

Sales Ledger

Customer Maintenance

This program allows you to enter, amend and delete customers. You may want to use this program even if you don't have the sales ledger so that for instance jobs can be attributed to clients. This program also allows you to view sales ledger account details on an open-item basis. A hard copy of customer details is available.

Transactions

Invoice

This transaction allows you to enter sales ledger invoices. A default nominal ledger journal is created for you but you are allowed to alter the income element of this.

Credit Note

This transaction allows you to enter sales ledger credit notes.

Cash Allocation

This transaction allows you to enter sales ledger cash receipts, and match them against existing lines on a sales ledger account. A negative receipt is a payment from your company to the customer. You are allowed to enter receipts without matching them, in which case they represent payments from the customer on account.

Transfer

This transaction allows you to transfer sales ledger items from one customer to another. It is used most often when items have been previously posted to the wrong account.

Contra

This transaction allows a contra entry between a sales ledger customer and a purchase ledger supplier. Sales ledger transactions may be matched, but any required purchase ledger matching must be conducted separately, usually in the purchase ledger journals program.

Journal Entry

This transaction allows you to enter sales ledger journals. This transaction is useful for situations not covered by the other sales ledger transactions such as write-offs or debit notes.

Hold Customer

This program allows you place customers on hold, or to release customers previously placed on hold. Customers on hold cannot have invoices entered on them.

Due Dates

This program allows you to alter the due dates of sales ledger transactions.. Aged debtor and credit control reports may be affected.

Base Adjustments

This transaction allows you to enter sales ledger base value adjustments. This can be used to pre-emptively revalue debt.

Mass Base Adjustment

This program calculates the current value of debt on all customers in the range of currencies specified. A posting is made to those customers to reflect the new value. If you wish to preview the likely effects of this transaction you should print the exchange movement report first.

Reports

Statement Print

This report prints customer statements. Selection criteria are available.

Aged Debtors

This report lists summary aged balances of customer accounts. Selection criteria are available.

Credit Control Report

This report lists detailed aged balances of customer account items. Selection criteria are available.

Customer List

This report lists customer names and addresses. Selection criteria are available.

Customer Label Print

This report prints labels of customer names and addresses. Selection criteria are available.

Redundant Customers

This report lists customers who have done no business with the company since a specified date.

Exchange Movement

This report lists foreign items on customer accounts, and compares their original values and their valuation at current exchange rates, arriving at a notional exchange gain or loss at this instant.

Debtor Letters

This report prints debtor letters. Selection criteria are available. This program can also set and unset the customer on-hold and on-stop flags which control which transactions can be entered and progressed for each customer. (ie you can automatically place all customers with old debt on hold, or on stop, and you can automatically re-instate customers who are back within terms).

Intrastat (Date Driven)

This report prints the EC Sales List up to a specified date. The start date for the report is determined by the last date on which this report was printed and updated. Any transactions dated older than this which were posted after the report was printed (such as late purchase invoices) are also included and summarised separately. There is another version of the EC Sales List report which is driven by period not date. The two versions should not be used on the same system or inconsistent results will occur. Remember that it is your responsibility to report VAT correctly, so scrutinise and reconcile the output from this report carefully.

Intrastat (Period Driven)

This report prints the EC Sales List between specified periods. The start date for the report is determined by the last date on which this report was printed and updated. Any transactions dated older than this which were posted after the report was printed (such as late purchase invoices) are also included and summarised separately. There is another version of the EC Sales List report which is driven by date not period. The two versions should not be used on the same system or inconsistent results will occur. Remember that it is your responsibility to report VAT correctly, so scrutinise and reconcile the output from this report carefully.

Transaction Daybook

Transaction Daybook

A daybook lists all the transactions posted to its ledger control accounts since it was last printed. Also listed are the full details of all transactions posted directly into the transaction programs of the ledger.

The last page of the daybook report lists a summary of the nominal ledger postings detailed in the daybook, and a summary of VAT postings detailed in the daybook.

Housekeeping

Monthly Update

This program marks fully allocated sales ledger items as archived, so that they no longer appear on ordinary sales ledger enquiries.

Year End Update

This program performs end of year tasks for the ledger. This includes zeroising annual turnover figures. The year and period that you can enter are the year and period that the ledger will be in after year end has been run.

Parameters

This program is used to define the setup of the sales ledger.

Purchase Ledger

Supplier Maintenance

This program allows you to enter, amend, and delete purchase ledger suppliers. You can also view purchase ledger account details.

Transactions

Invoice

This transaction allows you to enter purchase invoices. If a pre-posting register is operating then invoices are pulled through from the register (and invoices not on the register cannot be entered)

Credit Note

This transaction allows the entry of a purchase ledger credit note.

Payment

This transaction allows the entry of purchase ledger payments and allocation against outstanding purchase ledger items. A negative payment implies cash coming from your supplier. You can enter payments without allocating them, for example as payments on account.

Transfers

This transaction allows the transfer of items from one supplier to another. Usually it is used to transfer items entered in error on the wrong supplier.

Sales Ledger Contra

This transaction allows a contra entry between a sales ledger customer and a purchase ledger supplier. Sales ledger transactions may be matched, but any required purchase ledger matching must be conducted separately, usually in the purchase ledger journals program.

Journal Entry

The transaction allows you to enter purchase ledger journals. Purchase ledger journals are used for transactions which do not fall conveniently into any of the other purchase ledger transaction headings, such as write-offs.

Register Invoices

This program allows you to register supplier invoices.

Register Credit Notes

This program allows you to register supplier credit notes.

Hold / Release Transactions

This program allows you to view the list of current transactions on a selected supplier and alter their status. Held invoices cannot be paid by the automatic payment routines.

Approve Invoices

This program allows you to approve a choice of invoices on a selected supplier. Once approved an invoice may be paid either manually in the payments program, or automatically in the automatic payments system.

Authorisation

Use this program to authorise purchase ledger invoices and credit notes. This program only applies if you are using the purchase ledger invoice register and you tick the "Separate Authorisation" flag in purchase ledger parameters.

Hold Supplier

This program allows you to place a supplier on hold, or to release a supplier previously placed on hold.

Calculate Automatic Payments

This program calculates an automatic payment run. It is the first stage in the automatic payment process and has no irrevocable affect on the purchase ledger. Once you have calculated automatic payments you can use other programs listed below to report on the payments, alter the payments, and finally to action the payments which writes them back to the ledger.

Check Automatic Payment

This program allows you to view and amend the calculated automatic payments for selected suppliers. You can use this program to delete items from the automatic payment run. If you do this, then the deletion will only apply if you do not re-run the "Calculate Automatic Payments" program.

Action Automatic Payment

This program applies the automatic payments that have been calculated to the purchase ledger. Until this stage automatic payments are suggestions only, and are revokable. After this stage the payments have been made in the ledger.

Due Dates

This program allows you to alter the due dates of purchase ledger transactions. Doing so changes the selection of transactions for automatic payment purposes. Aged creditors reports may also be affected. Changes to due date will not affect automatic payment runs until you re-run the automatic payment calculation program.

Adjust Base

This transaction allows you to enter purchase ledger base value adjustments. This can be used to pre-emptively revalue account items.

Mass Base Adjustment

This program calculates the current value of credit on all suppliers in the range of currencies specified. A posting is made to those suppliers to reflect the new value. If you wish to preview the likely effects of this transaction you should print the exchange movement report first.

Reports

Aged Creditors

This report is a summary of aged creditor balances. Selection criteria operate on suppliers and open items for inclusion in the report.

Detail Creditors

This report is a detailed aged creditors. Selection criteria operate both on which suppliers and which open items qualify for inclusion in the report.

Cash Requirements

This report is a forward aged creditor detail list, which categorises current transactions according to how soon they will become due.

Supplier List

This report lists supplier names and addresses. Selection criteria are applicable.

Redundant Suppliers

This report lists suppliers who have done no business with the company since an entered date. It can be used for housekeeping purposes, to remove suppliers from the ledger.

Supplier Labels

This report lists supplier labels. Selection criteria are applicable.

Cheques / Remittances

This report prints purchase ledger payment documents such as cheques and remittances. If the document is set to exclude BACS payments, or to only include BACS payments then sequential (cheque) numbers generated by the program automatically take account of this. After printing, if you save your entry, then all purchase ledger payment documents currently pending for the bank-account in question are regarded as completed, regardless of the BACS status of the current run. So you should only save after a print using this program if you have printed ALL the documents required for all purchase ledger payments from this bank account.

Exchange Movement

This report lists foreign currency transactions. They are valued at their original rate, and at the current exchange rate. Hence a current notional profit / loss on exchange can be calculated.

Invoice Register

This report lists invoices awaiting approval. Selection criteria are applicable.

Housekeeping

Year End Cleardown

This program performs end of year tasks for the ledger. This includes zeroising annual turnover figures. The year and period that you can enter are the year and period that the ledger will be in after year end has been run.

Parameters

This program is used to define the setup of the purchase ledger.

Documents

This program allows you to enter, amend and delete purchase ledger document codes. Purchase ledger documents are used by the cheque-remittance print program.

Nominal Ledger

Maintenance

Codes

This program allows you to enter, amend and delete nominal codes.

Branch

This program allows you to enter, amend and delete branches. The branch code forms part of every nominal posting detail line.

Branch codes are attached to many entities in the system, such as customers and suppliers etc. These branch codes are used as defaults in some transactions such as sales ledger invoices and you can also use them in the report writer to sort and extract accounts that you want to appear in the report.

Budget Codes

This program allows you to enter, amend and delete Budget codes and descriptions.

Budget codes allow you to operate multiple distinct budgets, both in the nominal ledger and in job costing. Budgets can be stored against a combination of Year / Period / Department / Nominal Code / Budget Code.

Total Maintenance

This program allows you to enter, amend and delete nominal total codes. These report codes are used by the nominal monthly report and the nominal annual report to control the printing of subtotals.

Report Departments

This program allows you to enter, amend and delete nominal report codes. These report codes are used by the nominal monthly report and the nominal annual report to control the printing of branches, and collections of branches.

Combinations Maintenance

This program allows you to control which nominal code and department code combinations are permitted when nominal ledger postings are being made. A sheet of nominal code ranges are displayed for the selected department, and that sheet is either forbidden code ranges, or permitted code ranges, according to the setting of the nominal combinations flag in nominal ledger parameter maintenance. If you wish this capability of the software can be ignored entirely by setting the flag to "Ignore".

Profiles

Enquiry

Department Code 1 Enquiry

This report lists detail entries made in a period for a range of nominal codes, departments, and analysis codes.

Transactions

Journals

This is the basic nominal ledger transaction, which simply allows a balancing list of posting lines to be entered against non-control accounts. All other nominal ledger transactions are based on this.

Accrual Journals

This transaction will automatically reverse in the period following the one in which it is first posted. The reversing entry is created when you run the transaction daybook.

Repeating Journals

This transaction allows the entry of a nominal ledger journal which will automatically keep repeating as required. The repetitions are created when the daybook is run.

Deferred Accruals

This transaction allows you to enter a journal which will be reversed after a specified number of periods. The reverse entry of the journal is created after the daybook prints.

Skeleton Journals

This program allows you to enter, amend, and delete skeleton journals. A skeleton journal is a collection of journal lines that can be imported at any time into a journal that you are entering.

Budget Entry

This panel allows you to select a year, budget code, and department for which you wish to enter or amend a budget.

Mass Nominal Ledger Budget Entry

This program allows you to import budgets into a datasheet. Simply use cut & paste to achieve this.

Budget codes allow you to operate multiple distinct budgets, both in the nominal ledger and in job costing. Budgets can be stored against a combination of Year / Period / Department / Nominal Code / Budget Code.

Create Distributions

This program creates nominal ledger journals out of the distribution templates. It reads the distribution journal file, checks the nominal ledger balance of each of the first-line accounts in the current period, and creates a journal to zeroise that account.

Budget Distribution

This program is used to automatically distribute budget values between departments and nominal codes. You enter a list of departments with a proportion against each department, and a list of nominal codes with a proportion against each nominal code. Then enter a total value, and that value will be divided between the departments in proportion, and within each department will be divided between the specified nominal codes in proportion. The entered figure will be divided equally between the 12 or 13 periods in the year.

Branch Budgets

This program allows you to enter, amend and delete branch budgets as a whole.

Reports

Trial Balance

This is the basic nominal ledger trial balance report, a list of nominal codes with posting totals for one period and cumulative totals.

Account Balances

This report shows the nominal ledger balances for a period and cumulatively cross-referenced by branch and nominal code.

Branch Balances

This report is a variety of reports similar to the standard trial-balance, account-balances, and detail reports, but with reversed sort priority, so that nominal codes are listed within departments rather than departments within nominal codes. The trial-balance equivalent shows a balance for each department rather than each nominal code.

Detail Report

This report lists detail entries made in a period for a range of nominal codes, departments, and analysis codes.

Foreign Detail

This report lists in foreign currency detail entries made in a period for a range of nominal codes, departments, and analysis codes.

Annual Report

This report displays a spreadsheet of period data for a year. The user can select a report code, which defines the branches to be included. The figures can be any budget code or actuals for any year held in the system.

Monthly Report

This report displays period and cumulative data. The user can select a report code, which defines the branches to be included. Multiple columns allow comparisons between current year and last year actual and budget figures.

Forecast Report

This report displays a spreadsheet of period data for a year. The user can select a report code, which defines the branches to be included. The figures are a combination of actual values up to the current period, and budget values for the selected code after the current period.

Masked Report

This report is a variety of masked reports on nominal code departments, and analysis codes. It allows you to print trial balance, account balances, and detail reports based on the first characters of the nominal code.

Reports Hierarchy

This report displays the hierarchy of total codes that are used to build the various nominal operating reports.

Budget Report

This report provides a simple list of nominal balances up to the selected period, compared with the budget for the entire year. There is also a forecast column which is the actual figures up to the specified period plus the budgets from that period on. You can choose to show every nominal code in each department or to simply print a summary total per department.

Base2 Rebalance

This program rebalances the 2nd base currency. This operation is necessary because EMU rounding rules forbid the automatic adjustment of individual transaction lines to make transactions balance. The necessary adjustment is made to the department and nominal code specified in the nominal housekeeping program.

Base2 Trial Balance

This is the basic nominal ledger trial balance report, a list of nominal codes with posting totals for one period and cumulative totals.

Base2 Annual Report

This report displays a spreadsheet of second base currency period data for a year. The user can select a report code, which defines the branches to be included. The figures can be any budget code or actuals for any year held in the system.

Base2 Monthly Report

This report displays period and cumulative data in the second base currency. The user can select a report code, which defines the branches to be included. Multiple columns allow comparisons between current year and last year actual and budget figures.

Daybook

Daybook

The nominal daybook lists full details of all transactions posted into the nominal ledger since it was last printed. It also generates the next manifestation of repeating transactions.

Housekeeping

Period End

This program advances the nominal ledger to the next period.

Close Nominal Ledger Period

This program allows the closure of a period. Once closed a period cannot be posted to any more. When a period is closed if a nominal account is defined as "delete at period close" the system deletes all non-control detail on that account for that period. Periods can only be closed if documents required in that period have been printed (such as purchase ledger remittances).

VAT reports use nominal detail to calculate your VAT liability, so you should not close a period which has not yet been included in a VAT report (if you are using the system to assess your VAT liability).

Year End Cleardown

This program closes a year down. A year cannot be closed until all its periods have been closed. The system checks that all periods have been closed and does not permit this report to be run unless they have. Following this the system creates balance sheet opening balances for the current year (including a transfer from profit & loss totals to the reserves account nominated in nominal ledger parameters)

Parameters

This program is used to define the setup of the nominal ledger.

Delete Archived Ledger Detail

This program deletes historic archived ledger detail from the nominal ledger detail file on request. Detail can only be deleted using this program if it has been archived and if there is no open period older than the selected period. Use this program to remove unwanted historical data from your detail file. **WARNING:** Lines that you delete will have totally disappeared from the system. For example they will no longer appear on historic ledger reports.

Cash Book

Bank Account Maintenance

This program allows you to enter, amend and delete cash book bank accounts. You can also use this program to view account balance details and unmatched transactions.

You need at least one bank account even if you are not intending to actually operate a cashbook in order to post cash receipts and payments in other ledgers such as sales ledger cash receipts or job cash payments.

A bank account has a specific currency.

Transactions

Receipts

The cash book receipt transaction allows direct entry of cash book receipts without affecting any other ledger. Cash receipts should be entered elsewhere if they affect other ledgers, an example being Sales Ledger Cash Allocation.

Because of the open-ended nature of a cash book receipt the system makes no attempt to guess the income side of the journal, though naturally the bank account is debited with the value of the payment.

Payments

The cash book payment transaction allows direct entry of cash book payments without affecting any other ledger. Cash payments should be entered elsewhere if they affect other ledgers, an example being Purchase Ledger Payment Allocation.

Because of the open-ended nature of a cash book payment the system makes no attempt to guess the expense side of the journal, though naturally the bank account is credited with the value of the payment.

Recurring Receipts

The cash book repeating payment transaction allows direct entry of repeating cash book payments without affecting any other ledger. Repetitions can occur on a daily, weekly, monthly, or periodic basis.

Because of the open-ended nature of a cash book receipt the system makes no attempt to guess the income side of the journal, though naturally the bank account is debited with the value of the receipt.

Recurring Payments

The cash book repeating payment transaction allows direct entry of repeating cash book payments without affecting any other ledger. Repetitions can occur on a daily, weekly, monthly, or periodic basis.

Because of the open-ended nature of a cash book receipt the system makes no attempt to guess the income side of the journal, though naturally the bank account is debited with the value of the payment.

Transfers

The cash book transfer transaction allows transfer of cash from one bank account to another.

The system does not force the value received to be the same as the value sent, in order to allow for bank charges and currency exchange loss. Where there is a difference it is up to you to analyse this on the nominal ledger screen.

Adjust Base

The cash book adjust base currency program allows the user to adjust the base currency value of a bank account without adjusting the foreign currency value held. Clearly this is only a meaningful transaction when applied to foreign currency bank accounts.

Ticking Reconciliation

The cash book reconciliation program allows you to tick against items matched on the bank statement. Items that have been previously matched in error can be recalled.

Because the number of items unreconciled on the bank account may be very large you are given the option to filter them by date, thereby reducing the amount of visual searching that you have to do. When using this program remember that you can sort the unreconciled items sheet by double-clicking on its column headers, which can be particularly helpful when locating items by value, reference, or date.

Statement Entry

This transaction allows you to enter cash book statements. These statement entries can be matched in the ticking reconciliation program.

Reports

Aged Unreconciled

This report shows aged unreconciled transactions on selected bank accounts, using a range of selection criteria for the items themselves.

Like most reports in Resource 32000 this report permits you to save sets of selection and sort criteria and recall them later, reducing both the possibility for error and the amount of operator entries.

Resource 32000 Summary Reference

VAT Report by Date

This report summarises VAT postings up to a specified date. The start date for the report is determined by the last date on which this report was printed and updated. Any transactions dated older than this which were posted after the report was printed (such as late purchase invoices) are also included and summarised separately. There is another version of the VAT report which is driven by period not date. The two versions should not be used on the same system or inconsistent results will occur. Remember that it is your responsibility to report VAT correctly, so scrutinise and reconcile the output from this report carefully.

VAT Report by Period

This report summarises VAT postings between specified periods. The start transaction for the report is determined by the last date on which this report was printed and updated. Any transactions from an older period than requested which were posted after the previous report was printed (such as late purchase invoices) are also included and summarised separately. There is another version of the VAT report which is driven by date not period. The two versions should not be used on the same system or inconsistent results will occur. Remember that it is your responsibility to report VAT correctly, so scrutinise and reconcile the output from this report carefully.

Cheques

This report prints cash payment documents such as cheques. After printing, if you save your entry, then all cash payment documents currently pending for the bank-account in question are regarded as completed. So you should only save after a print using this program if you have printed ALL the documents required for all cash payments from this bank account.

Reconciliation

This report shows unreconciled transactions on a selected bank account.

Housekeeping

Monthly Update

The cash book monthly update program moves all reconciled items into the archive so they are not normally visible in cash book enquiries and on cash book reports. The cash book enquiry has a button, "Show Archive", which when selected permits the display of reconciled items.

Year End Cleardown

This program performs end of year tasks for the ledger. The year and period that you can enter are the year and period that the ledger will be in after year end has been run.

Ledger Parameters

This program is used to define the setup of the cashbook.

Invoicing

Maintenance

Product Maintenance

This program allows you to enter, amend and delete products.

Product Group Maintenance

This program allows you to enter, amend and delete product group codes.

Price List Codes

This program allows you to enter, amend and delete price list codes. A price list code is stored on each customer so they can be used to categorise customers in the report writer, as well as for controlling product prices.

Price List Discount

This program allows you to amend price-list based discount percentages. If you have not selected a price-list based discount calculation then this program will be ineffective.

Customer Discount

This program allows you to amend customer based discount percentages. If you have not selected a customer based discount calculation then this program will be ineffective.

Price Lists

This program allows you to enter, amend and delete price lists. Any price-list / product combination can be priced at a number of quantity breaks. Prices apply between dates that are entered against each price.

Customer Prices

This program allows you to enter, amend and delete specific customer prices for products. Prices can be entered which apply at quantity breaks and between a date range.

Bulk Customer Discount

This program allows you to amend customer based bulk discount percentages. If you have not selected a customer based bulk discount calculation then this program will be pointless.

Bulk Price List Discount

This program allows you to amend price-list based bulk discount percentages. If you have not selected a price-list based bulk discount calculation then this program will be pointless.

Create Price List

This program creates a customer price list calculated using a percentage discount/uplift from the basic sale/purchase price of the product. Prices can be rounded. A price list which already exists for the product and date range in question will be deleted.

Documents

This program allows you to enter, amend, and delete invoice codes, which are used by the invoicing and job costing modules to define the layout of invoices using the report writer.

Text Maintenance

This program allows you to enter, amend and delete Invoicing text (which can be used for invoices, credit-notes, orders, quotes, and purchase orders).

Transactions

Invoice Entry

This program allows you to enter, amend, and delete sales invoices.

Credit Note Entry

This program allows you to enter, amend and delete credit-notes.

Post Invoice

This program allows you to post invoices.

Post Credit Note

This program allows you to post credit-notes.

Post Invoices

This program processes invoices that have been printed and posts them into the sales ledger.

Post Credit Notes

This program processes credit-notes that have been printed and posts them into the sales ledger.

Reports

Print Sales Invoices

This program prints all the invoices of a selected type that have been entered since the program was last run.

Resource 32000 Summary Reference

Print Credit Notes

This report prints the credit notes of a particular type that have been entered since it was last run.

Price List

This report lists prices. A variety of selection criteria are available.

Customer Price List

This report lists customer-specific prices. A variety of selection criteria are available.

Invoice Margins

This report lists margins achieved on sales invoices. Margin is calculated at price invoiced less standard cost. A variety of selection criteria are available.

Invoice Summary

This report lists margins achieved on sales invoices. Margin is calculated at price invoiced less standard cost. A variety of selection criteria are available.

Housekeeping

Parameters

This program is used to define the setup of the sales invoicing system.

Stock

Maintenance

Product Maintenance

This program allows you to enter, amend and delete products.

Product Group Maintenance

This program allows you to enter, amend and delete product group codes.

Depot Maintenance

This program allows you to enter, amend and delete stock Depots.

Recalculate Stock Foreign Prices

This program is used to recalculate the current base currency unit cost of foreign assets according to the foreign price from their normal supplier divided by the current exchange-rate.

Transactions

Goods In

This transaction allows you to receive goods into stock. A corresponding accrual entry is made into the nominal ledger which a purchase ledger invoice can subsequently be matched against.

Goods Returned

This transaction allows you to receive goods into stock. No entry is made into the purchase accruals ledger.

Goods Out

This transaction allows you to book goods out of stock. You use this transaction to make ad-hoc bookings of goods-out. Integrated ledgers such as sales-invoicing and sales-order-processing will perform this function automatically.

Transfers

This transaction allows you to transfer stock from one depot to another.

Revalue Stock

This transaction allows you to revalue your stock. You select a product and a depot. The system lists the shipments in stock at that depot and allows you to revalue those shipments individually.

Rejects

This transaction allows you to reject stock that you have previously booked in from a supplier. You have to specify a product, and then remove an equivalent quantity of stock from that product and Goods Awaiting Invoice for the supplier in question.

Purchase Ledger Invoices

This transaction allows you to enter a purchase invoice and match it against goods received. You are also allowed to analyse some or all of the net value of the invoice directly against the nominal ledger.

Reports

Valuation

This report lists summary balances of product values and quantities. Selection criteria are available.

Detail Valuation

This report lists detail balances of FIFO product values and quantities. Selection criteria are available.

Movements

This report lists summary balances and detail movements of product values and quantities. Selection criteria are available.

Movements Summary

This report lists summary balances and movements summarised by transaction type of product values and quantities. Selection criteria are available.

Levels Report

This report lists summary balances of product values and quantities. Selection criteria are available. Products which are below their re-order level or minimum level, or above their maximum level are highlighted.

Aged Stock

This report lists aged balances of product values. Selection criteria are available.

Aged G A I

This report lists aged balances of purchase ledger accruals of product goods receipts. Selection criteria are available.

Document

This program prints documents relating to stock transactions.

Stocktake

Create Stocktake

This program allows you to create a stocktake code and optionally connect it with a range of products, product-groups, suppliers, Depots, or Bins. You can then use the stocktake code that you have created with the other stocktake programs.

Start Stocktake

This program starts the stocktake procedure against the nominated stocktake code. All stock levels against the ranges of products, groups, depots, etc are recorded and will be checked against the entered stocktake balances when the stocktake update program is run. In the meantime you can continue to operate your stock system as normal once you have performed the actual count.

Enter Stocktake Values

Use this program to enter values into the stocktake system. These values are not updated into the stock system until you finally action the stocktake update. Until this time you can recall lines that you want to alter as much as you want. Ranges of items to enter can be selected.

Stocktake Report

This report lists summary balances of product quantities. Selection criteria are available.

Action Stocktake Updates

When this program is run all products in the stocktake compare the entered stocktake balance with the balance that was recorded when the stocktake was begun. If the entered balance is bigger then additional stock is booked in at standard cost (with no supplier accrual). If the entered balance is smaller then the stock is booked out (straight to expenses), assuming that sufficient stock remains in the depot to do this.

Housekeeping

Monthly Update

This program marks fully allocated stock ledger movements as archived, so that they no longer appear on ordinary stock enquiries.

Year End Update

This program performs end of year tasks for the ledger. The year and period that you can enter are the year and period that the ledger will be in after year end has been run.

Parameters

This program is used to define the setup of the stock control system.

Sales Order Processing

Sales Order Maintenance

Sales Order Document Maintenance

This program allows you to enter, amend and delete sales order document codes. sales order documents are used by the sales order progression programs.

Price List Discount

This program allows you to amend price-list based discount percentages. If you have not selected a price-list based discount calculation then this program will be ineffective.

Customer Discount

This program allows you to amend customer based discount percentages. If you have not selected a customer based discount calculation then this program will be ineffective.

Price Lists

This program allows you to enter, amend and delete price lists. Any price-list / product combination can be priced at a number of quantity breaks. Prices apply between dates that are entered against each price.

Customer Prices

This program allows you to enter, amend and delete specific customer prices for products. Prices can be entered which apply at quantity breaks and between a date range.

Invoicing Bulk Customer Discount

This program allows you to amend customer based bulk discount percentages. If you have not selected a customer based bulk discount calculation then this program will be pointless.

Invoicing Bulk Price List Discount

This program allows you to amend price-list based bulk discount percentages. If you have not selected a price-list based bulk discount calculation then this program will be pointless.

Invoicing Create Price List

This program creates a customer price list calculated using a percentage discount/uplift from the basic sale/purchase price of the product. Prices can be rounded. A price list which already exists for the product and date range in question will be deleted.

Address Maintenance

This program allows you to maintain multiple invoice and delivery addresses for your customers. Each address has a code which can be used to summon the addresses into the sales invoice and order entry programs.

Depot Maintenance

This program allows you to enter, amend and delete stock Depots.

Sales Order Transactions

Enter Sales Order

This program allows you to enter and amend sales orders. Separate programs are available which cancel and archive sales orders.

Sales Order Goods Out

This program allows you to book stock out against sales orders.

Sales Order Stock Allocation

This program allows you to adjust stock allocation on outstanding sales orders.

Sales Order Quotations

Quotation Entry

This program allows you to enter and amend sales quotations.

Quote Progression

This program allows you to progress sales quotations to orders.

Sales Quotations Report

This report lists currently outstanding sales quotes.

Lost Quotations Report

This report lists cancelled sales quotes.

Sales Order Reports

Sales Order Progression

This program allows you to progress individual sales orders, printing documents such as acknowledgements, delivery-notes, and generating invoices.

Resource 32000 Summary Reference

Sales Order Mass Progression

This program allows you to progress sales orders, printing documents such as acknowledgements, delivery-notes, and generating invoices.

Sales Forward Orders

This report lists forward orders. (ie orders for future delivery)

Sales Back Orders

This report lists back orders. (ie orders which have not yet been fully allocated)

Order Book

This report lists sales orders.

Orders to Invoice

This report lists sales orders which have been through 'Goods Out' but have not yet been invoiced.

New Customers

This report lists new customers created between the specified dates, with their sales orders and quotations raised.

Sales Order Housekeeping

Sales Order Parameters

This program is used to define the setup of the sales order processing system.

Purchase Order Processing

Purchase Order Maintenance

Product Maintenance

This program allows you to enter, amend and delete products.

Purchase Orders Mass Archive

This program is used to perform a mass archive operation on the purchase ordering system.

Supplier Prices

This program allows you to enter, amend and delete specific supplier prices for products. Prices can be entered which apply at quantity breaks and between a date range.

Basic Supplier Prices

This program allows you to alter prices on a set of products by selecting a supplier. A sheet of the products normally purchased from the selected supplier is displayed, allowing you to alter the standard unit selling and purchase prices of the products.

Purchase Order Transactions

Enter Requisition

This program is used to enter purchase requisitions. A requisition consists of a header which specifies general information, and lines which are the actual items being requested. You may be operating a commitment system in which case the lines being entered are added to previous commitments and spending and the total is compared with a budget. If an overspend has occurred then the new requisition line may not be permitted.

Purchase Order Progress Requisition

This program is used to progress purchase requisitions. A requisition consists of a header which specifies general order information, and lines which are the actual items being ordered.

Mass Requisition Progress

This program is used to progress purchase requisitions. A requisition consists of a header which specifies general order information, and lines which are the actual items being ordered. This program can create single orders out of many different requisitions.

Enter Purchase Order

This program is used to enter purchase orders. An order consists of a header which specifies general order information, and lines which are the actual items being ordered. You may be operating a commitment system in which case the lines being entered are added to previous commitments and spending and the total is compared with a budget. If an overspend has occurred then the new order line may not be permitted.

Authorise Purchase Order

Use this program to approve purchase orders. A purchase order which has not been approved cannot be printed, and cannot be purchase-invoiced. You can also amend the order details while approving the order. If subsequently the order is altered in the normal purchase order entry program then it is re-presented for approval. You can also print and reprint orders in this program.

Purchase Unauthorised Orders

Only orders which have not been approved can be viewed in this program. Use this program to approve purchase orders. A purchase order which has not been approved cannot be printed, and cannot be purchase-invoiced. You can also amend the order details while approving the order. If subsequently the order is altered in the normal purchase order entry program then it is re-presented for approval. You can also print and reprint orders in this program.

Purchase Ledger Invoice Entry (Combined Receipt)

This transaction allows you to enter purchase invoices. If a pre-posting register is operating then invoices are pulled through from the register. Invoices can be matched with purchase orders where the goods ordered have not been received. Use this program only when goods have not been received through the purchase order receipts program; otherwise use the purchase invoice program in the stock ledger to match against your receipts.

Goods Received

This transaction allows you to receive goods into stock. A corresponding accrual entry is made into the nominal ledger which a purchase ledger invoice can subsequently be matched against. You can only use this program to receive goods which are on a purchase order.

Generate Purchase Orders

Use this program to generate purchase orders. You can select a range of products, depots, and bin locations for re-ordering. A sheet is displayed showing generated order lines, and you can select lines on this sheet for actioning. One order is produced for each supplier. Generated orders have to be authorised in the Authorise Purchase Orders program.

Resource 32000 Summary Reference

Consolidate Purchase Orders

This program is used to consolidate purchase orders. Multiple purchase orders for the same supplier can have their lines picked up and deposited onto the same order. Note that the lines will all get the depot and delivery address of the order that they are being consolidated into.

Purchase Orders Pre Receipt

This program allows you to mark that order lines have been received without actually counting them. The lines are marked with the date of the receipt purely as a memo which may be of use to other company staff when warehouse staff have not yet had time to count the goods and book them in properly.

Purchase Order Reports

Print Purchase Order

Use this program to approve and print purchase orders. A purchase order which has not been approved cannot be printed, and cannot be purchase-invoiced. You can also amend the order details while approving the order. If subsequently the order is altered in the normal purchase order entry program then it is re-presented for approval.

Print Purchase Orders

This program is used to clear the archive in the purchase order processing system.

Purchase Orders Report

This report lists purchase orders.

Purchase Commitments Report

This report lists purchase order commitments grouped and totalled by nominal code and branch.

Purchase Requisitions Report

This report lists purchase requisitions.

Purchase Nominal Commitments Report

This report summarises branch and nominal code purchase order commitment against actual spent and budget values.

Purchase Order Anticipated Receipts

This report lists purchase orders which are due to be received between the specified dates. It also shows the current stock balance of the products on the orders giving the user the chance to cancel the orders if they are no longer required.

Purchase Order Housekeeping

Purchase Order Parameters

This program is used to define the setup of the purchase order processing system.

Clear Purchase Order Archive

This program is used to clear the archive in the purchase order processing system.

Fixed Assets

Asset Maintenance

This program allows you to enter, amend and delete the details of fixed assets. Key details of fixed assets include the location and the depreciation group, because these define default values for the other fields. An asset that you have just created in this program has no value until you use the Value Assets program to give the asset an ad-hoc value, or until you use the fixed assets Purchase Invoice program to match an invoice against the asset.

Fixed Asset Group Maintenance

This program allows you to enter, amend and delete the details of asset groups. An asset group defines default nominal codes for its assets, but these can be overridden for individual assets in the asset maintenance program.

Fixed Asset Location Maintenance

This program allows you to enter, amend and delete asset locations. An asset location defines a default branch and currency, but these can be overridden for individual assets in the asset maintenance program.

Depreciation Maintenance

This program allows you to enter, amend and delete depreciation codes. Each fixed asset has a depreciation code which determines the method of depreciation for the asset. There are two main methods for determining depreciation in Resource 32000. Straight Line depreciation involves a fixed periodic percentage of the original value. Reducing balance involves a fixed percentage of the current depreciated value. Straight line depreciation can be expressed as an asset lifetime in periods or years.

Asset Transactions

Fixed Asset Purchase Invoice

This transaction allows you to enter a purchase invoice and match it against one or more assets, thereby valuing the assets. The purchase invoice goes onto the purchase ledger so it does not have to be entered again. It is subject to normal purchase ledger considerations such as approval and the invoice register. You can use this program even for purchase invoices which have no fixed asset element by analysing them directly on the nominal ledger screen so this program can be used for a mixed batch of purchase invoices.

Sell Asset

This transaction registers the sale of an asset. The compulsory portions of the nominal ledger posting are made, but you must fill in the Cost of Sales expense account and value to balance the nominal ledger journal. Once an asset has been sold the customer, date, and method of disposal are recorded on the asset.

Write-Off Asset

This transaction registers the write-off of an asset. The compulsory portions of the nominal ledger posting are made, but you must fill in an expense account and value to balance the nominal ledger journal. Once an asset has been disposed of the date, and method of disposal are recorded on the asset.

Depreciate Assets

This program depreciates all assets that are awaiting depreciation in the current period. Their next depreciation period number is then moved on to the following period.

Value Asset

This transaction allows you to enter the value of an asset, and its depreciation this year. Initial setup of a fixed asset system is a two-pass process through this program because prior year depreciation should be entered first with initial valuation. Then the year number can be altered and a second pass of entering this years total depreciation can occur.

Asset Reports

Asset List

This report lists fixed asset details. Selection criteria are available.

Asset Sales Report

This report lists fixed asset details of assets sold or otherwise disposed of between a date range. Selection criteria are available.

Asset Purchases

This report lists fixed asset details of assets purchased between a date range. Selection criteria are available.

Asset Inspections

This report lists fixed asset details of assets inspected between a date range. Selection criteria are available.

Fixed Asset Transaction Daybook

A daybook lists all the transactions posted to its ledger control accounts since it was last printed. Also listed are the full details of all transactions posted directly into the transaction programs of the ledger.

The last page of the daybook report lists a summary of the nominal ledger postings detailed in the daybook, and a summary of VAT postings detailed in the daybook.

Resource 32000 Summary Reference

Asset Housekeeping

Fixed Asset Parameters

This program is used to define the setup of the fixed assets ledger

Fixed Asset Monthly Update

This program advances the Fixed Asset period number by 1.

Assets Year End

This program performs end of year tasks for the ledger.

Payroll

Maintenance

Employee Maintenance

This program allows you to enter, amend and delete employees in the payroll system. Related expenses and job-costing data can also be amended here. You can get a hard copy of the information entered in this program.

Pay Element Maintenance

This program is used to set up the different elements that form part of an employee's pay. These can be fixed values, hours-rate-pay values, or percentages of pay.

File Maintenance

This program maintains the details of a complete payroll.

NI Table Maintenance

This program is used to maintain NI table letter codes. Datasheets are provided on which NI percentages can be maintained for both contracted out and not contracted out employees.

System Pay Element Maintenance

This program is used to administer the system elements that form part of an employee's pay and deductions such as SSP, SMP, Tax, and National Insurance.

Document Maintenance

This program allows you to enter, amend and delete payroll document codes. Payroll documents are used by the document print program, for output such as payslips and cheques. A payroll can have up to four documents connected with it, and each employee can be connected to any or all of the documents in the payroll.

Global Allowance Increase

This program is used to increment tax allowances by the amounts specified from time to time by the Inland Revenue.

PAYE NI Maintenance

You can amend the NI bands, PAYE thresholds, and SSP and SMP parameters in this program.

Transactions

Variations

Timesheet (Employee)

This program is used to enter timesheets for part-time / piecework employees. Timesheets may be analysed across jobs and cost codes and pay elements. An employee may have multiple timesheets in a period. They will be added together.

Timesheet (Job)

This program is used to enter timesheets for part-time / piecework employees. Timesheets may be analysed across employees and cost codes and pay elements. An employee may have multiple timesheets in a period. They will be added together. This program is suitable when you receive a job worksheet that includes several employees.

Timesheet (General)

This program is used to enter timesheets for part-time / piecework employees. Timesheets may be analysed across employees and cost codes and pay elements. An employee may have multiple timesheets in a period. They will be added together. This program is suitable when you receive a worksheet that includes several employees and several jobs. If you have timesheet data in another database or a spreadsheet then you can use drag-and-drop to transfer that data into this program, saving rekeying.

Employee Leaving

Use this program when an employee is leaving to indicate their leaving date and whether or not they should be paid in the current period.

Alter Tax / NI

This program is used when the calculated figures for PAYE and/or NI are not required. Use this program with care.

Set SMP Higher Rate

This program is used when you want to determine the higher SMP Rate for an employee, prior to them starting SMP.

Calculate Pay

This program is used to calculate pay for all employees in the payroll. If an employee has been calculated since last time they were altered they will automatically be skipped, unless the box "Calculate pay for all employees" is checked.

Reports

Employee List

This report lists basic details of employee information, including tax and National Insurance codes, and optionally their pay.

Document

This program is used to print documents such as payslips and cheques. If you select the print option then only employees who have not already had the selected document will be printed. If you select reprint then all employees will

Resource 32000 Summary Reference

be printed, whether they have had the document already or not. Print One and Reprint One can be used to print individual documents. Each employee is flagged with which of the payroll's four documents that they require. Some documents (such as cheques) may require you to enter a starting sequence number.

Bacs

This program is used to output a BACS report for all Bacs employees on the payroll. You can use the export feature of IQ Objects to create an ascii file from the BACS report. It may be helpful if you want to do this to suppress the titles on the report using the check box supplied.

Print P14's

This program is used to print P14 documents at end of year.

Security

Switch Payroll

Resource 32000 supports multiple payrolls. For example a company might operate a weekly payroll, a monthly payroll, and a director's payroll. In addition to the normal security concerning program usage each Resource 32000 user can only be in one payroll at a time. Use this program to switch to a different payroll. For security reasons each payroll has its own password, and you can only switch to a payroll if you know its password.

Exit From Payroll

This program exits you from the payroll that you are currently in, without entering another one. It is a useful option from a security point of view, because until you re-enter a payroll with its password your user-code will not be able to perform payroll updates and enquiries.

Change Payroll Password

This program changes the password of the current payroll. It is a useful option from a security point of view, because until you enter a payroll with its password your user-code will not be able to perform payroll updates and enquiries.

Daybook

The nominal daybook lists full details of all transactions generated by the payroll since it was last printed.

Housekeeping

End of Period

This program is used to progress the payroll to the next period. A report detailing payroll activity through the period is compulsory.

Job Costing

Job Maintenance

Jobs

This program allows you to enter, amend and delete jobs. You can also enter basic cost code budgets and view account details if the job that you are editing has been posted to.

Job Cost Code

This program allows you to enter, amend and delete job cost codes.

Job Cost Groups

This program allows you to enter, amend and delete job cost code groups. You can also see which cost codes are in each group in this program.

Budgets

This program allows you to enter month-by-month budgets for a Job/Cost-Code/Budget-Code combination.

You can have multiple budget codes. They are set up in the system control program, budget code maintenance. The budget code "MASTER" is a special case. It is assumed to contain the principal or default budget and some enquiries and reports refer to it automatically.

Job Mass Budget Entry

This program allows you to import budgets into a datasheet. Simply use cut & paste to achieve this.

Job Masked Budget Import

This program allows you to enter budget details for multiple jobs simultaneously, based on a masked job code.

Invoicing Documents

This program allows you to enter, amend, and delete invoice codes, which are used by the invoicing and job costing modules to define the layout of invoices using the report writer.

Job Transactions

Job Nominal Ledger Journal (Automatic Entry)

This transaction allows you to enter job costing lines directly matched against nominal ledger credit entries. It is used to enter values into the job-costing system that do not fall into any of the other transaction programs. When using this program the system will automatically create a balancing entry in the nominal ledger to any Work In Progress debits that are created if you have set the "Balance TS and Journal" flag in Job parameters.

Purchase Ledger Invoice

This transaction allows you to enter a purchase invoice and match it against one or more cost-codes on one or more jobs. You are also allowed to analyse some or all of the net value of the invoice directly against the nominal ledger. If purchase orders have been entered against a job then you can match all or part of the invoice against such orders.

Purchase Ledger Credit

This transaction allows you to enter a purchase credit and match it against one or more cost-codes on one or more jobs. You are also allowed to analyse some or all of the net value of the credit directly against the nominal ledger.

Job Purchase Order (Memo)

This transaction allows you to enter job costing lines that are to be considered as purchase orders. A corresponding accrual entry is made into the nominal ledger which a purchase ledger invoice can subsequently be matched against. You do not need to be operating the Resource 32000 purchase order processing system to use this program because it purely relates to the production of accounting entries, not actual physical purchase order documents.

Job Cash Payment

This transaction allows the entry of cash payments into jobs. A single cash payment can be analysed against a combination of jobs and cost codes. You are also allowed to analyse some or all of the net value of the payment directly against the nominal ledger.

Job Cash Receipt

This transaction allows the entry of cash receipts from jobs. A single cash receipt can be analysed against a combination of jobs and cost codes. You are also allowed to analyse some or all of the net value of the receipt directly against the nominal ledger.

Job Timesheet

This transaction allows you to enter expenses timesheets. These timesheets have no effect on payroll.

Job Timesheet into Payroll

This transaction allows you to enter expenses timesheets which are also posted into the payroll in the current PAYE period.

Job Transfer

This transaction allows you to transfer previously entered job detail lines from one job to another. It is usually used when lines have been originally posted to the wrong job.

Job Cost Transfer

This transaction allows you to transfer a number of job detail lines to a different cost-code. It is usually used when lines have been entered on the wrong code.

Stock Job Goods Out

This transaction allows you to book goods out of stock into Job Costing. You use this transaction to make ad-hoc bookings of goods-out.

Job Write Off

This transaction automatically matches against all remaining job WIP lines. No sales ledger invoice or printable sales invoice is created as a result of this transaction. After running this transaction the job is flagged as “complete” to prevent further postings to it.

Job Sales

Job Cost Recording

This transaction allows you to match against job WIP lines and make ad-hoc value entries attributed to particular jobs and cost-codes. No sales ledger invoice or printable sales invoice is created as a result of this transaction.

Job Sales Ledger Invoice

This transaction allows you to enter a sales ledger invoice by matching against job WIP lines and by making ad-hoc value entries attributed to particular jobs and cost-codes.

Job Sales Ledger Credit

This transaction allows you to enter a sales ledger credit by matching against job WIP lines and by making ad-hoc value entries attributed to particular jobs and cost-codes.

Job Invoicing

This transaction allows you to enter a printable invoice by matching against job WIP lines and by making ad-hoc value entries attributed to particular jobs and cost-codes.

Job Sales Credit

This transaction allows you to enter a printable credit note by matching against job WIP lines and by making ad-hoc value entries attributed to particular jobs and cost-codes.

Job Draft Invoice

This transaction allows you to enter a draft sales ledger invoice by matching against job WIP lines and by making ad-hoc value entries attributed to particular jobs and cost-codes. This invoice can be printed, recalled and revised indefinitely until it is finally accepted when the Job and sales ledger is updated.

Job Progress Draft Invoice

Use this program to confirm a draft invoice, and post it to Job Costing and the Sales Ledger.

Job Overruns

Calculate Job Overruns

This program calculates job costing overruns. Job budgets are compared with actual figures and percentage complete and an overrun is calculated separately for time and expenses, according to the type of job. You can then produce a report of the calculated overrun, and if you wish the system can generate postings to the job which effectively cancel the overrun, turning it into an expense.

Action Job Overruns

This program actions job costing overruns. Job budgets are compared with actual figures and percentage complete and an overrun has been calculated separately for time and expenses, according to the type of job.

Job Reports

Job Summary

This report lists summary financial information about the jobs in the system. A range of selection criteria is available.

Job Detail

This report lists job detail postings. Selection criteria are available for both the jobs to be printed and which detail lines are required.

Aged Work In Progress

This report lists aged WIP summary. Selection criteria are available for both the jobs to be printed and which detail lines are required.

Aged Work in Progress Detail

This report lists aged WIP detail. Selection criteria are available for both the jobs to be printed and which detail lines are required.

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Job List

This report lists basic non-financial information about the jobs in the system.

Aged Debtors by Job

This report lists aged balances of sales invoices and credit notes raised via Job Costing. Selection and sorting criteria are available. This report does not include transactions raised from other sources.

Job Period Summary

This report lists cost and invoice summary related to jobs. Selection criteria are available.

Invoicing Print Sales Invoices

This program prints sales invoices of a particular code which have been entered since the program was last run.

Job Management Report

This report lists cost and invoice summary related to jobs. Selection criteria are available.

Job Management Report 2

This report lists cost and invoice summary related to jobs. Selection criteria are available.

Job Detail Costs Report

This report lists cost detail related to jobs. Selection criteria are available.

Job Revenue Summary

This report lists cost and invoice summary related to jobs. Selection criteria are available.

Job Summary 2

This report lists summary financial information about the jobs in the system. A range of selection criteria is available.

Job Recharge Billing Report

This report lists cost, recharge and invoice summary related to jobs. Selection criteria are available.

Job Housekeeping

Job Monthly Update

This program marks fully allocated sales ledger items as archived, so that they no longer appear on ordinary Job enquiries.

Job Year End Cleardown

This program performs end of year tasks for the ledger. The year and period that you can enter are the year and period that the ledger will be in after year end has been run.

Job Ledger Parameters

This program is used to define the setup of the job costing ledger.

Job Accruals Parameters

This program defines the fields used by the Job Costing accruals ledger (used for purchase orders posted to job costing)

Job Estimates

Job Estimate

Job Estimate

This program is used to enter estimates for jobs, which can subsequently create job budgets and job sales invoices.

Job Estimate Parameters

Job Estimate Parameters

This program is used to define the setup of the job costing estimates system.

Expenses

Maintenance

Employee Maintenance

This program allows you to enter, amend and delete employees in the expenses system. Related payroll and job-costing data can also be amended here. You can get a hard copy of the information entered in this program.

Job Rate Code

This program allows you to set up Job Costing Employee rate codes. These codes are cross-referenced between employees and jobs to generate a standard rate for employee's working on those jobs.

Charge Rates

This program allows you to enter, amend and delete charge rates for employees on particular jobs.

Transactions

Claim and Timesheet

This transaction allows you to enter an expense claim, usually from an employee. You can simultaneously enter timesheet elements and expense recovery claims. The total value requested on the first tab of this program is solely the value of the expenses element, do not include the timesheet value in this entry.

Job Timesheet

This transaction allows you to enter expenses timesheets.

Claim

This transaction allows you to enter an expenses claim, usually submitted by an employee of your company.

Claimback

This transaction allows you to reverse an expense claim entered in error. It does not remove the original claim but it can be matched against a claim or part of a claim in the expenses journal program.

Payment

This transaction allows you to enter an expenses payment, usually to an employee. You can enter the value of the payment and then match the value against submitted expenses claims. The program permits unallocated payments on account (floats or other payments in advance). A negative payment entered into this program signifies payment recovered from an employee.

Journal

This transaction allows you to enter an expense account journal. This is a special transaction type, intended to cover situations not covered by the other transactions. An example of its use might be the matching of an expenses claim and an expenses claimback transaction.

Calculate Payments

This program calculates an automatic payment run. It is the first stage in the automatic payment process and has no irrevocable affect on the expenses ledger. Once you have calculated automatic payments you can use other programs listed below to report on the payments, alter the payments, and finally to action the payments which writes them back to the ledger.

Action Automatic Payments

This program applies the automatic payments that have been calculated to the Expenses ledger. Until this stage automatic payments are suggestions only, and are completely revokable. After this stage the payments have been made in the ledger and are much harder to reverse.

Timesheets

Enter Timesheet & Expenses

This program allows you to enter timesheets in the expenses system. These timesheets are held in a file, pending acceptance and posting through to the job-costing system.

Amend Timesheet & Expenses

This program allows you to enter timesheets in the expenses system. These timesheets are held in a file, pending acceptance and posting through to the job-costing system.

Accept Timesheet & Expenses

This program allows you to accept timesheets that employees have entered, posting them to the job costing system and the nominal ledger.

Timesheet Report

This report lists timesheets posted into the expenses timesheet system. Selection criteria are available.

Timesheet Expenses Report

This report lists expenses posted into the expenses timesheet system. Selection criteria are available.

Overhead Recovery Calculation

This program calculates employee overhead recovery rates. It works in concert with the employee timesheets system whereby timesheets are entered by employees, and later they are approved by supervisors or managers and the jobs are updated. An annual overhead recovery figure is entered, and this is divided by the number of employees who have worked in the period, and further divided by the notional annual number of chargeable hours per employee. The resulting value will then be added on to the cost rate of chargeable employees as they are posted to jobs (in the timesheet approval process). The charge-rate of the employees is unaffected by this.

Reports

Aged Expenses

This report lists summary aged balances of expense accounts. Selection criteria are available.

Aged Expense Detail

This report lists detailed aged balances of expense accounts. Selection criteria are available.

Employee Label

This report lists expense address labels. Selection criteria are available.

Employee List

This report lists expense account names and addresses. Selection criteria are available.

P11D

This report lists historic expense information. Selection criteria are available.

History

This report lists historic expense information. Selection criteria are available.

Time Report

This report lists time postings made to the Expenses and Job Costing systems. Selection criteria are available.

Cheques

This report prints expense payment documents such as cheques. If the document is set to exclude BACS payments, or to only include BACS payments then sequential (cheque) numbers generated by the program automatically take account of this. After printing, if you save your entry, then all expense ledger payment documents currently pending for the bank-account in question are regarded as completed, regardless of the BACS status of the current run. So you should only save after a print using this program if you have printed ALL the documents required for all expense payments from this bank account.

Housekeeping

Monthly Update

This program marks fully allocated expense account items as archived, so that they no longer appear on ordinary expense account enquiries.

Year End Cleardown

This program performs end of year tasks for the ledger.

Expense Ledger Parameters

This program is used to define the setup of the expenses ledger

BOM

Maintenance

Maintenance

This program is used to create new designs for BOM assemblies.

Calculate Standard Costs

This program is used to recalculate the standard cost of products defined as BOM assemblies. If your system contains assemblies within assemblies you may want to run this program more than once in order to ripple standard costs up through the hierarchy

Transactions

Start a Batch

This program starts a BOM batch. Separate programs then book components into the batch, and create finished goods in stock.

Goods Out

This transaction allows you to book goods out of stock into a BOM assembly. You cannot finish a bigger proportion of the assembly than the smallest proportion of component stock that you have booked out into the assembly.

Finish Goods

This transaction allows you to create finished goods out of a BOM batch. You cannot finish more goods than the percentage of components that have been booked into the job using the BOM Goods Out program.

Job Write Off

This transaction automatically matches against all remaining job WIP lines. No sales ledger invoice or printable sales invoice is created as a result of this transaction.

Instant Conversion

This transaction allows you to convert one product (or a group of products) into another product. There may also be surplus by-products of the process which are created simultaneously.

Reports

Reprint Works-Order

This program prints works-orders for batches that have been started. Once the works-orders have been printed and saved they can be re-printed.

Daybook

Daybook

A daybook lists all the transactions posted to its ledger control accounts since it was last printed. Also listed are the full details of all transactions posted directly into the transaction programs of the ledger.

The last page of the daybook report lists a summary of the nominal ledger postings detailed in the daybook, and a summary of VAT postings detailed in the daybook.

Housekeeping

Monthly Update

This program runs the BOM period end procedure.

Annual Update

This program performs end of year tasks for the ledger. The year and period that you can enter are the year and period that the ledger will be in after year end has been run.

Parameters

This program is used to define the setup of the nominal ledger.

Sales Contracts

Contracts Maintenance

Contract Type Codes

This program allows you to enter, amend and delete sales order contract type codes.

Contract Repetition Type Codes

This program allows you to enter, amend and delete sales order contract repetition type codes.

Support Status

This program allows you to enter, amend and delete support status codes.

Support Action

This program allows you to enter, amend and delete support action codes.

Sales Contract Transactions

Sales Contract Entry

This program allows you to enter and amend sales contracts.

Contracts Invoicing

This program generates sales invoices from selected contracts.

Take support queries

This program controls support calls being taken by a product support team.

Sales Contract Reports

Contract List

This report lists sales contracts.

Sales Contract Parameters

This program is used to define the setup of the sales contracts system.

Production Costing

Channel 4 Report

This report prints the channel 4 costing report.

TEC Contract Invoice

This transaction allows you to enter a purchase invoice and match it against one or more cost-codes on one or more jobs. You are also allowed to analyse some or all of the net value of the invoice directly against the nominal ledger. If purchase orders have been entered against a job then you can match all or part of the invoice against such orders.

Sales Ledger Direct Debits

Sales Ledger Calculate Direct Debits

Sales Ledger Calculate Direct Debits

This program calculates an automatic payment run. It is the first stage in the automatic payment process and has no irrevocable affect on the sales ledger. Once you have calculated automatic payments you can use other programs listed below to report on the payments, alter the payments, and finally to action the payments which writes them back to the ledger. Only customers whose Direct Debit check box is set can pay you automatically.

Sales Ledger Check Direct Debits

Sales Ledger Check Direct Debits

This program allows you to view and amend the calculated automatic direct debits for selected customers. You can use this program to delete items from the automatic payment run. If you do this, then the deletion will only apply if you do not re-run the "Calculate Direct Debits" program.

Sales Ledger Action Direct Debits

Sales Ledger Action Direct Debits

This program applies the automatic direct debits that have been calculated to the sales ledger. Until this stage automatic direct debits are suggestions only, and are completely revokable. After this stage the receipts have been entered in the ledger and cannot be reversed.

Sales Ledger Direct Debit List

Sales Ledger Direct Debit List

This report prints sales ledger direct debit documents.

Marketing Database

Marketing Codes Maintenance

Marketing Prospect Status Codes

This program allows you to enter, amend and delete marketing database prospect status codes.

Marketing Lookup 5 Codes

This program allows you to enter, amend and delete marketing database Marketing Lookup 5 codes.

Marketing Country Codes

This program allows you to enter, amend and delete marketing database country codes.

Marketing County Codes

This program allows you to enter, amend and delete marketing database county codes.

Marketing Contact Status Codes

This program allows you to enter, amend and delete marketing database contact status codes.

Marketing Letter Codes

This program allows you to enter, amend and delete marketing database mailing letter codes.

Marketing Person Codes

This program allows you to enter, amend and delete marketing database user codes.

Marketing Meeting Type Codes

This program allows you to enter, amend and delete marketing database meeting type codes.

Marketing Outcome Codes

This program allows you to enter, amend and delete marketing database meeting outcome codes.

Marketing Location Codes

This program allows you to enter, amend and delete marketing database location codes.

Marketing Job Codes

This program allows you to enter, amend and delete marketing database job title codes.

Marketing Prospect Status Codes

This program allows you to enter, amend and delete marketing database prospect status codes.

Marketing Lookup 8 Codes

This program allows you to enter, amend and delete marketing database Marketing Lookup 8 codes.

Marketing Salesperson Codes

This program allows you to enter, amend and delete marketing database salesperson codes.

Marketing SIC Codes

This program allows you to enter, amend and delete marketing database SIC codes.

Marketing Source Codes

This program allows you to enter, amend and delete marketing database data source codes.

Marketing Status Codes

This program allows you to enter, amend and delete marketing database status codes.

Marketing Lookup 4 Codes

This program allows you to enter, amend and delete marketing database codes for marketing lookup 4 codes.

Marketing Lookup 6 Codes

This program allows you to enter, amend and delete marketing database Marketing Lookup 6 codes.

Marketing SIC Group Maintenance

This program allows you to enter, amend and delete marketing database SIC Group codes. Sic Codes are in SIC Groups, allowing you to categorise market sectors and sub sectors in your system.

Marketing Lookup 1 Codes

This program allows you to enter, amend and delete marketing database codes for marketing lookup 1 codes.

Marketing Lookup 2 Codes

This program allows you to enter, amend and delete marketing database codes for marketing lookup 2 codes.

Marketing Lookup 3 Codes

This program allows you to enter, amend and delete marketing database codes for marketing lookup 3 codes.

Marketing Lookup 7 Codes

This program allows you to enter, amend and delete marketing database codes for marketing lookup 7 codes.

Database Maintenance

This program allows you to enter, amend and delete marketing database prospects. You can also amend contacts and enter details of meetings and conversations with your prospective clients.

Call Prospects

This program allows you to call marketing prospects.

Marketing Sales Prospects

This program allows you to call and monitor sales prospects.

Assign Prospects

This program is used to assign companies to particular marketing and salespeople. Mass mailings can also be generated and dates for the next callback to prospective customers.

Marketing Reports

Marketing Activity Report

This report shows activity in the marketing department.

Marketing Prospects (Period) Report

This report shows activity in the sales department, sorted by salesperson within the period in which the order is anticipated.

Marketing Prospects (Sales Person) Report

This report shows activity in the sales department, sorted by period within sales person.

Marketing Appointments Report

This report shows appointments secured by the marketing department, and shows prospects resulting from those appointments.

Marketing Results Report

This report shows activity in the sales department, sorted by period within sales person.

Market Survey

This program allows you to perform marketing surveys, collecting limited data.

Market Survey Report

This program is used to report on the results of a market survey.

System Control

System Maintenance

Style Maintenance

This program allows you to alter the appearance of information displayed on your system's screens. Every field displayed has a style which determines the font, size, boldness, italics, container etc used to display that field. Styles can have parent styles, in which case they can inherit chosen attributes from their parents. In particular most styles are children of the style "BACKGROUND" so if you alter the size of this style then you are effectively altering the size of all text display in Resource 32000. Changes to the styles do not take effect until you have logged out of all the programs you are using in Resource 32000.

Text Translations

This program allows you to enter, amend, and delete background text translations. For example you may wish the word Job to be rendered as Contract or the word Branch to be rendered as Department.

Registry Maintenance

Resource 32000 requires numerous individual pieces of data to function correctly. This program allows you to directly edit them. Be aware however that most of them can be edited elsewhere, and this program should usually only be used as a last resort, under the instruction of DSR Support.

Library Maintenance

This program is for the use of DSR only.

Create Wallpaper

This program is used to maintain the different forms of background wallpaper that Resource 32000 can display.

IQ Parameters

You can use this program to change the configuration of IQ on your system.

Accounts Maintenance

VAT Code Maintenance

This program allows you to enter, amend, and delete tax codes.

Prompt Payment Maintenance

This program allows you to enter, amend and delete prompt payment discount codes. Prompt payment discount codes are attached to customers and suppliers and affect payments, receipts, automatic payment calculations, and VAT calculations.

Analysis Code Maintenance

This program allows you to enter, amend and delete analysis codes and descriptions. The analysis code forms part of every nominal posting detail line.

Analysis codes are attached to many entities in the system, such as customers and suppliers etc. These analysis codes are used as defaults in some transactions such as sales ledger invoices and you can also use them in the report writer to sort and extract accounts that you want.

Analysis codes may be referred to in your company by some other name such as salesmen, or projects. If this is the case then you can use the program "Text Translations" in system control to change the description "Analysis" to whatever you like everywhere that it appears in the system.

Currency Maintenance

This program allows you to enter, amend and delete currency codes. All accounting detail entries have a currency, so you must at least set up a base currency code, such as "STERLING" with an exchange rate of 1.

Year & Period Maintenance

This program allows you to enter, amend, and delete year codes. A year has periods and you can enter period dates here. A year should not be used until all of its period dates have been specified.

Ledger Item Status

This program allows you to enter, amend and delete ledger item status codes. These are used by the purchase ledger to indicate approval/hold/payment status.

Maintain Contacts

This program is used to maintain shared details of personal contacts.

Maintain Ledger Parameters

The set of fields defined here is the basic set used by most of the ledger maintenance programs. Do not use this program unless directly instructed to do so by DSR Resource.

Daybook Reprint

Daybooks can be reprinted using this program. The completeness of the reprint will depend on whether data (in particular nominal ledger detail) has been deleted since the original print of the daybook was requested.

Historic Ledger Report

This program prints a report of a past incarnation of a ledger, ie as it was at the end of a past period. If detail from the ledger has been deleted then naturally it will be omitted from this report.

Audit Report

This report lists alterations to fields which have the "audit alterations" flag set in simple exhibit maintenance. Selection criteria are available.

Country Codes

This program allows you to enter, amend and delete intrastat country codes.

General Lookup 1

This program allows you to enter, amend and delete "general lookup" codes. This codes can be used in various places in Resource 32000 for your own purposes.

General Lookup 2

This program allows you to enter, amend and delete "general lookup" codes. This codes can be used in various places in Resource 32000 for your own purposes.

General Lookup 3

This program allows you to enter, amend and delete "general lookup" codes. This codes can be used in various places in Resource 32000 for your own purposes.

General Lookup 4

This program allows you to enter, amend and delete "general lookup" codes. This codes can be used in various places in Resource 32000 for your own purposes.

Delete Archived Ledger Detail

This program deletes historic archived ledger detail from the nominal ledger detail file on request. Detail can only be deleted using this program if it has been archived and if there is no open period older than the selected period. Use this program to remove unwanted historical data from your detail file. **WARNING:** Lines that you delete will have totally disappeared from the system. For example they will no longer appear on historic ledger reports.

Ledger Balances

This program displays the balance on the selected ledger, grouped by nominal code, department code, year, and period.

System Security Maintenance

User Maintenance

This program allows you to enter, amend, and delete Resource 32000 user codes. Each user can be a member of a number of groups, and that group membership can also be defined in this program. You can also define the buttons on the user toolbars. User attributes can be defined on the attributes tab. Most of the fields in this program are only available to super users.

User Group Maintenance

This program allows you to enter, amend and delete group codes. Users can be members of many groups. User group membership has a security level, which is used by the Field Security program to determine which fields are visible and amendable by the user when running programs.

Menu Maintenance

This program allows you to select a menu deed code and enter the list of deed codes which form that menu. Creating new menus in this program allows you to attach specific menus to users.

Deeds Maintenance

Deeds form the link between the menu system and tasks in Resource 32000. This program allows you to enter, amend, and delete deeds.

Use of this option is advanced, and you should not attempt it without training. The Resource system is delivered with all the Deeds that you need for normal operation already set up for you.

Set Group Maintenance

This program allows you to specify which programs can run at the same time as other programs in the system. Do not make alterations to the data here without direct instructions to do so from DSR Support.

Simple Exhibit Customisation

This program allows a system supervisor to alter the security levels of every field in every form and datasheet. Users run programs via Deeds, which are in a Group. Users are members of groups with a numeric security level, and can only edit and view those fields whose security level is not greater than the security level of the user in the group of the deed. User group security levels are defined in the User Maintenance program

Maintain User Attributes

This program is used to maintain user attribute codes. These codes specify a variable list of possible attributes that users may have. The actual user attributes are maintained in the user maintenance program on the attributes tab.

Security Settings

This program is used to define your site's password policy.

Licencing

Number of Users

This program allows you to alter the number of users for which your copy of Resource 32000 is licenced. A validation code number is required for which you will need to telephone DSR Support Hotline. Clearly you will only need to use this program very rarely, when you have purchased additional users from DSR Resource.

Company Name

This program allows you to alter the company name printed on reports from Resource 32000. A validation code number is required for which you will need to telephone or fax the DSR Support Hotline. Before the support line will give you the validation number they will ask you for a fax or letter on the letterhead of the original purchasing company confirming the exact spelling of the name that you want to use.

Ledger Licence Maintenance

You can use this program to change the set of ledgers for which your system is licenced. To alter this information you will need a code-number from DSR Support Hotline. Naturally you will only be issued with code numbers for ledgers that you have purchased. You should not usually need to go into this program at all.

Licence Expiry Maintenance

You can use this program to refresh your software. To do this information you will need a code-number from DSR Support Hotline.

Short Company Name

This program allows you to alter the short company name printed displayed on the caption bar while Resource 32000 is running.

System Status

Show Enhancements

This program allows you to view the list of enhancements that are currently being used on your system.

Design Exhibits

This program allows you to alter the database entries which define the behaviour of your Resource 32000 system. The behaviour of this program is subtle and complicated and you should not attempt to use it unless you have been thoroughly trained or you are under instruction from DSR Support. Information in this program is superseded by any entries that are made in the "Customise Site Exhibits" program.

Customise Site Exhibits

This program allows you to customise the database entries which define the behaviour of your Resource 32000 system. The behaviour of this program is subtle and complicated and you should not attempt to use it unless you have been thoroughly trained or you are under instruction from DSR Support.

Print Reports

This program allows you to select previously saved reports (otherwise known as spoolfiles) for printing, deletion, or viewing.

Resource Messaging System

Message Centre

This program allows you to enter, amend, and delete Resource 32000 messages to other users. A message can be amended or deleted until it has been read by its recipient.