Standard ERP

Tips & Tricks

Version 8.0, Mac OS

May 2015

TABLE OF CONTENTS

GOAL

The goal of this training can be summarised in one word: Efficiency.

With the implementation of Standard ERP as your ERP system, you have already automated most of your daily business tasks.

This training goes one step further. It shows tips, tricks and ways to increase efficiency, not only with the automation of functions, but with focus on a human perspective. First of all, it demonstrates efficient ways to set up this system for its users from a management perspective. And secondly, it shows tips for the users themselves for quicker processing of functions and actions and therefore a more seamless and fluent workflow.

Of course it will take time to learn how to efficiently operate the system. This training is the first step towards an increased speed of data processing and therefore the first step to an increased efficiency in your business.

GENERAL WORK TASKS

Standard ERP is an integrated accounting, CRM and ERP tool for working with Sales Order Processing, Stock Control, Nominal Ledger and Sales and Purchase ledgers, and for keeping track of contacts with Customers, organising mail shots, (and) for planning activities of all kinds and many other tasks arising on a daily basis.

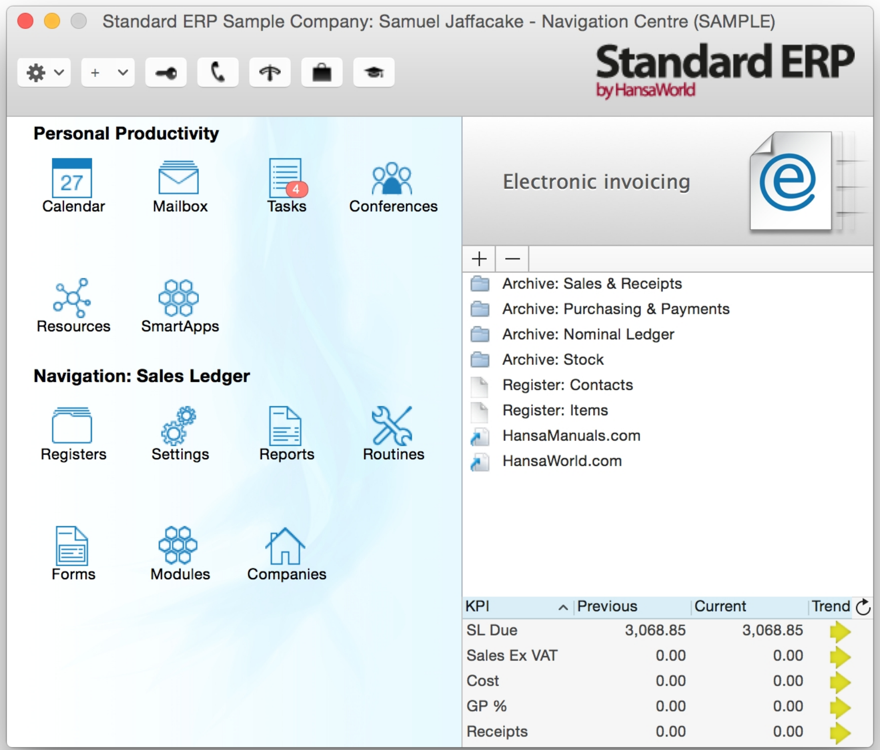
Work Area

When a database has been opened or created, Standard ERP's desktop will appear, with the Navigation Centre in the centre of the screen. The icons in this panel are used as shortcuts to different parts of the program.

Most operations in Standard ERP can be executed in three different ways:

- Selecting an option from a menu
- Clicking a button in the Navigation Centre panel
- With a keyboard command

Use the method you feel most comfortable with. When you get more used to the program, you will find the keyboard commands easy to work with.

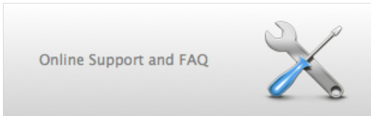


The Navigation Centre can be brought to the front at any time using the 'Navigation Centre' item on the File menu. The keyboard shortcut to Navigation Centre is ⌘-M. To close the Navigation Centre, select the close box or use the keyboard short cut ⌘-W.

HansaWorld.com

In the top right-hand corner of the Navigation Centre there is a [Standard ERP.com] button:

Select this button to connect to the web and to go directly to the HansaWorld website (http://www.hansaworld.com). The latest versions of Standard ERP are always available for download from this site.



The ad-banner under the Standard ERP button redirects you to the topic that is currently shown there. For example, if you select the banner shown in the picture above, the browser window opens containing information about technical support provided by our company.

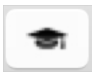
HansaManuals.com

HansaWorld has published manuals about all HansaWorld products on the website http://www.hansamanuals.com. On this website you can find detailed and comprehensive step-by-step instructions and tips on how to use the products.

A concise side bar makes navigation easy and allows you to swiftly change between topics. Hansamanuals.com is very easy and fast to reach directly from your Navigation Centre Window. Just by clicking Online Manual on the “Help” menu, a browser window will automatically open and take you there. Check it out!

E-Learning

HansaWorld e-learning is a new way of learning Standard ERP functionalities. E-learning tutorials are short interactive training courses, which can be taken online, comfortably from your own desk. Learn at your own speed, jump between chapters and explore topics that you want to learn more about. The E-learning icon can be found in most of the main functionalities.

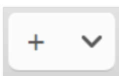


By clicking on the icon above, the browser window will open with the tutorial topic describing the features of the window where you clicked the icon from. For example, invoicing, select on the E-learning icon on any register of the Sales Ledger module and from there you will be redirected to the e-learning main page, where you can find all topics covered.

Operations Menu

In this document we use the term “Operations menu”. It refers to the button that is located in every window, in the upper left corner.

Under this button you can find various operations that can be carried out according to the record type with which you are dealing.

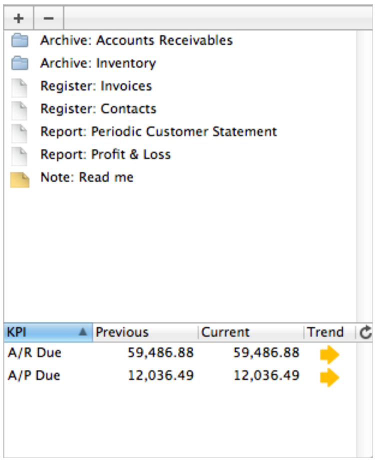


Plus Menu

This menu is visible in all modules, and the content of this menu varies per module, for example, when you are in Sales Ledger you can create new Invoices without the need of going in to the invoice register. When in the Nominal Ledger you can create transactions.

Personal Desktop

The area to the right of the Navigation Centre is known as the “Personal Desktop”. This is a personal work area where you can drag certain records, registers, reports or other functions that you use frequently. This allows you easy access.

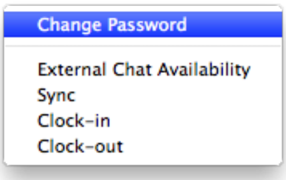


You can open records or registers, or run reports or Maintenance functions from your Personal Desktop at any time, without first having to find them in their original location in Standard ERP. The Personal Desktop is therefore similar to a list of Bookmarks in a browser. You can also attach archives (folders with links, reports or files inside), external files or calculated Standard ERP reports to the Personal Desktop. Print a report to screen and use the attachment link on the report to drag it to the Personal Desktop.

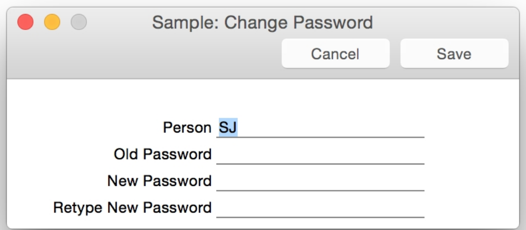
Add a link to a register, report or individual record to the Personal Desktop by dragging and dropping it to the Personal Desktop area on the Navigation Centre. To delete a link from the Personal Desktop, select the link and press the '-' button in the top left corner of the Personal Desktop. The '+' button opens a list with the following possibilities: Attach file, Create Archive, Create Note, Create Mail, Create Web link, Download file, etc.

Passwords

You can set or change your password from the Navigation Centre panel, providing that a record already exists for you in the Persons register. Select 'Change Password' from the Operations menu.



Enter the old password if there is one and then type in the new one twice to ensure that it is correct. Press Shift-Enter to close the window and save: use the close box if you do not want to save changes. The password is case-sensitive.



The System Administrator can assign passwords to users from the System module, in the Persons register Browse Window. This can be done by selecting Operations menu and from there choose the “Change Password”option.

Windows

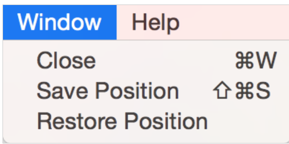
There are seven types of windows in Standard ERP:

1. Browse windows
2. Record windows
3. Report windows
4. List windows
5. Specification windows
6. File dialog windows
7. Paste special window

Change and Save Position of Windows

Standard ERP allows you to work with several windows on the screen at the same time. When you open any of the windows they will be located at or near the centre of the screen by default.

However, you can adjust every window to your personal preference. You can save preferences such as size, sort order in browse windows and position for a particular window using the command 'Save Position' from the “Window” menu.



The next time you log in, your preferences will still be saved. Window positions will be saved on the current machine.

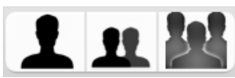
If you decide that you want the original preferences back you can restore the original position with the “Restore Position” command in the “windows” menu.

Browse Window

Browse windows are used to display lists of records. You can change the sort order of the list. Select the heading of the column you want to sort by, and the list will re-sort immediately. The heading of the column will be coloured blue to show the selected sort order.

If you Select on the heading a second time, the sort order will be reversed.

You can use the following buttons if the Limited Access module is present:



Starting from the right to left:

- Lists all records in the register.
- Lists records belonging to members of the same Sales Group as the current user (i.e. records whose Sales Group is the same as that of the current user).
- Lists records belonging to the current user (i.e. records whose Person field contains the initials of the current user).

You can use the Person register to assign a Sales Group to a Person, to prevent a user from seeing every record in the register by restricting their view to their own records or to those of their Sales Group.

Browse Window – Search Function

You can use the Search field in Browse windows to search for a specific record in the list. Note that the Search field in Records Browse Window only looks for matches in the column you have activated and selected as the sort order of the list (heading of the column is blue). If you want to look for Contacts by name, you need to sort the Browse Window by name and write the beginning of the name to the Search field. You do not need to Select on the Search field to start typing.

Standard ERP also offers a wildcard search. Type * in front of the search word, for example when you only know a part of the customer's name. Lets say you want to look for a contact called Dave Richardson, you can type *son into the Search field. If there are several customers matching this condition in the database, type *son and press SHIFT+ENTER until you find the correct one.

An even more powerful search function is the one you can open from the Operations menu in the Browse Window or using the keyboard shortcut Cmd-F. Using this search function, you can search for a specific word or letter in the following fields: Name, No, Short, Category, Phone, Contact, Department or Any (all fields). This gives you more opportunities than the Search field alone.

A new function called Browse Filtering is added to Standard ERP which allows you to enter any data to the search field and it automatically searches all the fields for the info written, without the need of selecting a column. This can be selected from Module>>System>>Settings>>Optional Features>> And here checking the checkbox "Browse Filtering"

Record Window

Record windows are used to enter, view and edit individual records. The heading may read 'New', 'Inspect', 'Update' or 'Deleting' depending on the circumstance. All data entry to Standard ERP is made in windows of this type.

Record Window – Previous and Next Buttons

The keyboard short cut is PgUp and PgDn.

These are the [Previous Record] (on the left) and [Next Record] buttons. Use them to go from record to record. Once you have opened a record from a list in a browse window, Select the [Next Record] button to move to the next record in that list. At the same time everything you may have changed in the record you are leaving will be saved automatically.

Record Window – Open NL Transaction

For all records that create Nominal Ledger transactions there is a function in the Operations menu that is called "Open NL Transaction". This function opens the connected NL Transaction in a separate window.

For all transactions that are created from subsystem records you can open the connected subsystem record by selecting the "Open Subsystem Record" command from the Operations menu on the transaction. This offers an easy way to access corresponding records quickly and directly without first having to navigate to their respective modules in Standard ERP.

Record Window - Paste Special

When you enter information in Standard ERP, you frequently need to refer to another register or setting. For example, when entering an Invoice, the Customer Number is used to bring information in from the Customer register. This information can be easily and quickly obtained using the 'Paste Special' command, with which you can find the information required from a selection list. Pressing Cmd-Enter in a field activates the 'Paste Special' feature.

You can make the 'Paste Special' feature even more powerful by saving the sort order of the 'Paste Special' list. For example, whenever you need to choose a Customer, you will probably know it's Name but not it's Number. The first time you use the 'Paste Special' feature to choose a Customer, sort the list by Name and save this position (as described above). From now on, the list will be sorted by Name when it opens.

Now you can type the first few characters of the Customer Name in a Customer field and then press Cmd-Enter. When the 'Paste Special' list opens, the highlighted Customer will be the first one to match what was typed. If this is the correct one, all you need to do is press the Enter key and carry on without interruption.

If the record you are looking for does not exist and so is not shown in the 'Paste Special' list, you can create it immediately, while in the 'Paste Special' window. You can directly open a new record, pressing Cmd-N. A new Customer screen (in this example) is shown. Enter the new Customer, Select [Save] (or keyboard shortcut Shift-Enter) and the new record is saved. At the same time, the Customer Number is automatically entered in the Invoice.

Record Window - Open Underlying Records

If you are entering an Invoice and realise that your information about the Customer is out of date (they might have changed their address or telephone number, for example), highlight the Customer in the 'Paste Special' window and press Cmd-Shift-V.

This will open the Customer record, allowing you to make the necessary changes quickly, without first having to find the records in their respective modules in Standard ERP. You can also do this if the Customer Number has already been entered on the Invoice. With the cursor in the Customer Number field, press Cmd-Shift-V. This feature is available from most fields with a 'Paste Special' link.

The availability to individual users of the Cmd-Shift-V feature and of the ability to create records on the fly can be controlled using the Access Groups setting in the System module.

Record Window - Drag and Drop

You can link information in different registers or settings by dragging and dropping. Information can be dragged from the browse window of one register into the record window of another. For example, an Item can be dragged from the 'Items: Browse' window into the matrix of an Invoice.

If you have several Companies, information can be transferred from one Company to another by dragging and dropping between browse windows. For example, when a new Company is created, you can drag all the Accounts from the 'Accounts: Browse' window of an existing Company to that of the new Company. This makes it easy to transfer basic information to the new Company without having to enter them into the system a second time, but this can only be done by Global Users.

Record Window – Document Management

All record windows contain an [Document Management] button, which can take one of two forms:

The normal empty Document Management button

If a record has an Attachment, the button is highlighted as blue.

This button allows you to connect files that are automatically created within Standard ERP or files from outside of Standard ERP.

Record Window – Link Manager

This button allows you to connect notes or other records to any record in Standard ERP, connect all kinds of information from different parts of the system to records and easily access them by just clicking on the attachment button.

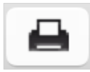
In many cases, records are attached automatically. For example, a Purchase Order is attached to the following Goods Receipt or a Sales Order is attached to a Delivery and Invoice. This is convenient when it comes to keeping track of the history of your business events. You can immediately see out of which order a delivery or invoice has been created.

Record Window – Workflow Manager

This button holds all the activities connected to a record, when it is glowing red a record is connected, if the button is like the picture above then no records are connected.

Report Window

Report windows are used to display the reports you print to the screen. Clicking the Printer icon in the Button Bar of the window containing the report prints the whole report.



Search Function in Reports

A useful function built in to all Standard ERP's reports when printed to the screen is the option to search for a text string in the report. The search string may contain any combination of letters and digits occurring in the report. In this way you can easily find specific information you are interested in, which is especially convenient with large reports. The search field can be found on the upper right hand corner of the report window.

Report Window - Drill-down

Standard ERP has a unique drill-down feature in many reports when they are printed to screen. You can use this drill down function by clicking on the text string within the report that is underlined. For example, when you have a Profit & Loss statement on the screen, you can Select on any of the Account Numbers in the report. The Nominal Ledger report for the same selection and period is then opened in a separate window, showing all the Transactions that constitute the total amount on the Profit & Loss statement. If you further Select one of the Transaction numbers in the Nominal Ledger report, the Transaction record will open, showing all the details recorded for the event.

This is a unique and easy way in Standard ERP to access underlying records from other parts of the system, without first having to find them in their respective modules in Standard ERP.

The access of the underlying records is unlimited and you can perform any action with the records the same way as if you have opened the records from their primary place in Standard ERP. For example, you can update the record or create new records. This will be registered in the system immediately, thus, the changes can be seen in the report in real time, using the Recalculate function described below.

Report Window - Recalculating Reports

The above described Drill Down function gives you access to records that are linked to reports, and thus it gives you the opportunity to update records directly and immediately. To update the figures in a report, select the 'Recalculate' command (or use the ⌘-Shift-R keyboard short cut) to produce an updated version of the report in real time, using the same specifications.

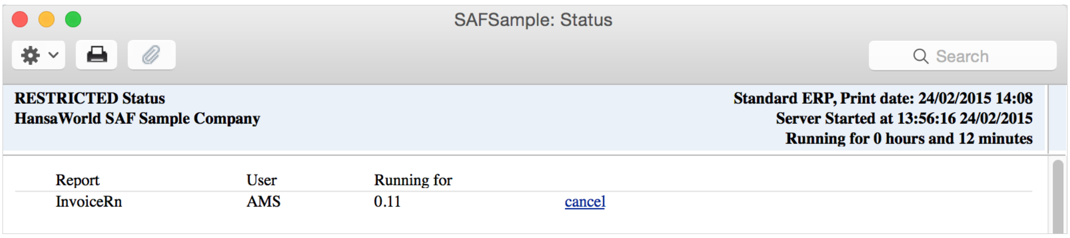
Of course, Standard ERP allows you to produce an updated version of the report using different specifications. To do this, select 'Reopen Report Specification' from the Operations menu, or use the Cmd-Shift-E keyboard shortcut, and enter the desired specifications in the “Specify Report”- window that appears.

Quick Reports

Standard ERP provides the most frequently used reports for easy access directly from the record window or browse window. These reports are called Quick Reports and include reports like Customer Status, Invoice Status and Item Status, depending on the Record or Browse window you are working from, and can be run directly from the Operations Menu of these records.

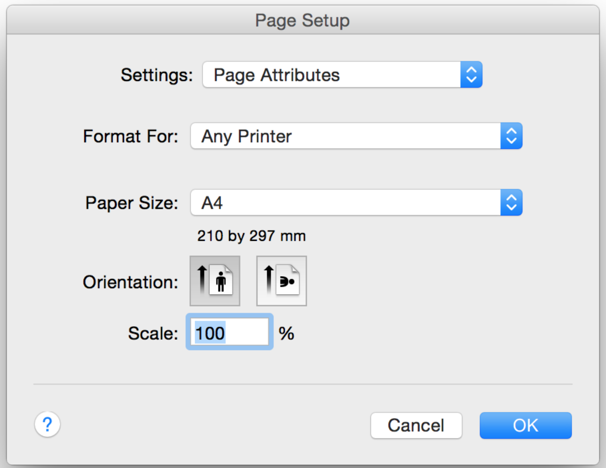
Cancelling a running Report

After running a report, Standard ERP does not display a message that it is calculating the report. So sometimes when running large reports this might give the impression that nothing is happening for a number of minutes. In this case you can see all reports you have ordered to be run in the module 'User Settings', in the report “Report Status”. Directly within this report you can also cancel running reports, for example in case you have made a mistake in the report specifications. Drag this report to your personal desktop to have easy access to the list of ordered reports and the possibility to cancel them.



File Menu - Page Setup

This function is available when the active (top) window on the screen contains a list of reports or documents.



When a report or document is printed, one copy is usually produced, using a standard page size. If you need to print more than one copy, or to use a non-standard page size or magnification, highlight the desired report or document in the list and then select 'Page Setup' from the File menu to make these changes. Once this has been done, Select the item in the list to carry on with the printing process.

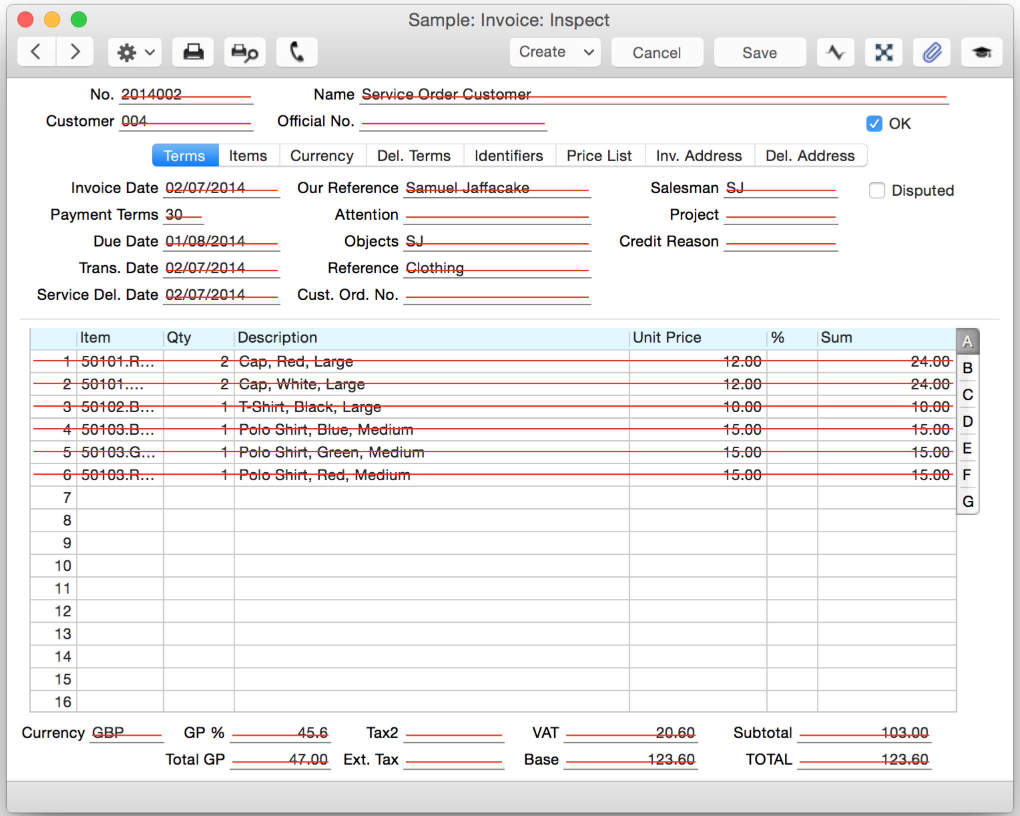
The number of copies, page size and/or magnification can be set individually in this way for each document or report. These settings will remain in place until 'Page Setup' is chosen once again. In this way you can individually adjust the documents and printouts to your personal preferences or requirements, separately for each user and each report or document.

Edit Menu - Copy

Use 'Copy' to copy text or numbers from one field to another without removing the data from the original field. Alternatively you can use the keyboard short cut ⌘-C.

This command can also be used to copy one or many records from a browse window. These records can then be pasted into a separate document.

Record Menu - Invalidate



You can use this function when an Invoice or Payment is open in a record window, when it is necessary to remove an Invoice from the Sales Ledger module or a Payment from the Purchase Ledger module. Any associated Nominal Ledger Transaction will be removed from the Nominal Ledger as well. As illustrated below, an invalidated Invoice is easily distinguished because all fields have red lines drawn through them.

You can invalidate Activities, Payments, Expenses, Cash Book Entries and Personnel Payments in the same way.

In the case of Sales Ledger Invoices, the function is designed for use in situations where Invoice Numbers are pre-determined (perhaps through being printed on Invoice stationary) and where it is not desirable to raise a Credit Note.

If the invoice is connected to Stock then it cannot be invalidated. In these circumstances, you should issue a Credit Note and receive the goods back into Stock using the Goods Receipt or Returned Goods registers.

In the case of Activities, once an Activity has been marked as Done and saved, the To Do and Private boxes, the Start and End Dates and Times and the Calendar options cannot be changed. If you realise that a Done Activity contains a mistake, open it and select 'Invalidate' from the Record menu. Red lines will be drawn through all the fields, and the Activity will be removed from the Calendar, Task Manager and all reports. Then Select the [Duplicate] button in the Create Menu to create a new Activity without the mistake.

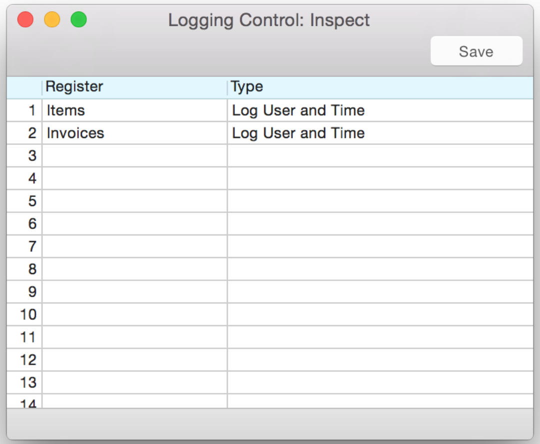
The Invalidate function can be convenient when you want to reverse/cancel certain records that have already created other transactions, such as once an invoice is “ok’d”. In this case you cannot delete the record, but you still have the chance to correct mistakes with this Invalidate option. The largest benefit is that the Nominal Ledger transactions are automatically removed as well. Thus, your accounts are accurate.

Logging the History of Records

For every record there is a History function. Activating this function by choosing ‘History’ from the Operations Menu will allow you to view the change history of the particular record.

HANSAWORLD

To use this function, you must first instruct Standard ERP to store the change histories of the records. This is done using the setting ‘Logging Control’ in the Technics Module:



Use the grid to tell Standard ERP which registers you wish to keep a history of and the changes made to each record. No history will be kept for registers not listed in the grid. Note that maintaining record histories will cause the size of the database to grow quickly.

For every register you can choose if you want to Log the User and the Time, if you want to keep the original record or you can switch the logging off. Under “Type field”, using Cmd+enter there are the following options available:

No Logging: No change history will be kept
Log User and Time: Whenever a record in the register is created or modified, the history will show the date and time this happened and the initials of the Person responsible
Keep Original Record: Again, the history will show the date and time each record was created or modified and the initials of the Person responsible. In addition, every modification of each record will be recorded.

Select the [Save] button in the Button Bar to save the Logging Control setting. Then quit and restart Standard ERP.

Once this has been done, to view the change history of a record, first open that record in a record window. Then, select 'History' from the Record menu. A list of the dates and times of modifications to the record appears: this can be printed by clicking the Printer icon.

Keyboard Shortcuts

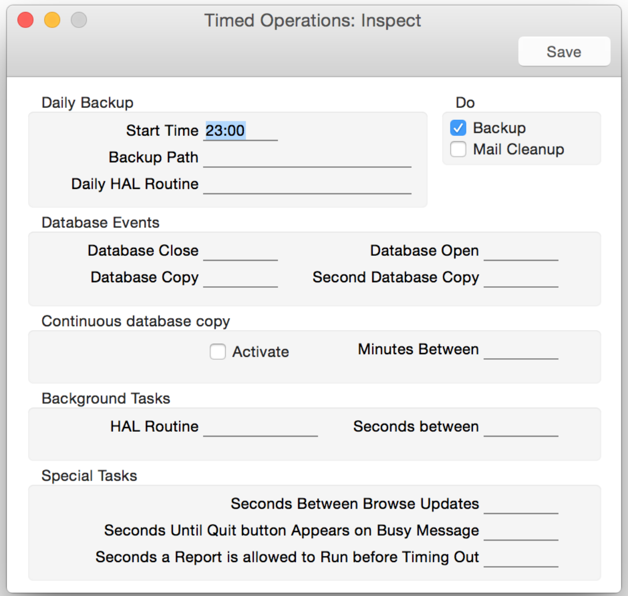
The following keyboard short cuts are available in Standard ERP:

Menu	function	Shortcut
Change Module		⌘-0 (*Zero*)
File Menu	Print (Printer Icon)	⌘-P
Edit Menu	Undo	⌘-Z
	Cut	⌘-X
	Copy	⌘-C
	Paste	⌘-V
	Select All	⌘-A
Record Menu	Next ([>] button)	⌘-+
	Prev ([<] button)	⌘--
	OK ([Save], [Run])	Shift-Enter
	Cancel ([Cancel])	⌘-B
	New ([New])	⌘-N
	Duplicate ([Duplicate])	⌘-Y
		⌘-Shift-D
	Attachments / Attach file	⌘-Shift-A
Window Menu	Save Normal Position	⌘-Shift-S
	Restore Norm.Position	⌘-Shift-T
Browse Window	Paste Special	⌘-Return
MasterControl	Open Registers	⌘-1 to 8
	Company	⌘-O
	Imports	⌘-Shift-I
	Reports	⌘-R
	Documents	⌘-D
	Settings	⌘-S
	Close Window	⌘-W
Other	Quit	⌘-Q
	Modify Linked Record	⌘-Shift-V
	Change Window	⌘-Shift-N
	Change Language in GUI	⌘-Shift-Y
	Attach File	⌘-Shift-A

BACKING UP YOUR DATA

The importance of establishing a regular routine for backing up your data cannot be emphasised enough. Standard ERP - like all financial systems - works with a single file database in which all your data about customers, invoices, Nominal Ledger etc, is stored. So, if you lose that file, you have not only lost a single document, but all your accounting and customer information.

This loss of data can be prevented by performing regular backups of the database. To make this task easier, Standard ERP offers a timed back-up feature. This feature can be found in the Technics module as a setting called “Timed Operations”.

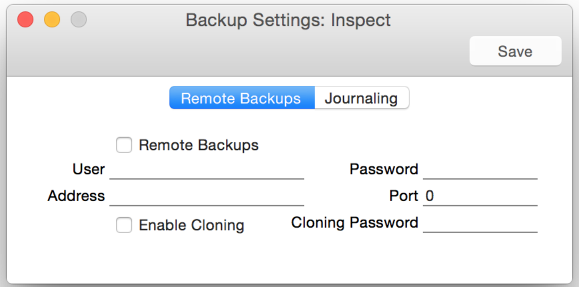


In this setting you can define the time and other specifications for when a database backup file will be created.

The backup will be stored in the folder 'Backup' within the Standard ERP directory. This backup path is specified as ./Backup . The system then creates a backup to this folder automatically every day. In this case you no longer have to worry about whether a backup is created but you can still be sure that your data is securely saved. If you want your backup to be saved in a different place, you should specify the full path to backup folder (/Applications/Backups).

For added safety of your data, there is one more solution - Remote Backups. It is a new service that allows customers to automatically send nightly backups to the remote server. Once a customer subscribes to this internet service, he will get a username, password, and remote server connection information. All this data should be entered in Backup Settings, in the System module.

Using Remote Backups setting in System module, the customer can see and download all nightly backups, which are stored in the remote server.


Backup Settings: Inspect
Save
Remote Backups
Journaling
Remote Backups
User
Password
Address
Port 0
Enable Cloning
Cloning Password

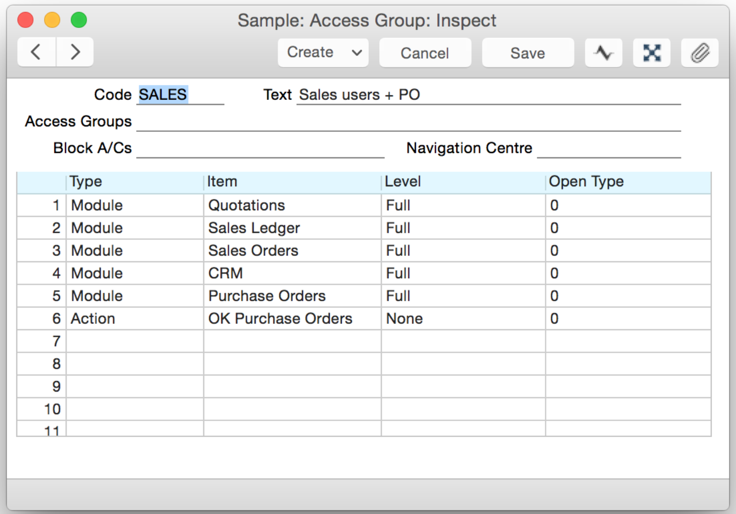
THE SYSTEM MODULE

This module contains settings and registers used collectively by the other modules, including the Chart of Accounts and Objects. It is also where the administration of users, including the allocation of access rights to the other modules, is carried out.

Access Groups

Access Groups are a part of Standard ERP's security system. You can define a number of Access Groups, each of which can be allowed access to one or more parts of the program. Each member of personnel, when entered to the Person register, can then be allocated to the relevant Access Group.

In a Persons record you can define Start Access Level parameter. By default, it is Full access, so if you create a new user without an access group, this user will have full rights to the system. If you define No access in the Persons record and the Access group is not specified, the user will not be able to use any functionality. Usually the user has access to work with all modules, except for some actions (for instance, Ok invoices or change parameters). In such cases it is wise to define Full Access in the Persons record and create the Access Group with forbidden actions. Some users do not enter data in the system and only need to see some reports. Then it is wise to define the No Access in the Persons record and create the Access Group with some allowed actions.

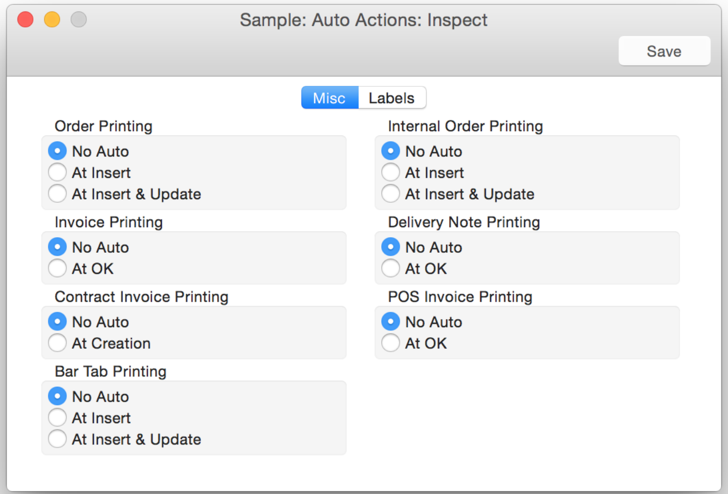


Members of the Access Group 'SALES' in the above illustration will have access to five modules – Sales Ledger, Sales Orders, Quotations, CRM and Purchase Orders. The Quotations module is featured in the first row of the grid, so this will be the active module when they first log in to Standard ERP. They will be allowed access to all functions within those modules, except that they will not be allowed to OK Purchase Orders. In this manner, you can determine in great detail to which parts of Standard ERP the members of each Access Group have access.

Moreover, Access Groups provide you with a possibility to both allow or disallow users to access any register, report, document or maintenance in the program.

Auto Action

This setting determines the rules for automatic document printing. You can choose to have Order Confirmations and Internal Orders printed every time a new Order is saved for the first time, or after every alteration of an Order. For Invoices, Freight Labels and Delivery Notes, the document can be printed each time an Invoice or Delivery Note is approved and saved. Set up the conditions for automatic printing according to your personal needs. Once set up this setting will save you a lot of time as printing is automated and therefore much faster.



Conversions

Standard ERP allows you to convert Accounts, Customer numbers, Item numbers and a couple of other registers. Please follow the instructions in the HansaWorld manual pages for more information on how to perform the conversion.

The conversion functionality can be used in two different ways.

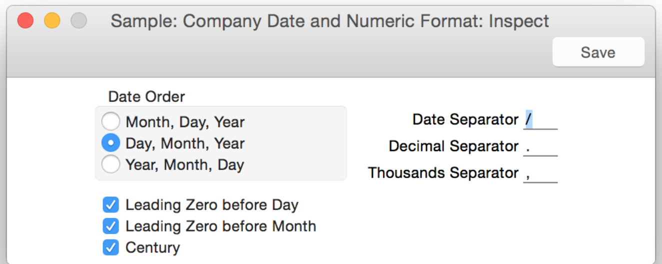
Firstly, you can use this function to change the record IDs, like Item Numbers or Customer Codes. The record IDs will be changed in all parts of the system. For example, if you change the Item Numbers, all transactions such as Quotations, Orders, Invoices, Deliveries and Goods Receipts will be changed as well. Other information like inventory levels for items as well as statistics and the history will stay intact.

Secondly, the Conversions can be used to “remove” old customers and items. This is done by converting all the old items to one single item number that is a common item to denote all the old items. This item can then be closed by checking the “Closed” check box on the item register. The result of the conversion is that all occurrences of the item on invoices, orders etc. will be replaced by the common, new item.

If you use the conversion to remove old records, you have to be aware that information like the Item history will no longer be useful for the converted items.

Company Date and Numeric Format

Use this setting to ensure that the company uses your preferred date and number formats.



If the Century check box is switched on, Standard ERP will display the century digits in all dates. However, you do not have to type the extra two century digits, they will be added automatically by Standard ERP. If you enter “100415” in a date field, Standard ERP will change it to “10-04-2015”.

In this way you can adapt Standard ERP very easily to local customs concerning how dates and numbers are written.

It is common that MS Excel and Standard ERP settings differ (decimal separators, thousand separators). There are two possibilities to change the Numeric format. Every person in the company can set their own preferred Number formats. The first possibility is on the User's record in the Persons Register, (under the “formats”tab). The second possibility is in the User Settings Module, under Settings, option “Client Date and Num. Format”(note that this option will be valid for the machine where the settings were changed).

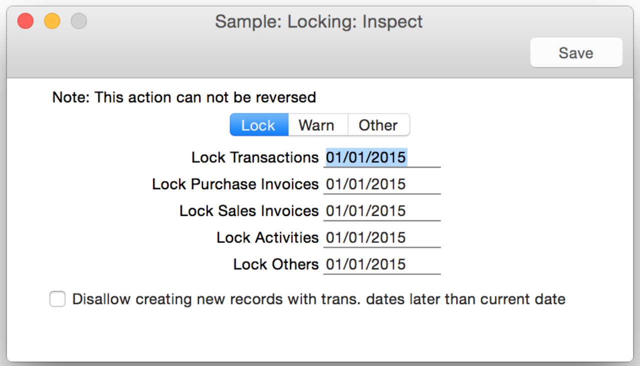
Language

If a customer is using multi-language interface, the user should define the default language code in the Persons record. Hence, after login, the user sees the chosen language as the default.

If the user has created their own document forms for printing, he should assign the language code to the document form and to the Persons card too. Then the documents will be printed in the assigned language by default.

Locking

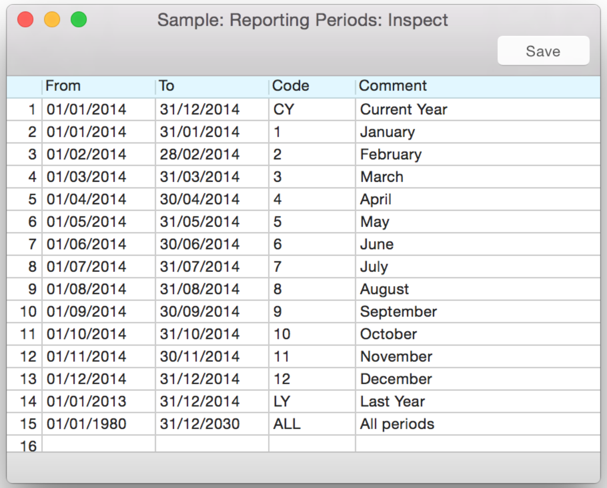
This setting allows you to close an accounting period to prevent the further entry of new or corrected transactions. This is done by specifying a cut-off date. Once this has been done, no transactions whose Transaction Date is on or before the cut-off date will be permitted. Because Locking is carried out by specifying a single date, months or periods must be locked chronologically.



Standard ERP does not force you to close months or periods, but this setting allows the use of such a feature if necessary. In this way you can securely close accounting periods and avoid the risk of confusing your transactions, and more importantly confusion of your Management Reports such as the Balance Sheet or the Profit and Loss Report.

Reporting Periods

This setting allows you to name and define certain time periods. These should be the periods that you will commonly use when producing reports. For example, if you want to produce monthly reports, you should define each month in this setting. The Reporting Period in the first row of this setting will be offered as a default wherever a Reporting Period is required and thus, filled in automatically. Using 'Paste Special' from the Period field of a report specification window will bring up a list of the Reporting Periods entered using this setting.



	From	To	Code	Comment
1	01/01/2014	31/12/2014	CY	Current Year
2	01/01/2014	31/01/2014	1	January
3	01/02/2014	28/02/2014	2	February
4	01/03/2014	31/03/2014	3	March
5	01/04/2014	30/04/2014	4	April
6	01/05/2014	31/05/2014	5	May
7	01/06/2014	30/06/2014	6	June
8	01/07/2014	31/07/2014	7	July
9	01/08/2014	31/08/2014	8	August
10	01/09/2014	30/09/2014	9	September
11	01/10/2014	31/10/2014	10	October
12	01/11/2014	30/11/2014	11	November
13	01/12/2014	31/12/2014	12	December
14	01/01/2013	31/12/2014	LY	Last Year
15	01/01/1980	31/12/2030	ALL	All periods
16				

Additionally, once memorised, the Code can be used as a fast way of choosing a Reporting Period. Reporting Periods are used in maintenances specification - windows too, wherever there is a period field.

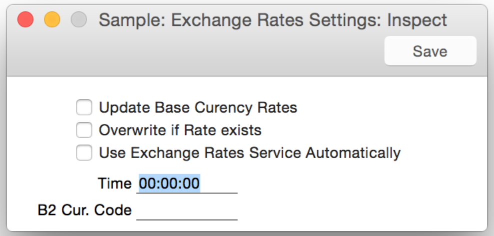
CLOUD SERVICES

National Bank Exchange Rates

This service is useful for those companies who use more than one currency and manually enter all the new exchange rates every day. Using this function you will automatically get all exchange rates. Go to the System module, choose Exchange Rates register. In the Exchange Rate Browse window, Select on the Operations button and chose National Bank Exchange Rates.

Specify the date for which new Exchange rates should be created. If you check Overwrite, then if the Currency Rate exists on the specified Date, then during import exchange rates for this date will be overwritten.

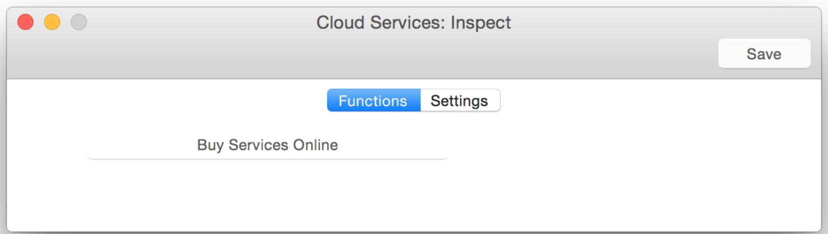
For automatic exchange rate update use Exchange Rates Settings:

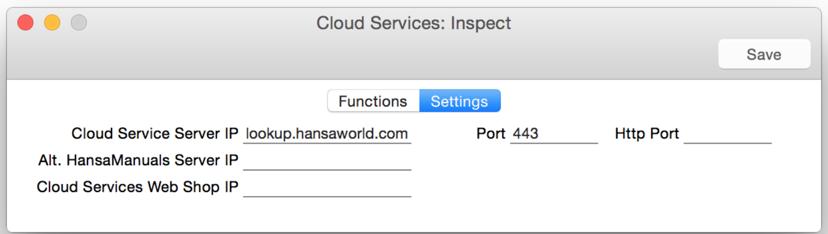


In this window you can set the time when the Internet Service should run, and choose if the existing exchange rate should be overwritten.

To run this Internet Service properly, you should use the same currency codes as the European Central Bank does.

This Internet Service is charged per one transaction. The first three trials are provided for free to Customers with valid HansaWorld contracts. The fastest way to purchase Internet Services is from the Cloud Services Settings in System module:

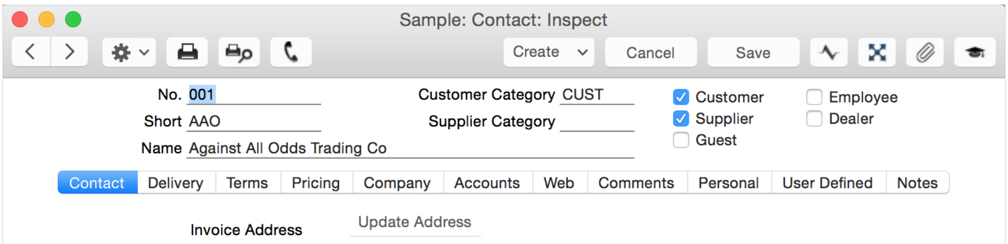




If you select the Buy Services Online button, this will bring you to a web page to confirm your request.

Update Address

This function is used for automatic filling of the address in the Contacts card.



Create a new contact from the Contacts Inspect, Contacts Browse window. Automatically a new window pops up on top of a new Contact record that was just created, allowing you to search through the addresses in the database, enabled with Estonian/Latvian/UK and Sweden enablers. To search for a company's address please enter the company's registration number and Select the 'Update Address' button. There is a Registration number field and there are two buttons: Cancel and Address Lookup. Selecting Cancel closes the little window and the user can enter all contact details manually on a new contact record. Pressing the Address Lookup button searches Contact details from Credit Information database and receives and fills the following fields on contact record:

- Company Name
- Address Line 1: House number and street name
- Address Line 2: Town
- Address Line 3: ZIP Code
- Telephone
- Fax
- Email
- Web Site

In the database enabled with UK enablers, the assistant window says: To search for a company's address please enter the zip code and Select the 'Address Lookup' button. There is a Zip code field and there are two buttons: Cancel and Address Lookup. Pressing Cancel closes the little window and the user can enter all contact details manually on a new contact records. Pressing Address Lookup button searches Contact details from Allies Computing database and gives Premises List window where user can select the required house name/house number/company name etc, and selecting a premises then fills following the Company Name and the Address lines on the contact record.

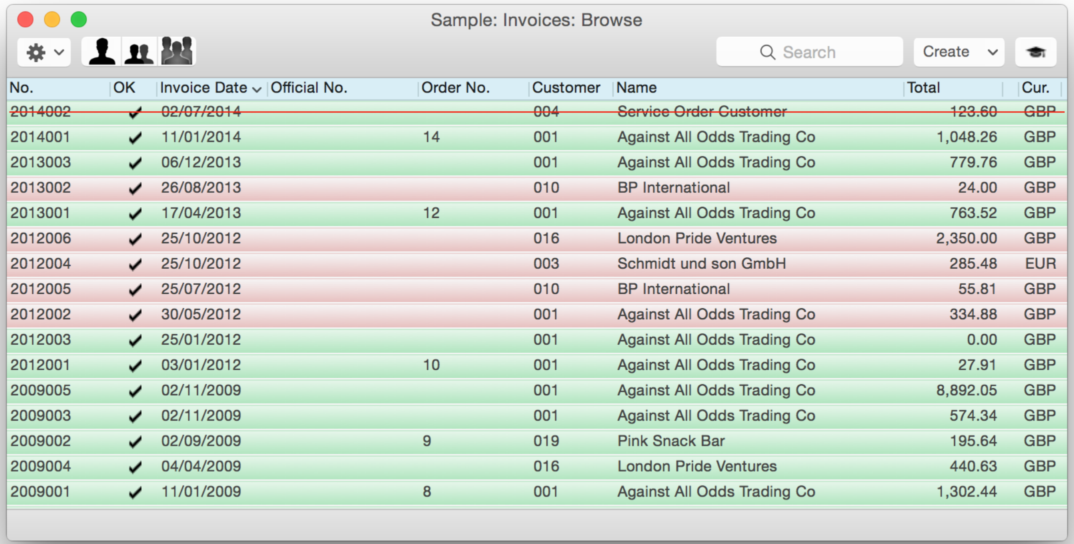
It is possible to turn this off in Sales Ledger>>Settings>>Contact Settings by ticking the box: 'Don't use Address Lookup when creating new Contacts'.

RECEIVABLE INVOICES, SALES ORDERS AND QUOTATIONS

Printing invoices

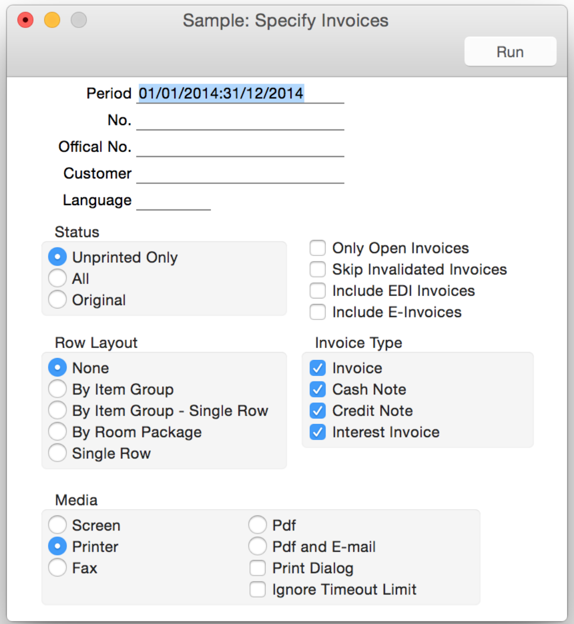
When a large number of invoices are to be created and printed you don't have to print them one by one by selecting the printer icon on each one of them. Standard ERP offers two ways to efficiently print invoices.

The first option is to set up the Auto Action for printing invoices at OK, then you can OK many invoices at the same time by selecting them in the “Invoice: Browse” window all at once then going to Operation menu and choosing command “OK”. This can also be done with deliveries.


Sample: Invoices: Browse

No.	OK	Invoice Date	Official No.	Order No.	Customer	Name	Total	Cur.
~~2014002~~	✓	~~02/07/2014~~			~~004~~	~~Service Order Customer~~	~~123.60~~	~~GBP~~
2014001	✓	11/01/2014		14	001	Against All Odds Trading Co	1,048.26	GBP
2013003	✓	06/12/2013			001	Against All Odds Trading Co	779.76	GBP
2013002	✓	26/08/2013			010	BP International	24.00	GBP
2013001	✓	17/04/2013		12	001	Against All Odds Trading Co	763.52	GBP
2012006	✓	25/10/2012			016	London Pride Ventures	2,350.00	GBP
2012004	✓	25/10/2012			003	Schmidt und son GmbH	285.48	EUR
2012005	✓	25/07/2012			010	BP International	55.81	GBP
2012002	✓	30/05/2012			001	Against All Odds Trading Co	334.88	GBP
2012003	✓	25/01/2012			001	Against All Odds Trading Co	0.00	GBP
2012001	✓	03/01/2012		10	001	Against All Odds Trading Co	27.91	GBP
2009005	✓	02/11/2009			001	Against All Odds Trading Co	8,892.05	GBP
2009003	✓	02/11/2009			001	Against All Odds Trading Co	574.34	GBP
2009002	✓	02/09/2009		9	019	Pink Snack Bar	195.64	GBP
2009004	✓	04/04/2009			016	London Pride Ventures	440.63	GBP
2009001	✓	11/01/2009		8	001	Against All Odds Trading Co	1,302.44	GBP

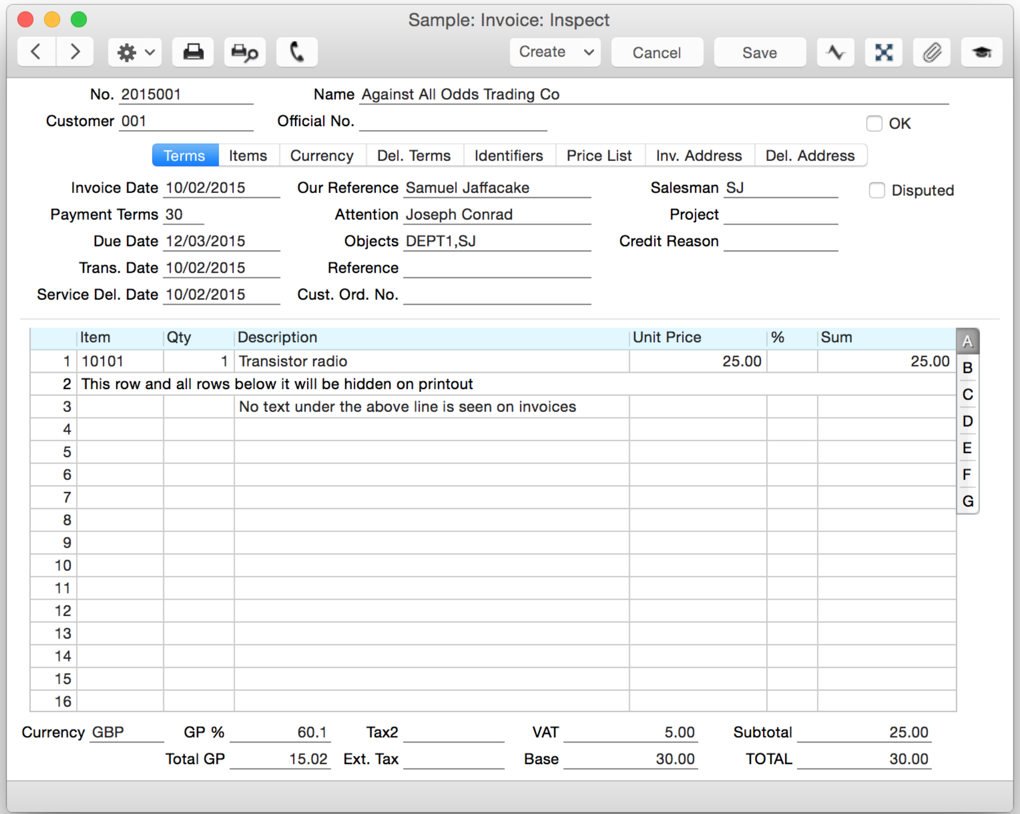
The second method is to print a batch of invoices directly from the Sales Ledger Module using the Forms function in the Navigation Centre. This function allows you to enter a range of invoices and other specifications about the kind of invoice. This saves you a lot of time because this function allows you to print the specified invoices at once, as a batch, for example, at the end of the day.



In the Forms Specification window you can:

- enter the period to which the invoices you want to print belong;
- enter the range of invoice numbers that should be printed, separated by colon (:);
- select if printing already printed invoices;
- choose the type of invoice to be printed;
- choose the row layout: None will print the invoice as is; By Item Group, the rows on the invoice are grouped by Item Group; By Item Group – single Row, will be the same as previous option, but each Item Group is just printed as one line; By Room Package, the accommodation charge and any package is summed into one line. The row that does not form part of the package is left unchanged. Single Row option means that all rows are summed into one line.
- choose other options.

Hidden lines

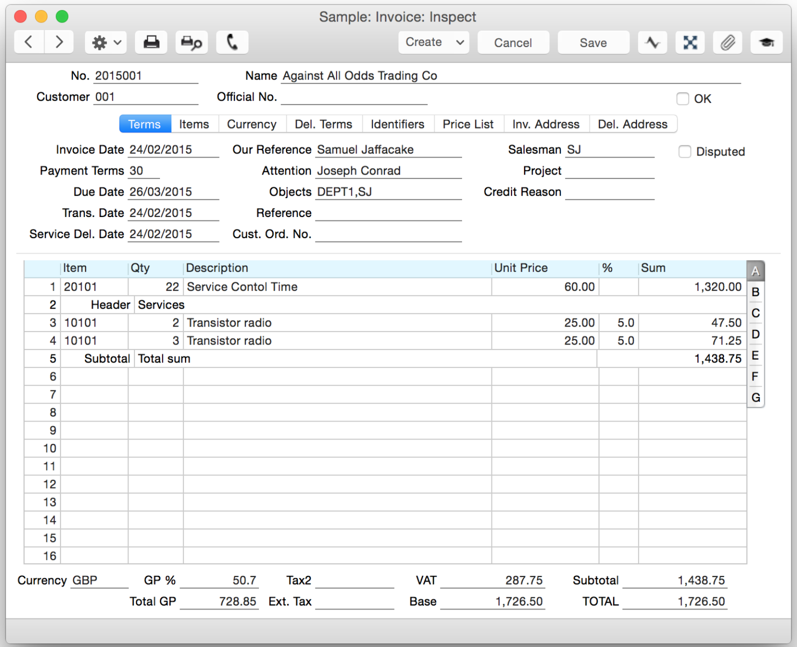


Hidden lines are used in Invoice records to hide all additional information that is not intended to be seen by your customer. To add Hidden Lines in an Invoice simply by selecting the row where you want it to appear, right click and add hidden line.

As we can see in the picture above, after the Hidden Line is added, standard text appears in row 3: “This row and all rows below it will be hidden on printout”. All text bellow Hidden Line is not seen on the print out.

Header and Sub Total Lines

A user can add Header and Sub Total rows to Invoice and Quotation records. This can be done by selecting the option 'Add Header Line' or 'Add Subtotal' in the same way as the hidden line above in these registers.



Using Headers and Sub Total lines allows you to display the information in a more professional way. For example, you can separate products from services offering the Customer the subtotals for each category of product.

Drag and Drop for Sales Orders

You can create Invoices and Deliveries from the Operations menu of a Sales Order Browse and Inspect window, however, you can achieve the same result by using Drag and Drop.

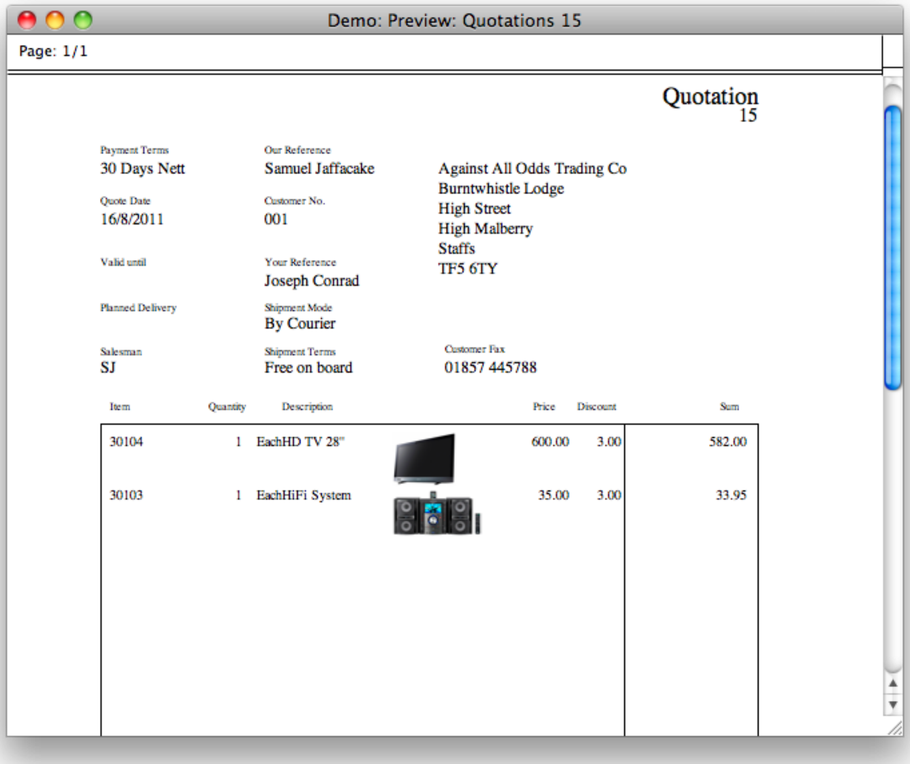
If you highlight a Sales Order record in the Orders Browse window, and Drag and Drop this Order to the Deliveries Browse window, then, you will see a new Delivery created for this Sales Order in the Browse window. All you need to do then is ok it.

In the same fashion, if you highlight a Sales Order record in the Orders Browse window, and Drag and Drop this order to the Invoices Browse window, then, you will see a new Invoice created for this Sales Order.

Printing Item images from Item matrix

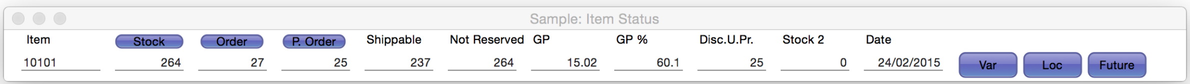
You can print a picture file attached to an Item record from the following documents matrixes: Invoices, Cash Notes, Quotations, Sales Orders, Purchase Orders, Good Receipts and Service Orders.

The specific information on how you need to set up Picture objects to achieve this result is explained in the 'Form Register' chapter of this document.



Item Status Bar

You can use the Item Status Bar to get instant information about how many items you have in inventory, and how many are on Purchase Orders, Sales Orders etc. Moreover you can open the Stock list, Outstanding Orders and Outstanding Purchase Orders reports straight from the Item Status window - just select the 'Stock', 'Order' or 'Purch. Ord.' buttons. The item status bar can be opened from an Order, Invoice and from most records that contain item matrices.



You can set up the information that you want to have in the Item Status Bar in the Setting Item Status Settings in the Sales Ledger module. Additionally, you can set up the system to open the Item Status Bar automatically when you open an order or invoice in the setting Item Settings in the Sales Ledger module, by ticking option"Show Item Status".

These two settings allow you to customise the Item Status Bar to your personal preferences concerning the information displayed. Additionally, you can use it in combination with the Window Save Position function described earlier. This will allow you maximum efficiency to work with this function.

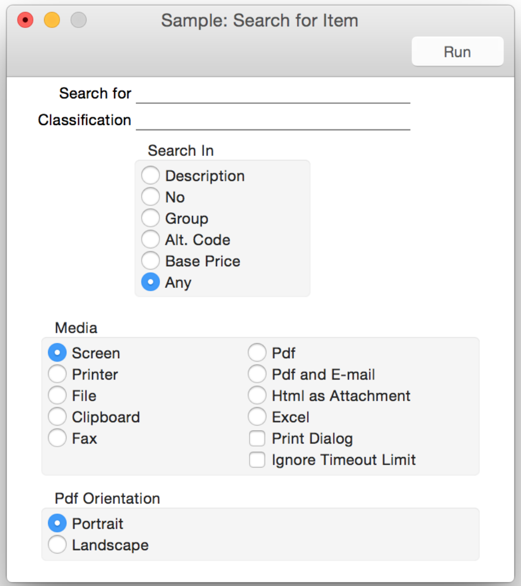
You can setup what information is shown in this bar by setting it up in Sales Ledger >> Settings >> Item Status Setting.

Item search

The following registers have the Operations menu function: Item Search:

Goods receipt, Returned goods, Stock Movement, Stock Adjustments, Stock Count, Internal Order, Sales Order, Purchase Invoices, Purchase Order, Purchase Order Quotation, Recipe, Production, Quotation, Invoice, Service Order, Work Order, Work Sheet.

If you create a new record in any of these registers, put the cursor in the matrix and run this Operations menu, it will give you the Item search Specification window.



To make the search faster or more accurate, you can specify which part of the item card should match your request, by ticking the proper radio-button within the"Search In"section.

If you, for example, search for radio, it gives you a report with all radio items in the Item register. If you use the drill down on any item code, then this item will be pasted to the record you ran the Operations menu function from.

Automatic Creation of Invoice

From version 6.4 a new check box has been added in the Order settings: "Create Invoice when OKing Delivery" (Sales Orders Module > Settings > Order Settings). If it is ticked, and a user confirms a Delivery by ticking OK, the system automatically creates an Invoice record and opens it up on screen. This allows you to make sure that each Delivery will be invoiced on the same date that the delivery was confirmed.

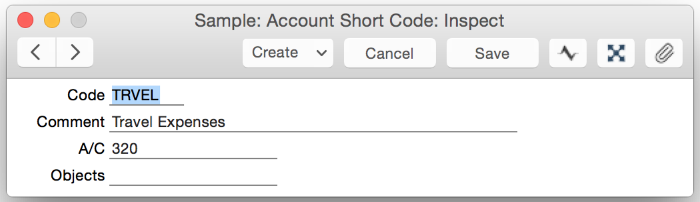
In the same setting, one more check box has been added:"Create Credit Note when OKing Returned Goods". If this is ticked and a user confirms a Returned Goods from a Customer by ticking OK, the system automatically creates the receivable Credit Note record and opens it up on the screen. This allows you to make sure that each Returned Goods document will also be credited on the same date that the returned goods record is confirmed.

NOMINAL LEDGER

Account Short Codes

You can use Account Short Codes to simplify the entry of Payments and Expenses. This is especially interesting for users who are not familiar with accounting, or who should not have access to the Accounts and Objects registers. You can define your Short Codes using the 'Paste Special' function from the field “Short Code” on a payable Invoice or Expense record. The correct Account and Object will be filled in automatically.

In this way you can enter a new Account Short Code, or to edit an existing one: go to the Nominal Ledger module. In the settings, you will find “Account Short Codes”. Select on the desired entry in the list to edit it, or add a new record by clicking the button [New] in the button bar.



If you give the Account Short Codes easily understandable comments, for example the type of cost, you can reduce errors and ensure that correct accounts are used.

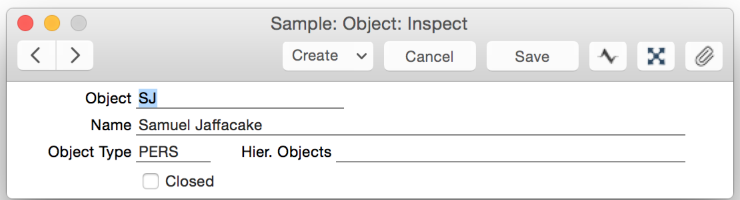
Objects

In traditional cost accounting, the classification of expenditure and the allocation of different expenses to departments, products, regions, etc., is a well known problem area. In essence, there is a need to present management reports in several different views or dimensions. Normally, there are three basic dimensions used in the accounting of any business:

1. The KIND of income or expense - material, labour, transport, telephone etc.
2. The COST CENTRE, i.e. the department or organisational unit that carries the responsibility for incurring the expense or realising the revenue.
3. The COST BEARER, normally the output, product or service produced.

In some businesses, there is a requirement to add further dimensions that are not subdivisions of the above, such as geographical areas.

You can assign default Objects to Customers, Items, Suppliers, individual Invoices and Nominal Ledger entries. When an Object is assigned to a Customer, for example, Standard ERP will automatically assign that Object to all Nominal Ledger Transactions generated by Invoices made out to that Customer. This gives you excellent possibilities to report sales per Object.

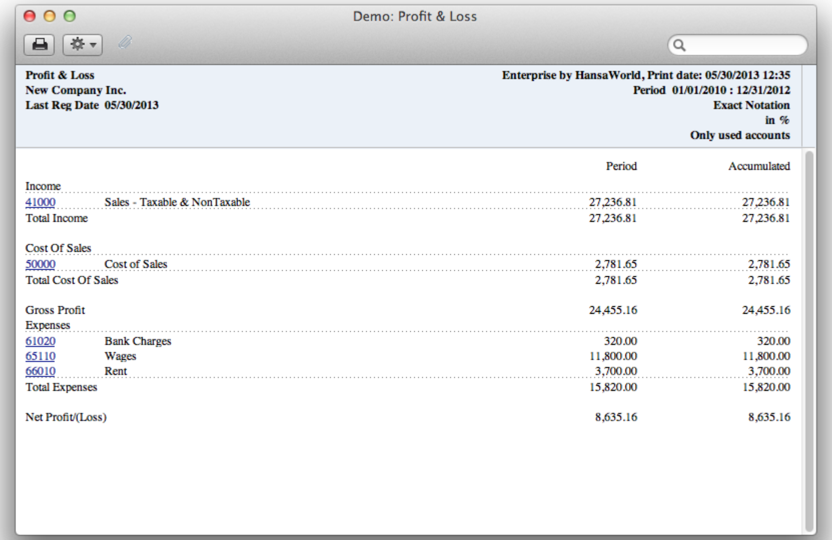


Object Types

Objects that belong to the same type, e.g. departments or products, can be grouped together as Object Types. Several reports in Standard ERP can be produced for an Object Type.

The following Objects are defined for the three Object Types:

For all invoiced sales that are recorded with an Object of the 'PERS' Object Type, we can produce a Profit & Loss report for:


Demo: Profit & Loss

Profit & Loss
New Company Inc.
Last Reg Date 05/30/2013

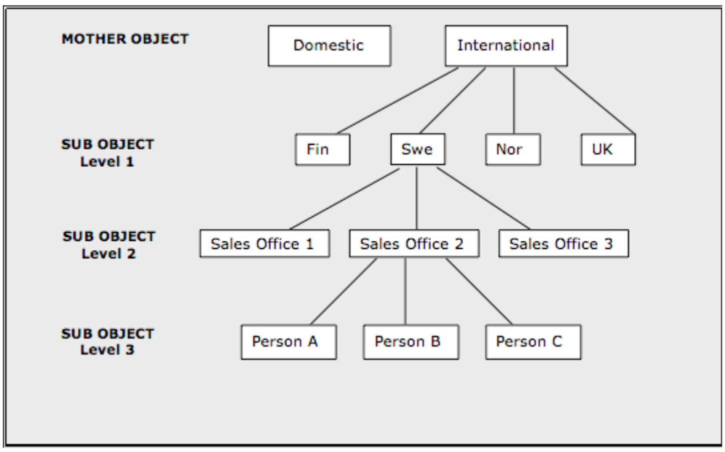
Enterprise by HansaWorld, Print date: 05/30/2013 12:35
Period 01/01/2010 : 12/31/2012
Exact Notation
in %
Only used accounts

		Period	Accumulated
Income			
41000	Sales - Taxable & NonTaxable	27,236.81	27,236.81
Total Income		27,236.81	27,236.81
Cost Of Sales			
50000	Cost of Sales	2,781.65	2,781.65
Total Cost Of Sales		2,781.65	2,781.65
Gross Profit		24,455.16	24,455.16
Expenses			
61020	Bank Charges	320.00	320.00
65110	Wages	11,800.00	11,800.00
66010	Rent	3,700.00	3,700.00
Total Expenses		15,820.00	15,820.00
Net Profit/(Loss)		8,635.16	8,635.16

In short, by using objects and object types you can benefit from more specific reports, more specific information deductible from the system and therefore a higher efficiency in reporting.

Objects - Hierarchical Objects

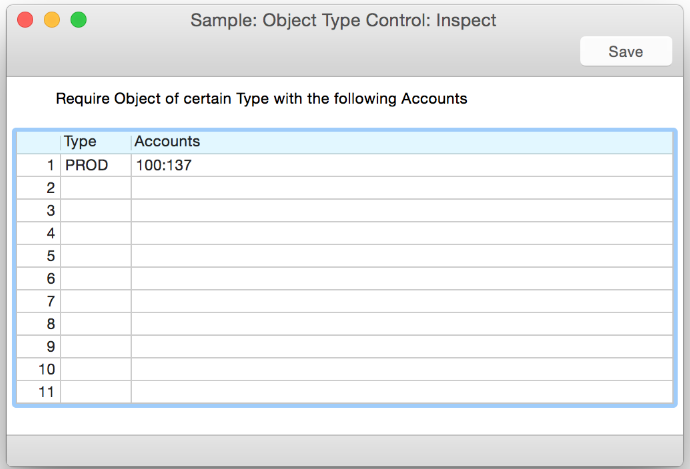
In order to simplify the assigning of Objects, Hierarchical Objects can be used. This means, it is possible to define object trees, consisting of several main objects and sub-objects.



When entering an object from the bottom of this tree, in this example a sales person, all objects that are on higher levels are assigned automatically. This does not only save you time and avoid mistakes that may occur when assigning objects manually, but it is also very beneficial when doing reports. Reports can be run more specifically and according to different levels in the object tree.

Object Type Control

This setting allows you to make sure that you will always choose an Object belonging to a certain Object Type when entering a Transaction using specified Accounts. This feature serves as a handy reminder to always use certain Objects on certain records.



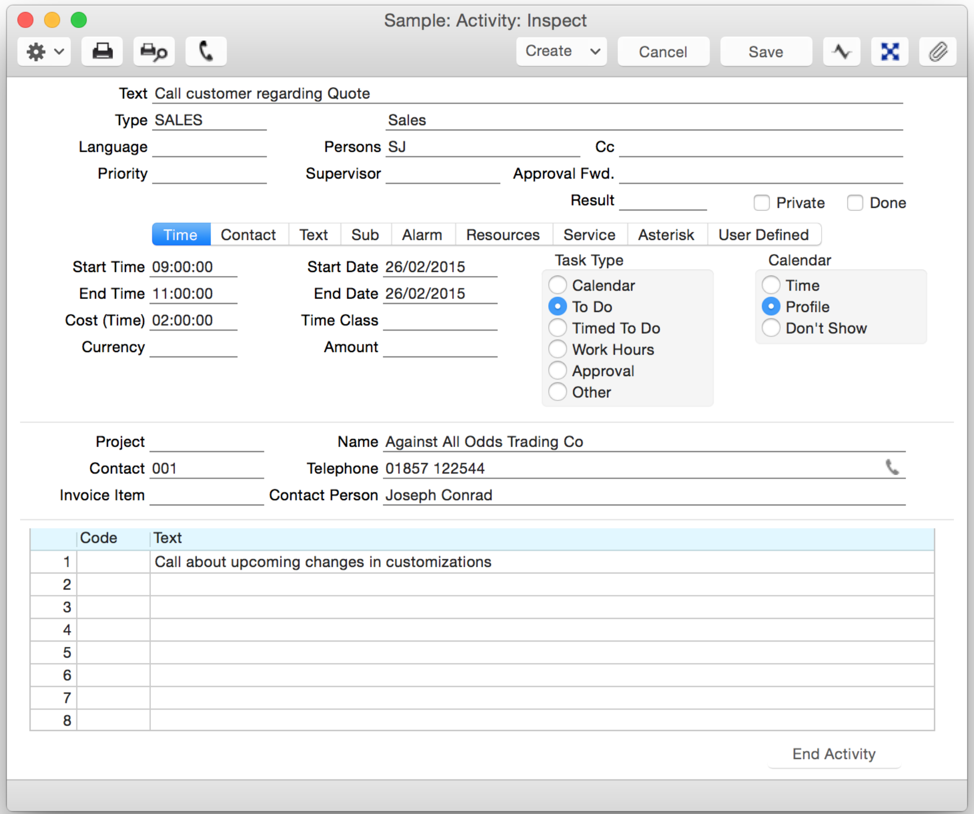
THE CRM MODULE

CRM is about knowing your customers. Using the Pareto rule, 20% of your customers will deliver 80% of the value. CRM is about understanding just who that 20% is.

The CRM module (Customer Relationship Management) is a simple and efficient tool for keeping track of contacts with Customers, organising mail-shots and for planning activities of all kinds.

Activities

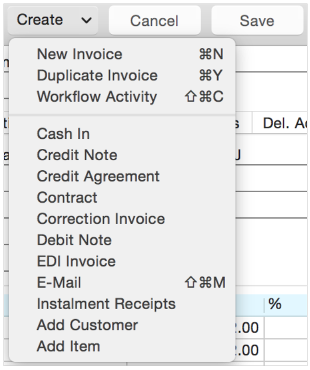
You can record all business events, appointments and tasks as Activities. There are many different ways of creating Activities. For example, from the Calendar, the Task Manager and the Customer record (via the Operations menu).



Through the careful use of Activity Types and Classes, the Activity register can become a valuable source of information recording many different types of customers and other business related Operations.

E-mails

Standard ERP has external email functionality. It is possible to create emails straight from Quotations, receivable Invoices and Contact records etc. All you need to do is choose option “Create Email” from the Create menu in the record you wish to email. An automatic Email with the primary contact email address will be created. Moreover, the email will have an attachment with the Quotation or Invoice document in pdf format. This could save a lot of time, because you do not need to create an email manually, look for the recipients email address and manually create and attach a pdf file , etc. All these steps are completed automatically with one Click.



Dragging Customers and Contacts

Customers and contacts in Standard ERP, and their data, can be used very efficiently and easily with the Drag and Drop feature. You do not have to open the Contact's card anymore to add the customer to a record. For example Quotations, Emails and other records where you want to enter a customer. You can simply drag them from the Browse window and all their data is filled in automatically.

Drag and Drop - Quotations

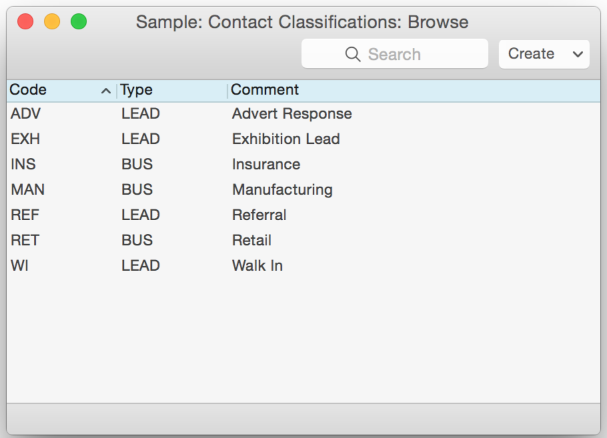
You can drag the customer record from the Customer Browse window to the Quotation Browse window. This will create a Quotation with the customer information already filled in.

Drag and Drop - Emails

If you have the Contact Person Browse window and the Mail Browse window open, you can drag a Contact record to the Mail Browse window. This will create an email to the contact person with the email address the same as on the Contact card. You can use Drag and Drop in email for Contact Persons, Customers, Suppliers etc. Basically, every Contact Record that has an Email address specified.

Customer Classifications

This setting allows you to define any number of Classifications, that you can then use to categorize your Customers, perhaps recording their relationship to you (e.g. lead, service customer or retail customer). You can do this using the Class. field on the 'Contact' card of the Customer record and on the 'Comment' card of the Contact Person record. This field can contain one or more Classification Codes, separated by commas. So, for example, a particular Customer can be both a lead and have a credit rating of 3.

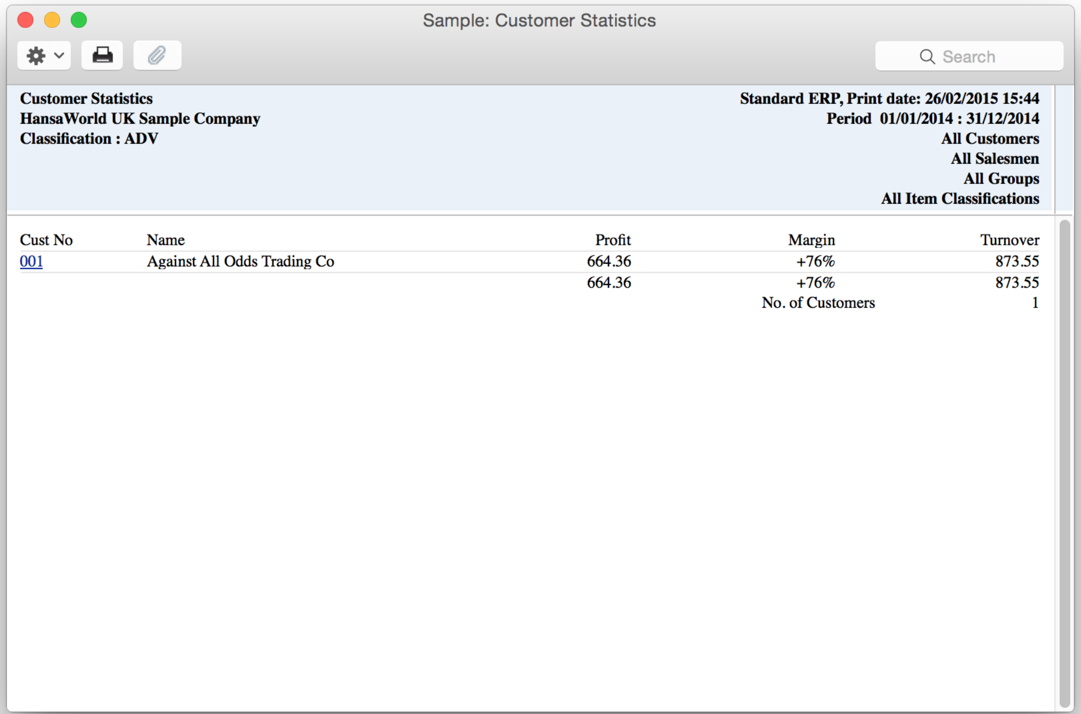


The Customer Classification provides a different means of classifying Customers compared with the Customer Categories Setting in the Sales Ledger module. You will usually use the Category to record the types of business in which your Customers are engaged. You can allocate more than one Customer Classification to each Customer, but only one Category.

The Customer Classification can be used as a search criteria in many reports in the CRM module (and the EU Tax receivable report in the Sales Ledger module), thus allowing you to run detailed reports for specific classifications. An additional benefit is, that the allocation of classifications reveals details about the customer immediately at first sight, directly on the Customer record. As a person in contact with this customer, you will get an immediate idea about who the customer is and what he does.

Classifications in Reports

Classifications are a very useful way to categorise specific records.



You can enter classifications to Contact and Item Records. The information described in this chapter applies to both Item and Contact Classifications. In many Standard ERP reports you can enter Classifications, which means that you can run your reports for a specific classification only, thus, a specific category of customers, or items. This allows you to get the information you need from of the system in a more thorough and diverse way.

In the report, you can enter a Classification Code in the field 'Classification' if you want to list Records with a certain Classification. If the field is empty, all Records, with and without Classifications, are included.

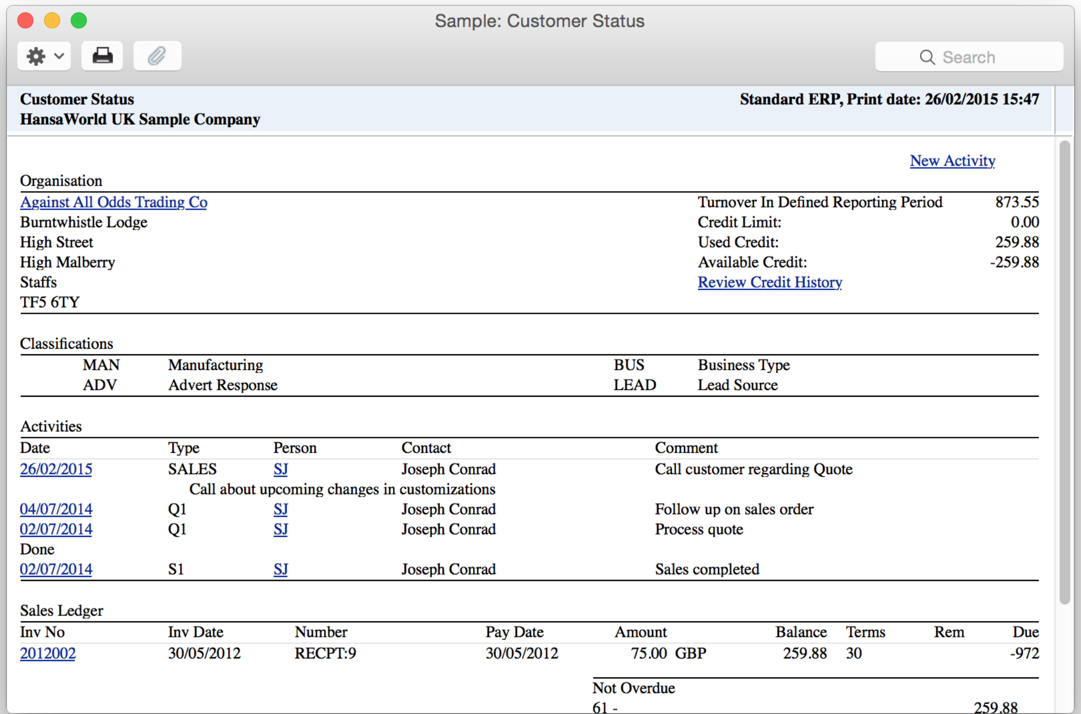
If you enter a number of Classifications separated by commas, only those Customers or Items featuring all the Classifications listed will be shown. If you enter a number of Classifications separated by a plus signs (+), all Records featuring at least one of the Classifications listed will be shown. If you enter a Classification preceded by an exclamation mark (!), all Items featuring any Classification except the one listed will be shown.

For example, in the Item History report you have the Item Classification field, where you can enter the following filters:

1,2	Lists Items with Classifications 1 and 2 (including Items with Classifications 1, 2 and 3).

1+2	Lists Items with Classifications 1 or 2.
!2	Lists all Items except those with Classification 2.
1,!2	Lists Items with Classification 1 but excludes those with Classification 2 (i.e. Items with Classifications 1 and 2 are not shown). Note the comma before the exclamation mark in this example.
!1,!2	Lists all Items except those with Classification 1 or 2 or both. Again, note the comma.
!(1,2)	Lists all Items except those with Classifications 1 and 2 (Items with Classifications 1, 2 and 3will not be listed).
!1+2	Lists Items without Classification 1 and those with Classification 2 (Items with Classifications 1 and 2 will be listed).
(1,2)+(3,4)	Lists Items with Classifications 1 and 2, and those with Classifications 3 and 4.

Customer Status Report



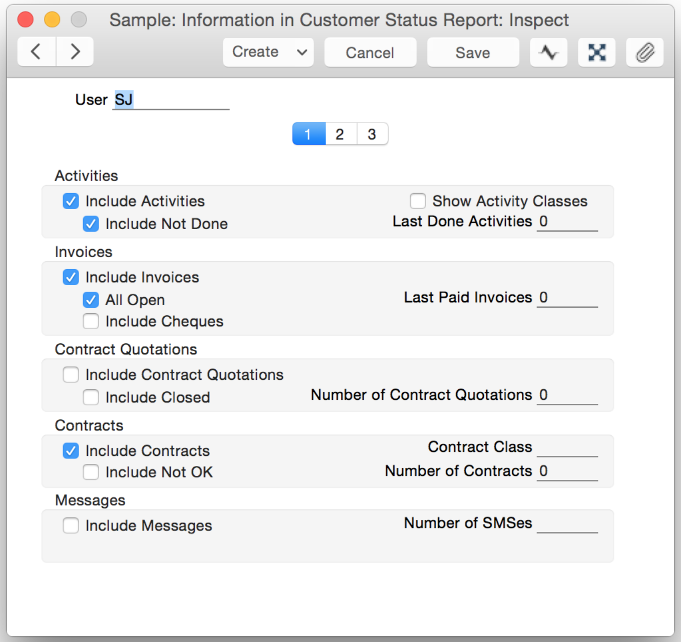
Whenever you want to get any information about a specific customer, or a range of customers, you can run the Customer Status Report.

In its basic form, this report shows the address and turnover information and lists all Contact Persons connected to Customer currently on screen, or for those Customers highlighted in the browse window. However, if required, more information can be shown in the report, such as lists of recent Activities, Invoices, Contract Quotations, Contracts, Quotations and Orders, and monthly sales figures for the past years.

This customer status report can be set up individually for each person, using the setting 'Info on Customer Status Report' in the 'Settings' list in the CRM module.

Here you can specify which information will be shown in the Customer Status Report when it is produced by different users. In this way, you can set up the information to be displayed for a sales person and set up a different set of information for a person in the service department.

In short, you can save a separate record in this setting for each Person, so each user can customize the report to their particular requirements.

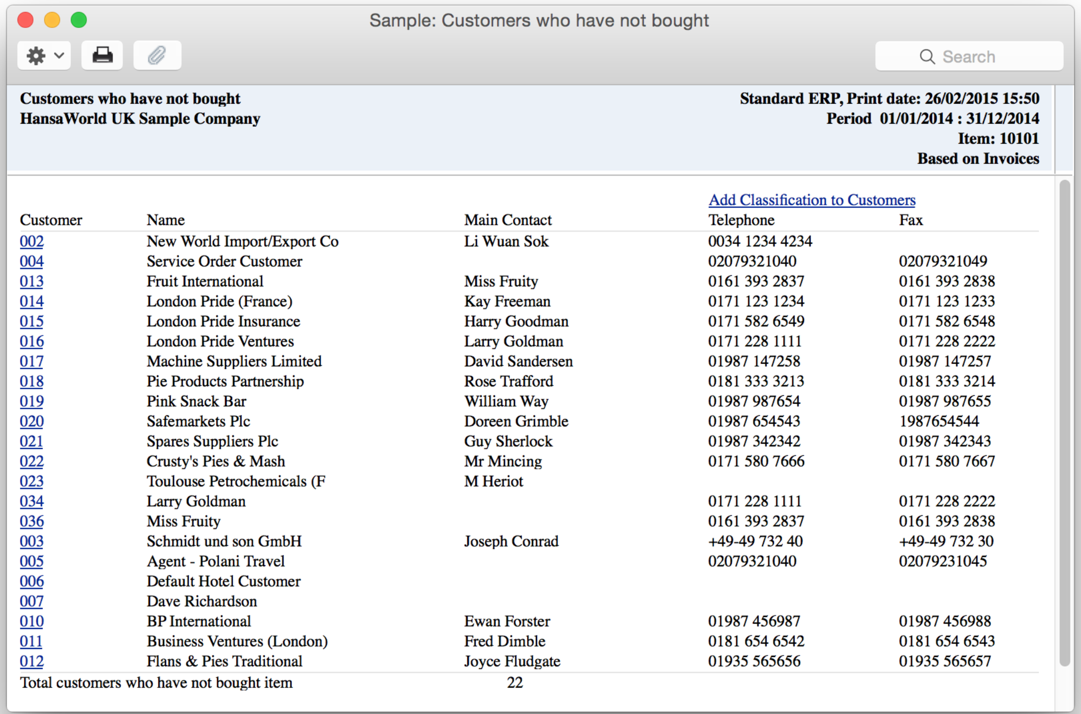


Who has bought/not bought

This report lists the Customers that have bought or not bought a specific Item, or Customers with Contracts containing or not containing a specific Item.

Using the Customer Status report, you can easily keep track of customer preferences. This will allow you to make more specific offers to your existing customers. You can also apply this knowledge to new customers with a similar profile using classifications.

HANSAWORLD



Sample: Customers who have not bought

Customers who have not bought
HansaWorld UK Sample Company

Standard ERP, Print date: 26/02/2015 15:50
Period 01/01/2014 : 31/12/2014
Item: 10101
Based on Invoices

Add Classification to Customers

Customer	Name	Main Contact	Telephone	Fax
002	New World Import/Export Co	Li Wuan Sok	0034 1234 4234	
004	Service Order Customer		02079321040	02079321049
013	Fruit International	Miss Fruity	0161 393 2837	0161 393 2838
014	London Pride (France)	Kay Freeman	0171 123 1234	0171 123 1233
015	London Pride Insurance	Harry Goodman	0171 582 6549	0171 582 6548
016	London Pride Ventures	Larry Goldman	0171 228 1111	0171 228 2222
017	Machine Suppliers Limited	David Sandersen	01987 147258	01987 147257
018	Pie Products Partnership	Rose Trafford	0181 333 3213	0181 333 3214
019	Pink Snack Bar	William Way	01987 987654	01987 987655
020	Safemarkets Plc	Doreen Grimble	01987 654543	1987654544
021	Spares Suppliers Plc	Guy Sherlock	01987 342342	01987 342343
022	Crusty's Pies & Mash	Mr Mincing	0171 580 7666	0171 580 7667
023	Toulouse Petrochemicals (F	M Heriot		
034	Larry Goldman		0171 228 1111	0171 228 2222
036	Miss Fruity		0161 393 2837	0161 393 2838
003	Schmidt und son GmbH	Joseph Conrad	+49-49 732 40	+49-49 732 30
005	Agent - Polani Travel		02079321040	02079231045
006	Default Hotel Customer			
007	Dave Richardson			
010	BP International	Ewan Forster	01987 456987	01987 456988
011	Business Ventures (London)	Fred Dimble	0181 654 6542	0181 654 6543
012	Flans & Pies Traditional	Joyce Fludgate	01935 565656	01935 565657
Total customers who have not bought item		22		

Customers whose preferences are recognised and addressed are more satisfied with the company. A higher satisfaction leads to increased customer loyalty, to increased and more regular sales and to a remarkably reduced risk of losing customers.

BI Reports

There is a new improved tab added in the records of Contacts and Customer Categories. It is called BI (Business Intelligence) and is a graphical presentation of sales for the indicated Contact / Customer Category in the past year. Similar tabs have been added for the Items and Item Groups registers. No setting up needed.

EXCEL INTEGRATION

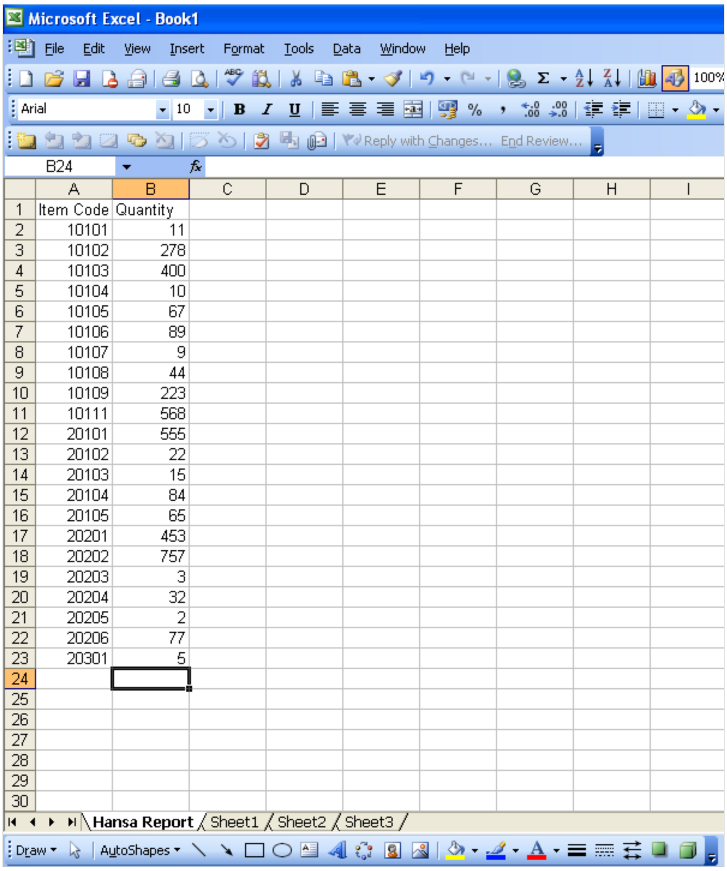
Standard ERP can be used in combination with Microsoft Excel. Here we will present two ways of working with Standard ERP and Excel.

1. You can write a list in excel and paste it into Standard ERP
2. You can export reports from Standard ERP directly to Excel and change or adjust them there according to your preferences

This Excel integration can be seen as a prolonged arm of Standard ERP. It allows you to profit from the additional functions of an external tool.

Pasting lists from Excel into Standard ERP

You can paste information from Excel into a matrix in Standard ERP. Here is an example: Let's say that you just have done Stock taking and you have your items in Excel in a list similar to the picture below.



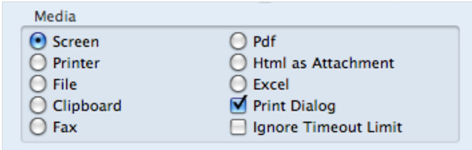
Item Code	Quantity
10101	11
10102	278
10103	400
10104	10
10105	67
10106	89
10107	9
10108	44
10109	223
10111	568
20101	555
20102	22
20103	15
20104	84
20105	65
20201	453
20202	757
20203	3
20204	32
20205	2
20206	77
20301	5

By first copying column A from Excel and pasting it into the matrix of a new Stock Count record in Standard ERP and then do the same thing with column B. You can create an Stock Adjustment record in just a few seconds. If you have more rows in Excel than available rows in the Stock Count record in Standard ERP, you just copy the rows in smaller sections to create many Stock Count records in Standard ERP.

This feature is available not only for Microsoft Excel, but for other spreadsheets as well (i.e. OpenOffice).

Reports in Excel

In the Report Specification window in Standard ERP reports, the following options are available:

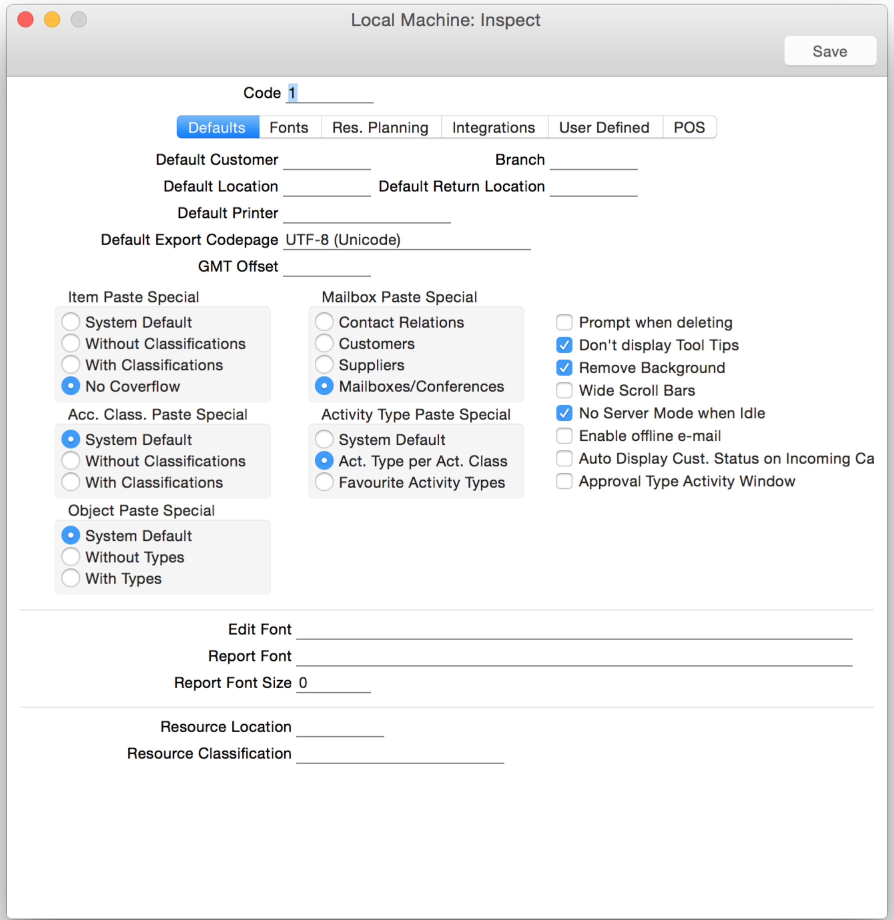


To get a Standard ERP report into Excel you can either select the 'Clipboard' or 'File'. If you select 'Clipboard', the result of the report will be put on the clipboard, this means that you can paste the result of the report directly into an empty Excel sheet.

If you select “File” the result will be put into a file (the user selects a filename and location for the file). This file can then be opened in Excel.

Reports that are sometimes not designed to be opened in a program other than Standard ERP can give the result of column headings not matching columns in Excel. Exports normally give a nicer layout when opened in Excel.

If special characters do not appear in the exported report, check the Local Machine setting in the User Settings module.



The Default Export Codepage field should be filled with proper code.

These features are available not only for Microsoft Excel, but for other spreadsheets as well (i.e. OpenOffice).

Export to 'Excel' concerns specifically Microsoft Excel spreadsheet.

Profit & Loss report in Excel

To get your Profit & Loss report into Excel in an easy way, follow the steps below:

1. Run the report Profit & Loss with the option Media: Clipboard.
2. Paste the result into an empty Excel Workbook, for example Sheet1
3. Switch to Sheet2 in your Excel document and put the cursor in field A1. Type the '=' character and then Select the field A1 on Sheet1. You have now created a link. The field A1 and Sheet2 should contain the formula '=Sheet1!A1'.
4. In Sheet2. Select the field A1 and move the cursor to the lower right corner of A1. The Mouse pointer should now take the shape of a black cross with white borders. Press down the mouse button and move to the right and then down to create an area of links of the same size as your Profit & Loss report on Sheet1.
5. Now you can remove the unwanted fields on Sheet2, add colors and change fonts until you get the layout and the formatting that you want.
6. To update your Profit & Loss report just paste a new Profit & Loss report from Standard ERP into Sheet1 of your Excel Workbook. As the link within Sheet2 has already been created (with step 3 mentioned above), there is no need to repeat the above steps again.

In this way you can easily change your management reports and update them.

Update your item register in Excel

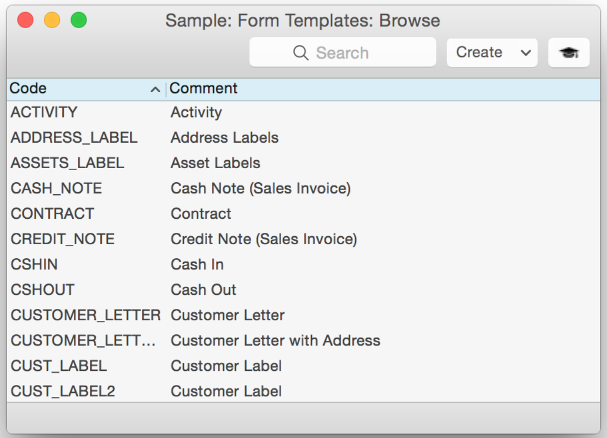
To update your item register in Excel follow these steps. This is not recommended unless you know exactly what fields you should change. Try it out on a test database before you do it on your live data, and make sure that you make a backup of your live database before updating your item register.

1. Export your Items using the Item Info export in the Integration module. Store the file as Items.xls.
2. Open the Items.xls file in Excel. Edit your item register but don't change the item codes unless you want to create new Items.
3. Change the field D2 from 0 to 1. This means that your Item register should be overwritten when importing.
4. Save the file in TAB delimited format.
5. Import your updated item register using the import Manual File Search in the System module.

FORM TEMPLATES

Standard ERP has a built-in forms editor, which allows the design of all documents used in the program. You can use the existing forms and adapt them to your specific preferences, or add new forms. Editing and creating forms is easy and fast, and an efficient way to define the layouts of your documents.

In the System module, select the Form Templates from the Registers to show a list of all available Forms.

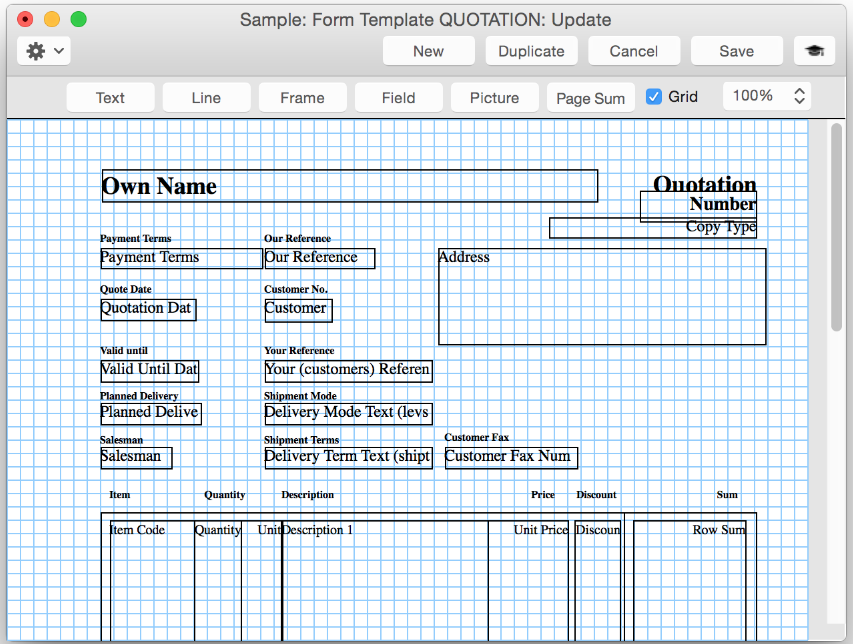


In this section, you will find tips and news about working with Forms. For a complete description of each field please read the Forms Training Material.

Grid and Zoom options

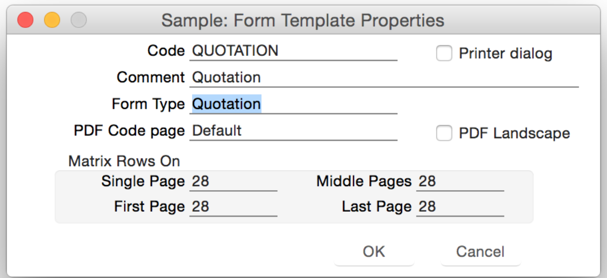
These two new options are available on the Form record window.

Selecting the checkbox 'Grid' enables a grid on the background of the Form record. The zoom views (100%, 150%, 200% and 300%) helps you to be even more accurate when editing your Forms.



Operations Menu - Properties

The basic specifications of the Form record are defined in the Form Properties dialog box.



Document Type: Using 'Paste Special', enter one of the available Document Types into this field. When the time comes to add fields to the Form, only the fields available for that Document Type will be available in the 'Paste Special' list in the 'Field' dialog box.
Printer Dialog: Check this box if you want a printer dialog to be shown each time the Form is printed.
PDF Landscape: Check this box if you want to create the pdf files attached to emails in landscape format. It will be applied when the emails are created from the Operations Menu functions (i.e. from an Invoice).
The Landscape format gives more flexibility for Form Design.

Editing Objects

Objects in the form templates are all Texts, Lines and Frames, Fields and Pictures. To edit an object, Select it. This will open a dialog box, where you can perform certain editing functions.

For all object types the fields Left, Top, Right and Bottom indicate the location in pixels of the four sides of the object. The Justification options allow you to justify the text as you wish. Style refers to a Styles setting, where you can set font, font size and font style.

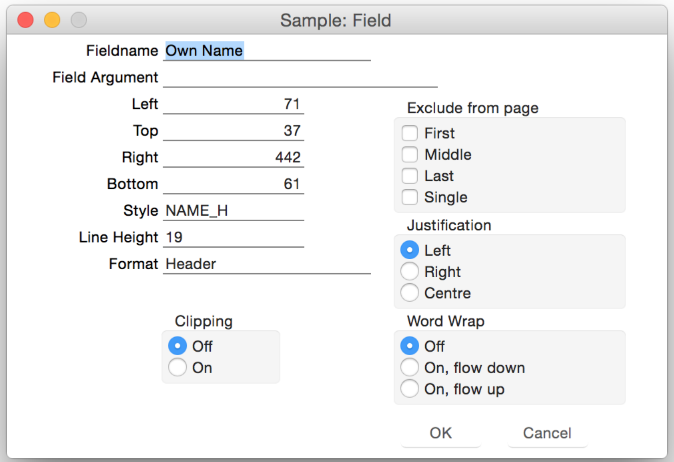
For detailed information about editing objects, read the Forms Training Material.

Editing Objects - Fields

A field is an area on the Form where information from Standard ERP's database is to be printed.

Fields appear as framed boxes containing the field name, e.g. 'Del Date'. The box frames are for identification only, they will not be printed. The [Frame] button can be used to add a printing frame if necessary. Above each field is a text object that identifies the information shown in the field.

To add a field, Select the [Field] button, and mark the position of the field. A dialog box opens:

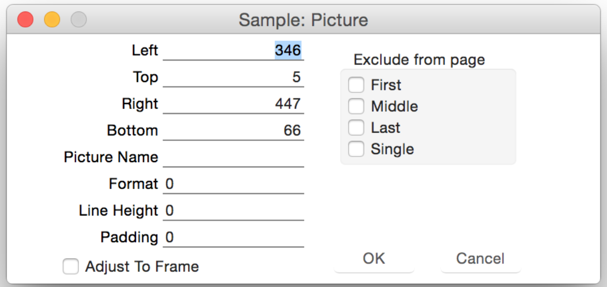


Enter the Field Name (use 'Paste Special' to see all available Field Names for the Document Type), and paste a style in the Style field. You can modify the spacing between lines (in pixels) with the Line Height field.

Editing Objects - Pictures

Use the [Picture] button to include a picture in your design. As with other tools, Select the button and draw a frame for the picture on the Form. A dialog box then appears. In the Picture Name field, enter the file name of the picture as it is on your hard disk. Use 'Paste Special' to ensure that the file name is spelt correctly. The picture must be stored in the same directory or folder as the Standard ERP database and application. In multi-user systems, the picture should be on both the server and the client. In the Windows environment, files of BMP format are supported. For Macintosh users, PDF and PICT formats are supported. When printing records from forms, .bmp is used.

If you want to print Images attached to Items, the 'Picture' object will need to be defined like this:



Picture Name: Leave it empty.
Format: Needs to be '1' for Matrix Columns
Line Height: Needs to be high enough to fit the picture (the other matrix column fields should have the same value, for example Item Code, Item Description, etc.)
Padding: This is the separation height between different line pictures.

Editing Objects – Page Sum

A new button has been added named PAGE SUM. This has been done in order to print sub-totals per page. The page sum button summarises the total figure in the table of the current page. Select on the button and draw a rectangle. In the field name section, specify what field the table must be summarised as. The page sum field will then show the total sum.

With this option, the user is able to print sub-totals on every page of the multi-paged document.

Operations Menu - Copies

Use this function to define the number of copies to be printed each time the Form is used, their respective headings and the printer tray from which each copy is to be printed. If you want the headings to be printed, be sure to include the Copy Type field in your Form design.

Operations Menu – Row Styles

Use this function to specify a different style for a specific row type. The rows available for this function are: Header, Description, Item line, Subtotal, Credit of Invoice, Prepayment/Downpayment, Withholding and Multi-by Discount.

Printing Forms

Once a form template has been designed, you should inform Standard ERP when it is to be printed. This is done by attaching the Form template to an item in the 'Forms' list in the appropriate module. This is only necessary if you have given your Form template a new Form Code using the 'Properties' Operations menu function.

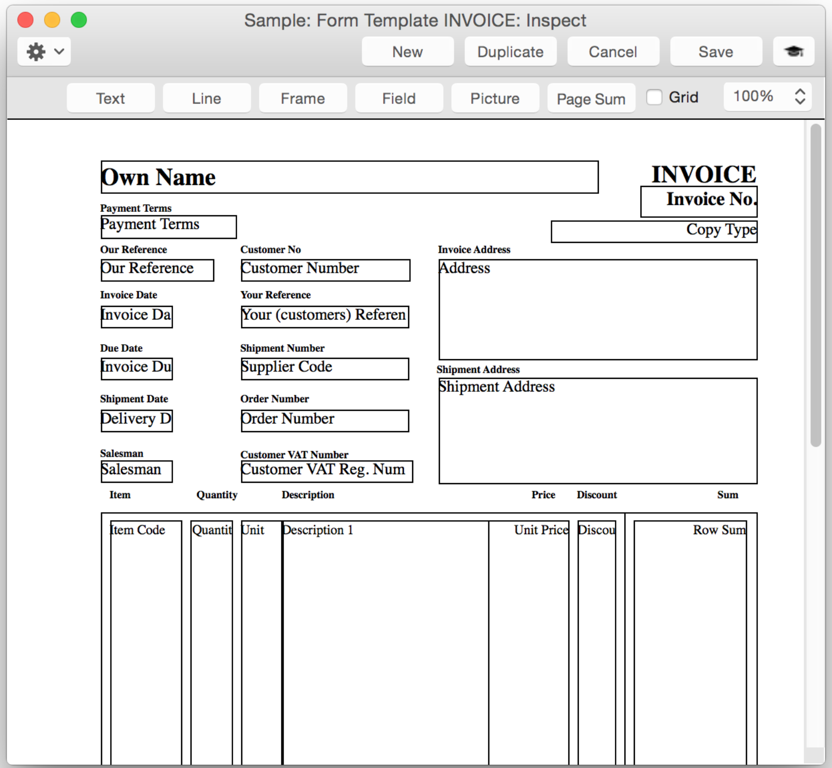
For example, when printing an Invoice, Standard ERP, by default, will use a Form template with the Form Code of 'INVOICE'. A form template with this Code is supplied with Standard ERP. If you have used this form template as a basis for designing your own invoice form and haven't changed the Form Code, the new design will be used automatically. However, if you have changed the Form Code to, 'INVOICE1', you should inform Standard ERP that this is now the Form template to be used for printing Invoices.

To do this, follow these steps:

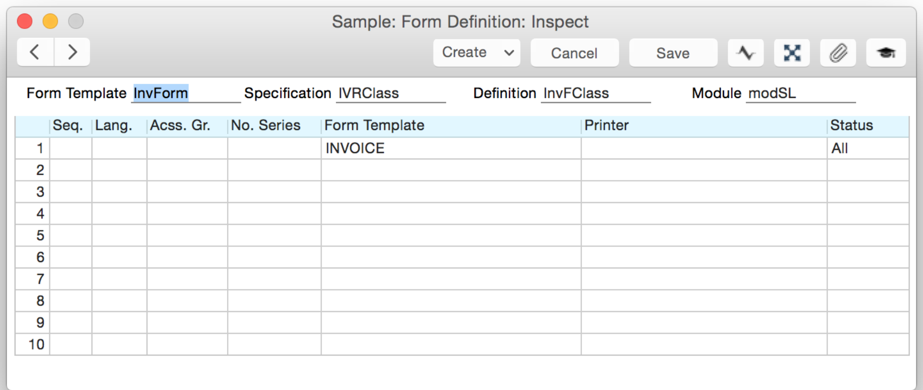
1. Select the Sales Ledger module from the modules list.
2. Select [Documents] in the Navigation Centre panel. The 'Documents' list window is opened showing a list of available documents. Highlight 'Invoices'.
3. Select 'Define Document' from the Operations menu.

4. In the first row, 'INVOICE' will be shown in the Form field. Change this to the Form Code of your new invoice Form ('INVOICE1' in the example). Use the 'Paste Special' feature to see the available forms in your Form templates register and to ensure the spelling is correct.

5. Select [Save] to save the Invoice definition. From now on, whenever Invoices are printed, the 'INVOICE1' Form template will be used. The data and fields are filled in automatically according to the information in the system:



Define Documents



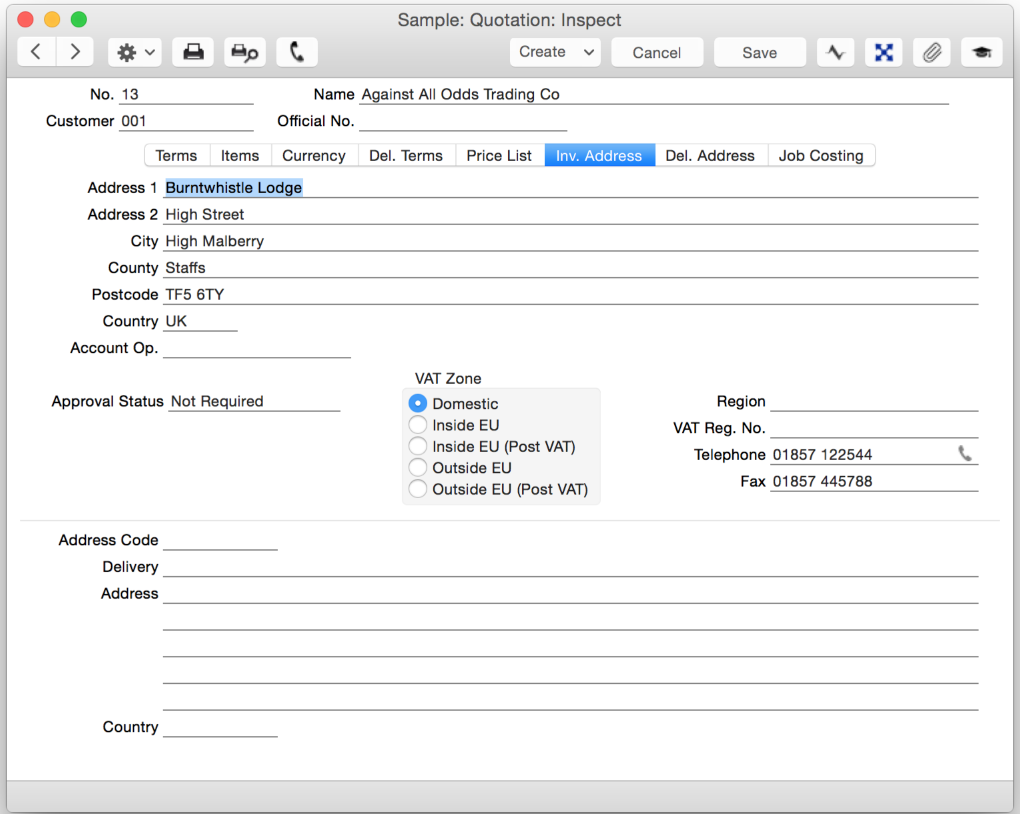
'Define Document' (steps 3 and 4 above) can be used to specify other conditions concerning when a certain form is to be used. For example, you can define that different invoice Forms are used depending on the Language of the Customer, the Access Group of the user or the number sequence in which the Invoice Number falls. It is also possible to specify that more than one Form is to be printed (for example, you might require that a Delivery Note is printed with each Invoice).

An example is languages. You may define different layouts for invoices for UK customers or Germany customers. This is especially valuable when it comes to forms that are legally different in each country. Use the language code on the customer card to define which form is to be used for this customer. Alternatively, most records you want to print contain a language field in which you can specify the language version to be printed.

We will explain this possibility according to a small example:

You can use different forms for different kinds of quotations. You can define a form for a regular quotation for physical items, and a different form for a service quotation, designed to contain an additional field for Service Contract terms. These different specifications can also be activated by the language code field on the customer card. Language in this case is not to understand literally, but this is a little trick to make the function of Defining Documents even more powerful.

In the above example, you have created a different Quotations Form for Service Quotations. To define when the normal Quotation and when the Service Quotation is to be printed, repeat step 3 and 4 from above, in this case, in the Quotations Module.



In the Define Document matrix, the original quotation is already entered. Do not replace this one, but rather add the Service Quotation in the next row. In this matrix you can enter as many Quotations as you prefer. In the language field you can define any code for the Service Quotation. It does not need to be a language code, so you can write, for example QSer. However, you have to make sure that this code is a defined language. Standard ERP allows you to set up ANY code in this setting. Define the languages in System Module, Settings "Language".

When you create a new Quotation, that you want to print as a Service Quotation, just enter the code defined (Here QSer) into the Language field of the Quotation. You will find this field on the tile "Delivery". The printout will then be relevant for a Service Quotation.

The 'Define Document' function is available for many of the documents printed by Standard ERP, allowing a high level of flexibility in the production of printed output.

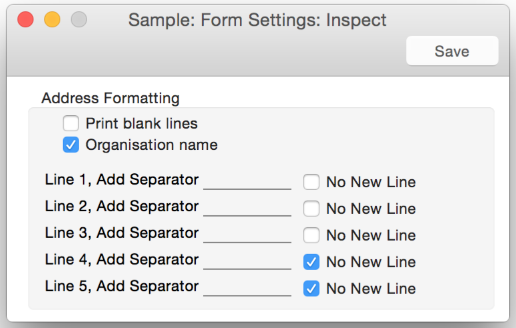
HANSAWORLD

Form Settings

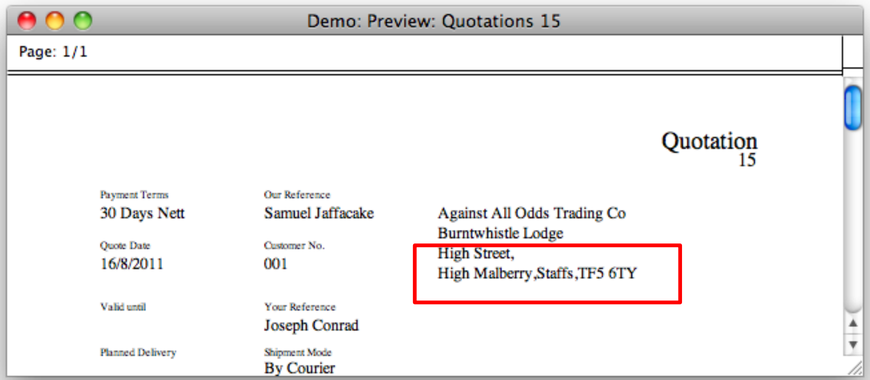
Use this setting function to define how you want to print the Address lines. For example, in the USA it is required to print addresses in three rows and the third row needs to include the City, State and postal code. For Data integrity and zip code verification, the three address fields would be stored in separated fields but printed as one line.

In this example, all the address lines have been entered in the Quotation record:

In the setting we specify that we want the last three address lines to be printed in only one row:



Now, when the quotation is printed we see the results on the Address rows:



EXERCISES

1. Work area

   1.1 Move Contact register to Personal Desktop

   1.2 Delete Items register from Personal Desktop

   1.3 Create new archive:

      1.3.1. Name it"Sales Ledger reports"

      1.3.2. Put three reports from the Sales Ledger module'

   1.4 Change your password to user AM

2. Windows

   2.1 Arrange windows:

      2.1.1. Contact browse window – top left corner (sort by "Short")

      2.1.2. Invoices browse window – top right corner (sort by "Date")

      2.1.3. Report list window - bottom left corner

      2.1.4. Setting list window – bottom right corner

   2.2 Attach Invoice number: 2009005 to Purchase Invoice number: 9. Create a note that "both invoices should be paid".

3. System module

   3.1 Edit Access Group "Accounts"'

      3.1.1 Allow Quotation module use

      3.1.2 Allow Quotation records to be seen, but able edit.

      3.1.3 Allow create new Quotations

      3.1.4 The starting program should automatically start in the Sales Orders module

   3.2 Assign this Access group to the AM user

   3.3 Login with user AM and check assigned rights

4. Nominal Ledger

   4.1 Create a New Account Short Code

      4.1.1. Code: Post

      4.1.2. Name: Post costs

      4.1.3. Assign correct account

   4.2 Use this code in payable Invoices and Expenses records.

5. Objects

   5.1 Create a new Object Type: CONT – Continent

   5.2 Create new Objects:

      5.2.1. C_AFRICA – Africa

      5.2.2. C_EUROPE -Europe

      5.2.3. C_ASIA – Asia

5.3 'Make object type “CONT” mandatory for all debtors accounts

5.4 Create three new receivable invoices with different objects and different sums.

5.5 Check Nominal Ledger transactions

5.6 Run Nominal Ledger, Profit and Loss report reports using new objects

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

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