

Books

by HansaWorld

Beginner's Guide
Getting Started



BEGINNER'S GUIDE

Getting Started with Books by HansaWorld

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Installation

This beginner's guide has been designed to make it easier for you to begin working with Books by HansaWorld. For more detailed information, please refer to the pdf file of the Books by HansaWorld manual, which you will find on your installation CD.

You can choose to sign an annual maintenance agreement that will offer you telephone support and the right to upgrade to the latest versions of Books by HansaWorld. For prices for maintenance please contact our support line on the number below.

Installing your new Books software package

In order to install your Books by HansaWorld software package you will need to follow the instructions relevant to your operating system (i.e. Windows or Mac OS X).

Note: If you have problems extracting the necessary files, call our helpline on 0845 123 2732 or email uksupport@hansaworld.com.

Mac OS X

Books by HansaWorld requires Mac OS X 10.5 or later.

1. Open the CD and drag the Books application to your 'Applications' folder.
2. Start the application by double-clicking.

Windows

Books by HansaWorld requires Windows 2000/2003/Vista/XP.

1. From the CD, launch the installer (named `bks-install-test-client.msi`) by double-clicking.
2. Choose where you want Books to be installed: the default is to install it in a new directory in your 'Program Files' directory. Click the [Install] button.
3. The Books application will be installed in your chosen location, and a shortcut will be added to your Start menu.
4. Start the application by double-clicking, or from your Start menu.

Starting Books for the first time

Your Books application will now be running and you will see a screen called 'Welcome to Books by HansaWorld'. Click one of the buttons as follows:

Import Demo

Click this button if you are new to Books for HansaWorld and would like to import some sample data to see how closely Books will satisfy your requirements.

Import Textbackup

Click this button if you have already been using Books for HansaWorld and you need to import a back-up file to a new database.

Master Database

Click this button if you are starting Books for HansaWorld for the first time and want to start from an empty database. This option is described in the next sections.

Creating a New Database

If you clicked the [Master Database] button to start working from an empty database, follow these steps:

1. Choose and enter a Master Password, and click [Next].
2. Enter your company name, then click the [Next] button.
3. Create a User Account for yourself. You must enter your User Name and Full Name before you can progress to the next step, but the other information is optional. The User Name is the name that you will use as your identity code each time you log in to Books by HansaWorld. Enter your login details and click the [Finish] button.
4. Log in using your Password if you specified one in the previous step.
5. If you did not specify a Password in step 3, you will now be asked to do so. Enter it twice and click [Save].
6. If you did specify a Password in step 3, you will be asked if you want Books by HansaWorld to remember it, so that you do not have to enter it yourself each time you log in. 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.
7. The Master Control panel will appear and you are ready to begin work. Now you can import some standard settings and forms into your Books database.

- BooksForms.txt: everyone should import this file
- BooksStandard.txt: everyone should import this file
- UKAccounts1.txt: Import this file if you wish to use our standard Chart of Accounts

To import these you must do the following:

1. Click the [Routines] button in the Master Control panel, and then click [Imports]. An 'Imports' window will appear.
2. Double-click 'Automatic'. A list of files will appear.
3. Double-click the file you need to import. The data will be imported.
4. Repeat steps 1-3 for each file you wish to import.
5. If you have chosen not to use our standard Chart of Accounts then you will need to configure the settings yourself in the following areas: Account Usage S/L, Account Usage P/L, Payment Modes (payment methods), Payment Terms, VAT Codes, Definitions of the Balance Sheet, Profit & Loss and VAT Reports. Please consult the full Books by Hansa-World manual (supplied as a pdf file on your Books CD) for details.

You should now configure the Fiscal Years setting:

1. Click the [Settings] button in the Master Control panel. A 'Settings' window will appear.
2. Double-click 'Fiscal Years'. The 'Fiscal Years: Inspect' window will open.
3. Enter the details of your current financial year. For example if you are currently in FY 2009/10 which runs from 1st April, enter: 2009 - 1/4/2009 - 30/3/2010.
4. Click the [Save] button.

Note: If you imported the BooksStandard.txt file, you may find the current financial year is already recorded in this setting. You can change it if it is not correct for your company, but only if your database does not contain any accounting transactions. After adding the first accounting transaction, you can only add new financial years, not change existing ones.

The next step is to enter company details such as the address and telephone numbers so that they can be printed on documents such as Invoices.

1. Click the [Settings] button in the Master Control panel again.
2. Double-click 'Company Info'. The 'Company Info: Inspect' window will open.
3. Enter your company address and other information as appropriate. Make sure that everything is correct, as this information will be printed on your documents (e.g. the Invoices that you send to your Customers). The company name, VAT and company registration numbers, and telephone number are required because they will be used when you register the software.
4. Click the [Save] button.

Enabler

When your installation is complete and you have entered your company details, you will need an enabler key. The enabler key allows you to print from your system.

1. Click the [Routines] button in the Master Control panel, and then click [Registration].
2. Click the [Register this Product] button.
3. When the 'Choose Your Country: Inspect' window opens, press the ⌘-Enter (Mac OS X) or Ctrl-Enter (Windows) key combination. Choose your country in the subsequent selection list by double-clicking. Then, click the [Next] button.
4. If you have not previously registered with HansaWorld, leave both fields in the 'Search for Existing Registration' window empty and click [Next].
5. The 'Company Information: Inspect' window will open, containing your company name and address, taken from the Company Info setting. Check the details are correct and click the [Next] button. This will register your details in the HansaWorld customer database. You will be given a Customer Code, Contract Number and Registration Number: these will be visible in the Internet Enablers setting.
6. The software licence agreement will appear: after reading, click [I Agree].
7. Enter the Serial Number of your copy of Books by HansaWorld. If you purchased Books by HansaWorld in a shop, the Serial Number will be included in the box. If you purchased it online, you will have been sent the Serial Number as part of the package. Click [Next].

8. You will be given an Enabler Key and a Valid Until Date: these will be visible in the Configuration setting.

If you have any problems obtaining your enabler, please call our helpline on 0845 123 2732 or email uksupport@hansaworld.com.

Note: Do not attempt to request an enabler until you have completed all the installation steps above!

User Interface

Logging In

Books by HansaWorld is a single-user program but you can define multiple user IDs (signatures). Only one user can log in at any time. If you want two or more users working at the same time you need to purchase the Books Professional product from your HansaWorld Business Partner.

Master Control Panel



Personal Desktop

On the right-hand side of the Master Control Panel you will see the Personal Desktop. The Personal Desktop is individual to each user.

- You can place Navigation Links in your Personal Desktop by dragging and dropping. Navigation Links are short cuts to the reports, routines, records and registers that you use most frequently. For example, to create a Navigation Link to a report, open the 'Reports' list by clicking the [Reports] button in the Master Control panel, and drag the name of the report to the Personal Desktop. You can now double-click the Navigation Link each time you want to run the report. You can create Navigation Links to settings and documents in a similar manner. To create a Navigation Link to an individual record, open the relevant register and drag the record from the list to the Personal Desktop. You can also drag entire registers from the Master Control panel.
- To place an external file in your Personal Desktop, click on + above the Personal Desktop (Mac OS X) or open the Operations drop down menu (Windows) and choose 'Attach File'. A standard open file dialogue window will open: locate the file that you need in the usual way. To download the file later, choose 'Download File' from the same drop down menu. To open the file using a helper application, choose 'Open Record'.
- To place a Note in your Personal Desktop, click + (Mac OS X) or Operations (Windows) and select 'Create Note'. Enter the Note and a Comment (this will identify the Note in the Personal Desktop) and click the [Save] button. To read the Note, open it by double-clicking.
- To create an Archive, click + (Mac OS X) or Operations (Windows) and select 'Create Archive'. Enter the name of the Archive and press the [Save] button. Double-click the Archive to open it - from here you can rename the Archive (by choosing 'Rename Archive' from the Operations drop down menu), or create further archives inside this archive (by choosing 'Create Archive' from the same menu). This allows you to create an entire folder structure of Archives in the Personal Desktop. Move objects into and out of Archives by dragging and dropping.
- To remove an object from an Archive or from your Personal Desktop, highlight it and click — above the Personal Desktop (Mac OS X) or choose 'Clear' from the Edit menu (both platforms).

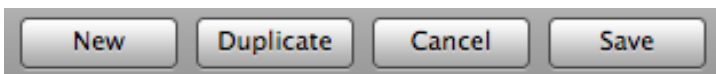
Reports and Documents

You select the Reports and/or Documents from the Master Control Panel.

Here you will find numerous reports and documents, many of which can be run in a variety of ways, to ensure that you can get the maximum amount of useful information out of Books by HansaWorld.

Reports can be viewed on screen, printed to a printer or exported to a file or directly into Excel. Documents can be viewed on screen or printed to a printer.

Buttons: New, Duplicate, Cancel, Save



The generic buttons in the Books by HansaWorld button bar are present in every window.

The [Save] and [Cancel] buttons serve to accept or reject changes to records. You can use the [New] button to create a new blank record for data entry, or the [Duplicate] button to create a new record by copying an existing one.

For example, you can create a copy of a previous Invoice simply by finding the Invoice, clicking the [Duplicate] button and then amending any details in the new Invoice prior to saving. You can use this button to duplicate Items, Customer details, Accounts, etc. This will save you a vast amount of time.

Operations Drop Down Menu



The Operations drop down is one of Books by HansaWorld's most powerful tools. The Operations drop down changes according to each screen that you are in. Every frequently executed but 'special' function will be found on this menu. Examples include being able to OK (post to the Nominal Ledger) Invoices and other transactions from the browse windows, and being able to write off outstanding amounts while receipting a customer payment.

Visit the Operations drop down whenever you are in a new screen to appreciate fully the many powerful shortcuts that Books by HansaWorld contains!

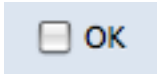
Looking Up Records ('Paste Special')

You can use the ⌘-Enter (Mac OS X) and Ctrl-Enter (Windows) key combination to produce a list of allowed entries in many fields. Selecting the required entry by double-clicking will bring the selected entry into the current field.

Changing the User Interface

You can move and resize the windows in Books by HansaWorld. Having done so, use the Save Position (Mac OS X)/Save Normal Position (Windows) option on the Window menu to save the new position and size. The new settings will be used each time you open the window in future.

“OK” Check boxes



Some areas of the system require additional security/checking processes before a transaction can be posted. The OK check box can be found in records that generate Nominal Ledger Transactions or that require authorisation. Examples include Sales and Purchase Invoices.

Records are fully editable if the OK check box is not ticked. When you tick this check box and save the record, a Nominal Ledger Transaction will be created and you will no longer be able to change the record.

Basic Tasks

Contacts

Books by HansaWorld has a single register for both Customers and Suppliers (the Contact register). This eliminates the need for re-keying the information if there are companies that act both as Customers and as Suppliers. Simple check boxes allow you to mark whether a company will be treated as a Customer, a Supplier or both.

Customers

1. To set up a Customer record, open the Contact register and click [New]. Books by HansaWorld will automatically allocate a Contact Number (you can change this before saving the record). Enter the Customer Name, Address, Telephone and Fax details. You will also see that the Customer check box has been ticked automatically.
2. The Customer will be treated by default as domestic. If they are in the EU or overseas, reset the VAT Zone option (on the 'Account' card). EU companies should also have a VAT registration no. If you wish to use credit limit checking, specify a credit limit. Paste the Customer's default Payment Terms into the Sales Pay Terms field (on the 'Terms' card) using 'Paste Special'.
3. Save the record by clicking the [Save] button.

Suppliers

1. To set up a Supplier record, open the Contact register and click [New]. Enter the Supplier Name, Address, Telephone and Fax details. By default

the Customer check box will be ticked, change this so that the Supplier check box is ticked.

2. Paste a Nominal Ledger Account into the Cost A/C field on the 'Account' card. This will be the default expenditure Account for Purchase Invoices from the Supplier.
3. The Supplier will be treated by default as domestic. If they are in the EU or overseas, reset the VAT Zone option (on the 'Account' card). Paste the Payment Terms offered to you by the Supplier into the Purch. Pay. Terms field (on the 'Terms' card) using 'Paste Special'.
4. Save the record by clicking the [Save] button.

Contact Persons

1. To record the name and contact details of someone who works for a Customer or Supplier, open the Customer or Supplier, or create a new one and save it.
2. Choose 'Create Contact' from the Operations drop down menu. A new Contact record will be created and opened. Enter the Contact Person's name and contact details if these are different to those of the parent company.
3. Make sure the Customer and Supplier boxes are not ticked.
4. Save and close the record. On returning to the Customer or Supplier record, you will see the Contact Person listed at the bottom of the window.

Items

Items are the products and services that you sell.

1. To enter a new Item, open the Item register, and click [New].
2. Enter a code for the item into the No field, and a description for the item.
3. Enter the normal selling price into the Price field.
4. Save the record by clicking the [Save] button.

Note: For details on other fields in any of the screens above, consult the full Books by HansaWorld manual (supplied as a pdf file on your Books CD).

Raising Invoices

Invoicing raises transactions against the customer account, as well as producing invoice documentation to send to them. When you open the Invoice register, you will see the Invoices are colour-coded, 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

To enter a new Invoice, follow these steps:

1. Open the Invoice register and click [New]. This will create a new Invoice record. Books will automatically allocate an Invoice Number (this can be overwritten)
2. Enter a Customer in the Customer field using the Paste Special command. A list of all Customers will appear, scroll through this list, highlight the one you need and press Enter (or double-click using the mouse). The Customer details will automatically be pulled through to the Invoice.
3. Use the matrix to list the Items you have sold. In the Item field in the first row, use the 'Paste Special' command to bring up a list of all Items. Select the appropriate Item by double-clicking. Books will automatically bring the Item details into the Invoice (e.g. Item Description and Price). Move to the Quantity field and enter the appropriate quantity. When the quantity has been entered Books will automatically calculate the total amount and the VAT. To enter more Items repeat the procedure above on subsequent rows.
4. At this stage, you can change any details in the Invoice, even after you have saved it by clicking the [Save] button, and you can also delete the Invoice using the 'Delete' command on the Record menu. Once you are satisfied that the Invoice is correct, you should click the OK check box. When you save, the Invoice will be committed to the Sales Ledger, and a Nominal Ledger Transaction will be created. You will no longer be able to change or delete the Invoice.
5. Click on the button with the printer icon at any time to print the Invoice. If you print the Invoice prior to OKing it a "Test Printout" message will be printed across the Invoice. If you try and print an Invoice twice when it has been OKed, a "Copy" message will be printed across the Invoice.

Credit Notes

To raise a credit note:

1. Find the Invoice against which you are issuing the Credit Note. The Invoice must have been OKed. From this Invoice click the [Duplicate] button to create a completely new record that contains the same details as the original Invoice.
2. Go to the Payment Terms field and change it to "CN" (or any other Payment Term that you have set up as a credit - use 'Paste Special' for a list of Payment Terms). A new field will appear in the invoice matrix 'Credit of Invoice'. Use the 'Paste Special' command to choose the number of the original Invoice.
3. Make sure that the details on the Credit Note are correct. When you are satisfied that the information is correct, OK the Credit Note. The Credit Note will now update the Sales and Nominal Ledgers.

Entering Invoice Receipts

When an Invoice is paid, enter the Receipt and match it to outstanding Invoice(s). This will make it easy to see the state of any Customer's account at any time.

1. Open the Receipt register and click the [New] button.
2. Books will automatically allocate a Receipt Number, and today's date will appear as the Trans. Date (transaction date). These can be overwritten.
3. A default Payment Mode will be pulled into the Receipt. This is the payment method, which determines the Bank or Cash Account that the Receipt will debit. If you want to create a new Payment Mode, you need to do so in the Payment Modes setting before entering the Receipt. When entering a new Payment Mode, make sure you choose a Bank or Cash Account in the Account field.
4. Paste or enter the Number of the Invoice being paid in the Inv. No. field in the first row of the matrix. This will bring in the full Invoice details and expected amount.
5. If the Customer has paid several Invoices in the same payment, allocate the Receipt to each Invoice on separate rows.
6. When you are happy that the Receipt is correct, tick the OK check box and save the Receipt. The Sales and Nominal Ledgers will be updated.

Partial Receipts

Occasionally you may have a Receipt that does not match the outstanding amount on the Invoice being paid. To create a partial Receipt, follow steps 1-4 above to create a new Receipt and allocate it against an Invoice. The full outstanding amount from the original Invoice will be brought in to the Receipt. Enter the amount that you actually received from the Customer in the Received Val field and OK the Receipt. This will update the Sales and Nominal Ledgers to the effect that part of the Invoice has been paid. The outstanding amount will remain on your Sales Ledger and can be received at a later date.

Write-Offs

Paste the Invoice Number in to the Receipt in the normal way but overwrite the amount in the Received Val field with the amount actually received against the Invoice (enter a Received Val of zero if you want to write off the entire Invoice). Leave the insertion point in the row containing the Invoice being written off, and go to the Operations drop down menu and select 'New Write-off'. This will add a new row to the Receipt containing the amount to be written off. When you OK the Receipt, the amount that you have written off will be posted to the Write Off Account specified in the Account Usage S/L setting.

Entering Supplier Invoices

Invoices from Suppliers need to be tracked to ensure accuracy and to ensure that you do not overpay them.

1. Open the Purchase Invoice register and click the [New] button to create a new record.
2. Paste a Supplier into the Invoice using 'Paste Special'. Supplier details from the Supplier record will be pulled through automatically. Enter the Invoice Date, and make sure that there are Payment Terms for the Invoice.
3. Next record the total value of the Invoice in the TOTAL field (including VAT).
4. The first row in the Purchase Invoice matrix will contain the Account to which the Invoice will be posted. This will have automatically been pulled through from the Cost A/C field in the Supplier record. You can change this Account, and you can also add extra rows with different Accounts if necessary. Enter the amounts to be posted to each Account in the Amount field (excluding VAT).
5. Check and edit the Purchase Invoice record just created. In particular, add the Supplier's Invoice Number (in the Supp. Inv. No. field).

6. OK and save the Purchase Invoice when you are happy with it. The Purchase and Nominal Ledgers will be updated.

Detailed considerations

- When you enter a Purchase Invoice with a VAT element, it must 'balance' before you can save it. To balance, the sum of the amounts in the rows plus VAT (calculated using the VAT Code in each row) must equal the total including VAT that you entered in the TOTAL field. If the Invoice doesn't balance and all figures are correct, there may be a rounding error in the VAT calculation. As you add rows to the Purchase Invoice, Books will calculate the VAT amount and will display it in the Calculated VAT field under the matrix. If this matches the figure on the Supplier's Invoice, it is likely that you will be able to post the Purchase Invoice without difficulty. If not, you will need to enter the Supplier's VAT total in the VAT field at the top of the Invoice – Books will then use this figure in preference to the calculated value in the Calculated VAT field.
- Books contains a shortcut to speed up the entry of Purchase Invoices. Place the insertion point in the Amount field in the final Invoice row (even if it is the only Invoice row) and press the Enter key. This calculates the Amount backwards from the TOTAL specified, the VAT Code, and other rows above the final one.

Credit Notes

To record receiving a Credit Note, find the original Invoice that is being credited in the Purchase Invoice register, highlight it, and click the [Duplicate] button. This creates a new record, and all you need to do is change the Pay Term to "CN" (or any other Payment Term that you have set up as a credit - use 'Paste Special' for a list of Payment Terms). This will credit the entire Invoice, but in the event of a partial credit you can make any changes necessary prior to saving. Enter the number of the original Invoice in the Credit of Inv. Field using 'Paste Special'. When you OK and save, the Credit Note will update the Purchase and Nominal Ledgers.

Paying Bills

Books by HansaWorld contains numerous ways to make bill paying easier, and also provides control of company cash.

1. Open the Payment register and click the [New] button.
2. Enter the Pay Date and also any appropriate date in the Trans. Date field.

3. Paste a Payment Mode into the payment. This is the payment method, which determines the Bank or Cash Account that the Payment will credit. If you want to create a new Payment Mode, you need to do so in the Payment Modes setting before entering the Payment. When entering a new Payment Mode, make sure you choose a Bank or Cash Account in the Account field.
4. Paste the Number of the Purchase Invoice you are paying in the No. field in the first row of the matrix. This will bring in the full Invoice details and expected amount. Edit the Sent Val if you only want to issue a partial payment.
5. Check the Ordered and OK check boxes and save, to post the payment details to the Purchase and Nominal Ledgers.
6. Click the button with the printer icon if you want to print a remittance advice.

Journal Entries

You should record every accounting event as a journal entry (known in Books as a Nominal Ledger Transaction). Nominal Ledger Transactions representing Sales and Purchase Invoices, Receipts and Payments will be created automatically when you OK and save those records. You will need to enter other types of transactions directly to the Transaction register: these might include bank transfers, overhead costs, salaries etc.

1. To raise a stand-alone journal entry, open the Transaction register and click the [New] button.
2. Enter the Transaction Date, and any details or comment about the journal entry in the Text field.
3. Paste the Account for the first part of the transaction into the Account field in the first row.
4. Enter an amount into the Debit or Credit field.
5. Repeat steps 3 and 4, to enter the balancing posting(s).
6. Save the Transaction once all details are correct. Note that you can only save a Transaction that balances.

Detailed considerations

- You can have Books calculate the amount that is required for the Transaction to balance. Place the insertion point in the relevant row and select 'Balance Transaction' from the Operations drop down menu. Books will place the balancing amount in the Debit or Credit field as appropriate (you still need to specify the Account to post it to!).
- If you want to cancel a Transaction that you have already saved, open the Transaction register and highlight the Transaction in question. Click the [Duplicate] button. Next select 'Swap Debit & Credit' from the Operations drop down menu. This will reverse the original Transaction. Finally save the new Transaction. If you want to cross-refer the two Transactions, before saving the second Transaction select 'Correction Mark' from the Operations drop down menu. A new row will be added to the Transaction: enter the number of the original Transaction (including fiscal year prefix) in this new row.
- If you want to process a simple reclassification (e.g. you posted a Transaction against the incorrect Account, or used the wrong VAT Code), you can correct it in a way that handles the audit trail implications fully. Find and open the offending Transaction, and select 'Update Mark' from the Operations drop down menu. Next select the row of the Transaction that is wrong by clicking the row number, and press the Backspace key. This puts a red line through the row. Finally, enter a new, correct, row in the Transaction, and save it.

Backing up Your Data

After each day's work with Books by HansaWorld we recommend you make a text backup of your data. We recommend that you carry these backups out on a daily basis and save them onto a CD or tape that you then keep in a safe place. It might seem unnecessary to make a daily text backup but it is a good investment - imagine what would happen if you had a problem with your hard disk! The backup process in Books is fast and efficient. The information is saved into an encrypted file and it does not take up much space.

Backup Procedure

1. Click the [Routines] button in the Master Control Panel and then click [Exports]. An 'Exports' window will appear.
2. Double-click 'Database Text Backup'.
3. A 'Specify Text Backup' window will appear. Give the backup a name (e.g. tb090812.txt - the date will help you to keep track of when you made the text backup) and click the [Run] button. You will now be asked where you want to save the backup.
4. Choose where you want to save the text backup and give this a file name (e.g. tb090812.txt). The program will make a text backup of the entire database.

Note: Remember to use the file extension .txt to be sure that it will be saved in text format.

You can also have a back up created automatically at the same time every day:

1. Click the [Settings] button in the Master Control panel, and double-click 'Timed Operations' in the list of settings.
2. Enter the time when you want the back up to be created in the Start Time field (Books must be running at this time). Specify where the back up is to be saved in the Backup Path field and tick the Backup box.
3. Click the [Save] button.