

Standard Accounts

by HansaWorld

Integrated Accounting System for Mac OS X

Program version: 6.3 110401

© 2011 HansaWorld Ireland Limited, Dublin, Ireland

Preface

Standard Accounts is a powerful accounting system for Mac OS X.

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

Information in this document is subject to change without notice and does not represent a commitment on the part of HansaWorld. The Software described in this document is a sophisticated information management system. Features are liable to alteration without notice. This documentation is not intended as a *de facto* representation of the system, but as an overview of its facilities. It cannot be exhaustive in all respects. Whilst effort is made to ensure the accuracy of the information published concerning the features and use of Standard Accounts software, it is still possible that certain functions mentioned may not be fully implemented, may not be available under certain circumstances, or may possibly relate to a future release of the software. Errors and omissions excepted. HansaWorld accepts no contingent liabilities. All HansaWorld software related transactions are subject to HansaWorld's Conditions of Sale and Software License Agreement. All rights reserved.

Contents

| | |
|---|------------|
| Preface..... | III |
| Introduction and Installation..... | 8 |
| System Requirements | 8 |
| Installation..... | 8 |
| Where to go now?..... | 9 |
| Starting Standard Accounts - Demo Company | 10 |
| Where to go now?..... | 11 |
| Starting Standard Accounts - New Installation..... | 12 |
| Where to go now?..... | 13 |
| Master Control Panel..... | 14 |
| Where to go now?..... | 14 |
| Configuring a New Database..... | 15 |
| Entering Your Company Details | 15 |
| Where to go now?..... | 16 |
| Working with Records | 17 |
| Registers | 17 |
| Browse Windows..... | 17 |
| Record Windows | 19 |
| Deleting Records | 23 |
| Attachments and Personal Desktop | 24 |
| Attachments..... | 24 |
| Personal Desktop..... | 25 |
| Customers, Suppliers and Contact Persons..... | 28 |
| Introduction..... | 28 |
| Entering a New Contact..... | 29 |
| Editing a Contact..... | 35 |
| Deleting a Contact..... | 36 |
| Contact Persons | 36 |
| Operations Menu | 41 |
| Items and Pricing | 43 |
| Introduction | 43 |
| Entering an Item | 43 |
| Editing an Item | 47 |
| Deleting an Item..... | 48 |
| Price Lists and Prices..... | 48 |
| Chart of Accounts..... | 54 |
| Working in the Account Register..... | 54 |
| Printing the Chart of Accounts | 56 |

| | |
|---|------------|
| Invoices | 57 |
| Introduction | 57 |
| Entering an Invoice..... | 58 |
| Entering an Invoice - Examples | 64 |
| Inspecting and Approving Invoices | 65 |
| Nominal Ledger Transactions from Invoices | 66 |
| Printing Invoices | 67 |
| Cash Notes | 71 |
| Credit Notes..... | 72 |
| Operations Menu | 74 |
| Receipts..... | 76 |
| Introduction | 76 |
| Entering a Receipt..... | 76 |
| Checking and Approving Receipts | 79 |
| Nominal Ledger Transactions from Receipts..... | 80 |
| Operations Menu | 81 |
| On Account Receipts..... | 82 |
| Correcting Mistakes in Receipts..... | 86 |
| Purchase Invoices | 87 |
| Introduction | 87 |
| Entering a Purchase Invoice..... | 88 |
| Entering a Purchase Invoice - Example..... | 93 |
| Inspecting and Approving Purchase Invoices..... | 93 |
| Nominal Ledger Transactions from Purchase Invoices..... | 94 |
| Cash Notes | 95 |
| Crediting Purchase Invoices (Debit Memos) | 95 |
| Operations Menu | 97 |
| Payments..... | 99 |
| Introduction | 99 |
| Entering a Payment..... | 99 |
| Entering a Payment - Example..... | 103 |
| Reconciling and Approving Payments..... | 103 |
| Nominal Ledger Transactions from Payments | 104 |
| Printing Payment Forms and Cheques..... | 105 |
| Invalidating Payments..... | 107 |
| Operations Menu | 107 |
| On Account Payments | 109 |
| Correcting Mistakes in Payments..... | 113 |
| Transactions (Journal Entries) | 114 |
| Introduction | 114 |
| Entering a Transaction | 115 |
| Entering a Transaction - Example | 117 |

| | |
|---|------------|
| Correcting Transactions | 119 |
| Operations Menu | 122 |
| Account Reconciliation..... | 124 |
| Opening Balances..... | 127 |
| Introduction..... | 127 |
| Opening Balances in the Nominal Ledger..... | 128 |
| Sales Ledger Opening Balances..... | 131 |
| Purchase Ledger Opening Balances..... | 137 |
| Printing Reports..... | 138 |
| The End of a Financial Year..... | 140 |
| Persons..... | 148 |
| Entering a Person Record | 148 |
| Operations Menu | 149 |
| Settings..... | 150 |
| Introduction..... | 150 |
| Types of Setting..... | 150 |
| Settings in the Nominal Ledger | 152 |
| Settings in the Purchase Ledger..... | 156 |
| Settings in the Sales Ledger | 162 |
| Settings in the System module | 168 |
| Documents..... | 175 |
| Introduction..... | 175 |
| Designing Forms..... | 176 |
| Styles..... | 184 |
| Document Definition..... | 187 |
| Documents in the Purchase Ledger..... | 188 |
| Documents in the Sales Ledger..... | 192 |
| Reports..... | 199 |
| Introduction..... | 199 |
| The Report Window | 200 |
| Definition of Reports..... | 202 |
| Reports in the Nominal Ledger..... | 203 |
| Reports in the Purchase Ledger..... | 225 |
| Reports in the Sales Ledger..... | 231 |
| Reports in the System module..... | 244 |
| Exports..... | 245 |
| Introduction..... | 245 |
| Export Functions in the System module | 246 |
| Imports..... | 249 |
| Automatic..... | 249 |
| Manual file search..... | 250 |

| | |
|-----------------------------------|-----|
| Shutting Down and Backing Up..... | 251 |
| Backing Up..... | 251 |
| Restoring from a Back-up..... | 253 |
| Index..... | 255 |

Introduction and Installation

Standard Accounts is an integrated accounts tool for Mac OS X. It includes fully functional Sales Ledger, Purchase Ledger and Nominal Ledger modules. The level of integration means that the consequences of every transaction are handled automatically. For example, after creating a sales invoice or receiving a payment, your Sales Ledger and Nominal Ledgers will be updated automatically.

In this manual, we will first describe the steps you need to follow to get started with Standard Accounts. Topics covered include installation and the creation of a new database. We will then cover the working environment in Standard Accounts, its structure and the way information is handled, and starting work. The remainder of the manual describes the settings, used to define preferences and look-up information, the individual registers in detail, printing documents and reports and, finally, exporting and importing.

For more information and support, please visit <http://support.hansaworld.com/>, where you will find an FAQ page and a support forum.

System Requirements

Standard Accounts requires Mac OS X 10.6 or later.

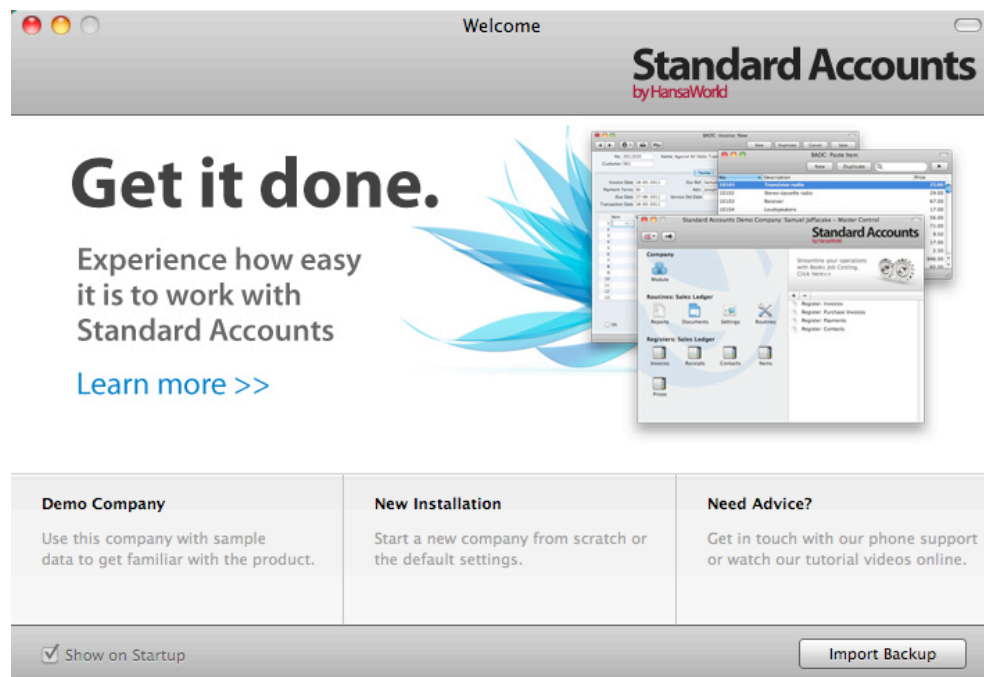
Make sure you have at least 100 Mb available for the Standard Accounts application, the associated files and for the data file that will be created the first time you launch the application.

Installation

To install Standard Accounts, follow these steps—

1. Locate and purchase Standard Accounts in the Mac App Store.
2. Standard Accounts 6.3 UK will be downloaded and installed in your 'Applications' folder automatically.

3. After installation, Standard Accounts will be launched automatically, and the 'Welcome' window will be opened—



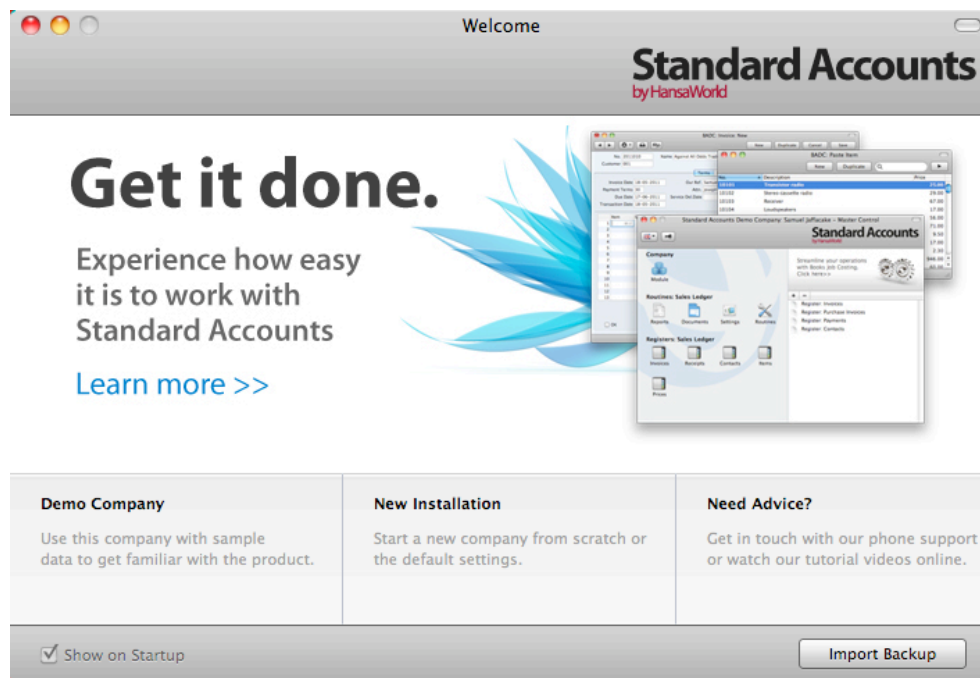
Where to go now?

Please click for more details about—

- Starting Standard Accounts - Demo Company page 10
- Starting Standard Accounts - New Installation page 12

Starting Standard Accounts – Demo Company

1. Start Standard Accounts by double-clicking the application icon. The first window to appear will ask how you want to use the application—



2. Click one of the buttons as follows—

- | | |
|-------------------------|--|
| Demo Company | Click this button if you are new to Standard Accounts and would like to explore the application to see how closely it will satisfy your requirements. This is described in the remainder of this section. |
| New Installation | Click this button if you are starting Standard Accounts for the first time and you want to create a new database for your own data. This is described in the 'Starting Standard Accounts - New Installation' section below on page 12. |
| Import backup | Click this button if you have already been using Standard Accounts and you need to import a back-up file to a new database. This is described in the 'Restoring from a Back-up' section below on page 253. |

3. Click the [Demo Company] button. Demonstration data will be imported, and you will be logged in to the demo installation automatically.

The Master Control panel will appear, as illustrated below on page 14.

Where to go now?

Please click for more details about—

- Master Control panel page 14
- Working with Records page 17
- Attachments and Personal Desktop page 24
- Customers, Suppliers and Contact Persons (other registers follow on subsequent pages) page 28
- Shutting Down page 251

Starting Standard Accounts – New Installation

1. Start Standard Accounts by double-clicking the application icon. When the 'Welcome' window appears, click the [New Installation] button.
2. The 'Create a new Company' window will appear—

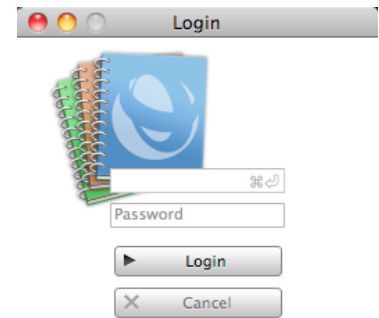
Enter your company details in the upper section. You must enter a Company Name, an e-mail address and a company registration number. The other information is optional, but it is recommended that you enter your address so that it can be printed on Invoices and other documentation.

It is strongly recommended that you choose the 'Start with standard chart of accounts' option. This will import our standard settings to your new database. This way you can avoid having to set up report definitions, a chart of accounts and other settings on your own.

The information in the lower section will be used to create a User Account for yourself. You must enter your Name and a Signature before you can progress to the next step, but the other information is optional. The Signature is the ID code that you will use to log in to Standard Accounts.

When the window is complete, click the [Create] button in the bottom right-hand corner of the window.

3. The 'Login' window appears, as illustrated on the next page.



Enter your Signature (i.e. your log-in ID) and your Password if you specified one and click [Login] (or press the Enter key).

4. If you specified a Password in step 2, you will be asked if you want Standard Accounts to remember your Signature and Password, so that you do not have to enter them yourself each time you log in.



Bearing in mind that the Password is a security feature, it is recommended that you only click the [Yes] button if you are absolutely sure no-one other than yourself will have access to your computer. Whichever option you choose, you will be able to change it later if necessary.

5. The Master Control panel will appear, as illustrated below on page 14.
6. The 'Welcome' window will continue to appear each time you start Standard Accounts. You can click [Existing Installation] or [Demo Company], depending on whether you want to work in your own database or try something new in the demo database. When you no longer need the demo database, remove the tick from 'Show on Startup' in the 'Welcome' window. From now on, the 'Welcome' window will no longer appear when you start Standard Accounts.

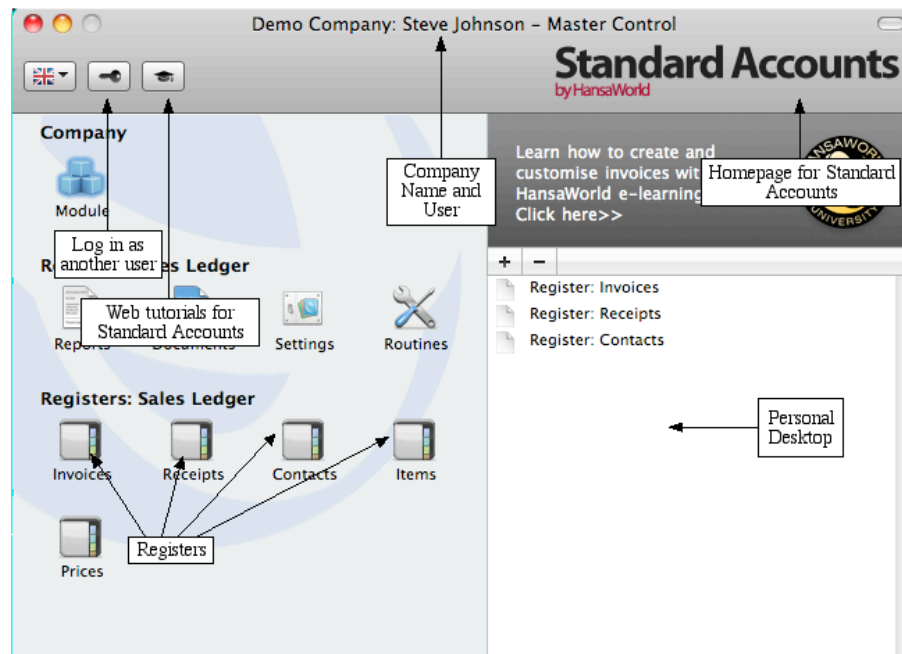
Where to go now?

Please click for more details about—

- Master Control panel page 14
- Configuring a New Database page 15
- Working with Records page 17
- Attachments and Personal Desktop page 24
- Customers, Suppliers and Contact Persons (other registers follow on subsequent pages) page 28
- Entering Opening Balances page 127
- Shutting Down page 251

Master Control Panel

The Master Control panel is the main tool palette in Standard Accounts—



You can open the Master Control panel or bring it to the front at any time using the **⌘-M** keyboard shortcut.

The tools in the Master Control panel are described in the relevant sections in this manual.

Where to go now?

Please click for more details about—

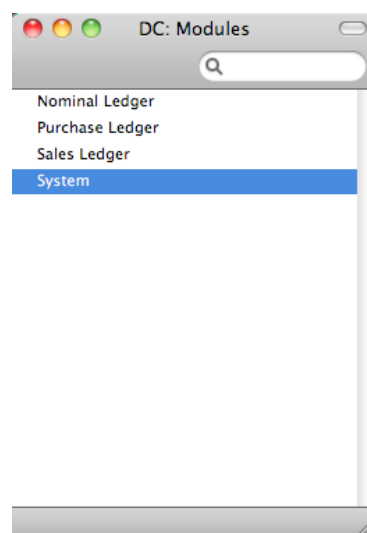
- Configuring a New Database page 15
- Working with Records page 17
- Attachments and Personal Desktop page 24
- Customers, Suppliers and Contact Persons (other registers follow on subsequent pages) page 28
- Entering Opening Balances page 127
- Shutting Down page 251

Configuring a New Database

Entering Your Company Details

You should already have entered your company name and other details (step 2 in the 'Starting Standard Accounts - New Installation' section above on page 12). If the information you entered was incomplete, or you made a mistake, you can update it at any time. You should always ensure this information is complete and up to date, as it will be printed on documents such as Invoices. Follow these steps—

1. Click the [Module] button in the Master Control panel or use the **⌘-0** (zero) keyboard shortcut to open the list of modules. Find 'System' in the list and double-click.



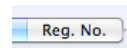
2. Click the [Settings] button in the Master Control panel or use the **⌘-S** keyboard shortcut to open the list of Settings.
3. Double-click 'Company Info' in the list. The 'Company Info: Inspect' window will appear—

 A screenshot of a software window titled "DC: Company Info: Inspect". It has a "Save" button in the top right corner. The window displays the following information:

- Company: Standard Demo Ltd
- Address: Abbey Business Centre, 111 Buckingham Palace Road, Victoria, London, United Kingdom, SW1W 0SR
- Telephone: +44 (0)845 123 2732
- Fax: +44 (0)845 123 2739

 There are tabs for "Address" and "Reg. No." above the address field.

4. Enter your company address and other information as appropriate.
5. Click the button marked “Reg. No.” towards the top centre of the window to see the other important fields in this setting.



Here you can enter your company and VAT registration numbers—

6. Save the details in the Company Info setting by clicking the [Save] button in the top right-hand corner of the window. The window will be closed.

Where to go now?

Please click for more details about—

- Working with Records page 17
- Attachments and Personal Desktop page 24
- Customers, Suppliers and Contact Persons (other registers follow on subsequent pages) page 28
- Entering Opening Balances page 127
- Shutting Down page 251

Working with Records

Registers

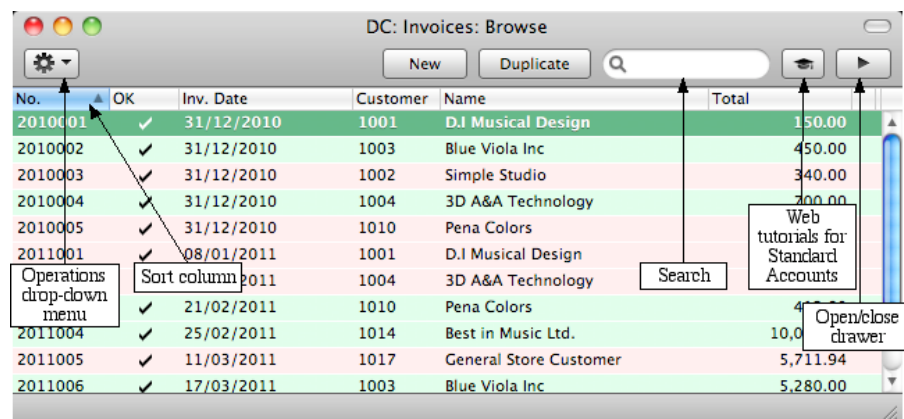
Standard Accounts contains a number of registers in which information of a particular type is stored. For example, information about Customers and Suppliers is stored in a Contact register, while information about Items is stored in an Item register.

You can open a register using the buttons in the Master Control panel, or using a keyboard shortcut. For example, in the Sales Ledger, use **⌘-1** to open the first register (Invoices), **⌘-2** for the second register (Receipts), and so on.

Browse Windows

When you open a register, a browse window will open, listing all the existing records in the register.

For example, in the Sales Ledger, if you click the [Invoices] button in the Master Control panel or use the **⌘-1** keyboard shortcut, the window that opens is a browse window, entitled 'Invoices: Browse'. This window lists all the Invoices in the register—



Browse windows offer the following features—

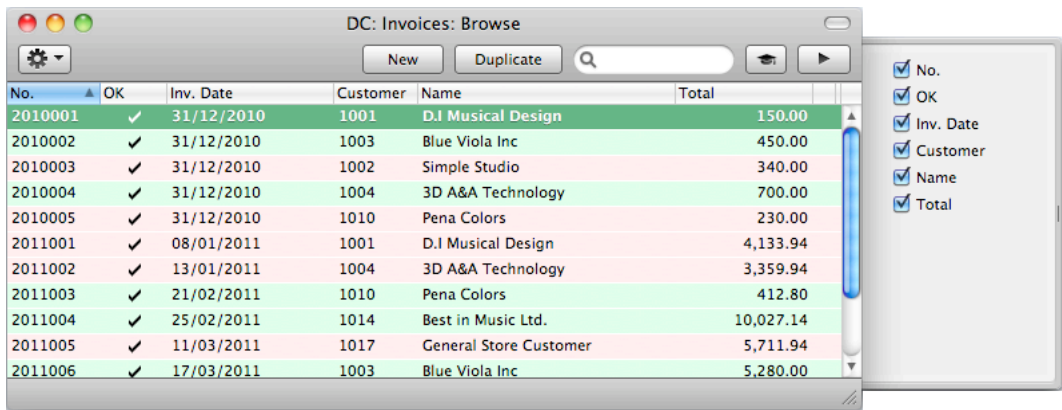
Sorting

Click a column heading to sort the list. Click again to reverse the sort. The sort column has a blue heading, and an arrow indicates the sort direction.

Adjusting Columns

Drag the column headings to change the order of the columns.

To remove a column from a browse window, open the drawer by clicking the  button in the top right-hand corner of the window—



Remove the tick from a check box to remove the corresponding column from the browse window.

Saving Window Configurations

If you move or resize a window or change the sort order and you want the change to be remembered, choose 'Save Position' from the Window menu (you can also use the ⌘ -Shift-S keyboard shortcut). Use 'Restore Position' to return the window configuration to standard.

Searching

To find a particular record in the list, first sort the list by the column that you want to use for the search. In the illustration above, for example, the list is sorted by No. allowing you to search for an Invoice with a certain Number. Then, type a letter, word, number, or date in the Search field (there is no need to click in the field before typing). Then press the Enter key.



Many browse windows include an Operations drop-down menu. Highlight one or more records in the list (hold down the Shift key while clicking), then click the button with the image shown on the left to open the menu. When you choose a function from this menu, it will be applied to every highlighted record.

Opening a record Open a record by double-clicking, or by selecting the line and pressing the Enter key. The record will be opened in a record window.

Duplicating a record

Find the record that you want to duplicate, highlight it and click the [Duplicate] button above the list (or use the ⌘ -Y keyboard shortcut). A record window will open, containing the new duplicate record. In many cases, the new record will contain the current date, not the date of the duplicated record.

Creating a new record

Click the [New] button above the list, or use the ⌘-N keyboard shortcut. A record window will open, containing a blank new record.

Record Windows

You will use record windows to enter, view and edit individual records. All data entry will be made in windows of this type. Shown below is an Invoice in a record window—

DC: Invoice: Inspect

No. 2011007 Customer 1001 Name D.I Musical Design

Invoice Date 07/04/2011 Payment Terms 30 Due Date 07/05/2011 Transaction Date 07/04/2011

Our Ref. Steve Johnson Attn. Sally Johnson

| Item | Qty | Description | Unit Price | % | Sum | V-Cd |
|---------|-----|-------------|------------|--------|--------|------|
| 1 10102 | 1 | Clarinet | 560.00 | 560.00 | 560.00 | 1 |
| 2 10105 | 5 | Harmonica | 39.99 | 199.95 | 199.95 | 1 |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |

VAT 151.99 Subtotal 759.95 TOTAL 911.94

Use the Return, Tab or arrow keys to move from field to field. You can also use the mouse to click directly in a field. Some record windows, such as the one in the illustration, are divided into two sections: the top half shows details of the parent record (in this case, an Invoice) and the lower half contains the individual items (or rows) that are listed on that Invoice.

Sometimes a record window contains more information than can be shown on screen at once. If this is the case, there will be a series of tabs (marked 'Terms', 'Items' and 'Address' in the example of the Invoice illustrated above) that you can click to see more pages of information about the parent record.

The window title will contain the name of the register and will also show the status of the record, as follows—

New

The window contains a new record that has not yet been saved.

Inspect

The window contains a record that has been saved.

Update

The window contains a saved record, and a change has been made to that record that has not yet been saved.

Deleting

The window contains a record that is in the process of being deleted.

Record windows offer the following features—



Keyboard shortcuts: **⌘--** and **⌘-+**

These are the [Previous Record] (on the left) and [Next Record] buttons.

Use these buttons to move from record to record. Everything you may have changed in the record you are leaving will be saved.



Keyboard shortcut: **⌘-P**

Click this Printer icon to print the current record. Please refer to page 175 for details.



Keyboard shortcut: **⌘-Shift-P**

Clicking the Preview icon will cause the current record to be printed to screen in a new window. This will allow you to see what it will look like when you print it on a printer by clicking the Printer icon immediately to the left.



Many record windows have an Operations drop-down menu, marked with this icon. This contains various functions that you can apply to the record currently shown in the window. For example, when looking at an Invoice, use the Operations menu to view its payment history and its connected Nominal Ledger Transaction.

[New]

Keyboard shortcut: **⌘-N**

Click this button to save the current record and to close it. A new blank record will then be opened for data entry.

[Duplicate]

Keyboard shortcut: **⌘-Y**

Click this button to save the current record and to create a copy of it. The original record will be closed and the new copy opened. In many cases, the new record will contain the current date, not the date of the copied record.

[Cancel]

If you have not saved the current record (i.e. the window title is 'New'), click this button to cancel the data entry process and to close the record window. The record will not be saved. If you have previously saved the current record (i.e. the window title is 'Update'), click this button to discard all changes made since it was last saved. In this case, the record window will not be closed.

[Save]

Keyboard shortcut: Shift-Enter

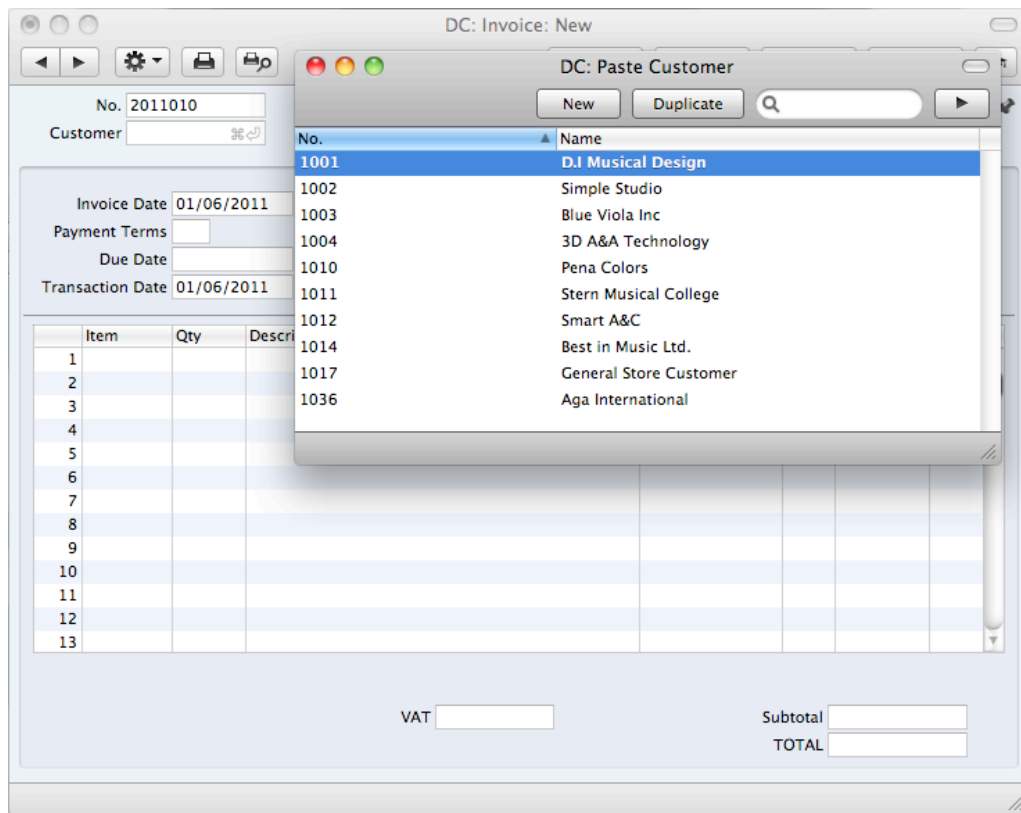
This button saves all changes to the current record but does not close it.



Click this button to connect to the Standard Accounts website, where you can see a short tutorial demonstrating how to use the register you are looking at.

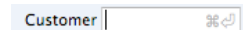
Paste Special

You can use the 'Paste Special' feature in many fields to bring information in to a record from another register or setting. For example, when you enter an Invoice, you can use 'Paste Special' to choose a Customer or Payment Term. The following example shows pasting a Customer Number into an Invoice—



Place the insertion point in the Customer field and press the ⌘-Enter key combination. A new window will open, showing the contents of the register or setting from which you can select a record (in this case, the window will list Customers in the Contact register). This window is similar to a browse window in its behaviour, so you can sort and search as previously described. Select the Customer you want by double-clicking or by highlighting and pressing Enter. The Customer Number and other details are transferred to the Invoice.

When you move the insertion point into an empty field where you can use the 'Paste Special' feature, you will see the following image in the field—



You can make the 'Paste Special' feature more powerful by saving the sort order of the 'Paste Special' list. For example, whenever you need to choose a Customer, you will probably know its Name but not its Number. The first time you use the 'Paste Special' feature to choose a Customer, sort the list by Name and then select 'Save Position' from the Window menu. From now on, the list will be sorted by Name when it opens. Now you can type the first few characters of the Customer Name in a Customer field and then press ⌘-Enter. When the 'Paste Special' list opens, the highlighted Customer will be the first one to match the typed characters. If this is the correct one, all you need do is press the Enter key and carry on typing without interruption. In the example shown on the next page, we typed "pena" into the Customer field in an Invoice and then pressed ⌘-Enter. The 'Paste Special' list opens, with the first Customer whose name begins with "pena" highlighted.

The screenshot shows the 'DC: Invoice: New' window. The 'Customer' field is set to 'PENA'. The 'Invoice Date' and 'Transaction Date' are both '01/06/2011'. The 'Payment Terms' and 'Due Date' fields are empty. A table with 13 rows is visible, with columns for 'Item', 'Qty', and 'Description'. The 'DC: Paste Customer' dialog is open, showing a list of customers. The customer 'Pena Colors' (No. 1010) is selected. The dialog also has 'New' and 'Duplicate' buttons, and a search field containing 'PENA'.

| No. | Name |
|------|------------------------|
| 1004 | 3D A&A Technology |
| 1036 | Aga International |
| 1014 | Best in Music Ltd. |
| 1003 | Blue Viola Inc |
| 1001 | D.I Musical Design |
| 1017 | General Store Customer |
| 1010 | Pena Colors |
| 1002 | Simple Studio |
| 1012 | Smart A&C |
| 1011 | Stern Musical College |

If the record you are looking for does not exist and so is not shown in the 'Paste Special' list, you can often enter it on the fly. In the 'Paste Special' window, press **⌘-N**, or click the [New] or [Duplicate] buttons as appropriate (or use the relevant keyboard shortcuts, **⌘-N** and **⌘-Y** respectively). A new Customer screen (in this example) is shown. Enter the new Customer, click [Save] and the new record is saved. At the same time, the Customer Number is entered in the Invoice.

If you realise that your information about the linked record (in this case, the Customer) is out of date (they might have changed their address or telephone number, for example), highlight the Customer in the 'Paste Special' window and press **⌘-Shift-V**. The Customer record will be opened, allowing you to make the necessary changes. You can also do this if you have already entered the Customer Number in the Invoice. With the insertion point in the Customer Number field, press **⌘-Shift-V**. This feature is available from most fields with a 'Paste Special' link.

You can also drag and drop records from a browse window or 'Paste Special' list onto a record window. For example, you can drag a Customer Number from the 'Contacts: Browse' or the 'Paste Customer' window into an Invoice. When a record contains a list (e.g. the list of Items in an Invoice), you can open the 'Items: Browse' or the 'Paste Item' window and select a range of Items by clicking while holding down the Shift key. Then, drag them to the Item field in the first empty row in the list. All selected Items will be added to the list.

You can also use 'Paste Special' when you are in a date field to choose a date from a calendar.

Deleting Records

To delete a record, open it in a record window and select 'Delete' from the Record menu.

You cannot delete a record that is used by other transactions, such as an Account.



You cannot undo the deletion of a record.

Attachments and Personal Desktop

Attachments

You can connect files, notes or other records to any record in Standard Accounts. These connected objects are known as “Attachments”.

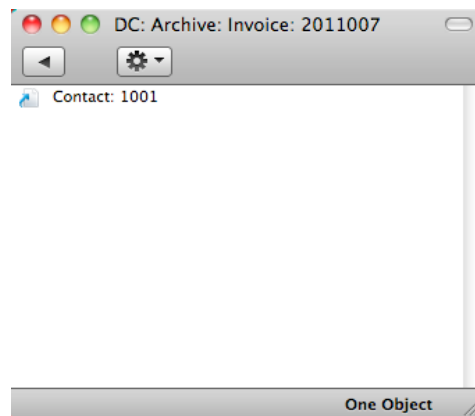
All record windows contain an [Attachments] button in the top right-hand corner—



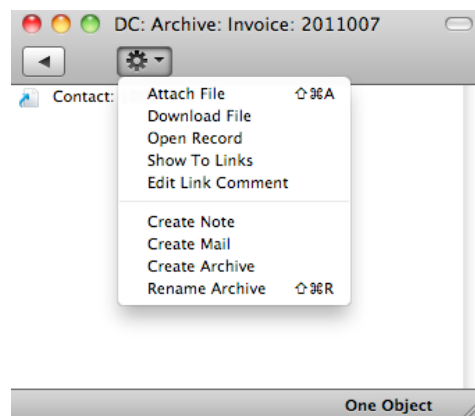
If a record has at least one Attachment, the button has a different icon—



Click this button to work with Attachments. A list of objects currently attached to the record is opened—



This list has its own Operations drop-down menu, which contains the functions necessary to attach, view and remove Attachments—



You must save a record at least once before you can add any Attachments.

You can attach the following items to records of all kinds—

| | |
|----------------|--|
| Files | Open the list of attachments and choose 'Attach File' from the Operations menu. A standard 'Open File' dialogue window will open, allowing you to locate the file that you need. |
| Notes | Open the list of attachments and choose 'Create Note' from the Operations menu. A window will open, where you can type in your note and enter a Comment (the text that will identify the note in the list of Attachments). |
| Records | You can attach a record to another record by dragging it from its browse window onto the [Attachments] button of the other record. If the record is already open, drag its [Attachments] button onto the [Attachments] button of the other record. |
| Reports | To attach a report to a record, first print the report to screen. The Button Bar of the report window contains an [Attachments] button: drag this to the [Attachments] button of the record. |

To open or read an Attachment, double-click it in the list of Attachments or select 'Open Record' from the Operations menu. If the Attachment is a file, double-clicking it to save it to your hard disk or use 'Open Record' to open it in the relevant application.

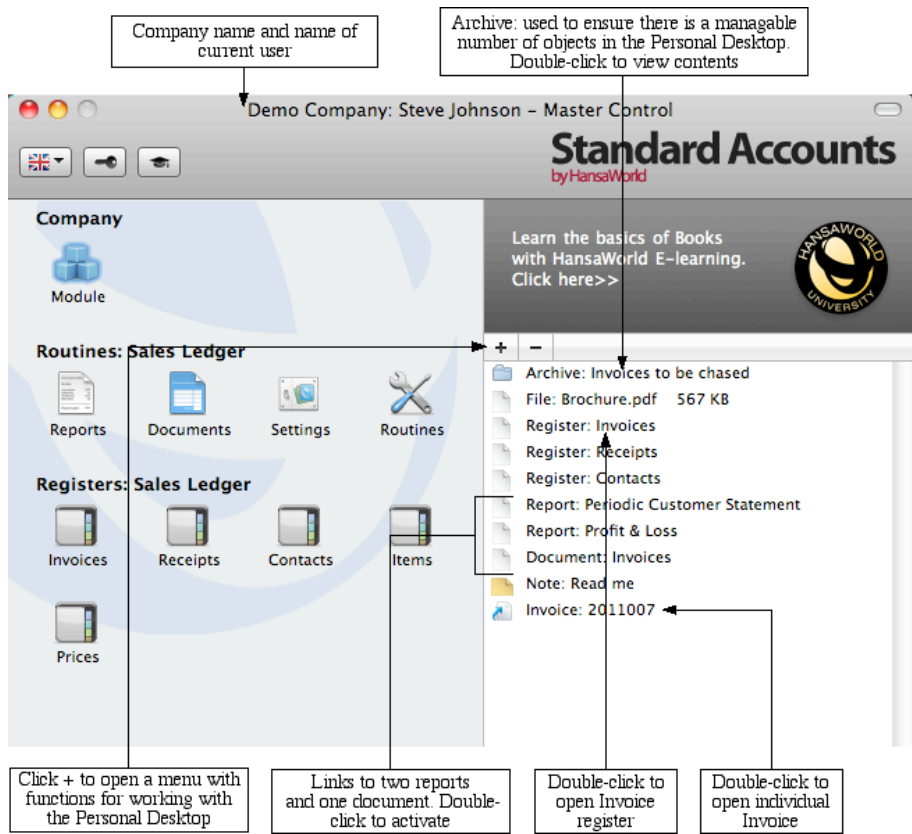
If a record has many Attachments, you can organise them using Archives. Open the list of Attachments and select 'Create Archive' from the Operations menu. The 'Create Archive' window opens, where you can give the new Archive a name. When you click the [Save] button, the new Archive will appear at the top of the list of Attachments: move the Attachments into the Archive by dragging and dropping onto it. To open the Archive, double-click it. To go back to the top-level list of Attachments, click the button with the arrow icon—



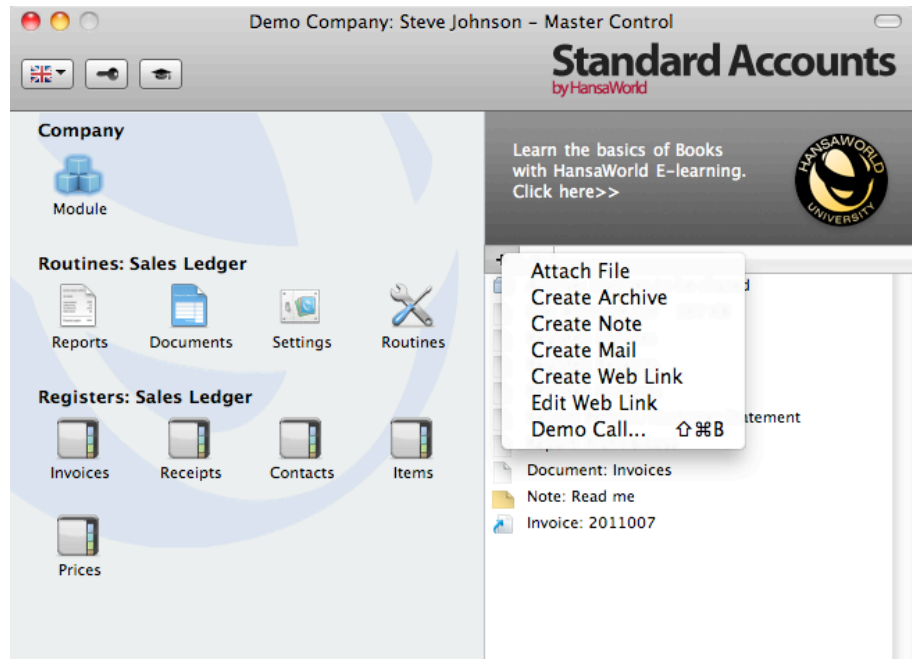
To remove an Attachment of any kind from a record or Archive, highlight it in the list of Attachments and select 'Clear' from the Edit menu.

Personal Desktop

As well as being able to connect files, notes or records to any record in Standard Accounts (as described immediately above), you can also attach them to your Master Control panel. They will be listed in the area on the right of the Master Control panel, known as the "Personal Desktop". You can also place important reports, documents, settings and registers in the Personal Desktop. You can therefore configure your Personal Desktop so that it gives you immediate access to the areas of Standard Accounts that are most important to you (i.e. removing the need to find reports, documents and settings in list windows and records in browse windows). The Personal Desktop is therefore similar to a list of Bookmarks in a browser.



When you click the [+] button immediately above the Personal Desktop, a drop-down menu will appear, containing various functions that you can use when working with the Personal Desktop, as illustrated below—



You can place the following items in your Personal Desktop—

Registers Drag registers from the Master Control panel to the Personal Desktop.

Settings, reports, documents, import and export functions

Open the appropriate list window (e.g. the 'Reports' list or the 'Documents' list) and then drag an item from the list to the Personal Desktop.

Files Click the [+] button in the top left-hand corner of the Personal Desktop and choose 'Attach File'. A standard 'Open File' dialogue window will open, allowing you to locate the file that you need.

Web Links You can place links to web pages in your Personal Desktop. Click the [+] button in the top left-hand corner of the Personal Desktop and choose 'Create Web Link'. A window will open where you can specify a name for the link and the URL (web address). You should also choose "Inline" or "External" in the Open field, using 'Paste Special'. If you choose "Inline", the web page will be opened in a new window inside Standard Accounts when you double-click the web link. If you enter "External", the web page will be opened in your default browser.

To remove an item from your Personal Desktop, click on it and click the [-] button above the Personal Desktop. You can also choose 'Clear' from the Edit menu, or press the Backspace key on your keyboard.

The contents of your Personal Desktop cannot be viewed by another user. So, if someone else logs in to your Standard Accounts database using the [Login] button in the Master Control panel, your Personal Desktop will disappear, to be replaced with theirs.

When you create the first User Account in a new database, the Personal Desktop will be activated for that User automatically. If you add extra Users to the Person register, you will need to activate the Personal Desktop for those Users yourself. Use the 'Activate Personal Desktop' function on the Operations menu of the 'Persons: Browse' window.

Customers, Suppliers and Contact Persons

Introduction

Information about your Customers, Suppliers, Contact Persons and all other companies and individuals with whom you have some contact is stored in the Contact register. You only need maintain a single record for a company who is both a Customer and a Supplier.

Throughout this manual, the terms "Customer" and "Supplier" are used to refer to records in the Contact register. Those records do not necessarily represent firms that have purchased goods or services from your business, or sold goods or services to you, and in fact can represent any company that is a potential customer or supplier. As soon as contact is established between your business and a potential client or supplier, you should record their details in the Contact register. Mark the record as a Customer or a Supplier or both using the check boxes in the header, depending on their potential or actual relationship to your company. These check boxes will allow you to use the record in sales or purchase transactions as appropriate.

The term "Customer" is usually used when describing the use of a record in the Contact register in a sales context, while "Supplier" is used in a purchase context. "Supplier" implies that the Supplier box in the header of the Contact record has been checked.

The term "Contact Person" is used in this manual when referring to an individual person: this may be a private individual or someone who works for a Customer or Supplier. In the latter case, you will have separate records in the Contact register for the Customer or Supplier and for the individual Contact Person.

The term "Contact" is used in this manual when referring to any record in the Contact register. A Contact can therefore be a Customer, a Supplier or a Contact Person.

On the sales side, you can group Customers of a similar type together using Customer Categories. Every Customer belonging to the same Category will be given the same default Debtor Account, saving you the work of having to specify this for each one individually. You will often be able to report on the Customers belonging to a particular Category. Before entering Customers, therefore, it is recommended that you enter some Customer Categories. Customer Categories are described below on page 165.

Similarly, on the purchase side you can group Suppliers of a similar type together using Supplier Categories. Every Supplier belonging to the same Category will be given the same default Creditor Account, saving you the work of having to specify this for each one individually. A company that is both a Customer and Supplier can belong both to a Customer Category and to a Supplier Category. Before entering Suppliers, therefore, it is recommended that you enter some Supplier Categories. Supplier Categories are described below on page 161.

Before working with Contacts, you should also look at the following settings—

| | |
|------------------------|----------|
| Accounts | page 54 |
| Payment Terms | page 160 |
| Price Lists and Prices | page 48 |

Entering a New Contact

The Contact register is available in the Sales and Purchase Ledgers. To work with Contacts, use the [Module] button in the Master Control panel to enter either of these modules, and then open the Contact register by clicking the [Contacts] button, also in the Master Control panel. The 'Contacts: Browse' window is opened, showing a list of Contacts already entered. To create a new Contact, click the [New] button above the list or use the **⌘-N** keyboard shortcut. Alternatively, highlight a Contact similar to the one you want to enter and click [Duplicate] (or use **⌘-Y**).

The screenshot shows the 'DC: Contact: Inspect' window. At the top, there are buttons for 'New', 'Duplicate', 'Cancel', 'Save', and a close button. Below these are input fields for 'No.' (1003), 'Cust. Category' (CORP), and 'Supp. Category'. The 'Name' field contains 'Blue Viola Inc'. There are checkboxes for 'Customer' (checked) and 'Supplier'. Below this is a tabbed interface with 'Contact', 'Terms', and 'Account' tabs. The 'Contact' tab is active, showing fields for 'Address' (19-75 West Melrose Street, Northampton, Northants, NN14 4NS), 'Contact' (Simon Black, Ann Taylor), 'Skype Name' (blueviola), 'E-mail' (sales@bg.com), 'Web Site' (www.bg.com), 'Telephone' (01536-283-328), 'Mobile' (077-577-999), 'Fax' (01536-888-111), and 'VAT Reg. No.' and 'Reg. No.' fields. At the bottom, there is a table with contact details:

| Code | Name | Phone | E-mail |
|------|-------------|---------------|--------------|
| 1020 | Ann Taylor | 01536-283-328 | ann@bg.com |
| 1021 | Simon Black | 01536-283-328 | simon@bg.com |

The 'Contact: New' window will open, empty if you clicked [New] or containing a duplicate of the highlighted record. Complete the Contact record as appropriate and as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

Since the amount of information stored about each company will not fit in a single window, the 'Contact: New' window is divided into three cards. At the top of each is the header. This contains the Contact Number and Name, the Customer and Supplier Categories, and the Customer and Supplier check boxes. There are three named buttons ('tabs') in the header.

This image shows a close-up of the header area of the 'Contact: New' window. It features three tabs: 'Contact' (which is selected and highlighted in blue), 'Terms', and 'Account'. To the right of the tabs are checkboxes for 'Customer' (checked) and 'Supplier'.

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

The Contact window contains the following fields and check boxes—

Header

No. Enter the unique code you are assigning to the Contact: this is the means by which this Contact will be identified elsewhere in Standard Accounts. The field holds up to 20 letters and/or numbers. A default will be offered, based on the Contact Number of the previous record entered.

Once you have saved the record, you cannot change the Contact Number.

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

Supp. Category **Paste Special** Supplier Categories setting, Purchase Ledger

If the company is a Customer, you can assign it to a Customer Category. If it is a Supplier, you can assign it to a Supplier Category.

Customer Categories enable you to classify similar Customers together. All Customers belonging to the same Category can use the same default Debtor Account, saving you the work of having to specify this for each Customer individually. Several reports allow you to list Customers belonging to a particular Category.

Supplier Categories enable you to classify similar Suppliers together. All Suppliers belonging to 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 Contact.

Customer, Supplier Mark the Contact as a Customer or Supplier or both as appropriate, using the check boxes at the top of the window. If the Contact is a Contact Person who works for a Customer or Supplier company, do not check either of these boxes unless the Contact Person is also a Customer or Supplier in a private capacity.

Marking the Contact as a Customer or Supplier does not necessarily mean it has purchased goods or services from your business, or sold goods or services to you: the company can also be a potential customer or supplier to your business.

If you have marked a Contact as a Customer only, you will be able to use it in Sales Invoices and Receipts, but not in any purchase registers. Similarly, if you have marked it as a Supplier only, you will be able to use it in Purchase Invoices and Payments, but not in any sales registers.

If you originally opened the Contact register in the Sales Ledger, the new record will be marked as a Customer automatically. If you originally opened the Contact register in the Purchase Ledger, the new record will be marked as a Supplier automatically. Similarly, if you created the new record by clicking the [New] button in the 'Paste Special' window listing Contacts, these check boxes will be set automatically depending on the context. For example, if you enter a Sales Invoice, activate 'Paste Special' from the Customer field and click [New], the new record will be marked as a Customer.

Once you have marked a company as a Customer and you have issued at least one Sales Invoice to that company, you will not be able to remove the check from the Customer box. Similarly, if you have marked a company as a Supplier and you have received at least one Purchase Invoice from that company, you will not be able to remove the check from the Supplier box.

Throughout this manual (including in the index), the term "Customer" has been used when referring to Contacts marked as Customers, and the term "Supplier" refers to Contacts marked as Suppliers.

Contact Card

Customer ☒ Supplier ☐

Contact Terms Account

Address 19-75 West Melrose Street
 Northampton
 Northants
 NN14 4NS

Contact Sarah Parker Skype Name blueviola
 E-mail sales@bg.com Web Site www.bg.com
 Telephone 01536-283-328 Mobile 077-577-999 Fax 01536-888-111
 VAT Reg. No. Reg. No.

| Code | Name | Phone | E-mail |
|------|-------------|---------------|--------------|
| 1020 | Ann Taylor | 01536-283-328 | ann@bg.com |
| 1021 | Simon Black | 01536-283-328 | simon@bg.com |

Address Enter here the address to which Invoices, statements and Payments are to be sent.

Contact **Paste Special** Contact Persons in Contact register

Used as default in Sales Invoices

If the Contact is a company or organisation (i.e. not an individual person), enter here the name of your most important Contact Person working there. This person is your "Primary Contact". If you need to add the names of more Contact Persons who work for the company, use the 'Create Contact Person' function on the Operations menu.

When you use the Contact in any transaction, the Primary Contact will be copied to that transaction as a default. For example, if you specify the Contact in a Sales Invoice as the Customer, its Primary Contact will be copied to the Attn. field in that Invoice. You can of course change to another Contact Person in that Attn. field. The 'Paste Special' list from that field will only contain Contact Persons that work for the Customer.

Please refer to the 'Contact Persons' section below on page 36 for more details.

Telephone, Mobile, Fax, E-mail, Skype Name

Enter the Contact's main telephone, cell phone and fax numbers, email address and Skype name here.

Web Site

If the Contact has a website, enter its address (URL) here.

VAT Reg No.

Record the Contact's VAT Registration Number here.

When you save the record, there will be a check that you have not already used the VAT Registration Number in another Contact record. If you have, you will be warned, but you will still be able to save the record. The warning will contain the Contact Number of the other company.

Reg No

If the Contact is a company with a Company Registration Number, enter that Number here.

When you save the record, there will be a check that you have not already used the Company Registration Number in another Contact record. If you have, you will be warned, but you will still be able to save the record. The warning will contain the Contact Number of the other company.

At the bottom of the 'Contact' card, there is a grid. If the Contact is a Customer or Supplier, this grid will list the Contact Persons working for them. Please refer to the 'Contact Persons' section below on page 36 for full details.

Terms Card

| | | |
|--------------------------|---------------------------|---|
| Sales Pay. Terms | Paste Special | Payment Terms setting, Sales Ledger/Purchase Ledger |
| | Used as default in | Sales Invoices |
| Purch. Pay. Terms | Paste Special | Payment Terms setting, Sales Ledger/Purchase Ledger |
| | Used as default in | Purchase Invoices |

If the Contact is a Customer, use the Sales Pay. Terms field to specify the Payment Terms that your company offers them. If the Contact is a Supplier, use the Purch. Pay. Terms field to specify the Payment Terms that they offer your company. These Terms will be copied to Sales

and Purchase Invoices, where they will ensure that the Due Dates are calculated correctly.

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

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

If the Contact is a Customer, the Sales VAT Code will determine the rate at which VAT will be charged in sales to the Contact and the Output VAT Account to be credited.

When you create Sales Invoices for the Customer, this Sales VAT Code will take precedence over the VAT Codes specified in the Item and in the Account Usage S/L setting in the Sales Ledger.

If the Contact is a Supplier, the Purch. VAT Code will determine the rate at which VAT will be charged to you by the Contact and the Input VAT Account to be debited.

When you enter Purchase Invoices for the Supplier directly to the Purchase Invoice register, this Purch. VAT Code will take precedence over the VAT Codes specified in the Account record and in the Account Usage P/L setting in the Purchase Ledger.

Price List **Paste Special** Price Lists setting, Sales Ledger
Used as default in Invoices

If the Contact is a Customer and you wish to assign a particular Price List to them, you can do so here. This Price List will determine the default prices in Sales Invoices made out to the Customer.

Please refer to the 'Price Lists and Prices' section below on page 48 for full details about how to use this feature.

On Account Check this box if the Contact is a Customer from whom you want to be able to receive On Account Receipts (i.e. you want to allow them to pay before you have invoiced them) and/or the Contact is a Supplier to whom you want to be able to issue On Account Payments (i.e. to be able to pay them before you receive Invoices). On Account Receipts are described below on page 82 and On Account Payments on page 109.

Before you can enter On Account Receipts, you must specify an On Account A/C in the Account Usage S/L setting in the Sales Ledger. This Account will be credited with the value of these Receipts.

On the purchase side, before you can enter On Account Payments, you must specify an On Account A/C in the Account Usage P/L setting in the Purchase Ledger. This Account will be debited with the value of these Payments.

Closed Check this box if the Contact is no longer to be used (if the Contact is a Customer or Supplier, you cannot delete it altogether if Sales or Purchase Invoices have been raised in their name). Closed Contacts will appear in the 'Contacts: Browse' window but not in the Contacts 'Paste

Special' list. You will not be able to enter Sales or Purchase Invoices for closed Customers or Suppliers. You can re-open a closed Contact at any time.

If the Closed Contact is a Contact Person working for a Customer or Supplier company, they will still appear in the list of people working for that company at the bottom of the 'Contact' card, but a red line will be drawn through their name and details. They will not appear in the 'Paste Special' list of Contact Persons obtained from the Primary Contact and Attn. fields in various registers.

Account Card

| | |
|---------------------|---|
| Comment | Record here any additional information about the Contact. |
| Bank | If the Contact is a Supplier, specify here the Bank where their main bank account is held. |
| Bank Account | Enter the Contact's main bank account number here. If the Contact is a Supplier, this bank account number will be transferred to any Purchase Invoices and Payments entered in their name. |
| Sort Code | Enter the Sort Code (branch number) of the company's bank here. If the company is a Supplier, their Sort Code will be transferred to any Purchase Invoices entered in their name. |
| Creditor A/C | <p>Paste Special Account register, Nominal Ledger</p> <p>If the Contact is a Supplier and you want to use a particular Creditor Account, enter its Account number here.</p> <p>If you leave this field empty the Creditor Account will be taken from the Supplier Category or from the Account Usage P/L setting.</p> |

| | | |
|-----------------|---|----------------------------------|
| Cost A/C | Paste Special | Account register, Nominal Ledger |
| | <p>If the company is a Supplier, you can determine that a particular Cost Account (i.e. Purchase Account) will be offered as a default in the first Purchase Invoice row whenever you enter a new Purchase Invoice. This can be useful in the cases of specialist Suppliers and of Suppliers of services such as electricity or telephone services, whose Purchase Invoices are usually debited to the same Account.</p> <p>If you want to set a default Cost Account for this Supplier, enter its Account Number here.</p> | |

Editing a Contact

To edit a Contact, first ensure you are in the Sales or Purchase Ledgers and then open the Contact register by clicking the [Contacts] button in the Master Control panel.

The 'Contacts: Browse' window opens, listing the Contacts in Contact Number order. Change the sort order by clicking on one of the column headings: the blue heading shows the current sort order.

To search for a specific Contact, first sort the list by the column that you want to use for the search. Then, enter the text that you want to find in the Search field in the top right-hand corner of the window and press Return. For example, to search for a particular Contact Name, sort by Name before entering a Contact Name (or its first few characters) in the Search field.

To modify a Contact record, double-click on the line in the browse window. The Contact record will be opened in a window entitled 'Contact: Inspect'. The fields in this window are the same as those in the 'Contact: 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 using the Tab, Enter or Return keys, using the arrow keys, or using the mouse. Click the [Save] button when you have finished, to save changes.

You can also edit a Contact from another register. For example, when entering an Invoice, you might realise that your information about the Customer is out of date (they might have changed their address or telephone number, for example). Place the insertion point in the Customer field in the Invoice and press **⌘-Shift-V**. The Contact record for the Customer opens, allowing you to make the necessary changes. You can also do this from the 'Paste Special' list, when you are choosing the Customer for the Invoice.

Deleting a Contact

1. Find the Contact you want to delete in the 'Contacts: Browse' window, using the Search feature described in the previous section.
2. Double-click the Contact record to open it.
3. Select 'Delete' from the Record menu. The Contact will be deleted.

You cannot delete a Contact if you have used it in an Invoice or Purchase Invoice.



You cannot undo the deletion of a Contact record.

Contact Persons

As described above, Customers, Suppliers and Contact Persons are all stored in the Contact register. In this section, we describe linking Contact Persons to the company they work for.

1. The first step is to enter a Contact record representing the company. Mark the company as a Customer or Supplier or both, as appropriate. Ensure you save this record before moving to step 2.

The screenshot shows a software window titled "DC: Contact: Inspect". It contains various input fields for contact information. At the top, there are buttons for "New", "Duplicate", "Cancel", and "Save". Below these are fields for "No." (1004), "Cust. Category" (RETL), and "Supp. Category". The "Name" field contains "3D A&A Technology". There are checkboxes for "Customer" (checked) and "Supplier". Below this is a tabbed interface with "Contact", "Terms", and "Account" tabs. The "Contact" tab is active, showing fields for "Address" (180 Varick St, Milton Keynes, Buckinghamshire, MK19 4NS), "Contact" (Bill Morris), "E-mail" (info@3daa.com), "Telephone" (01908-223-343), "Mobile" (075-2873-1998), "Fax" (01908-223-444), "VAT Reg. No.", "Skype Name" (3daa), "Web Site" (www.3daa.com), and "Reg. No.". At the bottom, there is a table with columns "Code", "Name", "Phone", and "E-mail".

| Code | Name | Phone | E-mail |
|------|-------------|---------------|---------------|
| 1022 | Bill Morris | 01908-223-343 | bill@3daa.com |

- The next step is to enter a Contact record representing a person working for the company (i.e. a Contact Person). Choose 'Create Contact Person' from the Operations menu. A new record will be created in the Contact register and will be opened in a new window entitled 'Contact: Inspect'. This means the record has already been saved and is being opened to allow you to enter the Contact Person's name and contact details if these are different to those of the parent company—

DC: Contact: Inspect

No. 1037 Cust. Category Supp. Category

Name No Name

☐ Customer ☐ Supplier

Contact Terms Account

Address 180 Varick St

Milton Keynes

Buckinghamshire

MK19 4NS

Contact Skype Name

E-mail Web Site

Telephone 01908-223-343 Mobile Fax 01908-223-444

VAT Reg. No. Reg. No.

| Code | Name | Phone | E-mail |
|------|------|-------|--------|
|------|------|-------|--------|

The address details, telephone and fax will be copied from the parent company. Enter the Contact Person's name and appropriate contact information. As the Contact Person works for a company that has been marked as a Customer or a Supplier, you should not check these boxes in the Contact Person record.

DC: Contact: Update

No. 1037 Cust. Category Supp. Category

Name Brian Giacomelli

☐ Customer ☐ Supplier

Contact Terms Account

Address 180 Varick St

Milton Keynes

Buckinghamshire

MK19 4NS

Contact Skype Name brian_giacomelli

E-mail brian@3daa.com Web Site 07885-123-456

Telephone 01908-223-343 Mobile Fax 01908-223-444

VAT Reg. No. Reg. No.

| Code | Name | Phone | E-mail |
|------|------|-------|--------|
|------|------|-------|--------|

3. Save the Contact Person and close the record by clicking the close box. The Contact Person is now included in the list at the bottom of the 'Contact' card of the parent company's Contact record—

The screenshot shows a software window titled "DC: Contact: Inspect". At the top, there are buttons for "New", "Duplicate", "Cancel", "Save", and a close button. Below these are input fields for "No." (1004), "Cust. Category" (RETL), and "Supp. Category". The "Name" field contains "3D A&A Technology". There are checkboxes for "Customer" (checked) and "Supplier". Below these are tabs for "Contact", "Terms", and "Account". The "Contact" tab is active, showing a form with fields for "Address" (180 Varick St, Milton Keynes, Buckinghamshire, MK19 4NS), "Contact" (Bill Morris), "Skype Name" (3daa), "E-mail" (info@3daa.com), "Web Site" (www.3daa.com), "Telephone" (01908-223-343), "Mobile" (075-2873-1998), "Fax" (01908-223-444), "VAT Reg. No.", and "Reg. No.". At the bottom, there is a table with columns "Code", "Name", "Phone", and "E-mail".

| Code | Name | Phone | E-mail |
|------|------------------|---------------|----------------|
| 1022 | Bill Morris | 01908-223-343 | bill@3daa.com |
| 1037 | Brian Giacomelli | 01908-223-343 | brian@3daa.com |

This list will contain all the Contact Persons working for the Customer or Supplier. As with all lists in Standard Accounts, you can sort this one by clicking on a column heading. If you need to open the Contact record of a Contact Person, double-click a line in this list.

4. If a Contact Person stops working for a Customer or Supplier, you can delete the Contact record for the Contact Person. Alternatively, you can mark the Contact Person as Closed. The link between the Contact Person and the Customer or Supplier will remain, but the Contact Person will be marked with a red line, as illustrated below. The Contact Person will no longer appear in 'Paste Special' lists. This method will not be suitable if the Contact Person moves to another Customer or Supplier, or works for more than one at the same time. It closes the Contact Person as a whole, so they will not appear in 'Paste Special' lists for the new or second companies.

DC: Contact: Inspect

No. 1004 Cust. Category RETL Supp. Category

Name 3D A&A Technology

☒ Customer ☐ Supplier

Contact Terms Account

Address 180 Varick St

Milton Keynes

Buckinghamshire

MK19 4NS

Contact Bill Morris Skype Name 3daa

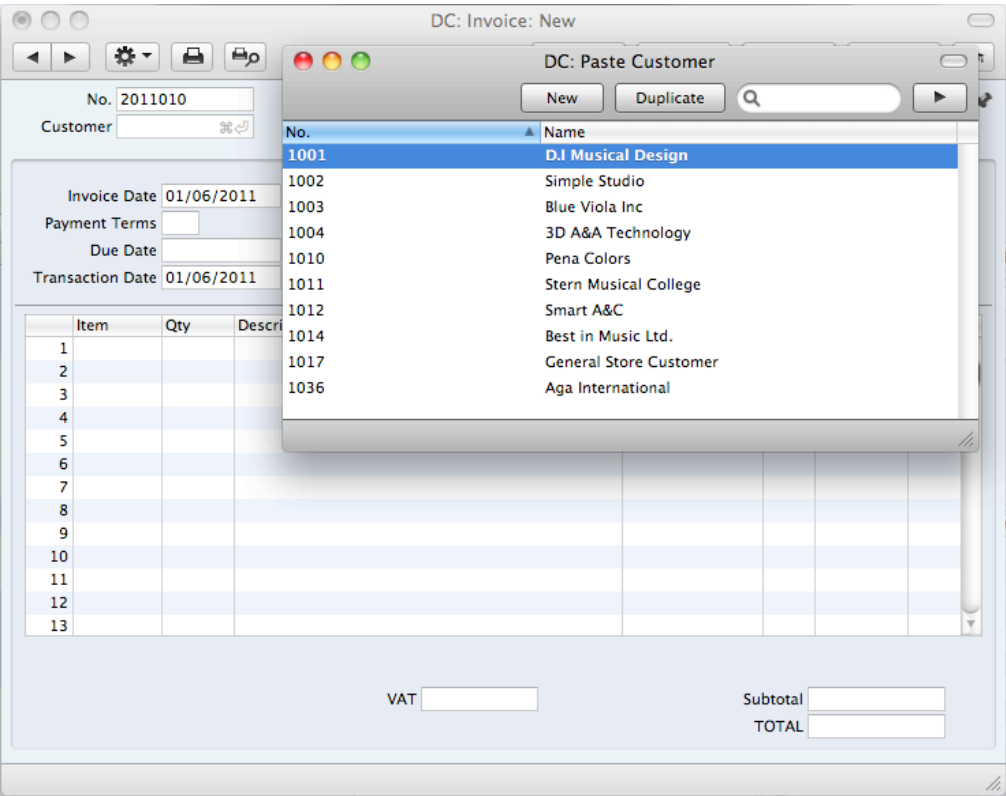
E-mail info@3daa.com Web Site www.3daa.com

Telephone 01908-223-343 Mobile 075-2873-1998 Fax 01908-223-444

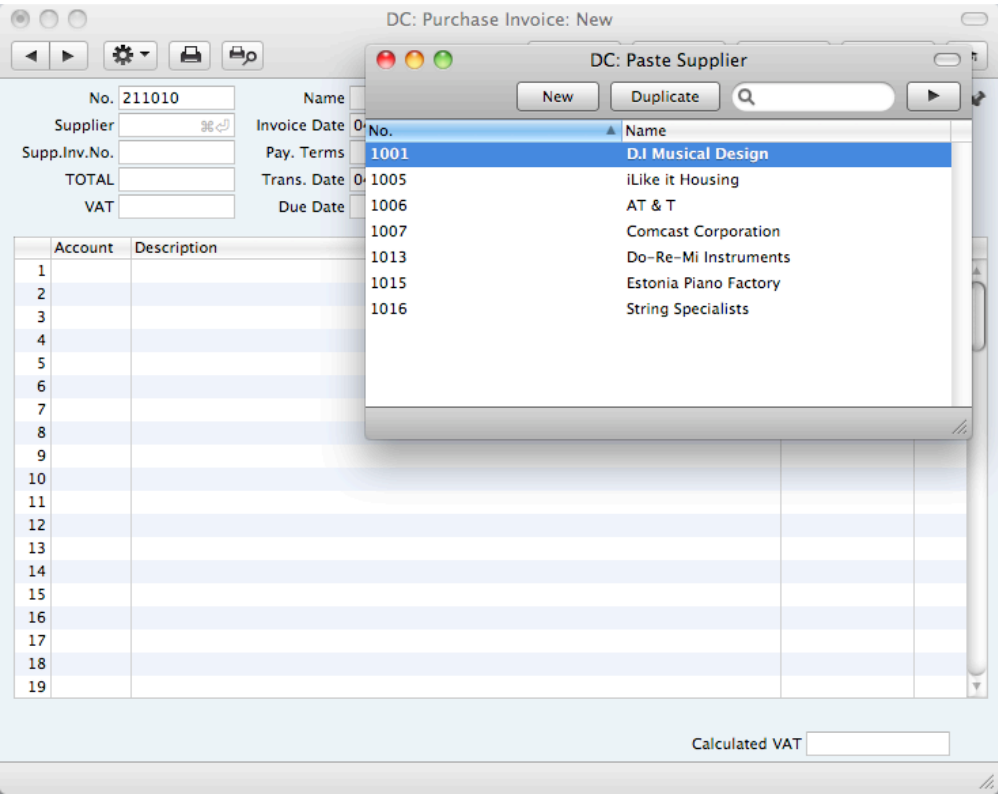
VAT Reg. No. Reg. No.

| Code | Name | Phone | E-mail |
|-----------------|-----------------------------|--------------------------|---------------------------|
| 1022 | Bill Morris | 01908-223-343 | bill@3daa.com |
| 1037 | Brian Giacomelli | 01908-223-343 | brian@3daa.com |

5. Once you have entered a Customer or Supplier and all its Contact Persons, you can work with them quickly and easily. For example, when you enter a Sales Invoice, only Customers will be shown in the 'Paste Special' list from the Customer field—



When you enter a Purchase Invoice, only Suppliers will be shown in the 'Paste Special' list from the Supplier field—



In most records, you can choose a Contact Person as well as a Customer or Supplier. The Primary Contact from the 'Contact' card of the Customer or Supplier will be brought in as a default. To choose a different Contact Person, activate 'Paste Special' from the Contact or Attn. field (the name of this field varies depending on the register)—

The screenshot shows the 'DC: Invoice: New' window. At the top, there are buttons for 'New', 'Duplicate', 'Cancel', 'Save', and a printer icon. Below these, there are fields for 'No.' (2011010), 'Name' (3D A&A Technology), and 'Customer' (1004). There is an 'OK' checkbox. Below this, there are tabs for 'Terms', 'Items', and 'Address'. The 'Terms' tab is active, showing fields for 'Invoice Date' (06/02/2011), 'Our Ref.' (Steve Johnson), 'Payment Terms' (30), 'Attn.' (Bill Morris), 'Due Date' (07/02/2011), 'Service Del. Date', and 'Transaction Date' (06/02/2011). Below these fields is a table with columns 'Item', 'Qty', and 'Description'. The table has 13 rows, with the first row containing '1', an empty cell, and an empty cell. Below the table, there are fields for 'VAT' and 'Subtotal'. At the bottom right, there is a 'TOTAL' field. A 'DC: Paste Contact' dialog box is open over the 'Attn.' field, showing a list of contact names: 'Bill Morris' and 'Brian Giacomelli'.

This list will only contain Contact Persons that work for the Customer or Supplier. Closed Contact Persons will not be included in the list. The Primary Contact from the 'Contact' card of the Customer or Supplier will be included in the list, but will not be listed twice if you have a separate Contact record for that Person.

Operations Menu

The screenshot shows the 'Operations Menu' for the 'Contacts: Browse' window. It has a 'New' button and a list of functions: 'Customer Status' (⌘E), 'Supplier Status' (⌘U), and 'Create Contact Person'.

The screenshot shows the 'Operations Menu' for the 'Contact: New' and 'Contact: Inspect' windows. It has a 'New' button and a list of functions: 'Customer Status' (⌘E), 'Supplier Status' (⌘U), and 'Create Contact Person'.

The Operations menus for Contacts are shown above. On the left is the Operations menu for the 'Contacts: Browse' window: highlight a Contact in the list before selecting the function that you need. You can also apply a function to a group of Contacts: highlight the first Contact in the group and then click on the last while holding down the Shift key. Then select the function. On the right is the Operations menu for the 'Contact: New' and 'Contact: Inspect' windows.

Customer Status

You can use the 'Customer Status' function with Contacts that are Customers. It prints to screen a Customer Status report, which shows the current account status of the Customer currently on screen or of those Customers highlighted in the browse window.

The report will first show the Customer's Number, Name and telephone number. The five most recently paid Invoices will then be listed, as will all open (unpaid) Invoices.

The Customer Status report has the Standard Accounts Drill-down feature. You can open Contacts and Invoices from the report by clicking on the Contact Numbers and Names and on Invoice Numbers. Text with the drill-down feature is shown underlined in the report.

The function will have no effect if you try to use it with a Contact that is not marked as a Customer.

Supplier Status

You can use the 'Supplier Status' function with Contacts that are Suppliers. It prints to screen a Supplier Status report, which shows your current account status with the Supplier currently on screen or with those highlighted in the browse window. It also shows total turnover and amount due figures. The function will have no effect if you try to use it with a company that is not marked as a Supplier.

Create Contact Person

Please refer to the 'Contact Persons' section above on page 36 for details about this function.

Items and Pricing

Introduction

Use the Item register to store information about the products and services that you sell.

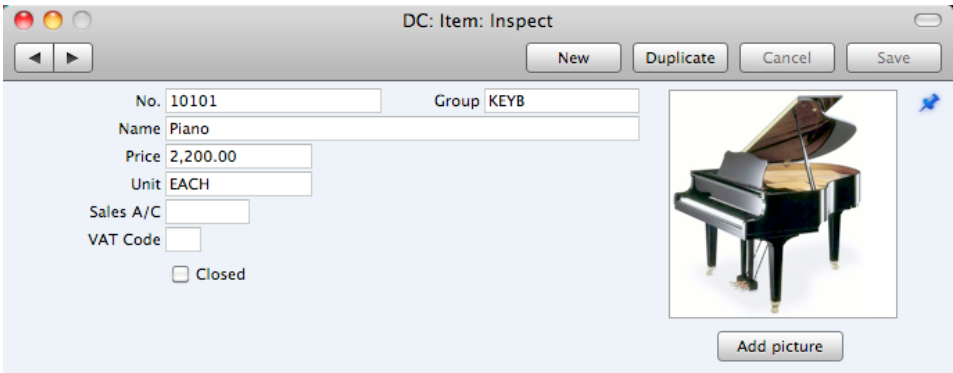
You can group Items of a similar type together using Item Groups. You will often be able to report on the Items belonging to a particular Item Group. Before entering Items, therefore, it is recommended that you enter some Item Groups. Item Groups are described below on page 165.

Before working with Items, you should also look at the following settings—

| | |
|------------------------|----------|
| Accounts | page 54 |
| Price Lists and Prices | page 48 |
| VAT Codes | page 155 |

Entering an Item

To work with Items, use the [Module] button in the Master Control panel to enter the Sales Ledger and click the [Items] button, also in the Master Control panel. The 'Items: Browse' window will be opened, listing of the Items you have already entered. To create a new Item, click the [New] button above the list or use the ⌘-N keyboard shortcut. Alternatively, highlight an Item similar to the one you want to enter and click [Duplicate] (or use ⌘-Y).

The screenshot shows a software window titled "DC: Item: Inspect". At the top, there are navigation buttons: a left arrow, a right arrow, and three buttons labeled "New", "Duplicate", "Cancel", and "Save". Below these, the item details are displayed in a form. The "No." field contains "10101" and the "Group" field contains "KEYB". The "Name" field contains "Piano". The "Price" field contains "2,200.00". The "Unit" field contains "EACH". There are empty fields for "Sales A/C" and "VAT Code". A checkbox labeled "Closed" is unchecked. On the right side of the form, there is a placeholder image of a grand piano. Below the image is a button labeled "Add picture".

The 'Item: New' window will open, empty if you clicked [New] or containing a duplicate of the highlighted record. Complete the Item record as appropriate and as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

The Item window contains the following fields—

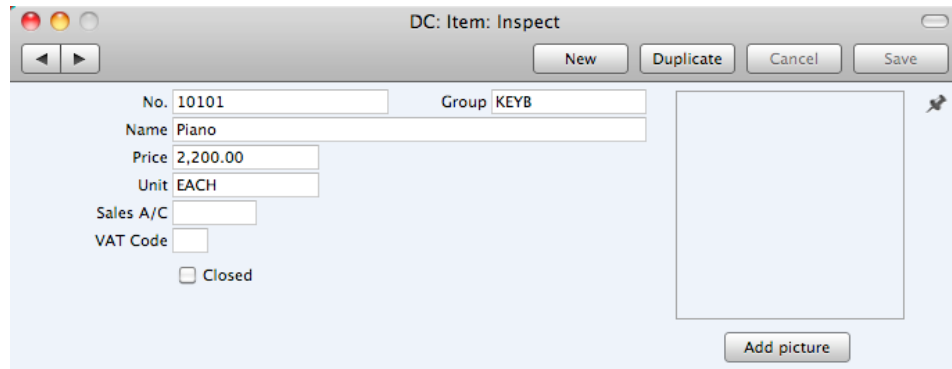
- No.** Enter the unique identification code you are assigning to this Item. This is the means by which you will identify the Item when including it in Invoices. The field holds up to 20 characters. Once you have saved the Item record, you will not be able to change the Item Number.

| | | |
|------------------|--|-----------------------------------|
| Group | Paste Special | Item Groups setting, Sales Ledger |
| | Enter the Item Group to which this Item belongs. Item Groups enable you to classify similar Items together. Each Item belonging to the same Group can use the same default Sales Account and VAT Code, saving you the work of having to specify these for each Item individually. | |
| Name | Enter the name or a short description of the Item. | |
| Price | Used as default in | Sales Invoices |
| | Enter the normal sales price for the Item here. The price should include VAT if you have specified in the Account Usage S/L setting that prices include VAT. | |
| Unit | Paste Special | Units setting, Sales Ledger |
| | Specify here the quantity to which the Price refers. In the majority of cases, this will be a single item, but otherwise it might be a pair or a dozen. | |
| Sales A/C | Paste Special | Account register, Nominal Ledger |
| | A Sales Account will be credited whenever you sell the Item, allowing you to record the levels of sales of different types of Items in the Nominal Ledger. The default Sales Account will be chosen in this order— | |
| | <ol style="list-style-type: none"> 1. It will be taken from this field in the Item record. 2. It will be taken from the Item Group to which the Item belongs. 3. The Sales Account in the Account Usage S/L setting will be used. | |
| VAT Code | Paste Special | VAT Codes setting, Nominal Ledger |
| | The VAT Code will determine the Output VAT Account to be credited whenever you sell the Item and the rate at which VAT will be charged. The default VAT Code will be chosen in this order— | |
| | <ol style="list-style-type: none"> 1. The Sales VAT Code for the Customer will be used. 2. It will be taken from this field in the Item record. 3. It will be taken from the Item Group to which the Item belongs. 4. The VAT Code in the Account Usage S/L setting will be used. | |
| | You will be able to override the choice of VAT Code in an individual Invoice row if necessary. | |
| Closed | Check this box if the Item is no longer to be used (you cannot delete an Item altogether if you have used it in an Invoice). Closed Items will appear in the 'Items: Browse' window but not in the Items 'Paste Special' list. You will not be able to use a closed Item in Invoices. You can re-open a closed Item at any time. | |

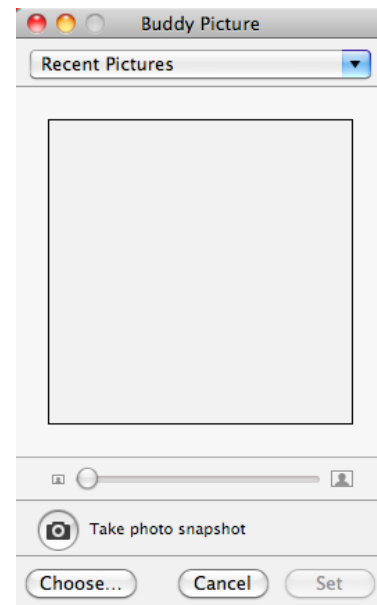
Picture, [Add picture]

You can attach pictures to records in the Item register. Follow these steps—

1. Open the record in question. The record must already have been saved at least once (i.e. the window title must be 'Inspect' or 'Update').



2. Click the [Add picture] button underneath the picture field. The 'Buddy Picture' window opens—



3. If the picture is already on your hard disk, click the [Choose] button to locate it. It must be a .jpg file. The maximum picture size is 280 x 280 pixels: larger pictures will be cropped.

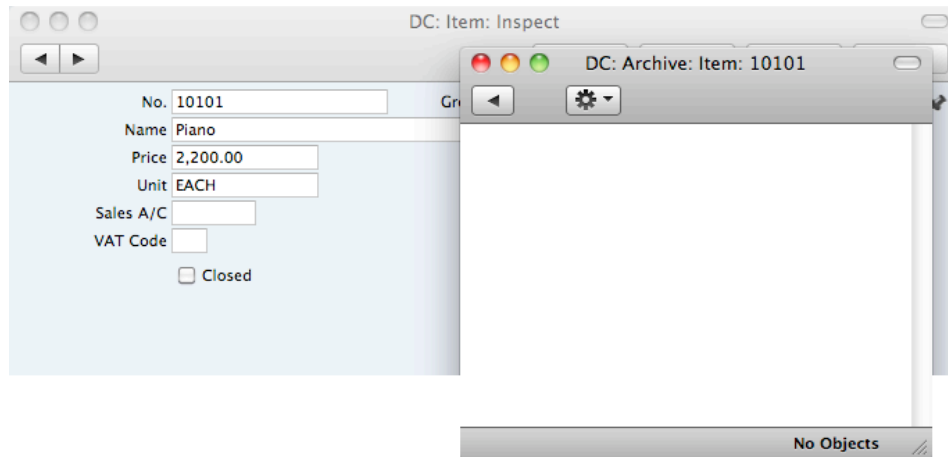
Alternatively, click the button with the camera icon marked 'Take a video snapshot' to take a photograph of the Item using your computer's camera.

In both cases you can then scale the picture using the slider and, if the picture is too big, move the picture by dragging so that the part you need is in the centre of the frame (the part outside the frame will be cropped).

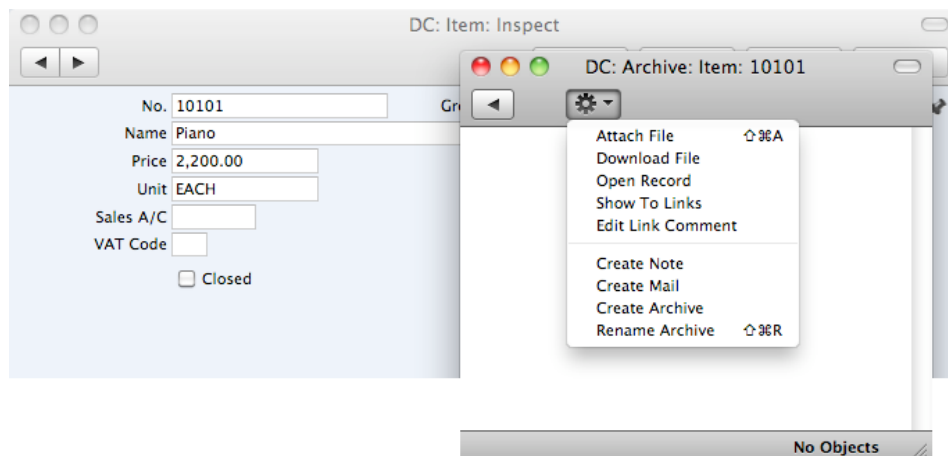
4. Finally, click the [Set] button to add the picture to the Item.

An alternative method is to use the Attachments facility, as follows—

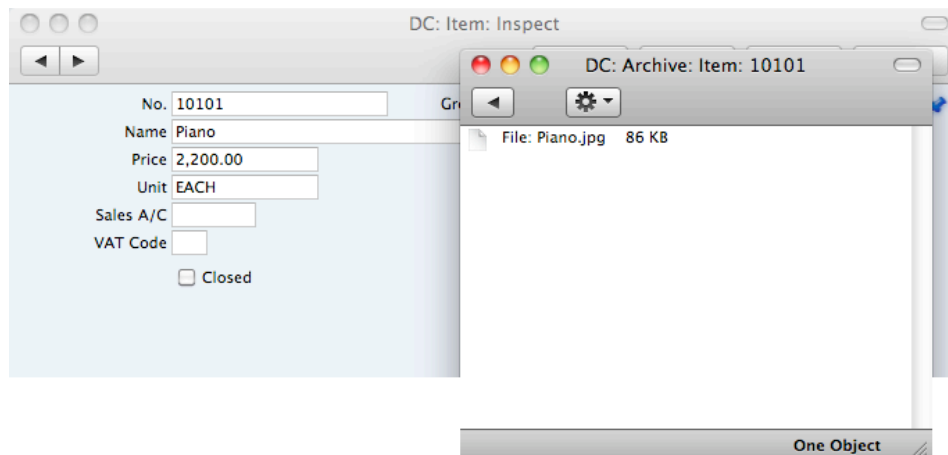
5. Click the [Attachments] button (with the drawing pin icon). A list of objects currently attached to the record is opened.



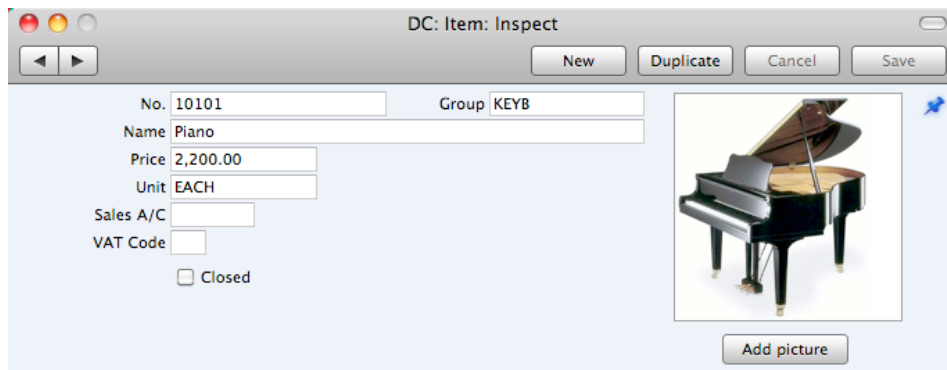
6. Choose 'Attach File' from the Operations menu of this list.



7. Locate the picture file on your hard disk and click [Open]. The picture will be attached to the record. It must be a .jpg file. The maximum picture size is 280 x 280 pixels: larger pictures will be cropped.



8. Whichever method you use ([Add picture] or adding an attachment), the picture will appear in the Item record. You may need to close and reopen the record to see it—



The screenshot shows a window titled "DC: Item: Inspect" with a standard macOS-style title bar. At the top right are buttons for "New", "Duplicate", "Cancel", and "Save". Below the title bar, on the left, are input fields for "No." (10101), "Group" (KEYB), "Name" (Piano), "Price" (2,200.00), "Unit" (EACH), "Sales A/C", and "VAT Code". There is also a "Closed" checkbox. On the right side of the window is a large image placeholder showing a black grand piano. Below the image is a button labeled "Add picture".

Editing an Item

To edit an Item, first ensure you are in the Sales Ledger and then open the Item register by clicking the [Items] button in the Master Control panel.

The 'Items: Browse' window opens, listing the Items in Item Number order. Change the sort order by clicking on one of the column headings: the blue heading shows the current sort order.

To search for a specific Item, first sort the list by the column that you want to use for the search. Then, enter the text that you want to find in the Search field in the top right-hand corner of the window and press Return. For example, to search for a particular Item Name, sort by Name before entering a Name (or its first few characters) in the Search field.

To modify an Item record, double-click on the line in the browse window. The Item record will be opened in a window entitled 'Item: Inspect'. The fields in this window are the same as those in the 'Item: 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 using the Tab, Enter or Return keys, using the arrow keys, or using the mouse. Click the [Save] button when you have finished, to save changes.

You can also edit an Item from another register. For example, when entering an Invoice, you might realise that your information about an Item is out of date (the price might have changed, for example). Place the insertion point in the Item field in the Invoice and press ⌘-Shift-V. The Item record opens, allowing you to make the necessary changes. You can also do this from the 'Paste Special' list, when you are choosing the Item for the Invoice.

Deleting an Item

1. Find the Item you want to delete in the 'Items: Browse' window, using the Search feature described in the previous section.
2. Double-click the Item record to open it.
3. Select 'Delete' from the Record menu. The Item will be deleted.

You cannot delete an Item if you have used it in an Invoice.



You cannot undo the deletion of an Item.

Price Lists and Prices

Introduction

Standard Accounts has a powerful set of functions that you can use construct and maintain as many Price Lists as you need. Each Price List can include some or all of the goods or services you offer to your Customers. You can give a different Price List to each Customer. The number of alternatives is great, but as always with great flexibility, you need to know and understand the tools and techniques to set up a specific pricing structure.

The Base Price

Each Item has a normal selling price. You should record this normal selling price in the Price field in each Item record. This documentation will usually use the term "Base Price" when referring to an Item's normal selling price.

In many cases, the Base Price will be the only price you need. If you always sell an Item at the same price (or with an *ad hoc* discount), whoever the Customer, you will be able to rely on the Item's Price and not worry about the Price List feature.

Structure of Price Lists

You should use the pricing features in Standard Accounts if you need to sell Items at different prices to different Customers (i.e. if you need more than one price for each Item). For example, you might offer different prices to retail and trade Customers, and/or to retail and educational Customers. You will then need separate trade, educational and possibly retail Price Lists, which you should assign to each Customer as appropriate. When you enter a Customer in an Invoice, the appropriate Price List will be used and so the correct Prices will be selected automatically.

The two basic building blocks of such a system are the Price Lists setting and the Price register. In the example mentioned in the previous paragraph, you will need at least two Price Lists: a trade Price List and an education Price List. You could rely on each Item's Price when selling to retail Customers, or you could use a third Price List with these Customers. In a Price List record you will specify its name and VAT status (whether the prices in the Price List include or exclude VAT). Having defined your Price Lists, you should then enter the Prices themselves in the Price register. The Price register should contain one record for each Item/Price List combination. In this example, you will need to enter one

record for the trade price of an Item, one record for the educational price of the same Item and, if you are not relying on the Item's Price, a third record for its retail price.

When you enter a Customer in an Invoice, that Customer's Price List will be brought in to the sales transaction together with their name, address, Payment Terms and other details. When you then add an Item to that Invoice, the record in the Price register for the Item/Price List combination will determine the price that you will charge. There can only be one Price record for a particular Item/Price List combination. If there is no record in the Price register for the Item/Price List combination, the Item's Price will be used.

In more detail, follow these steps to build up your price structure—

1. Enter the Items with their normal selling prices, using the Item register as described above on page 43.
2. Define each Price List (in our example, retail, trade and educational) using the Price Lists setting in the Sales Ledger. This is described in detail below on page 49.
3. In this step, you should enter the prices themselves. For each Item on each Price List, enter a record to the Price register in the Sales Ledger with an appropriate price. In our example, for each Item you should enter three Price records, containing the retail, trade and education prices. The Price register is described in detail below on page 50.
4. You can now assign a Price List to each Customer. When you enter an Invoice for a particular Customer, the specified Price List will be used automatically. If you sell an Item that is not on the appropriate Price List, the Price from the Item register will be used.
5. You can print Price Lists, or export them to disk for incorporation into your company's publicity material, using the report of the same name. This report is available in the Sales Ledger and is fully described below on page 240.

Below, steps 2 and 3 are described in detail.

Price Lists

To define a new Price List, first ensure you are in the Sales Ledger using the [Module] button in the Master Control panel. Then click the [Settings] button, also in the Master Control panel, or use the \mathbb{X} -S keyboard shortcut. Double-click 'Price Lists' in the 'Settings' list and, when the 'Price Lists: Browse' window appears, click the [New] button. When the record is complete, click the [Save] button in the Button Bar to save changes and close it using the close box, or click the close box if you don't want to save changes.

Code

Enter a unique code here, by which this Price List will be identified elsewhere in Standard Accounts.

| | |
|--------------------|---|
| Description | <p>Name the Price List here.</p> <p>The Description will be shown in the 'Paste Special' list that you will use when assigning Price Lists to Customers, so it should be descriptive enough to make the selection of the correct Price List easy for all users.</p> |
| VAT | <p>Choose the Exclusive option if the prices in the Price List are to exclude VAT, and the Inclusive option if they are to include VAT.</p> <p>If you use an 'Inclusive' Price List in an Invoice, the Unit Price, Sum and Total figures will all include VAT, but if you use an 'Exclusive' Price List, the Unit Price and Sum figures will exclude VAT. In both cases, VAT will be calculated using, in order of preference, the VAT Code specified for the Item or the Item Group to which the Item belongs or in the Account Usage S/L setting.</p> |

The Price Register

You can have several different Prices for each Item. Each Price will belong to a different Price List. Enter each Price as a separate record in the Price register, one record for each Price List for each Item. You should do this after you have defined your Items and Price Lists.

To enter a new Price record, open the Price register using the [Prices] button in the Master Control panel in the Sales Ledger, and then click [New]. When the record is complete, click the [Save] button.

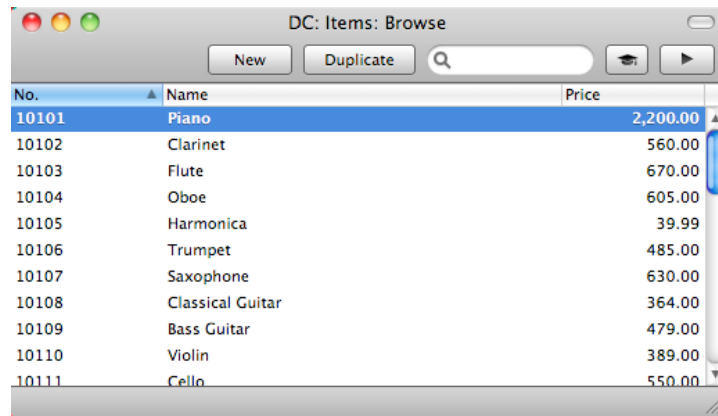
| | | |
|-------------------|----------------------|--|
| Item | Paste Special | Item register |
| | | Specify the Item for which you are entering a Price. |
| Comment | | The Item Description will appear here when you enter an Item Number in the field above. |
| Price List | Paste Special | Price Lists setting, Sales Ledger |
| | | Specify the Price List for which you are entering a Price. |
| | | You will not be able to enter more than one record in the Price register for the same Item/Price List combination. |
| Price | | <p>Enter the Price that you want to charge for the Item when it is included in the Price List specified above.</p> <p>If the Price List in the field above is one that includes VAT, the Price that you enter here should include VAT.</p> <p>When you create an Invoice in the name of a particular Customer, the Price List specified for that Customer will determine the Prices in that Invoice. When you add an Item to the Invoice, the Price from the Price record with the relevant Item/Price List combination will be brought in as a default. If there is no Price record with the relevant</p> |

Item/Price List combination, the Base Price from the Item record will be brought in.

Example

This example illustrates creating a Price List that will be offered to educational Customers.

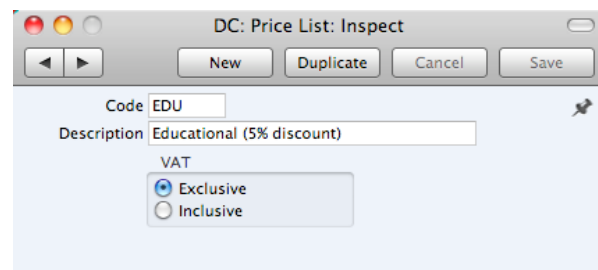
The first step is to ensure the Item register contains the Items that you will sell—



| No. | Name | Price |
|-------|------------------|----------|
| 10101 | Piano | 2,200.00 |
| 10102 | Clarinet | 560.00 |
| 10103 | Flute | 670.00 |
| 10104 | Oboe | 605.00 |
| 10105 | Harmonica | 39.99 |
| 10106 | Trumpet | 485.00 |
| 10107 | Saxophone | 630.00 |
| 10108 | Classical Guitar | 364.00 |
| 10109 | Bass Guitar | 479.00 |
| 10110 | Violin | 389.00 |
| 10111 | Cello | 550.00 |

The prices in these Items should be their standard retail prices. For example, referring to the illustration above, the standard retail price of Item 10104 (i.e. the price at which it will be sold to most Customers) is 605.00, while the price of Item 10105 is 39.99.

Now, create a new Price List using the setting in the Sales Ledger, with the code “EDU”, and an appropriate name—



DC: Price List: Inspect

Code:

Description:

VAT

☒ Exclusive

☐ Inclusive

In the example, we have stated that VAT is Exclusive, meaning that the prices in the Price List will exclude VAT.

Now, create the Prices themselves. You will need to create one record in the Price register (in the Sales Ledger) for each Item that you will sell to educational Customers—

The image shows four overlapping windows titled "DC: Price: Inspect". Each window contains the following fields:

- Item: 10101, 10102, 10103, 10104
- Description: Piano, Clarinet, Flute, Oboe
- Price List: EDU
- Price: 2,090.00, 532.00, 636.50, 574.75

Each window also has buttons for "New", "Duplicate", "Cancel", "Save", and a "Print" icon.

In each case, enter an Item and a Price (excluding VAT in this case), and specify "EDU" as the Price List.

You can now allocate the new Price List to the Customers that are to be allowed to take advantage of the educational discount. Specify the Price List on the 'Terms' card of the Contact record for each such Customer—

The image shows a window titled "DC: Contact: Inspect". It contains the following fields and sections:

- No.: 1011
- Cust. Category: EDU
- Supp. Category: (empty)
- Name: Stern Musical College
- ☒ Customer ☐ Supplier
- Tabs: Contact, Terms, Account
- Sales Pay. Terms: 30
- Sales VAT Code: (empty)
- Price List: EDU
- Purch. Pay. Terms: (empty)
- Purch. VAT Code: (empty)
- ☒ On Account ☐ Closed
- Comment: (empty)
- Bank: (empty)
- Bank Account: (empty)
- Creditor A/C: (empty)
- Cost A/C: (empty)

When you enter an Invoice for one of these Customers, the correct prices will be brought in automatically—

DC: Invoice: New

No. 2011010 Name Stern Musical College

Customer 1011 ☐ OK

Terms Items Address

Invoice Date 03/06/2011 Our Ref. Steve Johnson

Payment Terms 30 Attn. Michelle Brown

Due Date 03/07/2011 Service Del.Date

Transaction Date 03/06/2011

| | Item | Qty | Description | Unit Price | % | Sum | V-Cd |
|----|-------|-----|-------------|------------|---|----------|------|
| 1 | 10101 | 1 | Piano | 2,090.00 | | 2,090.00 | 1 |
| 2 | 10102 | 1 | Clarinet | 532.00 | | 532.00 | 1 |
| 3 | 10103 | 1 | Flute | 636.50 | | 636.50 | 1 |
| 4 | 10104 | 1 | Oboe | 574.75 | | 574.75 | 1 |
| 5 | 10105 | 1 | Harmonica | 39.99 | | 39.99 | 1 |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |
| 11 | | | | | | | |
| 12 | | | | | | | |
| 13 | | | | | | | |

VAT 774.65 Subtotal 3,873.24

TOTAL 4,647.89

When you enter Item 10101 in the first row of the Invoice, the Unit Price of 2090.00 is brought in from the unique record in the Price register for Item 10101 and Price List EDU. The Unit Prices for Items 10102, 10103 and 10104 are obtained in the same way. In our example, we did not enter a record in the Price register for Item 10105 and Price List EDU. So for this Item the Unit Price of 39.99 is the Price of Item 10105 in the Item register (as shown in the first illustration in this example).

Chart of Accounts

The Account register contains your Chart of Accounts.

Standard Accounts does not require or use any hard-coded Accounts. You must therefore define your own Chart of Accounts or import an existing one before you can begin posting transactions. The simplest method is to use the standard Chart of Accounts supplied with Standard Accounts. This will have been imported to your database if you chose the option to start with standard settings when you created it (as described above on page 12).

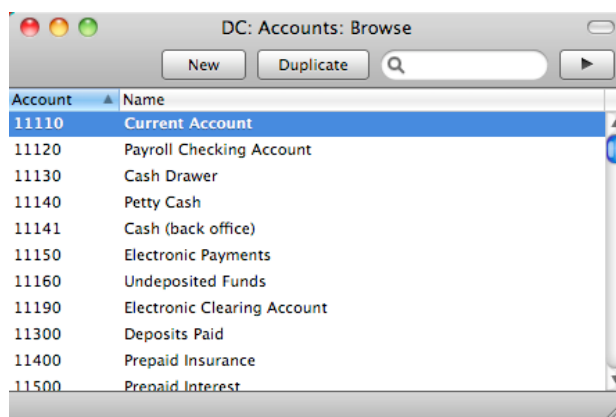


If you use your own Chart of Accounts, or modify the one supplied with Standard Accounts, you must ensure that every Account used in the settings and report definitions is a valid Account that exists in your Chart of Accounts.

In Standard Accounts you always have access to the Chart of Accounts through the 'Paste Special' feature. You can use this feature when you enter a transaction of any kind and cannot remember an Account Number.

Working in the Account Register

To open the Account register, use the [Module] button in the Master Control panel to enter the Nominal Ledger and click the [Accounts] button, also in the Master Control panel. The 'Accounts: Browse' window is opened, showing the Accounts that you have already entered.



The list contains two columns: Account Number and Account Name. By default, the Accounts are listed in Number order: change the sort order by clicking on one of the column headings: the blue heading shows the current sort order. Click the column heading again to reverse the sort order.

To search for a particular Account, first sort the list by the column that you want to use for the search. Then, enter the text that you want to find in the Search field in the top right-hand corner of the window and press Enter or Return. For example, to search for a particular Account Name, sort by Name before entering an Account Name (or its first few characters) in the Search field.

If you want to look at the details of an Account, double-click its name in the 'Accounts: Browse' window to open the Account record. To create a new Account, click the [New] button above the list or use the **⌘-N** keyboard shortcut. Alternatively, highlight an Account similar to the one you want to enter and click [Duplicate] (or use **⌘-Y**).

The 'Account' window will open, with the title 'Inspect' if you opened an existing Account, or 'New' if you are creating a new one. Complete the Account record as appropriate and as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

The 'Account' window contains the following information—

Account The unique number of the Account. You can use up to ten characters, with a minimum of two.
Once you have saved the record, you cannot change the Account Number.

Name The name or description of the Account.

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

You can assign a VAT Code to each Account. It will be entered automatically every time you use the Account in a Purchase Invoice or Nominal Ledger Transaction.

When you specify the Account in a Purchase Invoice row, a default VAT Code will be brought in, chosen as follows—

1. The Purch. VAT Code for the Supplier will be used.
2. It will be taken from this field in the relevant Account record.
3. The VAT Code in the Account Usage P/L setting will be used.

When you post the Purchase Invoice to the Nominal Ledger, the VAT Code in a Purchase Invoice row will determine the Input VAT Account that will be debited and the rate at which VAT will be charged.

When you specify the Account in a Transaction row, this VAT Code will be brought in automatically. No calculation will ensue: the VAT Code is for reporting purposes only. It will affect the accuracy of the figures for Net Sales and Net Purchases in the VAT Report. This report is described below on page 221.

| | |
|----------------------|--|
| Account Type | An Account can belong to one of five types: Assets, Liabilities, Equity, Revenues or Expenses. This information is used to control how the balance of this Account will be stored, as a negative or a positive figure. Assets and costs are treated as positive values, while accounts for liabilities, equity, and incomes are treated as negative. |
| Normal Amount | Click one or both of the check boxes to indicate what type of posting is the usual for the Account. If you use this option, and try to debit an Account usually used for credit or vice versa, Standard Accounts will alert you to the possible error. |
| Closed | Check this box if you want to close the Account for further Transactions. You will no longer be able to use it, and it will not appear in the 'Paste Special' selection window. If you want to open the Account again later, simply click in the box again to remove the check mark. |

Deleting Accounts

You can delete an Account from the Chart of Accounts, as long as it has not been used in any Transactions.

In the 'Accounts: Browse' window, double-click the Account you want to delete. This opens the 'Account: Inspect' window.

Select 'Delete' from the Record menu. The Account will be deleted and the previous Account in the list will be shown.



You cannot undo the deletion of an Account. You cannot delete Accounts that you have used.

Printing the Chart of Accounts

You can print the Chart of Accounts using the 'Chart of Accounts' report in the Nominal Ledger, fully described below on page 212.

Invoices

Introduction

The Invoice register is a record of your company's sales. Each time you make a sale, you should enter an Invoice, print it and send it to the Customer. You will therefore use the Invoice register 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 causes a Nominal Ledger Transaction to be created, thus generating the turnover and debtor figures in your monthly and yearly management reports. This creation process is automatic, requiring no intervention or work from you.

You can record three types of sales transaction in the Invoice register—

1. You will issue standard Invoices, or demands for payment, when you have delivered goods or carried out work before you have received payment. You should record payments against such Invoices in the Receipt register, described below on page 76.
2. You will issue a Cash Note when you receive payment at the same time as carrying out the work. When you enter a Cash Note in the Invoice register, Standard Accounts will treat it as having being paid, so there will be no need to enter a separate payment record in the Receipt register. Standard Accounts will also look after the Nominal Ledger implications for you (debiting the Cash Account rather than the Debtor Account).
3. You should use Credit Notes 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, Standard Accounts looks after these Nominal Ledger implications automatically.

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

The use of the Invoice register, including each of these types of sales transaction, is now described in detail. Before you start entering Invoices, however, you must ensure that you have defined the current financial (accounting) year, using the Fiscal Years setting. This is described below on page 170.

Before working with Invoices, you should also look at the following settings and registers—

| | |
|-------------------|----------|
| Account Usage S/L | page 162 |
| Accounts | page 54 |
| Customers | page 28 |
| Items | page 43 |

| | |
|---------------|----------|
| Payment Terms | page 160 |
| Sub Systems | page 154 |
| VAT Codes | page 155 |

To open the Invoice register, use the [Module] button in the Master Control panel to enter the Sales Ledger, and then click the [Invoices] button, also in the Master Control panel. The 'Invoices: Browse' window is opened, showing Invoices already entered.

| No. | OK | Inv. Date | Customer | Name | Total |
|---------|----|------------|----------|------------------------|-----------|
| 2010001 | ✓ | 31/12/2010 | 1001 | D.I Musical Design | 150.00 |
| 2010002 | ✓ | 31/12/2010 | 1003 | Blue Viola Inc | 450.00 |
| 2010003 | ✓ | 31/12/2010 | 1002 | Simple Studio | 340.00 |
| 2010004 | ✓ | 31/12/2010 | 1004 | 3D A&A Technology | 700.00 |
| 2010005 | ✓ | 31/12/2010 | 1010 | Pena Colors | 230.00 |
| 2011001 | ✓ | 08/01/2011 | 1001 | D.I Musical Design | 4,133.94 |
| 2011002 | ✓ | 13/01/2011 | 1004 | 3D A&A Technology | 3,359.94 |
| 2011003 | ✓ | 21/02/2011 | 1010 | Pena Colors | 412.80 |
| 2011004 | ✓ | 25/02/2011 | 1014 | Best in Music Ltd. | 10,027.14 |
| 2011005 | ✓ | 11/03/2011 | 1017 | General Store Customer | 5,711.94 |
| 2011006 | ✓ | 17/03/2011 | 1003 | Blue Viola Inc | 5,280.00 |

In this window, the Invoice Number is shown first, followed by a check mark (if the Invoice is approved), by the Invoice Date, Customer Number and Name and the total amount of the Invoice. Credit Notes have the letter "C" in the value column, after the Total.

As in all browse windows you can change the sort order by clicking on the column headings. To reverse any sort, simply click once again on the column heading. You can scroll the list using the scroll bars or the trackpad. Finally, you can search for a record by entering a keyword in the field at the top right-hand corner. Standard Accounts will search for the first record matching the keyword in the same column as the selected sorting order. You can also change the order of the columns by dragging the column headings, and remove columns altogether using the check boxes in the drawer.

Invoices are shown colour-coded in the 'Invoices: Browse' window, as shown in the illustration above and as follows—

- (no colour) Invoices not yet due for payment
- red Invoices that are overdue for payment
- green Invoices that are fully paid or credited

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

- Enter Invoices page 58
- Inspect and approve Invoices page 65
- Print the Invoices page 67

Entering an Invoice

Standard Accounts provides several shortcuts to simplify your work with entering Invoices. You can for example bring a date into a date field using the 'Paste Special' function. You can also use this function to simplify the entering of Item Numbers, Customer Numbers, Payment Terms etc.

To enter a new Invoice, first open the 'Invoices: Browse' window as described above. Then click [New] in the Button Bar or use the **⌘-N** keyboard shortcut. Alternatively, select 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 duplicated Invoice, and the Due Date will be recalculated accordingly. Complete the Invoice record as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

DC: Invoice: Inspect

No. 2011010 Name Smart A&C
Customer 1012 ☒ OK

Terms Items Address

Invoice Date 03/06/2011 Our Ref. Steve Johnson
Payment Terms 30 Attn. Alastair Moore
Due Date 03/07/2011 Service Del.Date 03/06/2011
Transaction Date 03/06/2011

| Item | Qty | Description | Unit Price | % | Sum | V-Cd |
|---------|-----|-------------|------------|---|----------|------|
| 1 10104 | 2 | Oboe | 605.00 | | 1,210.00 | 1 |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |

VAT 242.00 Subtotal 1,210.00
TOTAL 1,452.00



You are not bound by the values suggested as defaults by Standard Accounts. In most fields you can change the pre-set values to 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 three cards. At the top of each is the header. This contains the Invoice Number, the Customer Number and Name, and the OK check box. At the bottom of the screen is the footer, which contains various totals. There are three named buttons ('tabs') in the header.

Terms

Items

Address

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.

Header

DC: Invoice: Inspect

◀▶⚙️🖨️🔍

NewDuplicateCancelSave🏠

No. 2011010

Name Smart A&C

Customer 1012

☒ OK

Terms

Items

Address

| | | |
|----------|---------------|--|
| No. | Paste Special | Select from another Number Series |
| | | The Invoice Number of a new Invoice is provided automatically by Standard Accounts. The default is the first unused number in the first valid number sequence in the Number Series - Invoices setting. You may change this number, but not to one that has already been used. |
| | | If you have not defined any number sequences in the Number Series - Invoices setting, the Invoice Number sequence will start at 1 and continue consecutively. If you want the sequence to start from another number, change the Invoice Number of an Invoice before saving it: Standard Accounts will then continue the sequence from there. |
| Customer | Paste Special | Customers in Contact register |
| | | Enter the Customer Number or use the 'Paste Special' function. When you press Return, the Customer's name, address and other information will be entered into the appropriate fields. |
| Name | | The Customer Name is brought in after you have entered the Customer Number. |
| OK | | You can approve the Invoice by checking this box and saving. This will cause the Invoice to be posted to your Sales Ledger. A corresponding Nominal Ledger Transaction will also be created in the Transaction register. Because of this consequence, you will no longer be able to make changes to the Invoice. |
| | | References in this manual to approved Invoices are to Invoices whose OK box has been checked (i.e. an approved Invoice is one that is no longer a Draft). |

Terms Card

Terms

Items

Address

Invoice Date 03/06/2011

Our Ref. Steve Johnson

Payment Terms 30

Attn. Alastair Moore

Due Date 03/07/2011

Service Del.Date 03/06/2011

Transaction Date 03/06/2011

| | | |
|----------------------|---------------------------|--|
| Invoice Date | Paste Special | Choose date |
| | | The current date according to the computer's clock is entered as a default. This must be the same as the Transaction Date (below) and cannot be changed independently. |
| 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 Reference field of the Person record of the current user. |
| Payment Terms | Paste Special | Payment Terms setting, Sales Ledger/Purchase Ledger |
| | Default taken from | Contact record for the Customer (Sales Pay Terms) |
| | | Payment Terms entered here will be used to calculate the Due Date (below), in addition simply to ensuring that the correct Payment Terms appear on the printed Invoice document. |
| | | Specifying Payment Terms for each Invoice provides the basis for the debt-chasing reports provided in Standard Accounts. |
| | | 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 you then approve and save the Invoice, the appropriate Nominal Ledger Transaction will be created. In the case of Cash Notes, this will debit the Cash Account (as specified in the Payment Term record) 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. If you need to reverse a Cash Note, use a negative Cash Note, not a Credit Note. |
| | | When you enter a Payment Term of the "Credit Note" type, a crediting message will be 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 an Invoice has a "Cash" or "Credit Note" Payment Term, the Invoice will not use the standard Invoice document when it is printed. Instead, the Cash Note or Credit Note (respectively) document will be used. Please refer to the 'Printing Invoices' section below on page 67 for more details. |
| Attn. | Paste Special | Contact Persons in Contact register |
| | Default taken from | Contact record for the Customer |
| | | Record here the person for whose attention the Invoice is to be marked. 'Paste Special' will list the Contact Persons belonging to the Customer. |

Due Date**Paste Special**

Choose date

This is the date on which the Invoice becomes due for payment. It is calculated by Standard Accounts using the Invoice Date and the Payment Term.

You can change the Due Date after you have approved the Invoice. This will be useful if you agree with the Customer that they will pay the Invoice on a particular date.

Service Del. Date**Paste Special**

Choose date

Use this field to record the date when you delivered the goods or services listed in the Invoice. The Invoice Date will be placed here when you save the Invoice for the first time. You can change the date if necessary.

Transaction Date

This date will be used as the Transaction Date in the Nominal Ledger Transaction that will result from the Invoice. This must be the same as the Invoice Date and cannot be changed independently.

Items Card

Use the grid on the 'Items' card to list the invoiced Items. 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' or 'Paste Special' windows, 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. You can also copy a list of Item Numbers from a spreadsheet or word processor and paste them in the Item field in the first empty row.

DC: Invoice: Inspect

No. 2011010 Name Smart A&C

Customer 1012

Terms Items Address

| Item | Qty | Description | Unit Price | % | Sum | V-Cd |
|---------|-----|-------------|------------|---|----------|------|
| 1 10104 | 2 | Oboe | 605.00 | | 1,210.00 | 1 |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |

VAT 242.00 Subtotal 1,210.00 TOTAL 1,452.00

| | | |
|--------------------|--|-----------------------------------|
| Item | Paste Special | Item register |
| | With the insertion point in this field, enter the Item Number for each Item sold. 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. If you leave the field by pressing the Return or Enter key, the insertion point will move to the Item field in the next row. | |
| 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. | |
| Unit Price | The Unit Price according to the Customer's Price List is brought in. If the Customer does not have a Price List, or the Item is not on the Price List in question, the Price from the Item record is brought in. This figure will include VAT if the Price List is one that is Inclusive of VAT or if you have specified in the Account Usage S/L setting that Prices include VAT. | |
| % | Discount percentage. | |
| 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 in the Account Usage S/L setting that Prices include VAT. | |
| V-Cd | Paste Special | VAT Codes setting, Nominal Ledger |
| | The VAT Code entered here determines the rate at which VAT will be charged on the Item and the Output VAT Account to be credited. | |
| | The default offered in each row will be chosen as follows— | |
| | <ol style="list-style-type: none"> 1. The Sales VAT Code for the Customer will be used. 2. It will be taken from the Item record. 3. It will be taken from the Item Group to which the Item belongs. 4. The VAT Code in the Account Usage S/L setting will be used. | |
| | You can change this default in a particular Invoice row if necessary. | |

Footer

| | | | |
|-----|--------|----------|----------|
| VAT | 242.00 | Subtotal | 1,210.00 |
| | | TOTAL | 1,452.00 |

The Invoice Footer contains various running totals as described below. Whenever you add or change an Invoice row, these totals will be updated automatically.

| | |
|-----------------|---|
| VAT | The VAT total for the Invoice. |
| Subtotal | The total for the Invoice, excluding VAT. |
| TOTAL | The total for the Invoice, including VAT. |

Address Card

Invoice To Address Default taken from Contact record for the Customer

The Customer's address, as entered in the Customer's record in the Contact register. You can change the Address in a particular Invoice, but permanent changes should be made in the Contact register.

When you have added every Item to the Invoice, 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.

You will still be able to make changes until you approve the Invoice by checking the OK check box and saving. Approving the Invoice will cause it to be entered to your 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.

To open the Invoice register, first ensure you are in the Sales Ledger and then click the [Invoices] button in the Master Control panel or use the ⌘ -1 keyboard shortcut. The 'Invoices: Browse' window opens, listing the Invoices that are already in the system. Start entering a new Invoice by clicking the [New] button or using the ⌘ -N keyboard shortcut. The 'Invoice: New' window opens, containing a new, empty, Invoice with only the Invoice Number and Date entered. The insertion point will be in the Customer Number field. Press ⌘ -Return 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, Address and Payment Terms will be placed in the appropriate fields on the Invoice screen.

Press Return again to move the insertion point to the Item field, the left-hand field in the first Invoice row. Again, you can use 'Paste Special' to select an Item. Use the trackpad to scroll through the Items or use the Search feature until you find the one you want. Select an Item by double-clicking. Press Return to bring in information such as the Item Name, Price and VAT Code.

Then, enter the Quantity sold and press Return. The Amount, VAT, 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 you have not yet saved the Invoice, you can also cancel it entirely by clicking [Cancel] or the close box. In the latter case you will be asked to confirm the cancellation—



After saving the Invoice, you can still cancel it completely by using 'Delete' on the Record menu, providing you have not approved it.

When you have added all the Items, 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 you have approved the Invoice by checking the OK box and saving, you can still change it.

Inspecting and Approving Invoices

Before you send an Invoice to a Customer, you should check and approve it, to ensure that the Customer is charged for the correct things. Approving an Invoice causes it to be inserted into your Sales Ledger. Incoming payments can only be registered against approved Invoices.

When you approve and save an Invoice, if so defined in the Sub Systems setting in the Nominal Ledger, a Transaction will be created and automatically transferred to the Nominal Ledger. This Transaction will be assigned a journal number that is the same as the Invoice Number, and is described in the next section, 'Nominal Ledger Transactions from Invoices'.

There are two ways to approve an Invoice—

1. With the Invoice on screen, click the OK check box and then [Save].
2. Select an Invoice by clicking on it in the 'Invoices: Browse' window, and select 'OK' from the Operations drop-down menu. By holding down the Shift key while clicking, you can highlight a batch of Invoices to approve at a single stroke using this method.



After approving an Invoice, you will no longer be able to change it.

Nominal Ledger Transactions from Invoices

When you approve and save an Invoice, a Nominal Ledger Transaction will be generated automatically if you have so determined in the Sub Systems setting in the Nominal Ledger. An example is illustrated below—

| Account | Description | Debit | Credit | V-Cd |
|---------|-------------------------------|----------|----------|------|
| 1 12100 | Debtors | 1,452.00 | | |
| 2 41100 | Sales - Category 1 (domestic) | | 1,210.00 | 1 |
| 3 23000 | VAT Payable | | 242.00 | 1 |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |
| 22 | | | | |
| 23 | | | | |

Difference: 0.00 Total: 1,452.00 1,452.00

For each row in an Invoice, the Sales Account will be chosen as follows—

1. The Sales Account will be taken from the relevant Item record (in the Item register). If this is blank—
2. It will be taken from the Item Group to which the Item belongs. If this is blank, or if the Item does not belong to an Item Group—
3. The Sales Account in the Account Usage S/L setting will be used.

For each row in an Invoice, the VAT Account will be taken from the specified VAT Code. This will be chosen as follows—

1. The Sales VAT Code in the record for the Customer in the Contact register will be used. If you have not specified a Sales VAT Code for the Customer in question—
2. The VAT Code will be taken from the relevant Item record in the Item register. If this is blank, or if no Item Number has been entered to the Invoice row—
3. It will be taken from the Item Group to which the Item belongs. If this is blank, or if the Item does not belong to an Item Group—
4. The VAT Code in the Account Usage S/L setting will be used.

The Debtor Account will be chosen as follows—

1. The Debtor Account in the Customer Category to which the Customer belongs will be used. If you have not specified a Debtor Account in the relevant Category record, or the Customer does not belong to a Category—
2. The Debtor Account will be taken from the Account Usage S/L setting.

If the Invoice is a Cash Note, the Cash Account in the relevant Payment Term record or in the Account Usage S/L setting will be used in place of the Debtor Account.

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

Printing Invoices

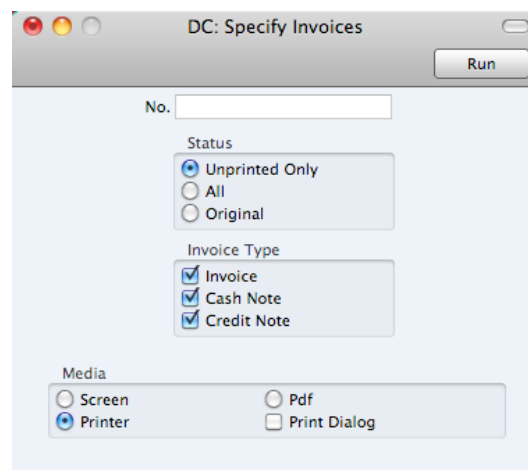
There are several occasions when you may want to print an Invoice: to view a test print-out to check the Invoice before you finally approve it; to produce a copy for your own files, or to send the original Invoice to the Customer.

To produce 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. The text "Test Printout" will be printed diagonally printed across the page as a watermark. 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 and saving, 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. Ensure you are in the Sales Ledger and click the [Documents] button in the Master Control panel or use the **⌘-D** keyboard shortcut. Then, double-click 'Invoices' in the 'Documents' 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 (:). Use the Status options to specify which Invoices are to be printed—

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

- All** Prints all Invoices in the range. Any previously printed approved Invoices will have the word “Copy” printed diagonally across the page as a watermark, while any unapproved Invoices will be printed with a “Test Printout” watermark.
- Original** This option also prints all Invoices in range. Previously printed approved Invoices will be printed again as though they were original copies, without the “Copy” watermark. Unapproved Invoices will carry the “Test Printout” watermark.

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

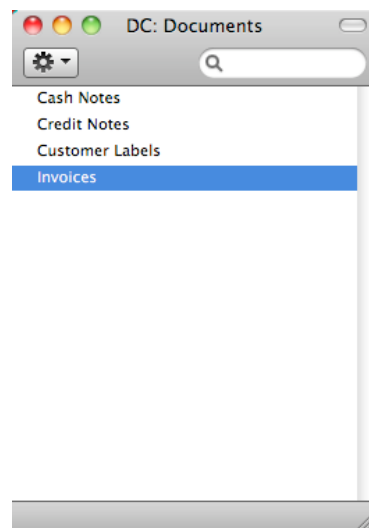
3. Press the [Run] button in the Button Bar to start the printing, or cancel by closing the window.

You can also print a single Invoice by opening it in a record window and clicking the Printer icon. If you want to print to screen, click the Preview icon.

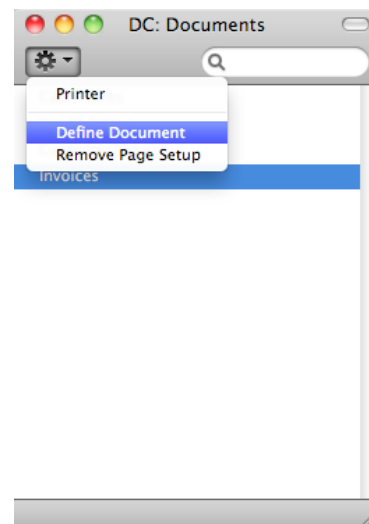
If you specified in the Invoice Form that several copies are to be printed, perhaps on different printers, these copies will only be printed the first time you print an Invoice after approving it. If you print the Invoice again, or print it before you have approved it, only one copy will be printed. If you need to print all copies again, you must print the Invoice starting from the [Documents] button, and you should choose the Original option.

Whichever method you use to print an Invoice, the Form (i.e. the stationery) used will be determined as follows—

1. Using the Form register in the System module, design the invoice Form. Use the ‘Properties’ function on the Operations menu to name the Form (in this description, we have used the name “INVOICE”) and to assign it a Document Type of “Invoice”. A sample Invoice Form is supplied with Standard Accounts: you can modify this to suit your requirements. Full instructions for using the Form register can be found below on page 176.
2. Select the Sales Ledger using the [Module] button in the Master Control panel or the ⌘-0 keyboard shortcuts.
3. Click the [Documents] button in the Master Control panel or use the ⌘-D keyboard shortcut. The ‘Documents’ list window is opened: highlight ‘Invoices’.



4. Select 'Define Document' from the Operations drop-down menu.



5. In the subsequent window, enter "INVOICE" in the Form field of the first row (you can use 'Paste Special' to ensure the spelling is correct).

 A screenshot of a macOS window titled "DC: Form Definition: Inspect". At the top, there are tabs for "Form", "Specification", "Definition", and "Module". The "Form" tab is active, showing fields for "InvForm", "InvRClass", "InvFClass", and "modSL". Below these fields is a table with four columns: "Seq.", "No. Series", "Form", and "Status". The first row of the table has "1" in the "Seq." column, is empty in the "No. Series" column, has "INVOICE" in the "Form" column, and has "All" in the "Status" column. The table has 14 rows in total, numbered 1 to 14 in the "Seq." column.

| Seq. | No. Series | Form | Status |
|------|------------|---------|--------|
| 1 | | INVOICE | All |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |

If you only want to be able to print Invoices that have been approved, enter 'OKed' in the Status field. This will prevent the printing of Invoices that have not yet been approved.

You can also use this feature to use a different Form when printing unapproved Invoices, as shown below—

| Seq. | No. Series | Form | Status |
|------|------------|----------|----------|
| 1 | | INVOICE | OKed |
| 2 | | PROFORMA | Not OKed |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |

If you want to print Invoices using different Forms depending on the Invoice Number, use the No., Series column as shown below—

| Seq. | No. Series | Form | Status |
|------|------------|--------------|--------|
| 1 | 2010001 | INVOICE_2010 | All |
| 2 | 2011001 | INVOICE_2011 | All |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |

Use the Seq. column if you want to print more than one document from each Invoice (for example, a Delivery Note and an Invoice). The Seq. column determines the order in which the Forms will be printed. If, for example, you need the Delivery Note to be printed first, on the first line enter "1" as the Sequence Number and choose the Delivery Note Form using 'Paste Special'. On the second line, enter "2" as the Sequence Number and specify the Invoice.

| Seq. | No. Series | Form | Status |
|------|------------|---------------|--------|
| 1 | 1 | DELIVERY_NOTE | All |
| 2 | 2 | INVOICE | All |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |

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 and Credit Note 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 will always be used instead of the Invoice document.

Credit Note If the Invoice has Payment Terms of the "Credit Note" type, the Credit Note document will always be used instead of the Invoice document.

In each of the two cases described above, if the document does not have an associated Form (steps 3-6 above), Standard Accounts will give the warning "Can't find document" when you try to print an Invoice. If you get this warning, check the type of the Invoice before looking to see which document is missing its Form.

Cash Notes

A Cash Note is an Invoice that is to be treated as being paid. It differs from a normal Invoice in that it does not affect your Debtor Account or appear in any of your debt-chasing reports: instead, a debit posting for the Invoice value is made directly to your Cash Account.

To enter a Cash Note, follow the procedure described above for entering Invoices, with just one exception: change the Payment Terms (using the 'Paste Special' function if necessary) to refer to a Payment Term record of Type "Cash". You can register such a Payment Term in the Contact records for Customers that are always issued with Cash Notes (using the Sales Pay. Terms field), so you don't have to make this change every time.

Click the OK check box when you are sure the Cash Note is correct. As with ordinary Invoices, you must approve Cash Notes by checking the OK check box and saving, for them to be posted to your Sales Ledger and for Nominal Ledger Transactions to be created.

Credit Notes

If you want to credit an Invoice that you have issued, follow these steps—

1. Ensure you are in the Sales Ledger and click the [Invoices] button in the Master Control panel. The 'Invoices: Browse' window is opened, showing all registered Invoices.
2. Find the Invoice to be credited in the list, open it and select 'Create Credit Note' from the Operations menu. You can also duplicate the Invoice to be credited or, if you don't want to connect the Credit Note to a particular Invoice, click the [New] button to open an empty new record.
3. The 'Invoice: New' window is opened. Enter the Invoice in the normal way, but change the Payment Term to refer to a Payment Term record of Type "Credit Note". The phrase "Credit of Invoice" will be placed in the first row of the grid on the 'Items' card, pushing any existing rows down. In the field to the right of this phrase, enter the number of the Invoice to be credited, using 'Paste Special' if necessary to bring up a list of open (unpaid) Invoices.

If you used the 'Create Credit Note' function to create the Credit Note, the Payment Term and number of the Invoice to be credited will be placed in the new Credit Note automatically.

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

DC: Invoice: Inspect

No. 2011011 Name Smart A&C

Customer 1012

Terms Items Address

Invoice Date 03/06/2011 Our Ref. Steve Johnson

Payment Terms CN Attn. Alastair Moore

Due Date 03/06/2011 Service Del.Date 03/06/2011

Transaction Date 03/06/2011

| Item | Qty | Description | Unit Price | % | Sum | V-Cd |
|------|-------|---------------------------|------------|---|----------|------|
| 1 | | Credit of Invoice 2011010 | | | | |
| 2 | 10104 | 2 Oboe | 605.00 | | 1,210.00 | 1 |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |

VAT 242.00 Subtotal 1,210.00

TOTAL 1,452.00

5. Click the OK check box when you are sure the Credit Note is correct. As with ordinary Invoices, you must approve Credit Notes using the OK check box for them to be entered into your Sales Ledger and for Nominal Ledger Transactions to be created.

Crediting Part of an Invoice

To credit part of an Invoice, start by opening the original Invoice and choosing the 'Create Credit Note' function from the Operations menu. Alternatively, duplicate the original Invoice and enter a Payment Term of Type "Credit Note". 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 Cash Notes

If you need to reverse a Cash Note, you cannot follow the standard crediting procedure described above. A Credit Note will credit the Debtor Account, while reversing a Cash Note should credit the Cash Account. Instead, enter a new Cash Note (i.e. with a Payment Term of Type "Cash") with a negative value.

Invalidating Invoices

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

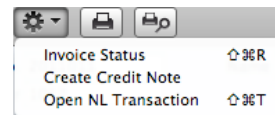
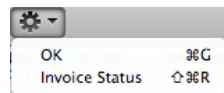
The screenshot shows the 'DC: Invoice: Inspect' window. At the top, there are buttons for 'New', 'Duplicate', 'Cancel', 'Save', and a 'Print' icon. Below these are fields for 'No.' (2011012), 'Name' (Simple Studio), and 'Customer' (1002). There is an 'OK' checkbox. Below these are tabs for 'Terms', 'Items', and 'Address'. The 'Terms' tab is selected, showing fields for 'Invoice Date' (03/06/2011), 'Our Ref.' (Steve Johnson), 'Payment Terms' (14), 'Attn.' (John Woods), 'Due Date' (17/06/2011), 'Service Del. Date' (03/06/2011), and 'Transaction Date' (03/06/2011). Below the tabs is a table with columns: Item, Qty, Description, Unit Price, %, Sum, and V-Cd. The first row is highlighted with a red line through it, indicating it is to be credited. The table data is as follows:

| Item | Qty | Description | Unit Price | % | Sum | V-Cd |
|------|-----|-------------|------------|---|----------|------|
| 1 | 3 | Harp | 788.00 | | 2,364.00 | 1 |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |

At the bottom right, there are summary fields: 'VAT' (472.80), 'Subtotal' (2,364.00), and 'TOTAL' (2,836.80).

You cannot invalidate an Invoice if it has been at least partially paid or credited or if it has not been approved.

Operations Menu



The Operations menus for Invoices are shown above. On the left is the Operations menu for the 'Invoices: Browse' window: highlight an Invoice in the list before selecting the function that you need. You can also apply the function to a group of Invoices: highlight the first Invoice in the group and then click on the last while holding down the Shift key. Then select the function. On the right is the Operations menu for the 'Invoice: New' and 'Invoice: Inspect' windows.

OK

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

Invoice Status

This command prints a report to screen summarising all aspects of the Invoice, including Items and payment history. In the illustration below, the Invoice in question has been paid with a Receipt.

| DC: Invoice Status | | | | | |
|---|-------------|------------|-----------------|----------|---|
| Invoice Status | | | | | |
| Standard Demo Ltd | | | | | |
| Standard Accounts by HansaWorld, Print date: 30/06/2011 15:35 | | | | | |
| Invoice History | | | | | |
| No | Date | Amount | Balance | | |
| <u>S/INV:2011010</u> | 03/06/2011 | 1,452.00 | 1,452.00 | | |
| <u>RECPT:5</u> | 03/06/2011 | -1,452.00 | 0.00 | | |
| | | | 0.00 | | |
| No | Type | Date | Customer | Total | |
| <u>2011010</u> | Invoice | 03/06/2011 | <u>1012</u> | | |
| | CORP | 03/07/2011 | Smart A&C | | |
| | | | 782 Fillmore St | | |
| | | | Steve Johnson | | |
| | | | London | | |
| | | | Alastair Moore | | |
| 10104 | 2 Oboe | 605.00 | | 1,210.00 | 1 |
| | Total Items | | | 1,210.00 | |
| 2 | VAT Amount | 242.00 | | | |

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

Create Credit Note

Use this function to create a Credit Note from the Invoice. Please refer to page 72 above for details.

Open NL Transaction

When you approve and save an Invoice, a Nominal Ledger Transaction will be created. This function allows you to view that Transaction.

When you select the function, the Transaction will be opened in a new window.

Receipts

Introduction

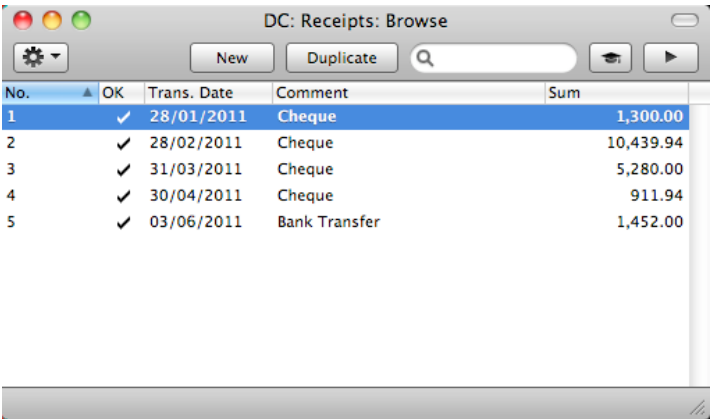
As important as the invoicing itself is the filing of incoming payments in the Receipts register. It is by keeping the Invoice and Receipt registers up to date that you can operate an efficient debt-chasing system.

Before working with Receipts, you should also look at the following settings and registers—

| | |
|-------------------|----------|
| Account Usage S/L | page 162 |
| Payment Modes | page 158 |
| Sub Systems | page 154 |

Entering a Receipt

Open the Receipt register by ensuring you are in the Sales Ledger and clicking the [Receipts] button in the Master Control panel. The 'Receipts: Browse' window is opened, showing Receipts already entered.



The screenshot shows a window titled 'DC: Receipts: Browse'. It has a toolbar with a settings icon, 'New', 'Duplicate', a search field, and navigation buttons. Below the toolbar is a table with the following data:

| No. | OK | Trans. Date | Comment | Sum |
|-----|----|-------------|---------------|-----------|
| 1 | ✓ | 28/01/2011 | Cheque | 1,300.00 |
| 2 | ✓ | 28/02/2011 | Cheque | 10,439.94 |
| 3 | ✓ | 31/03/2011 | Cheque | 5,280.00 |
| 4 | ✓ | 30/04/2011 | Cheque | 911.94 |
| 5 | ✓ | 03/06/2011 | Bank Transfer | 1,452.00 |

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

To enter a new Receipt, click [New] in the Button Bar or use the **⌘-N** keyboard shortcut. Alternatively, select 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. In the case of the duplicate, the Transaction Date of the new Receipt will be the current date, not the date of the duplicated Receipt. Complete the Receipt record as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

DC: Receipt: Inspect

No. 5 Trans. Date 03/06/2011 ☒ OK

Payment Mode BT Comment Bank Transfer

| | Invoice No. | Customer | Pay. Date | Text | Open Inv. Value | Received Value |
|----|-------------|----------|------------|-----------|-----------------|----------------|
| 1 | 2011010 | 1012 | 03/06/2011 | Smart A&C | 1,452.00 | 1,452.00 |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |

Deposited 1,452.00

First a run-through of the fields.

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

The Receipt Number of a new Receipt is provided automatically by Standard Accounts. The default is the first unused number in the first valid number sequence in the Number Series - Receipts setting. You may change this number, but not to one that has already been used.

If you have not defined any number sequences in the Number Series - Receipts setting, the Receipt Number sequence will start at 1 and continue consecutively. If you want the sequence to start from another number, change the Receipt Number of a Receipt before saving it: Standard Accounts will then continue the sequence from there.

Trans. Date **Paste Special** Choose date

This date will be used as the Transaction Date in the Nominal Ledger Transaction that will result from the Receipt.

OK You can approve a Receipt by checking this box. When you click [Save] to save the Receipt, the Bank or Cash Account specified for the Payment Mode will be debited and the Debtor Control Account of the Invoice(s) being paid will be credited. No further modifications to the Receipt will be possible.

References in this manual to approved Receipts are to Receipts whose OK box has been checked (i.e. an approved Receipt is one that is no longer a Draft).

| | | |
|---------------------|---------------------------|--|
| Payment Mode | Paste Special | Payment Modes setting, Sales Ledger/Purchase Ledger |
| | | <p>The Payment Mode is the method of payment (e.g. cheque, credit card or cash). It determines the Nominal Ledger Account that will be debited by the Receipt.</p> <p>You can enter payments from different Customers against different Invoices in a single Receipt. However, you cannot enter payments with different Payment Modes.</p> <p>The first record listed in the Payment Modes setting will be offered as a default.</p> |
| Comment | Default taken from | Payment Mode |
| | | <p>This text is taken from the Payment Modes setting and will be copied to the Text field in the header of the Nominal Ledger Transaction that will result from the Receipt. You can change it if necessary.</p> |

Use the grid area that takes up most of the screen to list the Invoices being paid by the Receipt. You can receive payment against several Invoices in a single Receipt record, but all payments on a single Receipt must use the same Payment Mode. The Payment Mode reflects not only the payment method (i.e. cheque, cash or credit card) but also determines the Bank or Cash Account that will be debited with the value of those payments. So, you can record every payment received in a single day and paid into a particular Bank or Cash Account using a single Receipt record.

Each record in the Receipt register results in one Nominal Ledger Transaction, with bank or other institution as debit Account (taken from the Payment Mode).

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

You can bring several Invoices into a Receipt at once by opening the 'Invoices: Browse' or 'Paste Special' windows, selecting a range of Invoices by clicking while holding down the Shift key, and then dragging them to the Inv. No. field in the first empty Receipt row. You can also copy a list of Invoice Numbers in a spreadsheet or word processor and paste them in the Inv. No. field in the first empty row.

| | | |
|-----------------|----------------------|--|
| Inv. No. | Paste Special | Open, approved Invoices, Invoice register |
| | | <p>The number of the Invoice being paid. When you enter an Invoice Number, the Open Invoice Value (the amount outstanding) will be shown in the Open Inv. Val field, and this figure will also be brought in to the Received Value field as a default.</p> <p>Note that when you use 'Paste Special', only unpaid Invoices will appear in the selection list. However, if you have saved a Receipt without approving it (i.e. the Receipt is a Draft), the Invoice(s) in that Receipt will be treated as unpaid and thus will continue to be included in the 'Paste Special' list. It is therefore recommended that you do not leave Receipts as unapproved for too long, to minimise the risk of quoting Invoices in Receipts more than once.</p> |

A Receipt that is a payment made without reference to a specific Invoice (e.g. a deposit paid by the Customer before you have issued them with an Invoice) is known as an "On Account Receipt". Leave this field blank when entering an On Account Receipt, and specify the Customer as usual in the field to the right. The Customer must be one where you are using the On Account option on the 'Terms' card of their Contact record. Please refer to the 'On Account Receipts' section below on page 82 for details.

| | | |
|----------------|---|-------------------------------|
| Customer | Paste Special | Customers in Contact register |
| | Default taken from | Invoice |
| | The Customer Number will be placed here automatically when you enter an Invoice Number. | |
| | In the case of an On Account Receipt, choose a Customer using 'Paste Special'. | |
| Pay. Date | The date when the payment was made. This date must be the same as the Transaction Date (in the header) and cannot be changed independently. | |
| Text | The Customer's Name will appear here when you enter the Invoice or Customer Number. You can change this text if necessary. | |
| Open Inv. Val. | The outstanding amount of the Invoice being paid. This value cannot be changed. | |
| Received Val | Default taken from | Open Invoice Value |
| | The amount paid. You can change the default figure in the event of partial payments or overpayments. | |
| Footer | | |
| Deposited | The sum of the Received Values: the total for this Receipt. | |

Checking and Approving Receipts

Before approving a Receipt, first check to ensure it contains no mistakes. When you are sure it is correct, you can approve it in one of two ways—

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' from 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.

Approving a Receipt causes it to be entered into your Sales Ledger and allocates the payments it contains to the relevant Invoices. If so defined in the Sub Systems setting in the Nominal Ledger, a Transaction will be generated automatically, registering the Receipt in the Nominal Ledger. This Transaction will be assigned a journal number that is the same as the Receipt Number, and is described in the next section, 'Nominal Ledger Transactions from Receipts'.



After approving a Receipt, you cannot change it.

Nominal Ledger Transactions from Receipts

When you approve and save a Receipt, a Nominal Ledger Transaction will be generated automatically if you have so determined in the Sub Systems setting in the Nominal Ledger. An example is illustrated below—

| Account | Description | Debit | Credit | V-Cd |
|---------|-------------------|----------|----------|------|
| 1 11110 | Bank Transfer | 1,452.00 | | |
| 2 12100 | 2011010 Smart A&C | | 1,452.00 | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |
| 22 | | | | |
| 23 | | | | |

Difference: 0.00 Total: 1,452.00 1,452.00

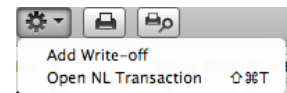
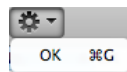
The Debtor Control Account for the Invoice being paid will be transferred to the Receipt. For details about how this is chosen, please refer to the 'Nominal Ledger Transactions from Invoices' section above on page 66.

If the Receipt is an On Account Receipt, the On Account A/C specified in the Account Usage S/L setting will be credited instead of the Debtor Account.

The Bank or Cash Account posting will be determined by the Payment Mode that you specify in the Receipt. This will refer to a record in the Payment Modes setting, available in the Sales and Purchase Ledgers. You should list in this setting the various payment methods that you and your Customers use, such as cheque, cash, credit card. You can attach a different Account to each payment method, allowing you to receive payments into different bank and cash accounts.

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

Operations Menu



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

OK

This command is only available on the Operations menu for the 'Receipts: Browse' window. It allows you to approve a Receipt and is therefore the equivalent of checking the OK box in a Receipt record and saving it. 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 will cause a separate Nominal Ledger Transaction to be created for each Receipt in the selection and therefore once it has been carried out you will no longer be able to modify those Receipts.

Add Write-off

You can use this function to write off an Invoice. First, specify the Invoice to be written off in a new Receipt row 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. Move the insertion point out of the Received Value field, but make sure it remains in the same row, then select this function. A new row will be created, containing the phrase "Writeoff". The Received Value field in this new row will be set to the remaining outstanding amount (i.e. the amount that is to be written off). You can change this figure if you do not want to write off the entire outstanding amount. Approve and save the Receipt in the usual way. When the Nominal Ledger Transaction is created, the Write Off Account specified in the Account Usage S/L setting will be debited.

Open NL Transaction

When you approve and save a Receipt, a Nominal Ledger Transaction will be created if so defined in the Sub Systems setting in the Nominal Ledger. This function allows you to view that Transaction.

When you select the function, the Transaction will be opened in a new window.

On Account Receipts

You can use On Account Receipts when you receive payments from Customers without reference to specific Invoices (usually before you have raised the Invoices). You can enter these payments to the Receipt register in the normal way but without specifying an Invoice Number—

The screenshot shows the 'DC: Receipt: Inspect' window. At the top, there are navigation buttons (back, forward, settings, print, save) and action buttons (New, Duplicate, Cancel, Save). Below these are input fields for 'No.' (6), 'Trans. Date' (03/06/2011), 'Payment Mode' (CK), and 'Comment' (Cheque). An 'OK' button is also present. The main area is a table with columns: Invoice No., Customer, Pay. Date, Text, Open Inv. Value, and Received Value. The first row is populated with '1014', '03/06/2011', and 'Best in Music Ltd.', with a 'Received Value' of 1,000.00. The table has 22 rows in total. At the bottom right, there is a 'Deposited' field with the value 1,000.00.

| Invoice No. | Customer | Pay. Date | Text | Open Inv. Value | Received Value |
|-------------|----------|------------|--------------------|-----------------|----------------|
| 1 | 1014 | 03/06/2011 | Best in Music Ltd. | | 1,000.00 |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |

Deposited 1,000.00

In the Contact record of each Customer likely to pay deposits, switch on the On Account check box on the 'Terms' card. Then specify a separate control or suspense Account in the Account Usage S/L setting, using the On Account A/C field. The Account that you specify should be one that acknowledges that receiving a deposit creates a liability. The Nominal Ledger Transaction generated when you approve and save an On Account Receipt will credit the Received Value to this Account. The debit Account will be taken from the Payment Mode as usual—

DC: Transaction: *Inspect*

No. 6 Trans. Date 03/06/2011

Text Cheque

| | Account | Description | Debit | Credit | V-Cd |
|----|---------|-------------------|----------|----------|------|
| 1 | 11110 | Cheque | 1,000.00 | | |
| 2 | 26600 | Customer Deposits | | 1,000.00 | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |

Difference 0.00 Total 1,000.00 1,000.00

You can then connect the On Account Receipt to a subsequent Invoice, to remove it from your Sales Ledger and your Nominal Ledger. First, enter and approve the Invoice as normal and without reference to the On Account Receipt. You must then register that the Invoice has been paid by the On Account Receipt. You can do this in a Receipt record as a two-step process—

The screenshot shows a software window titled "DC: Receipt: Inspect". At the top, there are navigation buttons (back, forward, settings, print, help) and action buttons (New, Duplicate, Cancel, Save). Below these, the "No." field is set to 7, and the "Trans. Date" is 04/06/2011. The "Payment Mode" is CK and the "Comment" is Cheque. A table below displays the receipt details:

| | Invoice No. | Customer | Pay. Date | Text | Open Inv. Value | Received Value |
|----|-------------|----------|------------|--------------------|-----------------|----------------|
| 1 | 2011014 | 1014 | 04/06/2011 | Best in Music Ltd. | 672.00 | 672.00 |
| 2 | | 1014 | 04/06/2011 | Best in Music Ltd. | | -672.00 |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |

At the bottom right, the "Deposited" field is set to 0.00.

In order to update your 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 Periodic Customer Statement below shows how the Invoice for 672.00 has been paid by the earlier On Account Receipt of 1,000.00. The remainder of the On Account Receipt is outstanding—

DC: Periodic Customer Statement

Periodic Customer Statement
Standard Demo Ltd
Detailed

Standard Accounts by HansaWorld, Print date: 04/06/2011 20:22
Period 01/06/2011 : 30/06/2011
Customer 1014

1014 Best in Music Ltd.

| Trans. Date | Type | No | Debit | Credit | |
|-------------|---------|--------------|----------|------------|-----------|
| | | Fwd Balance | | | 0.00 |
| 03/06/2011 | On Acc. | 6 | | 1,000.00 | -1,000.00 |
| 04/06/2011 | INV | 2011014 | 672.00 | | -328.00 |
| 04/06/2011 | On Acc. | 7 | 672.00 | | 344.00 |
| 04/06/2011 | REC | 7 (2011014) | | 672.00 | -328.00 |
| | | Total | 1,344.00 | 1,672.00 | |
| | | Net Change | | 328.00 | |
| | | Balance | | | -328.00 |
| | | Fwd Bal | | Net Change | Balance |
| | | | | -328.00 | -328.00 |

In the Nominal Ledger, the Invoice is removed from the Debtor Account, and the balance of the On Account A/C is reduced by the value of the Invoice—

DC: Transaction: Inspect

No. 7 Trans. Date 04/06/2011

Text Cheque

| Account | Description | Debit | Credit | V-Cd |
|---------|----------------------------|--------|--------|------|
| 1 12100 | 2011014 Best in Music Ltd. | | 672.00 | |
| 2 26600 | Customer Deposits | 672.00 | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |
| 22 | | | | |
| 23 | | | | |

Difference 0.00 Total 672.00 672.00

Correcting Mistakes in Receipts

Even with the tightest quality control, it is probable that you will make an occasional mistake when entering Receipts. Once you have approved a Receipt, you cannot change it, but you can correct mistakes easily using the following procedure. It is important that you follow this procedure, to ensure 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.

Purchase Invoices

Introduction

The Purchase Invoice register is a record of your company's purchases. Each time you make a purchase, you will receive a Purchase Invoice from the Supplier, which you should enter to the Purchase Invoice register. You will therefore use this register 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 causes 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.

You can record three types of purchase transaction in the Purchase Invoice register—

1. You will receive standard Purchase Invoices when goods have been delivered or work carried out before you have issued payment. You should record Payments against such Purchase Invoices in the Payment register, described below on page 99.
2. The Cash Note represents your issuing of a payment at the same time as the work is carried out. When you enter a Cash Note to the Purchase Invoice register, Standard Accounts will treat it as having being paid, so there is no need to enter a separate payment record in the Payment register. Standard Accounts will also look after the Nominal Ledger implications for you (crediting the Cash Account rather than the Creditor Account).
3. You should use Credit Notes 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, Standard Accounts looks after these Nominal Ledger implications automatically.

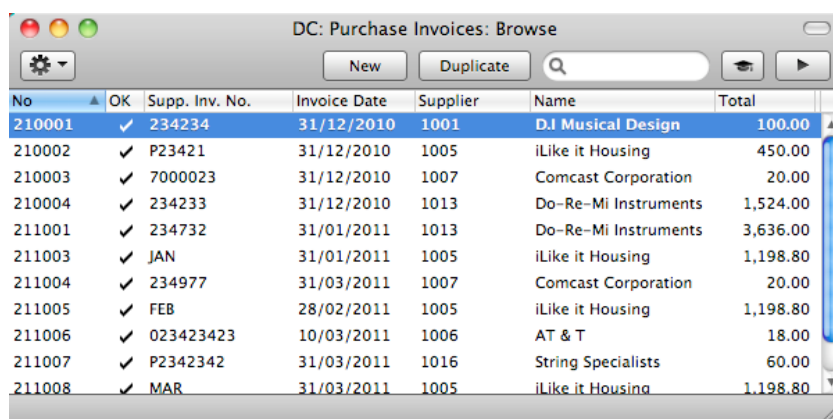
If you would like the Nominal Ledger implications of all these types of Purchase Invoice to be looked after automatically as described, switch on the Purchase Invoice option in the Sub Systems setting in the Nominal Ledger.

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, however, you must ensure that you have defined the current (accounting) year, using the Fiscal Years setting. This is described below on page 170.

Before working with Purchase Invoices, you should also look at the following settings and registers—

| | |
|-------------------|----------|
| Account Usage P/L | page 156 |
| Accounts | page 54 |
| Suppliers | page 28 |
| Payment Terms | page 160 |
| Sub Systems | page 154 |
| VAT Codes | page 155 |

To open the Purchase Invoice register, use the [Module] button in the Master Control panel to enter the Purchase Ledger, and then click the [Purchase Invoices] button in the Master Control panel. The 'Purchase Invoices: Browse' window is opened, showing the Purchase Invoices that have already been entered.



| No | OK | Supp. Inv. No. | Invoice Date | Supplier | Name | Total |
|--------|----|----------------|--------------|----------|----------------------|----------|
| 210001 | ✓ | 234234 | 31/12/2010 | 1001 | D.I Musical Design | 100.00 |
| 210002 | ✓ | P23421 | 31/12/2010 | 1005 | iLike it Housing | 450.00 |
| 210003 | ✓ | 7000023 | 31/12/2010 | 1007 | Comcast Corporation | 20.00 |
| 210004 | ✓ | 234233 | 31/12/2010 | 1013 | Do-Re-Mi Instruments | 1,524.00 |
| 211001 | ✓ | 234732 | 31/01/2011 | 1013 | Do-Re-Mi Instruments | 3,636.00 |
| 211003 | ✓ | JAN | 31/01/2011 | 1005 | iLike it Housing | 1,198.80 |
| 211004 | ✓ | 234977 | 31/03/2011 | 1007 | Comcast Corporation | 20.00 |
| 211005 | ✓ | FEB | 28/02/2011 | 1005 | iLike it Housing | 1,198.80 |
| 211006 | ✓ | 023423423 | 10/03/2011 | 1006 | AT & T | 18.00 |
| 211007 | ✓ | P2342342 | 31/03/2011 | 1016 | String Specialists | 60.00 |
| 211008 | ✓ | MAR | 31/03/2011 | 1005 | iLike it Housing | 1,198.80 |

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, the Supplier Number and Name and finally by the Invoice value.

As in all browse windows you can change the sort order by clicking on the column headings. To reverse any sort, simply click once again on the column heading. You can scroll the list using the scroll bars or the trackpad. Finally, you can search for a record by entering a keyword in the field at the top right-hand corner. Standard Accounts will search for the first record matching the keyword in the same column as the selected sorting order. You can also change the order of the columns by dragging the column headings, and remove columns altogether using the check boxes in the drawer.

Entering a Purchase Invoice

To enter a new Purchase Invoice, open the 'Purchase Invoices: Browse' window as described above and click [New] in the Button Bar or use the ⌘-N 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 Supplier Invoice Number will not be copied. Complete the Purchase Invoice record as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

DC: Purchase Invoice: Inspect

No. 211010 Name Do-Re-Mi Instruments

Supplier 1013 Invoice Date 06/06/2011 Reference REF: Alan ☒ OK

Supp.Inv.No. 235739 Pay. Terms 14 Credit of Invoice

TOTAL 1,476.00 Trans. Date 06/06/2011 Bank A/C

VAT Due Date 20/06/2011 Sort Code

| | Account | Description | Amount | V-Cd |
|----|---------|---------------------------------|----------|------|
| 1 | 51000 | Purchases - Musical Instruments | 1,230.00 | 1 |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |

Calculated VAT 246.00

No.**Paste Special**

Select from another Number Series

The number of the Invoice in your Purchase Ledger is provided automatically by Standard Accounts. The default is the first unused number in the first valid number sequence in the Number Series - Purchase Invoices setting. You may change this number, but not to one that has already been used.

If you have not defined any number sequences in the Number Series - Purchase Invoices setting, the Purchase Invoice Number sequence will start at 1 and continue consecutively. If you want the sequence to start from another number, change the Purchase Invoice Number of a Purchase Invoice before saving it: Standard Accounts will then continue the sequence from there.

Name

The Supplier's Name will be brought in when you enter the Supplier Number in the field described immediately below.

Supplier**Paste Special**

Suppliers in Contact register

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

| | | |
|--------------------------|--|---|
| Invoice Date | Paste Special | Choose date |
| | The date when the Supplier issued the Invoice. 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. | |
| Reference | Record here any additional code associated with the Purchase Invoice. When you pay the Purchase Invoice, this Reference will be printed on the Payment Form document provided you have included the "Our Reference" field in your Form design. | |
| OK | <p>When you check this box and save the record by clicking [Save], the Purchase Invoice will be approved and posted to your Purchase Ledger. A corresponding Transaction will also be 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 Supplier Inv. No. fields.</p> <p>References in this manual to approved Purchase Invoices are to Purchase Invoices whose OK check box has been switched on (i.e. an approved Purchase Invoice is one that is no longer a Draft).</p> | |
| Supplier Inv. No. | The Supplier's invoice number. | |
| Pay. Terms | Paste Special | Payment Terms setting, Sales Ledger/Purchase Ledger |
| | Default taken from | Contact record for the Supplier (Purch. Pay Terms) |
| | <p>Payment Terms entered here will be used to calculate the Due Date (below).</p> <p>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 you then approve and save the Invoice, the appropriate Nominal Ledger Transaction will be created. In the case of Cash Notes, this will credit the Cash Account (as specified in the Payment Term record) rather than the Creditor Account, while in the case of Credit Notes, the Transaction will be a reversal of the original Invoice Transaction.</p> <p>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. If you need to reverse a Cash Note, use a negative Cash Note, not a Credit Note.</p> <p>When you select a Payment Term of the "Credit Note" type, enter the number of the Invoice to be credited in the Credit of Inv. field, using 'Paste Special' if necessary to bring up a list of open (unpaid) Invoices.</p> | |
| Credit of Inv. | Paste Special | Unpaid Purchase Invoices |
| | If you are entering a Purchase Credit Note, enter here the number of the Purchase Invoice being credited. The Purchase Invoice being credited cannot itself be a Purchase Credit Note. | |

Remember to specify a Payment Term of Type "Credit Note" in the Payment Terms field: you must leave the Credit of Inv. field blank when the Payment Term is of any other Type.

TOTAL

The total amount to pay for this Invoice, including any taxes. Before you can save the Purchase Invoice, this figure must equal the sum of the Amounts of the rows plus VAT.

Trans. Date**Paste Special**

Choose date

This date will be used as the Transaction Date in the Nominal Ledger Transaction that will result from the Purchase Invoice. You may thus separate Invoice and Transaction Dates in your ledgers.



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

Bank Account**Default taken from**

Contact record for the Supplier

The Supplier's bank account number is brought in from the 'Account' card of the Contact record for the Supplier.

VAT

As you add rows to a Purchase Invoice, the Calculated VAT field in the footer will be updated with the total VAT value, calculated using the Amounts and VAT Codes in each row.

If the total VAT amount on the Supplier's Invoice is different to the figure the Calculated VAT field, enter that amount here.

This serves two purposes. First, as mentioned in the description of the TOTAL field above, you will only be able to save the Purchase Invoice if the TOTAL is the same as the sum of the Amounts of the rows plus VAT. The VAT figure in this equation will be the figure in this field or, if this field is empty, in the Calculated VAT field. Second, the total figure posted to the VAT Input Account(s) will be the figure in this field or, if this field is empty, in the Calculated VAT field.

Due Date

The date when the Purchase Invoice is to be paid, calculated by Standard Accounts using the Invoice Date and the Payment Term. You can change the Due Date, even after you have approved the Invoice. This will be useful if you agree a new Due Date for the Invoice with the Supplier and you need to re-schedule it in your Purchase Ledger.

| | | |
|------------------|---------------------------|---------------------------------|
| Sort Code | Default taken from | Contact record for the Supplier |
|------------------|---------------------------|---------------------------------|

The sort code of the Supplier's bank is brought in from the 'Account' card of the Contact record for the Supplier.

The remainder of the Purchase Invoice screen contains a grid that you should use to list the Purchase Invoice Items and Costs. 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.

| | | |
|----------------|----------------------|----------------------------------|
| Account | Paste Special | Account register, Nominal Ledger |
|----------------|----------------------|----------------------------------|

Specify the Cost Account to be debited by the Purchase Invoice. Enter an Account number and press Enter. The Account name will be entered automatically to the Description field.

If the Contact record for the Supplier has a Cost Account specified on the 'Account' card, this will be entered as a default in the first row.

| | | |
|--------------------|---------------------------|---------|
| Description | Default taken from | Account |
|--------------------|---------------------------|---------|

The Account Name will be entered here automatically when you specify the Account above. You can change the Description if necessary.

| | |
|---------------|--|
| Amount | |
|---------------|--|

The amount to be debited to the Cost Account.

A convenient way of quickly entering the correct value is to move the insertion point into the field and then to press the Enter or Return key. Standard Accounts will enter the correct value to balance the Purchase Invoice, taking the TOTAL and any previous rows into account.

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

This VAT Code will determine the rate at which VAT will be charged and the Input VAT Account to be debited.

The default offered in each row will be chosen as follows—

1. The Purch. VAT Code for the Supplier will be used.
2. It will be taken from the Account record.
3. The VAT Code in the Account Usage P/L setting will be used.

You can change this default in a particular Invoice row if necessary.

Footer

| | |
|-----------------------|--|
| Calculated VAT | The VAT sum, calculated from the Purchase Invoice rows. This figure is calculated automatically as you add rows to the Purchase Invoice. |
|-----------------------|--|

Entering a Purchase Invoice - Example

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

To open the Purchase Invoice register, first ensure you are in the Purchase Ledger and then click the [Purchase Invoices] button in the Master Control panel or use the **⌘-1** keyboard shortcut. The 'Purchase Invoices: Browse' window appears, listing the Purchase Invoices that are already in the system. Start entering a new Purchase Invoice by clicking the [New] button or using the **⌘-N** keyboard shortcut. The 'Purchase Invoice: New' window opens, with internal Invoice Number entered.

The insertion point will be in the Supplier Number field. Press **⌘-Return**: 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 default Payment Term will be placed in the appropriate fields on the Purchase Invoice screen.

After entering the Supplier's Invoice Number, press Return again to move the insertion point to the TOTAL field. Enter the total amount payable (inclusive of tax), and, in the VAT field, the tax amount (this latter is optional).

Press Return again to move the insertion point to the Invoice Date field. Enter the Invoice Date as shown on the Supplier's paper Invoice and press the Return key twice. The Invoice Date will be copied to the Transaction Date field. In almost all cases, these two dates should be the same otherwise your Creditor Account may not match your Purchase Ledger report.

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 gain access to the Chart of Accounts, from where you can choose the Account that you need. Search among the Accounts in the normal way, by Number or by Name. Highlight the relevant Account in the 'Paste Special' list and press Return or choose it by double-clicking. The Account will be brought into the Purchase Invoice row. Press Return again twice and enter the row amount (excluding VAT). In the last row, pressing Return in the Amount field will cause the Amount to be calculated for you so that the Invoice balances.

When you have added all the items and have checked the Invoice, approve it by checking the OK box. When you save the Invoice, it will be committed to your Purchase Ledger.

Save the Invoice by clicking [Save] or [New]: use the latter option to continue with the next invoice. The TOTAL must equal the sum of the Amounts of the rows plus VAT before you can continue. If this is not the case, Standard Accounts will display the error message: "Transaction out of balance" when you try to save.

Until you have approved the Invoice by checking the OK box and saving, you can still change it.

Inspecting and Approving Purchase Invoices

If you did not approve a Purchase Invoice when you entered it, you must approve it at a later time in order to commit it to your Purchase Ledger, and, if so defined in the Sub Systems setting in the Nominal Ledger, for the Nominal Ledger Transaction to be generated. Approval also causes the Invoice record to be locked, so that you cannot change it after this point. You can only issue Payments against approved Purchase Invoices.

There are two ways to approve an Invoice—

1. When viewing a Purchase Invoice, click the OK check box and then [Save];
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 you approve and save a Purchase Invoice, a Nominal Ledger Transaction will be generated automatically if you have so determined in the Sub Systems setting in the Nominal Ledger. An example is illustrated below—

DC: Transaction: Inspect

No. 211010 Trans. Date 06/06/2011

Text 1013 Do-Re-Mi Instruments

| | Account | Description | Debit | Credit | V-Cd |
|----|---------|---------------------------------|----------|----------|------|
| 1 | 21000 | Creditors | | 1,476.00 | |
| 2 | 51000 | Purchases - Musical Instruments | 1,230.00 | | 1 |
| 3 | 23300 | VAT Receivable | 246.00 | | 1 |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |

Difference 0.00 Total 1,476.00 1,476.00

The Purchase Accounts (also known as Cost Accounts) in the Nominal Ledger will record the levels of purchases of different types of Items. When you enter Purchase Invoices, you should enter a Purchase Account in each row (in the column marked 'Account'). Different rows can have different Purchase Accounts.

In some instances a default Purchase Account will be placed in the Account field in the first row of a Purchase Invoice. This default will appear if you have specified a Cost Account on the 'Account' card of the Contact record for the Supplier. You might specify such a default for Suppliers of services (such as electricity or telephone services), whose Purchase Invoices are always posted to the same Account.

For each row in an Invoice, the VAT Account will be taken from the specified VAT Code. This will be chosen as follows—

1. The Purchase VAT Code in the record for the Supplier in the Contact register will be used. If you have not specified a Purchase VAT Code for the Supplier in question—
2. The VAT Code will be taken from the relevant Account record in the Account register. If this is blank—
3. The VAT Code specified in the Account Usage P/L setting is used.

The Creditor Account is chosen as follows—

1. The Creditor Account specified on the 'Account' card of the Contact record for the Supplier is used. If this is blank—
2. The Creditor Account in the Supplier Category to which the Supplier belongs is used. If this is blank, or the Supplier does not belong to a Category—
3. The Creditor Account will be taken from the Account Usage P/L setting.

If the Purchase Invoice is a Cash Note, the Cash Account in the relevant Payment Term record or in the Account Usage P/L setting will be used in place of the Debtor Account.

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

Cash Notes

A Cash Note is an Invoice that is to be treated as being paid. It differs from a normal Invoice in that it does not affect your Creditor Account or appear in any of your credit management reports: instead, a credit posting for the Invoice value is made directly to your Cash Account.

To enter a Cash Note, follow the procedure described above for entering Invoices, with just one exception: change the Payment Terms (using the 'Paste Special' function if necessary) to refer to a Payment Term record of Type "Cash". You can register such a Payment Term in the Contact records for Suppliers you will always pay immediately (using the Purch. Pay. Terms field in the Contact register), so that you don't have to make this change every time.

Click the OK check box when you are sure the Cash Note is correct. As with ordinary Invoices, you must approve Cash Notes by checking the OK check box and saving, for them to be posted to your Purchase Ledger and for Nominal Ledger Transactions to be created.

Crediting Purchase Invoices (Debit Memos)

If you want to credit a Purchase Invoice that has been sent to you, follow these steps—

1. Ensure you are in the Purchase Ledger and click the [Purchase Invoices] button in the Master Control panel. The 'Purchase Invoices: Browse' window is opened, showing all registered Invoices.
2. Find the Purchase Invoice to be credited in the list, open it and select 'Create Credit Note' from the Operations menu. You can also duplicate the

Purchase Invoice you want to credit. Duplicating or using the 'Create Credit Note' function will ensure that the correct Purchase Account will be credited. If you don't want to connect the Credit Note to a particular Invoice, click the [New] button to open an empty new record.

3. Fill in the data in the normal way, but change the Payment Terms to refer to a Payment Term record of Type "Credit Note" and enter the number of the credited Invoice in the Credit of Inv. field. Use 'Paste Special' from this field to search for the correct Purchase Invoice Number. The Invoice to be credited must be approved.

If you used the 'Create Credit Note' function to create the Credit Note, the Payment Term and number of the Invoice to be credited will be placed in the new Credit Note automatically.

4. When you approve and save the Invoice, the Purchase Ledger will be updated, and a new Nominal Ledger Transaction will be generated.

Purchase Credit Notes and Cash Notes

If you need to reverse a Cash Note, you cannot follow the standard crediting procedure described above. A Credit Note will debit the Creditor Account, while reversing a Cash Note should debit the Cash Account. Instead you should enter a new Cash Note (i.e. with a Payment Term of Type "Cash") with a negative value.

Invalidating Purchase Invoices

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

The screenshot shows the 'DC: Purchase Invoice: Inspect' window. The invoice details are as follows:

| Field | Value |
|-------------------|----------------------|
| No. | 211011 |
| Supplier | 1013 |
| Supp. Inv. No. | |
| TOTAL | 1,476.00 |
| VAT | |
| Name | Do-Re-Mi Instruments |
| Invoice Date | 06/06/2011 |
| Pay. Terms | 14 |
| Trans. Date | 06/06/2011 |
| Due Date | 20/06/2011 |
| Reference | REF: Alan |
| Credit of Invoice | |
| Bank A/C | |
| Sort Code | |

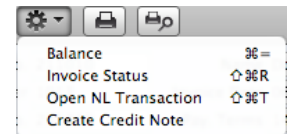
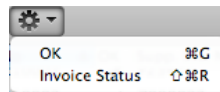
The 'OK' checkbox is checked. Below the fields is a table with 19 rows. The first row is highlighted in red and contains the following data:

| Account | Description | Amount | V-Cd |
|---------|---------------------------------|----------|------|
| 1 51000 | Purchases - Musical Instruments | 1,230.00 | 1 |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |
| 15 | | | |
| 16 | | | |
| 17 | | | |
| 18 | | | |
| 19 | | | |

At the bottom right, the 'Calculated VAT' is shown as 246.00.

You cannot invalidate a Purchase Invoice if it has been paid or credited (in part or in full) or if it has not been approved.

Operations Menu



The Operations menus for Purchase Invoices are shown above. On the left is the Operations menu 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 that you need. On the right is the Operations menu for the 'Purchase Invoice: New' and 'Purchase Invoice: Inspect' windows.

OK

This command is only available on the Operations menu for the 'Purchase Invoices: Browse' window. It allows you to approve a Purchase Invoice and is therefore the equivalent of checking the OK box in a Purchase Invoice record and saving it. 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, if so defined in the Sub Systems setting in the Nominal Ledger, 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 prints a report to screen summarising all aspects of the Invoice, including Accounts and payment history. In the illustration below, the Purchase Invoice in question has been paid with a Payment.

DC: Invoice Status

Invoice Status Standard Demo Ltd

Standard Accounts by HansaWorld, Print date: 08/06/2011 12:00

Invoice History

| No | Date | Amount | Balance |
|---------------------|------------|-----------|----------|
| <u>P/INV:211010</u> | 06/06/2011 | 1,476.00 | 1,476.00 |
| <u>PAYMT:211004</u> | 07/06/2011 | -1,476.00 | 0.00 |
| | | | 0.00 |

| No | Date | Supplier | Type | Total |
|--------|------------|---------------------------------|----------|----------|
| 211010 | 06/06/2011 | Do-Re-Mi Instruments | 235739 | 1,476.00 |
| | | | VAT | 246.00 |
| 51000 | | Purchases - Musical Instruments | 1,230.00 | 0.00 |

In the Invoice History section showing the payment history, you can click on a transaction number (Purchase Invoice Number or Payment Number in the example above) to view that Invoice or Payment.

Balance

Before you can save a Purchase Invoice, the amount in the TOTAL field in the header 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. You can then use this function to balance the figures.

Before you use the function, you should place the insertion point 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 value in the field containing the insertion point to be adjusted so that the Purchase Invoice balances, allowing you to save it.

Open NL Transaction

When you approve and save a Purchase Invoice, a Nominal Ledger Transaction will be created. This function allows you to view that Transaction.

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

Create Credit Note

Use this function to create a Purchase Credit Note from the Purchase Invoice. Please refer to page 95 above for details.

Payments

Introduction

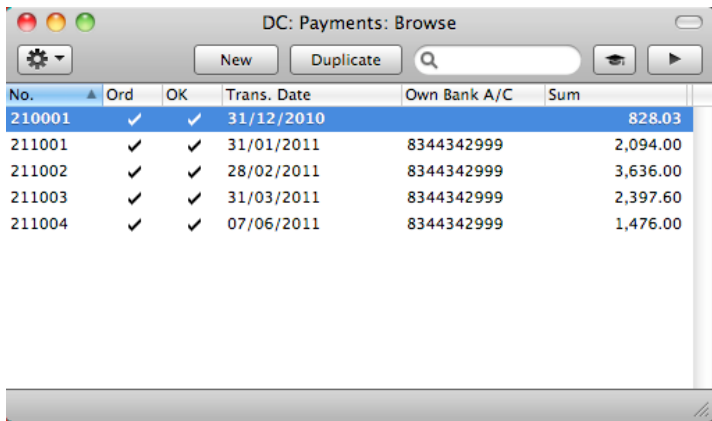
Use this register to issue Payments to creditors. Keeping the Purchase Invoice and Payment registers up to date will allow you to operate an efficient system for paying your Suppliers and will help you to predict your cash flow accurately.

Before working with Payments, you should also look at the following settings and registers—

| | |
|-------------------|----------|
| Account Usage P/L | page 156 |
| Payment Modes | page 158 |
| Sub Systems | page 154 |

Entering a Payment

Open the Payment register by ensuring you are in the Purchase Ledger and clicking the [Payments] button in the Master Control panel. The 'Payments: Browse' window is opened, showing Payments already entered.



The screenshot shows a window titled "DC: Payments: Browse". It has a toolbar with a settings icon, a "New" button, a "Duplicate" button, a search icon, and navigation arrows. Below the toolbar is a table with the following data:

| No. | Ord | OK | Trans. Date | Own Bank A/C | Sum |
|--------|-----|----|-------------|--------------|----------|
| 210001 | ✓ | ✓ | 31/12/2010 | | 828.03 |
| 211001 | ✓ | ✓ | 31/01/2011 | 8344342999 | 2,094.00 |
| 211002 | ✓ | ✓ | 28/02/2011 | 8344342999 | 3,636.00 |
| 211003 | ✓ | ✓ | 31/03/2011 | 8344342999 | 2,397.60 |
| 211004 | ✓ | ✓ | 07/06/2011 | 8344342999 | 1,476.00 |

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, the bank account number from which the Payment was issued and the total value of the Payment.

To enter a new Payment, click the [New] button in the Button Bar or use the **⌘-N** keyboard shortcut. Alternatively, highlight a Payment similar to the one you want to enter and click the [Duplicate] button.

The 'Payment: New' window is opened, empty if you clicked [New] or containing a duplicate of the highlighted Payment. Complete the Payment record as described below, then save it using the [Save] button and close the window by clicking the close box. Then, close the browse window using the close box again.

Standard Accounts provides several shortcuts to simplify your work entering Payments. You can for example bring a date into a date field using the 'Paste

Special' function (**⌘**-Enter). You can also use this function to simplify the entering of Purchase Invoices, Suppliers and Payment Modes.

The screenshot shows the 'DC: Payment: Inspect' window. At the top, there are buttons for 'New', 'Duplicate', 'Cancel', and 'Save'. Below these are input fields for 'No.' (211004), 'Pay Date' (07/06/2011), and 'Trans. Date' (07/06/2011). There are also checkboxes for 'Ordered' and 'OK'. Below these are 'Pay Mode' (CK) and 'Own Bank Account' (8344342999). The main part of the window is a table with columns: Invoice No., Supplier, Text, To Bank Account, Open Inv. Value, and Sent Value. The first row shows Invoice No. 1, Supplier 211010, Text 1013, and Open Inv. Value 1,476.00. The table has 22 rows. At the bottom right, there is a 'Withdrawn' field with the value 1,476.00.

| Invoice No. | Supplier | Text | To Bank Account | Open Inv. Value | Sent Value |
|-------------|----------|------|-----------------|-----------------|------------|
| 1 | 211010 | 1013 | | 1,476.00 | 1,476.00 |
| 2 | | | | | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |

Withdrawn 1,476.00

First, a run-through of the fields.

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

The Payment Number of a new Payment is provided automatically by Standard Accounts. The default is the first unused number in the first valid number sequence in the Number Series - Payments setting. You may change this number, but not to one that has already been used.

If you have not defined any number sequences in the Number Series - Payments setting, the Payment Number sequence will start at 1 and continue consecutively. If you want the sequence to start from another number, change the Payment Number of a Payment before saving it: Standard Accounts will then continue the sequence from there.

Pay Date **Paste Special** Choose date

The date when you want the Payment to be executed.

After you have Ordered a Payment, you can still change the Payment Date. After approval, however, no further changes are possible.

Trans. Date This date will be used as the Transaction Date in the Nominal Ledger Transaction that will result from the Payment. This date is always the same as the Payment Date and cannot be changed independently.

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 you have issued a Payment, while checking the OK box indicates that the funds have been cleared. You must therefore check the Ordered box before the OK box.

When you save a Payment 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 will be drawn through the row, re-opening the Purchase Invoice.

Pay Mode

Paste Special

Payment Modes setting, Sales Ledger/Purchase Ledger

The Payment Mode is the method of payment (e.g. cheque, credit card or cash). It determines the Nominal Ledger Account that will be credited by the Payment.

You can issue payments to different Suppliers against different Invoices using a single Payment record. However, you cannot enter payments with different Payment Modes.

The first record listed in the Payment Modes setting will be offered as a default.

Own Bank Account

The number of the bank account from where you will issue the Payment. This information will be brought in from the Payment Mode record.

OK

You can approve a Payment by checking this box. When you click [Save] to save the Payment, if so determined in the Sub Systems setting in the Nominal Ledger, a Nominal Ledger Transaction will be generated, crediting the Bank or Cash 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 box has been checked (i.e. an approved Payment is one that is no longer a Draft).

Use the grid area that takes up most of the screen to list the Purchase Invoices being paid by the Payment. You can pay several Purchase Invoices in a single Payment record, but all payments must use the same Payment Mode. The Payment Mode reflects not only the payment method (i.e. cheque, cash or credit card) but also determines the Bank or Cash Account that will be credited with the value of those payments. So, you can record every payment issued in a single day from a particular Bank Account using a single Payment record.

If you need to print a remittance advice and/or a cheque, separate documents 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 (taken from the Payment Mode).

To add a row to a Payment, 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 bring several Purchase Invoices into a Payment by opening the 'Purchase Invoices: Browse' or 'Paste Special' windows, selecting a range of Invoices by clicking while holding down the Shift key, and then dragging them to the No. field in the first empty Payment row. You can also copy a list of Invoice Numbers from a spreadsheet or word processor and paste them in the No. field in the first empty row.

| | | |
|--------------------|---------------------------|--|
| No. | Paste Special | Open, approved Purchase Invoices, Purchase Invoice register |
| | | The number of the Purchase Invoice being paid. When you enter an Invoice Number, the Open Invoice Value (the amount outstanding) is shown in the Open Inv. Val field, and this figure will also be brought in to the Sent Value field as a default. |
| | | Note that when you use 'Paste Special', only unpaid Purchase Invoices will appear in the selection list. However, if you have saved a Payment without Ordering or approving it (i.e. the Payment is a Draft), the Purchase Invoice(s) in that Payment will be treated as unpaid and thus will continue to be included in the 'Paste Special' list. It is therefore recommended that you do not leave Payments as unordered or unapproved for too long, to minimise the risk of quoting Purchase Invoices in Payments more than once. |
| | | A Payment that is a payment made without reference to a specific Invoice (e.g. a deposit you have paid to the Supplier before they have issued an Invoice) is known as an "On Account Payment". Leave this field blank when entering On Account Payments, and specify the Supplier as normal in the field to the right. The Supplier must be one where you have switched on the On Account option on the 'Terms' card of their Contact record. This is fully described in the 'On Account Payments' section below on page 109. |
| Supplier | Paste Special | Suppliers in Contact register |
| | Default taken from | Purchase Invoice |
| | | The Supplier Number will be placed here automatically when you enter a Purchase Invoice Number. |
| | | In the case of an On Account Payment, choose a Supplier using 'Paste Special'. |
| Text | | The Supplier's Name will appear here when you enter the Purchase Invoice or Supplier Number (in the former case, the Supplier's Invoice Number will appear here as well, separated from the Name by a comma). You may change this if you wish. |
| To Bank A/C | | The number of the Supplier's bank account receiving the Payment is brought in from the Purchase Invoice. This in turn will have been taken from the 'Account' card of the Contact record for the Supplier. |

| | | |
|------------------------|--|--------------------|
| Open Inv. Value | The outstanding amount of the Invoice being paid. This value cannot be changed. | |
| Sent Val | Default taken from | Open Invoice Value |
| | The amount paid against the Purchase Invoice. You can change the default figure, in the event of partial payments or overpayments. | |

Footer

| | |
|------------------|---|
| Withdrawn | The sum of the Sent Values: 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.

To open the Payment register, first ensure you are in the Purchase Ledger and then click the [Payments] button in the Master Control panel. The 'Payments: Browse' window appears, listing the Payments that are already in the system. Start entering a new Payment by clicking the [New] button or using the ⌘-N keyboard shortcut. The 'Payment: New' window opens, with a Payment Number already entered and the insertion point in the Payment Date field. Enter the date when you want the Payment to go out.

The next field is Payment Mode. Use the 'Paste Special' feature (⌘-Enter) to choose between the various payment methods you have entered in the Payment Modes setting. Your bank account number will be placed in the field to the right, copied from the Payment Mode.

Press Return again to move the insertion point to the No. field, the top left-hand field in the Payment rows grid. For each line, enter the Number of the Purchase Invoice you are paying. Again you can use ⌘-Enter to activate the 'Paste Special' function. This time it will open a selection list 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 and outstanding amount. Enter the amount you want to pay. Check the Ordered box to order the Payment and save. After saving, the Purchase Invoices in the Payment will no longer be treated as open. You can now print a Remittance Advice by clicking the Printer icon. This can also serve as your documentation for the person writing the cheques. If necessary, you can design the Remittance Advice form to incorporate a cheque.

When the individual payments in the grid have all been removed from your bank account, approve the Payment by checking the OK box and saving. The Payment will be committed to your Purchase Ledger and your Nominal Ledger.

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 you issue the cheque, enter the Payment in the usual way and check the Ordered box but not the OK box. Then click the [Save] button in the Button Bar. This will ensure the Purchase Invoice(s) being paid will no longer be treated as open (outstanding). You can order several Payments at

once by highlighting them in the 'Payments: 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. You should approve Payments that agree with your bank statement by clicking the OK check box and saving. Nominal Ledger Transactions will be generated, debiting the Creditor Control Account of the Invoice(s) being paid and crediting the Bank or Cash 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, you cannot change it.

If an Ordered Payment is not included on the statement (perhaps because the cheque bounced or was lost), highlight the relevant rows in the Payment in turn by clicking the row number. Then, press the Backspace key. A red line will be drawn through the row, re-opening the Purchase Invoice. When you approve the Payment, rows with red lines will not be included in the resulting Nominal Ledger Transaction. If the Payment contains many rows and you need to apply a red line to every one, a short cut is to use the 'Invalidate' function on the Record menu.

Nominal Ledger Transactions from Payments

When you approve and save a Payment, a Nominal Ledger Transaction will be generated automatically if you have so determined in the Sub Systems setting in the Nominal Ledger. An example (including postings for a settlement discount) is illustrated below—

| | Account | Description | Debit | Credit | V-Cd |
|----|---------|---------------------------|----------|----------|------|
| 1 | 21000 | 1013 Do-Re-Mi Instruments | 1,476.00 | | |
| 2 | 11110 | Cheque | | 1,476.00 | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |

Difference: 0.00 Total: 1,476.00 1,476.00

The Creditor Control Account for the Invoice being paid will be transferred to the Payment. For details about how this is chosen, please refer to the 'Nominal Ledger Transactions from Purchase Invoices' section above on page 94.

If the Payment is an On Account Payment, the On Account A/C specified in the Account Usage P/L setting will be debited instead of the Creditor Account.

The Bank or Cash Account posting will be determined by the Payment Mode that you specify in the Payment. This will refer to a record in the Payment Modes setting, available in the Sales and Purchase Ledgers. You should list in this setting the various payment methods that you use to pay your Suppliers, such as cheque, cash, credit card. You can attach a different Account to each payment method, allowing you to issue payments from different bank and cash accounts.

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

Printing Payment Forms and Cheques

It is often necessary to print certain documents associated with the Payment. These may be remittance advices, cheques or documents used to gain internal authorisation for the Payment.

You can incorporate a cheque into the design of your remittance advice Form, or you can have separate Forms for your remittance advice and cheque that will be printed together. To have them as separate Forms that will be printed together, follow this procedure—

1. Using the Form register in the System module, design the remittance advice and the cheque. Use the 'Properties' function on the Operations menu to name the Forms (in this description, we have used the names "REM_ADVICE" and "CHEQUE" respectively) and to assign them both Document Types of "Payment Form". Sample Forms are supplied with Standard Accounts: you can modify them to suit your requirements. Full instructions for using the Form register can be found below on page 176, and details about some of the fields you can include in the "CHEQUE" Form can be found on page 188.
2. Select the Purchase Ledger using the [Module] button in the Master Control panel or the **⌘-0** keyboard shortcuts.
3. Click the [Documents] button in the Master Control panel or use the **⌘-D** keyboard shortcut. The 'Documents' list window is opened showing a list of available documents. Highlight 'Payment Forms'.
4. Select 'Define Document' from the Operations menu.
5. Use the Sequence column in the subsequent window 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.

| Seq. | No. Series | Form | Status |
|------|------------|------------|--------|
| 1 | 1 | REM_ADVICE | All |
| 2 | 2 | CHEQUE | All |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |

- If you only want to be able to print Payments that have been approved, enter 'OKed' in the Status field in both rows. This will prevent the printing of Payments that have not yet been approved.

You can also use this feature to use a different Form when printing unapproved Payments, such as a Payment authorisation document.

- Click [Save] to save the Payment Form definition. From now on, whenever you print the Payment Form, it will use both the "REM_ADVICE" and "CHEQUE" Forms.

You can print the Payment Form using one of two methods—

- When viewing an individual Payment record, by clicking the Printer icon. If you want to print to screen, click the Preview icon.
- By clicking the [Documents] button in the Master Control panel and selecting 'Payment Forms' from the subsequent list.

In the case of a Payment record containing payments to more than one Supplier, separate payment forms will be printed for each Supplier.

If you print an unordered Payment, the phrase "Test Printout" will be printed diagonally across the page as a watermark.

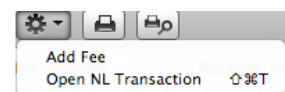
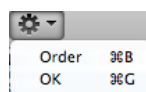
Invalidating Payments

In some circumstances it can be appropriate to invalidate a Payment using the 'Invalidate' command on the Record menu. This function will remove the Payment from your Purchase Ledger and re-open the Purchase Invoices listed in the Payment. Any associated Nominal Ledger Transaction will be removed from the Nominal Ledger as well. An invalidated Payment is easily distinguished because all fields have red lines drawn through them. These red lines are also shown in the 'Payments: Browse' window.

The screenshot shows the 'DC: Payment: Inspect' window. At the top, there are buttons for 'New', 'Duplicate', 'Cancel', 'Save', and a printer icon. Below these are input fields for 'No.' (211004), 'Pay Date' (07/06/2011), and 'Trans. Date' (07/06/2011). There are also checkboxes for 'Ordered' and 'OK', both of which are checked. Below the input fields is a table with columns: 'Invoice No.', 'Supplier', 'Text', 'To Bank Account', 'Open Inv. Value', and 'Sent Value'. The first row of the table has the following values: '1', '211010', '1013', '235739; Do-Re-Mi Instruments', '1,476.00', and '1,476.00'. All these values are crossed out with a red line. At the bottom right of the window, there is a 'Withdrawn' field with the value '1,476.00' also crossed out with a red line.

You cannot invalidate a Payment if it has not been Ordered or approved.

Operations Menu



The Operations menus for Payments are shown above. On the left is the Operations menu for the 'Payments: Browse' window: highlight a Payment in the list before selecting the function that you need. You can also apply the function to a group of Payments: highlight the first Payment in the group and then click on the last while holding down the Shift key. Then select the function. On the right is the Operations menu for the 'Payment: New' and 'Payment: Inspect' windows.

Order

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

Add Fee

You should use this function when you need to pay a single bank charge for the whole Payment. Start by entering the Purchase Invoice Number in the left-hand column. Then select 'Add Fee' from the Operations menu. A new row will be created, containing the phrase "Fee" and a zero amount. Change the Sent Value in this new row to the value of the bank charge. When the Nominal Ledger Transaction is created, the Bank Fee Account specified in the Account Usage P/L setting will be credited with the value of the bank charge. 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

When you approve and save a Payment, a Nominal Ledger Transaction will be created if so defined in the Sub Systems setting in the Nominal Ledger. This function allows you to view that Transaction.

When you select the function, the Transaction will be opened in a new window.

On Account Payments

You can use On Account Payments when you issue payments to Suppliers without reference to specific Invoices (usually before you have received the Invoices). You can enter these payments to the Payment register in the normal way but without specifying a Purchase Invoice Number on flip A—

DC: Payment: Inspect

No. 211005 Pay Date 07/06/2011 Trans. Date 07/06/2011 ☒ Ordered ☒ OK

Pay Mode CK Own Bank Account 8344342999

| | Invoice No. | Supplier | Text | To Bank Account | Open Inv. Value | Sent Value |
|----|-------------|----------|--------------------|-----------------|-----------------|------------|
| 1 | | 1001 | D.I Musical Design | | | 100.00 |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |

Withdrawn 100.00

In the Contact record for each Supplier to whom you are likely to pay deposits, switch on the On Account check box on the 'Terms' card. Then specify the separate control or suspense Account number in the Account Usage P/L setting, using the On Account A/C field. The specified Account should be one that acknowledges that issuing a deposit creates an asset. The Nominal Ledger Transaction generated when you approve and save an On Account Payment will debit the Sent Value to this Account. The Credit Account will be taken from the Payment Mode as usual—

DC: Transaction: Inspect

No. 211005 Trans. Date 07/06/2011

Text Natwest

| | Account | Description | Debit | Credit | V-Cd |
|----|---------|--------------------------|--------|--------|------|
| 1 | 12200 | Prepayments (to vendors) | 100.00 | | |
| 2 | 11110 | Cheque | | 100.00 | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |

Difference 0.00 Total 100.00 100.00

You can then connect the On Account Payment to a subsequent Purchase Invoice, to remove it from your Purchase Ledger and your Nominal Ledger. First enter and approve the Purchase Invoice as normal without reference to the On Account Payment. You must then register that the Purchase Invoice has been paid by the On Account Payment. You can do this in a Payment record as a two-step process—

DC: Payment: Inspect

No. 211006 Pay Date 08/06/2011 Trans. Date 08/06/2011 ☒ Ordered ☒ OK

Pay Mode BT Own Bank Account

| | Invoice No. | Supplier | Text | To Bank Account | Open Inv. Value | Sent Value |
|----|-------------|----------|--------------------|-----------------|-----------------|------------|
| 1 | 211012 | 1001 | D.I Musical Design | | 75.00 | 75.00 |
| 2 | | 1001 | D.I Musical Design | | | -75.00 |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |

Withdrawn 0.00

In order to update your 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 Periodic Supplier Statement below shows how the Purchase Invoice for 75.00 has been paid by the earlier On Account Payment of 100. The remainder of the On Account Payment is outstanding—

Periodic Supplier Statement
Standard Demo Ltd
Detailed

Standard Accounts by HansaWorld, Print date: 08/06/2011 16:17
Period 01/06/2011 : 30/06/2011
Suppliers 1001
All Contact Classifications
Amounts in Currency

| 1001 | | D.I Musical Design | | | | |
|-------------|---------|---|---------|------------|---------|--|
| Trans. Date | Type | No | Debit | Credit | Balance | |
| | | Fwd balance | | | 0.00 | |
| 07/06/2011 | On Acc. | 211005 | 100.00 | | -100.00 | |
| 08/06/2011 | PINV | 211012 | | 75.00 | -25.00 | |
| 08/06/2011 | On Acc. | 211006 | -75.00 | | 50.00 | |
| 08/06/2011 | PAYM | 211006 , (211012) | 75.00 | | -25.00 | |
| | | Total | 100.00 | 75.00 | | |
| | | Net Change | 25.00 | | | |
| | | Balance | | | -25.00 | |
| | | | Fwd Bal | Net Change | Balance | |
| | | Total | 0.00 | -25.00 | -25.00 | |

In the Nominal Ledger, the Purchase Invoice is removed from the Creditor Account, and the balance of the On Account A/C is reduced by the value of the Purchase Invoice—

DC: Transaction: Inspect

No. 211006 Trans. Date 08/06/2011

Text

| | Account | Description | Debit | Credit | V-Cd |
|----|---------|--------------------------|-------|--------|------|
| 1 | 21000 | 1001 D.I Musical Design | 75.00 | | |
| 2 | 12200 | Prepayments (to vendors) | | 75.00 | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |

Difference 0.00 Total 75.00 75.00

Correcting Mistakes in Payments

Even with the tightest quality control, it is probable that you will make the occasional mistake when entering Payments. Once you have approved a Payment, you cannot change it, but you can correct mistakes easily using the following procedure. It is important that you follow this procedure, to ensure 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.

Transactions (Journal Entries)

Introduction

You should record every accounting event as a separate Transaction in the Transaction register. Depending on the nature of an individual Transaction, you can enter it directly to the Transaction register yourself, or it can be created remotely from the Sales and Purchase Ledgers.

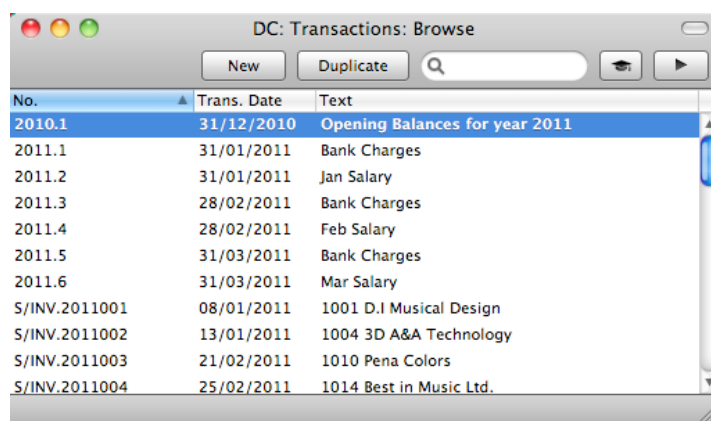
You can decide which Transactions are to be entered directly to the Transaction register and which are to be created remotely from other Ledgers (or "Sub Systems"). You should do this in the Sub Systems setting described below on page 154.

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

Before working with Transactions, you should also look at the following settings and registers—

| | |
|------------------------------|----------|
| Accounts | page 54 |
| Fiscal Years | page 170 |
| Number Series - Transactions | page 152 |
| VAT Codes | page 155 |

To open the Transaction register, ensure you are in the Nominal Ledger, then 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 |
|---------------|-------------|--------------------------------|
| 2010.1 | 31/12/2010 | Opening Balances for year 2011 |
| 2011.1 | 31/01/2011 | Bank Charges |
| 2011.2 | 31/01/2011 | Jan Salary |
| 2011.3 | 28/02/2011 | Bank Charges |
| 2011.4 | 28/02/2011 | Feb Salary |
| 2011.5 | 31/03/2011 | Bank Charges |
| 2011.6 | 31/03/2011 | Mar Salary |
| S/INV.2011001 | 08/01/2011 | 1001 D.I Musical Design |
| S/INV.2011002 | 13/01/2011 | 1004 3D A&A Technology |
| S/INV.2011003 | 21/02/2011 | 1010 Pena Colors |
| S/INV.2011004 | 25/02/2011 | 1014 Best in Music Ltd. |

Transactions that have been entered directly to the Transaction register are shown with their Transaction Numbers preceded by the fiscal year: the Transactions numbered 2011.1 to 2011.6 in the illustration are examples of this. The characters representing the fiscal 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 representing their Sub System. 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 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 all browse windows you can change the sort order by clicking on the column headings. To reverse any sort, simply click once again on the column heading. The current sort column is shown with its heading coloured blue. You can scroll the list using the scroll bars or the trackpad. Finally, you can search for a record by entering a keyword in the field at the top right-hand corner. When you press the Return or Enter key, the first record with a match for the keyword in the current sort column will be highlighted. If you need to search for a particular Transaction Number, include the prefix in your keyword e.g. search for "2011.3" not "3" or for "S/INV.2011004" not "2011004". You can also change the order of the columns by dragging the column headings, and remove columns altogether using the check boxes in the drawer.

Entering a Transaction

To enter a Transaction, first open the Transaction register by ensuring you are in the Nominal Ledger and then clicking the [Transactions] button in the Master Control panel.

Then, click [New] in the Button Bar or use the ⌘-N keyboard shortcut. Alternatively, select 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.

DC: Transaction: Inspect

No. 7 Trans. Date 06/06/2011

Text Purchase Desk

| | Account | Description | Debit | Credit | V-Cd |
|----|---------|------------------------|--------|--------|------|
| 1 | 13700 | Furniture and Fixtures | 247.00 | | 1 |
| 2 | 61700 | Freight Paid | 20.00 | | 1 |
| 3 | 23300 | VAT Receivable | 53.40 | | |
| 4 | 11110 | Current Account | | 320.40 | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |

Difference 0.00 Total 320.40 320.40

Complete the Transaction record as described below, then save it using the [Save] button and close the window by clicking the close box.

Header

| | | |
|--------------------|----------------------|---|
| No. | Paste Special | Select from another Number Series |
| | | The Transaction Number of a new Transaction is provided automatically by Standard Accounts. The default is the first unused number in the first valid number sequence in the Number Series - Transactions setting. You may change this number, but not to one that has already been used. |
| | | If you have not defined any number sequences in the Number Series - Transactions setting, the Transaction Number sequence will start at 1 and continue consecutively. If you want the sequence to start from another number, change the Transaction Number of a Transaction before saving it. Standard Accounts will then continue the sequence from there. |
| Trans. Date | Paste Special | Choose date |
| | | The date when the Transaction took place. The last used Transaction Date is offered as a default. |
| 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 you can save the Transaction. A balancing entry shows a zero difference in this field. |
| Total | These two fields show the sums of Debits and Credits for the 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 you can save the Transaction.

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.

| | | |
|----------------------|----------------------|--|
| Account | Paste Special | Account register, Nominal Ledger |
| | | Specify here the Account used by the Transaction row. |
| Description | | The Account Name will be entered here automatically when you specify the Account above. You can change it in a particular Transaction row if necessary. |
| Debit, Credit | | For each row, enter a debit or credit amount. The debits total must equal the credits total before you can save the Transaction: each Transaction must therefore have at least two rows. |

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

Account

You can mark each row in a Transaction with a VAT Code. The VAT Code may be brought in automatically when you enter an Account number, or you can enter it yourself. No calculation ensues: the field is for reporting purposes only. Nevertheless, take care to ensure you enter the correct VAT Code (if any), since it will affect the accuracy of the figures for Net Sales and Net Purchases in the VAT Report. This report is described below on page 221.

Entering a Transaction - Example

As described above, there are several shortcuts that you can use to simplify your work when entering Transactions. You can bring a date into a date field using the **⌘-Enter** key combination.

1. Ensure you are in the Nominal Ledger and then open the Transactions register by clicking the [Transactions] button in the Master Control panel or using the **⌘-1** keyboard shortcut. Then, click [New] or press **⌘-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. The suggested Transaction Number will be the first unused number in the correct journal number series, and the Transaction Date will be the date from the most recently 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 5.84, and the total 40.04. You paid by check from the company's current account.

The Transaction will look like this—

The screenshot shows a software window titled "DC: Transaction: New". At the top, there are navigation buttons (back, forward, settings, print, save) and action buttons (New, Duplicate, Cancel, Save). Below these, the "No." field is set to 8, and the "Trans. Date" is 06/06/2011. The "Text" field contains "Purchase of Office Material".

| | Account | Description | Debit | Credit | V-Cd |
|----|---------|-----------------|-------|--------|------|
| 1 | 61060 | Office Supplies | 25.00 | | 1 |
| 2 | 61060 | Office Supplies | 6.00 | | 1 |
| 3 | 61060 | Office Supplies | 3.20 | | 1 |
| 4 | 23300 | VAT Receivable | 5.84 | | |
| 5 | 11110 | Current Account | | 40.04 | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |

At the bottom of the window, the "Difference" is 0.00, and the "Total" is 40.04, with a balance of 40.04.

- 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 VAT.

5. 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—

The screenshot shows a software window titled "DC: Transaction: New". At the top, there are buttons for "New", "Duplicate", "Cancel", "Save", and a printer icon. Below these, the "No." field contains "9" and the "Trans. Date" field contains "06/06/2011". The "Text" field contains "Purchase of Desk".

| | Account | Description | Debit | Credit | V-Cd |
|----|---------|------------------------|--------|--------|------|
| 1 | 13700 | Furniture and Fixtures | 247.00 | | 1 |
| 2 | 61700 | Freight Paid | 20.00 | | 1 |
| 3 | 23300 | VAT Receivable | 10.68 | | |
| 4 | 11110 | Current Account | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |

At the bottom of the window, there are two fields: "Difference" with the value "277.68" and "Total" with the value "277.68".

5. With the insertion point in the Credit column, press the Return or Enter key. The correct credit amount to balance the entry will be brought in 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 Button Bar, allowing you to make several types of corrections after the Transaction has been entered.

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

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

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

2. Select 'Swap Debit & Credit' from the Operations menu. This takes the existing Transaction rows and reverses them (what were Credit amounts become Debits). This action thus cancels out the original, erroneous, Transaction.
3. Then select 'Correction Mark' from the same menu. This will add a new line where you can enter a cross reference to the Transaction containing the error. Note: do not save the Transaction before selecting 'Correction Mark'.
4. Enter the journal number of the transaction to be corrected, including the fiscal year prefix, and then make new, correct, entries in the following rows as shown in the illustration below.

DC: Transaction: New

No. 10 Trans. Date 06/06/2011

Text Purchase of Office Material

| | Account | Description | Debit | Credit | V-Cd |
|----|---------|----------------------------------|-------|--------|------|
| 1 | 61060 | Office Supplies | | 25.00 | 1 |
| 2 | 61060 | Office Supplies | | 6.00 | 1 |
| 3 | 61060 | Office Supplies | | 3.20 | 1 |
| 4 | 23300 | VAT Receivable | | 5.84 | |
| 5 | 11110 | Current Account | 40.04 | | |
| 6 | | Correction to Transaction 2011.8 | | | |
| 7 | 61060 | Office Supplies | 34.20 | | 1 |
| 8 | 23300 | VAT Receivable | 6.84 | | |
| 9 | 11110 | Current Account | | 41.04 | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |

Difference 0.00 Total 81.08 81.08

- Click [Save] when you have finished. The new Transaction will be saved, and the old Transaction will be marked as corrected, as shown in the following picture—

DC: Transaction: Inspect

No. 8 Trans. Date 06/06/2011

Text Purchase of Office Material

| | Account | Description | Debit | Credit | V-Cd |
|----|----------------------------------|-----------------|---------------------|--------|------|
| 1 | 61060 | Office Supplies | 25.00 | | 1 |
| 2 | 61060 | Office Supplies | 6.00 | | 1 |
| 3 | 61060 | Office Supplies | 3.20 | | 1 |
| 4 | 23300 | VAT Receivable | 5.84 | | |
| 5 | 11110 | Current Account | | 40.04 | |
| 6 | Corrected by Transaction 2011.10 | | Reg.Date 06/06/2011 | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |

Difference 0.00 Total 40.04 40.04

A second method that you can use to correct mistakes emulates that used in manual ledgers, where errors are often corrected or eliminated by striking a line (sometimes in red ink) across the entry. The accountant will sign the correction, and create a new, corrected entry with the next unused journal number.

- 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, containing your Signature and the original date of the Transaction.
- 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.

DC: Transaction: Update

No. 9 Trans. Date 06/06/2011

Text Purchase of Desk

| | Account | Description | Debit | Credit | V-Cd |
|----|--------------|----------------------------|--------|--------|------|
| 1 | 13700 | Furniture and Fixtures | 247.00 | | 1 |
| 2 | 61700 | Freight Paid | 20.00 | | 1 |
| 3 | 23300 | VAT Receivable | 10.68 | | |
| 4 | 11110 | Current Account | | 277.68 | |
| 5 | Signature SJ | Old Trans. Date 06/06/2011 | | | |
| 6 | 11140 | Petty Cash | | 277.68 | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |

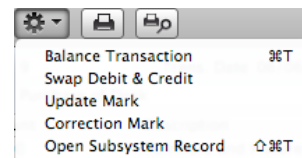
Difference 0.00 Total 277.68 277.68

- If the error is in the header area of the Transaction (i.e. the Transaction Date is wrong), you can again use the 'Update Mark' function to correct it. Select the function and change the date as appropriate. There is no need to use the 'Update Mark' function to change the Text in the header or the Description in any of the rows.

If you discover an error in a Transaction that falls within a closed month, you cannot correct it 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 you can correct such Transactions is by using the 'Correction Mark' function to create a new, correcting, Transaction whose Transaction Date must fall within an open month. To close a month, use the Locking setting in the System module: please refer to page 171 below for full details.

Operations Menu

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



Balance Transaction

If the insertion point is in one of the Transaction rows, selecting this command changes the Debit or Credit value in that row, so that the Transaction balances.

This is particularly practical when you have made an error in the amount in just one line.

An alternative to selecting this function is to place the insertion point 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 [Run]. The erroneous Transaction is now cancelled. Full details are contained in the 'Correcting Transactions' section above on page 119.

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 the 'Correcting Transactions' section above on page 119.

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 the 'Correcting Transactions' section above on page 119.

Open Subsystem Record

If the Transaction was created automatically when you approved and saved a Sub System record (i.e. an Invoice or Purchase Invoice, Receipt or Payment), you can use this function to open that Sub System record in a new window.

Account Reconciliation

You should use this register to perform bank reconciliations, checking bank statements against the bank account Transactions recorded in your Standard Accounts database. To carry out this task, follow these steps—

1. Click the [Account Reconciliation] button in the Master Control panel in the Nominal Ledger. The 'Account 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 journal postings (Transaction rows) to the Bank Account.
3. Enter the Account Number representing your bank account.
4. Click the Unreconciled check box. All unreconciled postings to the specified Account combination will be listed. The figure in the Confirmed Reconciled Balance field shows the balance previously reconciled and should equal the opening balance in the bank statement.

If the number of unreconciled postings is greater than 300, the Overflow box at the bottom of the window will be marked automatically. If this happens, enter a shorter Period to reduce the number of postings in the list.

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

The screenshot shows the 'DC: Account Reconciliation' window. At the top, there are fields for 'Period' (01/01/2011:31/12/2011), 'Account' (11110), 'Bank Bal', and 'Amount'. Below these are checkboxes for 'Reconciled', 'Unreconciled' (checked), and 'Show Reference'. To the right, there are fields for 'Bal. Date' (01/07/2011), 'Confirmed Reconciled Balance' (0.00), and 'Currently Reconciled' (3,871.52). The main area is a table with columns: Transaction No., Trans. Date, Description, Value, and Rec. The table lists 14 transactions, including receipts, payments, and bank transfers. At the bottom, there is an 'Overflow' checkbox, and fields for 'New Reconciled Balance' (3,871.52) and 'Difference' (3,871.52).

| Transaction No. | Trans. Date | Description | Value | Rec. |
|-----------------|-------------|------------------------------|-----------|------|
| 1 RECPT.1 | 28/01/2011 | Cheque, Cheque | 1,300.00 | R |
| 2 2011.1 | 31/01/2011 | Bank Charges | -12.50 | R |
| 3 2011.2 | 31/01/2011 | Jan Salary | -1,056.71 | R |
| 4 PAYMT.211001 | 31/01/2011 | Natwest, Cheque | -2,094.00 | R |
| 5 RECPT.2 | 28/02/2011 | Cheque, Cheque | 10,439.94 | R |
| 6 2011.3 | 28/02/2011 | Bank Charges | -12.50 | R |
| 7 2011.4 | 28/02/2011 | Feb Salary | -1,056.71 | R |
| 8 PAYMT.211002 | 28/02/2011 | Natwest, Cheque | -3,636.00 | R |
| 9 RECPT.3 | 31/03/2011 | Cheque, Cheque | 5,280.00 | - |
| 10 2011.5 | 31/03/2011 | Bank Charges | -12.50 | - |
| 11 2011.6 | 31/03/2011 | Mar Salary | -1,056.71 | - |
| 12 PAYMT.211003 | 31/03/2011 | Natwest, Cheque | -2,397.60 | - |
| 13 RECPT.4 | 30/04/2011 | Cheque, Cheque | 911.94 | - |
| 14 RECPT.5 | 03/06/2011 | Bank Transfer, Bank Transfer | 1,452.00 | - |

5. Compare the list of postings with the bank statement. Where a posting is correctly shown on the statement, enter an "R" to the Rec field. The posting value will be added to the Currently Reconciled total, which shows the total reconciled in this session, and to the New Reconciled Balance figure, which represents the closing balance for the Account.

If the list of unreconciled postings is long, use the 'Search' function on the Operations menu to help locate each posting. You can also use the 'Account Reconciliation Report' function on the same menu to print an

Account Reconciliation report, if you prefer to work from paper. This report is described below on page 203.

If you know that you can reconcile every posting in the list, select 'Mark all rows as Reconciled' from the Operations menu. An "R" will be placed in the Rec field in every row and the Currently Reconciled and New Reconciled Balance figures will be updated appropriately.

You can enter the closing balance in the bank statement in the Bank Bal field in the top left-hand corner of the window. The Difference field will show the difference between the Bank Bal and the New Reconciled Balance.

6. If a posting appears in the bank statement but not in the list of unreconciled postings, you should add the posting to the Transaction register. Examples of such postings might be payments into or out of your account by standing order, or bank charges.

You can do this without closing the 'Account Reconciliation' window by selecting 'Create N/L Transaction' from the Operations menu. Enter the Transaction following the usual procedure described in the section describing the Transaction register above on page 114. When you have saved it, return to the 'Account Reconciliation' window and select 'Refresh' from the Operations menu. Any postings to the specified Account in the new Transaction will be added to the list of unreconciled postings.

7. If the value of a posting shown in the 'Account Reconciliation' list differs from that shown in the bank statement, you should use the 'Create N/L Transaction' function to enter a correcting Transaction to the Transaction register. Alternatively, place the cursor in the Account Reconciliation row containing the erroneous posting, select 'Open N/L Transaction' from the Operations menu to open and update the Transaction. Please refer to the 'Correcting Transactions' section above on page 119 for full details about correcting and updating Transactions. When you have done this, return to the 'Account Reconciliation' window, select 'Refresh' from the Operations menu and mark both the original posting and the correction as reconciled.
8. When you have checked the postings in the list agree with the bank statement and marked them with "R" in the Rec field, the figure in the New Reconciled Balance field should be the same as the closing balance in the bank statement. If you entered the closing balance in the bank statement in the Bank Bal field, the Difference field should contain zero.

Note that you have not saved anything yet and closing the window now will cause you to lose the reconciliation information you have entered in this session. To save this information, select 'Confirm Reconciliation' from the Operations menu before closing the 'Account Reconciliation' window by clicking the close box.



Closing the 'Account Reconciliation' window without having selected 'Confirm Reconciliation' will lose all changes made.

In order to ease the task of bank reconciliation, it is recommended that, in the Purchase Ledger, you enter separate Payment records to represent each check issued and, in the Sales Ledger, you enter a single Receipt record recording

every check paid into the bank on a particular paying-in slip. This will ensure that single Transactions will match single lines on the bank statement.

As mentioned in step 4 above, when you open the 'Account Reconciliation' window, the figure in the Confirmed Reconciled Balance field will show the balance previously reconciled and should equal the opening balance in the bank statement. When you open the 'Account Reconciliation' window for the first time in a new database, the Confirmed Reconciled Balance will be 0.00, so it will not agree with the opening balance in the bank statement. To set the Confirmed Reconciled Balance in a new database, follow these steps—

1. Referring to the 'Opening Balances in the Nominal Ledger' section below on page 128, enter a Nominal Ledger Transaction containing opening balances for each Account.
2. In this Transaction, enter a double-sided posting to your Bank Account, to the value of the opening balance in the bank statement. For example, if the balance in your bank statement on the date of the opening balance Transaction is 700.00, enter two rows in that Transaction debiting 700.00 from the Bank Account and crediting 700.00 to the Bank Account.
3. Open the 'Account Reconciliation' window and mark the correct posting (debit or credit) as reconciled and leave the other posting unreconciled.

Opening Balances

Introduction

Unless you are starting a new business and intend to use Standard Accounts to administer your accounts from the first day, you will need to enter some opening balances. If you are starting to use Standard Accounts at the beginning of the fiscal year, these opening balances will take the form of the closing balances for each Account for the end of the previous year. If you are starting to use Standard Accounts in the middle of the fiscal year, there will be two components to opening balance figures: the closing balances for each Account for the end of the previous year and Account balances for the current year to date.

To carry out this task, you should equip yourself with as much information as you can in the form of transaction data and reports produced by the old system, in order to make this task as easy as possible.

We recommend that you change during a current fiscal year. You should enter Account balances for the previous year and then enter individually all current year transactions registered so far. This will a) make you familiar with Standard Accounts, and b) automatically give you a check of the old transactions.

Before you can enter any opening balances, you should have specified the current and, if appropriate, previous fiscal years using the Fiscal Years setting (described on page 170 below) and entered the Chart of Accounts (page 54) and VAT Codes (page 155) you wish to use. If you created your database using the 'Start with standard chart of accounts' option as described above on page 12, it will contain the sample Chart of Accounts supplied with Standard Accounts. If this is not suitable, you can import your own chart from a text file or enter it manually.

Once you have entered your Fiscal Year, Chart of Accounts and VAT Codes, it's a good idea to enter all the opening balances at once. Ideally, this process should be completed before you start to enter new Transactions, but it is possible to change the opening balances at any time during the fiscal year.

When entering opening balances, the level of detail is up to you. Factors influencing this decision may be the number of Transactions, the time available to enter these Transactions, whether you can import them (otherwise, you will have to enter them manually) and the level of detail required in your reports. It might be that you enter or import all Transactions individually (in the form of Invoices, Receipts, Purchase Invoices, Payments and Nominal Ledger Transactions) or it might be that you enter a single opening balance for each Account. Full details covering the necessary data entry processes follow in the next sections.

Once you have entered your opening balances in their chosen form, print the reports you usually use and compare them with the reports from your old system. These reports should include the Trial Balance, Profit & Loss and Balance Sheet, and lists of Debtors and Creditors using the Sales Ledger and Purchase Ledger reports respectively.

Opening Balances in the Nominal Ledger

In the Nominal Ledger, the task of entering opening balances can have two stages—

- i. You should enter balances for each Account as they stood at the end of the previous fiscal year. Use the Transaction register for this task. This information should be available in the Trial Balance report obtained from your old system.

You can enter a single opening balance figure for each Account, or you can divide the opening balance figure into individual postings. This decision may depend on the Account itself.

- ii. If appropriate, enter the Transactions for the current year to date, again using the Transaction register.

Once you have entered all balances and Transactions, print out a Trial Balance and compare it with that obtained from your old system. Any discrepancies should be investigated immediately: any delay will make this more difficult.

The following sections assume you have already defined a Chart of Accounts and a set of VAT Codes.

To enter Account balances as they stood at the end of the previous fiscal year to the Nominal Ledger using the Transaction register, follow these steps—

1. Select the Nominal Ledger module using the [Module] button in the Master Control panel or the **⌘-0** keyboard shortcut.
2. Click the [Transactions] button in the Master Control panel to open the Transaction register.
3. When the 'Transactions: Browse' window opens, click [New] on the Button Bar to open a new record.
4. Enter the information as shown in the illustration on the next page. Full details about the fields are to be found in the description of the Transaction register above on page 114. It is recommended that you choose a Transaction Date that is at the end of the previous fiscal year and that is, in any case, prior to the date when you will be starting work with Standard Accounts.

DC: Transaction: New

No. 3 Trans. Date 31/12/2010

Text Opening Balances

| | Account | Description | Debit | Credit | V-Cd |
|----|---------|------------------------------|----------|----------|------|
| 1 | 11110 | Current Account | 5,000.00 | | |
| 2 | 31000 | Owner's/Shareholder's Equity | | 4,000.00 | |
| 3 | 999999 | Temporary Balancing Account | | 1,000.00 | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |

Difference 0.00 Total 5,000.00 5,000.00

If you are entering a single opening balance figure for each Account, use each row in the grid to enter these balances, taking the figures from the Trial Balance report produced by your old system. If you are entering opening balances as individual postings, enter each posting on a separate row. You can enter single opening balance figures for some Accounts, and individual postings for others. For example, you can enter previously unreconciled postings to your Bank Account(s) individually, so that you can reconcile them with your bank statement later. Please refer to the description of the Account Reconciliation register above on page 124 for details about reconciling postings with your bank statement.

- The Transaction screen has 300 rows, allowing you to enter opening balances for up to 300 Accounts in a single record. If you need to enter a significant number of opening balances, you may want to do so using a number of Transaction records. This may be because 300 rows is not sufficient, or it may be because you may want to save your work periodically, by clicking the [Save] button in the top right-hand corner.

When you save a Transaction, Account Balances will be updated immediately. Therefore, you will not be able to change a saved Transaction, hence the need to create a new record after saving.

A Transaction record has to balance for you to save it, so each time you need to save, you can make a balancing posting to a temporary balancing Account as shown in the illustration above.

If you discover a mistake at a later date, you will be able to correct the record using one of the correction features described above on page 119.

- Finish with [Save] when you have entered the last balance, and close the window by clicking the close box. Immediately on saving, the Transaction will update the balances of each Account.

If you are starting to use Standard Accounts in the middle of a fiscal year, you should now enter the Transactions for the current year so far. You should enter

these from the original documentation, not copy them from Transaction Journal reports produced from your old system. This will ensure that you do not enter any Transactions that relate to your Sales or Purchase Ledgers. These will be entered later. Follow these steps—

7. Using the [Module] button in the Master Control panel, ensure you are still in the Nominal Ledger.
8. Click the [Transactions] button in the Master Control panel to open the Transaction register.
9. When the 'Transactions: Browse' window opens, click [New] in the Button Bar to open a new record.
10. Enter the information as shown in the following illustration. Full details about the fields are to be found in the description of the Transaction register above on page 114. Ensure you use the same Transaction Date that was used when entering the Transaction to your previous system.

DC: Transaction: New

No. 1 Trans. Date 01/01/2011

Text Purchase of Office Material

| Account | Description | Debit | Credit | V-Cd |
|---------|-----------------|-------|--------|------|
| 1 61060 | Office Supplies | 25.00 | | 1 |
| 2 61060 | Office Supplies | 6.00 | | 1 |
| 3 61060 | Office Supplies | 3.20 | | 1 |
| 4 23300 | VAT Receivable | 6.84 | | |
| 5 11110 | Current Account | | 40.44 | |
| 6 | | | | |
| 7 | | | | |
| 8 | | | | |
| 9 | | | | |
| 10 | | | | |
| 11 | | | | |
| 12 | | | | |
| 13 | | | | |
| 14 | | | | |
| 15 | | | | |
| 16 | | | | |
| 17 | | | | |
| 18 | | | | |
| 19 | | | | |
| 20 | | | | |
| 21 | | | | |
| 22 | | | | |
| 23 | | | | |

Difference 0.60 Total 41.04 40.44

11. The Transaction screen does not have an OK check box, so Account Balances are updated as soon as you save the Transaction. Therefore, before saving the Transaction, make sure that no mistakes have been made. One check is that the Debit and Credit totals are the same. Once you have saved the Transaction, you will not be able to change it.
12. Click the [Save] button (or use the Shift-Enter keyboard shortcut) to save the Transaction. Alternatively, if you click the [New] button (or use the ⌘-N keyboard shortcut), the Transaction will be saved and closed, and a new empty record will be opened, allowing you to enter another Transaction.

You can use another feature when you need to enter several Transactions quickly in one sitting and don't want to interrupt your typing by reaching for the mouse. Enter the debits in a Transaction first and then, with the cursor in the Credit field in the final credit row, press the Return or Enter key twice.

The first pressing causes the correct credit amount to be entered for you, balancing the entry. The second saves, closes and commits the Transaction to the Nominal Ledger and opens a new, empty, Transaction.

13. Finish with [Save] when you have entered the last Transaction, and close the window by clicking the close box.

Sales Ledger Opening Balances

It is worth repeating that there can be two components to Sales Ledger opening balance figures: the final Customer balances from the previous fiscal year and, if you will be starting to use Standard Accounts in the middle of a fiscal year, Customer balances for the current year to date.

When considering Customer balances from the previous year, you only need to take account of those that are open (i.e. unpaid). You can enter these in one of two ways—

- as a single outstanding balance for each Customer; or
- as separate outstanding Invoices per Customer.

In considering Customer balances for the current year to date, the following options are available—

- the minimum is to enter a balance for each Customer as a single figure (in fact, you will need to enter an Invoice total and a Receipt total, representing totals for the current fiscal year to date, enabling you to reconcile your bank account and to keep your Periodic Customer Statement report accurate);
- the opposite extreme is to enter all Invoices raised so far in the current fiscal year, and all Receipts;
- a compromise route to reduce the amount of work required is to enter monthly Invoice and Receipt balances for each Customer;
- a final option that you can use if you are changing to Standard Accounts from an older computerised system, is to import the current year's Invoices and Receipts from a text file. Please refer to your local Standard Accounts representative if you would like to consider this option.

In deciding which procedure to use, one factor to consider is credit control. If you need to produce statements that itemise and age previous Invoices, it will not be enough simply to enter a total balance for each Customer. Instead, you will need to enter individual Invoices and Receipts. If, however, you do not issue statements or it is acceptable for a single opening balance figure to appear on your statements, entering a single opening balance figure per Customer will be sufficient. If you do not issue Invoices or you do not give credit (i.e. if your business is wholly cash-based), you may not need to enter any Sales Ledger opening balances at all.

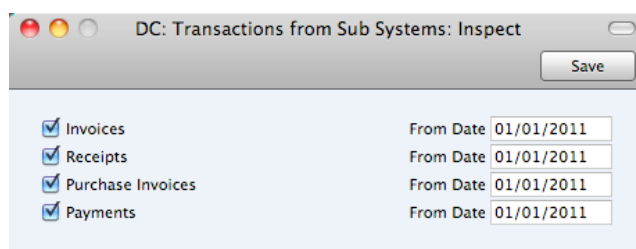
If you need to enter Sales Ledger opening balances, you should first ensure that you have entered your Customers in the Contact register (please refer to page 28 above for full details). If you are entering individual Invoices, you should also ensure that you have entered the Items that you sell in the Item register (page 43 above). Depending on your old system, you may be able to import this information from text files. Finally, if you are entering Receipts in any form (i.e. individual Receipts, or monthly or year-to-date Receipts) make sure you have entered all relevant Payment Modes (i.e. payment methods), so that you can

post the Receipt amounts to the correct Bank or Cash Account. Payment Modes are described below on page 133.

Nominal Ledger Settings

You should enter Sales Ledger opening balances in the form of Invoices and Receipts. Any Invoices and Receipts from the previous fiscal year that you enter should not be posted to the Nominal Ledger if you have already entered previous-year Nominal Ledger opening balances as described in the previous section. The Nominal Ledger opening balances include balances for the Accounts affected by Invoices (e.g. the Debtors Account) and so to post to those Accounts from opening balance Invoices is to post the same amounts twice. Therefore, before you can enter your Sales Ledger opening balances, you need to ensure that Invoices and Receipts from the previous fiscal year will not update the Nominal Ledger.

Using the [Module] button in the Master Control panel, ensure that you are in the Nominal Ledger. Click the [Settings] button, also in the Master Control panel, or use the **⌘-S** keyboard shortcut. In the subsequent list, double-click 'Sub Systems'. The following window appears—



Specify by clicking the check boxes the records ("Sub Systems") that will update the Nominal Ledger automatically. In the illustration, for example, approving (marking as OK and saving) an Invoice dated later than 1/1/2011 will cause a Nominal Ledger Transaction to be created, debiting a Debtor Account and crediting a Sales Account and, if appropriate, a VAT Account. If the Invoice is dated earlier than 1/1/2011, a Nominal Ledger Transaction will not be created and so the Nominal Ledger will not be updated.

It is recommended that for each Sub System you enter the first day of your fiscal year. When you enter previous-year opening balances, use a date prior to the Sub System date. This will ensure that Nominal Ledger Transactions will be created when expected and that they will not be created for opening balances. If it takes longer than expected to enter opening balances, you can continue doing so and start to create new records without needing to worry about the consequences in the Nominal Ledger. For example, you can enter previous-year Invoices and Receipts (dated prior to the dates in the Sub System setting) at the same time as issuing new Invoices. The Sub Systems setting will ensure the Nominal Ledger is only updated when it should be.

If you are starting to use Standard Accounts in the middle of a fiscal year, you should already have entered the Nominal Ledger Transactions for the current year so far, as described in the 'Opening Balances in the Nominal Ledger' section above on page 128. If, as was recommended, you entered these from the original documentation and did not copy them from Transaction Journal reports produced from your old system, you will not have any current year Transactions that relate to your Sales or Purchase Ledgers. These will now be created automatically from the Invoices and Receipts (and Purchase Invoices and Payments) that you are about to enter, providing that they are dated later than the Sub System date (the first day of your fiscal year). If you did enter current year Transactions relating to your Sales or Purchase Ledgers as part of the previous exercise, you will not want them created again when you enter

Invoices and Receipts. In this case, make the Sub System date later (a few days before the date when you will start originating transactions in Standard Accounts). This means you will be able to enter Invoices for the current year to date and to issue new Invoices simultaneously without needing to worry about the consequences in the Nominal Ledger.

If you are not certain whether you have entered current year Transactions relating to your Sales or Purchase Ledgers, produce a Trial Balance report for the current year and check the balances for your Sales, Purchase, Debtor and Creditor Accounts. If these are zero, you have not entered these Transactions. If they are the same as those on the Trial Balance produced from your old system, you have entered these Transactions already. Please refer to the 'Printing Reports' section below on page 138, for instructions about printing a Trial Balance report.

Once the Sub Systems setting is to your satisfaction, save and close the window by clicking [Save] in the Button Bar.



Note that if you have entered previous-year opening balances in the Nominal Ledger, you should not post any Sales or Purchase Ledger opening balances to your Nominal Ledger. To do so will duplicate the work you have already done and will immediately render your accounts inaccurate.

Sales Ledger Settings

Before entering the first opening balance, there is a single setting in the Sales Ledger that you need to check if you will be entering Receipts for the fiscal year to date.

Use the [Module] button in the Master Control panel to enter the Sales Ledger and click the [Settings] button, also in the Master Control panel. In the subsequent list window, double-click on 'Payment Modes'.

| | Code | Account | Bank Account No. | Bank Name | Comment |
|----|------|---------|------------------|-----------|---------------|
| 1 | BT | 11110 | | | Bank Transfer |
| 2 | CA | 11140 | | | Cash |
| 3 | CK | 11110 | 8344342999 | Natwest | Cheque |
| 4 | VI | 11110 | | | Visa |
| 5 | MC | 11110 | | | MasterCard |
| 6 | AX | 11110 | | | AMEX |
| 7 | DI | 11110 | | | Discover |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |

Payment Modes represent the different methods that your Customers will use to pay your Invoices and you will use to pay your Suppliers. Typical examples are

cash, cheque, direct debit and credit card. If necessary, each Payment Mode can debit a different Account, to represent payments into different bank accounts, into petty cash or by credit card.

If you created your database using the 'Start with standard chart of accounts' option as described above on page 12, you will have imported the sample Chart of Accounts supplied with Standard Accounts to your database. You will also have imported some basic Payment Modes. If you have modified the Chart of Accounts supplied, or you have created your own, ensure that the Account Numbers shown in the second column now refer to the correct Account (remember, you can use 'Paste Special' if necessary).

To create a new Payment Mode, simply click in the first blank row and enter a unique Code. Then enter the other details as appropriate, referring to page 158 below if necessary to complete the entry.


Click [Save] when you have finished.

Then, close the 'Settings' list using the close box.

Opening Balances

The process described below applies to the entering of opening balances both from the previous fiscal year and for the current year to date.

You are now ready to enter the first Invoice. Follow the steps described below. If you are entering a single opening balance figure per Customer, either for the previous fiscal year or for the current year to date, you will need to do this by entering it in an Invoice. If so, omit step 7 in the following procedure. Do this—

1. If you are not already in the Sales Ledger, move into it using the [Module] button in the Master Control panel.
2. Click the [Invoices] button in the Master Control panel or use the -1 keyboard shortcut to open the Invoice register.
3. When the 'Invoices: Browse' window opens, click [New] in the Button Bar to open a new record.

DC: Invoice: New

No. 2011001 Name Customer

Invoice Date 01/01/2011 Our Ref. Steve Johnson

Payment Terms Attn.

Due Date Service Del. Date

Transaction Date 01/01/2011

| Item | Qty | Description | Unit Price | % | Sum | V-Cd |
|------|-----|-------------|------------|---|-----|------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |

VAT Subtotal TOTAL

4. When the 'Invoice: New' window opens, the Invoice and Transaction Date fields will both contain the current date taken from the system clock.

If you are entering a single opening balance figure for each Customer, you might like to use a separate numbering sequence for opening balances (use the Number Series - Invoices setting in the Sales Ledger to set up numbering sequences). If you are entering individual Invoices, you will need to use the Invoice Number and Date of the original Invoice.

5. Place the insertion point in the Customer field and activate the 'Paste Special' feature using the ⌘ -Enter keyboard shortcut. The 'Paste Customer' window appears, showing a list of the Customers recorded in the Contact register. Select a Customer by clicking on its row and pressing the Return key twice. The first pressing causes the Customer Number to be transferred to the field in the Invoice, and the second will move all information about the Customer (Name, Address etc.) to the Invoice.
6. Use the Tab or Return key to move the insertion point to the Date field. In the case of Customer balances from the end of the previous fiscal year, ensure that this is set to a date that is earlier than the cut-off date you specified in the Sub Systems setting.
7. If you are entering individual Invoices, move the insertion point to the Item field and press ⌘ -Enter again. Select the correct Item from the list and press Return twice. The insertion point is moved to the Qty field. Enter the number of items sold, and press Tab or Return. Check that the Unit Price is correct and repeat for each item on the Invoice.
8. If you are entering single opening balances, do not enter an Item Number as described in step 7 and instead move the insertion point to the Qty field and enter a quantity of 1. Press Tab or Return and enter the text "Opening Balance" in the Description field. Enter an amount (excluding VAT) in the Unit Price field.

9. Until you are familiar with the Invoice screen, it is a good idea to check that every field is correct. Clicking the named tabs marked 'Terms', 'Items' and 'Address' causes different information about the Invoice to be shown. Pay particular attention to the VAT Code field: its default is taken from the Item record or, if not specified there, from the Account Usage S/L setting. It will be the latter in the case of single opening balances, as then you are not referring to the Item register.
10. At the bottom of the Invoice the total is shown, together with the VAT amount and the total payable amount.
11. Click [Save] to save the Invoice.


The window title changes to 'Invoice: Inspect'. You can now correct any mistakes before you click the OK check box in the bottom left-hand corner. With the OK box checked, clicking the [Save] button once again approves the Invoice and commits it to your Sales Ledger. After this you may not change the individual fields. You must approve Invoices before you can allocate Receipts to them and for them to appear in the Sales Ledger report and the Periodic Customer Statement.

12. Finish with [New] if you wish to enter another Invoice. Or, if you are entering all Invoices for the current fiscal year, click [Duplicate]. This will create a new Invoice which will be a copy of the one just saved. This will save you having to enter Customer details, etc, again if they are the same.
13. Finish with [Save] when you have entered the last Invoice, and close the window by clicking the close box.

Entering Receipts

As with entering Invoices, you can get a lot of help with entering your Receipts using the shortcuts built in to Standard Accounts. Perhaps the most useful tool is the 'Paste Special' command. You can use 'Paste Special' whenever you enter data in a field that refers to another register or setting.

There is no need to enter any Receipts from the previous fiscal year, because you should only have entered outstanding Invoices from that year. You should only follow the steps described below for Receipts from the current year to date (i.e. only if you are starting to use Standard Accounts in the middle of a fiscal year).

1. Open the 'Receipts: Browse' window by ensuring you are in the Sales Ledger and clicking the [Receipts] button in the Master Control panel.
2. When the 'Receipts: Browse' window opens, click [New] or use the -N keyboard shortcut to open a new record.
3. The 'Receipt: New' window is shown. You can use a single window to enter all your Receipts from the earlier part of the year, providing that they use the same Payment Mode (i.e. post to the same Bank or Cash Account).

DC: Receipt: New

No. 1 Trans. Date 04/01/2011 ☐ OK

Payment Mode BT Comment Bank Transfer

| | Invoice No. | Customer | Pay. Date | Text | Open Inv. Value | Received Value |
|----|-------------|----------|-----------|------|-----------------|----------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |
| 12 | | | | | | |
| 13 | | | | | | |
| 14 | | | | | | |
| 15 | | | | | | |
| 16 | | | | | | |
| 17 | | | | | | |
| 18 | | | | | | |
| 19 | | | | | | |
| 20 | | | | | | |
| 21 | | | | | | |
| 22 | | | | | | |

Deposited

4. Enter the data in the top of the window. Select a Payment Mode using 'Paste Special' to open a list of the Payment Modes you created earlier. Make sure the Transaction Date is correct.
5. For each Receipt, enter the Invoice Number in the first column (or use 'Paste Special' to choose from a list of unpaid Invoices) and press the Return key.
6. If you have an Invoice that is part-paid, alter the Received Value field to show the amount paid.
7. When you have entered every Receipt, you should check what you have entered. If you find any errors you can change them as needed. When you are satisfied, click the OK check box in the lower left-hand corner.
8. When you click [New] or [Save], the Receipt is approved and after this may not be deleted or changed.

Purchase Ledger Opening Balances

When entering Purchase Ledger opening balances, you should follow the same basic decisions and procedures described in the Sales Ledger section above on page 131, using the Purchase Invoice and Payment registers. Before entering opening balances, use the Sub Systems setting in the Nominal Ledger to make sure that your previous year Purchase Ledger opening balances will not be posted to the Nominal Ledger, as described in the Sales Ledger section above.

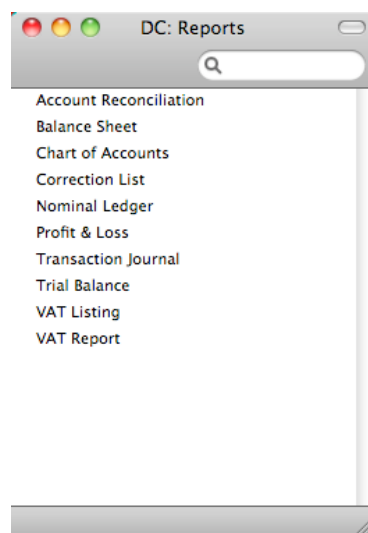
Printing Reports

You can produce many different reports from Standard Accounts. Detailed descriptions of each report can be found below, beginning on page 199. You should, however, always print a Transaction Journal for the Transactions entered during one work session. The same goes for the Invoice Journal in the Sales Ledger.

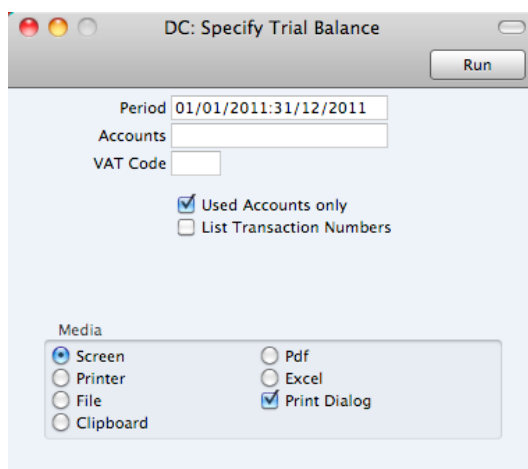
Having completed the process of entering your opening balances, you should now print a Trial Balance and compare it with a Trial Balance produced from your old system.

To print a Trial Balance, follow these steps—

1. Ensure you are in the Nominal Ledger module using the [Module] button in the Master Control panel and click the [Reports] button in the Master Control panel. You can also use the **⌘-R** keyboard shortcut.
2. The 'Reports' list opens, showing the reports that you can produce from the Nominal Ledger—



3. Choose 'Trial Balance' by double-clicking. You can also type the first few characters of the name of the report ("trial" for example) and then press the Enter or Return key. The 'Specify Trial Balance' window appears.



4. To report on your opening balances, you should enter in the Period field a period from the beginning of the current fiscal year to the current date. Separate the start and end dates of this period using a colon (:), as shown in the illustration. You can leave all the other fields blank, ensuring that all Accounts etc will be included in the report.
5. Use the Media options at the bottom of the window to choose a print destination (for example, 'Printer' or 'Screen'), and click the [Run] button to produce the report.
6. If you printed to screen and now wish to print on a printer, simply click the Printer icon in the Button Bar of the report window.

The End of a Financial Year

At the end of the financial year, the books are closed and a new year is started. The final accounts are produced, the auditors will produce their report, and management will produce their report to the owners' annual meeting. After approval, in the case of limited companies, the annual report is filed with the relevant authority.

To end a financial year and start a new one in Standard Accounts, follow these steps. Companies will have their own methods for recording profit/loss at the end of a financial year. A typical method is described in steps 4-9 below: this method may not be suitable for every company in every country. Please refer to your financial adviser for more advice on this subject.

1. If you are registered for VAT, the first step should be to print a VAT Report for the final quarter of the year (and separately for earlier quarters if this has not already been done).

| VAT Report | | Standard Accounts by HansaWorld, Print date: 31/12/2010 17:14 |
|--------------------------|--|---|
| Standard Demo Ltd | | Period 1/10/2010 : 31/12/2010 |
| Last Reg Date 31/12/2010 | | Exact Notation ? |
| | | Submit VAT declaration electronically. |
| OUT | VAT due in this period on sales and other outputs | 3,137.88 |
| ACQ | VAT due in this period on acqus from other EC Member States | 0.00 |
| NET | Total VAT Due (the sum of boxes 1 and 2) | 3,137.88 |
| INP | VAT reclaimed on purchases and other inputs (inc EC acqus) | 1,760.31 |
| PAY | Net VAT to be paid to C&E or recl'd by you (Diff box 3 & 4) | 1,377.57 |
| . | Sales (only include Total val sales in box 6 of return) | |
| SAL0 | Net Sales (Zero Rate) (DO NOT ENTER ON RETURN) | 0.00 |
| SAL1 | Net Sales (Std Rate) (DO NOT ENTER ON RETURN) | 17,928.94 |
| SAL2 | Net Sales (Export) (DO NOT ENTER ON RETURN) | 0.00 |
| SAL3 | Net Sales (EU - Zero) (DO NOT ENTER ON RETURN) | 0.00 |
| . | | |
| SALT | Total val of sales and all other outputs ex VAT (Inc box 8) | 17,928.94 |
| . | Purchases (only include TOTAL val of purchases in box 7) | |
| PUR0 | Net Purch (Zero Rate) (DO NOT ENTER ON RETURN) | 0.00 |
| PUR1 | Net Purch (Std Rate) (DO NOT ENTER ON RETURN) | 10,053.96 |
| PUR2 | Net Purch (Import) (DO NOT ENTER ON RETURN) | 0.00 |
| PUR3 | Net Purch (EU - Zero) (DO NOT ENTER ON RETURN) | 0.00 |
| . | | |
| PURT | Total val of purchases and other inputs ex VAT (inc box 9) | 10,053.96 |
| . | EU STATISTICS (Enter next two lines in boxes 8 & 9 respect.) | |
| SALEU | Total value of supplies of goods and servs ex VAT to ec Mems | 0.00 |
| PUREU | Total value of acqus ex VAT from EC members | 0.00 |

2. For each quarter, you should then enter a Transaction in the Transaction register transferring the VAT amount payable/receivable into the VAT Payments Account (if you are using the sample Chart of Accounts supplied with Standard Accounts, you can use Account 25020). This Transaction would debit the VAT Outputs Payable Account (23000) and credit the VAT Inputs Receivable Account (23300), with a balancing posting to the VAT Payments Account. You must enter this Transaction in the quarter to which it belongs, preferably as the last Transaction of the period.

DC: Transaction: Inspect

No. 33 Trans. Date 31/12/2010

Text VAT 4th Quarter 2010

| | Account | Description | Debit | Credit | V-Cd |
|----|---------|----------------|---------|---------|------|
| 1 | 23000 | VAT Payable | 3137.88 | | |
| 2 | 23300 | VAT Receivable | | 1760.31 | |
| 3 | 25020 | Tax Payable 1 | | 1377.57 | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |

Difference 0.00 Total 3137.88 3137.88

You can transfer the amount payable/receivable from/to your bank account using a further Transaction when payment is made/received.

- Print out the following Nominal Ledger reports, using the whole year as the report period in each case. These will provide both a hard copy record of the year's business and the basis for the end-of-year work that will now be carried out by your auditors.

Nominal Ledger The Nominal Ledger report is an important part of the final accounts of a business. It is a list of every Transaction, classified by Account and listed in the order in which they were entered.

Transaction Journal

The Transaction Journal is a list of every Transaction, in transaction number order.

Profit & Loss The Profit and Loss report summarises the income and expenditure (and therefore the operating profit or loss) of the business during the fiscal year. The result shown on the Profit & Loss report should agree with ('balance') the result on the Balance Sheet.

Balance Sheet The Balance Sheet shows the financial status - at a particular point in time - of the company showing Assets, Liabilities and Equity capital.

Chart of Accounts

Printing the Chart of Accounts allows an outsider to understand how you have arrived at the final accounts.

4. Ensure your Chart of Accounts (i.e. Account register) includes Accounts defined as shown in the illustration—

The illustration shows three overlapping windows of the 'DC: Account: Inspect' dialog, demonstrating the configuration for different types of accounts:

- Top-left window:** Account 39000, Name 'Current Year Earnings', VAT Code empty. Account Type is 'Equity' (selected).
- Top-right window:** Account 38000, Name 'Retained Earnings', VAT Code empty. Account Type is 'Equity' (selected). Normal Amount has both 'Debit' and 'Credit' checked. 'Closed' is unchecked.
- Bottom window:** Account 39999, Name 'Historical Balancing', VAT Code empty. Account Type is 'Equity' (selected). Normal Amount has both 'Debit' and 'Credit' checked. 'Closed' is unchecked.

5. The Accounts defined in step 4 above should not appear in the Definitions for your Profit & Loss report, but should be part of the profit calculation in the Balance Sheet. In the sample Chart of Accounts supplied with Standard Accounts, these are lines 4000, 4010 and 4020 of the Balance Sheet Definition. To check this, ensure you are in the Nominal Ledger and click the [Settings] button in the Master Control panel or use the \mathbb{X} -S keyboard shortcut. Then, 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 window shown overleaf opens.

DC: Balance Sheet Report Definition: Inspect

New Duplicate Cancel Save ▶

Name BalRn
Type Balance Sheet

New Line

| Id | Comment | Accounts |
|------|---------------------------|-------------------|
| 1000 | ASSETS | |
| 1001 | | |
| 1010 | Current Assets | |
| 1020 | Cash On Hand | 11110:11180 |
| 1030 | Deposits Paid | 11300 |
| 1040 | Stock | 11800 |
| 1050 | Total Current Assets | 1020+1030+1040 |
| 1051 | | |
| 1060 | Debtors | 12100 |
| 1061 | | |
| 1070 | Fixed Assets | 12210:12820 |
| 1075 | | |
| 1080 | TOTAL ASSETS | 1050+1060+1070 |
| 1085 | | |
| 2000 | LIABILITIES | |
| 2001 | | |
| 2010 | CURRENT LIABILITIES | |
| 2030 | Creditors | 21000 |
| 2040 | Tax Payable | 23000+23300+25020 |
| 2050 | Payroll Withholding | 21410 |
| 2060 | Client Deposits | 21600 |
| 2070 | Other Current Liabilities | 21900 |

Double-click in turn on lines 4000, 4010 and 4020 (or the equivalents if you are not using the sample Chart of Accounts and/or Balance Sheet report definition supplied with Standard Accounts) and ensure they are defined as shown—

DC: Line Definition: Inspect

New Duplicate Cancel Save

No. 4000 Name BalRn

Text TOTAL LIABILITY & EQUITY

Accounts 2160+3010

Type: ☐ Accounts ☒ Sum ☐ Text ☐ Page break

Account Type: ☒ Asset ☐ Liability ☐ Equity

Side: ☒ Normal ☐ Debit ☐ Credit

Active/Passive: ☒ Normal ☐ Only Debit ☐ Only Credit

DC: Line Definition: Inspect

New Duplicate Cancel Save

No. 4010 Name BalRn

Text

Accounts 41000:99999+39999

Type: ☐ Accounts ☒ Sum ☐ Text ☐ Page break

Account Type: ☒ Asset ☐ Liability ☐ Equity ☐ Income ☐ Expense

Side: ☒ Normal ☐ Debit ☐ Credit

Active/Passive: ☒ Normal ☐ Only Debit ☐ Only Credit

DC: Line Definition: Inspect

New Duplicate Cancel Save

No. 4020 Name BalRn

Text Profit/Loss this YTD

Accounts 4010

Type: ☐ Accounts ☒ Sum ☐ Text ☐ Page break

Account Type: ☒ Asset ☐ Liability ☐ Equity ☐ Income ☐ Expense

Side: ☒ Normal ☐ Debit ☐ Credit

Active/Passive: ☒ Normal ☐ Only Debit ☐ Only Credit

Line 4000 in the sample Balance Sheet Definition is the equity calculation. It causes a total figure for equity to be printed in the report.

Line 4010 in the sample Balance Sheet Definition is the profit calculation. This line does not have any Text and therefore it will not be printed in the report.

In line 4020 the Type is "Sum" and so it will print the result of the calculation in line 4010.

6. Once your auditors have concluded their work and any consequent Transactions have been entered, refer to step 3 above and print out the reports again, as final records of the year just ended. These will be the basis for the end-of-year accounts presented to the owners or directors. The Net Profit in the Profit & Loss Report should be the same as the Profit/Loss this YTD shown in the Balance Sheet (in the Balance Sheet, a profit will be shown as a negative figure). Make a note of this figure.

| Profit & Loss | | Standard Accounts by HansaWorld, Print date: 31/12/2010 15:09 | |
|---------------------------|---------------------|---|------------|
| Standard Demo Ltd | | Period 1/10/2010 : 31/12/2010 | |
| Last Reg Date 31/12/2010 | | Acc Period 1/1/2010 : 31/12/2010 | |
| | | Exact Notation in % | |
| | | Only used accounts | |
| 45000 | Freight Collected | 220.00 | 400.00 |
| | Total Income | 26,106.24 | 41,328.18 |
| Cost Of Sales | | | |
| 51000 | Purchases - Group 1 | 10,249.38 | 10,249.38 |
| 54000 | Other Costs | 187.23 | 187.23 |
| 54100 | Discounts Given | 24.23 | 37.73 |
| | Total Cost Of Sales | 10,460.84 | 10,474.34 |
| | Gross Profit | 15,645.40 | 30,853.84 |
| Expenses | | | |
| 61050 | Postage | 89.00 | 89.00 |
| 61060 | Office Supplies | 68.00 | 68.00 |
| 61079 | Telephone | 456.00 | 456.00 |
| 61081 | Mobile Phone | 954.00 | 954.00 |
| 61160 | Round Off | -2.19 | -2.19 |
| 61700 | Freight Paid | 154.00 | 154.00 |
| 65110 | Wages | 3,516.00 | 3,516.00 |
| 66010 | Rent | 3,000.00 | 3,000.00 |
| | Total Expenses | 8,239.19 | 8,239.19 |
| | Net Profit/(Loss) | 7,406.21 | 22,614.65 |
| TOTAL ASSETS | | | |
| LIABILITIES | | | |
| Creditors | | | |
| 21000 | Creditors | | |
| | Total Creditors | | |
| Tax Payable | | | |
| 25020 | Tax Payable 1 | | |
| | Total Tax Payable | | |
| TOTAL CURRENT LIABILITIES | | | |
| TOTAL LIABILITIES | | | |
| TOTAL LIABILITY & EQUITY | | -2,663.85 | -19,222.96 |
| Profit/Loss this YTD | | -15,208.44 | -7,406.21 |

7. You should now post the profit or loss for the year just ended to the Result of Current Fiscal Year Account (Account 39000 in the sample Chart of Accounts and in step 4 above). Do this by entering a new record to the Transaction register dated the last day of the year just ended. If your company made a profit, this Transaction should debit the Special Account for Y/E profit Postings (Account 39999 in step 4 above) and credit the Result of Current Fiscal Year Account with the value noted in step 6. If your company made a loss, the debits and credits should be reversed.

DC: Transaction: Inspect

No. 34 Trans. Date 31/12/2010

Text Posting of Profit for 2010

| | Account | Description | Debit | Credit | V-Cd |
|----|---------|-----------------------|----------|----------|------|
| 1 | 39999 | Historical Balancing | 22614.65 | | |
| 2 | 39000 | Current Year Earnings | | 22614.65 | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |

Difference 0.00 Total 22614.65 22614.65

8. Save the Transaction and print the Balance Sheet and Trial Balance to screen. You should now find that the YTD Profit figure on the Balance Sheet is zero, and the Balance Sheet should balance. Finally, check that your Trial Balance report for the last year still balances.
9. You should now bring the profit/loss figure forward to the next year. Do this by entering a new record to the Transaction register dated the first day of the new year. You will need to update the Fiscal Years and, if you are using it, the Number Series - Transactions settings as described in steps 10 and 12 below before you can do this. If your company made a profit, this Transaction should debit the Result of Current Fiscal Year Account and credit the Retained Earnings Account (Account 38000 in step 4 above) with the value noted in step 6. If your company made a loss, the debits and credits should be reversed.

DC: Transaction: Inspect

No. 1 Trans. Date 1/1/2011

Text 2010 profit brought forward

| | Account | Description | Debit | Credit | V-Cd |
|----|---------|-----------------------|----------|----------|------|
| 1 | 39000 | Current Year Earnings | 22614.65 | | |
| 2 | 38000 | Retained Earnings | | 22614.65 | |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |
| 16 | | | | | |
| 17 | | | | | |
| 18 | | | | | |
| 19 | | | | | |
| 20 | | | | | |
| 21 | | | | | |
| 22 | | | | | |
| 23 | | | | | |

Difference 0.00 Total 22614.65 22614.65

The result of the two Transactions in steps 7 and 9 is that the forward balance for Account 39000 will be the result of the previous year in the Balance Sheet for the next year. The final balance for Account 38000 will be the accumulated results of all previous years in the Balance Sheet for the next year.

You should now ensure you are ready for the new year. Follow these steps—

- Using the Fiscal Years setting in the System module, register the new financial year on the first blank line. Do not insert the new year at the top of the list because Fiscal Years must be listed in chronological order. Do not remove past Fiscal Years. It is recommended that you only add Fiscal Years one at a time as you need them. This will help prevent accidentally saving transactions in future years. Click [Save] to save.

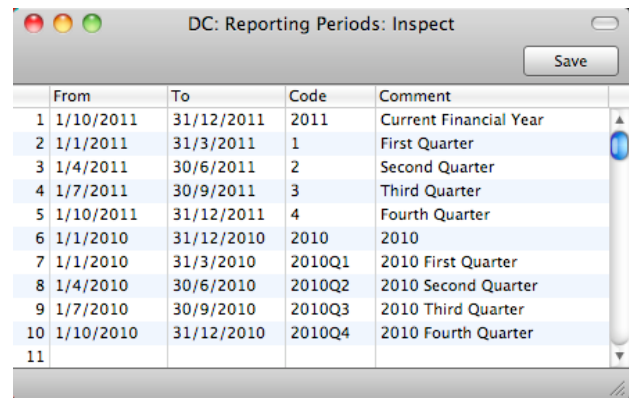
DC: Fiscal Years: Inspect

Save

| | Code | Start | End |
|----|------|----------|------------|
| 1 | 2005 | 1/1/2005 | 31/12/2005 |
| 2 | 2006 | 1/1/2006 | 31/12/2006 |
| 3 | 2007 | 1/1/2007 | 31/12/2007 |
| 4 | 2008 | 1/1/2008 | 31/12/2008 |
| 5 | 2009 | 1/1/2009 | 31/12/2009 |
| 6 | 2010 | 1/1/2010 | 31/12/2010 |
| 7 | 2011 | 1/1/2011 | 31/12/2011 |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |

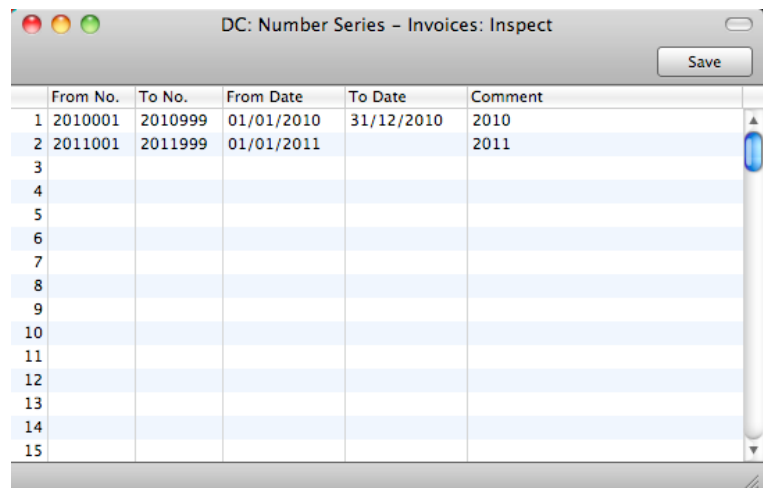
- You should now define the periods that you will commonly use when producing reports. This is done using the Reporting Periods setting, again in the System module. In this case, you should insert the new periods at the top of the list because the first period in the list is offered as a default

whenever you produce a report. To insert a new period at the top of the list, click on row number 1 and press the Enter or Return key. Enter the Reporting Periods that you need and click [Save] to save.



| | From | To | Code | Comment |
|----|-----------|------------|--------|------------------------|
| 1 | 1/10/2011 | 31/12/2011 | 2011 | Current Financial Year |
| 2 | 1/1/2011 | 31/3/2011 | 1 | First Quarter |
| 3 | 1/4/2011 | 30/6/2011 | 2 | Second Quarter |
| 4 | 1/7/2011 | 30/9/2011 | 3 | Third Quarter |
| 5 | 1/10/2011 | 31/12/2011 | 4 | Fourth Quarter |
| 6 | 1/1/2010 | 31/12/2010 | 2010 | 2010 |
| 7 | 1/1/2010 | 31/3/2010 | 2010Q1 | 2010 First Quarter |
| 8 | 1/4/2010 | 30/6/2010 | 2010Q2 | 2010 Second Quarter |
| 9 | 1/7/2010 | 30/9/2010 | 2010Q3 | 2010 Third Quarter |
| 10 | 1/10/2010 | 31/12/2010 | 2010Q4 | 2010 Fourth Quarter |
| 11 | | | | |

12. If you are using Number Series that are date dependent, you should update them to take account of the new year. There are many Number Series settings in various modules in Standard Accounts: be sure to change every one that you have used.



| | From No. | To No. | From Date | To Date | Comment |
|----|----------|---------|------------|------------|---------|
| 1 | 2010001 | 2010999 | 01/01/2010 | 31/12/2010 | 2010 |
| 2 | 2011001 | 2011999 | 01/01/2011 | | 2011 |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |

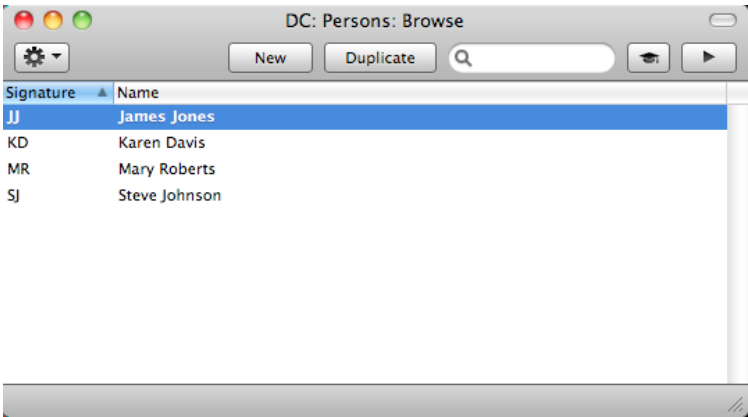
13. Finally, you can use the Locking setting in the System module to “lock” the previous year, preventing the accidental posting of transactions to that year.

Persons

The Person register holds information about Persons, i.e. users, employees, sales persons etc. You can use it as part of your Standard Accounts security system: each Person can be given their own password. Once you have entered at least one record to the register, the password dialogue box will appear each time you start Standard Accounts, requiring you to enter your Signature (i.e. log-in ID) and password.

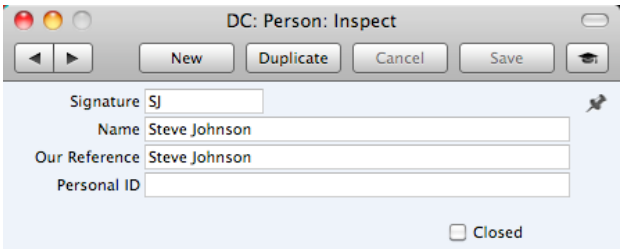
Entering a Person Record

To open the Person register, ensure you are in the System module, then click the [Persons] button in the Master Control panel. The 'Persons: Browse' window is opened, showing Persons that have already been entered.



To create a new Person record, click the [New] button in the Button Bar or use the ⌘-N keyboard shortcut. Alternatively, highlight a Person similar to the one you want to enter and click [Duplicate] on the Button Bar.

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



- Signature

The Signature is the Person's log-in ID.
- Name

The name of the Person.
- Our Reference

Use the Our Ref field to assign a short (up to 20 characters) reference text for the employee. This text will appear in the Our Ref field in all Invoices entered by the Person.
- Personal ID

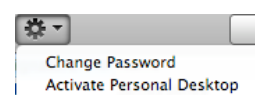
In countries where personal identity cards are carried, enter the Person's ID number from their card here.

Closed

Check this box if the Person is no longer to be used. A closed Person cannot log in to your Standard Accounts database, but can be re-opened at any time.

When the Person record is complete, save it using the [Save] button and close the window by clicking the close box. Remember to give the Person a password and, if the Person will need to use it, to activate the Personal Desktop for them, using the functions on the Operations menu described immediately below.

Operations Menu



The Operations menu for Persons is shown above. It is available for the 'Persons: Browse' window: highlight a Person in the list before selecting the function.

Change Password

Once you have recorded a user or employee in the Person register, they will be able to log in to and use your Standard Accounts database. For security reasons, therefore, it is recommended that all Persons have their own passwords and that these are changed from time to time.

You can assign Passwords to Persons as you add them to the Person register. If you do not do this, each Person will be asked to set a password the first time they log in. To set a password for a Person as you add them to the Person register (or to change a password at any other time, for example if a Person leaves the company), highlight their name in the 'Persons: Browse' window and select 'Change Password' from the Operations menu. The following window will be opened—

 A screenshot of a dialog box titled 'DC: Change Password'. It has a standard macOS-style title bar with red, yellow, and green window control buttons. At the top right are 'Cancel' and 'Save' buttons. The main area has three text input fields: 'Person' (containing 'SJ'), 'New Password', and 'Retype New Password'.

Type in the new password twice to ensure that it is correct. Click [Save] to close the window and save, or click [Cancel] if you do not want to save changes. The password is case-sensitive.

Activate Personal Desktop

To activate the Personal Desktop for a Person, first click on the Person in the 'Persons: Browse' window and then select 'Activate Personal Desktop' from the Operations menu.

Please refer to page 25 for more details about the Personal Desktop.

Settings

Introduction

Settings allow you to tailor the operation of Standard Accounts to your requirements, and to supply information to be used throughout the program. Many settings take the form of preferences: examples include Account Usage S/L and Account Usage P/L, which you can use to inform Standard Accounts which Account is to be used in a particular situation (e.g. which Accounts are to be used as your Debtor and Creditor Accounts). Other settings require a number of records to be entered: this information tends to be used in 'look-up' tables (i.e. 'Paste Special' windows) from the main registers.

To edit or add to a setting, click the [Settings] button in the Master Control panel. You can also use the **⌘-S** keyboard shortcut. The 'Settings' list window opens: its contents will vary according to the module selected.

Choose an entry in the list by double-clicking it, or by selecting it and pressing the Enter key. Each setting is described in detail below.

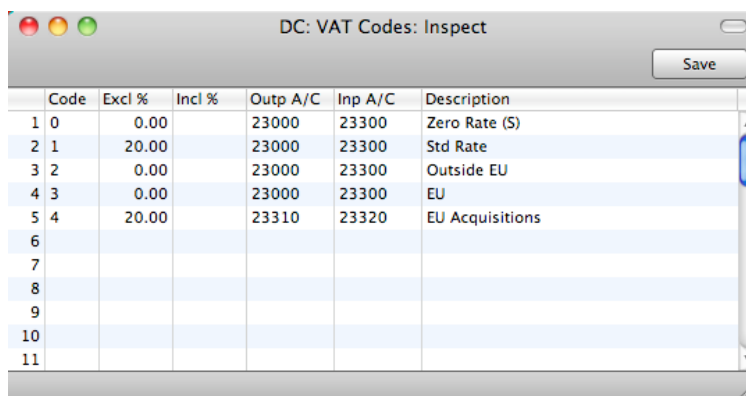
Types of Setting

The settings in Standard Accounts can be divided into three groups—

1. Settings of the first type take the form of a single screen where you can set preferences to determine exactly how Standard Accounts is to operate in a certain situation. Examples of such settings include Account Usage S/L and P/L, Company Info and Locking.

When you open one of these settings from the 'Settings' list, you can change any of the fields as required. To save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

2. Settings of the second type contain a number of records that are displayed in a grid. Each row in the grid represents a separate record. Examples of this type of setting include Payment Modes and VAT Codes.



The screenshot shows a window titled "DC: VAT Codes: Inspect" with a "Save" button in the top right corner. The window contains a table with the following columns: Code, Excl %, Incl %, Outp A/C, Inp A/C, and Description. The table has 11 rows, with rows 1 through 5 containing data and rows 6 through 11 being empty.

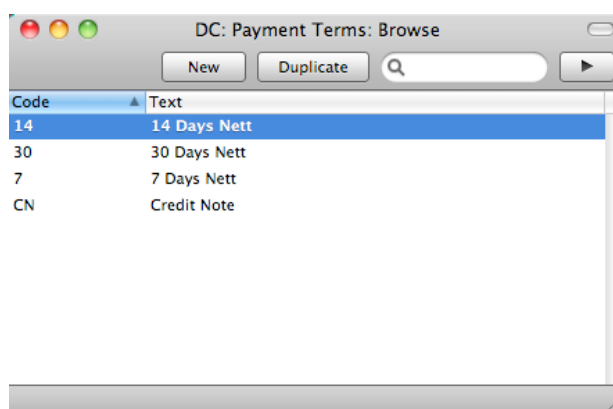
| | Code | Excl % | Incl % | Outp A/C | Inp A/C | Description |
|----|------|--------|--------|----------|---------|-----------------|
| 1 | 0 | 0.00 | | 23000 | 23300 | Zero Rate (S) |
| 2 | 1 | 20.00 | | 23000 | 23300 | Std Rate |
| 3 | 2 | 0.00 | | 23000 | 23300 | Outside EU |
| 4 | 3 | 0.00 | | 23000 | 23300 | EU |
| 5 | 4 | 20.00 | | 23310 | 23320 | EU Acquisitions |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |

When you open one of these settings from the 'Settings' list, you can change any of the fields in the existing records as required. To add new records to the list, click in any field in the first blank row and enter appropriate text. To remove a record, click on the row number on the left of the row containing the record and press the Backspace key. To insert a row, click on the row number where the insertion is to be made and press Return. To save changes to all records in the grid and close the window, click the [Save] button. To close the window without saving changes, click the close box.

When working in one of the main registers, you may need to refer to a particular record in a setting of this type: the 'Paste Special' look-up function is provided to make this task as easy as possible. For example, when entering a Payment or Receipt, you can use 'Paste Special' to choose the relevant Payment Mode. To help you choose the correct record using 'Paste Special', it is recommended that you keep the rows in the alphabetical order of the Codes. An exception is the Fiscal Years setting which should never be re-arranged (rows should not be inserted or removed, you can only add new ones).

- Settings of the final type also contain a number of records, but behave in a similar manner to the main registers. Therefore, their contents are displayed in browse windows, from where you can double-click records for editing. Use the [New] or [Duplicate] buttons to create new records. Again, when working in one of the main registers, you may need to refer to a particular record in a setting of this type using the 'Paste Special' look-up function. Examples of this type of setting are Customer Categories and Payment Terms.

When you open one of these settings from the 'Settings' list, the browse window is displayed, listing the records already entered.



The screenshot shows a window titled "DC: Payment Terms: Browse" with buttons for "New", "Duplicate", a search icon, and a play icon. The window contains a list of payment terms with two columns: Code and Text. The list is as follows:

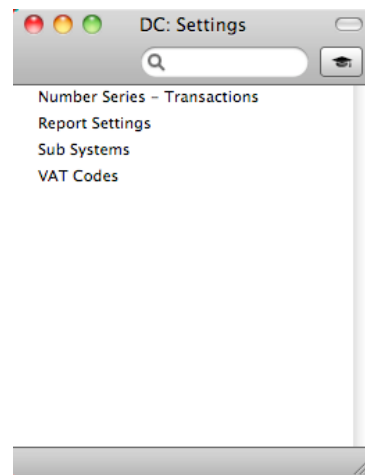
| Code | Text |
|------|--------------|
| 14 | 14 Days Nett |
| 30 | 30 Days Nett |
| 7 | 7 Days Nett |
| CN | Credit Note |

You can sort and search in these browse windows in the normal way. Double-click an item in the list to edit it, or add a new record by clicking the [New] button in the Button Bar. Alternatively, highlight a record similar to the one you want to enter and click [Duplicate] on the Button Bar. A record window is then opened, allowing you to change the existing record or enter the new one.

To save changes, click the [Save] button. To close the window without saving changes, click the close box. You can also close the browse window using the close box.

Settings in the Nominal Ledger

The Nominal Ledger contains the following settings—



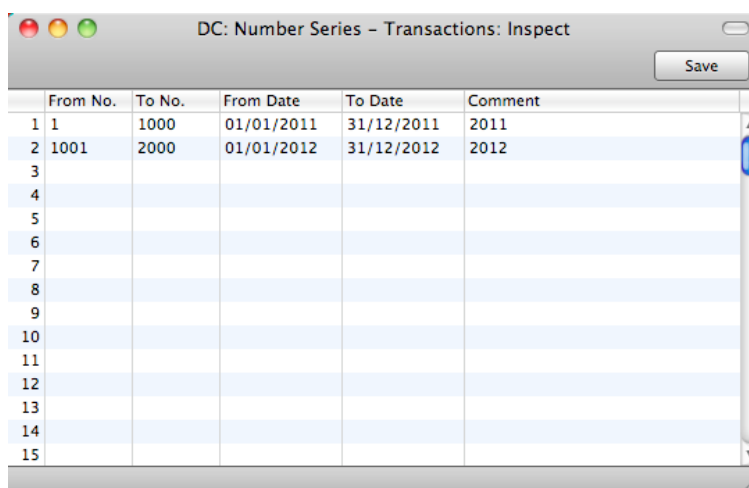
Number Series - Transactions

Each record in the Transaction register has its own unique identifying number, based on a sequential series. When you enter a new Transaction, the next number in the series will be 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 you leave the setting empty, Transaction Numbers will start at 1 and continue consecutively. Otherwise, when you enter a Transaction, the next number in the first valid Number Series entered to this setting will be used as a default. You can change to the first unused number in any other valid Number Series using 'Paste Special'.

To work with Number Series, ensure you are in the Nominal Ledger and open the 'Settings' list by clicking the [Settings] button in the Master Control panel or

using the **⌘-S** keyboard shortcut. Then, double-click 'Number Series - Transactions' in the 'Settings' list. The following window appears—



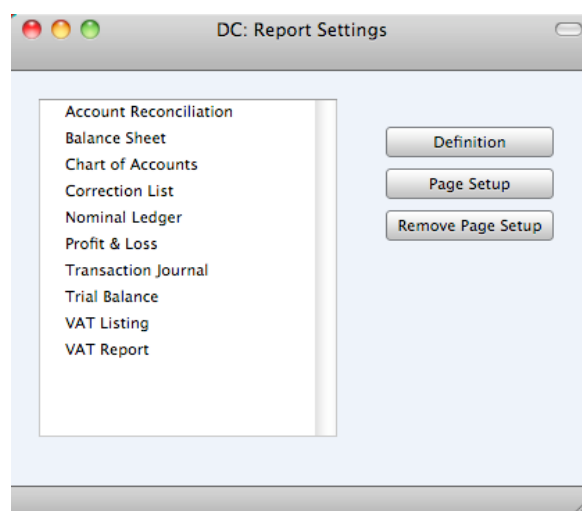
| | From No. | To No. | From Date | To Date | Comment |
|----|----------|--------|------------|------------|---------|
| 1 | 1 | 1000 | 01/01/2011 | 31/12/2011 | 2011 |
| 2 | 1001 | 2000 | 01/01/2012 | 31/12/2012 | 2012 |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |

Enter each new Number Series on the first blank line. The Comment will be shown in the 'Paste Special' list, so enter some text that will help you choose a number from the correct sequence. Then, click the [Save] button in the Button Bar to save the changes. To close the window without saving changes, click the close box.

Report Settings

You can change the appearance and format of some Nominal Ledger reports 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, Profit & Loss Report and VAT Report.

To change a report definition, ensure you are in the Nominal Ledger and click the [Settings] button in the Master Control panel. Then, double-click 'Report Settings' in the subsequent list. 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 windows are described in the sections covering the particular reports later in this manual (pages 204, 215 and 221 respectively).



You can only use the [Definition] button with the three reports named above. You can use the remaining two buttons with every report, in every module. If you change to another module using the [Module] button in the Master Control panel 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.

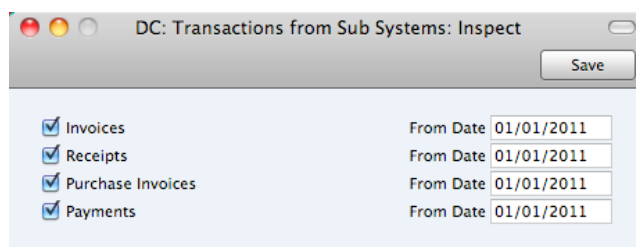
You can also specify the Page Setup of a report by highlighting it in the 'Reports' list and selecting 'Page Setup' from the File menu.

These settings will be used whenever the report is printed. Click the [Remove Page Setup] button to revert to standard.

Sub Systems

The integration between the different modules in Standard Accounts means that Nominal Ledger Transactions can be generated automatically when you approve (mark as OK and save) records in other ledgers and modules ("Sub Systems"). For example, when you approve an Invoice in the Sales Ledger, this can cause a Nominal Ledger Transaction to be generated automatically, debiting a Debtor Account and crediting a Sales Account and, if appropriate, a VAT Account.

Use this setting to specify when you want this automatic generation of Transactions to be activated, and from which Sub Systems. To work with this setting, ensure you are in the Nominal Ledger and click the [Settings] button in the Master Control panel to open the 'Settings' list. Double-click 'Sub Systems' in this list to open the following window—



Tick the Sub Systems from which you want Nominal Ledger Transactions to be generated automatically. Whenever you approve a record (i.e. mark the record as OK and save it) in a Sub System register that you have selected here, a Nominal Ledger Transaction will be generated automatically. Make sure you have specified the Accounts that will be used in these Transactions in the Account Usage S/L setting in the Sales Ledger and the Account Usage P/L in the Purchase Ledger, as well as other settings such as Payment Modes and VAT Codes.

Use the From Date field to indicate the date from which Transactions are to be generated. This will be useful when you are entering opening balances when you are changing to Standard Accounts from another accounting system. If you have entered an overall opening balance for the Debtor Account for example, any Invoices that you transfer from the old system and enter as Sales Ledger opening balances should not generate Transactions posting to that Account as well.

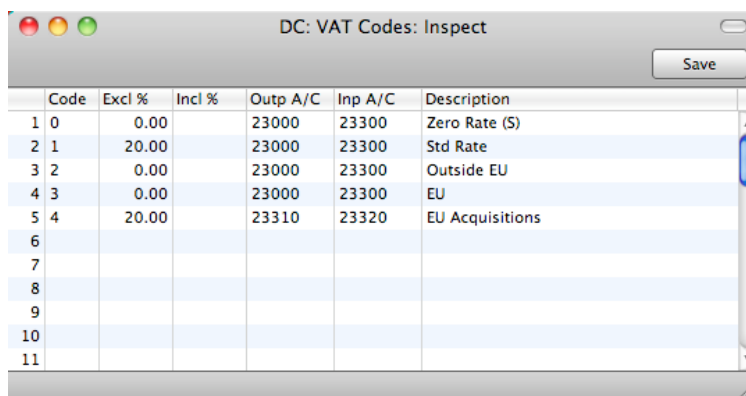
It is therefore recommended that you switch on the check boxes according to your requirements and that, for each Sub System, you enter a From Date that is later than the Transaction Date used in all your opening balance transactions. This will ensure that the opening balances will not be posted to the Nominal Ledger, and there will also be no danger that you will forget to switch the check boxes on when you need to enter new Sub Systems transactions. Please refer to the 'Opening Balances' section above on page 127 for more information about entering opening balances.

VAT Codes

In order to comply with VAT regulations in various countries, you may need to charge or pay VAT at different rates, depending on the Item in question. To address these issues, you should use the VAT Codes setting to define as many VAT Codes as you need, with different accounting specifications.

After defining your VAT Codes, you can then assign them to Customers, Suppliers, Items and also to individual Sales and Purchase Accounts. VAT Codes ensure Standard Accounts will use the correct VAT percentages, post VAT to the correct Nominal Ledger Accounts and provide VAT statistics.

To work with VAT Codes, ensure you are in the Nominal Ledger and click the [Settings] button in the Master Control panel to open the 'Settings' list. Double-click 'VAT Codes' in this list to open the following window—



The screenshot shows a window titled "DC: VAT Codes: Inspect" with a "Save" button in the top right corner. The window contains a table with the following data:

| | Code | Excl % | Incl % | Outp A/C | Inp A/C | Description |
|----|------|--------|--------|----------|---------|-----------------|
| 1 | 0 | 0.00 | | 23000 | 23300 | Zero Rate (S) |
| 2 | 1 | 20.00 | | 23000 | 23300 | Std Rate |
| 3 | 2 | 0.00 | | 23000 | 23300 | Outside EU |
| 4 | 3 | 0.00 | | 23000 | 23300 | EU |
| 5 | 4 | 20.00 | | 23310 | 23320 | EU Acquisitions |
| 6 | | | | | | |
| 7 | | | | | | |
| 8 | | | | | | |
| 9 | | | | | | |
| 10 | | | | | | |
| 11 | | | | | | |

To edit a VAT Code record, 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—

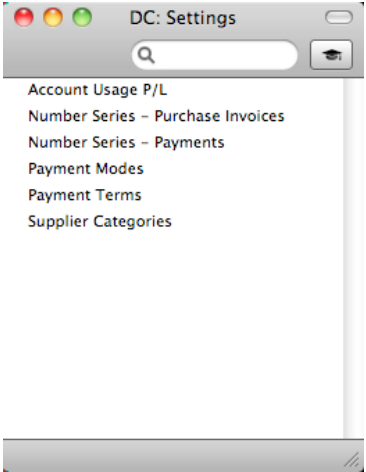
| | | |
|-----------------|--|----------------------------------|
| Code | You should assign a unique Code to each VAT Code record, with a maximum of two characters. | |
| Excl % | Specify the percentage to be applied to a figure that excludes VAT in order to calculate the VAT amount. | |
| | You must specify an Input or Output Account if the percentage is zero, as shown in the illustration above. | |
| 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 |
| | Specify here the VAT Outputs Account to be credited whenever you use the VAT Code in a sales transaction. | |
| Inp A/C | Paste Special | Account register, Nominal Ledger |
| | Specify here the VAT Inputs Account to be debited whenever the VAT Code is used in a purchase transaction. | |

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.

To save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

Settings in the Purchase Ledger

The Purchase Ledger contains the following settings—

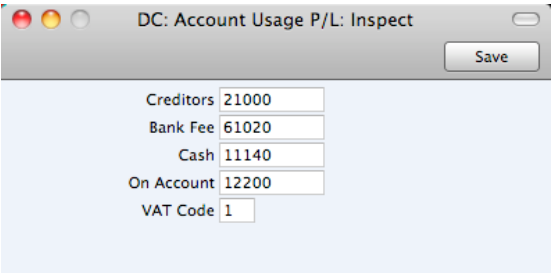


Account Usage P/L

You should use the Account Usage P/L setting to choose the Accounts and VAT Codes that will be used as defaults in 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, in the Items or Suppliers used in the transactions). The Accounts that you use here must exist in the Account register, otherwise Standard Accounts will not be able to create transactions.

If you created your database using the 'Start with standard chart of accounts' option as described above on page 12, you will find that most of the fields in the Account Usage P/L setting already contain suggested values. If you have modified this Chart of Accounts or have used your own, you must ensure that you replace these suggested values with the correct Accounts.

To open this setting, first ensure you are in the Purchase Ledger and then click the [Settings] button in the Master Control panel. Then double-click 'Account Usage P/L' in the 'Settings' list. Fill in the fields as described below. Then, to save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.



| | |
|-------------------|--|
| Creditors | Paste Special Account register, Nominal Ledger When you approve a Purchase Invoice (i.e. post it to the Nominal Ledger), its value including VAT will be credited to a Creditor Account. When you approve a Payment, its value will be debited to the same Account. This Account therefore shows how much your company owes at a particular time. Specify here the Account that you wish to be used as your main default Creditor Account. This Account will be overridden if you have specified a separate Creditor Account for a Supplier or its Supplier Category. |
| Bank Fee | Paste Special Account register, Nominal Ledger Specify here the Account that you want to be debited by any bank charges you may incur when issuing Payments. |
| Cash | Paste Special Account register, Nominal Ledger The Account entered here will be credited instead of the Creditor Account whenever you approve a cash purchase (a "Cash Note"). Please refer to the section below on page 161 describing the Payment Terms setting for details about Cash Notes. This Cash Account will be overridden if you have specified a separate Cash Account for the Payment Term used in a Cash Note. |
| On Account | Paste Special Account register, Nominal Ledger You can issue a Payment to a particular Supplier without reference to a specific Invoice (an "On Account" Payment). You may want to use a special Account for such Payments. Specify that Account here, and switch on the On Account check box on the 'Terms' card of the Contact record for the Supplier in question. When you enter and approve an On Account Payment, its value will be debited to this Account. Usually this Account should be one that acknowledges that issuing a deposit creates an asset. On Account Payments are described above on page 109. |
| VAT Code | Paste Special VAT Codes setting, Nominal Ledger The VAT Code will determine the Input VAT Account that will be debited when you post a Purchase Invoice to the Nominal Ledger and the rate at which VAT will be charged. The default VAT Code offered in each Purchase Invoice row will be chosen as follows— <ol style="list-style-type: none"> 1. The Purch. VAT Code for the Supplier will be used. 2. It will be taken from the Account record. 3. This VAT Code in the Account Usage P/L setting will be used. You can change this default in a particular Purchase Invoice row if necessary. |

Number Series - Purchase Invoices

Each Purchase Invoice has its own unique identifying number, based on a sequential series. When you enter a new Purchase Invoice, the next number in the series will be 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 you leave the setting empty, Purchase Invoice Numbers will start at 1 and continue consecutively. Otherwise, when you enter a Purchase Invoice, the next number in the first valid Number Series entered to this setting will be used as a default. You can change to the first unused number in any other valid Number Series using 'Paste Special'.

To work with Number Series, ensure you are in the Purchase Ledger and open the 'Settings' list by clicking the [Settings] button in the Master Control panel or using the **⌘-S** keyboard shortcut. Then, double-click 'Number Series - Purchase Invoices' in the 'Settings' list. The following window appears—

| | From No. | To No. | From Date | To Date | Comment |
|----|----------|--------|------------|------------|-----------------|
| 1 | 210001 | 210999 | 01/01/2010 | 31/12/2010 | P.Invoices 2010 |
| 2 | 211001 | 211999 | 01/01/2011 | 31/12/2011 | P.Invoices 2011 |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |

Enter each new Number Series on the first blank line. The Comment will be shown in the 'Paste Special' list, so enter some text that will help you choose a number from the correct sequence. Then, 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 the Number Series for Payments in a similar manner to that described for Purchase Invoices immediately 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, Standard Accounts does allow each Payment Mode to debit a different Account and to be paid into a different bank account.

The Payment Modes setting is in both the Purchase and Sales Ledgers. To open this setting, ensure you in either of these modules and then click the [Settings] button in the Master Control panel. Double-click 'Payment Modes' in the

'Settings' list. Fill in the fields as described below. Then, to save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

You can enter as many Payment Modes as you need, using the grid 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.

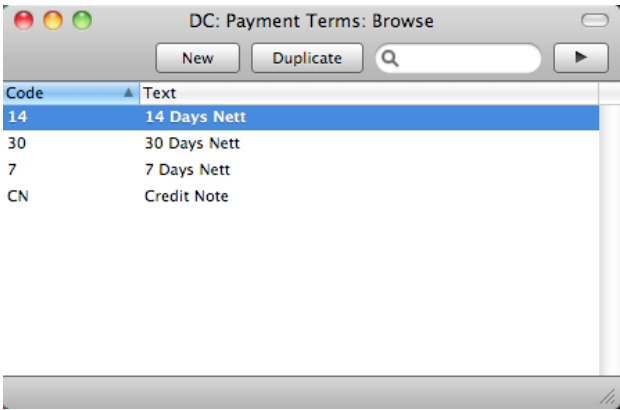
| | Code | Account | Bank Account No. | Bank Name | Comment |
|----|------|---------|------------------|-----------|---------------|
| 1 | BT | 11110 | | | Bank Transfer |
| 2 | CA | 11140 | | | Cash |
| 3 | CK | 11110 | 8344342999 | Natwest | Cheque |
| 4 | VI | 11110 | | | Visa |
| 5 | MC | 11110 | | | MasterCard |
| 6 | AX | 11110 | | | AMEX |
| 7 | DI | 11110 | | | Discover |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |

| | |
|-------------------------|--|
| Code | Enter a unique code by which the Payment Mode is to be identified from elsewhere in Standard Accounts. |
| Account | Paste Special Account register, Nominal Ledger Specify here the cash, bank or other Account to be debited by any Receipt and credited by any Payment using the Payment Mode. |
| Bank Account No. | Specify here the bank account number used for this Payment Mode. On the purchase side, this will be copied to the Own Bank Account field in Payments. |
| Bank Name | Record the name of the bank where the account is held here. |
| Comment | The name of the Payment Mode. This will be shown in the 'Paste Special' list, so it should be descriptive enough to make the selection of the correct Payment Mode easy for all users. |

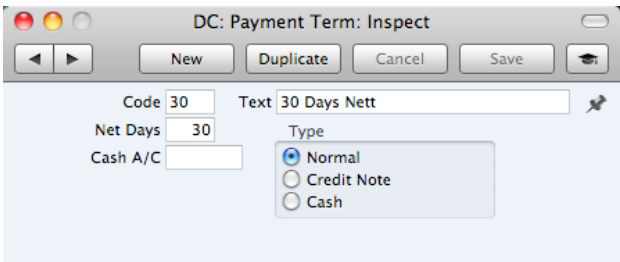
Payment Terms

You can assign various terms for payment to your Invoices and Purchase Invoices. Payment Terms control the calculation of Invoice Due Dates.

The Payment Terms setting is in both the Purchase and Sales Ledgers. To open this setting, ensure you in either of these modules and then click the [Settings] button in the Master Control panel. Double-click 'Payment Terms' in the 'Settings' list. The 'Payment Terms: Browse' window is opened, showing the Payment Terms that you have 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. When the record is complete, save it by clicking the [Save] button in the Button Bar or by clicking the close box and choosing to save changes. To close it without saving changes, click the close box.



| | | |
|---|--|----------------------------------|
| Code | Enter the unique code by which the Payment Term record is to be identified from elsewhere in Standard Accounts. The Code can consist of one or two characters, and you can use both numbers and letters. | |
| Text | Enter the name for the Payment Term, to be shown in the 'Payment Terms: Browse' window and the 'Paste Special' list. | |
| Net Days | The credit period in days. When you use the Payment Term in an Invoice or a Purchase Invoice, the value entered here will be added to the Invoice Date to calculate the Due Date of the Invoice. | |
| Cash Account | Paste Special | Account register, Nominal Ledger |
| If the Type (below) is "Cash", enter the Account to be debited by cash sales and credited by cash purchases. You must specify a Cash Account if the Type is "Cash". Cash Notes are described below in the section describing the "Cash" Type. | | |

| Type | The Payment Term can belong to one of three Types, as follows— |
|--------------------|--|
| Normal | A normal payment. The Due Date in an Invoice will be calculated by adding value in the Net Days field to the Invoice Date. |
| Credit Note | This type is used for Credit Notes, to make sure that your Sales and Purchase Ledgers are updated correctly. You should have at least one Payment Term record of this type if you wish to raise Credit Notes. Credit Notes on the sales side are described above on page 72, and those on the purchase side on page 95. |
| Cash | <p>Use this Type for cash payments. The number of days is not relevant. Invoices with this Payment Term are known as “Cash Notes”.</p> <p>On the sales side, when you approve a Cash Note, a Nominal Ledger Transaction will be created which debits the Cash Account specified above 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 on the purchase side. In this case, the Cash Account above is credited. There is no need to enter a Payment.</p> |

Supplier Categories

You can group Suppliers of a similar type 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.

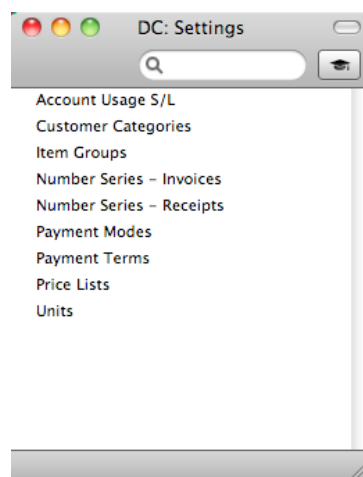
If you specify a Creditor Account both for a Supplier Category and for a Supplier that belongs to that Category, the Creditor Account entered for the Supplier will take precedence. If you do not specify a Creditor Account for a Category or a Supplier, the Creditor Account specified in the Account Usage P/L setting will be used.

To work with Supplier Categories, ensure you are in the Purchase Ledger and click the [Settings] button in the Master Control panel. Double-click ‘Supplier Categories’ in the resulting list. The ‘Supplier Categories: Browse’ window is displayed, showing all Categories previously entered. Click [New] to enter a new record, and [Save] to save it.

| | | |
|----------------------|---|----------------------------------|
| Code | Specify a unique code, by which the Supplier Category can be identified from the Contact screen and elsewhere in Standard Accounts. | |
| Description | <p>Enter text describing the Supplier Category here.</p> <p>The Description will be shown in the 'Paste Special' list that you will use when assigning Supplier Categories to Suppliers and elsewhere, so it should be descriptive enough to make the selection of the correct Supplier Category easy for all users.</p> | |
| Creditor Acc. | Paste Special | Account register, Nominal Ledger |
| | <p>Specify here the Creditor Account that you wish to be credited when you receive Purchase Invoices from Suppliers that belong to this Category.</p> <p>If you specify a Creditor Account both in a Supplier Category and in a Supplier that belongs to that Category, the Account entered in the Supplier will take precedence. If you do not specify a Creditor Account in a Category or a Supplier, the Creditor Account specified in the Account Usage P/L setting will be used.</p> | |

Settings in the Sales Ledger

The Sales Ledger contains the following settings—



Account Usage S/L

You should use the Account Usage S/L setting to choose the Accounts and VAT Codes that will be used as defaults 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, in the Items or Customers used in the transactions). The Accounts that you use here must exist in the Account register, otherwise Standard Accounts will not be able to create transactions.

If you created your database using the 'Start with standard chart of accounts' option as described above on page 12, you will find that most of the fields in the Account Usage S/L setting already contain suggested values. If you have modified this Chart of Accounts or have used your own, you must ensure that you replace these suggested values with the correct Accounts.



The Accounts that you use in this setting must also exist in the Chart of Accounts. Otherwise, Standard Accounts will not be able to create Transactions. You must either add the Accounts to the Chart of Accounts (i.e. to the Account register in the Nominal Ledger and System module), or use Accounts that already exist in the Chart of Accounts.

To open this setting, first ensure you are in the Sales Ledger and then click the [Settings] button in the Master Control panel. Then double-click 'Account Usage S/L' in the 'Settings' list. Fill in the fields as described below. Then, to save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

| | |
|------------|-------|
| Debtors | 12100 |
| Cash | 11141 |
| Round Off | 61160 |
| Bank Fee | 61020 |
| Write Off | 63000 |
| On Account | 26600 |
| Sales | 41100 |
| VAT Code | 1 |

Base Price
☒ Not Including VAT
☐ Including VAT

Save

Debtors

Paste Special

Account register, Nominal Ledger

When you approve an Invoice (i.e. post it to the Nominal Ledger), its value including VAT will be debited to a Debtor Account. When you approve a Receipt, its value will be credited to the same Account. This Account therefore shows how much your company is owed at a particular time.

Specify here the Account that you wish to be used as your main default Debtor Account. This Account will be overridden if you have specified a separate Debtor Account in the Customer Category to which a Customer belongs.

Cash

Paste Special

Account register, Nominal Ledger

The Account entered here will be debited instead of the Debtor Account whenever you approve a cash sale (a "Cash Note"). Please refer to the section above on page 161 describing the Payment Terms setting for details about Cash Notes.

This Cash Account will be overridden if you have specified a separate Cash Account for the Payment Term used in a Cash Note.

| | |
|-------------------|---|
| Round Off | <p>Paste Special Account register, Nominal Ledger</p> <p>When necessary, the total and VAT amounts of each Invoice will be rounded up or down to two decimal places. Whenever you approve an Invoice, any amount lost or gained by this rounding process will be posted to the Account specified here.</p> <p>This Account can only be defined in the Account Usage S/L setting and is therefore used in Transactions generated from Purchase Invoices as well.</p> |
| Write Off | <p>Paste Special Account register, Nominal Ledger</p> <p>The Account specified here will be debited by bad debts written off by the 'Add Write-off' Operations menu function on the Receipt window.</p> |
| On Account | <p>Paste Special Account register, Nominal Ledger</p> <p>If you receive On Account Receipts from Customers without reference to specific Invoices (usually before you have raised those Invoices), you may want to use a special Account for such Receipts. Specify that Account here, and switch on the On Account check box on the 'Terms' card of the Contact records for the Customers in question. When you enter and approve an On Account Receipt, its value will be credited to this Account. On Account Receipts are described above on page 82.</p> |
| Sales | <p>Paste Special Account register, Nominal Ledger</p> <p>A Sales Account will be credited whenever you sell an Item, allowing you to record the levels of sales of different types of Items in the Nominal Ledger. For each Item that you sell, the default Sales Account will be chosen in this order—</p> <ol style="list-style-type: none"> 1. It will be taken from the Item record itself. 2. It will be taken from the Item Group to which the Item belongs. 3. This Sales Account in the Account Usage S/L setting will be used. |
| VAT Code | <p>Paste Special VAT Codes setting, Nominal Ledger</p> <p>The VAT Code will determine the Output VAT Account to be credited whenever you sell an Item and the rate at which VAT will be charged. For each Item that you sell, the default VAT Code will be chosen in this order—</p> <ol style="list-style-type: none"> 1. The Sales VAT Code for the Customer will be used. 2. It will be taken from the Item record itself. 3. It will be taken from the Item Group to which the Item belongs. 4. This VAT Code in the Account Usage S/L setting will be used. |

You will be able to override the choice of VAT Code in an individual Invoice row if necessary.

Base Price

Use these options to specify whether the sales Prices in the Item records are to include VAT. VAT rates are defined in the VAT Codes setting in the Nominal Ledger.

Customer Categories

You can group Customers of a similar type together using Customer Categories. This can help with reporting: several reports allow you to list Customers belonging to a particular Category.

To work with Customer Categories, use the [Module] button in the Master Control panel to enter the Sales Ledger and then click the [Settings] button, also in the Master Control panel. Double-click 'Customer Categories' in the resulting list. Then click [New] to open a new record, or double-click an existing record to modify it. When the record is complete, click the [Save] button in the Button Bar to save changes and close it using the close box, or click the close box if you don't want to save changes.

Code

Specify a unique code, by which the Customer Category can be identified from the Contact screen and elsewhere in Standard Accounts.

Description

Enter text describing the Customer Category here.

The Description will be shown in the 'Paste Special' list that you will use when assigning Customer Categories to Customers and elsewhere, so it should be descriptive enough to make the selection of the correct Customer Category easy for all users.

Debtors Account

Paste Special

Account register, Nominal Ledger

If you specify a Debtor Account here, it will be debited whenever you issue an Invoice to a Customer that belongs to this Category.

You can only specify a Debtor Account at the Customer Category level, not at the individual Customer level. If you do not specify a Debtor Account in a Category, the Debtor Account specified in the Account Usage S/L setting in the Sales Ledger will be used.

Item Groups

It can be practical to organise Items of similar kinds into Item Groups. This option gives you more flexibility in reporting.

To work with Item Groups, first use the [Module] button in the Master Control panel to enter the Sales Ledger and then click the [Settings] button, also in the Master Control panel. Double-click 'Item Groups' in the 'Settings' list. To create a new record, click the [New] button in the Button Bar, or highlight a record in the

list that is similar to the one that you are about to create and click [Duplicate]. When the record is complete, click the [Save] button in the Button Bar to save changes and close it using the close box, or click the close box if you don't want to save changes.

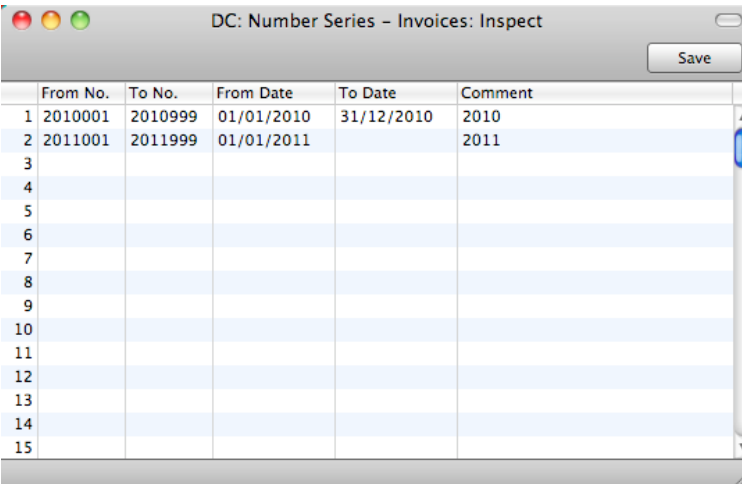
| | | |
|------------------|--|---|
| No. | Enter the code or number identifying this Item Group. You can use any combination of letters and numbers. There is a maximum of five characters. | |
| Name | Enter the name or description of the Item Group. The Name will be shown in the 'Paste Special' list that you will use when assigning Item Groups to Items and elsewhere, so it should be descriptive enough to make the selection of the correct Item Group easy for all users. | |
| Sales A/C | Paste Special | Account register, Nominal Ledger A Sales Account will be credited whenever you sell an Item, allowing you to record the levels of sales of different types of Items in the Nominal Ledger. For each Item that you sell, the default Sales Account will be chosen in this order— <ol style="list-style-type: none"> 1. The Sales Account will be taken from the Item record. 2. It will be taken from this field in the Item Group. 3. The Sales Account in the Account Usage S/L setting will be used. |
| VAT Code | Paste Special | VAT Codes setting, Nominal Ledger The VAT Code will determine the Output VAT Account to be credited whenever you sell an Item and the rate at which VAT will be charged. For each Item that you sell, the default VAT Code will be chosen in this order— <ol style="list-style-type: none"> 1. The Sales VAT Code for the Customer will be used. 2. It will be taken from the Item record itself. 3. It will be taken from this field in the Item Group. 4. The VAT Code in the Account Usage S/L setting will be used. <p>You will be able to override the choice of VAT Code in an individual Invoice row if necessary.</p> |

Number Series - Invoices

Each Invoice has its own unique identifying number, based on a sequential series. When you enter a new Invoice, the next number in the series will be 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 you leave the setting empty, Invoice Numbers will start at 1 and continue consecutively. Otherwise, when you enter an Invoice, the next number in the first valid Number Series entered to this setting will be used as a default. You can change to the first unused number in any other valid Number Series using 'Paste Special'.

To work with Number Series, ensure you are in the Sales Ledger and open the 'Settings' list by clicking the [Settings] button in the Master Control panel or using the **⌘-S** keyboard shortcut. Then, double-click 'Number Series - Invoices' in the 'Settings' list. The following window appears—



| | From No. | To No. | From Date | To Date | Comment |
|----|----------|---------|------------|------------|---------|
| 1 | 2010001 | 2010999 | 01/01/2010 | 31/12/2010 | 2010 |
| 2 | 2011001 | 2011999 | 01/01/2011 | | 2011 |
| 3 | | | | | |
| 4 | | | | | |
| 5 | | | | | |
| 6 | | | | | |
| 7 | | | | | |
| 8 | | | | | |
| 9 | | | | | |
| 10 | | | | | |
| 11 | | | | | |
| 12 | | | | | |
| 13 | | | | | |
| 14 | | | | | |
| 15 | | | | | |

Enter each new Number Series on the first blank line. The Comment will be shown in the 'Paste Special' list, so enter some text that will help you choose a number from the correct sequence. Then, 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 the Number Series for Receipts in a similar manner to that described for Invoices immediately above.

Payment Modes

This setting is also available in the Purchase Ledger: please refer to page 158 above for details.

Payment Terms

This setting is also available in the Purchase Ledger: please refer to page 160 above for details.

Price Lists

Please refer to page 48 above for details.

Units

The “Unit” of an Item is the quantity to which its price refers. You might, for example, sell some Items singly, some in pairs and others in dozens. The single Item, the pair and the dozen are all separate Units. You can list the Units that are used in your business in the Units setting in the Sales Ledger, thus making them available in a ‘Paste Special’ list. Having done so, you can assign Units to your Items using the Unit field in each Item record. For example, if an Item is sold in boxes of twelve, its Unit should be “Dozen”. When the Item is included in an Invoice, the Quantity will refer to this Unit. If the Quantity in an Invoice is 2, this means “two boxes of twelve”. The Price of the Item will also refer to this Unit. If the Price is 85.00, this means “85.00 for a box of twelve”.

On double-clicking ‘Units’ in the ‘Settings’ list in the Sales Ledger, 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.

- | | |
|----------------|--|
| Code | Enter the unique Code by which the Unit record is to be identified from elsewhere in Standard Accounts. You can enter up to five characters, and you can use both numbers and letters. |
| 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. |

Settings in the System module

The System module contains the following settings—

Company Info

Use this setting to record your company's name and address, and other particulars such as phone and fax numbers, and the bank and bank account number. This information will be printed as appropriate on all documents.

To open the Company Info setting, first use the [Module] button in the Master Control panel to enter the System module and then click the [Settings] button, also in the Master Control panel. Double-click 'Company Info'. The 'Company Info: Inspect' window is opened.

DC: Company Info: Inspect

Company: Standard Demo Ltd

Address: Abbey Business Centre
111 Buckingham Palace Road
Victoria
London, United Kingdom
SW1W 0SR

Telephone: +44 (0)845 123 2732 Fax: +44 (0)845 123 2739

Save

When you start using Standard Accounts and create a new database, you will be asked to provide your Company name and address in the 'Create a New Company' window. This information will be copied to the Company Info setting as shown above.

Apart from the Company Name, Address etc, you should enter the following information in this setting, on the 'Reg. No.' card—

DC: Company Info: Inspect

Company: Standard Demo Ltd

Reg. No.: 821 321 4456
VAT No.: GB 836 0089 31
Email: steve@standard.com
Bank Customer ID:
Commercial Reg.No.:
Home Community:
Bank 1:
Bank 2:
WWW Address:
Edit Font:
Report Font:
Report Font Size: 0

Save

Reg. No. Enter your company registration number here. This information can then be printed on any appropriate documentation.

VAT No. Enter your VAT Registration Number here. This information can then be printed on any appropriate documentation.

Bank 1, Bank 2 You should enter your company's main bank account number(s) here. This information can then be printed on any appropriate documentation.

Bank Customer ID This is an ID number used for electronic communication with certain banks and other credit institutions in some countries. Please contact your local Standard Accounts representative for details.

Edit Font, Report Font, Report Font Size

Paste Special

Fonts in your system

These fields allow you to select different fonts for use on screen and in reports respectively. If you leave these fields empty, the default fonts in Standard Accounts will be used. These fonts are selected for maximum readability, and you should only change them if you have good reasons to do so. In non-English versions of Standard Accounts, use these fields to select fonts with special character sets.

Commercial Reg. No.

This field is used in Portugal. Enter the commercial registration number of your company. This information is required for SAF-T reporting.

Home Community This field is used in Portugal. Enter the region or district in which your company is located. This information is required for SAF-T reporting.

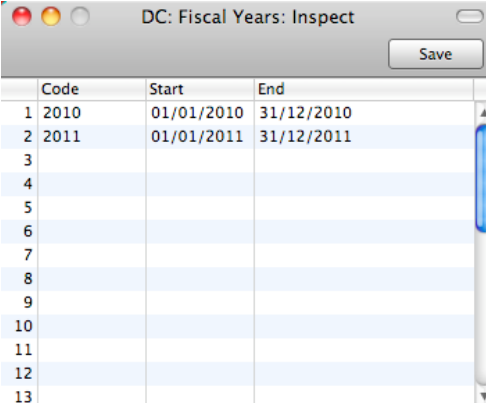
Confirm the entry by clicking [Save], or cancel it by closing the window using the close box.

Fiscal Years

Standard Accounts has a multi-year database: it can contain accounting transactions from more than one Fiscal Year. You must define a Fiscal Year using this setting before you can post transactions to it. Each year must have a Code, and can be between 6 and 18 months in duration.

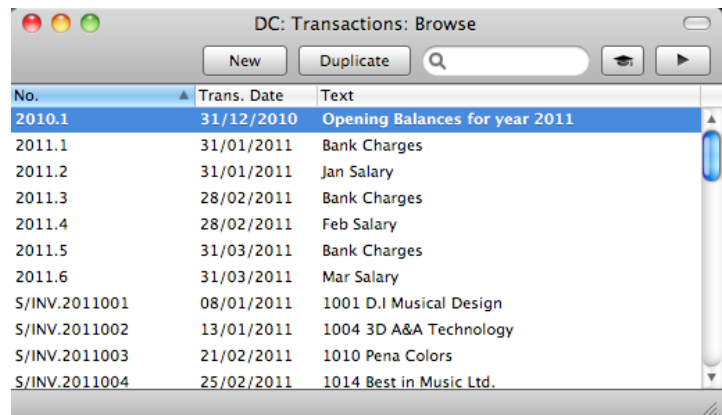
To open this setting, ensure you are in the System module and click the [Settings] button in the Master Control panel. Then, double-click 'Fiscal Years' in the 'Settings' list. To save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

You should always list your Fiscal Years in chronological order as shown in the illustration below. You should not attempt to insert a new Fiscal Year at the top of the list, and you should not remove past Fiscal Years. You should not make any changes to a Fiscal Year once a transaction has been posted.



| | Code | Start | End |
|----|------|------------|------------|
| 1 | 2010 | 01/01/2010 | 31/12/2010 |
| 2 | 2011 | 01/01/2011 | 31/12/2011 |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |

The Code will be used as a prefix for the Transaction Numbers of the Transactions that you enter directly to the Transaction register in the Nominal Ledger. For example, referring to the illustration below, Transaction 1 dated during 2011 appears as “2011.1” in the ‘Transactions: Browse’ window—



| No. | Trans. Date | Text |
|---------------|-------------|--------------------------------|
| 2010.1 | 31/12/2010 | Opening Balances for year 2011 |
| 2011.1 | 31/01/2011 | Bank Charges |
| 2011.2 | 31/01/2011 | Jan Salary |
| 2011.3 | 28/02/2011 | Bank Charges |
| 2011.4 | 28/02/2011 | Feb Salary |
| 2011.5 | 31/03/2011 | Bank Charges |
| 2011.6 | 31/03/2011 | Mar Salary |
| S/INV.2011001 | 08/01/2011 | 1001 D.I Musical Design |
| S/INV.2011002 | 13/01/2011 | 1004 3D A&A Technology |
| S/INV.2011003 | 21/02/2011 | 1010 Pena Colors |
| S/INV.2011004 | 25/02/2011 | 1014 Best in Music Ltd. |

If you need to produce a report in the Nominal Ledger in which you want to report on a range of Transactions, you should include the Fiscal Year prefix in the range. For example and referring to the illustration above, reporting on the range “2011:1:2011.4” would result in a list of the Transactions from January and February 2011.

As you cannot post a transaction whose date does not fall in a Fiscal Year as defined in this setting, it is recommended that you only add Fiscal Years one at a time as you need them. This will help prevent accidentally saving transactions in future years.

Locking

This setting allows you to close an accounting period to prevent the further entry of new or corrected transactions. You will do this by specifying a cut-off date: no transactions whose Transaction Date is on or before this cut-off date will be permitted. Because Locking is carried out by specifying a single date, months or periods must be locked chronologically.

You are not forced to close months or periods, but this setting allows you to do so if necessary. It is recommended that you do so: after you have printed the final reports for a particular month (e.g. Balance Sheet, Profit & Loss), you should prevent the posting of further transactions to that month to ensure the reports remain accurate. This is especially true at the end of a fiscal year, after you have brought the profit/loss figure forward to the new year.

To open the Locking setting, ensure you are in the System module using the [Module] button in the Master Control panel and click the [Settings] button, also in the Master Control panel. The ‘Settings’ list opens: double-click ‘Locking’. Fill in the fields as described below. Then, to save changes and close the window, click the [Save] button. To close the window without saving changes, click the close box.

The Locking setting contains two cards, the ‘Lock’ card and the ‘Warn’ card. Click the buttons marked ‘Lock’ and ‘Warn’ towards the top of the window to see each card.

Lock Card

DC: Locking: Inspect

Note: This action can not be reversed

Lock Warn

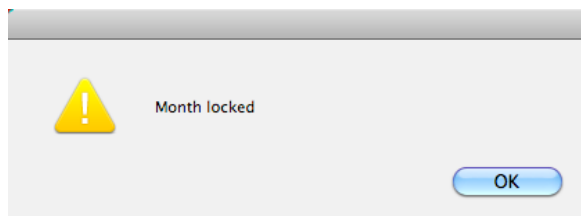
| | |
|------------------------|------------|
| Lock Transactions | 31/12/2009 |
| Lock Purchase Invoices | 31/12/2009 |
| Lock Sales Invoices | 31/12/2009 |
| Lock Others | 31/12/2009 |

Save

Lock Transactions If you enter a date in this field, you will not be able to enter any Transaction whose Transaction Date is on or before this date. This applies only to Transactions entered directly to the Transaction register in the Nominal Ledger.

If you discover that a Transaction that falls within a closed month contains an error, you can only correct it using the 'Correction Mark' function. Please refer to the 'Correcting Transactions' section above on page 119 for full details.

If you try to save a Transaction whose Transaction Date is on or before the Lock Transactions date, the following warning will appear—



After locking the Transaction register at a certain date, you will not be able to enter any Transaction with an earlier date, and you will not be able to change or correct an existing Transaction from before that date.

Lock Purchase Invoices

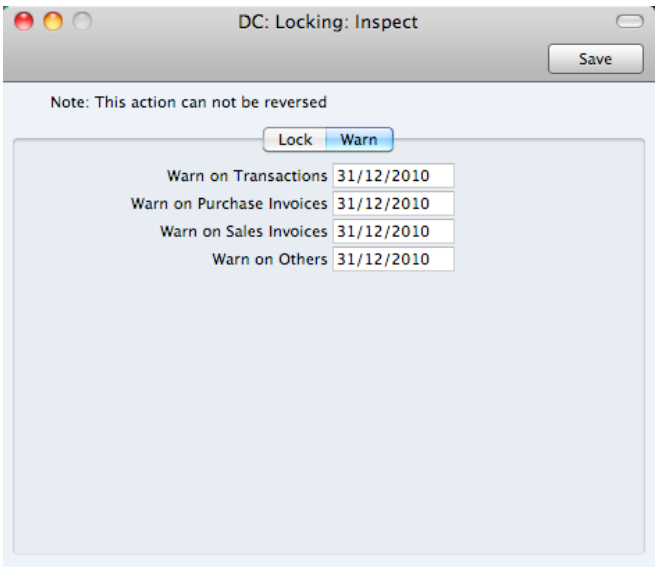
If you enter a date in this field, you will not be able to save a Purchase Invoice with a Transaction Date that is on or

before this date, even if the Purchase Invoice has not been approved.

Lock Sales Invoices If you enter a date in this field, you will not be able to save an Invoice with a Transaction Date that is on or before this date, even if the Invoice has not been approved.

Lock Others If you enter a date in this field, you will not be able to enter a Receipt or Payment with a Transaction Date that is on or before this date in any transaction register.

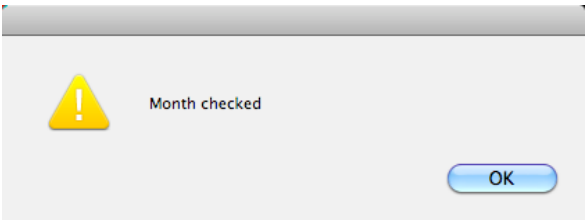
Warn Card



Warn on Transactions

If you enter a date in this field, a warning will be displayed when you enter a Transaction whose Transaction Date is on or before this date. You will be able to save the Transaction. This applies only to Transactions entered directly to the Transaction register in the Nominal Ledger.

If you try to enter a Transaction whose Transaction Date is on or before the Warn on Transactions date, the following warning will appear—



Warn on Purchase Invoices

If you enter a date in this field, a warning will be displayed when you enter a Purchase Invoice whose Transaction Date is on or before this date. You will be able to save the Invoice.

Warn on Sales Invoices

If you enter a date in this field, a warning will be displayed when you enter an Invoice whose Transaction Date is on or before this date. You will still be able to save the Invoice.

Warn on Others

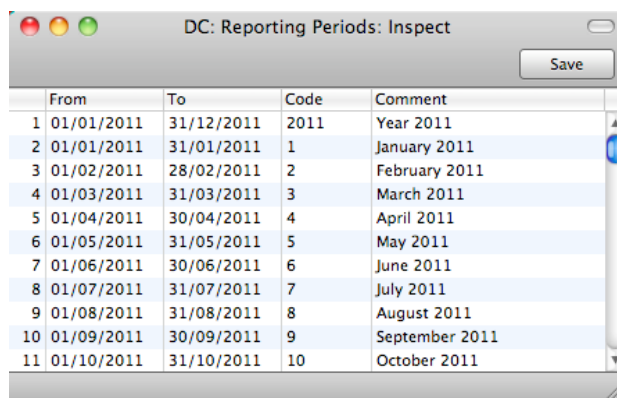
If you enter a date in this field, a warning will be displayed when you enter a Payment or Receipt whose Transaction Date is on or before this date. You will still be able to save the record.

Once you have entered a date in any of the fields in this setting, you will only be able to change that date to a later one. You will not be able to change it to an earlier date.

Reporting Periods

This setting allows you to name and define certain time periods. These should be the periods that you will commonly use when you produce reports. Using 'Paste Special' from the Period field of a report specification window will bring up a list of the Reporting Periods entered using this setting. For example, if you often produce monthly reports you should define each month as a separate period in this setting.

To open the Reporting Periods setting, ensure you are in the System module using the [Module] button in the Master Control panel and click the [Settings] button, also in the Master Control panel. The 'Settings' list opens: double-click 'Reporting Periods'. When the 'Reporting Periods: Inspect' window opens, you can enter a new Reporting Period simply by clicking in the first blank line and entering details as appropriate. Click [Save] to save and close, or the close box to close without saving changes.



| | From | To | Code | Comment |
|----|------------|------------|------|----------------|
| 1 | 01/01/2011 | 31/12/2011 | 2011 | Year 2011 |
| 2 | 01/01/2011 | 31/01/2011 | 1 | January 2011 |
| 3 | 01/02/2011 | 28/02/2011 | 2 | February 2011 |
| 4 | 01/03/2011 | 31/03/2011 | 3 | March 2011 |
| 5 | 01/04/2011 | 30/04/2011 | 4 | April 2011 |
| 6 | 01/05/2011 | 31/05/2011 | 5 | May 2011 |
| 7 | 01/06/2011 | 30/06/2011 | 6 | June 2011 |
| 8 | 01/07/2011 | 31/07/2011 | 7 | July 2011 |
| 9 | 01/08/2011 | 31/08/2011 | 8 | August 2011 |
| 10 | 01/09/2011 | 30/09/2011 | 9 | September 2011 |
| 11 | 01/10/2011 | 31/10/2011 | 10 | October 2011 |

It is a good idea to assign a Code that is easy to remember to each Reporting Period. You can use Codes as a quick way to choose a Reporting Period. For example, using the Reporting Periods illustrated above, type "1" in the Period field of a report specification window when you want the report to cover January in the current year. When the current year comes to an end, you should update your Reporting Periods so that they remain current. For example, you should change the From and To dates for the Code 1 to ensure that typing "1" in a report specification window will produce a report for January in the new year.

The Reporting Period in the first row of this setting will be offered as a default wherever a Reporting Period is required. You might therefore like to change the first row from time to time so that a useful Period is always offered as a default. You can simply change the dates and, if necessary, the Code in the first row, but if you want to delete the old first row once it is no longer useful, click on the row number and press the Backspace key. To insert a new record on the first row, click on the row number and press the Return key.

Documents

Introduction

When you need to print an individual record, you will do so by printing a document. Documents are formal printouts such as invoices, often printed for sending to third parties (e.g. Customers or Suppliers). You can use up to three methods to print documents. These are—

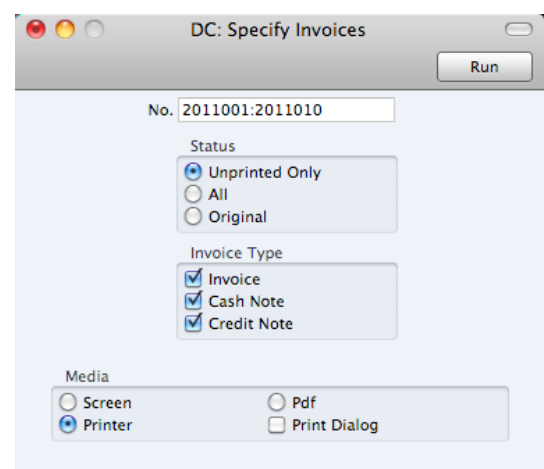
1. Open the record that you want to print and click the Printer icon—



If you want to print to screen, click the Preview icon—



2. Open the register containing the record that you want to print, highlight it in the list and select 'Print' from the File menu. You can select a number of records by shift-clicking to print them all.
3. Use the [Documents] button in the Master Control panel or the ⌘-D keyboard shortcut to open the list of documents. The documents in the list will vary with the selected module.
4. If you need to set the page size, number of copies and other printer options for a document, click on it in the list once and choose 'Page Setup' from the File menu. You can also use this function to choose the printer on which the document is to be printed. These settings will be used whenever you print the particular document until you choose 'Page Setup' once again, or until you choose 'Remove Page Setup' from the Operations menu of the 'Documents' list.
5. Double-click the document that you want to print. A dialogue box (also known as a "specification window") will open, where you should specify the records that you want to print. Illustrated below is the specification window for Invoices—



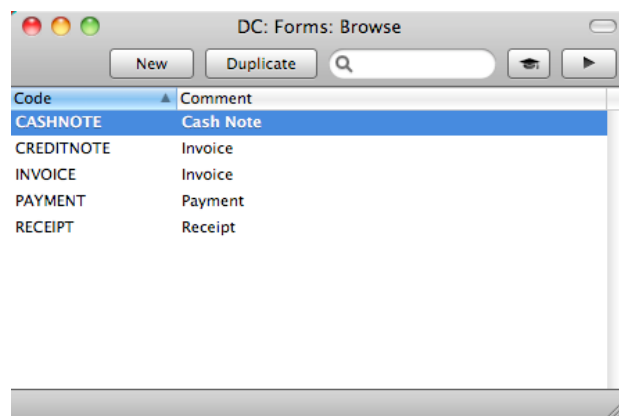
6. Specify the record or records that you want to be printed. If you want to print a range, separate the first and last records in the range using a colon as shown in the illustration where, to print Invoices 2011001 to 2011010, "2011005:2011010" has been entered in the No. field. Depending on the field, 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.
7. Use the Media options to choose the destination of the printout. If you need to use the Pdf option, you may need to use Styles that will embed fonts in the resulting pdf files. You may also need to choose a code page and page setup, which you can do in the Form Properties (the 'Page Setup' function mentioned earlier in this section does not apply when you choose the Pdf Media option). Please refer to page 184 below for details about Styles and page 181 for details about Form Properties.
8. Once you have specified the documents that you want to be printed and have chosen a print destination, click [Run] to print the documents.

Each document will be printed using a different Form (i.e. stationery). For details about designing Forms, please refer to the 'Designing Forms' section immediately below. For details about specifying the Form that will be used when you print a document, please refer to the 'Document Definition' section below on page 187.

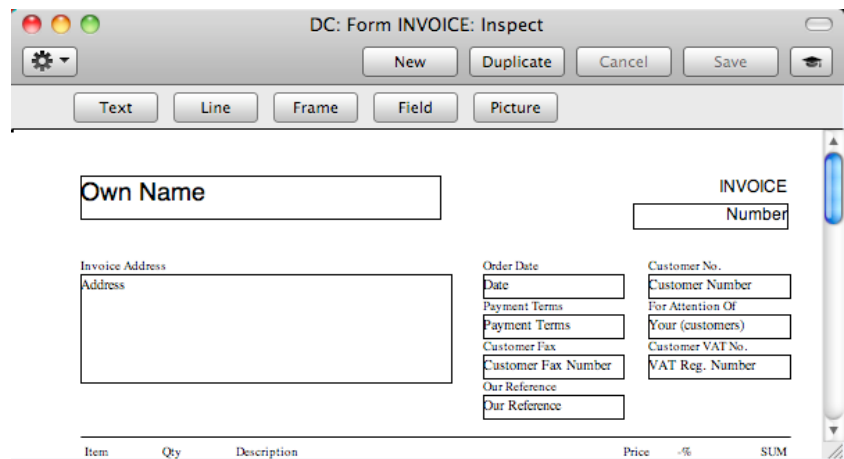
Designing Forms

You can print various documents from Standard Accounts, including Invoices, Credit Notes, Cash Notes and Customer Labels. The Form register is a forms editor built in to Standard Accounts that you can use to design your own formats (i.e. your own stationery) to be used when printing these documents. In this register, you can design separate Forms for each document used in the program.

To open the forms editor, ensure you are in the System module and click the [Forms] button in the Master Control panel. The 'Forms: Browse' window opens, showing the Forms that are already in the system—



Double-click on a Form in the list to open and edit it, or click [New] or [Duplicate] in the Button Bar to create a new Form. When you have designed the Form, click [Save] in the Button Bar to save it in the normal way.



The 'Form: Inspect' window is where you can create the new Form or edit an existing one. At the top of the window there are five buttons: [Text], [Line], [Frame], [Field] and [Picture]. In the editing area, each object in the Form is shown either as a framed box, or as text. As in most drawing programs, you can move an object by clicking and dragging, and you can re-size it by dragging its corners.

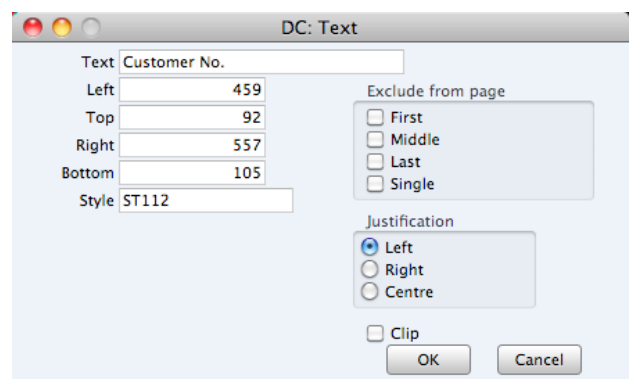
Adding and Editing Objects

To add an object to the Form, click the appropriate button at the top of the window and then draw a box with the mouse in the Form where you want the object to appear. When you release the mouse button, a dialogue box will be opened, where you can place the object more precisely using coordinates, specify a font style and so on. To edit an object, double-click on it with the mouse. The same dialogue box will open, where you can edit the specifications of the object. Each object type has its own dialogue box, described below.

Text Objects

To add a new text object to the Form, click the [Text] button and then draw the object where you want the text to appear.

When you release the mouse button, the following dialogue box will appear—



Text

The text that is to be printed on the Form. This can be up to 80 characters long, but it is limited to one line. To create a text area with more than one line, use the appropriate number of separate one-line text objects.

Left, Top, Right, Bottom

Use these fields to specify the size and position of the text box that is to contain the text. When you create a new text

box, the measurements of the box that you have just drawn will appear here.

| | | |
|--------------------------|---|-------------------------------|
| Style | Paste Special | Style register, System module |
| | Use this field to assign a font and font style to the text. You should define your Styles using a separate register that is fully described below on page 184. If you do not enter a Style here, the first record in the Style register will be used. | |
| Exclude from page | Please refer to the 'Single- and Multi-Page Forms' section below on page 183 for details about these options. | |
| Justification | Use these options to specify where the text will appear inside the text box. | |

Click [OK] to close. The text field is visible on the screen, and you can move it across the Form with the mouse.

To edit a text object once it has been created, double-click it to open the 'Text' dialogue box.

Lines and Frames

Use these tool buttons to draw lines and frames on the Form. Click either button and then draw the object. When you release the mouse button, a dialogue box will appear where you can indicate the width in pixels of the line or frame, and the pages on which it is to be printed.

Fields

A field is an area on the Form where a piece of information from your Standard Accounts database is to be printed. The following example from an Invoice Form explains how—

| |
|---------------------|
| Order Date |
| Date |
| Payment Terms |
| Payment Terms |
| Customer Fax |
| Customer Fax Number |
| Our Reference |
| Our Reference |

Fields are shown as boxes containing the field name. The boxes are for identification only: they will not be printed. You can use the [Frame] button to add a printing frame if necessary. Above each field is a text object (created using the [Text] button as described above) that identifies the information shown in the field. These would not be necessary if the Form is to be printed on pre-printed stationery. Text objects can be distinguished from fields as they are unboxed.

To add a field, click the [Field] button, and mark the position of the field. A dialogue box opens—

Fieldname

Paste Special

Fields for the Document Type

Enter the Field Name using 'Paste Special'. If you have assigned a Document Type to the Form as described below on page 181, 'Paste Special' will only list the fields for that Document Type. Otherwise it will list all fields. Fields belonging to other Document Types will not be printed.

Field Argument

You can use the Field Argument with certain fields to control how they will be printed. For example, in some fields you can use the Field Argument to specify the number of decimal places that will be printed. The Field Argument can only be used with a few fields: please refer to the descriptions of the individual documents for details.

Left, Top, Right, Bottom

Use these fields to specify the size and position of the text box that is to contain the text. When you create a new text box, the measurements of the box that you have just drawn will appear here.

Style

Paste Special

Style register, System module

Use this field to assign a font and font style to the text. You should define your Styles using a separate register that is fully described below on page 184. If you do not enter a Style here, the first record in the Style register will be used.

Spacing

Some fields will cause more than one line of text to be printed (e.g. the fields listing the Items in Invoices). In these fields, you should use the Spacing field to specify the spacing between lines (in pixels). Usually the number of pixels that you specify here should be the same as the font size. If you leave this field empty, the lines of text will be printed on top of each other.

Format

In the case of matrix fields (for example, those printing the Items in Invoices), you should enter "1" as the Format (as well as specifying a Spacing). If the Format is 0, the printed matrix columns may not be aligned correctly if the first row only contains text.

Exclude from page Please refer to the 'Single- and Multi-Page Forms' section below on page 183 for details about these options.

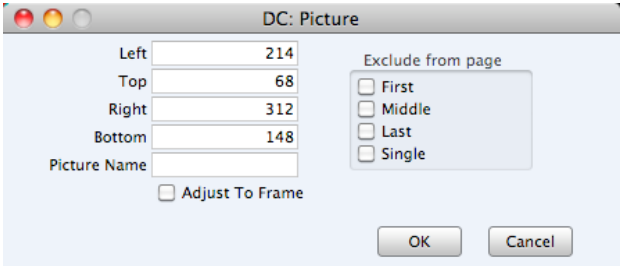
Justification Use these options to specify where the text will appear inside the text box.

Click [OK] to save.

Usually each field that you place in a Form corresponds to a field in the original record. For example, the Customer Number field in the illustration above will print the contents of the Customer Number field in each Invoice. An exception is the “Note” field. If you include the “Note” field in your Form design, this will print the first note or comment that you attach to the original record using the Attachments feature.

Pictures

Use the [Picture] button to include a picture in your design. As with other tools, click the button and draw a frame for the picture on the Form. A dialogue box then appears.



In the Picture Name field, enter the file name of the picture as it is on your hard disk. You can use ‘Paste Special’ to ensure that the file name is spelt correctly and that the path is correct.

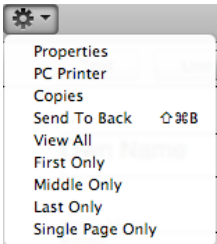
The picture must be a PDF or PICT file. If you will use the Form to create pdf files, the only picture format that is supported is 24-bit BMP. This applies when the pdf file will be generated by Standard Accounts. Please refer to page 186 below for details about pdf generation. If you will use the Form to create pdf files and will also print it on a printer, you should have versions of each picture on your computer in each format, and you should use the [Picture] button to include all versions in your Form design (i.e. you should have BMP and PDF/PICT picture objects in the same position in each Form). This will ensure the picture will always be printed correctly.

All picture file names should have the correct extensions.

When you design a Form, PDF and PICT pictures will be visible immediately in the Form editor. 24-bit BMP images will not be visible and instead will be marked by rectangular placeholders of the appropriate size.

Operations Menu

The Operations menu for Forms is shown below. It is available from the ‘Form: New’ and ‘Form: Inspect’ windows. There is no Operations menu for the ‘Forms: Browse’ window.



Properties

This menu command opens the 'Form Properties' dialogue box. Here you can record the basic specification of the Form you are creating or editing.

Code

Enter the unique code of the Form: this is the means by which the Form will be identified elsewhere in Standard Accounts. If you create a new Form by duplicating an existing one, you must enter a new Code here before you can save it.

Printer dialog

Check this box to force a printer dialogue box to be shown each time the Form is printed. This dialogue box will allow you choose how many copies are to be printed, and also to choose the printer.

Comment

Enter text describing the Form here.

The Comment will be shown in the 'Paste Special' list that you will use when assigning Forms to documents, so it should be descriptive enough to make the selection of the correct Form easy for all users.

Document Type

Paste Special

Choices of possible entries

Using 'Paste Special', enter a Document Types into this field. When the time comes to add fields to the Form, only the fields available for that Document Type will be available in the 'Paste Special' list in the 'Field' dialogue box.

PDF Code page

Paste Special

Choices of possible entries

If you will use the Form to create pdf files, specify here the code page that is to be used, if different to the default. For example, you may usually use the CP1252 code page, but you may need to use KOI8-R Cyrillic in a particular Form.

This applies when the pdf file will be generated by Standard Accounts. Please refer to page 186 below for details about pdf generation.

The default code page will depend on the language of the Standard Accounts interface you are using, as follows—

| Language | Default Code Page |
|---|-------------------|
| Estonian, Latvian, Lithuanian | CP1257 |
| Polish, Hungarian, Slovak, Slovenian, Serbian | CP1250 |
| Russian, Ukrainian, Byelorussian | KOI8-R |
| Others | CP1252 |

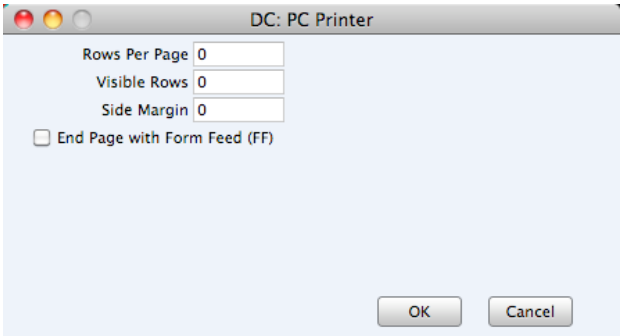
- PDF Landscape

If you will use the Form to create pdf files, use this option if you would like those pdf files to be created in landscape format.
- This applies when the pdf file will be generated by Standard Accounts, in which case a landscape format specified using the 'Page Setup' function on the File menu would not be applied. Please refer to page 186 below for details about pdf generation.
- Matrix Rows On

Please refer to the 'Single- and Multi-Page Forms' section below on page 183 for details about these options.

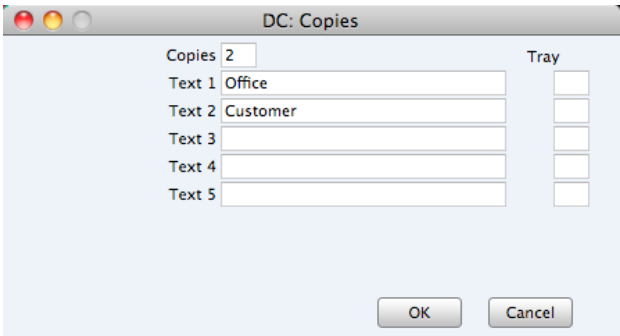
PC Printer

If you are using a dot matrix printer, use this dialogue box to define the page size.



A dot matrix printer needs certain settings for printing on continuous stationery. If you are printing a document to pre-printed forms, you may need to define the number of rows in the page, the number of visible rows and the left margin for the forms used.

Copies



Use this function to specify how many copies should be printed each time the Form is used, the headings to be printed on each copy and the printer tray from which each copy is to be printed. If you want the headings to be printed, be sure to include the Copy Type field in your Form design. In the example illustrated above, we have specified that two copies of each Invoice will be printed: one marked "Office" and one "Customer". Only one copy (marked "Office") will be printed if the Invoice is not approved, and if an approved Invoice has already been printed.

Send to Back

If you want certain objects on the Form to appear behind other objects, click on them and select this function.

View All, First Only, Middle Only, Last Only, Single Page Only

These functions are described in the next section, 'Single- and Multi-Page Forms'.

Single- and Multi-Page Forms

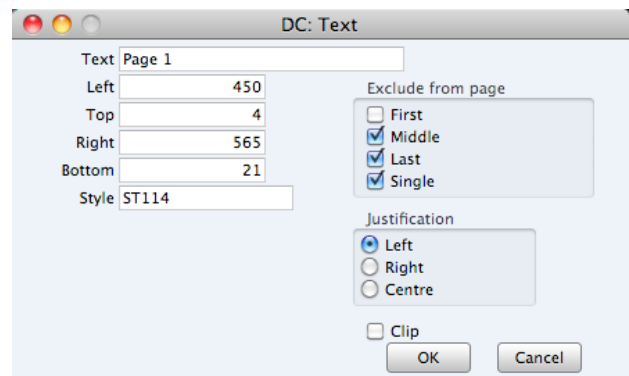
When you design a Form, you should consider what is to happen when the printing of a document requires more than one page. Two options are available—

1. The “simple” option, where the same page design is used for each page.
2. The “multi-page” option allows the use of up to four page designs, as follows—

| | |
|---------------|---|
| First | The first page of a multi-page document. |
| Middle | In a multi-page document, the pages between the first and last pages. |
| Last | The last page of a multi-page document. |
| Single | The sole page of a single-page document. |

Usually, the First and Single page designs will be the same.

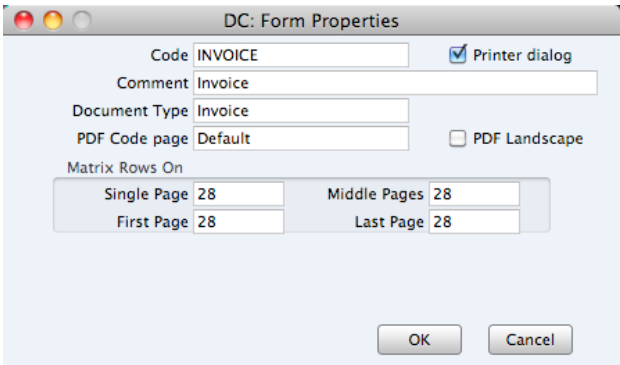
When you add an object of any kind (i.e. text, line, frame or field) to a Form design, you can use the Exclude From Page check boxes to specify the pages on which the object is to be printed. If you do not check any of these boxes, the object will be printed on every page. This will be the case when using the “simple” option. If you want the object to be printed on certain pages only, check one or more of the boxes. For example, if the object is to be printed on all pages except the first, check the First box. If it is only to be printed on the first page, check all boxes except the First box (i.e. it will be excluded from all pages except the first). The text object in the illustration below will be printed on the first page only—



To help with the design process, you can choose to display the objects from a particular page. To do this, select 'First Only', 'Middle Only', 'Last Only' or 'Single Page Only' as appropriate from the Operations menu. For example, select 'First Only' to view the objects that are to be printed on the first page (i.e. those whose First box has not been checked). Select 'View All' to see all objects, irrespective of the page on which they are to be printed.

The number of pages printed will vary from record to record, depending on the number of rows that the record has. An Invoice with one Item will be printed on a single page (i.e. using those objects whose Single box is not checked). An Invoice with 100 Items (i.e. 100 rows) will be printed over several pages. You should specify the maximum number of rows that can be printed on each page

by selecting 'Properties' from the Operations menu. This opens the 'Form Properties' window, which has four fields under the overall heading of Matrix Rows On—



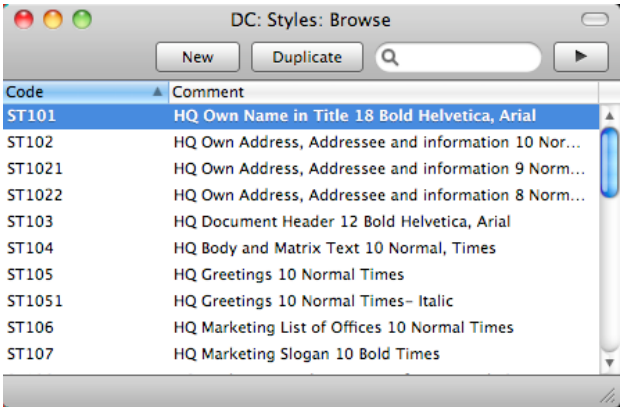
In the case of the “simple” option, you should enter the same number to each of these four fields. Otherwise, enter different numbers as appropriate. For example, in an Invoice Form, First and Single are set to 5, Middle to 6 and Last to 7. Invoices will be printed as follows, depending on the number of rows—

| Invoice rows | Pages | Type of Page |
|--------------|-------|-------------------------|
| Up to 5 | 1 | Single |
| 5-12 | 2 | First and Last |
| 13-19 | 3 | First, Middle and Last |
| 19-25 | 4 | First, 2 x Middle, Last |

Styles

Use the Style register to define the various font Styles that you will use in the Fields and Text objects in your Forms, ensuring a consistency of appearance.

The Style register is in the System module. To open this setting, ensure you in this module and then click the [Styles] button in the Master Control panel to open the 'Styles: Browse' window and see a list of the Styles you have previously entered.



Double-click a Style in the list to edit it. To enter a new record, click [New] in the Button Bar or use the ⌘-N keyboard shortcut. Alternatively, click on a Style similar to the one you want to enter and click [Duplicate] on the Button Bar. When the record is complete, save it by clicking the [Save] button in the Button Bar or by clicking the close box and choosing to save changes. To close it without saving changes, click the close box.

Header

Code The code for the Style.

Comment Any description.

The Comment will be shown in the 'Paste Special' list that you will use when assigning Styles to Fields and Text objects in Forms, so it should be descriptive enough to make the selection of the correct Style easy for all users.

Mac Card

Mac Font **Paste Special** Fonts available on your computer

Specify the name of the font.

Mac Size Specify the font size in points.

Styles Select one of the available style types.

Character Spacing You should use this field in Styles that will be used when printing bank giro forms, where a fixed character spacing is required. Specify here the spacing in pixels from the start of one character to the start of the next. Usually this will be six pixels or less.

You can only use Styles with a Character Spacing in Fields and Text objects with a left or right justification. The Character Spacing will have no effect in Fields and Text objects with a centre justification.

Pdf Card

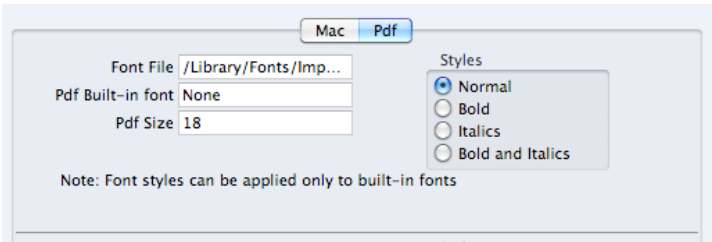
If you will use a Style in a Form that you will print to pdf files, you should also fill in the fields on the 'Pdf' card, especially if the Style uses a non-standard font. The standard fonts are Times, Helvetica, Courier, Symbol and Zapf Dingbats. Most pdf readers are able to read and print these fonts. If the Style uses a non-standard font, you should use the 'Pdf' card to ensure that the font will be embedded in pdf files, so that those files have the correct appearance when opened and printed by pdf readers. This is particularly important for barcode fonts.

You can create pdf files from Standard Accounts using two methods—

- 1. Open a record, click the Printer icon and, when the printer dialogue box appears, choose to print to pdf. In this case, the pdf will be generated by the operating system, which embeds fonts as necessary.
- 2. Click the [Documents] button in the Master Control panel, double-click a document in the list and choose 'Pdf' as the Media option in the specification window.

In this case, the pdf will be generated by Standard Accounts, which will embed fonts following the instructions on the 'Pdf' cards of the relevant Style records.

If a Pdf file is generated by Standard Accounts and you find that the Times font has been used where you are expecting a different font, then it is likely that you need to use the 'Pdf' card in the relevant Style record to embed the intended font in the Pdf file.



| | | |
|-------------------|---------------|--|
| Font File | Paste Special | Opens the standard 'Open File' dialogue that you can use to locate the font file |
| | | Use 'Paste Special' to specify the path to the font file. |
| | | The font file must be an OpenType font with the .ttf extension or a Type 1 Post Script font with the .afm or .pfa extensions. Other font formats are not supported. |
| Pdf Built-in font | Paste Special | Choices of possible entries |
| | | If you want to embed one of the standard fonts in pdf files, specify that font here. This will usually be because the Style uses one of the standard fonts and you want to embed that font in pdf files. This will help ensure the Style prints as you expect, but will also slightly increase the size of the pdf file. |
| | | If you specify both a Pdf Built-in font and a Font File in the field above, the Pdf Built-in font will be used. |
| Pdf Size | | The font size in points. |
| Styles | | Select one of the available style types. |

If you specify a font on the 'Pdf' card, you should also specify a Mac Font. When you use the Style in a Form design and print the document to a printer or preview it to screen, the Mac Font will be used. The Pdf font will only be visible in pdf files.

Note that the .ttf extension does not guarantee that the font is an OpenType font, as this extension is also used with TrueType fonts. You can confirm the font format using the Font Book application. If there is still a problem, the Pdf font will not be visible in a pdf file and will be replaced by Times.

If you will use a Form to create pdf files, as well as specifying the fonts that will be embedded as described here, you should also specify a PDF Code page for that Form and, if appropriate, specify that pdf files will be created in landscape format. Please refer to page 181 above for details.

Document Definition

You must assign a Form to each document before you print it for the first time. The Form is the design or layout of the document. For example, if you have designed a Form with the Form Code of "INVOICE", you need to connect it to the Invoice document so that the Form will be used when you print the document. You can have a single Form for each document, or you may have several versions of a particular type of document, to be used on different occasions.

To assign a Form or Forms to a document, follow these steps—

1. Ensure you are in the correct module for the document. For example, to assign the "INVOICE" Form to the Invoices document, ensure you are in the Sales Ledger.
2. Click the [Documents] button in the Master Control panel or use the ⌘-D keyboard shortcut. The 'Documents' list window is opened showing a list of available documents. Highlight the document that you need to define ('Invoices' in the example).
3. Select 'Define Document' from the Operations menu.
4. Enter the Form Code (e.g. "INVOICE") in the Form field. Use the 'Paste Special' feature to see the available forms in your Form register and to ensure the spelling is correct.

| Seq. | No. Series | Form | Status |
|------|------------|---------|--------|
| 1 | | INVOICE | All |
| 2 | | | |
| 3 | | | |
| 4 | | | |
| 5 | | | |
| 6 | | | |
| 7 | | | |
| 8 | | | |
| 9 | | | |
| 10 | | | |
| 11 | | | |
| 12 | | | |
| 13 | | | |
| 14 | | | |

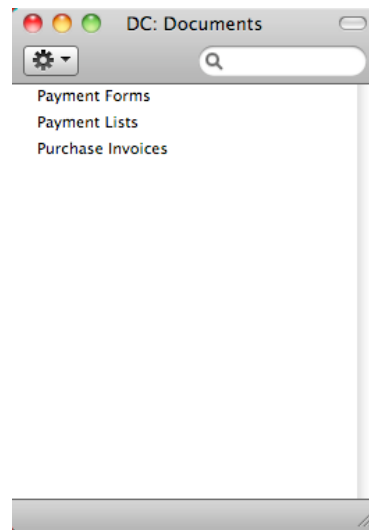
5. Click [Save] to save the Invoice definition. From now on, whenever Invoices are printed, the "INVOICE" Form will be used.

You can also use 'Define Document' (steps 4 and 5 above) to specify that more than one Form is to be printed (for example, you might require that a Delivery Note is printed with each Invoice). Please refer to page 68 for more details about the 'Form Definition' window, with illustrated examples.

The 'Define Document' function is available for all of the documents printed by Standard Accounts, allowing a high level of flexibility in the production of printed output from Standard Accounts.

Documents in the Purchase Ledger

The following documents are available in the Purchase Ledger—



Payment Forms

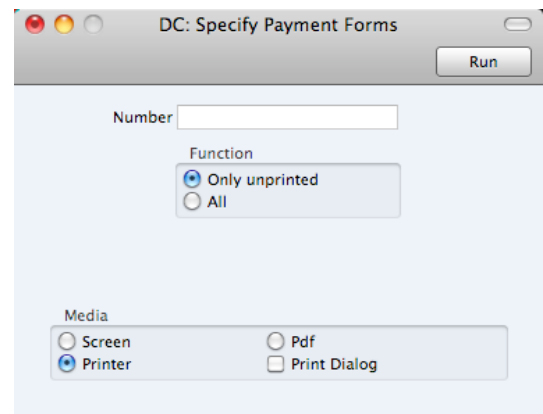
Use this function to print records from the Payment register. Please refer to the 'Printing Payment Forms and Cheques' section above on page 105 for details about how to ensure this function complies with your requirements.

When you print a payment form for a specific Payment record, the payments issued to a single Supplier will be grouped together. As a result, a separate page will be printed for each Supplier included in a Payment record.

For example, if a Payment record pays two Purchase Invoices from Supplier 1 and one from Supplier 2, one page will be printed for Supplier 1 and a separate page will be printed for Supplier 2.

If you are printing a range of Payment records, one page will be printed for Supplier 1 for the first Payment record, and a separate page will be printed for Supplier 1 for the second Payment record.

A printed payment form can be useful as documentation of the cheques you have issued from the program. If you write your cheques manually, this document can provide you with a valuable tool for reconciliation.



No. Enter a Payment Number to print a single Payment, or a range of Payment Numbers, separating the first and last number with a colon (:).

Function Use these options to choose the Payments that you want printed.

Unprinted Only This option ignores any Payments in the range that have already been printed. Unordered, ordered and approved Payments in the range will all be printed.

You can use this option to print an unordered Payment as many times as necessary. However, it will only print ordered and approved Payments once.

All Click All only if you want to print ordered and approved Payments that have already been printed. Take care with this option not to issue duplicate checks if you have incorporated cheques into the design of your Payment Form.

In both cases, the text “Test Printout” will be printed diagonally across unordered Payments as a watermark.

You can also print a Payment Form from an individual Payment record by opening it and clicking the Printer icon in the Button Bar. This method of printing a Payment Form will behave as though the All option is selected (i.e. it will reprint an ordered or approved Payment).

When you design the Form to be used when printing Payments, you can use the following fields to print amounts in words—

Amount in Text Prints the entire amount in words.

Amount in Text, Cents

Both figures after the decimal point are printed in words.

Amount in Text, Units

The first figure before the decimal point is printed in words (the units).

Amount in Text, Tens

The second figure before the decimal point is printed in words (the tens).

Amount in Text, Hundreds

The third figure before the decimal point is printed in words (the hundreds).

Amount in Text, Thousands

The fourth figure before the decimal point is printed in words (the thousands).

Amount in Text, 10 Thousands

The fifth figure before the decimal point is printed in words.

The illustration below shows an example Payment that was printed using a Form containing the fields listed above—

Standard Accounts by Hansa World

Payment Total: 828.03

Page: 1/1

DC: Preview: Payments 210001

eight hundred and twenty eight and 03

| Thousands | Hundreds | Tens | Units | All Cents |
|-----------|----------|------|-------|-----------|
| zero | eight | two | eight | three |

Standard Demo Ltd
Abbey Business Centre
111 Buckingham Palace Road
Victoria
London, United Kingdom
SW1W 0SR

Telephone: +44 (0)845 123 2732

Fax: +44 (0)845 123 2739

Reg.: 821 321 4456

Bank Acc:

Sort Code:

VAT No: GB 836 0089 31

1/1

This is the Form that was used to print this Payment—

DC: Form PAYMENT: Inspect

New

Duplicate

Cancel

Save

Text

Line

Frame

Field

Picture

Amount in Text

| Thousands | Hundreds | Tens | Units | All Cents |
|-----------|----------|--------|--------|-----------|
| Amount | Amount | Amount | Amount | Amount |

Own Address

Telephone: Own Telephone Number

Fax: Own Fax Number

Reg.: Own Registration Number

Own WWW Address

Bank Acc: Own Bank 2

Sort Code: Own Bank 1

VAT No: Own VAT Reg. Number

Page

Payment Lists

Use the Payment List document when you need to print a summary of the payments issued from each Payment record.

DC: Specify Payment Lists

Run

No.

Media

☐ Screen ☐ Pdf

☒ Printer ☐ Print Dialog

No. Enter the Payment Number to print a single Payment, or a range of Payment Numbers, separating them with a colon (:). A separate page will be printed for each Payment record.

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 Purchase Invoice Journal report, but is printed with one page per invoice.

DC: Specify Purchase Invoices

Run

No.

Status

☒ Not OKed Only ☐ All

Media

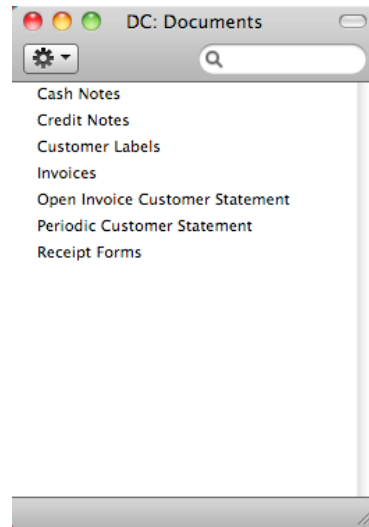
☐ Screen ☐ Pdf

☒ Printer ☐ 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 specify that you want all Purchase Invoices in the specified range printed, or only those that have not been approved.

Documents in the Sales Ledger

The following documents are available in the Sales Ledger—



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. The Invoice will be printed. The text "Test Printout" will be printed diagonally across the page as a watermark. Since you have not yet committed the Invoice by clicking the OK check box and saving, you can check it and change it if necessary. This is true also for Cash Notes and Credit Notes. If you want to print to screen, click the Preview icon (the preview will not include the watermark).

When you want to print the final Invoice, you can do so again by clicking the Printer icon while the Invoice is open on screen, or, to print a number of Invoices at one go, follow the instructions below.

1. Ensure you are in the Sales Ledger and click the [Documents] button in the Master Control panel or use the **⌘-D** keyboard shortcut. In the 'Documents' list, double-click the Invoice type you want to use (Invoices, Cash Notes or Credit Notes).

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 specify which Invoices are to be 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 previously printed approved Invoices will have the word “Copy” printed diagonally across the page as a watermark, while unapproved Invoices will be printed with the “Test Printout” watermark. |
| Original | This option also prints all Invoices in the range. Previously printed approved Invoices will be printed again as though they were original copies, without the “Copy” watermark. Unapproved Invoices in the range will be printed with the “Test Printout” watermark. |

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, as follows—

| | |
|--------------------|---|
| 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. |

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

If you specified in the Invoice Form that several copies are to be printed, perhaps on different printers, these copies will only be printed the first time you print an Invoice after approving it. If you need to print all copies again, you must print the Invoice using this function (i.e. not by clicking the Printer icon in the Invoice record), and you should choose the Original option.

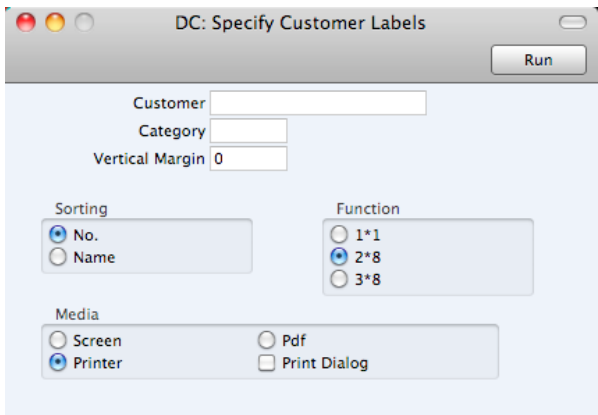
When you design the Form to be used when printing Invoices, you can use the Field Argument in some fields to specify how many decimal places will be printed. These are the row fields “Unit Price”, “Unit Price Including Discount” and “Item Price”, and the footer fields “Sum”, “VAT” and “To Pay”. For example, if the VAT in an Invoice is 1.47, the “VAT” field will print 1.50 if it has a Field Argument of 1. The “Unit Price” field prints the Unit Price from an Invoice Row excluding discount and VAT, while the “Item Price” field prints the Unit Price from an Invoice Row excluding discount but including VAT. The “To Pay” field prints the Invoice total including VAT.

Cash Notes, Credit Notes

These options behave in the same manner as ‘Invoices’ already described. They are provided to enable you to assign a separate Form to 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. You should do this for each document that you are likely to use. Otherwise Standard Accounts 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.

Customer Labels

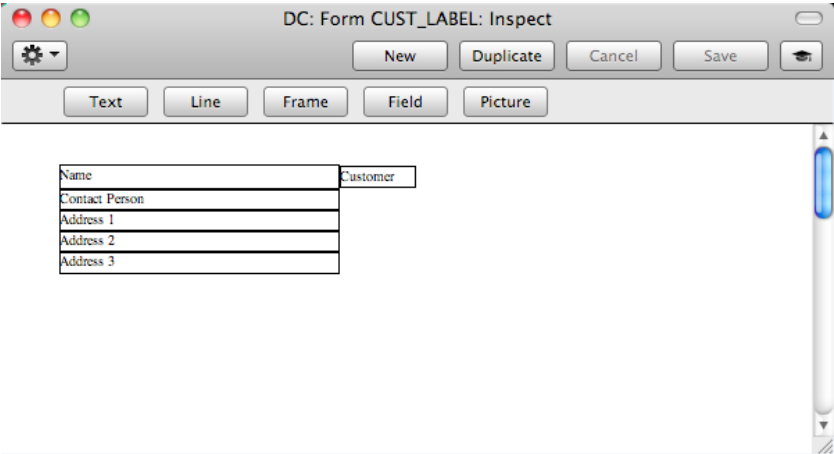
This document prints name and address labels to Contacts that have been marked as Customers and/or Suppliers. It uses the Address and Contact from each Customer record.



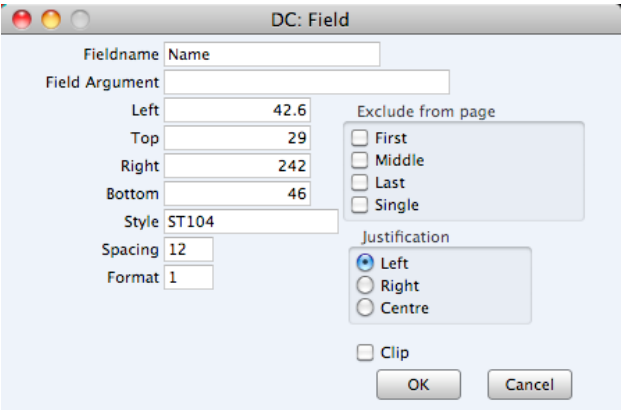
| | | |
|----------|--|---|
| Customer | Paste Special | Customers and Suppliers in Contact register |
| | Range Reporting | Alpha |
| Category | Enter the Customer Number or range of Numbers for which you want the labels printed. | |
| | By default, the ‘Paste Special’ list shows Customers. Click the [Suppliers] button if you need to see Suppliers. | |
| Sorting | Paste Special | Customer Categories setting, Sales Ledger |
| | Select a Customer Category. Labels will be printed for all Contacts in that Category. | |
| | The labels can be sorted by Contact Number or Contact Name. | |
| | | |

Function Choose which of the three standard label formats you are using, 2 or 3 columns and 8 rows on an A4 page, or a single label per page.

Illustrated below is a sample CUST_LABEL record from the Form register. Note that you should only draw each field once: the label printing function will print the fields the appropriate number of times on each page.



Add Fields to the Form design in the usual way (click the [Field] button and draw a rectangle where you want the field to appear). When the 'Field' dialogue box opens, specify the Fieldname—



- If you find the labels are not aligned properly, set the Format to 1.
- If you want static text to be printed on your labels (i.e. text that identifies the information on the labels, such as "Customer Name"), follow these steps—
1. Click the [Field] button and draw a rectangle where you want the static text to appear. The Field dialogue box opens.
 2. Leave the Fieldname blank and enter the static text in the Field Argument field.

DC: Field

Fieldname 0

Field Argument Name

Left 261

Top 29

Right 300

Bottom 46

Style ST104

Spacing 12

Format 1

Exclude from page

☐ First

☐ Middle

☐ Last

☐ Single

Justification

☒ Left

☐ Right

☐ Centre

☐ Clip

OK Cancel

- 3. Click [OK] to save.
- 4. Do not use the [Text] button for this purpose: any text entered this way will be printed for the first label only.

Open Invoice Customer Statement

The Open Invoice Customer Statement document lists the open (unpaid) Invoices issued to a Customer. It is similar to the report of the same name, but as it is a document you can design the printed output to meet your requirements using the Form register in the System module. Whereas the report is intended for internal use, the document is to be sent to the Customer.

DC: Specify Open Invoice Customer Statement

Run

Customer

Category

Days of delay (not less than) 0

☒ Increase Reminder Level

☐ Include Open Credit Invoices

Invoices

☒ Open

☐ Overdue

Media

☐ Screen

☐ Pdf

☒ Printer

☐ Print Dialog

| | | |
|--|---|---|
| Customer | Paste Special | Customers in Contact register |
| | Range Reporting | Alpha |
| If necessary, enter here the Contact 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.

Include Open Credit Notes

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

Invoices

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

- Open

This option lists all unpaid Invoices in the statement.
- Overdue

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

Periodic Customer Statement

This document prints 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. It therefore prints a full transaction history for the Customer.

| | | |
|-----------------|------------------------|---|
| Period | Paste Special | Reporting Periods setting, System module |
| | | Specify a period to be covered by the statements. |
| | | The document will include all Invoices and Receipts for the Customer for the specified period. Transactions from before the period will be summarised in an opening balance figure. |
| Customer | Paste Special | Customers in Contact register |
| | Range Reporting | Alpha |
| | | If necessary, enter here the Contact 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. |

Customers with Balance Only

Check this box to exclude Customers with no current balance.

Receipt Forms

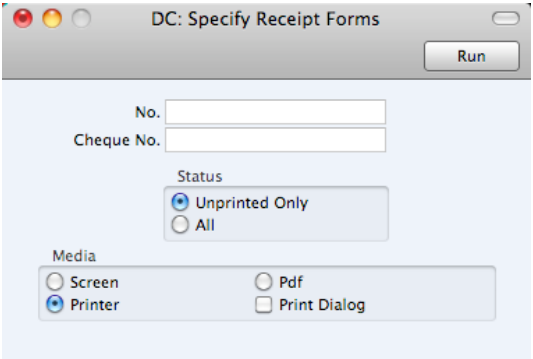
Use the Receipt Form document if you need a hard copy of each Receipt for your records.

When you print a Receipt Form for a specific Receipt record, the payments received from a single Customer will be grouped together. As a result, a separate page will be printed for each Customer included in a Receipt record.

For example, if a Receipt record contains payments against two Invoices from Customer 1 and one from Customer 2, one page will be printed for Customer 1 and a separate page will be printed for Customer 2.

If you are printing a range of Receipt records, one page will be printed for Customer 1 for the first Receipt record, and a separate page will be printed for Customer 1 for the second Receipt record.

You can also print a Receipt Form from an individual Receipt record by opening it and clicking the Printer icon in the Button Bar. The Printer icon behaves as though the Unprinted Only option is selected (i.e. it will not reprint a Receipt).



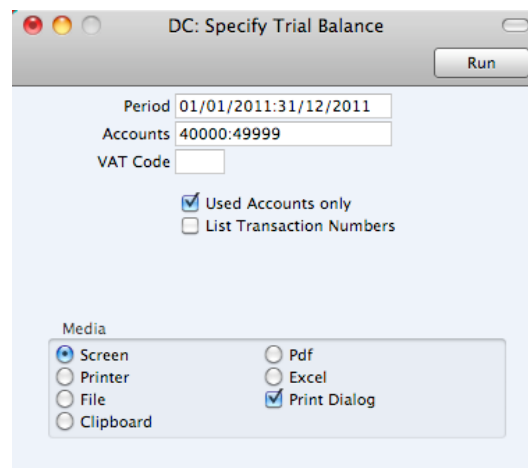
| | | |
|---------------|--|--|
| No. | Range Reporting | Numeric |
| | Enter a Receipt Number print a single Receipt, or a range of Receipt Numbers, separating the first and last number with a colon (:). | |
| Status | Use these options to choose the Receipts that you want printed. | |
| | Unprinted Only | This option ignores any Receipts in the range that have already been printed. Approved and unapproved Receipts in the range will be printed. |
| | All | This option prints every Receipt in the range, including Receipts that have already been printed. |
| | In both cases, the text "Test Printout" will be printed diagonally across unapproved Receipts as a watermark. | |

Reports

Introduction

To print a report, follow these steps—

1. Use the [Reports] button in the Master Control panel or the **⌘-R** keyboard shortcut to open the list of reports. The reports in the list will vary with the selected module.
2. Choose a report by clicking an item in the list once. If you need to set the page size, number of copies and other printer options for the report, choose 'Page Setup' from the File menu. You can also use this function to choose the printer on which the report is to be printed. These settings will be used whenever you print the particular report until you choose 'Page Setup' once again.
3. Double-click the report that you want to print. A dialogue box (or "specification window") will open, where you should specify what you want to be included in the report, and where you want the report to be printed. Illustrated below is the specification window for the Trial Balance report—



4. Leave all the fields in a specification window blank if the report is to include all the records in the database. If you need to restrict the coverage of the report, use the fields as described individually for each report.

You can often report on a selection range 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, if a specification window includes an Account field, you will be able to report on Accounts 40000 to 49999 by entering "40000:49999" in that field, as illustrated above. 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.

You can often use 'Paste Special' (**⌘-Enter**) to enter values in fields in specification windows. In the example illustrated above, you can use 'Paste Special' to choose a Period, an Account or range of Accounts, and a VAT Code. In a field where you can enter a range (the Account field in the example), type the colon before opening the 'Paste Special' list for the

second time. This will cause the second Account to be added to the one already entered. Otherwise, the previous Account will be overwritten.

The specification window also allows you to choose the destination of the printout. To do this, select one of the Media options at the bottom of the window. If you print to file, the contents of the report will be saved as a text file that you can then open in most word processors and spreadsheets. If you print to screen (the default setting), you will subsequently be able send the report to a printer by clicking the Printer icon at the top of the window containing the report or by selecting 'Print' from the File menu.

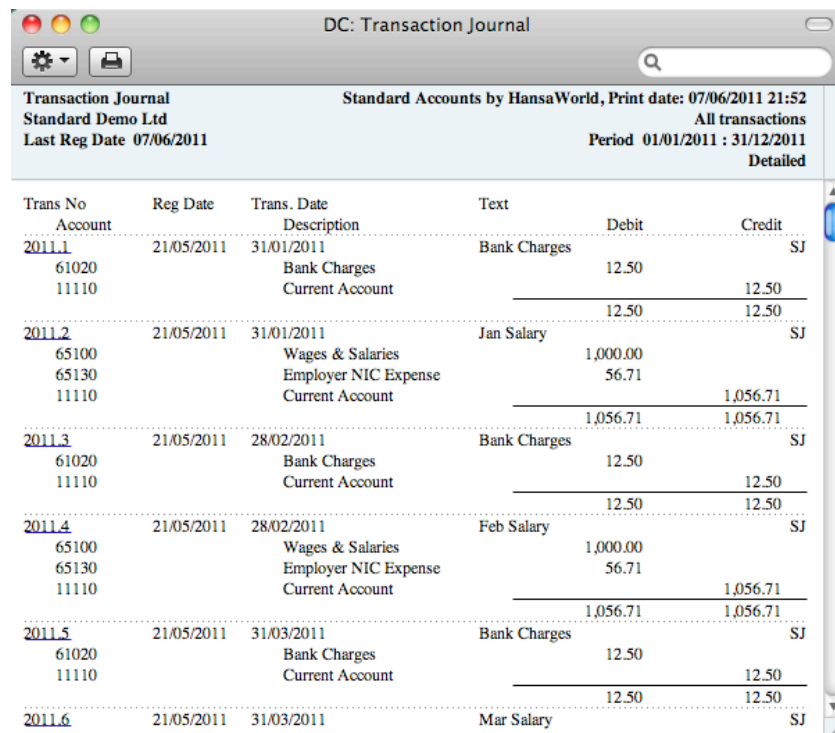
If you want a print dialogue to appear when you send the report to a printer, check the Print Dialogue box. You might do this if you want to print several copies of a report.

5. Once you have entered the reporting criteria and have chosen a print destination, click the [Run] button to produce the report.

The Report Window

If you print a report to screen, it will be shown in its own window, known as a "Report Window". You can print several reports to screen at the same time, totally independently. You can for example show two versions of the Balance Sheet simultaneously, in two different windows. Since windows in Standard Accounts are completely independent, you can have report windows, record and browse windows and lists all open at the same time.

Below is shown an example Transaction Journal—



| Trans No | Account | Reg Date | Trans. Date | Description | Text | Debit | Credit |
|----------|---------|------------|-------------|----------------------|--------------|----------|----------|
| 2011.1 | | 21/05/2011 | 31/01/2011 | Bank Charges | Bank Charges | 12.50 | |
| | 61020 | | | Bank Charges | | | 12.50 |
| | 11110 | | | Current Account | | | 12.50 |
| | | | | | | 12.50 | 12.50 |
| 2011.2 | | 21/05/2011 | 31/01/2011 | Jan Salary | Jan Salary | | |
| | 65100 | | | Wages & Salaries | | 1,000.00 | |
| | 65130 | | | Employer NIC Expense | | 56.71 | |
| | 11110 | | | Current Account | | | 1,056.71 |
| | | | | | | 1,056.71 | 1,056.71 |
| 2011.3 | | 21/05/2011 | 28/02/2011 | Bank Charges | Bank Charges | 12.50 | |
| | 61020 | | | Bank Charges | | | 12.50 |
| | 11110 | | | Current Account | | | 12.50 |
| | | | | | | 12.50 | 12.50 |
| 2011.4 | | 21/05/2011 | 28/02/2011 | Feb Salary | Feb Salary | | |
| | 65100 | | | Wages & Salaries | | 1,000.00 | |
| | 65130 | | | Employer NIC Expense | | 56.71 | |
| | 11110 | | | Current Account | | | 1,056.71 |
| | | | | | | 1,056.71 | 1,056.71 |
| 2011.5 | | 21/05/2011 | 31/03/2011 | Bank Charges | Bank Charges | 12.50 | |
| | 61020 | | | Bank Charges | | | 12.50 |
| | 11110 | | | Current Account | | | 12.50 |
| | | | | | | 12.50 | 12.50 |
| 2011.6 | | 21/05/2011 | 31/03/2011 | Mar Salary | Mar Salary | | |
| | 65100 | | | Wages & Salaries | | 1,000.00 | |

You can scroll up and down through the report using the scroll bar, the trackpad or the PgDn, PgUp, Home and End keys on the keyboard.

Searching in Reports

A useful function built in to every report in Standard Accounts when you print to screen is the ability to search for a text string in a report. The search string can contain any sequence of letters and digits occurring in the report.

| Transaction Journal | Standard Accounts by HansaWorld, Print date: 07/06/2011 21:52 |
|--------------------------|---|
| Standard Demo Ltd | All transactions |
| Last Reg Date 07/06/2011 | Period 01/01/2011 : 31/12/2011 |
| | Detailed |
| S/INV_2011003 | 21/05/2011 21/02/2011 1010 Pena Colors SJ |
| 12100 | Debtors 412.80 |
| 41100 | Sales - Category 1 (domestic) 344.00 1 |
| 23000 | VAT Payable 68.80 1 |
| | 412.80 412.80 |
| S/INV_2011004 | 21/05/2011 25/02/2011 1014 Best in Music Ltd. SJ |
| 12100 | Debtors 10,027.14 |
| 41100 | Sales - Category 1 (domestic) 8,355.95 1 |
| 23000 | VAT Payable 1,671.19 1 |
| | 10,027.14 10,027.14 |
| S/INV_2011005 | 21/05/2011 11/03/2011 1017 General Store Customer SJ |
| 12100 | Debtors 5,711.94 |
| 41100 | Sales - Category 1 (domestic) 4,759.95 1 |
| 23000 | VAT Payable 951.99 1 |
| | 5,711.94 5,711.94 |
| S/INV_2011006 | 21/05/2011 17/03/2011 1003 Blue Viola Inc SJ |
| 12100 | Debtors 5,280.00 |
| 41100 | Sales - Category 1 (domestic) 4,400.00 1 |
| 23000 | VAT Payable 880.00 1 |
| | 5,280.00 5,280.00 |
| S/INV_2011007 | 21/05/2011 07/04/2011 1001 D.I Musical Design SJ |
| 12100 | Debtors 911.94 |
| 41100 | Sales - Category 1 (domestic) 759.95 1 |
| 23000 | VAT Payable 151.99 1 |
| | 911.94 911.94 |

In this example you might want to search for the Nominal Ledger Transaction resulting from Invoice 2011003. Enter "2011003" into the Search field on the right of the Button Bar and press the Return or Enter key. The first text string in the report that matches the search string will be highlighted. Press the Enter key again to find the next match.

Updating Reports

While a report is on screen, it may be that you change one or more of the records that contribute to the calculations. If any of these changes will affect the contents of the report, you can easily update the report without closing and recreating it. Simply bring the report window to the front and select 'Recalculate' from the Operations drop-down menu (or use the **⌘-Shift-R** keyboard shortcut) to update the report. If you want to change the report criteria before recreating the report (e.g. you want to change the report period), choose 'Reopen Report Specification' from the Operations menu instead (or use the **⌘-Shift-E** keyboard shortcut).

Drill-down

Many reports include a drill-down feature when you print them to screen. For example, when you have a Profit & Loss statement on the screen, you can click on any Account Number in the report. The Nominal Ledger report for the same Account and period will be 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 on the next page.

The screenshot shows three overlapping windows from an accounting application:

- DC: Profit & Loss** (top left): Displays 'Standard Accounts by HansaWorld, Print date: 07/06/2011 21:56'. It shows 'Standard Demo Ltd' with 'Last Reg Date 07/06/2011' and 'Period 01/01/2011 : 31/12/2011'. The 'Exact Notation' is set to 'in %'.
- DC: Nominal Ledger** (middle): Also displays 'Standard Accounts by HansaWorld, Print date: 07/06/2011 21:56'. It shows 'Standard Demo Ltd' with 'Last Reg Date 07/06/2011' and 'Period 01/01/2011 : 31/12/2011'. The 'Values in' are set to 'in %'. It lists 'Income' (41100), 'Sales' (41100), 'Total Income' (51000), 'Cost Of Sales' (51000), 'Pun' (51000), and 'Total Cost Of S' (51000).
- DC: Transaction: Inspect** (bottom): Displays 'Standard Accounts by HansaWorld, Print date: 07/06/2011 21:56'. It shows 'Standard Demo Ltd' with 'Last Reg Date 07/06/2011' and 'Period 01/01/2011 : 31/12/2011'. The 'Values in' are set to 'in %'. It lists 'Income' (41100), 'Sales' (41100), 'Total Income' (51000), 'Cost Of Sales' (51000), 'Pun' (51000), and 'Total Cost Of S' (51000).

The 'DC: Transaction: Inspect' window shows a transaction with the following details:

| Trans No | Trans. Date | Text | Debit | Credit | Balance |
|----------|-------------|------------------|----------|--------|----------|
| | | Fwd balance | | | 0.00 |
| | | 1001 D.I Musical | 3,444.95 | | 3,444.95 |

The 'DC: Transaction: Inspect' window also shows a table with the following data:

| Account | Description | Debit | Credit | V-Cd |
|---------|-------------------------------|----------|----------|------|
| 1 12100 | Debtors | 4,133.94 | | |
| 2 41100 | Sales - Category 1 (domestic) | | 3,444.95 | 1 |
| 3 23000 | VAT Payable | | 688.99 | 1 |

The 'DC: Transaction: Inspect' window also shows a 'Difference' of 0.00 and a 'Total' of 4,133.94.

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

Printouts

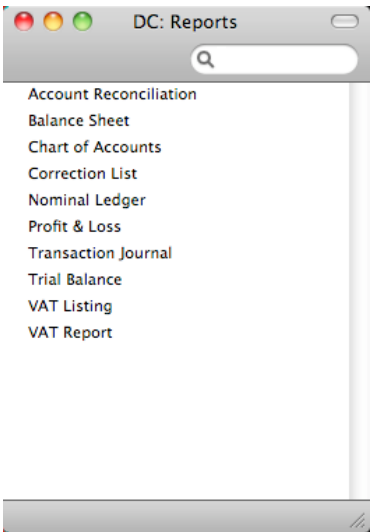
If you print a report to screen, you can then print it to paper by clicking the Printer icon in the Button Bar of the window containing the report. The page format is set in advance for each report so that the report will fit in a portrait or landscape page.

Definition of Reports

You can change the appearance and format of some reports 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, the Profit & Loss Report and the VAT Report. To do this, use the Report Settings setting in the Nominal Ledger, described above on page 153.

Reports in the Nominal Ledger

The following reports are available in the Nominal Ledger—

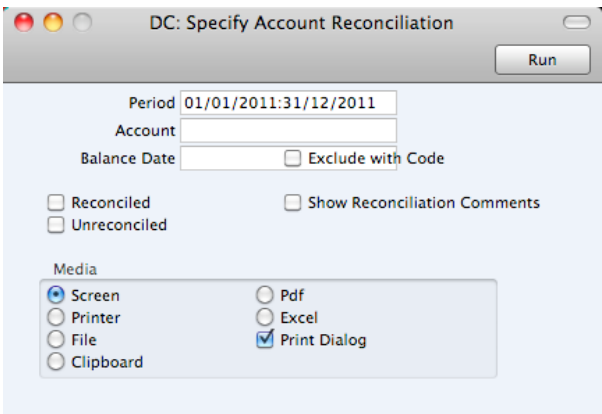


Account Reconciliation

You will most commonly use this report to help with the task of bank reconciliation, which you should do using the Account Reconciliation register. The report is a list of Transaction rows (i.e. individual account postings) for the report period in date order, showing for each the Account, Transaction Number and Date, Amount and whether it has been reconciled.

You can also produce this report from the Account Reconciliation register, by selecting 'Account Reconciliation' from the Operations menu.

When printed to screen, the Account Reconciliation report has the Standard Accounts Drill-down feature. Click on a Sub System Number (e.g. Invoice Number) in the report to open the Nominal Ledger Transaction for that Sub System record. You can then open the Sub System record itself (e.g. the Invoice) by selecting 'Open Subsystem Record' from the Operations menu.



Period

Paste Special

Reporting Periods setting,
System module

All Transaction rows whose dates fall in the period entered here will be included in the report. The default value is the first period in the Reporting Periods setting.

| | | |
|---------------------|---|----------------------------------|
| Accounts | Paste Special | Account register, Nominal Ledger |
| | Range Reporting | Alpha |
| | Use this field to limit the report to Transaction rows posting to a certain Account, or range of Accounts. Usually you will need to specify your Bank Account(s) or other reconcilable Account here, otherwise the report will be much longer than necessary. | |
| Balance Date | Paste Special | Choose date |
| | Two totals are shown for each Account: the total reconciled from Transaction rows whose dates fall within the report period and the total reconciled from Transaction rows whose dates fall before a certain date. Specify that date here. | |
| Reconciled | Check this box to include reconciled Transaction rows in the report. | |
| Unreconciled | Check this box to include unreconciled Transaction rows in the report. At least one of the Reconciled and Unreconciled boxes must be checked or the report will be blank. | |

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 Standard Accounts, or you can define your own, possibly editing the standard definition to suit your needs.

Defining the 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 click the [Settings] button in the Master Control panel, then 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 'Balance Sheet Report Definition: Browse' window is opened.

| Id | Comment | Accounts |
|------|---------------------------|-------------------|
| 1000 | ASSETS | |
| 1001 | | |
| 1010 | Current Assets | |
| 1020 | Cash On Hand | 11110:11180 |
| 1030 | Deposits Paid | 11300 |
| 1040 | Stock | 11800 |
| 1050 | Total Current Assets | 1020+1030+1040 |
| 1051 | | |
| 1060 | Debtors | 11200 |
| 1061 | | |
| 1070 | Fixed Assets | 12210:12820 |
| 1075 | | |
| 1080 | TOTAL ASSETS | 1050+1060+1070 |
| 1085 | | |
| 2000 | LIABILITIES | |
| 2001 | | |
| 2010 | CURRENT LIABILITIES | |
| 2030 | Creditors | 21200 |
| 2040 | Tax Payable | 21350+21310+21330 |
| 2050 | Payroll Withholding | 21410 |
| 2060 | Client Deposits | 21600 |
| 2070 | Other Current Liabilities | 21900 |

The window shows the Balance Sheet row by row, as it has been presented up to now. Each row is sometimes known as a “Line Definition”. To insert new Line Definitions, click the [New Line] button, or double-click a row to edit it. In both cases, the following window opens, entitled ‘Line Definition: New’ if you clicked [New Line] or ‘Line Definition: Inspect’ if you are editing an existing Line Definition—

No. 1020 Name BalRn

Text Cash On Hand

Accounts 11110:11180

Type: ☒ Accounts, ☐ Sum, ☐ Text, ☐ Page break

Account Type: ☒ Asset, ☐ Liability, ☐ Equity, ☐ Income, ☐ Expense

Side: ☒ Normal, ☐ Debit, ☐ Credit

Active/Passive: ☒ Normal, ☐ Only Debit, ☐ Only Credit

The example Line Definition illustrated above will cause the Account Number, Name and balance of a range of Accounts to be printed in the Balance Sheet, as follows—

No. As well as acting as the unique identifying code for each row in the Balance Sheet, the No. determines the order in which the rows will be printed in the report. When entering rows, it is recommended that you leave gaps in the numbering sequence, so there is room to insert new rows later.

Text This Text will be printed in the report as a heading.

Accounts**Paste Special**

Account register, Nominal Ledger

Enter an Account or a range of Account numbers separated by a colon (:). The Account Number, Name and balance of every Account in this range will be printed in the Balance Sheet, under the heading specified in the Text field.

The Accounts field consists of three rows, with room for a definition 300 characters long. As well as specifying a single Account or a range of Accounts, you can also specify a number of individual Accounts, or ranges of Accounts, separated by commas. If you enter a range of Accounts with the highest number first, the Accounts in that range will be presented in reverse order. An example sequence is illustrated below—

This sequence will appear as follows in the printed report—

| | | Fwd Balance | Net Change | Balance |
|------------------------------------|--------------------------------|-------------|------------------|------------------|
| ASSETS | | | | |
| Reverse Order Example | | | | |
| 13810 | Vehicles Orig Cost | 0.00 | 45,004.00 | 45,004.00 |
| 13710 | Furniture & Fixtures Orig Co | 0.00 | 3,100.00 | 3,100.00 |
| 13700 | Furniture and Fixtures | 0.00 | 494.00 | 494.00 |
| 13410 | Rental Equip Orig Cost | 0.00 | 2,510.00 | 2,510.00 |
| 13310 | Bldgs & Imprv Orig Cost | 0.00 | 5,100.00 | 5,100.00 |
| 13820 | Vehicles Accum Dep | 0.00 | -18,679.00 | -18,679.00 |
| 13720 | Furniture & Fixtures Accum Dep | 0.00 | -1,790.00 | -1,790.00 |
| 13420 | Rental Equip Accum Dep | 0.00 | -850.00 | -850.00 |
| 13320 | Bldgs & Imprv Accum Dep | 0.00 | -1,500.00 | -1,500.00 |
| Total Reverse Order Example | | 0.00 | 33,389.00 | 33,389.00 |

In this example, the "Reverse Order Example" heading was taken from the Text field in the Line Definition.

Type

Choose the "Accounts" option to signify that each of the Accounts in the range will be printed individually in the report. After the last Account in the range, a total for the group will be printed.

Account Type

Choose the Account Type. This controls the presentation of the Account balances in the report. Assets and Expenses

will be printed as positive values, while liabilities, equity and incomes will be negative.

Side, Active/Passive

These options are described in the 'Special Features of the Balance Sheet' section below on page 210.

The next example Line Definition will add the results of previous Line Definitions together and print the result—

DC: Line Definition: Inspect

No. 1050 Name BalRn

Text Total Current Assets

Accounts 1020+1030+1040

Type: ☐ Accounts, ☒ Sum, ☐ Text, ☐ Page break

Account Type: ☒ Asset, ☐ Liability, ☐ Equity, ☐ Income, ☐ Expense

Side: ☒ Normal, ☐ Debit, ☐ Credit

Active/Passive: ☒ Normal, ☐ Only Debit, ☐ Only Credit

Type

Choose the "Sum" option to signify that the line in the report will add the total values from previous lines in the report together and print the result on a separate line. In this case, the result will be printed under the heading "Total Current Assets" (from the Text field).

Accounts

Since the Type is "Sum", use the Accounts field to specify the line numbers (1020+1030+1040) whose total values are to be added together. Do not enter Account Numbers in the three Accounts fields if the Type is "Sum".

Account Type

Again these options control the presentation of the total figure when printed in the report (positive or negative).

The Text field in the example Line Definition illustrated below is empty. As the Type is "Accounts", this means that the line will not be printed in the report. If this line had some Text, it would cause the balances of every Account between 41000 and 99999 to be listed in the report, followed by the total balance for that range of Accounts. As there is no Text, the processing will still take place (i.e. the total balance for that range of Accounts will still be calculated), but this processing will effectively be hidden as nothing will be printed.

DC: Line Definition: Inspect

No. 4010 Name BalRn

Text

Accounts 41000:99999

Type: ☒ Accounts, ☐ Sum, ☐ Text, ☐ Page break

Account Type: ☐ Asset, ☐ Liability, ☐ Equity, ☒ Income, ☐ Expense

Side: ☒ Normal, ☐ Debit, ☐ Credit

Active/Passive: ☒ Normal, ☐ Only Debit, ☐ Only Credit

The total balance could then be used in line 4020—

Taken together, rows 4010 and 4020 will print the total balance for Accounts 41000:99999 without listing those Accounts individually. Since these are the Income and Expense Accounts, this is appropriate for the Balance Sheet.

If the Type in a Line is “Text”, then you can leave the Text field empty. This will cause a blank line to be printed in the report. This can be useful if you want to insert spaces between sections in the report.

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.



Standard Accounts is supplied 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 you 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.

To delete a line from the Balance Sheet, follow these steps—

1. Click the [Settings] button in the Master Control panel 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 'Balance Sheet Report Definition: Browse' window is opened.

2. Double-click the row you want to remove, to open its definition window.
3. Select 'Delete' from the Record menu.

The line will be deleted from the Balance Sheet and you will be returned to the 'Balance Sheet Report Definition: Browse' window.



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

Printing a Balance Sheet

After ensuring you are in the Nominal Ledger, click the [Reports] button in the Master Control panel and then double-click 'Balance Sheet' in the 'Reports' list. The 'Specify Balance Sheet' window is opened.

| | | |
|---------------------|----------------------|--|
| Period | Paste Special | Reporting Periods setting, System module |
| | | Enter the period for the Balance Sheet you want to print. The first period in the Reporting Periods setting will be offered as a default. |
| Accounts | | Use these options to choose how you want the Accounts to be printed in the report. |
| All | | This option will list all the Accounts that have been included in the Balance Sheet definition. |
| With Balance | | This option will only list Accounts that have an opening balance and/or a closing balance. An Account with no opening balance that has been used in the period in such a way that it also has no closing balance will not be shown in the report. If you want such an Account to be included in the report, use the Used Only option below. |
| Groups only | | This option does not print balances for individual Accounts. Instead, it simply prints an overall balance for each line in the Balance Sheet definition. |

Used Groups only This option only prints balances for lines as entered in the Balance Sheet definition that have been used.

Used only This option will only list Accounts that have been used. This includes Accounts that have balances brought forward from a previous period that have not been used during the report period.

This option is similar to With Balance above, with the exception that it also includes Accounts with no opening balances that have been used during the period in such a way that they also have no closing balances.

Comparison Choose to compare with Net Change or the same period the previous Year.

List Transaction Nos

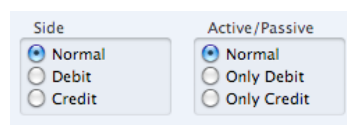
With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report.

When you click [Run], the Balance Sheet will be printed as you have specified.

When printed to screen, the Balance Sheet has the Standard Accounts 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 click on any Transaction Number to open an individual Transaction record.

Special Features of the Balance Sheet

This section describes the Side and Active/Passive options in the Balance Sheet definition.



You can use these options to satisfy 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 can hold either 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. there is 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 in Standard Accounts 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 11115 - Checking Account 2—

| ACCOUNT 11115 Current Account 2 | | | | | |
|---------------------------------|-------------|-----------------|----------|---------|----------|
| Trans No | Trans. Date | Text | Debit | Credit | Balance |
| | | Fwd balance | | | 0.00 |
| 2011.11 | 08/06/2011 | Current Account | | 125.00 | -125.00 |
| 2011.11 | 08/06/2011 | Current Account | | -110.00 | -15.00 |
| 2011.12 | 08/06/2011 | Current Account | 1,000.00 | | 985.00 |
| 2011.12 | 08/06/2011 | Current Account | 5,000.00 | | 5,985.00 |
| | | Total | 6,000.00 | 15.00 | |
| | | Fwd balance | | | 0.00 |
| | | Net Change | 5,985.00 | | |
| Transaction Count: | | | | | |
| 4 | | Balance | | | 5,985.00 |

Account 11116 - Checking Account 3—

| ACCOUNT 11116 Current Account 3 | | | | | |
|---------------------------------|-------------|-----------------|---------|----------|---------|
| Trans No | Trans. Date | Text | Debit | Credit | Balance |
| | | Fwd balance | | | 0.00 |
| 2011.11 | 08/06/2011 | Current Account | 125.00 | | 125.00 |
| 2011.11 | 08/06/2011 | Current Account | -110.00 | | 15.00 |
| 2011.12 | 08/06/2011 | Current Account | | 1,000.00 | -985.00 |
| | | Total | 15.00 | 1,000.00 | |
| | | Fwd balance | | | 0.00 |
| | | Net Change | | 985.00 | |
| Transaction Count: | | | | | |
| 3 | | Balance | | | -985.00 |

Account 11116 is defined as an asset, and currently has a balance in credit. Total Debits during the period is 15, and total Credits 1000. Account 11115 has a normal debit balance, but on this Account one negative value has been entered on the credit side. 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 11116 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 11115 will be shown, because the Account balance is in debit—

| Special Features example | | | | |
|--------------------------------|-------------------|------|----------|----------|
| 11115 | Current Account 2 | 0.00 | 6,000.00 | 6,000.00 |
| 11116 | 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—

| | | | | |
|--------------------------------|-------------------|------|-----------|-----------|
| Special Features example | | | | |
| 11115 | Current Account 2 | 0.00 | -15.00 | -15.00 |
| 11116 | 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 11115 has a positive value, and 11116 has an 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 | | | | |
| 11115 | Current Account 2 | 0.00 | -15.00 | -15.00 |
| 11116 | Current Account 3 | 0.00 | -1,000.00 | -1,000.00 |
| Total Special Features example | | 0.00 | -1,015.00 | -1,015.00 |

Chart of Accounts

Use this report to print your Chart of Accounts (i.e. to print a list of the Accounts in the Account register).

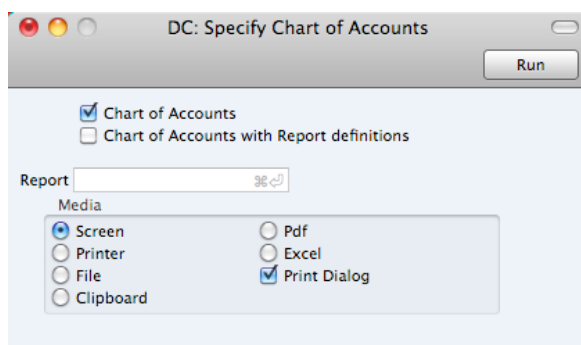


Chart of Accounts This option prints a list of the Accounts in the Account register, in Account Number order. It shows the Account Number and Name, VAT Code and Type.

Chart of Accounts with Report definitions

This option adds an extra column to the report showing any Report Definitions that each Account appears in.

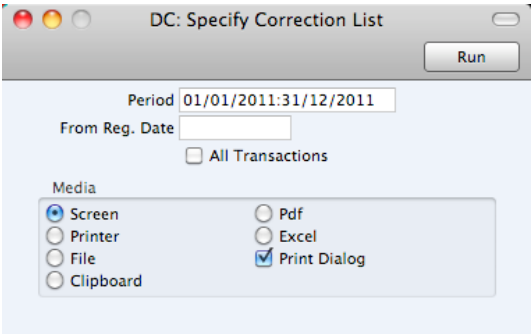
For example, if Account 11110 appears in row 1020 in the Balance Sheet, the extra column in this report will show "B1020", with "B" signifying the Balance Sheet and "1020" signifying the row number.

Correction List

The Correction List is a list of the corrections and updates made to Transactions from a specified period. You can make corrections to Transactions using the 'Correction Mark' function on the Operations menu of the Transaction window, while you can make updates using the 'Update Mark' function on the same menu. Included in the list of updated Transactions in the report are Transactions created from Sub System records that you then invalidated. You cannot change the definition of this report.

When printed to screen, the Correction List has the Standard Accounts 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 1/1/11:31/12/11. 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. |
| | | The report will list corrections and updates made to Transactions whose Transaction Date falls in the period specified here. It can therefore include corrections and updates made later than this period. |
| From Reg. Date | Paste Special | Choose date |
| | | Enter a date to list updates and corrections made on or after that date. |
| All Transactions | | By default, this report only lists Transactions that have been corrected or updated. It shows the Transaction Number, the Transaction Date, the action (i.e. correction or update) and date of the action. If you check this box, every Transaction, including those that have not been updated or corrected, will be listed in the report, together with their registration dates. You might use this option to gain an impression of the proportion of Transactions that have been changed, or to get an idea of how long it takes for updates and corrections to be made. |

Click [Run] to print the Correction List.

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 the Standard Accounts Drill-down feature. Click on any Transaction Number to open an individual Transaction record.

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

| | | |
|-----------------------------|------------------------|--|
| Period | Paste Special | Reporting Periods setting, System module |
| | | Specify a report period, in the format "1/1/11:31/12/11". 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 |
| | 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 you have used the default entries in the Description field of each Transaction row, 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. |
| 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. |
| With Corrections | | Check this box if you want all corrections in the Transactions to be shown. |
| Subtotal VAT Codes | | Check this box if you want the total debit and credit amounts for each VAT Code to be shown at the bottom of the report. |
| List Transaction Nos | | With this box checked, the Transaction Numbers of all Transactions that fall within the reporting period, together with debit and credit totals, will be listed at the bottom of the report. |

| | |
|--------------------|---|
| Long Lines | Three options are available for dealing with long descriptions. If you use a landscape Page Setup and/or reduce the page magnification, the space available for long descriptions (i.e. the width of the description column) is increased. |
| Don't Break | The full length of the description is printed on one line. If it interferes with figures in the next column, these are moved to the next line. |
| Break | The full length of the description is printed, spread over several lines if necessary. |
| Cut | The final characters of the description are not printed, so that it fits onto one line in the allocated column. |

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

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 the Standard Accounts 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 click on any Transaction Number to open an individual Transaction record.

Definition

The content of the Profit & Loss report is defined in the same way as the Balance Sheet. Please refer to the 'Balance Sheet' section above on page 204 for full details.

Printing a Profit & Loss Report

After ensuring you are in the Nominal Ledger, click the [Reports] button in the Master Control panel and then double-click 'Profit & Loss' in the 'Reports' list. The 'Specify Profit & Loss Report' window is opened.

DC: Specify Profit & Loss

Run

Period 01/01/2011:31/12/2011

Accounts

☐ All

☒ Used only

☐ Groups only

☐ Used Groups only

Comparison

☒ Net Change

☐ Previous Year

☐ Previous Result

☐ List Transaction Nos

Media

☒ Screen

☐ Printer

☐ File

☐ Clipboard

☐ Pdf

☐ Excel

☒ Print Dialog

| | | |
|-----------------------------|----------------------|---|
| Period | Paste Special | Reporting Periods setting, System module |
| | | The report period: enter the start and end dates separated by a colon (:). The first period in the Reporting Periods setting is the default. |
| Accounts | | Use these options to choose how you want the Accounts to be printed in the report. |
| All | | This option will list all the Accounts that have been included in the Profit & Loss report definition. |
| Used only | | When you use this option together with the Net Change Comparison, the report will only list 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, and Accounts that have been used in the period in such a way that they have no closing balances. |
| | | When you use this option together with the Previous Year or Previous Result Comparisons, the report will list Accounts that have a closing balance either in the report period or in the same period last year. |
| Groups only | | This option does not print balances for individual Accounts. Instead, it simply prints an overall balance for each line in the Profit & Loss report definition. |
| Used Groups only | | This option only prints balances for lines in the Profit & Loss report definition that have been used. |
| Comparison | | Select one option for the comparison column in the report. |
| Net Change | | This option compares the report period with the Year To Date. |
| Previous Year | | This compares the report period with the same period last year, showing the difference between the two periods as a percentage. |
| Previous Result | | This compares the report period with the same period last year, but does not show the difference between the two periods. |
| 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 the entries made in the Transaction register. You cannot change the definition of this report.

When printed to screen, the Transaction Journal has the Standard Accounts Drill-down feature. Click on any Transaction Number in the report to open an individual Transaction record.

To produce this report, ensure you are in the Nominal Ledger and click the [Reports] button in the Master Control panel. Then double-click 'Transaction Journal' in the 'Reports' list. The 'Specify Transaction Journal' window will be opened.

| | | |
|-------------------------|------------------------|--|
| Period | Paste Special | Reporting Periods setting, System module |
| | | Enter the period to be covered by the report. |
| Transaction No. | Range Reporting | Numeric |
| | | If you only want to print a certain range of Transactions, you can select this range using the Transaction No. 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, "2011.1003" or, for a range, "2011.1003:2011.1010". To print a Transaction that was created remotely from one of the other transaction registers, enter, for example, "S/INV.110003" or "S/INV.110003:S/INV.110010" for a range. |
| Only VAT Code | Paste Special | VAT Codes setting, Nominal Ledger |
| | | Use this field to limit the report to Transactions in which there is at least one row with a particular VAT Code. |
| Report Header | | Specify the report title here. If you do not specify a title, "Transaction Journal" will be used. |
| Legal Serial No. | | In some countries it is mandatory for all Transactions to follow a single number series, irrespective of their nature. 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.
- 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 you have restricted the scope of the report using any of the fields above, only those Transactions included in the report will be listed.
- 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 you have restricted the scope of the report 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 you have restricted the scope of the report 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 printed in the report together with their prefixes as shown in the 'Transactions: Browse' window. Transactions entered directly to the Nominal Ledger, for example, are printed as "2011.1003" while those created from a Sub System are printed as, for example, "S/INV.110003". If you do not want these prefixes to be shown in the report (i.e. in the examples, to omit "2011." and "S/INV."), check this box.

If you check this box and enter a Legal Ser. No. above, each Transaction will be printed with a number in the sequence beginning with the Legal Ser. No. in place of the usual Transaction Number.

- Sorting** The report can be sorted by Transaction Number or Transaction Date.

If you sort by Transaction Number, all Transactions of a similar type will be grouped together. For example, Transactions resulting from Sales Invoices will be grouped together, Transactions resulting from Purchase Invoices will be grouped together, and so on. This allows the report to provide debit and credit turnover figures for each type. If you have used different Number Series, then debit and credit turnover figures will be provided for each Number Series, identified by the Comment from the Number Series. For example, if you have created Invoices using three Number Series, the resulting Transactions in this report will be divided into three sections, with debit and credit turnover figures provided for each one.

If you sort by Transaction Date, all Transactions of a similar type from a particular month will be grouped together. For

example, Transactions resulting from Sales Invoices in January will be grouped together, Transactions resulting from Purchase Invoices in January will then be grouped together, to be followed by other Transactions from January, then the pattern will be repeated for February, and so on. This allows the report to provide monthly debit and credit turnover figures for each type. If you have used different Number Series, then monthly debit and credit turnover figures will be provided for each Number Series, identified by the Comment from the Number Series.

Click [Run] in the Button Bar. The Transaction Journal is printed.

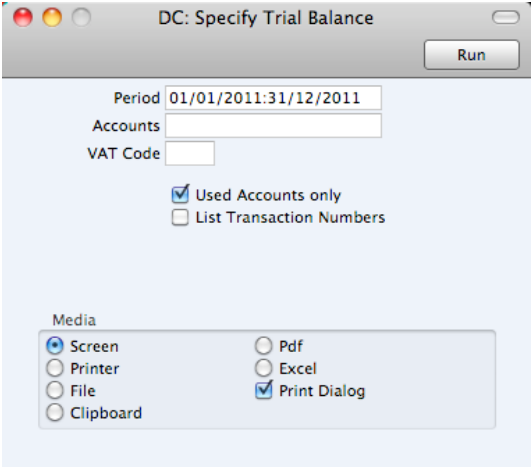
Trial Balance

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 the Transactions that are to be included.

When printed to screen, the Trial Balance has the Standard Accounts 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 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.

To print the Trial Balance, ensure you are in the Nominal Ledger and click the [Reports] button in the Master Control panel. Then double-click 'Trial Balance' in the 'Reports' list. 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 |
| | Range Reporting | Alpha |
| | | Limit the report to a certain Account, or a range of Accounts. |

| | | |
|---|----------------------|-----------------------------------|
| VAT Code | Paste Special | VAT Codes setting, Nominal Ledger |
| Enter a VAT Code here to restrict the report to Transaction rows with a certain VAT Code. | | |

Used Accounts Only

With this box checked, the report will only show Accounts with Transactions registered during the report period, and/or with balances brought forward from a previous period.

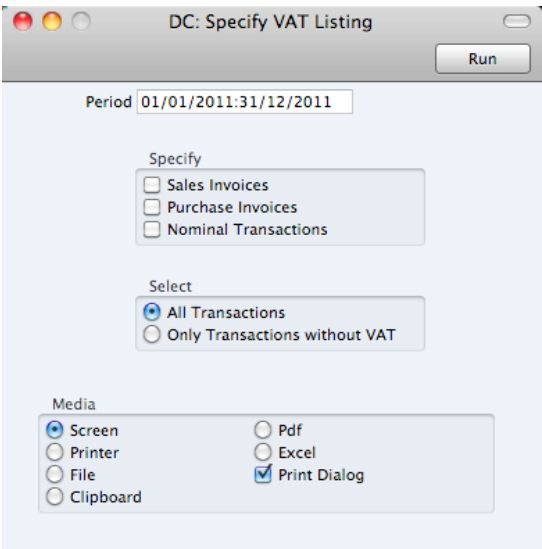
List Transaction Nos

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 figures shown in the VAT Report described below on page 221. For each transaction, the total including and excluding VAT, the VAT total and the overall VAT percentage are shown.

This report is compiled from the Sub System records (e.g. Invoices, Purchase Invoices) that are liable for VAT. The VAT Report is compiled from the Nominal Ledger postings to the VAT Accounts. If there is a difference between the two reports, one possible reason is that the connection between a Sub System record and its related Nominal Ledger Transaction is not correct. Perhaps the Nominal Ledger Transaction does not exist at all, or perhaps it has been subject to a Correction Mark or Update Mark. It might be that the VAT Code in a Transaction row posting to a Sales or Purchase/Cost Account is incorrect or missing, in which case that row will not be included in the figure calculated by the VATRESULT or VATBALANCE commands in the VAT Report.



| | | |
|--|----------------------|--|
| Period | Paste Special | Reporting Periods setting, System module |
| Enter the period for which you want to print the report in the format "1/1/11:31/12/11". 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, simply 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.

| | |
|----------------|--|
| Specify | You can choose to have Sales Invoices, Purchase Invoices and/or Nominal Ledger Transactions listed in the report. You must choose at least one section 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 should print a VAT Report. This report will act both as a transaction document for the ledger and as the basis for payment.

The report summarises the postings made to the Input and Output VAT Accounts during the specified period, and also shows the total Inputs (purchases) and Outputs (sales).

Defining the VAT Report

You can define the VAT Report to determine the Accounts that should be included.

To change the report definition of the VAT Report, ensure you are in the Nominal Ledger, first click the [Settings] button in the Master Control panel, then 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 'VAT Report Definition: Browse' window is opened, as shown overleaf.

| Code | Comment | Definition |
|----------|--------------------------------|---|
| 1 OUT | VAT due in this period o... | -Result("23000") |
| 2 ACQ | VAT due in this period o... | -Result("23310") |
| 3 NET | Total VAT Due (the sum ... | key("OUT")+key("ACQ") |
| 4 INP | VAT reclaimed on purcha... | result("23300") |
| 5 PAY | Net VAT to be paid to C&... | key("NET")-key("INP") |
| 6 . | | |
| 7 . | Sales (only include Total... | |
| 8 SAL0 | Net Sales (Zero Rate) (D... | -vatresult("41000:49999","0") |
| 9 SAL1 | Net Sales (Std Rate) (DO ... | -vatresult("41000:49999","1") |
| 10 SAL2 | Net Sales (Export) (DO N... | -vatresult("41000:49999","2") |
| 11 SAL3 | Net Sales (EU - Zero) (D... | -vatresult("41000:49999","3") |
| 12 . | | |
| 13 SALT | Total val of sales and all ... | key("SAL0")+key("SAL1")+key("SAL2")+key("SAL3") |
| 14 . | | |
| 15 . | Purchases (only include ... | |
| 16 PUR0 | Net Purch (Zero Rate) (D... | vatresult("50000:69999","0") |
| 17 PUR1 | Net Purch (Std Rate) (DO ... | vatresult("50000:69999","1") |
| 18 PUR2 | Net Purch (Import) (DO ... | vatresult("50000:69999","2") |
| 19 PUR3 | Net Purch (EU - Zero) (D... | vatresult("50000:69999","3") |
| 20 . | | |
| 21 PURT | Total val of purchases an... | key("PUR0")+key("PUR1")+key("PUR2")+key("PUR3") |
| 22 . | | |
| 23 . | EU STATISTICS (Enter ne... | |
| 24 SALEU | Total value of supplies of... | key("SAL3") |
| 25 PUREU | Total value of acqs ex V... | key("PUR3") |

The definition above is a standard UK VAT report, using the Chart of Accounts and definitions supplied with Standard Accounts. You can alter it 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 in the VAT Report. You can add, insert or delete rows 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.

| | |
|-------------------|--|
| Row | Each line of the report is defined on its own numbered row. |
| Code | A code identifying a row that you can use 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. the Accounts that should be used in calculating the figure to be shown, and the formula of that calculation. |

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 Standard Accounts. Prefixing the RESULT command with a minus sign will cause sales to be displayed as positive figures.

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.

CREDRESULT("Account Code")

This command returns the total credit posting during the report period to the Account specified.

DEBRESULT("Account Code")

This command returns the total debit posting during the report period to the Account specified.

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.

CREDBALANCE("Account Code")

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

DEBBALANCE("Account Code")

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

KEY("Code")

Use the KEY command to include the value of another VAT Report row in the calculation. You must already have defined the VAT Report row that you are referring to. If not, a zero value will be used. Therefore, in the example illustration, the BOX1 line must appear below the SEXCL and BOX4 lines.

Note that although the KEY command itself is not case sensitive, the reference to another VAT Report row is. Thus, in the example illustration, you can use key("SEXCL") and KEY("SEXCL"), but not key("sexcl").

VATRESULT("Account Code","VAT Code")

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

The illustration of the VAT Report definition shows examples of the various commands. There are a few things to remember.

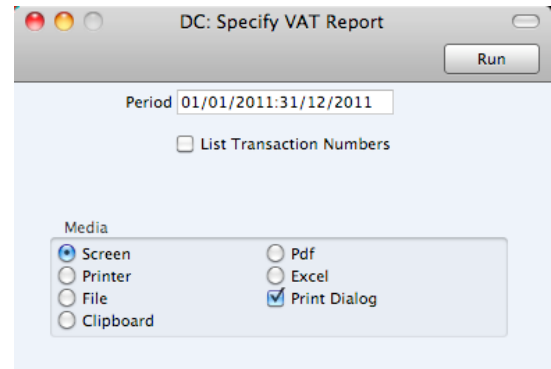
When you define your VAT Report, remember that all calculations will use figures as stored inside the Standard Accounts. This means that credit balances (e.g. those for Sales Accounts) will be negative. If you want to print these balances as positive figures, place a minus sign in front of the formula.

The value of a well-structured Chart of Accounts can easily be seen here. For example, if you have grouped your Income Accounts together in a consecutive series, totaling them becomes simple.

When you have finished defining the VAT Report, click [Save].

Printing the VAT Report

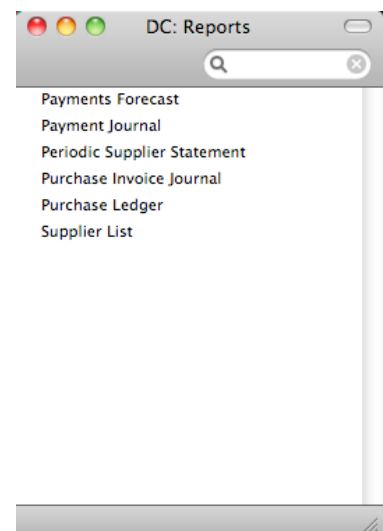
Ensure you are in the Nominal Ledger, click the [Reports] button in the Master Control panel and then double-click 'VAT Report' in the 'Reports' list. The 'Specify VAT Report' window is opened.



| | | |
|--------------------------|----------------------|---|
| Period | Paste Special | Reporting Periods setting, System module |
| | | Enter the period for which you want to print the report in the format "1/1/11:31/12/11". If you are using four-digit years as in the illustration, the leading digits will be inserted automatically. The first period in the Reporting Periods setting is the default value. |
| 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. |

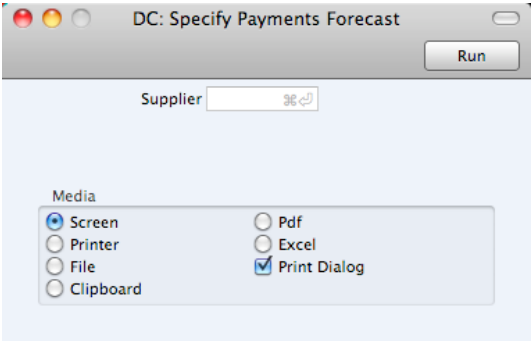
Reports in the Purchase Ledger

The following reports are available in the Purchase Ledger—



Payments Forecast

This report together with the Receipts Forecast in the Sales Ledger will be very useful for cash flow prediction purposes. It provides information about outstanding credits (i.e. unpaid approved Purchase Invoices), sorted by Due Date. This shows how much it is expected the company will have to pay out in the near future.



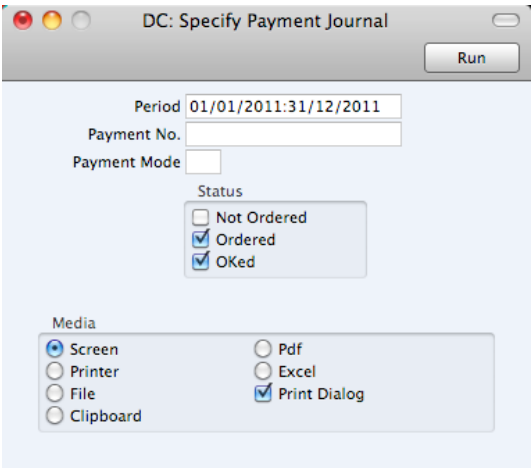
Supplier **Paste Special** Suppliers in Contact register
Use this field to show how much is outstanding to a single Supplier.

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.

For each Payment, the Number, Registration Date, Transaction Date, Own Bank Account and total value are shown. The Payment rows are listed individually, showing the Purchase Invoice Number, Supplier Bank Account, Text (usually the Supplier Name) and Sent Value are shown. At the end of the report, total amounts paid using each Payment Mode are shown.

When printed to screen, the Payment Journal has the Standard Accounts Drill-down feature. Click on any Payment Number in the report to open an individual Payment record.



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 No. | Range Reporting | Numeric |
| | Limit the report to a single or range of Payments. | |
| Payment Mode | Paste Special | Payment Modes setting, Sales Ledger/Purchase Ledger |
| | To limit the report to a single Payment Mode, enter the Payment Mode here. | |
| 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, paid Invoices and Payments. You can therefore use it to produce a full Purchase Ledger transaction history for a specified period.

When printed to screen, the Periodic Supplier Statement has the Standard Accounts Drill-down feature. Click on any Purchase Invoice or Payment Number to open an individual Purchase Invoice or Payment record.

| | | |
|-----------------|---|---|
| Supplier | Paste Special | Suppliers in Contact register |
| | Range Reporting | Alpha |
| | To limit the report to a single Supplier, enter its Supplier Number here. Alternatively you can enter a range of Suppliers. | |
| Category | Paste Special | Supplier Categories setting, Purchase Ledger |
| | If you want to restrict the report to Suppliers belonging to a particular Supplier Category, specify that Category here. | |
| Period | Paste Special | Reporting Periods setting, System module |
| | Enter the first and last date of the report period, separated by a colon (:). | |
| Function | Specify here the level of detail required in the report. | |
| | Overview | This option produces a single line summary of your credit situation with each Supplier. |

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

Suppliers with Balance Only

Check this box to exclude Suppliers with no current balance.

Include Ordered Payments

Use this option if you want to include Payments that have been Ordered but not approved in the report.

Purchase Invoice Journal

This report is a chronological listing of the Purchase 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. You can also select the type of Invoice.

When printed to screen, this report has the Standard Accounts Drill-down feature. Click on any Purchase Invoice Number in the report to open an individual Purchase Invoice record.

| | | |
|--------------------|------------------------|--|
| 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. |
| Invoice No. | Range Reporting | Numeric |
| | | Enter a range of Purchase Invoices to include in the report. |
| Supplier | Paste Special | Suppliers in Contact register |
| | | If necessary, limit the report to a single Supplier. |
| 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 Number, Description, VAT Amount and |

Sum. 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. It lists the Suppliers' Invoices that have been issued to your company that you have not yet paid. For each Invoice, the Due Date, the outstanding amount and the number of days by which it is overdue are shown, so, together with the Periodic Supplier Statement and Payments Forecast reports, this report is a very useful tool for payment scheduling purposes.

When printed to screen, this report has the Standard Accounts Drill-down feature. Click on any Supplier Number in the report to open the Contact record for a Supplier, or on a Purchase Invoice or Payment Number to open an individual Purchase Invoice or Payment record.

DC: Specify Purchase Ledger

Run

Supplier

Category

Date

Function

☐ Detailed

☒ Overview

☐ Balance

Status

☒ Open

☐ Due

Sorting

☒ Supplier No.

☐ Name

Media

☒ Screen

☐ Printer

☐ File

☐ Clipboard

☐ Pdf

☐ Excel

☒ Print Dialog

| | | |
|-----------------|------------------------|---|
| Supplier | Paste Special | Suppliers in Contact 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 belonging to a particular Supplier Category, specify that Category here. |
| Date | Paste Special | Choose date |
| | | Enter a date to show the status of the Purchase Ledger on that date. If you leave the field blank, the current date will be used. |
| Function | | Use these options to control the level of detail shown in the report. In all cases, as in all Standard Accounts reports, if an Invoice is overdue for payment, the number of overdue days will be shown as a negative figure. |

| | |
|-----------------|--|
| Detailed | Where the Overview simply shows the outstanding balance of each Purchase Invoice, this option provides more detail, listing for each open Invoice any partial Payments and Credits. |
| Overview | The Overview shows each Supplier's Number, Name and Telephone Number and, for each outstanding Purchase Invoice, the Purchase Invoice Number, the Invoice Date, the Payment Terms, the Due Date, the age or number of days overdue, and the outstanding balance. |
| Balance | This option simply prints the total balance payable to each Supplier. |
| Status | Use these options to determine the Purchase Invoices that will be included in the report. |
| Open | The report will list all unpaid Purchase Invoices. |
| Due | The report will be limited to those Invoices that are due for payment. |
| Sorting | The report can be sorted by Supplier Number or Name. |

Supplier List

The Supplier List in the Purchase Ledger is a simple listing of the Suppliers entered in the Contact register.

If you need to print a list of Customers in the Contact register, use the Customer List report in the Sales Ledger (described below on page 233).

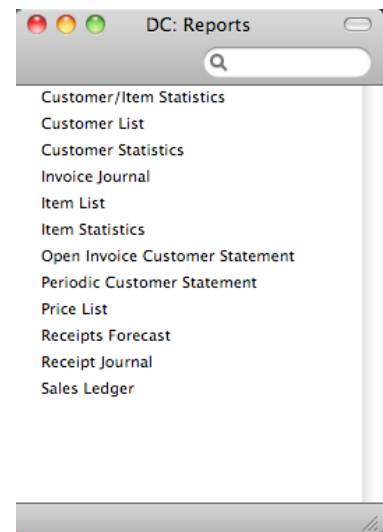
The Supplier List report has the Standard Accounts Drill-down feature. Click on any Supplier Number in the report to open the Contact record for an individual Supplier.

| | | |
|-----------------|------------------------|--|
| Supplier | Paste Special | Suppliers in Contact register |
| | Range Reporting | Alpha |
| | | Use this field to limit the report to a single Supplier, or range of Suppliers. |
| Category | Paste Special | Supplier Categories setting, Purchase Ledger |
| | | To restrict the report to Suppliers belonging to a single Supplier Category, enter a Category Code here. |

| | |
|---------------------|---|
| Function | These options control the level of detail shown in the report. |
| Detailed | This option prints a comprehensive report that includes virtually all the information stored for each Supplier. |
| Contact Data | This alternative limits the output to Supplier Number and Name, Primary Contact and Telephone Number. |
| Sorting | The report can be sorted by Supplier Number or Name. |

Reports in the Sales Ledger

The following reports are available in the Sales Ledger—



Customer/Item Statistics

The Customer/Item Statistics report found in the Sales Ledger compares the sales made to each Customer during two periods. The Items sold to each Customer are listed, showing the quantities sold and the turnover (i.e. total sales value) for both periods, and the difference in these figures between the two periods.

When printed to screen, the Customer/Item Statistics report has the Standard Accounts Drill-down feature. Click on any Item Number to open the corresponding Item record.

Leave all the fields blank if the report is to cover all the Customers and all Items. If you need to restrict the coverage of the report, use the fields as described below.

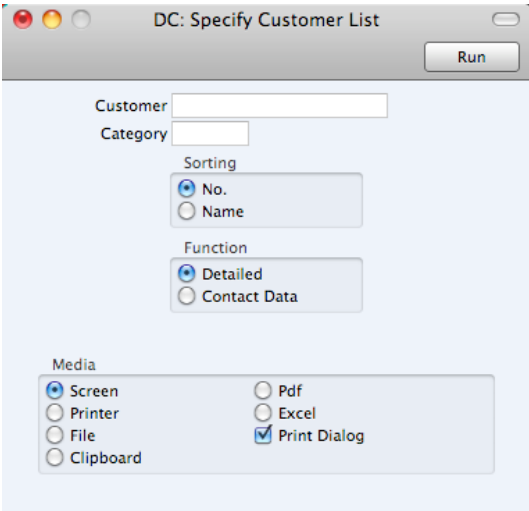
| | | |
|------------------------|---|---|
| Customers | Paste Special | Customers in Contact register |
| | Range Reporting | Alpha |
| | Use this field to limit the report to a single Customer, or range of Customers. | |
| Categories | Paste Special | Customer Categories setting, Sales Ledger |
| | Range Reporting | Alpha |
| | To restrict the report to Customers belonging to a single Category, enter a Category Code here. | |
| Item No. | Paste Special | Item register |
| | Range Reporting | Alpha |
| | To limit the report to a single Item, enter an Item Number here. | |
| Item Groups | Paste Special | Item Groups setting, Sales Ledger |
| | Range Reporting | Alpha |
| | To limit the report to a single Item Group, enter an Item Group Code here. | |
| | If you specify both a range of Items and a range of Item Groups, the report will cover only those Items in the range that are members of the specified Item Groups. | |
| This period | Paste Special | Reporting Periods setting, System module |
| | Enter the first and last dates of the reporting period, separated by a colon. | |
| Compared period | Paste Special | Reporting Periods setting, System module |
| | Enter the first and last dates of the period with which the reporting period is to be compared, separated by a colon. | |

Customer List

This report in the Sales Ledger is a simple listing of all the Customers in the Contact register. You can also produce this report for an individual Customer by clicking the Printer icon when that Customer is open in a record window.

If you need to print a list of Suppliers in the Contact register, use the Supplier List report (page 230 above).

The Customer List report has the Standard Accounts Drill-down feature. Click on any Customer Number in the report to open the Contact record for that Customer.



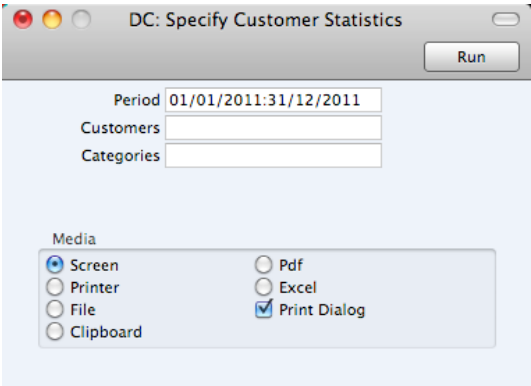
Leave all the fields blank if the report is to cover all the Customers in the Contact register. If you need to restrict the coverage of the report, use the fields as described below.

| | | |
|---|--|--|
| Customer | Paste Special | Customers in Contact register |
| | Range Reporting | Alpha |
| Use this field to limit the report to a single Customer, or range of Customers. | | |
| Category | Paste Special | Customer Categories setting, Sales Ledger |
| | To restrict the report to Customers belonging to a single Category, enter a Category Code here. | |
| Sorting | These radio buttons control the sort order of the report. The default is to print the report in Customer Number order, but you can also print in Name order. | |
| Function | These radio buttons control the level of detail shown in the report. | |
| | Detailed | This, the default option, prints a comprehensive report that includes virtually all the information stored in each Contact record. |
| | Contact Data | This choice limits the output to Customer Number, Name, Telephone Number, and Contact Person. |

Customer Statistics

This report in the Sales Ledger displays sales revenue statistics for each Customer.

The Customer Statistics report has the Standard Accounts Drill-down feature. Click on any Customer Number in the report to open the Contact record for an individual Customer.



Leave all the fields blank if the report is to cover all the Customers in the Contact register. If you need to restrict the coverage of the report, use the fields as described below.

| | | |
|------------|---|--|
| Period | Paste Special | Reporting Periods setting, System module |
| | Enter the start and end dates of the reporting period, separated by a colon (:). | |
| Customer | Paste Special | Customers in Contact register |
| | Range Reporting | Alpha |
| | Use this field to limit the report to a single Customer, or range of Customers. Customers in the range that have not purchased anything during the report period will not be shown in the report. | |
| Categories | Paste Special | Customer Categories setting, Sales Ledger |
| | Range Reporting | Alpha |
| | To restrict the report to Customers belonging to a single Category, enter a Category Code here. | |

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. You can also select the type of Invoice.

When printed to screen, the Invoice Journal has the Standard Accounts Drill-down feature. Click on any Invoice Number in the report to open an individual Invoice record.

DC: Specify Invoice Journal

Run

Period: 01/01/2011:31/12/2011

Invoice No.:

Customer:

Category:

Function:

☒ Overview

☐ Detailed

Status:

☐ Not OKed

☒ OKed

Invoice Type:

☒ Invoices

☒ Cash Notes

☒ Credit Notes

Sorting:

☒ Trans. Date

☐ Invoice No.

Media:

☒ Screen

☐ Printer

☐ File

☐ Clipboard

☐ Pdf

☐ Excel

☒ Print Dialog

| | | |
|-------------------|------------------------|--|
| 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. |
| Invoice No | Range Reporting | Numeric |
| | | Limit the report to a single or range of Invoices. |
| Customer | Paste Special | Customers in Contact register |
| | | If necessary, limit the report to a single Customer by entering a Customer Number here. |
| Category | Paste Special | Customer Categories setting, Sales Ledger |
| | | If you want to restrict the report to Customers belonging to a particular Customer Category, specify that Category here. |
| Function | | Specify here the level of detail required in the report. |
| Overview | | This choice gives a report with one row per Invoice, showing the Invoice Number, Date, Customer, Type (e.g. Invoice, Cash Note, Credit Note) and Total (both excluding and including VAT). |
| Detailed | | In addition to the information shown above, this option shows the Invoice Address, Due Date, Transaction Date, the Customer's Category and Contact. For each row of each Invoice, the Item |

Number and Name, Unit Price, discount %, Sum and VAT Code are shown. You can use this report as an archive file instead of a copy of each Invoice.

| | |
|---------------------|--|
| Status | Specify here whether approved and/or 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 Date or Number. |

Item List

This report in the Sales Ledger is a list of Items, displaying for each one the Item Number, Name, any Group membership, Unit, VAT Code and the sales Price.

When printed to screen, the Item List has the Standard Accounts Drill-down feature. Click on any Item Number to open the corresponding Item record.

Leave all the fields blank if the report is to cover all the Items in the Item register. If you need to restrict the coverage of the report, use the fields as described below.

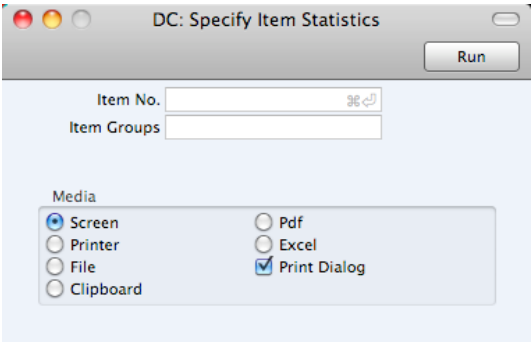
| | | |
|-------------------|---|-----------------------------------|
| Item No. | Paste Special | Item register |
| | Range Reporting | Alpha |
| | Use this field to limit the report to a single Item, or range of Items. | |
| Item Group | Paste Special | Item Groups setting, Sales Ledger |
| | Range Reporting | Alpha |
| | To limit the report to a single Item Group, enter an Item Group Code here. | |
| | If you specify both a range of Items and a range of Item Groups, the report will cover only those Items in the range that are members of the specified Item Groups. | |
| Sorting | The report can be sorted by Item Number, Item Group or Description. | |

Item Statistics

This report in the Sales Ledger is a list of the Items you have sold during the report period (i.e. Items included in approved Invoices from that period). This list

displays sales statistics from that period for each Item (turnover and quantity sold). The report period is the first period in the Reporting Periods setting.

When printed to screen, the Item Statistics report has the Standard Accounts Drill-down feature. Click on any Item Number to open the corresponding Item record.



Leave all the fields blank if the report is to cover all the Items in the Item register. If you need to restrict the coverage of the report, use the fields as described below.

| | | |
|-------------|-----------------|--|
| Item | Paste Special | Item register |
| | Range Reporting | Alpha Use this field to limit the report to a single Item, or range of Items. Only Items in the range that have been sold (i.e. included on Invoices) during the report period will be shown in the report. |
| Item Groups | Paste Special | Item Groups setting, Sales Ledger |
| | Range Reporting | Alpha To limit the report to a single Item Group, enter an Item Group Code here. If you specify both a range of Items and a range of Item Groups, the report will cover only those Items in the range that are members of the specified Item Groups. |

Open Invoice Customer Statement

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

A screenshot of a software dialog box titled "DC: Specify Open Invoice Customer State...". The dialog has a "Run" button in the top right corner. It contains three input fields: "Customer", "Category", and "Object". Below these fields are two sections of radio buttons. The "Invoices" section has "Open" selected. The "Media" section has "Screen" and "Print Dialog" selected, while "Printer", "File", "Clipboard", "Pdf", and "Excel" are unselected.

| | | |
|----------|---|---|
| Customer | Paste Special | Customers in Contact 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. | |
| Invoices | Specify here whether all Open (i.e. all unpaid) or simply all Due (i.e. those due for payment) Invoices are to be included in the report. | |

Periodic Customer Statement

The Periodic Customer Statement contains information about the current balance for each Customer showing open (unpaid) Invoices, paid Invoices and Receipts. You can therefore use it to produce a full Sales Ledger transaction history for a specified Customer and period.

When printed to screen, the Periodic Customer Statement has the Standard Accounts Drill-down feature. Click on any Invoice or Receipt Number to open an individual Invoice or Receipt record.

| | | |
|------------------------------------|------------------------|---|
| Period | Paste Special | Reporting Periods setting, System module |
| | | Enter the report period. The first row of the Reporting Periods setting is used as the default. |
| Customer | Paste Special | Customers in Contact 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 belonging to a particular Category, specify that Category here. |
| 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

This report can be found in the Sales Ledger, and it prints a Price List. It is a report that you might want to send to a text file so that it can be incorporated in your publicity material. To do this, decide upon the contents of the report using the window illustrated below in the usual fashion. Then, choose 'File' from the Media options at the bottom of the window. When you click [Run], you will be asked to name the text file and to specify where it is to be saved.

| | | |
|---|-----------------|-----------------------------------|
| Item | Paste Special | Item register |
| | Range Reporting | Alpha |
| Use this field to limit the report to a single Item, or range of Items. Closed Items in the range will not be included in the report. | | |
| Item Group | Paste Special | Item Groups setting, Sales Ledger |
| | Range Reporting | Alpha |
| To limit the report to a single Item Group, enter an Item Group Code here. | | |
| If you specify both a range of Items and a range of Item Groups, the report will cover only those Items in the range that are members of the specified Item Groups | | |
| Price List | Paste Special | Price Lists setting, Sales Ledger |
| If you want to print a list of Items with prices taken from a particular Price List, specify that Price List here. If an Item is not included in the specified Price List (i.e. there is no record in the Price register for the Item/Price List combination), the price printed will be taken from the Item register. If you do not specify a Price List, all prices in the report will be taken from the Item register. | | |
| By default, all Items or, if you have specified a range of Items and/or a range of Item Groups in the fields above, all Items in the range, will be printed irrespective of whether they have been included in the Price List. If you only want to print those Items that fall within the range and that have | | |

been included in the Price List, use the Only Items from this Price List option (below).

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

Prices Incl. VAT Check this box to print prices including VAT in the report.

Prices Excl. VAT Check this box to print prices excluding VAT in the report. By checking this box and the one above, both inclusive and exclusive prices can be shown in the same report.

Only Items from this Price List

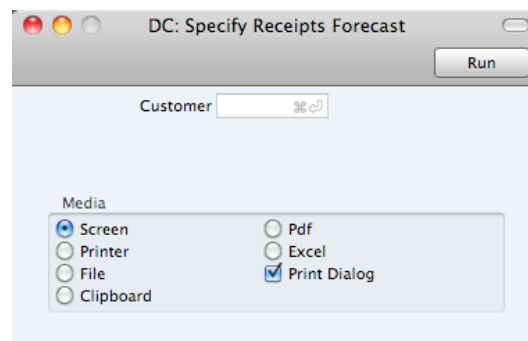
By default, the report will list all Items in the selected range, irrespective of whether they have been included in the specified Price List. The Price shown will be taken from the appropriate Price record or, if there isn't one, from the Base Price of the Item record.

If you only want to list those Items that fall within the range and that have been included in the Price List (i.e. Items for which there is a record in the Price register for the Item/Price List combination), check this box.

If you do not specify a Price List in the field above, then this option will have no effect and all Items in the Item register will be listed (except Closed Items).

Receipts Forecast

This report together with the Payments Forecast in the Purchase Ledger will be very useful for cash-flow prediction purposes. It provides information about incoming payments (i.e. unpaid approved Invoices), sorted by due date.



Customer **Paste Special** Customers in Contact register

Use this field to show how much is outstanding from a single Customer.

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.

For each Receipt, the Number, Payment Mode, Transaction Date and total value are shown. The Receipt rows are listed individually, showing the Invoice Number, Customer Number and Name and Received Value are shown. At the end of the report, total amounts received using each Payment Mode are shown.

When printed to screen, the Receipt Journal has the Standard Accounts Drill-down feature. Click on any Receipt or Invoice Number in the report to open an individual Receipt or Invoice record.

| | | |
|---------------------|------------------------|---|
| Period | Paste Special | Reporting Periods setting, System module |
| | | Enter the report period. The first row of the Reporting Periods setting is the default value. |
| Receipt No. | Range Reporting | Numeric |
| | | Limit the report to a single or range of Receipts. |
| Payment Mode | Paste Special | Payment Modes setting, Sales Ledger/Purchase Ledger |
| | | To limit the report to a single Payment Mode, enter the Payment Mode here. |
| Status | | Specify here whether approved and/or unapproved 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. It lists the Invoices that you have issued to your Customers that have not yet been paid. For each Invoice, the Due Date, the outstanding amount and the number of days by which it is overdue are shown, so, together with the Receipts Forecast and Periodic Customer Statement report, it is a very useful tool for debt-chasing purposes.

When printed to screen, this report has the Standard Accounts Drill-down feature. Click on any Customer Number in the report to open the Contact record for a Customer, or on an Invoice or Receipt Number to open an individual Invoice or Receipt record.

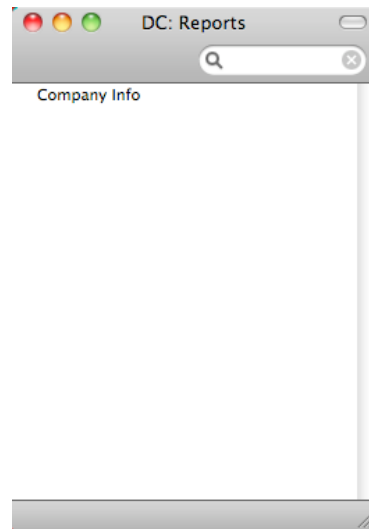
The screenshot shows a window titled "DC: Specify Sales Ledger" with a "Run" button in the top right. The window contains several input fields and radio button groups. At the top are three text boxes labeled "Customer", "Category", and "Date". Below these are three groups of radio buttons. The first group, labeled "Function", has three options: "History", "Overview" (which is selected), and "Balance". The second group, labeled "Status", has two options: "Open" (selected) and "Due". The third group, labeled "Media", has seven options: "Screen" (selected), "Printer", "File", "Clipboard", "Pdf", "Excel", and "Print Dialog" (which has a checkmark next to it). A small icon of a printer is visible next to the "Print Dialog" option.

| | | |
|-----------------|--|---|
| Customer | Paste Special | Customers in Contact 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 belonging to a particular Customer Category, specify that Category here. | |
| Date | Paste Special | Choose 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. In all cases, as in all Standard Accounts reports, if an Invoice is overdue for payment, the number of overdue days will be shown as a negative figure. | |
| History | Where the Overview simply shows the outstanding balance of each Invoice, this option provides more detail, listing for each open Invoice any partial payments and Credit Notes. | |
| Overview | The Overview shows each Customer's Number, Name and Telephone Number and, for each outstanding Invoice, the Invoice Number, the Invoice Date, the Payment Terms, the Due Date, the age or number of days overdue, and the outstanding balance. | |
| Balance | This choice simply prints the total outstanding balance payable by each Customer. | |
| Status | Use these options to determine the Invoices that will be included in the report. | |
| Open | The report will list all unpaid Invoices. | |

| | |
|----------------|---|
| Due | The report will only list those Invoices that are due for payment (i.e. Invoices whose Payment Terms have expired). |
| Sorting | The report can be sorted by Customer Number or Name. |

Reports in the System module

The following report is available in the System module—



Company Info

This report is effectively a print-out of the Company Info setting.

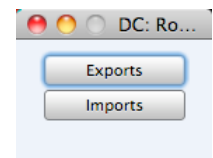
To print this report, ensure you are in the System module, click the [Reports] button in the Master Control panel and then double-click 'Company Info' in the 'Reports' list. There is no specification window for this report, so print it by clicking the [Run] button.

Exports

Introduction

The 'Exports' function allows you to export certain information from your Standard Accounts database to tab-delimited text files from where you can incorporate it 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. In many cases, you can also import the information into other Standard Accounts databases using the 'Automatic' and 'Manual file search' import functions in the System module. Remember that you can also print reports to disk, so most of the information that is stored in Standard Accounts is available to other applications via the medium of the text file.

Click the [Routines] button in the Master Control panel. A list of routines appears—



Click the [Exports] button in the list of routines to open the list of Export functions. You can also use the **⌘-E** keyboard shortcut to open this list, whose contents will vary with the selected module.

Double-click the item in the list that you need. A specification window will then appear, where you can decide the contents of the export file. Click [Run] again and a 'Save File' dialogue box will appear, where you can name the file and determine where it is to be saved.

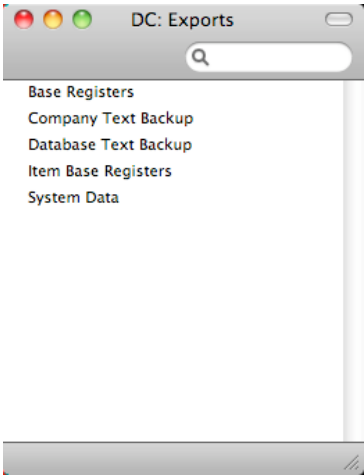
Text files exported from a Standard Accounts database will contain Unicode characters.

As well as exporting information to text files, you can also use the Exports routine to back up your Standard Accounts database. For full details about how to do this, please refer to the 'Backing Up' section below on page 251. For security reasons, the 'Database Text Backup' export does not produce plain text files as mentioned above but encrypted files that can only be read by another copy of Standard Accounts.

Be careful when opening a Standard Accounts Export file with Microsoft Excel with the intention of editing it before importing it to a new database. Under certain circumstances, Excel will, when opening a text file, convert some variables that it interprets as dates into its own internal date format. Where you are expecting a date to appear in the spreadsheet you may see a number such as "35475". When you save the spreadsheet again as a text file these variables will not be converted back to date format. So, if you import this text file to Standard Accounts, the dates will not be correct. To avoid this problem, make sure you use the third step of Excel's Import Wizard to set all imported columns to 'text' format (highlight all the columns in the Data Preview area using the Shift key and select 'Text' as the Column Data Format). You cannot open files created using the 'Database Text Backup' and 'Company Text Backup' functions in Excel as they are encrypted.

Export Functions in the System module

The following export functions are available in the System module—

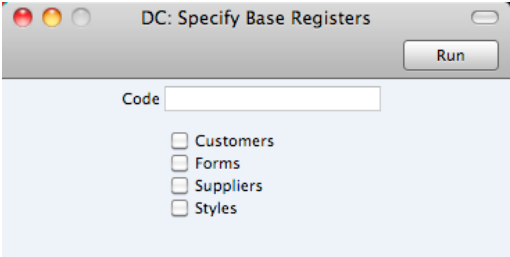


Base Registers

You can use this function to export Customers, Suppliers, Forms and Styles from your database. This is a practical tool for when you want to create a new database that will need this information.

This function creates a file with the correct format to be imported into another Standard Accounts database.

When you double-click 'Base Registers' in the 'Exports' list in the System module, the 'Specify Base Registers' window will be opened—



| | | |
|--------------------|--|-------|
| Code | Range Reporting | Alpha |
| | Use this field if you need to export a specific record or records from the registers selected below. For example, to export a Customer record, enter the Contact Number for that Customer here. To export a Form, enter the Form Code. | |
| Check boxes | Check one or more boxes to specify the registers from where records are to be exported. | |

Confirm by clicking the [Run] button, or cancel using the close box. After clicking [Run], a dialogue box will open, 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. You can interrupt the process at any time by pressing ⌘-Full Stop.

Database Text Backup

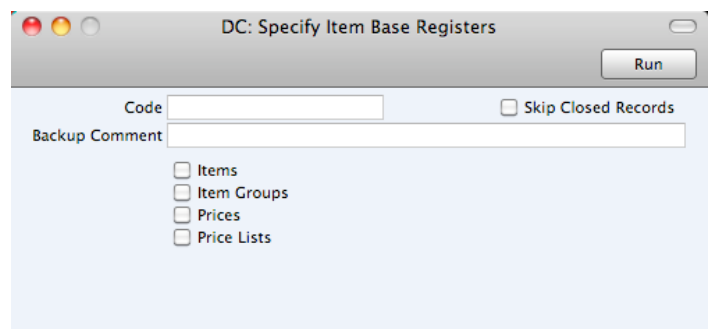
Please refer to the 'Backing Up' section below on page 251 for details about this function.

Item Base Registers

You can use this function to export Items, Item Groups, Prices and Price Lists from your database. This is a practical tool for when you want to create a new database that will need this information.

This function creates a file with the correct format to be imported into another Standard Accounts database.

When you double-click 'Base Registers' in the 'Exports' list in the System module, the 'Specify Base Registers' window will be opened—



Code

Range Reporting

Alpha

Use this field if you need to export a specific record or records from the registers selected below. For example, to export an Item record, enter the Item Number here. To export Prices, enter a Price List: all Prices with the same Price List will be exported.

Skip Closed Records

Check this box if you would like to exclude from the export file records that have been marked as Closed.

Backup Comment Enter a short comment describing the contents of the export file (up to 40 characters are permitted). If you try to import the resulting file to another database using the 'Automatic' import function in the System module, this description will be shown in the list of importable files.

Check boxes Check one or more boxes to specify the registers from where records are to be exported.

Confirm by clicking the [Run] button, or cancel using the close box. After clicking [Run], a dialogue box will open, 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. You can interrupt the process at any time by pressing ⌘-Full Stop.

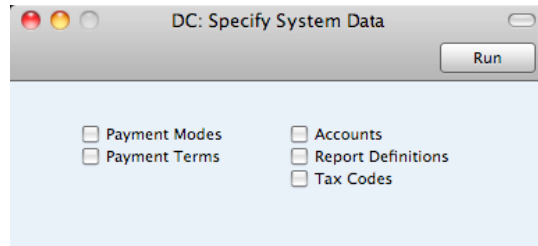
System Data

You can use this function to export basic information from a database (Accounts, Payment Modes, Payment Terms, Report Definitions and/or VAT

Codes). This is a practical tool for when you want to create a new database that will use the same basic accounts structure as your existing ones.

This function creates a file with the correct format that you can import to a new database using the 'Automatic' or 'Manual file search' Import functions in the System module (described below on pages 249 and 250 respectively). As the exported file is a text file, you can edit it as necessary using a text editor before importing it into a new database, or of course you can make the necessary changes after importing.

To use this function, click the [Exports] button in the Master Control panel in the System module and double-click 'System Data' in the 'Exports' list. The 'Specify System Data' window is opened—



Check the boxes to choose what is to be exported. Click [Run] to proceed. A dialogue box will open 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. You can interrupt the process at any time by pressing **⌘-Full Stop**.

Imports

The 'Imports' function allows you to import information from tab-delimited text files exported from other Standard Accounts databases, or from other applications such as spreadsheets. You can also use it to import the encrypted back-up files created by the 'Database Text Backup' Export function.

To import a file, ensure you are in the System module and click the [Routines] button in the Master Control panel. Then click the [Imports] button in the subsequent window. An 'Imports' list window appears. There are two import options in the System module: double-click one to activate it.

Automatic

You can use the 'Automatic' function to import text and encrypted files created by any of the export functions in Standard Accounts. It determines from information contained in the first line of such files what the file contains and thus in which register the information is to be saved.

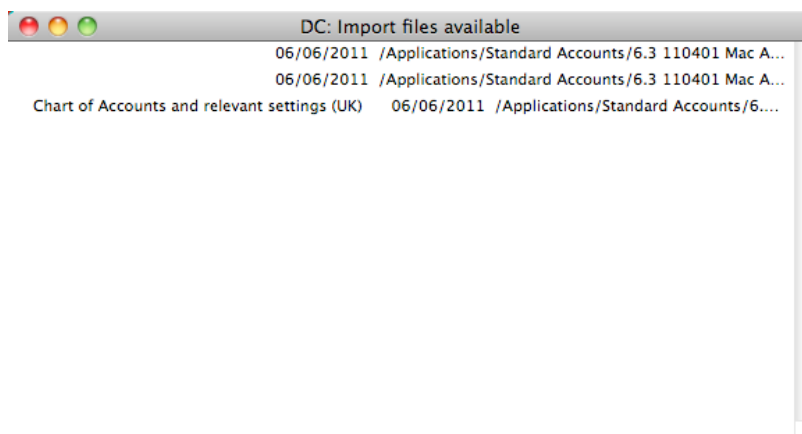
You can use this function when you need to restore from a back-up.

A further use will be to import set-up information such as a Chart of Accounts and base register data such as Customers and Suppliers, thus ensuring that the task of accurately entering this information need only be undertaken once.

Finally, you can also use this function to import data exported from other systems, after appropriate formatting.

To use the 'Automatic' import, follow the steps described below.

1. Ensure you are in the System module and click the [Routines] button in the Master Control panel and then click [Imports]. Alternatively, use the **⌘-Shift-I** keyboard shortcut.
2. Double-click 'Automatic', or click once and press the Enter key. The 'Import files available' window opens, listing importable files (with .txt extension) in the "Backup" folder inside the "Standard Accounts.hdf" file and in the "Setup" folder inside the Standard Accounts application—



The left-hand column contains any Backup Comment that you may have inserted in a file if you created it by exporting from another database. These

Backup Comments are followed by the date the files were created and the file name. You can make the window wider if the file name is very long.

3. Double-click an item in the list to import it.

The file will be imported. A message window informs you about the progress of the import.

When the import is finished, repeat the process if you need to import another file.

Manual file search

This function is similar to the 'Automatic' import described above in that you can use it to import from files created by any of the export functions in Standard Accounts. The only differences are—

- It allows you to import files from anywhere on your hard disk or on your network, while files imported by the 'Automatic' function have to be located in the "Backup" folder inside the "Standard Accounts.hdf" file and in the "Setup" folder inside the Standard Accounts application.
- It allows you to import files with any filename. The 'Automatic' function is restricted to files whose names have .txt extensions.
- Comments inserted in the back-up files are not visible when you use the 'Manual file search' function, so be certain that you are selecting the correct file to be imported. You can read these comments when you use the 'Automatic' import.

When you select this function from the 'Imports' list window in the System module, a standard 'Open File' system dialogue will open, allowing you to locate the file that you want to import.

Shutting Down and Backing Up

Remember to make a back-up before shutting Standard Accounts down.

To shut Standard Accounts down, select 'Quit' from the Standard Accounts menu. You can also use the **⌘-Q** keyboard shortcut. All open windows will be closed, and you will be asked if you want to keep any changes that have not yet been saved.

Backing Up

When the day's work with Standard Accounts is done, we advise you to make a back-up. It is a good idea to save a copy of the file on a separate hard disk or CD-ROM and store it in a safe place. It might seem unnecessary to make a back-up every day, but the short time this takes is a good investment for the day something goes wrong with the hard disk.

To back up your data is particularly important when, as in the case of a Standard Accounts database, the financial information of your company is involved. If you should lose all your data, you will find yourself in a very awkward situation, missing all invoices, receipts, reports etc. Make sure you make a back-up each time you have been working with your accounts. Name your copies systematically with dates so that you can easily restore the database, should an accident occur.

If you get a virus on your computer, you must first try to establish the date when your computer was infected. In this case you must restore your data from a back-up created before the infection date. Otherwise you run the obvious risk of re-infecting the computer again.

The method of backing up that is built in to Standard Accounts is fast and economical. The data will be saved in a back-up file that takes up a minimal amount of space, and the back-up files are independent of the program versions. This means that restoring from a back-up file will be successful, even if you have updated the version of your Standard Accounts application since making the back-up. This is known as the "text back-up" method of backing up.



Use the back-up feature built in to Standard Accounts to guarantee a successful restoration.

You can also copy the database file as it appears on your hard disk. While copying the database file can play an important part in your back-up strategy, note that restoring from a copied database will not be successful if you have updated the version of your Standard Accounts application since making the back-up.

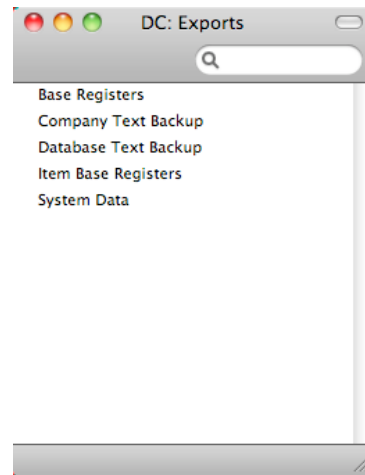
You must also carry out regular checks to make sure you can restore your database from the resulting back-up files or database copies.



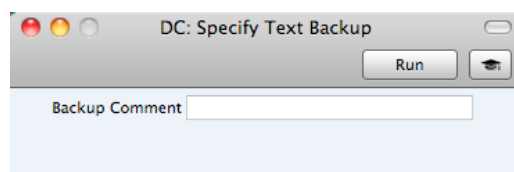
Regularly check that you can restore from your back-up files.

To create a text back-up, follow these steps—

1. Use the [Module] button in the Master Control panel or the ⌘ -0 (zero) keyboard shortcut to go into the System module.
2. Click the [Routines] button in the Master Control panel and then [Exports]. Alternatively, use the ⌘ -E keyboard shortcut. The 'Exports' window will be opened—



3. Double-click 'Database Text Backup'.
4. The 'Specify Text Backup' window appears. Here you can enter a description of the back-up file that you are about to create. You can use up to 40 characters. If you later need to restore from a back-up, this description will be shown in the list of importable files to help you select the correct one.



Enter an appropriate description and click [Run].

5. A dialogue box will open, allowing you to name and place the export file. Enter the name of the file in the filename area and locate it in the appropriate folder or directory in the usual way. The name of the back-up should include the date the back-up was made. For ease of importing later, it is recommended that you give the file name a .txt extension. Then, click [Save].

A message window informs you about the progress of the export.

When the export is finished, you are brought back to the 'Exports' list. Close it using the close box.



Under no circumstances should you edit or change a back-up file with another program.

Restoring from a Back-up

Restoring from a back-up is a non-destructive process, i.e. the back-up file is not affected by the reading process. This means that you can use the same back-up file more than once.

Follow these steps—

1. Locate the “Standard Accounts.hdf” file on your hard disk. It will be stored in Home/Library/Application Support/Standard Accounts 6.3 UK.
2. Hold down the Ctrl key on your keyboard and click on this file. When the menu appears, choose ‘Show Package Contents’. A window will open, listing the contents of the “Standard Accounts.hdf” file. Move the “HANSA.HDB” file out of the package. If you need to restore your database using a text back-up file stored in the “Backup” folder in the package, move this text back-up file out of the package as well.

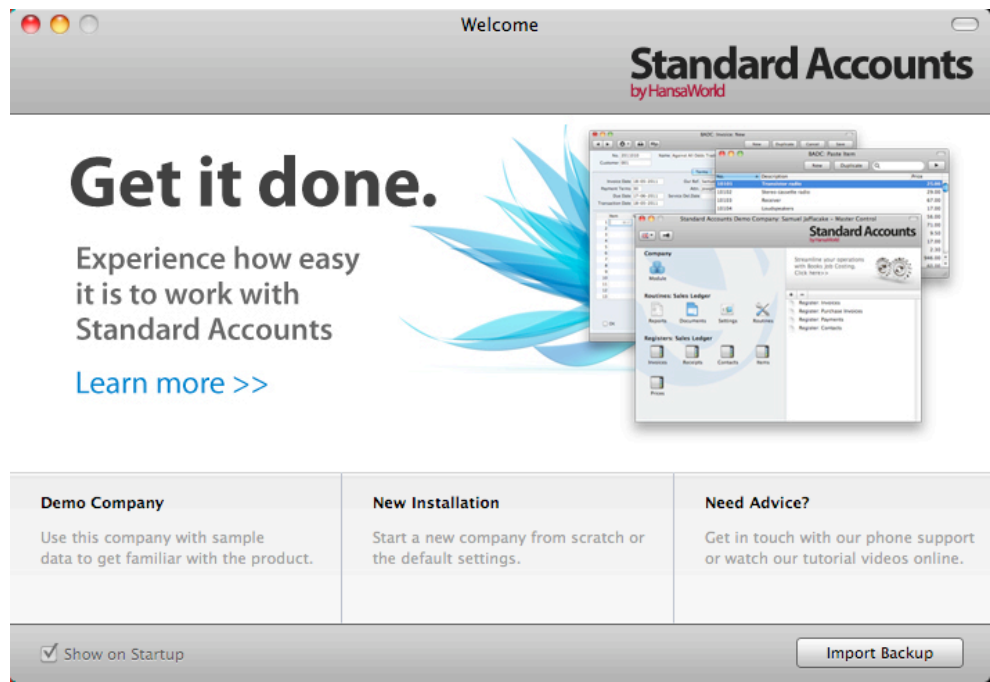
Leave the “Attach” folder and its contents in place, otherwise all attachment links will be lost after restoring.

3. Double-click the Standard Accounts application. As there is no “HANSA.HDB” file in place, a new database will be created.



It is important to restore to a new, empty database, to avoid mixing the restored data with the old, damaged database.

4. When the 'Welcome' window appears, click the [Import backup] button—



5. When the 'Open File' dialogue box opens, locate and open the back-up file in the normal way. The back-up data will be imported.

Index

%

%. See Discount

A

Account
 Purchase Invoices, 92
 Transactions, 116
 Account Customers, 33, 79, 82, 164
 Account Reconciliation, 124, 203
 Account Suppliers, 102, 109, 157
 Account Type, 56
 Account Usage P/L, 156
 Account Usage S/L, 66, 162
 Accounting Periods. *See* Fiscal Years *and* Locking
 Accounting Systems
 Changing, 127
 Accounts, 54
 Balances
 Negative and Positive, 56
 Deleting, 56
 Exporting, 247
 Listing amounts posted to, 213
 Printing a List, 212
 Activate Personal Desktop function, 149
 Add Fee function
 Payments, 108, 157
 Add Write-off function, 81, 164
 Address, 31, 64
 Appearance of Reports
 Changing. *See* Definition of Reports
 Archives, 25
 Attachments, 24
 Attention, 61
 Automatic Import, 249

B

Backing Up, 251
 Back-up
 Restoring from, 253
 Bad Debts. *See* Write-offs
 Balance function, 98
 Balance Sheet, 141, 204
 Customising, 204
 Deleting Rows, 208
 Printing, 209
 Balance Transaction function, 122
 Balances
 Negative and Positive, 56
 Balancing Nominal Ledger Transactions, 116, 119, 122
 Bank, 34
 Bank 1, Bank 2, 170
 Bank Account
 Contacts, 34
 Purchase Invoices, 91
 Bank Customer ID, 170
 Bank Fee Account
 for Payments, 108, 157

Bank Fees, 108
 Base Price options, 165
 Base Registers
 Exporting, 246
 Browse Window, 17
 Buttons
 Attachments, 24
 Cancel, 20
 Documents, 175
 Duplicate, 18, 20, 175
 New, 19, 20
 Next Record, 20
 Preview, 20, 175
 Previous Record, 20
 Printer, 20, 175
 Reports, 199
 Save, 20

C

Calculated VAT, 92
 Canceling Records, 20
 Cash Account, 160
 for Cash Purchases, 90, 157
 for Cash Sales, 61, 163
 Cash Flow
 Reports Aiding Forecasting, 226, 241
 Cash Notes, 161
 Purchases, 90
 Creating Nominal Ledger Transactions from, 161
 Entering, 95
 Reversing, 96
 Sales, 61
 Creating Nominal Ledger Transactions from, 161
 Entering, 71
 Printing, 194
 Reversing, 73
 Cash Purchases. *See* Cash Notes
 Cash Sales. *See* Cash Notes
 Cell Phone Number, 32
 Change Password function, 149
 Changing Accounting Systems, 127
 Chart of Accounts, 54. *See also* Accounts
 Exporting, 247
 Printing, 56, 141, 212
 Cheques
 Returned by Bank, 101, 104
 Chequs
 Printing, 105
 Closed check box
 Accounts, 56
 Contacts, 33
 Items, 44
 Closing
 Months and Periods, 122, 171
 Closing Standard Accounts, 251
 Comment
 Contacts, 34
 Receipts, 78
 Commercial Reg No, 170
 Companies
 Reporting on, 244

Company Info, 15, 169, 244
 Company Name
 Changing, 15
 Company Registration Number. *See* Registration Number
 Contact, 31
 Contact Name, 30
 Contact Number, 30
 Contact Persons, 28. *See also* Attention
 Connecting to Customers and Suppliers, 36
 Contacts, 28. *See also* Customers and Suppliers
 Deleting, 36
 VAT Registration Number, 32
 Continuous Stationery, 182
 Copies function, 182
 Correction List, 212
 Correction Mark function, 120, 212
 Corrections to Transactions, 119
 Listing, 212
 Cost Account, 94. *See also* Purchase Account
 Setting Default for Purchase Invoices, 35
 Create Contact Person function, 37
 Create Credit Note function, 72
 Creating Records, 19, 20
 Credit, 116
 Credit check box, 56
 Credit Memos. *See* Credit Notes
 Credit Notes, 61, 161
 and Cash Notes, 73
 Entering, 72
 Printing, 194
 Credit of Invoice, 90, 96
 Crediting Invoices, 72
 Crediting Purchase Invoices, 90, 95
 Creditor Account, 95, 105
 Overall Default, 157
 Setting Default for Suppliers, 30, 34, 161, 162
 Customer, 60
 Customer Categories, 28, 30, 165
 Customer Labels, 194
 Designing, 195
 Not Properly Aligned, 195
 Customer List, 233
 Customer Number. *See* Contact Number
 Customer Statistics, 234
 Customer Status function, 41
 Customer/Item Statistics, 231
 Customers, 28, 30. *See also* Contacts
 Attaching Contact Persons, 36
 Exporting, 246
 Listing, 233
 Printing Labels, 194
 Customising Reports. *See* Definition of Reports

D

Daily Transaction Register. *See* Transaction Journal
 Dates
 and Export Text Files, 245
 Debit, 116
 Debit check box, 56
 Debit Memos. *See* Purchase Credit Notes
 Debt Chasing, 238, 239
 Debtor Account, 67, 80, 165
 Overall Default, 163
 Setting Default for Customers, 30, 165
 Defaults
 Cost Account on Purchase Invoices, 35

Creditor Account, 34, 157
 Creditor Account for Suppliers, 30, 161, 162
 Debtor Account, 163, 165
 Debtor Account for Customers, 30
 Input VAT Account, 33, 55, 157
 Output VAT Account, 33, 44, 164, 166
 Price List, 50
 Reporting Period, 174
 Sales Account, 44, 136
 Sales Account for Items, 44, 164, 166
 VAT Code for Items, 44
 VAT Code for Purchases, 33, 157
 VAT Code for Sales, 33, 136, 164, 166
 Definition of Reports, 153, 202
 Balance Sheet, 204
 Exporting, 247
 Profit & Loss, 215
 VAT Report, 221
 Deleting Records, 23
 Demonstration Database, 10
 Deposited, 79
 Description, 116
 Price Lists, 50
 Purchase Invoices, 92
 VAT Codes, 156
 Destination
 Specifying when Printing Reports, 200
 Difference, 116
 Discount, 63
 Document Editor, 176
 Document Type, 181
 Documents, 175
 Assigning Forms, 187
 Cash Note, 194
 Credit Note, 194
 Customer Labels, 194
 Invoices, 192
 Matrix field columns not aligned correctly, 179
 Open Invoice Customer Statement, 196
 Page Setup, 175
 Payment Forms, 188
 Payment Lists, 191
 Periodic Customer Statement, 197
 Printing, 175
 Purchase Invoices, 191
 Receipt Form, 198
 Superimposed Text, 179
 Drafts
 Invoices, 60, 65, 74
 Payments, 101, 103, 108
 Purchase Invoices, 90, 93, 97
 Receipts, 77, 79, 81
 Drill-down reports, 201
 Due Date
 Calculating, 160
 Invoices, 62
 Purchase Invoices, 91
 Duplicating Records, 18, 20

E

Edit Font, 170
 E-mail, 32
 Error Messages
 Can't find document, 71, 194
 Month checked, 173
 Month locked, 172
 Transaction out of balance, 98

Excl %, 155
 Exclude from page options, 183
 Export Files
 Opening in Excel, 245
 Exports, 245
 Base Registers, 246
 Item Base Registers, 247
 System Data, 247

F

Fax Number, 32
 Fields
 in Forms, 178
 Moving between, 19
 Financial Years. *See* Fiscal Years
 First Only function, 183
 Fiscal Years, 146, 170
 Ending, 140
 Form Editor, 176
 Forms, 176
 Assigning to Documents, 187
 Defining Type Styles, 184
 Document Type, 181
 Exclude from page options, 183
 Exporting, 246
 Fields, 178
 Frames, 178
 Lines, 178
 Matrix field columns not aligned correctly, 179
 Naming, 181
 Pictures, 180
 Printing a specific number of copies
 automatically, 182
 Printing on Continuous Stationery, 182
 Single- and Multi-page, 183
 Superimposed Text, 179
 Text Objects, 177
 Frames
 in Forms, 178

G

Goods. *See* Items

H

Home Community, 170

I

Imports, 249
 Automatic, 249
 Manual file search, 250
 Incl %, 155
 Initials. *See* Signature
 Inp A/C. *See* Input VAT Account
 Input VAT, 91
 Input VAT Account, 155
 Setting Default, 33, 55, 157
 Installation, 8
 Invalidate
 Record menu command, 73, 96, 107
 Invoice Date, 61, 90
 Invoice History
 Viewing for each Customer, 41
 Viewing for each Supplier, 42

Invoice Journal, 235
 Invoice Number, 60, 78
 Defining Sequences, 167
 Invoice Rows
 Not printed correctly in Documents, 179
 Invoice Status function
 Invoices, 74
 Purchase Invoices, 97
 Invoices, 57, 134
 Account for Amounts Lost/Gained after
 Rounding, 164
 Approving, 60, 65, 74
 Preventing Printing when not approved, 69
 Crediting, 72
 Draft, 60, 65, 74
 Entering, 58, 64, 131
 Generating Nominal Ledger Transactions from,
 66, 154
 Invalidating, 73
 Paying off, 78
 Printing, 67, 192
 Preventing when not approved, 69
 Viewing Transactions Generated From, 75
 Writing Off, 81, 164
 Item Base Registers
 Exporting, 247
 Item Group, 44
 Item Groups, 43, 44, 165
 Exporting, 247
 Item List, 236
 Item Number, 63
 Item Rows
 Not printed correctly in Documents, 179
 Item Statistics, 236
 Items, 43
 Deleting, 48
 Exporting, 247
 Item Number, 43
 Price, 48

J

Journal Entries. *See* Transactions

L

Labels
 Designing, 195
 Not Properly Aligned, 195
 Printing for Customers, 194
 Printing Static Text, 195
 Last Only function, 183
 Lines
 in Forms, 178
 Locking, 147, 171
 Months and Periods, 122, 171
 Log-in ID. *See* Signature
 Lookup Table
 Using to Insert Data into Fields, 21
 Loss
 Posting, 144

M

Manual file search Import function, 250
 Master Control Panel, 14
 Matrix Columns
 Not printed correctly in Documents, 179

Middle Only function, 183
Months
 Locking/Closing, 122, 171
Multi-page Forms, 183
Multiple Price Lists, 48

N

Name of Company
 Changing, 15
Navigation in Record Windows, 19
Next Record button, 20
Nominal Ledger
 Entering Opening Balances, 128
Nominal Ledger Report, 141, 213
Number Series - Payments, 158
Number Series - Purchase, 167
Number Series - Purchase Invoices, 158
Number Series - Receipts, 167
Number Series - Transactions, 152

O

OK check box
 Invoices, 60, 65, 74
 Payments, 101, 103, 108
 Purchase Invoices, 90, 93, 97
 Receipts, 77, 79, 81
OK function
 Invoices, 74
 Payments, 108
 Purchase Invoices, 97
 Receipts, 81
On Account A/C
 for Purchases, 33, 105, 109, 157
 for Sales, 33, 80, 82, 164
On Account check box, 33, 79, 82, 102, 109, 157, 164
On Account Payments, 33, 102, 105, 109, 157
On Account Receipts, 33, 79, 80, 82, 164
Open Invoice Customer Statement, 196, 238
Open Invoice Value, 79, 103
Open NL Transaction function
 Invoices, 75
 Payments, 108
 Purchase Invoices, 98
 Receipts, 81
Open Subsystem Record function, 123
Opening Balances
 Entering, 127, 154
 Nominal Ledger, 128
 Purchase Ledger, 137
 Sales Ledger, 131
Opening Records, 18
Operations Menu, 18, 20
 Contacts, 41
 Create Contact Person, 37
 Customer Status, 41
 Supplier Status, 42
Forms, 180
 Copies, 182
 First Only, 183
 Last Only, 183
 Middle Only, 183
 PC Printer, 182
 Properties, 181
 Send to Back, 182
 Single Page Only, 183
 View All, 183

Invoices, 74
 Create Credit Note, 72
 Invoice Status, 74
 OK, 74
 Open NL Transaction, 75
Payments, 107
 Add Fee, 108, 157
 OK, 108
 Open NL Transaction, 108
 Order, 107
Persons, 149
 Activate Personal Desktop, 149
 Change Password, 149
Purchase Invoices, 97
 Balance, 98
 Invoice Status, 97
 OK, 97
 Open NL Transaction, 98
Receipts, 81
 Add Write-off, 81, 164
 OK, 81
 Open NL Transaction, 81
Reports
 Recalculate, 201
 Reopen Report Specification, 201
Transactions, 122
 Balance Transaction, 122
 Correction Mark, 120, 212
 Open Subsystem Record, 123
 Swap Debit & Credit, 120, 123
 Update Mark, 121, 212
Options List
 Using to Insert Data into Fields, 21
Order function, 107
Ordered check box, 101, 103
Our Ref, 148
Our Reference, 61
Outp A/C. See Output VAT Account
Output VAT, 64
Output VAT Account, 155
 Setting Default, 33, 44, 164, 166
Own Bank Account Number, 101

P

Page Setup
 for Documents, 175
 for PDF Files, 182
 for Reports, 154, 199
Password, 149
Paste Special, 21
Payment Date, 79, 100
Payment Forms
 Printing, 105
Payment Journal, 226
Payment Lists, 191
Payment Methods. See Payment Modes
Payment Mode
 Payments, 101
 Receipts, 78
Payment Modes, 133, 158
 Exporting, 247
Payment Number, 100
 Defining Sequences, 158
Payment Term
 Customers, 32
 Invoices, 61
 Purchase Invoices, 90
 Suppliers, 32

- Payment Terms, 160
 - Exporting, 247
 - Using to create Credit Notes, 72
 - Using to create Purchase Credit Notes, 96
 - Payments, 99
 - Approving, 101, 103, 108
 - Preventing Printing when not approved, 106
 - Bank Fees, 108
 - Correcting Mistakes, 113
 - Draft, 101, 103, 108
 - Entering, 103
 - Generating Nominal Ledger Transactions from, 104, 154
 - Invalidating, 107
 - On Account, 33, 102, 105, 157
 - Printing, 188
 - Preventing when not approved, 106
 - Reconciling, 103
 - Scheduling, 226
 - Viewing Transactions Generated From, 108
 - Payments Forecast, 226
 - PC Printer function, 182
 - PDF Files
 - Code Page (Character Set), 181
 - Image Format, 180
 - Page Setup, 182
 - Period Locking. *See* Locking
 - Periodic Customer Statement, 197, 239
 - Periodic Supplier Statement, 227
 - Periods. *See* Reporting Periods
 - Locking/Closing, 122, 171
 - Personal Desktop, 25
 - Activating, 149
 - Persons, 148
 - Password, 149
 - Signature, 148
 - Pictures
 - in Forms, 180
 - Preview Icon, 20, 175
 - Previous Record button, 20
 - Price, 44
 - Including or Excluding VAT, 165
 - Items, 48
 - Price List, 33
 - Setting Default, 50
 - Price List Code
 - Price Lists, 49
 - Price Lists, 49
 - Description, 50
 - Exporting, 247
 - Inclusive or Exclusive of VAT, 50
 - Multiple Price Lists, 48
 - Price List Code, 49
 - Printing, 240
 - Setting Up, 49
 - Structure, 48
 - Prices, 49, 50
 - Exporting, 247
 - Setting up Multiple Price Lists, 48
 - Pricing of Invoices
 - Selecting Unit Price, 63
 - Primary Contact, 31
 - Print Destination
 - Specifying for Reports, 200
 - Printer Icon, 20, 175
 - Printing Records, 175
 - Printing Reports, 202
 - Products. *See* Items
 - Profit
 - Posting, 144
 - Profit & Loss, 141
 - Profit & Loss Report, 215
 - Customising, 215
 - Printing, 215
 - Properties function, 181
 - Purchase Account, 94. *See also* Cost Account
 - Purchase Credit Notes, 90, 161
 - and Cash Notes, 96
 - Purchase Invoice History
 - Viewing for each Supplier, 42
 - Purchase Invoice Journal, 228
 - Purchase Invoice Number, 89, 102
 - Defining Sequences, 158
 - Purchase Invoices, 87
 - Account for Amounts Lost/Gained after Rounding, 164
 - Amount, 92
 - Approving, 90, 93, 97
 - Balancing, 98
 - Crediting, 90, 95
 - Description, 92
 - Determining Default Cost Account, 35
 - Draft, 90, 93, 97
 - Entering, 88, 93, 137
 - Generating Nominal Ledger Transactions from, 94, 154
 - Invalidating, 96
 - Paying off, 102
 - Printing, 191
 - Viewing Transactions Generated From, 98
 - Purchase Ledger
 - Entering Opening Balances, 137
 - Purchase Ledger Report, 229
 - Purchase Payment Terms, 32
 - Purchase VAT Code, 33
- ## Q
- Quantity, 63
 - Quitting Standard Accounts, 251
- ## R
- Recalculate function, 201
 - Receipt Forms, 198
 - Receipt Journal, 241
 - Receipt Number, 77
 - Defining Sequences, 167
 - Receipts, 76, 136
 - Approving, 77, 79, 81
 - Correcting Mistakes, 86
 - Draft, 77, 79, 81
 - Entering, 136
 - Generating Nominal Ledger Transactions from, 80, 154
 - On Account, 33, 79, 80, 164
 - Viewing Transactions Generated From, 81
 - Receipts Forecast, 241
 - Received Value, 79
 - Reconciling a Payment, 103
 - Record Menu
 - Invalidate, 73, 96, 107

- Record Window, 19
- Records
 - Canceling Changes, 20
 - Creating, 19, 20
 - Deleting, 23
 - Duplicating, 18, 20
 - Opening, 18
 - Printing, 175
 - Saving, 20
- Reference, 90
- Registers
 - Account Reconciliation, 124
 - Accounts, 54
 - Contacts, 28
 - Forms, 176
 - Invoices, 57
 - Items, 43
 - Payments, 99
 - Prices, 50
 - Purchase Invoices, 87
 - Receipts, 76
 - Styles, 184
 - Transactions, 114
- Registration Number, 32
- Remittance Advices
 - Printing, 105
- Report Definitions. See Definition of Reports
- Report Font, 170
- Report Font Size, 170
- Report Settings, 153, 202
- Report Windows, 200
- Reporting Periods, 174
 - Setting Default, 174
- Reports, 199
 - Account Reconciliation, 203
 - Balance Sheet, 141, 204
 - Definition, 204
 - Changing Report Criteria, 201
 - Chart of Accounts, 141, 212
 - Company Info, 244
 - Correction List, 212
 - Customer List, 233
 - Customer Statistics, 234
 - Customer/Item Statistics, 231
 - Customising. See Definition of Reports
 - Drill-down, 201
 - Invoice Journal, 235
 - Item List, 236
 - Item Statistics, 236
 - Nominal Ledger, 141, 213
 - Open Invoice Customer Statement, 238
 - Page Setup, 154, 199
 - Payment Journal, 226
 - Payments Forecast, 226
 - Periodic Customer Statement, 239
 - Periodic Supplier Statement, 227
 - Price List, 240
 - Printing, 138, 199, 202
 - Profit & Loss, 215
 - Definition, 215
 - Profit & Loss Report, 141
 - Purchase Invoice Journal, 228
 - Purchase Ledger, 229
 - Recalculating, 201
 - Receipt Journal, 241
 - Receipts Forecast, 241
 - Sales Ledger, 242
 - Searching in, 201
 - Selecting Print Destination, 200

- Supplier List, 230
- Transaction Journal, 141, 216
- Trial Balance, 128, 138, 219
- Underlined Text, 202
- VAT Listing, 220
- VAT Report, 221
 - Definition, 221
- Restoring from a Back-up, 253
- Round Off, 164
- Round Off Account, 164
- Rounding Rules
 - Account for Amounts Lost/Gained after Rounding, 164
- Rows
 - Not printed correctly in Documents, 179

S

- Safety Back-up, 251
 - Restoring from, 253
- SAF-T Reporting, 170
- Sales Account
 - Items, 44
 - Setting Default, 44, 136
 - Setting Default for Items, 44, 66, 164, 166
- Sales Ledger
 - Entering Opening Balances, 131
- Sales Ledger Report, 242
- Sales Payment Terms, 32
- Sales Revenue
 - Reporting, 234
- Sales VAT Code, 33
- Saving Records, 20
- Searching
 - in Browse Windows, 18
- Selection List
 - Using to Insert Data into Fields, 21
- Send to Back function, 182
- Sent Value, 103
- Service Delivery Date, 62
- Services. See Items
- Settings, 150
 - Account Usage P/L, 156
 - Account Usage S/L, 66, 162
 - Company Info, 15, 169
 - Customer Categories, 30, 165
 - Exporting Contents, 247
 - Fiscal Years, 146, 170
 - Item Groups, 44, 165
 - Locking, 147, 171
 - Number Series - Invoices, 167
 - Number Series - Payments, 158
 - Number Series - Purchase Invoices, 158
 - Number Series - Receipts, 167
 - Number Series - Transactions, 152
 - Payment Modes, 78, 101, 133, 158
 - Payment Terms, 32, 61, 90, 160
 - Price Lists, 49
 - Report Settings, 153, 202
 - Reporting Periods, 174
 - Sub Systems, 132, 154
 - Supplier Categories, 30, 95, 161
 - Units, 168
 - VAT Codes, 44, 55, 63, 66, 92, 95, 155, 157, 164, 166
- Shutting Standard Accounts Down, 251
- Signature
 - Persons, 148

- Single Page Only function, 183
- Single-page Forms, 183
- Skype Name, 32
- Sort Code
 - Contacts, 34
 - Purchase Invoices, 92
- Sorting in Browse Windows, 17
- Standard Accounts
 - Changing To, 127
 - Installation, 8
- Statements
 - Printing, 196, 197
- Static Text
 - Showing on Labels, 195
- Styles, 184
 - Exporting, 246
- Sub Systems, 114, 132, 154
- Subtotal, 64
- Sum, 63
- Superimposed Text
 - Printed in Documents, 179
- Supplier, 89
- Supplier Categories, 28, 30, 95, 161
- Supplier List, 230
- Supplier Number. *See* Contact Number
- Supplier Status function, 42
- Supplier's Invoice Number, 90
- Suppliers, 28, 30. *See also* Contacts
 - Attaching Contact Persons, 36
 - Exporting, 246
 - Listing, 230
 - Printing Labels, 194
- Swap Debit & Credit function, 120, 123
- System Data
 - Exporting, 247
- System Requirements, 8

T

- Tabs, 19
- Telephone Number, 32
- Text, 79, 102
- Text Back-up
 - Creating, 251
 - Restoring from, 253
- Text Files
 - Opening in Excel, 245
- Text Objects
 - in Forms, 177
- TOTAL, 64, 91, 116
 - Account for Amounts Lost/Gained after Rounding, 164
- Transaction Date, 62, 77, 91, 100, 116
- Transaction Journal, 141, 216
- Transaction Number, 116
 - Defining Sequences, 152
- Transaction Rows
 - Listing, 213
- Transactions, 114, 128
 - Allowing Changes after Entry, 122
 - Balancing, 119, 122
 - Changing, 121
 - Corrections, 119
 - Listing, 212
 - Entering, 115, 117, 128
 - Generated from Cash Notes, 161
 - Generating from Invoices, 66
 - Generating from Payments, 104
 - Generating from Purchase Invoices, 94

- Generating from Receipts, 80
- Generating from Sub Systems, 154
- Opening from
 - Invoices, 75
 - Payments, 108
 - Purchase Invoices, 98
 - Receipts, 81
 - Reversing, 120
- Trial Balance, 138, 219
 - Nominal Ledger report, 128
- Turnover
 - Reporting, 234
- Type Styles. *See* Styles

U

- Uncleared Funds, 101, 104
- Underlined Text in Reports, 202
- Unit, 44
- Unit Price, 63
- Units, 168
- Update Mark function, 121, 212

V

- VAT, 64, 91
 - Account for Amounts Lost/Gained after Rounding, 164
 - Base Prices include or exclude, 165
 - Determining its posting in the Nominal Ledger, 155
 - Using with Price Lists, 50
- VAT Code
 - Accounts, 55
 - Contacts, 33
 - for Purchases, 157
 - for Sales, 164, 166
 - Invoices, 63
 - Purchase Invoices, 92
 - Setting Default for Invoices, 136
 - Setting Default for Items, 44
 - Setting Default for Purchases, 33, 157
 - Setting Default for Sales, 33, 164, 166
 - Transactions, 117
- VAT Codes, 44, 55, 66, 95, 155, 157, 164
 - Description, 156
 - Exporting, 247
 - Nominal Ledger setting, 166
- VAT Listing, 220
- VAT Registration Number
 - Contacts, 32
- VAT Report, 221
 - Commands used in Report Definition Formulae, 222
 - Customising, 221
 - Printing, 225
- View All function, 183
- Virus
 - Removing, 251

W

- Web Site, 32
- Windows
 - Browse, 17, 18
 - Record, 19
 - Report, 200

Standard Accounts

Withdrawn, 103
Write Off Account, 81, 164

Writing Off Invoices, 81, 164