connected with a Sales Order, and it can be either a full (final) Delivery or a part Delivery. The register cannot be used if the Sales Orders module is not present.

To view Deliveries already entered, select 'Deliveries' from the Registers menu in the Stock module, or click the [Deliveries] button in the Master Control panel. The 'Deliveries: Browse' window is opened—



The screenshot shows a window titled 'Deliveries: Browse'. It has a menu bar with 'Operations', 'New', and 'Duplicate'. There is a search field with a 'Search' button. Below the menu bar is a table with the following columns: No., OK, Order, Transp.No, Del. Date, and Customer. The table contains 10 rows of data.

No.	OK	Order	Transp.No	Del. Date	Customer
960002	✓	960003		26/1/2002	001 Against All Odds Trading
960003	✓	960004		26/1/2002	002 New World Import/Expc
960004	✓	960005		26/1/2002	001 Against All Odds Trading
960005	✓	960007		26/1/2002	001 Against All Odds Trading
960006	✓	960008		27/1/2002	001 Against All Odds Trading
960007	✓	960011		27/1/2002	001 Against All Odds Trading
960008	✓	960011		27/1/2002	001 Against All Odds Trading
960009	✓	960011		27/1/2002	001 Against All Odds Trading
960010	✓	960012		27/1/2002	001 Against All Odds Trading
960011	✓	960012		27/1/2002	001 Against All Odds Trading

Deliveries are normally shown in number order. For each is shown a Delivery Number, an indication of whether the Delivery has been approved in the OK column, the Sales Order Number, Transport Number, Delivery Date and Customer Number and Name. As in all Hansa browse windows, you can re-sort the list and search for particular records.

### Entering a Delivery

A new Delivery must be created in the Sales Orders module. With a Sales Order open, select the 'Delivery' command from the Operations menu. This creates a new Delivery record. For the command to have any effect, all changes to the Sales Order must first have been saved (use the [Save] button). You can also create a Delivery by dragging an Order from the 'Orders: Browse' window to the 'Deliveries: Browse' window.

**Delivery: Inspect**

Operations    New    Duplicate    Cancel    Save

Del. No. 960102    Del. Mode    Class   

Order No. 1000003    Objects    Address

Del. Date 20/3/2003    Location    Sorting

Cust. No. 001    Name Against All Odds Trading Co

☐ Tel. Message    ☐ Customer's Address

Items    Address    Packaging    Freight

Item	Description	Ordered	Avail.	Del. Qty	
1	10101 Transistor radio	5	180	5	A
2					B
3					C
4					D
5					E
6					F
7					
8					
9					
10					
11					
12					
13					
14					

☒ OK    Del. Qty 5.00    Comment

Note that the record is presented in a 'Delivery: Inspect' window. This means that the record has already been created and saved into the register. To delete it you must choose 'Delete' on the Record menu.

Let us go through the fields.

### Header

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

The serial number of the current Delivery. The default is the next unused number from the number sequence allocated on the 'Ser Nos' card of the user's Person record or from the Number Series - Deliveries setting. You may change this number, but not to one that has already been used.

**Del. Mode**      **Paste Special**      Delivery Modes setting, Sales Orders module

The Delivery Mode from the Order. For each Delivery Mode record you can specify an appropriate description



in different Languages: the Language for the Delivery (on the 'Freight' card) will therefore determine the translation to be printed on the Delivery Note.

You can also set up different versions of the Delivery Note document for each Delivery Mode, perhaps incorporating appropriate payment instructions. To do this, enter the Delivery Mode in the Language field when defining documents. Document definition is described in the 'Work Area' chapter in Volume 1 of these manuals.

You can prevent Freight Labels being printed for Deliveries with particular Delivery Modes. To do this, check the Do Not Print Freight Labels option in the Delivery Mode record, using the setting in the Sales Orders module

<b>Class</b>	<b>Paste Special</b>	Order Classes setting, Sales Orders module
		Enter the Order Class for the Delivery (if any). Order Classes permit the analysis of Deliveries for reporting or prioritising. Note that the Order Class of the Sales Order is not transferred to the Delivery.
<b>Order No.</b>		The serial number for the Sales Order from which the Delivery record was created. This field cannot be changed.
<b>Objects</b>	<b>Paste Special</b>	Object register, Nominal Ledger/System module
	<b>Default taken from</b>	Order, 'Date' card
		Up to 20 Objects, separated by commas, can be assigned to this Delivery and all transactions generated from it. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports.
		By default, the Objects entered here are taken from the Order from which the Delivery was issued, but they can be changed if necessary.
		In any Nominal Ledger Transactions generated from this Delivery, any Objects specified here will be assigned to the debit posting.

<b>Address</b>	<b>Paste Special</b>	Delivery Addresses setting, Sales Orders module
	<p>If the Customer is one with several Delivery Addresses (e.g. it has several branches), these can be recorded in the Delivery Addresses setting in the Sales Orders module. Select the correct one for this Delivery using the 'Paste Special' function. The full Delivery Address will be brought in to the fields on the 'Address' card. Usually, only Delivery Addresses for this Customer and those with no Customer specified will be included in the 'Paste Special' list. If you would like all the 'Paste Special' list to contain all Delivery Addresses, check the Paste All Delivery Addresses box in the Order Settings setting in the Sales Orders module.</p>	
<b>Del. Date</b>	<b>Paste Special</b>	Current Date
	<p>The date of the Delivery. This can default to the current date or to the Planned Delivery Date of the Order, depending on which Delivery Date Based On option has been selected on the 'Delivery' card of the Customer record.</p>	
<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module
	<b>Default taken from</b>	Order
	<p>The Location from which the Delivery is made. In calculating default Delivery Quantities for each row, the stock levels for each Item in the Location specified are referred to. If no Location is specified, the stock balance across all Locations will be checked, unless a Main Location has been specified in the Stock Settings setting. In this case, leaving the field blank means that the default Location will be used.</p> <p>A Location can be specified for any of the Delivery rows, overriding that entered here.</p> <p>This field must contain a value if the Require Location option is on in the Stock Settings setting.</p> <p>If the 'Item Status' window is on screen (see the 'Items and Pricing' chapter in Volume 1 for full details of this window), the quantities shown will refer to the Location specified here.</p>	

<b>Sorting</b>	This field contains the Sort Key from the originating Order. This is for information only.
<b>Cust. No.</b>	The customer number from the Order. This field cannot be changed.
<b>Name</b>	The Customer Name from the Order.
<b>Tel. Message</b>	If it is necessary to remind your warehouse or delivery staff to call the Customer to arrange this Delivery, check this box. Depending on how your delivery documentation has been designed, an X can be printed to ensure this task is carried out.

**Customer's Address**

When you print a Delivery Note, Picking List or Freight Label for a Delivery, the address that will be printed will usually be the one shown on the 'Address' card of the Delivery record. Check this box if you would like the Invoice Address (from the 'Inv. Addr' card of the originating Order) to be printed instead.

**Items Card**

The information in the grid on the 'Items' card is dictated by the Order and, where appropriate, by current stock levels. If you need to make a part shipment, change the Quantity of one or more rows as appropriate. You can remove entire rows, by clicking on the row number to the left and pressing the Backspace key. Hansa does not allow you to add rows.

*Flip A*

<b>Item</b>	The Item Number from the Order. This field cannot be changed.
<b>Description</b>	The Item Name from the Order.
<b>Ordered</b>	The ordered quantity. This field cannot be changed.
<b>Avail.</b>	<p>The quantity available in the selected Location at the moment when the Delivery is created. The field will be blank for Plain Items (Items for which a stock history is not maintained) and Service Items, as for these there is no stock balance figure. This field cannot be changed.</p> <p>The calculation of this figure is controlled by the Decrease Available on Deliveries options in the Stock Settings setting. The free stock figure for each Item can be reduced by the quantities on previous Deliveries</p>

when they are created or when they are approved. So, if the second option is used, the figure in this field will include delivery quantities from previous unapproved Deliveries.

### **Del. Qty**

As a default, Hansa assumes you wish to ship as many Items as possible. Therefore, for Stocked Items, if the stock balance is greater than the ordered quantity, the ordered quantity is suggested. Usually, if the balance is less than ordered quantity, the stock balance (in the selected Location) is suggested. If the balance is zero or negative, zero will be entered. For Plain and Service Items, as no stock balance figure is kept, the ordered quantity is always suggested.

This figure can be changed if necessary: the change will also be recorded in the Del 1 and Del 2 fields of the relevant Order row.

If you wish to prevent the shipping of a quantity greater than that in stock (i.e. if you do not want to allow negative stock), switch on the Do Not Allow Over Delivery option in the Stock Settings setting.

If you would like the default value always to be the ordered quantity, even if there is insufficient stock, use the Always Deliver option in the Stock Settings setting.

If you would like to be able to deliver a greater Quantity than was ordered, use the Allow Del Qty greater than Ordered option in the Stock Settings setting.

### *Flip B*

#### **Serial No.**

#### **Paste Special**

Serial Numbers of Items in stock

If the Item uses Serial Numbers or batch numbers, a valid number must be entered here.

For Serial Numbered Items, if the Order Quantity is greater than 1, the Delivery will contain an appropriate number of separate rows each with a Quantity of one to allow you to enter Serial Numbers individually. On returning to the Order, only the Serial Number of the last Item will be visible.

If no Location is specified, the 'Paste Special' list will show the Serial Numbers of Items in all Locations, with an indication of the Location in which each Item is stored. However, if you have specified a Location in the header or on flip B of the 'Items' card, only those Serial Numbers stored in that Location will be shown.

If you would like Best Before dates to be shown in the 'Paste Special' list, switch on the Show Best Before Dates option in the Item Settings setting in the Sales Ledger. Best Before Dates are entered using the Batch Specifications setting in the Stock module.

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

Note that Serial Numbers must be allocated manually: there is no automatic FIFO allocation. However, in the case of Items that use batch numbers, Serial Numbers will be brought in automatically if you are using the Automatically set Batch Number on Delivery option in the Stock Settings setting. If the Delivery is not approved immediately, batch Serial Numbers can be updated using the 'Refill Batch No. Items' function on the Operations menu.

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

<b>Best Before</b>	<b>Default taken from</b>	Batch Specifications setting, Stock module
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In the case of perishable goods, enter a Best Before date here. The default is entered once a Serial Number has been chosen.

<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module
	A separate stock Location can be entered for each row of the Delivery.	

*Flip C*

<b>Recipe</b>	The Recipe for Structured Items is entered here. This field cannot be changed.
---------------	--

<b>Row FIFO</b>	This field records the FIFO value of the row and is calculated automatically when the Delivery is approved.
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<b>Base Price</b>	This field shows the unit Base Price (retail price) of the Item in the home Currency, taken from the Item record.
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<b>Coeff.</b>	<b>Default taken from</b> Item  The Unit Coefficient of the Item is shown here, taken from the 'Stock' card of the Item. If you are maintaining stock quantities using different units of measurement, this coefficient is the ratio between those units of measurement.
---------------	--

*Flip D*

<b>Source</b>	<b>Paste Special</b>	Sources setting, Stock module
	<b>Default taken from</b>	Order
	This field can be used to record the origin of the Item (e.g. the manufacturer).	

**Despatch Date, Time**

The despatch date and time for this Delivery row can be recorded here.

*Flip E*

<b>Objects</b>	<b>Paste Special</b>	Object register, Nominal Ledger/System module
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<b>Default taken from</b>	Order row
---------------------------	-----------

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

By default, the Objects entered here are taken from the Order row to which the Delivery row corresponds, but they can be changed if necessary.

In any Nominal Ledger Transactions generated from this Delivery, any Objects specified here will be assigned to the debit posting. This assignment will merge these Objects with those of the parent Delivery (shown in the header). They will also be assigned to the credit posting if the Object for Stock Account option in the Cost Accounting setting is in use.

**Width, Height, Depth**

**Default taken from      Item**

These fields contain the dimensions of the Item.

If the Item is one that is sold by area or volume, you can have the Delivered Quantity calculated by multiplying the dimensions together. If you would like to use this feature, first check the Enable Quantity Calculation box in the Item Settings setting in the Sales Ledger. Then, check the Calculate Quantity box for the Unit that has been assigned to the Item. If the Item is sold by area, choose the Two Dimensions option in the Unit record, and the Delivered Quantity will be calculated once you have entered the Width and Height. If the Item is sold by volume, choose the Three Dimensions option in the Unit record, and the Delivered Quantity will be calculated once you have entered the Width, Height and Depth. Please refer to the description of the Units setting in the ‘Sales Ledger’ chapter in Volume 2a of these manuals for details and an example.

*Flip F*

**Packages**

Enter the number of Packages for this row. This together with the Pack Type (below) can be printed on Delivery documentation to allow the Customer to ascertain quickly that the correct number and type of packages has been delivered. The total number of Packages for the Delivery is shown on the ‘Packaging’ card.

<b>P. Type</b>	<b>Paste Special</b>	Pack Types setting, Stock module
		Specify here the type of Package used to deliver this Item (e.g. envelope or box).
<b>Package Desc</b>		The Name of the Pack Type is shown here after you have entered the Pack Type above.
<b>Excise</b>		This field can be used to record any consignment or customs number of the outgoing shipment for this Item. This number can be printed on the Delivery Note and on the Invoice that relates to this Delivery.
<i>Footer</i>		
<b>OK</b>		<p>Check this box to approve the Delivery. When the approved Delivery has been saved it can no longer be altered. Stock levels may be amended, depending on the Decrease Available on Deliveries options in the Stock Settings setting (they are otherwise amended when the Delivery is created). If you have determined that cost accounting transactions are to be created at the point of delivery, stock transactions in the Nominal Ledger will now be raised (they may otherwise be raised after invoicing). Cost accounting is described at the beginning of this chapter.</p> <p>The Delivery must be approved before it can be invoiced from the Order.</p> <p>References in this manual to approved Deliveries are to those whose OK check box is on.</p>
<b>Del. Qty</b>		This shows the total number of Items delivered.
<b>Comment</b>		Any comment entered here can be printed on the Freight Label.



Address Card

	Items	Address	Packaging	Freight
Address	Burntwhistle Lodge			
	High Malberry			
	Staffs TF5 6TY			
Address				

Address

Default taken from Sales Order

The Delivery Address, taken from the ‘Del Addr.’ card of the Order which, in turn, is taken from the ‘Delivery’ card of the Customer. It can be changed for this Delivery if necessary.

The lower Address field is a repeat of that in the header. If the Customer is one with several Delivery Addresses use the ‘Paste Special’ list to select the correct one. The full Delivery Address will be brought in to the fields above.

Packaging Card

	Items	Address	Packaging	Freight
Packages		Transport No.		
Weight		Volume		
From City		To City		
From Dock		To Dock		
Transport Directives				

Packages

The number of packages used to make up the Delivery is calculated automatically from the number for each row (shown on flip F of the ‘Items’ card). Alternatively a total number of packages can be entered manually. This information can be printed on the Freight Label.

Transport No.

An optional transport number, e.g. bill of lading no. This information can be printed on the Freight Label and is shown in the ‘Deliveries: Browse’ window.

Weight

Default taken from Items

This field will contain a calculated value based on the Delivery Quantity and the Weight of the Items. If the Weight of one of the Items is changed or if this figure

becomes inaccurate for any other reason, use the 'Calculate Weight' function on the Operations menu to update this field.

<b>Volume</b>	<b>Default taken from</b> Items
	This field will contain a calculated value based on the Delivery Quantity and the Volume of the Items. If the Volume of one of the Items is changed or if this figure becomes inaccurate for any other reason, use the 'Calculate Weight' function on the Operations menu to update this field.
<b>From City</b>	If appropriate, specify here the city from which the Delivery is to be made. This information can appear on delivery documentation.
<b>To City</b>	If appropriate, specify here the city to which the Delivery is to be made. This information can appear on delivery documentation.
<b>From Dock</b>	If appropriate, specify here the port or airport from which the Delivery is to be made. This information can appear on delivery documentation.
<b>To Dock</b>	If appropriate, specify here the port or airport to which the Delivery is to be made. This information can appear on delivery documentation.
<b>Transport Directives</b>	If appropriate, enter any special handling instructions for the Delivery here. This information can appear on delivery documentation.

Freight Card

	Items	Address	Packaging	Freight
Freight Code	Freight Company Reg.No.			
Freight Company				
Truck Information				
Driver				
CMR				
Tax Sum	0.00	Language		

**Freight Code**      **Paste Special**      Freight Companies setting, Stock module

The Freight Code refers to a record in the Freight Companies setting where information is stored regarding the courier or haulage companies that your business uses to deliver goods to its Customers. In some countries, it is a legal requirement that this information be printed on Delivery documentation.

Enter the appropriate Freight Code of the Freight Company used for this Delivery. When it is entered, the Freight Company Registration Number, Freight Company, Truck Information, Driver and CMR Text are brought in from the Freight Companies setting. They can be changed here for this Delivery only. For descriptions of these fields, please refer to the section describing that setting earlier in this chapter.

**Tax Sum**      When defining VAT Code records using the setting in the Nominal Ledger, it is possible to specify that an additional tax, such as an environmental tax, be levied. If the VAT Code of any of the rows of the originating Order is one where such an additional tax has been defined, the amount of that tax will be shown in this field. The figure is shown here for information only.

**Language**      **Paste Special**      Languages setting, System module

**Default taken from**      Sales Order

The Language Code determines the text to be transferred from various registers and settings, for example the Item Name, text for Delivery Terms and Delivery Mode, and the selection of document forms etc. Leave the field blank to use the home Language.

## Nominal Ledger Transactions from Deliveries

When a Delivery record is approved and saved, a Nominal Ledger Transaction will be generated automatically if you have so determined in the Sub Systems setting in the Nominal Ledger, if a Cost Model has been chosen and if at least one of the Items on the Delivery is a Stocked Item. Please refer to the 'Cost Accounting' section earlier in this chapter for full details of this Transaction.

If a Delivery contains several Items that use the same Cost and/or Stock Account, the resulting Nominal Ledger Transaction can contain separate double-sided postings for each Item, or a single accumulated posting. If you would like to use the first method, check the Separate Transaction rows per Item box in the Cost Accounting setting.

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

## Inspecting and Approving Deliveries

Before a Delivery goes out it needs to be prepared and approved. The first step is to print the Picking List. This is done by clicking the Printer icon in the Button Bar. When the Delivery is finally OK, click the OK check box and press the [Save] button. Once this has been done, you will no longer be able to modify the Delivery. You will then be able to create an Invoice for the Delivery (from the Order screen).

You can also approve several Delivery records at once by highlighting them in the 'Deliveries: Browse' window and selecting 'OK' from the Operations menu. To highlight several Delivery records, click on the first Delivery to be approved, hold down the Shift key and click on the last.

On approval, stock levels may be amended, depending on the Decrease Available on Deliveries options in the Stock Settings setting (they are otherwise amended when the Delivery is created). Also, if defined in the Sub Systems setting in the Nominal Ledger, a cost accounting Transaction will be created in the Nominal Ledger. Please refer to the 'Cost Accounting' section earlier in this chapter for details of the Accounts used by this Transaction.

## Deliveries from the Sales Ledger

It is possible to deliver goods from stock without a Delivery. This can be done by entering Invoices directly to the Invoice register (i.e. without first entering a related Sales Order). On the 'Delivery' card of the Invoice, there is an Update Stock check box, which will be on by default if the Invoice Update

Stock option in the Account Usage S/L setting is on. If it is on, an Invoice for a Stocked Item will generate an “invisible” Delivery transaction. The result of such an event is that the stock balance of the Item is altered, but there will be no Delivery transaction generated in the Delivery register. The stock change is, however, visible in the Item History report in the Stock module. If you are using cost accounting (maintaining stock values in the Nominal Ledger), stock postings (the equivalent of those in Transactions generated from Deliveries) will be included in the Transaction created from the Invoice.

The Invoice Update Stock check box is only relevant for Deliveries issued from an Invoice (i.e. when there is no related Sales Order).

## Printing Picking Lists and Delivery Notes

If you click the Printer icon in the Button Bar with a Delivery in the active window, a document will be printed. If the Delivery is not approved, a Picking List is printed. If the Delivery is approved, a Delivery Note is printed. If you want to print to screen, click the Preview icon.

To print Delivery Notes or Picking Lists in batches, click the [Documents] button in the Master Control panel or select ‘Documents’ from the File menu. Double-click ‘Delivery Notes’ or ‘Picking Lists’ in the ‘Documents’ list window. Indicate the Delivery Number (or range of Delivery Numbers) to be printed and press [Run].

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

However Picking Lists or Delivery Notes are printed, the Form used is determined as follows—

1. Using the Form register in the System module, design the Delivery Note or Picking List as appropriate and name it “DELIVERY\_NOTE” or “PICKING\_LIST”. Use the ‘Properties’ function on the Operations menu to assign Document Types of “Delivery Note” and “Picking List” respectively. Samples are supplied with Hansa: these can be modified to suit your requirements. Full instructions for using the Form register can be found in the chapter in Volume 1 covering the System module. You might want to design different Forms for use with different Languages or Delivery Modes.
2. Select the Stock module using the Modules menu.

3. Click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. The 'Documents' list window is opened: highlight 'Delivery Notes'.
4. Select 'Define Document' from the Operations menu.
5. In the subsequent window, enter "DELIVERY\_NOTE" in the Form field of the first line (you can use 'Paste Special' to ensure the spelling is correct).
6. If you have designed different Forms for use with different Languages or Delivery Modes in step 1 above, enter the Form Code of each one on separate rows in the grid. In the Lang. field of each row, enter the appropriate Language or Delivery Mode. 'Paste Special' can be used to open a list of Languages from which the correct one can be chosen.
7. Click [Save] to save the Form definition.
8. Repeat steps 3-7 above, this time highlighting 'Picking Lists' in the 'Documents' list window and entering "PICKING\_LIST" in the 'Define Document' window. From now on, the Forms that you have designed will be used, from the 'Documents' function and from the Printer icon. "PICKING\_LIST" will be used when a Delivery is not approved, otherwise "DELIVERY\_NOTE" will be used. If you have designed more than one Form, the correct one will be used depending on the Language of the Customer or the Delivery Mode of the Delivery.

If it is necessary to include a telephone and/or fax number on Delivery Notes and Picking Lists, these will be taken from information specified for the Location. If this is blank or no Location is specified, they will be taken from the Company Info setting in the System module.

## Operations Menu



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

**OK**

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

**Print Freight Labels**

Select this command to print Freight Labels for the current Delivery. Freight Labels can also be printed using the 'Documents' function or automatically on approval. The last option is controlled using the Auto Actions setting in the System module. Please refer to the 'Auto Actions' section in the 'System Module' chapter in Volume 1 for details.

You can prevent Freight Labels being printed for certain Items. To do this, place these Items in an Item Group whose Do Not Print Freight Labels for this Group option is switched on.

You can also prevent Freight Labels being printed for Deliveries with particular Delivery Modes. To do this, check the Do Not Print Freight Labels option in the Delivery Mode record, using the setting in the Sales Orders module.

**Calculate Weight**

When a Delivery is created from a Sales Order, its total Weight and Volume is shown on the 'Packaging' card, calculated from the Delivery Quantity and from the Item records. If the Weight or Volume of an Item is changed or if these figures become inaccurate for any other reason, they can be recalculated using this function.

**Item Status**

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

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

### **Open NL Transaction**

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

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

### **ASG Export**

This function is used in Sweden. Please refer to your local Hansa representative for details.

### **Return Goods**



This function is used when goods that you have delivered to your Customer are returned to you. When this happens, open the Delivery and select 'Return Goods' from the Operations menu. For the function to have any effect, all changes to the Delivery must first have been saved (use the [Save] button), and it must have been approved. An alternative method is to open the Order from which the Delivery was created and select 'Returned Goods' from the Operations menu.

If you are using a FIFO stock system and/or cost accounting (maintaining stock values in the Nominal Ledger), the difficulty with the returning of goods to stock is that the system cannot know the actual cost (FIFO value) of the goods being returned. The purpose of the Returned Goods register is to allow the user to intervene in this process, so that the correct FIFO values can be recorded.

A new record is created in the Returned Goods register (in the Stock module). It is opened in a new window, entitled 'Returned Goods: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.



**Returned Goods: Inspect**

Operations   New Duplicate Cancel Save

No. 4 Trans. Date 27/3/2003  
Cust. No. 001 Name Against All Odds Trading Co

Location Items Currency

Location Order No. 1000003  
Comment

☒ Update Stock ☐ Price Incl VAT

Reduce  
☒ Shipped Quantity  
☐ Ordered Quantity

Item	Qty	Description	Item Cost	Extra Cost	Unit Cost
1	10101	5 Transistor radio	10		10
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

☐ OK Total Qty 5.00

The Returned Goods record takes its information from the Delivery: the default Quantity is that already delivered. The default Item Cost is a unit price calculated from the Row FIFO figure from flip C of the Delivery.

Enter the returned Quantity for each Item and remove any Items not returned by clicking on the row number to the left and pressing the Backspace key. If necessary, change the Cost Price to the true value of the returned Item.

If an Item being returned is a Structured Item, you should list its components in the Return, not the Structured Item itself. Structured Items are built the moment the Delivery is made and are not kept in stock themselves. Therefore, they should not be included on a Return. Only the components should be listed on the Return: this will ensure they are correctly received back into stock.

If the goods were returned because they were faulty (i.e. the Customer requires a replacement), choose to reduce the shipped quantity using the options on the right-hand side of the screen. Then, once the Returned Goods record has been approved, you can reopen the Order and raise another Delivery for the appropriate quantity to fulfil the Order. In this instance you may choose not to update the stock levels and to write off the Items using the Stock Depreciation register. If you need to return the Items to your Supplier,

it is recommended that you update stock levels and then enter a Stock Depreciation record.

Alternatively, the goods may have been returned without a replacement being required (perhaps the Order has been cancelled). In this case, choose to reduce the ordered quantity and to update stock levels. Once the Returned Goods record has been approved, on viewing the Order both the Order Quantity and the Delivery Quantity will have been reduced. If the Order has been invoiced, selecting 'Invoice' from the Operations menu of the Order screen once again will create an Invoice for a negative quantity, effectively crediting the original Invoice. An alternative method of crediting the original Invoice is to use the 'Create Credit Note' Operations menu function on the Returned Goods screen. This will create a Credit Note with appropriate Payment Terms and a reference to the Invoice being credited.

When the Returned Goods record is complete, click the OK check box. This signifies that the Return has been approved. Once this has been done, you will no longer be able to modify the Returned Goods record. You will not be able to raise a credit Invoice for the goods that have been returned until the record has been approved. A stock transaction in the Nominal Ledger will be created if you have so determined using the Sub Systems setting in the Nominal Ledger.

A possible method of working might be to generate a Returned Goods record when the Customer contacts you to send back the delivered Items. The Number of the Returned Goods record can then be issued as a Returns Number. When the Items arrive, the record can be approved: this will alter the stock levels accordingly.

For a full description of the screen, including detailed information about any Nominal Ledger Transactions created when the Return is approved, please refer to section later in this chapter describing the Returned Goods register.

To close the screen and return to the Delivery, click the close box. You will be asked if you want to save any changes. The Del 1 and Del 2 fields of the originating Order (visible on flip D) will be updated automatically (as will the Order Quantity on flip A if you have so chosen).

### **Refill Batch No. Items**

If you are using the Automatically set Batch Number on Delivery option in the Stock Settings setting, Serial Numbers and Best Before Dates will be brought in automatically whenever you create a Delivery. This applies to Items that are Serial Numbered at the Batch level only. If you do not approve the Delivery immediately, these default Serial Numbers may become incorrect. You can update them using this function.

For example, you have in stock a batch of ten Items with Serial Number 1 and a batch of ten with Serial Number 2, and you receive an Order for eight. When the Delivery is created, it will contain one row with a Delivery Quantity of eight and Serial Number 1. This Delivery is left unapproved and you then receive a second Order for three. The resulting second Delivery will contain one row with a Delivery Quantity of three and Serial Number 1. If either of these Deliveries is approved, the other will become incorrect. For example, if the first Delivery is approved, you will only have two items with Serial Number 1 left. So, when you come to approve the second Delivery, you will be warned that you have insufficient stock. You can then apply this function. The Delivery Quantity of the first row will be changed to two, and a second row will be added, with a Delivery Quantity of one and Serial Number 2.

For this function to have any effect, three conditions must be met—

1. The Automatically set Batch Number on Delivery box in the Stock Settings setting must be checked.
2. You must place the cursor in the row with the incorrect Serial Number. So, in a large Delivery, you may need to use this function several times.
3. Usually, when the time comes to approve a Delivery, you will try to do so without checking stock levels. When you check the OK box and save, you will be warned that you have insufficient stock. This warning will place the cursor in the appropriate row, thus satisfying condition 2 above. However, you must then remove the check from the OK box before you can use this function successfully.

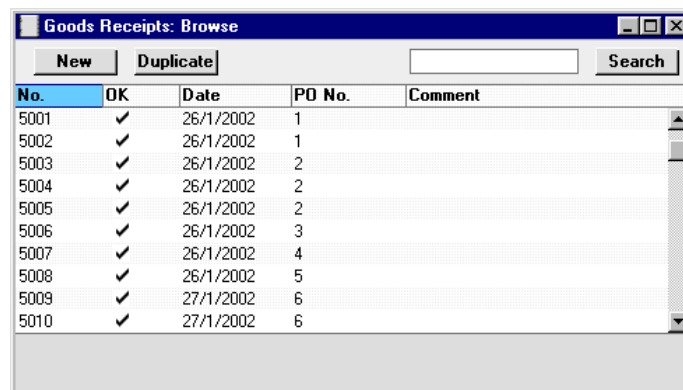
## The Goods Receipt Register

This register holds records of deliveries received into stock, for Stocked Items. Normally, the information for the Goods Receipt record is taken from the Supplier's delivery note. In many cases, the Invoice from the Supplier is not available at the time of delivery, and therefore full information about the cost of different Items may not be available. The stock value in Hansa is based on the information recorded in the Goods Receipt register.

Goods Receipt records can be created directly in the Stock module. If the Purchase Orders module is installed, they can also be created from Purchase Orders, in a similar manner to that in which Deliveries are created from Sales Orders.

If the Production module is installed, entering a record in the Production register will update stock through an "invisible" goods receipt transaction. The result of "finishing" a Production transaction in the Production module is to update the stock levels of the input and output Items specified in the Recipe used. No Goods Receipt transaction will be generated in the Goods Receipt register, but the result of the stock change will, however, be visible in the Item History report in the Stock module.

In the Stock module, select 'Goods Receipts' from the Registers menu, or click the [Goods Receipts] button in the Master Control panel. The 'Goods Receipts: Browse' window is opened, showing Goods Receipts already entered—



No.	OK	Date	PO No.	Comment
5001	✓	26/1/2002	1	
5002	✓	26/1/2002	1	
5003	✓	26/1/2002	2	
5004	✓	26/1/2002	2	
5005	✓	26/1/2002	2	
5006	✓	26/1/2002	3	
5007	✓	26/1/2002	4	
5008	✓	26/1/2002	5	
5009	✓	27/1/2002	6	
5010	✓	27/1/2002	6	

Goods Receipts are normally shown in transaction number order. The OK column contains a check mark for Goods Receipts that have been approved.



## Entering a Goods Receipt

Goods Receipts can be entered in two ways—

1. From the 'Goods Receipts: Browse' window, click the [New] button in the Button Bar to open a new Goods Receipt transaction.
2. Open the Purchase Order against which the Items are being received. The Supplier's delivery note will usually contain your Purchase Order Number, enabling the Purchase Order to be found easily. Select 'Goods Receipt' from the Operations menu. A new Goods Receipt transaction is created. The advantage of this method is that the purchase price agreed for the Items for the particular Purchase Order will be transferred to the Goods Receipt: this information will not normally be present on the Supplier's delivery note.

Note that Goods Receipts created in this way will be presented in a 'Goods Receipt: Inspect' window. This means that the record will already have been created and saved into the register. To delete it you must choose 'Delete' on the Record menu.

**Goods Receipt: Inspect**

Operations   New Duplicate Cancel Save

No. 6027 Trans. Date 1/4/2003  
 Sup. No. 504 Name Estonian Export  
 Pur. Order No. Location

Comment Items Currency Extra Costs

Comment  
 Objects PD Contract ☐ Price Incl VAT

Item	Qty	Description	Unit Price	Cost Price	Sum
1 10118	10	Personal Stereo	10	11	110
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					

Qty 10.00 Freight 5 Customs 5 Cost Price 110  
☒ OK Sub Total 110 VAT 0 Total 110

## Header

<b>No.</b>	<b>Paste Special</b>	Select from another Number Series  The number of the Goods Receipt: Hansa will enter the next unused number from the first number sequence allocated on the 'Ser Nos' card of the user's Person record or from the Number Series - Goods Receipts setting. You may change this number, but not to one that has already been used.
<b>Trans. Date</b>	<b>Paste Special</b>	Current Date  The date of the receipt. The default is the current date.
<b>Sup. No.</b>	<b>Paste Special</b>	Supplier register  Enter the Supplier Number. When you press Return, the Supplier's name will be entered to the field on the right.
<b>Name</b>		The Supplier's Name is entered from the Supplier register after you have entered the Supplier Number.
<b>Pur. Ord. No.</b>		If the Goods Receipt has been created from a Purchase Order, the Purchase Order Number will be placed in this field by Hansa. It is not modifiable.
<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module  The stock Location where the goods are to be stored.  If a Main Location has been specified in the Stock Settings setting, leave this field blank if the goods are to be stored in that Location. However, if, in the same setting, the Require Location option is on, this field must contain a value.

## Comment Card



		Comment	Items	Currency	Extra Costs
Comment	<input type="text"/>				
Objects	<input type="text"/>	PO Contract	<input type="text"/>	<input type="checkbox"/> Price Incl VAT	

**Comment** A comment regarding the current Goods Receipt.

<b>Objects</b>	<b>Paste Special</b>	Object register, System module
	<b>Default taken from</b>	Supplier
	Up to 20 Objects separated by commas can be allocated to each Goods Receipt. They allow detailed analysis by department or cost centre.	
	These will be assigned to the credit posting to the Purchase Control Account when a Nominal Ledger Transaction is generated from the Goods Receipt. If the Supplier Object on Stock A/C option on card 1 of the Account Usage P/L setting in the Purchase Ledger is being used, they will be assigned to the debit posting to the Stock Account as well.	
<b>PO Contract</b>	If the Goods Receipt was created from a Purchase Order that in turn was created from a Purchase Order Contract, the Contract Number will appear here. This field cannot be changed. Purchase Order Contracts are described in the 'Purchase Ledger' chapter in Volume 2a of these manuals.	
<b>Price Incl. VAT</b>	<b>Default taken from</b>	Purchase Order
	Check this box if the prices entered for the goods received include VAT. For each Item, VAT will be calculated using the VAT Code from the Item, the Item Group or from card 3 of the Account Usage P/L setting.	

## Items Card

**Goods Receipt: Inspect**

Operations   New Duplicate Cancel Save

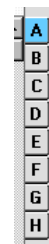
No. 6027 Trans. Date 1/4/2003  
 Sup. No. 504 Name Estonian Export  
 Pur. Order No. Location

Comment Items Currency Extra Costs

Item	Qty	Description	Unit Price	Cost Price	Sum
1 10118	10	Personal Stereo	10	11	110
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Qty 10.00 Freight 5 Customs 5 Cost Price 110  
☒ OK Sub Total 110 VAT 0 Total 110

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



Before adding any rows to a Goods Receipt, ensure that the Currency and Exchange Rate specified are correct. If an Exchange Rate is specified, all prices transferred from the Purchase Item or Item registers will be converted. However, if the Exchange Rate is altered after rows have been added, their prices will not be converted.

To add rows to a Goods Receipt, 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.

In the case of Goods Receipts created from Purchase Orders, the assumption is usually made that all Items not yet received are on the current shipment. The exception is if the Set Goods Receipt Quantity to Zero option in the Purchase Order Settings setting is being used, in which case the default Quantity for all Items will be zero. The Quantity of one or more rows on the Goods Receipt screen can be amended as appropriate. You can also remove entire rows, by clicking on the row number to the left and pressing the Backspace key. You can receive into stock a greater Quantity than was ordered. In the case of Items which are Serial Numbered, you will be prompted to enter Serial Numbers before saving.

#### *Flip A*

<b>Item</b>	<b>Paste Special</b>	Item register
		Enter the Item Number of the Item received. A warning will appear if you use an Item that is not a Stocked Item.
<b>Qty</b>		Received quantity, to be added to stock. Negative values are not accepted.
<b>Description</b>		The Item description is brought in from the Item register by Hansa. It may be altered.
<b>Unit Price</b>		<p>The normal purchase price in the Currency of the Receipt, from the Purchase Order, the Purchase Item for the Item/Supplier combination or from the Cost Price field in the Item register. This figure excludes any extra costs such as delivery or customs duties, but includes VAT if the Price Incl. VAT box on the 'Comment' card is checked. The price may be changed for a particular transaction. If the Item in question can have its Cost Price updated on Purchase (set using the options on 'Costs' card of the Item record), any change in price here will be fed back to the Item record automatically.</p> <p>If the Currency and/or Exchange Rate of the Goods Receipt is changed, the figure in this field will not be recalculated. Instead, it will be treated as being in the new Currency and the Cost Price (below) will be recalculated.</p>
<b>Cost Price</b>		The Unit Price of the Item in the home Currency (or in Base Currency 1 as defined in the Base Currency setting in the System module), including any freight and other

additional costs. If the Price Incl. VAT box on the 'Comment' card is checked, the figure in this field will be the only one in the Goods Receipt not to include VAT.

**Sum**

The row total, including any additional costs in the home Currency (or in Base Currency 1 as defined in the Base Currency setting in the System module).

*Flip B*

**Serial No.**

The Serial or Batch Number of the Item.

In the case of Items with unique Serial Numbers, these must be entered on separate rows, each with a Quantity of one.

If a large quantity of a Serial Numbered Item is received into stock, the 'Generate Serial Nos' function on the Operations menu can aid the entry of consecutive Serial Numbers. This will be most useful for companies that generate their own Serial Numbers. Enter the Item Number in the appropriate number of rows and specify the lowest Serial Number for the first one. Then select the function: the remaining rows will gain a Serial Number, each incremented by one.

By default, if an Item is one that uses Serial Numbers, you must specify a Serial Number here before the Goods Receipt can be saved. If the Serial Number is not known at this stage, you should use the No Serial No. on Goods Receipts option in the Stock Settings setting. This will allow you to save Goods Receipts without Serial Numbers, but you will still have to specify them in goods out transactions.

Note that Serial Numbers cannot contain spaces, and that the same Serial or Batch Number cannot be used more than once in the same Goods Receipt.

**Best Before**

If the Item is perishable, enter a Best Before date here.

If you have entered a Serial or Batch Number as well, when the Goods Receipt is approved and saved, a record will be created in the Batch Specifications setting recording the Best Before date of the Item or Batch. You can view this record immediately by selecting 'Open Batch Specification' from the Operations menu.

When the Item is sold, the Best Before date will be brought in to the Delivery record. It can then be printed on delivery documentation if necessary. If you want to prevent the sale of Items that have passed their Best Before date, use the Batch Status and Batch Quality Control settings, as described earlier in this chapter.

### *Flip C*

#### **Fr. Cost**

An optional Freight Cost (per unit) to be added to the total Cost Price for the Goods Receipt. This figure is in the home Currency (or in Base Currency 1 as defined in the Base Currency setting in the System module). A value can be entered manually for each row, or it can be calculated automatically by Hansa. The automatic calculation starts with the Freight field in the footer area of the window: enter the Freight amount for the total shipment here. When you move to the next field, Hansa will distribute the total Freight amount to the different Item rows according to the cost value of each row.

In the case of Goods Receipts raised from Purchase Orders, the value will be taken from the Purchase Cost field on the 'Terms' card of the Purchase Order (distributed proportionally to the different rows).

If a Nominal Ledger Transaction is generated from this Goods Receipt (this is determined using the Sub Systems setting in the Nominal Ledger), any Freight costs are credited to the Purchase Freight Cost Account specified on card 5 of the Account Usage S/L setting.

#### **Customs**

This field works in the same manner as the Freight fields, using the Cust. field in the footer area. It refers to any customs charges attached to the Goods Receipt.

This value will default to the Purchase Cost from the relevant Purchase Item (multiplied by the quantity).

If a Nominal Ledger Transaction is generated from this Goods Receipt, any Customs costs are credited to the Customs Cost Account specified on card 5 of the Account Usage S/L setting.

#### **Cost**

Any additional cost (per unit) for the Item. It will be shown added to the Unit Price in the Cost Price column to the right. Enter either an amount in the home

Currency (or in Base Currency 1 as defined in the Base Currency setting in the System module), or a percentage followed by the % character. The percentage is applied to the Unit Price of the Item in the home Currency.

This value will default to the Extra Cost from the 'Costs' card of the relevant Item (multiplied by the quantity).

If a Nominal Ledger Transaction is generated from this Goods Receipt (this is determined using the Sub Systems setting in the Nominal Ledger), any costs in this field are credited to the Extra Costs Account specified on card 5 of the Account Usage S/L setting.

*Flip D*

**Sup Item No** The Code allocated to the Item by the Supplier. If the Goods Receipt was created from a Purchase Order, Hansa will enter the Supplier's Item Number automatically.

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

**Base Price** This field shows the unit Base Price (retail price) of the Item in the home Currency, taken from the Item record.

*Flip E*

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

The Account entered here will be debited in any Nominal Ledger Transaction created when the Goods Receipt is approved. If this field is blank, the Stock Account for the Location, the Stock Account for the Item Group or the Stock Account in the Account Usage S/L will be debited.

Usually, no default Account will be offered, unless the Goods Receipt has been created from a Purchase Order and the Transfer Account and Object to Goods Receipt option in the Purchase Order Settings setting is in use. In this case, a default Account will be taken from the

Purchase Control Account in the Purchase Order row to which the Goods Receipt row corresponds. This will be the Purchase Control Account for the Item Group to which the Item belongs or from the Account Usage S/L setting.

**Purch. Acc****Paste Special**

Account register, Nominal Ledger/System module

The Account entered here will be credited in any Nominal Ledger Transaction created when the Goods Receipt is approved.

No default will be offered to this field. If it is left blank, the Purchase Control Account from the Item Group to which the Item belongs or from the Account Usage S/L setting will be credited.

**Objects****Paste Special**

Object register, Nominal Ledger/System module

**Default taken from** Item

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

In any Nominal Ledger Transactions generated from this Goods Receipt, any Objects specified here will be assigned to the debit posting.

In the case of Goods Receipts created from Purchase Orders, the Objects entered here will be taken from the Purchase Order row to which the Goods Receipt row corresponds if the Transfer Account and Object to Goods Receipt option in the Purchase Order Settings setting is in use.

*Flip F***Customs No.**

This field can be used to record any consignment or customs number of the incoming shipment for this Item. In Russia, an entry in this field is required by law for imported Items.

<b>Country of O.</b>	<b>Paste Special</b>	Countries setting, System module
		Record the Country of origin of the Item here. In Russia, an entry in this field is required by law for imported Items.
<b>Position</b>	<b>Paste Special</b>	Positions setting, Stock module
		If the Location specified in the header is a large one that has been sub-divided into Positions, enter here the Position where the Item is to be stored. An entry must be made to this field if the Require Position option is in use for the Location in question.

*Flip G*

**Width, Height, Depth**

**Default taken from**      Item

These fields contain the dimensions of the Item.

If the Item is one that is purchased by area or volume, you can have the Quantity calculated by multiplying the dimensions together. If you would like to use this feature, first check the Enable Quantity Calculation box in the Item Settings setting in the Sales Ledger. Then, check the Calculate Quantity box for the Unit that has been assigned to the Item. If the Item is purchased by area, choose the Two Dimensions option in the Unit record, and the Quantity will be calculated once you have entered the Width and Height. If the Item is purchased by volume, choose the Three Dimensions option in the Unit record, and the Quantity will be calculated once you have entered the Width, Height and Depth. Please refer to the description of the Units setting in the 'Sales Ledger' chapter in Volume 2a of these manuals for details and an example.

*Flip H*

**Costs 1-5**

These fields can be used for any additional costs (per unit) for the Item. They will be shown added to the Unit Price in the Cost Price column on flip A. Enter an amount in the home Currency (or in Base Currency 1 as defined in the Base Currency setting in the System module).

You can also enter total additional cost figures for the whole Goods Receipt on the 'Extra Costs' card: Hansa will then distribute the total amount to the various Item rows according to the cost value of each row.

If a Nominal Ledger Transaction is generated from this Goods Receipt (this is determined using the Sub Systems setting in the Nominal Ledger), any costs in these fields are credited to the corresponding PU Cost Account specified on card 6 of the Account Usage S/L setting.

#### Footer

Qty	10.00	Freight	5	Customs	5	Cost Price	110
<input checked="" type="checkbox"/> OK		Sub Total	110	VAT	0	Total	110

#### Qty

This field records the total number of items of all types on the Goods Receipt.

#### Freight

Please refer to the description of the Fr. Cost field on flip C for details of this field. This figure is in the home Currency (or in Base Currency 1 as defined in the Base Currency setting in the System module). In the case of Goods Receipts raised from Purchase Orders, this value will be taken from the Purchase Cost field on the 'Terms' card of the Purchase Order (reduced proportionally in the case of partial Goods Receipts).

#### Customs

Please refer to the description of the Customs field on flip C for details of this field. This figure is in the home Currency (or in Base Currency 1 as defined in the Base Currency setting in the System module) and by default is the sum of the Purchase Costs from card 1 of the relevant Purchase Items (multiplied by the quantity).

#### Cost Price

This field records the total value of the Goods Receipt, in Currency and including all shipping and other additional costs.

#### OK

Check this box to approve the Goods Receipt. After approving the transaction, it may not be changed. Stock levels will be amended accordingly.

If you have so determined in the Sub Systems setting in the Nominal Ledger, a Nominal Ledger Transaction will be created in the Transaction register. The nature of this

Transaction is described in the section entitled 'Nominal Ledger Transactions from Goods Receipts', below.

If you cannot save a Goods Receipt after checking the OK box, the probable cause is that you will not have specified Freight, Customs and Extra Cost Accounts on card 5 of the Account Usage S/L setting (in the Sales Ledger). These Accounts must be specified, even if the Goods Receipt does not include any of these costs.

The Goods Receipt must be approved before a Purchase Invoice can be created from the Purchase Order.

References in this manual to approved Goods Receipts are to those whose OK check box is on.

<b>Subtotal</b>	The total for the Goods Receipt, excluding VAT.
<b>VAT</b>	The VAT total for the Goods Receipt.
<b>Total</b>	The total for the Goods Receipt, including VAT.

### Currency Card

Comment	Items	Currency	Extra Costs
Currency	GBP	Rate	
Base Currency 1	0.63		Base Currency 1
Base Currency 2	1		Base Currency 2

<b>Currency</b>	<b>Paste Special</b>	Currency register, System module
	<b>Default taken from</b>	Purchase Order, Supplier or Default Base Currency
		The Supplier's invoicing Currency (if not the home Currency). The stock value of the Items on the Goods Receipt will be recorded in the Currency specified here.
<b>Exchange Rates</b>	<b>Default taken from</b>	Base Currency Rates setting and/or Exchange Rate register, System module

In the case of Goods Receipts entered directly to the Goods Receipt record, the current Exchange Rate will be entered by Hansa. In the case of Goods Receipts created from Purchase Orders, the Exchange Rate from the Purchase Order will be entered here.



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

#### Exchange Rates (Dual-Base System)

If the Dual-Base system is being used, the Base Currency 1 and 2 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).

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

#### Exchange Rates (Simple Currency Conversion System)

In the case of a simple currency conversion system, the Rate and right-hand Base Currency 1 fields are used to show a simple exchange rate between the foreign and home Currencies.

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

#### Extra Costs Card

Comment	Items	Currency	Extra Costs
Extra Cost 1	<input type="text" value="0"/>	Extra Cost 2	<input type="text" value="0"/>
Extra Cost 3	<input type="text" value="0"/>	Extra Cost 4	<input type="text" value="0"/>
Extra Cost 5	<input type="text" value="0"/>		

#### Extra Cost 1-5

Use these fields to enter any total additional cost figures that may apply to the whole Goods Receipt. Hansa will then distribute the total amount to the Cost 1-5 fields on

flip H of the 'Items' card according to the cost value of each row.

If a Nominal Ledger Transaction is generated from this Goods Receipt (this is determined using the Sub Systems setting in the Nominal Ledger), any costs in these fields are credited to the corresponding PU Cost Account specified on card 6 of the Account Usage S/L setting.



## Nominal Ledger Transactions from Goods Receipts


When a Goods Receipt record is approved and saved, a Nominal Ledger Transaction can be generated automatically if you have so determined in the Sub Systems setting in the Nominal Ledger. Please refer to the 'Cost Accounting' section earlier in this chapter for full details of this Transaction.

No Items that are Plain or Service Items will be included in the Nominal Ledger Transaction. Although stock quantities for such Items are maintained, stock values are not.

Shown below is an example Nominal Ledger Goods Receipt Transaction—

**Transaction: Inspect**

Operations   **New** **Duplicate** **Cancel** **Save**

No. 6027 Trans.Date 1/4/2003 Reference 

Text 504 Estonian Export, GBP

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	740		Stock Purchased	110.00		
2	805		P/L Suspense a/c		100.00	
3	290		Cost of Carriage & Packing		5.00	
4	298		Customs Costs		5.00	
5	467		Base Currency Round Off	0.00		
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 
 Total

Difference Base 2 
 Total

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

As shown in the illustration, any Freight, Customs and Extra Costs specified on flip C will be credited to separate Accounts specified on card 5 of the Account Usage S/L setting. Even if the flip C fields are blank, valid Accounts must be specified before the Goods Receipt can be approved. Failure to do so will cause Hansa to display the error message "Transaction could not be generated. Check settings" when an attempt is made to approve and save the Goods Receipt.

If a Goods Receipt contains several Items that use the same Purchase Control and/or Stock Account, the resulting Nominal Ledger Transaction can contain separate double-sided postings for each Item, or a single accumulated posting. If you would like to use the first method, check the Separate Transaction rows per Item box in the Cost Accounting setting.

## Stock Adjustments

From time to time the stock balances need to be adjusted for returned goods etc. Such adjustments can be entered as Goods Receipt transactions. This method will be useful for goods that are being returned where there was no original Sales Order (i.e. there was an Invoice only). In this case, entering and approving the Credit Note will not usually update stock levels because of the difficulty of obtaining a FIFO valuation. Instead, the goods should be returned to stock through the medium of a Goods Receipt. Be careful that the cost prices are set correctly, in agreement with the stock valuation method you have selected: you will probably need to find out the true value of the Item from flip C of the original Invoice. The stock valuation in the Nominal Ledger will be updated from the Goods Receipt if you are using Hansa's cost accounting facilities.

The entering of Credit Notes is described in the 'Sales Ledger' chapter in Volume 2a of this manual, while cost accounting is described earlier in this chapter. If there is an original Sales Order, the stock implications of a return are catered for using the Returned Goods register (described later in this chapter).

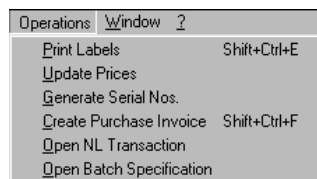
## Checking and Approving Goods Receipts

Once a Goods Receipt has been entered, it needs to be checked and approved, in order to confirm amounts and values. Click in the OK click box to approve it, and save the approval by pressing the [Save] button in the Button Bar. You will no longer be able to change a Goods Receipt once it has been approved.

On approval, stock levels will be amended and, if so defined in the Sub Systems setting in the Nominal Ledger, a cost accounting Transaction will be created in the Nominal Ledger. Please refer to the section above entitled 'Nominal Ledger Transactions from Goods Receipts' for details of the Accounts used by this Transaction.

If you are unable to save a Goods Receipt after you have checked the OK box, the probable cause is that you will not have specified Freight, Customs and Extra Cost Accounts on card 5 of the Account Usage S/L setting (in the Sales Ledger). These Accounts must be specified, even if the Goods Receipt does not include any of these costs.

## Operations Menu



The Operations menu for the 'Goods Receipt: New' and 'Goods Receipt: Inspect' windows is shown above. There is no Operations menu for the 'Goods Receipts: Browse' window.

### Print Labels

The 'Print Labels' command will print a label document, used to identify a particular shipment from a Supplier.

To print labels in batches, click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. Double-click 'Purchase Labels' in the 'Documents' list window, or highlight it and press the Enter key. Indicate the Goods Receipt Number (or range of Numbers) to be printed and press [Run].

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

1. Using the Form register in the System module, design the Label and name it "PUR\_LABEL". A sample is supplied with Hansa: this can be modified to suit your requirements. Full instructions for using the Form register can be found in the chapter in Volume 1 covering the System module.
2. Select the Stock module using the Modules menu.

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

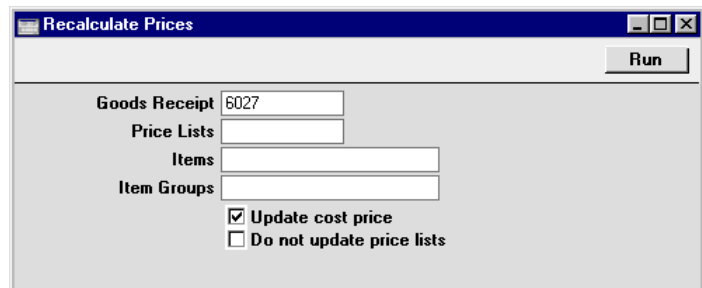
### Update Prices

This command can be used to update the Cost Prices of the Items used in the current Goods Receipt. It can also be used to update any Price Lists that are calculated by adding a margin to the Items' Cost Prices.

The Cost Price affected is that shown on the 'Costs' card of the Item record. Cost Prices for Purchase Items are unaffected by this function: these can subsequently be changed using the 'Update Purchase Items' Maintenance function in the Purchase Orders module.

The function should only be used once the Goods Receipt has been saved by clicking the [Save] button in the Button Bar. It is not necessary to approve the Goods Receipt.

Selecting the function opens the dialogue box shown below. Complete it as described and click the [Run] button in the Button Bar. Price changes will then be made, as directed.



The image shows a dialog box titled "Recalculate Prices". It has a "Run" button in the top right corner. Below the title bar, there are four input fields: "Goods Receipt" with the value "6027", "Price Lists", "Items", and "Item Groups". At the bottom, there are two checkboxes: "Update cost price" (checked) and "Do not update price lists" (unchecked).

#### Goods Receipt

This field provides a reminder of the number of the Goods Receipt from which the changed prices are taken. It cannot be changed.

<b>Price Lists</b>	<b>Paste Special</b>	Price Lists setting, Sales Ledger
	Specify a particular Price List whose prices are to be recalculated by the function. If left blank, all Price Lists that include Items on the Goods Receipt will be affected.  Only those Price Lists that are calculated by adding a margin to the Items' Cost Prices will be affected.	
<b>Items</b>	<b>Paste Special</b>	Item register
	<b>Range Reporting</b>	Alpha
	Specify a particular Item (which must be one on the Goods Receipt) whose Cost Price is to be changed. If left blank, all Items on the Goods Receipt will be affected.	
<b>Item Groups</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
	<b>Range Reporting</b>	Alpha
	Specify a particular Item Group, the Items of which are to have their Cost Price changed. Only members of the Item Group shown on the Goods Receipt will be affected. If left blank, all Items on the Goods Receipt will be affected.	
<b>Update cost price</b>	Switch on this option if you want to change the Cost Prices of the Items on the Goods Receipt, using figures taken from the Goods Receipt.	
<b>Do not update price lists</b>	Switch on this option if you do not want Price Lists to be recalculated.	

### Generate Serial Nos

This function can be useful when a large quantity of a Serial Numbered Item is received into stock and it is necessary to enter many consecutive Serial Numbers. It will be used most often by companies that generate their own serial numbers.

Enter the Item Number in the appropriate number of rows and specify the lowest Serial Number for the first one. Then select the function: the remaining rows will gain a Serial Number, each incremented by one. If no lowest Serial Number is entered, the function will find the last one used and increment from there.

### Create Purchase Invoice

To raise a Purchase Invoice from a Goods Receipt, select 'Create Purchase Invoice' from the Operations menu. For the function to have any effect, all changes to the Goods Receipt must first have been saved (use the [Save] button), although there is no need for it to be approved. The function can only be used for Goods Receipts whose Purchase Order Number field is blank (i.e. those which were entered independently, not created from a Purchase Order). To create a Purchase Invoice for a Goods Receipt with a Purchase Order Number, open the Purchase Order and use the 'Invoice' function on the Operations menu.

On selecting the function, a new record is created in the Purchase Invoice register (in the Purchase Ledger). It is opened in a new window, entitled 'Purchase Invoice: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.

**Purchase Invoice: Inspect**

Operations New Duplicate Cancel Save

No. 4040 Inv.Date 1/4/2003 Trans.Date 1/4/2003

Supplier 504 Name Estonian Export

TOTAL 129.25 Hold Signers

VAT 19.25 Sup.Inv.No.

Terms Costs Currency Other

Pay Term 30 Hold Due Date 1/5/2003

Cash Discount Prel. Book Discount Date

Reference Supp. Info on Trans. Cred.

	A/C	Objects	Short.	Description	Amount	V-Cd
1	805			P/L Suspense a/c	110.00	1
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

OK Currency GBP Calc VAT 19.25

The Purchase Invoice assumes that all Items on the Goods Receipt are to be invoiced. The Cost Account in each case will be the Purchase Control Account for the Item Group to which the Item belongs (if the Use Item Groups for Cost Accounts option in the Cost Accounting setting in the Stock module is in use) or that on card 5 of the Account Usage S/L setting The

Creditor Account will be taken from the 'Accounts' card of the Supplier or, if this is blank, from the Account Usage P/L setting. The VAT Code on each row will be taken from the Supplier, the Item, the Item Group or from the Account Usage P/L setting. If the VAT Code is taken from the Supplier, all the Items from the Goods Receipt will be grouped together in a single Invoice row. Otherwise, there will be one row for each VAT Code. The value in the Calc VAT field in the footer will be calculated using the VAT Codes from each row.

If the Calculate VAT box is checked in the Purchase Invoice Settings setting in the Purchase Ledger, VAT will be calculated backwards from the overall value of the Purchase Invoice using the VAT Rate in that setting. This figure will be placed in the VAT field in the header, and may differ from that in the Calc VAT field in the footer if the Items have different VAT Codes. You will need to correct the header field before you can approve the Invoice. For this reason, it is recommended that the Calculate VAT option is only used in countries where there is a single VAT rate.

The Amount in each Purchase Invoice row will include any extra costs from flips C and H of the Goods Receipt. You can change the Amount of one or more rows on the Invoice screen as appropriate. You can also add more rows.

When the Purchase Invoice has been checked, click the OK check box. This signifies that the Purchase Invoice has been approved. Associated Transactions in the Nominal Ledger will now be raised (if so defined in the Sub Systems setting in the Nominal Ledger) and you will no longer be able to modify the Invoice.

For a full description of the Purchase Invoice screen, please refer to the 'Purchase Ledger' chapter in Volume 2a of these manuals.

### **Open NL Transaction**

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

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



### **Open Batch Specification**

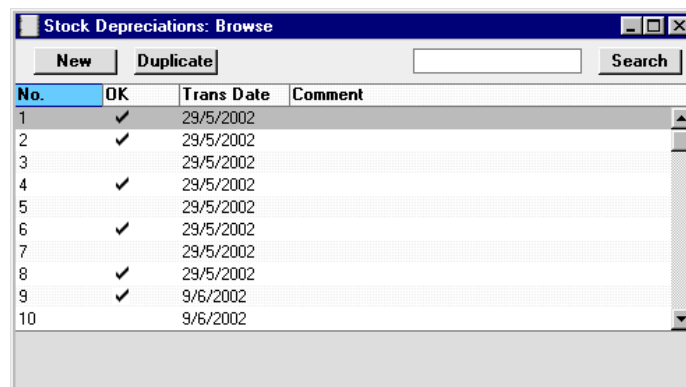
Once a Goods Receipt has been approved and saved, a separate record will be created in the Batch Specifications setting for every Goods Receipt row with a Serial Number and Best Before date. This function allows you to view one of those Batch Specification records.

First, place the cursor in a Goods Receipt row that has a Serial Number and Best Before date. Then, on selecting the function, the Batch Specification record will be opened in a new window.

## The Stock Depreciation Register

This register holds a special type of transaction for the depreciation of stock, the withdrawal from stock of items for internal use and the writing-off of stock. It allows full control over the removal of items from stock, including the adjustment of FIFO values and serial numbers. If so determined in the Sub Systems setting in the Nominal Ledger, Stock Depreciation transactions, when approved, will create Nominal Ledger Transactions with full control over Accounts, Objects etc.

In the Stock module, select 'Stock Depr' from the Registers menu, or click the [Stock Depr.] button in the Master Control panel. The 'Stock Depreciations: Browse' window is opened, showing Stock Depreciation transactions already entered—



No.	OK	Trans Date	Comment
1	✓	29/5/2002	
2	✓	29/5/2002	
3		29/5/2002	
4	✓	29/5/2002	
5		29/5/2002	
6	✓	29/5/2002	
7		29/5/2002	
8	✓	29/5/2002	
9	✓	9/6/2002	
10		9/6/2002	



Stock Depreciations are normally shown in transaction number order. The OK column contains a check mark for approved Stock Depreciations.

### Entering a Stock Depreciation transaction

From the 'Stock Depreciations: Browse' window, click the [New] button in the Button Bar to open a new Stock Depreciation transaction. Alternatively, if one already exists that is similar to the one you are about to enter, find it in the list, highlight it and click [Duplicate].

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

**Stock Depreciation: Inspect**

Operations  

New Duplicate Cancel Save

No. 22 Trans Date 1/4/2003

Cost Acc 240 Objects

Location Class Project

Item	Qty	Description	Cost Acc	Objects
1	10104	3 Loudspeakers	230	
2	10106	2 CD player	235	
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				

☒ OK Tot. Qty. 5.00 Comment

**No.****Paste Special**

Select from another Number Series

The number of the Stock Depreciation transaction: Hansa will enter the next unused number from the first number sequence entered in the Number Series - Stock Depreciations setting. You may change this number, but not to one that has already been used.

**Trans Date****Paste Special**

Current Date

The Transaction date: Hansa enters the current date as a default.

**Cost Acc.****Paste Special**

Account register, Nominal Ledger/System module

The default debit Account for the Stock Depreciation transaction. A Cost Account can be specified for any of the Stock Depreciation rows, overriding that entered here. The default is the Stock Cost Account specified in the Account Usage S/L setting.

If no Account is entered here or in a Stock Depreciation row, the Cost Account from the Item or Item Group will be debited.

<b>Objects</b>	<b>Paste Special</b>	Object register, Nominal Ledger/System module
		Specify one or more Objects for the transaction, separated by commas. In the Nominal Ledger Transaction generated from this Stock Depreciation record, any Objects specified here will be assigned to all debit postings, in addition to any Object specified for each row.
<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module
		The stock Location affected by the Stock Depreciation transaction. The Stock Account of the Location will be credited by the Nominal Ledger Transaction that results from this Stock Depreciation record. If this is blank, or if no Location is specified, the Stock Account on card 5 of the Account Usage S/L setting is credited.
		If a Main Location has been specified in the Stock Settings setting, leaving the field blank means that the default Location will be used. However, if, in the same setting, the Require Location option is on, this field must contain a value.
		If the 'Item Status' window is on screen (see the 'Items and Pricing' chapter in Volume 1 for full details of this window), the quantities shown will refer to the Location specified here.
		A default Location can be brought in from the 'Bonus' card of the user's Person record.
		A Location can be specified for any of the Stock Depreciation rows, overriding that entered here.
<b>Class</b>	<b>Paste Special</b>	Order Classes setting, Sales Orders module
		Enter the Order Class for the Stock Depreciation (if any). Order Classes permit the analysis of records for reporting or prioritising.

<b>Project</b>	<b>Paste Special</b>	Project register, Job Costing module
		The Number of a Project to which the Stock Depreciation can be linked. When the Stock Depreciation is approved and saved, a record will be created in the Project Transaction register in the Job Costing module. This will be used to charge the Customer for the depreciated Item(s). In some circumstances it can be useful to use this method instead of raising an Order and Delivery when supplying consumables as part of a Project.
		If the Project has been assigned any Objects, they will not be copied to the Objects field above, but they will appear in the resulting Project Transaction.
<b>OK</b>		Check this box to approve the Stock Depreciation transaction. After approving the transaction, it may not be changed.
		If you have so determined in the Sub Systems setting in the Nominal Ledger, a Nominal Ledger Transaction will be created in the Transaction register. The nature of this Transaction is described in the section entitled 'Nominal Ledger Transactions from Stock Depreciation transactions', below.
		References in this manual to approved Stock Depreciation transactions are to those whose OK check box is on.
<b>Tot. Qty</b>		This shows the total number of Items in the Stock Depreciation record.
<b>Comment</b>		Record any comment about the Stock Depreciation record here, such as the reason for its entry.

Use the grid that takes up most of the window to list the Items that are to be removed from stock.

*Flip A*

<b>Item</b>	<b>Paste Special</b>	Item register
		As with all Item Number fields in Hansa, enter the Item Number or Bar Code of the Item.

If an Item is chosen of which there is no stock in the selected Location, it will not be included in the resulting Nominal Ledger Transaction. However, the stock balance of the Item will be reduced (i.e. negative stock will be created) unless the Do Not Allow Over Delivery option in the Stock Settings setting is being used.

If an Item is chosen that is a Plain or Service Item, no check for negative stock will be carried out, whatever the setting of the Do Not Allow Over Delivery option. The quantity of the Item in the Location will be adjusted accordingly. The resulting Nominal Ledger Transaction will not contain a value for this row: stock values are not stored for Plain or Service Items.

**Qty** Quantity of the Item to be deducted from stock levels. If the Do Not Allow Over Delivery option in the Stock Settings setting is being used, you will not be able to enter a greater figure than the stock quantity for the specified Location.

**Description** Hansa enters the Item Name in this field: it can be changed if necessary.

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

An individual Cost Account can be entered for each row, to override that entered for the Stock Depreciation overall.

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

Specify one or more Objects for the row, separated by commas. In the Nominal Ledger Transaction generated from this Stock Depreciation record, any Objects specified here will be assigned to all debit and credit postings resulting from this row.

*Flip B*

**Serial No.** **Paste Special** Serial Numbers of Items in stock

If the Item uses Serial Numbers or batch numbers, a valid number must be entered here.

For Serial Numbered Items, if the Quantity is greater than 1, separate rows should be used on the Stock Depreciation screen to allow you to enter Serial Numbers individually.

If no Location is specified, the 'Paste Special' list will show the Serial Numbers of Items in all Locations, with an indication of the Location in which each Item is stored. However, if you have specified a Location in the header or on flip B of the grid, only those Serial Numbers stored in that Location will be shown.

If you are using the No Serial No. on Goods Receipts option in the Stock Settings setting, it will not be compulsory to enter Serial Numbers, and a Quantity greater than 1 will be allowed.

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

<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module
	Enter a Location if different from the Location entered in the header.	

*Flip C*

<b>Recipe</b>	<b>Paste Special</b>	Recipe register, Stock module
	In the case of Structured Items, enter their Recipe here. This will result in the stock levels of the components being reduced when the Stock Depreciation record is approved and saved.	

<b>Base Price</b>	This field shows the unit Base Price (retail price) of the Item in the home Currency, taken from the Item record.
-------------------	---

*Flip D*

<b>FIFO</b>	The Item's unit FIFO or Weighted Average value, to be transferred to the Nominal Ledger Transaction generated. If the Quantity is greater than one, this field will show the average unit FIFO cost. This figure is brought in automatically when the Stock Depreciation record is approved.
-------------	--

The Weighted Average cost of the Item (the average unit price of all previous purchases, visible on the 'Costs' card of the Item screen) is used if the Cost Model,

Invoice in the Cost Model setting in the Sales Ledger has been set to Weighted Average. In all other cases, FIFO values are used.

**Row FIFO**

The total Weighted Average or FIFO stock value of the Items on this row (unit cost multiplied by quantity). This figure is brought in automatically when the Stock Depreciation record is approved.

**Coeff**

**Default taken from**      Item

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

*Flip E*

**Width, Height, Depth**

**Default taken from**      Item

These fields contain the dimensions of the Item.

If the Item is one that is bought and sold by area or volume, you can have the Depreciation Quantity calculated by multiplying the dimensions together. If you would like to use this feature, first check the Enable Quantity Calculation box in the Item Settings setting in the Sales Ledger. Then, check the Calculate Quantity box for the Unit that has been assigned to the Item. If the Item is bought and sold by area, choose the Two Dimensions option in the Unit record, and the Depreciation Quantity will be calculated once you have entered the Width and Height. If the Item is bought and sold by volume, choose the Three Dimensions option in the Unit record, and the Depreciation Quantity will be calculated once you have entered the Width, Height and Depth. Please refer to the description of the Units setting in the 'Sales Ledger' chapter in Volume 2a of these manuals for details and an example.



## Nominal Ledger Transactions from Stock Depreciation transactions

An example Nominal Ledger Transaction created from a Stock Depreciation record (that shown in the previous illustration) is shown below. This Transaction will be generated automatically when a Stock Depreciation record is approved and saved if you have so determined in the Sub Systems setting in the Nominal Ledger.

The Debit Account(s) in the Nominal Transaction will be determined as follows—

1. The Account specified in the Cost Account field in the Stock Depreciation transaction will be debited. By default, this is the Stock Cost Account from the Account Usage S/L setting. If an individual Cost Account has been entered for a particular row, that will override the Account entered for the Stock Depreciation overall.
2. If no Cost Account is specified in the Stock Depreciation record, the Cost Account for the Item will be debited.
3. If this is blank and the Use Item Groups for Cost Accounts option in the Cost Accounting setting is on, the Cost Account for the Item Group to which the Item belongs will be debited.

The Credit Account(s) in the Nominal Transaction will be determined as follows—

1. The Credit Account will be the Stock Account of the Location.
2. If this is blank, or no Location has been specified, and if the Use Item Groups for Cost Accounts option in the Cost Accounting setting is on, the Stock Account for the Item Group to which the Item belongs will be credited.
3. If this is blank, the Item does not belong to an Item Group or the Use Item Groups for Cost Accounts option is not in use, the Stock Account on card 5 of the Account Usage S/L setting will be credited.

If a Stock Depreciation record contains several Items that use the same Cost and/or Stock Account, the resulting Nominal Ledger Transaction can contain separate double-sided postings for each Item, or a single accumulated posting. If you would like to use the first method, check the Separate Transaction rows per Item box in the Cost Accounting setting.

Note that Items of which there is no stock and Items which are Plain Items will not be included in the resulting Nominal Ledger Transaction.

**Transaction: Inspect**

Operations New Duplicate Cancel Save

No. 22 Trans.Date 1/4/2003 Reference

Text

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	230		Purchase Type 4	24.00		
2	740		Stock Valuation		124.00	
3	235		Purchase Type 5	100.00		
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 0.00 Total 124.00 124.00

Difference Base 2 0.00 Total 196.83 196.83

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

## Operations Menu

Operations Window ?

Item Status Ctrl+I

Open NL Transaction

The Operations menu for the 'Stock Depreciation: New' and 'Stock Depreciation: Inspect' windows is shown above. There is no Operations menu for the 'Stock Depreciations: Browse' window.

## Item Status

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

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

### **Open NL Transaction**

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

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

## The Stock Movement Register



This register allows for the movement of stock between Locations. If so determined in the Sub Systems setting in the Nominal Ledger, Stock Movements, when approved, will create Nominal Ledger Transactions with full control over Accounts, Objects etc. Any cost incurred in the moving of an Item will be included in that Transaction. If the FIFO per Location option in the Cost Accounting setting is on, that extra cost will also be added to the FIFO value of the moved Item.

In the Stock module, select 'Stock Movements' from the Registers menu, or click the [Stock Movmts] button in the Master Control panel. The 'Stock Movements: Browse' window is opened, showing Stock Movements already entered. These are normally listed in transaction number order. The OK column contains a check mark for the Stock Movements that have been approved.

To enter a new Stock Movement, click the [New] button in the Button Bar. Alternatively, if one already exists that is similar to the one you are about to enter, find it in the list, highlight it and click [Duplicate].

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

**Stock Movement: Inspect**

Operations   New Duplicate Cancel Save

No.  Trans Date

From Location  To Location  For Production

From Position  To Position

Objects Items Currency

Text

Objects

Item	Qty	Description	Serial No.	Old Unit Pr.	Extra Cost	New Unit Pr.
1	10102	1 Stereo cassette radio		14	5	19
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

☒ OK Total Qty  Non Accounted Extra Costs

**No.****Paste Special**

Select from another Number Series

The number of the Stock Movement: Hansa will enter the next unused number from the first number sequence entered in the Number Series - Stock Movements setting. You may change this number, but not to one that has already been used.

**Trans Date****Paste Special**

Current Date

The Transaction Date: Hansa enters the current date as a default.

**From Location****Paste Special**

Locations setting, Stock module

The stock Location from where the Items are to be moved. This field must contain a value, even if a Main Location has been set in the Stock Settings setting.

<b>To Location</b>	<b>Paste Special</b>	Locations setting, Stock module
		The stock Location to where the Items are to be moved. This field must contain a value, even if a Main Location has been set in the Stock Settings setting.
<b>For Production</b>	<b>Paste Special</b>	Production register, Production module
		The purpose of the Stock Movement might be to move components into the To Location where they will be used to build an assembled Item. If so, enter here the number of the Production record that is being used to control the assembly process. This is for information only, but you can use the Stock Movement Journal report to print a list of the Stock Movements related to a particular Production record. Please refer to Volume 5 of these manuals for details of the Production register.
<b>From Position, To Position</b>		
	<b>Paste Special</b>	Positions setting, Stock module
		If appropriate, enter the Positions within the From and To Locations between which the Items are to be moved.
<b>Objects Card</b>		
<b>Text</b>		A comment about the Stock Movement, such as the circumstances surrounding its entry.
<b>Objects</b>	<b>Paste Special</b>	Object register, Nominal Ledger/System module
		Specify one or more Objects for the transaction, separated by commas. In the Nominal Ledger Transaction generated from this Stock Movement, any Objects specified here will be assigned to the credit and debit postings to the Stock Accounts of the From and To Locations, but not to any posting to the Stock Gain Account.

**Items Card**

Use the grid on the 'Items' card to list the Items that are to be subject to the Stock Movement.

*Flip A*

<b>Item</b>	<b>Paste Special</b>	Item register
	Enter the Item Number or Bar Code of the Item to be moved.	
	If an Item is chosen of which there is no stock in the selected From Location, it will still be included in the resulting Nominal Ledger Transaction. The stock balance of the Item in the From Location will be reduced (i.e. negative stock will be created) unless the Do Not Allow Over Delivery option in the Stock Settings setting is being used.	
	If an Item is chosen that is a Plain or Service Item, no check for negative stock will be carried out, whatever the setting of the Do Not Allow Over Delivery option. The quantity of the Item in each Location will be adjusted accordingly. The resulting Nominal Ledger Transaction will only contain a value for this row if a figure is entered manually to the New Unit Price field, but this will not become the FIFO value of the Item. Stock values are not stored for Plain or Service Items.	
<b>Qty</b>	Quantity of the Item to be moved. If the Do Not Allow Over Delivery option in the Stock Settings setting is being used, you will not be able to enter a greater figure than the stock quantity for the specified Location.	
<b>Description</b>	The Item Name is brought in from the Item register.	
<b>Serial No.</b>	<b>Paste Special</b>	Serial Numbers of Items in stock
	If the Item uses Serial Numbers or batch numbers, a valid number must be entered here.	
	For Serial Numbered Items, if the Quantity is greater than 1, separate rows should be used on the Stock Movement screen to allow you to enter Serial Numbers individually.	

If no From Location is specified, the 'Paste Special' list will show the Serial Numbers of Items in all Locations, with an indication of the Location in which each Item is stored. However, if you have specified a From Location, only those Serial Numbers stored in that Location will be shown.

If you are using the No Serial No. on Goods Receipts option in the Stock Settings setting, it will not be compulsory to enter Serial Numbers, and a Quantity greater than 1 will be allowed.

#### **Old Unit Pr.**

The Item's unit FIFO or Weighted Average value will be placed in this field when the Stock Movement is saved. This figure will be used in the Nominal Ledger Transaction generated. If the Quantity is greater than one, this field will show the average unit FIFO cost. If you are not using the FIFO Calculated Automatically option in the Stock Settings setting, this field will remain blank until the Stock Movement is approved.

If you change the Item Number, the Old Unit Price is not always updated immediately. If you need to update the figure, use the 'FIFO in Old Unit Price' function on the Operations menu. The figure is always updated when the Stock Movement is approved.

The Weighted Average cost of the Item (the average unit price of all previous purchases, visible on the 'Costs' card of the Item screen) is used if the Cost Model, Invoice in the Cost Model setting in the Sales Ledger has been set to Weighted Average. In all other cases, FIFO values are used.

#### **Extra Cost**

Sometimes the value of an Item can change when it is transferred to another Location. In this field you can enter a positive or negative figure by which the cost price is to be adjusted: the figure entered should be per unit.

This field can be used in the following ways—

<b>Old Price</b>	<b>Extra Cost</b>	<b>New Price</b>
50	10	60
50	-10	40
50	10%	55
50	-10%	45



In the subsequent Nominal Ledger Transaction, the adjustment will be posted to the Stock Gain Account specified on card 5 of the Account Usage S/L setting. If the FIFO per Location option in the Cost Accounting setting is on, the FIFO value of the Item will be adjusted to include the Extra Cost.

If the FIFO per Location option is in use and if the Item in question is one that has its Cost Price updated on Purchase using the Weighted Average option (set on the 'Costs' card of the Item record), any Extra Cost entered here will be fed back to that Cost Price automatically.

**New Unit Pr.**

The new unit cost price including the cost of the stock transfer to the new Location. If the FIFO per Location option in the Cost Accounting setting is on, this will become the new FIFO value of the Item(s) moved.

The 'FIFO in Old Unit Price' function on the Operations menu will recalculate this figure by adding any Extra Cost to the updated Old Unit Price. The figure will also be recalculated when the Stock Movement is approved.

*Flip B*

**Base Price**

This field shows the unit Base Price (retail price) of the Item in the home Currency, taken from the Item record.

**Coeff**

**Default taken from**      Item

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

*Flip C*

**Width, Height, Depth**

**Default taken from**      Item

These fields contain the dimensions of the Item.

If the Item is one that is bought and sold by area or volume, you can have the Movement Quantity calculated by multiplying the dimensions together. If you would like to use this feature, first check the Enable Quantity Calculation box in the Item Settings setting in the Sales

Ledger. Then, check the Calculate Quantity box for the Unit that has been assigned to the Item. If the Item is bought and sold by area, choose the Two Dimensions option in the Unit record, and the Movement Quantity will be calculated once you have entered the Width and Height. If the Item is bought and sold by volume, choose the Three Dimensions option in the Unit record, and the Movement Quantity will be calculated once you have entered the Width, Height and Depth. Please refer to the description of the Units setting in the ‘Sales Ledger’ chapter in Volume 2a of these manuals for details and an example.

Footer

**OK** Check this box to approve the Stock Movement. After approval, it may not be changed.

If you have so determined in the Sub Systems setting in the Nominal Ledger, a Nominal Ledger Transaction will be created in the Transaction register. The nature of this Transaction is described in the section entitled ‘Nominal Ledger Transactions from Stock Movements’, below.

References in this manual to approved Stock Movements are to those whose OK check box is on.

**Total Qty** This shows the total number of Items in the Stock Movement.

**Non Accounted Extra Costs**

If there are any costs associated with the Stock Movement that are not to be posted to the Stock Gain Account or included in the FIFO or Weighted Average values of the Items being moved, enter them here.

Currency Card

		<b>Objects</b>		<b>Items</b>		<b>Currency</b>	
Currency	GBP	Rate	:			Base Currency 1	
Base Currency 1	0.63		:			Base Currency 2	
Base Currency 2	1						

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

The Currency used for this Stock Movement.

<b>Exchange Rates</b>	<b>Default taken from</b>	Base Currency Rates setting and/or Exchange Rate register, System module
-----------------------	---------------------------	--

The current exchange rate will be entered by Hansa.

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

#### **Exchange Rates (Dual-Base System)**

If the Dual-Base system is being used, the Base Currency 1 and 2 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).

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

#### **Exchange Rates (Simple Currency Conversion System)**



In the case of a simple currency conversion system, the Rate and right-hand Base Currency 1 fields are used to show a simple exchange rate between the foreign and home Currencies.

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

## Nominal Ledger Transactions from Stock Movements

When a Stock Movement record is approved and saved, a Nominal Ledger Transaction can be generated automatically if you have so determined in the Sub Systems setting in the Nominal Ledger. In normal circumstances, this Transaction will credit the Stock Account of the From Location with a figure based on the Old Unit Price and debit that of the To Location with a figure based on the New Unit Price. If either Stock Account is blank, Hansa will use the Stock Account from the Item Group (if the Use Item Groups for Cost Accounts option in the Cost Accounting setting is on) or that on card 5 of the Account Usage S/L setting. Any difference will be sent to the Stock Gain Account, as specified on card 5 of the Account Usage S/L setting.

**Transaction: Inspect**

Operations   New Duplicate Cancel Save

No. 9 Trans.Date 1/4/2003 Reference

Text GBP

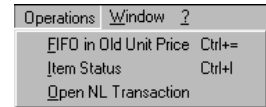
	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	740		Stock Valuation		14.00	
2	743		Stock Purchased Location 2	19.00		
3	745		Stock Gain		5.00	
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 
 Total

Difference Base 2 
 Total

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

## Operations Menu



The Operations menu for the 'Stock Movement: New' and 'Stock Movement: Inspect' windows is shown above. There is no Operations menu for the 'Stock Movements: Browse' window.

### FIFO in Old Unit Price

If you change the Item Number of one of the rows, the Old and New Unit Prices are not always updated immediately. If you need to update these figures, use this function. The figures are always updated when the Stock Movement is approved. This function is only used when the FIFO per Location option in the Cost Accounting setting is on.

### Item Status

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

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

### Open NL Transaction

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

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

## The Returned Goods Register

This register is used when goods that you have delivered to your Customer are returned to you. A record in the Returned Goods register is always connected with a Sales Order, and it can be either a full Return or a part Return. The register cannot be used if the Sales Orders module is not present.

If you are using a FIFO stock system and/or cost accounting (maintaining stock values in the Nominal Ledger), the difficulty with the returning of goods to stock is that the system cannot know the actual cost (FIFO value) of the goods being returned. The purpose of the Returned Goods register is to allow the user to intervene in this process, so that the correct FIFO values can be recorded.

When the Return is approved, the stock levels of the Items used will be amended accordingly as will the Nominal Ledger stock valuation of any Stocked Items used (if you have chosen in the Sub Systems setting in the Nominal Ledger to have such Transactions created). You can then raise another Delivery (if you will be sending out a replacement) or a Credit Note (if an Invoice has already been issued and no replacement is required) from the Sales Order screen.

To view Returns already entered, select 'Returned Goods' from the Registers menu in the Stock module, or click the [Returned Goods] button in the Master Control panel. The 'Returned Goods: Browse' window is opened. Returns are normally shown in number order. For each is shown a Return Number, an indication of whether the Return has been approved in the OK column, Date and Comment. As in all Hansa browse windows, you can resort the list and search for particular records.

### Entering a Return

Records cannot be entered directly to the Returned Goods register. Instead, a new Return must be created using one of two methods—

1. With a Sales Order open, select the 'Returned Goods' command from the Operations menu. This creates a new record in the Returned Goods register. For the command to have any effect, all changes to the Sales Order must first have been saved (use the [Save] button) and at least one Delivery must have been issued and approved from the Order.
2. With a Delivery open, select the 'Return Goods' command from the Operations menu. This creates a new record in the Returned Goods

register. For the command to have any effect, all changes to the Delivery must first have been saved (use the [Save] button) and it must have been approved.

**Returned Goods: Inspect**

Operations New Duplicate Cancel Save

No. 5 Trans. Date 1/4/2003  
Cust. No. 001 Name Against All Odds Trading Co

Location Items Currency

Location Order No. 1000005 Comment  
☒ Update Stock ☐ Price Incl VAT  
 Reduce  
☒ Shipped Quantity ☐ Ordered Quantity

Item	Qty	Description	Item Cost	Extra Cost	Unit Cost
1	10101	5 Transistor radio	6		6
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

☐ OK Total Qty 5.00

Note that the record is presented in a 'Returned Goods: Inspect' window. This means that the record has already been created and saved into the register. To delete it you must choose 'Delete' on the Record menu.

Let us go through the fields.

### Header

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

The serial number of the current Return. The default is the next unused number from the first number sequence in the Number Series - Returned Goods setting. You may change this number, but not to one that has already been used.

<b>Trans. Date</b>	<b>Paste Special</b>	Current Date
		The date of the Return. The current date is entered by Hansa as a default.
<b>Cust. No.</b>		The Customer Number from the Order.
<b>Name</b>		The Customer Name, taken from the Order.
<b>Location Card</b>		
<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module
	<b>Default taken from</b>	Order
		The Location into which the Items are to be returned. If a Main Location has been specified in the Stock Settings setting, leaving the field blank means that the Main Location will be used.
		This field must contain a value if the Require Location option is on in the Stock Settings setting.
<b>Update Stock</b>		Use this option if you need stock levels for the Items on the Return to be altered when the record is approved.
		This check box has no effect over whether a Nominal Ledger Transaction is created when the Return is approved.
<b>Order No.</b>		The serial number for the Sales Order from which the Returns record was created. This field cannot be changed.
<b>Objects</b>	<b>Paste Special</b>	Object register, Nominal Ledger/System module
	<b>Default taken from</b>	Order, 'Date' card
		Up to 20 Objects, separated by commas, can be assigned to this Return and all transactions generated from it. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports.
		By default, the Objects entered here are taken from the Order from which the Return was issued, but they can be changed if necessary.



In any Nominal Ledger Transactions generated from this Delivery, any Objects specified here will be assigned to the credit posting.

**Price Incl VAT** Check this box if the Unit Prices for the Items on the Return include VAT.

**Comment** Any comment entered here (perhaps the reason for the return) will be shown in the 'Returned Goods: Browse' window.

**Reduce** Use these choices to control the effect of the Return on the Order from which it was created.

**Shipped Quantity** This option reduces the Del 1 and Del 2 quantities only. It will be used if the goods were returned because they were faulty (i.e. the Customer requires a replacement). Then, once the Returned Goods record has been approved, when you return to the Order you can raise another Delivery for the appropriate quantity to fulfil the Order. In this instance you may choose not to update the stock levels and to write off the Items using the Stock Depreciation register. If you need to return the Items to your Supplier, it is recommended that you update stock levels and then enter a Stock Depreciation record.

**Ordered Quantity** This option reduces the Del 1 and Del 2 quantities and the Order quantity. It will be used when goods are returned without a replacement being required (perhaps the Order has been cancelled). In this case, choose to reduce the ordered quantity and to update stock levels. If the Order has been invoiced, selecting 'Create Credit Note' from the Operations menu of the Returned Goods record will create a Credit Note with appropriate Payment Terms and a reference to the Invoice being credited.

To specify which of these options is chosen by default in a new Returned Goods record, use the Returned Goods Settings setting.

**Items Card**

The grid on the 'Items' card lists the Items to be returned. This information is taken from the Order or the Delivery from which the Return was created, and the default quantity for each Item is that already delivered. Items on the Order with a delivery quantity of zero will not be shown. Enter the returned Quantity for each Item and remove any Items not returned by clicking on the row number to the left and pressing the Backspace key. If necessary, change the Cost Price to the FIFO value (which will be shown in the original Delivery record).

*Flip A*

<b>Item</b>	<p>The Item Number from the Order.</p> <p>If an Item being returned is a Structured Item, you should list its components in the Return, not the Structured Item itself. Structured Items are built the moment the Delivery is made and are not kept in stock themselves. Therefore, they should not be included on a Return. Only the components should be listed on the Return: this will ensure they are correctly received back into stock.</p>
<b>Qty</b>	Enter the quantity returned (the default is that delivered).
<b>Description</b>	The Item Name from the Order.
<b>Item Cost</b>	<p>The unit Cost Price of the Item being returned.</p> <p>In the case of Returns created from Deliveries, the default is the true FIFO value of the Item from flip C of the Delivery.</p> <p>In the case of Returns created from Orders, the default is the Cost Price from flip C of the Order, not the actual cost of the Item being returned. FIFO values are not stored in Orders. To maintain a correct FIFO record, you should take care to set this figure correctly: you may need to find out the true value of the Item from flip C of the original Delivery record.</p> <p>If the Item in question is one that has its Cost Price updated on Purchase using the Weighted Average option (set on the 'Costs' card of the Item record), any change in Price here will be fed back to that Cost Price automatically. The FIFO value of the Item will be adjusted accordingly.</p>



***You must check the Unit Price yourself to ensure FIFO accuracy.***

#### **Extra Cost**

Any additional cost (per unit) incurred by your company in having the item returned. It will be shown added to the Unit Price in the Cost Price column. Either enter an amount in Currency, or a percentage followed by the % character.

If a Nominal Ledger Transaction is generated from this Return (this is determined using the Sub Systems setting in the Nominal Ledger), any costs in this field are credited to the Extra Costs Account specified on card 5 of the Account Usage S/L setting and included in the debit posting. The FIFO value of the Item will be adjusted to include the Extra Cost.

If the Item in question is one that has its Cost Price updated on Purchase using the Weighted Average option (set on the 'Costs' card of the Item record), any Extra Cost entered here will be fed back to that Cost Price automatically.

#### **Unit Cost**

The Unit Cost of the Item in the Currency of the Return, including any Extra Costs.

#### *Flip B*

#### **Objects**

#### **Paste Special**

Object register, Nominal Ledger/System module

#### **Default taken from**

Order row

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

By default, the Objects entered here are taken from the Order row to which the Return row corresponds, but they can be changed if necessary.

In any Nominal Ledger Transactions generated from this Return, any Objects specified here will be assigned to

the credit posting. This assignment will merge these Objects with those of the parent Return (shown on the 'Location' card).

<b>Serial No.</b>	<b>Paste Special</b>	Serial Numbers of Items in stock
-------------------	----------------------	----------------------------------

If the Item uses Serial Numbers or batch numbers, a valid number must be entered here.

In the case of Returns created from Deliveries, this field will contain a default, taken from the Items that have already been delivered. In the case of Returns created from Orders, there will be no default, because the Serial Numbers of delivered Items are not all stored in Orders if the Order Quantity is greater than one.

If you are using the No Serial No. on Goods Receipts option in the Stock Settings setting, it will not be compulsory to enter Serial Numbers, and a Quantity greater than 1 will be allowed.

<b>Best Before</b>	In the case of perishable goods, enter a Best Before date here. The default will be taken from the Items that have already been delivered from the Order.
--------------------	---

*Footer*

<b>OK</b>	Check this box to approve the Return. When the approved Return has been saved it can no longer be altered. If you have switched on the Update Stock option ('Location' card), stock levels will be amended. If you have determined in the Sub Systems setting in the Nominal Ledger that cost accounting transactions are to be generated from Returned Goods records, stock transactions in the Nominal Ledger will be raised.
-----------	---

If you are unable to save a Return after you have checked the OK box, the probable cause is that you will not have specified an Extra Cost Account on card 5 of the Account Usage S/L setting (in the Sales Ledger). Such an Account must be specified, even if the Return does not have any Extra Costs.

The Return must be approved before any Credit Notes can be raised from the Order.

References in this manual to approved Returns are to those whose OK check box is on.

**Qty** This shows the total number of Items returned.

#### **Currency Card**

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

The Currency of the Return.

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

The current exchange rate will be entered by Hansa.

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

#### **Exchange Rates (Dual-Base System)**

If the Dual-Base system is being used, the Base Currency 1 and 2 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).

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

#### **Exchange Rates (Simple Currency Conversion System)**

In the case of a simple currency conversion system, the Rate and right-hand Base Currency 1

fields are used to show a simple exchange rate between the foreign and home Currencies.

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

## Nominal Ledger Transactions from Returns

When a Returned Goods record is approved and saved, a Nominal Ledger Transaction will be generated automatically if you have so determined in the Sub Systems setting in the Nominal Ledger, if at least one of the Items on the Return is a Stocked Item.

The Account debited by such Transactions is determined as follows—

1. The Stock Account for the specified Location will be debited.
2. If this is blank or if no Location has been specified, and if the Use Item Groups for Cost Accounts option in the Cost Accounting setting is on, the Stock Account for the Item Group to which the Item belongs will be debited.
3. In all other cases, the Stock Account on card 5 of the Account Usage S/L setting will be debited.



The Account credited by such Transactions is determined as follows—

1. The Cost Account for the Item will be credited.
2. If this is blank and the Use Item Groups for Cost Accounts option in the Cost Accounting setting is on, the Cost Account for the Item Group to which the Item belongs will be credited.
3. In all other cases, the Returned Goods Account specified on card 5 of the Account Usage S/L setting will be credited.
4. If the Returned Goods Account is blank, the Stock Cost Account specified on card 5 of the Account Usage S/L setting will be credited.

If there are any Extra Costs, these will be posted to the Extra Costs Account specified on card 5 of the Account Usage S/L setting. Even if there are no Extra Costs, a valid Extra Costs Account must be specified before the Return can be approved. Failure to do so will cause Hansa to display the error message "Transaction could not be generated. Check settings" when an attempt is made to approve the Return.

Below is shown an example of a Nominal Ledger Transaction created from a Return—

**Transaction: Inspect**

Operations   New Duplicate Cancel Save

No. 5 Trans.Date 1/4/2003 Reference

Text 001 Against All Odds Trading Co, GBP

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	742		Stock Purchased	30.00		
2	299		Sundry Costs		30.00	
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

Difference Base 1 0.00 Total 30.00 30.00

Difference Base 2 0.00 Total 47.62 47.62

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

## Returning Goods when there is no Delivery

It is possible to deliver goods from stock without a Sales Order or Delivery. This process is described in the section earlier in this chapter entitled 'Deliveries from the Sales Ledger'. In this circumstance, because of the lack of a Sales Order, if such goods are returned to you, the Returned Goods register cannot be used to receive them back into stock.

Instead, follow these steps—

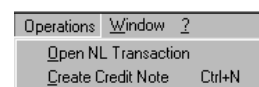
1. Such an Item would originally have been issued using an Invoice. This Invoice should be credited, using the process described in the 'Credit Notes' section of the 'Sales Ledger' chapter in Volume 2a of these manuals. When the Credit Note is created and the Payment Terms field is changed to "CN", the Update Stock check box on the 'Delivery' card is switched off. This should not be switched on again as doing so will

mean that the Nominal Ledger stock valuation will become inaccurate: the wrong FIFO value will be used. Instead, approve the Credit Note (to update the Sales Ledger and the Debtor, VAT and Sales Accounts in the Nominal Ledger).

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

Because the system cannot obtain a FIFO valuation, it is recommended that you set the cost prices manually in the Goods Receipt record: you may need to find out the true value of the returned goods from the original Invoice record first (the FIFO field on flip C shows the average unit FIFO value of the Items delivered).

## Operations Menu



The Operations menu for the 'Returned Goods: New' and 'Returned Goods: Inspect' windows is shown above. There is no Operations menu for the 'Returned Goods: Browse' window.

### Open NL Transaction

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

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



### Create Credit Note

When an Order has been invoiced and goods are returned without a replacement being required (perhaps the Order has been cancelled), this function can be used to issue a Credit Note. The Return must first be approved and saved, and at least one Invoice must first have been created from the Order.

On selecting the function, a new record is created in the Invoice register. It is opened in a new window, entitled 'Invoice: Inspect'. This means that it has been created and saved and is being opened for amendment and approval.



**Invoice: Inspect**

Operations   New Duplicate Cancel Save

No. 2015 Name Against All Odds Trading Co  
Customer 001

Terms Items Currency Delivery Identifiers Inv. Address Del. Address

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

Item	Qty	Description	Unit Price	%	Sum
1		Credit of Invoice 2004			
2	10101	5 Transistor radio	5.00		25.00
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Currency GBP Freight VAT 4.38 Sub-Total 25.00  
☐ OK Ext. Tax 0.00 Base 29.38 TOTAL 29.38

The Payment Terms of the Credit Note ("CN" in the illustration) are taken from the first record in the Payment Terms setting that is of the "Credit Note" type. The first row of the grid contains a reference to the Invoice being credited. If this is wrong, it can be changed, using 'Paste Special' if necessary to bring up a list of open (unpaid) Invoices.

To print the Credit Note, click the Printer icon. If the Credit Note has not been approved, the printed Credit Note will be marked as a test print, so that it cannot be confused with the final version of the Credit Note.

When the Credit Note is complete, click the OK check box. This signifies that the Credit Note has been approved. Associated transactions in the Nominal Ledger will now be raised and you will no longer be able to modify the Credit Note.

If you have created more than one Invoice from an Order, you cannot use this function to create a Credit Note, because Hansa will not be able to establish which Invoice is to be credited. In this situation, you should enter the Credit Note directly to the Invoice register, perhaps by duplicating the correct original Invoice.

For a full description of the screen, please refer to the chapter covering the Sales Ledger module in Volume 2a of these manuals.

To close the screen and return to the Return, click the close box. You will be asked if you want to save any changes.

## The Stocktaking Register

From time to time, you should carry out a stocktake, to check that the quantities of Items held in stock match the stock levels recorded in Hansa. When it is necessary to do this, it is recommended that the following procedure be used—

1. A stock list should be printed using the Stocktaking List report. This contains spaces where the actual stock figures can be written in.
2. Once the stocktake has been carried out, the results should be entered to a new record in the Stocktaking register (one record per Location). You can enter this record yourself directly to the Stocktaking register or, to minimise the typing load, you can use the 'Create Stocktaking Records' Maintenance function. This will create one record per Location in the Stocktaking register containing the current stock figures as stored in Hansa.
3. If you used the 'Create Stocktaking Records' Maintenance function to create a Stocktaking record, you should update this new record to match the results of your stocktake.
4. Approve the Stocktaking record and print out the Stocktaking Comparison report. This will compare the Stocktaking record you have just entered with the current stock figures in Hansa. Note: the report will use the previous Stocktaking record if you forget to approve the new one.
5. Once the report has been checked and confirmed to be correct, any discrepancies can be entered to the Stock Depreciation, Goods Receipt or Stock Movement registers, depending on the reason for the discrepancy. If a particular Item is found in a different Location to that in which it is recorded as being stored, it can be moved by means of a Stock Movement. In the case of a quantity discrepancy, this can be corrected by means of a Stock Depreciation transaction or a Goods Receipt. Again, you can enter these records yourself or you can use the 'Stocktaking Comparison' Maintenance function. This will create appropriate unapproved Stock Depreciation transactions and Goods Receipts.

The Stocktaking register is described here. The 'Create Stocktaking Records' and 'Stocktaking Comparison' functions are described in the 'Maintenance' section later in this chapter.

Select 'Stocktaking' from the Registers menu in the Stock module (or click [Stocktaking] in the Master Control panel) to open the 'Stocktaking: Browse' window, listing Stocktaking records previously entered. Click [New] to enter a new record: the 'Stocktaking: New' window appears—

	Item	Qty	Description	Serial No.	Location	Coeff
1	10101	42	Transistor radio			
2	10102	222	Stereo cassette radio			
3	10103	127	Receiver			
4	10104	12	Loudspeakers			
5	10106	97	CD player			
6	10109	63	CD rack			
7	10110	1	Amplifier	9087VHG164		
8	10110	1	Amplifier	9087VHG165		
9	10110	1	Amplifier	9087VHG166		
10	10110	1	Amplifier	9087VHG167		
11	10110	1	Amplifier	9087VHG168		
12	10110	1	Amplifier	9087VHG169		
13	10110	1	Amplifier	9087VHG170		
14	10110	1	Amplifier	9087VHG171		
15	10110	1	Amplifier	9087VHG172		
16	10110	1	Amplifier	9087VHG173		
17	10110	1	Amplifier	9087VHG174		
18	10112	3	Stereo System			
19	10113	1	Record Deck	7B5012Z009		
20	10113	1	Record Deck	7B5012Z010		

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

The number of the Stocktaking record: Hansa will enter the next unused number from the first number sequence entered in the Number Series - Stocktaking setting. You may change this number, but not to one that has already been used.

**Trans. Date** **Paste Special** Current Date

Enter the date on which the stocktake was carried out.

**Location** **Paste Special** Locations setting, Stock module

If you have various stock Locations and have carried out a stocktake for each, you should then enter a Stocktaking record for each: specify the Location here.

A Location can be specified for any of the Stocktaking rows, overriding that entered here.

It is recommended that you leave this field blank in only two circumstances: if you are not using Locations at all; and if you are using Locations but for some reason have some stock that is not in any Location. Even if a Main Location has been specified in the Stock Settings setting, you should not leave this field blank as you would elsewhere in the Stock module when you want the default Location to be used. In this case, you should enter the Main Location here.

If, in the Stock Settings setting, the Require Location option is on, this field must contain a value.

*Flip A*

Item	Paste Special	Item register
	As with all Item Number fields in Hansa, enter the Item Number or Bar Code of the Item. Only Stocked Items should be entered.	
Qty	Actual quantity of the Item in the Location as recorded in the stocktake. This quantity is given the term “Counted Quantity” in Hansa and in these manuals.	
Description	Hansa enters the Item Name in this field: it can be changed if necessary.	
Serial No	Paste Special	Serial Numbers of Items in stock
	If the Item uses Serial Numbers or batch numbers, a valid number must be entered here.	
	For Serial Numbered Items, if the Quantity is greater than 1, separate rows should be used to allow you to enter Serial Numbers individually.	
	If no Location is specified, the ‘Paste Special’ list will show the Serial Numbers of Items in all Locations, with an indication of the Location in which each Item is stored. However, if you have specified a Location at either header or row level, only those Serial Numbers stored in that Location will be shown.	

<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module
		Enter a Location if different from the Location entered in the header.
<b>Coeff</b>	<b>Default taken from</b>	Item
		The Unit Coefficient of the Item is shown here, taken from the 'Stock' card of the Item. If you are maintaining stock quantities using different units of measurement, this coefficient is the ratio between those units of measurement.
<i>Flip B</i>		
<b>Base Price</b>		This field shows the unit Base Price (retail price) of the Item in the home Currency, taken from the Item record.
<i>Flip C</i>		
<b>Width, Height, Depth</b>	<b>Default taken from</b>	Item
		These fields contain the dimensions of the Item.
		If the Item is one that is bought and sold by area or volume, you can have the Counted Quantity calculated by multiplying the dimensions together. If you would like to use this feature, first check the Enable Quantity Calculation box in the Item Settings setting in the Sales Ledger. Then, check the Calculate Quantity box for the Unit that has been assigned to the Item. If the Item is bought and sold by area, choose the Two Dimensions option in the Unit record, and the Counted Quantity will be calculated once you have entered the Width and Height. If the Item is bought and sold by volume, choose the Three Dimensions option in the Unit record, and the Counted Quantity will be calculated once you have entered the Width, Height and Depth. Please refer to the description of the Units setting in the 'Sales Ledger' chapter in Volume 2a of these manuals for details and an example.
<i>Footer</i>		
<b>OK</b>		Check this box when the Stocktaking record has been checked and confirmed to be complete and correct. Once this box has been checked and the Stocktaking record

saved, it will no longer be modifiable. Stock levels will not be altered and Nominal Ledger Transactions will not be created: a Stocktaking record is merely a means whereby actual stock levels can be compared with the stock levels recorded in Hansa. This comparison can be printed using the Stocktaking Comparison report (the Stocktaking record must be approved before it will be included in this report). Any discrepancies can then be entered using Stock Movements, Goods Receipts or Stock Depreciations, all of which will affect stock levels and, if so defined in the Sub Systems setting in the Nominal Ledger, create Nominal Ledger Transactions.

## The Recipe Register

Assembled Items are Items that are constructed by your company from other Items (i.e. from components). Two different kinds of assembled Items are available, depending on whether the Production module is installed—

**Structured Items** If the Production module is not installed, an assembled Item must be entered as a Structured Item (using the options on the 'Pricing' card of the Item screen) and stock levels will not be maintained. It is assumed that the Structured Item is assembled at the moment the Delivery is made. At that moment, stock levels of the components will be reduced.

**Stocked Items** The Production module creates "Productions". These are normally the result of a production order. When a Production is marked as "finished", the stock levels of the input Items are reduced, and the stock of the output Item is increased. To ensure this happens, any such output Item should be entered as a Stocked Item. Such Items can only be built using the Production module, and are built and held in stock in advance of delivery.

An input Item in a Recipe can be a sub-assembly. If so, it should be a Stocked Item which itself is built in the Production module, so that stock levels rise and fall as units are built and then used as sub-assemblies. So, to use sub-assemblies, the Production module must be installed.

In both situations, the assembly process (the quantity required of each component and the resulting stock movements) is governed by Recipes. Below, the concept is explained using an example Structured Item. For more details of Stocked Items built using Recipes (a process requiring the presence of the Production module), please refer to Volume 5 of these manuals.

Assume that you are assembling a stereo system from a number of components such as an amplifier, loudspeakers etc., and that the system is sold as a separate single Item. Begin by entering "Stereo System" to the Item register, and click the Structured Item button on the 'Pricing' card.



**Item: Inspect**

Operations New Duplicate Cancel Save

No. 10112 Group

Description Stereo System

☐ Closed

Pricing Stock Costs Recipe A/C Texts

Unit

Base Price 599.00

Base Price Change

Price Factor

Item Formula

Markup % 0.00

Bonus %

Objects

Classification

Item Type

☐ Plain

☐ Stocked Item

☒ Structured Item

☐ Service

☐ Treat Item as Material on Project

On the 'Recipe' card of the Item record you indicate a Recipe for the Item. We will define a Recipe below. When an Order is recorded in the Sales Orders module, you will use the Item Code for Stereo System. When the Order is delivered, the stock levels of each of the components will be reduced according to the Recipe, i.e. for the amplifier, loudspeakers etc. The stock balance of the System is thus dependent on the availability of the components.

In defining the Recipe for the Stereo System, ensure you use the same Recipe Code that you entered on the 'Recipe' card of the Item record. In the Stock module, select 'Recipes' from the Registers menu or click the [Recipes] button in the Master Control panel. Then click the [New] button in the Button Bar to create a new Recipe record.

**Recipe: Inspect**

Code: 10112R Comment: Stereo System

Normal Prod Qty: 1 Min Prod Qty: 1

Fixed Assembly Days: Days to Assemble Each Unit:

Item	Specification	In	Out	Rel.	I-cost	W-cost
1	10102 Stereo cassette radio	1			14	
2	10103 Receiver	1			21	
3	10104 Loudspeakers	1			8	
4	10106 CD player	1			42	15
5	10112 Stereo System			1	100	
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

☒ Locked Cost: 100 Value: 100

**Code** The Code for the Recipe can be up to 20 characters long. It is recommended that the Code used is similar to the Item Code of the assembled Item.

**Comment** A description of the assembly.

**Normal Prod Qty** This field can only be used if the Production module is installed (i.e. when the result of the Recipe is a Stocked Item). Please refer to the 'Production' chapter in Volume 5 of these manuals for a description.

**Min Prod Qty, Fixed Assembly Days, Days to Assemble Each Unit**

Similarly, these fields can only be used if the Production module is installed.

Use the grid area that takes up most of the screen to list the input Items (i.e. the components that will be used to build the final assembly). On the last row of the grid, enter the Item Number of the assembly or the finished product (i.e. the result of the Recipe). If the Production module is not present, the result of the Recipe must be a Structured Item. If the Production module will be used to build the Item, it should be a Stocked Item.

*Flip A*

<b>Item</b>	<b>Paste Special</b>	Item register
		Enter the Item Number of each component Item. On the final row, enter the Item Number of the finished product.
<b>Specification</b>		Hansa fills in the Item name.
<b>In</b>		Enter the quantity of each component required to make or build the finished product. Do not enter any inputs for the assembly on the last line.
<b>Out</b>		This field contains the quantity of assembled Items that can be made from the components listed above. Usually, this will be just one, and it must be one if the Recipe relates to an Item.
<b>I-cost</b>		<p>Input cost value. If the row contains an input Item, enter the Cost Price for one unit of the Item. A default value will be brought in from the Item record. The cost shown in this field is NOT the same as the FIFO stock value.</p> <p>If the row contains an output Item (i.e. the assembled Item), enter the cost value of that Item. This will usually be the sum of the Cost Prices of the input Items, taking quantities into account.</p> <p>The input costs are totalled by Hansa and are shown in the Cost field below.</p>
<b>W-cost</b>		Work cost value. Enter a work cost for inputs and/or outputs. Usually, this will be cost of the labour required to build the assembled Item. Work cost values are added to the Cost and shown in the Value field below.

*Flip B*

<b>Description</b>	Any notes about the Item can be recorded here.
<b>Recipe</b>	This field shows whether the Item is an assembly (i.e. it is one with a Recipe specified on its 'Recipe' card. This is updated automatically by Hansa and can't be changed.

*Footer*

<b>Locked</b>	Once you are certain the Recipe is correct, you should check this box to prevent further changes. Once a Recipe has been used in a transaction (e.g. Delivery or
---------------	--

Production), it should not be changed because doing so may introduce inaccuracies into the stock records.

If it subsequently becomes necessary to change a Recipe, you should not do so. Instead you should create a new one (and attach it to a new Stocked or Structured Item).



***Do not change a Recipe once it has been used in a stock transaction.***

**Cost**

This field contains the sum of the input costs.

**Value**

This field contains the sum of the input costs and the work costs. This value must be transferred manually to the Cost Price field on the 'Costs' card of the Item record for the Structured Item.

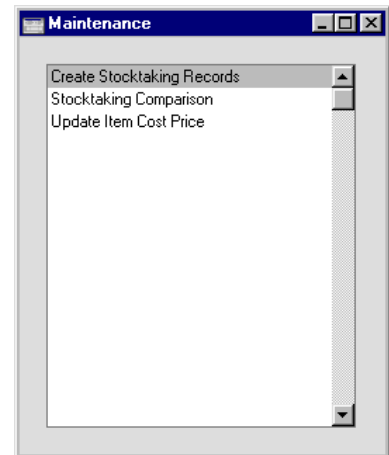
## The Item Register

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

# Maintenance

## Introduction

Maintenance functions tend to be used to carry out certain updating tasks, usually involving batch processing and encompassing all or many of the records in the affected register. There are three such functions available in the Stock module. To use them, select 'Maintenance' from the File menu. The following window appears—

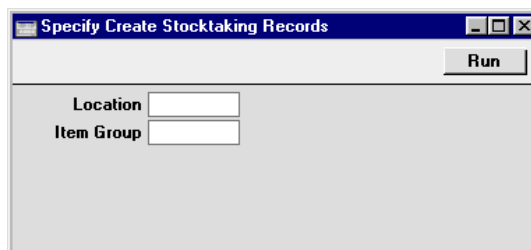


Double-click an item in the list. A specification window will then appear, where you can decide how the function is to operate. Click [Run] to operate the function.

## Create Stocktaking Records

When you carry out a stocktake, the results should be entered to a new record in the Stocktaking register. You can enter this record yourself as described earlier in this chapter or, to minimise the typing load, you can create one using this Maintenance function. The new record will contain the current stock figures for each Stocked Item as known to Hansa. If you have several Locations, the function will create one new Stocktaking record per Location. These records will only include Stocked Items of which you have stock in the specified Location. Then, you should update the new records to match the results of your stocktake before approving them and printing the Stocktaking Comparison report.

Selecting the 'Create Stocktaking Records' function brings up the following dialogue box—



#### Location

#### Paste Special

Locations setting, Stock module

Specify here the Location for which a Stocktaking record is to be created.

If this field is left blank and you have several Locations, a separate Stocktaking record will be created for each Location.

If you have specified a Main Location in the Stock Settings setting, all Goods Receipts, Deliveries and other stock transactions without a Location will be treated as affecting the Main Location. The Main Location feature does not apply to Stocktaking records, so this function will create a Stocktaking record explicitly quoting the Main Location. For example, if the Main Location is 1, all stock transactions without a Location will be treated as adding stock to or removing stock from Location 1. This function will create a Stocktaking record with a Location of 1, not with a blank Location. If you have some stock transactions with a blank Location and some with a Location of 1, they will all contribute to the new Stocktaking record for Location 1.

#### Item Group

#### Paste Special

Item Group register, Sales Ledger

Enter an Item Group here if you would like the new Stocktaking record to contain Items belonging to that Item Group only.

Click [Run] to run the function. It may take a few moments, depending on the number of Stocked Items and on current stock levels. When it has finished, you will be returned to the 'Maintenance' list window.

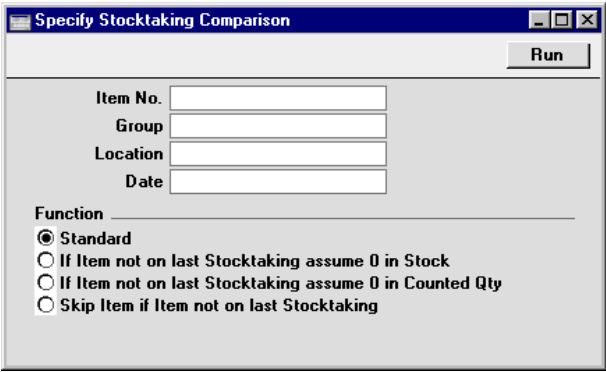
### Stocktaking Comparison

This function automates the final stage of the stocktaking process. It compares the Counted Quantities in the latest approved Stocktaking record with the current stock figures in Hansa. If there are any discrepancies, it will create appropriate unapproved Stock Depreciation transactions and Goods Receipts. As with the 'Create Stocktaking Records' Maintenance function described above, you should run this function once per Location. Before doing so, you can print a Stocktaking Comparison report that will list the discrepancies to be corrected.

Note that if your stocktake revealed that a particular Item was in a different Location to that in which it is recorded as being stored, you would probably choose to make the correction using a Stock Movement. If you use this function, the Item will be removed from the original Location using a Stock Depreciation transaction and moved in to the new one using a Goods Receipt.

In the case of any Goods Receipts created by the function, the Unit Prices will be taken from the Cost Price fields on the 'Costs' card of the Item records. Since the new Goods Receipts will not be approved, you will be able to change these figures if necessary.

Selecting the 'Stocktaking Comparison' function brings up the following dialogue box—



**Item No.**

**Paste Special**

Item register

**Range Reporting**

Alpha

Enter an Item Number (or range of numbers) if the function is to compare stock levels and Counted Quantities of specific Item(s) only. Use a colon (:) to separate the first and last number.

This comparison will only be made for Stocked Items in the range (not Plain, Service or Structured Items).

<b>Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
	<b>Range Reporting</b>	Alpha
		Enter an Item Group Code if the function is to compare stock levels and Counted Quantities of the Stocked Items in a particular Item Group.
<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module
		To compare stock levels and Counted Quantities of Stocked Items in one stock Location, enter its Location Code here. This Location will also be quoted in any Stock Depreciation transactions and Goods Receipts created by the function.
		If you have more than one Location, you must make an entry to this field and run this function once for each Location (including once for the Main Location if you have one). If you do not have a Main Location and for some reason have some stock that is not in any Location, you should correct any discrepancies there by entering a Goods Receipt or Stock Depreciation transaction directly to the appropriate register yourself.
		If you have a single Location, it is recommended that you specify that Location here. If you do not specify a Location, results might not be as expected because the function will add the stock in the single Location to the stock that is not in any Location before calculating the discrepancies. If you do have some stock that is not in any Location, you should correct any discrepancies there by entering a Goods Receipt or Stock Depreciation transaction directly to the appropriate register yourself.
<b>Date</b>	<b>Paste Special</b>	Current Date
		Current stock levels will always be used in the comparison with Counted Quantities. However, you can specify which Counted Quantities are used by entering a date here: they will be taken from the Stocktaking record with that date. If the field is left blank, they will be taken from the Stocktaking record with the latest date.



If a date is specified for which no Stocktaking record exists, and the Standard option (below) is being used, the closest record prior to the specified date will be used. If the Standard option is not being used, no attempt will be made to find the closest record prior to the specified date. So, if you are not using the Standard option, it is recommended that you leave this date blank or that you specify a date for which you are certain that a Stocktaking record exists.

The Date entered here will be copied to any Stock Depreciation transactions and Goods Receipts created by the function.

**Function**

Use these options to specify how the discrepancies are to be calculated.

**Standard**

In order to find the Counted Quantity of an Item, this option looks back through all Stocktaking records (from the date specified above) until it finds a reference to the Item in question.

For example, the 'Stocktaking Comparison' function is run on May 31. An Item is not mentioned in the Stocktaking records for May 31 or April 30, but it was included in a Stocktaking record dated March 31 with a Counted Quantity of 2. The Counted Quantity is still assumed to be 2 at the end of May.

Use this option if there is only one Stocktaking record, or if your Stocktaking records list all Stocked Items, with zero quantities where appropriate. This will not be the case for Stocktaking records created using the 'Create Stocktaking Records' Maintenance function. Use one of the other two options in this case.

**If Item not on last Stocktaking assume 0 in Stock**

In order to find the Counted Quantity of an Item, this option looks to the Stocktaking record for the specified date to find a reference to the Item in question. If no date was specified, it looks to the most recent Stocktaking record. If the Item is not included in that Stocktaking record, it will assume the stock level in Hansa and the Counted

Quantity are both zero. So, no Stock Depreciation transactions will be created.

If you accidentally specify a date for which there is no Stocktaking record, the function will assume the stock levels and Counted Quantities for all Items are zero. So no Stock Depreciation records or Goods Receipts will be created, even when some are expected.

This option might be used in the situation where you have not finished with the stocktaking process, so you do not want Stock Depreciation records or Goods Receipts created for Items that you have not counted yet.

**If Item not on last Stocktaking assume 0 in Counted Qty**

In order to find the Counted Quantity of an Item, this option looks to the Stocktaking record for the specified date to find a reference to the Item in question. If no date was specified, it looks to the most recent Stocktaking record. If the Item is not included in that Stocktaking record, it will assume the Counted Quantity is zero. If the stock level in Hansa is not zero, a Stock Depreciation transaction will be created.

Take care when using this option: if you accidentally specify a date for which there is no Stocktaking record, the function will assume the Counted Quantity for all Items is zero and so will create a Stock Depreciation record containing the entire stock for the specified Location

**Skip Item if Item not on last Stocktaking**

This is similar to the second option described above.

Update Item Cost Price

This function allows the updating of all cost prices for Stocked Items in the Item register. The new cost prices are taken from the Goods Receipt register.

<b>Item</b>	<b>Paste Special</b>	Item register
	Enter an Item Number, or leave blank to update all Stocked Items.	
<b>Item Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
	Limit the updating to Stocked Items of a single Item Group.	
<b>Rate</b>	These alternatives are used to control how the cost prices are set when Items are received in foreign currencies.	
	<b>At Goods Receipt</b>	The cost prices are calculated using the exchange rate applying on the date of each Goods Receipt. This is recommended, because it will give the same value as in the stock report.
	<b>Current</b>	The cost prices are calculated using the current exchange rate.
<b>Update Using</b>	These alternatives are used to determine how the new cost prices are to be calculated.	
	<b>Type from Item Record</b>	The function will use the Update Cost Price at Purchase option specified on the 'Costs' card of each Item.

**Weighted FIFO** A weighted FIFO method will be used for all Items.

**Update Weighted Average Field**

Use this option to recalculate the Weighted Average of each Item.

**Only Items with Balance**

Use this option to limit the updating to Items with positive stock balances.

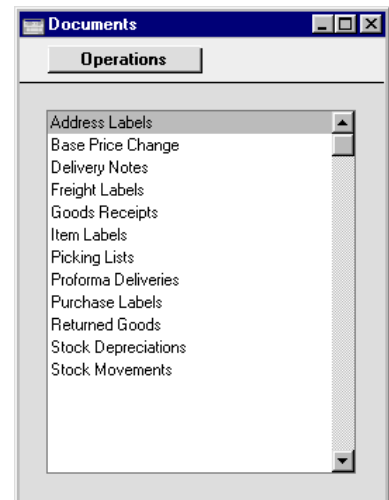
If you want to change Cost Prices using a formula (e.g. you might want to increase all Cost Prices by 10%), use the 'Update Item Cost Prices' Maintenance function in the Pricing module. This is described in the 'Items and Pricing' chapter in Volume 1 of these manuals.

# 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 Stock module. 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 document. 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 Delivery Notes are

to be printed). The different specification windows for each option are 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, follow this procedure (when Hansa is supplied, sample Forms will be printed)—

1. Design a Form (or change the sample Form supplied to reflect your own requirements) using the Form register in the System module. This process is fully described in the chapter in Volume 1 covering the System module. The design, contents and usage of these Forms is completely a matter of your own choice, determined by what is suitable for your business.
2. Change to the Stock module and open the 'Documents' list window using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.
3. Highlight the appropriate item in the list and select 'Define Document' from the Operations menu. The subsequent window is used to assign a Form (or more than one Form) to the document and is fully described in the 'Documents' section of the 'Hansa's Work Area' chapter in Volume 1 of this manual. For example, different Forms can be used determined perhaps by the Language of the Supplier or Customer or the Number Series of the Delivery or Goods Receipt.
4. The 'Define Document' function only needs to be used once. After this has been done, Form selection will be automatic.

The selection process for the document is described below. 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 Delivery Numbers. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Suppliers 001 to 010, enter "001:010" in the Supplier field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

## Address Labels

Address labels can be printed per Customer or for all Customers.

Double-click 'Address Labels' in the 'Documents' list and the 'Specify Address Labels' window appears—

The 'Specify Address Labels' window contains the following elements:

- Title Bar:** Specify Address Labels
- Buttons:** Run
- Input Fields:** Customer, Qty
- Media Section:**
  - ☐ Screen
  - ☒ Printer
  - ☐ File
  - ☐ Print Queue
  - ☐ Clipboard
  - ☐ Print Dialog

Enter a Customer Number (or a range of numbers) and a Quantity (the number of labels to be printed for each Customer) and click [Run] in the Button Bar. A Quantity must be entered.

For hints on label design, including the printing of static text (i.e. text that identifies the information on the labels, such as "Customer Name"), please follow the instructions in the section describing the Item Label below. The Form to be amended has the Code "ADDRESS\_LABEL".

## Base Price Change

This document provides a hard copy of any records entered to the Base Price Change setting. It can be printed for a range of records using the 'Documents' function, or for a single record by clicking the Printer icon in the 'Base Price Change: Inspect' window.

When using the 'Documents' function, double-click 'Base Price Change' in the 'Documents' list and, when the 'Specify Base Price Change' window appears, enter the Number of a Base Price Change record or a range of numbers separated by a colon. Click [Run] to start printing.

## Delivery Notes

There are several ways to print Delivery Notes—

1. While the Delivery is shown in an inspect window, click the Printer icon in the Button Bar. If you want to print to screen, click the Preview icon.
2. The Delivery Note can be printed automatically when the Delivery is approved. This is controlled by the Auto Actions setting in the System module.
3. With a list of Deliveries shown in the 'Deliveries: Browse' window, you can select one or more rows, and choose 'Print' from the File menu. Delivery Notes for the selected records will then be printed.

Select several rows by shift-clicking the first to the last record. This will select all records in the interval.

4. In the Stock module, click [Documents] in the Master Control panel, or select 'Documents' from the File menu. Double-click 'Delivery Notes' in the 'Documents' list.

The 'Specify Delivery Notes' window is opened.

Enter a single Delivery number, or a range separated by a colon. If there are any unapproved Deliveries in the range, they will be printed using the Picking List Form instead of the Delivery Note Form. An entry must be made to this two field, otherwise no Delivery Notes will be printed.

**Specify Delivery Notes** [Run]

Del. No.

**Status**

☒ Unprinted Only  
☐ All  
☐ Original

**Sort Key**

☒ No.  
☐ Sorting  
☐ Address

☐ Summarised Printout

**Media**

☐ Screen  
☒ Printer  
☐ File

☐ Print Queue  
☐ Clipboard  
☐ Print Dialog



Use the Sort Key options to choose the order in which the Delivery Notes are to be printed.

The Summarised Printout option is used in the situation where a particular Item has been used more than once in a Delivery (i.e. it appears on more than one row). Choose this option if you would like the printed Delivery Note to contain a single row for this Item, with a total quantity. Items with Serial Numbers will still be listed individually.

This option will have no effect if you have checked the Summarised Delivery Notes and Picking Lists box in the Structured Items setting (described earlier in this chapter). In this case, all Delivery Notes will be printed as if you had chosen the Summarised Printout option.

Click [Run] to start the printout.

If it is necessary to include a telephone and/or fax number on Delivery Notes, these will be taken from information specified for the Location. If this is blank or no Location is specified, they will be taken from the Company Info setting in the System module.

## Freight Labels

These are special freight labels that can be attached to parcels to identify a particular Delivery.

Double-click 'Freight Labels' in the 'Documents' list and, when the 'Specify Freight Labels' window appears, enter a Delivery Number or a range of numbers separated by a colon. Unusually, a Delivery must be specified: this field cannot be left blank. Click [Run] to start printing.

**Specify Freight Labels**

Run

Delivery

Language

Item Group

Function

☒ 1 per Package

☐ One per Item Row

☐ One per Item

Media

☐ Screen

☒ Printer

☐ File

☐ Print Queue

☐ Clipboard

☐ Print Dialog

You can print one Freight Label for each Delivery, one for each row in each Delivery or one for each Item. If the last option is used, the number of Labels printed is determined by the quantity delivered.

When using the One per Item Row or One per Item options, you can prevent the printing of labels for certain Items. To do so, place these Items in an Item Group whose Do Not Print Freight Labels for this Group is switched on. This is useful for Service Items such as labour.

You can also prevent Freight Labels being printed for Deliveries with particular Delivery Modes. To do this, check the Do Not Print Freight Labels option in the Delivery Mode record, using the setting in the Sales Orders module.

For hints on label design, including the printing of static text on your labels (i.e. text that identifies the information on the labels, such as “Item Name”), please follow the instructions in the section describing the Item Label below. The Form to be amended has the Code “FREIGHT\_LABEL”.

## **Goods Receipts**

This document provides a hard copy of any records entered to the Goods Receipt register. It can be printed for a range of Goods Receipts from the ‘Documents’ function, or for a single Goods Receipt by clicking the Printer icon in the ‘Goods Receipt: Inspect’ window.

When using the ‘Documents’ function, double-click ‘Purchases’ in the ‘Documents’ list and, when the ‘Specify Purchases’ window appears, enter a Goods Receipt Number or a range of numbers separated by a colon. Click [Run] to start printing.

## Item Labels

Item Labels can be printed for fixing to item packages. Information in the label is taken from the Item register.

Double-click 'Item Labels' in the 'Documents' list and the 'Specify Item Labels' window appears—

<b>Item</b>	<b>Paste Special</b>	Item register
	<b>Range Reporting</b>	Alpha
		Use this field if you need to print labels for specific Items.
<b>Item Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
		Use this field if you need to print labels for all Items belonging to a particular Item Group.
<b>Labels/Item</b>		Specify here the number of labels that you want printed for each Item. One label per Item will be printed if this field is blank.
<b>Sorting</b>		The Labels can be sorted by Item Number or Name.
<b>Function</b>		Select the appropriate option for the label configuration being used.

Illustrated below is a sample ITEM\_LABEL record from the Form register in the System module. Note that each field should only be drawn once: the label printing function will print the fields the appropriate number of times on each page.

Fields are added to the Form design in the usual way (click the [Field] button and draw a rectangle where you want the field to appear). When the Field dialogue box opens, specify the Fieldname. The one departure from the usual procedure is that the Format of each field must be set to 1—

Setting the Format to 1 ensures the labels on each row will be aligned properly.

If you want static text to be printed on your labels (i.e. text that identifies the information on the labels, such as “Item Name”), follow these steps—

1. Click the [Field] button and draw a rectangle where you want the static text to appear. The Field dialogue box opens.
2. Leave the Fieldname blank and enter the static text in the Field Argument field.

3. Click [OK] to save.
4. Do not use the [Text] button for this purpose: any text entered this way will be printed for the first label only.

## Picking Lists

The Picking List can be used by the stock staff to prepare an Order for delivery.

Double-click ‘Picking Lists’ in the ‘Documents’ list and, when the ‘Specify Picking Lists’ window appears, enter a Delivery Number or a range of numbers separated by a colon. Please refer to the description of the Delivery Note document above for details of the other options. Click [Run] to start printing.

If it is necessary to include a telephone and/or fax number on Picking Lists, these will be taken from information specified for the Location. If this is blank or no Location is specified, they will be taken from the Company Info setting in the System module.

## Proforma Deliveries

This option behaves in the same manner as 'Picking Lists' already described, but uses its own dedicated form.

## Purchase Labels

These are labels that can be attached to parcels received, in order to identify particular shipments into stock. A Purchase Label can be printed for a range of Goods Receipts from the 'Documents' function, or for a single Goods Receipt using the 'Print Labels' item on the Operations menu of the 'Goods Receipt: Inspect' window.

When using the 'Documents' function, double-click 'Purchase Labels' in the 'Documents' list and, when the 'Specify Purchase Labels' window appears, enter a Goods Receipt Number or a range of numbers separated by a colon. Unusually, a Goods Receipt must be specified: this field cannot be left blank. Click [Run] to start printing.

For hints on label design, including the printing of static text on your labels (i.e. text that identifies the information on the labels, such as "Item Name"), please follow the instructions in the section describing the Item Label above. The Form to be amended has the Code "PUR\_LABEL".

## Stock Depreciations

This document provides a hard copy of any records entered to the Stock Depreciation register. It can be printed for a range of Stock Depreciation records from the 'Documents' function, or for a single Stock Depreciation record by clicking the Printer icon in the 'Stock Depreciation: Inspect' window.

When using the 'Documents' function, double-click 'Stock Depreciations' in the 'Documents' list and, when the 'Specify Stock Depreciations' window appears, enter a Stock Depreciation Number or a range of numbers separated by a colon. Click [Run] to start printing.

## Stock Movements

This document provides a hard copy of any records entered to the Stock Movement register. It can be printed for a range of Stock Movements from the 'Documents' function, or for a single Stock Movement by clicking the Printer icon in the 'Stock Movement: Inspect' window.

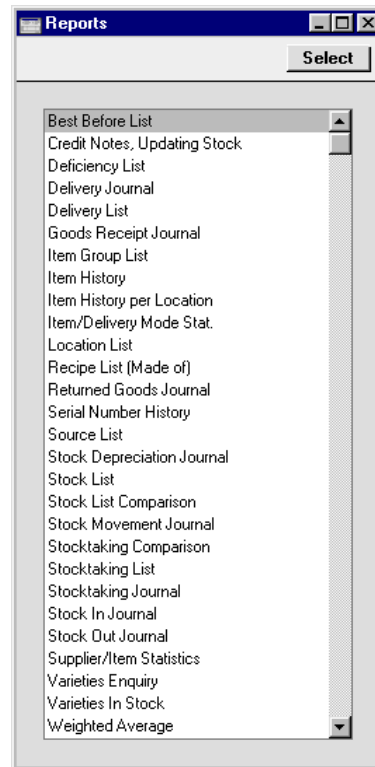
When using the 'Documents' function, double-click 'Stock Movements' in the 'Documents' list and, when the 'Specify Stock Movements' window appears, enter a Stock Movement Number or a range of numbers separated by a colon. Click [Run] to start printing.

# Reports

## Introduction

As with all modules, to print a report in the Stock module, select 'Reports' from the File menu or click [Reports] in the Master Control panel. The keyboard shortcut Ctrl-R or ⌘-R can also be used. Then, double-click the appropriate item in the list.

The Stock module has the following reports—



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



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

Using the options at the bottom of the specification window, determine the print destination of the report (the default is to print to screen). You can initially print to screen and subsequently send the report to a printer using the Printer icon.

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

With a report in the active window, the ‘Recalculate’ command on the Operations menu can be used to update the report after making alterations to background data. The ‘Reopen Report Specification’ command on the same menu can be used to update the report using different reporting criteria.

## Best Before List

This report lists all examples currently in stock of serial numbered and batch Items. It shows Item Number and Name, Serial or Batch Number, Best Before date, Quantity, Unit Price and Value.

**Period**

**Paste Special**

Reporting Periods setting,  
System module

Enter the start and end date of the reporting period.  
Examples of serial numbered and batch Items in stock

whose Best Before dates fall within the reporting period (and with blank Best Before dates) will be included in the report.

<b>Item No</b>	<b>Paste Special</b>	Item register
	<b>Range Reporting</b>	Alpha
	To restrict the report to particular Items, enter an Item Number or a range of numbers here.	
<b>Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
	<b>Range Reporting</b>	Alpha
	Enter an Item Group number, to include in the report only those Items belonging to the Item Group.	
<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module
	To limit the report to a specific stock Location, enter its code here.	
<b>Department</b>	<b>Paste Special</b>	Department register, Fixed Assets module
	Enter a Department Code, to include in the report only those Items assigned to a particular Department (specified on the 'Stock' card of the Item record).	
<b>Exchange Rate</b>	When goods received are entered with prices and values in foreign Currencies, the stock value can be calculated either using the Exchange Rate from the time of delivery (FIFO principle) or the Exchange Rate at the time of the report. The time of delivery is recommended, because it will show the same values as the FIFO value.	
<b>Valuation Method</b>	The stock values shown in the report can be calculated using the Base Price (the retail price shown on the 'Pricing' card of the Item record) or the Purchase Price (the FIFO purchase price from the Goods Receipt).	

## Credit Notes, Updating Stock

This report lists Credit Notes: it is intended to help in the task of checking that stock levels and valuations have been updated correctly following the issuing of Credit Notes. This report is also available in the Sales Ledger: please refer to the 'Sales Ledger' chapter in Volume 2a of these manuals for full details.

## Deficiency List

This report presents a listing of all Items whose stock is less than the re-order point. It is also available in the Purchase Orders module: please refer to the 'Purchase Orders' chapter of this manual for full details.

## Delivery Journal

The Delivery Journal produces a list of Deliveries from the Delivery register.

**Del No.**

**Range Reporting**

Numeric

Specify the range of Deliveries to be shown in the report. Use a colon (:) to separate the first and last number.

<b>Period</b>	<b>Paste Special</b>	Reporting Periods setting, System module
		Enter the start and end date of the period whose Deliveries are to be shown in the report. The first record in the Reporting Periods setting is used as a default.
<b>Customer</b>	<b>Paste Special</b>	Customer register
	<b>Range Reporting</b>	Alpha
		To limit the report to a single Customer, enter the Customer Number here.
<b>Order No.</b>	<b>Range Reporting</b>	Numeric
		To limit the report to Deliveries from a particular range of Orders, enter their Order Numbers here. Use a colon (:) to separate the first and last number.
<b>Del. Mode</b>	<b>Paste Special</b>	Delivery Modes setting, Sales Orders module
		Use this field to restrict the report to Deliveries of a single Delivery Mode.
<b>Function</b>		Use these options to determine the level of detail to be included in the report.
	<b>Overview</b>	This choice gives a report with one row per Delivery, showing Delivery Number and Date, Order Number, Customer Number and Name and value of the Delivery.
	<b>Detailed</b>	This gives a report listing each Item on the Delivery with quantities and unit prices. The full Delivery Address is also shown. You can use this report as an archive file instead of printing a copy of each Delivery.
<b>Specify</b>		Use these options to specify whether approved and/or unapproved Deliveries are to be included in the report.
<b>New page for each Customer</b>		Check this box to create a page break after each Customer.
		The report is usually sorted by Delivery Number. Selecting this option sorts it by Customer Number and then Delivery Number.

## Delivery List

This report is similar to the Delivery Journal described above. It differs in that, instead of showing all Deliveries that fall within a certain period, it lists Deliveries that have been issued against Orders received in that period.

<b>Period</b>	<b>Paste Special</b>	Reporting Periods setting, System module
		Enter the start and end date of the period whose Orders are to be covered by the report. The first record in the Reporting Periods setting is used as a default.
<b>Del No.</b>	<b>Range Reporting</b>	Numeric
		To limit the report to a particular Delivery, or range of Deliveries, enter their Delivery Numbers here.
<b>Customer</b>	<b>Paste Special</b>	Customer register
		Enter a Customer Number to limit the report to Deliveries to that Customer.
<b>Order No.</b>	<b>Range Reporting</b>	Numeric
		Enter an Order Number or a range of numbers to restrict the scope of the report.

<b>Del. Mode</b>	<b>Paste Special</b>	Delivery Modes setting, Sales Orders module
		Use this field to restrict the report to Deliveries of a single Delivery Mode.
<b>Order Object</b>	<b>Paste Special</b>	Object register, Nominal Ledger/System module
		Enter an Object Code to restrict the report to Orders with that Object. This refers to Objects at Order level, not those at Order Item level.
<b>Salesman</b>	<b>Paste Special</b>	Person register, System module
		Enter a Person's initials to show Deliveries raised against Orders of a particular sales person.
<b>Function</b>		Use these options to determine the level of detail to be included in the report.
<b>Overview</b>		This choice gives a report with one row per Delivery, showing Delivery Number and Date, Order Number, Customer Number and Name and value of the Delivery.
<b>Detailed</b>		This gives a report listing each Item on the Delivery with quantities and unit prices. The full Delivery Address is also shown.
<b>Per Item</b>		This option simply features a single line per Item, showing Order Quantity, Delivered Quantity and Delivered Value.
<b>Specify</b>		Use these options to specify which Deliveries are to be included in the report.

## Goods Receipt Journal

This report shows Goods Receipts from the Goods Receipt register.

<b>No.</b>	<b>Range Reporting</b>	Numeric
	Specify the range of Goods Receipts to be shown in the report. Use a colon (:) to separate the first and last number.	
<b>Period</b>	<b>Paste Special</b>	Reporting Periods setting, System module
	Enter the start and end date of the period whose Goods Receipts are to be shown in the report. The first record in the Reporting Periods setting is used as a default.	
<b>Supplier</b>	<b>Paste Special</b>	Supplier register
	To limit the report to a single Supplier, enter the Supplier Number here.	
<b>PO No.</b>	<b>Range Reporting</b>	Numeric
	To limit the report to Goods Receipts for a particular range of Purchase Orders, enter their Order Numbers here. Use a colon (:) to separate the first and last number.	
<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module
	To limit the report to a single Location, enter the Location Code here.	

<b>Function</b>	Use these options to determine the level of detail to be included in the report.
<b>Overview</b>	This option gives a report with one line per Goods Receipt, showing Receipt Number and Date, Supplier, Comment and Value.
<b>Detailed</b>	This choice produces a report listing each Item on the Goods Receipt with quantities and unit prices. Any extra costs such as carriage or customs duties are also shown.
<b>Specify</b>	Use these options to specify whether approved and/or unapproved Goods Receipts are to be included in the report.
<b>Sorting by</b>	Choose the order in which the Goods Receipts are to be listed in the report.

## Item Group List

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



Item History

The Item History is a report listing each goods in and goods out transaction for individual Items.

When printed to screen, the Item History report has Hansa’s Drill-down feature. Click on any stock transaction number (e.g. Delivery Number, Goods Receipt Number or Invoice Number) to open the corresponding record.

Specify Item History

Run

Period1/1/2003:31/12/2003

Item No.

Group

Location

Department

Default Supplier

☐ Only Stocked Items

☐ Show Balance for Items with no History

☐ Include Future Records

Function

☐ Overview

☒ Detailed

Function

☒ Quantities

☐ Amounts

Function

☒ Don't show Quantity 2

☐ Show Quantity 2

☐ Show Coefficient

Registers

☒ Invoices

☒ Deliveries

☒ Goods Receipts

☒ Stock Movements

☒ Productions

☒ Stock Depreciations

☒ Work Sheets

☒ Returned Goods

☒ POS Invoices

☒ Stock Transfers

Media

☒ Screen

☐ Printer

☐ File

☐ Print Queue

☐ Clipboard

☒ Print Dialog

Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end date of the report period, separated by a colon (:).
Item No	Paste Special	Item register
	Range Reporting	Alpha
		To restrict the report to particular Items, enter an Item Number or a range of numbers here.
Group	Paste Special	Item Group register, Sales Ledger
		Enter an Item Group number, to include in the report only those Items belonging to the Item Group.

<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module To limit the report to a specific stock Location, enter its code here.
<b>Department</b>	<b>Paste Special</b>	Department register, Fixed Assets module
	<b>Range Reporting</b>	Alpha Enter a Department Code, to include in the report only those Items assigned to a particular Department (specified on the 'Stock' card of the Item record).
<b>Default Supplier</b>	<b>Paste Special</b>	Supplier register If a Supplier Code is entered here, only those Items whose Default Purchase Item features that Supplier will be shown in the report.

#### **Only Stocked Items**

Use this option to exclude Plain, Structured and Service Items from the report.

#### **Show Balance for Items with no History**

By default, only those Items for which at least one stock transaction was entered during the report period will be shown in the report. Items which were received into stock before the report period and which were not subject to any subsequent movement will not be listed. If you would like to include such Items in the report together with opening balance figures, use this option.

#### **Include Future Records**

Usually, the report does not include Sales and Purchase Orders, because these do not directly result in any movement of stock (their stock implications are more correctly represented by Deliveries and Goods Receipts).

Check this box if you would like to have certain Sales and Purchase Orders included in the report: this could help with planning future requirements for particular Items. To be included in the report, Sales and Purchase Orders must be unfulfilled and must have a Planned Delivery Date that falls within the report period. The Planned Delivery Date field must use the Date format,

set in the Planned Delivery setting in the Sales Orders module.

**Function** Use these options to control the level of detail shown in the report.

**Overview** The report will contain one row per Item, showing for each the quantity received and the quantity removed from stock over the report period. If the Item is a component and has been used in Stock Depreciations as part of a Structured Item, these movements will be shown separately.

**Detailed** For each Item, the report will list all stock transactions during the period. Locations are also shown.

**Function** Use these options to determine which figures are shown in the report.

**Quantities** The report will contain only stock quantities.

**Amounts** The report will show stock values and, if the Detailed option has been chosen, quantities.

**Registers** Select one or more transaction types for inclusion in the report.

**Function** Use these options if you have some Items for which stock levels can be expressed using different units of measurement (e.g. metres and yards, litres and gallons, etc). These Items should be configured with a main Unit on the 'Pricing' card and a Unit 2 (the secondary Unit) and Coefficient (the relationship between the two Units) on the 'Stock' card. For example, an Item sold in litres and gallons should have "LITRE" as the main Unit, "GALLON" as the Unit 2 and "0.22" will be the Coefficient. The Quantity 2 figure in this report will be the quantity measured in gallons.

#### **Don't show Quantity 2**

Use this option to express stock quantities using the main unit of measurement (litres in the example).

**Show Quantity 2** Use this option to express stock quantities using both units of measurement (litres and gallons in

the example). Quantity 2 figures will only be shown for Items that have a Unit 2 and a Unit Coefficient specified on the 'Stock' card.

**Show Coefficient** Use this option to express stock quantities using the main unit of measurement, together with the Coefficients where appropriate.

Item History per Location

This report is very similar to the Item History report described above, with the exception that the stock transactions are sorted by Location.

Specify Item History per Location

Run

Period1/1/2003:31/12/2003

Item No.

Group

Location

Department

Normal Supplier

☒ Only Stocked Items

Function

☐ Overview

☒ Detailed

Media

☒ Screen

☐ Printer

☐ File

Registers

☒ Invoices

☒ Deliveries

☒ Goods Receipts

☒ Stock Movements

☒ Productions

☒ Stock Depreciations

☒ Work Sheets

☒ Returned Goods

☒ Item Transfers

Function

☒ Show Quantities

☒ Show Amounts

Function

☒ Don't show Quantity 2

☐ Show Quantity 2

☐ Show Coefficient

Function

☐ Print Queue

☐ Clipboard

☒ Print Dialog

Please refer to the description of the Item History report above for details of the fields and options in the 'Specify Item History per Location' window.

Item/Delivery Mode Statistics

This report analyses Deliveries by Delivery Mode, showing the value of goods delivered using each Delivery Mode in the report period.

Specify Item/Delivery Mode Stat.

Run

Period1/1/2003:31/12/2003

Delivery Modes

Function

☒ Overview

☐ Detailed

Status

☐ Not OKed

☐ OKed

Media

☒ Screen

☐ Printer

☐ File

☐ Print Queue

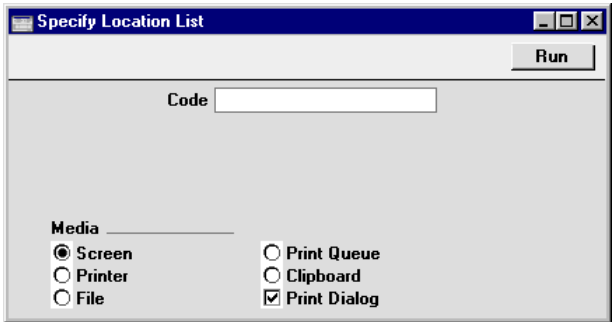
☐ Clipboard

☒ Print Dialog

Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end date of the report period, separated by a colon (:). The first record in the Reporting Periods setting is offered as a default.
Delivery Modes	Paste Special	Delivery Modes setting, Sales Orders module
	Range Reporting	Alpha
		Specify here the Delivery Modes that are to be included in the report.
Status		Use these options to specify whether approved and/or unapproved Deliveries are to be included in the report.

Location List

This report is a list of the stock Locations entered using the Locations setting, showing name, manager’s name, address etc.



<b>Code</b>	<b>Paste Special</b>	Locations setting, Stock module
	<b>Range Reporting</b>	Alpha
If you need to print the details of a particular Location or range of Locations, enter the Location Code(s) here.		

Recipe List (Part of)

Please refer to the ‘Production’ chapter in Volume 5 of these manuals for full details of this report.

## Returned Goods Journal

The Returned Goods Journal is a list of records in the Returned Goods register.

When printed to screen, the Returned Goods Journal has Hansa's Drill-down feature. Click on any Returns Number or Order Number to open the corresponding record.

<b>No.</b>	<b>Range Reporting</b>	Numeric
	Specify the range of Returned Goods records to be shown in the report. Use a colon (:) to separate the first and last number.	
<b>Period</b>	<b>Paste Special</b>	Reporting Periods setting, System module
	Enter the start and end date of the period whose Returns are to be shown in the report. The first record in the Reporting Periods setting is used as a default.	
<b>Customer</b>	<b>Paste Special</b>	Customer register
	<b>Range Reporting</b>	Alpha
	To limit the report to a single Customer, enter the Customer Number here.	

<b>SO No.</b>	<b>Range Reporting</b>	Numeric
	To limit the report to Returned Goods from a particular range of Orders, enter their Order Numbers here. Use a colon (:) to separate the first and last number.	
<b>Function</b>	Use these options to determine the level of detail to be included in the report.	
<b>Overview</b>	This choice gives a report with one row per Return, showing Return Number and Date, Order Number and the Customer Number and Name.	
<b>Detailed</b>	This gives a report listing each Item on the Return with quantities, cost prices and any extra costs. You can use this report as an archive file instead of printing a copy of each Return.	
<b>Specify</b>	Use these options to specify whether approved and/or unapproved Returned Goods records are to be included in the report. You must select at least one option or the report will be empty.	

## Serial Number History

For Items with serial numbers, this report tracks the movement of individual Items and batches.

When printed to screen, the Serial Number History report has Hansa's Drill-down feature. Click on any stock transaction number (e.g. Delivery Number, Goods Receipt Number or Invoice Number) to open the corresponding record.

**Specify Serial Number History**

**Run**

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

**Item**

**Customers**

**Serial Number**

**Item Group**

**Location**

**Department**

**Media**

☒ Screen ☐ Print Queue

☐ Printer ☐ Clipboard

☐ File ☒ Print Dialog



<b>Period</b>	<b>Paste Special</b>	Reporting Periods setting, System module
		Enter the start and end dates of the period to be covered by the report.
<b>Item</b>	<b>Paste Special</b>	Item register
	<b>Range Reporting</b>	Alpha
		To restrict the report to particular Items, enter an Item Number or a range of numbers here.
<b>Customers</b>	<b>Paste Special</b>	Customer register
		To restrict the report to Items delivered to a particular Customer, enter a Customer Number here.
<b>Serial Number</b>	<b>Paste Special</b>	Serial Numbers of Items in stock
		If you need to trace an Item with a particular Serial Number, enter that Serial Number here.
<b>Item Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
		Enter an Item Group number, to include in the report only those Items belonging to the Item Group.
<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module
		Entering a Location here restricts the report to stock transactions of all kinds relating to that Location.
<b>Department</b>	<b>Paste Special</b>	Departments setting, Assets module
	<b>Range Reporting</b>	Alpha
		Enter a Department Code, to include in the report only those Items assigned to a particular Department (specified on the 'Stock' card of the Item record).

Source List

This report is a list of the Sources entered using the Sources setting, showing Source Name, Contact name, address etc.

Specify Source List

Run

Source

Media

☒ Screen

☐ Printer

☐ File

☐ Print Queue

☐ Clipboard

☒ Print Dialog

Source

Paste Special

Sources setting, Stock module

Range Reporting

Alpha

If you need to print the details of a particular Source or range of Sources, enter the Source Code(s) here.

Stock Depreciation Journal

This report shows selected records from the Stock Depreciation register.

Specify Stock Depreciation Journal

Run

Serial No.

Period1/1/2003:31/12/2003

Location

N/L Account

Object

Function

Status

Values

☒ Overview

☐ Detailed

☐ Show Quantity 2

☒ Not OKed

☒ OKed

☒ No values

☐ Cost Price

☐ Base Price

Media

☒ Screen

☐ Printer

☐ File

☐ Print Queue

☐ Clipboard

☒ Print Dialog

<b>Serial No.</b>	<b>Range Reporting</b>	Numeric
	Specify the range of Stock Depreciation transactions to be shown in the report. Use a colon (:) to separate the first and last number.	
<b>Period</b>	<b>Paste Special</b>	Reporting Periods setting, System module
	Enter the start and end dates of the period to be covered by the report.	
<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module
	To report on Stock Depreciations that relate to a particular Location, enter the Location Code here.	
<b>N/L Account</b>	<b>Paste Special</b>	Account register, Nominal Ledger/System module
	<b>Range Reporting</b>	Alpha
	To report on Stock Depreciations that debit a particular Account, enter the Account Number here. This refers to the Cost Accounts entered in the header of the Stock Depreciation records, not any that might have been entered in the rows.	
<b>Object</b>	<b>Paste Special</b>	Object register, Nominal Ledger/System module
	To report on Stock Depreciations that use a particular Object, enter the Object Code here. This refers to the Objects entered in the header of the Stock Depreciation records, not any that might have been entered in the rows.	
<b>Function</b>	Use these options to control the level of detail shown in the report.	
<b>Overview</b>	This choice gives a report with one row per Stock Depreciation record, showing Serial Number and Date, Cost Account (from the header of each record), Location, Objects and Comment.	
<b>Detailed</b>	As well as the information shown in the Overview, this report lists each Item in each Stock Depreciation record, showing the Item Number and Name, Cost Account, Quantity and value. You can use this report as an archive file	

instead of printing a copy of each Stock Depreciation record.

<b>Status</b>	Use these options to specify whether approved and/or unapproved Stock Depreciation transactions are to be included in the report.
<b>Values</b>	Use these options to specify whether any values are to be printed in the report.
<b>No value</b>	No values will be printed in the report.
<b>Cost Price</b>	FIFO values from flip D of each Stock Depreciation record will be printed in the report.
<b>Base Price</b>	Base Prices from flip C of each Stock Depreciation record will be printed in the report.
<b>Show Quantity 2</b>	Use this option to express stock quantities using two different units of measurement. This is only appropriate for Items that have a Unit 2 and a Unit Coefficient specified on the 'Stock' card.

Stock List

This report shows the stock situation, balances etc. for all or selected Items, stock Locations etc. Various stock valuation models are available for calculating stock values. Be careful when comparing the results of this report with the balance on the Stock Account in the Nominal Ledger: the latter may be based on a different stock valuation to that selected here.

Specify Stock List

Run

Item No.

Group

Location

Department

Supplier

Date

Function

☒ Overview

☐ Detailed

☐ Per Location

☐ Inc Values

☒ Only with Balance

☐ Show Serial No.

☐ Show Quantity 2

☐ Value - Two Decimals

Exchange Rate

☒ At Goods Receipt

☐ Current

Sorting

☒ No.

☐ Group

☐ Name

☐ Bar Code

Valuation Method

☒ FIFO

☐ Base Price

☐ Purchase Price

☐ FIFO and Base Price

☐ Weighted Average

☐ Weighted Av. per Loc.

Media

☒ Screen

☐ Printer

☐ File

☐ Print Queue

☐ Clipboard

☒ Print Dialog

Item No.	Paste Special	Item register
	Range Reporting	Alpha
Enter an Item Number (or range of numbers) to produce a Stock List for specific Item(s). Use a colon (:) to separate the first and last number.		
Only Stocked Items in the range will be shown (not Plain, Service or Structured Items).		
Group	Paste Special	Item Group register, Sales Ledger
	Range Reporting	Alpha
Enter an Item Group Code to produce a report covering all Stocked Items in a particular Item Group.		

<b>Location</b>	<b>Paste Special</b>	Locations setting Stock module To produce a Stock List for one stock Location, enter its Location Code here.
<b>Department</b>	<b>Paste Special</b>	Department register, Fixed Assets module Enter a Department Code, to include in the report only those Items assigned to a particular Department (specified on the 'Stock' card of the Item record).
<b>Supplier</b>	<b>Paste Special</b>	Supplier register If a Supplier Code is entered here, only those Items whose Default Purchase Item features that Supplier will be shown in the report.
<b>Date</b>	<b>Paste Special</b>	Current Date Enter a date to produce a Stock List for a specific date. If the field is left blank, the current date will be used.
<b>Function</b>		Use these options to control the level of detail shown in the report.
<b>Overview</b>		This choice gives a report with one line per Item, showing quantity, unit cost and value. This option should not be used if the FIFO per Location check box in the Cost Accounting setting is on.
<b>Detailed</b>		This gives a report showing when each individual Item was entered into stock together with FIFO values. This option should not be used if the FIFO per Location check box in the Cost Accounting setting is on.
<b>Per Location</b>		This option produces a similar report to the Overview, but shows quantities per Item for each Location. This option should only be used if the FIFO per Location check box in the Cost Accounting setting is on.
<b>Inc Values</b>		When the Per Location option is used, this check box should be used if you want to show values as well as quantities.
<b>Only with Balance</b>		Use this option to ensure only Items of which you have stock (positive or negative) will be listed.

- Show Serial No.** Use this option if you require Serial Numbers to be shown in the report.
- Show Quantity 2** Use this option to express stock quantities using two different units of measurement. This is only appropriate for Items that have a Unit 2 and a Unit Coefficient specified on the 'Stock' card.

**Value - Two Decimals**

Check this box if you want the total stock value of each Item (i.e. unit value multiplied by quantity) always to be shown to two decimal places. If the Valuation Method (below) is FIFO, this will override the Round Off setting in the System module.

- Exchange Rate** When goods received are entered with prices and values in foreign Currencies, the stock value can be calculated either using the Exchange Rate from the time of delivery (FIFO principle) or the Exchange Rate at the time of the report. The time of delivery is recommended, because it will show the same values as the FIFO value.

- Valuation Method** These options control how the stock is valued. If the Base Price or Purchase Price options are selected and a Detailed report is printed, overall stock values are calculated using those options, but FIFO prices are shown for each individual item.

- FIFO** This will calculate the value of the items in stock according to a strict FIFO principle. The value is influenced by the Cost Accounting setting in the Stock module, where there is an option to calculate FIFO per Location. The number of decimal places used in the unit value and total value columns is determined using the Round Off setting in the System module.

- Base Price** Select this option to produce a stock balance valued according to the Base Price (sales price) recorded in the Item register.

- Purchase Price** Select this option to value the stock balance using the Cost Price shown on the 'Costs' card of the Item screen.

### **FIFO and Base Price**

This option provides two stock valuations, merging the FIFO and Base Price options above.

### **Weighted Average**

Select this option to value the stock balance using the Weighted Average shown on 'Costs' card of the Item screen.

### **Weighted Av. per Loc.**

This option can only be used in combination with the Per Location and Inc Values options above. It values the stock balance using separate Weighted Averages for each Location. These figures can be seen in the Weighted Average setting.

### **Sorting**

Four sorting options are available.

## **Stock List Comparison**

This report displays current stock figures and open (unfulfilled) order quantities for all or selected Items for two specified Locations. If the second Location has insufficient stock to satisfy the Orders assigned to it, the report will also show whether the first Location has any free stock available for transfer.

For each Item, the report has six columns as follows—

<b>Ordered 1</b>	The open order quantity for Location 1.
<b>Location 1</b>	The current stock level of the Item in Location 1.
<b>Ordered 2</b>	The open order quantity for Location 2.
<b>Location 2</b>	The current stock level of the Item in Location 2.
<b>1-&gt;2</b>	If Location 2 does not have sufficient stock of an Item to satisfy all open Orders, this figure is the quantity available to be transferred from Location 1 in order to remedy the situation. If Location 1 also has open Orders, it is assumed that these will be satisfied first.
<b>Loc 1/Ord 1</b>	The quantity in free stock in Location 1 (i.e. column 2 - column 1).



The open order quantity figures for Locations 1 and 2 are calculated using the Location field on the 'Del Terms' card of each Order. The Location on flip F of the 'Items' card is not used.

<b>Item No.</b>	<b>Paste Special</b>	Item register
	<b>Range Reporting</b>	Alpha
	Enter an Item Number (or range of numbers) to produce a Stock List for specific Item(s). Use a colon (:) to separate the first and last number.	
	Only Stocked Items in the range will be shown (not Plain, Service or Structured Items).	
<b>Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
	<b>Range Reporting</b>	Alpha
	Enter an Item Group Code to produce a report covering all Stocked Items in a particular Item Group.	
<b>Location 1</b>	<b>Paste Special</b>	Locations setting, Stock module
	Specify here the Location from which surplus stock is to be transferred. This will be the From Location in any subsequent Stock Movement.	
<b>Location 2</b>	<b>Paste Special</b>	Locations setting, Stock module
	Specify here the Location to which stock is to be transferred in order to satisfy any open Orders. This will be the To Location in any subsequent Stock Movement.	

**Only with balance** Check this box if you want to exclude from the report all Items for which the column 5 figure is zero. This figure will be zero if there is sufficient stock in Location 2 to satisfy all open Orders, or if there is no stock in Location 1 that can be transferred.

## Stock Movement Journal

This reports shows the internal Stock Movements between Locations as recorded in the Stock Movement register.

**Specify Stock Movement Journal**

**No.**

**Period**

**From Location**

**To Location**

**For Production**

**Function**

- ☒ Overview
- ☐ Detailed

**Status**

- ☐ OKed
- ☐ Not OKed

**Values**

- ☒ New Unit Price
- ☐ Old Unit Price
- ☐ Base Price

☐ All between Locations

**Media**

- ☒ Screen
- ☐ Printer
- ☐ File
- ☐ Print Queue
- ☐ Clipboard
- ☒ Print Dialog

**Run**

**No** **Range Reporting** Numeric

If you need to print the details of a particular Stock Movement or range of Stock Movement, enter the Movement Number(s) here.

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

Enter the start and end dates of the period to be covered by the report.

**From Location, To Location**

**Paste Special** Locations setting, Stock module

To report on Stock Movements that move stock from or to a particular Location, enter the Location Code here. If

you enter both a From and a To Location, the report will only list those Stock Movements that satisfy both requirements. If you want to list the Stock Movements where a particular Location is either the From or the To Location, enter the Location Code in one of these fields and check the All Between Locations box below.

<b>For Production</b>	<b>Paste Special</b>	Production register, Production module
		Use this field to print a list of the Stock Movements related to a particular Production record. This might be useful if you use Stock Movements to move components into a particular Location where they will be used to build an assembled Item.
<b>Function</b>		Use these options to control the level of detail shown in the report.
	<b>Overview</b>	This choice gives a report with one row per Stock Movement, showing Movement Number and Date, Comment, From and To Location, Quantity and value.
	<b>Detailed</b>	As well as the information shown in the Overview, this report shows the Currency and exchange rate, and lists each Item in each Stock Movement, showing the Item Number and Name, Serial Number, Quantity and value. You can use this report as an archive file instead of printing a copy of each Stock Movement.
<b>Status</b>		Use these options to specify whether approved and/or unapproved Stock Movements are to be included in the report.
<b>Values</b>		Use these options to specify whether any values are to be printed in the report.
	<b>New Unit Price</b>	The New Unit Price of each Item will be printed in the report.
	<b>Old Unit Price</b>	The Old Unit Price of each Item in each Stock Movement will be printed in the report.
	<b>Base Price</b>	Base Prices from flip B of each Stock Movement will be printed in the report.

**All between Locations**

If you enter both a From and a To Location to the fields above, the report will only list those Stock Movements that satisfy both requirements. If you want to list the Stock Movements where a particular Location is either the From or the To Location, enter the Location Code in one of these fields and check this box.

**Stocktaking Comparison**

Once a stocktake has been carried out, the results should be entered to a new record in the Stocktaking register. Once this record has been approved, its contents (“Counted Quantities” of each Stocked Item) can be compared with current stock levels in Hansa using this report. Once the report has been checked and confirmed to be correct, any discrepancies shown in the report can be entered to the Stock Depreciation, Goods Receipt or Stock Movement registers, depending on the reason for the discrepancy. This can be done manually or using the ‘Stocktaking Comparison’ Maintenance function.

Specify Stocktaking Comparison

Run

Item No.

Group

Location

Date

☐ Show Quantity 2

Function

☒ Standard

☐ If Item not on last Stocktaking assume 0 in Stock

☐ If Item not on last Stocktaking assume 0 in Counted Qty

☐ Skip Item if Item not on last Stocktaking

Media

☒ Screen

☐ Printer

☐ File

☐ Print Queue

☐ Clipboard

☒ Print Dialog

**Item No.**                      **Paste Special**                      Item register

**Range Reporting**                      Alpha

Enter an Item Number (or range of numbers) to include specific Item(s) in the report. Use a colon (:) to separate the first and last number.

Only Stocked Items in the range will be shown (not Plain, Service or Structured Items).

<b>Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
	<b>Range Reporting</b>	Alpha
		Enter an Item Group Code to produce a report covering the Stocked Items in a particular Item Group.
<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module
		To produce a report for one stock Location, enter its Location Code here.
		If you have specified a Main Location in the Stock Settings setting, all Goods Receipts, Deliveries and other stock transactions without a Location will be treated as affecting the Main Location. For example, if the Main Location is 1, all stock transactions without a Location will be treated as adding stock to or removing stock from Location 1. If you specify Location 1 here, the figures in the report will be calculated from stock transactions with a blank Location and from those for Location 1.
<b>Date</b>	<b>Paste Special</b>	Current Date
		Enter a date to produce a report for a specific date.
		If the field is left blank, Counted Quantities will be taken from the Stocktaking record with the latest date.
		If a date is specified for which no Stocktaking record exists and the Standard option (below) is being used, the closest record prior to the specified date will be used. If the Standard option is not being used, no attempt will be made to find the closest record prior to the specified date. So, if you are not using the Standard option, it is recommended that you leave this date blank or that you specify a date for which you are certain that a Stocktaking record exists.
<b>Show Quantity 2</b>		Use this option to express stock quantities using two different units of measurement. This is only appropriate for Items that have a Unit 2 and a Unit Coefficient specified on the 'Stock' card.

Function	Use these options to specify how the discrepancies are to be calculated.
<b>Standard</b>	<p>In order to find the Counted Quantity of an Item, this option looks back through all Stocktaking records (from the date specified above) until it finds a reference to the Item in question.</p> <p>For example, the 'Stocktaking Comparison' report is printed on May 31. An Item is not mentioned in the Stocktaking records for May 31 or April 30, but it was included in a Stocktaking record dated March 31 with a Counted Quantity of 2. The Counted Quantity is still assumed to be 2 at the end of May.</p> <p>Use this option if there is only one Stocktaking record, or if your Stocktaking records list all Stocked Items, with zero quantities where appropriate. This will not be the case for Stocktaking records created using the 'Create Stocktaking Records' Maintenance function. Use one of the other two options in this case.</p>
<b>If Item not on last Stocktaking assume 0 in Stock</b>	<p>In order to find the Counted Quantity of an Item, this option looks to the Stocktaking record for the specified date to find a reference to the Item in question. If no date was specified, it looks to the most recent Stocktaking record. If the Item is not included in that Stocktaking record, it will assume the stock level in Hansa and the Counted Quantity are both zero. So, no discrepancy will be shown.</p> <p>If you accidentally specify a date for which there is no Stocktaking record, the report will assume the stock levels and Counted Quantities for all Items are zero. So no discrepancies will be shown, even when some are expected.</p> <p>This option might be used in the situation where you have not finished with the stocktaking process, so you do not want discrepancies shown for Items that you have not counted yet.</p>

**If Item not on last Stocktaking assume 0 in Counted Qty**

In order to find the Counted Quantity of an Item, this option looks to the Stocktaking record for the specified date to find a reference to the Item in question. If no date was specified, it looks to the most recent Stocktaking record. If the Item is not included in that Stocktaking record, it will assume the Counted Quantity is zero. If the stock level in Hansa is not zero, the report will show a discrepancy that should be corrected using a Stock Depreciation transaction.

Take care when using this option: if you accidentally specify a date for which there is no Stocktaking record, the report will assume the Counted Quantity for all Items is zero and so will show discrepancies amounting to the entire stock for the specified Location.

**Skip Item if Item not on last Stocktaking**

This is similar to the second option described above. The difference is that when the stock level in Hansa and the Counted Quantity of an Item are both assumed to zero, the second option will show the zero figures in the report. This option will omit the Item from the report altogether.

# Stocktaking List

This is a report to be used as a basis for stocktaking. It provides one row per Item, showing the number recorded as being in stock and a space where the actual number can be written in.

Once the stocktake has been carried out, the results can be entered to the Stocktaking register. These can then be printed using the Stocktaking Comparison report (described above). Once this report has been checked, stock levels can be adjusted to take any discrepancies into account using the Stock Depreciation, Goods Receipt or Stock Movement registers (depending on the nature of the discrepancy).

Specify Stocktaking List

Run

Item No.

Shelf Code

Group

Location

Sorting

☒ Item No.

☐ Shelf Code

☐ Show Quantity

☐ Show Serial Numbers

☐ Show Items in Stock only

Media

☒ Screen

☐ Printer

☐ File

☐ Print Queue

☐ Clipboard

☒ Print Dialog

Item No                      Paste Special                      Item register

Range Reporting                      Alpha

Enter the Item Numbers for the Items you want to include in the report, or leave the field blank to show them all.

Only Stocked Items in the Item Number range will be shown in the report.

Shelf Code                      Range Reporting                      Alpha

Enter a Shelf Code (or range of Shelf Codes), to include in the report only those Items assigned to a particular Shelf Code (specified on the ‘Stock’ card of the Item record).



<b>Group</b>	<b>Paste Special</b>	Item Group register, Sales Ledger
	<b>Range Reporting</b>	Alpha
	Enter an Item Group Number (or range of Numbers) to include in the report all Stocked Items in a particular Item Group or Groups.	
<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module
	Enter a Location Code here to limit the report to a specific Location. This is only useful if the Show Quantity and/or Show Items In Stock Only options (below) are being used.	
<b>Sorting</b>	The report can be sorted by Item or by Shelf Code.	
<b>Show Quantity</b>	Use this option if you need current stock quantities for each Item to be shown in the report.	
<b>Show Serial Numbers</b>	Use this option if you need Serial Numbers to be shown in the report.	
<b>Show Items in Stock only</b>	By default, the report will list all Stocked Items. Use this option if you only want Items of which you have stock to be listed.	

## Stock In Journal

This report lists all goods in transactions in the specified period.

**Specify Stock In Journal**

Run

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

Location:

**Function**

☒ Overview  
☐ Detailed

☐ Show Quantity 2

**Status**

☒ Not OKed  
☒ OKed

**Type**

☒ Goods Receipts  
☒ Stock Movements  
☒ Productions  
☐ Returned Goods

**Media**

☒ Screen  
☐ Printer  
☐ File

☐ Print Queue  
☐ Clipboard  
☒ Print Dialog

<b>Period</b>	<b>Paste Special</b>	Reporting Periods setting, System module
		Enter the start and end dates of the period to be covered by the report.
<b>Location</b>	<b>Paste Special</b>	Locations setting, Stock module
	<b>Range Reporting</b>	Alpha
		Enter a Location Code here to limit the report to a specific Location.
<b>Function</b>		Use these options to control the level of detail shown in the report.
<b>Overview</b>		This option produces a report with a single line per transaction, showing transaction type, date and serial number and Supplier. In the case of Stock Movements, the From Location is shown in the Supplier column.
<b>Detailed</b>		This option shows for each transaction the Items involved together with quantities and values.
<b>Status</b>		Use these options to specify whether approved and/or unapproved transactions are to be included in the report.

- Type** Entering records to any of three registers can result in stock levels being increased: use these options to specify which transactions are to be included in the report.
- Show Quantity 2** Use this option to express stock quantities using two different units of measurement. This is only appropriate for Items that have a Unit 2 and a Unit Coefficient specified on the 'Stock' card.

## Stock Out Journal

This report lists all goods out transactions in the specified period.

- Period** **Paste Special** Reporting Periods setting, System module
- Enter the start and end dates of the period to be covered by the report.
- Location** **Paste Special** Locations setting, Stock module
- Range Reporting** Alpha
- Enter a Location Code here to limit the report to a specific Location.
- Function** Use these options to control the level of detail shown in the report.
- Overview** This option produces a report with a single line per transaction, showing transaction type, date and serial number and Customer. In the case of

	Stock Movements, the To Location is shown in the Customer column.
<b>Detailed</b>	This option shows for each transaction the Items involved together with quantities and values.
<b>Status</b>	Use these options to specify whether approved and/or unapproved transactions are to be included in the report.
<b>Type</b>	Entering records to any of five registers can result in stock levels being decreased: use these options to specify which transactions are to be included in the report.
<b>Show Quantity 2</b>	Use this option to express stock quantities using two different units of measurement. This is only appropriate for Items that have a Unit 2 and a Unit Coefficient specified on the 'Stock' card.

## Supplier/Item Statistics

This report is also available in the Purchase Orders module: please refer to the 'Purchase Orders' chapter of this manual for full details.

## Varieties Enquiry

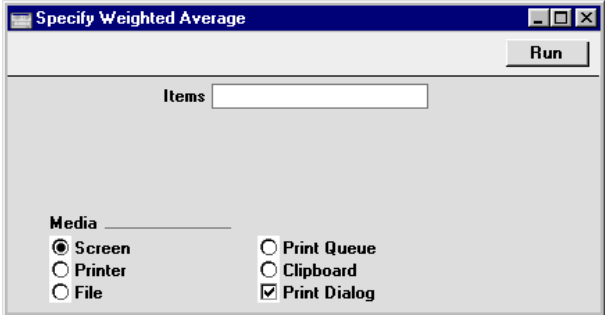
Please refer to the 'Items and Pricing' chapter in Volume 1 of these manuals for full details of this report.

## Varieties in Stock

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

## Weighted Average

This report is a list of records in the Weighted Average setting.



The image shows a Windows-style dialog box titled "Specify Weighted Average". It has a "Run" button in the top right corner. Below the title bar, there is a label "Items" followed by a text input field. At the bottom, there is a section labeled "Media" with two columns of radio buttons. The first column has "Screen" (selected), "Printer", and "File". The second column has "Print Queue", "Clipboard", and "Print Dialog" (checked).

**Item No**

**Paste Special**

Item register

**Range Reporting**

Alpha

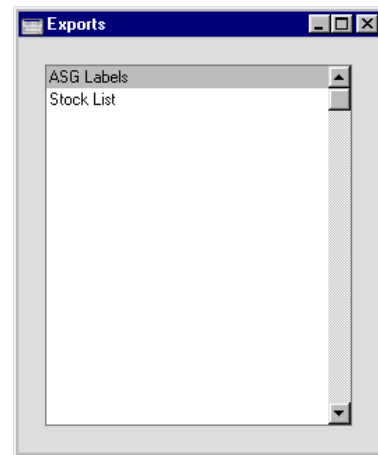
Enter the Item Numbers for the Items you want to have included in the report, or leave the field blank to show them all.

# 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. 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 single Export which can be produced from the Stock module. Double-click the item and a specification window will 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.



## ASG Labels

This function exports specific information from Deliveries and is used in Sweden. Please refer to your local Hansa representative for details.

Stock List

This function exports the stock situation, balances etc. for all or selected Items, stock Locations etc. Various stock valuation models are available for calculating stock values.

Specify Stock List Export

Run

Item

Item Group

Location

Date

Exchange Rate

Valuation Method

Function

☒ At Goods Receipt

☐ Current

☒ FIFO

☐ Base Price

☐ Purchase Price

☒ Overview

☐ Per Location

☒ Only with Balance

☐ Include Headings

Please refer to the section describing the Stock List report for details of the available options.





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## %

% *See* Discount

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