Hansa Financials

HansaWorld

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

Volume 4: General Modules

Assets, Cash Book, Consolidation, Expenses and Quotations

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 Assets, Cash Book, Consolidation, Expenses and Quotations 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 (covered in Volume 1 of these manuals) and the Sales, Purchase and Nominal Ledgers (described in Volumes 2a and 2b). Users of the Quotations module should also be familiar with the Sales Order module, covered in Volume 3.

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

How these manuals are organised

Volume 1: Introduction

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

Volume 2: Accounting Package

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

Volume 3: Logistics Package

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

Volume 4: General Modules

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

Volume 5: Specialised Modules

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

Volume 6: Personal Registers

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

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Hansa Financials HansaWorld

Assets

Chapter 1: The Assets Module

This module allows your Assets to be integrated with your accounts.

The module calculates the depreciation for each Asset depending on its value and on user-defined depreciation rules. There are two different ways to transfer this depreciation into the Nominal Ledger. Either the values are taken from the reports and entered manually, or you can use a special function that automatically creates depreciation transactions in the Simulation register.

Asset records can be entered directly to the Asset register or created remotely from the Purchase Ledger module. When entering Purchase Invoices, a 'Create Asset' function is available on the Operations menu. If the Purchase Invoice being processed features an Asset, this represents a convenient way of adding the new Asset to the Asset register. Each Asset can be classified by Department and Asset Category.

The reports from this module are useful in that they can save much time in preparing final accounts. They can also be used to calculate the net effect on your profit or loss of the sale of an Asset.

Note that the Assets module was rewritten in Hansa version 3.8. The old Fixed Asset register was replaced by the Asset register. If you were using Hansa prior to this version, you should convert your Fixed Assets to Assets. Please refer to the 'Exports' section at the end of this chapter for full details.

Example

The following example shows a simplified application of how the Assets module can be used in a real situation. We have assumed an ordinary business, with a factory plant on owned land. The factory has a building and some fixed equipment. There is machinery and some other equipment in the factory. There is a (rented) office with office equipment and some other assets, and there is a sales unit with a number of vehicles. The first step in setting up the Assets module to handle the situation is to determine the classification of the Assets (using the Asset Categories setting) and to define the Accounts to be used for their depreciation, (using the Asset N/L Classes setting). Then we enter a number of Depreciation Models (the formulae by which depreciation is calculated) in their setting and define the Departments that control the different Assets. Finally we enter the Assets themselves.

When entering Assets, each is assigned to an Asset Category which, in turn, is assigned to an Asset Class. When accounting for Assets, three Accounts are used: these can vary according to the Asset Class. The three Accounts are

a Fixed Asset Account, an Asset Account for accumulated depreciation and a Profit & Loss Account for the depreciation for the current period.

You may want to consider having additional Nominal Accounts for additions to each Asset during the current financial year, and for disposals. This simplifies the preparation of the Asset note to financial statements.

In the example below we have defined the relevant Accounts for each Asset Class, and entered them in the table. Each Class has a name and a description, and in addition to the Account Numbers we have also assigned an Object to each Class. The Objects belong to the Object Type "FA" (fixed assets), defined using the Object Types setting in the Nominal Ledger. The Objects have the same Codes as the Asset Classes. This will be practical later.

Depreciation Models: Browse

Code	Description
20YR	20 years declining
5YR	5 years declining
COMP	Computer Depr, 25% straight line
DECL	30% declining
NODEP	No depreciation
SL	Straight Line

Departments: Browse

Code	Description
FACT	Factory
OFF	Office
SALES	Sales Department

Asset Categories: Browse

Code	Description
DEMEQ	Demo Equipment
FIXT	Fixtures & Fittings
LAND	Land Assets
OFFEQ	Office Equipment
PLANT	Plant & Machinery
VEHIC	Motor Vehicles

Asset N/L Classes: Inspect

	Code	Obj	Comment	Asset 1	Depr 1	Cost 1
1	LAND	LAND	Land Assets	606	656	536
2	OFFEQ	OFFEQ	Office Equipment	601	651	531
3	DEMEQ	DEMEQ	Demo Equipment	602	652	532
4	PLANT	PLANT	Plant & Machinery	603	653	533
5	FIXT	FIXT	Fixtures & Fittings	604	654	534
6	VEHIC	VEHIC	Motor Vehicles	605	655	535
7						
8						
9						
10						

We will now enter some Assets.

Normally when you start using the Assets module, your business will already have been in operation for some time. All existing Assets will therefore be entered valued for the first day of the current financial year. Let us begin with the land and the factory. The factory building was purchased on 1 January 1994, and has been depreciated by 5% per year. In the Asset register, enter the Name and Description, and select an Asset Category and a Department (use 'Paste Special' in both cases). Enter the original Purchase Value.

You will determine how depreciation for the current financial year is to be calculated on the 'Models' card. Enter the first date of the current financial year as the Start Date 1 and select a Depreciation Model. If the Depreciation Model uses the Straight Line depreciation method, the depreciation calculation will be based on the original purchase value. If it uses the Declining Balance depreciation method, the calculation will be based on the value at the start of the current financial year (i.e. the Purchase Value less the Initial Depreciation).

The Start Date is the date when you will start using Hansa to record the depreciation of the Asset. Depreciation incurred prior to this date should be recorded in the Init. Depr 1 field.

The Model 2, Init. Depr 2 and Start Date 2 fields are used in cases where a second, alternative, depreciation calculation is required.

The example below uses a Declining Balance depreciation method—

Let us now check the results of all this. We start by producing a Depreciation Report for the whole of 2002. Select the report, enter the Asset Name ("FACT"), and enter 2002 as the period—

Choose the Detailed option and dick [Run] in the Button Bar to produce the report—

Depreciations Report

Depreciations Report				Hansa, Print date: 22/11/2002 01:15	
Radio Import/Export Ltd				Period 1/1/2002 : 31/12/2002	
Model 1				Inventory Number: FACT	
Values per Month					

FACT	Factory Building				280,000.00
Period 1/1/2002:31/12/2002		20 years declining 5.00%			
			Forward Balance	Net Depr.	End Balance
	Depreciation so far	94,242.28			
	Value		280,000.00	0.00	280,000.00
	Depreciated		94,242.28	9,287.89	103,530.17
	Sum		185,757.72	-9,287.89	176,469.83
			Forward Balance	Net Depr.	End Balance
	Depreciation so far	94,242.28			
	Value		280,000.00	0.00	280,000.00
	Depreciated		94,242.28	9,287.89	103,530.17
	Sum		185,757.72	-9,287.89	176,469.83

Depreciation for 2002 is shown and is added to the accumulated balances from previous years, and the new book value is calculated.

Now let us do this just for January 2002—
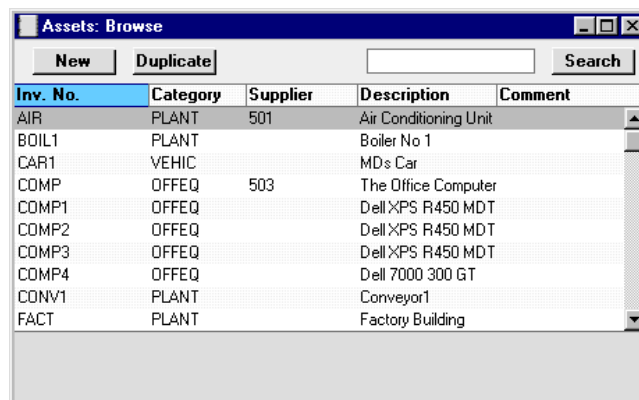
This will calculate the depreciation for just one month.

When you have added several more Assets, the computations are of course more comprehensive—

And the reports contain more information—

The above report (a Simulation Preview - Depreciations report) shows the depreciation of all Assets for one month (November 2002). The information contained in the report can be transferred to the Nominal Ledger in one of two ways: it can be entered manually (i.e. copied from the report) or using the 'Create Depreciation Simulations' Maintenance function. The second method creates records in the Simulation register which can be checked before being converted into Transactions. These Simulations can be included in Balance Sheet and Profit & Loss reports. The following extract shows a Profit & Loss report for November 2002 with one such Simulation—

This is the Simulation generated by the 'Create Depreciation Simulations' function. It has the appropriate Objects assigned to each posting, which can be used for reporting purposes—

Once it has been ascertained that the Simulation is correct, the month's depreciation figures can be consigned to the Nominal Ledger. This is done using the 'Transactions' function on the Operations menu of the 'Simulations: Browse' window.

For examples illustrating the more specialised features of the Assets module, please refer to the relevant sections later in this chapter.

Settings

Introduction

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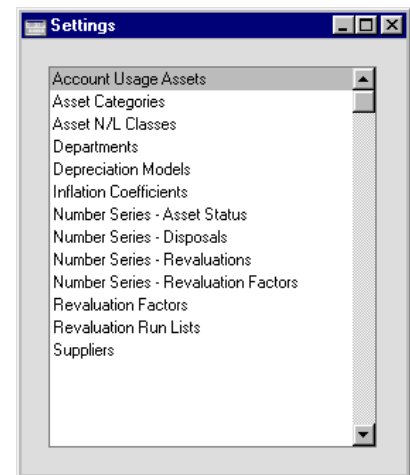
To edit a setting, ensure you are in the Assets module using the Modules menu and click the [Settings] button in the Master Control panel or select 'Settings' from the File menu. The list shown above appears. Then, double-click the relevant item in the list.

Account Usage Assets

In this setting you will determine which Accounts are to be used as defaults in your Asset Simulations and Transactions. Take care to ensure that the Accounts specified here exist in the Account register, otherwise there is a risk that Simulations and Transactions will not be created.
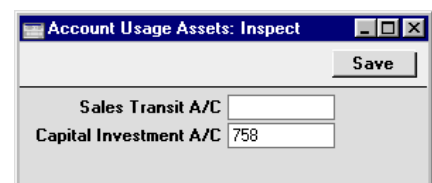
Capital Investment A/C

> | **Paste Special** | Account register, Nominal Ledger/System module |
> |---|---|

Specify here the Account to be debited with the Sales Price of an Asset when it is sold (this is done using a Disposal record of Type "Sale").

If you will be creating "Put In Use" Transactions to record the implementation of your Assets in the Nominal Ledger, the Purchase Value of each Asset will be credited to this Account.

If an Asset is revalued and a Simulation is created from the Revaluation using the 'Create NL Simulation' Operations menu function, an increase in value will be credited to this Account, while a decrease will be debited to this Account.

Asset Categories

Each Asset must belong to an Asset Category, while each Asset Category in turn must belong to an Asset Class. Asset Classes control how depreciation is handled in the Nominal Ledger (i.e. the Accounts used), while the Asset Category has two roles—

1. When entering new Assets that are similar, assigning them to the same Category will ensure they use the same Depreciation Models and Objects. So, for these Assets, depreciation will be calculated using the same formula. These defaults can be overridden for an individual Asset if necessary.

2. In Portugal, Asset Categories can also be used to control how groups of Assets are treated in reports.

On first selecting the setting, the 'Asset Categories: Browse' window is displayed, showing all Categories previously entered. Click [New] to enter a new record, and [Save] to save it.

Code	Specify a unique code, by which the Asset Category may be identified from the various registers and reports in the Assets module. A maximum of twenty characters can be used.
Inactive	Check this box if the Asset Category is no longer to be used. Closed Categories will appear in the 'Asset Categories: Browse' window but not in the 'Paste Special' list. Assets belonging to the Category will still be included in reports unless they have also been marked as Inactive. A closed Category can be re-opened at any time.
Description	The comment entered here is shown in the 'Paste Special' list: it should therefore be descriptive enough to make the selection of the correct Asset Category easy for all users.
N/L Class	**Paste Special** Asset N/L Classes setting, Assets module

Each Asset Category must be assigned an Asset Class. This determines how the depreciation of Assets belonging to the Category will be handled in the Nominal Ledger (i.e. the Accounts used).

Note that an Asset Class cannot be specified for an individual Asset. Therefore, for depreciation to be

calculated, each Asset must belong to an Asset Category, and each Category must belong to an Asset Class.

Model 1, Model 2   **Paste Special**   Depreciation Models setting, Assets module

         Used as default in   Assets

The Depreciation Model determines how the depreciation of an Asset will be calculated. Two Models can be specified for each Asset.

If a Depreciation Model is specified in either or both of these fields, they will be copied automatically to the corresponding fields of an Asset as soon as it is assigned to this Category.

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

         Used as default in   Assets

If an Object is specified here, it will be copied automatically to an Asset as soon as it is assigned to this Category. Several Objects can be entered, separated by commas.

Comment   Any further notes about the Asset Category can be recorded here. These notes are not copied to the Comment field of any Assets assigned to this Category.

Exclude from Reports

Check this box if you do not want Assets belonging to the Category to appear in reports such as the Depreciations Report and the Simulation Preview - Depreciations.

The remaining fields and options on this screen are used to control how Assets belonging to each Category are shown in the Fiscal Year Depreciation, Fiscal Year Revaluations and Fiscal Year Write-offs reports. These reports are designed to satisfy official reporting requirements in Portugal.

Mother Category   **Paste Special**   Asset Categories setting, Assets module

This field is used to define hierarchical report headings in the Fiscal Year Depreciation and Fiscal Year Revaluations reports.

The Asset Categories in an example section of these reports might be defined as follows—

Asset Cat.	Mother Cat.	Name	Comment
2000	-	Table II	Main heading
2001	2000	Division I	1st level subheading
2199	2001	Machines and Tools	2nd level subheading
2240	2199	Computers	Assets are assigned to this Category
2319	2001	Transport	2nd level subheading
2340	2319	Motorcycles	Assets are assigned to this Category
2458	2000	Division II	1st level subheading
2459	2458	Intangible Assets	2nd level subheading
2460	2459	Installation Expenses	Assets are assigned to this Category

The report headings and subheadings are entered to the Asset Categories setting in the form of separate records. All fields except the Code, Description and, in the case of subheadings, the Mother Category, are blank in these records (Categories 2000, 2001, 2199, 2319 and 2458 in the example).

The report heading hierarchy is established using the Mother Category field. In each Category representing a subheading, the Mother Category is the Code of the immediately superior heading. So, in the example, one main heading, "Table II", will appear in the Fiscal Year reports. This is represented by Category 2000. Since this is a top-level heading, the Mother Category field in this Category is blank.

This main heading has two subheadings, "Division I" and "Division II", represented by Categories 2001 and 2458 respectively. In these Categories, 2000, the main heading, has been entered as the Mother Category—

Within Category 2001 ("Division I"), there are two further subheadings, "Machines and Tools" and "Transport". These are represented by Categories 2199

and 2319 respectively. In these Categories, 2001, the immediately superior subheading, has been entered as the Mother Category.

This structure is continued down through the hierarchy. In this example, there are three levels of headings and subheadings. Below these, on the fourth level of the hierarchy, are the Categories to which Assets will be allocated. These are the only Categories with N/L Classes and Models, and their Mother Category contains a reference to a Category on the level above—

The result of this hierarchical structure is shown below—

1 - Category		2 - Acquisition Year		3 - Purchase Value		4 - Depreciation Before		
5 - Depreciation %		6 - Depreciation		7 - Accumulated Depreciation				
						8 - Investment Year		
9 - Investment Value								
1	2	3	4	5	6	7	8	9
New Assets								
Table II								
Division I								
Machines and Tools								
2240	98	500.00	458.33	25.00	125.00	583.33	0	
2240	98	600.00	525.00	25.00	150.00	675.00	0	
2240	00	750.00	250.00	25.00	187.50	437.50	0	
2240	01	1,500.00	31.25	25.00	375.00	406.25	0	
Division I								
Transport								
2340	00	7,500.00	3,437.50	25.00	1,875.00	5,312.50	0	
2340	01	4,700.00	685.42	25.00	1,175.00	1,860.42	0	
2340	01	1,750.00	255.21	25.00	437.50	692.71	0	
Table II								
Division II								
Intangible Assets								
2460	01	15,000.00	2,916.38	33.33	4,999.50	7,915.88	0	0.00
Subsidy								

Fiscal Year Depreciation — Radio Import/Export Ltd — Model 1 — According to Model. Hansa, Print date: 28/11/2002 01:44. Period 1/1/2002 : 31/12/2002. All Inventory Numbers. 32.1

Note that the Codes of the Categories in the example are in numerical order. It is not necessary to adhere strictly to this system, but it is recommended at least that headings have lower number Codes than their subheadings, that first level subheadings have lower number Codes than their second level subheadings, and so on. This will result in the Fiscal Year reports being neater in appearance.

The Fiscal Year reports will be empty if no Category has been assigned a Mother Category.

Min Model, Max Model

Paste Special   Depreciation Models setting, Assets module

In Portugal, there are statutory minimum and maximum rates by which an Asset can be depreciated. Usually the

minimum rate is half the maximum. The Depreciation Models with the minimum and maximum rates should be specified here. If a Depreciation Model is specified in either or both of these fields, they will be copied automatically to the corresponding fields of an Asset ('Models' card) as soon as it is assigned to this Category.

If it is decided to depreciate an Asset using a greater rate than the maximum or a lower rate than the minimum, it will be necessary to inform the fiscal authorities. In the case of a rate greater than the maximum, the increase in depreciation is shown in the Fiscal Year Depreciation report as a non-fiscal cost (column 15).

Asset Type   Specify the type of Asset that will belong to this Category. This is for information only: it has no effect on how depreciation will be calculated. The Fiscal Year Depreciation report can be produced for Assets belonging to one or more of these types.

Accumulate Depreciation on Fiscal Reports

By default, Assets are listed individually on separate rows in the Fiscal Year reports. Use this option if you would like the Assets belonging to this Category to be grouped together on a single row in the reports.

Asset N/L Classes

This setting is used to control the accounting of depreciation for different groups of Assets.

On double-clicking 'Asset N/L Classes' in the 'Settings' list, the following window appears—

Enter each new Asset Class 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.

Flip A

Code Specify a unique code, by which the Asset Class may be identified from the various registers and reports in the Assets module. A maximum of five characters can be used.

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

Each Asset Class may be assigned an Object (or several Objects, separated by commas).

Additional Objects can also be assigned individually to Assets as required.

In any Nominal Ledger Transactions representing the depreciation of Assets belonging to this Class, any Objects specified here and in the Asset itself will be assigned both to the credit posting to the Depreciation Account and to the debit posting to the Cost Account.

Comment   The comment entered here is shown in the 'Paste Special' list: it should therefore be descriptive enough to make the selection of the correct Asset Class easy for all users.

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

Three Accounts are used to account for the members of the Asset Class and their depreciation. Use these three fields to determine which Accounts are to be used.

Asset   The Asset Account where the purchase of the Asset is booked. If you choose to have a Nominal Ledger Transaction created when an Asset is sold or written off, this Account will be credited with the last value of the Asset (i.e. the Starting Value from the latest Revaluation or, if there aren't any, the Purchase Value from the Asset record).

If you will be creating "Put In Use" Transactions to record the implementation of your Assets in the Nominal Ledger, the Purchase Value of each Asset will be debited to this Account.

If an Asset is revalued and a Simulation is created from the Revaluation using the 'Create NL Simulation' Operations menu function, an increase in value will be debited to this Account, while a decrease will be credited to this Account.

If an Asset is revalued using the 'Revaluate Asset Acquisition Value' Maintenance function and a Simulation is created using the Russian model, an increase in value will be debited to this Account, while a decrease in value will be credited to this Account.

Depr   Specify here the Account to be credited with the cost of depreciation of members of the Asset Class. You can choose to credit depreciation directly against the Asset Account or against a separate accumulated depreciation Account set up for the purpose.

On disposal, the total depreciation of the Asset over its lifetime is debited to this Account and

credited to the Cost Account specified in the Disposal record.

If an Asset is revalued using the 'Revaluate Asset Acquisition Value' Maintenance function and a Simulation is created using the Russian model, the change in depreciation resulting from the Revaluation will be credited to this Account if the value of the Asset has increased, or debited to this Account if the value of the Asset has decreased.

Cost   This is the expense Account to be debited with the cost of depreciation of members of the Asset Class.

Asset and Depr are Balance Sheet Accounts and Cost is a Profit & Loss Account.

These Accounts are used if an Asset is depreciated using its first Depreciation Model. If an Asset is depreciated using its second Depreciation Model, the Accounts specified on flip B are used. Bear in mind that the flip A Accounts are always used in Put In Use Transactions and in Nominal Ledger Transactions created from Disposal and Revaluation records.

Flip B

Asset 2, Depr 2, Cost 2

These Accounts operate in the same way as those on flip A, but are used when an Asset is depreciated using its second Depreciation Model.

Departments

This setting is used to record the different Departments of the business. Each Asset may be assigned to a Department. When an Asset is moved from one Department to another, the change can easily be recorded.

To enter a Department, open the 'Settings' list in the Assets module and double-click 'Departments'. The 'Departments: Browse' window is opened, showing Departments already entered. Click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. Alternatively, select a Department similar to the one you want to enter and click [Duplicate] on the Button Bar.

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

Department: Inspect					_ □ ✕
◀ ▶		New	Duplicate	Cancel	Save

Code	FACT
Description	Factory
Comment	
Address	

Code	Enter a Department Code.
Name	Department Name.
Comment	Any comment.
Address	The Address of the Department.

Depreciation Models

In this setting, different Depreciation Models can be defined. One or two of these Models can be used to calculate the depreciation of each Asset.

To enter a Depreciation Model, open the 'Settings' list in the Assets module and double-click 'Depreciation Models'. The 'Depreciation Models: Browse' window is opened, showing Depreciation Models already entered. Click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. The 'Depreciation Model: New' window is opened.

Code	Enter a unique code by which the Model can be identified. You can use a maximum of five characters.
Name	The complete name of the model.
%	Enter the percentage by which the annual depreciation is to be calculated. This will be applied to the Purchase Value of the Asset (entered on the 'Purchase' card of the Asset window) or to the Starting Value in the latest Revaluation record, if one exists.

Depreciation Method

Each Depreciation Model can use one of four depreciation methods. The method determines how the depreciation is calculated. Check with local legislation as to which method is appropriate for your country of operation.

No Depreciation   No depreciation is calculated.

Straight Line   This method means that the Asset is written down by the same amount each year. The Purchase Value will be used as the basis for the calculation, unless the Asset has been revalued. In this case the Starting Value in the latest Revaluation will be the basis for the calculation.

For example, if an Asset cost 100,000 and is to be depreciated by 20% p.a. using the Straight Line method, it will depreciate by 20,000 each year and will be written off after 5 years.

Declining Balance   This method causes the base value of the Asset to decline by the depreciation amount each year.

For example, an Asset which cost 100,000 which is to be depreciated by 20% p.a. using the Declining Balance method will depreciate by 20,000 in the first year and by 16,000 in the second year (20% of 100,000-20,000) and so on. Such an Asset will never be completely written off. In some countries such as Portugal there may be special rules about writing off such an Asset at the end of its useful life. Please refer to your local Hansa representative and your auditor for advice.

If you are calculating depreciation monthly, the base value of the Asset will decline each month. In the above example, depreciation in the first month will be 100,000 x 20% x 1/12 = 1666.66. In the second month, the depreciation will be (100,000 - 1666.66) x 20% x 1/12 = 1638.89, and so on through the year.

Declining Balance 2

This method is identical to Declining Balance described above if you are calculating depreciation annually.

If you are calculating depreciation monthly, this method is half-way between Straight Line and Declining Balance. The Straight Line method is used to calculate figures for each month in a calendar year, but the base value is reduced for the next year on a Declining Balance basis. For example, depreciation in the first month of an

Asset which cost 100,000 and which is to be depreciated by 20% p.a. using this method will be 100,000 x 20% x 1/12 = 1666.66. In the second month, the depreciation will again be 1666.66, and so on. Every January, the base value will be re-calculated (to 100,000 - (12 x 1666.66) = 80,000 in the example, assuming it was purchased the previous January). Monthly depreciation in the next year will be 80,000 x 20% x 1/12 = 1333.33. The base value is always recalculated in January, irrespective of when the Asset was purchased.

Straight Line 2 This method is used in Lithuania and is identical to the Straight Line method described above if you are calculating depreciation for Assets for which there are no Revaluations.

If there is a Revaluation, then depreciation will be calculated using this formula—

(Value on date of Revaluation + Change in Value) * Depreciation %

For example, an Asset was purchased for 2400 on 31/12/2000. Its Residual Value is 1. It will be depreciated by 25% p.a. using this method. To start with, depreciation is identical to that calculated using the Straight Line method, so the value on 31/12/2002 is 2400 - (600 x 2) = 1200.

The Asset is revalued on 1/1/2003. The Start. Value in the Revaluation is 3000. So, for 2003, depreciation will be (1200 + (3000 - 2400)) x 25% = 450.00, and it will be fully depreciated on 31/12/2006.

If you were using the Straight Line method, annual depreciation after the Revaluation would be 3000 x 25% = 750.00.

Period These options are relevant to Straight Line Depreciation Models only. Declining Balance Models always use the Month option. The option chosen here is only used in some reports (Asset History (Portugal), the Depreciations Report, the three Portuguese Fiscal reports and the Subsidy Assets report). In all other

circumstances, you will choose a period at the moment of calculating depreciation or producing a report.

Month   This option will divide the yearly depreciation percentage by 12 to obtain a monthly percentage. For example, an Asset worth 50,000 being depreciated by 5% p.a. will be depreciated by 208.33 per month (50,000 x 0.05 / 12). This figure will always be the same, irrespective of the number of days in the month. The minimum period for the depreciation calculation in reports will be one month, starting from the first day of the month.

Day   This option will divide the yearly depreciation percentage by 365 and multiply it by the number of days in the month to obtain a monthly percentage. For example, an Asset worth 50,000 being depreciated by 5% p.a. will be depreciated by 212.33 per 31 day month (50,000 x 0.05 / 365 x 31). This figure will change, depending on the number of days in the month. The number of days is calculated from the depreciation period entered in the specification window of the report or Maintenance function. There is no minimum period for the depreciation calculation.

Year   If this option is chosen, the minimum period for the depreciation calculation will be one year, starting from the first day of the calendar year.

Round Off   Use these options to determine the rounding method to be used in any depreciation calculations that use this model.

Inflation Coefficients

Please refer to the section describing the 'Revaluate Asset Acquisition Value' Maintenance function for a description of this setting.

Number Series - Asset Status

Use this setting to define Number Series for records in the Asset Status register. See the next section for details of how to use this setting, with the exception that in this case the N/L field common to all Number Series settings is not used.

Number Series - Disposals

Each record in the Disposal register has its own unique identifying number, based on a sequential series. When entering a new record to this register, 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, Disposal Numbers will start at 1 and continue consecutively.

When entering Disposal records, the next number in the first Number Series entered to this setting will be used as a default; 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 Disposals 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 - Disposals' in the 'Settings' list, the following window appears—

	No.		Date			
	From	To	From	To	Comment	N/L
1	1000	1999	1/1/2002	31/12/2002	London	GenTrans
2	10000	19999	1/1/2002	31/12/2002	Manchester	GenTrans
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						

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 - Revaluations

This setting is used to define the number sequences for records in the Revaluation register.

Number Series - Revaluation Factors

This setting is used to define the number sequences for records in the Revaluation Factors setting.

Revaluation Factors, Revaluation Run Lists

Please refer to the section describing the 'Revaluate Asset Acquisition Value' Maintenance function for a description of these settings.

Suppliers

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

The Asset Register

Each Asset is recorded in the Asset register. This gives a complete list of all the Assets used in the business and will in time contain a complete history of each Asset.

Entering an Asset

Records can be entered to the Asset register in two ways—
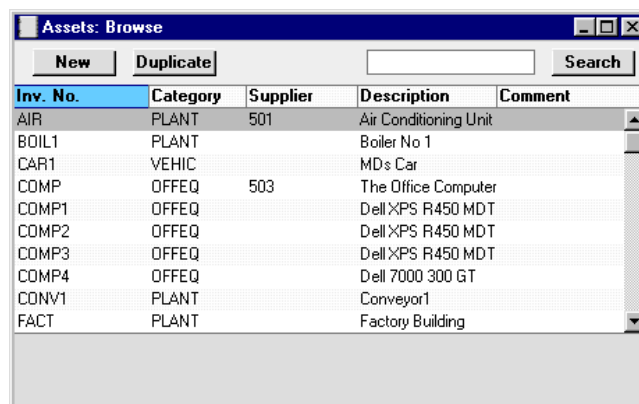
1. Directly to the Asset register in the Assets module; and

2. From the 'Create Asset' function on the Operations menu of the Purchase Invoice screen. If the Purchase Invoice contains more than one row, a separate Asset record will be created for each row.

   This provides an easy means of creating Assets as soon as they are purchased, ensuring the accuracy of valuations. Note, however, that these Assets will not be given an Asset Category or a Depreciation Model automatically: you must specify these yourself before depreciation can be calculated.

The first of these alternatives is described here: the same screen is used in each case.

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

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

Inv. No.	Category	Supplier	Description	Comment
AIR	PLANT	501	Air Conditioning Unit	
BOIL1	PLANT		Boiler No 1	
CAR1	VEHIC		MDs Car	
COMP	OFFEQ	503	The Office Computer	
COMP1	OFFEQ		Dell XPS R450 MDT	
COMP2	OFFEQ		Dell XPS R450 MDT	
COMP3	OFFEQ		Dell XPS R450 MDT	
COMP4	OFFEQ		Dell 7000 300 GT	
CONV1	PLANT		Conveyor1	
FACT	PLANT		Factory Building	

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

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

The Asset window has been divided into four cards. At the top of each is the header. This contains the Inventory Number, Inactive check box, Description and Category. There are four named tabs in the header—

By clicking the tabs you can navigate between cards. The record contains the fields described below. Note that many of these fields are provided to satisfy the accounting requirements of a particular country and will not be used everywhere. If you are in doubt about how to account for Assets in your country, please refer to your local Hansa representative.

Header

Inventory No.   Enter the unique code you want to use to identify the Asset. You can use a maximum of thirty characters.

Description   A description of the Asset. In the case of an Asset created from a Purchase Invoice, this will be taken from the Description field of the Purchase Invoice row.

Inactive
Check this box to "remove" the Asset from the accounts. Usually, Inactive Assets will not be included in reports and depreciation calculations, although you can explicitly choose to include them if you wish. Inactive Assets will also be excluded from 'Paste Special' list of Assets, but will still appear in the 'Assets: Browse' window.

Note that if an Asset is sold or written off using the Disposal register, it will not be marked as Inactive automatically, because you might not want to remove the Asset from reports immediately. You should mark it as Inactive yourself when appropriate.

Category
Paste Special   Asset Categories setting, Assets module

Each Asset must be assigned to an Asset Category. This will contain an Asset Class, which will determine how the depreciation of the Asset will be handled in the Nominal Ledger (i.e. the Accounts used).

If Objects and Depreciation Models have been specified in the Asset Category, these will be brought in to the Asset automatically as defaults.

Purchase Card

Supplier
Paste Special   Supplier register

The Supplier from whom the Asset was purchased: enter the Supplier Number or use the 'Paste Special' function. When you press Return, the Supplier's name will be entered into the field to the right. In the case of an Asset created from a Purchase Invoice, this will be taken from the Supplier field of the Purchase Invoice.

Name
The Supplier's Name is entered by Hansa after you have entered the Supplier Number.

Pur. Inv. No.
The number of the Invoice representing the purchase of the Asset, as recorded in your Purchase Ledger. In the case of an Asset created from a Purchase Invoice, this will be taken from the Purchase Invoice.

Sup. Inv. No.
The Supplier's number of the Invoice representing the purchase of the Asset. In the case of an Asset created

from a Purchase Invoice, this will be taken from the Sup. Inv. No. field of the Purchase Invoice.

Purch. Date   **Paste Special**   Current Date

The date the Asset was purchased. In the case of an Asset created from a Purchase Invoice, this will be taken from the Purchase Invoice Date.

This date should agree with the Transaction Date used in the Nominal Ledger transaction representing the purchase of this Asset.

Purch. Value   The purchase price of the Asset, excluding VAT. In the case of an Asset created from a Purchase Invoice, this will be taken from the Amount field of the Purchase Invoice row.

Hansa will use the value in this field as the basis for the depreciation calculation. Depreciation will not be calculated if this field is blank.

If the Asset was purchased before you started using Hansa to calculate depreciation, the original purchase price should still be recorded here, and the depreciation from the pre-Hansa period should be entered to the Init. Depr field on the 'Models' card. If you are using a Declining Balance Depreciation Model, Hansa will subtract the Initial Depreciation from the Purchase Value and use the result (the net book value) as the basis for the depreciation calculation. If you are using a Straight Line Model, the original purchase price is used as the basis for the depreciation calculation.

If it is necessary to change the basis for the depreciation calculation, do not make the change here, but use the Revaluation register instead. This will ensure an accurate history is maintained for the Asset and that depreciation continues to be calculated accurately.

Prod Date   **Paste Special**   Current Date

If the Asset was one produced by your company, enter its production date here. It is advisable to enter this date in the Purchase Date field above as well, because the Purchase Date can be used as a search criterion in some reports.

VAT	The VAT charged on the purchase price of the Asset. In the case of an Asset created from a Purchase Invoice, this will be calculated using the Amount and VAT Code fields of the Purchase Invoice row.
Serial No.	Enter the Serial Number of the Asset if it has one.
Not Reclaimed	This field can be used in Portugal, where the VAT paid when purchasing an Asset is sometimes not reclaimable (e.g. if the Asset is a car). If the VAT has not been reclaimed for the Asset, enter the amount of VAT here. This figure is for information only, and will be shown in the Asset History (Portugal) report.
Warranty No.	If the Asset is subject to a warranty agreement, record the number of the agreement here.

New/Used   **Paste Special**   Choices of possible entries

Specify here whether the Asset was New or Used when it was purchased. The Portuguese Fiscal Year Depreciation and Fiscal Year Revaluations reports have separate sections for New and Used Assets.

The third choice in the 'Paste Special' list, Repaired, is used for spare parts that are to be treated as Assets. For example, if a new hard disk is fitted to a computer (an existing Asset), the hard disk should be entered as a Repaired Asset and the Inventory Number of the computer should be entered in the Part Of field on the 'Owner' card. The hard disk will appear on the line above the computer in the Portuguese Fiscal Year Depreciation and Fiscal Year Revaluations reports.

Contract No., Subsidy Value

This field is used together with the Subsidy Value on the 'Values' card in certain countries (e.g. Portugal) when the Asset was purchased with the help of a subsidy from the European Union. These fields record the number of the EU contract authorising the subsidy, and the amount of the subsidy.

The Subsidy Assets report lists Assets with a Subsidy Value, showing the depreciation of the Asset and of the subsidy. In countries such as Portugal, depreciation of a subsidy is treated as income. A Nominal Ledger

Transaction should be entered manually to record this income, using the figures shown in the report.

Objects

Paste Special   Object register, Nominal Ledger/System module

Default taken from   Purchase Invoice, Asset Category

If the Asset belongs to a certain Object in your accounts, and if its depreciation is to be charged against this Object, then enter the Object Code here. Several Objects can be entered, separated by commas.

Asset Classes can also be assigned Objects; any Objects specified for this Asset will be in addition to those specified for the Asset Class.

In any Nominal Ledger Transactions representing the depreciation of this Asset, any Objects specified here and in the Asset Class will be assigned both to the credit posting to the Depreciation Account and to the debit posting to the Cost Account.

Comment   Any comment.

Owner Card

Department **Paste Special** Departments setting, Assets module

Enter the Department to which the Asset belongs. The Departments setting is described earlier in this chapter.

If it is necessary to change the Department, do not do so here. Use the Asset Status register: this will ensure a dated ownership history is maintained for the Asset (visible using the 'Asset History' Operations menu function and the Asset History report).

Name The name of the Department is placed here automatically.

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

If a member of Personnel is responsible for the Asset you can enter their initials.

If it is necessary to change the Person, do not do so here. Use the Asset Status register: this will ensure a dated ownership history is maintained for the Asset (visible using the 'Asset History' Operations menu function and the Asset History report).

Part of **Paste Special** Asset register, Assets module

If this Asset is part of another Asset, enter the Inventory Number of that Asset here. Again, this field is for information only: it has no effect on how depreciation will be calculated.

Quantity The number of Assets for this entry. This field is for information only: it has no effect on how depreciation will be calculated. All prices and values entered in the Asset record should therefore be total figures, not unit figures.

Models Card

This card is used to determine how depreciation is to be calculated for this Asset. It tells Hansa the date from which depreciation calculations are to be made and the calculation model(s) to be used. These calculations are made using the 'Create Depreciation Simulations' Maintenance function. The calculations are based on the Purchase Value (on the 'Purchase' card). If it is necessary to change this at any time, use the Revaluation register.

For example, you have an Asset that was purchased on 1 January 2000 for 50,000. It is to be depreciated by 5% p.a. using a Declining Balance model. Hansa is to be used to calculate its depreciation from 1 January 2001, when its Value was 47,500. Enter "1/1/2001" to the Start. Date field, "50,000" to the Purchase Value field on the 'Purchase' card and "2,500" to the Initial Depreciation field. The 'Create Depreciation Simulations' Maintenance function is then used to calculate the depreciation for 2001. This function does not update anything in the Asset record: when the function is run again at the end of 2002, it will effectively calculate depreciation for both 2001 and 2002 to arrive at the figure for 2002.

Please refer to the section below describing the 'Create Depreciation Simulations' Maintenance function for more details about how depreciation is calculated, together with examples.

Model 1, Model 2 **Paste Special** Depreciation Models setting, Assets module

Default taken from Asset Category

The Depreciation Model contains the annual percentage by which the annual depreciation is to be calculated, and specifies whether a Straight Line or Declining Balance calculation method is to be used.

Hansa allows two alternative depreciation models for each Asset. All reports and depreciation calculation functions offer you the choice of using either Model. The Models are defined in their own setting, described earlier in this chapter.

If it is necessary to change either Depreciation Model, do not do so here. Use the Revaluation register: this will ensure an accurate history is maintained for the Asset and that depreciation continues to be calculated accurately.

Init. Depr. 1, Init. Depr. 2

If some of the value of the Asset is to be depreciated immediately, enter that portion here.

One common reason for using this field will be for an Asset purchased before the Start Date (below), in which case the depreciation prior to that date should be recorded here.

For example, an Asset was purchased for 1000.00. 1000.00 is entered as the Purchase Value on the 'Purchase' card. It was depreciated by 200.00 before the Start Date, so 200.00 is entered to this field. This 200.00 depreciation is not posted to the Nominal Ledger, as it is assumed this was done in your previous system. When depreciation is calculated using a Declining Balance Model, the basis for the depreciation calculation is taken to be 1000.00 - 200.00 = 800.00. If the Depreciation Model is Straight Line, the basis for the depreciation calculation is the original Purchase Value, but the Initial Depreciation is taken into account when calculating the net book value of the Asset at the end of the depreciation period.

Start. Date 1, Start. Date 2

> **Paste Special**   Current Date
>
> Enter the date on which the depreciation calculation is to start. Depreciation will not be calculated if the Start Date for the selected Depreciation Model is blank.
>
> When new Assets are purchased, this date is normally the first day of the month in which the Asset was acquired. This is the default, calculated when the Depreciation Model is entered from the Purchase Date on the 'Purchase' card. Check however with the local legislation: in some countries, the date used is the first day of the financial year.
>
> For existing Assets, enter the date when you start using the Assets module to carry out depreciation calculations.
>
> If the date entered is not the first day of a month, it will usually be treated as such. If the Asset uses a Declining Balance Depreciation Model, the shortest period for which depreciation can be calculated is one month, and this period must start on the first day of a month. The day is only relevant if a Straight Line Depreciation Model is used and if depreciation is to be calculated per day.
>
> In some countries, it is necessary to create a Nominal Ledger Transaction when an Asset is put into use (i.e. before depreciation calculations can begin). This can be done using the 'Create Put in use Transaction' Operations menu function, and the 'Create Put in use Transactions' Maintenance function. These functions will only create Transactions for Assets whose Start Date 1 is blank. They will also copy the date of the Transaction to both Start Date fields, so depreciation can then be calculated.

Min Model, Max Model

> **Paste Special**   Depreciation Models setting, Assets module
>
> **Default taken from**   Asset Category
>
> These fields are used in Portugal. Please refer to the description of the Minimum and Maximum Model fields in the Asset Categories setting for details.

Used from   **Paste Special**   Current Date

Enter the date when your company started using the Asset, if this is different to the Start Date above. This date has no effect on the calculation of depreciation, but it will be shown in the Asset History (Portugal) report.

The Start Date 1 is copied to this field as the default when the Depreciation Model is entered.

End Date   **Paste Special**   Current Date

Enter the date when your company stopped using the Asset. This is for information only: this date will appear in the Asset History (Portugal) report.

Depreciation will still be calculated for an Asset with an End Date. If you want to stop the calculation of depreciation, you should first write the Asset off or sell it using the Disposal register and then check the Inactive box.

Values Card

Residual Value   If some of the value of the Asset is not to be depreciated, enter that portion here.

For example, an Asset was purchased for 1000.00. 1000.00 is entered as the Purchase Value on the 'Purchase' card. The Residual Value is 200.00, so

200.00 is entered to this field. When depreciation is calculated, the basis for the depreciation calculation is taken to be 1000.00 - 200.00 = 800.00. This applies whether the Depreciation Model is Straight Line or Declining Balance. The Residual Value is not taken into account when calculating the net book value of the Asset at the end of the depreciation period (i.e. the net book value at the end of the first year will be 1000 minus the depreciation).

Insurance Value   Enter the insurance value of the Asset. In the case of an Asset created from a Purchase Invoice, this will be taken from the Amount field of the Purchase Invoice row. Used by the Insurance Value report.

Min. Value   This field is used in Portugal, where there is sometimes a statutory maximum price that can be paid for an Asset. For example, the statutory maximum price for a car might be 29930. If you purchase a car for 39900, enter 39900 as the Purchase Value and 29930 as the Minimum Value. The car will be depreciated as normal, using 39900 as the basis for the calculation. The extra price over and above the statutory maximum (39900 - 29930 = 9970 in the example) is also depreciated using the standard depreciation rate: this depreciation figure is shown in the Fiscal Year Depreciation report as a non-fiscal cost (column 15).

Subsidy Value   Please refer to the description of the Contract No. field on the 'Purchase' card above for details of this field.

Land Value   If the Asset is a building, its value will usually be made up of two components representing the building itself and the land. It is recommended that two records be entered for such an Asset: one for each component. Usually, the land component should not be depreciated, so it should be given a "No Depreciation" Depreciation Model.

If the land is being depreciated or it is not possible to enter two separate records, the value of the land component can be entered here. This will be for information only: it will be shown in the Asset History (Portugal) report, but it will not effect the calculation of depreciation.

Investment Value   In some countries such as Portugal, if an Asset is sold for a profit and that profit is invested in another Asset, the payment of tax can be delayed.

If that situation applies to this Asset, enter the amount reinvested here. This Investment Value is then depreciated using the standard depreciation rate: this depreciation figure is shown in the Fiscal Year Depreciation report as a non-fiscal cost (column 15).

Fiscal Value   If the Asset is a building, its fiscal value (rateable value) can be recorded here. This will be for information only: it will be shown in the Asset History (Portugal) report, but it will not effect the calculation of depreciation.

Investment Date   **Paste Special**   Current Date

If there is an Investment Value (above), enter the date of investment here. This is recorded for information only.

Operations Menu

When an Asset is open in a record window, the Operations menu is available. The menu has two commands.
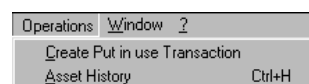
Create Put in use Transaction

In some countries, it is necessary to create a Nominal Ledger Transaction when an Asset is put into use. This can be done for an individual Asset using this function, and for Assets in batches using the 'Create Put in use Transactions' Maintenance function. Please refer to the 'Maintenance' section later in this chapter for full details.

Asset History

This produces a report showing the history of the current Asset, as recorded in the Asset Status register. Please refer to the descriptions of the Asset Status register and of the Asset History report later in this chapter for full details.

The Disposal Register

This register holds a special type of transaction for the writing-off and selling of Assets. If so determined in the Sub Systems setting in the Nominal Ledger, Disposal records, when approved, will create Nominal Ledger Transactions with full control over Accounts, Objects etc.

In the Assets module, select 'Disposals' from the Registers menu, or click the [Disposals] button in the Master Control panel. The 'Disposals: Browse' window is opened, showing Disposal records already entered.

Disposal records are normally shown in transaction number order. The OK column contains a check mark for the Disposal records that have been approved.

Entering a Disposal record

From the 'Disposals: Browse' window, click the [New] button in the Button Bar to open a new Disposal record. 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 'Disposal: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Disposal record. In the case of the duplicate, the Date of the new Disposal record will be the current date, not the date of the original record.

	Paste Special	Select from another Number Series
No.		

The number of the Disposal record: Hansa will enter the next unused number from the first number sequence entered in the Number Series - Disposals 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.

Time	**Paste Special**	Current Time

The time of the Disposal, recorded for information only.

Type

Choose whether the Assets entered in the grid of the Disposal record have been sold or written off. The options cause different Nominal Ledger Transactions to be created when the record is approved: these Transactions are described in the section entitled

'Nominal Ledger Transactions from Disposal records', below.

Reference An optional reference field. Any text entered here will be copied to the Reference field of the Nominal Ledger Transaction that results from this Disposal record, so it will be shown in the 'Transactions: Browse' window.

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

Specify here the Account that is to be used for the gain or loss on disposal. It will be debited with the Purchase Value of the Asset(s) listed in the grid below, credited with the total depreciation of those Assets and, if the Type (above) is "Sale", it will also be credited with the Sales Price(s) entered in the grid.

An Account can be specified for any of the Disposal rows, overriding that entered here.

Use the grid area to record the Assets that are to be sold or written off.

Inventory No. **Paste Special** Asset register, Assets module

Enter the Inventory Number of the Asset that is to be sold or written off.

Once the Disposal record has been approved, the Asset will usually not be included in reports and depreciation calculations, although you can explicitly choose to include it if you wish.

Qty This figure is taken from the Quantity field on the 'Owner' card of the Asset. It appears here as a reminder of the number of Assets being disposed of, and cannot be modified.

Description Hansa enters the Asset Name in this field: it can be changed if necessary.

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

An individual Account number can be entered for each row, to override that entered for the Disposal overall.

Objects	**Paste Special**	Object register, Nominal Ledger/System module
	Default taken from	Asset

Any Objects specified for the Asset will be copied here as a default. Further Objects can be added, separated by commas. In the Nominal Ledger Transaction generated from this Disposal record, any Objects specified here will be assigned to all debit and credit postings resulting from this row (except the debit posting to the Capital Investment Account). Objects specified in the Asset Class to which the Asset belongs will not be shown here, but will appear in the Nominal Ledger Transaction.

Sales Price
If the Type of the Disposal is "Sale", enter the price for which the Asset was sold here. The default figure is the Starting Value from the latest Revaluation record or, if there aren't any, the Purchase Value from the Asset record.

In the Nominal Ledger Transaction generated from this Disposal record, this figure will be debited to the Capital Investment Account specified in the Account Usage Assets setting and credited to the Account specified in the Disposal record.

If the Type of the Disposal is "Write-off", any figure entered here is not used in the resulting Nominal Ledger Transaction.

Depr.
The total depreciation of the Asset from its Start Date to the end of the month containing the Transaction Date of the Disposal, calculated using Depreciation Model 1. This figure is brought in automatically when the Disposal record is saved for the first time, and it will be updated if the date of the Disposal is changed. When the Nominal Ledger Transaction is created, it will be debited to the Depreciation Account in the Asset Class and credited to the Account specified in the Disposal record.

Footer

OK
Check this box to approve the Disposal record. 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 Disposal records', below.

When a Disposal record is approved, the Assets that it contains will not be marked as Inactive automatically, because you might not want to remove those Assets from reports immediately. You should mark them as Inactive yourself in the Asset register when appropriate.

References in this manual to approved Disposal records are to those whose OK check box is on.

Comment   Record any comment about the Disposal record here, such as the reason for its entry. This comment is shown in the 'Disposals: Browse' window and is copied to the Text field of the Nominal Ledger Transaction that results from this Disposal record. It will therefore be shown in the 'Transactions: Browse' window as well.

Nominal Ledger Transactions from Disposal records

An example Nominal Ledger Transaction created from a Disposal record (that shown in the previous illustration) is shown below. Nominal Ledger Transactions will be generated automatically when Disposal records are approved and saved if you have so determined in the Sub Systems setting in the Nominal Ledger. These Transactions will differ, depending on whether the Type of the Disposal is "Sale" or "Write-off".

Objects will be taken from the Disposal record (which themselves are taken from the Asset) and from the Asset Class.

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

Write-off

If the Type is "Write-off", the Transaction will be constructed as follows—

•   The Starting Value from the latest Revaluation record or, if there aren't any, the original Purchase Price of the Asset, is debited to the Account specified in the Disposal record and credited to the Asset Account specified in the Asset Class.

•   The total depreciation of the Asset over its lifetime is debited to the Depreciation Account specified in the Asset Class and credited to the Account specified in the Disposal record.

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	528	OFFEQ	Gain or Loss on Disposal	1300.00		
2	601	OFFEQ	FA - Cost of Office Eqmnt		1300.00	
3	651	OFFEQ	FA - Depn of Office Eqmnt	634.40		
4	528	OFFEQ	Gain or Loss on Disposal		634.40	

Transaction: Inspect — No. 2, Trans.Date 20/12/2001

Difference Base 1   0.00   Total 1934.40   1934.40
Difference Base 2   0.00   Total 3070.48   3070.48

Sale

If the Type is "Sale", the Transaction is similar to that described above, but has two extra postings—

- The Sales Price is debited to the Capital Investment Account specified in the Account Usage Assets setting and credited to the Account specified in the Disposal record.

Operations Menu

The Operations menu for the 'Disposal: New' and 'Disposal: Inspect' windows is shown above. There is no Operations menu for the 'Disposals: Browse' window.

Open NL Transaction

Once a Disposal 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 Revaluation Register

You should use this register when you want to change the Depreciation Model and/or the figure used as the basis of the depreciation calculation in an Asset. The original record in the Asset register will not be updated, so historical calculations of depreciation for reporting purposes will not be affected.

Entering a Revaluation record

Records can be entered to the Revaluation register in two ways—

1. Directly to the Revaluation register in the Assets module; and

2. Using the 'Revaluate Asset Acquisition Value' Maintenance function.

    This method uses the Revaluation Factors and Revaluation Run Lists settings. It can be used when it is necessary to create Revaluation records for several Assets at once, and it should also be used in countries where Assets are revalued periodically on state authorisation (usually because of inflation).

The first of these alternatives is described here: the same screen is used in each case. Please refer to the 'Maintenance' section later in the chapter for full details about the second alternative.

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

The 'Revaluations: Browse' window is opened, showing Revaluation records already 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, select a record similar to the one you want to enter and click [Duplicate] on the Button Bar.

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

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

The number of the Revaluation record: Hansa will enter the next unused number from the first number sequence entered in the Number Series - Revaluations setting. You may change this number, but not to one that has already been used.

Trans. Date	**Paste Special**	Current Date

In countries where a Nominal Ledger Transaction will be created from the Revaluation, specify the date of that transaction here.

In most cases, this Date should be the same as the Starting Dates below, otherwise there is a risk that the Revaluation record will not be found by the depreciation calculation.

Inventory No.	**Paste Special**	Asset register, Assets module

Specify the Asset that is to be affected by this Revaluation record.

Legal Code   This field is only used in Revaluation records created by the 'Revaluate Asset Acquisition Value' Maintenance function. It will contain the Legal Code specified in the Revaluation Factor used by that function to create the Revaluation record.

The Legal Code is used in some countries such as Russia and Portugal, where Assets can be revalued due to inflation. It is the serial number of the official authorisation of the revaluation. Revaluation records that have a Legal Code are usually referred to as "Official Revaluations" in Hansa.

This field cannot be modified.

Description   If the Revaluation was entered directly to the Revaluation register, the name of the Asset will appear here once the Inventory Number has been entered. Otherwise, if the record was created by the 'Revaluate Asset Acquisition Value' Maintenance function, this fact will be recorded here instead.

Starting Date 1, Start Date 2

Paste Special   Current Date

Enter the date on which the depreciation calculation using the revised specification in this Revaluation record is to start. A separate Starting Date can be specified for each Depreciation Model.

For example, an Asset was purchased on 1/1/2001. Two Revaluation records were entered, with Starting Dates of 1/1/2002 and 1/7/2002. Depreciation will be calculated for 2001 using the specification in the Asset record, for the first six months of 2002 using the first Revaluation record, and for the second half of 2002 and thereafter using the second Revaluation record.

It is recommended that the Starting Date should be close to the Transaction Date. When depreciation is calculated for a particular period, Hansa searches for Revaluation records whose Transaction Dates fall in that period and applies them from the Starting Date on. So, a Revaluation record will have no effect if its Starting Date falls within the period but its Transaction Date does not. A Revaluation record will also have no effect if its Starting Date is blank.

Please refer to the description of the Start. Date 1 and 2 fields on the 'Models' card of the Asset record for a discussion about whether these dates should be the first of a month.

Model 1, Model 2   **Paste Special**   Depreciation Models setting, Assets module

Specify here the Depreciation Models that are to be used from the Starting Date onwards.

Entries must be made to these fields even if you don't want to change the Depreciation Models. If these fields are left blank, depreciation will not be calculated.

If you are using a Straight Line Depreciation Model, you should think about whether you need to change the Model when you revalue an Asset. For example, an Asset has a Purchase Value of 50000 and is being depreciated using a 5% Straight Line Depreciation Model. This means the Asset will be depreciated over a period of 20 years, at a rate of 2500.00 per year. If the Asset is revalued to 55000 when it is five years' old (i.e. when its remaining life is 15 years) with no change of Depreciation Model, then it will be depreciated over another 20 year period at a rate of 2750.00 per year. If you want the life of the Asset to remain 15 years after the Revaluation, you should change the Model to 6.66% Straight Line. To calculate the new percentage, use the formula—

$$\text{percentage} = \frac{1}{\text{remaining life}} \times 100$$

If you don't want to change the Model, you might consider calculating depreciation using the Start from Last Revaluated Value option. This option assumes that the original value of the Asset was 55000, and that it has already been depreciated for five years at a rate of 2750.00 per year. The remaining life of the Asset will therefore be unchanged at 15 years. This option therefore recalculates the depreciation from previous years retrospectively: depending on advice from your auditor, you may need to record the change in depreciation in the Nominal Ledger.

Start Val 1, Start Val 2

Enter the depreciation base, i.e. the Asset Value to be used as the basis for the calculation of depreciation. This Value should be determined as follows—

If a No Depreciation method is being used, the value is the current book value.

If a Straight Line depreciation method is being used, the value should be the original Purchase Value unless the purpose of the Revaluation record is specifically to change the depreciation base (perhaps because of inflation).

If a Declining Balance method is being used, you should enter the current book value after accumulated depreciation, again unless the purpose of the Revaluation record is specifically to change the depreciation base. The current book value can be obtained by producing a Depreciations Report for the Asset for the period up to the Start Date of the Revaluation record. Then Hansa will continue using the declining balance method correctly.

If no figure is entered here, depreciation will not be calculated because you will effectively be setting the depreciation base to zero.

Starting Value 1 is used by the Depreciation Model specified in the Model 1 field, and Starting Value 2 by that in the Model 2 field.

New Res. Value The new Residual Value of the Asset. If this field is left blank, the Residual Value from the previous Revaluation record for the Asset or, if there are no previous Revaluation records, the Residual Value from the 'Values' card of the Asset record will be used

Rev. Factor **Paste Special** Revaluation Factors setting, Assets module

In the case of a Revaluation created by the 'Revaluate Asset Acquisition Value' Maintenance function, the Code of the Revaluation Factor that caused the record to be created will appear here. This field cannot be modified and is for information only.

Cat.	In the case of Revaluations created by the 'Revaluate Asset Acquisition Value' Maintenance function, the Asset Category to which the Asset belongs will appear here. This field cannot be modified and is for information only.
Comment	Any comment about the Revaluation record can be entered here.
	If a Simulation is created using the 'Create N/L Simulation' Operations menu function, its Serial Number will be copied to this field.

Operations Menu

When a Revaluation record is open in a record window, the Operations menu is available. The menu has one command.
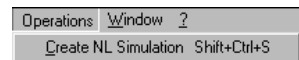
Create NL Simulation

In some countries, it is necessary to record the change in value of an Asset in the Nominal Ledger. This function will create a Nominal Ledger Simulation for this purpose. Once this Simulation has been checked and finalised, it can be converted into a Transaction using the 'Transactions' function on the Operations menu of the 'Simulations: Browse' window.

A sample Simulation created by this function is shown below. The Purchase Value of the Asset is subtracted from the Starting Value 1 of the Revaluation record. The result of this calculation (i.e. the increase in value of the Asset) is debited to the Asset Account specified in the Asset Class and credited to the Capital Investment Account specified in the Account Usage Assets setting. If the result of the calculation is negative (i.e. if the Asset has decreased in value), the postings are reversed. The Objects come from the Asset Class. The Date is the Transaction Date from the Revaluation.

The Simulation Number will be copied to the Comments field of the Revaluation record. If the Comment field already contained a value, no Simulation will be created.

If a Simulation is not created, the probable causes are—

1. The Comment field in the Revaluation already contains a value.

2. The Asset does not belong to an Asset Category, the Category does not belong to an Asset Class or the Asset Class has no Asset 1 Account.

3. No Capital Investment Account has been specified in the Account Usage Assets setting.

4. There is no valid record in the Number Series - Simulations setting (in the Nominal Ledger). This problem will usually occur at the beginning of a new year.

The Asset Status Register

You should use this register when you want to move an Asset to a different Department and when you want to change the Person responsible for an Asset. The original record in the Asset register will not be updated, so the entering of dated records in the Asset Status register means that a history of each Asset can be built up. This history can be viewed using the Asset History report and the 'Asset History' function on the Operations menu of the Asset screen.

This register can also be used when it is necessary to carry out a stocktake of your Assets. It is recommended that the following procedure be used—

1. A stock list of your Assets should be printed using the Stocktaking List, Assets report. This is effectively a print-out of the Asset Status record(s) containing the results of the previous stocktake and contains spaces where the actual stock figures can be written in. Assets that have never been included in an Asset Status record of Type "Inventory" will also be listed in the report.

2. Once the stocktake has been carried out, the results should be entered to a new record in the Asset Status register, in which the Inventory option should be selected. In many cases, this will be accomplished most easily by copying the record representing the previous stocktake.

3. Once this has been approved, any discrepancies shown in the report can be entered to either the Disposal or, more likely, the Asset Status register, depending on the reason for the discrepancy. For example, if a particular Item is found in a different Department to that in which it is recorded as being stored, it can be moved by means of a Asset Status record in which the Movement option has been selected.

Entering an Asset Status record

In the Assets module, select 'Asset Status' from the Registers menu, or click the [Asset Status] button in the Master Control panel The 'Asset Status: Browse' window is opened, showing Asset Status records already entered. These are normally listed in transaction number order. The OK column contains a check mark for the records that have been approved.

To enter a new Asset Status record, 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 'Asset Status: New' window is opened, empty if you clicked [Duplicate] or containing a duplicate of the highlighted Asset Status record.In the case of the duplicate, the Date of the new Asset Status record will be the current date, not the Date from the original record.

	Inventory No.	Qty	Description	Comment	Status	Person	
1	COMP3	1	Dell XPS R4 ▸	Moved to Service Dept	On Repair		▲
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							▼

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

The number of the Asset Status record: Hansa will enter the next unused number from the first number sequence entered in the Number Series - Asset Status setting. You may change this number, but not to one that has already been used.

Date   **Paste Special**   Current Date

The Date that the change of status is to take effect or of the stocktake: Hansa enters the current date as a default.

Department, Movement

> **Paste Special**   Departments setting, Assets module
>
> If you want to move an Asset from one Department to another, enter the new Department here and choose the Movement option to the right. The Asset History of the Asset will be updated when the Asset Status record is approved.
>
> If the Movement option is chosen and the Department field is left blank, you will not be able to save the Asset Status record. This removes the risk of moving Assets out of their original Department, but not in to a new one.

Person, Responsible

> **Paste Special**   Person register, System module
>
> If you want to change the Person responsible for an Asset, enter the initials of the new Person here and choose the Responsible option to the right. The Asset History of the Asset will be updated when the Asset Status record is approved.
>
> If the Responsible option is chosen and the Person field is left blank, you will not be able to save the Asset Status record. This removes the risk of moving Assets out of the care of their original Person, but not in to that of a new one.
>
> Note that you cannot choose both the Movement and the Responsible options at the same time. Therefore, you will need to enter two Asset Status records if you want to change both the Department and the Person of an Asset.

Inventory   Whenever a stocktake of your Assets is carried out, its results should be entered in a new record in the Asset Status register, in which this Inventory option is selected. It will probably be easy to copy the record representing the previous stocktake and check the quantities are correct. This can be done on screen or using the Asset Status document. Assets that have been sold or written off since the last stocktake should be left out of the new record. This new record will provide the

contents of the Stocktaking List, Assets report the next time it is printed, and therefore of the next stocktake.

If the stocktake shows that an Asset has moved Department, or that the Person responsible for it has changed, that Asset should be included in the new Asset Status record recording the results of the stocktake (i.e. with the "Inventory" option selected) and in a separate Asset Status record with the "Movement" or "Responsible" option (as appropriate) chosen. The Department and Person fields have no power if the "Inventory" option is selected.

Use the grid area to record the Assets that are to be affected by the change represented by the Asset Status record. For example, if the Movement option has been selected and a New Department specified, all Assets listed in the grid area will be moved to that New Department. If the Type of the Asset Status is "Inventory", the grid area should be used to record the results of the stocktake (i.e. it should be a list of all your current Assets).

Inventory No.   **Paste Special**   Asset register, Assets module

Enter the Inventory Number of the Asset whose Department or Person is to be changed

Qty   If the Type of the Asset Status record is "Inventory", enter the Quantity of the Asset as recorded in the stocktake. The default is taken from the Quantity field on the 'Owner' card of the Asset. If the Type of the Asset Status record is "Movement" or "Responsible", this figure should not be modified.

Description   The Asset Name is entered here automatically after you have entered the Inventory Number.

Comment   Record any comment about the inclusion of the Asset in the Asset Status record here, such as the reason for the change. If you want to record a comment about the Asset Status record as a whole, use the Comment field in the footer below.

Status   **Paste Special**   Choices of possible entries

Record here whether the Status of the Asset has changed to "Found" (the default), "Missing", "On loan", "Borrowed", "Laid off" or "On Repair". This will be most useful when the Type of the Asset Status record is

"Inventory" as, in that case, the information will be shown in the Stocktaking List, Assets report.

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

If the reason for entering the Asset Status record is that the Asset has been lent to a member of staff, record that Person here, and the change the Status (immediately above) to "On Loan".

Footer

OK   Check this box to approve the Asset Status record. After approval, it may not be changed.

The changes you have entered will take effect and will be shown in the Asset History report.

References in this manual to approved Asset Status records are to those whose OK check box is on.

Comment   Record any comment about the Asset Status record here, such as the reason for its entry. This comment is shown in the 'Asset Status: Browse' window.

Examples

Changing Department and Person

In this example, an Asset is moved from one Department to another. When the Asset was purchased, it was registered in the "GEN" Department—

When the Asset is moved to the "SALES" Department, this is done using an Asset Status record. The new Department is specified, and the Type is set to "Movement". There is no need to specify the old Department—

Once this Asset Status is approved and saved, the change will be shown in the Asset History report—

If the Person responsible for the Asset changes at the same time, this must be registered in a second Asset Status record. This time the Type is "Responsible", and the new Person is specified in the Person field. Again, there is no need to specify the old Person—

Once again, the change is shown in the Asset History report—

Stocktaking

The Stocktaking List, Assets report can be used as the basis for a stock count of your Assets. When the report is produced for the first time, it will look something like this—

This is a report to be used as a basis for the stocktaking of Assets. 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. This information is taken from the Asset register and from records in the Asset Status register whose Type is "Inventory".

The report contains an "Status" column. In the case of Assets that have never been included in an Asset Status record whose Type is "Inventory", this will show "Not Recorded". At the moment, this is case for most Assets because there are no Asset Status records. The two Assets shown as "Disposed" have already been written off or sold through the Disposal register.

When the stock count is carried out, the results are recorded in an Asset Status record of Type "Inventory"—

	Inventory No.	Qty	Description	Comment	Status	Person
1	AIR	1	Air Condition ▶		Found	
2	BOIL1	1	Boiler No 1		Found	
3	CAR1	1	MDs Car		Found	
4	COMP	1	The Office C ▶		Found	
5	COMP3	1	Dell XPS R4 ▶		On Repair	
6	COMP4	1	Dell 7000 3C ▶		Found	
7	COMP5	1	Dell XPS R4 ▶		Found	
8	COMP6	1	Dell XPS R4 ▶		Found	
9	COMP7	1	Dell XPS R4 ▶		Found	
10	CONV1	1	Conveyor1		Found	
11	FACT	1	Factory Build ▶		Found	
12	FACT2	1	Factory Build ▶		Found	
13	FIX	1	Fixtures & Fit ▶		Found	
14	PLOT_NO_1	1	Plot No 123 ▶		Found	
15	SCAR1	1	1st Salesmar ▶		Found	
16	SCAR2	1	2nd Salesma ▶		Found	
17	YARD	1	The Externa ▶		Found	

When the time comes to carry out a second stock count, the Stocktaking List, Assets report is printed again. The date of the last stocktake is entered in the specification window—

The report looks like this—

Code	Description	Status	Qty	Cnt. Qty	Value	Last Date
AIR	Air Conditioning Unit	Found	1.00	1.00	1,660.00	
BOIL1	Boiler No 1	Found	1.00	1.00	50,000.00	
CAR1	MDs Car	Found	1.00	1.00	45,000.00	
COMP	The Office Computer	Found	1.00	1.00	3,500.00	
COMP1	Dell XPS R450 MDT	Disposed	1.00	1.00	1,300.00	
COMP2	Dell XPS R450 MDT	Disposed	1.00	1.00	1,300.00	
COMP3	Dell XPS R450 MDT	On Repair	1.00	1.00	1,300.00	
COMP4	Dell 7000 300 GT	Found	1.00	1.00	2,000.00	
COMP5	Dell XPS R450 MDT	Found	1.00	1.00	1,300.00	
COMP6	Dell XPS R450 MDT	Found	1.00	1.00	1,300.00	
COMP7	Dell XPS R450 MDT	Found	1.00	1.00	1,300.00	
CONV1	Conveyor1	Found	1.00	1.00	30,000.00	
FACT	Factory Building	Found	1.00	1.00	280,000.00	
FACT2	Factory Building	Found	1.00	1.00	280,000.00	
FIX	Fixtures & Fittings	Found	1.00	1.00	900.00	
PLOT_NO_1	Plot No 123 at Haggersley	Found	1.00	1.00	500,000.00	
SCAR1	1st Salesman's Car	Found	1.00	1.00	22,500.00	
SCAR2	2nd Salesman's Car	Found	1.00	1.00	19,250.00	
SCAR3	3rd Salesman's Car	Not Recorded	1.00	1.00	17,500.00	
YARD	The External Installations	Found	1.00	1.00	45,000.00	

The Status column now takes its cue from the Status field in the grid of the Asset Status record. One Asset is still marked as "Not Recorded": this was purchased after the last stock count.

The second stocktake can now be carried out and its results entered in a new record in the Asset Status register, of the Type "Inventory". It will probably be easy to copy the record representing the previous stocktake and check the quantities are correct.

If there is a discrepancy between the report and the actual stock, this can be entered to either the Disposal or, more likely, the Asset Status register (with a change in Status), depending on the reason for the discrepancy.

Maintenance

Introduction

Maintenance functions tend to be used to carry out certain updating tasks, usually involving batch processing and encompassing all or many of the records in the affected register. There are four such function available in the Assets module. To use them, select 'Maintenance' from the File menu. The following window appears—
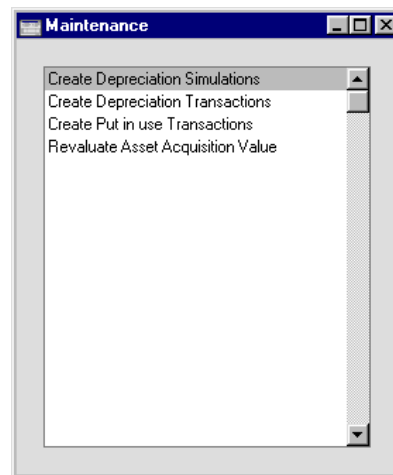
Double-click the chosen option: a specification window will then appear, where you can decide how the function is to operate. Click [Run] to operate the function.

Create Depreciation Simulations

This function will create a record in the Simulation register in the Nominal Ledger representing the depreciation of the selected Assets over the selected period. Using these Simulations, it is possible to test different outcomes on the Balance Sheet and the Profit & Loss report before the depreciation of each Asset for the month or year is made definite.

Once a Simulation created by this function has been checked and finalised, it can be converted into a Transaction using the 'Transactions' function on the Operations menu of the 'Simulations: Browse' window.
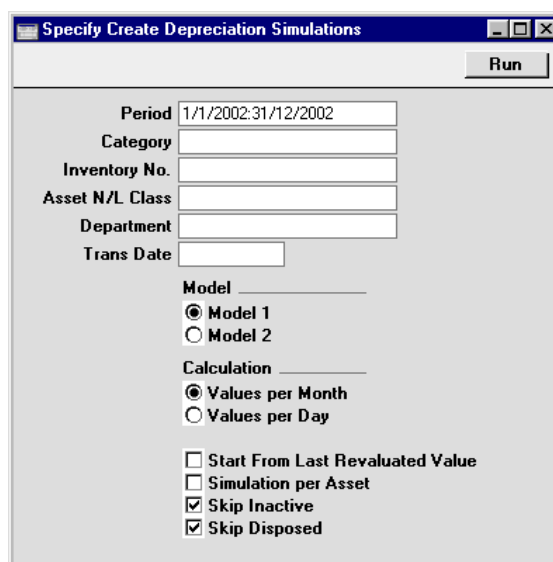
The value of the depreciation of an Asset is calculated using one of the two Depreciation Models specified on the 'Models' card of the Asset record and the Purchase Value on the 'Purchase' card. The Initial Depreciation, if any, will be included in the calculation, as will the Residual Value, if any and if the previous depreciation of the Asset is such that the Residual Value has been reached. Full details of this process, together with an example, can be found in the section earlier in this chapter describing the 'Models' card of the Asset record.

Note that, because the function creates records in the Simulation register, not in the Transaction register, there is no control to prevent its being run repeatedly for the same Asset for the same period. Superfluous records in the Simulation register can easily be deleted. However, care must be taken to ensure that only one Simulation for a particular Asset and period is converted into a Transaction.

The Simulation Preview - Depreciations report can be run before using this function to preview the Simulation that will be created.

If the function does not calculate depreciation for an Asset, the probable causes are—

1. In the Asset record, the Purchase Value, Asset Category, Depreciation Model and/or Start Date are blank.

2. The Asset belongs to an Asset Category that does not have an Asset Class, or the Asset Class does not have a Depreciation or a Cost Account.

3. There is no valid record in the Number Series - Simulations setting (in the Nominal Ledger). This problem will usually occur at the beginning of a new year.

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

Specify the time period for which depreciation will be calculated. Unless you are using a Straight Line Depreciation Model and the Values per Day option, the period should consist of a selected number of whole months: it will be rounded up if this is not the case.

Category	**Paste Special**	Asset Categories setting, Assets module
	Range Reporting	Alpha

Limit the selection to Assets belonging to a single Asset Category.

Inventory No.	**Paste Special**	Asset register, Assets module
	Range Reporting	Alpha

Enter one or more Assets for which depreciation is to be calculated.

Asset N/L Class   **Paste Special**   Asset Classes setting, Assets module

Limit the selection to Assets belonging to a single Asset Class.

Assets do not have an Asset Class field: each Asset belongs to an Asset Category, and each Category in turn belongs to an Asset Class.

Department   **Paste Special**   Departments setting, Assets module

Limit the selection to assets belonging to a particular Department. This information will be taken from the latest Asset Status record of Type "Movement" (even if that is later than the depreciation period), or, if there aren't any, from the 'Owner' card of the Asset record.

Trans. Date   **Paste Special**   Current Date

Enter a date to be used as the Transaction Date in the Simulation created by the function. If no date is entered, the current date will be used.

Model   Use one of these alternatives to determine which of the two Depreciation Models specified on the 'Models' card of each Asset record is to be used to calculate its depreciation.

Calculation   These options are relevant to Straight Line Depreciation Models only. Declining Balance Models always use the Per Month option.

Values per Month   This option will divide the yearly depreciation percentage by 12 to obtain a monthly percentage. For example, an Asset worth 50,000 being depreciated by 5% p.a. will be depreciated by 208.33 per month (50,000 x 0.05 / 12). This figure will always be the same, irrespective of the number of days in the month.

Values per Day   This option will divide the yearly depreciation percentage by 365 and multiply it by the number of days in the month to obtain a monthly percentage. For example, an Asset worth 50,000 being depreciated by 5% p.a. will be depreciated by 212.33 per 31 day month (50,000 x 0.05 / 365 x 31). This figure will change, depending on the

number of days in the month. The number of days is calculated from the report period.

Start from Last Revaluated Value

Use this option to control how depreciation is calculated if an Asset has at least one Revaluation record. Such Revaluation records will take effect from their Starting Dates (if this option is not used) or from the beginning of the life of the Asset.

If there are no Revaluation records for a particular Asset, this check box will have no effect and depreciation will be calculated as normal.

This option may be useful if you are using a Straight Line Depreciation Model, you did not change the Model in the Revaluation record and you want to ensure the life of an Asset remains the same. This option therefore recalculates the depreciation from previous years retrospectively: depending on advice from your auditor, you may need to record the change in depreciation in the Nominal Ledger. This retrospective calculation will take place even when the Starting Date of the Revaluation is later than the report period. So, you might need to make certain that depreciation from past years is calculated and posted to the Nominal Ledger before entering subsequent Revaluations.

Simulation per Asset

In the Simulation created by this function, depreciation of an Asset will be debited to the Cost Account of the Asset Class to which the Asset belongs and credited to the Depreciation Account of the Asset Class.

By default, a single Simulation will be created. If Objects are not being used, this Simulation will contain a single debit posting to each Cost Account (to the value of the accumulated depreciation of all Assets using that Account) and a single credit posting to each Depreciation Account. If Objects are being used, the Simulation will contain single postings for each Object/Account combination.

If you do not want a single Simulation to be created but instead would like one Simulation per Asset, check this box.

Skip Inactive   Check this box if you do not want to calculate depreciation for Assets that have been marked as Inactive.

Skip Disposed   Check this box if you do not want to calculate depreciation for Assets that have been disposed of (i.e. written off or sold using an approved Disposal record).

Examples

These examples use an Asset with a value of 50,000, a depreciation of 5% p.a. and a starting date of 1/1/2000.

Straight Line Model

This Model depreciates an Asset by the same amount each year, using its initial value (i.e. the purchase price) as the basis for the calculation.

Depreciation can only be calculated for periods of less than one month if the Values per Day option is used. Otherwise, the period must be a number of whole months or years.

Depreciation for 2000

1/1/2000 - 31/12/2000 is entered as the period.

Values per Month 50,000 x 0.05 = 2,500

Values per Day   50,000 x 0.05 / 366 x 366 (2000 is leap year) = 2,500

Depreciation for 2001

1/1/2001 - 31/12/2001 is entered as the period.

Values per Month 50,000 x 0.05 = 2,500

Values per Day   50,000 x 0.05 / 365 x 365 = 2,500

Depreciation for January 2000

1/1/2000 - 31/1/2000 is entered as the period.

Values per Month 50,000 x 0.05 / 12 = 208.33

Values per Day   50,000 x 0.05 / 366 x 31 = 211.75

Depreciation for December 2000

1/12/2000 - 31/12/2000 is entered as the period.

Values per Month 50,000 x 0.05 / 12 = 208.33

Values per Day   50,000 x 0.05 / 366 x 31 = 211.75

Depreciation for January 2001

> 1/1/2001 - 31/1/2001 is entered as the period.

Values per Month 50,000 x 0.05 / 12 = 208.33

Values per Day   50,000 x 0.05 / 365 x 31 = 212.33

Declining Balance Model

This Model depreciates an Asset by a reducing amount each year, using its initial value (i.e. the purchase price) less the previous depreciation as the basis for the calculation.

The Values per Month/Values per Day options do not apply to the Declining Balance Model. Depreciation cannot be calculated for periods of less than one month: the period must be a number of whole months or years.

Depreciation for 2000

> 50,000 x 0.05 = 2,500

> 1/1/2000 - 31/12/2000 is entered as the period.

Depreciation for 2001

> 47,500 x 0.05 = 2,375

> 1/1/2001 - 31/12/2001 is entered as the period.

> 47,500 is the starting value at the start of January 2001, taking the depreciation for the previous year into account.

Depreciation for January 2000

> 50,000 x 0.05 / 12 = 208.33

> 1/1/2000 - 31/1/2000 is entered as the period.

Depreciation for December 2000

> 47,708.33 x 0.05 / 12 = 198.78

> 1/12/2000 - 31/12/2000 is entered as the period.

> 47,708.33 is the starting value at the start of December 2000, taking the depreciation for the previous 11 months into account.

Depreciation for January 2001

> 47,500.00 x 0.05 / 12 = 197.92
>
> 1/12/2001 - 31/12/2001 is entered as the period.
>
> 47,500.00 is the starting value at the start of January 2001, taking the depreciation for the previous 12 months into account.

Each time the 'Create Depreciation Simulations' Maintenance function is run, it effectively calculates the depreciation again for the previous periods before doing so for the current period.

Start from Last Revaluated Value

In this example, the Asset from the previous examples is used again, and there is one Revaluation record with a Starting Date of 1/7/2001 and a Starting Value of 55,000.

If the Start from Last Revaluated Value option is not used, each Revaluation record will take effect from its Starting Date. If a Straight Line Depreciation Model is being used and depreciation is being calculated on a Per Day basis, each Revaluation record will take effect from the exact Starting Date. If depreciation is being calculated on a Per Month basis, each Revaluation record will take effect from the first day of the month of the Starting Date. If a Declining Balance Model is being used, depreciation is always calculated on a Per Month basis.

Depreciation for 2000

> 1/1/2000 - 31/12/2000 is entered as the period.
>
> | **Straight Line** | 50,000 x 0.05 = 2,500.00 |
> |---|---|
> | **Decl. Balance** | 50,000 x 0.05 = 2,500.00 |

Depreciation for 2001

> 1/1/2001 - 31/12/2001 is entered as the period.
>
> **Straight Line**
>
> | | 1/1/01 - 30/6/01 | 50,000 x 0.05 x 6/12 = 1250.00 |
> |---|---|---|
> | + | 1/7/01 - 31/12/01 | 55,000 x 0.05 x 6/12 = <u>1375.00</u> |
> | = | | 2625.00 |
>
> **Decl. Balance**
>
> | | 1/1/01 - 30/6/01 | 47,500 x 0.05 x 6/12 = 1187.50 |
> |---|---|---|
> | + | 1/7/01 - 31/12/01 | 55,000 x 0.05 x 6/12 = <u>1375.00</u> |
> | = | | 2562.50 |

If the Start from Last Revaluated Value option is used, the value in the latest Revaluation record (even if its Starting Date is later than the end of the report period) will be used as the original Purchase Value of the Asset. Any intervening Revaluations will be ignored. The depreciation from previous years will therefore be recalculated retrospectively.

Depreciation for 2000

1/1/2000 - 31/12/2000 is entered as the period.

| **Straight Line** | 55,000 x 0.05 = 2,750.00 |
| **Decl. Balance** | 55,000 x 0.05 = 2,750.00 |

Depreciation for 2001

1/1/2001 - 31/12/2001 is entered as the period.

| **Straight Line** | 55,000 x 0.05 = 2,750.00 |
| **Decl. Balance** | 52,250 x 0.05 = 2,612.50 |

Create Depreciation Transactions

This function is similar to 'Create Depreciation Simulations' described above, the only difference being that it will create a record in the Transaction register, bypassing the Simulation register. Please refer to the description of the 'Create Depreciation Simulations' function above for full details.

Take care when using this function: there is no control to prevent its being run repeatedly for the same Asset for the same period.

Create Put in use Transactions

In some countries, it is necessary to create a Nominal Ledger Transaction when an Asset is put into use. This can be done for Assets in batches using this function, and for single Assets using the 'Create Put in use Transaction' function on the Operations menu of the Asset screen. This function finds all Assets within the selected range that do not have a Start Date 1 and creates a single Transaction including them all.

Selecting the 'Create Put in use Transactions' function brings up the 'Specify Put in use Transactions' window—

Department	**Paste Special**	Asset Categories setting, Assets module

If the function is to consider Assets belonging to a particular Category, specify that Category here.

Inventory No.	**Paste Special**	Asset register, Assets module
	Range Reporting	Numeric

If the function is to consider a specific Asset (or range of Assets), enter its Inventory Number here.

When the function is used from the Operations menu of the Asset screen, the Inventory Number of the Asset being viewed will be placed here automatically.

Department	**Paste Special**	Departments setting, Assets module

If the function is to consider Assets belonging to a particular Department (specified on the 'Owner' card of the Asset screen), specify that Department here.

Transaction Date	**Paste Special**	Current Date

Enter a date to be used as the Transaction Date in the Transaction created by the function. If no date is entered, the current date will be used.

Trans. Comment Any comment entered here will be copied to the Text field in the Transaction created by the function. It will therefore be shown in the 'Transactions: Browse' window.

	Capital Inv. A/C	**Paste Special**	Account register, Nominal Ledger/System module

> Specify here the Account to be credited with the Purchase Value of each Asset in the Transaction created by this function. If this field is left blank, the Capital Investment Account in the Account Usage Assets setting will be used.

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

A sample Transaction created by this function is shown below. The Purchase Value of the Asset is debited to the Asset Account specified in the Asset Class and credited to the Capital Investment Account specified in the 'Specify Create Put in use Transactions' window or in the Account Usage Assets setting. The Objects on the debit side come from the Asset and the Asset Class.

A single credit posting is made, irrespective of the number of Assets to be included. Separate debit postings are made for each Object combination.

The Transaction Date will be copied to both Start Date fields on the 'Models' card of each Asset. Once an Asset has a Start Date 1, this will stop further Put In Use Transactions being created for that Asset, and depreciation calculations can begin.

If a particular Asset is not included in the Transaction, or no Transaction is created, the probable causes are—

1. The Asset already has a Start Date 1 or does not have a Purchase Value. Note: if there is no Purchase Value, no Transaction will be created, but the Transaction Date will be written to the Start Date 1 field. Remove this date when returning to the Asset to enter a Purchase Value.

2. The Asset does not belong to an Asset Category, the Category does not belong to an Asset Class or the Asset Class has no Asset 1 Account.

3. A Capital Investment Account was not specified in the 'Specify Create Put in use Transactions' window, and no Capital Investment Account has been specified in the Account Usage Assets setting.

4. There is no valid record in the Number Series - Transactions setting (in the Nominal Ledger). This might be a fault in the setting itself, or it might be because the default Transaction 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.

Revaluate Asset Acquisition Value

This function can be used together with the Revaluation Factors and Revaluation Run Lists settings to create records in the Revaluation register for several Assets at once. It is specifically designed for use in countries where Assets are revalued periodically on state authorisation (usually because of inflation), but can also be used in more general circumstances when it is necessary to revalue several Assets at one stroke.

When an Asset is revalued using this function, a record is created in the Revaluation register. The Starting Value in this record will be used as the basis for calculating depreciation from the Revaluation Starting Date, in place of the Asset's Purchase Value.

Follow these steps—

1. Use the Revaluation Factors setting to define the formulae to be used in calculating the new value of each Asset.

2. If necessary, enter a record in the Inflation Coefficients setting. This will be used in Russia to revalue Assets by different percentages depending on when they were purchased.

3. Use the Revaluation Run Lists setting to specify the Assets that are to be revalued.

4. Use the 'Revaluate Asset Acquisition Value' Maintenance function to create the appropriate records in the Revaluation register.

These settings and the Maintenance function are now described in detail.

Revaluation Factors

This setting is used to define the formulae to be used in calculating the new value of each Asset.

In some countries (e.g. Portugal and Russia), Assets can be revalued due to inflation, on receipt of official authorisation. A new record should be entered to the Revaluation Factors setting for each authorisation issued. The serial number of the official authorisation document can be entered to the corresponding Revaluation Factor record. From there, it will be copied to all consequent Revaluation records and Nominal Ledger Simulations and Transactions, providing an easy audit trail.

To enter a Revaluation Factor, open the 'Settings' list in the Assets module and double-click 'Revaluation Factors'. The 'Revaluation Factors: Browse' window is opened, showing Revaluation Factors already entered. Click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. The 'Asset Revaluation Factor: New' window is opened.

In this example, we have specified that Assets purchased before January 1st, 2000 are to be revalued by a Rate of 1.5, while those purchased after that date are to be revalued by a Rate of 1.1.

No.	Paste Special	Select from another Number Series

The number of the Revaluation Factor: Hansa will enter the next unused number from the first number sequence entered in the Number Series - Revaluation Factors setting. You may change this number, but not to one that has already been used.

Rev. Date	Paste Special	Current Date

The date the Revaluation Factor was entered. This is for information only.

Description   The comment entered here is shown in the 'Paste Special' list: it should therefore be descriptive enough to make the selection of the correct Revaluation Factor easy for all users.

Legal Date	Paste Special	Current Date

If this Revaluation Factor is being entered because you have received an official authorisation to revalue your Assets, enter the date of the authorisation here.

Legal Code   If this Revaluation Factor is being entered because you have received an official authorisation to revalue your Assets, enter the serial number of the authorisation here.

This will be copied to the Legal Code field in all Revaluation records created using this Revaluation Factor, and to any Simulations created using the Russian model.

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

In some countries, the revaluing of Assets should be recorded in the Nominal Ledger. The 'Revaluate Asset Acquisition Value' Maintenance function can create a Simulation for each Asset Revaluation, which can then be checked and converted to a Transaction. This Simulation is suitable for users in Russia. This Account will be credited with the increase in value of each Asset (or debited if the value decreases) and debited with the change in depreciation resulting from the Revaluation (credited if the Asset decreases in value). No Simulations will be created if this field is blank, or if a non-existent Account has been entered.

Use the grid to specify how the value of each Asset is to be recalculated, depending on its Purchase Date. At least one row of the grid should be completed.

Start, End   **Paste Special**   Current Date

Any Asset whose Purchase Date falls in between these dates will be revalued using the Rate specified in the field on the right.

If you want to revalue all your Assets using a single Factor, these fields can be left blank. You can also leave the Start Date blank to revalue all Assets purchased before the End Date, or you can leave the End Date blank to revalue all Assets purchased after the Start Date.

Assets will not be revalued if—

1.   They do not have a Purchase Date.

2.   They have been marked as Inactive.

3.   They have been sold or written off using an approved record in the Disposal register.

Rate　　　　　　When each Asset is revalued, its Purchase Value and Residual Value will be multiplied by the Rate specified here.

For example, if the Purchase Value of an Asset is 50000 and the Rate is 2, the Starting Value of that Asset in the new Revaluation record will be 50000 x 2 = 100000.

If you want the Starting and Residual Values in the Revaluation to be less than the original figures, use a Rate that is less than 1.

If the Inflation Coefficients setting contains a record with a Valid From date that is the same or earlier than the Run List date (see below), that record will also be used to revalue your Assets. If this Rate is 1, the original value of each Asset will be multiplied by the Coeff. in the Inflation Coefficient record only. If this Rate is not 1, then the original value of each Asset will be multiplied both by this Rate and the Coeff. in the Inflation Coefficient record. If you want to use this Rate only, make sure there are no records in the Inflation Coefficients setting, or that any that are there have Valid From dates that are later than the Run List date.

When you run the 'Revaluate Asset Acquisition Value' Maintenance function, you will be able to choose whether the Rate is to be applied to the original Purchase and Residual Values of an Asset, or to the Starting and Residual Values in the most recent previous Revaluation.

Comment　　　　Any comment.

Inflation Coefficients

The Inflation Coefficients setting provides an alternative method of defining the formulae to be used in calculating the new value of each Asset. It will be used in Russia where Assets can be revalued using official rates to compensate for inflation.

An Inflation Coefficient can only be used together with a Revaluation Factor, it cannot be used instead of a Revaluation Factor. The 'Revaluate Asset Acquisition Value' Maintenance function will have no effect if there are no Revaluation Factors, but it will operate correctly if there are no Inflation Coefficients. If you want to change the value of your Assets using an

Inflation Coefficient only and therefore want your Revaluation Factor to have no effect, enter a Rate of 1 in the Revaluation Factor.

Users in Portugal should also enter records in the Inflation Coefficients setting. Inflation Coefficients are not used by the 'Revaluate Maintenance Acquisition Value' Maintenance function in Portugal, but they are used in the Fiscal Year Write-offs report.

To enter an Inflation Coefficient, open the 'Settings' list in the Assets module and double-click 'Inflation Coefficients'. The 'Inflation Coefficients: Browse' window is opened, showing Inflation Coefficients already entered. Click [New] in the Button Bar or use the Ctrl-N or ⌘-N keyboard shortcut. The 'Inflation Coefficient: New' window is opened.

	Date	Coeff	
1	1/1/1995		1.35
2	1/1/1996		1.25
3	1/1/1997		1.16
4	1/1/1998		1.10
5	1/1/1999		1.06
6	1/1/2000		1.03
7	1/1/2001		1.00

Valid from   **Paste Special**   Current Date

Enter the date on which the Inflation Coefficient takes effect.

Comment   Any comment.

Use the grid to specify how the value of each Asset is to be recalculated, depending on its Purchase Date. At least one row of the grid should be completed.

Date   Any Asset whose Purchase Date falls on or after this date will be revalued using the Coeff. specified in the field on the right.

Coeff.   When each Asset is revalued using the Russian model, its Purchase Value will be multiplied by the Coefficient specified here.

For example, if the Purchase Value of an Asset is 50000 and the Coeff. is 2, the Starting Value of that Asset in the new Revaluation record will be 50000 x 2 = 100000.

If you want the Starting Value in the Revaluation to be less than the original Purchase Value, use a Coeff. that is less than 1.

If the Rate in the relevant Revaluation Factor is not 1, then the original value of each Asset will be multiplied both by this Coeff. and the Rate in the Revaluation Factor record. If you want to use this Coeff. only, make sure you have set the Rate in all Revaluation Factor records to 1.

When you run the 'Revaluate Asset Acquisition Value' Maintenance function, you will be able to choose whether the Coeff. is to be applied to the original Purchase Value of an Asset, or to the Starting Value in the most recent previous Revaluation.

Revaluation Run Lists

This setting is used to specify the Assets that are to be subject to the revaluation.

To enter a Revaluation Run List, open the 'Settings' list in the Assets module and double-click 'Revaluation Run Lists'. The 'Revaluation Run Lists: Browse' window is opened, showing Run Lists already entered. Click [New] in the Button Bar or use the Ctrl-N or ⌘-N keyboard shortcut. The 'Revaluation Run List: New' window is opened.

In the example illustrated, we have specified that Assets belonging to the "VEHICS" Category are to be revalued using the Factor illustrated in the previous section. Assets that do not belong to this Category will not be revalued.

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

The number of the Run List record: Hansa will enter the next unused number from the first number sequence entered in the Number Series - Revaluation Run Lists setting. You may change this number, but not to one that has already been used.

Rev. Date	**Paste Special**	Current Date

Specify the date of the Run List here. Only one Run List can be entered for a particular date.

The 'Revaluate Asset Acquisition Value' Maintenance function will search for the Run List with a specified date and implement it.

This date will be copied to the Transaction Date and the Starting Date 1 and 2 fields in all Revaluation records created using this Run List.

Comment	Any comment.

Use the grid to list the Assets that are to be subject to the revaluation. Each row can contain a single Asset or all Assets in an Asset Category.

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

This field can contain one of two entries: "Asset" or "Asset Category". It indicates whether the Code (the middle field) refers to an Asset or an Asset Category, and also determines the contents of the 'Paste Special' list available from that field. Use 'Paste Special' to increase input speed.

Code	**Paste Special**	Asset register or Asset Categories setting

Specify here the Asset or Asset Category to be revalued. The contents of the 'Paste Special' list will depend on the Row Type.

This field must contain a value: do not leave it blank in the hope of revaluing all Assets.

Factor   **Paste Special**   Revaluation Factors setting, Assets module

Enter the Revaluation Factor that is to be applied to the Asset(s) specified in the field to the left. The Revaluation Factor contains the formula used to calculate the new value of the Asset.

Revaluate Asset Acquisition Value

Once the Revaluation Factors, Revaluation Run Lists and, if appropriate, Inflation Coefficients have been entered as described above, run the 'Revaluate Asset Acquisition Value' Maintenance function to create the appropriate Revaluation records.

The function searches for Revaluation Run Lists with a specified date. It then creates Revaluation records by following the instructions in the grid area of each Run List. For example, the Run List illustrated in the previous section will cause a separate Revaluation record to be created for each Asset belonging to Category 1. Each Asset will be revalued using the Factor illustrated earlier, and, in Russia only, using the Inflation Coefficient applying at the Run List date.

Revaluation records will not be created for Assets that have been disposed of (sold or written off using an approved record in the Disposal register) or marked as Inactive. In addition, a Revaluation record will not be created for an Asset if one already exists with a Transaction Date that is the same as the Run List Date.

However, Revaluation records will be created for Assets that have been fully depreciated using Straight Line Depreciation Models. For example, an Asset with a 20% Straight Line Depreciation Model will be fully depreciated after five years. A Revaluation record will be created for this Asset if this Maintenance function is run in the sixth or subsequent year. If you do not want this to happen, mark the Asset as Inactive at the end of its life.

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

This field is only used in Russia, where the change in depreciation resulting from the Revaluation is recorded in the Nominal Ledger. The period over which the change in depreciation is to be calculated will begin with the Start Date of each Asset and end with the last date of the period specified here.

Run List Date	**Paste Special**	Current Date

Specify here the date of the Revaluation Run List record that is to be used to create Revaluation records. A date must be entered if the Maintenance function is to have any effect.

In Russia, if there are any records in the Inflation Coefficients setting, the Maintenance function will search for the one applying at the date specified here (i.e. the one with the nearest date earlier than that specified here).

Start From Use these options to specify how the new Starting and Residual Values of each Asset are to be calculated.

Purchase Value The new Starting Value will be calculated by multiplying the Purchase Value of the Asset by the Rate in the relevant Revaluation Factor record and, in Russia only, by the Coeff. in the relevant Inflation Coefficient record. This figure will appear in the Starting Value 1 and 2 fields in the new Revaluation.

The new Residual Value will be calculated by multiplying the original Residual Value of the Asset by the Rate in the relevant Revaluation Factor record.

Last Revaluated Value

The new Starting Values 1 and 2 will be calculated by multiplying the Starting Values 1 and 2 in the latest existing Revaluation record by the Rate in the relevant Revaluation Factor record and, in Russia only, by the Coeff. in the relevant Inflation Coefficient record. The Transaction Date field in the Revaluation is used to determine

which is the latest Revaluation record, not the Starting Date field. If there is no previous Revaluation record, the Purchase Value of the Asset will be used.

The new Residual Value will be calculated by multiplying the Residual Value in the latest Revaluation record by the Rate in the relevant Revaluation Factor record.

Last Official Revaluation

This is similar to the Last Revaluated Value option above, but uses the latest existing Revaluation record with a Legal Code.

N/L Simulation In some countries, the revaluing of Assets should be recorded in the Nominal Ledger. Use one of these options if you want a Simulation to be created for each Asset Revaluation. This Simulation can later be checked and converted to a Transaction.

If you choose to have Simulations created, one will be created for each Asset. Note that both options will create Simulations that are different to those created by the 'Create N/L Simulation' function on the Operations menu of the Revaluation screen.

If Simulations are not created when expected, the following are possible causes: there is no valid Number Series for the current year in the Number Series - Simulations setting in the Nominal Ledger; the Asset-Asset Category-Asset Class chain is broken, or valid Accounts have not been entered in the Asset Class; or a valid Account was not entered in the Revaluation Factor record.

No Choose this options if you don't want Simulations to be created by the Maintenance function.

Russian Choose this option if you want Simulations to be created using the Russian model.

If the Asset has increased in value, that increase is debited to the Asset Account specified in the relevant Asset Class and credited to the N/L Account specified in the relevant Revaluation Factor record. These postings are reversed if the Asset has decreased in value.

The change in depreciation resulting from the Revaluation is then debited to the N/L Account specified in the relevant Revaluation Factor and credited to the Depreciation Account specified in the relevant Asset Class. Again, these postings are reversed if the Asset has decreased in value. For example, if an Asset with a 20% Straight Line Depreciation Model increases in value from 50000 to 55000, the amount posted to these two Accounts will be (55000 x 20%) - (50000 x 20%) = 1000. The period for this depreciation

calculation will be the life of the Asset so far (i.e. running from the Start Date to the end of the Period entered in the specification window). These two postings will only be made for Assets with a Straight Line Depreciation Model.

The Legal Code from the Revaluation Factor and the Inventory Number of the Asset are copied to the Text field of the Simulation.

The date of the Simulation is the current date (i.e. the date the Maintenance function is run).

You should also choose the Russian model if you want an Inflation Coefficient to affect how the new Asset values are calculated. Usually, these are calculated by multiplying the previous Asset value by the Rate in the relevant Revaluation Factor. If this option is chosen, the previous Asset values are multiplied by the Coeff. in the relevant Inflation Coefficient record as well.

Example

In this example, the Revaluation Factor and Run List illustrated earlier in this section will be applied to these two Assets (because they both belong to the "VEHICS" Asset Category specified in the Revaluation Run List)—

The first Asset has a Purchase Date of 1st January 1999, and therefore will be revalued by a Factor of 1.5 (determined in the Revaluation Factor), while the second Asset was purchased on 1st June 2000 and therefore will be revalued by a Factor of 1.1.

When the 'Revaluate Asset Acquisition Value' function is run, "1/1/2002" is entered as the Run List Date, to ensure the correct Run List is used. The function will create these two Revaluation records (one for each Asset)—

The new value of the first Asset is 15000 x 1.5 = 22500. The new value of the second Asset is 17500 x 1.1 = 18250. These new values appear in both the Starting Value 1 and 2 fields, and will be used as the basis for depreciation calculations the next time these are carried out. How they will be used will depend on whether the Start From Last Revaluated Value option is used. Please refer to the description of the 'Create Depreciation Simulations' Maintenance function above for further details and an example.

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 Assets module. Each item in the list ("Document") will be printed using a different Form.
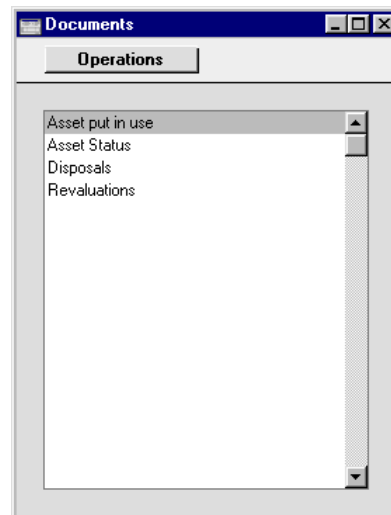
To print a document, follow this procedure—

1. Highlight the relevant 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 Assets 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 is attached to each document)—

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

3. Highlight 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 the document and is fully described in the 'Documents' section of the 'Hansa's Work Area' chapter in Volume 1 of this manual.

4. The 'Define Document' function only needs to be used once. After this has been done, Form selection will be automatic.

The process for selecting Assets to be printed is described below. Leave all the fields in the specification window blank if documents for all the Assets in the database are to be printed. If it is necessary to restrict the number of documents printed, use the fields as described.

Asset put in use, Asset Status, Disposals, Revaluations

These documents provide hard copies of any records entered to the registers with the same names. They can be printed for a range of records from the 'Documents' function, or for a single record by clicking the Printer icon in a record window. The Asset Put In Use document is printed from the Asset register.

When using the 'Documents' function, double-click one of these options in the 'Documents' list and, when the specification window appears, enter a Serial 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 Assets 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 Assets module—
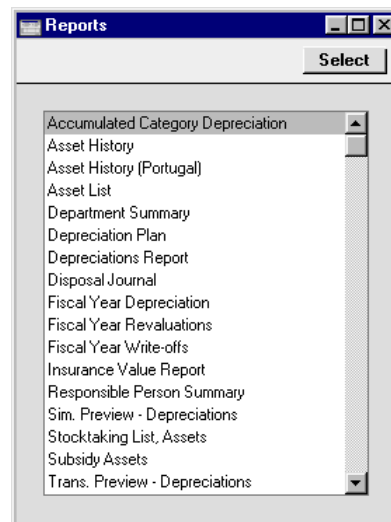
A specification window will then appear, where you can decide what is to be included in the report. Leave all the fields in this window blank if the report is to cover all the Assets in the database. If it is necessary to restrict the coverage of the report, use the fields as described individually for each report.

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

Accumulated Category Depreciation

This is a simple report showing for their life to date the total depreciation of the Assets in each Department/Category combination. Assets that do not have a Department are not shown in the report.

To Date	**Paste Special**	Current Date

The report calculates depreciation for the life of each Asset to the date specified here. A date must be entered or the report will be empty.

Category	**Paste Special**	Asset Categories setting, Assets module
	Range Reporting	Alpha

If you want to report on the Assets belonging to a particular Category, specify that Category here.

Department	**Paste Special**	Departments setting, Assets module
	Range Reporting	Alpha

If you want to report on the Assets belonging to a particular Department, specify that Department here.

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

If you want to report on the Assets with a particular Object, specify that Object here. If you enter a number of Objects separated by commas, only those Assets featuring all the Objects listed will be shown.

Function　　The two formats available for this report are illustrated below—

Category/Department

This option sorts the Assets by Category and then by Department. The depreciation of each Asset is not shown. Instead, total depreciation figures for each Category are shown, with subtotals for each Department within the Category.

Department/Category

> This option is similar, but the Assets are sorted by Department and then by Category. Total depreciation figures for each Department are shown, with subtotals for each Category within the Department.
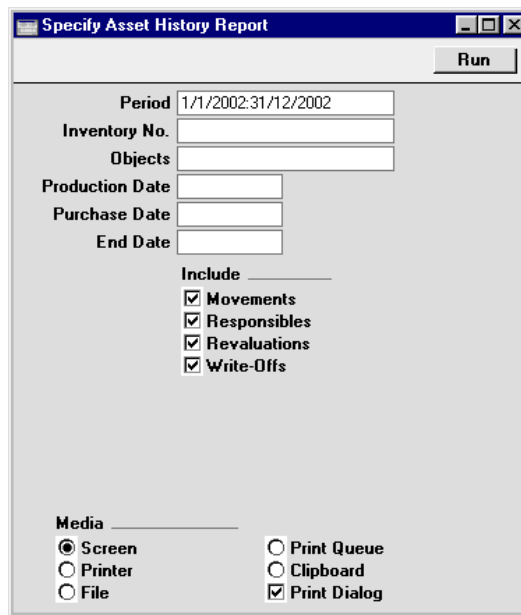
Asset History

This report uses information from the Revaluation, Asset Status and Disposal registers to show what has happened to the selected Assets during the specified period.

When printed to screen, the Asset History report has Hansa's Drill-down feature. Click on the Serial Number of any Revaluation, Asset Status or Disposal record in the report to open that record.

This report is the same one as that produced by the 'Asset History' function on the Operations menu of the Asset screen. When produced using that function, the report period runs from the Purchase Date of the Asset to the current date, and all four Include options are selected.

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

Events that occurred during the period specified here will be shown in the report.

Inventory No.	**Paste Special**	Asset register, Assets module
	Range Reporting	Alpha

Enter an Inventory Number (or range of Inventory Numbers) signifying the Assets to be shown in the report.

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

If you want to report on the Assets with a particular Object, specify that Object here. If you enter a number of Objects separated by commas, only those Assets featuring all the Objects listed will be shown.

Production Date	**Paste Special**	Current Date

To report on Assets with a particular Production Date, enter that date here.

Purchase Date	**Paste Special**	Current Date

To report on Assets with a particular Purchase Date, enter that date here.

End Date	**Paste Special**	Current Date

To report on Assets with a particular End Date, enter that date here.

Include   Use these options to choose which of the four different kinds of events are to be included in the report: change of Department; change of Person responsible; Revaluation; and sale or write-off. The first two options take information from the Asset Status register, and the last option takes information from the Disposal register.

Asset History (Portugal)

This is a very detailed report showing the status of each Asset at the end of the report period. The Asset, Cost and Depreciation Accounts from the Asset Class are shown, as are the latest Department and Person from the Asset Status register. Depreciation figures for each fiscal year to the end of the report period are calculated, together with a total depreciation figure. Other information is taken from the Asset record.

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

For each Asset shown in the report, depreciation will be calculated to the end of the period specified here. The Department and Person of each Asset will be taken from the last Asset Status record before the end of this period.

Inventory No.	**Paste Special**	Asset register, Assets module
	Range Reporting	Alpha

Enter an Inventory Number (or range of Inventory Numbers) signifying the Assets to be shown in the report.

Model   Use one of these alternatives to determine which of the two Depreciation Models specified on the 'Models' card of each Asset record is to be used to calculate its depreciation.

Calculation   Please refer to the section above describing the 'Create Depreciation Simulations' Maintenance function for a full description of the Per Day and Per Month options. Choose the According to Model option if you want to use the Period specified in the Depreciation Model of each Asset. If an Asset uses a Declining Balance Depreciation Model, the calculation method will always be Per Month, irrespective of the option chosen here.

Start From Last Revaluated Value

Please refer to the section above describing the 'Create Depreciation Simulations' Maintenance function for a full description of this option.

Asset List

This report lists the Assets in the selection, showing for each most of the information stored in the Asset register.

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

The report period: Assets whose Purchase Date falls in this period will be listed in the report. Assets with a blank Purchase Date will also be listed. If you want to list all Assets irrespective of Purchase Date, check the Ignore Purchase Date box below.

Inventory No.	**Paste Special**	Asset register, Assets module
	Range Reporting	Alpha

Enter an Inventory Number (or range of Inventory Numbers) signifying the Assets that are to be shown in the report.

Category	**Paste Special**	Asset Categories setting, Assets module
	Range Reporting	Alpha

Limit the selection to Assets belonging to a single Asset Category, or to a range of Categories.

Function   Use these options to control the level of detail to be shown in the report.

      Overview   This option simply shows the Inventory Number, Name, Purchase Value and Purchase Date of each Asset.

      Detailed   As well as the information shown in the Overview, this option shows the Quantity, Department and Person of each Asset in the selection (all taken from the 'Owner' card of the Asset record) and lists all Revaluations relating to those Assets.

Include Inactive   Check this box if you want to include in the report Assets that have been marked as Inactive.

Include Disposed   Check this box if you want to include in the report Assets that have been disposed of (i.e. written off or sold using an approved Disposal record).

      If an Asset has been marked as Inactive and disposed of through the Disposal register, it will only be shown in the report if both Include Inactive and Include Disposed are checked.

Ignore Purchase Date

      Check this box if you want to include all Assets in the report, irrespective of Purchase Date.

Department Summary

This report shows the movement of your Assets through the various Departments in your company during the report period.

A sample Department Summary report is shown below—

The report is a list of Departments, showing for each one the Assets that have passed through it during the report period. Within each Department section, the Assets are sorted by Asset Category, and subtotals are provided for each Category and Department.

Up to eight figures can be shown for each Asset, as follows—

Fwd. Bal   The Purchase Value (or, if appropriate, the value from the most recent Revaluation) of an Asset, shown if it entered the Department before the report period began.

P-Price The Purchase Value of an Asset, shown if it was purchased during the report period and the Department is the first one to which the Asset belonged (i.e. the Department is the one shown on the 'Owner' card of the Asset record).

Move in The Purchase Value of an Asset, shown if it was moved into the Department during the report period using an Asset Status record of Type "Movement".

These first three columns are used to describe the different ways in which an Asset can be attached to a Department: only one of these will contain a value.

Reval. If a Revaluation was entered for an Asset during the report period, the change in value will be shown here. This will be determined using the Starting Date 1 of the Revaluation, not the Transaction Date.

The next three columns are used to describe the different ways in which an Asset can be removed from a Department: only one of these can contain a value. None will contain a value if the Asset is still in the Department at the end of the report period.

Write-off The Sales Price of an Asset, shown if it was included in a Disposal record of Type "Write-off" during the report period.

Sold The Sales Price of an Asset, shown if it was included in a Disposal record of Type "Sale" during the report period.

Move out The Purchase Value of an Asset, shown if it was moved out of the Department during the report period using an Asset Status record of Type "Movement".

Balance The net change in the value of an Asset while it was attached to a particular Department.

When you double-click 'Department Summary' in the 'Reports' list, the following specification window appears. Complete it as described under the illustration, and click the [Run] button to produce the report.

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

The report period: the report will show the movements of each Asset during the period specified here. This information will be taken from Revaluations, Disposals and Asset Status records of Type "Movement" whose Dates fall within this period. In the case of Revaluations, the date used is the Starting Date 1, not the Transaction Date. The purchase of an Asset during the report period will also be shown (taken from the Purchase Date field of the Asset record).

Department	**Paste Special**	Departments setting, Assets module
	Range Reporting	Alpha

Specify a Department (or range of Departments) to show the Assets that passed through it during the report period.

Category	**Paste Special**	Asset Categories setting, Assets module
	Range Reporting	Alpha

If you want to report on the Assets belonging to a particular Category, specify that Category here.

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

If you want to report on the Assets with a particular Object, specify that Object here. If you enter a number of Objects separated by commas, only those Assets featuring all the Objects listed will be shown.

Lithuanian Form If this option is selected, the report shows the same information, but in a particular format required by users in Lithuania.

Show all By default, the report will only show Assets purchased, moved, revalued or disposed of during the report period. Check this box if you would like all Assets to be shown.

Depreciation Plan

This report calculates depreciation for each Asset over a single calendar year on a month-by-month basis.

As with most reports in the Fixed Assets module, you can produce the Depreciation Plan for a future period. The report will then show planned depreciation for the selected Assets, based on information currently in the Asset and Revaluation registers.

Period	Paste Special	Reporting Periods setting, System module

Specify the time period for which depreciation will be calculated. Since the report displays monthly depreciation figures, the period should consist of a selected number of whole months. The first date of the period should be the start of a calendar year. If a period is specified in which these criteria are not met, it will be adjusted automatically.

Header	Enter your own title for the report.

Category	Paste Special	Asset Categories setting, Assets module
	Range Reporting	Alpha

If you want to report on the Assets belonging to a particular Category, specify that Category here.

Inventory No.	**Paste Special**	Asset register, Assets module
	Range Reporting	Alpha

Enter one or more Assets for which depreciation will be calculated.

Asset N/L Class	**Paste Special**	Asset Classes setting, Assets module

Limit the selection to Assets belonging to a single Asset Class.

Assets do not have an Asset Class field: each Asset belongs to an Asset Category, and each Category in turn belongs to an Asset Class.

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

If you want to report on the Assets with a particular Object, specify that Object here. If you enter a number of Objects separated by commas, only those Assets featuring all the Objects listed will be shown.

Depreciation Model

Use one of these alternatives to determine which of the two Depreciation Models specified on the 'Models' card of each Asset record is to be used to calculate its depreciation.

Calculation   Please refer to the section above describing the 'Create Depreciation Simulations' Maintenance function for a full description of the Per Day and Per Month options. Choose the According to Model option if you want to use the Period specified in the Depreciation Model of each Asset. If an Asset uses a Declining Balance Depreciation Model, the calculation method will always be Per Month, irrespective of the option chosen here.

Start From   Please refer to the section above describing the 'Create Depreciation Simulations' Maintenance function for a full description of the Purchase Value and Last Revaluated Value options. The Last Official Revaluation option is similar to the Last Revaluated Value option, but uses the latest Revaluation record with a Legal Code.

Function   Assets purchased after the report period are not included in the report. Use these options to choose how "purchased" is defined—

Check Start Date Assets with Start Dates 1 or 2 (depending on whether you are using Model 1 or 2) later than the report period will not be shown.

Check Purchase Date

Assets with Purchase Dates later than the report period will not be shown. The consequence will be that an Asset whose Purchase Date is earlier than or within the report period and whose Start Date is later than the report period will be included in the report, but no depreciation will be calculated. Depreciation is always calculated from the Start Date onwards.

Skip Inactive   Check this box if you do not want to include in the report Assets that have been marked as Inactive.

In contrast to the Simulation and Transaction Preview reports, Inactive Assets will be included by default in this report. Those reports will only be used for current periods and Assets, whereas this one is more likely to be used for historical purposes.

Skip Disposed   Check this box if you do not want to include in the report Assets that have been disposed of (i.e. written off or sold using an approved Disposal record).

Again, in contrast to the Simulation and Transaction Preview reports, Disposed Assets will be included by default in this report.

Depreciations Report

This report is a list of Assets showing how the depreciation for each has been calculated.

Note that the production of this report does NOT create the actual depreciation transactions. For this it is necessary to enter a Transaction in the Nominal Ledger, either manually or by using the 'Create Depreciation Simulations' Maintenance function.

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

Specify the time period for which depreciation will be calculated. Unless you are using a Straight Line Depreciation Model and the Values per Day option, the period should consist of a selected number of whole months: it will be rounded up if this is not the case.

Category	**Paste Special**	Asset Categories setting, Assets module
	Range Reporting	Alpha

If you want to report on the Assets belonging to a particular Category, specify that Category here.

Inventory No.	**Paste Special**	Asset register, Assets module
	Range Reporting	Alpha

Enter one or more Assets for which depreciation will be calculated.

Asset N/L Class	**Paste Special**	Asset Classes setting, Assets module

Limit the selection to Assets belonging to a single Asset Class.

Assets do not have an Asset Class field: each Asset belongs to an Asset Category, and each Category in turn belongs to an Asset Class.

Department	**Paste Special**	Departments setting, Assets module

Limit the selection to Assets that belonged to a particular Department at the end of the report period. This information will be taken from the latest Asset Status record of Type "Movement" entered during the report period, or, if there aren't any, from the 'Owner' card of the Asset record.

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

If you want to report on the Assets with a particular Object, specify that Object here. If you enter a number of Objects separated by commas, only those Assets featuring all the Objects listed will be shown.

Depreciation Model

Use one of these alternatives to determine which of the two Depreciation Models specified on the 'Models' card of each Asset record is to be used to calculate its depreciation.

Function   Use these options to control the level of detail to be shown in the report. For illustrated examples, please refer to the end of the description of this report.

Calculation   Please refer to the section above describing the 'Create Depreciation Simulations' Maintenance function for a full description of the Per Day and Per Month options. Choose the According to Model option if you want to use the Period specified in the Depreciation Model of each Asset. If an Asset uses a Declining Balance Depreciation Model, the calculation method will always be Per Month, irrespective of the option chosen here.

Start From   Please refer to the section above describing the 'Create Depreciation Simulations' Maintenance function for a full description of the Purchase Value and Last Revaluated Value options. The Last Official Revaluation option is similar to the Last Revaluated Value option, but uses the latest Revaluation record with a Legal Code.

Function   Assets purchased after the report period are not included in the report. Use these options to choose how "purchased" is defined—

Check Start Date   Assets with Start Dates 1 or 2 (depending on whether you are using Model 1 or 2) later than the report period will not be shown.

Check Purchase Date

Assets with Purchase Dates later than the report period will not be shown. The consequence will be that an Asset whose Purchase Date is earlier than or within the report period and whose Start Date is later than the report period will be included in the report, but no depreciation will be calculated. Depreciation is always calculated from the Start Date onwards.

Skip Inactive   Check this box if you do not want to include in the report Assets that have been marked as Inactive.

In contrast to the Simulation and Transaction Preview reports, Inactive Assets will be included by default in this report. Those reports will only be used for current periods and Assets, whereas this one is more likely to be used for historical purposes.

Skip Disposed   Check this box if you do not want to include in the report Assets that have been disposed of (i.e. written off or sold using an approved Disposal record).

Again, in contrast to the Simulation and Transaction Preview reports, Disposed Assets will be included by default in this report.

The Detailed version of the report is illustrated below using as an example an Asset purchased in 1993 and entered to Hansa in January 2001. The report period (i.e. period for which depreciation is calculated) is January-December 2002. There are three columns as follows—

Forward Balance   This contains four figures—

Depreciation so far The Initial Depreciation from the 'Models' card of the Asset screen (i.e. the depreciation of the Asset prior to being input to Hansa). This is 94,242.28 in the example.

Value   The Asset's Purchase Value from the 'Purchase' card of the Asset screen, 280,000 in the example. If there are any Revaluations from before the report period, this figure will be taken from the latest of these.

Depreciated   The depreciation (including any Initial Depreciation) calculated by Hansa prior to the report period. In the example, the Initial Depreciation, which covers the period 1/1/1993 to 31/12/2000, is 94,242.28, and the depreciation for the previous year, 1/1/2001 - 31/12/2001, is 9,287.89, producing a total depreciation prior to the report period of 103,530.17.

Sum   The Purchase Value less the Depreciated figure (i.e. the value of the Asset at the beginning of the report period).

Net Depr.   This column shows the depreciation for the report period. This is 8,823.49 in the example.

End Balance   This column shows the value of the Asset at the beginning of the period for which Hansa is recording depreciation (1/1/2001 in the example), the total calculated depreciation (in the example, for the years 2001 and 2002, i.e. the period for which Hansa is recording depreciation, and therefore excluding Initial Depreciation), and the value at the end of the period.

The Overview is more simple, showing only the Purchase Value (or value from the last Revaluation prior to the report period), value at the beginning of the report period, any Revaluations that might apply, the depreciation for the report period and the value at the end of the report period—

Disposal Journal

This report shows selected records from the Disposal register.

Serial No.	**Range Reporting**	Numeric

Specify the range of Disposal records to be shown in the report. Use a colon (:) to separate the first and last number.

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

Enter the start and end dates of the period to be covered by the report.

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

To report on Disposal records with a particular Cost Account, enter the Account Number here.

Include   Use these options to specify whether Disposal records of Type "Sale" and/or Type "Write-off" are to be listed in the report.

Function   Use these options to control the level of detail shown in the report.

Fiscal Year Depreciation

The Fiscal Year Depreciation report is designed to satisfy a statutory reporting requirement in Portugal. Please refer to your local Hansa representative for full details.

The report requires that you define a hierarchical structure of Asset Categories, as illustrated in the section describing the Mother Category field in the Asset Categories setting towards the beginning of this chapter.

When printed to screen, the report has nine columns of information. When sent to a printer, there are 15 columns, including Non-Fiscal Cost.

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

Specify the time period for which depreciation will be calculated. This period should consist of a single fiscal year. Any Assets purchased after this period are shown in the report, but depreciation is shown to be zero.

Category	**Paste Special**	Asset Categories setting, Assets module
	Range Reporting	Alpha

If you want to report on the Assets belonging to a particular Category, specify that Category here.

Inventory No.	**Paste Special**	Asset register, Assets module
	Range Reporting	Alpha

Enter one or more Assets to be shown in the report.

Asset N/L Class	**Paste Special**	Asset Classes setting, Assets module

Limit the selection to Assets belonging to a single Asset Class.

Assets do not have an Asset Class field: each Asset belongs to an Asset Category, and each Category in turn belongs to an Asset Class.

Depreciation Model

Use one of these alternatives to determine which of the two Depreciation Models specified on the 'Models' card of each Asset record is to be used to calculate its depreciation.

Include Use these options to specify whether normal (active) Assets or those that have been written off are to be listed in the report. Assets marked as Inactive are classified as "normal" in this instance, unless they have been included in an approved Disposal record.

Calculation Please refer to the section above describing the 'Create Depreciation Simulations' Maintenance function for a full description of the Per Day and Per Month options. Choose the According to Model option if you want to use the Period specified in the Depreciation Model of each Asset. If an Asset uses a Declining Balance Depreciation Model, the calculation method will always be Per Month, irrespective of the option chosen here.

Include Check the boxes to include Assets of different types in the report. The type of an Asset depends on the Category to which it belongs. At least one option must be chosen or the report will be empty.

Fiscal Year Revaluations

The Fiscal Year Revaluations report is designed to satisfy a statutory reporting requirement in Portugal. Please refer to your local Hansa representative for full details.

The report requires that you define a hierarchical structure of Asset Categories, as illustrated in the section describing the Mother Category field in the Asset Categories setting towards the beginning of this chapter.

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

Specify the time period for which depreciation will be calculated. This period should consist of a single fiscal year.

Legal Code	The report shows the effects of a single Official Revaluation on the depreciation of your Assets. Specify here the Legal Code of the Official Revaluation that you are interested in. A Legal Code must be entered or the report will be empty.
Model	Use one of these alternatives to determine which of the two Depreciation Models specified in each Revaluation record is to be used to calculate depreciation.

Include Use these options to specify whether normal (active) Assets or those that have been written off are to be listed in the report. Assets marked as Inactive are classified as "normal" in this instance, unless they have been included in an approved Disposal record.

Calculation Please refer to the section above describing the 'Create Depreciation Simulations' Maintenance function for a full description of the Per Day and Per Month options. Choose the According to Model option if you want to use the Period specified in the Depreciation Model of each Asset. If an Asset uses a Declining Balance Depreciation Model, the calculation method will always be Per Month, irrespective of the option chosen here.

Start From Last Revaluated Value

Please refer to the section above describing the 'Create Depreciation Simulations' Maintenance function for a full description of this option.

Fiscal Year Write-offs

The Fiscal Year Write-offs report is designed to satisfy a statutory reporting requirement in Portugal. Please refer to your local Hansa representative for full details.

The report lists Assets that were sold or written-off during a particular fiscal year. If there is a record in the Inflation Coefficients setting whose Valid From date is the first day of that fiscal year, the appropriate coefficient (depending on the Purchase Date of the Asset) will be shown in the report (column 11) and this will be used in the calculation of the Fiscal Profit/Loss (column 14).

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

Specify the time period for which depreciation will be calculated. This period should consist of a single fiscal year.

Model   Use one of these alternatives to determine which of the two Depreciation Models specified in each Revaluation record is to be used to calculate depreciation.

Calculation   Please refer to the section above describing the 'Create Depreciation Simulations' Maintenance function for a full description of the Per Day and Per Month options. Choose the According to Model option if you want to

use the Period specified in the Depreciation Model of each Asset. If an Asset uses a Declining Balance Depreciation Model, the calculation method will always be Per Month, irrespective of the option chosen here.

Start From Last Revaluated Value

Please refer to the section above describing the 'Create Depreciation Simulations' Maintenance function for a full description of this option.

Insurance Value Report

This report shows the Insurance Values assigned to each Asset (on the 'Purchase' card of the Asset record).

Inventory No.	**Paste Special**	Asset register, Assets module
	Range Reporting	Alpha

Enter one or more Assets to be included in the report.

Asset Category	**Paste Special**	Asset Categories setting, Assets module

Limit the selection to Assets belonging to a single Asset Category.

Responsible Person Summary

This report is similar to the Department Summary, but instead uses Asset Status records of Type "Responsible" to show how the Person responsible for

each Asset has changed during the report period. Please refer to the description of the Department Summary above for details.

Simulation Preview - Depreciations

This report is used to preview the Simulation which will be created by the subsequent running of the 'Create Depreciation Simulations' Maintenance function. It shows the Accounts which will be included in such Simulations: if you so choose, the report could therefore also be used as a basis for entering depreciation directly to the Transaction register manually.

Please refer to the section above describing the 'Create Depreciation Simulations' Maintenance function for examples showing how depreciation is calculated, and for possible reasons why certain Assets have been omitted from the report unexpectedly.

Period   Paste Special   Reporting Periods setting, System module

Specify the time period for which depreciation will be calculated. Unless you are using a Straight Line Depreciation Model and the Values per Day option, the

period should consist of a selected number of whole months: it will be rounded up if this is not the case.

Inventory No.   **Paste Special**   Asset register, Assets module

                         Range Reporting   Alpha

Enter one or more Assets for which depreciation will be calculated.

Asset Category   **Paste Special**   Asset Categories setting, Assets module

                         Range Reporting   Alpha

Limit the selection to Assets belonging to a single Asset Category.

Department   **Paste Special**   Departments setting, Assets module

Limit the selection to Assets belonging to a particular Department. This information will be taken from the latest Asset Status record of Type "Movement" (even if that is later than the report period), or, if there aren't any, from the 'Owner' card of the Asset record.

Trans. Date   **Paste Special**   Current Date

Enter the date that you think you will use when you create the depreciation Simulation. This will be shown at the beginning of the report together with the probable Simulation Number (i.e. the next unused number from the first Number Series in the Number Series - Simulations setting).

Model   Use one of these alternatives to determine which of the two Depreciation Models specified on the 'Models' card of each Asset record is to be used to calculate its depreciation.

Calculation   Please refer to the section above describing the 'Create Depreciation Simulations' Maintenance function for a full description of these options.

Simulation per Asset

When a Simulation is created by the 'Create Depreciation Simulations' Maintenance function, depreciation of an Asset will be debited to the Cost Account of the Asset Class to which the Asset belongs

and credited to the Depreciation Account of the Asset Class.

By default, a single Simulation will be created. If Objects are not being used, this Simulation will contain a single debit posting to each Cost Account (to the value of the accumulated depreciation of all Assets using that Account) and a single credit posting to each Depreciation Account. If Objects are being used, the Simulation will contain single postings for each Object/Account combination. This structure will also be used in this report.

If you will not be creating a single Simulation when you run the Maintenance function, but instead will be creating one Simulation per Asset, check this box. The report will list the Simulations that will be created by the Maintenance function.

Skip Inactive   Check this box if you do not want to include in the report Assets that have been marked as Inactive.

Skip Disposed   Check this box if you do not want to include in the report Assets that have been disposed of (i.e. written off or sold using an approved Disposal record).

Stocktaking List, Assets

This is a report to be used as a basis for the stocktaking of Assets. 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. This information is taken from the Asset register and from records in the Asset Status register whose Type is "Inventory".

The report contains an "Status" column. In the case of Assets that have never been included in an Asset Status record whose Type is "Inventory", this will show "Not Recorded". Otherwise, it will show the Status from the appropriate row of the latest Asset Status record.

Once the stocktake has been carried out, its results should be entered in a new record in the Asset Status register, of the Type "Inventory". It will probably be easy to copy the record representing the previous stocktake and check the quantities are correct. This can be done on screen or using the Asset Status document. Assets which have been sold or written off since the last stocktake should be left out of the new record. Once approved, this new record will

provide the contents of the Stocktaking List, Assets report the next time it is printed, and therefore of the next stocktake.

Asset	**Paste Special**	Asset register, Assets module
	Range Reporting	Alpha

Enter one or more Assets to be included in the report. Disposed Assets in the range will be shown (with a Status of "Disposed"), as will those that have been marked as Inactive.

Asset Category	**Paste Special**	Asset Categories setting, Assets module

Limit the selection to Assets belonging to a single Asset Category.

Department	**Paste Special**	Departments setting, Assets module

Limit the selection to Assets belonging to a particular Department. In all cases, this information will be taken from the 'Owner' card of the Asset record.

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

Limit the selection to Assets belonging to a particular Person. In all cases, this information will be taken from the 'Owner' card of the Asset record.

Last Stocktake	**Paste Special**	Current Date

Enter the date of the last stocktake here. Assets that have not been included in an Asset Status record whose Type

is "Inventory" and whose Date is earlier than this date will be shown in the report as "Not Recorded". Otherwise their Status ("Found", "On Repair", etc.) will be taken from the most recent Asset Status record. Assets sold or written off through the Disposal register prior to this date will be shown as "Disposed".

If this field is left blank, all Assets will be listed in the report, even those that have been sold or written off. All Assets will be shown as "Not Recorded".
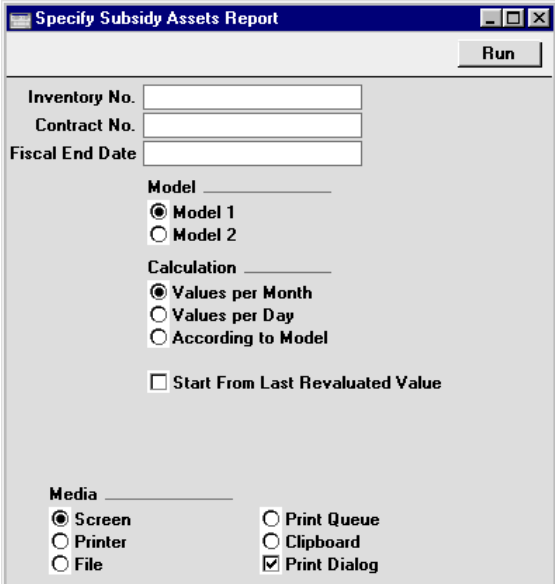
Skip Disposed   Check this box if you do not want to include in the report Assets that have been marked as Inactive and/or disposed of (i.e. written off or sold using an approved Disposal record).

Subsidy Assets

The Contract Number and Subsidy Value fields on the 'Purchase' and 'Values' cards respectively of the Asset screen are used in certain countries (e.g. Portugal) when an Asset was purchased with the help of a subsidy from the European Union. These fields record the number of the EU contract authorising the subsidy, and the amount of the subsidy.

This report lists the Assets that have a Subsidy Value, showing the depreciation of the Asset and of the subsidy. In countries such as Portugal, depreciation of a subsidy is treated as income. A Nominal Ledger Transaction should be entered manually to record this income, using the figures shown in the report.

When printed to screen, the Subsidy Assets report has Hansa's Drill-down feature. Click on an Inventory Number in the report to open the Asset record.

Inventory No.	**Paste Special**	Asset register, Assets module
	Range Reporting	Alpha

Enter one or more Assets to be included in the report. The report will be empty if none of the specified Assets have a Subsidy Value. Inactive and Disposed Assets with Subsidy Values are shown.

Contract No. Enter a Contract Number to report on Assets that have that Contract Number entered to the field on the 'Purchase' card.

Fiscal End Date	**Paste Special**	Current Date

Depreciation for each Asset will be calculated for the year ending on the date specified here. Depreciation will not be calculated if no date is specified.

Model Use one of these alternatives to determine which of the two Depreciation Models specified in each Revaluation record is to be used to calculate depreciation.

Calculation Please refer to the section above describing the 'Create Depreciation Simulations' Maintenance function for a full description of the Per Day and Per Month options. Choose the According to Model option if you want to use the Period specified in the Depreciation Model of

each Asset. If an Asset uses a Declining Balance Depreciation Model, the calculation method will always be Per Month, irrespective of the option chosen here.

Start From Last Revaluated Value

Please refer to the section above describing the 'Create Depreciation Simulations' Maintenance function for a full description of this option.

Transaction Preview - Depreciations

This report is used to preview the Transaction which will be created by the subsequent running of the 'Create Depreciation Transactions' Maintenance function. In operation, it is the same as the Simulation Preview - Depreciations report: please refer to the description of that report above for details.

Exports

Introduction

The 'Exports' function provides for the exporting of certain information to tab-delimited text files from where it can be incorporated in word processing programs for mailmerge, in spreadsheets for further statistical analysis or in page make-up programs for incorporation in publicity material or published reports. Alternatively, it can be imported into other Hansa databases or Companies using the 'Automatic' and 'Automatic, manual file search' import functions in the System module. Remember that Reports can also be printed to disk, so most of the information that is stored in Hansa is available to other applications via the medium of the text file.

The function is selected using the 'Exports' item on the File menu or by clicking the [Exports] button in the Master Control panel. On selecting the function, the window illustrated below appears. This lists the Exports which can be produced from the Assets 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.
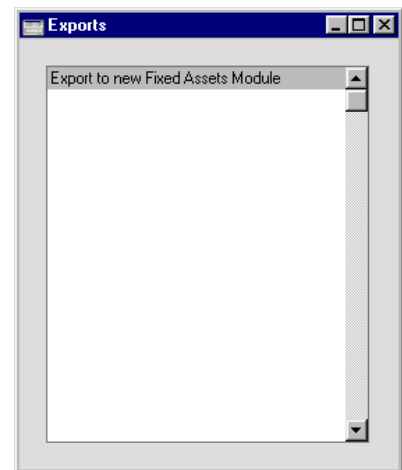
Export to new Fixed Assets Module

The Assets module was rewritten in Hansa version 3.8. The old Fixed Asset register was replaced by the Asset register. If you were using Hansa prior to this version, you should convert your Fixed Assets to Assets. To do this, follow these steps—

1. Referring to the section entitled 'Upgrading from Previous Versions of Hansa' in the first chapter of Volume 1 of these manuals, upgrade your database to the new version of Hansa.

2. Back up your database in the usual fashion.

3. Change to the Assets module and select 'Exports' from the File menu or click the [Exports] button in the Master Control panel.

4. When the 'Exports' list window appears, double-click 'Export to new Fixed Assets Module'. Create an export file in the usual way.

5. Change to the System module and import the file created in step 4 using the 'Automatic, manual file search' option.

6. Check that the Asset register contains your Assets as expected.

The following points should be noted—

*   The old Fixed Assets module did not have Asset Categories. Each Asset belonged to an Asset Class. In the new Assets module, each Asset belongs to an Asset Category which in turn belongs to an Asset Class. The updating process will create one new Asset Category for each Asset Class, with the same code as the Asset Class. For example, if you have an Asset Class with the code "1", the updating process will create a Category with the code "1". Assets that previously belonged to Class "1" will be assigned to Category "1", and Category "1" will be assigned to Class "1". This will enable depreciation calculations to begin immediately. However, all other fields in the new Category records (e.g. Category Name, default Depreciation Models) will be left blank by the updating process.

*   If any of the old Fixed Assets contained a Last ST Date, they will be included in a new record in the Asset Status register, of Type "Inventory". A separate Asset Status record will be created for each Asset. These records will be created as part of the import process, but they will not be approved.

*   If any of the old Fixed Assets contained a Sales Date, they will be included in a new record in the Disposal register. This record will be

created as part of the import process, but it will not be approved. If the old record had a Sales Value as well, the Type of the Disposal record will be "Sale". Otherwise, it will be "Write off". The Sales Date will appear in the End Date field in the new Asset record.

- The information in the first row of the grid on card 2 of the old Fixed Asset records will be copied to the equivalent fields in the new Asset records. This grid only had one Start Date field, so this date will appear in both the Start Date 1 and 2 fields in the new Asset record. If the grid had more than one row, Revaluation records will be created for the second and subsequent rows.

Hansa Financials HansaWorld

Cash Book

Chapter 2: The Cash Book Module

The Cash Book module is an easy means of recording incoming and outgoing cash transactions. Each cash transaction can be recorded individually, or the day's receipts can be entered as a single transaction, providing the same Sales and Cash or Bank Account applies to them all. Similarly, the day's payments can also be entered as a single transaction.

Integration with the Sales and Purchase Ledgers

If you deal solely in cash, you can enter cash transactions directly to the Cash In and Cash Out registers. The Cash In register will be used for incoming (sales) cash transactions, while the Cash Out register will be used for outgoing (purchasing) cash transactions. However, these registers do not keep a record of the Items bought and sold. So if your cash transactions have stock implications, you might prefer to enter them initially as Invoices and Purchase Invoices with "Cash"-type Payment Terms. You can then create cash transactions from those Invoices and Purchase Invoices using the 'Create Cash In' and 'Create Cash Out' Operations menu functions.

If you will be using these functions, you should enter appropriate Payment Terms and Payment Modes and set up the Cash Book module correctly to ensure the Nominal Ledger is correct. Two methods are available: the "Single Transaction" method and the "Double Transaction" method.

Single Transaction method

If you are using the Single Transaction method, your cash transactions will be recorded in the Nominal Ledger in Transactions created from Invoices and Purchase Invoices only. Cash In and Cash Out records created from these Invoices will not cause Nominal Ledger Transactions to be created. Records entered directly to the Cash In and Cash Out registers with no related Invoice will generate Nominal Ledger Transactions. This system might be suitable where invoicing and cash handling are carried out by a single person or in a single office.

To set up a Single Transaction system, follow these steps—

1. In the Sub Systems setting in the Nominal Ledger, ensure the Invoice, Purchase Invoice, Cash In and Cash Out options are switched on.

2. In the Cash Book module, switch on the Payment Mode Control and Cash Collection options in the Cash Book Settings setting.

3. Again in the Cash Book module, enter at least two Payment Modes. In both, set the Type to "Cash" on flip B. In the N/L column on flip C, set one Payment Mode to "GenTrans" and one to "Do Not GenTrans". If you have more than one Cash Account, enter a twin set of Payment Modes for each one. In this circumstance, it is recommended that you use a different Number Series for each "Do Not GenTrans" Payment Mode. This will help you make the most of the 'Create Collection Cash In' and 'Create Collection Cash Out' Maintenance functions.

4. When entering a Cash Invoice or Purchase Invoice, enter the "Do Not GenTrans" Payment Mode into the Payment Terms field. When the Invoice is approved and saved, it will be treated as paid. There will not be a posting to a Debtor or Creditor Account, but instead there will be one to the Account from the Payment Mode (i.e. a Bank or Cash Account).

   Hansa will prevent you from entering the "GenTrans" Payment Mode in the Payment Terms field, and similarly you will not be able to specify Payment Terms of the "Cash" Type. You will be able to enter other Payment Terms (e.g. 30 days).

5. Once the Invoice has been approved, you can create a Cash In or Cash Out record from it by selecting 'Create Cash In' or 'Create Cash Out' from the Operations menu. The new cash transaction will have the same Payment Mode as the Invoice. If you have several Invoices, you can create a single Cash In or Cash Out record from them using the 'Create Collection Cash In' or 'Create Collection Cash Out' Maintenance functions.

   When these Cash In and Cash Out records are approved, no Nominal Ledger Transactions will be generated, because the Payment Mode is "Do Not GenTrans".

6. The procedure described in steps 4 and 5 should also be followed when entering Receipts and Payments. Again, Hansa will prevent you from using a "GenTrans" Payment Mode.

7. If you need to enter a cash transaction that has no stock implications, you can enter it directly to the Cash In or Cash Out registers. In this case, specify the "GenTrans" Payment Mode. You can ensure this is offered as a default using the Cash Book Settings setting. When the record is approved, a Nominal Ledger Transaction will be generated.

Double Transaction method

If you are using the Double Transaction method, your cash transactions will be recorded in the Nominal Ledger in Transactions created from Invoices and Purchase Invoices and from the Cash In and Cash Out records created from these Invoices. Records entered directly to the Cash In and Cash Out registers with no related Invoice will also generate Nominal Ledger Transactions. This system might be suitable where invoicing and cash handling are carried out in a different offices or departments.

To set up a Double Transaction system, follow these steps—

1. In the Sub Systems setting in the Nominal Ledger, ensure the Invoice, Purchase Invoice, Cash In and Cash Out options are switched on.

2. In the Cash Book module, switch off the Payment Mode Control and Cash Collection options in the Cash Book Settings setting.

3. Again in the Cash Book module, enter one Payment Mode. Set the Type to "Cash" on flip B. In the N/L column on flip C, choose "GenTrans". The Account should be the Cash Account.

4. Enter one Payment Term record in which the Type is "Cash" and with a temporary holding Account specified in the Cash Account field. This can be done using the setting in the Sales or Purchase Ledgers.

5. Enter one Corresponding Mode in which the Account is the temporary holding Account specified in the Payment Term record. This should be done using the setting in the Cash Book module.

6. If you have more than one Cash Account, repeat steps 3, 4 and 5 for each one.

7. When entering a Cash Invoice or Purchase Invoice, enter the appropriate "Cash" Type Payment Term. When the Invoice is approved and saved, it will be treated as paid. There will not be a posting to a Debtor or Creditor Account, but instead there will be one to the Account from the Payment Term.

8. Once the Invoice has been approved, you can create a Cash In or Cash Out record from it by selecting 'Create Cash In' or 'Create Cash Out' from the Operations menu. If you have several Invoices, you can create a single Cash In or Cash Out record from them using the 'Create Collection Cash In' or 'Create Collection Cash Out' Maintenance functions.

Enter the appropriate Payment and Corresponding Modes to these Cash In and Cash Out records and approve them. Nominal Ledger Transactions will be generated, moving the amounts out of the temporary holding Account and in to the Cash Account specified for the Payment Mode. If you only have one Payment and Corresponding Mode, you can have them offered as defaults using the Cash Book Settings setting.

9. If you need to enter a cash transaction that has no stock implications, you can enter it directly to the Cash In or Cash Out registers. You will probably need a separate Corresponding Mode for this purpose. When the record is approved, a Nominal Ledger Transaction will be generated.

Settings

Introduction

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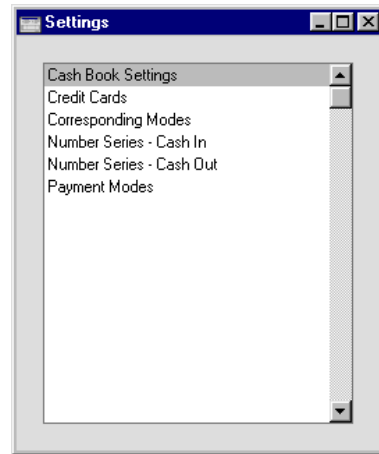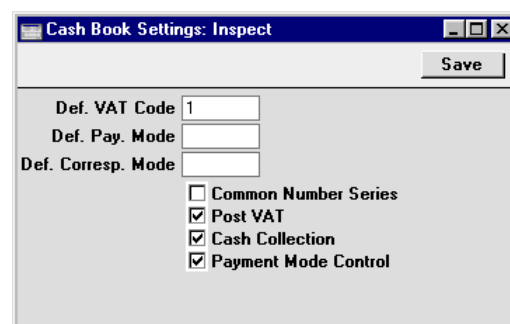
To edit a setting, ensure you are in the Cash Book module using the Modules menu and click the [Settings] button in the Master Control panel or select 'Settings' from the File menu. The list shown above appears. Then, double-click the relevant item in the list.

Cash Book Settings

This setting contains some miscellaneous options controlling the behaviour of the Cash In and Cash Out registers.

To open the Cash Book Settings setting, first ensure you are in the Cash Book module and click [Settings] in the Master Control panel or select 'Settings' from the File menu. Then, double-click 'Cash Book Settings' in the 'Settings' list. The 'Cash Book Settings: Inspect' window is opened.

<table>
<tr><td>**Def. VAT Code**</td><td>**Paste Special**</td><td>VAT Codes setting, Nominal Ledger</td></tr>
</table>

VAT Codes control which VAT Account will be used when a Cash In or Cash Out record is posted to the Nominal Ledger and the rate at which VAT will be calculated. VAT Code records are set up using the VAT Codes setting in the Nominal Ledger.

Enter here the VAT Code that you wish to be used as a default when new records are created in the Cash In and Cash Out registers. Normally, if your company is registered for VAT, this will be the VAT Code representing the standard rate. Otherwise, it will be a zero rate VAT Code.

As well as entering a default here, you should also check the Post VAT box below. If this box is not checked, Nominal Ledger Transactions created from Cash In and Cash Out records will not include a separate VAT element, irrespective of the VAT Code.

<table>
<tr><td>**Def. Pay. Mode**</td><td>**Paste Special**</td><td>Payment Modes setting, Sales/Purchase Ledger, Cash Book module</td></tr>
</table>

The Payment Mode determines the Nominal Ledger Account to be debited (Cash In) or credited (Cash Out) by the value of the cash transaction. Usually this will be a Cash or Bank Account.

Enter here the Payment Mode that you wish to be used as a default when new records are entered directly to the Cash In and Cash Out registers. When Cash In and Cash Out records are created from Sales and Purchase Invoices, this Payment Mode will also be the default if

you are using the Double Transaction method as described in the introduction (i.e. the Invoices have "Cash" Type Payment Terms). If Payment Modes have been entered to the Terms fields of your Invoices, those Payment Modes will be transferred to the consequent Cash In and Cash Out records.

If you want to use the 'Create Collection Cash In' and 'Create Collection Cash Out' Maintenance functions, you must enter a Default Payment Mode first. Otherwise, the functions will have no effect.

Def. Corresp. Mode

> **Paste Special**   Corresponding Modes setting, Cash Book module

The Corresponding Mode determines the Nominal Ledger Account to be credited (Cash In) or debited (Cash Out) by the value of the cash transaction (or by the value of the cash transaction less VAT if a separate VAT posting is being made). In the case of transactions entered directly to the Cash In and Cash Out registers, this may be a Sales (Cash In) or Purchase (Cash Out) Account, or, in the case of cash payments made to or received from members of staff, an Expense Account. In the case of cash transactions created from Invoices, especially if you are using the Double Transaction method as described in the introduction, this may be a temporary holding Account for cash.

Enter here the Corresponding Mode that you wish to be used as a default when new records are created in the Cash In and Cash Out registers.

If you want to use the 'Create Collection Cash In' and 'Create Collection Cash Out' Maintenance functions, you must enter a Default Corresponding Mode first. Otherwise, the functions will have no effect.

Common Number Series

In the Baltic States, all incoming cash transactions must use the same number sequence, irrespective of the originating register (i.e. Invoices, Cash In and Receipts). Similarly, all outgoing cash transactions (i.e. Purchase Invoices, Cash Out and Payments) must use the same

number sequence. Check this box if you want to use this feature.

The number sequences are defined using the From and To fields on flip C of the Payment Modes setting (described in the 'Sales Ledger' chapter in Volume 2a of these manuals). Inward cash transactions use the number sequence in the left-hand From and To fields, while outward transactions use those in the right-hand fields. Separate sequences should be used for each Payment Mode. These will be used in preference to any that have been defined in the Number Series settings.

When the Payment Mode is changed in any transaction record, the serial number for that record will change to the next unused one in the correct number sequence for that Payment Mode. In the case of Invoices and Purchase Invoices, the Payment Mode should be entered to the Payment Terms field. When the Invoice or Purchase Invoice is approved, it is treated as paid and no posting to a Debtor or Creditor Account is made. A consequence of this is that you should use different Codes in the Payment Modes and Payment Terms settings. For example, if you have used "C" as a Code in both settings and you enter it to the Payment Terms field in an Invoice, it will be treated as a reference to the Payment Term and not to the Payment Mode. Consequently, the Invoice Number will not be changed as expected and, depending on the nature of the Payment Term, the Invoice might not be treated as paid.

If this box is turned off, any number sequences in the From and To fields on flip C of the Payment Modes setting will still be used in Cash In and Cash Out records, Payments and Receipts (in preference to any that have been defined in the Number Series settings), but you will not be able to enter Payment Modes to the Payment Terms fields of Invoices and Purchase Invoices.

Post VAT   When Cash In and Cash Out records are approved, they will usually cause Nominal Ledger Transactions to be created (if so determined in the Sub Systems setting in the Nominal Ledger). If you want these Transactions to include a separate VAT element, check this box. The Account used for this VAT posting will be determined

by the VAT Code specified in the Cash In or Cash Out record (you can specify a default VAT Code in the field above).

Cash Collection
Cash transactions can be entered directly to the Cash In and Cash Out registers; and they can also be created from Invoices and Purchase Invoices using the 'Create Cash In' and 'Create Cash Out' functions on the respective Operations menus. In this second case, cash transactions can be created from Invoices of all kinds. If you would like them to be created from Cash Notes (Invoices with Payment Terms of the "Cash" type and those with Payment Modes entered in the Payment Terms field) only, switch on this option.

Cash transactions can also be created from Receipts and Payments using the 'Create Cash In' and 'Create Cash Out' functions. Again, cash transactions can be created from Receipts and Payments of all kinds. If this option is on, you will be able to create them from Receipts and Payments with Payment Modes of the "Cash" type only.

In all cases (Invoices, Receipts and Payments), the Cash Collection option will also stop you from creating more than one cash transaction from an Invoice, and will prevent you from changing the value of the cash transaction record (i.e. the values of the Invoice, Receipt or Payment and the cash transaction record must be the same).

The Cash Collection option also affects the Form that will be used when printing cash transactions. Please refer to the 'Printing Cash Transactions' section later in this chapter for details.

Payment Mode Control

In addition to the restrictions imposed by the Cash Collection option (described above), switching on the Payment Mode Control option will prevent you from using Payment Terms of the "Cash" Type and "GenTrans" Payment Modes in Invoices and Purchase Invoices. Similarly, you will not be able to use "GenTrans" Payment Modes in Receipts and Payments. This will allow you to integrate the Cash Book with the Sales and Purchase Ledgers using the Single Transaction method to as described in the section entitled

'Integration with the Sales and Purchase Ledgers' at the beginning of this chapter. If you want to use the Double Transaction method, switch off this option and the Cash Collection option.

Confirm the entry by clicking the [Save] button in the Button Bar, or cancel it by closing the window using the close box.

Corresponding Modes

Corresponding Modes are used to determine the Accounts to be credited in the Nominal Ledger Transactions created when records in the Cash In register are approved and to be debited when Cash Out records are approved. In the case of transactions entered directly to the Cash In and Cash Out registers, these might be Accounts to record the levels of sales or purchases of different kinds, or, in the case of cash payments made to or received from members of staff, Expense Accounts. In the case of cash transactions created from Invoices, especially if you are using the Double Transaction method as described in the introduction, they may be temporary holding Accounts for cash..

To open this setting, ensure you are in the Cash Book module and click [Settings] in the Master Control panel or select 'Settings' from the File menu. Then double-click 'Corresponding Modes' in the 'Settings' list. The 'Corresponding Modes: Browse' window is opened, showing all Corresponding Modes previously entered.
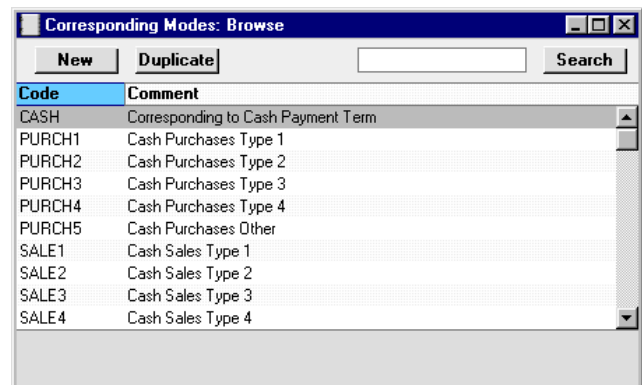
Double-click a Corresponding Mode in the list to edit it, or add a new record by clicking the [New] button in the Button Bar.

Code	Enter the unique code by which the Corresponding Mode is to be identified from elsewhere in Hansa. Both numbers and letters can be used.
Comment	Enter a name for the Corresponding Mode as it will be shown in the 'Corresponding Modes: Browse' window and the 'Paste Special' list.
A/C	**Paste Special** Account register
	Specify here the Account that is to be credited when this Corresponding Mode is used in a Cash In record and debited when it is used in a Cash Out record.

When the Corresponding Mode has been entered, save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

Number Series - Cash In

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

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

When entering records to the Cash In register, the next number in the first Number Series entered to this setting will be used as a default; 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 Cash In records 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 - Cash In' in the 'Settings' list, the following window appears—

	No.		Date			
	From	To	From	To	Comment	N/L
1	8000	8999	1/1/2001	31/12/2001	London Offic ▸	GenTrans
2	80000	80999	1/1/2001	31/12/2001	Manchester ▸	GenTrans
3	9000	9999	1/1/2002	31/12/2002	London Offic ▸	GenTrans
4	90000	90999	1/1/2002	31/12/2002	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 - Cash Out

This setting is used to define the number sequences for Cash Out transactions. It operates in the same manner as the Number Series - Cash In setting described above.

Payment Modes

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

The Cash In and Cash Out Registers

The Cash In and Cash Out registers are used to record cash transactions where no supporting Invoice or Purchase Invoice is required. The Cash In register is used for cash receipts (money received by your business) and the Cash Out register is used for cash payments. The Nominal Ledger consequences of these transactions are handled automatically.

You can choose to enter individual cash receipts on a Customer-by-Customer basis, or the day's receipts can be entered as a single transaction, providing the same Sales and Cash or Bank Account applies to them all. The same is true for cash payments.

Note that the Cash In and Cash Out registers are very similar in their behaviour. This section describes both registers, but the illustrations are taken from the Cash In register: where there are differences in the Cash Out register, these are noted.

Records can be entered to the two registers in three ways—

1. Records can be entered directly to the Cash In and Cash Out registers;

2. Cash transactions can be created from Invoices and Purchase Invoices using the 'Create Cash In' and 'Create Cash Out' functions on the Operations menus of those windows. If you want these functions to create cash transactions from Invoices that are Cash Notes (Invoices with Payment Terms of the "Cash" type) only, switch on the Cash Collection option in the Cash Book Settings setting; and

3. Cash transactions can be created from Invoices and Purchase Invoices in batches using the 'Create Collection Cash In' and 'Create Collection Cash Out' Maintenance functions. These are described later in this chapter.

To open the Cash In register, ensure you are in the Cash Book module using the Modules menu and select 'Cash In' from the Registers menu, or click the [Cash In] button in the Master Control panel.

To open the Cash Out register, ensure you are in the Cash Book module using the Modules menu and select 'Cash Out' from the Registers menu, or click the [Cash Out] button in the Master Control panel.

Depending on which register you have opened, the 'Cash In: Browse' or 'Cash Out: Browse' window appears, showing the cash transactions already entered.

The transactions are numbered consecutively and the Serial Number is usually generated by the system. The Serial Number is followed by the Date and any comment attached to the cash transaction records. The Coll. column will contain a tick (√) for cash transactions created by the 'Create Collection Cash In' and 'Create Collection Cash Out' Maintenance functions. Each such cash transaction will usually have been created from several Invoices or Purchase Invoices.

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

Entering a Cash Transaction

To enter a new cash transaction, first open the 'Cash In: Browse' or 'Cash Out: Browse' window as described above. Then click [New] in the Button Bar or use the Ctrl-N (Windows or Linux) or ⌘-N (Macintosh) keyboard shortcut. Alternatively, select a cash transaction similar to the one you want to enter and click [Duplicate] on the Button Bar.

The 'Cash In: New' or 'Cash Out: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted cash transaction. Complete the cash transaction record as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

The Cash In and Cash Out windows have been divided into two cards. At the top of each is the header. This contains the Cash In or Cash Out Number and the Date. There are two named tabs in the header—

By clicking the tabs you can navigate between cards. The record contains the following fields—

Header

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

The number of the cash transaction: Hansa will enter the next unused number from the first number sequence entered in the Number Series - Cash In or Number Series - Cash Out setting as appropriate. You may change this number, but not to one that has already been used.

If you have used the Payment Modes setting to define separate number sequences for each Payment Mode, the number will be determined by the Payment Mode and

will change if the Payment Mode is changed. Number sequences defined in the Payment Modes setting are not shown in the 'Paste Special' list.

Date	**Paste Special**	Current Date

The date of the cash transaction: the current date according to the computer's clock is entered as a default. This date will also be the Transaction Date of the Nominal Ledger Transaction created when this cash transaction is approved and saved.

Main Card

Pay Mode	**Paste Special**	Payment Modes setting, Sales/Purchase Ledger, Cash Book module

Default taken from   Cash Book Settings

The Payment Mode determines the Nominal Ledger Account to be debited (Cash In) or credited (Cash Out) by the value of the cash transaction. Usually this will be a Cash or Bank Account.

You can use a single cash transaction to record the day's cash receipts or payments, providing they have the same Payment Mode (i.e. affect the same Cash or Bank Account).

A Payment Mode must be specified before the cash transaction can be saved.

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

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

Enter the initials of the Person responsible for the cash transaction. When you press Return, their name will appear in the Name field below.

If a suitable Corresponding Mode is used, this field can be used to record cash payments made to or received from members of staff.

Corresp.   **Paste Special**   Corresponding Modes setting, Cash Book module

                      Default taken from   Cash Book Settings

The Corresponding Mode determines the Nominal Ledger Account to be credited (Cash In) or debited (Cash Out) by the value of the cash transaction (or by the value of the cash transaction less VAT if a separate VAT posting is being made). In the case of transactions entered directly to the Cash In and Cash Out registers, this may be a Sales (Cash In) or Purchase (Cash Out) Account, or, in the case of cash payments made to or received from members of staff, an Expense Account. In the case of cash transactions created from Invoices, especially if you are using the Double Transaction method as described in the introduction, this may be a temporary holding Account for cash. A separate VAT posting is made if the VAT field contains a value and if the Post VAT option in the Cash Book Settings setting is being used.

You can use a single cash transaction to record the day's cash receipts or payments, providing they have the same Corresponding Mode (i.e. affect the same Sales or Purchase Account).

A Corresponding Mode must be specified before the cash transaction can be saved.

Comment   **Default taken from**   Corresponding Mode

The text for the Corresponding Mode. This text may be changed for a particular cash transaction.

Customer   **Paste Special**   Customer register

To record a the cash payment received from a particular Customer, enter their 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. There is no need to enter a Customer Number: leave the field blank if you would like to use a single Cash In record to record the day's cash receipts.

This field is used in the Cash In register only.

Supplier	**Paste Special**	Supplier register

To record a the cash payment issued to a particular Supplier, enter their 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. There is no need to enter a Supplier Number: leave the field blank if you would like to use a single Cash Out record to record the day's cash payments.

This field is used in the Cash Out register only.

Reference   Use this field if you need to identify the cash transaction by means other than the Serial Number. One purpose for the field might be to record the number used by the Customer or Supplier to identify the payment.

Name   The Person, Customer or Supplier Name is entered after you have entered a Person's initials or the Customer or Supplier Number.

Address   The Address of the Customer or Supplier is entered after you have entered the Customer or Supplier Number.

Specification   Any comment entered here (perhaps the circumstances of the cash transaction) will be shown in the 'Cash In: Browse' or 'Cash Out: Browse' window.

Objects	**Paste Special**	Object register, System module
	Default taken from	Person, and Customer or Supplier

Up to 20 Objects, separated by commas, can be assigned to this cash transaction and therefore to any Nominal Ledger Transaction 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 Transaction generated from this cash transaction, any Objects specified here will be assigned to the Account that is credited (Cash In) or debited (Cash Out) by the value of the cash transaction (or by the value of the cash transaction less VAT if a separate VAT posting is being made).

Total	The total for the cash transaction, including VAT. This figure should be in Currency (the Currency is specified on the 'Currency' card).	
VAT Code	**Paste Special**	VAT Codes setting, Nominal Ledger
	Default taken from	Cash Book Settings

The VAT Code entered here determines the rate at which VAT will be charged on this cash transaction and the VAT Account to be used.

If you would like a VAT element to be included in the Nominal Ledger Transaction generated when the cash transaction is approved, check the Post VAT box in the Cash Book Settings setting. The VAT will be credited to the Output Account specified for the VAT Code record (Cash In) or debited to the Input Account (Cash Out). The Nominal Ledger Transaction will not include a VAT element if Post VAT is not checked.

VAT	The VAT total for the cash transaction: this figure is updated when the Total is entered and whenever the VAT Code is changed. This figure should be in Currency.	
Language	**Paste Special**	Languages setting, System module

The Language Code determines the selection of document Form: using the 'Define Document' function, you can have the cash transaction printed using different Forms depending on its Language. Leave the field blank to use the base Language.

Net	The total for the cash transaction, excluding VAT. This figure is calculated automatically when the Total is entered and whenever the VAT Code is changed. This figure should be in Currency.
TAX	This field is intended for use in Russia, where a Sales Tax is levied on cash Receipts. It is in the Cash In register only.

If the Cash In record uses a Payment Mode with a Tax %, Cash Account and Tax Account specified on flip D, a percentage of the Total (determined by the Tax %) will be placed in this field. When the record is approved, this

figure will be credited to the Tax Account with a balancing debit to the Cash Account.

OK   Checking this box approves the cash transaction. When the record is next saved a Nominal Ledger Transaction will be created in the Transaction register, if you have so determined in the Sub Systems setting in the Nominal Ledger. Because of this consequence, once this box has been checked and the cash transaction saved, you will no longer be able to make changes to the record.

The Nominal Ledger Transaction is described in the section entitled 'Nominal Ledger Transactions from Cash Transactions', below.

References in this manual to approved cash transactions are to those whose OK check box has been checked.

Currency Card

	Main	**Currency**	
Currency EUR	Rate	:	Base Currency 1
Base Currency 1 0.63		:	Base Currency 2
Base Currency 2 1			

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

Default taken from   Customer/Supplier or Default Base Currency

The Currency of the cash transaction is shown together with the exchange rate which can be modified only for this particular record if necessary. The Total, Net, VAT and TAX figures in the 'Main' card above should all be in the Currency specified here. Leave the field blank to use the home Currency (unless you have set a Default Base Currency, in which case this will be offered as a default and should be treated as your home Currency).

If the Customer (Cash In) or Supplier (Cash Out) has a Currency specified, that Currency will be offered as a default, but any other Currency can be used if necessary.

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.

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 transaction 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.

	Main	Currency	
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.

Printing Cash Transactions

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

To print a single cash transaction, click on the Printer icon in the Button Bar when the transaction is open in a record window. If you want to print to screen, click the Preview icon.

If you want to print a range of cash transactions, follow the instructions below—

1. Ensure you are in the Cash Book module and select 'Documents' from the File menu or click the [Documents] button in the Master Control panel. Then, double-click 'Cash In' or 'Cash Out' as appropriate in the 'Documents' list.

2. The 'Specify Cash In Documents' or 'Specify Cash Out Documents' (depending on which option was chosen in step 1 above) window is shown.

Specify Cash In Documents	Run
No.	
Media	
○ Screen ○ Print Queue	
⦿ Printer ○ Clipboard	
○ File ☐ Print Dialog	

3. Enter the Serial Number for a single cash transaction, or the highest and lowest Serial Numbers of a range of transactions separated by a colon (:).

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

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

1. Using the Form register in the System module, design the cash documents and name them "CASH_IN" and "CASH_OUT". Use the 'Properties' function on the Operations menu to assign Document Types of "Cash In" and "Cash Out" respectively. Sample Forms 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.

2. Select the Cash Book 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 'Cash In' or 'Cash Out' as appropriate.

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

5. In the subsequent window, enter "CASH_IN" or "CASH_OUT" as appropriate 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 Cash document that you have designed will be used, from the 'Documents' function and from the Printer icon, except as described in step 7 below.

7. If you are using the Cash Collection option in the Cash Book Settings setting, repeat the previous six steps in turn for the Cash In Collection and Cash Out Collection documents. These will be used when printing a cash transaction from the Printer icon instead of the standard Cash In or Cash Out document in the following circumstances—

Cash In Collection If a Cash In record was created by the 'Create Collection Cash In' Maintenance function (i.e. it is marked with a tick (√) in the right-hand column of the 'Cash In: Browse' window), the Cash In Collection document will be used instead of the Cash In document when it is printed by clicking the Printer icon, providing you are using the Cash Collection option in the Cash Book Settings setting. The Invoices from which the Cash In record was created can be listed in the Cash In Collection document.

Cash Out Collection

> Similarly a Cash Out record created by the 'Create Collection Cash Out' Maintenance function will be printed from the Printer icon using the Cash Out Collection document instead of the Cash Out document if you are using the Cash Collection option.

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

Nominal Ledger Transactions from Cash Transactions

When a cash transaction is approved and saved, a Nominal Ledger Transaction will be generated automatically if so determined in the Sub Systems setting in the Nominal Ledger.

If the cash transaction is in the Cash In register, this Transaction will debit the Account from the Payment Mode and credit the Account from the Corresponding Mode. If the Post VAT option in the Cash Book Settings setting is being used, there will also be a credit posting to the Output Account specified for the VAT Code record.

If the cash transaction is in the Cash Out register, this Transaction will credit the Account from the Payment Mode and debit the Account from the Corresponding Mode. If the Post VAT option in the Cash Book Settings setting is being used, there will also be a debit posting to the Input Account specified for the VAT Code record.

If the cash transaction was created from an Invoice or Purchase Invoice using the 'Create Cash In' or 'Create Cash Out' Operations menu functions respectively, the Transaction will not include a VAT element even if the Post VAT option is being used, because VAT will already have been posted from the originating Invoice.

Shown below is an example of a Nominal Ledger Transaction created from a Cash In record where the Post VAT option is in use—

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

Invalidating Cash transactions

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

A cash transaction cannot be invalidated if it has not yet been approved or if its Transaction Date is earlier than the Lock Others date specified in the Locking setting in the System module.
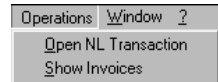
Operations Menu

When a cash transaction is open in a record window, the Operations menu is available. The menu is the same for the Cash In and Cash Out registers and has two commands.

Open NL Transaction

Once a cash transaction has been approved and saved, if so defined in the Sub Systems setting in the System module, 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.

Show Invoices

If the cash transaction was created from Invoices or Purchase Invoices using the 'Create Cash In' or 'Create Cash Out' Operations menu functions or the 'Create Collection Cash In' or 'Create Collection Cash Out' Maintenance functions, this function can be used to produce a report listing those Invoices or Purchase Invoices. If it was created from a Receipt or Payment using the 'Create Cash In' or 'Create Cash Out' Operations menu functions, the report shows the original Invoice or Purchase Invoice.These Invoices can then be opened by clicking the Invoice Numbers in the report.

The Receipt Register

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

The Payment Register

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

The Personnel Payment Register

Please refer to the 'Expenses' chapter elsewhere in this manual for full details of this register.

The Simulation Register

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

The Account Reconciliation Register

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

Maintenance

Introduction

Maintenance functions tend to be used to carry out certain updating tasks, usually involving batch processing and encompassing all or many of the records in the affected register. There are three such functions available in the Cash Book module. To use them, select 'Maintenance' from the File menu. The following window appears—
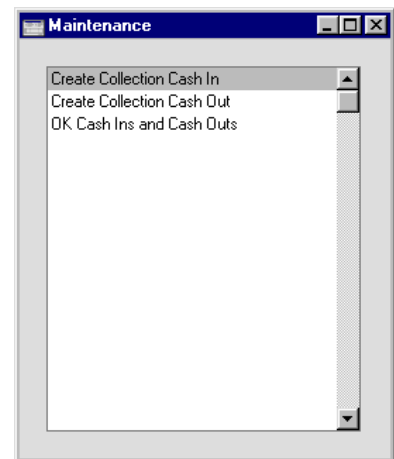
Double-click the chosen option. A specification window will then appear, where you can decide how the function is to operate. Click [Run] to operate the function.

Create Collection Cash In

This function can be used to create a single Cash In record from several Invoices. It will only create Cash In records from Invoices that are Cash Notes (i.e. those with Payment Terms of the "Cash" type, and those with Payment Modes in their Payment Terms fields). The Invoices without Cash In report can be run before using this function to list the Invoices that will be used to create the Cash In record. You might use this function to aggregate the day's Cash Notes in a single cash transaction, providing the same Sales and Cash or Bank Account applies to them all.

Note that only one Cash In record will be created by the function. The Corresponding Mode in this record will be the Default Corresponding Mode from the Cash Book Settings setting. The Payment Mode will depend on the Payment Terms of the first selected Invoice, as follows—

• If this Payment Term is of the "Cash" type, the Payment Mode will be the default Payment Mode from the Cash Book Settings setting. This will probably be the case if you are using the Double Transaction system as described in the beginning of this chapter.

• If the Payment Term is also a Payment Mode, this Payment Mode will be transferred to the Cash In record. This will probably be the case if you are using the Single Transaction system as described in the beginning of this chapter. In this situation, if the Single Transaction system is to operate effectively, it is recommended that you have different Invoice Number Series for each Payment Mode. You can then run this function once for each Number Series.

If the function does not create a Cash In record, the probable causes are—

1. There are no suitable Invoices that can be used to create a Cash In record.

2. You have not specified a Default Payment Mode or Corresponding Mode in the Cash Book Settings setting. These are required for the function to operate.

3. There is no valid record in the Number Series - Cash In setting. This problem will usually occur at the beginning of a new year.

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

To create a Cash In record from Invoices from a certain period, specify that period here. Only Cash Notes from that period will be used.

Trans. Date	**Paste Special**	Current Date
	Enter the date that is to be used as the Date in the new Cash In record.	

Customer	**Paste Special**	Customer register
	Range Reporting	Alpha
	Enter a Customer Number or range of Customer Numbers to create a Cash In record from the Cash Notes issued to those Customers during the report period.	

Invoice	**Range Reporting**	Numeric
	Enter an Invoice Number to create a Cash In record from a particular Cash Note. You can also enter a range of Invoice Numbers separated by a colon in the usual way, or various non-contiguous Invoice Numbers separated by commas. The last option may be useful if you have Invoices with different Payment Terms or Modes.	

Person	**Paste Special**	Person register, System module
	Specify here the Person whose initials are to appear in the new Cash In record.	

Cash In Currency	**Paste Special**	Currency register, System module
	Specify here the Currency to be used in the new Cash In record. The Invoice Totals from the selected Cash Notes will be converted to this Currency, using the Exchange Rate for the Trans. Date specified above. If no Currency is specified, the original Currency of the Cash Notes will be retained.	

Create Collection Cash Out
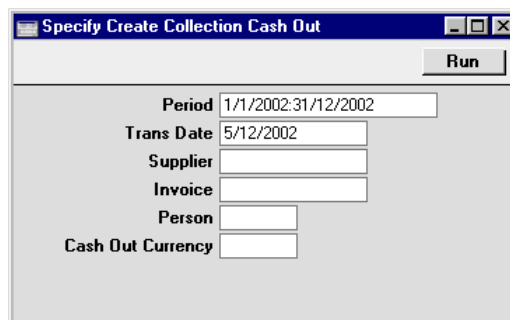
This function can be used to create a single Cash Out record from several Purchase Invoices. It will only create Cash Out records from Purchase Invoices that are Cash Notes (i.e. those with Payment Terms of the "Cash" type). The Invoices without Cash Out report can be run before using this function to list the Purchase Invoices that will be used to create the Cash Out record. You might use this function to aggregate the day's Cash Notes in a single cash transaction, providing the same Purchase and Cash or Bank Account applies to them all.

Note that only one Cash Out record will be created by the function. The Corresponding Mode in this record will be the Default Corresponding Mode from the Cash Book Settings setting. The Payment Mode will depend on the Payment Terms of the first selected Invoice, as follows—

• If this Payment Term is of the "Cash" type, the Payment Mode will be the default Payment Mode from the Cash Book Settings setting. This will probably be the case if you are using the Double Transaction system as described in the beginning of this chapter.

• If the Payment Term is also a Payment Mode, this Payment Mode will be transferred to the Cash Out record. This will probably be the case if you are using the Single Transaction system as described in the beginning of this chapter. In this situation, if the Single Transaction system is to operate effectively, it is recommended that you have different Invoice Number Series for each Payment Mode. You can then run this function once for each Number Series.

If the function does not create a Cash Out record, the probable causes are—

1. There are no suitable Purchase Invoices that can be used to create a Cash Out record.

2. You have not specified a Default Payment Mode or Corresponding Mode in the Cash Book Settings setting. These are required for the function to operate.

3. There is no valid record in the Number Series - Cash Out setting. This problem will usually occur at the beginning of a new year.
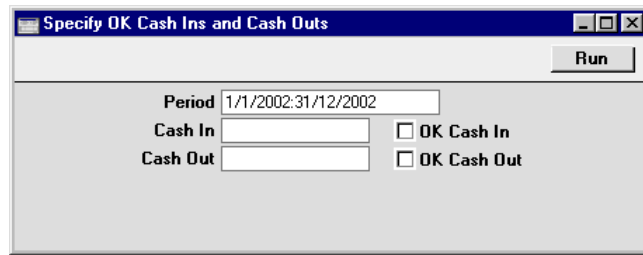
Period   **Paste Special**   Reporting Periods setting, System module

To create a Cash Out record from Purchase Invoices from a certain period, specify that period here. Only Cash Notes from that period will be used.

Trans. Date   **Paste Special**   Current Date

Enter the date that is to be used as the Date in the new Cash Out record.

Supplier   **Paste Special**   Supplier register

Range Reporting   Alpha

Enter a Supplier Number or range of Supplier Numbers to create a Cash Out record from the Cash Notes received from those Suppliers during the report period.

Invoice   **Range Reporting**   Numeric

Enter an Invoice Number to create a Cash Out record from a particular Cash Note. You can also enter a range of Invoice Numbers separated by a colon.

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

Specify here the Person whose initials are to appear in the new Cash Out record.

Cash Out Currency

Paste Special   Currency register, System module

Specify here the Currency to be used in the new Cash Out record. The Invoice Totals from the selected Cash Notes will be converted to this Currency, using the Exchange Rate for the Trans. Date specified above. If no Currency is specified, the original Currency of the Cash Notes will be retained.

OK Cash Ins and Cash Outs

This command allows you to approve several cash transactions with one command.

Enter a Cash In Number and/or Cash Out Number or a range of numbers separated by a colon, check the OK Cash In and/or OK Cash Out boxes as appropriate and press [Run]. The cash transactions will be approved and for each a Nominal Ledger Transaction will be generated. Once the function has been run, you will no longer be able to modify or delete those cash transactions affected.

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 Cash Book module. Each item in the list ("Document") will be printed using a different Form.
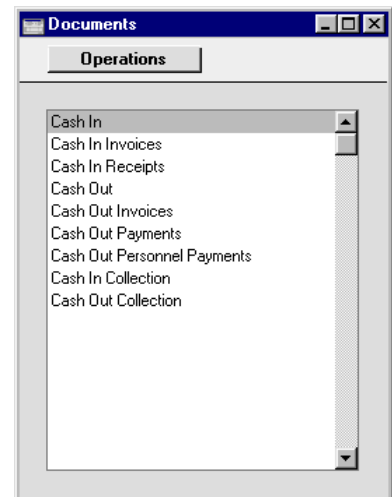
To print a document, follow this procedure—

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 Cash Invoices or

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

4. Click [Run] to print the documents.

5. Close the 'Documents' window using the close box.

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

1. For each option, design a Form (or change the sample Form supplied to reflect your own requirements) using the Form register in the System module. This process is fully described in the chapter in Volume 1 covering the System module.

2. Change to the Cash Book module and open the 'Documents' window using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.

3. Highlight each item in the list and select 'Define Document' from the Operations menu. The subsequent window is used to assign a Form (or more than one Form) to each document and is fully described in the 'Documents' section of the 'Hansa's Work Area' chapter in Volume 1 of this manual.

4. For each document, the 'Define Document' function only needs be used once. After this has been done, Form selection will be automatic.

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

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

Cash In, Cash Out

These documents print records from the Cash In and Cash Out registers respectively. The sample Forms supplied for use by these documents have the Form Codes "CASH_IN" and "CASH_OUT" respectively and their

Document Types are "Cash In" and "Cash Out", assigned using the 'Properties' function on the Operations menu of the Form screen.

There are several ways to print cash transactions.

1. While the Cash In or Cash Out record 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.

    If you are using the Cash Collection option in the Cash Book Settings setting, any cash transactions created using the 'Create Collection Cash In' and 'Create Collection Cash Out' Maintenance functions printed using this method will not use the standard Form. The Cash In Collection and Cash Out Collection documents will be used instead: these are described below.

2. With a list of cash transactions shown in the 'Cash In: Browse' or 'Cash Out: Browse' window, you can select one or more rows, and select 'Print' from the File menu. Documents 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.

3. Click [Documents] in the Master Control panel, or select 'Documents' from the File menu. Double-click 'Cash In' or 'Cash Out' as appropriate in the 'Documents' list.

    The 'Specify Cash In Documents' or 'Specify Cash Out Documents' (depending on which option was chosen in the previous paragraph) window is shown.
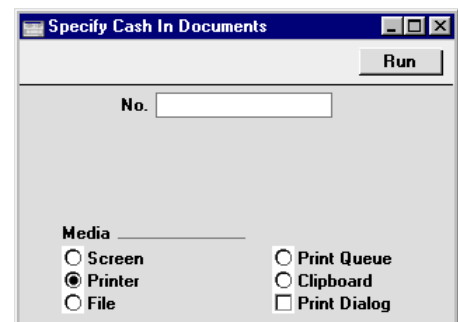
    Enter the Serial Number for a single cash transaction, or the highest and lowest Serial Numbers of a range of transactions separated by a colon (:).

Click [Run] to start the printout.

Cash In Invoices, Cash In Receipts, Cash Out Invoices, Cash Out Payments, Cash Out Personnel Payments

There is a legal requirement in the Baltic States to keep printed records of all cash transactions. To satisfy this requirement, various 'Print Cash IN-OUT' functions are provided on the Operations menu of the Invoice, Receipt, Purchase Invoice, Payment and Personnel Payment screens. These can be used to print the cash transactions from these registers.

These options in the 'Documents' list in the Cash Book module are primarily provided to allow you to define the documents that will be printed when using the various 'Print Cash IN-OUT' Operations menu functions. To do this, highlight each option in turn in the 'Documents' list and select 'Define Document' from the Operations menu, as described in the introduction to this section. Each Operations menu function uses a separate document, so this should be done for each document that you are likely to use. Otherwise Hansa will give the warning "Can't find document" when you try to print a document using one of these functions.

These documents are related to the 'Print Cash IN-OUT' Operations menu functions as follows—

Document	Register
Cash In Invoice	Invoice
Cash In Receipt	Receipt
Cash Out Invoice	Purchase Invoice
Cash Out Payment	Payment
Cash Out Personnel Payment	Personnel Payment (Expenses module)

These documents can also be used to print transactions from the respective registers in batches (effectively the equivalent of using a 'Print Cash IN-OUT' function to print many records at once). For example, to print a range of Invoices, double-click 'Cash In Invoice' in the 'Documents' list. When the specification window appears, enter the first and last Invoice Number separated by a colon (:) and click [Run] in the Button Bar. All Invoices in the range will be printed, irrespective of their Payment Terms.

Cash In Collection, Cash Out Collection

These are similar to the Cash In and Cash Out documents described above in that they print records from the Cash In and Cash Out registers respectively. They are suitable for printing Cash In and Cash Out records that were created

from Invoices and Purchase Invoices, since they can include lists of those Invoices.

When designing the Forms that will be used by these documents, assign them the Document Types "Cash In Collection" and "Cash Out Collection" respectively using the 'Properties' function on the Operations menu of the Form screen. You will then be able to include in the design fields such as "Invoice Number", "Sub-Customer Code", "Sub-Customer Name", "Sub-Currency Code", "Sub-Currency", "Row Total" and "Row Total in Base Currency 1". These fields will list information from the Invoices or Purchase Invoices from which the cash transactions were generated.

When viewing a cash transaction and clicking the Printer icon, these documents will be printed instead of the standard Cash In and Cash Out documents described above if the cash transaction was created using the 'Create Collection Cash In' or 'Create Collection Cash Out' Maintenance functions and if you are using the Cash Collection option in the Cash Book Settings setting.

Reports

Introduction

As with all modules, to print a report in the Cash Book module, select 'Reports' from the File menu or click [Reports] in the Master Control panel. The keyboard shortcut Ctrl-R or ⌘-R can also be used. Then, double-click the appropriate item in the list.

The following reports are available in the Cash Book module—
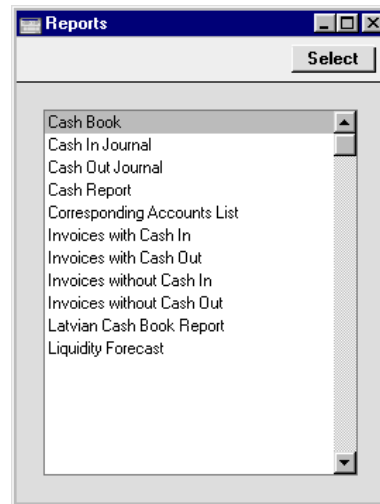
A specification window will then appear, where you can decide what is to be included in the report. Leave all the fields in this window blank if the report is to cover all the Invoices in the database. If it is necessary to restrict the coverage of the report, use the fields as described individually for each report.

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

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.

Cash Book

This report is a chronological listing of the records entered to both the Cash In and Cash Out registers during the specified period. It also shows opening and closing balances for the period. Invalidated cash transactions are not shown.

Period	Paste Special	Reporting Periods setting, System module

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

Paym. Mode	**Paste Special**	Payment Modes setting, Sales/Purchase Ledger, Cash Book module

To list cash transactions with a particular Payment Mode, enter that Payment Mode here.

Customer	**Paste Special**	Customer register
	Range Reporting	Alpha

To list cash transactions made to a particular Customer or Supplier, enter their Customer or Supplier Number here.

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

Specify an Object to list the cash in transactions featuring that Object in the report. If you enter a number of Objects separated by commas, only those transactions featuring all the Objects listed will be shown.

Cashier, Book-keeper

The Overview version of the report contains spaces where it can be signed by the Cashier and Bookkeeper. If you enter their names in these fields, they will be printed below these spaces.

Status   You can include both approved and unapproved cash transactions in the report. At least one of these options must be selected, or the report will be blank.

Function   Use these options to control the level of detail shown in the report.

  Overview   This option is a simple list, showing for each cash transaction its Serial Number, Transaction Date, Customer or Supplier, Specification and Total debit or credit amount in Base Currency 1. The Overview also contains spaces where it can be signed by the Cashier and Bookkeeper.

  Detailed   In addition to the information included in the overview, this option also shows the Person and the debit or credit amount in Currency.

Per day   By default the report lists Cash In transactions in date order followed by Cash Out transactions, also in date order. Check this box if you would like the report to be

sorted by date only. As well as the opening and closing balances for the period, this option also shows closing balances for each day.

Cash In Journal

This report is a chronological listing of the records entered to the Cash In register during the specified period. Invalidated Cash In records are not shown.

Serial No.	**Range Reporting**	Numeric

If you want to list a certain range of Cash In transactions, enter the first and the last Serial Number of that range, separated by a colon (:). If you leave the field blank, all Cash In records from the selected period will be listed.

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

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

Customer	**Paste Special**	Customer register
	Range Reporting	Alpha

To list cash payments made to a particular Customer, enter their Customer Number here.

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

Specify an Object to list the cash in transactions featuring that Object in the report. If you enter a number of Objects separated by commas, only those transactions featuring all the Objects listed will be shown.

Corresp. Mode	**Paste Special**	Corresponding Modes setting, Cash Book module

To list cash in transactions with a particular Corresponding Mode, enter that Corresponding Mode here.

Function   Use these options to control the level of detail shown in the report.

Overview   This option is a simple list, showing for each Cash In record its Serial Number, Transaction Date, Customer and Currency, and its Total, VAT and Net figures.

Detailed   In addition to the information included in the overview, this option also shows the Payment Mode, the Corresponding Mode and the address of the Customer.

Status   You can include both approved and unapproved Cash In transactions in the report. At least one of these options must be selected, or the report will be blank.

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

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

Cash Out Journal

This report is a chronological listing of the records entered to the Cash Out register during the specified period. Invalidated Cash Out records are not shown.

Serial No.	Range Reporting	Numeric

If you want to list a certain range of Cash Out transactions, enter the first and the last Serial Number of that range, separated by a colon (:). If you leave the field blank, all Cash Out records from the selected period will be listed.

Period	Paste Special	Reporting Periods setting, System module

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

Supplier	**Paste Special**	Supplier register
	Range Reporting	Alpha

To list cash payments made to a particular Supplier, enter their Supplier Number here.

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

Specify an Object to list the cash out transactions featuring that Object in the report. If you enter a number of Objects separated by commas, only those transactions featuring all the Objects listed will be shown.

Corresp. Mode	**Paste Special**	Corresponding Modes setting, Cash Book module

To list cash out transactions with a particular Corresponding Mode, enter that Corresponding Mode here.

Function Use these options to control the level of detail shown in the report.

Overview This option is a simple list, showing for each Cash Out record its Serial Number, Transaction Date, Supplier and Currency, and its Total, VAT and Net figures.

Detailed In addition to the information included in the overview, this option also shows the Payment Mode, the Corresponding Mode and the address of the Supplier.

Status You can include both approved and unapproved Cash Out transactions in the report. At least one of these options must be selected, or the report will be blank.

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

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

Cash Report

This report is a modified version of the Daily Balances report in the Nominal Ledger. It provides daily debit, credit and overall balances for the Account shown on flip A of the chosen Payment Mode.

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

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

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

Payment Mode   **Paste Special**   Payment Modes setting, Sales/Purchase Ledger, Cash Book module

Enter a Payment Mode: the report will show daily debit, credit and overall balances for the Account shown on flip A of this Payment Mode.

The report will not be printed if a Payment Mode is not specified.

Show Transactions in Period

With this box checked, the Transaction Numbers of each Transaction that falls within the reporting period,

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

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

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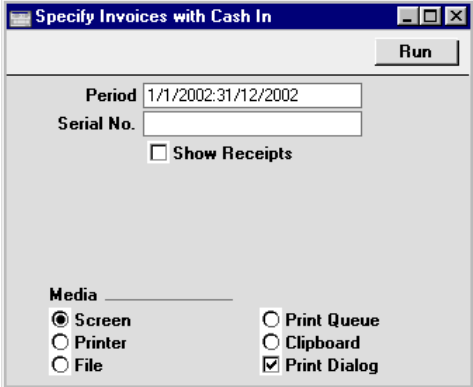
Corresponding Accounts List

This report is a list of Corresponding Modes. When the blank specification window appears, click the [Run] button in the Button Bar to print the report.

Invoices with Cash In

This report is a list of the Cash In records that were created from Invoices and Receipts. For each Cash In record, the originating Invoices are listed, with the following information: Invoice Number, Date, Sales Accounts, and Totals including VAT in Base Currency 1 and in the Invoice Currency. Cash In records that were not created from Invoices or Receipts are not shown.

When printed to screen, this report has Hansa's Drill-down feature. Click on any Invoice or Receipt Number in the report to open the corresponding record.

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

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

Serial No.	**Range Reporting**	Numeric

If you want to list a certain range of Cash In transactions, enter the first and the last Serial Number of that range, separated by a colon (:). If you leave the field blank, all Cash In records from the selected period will be listed.

Show Receipts	Cash In records created from Receipts will be shown in the report as being created by the original Invoices. Check this box if you would like the Receipt Numbers to be printed as well.

Invoices with Cash Out

This report is a list of the Cash Out records that were created from Purchase Invoices and Payments. For each Cash Out record, the originating Purchase Invoices are listed, with the following information: Invoice Number, Date, Cost Accounts, and Totals including VAT in Base Currency 1 and in the Invoice Currency. Cash Out records that were not created from Purchase Invoices or Payments are not shown.

When printed to screen, this report has Hansa's Drill-down feature. Click on any Purchase Invoice or Payment Number in the report to open the corresponding record.

Period	Paste Special	Reporting Periods setting, System module

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

Serial No.	Range Reporting	Numeric

If you want to list a certain range of Cash Out transactions, enter the first and the last Serial Number of that range, separated by a colon (:). If you leave the field blank, all Cash Out records from the selected period will be listed.

Show Payments   Cash Out records created from Payments will be shown in the report as being created by the original Purchase Invoices. Check this box if you would like the Payment Numbers to be printed as well.

Invoices without Cash In

This report is a list of Cash Notes (Invoices with Payment Terms of the "Cash" type and those with Payment Modes entered in the Payment Terms field) from which no Cash In records have been created. Invoices with Payment Modes entered in the Payment Terms field will also be listed. For each Invoice, the following information is shown: Invoice Number, Date, Customer Number and Name, and Total including VAT.

When printed to screen, this report has Hansa's Drill-down feature. Click on any Invoice Number in the report to open the corresponding record.

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

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

Serial No.	**Range Reporting**	Numeric

If you want to list a certain range of Invoices, enter the first and the last Serial Number of that range, separated by a colon (:). The report will list those Cash Notes in the range from which no Cash In records have been created.

Show Receipts   Check this box if, in addition to Cash Notes, you would like to list in the report Receipts from which no Cash In records have been created. Only Receipts from the report period and whose Payment Mode is of the "Cash" type will be shown. This can be specified on flip B of the Payment Mode window.

Invoices without Cash Out

This report is a list of Cash Notes (Purchase Invoices with Payment Terms of the "Cash" type and those with Payment Modes entered in the Payment Terms field) from which no Cash Out records have been created. Invoices with Payment Modes entered in the Payment Terms field will also be listed. For each Purchase Invoice, the following information is shown: Invoice Number, Date, Supplier Number and Name, and Total including VAT.

When printed to screen, this report has Hansa's Drill-down feature. Click on any Purchase Invoice Number in the report to open the corresponding record.

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

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

Serial No.	**Range Reporting**	Numeric

If you want to list a certain range of Purchase Invoices, enter the first and the last Serial Number of that range, separated by a colon (:). The report will list those Cash Notes in the range from which no Cash Out records have been created.

Show Payments   Check this box if, in addition to Cash Notes, you would like to list in the report Payments from which no Cash Out records have been created. Only Payments from the report period and whose Payment Mode is of the "Cash"

type will be shown. This can be specified on flip B of the Payment Mode window.

Latvian Cash Book Report

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

Liquidity Forecast

Please refer to the 'Nominal Ledger' chapter in Volume 2b of these manuals for full details of this report.

Hansa Financials
HansaWorld

Consolidation

Chapter 3: The Consolidation Module

This module permits Transactions from "Daughter" Companies (e.g. subsidiary Companies) to be made visible to a "Mother" Company (the holding Company), so that consolidated reports can be produced quickly and easily. The module supports multi-level consolidation: Daughter Companies can have their own Daughters. Subsidiaries can be wholly or partially owned.

Consolidated reports are produced from the Mother Company. They are constructed using information in the Mother and the Daughter Companies: there is no need manually to transfer any Transactions from Daughter Companies to the Mother Company before producing a report. This means that the Mother and Daughter Companies must reside in the same database.

In some circumstances, the requirement to have the Mother and Daughter Companies in the same database might not be practical. If so, the module also contains a 'Consolidation' Export function, which can be used to export Transaction information from a Daughter Company to a text file. This text file can then be imported to the Mother Company.

The basic steps required to set up the Consolidation module are as follows—
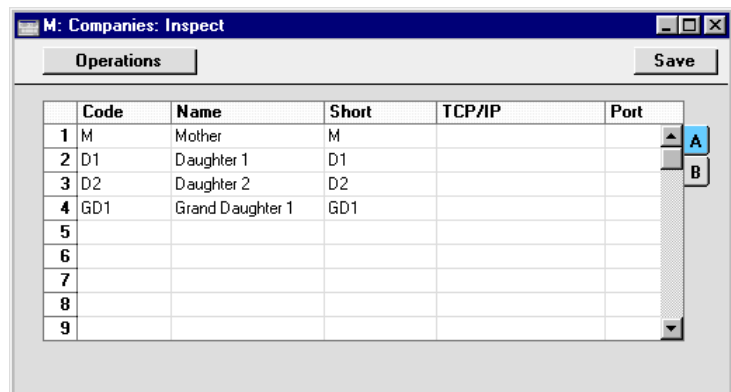
1. Enter all Companies to the Company register in the System module. Ensure each Company contains its own Chart of Accounts, Fiscal Years, VAT Codes, Nominal Ledger report definitions, Currencies and so on.

2. In the Mother Company, complete the Daughter Companies setting in the Consolidation module. This setting should also be completed in any Daughter Companies that themselves have Daughters.

3. In all Companies, complete the Consolidation Settings setting in the Consolidation module. This will determine the Currency that will be used in the consolidated reports.

4. In any Daughter Company that is partially owned, enter a record in the Main Owner Percentage register. This will state on a percentage basis how much of the Daughter is owned by the Mother.

5. When a consolidated report is produced, the balance of each Daughter Company Account is added to the balance of the Mother Company Account to which it has been linked. The final step is to establish this link in each Account record in each Daughter Company.

This chapter now describes these steps in detail, provides instructions for producing consolidated reports and concludes with a detailed example.

Companies

Working in the Mother Company and referring to the 'Adding New Companies' section in the 'Introduction and Installation' chapter in Volume 1 of these manuals, enter as many Companies as necessary. Ideally, this should be done when installing Hansa, before applying for a database key. However, Companies can be added at any time, but remember that you will need to apply for a new database key each time.

Companies are added using the Company register in the System module. In the example used in this chapter, the Mother Company has two Daughter Companies. The second Daughter Company has its own Daughter. Company names have been chosen so that they can clearly be identified in the illustrations—

When adding new Companies to the Company register, remember that the "Default.txt" text file must be present in the same folder as the Hansa application. Hansa will use this file to import some basic settings to the new Companies. Remember too that for security reasons, Hansa will shut down after any changes or additions have been made in the Company register. Restart the program to continue working.

If you want to use the same Chart of Accounts, Objects etc. in all Companies, enter them to one Company and then export them to text files using the 'System Data' Export function in the System module. Customers can be exported using the 'Base Registers' Export, and Items using the 'Item Base Registers' Export, both in the System module. Change to another Company using the 'Company' function on the File menu, and then import the text files using the 'Automatic' or 'Automatic, manual file search' Import functions in the System module.

Settings

Introduction

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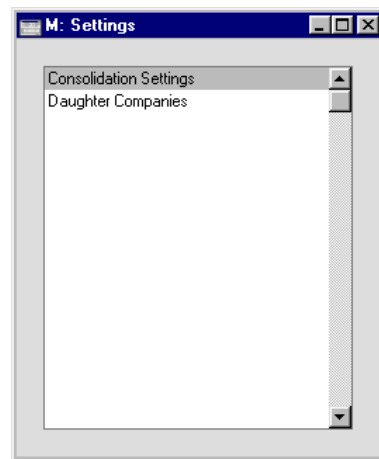
To edit a setting, ensure you are in the Consolidation module using the Modules menu and click the [Settings] button in the Master Control panel or select 'Settings' from the File menu. The list shown above appears. Then, double-click the relevant item in the list.

The Daughter Companies setting should be completed in the Mother Company, and in any Daughter Companies that have their own Daughters. The Consolidation Settings setting should be completed in all Companies. To switch between Mother and Daughter Companies, use the 'Company' function on the File menu. Providing you have defined the Company Info setting in each Company in an appropriate fashion, the Company Box in the top right-hand corner of the screen provides a reminder of the Company you are currently working in.

Consolidation Settings

This setting should be completed in all Companies. At least one Base Currency must be common to all Companies. This is known as the "Group Currency" and is the Currency that will be used when producing consolidated reports from the Mother Company.

Use this setting to specify whether the Group Currency is being used as Base Currency 1 or Base Currency 2 in each Company.

In the following example, the Euro is the Group Currency—

Company	Base Currency 1	Base Currency 2	Option in this setting
Mother	GBP (Pounds)	Euro	BC2
Daughter 1	SEK (Swedish Kr)	Euro	BC2
Daughter 2	Euro		BC1

The Mother Company Code is not used in this version of Hansa.

Daughter Companies

This setting should be completed in the Mother Company and in any Daughter Companies that have their own Daughters. It is a list of the Daughter Companies that belong to the Mother Company—

In the Code field, enter the Code of each Daughter as entered in the Code field in the Company register.

The Main Owner Percentage Register

The Main Owner Percentage register is used in Daughter Companies that are not wholly owned by the Mother, or where there is any other reason for only a percentage of the results of the Daughter Company to be reported to the Mother.

Separate records can be entered in the Main Owner Percentage register, allowing the ownership percentage to change over time. In the example illustration, the Mother Company owned 40% of the Daughter to start with, and increased their holding to 60% over time.

The appropriate percentage of the results of the Daughter Company will be included in the consolidated reports produced from Mother Company. For example—

Report Period	Percentage
01/01/2000:31/12/2000	40
01/01/2001:31/12/2001	45
01/01/2000:31/12/2001	45

In the third example, the Main Owner Percentage changed during the report period. When this happens, the latest percentage is used.

If no records are entered to the Main Owner Percentage register, the Daughter Company is assumed to be 100% owned by the Mother.

Where a Daughter Company is partially-owned and an appropriate record exists in the Main Owner Percentage register, balances of Daughter Company Accounts will only be reduced to the correct percentage if the Reduce

Minority check box is on in the Daughter Company Account records (see next section).

This register and the Reduce Minorities check box are also taken into account by the 'Consolidation' Export function. The balance for each Account that is exported will be reduced to the correct percentage for Accounts whose Reduce Minorities box has been checked.

The Account Register

The Account register is available in the Consolidation module. For each Account in the Daughter Companies, one field and one check box should be considered.

Consolidation Acc This field is used to establish the relationship between each Account in a Daughter Company and one in the Mother Company. Once this has been done, when a consolidated report is produced from the Mother Company, the balance of each Account in the Daughter Companies will be added to the balance of the Mother Company Account to which it has been linked. This calculation occurs when the report is produced: no posting between Companies will take place.

In each Daughter Company Account, specify here the Mother Company Account to which it is to be linked. More than one Daughter Account can contribute to the balance of a single Mother Account. If this field is blank, the Mother Account with the same Account Code as this one will be used. If a non-existent Mother Account is entered, or if this field is blank and the Account Code of this Account does not exist in the Mother Company, the balance from this Account will not be included in the consolidated reports.

If you need to produce consolidated reports but find that the requirement to have the Mother and Daughter Companies in the same database is not practical, the 'Consolidation' Export function can be used to export Transaction information from a Daughter Company to a text file. This text file can then be imported to the Mother Company. If you are using this Export function, enter here the Mother Company Account that is to receive the balance for this Account. If this field is blank, the Mother Account with the same Account Code as this one will be used. If a non-existent Mother Account is entered, or if this field is blank and the Account Code of this Account does not exist in the Mother Company, a new Account will be created.

Reduce Minorities When producing consolidated reports from the Mother Company, the balance of each Daughter Company Account is added to that of the Mother Company Account specified in the Consolidation Acc. field above. If the Daughter Company is not wholly owned by the Mother, you might only want a percentage of the balance of each Daughter Company Account to be added to that of the Mother Company Account. If this is the case, check this box. The percentage is taken from the Main Owner Percentage register described above.

Note that if this box is not checked, the whole balance of this Account will be included in consolidated reports, even if there is a record in the Main Owner Percentage register.

This check box and the Main Owner Percentage register are also taken into account by the 'Consolidation' Export function. The balance for each Account that is exported will be reduced to the correct percentage for Accounts whose Reduce Minorities box has been checked.

Reports

Introduction

As with all modules, to print a report in the Consolidation module, select 'Reports' from the File menu or click [Reports] in the Master Control panel. The keyboard shortcut Ctrl-R or ⌘-R can also be used. Then, double-click the appropriate item in the list.

The following reports are available in the Consolidation 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 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 Account Numbers. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Accounts 001 to 010, enter "001:010" in the Account Number field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

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.

Balance Sheet

The Balance Sheet in the Consolidation module is very similar to that in the Nominal Ledger and uses the same report definition. Apart from the exception described below, please refer to the 'Nominal Ledger' chapter in Volume 2b of these manuals for descriptions of the 'Specify Balance Sheet' window and of the report definition.

Include Daughter Companies

> This check box is relevant when producing the Balance Sheet from the Mother Company. If the box is checked, a consolidated report will be produced, taking into

account Transactions from the Daughter Companies as well as those in the Mother Company. If the box is not checked, a 'standard' Balance Sheet will be produced, from the Transactions in the Mother Company only.

After you have closed the specification window but before the report is produced, you will be asked to log in to any Daughter Companies that you have not yet used in the work session.

Consolidation

Hansa's Consolidation module is designed so that information in Daughter Companies can be made available to certain reports in the Mother Company without the need physically to transfer any Daughter Company information to the Mother Company. This makes it very easy to produce consolidated reports, and removes the risk of error inherent in copying information from one Company to another.

However, the requirement to have the Mother and Daughter Companies in the same database may not be practical in every case. Where this is so, the 'Consolidation' Export function can be used to export Transaction information from a Daughter Company to a text file. This text file can then be imported to the Mother Company.

This report can be produced in a Daughter Company before using the Export function to show what will be included in the text file. The 'Specify Consolidation Report' window is similar to the 'Specify Consolidation Export' window: please refer to the 'Exports' section later in this chapter for full details.

Consolidation Chart of Accounts

This report can be produced in a Daughter Company to list the Accounts in the Account register to check that they all have a Consolidation Account specified (i.e. they have all been linked to an Account in the Mother Company). The report also shows the status of the Reduce Minorities check box for each Account.

Profit & Loss, Trial Balance

With the exception of the Include Daughter Companies option, these reports in the Consolidation module are very similar to those in the Nominal Ledger and use the same report definitions. Please refer to the 'Nominal Ledger' chapter in Volume 2b of these manuals for descriptions of the specification windows and of the report definitions, and to the section describing the Balance Sheet above for details of the Include Daughter Companies option.

Exports

Introduction

The 'Exports' function provides for the exporting of certain information to tab-delimited text files from where it can be incorporated in word processing programs for mailmerge, in spreadsheets for further statistical analysis or in page make-up programs for incorporation in publicity material or published reports. Alternatively, it can be imported into other Hansa databases or Companies using the 'Automatic' and 'Automatic, manual file search' import functions in the System module. Remember that Reports can also be printed to disk, so most of the information that is stored in Hansa is available to other applications via the medium of the text file.

The function is selected using the 'Exports' item on the File menu or by clicking the [Exports] button in the Master Control panel. On selecting the function, the window illustrated below appears. This lists the Exports which can be produced from the Consolidation 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.

Consolidation

Hansa's Consolidation module is designed so that information in Daughter Companies can be made available to certain reports in the Mother Company without the need physically to transfer any Daughter Company information to the Mother Company. This makes it very easy to produce consolidated reports, and removes the risk of error inherent in copying information from one Company to another.

However, the requirement to have the Mother and Daughter Companies in the same database may not be practical in every case. Where this is so, this function can be used to export Transaction information from a Daughter Company to a text file. This text file can then be imported to the Mother Company.

Before using this function in a Daughter Company, it is recommended that you produce a Consolidation Report. This will show what will be included in the text file.

The export should be produced from each Daughter Company. Each export file can then be imported to the Mother Company using the 'Automatic' or 'Automatic, manual file search' Import options in the System module.

The file produced by this function will not contain individual Transactions. Instead, it will contain a single record, with balances for each Account. This record can be imported to the Transaction register or to the Simulation register: if the Preliminary Transactions feature is not in use, it might be advisable to import to the Simulation register for final checking. It can easily be converted into a Transaction using the 'Transactions' function on the Operations menu of the 'Simulations: Browse' window.

The imported record will have a separate row for each Account balance. The balance of a Daughter Company Account that has a Consolidation Account specified will be posted to that Consolidation Account in the Mother Company. Otherwise, it will be posted to the Mother Company Account with the same Account Code as the Daughter Company Account. Any Accounts used in the export file but not present in the Mother Company will be added to the Mother Company's Account register.

If the Main Owner Percentage register has been used to record partial ownership of the Daughter Company, the balance for each Account whose Reduce Minorities box has been checked will be reduced to the correct percentage.

Any Objects used in the Daughter Company will not be included in the export file. The imported record will not have any Objects, unless one is

specified in the Cons. Object field in the 'Specify Consolidation Export' window.

If the record does not balance when it is imported, the import routine will add a balancing posting to the end of the Transaction or Simulation. This posting will use an Account created by the routine for the purpose, with an Account Code of "9999". This will most commonly occur when the Reduce Minorities box has been checked for some Accounts only.

If you are using different Currencies in the Mother and Daughter Companies, one Currency (the "Group Currency") must be used as a Base Currency in both Companies. In the Consolidation Settings in each Company, it should be specified whether the Group Currency is being used as Base Currency 1 or 2 in that Company (as described earlier in this chapter). All figures in the export file will be in the Group Currency. If you are using different Currencies and will be consolidating using this export function, it is recommended that the Mother Company be used for consolidation purposes only: it should not have any Transactions of its own.

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

Enter the start and end dates for the period to be covered by the export, separated by a colon.

Accounts	**Paste Special**	Account register, Nominal Ledger/System module
	Range Reporting	Alpha

Specify here the Accounts whose balances are to be included in the export file. Accounts will be included in the export file if their Account Code is within the specified range but their Consolidation Account is outside this range.

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

If an Object is entered here, the Account balances in the export file will be calculated from Transaction rows with that Object. If you enter a number of Objects separated by commas, balances will be calculated from Transaction rows featuring all the Objects listed.

Note that the Object(s) specified here is used for search purposes only: it will not be included in the export file itself. If this is required, enter the Object(s) in the Cons. Object field below as well.

Rate   If the Mother Company has a different home Currency to the Daughter Company, enter an appropriate exchange rate here. The exchange rate should represent the quantity of the home Currency of the Mother Company which can be purchased with 100 units of the Currency of the Daughter Company. When the export is imported to the Mother Company, all Account balances will be converted to the Mother Company's home Currency using this exchange rate.

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

Any Object specified here will be attached to each Account balance in the record created when the export file is imported to the Mother Company. This means that it will be easy to report from the Mother Company on each Daughter Company using Objects. This might be useful if, for example, the Daughter Companies have different VAT Numbers.

Several Objects may be specified, separated by commas. If any Object specified is the head of an Object

> hierarchy, all members of the hierarchy will appear in the export file.

Date — **Paste Special**   Current Date

When the export produced using this function is imported to the Mother Company, it will be as a record in the Transaction or Simulation registers (determined by the Export As options below). The date entered here will be used as the Transaction Date.

Text — Enter here any descriptive text which will appear in the Text field of the Transaction or Simulation record when imported to the Mother Company.

Backup Comment — Use this field to enter a description of the back-up file (up to 40 characters are permitted). This description will be shown in the list of importable files shown by the 'Imports' function.

Values — Use these options to determine how the values contained in the export file are to be calculated.

Export as — When the export file produced using this function is imported to the Mother Company, a record in the Transaction register or in the Simulation register will be created. Use one of these options to determine which.

Including Simulations

Click this check box if you want the calculation of the Account balances to be exported to include simulated transactions.

Used Accounts Only

Use this option to restrict the export to Accounts that have been used in the period specified. This includes Accounts that have balances brought forward from a previous period but that have not been used in the report period.

Examples

Holding Company with two Subsidiaries

This example has the following company structure—
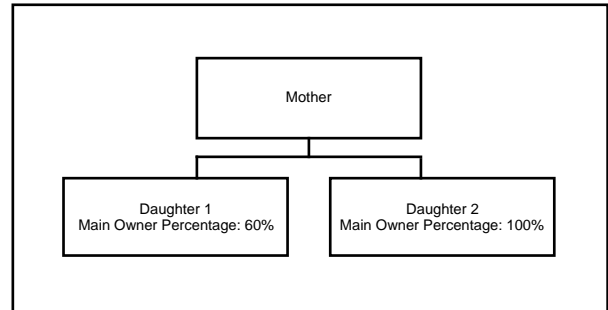
For simplicity and clarity, a single Transaction will be entered to each Company. This is the Transaction in the Mother Company—

A similar Transaction is entered in the first Daughter Company—

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	100		Sales Type 1		1400.00	1
2	700		Bank Current Account	1400.00		

D1: Transaction: Inspect

No. 1001   Trans.Date 7/3/2003   Reference
Text Sales (Daughter Company 1)

Difference Base 1   0.00   Total   1400.00   1400.00
Difference Base 2   0.00   Total   2153.85   2153.85

We have used the same Accounts in both Transactions, but in the Account records in the Daughter Company we have specified Consolidation Accounts—

D1: Account: Inspect

Account 700
Name Bank Current Account

Misc | Texts

Auto.Trans.   SRU Code
VAT Code   Consolidation Acc 701
Currency   Accrual

Account Type   Normal Amount
● Asset   ☑ Debit
○ Liability   ☑ Credit
○ Equity
○ Income   ☐ Closed
○ Expense   ☐ Group Account
                      ☑ Reduce Minorities

This means that the Bank Accounts of the Mother and Daughter Companies will be separated when producing a consolidated Balance Sheet from the Mother Company. The Bank Account of the Daughter Company will be shown as 701, while that of the Mother Company will be shown as 700 as normal. Account 701 does not have to exist in the Daughter Company, but it must exist in the Mother Company. If it does not, the balance of the Daughter's Bank Account will not be included in consolidated reports.

In the Main Owner Percentage register of the Daughter Company, we specified that it was 60% owned by the Mother Company. As the Reduce Minorities box is checked, this means that 60% of the balance of the Daughter Company's Bank Account will be shown in consolidated reports produced from the Mother Company. However, for the purposes of the example, the Reduce Minorities box in the Sales Account (Account 100) in the Daughter Company is not checked. This means that the full balance of the Daughter Company's Sales Account will be shown in consolidated reports.

This is the Transaction entered in the second Daughter Company—

Now we produce a Balance Sheet Report from the Consolidation module in the Mother Company. The Include Daughter Companies box in the 'Specify

Balance Sheet' window is not checked, so the balance on the Bank Account is calculated from the Mother Company's own Transaction only—

When the Include Daughter Companies box in the 'Specify Balance Sheet' window is checked, the balance on the Bank Account is calculated from Transactions in all three Companies. For clarity, we have shown each Company's Bank Account separately (by specifying Consolidation Accounts in the Bank Accounts of both Daughter Companies, as described above)—

The Net Change is calculated as follows—

	2,000.00		from M
+	1,400.00	x 60%	from D1 (60% owned by M)
+	300.00		from D2
	3,140.00		

The figure for Total Net Assets is different to that for Profit/Loss this YTD because the Reduce Minorities box is checked for the Bank Account in the first Daughter Company but not for the Sales Account. So, the Total Net Assets figure includes 60% of the first Daughter Company's Bank Account, but the Profit/Loss this YTD includes 100% of its Sales Account.

Next we produce a Profit & Loss Report from the Consolidation module in the Mother Company. The Include Daughter Companies box in the 'Specify Profit & Loss Report' window is not checked, so the balance on the Sales Account is calculated from the Mother Company's own Transaction only—

When the Include Daughter Companies box in the 'Specify Profit & Loss Report' window is checked, the balance on the Sales Account is calculated from Transactions in all three Companies. Again, for clarity, we have shown each Company's Sales Account separately—

As mentioned above, the Reduce Minorities box is not checked for the Sales Account in the first Daughter Company, so the report shows 100% from all Companies.

Subsidiary Company is itself a Holding Company

We now add a fourth Company to the example. This Company is 80% owned by the second Daughter Company—
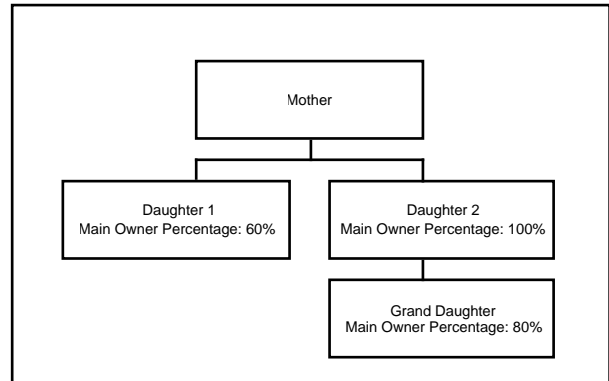
If a Daughter company also owns part of another Company (or many companies), Hansa Consolidation supports this.

In the second Daughter Company, its ownership of the Grand Daughter Company is recorded in the Daughter Companies setting—

In the Grand Daughter Company, the Main Owner Percentage register is used to record that it is 80% owned by the second Daughter Company—

The following Transaction is registered in the Grand Daughter Company—

Working in the Consolidation module of the second Daughter Company, we produce a Balance Sheet without using the Include Daughter Companies option. The Transaction from the previous example makes up the balance of the Bank Account—

When the same report is produced using the Include Daughter Companies option, the balance is calculated from Transactions in the second Daughter Company and the Grand Daughter Company—

The Reduce Minorities box is checked for the Bank Account in the Grand Daughter Company, so the Net Change is calculated as follows—

```
    300.00              from D2
+   850.00   x 80%     from GD1 (80% owned by D2)
    980.00
```

A Balance Sheet produced from the Mother Company using the Include Daughter Companies option will appear as follows—

The Net Change is calculated as follows—

```
    2,000.00              from M
+   1,400.00   x 60%     from D1 (60% owned by M)
+     300.00              from D2
+     850.00   x 80%     from GD1 (80% owned by D2)
    3,820.00
```

Note that Account 702 is calculated from the balances of the Bank Accounts in both the second Daughter Company and the Grand Daughter Company.

The Profit & Loss Report produced from the Mother Company using the Include Daughter Companies option will appear as follows—

The Reduce Minorities check box has been switched on for the Sales Account in the Grand Daughter Company, so the Total is calculated as follows—

	2,000.00	from M
+	1,400.00	from D1 (60% owned by M, Reduce Minorities off)
+	300.00	from D2
+	850.00 x 80%	from GD1 (80% owned by D2, Reduce Minorities on)
	4,380.00	

Currencies

In this example, the following Base Currencies have been chosen for each Company—
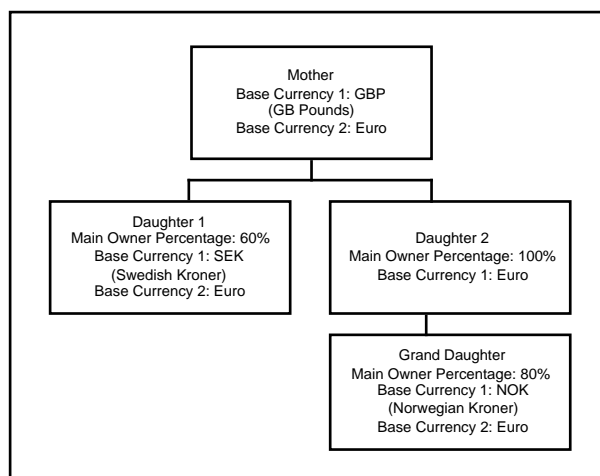
One Currency must be in use as a Base Currency in all Companies. In this case, it is the Euro. This is known as the "Group Currency" and is the Currency that will be used in consolidated reports.

In the example, the Euro is used as Base Currency 2 in three of the four Companies, and as Base Currency 1 in the second Daughter Company. In the Consolidation Settings in each Company, it should be specified whether the Euro is being used as Base Currency 1 or 2 in that Company—

Flip B of the Transaction in the Mother Company shows its value in both Currencies—

	Account	Objects	Base 1 Debit	Base 1 Credit	Base 2 Debit	Base 2 Credit	
1	100			2000.00		3076.92	A
2	700		2000.00		3076.92		B
3							C
4							D
5							E
6							F
7							G
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							
18							
19							

M: Transaction: Inspect

Operations — New — Duplicate — Cancel — Save

No. 1   Trans.Date 7/3/2003   Reference

Text Sales (Mother Company)

Difference Base 1   0.00   Total   2000.00   2000.00
Difference Base 2   0.00   Total   3076.92   3076.92

The values of the Transactions in the other Companies are as follows—

Company	Base Currency 1	Base Currency 2
Daughter 1	SEK 1500.00	EUR 155.56
Daughter 2	EUR 70.59	
Grand Daughter	NOK 850.00	EUR 100.00

In a Balance Sheet produced from the Mother Company using the Include Daughter Companies option, all figures will be in the Group Currency (Euros)—

		Fwd Balance	Net Change	Balance
	M: Balance Sheet			
	Balance Sheet		Hansa, Print date: 7/3/2003 21:10	
	Mother		Period 1/1/2003 : 31/12/2003	
	Last Reg Date 7/3/2003		Values in EUR	
			Exact Notation	
			Net Change	
			All used accounts	
			Preliminary transactions included	
			Including Daughter Companies	
	Current Assets			
	Cash in Hand & at Bank			
700	Bank Current Account	0.00	3,076.92	3,076.92
701	Bank Current Account (Daughter 1)	0.00	93.34	93.34
702	Bank Current Account (Daughter 2)	0.00	150.59	150.59
	Total Cash in Hand & at Bank	0.00	3,320.85	3,320.85
	Total Current Assets	0.00	3,320.85	3,320.85
	Current Liabilities			
	Net Current Assets	0.00	3,320.85	3,320.85
	Total NET Assets	0.00	3,320.85	3,320.85
	Profit/Loss this YTD	0.00	3,383.07	3,383.07
	Total Equity & Reserves	0.00	3,383.07	3,383.07

The Euro figures are taken straight from the Daughter Companies, so the balance for the three Bank Accounts is calculated as follows—

	3,076.92		from M
+	155.56	x 60%	from D1 (60% owned by M)
+	70.59		from D2
+	100.00	x 80%	from GD1 (80% owned by D2)
	3,320.85		

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Expenses

Chapter 4: The Expenses Module

This module is used to administer the necessary expenses incurred by employees of the company in their day-to-day work. It maintains accounts for each employee, can produce individual account statements and handles advances and settlements. The recording of Expenses is similar to that of Purchase Invoices: this can be done down to Item level. If the Job Costing module is present, Expenses can be linked to Projects for the recording of chargeable expenses and for detailed Project profitability calculations.

Settings

Introduction

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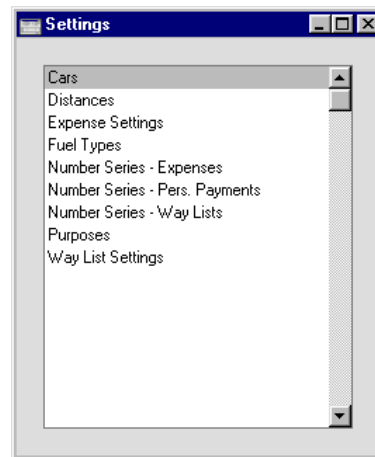
To edit a setting, ensure you are in the Expenses module using the Modules menu and click the [Settings] button in the Master Control panel or select 'Settings' from the File menu. The list shown above appears. Then, double-click the relevant item in the list.

Cars

This setting should be used to store the details of the cars and vehicles owned by your company. Once this has been done, you can use the Way List register (described later in this chapter) to record the journeys made by each vehicle. The correct driver, fuel type and fuel consumption will be brought in from this setting to each new Way List record.

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

Car Code	Enter the unique Code by which the Car record is to be identified from elsewhere in Hansa. The Code may consist of up to 20 characters, and both numbers and letters can be used.
Model	The type of vehicle.
Number	Any identifying number, such as the registration number.
Driver, Used By	**Paste Special** Person register, System module
	Specify in these fields the Driver and, if appropriate, other member of staff that normally use this car or vehicle. These will be copied as defaults to any Way List records entered for this car.
Fuel	**Paste Special** Fuel Types setting, Expenses module
	The type of fuel used by the car or vehicle.

Normal l/100km   The usual fuel consumption of the car or vehicle (measured in litres per 100 km). This figure will be copied as a default to the Normal and Real l/100km fields in any Way List records entered for this car. In the Way List record, the Normal figure is fixed, but the Real figure can be changed and is used to calculate the total cost of the journeys represented by the Way List.

Comment   Record any further comment about the car or vehicle here.

Distances

This setting can be used to store the details of journeys that are made repeatedly. This information can then be used in the Way List register, to help with data entry and to reduce the possibility for error.

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

Dist. Code   Enter the unique Code by which the Distance record is to be identified from elsewhere in Hansa. The Code may consist of up to 20 characters, and both numbers and letters can be used.

Comment   Assign a descriptive name to the Distance record. This is shown in the 'Distances Browse' window and the 'Paste Special' list: it should therefore be descriptive enough to make the selection of the correct Distance record easy for all users.

Val, km   The length of the journey in kilometres will be brought automatically whenever this Distance record is quoted in a Way List.

Comment   Record any further comment about the car or vehicle here.

Expense Settings

This setting contains some miscellaneous options controlling the behaviour of various aspects of the Expense screen.
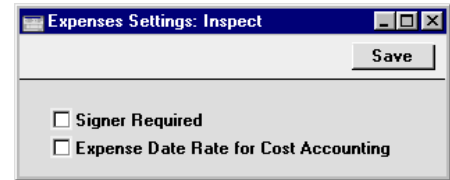
Signer Required   With this box checked, Hansa will not allow Expense records to be approved unless the Signer field contains a value.

Expense Date Rate for Cost Accounting

This check box controls how Expenses in Currency are posted to the Nominal Ledger.

When you enter an Expense record in Currency, you will specify the date of the expense claim in the header of the Expense record and the dates of the supporting receipts on flip C.

The liability to the employee will always be calculated using the Exchange Rate for the date of the expense claim (from the header).

If this check box is on, the amount debited to the Cost Account will be calculated using the Exchange Rate for the date of the supporting receipt (from flip C). If there is a difference in Exchange Rates between the two dates, then the difference when compared to the liability to the employee will be posted to the Rate Round Off Account on card 2 of the Account Usage S/L setting.

If the check box is off, the amount debited to the Cost Account will be calculated using the Exchange Rate for the date of the expense claim (from the header). Therefore, the liability to the employee and the amount debited to the Cost Account will always be the same.
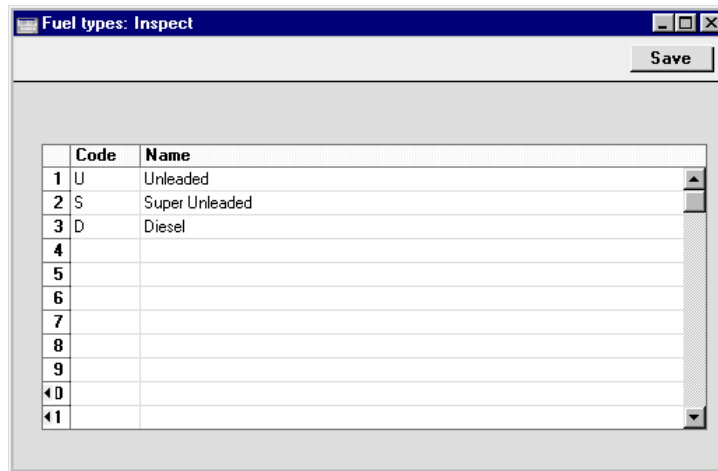
> The use of this check box will depend on the accounting rules in force in your country.
>
> Please refer to the section entitled 'Expenses in Currency' later in this chapter for more details and an example.

Fuel Types

Use this setting to record the different types of fuel used by the cars and vehicles owned by your business.

On double-clicking 'Fuel Types' in the 'Settings' list, the following window appears—

Enter each new Fuel Type 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 - Expenses

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

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

When entering records to the Expense register, the next number in the first Number Series entered to this setting will be used as a default; 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 Expense records 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 - Expenses' in the 'Settings' list, the following window appears—

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

Number Series - Personnel Payments

This setting is used to define the number sequences for Personnel Payments. It operates in the same manner as the Number Series - Expenses setting described above.
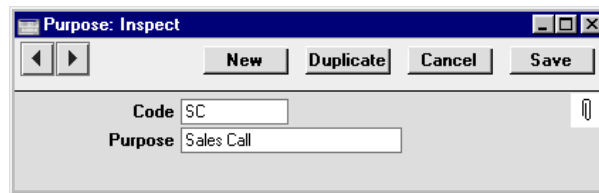
Number Series - Way Lists

This setting is used to define the number sequences for Way Lists. It operates in the same manner as the Number Series - Expenses setting described above.

Purposes

Purposes can be used to classify Way List records. Examples might be Sales Visits, Service Calls, and journeys for consultancy or to install equipment.

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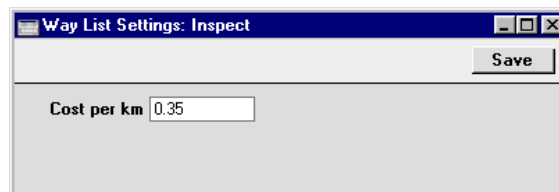
Enter a unique Code and a descriptive name for each record.

Way List Settings

This setting contains the standard running cost per kilometre of your company cars and vehicles. This will be brought in to every new Way List record to calculate the cost of each journey, but it can be changed in a particular Way List if necessary.

On double-clicking 'Way List Settings' in the 'Settings' list, the following window appears—
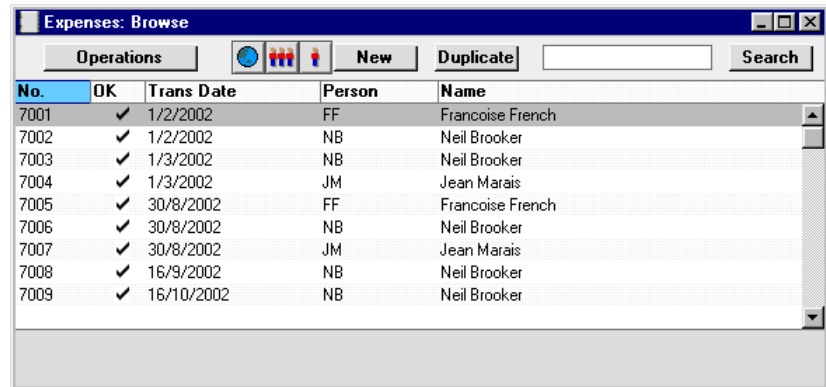
To close the 'Way List Settings: Inspect' window and save any changes, click the [Save] button in the Button Bar. To close the window without saving changes, click the close box.

The Expense Register

This register is the basis of Hansa's Expenses module: it is used to store each employee's expense claims. Typically, a new record will be created for each employee every month.

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

The 'Expenses: Browse' window is opened, showing any Expenses that have already been entered. Expenses that have been approved (posted to the Nominal Ledger) are shown with a tick in the OK column.
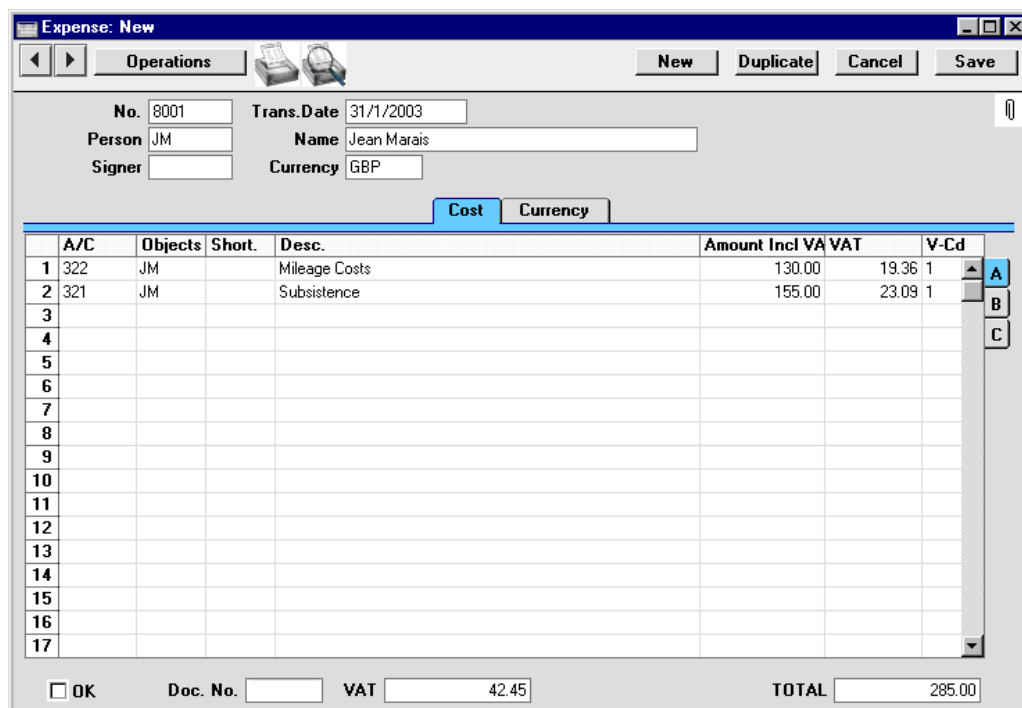
As in other browse windows you may sort the list by each column by clicking on the heading. To reverse any sort, simply click once again on the column heading. The heading of the column currently determining the sort order is underlined. You can also scroll through the list using the scroll bars. Finally, you can search for a record by entering a keyword in the field in the top right-hand corner. Hansa will search for the first occurrence of the keyword in the same column as the selected sorting order.

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

The 'Expense: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Expense record.
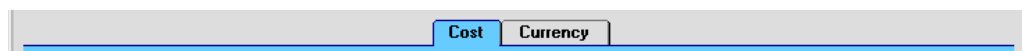
	A/C	Objects	Short.	Desc.	Amount Incl VA	VAT	V-Cd
1	322	JM		Mileage Costs	130.00	19.36	1
2	321	JM		Subsistence	155.00	23.09	1
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

Since the amount of information stored about each Expense record will not fit on a single screen, the Expense window has been divided into two cards. At the top of each is the header. This contains the Expense Number and the Person's Initials and Name. There are two 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 Person whose Expense claim you are working with.

Header

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

The unique identifying number of the Expense record. When entering a new record, Hansa will enter the next unused number from the first number sequence entered in the Number Series - Expenses setting. You may

	change this number, but not to one that has already been used.	
Trans. Date	**Paste Special**	Current Date
	The date of the Expense claim: it will be the date used by the Nominal Ledger Transaction created from this record. The current date is used as a default.	
Person	**Paste Special**	Person register, System module
	Enter a Person's initials or use the 'Paste Special' function. When you press Return, the Person's name will be entered to the field to the right.	
Name	The Person's Name is entered after you have entered their initials.	
Signer	This field records the initials of the Person that authorised this Expense record. If the Signer Required option in the Expense Settings setting is in use, this field must contain a value before the Expense record can be approved.	
	An entry cannot be typed into this field. Instead, selecting 'Authorise' from the Operations menu will bring in the initials of the current user.	
	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.	
Currency	**Paste Special**	Currency register, System Module
	Default taken from	Default Base Currency
	An expense claim can be recorded in any defined Currency. Only one Currency can be used for each Expense record. The exchange rate is shown on the 'Currency' card where it can be modified only for this particular Expense record if necessary.	
	All figures shown in the Expense should be in Currency: when the Nominal Ledger Transaction is created, they will be converted to the home Currency.	

Cost Card

The grid is used to enter the details of the Expense claim. It is divided into three horizontal flips, each showing additional columns. When you click on a flip tab (marked A, B and C), the two or three right-hand columns are replaced.

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

Flip A

A/C   **Paste Special**   Account register, System module

Enter the Cost Account to be debited in the Nominal Ledger Transaction created from the Expense record. After entering an Account number, the Account name will be brought in to the Description field. Use Paste Special to choose from the Chart of Accounts.

You can have an Account brought in by specifying an Account Short Code in the Short. field to the right.

You can also enter the Code of an Autotransaction to this field. Autotransactions are used to automate the entry of frequently used Transactions, not only reducing labour but also ensuring the correct Accounts are used every time. Autotransactions are fully described in the 'Nominal Ledger' chapter in Volume 2b of these manuals. An example of an Autotransaction might be one that distributes the cost of an Expense item across several Objects on a percentage basis.

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

Up to 20 Objects, separated by commas, can be assigned to this row. They will be transferred to the debit posting in the Nominal Ledger Transaction generated for this Expense claim, and can be used for your profit centre

reports. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports.

Note that an Object can also be assigned to each member of personnel in the Person register. This will appear automatically in all credit postings in the Nominal Ledger Transaction generated for this Expense claim.

You can have an Object brought in by specifying an Account Short Code in the field immediately to the right.

Short.   **Paste Special**   Account Short Codes setting, Nominal Ledger

Short Codes can help reduce errors when selecting Accounts and Objects. You can also use them if you do not want members of staff using Purchase Invoices and Expenses to have any access to the Account and Object registers (which means that 'Paste Special' cannot be used). Choose a Short Code here to bring in the appropriate Account and Object(s).

Desc.   **Default taken from**   Account

The Account name is entered automatically. This text can be changed if necessary.

Amount Incl VAT Enter here the expense amount inclusive of VAT. If a Currency has been specified, this figure should be in that Currency.

VAT   VAT for this row is calculated from the Amount Incl. VAT and the VAT Code (below).

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

The VAT Code entered here refers to a VAT Code record entered using the VAT Codes setting in the Nominal Ledger. It determines the rate at which VAT will be charged on this Expense item and the VAT Account to be debited.

Flip B

Item   **Paste Special**   Item register

You may enter the Item Number of the purchased Item here. If you have assigned this Expense row to a Project, this information will be used by the Job Costing module.

Qty   The quantity purchased can be entered here.

Proj   **Paste Special**   Project register, Job Costing module (if installed)

A Project number to which the Expense row can be linked. Please refer to the 'Job Costing' chapter in Volume 5 of these manuals for full details.

Flip C

The fields on flip C can be used when Expense claims are accompanied by receipts or invoices. The invoice or receipt number can be entered in the Document Nr field, and the Date and Supplier should be recorded in the appropriate fields. A 'Paste Special' list is available from the Supplier field. The Supplier field is for information only: there are no consequences in the Purchase Ledger. The Date field can be important in the case of an Expense record in Currency. If the Exchange Rate changes between this Date and that in the header, and if the Expense Date Rate for Cost Accounting option in the Expense Settings setting is in use, the difference will be posted to the Rate Round Off Account on card 2 of the Account Usage S/L setting. Please refer to the section entitled 'Expenses in Currency' below for more details and an example.

Footer

OK   When you check this box and save the record by clicking [Save], the Expense is approved and a corresponding Transaction is created in the Nominal Ledger. Because of this, you will no longer be able to make changes to the Expense record.

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

Doc. No.   Enter here the number of receipts or other documents that you have in support of this expense claim. This is for information only.

VAT   The VAT sum, calculated from the Expense rows.

TOTAL   The total amount to pay for this Expense claim, including any taxes and in Currency.

Currency Card

Currency   **Paste Special**   Currency register, System Module

                    Default taken from   Default Base Currency

                    An expense claim can be recorded in any defined Currency. Only one Currency can be used for each Expense record.

                    All figures shown in the Expense should be in Currency: the resulting Nominal Ledger Transaction will show figures in both foreign and home Currencies (and in the second base Currency if appropriate).

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 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.

Inspecting and Approving Expenses

If the Expense record was not approved when it was entered, it must be approved now in order for the Nominal Ledger Transaction to be generated. The approval also causes the Expense record to be locked, so that it cannot be altered after this point.

There are two ways to approve an Expense record—

1. When viewing an Expense record, click the OK check box; or

2. Highlight one or more Expense records in the 'Expenses: Browse' window and select 'OK' from the Operations menu.

An example Nominal Ledger Transaction created from an Expense record is shown below. In normal circumstances, the Debit Account(s) will be as specified in the Account field in the Expense row(s). The Credit Account will be taken from the 'Bonus' card of the Person record of the member of personnel in question.

Objects on the debit side are those entered to the appropriate row of the Expense record, while those on the credit side are taken from the 'Bonus' card of the Person record.

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	322	JM	Mileage Costs	110.64		1
2	831		VAT Inputs Receivable	42.45		
3	321	JM	Subsistence	131.91		1
4	826		Expenses Control		285.00	
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

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

Expenses in Currency

When you enter Expenses in Currency, the Currency and Exchange Rate are applied to all rows of the Expense record. Separate Expense records should therefore be used for each Currency and Exchange Rate.

For example, an employee submits an expense claim dated Jan 31. The claim includes a receipt for JPY100000 (Japanese Yen) dated Jan 7, when JPY192.867 buys one GBP (Base Currency 1). So, the receipt was worth 518.49 in the home Currency when it was issued. However, on Jan 31 (the date of the expense claim), one GBP buys JPY193.374, so JPY100000 will then convert to 517.13.

The Expense record is entered as shown below. The date of the expense claim (Jan 31) is entered in the header, and JPY is entered as the Currency—

Expense: New					

No.	8006	Trans.Date	31/1/2003
Person	JM	Name	Jean Marais
Signer		Currency	JPY

Cost | Currency

	A/C	Objects	Short.	Desc.	Amount Incl VA	VAT	V-Cd
1	320	JM		Travel Expenses	100000.00	0.00	0
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
12							
13							
14							
15							
16							
17							

☐ OK Doc. No. [ ] VAT [0.00] TOTAL [100000.00]

On flip C, the date of the receipt (Jan 7) is entered—

Also shown in the illustration above is the Exchange Rate on the 'Currency' card. This is the Exchange Rate for Jan 31.

When the Expense record is approved and saved, the appearance of the Nominal Ledger Transaction will depend on the Expense Date Rate for Cost Accounting option in the Expense Settings setting. If this option is on, the liability to the employee (Account 826 in the example) will be calculated using the Exchange Rate for the date of the expense claim (Jan 31), while the amount posted to the Cost Account (320 in the example) will be calculated using the Exchange Rate for the date of the receipt (Jan 7). The difference will be posted to the Rate Round Off Account from card 2 of the Account Usage S/L setting—

If the Expense Date Rate for Cost Accounting option is off, the liability to the employee and the amount posted to the Cost Account will both be calculated using the Exchange Rate for the date of the expense claim (Jan 31)—

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	320	JM	Travel Expenses	517.13		0
2	826		Expenses Control		517.13	
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

No. 8007   Trans.Date 31/1/2003   Reference

Text JM Jean Marais, JPY 193.37:1.00

Difference Base 1 — 0.00 Total 517.13 517.13

Difference Base 2 — 0.00 Total 820.85 820.85

Error Messages

When you approve Expenses, Nominal Ledger Transactions are automatically generated and put in your Nominal Ledger journal.

If an error message appears, it means that some Accounts or other settings are incorrect. All Account numbers used in the Expense record must exist in the Accounts register in the System module. The VAT Codes used must be defined. On the 'Bonus' card of the Person record of the member of personnel submitting the Expense claim, an entry must be made to the Account field. This Account will be credited in the Nominal Ledger Transaction.

While the Expense record is on screen, you can correct the error, by adding the missing Account(s) to the Accounts register in the System module or by changing the settings accordingly.

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

Invalidating Expenses

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

An Expense record cannot be invalidated if it has not yet been approved, or if its Transaction Date is earlier than the Lock Others date specified in the Locking setting in the System module.

If a Project Transaction has been created from the Expense record, it will be deleted when the Expense record is invalidated. You will not be able to invalidate the Expense record if the Project Transaction has already been invoiced.

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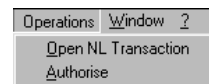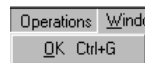
The Operations menus for Expenses are shown above. On the left is that for the 'Expenses: Browse' window: highlight one or more Expense records (hold down the Shift key while clicking) in the list before selecting the function. On the right is that for the 'Expense: New' and 'Expense: Inspect' windows.

OK

This command is available on the Operations menu only from the 'Expenses: Browse' window. It permits the approving of Expense records and is therefore the equivalent of checking the OK box in an Expense record. Remember that this action causes Nominal Ledger Transactions to be created for each Expense record in the selection and that therefore once it has been carried out you will no longer be able to modify those Expense records.

Open NL Transaction

Once an Expense record has been approved and saved, if so defined in the Sub Systems setting in the System module, 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.

Authorise

Once an Expense record has been entered, it can be authorised before it is approved. If the Signer Required box in the Expense Settings setting is checked, Expense records must be authorised before they can be approved.

To do this, select 'Authorise' from the Operations menu. Your initials are entered to the Signer field in the header. Then, check the OK box and save by clicking the [Save] button in the Button Bar.

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—

In this illustration, members of the "ADMIN" Access Group are allowed full access to the Expenses module so that they can enter their own Expenses. 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—
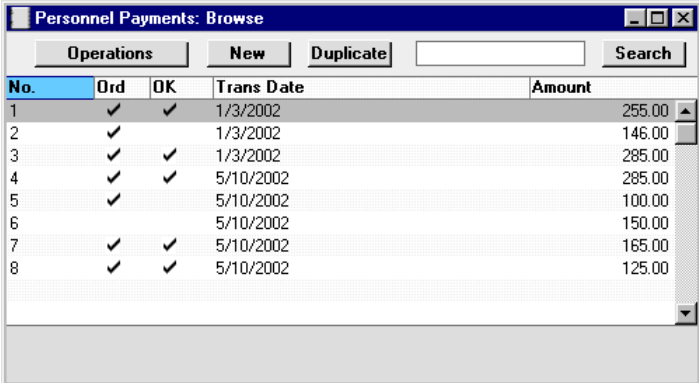
In both cases, if the 'Authorise Expenses' Operations Menu function is not listed in the grid, access to it will depend on the chosen Start From option. If this is No Access, members of the Access Group will not be able to authorise Expense records. If it is Full Access, they will be able to make such changes.

The Access Groups setting is fully described in the 'System Module' chapter in Volume 1 of these manuals.

The Personnel Payment Register

This register is used to issue expenses payments and cash advances. In operation, it is similar to the Payment register in the Purchase Ledger. One Personnel Payment can include a set of payments to more than one member of personnel, made from different bank accounts (i.e. using different Payment Modes), provided they use a single Currency.

In the Expenses module, select 'Pers Payments' from the Registers menu, or click the [P.Payments] button in the Master Control panel. The 'Personnel Payments: Browse' window is opened, showing Payments already entered.

No.	Ord	OK	Trans Date	Amount
1	✔	✔	1/3/2002	255.00
2	✔		1/3/2002	146.00
3	✔	✔	1/3/2002	285.00
4	✔	✔	5/10/2002	285.00
5	✔		5/10/2002	100.00
6			5/10/2002	150.00
7	✔	✔	5/10/2002	165.00
8	✔	✔	5/10/2002	125.00

In the list, the Payment Number is followed by check marks if the Payment has been Ordered or approved, by the Transaction Date and the total amount of the payment.

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

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

Since the amount of information stored about each Personnel Payment will not fit on a single screen, the Personnel Payment window has been divided into two cards. At the top of each is the header containing two named buttons ('tabs').

By clicking the tabs you can navigate between cards.

Header

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

The unique identifying number of the Personnel Payment record. When entering a new record, Hansa will enter the next unused number from the first number sequence entered in the Number Series - Personnel Payments setting. You may change this number, but not to one that has already been used.

Pay Date	**Paste Special**	Current Date

The date when you want the Payment to be executed.

Trans Date	**Paste Special**	Current Date

The date when the Payment is posted to the Nominal Ledger.

Even when the Payment has been Ordered, it is possible to change the Transaction Date. When the Payment has been approved, however, no further changes are possible.

Pay Mode	**Paste Special**	Payment Modes setting, Sales/Purchase Ledger

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

On a single Payment record it is possible to enter payments to different members of personnel. It is also possible to enter payments across Payment Modes: specifying a Payment Mode for any of the individual payments in the grid will override that entered here.

Own Bank A/C	The number of the bank account you want to use for the Payment. This information will be brought in from the Payment Mode record.

Amounts Card

Enter the details of each payment to be made in the grid area, as follows—

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

Enter the initials of the person receiving the payment or advance.

Text	Enter any text describing the transaction. The name of the Person being paid is brought in as a default.

Pay.Mode	**Paste Special**	Payment Modes setting, Sales/Purchase Ledger

Enter a Payment Mode, if different from the Payment Mode entered in the header. This allows different payments on the same Personnel Payment to be credited to different Bank Accounts.

Cheque No.	**Paste Special**	Own Cheque register, Cheques module (if present)

Record the number of the cheque used for the Personnel Payment here.

If the Cheques module is present, this field should contain the Serial Number of a record in the Own Cheques register: use 'Paste Special' to ensure the correct record is specified.

To Bank A/C   The bank account of the payee is brought in from the 'Bonus' card of the Person record.

Amount   The amount paid out, in the Currency indicated.

Footer

Ordered   Check this box to indicate that a Payment has been ordered. No Nominal Ledger Transaction will result, but you will no longer be able to modify the record.

References in this chapter to Ordered Personnel Payment records are to those whose Ordered check box has been checked, but whose OK check box has not been checked.

OK   Click this box to approve the Personnel Payment record. On clicking the [Save] button to save the record, the Bank Account specified for the Payment Mode will be credited and the Account specified on the 'Bonus' card of the Person record will be debited. The Payment will now appear in account statements produced for the individual(s) in question.

References in this chapter to approved Personnel Payment records are to those whose OK check box has been checked.

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

The Currency to be used in the payment. Only one Currency per Personnel Payment record is permitted.

The exchange rate is shown on the 'Currency' card where it can be modified only for this particular Personnel Payment record if necessary.

Bank Fee	Enter any fee charged by the bank for this Payment. Bank fees will be debited to the Bank Fee Account specified on card 2 of the Account Usage P/L setting.
Sum	The sum of all the payments entered above, in Currency.
Withdrawn	The total amount of the payment, i.e. what is actually withdrawn from the account in the home Currency, including any extra fees. Calculated by Hansa.

Currency Card

Currency   **Paste Special**   Currency register, System Module

  Default taken from   Default Base Currency

An expense claim can be recorded in any defined Currency. Only one Currency can be used for each Personnel Payment record.

All figures shown in the Personnel Payment should be in Currency: the resulting Nominal Ledger Transaction will show figures in both foreign and home Currencies (and in the second base Currency if appropriate).

Exchange Rates   The current exchange rates for the specified Currency 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, only 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.

Multi-line Payments

A single Personnel Payment record can contain several payments to different members of personnel using different Payment Modes (as long as they are in the same Currency). Note, however, that if you need Hansa to print a remittance advice and/or a cheque, you will need to enter separate Personnel Payment records for each member of Personnel to ensure separate such forms will be printed for each Person.

Each record in the Personnel Payment register results in one Transaction in the Transactions register (with bank or other institution as credit Account).

Inspecting and Approving Personnel Payments

If the Personnel Payment record was not approved when it was entered, it must be approved now in order for the Nominal Ledger Transaction to be generated.

There are two steps to approving a Personnel Payment—

1. When paying Personnel Payments by cheque, there will be a delay between the ordering of the Payment and the clearing of the funds from your company's bank account.

    In such a situation, when the cheque is issued, enter the Payment in the usual way and click the Ordered check box. This causes the Personnel Payment record to be locked, so that, after saving, it can no longer be altered.

2. When you receive a statement from the bank, you can reconcile it with the ordered Personnel Payments. Personnel Payments that agree with

your bank statement should be approved by clicking the OK check box. On saving, the Nominal Ledger transaction is generated.

An example Nominal Ledger Transaction created from an Personnel Payment record is shown below. In normal circumstances, the Credit Account will be taken from the Payment Mode. The Debit Account(s) will be taken from the 'Bonus' card of the Person record of the member of personnel in question.

	Account	Objects	Description	Base 1 Debit	Base 1 Credit	V-Cd
1	826		JM Jean Marais	285.00		
2	700		Cheque		285.00	
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						

No. 10   Trans.Date 31/1/2003   Reference
Text 11223344, GBP

Difference Base 1 0.00   Total 285.00 285.00
Difference Base 2 0.00   Total 452.38 452.38

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

Printing Payment Forms and Cheques

It is often necessary to print certain documents associated with the Payment. These may be remittance advices, cheques or documents used to gain internal authorisation for the Payment.

If you want to print a remittance advice and a cheque together, you can do so, providing some set-up work has been carried out in advance. Follow this procedure—

1. Using the Form register in the System module, design the remittance advice and the cheque and name them "PERS_REM_ADVICE" and "PERS_CHEQUE". The sample "REM_ADVICE" supplied with Hansa (intended for use in the Purchase Ledger) can be modified for this purpose: in the 'Properties' dialogue box (obtainable from the Operations menu) ensure the Document Type is set to "Personnel Payment Receipt" to make sure the appropriate fields are available for inclusion in the design. Full instructions for using the Form register can be found in the chapter in Volume 1 covering the System module.

2. Select the Expenses module using the Modules menu.

3. Select 'Documents' from the File menu or click [Documents] in the Master Control panel. The 'Documents' list window is opened showing a list of available documents. Highlight 'Personnel Payment Receipt'.

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

5. The Sequence column in the subsequent window is used to determine the order in which the Forms will be printed. If, for example, you need a remittance advice to be printed first, on the first line enter "1" as the Sequence Number and "PERS_REM_ADVICE" as the Form (you can use 'Paste Special' from the Form field to ensure the spelling is correct). On the second line, enter "2" as the Sequence Number and "PERS_CHEQUE" as the Form. The Printer column can be used to print the Forms on different printers if necessary: you may have a dedicated printer for your cheque stationery. You can, of course, specify on a third line that an internal authorisation document is also to be printed.

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

6. Click [Save] to save the Payment Form definition. From now on, whenever the Personnel Payment Receipt is printed, the remittance advice and the cheque will be printed, on different printers.

The Payment Form can be printed using one of two methods—

1. When viewing an individual Personnel Payment record, by clicking the Printer icon. If you want to print to screen, click the Preview icon.

2. By selecting 'Documents' from the File menu or by clicking [Documents] in the Master Control panel and selecting 'Personnel Payment Receipts' from the subsequent list.

If you are intending to use the Personnel Payment Receipt in this manner, it is recommended that you enter individual Personnel Payment records for each member of personnel being paid. If a Personnel Payment record contains payments to more than one Person, separate payment forms are not printed for each one.

Invalidating Personnel Payments

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

A Personnel Payment cannot be invalidated if it has not yet been approved, if it has only been Ordered or if its Transaction Date is earlier than the Lock Others date specified in the Locking setting in the System module.
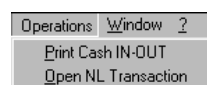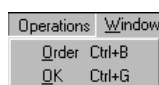
Operations Menu

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

Order

This command is available on the Operations menu only from the 'Personnel Payments: Browse' window. It permits the ordering of a Personnel Payment and is therefore the equivalent of checking the Ordered box in a Personnel Payment record. You can also select several Personnel Payments in the 'Personnel Payments: Browse' window (hold down the Shift key to select a range of Payments in the list) and order them all at once.

OK

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

Print Cash IN-OUT

The 'Print Cash IN-OUT' command will usually be used for Personnel Payments which use a cash Payment Mode. It prints a cash receipt for your records: there is a legal requirement in the Baltic States to keep printed records of all cash transactions. The function requires the Cash Book module to be present.

To print cash receipts in batches, first change to the Cash Book module using the Modules menu. Then, click the [Documents] button in the Master Control

panel or select 'Documents' from the File menu. Double-click 'Cash Out Personnel Payments' in the 'Documents' list window. Indicate the Payment Number (or range of Numbers) to be printed and press [Run].

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

1. Using the Form register in the System module, design the cash document and name it "CASH_OUT_PERS_PAYM". Use the 'Properties' function on the Operations menu to assign a Document Type of "Cash Out Personnel Payments". Full instructions for using the Form register can be found in the chapter in Volume 1 covering the System module.

2. Select the Cash Book module using the Modules menu.

3. Click the [Documents] button in the Master Control panel or select 'Documents' from the File menu. The 'Documents' list window is opened: highlight 'Cash Out Personnel Payments'.

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

5. In the subsequent window, enter "CASH_OUT_PERS_PAYM" in the Form field of the first line (you can use 'Paste Special' to ensure the spelling is correct).

6. Click [Save] to save the Form definition. From now on, the Form that you have designed will be used, from the 'Documents' function in the Cash Book module and from the Operations menu item on the Personnel Payment screen.

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

Open NL Transaction

Once a Personnel Payment has been approved and saved, if so defined in the Sub Systems setting in the System module, 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 Person Register
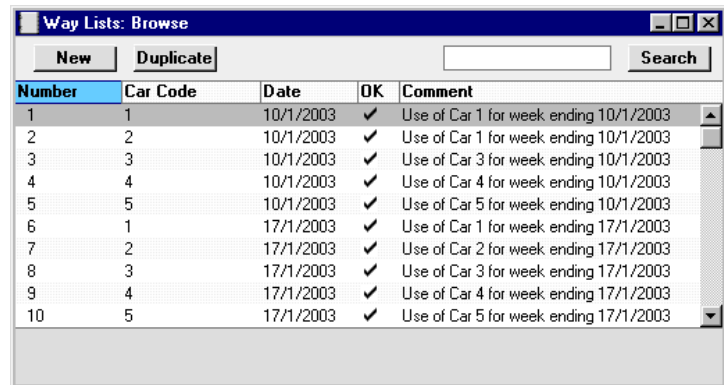
Before Expense records and Personnel Payments can be entered, each member of staff should be recorded in the Person register in the System module. Please refer to the 'System Module' in Volume 1 of these manuals for a full description of this register.

Each member of staff must be assigned an Account number for advances and settlements on the 'Bonus' card of their Person record. It is recommended that a separate Account be used for each Person (or, if this is not possible, a separate Account/Object combination). If this rule is not followed, the Periodic Personnel Statement report (described later in this chapter) may be misleading.

The Way List Register

This register is used to record the journeys made by company vehicles. You can use this information to calculate expense payments, or print it using the Way List document for submission to the relevant authorities.

In the Expenses module, select 'Way Lists' from the Registers menu, or click the [Way Lists] button in the Master Control panel. The 'Way Lists: Browse' window is opened, showing Way Lists already entered.

In the list, the Way List Number, Car Code and Date are followed by a check mark if the Way List has been approved, and by the Comment.

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

The 'Way List: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Payment. In the case of the duplicate, the Dates From and To and the Transaction Dates of the new Way List record will be the current date, not the dates from the original record.

	Date	Distance	Description	Start Time	End Time	Dist. km.
1	20/1/2003	AM	From Office to Home AM	08:30:00	09:00:00	11.00
2	20/1/2003		Visit to Prospect: Coastal Studios	00:00:00	00:00:00	210.00
3	20/1/2003	AM	From Office to Home AM	17:30:00	18:10:00	11.00
4	21/1/2003	AM	From Office to Home AM	08:30:00	09:00:00	11.00
5	21/1/2003	001	From Office to Customer Against All Odds: Consultancy Visit	11:00:00	15:30:00	35.00
6	21/1/2003	AM	From Office to Home AM	17:30:00	18:10:00	11.00
7	22/1/2003	AM	From Office to Home AM	08:30:00	09:00:00	11.00
8	22/1/2003		Visit to Prospect: Spotlight Theatre	00:00:00	00:00:00	25.00
9	22/1/2003	AM	From Office to Home AM	17:30:00	18:10:00	11.00
0	23/1/2003	AM	From Office to Home AM	08:30:00	09:00:00	11.00
1	23/1/2003	AM	From Office to Home AM	17:30:00	18:10:00	11.00
2	24/1/2003	AM	From Office to Home AM	08:30:00	09:00:00	11.00
3	24/1/2003	AM	From Office to Home AM	17:30:00	18:10:00	11.00

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

The unique identifying number of the Way List record. When entering a new record, Hansa will enter the next unused number from the first number sequence entered in the Number Series - Way Lists setting. You may change this number, but not to one that has already been used.

Trans. Date	**Paste Special**	Current Date

The date of the Way List record.

Car Code	**Paste Special**	Cars setting, Expenses module

Specify here the car or vehicle whose journeys are being recorded in this Way List record. When a Car Code is entered, the Driver, Used By and Fuel Type are brought in automatically from the Cars setting.

Driver, Used by   **Paste Special**   Person register, System module

Specify in these fields the Driver and, if appropriate, other member of staff that made the journeys recorded in this Way List record. Defaults for both fields will be brought in from the Cars setting. If the car was used by different Persons, you should enter separate Way List records for each one.

Date From, Date To

         Paste Special   Current Date

Enter the start and end dates of the period covered by this Way List record.

Fuel   **Paste Special**   Fuel Types setting, Expenses module

The type of fuel used by the car or vehicle is brought in automatically from the Cars setting when you enter a Car Code.

Km, begin, Km, end

Use these fields to record the total distance travelled by the car or vehicle during the period covered by this Way List record, using figures taken from its odometer. This should include any private mileage: individual business journeys will be entered in the grid below.

Cost, km   A default cost per kilometre is brought in from the Way List Settings setting. It can be changed for this Way List record if necessary.

Normal, l/100 km., Real, l/100 km

The fuel consumption of the car or vehicle (measured in litres per 100 km) is brought in to these two fields from the Cars setting. The Normal figure can't be changed, but the Real figure can be changed for this Way List record if necessary. The Real figure is used to calculate how much fuel was used for business journeys (shown in the Total, l field in the footer).

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

Up to 20 Objects, separated by commas, can be assigned to this Way List for classification purposes. You might

define separate Objects to represent different departments, cost centres or product types.

Purpose	**Paste Special**	Purposes setting, Expenses module

Specify here the reason for making the journey(s) listed in this Way List. When you select a Purpose using 'Paste Special', its name will be placed in the Descr. field to the right.

Descr. The reason for making the journey(s) listed in this Way List.

Comment Any extra comments can be recorded here. This Comment will be shown in the 'Way Lists: Browse' window.

Use the grid to record the individual business journeys made between the start and end kilometre readings recorded in the header.

To add rows, 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.

As you add information, the three totals in the footer will be updated automatically.

Flip A

Date	**Paste Special**	Current Date

The date that the journey was made.

Distance	**Paste Special**	Distances setting, Expenses module

The Distances setting can be used to store the details of journeys that are made repeatedly. When recording such a journey, use 'Paste Special' to select a record in the Distances setting, and the Description and Dist, km will be brought in automatically. Both can be changed in a particular Way List row if necessary.

If the journey is not one whose details are recorded in the Distances setting, leave this field blank and enter an appropriate Description and Distance yourself.

Description   The reason for making the journey listed in this Way List row.

Start Time, End Time

         Paste Special   Current Time

         The time that the journey was made.

Dist. km.   The distance for this particular journey.

         If you used the Distance field on the left to chose a standard journey from the Distances setting, a figure will be brought in to this field automatically. Similarly, if you enter figures in the Start and End km fields on flip B, a figure will be brought in to this field automatically

         When you enter a figure here, the three totals in the footer will be updated automatically.

Flip B

Customer   **Paste Special**   Customer register

         In the case of a journey made to a Customer, enter the Customer Number here. Their Name will then appear in the field to the right.

Start, km, End, km

         Use these fields to record the distance travelled for this journey, using figures taken from the vehicle's odometer. The Dist. km on flip A will be calculated automatically when you enter figures to these two fields.

Flip C

Comment   Any further comment about the journey can be recorded here.

Footer

OK   Once you have checked the Way List and found it to be correct, you can approve it by clicking this check box. Once you have done this and have saved the Way List, you will not be able to change it.

Total, cost   This field contains the total cost of the business journeys listed in the grid, calculated by multiplying the Total, km with the Cost, km (from the header).

Total, l.   This field contains the total fuel in litres used by the business journeys listed in the grid, calculated by multiplying the Total, km with the Real l/100 km (from the header).

Total, km.   This field contains the total distance of the business journeys listed in the grid, calculated by adding together the Dist. km. of each row.

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 Expenses module. Each item in the list ("Document") will be printed using a different Form.
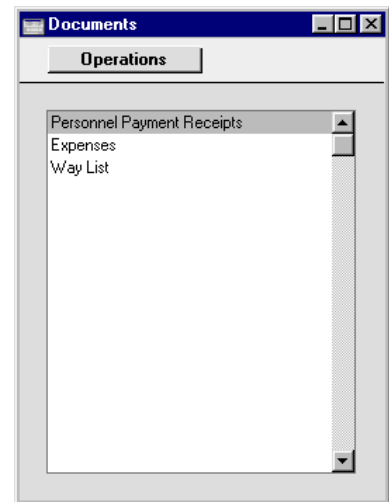
To print a document, follow this procedure—

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 Expense records

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—
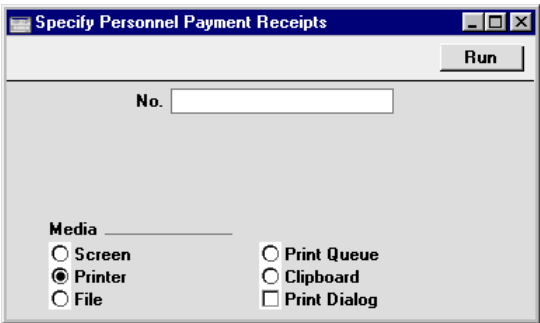
1. For each option, design a Form using the Form register in the System module. This process is fully described in the chapter in Volume 1 covering the System module.

2. Change to the Expenses module and open the 'Documents' window using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.

3. Highlight each item in the list and select 'Define Document' from the Operations menu. The subsequent window is used to assign a Form (or more than one Form) to each document and is fully described in the 'Documents' section of the 'Hansa's Work Area' chapter in Volume 1 of this manual.

4. For each document, the 'Define Document' function only needs be used once. After this has been done, Form selection will be automatic.

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

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

Personnel Payment Receipts

This document is a receipt, to be printed whenever a cash advance or payment is issued to an employee. The document can also be printed by clicking on the Printer icon when viewing a Personnel Payment record.
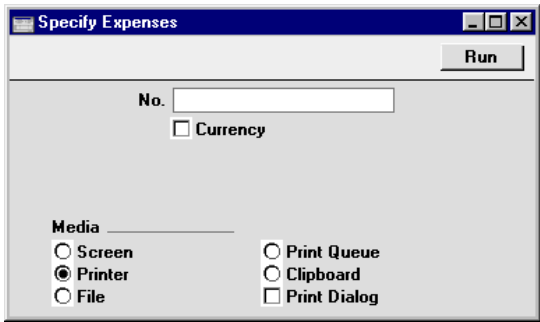
No.   **Range Reporting**   Numeric

Enter the unique number (or range of such numbers) of the Personnel Payment record(s) to be printed.

Expenses

This document is a printed record of each expenses claim.

No.   **Range Reporting**   Numeric

Enter the unique number (or range of such numbers) of the Expense record(s) to be printed.

Way List

This document is a printed record of each Way List record.
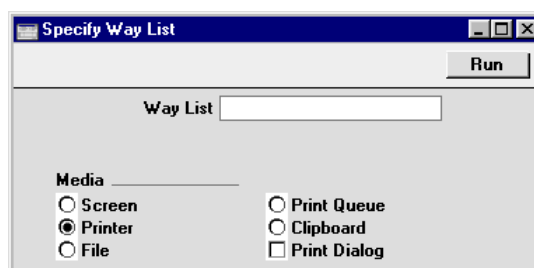
Way List	**Range Reporting**	Numeric

Enter the unique number (or range of such numbers) of the Way List record(s) to be printed.

Reports

Introduction

As with all modules, to print a report in the Expenses 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.

There are five reports in the Expenses module.
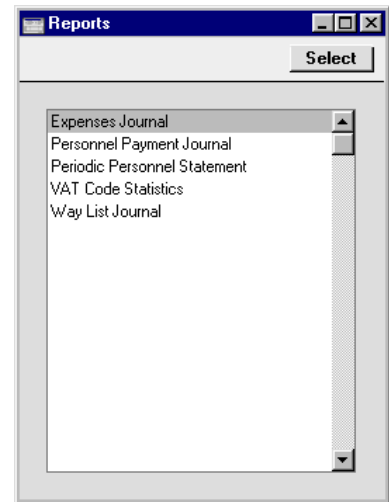
A specification window will then appear, where you can decide what is to be included in the report. Leave all the fields in this window blank if the report is to cover all the records in the database. If it is necessary to restrict the coverage of the report, use the fields as described individually for each report.

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

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.

Expenses Journal

This report lists all Expense records entered during the report period.

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

No.	**Range Reporting**	Numeric
	If necessary, enter here the Expense Number of the Expense record (or range of Expense records) you wish to have shown in the report. Invalidated Expense records in the range are not shown.	
Period	**Paste Special**	Reporting Periods setting, System module
	Enter a report period.	
Person	**Paste Special**	Person register, System module
	Enter a Person's initials to list only that Person's expense claims.	

Function   Use these options to specify the amount of detail to be included in the report.

Overview   This option provides a single line per Expense record, showing Expense Number, Date, Person's initials and name, and Amount.

Detailed   In addition to the information provided by the Overview, this option lists each individual row of each Expense record.

Status   Determine here whether approved and unapproved Expense records are to be included in the report.

Personnel Payment Journal

This report is a journal of all payments made to members of staff over a selected period. At the end of the report, a total for each Payment Mode is shown, as well as an overall report total.

No.   **Range Reporting**   Numeric

Limit the report to a single or range of Payments. Invalidated Payments in the range will not be shown.

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

The report period.

Payment Mode	**Paste Special**	Payment Modes setting, Sales/Purchase Ledger

To limit the report to Payments of a single Payment Mode (e.g. Cheque, Cash), enter the Payment Mode here.

This refers to the Payment Mode entered in each Personnel Payment row. In the case of rows with no Payment Mode, that specified in the header will be used.

Not Ordered, Ordered, Reconciled

Select one or more of the check boxes to specify the types of Payments that are to be included in the report.

Periodic Personnel Statement

This report contains a summary of all Payments and Expense claims for each Person. It can thus be used to produce a full Expenses module transaction history for a specified period.

Note that the opening balance shown for each Person in this report is that of the Nominal Ledger Account which is entered on the 'Bonus' card of the Person record. If several Persons have been given the same Account, this opening balance is a figure for all Persons using that Account. If you want separate opening balances for each Person, you should use separate Accounts (or assign a dedicated Object to each Person).

When printed to screen, the Periodic Personnel Statement has Hansa's Drill-down feature. Click on any Expense or Payment Number to open an individual Expense or Personnel Payment record.

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

Enter a Person's initials to produce a report showing that Person's transactions only.

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

Enter a report period.

Persons with Balance Only

To limit the report to only Persons with a current balance, check this box.

Amounts in Currency

The outstanding amounts can be shown in the home currency (converted using the Exchange Rate shown on each Expense or Personnel Payment record) or, if this check box is switched on, in the Currency of the Expense or Personnel Payment record.

VAT Code Statistics

This report contains information about VAT paid to each Person. The report is designed for use in countries where detailed VAT reporting is necessary.

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

Enter the start and end dates of the period covered by the report.

Expense No	**Range Reporting**	Numeric

If necessary, enter here the Expense Number of the Expense record (or range of Expense records) you wish to have shown in the report.

Status   Determine here whether approved and unapproved Expense records are to be included in the report.

Sorting   The report can be sorted by Expense Number or Date.

All VAT Codes   By default, the report shows for each Expense record the VAT Codes used together with the VAT percentage and totals including and excluding VAT. If you would like to show for each Expense record all VAT Codes, including those not used by the transaction, switch this option on.

Way List Journal

This report lists all Way List records entered during the report period.

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

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

Enter a report period.

Number	**Range Reporting**	Numeric

If necessary, enter here the Serial Number of the Way List record (or range of Way List records) you wish to have shown in the report.

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

Enter a Person's initials to list the Way Lists where that Person is the Driver.

Car	**Paste Special**	Cars setting, Expenses module

Enter a Car Number to list the Way Lists for that Car.

Function   Use these options to specify the amount of detail to be included in the report.

Overview   This option provides a single line per Way List record, showing Serial Number, Date, Car, Driver's initials and name, and totals for distance, fuel used and cost.

Detailed   In addition to the information provided by the Overview, this option lists each individual row of each Way List record.

Status   Determine here whether approved and unapproved Way List records are to be included in the report.

Hansa Financials HansaWorld

Quotations

Chapter 5: The Quotations Module

The Quotations module is used for creating Quotations for sending to Customers and subsequently for converting the Quotations to Orders or Invoices. It can be used for call management: Contact Dates can be specified for each Quotation, making it easy to produce lists of calls to be made on a particular date.

The module is fully integrated with the Sales Orders module and the Sales Ledger.

Settings

Introduction

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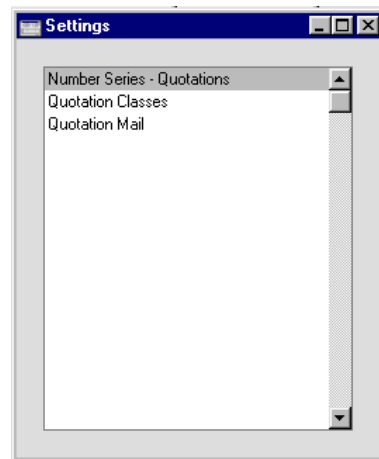
To edit a setting, ensure you are in the Quotations module using the Modules menu and click the [Settings] button in the Master Control panel or select 'Settings' from the File menu. The list shown above appears. Then, double-click the relevant item in the list.

Number Series - Quotations

Each record in the Quotation register has its own unique identifying number, based on a sequential series. When entering a new Quotation, 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 quotation types

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

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

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

	No. From	To	Date From	To	Comment	N/L
1	6001	6999	1/1/2002	31/12/2002	London Offic ▸	GenTrans
2	60001	60999	1/1/2002	31/12/2002	Manchester ▸	GenTrans
3	7001	7999	1/1/2003	31/12/2003	London Offic ▸	GenTrans
4	70001	70999	1/1/2003	31/12/2003	Manchester ▸	GenTrans
5						
6						
7						
8						
9						
10						
11						
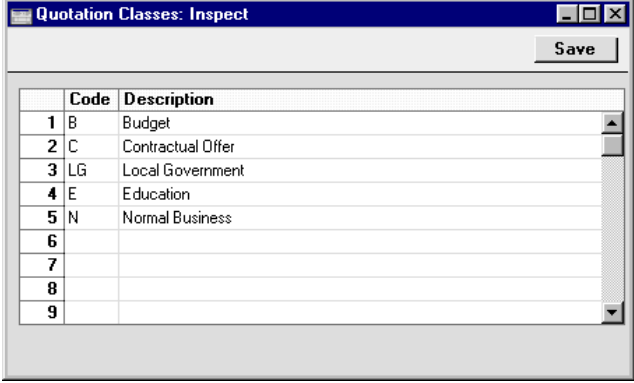
Enter each required Number Series on the first blank line and, when finished, click the [Save] button in the Button Bar to save the changes. To close the window without saving changes, click the close box.

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

Quotation Classes

The Quotation Class is a means of analysing Quotations for reporting or prioritising. When entering a Quotation, it can be assigned a Quotation Class which is visible in the 'Quotations: Browse' window. The Quotation Class can be used as a search criterion in the Quotation Journal report.

The 'Quotation Classes: Inspect' window lists the available Quotation Classes: to enter a new item, click in the first blank row.

In the Quotation Class entry window, enter the following data.

Code Enter the Code for the Quotation Class in this field. The code may contain up to five characters, and you may freely mix letters and numbers.

Description To make it easier to remember what the different codes stand for, you can enter a short descriptive text in this field.

Click the [Save] button in the Button Bar to save the changes. To close the window without saving changes, click the close box.

Quotation Mail

The 'Create Mail' function on the Operations menu of the Quotation screen can be used to create Mails containing details of Quotations. Such Mails can be used to send Quotations 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.

Quotation Mail Settings: Inspect

Save

Header	New Quotation,
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 Quotation's Items are listed. In the example Mail shown below, the text "New Quotation 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 Quotation's Items are listed and after the Valid Until Date and 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                                                    [_][□][X]

  Operations      [printer] [scan]            New | Duplicate | Cancel | Save

  Date  13/3/2003    Time 18:39:10    Lifespan Normal         □ Sent       [clip]
                                                              □ Locked
                    Address                                   □ Priority
              1  From   James Watson                    ▲
              2  To     Joseph@againstallodds.com
              3  To
              4                                         ▼

  Subject  New Quotation, Qtn No: 7001
  Text   New Quotation Items:                                            ▲

         10106    1     CD player 71.00    71.00
         10105    1     Cassette Deck      56.00    56.00
         10110    1     Amplifier  150.00  150.00
         10104    2     Loudspeakers       16.00    32.00
                                 =====
                          Sum    309.00
                          VAT     54.08
                          Total  363.08

         Valid Until 12/2/2003
         Pay Term: 30 Days Nett
         Other Details:

                                                                        ▼
```
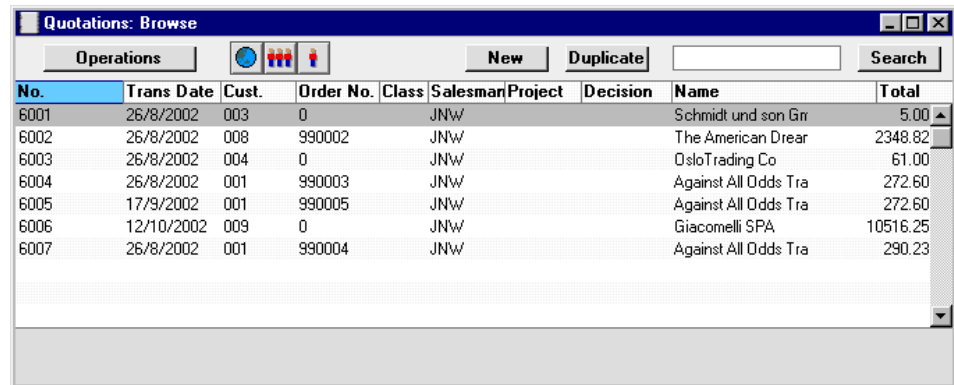
The Quotation Register

This is the basic register for recording Quotation information.

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

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

No.	Trans Date	Cust.	Order No.	Class	Salesman	Project	Decision	Name	Total
6001	26/8/2002	003	0		JNW			Schmidt und son Gm	5.00
6002	26/8/2002	008	990002		JNW			The American Drear	2348.82
6003	26/8/2002	004	0		JNW			OsloTrading Co	61.00
6004	26/8/2002	001	990003		JNW			Against All Odds Tra	272.60
6005	17/9/2002	001	990005		JNW			Against All Odds Tra	272.60
6006	12/10/2002	009	0		JNW			Giacomelli SPA	10516.25
6007	26/8/2002	001	990004		JNW			Against All Odds Tra	290.23

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

The functions on the Operations menu are described in the 'Operations Menu' section later in this chapter.

Entering a Quotation

Hansa provides several shortcuts to simplify your work when entering Quotations. 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, Quotation Classes etc. The 'Paste Special' function is fully described in the 'Work Area' chapter in Volume 1 of these manuals.

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

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

Quotation: New									_ □ ×
◀ ▶	Operations	🖨 🔍				New	Duplicate	Cancel	Save

No.	7001		Name	Against All Odds Trading Co				📎
Customer	001	Project		☐ Closed				

Date	Items	Currency	Del	Inv. Address	Del. Address	Job Costing

				Status
Date	12/1/2003	Valid Until	12/2/2003	● Open
Pay. Terms	30	Make Contact	11/2/2003	○ Accepted
Our Ref.		Decision Date		○ Rejected
Attn.	Joseph Conrad	Probability		
Salesman	JNW	Quotation Class		

	Item	Qty	Description	Unit Price	%	Sum	
1	10106	1	CD player	71.00		71.00	A
2	10105	1	Cassette Deck	56.00		56.00	B
3	10110	1	Amplifier	150.00		150.00	C
4	10104	2	Loudspeakers	16.00		32.00	D
5							E
6							F
7							
8							
9							
10							

	Total GP	112.47	VAT	54.08	Sub-Total	309.00
Currency	GBP	GP %	36.4	Base	363.08	TOTAL	363.08

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

Since the amount of information stored about each Quotation will not fit on a single screen, the 'Quotation: New' window has been divided into seven cards. At the top of each is the header. This contains the Quotation Number, the Customer Number and Name, and the Project Number. The last is only used if the Job Costing module is present. There are seven named buttons ('tabs') in the header.

Date	Items	Currency	Del	Inv. Address	Del. Address	Job Costing

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

Header

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

The Quotation Number: when creating a new Quotation, Hansa will enter the next unused number from the first record in the Number Series - Quotations 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 Quotation Number is assigned when the Quotation 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.

Project	**Paste Special**	Project register, Job Costing module (if installed)

If the Job Costing module is installed, you can enter a Project Number here to signal that this Quotation is connected with a specific Project. The Customer from the Project will be brought in automatically. Please refer to the 'Job Costing' chapter in Volume 5 of these manuals for more details.

Closed   Check this box when the Quotation is no longer required. Orders and Invoices cannot be created from Closed Quotations, which will be excluded from all reports.

In most circumstances, when a Customer decides not to go ahead with a Quotation, it should be marked as Rejected and not Closed. This will mean the Quotation Decision Statistics report will use it in calculating an average acceptance rate (the percentage of Quotations that are converted to Orders). Closed Quotations are not included in this calculation, so marking Rejected Quotations as Closed will mean the result of the calculation will be inaccurate.

Date Card

Date	**Paste Special**	Current Date

The date of the Quotation: the current date according to the computer's clock is used as a default.

Valid Until	**Paste Special**	Current Date

The last date of validity of this Quotation. This can be shown on any documentation relating to the Quotation.

Status   At any time a Quotation can be in one of three states, to help with the work flow and for reporting purposes. These states are as follows—

Open   When a record is first entered to the Quotation register, it is marked as Open. The Quotation Stock report can be used to list Open Quotations.

Accepted   When the Customer agrees to go ahead with a Quotation, it should be marked as Accepted. The Probability (below) will be changed to 100%, and the current date will be placed in the Decision Date field.

Rejected   When the Customer decides not to go ahead with a Quotation, it should be marked as Rejected. The Probability (below) will be changed to 0%, and the current date will be placed in the Decision

		Date field. Orders cannot be created from Rejected Quotations.
Pay Terms	**Paste Special**	Payment Terms setting, Sales/Purchase Ledger
	Default taken from	Customer

The Payment Terms registered for this Customer in the Customer register are entered as a default by Hansa. These will be transferred to any Orders and Invoices raised from the Quotation. 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.

Make Contact	**Paste Special**	Current Date

As a reminder, enter the date on which the Customer is next to be contacted regarding this Quotation.

The Make Contact Date can be used as a search criterion in the Quotation Journal report: this report can therefore be used to produce daily call sheets.

Alternatively, Activities can be used both to produce daily 'to do' lists and to maintain contact histories. Activities can be generated from Quotations using the 'Create Activity' function on the Operations menu: the Make Contact Date of the Quotation will be copied to the Start Date of such Activities, thus ensuring that follow-up calls are correctly scheduled.

Our Ref	Use this field if you need to identify the Quotation by means other than the Quotation 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 Orders and Invoices created from the Quotation.

Decision Date	**Paste Special**	Current Date

The date when the Customer made their final decision about this Quotation.

If this field is empty, it will be set to the current date when the Quotation is marked as Accepted or Rejected and saved.

This date is used by the Quotation Decision Statistics and the Quotation Salesman Statistics reports, which analyse the time taken for Quotations to be accepted or rejected.

Attn.	**Paste Special**	Contact Persons register, CRM module (if present)
	Default taken from	Customer

Record here the person for whose attention this Quotation is to be marked. If the CRM module is installed, the 'Paste Special' list will show all available Contact Persons for the current Customer.

Probability This field is used to record the percentage probability that an Order will result from the Quotation. This figure is used by the Quotation Forecasting report, and also by the Forecast report in the Sales Orders module. If this field is left blank, it will be assumed to be 100% in these reports.

If the Status of the Quotation is changed to Accepted, the Probability will be set to 100%. If the Status is changed to Rejected, the Probability will be set to 0%.

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

The Salesman responsible for the Quotation should be registered here: Quotation Journal reports can be produced for each Salesman and, once converted into an Order or Invoice, 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.
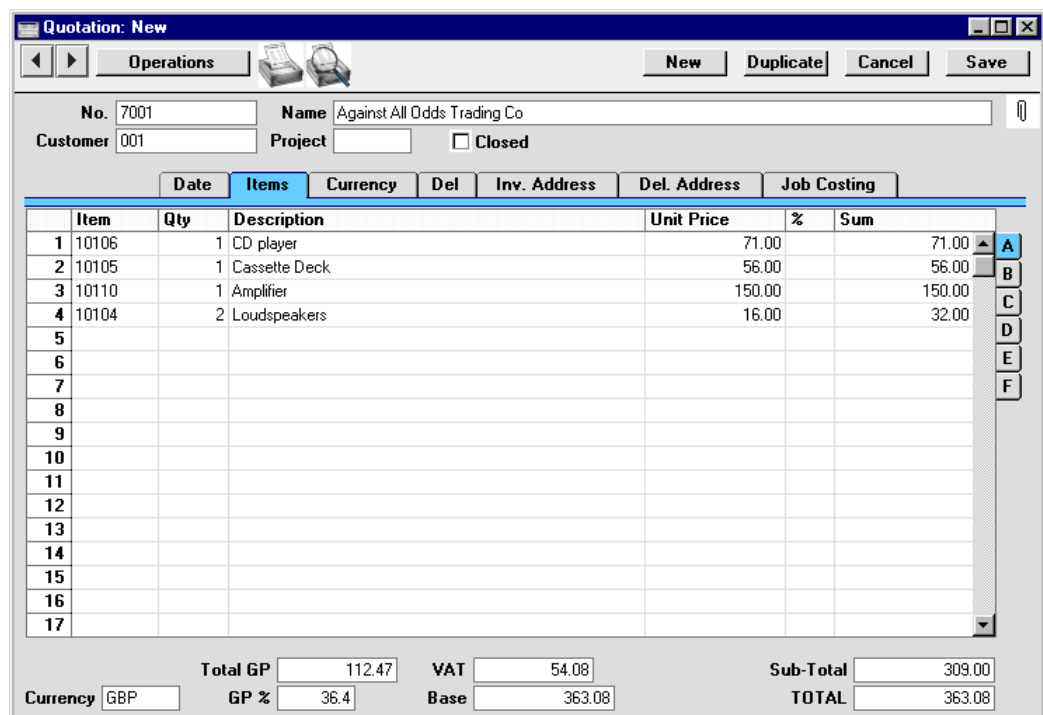
This field is also used by the Limited Access module: please refer to the description of the Sales Group field (on the 'Del' card) for details.

Quotation Class **Paste Special** Quotation Classes setting, Quotations module

An optional Quotation Class for the record. Quotation Classes permit the analysis of Quotations for reporting or prioritising. One use might be to distinguish those which are open, won or lost.

When each Quotation is converted to an Order, you can choose to have the Quotation Class copied to the Order Class field in the new Order. Do this by checking the Transfer Quotation Class to Order check box in the Order Settings setting (Sales Orders module).

Items Card

The 'Items' card shows the quoted Items. They are shown in a grid which is divided into six horizontal flips. When you click on a flip tab (marked A-F), the two or three right-hand columns of the grid are replaced.
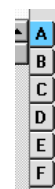
Before adding any rows to a Quotation, ensure that the Price List, Currency and Exchange Rate specified are correct. If an Exchange Rate is specified, all prices transferred from the Item register will be converted. However, if the Exchange Rate is altered after rows have been added, their prices will not be converted.

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

You can also bring Items into a Quotation 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 Quotation row.

Flip A

Item   **Paste Special**   Item register

With the cursor in this field, enter the Item Number or Bar Code for each Item included on the Quotation. 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 Quotation documentation.

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

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

		Description
Description	**Default taken from**	Item

This field shows the name of the Item, brought in from the Item register. If you want to add an extra description, you can do so: there is room for up to 100 characters of text. If you need more space, you can continue on the following line.

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 Quotation (specified on the 'Del' 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.

	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. 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 Quotation, it will be shown on the 'Del' 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 Quotation, it will be shown on the 'Del' 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, System module

This code determines the Nominal Ledger Sales Account for this Item. Nominal Ledger Transactions generated by Invoices eventually created from this Quotation 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. If none is specified there, it will be taken from the Item Group or from card 3 of the Account Usage S/L Setting. This default can be changed for a particular Quotation row if necessary.

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 Invoices eventually raised from this Quotation, 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 Quotation (shown on the 'Del' card).

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

The VAT Code entered here refers to a VAT Code record defined in the VAT Codes setting in the Nominal Ledger. It determines the rate at which VAT will be charged on this Item and the VAT Account to be credited, when the Invoice is raised. 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 Quotation 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 Quotation 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

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 Quotation from the Item: it can be altered and Hansa will recalculate the Sum accordingly. The formula used is Sum = (Quantity/Price Factor) * Unit Price.

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

        Default taken from Item

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

Flip E

Unit, Unit Qty, Unit Pr. of Unit

These fields allow you to quote for 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 Quotation 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' card of the Quotation.

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.

Flip F

Inv. Date, Inv. No. If an Invoice has been raised from the Quotation using the 'Invoice' function on the Operations menu, the Invoice Number and Date of that Invoice will be shown here.

The remaining fields on flip F are only used if the Quotation has been linked to a Project. Please refer to the 'Job Costing' chapter in Volume 5 of these manuals for details.

Footer

Currency	GBP	Total GP	112.47	VAT	54.08	Sub-Total	309.00
		GP %	36.4	Base	363.08	TOTAL	363.08

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

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

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

>> The Currency of the Quotation: the exchange rate is shown on the 'Currency' card where it can be modified only for this particular Quotation if necessary. Ensure that the Currency is correct (i.e. it is the one which will eventually be used on the Invoice) before any Items are added to the Quotation. 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 Quotation before the Currency was specified. Leave the field blank to use the home Currency (unless you have set a Default Base Currency, in which case this will be offered as a default and should be treated as your home Currency).

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

Total GP The total gross profit for the Quotation.

GP% The overall gross profit for the Quotation, shown as a percentage.

VAT The VAT total for the Quotation.

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.

Base This shows the Quotation 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 Quotation is not blank and is not Base Currency 1.

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

TOTAL The total for the Quotation, 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	Inv. Address	Del. Address	Job Costing

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 Quotation (also shown in the footer of the 'Items' card) is shown together with the exchange rate which can be modified only for this particular Quotation if necessary. Ensure that the Currency is correct (i.e. it is the one which will eventually be used on the Invoice) before any Items are added to the Quotation. 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 Quotation before the Currency was specified. 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 Quotation 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 Quotation 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.

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

Del. Card

	Paste Special	
Del. Terms	**Paste Special**	Delivery Terms setting, Sales/Purchase Orders module
	Default taken from	Customer

Specify the Delivery Terms for this Quotation 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 Quotation (described below) will therefore determine the translation to be printed on any documentation produced from the Quotation.

Del. Mode	**Paste Special**	Delivery Modes setting, Sales Orders module
	Default taken from	Customer

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

For each Delivery Mode record you can specify an appropriate description in different Languages: the Language for the Quotation (described below) will therefore determine the translation to be printed on any documentation produced from the Quotation.

Sales Group	**Default taken from**	Salesman
	Paste Special	Sales Groups setting, System module

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 Quotations in the 'Quotations: Browse' window by restricting their view to their own Quotations 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.

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 Quotation. Ensure you have chosen the correct Price List before adding rows to the Quotation: 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 Quotation before the Price List was specified.

When a row is added to the Quotation 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 Quotation row will include VAT.

When creating a new Quotation, 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 Quotation only, the Price List will only be changed if it is blank.

Plan. Del   **Paste Special**   Current Date

The planned shipment date. 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).

This field will be used when a particular delivery date is required. If a delivery date that is a certain number of days after the Order Date is required, use the Days to Delivery field (below).

Sorting   **Default Taken from**   Sort Key of Customer

The Sort Key (post code or your own routing code) of the Customer will be copied here. When an Order is created from this Quotation, 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.

Language   **Paste Special**   Languages setting, System module

                  Default taken from   Customer

The Language used for this Customer. This determines the text to be transferred from different registers and settings, for example the Item Name, text for Payment Terms and Payment Mode, the selection of document forms etc. Leave the field blank to use the base Language.

Days to Delivery   This field can be used to schedule deliveries when Orders is created from Quotations. If the Planned Delivery field of the Quotation (above) is blank, the Planned Delivery field of the Order can be set to a certain number of days after the Order Date. Specify that number here.

This feature requires the Planned Delivery setting (in the Sales Orders module) to be configured as a date.

Location	**Paste Special**	Locations setting, Stock module
	Used as default in	Orders, Deliveries

If it is known that the stock which will eventually be used to satisfy this Quotation is to be taken from a particular Location, specify that Location 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 eventually resulting from this Quotation.

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.

Order No.		

In the case of a Quotation that has been converted to an Order (using the 'Order' function on the Operations menu), the Order Number of that Order will be shown here. If more than one Order has been created, the last Order Number will be shown. Quotations with an Order Number will not be shown in the Quotation Stock report, even if their Status is Open.

Objects	**Paste Special**	Object register, Nominal Ledger/System module
	Default taken from	Customer

Up to 20 Objects, separated by commas, can be assigned to this Quotation. 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 eventually raised from this Quotation, 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).

Note that when entering an Order or Invoice, any Objects specified for the Customer will be copied to their Object field as a default, as will any Objects specified in the Person record for the current user. In the case of a Quotation, only the Customer's Object is brought in as a default.

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

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

Comment **Default taken from** Customer

Record here any comment about this Quotation. Comments in the Order Comment field of the Customer record will be entered here as a default.

Tot Quantity This shows the total number of Items on the Quotation. 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 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 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.

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 Quotation 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 Quotation. When an Invoice eventually results from the Quotation, this figure will be transferred to the Ext. Tax field in the footer area of the Invoice.

Inv. Address Card

Invoice to Address

> **Default taken from**   Customer
>
> The Customer's mailing address, as it has been entered on the 'Contact' card of the Customer record. If you need to change something for this Quotation only, you can do so here. Permanent changes should be made in the Customer register.
>
> This field always shows the address of the Customer shown in the header, even if an Invoice To company has been specified on the 'Terms' 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, which will be used in any Invoices produced from this Quotation. The setting can be changed for this

Quotation: permanent changes should be made in the Customer register.

VAT No.   **Default taken from**   Customer

The Customer's VAT registration number. Although not vital for the purposes of producing a Quotation, it is important that the Customer's VAT Number is known if they are in the "Within EU" Zone and an Invoice is produced from the Quotation as this information is then required for EU VAT reporting purposes.

Hansa contains a feature whereby it will check that the VAT Number entered here is in the correct format for the Customer's Country. The correct format should be defined in the VAT Number Masks setting in the System module. If the Customer's Country is blank, the Country from the Company Info setting will be used. If that is blank, no validation check will be made.

Phone, Fax   **Default taken from**   Customer

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

Del. Address Card

Delivery Address **Default taken from**   Customer

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

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

If the Customer is one with several Delivery Addresses (e.g. it has several branches), these can be recorded in the Delivery Addresses setting in the Sales Orders

module. Select the correct one for this Quotation 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 in the Sales Orders module.

Job Costing Card

The fields on the 'Job Costing' card are only used if the Quotation has been linked to a Project. Please refer to the 'Job Costing' chapter in Volume 5 of the manuals for details.

When the Quotation is complete, click the [Save] button: it will then be saved in the Quotation register.

Inspecting and Changing Quotations

You can change a Quotation at any time, e.g. add or decrease the offered Quantity of a certain Item, remove or add rows etc. To do so, follow these steps—

1. Click the [Quotations] button in the Master Control panel or select 'Quotations' from the Registers menu. The 'Quotations: Browse' window is opened, listing all Quotations.

2. Double-click on the record you want to inspect or change. The window 'Quotations: Inspect' will appear. This is identical to the 'Quotation: New' window described above.

3. If you want to increase the quantity of a certain item, place the cursor in the Qty field and enter the new value. The Sum (and the figures in the footer area) will change accordingly.

4. If you want to insert a new row, select a row by clicking on the row number and press Enter. An empty new row is inserted, and the existing ones are moved down. Enter relevant data in the fields according to the description above.

5. If you want to delete a row, select it by clicking on the row number and choose 'Clear' from the Edit menu or press the Backspace key. The row is deleted, and the others are moved up.

6. To close the Quotation, click the close box. You will be asked if you would like to save the changes you have just made. You will be returned to the 'Quotations: Browse' window.

Printing Quotations

There are two ways to print a Quotation.

1. While entering or inspecting a Quotation, 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 'Quotations' in the 'Documents' list window. Enter the Quotation Number (or a range of 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 quotation form and name it "QUOTE". Use the 'Properties' function on the Operations menu to assign a Document Type of "Quote". A sample "QUOTE" 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 covering the System module (in Volume 1 of these manuals).

2. Select the Quotations 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 'Quotations'.

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

5. In the subsequent window, enter "QUOTE" 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 Quotation Form definition. From now on, the quotation form that you have designed will be used, from the 'Documents' function and from the Printer icon.

Operations Menu

When you are working with Quotations, the Operations menu contains the commands shown above. The menu to the left shows the commands available from the 'Quotations: Browse' window: highlight a single Quotation in the list before selecting a function. On the right is that available from the 'Quotation: New' and 'Quotation: Inspect' windows.

Order

To convert a Quotation into an Order, select 'Order' from the Operations menu. This can be done from the 'Quotations: Browse' window (highlight a single Quotation in the list before selecting the function) or from the 'Quotation: New' or 'Quotation: Inspect' windows (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 Order register (in the Sales Orders module). It is opened in a new window entitled '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. Any information entered to the Quotation Class field will be transferred to the Order Class field if you are using the Transfer Quotation Class to Order option in the Order Settings setting (Sales Orders module). The Planned Delivery field of the Order can have its value determined by the Planned Delivery field of the Quotation or, if this is blank, by the Days to Delivery field on the 'Del' card of the Quotation. The former alternative will be used when it is necessary to schedule delivery for a fixed date, while the latter will be used for deliveries that are to be made a certain number of days after the Order Date.

There is no restriction on the number of Orders that can be created from a single Quotation record, but no Order will be created if the Quotation has been Closed or Rejected. Also, no Order will be created if there is no valid record in the Number Series - Sales Orders setting (in the Sales Orders module). This might be a fault in the setting itself, or it might be because the default Order 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.

For a full description of the screen, please refer to the 'Sales Orders' chapter in Volume 3 of these manuals.

To close the screen, 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 copied to the 'Del' card of the Quotation: it will be visible when the Quotation is re-opened and in the 'Quotations: Browse' window.

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.

Invoice

Just as with creating Orders, it is possible to create an Invoice record directly from a Quotation. The Invoice can be edited and approved in the usual way.

To do this, select 'Invoice' from the Operations menu. This can be done from the 'Quotations: Browse' window (highlight a single Quotation in the list before selecting the function) or from the 'Quotation: New' or 'Quotation: Inspect' windows (all changes to the Quotation must be saved using the [Save] button before the Invoice can be created).

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.

Virtually all the information entered for the Quotation is transferred to the appropriate fields of the Invoice, reducing the typing load and minimising the risk of error.

There is no restriction on the number of Invoices that can be created from a single Quotation record, but no Invoice will be created if the Quotation has been Closed or Rejected. It is not necessary to create an Order first. However if an Order has been created it is preferable to create the Invoice from the Order screen, to ensure stock levels remain accurate. If this sequence is not followed, stock levels will be changed on Delivery (from the Order screen) and on Invoice (from the Quotation screen). Stock levels will not be changed for a second time when the Invoice is raised from the Order screen.

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

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 Invoice Number will be copied to each Quotation row: it will be visible on flip F.

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

1. The Quotation has been marked as Closed or Rejected.

2. 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 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.

Subtotal

This function can be used to show subtotals in Quotations. Insert a new row in the grid on the 'Items' card, ensure the cursor is somewhere in the row and select this function from the Operations menu. A subtotal is placed in the Sum field, the sum of the previous rows. In the field to the left of the Sum you can type some explanatory text, which will be shown on the Quotation when it is printed. If there is already a row showing a subtotal, only the Items below that row are included in the new subtotal.

	Item	Qty	Description	Unit Price	%	Sum	
1	10106	1	CD player	71.00		71.00	A
2	10105	1	Cassette Deck	56.00		56.00	B
3	10110	1	Amplifier	150.00		150.00	C
4	10104	2	Loudspeakers	16.00		32.00	D
5	**Subtotal**	insert text for subtotal heading here				309.00	E
6	10111	1	Labour/installation	40.00		40.00	F
7							
8							
9							
10							

Create Activity

This function can be used to create records in the Activity register in the System module. This can be useful to schedule a call to check that the Quotation has been received or to attempt to convert it into a sale. 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, and the Symbol will be Other.

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

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 Start Date of the Activity will be the Make Contact Date of the Quotation if there is one, otherwise it will be the Quotation Date. The Person of the Activity will be the Salesman from the Quotation, 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 Quotation window.

The Quotation and the Activity will remain connected to each other through the Attachments facility. This allows you to open the Quotation quickly and easily when reviewing the Activity, or to open the Activity from the Quotation. When viewing the Activity or Quotation, click the button with the

paper clip image to open a list of attachments. Then double-click an item in this list to open it.

The Quotation does not have to be saved before creating an Activity.

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

Create Mail

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

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

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 Quotation. The text in the Subject field ("New Quotation, " in the example illustrated above) is taken from the Header field in the Quotation Mail setting. The Quotation Number is also shown. The Quotation 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 Quotation Items: " in the illustration). This is followed by a list of Items from the Quotation, with Prices and Quantities. The Valid Until Date and 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 Quotation 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 Quotation do not have email addresses.

3. The Quotation 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.

Recalculate Weight and Volume

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

Recalculate Discount

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

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

Update Currency Price List Items

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

Create Project

Please refer to the 'Job Costing' chapter in Volume 5 of these manuals for a description of this function.

Create Project Budget

Please refer to the 'Job Costing' chapter in Volume 5 of these manuals for a description of this function.

Add Hidden Line

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

Enter the Quotation 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 Quotation . Select this function and a new row is inserted. This new row and all those below it will not be printed.

Quotation Status

This function produces a report summarising all aspects of the current Quotation.

The Customer Register

The Customer register is described in the 'Customers' chapter in Volume 1 of these manuals.

The Item Register

The Item register is described in the 'Items and Pricing' chapter in Volume 1 of these manuals.

The Price Register

The Price register is described in the 'Items and Pricing' chapter in Volume 1 of these manuals.

Maintenance

Introduction

Maintenance functions tend to be used to carry out certain updating tasks, usually involving batch processing and encompassing all or many of the records in the affected register. There is one such function available in the Quotations module. To use it, select 'Maintenance' from the File menu. The following window appears—
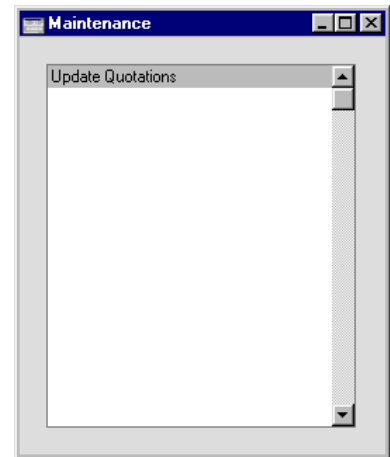
Double-click the item in the list. A specification window will then appear, where you can decide how the function is to operate. Click [Run] to operate the function.

Update Quotations

This function updates selected Quotations with new details from the Item, Price and Customer registers.

Quotations	**Range Reporting**	Numeric
	To update particular Quotations, enter a Quotation Number or a range of Quotation Numbers here.	
Customers	**Paste Special**	Customer register
	Range Reporting	Alpha
	To update all Quotations of a particular Customer, enter a Customer Number or range of Customer Numbers here.	
Quotation Class	**Paste Special**	Quotation Classes setting, Quotations module
	To update all Quotations of a particular Class, enter a Quotation Class here.	
Item	**Paste Special**	Item register
	To update a particular Item wherever it appears in Quotations, enter an Item Code here.	
Update	Use these alternatives to determine the information to be changed by the function.	
Item Info		Prices, Cost Prices and Sales Accounts will be changed as well as Item Names and Descriptions. This includes reference to any Price Lists or Discount Matrices that may apply.

Customer Info All details taken from the Customer record including Name, Address, Payment Terms, Objects, Currency, Price List and Language will be changed. If the Currency or Price List is changed, the prices already in a Quotation will not be updated, unless the Item Info option above is chosen as well.

Press the [Run] button 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 single document which can be printed from the Quotations module.
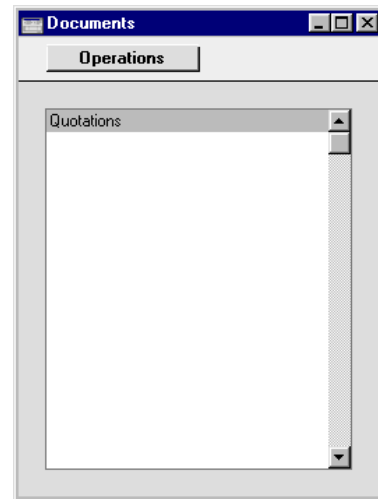
To print a document, follow this procedure—

1. Highlight the single 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 Quotations 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)—
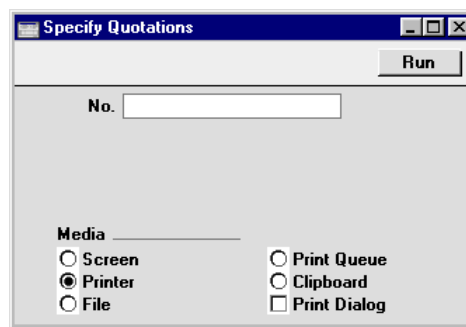
1. Design a Form (or change the sample Form supplied to reflect your own requirements) using the Form register in the System module. This process is fully described in the chapter in Volume 1 covering the System module. The sample Form supplied has the Form Code "QUOTE".

2. Change to the Quotations module and open the 'Documents' window using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.

3. Highlight the item in the list and select 'Define Document' from the Operations menu. The subsequent window is used to assign a Form (or more than one Form) to the document and is fully described in the 'Documents' section of the '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 Customer or the Number Series of the Quotation. In this instance, enter "QUOTE" in the Form field of the first line.

4. The 'Define Document' function only needs to be used once. After this has been done, Form selection will be automatic.

The process for selecting Quotations to be printed is described below. Leave all the fields in the specification window blank if documents for all the Quotations 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 Quotation Numbers. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Quotations 001 to 010, enter "001:010" in the Number field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

Quotations

Hansa can produce a printed Quotation document to be sent to the Customer.

Enter a Quotation Number or a range of Quotation Numbers separated by a colon to select the records for printing.

A single Quotation can also be printed from a record window by clicking the Printer icon, or printed to screen by clicking the Preview icon.

Reports

Introduction

As with all modules, to print a report in the Quotations 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 Quotations module—
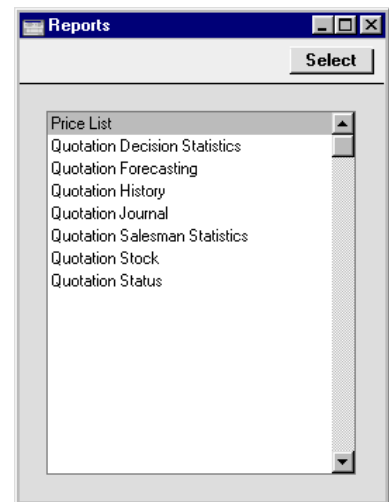
A specification window will then appear, where you can decide what is to be included in the report. Leave all the fields in this window blank if the report is to cover all the Quotations in the database. If it is necessary to restrict the coverage of the report, use the fields as described individually 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.

Price List

For full details of this report, please refer to the 'Items and Pricing' chapter in Volume 1 of these manuals.

Quotation Decision Statistics

This report analyses the time taken for Quotations to be Accepted or Rejected, and provides an average rate of acceptance. It has three sections—

1. The first section is a simple list of the Accepted and Rejected Quotations whose Decision Date falls in the report period. This list shows for each Quotation the Quotation Number, Customer Number and Name, Salesman, the Quotation and Decision Dates and the difference between the two, the Status and the total value excluding VAT.

2. Using the Quotations listed above, the second section compares statistics for Accepted and Rejected Quotations. The number of Quotations of either type is shown, together with the total value, the average value and the average time taken for the decision to be made.

3. The final section shows as a percentage how many of the Quotations in the first section have been Accepted. When the report is produced using a lengthy report period, this figure will provide you with an accurate average acceptance rate (the percentage of Quotations that are converted to Orders), provided you reliably mark all Quotations as Accepted or Rejected as appropriate, and that Rejected Quotations are not marked as Closed. Closed Quotations are not included in the calculation, so marking Rejected Quotations as Closed will mean the result of the calculation will be inaccurate.

    This section of the report also shows the shortest and longest decision times, the highest and lowest values, and the total gross profit. These figures are for Accepted Quotations only.

When printed to screen, the Quotation Decision Statistics report has Hansa's
Drill-down feature. Click on the Quotation Number of any Quotation in the
report to open that Quotation record.

Quotations	**Range Reporting**	Numeric

Enter a Quotation Number or a range of Numbers. The
report will only show Quotations that have been
Accepted or Rejected and that have a Decision Date.

Quotation Class	**Paste Special**	Quotation Classes setting, Quotations module

Enter a Quotation Class code to list Quotations of a
single Class.

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

To limit the report to Quotations generated by a single
Salesman, enter their initials here.

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

To list Quotations with a particular Sales Group (shown
on the 'Del' card), enter that Sales Group here.

Customer	**Paste Special**	Customer register

Enter a Customer Number to list the Quotations sent to a
single Customer.

Exclude if less than

To restrict the report to Quotations whose total value excluding VAT is greater than a certain figure, enter that figure here.

Changed Status   **Paste Special**   Reporting Periods setting, System module

The report period: Quotations whose Decision Date falls in this period will be shown in the report.

Quotation Forecasting

This report can be used to predict future sales, based on the current stock of open Quotations and the probabilities that they will be converted to Orders. Open Quotations are those whose Status is Open, that are not Closed and from which no Order has been created.

The report is a list of open Quotations, showing for each the Quotation Number, the Customer Number and Name, the Salesman, the Quotation and Valid Until Date, and the total value excluding VAT. There is an option to show an estimated Decision Date for each Quotation as well. Below this list, there is a summary section showing the number of open Quotations, the average, highest and lowest Quotation values, and the expected sales values. These are calculated by multiplying the Quotation value by the Probability.

When printed to screen, the Quotation Forecasting report has Hansa's Drill-down feature. Click on the Quotation Number of any Quotation in the report to open that Quotation record.

Quotation No.	**Range Reporting**	Numeric

Enter a Quotation Number or a range of Numbers. Only open Quotations in the range will be listed.

Quotation Class	**Paste Special**	Quotation Classes setting, Quotations module

Enter a Quotation Class code to limit the report to Quotations of a single Class.

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

To limit the report to Quotations generated by a single Salesman, enter their initials here.

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

To list Quotations with a particular Sales Group (shown on the 'Del' card), enter that Sales Group here.

Customer	**Paste Special**	Customer register

Enter a Customer Number to list the Quotations sent to a single Customer.

Acceptance % The report contains two figures for the total sales value to be expected from the Quotations listed. The first is calculated by multiplying the total value of the Quotations by their average Probability. The second is calculated by multiplying the total value of the Quotations by the percentage figure entered here. This may be useful in situations where the Probabilities in the Quotations are not reliable and where there is a known rate of conversion. Use the Quotation Decision Statistics report to produce an accurate figure for the known rate of conversion.

Days to Decision Enter the average number of days required for Quotations to be Accepted or Rejected. You can get this figure from the Quotation Decision Statistics report.

If this field contains a value, the report will contain an extra column showing an estimated decision date for each Quotation. This will be calculated by adding the number of days specified here to the Quotation Date.

Last Date of Decision

>> **Paste Special**   Current Date

>> Quotations whose estimated decision date is later than the date specified here will not be shown in the report. The estimated decision date for a Quotation is calculated by adding the Days to Decision (above) to the Quotation Date.

>> This field will have no effect on the report if the Days to Decision field above is empty.

Only Probability >

>> To restrict the report to Quotations whose Probability is greater than a certain figure, enter that figure here.

Quotation History

The Quotation History lists Accepted Quotations, showing resulting Invoices and any linked Projects.

When printed to screen, the Quotation History report has Hansa's Drill-down feature. Click on any Quotation, Invoice or Project Number in the report to open the corresponding record.

Quotations   **Range Reporting**   Numeric

>> Enter a Quotation Number or a range of Numbers. The report will only show Accepted Quotations that have a Decision Date.

Quotation Class	**Paste Special**	Quotation Classes setting, Quotations module

Enter a Quotation Class code to list Quotations of a single Class.

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

To limit the report to Quotations generated by a single Salesman, enter their initials here.

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

To list Quotations with a particular Sales Group (shown on the 'Del' card), enter that Sales Group here.

Customer	**Paste Special**	Customer register

Enter a Customer Number to list the Quotations sent to a single Customer.

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

The report period: Quotations whose Decision Date falls in this period will be shown in the report.

Quotation Journal

This report shows the Quotations entered in the system. Closed Quotations are not listed.

When printed to screen, the Quotation Journal has Hansa's Drill-down feature. Click on the Quotation Number of any Quotation in the report to open that Quotation record.

Quotation No.	**Range Reporting**	Numeric
	Enter a Quotation Number or a range of Numbers.	
Period	**Paste Special**	Reporting Periods setting, System module
	Enter the start and end dates of the period covered by the report.	
Make Contact	**Paste Special**	Reporting Periods setting, System module
	Range Reporting	Date
	To list Quotations with a particular Make Contact date, enter that date here.	

Customer	**Paste Special**	Customer register

Enter a Customer Number to list the Quotations sent to a single Customer.

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

To limit the report to Quotations generated by a single Salesman, enter their initials here.

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

To list Quotations with a particular Sales Group (shown on the 'Del' card), enter that Sales Group here.

Quotation Class	**Paste Special**	Quotation Classes setting, Quotations module

Enter a Quotation Class code to list Quotations of a single Class.

Customer Category

Paste Special	Customer Categories setting, Sales Ledger

Enter a Customer Category to list the open Quotations that have been issued to Customers belonging to that Category.

Function Use these options to control how much detail is included in the report.

Overview This option produces a report with a single line per Quotation, showing the Quotation Number, Date, Make Contact Date, Customer, Currency and Quotation Total including VAT.

Detailed In addition to the information shown in the Overview, this option includes the full Customer address, telephone number and Payment Terms and lists all Items on the Quotation individually.

Show Base Currency 2 Totals

By default, the report contains figures in the home Currency (Base Currency 1) for the total value of the Quotations listed including and excluding VAT. Check this box if you would like these figures to be expressed in Base Currency 2 as well. If the Show Quotation Class

box below is also checked, the totals for each Class will be expressed in both Currencies.

Show Quotation Class

This option sorts the Quotations by Class and provides total values including and excluding VAT for each Class. Quotations that do not have a Class will not be listed.

Quotation Salesman Statistics

This report analyses the time taken for each Salesman to gain acceptance for their Quotations. It is a simple list showing for each Salesman the total, average, highest and lowest Quotation values excluding VAT, the number of Quotations accepted during the report period, and the shortest and longest decision times.

Quotations	**Range Reporting**	Numeric

Enter a Quotation Number or a range of Numbers. The report will only show Accepted Quotations that have a Decision Date.

Quotation Class	**Paste Special**	Quotation Classes setting, Quotations module

Enter a Quotation Class code to list Quotations of a single Class.

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

To limit the report to Quotations generated by a single Salesman, enter their initials here.

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

To list Quotations with a particular Sales Group (shown on the 'Del' card), enter that Sales Group here.

Customer   **Paste Special**   Customer register

Enter a Customer Number to list the Quotations sent to a single Customer.

Exclude if less than

To restrict the report to Quotations whose total value excluding VAT is greater than a certain figure, enter that figure here.

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

The report period: Quotations whose Decision Date falls in this period will be shown in the report.

Quotation Stock

This report is similar to the Quotation Journal described above, but only open Quotations (i.e. those whose Status is Open, are not Closed and from which no Order has been created) are listed. As it is possible to search by Contact Date, the report can therefore be used to produce a useful call list for each day.

When printed to screen, the Quotation Stock report has Hansa's Drill-down feature. Click on the Quotation Number of any Quotation in the report to open that Quotation record.
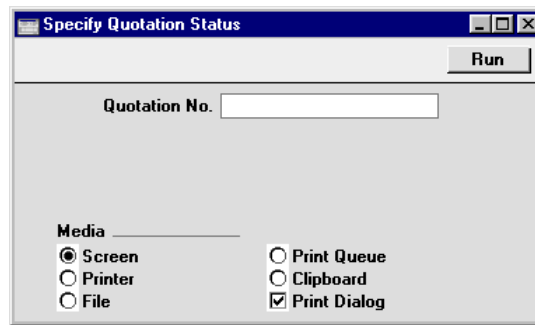
Quotation No.	**Range Reporting** Numeric
	Enter a Quotation Number or a range of Numbers. Only open Quotations in the range will be listed.
Make Contact	**Paste Special** Reporting Periods setting, System module
	Range Reporting Date
	To list Quotations with a particular Make Contact date, enter that date here.

Customer	**Paste Special**	Customer register

Enter a Customer Number to list the Quotations sent to a single Customer.

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

To limit the report to Quotations generated by a single Salesman, enter their initials here.

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

To list Quotations with a particular Sales Group (shown on the 'Del' card), enter that Sales Group here.

Quotation Class	**Paste Special**	Quotation Classes setting, Quotations module

Enter a Quotation Class code to limit the report to Quotations of a single Class.

Customer Category

	Paste Special	Customer Categories setting, Sales Ledger

Enter a Customer Category to list the open Quotations that have been issued to Customers belonging to that Category.

Function   Use these options to control how much detail is included in the report.

Overview   This option produces a report with a single line per Quotation, showing the Quotation Number, Date, Make Contact Date, Customer, Currency and Quotation Total including VAT.

Detailed   In addition to the information shown in the Overview, this option includes the full Customer address, telephone number and Payment Terms and lists all Items on the Quotation individually.

With Probability (Overview only)

Use this option if you want to show the Probability that a Quotation will be converted to an Order (taken from the 'Date' card of the Quotation). This can only be shown if the Overview option is selected.

Quotation Status

This report is the same one as that produced by the 'Quotation Status' function on the Operations menu of the Quotation screen. It lists all Quotations, showing the quoted Items and any linked Activities.

When printed to screen, the Quotation Status report has Hansa's Drill-down feature. Click on any Quotation Number or Activity Number or Date in the report to open the corresponding record. Click any Person's initials to produce an Activities, Persons report for that Person.

Quotation No.   **Range Reporting**   Numeric

Enter a Quotation Number or a range of Numbers.

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