

Office/2

Integrated Accounting System for Macintosh, Windows and Linux

Volume 2: Accounting Package

Sales, Purchase and Nominal Ledgers

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Preface

Office/2 is a powerful accounting system for the Windows, Macintosh and Linux environments. The program is practically identical in the three environments, and is designed to make administration and accounting as easy and fast as possible. 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 Office/2's Sales, Purchase and Nominal Ledgers. Prior to reading it, you should already be familiar with Office/2's Work Area (its modules, registers, windows, menus and buttons) and the Customer and Item registers. These are covered in Volume 1 of these manuals.

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

How these manuals are organised

Volume 1: Introduction

Introduction	Installing Office/2, the basic ideas
Work Area	Basic elements of Office/2: modules, registers, windows, menus, functions, buttons
Accounting Principles	About Office/2'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

Sales Ledger	Invoices, receipts, debtors
Purchase Ledger	Purchase invoices, payments and creditors
Nominal Ledger	The basic accounting module. Transactions and budgets

Volume 3: Logistics Package

Sales Support	Orders and deliveries. Invoices from orders
Stock	Deliveries, goods receipts and stocktaking

Volume 4: Value Packs

Bar Code	Used in Finland, where Purchase Invoices are bar coded
CRM	Contact and time management. Activities, the task manager and the calendar: registering and reviewing appointments in daily or monthly diary or calendar format. Customer letters and mailshots
Currencies, Languages and Advanced Pricing	International transactions in any currency and translation. Automated calculation of prices. Quantity pricing and discounts
Dual Base Currencies	Express all values in one of two currencies. Used in countries joining the EMU, and by companies with branches in two countries or in countries where there are two currencies in common use
Group Invoicing	Create invoices for orders in batches
Mail	Mail, conferences, chat
Purchase Orders	Purchase orders, goods receipts and purchase pricing
Quotations	Sending quotations, call backs, reports
Stock Locations	Maintain stock in several locations. Stock movements between locations

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Office/2
Sales Ledger

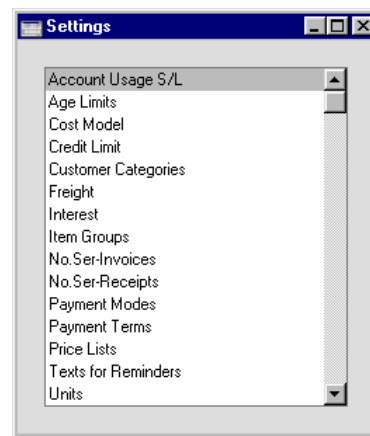
Chapter 1: The Sales Ledger Module

This module is the primary tool for the handling of accounts receivable, and all that is associated with the Invoices the company sends to its Customers. The Sales Ledger interacts with several of Office/2's modules, and receives Invoices from the Sales Order register, and it creates and sends accounting transactions to the Nominal Ledger module.

Settings

Introduction

The Sales Ledger has the following settings—



To edit a setting, ensure you are in the Sales Ledger using the [Select Module] button in the Master Control panel and click the [Settings] button, also in the Master Control panel, or select 'Settings' from the File menu. Then double-click the relevant item in the list.

Account Usage S/L

Use the Account Usage S/L setting to specify the default Accounts and VAT Codes for use in your Sales Ledger transactions (i.e. Invoices and Receipts). These defaults will be used in the absence of Accounts or VAT Codes being specified elsewhere (for example, for the Items, Item Groups, Customers or

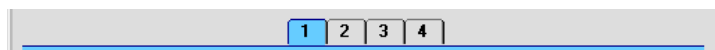
Customer Categories used in the transactions). A complete description of how Office/2 selects these defaults is found in the 'Accounting Principles' chapter in Volume 1 of this manual.

If you have imported the sample Chart of Accounts supplied with Office/2, you will find that most of the fields in the Account Usage S/L setting contain suggested values. If you have modified this Chart of Accounts or have used your own, you must ensure that these values are replaced with the correct Accounts.

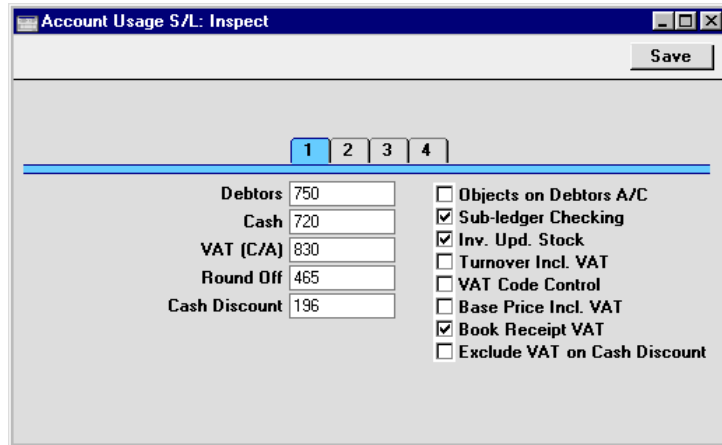


The Account numbers in this setting must also be in the Chart of Accounts. Otherwise, Office/2 will not verify and accept the transactions controlled by this setting. You must either add the Accounts to the Chart of Accounts (the Account register in the System module), or change the Account numbers in this setting to Accounts that do exist in the Chart of Accounts.

The Account Usage S/L setting is spread over four cards. To view specific cards, click the tabs marked 1-4.



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

Card 1


	1	2	3	4
Debtors	750			
Cash	720			
VAT (C/A)	830			
Round Off	465			
Cash Discount	196			

- Objects on Debtors A/C
- Sub-ledger Checking
- Inv. Upd. Stock
- Turnover Incl. VAT
- VAT Code Control
- Base Price Incl. VAT
- Book Receipt VAT
- Exclude VAT on Cash Discount

Account Fields

- Debtors** When an Invoice is approved (i.e. posted to the Nominal Ledger), its value including VAT is debited to a Debtor Account. When a Receipt is entered, its value is credited to the same Account. This Account therefore shows how much your company is owed at a particular time.
- Enter here the Account Code of the Account that you wish to be used as your Debtor Account. It will be overridden if a separate such Account has been specified for the Customer Category of the Customer.
- Cash** The Account entered here will be debited instead of the Debtor Account whenever a cash sale (Cash Note) is approved. Please refer to the section later in this chapter describing the Payment Terms setting for details of Cash Notes.
- VAT (C/A)** This Account should be used to book VAT credits in those countries where sales are booked inclusive of VAT (i.e. you are using the Turnover Incl. VAT option described below). In this case, whenever an Invoice is posted to the Nominal Ledger, the amount credited to the Sales Account will include VAT. As a result, you must specify a VAT (C/A) Account here. This Account will be debited with the VAT total, to balance the normal credit posting to the VAT Output Account. This feature is not used in most countries.

Round Off The total and VAT amounts of each Invoice will be rounded up or down according to rounding rules defined in the Round Off setting in the System module. When Invoices are approved, the amount lost or gained by this rounding process is posted to the Account specified here.

This Account can only be defined in the Account Usage S/L setting and is therefore used in Transactions generated from the Purchase Ledger as well.

Cash Discount In the event of an Invoice attracting a settlement discount when it is paid on time, the Account specified here will be debited with the discount amount. Settlement discounts are defined using the Payment Terms setting (described below).

Check Boxes

Objects on Debtors A/C

When approving Invoices, any Objects specified on card 1 will be assigned to the credit posting to the Sales Account(s) when a Nominal Ledger Transaction is generated. If this box is checked, they will be assigned to the debit posting to the Debtor Account as well.

Sub-ledger Checking

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

This feature can be used, for example, to ensure that Receipts are received in the Sales Ledger rather than by journal in the Nominal Ledger. Using the Nominal Ledger for this purpose is incorrect because the Receipt cannot be allocated against the appropriate Invoices. The feature also removes the risk of posting accidentally to your Debtor Account in Nominal Ledger Transactions.

For this feature to work, you must specify the Accounts which are to be included in the sub-ledger checking function (i.e. the Accounts which are not to be used in

the Transaction register). Do this using the Control Accounts setting in the Nominal Ledger.

Note that this check box is used to control whether sub-ledger checking takes place for specified Sales Ledger Accounts only. There is a check box with the same name in the Account Usage P/L setting which performs an equivalent function for Purchase Ledger Accounts.

Inv. Upd. Stock This check box has two effects. First, it indicates how an Invoice is to update stock levels. If this option is used, Office/2 will reduce the stock level of each Stocked Item in an Invoice by the appropriate quantity when it is approved. The second effect is to include cost accounting postings (for use when maintaining stock values in the Nominal Ledger) in the Nominal Ledger Transaction generated when the Invoice is approved.

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

The setting can be changed for an individual Invoice using the Update Stock check box on the Invoice (on card 3).

For full details of cost accounting in Office/2, please refer to the 'Stock Module' chapter in Volume 3 of these manuals.

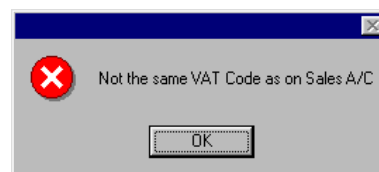
Turnover Incl. VAT.

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

VAT Code Control

This option controls the choice of VAT Codes in Invoices. When an Item is entered in an Invoice, the VAT Code is taken from the Customer, Item, Item Group or card 3 of this setting. If you are using this option, this VAT Code must match that specified in the

Sales Account (in the Account register). If this is not the case, the following warning message will appear when you try to save the Invoice —



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

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

Base Price Incl. VAT

If the Base Prices in the Item records are inclusive of VAT, check this box to de-activate automatic VAT calculations.

Book Receipt VAT

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

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

Exclude VAT on Cash Discount

Use this option if the settlement discount percentage (defined in the Payment Terms setting) is to be applied to the Invoice total excluding VAT. Otherwise, it will be applied to the total including VAT. This option is likely

to be used in the UK only. The check box applies to the Sales Ledger only.

Card 2

The screenshot shows a window titled "Account Usage S/L: Inspect" with a "Save" button in the top right corner. Below the title bar is a horizontal menu with four tabs labeled "1", "2", "3", and "4". Tab "2" is currently selected. The main area of the window contains three input fields:

- Write Offs**: A text box containing the value "520".
- On Account A/C**: A text box containing the value "806".
- Bank Fee**: A text box containing the value "500".

- Write Offs** Bad debts written off by the 'New Write-off' Operations menu function of the Receipt and by the 'Write off Invoices' Maintenance function will be debited to the Account specified here.
- On Account A/C** If you receive Prepayments or On Account Receipts from a particular Customer without reference to a specific Invoice (usually before you have raised the Invoice), you may want to use a special Account for such Receipts. Specify that Account here, and switch on the On Account check box on card 3 of the Customer in question. When a Prepayment or On Account Receipt is entered and approved, its value will be credited to this Account.
- Bank Fee** Enter here the Account Code of the Account to be credited by any bank charges that you may incur when banking Receipts.

Card 3

The screenshot shows a window titled "Account Usage S/L: Inspect" with a "Save" button in the top right corner. Below the title bar, there are four tabs labeled 1, 2, 3, and 4, with tab 3 selected. The main area contains the following settings:

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

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

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

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

Three default Sales Accounts should be set: which one will be used in a particular Invoice will depend on the Zone of the Customer concerned (set on card 3 of the Customer record).

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

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

You can specify a separate VAT Code for each Item. Enter here the VAT Code that you wish to be used as a default, to be used where no VAT Code has been specified for an Item, Item Group or Customer.

Normally, if your company is registered for VAT, this will be the VAT Code representing the standard rate. Otherwise, it will be a zero rate VAT Code.

Three default VAT Codes should be set: which one will be used in a particular Invoice will depend on the Zone of the Customer concerned (set on card 3 of the Customer record).

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

Card 4

The screenshot shows a window titled "Account Usage S/L: Inspect" with a "Save" button in the top right. Below the title bar are four tabs labeled 1, 2, 3, and 4, with tab 4 selected. The main area contains a table of account usage data:

Purchase Control	805
Extra Cost	240
Freight Cost	290
Customs Cost	298
Stock	740
Stock Cost	240

Purchase Control The suspense Account used to book goods received before a Purchase Invoice has been received and booked. It is credited when records in the Goods Receipt register in the Stock module are approved.

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

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

Freight Cost	Used to book the cost of freight on receipt of goods. It is credited when records in the Goods Receipt register in the Stock module are approved.
Customs Cost	Used to book the customs duty cost on receipt of goods. It is credited when records in the Goods Receipt register in the Stock module are approved.
Stock	<p>The stock control Account. If you are using maintaining stock values in the Nominal Ledger ('cost accounting'), this Account will be debited when goods are received into stock and credited upon Invoice or Delivery, if the equivalent field for the appropriate Item Group is blank.</p> <p>Please refer to the 'Cost Accounting' section of the 'Stock Module' chapter in Volume 3 of these manuals for full details of this feature.</p>
Stock Cost	Cost Account used when shipping goods from stock. If you are using cost accounting, this Account will be debited upon Invoice or Delivery, if the equivalent field for the appropriate Item Group is blank.

Age Limits

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

The screenshot shows a dialog box titled "Age Limits: Inspect". It has a "Save" button in the top right corner. Below the title bar, there are two input fields: "Period 1" with the value "30" and "Period 2" with the value "60".

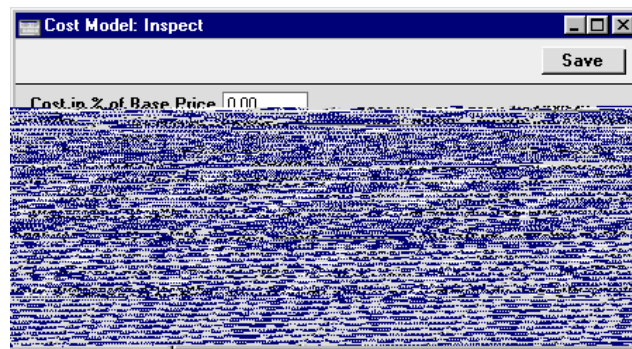
Open the setting by double-clicking 'Age Limits' in the 'Settings' list in the Sales Ledger. Define your ageing periods as shown above. To save changes and close the window, click the [Save] button in the Button Bar. To close the window without saving changes, click the close box.

In the Sales Ledger or Purchase Ledger report, when using the Aged option, outstanding Invoices are grouped together according to their age, as illustrated below. Period 1 of this setting determines the end of the second

column and the beginning of the third. Period 2 determines the end of the third column and the beginning of the fourth.

Customer	Not Due	0 - 30	31 - 60	61 -	Balance
001 Against All Odds Trading Co	4,515.17	0.00	0.00	8,493.92	13,009.09
002 New World Import/Export Co	0.00	0.00	0.00	250.00	250.00
003 Schmidt GmbH	380.00	0.00	0.00	4,371.00	4,751.00
004 Oslo Trading Co	2,237.15	0.00	0.00	127.37	2,364.52
005 Moscow Trading Co	399.25	0.00	0.00	0.00	399.25
006 Estonian Export	0.00	0.00	0.00	399.25	399.25
007 Du Pont et cie	0.00	0.00	399.25	0.00	399.25
008 The American Dream Inc	773.08	0.00	235.00	0.00	1,008.08
012 Helsinki Trading Co	0.00	0.00	0.00	453.27	453.27
013 Mutual of New York	0.00	0.00	0.00	-192.12	-192.12
	8,304.65	0.00	634.25	13,902.69	22,841.59
			Total Due		22,841.59 GBP
					14,536.94 GBP

Cost Model



If you are using cost accounting (maintaining stock valuations in the Nominal Ledger), when each Invoice or Delivery Note is approved, Office/2 will automatically calculate the cost of the goods sold and debit this figure to a

Cost Account and credit it to a Stock Account. The valuation method (Cost Model) used in this calculation is chosen as follows—

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

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

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

- | | |
|--------------------------|---|
| None | Select this option if you do not wish to use cost accounting. |
| Cost Price | Use the Cost Price of the Item (visible on card 3 of the Item screen). If this option is chosen, it is recommended that one of the Update Cost Price at Purchase options (also on card 3 of the Item) is chosen, to ensure the Cost Price is always up-to-date. |
| % of Base Price | Calculate the cost by applying a specified percentage to the Base Price (i.e. the retail price) of the Item. The percentage is specified in the Cost in % of Base Price field, just above this Cost Model selection area. This option can be used in cases where a consistent gross margin is required. |
| Cost from Invoice | Use the Cost Price of the appropriate row of the Invoice. |
| FIFO Price | A true FIFO cost is used based on the cost prices recorded in Goods Receipts. |

The Cost Model, Invoice should only use FIFO Prices if you will be entering all your Invoices directly to the Invoice register (i.e. you will not be using the Sales Order register). If you are using Sales Orders, Invoices cannot be created from Orders until at least one Delivery has been created and approved. FIFO values are calculated when Deliveries are approved and are stored in those Deliveries. They are not transferred to Invoices. If the Cost Model, Invoice has been set to FIFO, this means the Nominal Ledger Transaction created from the Invoice will not contain a cost accounting element because the FIFO values are not known to the Invoice. If you want to use the FIFO Cost Model and are likely to create Invoices from Sales Orders, you must choose to have the cost accounting transaction created on Delivery (i.e. the Deliveries option in the Sub Systems setting should be switched on, and the Cost Model, Delivery should be set to FIFO).

Weighted Average Use the Weighted Average Cost Price of the Item (the average unit price of all previous purchases, visible on card 3 of the Item screen).

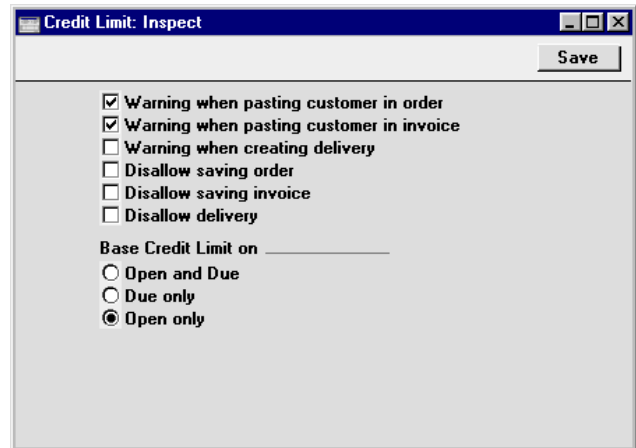
If the Cost Model, Invoice is set to Weighted Average, Weighted Average prices will also be used in Stock Movements and Stock Depreciations. If the Cost Model, Invoice is set to any other option, FIFO prices will be used in these transactions.



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

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

Credit Limit



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

The warnings (first three options) will appear when attempting to use a Customer that has already exceeded their Credit Limit (set on card 4 of the Customer record). Saving (next three options) will not be allowed if the transaction will take the Customer over their Credit Limit.

You can use one of three methods to calculate a Customer's credit status—

- Open and Due** The outstanding total from all unpaid Invoices will be compared with the Customer's Credit Limit.
- Due only** The outstanding total from unpaid Invoices that have exceeded their Payment Terms only ('Due' Invoices) will be compared with the Customer's Credit Limit. For example, if a Customer has Payment Terms of 30 days, Due Invoices are those that have been outstanding for more than 30 days.
- Open only** If there are any Due Invoices, the Customer will immediately be said to have exceeded their Credit Limit, irrespective of the value of those Invoices. If there are no Due Invoices, the outstanding total from unpaid Invoices that have not exceeded their Payment Terms ('Open' Invoices) will be compared with the Customer's Credit Limit.

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

Customer Categories

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

Freight

This setting can be used to attach a fixed freight charge to all Invoices automatically. If used, this will occur both for Invoices created directly in the Sales Ledger and for those created from Sales Orders. The freight charge will be shown in the Freight field at the bottom of card 2 of the Invoice screen.

The screenshot shows a window titled "Freight: Inspect". Inside the window, there is a "Save" button in the top right corner. Below the button, there are two input fields. The first is labeled "Item" and contains the text "FREIGHT". The second is labeled "GP Percentage of Price" and contains the value "10.00".

Item

Paste Special

Item register

A record in the Item register for Freight must exist: enter its Item Number here. Note that the Item must have a Base Price specified. This Base Price will be the freight charge in each Invoice, and the VAT Code and Sales Account will also be taken from the Item.

GP Percentage of Price

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

Interest

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

Interest Invoices are raised using the 'Create Interest Invoices' Maintenance function, described in the 'Maintenance' section of this chapter. Each time this function is run, it will create one new Invoice (an "Interest Invoice") for

each Customer with an overdue Invoice. The Customer will be charged interest on each overdue Invoice, and can also be charged an invoicing fee (levied once per Interest Invoice, irrespective of the number of overdue Invoices).

The operation of the 'Create Interest Invoices' function is controlled by this setting. Here you should determine the interest rate, the minimum amount that you wish to charge, the minimum numbers of days delayed, the Payment Terms for the Interest Invoice and the interest calculation method.

Check the Interest box on card 3 of the Customer screen for each Customer that is to be charged interest for late payment.



If the Interest box is not checked for a Customer, no Interest Invoices will be issued to them by Office/2, no matter how late their payments are.

Rate

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

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

Min. Sum

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

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

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

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

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

Invoice Date Rate * Late Days

Interest is calculated based on the interest rate valid on the day when the original Invoice was issued. This interest rate is taken from card 3 of the Invoice, and is treated as an annual rate.

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

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

Interest will be charged for April as follows—

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

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

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

Current Date Rate * Late Days

This option is similar to the one above, with one exception. It uses the interest rate valid on the day when the Interest Invoice is issued. This interest rate is taken from this setting.

Flat Rate Per Debiting

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

This option uses the interest rate valid on the day when the Interest Invoice is issued, taken from this setting.

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

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

Interest will be charged for April as follows—

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

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

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

Include Invoices Not Due

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

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

Increase Reminder Level

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

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

The Reminder Level for each Invoice is visible on card 3 of the Invoice screen.

Item Groups

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

Number Series - Invoices

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

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

When entering Invoices, 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 'No. Ser - Invoices' in the 'Settings' list, the following window appears—

No.	From		To		Date	Comment
	From	To	From	To		
1	960000	960999	1/1/2002	31/12/2002		London office
2	9600000	9609999	1/1/2002	31/12/2002		Manchester office
3	970000	970999	1/1/2003	31/12/2003		London office
4	9700000	9709999	1/1/2003	31/12/2003		Manchester office
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.

Number Series - Receipts

Use this setting to define Number Series for Receipts in a similar manner to that described above.

Payment Modes

Payment Modes represent the different methods by which your Invoices will be paid by your Customers (and by which you will pay your Suppliers). Typical examples are cash, cheque, direct debit and credit card. For many businesses, the difference between such payment methods in terms of the way they are accounted for is minimal, but where appropriate, Office/2 does allow each Payment Mode to debit a different Account and to be paid into a different bank account. Note that this setting is also available in the Purchase Ledger.

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

Flip A

	Code	Account	Bank A/C No	Bank Name
1	Q	700	454	
2	C	720	Cash	
3	D	700	DD/BGC	
4	S	890	Suspense	
5	X	850	Credit Card	
6				
7				
8				
9				
10				

Code Enter a unique code by which the Payment Mode is to be identified from elsewhere in Office/2.

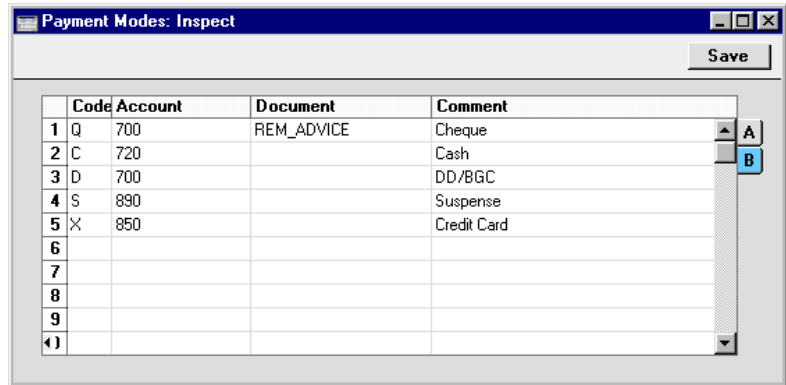
Account **Paste Special** Account register, Nominal Ledger/System module

Specify here the cash, bank or other Account to be debited by any Receipt and credited by any Payment using the Payment Mode.

Bank A/C No Specify here the bank account number used for this Payment Mode. This account number can be printed on the payment document (specified on flip B).

Bank Name Record the name of the bank where the account is held here.

Flip B



Document **Paste Special** Form register, System module
 You can allocate a different payment document to each Payment Mode. This can be useful in the Purchase Ledger as it allows you to have a different design of Remittance Advice for each Payment Mode.

This field is not used in the Sales Ledger: Receipts will always be printed using the same Form, irrespective of Payment Mode.

Comment The comment entered here should be a brief description that will appear in the 'Paste Special' listing.

Payment Terms

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

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

On first selecting the setting, the 'Payment Terms: Browse' window is displayed, showing all Payment Terms previously entered. Double-click a

Payment Term in the list to edit it, or add a new term by clicking the [New] button in the Button Bar.

- Code** Enter the unique Code by which the Payment Terms record is to be identified from elsewhere in Office/2. The Code may consist of one or two characters, and both numbers and letters can be used.
- Net Days** The credit period in days. If the Type (below) is set to “Normal”, when this Payment Term is used in Invoices and Purchase Invoices, the value entered here will be added to the Invoice Date to calculate the Due Date. If the Type is “Next Month” the Due Date will be the n:th day of the next month, where n is the number entered here.
- Cash Discount %** If the Type is “Normal”, enter the rate of discount for the cash discount, if any.
- Cash Discount Days**
In this field you enter the maximum number of days allowed for a cash discount term. If the setting is 10 days, the customer gets the assigned discount if you receive payment within 10 days.
- Text** Here you enter the name for the Payment Term as it will be shown in the Payment Terms: Browse window and the ‘Paste Special’ list.
- Type** The Payment Terms can belong to one of four types, and the choice of type determines how the due date is calculated.

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

Price Lists

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

Text for Reminders

Office/2 can print Reminders to Customers with delayed payments. A separate Reminder document can be printed for each overdue Invoice, containing a message of increasing severity that depends on the number of previous Reminders. These messages are entered using this setting.

The screenshot shows a window titled "Reminder: Inspect" with a standard Windows-style title bar. Below the title bar is a toolbar with four buttons: "New", "Duplicate", "Cancel", and "Save". The main area of the window contains a form with the following fields:

- Comment**: A text field containing the number "1".
- Reminder 1**: A text field containing the text "We would be grateful to receive your remittance as soon as possible." followed by two empty lines.
- Reminder 2**: A text field containing the text "Please remit by return." followed by two empty lines.
- Reminder 3**: A text field containing the text "Please remit in the next seven days pending legal action." followed by two empty lines.

Reminders are printed using the 'Documents' function, addressed to Customers whose Reminder check box on card 3 of the Customer screen is switched on. This function is described later in this chapter.

Office/2 supports a single set of reminder texts. To enter it, double-click 'Texts for Reminders' in the 'Settings' list and then click [New] when the browse window appears. If a set of reminder texts already exists, a record will be shown in the browse window. Double-click to edit. In both cases, when the record is complete, click the [Save] button to save it.

Comment	Enter a descriptive name for this set of Reminders.
Reminder 1, 2, 3	Use these fields to enter three messages of increasing severity. Each Invoice contains a Reminder Level (visible on card 3) indicating how many previous Reminders have been sent. When you next print a Reminder for an Invoice, the message it contains will be chosen depending on the Reminder Level of the Invoice. For example, if the Reminder Level of an Invoice is 2, the message will be taken from the Reminder 2 field in this setting, and so on. If the Reminder Level of an Invoice is greater than 3, a Reminder document will be printed, but it will not contain a message.

Units

Enter here the different shipping and pricing Units used in your business (e.g. single Items, pairs and dozens). Once you have entered your Units to this setting, you can assign them to your Items using the Unit field on card 1 of each Item record. This is the quantity to which all prices refer. For example, if an Item is bought and sold in boxes of twelve, its Unit should be “Dozen”. When the Item is included in a transaction of any kind (e.g. Goods Receipt or Invoice), the Quantity will refer to this Unit. For example, if the Quantity in an Invoice is 2, this means “two boxes of twelve”. The Base and Cost Prices of the Item will also refer to this Unit. For example, if the Base Price is 85.00, this means “85.00 for a box of twelve”.

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

The screenshot shows a dialog box titled "Unit: Inspect". At the top, there are navigation arrows and four buttons: "New", "Duplicate", "Cancel", and "Save". Below these, there are two input fields. The first is labeled "Code" and contains the text "PCS". The second is labeled "Comment" and contains the text "Pieces". The rest of the dialog box is a large, empty gray area.

- Code** Enter the unique Code by which the Unit record is to be identified from elsewhere in Office/2. The Code may consist of up to five characters, and both numbers and letters can be used.
- Comment** Here you enter the name for the Unit record as it will be shown in the 'Units: Browse' window and the 'Paste Special' list.

The Invoice Register

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

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

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

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

Invoices that reduce your turnover and debtor figures. Again, Office/2 can look after these Nominal Ledger implications automatically.

If you would like Office/2 to look after the Nominal Ledger implications of all these types of Invoice as described, switch on the Invoice option in the Sub Systems setting in the Nominal Ledger.

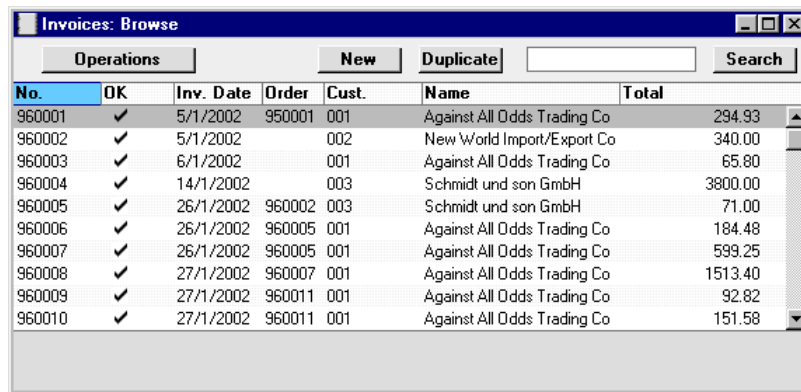
Records can be entered to the Invoice register using the following methods—

1. They can be entered directly to the Invoice register. This method is suitable for all the types of sales transaction mentioned above.
2. They can be created remotely from the Sales Order register. This method will probably be used for standard Invoices and Down Payment Invoices. Down Payment Invoices can also be created from Receipts.

The use of the Invoice register, including each of these types of sales transaction, is now described in detail.

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

In the Sales Ledger module, click the [Invoices] button in the Master Control panel. The 'Invoices: Browse' window is opened, showing Invoices already entered.



Invoices: Browse						
Operations		New		Duplicate		Search
No.	OK	Inv. Date	Order	Cust.	Name	Total
960001	✓	5/1/2002	950001	001	Against All Odds Trading Co	294.93
960002	✓	5/1/2002		002	New World Import/Export Co	340.00
960003	✓	6/1/2002		001	Against All Odds Trading Co	65.80
960004	✓	14/1/2002		003	Schmidt und son GmbH	3800.00
960005	✓	26/1/2002	960002	003	Schmidt und son GmbH	71.00
960006	✓	26/1/2002	960005	001	Against All Odds Trading Co	184.48
960007	✓	26/1/2002	960005	001	Against All Odds Trading Co	599.25
960008	✓	27/1/2002	960007	001	Against All Odds Trading Co	1513.40
960009	✓	27/1/2002	960011	001	Against All Odds Trading Co	92.82
960010	✓	27/1/2002	960011	001	Against All Odds Trading Co	151.58

Invoices are numbered consecutively and the Invoice Number is usually generated by the system. The Invoice Number is followed by a check mark (if the Invoice is approved), by the Customer Number and Name and the total amount of the Invoice. Credit Notes have the letter "C" (or "K" in the case of some older Credit Notes) in the Total column, after the amount, while Interest Invoices are marked with an "I".

As in all browse windows you may sort the transactions by each column by clicking on the headings. To reverse any sort, simply click once again on the column heading. You can also scroll the list with the scroll bars. Finally, you can search for a record by entering a keyword in the field in the top right-hand corner. Office/2 will search for the first record matching the keyword in the same column as the selected sorting order.

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

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

Entering an Invoice

Office/2 provides several shortcuts to simplify your work with entering Invoices. You may for example enter the current date into a date field with the 'Paste Special' function. This can also be used to simplify the entering of Item Numbers, Customer Numbers, Payment Codes etc.

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

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

Invoice: Inspect

Operations

No. 970109 Name Against All Odds Trading Co
 Customer 001 OK

1 2 3 4 5

Inv. Date 30/9/2003 Our Ref.
 Pay. Terms 30 Attn. Joseph Conrad
 Due Date 30/10/2003 Salesman JNW
 Trans. Date 30/9/2003 Object

Item	Qty	Description	Unit Price	%	Sum
1	10101	1 Transistor radio	10.00		10.00
2	10102	1 Stereo cassette radio	29.00		29.00
3	10111	1 Labour	40.00		40.00
4					
5					
6					
7					
8					
9					
10					
11					

Freight VAT 13.83 Sub-Total 79.00
 TOTAL 92.83



You are not bound by the values suggested by Office/2. For most fields you can change the pre-set values into something that suits you better. Such changes are valid only for the Invoice in question.

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

1 2 3 4 5

By clicking the tabs you can navigate between cards. The header is always visible, as a reminder of the Customer whose Invoice you are working with. If you have the Dual Base Currency or the Currencies, Languages and Advanced Pricing Value Packs, there will be six cards. A new card 3 will be inserted, showing Currencies and Exchange Rates.

It is likely that most Invoices will be created remotely from the Sales Orders screen, using the 'Invoice' function on the Operations menu. You will find that most of the fields described below will contain information carried over from the corresponding Sales Order. You can also create an Invoice by dragging an Order from the 'Orders: Browse' window to the 'Invoices: Browse' window.

Header

No.	Paste Special	Select from another Number Series
		When creating a new Invoice, Office/2 will enter the next unused number from the number sequence specified in the Number Series Defaults setting or from the first record in the Number Series - Invoices 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 Invoice Number is assigned when the Invoice is saved.
Customer	Paste Special	Customer register
		Enter the Customer Number or use the 'Paste Special' function. When you press Return, the Customer's name, address and other information will be entered into the appropriate fields.
		If there is a Prepayment in the Customer's name that has not yet been allocated to an Invoice, a warning will appear when the Customer Number is entered. Prepayments are described in the 'On Account Receipts and Prepayments' section later in this chapter.
Name		The Customer Name is entered after you have entered the Customer Number.
OK		Checking this box approves the Invoice and causes it to be entered in the Sales Ledger. A corresponding transaction will also be created in the Nominal Ledger. If

the Invoice was entered directly (rather than created from a Sales Order), stock levels of any Stocked Items on the Invoice will be adjusted. Because of these consequences, once this box has been checked and the Invoice saved, you will no longer be able to make changes to the Invoice. Exceptions to this rule are the Reminder Level and Last Reminder Date fields on card 3 and the Salesman field on card 1.

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

Card 1

		1 2 3 4 5				
Inv. Date	<input type="text" value="30/9/2003"/>	Our Ref.	<input type="text"/>			
Pay. Terms	<input type="text" value="30"/>	Attn.	<input type="text" value="Joseph Conrad"/>			
Due Date	<input type="text" value="30/10/2003"/>	Salesman	<input type="text" value="JNW"/>			
Trans. Date	<input type="text" value="30/9/2003"/>	Object	<input type="text"/>			

Invoice Date

Paste Special

Current Date

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

Our Ref.

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

Pay Terms

Paste Special

Payment Terms setting, Sales/Purchase Ledger

Default taken from

Customer

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

Specifying Payment Terms for each Invoice provides the basis for the debt-chasing reports provided in Office/2.

Payment Terms are also the means by which Cash Notes and Credit Notes are distinguished from ordinary Invoices. Using 'Paste Special', select a Payment Term

record of the “Cash” or “Credit Note” type respectively. When the record is then approved and saved, the appropriate Nominal Ledger Transaction will be created. In the case of Cash Notes, this will debit the Cash Account (as specified in the Account Usage S/L setting) rather than the Debtor Account, while in the case of Credit Notes, the Transaction will be a reversal of the original Invoice Transaction.

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

When a Payment Term of the “Credit Note” type is selected, a crediting message is entered in the first row of the grid area. Enter the number of the Invoice to be credited, using ‘Paste Special’ if necessary to bring up a list of open (unpaid) Invoices.

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

Attn. **Paste Special** Contact Person register, Sales Support module

Default taken from Customer

Record here the person for whose attention the Invoice is to be marked.

Due Date **Paste Special** Current Date

This is calculated by Office/2 using the Invoice Date and the Payment Terms. It is the date on which the Invoice becomes due for payment.

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

Default taken from Customer or current user

The Salesman responsible for the sale should be registered here: there are many reports in the Sales Ledger which can be broken down by Salesman. It is also possible to assign commission on Items sold using the Bonus field in each Person record. The Salesman can be changed after the Invoice has been approved.

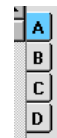
Trans. Date The Transaction Date for the Nominal Ledger Transaction. This is always the same as the Invoice Date and cannot be changed independently.

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

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

Card 2

Use the grid on card 2 to list the invoiced Items. This grid which is divided into four horizontal flips. When you click on a flip tab (marked A-D), the two or three right-hand columns of the grid are replaced.





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

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

Flip A

Invoice: Inspect

Operations   New Duplicate Cancel Save

No. 970109 Name Against All Odds Trading Co

Customer 001 OK

1 2 3 4 5

Item	Qty	Description	Unit Price	%	Sum
1	10101	1 Transistor radio		10.00	10.00
2	10102	1 Stereo cassette radio		29.00	29.00
3	10111	1 Labour		40.00	40.00
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					

Freight VAT Sub-Total TOTAL

Item**Paste Special**

Item register

With the cursor in this field, enter the Item Number for each Item ordered. Pricing, descriptive and other information will be brought in from the Item record. If you leave this field blank, you can enter any text in the Description field, perhaps using the row for additional comments to be printed on Invoice documentation.

Qty.

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

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

In the case of Invoices created from Orders, the Quantity will default to that delivered. You can reduce this if necessary. If you need to invoice a greater Quantity than was delivered, this must be done by adding a new row to the Invoice. Ensure that the Update Stock box on card 3

is checked so that stock levels are updated accordingly and, if appropriate, to cause cost accounting transactions to be created in the Nominal Ledger for the extra quantity. This box will only apply to Invoice rows that are not related to the Order.

Description

Default taken from Item

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

Any rows of text that have been entered on card 4 of the Item record will be moved into the Description field, using the next rows if necessary.

1 2 3 4			
	Item	Qty	Description
1	10101	1	Transistor radio
2	10104	1	Loudspeakers
3			Require cabling
4			Require stands
5			
6			

Unit Price

The Unit Price according to the valid Price List for this Customer is brought in. If the Customer has no Price List specified, or the Item is not on the Price List in question, the Base Price from the Item screen is brought in. This figure will include VAT 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.

%

Discount percentage. It can be changed to an *ad hoc* rate if necessary.

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 within Office/2. Please refer to the 'System Module' chapter in Volume 1 for details and an example.

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 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.

Flip B

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

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

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

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

If you have checked the VAT Code Control option on card 1 of the Account Usage S/L setting, the VAT Code specified here must be the same as that specified for the Sales Account in the Account register. If the VAT Codes don't match, you will not be able to save the Invoice.

Flip C

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

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

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

FIFO The average FIFO unit cost of the Items on this row. This figure is brought in automatically when the Invoice is approved, but is only shown for Stocked Items in Invoices that have not been generated from a Sales Order. For Invoices that have been generated from a Sales Order, FIFO values are shown in the appropriate Delivery record.

Flip D

Object **Paste Special** Object register, Nominal Ledger
Default taken from Item

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

In the Nominal Ledger Transaction generated from this Invoice, any Objects specified here will be assigned to the credit posting to the Sales Account and, if cost accounting is being used, the debit posting to the Cost Account. This assignment will merge these Objects with those of the parent Invoice (shown on card 1).

P. Factor **Default taken from** Item

A Price Factor can be used to recalculate the Unit Price of an Item. For example, if the Item is normally purchased in boxes with 24 units, the Price Factor 24 can be entered in the Item record. The Unit Price for the Item will then refer to a box of 24 units. The Price Factor will be brought in to the Invoice from the Item and affect the Sum in an appropriate manner. It can be altered and Office/2 will recalculate the Sum accordingly. The formula used is $\text{Sum} = (\text{Quantity}/\text{Price Factor}) * \text{Unit Price}$.

Footer

Freight	<input type="text"/>	VAT	<input type="text" value="13.83"/>	Sub-Total	<input type="text" value="79.00"/>
				TOTAL	<input type="text" value="92.83"/>

The Invoice Footer contains various running totals as described below. Whenever an Invoice row is added or changed, these totals are updated.

Freight The Freight setting can be used to attach a fixed amount for Freight to each Invoice. If this is being used, the appropriate amount will be placed in this field on the entry of a Customer Number. This figure can be altered if necessary. The VAT Code and the Sales Account for the freight charge will be taken from the Item specified in the Freight setting.

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

VAT The VAT total for the Invoice.

This figure is rounded up or down according to rounding rules set in the Round Off setting in the System module.

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

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

TOTAL The total for the Invoice, including VAT.

This figure is rounded up or down according to rounding rules set in the Round Off setting in the System module. In the Nominal Ledger Transaction resulting from this Invoice, any amounts lost or gained in this rounding process are posted to the Round Off Account specified in the Account Usage S/L setting.

Card 3

Note: if you have the Dual Base Currency or the Currencies, Languages and Advanced Pricing Value Packs, there will be six cards. A new card 3 will be inserted, showing Currencies and Exchange Rates, so the fields illustrated and described below will appear on card 4. In the first three Volumes of this

manual, all references to “card 3 of the Invoice screen” assume that you do not have these Value Packs. Volume 4 is devoted to describing all Value Packs.

1 2 3 4 5			
Del. Terms	<input type="text"/>	Del. Mode	<input type="text"/>
Order No.	<input type="text"/>	<input checked="" type="checkbox"/> Update Stock	
Rem. Level	<input type="text"/>	Cust. Ord. No.	<input type="text"/>
Interest	18.50	Last Rem. Date	<input type="text"/>
Comment	<input type="text" value="Order Comment"/>		

- | | | |
|-------------------|---------------------------|---|
| Del. Terms | Paste Special | Delivery Terms setting, Sales Support module |
| | Default taken from | Customer |
| | | Specify the Delivery Terms for this Invoice here. You will tend to use this field for international Customers: examples might be Cost, Insurance, Freight or Free On Board. |
- | | | |
|------------------|---------------------------|---|
| Del. Mode | Paste Special | Delivery Modes setting, Sales Support module |
| | Default taken from | Customer |
| | | Enter the mode of shipping used for this Invoice. Examples might be Post or Courier, or might specify the name of the courier that you used to ship the goods on the Invoice. |
- | | |
|------------------|--|
| Order No. | In cases of Invoices created from Sales Orders using the automatic invoicing function, Office/2 will enter the Order Number in this field. |
|------------------|--|
- | | | |
|---------------------|---------------------------|--|
| Update Stock | Default taken from | Account Usage S/L setting card 1, Sales Ledger |
| | | Use this option if you need stock levels for the Items on the Invoice to be reduced when the Invoice is approved. This only affects Items that are Stocked Items. |
| | | Switching this option on will also cause cost accounting postings (for use when maintaining stock values in the Nominal Ledger) to be included in the Nominal Ledger Transaction generated when the Invoice is approved. |

Both effects of this check box will only be used only in those cases where Deliveries are made at the invoicing stage, from Invoices without related Sales Orders.

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

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

Cust. Ord. No. Record the Customer's Purchase Order Number here. Where an Invoice has been created from an Order, the Customer's Order Number will be brought in automatically.

Rem. Level This Reminder Level indicates how many Reminder documents have been printed for this Invoice. You can update this field yourself, or it can be updated automatically whenever a Reminder or a customer statement is printed.

Reminders are printed using the Reminder document described later in this chapter. A separate Reminder can be printed for each overdue Invoice, and it can contain one of three messages of increasing severity. These messages are defined in the Texts for Reminders setting. When you next print a Reminder for this Invoice, the message it contains will be chosen depending on this Reminder Level. For example, if the Reminder Level of the Invoice is 2, the message will be taken from the Reminder 2 field in the Texts for Reminders setting, and

so on. If the Reminder Level of an Invoice is greater than 3, a Reminder document will be printed, but it will not contain a message.

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

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

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

If payment for this Invoice is late, the 'Create Interest Invoices' Maintenance function can be used to charge interest. This is the annual rate that will be used to calculate the interest on this Invoice, if interest is to be calculated using the interest rate applicable at the Invoice Date. The figure will be brought in from the Interest setting but can be altered for this Invoice only. Interest Invoices will not be created if the Interest check box on card 3 of the Customer screen is switched off. Please refer to the 'Maintenance' section later in this chapter for full details of the 'Create Interest Invoices' function.

Comment **Default taken from** Customer

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

Card 4

Note: if you have the Dual Base Currency or the Currencies, Languages and Advanced Pricing Value Packs, there will be six cards. A new card 3 will be inserted, showing Currencies and Exchange Rates, so the fields illustrated and described below will appear on card 5. In the first three Volumes of this manual, all references to "card 4 of the Invoice screen" assume that you do not have these Value Packs. Volume 4 is devoted to describing all Value Packs.

		1	2	3	4	5
Invoice To	Burntwhistle Lodge					
Address	High Malbery					
	Staffs TF5 6TY					
VAT Reg.						
Phone	01857 122544					
Fax	01857 445788					
	Zone					
	<input checked="" type="radio"/> Domestic <input type="radio"/> Inside EU <input type="radio"/> Outside EU					

Invoice to Address Default taken from Customer

The Customer's address, as entered on card 1 of the Customer record. If you need to change something for this Invoice only, you can do so. Permanent changes should be made in the Customer register.

Zone Default taken from Customer

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

VAT Reg. Default taken from Customer

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

Phone, Fax Default taken from Customer

The Customer's telephone and fax numbers, as entered on card 1 of the Customer record.

Card 5

Note: if you have the Dual Base Currency or the Currencies, Languages and Advanced Pricing Value Packs, there will be six cards. A new card 3 will be inserted, showing Currencies and Exchange Rates, so the fields illustrated and described below will appear on card 6. In the first three Volumes of this manual, all references to “card 5 of the Invoice screen” assume that you do not have these Value Packs. Volume 4 is devoted to describing all Value Packs.

Delivery Address **Default taken from** Customer

Enter the Delivery Address here, if different from the Invoice Address or the usual Delivery Address shown on card 2 of the Customer record.

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

In multi-user systems, Office/2 will assign the next available Invoice Number to the Invoice when it is saved for the first time. You will still be able to make changes until you approve the Invoice by clicking the OK check box. When this is done and the Invoice saved once again, it will be entered to the Sales Ledger, a Nominal Ledger Transaction for the Invoice will be created and it will no longer be modifiable.

Entering an Invoice - Examples

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

Open the Invoice register using the button in the Master Control panel. The ‘Invoice: New’ window is shown, with Invoice Number and Date entered. The cursor is already in the Customer Number field. Press Ctrl-Return

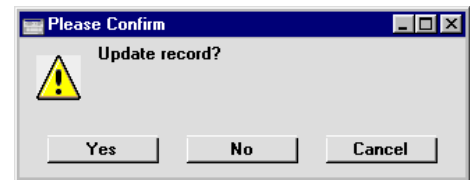
(Windows and Linux) or ⌘-Return (Macintosh) to activate the 'Paste Special' feature. This brings up the 'Paste Customer' window.

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

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

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

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



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

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

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

Inspecting and Approving Invoices

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

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

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

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



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

Nominal Ledger Transactions from Invoices

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

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

Error Messages

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

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

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

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

Printing Invoices

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

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

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

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

The 'Specify Invoices' window is shown.

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

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

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

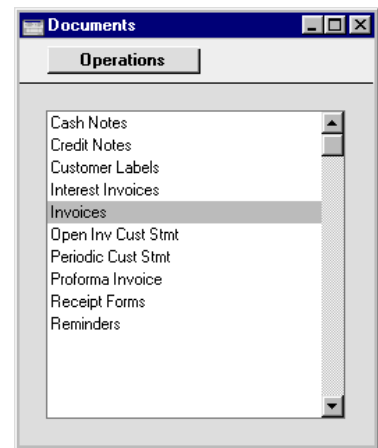
3. Press [Run] in the Button Bar to start the printing, or cancel by closing the window.

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

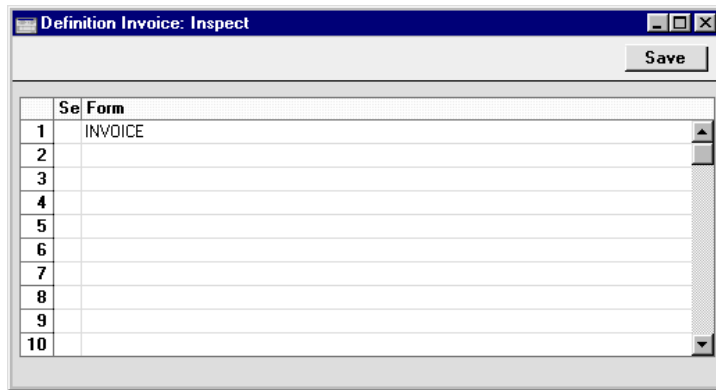
Invoices can also be printed automatically on approval. This is controlled using the Auto Actions setting in the System module. Please refer to the 'Auto Actions' section in the 'System Module' chapter in Volume 1 for details.

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

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



4. Select 'Define Document' from the Operations menu.
5. In the subsequent window, enter "INVOICE" in the Form field of the first line (you can use 'Paste Special' to ensure the spelling is correct).



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

- Cash Note** If the Invoice has Payment Terms of the "Cash" type, the Cash Note document is always used instead of the Invoice document.
- Credit Note** If the Invoice has Payment Terms of the "Credit Note" type, the Credit Note document is always used instead of the Invoice document.
- Interest Invoice** If the Invoice was created using the 'Create Interest Invoices' Maintenance function (described later in this chapter), the Interest Invoice document is always used instead of the Invoice document.

In each of the three cases described above, if the document does not have an associated Form (steps 4-6 above), Office/2 will give the warning "Can't find document". If you get this warning, check the type of the Invoice before looking to see which document is missing its Form.

Printing Delivery Notes if you are not using Sales Orders

If you are not using the Sales Order register in the Sales Support module, you can use the 'Define Document' screen described above to print Delivery Notes together with Invoices. Stock levels for the Items sold will be adjusted when the Invoice is approved, providing they are Stocked Items and

providing the Invoice Update Stock check box on card 3 of the Invoice is switched on. Follow this procedure—

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

Credit Notes

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

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

Note: if the Invoice to be credited is an Interest Invoice, you must click [New]. You cannot duplicate Interest Invoices in order to credit them.

3. The ‘Invoice: New’ window is opened as described above. Enter the Invoice in the normal way, but change the Payment Terms to “CN” (Credit). In the first row of the specification area, a crediting message is

entered. Enter the number of the Invoice to be credited, using 'Paste Special' if necessary to bring up a list of open (unpaid) Invoices.

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

4. On the remaining lines you can enter the items to credit, and by what amount.

The screenshot shows the 'Invoice: New' window with the following details:

- No.:** 970110
- Name:** Against All Odds Trading Co
- Customer:** 001
- OK**
- Inv. Date:** 3/10/2003
- Our Ref.:** [Empty]
- Pay. Terms:** CN
- Attn.:** Joseph Conrad
- Due Date:** 3/10/2003
- Salesman:** JNW
- Trans. Date:** 3/10/2003
- Object:** [Empty]

Item	Qty	Description	Unit Price	%	Sum
1		Credit of Invoice 970109			
2	1	Transistor radio	10.00		10.00
3	1	Stereo cassette radio	29.00		29.00
4	1	Labour	40.00		40.00
5					
6					
7					
8					
9					
10					
11					

Summary:

- Freight:** [Empty]
- VAT:** 13.83
- Sub-Total:** 79.00
- TOTAL:** 92.83

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

Crediting Part of an Invoice

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

Since most systems lack the option of copying an Invoice, part crediting can sometimes take a very long time. Office/2 offers a very simple and intuitive way to do this.

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

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

Credit Notes and Stock

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

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

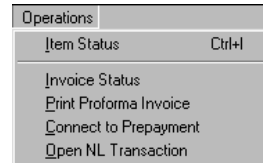
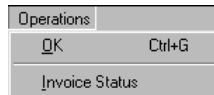
For these reasons, it is recommended that you follow these steps when issuing Credit Notes—

1. The original Invoice should first be credited, using the process described above. When the Payment Terms field is changed to “CN”, the Update Stock check box on card 3 is switched off. This should not be switched on again as doing so will mean that the Nominal Ledger stock valuation will become inaccurate: the wrong FIFO value (that of the next stock item, 12.00 in the example above) will be used. Instead, approve the Credit Note (to update the Sales Ledger and the Debtor, VAT and Sales Accounts in the Nominal Ledger).
2. Receive the Item(s) back into stock using the Goods Receipt register in the Stock module. This will correctly update stock levels and, if you

have so determined in the Sub Systems setting, the Nominal Ledger stock valuation.

Because the system cannot obtain a FIFO valuation, it is recommended that you set the cost prices manually in the Goods Receipt: you may first need to find out the true value of the returned goods from flip C of the original Invoice (in the case where there is no related Sales Order) or from the original Delivery record using a report such as the Stock Out Journal or Item History.

Operations Menu



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

OK

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

Invoice Status

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

Invoice Status				
Operations				Search
Invoice Status				STATUS, print date: 3/10/2003 19:55
Radio Import/Export Ltd				
Invoice History				
No	Date	Amount	Balance	
S/INV-970109	30/9/2003	92.83	92.83	
S/INV-970110	3/10/2003	-92.83	0.00	
			0.00	
No	Date	Customer	Type	Total
970109	Invoice	30/9/2003	30/10/2003	
	001		Against All Odds Trading Co	
	1		Burntwhistle Lodge	
			High Malberry	
			Staffs TF5 6TY	
			Joseph Conrad	
				GBP
10101	1	Transistor radio	10.00	10.00 1
10102	1	Stereo cassette radio	29.00	29.00 1
10111	1	Labour	40.00	40.00 1
	Weight	Total Items	Object	VAT Amount
	0.00	3		13.83
Order Comment				
Deliveries				
Number	Date	Location	Total	

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

Item Status

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

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

Print Proforma Invoice

This function can be used to print a Proforma version of the Invoice on screen. This might be necessary on occasions where it is necessary to get payment in advance. A Proforma Invoice differs from a normal Invoice in that the Invoice Number is preceded by the word "Proforma" and in that,

even for Invoices that have not been approved, the words “Test Printout” will not appear.

The Form used by this function is determined as follows—

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

Connect to Prepayment

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

Open NL Transaction

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

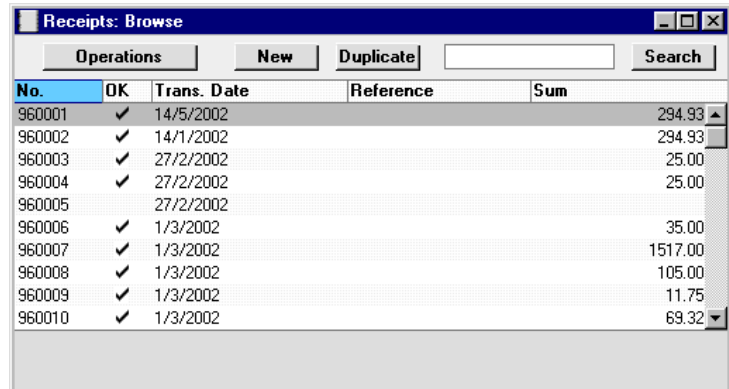
On selecting the function, the Transaction will be opened in a new window.

The Receipt Register

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

Entering a Receipt

In the Sales Ledger module, click the [Receipts] button in the Master Control panel. The 'Receipts: Browse' window is opened, showing Receipts already entered.



No.	OK	Trans. Date	Reference	Sum
960001	✓	14/5/2002		294.93 ▲
960002	✓	14/1/2002		294.93
960003	✓	27/2/2002		25.00
960004	✓	27/2/2002		25.00
960005		27/2/2002		
960006	✓	1/3/2002		35.00
960007	✓	1/3/2002		1517.00
960008	✓	1/3/2002		105.00
960009	✓	1/3/2002		11.75
960010	✓	1/3/2002		69.32 ▼

Receipts are numbered consecutively. In the list, the Receipt Number is followed by a check mark if the payment is approved, by the Date, any Reference and the total amount of the payment.

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

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

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

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

Receipt: Inspect

Operations New Duplicate Cancel Save

Ser. No. 970067 Trans. Date 3/10/2003 Reference

Pay. Mode Q Comment Cheque

	Inv.No.	Cust.No.	Pay.Date	Bank Amount	Received Val
1	970066	001	3/10/2003	188.00	188.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

OK Deposited 188.00

First a run-through of the fields.

Header

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

The number of the Receipt: Office/2 will enter the next unused number from the number sequence specified in the Number Series Defaults setting or from the first record in the Number Series - Receipts setting. You may change this number, but not to one that has already been used.

Trans. Date **Paste Special** Current Date

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

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

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

Pay Mode **Paste Special** Payment Modes setting, Sales/Purchase Ledger

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

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

Comment **Default taken from** Payment Mode

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

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

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

Flip A

Inv. No. **Paste Special** Open, approved Invoices, Invoice register

The number of the Invoice being paid. On entering an Invoice Number, if the Invoice qualifies for an early settlement discount, a discount row is inserted automatically, together with a suggested discount amount. This is calculated using the formula specified for the appropriate Payment Terms record.

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

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

If the Receipt is a Prepayment or On Account Receipt from a Customer with an account (marked using the On Account box on card 3 of the Customer screen) for which an Invoice has not yet been raised, this field should be left blank. An entry can be made to the Prepayment Number field on flip C instead. This is fully described in the 'On Account Receipts and Prepayments' section below.

Cust. No.	Paste Special	Customer register
	Default taken from	Invoice or Sales Order
		Entered by Office/2 when the Invoice Number is entered (or when a Prepayment Number that is also an Order Number is entered on flip C). In the case of account Customers, type in the Customer Number and use the 'Distribute Receipt' function on the Operations menu to select the Invoices being paid.
Pay Date		The date when the payment was made. This date is always the same as the Transaction Date (in the header) and cannot be changed independently.
Bank Amount	Default taken from	Received Value
		The amount paid in to your Bank Account. Usually, this will be the same as the Received Value (below). Do not use this field to subtract bank fees from the amount paid: the Bank Fee field on flip E is provided for this purpose.

Received Val **Default taken from** Outstanding amount on Invoice or Sales Order total

The amount received against the Invoice. The default can be changed, in the event of partial payments or overpayments.

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

Flip B

Open Inv. Value The outstanding amount of the Invoice being paid. This field cannot be changed.

Invoice Val The amount received.

Flip C

P. Mode **Paste Special** Payment Modes setting, Sales/Purchase Ledger

Enter a Payment Mode, if different from the Payment Mode entered in the header. This allows different payments on the same Receipt to be debited to different Bank Accounts.

Cheque No. Record the number of the cheque used for the payment here.

Prepay. No. **Paste Special** Sales Order register

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

When an Invoice is subsequently raised to be set against the Prepayment, the two can be connected using the

'Connect to Prepayment' function on the Operations menu of the Invoice screen. This is fully described in the 'On Account Receipts and Prepayments' section below. If a deposit or prepayment exists without a Prepayment Number, it will not be made available to that function and connecting it to an Invoice will be more difficult.

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

Flip D

Text

Office/2 will enter the Customer's Name, as entered in the Customer register. You may change this if you wish.

V-Cd, VAT Val

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

Flip E

Bank Fee

Enter any fee charged by the bank for this payment. Bank fees will be credited to the Bank Fee Account specified on card 2 of the Account Usage S/L setting. In calculating the value of the debit posting to the Bank Account specified in the Payment Mode, the Bank Fee will be added to the Sent Value. The Sent Value will be debited to the Creditor Account.

Note that this field allows you to specify a Bank Fee for each row (or for a single particular row) on the Receipt, remembering that each row can have a different Payment Mode and therefore a different debit (Bank) account. If you want to record a single Bank Fee for the entire Payment, use the 'New Fee' function on the Operations menu.

Footer

OK

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

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

Deposited

The sum of the Bank Amounts: the total for this Receipt.

Checking and Approving Receipts

Before a Receipt is approved, it should be checked to ensure that no mistakes have been made in entering it to Office/2.

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

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

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



After approving a Receipt, it cannot be altered.

Nominal Ledger Transactions from Receipts

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

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

Operations Menu



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

OK

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

New Cash Discount

In normal circumstances, when an Invoice is paid, a settlement discount is calculated when the Receipt is entered. This discount is determined by Office/2 according to the Payment Terms of the Invoice and the Receipt Date. This function is provided for more individual circumstances. After an Invoice Number has been specified, change the Received Value to the figure paid (i.e. the Invoice Total less cash discount) and select this function. A new row will be created, containing the phrase "Cash Disc". As a default, the Received Value field will be set to the figure that remains outstanding on the Invoice: this can be changed as appropriate. When the Nominal Ledger Transaction is created, the Cash Discount Account specified on card 1 of the Account Usage S/L setting will be debited.

New Write-off

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

New Fee

This function should be used when you need to pay a single bank charge for the whole Receipt. If you need to register separate bank charges for each Receipt row, use the Bank Fee field on flip E.

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

Distribute Receipt

In certain cases a Customer can pay a lump sum without indicating any Invoice Numbers. In this circumstance, specify the Customer Number and enter a Received Value and then select this command. Office/2 will spread the amount over one or more Invoices as appropriate, starting with the oldest.

Move the cursor out of the Amount field before running this function.

Calculate Amount

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

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

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

Write-off Prepayment

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

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

Check Receipt Amounts

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

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



Create Down Payment

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

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

Order total. Change the Received Value to the value of the Down Payment if this is different. The Customer must be one whose On Account box on card 3 has been checked.

Receipt: New

Operations  

Ser. No. 970068 Trans. Date 3/10/2003 Reference

Pay. Mode Q Comment Cheque

Inv.No.	Cust.No.	P.Mode	Cheque No.	Prepay.No	Received Val
1	001			1044	250.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

OK Deposited

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

Invoice: Inspect

Operations New Duplicate Cancel Save

No. 970111 Name Against All Odds Trading Co

Customer 001 OK

1 2 3 4 5

Inv. Date 3/10/2003 Our Ref. 42

Pay. Terms 30 Attn. Joseph Conrad

Due Date 2/11/2003 Salesman TM

Trans. Date 3/10/2003 Object

Item	Qty	Description	Unit Price	%	Sum
1		Down Payment Down Payment for Order No 1044			250.00 770 S
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

Freight VAT 43.75 Sub-Total 250.00

TOTAL 293.75

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

Inv.No.	Cust.No.	P.Mode	Cheque No.	Prepay.No	Received Val
1	970111	001		1044	250.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

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



Remember to save the Receipt for the Down Payment

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

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

Open NL Transaction

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

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

On Account Receipts and Prepayments

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

Prepayments

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

For each Customer likely to pay deposits, switch on the On Account check box on card 3. Then specify a separate control or suspense Account on card 2 of the Account Settings S/L setting, using the On Account A/C field.

A Prepayment by the Customer is entered as a Receipt, but leave the Invoice Number blank. Instead, a Prepayment Number should be specified on flip C. This can be a number of your own generation, the number allocated to the pre-payment by the Customer or, preferably, the number of the Sales Order against which the deposit has been received. Using 'Paste Special' from this field will open a list of Sales Orders from which the correct one can be chosen. If you want to ensure that only Sales Order Numbers can be used, switch on the Use Sales Order No for Prepayments option in the Down Payments setting in the Sales Support module. If a Sales Order Number is used, the Customer Number on flip A will change to that from the Sales Order and the Received Value will be changed to the Order value. Change this to the value of the deposit if this is different—

Receipt: New [Min] [Max] [Close]

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

Ser. No. 970069 Trans. Date 10/10/2003 Reference

Pay. Mode Q Comment Cheque

Inv.No.	Cust.No.	P.Mode	Cheque No.	Prepay.No	Received Val
1	005			2010	82.50
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

OK Deposited 82.50

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

The screenshot shows a software window titled "Transaction: Inspect". At the top, there are navigation arrows, an "Operations" button, and icons for a receipt and a cheque. To the right are buttons for "New", "Duplicate", "Cancel", and "Save". Below this is a header section with fields for "No." (970069), "Trans.Date" (10/10/2003), and "Reference". A "Text" field contains the word "Cheque".

	Account	Object	Description	Debit	Credit	V-Cd
1	700		Cheque		82.50	
2	806		Prepayments Received		82.50	
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

At the bottom of the window, there is a "Difference" field showing 0.00 and a "Total" field showing 82.50 on both the debit and credit sides.

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

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

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

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

Select a Prepayment from the list by double-clicking. The Prepayment Number is shown in the special Prepayment row. An amount will also be shown. This will be the whole open value of the Prepayment, or the value of the Items including VAT (i.e. the Invoice value) whichever is the lower. This figure will be credited to the Debtor Account when the Invoice is approved and saved, so the Invoice will be treated as paid to that extent.

Invoice: New

Operations

No. 970112 Name Moscow Trading Co
 Customer 005 OK

1 2 3 4 5

Inv. Date 12/10/2003 Our Ref.
 Pay. Terms 30 Attn.
 Due Date 11/11/2003 Salesman FF
 Trans. Date 12/10/2003 Object

Item	Qty	Description	Unit Price	%	Sum
1		Customers Prepayment Number	2010	Prepayment Invoice	82.50
2	10101	1 Transistor radio		70.21	70.21
3					
4					
5					
6					
7					
8					
9					
10					
11					

Freight VAT 12.29 Sub-Total 70.21
TOTAL 82.50

When the Invoice is approved, the consequent Nominal Ledger Transaction will combine the usual Invoice postings with those incurred by allocating a payment against the Invoice. This maintains a correct Sales Ledger for the Customer—

	Account	Object	Description	Debit	Credit	V-Cd
1	750		S/L Control		82.50	
2	199	2	Sundry Income		70.21	1
3	830		VAT Outputs Payable		12.29	
4	750		S/L Control		82.50	
5	806		Prepayments Received	82.50		
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference Total

The status of the Invoice and of the Prepayment will now be as follows—

1. if the Invoice value is the same as the whole open value of the Prepayment, the Invoice is treated as paid and will not appear in the Open Invoice Customer Statement. The Prepayment is fully used up by the Invoice, so it is no longer regarded as open;
2. if the Invoice value is less than the whole open value of the Prepayment, the Invoice is treated as paid and will not appear in the Open Invoice Customer Statement. The Prepayment is not fully used up by the Invoice, so the remaining outstanding amount is still regarded as open; or
3. if the Invoice value is more than the whole open value of the Prepayment, the Invoice is treated as part-paid. The Prepayment is fully used up by the Invoice, so it is no longer regarded as open.

Note that it is important to ensure that the Invoice is complete before selecting 'Connect to Prepayment' from the Operations menu. The function calculates the amount shown in the special Prepayment row: this is the amount which will be credited to the Debtor Account and therefore the amount which goes towards paying off the Invoice. If the Invoice is incomplete when the function is selected to the extent that its total is less than the open value of the Prepayment, the Invoice total will be the amount shown in the special Prepayment row. When the remaining Items and/or Freight are added to the Invoice and it is then approved and saved, this is the figure that will be credited to the Debtor Account. So the Invoice will not be paid off to the extent that it should be, and a proportion of the Prepayment value will remain open.

If you select 'Connect to Prepayment' before the Invoice is complete (it may be that a late change is required) you can either change the amount shown in the special Prepayment row or you can delete the special Prepayment row and use 'Connect to Prepayment' once again. If you choose the former option, you will be prevented from entering an amount that is greater than the open value of the Prepayment, or greater than the Invoice total.



Ensure the Invoice is complete before using 'Connect to Prepayment'.

If you have used 'Connect to Prepayment' and you are unable to save the Invoice, the probable reason is that the date of the Prepayment is later than that of the Invoice. The date of the Prepayment must be the same as or earlier than that of the Invoice.

On Account Receipts

An On Account Receipt is one with no Invoice Number and with no Prepayment Number. It is possible to connect an On Account Receipt to a subsequent Invoice, but the 'Connect to Pre-Payment' function cannot be used. Instead, the Invoice is first entered and approved without reference to the On Account Receipt. It must then be registered as having been paid by the On Account Receipt. This is done in a Receipt record as a two-step process—

	Inv.No.	Cust.No.	Pay.Date	Bank Amount	Received Val
1	970113	008	15/10/2003	164.50	164.50
2		008	15/10/2003	-164.50	-164.50
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					

OK
 Deposited

In order to update the Sales Ledger correctly, you must enter the payment information twice as shown above: first as a normal row, and then with a negative sign as an On Account Receipt. The example illustration below shows that an On Account Receipt of 1,000 has been received, some of which has been used up by an Invoice for 164.50 and some of which has gone towards an earlier outstanding balance.

Periodic Customer Statement						
Operations				Search		
Periodic Customer Statement Radio Import/Export Ltd Detailed				Hansa, Print date: 13/10/2003 15:31 Period 1/10/2003 : 31/12/2003 Customer 008 Amounts in Currency		
008 The American Dream Inc						
Trans Date	Type	No	Debit	Credit	GBP	
		Fwd Balance			937.58	
13/10/2003	ONACC	970070		1,000.00 GBP	-62.42	
15/10/2003	INV	970113	164.50 GBP		102.08	
15/10/2003	ONACC	970071		-164.50 GBP	266.58	
15/10/2003	REC	970071 (970113)		164.50 GBP	102.08	
		Total	164.50	1,000.00		
		Net Change		835.50		
		Balance			102.08	
		Total	Fwd Bal	Net Change	Balance	
		GBP	937.58	-835.50	102.08	

Correcting Mistakes in Receipts

Even with the tightest quality control, it is probable that the occasional mistake will be made when entering Receipts. Once a Receipt has been approved, it cannot be changed, but mistakes can nevertheless be rectified easily using the following procedure. It is important that this procedure be followed, so that the Customer's payment history remains correct.

1. In the 'Receipts: Browse' window, highlight the Receipt containing the error.
2. Click [Duplicate]. A new Receipt record is created, an exact copy of the Receipt with the error.
3. Insert a minus sign in front of the Received Value, ensuring the Received Value figure itself remains unchanged.
4. Click the OK check box and save the Receipt.
5. Enter a new, correct, Receipt.

The Customer Register

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

The Item Register

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

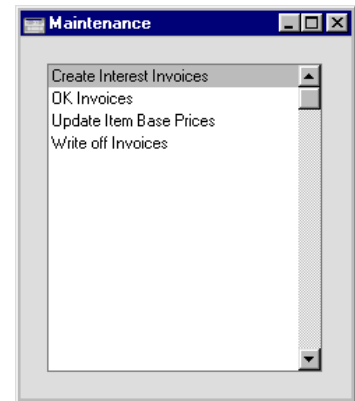
The Price Register

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

Maintenance

Introduction

Maintenance functions tend to be used to carry out certain updating tasks, usually involving batch processing and encompassing all or many of the records in the affected register. There are four such functions available in the Sales Ledger. To use them, select 'Maintenance' from the File menu. The following window appears—



Double-click the chosen option. A specification window will then appear, where you can decide how the function is to operate. Click [Run] to operate the function.

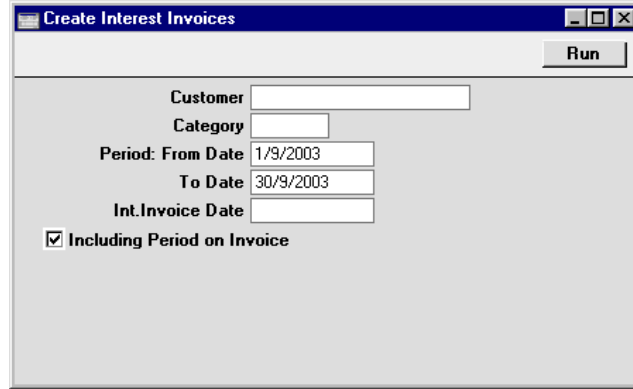
Create Interest Invoices

This function creates Invoices for interest on late payment and places them in the Invoice register. These Invoices are not approved, and it is therefore possible to modify or delete any of them before they are approved.

Interest Invoices can use a different Number Series to that used by other Invoices. If you would like to make use of this feature, specify the Number Series to be used in the Number Series Defaults setting in the System Module. Otherwise the first number sequence in the Number Series - Invoices setting will be used.

In order to create Interest Invoices, a number of conditions must be met—

- The Interest setting must be completed with the correct interest conditions. This setting is described earlier in this chapter.
- An interest Item and, if appropriate, an interest fee Item, must be present in the Item register. If you intend to use special Sales Accounts for interest and interest fees, specify these in the Item records.
- For each Customer to whom Interest Invoices can be issued, switch on the Interest check box (on card 3 of the Customer screen).



Customer

Paste Special

Customer register

Range Reporting

Alpha

Enter the Number of the Customer (or range of Customer Numbers, separated by a colon) for whom you want to generate Interest Invoices.

Category

Paste Special

Customer Categories setting, Sales Ledger

If you want to limit the selection to a certain Customer Category, enter the Category number here.

Period From Date, To Date

Paste Special

Current Date

The period for which the Interest Invoices are to be generated. The previous month is entered as the default. Edit the date range to suit your purposes.

If the Debiting Mode in the Interest setting is Running, interest will be charged on all overdue Invoices. If the

Calculation method in the same setting is $\text{Inv. Date Rate} * \text{Late Days}$ or $\text{Current Rate} * \text{Late Days}$, interest will be charged daily for this period. If the Calculation method is Flat Rate per Debiting, a single interest rate will be levied on each overdue Invoice.

If the Debiting Mode is At Payment, interest will only be charged on overdue Invoices for which payment was received during this period. If the Calculation method is $\text{Inv. Date Rate} * \text{Late Days}$ or $\text{Current Rate} * \text{Late Days}$, interest will be charged daily for the entire overdue period. If the Calculation method is Flat Rate per Debiting, a single interest rate will be levied on each overdue Invoice for which payment was received.

Int. Invoice Date **Paste Special** Current Date

Enter a date to be used as the Invoice Date in the Interest Invoices generated in this run. If no date is entered, the current date will be used.

Including Period on Invoice

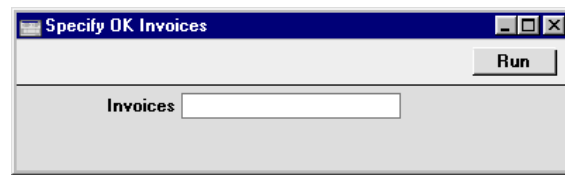
Switch this option on if you want the period (as defined using the From Date and To Date above) to be shown in a separate row on the Interest Invoices.

If it is necessary to issue a Credit Note against an Interest Invoice, you cannot use the normal method of duplicating the original Invoice and changing the Payment Terms. Instead, follow these steps—

1. Create a new record in the Invoice register. Do not duplicate the Interest Invoice.
2. After entering the Customer, change the Payment Term to one that is of the type “Credit Note”.
3. In the first row of the specification area, a crediting message appears. Enter the number of the Invoice to be credited, using ‘Paste Special’ if necessary to bring up a list of open (unpaid) Invoices.
4. Enter the Items for interest and invoicing fees with appropriate amounts. These Items for interest and invoicing fees should be the same as those specified in the Interest setting
5. Check everything and approve the Invoice.

OK Invoices

This command allows you to approve several Invoices with one command.



Enter an Invoice Number or a range of numbers separated by a colon and press [Run]. The Invoices will be approved and for each a Nominal Ledger Transaction will be generated. Once the function has been run, you will no longer be able to modify or delete those Invoices affected.

Update Item Base Prices

Please refer to the 'Items and Pricing' chapter in Volume 1 of these manuals for a description of this function.

Write Off Invoices

This function allows you to write off one or more Invoices. This might be necessary when you know with certainty that any outstanding Invoices for a particular Customer will not be paid, for example because of bankruptcy. The function can also be used to write off small differences remaining on the Sales Ledger. The function creates a record in the Receipt register which assumes the outstanding amount is to be written off.

The Receipts created by this function are not approved, and it is therefore possible to modify or delete them before they are approved. On approval, a Nominal Ledger Transaction is created in which the amount written off is debited to the Write Offs Account specified on card 2 of the Account Usage S/L setting.



Note that you must make an entry to at least one of the fields in the dialogue box shown below. Leaving all the fields blank will write off all outstanding Invoices.

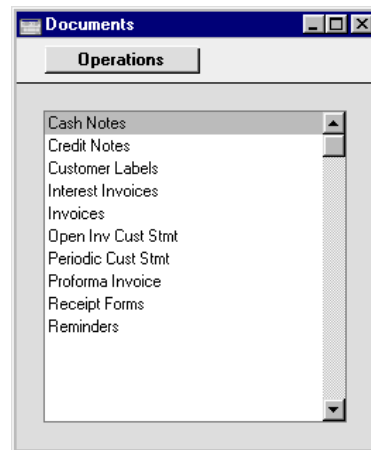
- | | | | |
|----------------------|------------------------|-------------------|--|
| Invoices | Range Reporting | Numeric | Enter a specific Invoice Number or range of Invoice Numbers. |
| Customer | Paste Special | Customer register | Enter the Number of a Customer whose unpaid Invoices you wish to write off. |
| Due More Than | | | If there are some very old Invoices in your Sales Ledger, you can write off those that are overdue by more than a particular number of days. Enter that number of days here. |
| Max Amount | | | You can limit the process to Invoices with a total amount owing of less than the value entered in this field. |

Documents

Introduction

The 'Documents' function permits the printing in batches of particular documents or Forms. It is selected using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.

On selecting the function, the window illustrated below appears, listing the documents which can be printed from the Sales Ledger. Each item ("Document") will be printed using a different Form.



To print a document, follow this procedure—

1. Double-click the appropriate item in the list.
2. A specification window will then appear, where you can determine the information that is to be included in the printed documents (e.g. which Invoices or Receipts are to be printed). The specification window for each document is described in detail below.
3. Click [Run] to print the documents.
4. Close the 'Documents' window using the close box.

Each document prints using a different Form. To determine which Form is printed by each option in the 'Documents' window, follow this procedure (when Office/2 is supplied, a sample Form is attached to each document)—

1. For each option, design a Form (or change the sample Form supplied to reflect your own requirements) using the Form register in the System module. This process is fully described in the chapter in Volume 1 covering the System module.
2. Change to the Sales Ledger and open the 'Documents' window using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.
3. Click once on 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 'Office/2's Work Area' chapter in Volume 1 of this manual.
4. For each document, the 'Define Document' function only needs be used once. After this has been done, Form selection will be automatic.

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

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

Customer Labels

This document prints name and address labels to Customers. The Invoice Address on card 1 of the Customer screen is used. Please refer to the 'Customers' chapter in Volume 1 for full details.

Invoices

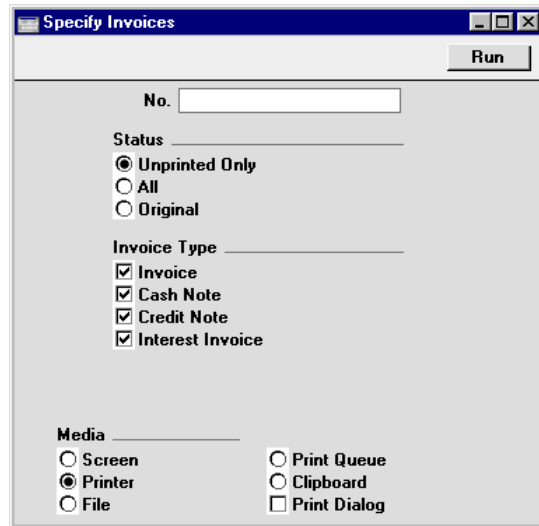
There are several occasions when you may want to print an Invoice: to view a test print-out to check the Invoice before you finally approve it; to produce a copy for your own files, or to send the original Invoice to the Customer.

For a sample printout, click the Printer icon in the Button Bar while you are working with an Invoice, and before you click the OK check box. Office/2 will print an Invoice marked “Test Printout” diagonally across the page. Since you have not yet committed the Invoice by clicking the OK check box, you can check it and change it if necessary. This is true also for Cash Notes, Interest Invoices and Credit Notes. If you want to print to screen, click the Preview icon.

When you want to print the final Invoice, follow the instructions below.

1. Click the [Documents] button in the Master Control panel, or select ‘Documents’ from the File menu. In the subsequent list, double-click the Invoice type you want to use.

The ‘Specify Invoices’ window is opened.



2. Enter the Invoice Number to print a single Invoice, or a range of Invoice Numbers separated by a colon. Use the Status options to control which Invoices are printed, as follows—

Unprinted Only This option ignores any Invoices in the range that have already been printed. Only approved Invoices in the range will be printed.

All	Prints all Invoices in the range. Any Invoices previously printed will have the word “Copy” printed diagonally across the page. Invoices in the range that have not been approved will be printed.
Original	This option also prints all Invoices in range. However, any Invoices previously printed will be printed again as though they were original copies, without the word “Copy”. Invoices in the range that have not been approved will be printed.

Use the Invoice Type check boxes to limit your selection to specific kinds of Invoice. These are printed using different documents, defined by highlighting the appropriate option in the ‘Documents’ list and selecting ‘Define Document’ from the Operations menu.

Invoice	The standard Invoice uses the Invoice document.
Cash Note	A Cash Note is an Invoice with Payment Terms of the “Cash” type. The Cash Note document is used instead of the Invoice document.
Credit Note	A Credit Note is an Invoice with Payment Terms of the “Credit Note” type. The Credit Note document is used instead of the Invoice document.
Interest Invoice	An Interest Invoice is one created using the ‘Create Interest Invoices’ Maintenance function (described earlier in this chapter). The Interest Invoice document is used instead of the Invoice document.

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

When designing the Form to be used when printing Invoices, two fields are available to print the Quantities. The Quantity field prints the same number of decimal places that were used in the Invoice record. The Quantity In field always prints two decimal places, rounding up or down where necessary.

Cash Notes, Credit Notes, Interest Invoices

These options behave in the same manner as ‘Invoices’ already described. They are provided to enable you to assign a separate Form for each Invoice type. To do this, click once on each option in turn in the ‘Documents’ list and select ‘Define Document’ from the Operations menu. This should be done for each document that you are likely to use. Otherwise Office/2 will give the warning “Can’t find document” when you try to print an Invoice of a type

that has no Form. If you get this warning, check the type of the Invoice before looking to see which document is missing its Form.

Open Invoice Customer Statement

The Customer Statements document contains a summary of the open (unpaid) Invoices issued to a Customer. It is similar to the report of the same name, but the design of the document is different, and can be modified by the user in the Form register in the System module. Whereas the report is intended for internal use, the document is to be sent to the Customer.

Customer

Paste Special

Customer register

Range Reporting

Alpha

If necessary, enter here the Customer Number of the Customer (or range of Customers) for whom you wish to print statements.

Category

Paste Special

Customer Categories setting,
Sales Ledger

If you want to print statements for Customers of a particular Category, specify that Category here.

Days of delay (not less than)

If you only wish to include Invoices in the statements that are overdue by more than a certain number of days, enter that number here.

Increase Reminder Level

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

When sending reminders (see below) the Reminder Level determines the text to be used in the reminder letter.

The Reminder Level for each Invoice is shown on the statement and is visible on card 4 of the Invoice screen.

Include Open Credit Invoices

Check this box if you want to include in the statement Credit Notes that have not yet been allocated to specific Invoices.

Invoices

Determine here which Invoices are to be included on the statement.

Open

This option lists all unpaid Invoices on the statement.

Due

This option lists only Invoices due for payment on the statement. These are Invoices whose Payment Terms have expired.

When designing the Form to be used when printing Statements, the Unallocated Cash field should be included if you want a figure for total open Prepayment value to be printed.

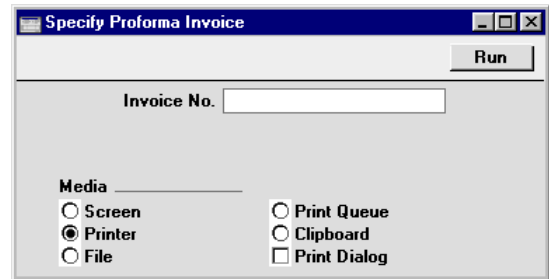
Periodic Customer Statement

This document shows a record of all sales transactions for each Customer during a specified period. It differs from the Open Invoice Customer Statement in that paid Invoices and Receipts are shown in addition to unpaid Invoices. This document is similar to the report with the same name, but the design of the document is different.

- Customer** **Paste Special** Customer register
- Range Reporting** Alpha
- If necessary, enter here the Customer Number of the Customer (or range of Customers) for whom you wish to print statements.
- Category** **Paste Special** Customer Categories setting, Sales Ledger
- If you want to print statements for Customers of a particular Category, specify that Category here.
- Period** **Paste Special** Reporting Periods setting, System module
- Specify a period to be covered by the statements.
- Customers with Balance Only**
- Check this box to exclude Customers with no current balance.

Proforma Invoices

A Proforma Invoice is usually printed when it is necessary to get payment in advance. A Proforma Invoice differs from a normal Invoice in that the Invoice Number is preceded by the word “Proforma” and in that, even for Invoices that have not been approved, the words “Test Printout” will not appear.



Enter an Invoice Number or range of Invoice Numbers separated by a colon and then click the [Run] button in the Button Bar. Proforma Invoices are printed for all Invoices in the selection. They can be approved or unapproved, and they can be Invoices of any type (Invoices, Cash Notes, Credit Notes or Interest Invoices).

An individual Proforma can also be printed when an Invoice is open on screen, using the ‘Print Proforma Invoice’ function on the Operations menu.

Receipt Form

This document is used if you need to have a printed record of each Receipt. If a Receipt contains more than one payment, these will be printed on the same form if they are from the same Customer.

The screenshot shows a dialog box titled "Specify Receipt Forms". It has a "Run" button in the top right corner. The main area contains the following fields and options:

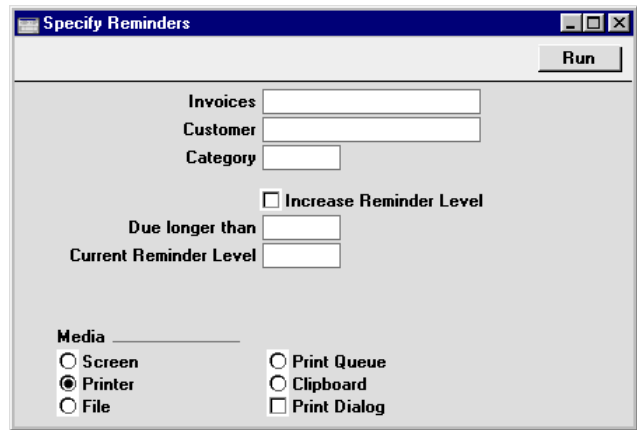
- No.**: A text input field.
- Cheque No.**: A text input field.
- Status**: A section with two radio buttons:
 - Unprinted Only
 - All
- Media**: A section with four radio buttons:
 - Screen
 - Printer
 - File
 - Print Queue
 - Clipboard
 - Print Dialog

No.	Range Reporting	Numeric
		Print a document for a single Receipt (or a range of Receipts) by entering its Receipt Number here.
Cheque No.		Use this field to print a Receipt with a particular cheque number, perhaps to see if that cheque has been received.
Status		Use these options to print all Receipts in the selection, or just those that have not been printed before.

Reminders

Whereas statements show a Customer's current credit position on a single page, if possible, Reminders show that position by printing a single page for each overdue Invoice. This might be useful in cases where a Customer has several overdue Invoices, since these documents can contain Reminder messages of increasing severity depending on the number of previous Reminders.

Note that for a particular Customer to receive Reminders, the Reminder check box on card 3 of their Customer record must be switched on.



Invoices **Paste Special** Open, approved Invoices, Invoices register

Range Reporting Numeric

If necessary, enter here the Invoice Number (or range of Invoice Numbers) of the Invoice(s) for which you wish to print Reminders. Reminders will not be printed for Invoices that are not yet due for payment.

Customer **Paste Special** Customer register

If necessary, enter here the Customer Number of the Customer for whom you wish to print Reminders.

Category **Paste Special** Customer Categories setting, Sales Ledger

If you want to print Reminders for Customers belonging to a particular Category, specify that Category here.

Increase Reminder Level

Each Invoice contains a Reminder Level (visible on card 3) that indicates the number of times it has been subject to a Reminder, or included on a Customer statement. Check this box if you want the Reminder Level to be increased before the Reminder is printed.

When you print a Reminder for an Invoice, it will contain one of three messages of increasing severity that will be chosen depending on the Reminder Level of the Invoice. These messages are defined in the Texts for Reminders setting. For example, if the Reminder Level

of an Invoice is 2, the message will be taken from the Reminder 2 field in the Texts for Reminders setting, and so on. If this Increase Reminder Level box is checked, the Reminder Level in this example will be increased to 3 before the Reminder is printed, so the message will be taken from the Reminder 3 field in the setting.

When an Invoice is first approved, its Reminder Level will usually be blank. If a Reminder is printed for such an Invoice, it will not contain a message. If this Increase Reminder Level box is checked, the Reminder Level will be increased from blank to 1, so when the Reminder is printed it will contain the first message.

Due Longer Than By entering a number of days here, you can limit the reminders to Invoices due for longer than a certain period.

Current Reminder Level

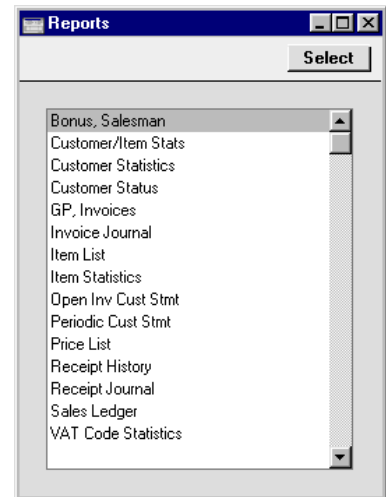
Enter a Reminder Level here to limit the reminders produced to those for Invoices of a particular Reminder Level.

Reports

Introduction

As with all modules, to print a report in the Sales Ledger, select 'Reports' from the File menu or click the [Reports] button in the Master Control panel. The keyboard shortcut Ctrl-R or ⌘-R can also be used. Then, double-click the appropriate item in the list.

The following reports are available in the Sales Ledger—



A specification window will then appear, where you can decide what is to be included in the report. Leave all the fields in this window blank if the report is to cover all the Invoices in the database. If it is necessary to restrict the coverage of the report, use the fields as described individually for each report.

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

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

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

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

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

Bonus, Salesman

This report contains a bonus calculation for each salesman in the company. This calculation is based on an overall bonus percentage set for each salesman in the Person register in the System module.

Salesman	Paste Special	Person register, System module
	Range Reporting	Alpha
		Specify a salesman.
Period	Paste Special	Current Date
		Enter a start and end date for the report.

Function	Specify here the level of detail required in the report.
Detailed	This option shows for each Invoice a row-by-row analysis of the bonus earned by each salesman.
Overview	This option provides a single-line summary for each salesman.
Calculate on	Specify here whether the bonus calculation should be based on the turnover or gross profit realised during the period.
Specify	<p>Select one alternative to choose whether the bonus is to be calculated from Invoices raised during the report period (i.e. the turnover or gross profit) or from the amount paid during the period. If you choose the second alternative, you have an additional choice of whether to include or exclude Cash Notes (Invoices whose Payment Term is of the Cash Type).</p> <p>If you choose the second alternative and there is a partly-paid Invoice in the selection, the bonus calculation will be made on the part payment only. If there is more than one Item on the Invoice, the part payment will be distributed to those Items proportionally. For example, if 10% of the Invoice has been paid, 10% of each Item will be taken as being paid. This will be relevant if you have chosen to calculate bonuses using different percentages set in each Item record.</p>

Customer/Item Statistics

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

Customer Statistics

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

Customer Status

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

GP, Invoices

This report shows the calculated Gross Profit for Invoices. The gross profit is calculated from the individual Invoice rows.

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

Enter the report period.

Invoice No **Range Reporting** Numeric

Limit the report to a single or range of Invoices.

Customer, Salesman, Item, Item Group, Object

Limit the selection with a combination of these fields. For each, a 'Paste Special' link is available to the appropriate register or setting.

Function Specify here the level of detail required in the report.

Overview This option produces a report with one row per Invoice.

Detailed This option shows the gross profit made on each row of each Invoice.

- Status** Specify here whether approved and unapproved Invoices are to be included in the report.
- Include** Check the boxes to include Invoices of different types in the report.

Invoice Journal

This report is a chronological listing of the Invoices raised during the specified period. You can control the selection to show a range of Invoice Numbers or Invoices made out to a particular Customer. The type of Invoice can also be selected.

- Invoice No** **Range Reporting** Numeric
Limit the report to a single or range of Invoices.
- Period** **Paste Special** Reporting Periods setting, System module
Enter the report period. The first row of the Reporting Periods setting is used as a default.
- Customer** **Paste Special** Customer register
If necessary, limit the report to a single Customer by entering a Customer Number here.

Customer Category

Paste Special Customer Categories setting, Sales Ledger

If you want to restrict the report to Customers of a particular Category, specify that Category here.

Salesman **Paste Special** Person register, System module
Specify a salesman.

Object **Paste Special** Object register, Nominal Ledger
Specify an Object to restrict the report to Invoices featuring that Object. This refers to Objects entered at Invoice level, not those entered for Invoice rows.

Function Specify here the level of detail required in the report.

Overview This choice gives a report with one row per Invoice, showing the Date, Customer, Type and Total.

Detailed In addition to the information shown above, this option shows the Invoice Address, Due Date, Order Number and Contact. For each row of each Invoice, the Item Code, Name, VAT Code and Sum are shown. You can use this report as an archive file instead of a copy of each Invoice.

Status Specify here whether approved and unapproved Invoices are to be included in the report.

Invoice Type Check the boxes to include Invoices of different types in the report.

Sorting The report can be sorted by Invoice Date or Number.

Item List

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

Item Statistics

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

Open Invoices Customer Statement

This report summarises the outstanding Invoices of each Customer and thus will be used for debt-chasing purposes. For each Invoice is shown the Invoice Number, the Due Date, the Reminder Level, the outstanding amount and the number of days by which it is overdue. Note that, in all Office/2 reports, the number of overdue days is shown as a negative figure.

Customer

Paste Special

Customer register

Range Reporting

Alpha

If necessary, enter here the Customer Number of the Customer (or range of Customers) you wish to include in the report.

Category

Paste Special

Customer Categories setting, Sales Ledger

If you want to restrict the report to Customers of a particular Category, specify that Category here.

Object

Paste Special

Object register, Nominal Ledger

Specify an Object to restrict the report to Invoices featuring that Object. This refers to Objects entered at Invoice level, not those entered for Invoice rows.

Invoices Specify here whether all Open (i.e. all unpaid) or simply all Due (i.e. those due for payment) are to be included in the report.

Periodic Customer Statement

This report is similar to the Open Invoices Customer Statement. However, whereas that report only shows open (i.e. unpaid) Invoices, this also shows paid Invoices and Receipts. It can thus be used to produce a full Sales Ledger transaction history for a specified period.

When printed to screen, the Periodic Customer Statement has Office/2's Drill-down feature. Click on any Invoice or Receipt Number to open an individual Invoice or Receipt record.

Specify Periodic Customer Statement

Run

Customer _____

Category _____

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

Customers with Balance only

Function _____

Overview

Detailed

Media _____

Screen

Printer

File

Print Queue

Clipboard

Print Dialog

Customer **Paste Special** Customer register

Range Reporting Alpha

If necessary, enter here the Customer Number of the Customer (or range of Customers) you wish to include in the report.

Category **Paste Special** Customer Categories setting, Sales Ledger

If you want to restrict the report to Customers of a particular Category, specify that Category here.

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

Enter the report period. The first row of the Reporting Periods setting is used as default.

Customers with Balance Only

Check this box to exclude Customers with no current balance.

Function Specify here the level of detail required in the report.

Overview This option produces a single line summary of each Customer's credit situation.

Detailed This option shows each Sales Ledger transaction in the selected period, including Invoices and Receipts.

Price List

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

Receipt History

This report summarises the payment history of each Customer. The report has two forms: a single line listing for each Customer, indicating the average age of Invoices when paid, the average number of days by which the paid Invoices were overdue (i.e. taking Payment Terms into account) and the current amounts of open and due Invoices. The detailed option shows for each Receipt the age of the Invoice being paid and the number of days by which it was overdue.

Specify Receipt History

Run

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

Customer

Category

Function

Overview

Detailed

Media

Screen

Printer

File

Print Queue

Clipboard

Print Dialog

Period	Paste Special	Reporting Periods setting, System module
		Enter the report period.
Customer	Paste Special	Customer register
	Range Reporting	Alpha
		If necessary, enter here the Customer Number of the Customer (or range of Customers) you wish to include in the report.
Category	Paste Special	Customer Categories setting, Sales Ledger
		If you want to restrict the report to Customers of a particular Category, specify that Category here.
Function		Specify the level of detail to be included in the report, as described above the illustration.

Receipt Journal

This report is a chronological listing of the Receipts entered during the specified period. You can control the selection to show a range of Receipt Numbers or Receipts with a certain Payment Mode.

Receipt No.	Range Reporting	Numeric
	Limit the report to a single or range of Receipts.	
Period	Paste Special	Reporting Periods setting, System module
	Enter the report period. The first row of the Reporting Periods setting is the default value.	
Pay. Mode	Paste Special	Payment Modes setting, Sales/Purchase Ledger
	To limit the report to a single Payment Mode, enter the Payment Mode here. This refers to the Payment Mode entered on flip C of each Receipt row. In the case of rows with no Payment Mode, that specified in the header will be used.	
Status	Specify here the types of Receipts that are to be included in the report.	

Sales Ledger

The Sales Ledger report is a summary of the position on each Customer's account. Together with the Open Invoices Customer Statement and Periodic Customer Statement reports, it is a very useful tool for debt-chasing purposes.

In its basic form, it shows Customer Name and Telephone Number and, for each Invoice, the amount outstanding, the Reminder Level, the Due Date and the age or number of days overdue. However, it can be reformatted in many different ways, and you can specify any selection you want.

When printed to screen, the History and Overview options of this report have Office/2's Drill-down feature. Click on any Invoice or Receipt Number to open an individual Invoice or Receipt record.

Customer

Paste Special

Customer register

Range Reporting

Alpha

If necessary, enter here the Customer Number of the Customer (or range of Customers) you wish to include in the report.

Category

Paste Special

Customer Categories setting,
Sales Ledger

If you want to restrict the report to Customers of a particular Category, specify that Category here.

Salesman	Paste Special	Person register, System module Specify a salesman.
Object	Paste Special	Object register, Nominal Ledger To list Invoices with a single Object, enter that Object here. This refers to Objects entered at Invoice level, not those entered for Invoice rows.
Date		If necessary, you can print a report showing the debtor situation as it was on a particular date. To do this, enter that date here. If you don't need to use this feature, leave the field blank.
Function		Use these options to control the level of detail shown in the report.
	History	With this option selected, the report lists for each Invoice any Receipts, partial payments and Credit Notes.
	Overview	This option is a summary showing an outstanding balance, due date and age for each unpaid Invoice.
	Aged	Select this option to show in a single line per Customer the outstanding totals of all unpaid Invoices sorted into ageing periods. The distribution of the age groups is defined using the Age Limits setting in this module.
	Detailed Aged	This option lists for each Customer all individual unpaid Invoices, showing the ageing period in which each falls. The telephone number of the Customer is also shown.
	Balance	This choice simply prints only the total outstanding balance for each Customer.
Status		Use these options to determine which Invoices are included in the report.
	Open	Select this alternative to include all unpaid Invoices.
	Due	Include only those Invoices that are due for payment (i.e. those whose Payment Terms have expired).
Sorting		The report can be sorted by Customer Number or Name.

VAT Code Statistics

In certain countries, the tax authorities require very detailed reports covering the VAT handling in companies. This report is designed for such situations.

Period	Paste Special	Reporting Periods setting, System module
		Enter a start and end date for the report.
Header		Enter a title for the report. If left blank, the title "S/L VAT Code Statistics" is used.
Invoice No	Range Reporting	Numeric
		If necessary, enter here the Invoice Number of the Invoice (or range of Invoices) you wish to include in the report.
All VAT Codes		By default, the report shows for each Invoice the VAT Codes used together with the VAT percentage and totals including and excluding VAT. If you would like to show for each Invoice all VAT Codes, including those not used by the Invoice, switch this option on.
Specify		Determine here whether approved and unapproved Invoices are to be included in the report.

Invoice Type	Using the Base Price Incl VAT check box on card 1 of the Account Usage S/L setting, it is possible to enable or disable VAT calculation for Invoices. Switch on the Excluding check box to show those Invoices where VAT calculation has been disabled and the Including check box to show those where it has been enabled.
Invoice Type	Determine here whether Normal Invoices and Credit Notes are to be included in the report. Down Payments, Cash Notes and Interest Invoices are included as Normal Invoices for this purpose.
Sorting	The report can be sorted by Invoice Number or Transaction Date.

Imports

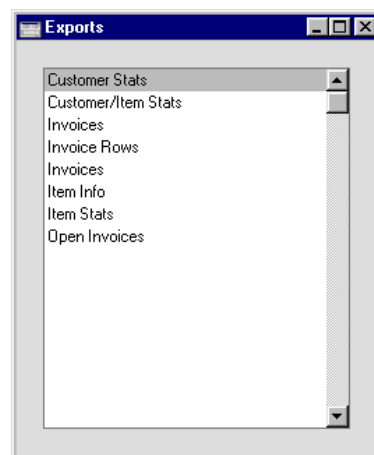
In the Sales Ledger module it is possible to import only a special banking file, used in certain circumstances for foreign bank payments. Contact your local Office/2 representative about the use of this function.

Exports

Introduction

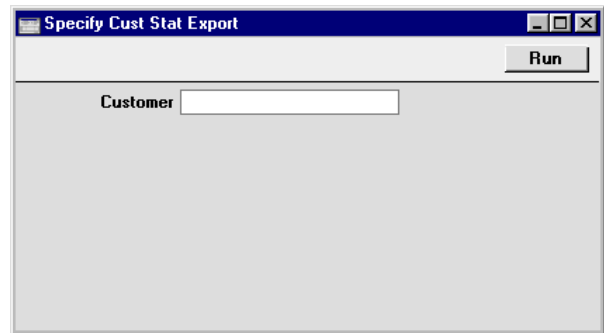
The 'Exports' function provides for the exporting of certain information to tab-delimited text files from where it can be incorporated in word processing programs for mailmerge, in spreadsheets for further statistical analysis or in page make-up programs for incorporation in publicity material or published reports. Alternatively, it can be imported into other Office/2 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 Office/2 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 choosing the function, the window illustrated below appears. This lists the Exports which can be produced from the Sales Ledger. Double-click the appropriate item. 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.



Customer Statistics

This command exports monthly sales values for each specified Customer for the first period in the Reporting Periods setting (in the System module).

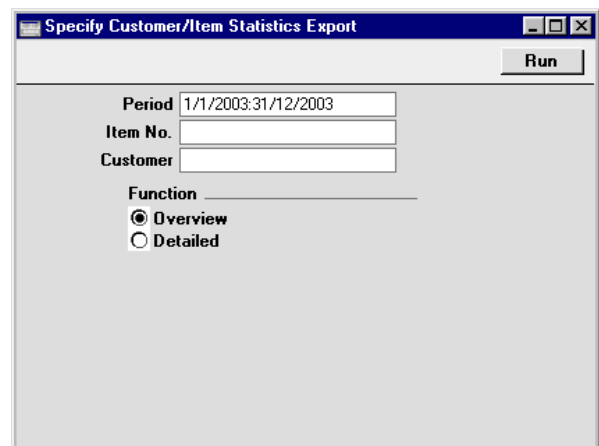


The screenshot shows a dialog box titled "Specify Cust Stat Export". It has a "Run" button in the top right corner. Below the title bar, there is a label "Customer" followed by a text input field.

Specify the Customer number, or a range of numbers.

Customer/Item Statistics

This export can be used for statistical analysis in an external software application. Enter a combination of Customer and Item numbers, and specify a time period. The result is a tab-separated file with three columns per month for each Customer/Item combination. These columns are quantity sold, value and gross profit.

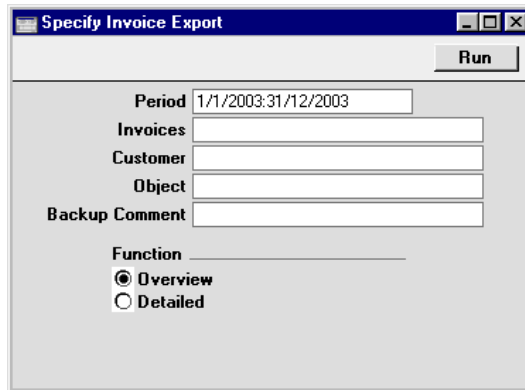


The screenshot shows a dialog box titled "Specify Customer/Item Statistics Export". It has a "Run" button in the top right corner. Below the title bar, there are several input fields and a radio button group:

- Period: 1/1/2003:31/12/2003
- Item No.:
- Customer:
- Function: Overview, Detailed

Invoices

This export produces a tab separated file containing Invoice Number, Customer, net value, VAT amount and total amount for each Invoice in the selection.



Specify Invoice Export

Run

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

Invoices

Customer

Object

Backup Comment

Function

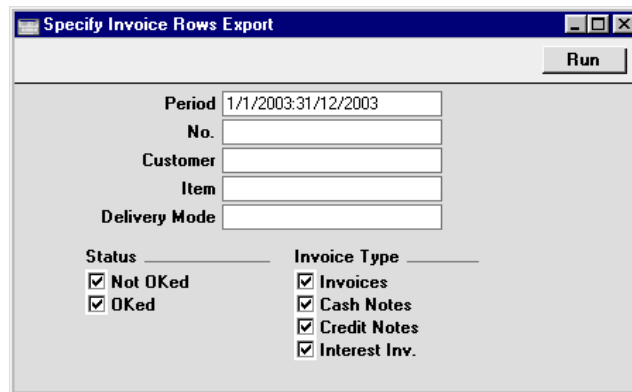
Overview

Detailed

The export can be limited by specifying a period, Invoice Number (or range of Invoice Numbers, Object and/or Customer.

Use the Backup Comment to describe the back-up file (up to 40 characters are permitted). This description will be shown in the list of importable files shown by the 'Automatic' import function in the System module.

Invoice Rows



Specify Invoice Rows Export

Run

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

No.

Customer

Item

Delivery Mode

Status

Not OKed

OKed

Invoice Type

Invoices

Cash Notes

Credit Notes

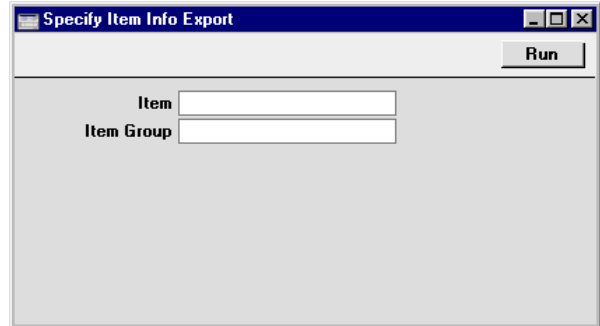
Interest Inv.

This will export the Invoice rows for a selection of Invoices. The rows will be exported in a simple table format, with one row per Invoice row. The data

can be imported into other applications, spreadsheets, database programs or statistical analysis programs.

Item Info

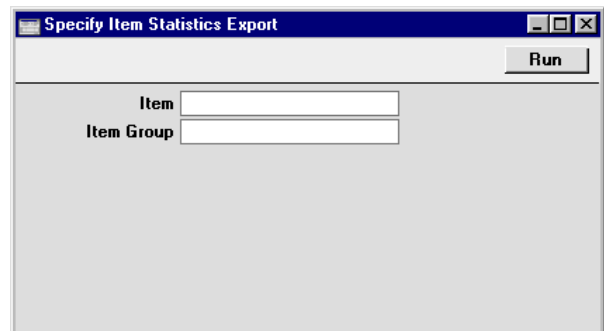
This command will export the Item file and all information. Enter a range of Item Numbers, and enter a file name in the file dialogue.



The screenshot shows a dialog box titled "Specify Item Info Export". It has a standard Windows-style title bar with minimize, maximize, and close buttons. In the top right corner of the dialog, there is a "Run" button. Below the title bar, there are two input fields: "Item" and "Item Group". Both fields are currently empty.

Item Statistics

Use this to export statistics about the various Items in your business. The result is a file with 12 + 12 monthly summaries for the first period in the Reporting Periods setting (in the System module). The first group of 12 contains quantities, and the second group of 12 contains sales values. Select a single Item or a range of Items, with the first and last Item separated by a colon.



The screenshot shows a dialog box titled "Specify Item Statistics Export". It has a standard Windows-style title bar with minimize, maximize, and close buttons. In the top right corner of the dialog, there is a "Run" button. Below the title bar, there are two input fields: "Item" and "Item Group". Both fields are currently empty.

Open Invoices

This command will export all approved unpaid Invoices in the system. The file can be used in connection with a change of financial systems, or as an Office/2 back-up file. You can add a comment of up to 40 characters to help identify when the back-up was made.

Office/2
Purchase Ledger

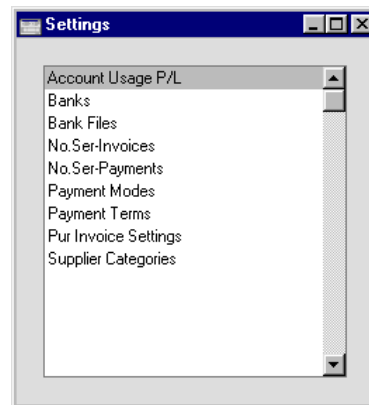
Chapter 2: The Purchase Ledger Module

This module is the primary tool for the handling of accounts payable, and all that is associated with the Purchase Invoices the company receives from its Suppliers.

Settings

Introduction

The Purchase Ledger module has the following settings—



To edit a setting, ensure you are in the Purchase Ledger using the [Select Module] button in the Master Control panel, and click the [Settings] button, also in the Master Control panel, or select 'Settings' from the File menu. Then double-click the relevant item in the list.

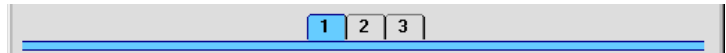
Account Usage P/L

In this setting you will determine which Accounts are to be used as defaults by your Purchase Ledger transactions (i.e. Purchase Invoices and Payments). These defaults will be used in the absence of Accounts or VAT Codes being specified elsewhere (for example, for the Items, Item Groups, Suppliers or Supplier Categories used in the transactions). A complete description of how Office/2 selects these defaults is found in the 'Accounting Principles' chapter in Volume 1 of this manual. Account numbers used here must be defined in

the Account register, otherwise Office/2 will not be able to create transactions.

If you have imported the sample Chart of Accounts supplied with Office/2, you will find that most of the fields in the Account Usage P/L setting contain suggested values. If you have modified this Chart of Accounts or have used your own, you must ensure that these values are replaced with the correct Accounts.

The Account Usage P/L setting is spread over three cards. To view specific cards, click the tabs marked 1-3.



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

Card 1

Creditors	800	<input checked="" type="checkbox"/> Objects on Creditors A/C
Prel. Creditors	805	
Cash	720	<input type="checkbox"/> Sub-ledger Checking
VAT	831	<input checked="" type="checkbox"/> Book Payment VAT
Cash Discount	196	
Cash Discount VAT	838	

Account Fields

Creditors

When a Purchase Invoice is approved (i.e. posted to the Nominal Ledger), its value including VAT is credited to a Creditor Account. When a Payment is entered, its value is debited to the same Account. This Account therefore shows how much your company owes at a particular time.

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

Prel. Creditors It is possible to post a Purchase Invoice to a preliminary Account when it is first received and to subsequently move the posting to the normal Creditor Account when it is approved. If you wish to make use of this feature, which allows the late amendment of the Cost Accounts used, specify the preliminary Account to be credited here.

Cash The Account to be credited instead of the Creditor Account whenever a cash purchase (Cash Note) is approved. Please refer to the section in the 'Sales Ledger' chapter describing the Payment Terms setting for details of Cash Notes.

Cash Discount In the event of an Invoice attracting a settlement discount when it is paid on time, the Account specified here will be credited with the discount amount. Settlement discounts are defined using the Payment Terms setting (described in the 'Sales Ledger' chapter earlier in this manual).

Cash Discount VAT

This field should only be used in those cases when cash discounts taken are allowed to change the VAT amount noted on the original invoice. Check with local VAT regulations.

Check Boxes

Sub-ledger Checking

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

This feature can be used, for example, to ensure that Payments are issued from the Purchase Ledger rather

than by journal in the Nominal Ledger. Using the Nominal Ledger for this purpose is incorrect because the Payment cannot be allocated against the appropriate Purchase Invoices. The feature also removes the risk of posting accidentally to your Creditor Account in Nominal Ledger Transactions.

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

Note that this check box is used to control whether sub-ledger checking takes place for specified Purchase Ledger Accounts only. There is a check box with the same name in the Account Usage S/L setting which performs an equivalent function for Sales Ledger Accounts.

Book Payment VAT

This option allows the posting of VAT from Payments, a requirement in Latvia and for users of the Cash VAT scheme in the UK. If this check box is on, I/P Accounts should be specified for all VAT Codes entered using the setting in the Nominal Ledger.

UK Cash VAT users only should also switch on the Book Receipt VAT option on card 1 of the Account Usage S/L setting and specify O/P Accounts for all VAT Codes. The Cash VAT scheme is described in the 'VAT Codes' section of the 'Nominal Ledger' chapter later in this volume.

Card 2

	1	2	3
On Account A/C	805		
Bank Fee	500		

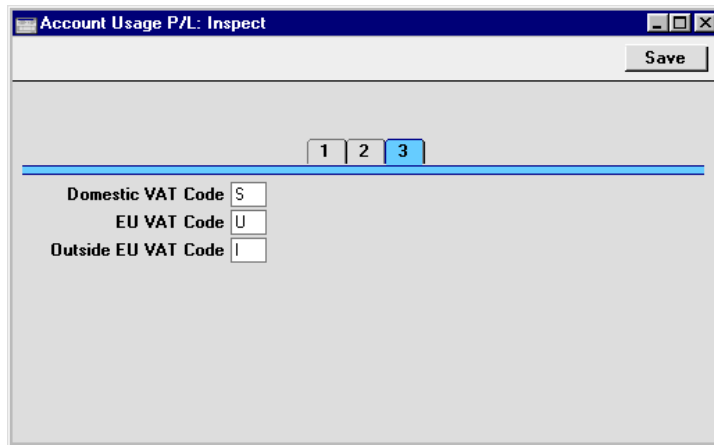
On Account A/C If you issue Prepayments or On Account Payments to a particular Supplier without reference to a specific Invoice (usually before you have received the Invoice),

these can be entered to the Payment register with a Prepayment Number on flip D of the Payment screen (a “Prepayment”) or without a Prepayment Number (an “On Account” Payment). You may want to use a special account for such Payments. Specify that Account here, and switch on the On Account check box on card 3 of the record of the Supplier in question. When a Prepayment or On Account Payment is entered and approved, its value will be debited to this Account.

Bank Fee

Enter here the Account Code of the Account to be debited by any bank charges you may incur when issuing Payments.

Card 3



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

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

You can specify a separate VAT Code for each Account. Enter here the VAT Code that you wish to be used as a default, to be used whenever an Account that does not have its own VAT Code is used in a Purchase Invoice. Normally, if most of your company’s Suppliers are registered for VAT, this will be the VAT Code

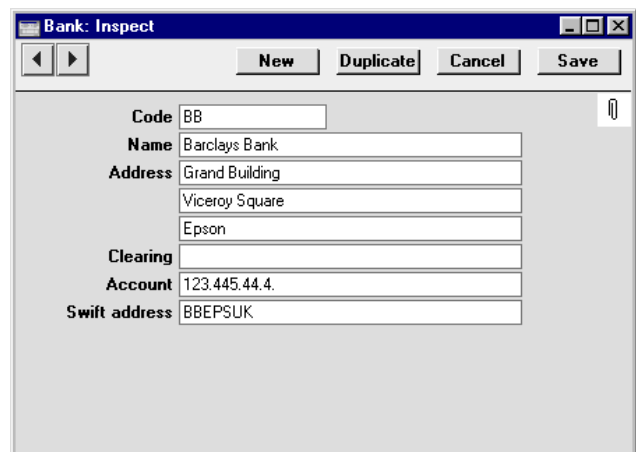
representing the standard rate. Otherwise, it will be a zero rate VAT Code.

Three default VAT Codes should be set: which one will be used in a particular Purchase Invoice will depend on the Zone of the Supplier concerned (set on card 2 of the Supplier record).

Banks

This setting is used to register the names and addresses of banks used by your Customers and Suppliers.

On first selecting the setting, the 'Banks: Browse' window is displayed, showing all Banks previously entered. Click [New] to bring up the 'Bank: New' window.



Code	BB
Name	Barclays Bank
Address	Grand Building
	Viceroy Square
	Epson
Clearing	
Account	123.445.44.4
Swift address	BBEPSUK

Enter a code and a name or description for each bank, together with the account numbers. Save the entry by clicking [Save].

Bank Files

In Denmark, Norway and Sweden it is common practice to pay Suppliers by electronic credit transfer. This setting is used in those countries to define the format of the export files to be sent to banks instructing them of the payments to be made. Please refer to your local Office/2 representatives for full details.

Number Series - Purchase Invoices

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

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

When entering Purchase Invoices, 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 [No. Ser - Invoices] in the 'Settings' list, the following window appears—

No.	Date				Comment
	From	To	From	To	
1	960001	960999	1/1/2002	31/12/2002	London office
2	9600001	9600999	1/1/2002	31/12/2002	Manchester office
3	970001	970999	1/1/2003	31/12/2003	London office
4	9700001	9700999	1/1/2003	31/12/2003	Manchester office
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.

Number Series - Payments

Use this setting to define Number Series for Payments, in a similar manner to that described above.

Payment Modes

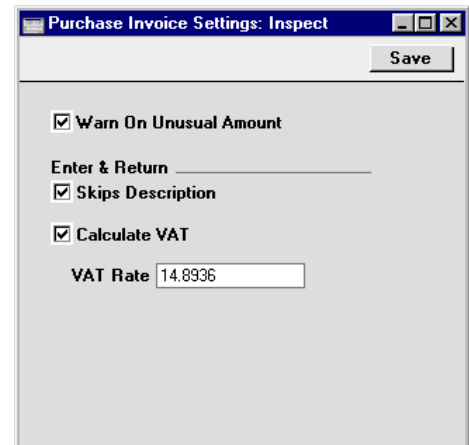
Please refer to the 'Sales Ledger' chapter for full details of this setting.

Payment Terms

Please refer to the 'Sales Ledger' chapter for full details of this setting.

Purchase Invoice Settings

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



Warn On Unusual Amount

When defining Accounts using the Account register in the System module, it should be specified whether each Account will normally be used on the credit side of a transaction, the debit side or both. In the case of Accounts which are normally used on one side only (for example, credit), a warning can be made to appear if an attempt is made, in the example, to debit the Account from the Purchase Invoice screen. The warning will not prevent the posting from taking place. If you would like this warning to appear, switch this option on.

Enter and Return When pressing the Enter or Return key, you can determine whether the cursor is to skip over the Description field in each row of the Purchase Invoice screen using this check box. If so, you can still move the

cursor into this field using the mouse or the Tab key if necessary.

Calculate VAT

Check the Calculate VAT box if you want Office/2 to calculate the VAT amount for each Purchase Invoice when a figure has been entered to the TOTAL field (in the Purchase Invoice header). The calculation will use the percentage entered in the VAT Rate field (below).

This feature is a useful time saving device in countries with a single standard VAT rate when it is necessary to enter several Purchase Invoices at once. The TOTAL for each can quickly be entered and a VAT calculation performed automatically. In the occasional instance of a Purchase Invoice containing a line not subject to standard rate VAT, the result of the calculation can be amended manually.

The result of the calculation will be placed in the VAT field in the Purchase Invoice header. The purpose of this field is to provide a control figure. When the Purchase Invoice is saved, the VAT total from the Invoice rows (shown in the Calc. VAT field in the footer) should be the same as this control figure. You will not be able to save the Purchase Invoice if this is not the case.

VAT Rate

Enter here the figure to be used in the VAT calculation if the Calculate VAT check box (above) is switched on.

The figure entered should be the percentage of the TOTAL which represents the VAT. This can be obtained using the formula—

$$\frac{\text{Standard Rate VAT} \times 100}{(100 + \text{Standard Rate VAT})}$$

For example, if standard rate VAT is 17.5%, the formula gives 1750/117.5 which is 14.8936, the figure to be entered.

Supplier Categories

Suppliers of a similar type can be grouped together using Supplier Categories. All Suppliers of the same Category can be given the same default Creditor Account, saving you the work of having to specify this for all Suppliers individually.

If a Creditor Account is specified both for a Supplier Category and for a Supplier that belongs to that Category, that entered for the Supplier will take precedence. If no Creditor Account is specified for a Category or a Supplier, it will be taken from the Creditor, On Account or Cash Accounts specified in the Account Usage P/L setting. If you have Sub-ledger Checking switched on, any Creditor Account specified in a Supplier Category must first be defined as a Creditor Control Account. Sub-ledger Checking is switched on using the check box on card 1 of the Account Usage P/L setting, and Control Accounts are defined using the Control Accounts setting in the Nominal Ledger.

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

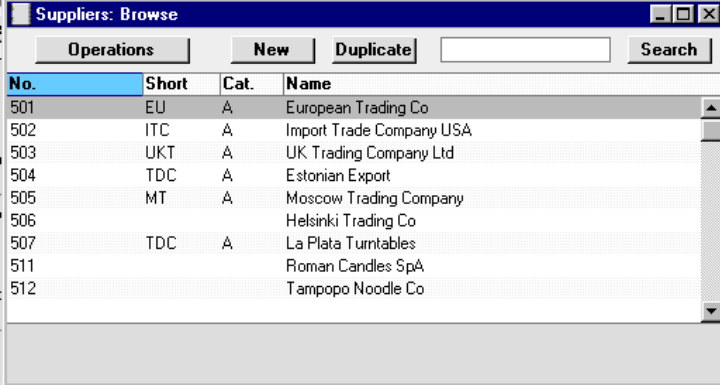


The screenshot shows a window titled "Supplier Category: Inspect". At the top, there are navigation arrows and buttons for "New", "Duplicate", "Cancel", and "Save". Below these are three input fields: "Code" with the value "EUR", "Description" with the value "European Suppliers", and "Creditor Acc." with the value "800". A small icon is visible to the right of the "Code" field.

The Supplier Register

In the Supplier register you store information about your Suppliers, determine Supplier Categories and Payment Terms. Use the [Select Module] button in the Master Control panel to enter the Purchase Ledger and click the [Suppliers] button, also in the Master Control panel.

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



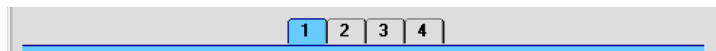
No.	Short	Cat.	Name
501	EU	A	European Trading Co
502	ITC	A	Import Trade Company USA
503	UKT	A	UK Trading Company Ltd
504	TDC	A	Estonian Export
505	MT	A	Moscow Trading Company
506			Helsinki Trading Co
507	TDC	A	La Plata Turntables
511			Roman Candles SpA
512			Tampopo Noodle Co

Entering a Supplier

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

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

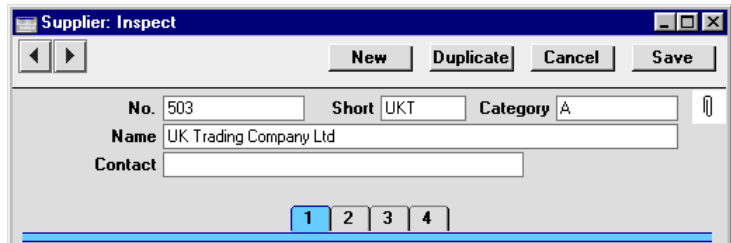
Since the amount of information stored about each Supplier will not fit in a single window, the Supplier screen has been divided into four cards. At the top of each is the header. This contains the Supplier Number, Short Code, Supplier Category and Name. There are four numbered buttons ('tabs') in the header.



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

Below, the Supplier screen is described field by field. The entry of Supplier information often requires reference using 'Paste Special' to settings entered in the Purchase Ledger or other modules. Where use of 'Paste Special' is appropriate, this is indicated in the text.

Header



No. Enter the unique code you are assigning to this Supplier. The field holds up to 20 letters and/or numbers. Office/2 offers a default based on the Supplier Number of the previous Supplier entered. Once the record has been saved, the Supplier Number may not be changed. It is the means by which this Supplier will be identified elsewhere in Office/2.

Short This field can be used as an alternative means of identifying this Supplier - information entered here appears in the Short column in the 'Suppliers: Browse' window. Firms of a similar nature could be given the same Short Code so that they would be grouped together in the 'Suppliers: Browse' window when sorted by the Short column. The field holds up to ten letters and/or numbers.

Category **Paste Special** Supplier Categories setting, Purchase Ledger
Used as default in Purchase Invoices
 Enter the Supplier Category to which this Supplier belongs. Supplier Categories enable you to classify similar Suppliers together. All Suppliers of the same Category can use the same default Creditor Account, saving you the work of having to specify this for each Supplier individually.

Name Enter the Name of the Supplier.
Contact The name of your main contact person can be entered here. It can be shown on documents if necessary.

Card 1

1 2 3 4	
Address	<input type="text" value="Merryseal House"/> <input type="text" value="Norbury Road"/> <input type="text" value="London SE3 4ER"/> <input type="text"/> <input type="text"/>
Telephone	<input type="text" value="02078975678"/>
Fax	<input type="text" value="02078976545"/>

Address **Used as default in** Purchase Invoices
 The address to which Payments are mailed.

Telephone, Fax Enter the Supplier’s main telephone and fax number here.

Card 2

1 2 3 4			
Creditor A/C	<input type="text" value="800"/>	Cost A/C	<input type="text" value="220"/>
Bank Account	<input type="text" value="098909890"/>	VAT Code	<input type="text" value="S"/>
Bank	<input type="text" value="NATWest"/>		

Creditor A/C **Paste Special** Account register, Nominal Ledger/System module
 If you are using a particular Creditor Account for a certain Supplier, enter its Account number here.
 If you leave this field empty the Creditor Account will be taken from the Supplier Category (if appropriate) or from the Creditor Account on card 1 of the Account Usage P/L setting.

Cost A/C **Paste Special** Account register, Nominal Ledger/System module
 When entering Purchase Invoices in the name of this Supplier, you can determine that a particular Purchase Account is offered as a default in each Purchase Invoice row. This can be particularly useful in the case of specialist Suppliers or Suppliers of services such as

electricity or telephone services, whose Purchase Invoices are usually debited to the same Account.

If you want to set a default Cost Account (i.e. Purchase Account) for this Supplier, enter its Account Number here.

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

The VAT Code entered here refers to a VAT Code record entered using the VAT Codes setting in the Nominal Ledger. It determines the rate at which VAT will be charged by this Supplier and the VAT Account to be debited.

When entering Purchase Invoices for this Supplier, in determining which VAT Code is to be used, that entered here will take precedence over that specified in the Account Usage P/L setting in the Purchase Ledger, but will be overridden by the VAT Code specified for the Account(s).

Bank Account Enter the Supplier's main bank account number here. It will be transferred to any Purchase Invoices and Payments entered in the Supplier's name, facilitating payment by the transfer of funds between banks.

Bank **Paste Special** Banks setting, Purchase Ledger
Enter the name of the Supplier's bank or building society here.

Card 3

The screenshot shows a software interface for 'Card 3'. At the top, there are four tabs labeled 1, 2, 3, and 4, with tab 3 selected. Below the tabs, the interface contains several input fields and options:

- Pay. Terms:** A text box containing the value '30'.
- Del. Terms:** A text box containing the value 'CIF'.
- Our Cust. No.:** An empty text box.
- Del. Mode:** A text box containing the value 'COUR'.
- VAT Zone:** A label followed by a horizontal line.
- Radio buttons:** Three radio buttons are listed: 'Domestic' (which is selected), 'Inside EU', and 'Outside EU'.
- On Account:** A checkbox labeled 'On Account' which is checked.

Pay Terms	Paste Special	Payment Terms setting, Sales/Purchase Ledger
	Used as default in	Purchase Invoices
		In addition simply to registering the correct Payment Terms extended to your firm by this Supplier, entering Payment Terms records using the setting available in both the Sales and Purchase Ledger modules can cater for any early settlement discounts offered.
		Specifying Payment Terms for each Supplier and therefore for each Purchase Invoice provides the basis for the credit management reports provided in Office/2.
Our Cust. No.		Enter the Account Number allocated to your firm by this Supplier. It can be printed on Payment documents.
Del. Terms	Paste Special	Delivery Terms setting, Sales Support module
		Specify the Delivery Terms on which deliveries are to be made to your firm by this Supplier. You will tend to use this field for international Suppliers; examples might be Cost, Insurance, Freight or Free On Board.
Del. Mode	Paste Special	Delivery Modes setting, Sales Support module
		Enter the mode of shipping most commonly used by this Supplier. Examples might be Post or Courier, or might specify the name of one of the couriers that are used.
VAT Zone	Used as default in	Purchase Invoices, Nominal Ledger Transactions
		Select a Zone for this Supplier. This will be used in Purchase Invoices to control VAT calculation and accounting. Separate default VAT Codes can be assigned to each Zone on card 3 of the Account Usage P/L setting in the Purchase Ledger.
On Account		Check this box if you want to be able to issue Prepayments and On Account Payments to this Supplier (i.e. to be able to pay them before you receive Invoices). If so, any payment is automatically subtracted from your overall outstanding debt rather than from specified individual Invoices.

Before Prepayments and On Account Payments can be entered, an On Account A/C must be specified on card 2 of the Account Usage P/L setting. This Account will be debited with the value of these Payments.

Card 4

The screenshot shows a software interface for Card 4. At the top, there are four tabs labeled 1, 2, 3, and 4, with tab 4 selected. Below the tabs are five input fields: 'Comment', 'Warning', 'Reg. No. 1', 'Reg. No. 2', and 'VAT Reg. No.'.

- Comment** This field can be used to record any additional information about the Supplier.
- Warning** Text entered here will appear as a warning to alert users whenever a Purchase Invoice is entered for this Supplier.
- Reg No.1** If the Supplier is a limited company enter their company Registration Number here.
- Reg No 2** This field is used in Finland, where companies have two registration numbers.
- VAT Reg. No.** It is important that the Supplier's VAT Number is recorded here if they are in the "Within EU" Zone as this information is required for EU VAT reporting purposes. A check is made when the record is saved that the VAT Number has not been used in any other Supplier.

Editing a Supplier

The Supplier register must be kept up to date, so it will need editing from time to time.

In the 'Suppliers: Browse' window which appears when the Supplier register is opened, the Suppliers are initially shown in Supplier Number order. You can change the sort order by clicking on one of the headings. The underlined heading shows the current sort order.

To search for a specific Supplier, enter the text to be found in the Search field in the top right-hand corner of the window and press Return. The text should be such that it would appear in the current sort column: to search by Company Name, for example, sort by Company Name before entering a Company Name (or its initial letters) to the Search field.

To modify a Supplier's record, double-click on the line in the browse window. That record will be opened in a window entitled 'Supplier: Inspect'. The fields in this window are the same as those in the 'Supplier: New' window: please refer to the previous section for a detailed description of each field.

Edit the fields as necessary. Move from field to field with the Return key, or with the arrow keys. Click [Save] when you have finished, to save changes.

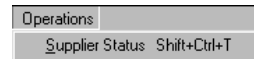
Deleting a Supplier

Select and open the Supplier record in the same way as for editing. Select 'Delete' from the Record menu. The Supplier is deleted. Note that once Purchase Invoices have been entered in a Supplier's name, that Supplier can no longer be deleted.



You cannot undo the deletion of a Supplier record.

Operations Menu



The Operations menu for Suppliers is shown above. It is available for the 'Suppliers: Browse' window: highlight a Supplier in the list before selecting the function. You can also apply the function to a group of Suppliers: highlight the first Supplier in the group and then click on the last while holding down the Shift key. Then select the function.

Supplier Status

The 'Supplier Status' function provides an immediate report listing previous Invoices and Payments for the Supplier(s) highlighted in the browse window. It also shows total turnover and amount due figures.

The Purchase Invoice Register

The Purchase Invoice register is a record of your company's purchases. Each time a purchase is made, a Purchase Invoice will be received from the Supplier and this should be entered to the Purchase Invoice register. This register is thus used for a number of tasks—

- The Purchase Invoice is a record of the payment demanded from your company by the Supplier;
- Unpaid Purchase Invoices in the register provide the basis for your creditor management reports; and
- Each Purchase Invoice can cause a Nominal Ledger Transaction to be created, thus generating the overall purchase and creditor figures in your monthly and yearly management reports. This creation process is automatic, requiring no intervention or work from you.

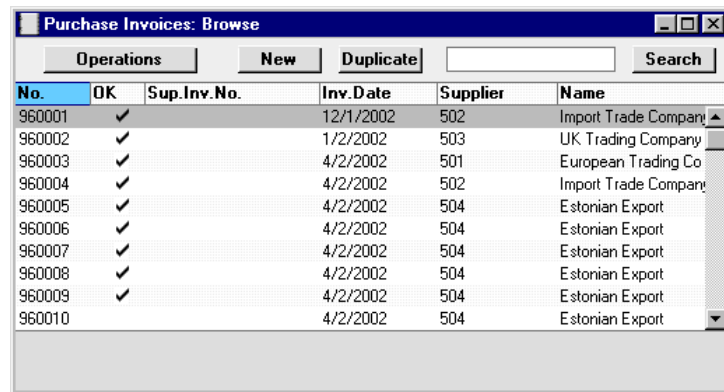
Four types of purchase transaction can be recorded in the Purchase Invoice register—

1. Standard Purchase Invoices are received where the goods have been delivered or work carried out before payment has been issued. Payments against such Purchase Invoices should be recorded in the Payment register, described later in this chapter.
2. The Cash Note represents the issuing of a payment at the same time as the work is carried out. When a Cash Note is entered to the Purchase Invoice register, Office/2 will treat it as having being paid, so there is no need to enter a separate payment record in the Payment register. Office/2 can also look after the Nominal Ledger implications for you (crediting the Cash Account rather than the Creditor Account).
3. A Deposit is the issuing of money before an Invoice has been received. These should be recorded in the Payment register as a Prepayment Payment. These can be allocated to the Invoice when it is received at a later date. Alternatively, they can be entered as Cash Notes in as described in point (2) above.
4. Credit Notes are used to correct mistakes in Purchase Invoices, or to cancel Invoices that have been raised in error. They are, in effect, negative Invoices that reduce your overall purchase and creditor figures. Again, Office/2 can look after these Nominal Ledger implications automatically.

If you would like Office/2 to look after the Nominal Ledger implications of all these types of Invoice as described, switch on the Purchase Invoice option in the Sub Systems setting in the Nominal Ledger.

The use of the Purchase Invoice register, including each of these types of purchase transaction, is now described in detail. Before you start entering Purchase Invoices, you must ensure you have defined the current financial (accounting) year, using the Fiscal Years setting in the System module. You should also have defined a journal number series for Purchase Invoices using the Number Series - Purchase Invoices setting. Other settings can be adjusted as you go along.

In the Purchase Ledger module, click the [Purchase Invoices] button in the Master Control panel. The 'Purchase Invoices: Browse' window is opened, showing Purchase Invoices that have already been entered.



Purchase Invoices: Browse					
Operations		New	Duplicate	Search	
No.	OK	Sup. Inv. No.	Inv. Date	Supplier	Name
960001	✓		12/1/2002	502	Import Trade Company
960002	✓		1/2/2002	503	UK Trading Company
960003	✓		4/2/2002	501	European Trading Co
960004	✓		4/2/2002	502	Import Trade Company
960005	✓		4/2/2002	504	Estonian Export
960006	✓		4/2/2002	504	Estonian Export
960007	✓		4/2/2002	504	Estonian Export
960008	✓		4/2/2002	504	Estonian Export
960009	✓		4/2/2002	504	Estonian Export
960010			4/2/2002	504	Estonian Export

Purchase Invoices are given a unique internal identifying code, using a consecutive numbering system. This is in addition to any number allocated to the Invoice by the issuer (the Supplier). The internal number is shown in the left-hand column, followed by a check mark (if the Purchase Invoice is approved), the Supplier's Invoice Number, the issue date and finally by the Supplier Number and Name and the Invoice total. Credit Notes have the letter "C" in the Name column, after the Supplier's Name.

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. Office/2 will search for the first record matching the keyword in the same column as the selected sorting order.

Entering a Purchase Invoice

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

The 'Purchase Invoice: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Purchase Invoice. In the case of the duplicate, the Invoice and Transaction Dates of the new Purchase Invoice will be the same as those in the original Purchase Invoice, and the Supplier Invoice Number will not be copied.

The screenshot shows the 'Purchase Invoice: Inspect' window with the following details:

- Header:** Operations | New | Duplicate | Cancel | Save
- Fields:**
 - No. 970077 | Inv. Date 26/9/2003 | Trans. Date 26/9/2003
 - Supplier 503 | Name UK Trading Company Ltd
 - TOTAL 64.63 | OK
 - VAT 9.63 | Sup. Inv. No. []
- Navigation:** 1 | 2 | 3
- Payment/Discount:**
 - Pay Term 30 | Hold | Due Date 26/10/2003
 - Cash Discount 3.23 | Prel. Book. | Discount Date 6/10/2003
 - Reference [] | Cred. []
- Table:**

	Account	Object	Desc.	Amount	V-Cd
1	742		Stock Purchased	50.00	1
2	290		Cost of Carriage & Packing	5.00	1
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
- Footer:** Currency GBP | Calc VAT 9.63

Since the amount of information stored about each Purchase Invoice will not fit on a single screen, the Purchase Invoice window has been divided into four cards. At the top of each is the header. This contains the Purchase Invoice Number, the Supplier's Number and Name, and other information. At the bottom of the screen is the footer, which contains various totals. There are three numbered buttons ('tabs') in the header.

A close-up view of the header area showing three numbered tabs: 1 | 2 | 3. Tab 1 is currently selected and highlighted in blue.

By clicking the tabs you can navigate between the cards, and always go directly to a certain card. The header is always visible, so you can always see which Supplier's Purchase Invoice you are working with. If you have the Dual Base Currency or the Currencies, Languages and Advanced Pricing Value Packs, there will be four cards. A new card 3 will be inserted, showing Currencies and Exchange Rates.

Header

- | | | |
|---------------------|----------------------|--|
| No. | Paste Special | Select from another Number Series |
| | | The number of the Invoice in your Purchase Ledger. When entering a new Purchase Invoice, Office/2 will enter the next unused number from the number sequence specified in the Number Series Defaults setting or from the first record in the Number Series - Purchase Invoices setting. You may change this number, but not to one that has already been used. |
| Invoice Date | Paste Special | Current Date |
| | | This date, together with the Payment Terms, will determine when the Invoice will become due for payment. The date of the previous Purchase Invoice entered is used as a default. |
| Trans. Date | Paste Special | Current Date |
| | | The Transaction Date for the Nominal Ledger Transaction. You may thus separate Invoice and Transaction Dates in your ledger. The Transaction Date is used for the generated Nominal Ledger Transactions, and determines the accounting period for the Invoice. |



If you enter different Invoice and Transaction Dates, there will be a timing difference between the Purchase and Nominal Ledgers so long as the Invoice remains unpaid. This will be apparent when comparing the Aged Creditors report with the Creditor Control Account.

Supplier	Paste Special	Supplier register
		Enter the Supplier Number or use the 'Paste Special' function. When you press Return, the Supplier's name, address and other information will be entered into the appropriate fields.
		If there is a Prepayment in the Supplier's name that has not yet been allocated to an Invoice, a warning will appear when the Supplier is entered. Prepayments are described in the 'On Account Payments and Prepayments' section later in this chapter.
Name		The Supplier's Name is entered after you have entered the Supplier Number.
TOTAL		The total amount to pay for this Invoice, including any taxes. Before the Purchase Invoice can be saved, this figure must equal one of the following—
	Domestic Zone	the sum of the Amounts of the rows plus VAT.
	Inside EU Zone	the sum of the Amounts of the rows.
	Outside EU Zone	the sum of the Amounts of the rows. No VAT is calculated in this case.
		The Zone is taken from the Supplier record and can be seen on card 3.
VAT		Enter the total VAT amount from the Purchase Invoice.
		The purpose of this field is to provide a control figure. When the Purchase Invoice is saved, the VAT total from the Invoice rows (shown in the Calc. VAT field in the footer) should be the same as this control figure. You will not be able to save the Purchase Invoice if this is not the case.

If the Calculate VAT check box in the Purchase Invoice Settings is on and the Invoice is from the Domestic Zone, the VAT amount will be calculated automatically (from the TOTAL figure above) using the percentage entered in the setting. The figure can be changed if it does not match that on the Invoice. This feature will be useful in countries with a single standard VAT rate.

If the Invoice is from the Inside EU or Outside EU Zones, this field is not filled automatically and should be left blank. In the case of the Inside EU Zone, VAT is calculated using the VAT Code of each row and is shown in the Calc VAT field in the footer of card 2.

Sup. Inv. No. The Supplier's invoice number. For reference; it can be printed on the remittance advice.

OK When you check this box and save the record by clicking [Save], the Purchase Invoice is approved and entered into the Purchase Ledger, and a corresponding Transaction is created in the Nominal Ledger. Because of these consequences, you will no longer be able to make changes to the Purchase Invoice except to the Due Date and Comment fields.

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

Card 1

1 2 3		
Pay Term	30	<input type="checkbox"/> Hold
Cash Discount	3.23	<input type="checkbox"/> Prel. Book.
Reference		Due Date
		26/10/2003
		Discount Date
		6/10/2003
		Cred.

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

Default taken from Supplier

Payment Terms entered here will determine the Due Date (below). Payment Terms records entered using the Sales Ledger setting can enable a system of early settlement discounts to be established.

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

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

When a Payment Term of the "Credit Note" type is selected, enter the number of the Invoice to be credited in the Cred. field, using 'Paste Special' if necessary to bring up a list of open (unpaid) Invoices.

Cash Discount	The amount of the cash discount, if any. The figure will be calculated from the TOTAL using the formula attached to the specified Payment Term record.
Reference	Record here any additional code by which the Purchase Invoice can be identified: it can be printed on the Payment Order document.
Hold	Check this box if you wish to prevent this Purchase Invoice from being paid. You can do this after the Invoice has been approved.
Prel Book.	Used for preliminary (temporary) booking of Purchase Invoices. If this option is used, a Nominal Ledger Transaction is generated for the preliminary booking. Normal VAT and Cost Account postings take place, but, instead of the usual Creditor Account, a preliminary Account (defined on card 1 of the Account Usage P/L setting) is credited. As long as the Purchase Invoice is in the temporary state, the Cost Accounts of any of the Purchase Invoice rows may be changed. When the Purchase Invoice is approved, a new Nominal Ledger Transaction is created, reversing the posting to the preliminary Account, replacing it with a debit to the normal Creditor Account. Any change in the Cost Accounts used will also be reflected in this Transaction.

This check box is described in more details in the 'Preliminary Booking' section below.

Due Date The last day for payment of this invoice, calculated by Office/2 using the Invoice Date and the Payment Terms. This field can be changed, even after the Invoice has been approved. If you receive an extended credit time for this Invoice, it will be re-scheduled in your Purchase Ledger.

Discount Date The date by which the Invoice is to be paid if a cash discount is to be received. This will be calculated using the formula attached to the specified Payment Term record.

Cred **Paste Special** Unpaid Purchase Invoices
If you are entering a Purchase Credit Note, (a "debit note"), enter here the number of the Purchase Invoice being credited. Remember to specify a Payment Term of type "Credit Note" in the Payment Terms field.

Card 2

Use the grid on card 2 to list the items and costs on the Purchase Invoice. This grid which is divided into two horizontal flips. When you click on a flip tab (marked A and B), the two or three right-hand columns of the grid are replaced.



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

Flip A

Purchase Invoice: Inspect

Operations

No. 970077 Inv. Date 26/9/2003 Trans. Date 26/9/2003

Supplier 503 Name UK Trading Company Ltd

TOTAL 64.63 OK

VAT 9.63 Sup. Inv. No.

1 2 3

	Account	Object	Desc.	Amount	V-Cd
1	742		Stock Purchased	50.00	1
2	290		Cost of Carriage & Packing	5.00	1
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					

Currency GBP Calc VAT 9.63

A/C

Paste Special

Account register, Nominal Ledger/System module

This is where you specify the Cost Accounts to be debited by the Purchase Invoice. Enter an Account number and press Enter. This will cause the Account name to be entered automatically to the Description field.

If the Supplier has a Cost Account specified on card 2, this will be entered as a default.

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.

Object	Paste Special	Object register, Nominal Ledger Up to 20 Objects, separated by commas, can be assigned to this row. They will be transferred to the Nominal Ledger Transaction generated for this invoice, and can be used for your profit centre reports. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports. In the Nominal Ledger Transaction generated from this Purchase Invoice, any Objects specified here will be assigned to the debit posting to the Purchase Account.
Description	Default taken from	Account The Account name is entered automatically. You can use a check box in the Purchase Invoice Settings setting to have the cursor skip over this field using a check box when you press Return or Enter. The text can be changed or written over.
Amount		The amount to be debited to the Cost Account. A convenient way of ensuring the value in this field is correct is to move the cursor into the field and then to press the Enter or Return key. Office/2 will enter the correct value to balance the Invoice, taking the TOTAL and any previous rows into account.
V-Cd	Paste Special	VAT Codes setting, Nominal Ledger The VAT Code entered here refers to a VAT Code record entered using the VAT Codes setting in the Nominal Ledger. It determines the rate at which VAT will be charged on this Item and the VAT Account to be debited. A default is offered, taken from the Supplier, the Account record or, if none is specified there, from card 3 of the Account Usage P/L setting. In the last case, the appropriate VAT Code for the Zone of the Supplier will be used.

Flip B

Open Prepay. **Paste Special** Unallocated Prepayments

Please refer to the ‘On Account Payments and Prepayments’ section later in this chapter for a full description of this field.

Footer

Currency GBP	Calc VAT 9.63
---------------------	----------------------

Calc. VAT The VAT sum, calculated from the Purchase Invoice rows. This figure is calculated automatically as rows are added to the Purchase Invoice.

This figure is rounded up or down according to rounding rules set in the Round Off setting in the System module. In the Nominal Ledger Transaction resulting from this Purchase Invoice, any amounts lost or gained in this rounding process are posted to the Round Off Account specified in the Account Usage S/L setting.

Card 3

Note: if you have the Dual Base Currency or the Currencies, Languages and Advanced Pricing Value Packs, there will be four cards. A new card 3 will be inserted, showing Currencies and Exchange Rates, so the fields illustrated and described below will appear on card 4. In the first three Volumes of this manual, all references to “card 3 of the Purchase Invoice screen” assume that you do not have these Value Packs. Volume 4 is devoted to describing all Value Packs.

1 2 3	
Comment	<input style="width: 90%;" type="text"/>
Objects	<input style="width: 90%;" type="text"/>
Bank A/C	098909890
Bank Code	BB
Zone	<input checked="" type="radio"/> Domestic <input type="radio"/> Inside EU <input type="radio"/> Outside EU

Comment **Default taken from Supplier**
Record here any comment about this Purchase Invoice.

Objects **Paste Special** Object register, Nominal Ledger
Up to 20 Objects, separated by commas, can be assigned to this Purchase Invoice and all transactions generated

from it. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports.

In any Nominal Ledger Transactions generated from this Invoice, any Objects specified here will be assigned to the debit posting to the Purchase Account.

Bank Code	Paste Special	Banks setting, Purchase Ledger
		The Bank where the Supplier's bank account is held. This is brought in from the Supplier record. It may be used in relation with foreign bank transactions.
Bank A/C		The Supplier's bank account number is brought in from card 2 of the Supplier record. When a Payment is issued against the Invoice, it will be shown on flip C of the Payment record. If necessary, it can be changed to allow payment to be sent to a different account.
Zone	Default taken from	Supplier
		This information is fetched from the Supplier record, and indicates the origin of the Supplier. The selection of a VAT Code for each row depends on the Zone of the Supplier. The Zone cannot be changed for an individual Invoice: any change should be made in the Supplier register before entering Invoices.
		VAT is calculated as follows—
Domestic		VAT is calculated using the VAT Code of each row. In any Nominal Ledger Transaction resulting from the Invoice, VAT is debited to the Input Account from the VAT Code and credited to the Creditor Account.
Inside EU		Invoices received from other countries in the EU do not carry VAT. However, depending on the nature of the Invoice, VAT can be payable.
		VAT is calculated using the VAT Code of each row. In any Nominal Ledger Transaction resulting from the Invoice, VAT is debited to the Input Account from the VAT Code and credited to the Output Account from the VAT Code. Therefore, it is recommended that a dedicated VAT Code be used for VAT on EU Acquisitions,

with an Output Account that is not used in any other VAT Code.

It is usually recommended that you leave the VAT field in the header empty when entering Purchase Invoices from inside the EU.

Outside EU

VAT is not calculated. Any Nominal Ledger Transaction resulting from the Invoice will not include a VAT element.

Entering a Purchase Invoice - Example

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

Open the Purchase Invoice register using the button in the Master Control panel in the Purchase Ledger. When the 'Purchase Invoices: Browse' window appears, click the [New] button. The 'Purchase Invoice: New' window is shown, with internal Invoice Number entered. Enter the Invoice Date as shown on the Invoice and press the Return key twice. The Invoice Date is copied to the Transaction Date field. In almost all cases, these two dates should be the same otherwise your Creditor Account may differ from your Aged Creditor report. The insertion point is now in the Supplier Number field. Press Ctrl-Return (Windows and Linux) or ⌘-Return (Macintosh): this brings up the 'Paste Supplier' window.

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

The insertion point should now be in the TOTAL field. Enter the total amount payable (inclusive of tax), and, in the VAT field, the tax amount (this latter is optional). Depending on the setting of the Calculate VAT check box in the Purchase Invoice Settings, the tax amount may be calculated automatically. Press Return again to move the insertion point to the Supplier Invoice Number field, and enter the number.

If the Payment Terms include a cash discount, Office/2 will calculate the amount and display it in the Cash Discount field. The Discount Date field will show the expiry date of the discount.

Continue and enter the accounting information. Move the insertion point to the Account Number field of the first row in the grid area, and enter the Account Number. Use the 'Paste Special' function to get access to the Chart of Accounts, from which the appropriate Account can be chosen: search

among the Accounts in the normal way, by Number or by Name. On pressing Return, the insertion point will move to the Description field, or skip to the Amount field, depending on the option you have selected in the Purchase Invoice Settings. Ensure the insertion point is in the Amount field and enter the row amount (excluding VAT).

When all items have been entered, and the Invoice has been checked, approve it by checking the OK box. When it is saved, it will be committed to the Purchase Ledger.

Save the Invoice by clicking [Save] or [New]: use the latter option to continue with the next Invoice. The TOTAL must equal one of the following before you can continue—

Domestic Zone the sum of the Amounts of the rows plus VAT.

Inside EU Zone the sum of the Amounts of the rows.

Outside EU Zone the sum of the Amounts of the rows. No VAT is calculated in this case.

If this is not the case, Office/2 will display the error message: “Transaction out of balance”.

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

Preliminary Booking

It is possible to make a preliminary booking of a Purchase Invoice upon arrival. In some companies, Purchase Invoices are passed around within the organisation for some time, in order for the expense to be approved and classified properly.

When this option is used, the Invoice can be entered when it is received. In the illustration below, a Purchase Invoice has been entered and the Prel. Book box checked.

Purchase Invoice: Inspect

Operations New Duplicate Cancel Save

No. 970078 Inv. Date 26/9/2003 Trans. Date 26/9/2003

Supplier 503 Name UK Trading Company Ltd

TOTAL 235.00 OK

VAT 35.00 Sup. Inv. No.

1 2 3

Pay Term 30 Hold Due Date 26/10/2003

Cash Discount 11.75 Prel. Book. Discount Date 6/10/2003



Reference Cred.

	Account	Object	Desc.	Amount	V-Cd
1	742		Stock Purchased	200.00	1
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					

Currency GBP Calc VAT 35.00

On saving, if so defined in the Sub Systems setting in the Nominal Ledger, Office/2 will create a preliminary Nominal Ledger Transaction for the Invoice. This Transaction will contain normal VAT and Cost Account postings, but, instead of the usual Creditor Account, a preliminary Account (defined on card 1 of the Account Usage P/L setting) is credited.

Transaction: Inspect

Operations   New Duplicate Cancel Save

No. 970078 Trans.Date 26/9/2003 Reference

Text 503 UK Trading Company Ltd

	Account	Object	Description	Debit	Credit	V-Cd
1	742		Stock Purchased	200.00		1
2	831		VAT Inputs Receivable prelim	35.00		
3	805		P/L Suspense a/c		235.00	
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference 0.00 Total 235.00 235.00

Until the Invoice has been approved it can be amended, even though this Transaction has been created. On approval, a new Nominal Ledger Transaction is created, reversing the posting to the preliminary Account, replacing it with a debit to the normal Creditor Account.

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



No. 970078 Trans.Date 26/9/2003 Reference []

Text 503 UK Trading Company Ltd

	Account	Object	Description	Debit	Credit	V-Cd
1	800		P/L Control		235.00	
2	805		P/L Suspense a/c	235.00		
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference [] 0.00 Total [] 235.00 [] 235.00

After the Purchase Invoice has been entered and the preliminary Transaction created, the Cost Accounts of any of the Purchase Invoice rows may be changed. This change will be reflected in the final Nominal Ledger Transaction, created when the Purchase Invoice is approved. Shown below is such a Transaction, where the Cost Account of 742 used at first has been changed to 440.

Transaction: Inspect						
Operations  						
New Duplicate Cancel Save						
No.	970079		Trans.Date	26/9/2003		Reference
Text	503 UK Trading Company Ltd					
	Account	Object	Description	Debit	Credit	V-Cd
1	440		Gen Office Exps	200.00		1
2	800		P/L Control		235.00	
3	742		Stock Purchased		200.00	1
4	805		P/L Suspense a/c	235.00		
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
Difference				0.00		
Total				435.00	435.00	

If a preliminary Purchase Invoice is credited, it can no longer be changed or approved and the preliminary Transaction is treated as the final one. This ensures that the Nominal Ledger remains correct.

Inspecting and Approving Purchase Invoices

If the Invoice was not approved when it was entered, it must be approved now in order to commit it to the Purchase Ledger, and, if so defined in the Sub Systems setting in the Nominal Ledger, for the Nominal Ledger Transaction to be generated. The approval also causes the Invoice record to be locked, so that it cannot be altered after this point. Payments can only be issued against approved Purchase Invoices.

There are two ways to approve an Invoice—

1. When viewing a Purchase Invoice, click the OK check box; or
2. Highlight one or more Invoices in the 'Purchase Invoices: Browse' window and select 'OK' from the Operations menu.

Nominal Ledger Transactions from Purchase Invoices

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

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

Error Messages

When you approve Purchase Invoices, Nominal Ledger Transactions are automatically generated and put in your Nominal Ledger journal.

If an error message appears, it means that some Accounts or other settings are incorrect. All Account numbers used by the Purchase Invoice, which may have been offered as defaults from the Account Usage P/L setting, the Supplier or the Supplier Category, must exist in the Account register in the System module. The VAT Codes used must be defined, while Number Series for the current period must also exist.

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

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

Printing Purchase Invoices

A Purchase Invoice can be printed, to facilitate approval or authorisation.

To print a Purchase Invoice, open it in a record window and click the Printer icon in the Button Bar. The Purchase Invoice must be saved before the latest modifications can be shown in the printed document. If you want to print to screen, click the Preview icon.

Alternatively, to print several Purchase Invoices at once, select 'Documents' from the File menu or click [Documents] in the Master Control panel and double-click 'Purchase Invoices' in the subsequent list.

Crediting Purchase Invoices

If you want to credit a Purchase Invoice that has been sent to you, follow these steps—

1. Create a new Purchase Invoice record, or duplicate the Purchase Invoice you want to credit. Duplicating will ensure that the correct Purchase Account will be credited.
2. Fill in the data in the normal way, but change the Payment Terms to "CN" and enter the number of the credited Invoice in the Cred. field on card 1. Use 'Paste Special' to search for the correct Purchase Invoice Number. The Invoice to be credited must be approved.

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

3. When the Invoice is approved, the Purchase Ledger will be updated, and a new Nominal Ledger Transaction will be generated.

If you leave the Invoice Number field blank, Office/2 will create a special record in the Purchase Ledger. It may be corrected through a Payment record.

Operations Menu



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

OK

This command is available on the Operations menu only from the 'Purchase Invoices: Browse' window. It permits the approving of a Purchase Invoice and is therefore the equivalent of checking the OK box in a Purchase Invoice record. You can also select several Purchase Invoices (hold down the Shift key to select a range of Purchase Invoices in the list) and approve them all at

once. Remember that this action causes Nominal Ledger Transactions to be created for each Purchase Invoice in the selection and that therefore once it has been carried out you will no longer be able to modify those Purchase Invoices.

Invoice Status

This command creates a quick report, only available through this menu. This report summarises all aspects of the Invoice, including Accounts and payment history.

The screenshot shows a window titled 'Invoice Status' with a toolbar containing 'Operations' and 'Search' buttons. The window displays the following information:

Invoice Status
Radio Import/Export Ltd
 Hansa, Print date: 25/11/2003 18:00

Invoice History

No	Date	Amount	Balance
<u>P/INV-970077</u>	26/9/2003	64.63	64.63
<u>PAYMT-960051</u>	26/10/2003	-64.63	0.00
			0.00

No	Date	Supplier	Type	Total
970077	26/9/2003	UK Trading Company Ltd		64.63 GBP
			VAT	9.63
742		Stock Purchased		50.00
290		Cost of Carriage & Packing		0.00

In the Invoice History section showing the payment history, you can double-click on a transaction number (Purchase Invoice Number, Credit Note Number or Payment Number) to view that Invoice, Credit Note or Payment.

Balance

Before a Purchase Invoice can be saved, the amount in the VAT field in the header must equal that in the Calc VAT field (which contains the VAT sum of the Invoice rows), and the TOTAL field must equal the sum of the Amounts of the Invoice rows plus the VAT. If this is not the case, an error message 'Transaction out of balance' will appear when you try to save. This function can then be used to balance the figures.

Before the function can be used, the cursor should be placed either in the TOTAL field in the header or in the Amount field of one of the Purchase Invoice rows. Selecting the function will cause the field containing the cursor to be adjusted so that the Purchase Invoice balances, allowing it to be saved.

Open NL Transaction

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

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

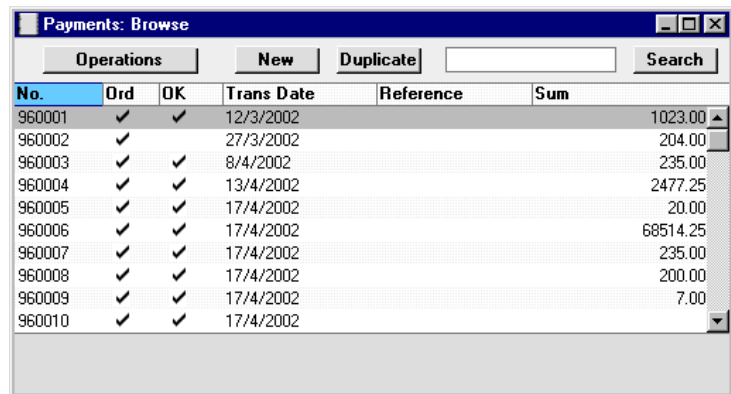
Note: this function will only open the final Transaction, not any preliminary Transaction that might exist.

The Payment Register

This register is used to issue Payments to creditors. Keeping the Purchase Invoice and Payment registers up to date will allow you to operate an efficient system for paying your Suppliers and will help you to predict your cash flow accurately.

Entering a Payment

In the Purchase Ledger module, click the [Payments] button in the Master Control panel. The 'Payments: Browse' window is opened, showing Payments already entered.



No.	Ord	OK	Trans Date	Reference	Sum
960001	✓	✓	12/3/2002		1023.00
960002	✓		27/3/2002		204.00
960003	✓	✓	8/4/2002		235.00
960004	✓	✓	13/4/2002		2477.25
960005	✓	✓	17/4/2002		20.00
960006	✓	✓	17/4/2002		68514.25
960007	✓	✓	17/4/2002		235.00
960008	✓	✓	17/4/2002		200.00
960009	✓	✓	17/4/2002		7.00
960010	✓	✓	17/4/2002		

Payments are numbered consecutively. In the list, the Payment Number is followed by check marks if the Payment has been Ordered or approved, by the Transaction Date, any reference and the total amount of the Payment.

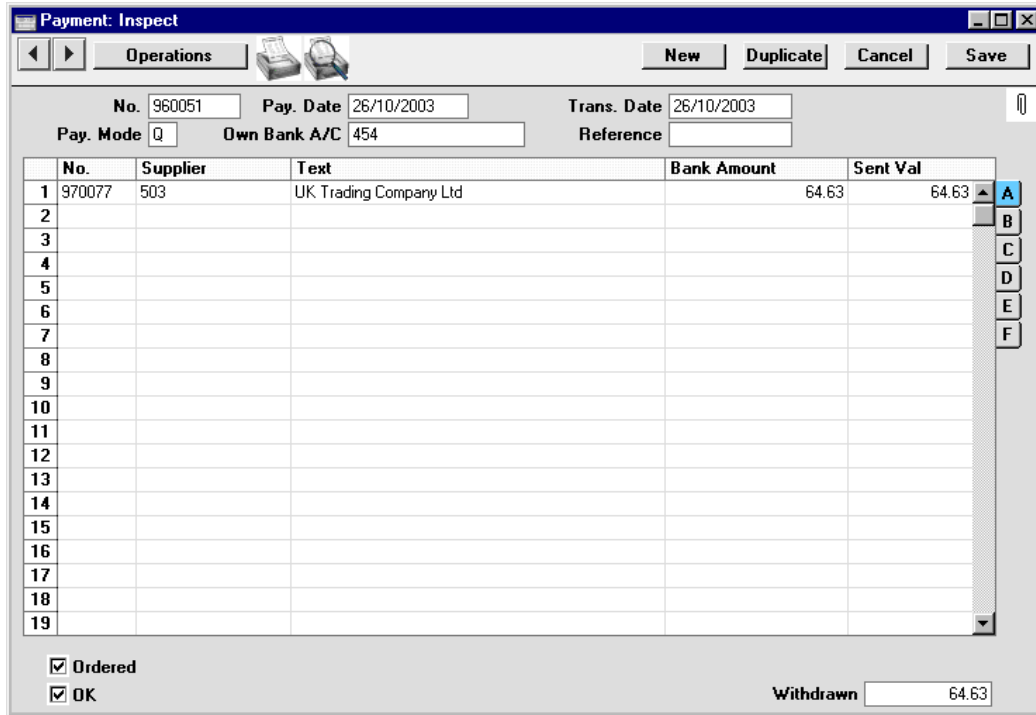
To enter a new Payment, click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or ⌘-N (Macintosh) keyboard shortcut. Alternatively, highlight a Payment similar to the one you want to enter and click [Duplicate] on the Button Bar.

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

The principle for entering a Payment is that you know the following—

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

Office/2 provides several shortcuts to simplify your work entering Payments. You may for example enter the current date into a date field using 'Paste Special' (Windows and Linux users should press Ctrl-Enter, Macintosh users ⌘-Enter). The 'Paste Special' function is always available to simplify the entering of Account Numbers, Supplier Numbers, Payment Modes etc. When a transaction window is open for data entry, you also have the Operations menu available to the right in the menu bar. This menu is explained in the following sections.



First, a run-through of the fields.

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

The serial number of the Payment: Office/2 will enter the next unused number from the number sequence specified in the Number Series Defaults setting or from the first record in the Number Series - Payments setting. You may change this number, but not to one that has already been used.

Pay. Date	Paste Special	Current Date
	<p>The date when you want the Payment to be executed.</p> <p>Once a Payment has been Ordered, it is still possible to change the Payment Date. When the Payment has been approved, however, no further changes are possible.</p>	
Trans. Date	<p>The date of the Nominal Ledger Transaction resulting from this Payment. This date is always the same as the Payment Date and cannot be changed independently.</p>	
Pay. Mode	Paste Special	Payment Modes setting, Sales/Purchase Ledger
	<p>The Payment Mode determines the Nominal Ledger Account to be credited by the Payment.</p> <p>On a single Payment record it is possible to enter payments to different Suppliers against different Invoices. It is also possible to enter payments across Payment Modes: specifying a Payment Mode for any of the individual payments in the grid will override that entered here.</p>	
Own Bank A/C	<p>The number for the bank account you want to use for the Payment. This information will be brought in from the Payment Mode record.</p>	
Reference	<p>This field can be used if you need to identify the Payment by any means other than the Payment Number (e.g. a bank reference in the case of credit transfers or BACS payments).</p> <p>The Reference is shown in the 'Payments: Browse' window, allowing you to search for a Payment with a particular Reference. This Reference will be copied to the Reference field of any Nominal Ledger Transaction generated from this Payment.</p>	

Use the grid area that takes up most of the screen to list the Purchase Invoices being paid by this Payment. A single Payment can be allocated to several Invoices, and/or feature payments in different Payment Modes. The Payment Mode reflects not only the payment method (i.e. cheque, cash or credit card) but also the Bank Account credited. So, all payments issued in a single day can be entered using a single Payment record, irrespective of Payment Mode.

If you need Office/2 to print a remittance advice and/or a cheque, separate such forms will be printed for each Supplier included in the Payment record.

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

Flip A

No. **Paste Special** Open, approved Purchase Invoices, Purchase Invoice register

The number of the Purchase Invoice being paid. On entering an Invoice Number, if the Invoice qualifies for an early settlement discount, a discount row is inserted automatically, together with a suggested discount amount. This is calculated using the formula specified for the appropriate Payment Terms record.

Note that when using 'Paste Special' only unpaid Purchase Invoices will appear in the selection list. However, Purchase Invoices against which an unapproved Payment has been entered are treated as unpaid (unless the Payment's Ordered box is checked) and thus will be listed. Sorting the 'Paste Special' selection by Supplier will allow you to find the Invoice that is being paid quickly and easily.

If the Payment is a Prepayment or On Account Payment to a Supplier with whom you have an account (marked using the On Account box on card 3 of the Supplier screen) for which an Invoice has not yet been received, this field should be left blank. An entry can be made to the Prepayment Number field on flip D instead. This is fully described in the 'On Account Payments and Prepayments' section below.

Supplier **Paste Special** Supplier register

Default taken from Purchase Invoice

Entered by Office/2 when the Invoice Number is entered.

Text The Supplier's Name is entered by Office/2, from the Supplier register. You may change this if you wish. It will appear in the Text field of the Nominal Ledger Transaction.

Bank Amount	Default taken from	Sent Value
	The amount paid out of your bank account. Usually, this will be the same as the Sent Value (below): do not use this field to subtract bank fees from the amount paid: the Bank Fee field on flip F is provided for this purpose.	
Sent Val	Default taken from	Outstanding amount on Invoice
	The amount paid against the Purchase Invoice. The default can be changed, in the event of partial payments or overpayments.	
<i>Flip B</i>		
Open Inv. Value	The outstanding amount of the Invoice being paid. This field cannot be changed.	
PInv Val	The amount being paid against the Purchase Invoice.	
<i>Flip C</i>		
To Bank A/C	The number of the Supplier's bank account receiving the Payment is brought in from card 4 of the Purchase Invoice or from card 2 of the Supplier record.	
<i>Flip D</i>		
P. Mode	Paste Special	Payment Modes setting, Sales/Purchase Ledger
	Enter a Payment Mode, if different from the Payment Mode entered in the header. This allows different payments on the same Payment to be credited to different Bank Accounts.	
Cheque No.	Record the number of the cheque used for the Payment here.	
	If a cheque is printed using the Payment Forms document, the cheque number will be recorded here automatically.	
Prepay. No	If the payment is a Prepayment (i.e. one where it is not possible to specify an Invoice Number on flip A), an entry should be made to this field. This can be a number of your own generation or, preferably, a reference given to the prepayment by the Supplier.	

When the Invoice to be set against the Prepayment is received, the two can be connected using the Open Prepayment field on flip B of the Purchase Invoice screen. This is fully described in the 'On Account Payments and Prepayments' section below. If a deposit or prepayment exists without a Prepayment Number, it will not be listed in the 'Paste Special' window available from that field and connecting it to an Invoice will be more difficult.

Flip E

VAT Val, V-Cd These fields are provided to satisfy a requirement of users in Latvia, where it can be necessary to post VAT on Payment. This is also the case for users of the Cash VAT scheme in the UK. If the Book Payment VAT option in the Account Usage P/L setting is being used, the VAT Code and VAT Amount will be brought in automatically from the Invoice (the VAT Code comes from the first row of the Invoice). When the Payment is approved, the VAT amount will be moved from the temporary VAT Input Account to the final one (the I/P Account), as specified in the VAT Codes setting in the Nominal Ledger.

Flip F

Bank Fee Enter any fee charged by the bank for this payment. Bank fees will be credited to the Bank Fee Account specified on card 2 of the Account Usage P/L setting. In calculating the value of the credit posting to the Bank Account specified in the Payment Mode, the Bank Fee will be added to the Sent Value. The Sent Value will be debited to the Creditor Account.

Note that this field allows you to specify a Bank Fee for each row (or for a single particular row) on the Payment, remembering that each row can have a different Payment Mode and therefore a different credit (Bank) account. If you want to record a single Bank Fee for the entire Payment, use the 'New Fee' function on the Operations menu.

Footer

Ordered

The Ordered and OK check boxes are provided to allow for the delay between the issuing of a Payment and the clearing of the funds from your company's bank account. Checking the Ordered box indicates that a Payment has been issued, while checking the OK box indicates that the funds have been cleared. The Ordered box must therefore be checked before the OK box.

When a Payment is saved with its Ordered box checked, the Invoice being paid is no longer treated as open, even if the OK box is not checked.

If, once a Payment has been issued, it transpires that the funds are not cleared from your company's bank account (perhaps because the cheque bounced or was lost), highlight each row in the Payment in turn by clicking the row number. Then, press the Backspace key. A red line is drawn through the row, re-opening the Purchase Invoice.

OK

Payments are approved by clicking this check box. On clicking [Save] to save the Payment, if so determined in the Sub Systems setting in the Nominal Ledger, a Transaction will be generated crediting the Bank Account specified for the Payment Mode and debiting the Creditor Control Account of the Invoice being paid.

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

Withdrawn

The sum of the Bank Amounts: the total for this Payment.

Entering a Payment - Example

We shall now show how to enter a Payment with the help of a few examples.

Open the Payment register using the button in the Master Control panel. When the 'Payments: Browse' window appears, click the [New] button. The 'Payments: New' window is shown with a Payment Number already entered. Press Enter to move the insertion point to the Payment Date field. Enter the date when you want the Payment to go out.

The next field is Payment Mode. You can choose between the various modes you have entered in Settings. Office/2 will automatically enter the details such as the Bank account number.

Press Return again to move the insertion point to the Number field, the top left-hand field in the Payment rows grid. For each line, enter the Purchase Invoice Number from your Purchase Ledger. Ctrl-Enter (Windows and Linux) or ⌘-Enter (Macintosh) will activate the 'Paste Special' function, showing all open (unpaid) Supplier invoices.

Select a Purchase Invoice by double-clicking. Press Return to bring in information such as the Supplier Number and Name. Enter the amount you want to pay. Check the Ordered box to order a payment. When this is done you may print a Remittance Advice by using the 'Print Forms' function on the Operations menu or by clicking the Printer icon. This can also serve as your documentation for the person writing the cheques. If necessary, the Remittance Advice form can be designed to incorporate a cheque.

Reconciling and Approving Payments

When paying Purchase Invoices by cheque, there will be a delay between the ordering of the Payment and the clearing of the funds from your company's bank account.

In such a situation, when the cheque is issued, enter the Payment in the usual way and check the Ordered box but not the OK box. Then click [Save]. This will ensure the Purchase Invoice(s) being paid will no longer be treated as open (due). You can order several Payments at once by highlighting them in a browse window and selecting 'Order' from the Operations menu.

When you receive a statement from the bank, you can reconcile it with the ordered Payments. Payments that agree with your bank statement should be approved by clicking the OK check box and saved. If so defined in the Sub Systems setting in the Nominal Ledger, Nominal Ledger Transactions will be generated, debiting the Creditor Control Account of the Invoice(s) being paid and crediting the Bank Account specified in the Payment Mode. You can approve several Payments at once by highlighting them in the 'Payments: Browse' window and selecting 'OK' from the Operations menu.



After approving a Payment, it cannot be altered.

If an Ordered Payment is not included on the statement (perhaps because the cheque bounced or was lost), highlight each row in the Payment in turn by clicking the row number. Then, press the Backspace key. A red line is drawn through the row, re-opening the Purchase Invoice. When the Payment is approved, rows with red lines will not be included in the resulting Nominal Ledger Transaction.

Printing Payment Forms and Cheques

It is often necessary to print certain documents associated with the Payment. These may be remittance advices, cheques or documents used to gain internal authorisation for the Payment.

If you want to print a remittance advice and a cheque together, you can do so, providing some set-up work has been carried out in advance. Follow this procedure—

1. Using the Form register in the System module, design the remittance advice and the cheque and name them “REM_ADVICE” and “CHEQUE”. Use the ‘Properties’ function on the Operations menu to assign a Document Type of “Payment” (in the former case) and “Payment Cheques”. A sample “REM_ADVICE” is supplied with Office/2: this can be modified to suit your requirements. Full instructions for using the Form register can be found in the chapter in Volume 1 covering the System module.
2. Select the Purchase Ledger using the [Select Module] button in the Master Control panel.
3. Click [Documents] in the Master Control panel. The ‘Documents’ list window is opened showing a list of available documents. Highlight ‘Payment Forms’.
4. Select ‘Define Document’ from the Operations menu.
5. The Sequence column in the subsequent window is used to determine the order in which the Forms will be printed. If, for example, you need a remittance advice to be printed first, on the first line enter “1” as the Sequence Number and “REM_ADVICE” as the Form (you can use ‘Paste Special’ from the Form field to ensure the spelling is correct). On the second line, enter “2” as the Sequence Number and “CHEQUE” as the Form. You can, of course, specify on a third line that an internal authorisation document is also to be printed.

	Se	Form
1	1	REM_ADVICE
2	2	CHEQUE
3		
4		
5		
6		
7		
8		
9		
10		

6. Click [Save] to save the Payment Form definition. From now on, whenever the Payment Form is printed, the remittance advice and the cheque will be printed.

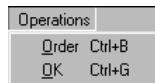
Note that following steps 3-6 will ensure that the same Form is used for Payments of all Payment Modes. However, if a particular Payment Mode has been assigned a Form in its Document field, that will take precedence. It is therefore possible to assign different Forms to different Payment Modes, but with the disadvantage that it is not possible to attach sequences of Forms to each Payment Mode, as described in step 5 above.

The Payment Form can be printed using one of three methods—

1. When viewing an individual Payment record, by selecting 'Print Form' from the Operations menu.
2. When viewing an individual Payment record, by clicking the Printer icon. If you want to print to screen, click the Preview icon.
3. By selecting 'Documents' from the File menu or by clicking the [Documents] button in the Master Control panel and selecting 'Payment Forms' in the subsequent list.

In the case of a Payment record containing payments to more than one Supplier, separate payment forms will be printed for each Supplier.

Operations Menu



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

Order

This command is available on the Operations menu only from the 'Payments: Browse' window. It permits the ordering of a Payment and is therefore the equivalent of checking the Ordered box in a Payment record. You can also select several Payments in the 'Payments: Browse' window (hold down the Shift key to select a range of Payments in the list) and order them all at once.

OK

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

Print Forms

This function is used to print any documents associated with the Payment, such as remittance advices, cheques or documents used to gain internal authorisation for the Payment. Please refer to the 'Printing Payment Forms and Cheques' section earlier in this chapter for full details of this function.

If the function is selected for an unordered Payment, the print-out will be marked "Test Printout". Unordered Payments can be printed an unlimited number of times, but once Ordered or approved they can only be printed once. This prevents the accidental issuing of duplicate cheques, should cheques be incorporated into your payment forms.

New Cash Discount

In normal circumstances, when a Purchase Invoice is paid, a settlement discount is calculated when the Payment is entered. This discount is determined by Office/2 according to the Payment Terms of the Invoice and the Payment Date. This function is provided for more individual circumstances.

If you have a Purchase Invoice for which you want to deduct a cash discount, start by entering the Purchase Invoice number in the left-hand column. Change the Sent Value to the amount less discount. Then select 'New Cash Discount' from the Operations menu. A new row will be created, containing the phrase "Cash Disc" and the deducted amount, calculated by Office/2. This figure can be changed as appropriate. When the Nominal Ledger Transaction is created, the Cash Discount Account specified on card 1 of the Account Usage P/L setting will be credited.

New Fee

This function should be used when you need to pay a single bank charge for the whole Payment. If you need to pay separate bank charges for each Payment row, use the Bank Fee field on flip F.

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

Open NL Transaction

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

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

On Account Payments and Prepayments

On Account Payments and Prepayments can be used when you issue payments to Suppliers without reference to specific Invoices (usually before you have received the Invoices). These can be entered to the Payment register without specifying a Purchase Invoice Number on flip A. In the case of a Prepayment, a Prepayment Number is specified on flip D instead. In the case

of an On Account Payment, both the Invoice Number and the Prepayment Number are left blank. These two special types of Payment are now described in detail.

Prepayments

A Prepayment Payment is usually used where a Supplier has been paid a deposit against a Purchase Order, before an Invoice has been received for that deposit.

For each Supplier to whom you are likely to pay deposits, switch on the On Account check box on card 3. Then specify the separate control or suspense Account number on card 2 of the Account Settings P/L setting, using the On Account A/C field.

A Prepayment issued by your company to the Supplier is entered as a Payment, but leave the Purchase Invoice Number blank. Instead, a Prepayment Number should be specified on flip D. This can be a number of your own generation or, preferably, the number allocated to the pre-payment by the Supplier.

Payment: Inspect

Operations New Duplicate Cancel Save

No. 960052 Pay. Date 29/10/2003 Trans. Date 29/10/2003

Pay. Mode Q Own Bank A/C 454 Reference

No.	Supplier	P.Mode	Cheque No.	Prepay.No	Sent Val
1	505			1022	1000.00
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					

Ordered OK Withdrawn 1000.00

The special Account for on account Suppliers used in this example is 755 since raising a Prepayment creates an asset. The Nominal Ledger Transaction generated when the Payment is approved and saved will debit the Sent Value to this Account. The Credit Account is taken from the Payment Mode as usual—

	Account	Object	Description	Debit	Credit	V-Cd
1	755		S/L Suspense a/c	1000.00		
2	700		Cheque		1000.00	
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference: 0.00 Total: 1000.00 1000.00

When the Purchase Invoice arrives, the Prepayment can be allocated to that Invoice so that it can be treated as paid.

Enter the Invoice to the Purchase Invoice register in the usual way. When you enter the Supplier Number, you will be warned that an open Prepayment (i.e. one that has not yet been allocated to an Invoice) exists in the Supplier’s name. This will remind you to allocate the Prepayment to the Purchase Invoice. Complete the grid area in the usual way.

When you are certain that the Purchase Invoice is complete, go to flip B to view the Open Prepayment field. This is used to link the Invoice to the Prepayment. Enter the Prepayment Number of the Payment row representing the Prepayment, using ‘Paste Special’ if necessary to bring up a list of open (unallocated) Prepayments. This list shows open Payment rows with a Prepayment Number and without an Invoice Number. Payment rows that do not have a Prepayment Number or an Invoice Number will not be in this list:

please refer to the 'On Account Payments' section below for details of allocating these to Purchase Invoices.

Purchase Invoice: New

Operations

No. 970080 Inv. Date 1/11/2003 Trans. Date 1/11/2003

Supplier 505 Name Moscow Trading Company

TOTAL 1000.00 OK

VAT 148.94 Sup. Inv. No.

1 2 3

Pay Term 30 Hold Due Date 1/12/2003

Cash Discount 50.00 Prel. Book. Discount Date 11/11/2003

Reference Cred.

Account	Object	Desc.	Open Prepay.
1	420	Telephone Costs	1022
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Currency GBP Calc VAT 148.94

When the Purchase Invoice is approved, the consequent Nominal Ledger Transaction will combine the usual Invoice postings with those incurred by allocating a Payment against the Invoice. This maintains a correct Purchase Ledger for the Supplier—

	Account	Object	Description	Debit	Credit	V-Cd
1	420		Telephone Costs	851.06		S
2	831		VAT Inputs Receivable	148.94		
3	800		P/L Control		1000.00	
4	800		P/L Control	1000.00		
5	755		S/L Suspense a/c		1000.00	
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference Total

The status of the Purchase Invoice and of the Prepayment will now be as follows—



1. if the Purchase Invoice value is the same as the whole open value of the Prepayment, the Purchase Invoice is treated as paid and will not appear in the Open Supplier Customer Statement. The Prepayment is fully used up by the Purchase Invoice, so it is no longer regarded as open;
2. if the Purchase Invoice value is less than the whole open value of the Prepayment, the Purchase Invoice is treated as paid and will not appear in any reports showing Open Purchase Invoices. The Prepayment is not fully used up by the Purchase Invoice, so the remaining outstanding amount is still regarded as open; or
3. if the Purchase Invoice value is more than the whole open value of the Prepayment, the Purchase Invoice is treated as part-paid. The

Prepayment is fully used up by the Purchase Invoice, so it is no longer regarded as open.

On Account Payments

An On Account Payment is one with no Purchase Invoice Number and with no Prepayment Number. It is possible to connect an On Account Payment to a subsequent Purchase Invoice, but the Open Prepayment field on flip B of the Purchase Invoice cannot be used. Instead, the Purchase Invoice is first entered and approved without reference to the On Account Payment. It must then be registered as having been paid by the On Account Payment. This is done in a Payment record as a two-step process—

Payment: New

Operations   New Duplicate Cancel Save

No. 960054 Pay. Date 1/11/2003 Trans. Date 1/11/2003

Pay. Mode Q Own Bank A/C 454 Reference

No.	Supplier	Text	Bank Amount	Sent Val
1	970081 512	Tampopo Noodle Co	164.50	164.50
2	512	Tampopo Noodle Co	-164.50	-164.50
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				

Ordered OK Withdrawn 0.00

In order to update the Purchase Ledger correctly, you must enter the payment information twice as shown above; first as a normal row, and then with a negative sign as an On Account Payment. The example illustration below shows that an On Account Payment of 1,000 has been issued, which has been partially used up by an Invoice for 164.50.

Periodic Supplier Statement					
Operations				Search	
Periodic Supplier Statement			Hansa, Print date: 25/11/2003 19:23		
Radio Import/Export Ltd			Period 1/10/2003 : 31/12/2003		
Detailed			Suppliers 512		
Amounts in Currency					
512	Tampopo Noodle Co				GBP
Trans Date	Type	No	Debit	Credit	Balance
		Fwd balance			0.00
29/10/2003	ONACC	960053	1,000.00 GBP		-1,000.00
1/11/2003	INV	970081		164.50 GBP	-835.50
1/11/2003	ONACC	960054	-164.50 GBP		-671.00
1/11/2003	PAYM	960054 (970081)	164.50 GBP		-835.50
		Total	1,000.00	164.50	
		Net Change	835.50		
		Balance			-835.50
		Fwd Bal		Net Change	Balance
	GBP		0.00	0.00	0.00

Correcting Mistakes in Payments

Even with the tightest quality control, it is probable that the occasional mistake will be made when entering Payments. Once a Payment has been approved, it cannot be changed, but mistakes can nevertheless be rectified easily using the following procedure. It is important that this procedure be followed, so that the Supplier's history remains correct.

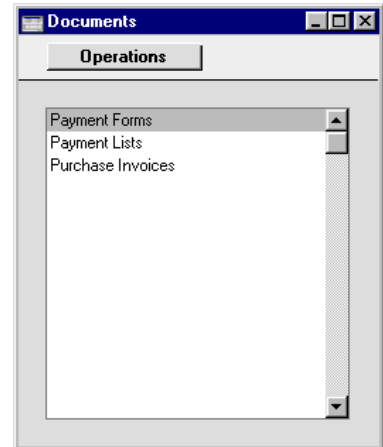
1. In the 'Payments: Browse' window, highlight the Payment containing the error.
2. Click [Duplicate]. A new Payment record is created, an exact copy of the Payment with the error.
3. Insert a minus sign in front of the Sent Value, ensuring the Sent Value figure itself remains unchanged.
4. Click the OK check box and save the Payment.
5. Enter a new, correct, Payment.

Documents

Introduction

The 'Documents' function permits the printing in batches of particular documents or Forms. It is selected using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.

On selecting the function, the window illustrated below appears, listing the documents which can be printed from the Purchase Ledger. Each item in the list ("Document") will be printed using a different Form.



To print a document, follow this procedure—

1. Double-click the appropriate item in the list.
2. A specification window will then appear, where you can determine the information that is to be included in the printed documents (e.g. which Purchase Invoices or Payments are to be printed). The specification window for each document is described in detail below.
3. Click [Run] to print the documents.
4. Close the 'Documents' window using the close box.

Each document prints using a different Form. To determine which Form is printed by each option in the 'Documents' window, follow this procedure (when Office/2 is supplied, a sample Form is attached to each document)—

1. For each option, design a Form (or change the sample Form supplied to reflect your own requirements) using the Form register in the System module. This process is fully described in the chapter in Volume 1 covering the System module.
2. Change to the Purchase Ledger and open the 'Documents' list window using the 'Documents' item on the File menu or by clicking the [Documents] button in the Master Control panel.
3. Highlight each item in the list and select 'Define Document' from the Operations menu. The subsequent window is used to assign a Form (or more than one Form) to each document and is fully described in the 'Documents' section of the 'Office/2'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 Purchase Invoice Numbers. To do this, enter the lowest and highest values of the range, separated by a colon. For example, to report on Suppliers 001 to 010, enter "001:010" in the Supplier field. Depending on the field, the sort used might be alpha or numeric. In the case of an alpha sort, a range of 1:2 would also include 100, 10109, etc.

Payment Forms

The payment form is a document containing all information necessary to effect a payment. Please refer to the 'Printing Payment Forms and Cheques' section above for details of how to ensure this function complies with your requirements.

When printing a payment form for a specific Payment record, all payments for a single Supplier are summed up. This means that instead of multiple forms, only one form per Supplier and Payment is printed.

A printed payment form is also useful as documentation of all the cheques issued by the program. In case you choose to write your cheques manually, the document provides you with a valuable tool for reconciliation.

This document can also be used for automatic cheque printing. Contact your Office/2 representative for more information.

The screenshot shows a window titled "Specify Payment Forms" with a "Run" button in the top right. The main area contains the following controls:

- "No." text label followed by an empty text input field.
- "Cheque No." text label followed by an empty text input field.
- "Status" text label followed by a horizontal line.
- Two radio buttons: "Unprinted Only" (which is selected) and "All".
- "Media" text label followed by a horizontal line.
- Three radio buttons: "Screen", "Printer" (which is selected), and "File".
- Three checkboxes: "Print Queue", "Clipboard", and "Print Dialog".

Enter a Payment Number to print a single Payment, or a range of Payment Numbers, separating the first and last number with a colon (:). The Unprinted button is pre-selected. Click All only if you want to print all payment orders: take care with this option not to issue duplicate cheques if cheques are incorporated into your payment form.

If a Cheque Number is specified, this will be incremented automatically if the Payment record contains payments to more than one Supplier, and will be recorded on flip D of the Payment record.

Payment Lists

The Payment List document gives you a summary of the Payments made, with a separate page for each Payment record.

Enter the Payment Number for a single Payment, or a range of Payment Numbers, separating them with a colon (:). The All button is pre-selected. Click Non-printed only if you just want to print the new Payment records.

Purchase Invoices

The Purchase Invoice document contains a summary of all the information registered for a particular Invoice. This includes Supplier data, dates, Payment Terms, Account usage etc. The documentation can serve as a support to the persons checking the invoice and authorising payments.

The document contains the same information as the Supplier Invoice Journal report, but is printed with one page per invoice.

Specify Purchase Invoices

Run

No. _____

Status _____

UnOKed Only
 All

Media _____

Screen
 Printer
 File

Print Queue
 Clipboard
 Print Dialog

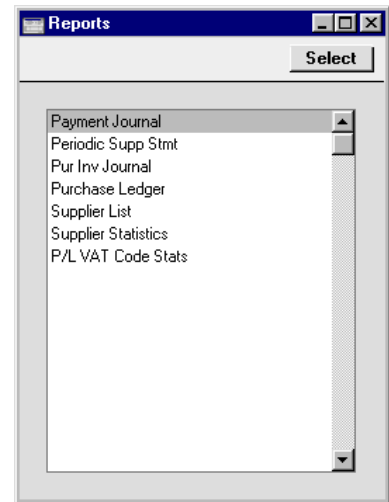
Enter the Purchase Invoice Number if you wish to print a single Invoice, or a range of numbers separated by a colon (:) if you wish to print several. Use the Status options to determine that you want all Purchase Invoices in the specified range printed, or only those that have not been approved.

Reports

Introduction

As with all modules, to print a report in the Purchase Ledger, select 'Reports' from the File menu or click the [Reports] button in the Master Control panel. The keyboard shortcut Ctrl-R or ⌘-R can also be used. Then, double-click the appropriate item in the list.

The following reports are available in the Purchase Ledger—



A specification window will then appear, where you can decide what is to be included in the report. Leave all the fields in this window blank if the report is to cover all the records in the database. If it is necessary to restrict the coverage of the report, use the fields as described individually for each report.

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

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

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

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

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

Payment Journal

This report is a chronological listing of the Payments entered during the specified period. You can control the selection to show a range of Payment Numbers or Payments with a certain Payment Mode.

- | | | |
|---------------|--|---|
| No | Range Reporting | Numeric |
| | Limit the report to a single or range of Payments. | |
| Period | Paste Special | Reporting Periods setting,
System module |
| | Enter the report period. The first record in the Reporting Periods setting is used as a default. | |

- Payment Mode** **Paste Special** Payment Modes setting, Sales/Purchase Ledger
- To limit the report to a single Payment Mode, enter the Payment Mode here. This refers to the Payment Mode entered on flip C of each Payment row. In the case of rows with no Payment Mode, that specified in the header will be used.
- Status** Select one or more of the check boxes to specify the types of Payments that are to be included in the report.

Periodic Supplier Statement

The Periodic Supplier Statement contains information about the current balance for each Supplier showing open (unpaid) Purchase Invoices (including those on Hold), paid Invoices and Payments. It can thus be used to produce a full Purchase Ledger transaction history for a specified period.

When printed to screen, the Periodic Supplier Statement has Office/2's Drill-down feature. Click on any Purchase Invoice or Payment Number to open an individual Purchase Invoice or Payment record.

Supplier	Paste Special Range Reporting	Supplier register Alpha To limit the report to a single Supplier, enter its Supplier Number here. Alternatively you can enter a range of Suppliers.
Category	Paste Special	Supplier Categories setting, Purchase Ledger If you want to restrict the report to Suppliers of a particular Category, specify that Category here.
Period	Paste Special	Reporting Periods setting, System module Enter the first and last date of the period you want to include in the report.
Function		Specify here the level of detail required in the report.
	Overview	This option produces a single line summary of each Supplier's credit situation.
	Detailed	This option shows each Purchase Ledger transaction in the selected period, including Invoices and Payments.
	Suppliers with Balance Only To limit the report to only Suppliers with a current balance, check this box.	
	Include Ordered Payments Switch this check box on to include Payments that have been Ordered but not approved in the report.	

Purchase Inv Journal

This report is a chronological listing of the Supplier Invoices entered during the specified period. You can control the selection to show a range of Invoice Numbers or Invoices received from a particular Supplier. The type of Invoice can also be selected.

No.	Range Reporting	Numeric
	Enter a range of Purchase Invoices to include in the report.	
Period	Paste Special	Reporting Periods setting, System module
	Enter the report period. The first row of the Reporting Periods setting is used as a default.	
Supplier	Paste Special	Supplier register
	If necessary, limit the report to a single Supplier.	
Row Object	Paste Special	Object register, Nominal Ledger
	This field can be used to list all Purchase Invoices with a particular Object. This refers to any Objects entered in the Purchase Invoice rows. Only those rows with the appropriate Object will be shown in the report.	

Only Prel Booked Invoices

Check this box to list only those Supplier Invoices marked as preliminary.

Function

Specify here the level of detail required in the report.

Overview

This choice gives a report with one row per Invoice, showing the Purchase Invoice Number, Date, Supplier's Invoice Number, Supplier and Total.

Detailed

In addition to the information shown above, this options shows for each row of each Invoice, the Account Code, Description, VAT Amount and Sum is shown. You can use this report as an archive file instead of a copy of each Invoice.

Status

Specify here whether approved and unapproved Purchase Invoices are to be included in the report.

Invoice Type

Check the boxes to include Purchase Invoices of different types.

Purchase Ledger

The Purchase Ledger report is a summary of your account position with each Supplier. Together with the Periodic Supplier Statement report, it is a very useful tool for payment scheduling purposes. You can limit the selection to a specified period or to a certain Supplier. The type of Purchase Invoice shown can also be specified.

In its basic form, the report shows Supplier Name and Telephone Number and, for each Purchase Invoice, the amount outstanding, the Due Date or Discount Date and the age or number of days overdue. However, it can be reformatted in many different ways, and you can specify any selection you want, as described below. Invoices whose Hold box has been checked are marked with an asterisk (*).

When printed to screen, the Overview option of this report has Office/2's Drill-down feature. Click on any Purchase Invoice Number to open an individual Purchase Invoice record.

Supplier	Paste Special	Supplier register
	Range Reporting	Alpha
		To limit the report to a single Supplier (or range of Suppliers), enter the Supplier Number here.
Category	Paste Special	Supplier Categories setting, Purchase Ledger
		If you want to restrict the report to Suppliers of a particular Category, specify that Category here.
Date		Enter a date to show the status of the Purchase Ledger on that date. If the field is left blank, the current date will be used.
Function		Use these options to control the level of detail shown in the report.
	Detailed	This option produces a report listing for each open Invoice any Payments, Credits and Payments on account.
	Overview	This option is a summary showing an outstanding balance, due date and age for each open Purchase Invoice.

- Aged** This gives a report showing the balances payable to each Supplier, broken down into ageing periods. The age groups are defined in the Age Limits setting in the Sales Ledger module.
- Balance** This option simply prints the total balance payable to each Supplier.
- Status** Use these options to determine which Purchase Invoices are included in the report.
- Open** When this option is selected the report will contain all unpaid Purchase Invoices.
- Due** When this option is selected the report is limited to those Invoices that are due for payment.
- Sorting** The report can be sorted by Supplier Number or Name.
- Include Prel. Book**
Use this check box to include Purchase Invoices marked as preliminary in the report.

Supplier List

The Supplier List is a simple listing of the information entered in the Supplier register.

The screenshot shows a dialog box titled "Specify Supplier List" with a "Run" button in the top right corner. The dialog contains the following fields and options:

- Supplier**: A text input field.
- Category**: A text input field.
- Function**: Radio buttons for "Detailed" (selected) and "Contact Data".
- Sorting**: Radio buttons for "No" (selected) and "Name".
- Media**: Radio buttons for "Screen" (selected), "Printer", "File", "Print Queue", "Clipboard", and "Print Dialog" (checked).

Supplier	Paste Special Range Reporting	Supplier register Alpha Use this field to limit the report to a single Supplier, or range of Suppliers.
Category	Paste Special	Supplier Categories setting, Purchase Ledger To restrict the report to Suppliers of a single Category, enter a Category Code here.
Function		These options control the level of detail shown in the report.
	Detailed	This gives a report showing all available information for each Supplier.
	Contact Data	This gives a report showing only contact data (Supplier Number and Name, Contact Person and Telephone Number), and is therefore a more compact listing.
Sorting		The report can be sorted by Supplier Number or Name.

Supplier Statistics

The Supplier Statistics report shows the turnover of business conducted by your company with each Supplier in the specified period.

The screenshot shows a dialog box titled "Specify Supplier Statistics". It has a "Run" button in the top right corner. The dialog contains the following fields and options:

- Supplier:** An empty text input field.
- Category:** An empty text input field.
- Period:** A text input field containing "1/1/2003:31/12/2003".
- Specify:** A label followed by a horizontal line, with two radio button options:
 - Incl. VAT
 - Excl. VAT
- Media:** A label followed by a horizontal line, with three radio button options and three checked checkbox options:
 - Screen
 - Printer
 - File
 - Print Queue
 - Clipboard
 - Print Dialog

Supplier	Paste Special Range Reporting	Supplier register Alpha Use this field to limit the report to a single Supplier, or range of Suppliers.
Category	Paste Special	Supplier Categories setting, Purchase Ledger To restrict the report to Suppliers of a single Category, enter a Category Code here.
Period	Paste Special	Reporting Periods setting, System module Enter the start and end dates of the reporting period, separated by a colon.
Specify		You can choose whether the turnover figures are to include or exclude VAT.

P/L VAT Code Statistics

This report contains information about VAT paid to each Supplier. The report is designed for use in countries where detailed VAT reporting is necessary.

Specify P/L VAT Code Statistics

Run

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

Header: _____

Invoice No.: _____

Category: _____

All VAT Codes

Sorting: _____

No.
 Trans. Date

Invoice Type: _____

Normal
 Credit

Media: _____

Screen
 Printer
 File

Print Queue
 Clipboard
 Print Dialog

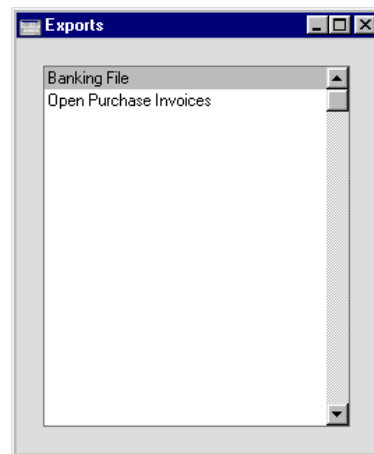
Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end dates of the period covered by the report.
Header		Enter a title for the report. If left blank, the title “P/L VAT Code Statistics” is used.
Invoice No	Range Reporting	Numeric
		If necessary, enter here the internal Purchase Invoice Number of the Purchase Invoice (or range of Purchase Invoices) you wish to include in the report.
Category	Paste Special	Supplier Categories setting, Purchase Ledger
		To restrict the report to Suppliers of a single Category, enter a Category Code here.
All VAT Codes		By default, the report shows for each Purchase Invoice the VAT Codes used together with the VAT percentage and totals including and excluding VAT. If you would like to show for each Purchase Invoice all VAT Codes, including those not used by the Invoice, switch this option on.
Sorting		The report can be sorted by internal Purchase Invoice Number or Transaction Date.
Invoice Type		Determine here whether Normal and Credit Invoices are to be included in the report. Down Payments, Cash Notes and Interest Invoices are included as Normal Invoices for this purpose.

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 Office/2 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 Office/2 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 choosing the function, the window illustrated below appears. This lists the Exports which can be produced from the Purchase Ledger. To proceed, double-click either item. A specification window will then appear, where you can decide the contents of the exported text file. Click [Run] and a 'Save File' dialogue box will appear, where you can name the file and determine where it is to be saved.



Banking File

Select this option when you want to export a selection of Payments from your Purchase Ledger. This file may then be sent to the bank for use by a credit transfer system, and serve instead of a printed payment order.

The operation of the function is dependent on the value entered to the VAT Law field in the Company Info setting in the System module, while the format of the export file is chosen in the Bank Files setting. The function is not operational for all countries: please refer to your local Office/2 representative for full details.

Enter a Payment Number, or a range of numbers separated by a colon. By default, only Payments which have not yet been exported are included in the export. Click the All button if you want all Payments included in the export file.

Open Purchase Invoices

This command will export all unpaid Invoices in the system. The file can be used in connection with a change of financial systems, or as an Office/2 back-up file. You can add a comment of up to 40 characters to help identify when the back-up was made.

Office/2
Nominal Ledger

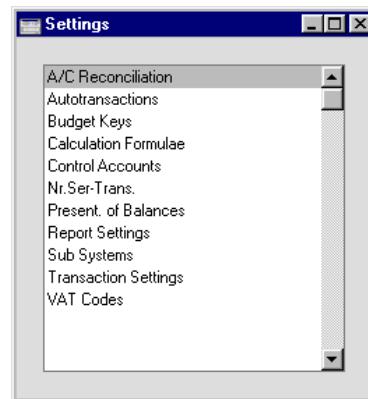
Chapter 3: The Nominal Ledger Module

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

Settings

Introduction

The Nominal Ledger module has the following settings—



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

This setting will most commonly be used to perform bank reconciliations, checking bank statements against the bank account Transactions recorded in Office/2. To carry out this task, follow these steps—

1. Double-click 'A/C Reconciliation' in the 'Settings' list in the Nominal Ledger. The 'A/C Reconciliation' window is opened.

2. Enter a Period, using 'Paste Special' if necessary to access a list of reporting periods. The Period should be large enough to cover all likely Transactions against the Bank Account.
3. Enter the Account Number representing your bank account.
4. Click the Unreconciled check box. All unreconciled Transactions for the specified Account will be listed. The figure in the Recon. Bal field shows the balance previously reconciled and should equal the opening balance on the bank statement.

If the number of unreconciled Transactions is greater than 300, Office/2 will check the Overflow box at the bottom of the window. If this happens, enter a shorter Period to reduce the number of Transactions in the list.

The screenshot shows the 'A/C Reconciliation' window with the following details:

- Operations** tab is selected.
- Period:** 1/9/2003:30/9/2003
- Account:** 700
- Reconciled:** (unchecked)
- Unreconciled:** (checked)
- Bal. Date:** 1/10/2003
- Recon. Bal:** 2551.15

		Tr.Date	Description	Value	Rec
1	PAYMT.960051	5/9/2003	Cheque	-235.00	R
2	RECPT.970007	5/9/2003	Cheque, Cheque	599.25	R
3	PAYMT.960052	8/9/2003	Cheque	-1175.00	R
4	RECPT.970008	8/9/2003	Cheque, Cheque	2279.50	R
5	RECPT.970009	9/9/2003	Cheque, Cheque	30.55	R
6	RECPT.970010	10/9/2003	Cheque, Cheque	232.64	.
7	RECPT.970011	11/9/2003	Cheque, Cheque	65.80	.
8	PAYMT.960053	12/9/2003	Cheque	-246.75	.
9	RECPT.970012	12/9/2003	Cheque, Cheque	263.20	.
10	PAYMT.960054	15/9/2003	Cheque	-1515.75	.
11	RECPT.970013	15/9/2003	Cheque, Cheque	131.60	.
12					
13					
14					
15					
16					

At the bottom of the window:

- Overflow:** (unchecked)
- Reconciled:** 1499.30
- New Bal:** 4050.45

5. Compare the list of Transactions with the bank statement. Where a transaction is correctly shown on the statement, enter an "R" to the Rec field. The Transaction value will be added to the Reconciled total, which shows the total reconciled in this session, and to the New Bal figure, which represents the closing balance for the account.
6. If a Transaction appears in the bank statement but not in the list of unreconciled Transactions, it should be added to the Transaction register.

Examples of such Transactions might be payments into or out of your account by standing order, or bank charges.

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

7. If the value of a Transaction shown in the list differs from that shown in the bank statement, a correcting Transaction should be entered to the Transaction register. Refer to the section later in this chapter entitled 'Correcting Transactions' for full details. Once this has been done, return to the 'A/C Reconciliation' window, select 'Update' from the Operations menu and mark both the original Transaction and the correction as reconciled.
8. Once all the Transactions on the bank statement have been checked, its closing balance should be the same as the figure in the New Bal field.

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



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

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

Autotransactions

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

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

Creating a new Autotransaction

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

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

Code	<p>This is the code that identifies this particular template. The code can consist of up to six alphanumeric characters. Each template must have a unique code, and codes should be used which do not duplicate Account numbers.</p> <p>When entering Nominal Ledger Transactions, specify this code instead of an Account to signify that this Autotransaction is to be used.</p>
Name	<p>Assign a descriptive name to the template, e.g. "Sales VAT included". The name is then shown in the 'Autotransactions: Browse' window.</p>
Account	<p>Paste Special Account register, Nominal Ledger/System module</p> <p>Enter the Account numbers for the template, one per row.</p> <p>The number sign (#) can be entered to this field, to signify that the Account number, Description and amount are to be copied from the preceding line of the Transaction when you use the template. # is obtained using Alt-3 on a UK Macintosh keyboard.</p> <p>The exclamation mark (!) can be entered to this field, to signify that the previous line of the Transaction is to be overwritten by the result of the Autotransaction. See the following example for a detailed description of how this works.</p> <p>You can link an Autotransaction with a particular Account number. Enter the code of the Autotransaction in the Auto. Trans. field of the Account record (in the System module). When the Account number is entered in a Transaction record, the Autotransaction will be entered on the following rows automatically.</p>
Description	<p>Text that describes each Transaction is entered in this field. You can also enter a # sign to copy text from the preceding line of the Transaction.</p>

Debit, Credit

Paste Special

Calculation Formulae setting,
Nominal Ledger

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

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

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

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

V-Cd

Paste Special

VAT Codes setting, Nominal
Ledger

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

Example

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

Autotransaction: Inspect				
Code DIST		Name Distribution of Overheads across Departments		
A/C	Description	Debit	Credit	V-Cd
1	!		10%	S
2	431		20%	S
3	432		30%	S
4	433		40%	S
5	831		17.5%	
6	700			=
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				

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

The second line of the Autotransaction will again refer to the original figure and calculate a percentage from it, on the same side (debit or credit) as the original, using a new line in the Transaction. The third and fourth lines of the

Autotransaction will have a similar effect, creating new lines in the Transaction with different percentages of the original figure.

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

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

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

Transaction: New

Operations

No. 2163 Trans.Date 15/9/2003 Reference

Text

	Account	Object	Description	Debit	Credit	V-Cd
1	430		Stationery Costs Dept A	1000.00		S
2	DIST					
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference Total

Press Return. The Autotransaction is entered by Office/2, and the amounts are recalculated as follows—

Transaction: New

Operations

No. 2163 Trans.Date 15/9/2003 Reference

Text

	Account	Object	Description	Debit	Credit	V-Cd
1	430		Stationery Costs Dept A		100.00	S
2	431		Stationery Costs Dept B		200.00	S
3	432		Stationery Costs Dept C		300.00	S
4	433		Stationery Costs Dept D		400.00	S
5	831		VAT Inputs Receivable	175.00		
6	700		Bank Current Account		1175.00	
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference 0.00 Total 1175.00 1175.00

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

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

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

Creating a new Autotransaction from an existing one

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

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

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

Changing an Autotransaction

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

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

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

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

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

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

Deleting an Autotransaction

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

The 'Autotransactions: Browse' window opens.

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



You cannot undo the deletion of an Autotransaction.

Budget Keys

Budget Keys are one of the tools available in Office/2 to help in the calculation of budgets. Budget Keys allow a formula to be applied to a yearly budget total in order to divide it into monthly figures.

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

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

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

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

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

button and close the window by clicking the close box. Then, close the browse window using the close box again.

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

- Code** This is a code that identifies the Budget Key, when used for budgeting. Only uppercase letters and numbers are allowed.
- Name** Give the key a descriptive name, e.g. "SALES." The name is shown in the "Budget Keys: Browse" window. Ideally, the Name should include a reminder of the number of periods (i.e. the number of rows used in the grid, usually 12 for monthly periods or four for quarterly periods) because Budget records should have the same number of periods as the Budget Keys they use.
- Sum** Office/2 will fill in this field automatically with the sum of the monthly or quarterly key values.
- Value** Enter the monthly or quarterly key values.

Calculation Formulae

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

Entering a Calculation Formula

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

the window by clicking the close box. Then, close the browse window using the close box again.

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

To enter a Calculation Formula, follow these steps—

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

The example in the illustration above takes an amount and calculates from it a figure based on a graduated percentage scale, in a similar manner to income tax calculations. It functions by adding the following figures together—

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

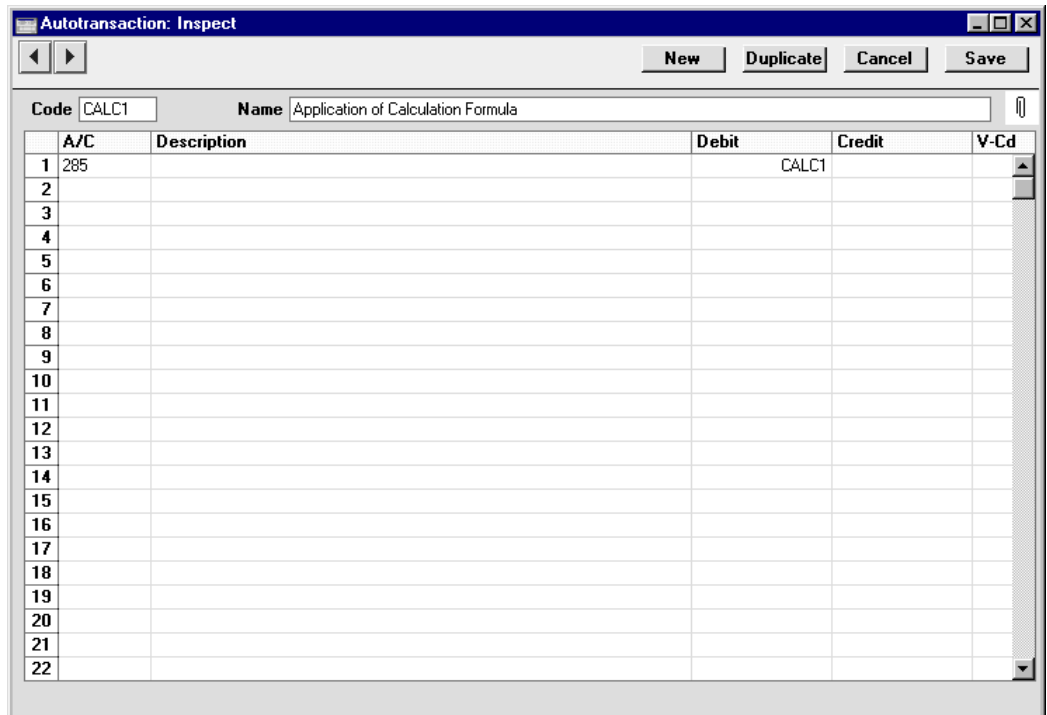
For example, applying the formula to the figure 5,000 produces 936.00 (1% from the first 99.99 = 1, 5% from the range 100-199.99 = 5.00, 10% from the range 200-499.99 = 30.00 and 20% on the rest = 900.00).

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

Using a Calculation Formula in an Autotransaction

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

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



Calculation Formulae in use

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

Transaction: New

Operations

No. 2164 Trans.Date 15/9/2003 Reference



Text

	Account	Object	Description	Debit	Credit	V-Cd
1	199		Sundry Income		5000.00	
2	CALC1					
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference -5000.00 Total 0.00 5000.00

Press Return. The Autotransaction is entered by Office/2, and the amounts are recalculated as follows—

Transaction: New

Operations   New Duplicate Cancel Save

No. 2164 Trans.Date 15/9/2003 Reference

Text

	Account	Object	Description	Debit	Credit	V-Cd
1	199		Sundry Income		5000.00	
2	285		Commissions Payable	936.00		
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference -4064.00 Total 936.00 5000.00

Control Accounts

In this setting you specify the Accounts that are to be part of the sub-ledger Control Accounts feature. This is activated for the Sales and Purchase Ledgers using the Sub-ledger Checking check boxes on card 1 of the Account Usage S/L and Account Usage P/L settings respectively.

The feature prevents the user from posting to the specified Control Accounts manually from the Transaction register in the Nominal Ledger. Instead, it will only be possible to post to these Accounts (such as, on the Sales Ledger side, Debtor Accounts) from the sub-ledger (i.e. from Invoices or Receipts in the Sales Ledger). If you try to post to a controlled Account directly from the Nominal Ledger (using the Transaction register) you will get an alert message.

This feature can be used, for example, to ensure that Receipts are received in the Sales Ledger rather than by journal in the Nominal Ledger. Using the Nominal Ledger for this purpose is incorrect because the Receipt cannot be

allocated against the appropriate Invoices. The feature also removes the risk of posting accidentally to your Debtor Account in Nominal Ledger Transactions.

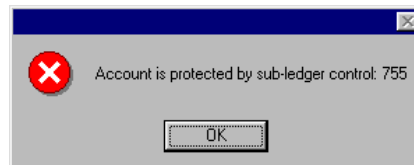
The Debtor and Creditor Control Accounts specified on card 1 of the Account Usage S/L and P/L settings are automatically protected when this feature is activated. All other Accounts that you want to be part of the sub-ledger control feature (i.e. the Accounts which are not to be used in the Transaction register) must be entered in this setting. To do this, double-click 'Control Accounts' in the 'Settings' list. The 'Sub-ledger Control Accounts: Inspect' window is shown.

For each row, use the Code field to enter an Account Category. Two Account Categories are valid: 1 for accounts receivable (debtors), and 2 for accounts payable (creditors). In the Account field, enter the Account Number of the Control Account of which use in the Nominal Ledger is to be prohibited. Use 'Paste Special' if necessary. The text in the Type field is entered by the program, depending on the Account Category chosen.

	Cd	Account	Type
1	1	755	Debtors
2	2	805	Creditors
3	2	810	Creditors
4			
5			
6			
7			
8			
9			

Click [Save] to save the changes and close, or the close box to close without saving changes.

An attempt to enter or change a Transaction posting to a protected Account will give the following error message—



If you are using the Sub-ledger Checking feature and need to specify separate Debtor Accounts for each Customer Category, those Accounts must first be

listed in this setting. Similarly, all Accounts that are entered as Creditor Accounts in Suppliers and Supplier Categories must also be listed here.

Number Series - Transactions

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

Use this setting to define these sequences, or Number Series. The different series should not overlap. In contrast to other registers, at least one Number Series must be defined for the Transaction register before any records can be entered. For a particular Transaction, any user can change to any other Number Series using 'Paste Special'.

On double-clicking 'Nr. Ser. - Trans' in the 'Settings' list, the following window appears—

No.	Date		Comment		
	From	To			
1	1001	1999	1/1/2002	31/12/2002	London Office
2	10001	10999	1/1/2002	31/12/2002	Manchester Office
3	2001	2999	1/1/2003	31/12/2003	London Office
4	20001	20999	1/1/2003	31/12/2003	Manchester Office
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.

Presentation of Balances

Internally, Office/2 interprets a Credit entry as a value that is subtracted from an account balance, while a Debit entry is added. Assets and costs are therefore stored as positive values, while liabilities, equity and incomes are negative.

These internal calculation and storage methods are often impractical when it comes to displaying balances in reports on the screen or on paper. Therefore, Office/2 has a default setting for displaying balances, whereby some values are inverted, e.g. liabilities and equity are shown as positive values. There are, however, many different accounting conventions in this world, and you are therefore given the option to change the default settings. You may have your own standard, or you may wish to exchange data with other accounting systems using conventions other than Office/2's default method.

It is not unusual for the board, the bank, auditors, and tax authorities to request different presentations of the company's figures. With Office/2's flexible method for presentation, you can solve this easily by changing the settings of Presentation of Balances. This can be done any time, e.g. between printing two reports of the same kind.

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

	1	2	3
Assets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Liability	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Income	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expenses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

A checked box indicates that the field will be presented with the sign opposite to the internal representation. An empty box means that Office/2's internal sign will be used. Internally, Office/2 regards all debits as positive numbers, and all credits as negative numbers.

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

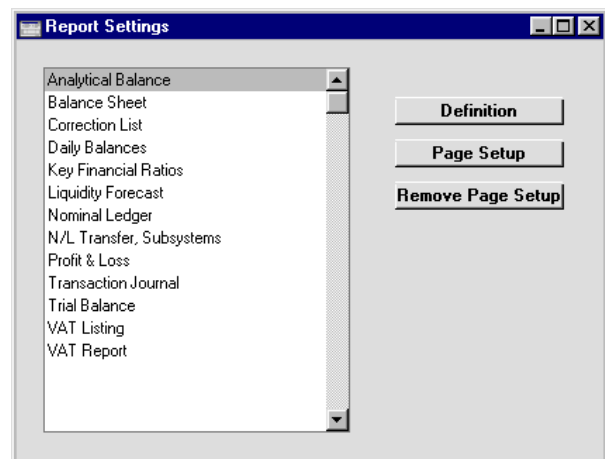
Check the boxes in the window to select your settings.

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

Report Settings

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

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



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

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

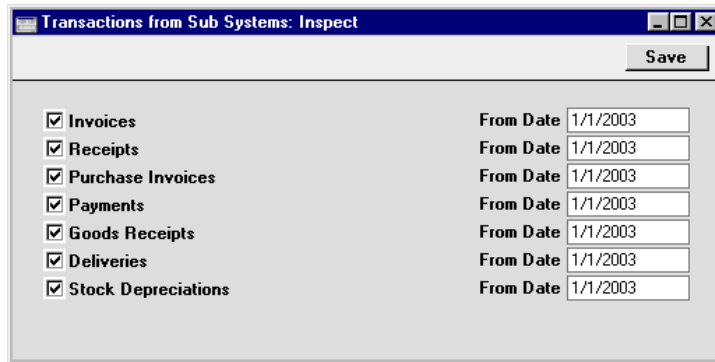
Page Setup, Remove Page Setup

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

Sub Systems

The integration between Office/2's different modules means that Nominal Ledger Transactions can be generated automatically from other ledgers and modules ('Sub Systems'). For example, approving an Invoice in the Sales Ledger can cause the automatic generation of a Nominal Ledger Transaction debiting a Debtor Account and crediting a Sales Account and, if appropriate, a VAT Account.

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



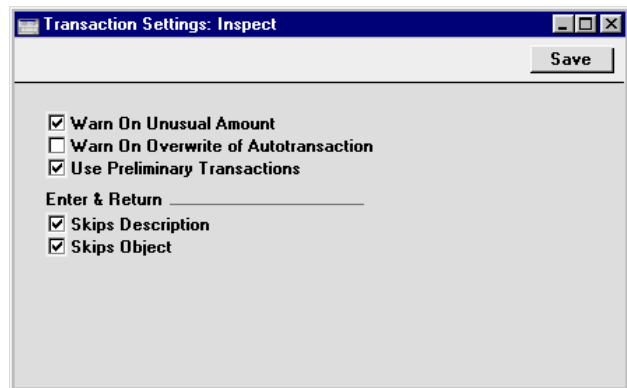
Check boxes containing a tick represent those Sub Systems from which Nominal Ledger Transactions will be generated. Use the date field to indicate the date from which Transactions are to be generated.

This function is particularly useful at the transfer to Office/2 from another accounting system, when it is necessary to enter opening balances to Office/2. If an overall opening balance has been entered to the Debtor Account for example, any Invoices transferred from the old system and entered as Sales Ledger opening balances should not generate Transactions posting to that Account as well.

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

Transaction Settings

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



Warn on Unusual Amount

When defining Accounts using the Account register in the System module, it should be specified whether each Account will normally be used on the credit side of a transaction, the debit side or both. In the case of Accounts which are normally used on one side only (for example, debit), a warning can be made to appear if an attempt is made, in the example, to credit the Account when entering a Transaction. The warning will not prevent the posting from taking place. If you would like this warning to appear, switch this option on.

Warn on Overwrite of Autotransaction

Check this box if you want Office/2 to issue a warning if you try to alter anything, for example an Account number, when you use an Autotransaction.

Use Preliminary Transactions

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

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

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

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

VAT Codes

In order to comply with VAT regulations it is necessary to differentiate between domestic, EU and external trade. To solve this, Office/2 makes use of VAT Codes, whereby any number of VAT Codes with different accounting specifications can be defined.

VAT Codes can be assigned to Customers, Suppliers and also to individual Sales and Purchase Accounts. The VAT Codes help Office/2 to use the correct VAT percentage, to control the Nominal Ledger accounting and to provide VAT statistics. The standard VAT Codes used in the UK are supplied with the program.

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

	Code	Excl %	Incl %	Outp A/C	O/P A/C	Inp A/C	I/P A/C	Description
1	0	0.00		834	830	835	831	Zero Rate (S)
2	1	17.50		834	830	835	831	Std Rate (S)
3	2	5.00		834	830	835	831	Export (S)
4	3	0.00		834	830	835	831	EU Exports (S)
5	4	0.00		836	832	837	833	EU Exports (Std)
6	S	17.50		834	830	835	831	Std rate (P)
7	Z	0.00		834	830	835	831	Zero Rate (P)
8								
9								
10								

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

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

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

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

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

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

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

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

This field is only used if the Book Receipt VAT option on card 1 of the Account Usage S/L setting is on. This

will be the case for users of the Cash VAT scheme in the UK.

If this field contains a value, the Outp A/C will be treated as a preliminary VAT Output Account, to be credited whenever an Invoice is approved. However, when the Invoice is paid, the VAT is moved from the Outp A/C to the O/P A/C. This therefore becomes the final VAT Output Account.

If you are using this feature, don't forget to alter the definition of the VAT Report so that it uses this Account and not the Outp Account.

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

Specify here the VAT Inputs Account to be debited whenever this VAT Code is used.

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

This field is only used if the Book Payment VAT option on card 1 of the Account Usage P/L setting is on. This will be the case for users in Latvia and for users of the Cash VAT scheme in the UK.

If this field contains a value, the Inp A/C will be treated as a preliminary VAT Input Account, to be debited whenever a Purchase Invoice is approved. However, when the Purchase Invoice is paid, the VAT is moved from the Inp A/C to the I/P A/C. This therefore becomes the final VAT Input Account.

If you are using this feature, don't forget to alter the definition of the VAT Report so that it uses this Account and not the Inp Account.

Description The description entered here will appear in the 'Paste Special' list, so should be detailed enough to ensure the correct VAT Code is always chosen.

The Transaction Register

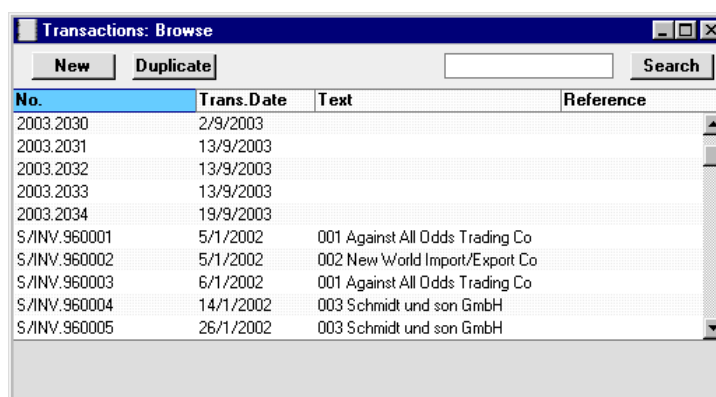
In a company, all accounting events are entered as Transactions. Depending on the nature of the Transaction, this can be done directly to the Transaction register or remotely from the Sales and Purchase Ledgers or the Stock module.

In Office/2, you can decide which Transactions are be entered directly and which are to be created remotely from other Ledgers (or 'Sub Systems'). This is done using the Sub Systems setting described earlier in this chapter.

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

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

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



No.	Trans.Date	Text	Reference
2003.2030	2/9/2003		
2003.2031	13/9/2003		
2003.2032	13/9/2003		
2003.2033	13/9/2003		
2003.2034	19/9/2003		
S/INV.960001	5/1/2002	001 Against All Odds Trading Co	
S/INV.960002	5/1/2002	002 New World Import/Export Co	
S/INV.960003	6/1/2002	001 Against All Odds Trading Co	
S/INV.960004	14/1/2002	003 Schmidt und son GmbH	
S/INV.960005	26/1/2002	003 Schmidt und son GmbH	

Transactions that have been entered directly to the Transaction register are shown with their Transaction Numbers preceded by the financial year: the Transactions numbered 2003.2030 to 2003.2034 in the illustration are

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



In Office/2 you may separate Transaction Date and Registration Date. This is particularly important in relation to your external reporting, e.g. the VAT reporting, and your internal accounting, where you may wish Transactions to go into the correct month.

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

As in other lists you may sort the Transactions by the contents of the different columns. The current sort column is shown with its heading underlined. You can also scroll the list with the scroll bars. Finally, you can search for a record by entering a keyword in the field in the top right-hand corner. Office/2 will search for the first record matching the keyword in the same column as the selected sorting order.

There are four things you can do with your Transactions—

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

Entering a Transaction

To enter a Transaction, first open the Transaction register using the [Transactions] button in the Master Control panel.

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

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

The screenshot shows a window titled "Transaction: Inspect" with a toolbar containing "Operations", "New", "Duplicate", "Cancel", and "Save". Below the toolbar are input fields for "No." (2035), "Trans.Date" (20/9/2003), and "Reference". A "Text" field contains "Purchase 17.5% VAT".

	Account	Object	Description	Debit	Credit	V-Cd
1	355		Advertising	123.40		S
2	831		VAT Inputs Receivable	21.60		
3	700		Bank Current Account		145.00	
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

At the bottom, a summary bar shows "Difference" as 0.00 and "Total" as 145.00 on both sides.

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

Header

No

Paste Special

Select from another Number Series

Transaction Number. When creating a new Transaction, Office/2 will enter the next unused number from the first

record in the Number Series - Transactions setting. You may change this number, but not to one that has already been used. If you are working in a multi-user environment, the Transaction Number is assigned when the Transaction is saved.

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

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

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

Flip A

Account	Paste Special	Account register, Nominal Ledger/System module
		Specify here the Account used by the Transaction row.
		You can also enter the Code of an Autotransaction to this field. Autotransactions are used to automate the entry of frequently used Transactions, not only reducing labour but also ensuring the correct Accounts are used every time. Autotransactions are fully described towards the beginning of this chapter.

Objects	Paste Special	Object register, Nominal Ledger
		<p>Up to 20 Objects, separated by commas, can be assigned to this Transaction row. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in Nominal Ledger reports. Full details can be found in the description of the Object register later in this chapter.</p> <p>You can use a check box in the Transaction Settings setting to have the cursor skip over this field when you press Return or Enter if you don't use Objects.</p>
Description		<p>A default Description is brought in from the Account record. It can be modified for this Transaction if necessary. As with Objects, you can have the cursor skip over this field when you press Return or Enter.</p>
Debit, Credit		<p>For each row, specify a debit or credit amount. The debits total must equal the credits total before the Transaction can be saved: each Transaction must therefore have at least two rows. If you have the Transaction setting Warn On Unusual Amount switched on and a particular Account can only have amounts posted to one side (debit or credit) you will be warned if you attempt to post a figure to the other side. Note that this warning will not be enforced and can be overridden.</p>
V-Cd	Paste Special	VAT Codes setting, Nominal Ledger
		<p>You can mark each row in a Transaction with a VAT Code. The code may be entered automatically with the Account number, or manually. No calculation ensues: the field is for reporting purposes only. Nevertheless, care should be taken to ensure the correct VAT Code (if any) is entered, since it will affect the accuracy of your VAT Return. Please refer to the section later in this chapter describing the VAT Return report for full details.</p>

Entering a Transaction - Example

As described above, Office/2 provides several shortcuts to simplify your work when entering Transactions. You may enter the current date into a date field using the Ctrl-Enter key combination (Macintosh users can press ⌘-Enter). If you will be entering Transactions of the same type repeatedly (e.g. salaries), you can automate their entry using Autotransactions. Their use is fully described in the 'Settings' section of this chapter.

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

The 'Transaction: New' window is opened, containing an empty Transaction or a duplicate of the highlighted one. Office/2 suggests the next unused Transaction Number from the correct journal number series, and as Transaction Date the date from the last entered Transaction.

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

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

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

The Transaction will look like this—

Transaction: New

Operations

No. 2036 Trans.Date 22/9/2003 Reference

Text Purchase Office Material

	Account	Object	Description	Debit	Credit	V-Cd
1	430		Stationery Costs		25.00	S
2	440		Gen Office Exps		6.00	S
3	440		Gen Office Exps		3.20	S
4	831		VAT Inputs Receivable		5.22	
5	700		Bank Current Account			39.42
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference Total

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

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

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

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

	Account	Object	Description	Debit	Credit	V-Cd
1	604		FA - Cost of Fixt/Fittings	247.00		S
2	451		Carrier Charges	20.00		S
3	831		VAT Inputs Receivable	26.70		
4	720		Petty Cash			
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference 293.70 Total 293.70 0.00

With the cursor in the Credit column, press the Return or Enter key. Office/2 enters the correct credit amount to balance the entry for you. If you press Return or Enter again, the Transaction will be saved, closed and committed the Transaction to the Nominal Ledger, and a new, empty, Transaction will be opened. You can use this feature when you need to enter several Transactions quickly in one sitting.

Correcting Transactions

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



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

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

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

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

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

2. Select 'Swap Debit & Credit' from the Operations menu. This takes the existing Transaction rows and reverses them (what were Credit amounts become Debits). This action thus cancels out the original, erroneous, Transaction.

- Then select 'Correction Mark' from the same menu. This will add a new line where you can enter a cross reference to the Transaction containing the error.

Transaction: New

Operations

No. 2038 Trans.Date 22/9/2003 Reference

Text Purchase Office Material

	Account	Object	Description	Debit	Credit	V-Cd
1	430		Stationery Costs		25.00	S
2	440		Gen Office Exps		6.00	S
3	440		Gen Office Exps		3.20	S
4	831		VAT Inputs Receivable		5.22	
5	700		Bank Current Account	39.42		
6	Correction to Transaction 2003.2036					
7	430		Stationery Costs	25.00		S
8	440		Gen Office Exps	9.20		S
9	831		VAT Inputs Receivable	5.99		
10	700		Bank Current Account		40.19	
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference 0.00 Total 79.61 79.61

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

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

Transaction: Inspect

Operations

No. 2036 Trans.Date 22/9/2003 Reference

Text Purchase Office Material

	Account	Object	Description	Debit	Credit	V-Cd
1	430		Stationery Costs		25.00	S
2	440		Gen Office Exps		6.00	S
3	440		Gen Office Exps		3.20	S
4	831		VAT Inputs Receivable		5.22	
5	700		Bank Current Account			39.42
6	Corrected by Transaction 2003.2038			Reg.Date 22/9/2003		
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference Total

Office/2 also provides you with another method to correct entries. In manual ledgers, errors are often corrected or eliminated by striking a line (sometimes in red ink) across the entry. A note is made with the initials of the accountant, and a corrected entry is made with the next unused journal number. Office/2 provides a similar method.

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

Transaction: Update

Operations

No. 2037 Trans.Date 22/9/2003 Reference

Text Purchase Desk

	Account	Object	Description	Debit	Credit	V-Cd
1	604		FA - Cost of Fixt/Fittings		247.00	S
2	451		Carrier Charges		20.00	S
3	831		VAT Inputs Receivable		26.70	
4	720		Petty Cash		293.70	
5	Signature	FF	Old Trans.Date	22/9/2003		
6	700		Bank Current Account		293.70	
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference 0.00 Total 293.70 293.70

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

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

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

Operations Menu

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



Balance Transaction

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

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

Swap Debit & Credit

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

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

Update Mark

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

Correction Mark

When you use a correction Transaction to correct a Transaction, use this command to enter the number of the cancelled Transaction. The cancelled Transaction will also gain a cross-reference to the correction Transaction. Full details are contained in an earlier section of this chapter, 'Correcting Transactions'.

The Budget Register

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

Office/2 provides various budgeting models, which can be combined in different ways. For example—

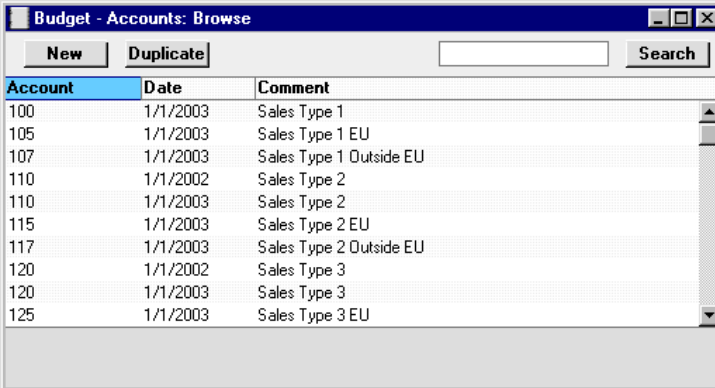
- absolute amounts, budgets with values for each month
- annual basis with key values - a budget showing how the annual values are distributed over months.

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

Entering Budgets

1. In the Nominal Ledger module, or click the [Budgets] button in the Master Control panel.

The 'Budget - Accounts: Browse' window is opened, showing those Accounts for which Budgets have already been entered. A separate Budget record should be created for each Account for a particular fiscal year.



Account	Date	Comment
100	1/1/2003	Sales Type 1
105	1/1/2003	Sales Type 1 EU
107	1/1/2003	Sales Type 1 Outside EU
110	1/1/2002	Sales Type 2
110	1/1/2003	Sales Type 2
115	1/1/2003	Sales Type 2 EU
117	1/1/2003	Sales Type 2 Outside EU
120	1/1/2002	Sales Type 3
120	1/1/2003	Sales Type 3
125	1/1/2003	Sales Type 3 EU

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

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

	Date	Values	Budget
1	1/1/2003		3769.84
2	1/2/2003		4523.81
3	1/3/2003		5654.76
4	1/4/2003		9424.60
5	1/5/2003		16964.29
6	1/6/2003		15079.37
7	1/7/2003		11309.52
8	1/8/2003		9424.60
9	1/9/2003		7539.68
10	1/10/2003		5654.76
11	1/11/2003		3769.84
12	1/12/2003		1884.92
13			
14			
15			
16			
17			
18			
19			

Budget Sum 95000.00

- Account** **Paste Special** Nominal Ledger/Account register, System module
- Enter the number of the Account for which you want to enter a Budget.
- Comment** The Account name will be placed in this field by Office/2.
- Period** Enter the first and last date of the budget period.
- Base Value** The expected total for the budget period. Remember to enter sales and income values, liabilities and equity as negative (credit) values, and assets and costs as positive (debit) values.

The figure entered here can be treated as a control total for the period. If the period is a year, for example, the figure can be broken down into monthly or quarterly totals in the grid area. These can be entered manually, working to the Base Value as a target, or they can be calculated from the Base Value using a Budget Key, specified in the next field.

Budg. Key**Paste Special**

Budget Keys setting, Nominal Ledger

The Budget Key is a useful tool for breaking an annual budget figure down to monthly totals if that process can be carried out using a formula. For example, experience may show that sales of a particular product always follow a set pattern with a certain percentage in each month. Alternatively, and more simply, a Budget Key can be used to break an annual rent figure down into twelve equal divisions.

The setting up of Budget Keys is fully described in the 'Settings' section earlier in this chapter.

To apply a Budget Key to a Budget record, it is first necessary to enter a figure to the Base Value field. This figure should represent the budget for the whole period (perhaps a year). Then, specify an appropriate Budget Key and enter the start dates of each month or quarter on separate rows in the grid area. You should have the same number of period divisions (i.e. rows in the grid) as you have entered for the Budget Key. Then, choose 'Recalculate' from the Operations menu. For each row, a total (i.e. a monthly or quarterly total) will appear in the grid area. These will be calculated by apportioning the Base Value according to the ratios in the Budget Key. Finally, save the record.

Date

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

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

Values

Enter absolute values for each period.

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

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

Budget

Office/2 will calculate this value for you when you select the 'Recalculate' command from the Operations menu.

Budget Sum

This field shows the total budget for the year. Unlike the figure entered to the Base Value field, this figure is calculated by Office/2 as a sum of the Budget figures in the grid. Therefore, if the Budget is revised and recalculated using the 'Recalculate' function on the Operations menu, the Base Value will remain unchanged, so some comparison can be made between the original budgeted figure and the final one. The Budget Sum will also take into account any extra amounts in the Values column.

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

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



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

5. Two reports can be used to compare Budgets with actual figures: the Balance Sheet and the Profit & Loss report. These are both described in the 'Reports' section later in this chapter.

Inspecting or Changing Budgets

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

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

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

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

Printing Budget Definitions

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

1. Change to the System module by clicking the [Select Module] button in the Master Control panel.
2. Select 'Reports' from the File menu or click the [Reports] button in the Master Control panel.
3. Double-click 'System Documentation' in the 'Settings' list.
4. In the following window, click the Budget Model check box and press [Run].
5. A list of Budgets is printed.

The Brought Forward Balances Register (Opening Balances)

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

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

The screenshot shows a software window titled "Brought Forward Balances: Inspect". At the top, there are navigation arrows and buttons for "New", "Duplicate", "Cancel", and "Save". Below this, the "No." field is set to "1" and the "Trans.Date" is "31/12/2002". The "Description" field contains "BF Balances for end 2002" and the "Objects" field is empty.

	A/C	Name	Debit	Credit
1	700	Bank Current Account	12500.00	
2	710	Bank Deposit Account	352.00	
3	720	Petty Cash	125.45	
4	750	S/L Control	78500.00	
5	800	P/L Control		22580.00
6	830	VAT Outputs Payable prelim		12522.00
7	831	VAT Inputs Receivable prelim	5894.00	
8	825	Sundry Creditors		12500.00
9	950	Share Capital Issued		20000.00
10	960	Profit/Loss B/Fwd		29769.45
11				
12				
13				
14				
15				
16				
17				
18				
19				
Difference			0.00	
Total			97371.45	97371.45

3. Enter data as with Transactions.
4. Click [Save] to save the record.

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

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

The Account Register

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

The Object Register

Office/2 supports the use of Objects, to allow your accounts to be classified and reported in several different categories or dimensions.

You can assign Objects to individual Invoices and Nominal Ledger entries. When an Object is assigned to an Invoice, for example, Office/2 will assign that Object automatically to any Transaction generated from that Invoice. This gives you excellent possibilities to report for example sales per Object. In general, Objects are tools to improve the internal cost accounting capabilities in your business.

Objects may be used as selection criteria in many reports. If, for example, you have several profit centres in your business, and use Objects to separate income and expenditure for each of these, you may produce separate profit and loss statements for each profit centre.

Using Objects, it is simple to separate the transactions belonging to different Objects when producing reports such as profit and loss, key ratios, etc.



You control the definition and use of Objects entirely. They are your own tools for your cost accounting.

All Objects in Office/2 can span several years. This is a consequence of Office/2's continuous database, where the end of year is simply a user-defined reporting interval. Object balances are thus automatically transferred from one financial year to the next. This gives you the ability to keep track of the budget and results of an Object (e.g. a building project) for several years.

An Object can also be closed, to prevent further use. With the Object on screen in a record window, check the Closed check box to close it. If you want to open the Object again later, you simply click in the box again to remove the check.)

Do try out the Objects and the different reports. This is an interesting way to get an insight into the status of the company - and there may be money to gain!

Defining, Inspecting, Changing and Deleting Objects

When you click the [Objects] button in the Master Control panel in the Nominal Ledger, the 'Objects: Browse' window is opened with a list of the currently defined Objects.

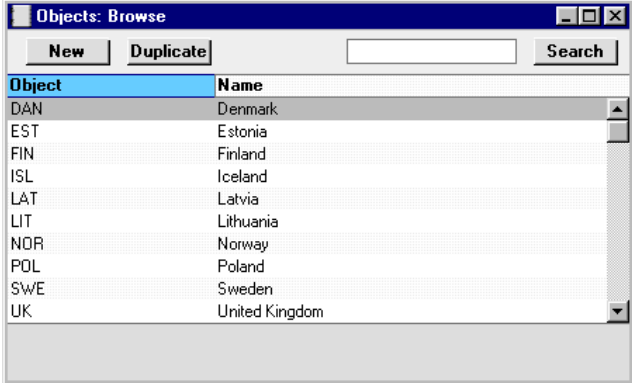
This operates in the same manner as all browse windows in Office/2: you can sort the list by clicking on one of the headings, or search using the search box in the top right-hand corner.

Open an Object record by double-clicking one of the items in the list, or create a new Object using the [New] or [Duplicate] buttons in the Button Bar.

Delete an Object by opening it and then selecting 'Delete' from the Record menu. Remember that, as elsewhere in Office/2, deletions are permanent and cannot be reversed by the 'Undo' facility. You will not be able to delete Objects that have been used in Transactions.

Using Objects - an example

The following Objects have been entered—



The screenshot shows a window titled "Objects: Browse". At the top, there are buttons for "New" and "Duplicate", a search box, and a "Search" button. Below this is a table with two columns: "Object" and "Name". The table contains the following data:

Object	Name
DAN	Denmark
EST	Estonia
FIN	Finland
ISL	Iceland
LAT	Latvia
LIT	Lithuania
NOR	Norway
POL	Poland
SWE	Sweden
UK	United Kingdom

All invoiced sales are recorded with one of these Objects (representing their country of origin). The following reports are produced based on the data entered. First, we produce a Profit and Loss report showing all sales—

Profit & Loss			
Operations		Search	
Profit & Loss		Hansa, Print date: 29/10/2003 18:47	
Radio Import/Export Ltd		Period 1/1/2003 : 31/12/2003	
Last Reg Date 29/10/2003		Exact Notation	
		in %	
		All used accounts	
		Preliminary transactions included	
		Period	Accumulated
Sales			
100	Sales Type 1	-1,000.00	-1,000.00
199	Sundry Income	-1,609,181.17	-1,609,181.17
Total Sales		-1,610,181.17	-1,610,181.17
Cost of Sales			
240	Stock Movements	1,396,746.12	1,396,746.12
Total Cost of Sales		1,396,746.12	1,396,746.12
Gross Profit		-213,435.05	-213,435.05
Net Profit		-213,435.05	-213,435.05

We can then produce separate Profit & Loss reports for each Object, to analyse the performance of each country. Two such reports are illustrated below—

The image shows two screenshots of the 'Profit & Loss' report window in Office/2. The top window is for Object DEN (Denmark) and the bottom window is for Object EST (Estonia). Both reports show a table with 'Period' and 'Accumulated' columns. The Denmark report shows Sales of -66,462.00. The Estonia report shows Sales of -98,726.00 and Cost of Sales of 67,108.20, resulting in a Net Profit of -31,617.80.

	Period	Accumulated
Sales		
199 Sundry Income	-66,462.00	-66,462.00
Total Sales	-66,462.00	-66,462.00

	Period	Accumulated
Sales		
199 Sundry Income	-98,726.00	-98,726.00
Total Sales	-98,726.00	-98,726.00
Cost of Sales		
240 Stock Movements	67,108.20	67,108.20
Total Cost of Sales	67,108.20	67,108.20
Gross Profit	-31,617.80	-31,617.80
Net Profit	-31,617.80	-31,617.80

Similarly, producing a Nominal Ledger report for an individual Account and for one Object will only list Transactions for that Object.

Multiple Objects

Office/2 allows you to assign more than one Object to a transaction. An example is when you wish to use a certain Object with a particular Customer, and another with a particular Item. Both Objects will appear in Nominal Ledger Transactions generated by Invoices for those Items made out to those Customers. With some careful organisation, you may then produce a very

detailed and precise analysis of your business for the different combinations. To set up the right combination of Objects is usually quite a difficult analytical exercise, and it is quite easy to create nonsense results.

When entering transactions of any type, up to 30 Objects separated by commas can be assigned separately to the transaction and to each row: each Object field can contain up to 60 characters. However, it is recommended that Object Codes with at least two characters are used, imposing a more usual limit of 20 Objects.

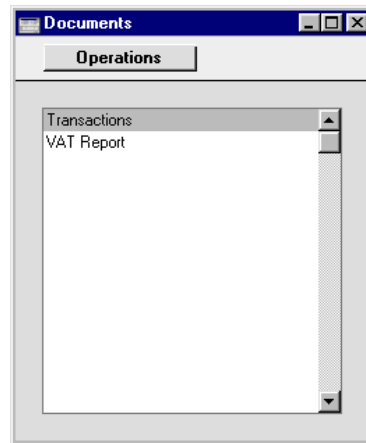
Documents

Introduction

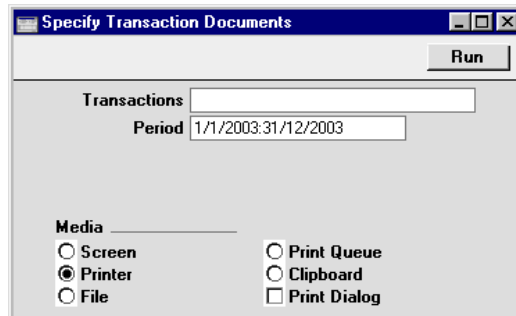
The 'Documents' function permits the printing in batches of particular documents or Forms. There are only two documents available in the Nominal Ledger module of Office/2: Transactions and VAT Report.

To print either document, follow this procedure—

1. Select 'Documents' from the File menu or click the [Documents] button in the Master Control panel. The 'Documents' list appears—



2. Double-click either item in the list as required.
3. If you have chosen the Transactions option a window is shown where you can specify which Transactions are to be printed—



Enter the Transaction number, or a range of numbers, separated by a colon (:). The Transaction Number must include the prefix as shown in the 'Transactions: Browse' window. To print a Transaction that was entered directly to the Nominal Ledger, enter, for example, "2003.3" or, for a range, "2003.3:2003.10". To print a Transaction that was created from a Sub System, enter, for example, "S/INV.030003" or "S/INV.030003:S/INV.030010" for a range.

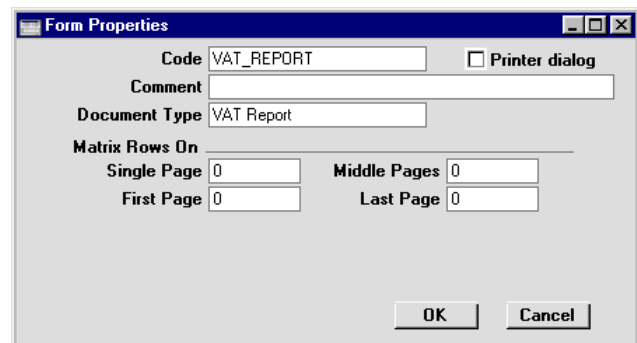
Enter a period if you need a different one to the default.

4. If you have chosen the VAT Report option specify the period to be covered in the document.
5. Click [Run] to print the documents.
6. Close the 'Documents' list with the close box.

The Design of the VAT Report document

The VAT Report document can be used to submit your VAT return to the relevant authority. It uses a Form with the Form Code of "VAT_RETURN". To edit this Form, follow these steps—

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



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

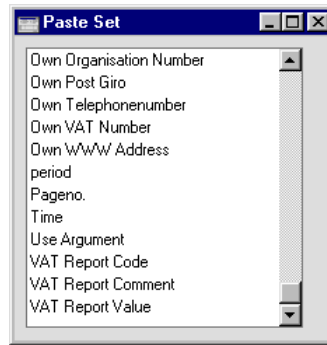
- Code: VAT_REPORT
- Printer dialog:
- Comment: (empty)
- Document Type: VAT Report
- Matrix Rows On:
 - Single Page: 0
 - First Page: 0
 - Middle Pages: 0
 - Last Page: 0

Buttons: OK, Cancel

Using 'Paste Special' from the Document Type field, ensure the Form has been classified as a VAT Report. This will ensure that, you will only

be able to include appropriate fields in the design. Click the [OK] button in the dialogue box.

4. Change the design of the Form as appropriate. To include fields, click the [Fields] button and then draw a box on the Form where the field is to appear. It can be moved or resized later if necessary. The 'Field' window opens. Enter the Field Name: use 'Paste Special' to see all available Field Names for the "VAT Report" Document Type.
5. Three fields have been provided to ensure the figures in the document are the same as those in the VAT Return report. These are shown at the bottom of the Field 'Paste Special' window—



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

The screenshot shows a window titled "VAT Report" with a menu bar containing "Operations" and "Search". The window displays the following information:

VAT Report
Radio Import/Export Ltd
Last Reg Date 11/11/2003

Hansa, Print date: 31/12/2003 00:35
Period 1/10/2003 : 31/12/2003
Preliminary transactions included

OUT	Output Tax	3,137.00
ACQ	VAT on EC Acquisitions	0.88
NET	Net Output Tax	3,137.88
INP	Input Tax	1,760.31
PAY	Net VAT due to/from C&E	1,377.57
.	NET SALES	
SAL0	Net Sales (Zero Rate)	0.00
SAL1	Net Sales (Std Rate)	17,928.94
SAL2	Net Sales (Export)	0.00
SAL3	Net Sales (EU - Zero)	0.00
SAL4	Net Sales (EU - Std)	0.00
SALE	Net Sales (Exempt)	0.00
SALT	Total Net Sales	17,928.94
.	NET PURCHASES	
PURS	Net Purch (Std)	10,053.96
PURZ	Net Purch (Zero)	0.00
PURU	Net Purch (EU Acqnt)	0.00
PURI	Net Purch (Oth/Impnt)	0.00
PURE	Net Purch (Exempt)	0.00
PURN	Net Purch (Std - Not Reg)	0.00
PURT	Total Net Purchases	10,053.96
.	EU STATISTICS	
SALEU	Net Sales to EU Countries	0.00
PUREU	Net Purchases from EU Countries	0.00

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

You can include each column in its entirety in your Form design or you can pick out individual pieces of information. This is done using the Field Argument. Entering a number such as 3 (as in the illustration below) indicates that the field will show the information from the third row (for the VAT Report Value, 3,137.88 in the report shown above).

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

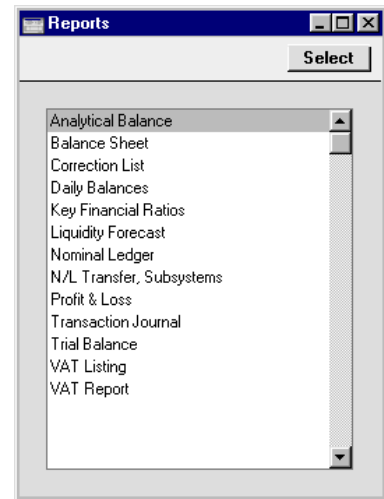
6. Click the [OK] button in the dialogue box to save the Field specifications, and repeat steps 4 and 5 as necessary until the design is complete.
7. Click the [Save] button in the Button Bar to save the Form.
8. Change to the Nominal Ledger and open the 'Documents' window using the 'Documents' item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

Reports

Introduction

As with all modules, to print a report in the Nominal Ledger, select 'Reports' from the File menu or click the [Reports] button in the Master Control panel. The keyboard shortcut Ctrl-R or ⌘-R can also be used. Then, double-click the appropriate item in the list.

The following reports are available in the Nominal Ledger—



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

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

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

initially print to screen and subsequently send the report to a printer using the Printer icon. You can also print the report to disk as a text file. This will be useful if you want to format the report in your house style before printing.

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

Definition of Nominal Ledger Reports

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

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



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

Drill-down

Office/2 has a unique drill-down feature in some of the reports when they are printed to screen. For example, when you have a Profit & Loss statement on the screen, you may click on any of the Account numbers in the report. Subject to you having the necessary access rights, the Nominal Ledger report for the same Account and period is then opened in a separate window, listing the Transactions that contribute to the account balance on the P&L statement. If you then click on one of the Transaction Numbers in the Nominal Ledger report, the Transaction record will open, showing all the details recorded for the event. This example is illustrated below—

Profit & Loss
 Operations 199 Search
 Hansa, Print date: 25/11/2003 01:12
 Radio Import/Export Ltd Period 1/1/2003 : 31/12/2003
 Last Reg Date 11/11/2003 Exact Notation in %
 All used accounts

Nominal Ledger
 Operations 2003.1 Search
 Hansa, Print date: 25/11/2003 01:14
 Radio Import/Export Ltd Account 199
 Last Reg Date 11/11/2003 Period 1/1/2003 : 31/12/2003
 Values in GBP Preliminary transactions included
 Not Reconciled Reconciled

Sales
 110 Sales T
 150 Disbu
 170 Depos
 180 Sales o
 196 Discov
199 Sundry
 Total Sales

Cost of Sales
 200 Cost T
 299 Sundry
 Total Cost of Sales

ACCOUNT 199 Sundry Income

Trans No	Trans Date	Text	Debit	Credit	Balance
		Fwd balance			0.00
<u>2003.1</u>	2/1/2003	002 New World Import /Export Co		10.00	-10.00 1
<u>2003.2</u>	2/1/2003	002 New World Import			

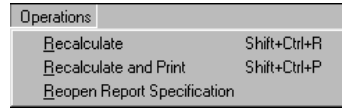
Transaction: Inspect
 Operations New Duplicate Cancel Save
 No. 1 Trans.Date 2/1/2003 Reference
 Text 002 New World Import/Export Co

	Account	Object	Description	Debit	Credit	V-Cd
1	750		S/L Control		35.25	
2	199		Sundry Income		10.00	1
3	110		Sales Type 2		20.00	1
4	830		VAT Outputs Payable		5.25	
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Difference 0.00 Total 35.25 35.25

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

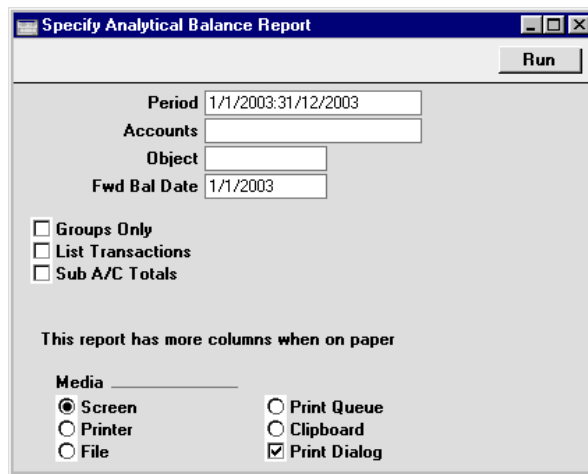
The Operations Menu



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

Analytical Balance

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



Period

Paste Special

Reporting Periods setting, System module

Enter the period to be covered by the report. The default value is the first period in the Reporting Periods setting.

Accounts	Paste Special	Account register, Nominal Ledger/System module
	Range Reporting	Alpha
		Limit the report to a single Account, or range of Accounts.
Object	Paste Special	Object register, Nominal Ledger
		Enter an Object here if you want the balances in the report to be calculated from Transactions with that Object only.
Fwd Bal Date		Specify here the date for which the Forward Balances are to be calculated. The default is the first date of the period specified for the report.
Groups Only		With this option on, the report will only show subtotals for groups of Accounts, grouped using the first digit of the Account Code. If the option is off, balances for each Account are shown together with the group subtotals.
List Transactions		With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.
Sub A/C Totals		This option takes the group totalling described for the Groups Only check box above a stage further. It displays subtotals for groups of Accounts whose three initial digits are the same. For example, the totals for Accounts 3011, 3012 and 3014 will be shown as a subtotal. The single-digit group total (for Accounts starting with 3 in the example) will be shown as well.

Balance Sheet

The Balance Sheet shows the assets, liabilities and capital of the company at a given point in time. You can use the Balance Sheet model supplied with Office/2, or you can define your own, possibly editing the standard definition to suit your needs.

Setting up a Balance Sheet

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

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

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

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

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

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

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

The screenshot shows a dialog box titled "Definition of Balance Sheet: Inspect". It has a title bar with standard window controls and buttons for "New", "Duplicate", "Cancel", and "Save". Below the title bar, there are several input fields and a group of radio buttons. The "No." field contains the value "10". The "Text" field contains "Fixed Assets". The "Accounts" field contains "600:699999". Below these fields, there are four columns of radio buttons labeled "Type", "Account Type", "Side", and "Active/Passive". Under "Type", "Accounts" is selected. Under "Account Type", "Asset" is selected. Under "Side", "Normal" is selected. Under "Active/Passive", "Normal" is selected.

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

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

The Account Type is “Asset”. The Account Type concept is explained in the section describing the Account register in the ‘System Module’ chapter in Volume 1.

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

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

Balance Sheet				
Operations		Search		
Balance Sheet		Hansa, Print date: 25/11/2003 17:54		
Radio Import/Export Ltd		Period 1/1/2003 : 31/12/2003		
Last Reg Date 25/9/2003		Values in GBP		
		Exact Notation		
		Net Change		
		All accounts		
		Preliminary transactions included		
		Fwd Balance	Net Change	Balance
Reverse order example				
605	FA - Cost of Motor Vehicles	0.00	30,800.00	30,800.00
604	FA - Cost of Fixt/Fittings	0.00	7,667.00	7,667.00
603	FA - Cost of Plant & M/C	0.00	6,902.50	6,902.50
602	FA - Cost of Demo Eqmnt	0.00	0.00	0.00
601	FA - Cost of Office Eqmnt	0.00	13,750.00	13,750.00
651	FA - Depn of Office Eqmnt	0.00	-2,093.55	-2,093.55
652	FA - Depn of Demo Eqmnt	0.00	0.00	0.00
653	FA - Depn of Plant & M/C	0.00	-900.00	-900.00
654	FA - Depn of Fixt/Fittings	0.00	-1,598.00	-1,598.00
655	FA - Depn of Motor Vehicles	0.00	-5,000.00	-5,000.00
Total Reverse order example		0.00	49,527.95	49,527.95

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



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

Definition of Balance Sheet: Inspect

No. 25

Text Cash in Hand & at Bank

Accounts 700:739999

Type Accounts
 Sum
 Text
 Page break

Account Type Asset
 Liability
 Equity
 Income
 Expense

Side Normal
 Debit
 Credit

Active/Passive Normal
 Only Debit
 Only Credit

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

Definition of Balance Sheet: Inspect

No. 25

Text Cash in Hand & at Bank

Accounts 700:739999

Type Accounts
 Sum
 Text
 Page break

Account Type Asset
 Liability
 Equity
 Income
 Expense

Side Normal
 Debit
 Credit

Active/Passive Normal
 Only Debit
 Only Credit

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

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

The new Balance Sheet report is now ready to print.



Office/2 comes with a standard Chart of Accounts and a set of Report Definitions. This is a well structured Chart, with systematic groupings of Accounts. It is suitable without any changes for most small or medium companies, but it is also easily modified by yourself or your financial adviser.

If you stay within the structure of the Chart (e.g. avoid putting Liability Accounts among the Assets!), there is no need to alter the definitions. But remember, it is a good idea to print a test Balance Sheet to see if your definitions produce exactly what you expect.

Inserting a Row in the Balance Sheet

1. Open the 'Reports' list window and highlight 'Balance Sheet'. Select 'Define Report' from the Operations menu.

The 'Definition of Balance Sheet: Browse' window is opened.

2. Click [New] or highlight a row similar to the one you are creating and click [Duplicate].

An empty form or a copy of the highlighted row is opened.

3. Enter the information for the new row.

Remember to give the new row a number that will insert it in the right place in the Balance Sheet. (e.g. if you want to insert a row between e.g. rows 30 and 40, you can use 35.)

4. Click [Save] and close the window, or click the close box to cancel.

You will be returned to the 'Definition of Balance Sheet: Browse' window, where the new row is shown in its proper place in the list.

Deleting a row from the Balance Sheet

1. Open the 'Reports' list window and highlight 'Balance Sheet'. Select 'Define Report' from the Operations menu.

The 'Definition of Balance Sheet: Browse' window is opened.

2. Double-click the row you want to remove, to show its definition window.
3. Select 'Delete' from the Record menu.

The row is deleted from the Balance Sheet and the definition for the following row is shown in its place.

4. Close the window.

You will be returned to the 'Definition of Balance Sheet: Browse' window.



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

Printing a Balance Sheet

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

Specify Balance Sheet [Run]

Period: 1/1/2003:31/12/2003
 Object:
 Header: Balance Sheet

Accounts All Used only Groups only Used Groups only

Notation Exact No Decimals Thousands Millions Comparison in %

Comparison Net Change Budget Previous Year Rev Budget

List Transaction Nos

Media Screen Printer File Print Queue Clipboard Print Dialog

Period	Paste Special	Reporting Periods setting, System module
		Enter the period for the Balance Sheet you want to print. Office/2 will suggest the first period in the Reporting Periods setting as a default.
Object	Paste Special	Object register, Nominal Ledger/System module
		Enter an Object Code in this field if you want to limit the report to Transactions with a certain Object. If the field is empty, all Transactions, with and without Objects, are included.
Header		Specify a title for the report here.
Accounts		Select how you want the Accounts printed in the report.
	All	This option will show all Accounts that have been included in the Balance Sheet definitions.
	Used only	This option will only show Accounts that have been used. This includes Accounts that have balances brought forward from a previous period but that have not been used in the report period.
	Groups only	This option does not show balances for individual Accounts. Instead, it simply shows an overall balance for each row as entered in the Balance Sheet definitions.
	Used Groups only	This option only shows balances for rows as entered in the Balance Sheet definitions that have been used.
Notation		Select the printing format for the values in the Balance Sheet.
	Exact	Shows the balances as stored in the Transactions.
	No Decimals	Rounds the balances up or down to the nearest whole number.
	Thousands, Millions	Divide the balances by 1,000 or 1,000,000.
	Comparison in %	Only valid if Budget is chosen as the Comparison option.

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

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

List Transaction Nos

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

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

When printed to screen, the Balance Sheet has Office/2's Drill-down feature. Click on the Account Number of any Account in the report to open the Nominal Ledger Report for the same Account and period. From the Nominal Ledger report, you can double-click on any Transaction Number to open an individual Transaction record.

Special Features of the Balance Sheet

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

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

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

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

In those environments where all these special rules are used, the preparation of balance reports tends to become complicated and labour consuming. These special functions of Office/2 allow the far-reaching automation of many of these routine tasks. This is how it works.

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

Account 702 - Bank Current Account 2—

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

Account 703 - Bank Current Account 3—

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

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

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

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

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

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

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

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

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

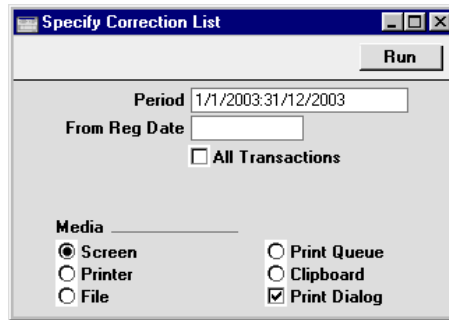
Special Features example				
702	Bank Current Account 2	0.00	-15.00	-15.00
703	Bank Current Account 3	0.00	-1,000.00	-1,000.00
Total Special Features example		0.00	-1,015.00	-1,015.00

Correction List

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

When printed to screen, the Correction List has Office/2's Drill-down feature. Click on any Transaction Number in the report to open an individual Transaction record.

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



- | | | |
|-------------------------|----------------------|---|
| Period | Paste Special | Reporting Periods setting, System module |
| | | Enter the report period in the format 01-02-03:28-02-03. If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first row of the Reporting Periods setting is used as a default value. |
| From Reg. Date | | This is the registration date (the entry date), not the Transaction Date. |
| All Transactions | | By default, this report only shows corrected or updated Transactions that fall within the report period. If you would like to list all Transactions, perhaps to gain an impression of the proportion that have been changed, check this box. |

Click [Run] to print the Correction List.

Daily Balances

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

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

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

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

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

Range Reporting Alpha

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

Show Transactions in Period

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

Key Financial Ratios

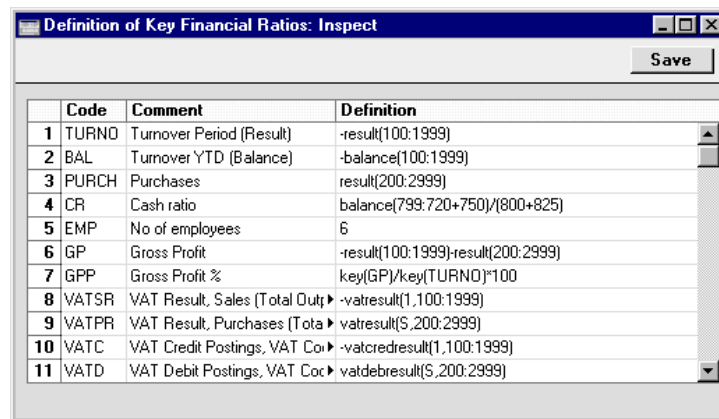
When a company, its situation and prospects are evaluated, the Key Financial Ratios report is a useful tool.

Office/2 allows you to create your own Key Ratios, to improve the analysis. Examples might be sales per sq. ft. for retail outlets, or the relation between salaries and debited time for consultants. Some Key Ratios are used in other reports: the Turnover % option in the Profit & Loss report requires that there be a Key Ratio defining 'turnover', for example.

Defining Key Ratios

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

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



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

The fields on the screen are as follows—

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

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

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

RESULT(Account Code)

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

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

RESULT(100:1999)

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

-RESULT(100:1999)

As the previous example, but the sign of the final figure is changed. This is useful when displaying figures for sales, which are stored as negative figures in Office/2. Prefixing the RESULT command with a minus sign will cause sales to be displayed as positive figures in the report.

RESULT(100+120:1999)

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

BALANCE(Account Code)

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

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

KEY(Code)

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

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

VATRESULT(VAT Code, Account Code)

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

The reference to the VAT Code is not case sensitive.

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

VATBALANCE(VAT Code, Account Code)

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

VATCREDRESULT(VAT Code, Account Code)

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

VATDEBRESULT(VAT Code, Account Code)

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

APDUE(Number of days)

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

ARDUE(Number of days)

This command is the Sales Ledger equivalent of APDUE above.

3. When you have finished defining Key Ratios, click [Save].

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

As the calculation uses Office/2's internal values, balances on e.g. sales Accounts will be shown as negatives, since they normally are in credit. You can solve this simply by reversing the sign for all such calculations: an example of this is in Key Ratio No. 1 in the illustration. The examples also show how to group different Accounts.

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

Printing the Key Financial Ratios report

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

- | | | |
|---------------|----------------------|--|
| Period | Paste Special | Reporting Periods setting, System module |
| | | Enter the report period, in the format "01-02-03:28-02-03". If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first row of the Reporting Periods setting is the default value. |
| Object | Paste Special | Object register, Nominal Ledger/System module |
| | | Enter the Object (if any) for which you want to calculate Key Ratios. |
| Keys | | If you do not want to show all Key Ratios in the report, specify here which ones are to be included. If specifying more than one, they should be separated by commas (e.g. "TURNO,CR,EMP"). |
| Header | | Specify a title for the report here. |
- Click [Run] to calculate the Key Ratios.

Liquidity Forecast

This report presents a forecast of all actual and future payments to and from the firm during a specified period. The forecast is based on the Due Dates of Purchase and Sales Invoices.

When printed to screen, this report has Office/2's drill-down feature. Click on any Transaction Number in the report to open the Transaction. Invoices will be shown in the 'Invoice: Inspect' window, Purchase Invoices in the 'Purchase Invoice: Inspect' window.

Double-clicking 'Liquidity Forecast' in the 'Reports' list opens the following window—

Transactions Until

Paste Special

Current Date

A date entered here instructs Office/2 to end the report at a particular date. The date can be any date, before or after the current date. The start date of the report will be taken from the first period in the Reporting Periods setting.

Function

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

Registers By default, the report contains Debtors' and Creditors' forecasts. You can exclude either of these sections from the report by clicking in these boxes.

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

Receipts, Payments

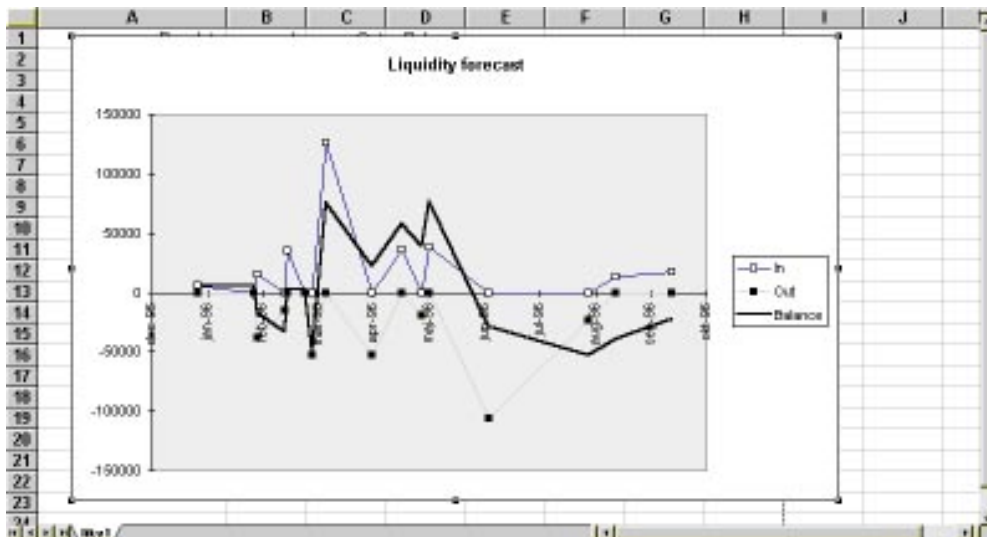
Select an alternative for the payment pattern to be used in calculating the Receipt and Payment schedule.

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

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

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

This report can be a very useful tool in your liquidity management. Like all Office/2's reports it can be exported as a text file. Import the data to an Excel model, and use Excel's excellent graphing capabilities to produce a graph of the money flowing through your business.



Nominal Ledger

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

When printed to screen, the Nominal Ledger report has Office/2's Drill-down feature. Click on any Transaction Number to open an individual Transaction record.

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

Period

Paste Special

Reporting Periods setting,
System module

Specify a report period, in the format "01-02-03:28-02-03". If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. If your report period is a single day, just enter the date once and this will be converted to a period format automatically. The first row of the Reporting Periods setting is the default value.

Accounts	Paste Special	Account register, Nominal Ledger/System module
	Range Reporting	Alpha
		Limit the report to a single or range of Accounts.
Only with Text		Enter a search string in this field to list Transaction rows with certain Descriptions. Thus, assuming that the default entries to the Description field have been used, you can enter an Account Name here to report on all postings to that Account. Note that you do not have to enter the complete text string: "Sales" finds "Sales Type 1", "Sales Type 2", etc.
Object	Paste Special	Object register, Nominal Ledger
		Enter an Object Code in this field if you want the report to list Transaction rows with a certain Object. If the field is empty, all Transaction rows, with and without Objects, are included.
VAT Code	Paste Special	VAT Codes setting, Nominal Ledger
		Enter a VAT Code here to list Transaction rows with a particular VAT Code.
Used Accounts only		Check this box to exclude Accounts that were not used during the report period. Accounts not used but with a balance brought forward will be shown.
Show References		By default, the report shows the Text of each Transaction. Use this option if you would like the Reference and the Text to be shown.
With Corrections		Check this box if you want all corrections in the Transactions to be shown.
Subtotal VAT Codes		Check this box if you want the total debit and credit amounts for each VAT Code to be shown at the bottom of the report.
Break Long Lines		With this option switched off the Transaction Text will be printed on one line. You should then use a "landscape" paper format and reduce the size of the

printing to 80% or less. This will give you a very compact report.

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

List Transaction Nos

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

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

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

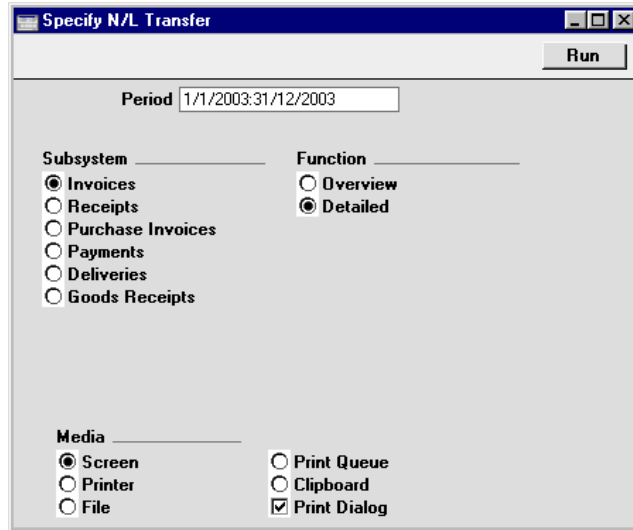
Click [Run] to print the Nominal Ledger report as you have specified it.

N/L Transfer, Subsystems

The integration between Office/2's different modules means that Nominal Ledger Transactions can be generated automatically from other ledgers and modules ('Sub Systems'). For example, approving an Invoice in the Sales Ledger can cause the automatic generation of a Nominal Ledger Transaction debiting a Debtor Account and crediting a Sales Account and, if appropriate, a VAT Account. This feature is controlled using the Sub Systems setting.

If you are not using this feature, this report, which lists transactions in the selected register or Sub System (e.g. Invoices entered in the Sales Ledger), can be used as a basis for entering equivalent Nominal Ledger Transactions manually.

The report shows all transactions of the specified type in the specified period, irrespective of whether equivalent Nominal Ledger Transactions have already been created. Only approved transactions are shown.



Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end date of the report period, separated by a colon (:).
Subsystem		Select one subsystem for the report.
Function		Use these options to control the level of detail shown in the report.
	Overview	This option will produce a list with a single row for each transaction (Invoice, Payment etc.) including a total amount for each. At the end, a list of the Account/Object combinations used by the transactions listed above is printed, showing for each the total amounts debited and credited. This allows the summarising of the listed transactions listed into a single Nominal Ledger Transaction.
	Detailed	This option shows the Account/Object combinations used by each transaction, allowing a separate Nominal Ledger Transaction to be entered for each Sub System transaction. As with the Overview option, a summary of the movements in each Account/Object combination is shown at the end of the report.

Profit & Loss

The Profit & Loss report shows the sales turnover achieved by your company in the specified period. It also shows the total cost of sales and thus the gross profit, and the total overheads and thus the net profit of your business.

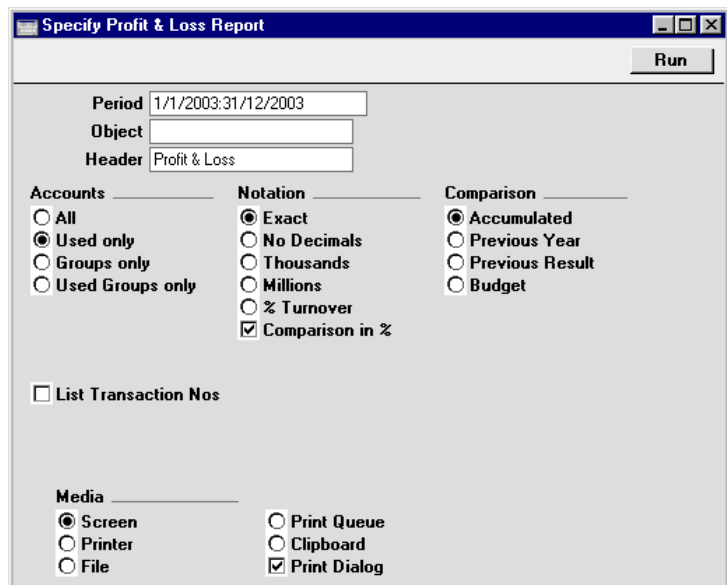
When printed to screen, the Profit & Loss report has Office/2's Drill-down feature. Click on the Account Number of any Account in the report to open the Nominal Ledger Report for the same Account and period. When in the Nominal Ledger report, you can double-click on any Transaction Number to open an individual Transaction record.

Definition

The contents of the Profit & Loss report is defined in the same way as the Balance Sheet. Please refer to the 'Balance Sheet' section above for full details.

Printing a Profit & Loss Report

Open the 'Reports' list window and double-click 'Profit & Loss'. The 'Specify Profit & Loss Report' window is opened.



Specify Profit & Loss Report [Run]

Period: 1/1/2003:31/12/2003
 Object:
 Header: Profit & Loss

Accounts

All
 Used only
 Groups only
 Used Groups only

Notation

Exact
 No Decimals
 Thousands
 Millions
 % Turnover
 Comparison in %

Comparison

Accumulated
 Previous Year
 Previous Result
 Budget

List Transaction Nos

Media

Screen
 Printer
 File
 Print Queue
 Clipboard
 Print Dialog

Period	Paste Special	Reporting Periods setting, System module
		The report period. Enter first and last date. The first period in the Reporting Periods setting is the default.
Object	Paste Special	Object register, Nominal Ledger/System module
		Enter an Object Code to reduce the scope of the report. If the field is empty, all Transactions, with and without Objects, are included.
Header		Enter your own title for the report.
Accounts		Select how you want the Accounts printed in the report.
	All	This option will show all Accounts that have been included in the Profit & Loss report definitions.
	Used only	This option will only show Accounts that have been used. This includes Accounts that have balances brought forward from a previous period but that have not been used in the report period.
	Groups only	This option does not show balances for individual Accounts. Instead, it simply shows an overall balance for each row as entered in the Profit & Loss report definitions.
	Used Groups only	This option only shows balances for rows as entered in the Profit & Loss report definitions that have been used.
Notation		There are six options to control the presentation of amounts in the report.
	Exact	Shows the balances as stored in the Transactions.
	No Decimals	Rounds the balances up or down to the nearest whole number.
	Thousands, Millions	Divide the balances by 1,000 or 1,000,000.
	% Turnover	Shows each account balance as a percentage of overall turnover. This option requires that 'turnover' be defined as a Key Ratio using the

code "TURNO". Please refer to the section above describing the Key Financial Ratios report for details about how to do this.

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

Comparison Select one option for the comparison column in the report.

Accumulated This option compares the report period with the Year To Date.

Previous Year This compares the report period with the same period last year.

Previous Result This compares the report period with the previous financial year.

Budget This option compares the report period with the Budget figures for the same period. Note that for each Budget record there must be at least one entry in the grid area of the screen complete with date before they will be included in the report.

Comparison in % This option, in the Notation area causes the comparison values to be expressed as percentages.

List Transaction Nos

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

Transaction Journal

The Transaction Journal (also called Daily Transaction Ledger) is a summary of all entries made in the ledger. Its definition cannot be changed.

Reporting in Office/2 is non-destructive. That means you can make and print a report as many times as you wish. Some accounting programs are designed in such a way as to allow journal printing only directly in connection with the data entry. Office/2 does not have this limitation.

Open the 'Reports' list window and double-click 'Transaction Journal'. The 'Specify Transaction Journal' window is opened.

Transactions Range Reporting Numeric

If you only want to print a certain range of Transactions, e.g. those entered today, you can select this range using the Transactions field. Enter the first and the last Transaction Number, separated by a colon (:). If you leave the field blank, all records in the Transaction register from the selected period will be printed.

The Transaction Number must include the prefix as shown in the 'Transactions: Browse' window. To print a Transaction that was entered directly to the Nominal Ledger, enter, for example, "2003.3" or, for a range, "2003.3:2003.10". To print a Transaction that was

created from a Sub System, enter, for example, “S/INV.030003” or “S/INV.030003:S/INV.030010” for a range.

Period	Paste Special	Reporting Periods setting, System module Enter the period to be covered by the report.
Only VAT Code	Paste Special	VAT Codes setting, Nominal Ledger You may limit the report to Transactions that include postings with a particular VAT Code.
Report Header		Specify the report title here. If none is specified, ‘Transaction Journal’ is used.
Legal Serial No.		In some countries it is mandatory for all Transactions to follow a single number series, irrespective of their nature. If that is the case, enter the first number in the series here and check the Don’t Print Transaction Prefix box below. Each Transaction will be given a number in the specified series, in place of the usual Transaction Number.
Fwd Turnover		If you enter an amount in this field, this amount will be added to the total turnover at the bottom of the report.
Sorting		The report can be sorted by Transaction Number or Transaction Date.
List Transactions		With this box checked, each Transaction used by the report, together with debit and credit totals, will be listed at the bottom of the report. If the scope of the report has been restricted using any of the fields above, only those Transactions included in the report will be listed.
		Don’t show Account description Use this option if you don’t wish Account Descriptions for each Transaction row to be shown.
List Accounts		With this box checked, each Account used by the Transactions in the report, together with debit and credit totals, will be listed at the bottom of the report. If the scope of the report has been restricted using any of the fields above, only those Accounts affected by the Transactions shown will be listed.

List VAT Codes With this box checked, each VAT Code used by the Transactions in the report, together with debit and credit totals, will be listed at the bottom of the report. If the scope of the report has been restricted using any of the fields above, only those VAT Codes affected by the Transactions shown will be listed.

Don't print Transaction Prefix

Transaction Numbers are usually shown in the report together with their prefixes as shown in the 'Transactions: Browse' window. Transactions entered directly to the Nominal Ledger, for example, are shown as "2003.3" while those created from a Sub System are shown as, for example, "S/INV.030003". If you do not want these prefixes to be shown in the report (i.e. in the examples, to omit "2003." and "S/INV."), check this box.

If this box is checked and an entry is made in the Legal Ser. No. field above, each Transaction will be given a number in the sequence beginning with the Legal Ser. No. in place of the usual Transaction Number.

Click [Run] in the Button Bar. The Transaction Journal is printed.

Trial Balance

The Trial Balance is a report showing all individual Account balances. It is mostly used for reconciliation. You cannot alter the definition of the Trial Balance report, but you can determine which Transactions are to be included.

When printed to screen, the Trial Balance has Office/2's Drill-down feature. Click on the Account Number of any Account in the report to open the Nominal Ledger Report for the same Account and period. When in the Nominal Ledger report, you can double-click on any Transaction Number to open an individual Transaction record.

The totals of the three columns in the report should each be zero, signifying that in your accounts the total debits and the total credits are equal. If this is not the case, there may be an error in one or more of your Transactions that should be corrected immediately.

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

- Period** **Paste Special** Reporting Periods setting, System module
- Enter the period for which you want to produce the Trial Balance. The first period in the Reporting Periods setting is the default value.
- Accounts** **Paste Special** Account register, Nominal Ledger/System module
- Range Reporting** Alpha
- Limit the report to a certain Account, or a range of Accounts.
- Object** **Paste Special** Object register, Nominal Ledger
- Indicate an Object to limit the scope of the report.
- VAT Code** **Paste Special** VAT Codes setting, Nominal Ledger
- Enter a VAT Code here to restrict the report to Transactions with a certain VAT Code.
- Used Accounts only**
- With this box checked, the report will only show Accounts with Transactions registered during the period,

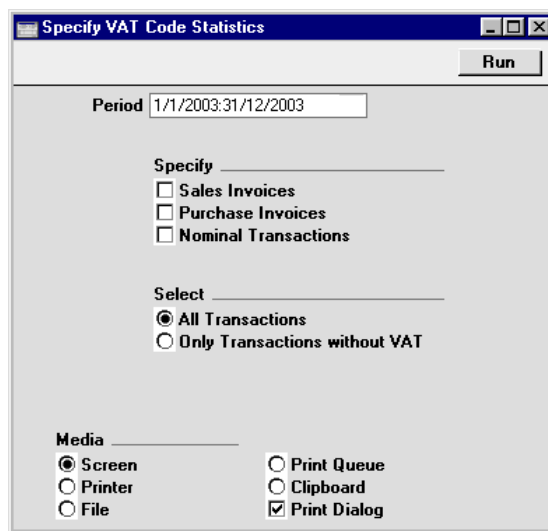
and/or with balances brought forward from a previous period.

List Transaction Nos

With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report. All Transactions will be listed, irrespective of any restrictions in the scope of the report specified in the fields above.

VAT Listing

This report lists the transactions used in calculating the VAT Return (produced using the VAT Report described below). For each transaction, the total including and excluding VAT, the VAT total and the overall VAT percentage are shown.



Period

Paste Special

Reporting Periods setting,
System module

Enter the period for which you want to print the report in the format 01/02/03:28/02/03. 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 and is the period that will be used if you leave the field blank.
Specify	You can choose to have Sales Invoices, Purchase Invoices and/or Nominal Ledger Transactions listed in the report. At least one section must be chosen or the report will be blank. For each section, the list of transactions will be followed by a list of VAT Codes used by those transactions, together with totals.
Select	The report can show all Transactions or just those without VAT.

VAT Report

Whenever a VAT Return is due you have to print a VAT Report. The report is used both as a transaction document for the ledger and as the basis for payment.

The report summarises the Input and Output VAT Accounts for the specified period, and also shows the total Inputs (purchases) and Outputs (sales). A positive total indicates that you are liable for VAT, a negative one signifies that you are owed money by the VAT authority.

Once a VAT Return has been printed for a given period, it is recommended that you enter a Transaction in the Transaction register transferring the VAT amount payable/receivable into the VAT Payments Account (835 in the Chart of Accounts supplied with Office/2). This Transaction would debit the VAT Outputs Payable Account (830) and credit the VAT Inputs Receivable Account (831), with a balancing posting to the VAT Payments Account. This Transaction must be entered within the period it concerns, preferably as the last Transaction of the period. The amount payable/receivable can then be transferred to your bank account with a further Transaction when payment is made/received.

Setting up the VAT Report

You can define the VAT Report to determine which Accounts should be included.

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

Definition of VAT Report: Inspect			
Code	Comment	Definition	
1	DUT	Output Tax	-result(830)
2	ACQ	VAT on EC Acquisitions	-result(832)
3	NET	Net Output Tax	KEY(DUT)+KEY(ACQ)
4	INP	Input Tax	result(831+833)
5	PAY	Net VAT due to/from C&E	KEY(NET)-KEY(INP)
6	.	NET SALES	""
7	SAL0	Net Sales (Zero Rate)	-vatresult(0,100:199999)
8	SAL1	Net Sales (Std Rate)	-vatresult(1,100:199999)
9	SAL2	Net Sales (Export)	-vatresult(2,100:199999)
10	SAL3	Net Sales (EU - Zero)	-vatresult(3,100:199999)
11	SAL4	Net Sales (EU - Std)	-vatresult(4,100:199999)
12	SALE	Net Sales (Exempt)	-vatresult(E,100:199999)
13	SALT	Total Net Sales	key(SAL0)+key(SAL1)+key(SAL2)+key(SAL3)+key(SA
14	.	NET PURCHASES	""
15	PURS	Net Purch (Std)	vatresult(S,200:899999)
16	PURZ	Net Purch (Zero)	vatresult(Z,200:899999)
17	PURU	Net Purch (EU Acqn)	vatresult(U,200:899999)
18	PURI	Net Purch (Dth/Implt)	vatresult(I,200:899999)
19	PURE	Net Purch (Exempt)	vatresult(E,200:899999)
20	PURN	Net Purch (Std - Not Reg)	vatresult(N,200:899999)
21	PURT	Total Net Purchases	key(PURS)+key(PURZ)+key(PURU)+key(PURI)+key
22	.	EU STATISTICS	""
23	SALEU	Net Sales to EU Countries	KEY(SAL3)+KEY(SAL4)
24	PUREU	Net Purchases from EU Coun	key(PURU)

The definition above is a standard UK VAT report, using the Chart of Accounts and definitions supplied with Office/2. It can be altered to suit your specific requirements: you will need to change it if you have modified the standard Chart of Accounts or imported your own.

Each row in the definitions list represents a line on the VAT Report. Rows can be added, inserted or deleted as necessary. To insert a row, highlight the row above which the new one is to be inserted (by clicking the row number) and press the Return key. To delete a row, highlight it and press the Backspace key.

The right-hand field of each row contains a formula by which the figure to be shown is calculated. This formula uses the same definition language as the Key Financial Ratios definition. Please refer to the section of this chapter covering that report for a full description of the commands available.

- Row** Each line of the report is defined on its own numbered row.
- Code** A code identifying a row that may be used in the definitions of other rows.

- Comment** A descriptive text that identifies the line in the finished report.
- Definition** The definition of the row in the report, i.e. which Accounts should be used in calculating the figure to be shown, and the formula of that calculation.

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

Printing the VAT Report

Open the 'Reports' list window and double-click 'VAT Report'. The 'Specify VAT Report' window is opened.

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

Enter the period for which you want to print the report in the format 01/02/03:28/02/03. 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.

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

Click [Run] to print the report.

Imports

Introduction

The 'Imports' function provides for the importing of data from tab-delimited text files exported by other Office/2 databases or Companies, or from other applications such as spreadsheets. The function is selected using the 'Imports' item on the File menu.

On selecting the function, an 'Imports' list window appears. There are two import options in the Nominal Ledger: double-click either option to start the import. An 'Open File' dialogue box will appear, asking you to locate the file to be imported. Click [Open] and the import will begin.

SIE (Swedish Std Import/Export)

This option is used in Sweden to import accounting information in a standard format from other systems. For more details, please contact your local Office/2 representative.

Transactions as Rows

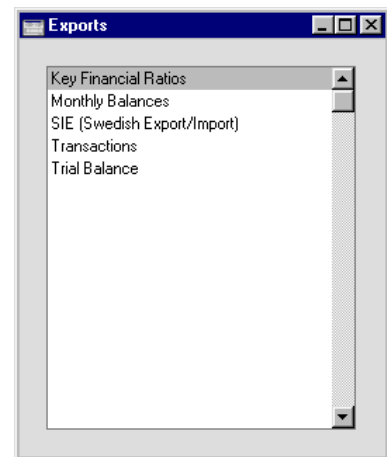
This import function allows you to import Transactions from text files with the same format as those created by the 'Transactions as Rows' Export function. See below.

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 Office/2 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 Office/2 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 choosing the function, the window illustrated below appears. This lists the Exports which can be produced from the Nominal Ledger. Double-click the appropriate item. 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.



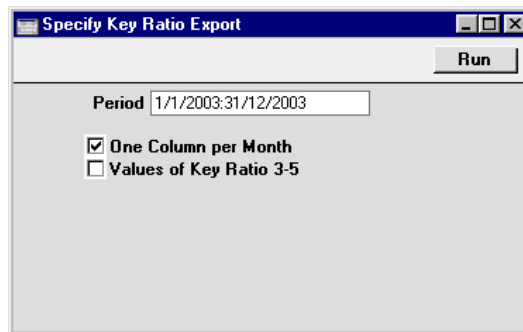
Key Financial Ratios

Key Financial Ratios are different calculated values, used to evaluate the company and to give a simple indication to how the company is running. Financial Ratios are calculated using formulae, working with Account balances and various constants. Common Ratios are Turnover and Gross Profit.

Key Financial Ratios are user-defined: no samples are supplied with Office/2. They are entered using the Report Settings setting in the Nominal Ledger. Please refer to the section earlier in this chapter covering the Key Financial Ratios report for full details.

You can export the Key Financial Ratios either for the whole year or for a certain period.

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



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

Enter the period for the Key Ratios you want to export. Office/2 will suggest the first period in the Reporting Periods setting.

One Column per Month

Use this option if you would like each month in the selected period to have its own column of data in the file.

Values of Key Ratio 3-5

This field is designed to meet a specific requirement of users in Finland. Please contact your local Office/2 representative for full details.

Click [Run] to proceed with the export, (or cancel using the close box). Office/2 will open a dialogue box to let you name the file and select where it is to be saved.

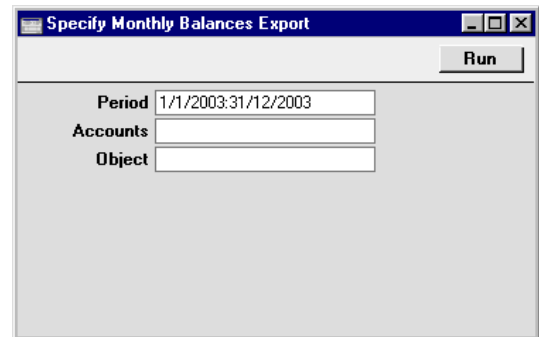
Enter a name for the file. Click [Save] or press the Enter button.

A message window informs you about the progress of the export. The process can be interrupted at any time by pressing Esc (Windows) or ⌘-Full Stop (Macintosh).

Monthly Balances

Select this command if you want to export the monthly balances of the company - for all or a selection of Accounts. The resulting export file can be read directly by most word processors or spreadsheet programs, for further processing. You can limit the export to a certain time period or to certain Accounts.

Double-click 'Monthly Balances' in the 'Exports' list to open the 'Specify Monthly Balances Export' window.



Period	Paste Special	Reporting Periods setting, System module
		Enter the period for the balances you wish to export. For each month that is included in the period, a separate column will be created in the export file.
Accounts	Paste Special	Account register, Nominal Ledger/System module
	Range Reporting	Alpha
		Fill out this field if you only want to export the balances for certain Accounts.

Object **Paste Special** Object register, Nominal Ledger

Fill out this field to export monthly balances for a specific Object. If you leave the field empty, all balances for the period will be exported.

Confirm by clicking [Run] (or cancel using the close box). Office/2 will open a dialogue box where you can name the export file and specify where it is to be saved.

Enter a name for the file, and click [Save] or press the Enter key.

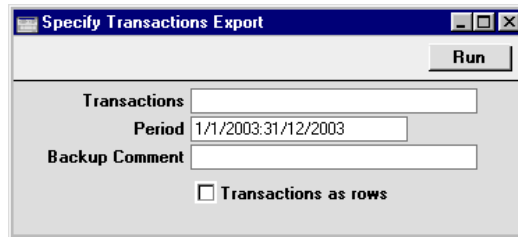
A message window informs you about the progress of the export process. The process can be interrupted at any time by pressing Esc (Windows) or ⌘-Full Stop (Macintosh).

SIE (Swedish Std Import/Export)

This option is used in Sweden to export accounting information in a standard format to other systems. For more details, please contact your local Office/2 representative.

Transactions

With this option you may export a selection of Transactions to an archive file. Double-click 'Transactions' in the 'Exports' list to open the 'Specify Transaction Export' window.



Transactions Enter the first and last of the Transaction Numbers you want to export. The Transaction Number must include the prefix as shown in the 'Transactions: Browse' window. To export a Transaction that was entered directly to the Nominal Ledger, enter, for example, "2003.3" or, for a range, "2003.3:2003.10". To export a Transaction that was created from a Sub System, enter,

for example, “S/INV.030003” or “S/INV.030003:S/INV.030010” for a range.

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

Specify a period for which Transactions are to be exported.

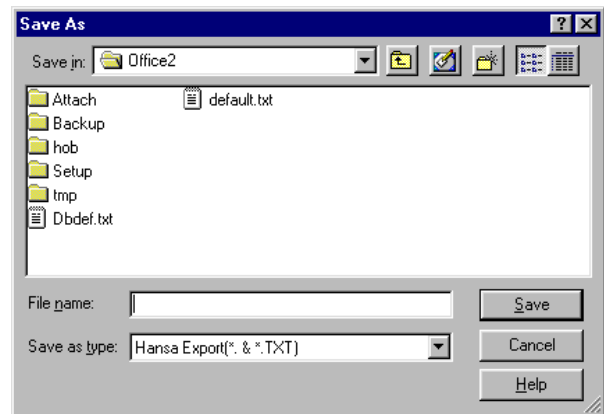
Backup Comment Use this field to enter a description of the back-up file (up to 40 characters are permitted). This description will be shown in the list of importable files shown by the ‘Imports’ function.

Transactions as rows

Use this option if you are exporting Transactions for the purpose of importing them to another Office/2 database.

Normally, Office/2 will export Transactions as a data record, consisting of a header followed by the different account credits and debits. When transaction data are used for external analysis or communication by different data base tools, it is often more convenient to use a “flat file” format. The Transactions as Rows option uses a different export format whereby the header information is exported with each Transaction row.

Click [Run] in the Button Bar: Office/2 will open a dialogue box where you can name the export file and specify where it is to be saved.



Enter a name for the file, and click [Save] or press the Enter key.

Trial Balance

The Trial Balance is a form of combined Balance Sheet and Profit & Loss report, showing balances for each Account but not debit and credit subtotals. You may export the Trial Balance for the whole year or for an arbitrary part of the year as a tab-separated text file, and it can then be imported for further processing for example by an Annual Report generating program.

Double-click 'Trial Balance' in the 'Exports' list to open the 'Specify Trial Balance Export' window.

Period	Paste Special	Reporting Periods setting, System module
		Enter the start and end dates for the period to be covered by the export, separated by a colon.
Object	Paste Special	Object register, Nominal Ledger
		Enter a value in this field if you want to the export to contain Account balances for a certain Object. If the field is empty, the total balances of all Accounts, irrespective of Object, are exported.

Confirm with [Run] (or cancel using the close box). Office/2 will open a dialogue box where you can name the export file and specify where it is to be saved.

Enter a name for the file. Click [Save] or press the Enter key.

A message window informs you about the progress of the export process. The process can be interrupted at any time by pressing Esc (Windows) or ⌘-Full Stop (Macintosh).

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