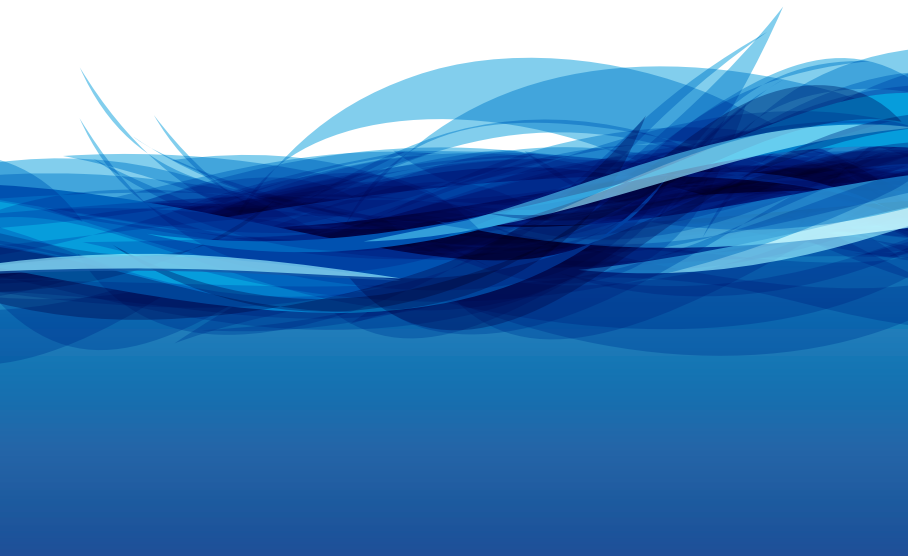


Books

by HansaWorld

Beginner's Guide
Getting Started



BEGINNER'S GUIDE

Getting Started with Books by HansaWorld

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Installation

This beginner's guide has been designed to make it easier for you to begin working with Books by HansaWorld. For more detailed information, please refer to the pdf file of the Books by HansaWorld manual, which you can download from our website <http://www.hansaworld.com/support>.

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

Installing your new Books software package

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

Note: If you have problems extracting the necessary files, call our helpline on +1 646-459-0704 or email supportusa@hansaworld.com.

Mac OS X

Books by HansaWorld requires Mac OS X 10.5 or later.

1. Either:
 - a. Open the CD and drag the Books application to your 'Applications' folder; or
 - b. Download the latest version of Books from <http://books.hansaworld.com/downloads/hwindex.htm>. Then open "Books.dmg" and from the mounted disk image drag the Books application to your 'Applications' folder.
2. Start the application by double-clicking.

Windows

Books by HansaWorld requires Windows Vista/XP/7.

1. Either:
 - a. From the CD, launch the installer (named "bks-install-client.msi") by double-clicking; or

- b. Download the latest version of Books from <http://books.hansaworld.com/downloads/hwindex.htm>. The “bks-install-client.msi” installer file will be downloaded to your computer. Then start the installer by double-clicking on it.
2. Choose where you want Books to be installed: the default is to install it in a new directory in your ‘Program Files’ directory. Click the [Install] button.
3. The Books application will be installed in your chosen location, and a shortcut will be added to your Start menu.
4. Start the application by double-clicking, or from your Start menu.

Starting Books for the first time

Your Books application will now be running and a ‘Welcome’ window will be open. Click one of the buttons as follows:

Demo Company

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

New Installation

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

Import backup

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

Connect to server

Choose this option if you wish to install a client for an existing Books server. Choose the server from the list if it is located within your local area network, or specify its IP address and port number if you want to connect to the server via the Internet.

If you chose the ‘Demo Company’ installation option when starting Books for the first time, the ‘Welcome’ window will continue to appear each time you start Books: click the ‘Demo Company’ option each time. When you decide to create your own database, click the ‘New Installation’ option in the ‘Welcome’ window. The ‘Welcome’ window will continue to appear on startup, and you can click ‘Existing Installation’ or ‘Demo Company’, depending on whether you want to work in your own database or try something new in the demo database.

When you no longer need the demo database, remove the tick from 'Show on Startup' in the 'Welcome' window. From now on, the 'Welcome' window will no longer appear when you start Books.

Creating a New Database

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

1. Enter your company name, address and other details.
2. It is strongly recommended that you choose the 'Start with standard chart of accounts' option. This will import our standard settings to your new database. This way you can avoid having to set up report definitions, form designs, a chart of accounts and other settings on your own.
3. Use the lower half of the window to create a User Account for yourself. You must enter your Name and Signature before you can progress to the next step, but the other information is optional. The Signature is the name that you will use as your identity code each time you log in to Books by HansaWorld. Choose a password and click the [Create] button.
4. When the 'Choose Your Country: Inspect' window opens, press the -Enter (Mac OS X) or Ctrl-Enter (Windows) key combination. Choose your country in the subsequent selection list by double-clicking. Then, click the [Next] button.
5. The software license agreement will appear: after reading, click [I Agree].
6. Log in using your Password if you specified one in step 3.
7. If you did not specify a Password in step 3, you will now be asked to do so. Enter it twice and click [Save].
8. If you did specify a Password in step 3, you will be asked if you want Books by HansaWorld to remember it, so that you do not have to enter it yourself each time you log in. It is recommended that you only click the [Yes] button if you are absolutely sure no-one other than yourself will have access to your computer.
9. The Master Control panel will appear and you are ready to begin work.

If you did not choose the 'Start with standard chart of accounts' option in step 2 above, you will now need to configure the settings yourself in the following areas: Account Usage A/R, Account Usage A/P, Payment Modes (payment methods), Payment Terms, Tax Codes, Definitions of the Balance Sheet, Profit & Loss, Tax Reports, Form designs and document definitions. Please consult the full Books by HansaWorld manual for details.

You should now configure the Fiscal Years setting:

1. Click the [Module] button in the Master Control panel, or use the **⌘-0** (zero) (Mac OS X) or **Ctrl-0** (Windows) keyboard shortcut. Double-click 'System' in the list that appears.
2. Click the [Settings] button in the Master Control panel, or use the **⌘-S**/ **Ctrl-S** keyboard shortcut. Double-click 'Fiscal Years' in the list that appears.
3. The 'Fiscal Years: Inspect' window will open. Enter the details of your current fiscal year. For example if you are currently in FY 2010/11 which runs from 1st April, enter: 2010 - 1/4/2010 - 30/3/2011.
4. Click the [Save] button.

Note: If you used the 'Start with standard chart of accounts' option when you created your new database, you may find the current fiscal year is already recorded in this setting. You can change it if it is not correct for your company, but only if your database does not contain any accounting transactions. After adding the first accounting transaction, you can only add new fiscal years, not change existing ones.

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

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

Enabler

When your installation is complete and you have entered your company details, you will need an Enabler Key. The Enabler Key allows you to print from your system. Your computer must be connected to the Internet for it to be able to receive an Enabler Key.

1. Click the [Routines] button in the Master Control panel, and then click [Registration].
2. Click the [Register this Product] button.
3. If you have not previously registered with HansaWorld, leave both fields in the 'Search for Existing Registration' window empty and click [Next].
4. The 'Company Information: Inspect' window will open, containing your company name and address, taken from the Company Info setting. Check the details are correct and click the [Next] button. This will register your details in the HansaWorld customer database. You will be given a Customer Code, Contract Number and Registration Number: these will be visible in the Internet Enablers setting.
5. You will be asked to enter the Activation Code of your copy of Books by HansaWorld. If you purchased Books by HansaWorld in a shop, the Activation Code will be included in the box. If you purchased it online, you will have been sent the Activation Code as part of the package. Click [Next].
6. You will be given an Enabler Key and a Valid Until Date: these will be visible in the Configuration setting.

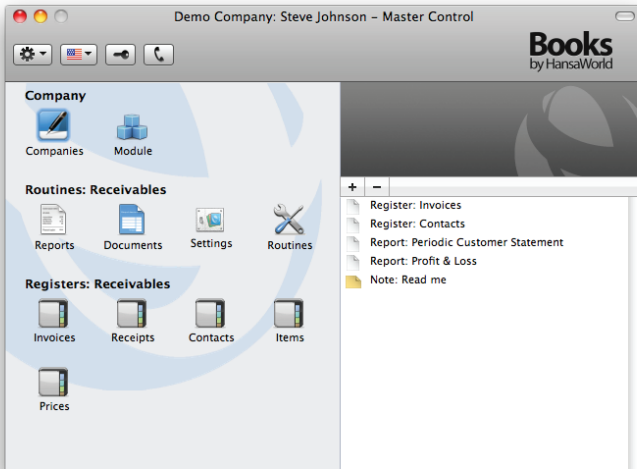
If you have any problems obtaining your enabler, please call our helpline on +1 646-459-0704 or email supportusa@hansaworld.com.

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

Once a month your copy of Books by HansaWorld will connect to the HansaWorld server automatically to get a new Enabler Key. The new key will add an extra month to the Valid Until date.

User Interface

Master Control Panel



Personal Desktop

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

- You can place Navigation Links in your Personal Desktop by dragging and dropping. Navigation Links are short cuts to the reports, routines, records and registers that you use most frequently. For example, to create a Navigation Link to a report, open the 'Reports' list by clicking the [Reports] button in the Master Control panel, and drag the name of the report to the Personal Desktop. You can now double-click the Navigation Link each time you want to run the report. You can create Navigation Links to settings and documents in a similar manner. To create a Navigation Link to an individual record, open the relevant register and drag the record from the list to the Personal Desktop. You can also drag entire registers from the Master Control panel.
- To place an external file in your Personal Desktop, click on + above the Personal Desktop (Mac OS X) or open the Operations drop down menu (Windows) and choose 'Attach File'. A standard open file dialogue window will open: locate the file that you need in the usual way. To

download the file later, choose 'Download File' from the same drop down menu. To open the file using a helper application, choose 'Open Record'.

- To place a Note in your Personal Desktop, click + (Mac OS X) or Operations (Windows) and select 'Create Note'. Enter the Note and a Comment (this will identify the Note in the Personal Desktop) and click the [Save] button. To read the Note, open it by double-clicking.
- To create an Archive, click + (Mac OS X) or Operations (Windows) and select 'Create Archive'. Enter the name of the Archive and press the [Save] button. Double-click the Archive to open it - from here you can rename the Archive (by choosing 'Rename Archive' from the Operations drop down menu), or create further archives inside this archive (by choosing 'Create Archive' from the same menu). This allows you to create an entire folder structure of Archives in the Personal Desktop. Move objects into and out of Archives by dragging and dropping.
- To remove an object from an Archive or from your Personal Desktop, highlight it and click — above the Personal Desktop (Mac OS X) or choose 'Clear' from the Edit menu (both platforms).

Reports and Documents

You can print reports and documents from the Master Control Panel. Documents are more formal printouts that you will send to your Customers and Vendors (e.g. Invoices).

After choosing a report or document, a specification window will appear, where you can choose the information that you want to appear in the report (e.g. you can choose the report period), or choose the documents that you want to be printed.

You can view reports on screen, print them on a printer or export them to text, pdf or Excel files. You can view documents on screen or print them on a printer.

Buttons: New, Duplicate, Cancel, Save



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

Use the [Save] and [Cancel] buttons to accept or reject changes to records.

The [New] button allows you to create a new blank record for data entry, while the [Duplicate] button will create a new record by copying an existing one.

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

Operations Drop-Down Menu



The Operations drop-down menu is one of the most powerful tools in Books by HansaWorld. The options in this menu vary depending on the window. Every frequently executed but 'special' function will be found on this menu. Examples include being able to OK (post to the General Ledger) Invoices and other transactions from the browse windows, and being able to write off outstanding amounts while receiving a customer payment.

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

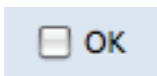
Looking Up Records ('Paste Special')

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

Changing the User Interface

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

“OK” Check boxes



You can find the OK check box in records that generate General Ledger Transactions. These are Sales and Purchase Invoices, Receipts and Payments.

Records are fully editable while the OK check box is not ticked. This allows you to enter a record, save it, check it's correct and make any necessary corrections before finally committing it to the General Ledger. When you tick the OK check box and save the record, a General Ledger Transaction will be created and you will no longer be able to change the record.

Basic Tasks

Contacts

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

Customers

1. To set up a Customer record, change to the Receivables module, open the Contact register and click [New]. Books by HansaWorld will automatically allocate a Contact Number (you can change this before saving the record). Enter the Customer Name, Address, Telephone and Fax details. You will also see that the Customer check box has been ticked automatically.

2. The Customer will be treated by default as domestic. If they are overseas, reset the Tax Zone option (on the 'Account' card). If you wish to use credit limit checking, specify a credit limit. Paste the Customer's default Payment Terms into the Sales Pay Terms field (on the 'Terms' card) using 'Paste Special'.
3. Save the record by clicking the [Save] button.

Vendors

1. To set up a Vendor record, change to the Payables module, open the Contact register and click [New]. Enter the Vendor Name, Address, Telephone and Fax details. By default the Vendor check box will be ticked, because you opened the Contact register in the Payables module.
2. Paste a General Ledger Account into the Cost A/C field on the 'Account' card. This will be the default expenditure Account for Purchase Invoices from the Vendor.
3. The Vendor will be treated by default as domestic. If they are overseas, reset the Tax Zone option (on the 'Account' card). Paste the Payment Terms offered to you by the Vendor into the Purch. Pay. Terms field (on the 'Terms' card) using 'Paste Special'.
4. Save the record by clicking the [Save] button.

Contact Persons

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

Items

Items are the products and services that you sell.

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

Note: For details on other fields in any of the screens above, consult the full Books by HansaWorld manual.

Raising Invoices

Each time you make a sale, you should enter an Invoice, print it and send it to the Customer. The Invoice therefore acts as a demand for payment and also will appear in the debt management reports that you can produce from Books. Each Invoice will also cause a General Ledger Transaction to be created automatically, thus contributing to the turnover and debtor figures in your monthly and yearly management reports.

When you open the Invoice register, if you are using Mac OS X you will see the Invoices are color-coded, as follows:

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

To enter a new Invoice, follow these steps:

1. Change to the Receivables module, open the Invoice register and click [New]. This will create a new Invoice record. Books will automatically allocate an Invoice Number (this can be overwritten).
2. Enter a Customer in the Customer field using the 'Paste Special' command. A list of all Customers will appear, scroll through this list, highlight the one you need and press Enter (or double-click using the mouse). The Customer details including Payment Terms will automatically be pulled through to the Invoice.

3. Use the matrix to list the Items you have sold. In the Item field in the first row, use the 'Paste Special' command to bring up a list of all Items. Select the appropriate Item by double-clicking. Books will automatically bring the Item details into the Invoice (e.g. Item Description and Price). Move to the Quantity field and enter the appropriate quantity. Books will then automatically calculate the total amount and the Tax. To enter more Items repeat the procedure above on subsequent rows.
4. At this stage, you can change anything in the Invoice, even after you have saved it by clicking the [Save] button, and you can also delete the Invoice using the 'Delete' command on the Record menu. Once you are satisfied that the Invoice is correct, you should click the OK check box. When you save, the Invoice will be committed to your Accounts Receivable, and a General Ledger Transaction will be created. You will no longer be able to change or delete the Invoice.
5. Click on the button with the printer icon at any time to print the Invoice. If you print the Invoice prior to OKing it a "Test Printout" message will be printed across the Invoice. If you try and print an Invoice more than once after you have OKed it, a "Copy" message will be printed across the second and subsequent copies.

Credit Notes

To raise a Credit Note (sometimes known as a "Credit Memo"):

1. Find the Invoice against which you are issuing the Credit Note. The Invoice must have been OKed. Open the Invoice and choose 'Create Credit Note' from the Operations drop-down menu. This will create a completely new record containing the same details as the original Invoice and a reference to that original Invoice in the first row of the Invoice matrix. The Payment Terms field will contain a Payment Term that you have set up as a credit - use 'Paste Special' for a list of Payment Terms.
2. Make sure that the details on the Credit Note are correct. When you are satisfied that the information is correct, OK the Credit Note and save it. The Credit Note will now update your Accounts Receivable and General Ledger.

Entering Invoice Receipts

When a Customer pays an Invoice, you should record the payment in the Receipt register, where you can allocate it to outstanding Invoice(s). This will make it easy to see the status of any Customer's account at any time.

To enter a new Receipt, follow these steps:

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

Partial Receipts

Occasionally you may receive a payment that does not match the outstanding amount of the Invoice being paid. To create a partial Receipt, follow steps 1-4 above to create a new Receipt and allocate the payment to an Invoice. The full outstanding amount from the original Invoice will be brought in to the Receipt. Enter the amount that you actually received from the Customer in the Received Val field and OK the Receipt. After saving, this will update your Accounts Receivable and General Ledger to the effect that part of the Invoice has been paid. The outstanding amount will remain in your Accounts Receivable and can be received at a later date.

Write-Offs

To write off an outstanding Invoice, create a new Receipt as previously described and paste the Invoice Number in the first available row in the normal way. Overwrite the amount in the Received Val field with the amount actually received against the Invoice (enter a Received Val of zero if you want to write off the entire Invoice). Move the insertion point out of the Received Val field but leave it in the same row, go to the Operations drop-down menu and select 'New Write-off'. This will add a new row to the Receipt containing the amount to be written off. When you OK the Receipt and save it, the amount that you have written off will be posted to the Write Off Account specified in the Account Usage A/R setting.

Entering Vendor Invoices

Each time you make a purchase, you will receive a Purchase Invoice from the Vendor, which you should enter to the Purchase Invoice register. You can therefore use this register to organize payments to Vendors. Each Purchase Invoice will also cause a General Ledger Transaction to be created automatically, thus contributing to the overall purchase and creditor figures in your monthly and yearly management reports.

To enter a Purchase Invoice, follow these steps:

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

Detailed considerations

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

Purchase Credit Notes

To record receiving a Purchase Credit Note (sometimes known as a "Debit Memo"), find the original Invoice that is being credited in the Purchase Invoice register, highlight it, and click the [Duplicate] button. This creates a new record. All you need to do is change the Pay Term to one that you have set up as a credit - use 'Paste Special' for a list of Payment Terms. If you are using the Payment Terms supplied with Books by HansaWorld, the default will be "CN". You also need to enter the number of the original Invoice in the Credit of Invoice Field using 'Paste Special'. This will credit the entire Invoice: in the event of a partial credit you can change the Amount in any row or remove rows altogether prior to saving. You will also need to amend the TOTAL, so that the Credit Note balances. To remove a row, click on the row number on the left of the matrix and press the Backspace key on your keyboard. When you OK and save, the Credit Note will update your Accounts Payable and General Ledger.

Paying Bills

When the time comes to issue payment against a Purchase Invoice, you should do so using the Payment register. Follow these steps:

1. Ensure you are in the Payables module, open the Payment register and click the [New] button.
2. Enter the Pay Date.

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

Journal Entries

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

To raise a stand-alone journal entry, follow these steps:

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

Detailed considerations

- You can have Books calculate the amount that is required for the Transaction to balance. Place the insertion point in the relevant row and select 'Balance Transaction' from the Operations drop-down menu. Books will place the balancing amount in the Debit or Credit field as appropriate (you still need to specify the Account to post it to!).
- The Transaction record does not have an OK check box. This means that you should take particular care when entering Transactions. As soon as you save a Transaction, the General Ledger will be updated and no further changes will be possible, except as described in the following paragraphs.
- If you want to cancel a Transaction that you have already saved, open the Transaction register and highlight the Transaction in question. Click the [Duplicate] button. Next select 'Swap Debit & Credit' from the Operations drop down menu. This will reverse the original Transaction. Before saving the second Transaction, select 'Correction Mark' from the Operations drop-down menu. A new row will be added to the Transaction: enter the number of the original Transaction (including fiscal year prefix) in this new row. When you save the Transaction, a note will be added automatically to the original Transaction to the effect that it has been corrected.
- If you want to process a simple reclassification (e.g. you posted a Transaction to an incorrect Account, or used the wrong Tax Code), you can correct it in a way that handles the audit trail implications fully. Find and open the offending Transaction, and select 'Update Mark' from the Operations drop-down menu. Next select the row of the Transaction that is wrong by clicking the row number, and press the Backspace key. This puts a red line through the row. Finally, enter a new, correct, row in the Transaction, and save it.

Backing up Your Data

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

Backup Procedure

1. Change to the System module, click the [Routines] button in the Master Control Panel and then click [Exports]. An 'Exports' window will appear.
2. Double-click 'Database Text Backup'.
3. A 'Specify Text Backup' window will appear. Here you can enter a comment that will be included in the backup file that may help you choose the correct one if you ever need to restore your data. Click the [Run] button. You will now be asked where you want to save the backup.
4. Choose where you want to save the text backup and give this a file name (e.g. tb100812.txt). The program will make a text backup of the entire database.

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

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

1. Change to the Technics module, click the [Settings] button in the Master Control panel, and double-click 'Timed Operations' in the list of settings. (If Technics does not appear in the list of modules, the probable reason is that you have not chosen the Server option in the Configuration setting in the System module.)
2. Enter the time when you want the back up to be created in the Start Time field, using the 24-hour clock. Specify where the back up is to be saved in the Backup Path field.

It is recommended that you save the back-up file in a folder or directory named "Backup" which should be in the same folder or directory as the Books by HansaWorld application. You can do this using a relative path—

backup/

If you want to store the back-up file somewhere else, use absolute paths with the following syntax—

Windows c:/samplefolder1/samplefolder2/backup/

Mac OS X /samplefolder1/samplefolder2/backup/

3. Tick the Create Backup box and click the [Save] button.
4. Books will create a backup file everyday at the specified time, provided it is running at that time.