

// Mamut Business Software
**Financials, Logistics and
Human Resources**



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Version 15

MBS.MAN.FIN.15.UK.150.1


Welcome as a Mamut User

The three introductory manuals, "Settings, Reports and Filters", "Complete CRM, Sales Management and Web Solutions" and "Financials, Logistics and Human Resources", aim to provide you with a brief introduction to the program. These manuals can be downloaded free of charge from Mamut's website at www.mamut.co.uk/download.

The documentation may refer to services and/or functions that are not included within your solution. If you wish to get more information regarding this, please contact Mamut. For further information about more comprehensive versions, please contact us via e-mail: info@mamut.co.uk or on 0800 032 5616.

It is important that you read the Mamut User Agreement before or during installation. The agreement gives you an overview of the terms and conditions of the agreement that apply between you as a customer and Mamut Software Ltd. as supplier. The Mamut User Agreement is enclosed in the product package, but can also be found on www.mamut.com/uk/license/. By installing, you accept the terms and conditions that are outlined in the Mamut User Agreement.

The introduction manuals will provide you with a basic description of how the system is set up, how to navigate through it, and how you can customise it to suit your own needs. The manuals will also give you an introduction to the main elements of the program and how to perform the most common tasks.

 Some features are described in more detail within the program's help files [F1]. In addition to the introduction manuals, Mamut also offers additional user documentation that is continuously updated in accordance with new and improved functionality in the program. The latest version of the documentation is published regularly on our website, where you can download it free of charge. Go to the Download page on our website in order to download the documentation: www.mamut.co.uk/download. We would also like to remind you about our Support website www.mamut.co.uk/support, where you will find answers to the most frequently asked questions about Mamut. It is designed to make it as easy as possible for you to search for answers to any questions you may have - 24 hours a day.

Best of luck with Mamut Business Software!

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Chapter 1: Accounting

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The functionality described in this chapter may be either partly or fully available within your program version. You will find a detailed overview of all of the functionality included in all Mamut products on our website at www.mamut.co.uk/functionality.

If you are unable to find the answer you are after within this chapter, you can refer to the More Information chapter where you will find tips on how you can get further help. If you wish to order or receive more information regarding Mamut products, you can contact our sales department at sales@mamut.co.uk or by phone on 0207 153 0900.

About Accounting

For many who work with accounting on a daily basis, there is nothing more important than the right framework, which allows them to handle routine tasks quickly and efficiently, as well as offering possibilities for more in-depth analysis when needed. The accounting part of the program includes those functions that are necessary to satisfy the needs of accounting staff - in a single solution.

Journal Entry

The journal entry has been designed with user-friendliness in mind, with a default chart of accounts as a starting point. However, it also offers every opportunity for creating your own user-defined variations. Journal templates and automated posting make the accounting process efficient, including automated accruals, VAT-posting and more.

You can also post directly into the customer or supplier ledger, if you wish. For users with program versions that include the Sales and Invoicing and Purchase modules, journal entry usually takes place upon transferring invoices and payments from these modules.



Tip! It is possible to edit invoices after they have been issued and journals after they have been posted. This functionality allows you to edit posted invoices and journals without needing to credit the item or redo work already done. Read more about this new functionality below.

Integration with related modules

Many businesses divide certain roles amongst several people so that one person may be responsible for sales and invoicing, another for purchasing and warehouse management and yet another person for projects and time sheet registration, for example. Many of these processes have in common that, with the necessary settings in place, the items contain enough information at the time of registration to create a journal entry in the nominal ledger. For most users the majority of journals are derived from these related modules and one of the main advantages with an integrated system is that journal entries happen automatically.

The system is delivered ready for this type of automated journal entry. This is regulated by a number of pre-defined settings, which decide that an invoice, for example, creates a journal in the financials for the default sales account. You only need to ensure that the products are set up with the right VAT codes. If you would like to allocate the sales to different accounts, e.g. allocate a different account in the financials for every product group, you can do so as well.

Financials

The financials are clearly laid out and offer 'drill-down' possibilities for single journals and analysis. It acts as your window to all registered accounting data. You have several opportunities to view figures based on period, journal type, department and project accounting, key figures and more. With the help of the **Future cash flow** functionality you get a preview of your future cash flow based on information that has already been registered.

Period and Year End

The system contains wizards for VAT-period, Period and Year End and you transfer the total for one year to the next so that you have the option to compare the current year with previous ones. **Partially close accounts** is used at times when you have already begun a new accounting year but before the previous year has been closed completely and the final opening balance has been transferred.

Project and departmental accounting

You can mark your transactions as belonging to a certain project and/or department. This allows you to keep complete accounting records for projects and departments.

Budget

From the Budget function, you are able to extract accounting figures from previous years to base your current budget on, or distribute the total per period with the help of a separate distribution key that you can set up yourself. The Budget module helps your business to establish its budgets in a user-friendly, easy way. It will also contribute in giving you the necessary overview you need in order to make the right business decisions based on your budgets, forecasts and expected cash position development.

Bank

With the help of the **Bank reconciliation** you can check that statements you receive from your bank match your in-house accounting. You can reconcile amounts against another and mark off all items you can locate on your bank statements.

The function helps you find entries within the nominal ledger and to tick them off. The system will also calculate and compare the **Reconciled figure** with the **Opening balance** from your bank statements once all items have reconciled.

You are also able to define your own bank file formats to be imported into the Journal Entry for further processing. This may be useful if you generate statements from your online bank, such as Excel files, for example, and want to import these files to avoid having to register all transactions manually.

Currency

You can create currency accounts in the most comprehensive versions of the Mamut program. The most commonly used currencies can be found in the currency register as a default to which you can of course add other currencies when needed.

Electronic documents

You can create electronic documents for your journals, e.g. you can scan in documents and then link them to a journal.



Note! With the additional product Mamut Enterprise Compello, in combination with third-party software, you can scan journals and import these as complete entries into the Nominal Ledger. Find out more under Scanning Documents in the Documents chapter in the "Complete CRM, Sales Management and Web Solutions" introduction manual.

Automatic Report Generation

The Mamut Enterprise Automatic Report Distributor is an additional product from Mamut that allows you to automatically send reports at fixed intervals. Instead of needing to extract and generate a report every time it is to be sent, you can now set your report criteria once and the program will then automatically create the reports. You choose whether reports are to be sent automatically or whether you want to approve them before sending them.

Status/Analysis

With the help of Enterprise extension Mamut Enterprise Status/Analysis, you are able to select graphic presentations of everything from simple standard reports to complex key figure reports and sales numbers.



Mamut Online Desktop provides you with web based access to the information and functionality of Mamut Business Software, along with the services included within Mamut One.



Note! In order to gain access to Mamut Online Desktop, you must have a valid agreement for Mamut One. The services that you have access to within Mamut Online Desktop are dependent on your Mamut One Service Agreement.

Getting Started with Journal Entry

Journal Entry refers to entries made in the journal, which records all your financial business transactions, e.g. purchases, sales, rental payments etc. When a journal entry has been made, it is transferred to the Nominal Ledger.

The Journal Entry module, which you can access by going to **View - Accounting - Journal Entry**, is the most important module to familiarise yourself with when using Mamut as your accounting system.

Getting started with Journal Entry made easy

With Mamut Business Software, you can start making journal entries immediately after installation. The program's Journal Entry module comes with basic settings in place that allow you to work with your business' journal entry in an easy and efficient manner. During the installation of the program, a default Chart of Accounts is installed as well, including all N/Cs used for standard UK book-keeping.

Opening Balance

Unless your business is just starting out, you will have a large amount of data that needs transferring before you can start working with Mamut. This data includes all information about your customers, suppliers, products, customer & supplier ledger items as well as an opening balance.

If you worked with a different accounting system previously and would like to transfer the balance to your Mamut program, you post a journal entry of the **Opening balance** journal type. Since the opening balance is usually entered at the start of a new accounting year, it may be practical to plan the transfer for the end of the accounting year.

Opening balances may also be entered between two accounting or VAT periods. Whether you are liable to register for VAT depends on your turnover. Find out more about VAT and accounting periods on HMRC's homepage.

Below you will find a brief description of the central elements in Journal Entry you should familiarise yourself with before starting to work with the program.

Important functions in Journal Entry

N/C column: The N/C column allows you to enter an account number or account name. As you type in the account name, a new window with the Chart of Accounts opens automatically. The Chart of Accounts is sorted alphabetically from the letter you typed in. Entering **1100** in the N/C column, opens a list of your customers for entries to the Debtors Control Account. Entering **2100** in the N/C column, opens a list of your suppliers for entries to the Creditors Control Account. Find out more about how to make a journal entry in a separate section.

Shortcuts: To simplify journal entry and to allow you to work more efficiently, you may want to make use of the shortcuts for the most important functions in Journal Entry. For example, the Chart of Accounts can be opened by pressing the - (minus) key when in the N/C column. Pressing the + (plus) key will open a new journal, if the previous journal balanced. Please beware that the shortcut keys change their function depending on the position of the cursor in the registration window.

A full list of all available shortcuts in Journal Entry can be found in a separate section.



User Settings: By clicking on the **User Settings** icon (alternatively: shortcut **Ctrl+I** or by going to **View - Settings - User - Settings per Module - Journal Entry**) you can select yourself which columns you would like to show in the Journal Entry window, as well as which functionality should be available there.

For example, by ticking the boxes under the **Enter-stop** column, you can select where the cursor is to move to when you press **[ENTER]**.

Find out more about the Journal Entry user settings in a separate section.

VAT

Mamut Business Software handles VAT calculations automatically. This means that you select an N/C that has been setup; to divide the gross amount between the main account (e.g. **4000** Sales) and the VAT account (e.g. **2200** VAT on Sales). You are thus guaranteed a correct VAT report and that the connection between the reported codes is calculated correctly. In the User Settings (see above) you can select to **Enter amount without VAT (net)** to register the net amount to an N/C that has been setup with a VAT code. The VAT is calculated and added in a separate line in the Journal.

Following are two examples of journal entry with automatic VAT handling:

Sales invoice:

Select N/C **4000** linked to VAT code **1. Sales Standard**. This VAT code is the default for the account. In the **Credit** field, enter the gross amount incl. VAT you are charging, e.g. £120.00.

*The automatic VAT handling will ensure that £100.00 is posted to account **4000** and £20.00 is allocated to N/C **2200**.*

Purchase invoice:

Select N/C **5000** linked to VAT code **4. Purchase Standard**. This VAT code is the default for the account. In the **Debit** field, enter the gross amount incl. VAT, e.g. £240.00.

*The automatic VAT handling will ensure that £200.00 is posted to account **5000** and £40.00 is allocated to N/C **2100**. Should you enter the wrong amount you can easily correct this afterwards - the system will ensure that a correct allocation is made to N/C **2100**.*

Once all journals have been registered, they are transferred by clicking on **Update Ledgers** or by using the shortcut **Ctrl+H**. Ensure that all the debits and credits equal the same amount so that the journal 'balances'. You can see this by looking at the totals on both the debit and credit columns.

Journal Templates

In companies of a certain size, you will usually encounter that you register any number of similar journal entries with only minor differences. A journal template allows you to preset information that is common to these regular journals so that you only have to enter the information that will be different for each entry. Typical examples for this would be for the posting of recurring invoices or when depreciating investments.

Find out more about journal templates under "Journal Templates".

Integrated system

In Mamut Business Software it is easy to move between the various modules so that you can view details for the various transactions. For example, you can click the **Go to invoice** button in order to navigate from the customer ledger to the original invoice, or you can click the **Go to Customer Supplier Ledger** button in the Financials module in order to go to the ledgers.

Entering Opening Balances

If you are setting up a new business and Mamut is your first accounting package you need to enter the **Opening Balances**. If you are unsure about the amounts or the accounts to post them to, we strongly recommend you consult your Accountant/Auditor. The following points are based on transfer from existing accounting software or manual book-keeping to Mamut, but if you, as a new business, have the same sort of transactions in your Opening Balance, it may be advantageous for you to follow our recommendation.

If you are closing a previous book-keeping system, the closing position (Trial Balance) will be the **Opening Balance** in Mamut. If you are unsure if you have the final position in your previous system, please consult your Accountant.




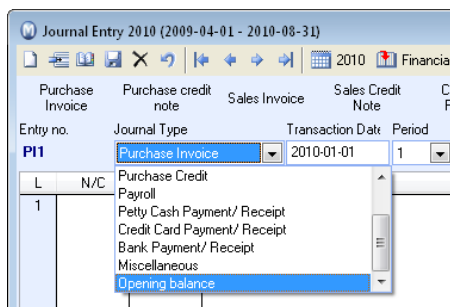
Tip! Before entering the opening balances, you should first register customers and suppliers in the **Contact** module. This will make it easier for you to register outstanding customer payments and trade creditors.

If you are using the **Logistics** module, i.e. selling products from a warehouse, you should setup all current products before proceeding to enter balances.

Before you start entering your products, you may want to review the settings for the Product and Purchase modules which you find by going to **View - Settings - Company - Settings per Module - Product or Purchase** respectively.

Entering Opening Balances

1. Go to **View - Accounting - Journal Entry**.
2.  Click **New**.
3. Change the **Journal Type** to **Opening Balances**.



4. Check that you are in the correct accounting year. This is displayed in the centre of the top menu. If you are in the wrong accounting year double click on this number and change it to the correct value.
5. Check that the date is correct in the date field. If it is incorrect you simply edit the value.

Note! If you are beginning to use Mamut during the accounting year it is necessary to transfer any balances into Mamut. For example, if you are beginning to use Mamut from 01/02/2009 you must enter the figures dated 31/01/2009 (i.e. the final day of the previous period). We strongly recommend that you start inputting from the first month of a VAT period.

6. Make sure that you are in the correct period, if you are not click on the drop-down box and change to the correct period.
7. Start by entering all the balances on the debit side (these are the accounts between the figures 1000 and 1999). You do this by typing the first account number in the N/C column, then entering the debit amount.
8. After all the debit balances have been correctly entered, you can move on to the credit balances (these are the accounts between 2000 and 2999 in the standard chart of accounts). This is done in the same way as above.
9. Click on the **Update Ledgers** button, or press **[Ctrl+H]**.



You have now transferred all of these values to the General Ledger.



Note! It is recommended that you enter all opening balances as one journal, not in multiple journals. If, however, you do decide to enter in multiple journals, it must be noted that each separate journal must balance (i.e. debit = credit). If every single journal does not balance then the resulting general ledger will not balance.

Entering Opening Balances for the Customer and Supplier ledgers

For the **Customer Ledger and Supplier Ledger** you can enter the amounts you owe or that are owed to you as lump sums or specified per invoice as per your existing system. We recommend the latter as it is then easier to match receipts/payments later. Before you start entering balances, you should set-up all existing suppliers/ customers and enter their details. Enter outstanding Sales Invoices as Debit to the customer account and as Credit to a temporary account such as 9996. Credit notes work the opposite way. It is a good idea to use the original Invoice number and date as a reference for later matching and aging. In the Supplier ledger you enter purchase invoices as Credit on the suppliers account and as Debit on another temporary account such as 9997. Credit notes work the opposite way.

Bank Account Balances:

You need to enter the balance as per the bank statement as well as items that have not cleared as per your bank reconciliation. If you are unsure about this, please contact your Accountant. Normally you would enter the **Bank Balance(s)** per bank statement when entering the **Opening Balance journal**. The difference between the Bank Statement figure and your closing balance figure is uncleared items as per your bank reconciliation. You post this difference as a Debit/Credit on your suspense account. Then use **Bank Receipt/Payment journals** to post the uncleared items and to post the Debits/Credits to the same suspense account to ensure the transactions turn up on your **Bank Reconciliation Screen**.

Nominal Ledger Opening Balances:

Use an **Opening Balance journal** and enter the balances **Debit** and **Credit** as per your previous system's close out trial balance. (**Note:** For Bank Account balances see point 8.) Customer Ledger Balance is entered as Debit on the temporary account you used to enter your Customer Ledger Balances. Supplier Ledger Balance is entered as Credit on the temporary account you used to set up your Supplier Ledger Balances.

After you have entered all **Opening Balances**, we would advise you to run off a **Trial Balance** as well as an **Aged Debtor Listing** and **Aged Supplier Listing**.

Check that the figures and aging match the closing balance of your old system. Also check that the balance on the **Temporary/Suspense accounts** you have used in this process is null. You must make adjustments as necessary. When you are satisfied that everything entered is correct and matches the close out **trial balance** from your previous system, you should perform a stock take to update your stock levels on the products you carry in stock. After having updated your stock, we recommend you run off a **Stock Value report** and compare this figure with the figure in your balance sheet account for stock - they should match. If they do not match, please make adjustments as necessary.

Please remember it is good accounting practice to perform the period-end processing when you have completed your period-end adjustments. This will also ensure that your financial statements will be correct for each period. If you are unsure about the processes for **Period-end/Year-end** we recommend you seek advice from your accountant or attend the Mamut Academy for training. Please remember that you will not be able to post to a period that has been closed.

Partially closing accounts

The Partially close accounts function in Mamut Business Software is used in the time period following the beginning of a new accounting year and before the previous year has been closed (when the final Opening Balance has been transferred).

By temporarily transferring the Opening Balance you are provided with a better basis for reviewing the company's Balance Sheet items for the new accounting year in this time period. Find out more about this in the section on Year End/Period End.

Accounting Year and VAT Periods

The Accounting Year is set during the first time startup, within the New Company Database wizard, or when creating a new company database later. At the same time you can set VAT periods. In most cases you should use the data suggested by the program.



Note! It is important that you check the accounting year and VAT period before entering any accounting data in the program. You can check this by navigating to **View - Settings - Accounting** and clicking the **Periods** tab. More information on what to do if these settings must be changed can be found below.

New Accounting Year

It is often practical to create the new accounting year in good time, and at latest before you begin to create entries for the New Year. When there are two months remaining until the accounting year is over, you will receive a reminder regarding this and be asked if you wish to create a new accounting year. If you answer **Yes** to this question the system will create the new accounting year for you.

Creating a new Accounting Year

1. Select **View - Settings - Accounting**.
2. Click **New** in the **Periods** tab.

3. The system suggests the first subsequent accounting year, along with VAT period. If you need to change these entries, please read the additional information in the following paragraphs.
4. Have there been changes to the standard VAT settings for the current accounting year? If yes, select **Inherit cash VAT settings** if these changes shall also apply to the new accounting year. Read more about Cash VAT below.
5. Click **OK**.

 *The accounting year has been created.*


As a general rule you should not change the suggested information. You can click **View year, period and VAT period** if you wish to check the accounting and VAT period.

Deviating Accounting Year


A few operate with deviating accounting years, and if you wish to setup the system for this, you can change the field **Incl.** (Including). You should contact your accountant before you create a deviating accounting year. You cannot have both a deviating accounting year and a normal accounting year in the same company database. If you wish to change the system you must create a new company database, and enter the opening balance.

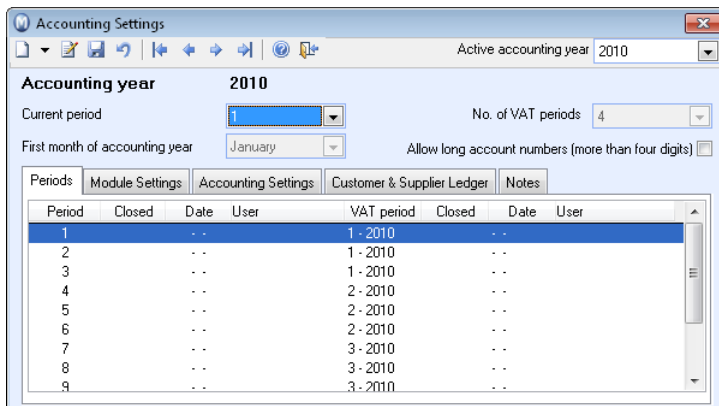
Changing Accounting Year and VAT Periods

You need to know the first and last month of your accounting year, as well as the number of VAT-periods and when your first VAT-period starts. This information is required for your settings. If you are in doubt, please consult your Accountant.

 **Note!** You cannot change accounting year or VAT periods if you have transferred journal registrations to the nominal ledger.

Changing the accounting year and VAT periods

1. Go to **View – Settings - Accounting**.
2.  In the **Periods** tab, click **Edit**.



Accounting Settings

Active accounting year: 2010

Accounting year: 2010

Current period: 1

No. of VAT periods: 4

First month of accounting year: January

Allow long account numbers (more than four digits): ☐

Periods | Module Settings | Accounting Settings | Customer & Supplier Ledger | Notes

Period	Closed	Date	User	VAT period	Closed	Date	User
1	1 - 2010
2	1 - 2010
3	1 - 2010
4	2 - 2010
5	2 - 2010
6	2 - 2010
7	3 - 2010
8	3 - 2010
9	3 - 2010

3. Here you are able to change the first and last month of the Accounting year, the number of VAT-periods, and the first month of your VAT-period.

In most cases, the accounting year will follow the calendar year. Read more about deviating accounting years above.



You have now changed the Accounting year and VAT periods.

Journal Numbering

The numbering of journals is set up in the **Accounting Settings**. To get there go to **View - Settings - Accounting - Accounting Settings - Journal type settings and number series** and then select the **Series of entry numbers** tab.

Journal numbering can be set up in three different ways.

- One number series per journal type
- One number series per journal type, with user-defined intervals
- Common number series across all journal types

The numbering method you select should depend on the quantity of journals you enter throughout a year.



Important! These settings are locked once you start entering journal items. It is important that you set up the appropriate numbering method before you open the **Journal Entry** module.

One number series per journal type

These are default settings in Mamut Business Software. Each journal type has its own number series that begins at 1 (or a user-defined starting point). The advantage with this setting is that you can distinguish between the various journal types more easily. The unique key for a journal entry is the initials and numbers for the journal entry, e.g. B2 for bank journal number two. If there are many journal entries throughout the year it could be useful to have one number series per journal type.

Journal type	No.	Journal type	No.	Journal type	No.
B	1	SI	1	PI	1
B	2	SI	2	PI	2
B	3	SI	3	PI	3
B	4			PI	4

B stands for Bank, SI for Sales Invoice and PI for Purchase Invoice.

One number series per journal type, with user-defined intervals

If you will only make use of four journal types throughout the year SI, B, PI and M (miscellaneous) and not have numbering across all journal types, you can specify that SI will start at 2000, B at 4000 and PI at 6000. Each journal type will actually have its own number series, but will look as though you have a common number series with different intervals. To achieve this setup, open the different journal types you will be using and add the first numbers.

Journal type	No.	Journal type	No.	Journal type	No.
B	4000	SI	2000	PI	6000
B	4001	SI	2001	PI	6001
B	4002	SI	2002	PI	6002
B	4003			PI	6003

B stands for Bank, SI for Sales Invoice and PI for Purchase Invoice.

Common number series across all journal types

If you want to have just one common number series, independent of a journal entry, you will have to mark the **Common number series across all journal types** check box before you open the Journal Entry or start invoicing in the program.

The journal entries now have a common number series independent of the journal type.

Journal entry	No.
B	1
SI	2
B	3
M	4
PI	5

B stands for Bank, SI for Sales Invoice, PI for Purchase Invoice and M for Miscellaneous.

Project and Departmental Accounting

Project and Departmental Accounting

In Mamut Business Software you can link transactions to projects and/or departments, allowing you to keep complete project and departmental accounting records. You can link transactions manually in the Journal Entry module. You can simplify the accounting process by linking departments and/projects to sales or purchase orders while you are registering them in their respective modules.

The department is part of the accounting module and the departments themselves are created in the properties register. Project is a separate module and the actual projects are set up with their own separate register.

Project Accounting

The project module is organised with project-based work processes in mind. Here, you can register new contacts, orders, activities and more via the different tabs in the project register. This module is also closely integrated with other modules in the program, which enables you to decide whether or not you wish to work project-based or not.

The Project register can be opened by going to **View - Project - Project register**. You can choose which project list windows should be opened every time you open the project module by going to **View - Settings - User - Settings per Module - Project** and selecting the **Project cards** tab.

Read more about the Project module in a separate chapter in the introduction manual "Complete CRM, Sales Management and Web Solutions".

Departmental Accounting

In Mamut Business Software you can allocate your costs to different departments. You can link contacts, projects and journal entries to a specific department, making it easier for you to analyse sales and allocate the fixed costs. You can create your own departments, according to your needs.

Read more about how to get started with departments below.

Budget

You can establish a budget both at project and at department level. In the settings for the budget, just select project or department. When you have set up your budgets, you can use the views **Profit/Loss** and **Liquidity** in order to display the budget per project/department.

Read more about budgets in a separate chapter.

Reports

Most reports in the accounting module may be extracted as both project and departmental reports by selecting the desired department or project in the **Filter** window for that report.

Read more about filters in the chapter "Search and Filters" in the introduction manual "Settings, Reports and Filters".

Year End, Partially Close Accounts and Transfer Preliminary Opening Balance

When partially closing your accounts and transferring a preliminary opening balance at year end, you can choose to generate an opening balance per project and department, if you wish to transfer the balance per project and department.

Read more about transferring preliminary opening balance in the section "Year End/Period End".

Getting Started with Departmental Accounting

In Mamut Business Software you can use departments in order to get an overview of your business. You can for example link employees, contacts, sales orders, projects and journal entries to departments, making it easier for you to analyse business data such as sales figures and costs.

The first step is to create the departments you wish to use in the Properties Register.

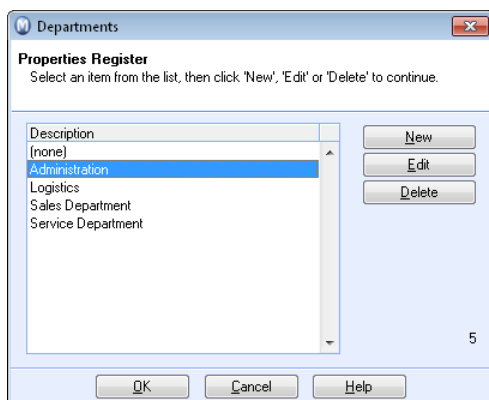
How to create/edit a department

1. Go to **View - Settings - Company - Properties Register**.
2. Highlight **Departments** and click on **Edit**.
3. Click **New** in order to create a new department.

--or--

Select an existing department and click **Edit** in order to change the name of the department.

Note! If you choose to rename a department, the change will affect all contacts, employees etc. who are linked to the department. You can use the search and filter feature to find out if a department is in use. Read more about this under "Search and Filters".



4. Enter a name for the new department and click **OK**.
5. Repeat this procedure for each department you wish to create.



A new department has now been created and will be now available for selection in the journal entry.



Note! You can only delete departments which are not in use.

Departmental Accounting

When you have created your departments you can start using them as cost centres.

You also have the possibility to simplify your postings by predefining certain products and accounts to departments, thereby linking postings to products/accounts automatically to the specified departments. Please note that you are always able to override the selected department manually in the different modules.

Departments and Journals

In the journal entry module, which can be accessed by clicking **View - Accounting - Journal Entry**, you can manually link journals to departments by selecting a department from the drop-down list in the **Department** column. You must first open the user settings and choose to display the department column in the journal entry module.



Click the **User Settings** button in the tool bar, or go to **View - Settings - User - Settings per Module - Journal Entry**, and select the **Columns** tab. Select the option **Department** under **Show column**. Click **OK** to save the changes. If you wish the cursor to stop in the **Department** column when pressing the **[Enter]** button, select the check box in under **Enter-stop**.



Tip! You can also assign or change a department in the Financials module after the journal has been transferred. Open the Financials module by clicking **View - Accounting - Financials**, select the line you wish to edit and click **Edit**. Select department from the **Department** drop-down list.

If you want to display the department column in the Financials window, click the **Settings** button in the tool bar and select the **Department** check box.

Departments and Accounts

In the chart of accounts, under **View - Accounting - Chart of Accounts**, you can link each account to a specific department. This feature may be used if you want to link all postings to a certain account to a department without having to change each transaction manually. Be careful when using this feature in combination with departments defined for products and contacts so that you do not mix the departments.

You can also select **Department required** (and **Project required**) on the account in the chart of accounts if you wish to be reminded about entering a department in the journal.



Note! Please note that this setting will affect all modules in which postings are made towards the selected accounts. You must therefore remember to enter a department when registering information anywhere in the system.

Departments and Employees

You can link employees to departments by clicking **View - Employee Register** and selecting department from the **Department** drop-down list. You can choose to transfer information about the employee's department automatically when registering a time sheet. Read more about this in the following section.

Departments and Time Sheet Input

When registering a time sheet, from **View - Time Sheet Input - Time Sheet Input**, you can link each time sheet line to a department by using the column **Department**.

If the column **Department** is not displayed in the main window, open the user settings and select this option:



Click the **Settings** button in the tool bar or go to **View - Settings - User - Settings per Module - Time Sheet Input**, select the **Columns for entries** tab and select the check box to the left of **Department**. Click **OK** to save your settings.



Tip! In the tab **Default values** in the user settings you can choose which department should be suggested as default when creating a new time sheet line. You can also select the option **Retrieve from employee register** if you want to use the department to which the employee is linked to in the employee register.

Departments and Sales Orders

Sales orders can be linked to departments, making it possible for you to analyse sales figures, costs and profits. If there are several sales teams in your company, you may wish to create one department per team in order to link each sale to the correct sales team. You will then be able to print reports based on the sales figures for each team.

A sales order can be linked to a department in the Sales and Invoicing window (accessed via **View - Sales/Invoicing - Order Registration**) on the **Miscellaneous** tab, by selecting a department from the **Department** drop-down list.

You can also link each individual order line to departments. You must first go to the user settings and choose to show the **Department** column on the **Product Lines** tab:



Click the **Settings** button in the tool bar or go to **View - Settings - User - Settings per Module - Sales and Invoicing**, select the **Order body** tab and select the check box to the left of **Department**. Click **OK** to save your settings.

The **Department** column will now be displayed on the order line and you can simply select a department from the drop-down list.

Departments and Purchase Orders

In the same way as with sales orders, you can link purchase orders to departments. It may prove useful to get an overview of the costs connected to each department. When registering a purchase order via **View - Purchase Order - Purchases**, simply select the correct department from the **Department** drop-down list. You can also link each individual purchase order line to departments by using the **Department** column.

If the drop-down list **Department** is not displayed in the main window, or if the column **Department** is not displayed on each line, you must go to the user settings and define the relevant settings:



Click the **Settings** button in the tool bar or go to **View - Settings - User - Settings per Module - Purchase**. On the **Purchase** tab, select the check box to the left of **Department**. The option in the top of the window determines if the drop-down will be displayed in the main window and the option under **Column settings** determines if the column will be displayed in the purchase order lines. Click **OK** to save your settings.

Departments and Products/Contacts

By linking a product or contact to a department, all registrations associated with that product/contact will be posted to the selected department.



Note! Department settings defined on contact level will usually override settings made in other modules such as products and accounts.

Products can be linked to departments by navigating to **View - Product - Product Register** and selecting the department from the **Department** drop-down list on the **Miscellaneous** tab. Contacts can be linked to departments by navigating to **View - Contacts - Contact Management** and selecting the department from the **Department** drop-down list on the **Other Info.** tab.



Tip! You can update many products/contacts at the same time by the use of a wizard which lets you define a selection of products/contacts. Read more about this in the program's help files which can be accessed by pressing [F1] on your keyboard.

Departments and Projects

You can also link entire projects to departments by navigating to **View - Project - Project Register** or **New Project**. Select the relevant department from the **Department** drop-down list.

Read more about how to use the project module in the chapter "Contact Management" in the introduction manual "Complete CRM, Sales Management and Web Solutions".

VAT

VAT Register

Editing the VAT Codes



Editing VAT codes is limited to editing existing codes. In addition, the majority of settings in the VAT code window will be locked for changes; however, you will find that the current VAT codes cover most purposes.



You can edit a VAT code by going to the VAT code register, selecting the relevant VAT code from the list, and then clicking **Edit**.



If you wish to duplicate a VAT code then simply select the relevant code from the list, and click **New**.



Tip! If your business was not liable to pay VAT previously, you can change this under **View - Settings - Company - Financial Settings**. You will then also have to set VAT codes for accounts in the Chart of Accounts that are liable for taxation.

By editing a **VAT** code, which controls the position of the code in the list, you can adjust the order in the list for selections in other modules. This makes it easier to access the VAT codes you use most often.

The **Description** may also be changed if you want to indicate more clearly what the individual code will be used for.

You will find a more detailed explanation of the different fields in the VAT Code window in the "Settings, Reports and Filters" introduction manual.

Main window

VAT Code: Denominates the VAT type's place in the list. By changing the code you can adjust the order in the list for selections in other modules. This makes it easier to access the VAT codes you use most often.

Description: Can be changed if you want to indicate more clearly what the individual code will be used for.

Show in Journal Entry: Whether the code will display as an option in Journal Entry.

Show in Product: Whether the code will be linked to a sales product.

Show in Sales and Invoicing: Whether the code will be used in the Sales/Invoicing module.

Show in Purchasing: Whether the code will be used in the Purchase module.

The VAT tab

The top three fields **(None)**, **VAT** and **Export** indicate whether the code is a VAT code or not. (**Export** does not have a VAT code, only because it is Export)

Percent: Indicates the percent rate used for calculating VAT. In United Kingdom this is 20%.

Function: Can be **Input** or **Output**. **Sales** are 'Output VAT' and **Purchases** are 'Input VAT'.

Default Sales N/C: This account will always be credited when invoicing products with this VAT code. The exception is if a different Sales N/C has been specified particularly for this product.

Default Purchase N/C: This account is always debited on entering purchases with this VAT code. If your program version contains Logistics functionality the account can be changed when posting a purchase. There are also individual settings at product level that will override the default cost account.

VAT Account: This is the account into which the VAT amount is entered in the balance sheet.

VAT Proportion Numbers: Are used by companies with operations that are partially VAT exempt and partially VAT liable. For joint purchases, a percentage distribution is used, indicating how much of the price of a product is to be included in the VAT calculation.

Show on Turnover statement: This applies to program versions not including Accounting, where you can extract a turnover statement. Here you choose whether the code is to be included on the statement.

The Foreign Service tab

The screenshot shows a dialog box titled "VAT code" with a close button (X) in the top right corner. The "VAT code" field contains the number "4", and the "4. VAT reclaimed in this pe" dropdown is set to "4. VAT reclaimed in this pe". The "Description" field contains "Purchase Standard 20%". There are four checkboxes: "Show in Journal Entry" (checked), "Show in Sales and Invoicing" (unchecked), "Show in Product" (checked), and "Show in Purchasing" (checked). Below these are two tabs: "VAT" and "Foreign service". The "Foreign service" tab is selected, showing a "Foreign service" checkbox (checked), two radio buttons for "Deductible" (selected) and "Non-deductible", and three dropdown menus: "N/C for estimated VAT" (set to "0010 Freehold Proper"), "1. VAT due in this pe" (set to "1. VAT due in this pe"), "Basis N/C 1" (set to "(none)"), and "Basis N/C 2" (set to "(none)"). At the bottom are "OK", "Cancel", and "Help" buttons.

Foreign Service: If this setting is selected, services purchased from abroad will be tax-processed. You can read more about this below.

Deductible/Non-deductible: Determines whether taxes paid on services purchased abroad are to be deducted.

N/C for estimated VAT: This is the N/C under which the tax is entered on the balance sheet.

Basis N/C 1: This is the N/C against which the VAT base for the calculation is entered.

Basis N/C 2: This is the N/C against which the VAT base is balanced (to make the journals balance).



Tip! Amounts entered into an account with a VAT code set as a **Foreign service** are always entered as net, even if the option **Enter amount without VAT (net)** has been activated in the user settings for journal entry.

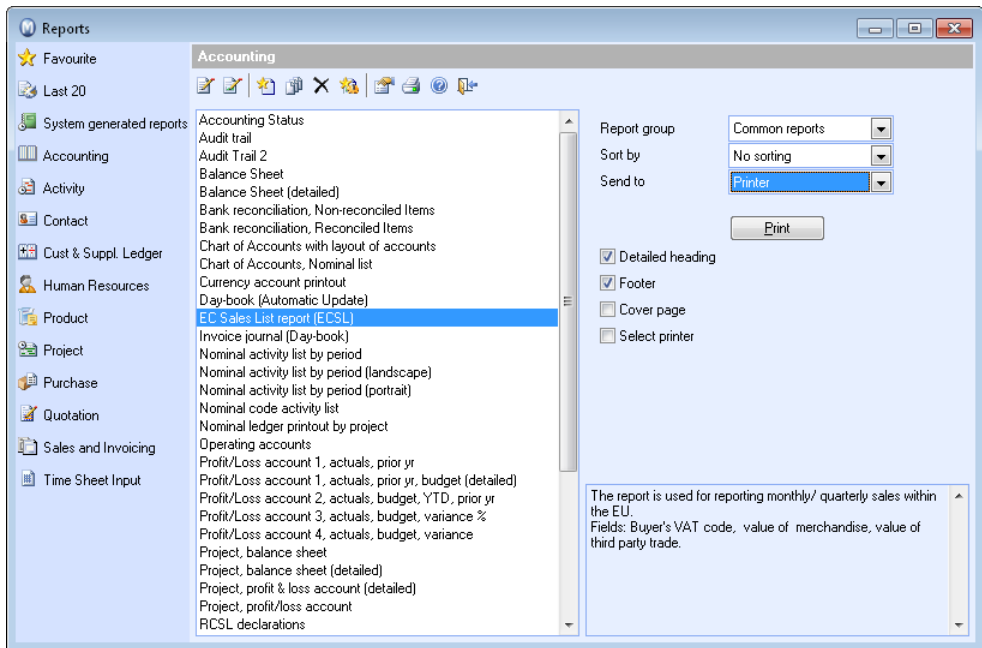
Closing and Reporting VAT periods

Reporting EC Sales

Quarterly reports, EU, account (ECSL)

If you are registered for VAT and you supply goods or services to businesses registered for VAT in other states of the European Union (EU) you are obliged to produce the EC Sales List (ECSL). This list, which you can print from the systems report module, reports sales within the EC. More information regarding the EC Sales List is available at www.hmce.gov.uk.

You can print the report **EC Sales List report (ECSL)** by choosing **File - Print - Accounting**. Choose the entry **EC Sales List report (ECSL)** from the report list and send it to **Print**. Don't forget to choose the reporting period and the accounting year.



When printing the **EC Sales List**, an XML-file is automatically exported to C:\Documents and Settings\User\My Documents\Mamut\VAT\Outbox, where "User" represents the username registered in the operating system. You can submit the generated XML file by using the GovEx software.

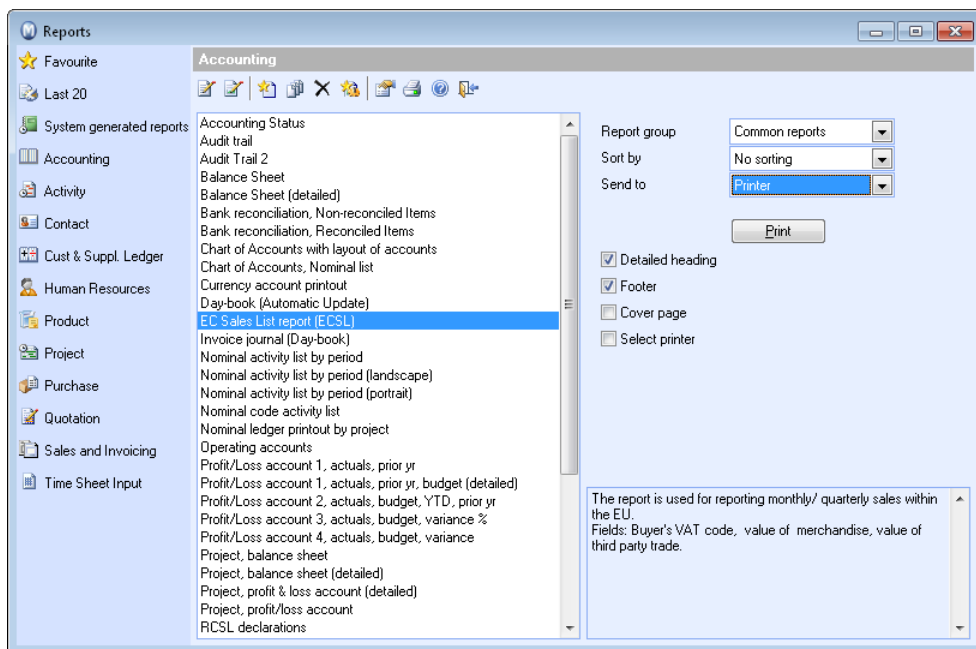


Note! In order to generate the XML-file, the user must select **Printer** from the drop-down list **Send to** in the Report module before clicking **Print**.

Quarterly reports, EU, account (ECSL)

If you are registered for VAT and you supply goods or services to businesses registered for VAT in other states of the European Union (EU) you are obliged to produce the EC Sales List (ECSL). This list, which you can print from the systems report module, reports sales within the EC. More information regarding the EC Sales List is available at www.hmce.gov.uk.

You can print the report **EC Sales List report (ECSL)** by choosing **File - Print - Accounting**. Choose the entry **EC Sales List report (ECSL)** from the report list and send it to **Print**. Don't forget to choose the reporting period and the accounting year.



When printing the **EC Sales List**, an XML-file is automatically exported to C:\Documents and Settings\User\My Documents\Mamut\VAT\Outbox, where "User" represents the username registered in the operating system. You can submit the generated XML file by using the GovEx software.



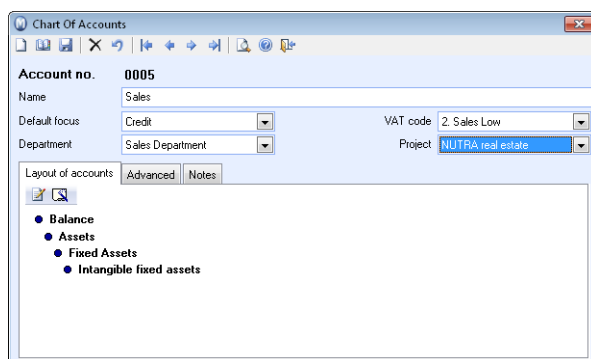
Note! In order to generate the XML-file, the user must select **Printer** from the drop-down list **Send to** in the Report module before clicking **Print**.

Chart of Accounts

A chart of accounts is a register of all the accounts used by a business for its bookkeeping. Mamut Business Software includes a default chart of accounts, containing the most commonly used bookkeeping accounts. It is, of course, possible to add your own, user-defined accounts to this list.

In the **Chart of Accounts** you will find all available N/Cs to make entries against. The chart of accounts shows all setting options for each N/C as well as the N/C's position in the layout of accounts.

Open the chart of account by clicking **View - Accounting - Chart of Accounts**.



Settings Options for the Chart of Accounts

You can make changes to the **Layout of accounts** if you wish. The layout of accounts is based on the groups of N/Cs in the chart of accounts and new N/Cs will be placed into the layout of accounts automatically according to the account number they are allocated. By clicking on the **Change layout of accounts** button you can create new groups and elements or change the name of existing ones, but note that the changes you make here will have an influence on your accounting reports. Thus, you should not make any changes here unless you are completely sure.

In addition to making changes to the layout of accounts, there are a number of settings you can make in order to make your journal entry more efficient. Each account allows you to specify whether the posting should be entered into the Credit or Debit field (the field you choose is activated automatically when you select the account). By linking an N/C to a VAT account, the correct VAT will be calculated when posting the item to your accounts. Under the **Advanced** tab you can also make settings for automated double-entries, the automatic generation of ledger items as well as the management of different foreign currencies. You can find out more about the settings options.

If you wish to use 7-digit-accounts instead of the standard 4-digit-accounts you can change this in the Accounting Settings.

Control Accounts

Several of the Mamut modules post journals automatically in the Nominal ledger of the accounts. The control accounts determine the accounts used for such entries. From the **Account group** drop-down list you can select an account group and view which N/Cs are used by automatic entry from a corresponding module. You can also click in the **N/C** column and override the account if necessary. In help (F1), you can find more information about the chart of account settings.

Multiple Company Databases

Furthermore, you can manage the **Chart of accounts** in multiple company databases/clients with the help of the **Company handling** function. You will find this function under **File - Database Utilities**.

When you create a new N/C you can specify which company database/clients the N/C should be available in. You can also make changes to existing N/Cs. Find out more about **Company Handling** in a separate section.

Control Accounts

The system requires a number of accounts with particular properties.

Several of the Mamut modules post journals automatically in the Nominal Ledger of the accounts. The control accounts determine the accounts used for such entries. The program comes with a ready set of control accounts matching the chart of accounts. However, you may customise these in the Accounting Settings.

Read more about Control Accounts in the section "Accounting Settings" below.

Please note the other settings that control automatic entries as well:

- Standard Journal Type for automatic entries
- Entering payments on receiving return files from automatic remittance
- N/C and Journal Type for recording Receipts/Payments.

Company Handling

With the help of **Company handling** you can set up accounts in the chart of accounts for several company databases/clients at once. This can be particularly useful if you handle a large number of company databases/clients, which have identical or very similar chart of accounts.

Open the wizard by clicking **File - Database Utilities - Company Handling**.

When you create a new account, you can specify which company database /client the new account should belong to.

In addition to creating new accounts you are also to maintain existing accounts.

You have the option to maintain one account at a time; however, a single account may also be handled for several company databases at once. If an account is set up for one database but not another, it will be created for the other database as well - as long as the company database is included in the selection.



Note! Make sure to enter a value in all relevant fields. Accounts that already exist will be overwritten.

How to create or edit an account in several company databases at once

1. Go to **File - Database utilities - Company handling**.
2. Choose a Country from the drop-down menu. The menu will only display countries for company databases, which are installed.
3. Choose the **N/C** for the account you want to create or edit.

Note: If you choose an account, which exists already in one or several company databases, it will overwritten/ edited

4. Select which changes you would like to make to the account or which default values the account should have.
5. Click **Next**.
6. Select which company databases the changes should be applied to and click **Next**.
7. Click **Complete**.



The account will be created/ modified for all company databases selected.

Journal Entry

The Journal Entry module is where you register your journal entries before you update them to the Nominal Ledger. As long as your journal entries remain in Journal Entry you can edit journal date, journal type, period, N/Cs, VAT codes, amounts and more.

A journal entry must consist of at least two balancing journal lines. The sum for the **Debit** of all journal lines must be the same as the sum for **Credit**. The journal entries will be given a number series, which is set within the **Accounting settings**.

Before you start using **Journal Entry** you should familiarise yourself with the settings, which you can regulate. The module can be individually customised and by adapting the user settings to your needs, you will be able to register your journal entries quicker and more efficiently.

An even quicker way of entering journals is to use Journal templates or to create your own shortcut toolbar buttons for template tools.

Some VAT codes can be adapted to your company through separate **VAT code settings**. Read more about editing VAT codes in the section "Editing VAT Codes".



Tip! You can check **Profit/Loss** and **Balance** based on the items you entered in Journal Entry before transferring to the Nominal Ledger. Pick the source for the printout in the Filter window in the Report module and choose between the **Nominal Ledgers, Journal Entry** or use both.



Tip! It is possible to edit journals after they have been posted. This functionality allows you to edit posted journals without needing to credit the item or redo work already done. Read more about this functionality below.

The Journal Entry Window



The Journal Entry window consists of two components. The top half shows the specific journal entry you are working on; the bottom half shows journal entries already posted but that have not yet been updated to the Nominal Ledger. These journals are still editable.

Via the drop-down list in the bottom half of the journal entry window; you can now display - in addition to Journal Entry and Financials - the Posting List. The Posting List view will display the journals entered to a given account during the selected year. Which account's entries are displayed depends on which account number has been highlighted in the window's top half.

You can also hide this list by selecting **Show Journal list** in the **Function** tab in the **User Settings**.

The screenshot shows the 'Journal Entry 2010' window for the period 01/01/2010 to 31/12/2010. The 'Journal Type' is set to 'Sales Invoice' for the date 08/12/2010 and period 12. The entry is for 'S14'.

L	N/C	Double entry/Details	VAT	Debit	Credit
1	4000	Sales	1. Sales Standard	2,083.33	
2	2200	VAT on Sales	0. None	416.67	
3	1100	Invoice 110, 30000 Adam Clark	0. None		2,500.00
4000 Sales				-916.67	
1200 Bank Current Account				0.00	
1230 Petty Cash				0.00	
				Dr 2,500.00	Cr 2,500.00

Below the main table, there is a summary section with columns for 'L', 'Entry no.', 'Period', 'Transaction Date', 'N/C', 'Details', 'VAT', 'Debit', and 'Credit'. It lists the same three lines as the main table.

When registering a journal item it is expected that you register a gross figure. When using VAT codes the system extracts **Output** and **Input** VAT from the journal item and posts it in the correct VAT account. You can also select to register the basis for VAT as a net amount. This is done in the user settings for Journal Entry.

The **Chart of Accounts** acts as a shortcut to the chart of accounts, where you can edit accounts and create new ones. By clicking the arrow button to the right of the button, you can select shortcuts from a list. The list includes **Chart of Accounts**, **VAT Code Settings**, **Journal Type Settings**, **Journal Line Text**, **Currency Register** as well as the option **Show Journals for All Users**. By selecting **Journal Line Text** (Ctrl + T), you can create and apply user-defined default journal texts. In the Journal text window, click on the settings button and enter your own journal text in the **Properties register**. The texts you enter here will become available in the drop-down window in the Journal text window.

By clicking on the arrow button to the right of **Create activities** you can set up customised activities. You decide on the activity content yourself and also on the modules, which the activity template will be available in.

The **User Settings** (Ctrl + I) button lets you customise the journal entry window. You can define up to five different user setting setups per user. These setups can be customised to display the columns and functions of your choice. The user settings are linked to the user set ups available from the drop-down list to the left of the **User Settings** button.

Example: When selecting "Currency" from the drop-down list, the columns and functions relevant for currency journals will be displayed automatically. You can edit a user setting setup by selecting the setup from the drop-down list and then clicking the **User Settings** button.

Tip! You can open the **Calculator** by pressing the F12 key on the keyboard. There are also a number of other shortcuts to help you make journal entry quicker. Read more in a separate section below.

User Settings for Journal Entry

The **User Settings** allow you to customise the functions and appearance of the journal entry window. These settings can be different for each individual user.

You can define up to five different setups per user within the user settings, and these are connected to the user setup that can be selected from the drop-down list left of the **User Settings** button in the journal entry window. The user setup for **Currency** and **Customer and Supplier Ledger** are already customised for entering, respectively, currency journals and Customer & Supplier Ledger journals, but all user setups can be customised to show the desired columns and functions. You also have the opportunity to rename the user setups within the **Function** tab in the User Settings.



In order to customise a setup within the user settings, go to the journal entry window via **View - Accounting - Journal Entry**, and then select the setup you wish to customise from the drop-down list at the top of the journal entry window, and then click on the **User Settings** button.

You can also access the User Settings via **View - Settings - User - Settings per Module - Journal Entry**, but note that you will then be opening the user settings for the user setup that you last used within the journal entry. Then name of the actual user setup will be displayed at the top of the window.

Default

This tab allows you to customise the module to suit your needs. You can choose between three pre-defined settings, all displaying different fields and columns.

Simple: Simplifies the window by only displaying required fields.

Normal: Displays standard fields and functions.

Advanced: Displays all available fields and additional functions.

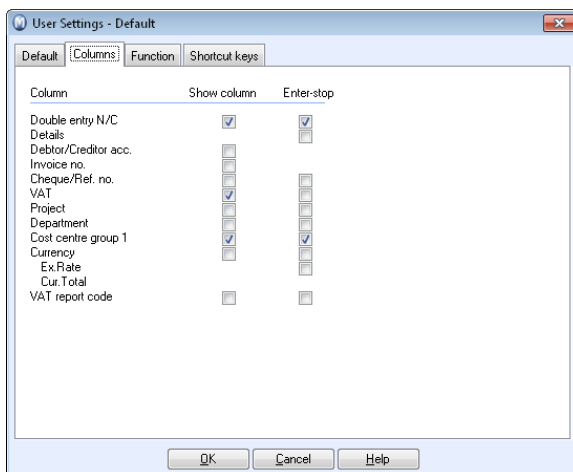
If you choose one of these settings, you will be able to view the pre-selected options by browsing the other tabs.



Tip! In the other tabs, you can customise the layout manually, instead of using the pre-defined settings.

Columns

Under **Show column**, select which columns you want to display in the registration window by checking the relevant boxes.

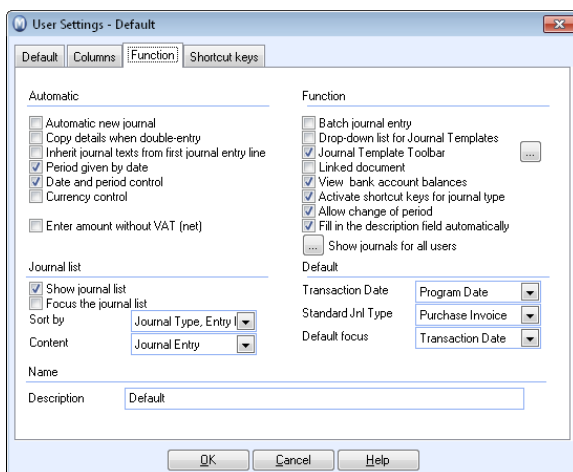


Enter-stop: The check boxes below **Enter-stop** enable you to decide where the cursor is to move to when you press **[ENTER]**. Setting this according to your needs may save a lot of key strokes.

In help (F1), you can find more information about the columns in the journal entry window.

Function

In the **Function** tab, you can set the general guidelines for journal entry. Check the boxes for the functions that you wish to activate:



Automatic

Automatic new journal automatically allocates a new journal number in the next line after balance is achieved. You can either use this function or press [+] when you have entered the amount in the last entry line of a journal to obtain a new journal number.

Copy details when double-entry means that the journal descriptions on the entry line are automatically copied to the double-entry N/C too.

Inherit journal texts from first journal entry line: Select this option to have the same text on all journal entry lines. The function takes the text from the first journal entry line and duplicates it to all journal entry lines.

If you select **Period given by date**, the correct period will automatically be registered when you enter a date.

Date and period control issues a warning when the journal date is outside the selected period.

Currency control issues a warning if the current date is beyond the period you have selected for the relevant currency. (**Settings - Accounting - Module settings - Currency**).

Enter amount without VAT (net) enables you to enter the net amounts for accounts that are set up with a VAT code. The VAT is calculated and added as a separate line in journal entry.



Tip! Amounts entered into an account with a VAT code set as a **Foreign Service** are always entered as net, even if this setting has been activated. You can access this setting by clicking **View - Settings - Accounting - Accounting Settings - Maintenance of VAT rates**. Select the VAT code and click **Edit**. In the tab **Foreign Service**, check the box **Foreign Service**.

Journal List

Show journal list: Displays a list in the bottom half of the journal entry window which lets you search for already registered journals and display the information at the bottom of the window. You can also search for journals that have already been transferred to Financials/Nominal Ledger.

Focus the journal list: The most recent journal entered is automatically displayed at the top of the journal list.

Sort by: Choose if you want to sort the journal list by Entry number or Journal type.

Content: Define the contents of the journal list. If you select **Posting list**, you will be able to view the journal entries posted to the account you have highlighted in the top half of the journal entry window for the selected year. The journal list displays journal entries in the journal entry module and in Financials/Nominal Ledger.

Function

Batch journal entry allows batch transfer to the Nominal ledger across journal type and period.

Drop-down list for Journal templates: Journal templates simplify standard journal entry and accrual accounting for costs. The drop-down list for Journal entries gives you access to those journal templates in your company database that are modifiable, e.g. those user-defined journal templates that you created via the wizard for journal entries.

Journal Template Toolbar activates buttons and short cuts that enable you to register single journal items. When clicking on the search button, you can also add the most frequently used user-defined journal templates in addition to the ones that are standardised within the program.

Linked document enables attaching documents to journal entries.

View bank account balances: Enters a line in the Journal Entry window, which shows the balance for the Bank Current Account and Petty Cash accounts. The accounts shown are those marked **Bank/Petty Cash** in the chart of accounts. If you have more than nine accounts of this type, only the nine accounts with the lowest account numbers will be displayed.

Activate shortcut keys for journal type: If you remove the check, it will no longer be possible to change the journal type by pressing the shortcut keys [/] or [*].

Allow change of period: By un-checking the box, you will no longer be able to change the period in the journal entry module.

Fill in the description field automatically: By un-checking the box, the description field will no longer be filled out automatically.

Show journals for all users: Click the **Show journals for all users** button if you want access to journal items entered by other users. These journal items will then be transferred to you. Not all users have access to view all journal entries; however this can be overridden if you are the administrator or super user.

Default

Journal Date: Select if you want the program date or the last used date to be used as the journal date when opening the journal entry.

Standard JT: Select what journal type you want to be suggested as the default each time you open an empty journal entry.

Default focus: Select where the cursor is to be positioned when creating a new journal.

Name

Description: Here you can enter the name or description of the setup. The name will be displayed in the drop-down list to the left of the User Settings in the Journal Entry toolbar.

Shortcuts keys

The shortcut keys show the available shortcuts for Journal Entry. You will find these below.

Shortcuts for Journal Entry

Some of the shortcuts have several functions, depending on where the cursor is positioned in the entry window. It is possible to use some of these shortcuts in other modules.

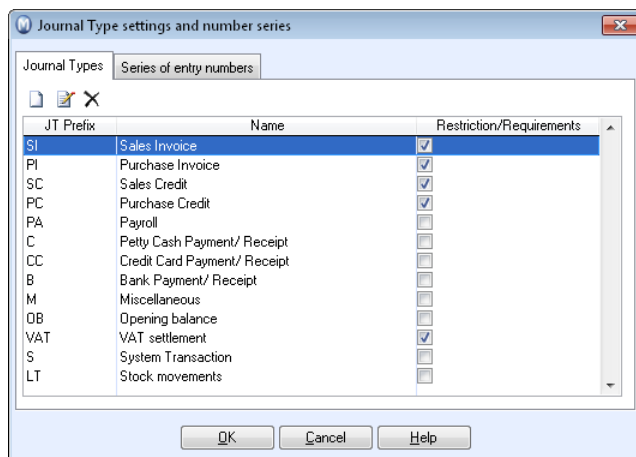


Tip! The **Shortcut keys** tab in the user settings for **Journal Entry** gives you an overview of all relevant shortcut keys.

Key	Function
+	New journal - Starts on a new journal number if previous one is in balance. Close the invoice info window after the invoice number is entered. Counter-post the differential amount for the last entry line in the journal. (You need to be in the N/C column on the last row.)
/ or *	Changes Journal type (JT)
-	Opens the Chart of Account if you are in the N/C column.
*	Copies the description from the previous entry, if in the description column.
d	Inserts today's date (program date). Applies to all date fields.
CTRL+Ins	Inserts a journal line
CTRL+L	Shows Journal list .
CTRL+B	Opens Journal type settings .
CTRL+A	Opens VAT code settings .
CTRL+K	Opens the Chart of Accounts .
CTRL+R	Opens the Exchange rates .
CTRL+I	Opens User Settings .
CTRL+P	Opens the list of Reports .
CTRL+H	Updates ledgers.
CTRL+Q	Closes the window
F1	Open the Help files .
F3	Goes to the Journal template .
F4	Exclude VAT in entry.
F5	Include VAT in entry.
F8	Go to Net/gross mode.
F9	Go to Date .
F11	Go to Period .
F12	Opens Calculator when you are in the Debit or Credit fields.
ESC	Closes the Nominal Ledger list if this is open.
Space	Opens a drop-down list where there is one (Department, Project etc).

Journal Types

The accounting module has 13 predefined journal types. Each journal item that is registered must be entered in either of the preset journal types or to a journal type that you have created. Entries on various journal types enable you to efficiently enter and archive journal items.



To make it easier to distinguish between the various journal types in the Nominal ledger, different codes are used for different journal types (e.g. SI for sales invoice, PI purchase invoice etc).

You can adapt and create new journal types through **Accounting settings** and the **Accounting settings tab**. Click on the **Journal type settings and number series** button. You can edit the journal types that follow the program but you are unable to delete them. You can only delete the journal type you have created.

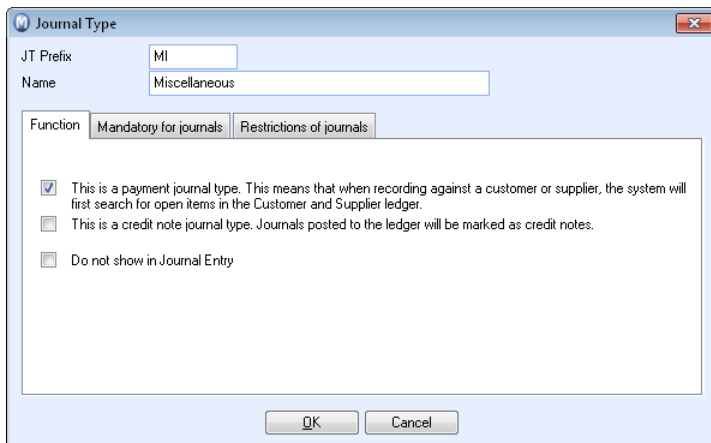


You can access the **Journal Entry User Settings** by clicking the arrow button to the right of the **Chart of Accounts** button in the toolbar and selecting **Journal Type settings**.

How to create new journal types

To make it easier to distinguish them in the Nominal ledger, different codes are used for the different journal types, (referred to as **JT Prefix**, e.g. SI for Sales Invoice).

1.  Click **New** to create a completely new journal type.



The screenshot shows a 'Journal Type' dialog box with the following details:


- JT Prefix:** MI
- Name:** Miscellaneous
- Function:**
 - ☒ This is a payment journal type. This means that when recording against a customer or supplier, the system will first search for open items in the Customer and Supplier ledger.
 - ☐ This is a credit note journal type. Journals posted to the ledger will be marked as credit notes.
 - ☐ Do not show in Journal Entry
- Buttons:** OK, Cancel


2. Specify **JT Prefix** and **Name** for use in Journal entry and for viewing in the Nominal Ledger.
3. Define any settings for the journal type in the way described below.

 *The new journal type has now been created.*

Entering Journals


The module for **Journal entry** contains several automated routines i.e. treatment of VAT codes and registering payments. On this page the most basic form of registration is described, while the rest of the chapter describes the more automated routines.

 **Tip!** You can simplify the journal registration process by using the check boxes below **Enter-stop** in the user settings. This feature enables you to decide where the cursor is to move to when you press **[ENTER]**. Setting this according to your needs may save a lot of key strokes.



 **Tip!** To make journal entries more efficient, we recommend that you make familiarise yourself with the shortcut keys.

Example of how to register a journal in Journal Entry


This example is based on the user settings setup **Normal**. You will find the various setups on the **Default** tab in the user settings.

1. Go to **View - Accounting - Journal Entry**.
2.  Click **New**. Alternatively, press **[Ctrl] + [N]** on your keyboard.
3. Enter the **Journal type**, **Date** and **Period** for the journal entry. You can change the journal type by pressing **[/]** and **[*]** on your keyboard.
4. Enter the Account number you are making an entry to in the **Chart of Accounts** column. You can open the Chart of Accounts by pressing **[-]** on the numerical keypad to select the N/C.
5. Enter any **Double entry N/C**.

Note! A double entry will automatically be made with the amount that is entered in the first N/C. If you wish to enter one journal line at a time, you can hide this column in the **User Settings**.

6. Press **[ENTER]**. The cursor will move to **Debit** or **Credit**, depending on the default for the N/C (selected in the settings for **Chart of Accounts**).
7. Enter the amount and press **[ENTER]**. If you have entered a **Double entry N/C**, a new line, with a corresponding amount, will be created. If one of these accounts has been set up with a VAT code, the amount will be divided between the relevant tax N/C and double entry N/C.
8.  Click **Insert entry line** to add a line to the entry.
9. Click **New** or press **[+]** if you would like to enter a new journal entry.
10. Repeat the above steps until all your journal items are entered.
11.  Click **Update ledgers** or leave the journal items saved in **Journal Entry**.

 *The journal has been entered.*

 **Currency:** If you use different currencies when entering journals, you should select to show the **Currency** within the journal. You can define this within the **Columns** tab in the user settings for journal entry.

Updating Ledgers from Journal Entry

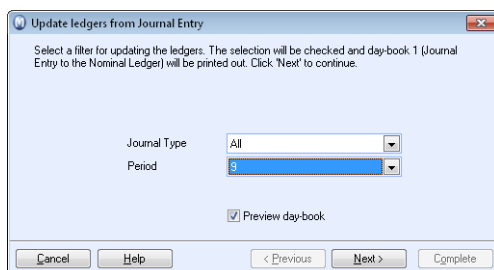
The journal list contains journals that have not been transferred to the nominal ledger and is displayed in a separate window. If the window is not displayed, you can activate within the user settings for journal registration by selecting the option **Show journal list** within the **Function** tab.

How to update ledgers from Journal Entry

1. Select **View - Accounting** and **Journal Entry**.

2.  **Financials** Click **Update ledgers**.

Alternatively, choose **View - Accounts** and **Update ledgers from Journal entries**.



3. Create your filter for updating ledgers. You can choose to update a journal type, period or all Journal types/Periods. (Combinations are available i.e. Journal type **Sales invoice** combined with **period 3**.)

Tip! If you have selected **Batch journal entry** in the Journal Entry user settings, you can select batch journal entry in the Filter window.

4. Remove the tick next to **Preview day-book** if you do not want to see this prior to the ledger update.
5. Click **Next**.
6. Check that the content of the day-book preview is correct (if you selected to see a Preview in step 4).
7. Click **Close Preview** to exit the preview screen.
8. Click **Previous** if there was an error in the preview. You can go back and place a new query and see a new preview of the day-book.
9. Select your preferred **Print medium** for the original printout of the day-book once the content of the preview is correct. If you select the printer, you need to approve the printout.
10. Click **Complete** to update the ledgers with the journal entries. If you click on **No** the Day-book will be re-printed. You will not be able to make changes to the Day-book, just to re-print the report.



The journals are being transferred to the Financials.

Day-Book

The day-book is saved electronically on the document directory in PDF format.

You can find the document directory under **View - Settings - Other Settings - Other programs**.



Tip! Select **File - Database utilities - Go to company database document** directory in order to open the area in Windows explorer.

Journal Entries in the Customer and Supplier Ledger



Tip! You can make entries in the customer and Supplier ledgers directly from the Journal Entry. The Customer and Supplier ledger module also contains functionality for payment follow-up, interest invoicing, debt collection, remittance and more. For those users whose program versions include the Sales/Invoicing- and Purchase modules, journal entry is usually handled at the point of transferring the invoice or payment from these modules.

In the default Chart of accounts included with the program, accounts **1100 Debtors control account** and **2100 Creditors control account** are set up with a Customer and Supplier ledger function. All customers and suppliers are linked to these N/Cs.


When entering journals against the N/C **1100** and **2100**, you are therefore asked to link the entry to a **Contact**.


How to make a double-entry in the journal

1. Click **New** to create a new journal entry.
2. From the **Journal type** drop-down list, select **Sales invoice** (for customers) or **Purchase invoice** (for suppliers) depending on what type of entry you are making.
3. Enter **1100** (for customers) or **2100** (for suppliers) in the **N/C** column. This opens a list of all contacts that are marked as either customer (1100) or supplier (2100) in the Contact card.
4. Select the **Customer** or **Supplier** you are creating the entry against.
Click **New** to create a contact if it is not in the contact register. In the registration window you can also enter **Name**, **Company reg. no.** and **VAT no.** If you would like to register more information about the contact you will need to do so in the Contact register.
5. Complete the **Invoice number**
The rest of the fields are completed in accordance with the terms that have been set for the customer. The Invoice date is set to the same as the Journal date but you can override it.

6. Press plus [+] on the numerical keypad to close the window.
7. Enter the **Double entry N/C** and press [ENTER].

Double entry N/C! Using a double entry N/C speeds up the journal entry process. The double entry N/C is the account that the journal line is posted against. If e.g. you wish to enter a sale on **1100 Debtors control account**, a natural double entry N/C would be **4000 Sales**.

8.  Click **Insert entry line**.
9. Enter the gross invoice amount under **Debit** and press [ENTER].
This amount will now be split between the **VAT code** and the **Double entry N/C** you entered in point 7.

 *The journal can now be transferred to the Financials. When you update to the ledger, the module for the Customer and Supplier Ledger will be updated automatically as well.*

Entering Sales and Purchase Invoices in Journal Entry

When registering sales and purchase invoices, a screen will open from where you can enter relevant information. The information will simplify the registration of payments later.

- The Invoice number identifies the invoice.
- The Invoice date is set to the same date as the journal entry. If you change the date in this window, the date for the journal entry will also be updated.
- The Due date is estimated based on what Payment terms were set for the customer/supplier.
- Payment terms are set to default for each customer. You can nevertheless change the terms in this window. It will then affect the field above it, and any manual changes in the Due date will be overridden by this field. (only SI)
- Values for To be remitted is retrieved from the supplier, but can be overridden (only PI)
- The supplier's Bank account is retrieved from the contact register. If it has not previously been recorded you can write the number directly into this window. This will not update the other way, but can additionally be recorded in the Other info tab in the Contact register.

Entering Payments and Receipts in Journal Entry

When registering a payment/receipt for a Purchase or Sales invoice, the original receivable/payable should already have been entered and updated to **Financials**. The payment can then be registered, either as described below, or in the Customer and Supplier Ledger modules. For users whose program versions include the Sales and Invoicing and Purchasing modules, journal entry is usually handled when transferring invoices and payments from these modules. Thus you may also use these modules for journal entry. For those users that work with factoring, the journal entry needs to be made from the Customer and Supplier Ledgers.

How to enter payments/receipts in the journal entry

1. Go to **View - Accounting - Journal Entry**.
2. Click **New** to create a new entry.
3. Select journal type **Bank** or **Petty cash Payment/receipt**. All journal types that are called **Payment/receipt journal types** indicate that you are registering a payment. You can change the journal type by using the [/] key, until the journal number in the far left column starts with C or B.
4. Enter **1100** (customers) or **2100** (suppliers) in the **N/C** column. This opens a list of all contacts that are marked as either customer (1100) or supplier (2100) in the contact card.
5. Select the **Customer** or **supplier** you are making an entry against and press **[ENTER]**. Alternatively you can enter the contact number directly in the N/C field. You will then avoid having to make this selection. In both cases, an overview of all **Invoices** registered to the contact will be displayed.
6. Select the invoice you are registering a payment for. Alternatively you can enter the invoice number directly into the N/C field.
7. Enter any **Reminder fee** or **Reminder interest** in the respective columns. You can choose to enter this information automatically in the payment reminder settings. Read more about this in the "Payment Management" section below. These amounts will be posted to separate accounts and not to the main payment.
8. Click **OK** to return to the journal entry window.
9. Enter the **Double entry N/C** and press **[ENTER]**. The double entry N/C is the account the payment is entered against. When registering the journal type **Bank**, the double entry N/C **1210 Bank deposit account** would be a natural selection.



The payment/receipt has now been entered within the journal entry.



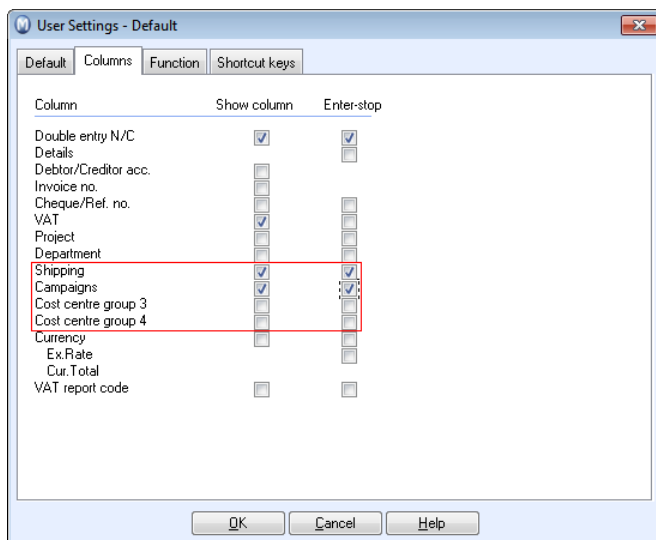
The journal can now be updated to the **Financials**. The open item in the customer and supplier ledger will be updated with the payment and registered as 'Closed' if the payment is identical to the outstanding amount on the invoice.

Journal Registration with user-defined cost centres

With Journals in the Journal Entry you have the possibility to post your own specially adapted cost centre in addition to the standard cost centres **Department** and **Project**. However, this is only possible if you have Mamut Enterprise E5 or additional products for extra cost centres.

How to register journal entries with user-defined cost centres

1. Firstly, define your own cost centre groups and cost centres under **View - Settings - Accounting - Module Settings - Cost Centre**.
Read more about defining cost centres in the section "Accounting Settings".
2. After this, activate the column with the Cost centre group(s) within the user settings in the journal entry. In order to do so, open the Journal Entry via **View - Accounting - Journal Entry**, then select the correct journal entry template from the tool bar list and click **User Settings**.
3. Select the **Columns** tab, and then tick the check-box in the first column, next to the cost centre group(s) you wish to add. If you wish to activate the **Enter-stop** functionality, you also need to select the check-box in the second column. Click **OK** to save your settings.



4. Post the journal in the normal manner, but in addition choose user-defined cost centres in the actual journal line.

 *The journal entry has now been registered with the user-defined cost centre and can be transferred to the nominal ledger.*

Editing and Reversing Journals


You can edit, reverse, and in some cases, even delete journals by going to **View - Accounting - Journal Entry**.


Your options for editing journals when they have been transferred to the Nominal Ledger are limited. It is important to go through the entries carefully before transferring them to the Nominal Ledger.

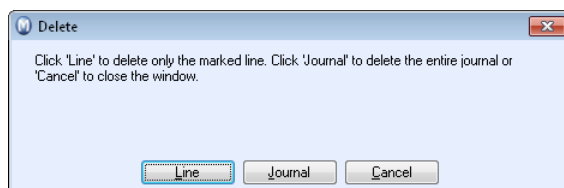
If they have already been transferred to the Nominal Ledger, you can use the **Edit posted invoices and journals** functionality in order to change something. Read more about this functionality below. Should this functionality be not sufficient enough, you must create separate correction entries in order to change something. The nominal ledger is equipped with a feature which allows you to reverse journal entries posted in a period which has not been closed.

You cannot enter journal items in a closed period.

How to delete a journal entry which has been transferred to the Nominal Ledger

 **Note!** When you delete a journal, the next journal you create will be given that journal number so that there are no gaps in the journal number series. If you wish to delete several journals, please make sure to delete them in the correct order, the newest first and so on. This will ensure the number series will be updated correctly.

1. Find the journal to be deleted.
2.  Click **Delete** in the toolbar to delete a journal or an entry line.
3. Select whether you wish to delete a **Line** or a **Journal**.



If the journal does not balance after you have deleted it, you will have to add a new entry line before you can proceed.

 *The line or journal has now been deleted.*

How to create correction journals for journals already transferred to the Nominal Ledger



Note! Before continuing, you should select the option **Show journal list** on the **Function** tab in the user settings for journal entry.

1. Click **New** to create a new journal item (e.g. a purchase credit note) and select **Date** and **Period**.
2. Select **Financials** from the drop-down list (bottom, right hand side)
3. Locate the journal you are correcting. Enter e.g. the Journal number and Journal type and the journal will appear in the field below.

Journal Type	Journal Number	Date
SI1	12	01.03.2010
PI1	12	01.03.2010
OB1	1	01.04.2009

4. Mark the journal item and click **Go to** and then **Close**. The entry will display at the end of the main screen.
5. Click the **Delete** button; you can locate the button above the journal list. You will be asked whether you want to reverse the journal. Answer **Yes** to this. The program will then enter a new journal item inverted of the financial journal item.


Note! If you regret the reversal, you can delete the journal entry the usual way by clicking **Delete** from the top half of the window. You will be able to reverse the entry at a later stage.

6. Click **Update ledgers** to post the journal.



The original- and new journal will be balanced at null.

How to insert an entry line

1. Find the journal that is missing entry lines.
2. Position the cursor on one of the entry lines.
3.  Click **Insert entry line**.
4. Enter the missing entry lines in the usual way.

 *The entry line has now been inserted.*

How to change the period and date for a journal item

1. Locate the journal you want deleted/corrected.
2. Place the cursor over one of the entry lines.
3. Change the period in the period drop-down list in the toolbar.

 *The period is changed and you can transfer to the nominal ledger in the new period.*

Entry No.	Journal Type	Date	Period	Batch	Journal template
PI39	Purchase Invoice	2008-12-02	12	(none)	(none) Linked document



Date: The same procedure applies to changing the date. This will change all entry lines for the chosen journal entry to the new period/date.

Reversing Journal Entries in the Nominal Ledger/Financials


Journal entries can be reversed in the nominal ledger if the period in question has not been closed.

If the journal entry cannot be reversed, post a correction entry manually in any open period in the Journal Entry module.

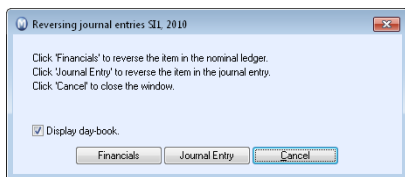


Note! You cannot reverse automatically generated opening balance journals.

How to reverse a journal entry

1. Go to **View - Accounting - Financials - Journal list**.
2. Highlight the journal entry.
3.  Click **Delete**.

Reversing a journal entry does not delete the entry from the nominal ledger. A new, reversed entry is registered (see below).



4. Select how you want to post the correction entry.



Nominal Ledger/Financials: A new journal entry with reversed values is created. A reference to the original entry is registered in the journal entry description. The day-book is printed.

or



Journal Entry: A new journal entry with reversed values opens in the journal entry module. A reference to the original entry is registered in the journal entry description. The journal entry can be edited before it is transferred to the Nominal Ledger/Financials.

Edit Posted Invoices and Journals

It is possible to edit invoices after they have been issued and journals after they have been posted. The objective of this functionality is to allow users the possibility to edit the most important elements of posted invoices and journals without needing to credit the item or redo work already done.



Note! Your user profile must be defined as **Super user** to gain access to this functionality. User access rights can be adjusted via **View - Settings - Security - User Administration**.

In order to use this functionality, it must first be activated in the company settings. Once you have activated this setting, you can access the functionality by going to **File - Database Utilities - Edit posted invoices and journals**.

In the window that opens, you will be able to edit information for posted invoices and journals and view a log of the changes. Read more below about how to activate and use the functionality.


How to edit Posted Invoices and Journals

In order to use this functionality, it must first be activated in the company settings. To activate this setting, go to **View - Settings - Company - Settings per Module - Sales and Invoicing**. Select **Edit posted invoices and journals** and click **OK** to save the setting.

You can now access the functionality by going to **File - Database Utilities - Edit posted invoices and journals**. You will be required to enter your regular username and password for Mamut Business Software in order to authenticate yourself. Note that your user profile must be defined as **Super user** to gain access to this functionality.

Once you have activated this setting and authenticated yourself, you will be able to access a simple and user friendly window with three tabs: **Invoice**, **Journal** and **List of changes**.

Under the **Invoice** tab, you are able to edit the following information:

 **Note!** It is only possible to edit posted invoices; orders can be adjusted in the order module.

- **Customer name** (this information is taken from the Contact Register, but can be changed for this single invoice)
- **Invoice address**
- **Due date**
- **Payment term** (this will result in a new due date)
- **Delivery address**
- **Project**
- **Department**
- **Date of delivery**
- **Invoice lines:**
 - Description
 - Date of delivery

Under the **Journal** tab, you are able to edit the following information:

 **Note!** Only journals belonging to periods that have not been closed can be edited.

- **Period** (not one that has been closed)
- **Date**
- **Journal lines:**
 - Project
 - Department
 - Due date
 - Description
 - VAT report code
 - N/C (but only to a N/C with the same VAT-handling as the existing one)

Once you have edited the desired information, the existing journal or invoice will be updated, and the changes will be logged within the **List of changes** tab. You are also able to export this information to Microsoft Excel.

How to edit posted invoices and journals

1. Select **File – Database Utilities – Edit posted invoices and journals**.
2. You will now be prompted for your username and password, enter your standard Mamut Business Software details to proceed.
3. Select the **Invoice** or **Journal** tab.

4. Search for the relevant invoice/journal: Enter **Invoice number** in the Invoice tab, or **Journal Entry no., Journal Type** and **Fiscal year** in the Journal tab, then click **Search** to identify the existing invoice/journal that you wish to edit.

Note: When entering the **Journal Entry no.**, please only enter the number itself, not the prefix with the journal type.

5. Edit the fields that you wish to change by clicking the **Edit** button to the right of the field and updating the information within the window that is displayed.
6. Click **OK** to save the changes to the invoice/journal.
7. For invoices, select **Mark the invoice as not printed** so that the next print of this invoice from the invoice module will not be marked as copy.



Your updates have now been completed and will be present on the respective invoice/journal. You can now view a list of the changes you have made in the List of changes tab. Here you can also select if you wish to Export to Microsoft Excel.

Linking a Document to a Journal




You can link a document to a Journal, for example if you wish to scan the journal documentation, and later be able to open it from the program. The document can be linked to the journal both from the journal entry and the nominal ledger.



Note! If you do not see the button **Linked document** in the nominal ledger, it is because you have not selected this setting in the user settings for journal entry under the **Function** tab.

How to link a document to a journal in the Journal Entry

1. Enter a journal in the normal manner in the Journal Entry module.
2. Click **Save** when the journal balances.
3. Click the **Linked document** button.
4.  Click **Link document**.
5. Select the correct document from your computer or from another machine in the network and click **OK**.
6. Click **OK**.



The document now links to the journal.

Later you can open the document directly from the journal by choosing **Linked document**. You can also open the document from the nominal ledger by marking the journal in the nominal ledger and clicking **Linked document** at the top of the tool bar.

You can also link a document to the journal from the nominal ledger. You can do this by marking the journal in the nominal ledger, selecting **Linked document**, and then choosing **Open document**.



It is not possible to link more than one document. If you want to link a different document, click the **Linked document** button and select **Delete document**.

Document Directory

The documents which link to a journal are copied to the data location. From the document directory, go to Documents\journals\[year] to find the document.



Tip! You can open the document directory by selecting **File - Database Utilities - Go to the Company database's document directory**.

Scanning Documents

Invoices, journal entries and requisitions can be scanned and saved before being processed further electronically. If you have a scanner, you can scan your documents and save them as attachments, e.g. to journal entries in the program.

Some program suppliers deliver custom-made programs for the scanning and further electronic processing of different types of documents. Especially invoices from your suppliers are specifically well-suited for this type of treatment. To facilitate this, you require scanning software and often also OCR software. OCR stands for Optical Character Recognition and is a program which 'reads' and translates texts in an electronic document and which you can gradually 'teach' to translate texts you scan often.

It is possible to import journals that are scanned and posted in the Compello program. This requires an Additional Product licence.

Journal Templates

Journal Entry - The Toolbar for Journal Templates

You can activate a special journal entry toolbar which will display separate buttons in the journal entry window, either instead of or in addition to the journal templates drop-down menu. These buttons act as shortcuts to various journal templates. This will change the journal entry somewhat and many make use of this function for their most commonly used journals.

The large buttons at the top of the journal entry screen make it easy to enter the most common journal entries. The buttons start small wizards that will help you to enter all necessary information for correct journal entry.



The buttons can be activated in User settings, and through the **Journal template toolbar** button. You can also create your own journal templates, in addition to the systems journal templates.

The buttons are there for users who want to simplify journal entries. For more accomplished users it could be more efficient to enter the journals line by line.



Note! Please beware that applying this toolbar will reduce your options for overwriting pre-defined settings at customer and supplier level.

The screenshot shows the 'Journal Entry 2010' window for the period 2009-04-01 to 2010-03-31. The toolbar at the top includes buttons for 'Purchase Invoice', 'Purchase credit note', 'Sales Invoice', 'Sales Credit Note', 'Customer Receipt', and 'Supplier Payment'. Below the toolbar, the 'Entry no.' is 'P11', 'Journal Type' is 'Purchase Invoice', 'Transaction Date' is '2010-03-01', 'Period' is '12', and 'Journal template' is '2 Rent'. At the bottom, there are tabs for 'L', 'N/C', 'Double entry/Details', 'VAT', 'Debit', and 'Credit'.





In help (F1), you can find more information about the toolbar for journal templates.

Settings for the Journal Templates Toolbar




The User settings allow you to override the journal types that are given shortcut keys. You can also create your own buttons that allow you to make journal entries by using user-defined journal templates.

Change journal type for the journal template

1.  Click on the search button to the right of the selection **Journal Template Toolbar** in **User settings**.
2.  Then click the search button next to the template for which you wish to change the journal type.
3. Select Journal type from the drop-down list.
4. Click **OK**.

 *Journals created using the journal template will now be entered with the journal type.*

Select user-defined journal template

1. Select among your own user-defined journal templates in the drop-down list at the bottom of the window.
2.  Click the search button next to the drop-down list if you want to adjust the settings for the journal template.
3. Click **OK**.


 *The toolbar will now be updated with your user-defined journal templates.*

User-defined Journal Templates

Creating/Editing Journal Templates

Journal templates are created and edited by using a wizard that takes you through all the required settings.

Before starting the wizard, it could be a good idea to draft how each journal will appear as well as plan the required input values.

 The program comes with several journal templates, which you may use as a starting point for creating your own. Instead of creating a new journal template, you simply duplicate the existing one and edit it with the help of the wizard.

How to create a Journal template

1. Select **View - Accounting and Journal templates**.
2. Select **New** or mark an existing journal template and click **Duplicate**.
3. Enter the **Sort number**. This controls the order in which journal templates will be shown in the drop-down list in Journal Entry. By changing the numbers you can move the most frequently used journal templates up in the list, making them easier to find.
4. Enter the journal template **Name**.
5. Decide on the **Standard journal type**.
6. Enter **Description**.
7. Select **Group**. This type of sorting is only valid for the list of journal templates.
8. Mark whether **The template will be used for prepayments** check box.
9. Remove the mark on the check box **Will be shown for journal entry** if the journal is not to show in journal entry.
10. Click **Next**.



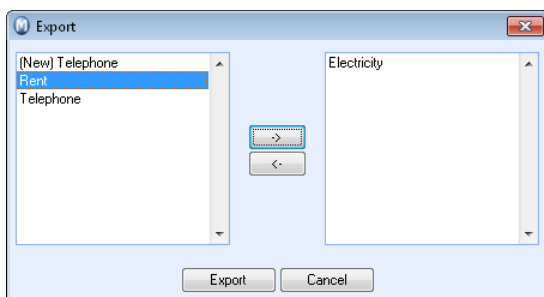
The journal template has now been created and can be edited further in the wizard's next step (below).





In help (F1), you can find more information about the next steps in the journal template wizard.

Exporting and Importing Journal Templates



Journal templates are only available to the company database it is created in. If you have created journal templates and you want to use several company databases, you can export the templates and import them to another company database.



Exporting journal templates

1. Select **View - Accounting** and **Journal Templates**.
 2.  Click **Export**.
 3. Transfer the journal templates you want to export to the right side of the window.
 4. Click **Export**.
 5. Browse through to a folder where you will save the file (such as C:\My Documents).
 6. Click **OK**.
-  *The journal templates are now exported and can be imported to another company database.*
-

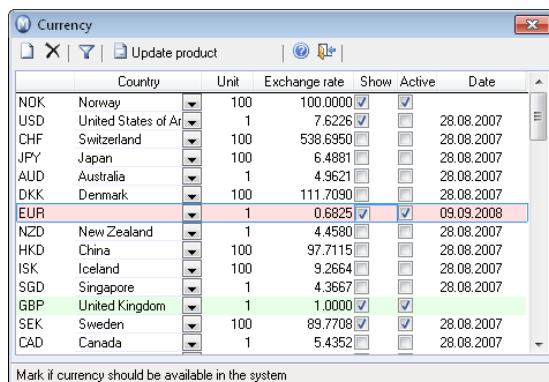
Importing journal templates

1. Select **File - Open company database**.
 2. Select the company database to which you want to import the journal templates.
 3. Select **View - Accounting** and **Journal templates**.
 4.  Click **Import**.
 5. Navigate to the folder where you saved the journal template.
 6. Select the file that contains the export and click **OK**.
 7. Transfer the journal templates you wish to import to the right in the window.
 8. Click **Import**.
-  *The journal templates are now imported and can be used for Journal Entry.*
-

Foreign Currency

Currency

The **Currency** register consists of a list of all registered currency rates. The program calculates prices for products according to the currencies/exchange rates that are entered into the currency register.



Country	Unit	Exchange rate	Show	Active	Date
NOK	Norway	100	100.0000	<input checked="" type="checkbox"/>	
USD	United States of Ar	1	7.6226	<input checked="" type="checkbox"/>	28.08.2007
CHF	Switzerland	100	538.6950	<input type="checkbox"/>	28.08.2007
JPY	Japan	100	6.4881	<input type="checkbox"/>	28.08.2007
AUD	Australia	1	4.9621	<input type="checkbox"/>	28.08.2007
DKK	Denmark	100	111.7090	<input type="checkbox"/>	28.08.2007
EUR		1	0.6825	<input checked="" type="checkbox"/>	09.09.2008
NZD	New Zealand	1	4.4580	<input type="checkbox"/>	28.08.2007
HKD	China	100	97.7115	<input type="checkbox"/>	28.08.2007
ISK	Iceland	100	9.2664	<input type="checkbox"/>	28.08.2007
SGD	Singapore	1	4.3667	<input type="checkbox"/>	28.08.2007
GBP	United Kingdom	1	1.0000	<input checked="" type="checkbox"/>	
SEK	Sweden	100	89.7708	<input checked="" type="checkbox"/>	28.08.2007
CAD	Canada	1	5.4352	<input type="checkbox"/>	28.08.2007

Mark if currency should be available in the system ☐

The currency register contains the most commonly used currencies as default and you can create more if necessary. It can be opened by clicking on **Currency register** in **Journal entry**, through the **Properties register**, or by selecting **View - Accounting and Currency**.

The window contains a list of all registered currencies in the program. GBP (the base currency) and Euro are marked with a light background colour to make it easier to locate them. GBP (the base currency) cannot be deleted, and the same applies for the Euro.

If you have changed currencies in the Currency register you can update the currencies in the product register by clicking **Update Product**.

How the currency register works

The currency that is registered to the contact will also be the currency that appears on orders you create for the contact. If the contact uses USD, the currency on the order will automatically be USD as well. If you select another currency for the order than for the company database (the one you selected in **View - Settings - Company - Financial Settings - Country** and that is the currency in the product prices) you will have to update the order's currency. When this is complete, you can enter the products in the product lines tab in the order card. The program will automatically convert the product price from the product currency according to the currency you entered in the **Currency register**.

It is important that you always remember to have a correct currency rate before you enter the product into the order. If you update the currency after you enter the product into the order, the product price will not automatically update.

If you enter a product into the order, then reopen the order later to enter another product and want to update the price on the products you entered with the new currency rate, you will have to update the currency in the Currency register and re-enter the order.

Click the search button to the right of the **Currency** drop-down list in the top half of the order card. This will open the window where all entered currencies are displayed.

Click directly into the **Currency** column to change an already registered currency. Now you can make the necessary changes.

Currency Accounts


If you have a separate account for currency in your bank, this can be linked to a financial N/C which has a currency function. By using a currency account you will always have complete overview of your currency holdings. Only balance sheet accounts, (except customer and supplier ledger accounts), can be defined as currency accounts.

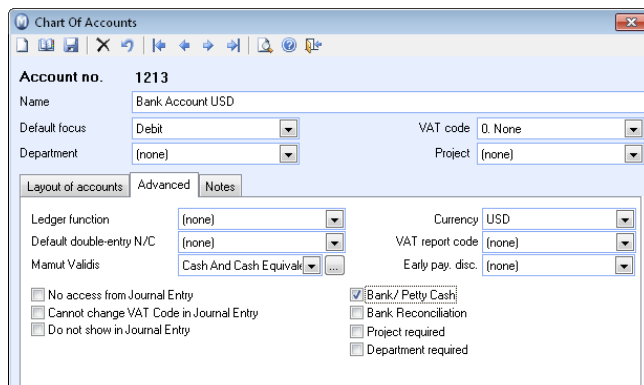
The program will convert the postings to your local currency; you will however be able to enter the items in the relevant currency. It is therefore important that you keep the currency exchange rates updated. The currency register is located under **View - Accounting - Currency**.



Note! Currency accounts cannot be used as double entry accounts in the journal entry module.

How to create a currency account


1. Go to **View - Accounting - Chart of Accounts**.
2.  Click **New** in the Chart of Accounts.
3. Enter the **Account number** of your new account, for instance 1232.
4. Click **OK**.
5. Enter the **Name** of the account.
6. Click on the **Advanced** tab.
7. Select the correct **Currency** from the **Currency** drop-down list.
8. Mark the **Bank/Petty cash** check box. This defines it as a Bank/Petty cash account; you can apply limits for the Journal types on these accounts.



9. Check that the other settings are correct.
10. Click **Save**.

 *You have now created a currency account.*

If you wish to reconcile your currency accounts using the Bank reconciliation feature in the program, you must check the box **Bank Reconciliation** in the **Advanced** tab. The Bank reconciliation feature can be found by clicking **View - Accounts - Bank reconciliation**.

 **Tip!** You can print currency reports for currency accounts via the Report module: **Currency account printout**.

Entering foreign Currency Payments in Journal Entry

When registering a payment against a foreign currency invoice in journal entry, a separate currency screen will open where you can enter charges as well as change the total amount.

The **Paid** field is retrieved from the original invoice in the specific currency but can be overridden e.g. by Part-pay.

In the **Charge** field you can register the bank charges relating to foreign exchange transactions which you will find under Control accounts.

The **Total amount** refers to the total amount that has been registered to or withdrawn from your account in the customer's currency.

The Customer & Supplier Ledger

The Customer and Supplier Ledgers provide a full overview of all open ledger items made to your customers and suppliers, thus simplifying payment management.

Entries on accounts that are setup with a ledger function in the Chart of Accounts are automatically posted both in the **Nominal Ledger** and in the **Customer/Supplier Ledgers**. In the Financials you can find the entries on the account with a Customer/Supplier ledger function, while you will find the same items by the Customer and Supplier ledger no. in the Customer/Supplier ledgers. When you define a contact as a Customer/Supplier in the **Contact card**, a **Customer/Supplier number** is assigned. This is the same number as the **Customer/Supplier ledger number**.

The Customer/Supplier Ledger links information from other modules. There are several occasions where it can be useful to view information from these modules. You can open them directly from the customer /supplier ledger by clicking on the buttons **Go to contact**, **Go to invoice** and **Go to journal**. By using the buttons in the margin, you can select between different displays and functions in the module. The **Customer list**, **Supplier list**, **Ledger list** and **Aged analysis** have various functions for processing items in the customer and supplier ledgers:



You can register **Receipts/payments** directly for your customers/suppliers.



You can also **Match/link** items against another.



You can **Edit** items.



You can **Go to invoice** from the Customer ledger.



You can **Go to purchase order** from the Supplier ledger.



You can **Go to journal** to find the journal in the Nominal ledger.

All entries against accounts with a ledger function are sorted on the **Customer** or the **Supplier** that is linked to the item and not by journal type, period or date as in the **Nominal ledger**.

In the Customer ledger you find more opportunities for further payment maintenance. You can find the buttons for payment maintenance to the left in the Customer ledger. Here you can generate payment reminders, manage debt collection, credit charges and send invoices to debt collection companies. Account 1100 is the default account for Account receivables.

In the Supplier ledger you have the opportunity to generate remittance files to your bank. You can find the buttons for payment maintenance to the left in the Supplier ledger. Account 2100 is the default account for Accounts payable.



The User settings only apply to you and will not affect other users of the system. This allows you to tailor the customer and supplier ledger modules in order to work in an efficient manner. You have access to user settings through the **Customer/Supplier list**, **Ledger list**, **Aged analysis**, **Balance list** and via the **Settings per module** tab in your user profile.



Tip! The various windows in the customer/supplier ledgers have numerous selection criteria. When you amend or change the selections you must click **Update** to update the list according to the selection you made.



Tip! You can export a number of lists and tables to Excel via a right-click menu. You can create a **Filter** for a list, then right-click - and have this selection exported to a report, which opens directly in Excel. Please note that the file is a temporary one. If you would like to keep the report, you will need to save it.

The Customer Ledger

The Customer and Supplier ledgers provide a full overview of all open ledger items made to your Customers, simplifying payment management.

Entries on accounts that are set up with a ledger function in the **Chart of accounts** are automatically posted both in the **Nominal ledger** and the **Customer and supplier ledgers**. In the **Nominal ledger** you can find the entries on the account with a Customer/Supplier ledger function, while in the Customer/Supplier ledgers you will find the same items on the Customer and supplier ledger no. When you define a contact as a **Customer** in the **Contact card**, a Customer number is assigned, this will be the same number as the **Customer/Supplier ledger number**.

The Customer Ledger links information from other modules. There are several occasions where it can be useful to view information from these modules. You can open them directly from the customer/supplier ledger by clicking on the buttons **Go to contact**, **Go to invoice** and **Go to journal**.

By using the buttons in the margin, you can select between different displays and functions in the module.



By clicking on the arrow button to the right of **Create activity** you can set up customised activities. You decide on the activity content yourself and also the modules which the activity template will be available in.

The Customer List

The **Customer list** shows the sum of all ledger items per customer. You can select whether you want to see a listing of all your customers, or a list for a given customer.

Additionally, you will be able place a selection for **Open Items, Open items, Balance = 0** and **Open items, Balance < 0** in the customer list. Using these criteria will make it easier to locate items that have not balanced against another.



Tip! By selecting **View details** at the top of the window, you will be able to see a detailed list showing which items form part of the balance for the current contact.



Note! Customers with a ledger that balances will not be included in this list, because there is no balance for the customers.

The Supplier Ledger

The **Supplier** ledger provides a full overview of all open ledger items made to your Suppliers, simplifying payment management.

Entries in an N/C that has been set up by using the Supplier ledger function in the **Chart of Accounts** are automatically posted both in the **Nominal Ledger** and in the **Customer and supplier ledgers**. In the **Nominal ledger** you can find the entries on the account with a Customer/Supplier ledger function, while in the Customer/Supplier ledgers you will find the same items on the Customer and supplier ledger no. When you define a contact as a **Supplier** in the **Contact card**, a Supplier number is assigned. This is the same number as the Customer and supplier ledger number.

The Supplier Ledger links information from other modules. There are several occasions where it can be useful to view information from these modules. You can open them directly from the customer and supplier ledgers by clicking on the buttons **Go to contact**, **Go to purchase order**, **Go to invoice** and **Go to journal**.

By using the buttons in the margin, you can select between different displays and functions in the module.



By clicking on the arrow button to the right of **Create activity** you can set up customised activities. You decide on the activity content yourself and also the modules which the activity template will be available in.

The Supplier List

The **List of Supplier** shows the sum of all ledger items per supplier. You can select whether you want to see a listing of all your Suppliers, or a list for a given supplier.

Additionally, you will be able to place a selection for **Open Items, Open items, Balance = 0** and **Open items, Balance < 0** in the supplier list. Using these criteria will make it easier to locate items that have not balanced against another.



Tip! By selecting **View details** at the top of the window, you will be able to see a detailed list showing which items form part of the balance for the current contact.

Entering Receipts and Payments in the Customer and Supplier Ledger


When you want to register payments or receipts for open items in your Customer or Supplier ledger, you can do so in two ways: You can either register the journal in the Journal Entry or from the Customer and Supplier Ledger. When registering from the Customer and Supplier Ledger, a window that simplifies the journal entry of the receipt, will open. This window corresponds to the receipt window you see when using the **Journal templates toolbar** for speed-posting of journals. Find out more about this in a separate section.



You can register receipts and payments directly for a customer or a supplier in the **Customer list, List of Suppliers, Balance List** and **Age analysis**. Double-click on a customer in the list, on a post in the detailed list or click on the **Receipts/Payments** button.

All entries against accounts that have a ledger function are sorted against the customer or supplier linked to the item, and not against the Journal type, Period or Date as in the Nominal ledger.

How to register Receipts/Payments in the Customer or Supplier ledger

1. Go to **View - Accounting - Customer Ledger** (or Supplier Ledger).
2. Find the item to be paid, e.g. in the **Customer list** when **Customers - Open items** is selected.
3.  Click **Receipts/payments** in the toolbar of the lower window.
4. Check that the Payment date matches the date you received the payment on.
5. Select the **N/C** from the drop-down list. Every selection is linked to a specific journal type and N/C. You can change them or add new ones via **View - Settings - Accounting - Module Settings - Default Receipts/Payments A/C**.
6. Select whether the item to be paid is an **Open** or a **Closed item**. The selection decides what items you can select from in the screen below.
7. Select grouping by **Match-ID** or **Invoice Number**.
8. Adjust the proper amount if it is different to the In/Out payment.
A part payment can be maintained through the ledger.
9. Enter the **Early payment discount**, **Payment reminder fee** and **Reminder interest** in the respective columns. You can choose to enter the reminder information automatically via the settings for payment reminders. Read more about the early payment discount and the payment reminders in the "Payment Management" section below. This amount is registered to its own N/C and not towards the main claim.
10. Click **OK**.
11. If you are working with the default settings, a warning will be displayed. It will state that the Nominal Ledger will be updated with the payment. Click **Yes** to update the Nominal Ledger with the item. If you wish to skip the payment and register it later, click **No**.

Tip! You can click **Do not show this message again**, if you wish to skip this step from now on. Your user settings will then be updated according to this. If you wish to re-activate this message box, open the user settings and activate on the **General** tab the check-box **Show warning message when the Nominal Ledger (Financials) will be updated with a Payment**.

12. The item's entry no. in the Nominal Ledger will now be displayed. Click **OK**.



The receipt or payment is now updated in the Nominal ledger and Customer or Supplier ledger. A message box appears, containing the journal number for the journal entry.



Receipts! When you post the receipt of payment for an item that has been sent to debt collection, a window will pop up asking you to state whether the payment has been made by the **Customer** directly or via your **Debt collection company**. If the customer pays directly, you will often have to report this to your debt collection company. If you select **Customer** in this window, the claim will be part of the Customer and Supplier ledger report: **Debt collection. Paid by customer, sent for debt collection**.

Entering Currency Payments in the Customer & Supplier Ledger

When you make a payment via the Customer and Supplier ledger a separate screen will open to enter the sums of both foreign currency and company currency.

In the **Paid** field the total amount is automatically suggested in the selected invoice. If it is a part payment and not a full payment you can amend it here.

The **Charge** field will always be used to enter charges. If it is customer receipts you will only use this field if the customer has withdrawn charges in their own bank. If it is your payment to a supplier, it is charges added to your withdrawal from currency transaction accounts. Many banks add these up and send separate journal entries for bank charges at the end of each month. In that case you do not have to use this field.


The **Total amount** field should always reflect the sum that has actually been received/paid from your account. It is this amount that will be entered to/from your account.

Volatility in currency exchange rates may result in that the amount in your currency has changed. The variable between what was entered when the invoice was paid and what was entered in/out from your bank, we call foreign exchange gains/losses.

When you have filled out all the above mentioned fields click **OK**. A new screen will open where you can amend the payment date and bank N/C. Check that the settings are correct and click OK. A new journal entry will be created for this payment.

If you are entering several payments towards the same bank movement, we recommend using journal entry as you will have the opportunity to change the balance that is registered to your bank account.

Matching/Linking open Invoices

 By using the Match/Link function you can link or close several open items against each other. To be able to do this, the items need to be registered to the same customer or supplier. You can only close items, **Match**, if the balance of the selected items is zero. If the sum of the items is not balanced at zero, they will be **Linked** and can be closed at a later stage.


The most usual reason for items not being closed to begin with is that payment is registered with a different **Invoice number** than the original invoice (e.g. 90 and not 9).

The same button will allow you to reopen closed items and remove linking between items if necessary.




Note! The examples below refer to the Supplier Ledger. The Matching/linking feature can be used in the same way in the Customer Ledger.

How to Match/Link items

1. Go to **View - Accounting - Supplier Ledger**.
2. Select the item you wish to match/link.
3.  Click **Match/Link Items**.
4. Check that the **Date** for entry of Match/Link coincides with the date for Match/Link.
5. Mark the items in the list that you want to Match/Link with the selected item.
6. Click **OK** to Match/Link the items against each other.

 *The posted items will be matched and closed if the posted items are balanced at zero. If they are not balanced, they will be linked and saved as open items in the ledger.*

How to remove match/link items

1. Select the item you wish to remove matching/linking on.
2.  Click **Match/Link Items**.
3. Remove the checks on items you no longer want to be matched/linked to the specific item.
4. Click **OK** to un-match/link.

 *The Match/Link is annulled.*

Reports


In the Report module you can print out detailed reports for all ledger items or for just open/closed items. For larger ledgers it is beneficial to filter the reports before printing them. This way you can stay in control of the various items easier. When printing ledger reports it is also possible to filter by accounting year, which makes it possible to print ledger reports that contain only items from the previous year, even if you are already several months into the new accounting year.

Editing Customer and Supplier Ledger Items

Certain properties of the Customer and Supplier ledger items can be changed directly from either the **Customer** or **Supplier ledger lists** or from **Aged analysis**.

The different views can be accessed via **View - Accounting - Customer Ledger/Supplier Ledger** by clicking one of the views from the menu to the left.

 In order to edit a ledger item, select an item in the bottom half of the list and click **Edit**.

 **Tip!** If the lower window is not displayed, select **Show details** from the drop-down list in the top of the window.

Fields in the main window

In the main window, you will find general information about the ledger item. You cannot edit the fields **Entry No**, **Date**, or **Amount**. You can, however, edit the fields **Project**, **Department**, and **Description**.



Example: Go to **View - Accounting - Customer Ledger**. Within the **Customer list**, highlight an item in the lower part of the window and click **Edit**.

The **Entry No** shows what entry number the item has. The field cannot be edited.

The **Date** shows what entry date the item has. The field cannot be edited.

Project shows whether the item is linked to a project. The field can be edited.

Department shows which department the item comes under. The field can be edited.

The **Description** shows what description was entered when the item was created. The field can be edited.

The **Amount** show the items totals. The field cannot be edited.

The Customer and Supplier ledger tab

The **Invoice number** shows the items invoice number. This field cannot be edited.

30036 6th Wave Technologies Ltd

Entry number	SI75	Transaction Date	14.01.2009
Project	NUTRA real estate	Department	Sales Department
Description	30036 6th Wave Technologies Ltd		
VAT report code		(none)	

Customer ledger | Reminder/Credit Charging | Cost centre

Invoice no.	96	MatchID	131
Due date	24.01.2009	Payment date	
<input type="checkbox"/> Disputed claim		Our ref.	Mike Finch

Amount
26 899.70

OK Cancel

Match-ID is a unique number attributed to all items. Items that are linked/matched will receive the same Match-ID number. The field cannot be edited.

The **Due date** shows the items due date. The field can be edited by clicking on the search button.

The Pay date shows the items pay date. The field can be edited by clicking on the search button.

Our ref. refers to our ref. (company ref.) for the item; this will automatically show on items generated through the Sales/Invoice module. The field can be edited.

If there is a dispute about an item, tick the Disputed claim box. The item will show in the Customer and Supplier ledger list under Invoices-disputed. (Filter drop-down list)

You can tick the **Approved** box in accounting settings to approve invoices for remittance only. Before you approve the invoices you will have to retract them from the ledger list under the status of Invoices-Not approved. When you have approved the item you will find it in the ledger list under the status Invoices-to be remitted (domestic) or under Invoices-to be remitted (international). This option is only available through the Supplier ledger.

All statuses are available through the filter drop-down list if they were marked to be available in the settings.

Remittance (Only available from Supplier ledger)



Note! The tab is only available if the feature has been activated in the ledger settings.

Status: Shows the following remittance statuses for the item: To be remitted, Not to be remitted, Sent for remittance and Paid. The field can be edited.

Payment code: Is used when remitting internationally. The field can be edited.

The amount applies to: Specify which product types the payment applies to. The field can be edited.

Bank account: Displays the supplier's bank account that the item will be paid to. The field can be edited.

Payment reminder tab (Only available from Customer Ledger)



Note! The tab is only available if the feature has been activated in the ledger settings.

Status: An item's reminder status depends on whether a reminder or a debt collection notice has been sent out or if the item has been sent for Debt collection. How many reminder alternatives are available depends on the options you applied in the reminder settings. The field can be edited, but it is automatically updated when you send out payment reminders, debt collections notices or if you send out for debt collection.

The **Due date** displays the due date on the reminder that has been sent out.

Charge shows the fee for the payment reminder.

Credit Charging tab (Only available from Customer Ledger)



Note! The tab is only available if the feature has been activated in the ledger settings. If the payment reminder functionality has been activated, this tab will be combined with the **Payment reminder** tab.

Rule shows what rules apply in terms of Credit charges for this item. **Always, No credit charges** or, **Only if exceeding 30 days after the invoice date**, or **Only if exceeding 30 days after the due date**.

Due date shows the due date for the Credit charge that has been sent out.

Interest amount shows the amount of the credit charges.

Related items tab

This tab will only be displayed if you have other items related to the item you are editing. The fields give you an overview of all times.

Cost Centre tab

In the **Cost centre** tab, you can associate the journal entry with your user-defined cost centres. Read more about cost centres in the section on Accounting settings.

User Settings for the Customer Ledger

User settings only apply to you and will not affect other users of the system. This allows you to tailor the customer and supplier ledger modules in order to work in an efficient manner. Through the user settings you are able to decide how the customer/supplier ledger should be laid out and function. You have access to user settings through the **Customer/Supplier list**, **Ledger list**, **Aged analysis**, **Balance list** and via the **Settings per module** tab in your user profile.

You can access the user settings via View - Settings - User - Settings per Module - Customer/Supplier Ledger.



You can also open the user settings from the ledger by clicking the User Settings button in the views **Customer/Supplier list**, **Ledger list**, **Aged Analysis** and **Balance list**.

The ledger settings window allows you to define the settings via the following tabs:

Default

The tab provides three pre-defined settings to choose from.

Simple: Simplifies the screen and displays only mandatory fields.

Normal: Shows standard fields and functions.

Advanced: Includes all fields and additional functions.

Click the relevant button to choose one of the pre-defined setups.

General

In this tab you can select the default settings that the Customer ledger *displays* when you activate and open the customer and supplier ledger. You also select what information will be viewed under lists with Customer and supplier ledger information.

Active window when opening ledger: This specifies the ledger display for Customer ledger start-up.

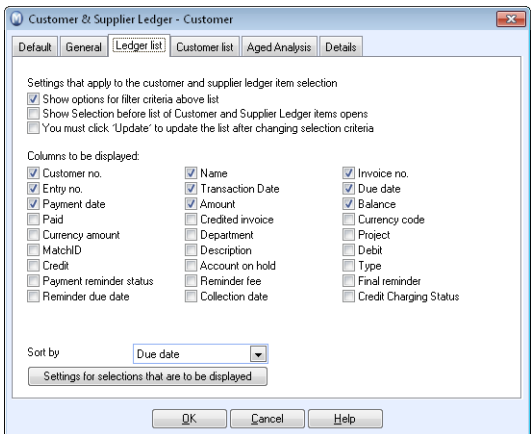
Show detailed contact information: Displays information about the contact under lists of customer and supplier ledger information.

Show totals: This shows totals for all items under lists of customer and supplier ledger items.

Show warning message when the Nominal Ledger (Financials) will be updated with a payment: When registering a payment via the Customer Ledger and this option is selected, a warning message will be displayed before a payment is transferred from the Customer Ledger to the Nominal Ledger. When this option is not selected, the warning message will not be displayed.

Read more above.

Ledger list



In this tab you define settings to apply to the customer and supplier items in the **Customer and supplier ledger list**.

Show options for filter criteria above list: Provides extra options in the customer and supplier ledger list.

Show selection before list of customer and supplier ledger items opens: Allows you to specify selections before the customer and supplier ledger list opens.

You must click 'Update' to update the list after changing selection criteria: Select this if you have a lot of data - it will then be quicker to set selections.

Columns to be displayed: Select the columns you want displayed in the customer and supplier ledger list.

Sort by: The customer and supplier ledger list opens with the sorting types you choose from here.

Settings for selections that are to be displayed: By clicking on this button, a dialogue box will open from which you can select available options to be displayed in the **Filter drop-down list** on the ledger list card. There are a number of opportunities for specifying selections depending on whether the items are open or closed.

Customer list

This tab specifies the settings that apply to the display of the **Customer list**.

Columns to be displayed: Select the columns you want displayed in the Customer List.

Sort by: The customer list opens with the type of sorting you choose here.

Aged Analysis

This tab defines what settings apply to the display of **Aged analysis**.

Periods for age analysis setup: Here you select groupings for your aged analysis display - the fields can be edited but standard groupings are 30, 60 and 90 days.

Details

The tab lists what settings apply to the level of detail in your customer and supplier ledger lists, and how the list will be sorted.

Columns to be displayed: Select the columns you want available and displayed in the detailed list.

Sort by: The detailed list opens with the type of sorting you chose here.

Payment Management

Payment Reminder

Most companies selling products on credit will sooner or later come across customers who do not pay. In these instances, you can either post the customer's outstanding payment as a loss or try to recover the debt.

The first thing you can do is to send a payment reminder and/or a notice of debt collection to the customer. In your Mamut system, this is done via an easy-to-use wizard.

In Mamut Business Software, you can choose to send payment reminders with or without credit charges to customers who do not pay by the due date. You can define the number of payment reminders you wish to send, and at which payment reminder level you wish to apply credit charges. You can also create and link late charge groups to payment reminder levels, and then link customers to the various payment reminder groups.

The system also gives you the possibility to send credit charge invoices to your customers after the debt has been paid - regardless of whether or not you chose to include late payment interest on the payment reminders. Read more about credit charging below.

You can define the settings for payment reminders via **View - Settings - Accounting - Customer & Supplier Ledger**.

Factoring


An alternative to dealing with credit management on your own is to sell your outstanding payments to a factoring company, which in turn will follow them up and keep the payment. All invoice follow-up is thus handled by the factoring company, saving you time and guaranteeing you a steady income.

You can define the settings for factoring via **View - Settings - Accounting - Customer & Supplier Ledger**.

Credit Charging

The credit charging feature allows you to charge late-paying customers for lost interest income. Lost interest income due to customers who make late payments can reach a significant amount in the course of the year. Some businesses choose to invoice interests in order to compensate for this loss.

Within Mamut Business Software, you have different options for claiming lost interest income. You can choose to add credit charge interest to your payment reminders, or you can send separate credit charge invoices after the debt has been paid. Please note that if you add credit charge interest to your payment reminders, the interest will accrue until the debt has been paid in full. Therefore, if you wish to claim the interest that has accrued in the period between issuing the payment reminder and the actual payment date, you can create a separate credit charge invoice.

 **Note!** In order to demand interest payment on overdue invoices, there are formal requirements that must be met in regards to the original invoice and the credit charge invoice. Please refer to the relevant laws and regulations or contact your accountant for more information.

You can define the settings for credit charging via **View - Settings - Accounting - Customer & Supplier Ledger**.

Remittance - Electronic Payment

Payments to suppliers are posted to the nominal ledger/financials module as journal entries. In the ledger module, you can use the Remittance wizard which guides you through the process of selecting which items should be paid as well as the actual payment. In addition, the wizard also helps you post the outgoing payments when they have been made.

The remittance wizard can be used in two ways: automatic remittance and manual remittance.

You can define the settings for remittance via **View - Settings - Accounting - Customer & Supplier Ledger**.

Debt Collection

If your customer has not paid, even after receiving a notice of debt collection, you can send the payment claim on to your debt collection partner. Debt collectors chase up payments for you and take care of all necessary communication with the customer.

You can define the settings for debt collection via **View - Settings - Accounting - Customer & Supplier Ledger**.

Early Payment Discount

Customers who pay before the due date that is stated on the invoice can be offered a discount on the net total. The reason for this is to give the customer an incentive to pay on time and thereby ensuring your company's profit margins and cash flow.

The early payment discount can be setup in two levels in the **Properties Register**. The **Net total** constitutes the basis for the discount and the VAT is reduced correspondingly.

Payment Discounts & Reminders

Early Payment Discount

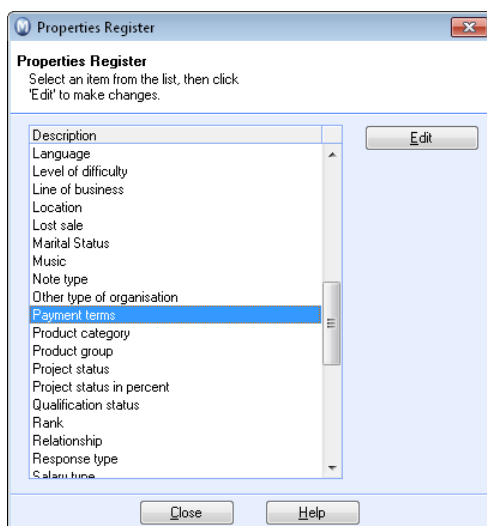
By using **Early Payment Discount**, customers who pay before the due date stated on the invoice can be offered a discount on the net total. The reason for this is to give the customer an incentive to pay on time and thereby ensuring your company's profit margins and cash flow. The early payment discount can be setup in two levels in the **Properties Register**. The basis for the discount is the product price including VAT. This means that the discount will reduce the VAT.



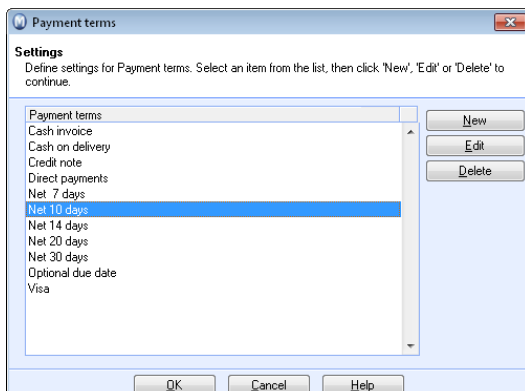
Note! It is not possible to offer early payment discounts via the order confirmation from the webshop.

How to use early payment discount

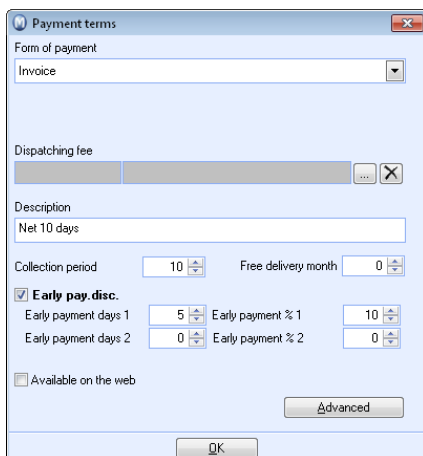
1. Click **View - Settings - Company - Properties Register**.



2. Select **Payment terms** and click **Edit**.
3. Select the payment term you wish to associate with the early payment discount and click **Edit**.



4. Select **Invoice** from the drop-down list **Form of Payment** in order to activate the early payment discount fields.



5. Select the **Early pay. disc.** option and define the following:
 - Early payment days 1:** Define the number of days the customer needs to pay within in order to receive the discount, for example after 5 days.
 - Early payment %1:** Define the percent of the product price you wish to discount if the customer wants to pay early and within the defined period.
 - Early payment days 2:** Here you can define a second discount period, if the customer wants to pay, for example, after 7 days.
 - Early payment %2:** Here you can define a second discount, if the customer wants to pay, for example, after 7 days.
6. Click **OK**.



You have now setup the early payment discount which can be offered to any customer via the Sales & Invoicing module.

Note! An **Early Payment Discount** should not be viewed as an ordinary discount. The discount is used more as a form of payment which can be offered to certain customers as an incentive to pay more promptly.

How to give an early payment discount

Before you can give the customer an early payment discount, you need to enter the discount in the payment term. Read more about this above. Once done, you can follow the process below to give the customer an early payment discount. When the customer pays the invoice with the early payment discount, you can register this payment as you normally do. The payment window contains a column in which you select the early payment discount in order to be able to close the invoice. Read more about this in the section "The Customer & Supplier Ledger".

How to give an early payment discount to a customer

1. Create an order in the **Sales and Invoicing** module.
2. From the drop-down list Payment terms, select the payment term that you associated with the early payment discount in the **Properties Register**.

The screenshot shows the 'Sales and Invoicing' application window. The title bar says 'Sales and Invoicing'. The status bar at the top right says 'Unprocessed order'. The main area is titled 'Order 2' and shows details for customer '30003 Emily Jones'. There are several input fields: 'Invoice Address' (with a dropdown arrow), 'Due date' (05.07.2010), 'Invoice date' (25.06.2010), 'Date of production' (25.06.2010), 'Date of delivery' (30.07.2010), and 'Currency' (GBP). On the right, there is a 'Payment terms' dropdown menu which is currently open, showing a list of options: 'Net 10 days' (highlighted), 'Net 7 days', 'Net 10 days', 'Net 14 days', 'Net 20 days', 'Net 30 days', 'Optional due date', and 'Visa'. Below the main fields are tabs for 'Product Lines', 'Freight', 'Text', and 'Miscellaneous'.

3. On the invoice print out, you will be able to review the discount offered to the customer, if he/she pays before the due date.

The Early Payment Discount has now been offered to the customer.

Note! Changes in payment terms are not retroactive. Orders created before the change was made will not be updated automatically. However, you can select a different payment term, click **Save** and re-select the edited payment term from the drop-down list.

Payment Reminders

About Payment Reminders/Debt Collection Notice

Most companies selling products on credit will sooner or later come across customers who do not pay. In these instances, you can either post the customer's outstanding payment as a loss or try to recover the debt.

In order to recover the debt, you can send a payment reminder and/or a debt collection notice to the customer. You can send as many reminders as you see fit before passing the matter on to your debt collection partner. You can also add credit charges to your payment reminders, which will accrue until the debt has been paid in full. Payment reminders and debt collection notices can be created via an easy-to-use wizard in Mamut Business Software.

Mamut Business Software also allows you to create a separate credit charge invoice after the debt has been paid. Read more below.



Note! Please note that there are formal requirements that must be met in regards to invoices, payment reminders, credit charges and debt collection notices. Please refer to the relevant laws and regulations or contact your accountant for more information.

Whether a customer is to be reminded and to which payment reminder group the contact belongs to is specified for each contact in the contact register. The default reminder settings are inherited when a new customer is created and can be specified in the Company Settings under Contact Management. Read more about how to get started with payment reminders/debt collection notices below.

If overdue accounts and notices of debt collections are not paid within a certain period, you can pass the invoices on to **Debt collection**. Read more about this in a separate chapter.



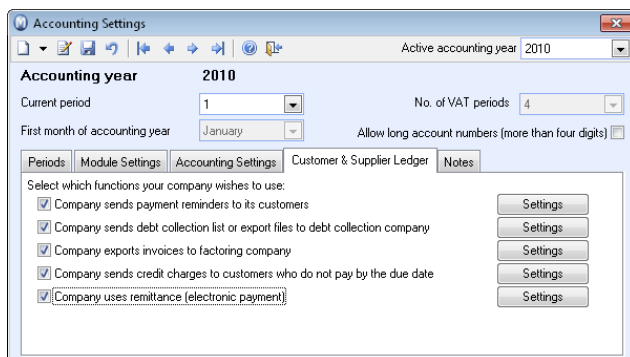
Tip! An alternative to following up your customer invoices yourself is to send the claims to **Factoring**. To do so, you will need to have a contract with a factoring company. In Mamut Business Software, you are able to generate factoring files containing information about outstanding amounts and credit notes, which you can send on to your appointed factoring company. Read more about this in a separate chapter.

Getting Started with Payment Reminders/Debt Collection Notices

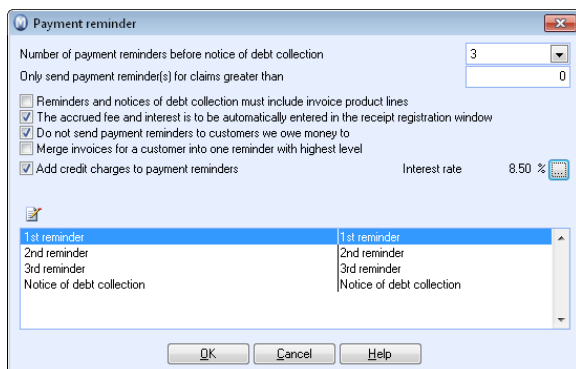
You are able to define who will receive payment reminders, when they will be issued and under which conditions. However, in order to send payment reminders/notices of debt collection, you must first define the appropriate settings in Mamut Business Software.

How to get started with payment reminders/debt collection notices

1. Go to **View - Settings - Accounting** and select the **Customer & Supplier Ledger** tab.
2. If your company uses credit charging, first select **Company sends credit charges to customers who do not pay by the due date** and click the **Settings** button to the right of this option to define the interest rate settings. Read more about these settings in the section about credit charging below. Click **OK** when this is done.
3. Then select the option **Company sends payment reminders to its customers**.
Tip! You are able to define the interest rate within the settings for both Payment reminder and Credit charging.



4. Click the **Settings** button to the right of the option **Company sends payment reminders to its customers** in order to define the payment reminder settings. More information about these settings can be found below.



5. Define the appropriate settings and enter the fixed texts for the different reminders. Read more about this below. Please note that certain information may be mandatory in a payment reminder or notice of debt collection.
6. In the Company Settings for Contact Management (**View - Settings - Company - Settings per Module - Contact Management**) you are able to define the default settings for credit charging and reminders in accordance with your company's requirements. These settings will be the default settings when creating new customers.
7. Finally, you should also define the appropriate settings for each individual customer. This can be done on the customer's contact card, under the **Settings** tab. Click on the **Customer & Supplier** button to define these settings for the required customers:
 Define the terms for applying reminders by selecting **Payment Reminder** from the drop-down list under **Reminder**.
 Define any late payment charges by selecting the condition from the drop-down list under **Credit Charging**.

Tip! You can implement the changes for all customers in one single operation by using the wizard **Change Values for a Selection of Contacts**. In help (F1), you can find more information about the wizard.



The system is now setup for payment reminders/debt collection notices.



Tip! You can set up the program so that certain actions carried out within the system trigger a **follow-up task**. One example for when a follow-up activity may be helpful is the Invoicing process. You could set the follow-up tasks to commence on the invoice's due date, or another convenient start date and you would then be reminded to check whether payment for the invoice has been received, for example. Read more about follow-up tasks in the chapter "Contact Management" in the introduction manual "Complete CRM, Sales Management and Web Solutions".

Generating Payment Reminders

You can use the **Payment reminder** wizard to generate payment reminders and notices of debt collection to customers with overdue accounts. The wizard allows you to create new payment reminders/notices of debt collection or print copies of previous payment reminders/notices of debt collections.

If you want an overview over your customers' outstanding debts, click **View - Accounting - Customer Ledger** and click the **Aged Analysis** button.



Note! Before generating payment reminders, you need to define the appropriate settings for these reminders. Within the payment reminder settings you can for example enter fixed text for the different reminders, define the settings for the different reminder levels and groups, choose to add credit charges to the reminder etc. You can define these settings via **View - Settings - Accounting - Customer & Supplier Ledger**.

How to create new payment reminders and/or notices of debt collection

1. Select **View - Accounting - Payment Reminder**.
2. Select **Create new payment reminders and/or notice of debt collection** and click **Next**.

3. Define the selections you require to limit the number of overdue accounts suggested for reminders. You can set one or more of the following selections:

Status: Enables you to select whether payment reminders should be suggested for all statuses, 1st reminder, 2nd reminder etc or Notice of debt collection. The number of statuses shown depends on the number of payment reminders defined in the Payment reminder settings.

Group: This enables you to filter by fee group and have payment reminders suggested for all customers belonging to the selected fee group.

Customer: To create payment reminders or notices of debt collection for a specific customer, enter the customer number or select the relevant customer by clicking on the search button.

Reminder date: Select a date for the reminder. Accounts that are overdue before the selected date will be included in the selection.

Click **Filter** if you wish to make a more advanced selection.

4. Click **Next** to view the accounts receivables suggested based on your selection. You can remove accounts from the selection by unchecking them in the left-hand column. Here you can also define if you wish to merge invoices into one reminder with the highest level by checking the option, **Merge invoices for a customer into one reminder with highest level**. But do not select this option if you wish to create separate payment reminders for each level.

Note! If you have chosen to add credit charges to payment reminders, the accrued amount will be displayed in this window.

5. Click **Next** for a preview of the Reminder Proposal report. Click **Previous** to go back and make changes to the selection.
6. To print this report, select **Print list of payment reminders/notices of debt collection** and select the print medium. Select a print medium for the actual payment reminder/notice of debt collection.
7. Click **Next** to print the reports.
8. Click **Complete** to approve the printouts.




You have now created a new payment reminder.

How to print copies of existing payment reminders or notices of debt collection

1. Go to **View - Accounting - Payment Reminder**.
2. Select **Print copies of existing payment reminders or notices of debt collection** and click **Next**.
3. Make the selections you require. See point 3 above for more information and a list of selections.
4. Click **Next** to view the suggested accounts receivable based on your selection. You can only print a copy of one overdue account at a time.
5. Select the accounts receivable you want to print a payment reminder/notice of debt collection copy of.
6. Click **Next** and select a print medium.
7. Click **Complete** to print the copy.
8. Click **Previous** to go back and print more copies.
9. Click **Cancel** to close the wizard when you have printed the copies you require.




The existing payment reminders have now been printed.

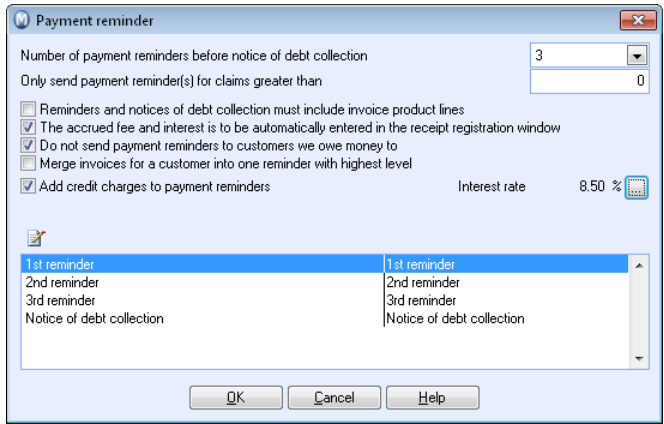
**Tip!** To get more information about a customer's payment history, you can go to **View - Contacts - Contact Management** and select the customer's contact card. Click on the **Contact Status (F3)** button in the toolbar, which will open a report with the customer's **Average payment period in days**, among other information, giving you an indication of when you might expect payment.

Settings for Payment Reminders

Payment reminders allow simple follow-up of your customers who do not pay their invoices on time. You can, for example, decide how many payment reminders the customer will receive before interest is charged and a notice of **debt collection** is considered.

**Note!** In order to demand interest payment on overdue invoices, there are formal requirements that must be met in regards to the original invoice and the credit charge invoice. Please refer to the relevant laws and regulations or contact your accountant for more information.

You can define the following settings:



The screenshot shows the 'Payment reminder' dialog box with the following settings:

- Number of payment reminders before notice of debt collection: 3
- Only send payment reminder(s) for claims greater than: 0
- ☐ Reminders and notices of debt collection must include invoice product lines
- ☒ The accrued fee and interest is to be automatically entered in the receipt registration window
- ☒ Do not send payment reminders to customers we owe money to
- ☐ Merge invoices for a customer into one reminder with highest level
- ☒ Add credit charges to payment reminders
- Interest rate: 8.50 %
- Reminder stages list:

1st reminder	1st reminder
2nd reminder	2nd reminder
3rd reminder	3rd reminder
Notice of debt collection	Notice of debt collection

Number of payment reminders before notice of debt collection: From a drop-down list, you can select the number of payment reminders to be generated to the customer before a notice of debt collection is issued.

Only send payment reminder(s) for overdue accounts greater than: Payment reminders will only be suggested for overdue accounts above the selected amount.

Reminders and notices of debt collection must include invoice product lines: If the overdue accounts were created in the Sales and Invoicing module, the product lines can be shown on reminders and notices of debt collection.

The accrued fee and interest is to be automatically entered in the receipt registration window: When entering payment for the original overdue account, the accrued charges will be automatically entered into the Reminder fee and Reminder interest columns.

Do not send payment reminders to customers we owe money to: If you select this setting you will be able to avoid sending payment reminders to customers who may pay on account, for example.

Merge invoices for a customer into one reminder with highest level: Select this setting if you wish to merge invoices into one reminder with the highest level, but do not select it if you wish to create separate payment reminders for each level.

Add credit charges to payment reminders: If you select this setting you will be able to add interest to payment reminders and by clicking on the interest rate button to the right, define the interest rate to be charged for late payments.



Tip! Rates for calculating interest are fixed for defined periods. Please refer to the relevant laws and regulations regarding charging interest for your country. For more information regarding calculating the correct interest rate, refer to this website: http://www.payontime.co.uk/legislation/legislation_main.html.



Each time a new reminder is printed and approved, the overdue account's status changes. At the bottom of the window you can define your own conditions for each of these statuses. The number of statuses corresponds with the number of payment reminders you have selected at the top of the window.

Settings for Payment Reminder levels

In the **Payment Reminder Settings** window you can see the payment reminder levels at the bottom of the window, based on the number of reminders you have selected to issue before notice of debt collection. You can define the settings for each Payment reminder level by clicking **Edit**.

Define the settings you require

Number of days from due date before notice: Here you select how many days will pass after the due date for an account before you can generate a payment reminder.

Number of days in payment term: Here you decide how many days the customer will have to settle the amount on the payment reminder.

Customer to be marked as credit stop: Select this option if you want to stop the customer from receiving further invoices until the overdue amount is paid.

Add credit charges on this payment reminder level: Provided that you have selected **Add credit charges to payment reminders** in the below window with the general settings for reminders, you can select this option if you wish to charge interest for late payment on this payment reminder level.

Group for late charges

The '1st reminder' dialog box has the 'Group for late charges' tab selected. It contains the following fields and options:

- Number of days from due date before notice: 0
- Number of days in payment term: 10
- ☐ Customer to be marked as credit stop
- ☒ Add credit charges to this payment reminder level
- Group for late charges: Domestic reminders (selected), International reminders
- Table of late charges:

Group	Amount	Currency
Special	10.00	GBP
Standard	5.00	GBP
- Reminder fee states total fee up to and including this status
- Buttons: OK, Cancel, Help

In the **Group for late charges** tab you can create different groups for late charges and edit existing ones. Through this method you can for example link certain customers to higher or lower charges than what is defined as your standard charge. Changes to a group for late charges are applied automatically to all customers linked to the group, which means that you avoid having to change the charges manually for all customers who are to be sent payment reminders. You are able to link customers to a group via the settings tab on their customer card.

Domestic/International reminders

Settings for domestic/international reminders are almost identical. The only difference is that the settings for domestic reminders only apply to UK customers, while the settings for international reminders apply to international customers.

The '1st reminder' dialog box has the 'Domestic reminders' tab selected. It contains the following fields and options:


- Number of days from due date before notice: 10
- Number of days in payment term: 10
- ☒ Customer to be marked as credit stop
- ☒ Add credit charges to this payment reminder level
- Group for late charges: Domestic reminders (selected), International reminders
- Description: 1st reminder
- Printout form, domestic customers: No Giro
- Edit e-mail templates for: Domestic customers
- Fixed text, domestic customers: Payment reminder
- Buttons: OK, Cancel, Help

Description: You can enter the text you want to appear on the actual reminder to the customer here. For example, 1st Reminder or 2nd Reminder.

Printout form: No Giro will be selected as the default here as is the standard.

Edit e-mail templates for: If you click **Domestic customers**, an E-mail template appears which you can edit and adapt to your company. You can click **International customers** in the **International reminders** tab and adapt the template for international customers.

Fixed text: Fixed text that is entered in this field will appear on all payment reminders with this status. You can enter texts in different languages, to suit the needs of your international customers.

 **Note!** Before sending out reminders/notices, you should take some time formulating the text that will be used on the reminder. For more information about this, please contact your debt collection company.

Factoring

Factoring is the transfer of your accounts receivable to a company specialising in invoice follow-up, including the financial and administrative management of your accounts receivables. This means that you leave the handling of sent invoices and your customer ledger to a factoring company. The advantage with using factoring is that professionals take care of the follow-up to sending out your invoices, allowing you to concentrate on other tasks in your company.

The transfer of your accounts receivable takes place when you generate a file from the customer ledger that contains information about your outstanding customer claims. You can send the file by e-mail, on a disk or upload it to your factoring company's website from where they can import it into their system for further processing.

The program supports a number of different customised factoring formats, in addition to the basic format **Detailed XML**.

Getting Started with Factoring

In order to use the factoring feature, you must have entered into an agreement with a factoring company and defined the relevant settings in your Mamut system.

How to get started with factoring

1. Create a folder on your computer for storing your factoring files. For example, you can name the folder after your factoring company. Remember where you have created the folder.
2. Activate the factoring functionality by clicking **View - Settings - Accounting - Customer & Supplier Ledger** and selecting the option **Company exports invoices to factoring company**.
3. Click the **Settings** button next to the check box and define the settings for the factoring company. Find out more about the factoring settings in a separate section below.

- 4. Enter the address of the factoring company in the company settings: Click **View - Settings - Company**. Select **Other** from the drop-down list and click the **Address** button to enter the address. Contact your factoring partner if you are unsure about the correct address.
- 5. Set up the system so that new customers will have **Factoring** as their reminder setting. Go to **View - Settings - Company - Settings per Module - Contact Management**. Select **Factoring** from the **Reminder** drop-down list.

Company Settings for Contact Management

Settings

Define settings for Contact Management modules. Click 'Advanced' for further settings

Activities/Our ref.

☐ Only our ref. can classify contact as inactive

☒ Auto. check if the contact exists when creating new contact

Field descriptions

Status

Partner

Line of business

Private

Category

User-defined fields

Default values new contacts

Delivery terms

Recipient pays freight

Delivery methods

Mail package

Payment terms

Net 10 days

Rounding

(none)

Batch Invoice

No

E-mail recipients

Contact email address

Language

English (UK)

Print medium for Sales & Invoicing

Printer

Reminder

Payment reminder

Group for late charges

(none)

Credit Charging

Payment reminder

Factoring

Advanced

OK

Cancel

Help

- 6. Set all your existing customers to **Factoring** as their default reminder. Go to **View - Contacts - Contact Management** and open the **Settings** tab. Click on the **Customer** button and in the window that opens, select **Factoring** from the **Reminder** drop-down list.

Tip! When it is necessary to update a large number of contacts, you can make use of the **Change Values for a Selection of Contacts** function under **View - Contacts**.

Unprocessed orders: If you have created orders that have not yet been invoiced, you may want to change the **Factoring** field under the **Miscellaneous** tab to **Yes**, before invoicing these.

 *The system is now ready to generate factoring files.*

Generating Factoring Files

Clicking on the **Factoring** button will start a wizard for the generation of factoring files.

How to generate a factoring file

1. Go to **View - Accounting - Factoring**.
2. Create a filter to limit the number of claims that will be proposed for factoring.

You can set one or more of the following queries:

Type of contact: Select the required customer type.

Customer: Select the required customer.

Click on the **Filter** button if you would like to place a more advanced query.

3. Click **Next** to see which claims are being proposed based on your query. You also have the possibility to remove the mark from lines with claims that have been proposed. The claims you remove the mark from will not be included in the factoring file this time.
4. Click **Next** when you are happy with the proposed selection. This will open a preview of the factoring list report, which you can print by clicking on the **Print** report button.
5. Click **Next**. If you wish to edit the selection, click on **Previous**.
6. Select the folder where the factoring files should be placed.
7. Select the required file format for the factoring list if you wish to send a report to your factoring company together with the factoring files.
8. You can also deselect the option to e-mail a factoring file to your factoring partner. If you have entered your factoring partner's e-mail address in the company settings for factoring, this option will be selected automatically.
9. Click **Next** to generate the files.
10. Click **Complete**. All invoiced and credit notes in the selection will be marked for sending to factoring.



The invoices will remain open items in the Customer & Supplier Ledger.



Note! If you for some reason must resend a factoring file to your factoring partner, you must restore the file from the file directory. You cannot generate the file again since the ledger items have been transferred to the status **Sent to factoring** in the program. You can restore the files via the factoring settings. Read more below.

Payment receipts

Unless your factoring company sends you an electronic file, which you can import into your program, you will need to post incoming payments manually. You can either close all open items against an accumulative account for factoring and then post the total received from the factoring company against this account, or you can post the payments received from your factoring company one by one against the respective contacts. Since the factoring company deducts its fees and interest before sending you the received payments, these will be less than the amount outstanding in your books and you will need to post the difference to a cost account.

Contact your auditor/accountant for more information on which account/s you should be using.

Settings for Factoring

If you have chosen to have a **Factoring company** handle your customer payments, you need to specify a factoring format and make the necessary settings for factoring in the program.



Note! You can find the settings under **View - Settings - Accounting - Customer & Supplier Ledger**. Alternatively, you can access these settings by going to **View - Settings - Company - Settings per Module - Sales and Invoicing**. Select the **Other** tab and click on the **Factoring** button.

You can adjust the following settings

File format for export of factoring file: You can select your desired file format from the available options in the drop-down list.

Bank account no.: Select an account from the drop-down list or create a new one. More information on how to fill out the various fields can be found in the help files.

Automatically move account receivable to factoring company: Tick this box if you would like to close your outstanding customer payments in the Customer Ledger when the claims are being transferred to the factoring company. The items will then be transferred as open items to the factoring company.

To be able to transfer the open items to the factoring company, you need to have registered it as a customer in your contact register.



Note! The setting does not work retroactively on existing items.

Export credit notes: Tick this box to be able to transfer credit notes.

Invoice text: If you would like to have a fixed text appear on all of your invoices sent to factoring, enter it in this field. The text is also included in those file formats, which require the inclusion of invoice text. Factoring companies often propose a special wording for this field.

Factoring Company information

You will receive the information you need to register here from your factoring company.

Name of factoring company: Enter the name of your appointed factoring company here.

Customer number with factoring company: Register the customer number your factoring company has assigned you here. Please note that the customer number needs to be added in order to be able to use certain factoring formats.

Contact Person: Enter the name of the person at the factoring company your customer should be dealing with.

Contract no.: Register the number/reference code of your contract with the factoring company here.

Password: Enter the password for the factoring access here, if the file format demands this.

Our contact: Enter the name of the person who is the contact for your company.

Folder for export file: Select the folder you want to export factoring files to. You create this folder on your PC yourself.

Email1: Enter the e-mail address for your factoring company here. This e-mail address will be entered automatically in the e-mail when generating factoring files.

Edit e-mail templates for: By clicking on the **Factoring** button, an e-mail template, which you can edit to fit your specific requirements.

Notes: Use this field to record your own notes concerning the factoring company. These notes will not show on printouts. However, certain factoring formats use this field so that this information will be included when the file is sent to the factoring company.

Restore file from directory

Click this button if you would like to restore an earlier factoring file.



Select the file in the list and click the **Export** button to restore the file. Choose where to save the file.

Credit Charging

Within Mamut Business Software, the credit charging feature allows you to charge late paying customers for lost interest income. Lost interest income due to customers who make late payments can reach a significant amount in the course of the year.

Within Mamut Business Software, you have different options for claiming lost interest income. You can choose to add credit charge interest to your payment reminders, or you can send separate credit charge invoices after the debt has been paid. Please note that if you add credit charge interest to your payment reminders, the interest will accrue until the debt has been paid in full. Therefore, if you wish to claim the interest that has accrued in the period between issuing the payment reminder and the actual payment date, you can create a separate credit charge invoice.



Note! In order to demand interest payment on overdue invoices, there are formal requirements that must be met in regards to the original invoice and the credit charge invoice. Please refer to the relevant laws and regulations or contact your accountant for more information.

In order to begin using credit charging, you must first define the appropriate settings in Mamut Business Software. The settings can be adjusted via **View - Settings - Accounting - Customer & Supplier Ledger**. Here you are able to define the interest rate to be applied to late payments, the conditions of applying these charges along with fixed text for both domestic and international customers. Read more about how to get started with credit charging below.



Tip! Rates for calculating interest are fixed for defined periods. Please refer to the relevant laws and regulations regarding charging interest for your country. For more information regarding calculating the correct interest rate, refer to this website: http://www.payontime.co.uk/legislation/legislation_main.html.

Once you have defined the appropriate settings for your company, you are able to create credit charge invoices via the user-friendly wizard for Credit Charging.

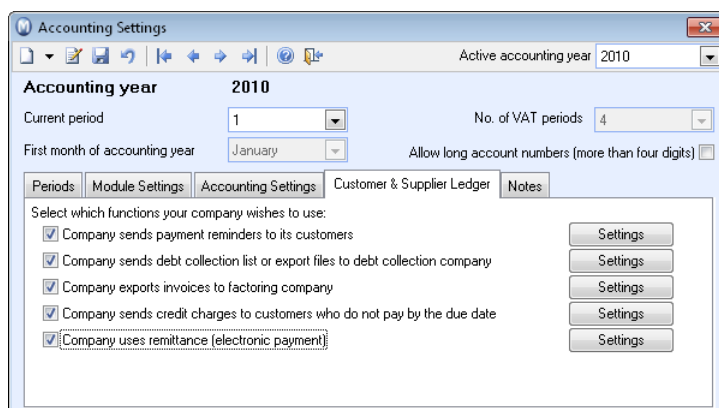
You can also create payment reminder invoices with credit charges included via the user-friendly wizard for Payment Reminders.

Getting Started with Credit Charging

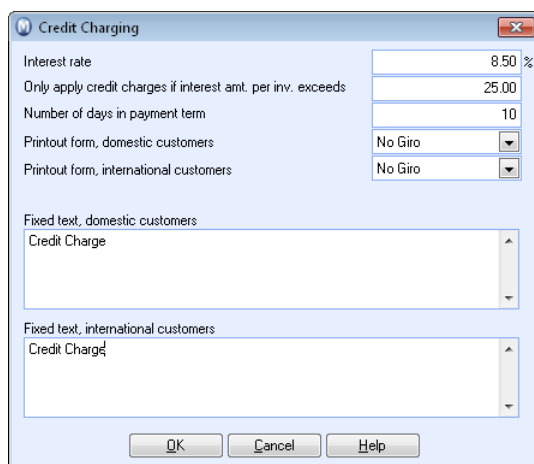
In order to create a credit charge invoice, you must first define the credit charging settings in Mamut Business Software. Read more about this below.

How to get started with credit charging

1. Go to **View - Settings - Accounting** and select the **Customer & Supplier Ledger** tab.
2. Select the option **Company sends credit charges to customers who do not pay by the due date**.



3. Click the **Settings** button to the right of the check box in order to define the credit charging settings. Here you can add the correct interest rate, and define the other conditions according to the standards for your company. More information can be found below.



4. If you wish to add credit charges to payment reminders, click the option **Company sends payment reminders to its customers** and then click on the **Settings** button and activate the

option **Add credit charges to payment reminders**. If you do not want to add credit charges to payment reminders, skip this step.

5. Select credit charging for the relevant customers. This can be done on the customer's contact card, under the **Settings** tab. You can choose between the following options **Always**, **No credit charging**, **Only if exceeding 30 days after the due date** and **Only if exceeding 30 days after the invoice date** from the drop-down list for Credit Charges.

If you do not wish to credit charge the customer, select **No credit charging** from the list.

Tip! You can implement the changes for all customers in one single operation by using the wizard **Change Values for a Selection of Contacts**. In help (F1), you can find more information about the wizard.

6. Select a default setting for credit charging of new customers by clicking **View - Settings - Company - Settings per Module - Contact Management**. You can choose between the options **Always**, **No credit charging**, **Only if exceeding 30 days after due date** and **Only if exceeding 30 days after invoice date** from the drop-down list **Credit Charges**.

The system is now set up for credit charges.

You can now create credit charge invoices via a wizard. Read more about the wizard below.

Tip! If you want to define a different account for interest income than the one the system automatically suggests, go to **View - Settings - Accounting - Accounting Settings - Control accounts**. Select **Customer & Supplier Ledger** from the drop-down list and select the appropriate account to the left of **Account for credit charges (late payments)**. However, we recommend that you use the default account.

Creating Credit Charges

When you select **Credit charges**, a wizard will open and you can choose between creating new credit charges and printing copies of previous credit charges.

How to create new credit charges

1. Go to **View - Accounting - Credit Charges**.
2. Select **Create new credit charge** and click **Next**.

3. Make the selections to limit the number of accounts receivables suggested for credit charging.

You can set one or more of the following selections:

Customer: Select a customer.

Paid after: Overdue accounts that were paid after your selected date will be included in the selection. (If the number of interest-free days is exceeded).


Click **Filter** if you wish to make more advanced selections.

The interest rate is automatically retrieved from the credit charging settings, which can be found via **View - Settings - Accounting - Customer & Supplier Ledger**. You can override here it if required.

- Click **Next** to view what accounts receivables are suggested based on the selection.

Customer n	Customer name	Invoice no.	Last payment	Invoice amount	Interest amount	Currency
30002	James Derby	1	21.07.2010	470.00	17.07	

- Click **Next** if you are happy with the changes suggested. You will see a preview of the Interest Proposal report. Click **Previous** to go back and make changes to the selection. You can also remove markings on checked lines on suggested accounts receivables. Accounts receivables you have unchecked will not be subject to credit charging this time.
- After printing the Interest Proposal, you can print the actual credit charges. Select a print medium. Click **Next** and then **Complete** to approve credit charges.

 *A journal will now be created for each credit charge. The journals will have open items status in the Customer and Supplier ledger.*

Printing copies of previous credit charges

- Go to **View - Accounting - Credit Charges**.
- Select **Print copies of previous credit charges** and click **Next**.
- Make the necessary selections. See point 3 above for more information and a list of selections.
- Click **Next** to view which credit charges are suggested based on your selection.
- Select the credit charge you wish to print. You can only print one credit charge at a time.
- Click **Next** and select print media.
- Click **Complete** to print the copy.

 *The copy will now be printed. Click Previous to go back and print more copies, or click Cancel to close the wizard when you have printed your copies.*

Settings for Credit Charging

Lost interest income due to customers who make late payments can reach a significant amount in the course of the year. In **Credit Charging settings** you can define the settings for invoicing your customers who have made late payments.

You can make the following settings:

Interest rate: Here you decide the interest rate that will be used for customers who pay after the due date.



Tip! Rates for calculating interest are fixed for defined periods. Please refer to the relevant laws and regulations regarding charging interest for your country. For more information regarding calculating the correct interest rate, refer to this website: http://www.payontime.co.uk/legislation/legislation_main.html.

Only apply credit charges if interest amount per invoice exceeds: Select an amount limit for when credit charging is applied.

Number of days in payment term: Here you decide within how many days your customers will have to pay the credit charges.

Printout form, domestic customers: Here you decide the printout form to be used when applying credit charges to domestic customers. This field only applies to separate credit charge invoices.

Printout form, international customers: Here you decide the printout form to be used when applying credit charges to international customers. This field only applies to separate credit charge invoices.

Fixed text, domestic customers: Fixed text that is entered here will appear on all credit charges to domestic customers. This field only applies to separate credit charge invoices.

Fixed text, international customers: Fixed text that is entered here will appear on all credit charges to international customers. This field only applies to separate credit charge invoices.

Remittance - Payment to Bank

Supplier payments are posted as journal entries within the nominal ledger. From the ledger you are able to launch the **Remittance** wizard which allows you to select which payment items are due for payment. The wizard can also help you execute and post the payments.

The remittance wizard can be used in two different ways: automatic remittance or manual remittance. You can define a standard payment type and other settings under **Remittance Settings**. The payment type can be overridden via the **Remittance** wizard.

Automatic Remittance: When using automatic remittance, you need a valid agreement with your bank. The payments are transferred as a file to the bank. Contact your bank for more information.

Manual Remittance: When using manual remittance, you can use the program to print payment overviews and payment forms.

Remittance/Bank Files

In the **Settings** tab in the contact card, you are able to define which suppliers should be associated with remittance. You can also send remittance files to international suppliers, using a foreign currency.

The system can verify bank accounts and CID codes when creating the remittance file. These settings are available in the remittance settings.



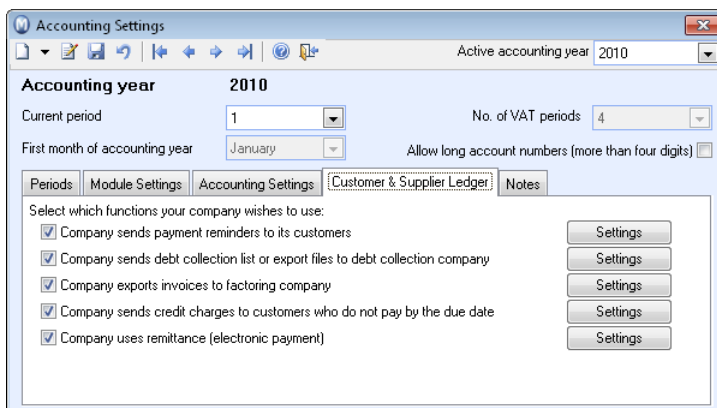
Tip! A purchase credit note can reduce the total amount of a purchase invoice sent to remittance. This feature assumes that you have matched/linked the credit note to the invoice before generating the remittance file and that the credit note has been defined as **To be remitted**.

Getting Started with Automatic Remittance

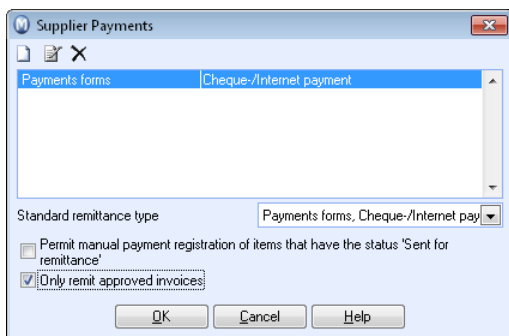
You will receive some information from the bank which you will require when setting up the system for automatic remittance. When you have received all necessary information you can set up the system for automatic remittance:

Getting Started with Bank Files/Automatic Remittance

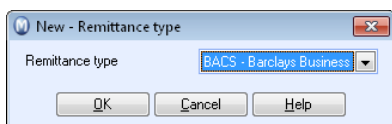
1. Go to **View - Settings - Accounting - Customer & Supplier Ledger** and check the box indicating that the **Company uses remittance (electronic payment)**.



2. Click the **Settings** button to the right of the check box; **Company uses remittance (electronic payment)**.



3. Click **New**, select **Remittance type** and click **OK**.
If a remittance type for automatic remittance has already been set up, you can edit the settings by clicking **Edit**.



4. Enter the necessary information in the remittance settings wizard. More information about the wizard can be found in the section "Remittance Settings" below.
You will need information regarding the URL to your bank's Internet bank, User ID or Customer Number and Password. This information should be available from your bank.
5. Click **Complete** in the wizard.

- Define the remittance settings for each of the suppliers. This setting can be found on the **Settings** tab by clicking the **Supplier** button and navigating to the **Customer & Supplier Ledger** tab. Select the payment type from the **Remittance** drop-down list.

Tip! By using the wizard **Change values for a Selection of Contacts**, you can define these settings for all suppliers (or for all domestic suppliers) in one operation. In help (F1), you can find more information about the wizard.

- Register bank accounts for the suppliers in the **Other Info.** tab in the **Bank Account** field. The bank account number will be retrieved automatically from the supplier's contact card when the remittance file is generated.



The system is now ready for automatic remittance.




Note! The set up should be tested in cooperation with your bank.


How to Create a Remittance File

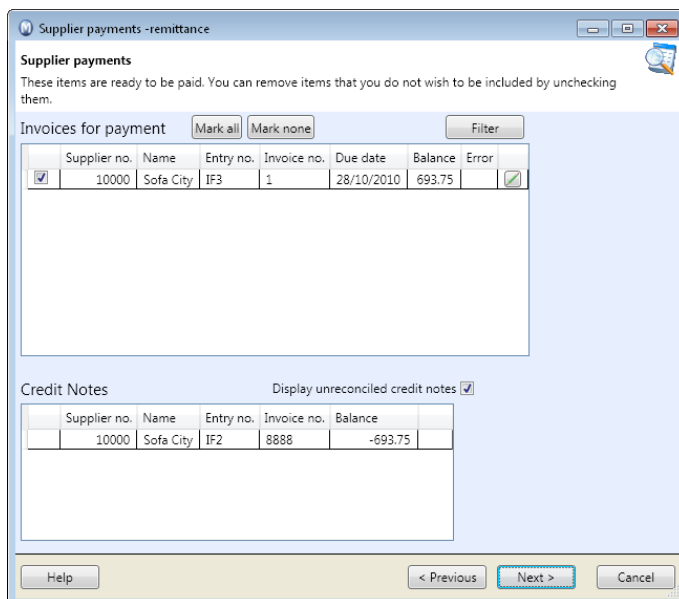
When working with the remittance wizard, you can choose if you wish to use manual remittance by printing payment forms that you send to your bank, or automatic remittance by creating a remittance file which can be sent to your bank electronically.

How to generate a remittance file

- Select **View - Accounting - Supplier Ledger - Remittance**.
- Select remittance format. If you select the format **Payment forms/Common Giro**, no remittance file will be generated. Read more about this below.
- Only payments due before:** Select a due date in order to filter your payments.
- Click **Next** to view which items are suggested based on your selection. Click **Filter** in the top right corner of the window in order to limit the number of payments that are displayed.
-  Any errors detected in the items are displayed in the **Error** column. You are able to edit the items by double clicking on the **Edit** button.

6. If you want to link a credit note to one of the items, select the option **Display unreconciled credit notes** in order to display available credit notes in the **Credit Notes** screen. Select one of the items by clicking it. Credit notes registered for the same supplier will be selected automatically in the screen at the bottom of the window.

Click  the **Match/link items** button next to the credit note you wish to link to the item. The amount of the item will then be reduced with the amount of the credit note and the credit note will disappear from the lower screen. If the credit note credits the entire invoice amount in the item you have selected, the invoice will disappear entirely from the **Invoices for payment** screen as well.



Supplier payments - remittance

Supplier payments
These items are ready to be paid. You can remove items that you do not wish to be included by unchecking them.

Invoices for payment

Supplier no.	Name	Entry no.	Invoice no.	Due date	Balance	Error
<input checked="" type="checkbox"/>	10000	Sofa City	IF3	1	28/10/2010	693.75

Credit Notes ☒ Display unreconciled credit notes

Supplier no.	Name	Entry no.	Invoice no.	Balance
	10000	Sofa City	IF2	8888
				-693.75

7. You can deselect the payments you wish to exclude from the payment in the **Invoices for payment** screen.
8. Click **Next** if you are happy with the items that are suggested. A report preview of **Payment proposals** will be displayed. Click the red cross in the upper-right corner to close the window.
9. Click **Next**.
You can now choose where to store the file in the **Folder** field as well as define a file name in the **File name** field. You can also enter an **URL of online bank** (Internet address). The settings you defined in the remittance settings are predefined, but you can change the settings if you wish.
10. Click **Next**. If you entered the URL of the online bank and are connected to the Internet, you can transfer the file immediately. Alternatively, you can import the bank file.
11. Click **Complete** to update the Supplier ledger.



All items in the selection will be marked as sent to remittance.

How to print remittance forms for manual remittance

1. **View - Accounting - Supplier Ledger - Remittance.**
2. Choose the format **Payment forms/ Common Giro.**
3. Complete steps 3 to 8 in the procedure above.
4. You can now choose to preview the remittance file or send it to the printer. If you want to use a different printer from your default printer, click **Select printer**. You will now be able to select a different printer in a separate window.
5. Click **Complete**. When you have approved the printout, the Supplier ledger will be updated.



All items in the selection will be printed. You can send the forms to the bank and update your accounts manually.

Invalid recipient address: If the program returns an error message regarding an invalid recipient address, you should attempt to re-enter the contact's **Invoice** address.

Remittance of part payments: You can make part payments for an item by overwriting the amount in the Balance column in the Remittance wizard. The part payment will not reduce the original items amount.



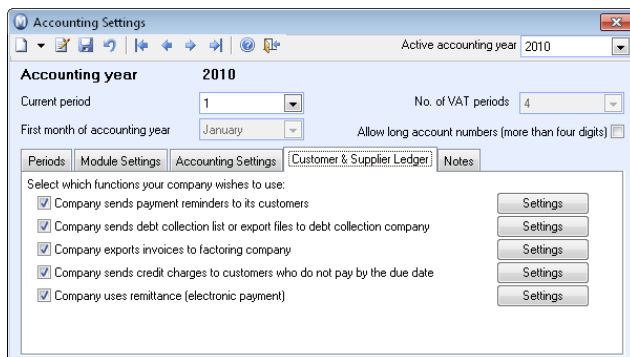
Note! When remitting international payments you must register information in the field **The amount applies** to the ledger item. This field can be accessed by clicking the **Edit** button in the remittance wizard, in the **Supplier payments - remittance** window. You can also edit ledger items via the views **Ledger list**, **List of Customers**, **List of Suppliers** and **Aged Analysis** in the ledger modules.

Getting Started with Manual Remittance

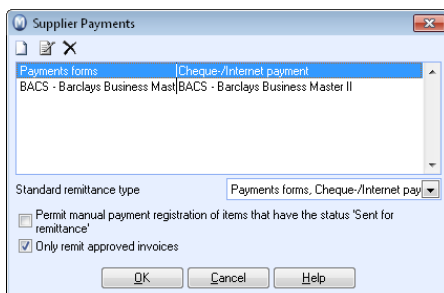
When using manual remittance, you can use the program to print payment overviews and payment forms.

Getting Started with Manual Remittance

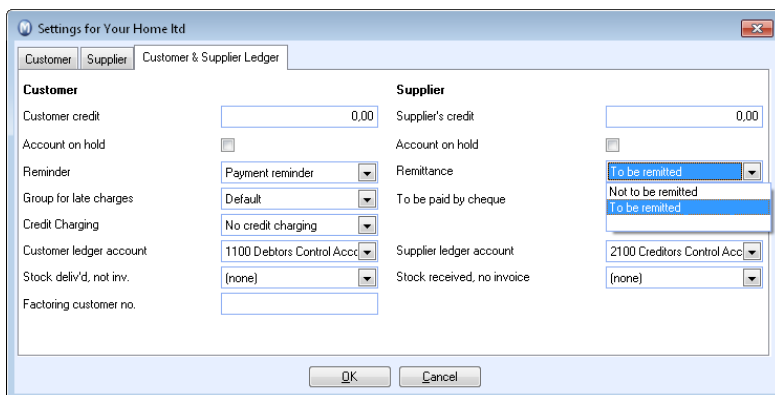
1. Go to **View - Settings - Accounting - Customer & Supplier Ledger** and check the box indicating that the **Company uses remittance (electronic payment)**.



- Click the **Settings** button to the right of the check box **Company uses remittance (electronic payment)**. The remittance type **Payment forms - Cheque-/Internet payment** is predefined in the program. You can define this payment type as **Standard Remittance Type**.



- Define the remittance settings for the relevant suppliers by navigating to the **Settings** tab within the supplier's contact card. Click the **Supplier** button and select payment type from the **Remittance** drop-down list in the **Customer & Supplier Ledger** tab.



Tip! By using the wizard **Change values for a Selection of Contacts**, you can define these settings for all suppliers (or for all domestic suppliers) in one operation. In help (F1), you can find more information about the wizard.



The system is now set up for manual remittance.

Remittance Settings

You can either use automatic remittance or manual remittance in order to simplify payments and the subsequent posting of salaries and/or accounts payable.

Cheque Payment Forms/Internet payments or one of the **BACS formats** as remittance type.

Tick the **Company uses remittance (electronic payments)** box and click the **Settings** button to the far right.

You can create the following settings:



New: Create a new remittance type.



Edit: Edit a remittance type.

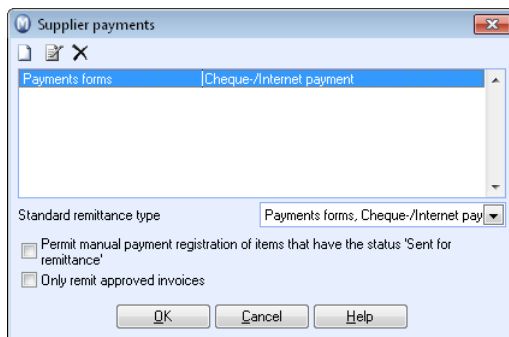


Delete: Delete a remittance type.

Standard remittance type: This is where you select which remittance type you wish to use. You can create new remittance types by clicking the **New** button.

Permit manual payment registration of items that have the status Sent for remittance: By selecting this you can manually register payments in journal entry for an item that is sent for remittance.

Only remit approved invoices: If you mark here you will only be able to remit approved invoices. You can approve an invoice by selecting the check box **Approved** within the ledger item, in the **Supplier ledger** tab.



Remittance Settings Wizard



When you create a new remittance type or edit an existing remittance type, the wizard for remittance settings will open.

Settings

Own name of format: If you wish, you are able to enter a separate name for the remittance format you use here.

Account no: The bank account is selected from the drop-down list or a new one can be created by clicking **New**.

URL of Online bank: You can enter your online bank's web address here.

Restore file from file directory if necessary: This button is used if you want to restore a previously used remittance file. To restore you will have to browse to the file and click **Export**.

Note! The folder containing remittance files must be empty. You must create a backup before executing this task.

Settings for files to be sent to the bank

The payments file will be saved locally before it is sent to the bank. State what the file should be called and where it should be located.

Note! It is important that you make a note of the file path to this folder since the file is normally transferred to the bank via the bank's own payment solution. Some payment solutions allow you to specify the location of the file so it can be retrieved automatically.

Folder: Select the directory for remittance files if you do not wish to use the suggested one.

File name: Enter the file name for the remittance file.

When you have entered all settings, click **Complete**.

Debt Collection

Debt collection allows you to assign the collection of overdue payments to a company that specialises in this. If your customer has not paid, even after receiving several reminder letters and a notice of debt collection, you can send the payment claim on to your debt collection partner. Debt collectors chase up payments for you and take care of all necessary communication with the customer. They will also handle the claim should it become necessary to start court proceedings.

In order for you to be able to send your claims to debt collection you need to have entered into an agreement with a debt collection company and make the relevant debt collection settings in your Mamut program.



Note! Please contact your debt collection partner for more information about what information should be included in the debt collection notice.

The actual transfer of information to the debt collection company is done via a special wizard for the generation of debt collection files in the Customer ledger module. To be able to generate debt collection files you need to have sent out payment reminders and a notice of debt collection. Only when the notice of debt collection has expired will a payment become available for transfer to debt collection.

The program supports three different file formats for debt collection: Standard (ASCII), Advanced (ASCII) and Detailed (XML).



Receipts: When you post the receipt of payment for an item that has been sent to debt collection, a window will pop up asking you to state whether the payment has been made by the **Customer** directly or via your **Debt collection company**. If the customer pays directly, you will often have to report this to your debt collection company. If you select **Customer** in this window, the claim will be part of the Customer and Supplier ledger report: **Debt collection. Paid by customer, sent for debt collection.**

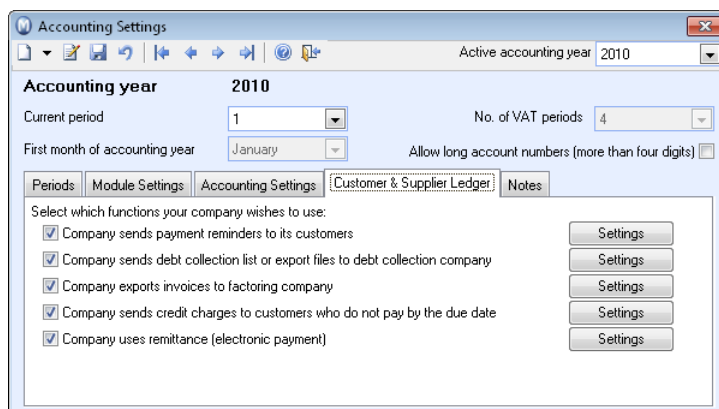
You can find more information about debt collection on the following web address:

www.payontime.co.uk

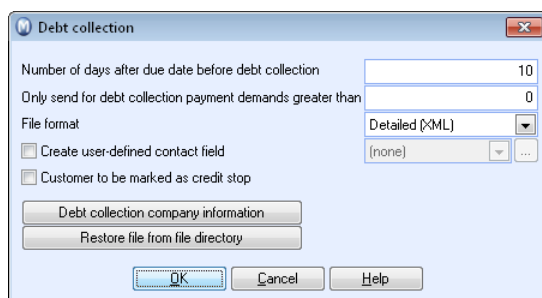
Getting Started with Debt Collection

How to get started with debt collection

1. Go to **View - Settings - Accounting** and choose the **Customer & Supplier Ledger** tab.
2. Select the option **Company sends debt collection list or export files to debt collection company**.



3. Click the **Settings** button to the right of the check box in order to define the debt collection settings. More information can be found below.




4. Select payment reminder for the relevant customers. The settings can be found on the customer's contact card, the **Settings** tab. Click the **Customer** button and select **Payment reminder** in the **Reminder** drop-down list.

Tip! By using the wizard **Change values for a Selection of Contacts**, you can define these settings for all suppliers (or for all domestic suppliers) in one operation. In help (F1), you can find more information about the wizard.

5. Select a default setting for payment reminders for new customers by clicking **View - Settings - Company - Settings per Module - Contact Management**. Select Payment reminder from the **Reminder** drop-down list. Click **OK** to apply the setting.

 *The system is now set up for debt collection.*

 **Note!** You must first print a notice of debt collection for the overdue payment in order to initiate the debt collection process. Read more about payment reminders/debt collection notices in the chapter About Payment Reminders/Debt Collection Notice.

Generating Debt Collection Files

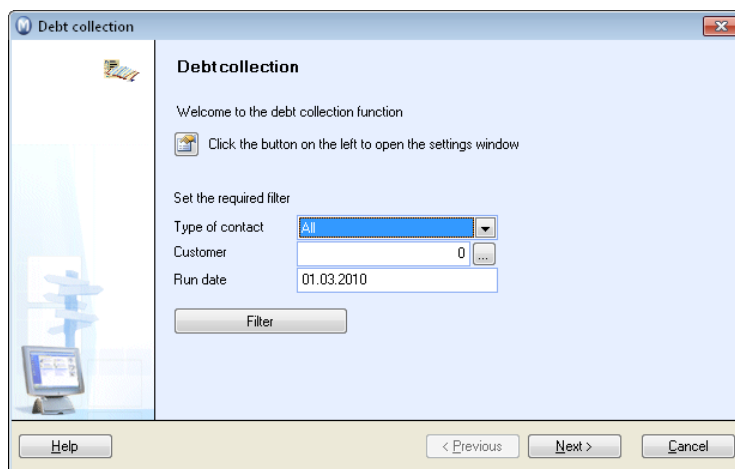
Clicking on the **Debt collection** button in the Customer ledger module will start a wizard for the generation of debt collection files.

To be able to send accounts receivables to debt collection, a notice of debt collection due for payment must have been sent out.

How to generate debt collection files

1. Go to **View - Accounting - Debt Collection** or click the **Debt Collection** button in the **Customer ledger** module.
2. Make the selections you require to limit the number of overdue accounts suggested for debt collection.
You can set one or more of the following selections:
Type of contact: Select a customer type.
Customer: Select a customer
Run date: Select a date for creating a debt collection file.

Click **Filter** if you wish to make a more advanced selection.



3. Click **Next** to view the overdue accounts suggested based on your selection. You can also uncheck lines with suggested overdue accounts. Overdue accounts you have unchecked will not be included in the Debt collection file on this occasion.
4. Click **Next** if you are happy with the overdue accounts suggested. You will then see a preview of the Debt Collection List, which you can print by clicking **Print report**.
5. You can click **Previous** if you want to edit the selection and start from step 3.
6. Select the directory where the debt collection files are saved.
7. You can also deselect the option to send debt collection files to your debt collection partner via e-mail. If you have entered your debt collection partner's e-mail address in the company settings for debt collection, this option will be selected automatically.
8. Click **Next** to generate the files.
9. Click Finish in order to update the status of the ledger items to **Sent to Debt** collection.



You have now generated the debt collection files based on your selection.



Note! If you for some reason must resend a debt collection file to your debt collection partner, you must restore the file from the file directory. You cannot generate the file again since the ledger items have been transferred to the status **Sent to Debt collection** in the program. You can restore the files via the debt collection settings. Read more below.

Settings for Debt Collection



You can open the settings for debt collection through the wizard for debt collection in the Customer & Supplier Ledger or via the menu **View - Settings - Accounting and Customer & Supplier Ledger**.

If your customers have not paid after receiving payment reminders and a notice of debt collection, you can use the program to send a debt collection list or export invoice information to your debt collection company for further follow-up.

The following settings can be made:

Number of days after due date before debt collection: Here you select how many days will pass after the due date on a notice of debt collection before you can generate a debt collection file/debt collection list.

Only send for debt collection overdue accounts greater than: Overdue accounts will only be suggested for debt collection if above the selected amount.

File format: The default format is Standard (ASCII).

Create user-defined field for contact: The field enables you to create or update an existing user-defined field for the contact by generating a debt collection file/debt collection list.

Customer to be marked as credit stop: Check here if you want to stop the customer from receiving further invoices until the overdue amount is paid.

Information about the debt collection company

You obtain the information to be entered from your debt collection company.

Name of debt Collection Company: You enter the name of the debt collection company you use here.

Contact Person: You enter the name of the contact person here. This is the person your customers will deal with at the Debt collection company.

Contract no.: You enter the number/reference code of your contract with the debt collection company here.

Password: Enter the password for the factoring access here, if the file format demands this.

Our contact: Enter the name of the person who is the contact in your company.

Folder for export file: You specify the folder to which you want to export debt collection files here.

E-mail: You enter the E-mail address of the debt collection company here. The E-mail address will then automatically be completed in the E-mail when generating debt collection files.

Edit E-mail templates for Debt collection: If you click Debt collection, an E-mail template appears which you can edit and adapt to your company.

Notes: The Notes field is used for your own notes about the debt collection company. The notes will not appear on printouts. However, certain debt collection formats use this field so that this information will be included when the file is sent to the debt collection company.

Restore file from file directory

Click this button if you want to restore an earlier debt collection file.



Select the file in the list and click the **Export** button to restore the file. Choose where to save the file.

Budget

The Budget module contains budgets for sales, purchase and payroll, operating costs, investment and cash flow. This will help your business to determine your budgets as easily as possible. It will also contribute to affording you the necessary overview in order to be able to reach the right business decisions based on budget figures, predictions and expected cash flow development.

Collecting budget data

The actual creation of a budget takes place in a wizard, where you can choose whether you wish to retrieve data from actual accounting figures or from a previous year's budget, and then have the option to adjust the figures up or down by percentage. If you would like to draw up a budget from scratch without basing it on previous figures of budgets, you can of course do so. You can also fine-tune the numbers even down to account/period level, after the budget has been set up.

Once the budget has been created, you can adjust the settings, if you like.

Flexible budgeting

The Budget module allows for complete flexibility when it comes to what you are budgeting for (the cost centre). In combination with either project or department you can budget according to totals, N/C, salesperson, customer, product, product group or contact category.

The budget is divided into sub-budgets where the sales budget is adapted according to the chart of accounts for the sales office. Similarly, the purchase budget, payroll budget, operating costs budget, investment budget and cash flow budget are adapted to the accounts in the standard chart of accounts. You can modify which accounts should be included in the various sub-budgets.

Budget allocation per period via distribution keys

To simplify the process of distributing the budget numbers over periods, you can create distribution keys in the **Budget allocation** register, which allocate the total over 12 periods, allowing you to account for seasonal variations in your business. The distribution keys work proportionally so that you can distribute your numbers accurately according to the fraction you decide on. If you would like to allocate your budget evenly across all periods you can enter a 1 into all fields, for example, so that the total is distributed as 1/12 every month.


User-defined reports

For **Profit/Loss** and **Liquidity** you can define the reports yourself in the same way as in Financials.

Graph display


The Budget module has its own graphical displays for the budgets. Here, you can get a quick overview of the budget and compare it to actual numbers. You can also view forecasts for the rest of the year, based on the budgets you have created or forecasts based on your results thus far - and then for the rest of the year.


Budget Settings


 Every budget has its own settings. You can get to these by clicking on the **Edit** button on the budget list window or by clicking on **Settings** when you are in a specific budget. The settings are also a part of the wizard that guides you through the creation process for new budgets.

The Budget List - Selecting a budget or creating a new one

When you select **Budget** from the View menu or via another shortcut, the Budget list will open up; containing all budgets you have created previously.

 Click on **New** to create a new budget. This will initiate the wizard for the creation of a new budget.

 Highlight a budget in the list and click the **Edit** button to change the settings for that budget.


 You can delete budgets as well. Deletion is final; if you click **Yes** to deleting a budget it is gone for good.

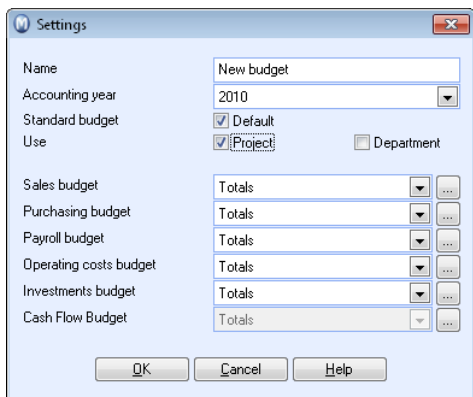
Note that budgets are created per accounting year. The drop-down list to the right lets you select the accounting year you are looking for.

Creating a new budget

The actual creation of a budget takes place in a wizard, where you can choose whether you wish to retrieve data from actual accounting figures or from a previous year's budget, and then have the option to adjust the figures up or down by percentage. If you would like to draw up a budget from scratch without basing it on previous figures of budgets, you can of course do so. You can also fine-tune the numbers even down to account/period level, after the budget has been set up.

How to create a new budget

1. Go to **View - Accounting - Budget**.
2.  Click **New** in the budget list window.



3. Enter a budget name and define any necessary budget settings. Read more about the settings in the section "Budget Settings" below.
4. Click **OK**. The budget will be saved and you will be taken to the wizard for the import of budget data. The wizard lets you choose if you wish to base the budget on actual financial figures or on an existing budget before doing necessary adjustments.
5. Click **Finish** to create the budget.





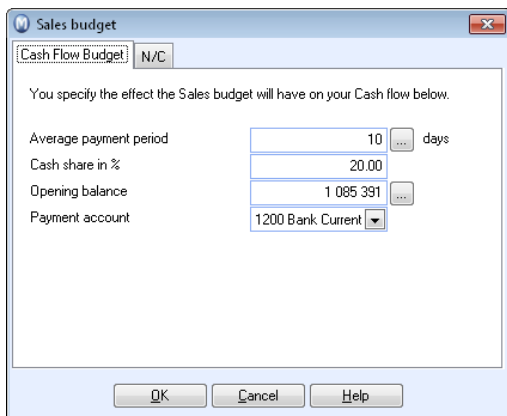
The budget has been created; you can now edit your budget data.

How to create a cash flow budget

The cash flow budget is based on the settings that you enter within the budget module. These are established when entering settings for all other budget areas. For example, you must define the settings for the Sales budget before creating the Cash Flow budget.

How to create a cash flow budget:

1. Click **View - Accounting - Budget**.
2.  Select the existing budget you would like to add cash flow budget details to and click **Edit**.
3. Click on the **Settings** button.
4.  Click the search button to the right of the **Sales Budget**, and define in the **Cash Flow Budget** tab what effect the sales budget will have on your cash flow budget.



Sales budget

Cash Flow Budget N/C

You specify the effect the Sales budget will have on your Cash flow below.

Average payment period	10	days
Cash share in %	20.00	
Opening balance	1 085 391	
Payment account	1200 Bank Current	

OK Cancel Help

5. Click **OK**.
6. Repeat points three and four for the **Purchasing Budget**, **Payroll Budget**, **Operating Cost Budget**, **Investment Budget** and finally the **Cash Flow Budget**.

 *You have now created a cash flow budget.*

Editing Budget Data

When you have opened a budget you can edit the items in that budget.



Double-click on the budget line or click on **Edit** to add or import budget numbers. In the editing window you can add several lines to a budget. You can have 2 lines for sales in the Sales budget, for example. If you have chosen N/C in the settings you will be asked to enter which N/C you would like to use before you enter any numbers.



In the detail window for a budget line you can click on the **Import** button to get all accounts. Later on the system will display only those accounts that you have entered budget numbers for.



Column **F** informs you of the **Distribution key** for the current line. The distribution key allocates the budget total over 12 periods so that you can account for seasonal variations in your business. You can read more about the Distribution key in a separate section.



Highlight a line and click on **Delete** if you would like to delete that line from the overall budget line.

How to connect a budget to nominal codes other than default accounts

If you have chosen financials as the basis for importing budget data, then the system will suggest accounts based on fixed intervals. You can change these intervals by creating a new budget based on real accounting data. The new budget's account interval will be available in the budgets in which you have already started registering data. You can delete the new budget at a later time if you do not wish to maintain it.

How to change the account intervals for your budget

1. Go to **View - Accounting - Budget**.
2. Click **New**.
3. Enter a name and click **OK**.
4. Select **Get data from actual financial figures** and click **Next**.
5. Click the search button to the right of the budget in question.
6. In the following window, you can edit the registered account interval by clicking **Edit**. Change the interval and click **OK**. Here you can also enter a new (extra) interval by clicking **New**. Enter the interval and click **OK**.
7. Repeat step six until all desired intervals are entered and click **Complete**.



You have now imported the new account intervals for all existing budgets.


If you wish, you can delete the budget that you created for editing account intervals. You can delete this budget by closing the budget module and by going to **View – Accounting – Budget**. Select the budget that you want to delete and click the **Delete** button.


Budget - The main window for a budget


When you select a budget from the Budget list, you will be taken to the main window for that budget. In here you can edit your budget numbers, view budget profit/loss statements and cash flow information and you can make changes to the budget settings. If you want to open another budget you need to exit the budget you are currently in and open the other one from the list window. You can find the list window by going to **View - Accounting - Budget**.

Budget data


Budget data is where you enter you budget numbers.


 Double-click on the budget line or click on **Edit** to add or import budget numbers. In the editing window you can add several lines to a budget. You can have 2 lines for sales in the Sales budget, for example. If you have chosen N/C in the settings you will be asked to enter which N/C you would like to use before you enter any numbers. Read more about editing the budget below.


 Clicking on **Import** in the main budget window will initiate the wizard for the import of budget data. Read more about this in a separate section.

 **Print:** The budget can be printed out in landscape format. With the help of the arrows beside the print icon, you can get a preview of the budget. You can also export the budget to Excel®.

Profit/Loss and Liquidity

 Under **Profit/Loss** and **Liquidity** you have the possibility to define your reports in the same way as in Financials. To edit a budget report, click on Report settings or Column settings. The column setup contains pre-defined setups that cannot be edited. However, you can always create your own ones. Read more about report setup and column setup in the 'Financials' section.

 **Filter Settings:** Clicking on this button will open a window where you can create a filter for project and/or department.

 **Selection Off/On:** When you have created a filter, clicking this button will switch it on and off.

Graphs - Profit/Loss and Graphs - Liquidity

The Budget module has its own graphical displays for the budgets. Here, you can get a quick overview of the budget and compare it to actual numbers. You can also view forecasts for the rest of the year, based on the budgets you have created or forecasts based on your results thus far - and then for the rest of the year.

Settings



Every budget has its own settings. You can get to these by clicking on the **Edit** button on the budget list window or by clicking on **Settings** when you are in a specific budget. The settings are also a part of the wizard that guides you through the creation process for new budgets.

Budget Allocation



To simplify the process of distributing the budget numbers over periods, you can create distribution keys in the **Budget allocation** register, which allocate the total over 12 periods, allowing you to account for seasonal variations in your business. The distribution keys work proportionally so that you can distribute your numbers accurately according to the fraction you decide on. If you would like to allocate your budget evenly across all periods you can enter a 1 into all fields, for example, so that the total is distributed as 1/12 every month.



Create a new distribution key.



Edit an existing distribution key.



Delete an existing distribution key.



Note! Deleting or editing a distribution key will not have any consequences for budget figures you have entered already. However, you will need to be aware that the numbers do not change automatically. This means that when you edit a distribution key you need to update your budget numbers as well. The easiest way to do so is to re-enter the distribution key. It is thus recommended to be very cautious about editing distribution keys. It is better to create a new one instead.

Budget Settings



Every budget has its own settings. You can get to these by clicking on the **Edit** button on the budget list window or by clicking on **Settings** when you are in a specific budget. The settings are also a part of the wizard that guides you through the creation process for new budgets.

Totals: Adds all figures for a budget for you, without it showing as a total on one or several accounts.

N/C: Collects the budget figures for a group of accounts in one or several N/Cs you select. For example, to simplify matters you could collect all sales revenue on account 4000 in the budget and all purchase costs on account 5000. When you select the **N/C** settings you will be asked to enter an N/C when you enter or edit the budget figures.

Editing the budget basis



Click on this button to edit the cash flow effect and which accounts should be included for every single part of the budget.

Effect on Cash flow

Under the **Cash flow budget** tab you enter which effects the budget has on cash flow. The options here vary according to which sub-budget you are making your settings for.

For the Sales budget, for example, it is important to define the average payment period. Your customers may not always pay on time, so this setting gives you the opportunity to enter an average for the actual time it takes your customers to pay you. By default this field is pre-filled with the days entered for your standard payment terms. The days are calculated from the invoice date.

Should part of your sales be handled in cash, you can enter a percentage for cash sales in the **Cash share in %** field. The Cash flow budget will then take this into consideration, as cash sales have an immediate effect on your cash flow level.

The Sales budget also contains settings for the Opening balance, which in this case belongs to the Customer ledger, and settings for the Payment account. The latter will by default be set to the system-defined account for Bank.

N/C

Under the **N/C** tab you are given the possibility to distribute your different revenues and expenses to one or several 'accounts' in the budget. For example, you can choose to show all sales revenue on one account. By default, all sales revenue is set up to go to a single account. In this instance, you choose an account and apply factor '1', so that all sales accounts are merged to one total in the budget overview. You may also allocate your sales revenue to different accounts. You would then enter different distribution factors in the same way as for the distribution keys. If you use factor 1 on two accounts, the total sales revenue will be allocated to these accounts by 1/2 each.

Financials

All accounting data is eventually accumulated in the **Financials** module. Even if daily entries are processed through other modules, all the information is updated to the Financials module. Period closure, VAT-period closure, Year-End and the start of a new Accounting Year are essential subject matters when all data has been gathered in the financial section.

Financial data can be viewed in seven different ways. The following buttons can be located in the left-hand margin. You can easily switch between them when it suits you:

- Journal List
- Nominal Ledger
- Key Figures
- Profit/Loss
- Balance Sheet
- Graphs
- Future cash flow



Tip! Revenues in the **Profit & Loss** accounts are traditionally reported in negative figures (credit), as they are balanced against the equivalent increase in Assets, which are reported as positive figures (debit). However, this window allows you to change how the reports will show these figures if, for example, you do not want your revenues to be shown as negative figures. Select **View - Settings and Accounting**. Select the **Accounting Settings** tab and click on the **Reports** button.

Journals in other Modules

The majority of entries in the Financials integrates data from several modules. You therefore have direct access to these modules from the financial module.



When you select a **Sales invoice** that has been posted in the Financials via the **Sales and Invoicing module**, the **Go to invoice** button is activated. The invoicing module opens and automatically displays the initial invoice that was entered.



The same applies to **Purchase invoices** that have been posted through the **Purchase module**. Select and click the **Go to purchase order** button to access the specific purchase in the Purchase module.



Items on accounts with a customer and supplier ledger function are always linked to a contact. If you select a journal line that is linked to a contact, you can click the **Go to Contact** button to retrieve the contact information from the **Contact register**.

This is primarily applicable for items on account **1100** and **2100**, which are default accounts for registering accounts receivable and accounts payable.



Through the journal lines you also have access to the **Customer/Supplier ledger**. By clicking the **Go to customer / supplier ledger** button, you have direct access to register payments for the journal.

Signs in the Financials Reports

Revenues in the **Profit & Loss** accounts are traditionally reported in negative figures (credit), as they are balanced against the equivalent increase in Assets, which are reported as positive figures (debit).

However, this window allows you to change how the reports will show these figures if, for example, you do not want your revenues to be shown as negative figures.

Select **View - Settings** and **Accounting**. Select the **Accounting Settings** tab and click on the **Reports** button.

Select **Show negative figures in parenthesis** if you do not want to show the minus sign in the P/L reports.

The selection **Show revenues with positive sign (+) and expenses with negative sign (-)** shows debit balances as negative figures and credit as positive in the Profit & Loss account. If you combine this selection with the selection above, the expenses are shown in parentheses.

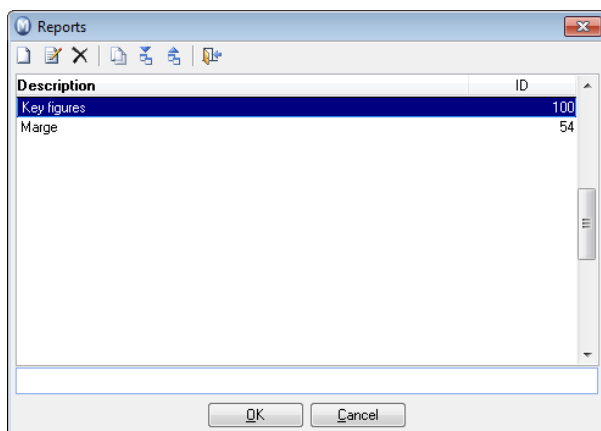
Select **Show negative figures in parenthesis** if you do not wish to show the minus-sign in the balance sheet reports.

By selecting **Change sign** in the field below you can change the view of each individual Group in the Balance sheet reports.


Report Settings for Key Figures/Profit & Loss/Balance Sheet

The **Key figures**, **Balance sheets** and **Profit/Loss** reports in financials can be edited, or you can create new reports (report setup). By defining your own column setup, you can decide at what time intervals the report setup lines will be distributed.

By clicking the three dotted button to the right of the **Report settings** drop-down list, all the predefined setup lists will be displayed. Follow the procedure below to create new or edit old reports.



How to create/edit a report setup

1. Go to **View - Accounting - Financials** and select **Key figures**, **Profit/Loss** or **Balance sheet**.
2.  Click the button **Report Settings** besides the drop-down list.
3. Click **New** or select an existing report and click **Edit**. The report can now be set up, line by line.
4. Enter a **Description** of the report into the top field. This is the name you select as report setup in Financials.
5. Click **New** to add a line to the report. To insert a line into the middle of the report, select a line and click the **Add field** button.
6. Enter all the relevant information in the **Line** window.
Detailed information about the options in this window can be found below.
7. Click **OK**.
8. Repeat the procedure for all lines you wish to create or edit.
9. Click **OK**.



The report setup is now ready for use.



Tip! It is possible to use the reports in other company databases:

Click **Export** to save information about a report in a file. The file can be imported into another company database later if you want to use the same reports in other company databases.

Click **Import** to read a file containing new reports. These may be reports you have exported from elsewhere or downloaded from our support pages.

Adding a new line

In the **Line** window, you can specify what to display on the line.

Show: Select whether you always want to show the line, don't want to show the line if it is a zero-line or whether you never want to show the line. You select "Do not show" when the line is only to be included in another formula, and not displayed on the actual report.

Description: Type a description for the line.

Type: Select the correct type from the drop-down list. Dependent of the selected type, certain fields will be activated.

- Description: Adds a line with a descriptive text.
- Line: Adds an empty line to the report.
- Data: Enables you to select an Account group via the drop-down list.
- Nominal Code: Activates the fields Account from and to. Via these drop-down lists you can select multiple accounts from the Chart of Accounts.
- Formula: Adds a line which is a formula of two lines which already exist in the report. Select the lines and the Formula.
- Free number: Adds a line with a number you add in the field Free number.

Details: This field will only be activated when you have selected **Data** or **Nominal Code** from the drop-down list **Type**. Select **All accounts in the selection** and choose whether you want to show the details above or below the line. This will show the accounts connected to the line.

Indent: Select whether the line has to indent.

Override the column format for this line

You can choose that a certain line has to override the standard column format. More information about the standard column format can be found below.

Format: Choose whether the numbers have to be rounded. You can select **Percent (%)** if you do not want to show the number, but the percentage instead.

Font: Using the drop-down lists you can define the font style and size.

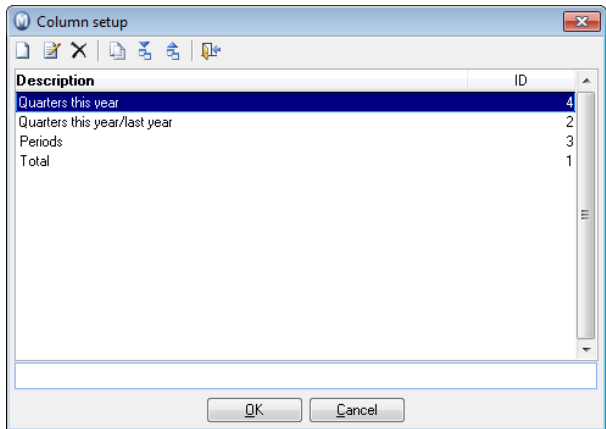
Bold: Select this option if the line has to be **Bold**.

Italic: Select this option if the line has to be *Italic*.


Column Setup

Column setup of the **Key figures**, **Balance Sheet** and **Profit/Loss** accounts in Financials can be edited, or you can create new column setups. The column setup determines at what time intervals report setup lines are to be distributed. Column setup can contain one or more columns.

By clicking the three dotted button to the right of the **Column settings** drop-down list, all the pre defined setup lists will be displayed. Follow the procedure below to create new or edit old reports.



How to create/edit the column setup

1. Go to **View - Accounting - Financials** and select **Key figures, Profit/Loss** or **Balance Sheet**.
2.  Click the button **Column settings** besides the drop-down list to the top right of the window.
3. Click **New** or select an existing column setup and click **Edit**.
The column setup can now be setup, column by column.
4. Enter a **Description** for the column setup into the top field. This will be the name you select as column setup in the nominal ledger.
5. Click **New** to insert a column to the right in the column setup. To insert a column to the left of the marked column, select **Add field**. This will be added over the marked column in the list, and to the left in the report itself.
6. Enter all the relevant information in the **Column** window.
Detailed information about the options in this window can be found below.
7. Click **OK**.
8. Repeat the procedure for all columns you wish to create or edit.
9. Click **OK**.



The column setup is now ready for use.



Tip! It is possible to use the reports in other company databases:

Click **Export** to save information about a report in a file. The file can be imported into another company database later if you want to use the same reports in other company databases.

Click **Import** to read a file containing new reports. These may be reports you have exported from elsewhere or downloaded from our support pages.

Adding a new column

In the **Column** window specify what to display in the column.

Show: Select this option if you wish to show the column. Do not select this option when the column is only to be included in another formula, and not displayed on the actual report.

Description: Type a description for the column.

Type: Select the correct type from the drop-down list. Dependent of the selected type, certain fields will be activated.

- **Data:** Retrieves figures from the accounts. Use the drop-down list Data selection to select between This year's/Last year's Nominal ledger and This year's/Previous year's budget. You can also set period selection.
- **Formula:** Adds a column which is a formula of two columns which already exist in the report. Select the columns and the Formula.
- **Free number:** Inserts a column with an optional number you add in the field Free number.

Format: Choose whether the numbers have to be rounded. You can select **Percent (%)** if you do not want to show the number, but the percentage instead.

Font: Using the drop-down lists you can define the font style and size.

Bold: Select this option if the column has to be **Bold**.

Italic: Select this option if the column has to be *Italic*.

Journal List/List of Accounts

The Journal List in Financials



The **Journal list** is the first window you see when you open the Financials module. However, it is only one of many ways of viewing the Financials.

In the left margin you will find buttons that will take you to other display options within Financials: Nominal ledger, Key figures, Profit/Loss, Balance sheet and Graphs and Future cash flow.

Journal type/period	Entry no.	Transaction N/C	Details	VAT	Debit	Credit
Sales Invoice	PI1	01.03.2010 0005	Sales	Sales Low	476.19	
Purchase Invoice	PI1	01.03.2010 0005	Sales	Sales Low		476.19


In the **Journal list** you can view the individual journals/invoices you have entered in more detail. There are possibilities to sort or search for required information and the screen display can be modified to your specific needs.


From the top left drop-down list, select the accounting year which you wish to view journals for.


Then select whether you want the structure to show **Journal type/period** or **Period/journal type**. The first option will show the journal types individually, with periods beneath. The second option will show the periods individually, with journal types beneath. Click on the option that suits you best.





Click the **Edit** button if you want to edit the department, project, description, or any other cost centre for the current line.


 Click **Delete** to reverse the journal. A new journal will be created in the Financials module or via the Journal Entry module. You cannot reverse journals posted in periods which are now closed, or if the journal has been automatically generated when partially closing your accounts and transferring a preliminary opening balance. If the journal cannot be reversed, you can register a correction journal manually in an open period via the journal registration module.

 Click **Search** to search for selected journals. The **Search** dialogue window then opens, where you can enter search criteria in the different fields. The large field at the far bottom of this dialogue window will be updated with journals matching the search criteria as you enter them. Select a journal in this field and click the **Go to** button below to open the journal in Financials.


 Click **Total On/Off** to view/hide the totals in the lower half of the module.


 Click **Linked document** if you want to link a document to the journal. This could be an original journal you have scanned and want to link to the journal in the Nominal ledger. Read more about this in the journal entry section in the "Accounting" chapter of the introduction manual "Financials, Logistics and Human Resources".


 Click the **Go to Customer and supplier ledger** button to view the journal in the Customer and Supplier ledger module (only active when you select a customer and supplier ledger item).


 Click **Go to contact card** to open the contact card for the person linked to the selected line.

 Click **Go to invoice** to show the associated invoice in the sales and invoicing module.

 Click **Go to purchase order** to open the journal in the purchase order module.

 Click **Settings** button to determine which columns to display. The changes are per user and take effect when you close the Settings window.

 Click **Help** if you are having difficulties and need help in the window you are in.

 Click **Exit** to leave the Financials module.


Nominal Ledger/Trial Balance

The **Trial balance** provides an overview of every item that has been entered into each N/C during the active accounting year. By using the total balance for each N/C, you can go further into the figures and look at the distribution for each period, right down to the individual journal lines.

You can go even further and view information about the journal entry through other modules, by using a number of buttons. Which buttons are active depends on what N/C you select.

Below is a description of how you can start in the **Trial balance tab** and work your way further into the journal/period structure. You can also set necessary selections directly through each tab.

Working your way through the Nominal Ledger from the Trial balance tab

1. Open the Nominal Ledger by going to **View - Accounting - Financials - Nominal Ledger**.
2.  Click the **Total off/on** button if you want the balance to be shown/hidden at the bottom of the window.
3. Select the **Nominal ledger** button from the left menu bar.
The **Trial balance** tab provides a list of all N/Cs that contains entries from the current accounting year.
4. Double click the N/C you wish to view in detail.
The **Account details** tab shows how each period contributes to the final balance.
The **Closing balance** column shows the balance that was applicable at the end of each period. .
5. Double click on the period you wish to view in detail.
The **Transaction details** tab contains all entries made to the account throughout the period.
6. Double click the line you wish to view in detail.
The nominal ledger will now shifts its focus to the **Journal list**, with a filter for the journal containing the selected line.



For a description of other buttons in the toolbar, see the description of Journal list.

User Settings for Financials



The user settings in the **Journal list** and **Nominal ledger** (tab **Transaction details**) allow you to customise which columns you want to have displayed in the screen by selecting the relevant column check boxes. The settings can be adapted for each individual user.

Columns in Journal list/Nominal Ledger

In the **Journal list** and **Nominal Ledger** in **Financials** there are the following columns:

- **Entry no.:** Entry number is set automatically for all the journals in accordance to the settings you have entered. In addition to the number indicating the order of the journals, they are categorised by journal type as a Sales invoice (SI), Purchase invoice (PI), Bank (B), etc. These journal types can also be edited by clicking on the **Edit** button.
- **Date:** For journals that have been transferred from the Invoice, Purchase or Customer and supplier ledger modules the date is set through Journal entry or in accordance with the program date.
- **N/C:** Each journal is entered in two or more accounts. The **N/C** column indicates where in the Profit/Loss or Balance sheet the journal has been posted depending on the N/Cs position in the Chart of accounts.
- **Details:** The **Details** field is used to specify what the journal is for. If nothing is entered in the field, the name of the specific account is entered here.
- **Invoice no. and Debtor/Creditor acc.:** The invoice number and debtor/creditor account number is entered on all journals of journal type Sales- and Purchase invoices. The

Debtor/Creditor account number indicates the number that the customer or supplier has in the contact register.



- **VAT:** The VAT column is automated through separate VAT codes. These codes are linked to journal lines where it will be calculated.
- **Project and Department:** Journals you are comparing with budgets in **Project** and **Department** must be linked to a particular Project or Department.
- **Currency:** Journals in foreign **Currency** are converted to the local currency before it is added in the accounts. This requires that the journal is linked to the currency selected in the currency register.
- **Debit/Credit:** The amount that is entered on each journal line can be shown in the nominal ledger as **Debit** and **Credit** or as changes in the **Balance** (as a positive or negative number).

Key Figures, Profit/Loss, Balance

Key Figures

From **Key figures** in the Nominal ledger you can view reports that provide you with an overview of the key figures in the accounts, the lines show balances and the columns divide them into time periods. You can enter and edit user-defined reports in addition to the systems default reports.

How to set up a Key Figure report

1. Select the **Accounting year** that will form the basis for the key figures (from top left the drop-down list).
2.  Select report settings by clicking on the search button located in the middle of the toolbar. This will decide what lines should be included in the report. The pre-defined setup can be edited, and you can create new ones.
3.  Select column settings from the drop-down list to the right in the toolbar. This decides what time periods the report setup lines should be divided into. You can also create your own column setups.



The report will now display the relevant data.

Financial Graphs

You will find various options for graphical presentations in terms of the financial aspects of your company. You can select from a number of topics and filter them further by department and project. You can also select between line diagrams and bar charts with two or three-dimensional display.

How to get a graph view

1. Select **View - Accounting** and **Financials**.
2. Click the **Graphics** button.
3. Select the **Accounting year** from the top left drop-down list.
4. Select what you wish to display from the second drop-down list. You can use the button to the right of the drop-down list to select the layout of the chart of accounts.
5. Select whether you wish to view your graph as lines or columns (bar charts). You can also display two or three-dimensional charts.
6. From the other drop-down lists you select whether you wish to view the graph for a particular department or project.



You have now created a graph view.


Future Cash Flow

By using the function for Future cash flow you can gain information on future cash flow based on previously registered information. The function is in particular intended for newly started companies that are sensitive in terms of liquidity or companies/branches that demand a high level of capital input.

Viewing Future cash flow gives you today's date's cash assets based on the amounts that are going in and out in terms of registered receipts and payments in the program. Cash flow is estimated by adding the balances on Bank and Petty cash in the Chart of accounts. Customer receipts and other receipts, Supplier payments and other payments are included. The amounts are presented on a weekly basis for the number of weeks that you selected. You can manually override this continuously and enter any adjustments, if necessary.

In order for Bank/Petty cash to display in the list of accounts for estimating cash flow, you will need to select it for Bank/ Petty cash in the Chart of Accounts.

How to select Bank/Petty cash in the Chart of Accounts

1. Select **View - Accounting** and **Chart of Accounts**.
2.  Click **List**.
3. Locate the account you wish to include in the estimation of future cash flow and click **OK**.
4. Select the **Advanced** tab.
5. Tick the **Bank/Petty cash** box.
6. **Save** and **Close** the Chart of Accounts.



Bank/Petty cash will now be displayed in the list of accounts for estimating cash flow.

In the wizard screen, both open customer and supplier ledger items will be shown and selected for inclusion in the cash flow estimate. Items that are set to **Disputed claim** will also be shown in the list, but will not be selected automatically. Due items and items without a due date will display for today, but also without being selected. If several items are linked together by Match-ID they will be grouped. You can manually change the payment date on a customer/Supplier ledger if you know that changes have been made on the item.

In the main screen you can select whether you want to show cash flow as numbers (**Report overview**) or as a **Graphic overview**. If you select Graphic overview you can choose whether you want to see the overview on a weekly or daily basis, in columns or 2d lines (from drop-down lists in toolbar) as well as comparing it with last year's numbers (Show last year check box).

You can print out an overview of your cash flow. By clicking the arrow to the right of the print icon, you will be able to **Preview** or **export data to Microsoft Excel**.



Click **View - Accounting - Financials - Future cash flow - Wizard** button, to calculate your future cash flow. In help (F1), you can find more information about the wizard.

The Future cash flow will be automatically estimated from today's date, ledger items and cash holdings. You do not have to go through the wizard if you are not adjusting items. As an alternative to the wizard you can click the Browse buttons to the right of the **Cash at start of week**, **Customer Receipts**, **Other receipts**, **supplier Payments** and **Other payments** in the report overview screen.




Tip! We recommend that you administer access templates for the function that edits the selection for estimating cash flow. Only accounting personnel should be able to make such changes.

Year End/Period End

Period End

The Accounting year is divided into 13 periods, one for each month and one for year-end allocations. To be able to use automatic entries with VAT return, it is necessary to close each accounting period as they are completed. You can close the period once all expenses and revenues relating to the period have been entered.


 **Tip!** Separate rules apply when closing periods 3, 6, 9 and 12 because these also mark the end of a VAT Quarter. When you close one of these periods, the VAT return will automatically be printed. A wizard takes you through the procedure for approval of VAT returns.

VAT returns can be printed at any time from the report module.

How to perform Period End

1. Select **View - Accounting** and **Period End**.
2. Select which **Period** of which **Accounting year** you want to close.
3. Click **Next**.
4. Click **Complete**.

 *You have now successfully completed Period End.*

 **Important!** When you have selected to close a period, you lose the opportunity to create, edit or delete journals for this period. Also be aware that you cannot re-open a closed period.

Year End

The transition from one accounting year to the next requires that you perform certain procedures, which ensure the correct cut-off times in your accounts.

Year End and the closing of your annual accounts usually entail a heavy workload and short deadlines. Some companies are occupied with Year End procedures for several months, sometimes even for up to half a year. Good planning, structured work systems and coordination can contribute to reducing the work pressure considerably.

Some tasks can be completed or prepared before the actual Year End. If your company has established good routines for regular reconciliations throughout the year, the extra burden at Year End will not be too heavy.

Generally, Year End procedures ought to be the same year on year. A good tip for reducing the workload is to have a written procedure manual (task list) as well as to undertake regular reconciliations throughout the year.

Refer to the Mamut website, www.mamut.com/uk/yearend, for more information about Year End.

Year End in Mamut

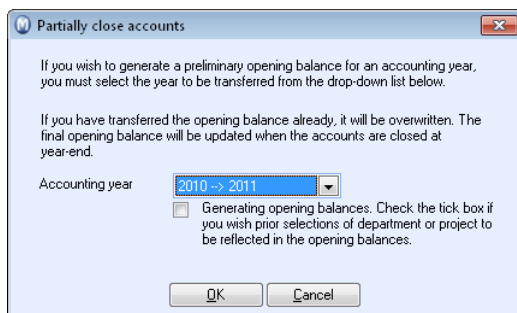
Can I enter accounts for two years at a time?

It is usually necessary to continue making entries in the previous accounting year, even though you are now in your new accounting year. The reason for this is that there will always be a slight delay in administrative routines, i.e. goods that were delivered at the end of March are usually invoiced a few days into April, etc. Besides, you rarely post year end entries until a little into the following year but this should not prevent you from making daily entries and continuing as usual. You cannot risk having to postpone entries for the new accounting year until the previous year's Year End is complete. In Mamut we solve this by changing the active accounting year in the Accounting settings or in Journal Entry. This allows more room for Year End, at the same time as entries for the current accounting year are not being ignored.

The accounting year is considered closed when all items are in place and the previous year's closing balance is transferred as the opening balance for the new accounting year. After Year End is complete, it is no longer possible to enter or amend entries for the previous year. Should anything appear that you want included in these accounts, your only option is to include it as a corrective entry in the current year's accounts.

Partially Close Accounts

The **Partially close accounts function** in Mamut Business Software is used in the time period following the beginning of a new accounting year and before the previous year has been closed (when the final Opening Balance has been transferred).



By temporarily transferring the Opening Balance you are provided with a better basis for reviewing the company's Balance Sheet items for the new accounting year in this time period.

By closing the previous year, the final Opening Balance will override the temporary balance, so the balance sheet reports reflect the correct financial situation.



Note! Before you can partially close your accounts, you must create the new accounting year. The system will remind you that this must be done and you will be able to perform the operation via a wizard. You can also create a new accounting year by clicking **View - Settings - Accounting** and then **New**.

How to partially close accounts

1. Select **View - Accounting** and **Partially close accounts**.
2. Select which two accounting years the temporary opening balance will be transferred from and to. Tick the check box to generate the opening balance for account, project and department. If this box is not ticked the balances will be generated per account.
3. Click **OK**.
A journal of the original opening balance is created within the new accounting year. The journal contains all balance accounts.
4. If required, generate a **Balance Sheet report** for the New Year to verify that the balance is updated.



Repeat the procedure every time you make changes to the previous year's balance. The same journal is overwritten with updated balances.

Accounting Periods and Years

Mamut Business Software has 13 accounting periods. Periods 1 to 12 are the twelve months of the year, whilst period 13 is used for making Year End adjustments.

The Accounting module is created so that the user has the most possible flexibility when starting a new accounting year. This means that you are not required to do anything in particular to make use of the system for the new accounting year other than creating it (if you have not yet done so). See below to find out how the different modules decide which accounting year entries are made into.

Below you can find out how the different modules determine the accounting year which a post is entered in.

Sales and Invoicing Module

In Mamut Business Software it is possible to control which period (date) an invoice will be entered in by selecting the invoice date in the **Invoice date** field in the Sales and Invoicing module. The date that is entered here decides which period the invoice is entered in. If you do not use an invoice date the program date will be used.

The Purchase Module

In the Purchase Module the invoice date when posting an item determines which period and accounting year the purchase is posted in.

Journal Entry

In Journal Entry you are free to select the accounting year and period. You still have the option to make entries for the previous year in periods that are not closed. If period 12 of the previous year has been closed, you will only be able to make entries for period 13 of that accounting year.

Journal number series start at no. 1 in a new accounting year

In Mamut it is common that each journal type has its own number series. Each number series starts with no. 1 every year unless you override this manually before you start making any journal entries.

You will find the Journal number series settings by selecting **View - Settings - Accounting - Accounting settings** and then **Journal type settings and number series**.



Important! These settings must be completed **before** you start using Sales/Invoicing and Journal Entry in the new accounting year. This also applies when you mark the **Common number series for all journal types** check box.

Other number series

Number series for e.g. Sales number, Invoice number and Customer number will continue where they ended the previous year. In other words, these number series will not be reset. The reason for this is that these registers do not have a clear definition per year as do the accounts.

Period 13 and Year End entries

After period 12 in the previous year is closed, the next period you can make entries on is period 13. This period automatically closes when you complete the Year End for that year.

The main reason for an accounting system to have 13 periods is that most users do not want to complete Year End until well into a New Year.

The most important entries in period 13 are items that are time limited (accrual accounting, warehouse estimates, allocations etc) as well as allocating profit/loss. In these cases most people use traditional Year End programs with their accountant (if they prefer that).

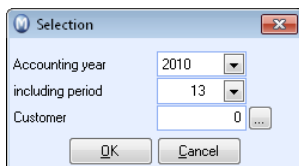
If you enter journals with VAT in period 13, you must remember to enter the VAT manually in the settlement account for VAT, so that opening balances in the next accounting year are correct.

How to Reconcile Financials and Ledgers at Year End

To reconcile your financials with your ledgers, it is advisable to print out the **Balance sheet, detailed** and the **Customer/Supplier Ledger, Reconciliation against nominal ledger** reports.

How to reconcile financials and ledgers and print these reports

1. Go to **File - Print - Accounting**.
2. Select the **Balance sheet (detailed)** and select the appropriate accounting year and periods by double clicking on the report.
3. Then click **Print**.
4. Now select the **Customer & Suppl. Ledger**.
5. Select the report **Customer Ledger, reconciliation against nominal ledger**.
6. Compare the two reports and check whether the figures contained in these reports agree or disagree.



7. If there is any discrepancy between these figures, further investigation is required.



The report has now been printed and financials and ledgers reconciled.



Note! If your previous accounting year is not closed the Balance sheet, Detailed will also need to be printed for that year.

Intrastat

Intrastat is the system used to collect information and produce statistics on the trade of goods between countries within the European Union (EU).

VAT registered businesses that trade in goods with other EU member states are required to provide details of these transactions for statistical purposes. The requirements of Intrastat are similar in all Member States.

All VAT registered businesses must complete Boxes 8 and 9 on their VAT returns showing the total value of any goods supplied to other EU countries (known as dispatches) and the total value of any Goods acquired from other EU countries (known as arrivals). Only movements which represent physical trade in goods are covered by Intrastat. There are some exceptions.

If you cannot find the required information here, you should call the **National Advice Service (NAS)** on **0845 010 9000**. Information about Intrastat is also available online at www.uktradeinfo.com or on the main Revenue & Customs site at www.hmce.gov.uk. If you would like early notification of news about Intrastat, including any changes or detailed information sheets about particular subjects, you can subscribe to a free e-mail alert service, uktradealert, through www.uktradeinfo.com.

Mamut Business Software provides you with an Intrastat module where you are able to register journal lines as Intrastat items. You can enter Intrastat items via the Journal Entry or via **View - Accounting - Intrastat**. There you can enter Intrastat items directly by clicking **New** and you can import Intrastat relevant journal lines from different modules (invoices and purchases) with the help of a wizard. After you have registered all relevant items for a period, you can create an Intrastat report and submit it to the authorities.

Preconditions

In Mamut Business Software journal lines for goods, which are relevant for Intrastat registration, have to fulfil some preconditions.

Intrastat Code: If you sell a product to another European Union member state, enter the commodity code into the **Intrastat Code** field on the product card, tab **Miscellaneous**. Only products with an Intrastat code are shown within the product list when registering an item for Intrastat.

VAT code for intra-community trade: You have to use a VAT code for intra-community trade. This applies to all items which are relevant for Intrastat registration.



Note! Intrastat reporting must be activated in the Intrastat Settings. Here you can also activate Intrastat accounting via the Journal Entry. Read more below.

Intrastat Registration


In the window for registration of Intrastat items you can manually enter items for your Intrastat Report. There are two ways in Mamut Business Software to access the window:


- The first is from the main menu **View - Accounting - Intrastat** by clicking the **New** button;
- The second is via the Journal Entry.


To be able to access the window from Journal Entry, you need to have selected this option in the Intrastat Settings (**View - Settings - Accounting - Module Settings - Intrastat**). The registration window will open automatically when VAT codes for import or export within the EU are used.


Intrastat Code	Country	Transaction type	Net weight	Quantity	Invoice amount	Currency	Intra-client amount
123456	DK - D	10. All transactions involving actual or in	15	5	5 000	EUR	3 412
34534	DE - G	10. All transactions involving actual or in	500	2	3 000	EUR	2 047

In the **Source** drop-down list, ensure that you select the correct **Source** before entering transactions.



 **Tip!** If you want to register an Import or Export and cannot find this selection in the list; you may have forgotten to activate it within your Intrastat setting's under the **Intrastat Accounting** drop-down list.


 **New:** Click here if you wish to enter a new item for your Intrastat report. Don't forget to enter the correct **Intrastat Date** in order to assign the item to the respective month for the Intrastat report.

 **List:** After you have clicked **New** you can click **List** in order to open the list with all Intrastat products. The list only contains products with an **Intrastat Code** on their product card. Select the product you want to add and click **OK**.

 **Delete:** Select an item and click **Delete** in order to delete it. The item will then no longer be part of your Intrastat report.

How to enter an Intrastat transaction

1. Make sure that you are in the window for registration of Intrastat items. You can open this window via **View - Accounting - Intrastat** and then click on the **New** button. The window will open automatically, if defined within the settings, after you have registered an item with a VAT code for import or export within the EU.
2. Select **Source** and **Intrastat Date**. The Intrastat date will define which reporting period/month the transaction is entered in.
3.  Click **New**.
4.  You can now choose the correct product form the **List** with your Intrastat products. Alternatively, you can enter the **Intrastat code** manually.
5. Select **Country**, **Transaction type** and any other applicable information.
6. If you want to enter a new item, repeat points 3 to 5.
7. Click **OK**. The registration window will then close.

 *The lines have now been transferred into the main window for Intrastat Management. Once all transactions for a reporting period have been entered, you can create an Intrastat report.*

Import Journal Lines to the Intrastat Report

You can import journal lines to the Intrastat report from other modules in the system. This applies especially to invoices, which have been entered via the Sales or Purchases modules using a VAT code for intra-community deliveries.

A wizard will lead you through the import process.



Note! In order to import data relating to the export of goods to other EU countries, you must ensure that the exported products have been registered with an **Intrastat Code**. Enter the code into the **Intrastat Code** field in the **Miscellaneous** tab in the **Product Register**.

How to import journal lines

1. Navigate to **View - Accounting - Intrastat**.
2. Click the **Import** button on the toolbar.

Intrastat import

Here you can choose which financial year and which periods will be imported

Accounting year: 2011

From period: 4 including period: 4

Help < Previous Next > Cancel

3. Select the financial year and periods from which you wish to import data and click **Next**.
4. Select which lines you wish to include in the Intrastat report. If you have a large amount of data, you can use the buttons **Select all** or **Select none**.

Intrastat Import

Selection of accounting lines

Choose which accounting lines you want to import

Select all Select none

	Entry no.		Intrastat Code	Date	Country	Invoice amount	Currency code	Net weight	Quantity
<input checked="" type="checkbox"/>	IF19	Import	3994 2251	04/29/11	DE - G	5,000	GBP	0	5
<input checked="" type="checkbox"/>	IF32	Import	3995 6658	04/29/11	DE - G	1,200	GBP	0	10
<input checked="" type="checkbox"/>	IF38	Import	3995 2985	04/29/11	DE - G	3,250	GBP	0	2

Help < Previous Complete Cancel

5. Click **Finish**.



The lines for the report will be generated automatically. If some information is missing, you can double click the item and fill out missing values in the registration window.

Note! After importing your Intrastat lines, please check the included transactions. Check if the delivery date stated on the transaction line is in accordance with the report period. Since it is the invoice date that determines if the transaction will be included in the report, you may have to remove report lines with delivery dates that fall outside of the defined report period. The removed transactions must then be added to the report of the respective period.

Intrastat Settings

If you trade with other European Union (EU) countries, be it by importing or exporting physical goods, you will need to document all transactions through Intrastat. In order to do so, you need to activate the Intrastat settings within Mamut Business Software via **View - Settings - Accounting - Module Settings - Intrastat**.

Intrastat

Settings
Enter settings if you are required to provide information for intrastat accounting.
Select the type of intrastat accounting that is to be provided.

Intrastat Accounting
Required Intrastat Information: Import and Export

Journal Entry
☒ Intrastat Accounting also by Journal Entry

OK Cancel Help

Intrastat Accounting: Select whether your **Required Intrastat Information** applies to **Import**, **Export** or both **Import and Export**. For example, you should select **Import and Export** if your company purchases and sells goods within the EU. Only the selected option will be available in the **Source** drop-down list of the window for registration of Intrastat items.

The default setting is **None**. This means that your company does not need to register Intrastat items.


Journal Entry: Enable this option to automatically access the window for registration of Intrastat items from Journal Entry. The window will open automatically when VAT codes for import or export within the EU are used. Please note that this does not apply to automatically generated journals. If you create an invoice within the Sales ledger, enter the Intrastat registration manually.

Intrastat Reports

Once you have registered all items for the month, you can create your Intrastat report, either for imported or exported goods.

If needed, you can also print a preview of the report before the actual delivery date is reached. But note that once you have printed the report for one specific month, the system will assume you have completed the period, and suggest the next period/month for further entries. However, if you wish you can still go back and print the report again.

How to create an Intrastat report

1. Go to **View - Accounting - Intrastat**.
2. Select from the **Source** drop-down list whether you wish to print **Imports** or **Exports**. Select the correct period in the **Year** and **Month** drop-down lists. The report period will be the period selected here.
3.  Click **Intrastat**.
4. Within the **Send to** drop-down list, select the target medium, in this case **Printer**.
5. Click **OK**.



The Intrastat report will now be printed.

Reporting to Intrastat

In addition to submitting printed Intrastat reports, you can also submit these reports electronically as an e-mail attachment or via the x400 public network to the Electronic Data Interchange for Commerce and Transport (EDIFACT) system. For more information on how to sign up for electronic submission and the EDIFACT file standard, please visit the HM Revenue & Customs website: www.hmrc.gov.uk, or the uktradeinfo website: www.uktradeinfo.com.

Accounting Settings



In the window **Accounting settings** you have access to all accountancy related settings for the active company database as well as some settings relating to the transfer of accounting data from other modules.

You can open the accounting settings via **View - Settings - Accounting**.

Period	Closed	Date	User	VAT period	Closed	Date	User
1	-	-	-	1 - 2010	-	-	-
2	-	-	-	1 - 2010	-	-	-
3	-	-	-	1 - 2010	-	-	-
4	-	-	-	2 - 2010	-	-	-
5	-	-	-	2 - 2010	-	-	-
6	-	-	-	2 - 2010	-	-	-
7	-	-	-	3 - 2010	-	-	-
8	-	-	-	3 - 2010	-	-	-
9	-	-	-	3 - 2010	-	-	-



New: Via this button you open the window where you can create a new accounting year. Click on the arrow beside this button if you need to create the previous accounting year. You can read more about creating accounting years above.

Tip! When there are two months remaining until the accounting year is over, you will automatically receive a reminder and be asked if you wish to create a new accounting year. If you answer Yes to this question the system will create the new accounting year for you.

The **Accounting year** and **Current period** can be changed according to your needs. Any changes will affect all journals that are entered, both for direct journal entry and for automatic entries using the sales/invoicing and purchasing modules.



Note! If you have selected Period given by date in the user settings for the Journal Entry module, this setting will override the current period and financial year defined in the Accounting settings.

The **First month of accounting year** is usually April. If your accounting year deviates from this, you can change it. You cannot edit this field if you have invoiced or posted journal entries in the new accounting year.

The default **No. of VAT periods** is 4 in the UK (one every third month). If the accounts follow other reporting routines (in other countries), this can be altered here.

By selecting the option **Allow long account numbers (more than four digits)** you are able to enter account numbers with up to 7 digits.



You can also customise the accounting module by defining the user settings for Financials and Journal Registration. These are described in the sections on Financials and Journal Registration above.

The Tabs

The main contents of the **Accounting settings** are in the tabs. Here there are many options for user customisation, as well as an overview of nearly all the N/Cs and journal types which all the modules in the system use.

The Periods Tab

Here, you can see which periods and associated VAT periods are closed in the accounts, when the period was closed and which user carried out the period closure. You cannot make any changes in this tab; it only provides an overview.

The Module Settings Tab

Use the **Module Settings** tab to define default settings for the different accountancy modules. The settings you define will apply to all company database users.

The Accounting Settings Tab

You can define several settings on the **Accounting Settings** tab.

The Customer & Supplier Ledger Tab

All settings pertaining to the customer and supplier ledgers can be found on the **Customer & Supplier Ledger** tab.

The Notes Tab

You can enter notes about the accounts here.

Module Settings

Default Receipts/Payments Accounts



When you register a payment in the **Customer and Supplier Ledger**, you can select the form of payment that has been used. This determines the type of journal and N/C that will be used for entry in the accounts.

You can register several N/Cs against the same journal types. All N/Cs that are registered here will be suggested as options when you register the payment.



New: Click **New** to create an alternative form of payment. Select the default N/C in the **N/C** column and link it to the **Journal Type** of your choice.



Delete: Click **Delete** in order to delete a form of payment. The form of payment will be removed immediately; you should therefore be careful when using this function.

Currency

All journals entered in a foreign currency are converted to **GBP**, or the default currency that you have entered for your company database. The currency register is updated manually, and you receive a warning after a given number of days telling you to update currencies.

No. of days before reminder of expired exchange rate specifies how many days an exchange rate shall be valid for.

The default setting is that all double entry N/Cs are entered in GBP, or the default currency that you have entered for your company database. If you choose to **Copy currency code to Double Entry N/C**, all journal lines in the journal will be entered in the same currency.

Chart of Accounts

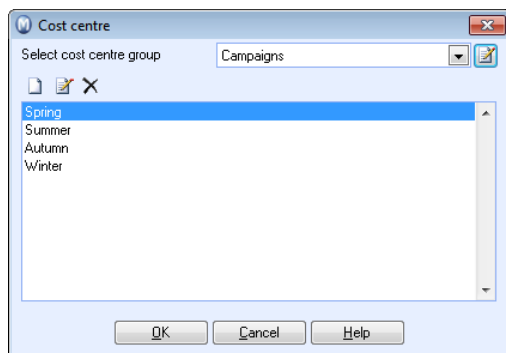
A chart of accounts is a register of all the accounts used by a business for its bookkeeping. A standardised chart of accounts serves as default when starting the program for the first time. Mamut includes a default chart of accounts, containing the most commonly used bookkeeping accounts. It is, of course, possible to select one of the more specialised, pre-defined chart of accounts. The selected chart of accounts will be installed when you create a new company database.



Note! The chart of accounts settings are described in the section "Chart of Accounts" above.


Accounting Settings: Cost Centres

In the **Cost Centre** settings window, you can create cost centres belonging to a new, self-defined, cost centre group. Self-defined cost centres can be used when registering journal entries in the **Journal Entry** module. In addition, you will also have the possibility to use the pre-defined cost centres **Department** and **Project**. In the user settings for journal entry, you can choose to display the column for your self-defined cost centre in the journal entry window.





Other examples of cost centres are campaigns, products, employees, complaints, packaging material and shipping damages.

To the right of the drop-down list **Select cost centre group**, you can click the **Edit** button in order to define the name of the superior cost centre group. Every cost centre group can contain as many cost centres as you wish.

 The **New** button lets you create a new cost centre for the cost centre group indicated in the drop-down list above.

 The **Edit** button lets you edit the name of any cost centre.

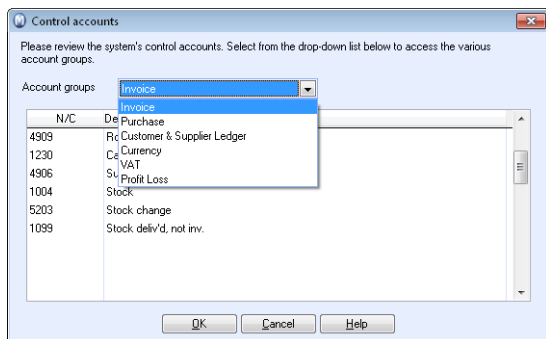
 Click **Delete** to delete the selected cost centre.

 **Tip!** You are able to display cost centre information, in the same way that you would for **Project** or **Department**, within journals that have been transferred to the nominal ledger. To do so, simply tick the relevant boxes within the **Settings** for the nominal ledger.

Accounting Settings

Control Accounts

Several of the Mamut modules post journals automatically in the Nominal ledger of the accounts. The control accounts determine the accounts used for such entries.



From the **Account group** drop-down list you can select an account group and view which N/C's are used by automatic entry from a corresponding module. You can also click in the **N/C** column and override the account if necessary.

Description of account groups

The various account groups indicate the following modules that generate automatic entries:

Invoice shows N/Cs that are used for automatic entry from the **Sales and Invoicing Module**.

Purchases shows N/Cs that are used for automatic entry from the **Purchase Order Module**.

Customer & Supplier Ledger shows N/Cs that are used for automatic entry from the **Customer and Supplier Ledger**.

VAT shows N/Cs that are used for automatic entry from **VAT settlement (Period End)**.

Profit/Loss shows N/Cs that are used for the **Transfer of preliminary Opening balance**.

Journal Type Settings and Number Series

The accounting module has 13 different **Journal Types** installed. Everything that is entered in the Nominal ledger must be sorted within one of these journal types, or an additional journal type which you have created. This results in clearly laid-out accounts, both for entry and for subsequent analysis of the accounting data.

All the journal type settings are made in this window. The settings for each journal type allow you to determine various functions for the journal type, as well as define requirements or limits for the use of the journal type.



Click **New** in order to create a new journal type or select one and click **Edit** to change an existing type.

Function

Define the function of the journal type within the journal entry.

Payment journal type: The journal type can be used for settlement with your customers and suppliers, whether receipts, payments or crediting previously entered invoices. The system will first search for open items in the ledgers when registering entries against suppliers or customers.

Credit note journal type: If you select this option, journal entries based on this journal type will be entered as credit notes.

Do not show in Journal Entry: Define which journal types that you only want used for automatic entries.

Mandatory for journals

The tab allows you to define requirements that must be satisfied in order to transfer the journal to the Nominal ledger.

N/C which is a customer ledger N/C: Select whether the journal must include N/C which is a customer ledger N/C if you want the journal only to be used for entry against customers.

N/C which is a supplier ledger N/C: Select whether the journal must include N/C which is a supplier ledger N/C if you want the journal only to be used for entry against suppliers.

In the list to the right, you can add certain accounts if you want journals based on this type to include one of these accounts. Click **New** to add accounts, click **Delete** to remove accounts.

Restrictions of journals

The tab allows you to define restrictions that must be satisfied in order to transfer the journal to the Nominal ledger.

N/C which is a customer ledger N/C: Select whether the journal should not include **N/C which is a customer ledger N/C** if you do not want the journal to be used for entry against customers.

N/C which is a supplier ledger N/C: Select whether the journal should not include N/C which is a supplier ledger N/C if you do not want the journal to be used for entry against suppliers.

Bank/Petty cash- accounts: Select whether journals with this journal type should not be used against **Bank/Petty cash** accounts.

Several bank/petty cash accounts: Select whether journals with this journal type should not be used against several bank/petty cash accounts at the same time.

In the list to the right you can define which accounts are permitted or not permitted when using this journal type. Select one of the options above the list and click **New** to add accounts, click **Delete** to remove accounts.

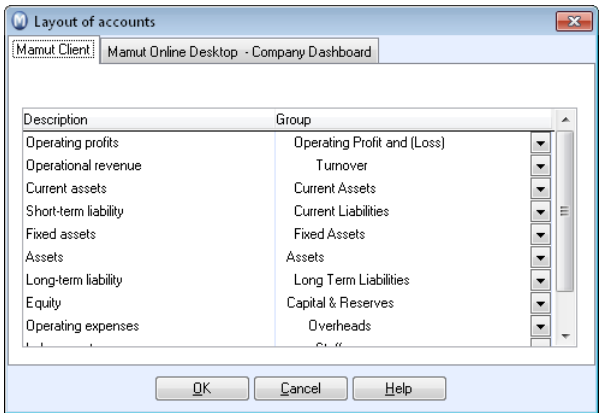
Layout of Accounts

Mamut Client


In this window you can adjust which **Group** (retrieved from the layout of the chart of accounts) is to represent each individual **Description** (from the Key figure report). In this way you can customise the Key figure report for your own account layout.

Click the **Group** column for the result description you wish to change.

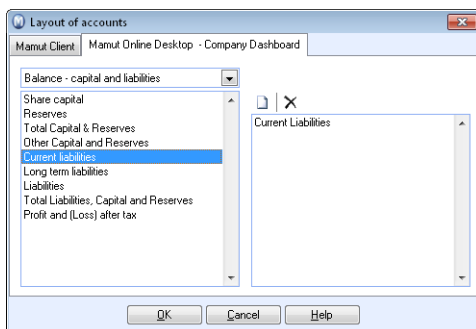
Select your preferred grouping from the account layout shown in the drop-down list.



Mamut Online Desktop - Company Dashboard

 **Note!** This tab is only available if you have a licence for Mamut Online Desktop.

On this tab you can define how the feature Company Dashboard on Mamut Online Desktop will retrieve data from Mamut Business Software. In the right half of the window you can define which groups will be included on the Company Dashboard in each of the descriptions of the boxes displaying accounting data from the profit and loss statement and the balance statement (left side of the window). In this way you can edit the Company Dashboard reports according to your own chart of account layout. Use the arrow in order to select which parts of the accounting reports you wish to edit.



How to edit the default layout

1. Click **New** in order to edit the default setup of the layout of accounts.
2. Click the arrow in list in order to add groups to the layout of accounts.

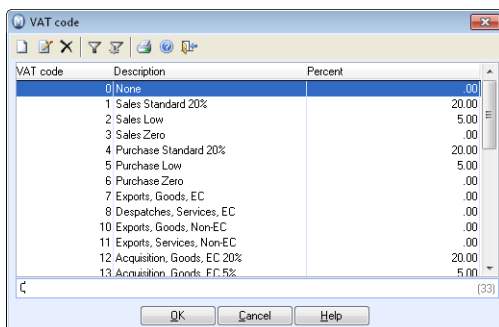


You have now edited the default setup of the layout of accounts and defined how the Company Dashboard on Mamut Online Desktop will retrieve accounting data from Mamut Business Software.

The VAT Code Register



The **VAT Register** is where you can find an overview of all of the VAT codes that are available in the program.



New: You cannot create your own VAT codes, only edit existing codes.



Edit: Changes an existing VAT code.



Delete: You cannot delete VAT codes.



Filter Off/On: Inactive for this window.



Filter Settings: Inactive for this window.



Print: Prints a list of all codes in the register.

Customer & Supplier Ledger Settings

The Customer & Supplier Ledger settings are a part of the accounting settings, available under **View - Settings - Accounting - Customer & Supplier Ledger**.

The program provides you with a number of options to simplify routines for managing receipts and payments. To adapt the program to your own company, select which functions to use and define settings for the selected modules.

Note! You can read more about payment management in the "Payment Management" section above.

The screenshot shows the 'Accounting Settings' window with the 'Customer & Supplier Ledger' tab selected. The 'Active accounting year' is set to 2010. The 'Accounting year' is also 2010. The 'Current period' is 1, and the 'No. of VAT periods' is 4. The 'First month of accounting year' is January. There is a checkbox for 'Allow long account numbers (more than four digits)' which is unchecked. Below these are five checkboxes, all of which are checked, each with a corresponding 'Settings' button to its right:

- ☒ Company sends payment reminders to its customers
- ☒ Company sends debt collection list or export files to debt collection company
- ☒ Company exports invoices to factoring company
- ☒ Company sends credit charges to customers who do not pay by the due date
- ☒ Company uses remittance (electronic payment)

Company sends payment reminders to its customers: Allows you to decide how many payment reminders the customer will receive before a debt collection notice is issued, the length of the payment term for payment reminders, etc.

Company sends debt collection list or export files to debt Collection Company: Lets you define settings for the number of days before debt collection is suggested, the minimum amount for payment demands, file format and information about the debt collection company you are using.

Company exports invoices to factoring company: Allows you to define settings for the export of factoring files, bank account numbers, information about your factoring company and more.

Company sends credit charges to customer who does not pay by the due date: Here you can decide the interest rate, minimum amount for credit charges, payment terms, print forms and fixed texts for both domestic and international customers.

Company uses remittance (electronic payment): Here you decide on the standard remittance type and settings for selected remittance formats.

Bank

Bank Reconciliation

By using Bank reconciliation you can check whether the bank statements cohere with entries posted in your accounts. This function will help you to find and mark entries in the Financials. The system will also calculate and compare the **Reconciled figure** with the **Closing balance** from the bank statement as you reconcile the entries.

Before you can use bank reconciliation module you must specify which accounts in the Chart of Accounts you wish to reconcile.

When you start the bank reconciliation, via **View - Accounting - Bank reconciliation**, a list of previous reconciliations will be displayed first. If you wish to see bank reconciliation for another account, you can select this from the drop-down list in the top right corner. You can also filter previous reconciliations should you need to.

The bank reconciliation can be approved when the non-reconciled amount is 0. You can only have one non-reconciled (open) reconciliation per account. The system will control this. If you try to create a new reconciliation on an account that already has an open reconciliation, you will be notified.



Click **New** within the Bank reconciliation window to create a new bank reconciliation. Read more below about how to reconcile an account.




Click **Edit** to edit a selected bank reconciliation. Note that you are only able to edit open (not approved) reconciliations.

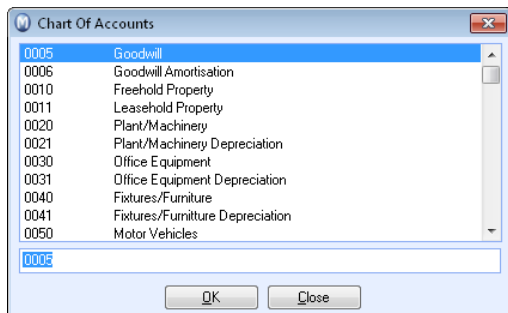


Click **Delete** to delete a reconciliation. You are only able to delete open reconciliations along with the last approved reconciliation for each account.

Please note that only the default bank accounts from the chart of accounts are available within the bank reconciliation module. If you wish to reconcile other accounts than those that are available by default, you need to define this within the chart of accounts for the actual accounts.

How you make an account available for bank reconciliation

1. Go to **View - Accounting - Chart of Accounts**.
2.  Click on the **List** button.




3. Select the account that you wish to reconcile (e.g. account 1210 **Bank deposit account**) and click **OK**.
4. Go to the **Advanced** tab and select **Bank Reconciliation**.
5. Click **Save** in order to save the new setting.



The account can now be selected in bank reconciliation.

How to reconcile your accounts


How to reconcile an account

1. Select **View - Accounting** and **Bank Reconciliation**.
2.  Click **New**.
3. Select the N/C you want to reconcile from the drop-down list.

The first time you create a bank reconciliation for an account, you will also be given the chance to enter the **Start date** for the account. This will result in all transactions with a journal date prior to the specified date, not being included within the bank reconciliation for this account. In addition, you can also enter the **Opening balance** for the account if you have not entered it correctly or completely previously. This will in principle be the opening balance on your statement that you wish to begin the reconciliation with, in other words, the closing balance from the previous statement. If, for example, you wish to start at 01.01.2011, then find the closing balance at 31.12.2010 and enter this as the opening balance.

4. Click **OK**.
5. Enter the **Date** for bank reconciliation, and in addition enter the **Reference** for the bank reconciliation. This field cannot be left blank.



The fields below **Previous Bank statement** will be filled out with data from the system. The fields will be empty if you have not made any previous reconciliations, or entered **Start date/Opening balance**.

6. Enter the **Closing balance** in the field for this. The balance is located on the bank statement.
If you have previously reconciled the account in the program, the system will include the new closing balance from the closing balance on the last bank reconciliation, so that the amount that shall be reconciled is shown under **Non-reconciled figure** in the bottom right of the window.
7.  Click **New** in the lower half of the window, to retrieve the various non-reconciled transactions for the selected account from the nominal ledger.
8. In the window that displays, you can mark transactions one by one, as you reconcile with the account printout, or click **Select all** to reconcile all of the transactions that are displayed within the list.
You can enter a date filter in the top of the window if you wish to display transactions with a journal date within a certain period.

Note! No automatically generated opening balance journal will be displayed within the list.



Tip! Click on the print icon in order to print out a list of the transactions, or click on the drop-down list beside this icon to export the entire list to Microsoft Excel®.

9. Click **OK** when you have selected the items you want reconciled. These will now be displayed within the main window.
If you are unable to reconcile all the items in this window you can click **OK**. The items that are reconciled will be saved and you can continue later with the other items.
 **Note!** If you have made a mistake, you can delete the item by clicking **Delete**. The item will then be collected along with the other non-reconciled journals next time you run the bank reconciliation.
10.  As you reconcile items, the items will be summarised under **Reconciled figure**, at the same time as the **Non-reconciled figure** is reduced. When the **Non-reconciled figure** is 0, the reconciliation can be approved. Click on **Approved** to do this.



Your selected accounts have now been reconciled.

When you approve the bank reconciliation, the closing balance will be transferred as the opening balance for the next bank reconciliation. You will be able to see this within the field Closing balance on the right hand side within Bank reconciliation. You can only have one not approved (open) reconciliation per account.



Tip! If you wish to look closer at a journal, you can select it and click **Go to journal** in order to open the journal in Financials.

User-defined File Formats

You can define your own file formats, which you can import into the journal entry for further processing. This might be useful if you save statements from your Internet bank as Excel-files, for example, and you would like to import the files to avoid having to register all of the transactions manually.



Before you can import files you need to define your own format. This is done in a wizard, which you initiate by clicking on the Search button next to the File type-field and then clicking on **New**. You then need to enter a **Name** for the file format and select the **File type** to be imported.

You also need to enter the settings for the file format you wish to be able to import.

Function

Remove unwanted characters: There may be characters in the import file that you do not wish to import. The most common example of this could be the character '. Text or descriptions in the file may often be given as e.g. 'xxxxxx'. By entering ' into the field here, this character will be removed during import.

Ignore (number of) start lines: Should you have lines at the top of the file that you do not want to include in the import, you can enter the number of lines to be removed. This might apply if the first line is a heading, for example.

All amounts to be divided by: By default this field will contain the number 1, but this may be overwritten. You may want to overwrite this number if the totals for some files are displayed without a decimal separator, i.e. 100.00 is shown as 10000. In this case you can select to divide by 100.

Separator: If you import character delimited files you can decide whether the separator character should be a **Tab**, **Zero/Null** or a **User-defined** character.

Column setup

Under the column setup heading you can enter the column number for the columns of the file you wish to import. You can enter the column number when using file type **Character delimited file** or **MS Excel**. For example, for column numbers in Excel, column A = 1, B = 2, C = 2 and so on. So if the Pay date in Excel is in column C, you would enter a '3' into the **Column** field.

For file types **Fixed column width** you need to enter the position for the start column 'From' to end column 'To'.



Note! Which fields are displayed depends on the file format you have selected. Not all fields are available for every file types.

Chapter 2: Product

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The functionality described in this chapter may be either partly or fully available within your program version. You will find a detailed overview of all of the functionality included in all Mamut products on our website at www.mamut.co.uk/functionality.

If you are unable to find the answer you are after within this chapter, you can refer to the More Information chapter where you will find tips on how you can get further help.

If you wish to order or receive more information regarding Mamut products, you can contact our sales department at sales@mamut.co.uk or by phone on 0207 153 0900.

The Product Module



For a company with thousands of products, hundreds of suppliers and numerous warehouses, it is crucial to have control of every aspect concerning product handling. For example, prices, suppliers, possible discounts, warehouse locations and stock. In the Product & Warehouse focus area you will find a complete overview of these components.

The screenshot shows the 'Product Register' window. At the top, there's a toolbar with various icons. Below it, the 'Product no.' is set to 1. The 'Product Name' field contains 'Chair'. To the right, there are dropdown menus for 'Product group' (Product group 1), 'Sub-group' (Subgroup 1), 'Output VAT' (Sales Low), and 'Input VAT' (Purchase Low). Below these, there are input fields for 'Delivery Time' (30 days), 'Product category' (Office), 'Unit' (Pieces), 'Weight' (15.000 Kilo), 'Volume' (0.000 m3), and 'Qty. per unit' (1). A tabbed interface at the bottom includes 'Price' (selected), 'Discount', 'Supplier', 'Product bundles', 'Variation', 'Product Information', 'Settings', and 'Miscellaneous'. Under the 'Price' tab, there are checkboxes for 'Product has no discounts' and 'No individual discounts for product'. Below this is a 'Quantity' section with a table. The table has columns: 'Quantity from', 'Discount in %', 'Fixed Price', 'Price', and 'To Date'. At the bottom of the window, there's a summary table with columns: 'Purch. Price', 'Cost price', 'Gross Profit', 'Sales Price', and 'Sales price incl. VAT'. The values are: 200.00, 200.00, 0.00, 200.00, and 210.00 respectively.

Quantity from	Discount in %	Fixed Price	Price	To Date

Purch. Price	Cost price	Gross Profit	Sales Price	Sales price incl. VAT
200.00	200.00	0.00	200.00	210.00

In the product register you enter all data about your company's products. This makes registration of orders and purchasing efficient, as the product information is imported from this module. From within the product register you are able to control the ways of using a product.

Methods of use and functions controlled from the Product Register

Below are some of the methods of use and functions that can be controlled from the Product Register. It is important to consider how the product will be used on creation as this will save additional work at a later stage.

Pricing/Discounts: A product can either have one price or several differentiated prices governed by date. By using a price calculator you are able to add a mark up to your product prices. You can specify expenses both as factor and percentages, and find out how the price will be influenced when for example the purchase price, expenses or the sales price change.

Warehouse: If your program function includes the warehouse function, you are able to enter your stock into the program. This includes functionality for stocktaking, multiple warehouse locations, serial number handling and best before dates along with consignments and product reservations.


Supplier/Purchasing: Suppliers usually have their own terms, prices and codes for the product you order from them. The product register contains options to help you keep track of pricing and conditions from several suppliers offering the same product.

Product bundles: If the company offers products containing several components, the product can be defined as a Product bundle. Imagine a company offering an office solution comprising two book shelves, one chair and a desk. The combined product will be defined as a product bundle. The chair, the desk and the book shelves are defined as components.

Product variation: If the company sells products that are offered in several variations, e.g. with different colours or sizes, these can be entered as variations of a product. Each variation can have its own price, warehouse handling, product information etc. This is controlled through the Variation settings. It is important that you specify variation settings before you create variations in the product register. When a product has variations, the product itself will be called a **main product**, for which you can no longer enter any transactions.

E-Commerce: If you have a licence for E-Commerce, you can sell your products on the Internet, retrieve the orders from there, and further process them within the Order/Invoice window. Your webshop will be directly connected to the **Product register** through the Website settings. You select whether the product will be for sale in your webshop as well as what product information will be displayed.

Intrastat: If you use Mamut Business Software for Intrastat statistics reports, enter the product's **Intrastat Code** under the **Miscellaneous** tab. Read more about Intrastat in the "Accounting" chapter.

Printouts:  The product information can be printed directly from the Product register as **product labels** and can be sent to the printer, e-mail, fax, transferred to Microsoft Office Word or to preview. If you have a Pdf printer you can transfer them to a file in Pdf-format.

Product name in several languages: One product can be displayed in multiple languages within printouts.

Other product options

For a company that sells many products it can be very time consuming to maintain the product register. The more fields you use to control your user settings for the products, the more maintenance is required. By using the Change value wizard you can update most fields for several products at a time, saving you a lot of time.

For those who have warehouse products, there is a **Stock taking** option within the **Warehouse** section.

Product settings


In addition to the options mentioned above, there are several general settings for each product. For example, settings for how the product is treated in terms of integration, purchasing, sales and warehouse. These are applied through the **Settings** tab within the Product Register.

Within the user settings for product you can decide what to display in the windows. You can also make a few selections that will simplify the registration process.


In the company settings, the user settings are controlled for all users. You also set what default values are to be applied every time someone creates a new product.

How to create a new product


How to create a new product

1. Go to **View - Product - Product Register**.
2.  Click **New** to create a new product or click the arrow next to the **New** button.
3. Select the type of product you want to create in the pop-up window.

Note! The window will not be displayed if you previously selected not to display it again. If you have chosen not to show the window, you can create a new product according to a registered template by clicking on the arrow beside the **New** button and selecting a template from the drop-down list.

4. Change the product number if you do not wish to use the suggested one. The change must be made before you save the product.
5. Enter the desired product name in the appropriate field.
6. Complete the fields relevant to the product.
7. Complete the relevant information for the product within the tabs in the lower section of the Product Register.
8.  Click **Save** in the toolbar at the top of the screen once you have registered all desired product information.

 *The product is being created.*

 **Tip!** All products are automatically numbered in a logical number series. These numbers can be overridden and can also be alphanumerical (contain both letters and numbers).

The Product Register

The screenshot shows the 'Product Register' window with the following data:

Field	Value
Product no.	A
Product Name	Desk
Delivery Time	20 days
Weight	0.000 Kilo
Volume	0.000 m3
Product category	Furniture
Unit	Pieces
Qty. per unit	1
Product group	Product group 1
Sub-group	Subgroup 1
Output VAT	Sales Standard 20%
Input VAT	Purchase Standard 20%

	Excluding VAT	Including VAT	
Purch. price	25.00	30.00	Changes in purchase price will affect
Expenses	0.00	0.00	Expenses
Cost price	25.00	30.00	Changes in cost price will affect
Gross Profit	0.00	0.00	Sales price, fixed mark up
Mark up % or factor	0.00	<input checked="" type="radio"/> % <input type="radio"/> Factor	Changes in sales price will affect
Sales price	25.00	30.00	Gross profit, fixed cost

Price Calculator: ☐ Show on external price list
☐ Override cost price in sales module

Purch. Price	Cost price	Gross Profit	Sales Price	Sales price incl. VAT
25.00	25.00	0.00	25.00	30.00

The **Product Register** consists of two sections, similar to that of the Contact register. The upper section contains general information about the product. The lower section consists of tabs with more detailed information about prices, discounts, suppliers and various stock values.

If there are fields or tabs that are not displayed, or which you do not want to be displayed, you can change this within the User settings for Product. You can specify which functions are available in the product register within Company Settings for Product. You will also find settings for integration with the webshop.

When you open the register for the first time, the **Customisation of functions** window will open. It is important that you select which functionality your business is using so that the Product Register can be adjusted according to your company's needs. These adjustments can also be made within the company settings, which you will find under **View - Settings - Company - Settings per Module - Product**.

Field Descriptions

Product No.: All products are automatically numbered in a logical number series. These numbers can be overridden and can also be alphanumeric (contain both letters and numbers). It is not possible to change the product numbers for those products that have already been created and are in use. Most other fields on a product card can be changed after they have been created. You can also use the **Updating a Selection of Products** wizard to change the same value for several products at the same time.

Product Name: Here, you enter a suitable name for the product. By clicking on the browse button to the right of the field you may also register the product name in other languages if you are planning to sell or buy the product abroad.

Delivery time: Register the expected delivery time here.

Weight: Register the weight here. Grams, kilos or tonnes can be selected from the pull-down list.

Volume: Register the product's volume here. You can choose between mm³, cm³, dm³ or m³.

Product category: Select your preferred category from the drop-down list. Product categories are also searchable. You can also remove, change or add categories in the **Properties Register**.

Unit: You can select the desired unit here. New values for unit can be registered in the Properties register.

Qty. per unit: Register the quantity per unit here.

Product group: Select the product group which the product is to belong to here. New product groups can be created in the Properties register.

Sub-group: Select the sub-group for the product here. There can be up to 4 levels of product groups and the number that can be displayed on the product card depends on the settings you have selected in **Company settings** for product in the **Default values** tab.

Output VAT: State the output VAT rate for the product.

Input VAT: State the input VAT rate for the product.

Editing or adding information in the Properties Register

You can remove, change or add categories, units, product categories, product groups and sub-groups in the **Properties Register**. You can right-click in the fields containing options from the Properties Register and select **Change in properties register**. This opens the Properties Register so that you can change or add new alternatives directly there.

You can also access the **Properties Register** by going to **View - Settings - Company - Properties Register**.

The Product List

The **Product list** is a list that shows all or a selection of products in the **Product register**. The Product list is used to select which products one wants to look more closely at or used when selecting products that are to be included in quotations, sales orders or purchases.

You can customise the product list to your needs in User settings for Product. The settings here will be common for the various modules in the system.

How do you change how the product list is sorted?

By default, the Product list is sorted by product number. You can easily change how the list is sorted by clicking on each column's heading. The list will then be sorted by the selected heading. The selected column is displayed in bold text.

How do you change which products are displayed in the list?

By default, **All products (not inactive)** will be displayed when the product list is opened. You can select which products you want to be displayed within the product list, from the pull-down list in the top right corner, and in this way limit the number of products displayed. For example, you can choose to only display Campaign products, Stock items, Product bundles, inactive products or a specific product group.



In the **User Settings for Product** you can select that the product list only display products linked to the supplier selected for that purchase, when opening the list from the Purchase module.



Tip! You can export a number of lists and tables to Excel via a right-click menu. You can create a filter for a list, then right-click - and have this selection exported to a report, which opens directly in Excel. Please note that the file is a temporary one. If you would like to keep the report, you will need to save it.

Product Register Tabs

Price




Under the **Price** tab in the Product register you define the product's sales price.


Depending on your settings defined in the company settings for products, you can track the price history for products and add several different prices determined by date. Additionally, you can add fixed prices in different currencies, if you have activated this via the company settings for products.


Note! If you don't activate these settings, you can only have one sales price. The **Price** tab will then be displayed in a more simple view, where you can directly calculate your sales price. Click **Price Calculator**, if you want to use the advanced options of the price calculator.

Product prices with price history

If you have activated the company setting for price history, each price is being displayed in a separate line. The actual price is in bold whereas historic and future prices are shown normally. Prices in different currencies are displayed in the **Sales price** and **Currency** columns below the respective price line.

Price	Discount	Warehouse	Supplier	Product bundles	Variation	Product Information	Webshop	Settings	Miscellaneous	
  	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Price From	Price To	Purch. Price	Expenses	Cost Price	GP	GM	Currency	Sales Price	Mark-up	Rec. Retai
11.04.2011 11:	:	50,00	10,00	60,00	20,00	25,00	GBP	80,00	0,00	80,00
							EUR	80,00		
							NOK	800,00		

 If you want to add a new price, click New. The price calculator will open. Here you can specify expenses, gross profit (both as factor and as percentage) and sales price, and discover how the price will be affected when, for example, the purchase price, expenses or sale price is changed. If a sales price has been defined before, the values will be inherited from the actual sales price.

 If you want to adjust an existing product price or if you want to add/adjust a fixed price in a different currency, select the price line and click Edit. The price calculator will open and help you to edit the price.

Tip! You can change a sales price directly in the company database currency and also in the different currencies by double clicking the respective price line.

Show on external price list: Select this option if you want the product to be displayed in the external price list. The list can be printed out for individual customers with specific discount information, etc.

Override cost price in sales module: Select this option if you want to be able to change the cost price on product lines in orders.

Surcharge: If you have activated **The company sells products with environmental tax or other special charges** in your company settings for products, this drop-down list will be displayed. Here you can add the product to a surcharge group.


Discount

You can offer discounts on each individual product based on various criteria defined in the **Discount** tab in the product register. The tab can be accessed via **View - Product - Product Register - Discount**.

Different Discount Types in the Discount Tab

Product has no discounts: Select this check box if you do not wish to associate the product with any discount. The option removes all discounts linked to the product, including discounts defined for the product group in the discount register. Read more about the discount register in the "Sales Follow-up" chapter in the introduction manual "Complete CRM, Sales Management and Web Solutions".


No individual discounts for product: Select this check box if it should not be possible to register an individual discount for this specific product. Please note that a discount will be applied for the product if you have defined a discount for the product group in the discount register.

 **Note!** You can overrule these settings in the **Sales/Invoicing** module by manually entering discounts directly on the order line. The discount entered here will overrule all other discounts. This is possible because of the discount hierarchy that is used in Mamut Business Software. Read more about discounts in the "Sales Follow-up" chapter in the introduction manual "Complete CRM, Sales Management and Web Solutions".

The Discount tab contains three additional tabs:

- Category
- Contact
- Quantity

Use these tabs to create different combinations of discounts.

 **Note!** You must first activate these discount types in the company settings for product. Read more in the "Product" chapter.

PriceDiscountWarehouseSupplierProduct InformationWebshopSettingsMiscellaneous

☐ Product has no discounts☐ No individual discounts for product

CategoryContactQuantity

Category	Discount in %	Fixed Price	Price	To Date
Customer	10.00	0.00	1 197.41	2010-12-31

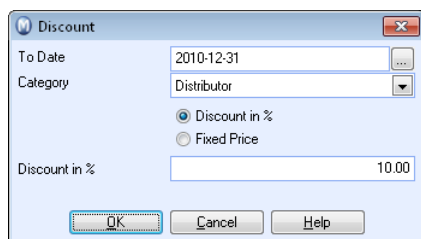
Purch. Price	Cost price	Gross Profit	Sales Price	Sales price incl. VAT	Stock	From Suppliers	To Customers	Available
629.00	649.00	681.45	1 330.45	1 563.28	5	0	0	5

Category

You can offer discounts to one or more customer categories. You can assign your contacts to different categories via the **Category** drop-down list in the contact management module.

How to Give Discounts to a Category of Customers

1. Select the **Category** tab and click **New**.



2. The **To Date** field lets you choose when the discount will expire. If you do not enter a date, the discount will be applied until you delete the discount line.
3. In the **Category** drop-down list, select the customer category that will receive the discount.

Tip! If you wish to enter a new discount for the same category, you must first delete the old discount for that category before you can register a new discount.

4. Select if you wish to offer the **Discount in %** or as a **Fixed Price** and enter the value.
5. Click **OK** to save the discount.



The settings will now be added as a separate line in the tab. You can now enter new discounts for other categories.



In the discount register, you can access a discount matrix where you can predefine discounts for various combinations of categories and product groups. Read more about the discount register in the "Sales Follow-up" chapter in the introduction manual "Complete CRM, Sales Management and Web Solutions".

Contact

You can also offer discounts to one or more individual contacts.

How to Give Discounts to a Contact

1. Select the **Contact** tab and click **New**.

2. The **To Date** field lets you choose when the discount will expire. If you do not enter a date, the discount will be applied until you delete the discount line.
3. In the **Contact** field, enter which customer will receive the discount. You can either enter the contact number directly into the field, or click the search button to the right of the field and select the contact from the contact list.

Tip! If you wish to enter a new discount for the same contact, you must first delete the old discount for that contact before you can register a new discount.

4. Select if you wish to offer the **Discount in %** or as a **Fixed Price** and enter the value.
5. Click **OK** to save the discount.



The settings will now be added as a separate line in the tab. You can now enter new discounts for other contacts.



Tip! You can define discounts for both categories and specific contacts. If the normal "distributor" discount is 15%, you can for example choose to give an extra discount to certain distributors. This is related to the structure of the discount hierarchy in Mamut Business Software. Read more about the discount hierarchy in the "Sales Follow-up" chapter in the introduction manual "Complete CRM, Sales Management and Web Solutions".

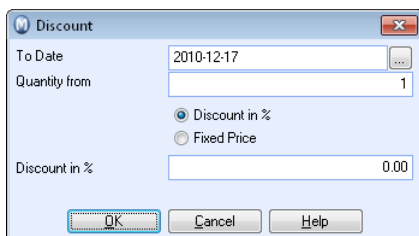
Quantity

You can offer quantity discounts on your products. Quantity discounts can either be offered in **Steps** or **From first number**. For example, if you select **Step**, you can decide to sell the first 500 units of a product with a 5% discount while the following 1000 units will be sold with a 7.5% discount.

If you select **From first number**, the same discount will apply to the entire order.

How to Give Quantity Discounts

1. Select the **Quantity** tab and click **New**.



2. The **To Date** field lets you choose when the discount will expire. If you do not enter a date, the discount will be applied until you delete the discount line.
3. In the **Quantity from** field, enter the quantity that will trigger the discount.

Tip! If you wish to enter a new discount for the same quantity, you must first delete the old discount before you can register a new discount.

4. Select if you wish to offer the **Discount in %** or as a **Fixed Price** and enter the value.
5. Click **OK** to save the discount.



The settings will now be added as a separate line in the tab. You can now enter new quantity discounts.



Note! If you use a **Fixed Price** when defining a discount for either category, contact or quantity, the system will by default select the lowest value of the **Fixed Price** in the discount register and **Sales Price** in the price calculator. You can override this from the company settings for product, so that the fixed price works as a mark-up.

If you have selected fixed price for any of the above-mentioned discounts, any other discounts will be added in addition to other discount types.

Warehouse

Warehouse is linked to the **Sales management** module. The stock will therefore increase/decrease in accordance with purchases and sales. The tab is only available if you have specified that your company keeps products in stock within the company settings.

The screenshot shows the 'Warehouse' tab in a software interface. At the top, there are several tabs: Price, Discount, Warehouse (selected), Supplier, Product bundles, Variation, Product Information, Webshop, Settings, and Miscellaneous. Below these, there's a section for 'Warehouse No.' with a dropdown menu showing 'Default warehouse'. A dropdown menu is open, listing actions: 'Go to warehouse (Shift + Ctrl +L)', 'Transfer of Goods', 'New stock movement' (highlighted), 'Assemble', and 'Disassemble'. Below this, there's a table with columns: customers, Available, Max, Min, Purc. level, and Purc. Number. The 'Available' column shows a value of 20. At the bottom, there's a summary section with fields for Fax, E-mail, Address, Telephone, and WWW. Below that, a table shows financial and stock data:

Purch. Price	Cost price	Gross Profit	Sales Price	Sales price incl. VAT	Stock	From Suppliers	To Customers	Available
50,00	50,00	50,00	100,00	120,00	20	0	0	20

The only items that can be edited directly within the columns are the **Max** and **Min** stock in the warehouse, as well as the **Purch. level** and **No. purchased**.

New: Create a warehouse link in order to sell the product from the warehouse you have selected. You are able to create a product link within the warehouse register in the warehouse module.

Delete: Deletes the warehouse link.

Go to warehouse: If you click this icon the information window of the selected warehouse opens.

▼ If you click the arrow next to the warehouse icon, you can in addition select the following functions from a drop-down list:

Transfer of goods: If you have several warehouses or locations, you can transfer stock to one of them.


New stock movement: You can create a new manual stock movement.

Assemble: After you have created a product bundle, you can assemble the bundle in the warehouse. This function is only active for the product bundle itself (check box **Product bundle with components** is ticked on the **Product bundles** tab). Whenever a product bundle is assembled, a stock movement in the category "Assembly" is created for each component used in the assembly.

Disassemble: Here you can disassemble a product bundle in the warehouse. This function is only active if the check box **Product bundle with components** is ticked in the **Product bundles** tab.

Update stock: If the product is a stocked item, you should make sure that the **Update stock** box is ticked.

Def. w.house: The products default/predefined warehouse.


 **Tip!** The user can select default warehouse for all products in the user settings for product.

Supplier

Suppliers usually have their own terms of trade, prices and codes for products you order from them. By linking a product to the supplier(s) you purchase the product from, you are able to register this information, together with supplementary information for the product.

Please note that the purchase price from the default supplier can affect the purchase price you register under the Price tab. When updating the default supplier's purchase price, you must choose whether or not you want to update the corresponding price within the Price calculator.


It will be possible to use the information registered in the **Supplier** tab when purchasing from relevant suppliers. If the product is linked to a supplier, you can click the button **Purchase this product** in order to create a purchase order. If an unprocessed purchase order already exists for this supplier, you can choose to add the purchase to the existing order. If you do not wish to add the order, or if there are no existing order, you can create a new purchase order.

 **Tip!** When the product has already been included in the purchase order, the number of this product purchased will automatically be increased by 1.

You can find out more about Supplier links in the Purchase Module section of the "Financials, Logistics and Human Resources" manual.

Product Bundles

If the company offers products consisting of several components, such a product can be defined as a **Product bundle**. One can, for example, envision a company that offers an office solution comprising two bookshelves, a chair and a desk. In this case, the whole product can be defined as one product bundle. The bookshelves, chair and desk are defined as components.

 **Tip!** You can also use product bundles as templates. Just create a bundle for product combinations which you often use. You can then enter the bundle into the order and extract it, instead of adding each product one by one. In addition, you can use this functionality when different VAT handling on component level is required.

In this tab you select whether the product is the product bundle itself or whether it is a component that is included within a product bundle. Please note that services can also form part of product bundles.

Price	Discount	Warehouse	Supplier	Product bundles	Variation	Product Information	Webshop	Settings	Miscellaneous																				
<input type="checkbox"/> Component is part of a product bundle <input checked="" type="checkbox"/> Product bundle which has components				Order/quotation layout: Simplified overview Invoice layout: Simplified overview Purchase setup: Simplified overview	Warehouse update, sale: Update components Warehouse update, purchase: Update components Price regulation: Update cost and sales price																								
<div> </div> <table border="1"> <thead> <tr> <th>Product no.</th> <th>Product Name</th> <th>No. of Units</th> <th>Purch. Price</th> <th>Tot. Purchase Price</th> </tr> </thead> <tbody> <tr> <td>100004</td> <td>Chair, AVANT S11</td> <td>1</td> <td>74.00</td> <td>74.00</td> </tr> <tr> <td>100021</td> <td>Shelf, AKKO SPACE</td> <td>4</td> <td>257.00</td> <td>1028.00</td> </tr> <tr> <td>100033</td> <td>Table Top, KORO</td> <td>1</td> <td>20.02</td> <td>20.02</td> </tr> </tbody> </table>										Product no.	Product Name	No. of Units	Purch. Price	Tot. Purchase Price	100004	Chair, AVANT S11	1	74.00	74.00	100021	Shelf, AKKO SPACE	4	257.00	1028.00	100033	Table Top, KORO	1	20.02	20.02
Product no.	Product Name	No. of Units	Purch. Price	Tot. Purchase Price																									
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100021	Shelf, AKKO SPACE	4	257.00	1028.00																									
100033	Table Top, KORO	1	20.02	20.02																									
<table border="1"> <thead> <tr> <th>Purch. Price</th> <th>Cost price</th> <th>Gross Profit</th> <th>Sales Price</th> <th>Sales price incl. VAT</th> <th>Stock</th> <th>From Suppliers</th> <th>To Customers</th> <th>Available</th> </tr> </thead> <tbody> <tr> <td>1,122.02</td> <td>1,178.01</td> <td>1,767.01</td> <td>2,945.02</td> <td>3,460.40</td> <td>0</td> <td>0</td> <td>0</td> <td>0</td> </tr> </tbody> </table>										Purch. Price	Cost price	Gross Profit	Sales Price	Sales price incl. VAT	Stock	From Suppliers	To Customers	Available	1,122.02	1,178.01	1,767.01	2,945.02	3,460.40	0	0	0	0		
Purch. Price	Cost price	Gross Profit	Sales Price	Sales price incl. VAT	Stock	From Suppliers	To Customers	Available																					
1,122.02	1,178.01	1,767.01	2,945.02	3,460.40	0	0	0	0																					

Component is part of a product bundle: Select this check-box, if the product is a component of a product bundle.

Product bundle which has components: Select this check-box, if the product is the product bundle itself. A list opens, from which you can select the single components for the product bundle. Only products with activated **Component is part of a product bundle** are shown in this list.

Order/quotation layout, Invoice layout and Purchase setup: Here you can specify the settings for how the product bundle should be displayed in sales, on invoices and in purchase orders. Choose **Do not show components**, if the single components shall not be included.

Warehouse update, sale and Warehouse update purchase: Choose **Update components**, if warehouse transactions will update the components of the product bundle. Choose **Update main product**, if you want the warehouse transaction to affect the product bundle itself. In this case you have to assemble the product bundle before you sell it.

Price regulation: Choose how the price regulation will work: **Update cost price** regulates the product bundle's cost price in relation to changes in the price for components. **Update cost price and sales price** adjusts the product bundle's sales price in relation to changes in the price for components.

New: Click here, if you want to add a new component to a product bundle.


Edit: Click here, if you want to edit the amount of a selected component.

Delete: Click here, if you want to delete a component from a bundle. You are not able to delete components in product bundles with stock in warehouse. If the product bundle is assembled, it must be disassembled before you are able to make changes.

Variation


If your company sells products that are delivered in several variations, for example in different colours or sizes, these can be registered as variations of a product. Each variation can have its own price, warehouse handling, product information, etc. This is managed through the Variation settings. It is important that you specify settings for variations before you create variations in the product register.


Each individual variation will have a specific product number. You can select whether or not to display the main product or the variation's product number when invoicing and making purchases.


 **Note!** When a product contains different variations you are no longer able to enter transactions for the main product.


Default variation: Here, you can select which variation is to act as the default when a customer in the webshop selects to view detailed information about the product.

 **New:** Creates a variation for the product.

 **Edit:** This opens the variation card, which gives an overview of all product information for the variation of the main product. The variable fields will be editable according to the Variation settings. If they are not editable, they will appear grey to indicate that they cannot be changed.

 **Duplicate variation:** Creates a new variation based on the variation product you highlighted in the list.

 **Variation matrix:** This full functionality is only available if the main product is linked to at least one variation attribute, and if the setting for **Allow duplicate attributes** has not been selected within the section for Variation Settings of the main product.

 **Tip!** There is no field for 'supplier's product number' within the variations. If your supplier uses version handling and needs a unique product number per variation, then you should be particularly careful when you enter the default supplier's product numbers as product numbers for the variations once they have been created.

Product Information

Under the **Product information** tab you can enter **Product information**, **Sales information**, **Technical information**, information about **Support** and **Production**, and **Other** information. The **Product information** tab consists of two notes fields that can be used as information fields for the product. You can enter several types of information, as described above, and view two types at the same time.

The information from this tab can be entered into sales orders at a later time. Enable this by checking the check box **Automatically transfer product information to product lines in sales order**.

Webshop

Your webshop is directly linked to the **Product register** through the **Webshop**. Here you select whether a product will be available for sale within your webshop and what product information will be displayed.

Read more about making a product available for sale in the webshop in the chapter "E-Commerce" in the introduction manual "Complete CRM, Sales Management and Web Solutions".

ActiveWebsite	Last updated
<input checked="" type="checkbox"/> Default information	2011-01-28 10:44
<input checked="" type="checkbox"/> Office Furniture	


Product Information in the Webshop

Should be available for sale on one or more websites: If you wish to sell a product within your webshop you must check this box in order to make the product available within the **Items in your Webshop** list, under **Product Selection**.

Warehouse Information: From the **Warehouse Info.** drop-down list, you can select if you want to display the products' stock levels within the webshop or if you want to display other types of information. If you select "Description" from the drop-down list, you will be able to enter a description in the text field.

Description: If you select "Description" from the Warehouse Information drop-down list (see above), you will be able to enter your own warehouse information text in the field below.

Show graphics: Displays symbols in the webshop signifying different stock levels such as In stock, On order, Out of stock. You can select which symbols to use in the **Website Settings** in the **Settings Webshop** tab.

**Tip!** In the company settings for product, in the **Default Values** tab, you can define **Show graphics** as activated by default for all new products.

Website List

Default Information: At the top of the website list, default information is displayed. Default information is not a website; however it gives you the possibility of registering the product's default web settings. By clicking the button **Duplicate the webshop for product**, you are

able to copy the webshop to other websites at a later point in time. This feature can be used if you wish to prepare your products for sale in the webshop prior to creating and editing the website.



Website Settings for Product: Opens the window **Website Settings for Product** window, where you are able to insert a product image as well as a product description. Read more in the chapter "E-Commerce" in the introduction manual "Complete CRM, Sales Management and Web Solutions".



Note! If you have a licence for several websites, you can vary the website settings for a product on the websites.



Duplicate the webshop for product: This button allows you to duplicate the website settings defined for a product and apply them to other websites, if applicable.

Active: Within the **Active** column, you are able to check the websites that the product will be available on. You can check the box when the website has been registered. If you want to delete a product from a webshop, un-check the relevant boxes within the **Active** column. You need to update the website in order to remove the product from the webshop.

Last updated: Displays the time of the last update for the webshop.

Website Settings for Product

Read more about website settings for product in the chapter "E-Commerce" in the introduction manual "Complete CRM, Sales Management and Web Solutions".

Settings

You can specify settings for the way each product is to be processed in relation to integration, purchasing, sales and warehouse. You can for example, specify that the product is a stock item, resource or service, and specify how the product should be expensed and which accounts should be used for stock value, product costs and sales income. If you track products, select the settings for this here.



Tip! You can change the values below for a selection of products simultaneously by using the tool **Updating a selection of products**.

Settings for processing products in other modules

Stock items: Warehouse transactions for purchases and sales are only registered for stock items. This field gives you the opportunity to define more sophisticated filters when printing reports and does not affect the way in which the product cost is posted. The settings for expensing product costs can be found in the **Warehouse** tab.

Resource: Resources can be linked to an **Activity**, e.g. meeting rooms, projectors and such.

Work/Services: If you have products that are forms of work or services you may select this option. This setting can be used for example for statistics.

Campaign product: If you have products that are campaign products you can select this option. This field is for your own information.

Commission: Select this option if you would like to calculate your salesmen's pay registration. If the item should not be included in commission calculations, you need to de-select it.

Settings for product tracking

The settings are only displayed if you have activated the functions serial number, consignment number and/or best before date in the company settings for the product module.

These settings affect warehouse transactions performed within the program.

Serial number: Select this option if you wish to make it mandatory to state a serial number for transactions into and out of the warehouse.

Consignment number: Select this option if you want to make a consignment number mandatory for transactions in and out of the warehouse.

Best before date: Select this option if you want to make it mandatory to state best before dates for transactions in and out of the warehouse.

Settings for posting

Here you can specify how a product's costs should be expensed. If you selected the **Individual rule for updating stock value in the accounts** option under the **Price Processing** tab of the company settings for product, you can choose to update your accounts at two different stages/with two different methods. This only applies to products that update their stock value (stock items).

You can select the accounts that apply to the product from the **Balance sheet account for stock value**, **Account for stock change** and **Cost account for product cost** drop-down lists. This can be of use if you would like these accounts to override the settings made on Control accounts level.

You can also specify the **Sales accounts** you want for the product here. If the fields are empty, default accounts will be used.



Tip! You can change the Sales accounts per **Product group** in the Properties register. To do so can make it easier to maintain the sales accounts for a product group as one. However, if you have entered a sales account directly on the product card, it will override all other settings.

Miscellaneous

In product register, under the **Miscellaneous** tab, you can register product information such as **EAN code**, **Commodity code** as well as **Project** and **Departments** that are relevant cost centres for accounting and trading with the product.

The industry's product number: This field can be used where the existing product number is the same within the industry. The field cannot replace the product number, but with a keyboard entry or an input on offer, order, invoice and purchase, you can enter the number instead of the normal product number. You can use up to 20 characters. You can have multiple occurrences of a similar industry product number. A list of the keyboard entries of the number in offer, order and invoice will be displayed. You can make the selection on industry number within the selection window for **Product list** and **Stock taking**, as well as within the **Advanced selection**.

WWW: For access to additional information about a product, it is possible to refer to an Internet site. Enter the Internet address in the **WWW** field. Open the address in a browser by clicking the button to the right of the field.

Picture: You can insert a reference to a picture of a product. By clicking on the button with three dots, you can leaf through to the picture file.

Picture 2: Reference to an alternative picture, for example if you have one picture locally and one on a network resource.

Document: You can enter a reference to a document. By clicking on the button with three dots, you can leaf through to the document file.



Tip! If you are working in a multiuser environment, you should save images and documents to a file path which can be accessed by all users in the network, if you want other users to be able to access the files.

Price	Discount	Warehouse	Supplier	Product bundles	Variation	Product Information	Webshop	Settings	Miscellaneous
EAN code		5002121505810502020				Project		NUTRA real estate	
Commodity code		255				Department		Logistics	
The industry's product no.		0123456789				Inactive		No	
WWW		www.mamut.com							
Picture		C:\USERS\ANDERSB\PICTURE\...							
Picture 2									
Document		C:\USERS\PUBLIC\DOCUMENT\...							
Intrastat Code		7373766767							

EAN code: Here you can enter the products bar code. Several standards such as EAN, UPC, ISSN and ISBN are supported. You will be informed as to whether the entry fulfils the standard criteria.

Intrastat Code: If the product is relevant for Intrastat reporting, enter the product's Intrastat code here.

Project: If you choose a project on a sales order before the products are entered, the superior project becomes applicable for all product lines.

Inactive: It is not possible to delete a product that has been used in other components of the system; however you can decide to set the product as inactive here. To do so, select **Yes**. If the product is a component in a product bundle, you can set it inactive and additionally select a replacement product for the related product bundles. A prerequisite however, is that product bundles with **Warehouse update, sales** set to **Update main product** must not have stock. Otherwise you would have to disassemble the product bundle.

Product Status



Product status provides an overview of the current and previous year's sales and purchases in numbers, as well as the total turnover. You can open this window by clicking the **Product status** button.

All figures are given in relation to budget (Sales budget), in addition to the current stock in terms of quantity and stock value. You also have access to all invoice lines and purchase orders that have been set up for the product, as well as a list of all customers and suppliers who have participated in the transactions. You can open these lists using the buttons at the bottom of the window.

Product Settings

User Settings for Product

Each individual user can modify the product register for individual use within User settings. The settings will only apply to the actual user.

The user settings can be accessed via **View - Settings - User - Settings per Module - Product**.

Default Setup

This tab allows you to modify the **Product register** for your own use. You can choose between three predefined setups.

Basic: Simplifies the screen and displays only mandatory fields.

Normal: Displays default fields and functionality.

Advanced: Displays all available fields and more functionality.

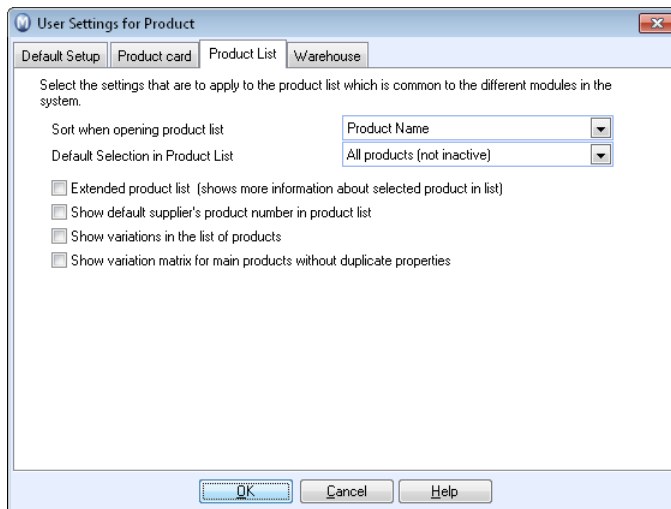
Click on the relevant button to choose the setup. In the **Product card** you will see the result of your selection.

Product card

This tab allows you to manually set precisely which fields and tabs you want to be displayed in the Product register. Note that the default setup changes these settings.

Product list

You can access the **Product list** from the Product register, Sales and Invoicing and Purchase modules. Here you can specify the settings you want regarding sorting and selection when the product list is opened. The settings will apply to all modules in which the product list is available.



Sorting when opening product list: Select whether the product list should be sorted by product number or product name.

Default selection in product list: State the product selection you want displayed by default when the product list is opened.

Extended product list: Select this if you want information about the product's price, stock, gross profit (GP), gross margin (GM), etc.

Show default supplier's product number in product list: Select this if you want to see the default supplier's product number in addition to your own product number in the product list.

Show variations in the list of products: This selection shows all variations of a product and not just the main products within the product list. You must activate the variation matrix in order to select the variations in Sales/Purchasing and sales orders.


Show variation matrix for main products without duplicate properties: This option opens a screen when entering the product with variations. The variation matrix gives you an overview of available product variations, warehouse status, stock etc.

Warehouse

The tab is only available if you have defined that your company keeps products in stock, within the product company settings.

Default warehouse: If you maintain several warehouses you can define which one should be the default for your user. When creating new stock products, the default warehouse will be suggested automatically.

When you enter products into a quotation, order or purchase; the program will check if the products are linked to your default warehouse. If they are not linked to the default warehouse, you will be asked if you still want to use the products.

 **Tip!** You can choose not to display the above-mentioned prompt again when executing the specific action. This setting is discarded the next time you close the active window - the quotation, order/invoice or purchase windows.

Default Stock location: Only available if you have defined that the company uses the stock location in the product user settings. Choose between the available locations registered under the current **Default warehouse**.

 **Note!** If you have selected a **Default Stock location** which is not associated with the product, it will be deselected.

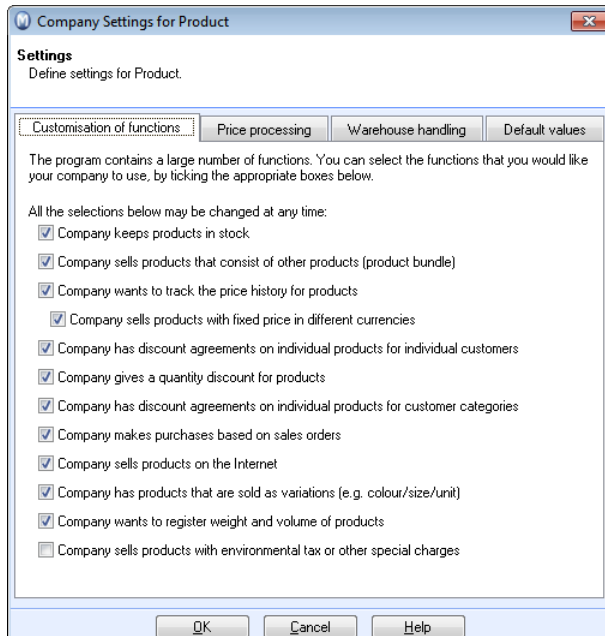
Company Settings for Product



In the company settings for product, you are able to define the settings for the functions your company wants to use, as well as manage price processing and warehouse handling.

The company settings can be accessed via **View - Settings - Company - Settings per Module - Product**.

Customisation of Functions



Company Settings for Product

Settings
Define settings for Product.

Customisation of functions | Price processing | Warehouse handling | Default values

The program contains a large number of functions. You can select the functions that you would like your company to use, by ticking the appropriate boxes below.

All the selections below may be changed at any time:

- ☒ Company keeps products in stock
- ☒ Company sells products that consist of other products (product bundle)
- ☒ Company wants to track the price history for products
- ☒ Company sells products with fixed price in different currencies
- ☒ Company has discount agreements on individual products for individual customers
- ☒ Company gives a quantity discount for products
- ☒ Company has discount agreements on individual products for customer categories
- ☒ Company makes purchases based on sales orders
- ☒ Company sells products on the Internet
- ☒ Company has products that are sold as variations (e.g. colour/size/unit)
- ☒ Company wants to register weight and volume of products
- ☐ Company sells products with environmental tax or other special charges

OK Cancel Help

Here you specify which functions will be available to your company. The modification provides the product register with a better overview and is tailored for your use.

Company keeps products in stock: Select this if you want to use the warehouse function in the product register.

Company sells products that consist of other products (product bundle): Select this if you want to use product bundles.

Company wants to track the price history for products: With this function the Price in the product register will display historic prices. You can register prices on your products for a certain time period, e.g. for a sales campaign.

Company sells products with fixed prices in different currencies: This function gives you the possibility to create fixed product sales prices in different currencies. These sales prices are set individually for a special product and are independent from the exchange rate defined in the Currency Register. This function is only available if the setting **Company wants to track the price history for products** has also been activated.

Company has discount agreements on individual products for individual customers: Select this if you want to be able to give your customers individual discounts on individual products. By checking this box, the **Contact** tab in the **Discount** tab, within the product register is activated. You can override the setting for each individual product by selecting **No individual discounts for product**.

Company gives a quantity discount for products: Must be selected in order to specify quantity discounts for your products. Checking the box activates the **Quantity** tab, within the **Discount** tab in the product register.

Company has discount agreements on individual products for customer categories: Select this if you want to be able to give specific customer categories discounts on individual products. Checking the box activates the **Category** tab in the **Discount** tab in the product register.

Company makes purchase based on sales order: Select this if you want to be able to create purchases of products from sales orders.

Company sells products on the Internet: Select this if you want to be able to sell your products on the Internet.

Company has products that are sold as variations (e.g. colour/size/unit): Select this if you sell product variants.

Company wants to register weight and volume of products: Select this if these are values you want to register for your products.

Price Processing

Company Settings for Product

Settings
Define settings for Product.

Customisation of functions | **Price processing** | Warehouse handling | Default values

Basis for cost price: Product Register

No. of decimals: Two decimals

Discounts for products sold via Webshop: 0,00 %

☐ Fixed price discount also applies as mark-up

Expenses

- ☒ Purchase cost to include freight and forwarding from the supplier's invoice
- ☐ Purchase cost to include costs entered for freight and duty invoices
- ☒ Use project and department from sales order, if 'Expense product when goods are taken out of the warehouse' is chosen under Type

Update

- ☒ Update purchase price and cost on product card when entering purchase
- ☒ Only update purchase price and cost when the purchase supplier is the default supplier

Accounts update of stock value

Type: Expense product when goods are taken out of the warehouse

- ☐ Basis for entering stock value in balance sheet is to include purchase costs (in addition to purchase price)
- ☐ Use both types of Accounts update of stock value

Surcharge

OK Cancel Help

Basis for cost price: Here you can define the basis for calculation of cost price when creating a quotation order/invoice.

Product Register: Select this option if you want to base the sales and invoicing cost price on the **Cost Price** field in the product register.

Purchase Price: Select this option if you want the system to base the sales and invoicing cost price on actual, registered stock movements. If there are no registered stock movements, the data will be fetched from non-delivered purchases. If there are no non-delivered purchases available, the data will be fetched from the **Purchase Price** field in the **Price** tab in the product register.

If you select **Purchase Price**, the option **The cost price should include 'Expenses' from the Product card in addition to the Purchase Price** will be activated in the **Price/Discount** tab in the company settings for **Sales/Invoicing**. Here you can define if you want the calculated cost to include the **Expenses** field in the product card.

No. of decimals: Select whether product prices should have 2 or 4 decimals. The choice you make will affect the product card, the price calculator, the discount tab and the "Supplier" tab in the product register.

Discount for products via the Webshop: If you want to give a general discount on products ordered in the Webshop, enter the discount percent here.

Fixed price discount also applies as mark-up: The setting applies if you are using **Fixed price** for products in the **Discount** tab in the product register. The system will, by default, suggest the lowest price of the **Fixed price** in the discount register and **Sales price** in the

price calculator. If you select this option, **Fixed price** will be used even if the fixed price is higher than the **Sales price**, and will therefore act as a mark-up.

EXPENSES:

Purchase cost to include freight and forwarding from the suppliers invoice: Select whether freight and forwarding costs should be included in the purchase cost.

Purchase cost to include costs entered for freight and duty invoices: Select whether duty and forwarding should be included in the purchase cost.

Use project and department from sales order, if 'Expense product when goods are taken out of the warehouse' is chosen under Type: If your company expenses products when goods are taken out of the warehouse, you can define that the project and/or department from the sales order will be used for the journal entry. If this setting is not activated, the project and department from the purchase order will be used.

UPDATE:

Update purchase price and cost on product card when entering purchase: This will be updated if you change the prices on the product lines in the window for Receive/Return.

Only update the products for which the purchase supplier is the default supplier: Select this if you do not want the setting to apply to suppliers other than the default supplier.

ACCOUNTS UPDATE OF STOCK VALUE:

Expense on purchase: If you select this alternative stock changes will not lead to automatic journal entry. The product cost will be posted when you post the supplier invoice from the purchase.

Expense product when goods are taken out of the warehouse: Posting for all products will take place at the time of sale. Other stock movements will be posted so that the amount in stock changes.

Individual rule for updating stock value in the accounts: If you select this alternative you will be shown a setting in the Product register under the Settings tab, which allows you to decide per product, whether its stock value should be posted and updated, or whether it should be accounted for at the time of posting the supplier invoice.

Basis for entering stock value in balance sheet: Select this if you want the purchase price on the sales order line to include purchase costs when entering the stock value for products within the balance sheet. This will appear in the stock value report and within the Warehouse module.

Use both types of Accounts update of stock value: Select whether adjustments should be displayed in both the profit and loss and balance accounts. Two extra journal lines will be posted on the receipt and delivery of goods.

Surcharges: Read more about surcharges in the introduction manual "Complete CRM, Sales Management and Web Solutions".

Warehouse handling

Company Settings for Product

Settings
Define settings for Product.

Customisation of functions | Price processing | **Warehouse handling** | Default values

Update stock: When printing invoice

Principle for updating warehouse: FIFO

Number of decimals for warehouse unit: 0

☒ The company uses stock locations
☒ Company stores the same product in several locations in the same warehouse

☒ Company stocks products with consignment numbers
☒ Company stocks products with a best before date
☒ Company stocks products with serial numbers
☐ Serial/Consignment/Best before numbers must be picked manually

☐ Print pick list when registering delivery of goods
 Total: 1

☒ Print delivery note when registering delivery of goods
 Total: 1

☐ Print receipt for delivery when recording Receive/Return
 Total: 1

OK Cancel Help

Update stock: Choose whether warehouse updates should occur through printing of an invoice, packing list or pick list.

Principle of updating warehouse: Specify whether you want to use FIFO (First In First Out) or LIFO (Last In First Out) here. Please note that products with expiry dates are picked in relation to date. The earliest date is picked first, regardless of the warehouse handling method.

Number of decimals for warehouse unit: You can display stock with up to 3 decimals if you wish to. Selecting several decimals here will also allow you to sell products that are less than an entire unit via the webshop. To activate this feature for a product, you must select this in the **Webshop** tab in the product card.

Company stores the same product in several locations in the same warehouse: Select this if you have warehouses with several locations and want to enter these in the program. You should also select this if Company stores the same product in several locations within the same warehouse.

The company stocks products with consignment numbers: Select this if you want to be able to set whether products require consignment numbers for product transactions. This setting will then be available under the Settings tab for the product.

The company stocks products with a best before date: Select this is you want to be able to set whether a best before date is required for product transactions. This setting will then be available under the Settings tab for the product.

The company stocks products with serial numbers: Select this if you want to be able to set whether a serial number is required for product transactions. This setting will then be available under the Settings tab for the product.

Serial number must be picked manually: Select this if you want to be able to select a serial number for outgoing product transactions.

Print pick list when registering delivery of goods: Select this if you want a pick list to be printed out when registering delivery of goods. You can also specify the number of printouts you want.

Print delivery note when registering delivery of goods: This selection means that a delivery note is printed out when registering Receive/Return. At negative Receive/Return/crediting purchases a Return note is printed.

Print receipt for delivery when recording Receive/Return: A receipt of delivery is printed on Receive/Return. For negative Receive/Return/Crediting a purchase a return note is printed.

Default values

The screenshot shows a window titled "Company Settings for Product" with a close button in the top right. Below the title bar is a "Settings" section with the text "Define settings for Product." There are four tabs: "Customisation of functions", "Price processing", "Warehouse handling", and "Default values" (which is selected). Under the "Default values" tab, there is a section "Default values for new products" with several dropdown menus: "Default product template" (set to "Blank product"), "Output VAT" (set to "Sales Standard"), "Input VAT" (set to "Purchase Standard"), "Product group" (set to "Tables"), "Language if missing description" (set to "English"), and "Price Calculator" (with a button "..."). Below this is a button "Default settings for products with variations". Another section "Field descriptions" contains text boxes for "Unit", "Qty. per unit", "Volume", and "Weight", and dropdown menus for "Number of product group levels" (set to "2") and "Display stock levels in Webshop" (set to "Do not show stock level"). There is also an unchecked checkbox "Show graphics". At the bottom are "OK", "Cancel", and "Help" buttons.

Here you can enter the default values you want to be automatically assigned to new products created. If you want to change the labels of any of the fields in the product register you can do so here.

Default product template: Click the button in order to define what type of product should be created by default when registering new products in the product register.

Output and Input VAT: Here you specify the default VAT rates for the new products being created. This can be overridden on the product card.

Language if missing description: If you are going to enter the product name in several languages you can set the default language if new products are missing descriptions.

The Price calculator: Is used when you want to calculate the sales price for a product. The default values determine how the price calculator will update the various price fields.

Standard settings for products with variations: These settings generally apply to all products that have variations. This will considerably simplify the process of creating a new main product with variations, especially if you have many different products that are being sold with the same variation properties. You can override the default settings for every main product under **Variation settings** in the **Variations** tab. Read more about product variations in the introduction manual "Financials, Logistics and Human Resources".

Field descriptions: The field descriptions can be modified for the products you sell and are common to the entire product register. You can change the field names for Unit, Qty. per unit, Volume and Weight.

Number of product group levels: Here you define the number of product group levels. You can adjust from 1 - 4.

Display stock levels in webshop: The stock levels can be displayed according to different principles in the webshop. You can also **Show graphics** which represents stock levels. Read more about this in the chapter "E-Commerce" in the introduction manual "Complete CRM, Sales Management and Web Solutions".

Organising and Managing Products

Generally, it may prove beneficial to separate products into the divisions the system requires in terms of whether a product is a stock item, product bundle, work/service or none of these.

This segmentation is often used very differently from company to company. To divide products, you can use the Product category, Product group and any connected Sub-groups.

The Product category and product group are set up and edited in the Properties register. You can find this register by going to **View - Settings - Company - Properties register**.



Change in the Properties register! You can right-click the field containing the alternatives for selection extracted from the Properties register. This will bring up the option **Change in properties register** and will open the Properties register so that you can edit or add alternatives directly into the register.

Example: In the Order registration window under the **Text** tab. Right-click into the field beside **Select text** and click on **Change in properties register**.

Product category

You can select a product category for the product, from the drop-down list in the upper part of the product card. The product category is often used for a basic segmentation. For example a business selling plumbing services, might set up categories for hours, materials, travel time, sub-contractors and more.

The division into product categories has no effect on the Accounting module.

When printing a report, you can also create a filter for product category if required. You cannot assign discounts per product category but you can adjust prices for an entire category in one, possibly combined with other criteria. This is done with the help of the **Price adjustment** function.

Product categories are set up and edited in the Properties register. You can access this by going to **View - Settings - Company settings - Properties register**.

Product group

You can select a product group for the product, from the drop-down in the top-right of the upper part of the product card.

Product groups may be used according to a company's needs for a more detailed segmentation of their products. A company selling plumbing services, for example, might want to further segment their product category 'hours' into preliminary planning, completed work, travel time and more.

Dividing products by product group can have an effect on the Accounting module if you so wish. A product group can be directed to a specific sales account in the ledger, for example.

When printing a report, you can create a filter for product group when required, and you can also combine the filter with other criteria. It is possible to offer your customers different discounts based on the different product groups. You can also adjust prices for an entire product group in one, possibly combined with other criteria. This is done with the help of the **Price adjustment** function.

In the company settings for **Product** you can decide which product group should be displayed as the default entry in the product card when creating a new product, if this is helpful to you.

Sub-group

A product group can have several sub-groups. These, too, can be set up in the Properties register. Each product group can be edited so that you are able to add sub-groups to them.

The module settings for Product allow you to decide how many product group levels you would like to use. The maximum number of levels available is 4. If selecting the maximum, the product card would then display a field for product group as well as three sub-group fields.

Sub-groups have no effect on accounting processes. It is only for the top level (product group) that you can assign the sales accounts for product groups.

You cannot assign discounts per sub-group either. However, you can create a filter for the sub-group so that you are for example able to change the price for all products in a specific sub-group with the help of the **Price adjustment** function.

How to set up a sub-group

1. Open the **Properties register**, for example by right-clicking into the **Product group** field in the product card and choosing **Change in properties register**.
2. Highlight the product group you want to create a sub-group for.
3. Click **Edit**.
4. Activate (click into) the big field in the window and click **Edit**.
5. Enter a name for the sub-group in the smaller text box up top.
6. Click on **Previous**. Check that the sub-group has been added to the larger bottom window.
7. Click **Previous** and **OK**.



The sub-group is now available for selection.

If you would like to add more sub-groups you can do so directly after step 6 in the instructions above.

If you would like to add a sub-group to a sub-group you can do so by clicking on **New** under step 5 in the instructions above.

Maintenance

The routine for **Updating a Selection of Products** is a tool that simplifies the job of changing the same values for several products in the product register at once. This tool lets you do the job a lot quicker without the need for going through the entire product register manually.



If you would like to duplicate/copy a product you can easily do so by clicking on the **Duplicate** button in the toolbar.

To ensure your products are listed with the most current price, you can make use of the **Price adjustment** routine for adjusting the **Sales price**, **Purchase price**, **Expenses** and **Gross Profit** for several products at once. First, you create a filter and then you select which prices should be adjusted for the filter results.

A product that is no longer in use cannot be deleted if it has been included in any transactions. However, you can set it to the inactive status, which will exclude it from further activity.

Updating a Selection of Products

The **Updating a Selection of Products** function, acts as a wizard for simplifying the job of changing values in the product register. With this tool you can perform the job faster without having to go through the entire product register manually.

The wizard will help you to specify which fields are going to be changed and which products the changes will apply to.

To activate the wizard, go to **View - Product - Updating a Selection of Products**.



Tip! In help (F1), you can find more information about the wizard.

Duplicating a Product



If you wish to duplicate a product, you have the option of doing this by clicking the **Duplicate product** button. A new window suggesting a new product number then appears. You can override this product number. If you select a number that is already in use, you will be informed of this.



Note! If you have an active **Filter** in the Product overview when the product is duplicated, then the selection will be deactivated when you return to the product overview after saving the new product.

Editing Product Numbers

It is not possible to edit product numbers for those products that are already created and in use within Mamut Business Software.

However, when creating new products you are able to override the suggested product number.

Most product fields can be edited after they are created. You can also use the Updating a selection of products wizard to quickly and efficiently change values for several products at a time.

Product Data Import

In Mamut you can import products and update prices on existing products by using the import of product data function. You can import product and price lists from your suppliers or create your own lists in Microsoft excel that you import. Import of products will be time saving compared to entering all the products manually into the product register.

To import product data you will have to click **New** and create a new import routine. In Import settings you define how the file is created, what will be updated and rules for new products.

When you have selected import settings, you click **Start Import** to begin reading products/prices in the file you selected to import. An overview of Import read products will be displayed for you to import.

Remember that the file you are importing must be closed, if not it will not import.




Tip! Always perform backup before importing data. If importing does not go according to plan, you can easily back copy the backup to the starting point you were before you imported the data.

Surcharges (additional taxes)

By using surcharges, you can add fixed fees to products which are required to include an additional tax. The fees can be calculated using different methods, for instance, per unit price, unit volume, or the percentage of different prices. The settings can be found in the company settings for products. The surcharge will be posted to a separate account.

The surcharge is included as a part of the price of the product. If you, for example, want to calculate a product surcharge of £15, the amount must be included in the sales price.

**Note!** Some surcharges are calculated in addition to the product price. For these types of surcharges, you can create a separate product and calculate the surcharge on the actual order. Make sure that the product is linked to the correct sales account. You can create a surcharge of 100% of the sales price for this product, so that the accounting functionality is identical to the information below.

Invoice

The sum of the surcharge is specified on the invoice.

In order to add a surcharge to an order which has already been created, check the **Surcharge** box on the invoice, in the **Miscellaneous** tab.

Accounting

When invoicing, all surcharges will be transferred to the nominal ledger. To which account the charge is posted depends on the settings you have defined in the accounting settings:

View - Settings - Accounting - Accounting Settings - Control Accounts. By selecting **Invoice** from the **Account group** drop-down list, you will be able to see to which account the surcharge will be posted. Usually, account 4906 is used for surcharges. You can change the account here.

Control accounts

Please review the system's control accounts. Select from the drop-down list below to access the various account groups.

Account groups

Invoice

N/C	Description
4909	Rounding
1230	Cash invoice
4906	Surcharge
1004	Stock
5203	Stock change
1099	Stock deliv'd, not inv.

OK

Cancel

Help

Report

The report **Turnover per product** displays the turnover of one specific product with a surcharge during one period.

Click **New** in the **Advanced** tab in the report wizard. Expand the category **Product**, highlight **Surcharge** and click **Next**. In the **Value** drop-down list, select surcharge group. Click **OK**. In the filter window, in the **Order** tab, in the sub-tab **Date/Amount**, you can also define invoice dates in order to limit the report to one specific period.

Getting Started With Surcharges

How to Get Started With Surcharges


1. Activate the surcharge feature by going to **View - Settings - Company - Settings per Module - Product - Customisation of functions** and checking the option the **Company sells products with environmental tax or other special charges**.
2. Choose if you want to associate new customers with surcharges automatically. This option can be found under the company settings for contact management, by clicking the **Advanced** button.
3. Add or edit surcharge groups in the company settings for products, in the **Price Processing** tab, by clicking **Surcharges**.
4. Activate the surcharge feature for existing customers by navigating to the **Settings** tab in the contact card and clicking the **Customer** button. Select **Yes** from the **Surcharge** drop-down list. You can also use the wizard **Change values for a selection of contacts** to activate the feature for all or a selection of existing contacts. Remember to create a backup copy first.
5. Associate the products with surcharges via the **Surcharge** drop-down list in the **Price** tab.

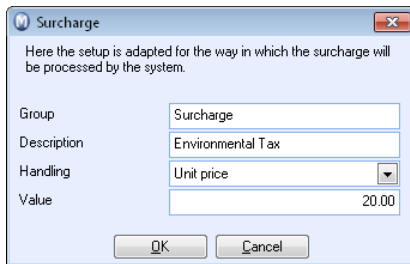


The surcharges will now be specified on invoices to customers associated with surcharges, and if the invoice includes products with surcharges.

How to Register a Surcharge/Additional Tax

How to register a Surcharge/Additional tax

1. Go to **View - Settings - Company - Settings per Module - Product - Price processing** and click on the **Surcharge** button.
2.  Click the **New** button to add an additional tax or select a line and click **Edit** to change the settings for additional taxes.



3. Enter the tax code in the **Group** field.
4. Enter a **Description** of the tax if you wish.
5. Decide which processing rule to apply to the tax, from the **Processing** drop-down list.
6. Enter the Value that will be linked to the Processing value. If you for example selected **% of cost price** as the processing value, you might select **0.10** under **Value** to indicate that the Additional tax will be 10 per cent.
7. Click **OK**.



The additional tax has been added and can now be used.

Product Variations

A product can be sold in different variations of the same product, for example in different colours and sizes. When a product has variations, the product from which the variations are created is called the **main product**. To simplify the administration of product variations, you can register a main product and then create variations from it. This way it will be easier to purchase products from your suppliers, decide on the differing information per variation, receive help with building product names automatically and enter orders with different variations of a product. Each variation can have its own price, warehouse handling, product information, etc. This is controlled by the variation settings; therefore it is important that you specify variation settings before you create variations in the Product Register.

In addition, it is also possible to sell products with variations in the webshop.



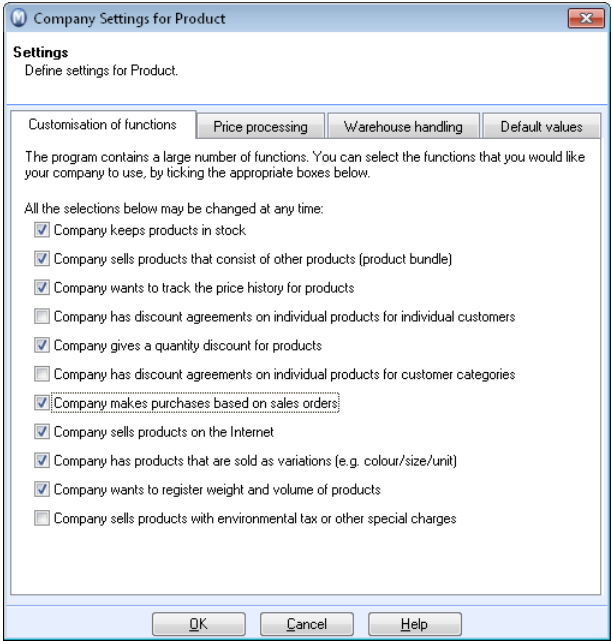
Note! A main product with variations cannot be used as an independent product.



Note! To make use of this functionality, you need to have purchased a licence in some program version.

How to start using variations

In order to activate product variations you need to have a program version with a licence that includes this feature. Furthermore, you need to activate the appropriate setting; **Company has products that are sold as variations (e.g. colour/size/unit)**. This setting can be activated from the **Customisation of functions** tab in the **Company Settings for Product**.



To simplify creating product variations, you can also select **Default settings for products with variations** under the **Default values** tab in the Company Settings for Product. This setting will be the default that will apply to all new products.

A variation can have up to two different variation attributes. Variation attributes can include colour and size, for instance. Variation attributes are defined from the Properties Register. You can assign the different variation values for the attributes through the Properties Register.

Examples for variation attribute and value

Variation attribute:	Variation value:
Colour	Blue
Colour	Red
Colour	Green
Colour	Yellow
Colour	White

Read more about how to add attributes and values for variations in the Properties Register below.

Once you have specified the general settings for products with variations, you can create the product that will be the main product for the variations. You can also create variations for an existing product, but note that if you do so, this product will no longer be available as a separate product, only its variations. After you have registered all the

product information that will apply to all the variations on the main product card, tick the box **Product has variations** which can be found in the **Variation** tab in the Product Register.

The **Variation settings** under the **Variation** tab allow you to establish which values will differ for the product variations. You can also decide how the product name for the variations will be created, making it easier for you to create a uniform product register.

Other settings



Additional settings that you are able to define include the option to **show variations in the list of products**. You can define this setting under the **User Settings for Product - Product List** tab by ticking the box for **Show variations in the list of products**. You can also use the drop-down list in the product list as a filter (for many this will make the product list very long and therefore the setting is not activated as default). You can see the variations at the bottom of the product list window, where you will also find a drop-down list that will show all linked variations.



Tip! You can edit previously created products by using the Wizard for product changes which can be found under **View - Product - Updating a Selection of Products**. You can change the **variation attributes** and product name creation via the **Variation** tab. In addition, you are also able to change stock and location for variation products which vary in the warehouse.

Variation Attributes and Values

The different variation attributes are defined in the **Properties Register**. Variation attributes could for example be colour and size. Each attribute may have different **Variation values** that you are able to define.

You can access the Properties Register by clicking **View - Settings - Company - Properties Register**.

You can create a variation attribute by selecting **Variation attribute** in the Properties Register and clicking the **Edit** button. Click **New** and enter the name of the variation attribute in the top field. You can also create the different variation values that will apply to the variation attribute by clicking the **New** button in the **Edit variation** screen. Enter the variation value and then click **Previous**. Repeat for each new variation value you wish to create for the attribute. Click **Previous** when all values have been created.

If you want to add new variation values later, you can open the variation attribute in the Properties Register and click **Edit**.



Note! The arrows under **Change order** in the **Edit variation** screen decides the order of the variation attributes and the way that they will displayed in the webshop. This way you can ensure that the variation values are shown in a logical way e.g.: **XS - S - M - L - XL - XXL**, and not alphabetically or in the order they were created.

Limits to the number of variation attributes

The different variation attributes are sorted according to the **Properties Register**. Products cannot have more than two variation attributes. If you want more attributes, i.e. sizes, colours and shapes, you will have to create a separate product for one of them.

For a T-shirt this could be:

The T-shirt has the variation attribute for shape (Female/Male), sizes and colours. You can create two (2) products: T-shirt female and T-shirt male. Each with variation attributes size and colour.

Variation Settings

Variations can, to a certain degree, differ from the main product. Through **Variation settings** you specify which settings will vary. Access this window by clicking **View - Product - Product Register - Variation tab** and then select the **Variation settings** button. The product information that does not vary will be retrieved from the main product's product card.



Tip! In Company settings for Product in the **Default values** tab you can set **Default settings for products with variations**. The setting will be the default that will apply to all new products. This will simplify the process in creating new main products with product variations considerably, particularly if you have many products with the same variation attribute. Default settings can be overridden at product level through the **Variation** tab under **Variation settings**. These settings will not apply to existing products.

Default Settings retrieves the default settings that are defined in the Company Settings for Product. This might be helpful if, for example, you made changes to the default settings after a product had been created and you now wish to apply the default settings to that product.

Information that varies for each variation

The **Variation Settings** window allows you to select the information that will differ for each variation. This could often just be warehouse information such as current stock and EAN-code. It is also possible to have individual prices for each variation. You edit the information through the **Variation** tab in the Product Register or in the **Variation matrix**.

Prices: Select this if the variation price differs from the price of the main product.

Stock: Select this if current stock is individual to each of the variations.



Note! If the product shall vary in price, but not in stock, the stock value list report will not be able to show the value of the product. However, you can view the stock value by printing the report **Stock value list (stock movements)**, or the **Stock List** reports.

Unit: Select this to set another unit for the variation that differs from the main product.

Qty. per unit: Select this to edit the quantity per unit that differs from the main product.

EAN code: Select this in order to enter an EAN code that differs from the main product.

Commodity code: Select this to enter a commodity code that differs from the main product.

Weight: Select this in order to enter another weight for the variation that differs from the main product.

Volume: Select this to enter a volume that differs from the main product.

Variation setup

Display main product's Product Number on printouts in Sales/Logistics modules: Tick this to make use of the main product's product number on printouts for selling and purchasing the product. If this is not selected, the variation's product number will be used.

Structure of variation names created automatically

When you create variations for a main product, the variations are linked to the main product and are treated as sub products; but these will be individual products for your customers. Depending on how you create variation attributes, it could be necessary to build product variation names. The settings simplify this process so you do not have to enter a detailed product name for each variation. The process is automated according to the setting.

The **Structure** drop-down list allows you to set how the name will be structured.

Variation attributes refer to the attributes defined in the Properties Register, e.g. **Colour**, while **variation value** refers to the different values that can apply to each attribute, e.g. **Green**.

In the line **Example** below the drop-down list, you will see an example of how the product name will look for your selected structure.

Variation attributes

Variation attribute 1 and variation attribute 2: You can define up to two fixed attributes for the variations of your product. Select from the drop-down list the attributes that will apply for the variation. The attributes (e.g. Colour) and the different values (e.g. red, green, yellow) are defined in the Properties Register.




Tip! You can easily access the Properties Register by right-clicking on the variation attribute list.

Allow duplicate attributes: Select this if you want several variations of a main product to have identical attribute values. The box will be ticked if you have already created variations with duplicate values, and you cannot remove the tick before this is corrected.

How to create a Variation of a Product

Follow this procedure to create single variations. To create and edit several variations of a product, use the **Variation matrix** button. Read more about how to create variations through the Variation Matrix below. Before you create variations you should set the **Default settings for products with variations** under the **Default Values** tab for the Company Settings for Product.

How to create variations

1. Click **View - Product - Product Register** and select an existing product you want to create a variation for or create a new product.
2. Select the **Variation** tab in the product card.
3. Select the **Product has variations** check box.
4. Make changes to the **Variation settings** if required and click **OK**. If you are creating a new product, the proposed settings are taken from the Company Settings.
5.  Click **New**.
6. Enter the **Product name** if it is not predefined by the Variation names created automatically setting. Read more about this setting above.
If the product name displays **(none)**, it is because you have not specified the values for the attributes on the variation card.
7. Enter the product information that applies to the variation. You can override the suggested product number.
8. Select whether the variation is to be included as a component in a product bundle or whether the variation should be set as inactive and whether the product will be available for sale on one or more websites.
9. Enter specific information about the variation in the **Price**, **Warehouse handling** and **Product information** tabs.
10. Click **OK**.
11. Repeat the procedure for creating a variation until you have registered all variations of the product.



If you want to create several variations with similar information, use the **Duplicate variation** button located under the **Variation** tab toolbar.




You have now successfully created variations of a product.

Find out more about the **Variation** tab in the Product Register section.



How to create and edit all Variations/Variation Links for a Product

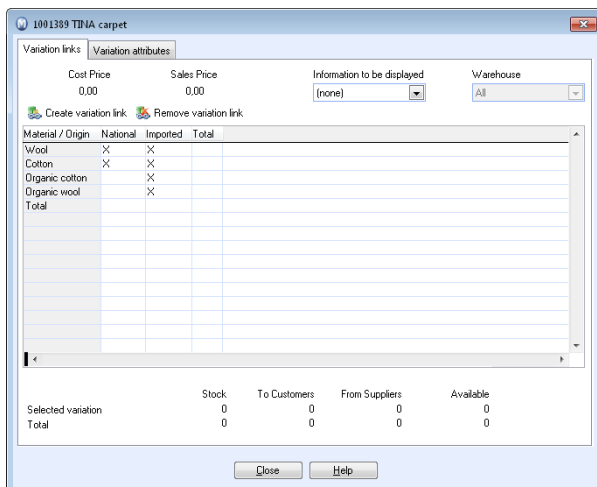
A product that will be sold in different variations requires a link to the main product. You can link variations to the main product through the **Variation matrix**.

Via the **Create variation links** and **Remove variation links** buttons you can create several variation links for the product or remove previously created links.

 **Note!** This procedure presumes that you have created variation attributes, and that you did not select that duplicate variation attributes are allowed in Variation settings for the main product. Alternatively, you may create variations by clicking on **New** in the **Variation** tab of the main product's Product card.

How to create a variation link


1. Go to **View - Product - Product Register** and open the product you want to create variations for.
2.  Click the **Variation matrix** button located on the **Variation** tab toolbar.
3.  In the **Variation links** tab, highlight a cell in the matrix and click **Create variation links**. A cross will appear for each variation attribute being created.



Material / Origin	National	Imported	Total
Wool	X	X	
Cotton	X	X	
Organic cotton	X	X	
Organic wool	X		
Total			

Selected variation	Stock	To Customers	From Suppliers	Available
Total	0	0	0	0

4. Once you are finished, click **Close** to exit the window.

 *The new variations links will appear in the list under the Variation tab. Check that the product variations have received the correct name. You can edit them by double-clicking them.*



You can remove a variation link by selecting it in the matrix and clicking **Remove variation link**.




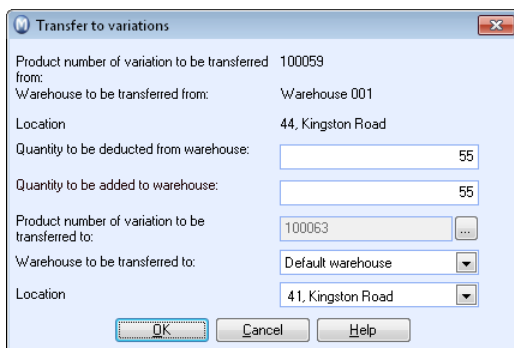
Note! The fields available for variation are controlled by the **Variation Settings** of the main product. Price information etc. can be edited in the **Variation** tab in the Product Register.


Transferring Stock between Variations

You can transfer stock from one variation to another. To be able to transfer between variations, the check box **Stock** has to be ticked in **Variation settings** under the **Variation** tab in the Product Register.

How to transfer stock between variations

1. Go to **View - Warehouse - Warehouse - Stock**.
2. Select the variation from which you wish to transfer stock.
3.  Click **Transfer to another variation**.



4. Under **Quantity to be deducted from warehouse** enter the quantity to be withdrawn from stock for the variation from which you are transferring.
5. Under **Quantity to be added to warehouse** enter the quantity of the variation that should be added to the stock of the new variation. This will normally be the same as the quantity as withdrawn, but may differ if the variations have different unit descriptions.
6.  Enter or browse to find the product number for the variation to which you are transferring.
7. Select the warehouse to which you wish to transfer the stock. If this warehouse is not linked to the product, you will be asked whether you want to create a link.

8. Select the warehouse location to which you are transferring. This selection only appears if you have selected **Company stores the same product in several locations in the same warehouse** in the company settings.
9. Click **OK**.



The stock has now been transferred between variations.

Variations in the Webshop



Note! Product variations require a licence for additional products in some versions.

If you have a website with a webshop, you can sell your variation products in your webshop.

Enabling variations for sale in the webshop

1. Go to **View - Product - Product Register** and find the main product of the variation you wish to sell on your webshop.
2. Open the **Variation** tab, highlight the variation you want to sell in your webshop and click **Edit**.
3. In the window that opens, tick the box **Should be available for sale on one or more websites**.
4. Click **OK** to close the window.
5. Repeat the above steps for other variations of the main product you wish to enable for sale within your webshop.
6. Open the **Webshop** tab and tick **Should be available for sale on one or more websites** and in the **Active** column tick the website or websites the product is going to be available on.
7. Click **Save** on the main product's product card.



The variation(s) are now enabled for sale in your webshop.



Tip! Through the **Variation** tab in the product card you select which **Default variation** will show when customers decide to view detailed product information in the webshop.

For the changes to take effect in your webshop, you will need to update your website and webshop

1. Go to **View - E-Commerce - Edit Website** and under the tab **Menu** select **Items in your Webshop**.
2. Ensure that the main product, for which you want to sell variations, is included in the list of products to be sold online.
3. Click **Close** to exit the window.
4. Go to **View - E-Commerce - Update Website** to upload the changes to your webshop.



The variations are now available for sale in your webshop.



Tip! If you would like to indicate that a product has variations in the webshop product list, you can go to **View - E-Commerce - Website Settings - Settings Webshop - Other** tab and tick the box **For products with variations: View link to selection of variation in product list**. Example: 'Select properties'.

Chapter 3: Purchasing

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The functionality described in this chapter may be either partly or fully available within your program version. You will find a detailed overview of all of the functionality included in all Mamut products on our website at www.mamut.co.uk/functionality.

If you are unable to find the answer you are after within this chapter, you can refer to the More Information chapter where you will find tips on how you can get further help.

If you wish to order or receive more information regarding Mamut products, you can contact our sales department at sales@mamut.co.uk or by phone on 0207 153 0900.

The Purchase Module

From the Purchase module you create purchase orders that can be printed and sent to your suppliers. The products you sell can be purchased from different suppliers, with individual prices and in different currencies.



Note! You have to link a supplier to a product in order for the product to be purchased from a specific supplier. Read more below about linking a supplier to a product.

How purchases are processed



Purchase orders can be created in different ways. If you know which supplier you would like to purchase products from, you are able to create a purchase for that supplier. Perhaps you know that you are out of a few products in your warehouse, you can easily start the purchasing wizard which has a number of options that will help you in selecting products. Other times you want to create purchases based on a received sales order.



A purchase is processed as a first step by **Transfer to purchase**. A **Printout** of the purchase is made which is sent to your supplier.



You can then register Receive/Return. The products are now available in stock and the purchase changes status to received. You can Register Receive/Return by clicking the icon for this or through the Warehouse module.



After the goods are received, completely or partly, you post a purchase invoice. Posting of partly received purchases is only allowed if this is selected within the company settings. You can also post a Duty/Freight invoice. If there are any errors or changes you are able to create a credit note.



You now transfer the purchase status to **Purchase Completed**.



Purchases can be printed in a number of ways. You can send them to a printer, E-mail, fax, HTML or to preview. If you have a PDF printer installed, you can transfer the document to PDF format as a file. Alternatively you can create a file in RTF (Rich text format) that can be read by most text processing programs.

Status

A purchase order moves through different stages called **Statuses**. The Purchase orders status is shown in the drop-down list in the top right hand side of the window and can be used as a filter of what is displayed in the window.

Read more about how to use the drop-down list in the chapter "Getting to know the Program" in the introduction manual "Settings, Reports and Filters".

The Purchasing Wizard

The **Purchasing wizard** helps you to select which products and how many of these you want to order in a purchase. If there are unprocessed purchases for the supplier, you will have the opportunity here to add the product lines to an existing purchase order.

Purchase Reservations

A purchase can be reserved for a specific sales order. You can administer purchase reservations within the warehouse module.

Sales Order Based on the Purchase

At times, you may need to purchase the products first and then create a sales order based on the purchase.

Purchase Order Based on Sales Order

You can create a purchase order based on a sales order if you have activated this setting in the company settings for product. The feature uses parts of the purchasing wizard and also lets you add product lines to an existing purchase order.

Purchase Order from the Product Register



On the **Supplier** tab in the product register, you can create a purchase order by clicking **Purchase this product** - if the product is linked to a supplier. If an unprocessed purchase order already exists for this supplier, you can choose to add the purchase to the existing order. If you do not wish to add the order, or if there is no existing order, you can create a new purchase order.

Integration with other modules

In addition to the options mentioned above, purchasing is integrated with other modules in order to help make processing adapted to your needs.

Purchasing is a natural part of the Warehouse module and there are more purchasing options there. Within the warehouse module you will find the **Non received purchases** screen, giving an overview of ordered products that have not been received. The **Purchase Reservations** screen is also within the warehouse module.

You will find the purchasing tab in the **Contact Register**, in the **Contact Person** module and in the **Project** module. This way it will be easier to locate purchases that are relevant to the contact/person and the project when you are working with purchasing.

Linking Products to Suppliers and Using the Supplier's Product Information

In the product register, on the Supplier tab, you can link your products to suppliers. Here you can enter the **Supplier's Product number** and name for use on the purchase order, currency information and purchase prices and so on.

Here, you are also able to ensure that your purchases are not registered in quantities which are not accepted by the supplier, for instance, if the supplier does not split packages.

You can also link units so that you are able to sell the products in a different quantity than the supplier.

Settings



In the User settings for purchase you decide what the screen will display. You can also select a few options to simplify the registration process.

The Company settings control the usage methods for all users. You can decide whether posting purchases before they are received is allowed, and if changing/editing product lines are allowed after a purchase has been given the status **Ordered** or **Received**.

The company settings for product contain settings that affect the purchase module, for instance price calculation based on purchase prices and calculation of cost price.


Getting Started with Purchases

Linking a Supplier to a Product

How to link a supplier to a product

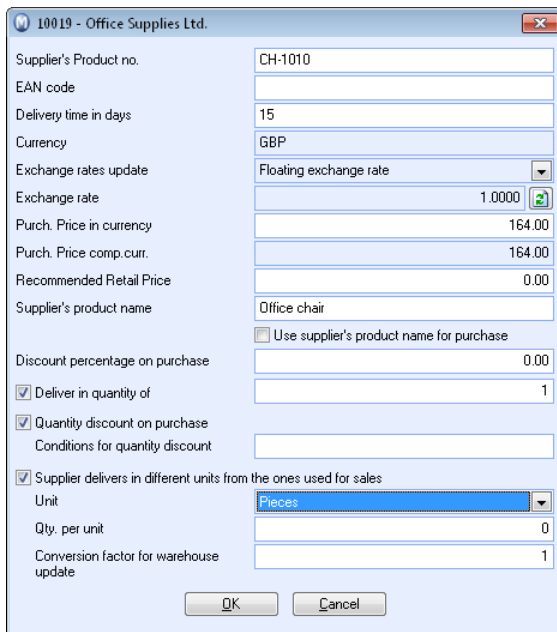
1. Click **New** in the **Supplier** tab within the **Product Register**.
2. Select the supplier of the product and click **OK**.
3. Enter detailed information about the supplier. See the field descriptions below.
4. Click **OK**.

 *The supplier has now been linked to the product.*

 **Tip!** You can specify a default supplier for the product if you have linked several relevant suppliers. This is done in the **Default Supplier** drop-down list.

Field Descriptions

Supplier's product number: If your supplier has their own product number for the product, you can enter it here.



The screenshot shows a dialog box titled "10019 - Office Supplies Ltd." with the following fields and values:

Supplier's Product no.	CH-1010
EAN code	
Delivery time in days	15
Currency	GBP
Exchange rates update	Floating exchange rate
Exchange rate	1.0000
Purch. Price in currency	164.00
Purch. Price comp.curr.	164.00
Recommended Retail Price	0.00
Supplier's product name	Office chair
	<input type="checkbox"/> Use supplier's product name for purchase
Discount percentage on purchase	0.00
<input checked="" type="checkbox"/> Deliver in quantity of	1
<input checked="" type="checkbox"/> Quantity discount on purchase	
Conditions for quantity discount	
<input checked="" type="checkbox"/> Supplier delivers in different units from the ones used for sales	
Unit	Pieces
Qty. per unit	0
Conversion factor for warehouse update	1

Buttons: OK, Cancel

EAN code: You can register the supplier's EAN code (bar code) here if it differs from the one registered in the Settings tab in the product card.

Delivery time in days: Used in purchasing to maintain a better overview of how long it will take the supplier to deliver the product to you.

Exchange rates update: Here you specify whether you want a fixed or floating exchange rate. This is relevant if you make purchases in foreign currencies. If you use a floating exchange rate, the exchange rate is updated in the **Currency Register**. The rates must then be updated manually. If you select fixed exchange rate, the rate will not be affected by changes in the currency register.

Purch. price in currency: Register the purchase price in the currency registered for the supplier here.

Purch. price comp. curr: Displays the purchase price converted into the Company database (the client's) currency.

Rec. retail price: Here you can register the supplier's **Recommended retail price**. The price can affect the sales price in the price calculator, depending on the options selected within the Product settings.

Supplier's product name: If the supplier has a separate name for the product, you can enter this and select whether you want the Supplier's product name to be used when purchasing.

Discount percentage on purchase: If you have agreed to a discount percentage with the supplier, you can enter the discount percentage in this field. The discount percentage will automatically be taken into account when creating a purchase from this supplier.

Deliver in quantity of: If the supplier delivers products in special units/numbers/packaging and does not accept other quantities, you are able to register the quantity in this field in order to prevent that purchases are placed which differ from what the supplier provides. This setting overrides the **Purchased** field on new purchases when the purchase is transferred to the status Purchased. The setting is deactivated by default. **Example:** The supplier delivers in cases of 24 and you have entered 30 as the purchase quantity. When you transfer to the status Purchased, the number will be rounded to 48.

Quantity discount on purchase: Enter an explanatory text in **Conditions for quantity discount**. The text will be displayed when you enter a product in a purchase order, but you have to specify the number and update the discount field manually if necessary.


Supplier delivers in different units: If the supplier delivers a product that differs from the one you sell, you can specify the unit, quantity per unit and conversion factor for warehouse updates.


Creating a Purchase from a specific Supplier


When you know which supplier a purchase will be sent to and what products you want to order, you can create the purchase without using a wizard. You select the supplier and register the product information from the **Product line** tab in the lower screen.

If you want the wizard to select what and how many of each product you are ordering from this particular supplier, you start the Purchasing wizard and select **One or more products from a supplier**.


How to create a purchase from a supplier without using the wizard

1.  Click **New**.
2. Select the supplier you want to create a purchase from and click **OK**.
3. Note that all fields in the top half of the window must be filled out with information on addresses, delivery- and payment terms. This information is retrieved from the contact register for this supplier.
4. Enter the products you are ordering from the Product lines tab. This can be done in two ways:

 Click **New** and enter the **Product number** in the new line. The specific product is retrieved with the information on the product card. If you want to edit the information for the purchase order, you do this in each column on the product line.

 Click **Show product list** to display a list of all products. You can use the drop-down list in the top right hand side of the window to select the product type. You will then only see the product types you have selected. This will help you to find the right product more easily. Select the product and click Insert.

If you select a product that is not linked to the specific supplier, you will be asked if you want to link to a product. Click Yes to link the product to this supplier. In order to view products that are not linked to the supplier, then deactivate the filter from the product list toolbar.

5. Register the quantity you have purchased and adjust any price or discount levels.
6.  Click **Edit order line description** in the Product lines tab if you want to enter any text that will describe each product line. You can also retrieve text from the product register by using the drop-down list and the **Insert** button.
7. Enter additional text for the purchase order from the **Text** tab and apply any necessary settings through the **Miscellaneous** tab.
8. Click **Transfer to purchased** to generate the purchase. You can select whether the purchase order is to be printed.

 *The Status will now be changed to Purchased.*

Receive/Return

When your supplier has received your purchase order and delivered the products, you can **Register Receive/Return** in the program. A product does not need to be a stock item to register Receive/Return, but if it is going to update stock it must be a stock item and Update stock must be selected in from the **Warehouse** tab.



Note! You can also select whether a **Receipt note** is to be printed at Receive/Return/Crediting a purchase. The selection is made in the **Warehouse** tab in **Company settings for Product**.



Note! You can also select whether the report **Orders that can be delivered** is to be printed out when registering Receive/Return. The report shows orders that can be delivered that are related to Receive/Return. The selection is made through the **Company setting for purchase**.



You can register Receive/Return from the purchase window. The purchase will be registered with the status "Purchased" before the goods have been received. You can also register Receive/Return from the warehouse module, by clicking the **Non-Received Purchases** button.

How to register Receive/Return in the Purchase Register

1. Go to **View - Purchase Order - Purchases** and locate the purchase in question.
2. Click **Receiving of goods**.
3. Check that the Purchase order number is correct.
4. Click [...] to see the **Purchase list**, or go to purchase to go back to the purchase order.
5. Click **Go to purchase order** if you want to return to the purchase order.
6. Check that the delivered products are the same as those ordered.
You can register greater or smaller numbers than those ordered. If the event of a difference, register the number of products received in the **Received** column. If the supplier has delivered fewer than ordered, there is a difference. See below.
7. Select which **Warehouse** and **Warehouse location** the products are to be placed.
8. Click **Receiving of goods**.
The purchase order's status changes to **Received** and the **Product lines** tab is updated against the received products. **Stock** for the product is updated and displayed in the product card under the **Warehouse** tab.
9. Click **Processing completed** if you want to change the status of the purchase order. It is still not locked, so you can still register more products if necessary.




You can now open another purchase order that is to be registered and continue receiving goods.



Tip! In **User setting for Purchase** you can select how the products are to be sorted at Receive/Return.

Further processing of partial deliveries

If, when registering received goods, you received fewer than the number ordered on the purchase order, you have the following options: If you want to see any previous received goods for the purchase order, you can click **Display previously received product lines**.

1. Cancel the rest of the purchase order.
2.  Click **Delete**. The number in **Ordered** is changed to the same as the number registered in received goods. The purchase order's status is **Received**.
3. Wait for the rest of the delivery. The next time you register received goods for the purchase order, the **Received** column will contain the number outstanding.
4. Click **Receive goods**. The purchase order's status is **Received**.



Post the partial delivery and wait for the rest.

The Purchase Register

The Purchase window is structured the same as the other registers within the program, with a main window and several tabs with detailed information about the purchase order. The information about the supplier and products is retrieved from the respective registers.

Before you can use the purchase module you have to have created the supplier in the supplier register and the product in the product register.

Purchase		Status
Purchased 80004		Purchased
10013 Maxi Meubel BV	Date created 2008-10-22	Delivery method Mail package
Supplier's invoice address Rijksstraatweg 21 NL - 2023 HA HAARLEM	Changed date 2008-10-22	Payment terms Net 10 days
Your ref. Jasper de Wit	Order date 2008-10-22	Delivery terms Recipient pays freight
	Planned deliv. date -	Project (none)
	Agreed discount % 0.00	Department (none)
	Supp. rating (none)	Our reference Kathrine Brewstar
	Currency PND	Requisition no.

Product no.	Sup. prod.no.	Product Name	Purchased	Received	Entered	Price excl. discou.	VAT	Total
100001	Max - AKKO exit	Chair, AKKO EXIT	50,000	0,000	0,000	174.73	Purchase Star	8 736.1
100004	Max Avant S11	Chair, AVANT S11	50,000	0,000	0,000	40.00	Purchase Star	1 700.0
100005	Max Avant S22	Chair, AVANT S22	100,000	0,000	0,000	126.52	Purchase Star	12 652.0
100010	Max P10-1	OfficeDesk, P10	10,000	0,000	0,000	253.65	Purchase Star	2 536.5
100011	Max P20-2	Office Desk, P20	10,000	0,000	0,000	47.33	Purchase Star	473.3
100012	Max P50-3	OfficeDesk, P50	20,000	0,000	0,000	51.27	Purchase Star	1 025.4
100013	Max Avant-B8	Conference Table, AVANT B8	2,000	0,000	0,000	803.22	Purchase Star	1 606.4
100014	Max Avant B10:	ConferenceDesk, AVANT B10	5,000	0,000	0,000	1 120.49	Purchase Star	5 602.45

Stock	From Suppliers	To Customers	Available	Total available
0	50	0	50	50


Price base currency	Min. warehouse	Max. warehouse	Purc. level	Purc. Number
194	5	50	20	30

VAT exempt	VAT liable	Total VAT	Discount	Total
0.00	117 208.95	20 511.56	300.00	137 720.00

Read more about "The Desktop Toolbar" in the introduction book "Settings, Reports and Filters" for more information about the other buttons in the toolbar.

 New: Create a new purchase. This method is used when you know which products you are going to order and from which supplier(s).

Click **New using a wizard** if you want to create one or more purchases from different suppliers using a wizard. You can also launch the purchase wizard from the desktop.

 **List:** Displays a list of all purchases. In the user settings you can choose if you wish to display all purchases, or if you only wish to display purchases connected to a selected supplier.

X Delete: The button has a different function depending on the status of the purchase.

 **Copy:** Launches the wizard copy purchase order.



Transfer to purchased: A purchase must be **Transferred to purchase** before it can be processed further. During this process, the purchase will be printed, the printout can be sent to your supplier.



Tip! When a purchase order has been ordered, you can create a Sales order based on the purchase. You do this by using the **Purchasing wizard**. When this is done a reservation is automatically created between the product line on the order and the purchase.



Register Receive/Return: Registering the receipt of one or more items. The products will be available in the warehouse and the purchase's status then changes to received. The receipt can be posted by clicking the icon, or via the warehouse module. It is possible to post all the products in the purchase order when the goods are received if this is selected in the company settings. You can also create an associated **Duty/Freight invoice**.



Post Purchase Invoice: When the entire or part of the receipt has been registered, the purchase is posted as a supplier invoice. You can only post partly received purchases if you have selected this option in the company settings. You can also post a duty/freight invoice. If you want to change the purchase, you can create a credit note.



Purchase Completed: Transfers the purchase to the status **Purchase Completed**. Click **Purchase Completed** once you are finished with the purchase. The **Status** changes to **Processing completed**. This can also be done when the current status is **Purchased** and **Received**.



By clicking on the arrow button to the right of **Create activities** you can create customised activities. You decide on the content for the activity yourself and also which modules the activity template will be available in.



User Settings: Opens the user settings for the purchase module. Use the arrow to open the company settings.



Print: The purchases can be printed to a number of different forms and be sent to printer, e-mail, fax or preview.

Status: The drop-down list in the top-right corner displays the different statuses. Read more about how to use the drop-down list in the chapter "Getting to know the Program" in the introduction manual "Settings, Reports and Filters".

The Tabs in the Purchase Window

Product Lines

The **Product Lines** tab in the purchase window is where you select which products to purchase by selecting them from the **Product Register**. Necessary information such as prices and discounts will be retrieved from the **Product** and **Contact register**. Use **[ENTER]** or **[Tab]** on the keyboard to move between columns.

Product Lines									
Text Misc.									
Product no.	Sup. prod.no.	Product Name	Purchased	Received	Entered	Price excl. discou.	VAT	Total	
100001	Max - AKKO exit	Chair, AKKO ExiT	50,000	0,000	0,000	174,73	Purchase Star	8 736,1	
100004	Max Avant S11	Chair, AVANT S11	50,000	0,000	0,000	40,00	Purchase Star	1 700,1	
100005	Max Avant S22	Chair, AVANT S22	100,000	0,000	0,000	126,52	Purchase Star	12 652,1	
100010	Max P10-1	OfficeDesk, P10	10,000	0,000	0,000	253,65	Purchase Star	2 536,1	
100011	Max P20-2	OfficeDesk, P20	10,000	0,000	0,000	47,33	Purchase Star	473,1	
100012	Max P50-3	OfficeDesk, P50	20,000	0,000	0,000	51,27	Purchase Star	1 025,1	
100013	Max Avant-B8	Conference Table, AVANT B8	2,000	0,000	0,000	803,22	Purchase Star	1 606,1	
100014	Max Avant B10-	ConferenceDesk, AVANT B10	5,000	0,000	0,000	1 120,49	Purchase Star	5 602,45	
Stock 0 From Suppliers 50 To Customers 0 Available 50 Total available 50									
Price base currency 194 Min. warehouse5 Max. warehouse 50 Purc. level 20 Purc. Number 30									

You can retrieve the products to be purchased in two ways:

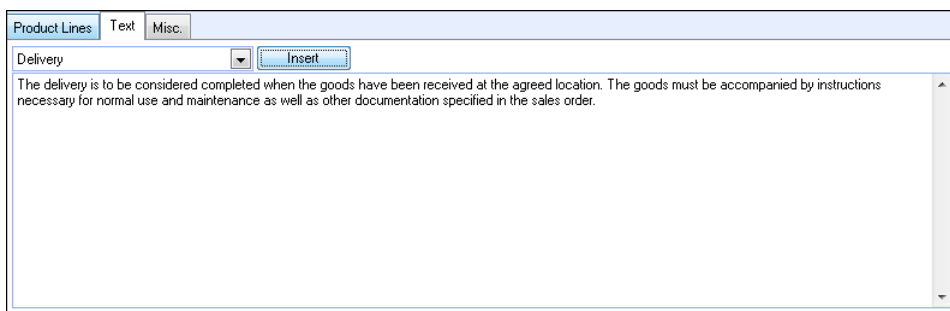
- Click **New** and enter the product number in the new line. The specific product is registered with all the information from the product card. If you want to edit the information, you do this in each product line column.
 - Click **Show Product List** to view a list of the products. Use the drop-down list to the right as a filter to view one product type at a time. This may make it easier to search for the desired product. Select the product and click **Insert**.
- Enter the purchased quantity, price and discount levels if necessary.

The Toolbar

- Insert product line:** Creates a new product line above the highlighted product line.
- Edit order line description:** Enters a separate text to describe each product line.
- Go to Product Card:** Opens the product card so that you can verify or change product information.
- Product Flow:** You also have access to a separate screen for following the **Product flow**.
- Link/Reservation for Sales Order:** Once a purchase is registered you can reserve products for a particular sales order.
- Create an order based on purchase:** Use the arrow button to create an order based on the purchase.

Text

In the **Purchase order** module this field is used for fixed text on the purchase order document. Here you enter the fixed text that you want to be included on the purchase order. You can either enter a fixed text that is unique to the individual purchase, or you can select one of the user-defined fixed texts from the drop-down list at the top right.



You can add or edit user-defined text in the **Properties register**, under the main group **Fixed text, purchase**.

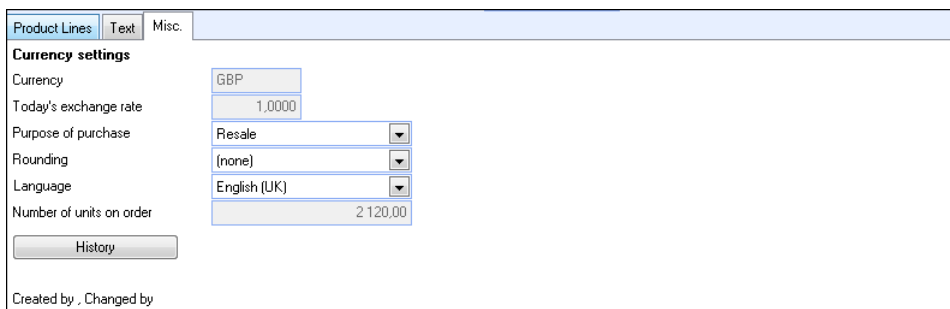
Enter the fixed text by selecting from the drop-down list and click **Insert**.



Tip! In the company settings for purchases, you can select a fixed text which will automatically be inserted into all new purchases.

The Miscellaneous Tab

This tab displays the currency settings for the purchase, language settings and how the purchase will be rounded off. You also select the purpose of the purchase here, and it also displays who created it and, if relevant, who has changed the order.



Currency Settings displays the purchase's currency and the applicable exchange rate in the **Currency Register**.

The **History** button opens a window displaying the historical changes made to the purchase order. When a user changes the number ordered, received goods, and posting information,

the name and user who makes the change is logged. This tells other users what has been done to the purchase order earlier.

Select your choices from the pull-down lists to suit the relevant purchase.

Purpose of purchase: this can later be used as a selection criteria when printing purchase reports from the Report module.

Rounding: settings for rounding off. The rounding off suggested here is inherited from the contact card settings.

Language: printout language setting for purchase orders. The language suggested here is inherited from the contact card settings.

At the bottom of the tab you will see the name of the person who created it and made any changes to the purchase order.

The Purchasing Wizard



The **Purchasing wizard** helps you select which products and how many of these you want to order in a purchase. The wizard is designed as a progression of steps that are displayed in various orders depending on which selections you make. There are four options to make selections from. You then select which products you are going to purchase, the quantity, and from which supplier you are going to order.



▼ The wizard starts from the purchasing window. Click on the arrow next to the New button and select **Create new using purchasing wizard**. You can also commence the purchase wizard directly from the desktop.

In this window you define the basis for which products are to be purchased. You can select between the following options:

- Purchase based on undelivered sales orders
- Purchase based on stock
- Products/Product group
- One or more products from a supplier

The window **Products to be purchased** is shown as inactive in the background until you have ended the wizard for the selection and applied all the necessary settings for the Purchase order proposal. In this window you continue to work with the Purchase order proposal. If there are unprocessed purchases for the supplier, you will have an opportunity here to add the product lines to an existing purchase order.

In help (F1), you can find more information about the purchasing wizard.

If you want to **Create a purchase based on a sales order** you can start a wizard directly from the sales order. Read more below.

Purchase Settings

Company Settings for Purchase

Under the Company settings for Purchase you can select the information that can be changed depending on the various statuses in the **Purchase** module. In this way you can modify the settings controlling how routines can be performed in this module.

Purchase
Define settings for Purchase module

☒ Can enter Invoices for purchases that have not been fully received
☒ Print overview of products which can be supplied upon receipt
 Sort by: Deliverability
 Fixed text, purchase: (None)

Information that can be changed for purchases with the status 'Purchased'

☐ Delete product lines
☒ Add product lines
☒ Change product on existing product line
☐ Quantity ordered

Information that can be changed for purchases with the status 'Received' and 'Completed'

☐ Delete non-received product lines
☒ Add product lines
☒ Change product on non-received product lines
☐ Quantity ordered

OK Cancel Help

Select the **Can enter purchases that have not been fully received** check box if you want to be able to enter individual purchases against a purchase even if all the products on the purchase have not been received.

You can select whether to **Print overview of products which can be supplied upon receipt**. The report displays orders that can be supplied that are related to the Receiving of goods. The report can be sorted by the criteria you select from the drop-down list.

Fixed text, purchase, can be defined in the Properties register by right clicking in the field and selecting **Change in Properties register**.

Under **Information that can be changed for purchases with the status 'Purchased'** you select what items users are able to change on a purchase with the status **Purchased**.

Under **Information that can be changed for purchases with the status 'Received' and 'Completed'** you select what items users are able to change on a purchase with the status **Received** or **Completed**.

User Settings for Purchase Orders

Using the **User settings** button you can select how the purchase window should look and function. This allows you to modify the purchase module window based on your own needs. The user settings apply only to you as a user and do not affect the settings for other users.

Default Setup

You can choose between three predefined settings.

Basic: simplifies the screen as much as possible and only displays a few of the fields.

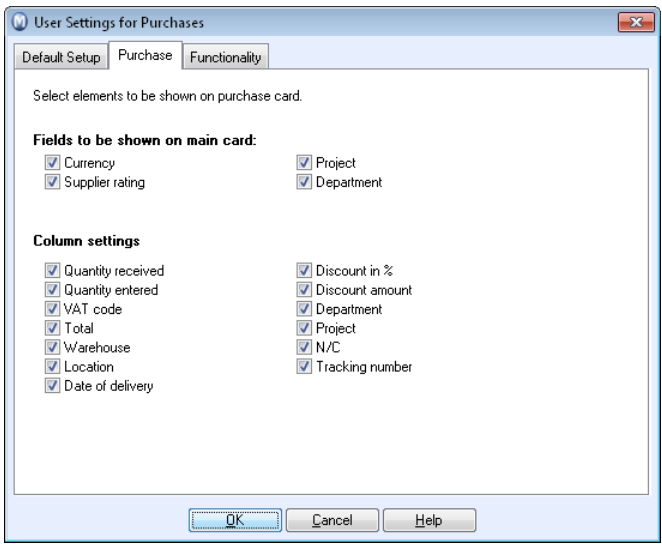
Normal: Shows the most usual fields and makes default functions available.

Advanced: Shows all available fields and more functionality.

Click on the relevant button to select an option.

Purchase

Here you can select which elements will be displayed on the purchase card.



Please note that if you have too many columns in the product list it is hard to maintain an overview. This may also affect the speed of the module.

Functionality

User Settings for Purchases

Default Setup | **Purchase** | Functionality

Settings for simplifying registration of product lines

- ☐ Go to 'Purchased' by clicking 'Enter' in the 'Product number' field
- ☐ Go to 'Quantity ordered' by entering the following character in the 'Product number' field
- ☐ Go to 'Quantity ordered' by entering the following number of characters as 'Product number'
- ☐ Create new line by clicking 'Enter' in the 'Ordered' field.

Settings for product list to be used in purchasing.

- ☒ Only show product(s) linked to chosen supplier when opening the product list.

Settings for goods receipt

Sorting of product order on Receive/Return

OK Cancel Help

Settings for simplifying registration of product lines: Here you can configure the system to select which keys to use that will take you further in the **Quantity ordered** field to tailor the system to work efficiently for you. You can also specify whether a new line should be created when you press **Enter** in the **Quantity ordered** field.

Product list settings for the purchase module: When you open the product list from the purchasing module, you can by checking here opt for the product list to display for the products that are linked to the supplier you selected for the purchase. This can make registration of products easier.


Settings for Receive/Return: When you register Receive/Return it can be desirable for the product lines to be sorted in a particular way. In the drop-down list you select whether you want the sorting to be in the same order as the purchase, if it is to be sorted by the ordered number yet to be received or by expected delivery date.

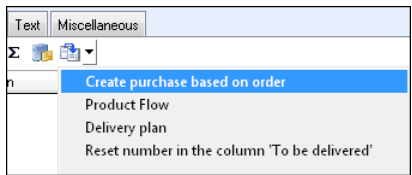
Sales Orders and Purchase Orders


Creating Purchases based on Sales Orders

You can create purchase orders based on sales orders if you have activated the functionality in the company settings for product.

When the customer orders products you can create a purchase based on a sales order. A wizard will help you with this. Before the purchase order has been transferred to the status Purchased, you are able to accumulate the quantity in new purchases based on sales orders from the same supplier.

 ▼ Start the wizard from the **Product line** tab on the sales order. Click the arrow to the far right and click **Create purchase based on order**. If you cannot find this option, you will first need to select that you wish to use this functionality in the company settings for product.



 **Tip!** If you do not have this option, you must first activate the functionality in the company settings for product.

The wizard consists of 3 steps:

Step 1

Select whether to purchase the products from the default supplier or another supplier and click **Next**.

Step 2

In this window you select which information you want transferred from the sales order to the purchase.

Purchasing Wizard

Transfer settings from sales order
Here you decide what information you want to extract from the sales order and include in the purchase.

What information is to be transferred from sales order to purchase?

- ☐ Purchase price of purchase must be the same as cost price of sales order
- ☒ Purchase price as per suppliers price on the product card
- ☐ Transfer text linked to product lines from sales order to purchase
- ☒ Transfer delivery dates from sales order to purchase
- ☐ Transfer free text lines from sales order to purchase
- ☐ Transfer delivery address from sales order to purchase

Selection of product lines to be purchased

- ☐ Transfer products that are Work/Service from sales order to purchase
- ☒ Transfer products that are Stock lines from sales order to purchase order
- ☐ Transfer products where quantity ordered on purchase is zero
- ☐ Transfer products reserved for purchase

Help < Previous Next > Cancel

What information is to be transferred from sales order to purchase?

Select whether the purchase price for the purchase should be set equal to the cost price in the sales order or retrieved from the product card.

Select the check boxes for the information you want to transfer from the sales order to the purchase. If you select to combine several product lines on the sales order against the same product, it is not possible to transfer information from each individual product line.

Selection of product lines to be purchased:

Select the check boxes to select which product lines are going to be purchased. You can select whether products that are Work/Services and Stock items are going to be purchased, and whether products, where quantity ordered on purchase is zero are to be transferred.

Step 3

You have now completed your selections and made all the settings for the purchase order proposal. Tick the box for **Automatically add all products from the selection in suggested purchase** if you would like to enter the product lines into the purchase order proposal automatically. If this box remains blank, the selection will come up empty and you can enter the desired product lines manually. The original sales order continues to be displayed in the background.

Once you are finished, click **Complete** to execute the selections/settings and continue in the **Products to be purchased** window.




Note! If you click **Cancel** the Filter settings will not be stored.

The **Products to be purchased** window is displayed inactively in the background until you have made the necessary settings for the purchase proposal.

Purchase Generator - Creating a Sales Order based on Purchase Order

The **Purchase generator** allows you to create a sales order based on an existing purchase order. This is done using a wizard that is started in the **Product lines** tab.

How to create a Sales Order based on your Purchase Order

1.  Click **Purchase generator** and select **Create order based on purchase**.
2. The wizard will then display information about the purchase on which the order will be based. Click **Next**.
3. Select the contact for which you are going to create the order. Click **Next**.
4. Select the basis for cost price and sales price on the sales order and select which information you want to be transferred to the sales order. Click **Next**.
5. Only if the customer already has an existing unprocessed sales order:

Select whether you want to update an existing sales order with new product lines or create a new one.

6. Click **Complete** to create the sales order.



*The wizard will now display order information about the created sales order. Click **Close** or **Cancel** to close the wizard.*

Purchase Reservations

Purchase reservation means that you have reserved one or more products from one or more purchases from a supplier for a customer (sales order). This window displays all the reservations that have been created. The reservations themselves are created in Orders, not delivered, the Sales and Invoicing module or in the Purchase module.

At the top of the window you will find several options that limit which purchase reservations are to be displayed. Changes to the filters are not displayed until you click **Update** or press the [F5] function button.

- **Product no:** Here you can register a product number or scroll to a product to display purchase reservations for that product only.
- **Sales order no:** Here you can register a sales order number or scroll to a sales order to display purchase reservations for that sales order only.
- **Purchase no:** Here you can register a purchase number or scroll to a purchase to display purchase reservations for that purchase only.
- **Contact no:** Here you can register a contact number or scroll to a contact (customer) to display purchase reservations for that customer only.

You can also choose to limit the list to display reservations for sales orders that have been delivered or have not been delivered.

Reserving Sales Orders against Purchases

You can reserve products on a specific purchase in the purchasing wizard so that they are reserved for a specific order. The reservations window contains two lists. The upper list displays all the purchase lines on the selected purchase. The list gives you an overview of the purchase lines and shows the number reserved for sales orders. You cannot make any changes here.

The lower section displays a list of reservations against selected purchase lines in the upper list.

Reservation of orders against purchase

1. Click **Purchase generator** (the drop-down list) and select **Reservation of sales order against purchase**.
2. Click **New** to register a new reservation against a purchase line. This will bring up a list of orders that the purchase line can be reserved against.
3. Select the order you want to link to the purchase line to and click **Insert**.
4. Register the number to be reserved in the **Reserved** column.



The Reserved for sales order column in the upper list is updated.

The **Update delivery dates for sales orders** button retrieves the delivery dates registered for the purchase and transfers these to the sales order.

Reserving Stock Items

You can reserve products for sales orders in accordance with what products are in the warehouse or being purchased. This helps to ensure that there are sufficient products when the order is to be delivered. Both delivery of goods and reservations are created automatically as stock movements.

To reserve stock items

1. Select the order for which you wish to guarantee delivery of goods at the top of the window.
2. Click **Reserve stock items**.
3. Click **Reserve all** to reserve all items in the order that are available in accordance with stock, and any other reservations.
4. Enter a number in the **Reserved** field if relevant.
5. Select the serial number to be reserved.



This selection will appear if you are reserving a product marked as Required serial number for receiving goods and withdrawing goods in the Settings in the Product register tab. You must also have selected Serial number must be picked manually in Company database settings for Product/Warehouse handling.

To reserve purchase

1. Select the order for which you wish to guarantee delivery of goods at the top of the window.
2. Click **Reserve purchase**. Please note that the purchase must already be created in the Purchase module.
3. Click **New** above the bottom list to add a purchase to the list.
4. Enter a number in the Reserved field.
5. Select the serial number to be reserved.



This selection will appear if you are reserving a product marked as Required serial number for receiving goods and withdrawing goods in the Settings in Product register tab. You must also have selected Serial number must be picked manually in Company database settings for Product/Warehouse handling.

Reserving Sales Orders against Purchase Orders

In the **Reservation of sales order against purchase no.** you can reserve products against a specific customer order.




Note! The function must be activated in company settings for Sales and Invoicing under **General**.

The function can be started from **Purchases** in the **Product lines** tab and on the sales order.

The reservations window contains two lists. The upper list displays all the purchase lines in the selected purchase. The list gives you an overview of the purchase lines and shows the number reserved for sales orders. You cannot make any changes here.

The lower section displays a list of reservations against selected purchase lines in the upper list.

How to reserve a sale against a purchase order

1.  Click **New** to register a new reservation against a purchase line. This will bring up a list of orders that the purchase line can be reserved against.
2. Select the order you want to link to the purchase line and click **Insert**.
3. Register the number to be reserved in the **Reserved** column.



The Reserved for sales order column in the upper list will be updated.

The **Update delivery dates for sales orders** button retrieves the delivery dates registered for the purchase and transfers these to the sales order.

Use the **Go to purchase** button to open the purchase order.

Purchase Accounting

Posting a Purchase Invoice/Creating a Supplier Invoice

When you have ordered the goods from the supplier you can post the purchase order(s). You can also post an accompanying Duty/Freight invoice.



Note! You can also post a partial delivery. Enable this in Purchase settings: You can enter purchases that have not been fully received.

How to post a purchase invoice

1. From the purchase module click **Post Purchase Invoice**.
2. Select Invoice type. This example describes **Supplier Invoice**.
View separate topics for other invoices:
 Supplier invoice
 Duty/Freight invoice
 Credit note
3. Enter the **Invoice no.**
4. Check that the **Invoice date** and **Due date** agree with the supplier's invoice date.
5. Check that the **Currency** is correct.
6. Register the amount for **Freight and Handling** if this is included in the same invoice as the goods.
7. Check the **Remittance**, **VAT liable**, and **Rounding** against the invoice.
8. To manually adjust the VAT, click on the **Adjust VAT** button adjacent to the **VAT liable** field, a window will open where you can enter the **Corrected VAT** in the corresponding column. Click **OK** to confirm these changes or **Cancel** to discard them.
9. Check **Price** and **Quantity** in the **Invoiced** column.
 You may post a different quantity. Register the correct quantity in the **Invoiced** column. If you post less, the remaining value will be shown in the **Invoiced** column the next time the purchase order is posted.
10. Click **Invoice**.
 The Purchase order is registered and has been assigned an entry number, e.g. **PI1**, and is transferred to the **Nominal Ledger**. The **Entered** column is updated with the entered number. The purchase order's status is **Received**.



*Click **Process complete** if you want to change the status of the purchase order. It is still not locked so you can still register more products if necessary.*

Posting a Duty/Freight Invoice from Purchase

When you purchase products they may be accompanied by an invoice for freight from the company that delivered the products and from Customs and Excise for the import of the products and any VAT that you have to pay. Use Duty/freight invoice to enter this in the program.

How to post a duty/freight invoice

1. From the purchase module click **Post Purchase invoice**.
2. Select **Duty/Freight invoice** as the Invoice type.
3. Select **Supplier no.**
4. Click [...] to display the **List of suppliers**.
5. Enter the **Invoice no.**
6. Check that the **Invoice date** and **Due date** agrees with the supplier's invoice date.
7. Check **Supplier payments** and **Currency** against the settings for the supplier.
8. Enter the supplier's invoice amount for **Freight/shipping, Handling, Special duty, Duty, Import VAT**, and **Other** if necessary.
9. To manually adjust the VAT, click on the **Adjust VAT** button at the base of the window, a window will open where you can enter the **Corrected VAT** in the corresponding column. Click **OK** to confirm these changes or **Cancel** to discard them.
10. Register any **Rounding**.
11. Click **Invoice**.
12. The Purchase order is registered and has been assigned a journal number, e.g. **PI1**, and is transferred to the Nominal Ledger. On the purchase order the **Entered** column is updated with the posted items. The purchase order's status is **Received**.



Click Process complete if you want to change the status of the purchase order. It is still not locked so you can still register more products if necessary.

Posting Credit Notes from Purchase Orders

It is possible to cancel/credit an entire purchase, or components of one, at each stage of a purchase. The consequences this will have depend on the status of the purchase.


If you delete a purchase with the status **Unprocessed** or **Purchased** it will be transferred to **Cancelled** status. The same applies if the products have been received but taken out of the warehouse again by creating a Receive/Return with negative quantities in the product line. Should you delete a purchase with **Received** status, this will be transferred to **Completed** status.

If the purchase has already progressed to the stage where it has been posted in the ledgers, you will need to credit the purchase and post the item again, this time with a negative value in the product line.

The two posted purchases should cancel each other out, so that the overall accounting figures will not be affected.

If there is an incorrect posting or if you want to create a credit note for the purchase order, you can do this from the purchase window. Posting a credit note is no different from posting a **Supplier invoice**. The entry screen is the same for both.

How to post a credit note from a purchase

1. Go to **View - Purchase Order - Purchases**.
2. Find the right purchase. (If you have posted it already, it will have status Received or Process complete.)
3.  Click on **Post Purchase Invoice**.
4. Select **Credit Note** as the **Invoice type**. Check that the product lines match.
5. Enter the quantity of products as negative numbers in the column **Invoiced**. Example: If you have posted a quantity of 10 products and now want to credit these, you enter - 10.00 in the column **Invoiced**.
6. Enter all the necessary information as described in Posting a purchase invoice.
7. Click on **Invoice**.
8. You will be asked whether you would like to remove the goods from the warehouse. This is up to you.



The Purchase order will be registered and receive a journal entry number, e.g. PC1, and will be transferred to the Nominal Ledger.



Note! If the goods are no longer in the warehouse, you will receive a message that a stock movement could not be created and that the warehouse needs to be updated manually if the products are to be taken out of the stock.

Chapter 4: Warehouse

In this chapter:

About the Warehouse	230
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Product Bundles	253



The functionality described in this chapter may be either partly or fully available within your program version. You will find a detailed overview of all of the functionality included in all Mamut products on our website at www.mamut.co.uk/functionality.

If you are unable to find the answer you are after within this chapter, you can refer to the More Information chapter where you will find tips on how you can get further help.

If you wish to order or receive more information regarding Mamut products, you can contact our sales department at sales@mamut.co.uk or by phone on 0207 153 0900.

About the Warehouse

If you purchase goods for re-sale you need to consider whether you want to keep products in stock. If you do, you will have to activate this function through **Company Settings** for **Product** under the **Customisation of function**. If you activate to keep products in stock, you can operate with products that **Update stock** (warehoused stock) and products that do not. If the product should update the stock, you must select this from the product card via the **Warehouse** tab.

All stock movements and stock registered in the program are collected in this module and are affected by several different modules and processes. These include customer's orders, purchases from suppliers, the manual registering of stock movements, the assembly/disassembly of product bundles, transfers between warehouses and stocktaking. Clicking the buttons on the left-hand side allows you to carry out various logistics tasks. In order for these products to appear in these registers at all, a product must be linked to a warehouse and **Update stock** must be selected in the **Warehouse** tab in the **Product register**.

The available functions include the following:

Stock: Here you transfer products between warehouses, assemble and disassemble product bundles, and define the warehouse levels you want.

Orders, not delivered: Here you are provided with an over view of outstanding orders, product reservations and registered supply of goods/delivery of goods.

Non-received purchases: Here you are provided with an over view of outstanding purchases, you can edit these and register delivery of goods/receiving goods.

Products with availability below purchase level: Here you are provided with an overview of all the products with low stock levels. You can choose various display criteria and start a purchasing wizard to order products.

Purchase reservations: Here you can reserve products from a purchase for a sales order.

Serial numbers in stock: Here you can find a specific unit of a product based on a serial number and you will see its movements into, within and out of a warehouse.

Stock movements and reservations: Here you are provided with a complete overview of all stock movements and reservations for all stock items.

Warehouse register: Here you can create new warehouses and locations and link products to them.

If you have a webshop you can create warehouse statuses for the various products available to your customers in E-Commerce. You have numerous opportunities to decide how warehouse statuses will be presented through settings in the **Webshop** tab in the product card. Through the Company Settings for Product you can select whether a new product will display the stock level in the webshop as the default. The **Website Settings** and the **Settings Webshop** tabs are where you can select various icons that are to indicate whether the products are in stock or not.

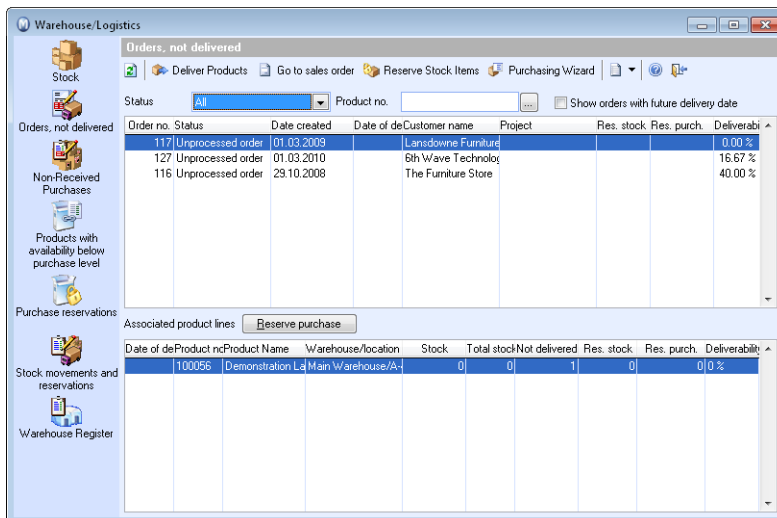
Delivering Products


An expedient way of delivering products is by clicking **Deliver Products** in the **Product & Warehouse** focus area. If you choose this method, you will be able to choose from a list displaying **Order number** and contact **Name**.

You also have the possibility to deliver products via the warehouse module, from the **Orders not delivered** window. This method gives you more detailed information regarding order lines as well as shortcuts to any existing purchase reservations and the purchase wizard.

How to deliver products

1. Go to **View - Warehouse - Warehouse - Orders, not delivered**.




2. Select an order at the top of the window for which you will withdraw one or more items from the warehouse to deliver to the customer.
3.  Click **Deliver products**.
4. Change the figure under **To be delivered** if not all of a product is to be delivered from the warehouse. If all available products are to be delivered, click **Update all available products with 'to be delivered'** to automatically adjust the figure in the **To be delivered** column. If not all products in the order are to be delivered, a backlog is created when the order is invoiced.
5. You can select one or more pick lists and packing lists for printout if required. Adjust the date for Picked, Packed and Sent if they do not have the current date.
6. Click **Print and update warehouse**.




The stock and 'to customers' are automatically adjusted.

If you are delivering a product marked as **Required serial number for receiving goods and withdrawing goods** in the **Settings** in **Product**

Register tab and you have selected **Serial number must be picked manually** in Company settings for Product/Warehouse handling, a screen will appear in which you have to select the unit (serial number) of the product that is to be delivered.

 **Tip!** You can register the delivery of products in an order and print the related reports **Pick list** and/or **Packing list**. This is an alternative to updating stock and printing reports from the Sales and Invoicing module.

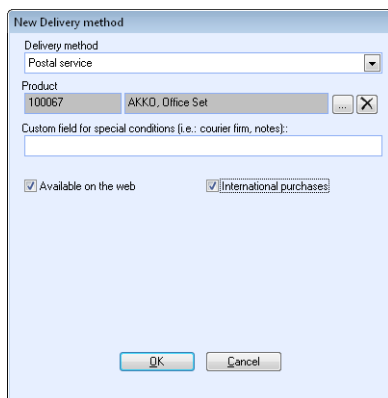
 **Tip!** If a customer has exceeded their credit limit, you will not be able to deliver any products to them. The outstanding payments must be reduced first, or the credit limit will need to be expanded on the contact card.

Delivery Methods

In the Properties Register you can create and maintain delivery methods that apply to your company. Delivery methods can e.g. be **Post**, **Messenger** or **Personal delivery**. The delivery method is specified in the Freight tab in Order Registration and appears on invoice printouts and other reports.

How to register a new delivery method:

1. Go to **View - Settings - Company - Properties Register**.
2. Select **Delivery method** and click **Edit**.
3. Click **New**.



4. Select a **Delivery method**.

5. Click the search button if you want to link the delivery method to a **Product**. Please note that to invoice a delivery method to a customer, you have to register the delivery cost as a separate product in the **Product Register**.
6. Enter a name in the **Custom** field. You will see this later in the drop-down list on Delivery methods when you register an order.
7. Select whether the delivery method is to be **Available on the web**, so that customers can select this delivery method when placing orders in your webshop or if this applies to **International purchases**, so that customers abroad can select this delivery method.
8. Enter the **Time frame** for delivery. This only applies to the **Courier** delivery method.



The Delivery Method may now be used when registering an order.

About Cost Accounting and Accounts Update of Stock Value

If you purchase goods for re-sale, you should consider whether to use the functionality in Mamut Business Software regarding keeping products in stock. If you would like to use this functionality, you will need to activate this function through the **Company Settings for Product** under the **Customisation of functions** tab. If you activate the option that your **Company keeps products in stock**, you can operate with products which **Update stock** (warehoused stock) and products which do not. If the product should update the stock you must select this from the product card via the **Warehouse** tab.

If you stock products you must also select whether to post the Stock value and how this is to be done. The program can automatically do this, as long as you maintain and register the purchase prices and the purchasing costs correctly. You can also select not to post stock values automatically. The settings for your selection are located in **Company Settings for Product** in the **Price processing** tab. Through **Accounts update of stock value** you select whether to post the stock value or not. If you select to enter product cost upon purchase it means that there will be no automatic posting of stock value.

No posting of stock value on balance sheet

If you do not want to post stock in the accounts you can select **Enter on purchase**. You then post the purchase of the goods as a cost, while creating the supplier invoice from the purchase. No balance will be accumulated on the balance sheet account for stock and changes in the stock will not show in the Profit and Loss accounts. This method is best suited for companies that have little amounts of stock or companies that can post stock changes as part of their regular stocktaking. We recommend that you check with your accountant/auditor before deciding whether or not to use this method.

Posting stock value on balance sheet

If you stock products, the total value of all stocked products is reflected in the balance of the accounts. To be able to stock products you will have to mark the selection for it within **Module settings for product** and via the **Customisation of functions** tab. Should you want to post stock in the accounts, you will have to activate this function through company settings for product under the **Price processing tab** and select **Accounts update of stock value**. If you select **Expense product when goods are taken out of the warehouse** the stock will be posted in the accounts.

Cost accounting thus occurs for all products when goods are taken out of the warehouse. Other stock movements will be posted so that the stock changes.

In the **Price** tab in the Product card you can select the check box for **Override cost price in sales module**. You cannot select this alternative if you cost account at the time of the sale. If so, this could lead to differences between reports in the accounts and in the Sales/Warehousing reports.



Note! Journals will be automatically posted in the accounts for in and outward stock movements. The journals will be posted as a separate journal type.

You can also select the Individual rule for updating stock value in the accounts for each product. If you select this alternative, settings for this will become available in the Product register under the Settings tab, where you can apply Settings for posting for each product.

The selections are the same as the general selections mentioned above:

- **Expense on purchase**
- **Expense product when goods are taken out of the warehouse:** You should not activate **Override cost price in sales module** in the **Price** tab in the **Product register** if you use **To be expensed when invoicing customer** as this could lead to differences between reports in the accounts and in the Sales/Warehousing reports.

You can also select whether the **Basis for entering stock value in the balance sheet is to include purchase costs (in addition to purchase price)**.

The basis for the automatic journals is the cost price for the stock movement. In order for the accounts update of stock value to match with the actual value, it is imperative that the cost price is correct.

Accounts update of stock value is updated with every new stock movement and when prices and costs are changed on existing movements. This way the accounts will always contain the updated and correct stock value.

Through company settings for product via the **Price processing** tab you can also select the **Basis for cost price**. If you selected the product register as the basis for gross profit, the gross margin on the sales order and the statistics will not correlate with the entered cost. This is because the entries for the accounts retrieve this information from stock movement, while the sales order, in this instance, retrieves its information from the product register. It

is therefore recommended that you use the **Purchase price** as the **Basis for cost price** when you stock products.

Posting

The system is preset with Control accounts where accounts for **Stock**, **Stock change**, **Invoices not received**, **Goods not received**, **Manual stock change**, **Standard purchase account**, **Freight charge**, **Duty/Handling** etc are set up. Products of the type **Stock item** will initially use these accounts in the automatic journal entry of stock movements.

If you want different balance sheet accounts for various products, you can override this account for each product individually. You do this through the **Product register** under the settings tab. You can also override **Stock change accounts** and **Cost account for product cost**.

No variations are supposed to occur between the value of stock in the accounts and in the logistics module. This is why the balance sheet accounts are updated at the same time as the goods are registered in and out of the warehouse. The posts are therefore entered on:

- Registration of receipt of goods
- Registration of a supplier invoice
- Delivery of goods to the customer
- Registration of an invoice to a customer

An invoice can update the stock in relation to your routines. You decide whether it will update when you print the invoice - **When printing invoice** or when printing **Delivery note** or **Picking list**. The setting for this is **Update stock** and is located in the **Warehouse handling** tab in company settings for product

The **Profit and Loss accounts** will only be influenced once an invoice is printed to a customer. Automatic entries that occur in Profit and Loss accounts will not have any net effect on the result.

You can select whether any stock changes will be visible in the Profit and Loss accounts. If so, two extra journal lines will be posted on the receipt and delivery of goods. When creating a new database, this function is turned off by default. Select the check box for **Use both types of Accounts update of stock value**, through the **Price processing** tab in company settings for product to activate this function.

The **Profit and Loss accounts** will also be influenced during stock taking and manual stock movements. If you do not want these movements to automatically influence the result, then you can change the Control account for this to a balance sheet account. You must then reconcile this account manually.

Stock



This register provides you with an overview of the stock levels of all products. In addition you can see, among other things, how much is on its way out of and into the warehouse. In other words, the number of products from suppliers (purchases in the Purchase module with the status 'Ordered') and the number of products for customers (orders in the Sales and Invoicing module that have not been delivered).

At the top of the window you will see several options that limit which products are displayed. Changes to the filters are not displayed until you click **Update** or press the [F5] function button. The available filters are:

Warehouse: here you can select the warehouse you want in order to only see the products linked to this warehouse or leave it at (All) to display all stock items in all warehouses.

Product no.: here you can register a product number or scroll to a product to only display that product.

Product group: here you can select which product group you want displayed in the window. You can also deactivate the selection by selecting (All).

Sub-group: to select a sub-group you must first have selected a product group. Select the sub-group to which a product must belong for it to be displayed in the window. You can also deactivate the selection by selecting (All).

Processing a product

1. Specify the selection you want for the list with respect to warehouse, product number, product group or sub-group.
2. Select the product you want to process.
3. Select whether you want to: Transfer stock to a different warehouse, Assemble/disassemble product bundles, Define stock levels you want, or Transfer stock between different variations of a product (you can read more about this option in the section "Product Variations" in the "Product" chapter).



The product has now been processed.



By clicking on the arrow button to the right of **Create activities** you can create customised activities. You decide on the content for the activity yourself and also which modules the activity template will be available in.

Setting preferred Stock Levels

At the very bottom of the screen you can specify the quantities of an item that are to be in the warehouse at all times. You can then obtain reports showing which items are running short and use the purchasing wizard in the Purchase module to order more of these products.



Tip! You can also edit these levels under the **Warehouse** tab in the **Product Register**.

How to set your preferred stock level

1. Find the required product in the list and select the product line.
2. Enter the different stock levels to apply to the product in this warehouse:
 - **Max. level:** The maximum quantity of the product that should be in the warehouse.
 - **Min. level:** The minimum quantity of the product that should be in the warehouse.
 - **Purchasing level:** The required quantity of the product in the warehouse before more are purchased.
 - **No. purchased:** The quantity that should be purchased for each order.



The stock level has now been set.

After defining the different levels, you can go to the Products with available under purchase level window to see which products have stock or availability (Stock minus "to customers") lower than the purchasing level or availability lower than the minimum level.

You can use the **Purchasing wizard** to purchase items in accordance with these levels.

Transferring Stock to another Warehouse

How to Transfer Stock to a Another Warehouse

1. Click **Transfer to another warehouse**.
2. Enter the quantity to be transferred. The maximum is the actual quantity in the warehouse from which you are transferring.
3. Select the **Warehouse** you are transferring to.
4. Select the **Warehouse location** you are transferring to. You can select a location if you have set up the company to use warehouse locations in the company settings. If you have selected **Company stores the same product in several locations in the same warehouse** in the company settings, you will also be able to transfer to new locations in the same warehouse.
5. Click **OK**.



The stock has now been transferred to the warehouse.

Orders, not delivered

In the **Warehouse**, under **Orders, not delivered** you can see all sales orders where the products have not been taken out of the warehouse. This can apply to sales orders with the statuses **Unprocessed**, **Backorders** and **Invoiced (not delivered)**. The upper list displays sales orders and the lower list displays product lines where the quantity delivered is less than the quantity ordered.

Processing an order

1. Specify the selection for the list.

Note! At the top of the window you will find filters for order status and date of delivery that limit which orders are displayed. You can sort by status or search for the product number. You can also search in the product list by clicking the search button. Changes to the filters are not displayed until you click **Update** or press the [F5] function button.

2. Select the order you want to process in the upper section.
3. Select whether you want to:

Deliver products: In other words, withdraw goods from the warehouse and print out a Picking list/Delivery note.

Reserve stock items: Ensure that products currently in the warehouse are reserved for this order.

Reserve purchase: Ensure that products ordered from a supplier will go to this customer (sales order).



The order has now been processed.



Tip! The deliverability takes order reservations into consideration. For example, if all stock items are reserved for a specific order, other orders containing the same stock item will display the deliverability as 0%, even if the product is in stock. Purchase reservations do not affect the deliverability.

Description of the fields in the bottom line

Stock: Stock of the selected product in this warehouse/location.

Total stock: Total stock for the selected product regardless of warehouse/location.

Non-received Purchases

Here you will see an overview of all of the purchases in the **Purchase** Module that have the status **Purchased**, and for which all the products have not been received. Selecting one of the purchases in the upper list will display the associated product lines in the lower section of the window.

When the products arrive you can register Receive/Return in this window. Alternatively, the receiving of goods can be registered in the purchase module.

Specify whether the purchases that have a planned date of delivery are to be displayed in the future by selecting **Show purchases with scheduled future delivery date**. This refers to the **Planned delivery date** field in the **Purchase module**. If you do not check this option, only those with today's date or older will be displayed.

Register Receive/Return


1. Select a purchase and click **Receive/Return**.
2. Register the amount of received goods in the **Received** column. Read more about receipt of goods in the chapter "Purchasing".
3. Click **Receive goods**.




The goods have now been received.


Products with Availability below Purchase Level


This register displays all the products with fewer units in the warehouse or available than what is defined as the 'Purchase level' or 'Minimum level'. The minimum level and purchase level are specified in the **Stock** window or in the **Product register**.


 You can start the purchasing wizard from this window by clicking **Purchasing Wizard**.


Warehouse/Logistics


 Stock


 Orders, not delivered

 Non-Received Purchases


 Products with availability below purchase level

 Purchase reservations

 Stock movements and reservations

 Warehouse Register

Products with availability below purchase level

 Purchasing Wizard

☐ Products with availability below purchase level

☒ Products with availability below minimum level

☐ Products with stock below purchase level

Product N°	Product Name	Warehouse	Warehouse/locati	Stock	From Supplier	To Customer	Available	Purc. level
100003	Chair, PROFIL	Default warehouse	(Unknown)	-1	0	4	-5	0
100009	Chair, LUXOR	Default warehouse	(Unknown)	14	0	16	-2	0
100015	Chair, MELBOURNE	Default warehouse	(Unknown)	-14	0	3	-17	0
100049	Complete, AVANT, C	Default warehouse	(Unknown)	-5	0	0	-5	0
100054	Rental, Packing Box	Default warehouse	(Unknown)	2	0	0	2	0
100055	Demonstration Small	Default warehouse	(Unknown)	0	0	0	0	0
100056	Demonstration Large	Default warehouse	(Unknown)	0	0	0	0	0
100063	Chair, CONTEMPO	Default warehouse	(Unknown)	-17	0	19	-36	0

You can select various filters to specify which products are to be displayed in the list:

- Select Products with availability below purchase level** to see products with a number available (stock minus "to customers") lower than what is specified in Stock.
- Select Products with availability below minimum level** to see products with a number available (stock minus "to customers") lower than what is specified in Stock.
- Select Products with stock below purchase level** to see products with a stock level lower than what is specified in Stock.

Purchase Reservations

Purchase reservation means that you have reserved one or more products from one or more purchases from a supplier for a customer (sales order).

This window displays all the reservations that have been created. The reservations themselves are created in Orders, not delivered, the Sales and Invoicing module or in the Purchase module.

At the top of the window you will find several options that limit which purchase reservations are to be displayed. Changes to the filters are not displayed until you click **Update** or press the [F5] function button.

- **Product no:** Here you can register a product number or scroll to a product to display purchase reservations for that product only.
- **Sales order no:** Here you can register a sales order number or scroll to a sales order to display purchase reservations for that sales order only.
- **Purchase no:** Here you can register a purchase number or scroll to a purchase to display purchase reservations for that purchase only.
- **Contact no:** Here you can register a contact number or scroll to a contact (customer) to display purchase reservations for that customer only.

You can also choose to limit the list to display reservations for sales orders that have been delivered or have not been delivered.

Serial Numbers in Stock

This list displays all the products in the warehouse that are linked to a **Serial number** and/or **Best before date** and/or **Consignment no.** In **Product register settings**, you select whether this should be required when receiving or withdrawing products. The serial number, best before date and consignment number follow a specific unit of a product.

You can track a specific product's progress through the company by selecting a selection of serial numbers. In the list displayed you will then see all stock movements of the product(s) with this/these serial number(s) that is/are currently in the warehouse.

Changes to the selection are not displayed before you click **Update** or press the [F5] function button. The available options are:

Product no.: here you can register a product number or scroll to a product to only display serial numbers associated with this product.

Serial number: here you can register from and to serial numbers to only display serial numbers within this interval.

Selection: here you can choose to display all serial numbers in the warehouse or only those that are either associated with a reservation or those that are not.

Stock Movements and Reservations

In the stock movements and reservations window, you have a complete overview of the reasons for all changes to stock. You can track all the movements of a particular unit, based on its serial number for example, right from when it arrived at the company until it was sent to a customer. You can also see what stock items are reserved for customers.

Warehouse/Logistics

Stock

Orders, not delivered

Non-Received Purchases

Products with availability below purchase level

Purchase reservations

Serial numbers in stock

Stock movements and reservations

Warehouse Register

Stock movements and reservations

Type

All

Category

All

Product no.

Contact No.

0

Warehouse

All

Serial number

Date

- -

Order no.

Purchase no.


Invoice no.


Type	Category	Qty.	Product no.	Product Name	Contact Name	Warehouse/Location	Sales order	Purchase
Out	Sales	1	100030	Book Case, PEGA	CJS Joiner Services	Main War E-1	1	0
Out	Sales	1	100069	Contempo - Blue	CJS Joiner Services	Main War A-5	1	0
Out	Sales	5	100001	Chair, AKKO EXT	CJS Joiner Services	Main War A-2	1	0
Out	Sales	2	100025	Drawer, AKKO PLI	CJS Joiner Services	Main War D-5	1	0
Out	Sales	2	100021	Shelf, AKKO SPAC	CJS Joiner Services	Main War C-6	1	0
Out	Sales	1	100035	Shelf, KORRO 100	CJS Joiner Services	Main War E-5	1	0
Out	Sales	4	100024	Table Legs, AKKO	CJS Joiner Services	Main War A-2	1	0
Out	Sales	1	100033	Table Top, KORRO	CJS Joiner Services	Main War E-5	1	0
Out	Sales	1	100029	Book Case, PEGA	CJS Joiner Services	Main War D-6	1	0
Out	Sales	4	100004	Chair, AVANT S11	CJS Joiner Services	Main War B-1	1	0
Out	Sales	4	100005	Chair, AVANT S22	CJS Joiner Services	Main War A-3	1	0
Out	Sales	4	100015	Chair, MELBOURN	CJS Joiner Services	External S Main Area	1	0
Out	Sales	1	100061	Fire Proof Case	CJS Joiner Services	Main War F-1	1	0
Out	Sales	1	100020	Table, AKIRO	CJS Joiner Services	Main War C-5	1	0
Out	Sales	1	100018	Table, WING	Excell Conferences	Main War C-4	3	0
Out	Sales	1	100064	Table, CONTEMPI	Excell Conferences	Main War A-4	3	0
Out	Sales	1	100050	Table, CONTAS	Excell Conferences	Main War B-3	3	0
Out	Sales	8	100006	Chair, SPIKE	Excell Conferences	Main War A-6	3	0

The movements are categorised automatically based on which process led to the stock movement. In other words, whether the stock movement was the result of an invoice, credit note, purchase order, stocktaking, assembly/disassembly of product bundles, warehouse transfer or something else.

Stock movements can also be created manually if stock needs to be adjusted outside the procedures in the other modules. Only manually created stock movements can be deleted.

Read more about Important Tools in the windows in the introduction manual "Settings, Reports and Filters".

 The product flow window allows you to track all stock movements. The window displays the items that caused the movement and allows you to view the journal entries linked to the movements (if any entries have been registered).

 By clicking on the arrow button to the right of **Create activities** you can create customised activities. You decide on the content for the activity yourself and also which modules the activity template will be available in.

At the top of the window you will find a number of selections used to limit the stock movements and/or stock reservations displayed. Filter changes are not shown until you click **Update** or use the **[F5]** function key.

The following filters are available:

Type: You can select whether both stock movements and reservations are to be displayed, or just reservations or movements in/out.

Category: You specify which category of stock movement is to be displayed. The category indicates the process in the company (and in Mamut) that resulted in the movement. You can also select **(None)** to display movements in all categories.

Product no.: You can enter a product number or browse to find a product in order to display just the stock movements and/or reservations linked to this product.

Contact no.: You can enter a contact number or browse to find a contact (customer) in order to only display the stock movements and/or reservations linked to this contact.

Warehouse: You can specify the warehouse for which you wish to display stock movements and/or reservations.

Serial number: You can enter from and to serial numbers in order to display just the stock movements and/or reservations for serial numbers in this range.

Date: You can enter a date or click the  button to set a time interval for the stock movements and/or reservations to be displayed.

Order no.: You can enter a sales order number in order to display just the stock movements and/or reservations linked to this sales order.


Purchase no.: You can enter a purchase number in order to only display the stock movements and/or reservations linked to this purchase.


Invoice no.: You can enter an invoice number in order to only display the stock movements and/or reservations linked to this invoice.

Creating Stock Movements Manually

If you want to create a manual stock movement for a product, you can do this via the Warehouse module or directly via the product card. If you choose this way, some information, like e.g. the product number and the warehouse/location are already preselected.

How to create a manual stock movement

1.  Open the product's product card via **View - Product - Product Register**. Go to the **Warehouse** tab, click the arrow next to **Go to warehouse** icon and select **New stock transaction**.

- or -
 Open **View - Warehouse - Warehouse - Stock movements and reservations**. Click **New**.
2. The following items must be completed:

Product no.: Enter the product number or browse to find the product to which the stock movement applies.

Type: Select whether the movement is **In** or **Out** of the warehouse.

Warehouse: Select the warehouse to which the stock movement applies.

Quantity: Enter the quantity of goods. If **Type** is **Out**, the quantity cannot be greater than 'Stock' minus 'to customers' in stock.

If the product for which you are creating stock movements for is set up in the **Product register** with **Required serial number**, **Required consignment number** or **Required best before date** for receiving goods and withdrawing goods, you must also specify this in the **Serial number**, **Consignment ID** and **Best before date** tab.

3. Click **OK**.




You have now registered a stock movement manually. The stock movement can be tracked via the product flow window.

Creating reversed stock movements

From the Warehouse module you can easily create reversed stock movements for a product. The properties are inherited, so that you do not need to enter all values again.

How to create a reversed stock movement for an existing product


1. Go to **View - Warehouse - Warehouse - Stock movement and reservations**.
2. Double click the stock movement you wish to create a reversed movement for.
3.  Click the **Create reversed movement** icon.
The edit mode of the window will be activated: All properties will be inherited from the original stock movement and **Type** will be reversed from **In** to **Out** or vice versa.
4. Check all entries and adjust them, if necessary.
5. Click **OK**.




The reversed stock movement has been created.

Product Flow

The Product Flow Window

 The product flow window gives you complete control of all stock movements. The window lets you track those transactions which caused the stock movement as well as locate the journal entry in the Nominal ledger, if an entry has been registered. You can access the window from the **Stock Movement and Reservations** view in the **Warehouse** module.

 You can also open the product flow window from **Sales/Invoicing** and **Purchases** in the **Product Lines** tab.

The window lets you track those transactions which caused the stock movement as well as locate the journal entry in the Nominal ledger, if an entry has been registered.

Product Flow

Order no.

- In, Stocktaking - Stock movement no.: 782, 100030
 - Out, Sales - Stock movement no.: 1, 100030
- In, Stocktaking - Stock movement no.: 758, 100069
 - Out, Sales - Stock movement no.: 2, 100069
- In, Stocktaking - Stock movement no.: 755, 100001
 - Out, Sales - Stock movement no.: 199, 100001
 - In, Return from customer - Stock movement no.: 207, 10000
 - Out, Sales - Stock movement no.: 3, 100001
- In, Stocktaking - Stock movement no.: 780, 100025
 - Out, Sales - Stock movement no.: 4, 100025
- In, Stocktaking - Stock movement no.: 777, 100021
 - Out, Sales - Stock movement no.: 5, 100021
- In, Stocktaking - Stock movement no.: 787, 100035
 - Out, Sales - Stock movement no.: 6, 100035
- In, Stocktaking - Stock movement no.: 757, 100024
 - Out, Sales - Stock movement no.: 7, 100024
- In, Stocktaking - Stock movement no.: 785, 100033
 - Out, Sales - Stock movement no.: 8, 100033
- In, Stocktaking - Stock movement no.: 781, 100029
 - Out, Sales - Stock movement no.: 9, 100029
- In, Stocktaking - Stock movement no.: 760, 100004
 - Out, Sales - Stock movement no.: 117, 100004
 - In, Return from customer - Stock movement no.: 158, 10000
 - Out, Sales - Stock movement no.: 10, 100004
- In, Stocktaking - Stock movement no.: 761, 100005
 - Out, Sales - Stock movement no.: 118, 100005
 - In, Return from customer - Stock movement no.: 159, 10000
 - Out, Sales - Stock movement no.: 11, 100005

Stock movement no. 782

Batch no. 755

Category Stocktaking

Product 100030, Book Case, PEGASUS-60

Warehouse Main Warehouse

Location E-1

Type In

Stock date 2008-10-21 15:47

Qty. 155 Purchase no. 0

Stock 75 Order no. 0

Reserved 0 Contact 0

Purch. Price 242,00

Expenses 12,00

Expense product when goods are taken out of the warehouse

No

Serial number, Consignment ID and best before date

Qty.	Serial number	Consignment	Best before date

The Toolbar

By using the two fields in the top left corner as filters, you will be able to view the relevant movements. Use the fields to define what kind of movement you want to view and the number of the movement. If you choose **Entry no.**, you will also be able to select the accounting year.



List: Opens a list of Orders or Purchases.



Show Journal list: Displays all journal entries linked to the displayed movements. If a movement has been registered, you have the possibility to open the journal entry linked to a given movement by highlighting it in the list and then clicking the icon in the bottom right corner of the window.



Print: Opens the printout window from which you can print reports on stock movements with or without journal entry information, based on the selection you made in the product flow window.

The Left Side of the Window

Stock movements are displayed in a tree structure in the left of the window. You can thereby track the information both "ways". Highlight a stock movement in the field to the left in order to view updated stock movement information in the field to the right.

The Right Side of the Window

In the window's right half, you will be able to view detailed information regarding the stock movement highlighted to the left. The buttons will only be available if the related items have been linked to the movement.

You can find more information regarding the buttons within Help (F1).

Journal List

The journal list can be opened by clicking a button in the product flow window toolbar. The button is only available if there are journal entries linked to the stock movement in the product flow window.

The journal list displays stock entries linked to a stock movement or journal entries linked to all movements.



Go to journal entry: Opens the journal entry in the Nominal Ledger. Highlight the entry in the list and click the icon.

Define Filters via the Drop-Down Lists

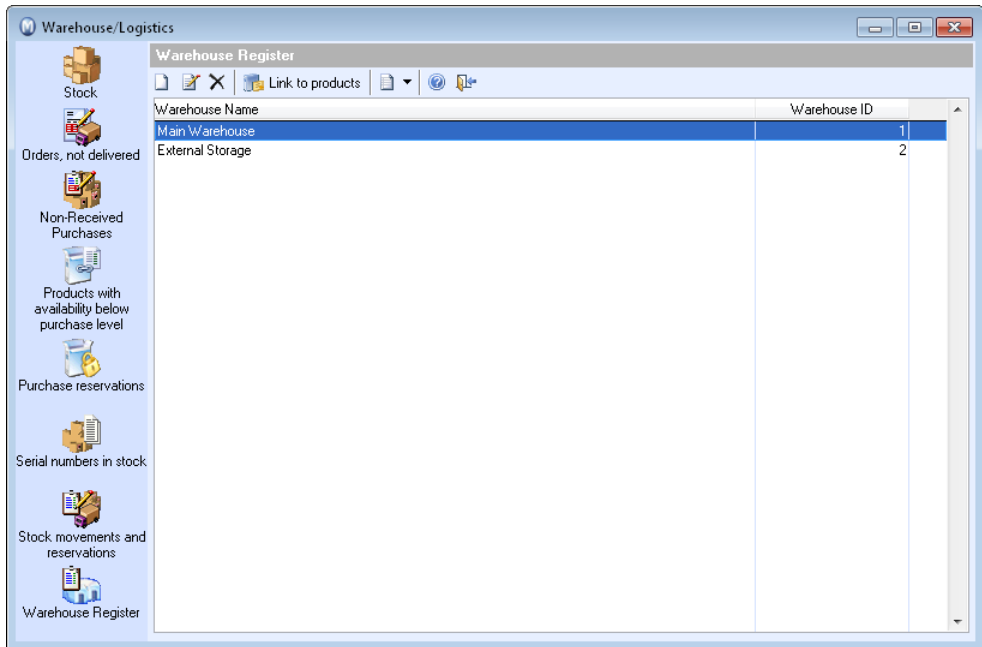
Stock movement no.: All or individual, available numbers.

Entry no.: All or individual, available numbers.

N/C: All or relevant, individual N/C.


The Warehouse Register


The Warehouse Register is a register of all your company's warehouses. In it you can create warehouses and locations in these warehouses. You can also link products to warehouses and locations.





The actual stock updating is done during stocktaking and when performing warehouse related transactions.

 **New:** To create a new warehouse go to; **View - Warehouse - Warehouse** and click the **Warehouse Register** button. Click **New**.

 **Edit:** Click here to edit the warehouse information.

 **Delete:** Delete the warehouse. You cannot delete a warehouse which has previously been in use. If you wish to stop using the warehouse, make sure all warehouse links to the products have been deleted in the warehouse. Empty the warehouse by the stocktaking feature.



 **Link to products:** Links products to the warehouse.

 By clicking on the arrow button to the right of **Create activities** you can create customised activities. You decide on the content of the activity yourself and also which modules the activity template will be available in.



Tip! If you are maintaining several warehouses, you can define a default warehouse and location for your user by going to the **User Settings for Products**, then the **Warehouse** tab.

To link a warehouse to products

1. Go to **View - Warehouse - Warehouse - Warehouse Register**.
2. Select a warehouse from the list.
3.  Click **Link** to products.
4.  Click **New**.
5. Select the products to be linked to the warehouse by checking the box to the left of the product number. You can also change the **Location** in the various location drop-down lists.
6. Click **OK**.



You can now manage the products via the warehouse.




Tip! You can also link each individual product to the warehouse via the **Warehouse** tab in the product register.

Warehouse Information

In the warehouse register you can create new warehouses and new warehouse locations.



Tips!  You can go directly from the product card to the warehouse by clicking the **Go to warehouse** button in the **Warehouse** tab.

Warehouse: The name of the warehouse. The name can be edited later since it is the **Warehouse ID** field that identifies the warehouse. The system will generate a **Warehouse ID** for each warehouse.

Address: The warehouse's address.

Telephone: The warehouse's telephone number.

Fax: The warehouse's fax number.

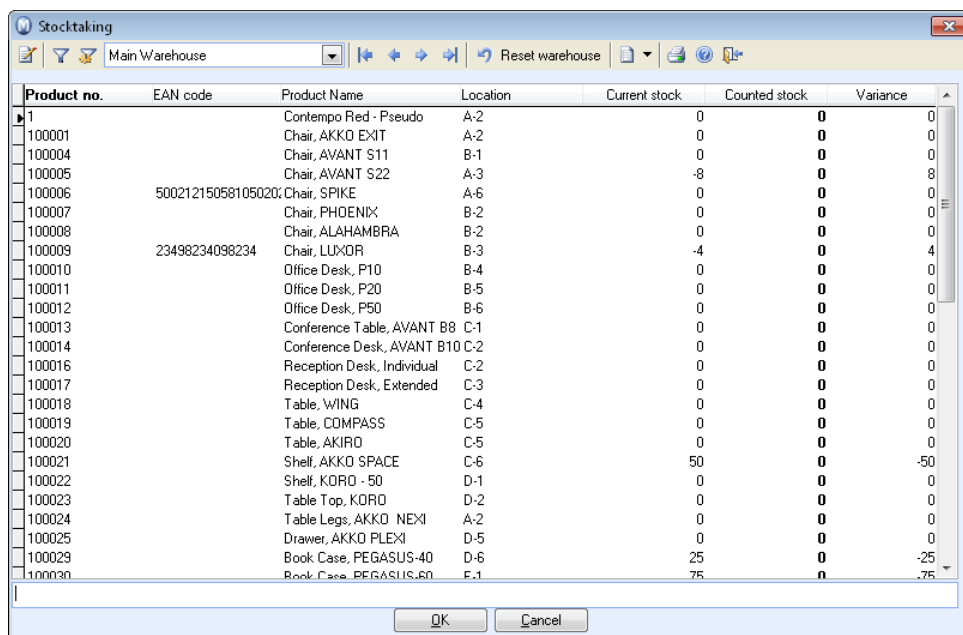
E-mail: The warehouse's e-mail address.

WWW: Hyper link to the warehouse's web page.

Location: Location information is only available if warehouse location has been activated in the company settings. A location which is no longer in use should be defined as **Inactive**. Remember to transfer the stock items first.

Stocktakes

Stocktaking is the only function in the program where you can make direct changes to the stock.



The screenshot shows the 'Stocktaking' window with a toolbar at the top containing icons for file operations and a 'Reset warehouse' button. Below the toolbar is a table with the following columns: Product no., EAN code, Product Name, Location, Current stock, Counted stock, and Variance. The table lists various products such as chairs, desks, and tables, with their respective stock counts and variances. For example, 'Contempo Red - Pseudo' has a current stock of 0 and a counted stock of 0, resulting in a variance of 0. 'Shell, AKKO SPACE' has a current stock of 50 and a counted stock of 0, resulting in a variance of -50. The table is scrollable, and the bottom of the window has 'OK' and 'Cancel' buttons.

Product no.	EAN code	Product Name	Location	Current stock	Counted stock	Variance
1		Contempo Red - Pseudo	A-2	0	0	0
100001		Chair, AKKO EXIT	A-2	0	0	0
100004		Chair, AVANT S11	B-1	0	0	0
100005		Chair, AVANT S22	A-3	-8	0	8
100006	50021215058105020	Chair, SPIKE	A-6	0	0	0
100007		Chair, PHOENIX	B-2	0	0	0
100008		Chair, ALAHAMBRA	B-2	0	0	0
100009	23498234098234	Chair, LUXOR	B-3	-4	0	4
100010		Office Desk, P10	B-4	0	0	0
100011		Office Desk, P20	B-5	0	0	0
100012		Office Desk, P50	B-6	0	0	0
100013		Conference Table, AVANT B8	C-1	0	0	0
100014		Conference Desk, AVANT B10	C-2	0	0	0
100016		Reception Desk, Individual	C-2	0	0	0
100017		Reception Desk, Extended	C-3	0	0	0
100018		Table, WING	C-4	0	0	0
100019		Table, COMPASS	C-5	0	0	0
100020		Table, AKIRO	C-5	0	0	0
100021		Shell, AKKO SPACE	C-6	50	0	-50
100022		Shell, KORO - 50	D-1	0	0	0
100023		Table Top, KORO	D-2	0	0	0
100024		Table Legs, AKKO NEXI	A-2	0	0	0
100025		Drawer, AKKO PLEXI	D-5	0	0	0
100029		Book Case, PEGASUS-40	D-6	25	0	-25
100030		Book Case, PEGASUS-60	E-1	75	0	-75

Note! This function does not correct the stock value if you have selected the option **Expense on purchase** from the drop-down list for **Type** under **Accounts update of stock value** within the **Price processing** tab in the company settings for product. When you have selected the option **Expense product when goods are taken out of the warehouse**, the stock value will be updated with the cost price from the product card, even if you have selected purchase price as **Basis for cost price**.

You can work with stock counts for each warehouse and save it along the way. The stock is not updated until the stock take has been **Processed**. Sales or purchases should not be registered during stocktaking.

Cancel or Save Incomplete Stock Take

If you click **Cancel** at any stage during the stock count you will cancel the entire current stocktaking process. At cancellation none of the changes will be saved but if you answer 'No' to cancelling the stock count, the information you registered will be saved and you can continue the stock count later. When you select to continue stocktaking later, only the products that were in the product database when you originally started the process will be

listed. This way you avoid having to worry about products that were added after, or while, the stock take was being carried out.

Reset the warehouse



Additionally, you also have the option to **Reset the warehouse**. This function is used to empty the warehouse of all products.

Activities



By clicking on the arrow button to the right of **Create activities** you can create customized activities. You decide on the content for the activity yourself and also which modules the activity template will be available in.

Stocktaking at Year End

It is especially important to adjust stock levels on the correct day when closing your annual accounts, usually December 31. If the stock take has not been performed on this date, you can change the program date before you start taking stock. Remember to change the date back when you are done.

Reports



You can print out a **Stocktaking report** as well as a more detailed list showing **Serial number, EAN code, consignment** and **Best before date** where applicable.



Note! If you are using serial numbers, consignment and use-by date, you must print a separate report. Use the report Stocktaking report: Serial number, consignment and use-by date.

Stock value list (stock movements): The report can be printed from the report module and displays the stock value before stocktaking.

The Stocktaking Procedure

How to count your stock


1. Open stocktaking from **View - Warehouse - Stocktaking**.
2. Select the warehouse you wish to start stocktaking in from the toolbar drop-down list.
3. Select the product number on the product you are counting stock for and click **Enter**.

Note! If are using a bar code reader, scan the bar codes. You will directly enter the **Counted stock** screen. The bar code is retrieved from the **EAN code** field in the product register.



You can click filter settings to select what products to display allowing you to easily locate the right product. Note that you can also click on the column headings to sort the list by column.

You can also update the holdings for each product directly on the list. Use the arrows on your keyboard to manoeuvre to the next product in the list. Note that you can sort the list by clicking on the column headings.

4. Enter new holdings for **Counted stock** for all products where the stock holdings are changing and click **Enter**.
5.  Click the **Print** button to print out a stock taking list documenting the stock take.
6. Click **OK**. You will be asked if stocktaking is to be **executed**. If you answer **Yes** to this the holdings will be corrected according to **Counted stock**.



The stock count is now complete and you will be asked if you want to print a stock taking report for your records.

You can now print the report **Stock value list (stock movements)** from the report module in order to view the altered value.

Historical Stock Value

Stock movements can be filtered based on date intervals in the report **Stock value list (stock movements)**. You can display stock values for a given date, for example when starting on a new fiscal year, or a historical cross-section of the stock value, to see trends, for example.

How to print the report

1. Go to **View - Warehouse - Reports**.
2. Choose **Product** and the report **Stock value list (stock movements)**.
3. Choose report group, sorting and print medium before clicking **Print**.
4. Use the filter window to define the criteria for what the report will display.
5. Click the **Stock transactions** tab and the **Date** sub-tab.

Filter - Stock value list (stock movements)

Product Stock transactions Advanced

Type [dropdown] Category [dropdown]
Warehouse [dropdown] Stock location [text] [button] ...
Product no. [text] [button] ... Incl. [text] [button] ...

Default **Date** Extended

Creation type [dropdown] [text] Incl. [text]
Picked [dropdown] [text] Incl. [text]
Packed [dropdown] [text] Incl. [text]
Sent [dropdown] [text] Incl. [text]
Date of expiry [dropdown] [text] Incl. [text]
Stock reg. date [text] Incl. [text]

OK Cancel Help



6. In order to display the stock value on a given date, leave the field **Stock reg. date** blank and enter the date in the **Incl.** field.
In order to display a cross-section of the stock value, enter the relevant dates in both fields.
7. Click **OK**.

 *The report will be displayed on the screen. Click the print icon to the print the report.*

Product Bundles

How to create a product bundle

Before you can create a product bundle you must create the products that will comprise the components of the product bundle.

1. Create a new product or go to the product that is going to be included in the product bundle.
2. Select the **Product bundles** tab.
3. Select **Component is part of a product bundle**.
Repeat points 1 - 3 for all products that are going to be included as components.
4.  Click **New** to create the product bundle as a new product itself.
5. Select the **Product bundles** tab.
6. Select **Product bundle which has components**.
7.  Click **New** in the tab to link a new component to the product bundle.
8. Select one of the components you created under point 1.
9. Click **OK**.
10. Enter the **No. of units** that are to be included in the product bundle.
11. Click **OK**.
Repeat points 7 - 11 until all components have been added.
12. Specify the settings for how the product bundle should be displayed in sales, on invoices and in purchase orders.
Simplified overview: Displays the product number and product name on the product bundle and components; however the quantity, price and total are only displayed within the component's product line.
Detailed list: Displays the quantity, price and total for the components as well.
Do not show components: Select this option if you only want the Product bundle to be displayed in sales, on invoices or in purchase orders.
13. Select the **Warehouse update** you want for sales and purchases of the product bundle.
Update components: Warehouse transactions will update the components in the product bundle.
Update main product: Select this if you want the warehouse transaction to affect the product bundle itself. In this case you have to assemble the product bundle before you sell it.
14. Select how **Price regulation** will work.



The Product Bundle has now been created. If you have chosen Update main product under Warehouse update, sale, you will now have to assemble the product bundle for stock transactions.

Assembling/disassembling Product Bundles

A product bundle consists of several product (components). Both product bundles and components are flagged in the **Product bundles** tab in Product register. At Product Bundle assembly, components are initially picked from the warehouse you have specified in the list. If there are insufficient components in stock at that particular warehouse, they will be taken from the default warehouse for the component and then from any other warehouse that has them in stock. Whenever a product bundle is assembled, a stock movement in the category "Assembly" is created for each component used in the assembly.



Note! You can only assemble and disassemble a product bundle, if **Update main product** is chosen under **Warehouse update, sale** on the product bundle's product card, tab **Product bundle**.

To assemble a product bundle

1. Open **View - Warehouse - Warehouse - Stock**.
2. Select the product bundle.
3. Click **Assemble**.
4. Enter the number of bundles to be assembled.
The maximum number of bundles that can be assembled depends on the availability of components in the warehouse ("Stock" minus "To customers").
5. Click **OK**.



The specified number of the selected product bundle has now been assembled and the stock level of each component will be reduced correspondingly.

To disassemble a product bundle

1. Open **View - Warehouse - Warehouse - Stock**.
2. Select the product bundle.
3. Click **Disassemble**.
4. Enter the number of bundles to be disassembled.
5. Click **OK**.



The disassembled products are returned to the same warehouse from which they were assembled (i.e. the warehouse you selected for the product bundle from the list), if the component is still linked to this warehouse.



Tip! You can also assemble and disassemble a product bundle via its product card: Open its product card and go to the **Warehouse** tab. There you will find the buttons **Assemble** and **Disassemble**.

Chapter 5:

Human Resources

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The functionality described in this chapter may be either partly or fully available within your program version. You will find a detailed overview of all of the functionality included in all Mamut products on our website at www.mamut.co.uk/functionality.

If you are unable to find the answer you are after within this chapter, you can refer to the More Information chapter where you will find tips on how you can get further help.

If you wish to order or receive more information regarding Mamut products, you can contact our sales department at sales@mamut.co.uk or by phone on 0207 153 0900.

Human Resources

The Employee Register

The Employee register is where you store all important information about your employees, such as name, address, telephone numbers, job title etc. In addition, you can also register information about the employee's qualifications, absences, activities, documents, notes and insert pictures of your employees.

The screenshot shows the 'Employee' form in a software application. The form is divided into two main sections. The top section contains fields for basic employee information: EmplID (SebastianH), Initials (SH), First name (Sebastian), Middle name (James), Surname (Hagerland), Title (Mr), Department (Logistics), Job Title (General Manager), User (none), Gender (Male), E-mail (Info@Expreszz.com), and Telephone (020 7836 7978). There are also checkboxes for 'Inactive' and 'Cust. service agent'. The bottom section has four tabs: 'Human Resources' (selected), 'Activity', 'Document', and 'Project'. Below the tabs are four categories of information: 'Contact information' (Address, telephone number etc.), 'Qualifications' (Certifications, education, experience etc.), 'Personal information' (PPS number, next of kin etc.), and 'Notes' (Notes register). Each category has a corresponding icon.

Each employee has their own Employee card. This card consists of two components: the top half contains general information about the employee and the lower section consists of various tabs with more detailed information. To register a new employee you simply click **New**.

In the top half of the Employee card you enter details such as **Employee ID**, **Initials**, **First name**, **Middle name** and **Surname**. If the employee is linked to a **Project**, select the appropriate project from the drop-down list.



If you want to insert a picture of the employee use the **Click to insert picture** button. Click **Find picture** in the screen that opens. (The picture will need to have been saved locally on your machine in order for this function to work).

You can select the employees job Title in the **Job title** drop-down list. If the job title is not listed in the selection, you can register it in the Properties register by right-clicking the mouse in the drop-down list and selecting **Change in properties register**.

Employees that have left the company can be set to the **Inactive** status. Employees that have been Inactive at the end of the year they left + another year can be deleted.



By clicking on the arrow button to the right of **Create activity** you can set up customised activities where you decide on the activity content and which modules the activity template should be available in.



At the top of the Employee card you will find the **Settings** button. Clicking on this button will allow you to register the employee's standard working hours, lunch hour and total working hours per day. By default, the absence register will enter absences in whole working days, but if you mainly register absences by the hour, you can enable this by ticking the box.

If the employee is also registered as a user within the program, you can link user and employee via the **User** drop-down list. Read more about this in the chapter "Administrator" in the introduction manual "Settings, Reports and Filters".



Note! If the employee is to be listed as Our ref. in the Sales and Invoicing and Contact management card, select that the employee is a **Customer service agent**.

Human Resources

Under the **Human Resources** tab, you will find the buttons **Contact information**, **Personal information**, **Absence**, **Qualifications** and **Notes**. Each of these buttons will allow you to register additional information for each of your employees.

Contact information

All information about an employee such as address, telephone numbers and E-mail addresses, is stored under the **Contact Information** tab. You can select which telephone number should be the default number for the employee; the selected number will be displayed in the top half of the Employee card together with the E-mail address and you can search by this number when using the Search function.

The employee's address is registered in the relevant field for this or by clicking on the **Address** button. If you would like to register further addresses for an employee, e.g. a project or temporary address, you can do so by clicking on the arrow button below **Address**. You can also register the **Time Period** that each of the addresses is valid for.

Personal information

You can register you employee's date of birth and National Insurance number by clicking on the **Personal Information** button.

If the employee is **Self-employed** you can place a tick in the relevant box for this and then register his/her Company reg. no. The Company reg. no. needs to be entered in order to register and pay out the correct salary to a self-employed member of staff.

By clicking on the search button next to **Bank Account**, the account information window will open, where you can register the employee's bank details.

Further information you can register for each employee is the **Marital Status** and name and relationship with the **Next of kin**. It is a good idea to have information for the next of kin readily available in case of emergencies.

In the **User-defined fields** you have the option to set up your own types of supplementary information you would like to register. Examples for this might be nationality, anniversaries or salary.

Absence

Read more about **Absence** in the "Absence" section below.

Qualifications

Read more about **Qualifications** in the "Qualifications" section below.

Notes

Under the **Notes** tab you can enter as many notes about an employee as you wish.



New notes are created by clicking on the **New** button. If you would like to create your own Note types you can right-click in the Note drop-down list and select to **Change in properties register**. Examples for alternative note types might be 'Achievements' or 'Special projects'. By highlighting a note, the note text will be displayed in the text box below.

Activity

From the **Activity** tab, Human Resources can create various activities for their employees. Note that only activity types marked as Employee activity in the Activity type register will be shown in the Employee register. Employee activities may include staff meetings or regular employee reviews/assessments.

Other such activities that are linked to the employee from other places within the system will also be displayed here.

Document

The **Documents** tab allows you to create documents related to an employee, be it job descriptions, codes of conduct or other information. The documents you create via the Employee card will automatically be assigned the type **Employee**. However, you can override this should you wish to create other document types through the Employee register.



Tip! You can open a document by double-clicking the mouse on a document in the list or by clicking the **Open document** button.



You can import documents with the help of the **Import document(s)** button. Read more about importing documents in a separate section.

Project

The **Project** tab gives an overview of all projects the employee is linked to. You can also create links between the employee and a project by clicking on **New**. This will open the project list so you can select a project.

Search and Filters in the Employee Register

The Employee register allows you to create a Filter in the drop-down list to the top-right of the Employee card. It also allows you to select whether you want to view active or inactive employees only, or whether you would like to display all employees when you work with the register. This is done via the **Filter** drop-down list.



You can also search for employees. The search button in the Employee card gives you access to a simplified search window where you can search by **Empl.ID**, **First name**, **Surname** and **Main telephone no**. You can also click on the **Multiple criteria** button in the search window, which will open a filter window specifically designed for the Employee card. Here, you can search for other criteria including the employee's National Insurance number and user-defined fields.



In addition to the search options, it is also possible to sort employees by one of the following criteria: Empl.ID, First name, Surname and Registration order. This will display your employees in the chosen order in the employee list and when going back and forth between employee cards with the help of the forward/backward arrow buttons.

Read more about search and filters in the chapter "Search and Filters" in the introduction manual "Settings, Reports and Filters".

Qualification Registration

Qualifications

The **Qualifications register** allows you to register and keep information about your employees' qualifications and skills in one place. Examples of the kind of information you can register are education, certifications, language skills, work experience and more.

The register may also be used to register courses and offers of further education to your employees and their follow-up.

You can register a qualification with a specific **Status** so that you can differentiate between qualifications the employee has already (Completed/Passed), training for new qualifications the employee has been offered, or qualifications the employee is in the process of obtaining.

Qualifications can be divided into different **Types** and the system comes with a number of pre-defined types, e.g. education, work experience, languages etc. You can also edit these or add your own user-defined types to the selection.



Clicking on the printer icon prints the report **Qualifications overview per employee**.



Tip! You will find a further report, **Qualifications overview per type of qualification**, in the Report module, showing qualifications for each employee.



You can create more qualification types and statuses in the Properties register to customise the function to fit your company's requirements. The Properties register can be found by going to **View - Settings - Company - Properties Register** or by right-clicking in the **Type** and **Status** drop-down lists during the qualifications registration and selecting **Change in properties register**.



System administrator: Access to the Qualifications register is controlled through access templates.

How to register a new Qualification

How to register qualifications information or course/further education offers

1. Go to **View - Employee Register - Human Resources - Qualifications**.
2.  Click on the **New** button.
3. Change the date if you want to override the day's date.
4. Select the required **Type** of qualification from the drop-down list.
5. Enter a **Subject**.
6. Enter any **Notes** you may have.
7.  Click on **Link...** or **Import documents** if you would like to link anything to the entry.
8. Select the appropriate **Status** from the drop-down list.
9. Enter a **Completion date** for when registration or any possible courses are completed.
10. Click **OK**.

 *The Qualification is now registered.*

Absence Registration


Absence

Absence management helps you keep track of your employees' absences and the reasons for them.

Absence is registered continuously throughout the year for every employee and distributed over the different absence types. You can set up the absence types in the Properties register to match your company's requirements. The Properties register can be found by going to **View - Settings - Company database - Properties register** or by right-clicking in the Type of absence drop-down list in the absence registration window and selecting **Change in properties register**.

In addition to registering new absentee cases you can also edit and change already registered absences. Should it be necessary, you also have the option to delete an absence registration.

To get the best possible overview of your absence register you can select to show absences for the current or previous year only. You can sort the register content by clicking on the heading of the column you wish to sort by. Right-clicking in the register will allow you to see a preview report of the content, print it out or export it to Excel.

 By clicking on the **Settings** button at the top of the employee card you can register the employee's standard working hours, lunch hour and total working hours per day. By default,

the absence register will enter absence in whole working days, but if you mainly register absence by the hour, you can enable this by ticking the box.



If you would like to print out an absence report you can click on the **Print** button. In the selection window that will open, you can select which employees, periods or From and To date will be included in the report.

How to register Absence

How to register absence

1. Click on **New** in the **Absence** window.

The 'Recording absence' dialog box contains the following fields and controls:

- Type of absence:** A drop-down menu currently showing 'Paid leave'.
- Absent from date:** A date and time selector showing '02.08.2010' and '00:00'.
- Absent to date:** A date and time selector showing '20.08.2010' and '00:00'.
- Total:** Two input fields showing '15.00' and '0.00'.
- Notes:** A large text area for additional information.
- Absentee status:** A drop-down menu currently showing 'Approved'.
- Buttons:** 'OK', 'Cancel', and 'Help' at the bottom.

2. Select the appropriate **Type of absence** from the drop-down list.
3. Select the **Absent from date** and **Absent to date** with the help of the date drop-down list. Register hours if you have chosen to register absences in hours.
4. The total number of days/hours is calculated automatically from the date/hours you have entered. Should you wish to register a half day, you can overwrite the **Total** (days) field.
5. Use the **Notes** field if you want to register more details about the reason for the absence or similar information.
6. Select the appropriate **Absentee status**.
7. Click **OK**.



The absence has now been registered within the system.



Note! You can edit or delete absence registrations by clicking on the **Edit** or **Delete** buttons.

Integration between Mamut Payroll and Mamut Business Software

Mamut Payroll is a user friendly, HMRC accredited payroll system that can be purchased as an additional product from Mamut.

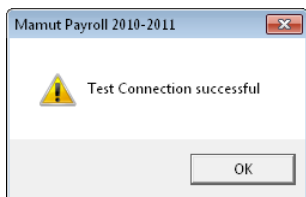
It is possible to integrate Mamut Payroll with Mamut Business Software and the possible integration options are described below. These include how to establish a connection with Mamut Business Software, how to establish a connection to a company in Mamut Business Software, how to set the standard GL Codes, how to export payroll period journals to Mamut Business Software and how to export monthly statutory payment journals to Mamut Business Software.

How to establish a connection with Mamut Business Software

1. From the main menu in Mamut Payroll select **Admin - Mamut Database Setup** and the following window will be displayed.

2. The **MAMUT.INI Location** field is populated with the default path for Mamut Business Software.
If you have installed Mamut Business Software in a different location then click the **Browse** button and navigate to the location of the MAMUT.INI file.
3. Click the **Populate values from MAMUT.INI** button.
4. Click the **Test Connection** button to check that the values entered allow connection to the Mamut Business Software system database.
5. Click **OK** when the message window displaying the success or failure of the connection test appears.

If successful the following window will appear:



6. Once a successful connection has been established, click **Save** and then **Close** in the Database Setup window.



You have successfully established a connection between Mamut Payroll and Mamut Business Software.

How to Establish a Connection to a Company database in Mamut Business Software

1. From the main menu in Mamut Payroll select **Company - Company Maintenance**.
2. Then select the **GL Codes** tab. From here the selected company can be connected to a Mamut Business Software company by selecting the relevant **Mamut Company Database ID** in the Mamut Business System.



3. Once you have selected the database number click the **Test Connection** button.
4. A status window will appear to communicate if the connection has been successful or not, if successful click **OK**.
5. Click **Save** and **Close** the Company Maintenance window.



You have now successfully established a connection to a company database in Mamut Business Software.

How to set the standard GL Codes

1. From the main menu in Mamut Payroll select **Company - Standard G/L Codes**.
2. Click the **Set to MBS standard codes** button. This will set the standard G/L Codes for the company to the default Mamut Business Software G/L Codes.

Balance Sheet		Balance Sheet		Profit and Loss Accounts		Profit and Loss Accounts	
Tax Deducted	2210	SSP Recovery	2211	Basic Pay	(None)	SSP Recovery	7010
Net Employee NI	2211	SMP Recovery	2211	Total Gross Pay	7003	SMP Recovery	7011
Net Employer NI	2211	SMP Compensation	2211	Employer Pension	7007	SMP Compensation	7011
Employee Pension	2340	SAP Recovery	2211	Net Employer NI	7006	SAP Recovery	7011
Employer Pension	2340	SAP Compensation	2211	AEO Admin Charges	7009	SAP Compensation	7011
Student Loan	2211	SPP Recovery	2211	SSP Paid	(None)	SPP Recovery	7011
AEO Deductions	2102	SPP Compensation	2211	SMP Paid	(None)	SPP Compensation	7011
Loan Deductions	2300	ASP Recovery	2211	SAP Paid	(None)	ASP Recovery	7011
Net Pay	2220	ASP Compensation	2211	SPP Paid	(None)	ASP Compensation	7011
				ASP Paid	(None)		

3. Click the **Save** button to set the GL codes.
4. Click **Close** to exit the window.



The standard GL codes have now been successfully set.

How to Export Payroll Period Journals to Mamut Business Software

1. Once a weekly or monthly payroll run has been calculated in Mamut Payroll, you can select **Reports - Pay Period - Export Journals to MBS** to create journals for the payroll costs.
2. You will be prompted for the pay frequency of the payroll run, the payroll pay period for which to produce the totals, and the Mamut Business Software Accounting Period for which the Journals should be created.
3. When successfully posted the message **The journal recorded has been successfully saved to the MAMUT database** will be displayed.
4. Click **OK**.



You have now successfully exported the payroll period journals to Mamut Business Software.

How to Export Monthly Statutory Payment Journals to Mamut Business Software

After all payrolls for an HMRC Accounting Period have been processed the totals of statutory payments and recovery can be posted to Mamut Business Software. This can be done by selecting **Reports** from the main menu in Mamut Payroll and then selecting **Pay Period - HMRC Remittance Advice - Export Statutory Recovery Journals to MBS**.

This should not be done until after the HMRC P32 report has been run to calculate any statutory figures.

Time Sheet Input

Most companies find it useful to register hours in order to keep track of time spent on projects and for Onward billing. Many employees register the hours they have worked on different projects, hours spent as a consultant to be re-billed to clients, the amount of working hours, overtime, holidays, and how often they have been ill or absent. By using the module for **Time Sheet Input**, you and your employees can register the hours that are important for your company to keep track of.

Empl ID	Date	Time period	Qty	Project	Department	Time code	Product nc	Price	Order no	Contact N	Total Order	Transferable	Description
TonyA	2009-11-16	09:00-12:00	3.00	Renova	(none)	(none)	100043	40.00	0	0	120.00	Project	
TonyA	2009-11-17	09:00-12:00	3.00	Renova	(none)	(none)	100043	40.00	0	0	120.00	Project	
TonyA	2009-11-18	09:00-12:00	3.00	Renova	(none)	(none)	100043	40.00	0	0	120.00	Project	

Total Order/Project	120.00	GP	0.00	GM	0.00 %
Number to order	0.00	Number to project	9.00	Total for order	0.00
				Total for project	360.00
				Time codes total	

If you are selling services that are billed by the hour, then time sheet input is essential in documenting the invoice basis and Onward billing your customers. Time sheet lines to be re-billed have to be linked to the customer for whom the work was done, the product the hours are invoiced for and can also be linked to a project, if you wish.

If you mostly work with projects, you can register all hours spent on the project and estimate time, resources and costs for each project. Time sheet lines linked to a project can be transferred to the Project module from where it is possible to re-bill.

If you have employees that are paid by the hour, you can let each of them register their own hours. Employees who have a monthly salary might need to register overtime, holidays, absence and illness etc. One suggestion is to create projects for the various work tasks your employees do and have them distribute the hours spent on each project when registering hours. This will give you a good overview of the number of hours employees have spent on meetings, customer relations, reports etc.

The Time sheet input module can be customised for each user, whether they have simple or advanced needs, to achieve full effect of the module. Read more about this in Company settings and User settings.



By clicking the **Print** button you can print time sheet reports. If you click the **Report module** you will gain access to a choice of reports that will give you detailed information on registered hours.



Mamut Online Desktop provides you with web based access to the information and functionality of Mamut Business Software, along with the services included within Mamut One. Time Sheet in Mamut Online Desktop provides you with an online overview of your company's time sheets, allowing you and your employees to create, view and edit your time sheets online, anywhere and at any time.



Note! In order to gain access to Mamut Online Desktop, you must have a valid agreement for Mamut One. The services that you have access to within Mamut Online Desktop are dependent on your Mamut One Service Agreement.

Creating new Time Sheets

All time sheets are created and saved in the time sheet input module. Some wish to create a time sheet per day per employee, some a time sheet per week per employee, while others create time sheets for all employees paid by the hour.

This is a very flexible module that can be adapted for users who have advanced and/or simpler needs for time sheet input.

Creating new time sheets:

1. Select **View - Time Sheet Input - Time Sheet Input**.
2. Click **New**.
3. Enter a **Description** into the respective field. E.g. 'Anne - week 17'.
4. Fill out the **Note** field if you have any notes.
5. Click **New (+)** to add a time sheet line.
6. Register the amount of hours spent on the time line, and enter new time lines for each date. You also have to include new lines for hours on the same date with a different price, project, department etc. Hours on different time lines can be incorporated in the same estimate basis for Order/project.
7. Fill out the relevant information in the columns. You can move between the columns by using the Tab button on the keyboard.
8. Choose whether each line will be transferred to **Order/Project** in the **Transferable** column.
9. Register all time sheet lines for the time sheet.
10. Select **Save** from the top toolbar.



The time sheets have now been registered.



Tip! You can also create time sheet lines for a time sheet directly from the **Time Sheet Input** information box on the desktop.

Time Sheet Input Window

You can access the time sheet input window by clicking **View - Time Sheet Input - Time Sheet Input**.

The Toolbar



New: Create a new time sheet.



List: Display a list containing all time sheets. You can define how this window should be sorted in the user settings. You can define a filter for the window in order to display the relevant time sheets. Read more about Filters in the introduction manual "Settings, Reports and Filters".

Read more about the various tools in the system in the chapter "Getting to know the Program" in the introduction manual "Settings, Reports and Filters".



If it has been marked in the check box (under company settings) that the company will use the statuses **Process complete** and **Ready for transfer** you will be able to click **Complete time sheet** and the time sheet will change status from Unprocessed to **Process complete**.



Approved time sheets can be transferred to **Order/Project** depending on which company settings you applied and which type of transfer you selected in the **Transferable** column in the time sheet line.



The **Status history** button in Time Sheet Input gives you information on which statuses the time sheet has been in, when the status changes occurred, which user made the status change, when the transfer to Order/Project took place and which user transferred the time sheet.



Note! Status history will only show history for time sheets created in version 10 and newer.



Settings: Via the user settings you can define which columns to display in the time sheet module as well as other customisations. The company settings let you customise the functionality according to your company's needs.



By clicking the **Print** button on the top toolbar you can print out time sheet reports. If you click on the Report module you will have access to a variety of reports that can give you detailed information on registered hours.

Status

Depending on how far a time sheet has come in the processing procedure, which is executed by the buttons on the toolbar, it can have different **Statuses**. The status of a time sheet is displayed in the drop-down list in the upper right corner of the window. In the same way as in other modules in the program, the drop-down list works a filter that only displays time sheets with the selected status.

Read more about how to use the drop-down list in the chapter "Getting to know the Program" in the introduction manual "Settings, Reports and Filters".

Time Sheet Line Toolbar



New: Create a new time sheet line.



Insert time sheet line: Insert a new time sheet line above the selected line in the list.



Delete: Delete the selected time line. You cannot delete time sheet lines which have been processed.



Copy time sheet line: Copy the selected time sheet line and insert it at the bottom of the list.



Regenerate time sheet lines: Update the default values if, for example, changes have been made in the price of products and hourly rates, discounts or in the time sheet input register.

You can choose which columns to display in the user settings.



Tip! In the column **Activity no.**, you can link an already existing activity or create a new one based on the time sheet line.



Time codes total: At the bottom of the screen the **Time codes total** are summarised. Click on this button to see details about the time codes. The window that opens shows the number of hours for the current time code, the total number of hours out of those placed against order, project (excl. VAT) and payroll.

Linking Time Sheet Lines to an Activity


You can link an existing activity to, or create a new activity for, each time sheet line. You do this through the **Activity no.** column. You can enter the activity number manually or by pressing the '-' key (minus button/key on the keyboard). When you click the '-' key a list of activities the employee is linked to will show and you can choose which activity you want to link the time sheet line to. You can also click **New** and create an activity based on the time sheet line.

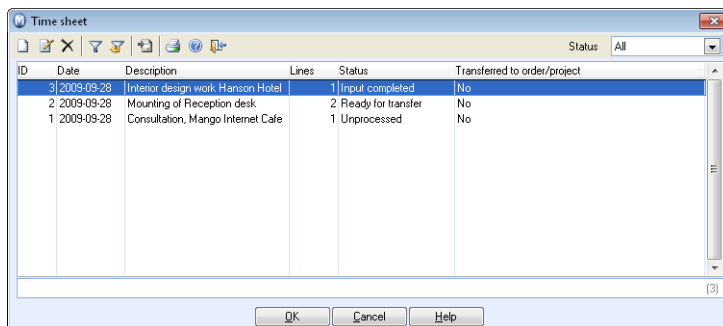
Registering Hours from the Desktop

You can register hours in a time sheet from the **Time Sheet Input** information box on the desktop. The information box shows if you have selected it in the desktop user settings.

The function registers when you have clicked **Start** and **Stop** and will thus give a precise registration of the time spent, in a time sheet line of the time sheet you select. You can select between all unprocessed time sheets. These will have to be created in the Time Sheet Input module in advance.

Time Sheet Lists

 Clicking on the **List** button in the toolbar of the Time Sheet Input module opens a complete overview of all your time sheets. You can filter the list by using the Status drop-down list, if you only want to see time sheets of a particular status. You can also use the **Filter settings** button on the toolbar for further selection.



ID	Date	Description	Lines	Status	Transferred to order/project
3	2009-09-28	Interior design work Hanson Hotel	1	Input completed	No
2	2009-09-28	Mounting of Reception desk	2	Ready for transfer	No
1	2009-09-28	Consultation, Mango Internet Cafe	1	Unprocessed	No



Tip! In the **User settings** you can select to have the list window open automatically when you enter the Time Sheet Input module.


Regenerating Time Sheet Lines

In the **Regenerate Time sheet lines** window you can create default values for an active time sheet line or for all time sheet lines in the time sheet. This could prove necessary in cases where changes have been made to product price and discount or in the time code register.

Note that the function can update the **Active line** (the marked time sheet line) or **All lines** on the selected time sheet.

Σ To update the time sheet lines you will have to click the **Regenerate time sheet line(s)** button in Time Sheet Input. Tick the options you wish to update and click **OK**.

Transferring Time Sheets to Sales Orders or Projects

 Once the time sheets are complete, you will be able to transfer time sheet lines to Sales orders or Projects. The transfer status will vary depending on the statuses you decided on in Company settings. The transfer can be set from the **Status** drop-down list to: **Unprocessed**, **Process completed** or **Ready for transfer**.

How to transfer to Sales Orders or Projects

1. Select the **Transferable Order/Project** button from the top toolbar in the Time sheet input module.
A new screen will open, from where you transfer to Order/Project.
2. Check that all lines on the time sheet are correct. Please note that you can edit some of the fields.
You can select/de-select these fields through Company settings.
3. Click the **Transfer to order/project module** button to approve the time sheet and transfer it to the Sales and Invoicing or Project module.
4. Click **Yes** to confirm the transfer to your chosen module.

 *The status of the time sheet will change to **Processing completed** and all further processing will take place in the Sales and Invoicing or Project modules.*

The Time Code Register

In the **Time code register** you can link time codes to products to simplify the registration of time sheet lines.

The **Time code register** can be accessed via **View - Settings - Company - Properties Register - Time Code Register**.

The screenshot shows a 'Time code' dialog box with the following fields and options:

- Time codenumber:** 8
- Time code:** Consultant
- Hours\Other:** Hours (selected from a dropdown)
- Default value for invoicing:**
 - Product no.:** 100044 (with a search button)
 - Price excl. VAT:** 80,00
- Other:**
 - ☐ Inactive

Buttons at the bottom: OK, Cancel, Help.

In the field **Time code**, enter the name or description of the time code.

Select either **Hours** or **Other** from the drop-down list, depending on your needs.

The search button to the right of the **Product no.** enables you to link a product to the time code. The product is retrieved automatically from the product register and the product price is displayed in the read-only field **Price excl. VAT**.

Select the **Inactive** check box if you do not wish to use the time code.

Time Codes per Project

Time codes per project allow you to specify default information by project. The entries made in the **Time code register** will be shown in the **Time codes per project** screen. In order to define a **Time code per project** for a time code, the time code must first be linked to a product. You can link time codes to products in the **Time Code Register**.

Open the register by navigating to **View - Settings - Company - Properties Register - Time Codes per Project**.

Time Codes Per Project

Project Renovation Show Room

☐ To be transferred to project

Active	Time code	User-defined	Product no.	Product description	Price
<input checked="" type="checkbox"/>	Consultant	<input type="checkbox"/>	100044	Consultation per Hour	80.00

OK


Cancel

Help

Select **To be transferred to project** if you want the time code to be transferred automatically to the project module.

Select the **Active** column for those time codes that you wish to use in the project.

By selecting/deselecting the **User-defined** check box, you can choose whether or not to use default or user-defined values. If you wish to use user-defined values, the data that you enter in the **Price** column will overwrite the default values.

 **Note!** All settings can be overridden on every time sheet.

Settings for Time Sheet Input

User Settings for Time Sheet Input

You can use the tabs in **User settings** to define which columns will appear in Time Sheet Input and to adapt the module to your own use.



You can open the settings by clicking the **Settings** drop-down list on the top toolbar and selecting **User Settings**. Alternatively you can choose **View - Settings - User - Settings per Module** and **Time Sheet Input** to open the module.

The screen consist of four tabs: **Default setup**, **Columns for entries**, **Default values** and **Columns for transfer**.

Default setup

You can select from three pre-defined setups.

Basic: Keeps the screen as clear as possible, showing only some of the fields.

Normal: Shows standard fields and makes default functions available.

Advanced: Shows all available fields and more functionality.

Columns for entries

In this tab you select the columns you want available in Time Sheet Input. Remove the columns you do not need, by un-checking them, in order to improve the overview in the Time sheet registration screen.

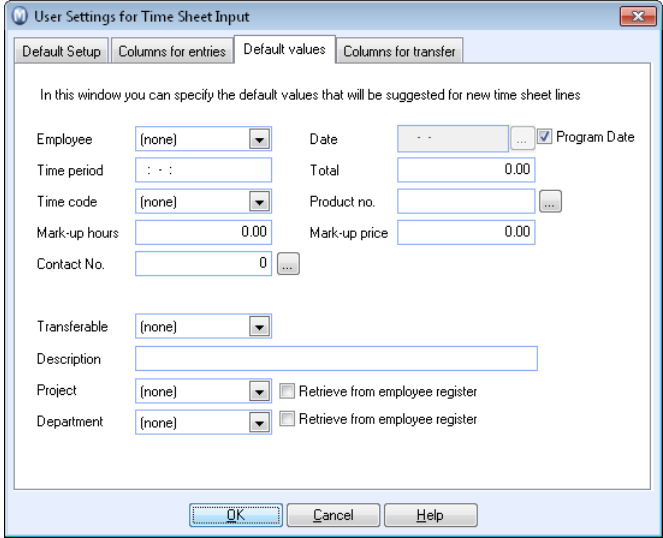
If you want you can tick the **Automatically open list window on opening time sheet input** box. A list of all registered time sheets will appear and you can find the time sheet you will be working on by using the status filter.

You can also tick the **Send E-mail when rejecting Time sheet** box. The user that registered the time sheet will then receive an e-mail to let him/her know that the time sheet has not been approved assuming that an e-mail address has been registered in the employees contact card and that the user and employee are linked.

After changing the status of a time sheet, you can decide whether you will **Remain in same status** or if you will **Follow time sheet to next status**. If you will be working on one time sheet only it is recommended that you choose the latter.

Default values

All values will automatically be set when you create a new time line. If you usually create time sheet lines of the same type, you will be able to save time and avoid repeating routine work by filling them out in advance.



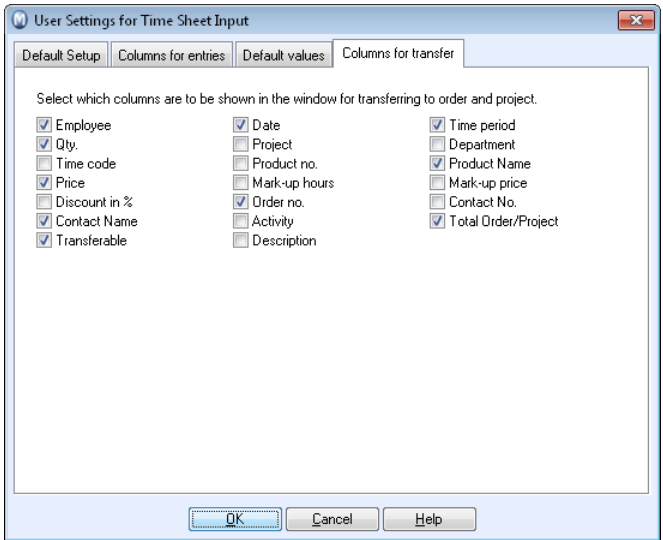
The 'User Settings for Time Sheet Input' window has four tabs: 'Default Setup', 'Columns for entries', 'Default values', and 'Columns for transfer'. The 'Default values' tab is active. It contains a text box stating: 'In this window you can specify the default values that will be suggested for new time sheet lines'. Below this, there are several input fields and checkboxes:

Employee	(none) [v]	Date	-- [v] Program Date
Time period	--	Total	0.00
Time code	(none) [v]	Product no.	[...] [v]
Mark-up hours	0.00	Mark-up price	0.00
Contact No.	0 [v]		
Transferable	(none) [v]		
Description			
Project	(none) [v]	<input type="checkbox"/> Retrieve from employee register	
Department	(none) [v]	<input type="checkbox"/> Retrieve from employee register	

At the bottom are buttons for 'OK', 'Cancel', and 'Help'.

Columns for transfer

We recommend you check the columns you wish to display in the screen when transferring to **Order** and **Project**. Remove ticks in boxes for columns you do not need, to improve your overall overview.



The 'User Settings for Time Sheet Input' window has four tabs: 'Default Setup', 'Columns for entries', 'Default values', and 'Columns for transfer'. The 'Columns for transfer' tab is active. It contains a text box stating: 'Select which columns are to be shown in the window for transferring to order and project.' Below this, there are three columns of checkboxes:

<input checked="" type="checkbox"/> Employee	<input checked="" type="checkbox"/> Date	<input checked="" type="checkbox"/> Time period
<input checked="" type="checkbox"/> Qty.	<input type="checkbox"/> Project	<input type="checkbox"/> Department
<input type="checkbox"/> Time code	<input type="checkbox"/> Product no.	<input checked="" type="checkbox"/> Product Name
<input checked="" type="checkbox"/> Price	<input type="checkbox"/> Mark-up hours	<input type="checkbox"/> Mark-up price
<input type="checkbox"/> Discount in %	<input checked="" type="checkbox"/> Order no.	<input type="checkbox"/> Contact No.
<input checked="" type="checkbox"/> Contact Name	<input type="checkbox"/> Activity	<input checked="" type="checkbox"/> Total Order/Project
<input checked="" type="checkbox"/> Transferable	<input type="checkbox"/> Description	

At the bottom are buttons for 'OK', 'Cancel', and 'Help'.

Company Settings for Time Sheet Input



In company settings for time sheet input you can adapt functions for your company, for more efficient use of the module. The settings screen consists of two tabs, where **Transfer to order/project** is active if you marked that the company can transfer time sheet input to order/project.

You can access the company settings by navigating to **View - Settings - Company - Settings per Module - Time Sheet Input**.

Customisation of functions

First you need to consider which modules you want to be able to transfer time sheet input to. If you want to be able to re-bill through the Sales/Invoicing module, you must mark for **Sales/Invoicing** which could be useful if you e.g. are Onward billing a customer for work you have done for the customer.

You can also select to transfer time sheet input to **Project**. You will then have full access on how many hours are used in connection with a project. If you select to transfer to project you can re-bill the hours through the project module.

You can select these options, but you will not be able to transfer the same time sheet line to both Order/Invoicing and Project. If you select to transfer to project you can re-bill the hours through the project module.

Depending on your company's needs and how many processes time sheet input will go through, you can mark whether you want to use statuses **Processing completed** and **Ready for transfer**.

The options **Information you are allowed to change in status 'Unprocessed'** and **Information you are allowed to change in status 'Ready for transfer'** let you define

which information your employees can edit in time sheets that have not been processed or that are ready for transfer to another module.

Under **Other** you can limit the number of projects your employees can be linked to. If you select the option **You can only link employees to projects that they are linked to in the employee register**, you can only select projects to which the employee is linked in the **Project** tab in the employee register. If this setting is not activated, you can link the time sheet line to all projects registered in the database.

Transfer to Order/Project

Information you are allowed to change in window for transfer to order/project:

Select which fields on the time sheet you wish to transfer to order/project.

The screenshot shows a software window titled "Time Sheet Input" with a tab labeled "Transfer to order/project". The window contains a "Settings" section with the subtitle "Define settings for time sheet input". Below this is a "Customisation of functions" section with a list of checkboxes for fields to be transferred: "Time period", "Department", "Total", "Product no.", "Project", and "Price". All these checkboxes are checked. There is also a section "When transferring to order:" with two checkboxes: "Create an order per department/cost centre" and "Create an order per project", both of which are checked. At the bottom of this section are three dropdown menus: "Merge lines with same" (set to "Do not merge lines"), "Information to order" (set to "Employee ID, date, h"), and "Sort by" (set to "Same order as in Tm"). The window has "OK", "Cancel", and "Help" buttons at the bottom.

When transferring to order:

Create an order per department/cost centre: Select this option if you wish to create an order for each department/cost centre registered on the time sheets.

Create an order per project: Select this option if you wish to create an order for each project registered on the time sheets.

Merge lines with same: Select date, employee, or product. Merges time sheet lines on the order. **Do not merge lines** is selected by default. If you select Product, the time sheet lines will be merged if the criteria above are met, regardless of employee or date.

Information to order: Select which information will be transferred.

Sort by: Choose how the transferred time sheet lines will be sorted.

Chapter 6:

More Information

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Mamut Online Desktop

Mamut Online Desktop provides you with web based access to the information and functionality of Mamut Business Software, along with the services included within Mamut One. Mamut One brings together financial and contact management (CRM), communication, workflow management, e-commerce, enterprise mobility, web hosting as well as knowledge and community into one complete solution.

This guide is intended as a brief introduction to Mamut Online Desktop. It provides a basic description of how to get started; the settings required in both Mamut Business Software and Mamut Online Desktop, along with information regarding how you can customise the settings to best suit your own needs. You will also find an overview of the different work areas included and how to navigate through them.

In order to gain access to Mamut Online Desktop, you must have a valid agreement for Mamut One. The services that you have access to within Mamut Online Desktop are dependent on your Mamut One Service Agreement.



Note! Mamut One is only sold in combination with Mamut Enterprise and Mamut Office. In order to start working with Mamut Online Desktop, you must first install one of these programs. In this documentation, Mamut Enterprise and Mamut Office are referred to as Mamut Business Software.




Important! Please ensure that you read the Mamut Service Agreement carefully before setting up and getting started with Mamut Online Desktop. This agreement provides you with an overview of the terms that apply between you as a customer and Mamut as a supplier.


Once you have activated Mamut Online Desktop you are able to view, create, and edit information from any computer with an Internet connection, anywhere and at anytime. This makes it simple to share information with colleagues, or to obtain access to information from your Mamut system while you're out of the office.

Information registered via a browser and locally within your Mamut system, is continuously synchronised. Your company will therefore always have access to up-to-date information. The synchronisation with Mamut Online Desktop will be done from one of the computers within the network. This computer must be connected to the Internet.

Mamut Online Desktop collects all of your web based functions and provides you with access to key figures and status information, customer and supplier information, activities and calendar, time sheets, Business Year Planner along with control, validation and analysis of your accounting data, all via the Internet.

 **Note!** The documentation may refer to services and/or functions that are not included within your solution. If you wish to get more information regarding this, please contact Mamut. On our home page you will find further information about which products and services are included within Mamut Online Desktop.

We are convinced that you and your company will reap great benefits from Mamut Online Desktop and that this award winning software-plus-services solution will help you to simplify your day-to-day business.

 **Tip!** When you have logged into Mamut Online Desktop, you can click Help in the top right corner. In the help section you will find more information about the functionality.

Best of luck with Mamut Online Desktop!

What can Mamut Online Desktop do for you?

The following services are available within Mamut Online Desktop



Status: Status brings you up-to-date key figures and information with an overview of the best selling products and largest customers over the last 30 days, along with key information regarding the company's sales and employees.



Contact: You can create new contacts anywhere, at any time with Mamut Online Desktop. Information registered via a browser and locally within your Mamut system, is continuously synchronised. Your company will therefore always have access to up-to-date information.



Online Time Management: Time Sheet in Mamut Online Desktop provides you with an online overview of your company's time sheets, allowing you and your employees to create, view and edit your time sheets online, anywhere and at any time.



Company Dashboard: The Company Dashboard gives you an overview of your company's most important data. It is a visual tool for presenting the company's financial status in a given period, based on information retrieved from Mamut Business Software.



Equipment Register: The Equipment Register in Mamut Online Desktop provides you with an online overview of your organisation's equipment. Here you are able to loan and return equipment, as well as create, view, and edit your equipment online, anywhere and at anytime.



Business Year Planner: Business Year Planner enables you to create a structured and refined Year Plan of your company. It is designed to help you identify the company's goals and outlines the analysis, strategies and planning required for these goals to be achieved.



Webmail: Webmail is a service based on Microsoft Office Outlook Web Access, which allows you and your colleagues to easily access e-mails, folders and contacts via the Internet, making it as easy to work 'on the go' as from the office.



Mamut Online Survey: Mamut Online Survey is an online service that allows you to easily create and publish surveys on the Internet. This powerful tool allows you to gain a better insight into your market through the use of customer feedback.



Webhosting: Webhosting directs you to MyAccount, the online control panel for Mamut's hosted services. This includes your domain, Mamut eZ Publish, information portals based on Microsoft SharePoint, e-mail accounts and other hosted services.



Activity and Calendar: Mamut Online Desktop provides you with an online overview of activities concerning your company and employees. Create, edit and view activities online and keep track of these via the online calendar or activity list.



Sales: Sales work area gives you online access to the most important functionality in sales. Create & edit quotations & sales orders, generate order confirmations as PDFs and view existing quotations & orders, invoices & credit notes, anywhere & at any time.



Project Register: The Project Register in Mamut Online Desktop allows you to create new projects as well as view, edit and delete existing projects in Mamut Business Software and in Mamut Online Desktop.



Note! Additional licences can be purchased for Mamut Online Desktop that give you access to some of the areas mentioned above. To find out more, visit our [home page](#).

Service and Support

Mamut Service Agreement

The service agreement gives you the right to make use of the Mamut Support Centre. Find out more about the Mamut Service Agreement below.



Mamut Support Centre

The Mamut Support Centre offers an extensive personal service programme to assist you whenever you may need help. Under the heading **Support** at www.mamut.co.uk/support, you are also able to use the Article search database to find specific tips and tricks that will help you when trouble shooting within the program. Here you will also find a link to the 10 newest support articles and the 10 most read support articles.

How to get in touch with the Mamut Support Centre

Get in touch through the program



The easiest way of getting in touch with the Mamut Support Centre is via the program. The **Mamut Support Centre** focus area allows you to search for answers and send new queries. The status of and answers to your query can be found in the same place. In order to utilise this feature within the program, you must be connected to the Internet.

Get in touch by e-mail

If you cannot find the answer you are looking for on the Mamut Information Desk or in the online article database you can send an e-mail to support@mamut.co.uk.

Get in touch via fax 020 7153 0901

If you do not have Internet access, you are able to send your query by fax to the Mamut Support Centre. You will receive an answer by fax as well. However, please do provide a telephone where you can be reached during working hours in case we need more information in order to solve your problem.

Get in touch over the phone: 020 7153 0900

Most questions can usually be answered in the course of a phone call but in special cases we may need to record the question and contact you once we have found the solution to your problem.

Letters may be sent to:

Mamut Software Ltd
90 Long Acre
Covent Garden
London WC2E 9RZ

The Mamut Service Agreement

The Mamut Service Agreement ensures that you are prepared and have full control of all challenges you or your business may encounter.

Updates following legislation changes

We make sure that your Mamut system is always fully up-to-date with new laws and regulations, changes to tax-rates and official forms. Extensive user documentation for all such changes ensures that you can adapt to them quickly and easily.

New functionality

Mamut systems are developed and improved continuously in tune with technological advances, new industry standards and trends and feedback from our customers. You are always guaranteed a modern solution, which will simplify your working day.

Mamut Support Centre

We place great importance on providing a responsive and professional support department, which can promptly provide answers to your questions. Your Mamut Service Agreement entitles you to user support via telephone, e-mail, Internet or directly from within your program.

Mamut Information Desk

Within the program you will find an Internet-powered news channel that provides you with daily updates of information, news and user tips directly related to your program and area of business. The Mamut Information Desk lets you communicate directly with our support department as well.

Tips for users

At regular intervals, interested users will receive e-mails with tips about using their Mamut system, news about the product range and other useful information.

Mamut Knowledge Series

Mamut publishes documents and advice on a range of areas including changes from the government, effective use of the system as well as new trends.

Special offers

Mamut gives you special offers on Mamut products as well as on suitable products from other market-leading software vendors.

Additional Manuals and Guides

Mamut Knowledge Series



Mamut is constantly updating the user documentation. These updates are necessary in order to align the documentation with changes in the Mamut system, new and updated functionality that has been incorporated into the program, new laws and regulations along with useful tips that can help simplify your working day.

The latest version of the manuals and guides are published to the Mamut website on a regular basis; where they are available for download free of charge. To download any of the documents or guides simply go to the **Download** page of the Mamut website: www.mamut.com/uk/download.

On the Mamut download page you will find the link to the manuals and guides near the bottom of the page: **Mamut Business Software - Documentation & Guides**. Here you will find a list of manuals and guides, each containing a brief summary, which you are able to download and utilise to learn more about specific areas of the program.

Mamut Additional Products and Enterprise Extensions



Mamut offers a number of additional products and enterprise extensions that allow your company to use Mamut Business Software more efficiently. These are available for purchase for those using the Mamut Enterprise series and who require more advanced functionality than what is included within the standard Mamut program. This will allow your business to function more effectively with the Mamut system.

Mamut publishes manuals and guides about the additional products and enterprise extensions to the Mamut website. These are updated regularly based on changes, updates and new functionality.

You can access these manuals and guides on the Mamut website: www.mamut.com/uk/download and download them free of charge. Once you have navigated to the **Download** page you will find a link to **Add-on products – Documentation & Guides** where you will find useful manuals and guides relating to Mamut's Enterprise Extensions and Additional products.

Mamut Academy

Courses at Mamut Academy

Mamut Academy is the name of the course activity offered by Mamut.

Mamut Software Ltd. supplies complete solutions in financial management, sales and contact management, purchasing/logistics, human resources, time sheets/projects and tax/personal finance.

The courses offered by Mamut Academy are for people who wish to work with Mamut and in associated fields as efficiently as possible. They therefore allow you and your colleagues to really make use of the abundance of functions in the Mamut systems; which will stimulate both your business along with the people using them!

Online courses

In addition to classroom courses Mamut also offers online courses. Online Courses are for those people who wish to participate in courses via the Internet. Here you are able to connect to the course via your office computer, with the possibility of connecting to a telephone conference with audio playback. It is worth noting that this course focuses on demonstrating/discussing the functionality, with exercises being performed on your own initiative once the course has been completed.

If you require further details regarding dates and content of the courses offered, please contact us via phone 0800 032 5616 or e-mail at academy@mamut.co.uk.

Mamut Tutorials

Mamut offers you the possibility to watch tutorials from within the program as well as from our home page. To access the tutorials that are available within the program, simply click on the **Introduction to Mamut** focus area and select the tutorial that you wish to watch. Here you will also find a link to additional tutorials that are available online. Mamut's tutorials provide you and your colleagues with short videos of Frequently Asked Questions (FAQs) free of charge. These videos include short and easy-to-follow instructions demonstrating different processes within the system.

You can access a list of available online tutorials at www.mamut.co.uk/tutorials.

If you have special requests for tutorials, please feel free to contact us at academy@mamut.co.uk.

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Mamut Alliance Partners



Founded in 1994, Mamut (OSE "MAMUT") is a leading European provider of complete, integrated software solutions and internet services for SME's. Mamut offers complete and user-friendly solutions at the best value for money, integrating CRM, sales force, logistics, accounting, e-Commerce, domains, email, web hosting and security. More than 400,000 European customers simplify their daily business with solutions from Mamut. Further information about Mamut and the company's products can be found at www.mamut.co.uk

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