



### **VERSION 14.0 IS AVAILABLE!**

#### **This version too is packed with new features!**

As a result you can manage your business more easily in H&L.

These release notes describe the most important changes in version 14. As a preview though, we already listed a number of important changes on this page:

#### **ACCOUNTING**

In this version, a lot of attention has been paid to making it easier to do bookings and especially to make it easier to change (or delete) a booking after it has been made.

- The General Booking Program has become a lot more flexible
- The Booking (cost) invoices function has been completely renewed !!!

#### **SALES**

- Report ready, dispatch note printing and invoicing can now be done 'with the press of a button'
- Enhancement of stock suppression

#### **PURCHASE**

- Ordering more easy
- Enhancement of stock suppression

#### **C.I.C.K.**

Web based functionality using real time connection with the H&L database (webshop, statistical query's, mobile warehouse, etc.)

#### **DOCUMENT ARCHIVING**

Every document can now be archived in H&L and can then be looked at from within H&L

#### **And much more !!!**

Probably sufficient reason to read the release notes carefully and select whatever seems useful to you.



### ACCOUNTING

#### General Bookings program

A number of important changes has been made like the way to register bank bookings. Within this new method it is now possible to modify payments that were already booked. [Read more...](#)

#### Booking Purchase invoices (costs)

This program has been completely renewed, both cosmetically and content wise. As a result invoice bookings can now be registered much easier and at the same time you have a better overview of what has been booked. Also, like in the General bookings program, It is now possible to modify bookings that were already registered or even delete them. [Read more...](#)

#### Revalue foreign currency invoices

In H&L, foreign currency invoices are converted to your local currency during booking of the invoice. So if the currency in which an invoice is booked changes significantly and/or if the invoice value is high, your balance sheet might not produce a correct value concerning your claims (debtors) c.q. obligations (creditors).

To get an actual value of all claims and obligations you can now use the function 'revalue foreign currency invoices' so all invoices will be valued against the most recent currency rate.

#### Manage ledger accounts

If an existing relation code is (temporary?) deleted from a ledger account, you will now be asked if you are sure you want to do this before the relation code is actually removed from the ledger account. This is to avoid unwanted delete actions!

The relation code field has been added as an index on the ledger account scheme so now you can directly find out which account number is connected to a certain relation code.

The balance main- and subgroup can now contain alfanumerical values and also, the subgroep may now be 000.



### Survey journal postings

If you process more than one invoice at a time (using purchase or sales invoicing) then the respective creditors and debtors booking will always be stored in the journal as a collective entry. Such journals do not show the optimal overview, after all: which invoices were responsible for the collective booking?

Therefore, in this version we created an extended version of this report. In it, below a collective booking on the debtor or creditor account (booked during purchase or sales invoicing) all invoices responsible for the collective booking are listed as well.

### SEPA / IBAN

Since the first version of SEPA payments and collections the following changes have been performed.

On the collections survey the collection date is now printed as well as the remark FRST of RCUR (1<sup>e</sup> collection or 'next'). Also, the survey is completed by showing the total per collection type(FRST/RCUR).

During printing of the payment specifications by posing an extra question the option is given to you to print all specifications (which was already possible) or print just the necessary specifications because in the description of the payment assignment it says 'See specification'.

During the build of the SEPA collection file, a unique PmtInflId is now sent; the RABO bank reported that their software did not accept it if in 1 file a FRST and a RCUR batch were present with the same PmtInflId value.

An extra security option is added during processing of the collection- and payment advice: if the payment method for the bank in the advice is different from the one in the advice record, the advice record will not be processed.

### Year closing: message 'Bookyear .... already closed' has been changed

If a bookyear has already been closed and you start the year closing again, the program used to give the following message: 'Bookyear .... is already closed; STOP?'. This message has now been changed into 'Bookyear .... is already closed; close again?'. Pay attention that 'Yes' now means that you want to close the bookyear again!

### Audit file

The invoice number (purchase & sales) are now placed in the 'Document ID' column.



### **Accelerating display ratios in the management cockpit**

Up to this version in the 'ratios' plugin of the management cockpit all ratios were always shown. Auditing some of our users we found out that a small amount of all ratios qualifies for display in the management cockpit. By marking all other ratios as 'not to be shown in the management cockpit' displaying the relevant ratios is now speeded up significantly. Also the ratio survey will only show the desired ratio's!



### **PURCHASE**

#### **Stock suppression products**

A lot of wholesale companies have defined a number of products in their product master file which are not really products. For that reason we created H&L functionality making it possible to suppress stock registration while being able to sell those 'products'. This however meant that you could not place purchase orders for these 'products', something that in some cases proved to be necessary.

Therefore you can now define - in the Manage item master file function - that a product can be purchased, but no stock may be registered. As a result, for purchase and sales processing the stock registration will be suppressed.

In stead of booking an addition or subtraction of stock on the stock ledger account, in those cases (if defined as such in the purchase- and sales order kind) the value will be booked on an alternate account.

If you consider using this new functionality, please contact one of Comlogic's software specialists.

#### **Purchase advice**

An extra check is added which takes care of not ordering purchase on sales / direct deliveries if the sales order is blocked.

#### **Purchase advice branch orders**

You are now able to let the purchase advice for branch orders create orders with quantities using the multiple sales package value (item 97 in the item masterfile). You can activate this using parameter 0-INKOO1, position 7,1.

You can now define that during creation of a sales order as a result of a branch order advice, you want the quantity 'to deliver' to be set to zero if not everything in can be delivered (you can activate this using parameter 0-INKOO1, position 8,1).

#### **(Purchase) Ordering system**

You can now select more suppliers at once for which you want to have an order advice printed. Using the standard Windows multiselection functionality you can select more than one suppliers subsequently have an order advice printed for those suppliers.



## Handel & Logistiek releasenotes v14.0

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In the product listbox at the bottom of the screen a number of changes have been made; we added sales numbers of in the last 6 months. Also, the listbox settings are now stored for future use so if you change the columns width (or sequence) they will now be stored for you.



### SALES

#### Direct invoicing

Some H&L users process invoicing for orders per order. After using the feedback function to tell H&L that the order is ready for delivery, to be able to invoice the order still at least three functions have to be started in which the ordernumber has to be selected every time.

After installation of this version you do not have to do that anymore. Of course you can still invoice in the exact same way, but you can now also define in the sales order kind table that during feedback of the order you automatically want the following functions to be processed for the order:

- Printing of the dispatch note
- Reporting the order ready
- Calculating the invoice
- Printing the invoice

Within this serie of functions you can choose which functions you do/do not want to process automatically.

In stead of processing functions automatically (which as described is possible) you can also choose to mark one or more functions so you first are requested whether you want one or more of these functions to be processed.

If you consider using this new functionality, please contact one of Comlogic's software specialists.

#### Picking list print from Order entry

To be able to print picking lists you can use the main menu choice 'Picking lists'. You can also use this function when you want to print the picking list(s) for just one sales order. The easier way however is, to select the option 'Picking list in Order entry, where you could already choose for printing of an order confirmation. This functionality has been added in this version.

#### Feedback orders: line status on 'feedback' using 'Modify line(s)'

Starting in this version you can use the functionality to change the order line status to 'feedback' while you change the quantities on order line level. As a result the order header will also be set to 'feedback'.



In this new function you can also make H&L change the status on order line level back to 'no feedback' when you change quantity to deliver to zero. This way you can change quantities and also feedback the order in one function!

### **Stock suppression products**

A lot of wholesale companies have defined a number of products in their product master file which are not really products. For that reason we created H&L functionality making it possible to suppress stock registration while being able to sell those 'products'. This however meant that you could not place purchase orders for these 'products', something that in some cases proved to be necessary.

Therefore you can now define - in the Manage item master file function - that a product can be purchased, but no stock may be registered. As a result, for purchase and sales processing the stock registration will be suppressed.

In stead of plaats van addition or subtraction of stock on the stock ledger account, in those cases (if defined as such in the purchase- and sales order kind) the value will be booked on an alternate account.

If you consider using this new functionality, please contact one of Comlogic's software specialists.

### **Price lists sales 'order kind dependant'**

Using the same structure in which it was already possible to define whether discounts should be assigned depending on the order kind, now we added the same functionality for prices. If an order kind is not defined in a price list, the price in that list will of course not be assigned.

### **Suppress discount on surcharges**

Besides a price and three discount percentages (max), a surcharge can be assigned to an order line. Up to this version, in such cases where both discount and surcharge are assigned, discount was calculated on the surcharge as well. This proved - at least for some of our users - to be not desired. That's why we assigned a parameter to this procedure so you can now choose whether you want discount to be calculated on a surcharge or not. Should H&L calculate discount over surcharges for you? Then you do not have to modify anything. If you want to suppress discount on surcharges, please tell this to a Comlogic software specialist.



### C.I.C.K.

**C.I.C.K.** is short for **Comlogic Internet Connection Kit**.

This includes all Comlogic web-based applications which are without exception all linked real time to the H&L database. This means that you do not need to do upload and download activities to always have up-to-date information available!

#### Which web-based applications are available?

- The Webshop, giving your customers the possibility to - whenever - place orders or collect information about products and prices.
- O.C.I. (Open Catalog Interface), an function added to the webshop so you can fill the shopping chart (for your customers working with S.A.P. software) and send that data directly to their S.A.P. database.
- 'Mobile office', the around the world available H&L information system (using a browser) This application is eminently suited for your sales personel. Using their laptop, mobile phone and/or tablet they have direct access to all relevant information about their customers, directly read from the H&L database.

Mobile office is also suited for management personel who maybe don't use H&L on a daily basis but do need to get information from H&L regularly.

By the way: using Mobile office doesn't have to be limited to your personel; you can also allow your customers to access Mobile office to get information from your H&L database which is relevant to them.

For every Mobile office application you decide what information is accessible to who, whether it is a sales representative, a manager or one of your customers.

- 'Mobile warehouse', giving your warehouse employees the possibility to use digital pickinglists. Or giving them the option to do inventory using scanners.

All web applications can be integrated in your website. As a result, your customers can - without needing your personell - gather information about your products and place orders themselves. At the same time you can offer your personell alternate information query tools which especially may be useful to employees in 'the field'. But also for colleagues which have hardly any or absolutely no experience in using H&L; they can now use a browser to gather information from the H&L database or maybe store information in it!

For more information about the H&L web applications please click [here](#).



### DOCUMENT ARCHIVING

In H&L version 14 an integral structure has been made so you can store documents sent (printed or e-mailed) in pdf format on your server. This functionality is available for every document sent! (for example quotations, order confirmations, purchase orders, dispatch notes, etc.).

Not just from within H&L but also from Mobile office! you can recall these documents using the 'linked documents' functionality which is available in H&L since earlier versions.

This way you can look at a specific document as it was sent to your customer or supplier. As described before, your customer (provided they have access to your Mobile office) can also retrieve documents which were sent to them.

If you are interested in to have your documents archived automatically in a structured way, we advise you to contact a Comlogic software specialist.



### **SECURITY**

#### **Account number entry check**

From a security perspective you can select an extra check on the account number entry. If you select this option, wherever you select an account number, a check is performed to make sure you don't register a booking on an account number on which automatic bookings are also performed (for example account numbers for stock, costprice sales, surcharge storage cost, invoices to receive, sales, etc.). If this check is activated and you select such an account number, the entry will not be accepted thus preventing you from disturbing the balance between the ledger account and the concerning subadministration!

#### **Security with regards to removing masterfile records**

Despite all already present protection against inappropriate removing of Debtor, Creditor and Item master data, some users succeeded in removing master data which was still registered in a purchase order, purchase invoice, sales order, ready reported sales order or a quotation.

In this version control "whether a master record may be removed" has been tightened considerably!



### **NIFTY OPTIONS (MISCELLANEOUS)**

#### **Changing font size**

Up to this version – if you wanted to enlarge or reduce the size of the H&L window – you had to press the right mouse button on the H&L windowbar and choose another font size there. In order for H&L to adapt the size changes, you should actually logg off and then log on again.

In this version of H&L we added a button with the following icon at the left bottom of the so called 'Left bar':



If you click this button, a window is shown with all available font sizes. If you choose a font size, you H&L session will now automatically be refreshed using the new font size.

#### **Amount and percentage entries**

The entry of amounts and percentages can now be presented edited. In doing so, the entry of an amount or percentage will become more intuitive than before; until you enter the decimal point or comma, the value will be shown left of the decimal sign. After you have entered the decimal sign the entered value will be shown right of the decimal sign. This way you can also directly see that you are dealing with an amount entry. And of course this new functionality only works after we activate it for you!

Ask a Comlogic software specialist if you are interested in this new function. They will gladly activate it for you.

#### **Management statistiek en 'printen via de base' direct naar Excel**

When you send the output of the 'management statistics' functions or the download function 'Printing by the base' to a '.xls' file, you will be asked whether you want to open this file directly using Excel. If so, H&L will start Excel for you and will open the file you just created. Because the file is not really an Excel file, Excel might - depending on your safety settings - show this message:





This file is not damaged and is created by a reliable source (H&L) so you can answer Yes here. The file will then be opened, provided you chose 'tab' as the column separator.

If you do not have the option 'output to .xls file' in your printerlist yet, you can define it using the Manage Output specifications'.

### **Capital use in description entries**

Sometimes without you knowing it the Caps-lock key is activated. In that case it can come in handy to get a signal when using the capitals 'the other way around'. In such cases this function can switch the capital use for you. The function can be activated by a Comlogic employee if you so desire.

### **Pre-entry date / period / year**

The operation of the pre-entry function which is responsible in several programs for the date, period or year selection, has been made 'Windows look & feel' :

- You can now use the tab (or shift-tab) key to toggle through the entries
- In case of date selection you can now select a date from the calendar using the calendar button

### **New selections**

Since we introduced the new selection method in version 12.0 by now a number of changes has been made of which the most important are:

- A 'repeat function' is has been added so you can select more values for a certain field faster (for example useful when you want to select more than one order number, invoice number, etc.)
- Some date fields were not treated as such in the selection function. We resolved this problem (for example for delivery date [order header] and invoice- and duedate [open posts file])

### **Preview e-mail to be sent**

In some cases it can be interesting to be able to modify an H&L e-mail message before it is sent. For example, it can be useful to be able to add one or more documents as an attachment while sending a quotation (for instance to add one or more images and/or brochures).

This functionality has been added in this H&L version. Of course it does not only apply to quotations but actually to every document; for example you can use it when sending an order confirmation, a purchase order or a copy of a sales invoice.



### **Copy function import profiles**

If you had defined an import profile before, and you wanted to create a similar profile with a few alterations, before this version you had to create a new profile. You don't have to do that anymore. Using the new menu choice 'Copy import profile' you can now select an existing profile and give it a new name. The profile including all subsequent definitions will then be copied to the new profile name.



### QUICK SEARCH

For all master files we have made it possible to search using the quick search while looking for data which is not registered in the master file but which is registered in a file directly related to the master file (for example selecting products while searching for the description of a product group).

The same way it is now also possible to define a quick search so you can look for purchase orders, sales orders (pending and reported ready) and quotations while searching for data which is not part of the header file but which is part of directly related files (for example selecting sales orders based on the city of residence of a customer which is not registered in the order header but which is registered in the customer master file).

Ask - if you are interested in what the quick search can do for you - a Comlogic employee how this function works.



### SUPPORT

#### ISL download options

In this H&L version, in a number of places we added the possibility to download the ISL client used to enable the Comlogic helpdesk to 'take over' your workplace. For starters, this option is adopted in the so called 'Left bar' as a button with the following icon:



If you click this button, the concerning software is downloaded directly from [www.islonline.net](http://www.islonline.net). This download function is also added in the H&L status bar.

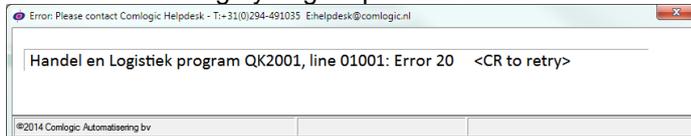
The main menu (including the 'Left bar') however is not available in case of an error message, so for this reason we also added the ISL download button in the error message window (see after this).

#### Error messages

The number of error messages in H&L has been reduced to a minimum in recent versions and in this version too we eliminated a number of potential error situations. If however Mocht er echter toch een unforseen situation should arise, H&L will give a corresponding message.

The design of these messages has been changed in this version, thus trying to describe the situation more clearly and at the same time present you with the possibility to make a direct connection with the Comlogic helpdesk (using ISL). This way we can solve your problem a.s.a.p..

This is the message you got up till this version:



The window in version 14 now looks as follows:



As you can see, in the window header we added the program description. Within the window the message is no longer shown as 1 long line, but in stead the subjects 'program', 'line' and 'error' are shown separate.

Also, you can also (as already described before) use the ISL button shown in this window to give our helpdesk direct access to your workplace. This means you no longer have to go to the comlogic helpdesk for this.



### PARAMETERS

#### 0-AUTOINKOOP

This parameter is used if the automatic purchase procedure is started using the Microsoft scheduler; this procedure starts with the purchase order advice and ends with the sending of the purchase order acknowledgment. During the start and the end of this procedure (if defined as such in the parameter) an email message is sent so you can check if the procedure has been started and has been successfully completed.

**(51,50)** Here you enter the email address to be used as sender of the email message (advice: use noreply@...)

**(101,100)** Here you enter the emailaddresses (separated by ,) the message has to be sent to

#### 0-INKOOP

**(100, 1)** Should the delivery date determination be based on the delivery time of the supplier?

If activated as such, the delivery date for purchase orders will be 'today' plus the delivery time as registered in the creditor master file (only if 'type delivery time' is set to 'default').

0=no

1=yes

#### 0-INKOOP1

**(7,1)** Branch advice in multiple sales package value (field 97 in the product master file)

Using this code you determine whether the branch ordering advice should be built taking into consideration the item 'number of sales units' (field 97 of the product master file):

0= no

1= yes

**(8,1)** Branch stock supply: sales order line creation: to deliver 'everything or nothing'

Using this code you determine whether during creation of a sales order line as a result of creating a branch purchase order, quantity 'to deliver' should be filled with that which is in stock even if there is no sufficient stock or if it should be filled with zero (nothing to deliver):

0= in case of insufficient stock set to deliver to what's in stock

1= in case of insufficient stock set to deliver to zero

**(9,1)** With this parameter position you determine whether during import of a purchase order in a receiving, zero lines should be suppressed (i.e. should not be imported into the receiving):

0=no, do not suppress (zero lines are imported in the receiving)

1=yes, suppress zero lines (no zero lines import in a receiving)



### **0-TERUGMELDEN**

**(1,1)** Using this parameter position you determine whether in the standaard H&L function 'Feedback orders, Modify line(s)' after changing the quantity, the line status should automatically be changed to 4

0=no

1=yes

**0-SNELZOEK501A** - (1,...) Quick search purchase orders...See **0-SNELZOEKxxxx**

**0-SNELZOEK601A** - (1,...) Quick search pending sales orders...See **0-SNELZOEKxxxx**

**0-SNELZOEK631A** - (1,...) Quick search reported ready orders...See **0-SNELZOEKxxxx**

**0-SNELZOEK801A** - (1,...) Quick search quotations...See **0-SNELZOEKxxxx**

### **1-QK1202**

**(7,3)** Using these positions you determine whether cash- (7,1), bank- (8,1) and/or giro- (9,1) diaries should be processed with or without 'last' and 'new' balance functionality.

0/empty = 'last' and 'next' balance functionality desired

1 = no 'last' and 'next' balance functionality desired

### **1-QK1230**

**(1,6)** If filled, the entered report program is started in stead of QK1230.

A already available function is QK1235 in which a specification is printed of all purchase and sales invoices in stead of just printing the total debtor or creditor booking. The program should of course have the same structure as QK1230!!!

### **1-QK3500**

**(1,1)** Here you choose the graphical version of this program or the 'characterbased version'

0=characterbased version; 1=graphical version

### **1-QK5540 (regarding additions to the purchase system)**

**(96,1)** using this parameter you determine whether the additional advice may be generated

0=nee

1=ja



### 1-QK5545 (regarding additions to the purchase system)

**(1,20)** To be able to generate an additional purchase advice, this parameter is added. In it, you can define that only products of certain ABC classes may be added to the additional purchase advice.

Note: if no classes are defined, all items may be added!

**(21,1)** If these positions are activated, the sales of all - in position 51,50 defined warehouses - is counted.

0=only sales of the warehouse for which the purchase advice is generated

1=count sales of all in position 51,50 defined warehouses

**(51,50)** In these positions you can define for which warehouses the sales may be counted to determine which products have been sold most.

Note: if no warehouses are defined, only the sales in the warehouse of the purchase advice will be counted.

### 1-QK6010MWC

**(11,10)** In these positions you define the name of a program function (call) which should be started when order line entry is ended.

### 1-QKA010 (Automatical reminders)

**(1, 3)** Number of days due for final warning

**(4, 3)** Number of days due for reminder 2

**(7, 3)** Number of days due for reminder 1

**(10,5)** Starting line text concerning header 'rest due posts' (1 line per 2 txt lines!)

**(15,2)** Number of text lines concerning header 'rest due posts'

**(17,5)** Text line concerning explanation invoice numbers with \* (regarding agreement)...

example text: for lines marked with \* we have an agreement pending

**(51,20)** text 'reminder 1' in case of reminder 1

**(71,20)** text 'reminder 2' in case of reminder 2

**(91,20)** text 'final warning' in case of final warning

**(111,20)** text 'reminder 1' in case of reminder 1, reminder 2 or final warning

**(131,20)** text 'reminder 2' in case of reminder 1, reminder 2 or final warning (rest)

**(151,20)** text 'final warning' in case of reminder 1 or reminder 2 (rest)

**(171,20)** text 'not yet reminded ' in case of reminder 1, reminder 2 or final warning (rest)

### 1-QKA020 (Automatical call list production as a result of automatical reminders)

**(1, 2)** Here you determine under which lay-out the guidance text for the email message is stored. That text can be stored using company number 200 (email), part 10 (subject) and 50 (body) with language code 0.

**(3, 3)** Here you enter the number of days which must be waited before a debtor which has received a final warning should be printed on the call list

**(5,45)** Here you enter the email address which must be used as sender address (advice: use noreply@...)

**(51,50)** Here you enter the email addresses (separated by ,) to which the message should be sent

**(101,100)** Here you enter the path the .xls attachment file should be stored in



### **1-QKB070 (A customer info in ABC Analysis)**

In these positions you can define which field from the debtor master file should be used to determine 'A customers' and what values the field should contain in order for a customer to be considered as an A customer. For A customers a separate counter is shown in the listbox and also (using the right mouse button when a listbox line is marked) an info window can be retrieved in which all A customers who buy the marked product will be shown.

**(1, 2)** format **rr**. This entry refers to a fieldnumber in the debtor master file

**(3,...)** format **xxxyyy-zzz**. Here you can enter single values (xxx) or from/until values (yyy-zzz).

By the way: From/until values only work when you select a numeric field!

### **1-QKDB10 (Debtor guarding with/without multi line)**

**(13, 1)** Debtor related information in multiline (left at top) and two grids (right top)

If activated in stead of hardcoded display of debtor information, a multiline (left top) and two grids (right top) will be filled with information which is gathered through QKSING windows :

- SB2012 QKDB102A (multiline left top)

- SB2012 QKDB102B (grid mid-right top)

- SB2012 QKDB102C (grid right top)

This code can contain the following values:

0 = not active; 1 = active

2 = only debtor related multiline is active (so no grid mid- and right top)

**(14, 1)** Via deze parameter kunt u aangeven of u – in geval er een of meer afspraken met een klant zijn genoteerd - alleen de laatste afspraak (in 2 regels weergegeven) getoond wilt hebben of alle ooit genoteerd afspraken

0= alleen de meest recente afspraak (oude situatie)

1= alle afspraken (de meest recente bovenaan); vv.datum en afspraak in 1 regel (mits passend)

### **1-SBXD**

**(22,1)** length for document description in case of addition

Empty=none, max. 50 positions

### **1-QKSSPR (Surveys with/without selections on cover page)**

**(1, 1)** For some H&L surveys a coverpage is printed with the selections you made. If you want to suppress this function (so you don't get these cover page prints anymore) you can do so by activating this parameter:

0 or space=not applicable

1=suppress printing cover pages



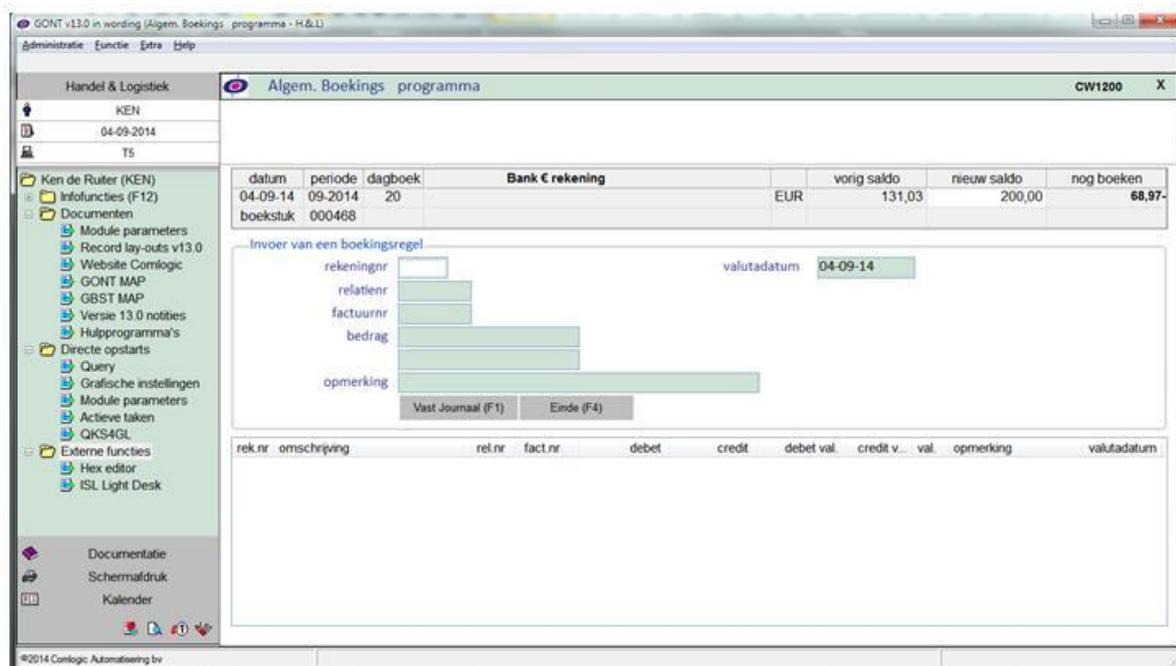
## Attachment: General Bookings program

We have implemented a number of important changes such as the way in which you can perform your bank bookings. Within this new method it is now also possible to modify already booked payments and even to delete debtor- or creditor payments. Below we have made a step by step description of all changes made.

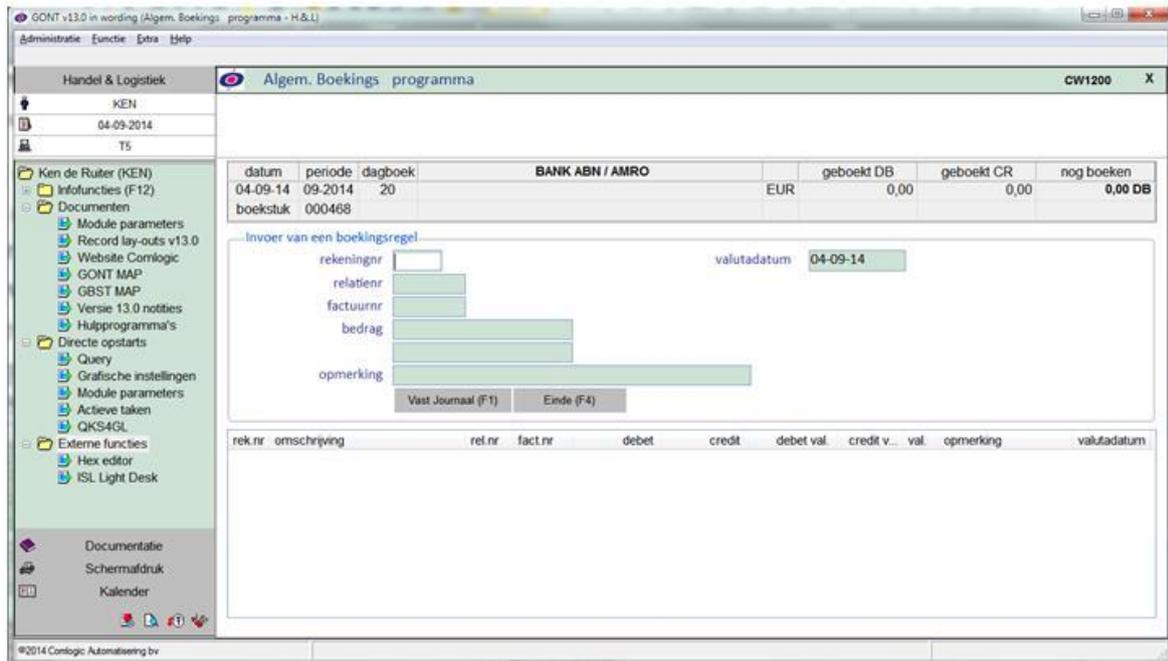
### Cash/Bank/Giro processing

Until this version, for cash/bank/giro diaries you always had to enter the last and the new balance. That was convenient because the previous and the new balance were always mentioned on a bank statement.

Nowadays it is less common to receive a copy of the bank statement. Instead, you can now download a digital copy whenever you like. Because of this new method it might not be necessary to have to register the mentioned balance totals as they might not even be present on a bank statement. Therefore, it is now possible to disable the entries 'last balance total' and 'new balance total'.



*old situation (entry last/new total)*



### *new situation*

If the entry of the last and new balance total are disabled, every booking will automatically be followed by a cash/bank/giro counter booking. Then you are also allowed to modify or delete these bookings afterwards (this is of course not permitted while using the procedure in which you enter the last and new balance total). Where the last/new total are normally shown, in this case the debit- en credit totals booked on the cash-, bank- or giro account number are shown.

An additional advantage is that you can pause the booking at any given moment, because the journal entry after each booking is counter booked automatically!

### Modify subadministration bookings

When you made an error during a booking on debtors or creditors, until this version you could only change the booking description. And of course you can still do so. However, in stead of having to make a counter booking to correct your error, you can now also delete such a booking line thus correction the debtor or creditor booking. In case of related bookings like currency difference, payment discount and credit limit you need to delete these bookings manually also because they are not deleted automatically.

As a result you can modify bookings on these accounts more easily so the bank bookpieces in case of entry errors can be clearer now (as counter bookings are no longer necessary). Deleting of a downpayment booking will result in also deleting the open post which was created during the original booking.



### Currency date

Up till this version all bookings in a bookpiece were always registered on the same booking date although – in particular on bank statements – every booking might have a different currency date. To enable a more precise (on currency date) registration of all bookings in general and subadministration bookings in particular, the entry currency date has been added. This date is by default filled with the booking date but on the account number entry you can decide to change the date using the F2-key. For all following bookings in the bookpiece this changed currency date will then be used.

datum	periode	dagboek	BANK ABN / AMRO	geboekt DB	geboekt CR	nog boeken
04-09-14	09-2014	20	EUR	0,00	0,00	0,00 DB

Invoer van een boekingsregel

rekeningnr:

relatiennr:

factuurnr:

bedrag:

opmerking:

valutadatum: 04-09-14

Vast Journaal (F1)   Vorige (F2)   Einde (F4)

*Currency date added*

In stead of using the booking date, now the currency date will be used in the payment history and it will obviously also be used to determine whether a payment discount is applicable.

### Currency amount in journal posting

Up till this version the currency amount was not filled in the journal file for local currency bookings. As a result downloading the journal file would lead to confusing situations.

That is why from now on the currency amount will always be filled, so for local currency bookings too.

### Booking manually on 'relation code' accounts

Up till this version it was possible to do manual bookings on almost all account numbers with exceptions for the accounts debtors, creditors and stock.

As a result it was possible to book on an account on which in principal only automatical bookings should be done like for example the account 'Sales'. If you were to book manually on this account,



you would lose the connection to the statistical files (in which only sales is registered through the invoicing procedure).

If you want to block bookings on such 'Relation code' accounts, you need to activate this using a parameter (%UIGRBREKCHK\$). The relation codes which then will be blocked for manual bookings are:

<u>rel.cd</u>	<u>omschrijving</u>
500	Purchase orders to receive
501	Outstanding Purchase orders
505	Surcharge costprice (difference pur.price / costprice)
510	Invoices to receive
900	Direct deliveries
910	Stock
911	FIFO corrections
915	Assembly differences
920	Revaluation stock
930	Stock corrections
970	Sales
980	Costprice sales
981	Invoices to send

### Reconciled bookings: no longer modifiable

Reconciled bookings are groups of bookings which together have a booking total of zero. Those bookings can - from a clarity point of view - optionally be made 'invisible' and can also be filtered during printing of journal postings.

Since we created the possibility to modify bookings, you could also modify reconciled bookings, thus possibly changing the bookings total of the reconciled bookings to 'not zero'. This situation was (is) undesirable and as a result we now no longer allow you to modify reconciled bookings.

Do you still want to modify those bookings? Then first undo the reconciliation!

### Messages standardised

From a uniformity perspective in this version of the bookings program all messages formerly presented using a windows message-box, will now be shown using the standard H&L message box.



## Attachment: Book Purchase invoices (costs)

This program has been completely renewed, both cosmetically and content wise. As a result invoice bookings can now be registered much easier and at the same time you have a better overview of what has been booked. Also, like in the General bookings program, It is now possible to modify bookings that were already registered or even delete them.

Since version 10 the H&L general bookings program has been upgraded cosmetically so the overview of bookings becomes clearer and bookings can be processed more easily.

In this version the bookings function you use for booking cost invoices has gotten a similar cosmetical upgrade. Here too you can now modify already processed bookings and even delete a complete invoice after it was already booked, including the release of the internal invoice number. And like in the general bookings program, here too all bookings are now shown in a listbox.

How does this new function work? Below we will describe it for you step by step.

### Invoice header

Besides the eye catching cosmetical changes (see screenshots below) the most important difference in the invoice header is the fact that the invoice amount can still be changed after you are already in 'line entry mode'. An incorrect entered invoice amount can now easily be changed, simply by clicking on the invoice amount in the invoice header and entering the correct amount.

boekingsdatum		valuta	referentie
crediteurnr			factuurbedrag
factuurnummer			geboekt
factuurdatum			
vervaldatum			

*old situation*

datum	periode	crediteur	factuurbedrag	nog boeken
04-09-14	09-2014		EUR	

OK

*new situation*



### Change invoice

If an invoice has already been booked and you want to make changes to it afterwards, you could already do so but then a new bookpiece was created on which the modifications were registered. In this new version the program notices that the invoice was initially booked on a different bookpiece and maybe even on a different booking date so it asks you if you want to process the changes on the original bookpiece. This gives you the advantage of having a total view of all bookings in the listbox. We therefore advise you to choose this option but of course you are allowed to choose for registering the changes on a separate bookpiece as it was done up till this version.

### Invoice lines

One of the most eye catching changes is the fact that – like in the general bookings program – you now have a total view of all bookings in a listbox.

The screenshot shows the 'Boeken Inkoopfacturen' window in the Handel & Logistiek software. The window title is 'Boeken Inkoopfacturen' and the user is 'KEN'. The date is '04-09-2014' and the user is 'TS'. The left sidebar shows a tree view of the software's structure, including 'Ken de Ruiter (KEN)', 'Infofuncties (F12)', 'Documenten', 'Directe opstarts', and 'Externe functies'. The main area displays the following invoice details:

datum	periode	crediteur	factuurbedrag	nog boeken
04-09-14	09-2014	000314 GRAFAGO B.V. Amersfoort	US\$ 1.210,00	0,00

Additional details: factuurnr 300300, vervaldatum 03-11-14, factuurdatum 04-09-14, referentie 59233.

Below the details is a form for 'Invoer van een boekingsregel' with fields for rekeningnr, bedrag, opmerking, and BTW code. The 'bedrag' field is highlighted in green.

At the bottom, there is a table of invoice lines:

rek.nr	omschrijving	fact.nr	debet	credit	debet val.	credit val.	val.	opmerking
1600	Crediteuren	300300		1.210,00				EUR GRAFAGO B.V. Amersfoort
5000	Energiekosten	300300	1.000,00					EUR Augustus
1702	BTW inkoop N 19%	300300	210,00					EUR Augustus

And as already noted under 'invoice header' you can at this point still choose to modify the supplier invoice number or (if you made an entry error) to modify the invoice amount. How? Simply by clicking on the concerning item!

### Changing a booking

All bookings already made concerning an invoice can be modified or deleted except bookings on the creditors account because these bookings are registered automatically based on the invoice amount



entered in the header. If you change the invoice amount in the header, this will result in an automatic booking of the difference between the original amount and the newly entered amount.

### Deleting an invoice

If in hindsight you want to delete an invoice, this functionality is provided in this version as well. Just follow these steps:

1. You modify the invoice amount in the header to 0,00
2. You delete all bookings from the bookpiece (except bookings on the creditors account, because you are not allowed to delete those)
3. You close the bookpiece

If no payments have been made on the invoice yet, the program will see that after processing steps 1 till 3 in this bookpiece only bookings remain on the creditors account and that the total value of these bookings is 0,00. In that case the program asks you whether you want to delete the invoice and if you want to release the invoice number again. If so, then the invoice will be cancelled completely!

### Reconciled bookings: no longer modifiable

Like in the General Bookings program here too it is not accepted to modify reconciled bookings.

Do you still want to modify those bookings? Then first undo the reconciliation!