

Enterprise by HansaWorld Cash Book and Expenses



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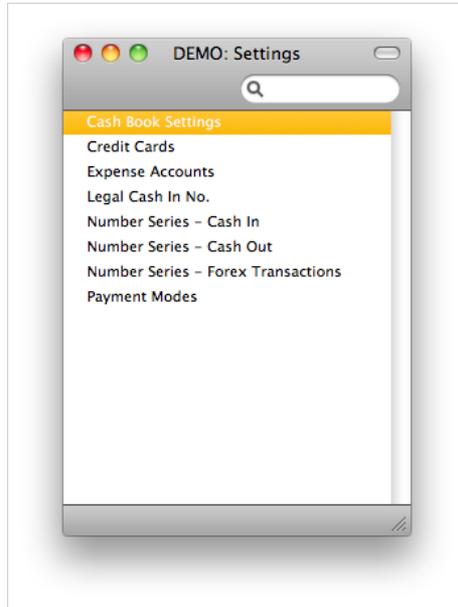
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INTRODUCTION

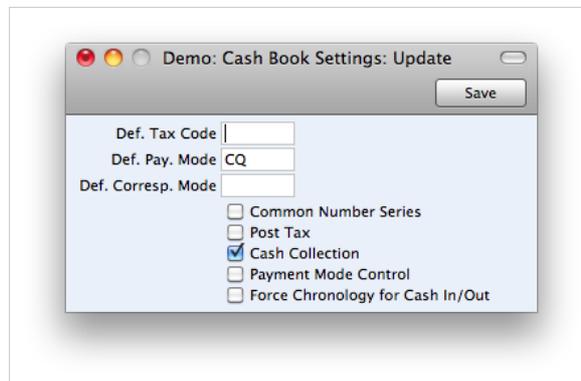
Enterprise by HansaWorld is an integrated accounting, CRM and ERP tool that automates crucial business from Purchase and Sales Order Processing, Inventory Control, Accounts Receivable, Accounts Payables to your General Ledger. It also allows for Customer Relations Management, keeping track of contacts with Customers, organizing effective mail shots and for planning activities of all kinds.

SETTING UP THE CASH BOOK MODULE

Before explaining with detail the Cash Book module, we will go through some important settings that are important to define before working with the Cash Book Module.



Cash Book Settings



Def. Tax Code: Enter here the Tax Code that you wish to be used as a default when you enter new records directly to the Cash In and Cash Out registers.

You should also check the Post Tax box below if Def. Tax code is specified. If you do not check this box, General Ledger Transactions created from Cash In and Cash Out records will not include a separate Tax element, irrespective of the Tax Code.

Def. Pay. Mode: Enter here the Payment Mode that you wish to be used as a default when you enter new records directly to the Cash In and Cash Out registers and when you create Cash In and Cash Out records from Invoices and Payables and from Receipts. When you create Cash Out records from Payments, the Payment Mode in the Cash Out will be copied from the Payment and so the default will not apply.

Def. Expense Account: Enter here the Corresponding Mode that you wish to be used as a default when you create new records in the Cash In and Cash Out registers. This default will be used in all cases i.e. when entering records directly to the Cash In and Cash Out registers, and when creating them using the 'Create Cash In' and 'Create Cash Out' Operations menu functions.

Common Number Series: In the Baltic States, all incoming cash transactions must use the same number sequence, irrespective of the originating register (i.e. Cash In and Receipts). Similarly, all outgoing cash transactions (i.e. Payables, Cash Out, Payments and Personnel Payments) must use the same number sequence. Check this box if you want to use this feature.

Post Tax: When you approve Cash In and Cash Out records, they will usually cause General Ledger Transactions to be created (if so determined in the Sub Systems setting in the General Ledger). If you want these Transactions to include a separate Tax element, check this box.

This option has no effect in the case of Cash In and Cash Out records created from Invoices, Payables, Receipts and Payments. Tax will already have been posted from the originating Invoices (and from Receipts and Payments if you are using the Book Receipt Tax and Book Payment Tax options respectively), so Tax will not be posted again from the consequent cash transactions.

If this setting is checked and if you have more than one row in the matrix on the Payment page (tab), the system will book VAT. This is useful if you need to split cash amounts to different objects or corresponding accounts.

Cash Collection: If you would like to be able to create cash transactions from Cash Notes ONLY (Invoices with Payment Terms of the "Cash" type), switch on this option.

If this option is on, you will only be able to create cash transactions from Receipts and Payments with Payment Modes of the type "Cash".

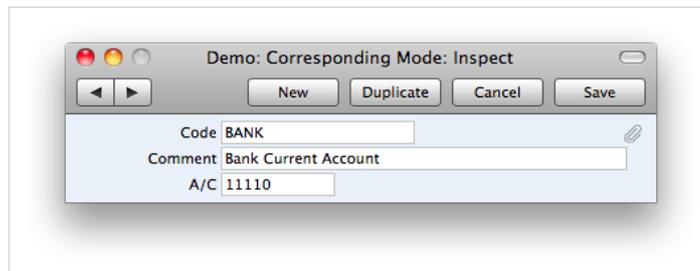
The Cash Collection option will also stop you from creating more than one cash transaction from an Invoice, Receipt or Payment.

Payment Mode Control: Switching on the Payment Mode Control option will prevent you from using Payment Terms of the "Cash" Type and "GenTrans" Payment Modes in Invoices and Payables. Similarly, you will not be able to use "GenTrans" Payment Modes in Receipts and Payments. This option should only be used in specialized situations.

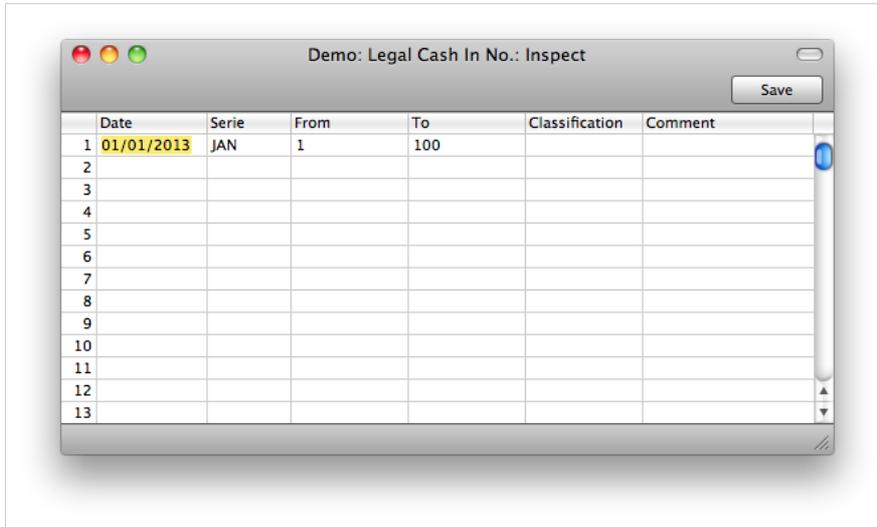
Force Chronology for Cash In/Out: This option prevents you changing the date in Cash In and Cash Out records. All cash transactions will therefore use the current date, thus ensuring they are always recorded in date order.

Corresponding Modes

Corresponding Modes determine the Accounts to be credited in the General Ledger Transactions created when you approve records in the Cash In register and to be debited when you approve Cash Out records. In the case of transactions that you enter directly to the Cash In and Cash Out registers, these might be Accounts to record the levels of sales or purchases of different kinds, or in the case of cash payments made to or received from members of staff, Expense Accounts. For payments between your bank and petty cash, they will be your Bank Accounts (the Petty Cash Account will come from the Payment Mode). In the case of cash transactions that you create from Invoices, especially if you are using the Double Transaction method they may be temporary holding Accounts for cash.



Legal Cash In No.



	Date	Serie	From	To	Classification	Comment
1	01/01/2013	JAN	1	100		
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

In Lithuania, it is a legal requirement that all Cash In records be given an Official Serial Number. These can be supplied pre-printed on Invoice stationery. Each company is assigned a number sequence to be used for this purpose. You should specify that number sequence here. Specify a date on which number series is received (Therefore can be used), a series and number to be used. The series will be used as a prefix. For example, in the example above, in January the Cash in record will be given JAN1 as it's official number.

Number Series - Cash In/Cash Out

Each record in the Cash In/Cash Out register has its own unique identifying number, based on a sequential series. When you enter a new Cash record, the next number in the series is used. If required, you can have a number of such sequences running concurrently, perhaps representing different years or different departments.

Use these settings to define the Number Series. The different series should not overlap. If you do not define any Number Series, the number sequence will start at 1 and continue consecutively.

For each number sequence, you have a measure of control over whether General Ledger Transactions are generated automatically when you approve Cash In/Cash Out records in that sequence.

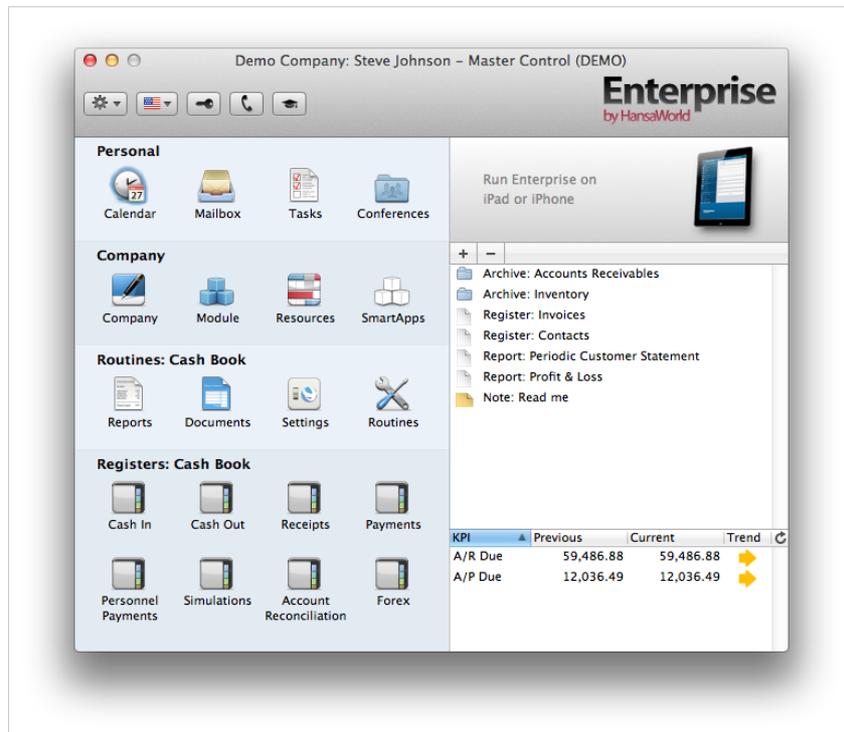
THE CASH BOOK MODULE

The Cash Book module is part of the system that allows users to enter cash documents in a simple way. Incoming and outgoing cash documents can be entered as summarized daily documents or each cash transaction can be represented as a separate cash in/cash out document.

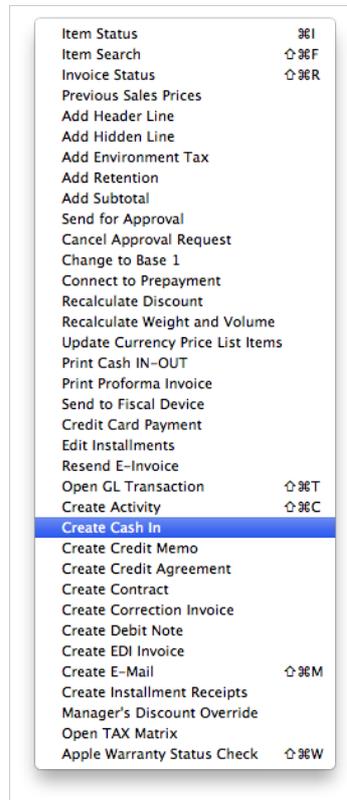
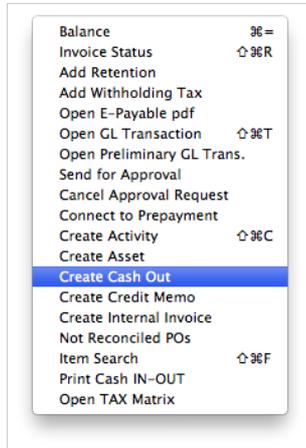
Two Ways for Entering Cash Records

There are two different ways for entering Cash In and Cash Out records in the Cash Book module:

1. You can create direct records from the Cash Book module.



2. From Operations menu in Payables, Payments, Invoices and Receipts



Integration with Accounts Receivable and Accounts Payable

The Cash In and Cash Out registers do not keep a record of the Items bought and sold. So if your cash transactions have inventory implications, you need to enter them initially as Invoices and Payables with "Cash"-type Payment Terms. You can then create cash transactions from those Invoices and Payables using the "Payments" card in cash in and cash out records. Using the second method described above will ensure all cash transactions are gathered together in the Cash In and Cash Out registers, and that they all appear in the Cash Book report.

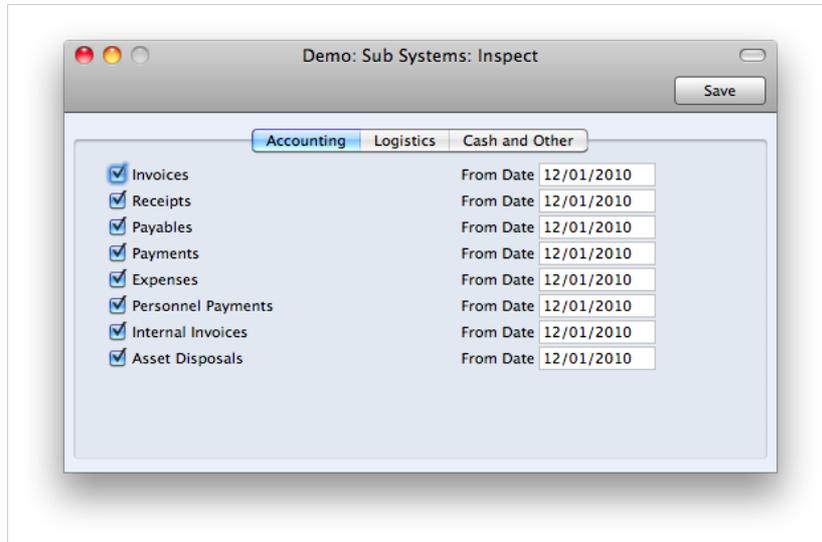
Single Transaction Method

This method might be suitable where invoicing and cash handling are carried out by a single person or in a single office.

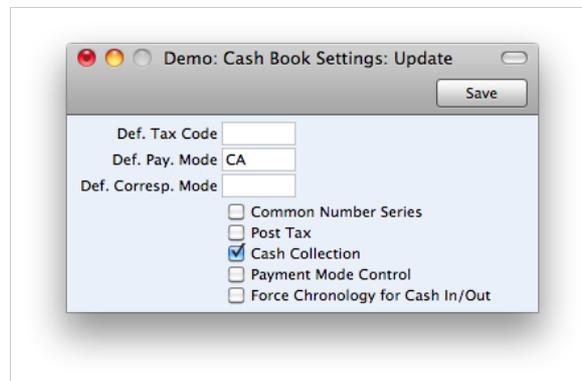
The main thing in single transaction method is that your cash transactions will be recorded in the General Ledger in Transactions created from Invoices and Payables only. Cash In and Cash Out records created from these Invoices will not cause General Ledger Transactions to be created. Records entered directly to the Cash In and Cash Out registers with no related Invoice will generate General Ledger Transactions.

Using Single Transaction System

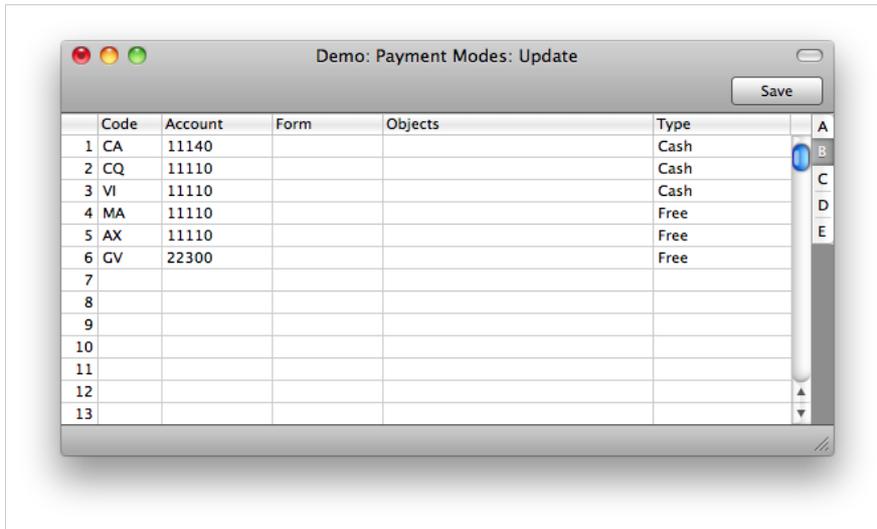
The following steps should be done to set up and use Single Transaction system:



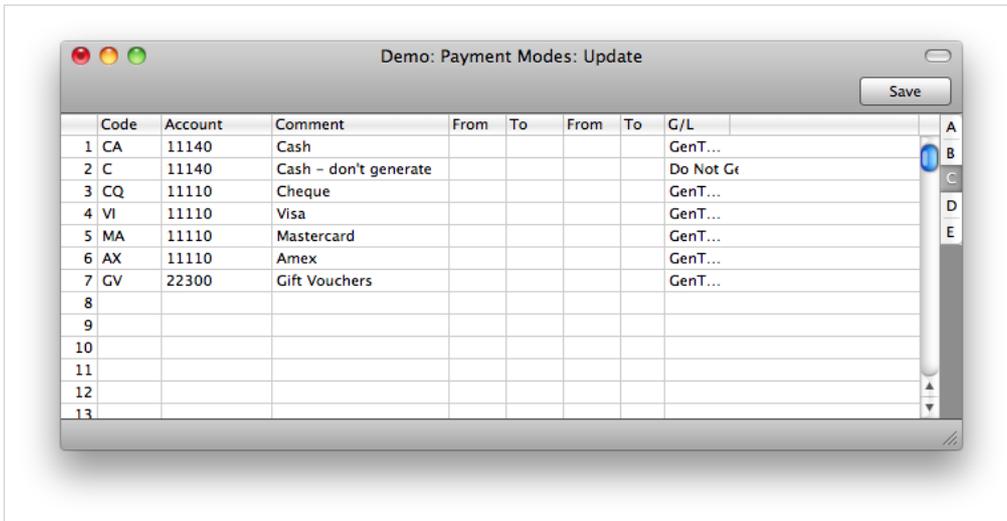
1. In the Sub System setting in the General Ledger, ensure that the Invoice, Payable, Cash In and Cash Out options are switched on.
2. In the Cas Book module, Cash Book Settings, switch on the Cash Collection option, and switch off the Payment Mode Control option. Specify the Payment and Corresponding Modes that you want to be used as defaults in new Cash In and Cash Out records. The Payment mode with "Do Not GenTrans" should be used.



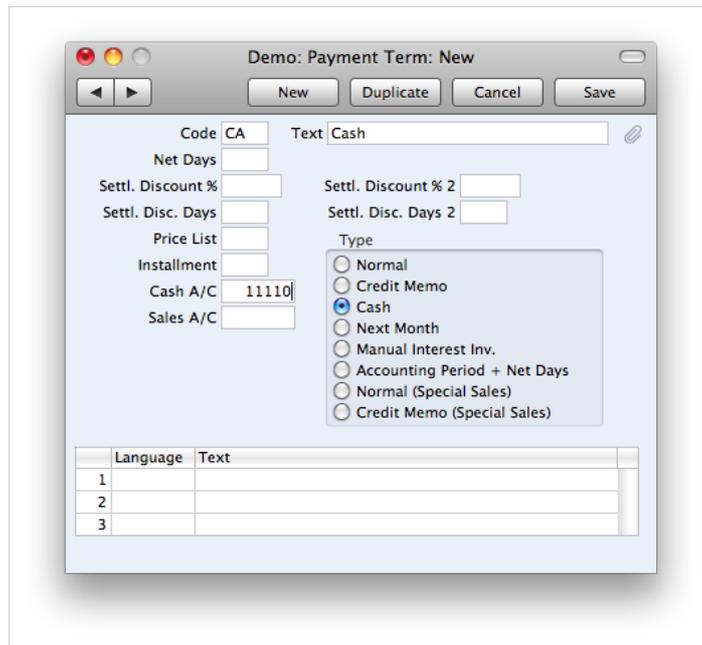
3. In the Cash Book module Settings, enter at least two Payment Modes. In both, set the Type on flip B to "Cash".



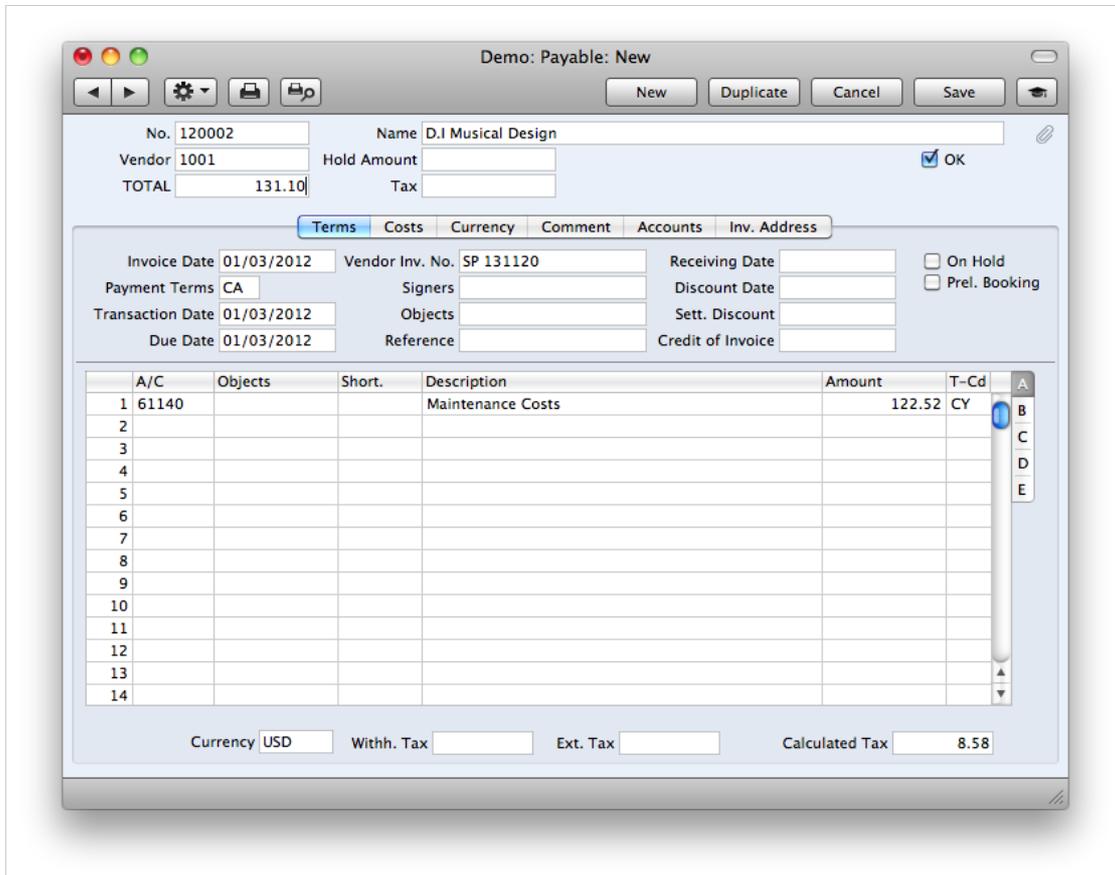
- In the G/L column on flip C, set one Payment Mode to “GenTrans” and one to “Do Not GenTrans”.



- If you have more than one Cash Account, enter a twin set of Payment Modes for each one. In this circumstance, it is recommended that you use a different Number Series for each “Do Not GenTrans” Payment Mode.
- Enter one Payment Term record with a Cash Account and where the Type is “Cash”. You can do this using the setting in the Accounts Receivable or Accounts Payable modules. If you have more than one Cash Account, enter a separate Payment Term for each one.



- When entering a Cash Invoice or Payable, enter the appropriate "Cash" Type Payment Term. When you approve and save the Invoice, it will be treated as paid. There will not be a posting to a Debtor or Creditor Account, but instead there will be one to the Cash Account from the Payment Term.



8. Once you have approved the Invoice, you can create a Cash In or Cash Out record from it by selecting 'Create Cash In' or 'Create Cash Out' from the Operations menu. The Cash In or Cash Out records by default will be created for the current date.
9. You should also follow the procedure described in steps 5 and 6 when you enter Receipts and Payments. Use a "Do Not GenTrans" and "Cash" Type Payment Mode in each Receipt and Payment. This will be transferred to the resulting Cash In and Cash Out records (so the default will not apply), which will therefore not generate General Ledger Transactions when you approve them.

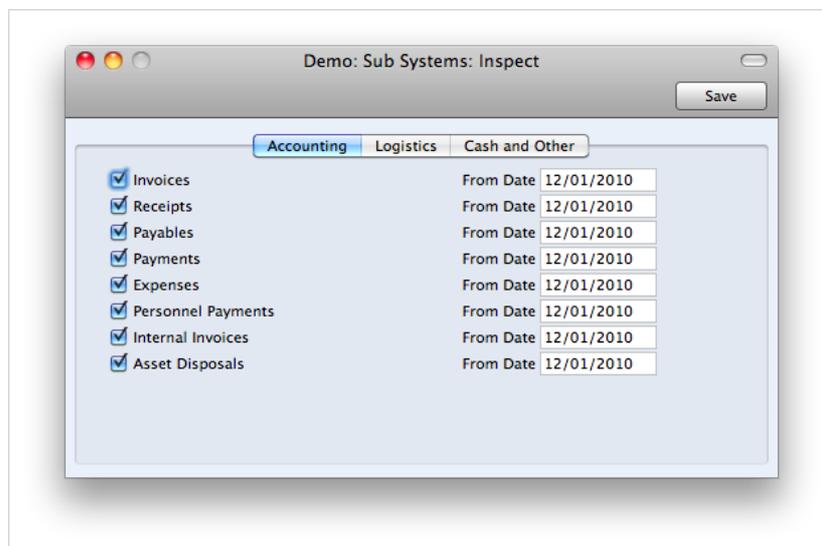
IMPORTANT

The Cash Book Settings setting allows you to specify the Payment and Corresponding Modes that you want to be used as defaults in new Cash In and Cash Out records. Take care with this feature if you are using the Single Transaction method. When creating Cash In and Cash Out records from Invoices (step 6) and Receipts (step 7), you should use a "Do Not GenTrans" Payment Mode, but when entering cash transactions with no inventory implications you should use a "GenTrans" Payment Mode.

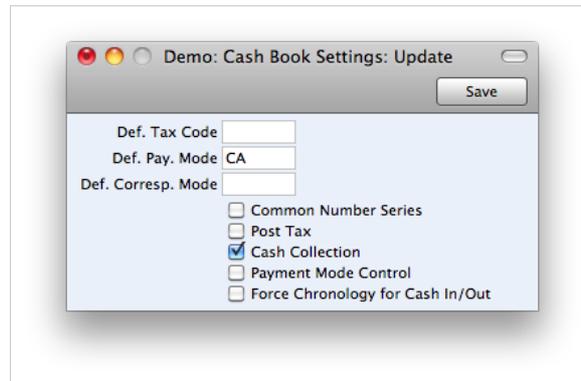
Double Transaction Method

The following steps should be done to set up a Double Transaction system:

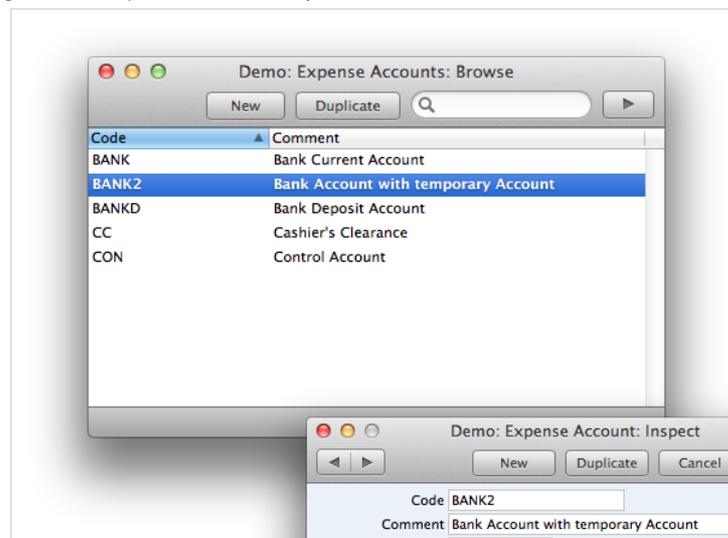
1. In the Sub Systems setting in the General Ledger, ensure the Invoice, Payables, Cash In and Cash Out options are switched on.



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



3. In the Cash Book module setting “Payment modes” enter one Payment Mode. Set the Type to “Cash” on flip B. In the G/L column on flip C, choose “GenTrans”. The Account should be the Cash Account.
4. In the Accounts Payables or Accounts Receivables setting “Payment Terms” enter one Payment Term record in which the Type is “Cash” with a temporary holding Account specified in the Cash Account field.
5. In the Cash Book module setting “Expense Accounts” enter one Corresponding Mode in which the Account is the temporary holding Account specified in the Payment Term record.



6. If you have more than one Cash Account, repeat steps 3, 4 and 5 for each one.
7. When entering a Cash Invoice or Payable, enter the appropriate “Cash” Type Payment Term. When you approve and save the Invoice, it will be treated as paid and there will be a posting to the temporary holding Account from the Payment Term.
8. Once you have approved the Invoice, you can create a Cash In or Cash Out record from it by selecting ‘Create Cash In’ or ‘Create Cash Out’ from the Operations menu.

Demo: Payable: New

No. 120002 Name D.I Musical Design

Vendor 1001 Hold Amount

TOTAL 131.10 Tax

OK

Terms
Costs
Currency
Comment
Accounts
Inv. Address

Invoice Date 01/03/2012

Payment Terms CA

Transaction Date 01/03/2012

Due Date 01/03/2012

Vendor Inv. No. SP 131120

Signers

Objects

Reference

Receiving Date

Discount Date

Sett. Discount

Credit of Invoice

On Hold
 Prel. Booking

A/C	Objects	Short.	Description	Amount	T-Cd
1	61140		Maintenance Costs	122.52	CY
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Demo: Transaction: Inspect

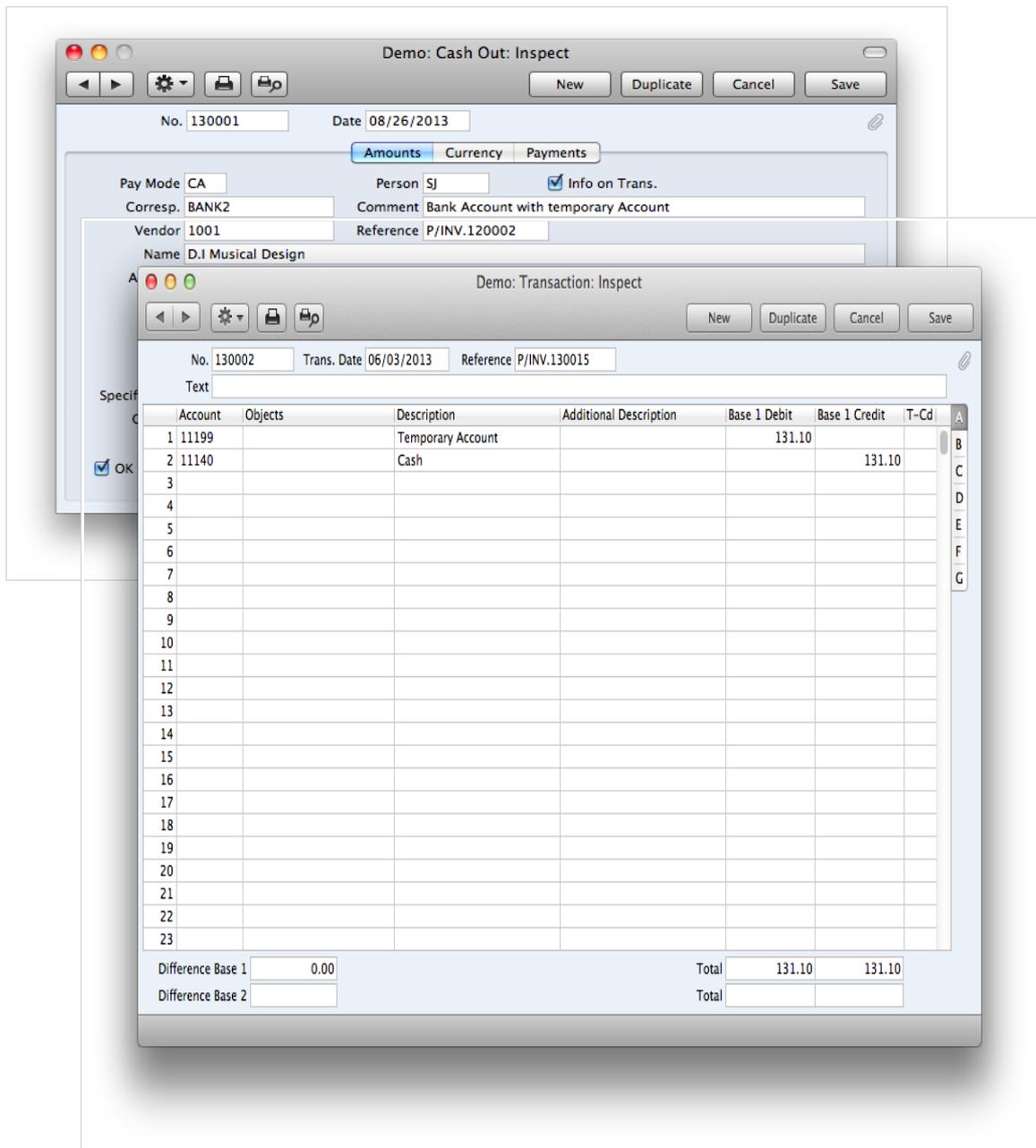
No. 130015 Trans. Date 06/03/2013 Reference

Text 1001 D.I Musical Design, USD

OK

Account	Objects	Description	Additional Description	Base 1 Debit	Base 1 Credit	T-Cd
1	11199	Temporary Account			131.10	
2	61140	Maintanace Costs		122.52		CY
3	23300	Sales Tax Receivable		8.58		
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						

Difference Base 1	0.00					
Difference Base 2						
			Total	131.10	131.10	
			Total			



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

How to Enter a Cash Transaction Directly to the Cash Book

If you deal solely in cash (recording transactions that have no inventory implications), you can enter cash transactions only directly to the Cash In and Cash Out registers (the first method of recording Cash transactions described earlier on this document).

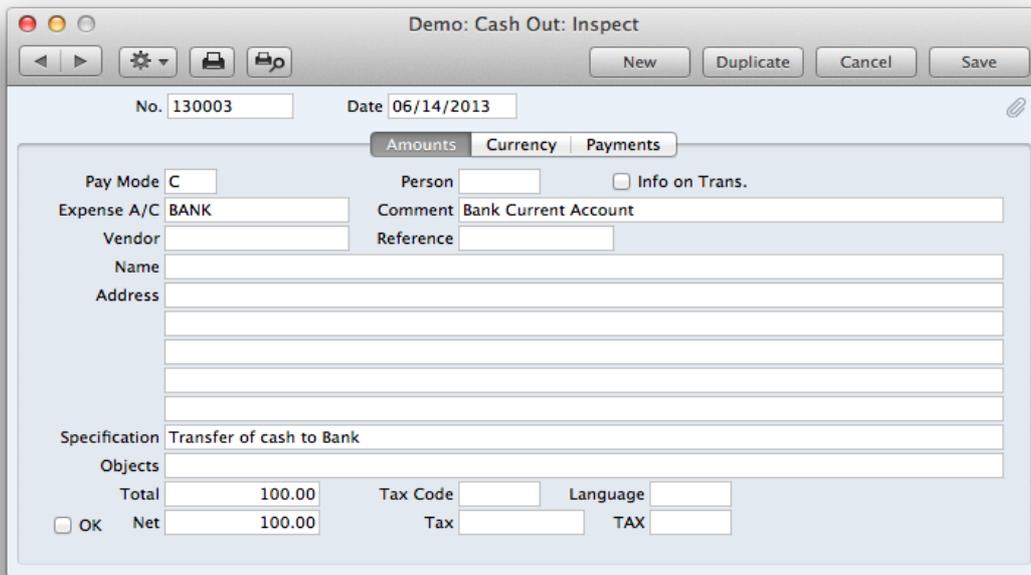
You should use the Cash In register for incoming (sales) cash transactions, and the Cash Out register for outgoing

(purchasing) cash transactions.

“Simple” Cash Transaction

We call ‘simple’ cash transaction when the grid on the ‘Payments’ card is empty or contains at least one row of Type “Cash In” or “Cash Out”.

If you need to enter a cash transaction that has no inventory implications, you can enter it directly to the Cash In or Cash Out registers as ‘simple’ transaction. The ‘simple’ cash transaction is also used to record the day’s cash receipts (payments) with no Customer/Vendor number.



Demo: Cash Out: Inspect

No. 130003 Date 06/14/2013

Amounts Currency Payments

Pay Mode Person Info on Trans.

Expense A/C Comment

Vendor Reference

Name

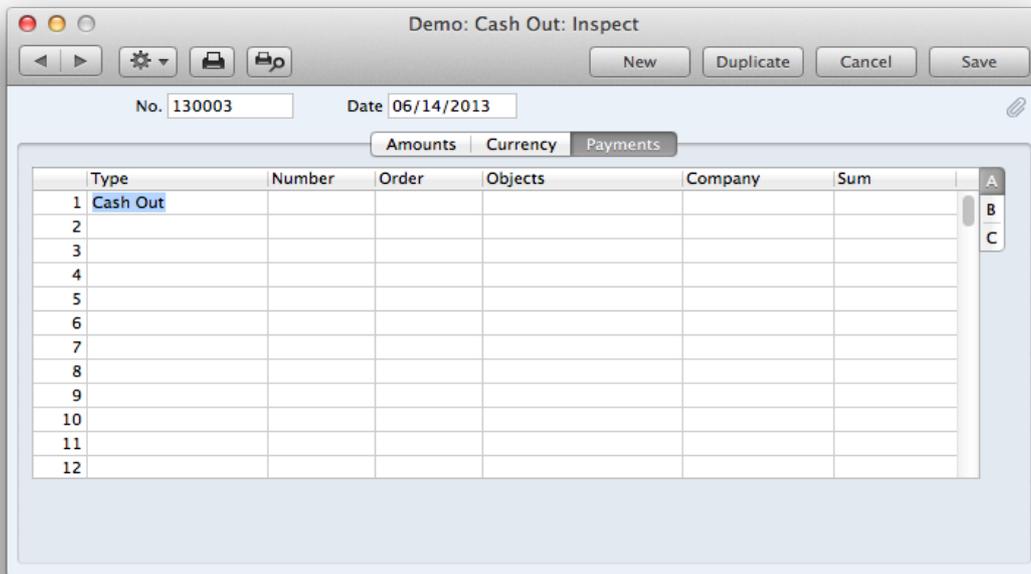
Address

Specification

Objects

Total	100.00	Tax Code	<input type="text"/>	Language	<input type="text"/>
<input type="checkbox"/> OK	Net	100.00	Tax	<input type="text"/>	TAX <input type="text"/>

In the case of a ‘simple’ cash transaction you need to enter the No. and the Date in the Header. You must specify a Payment mode, a Corresponding Mode and the Total fields in the Amounts card before the cash transaction can be saved. When you approve the record, a General Ledger Transaction will be generated. The resulting General Ledger Transaction will debit the Account from the Payment Mode and credit the Account from the Corresponding Mode.



Description of Necessary Fields in a Simple Cash Transaction

Header

No. The number of the cash transaction: Enterprise by Hansaworld will enter the next unused number from the first number sequence entered in the Number Series. If you have used the Payment Modes setting to define separate number sequences for each Payment Mode and you are using the Common Number Series option in the Cash Book Settings setting, the number will be determined by the Payment Mode and will change if you change the Payment Mode. Number sequences defined in the Payment Modes setting are not shown in the 'Paste Special' list.

Date: The date of the cash transaction: the current date according to the computer's clock is entered as a default. This date will also be the Transaction Date of the General Ledger Transaction created when you approve and save this cash transaction. If you are using the Force Chronology for Cash In/Out option in the Cash Book Settings setting, you will not be able to change this date. All cash transactions will therefore use the current date, thus ensuring they are always recorded in date order.

Official Ser. No. In Lithuania it is a legal requirement to allocate an official serial number to each Cash In record. This field is used in the Cash In register only.

Amounts Card

Pay Mode: The Payment Mode determines the General Ledger Account to be debited (Cash In) or credited (Cash Out) by the value of the cash transaction. Usually this will be a Cash or Bank Account. You must specify a Payment Mode before the cash transaction can be saved.

Person: Enter the initials of the Person responsible for the cash transaction. When you press Return, their Name and Object will appear in the appropriate fields below. If you use a suitable Corresponding Mode, this field can be used to record cash payments made to or received from members of staff.

Info on Trans.: This check box is only used in Cash In records that record the receiving of cash against Invoices or Payable Credit Memos. Use this option (as an example) in a Cash In record if you would like to have the Invoice Number, Payment Date and Customer/Vendor shown on flip E of the resulting General Ledger Transaction. This

applies to the posting to the Debtor or Creditor Account only.

Corresp. The Corresponding Mode determines the General Ledger Account to be credited (Cash In) or debited (Cash Out) by the value of the cash transaction. (More detailed information in Settings part.)
In the case of a "simple" cash transaction you must specify a Corresponding Mode before the cash transaction can be saved.

Comment: The text for the Corresponding Mode. You can change this text for a particular cash transaction.

Customer: To record a cash payment received from a particular Customer, enter their Customer Number or use the 'Paste Special' function. When you press Return, the Customer's name, address and other information will be entered into the appropriate fields. There is no need to enter a Customer Number: leave the field blank if you want to use a single Cash In record to record the day's cash receipts.
This field is used in the Cash In register only.

Vendor: To record a cash payment issued to a particular Vendor, enter their Vendor Number or use the 'Paste Special' function. When you press Return, the Vendor's name, address and other information will be entered into the appropriate fields. There is no need to enter a Vendor Number: leave the field blank if you want to use a single Cash Out record to record the day's cash payments.
This field is used in the Cash Out register only.

Reference: Use this field if you need to identify the cash transaction by means other than the Serial Number. One purpose for the field might be to record the number used by the Customer or Vendor to identify the payment.

Name: The Person, Customer or Vendor Name is entered after you have entered a Person's initials or the Customer or Vendor Number.

Address: The Address of the Customer or Vendor is entered after you have entered the Customer or Vendor Number.

Specification: Any comment that you enter here will be copied to the Text field in the resulting General Ledger Transaction, and will be shown in the 'Cash In: Browse' or 'Cash Out: Browse' window.

Objects: You can assign up to 20 Objects, separated by commas, to this cash transaction and therefore to any General Ledger Transaction generated from it.
If you have more than one row in the matrix on Payment page (tab) system with different objects in rows, the system will add objects to the cost account and cash account.

Total: The total for the cash transaction, including Tax. This figure should be in Currency (specify the Currency on the 'Currency' card).
If you have used at least one row on the 'Payments' card, the Total figure will be updated automatically and is not changeable.

Tax Code: The Tax Code entered here determines the rate at which Tax will be charged on this cash transaction and the Tax Account to be used.
If you would like a Tax element to be included in the General Ledger Transaction generated when you approve the cash transaction, check the Post Tax box in the Cash Book Settings setting.

Language: You can use the Language to determine the Form that will be used when you print the cash transaction, and the printer that will be used to print it.

Net: The total for the cash transaction, excluding Tax. This figure is calculated automatically when the Total is entered and whenever the Tax Code is changed. This figure should be in Currency.

OK: Checking this box approves the cash transaction. When you next save the record, a General Ledger Transaction will be created in the Transaction register, if you have so determined in the Sub Systems setting in the General Ledger.

Cash Transactions with Information in the Payments Card of Cash In/Cash Out Registers

You can also use the Cash In or Cash Out registers to record cash payments against existing Invoices, Payables Credit Invoices, cash deposits (Prepayments), and cash payments made to and received from members of staff (Expenses).

To record the above described records, create a new record in Cash Out (Cash In) register and enter the appropriate No. and Date in the Header. You must specify a Payment mode but leave the Corresponding mode blank (See the pictures in the next page). Switch to the Payment card and choose one option from the list in the Type field.

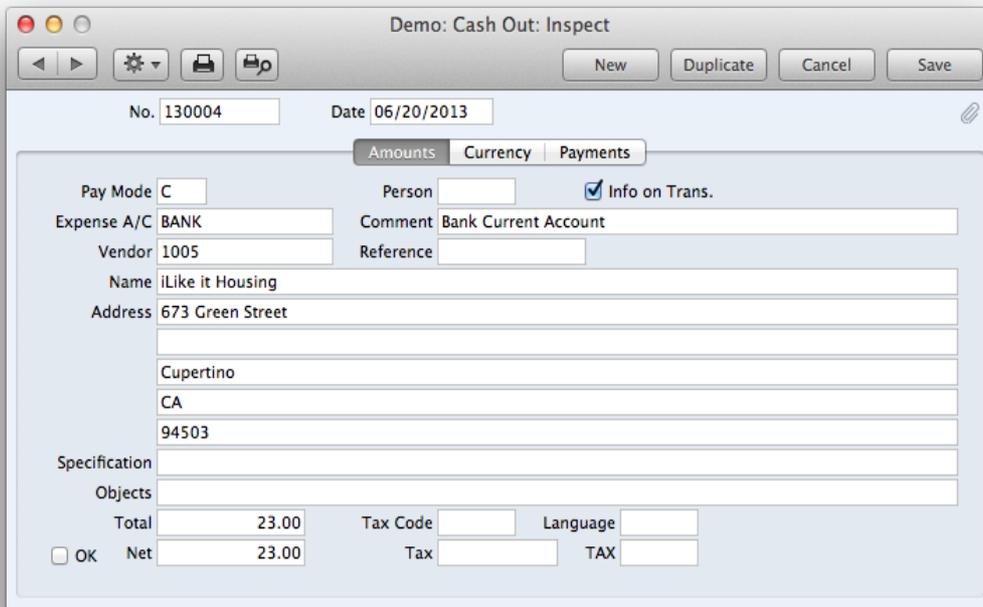
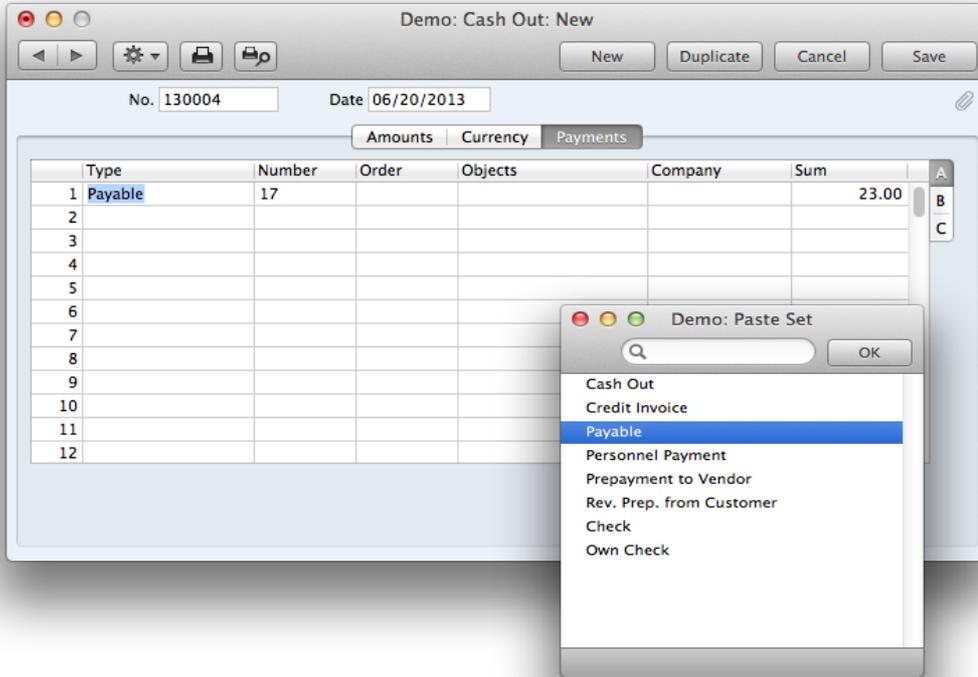
Type: Use this field to specify the type of cash transaction. You can mix Types in a single record, providing all cash payments use the same Customer/Vendor, Person and Objects.

Number: Enter the Invoice or Payable Number of the Invoice to be paid off. When you press the Tab or Enter key, its Customer or Vendor Number will appear in the Company field and the outstanding amount will be placed in the Sum field.

Company: Once you have entered an Invoice or Payable to the Number field, its Customer or Vendor will be shown here. This cannot be changed.

If the Type is Prepayment, you must specify the Customer from which the cash deposit was received or the Vendor to which it was issued.

Sum: Enter the value of the cash payment, including Tax if appropriate. As you add rows to the 'Payments' card, the Total and Net fields on the 'Amounts' card will be updated automatically.



Payable

Choose this option in the Type field to record a cash payment against an existing outstanding Payable. When you enter the Invoice Number in the Number field to the right (using 'Paste Special'), the Vendor will be placed in the Company field, and the outstanding amount will be placed in the Sum field. The Vendor and Address will also be placed in the appropriate fields on the 'Amounts' card. You can change the Sum if necessary.

You can enter several Purchase Invoices in a single Cash In record, but they must all use the same Vendor. If the Vendor Number and outstanding amount are not placed in the Company and Sum fields when you enter an Invoice Number, this will be because the Vendor is different to the one on the row above, or to the one already entered on the 'Amounts' card.

The resulting General Ledger Transaction will credit the Account from the Payment Mode and debit the Creditor Account from the Invoice. If you have several rows with this Type, the Transaction will contain separate debit postings for each row.

The cash payment will be included in all appropriate reports (e.g. the Accounts Payable report, the Periodic Vendor Statement and the Open Invoice Vendor Statement).

Invoice

Choose this option in the Type field to record a cash receipt against an existing outstanding Invoice. When you enter the Invoice Number in the Number field to the right (using 'Paste Special'), the Customer will be placed in the Company field, and the outstanding amount will be placed in the Sum field. The Customer and Address will also be placed in the appropriate fields on the 'Amounts' card. You can change the Sum if necessary.

You can enter several Invoices in a single Cash In record, but they must all use the same Customer. If the Customer Number and outstanding amount are not placed in the Company and Sum fields when you enter an Invoice Number, this will be because the Customer is different to the one on the row above, or to the one already entered on the 'Amounts' card.

The resulting General Ledger Transaction will debit the Account from the Payment Mode and credit the Debtor Account from the Invoice. If you have several rows with this Type, the Transaction will contain separate credit postings for each row.

The cash receipt will be included in the appropriate reports (e.g. the Accounts Receivable report, the Periodic Customer Statement and the Open Invoice Statement report).

Credit Payable

Choose this option to record a cash receipt against an existing outstanding Purchase Credit Note (a "debit note"). This might be useful when you have paid a Payable and you then receive a debit note and a cash refund. When you enter the Number of the original Payable (i.e. not the Number of the debit note) in the Number field to the right (using 'Paste Special'), the Vendor will be placed in the Company field, and the outstanding amount will be placed in the Sum field. The Vendor and Address will also be placed in the appropriate fields on the 'Amounts' card. You can change the Sum if necessary.

The cash receipt will be included in the appropriate reports (e.g. the Purchase Ledger report, the Periodic Vendor Statement and the Open Invoice Vendor Statement).

Credit Invoice

Choose this option to issue a cash payment against an existing outstanding Credit Note. This might be useful when a Customer has paid an Invoice and you then issue a Credit Note and a cash refund. When you enter the Number of the original Invoice (i.e. not the Number of the Credit Note) in the Number field to the right (using 'Paste Special'), the Customer will be placed in the Company field and the outstanding amount will be placed in the Sum field. The Customer and Address will also be placed in the appropriate fields on the 'Amounts' card. You can change the Sum if necessary.

Personnel Payment

Use this option to record a cash receipt from a member of staff or a cash payment made to a member of staff. Enter the value of the cash receipt/cash payment in the Sum field. You must enter a Person on the 'Amounts' card before you can save the Cash In record.

The resulting General Ledger Transaction will credit the Account from the Payment Mode and debit the Account from the Person record ('Bonus' card).

The cash payment will be included in the Periodic Personnel Statement report in the Expenses module.

Prepayment

Use this option to record the issuing/receiving of a cash deposit. You must also enter a Prepayment Number in the Number field, a Vendor/Customer in the Company field and the value of the deposit in the Sum field. The Prepayment Number can be a number of your own generation, the number allocated to the prepayment by the Customer or, preferably, the number of the Purchase Order against which the deposit is being issued. The Vendor/Customer must be one whose On Account check box ('Terms' card) has been switched on.

Cash Out

Use this option to record a standard cash payment. You should enter in the "Sum" field the amount that is being paid out. If you are using the "Post Tax" option in the "Cash Book Settings" Setting, then you cannot use the "Cash Out" option here. In this situation, you should rather enter the full amount of the payment in the "Total" Field on the "Amounts" card and the grid of the "Payments" card should, in this case, be empty.

Reverse Prepayment from Customer

It's possible to do a reverse posting: if there is Prepayment from a Customer for 100 USD in the Receipts register of the Accounts Receivable Module, we can return this money in cash in the Cash Book module using Cash Out and Rev. Prep. from Customer in matrix the Type field.

Cheque and Own Cheque

Together with the Cheque module, cheques can be received cheques (Cheque) or issued cheque payments (Own Cheque). This will affect Customer/Vendor accounts. Cheques are used with Cash In and Own Cheques are used with Cash Out registers.

CASH BOOK DOCUMENTS

Before you can print transactions You must determine the Form that will be used when a cash transaction is printed. Select one of the options in the list of Documents (make sure you are in the Cash Book module) and through the Operations button "Define the Document".

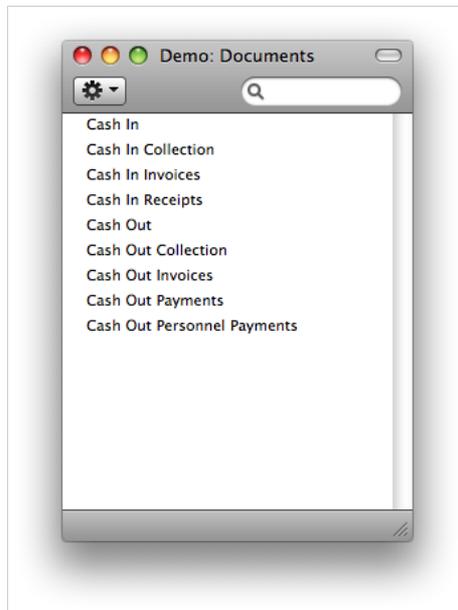
To print a single cash transaction, click on the Printer icon in the Button Bar when the transaction is open in a record window.



If you want to print the single cash transaction to screen, click the Preview icon.

If you want to print a range of cash transactions you have:

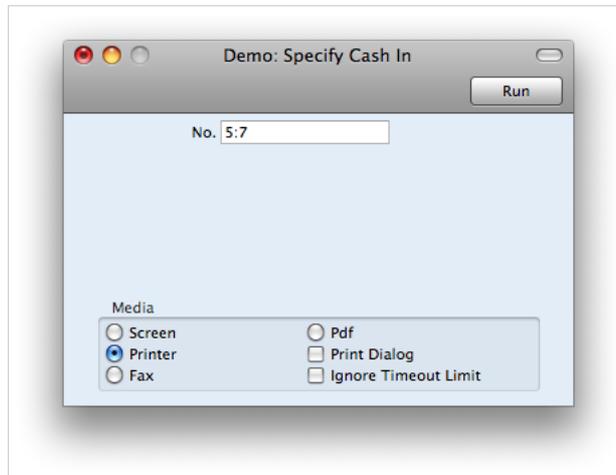
1. In the 'Cash In: Browse' or 'Cash Out: Browse' window select several rows by shift-clicking the first to the last record. This will select all records in the interval and with "Print" from the File menu, Documents for the selected records will then be printed.
2. Select one of the options in the list of Documents.



Cash In, Cash Out

These documents print records from the Cash In and Cash Out registers respectively. The sample Forms supplied for use by these documents have the Form Codes "CASHIN" and "CASHOUT" respectively and their Document Types are "Cash In" and "Cash Out", assigned using the 'Properties' function on the Operations menu of the Form screen.

The 'Specify Cash In Documents' or 'Specify Cash Out Documents' (depending on which option you selected in the previous paragraph) window is shown.



Enter the Serial Numbers of the highest and lowest Serial Numbers for a range of transactions separated by a colon (:) and click "Run".

Cash In Invoices, Cash In Receipts, Cash Out Invoices, Cash Out Payments, Cash Out Personnel Payments

There is a legal requirement in the Baltic States to keep printed records of all cash transactions. To satisfy this requirement, various 'Print Cash IN-OUT' functions are provided on the Operations menus of the Invoice, Receipt, Payable, Payment and Personnel Payment screens. You can use these functions to print the cash transactions from these registers.

These documents are related to the 'Print Cash IN-OUT' Operations menu functions as follows—

Document

- Cash In Invoice
- Cash In Receipt
- Cash Out Invoice
- Cash Out Payment
- Cash Out Personnel Payment

Register

- Invoice
- Receipt
- Payable
- Payment
- Personnel Payment (Expenses module)

For example, to print a range of Invoices, double-click 'Cash In Invoice' in the 'Documents' list. When the specification window appears, enter the first and last Invoice Number separated by a colon (:) and click [Run] in the Button Bar. All Invoices in the range will be printed, irrespective of their Payment Terms.

Cash In Collection, Cash Out Collection

These options are suitable for printing Cash In and Cash Out records that were created from Invoices and Payables, since they can include lists of those Invoices.

When you design the Forms that will be used by these documents, assign them the Document Types "Cash In Collection" and "Cash Out Collection" respectively using the 'Properties' function on the Operations menu of the Form screen. You will then be able to include in the design fields such as "Invoice Number", "Sub-Customer Code", "Sub-Customer Name", "Sub-Currency Code", "Sub-Currency", "Row Total" and "Row Total in Base Currency 1". These fields will list information from the Invoices or Payables from which the cash transactions were generated.

How to Invalidate Cash Transactions

You can invalidate a cash transaction using the 'Invalidate' command on the Record menu of the 'Cash In: Inspect' or 'Cash Out: Inspect' window. This function will remove the cash transaction from all reports and any associated General Ledger Transaction will be removed from the General Ledger as well. An invalidated cash transaction is easily distinguished

because all fields have red lines drawn through them. These red lines are also shown in the 'Cash In: Browse' and 'Cash Out: Browse' windows. If the 'Payments' card of the cash transaction contained a cash payment against an Invoice or Payable, invalidating it will re-open the Invoice or Payable. The value of the cash transaction will once again be outstanding.

You cannot invalidate a cash transaction if it has not yet been approved or if its Transaction Date is earlier than the Lock Others date specified in the Locking setting in the System module.

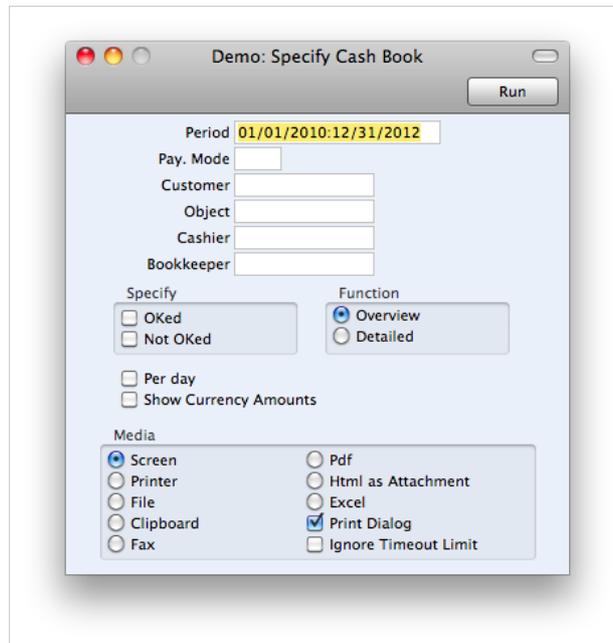
USEFUL REPORTS IN THE CASH BOOK MODULE

Cash Book

This report is a chronological listing of the records entered to both the Cash In and Cash Out registers during the specified period. It also shows opening and closing balances for the period, and total amounts posted in each Currency during the period. Invalidated cash transactions are not shown.

In some countries it is necessary to store a report of all records affecting cash accounts. Cash Book is used for this purpose and this report must be signed by a cashier and bookkeeper.

Specification Window



Period: Specify the period to show the cash book report

Pay. Mode : Cash book is usually run for one cash account to see all incoming and outgoing documents. Specify the payment mode for which this report should be calculated

Cashier: Name of cashier.: If your local legislation requirements regulate the printing of cash book, you might need to include cashier name – responsible for this cash book

Bookkeeper name: Specify the name of the bookkeeper to include in the report body.

Specify: OKed, Not OKed: Specify which records should be included. These checkboxes are not ticked by default which means no records will be included by default.

Function: Detailed: This function allows you to see some additional details on each cash record – document type, persons, etc.

Enterprise by HansaWorld, Print date: 06/24/2013 17:04
Period 01/01/2013 : 12/31/2013
Account: Both OKed and not OKed

Doc.no.	Date	To/From	Specification	Debit	Credit
				Day Fwd balance:	164.69
				164.69	
4	02/02/2013		Money to drawer	100.00	-
5	03/22/2013		Money to drawerfor reinforcement	150.00	-
130001	06/03/2013	D.I Musical Design		-	131.10
130002	06/03/2013	D.I Musical Design		-	131.10
130003	06/14/2013		Transfer of cash to Bank	-	100.00
130004	06/20/2013	iLike it Housing		-	23.00
Day Balance Total				250.00	385.20
Final Balance				29.49	
				USD	29.49

Cashier _____ Sign _____ Cashier's name _____
Cash transactions are controlled, document:
Cash In: 2
Cash Out: 4

Bookkeeper _____ Sign _____ Bookkeeper's name _____

Cash In Journal

This report is a chronological listing of the records entered to the Cash In register during the specified period. It allows easy filtering of Cash In records by their type, i.e. returned payable, invoice etc.

Run

Serial No.

Period 01/01/2010:12/31/2012

Customer

Object

Corresp. Mode

Function
 Overview
 Detailed

Status
 Not OKed
 OKed

Values in
 Booked Value
 Base Currency 1
 Base Currency 2

Row Type
 Cash In
 Invoice
 Credit Payable
 Personnel Payment
 Prepayment from Customer
 Rev. Prep. to Vendor
 Check

Invalidate Records
 Exclude
 Include
 Only

Media
 Screen
 Printer
 File
 Clipboard
 Fax
 Pdf
 Html as Attachment
 Excel
 Print Dialog
 Ignore Timeout Limit

Row Type: Use these options to specify whether a Cash In record with a row of a particular Type (on the 'Payments' card) is to be included in the report. If you want to list Cash In records where you have not used the 'Payments' card, use the Cash In option (this option will also show records with rows of Type "Cash In").

Invalidated Records: Use these options to specify whether invalidated Cash In records are to be included in the report. An invalidated record will be shown in the report with a red line drawn through its Cash In Number.

Demo: Cash In Journal

Cash In Journal
New Company Inc.
Overview

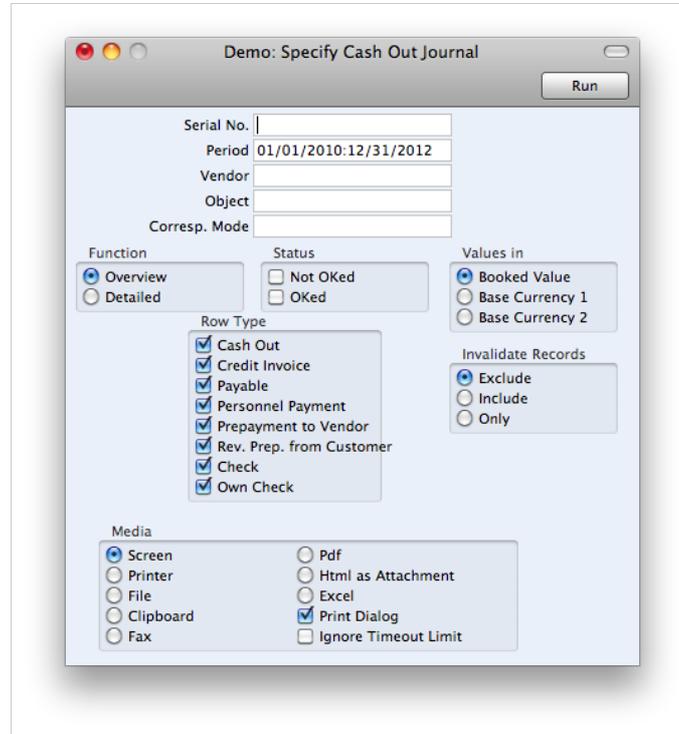
All Types
Values in : Currency

Enterprise by HansaWorld, Print date: 06/24/2013 17:09
Period 01/01/2010 : 12/31/2013
Both OKed and not OKed
Include Invalidated

Ser. No	Trans. Date	Customer	Net	Tax	TAX	Total	Currency
1	02/02/2010	1003	41.59			41.59	USD
2	02/02/2011	1003	53.10			53.10	USD
3	02/02/2012		70.00			70.00	USD
4	02/02/2013		100.00			100.00	USD
5	03/22/2013		150.00			150.00	USD
						USD	414.69

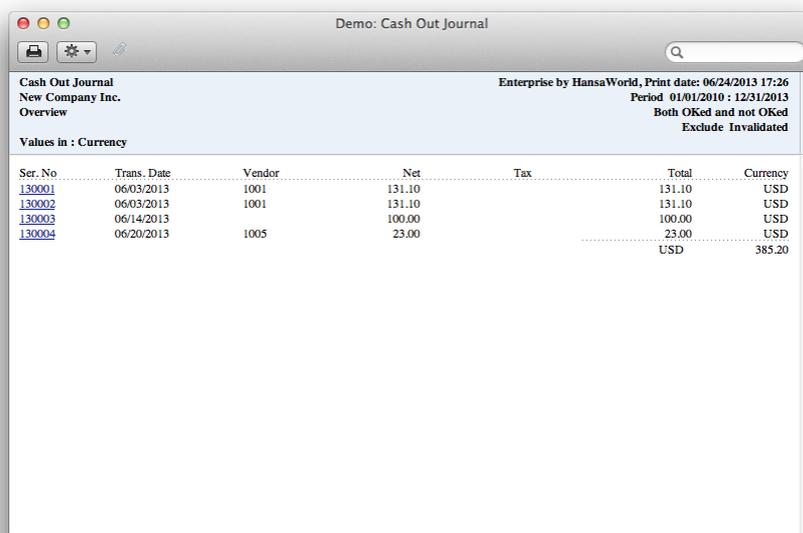
Cash Out Journal

This report is a chronological listing of the records entered to the Cash Out register during the specified period.



Row Type: Use these options to specify whether a Cash Out record with a row of a particular Type (on the 'Payments' card) is to be included in the report. If you want to list Cash Out records where you have not used the 'Payments' card, use the Cash Out option (this option will also show records with rows of Type "Cash Out").

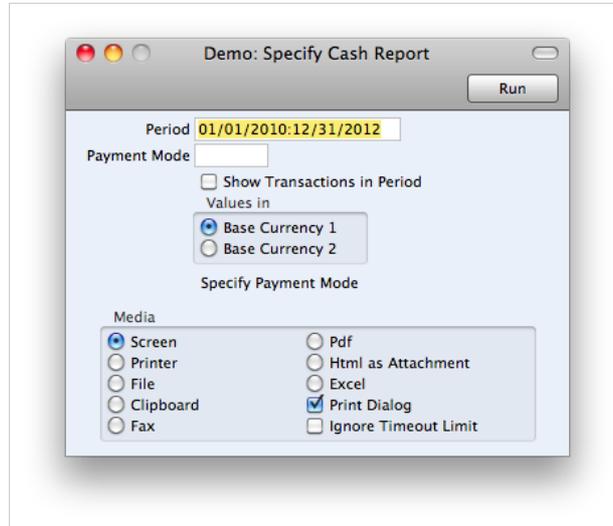
Invalidated Records: Use these options to specify whether invalidated Cash Out records are to be included in the report. An invalidated record will be shown in the report with a red line drawn through its Cash Out Number.



Ser. No.	Trans. Date	Vendor	Net	Tax	Total	Currency
<u>130001</u>	06/03/2013	1001	131.10		131.10	USD
<u>130002</u>	06/03/2013	1001	131.10		131.10	USD
<u>130003</u>	06/14/2013		100.00		100.00	USD
<u>130004</u>	06/20/2013	1005	23.00		23.00	USD
					385.20	USD

Cash Report

This report is a modified version of the Daily Balances report in the General Ledger. It provides daily debit, credit and overall balances for the Account shown on flip A of the specified Payment Mode. The report is compiled using information in the Transaction register in the General Ledger and will therefore include Cash Notes, Cash Receipts and Cash Payments that use the specified Payment Mode as well as Cash In and Cash Out records. Payment mode is a mandatory field in the specification window.



Demo: Specify Cash Report [Run]

Period: 01/01/2010:12/31/2012

Payment Mode: []

Show Transactions in Period Values in

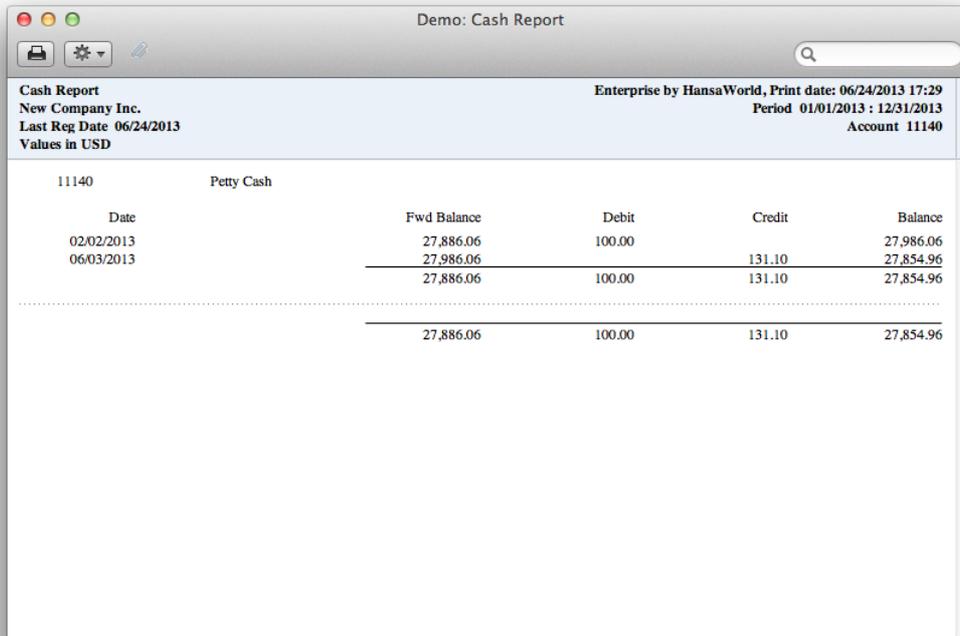
Base Currency 1
 Base Currency 2

Specify Payment Mode

Media

Screen
 Printer
 File
 Clipboard
 Fax

Pdf
 Html as Attachment
 Excel
 Print Dialog
 Ignore Timeout Limit



Demo: Cash Report

Cash Report
 Enterprise by HansaWorld, Print date: 06/24/2013 17:29
 New Company Inc. Period 01/01/2013 : 12/31/2013
 Last Reg Date 06/24/2013 Account 11140
 Values in USD

11140 Petty Cash		Fwd Balance	Debit	Credit	Balance
Date					
02/02/2013		27,886.06	100.00		27,986.06
06/03/2013		27,986.06		131.10	27,854.96
		27,886.06	100.00	131.10	27,854.96
.....					
		27,886.06	100.00	131.10	27,854.96

Corresponding Accounts List

This report is a list of the Corresponding Modes, defined in the "Corresponding Modes" Setting in the Cash Book Module. When the blank specification window appears, click the [Run] button in the Button Bar to print the report.

Invoices with Cash In

This report is a list of the Cash In records that were created from Invoices and Receipts. For each Cash In record, the originating Invoices are listed, with the following information: Invoice Number, Date, Sales Accounts, Totals including Tax in Base Currency 1 and in the Invoice Currency. Cash In records that were not created from Invoices or Receipts are not shown.

When printed to screen, this report has Enterprise by Hansaworld's Drill-down feature. Click on any Cash In, Invoice or Receipt Number in the report to open the corresponding record.

Invoices with Cash Out

This report is a list of the Cash Out records that were created from Payables and Payments. For each Cash Out record, the originating Payables are listed, with the following information: Invoice Number, Date, Cost Accounts, Totals including Tax in Base Currency 1 and in the Invoice Currency. Cash Out records that were not created from Purchase Invoices or Payments are not shown.

When printed to screen, this report has Enterprise by Hansaworld's Drill-down feature. Click on any Payable or Payment Number in the report to open the corresponding record.

Invoices without Cash In

This report is a list of Cash Notes (Invoices with Payment Terms of the "Cash" type and those with Payment Modes entered in the Payment Terms field) from which no Cash In records have been created. Invoices with Payment Modes entered in the Payment Terms field will also be listed. For each Invoice, the following information is shown: Invoice Number, Date, Customer Number and Name and Total including Tax.

When printed to screen, this report has Enterprise by Hansaworld's Drill-down feature. Click on any Invoice Number in the report to open the corresponding record.

Invoices without Cash Out

This report is a list of Cash Notes (Payables with Payment Terms of the "Cash" type and those with Payment Modes entered in the Payment Terms field) from which no Cash Out records have been created. Invoices with Payment Modes entered in the Payment Terms field will also be listed. For each Payable, the following information is shown: Invoice Number, Date, Vendor Number and Name and Total including Tax.

G/L Cash Book

The report is compiled using information in the Transaction register in the General Ledger and is a list of the Transaction rows that post to the Payment Mode Account. It will therefore include Cash Notes, Cash Receipts and Cash Payments that use the specified Payment Mode as well as Cash In and Cash Out records.

THE EXPENSES MODULE

The Expenses module is used to store the expenses of each employee, check their statuses and make payments to employees, in other words, manage in an efficient way all of the employees expenses.

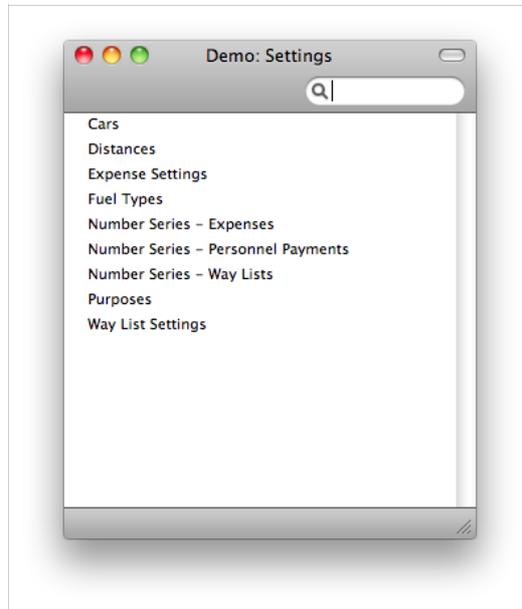
Each employee is treated as a separate unit. They are entered separately in the Expenses module and booked separately in General Ledger transactions using different account/object combinations.

In addition it is possible to enter way lists describing milage driven for each company car. This can be used as a basis for expense recording and later added to project expenses (if the Job Costing module is switched on).

We will start by describing some important settings in the Expenses module and then describe the Mileage Register and Expenses Register.

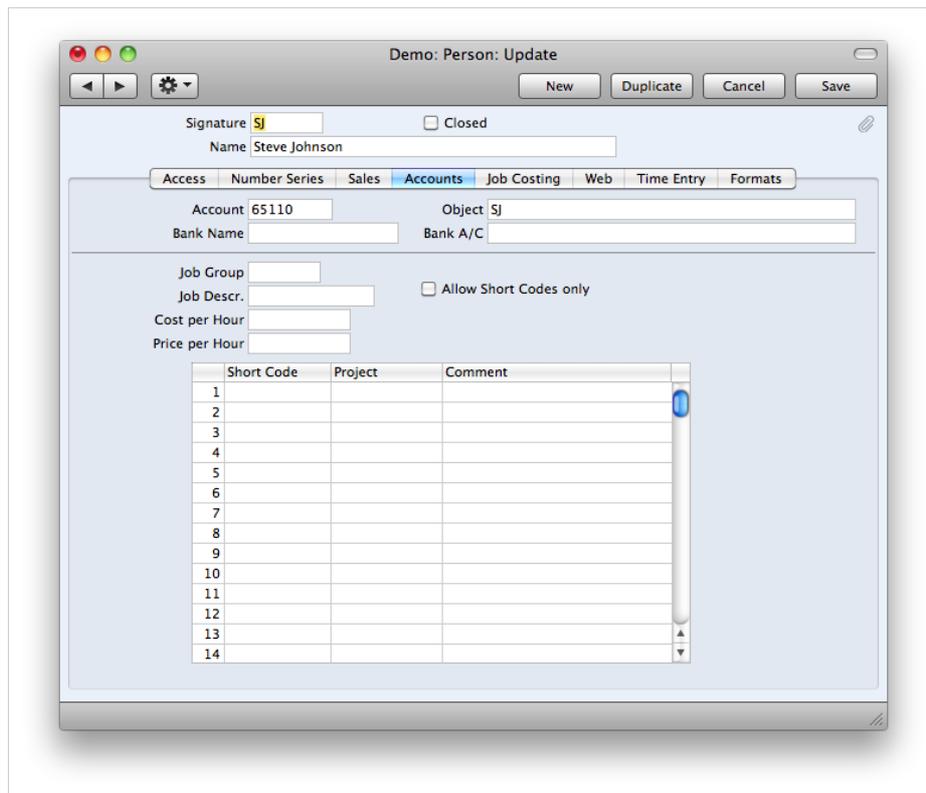
SETTING UP THE EXPENSES MODULE

Before we go through the Expenses Settings, the following example will guide you through a situation when an employee has used a company car for work purposes. Workflow goes from basic initial settings up to paying money spent by the employee.



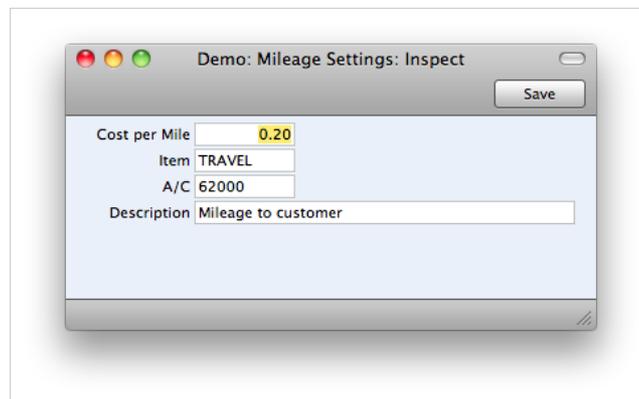
Person Register

Check that all persons have the fields "Object" and "Account" filled in with the appropriate person object and expenses account. This must be done before the first expense record is entered into the Expenses module.



Way List Settings

You must check the setting "Way List Settings" before entering a way list. It must contain data determining how mileage data should be treated financially.



Cost per mile: The standard running cost per mile including Tax of your company cars and vehicles. This will be brought in to every new Mileage record to calculate the cost of each journey, but it can be changed in a particular Mileage if necessary.

Item: If you want to link expense claims for mileage to Mileages containing the details of the journeys you have made, you should specify an Item here. It should be a Plain or Service Item. The Cost Account in this Item will be used as the Account in the expense claims, to be debited with the cost of each journey. The Domestic Tax Code in the Item will determine how Tax will be accounted for in the expense claims. You will be able to override both the Account and Tax Code in an individual Expense record.

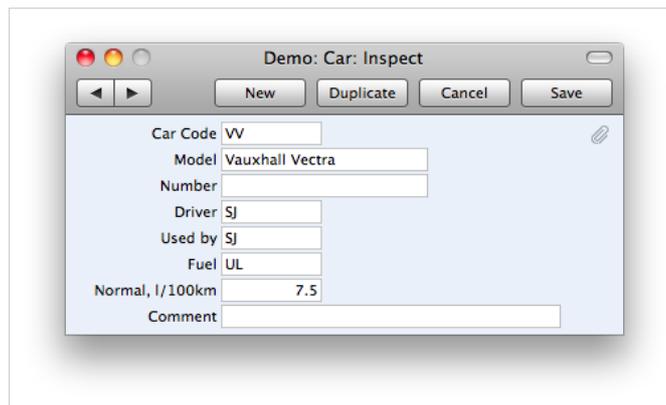
A/C: If you want to link expense claims for mileage to Mileages containing the details of the journeys you have made, you should specify an Item in the field above. The Cost Account in this Item will be used as the Account in the expense claims and will be debited with the cost of each journey. If the Item does not have a Cost Account, you should specify one here. If the Item does have a Cost Account, it will take precedence over anything specified

in this field.

Description: If you want to link expense claims for mileage to Mileages containing the details of the journeys you have made, enter a Description here that will be used in each Expense record.

Cars

Use this setting to store the details of the cars and vehicles owned by your company. Every Mileage record can be entered on a specific car only. So if a company car is to be included in the Mileage functionality it must be entered in this setting.



Car Code: Enter the unique Code by which the Car record is to be identified from elsewhere in HansWorld. The Code may consist of up to 20 characters and both numbers and letters can be used.

Model: The type of vehicle.

Number: Any identifying number, such as the registration number.

Driver, Used By: Specify the Driver or other member of staff that normally uses this car or vehicle. These will be copied as defaults to any Mileage records entered for this car.

Fuel: The type of fuel used by the car or vehicle.

Normal l/100km: The usual fuel consumption of the car or vehicle (measured in litres per 100 km).

Comment: Use this field to record any further comment about the car or vehicle.

Distances: Use this setting to store the details of journeys that are made repeatedly. You can then use this information in the Mileage register.

Dist. Code: The unique Code by which the Distance record is to be identified from elsewhere in Enterprise.

Comment: Assign a descriptive name to the Distance record.

Val, Mi: Record here the length of the journey in miles. Whenever this Distance record is quoted in a Mileage Record, this figure will be brought in automatically.

Comment: Record any further comment about the journey here.

Expense Settings

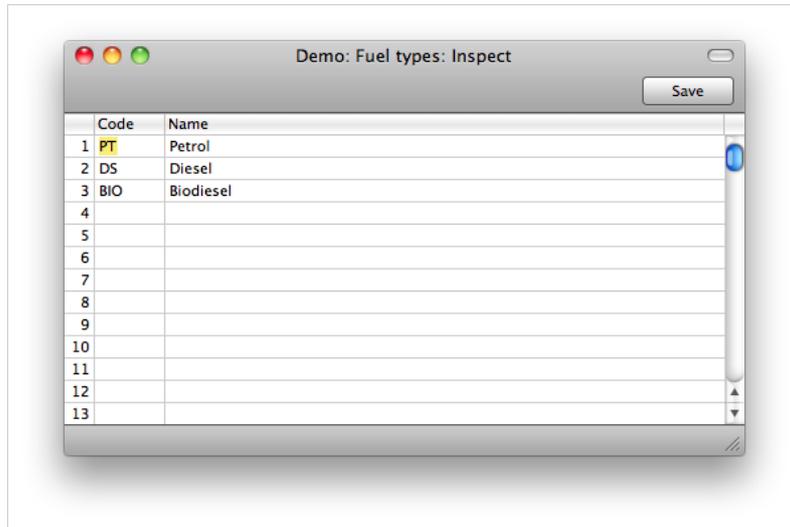
Signer Required: If you use this option, Enterprise by HansaWorld will not allow Expense records to be approved unless the Signer field contains a value.

Expense Date Rate for Cost Accounting: This check box controls how Expenses in a Currency are posted to the General Ledger. If this check box is on, the amount debited to the Cost Account will be calculated using the Exchange Rate for the date of the supporting receipt (from flip C). If there is a difference in Exchange Rates between this date and the Transaction Date in the header, then the difference when compared to the liability to the employee will be posted to the Rate Round Off Account on the 'Exchange Rate' card of the Account Usage

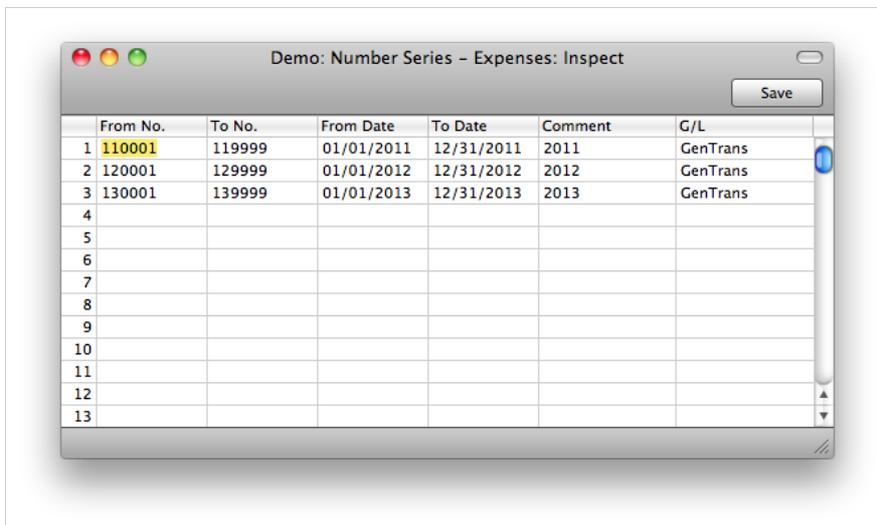
A/R setting. If the check box is off, the amount debited to the Cost Account will be calculated using the Exchange Rate for the Transaction Date in the header.

Fuel Types

Use this setting to record the different types of fuel used by the cars and vehicles owned by your business.



Number Series – Expenses



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

Number Series - Personnel Payments

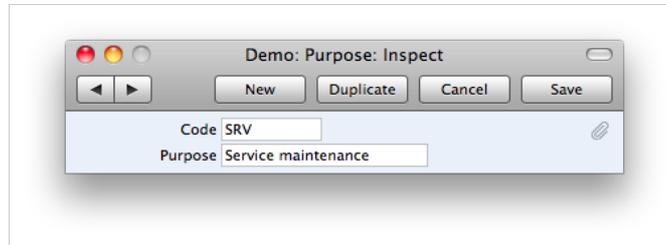
Use this setting to define the number sequences for Personnel Payments

Number Series - Way Lists

Use this setting to define the number sequences for Way Lists.

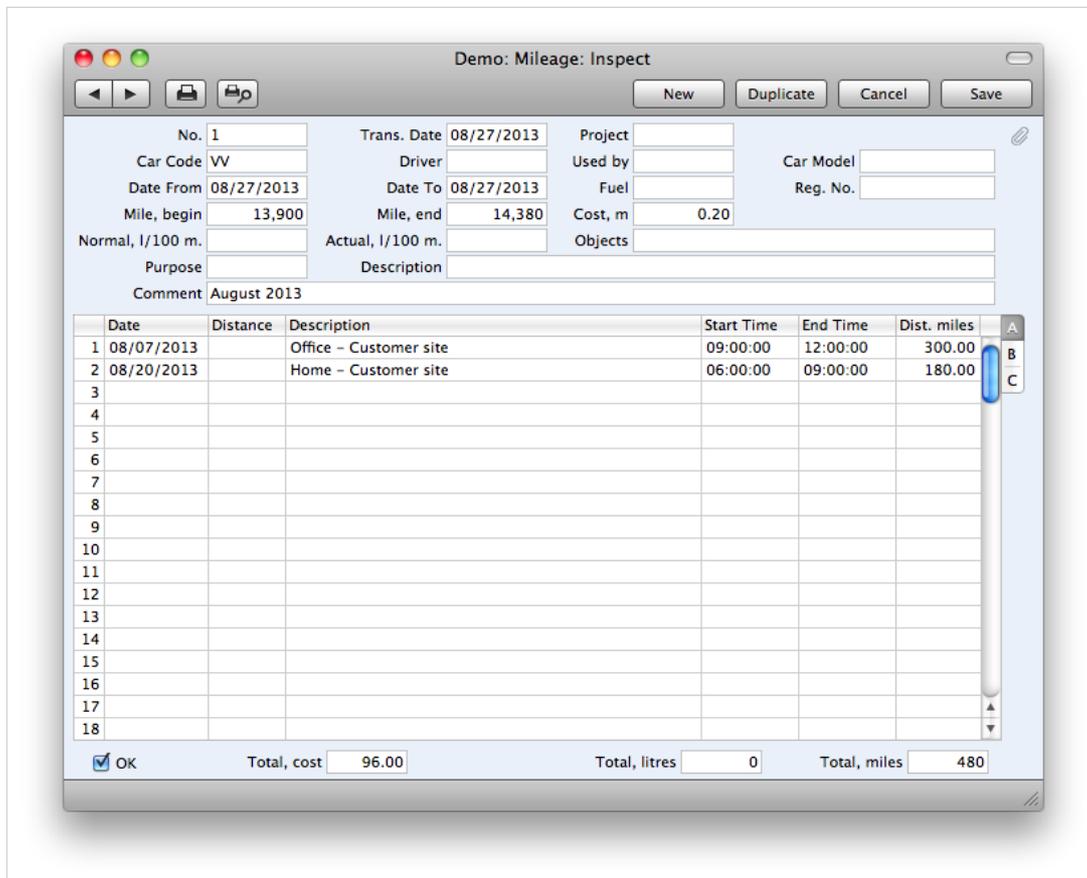
Purposes

Purposes are the reasons for making the journeys recorded in Mileage records: they allow you to organize those journeys into groups. Examples might be Sales Visits, Service Calls, and journeys for consultancy or to install equipment.



Entering a Mileage

The Mileage register records the journeys made by company vehicles. You can use this information to calculate expense payments, or print it using the Way List document for submission to the relevant authorities.



Once you have entered a Mileage record, you can then quote it in an Expense record (using the field on flip D of the 'Cost' card). The Total Cost from the Way List will be brought in to the Expense record automatically. This allows you to support an expense claim for mileage with the details of the journeys you have made.

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

Header

No. The unique identifying number of the Way List record. You may change this number, but not to one that has

already been used. In multi-user systems, the next unused number will not be allocated until you save the Mileage for the first time.

Trans. Date: The date of the Mileage List record.

Project: If the journeys listed in the Mileage record were made as part of the work on a particular Project, specify the Project here. If you then link the Mileage to an Expense record, the Project will be copied to flip B of the relevant row in the Expense record. When you approve the Expense record, a Project Transaction will be created. This ensures the cost of the journeys will be added to the cost of the Project, and that the Project Customer will be charged for the journeys if this is demanded by the charging structure of the Project.

Car Code: Specify here the car or vehicle whose journeys are being recorded in this Mileage record. When a Car Code is entered, the Driver, Car Model, Used By and Fuel Type are brought in automatically from the Cars setting.

Driver, Used by: Specify in these fields the Driver and, if appropriate, other member of staff that made the journeys recorded in this Mileage record. Defaults for both fields will be brought in from the Cars setting. If different Persons used the car, you should enter separate Mileage records for each one.

Car Model: The Car Model is brought in from the Cars setting when you enter a Car Code.

Date From, Date To: Enter the start and end dates of the period covered by this Mileage record.

Fuel: The type of fuel used by the car or vehicle is brought in automatically from the Cars setting when you enter a Car Code.

Reg. No. The registration number of the car or vehicle is brought in from the Cars setting when you enter a Car Code.

Mile, begin; Mile, end: Use these fields to record the total distance travelled by the car or vehicle during the period covered by this Mileage record, using figures taken from its odometer. This should include any private mileage: you will enter individual business journeys in the grid below.

Cost, m: A default cost per mile including Tax is brought in from the Way List Settings setting. You can change this figure for this Mileage record if necessary.

Normal, l/100 m., Actual, l/100 m: The fuel consumption of the car or vehicle (measured in litres per 100 m) is brought in to these two fields from the Cars setting. You can't change the Normal figure, but you can change the Actual figure for this Mileage record if necessary. The Actual figure is used to calculate how much fuel was used for business journeys.

Purpose: Specify here the reason for making the journey(s) listed in this Mileage.

Comment: Any extra comments can be recorded here. This Comment will be shown in the 'Mileages: Browse' window.

Flip A of the Mileage Record

Date: The date that the journey was made.

Distance: The Distances setting allows you to store the details of journeys that are made repeatedly. The Description and Dist, miles can be changed in a particular Mileage row if necessary. If the journey is not one whose details are recorded in the Distances setting, leave this field blank and enter an appropriate Description and Distance yourself.

Description: The reason for making the journey listed in this Mileage row.

Start Time, End Time: The time that the journey was made.

Dist. Miles: If you used the Distance field on the left to choose a standard journey from the Distances setting, a figure will be brought in to this field automatically. Similarly, if you enter figures in the Start and End m. fields on flip B, a figure will be brought in to this field automatically. When you enter a figure here, the three totals in the footer will be updated automatically.

Flip B of the Mileage Record

Customer: In the case of a journey made to a Customer, enter the Customer Number here. Their Name will then appear in the field to the right.

Start, mile; End, mile: Use these fields to record the distance travelled for this journey, using figures taken from the vehicle's odometer. The Dist. miles on flip A will be calculated automatically when you enter figures to these two fields.

Flip C of the Way List Record

Comment: Use this field to record any comment about the journey.

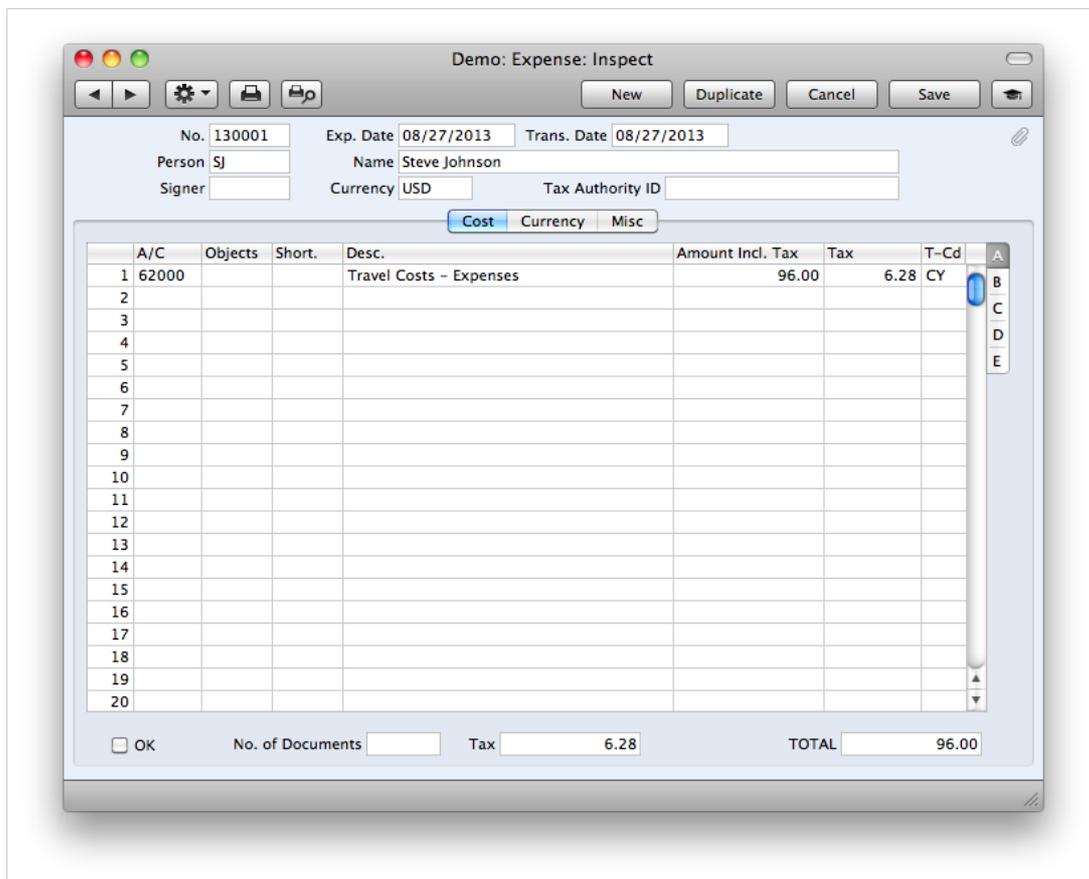
Footer

Total, cost: This field contains the total cost of the business journeys listed in the grid, calculated by multiplying the Total, miles with the Cost, miles (from the header).
If you link the Mileage to an Expense record, this figure will be copied to the Amount Incl Tax field in the relevant row in the Expense record.

Total, litres: This field contains the total fuel in litres used by the business journeys listed in the grid, calculated by multiplying the Total, miles with the Actual l/100 m. (from the header).

Total, miles: This field contains the total distance of the business journeys listed in the grid, calculated by adding together the Dist. miles of each row. If you link the Mileage to an Expense record, this figure will be copied to the Quantity field on flip B of the relevant row in the Expense record.

Entering an Expense



The screenshot shows a software window titled "Demo: Expense: Inspect". At the top, there are navigation buttons (back, forward, settings, print, refresh) and action buttons (New, Duplicate, Cancel, Save). Below the buttons are input fields for: No. (130001), Exp. Date (08/27/2013), Trans. Date (08/27/2013), Person (SJ), Name (Steve Johnson), Signer, Currency (USD), and Tax Authority ID. A tabbed interface shows "Cost" selected. Below is a table with columns: A/C, Objects, Short., Desc., Amount Incl. Tax, Tax, T-Cd. The first row contains: 1, 62000, , Travel Costs - Expenses, 96.00, 6.28, CY. At the bottom, there are summary fields: No. of Documents, Tax (6.28), and TOTAL (96.00).

A/C	Objects	Short.	Desc.	Amount Incl. Tax	Tax	T-Cd
1	62000		Travel Costs - Expenses	96.00	6.28	CY
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Summary: OK No. of Documents: Tax: 6.28 TOTAL: 96.00

You should use the Expense register to store each employee's expense claims. Typically, you will create a new record for each separate expense claim made by an employee.

To open the register, ensure you are in the Expenses module and click the [Expenses] button in the Master Control panel.

To enter a new record in the Expense register, click [New] in the Button Bar or use the Ctrl-N (Windows and Linux) or Cmd-N (Macintosh) keyboard shortcut.

If you want to enter an expense for a connected Mileage follow descriptions of record header and Flip D of Expense record first.

Entering a Mileage is an entirely optional feature. Any accepted employee with spending costs can be entered in the Expense Register leaving Mileage data blank if needed.

Header

No. The unique identifying number of the Expense record. When you enter a new record, Enterprise by Hansaworld will enter the next unused number from the first number sequence entered in the Number Series - Expenses setting. You may change this number, but not to one that has already been used. In multi-user systems, the next unused number will not be allocated until you save the Expense record for the first time.

Exp. Date: The date of the employee's expense claim.

Trans. Date: The date of the expense claim: it will be the date used by the General Ledger Transaction created from this record. The expense claim date above will be the default.

Person: Default value is taken from the current user. If you need to change the default value to another Person's initials, use the 'Paste Special' function. When you press Return, the Person's name will be entered to the field to the right.

Name: The Person's Name is entered after you have entered their initials.

Signer: This field records the initials of the Person that authorised this Expense record. If you are using the Signer Required option in the Expense Settings setting, this field must contain a value before the Expense record can be approved.

Currency: You can record an expense claim in any Currency, although you can only use one Currency in each Expense record. The default value is taken from the Default Base Currency setting in the System module. If you change a Currency, the correct exchange rate for the Transaction Date (above) will be shown on the 'Currency' card where you can modify it for the particular Expense record if necessary.

Tax Authority ID: This field is used in Bolivia for registering Tax Authorities.

Cost Card: Use the grid on the 'Cost' card to enter the details of the Expense claim. This is divided into four horizontal flips, each showing additional columns. When you click on a flip tab (marked A-D), the two or three right-hand columns are replaced.

Flip A of Expense Record

A/C: Enter the Cost Account to be debited in the General Ledger Transaction created from the Expense record. You can also enter the Code of an Autotransaction to this field. Autotransactions allow you to automate the entry of frequently used Expense transactions, not only reducing labour but also ensuring the correct Accounts are used every time. An example of an Autotransaction might be one that distributes the cost of an Expense item across several Objects on a percentage basis.

Objects: You can assign up to 20 Objects separated by commas, to this row. They will be transferred to the debit posting in the General Ledger Transaction generated for this Expense claim, and can be used for your profit centre reports. You might define separate Objects to represent different departments, cost centres or product types. This provides a flexible method of analysis that can be used in General Ledger reports. If you enter a Project on flip B and this Project has been given an Object, this Object will be copied here automatically. You can also have an Object brought in by specifying an Account Short Code.

Short. You can use Short Codes to help reduce errors when selecting Accounts and Objects. You can also use them if you want members of staff using Payables and Expenses to restrict access to the Account and Object registers. Enter a Short Code here to bring in the appropriate Account and Object(s).

Desc. The Account name will be entered here automatically when you specify an Account number. This text can be changed if necessary.
If you specify a Mileage on flip D, the Description from the Way List Settings setting will be copied here automatically instead of the Account name.

Amount Inc Tax: Enter here the expense amount inclusive of Tax. If you have specified a Currency, this figure should be in that Currency.

Flip B of Expense Record

Item: You may enter the Item Number of the purchased Item here (This item number will be ONLY for information purposes). If you have assigned this Expense row to a Project, the Job Costing module will use this information. If you specify a Mileage on flip D, the Item from the Way List Settings setting will be copied here automatically. This Item will determine the A/C and Tax Codes on flip A.

Qty: The quantity purchased can be entered here.

Proj: Each Expense record can be linked to a Project number. When you approve the Expense record, a Project Transaction will be created for each row with a Project number, Item Number and Quantity. This ensures the value of the Expense row will be added to the cost of the Project, and that the Project Customer will be charged for the Expense row if this is demanded by the charging structure of the Project. If the Project has been given an Object, this will be copied to the Objects field on flip A of the Expense.

Flip C of Expense record

You can use the fields on flip C when receipts or invoices accompany Expense claims. You can enter the invoice or receipt number in the Document No. field, and you should record the Date and Vendor in the appropriate fields. A 'Paste Special' list is available from the Vendor field. The Vendor field is for information only: there are no consequences in the Accounts Payable.

If fields are entered on flip C, in some countries (Lithuania, Argentina, Bolivia etc.) the report in Accounts Payable "Specify TAX Report Purchases" can include information from Expenses record.

Flip D of Expense Record

You can quote the Mileage record on flip D of the Expense record. The Total Cost from the Mileage will be brought in to the Expense record field. Amount Incl Tax automatically and Account, Tax Code and Description details will be taken from the Way List Settings setting. The Cost Account from the Item in the Way List Settings setting or, if that is blank, the Account in the Way List Settings setting will be copied to the Account field automatically.

If the Amount Incl Tax, Qty, A/C, Object and Description fields remain empty after you have specified a Mileage, the probable cause is that you have not entered an Item in the Way List Settings setting. You must specify such an Item if you want to link Expense records and Mileages is this way.

As we see, Expense record has the same Cost amount from the Mileage record.

Flip E of Expense Record

New fields in the matrix for Tax Authority ID and Tax Authority ID Control Code were added. The Authority ID Control Code has capacity for a minimum of 15 characters with the format, as is shown in the next picture (in groups of 2 digits and separated by a hyphen "-"). These fields are used in Bolivia. Fields for Objects and Short codes for accounts were removed from this flip D, as they appear in flip A, and flip B.

Footer

OK: When you check this box and save the record by clicking [Save], the Expense is approved and a corresponding Transaction is created in the General Ledger. Because of this, you will no longer be able to make changes to the Expense record.

No. of Documents: Enter here the number of receipts or other documents that you have in support of this expense claim. This is for information only.

Tax: The Tax sum, calculated from the Expense rows.

TOTAL: The total amount to pay for this Expense claim, including any taxes and in Currency.

Expenses in currency: The Date field can be important in the case of an Expense record in Currency. If the Exchange Rate changes between this Date and the Transaction Date in the header, and if you are using the Expense Date Rate for Cost Accounting option in the Expense Settings setting, the difference will be posted to the Rate Round Off Account on the 'Exchange Rate' card of the Account Usage A/R

Inventory Module and Expenses Record

If we have a Payable for our Inventory items but company owes the Employee, not the Vendor, what records should be created in Enterprise by HansaWorld?

We create a Goods Receipt in the Inventory module for Inventory items. With OK button in Goods Receipt, a G/L transaction is created which debits Inventory account and credits temporary holding account.

The next step is to create an Expense record. Specify a temporary holding account for the A/C field on flip A, Vendor and Document No. on flip C and other appropriate information. With such an Expense record, we owe an employee.

Expense and Payment Chronology

There are two different ways how Enterprise by HansaWorld calculates starting balances of employees.

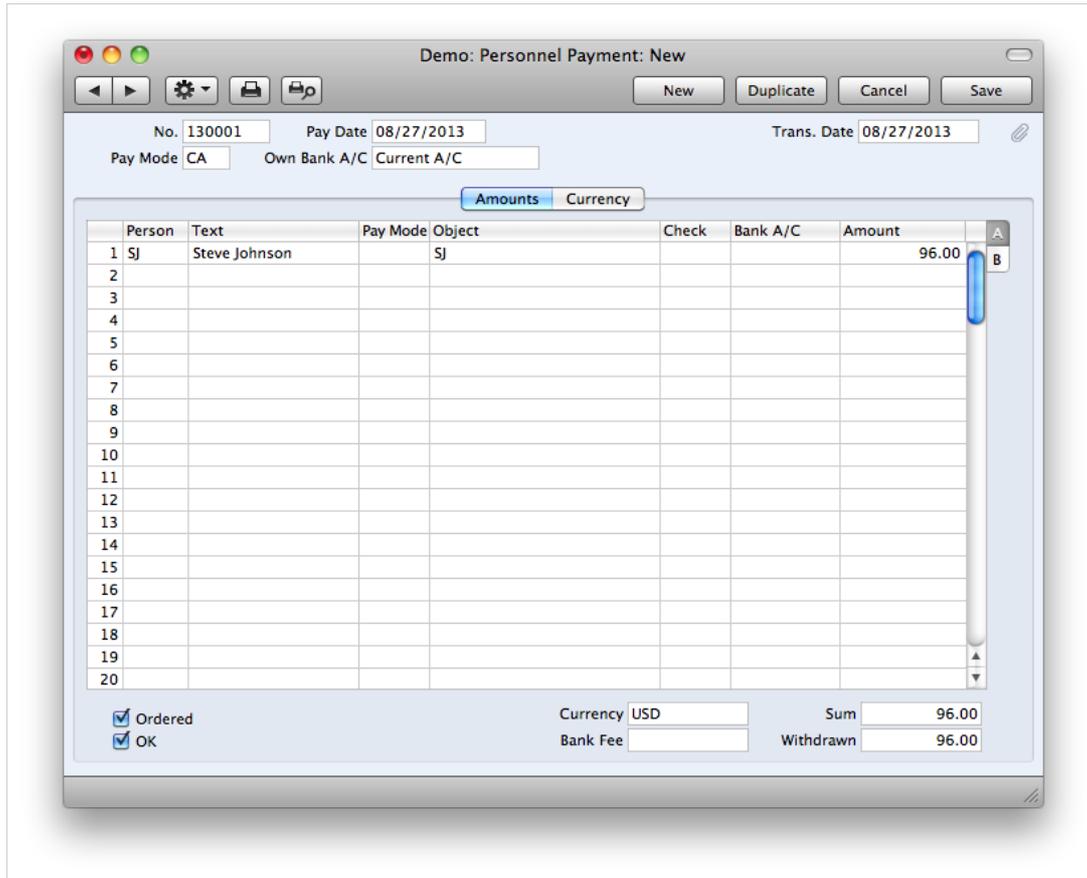
1. Taking General Ledger report and checking it in account/personal object combination (used in reports and document forms)
2. taking the previous expense record, checking G/L report data for its date and calculating changes from the previous expense record until the actual expense record in a sequence of data entry – used in Expense document form.

In some countries it is necessary to have a detailed view of opening balances and therefore the second option must be used in the Expense document form. In this case it is strongly advised to enter all records with the systems date and enter them chronologically in both Payment and Expense registers. For example it is generally not good practice to enter an Expense record on 5th of September with date 31st of August if there is a personal payment entered on 3rd of September for the same person.

Entering a Personnel Payment

Use the Personnel Payment register to issue expenses payments and cash advances to your employees and members of personnel. One Personnel Payment can include a set of payments to more than one member of personnel, made from different bank accounts (i.e. using different Payment Modes) and provided they use a single Currency.

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



Header

No. The unique identifying number of the Personnel Payment record. You may change this number, but not to one that has already been used.

Pay Date: The date when you want the Payment to be executed.

Trans Date: The Transaction Date for the General Ledger Transaction. If you are not using the Allow Trans. Date Changing option in the Transaction Settings setting in the General Ledger, this date must be the same as the Payment Date and cannot be changed independently.

Pay Mode: The Payment Mode determines the General Ledger Account (bank or cash Account) that will be credited with the value of the Payment.
It is possible to enter payments to different members of personnel in a single Payment record. It is also possible to enter payments across Payment Modes: specifying a Payment Mode for any of the individual payments in the grid will override that entered here.

Own Bank A/C: The number of the bank account you want to use for the Payment. This information will be brought in from the Payment Mode record.

Amounts Card

Flip A of Personnel Payment record

Person: Enter the initials of the person receiving the payment or advance.

Text: Enter any text describing the transaction. The name of the Person being paid is brought in as a default.

Pay Mode: Enter a Payment Mode if different from the Payment Mode entered in the header. This allows different payments on the same Personnel Payment to be credited to different bank or cash Accounts.

Objects: You can assign up to 20 Objects. Any Objects specified here will be assigned to the debit posting in the General Ledger Transaction generated from this Personnel Payment. Any Objects specified in the Payment Mode will be assigned to the credit posting to the Bank or Cash Account.

To Bank A/C: The bank account of the payee is brought in from the 'B o n u s' card of the Person record.

Amount: The amount paid out, in the Currency indicated.

Footer

Ordered: With this checkbox no General Ledger Transaction will result, but you will no longer be able to modify the record.

OK: Click this box to approve the Personnel Payment record. On clicking the [Save] button to save the record, the Bank Account specified for the Payment Mode will be credited and the Account specified on the 'B o n u s' card of the Person record will be debited. The Payment will now appear in account statements.

Currency: The Currency to be used in the payment. Only one Currency per Personnel Payment record is permitted.

Sum: The sum of all the payments entered above, in one Currency.

Withdrawn: The total amount of the payment, i.e. the amount actually withdrawn from the account in the home Currency, including any extra fees. Calculated by Enterprise by HansaWorld.

Currency Card

Currency: You can record a Personnel Payment in any Currency, although you can only use one Currency in each Personnel Payment record.

Exchange Rates: The current exchange rates for the specified Currency will be entered by Enterprise by HansaWorld.

Multi-line Payments

A single Personnel Payment record can contain several payments to different members of personnel using different Payment Modes (as long as they are in the same Currency). Note, however, that if you need Enterprise by HansaWorld to print a remittance advice and/or a cheque, you will need to enter a separate Personnel Payment record for each member of Personnel to ensure that separate forms will be printed for each Person.

Each record in the Personnel Payment register results in one Transaction in the Transaction register (with bank or other institution as credit Account).

Invalidating Personnel Payments

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

You cannot invalidate a Personnel Payment if it has not yet been approved. If it has only been Ordered or if its Transaction Date is earlier than the Lock Others date specified in the Locking setting in the System module.

Documents Available in the Expenses Module

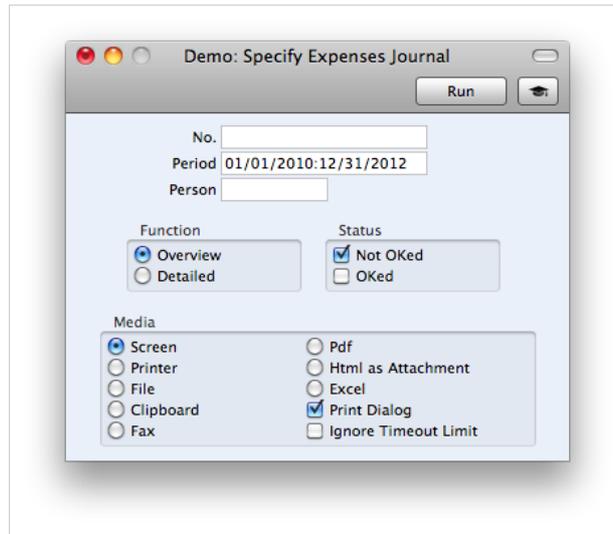
Use the 'Documents' function to print particular documents or Forms in batches. To begin printing documents, select 'Documents' from the File menu or click the [Documents] button in the Master Control panel. The window illustrated below appears, listing the documents that can be printed from the Expenses module. Each item in the list ("Document") will be printed using a different Form. The form documents can be defined in the same way as in other modules.

USEFUL REPORTS IN THE EXPENSES MODULE

There are five reports in the Expenses module.

Expenses Journal

This report lists all Expense records entered during the report period. It allows records to be filtered by date period, number period or individual persons.



Demo: Specify Expenses Journal

No.

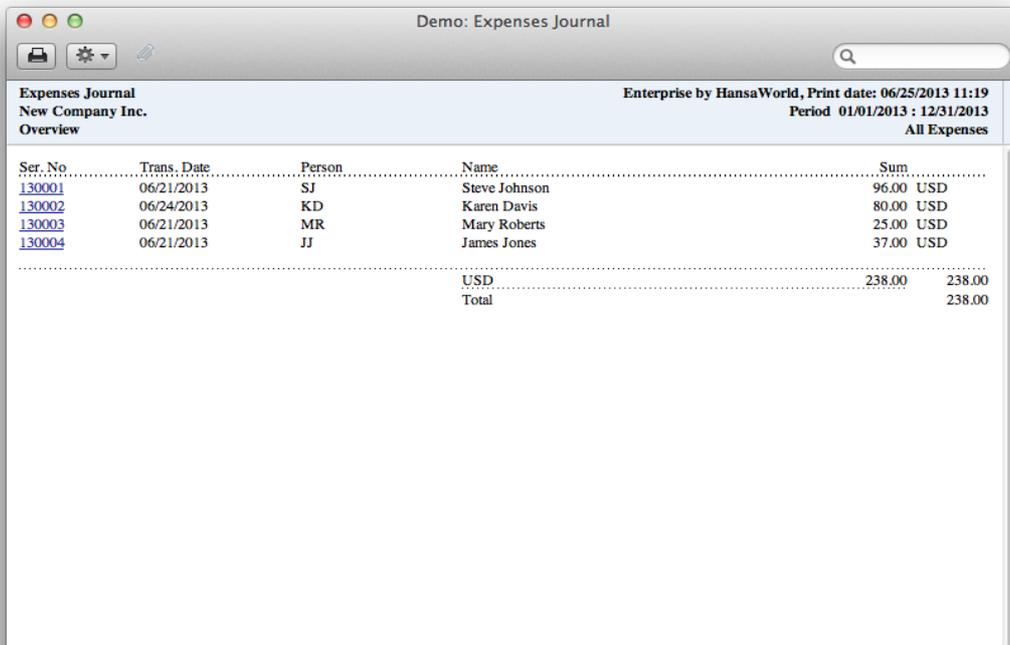
Period

Person

Function: Overview, Detailed

Status: Not OKed, OKed

Media: Screen, Printer, File, Clipboard, Fax, Pdf, Html as Attachment, Excel, Print Dialog, Ignore Timeout Limit



Demo: Expenses Journal

Expenses Journal
New Company Inc.

Enterprise by HansaWorld, Print date: 06/25/2013 11:19
Period 01/01/2013 : 12/31/2013
All Expenses

Ser. No	Trans. Date	Person	Name	Sum
130001	06/21/2013	SJ	Steve Johnson	96.00 USD
130002	06/24/2013	KD	Karen Davis	80.00 USD
130003	06/21/2013	MR	Mary Roberts	25.00 USD
130004	06/21/2013	JJ	James Jones	37.00 USD
				USD 238.00 238.00
				Total 238.00

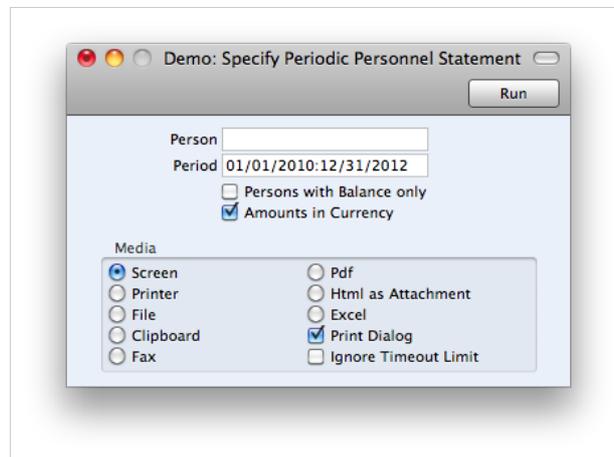
It is possible to view reports in two modes

- Overview – shows a short list of records with person, date, number and amount fields registered per record
- Detailed – in addition, shows detailed account info entered in each expense record.

Periodic Personnel Statement

This report contains a summary of all Payments and Expense claims for each Person. It can be used to produce a full Expenses module transaction history for a specified period.

Note that the opening balance shown for each Person in this report is from the General Ledger Account that is entered on the 'Bonus' card of the Person record. If several Persons have been given the same Account, this opening balance is a figure for all Persons using that Account. If you want separate opening balances for each Person, you should use separate Accounts (or assign a dedicated Object to each Person).



In the Report specification window you can filter information by:

Person Enter a Person's initials to produce a report showing that Person's transactions only.

Persons with Balance Only

To limit the report to only Persons with a current balance, check this box.

Amounts in Currency

The outstanding amounts can be shown in the home currency (converted using the Exchange Rate shown on each Expense or Personnel Payment record) or, if this check box is switched on, in the Currency of the Expense or Personnel Payment record.

Demo: Periodic Personnel Statement

Periodic Personnel Statement
New Company Inc.
Amounts in Currency

Enterprise by HansaWorld, Print date: 06/25/2013 11:22
Period 01/01/2013 : 12/31/2013
All Employees

JJ		James Jones		No	Debit	Credit	Balance
Trans. Date	Type						
				Fwd balance			0.00
06/21/2013	PPAY			130001 USD	10.00		-10.00
06/21/2013	EXPNS			130004 USD		37.00	27.00
				Total	10.00	37.00	
				Net Change		27.00	
				Balance			27.00
				USD			27.00
KD		Karen Davis		No	Debit	Credit	Balance
Trans. Date	Type						
				Fwd balance			0.00
06/21/2013	PPAY			130001 USD	15.00		-15.00
06/24/2013	EXPNS			130002 USD		80.00	65.00
				Total	15.00	80.00	
				Net Change		65.00	
				Balance			65.00
				USD			65.00
MR		Mary Roberts		No	Debit	Credit	Balance
Trans. Date	Type						
				Fwd balance			0.00
06/21/2013	EXPNS			130003 USD		25.00	25.00
				Total		25.00	

Personnel Payment Journal

This report is a journal of all payments made to members of staff over a selected period. At the end of the report, a total for each Payment Mode is shown, as well as an overall report total.

Demo: Personnel Payments Journal

Personnel Payments Journal
New Company Inc.

Enterprise by HansaWorld, Print date: 06/25/2013 11:27
Period 01/01/2013 : 12/31/2013
All Payments
Ordered and Reconciled

No	Person	Reg Date A/C	Trans. Date	Sign Text	Our A/C	Amount
130001	JJ	06/21/2013	06/21/2013	SJ James Jones		10.00
	KD			Karen Davis	USD	10.00
					USD	15.00
						25.00
130002	SJ	06/25/2013	06/28/2013	SJ Steve Johnson	Current A/C	96.00
					USD	96.00
130003	KD	06/25/2013	06/28/2013	SJ Karen Davis		60.00
					USD	60.00
130004	JJ	06/25/2013	06/25/2013	SJ James Jones		37.00
					USD	37.00
				CA	Cash	218.00
					Total	218.00

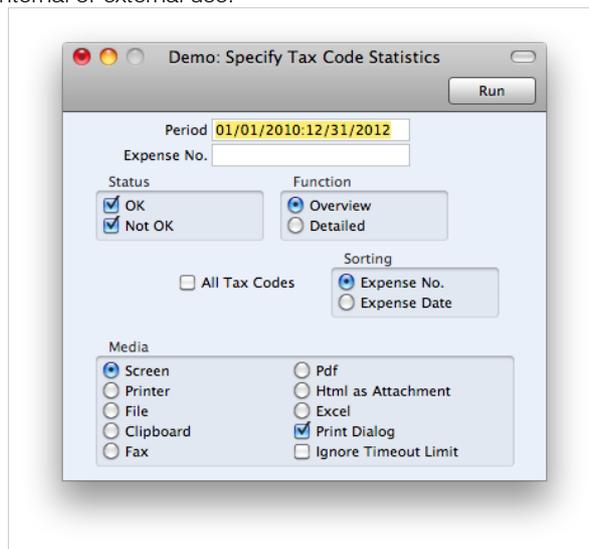
Payment Mode

To limit the report to Payments of a single Payment Mode (e.g. Cheque, Cash), enter the Payment Mode here.

This refers to the Payment Mode entered in each Personnel Payment row. In the case of rows with no Payment Mode, that specified in the header will be used.

Tax Code Statistics

This report contains information about Tax paid to each Person. The report is designed for use in countries where detailed Tax reporting is necessary. In some countries the whole expense document is not allowed to be TAX deductible, as it needs to be split in two parts each containing separate Tax codes and percentages. This report allows these records to be located and gather statistics needed for internal or external use.



The dialog box 'Demo: Specify Tax Code Statistics' contains the following settings:

- Period: 01/01/2010:12/31/2012
- Expense No.: (empty)
- Status: OK, Not OK
- Function: Overview, Detailed
- All Tax Codes:
- Sorting: Expense No., Expense Date
- Media: Screen, Printer, File, Clipboard, Fax, Pdf, Html as Attachment, Excel, Print Dialog, Ignore Timeout Limit

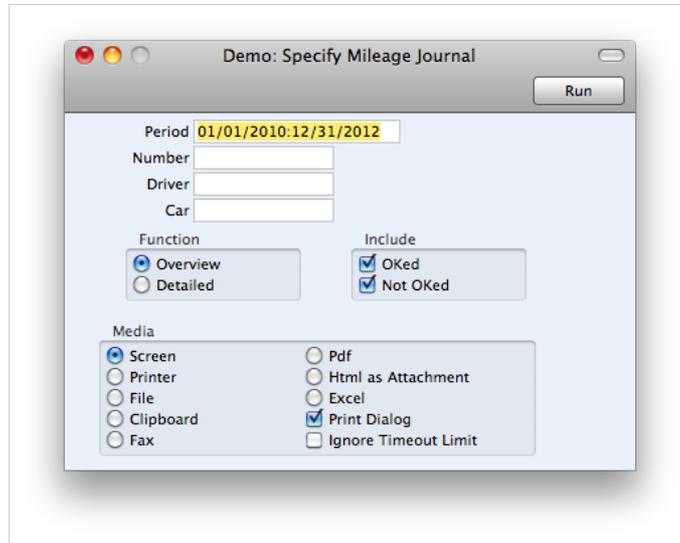


Enterprise by HansaWorld, Print date: 06/25/2013 12:05
 Period 01/01/2013 : 12/31/2013
 All Expenses
 Both OKed and not OKed

Expense No.	Date	Person		Incl Tax	Excl Tax	% Tax	Tax Amount
1	130001	06/21/2013	SJ				
Comment			Tax Code	96.00	89.72	7.00	6.28
			CY				6.28
							Incl Tax
							96.00
2	130002	06/24/2013	KD				
Comment			Tax Code	80.00	74.77	7.00	5.23
			CY				5.23
							Incl Tax
							80.00
3	130003	06/21/2013	MR				
Comment			Tax Code	25.00	25.00	0.00	0.00
			EX				0.00
							Incl Tax
							25.00
4	130004	06/21/2013	JJ				
Comment			Tax Code	37.00	34.58	7.00	2.42
			CY				2.42
							Incl Tax
							37.00
Total			Tax Code				
			CY	213.00	199.07	7.00	13.93
			EX	25.00	25.00	0.00	0.00

Way List Journal

This report lists all Way List records entered during the report period.



Demo: Specify Mileage Journal [Run]

Period:

Number:

Driver:

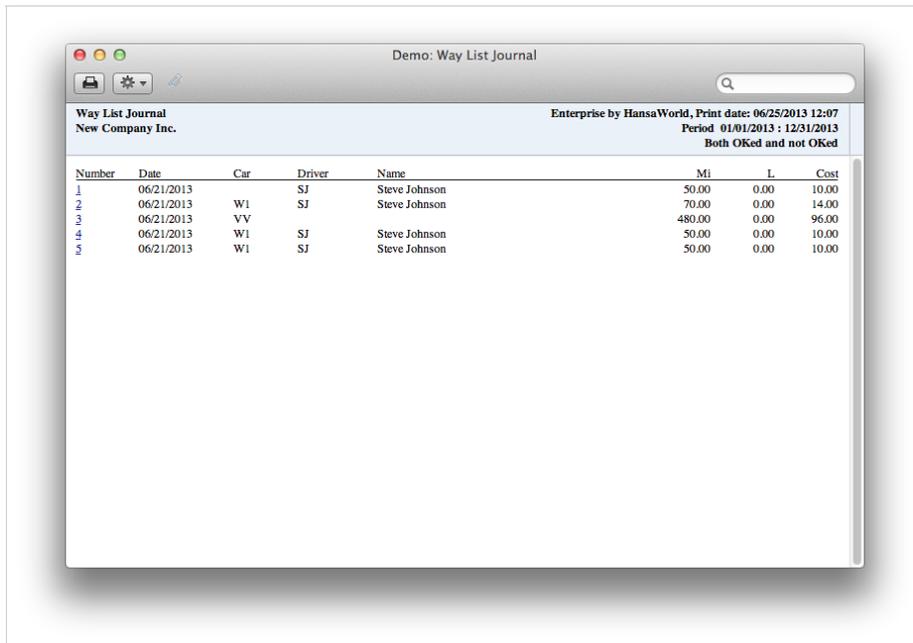
Car:

Function: Overview Detailed

Include: OKed Not OKed

Media: Screen Printer File Clipboard Fax

Pdf Html as Attachment Excel Print Dialog Ignore Timeout Limit



Demo: Way List Journal

Way List Journal
New Company Inc.

Enterprise by HansaWorld, Print date: 06/25/2013 12:07
Period: 01/01/2013 : 12/31/2013
Both OKed and not OKed

Number	Date	Car	Driver	Name	Mi	L	Cost
1	06/21/2013		SJ	Steve Johnson	50.00	0.00	10.00
2	06/21/2013	W1	SJ	Steve Johnson	70.00	0.00	14.00
3	06/21/2013	VV			480.00	0.00	96.00
4	06/21/2013	W1	SJ	Steve Johnson	50.00	0.00	10.00
5	06/21/2013	W1	SJ	Steve Johnson	50.00	0.00	10.00

PRACTICAL EXERCISES

Preparation: Download the latest USA version of Enterprise by HansaWorld and import the USA demo database.

1. Set up Enterprise by HansaWorld for a Double Transaction system according to specification
2. Create an invoice with payment terms Cash.
3. Use the operations menu to create Cash In.
4. Create a Payable with payment terms Cash.
5. Create a Cash Out from the Operations menu.
6. Check if created Cash In and Cash Out record transactions are correct.
7. You have to register 1000USD cash which is brought from your bank account. Enter proper Cash In document.
8. Now you have some money to pay employees Personnel Payments. Use Cash out and pay 100USD to Steve Johnson.
9. Pay 150EUR to James Jones from Expenses module Personnel Payments register.
10. Run reports to check how much cash you have left.
11. Create an expense record Steve Johnson for 100USD. Fill in the information needed on flip C.
12. Create an expense record for James Jones for 120EUR. Enter Item on flip B. Complete the procedure to transfer this item to Inventory.
13. Use reports to check who owes money for company or whom company owes.
14. Enter Mileage for James Jones.
15. Use this Mileage to enter another expense for James Jones.

APPENDIX

Terminology Between Different Versions of English Language

The language used in this material is American English. There can be slight differences between other versions of the English language, which can lead to confusions. This table should help to clear these up. Sorted alphabetically

USA	British	Canada	Australia + New Zealand	Singapore
Check	Cheque	Cheque	Cheque	Cheque
Color/colored	Colour/coloured	Colour/coloured	Colour/coloured	Colour/coloured
Credit Memo (CN)	Credit Note(CN)	Credit Memo (CM)	Credit Note (CN)	Credit Note
Dialog	Dialogue			
Installment	Instalment			
Jewelry	Jewellery	Jewellery	Jewellery	Jewellery
License	Licence (noun)	Licence	Licence	Licence
Miles	Mileage Claim	Way Lists	Mileage Claim	Mileage Claim
Miles	Miles	KM	KM	KM
Cell	Mobile	Mobile	Mobile	Mobile
General Ledger (GL)	Nominal Ledger (NL)	General Ledger (GL)	General Ledger (GL)	General Ledger (GL)
ZIP Code	Post Code	Post Code	Post Code	Post Code
Payable (PL = AP)	Purchase Ledger	Payable (PL = AP)	Purchase Ledger	Purchase Ledger
Receivable (SL=AR)	Sales Ledger	Receivable (SL=AR)	Sales Ledger	Sales Ledger
Salesperson	Salesman	Salesperson	Salesman	Salesperson
Inventory	Stock	Inventory	Stock	Inventory
Inventory Count	Stocktake	Inventory Count	Stocktake	Inventory Count
Inventory Adjustment	Stock Depreciation	Inventory Adjustment	Stock Depreciation	Inventory Adjustment
Vendor	Supplier	Vendor	Supplier	Vendor
Sales Tax or Tax	VAT	Tax (ideally GST/PST)	GST	GST/SST/HST