
WINSTOCK MANUAL

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CHAPTER 1 : INTRODUCING WINSTOCK

OVERVIEW OF WINSTOCK

The **WinStock** module is part of **WinAccs**, the modern, comprehensive accounting package using the latest Microsoft Windows technology. For more information about **WinAccs** refer to the **WinAccs Manual**.

Tight stock control is essential in maintaining efficiency and ensuring that not too much money is tied up in capital. **WinStock** easily and quickly provides accurate up-to-date information on every item held in stock so that any discrepancies are quickly highlighted. With the integrated report generator V-Rex, it is possible to view stock levels and act immediately on these variances.

WinStock is a simple, easy to use package that keeps control of stock levels, the locations in which stock is stored and stock movements. Minimum re-order levels and preferred suppliers are held, as are multiple discount rates. Stock can be valued by Average and Fixed and the wide range of available reports are supplemented by the sophisticated easy to use report generator and the on-screen enquiry features.

Links may be set up between your stock system and the **WinAccs** accounting package. Sales and purchase invoicing, for example, can be carried out directly from **WinStock**. You can progress all stages of stock movements from requesting an initial purchase quotation through ordering and delivery. You can also progress the sale out of stock to your customers, applying a series of different discounts, if you wish.

The use of Microsoft Windows provides a consistent, easy to use interface for end-users, and enables information to be transferred easily from one Window to another. This consistent approach means that end-users who are familiar with other Windows applications will quickly become familiar with **WinStock**.

Throughout the **WinAccs** system, including **WinStock**, there is a context sensitive Help facility which can be selected by striking the F1 function key. This will display the relevant section of **WinStock** Help to give you detailed information about the part of the system that you are currently using.

FEATURES OF WINSTOCK

The main features that **WinStock** provides are as follows :-

- Multi-company,
- Multi-user operation networked through Windows for Workgroups, Novell etc.,
- Multi-site and multi-location,
- 30 character stock code,
- 60 character description field,
- Average, fixed stock valuations,

- Multi-discount on items, groups or customers,
- Movement history against item and customer,
- Goods in, goods out procedure,
- Stock costs adjustment,
- Internal stock transfer ability,
- Easy to use flexible report generator, V-Rex,
- Totally integrated to **WinAccs**,
- Print ability via Windows Print Manager font control,
- Direct link to Nominal Ledger,
- User-defined field lengths,
- Non-Stock items,
- Negative stock if required,
- Instant stock valuation,
- Global report generator,
- User definable reports,
- Total flexibility.

The main functions that **WinStock** allows you to carry out are as follows :-

- Maintain basic details on all the stock items you purchase and sell as part of your normal course of business.
- You can then maintain the details of stock that is held at any number of bins. These are easily set up and maintained.
- You can group together similar types of stock items. The main grouping is used to facilitate the interface between the stock control functions of **WinStock** and the accounting aspects that are handled by **WinAccs**.
- Additionally, you can allocate an analysis code to stock items, primarily intended for reporting purposes using the Report Generator.
- Discounts can be applied to items on a purchase or sales order depending upon the value of the items ordered or simply on quantity ordered. **WinStock** can also hold up to 10 break points for different levels of discount.
- Each customer can be allocated to any one of the discount groups thereby allowing very flexible discounting to be handled easily.
- Stock valuation and product pricing can be handled in several well-recognised fashions.
- There is the facility to set up quantity conversion rules to convert between order quantities and stock quantities.
- Stocking levels for re-order point control can also be set up for use in conjunction with the Report Generator, V-Rex.
- For all stock items, preferred suppliers and order summaries can be held.
- Purchase orders (which may be for a purchase ledger account or for a subcontractor ledger account) can be progressed through the different phases of raising the purchase order, registering the delivery of the products into stock and handling the purchase invoice from the supplier.
- In a similar fashion, sales orders can be progressed through the same phases. In both cases, the accounting interface to the **WinAccs** ledgers is fully automated.
- Ability to send documents by email - for further details see the **WINACCS MANUAL**.

- Quotations for sales orders may be produced and later converted into sales orders. Quotations may also be marked as templates for use for further sales orders.

CHAPTER 2 : BASIC SKILLS

MICROSOFT WINDOWS ENVIRONMENT

WinAccs operates within the Microsoft Windows environment, and this controls the way in which the system must be used. This section provides a brief introduction to the use of Windows and introduces the standard Windows terminology. For further details on MS Windows refer to your MS Windows User Guide.

WHAT IS MS WINDOWS?

Microsoft Windows provides a consistent operating environment for your personal computer. It controls the appearance and operation of all of the applications which operate within it. This means that you only need to learn one basic set of skills to be able to use all MS Windows based applications.

In addition, information can be transferred easily from one Windows application to another, and more than one application can be running at a time.

WINDOWS COMPONENTS

Mouse

Windows applications allow you to use a mouse to select options and move around the screens, in addition to using the standard keyboard.

Window

When working in a Windows environment, all of the application information on which you are working is displayed in one or more windows on the screen. Only one of these windows is active at any one time. An active window is identified by a different coloured title bar.

Menu Bar

A menu bar may be included at the top of some windows (beneath the window title). This provides access to other application facilities, as well as to the standard Windows File, Edit and Help options. To gain access to the options which are available from a menu, you click the mouse on the menu bar to drop down the menu and select the appropriate option by clicking on the line that contains that option.

Dialog Box

The windows which are used in an application to display and request information, are referred to as dialog boxes.

Within **WinAccs** some dialog boxes are used to enter accounting information, whilst others simply display information e.g. warning or error messages.

The information which must be entered into a dialog box, can be requested in a number of different ways:

- by typing the required information into a text (edit) box
- by selecting a choice from a list box

- by choosing an option button to make a mutually exclusive choice
- by choosing one or more options from a list by clicking in the check box next to that option.

When you have entered, or chosen, all of the required information for a window or dialog box, you choose a command button to accept or reject the information, or carry out the function.

Maximise/Minimise/Restore Boxes

These boxes allow you to alter the appearance of a window. Two of these boxes may be included in the top right hand corner of a window.



Maximise redisplay the window using the full area of the screen.



Minimise completely removes the window from the screen leaving a button on the Task bar. You can re-display the window at any time by clicking on the button.



Restore redisplay a maximised window to its original size.

USEFUL KEYBOARD KEYS

To save time the following keys may be used instead of the mouse throughout **WinAccs**. Although the function which is performed by the majority of these keys appears on most keyboards, the key names may differ.

In these notes the keys are identified using the key names and the symbols which appear on a standard personal computer keyboard. If you are using a different computer and keyboard, you should see your System Supervisor to find out which keys on your keyboard perform each function.

TAB

The TAB key moves the cursor to the next field (box), or to the command buttons within the dialog box. The cursor identifies the current field.

NOTE: The characteristics of the cursor will depend on your system setup. e.g. it may not blink.

SHIFT and TAB

The TAB key pressed while the SHIFT key is depressed moves the cursor back to the previous field (box). The cursor identifies the current field.

SHIFT and F12

To save the data entered on a screen, you need to click on the diskette icon  displayed on the screen.

Alternatively you may press the F12 key while the SHIFT key is depressed.

RETURN / ENTER

All the information which you enter into a window or dialog box is accepted or rejected when you select a command button. The default command button is heavily outlined. You can press the RETURN key or the ENTER key to select this option, regardless of where the cursor is currently positioned in the window. These keys will also select the highlighted item from a list.

SPACE BAR

When a menu or list is being displayed and one of the options is highlighted, then pressing the SPACE bar will select that option.

ESCAPE

The ESCAPE key cancels any changes which you have made to the information in the current window and returns to the previous window. The same actions would be taken if you selected the Cancel button.

CURSOR UP ARROW / CURSOR DOWN ARROW

The CURSOR UP ARROW and the CURSOR DOWN ARROW keys scroll the cursor up and down through a selection list or available options, highlighting each one.

CURSOR LEFT ARROW / CURSOR RIGHT ARROW

The CURSOR LEFT ARROW and the CURSOR RIGHT ARROW keys allow you to browse horizontally through the menu bars, highlighting the menu name and displaying the relevant menu options.

ALT KEY

You can use the ALT key, in conjunction with other keyboard keys, to make menu selections and field choices, instead of using the mouse. These key combinations are called accelerator keys because they provide a faster method of performing an action.

Every menu option and many of the control buttons within dialog boxes include an underlined character, for example the **M**aintenance menu or **C**ode button. The underlined character identifies the key that can be used with the ALT key to select the option.

On any one screen there may be more than one option with the same accelerator key. The first time the accelerator key is pressed (with ALT depressed), the cursor will be at the first option on the screen which has that accelerator key. You may have to press the accelerator key again (while still depressing the ALT key) until the required option is selected.

To select menu options from the **WinAccs** menu bar :-

1. Hold down the ALT key.
2. Press the underlined character of the required drop down menu, e.g. Press M to drop down the **M**aintenance menu (do not release the ALT key).

To select a command button or choice within a dialog box or window :-

1. Press the ALT key and the character which is underlined within the required command button or choice e.g. T for the choice Trial Balance on Final Accounts in Period End.

To move the cursor to a field on a screen which is being displayed :-

1. Hold down the ALT key.
2. Press the underlined character of the required field e.g. the character c for the field **A**ccount.

For check boxes, using the accelerator key can check/uncheck the box. :-

1. Hold down the ALT key.
2. Press the underlined character of the required check box e.g. the character V for the field **V**AT Inclusive.
3. This will check the box if it was previously unchecked, or uncheck the box if it was previously checked.

WINACCS STANDARD FEATURES

The following features apply to the entire **WinAccs** system, including **WinStock**.

WINACCS HELP

Throughout the **WinAccs** system there is a context sensitive Help facility which can be selected by striking the F1 function key. (Also the Help menu on the menu bar at the top of the window allows you to display the **WinAccs** Help system.)

Pressing F1 will display the relevant section of **WinAccs** Help to give you detailed information about the part of the system that you are currently using.

NOTE : Using the Help facility (by pressing F1) you can see details about the fields on each screen and how to enter the correct data in them.

The help screens contain more detail than the manual. This enables the manual to be kept at a manageable size.

To display further information about any aspect of **WinAccs**, select **Search** on the menu bar at the top of the page.

Type the first few characters of the subject about which you wish to see details. The list of help topics in the lower half of the screen will highlight this help topic if it exists.

Choose **Display** to view the topic.

Click on << on the menu bar to display the previous topic within the help system, or click on **Back** to display the last help topic that you were displaying.

You may select **Contents** to see the full contents of the help system and then click on any line to display further details.

To print the topic being displayed select **Print**.

Finally to exit from Help, select **File** and then select **Exit**; or click on the Close button at the top right-hand corner of the Help window. Alternatively minimise the Help screens by clicking on the minimise button at the top right of the screen.

For more information about Help refer to the Microsoft Windows documentation.

For help on the Report Generator, select **Help** from the tool bar at the top of the screen and then select **Report Generator Help**.

WINACCS MENU

The **WinAccs** menu is used to access all of the functions within the whole **WinAccs** system. When the menu is displayed, the highest menu level is displayed down the left-hand side of the screen. This lists all of the main functional areas within **WinAccs**.

To select a Menu option, you should click on the menu option button or press ALT and the underlined letter for the option e.g. ALT+T for the Transactions menu. The selected menu option changes colour (or shading).

If the name of an option on a menu is followed by three full stops (...), then when you select that option a sub-menu will be displayed to the right of the selected option. On the sub-menu you should select another menu option until the required function window is displayed.

For more detail see [SUBSEQUENT LOGGING ON](#) in **CHAPTER 3 : GETTING STARTED**.

CODE LOOKUP @

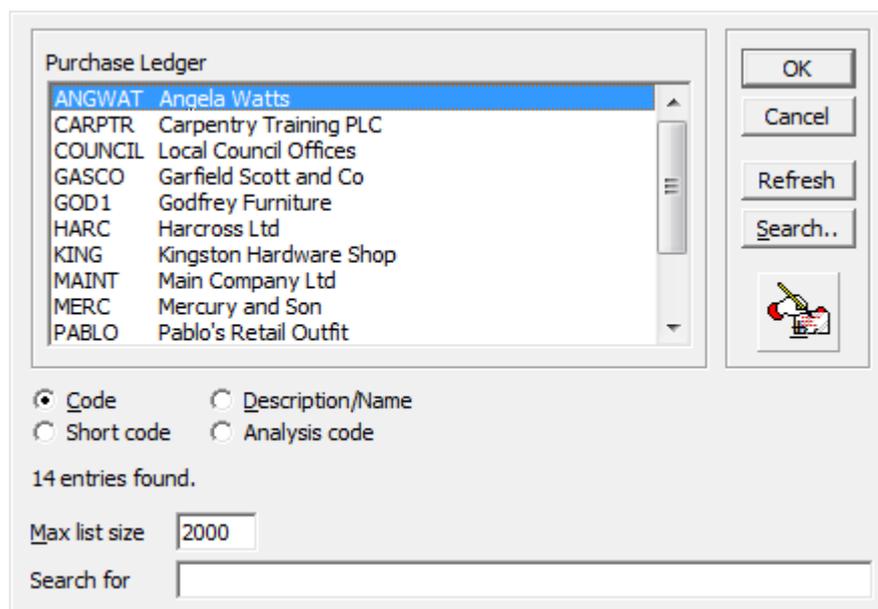
There are a large number of different types of codes which can be created within **WinAccs** to refer to different types of information e.g. nominal ledger account codes, supplier codes, contract analysis codes etc.

You will not always know the particular code which is needed in a dialog box. The code lookup facility allows you to display a list of the valid codes, for the relevant type, in a window, and then select the required code. You do not, therefore, need to rely on your memory, or refer to out-of-date printed code lists.

The lookup facility will only list the codes which have been created for the company you have selected. If there exist a large number of codes, you can reduce the size of the list by identifying its starting point.

Method One - entering @

To display a list of valid codes, use the mouse, arrow keys or Tab key to position the cursor on the code box. Enter the '@' character and press TAB or ENTER. A window will appear which includes a list box containing all the valid codes in alphabetical order - for instance :-



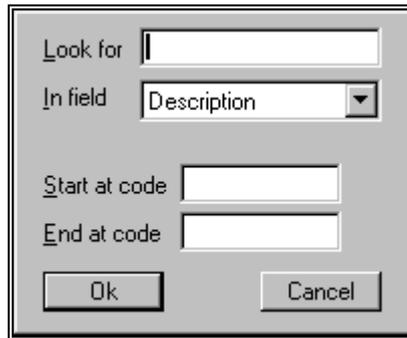
- | | |
|-------------------------|---|
| Code | Select this to display the list in the alphanumeric order of the codes for the accounts. |
| Description/Name | Select this to display the list in the alphanumeric order of the descriptions/names for the accounts. |
| Short code | Select this to display the list in the alphanumeric order of the short codes for the accounts. |
| Analysis code | Select this to display the list in the alphanumeric order of the analysis codes for the accounts. |
| Max List Size | If you have a large number of items, you can specify how many items you wish to display (between 20 and 9999). The default is 2000. If you change this value, then you will be asked if you wish WinAccs to remember this new Max List Size for this company and if you reply YES then this new value will become the default Max List Size for this company. |
| Search for | Enter some characters which you know exist in the definition of the account (e.g. Postcode or part of the address for the account) and press Enter. Only those accounts which contain these entered characters will be displayed thus narrowing your search. |

The list will begin with the first code. If you had typed any characters in the code box and then clicked on the '@' symbol, when available, the first account beginning with those characters will be the default selection in the list. Use the scroll bar on the list box to scroll through the available codes, until you find the required code.

Select the required code by double clicking on the code, or selecting it and pressing ENTER. The dialog box disappears, the original dialog box becomes active once more, and the selected code appears in the required box.

Search Criteria

When you select the **Code Lookup** facility, there is a **Search** button. Pressing this displays the Search dialog box as follows :-



You are asked to enter the search criteria, which is simply a string of characters. You must also identify the field in which the string is to be found.

The system searches forwards through the codes looking for the characters in the field specified. It now displays only the codes that obey the search criteria and highlights the first such code.

NOTE: If there are several codes which match the criteria, you will need to reselect the Search option and specify further search criteria to narrow the search. The search begins from the transaction which is currently highlighted.

The following steps explain how to use the **Search** option.

1. Choose **Search**.
2. The Search For dialog box is displayed. This is used to enter the search criteria.
3. Enter the search criteria as follows :-

Look for Enter a search string in the box provided. If a code contains this exact string of characters in the field selected in **In Field**, the search process will end and the code will be highlighted in the list.

In field Select the field in which the search is to look for the characters specified.

Start at code Type the value for the code where the search is to start.

End at code Type the value for the code where the search is to end.

Choose **Ok** to perform the search. The dialog box now contains all the codes that obey the search criteria and the first code is highlighted. You may need to reselect the Search option and specify further search criteria to narrow the search. When the required code is displayed, double click on it to select it, (or click on it and then click on **Ok**.)

Method Two - Filter or Search

A more sophisticated search is available on some Code Lookups as follows :-

Consider the case (in Maintenance, Representatives) where you have already defined on the system the following representatives :-

Select Representative

Filter by | **Search within**

Initials | Name

Rep	Representative name
AB	Anne Baglin
AC	Angela Couch
AD	Andrew Duncan
BCA	Barbara Clare Andrews
BCB	Bill Clive Bailey
BD	Brian Durham
BG	Brian Gees
CBF	Charles Brian Fellows
RB	Robert Abrianthwaite

Search OK Cancel

But you may now narrow the search by typing (on the left of the screen under the heading **Filter by**) one or more characters in the **Initials** field and selecting the button **Search**. For instance if you type in the **Initials** field the letter **B**, then the list of representatives will only show the representatives whose code begins with the letter B as follows :-

Select Representative

Filter by | **Search within**

Initials | Name

B |

Rep	Representative name
BCA	Barbara Clare Andrews
BCB	Bill Clive Bailey
BD	Brian Durham
BG	Brian Gees

Search OK Cancel

If you had entered the letters **BC** in the field **Initials** and selected **Search** then the list would only have contained those Representatives whose code begins with the letters BC as follows :-

Select Representative

Filter by **Search within**

Initials Name

BC

Rep	Representative name
BCA	Barbara Clare Andrews
BCB	Bill Clive Bailey

Search OK Cancel

Alternatively on the right of the screen under the heading **Search within**, in the field **Name** you could type the letters **Bri** and then when you click on **Search** the screen will display all the Representatives with Bri anywhere in their name as follows :-

Select Representative

Filter by **Search within**

Initials Name

 BRI

Rep	Representative name
BD	Brian Durham
BG	Brian Gees
CBF	Charles Brian Fellows
RB	Robert Abrianthwaite

Search OK Cancel

You could also search using both the sections **Filter by** and **Search within** e.g if you entered **B** in the **Initials** field and the letters **ing** in the **Name** field then WinAccs would display all the account codes beginning with B which had "ing" in their Name.

To make a selection highlight that line and then select **OK**.

To return to the Maintenance screen select the button **Maintenance**.

This Method Two of **Code Lookup @** applies with different headings in the different cases, for example as follows :-

Program	Filter by - field name	Search within - field name
External Applications	External application	Full application name
Nominal Groups	Group code	Description
Representatives	Initials	Name
Territories	Code	Territory

Method Three - Autocompleting of codes

At most fields where there is an @ sign to the right of the field you may select or enter a code and then use the up or down arrows to cycle through all the defined codes.

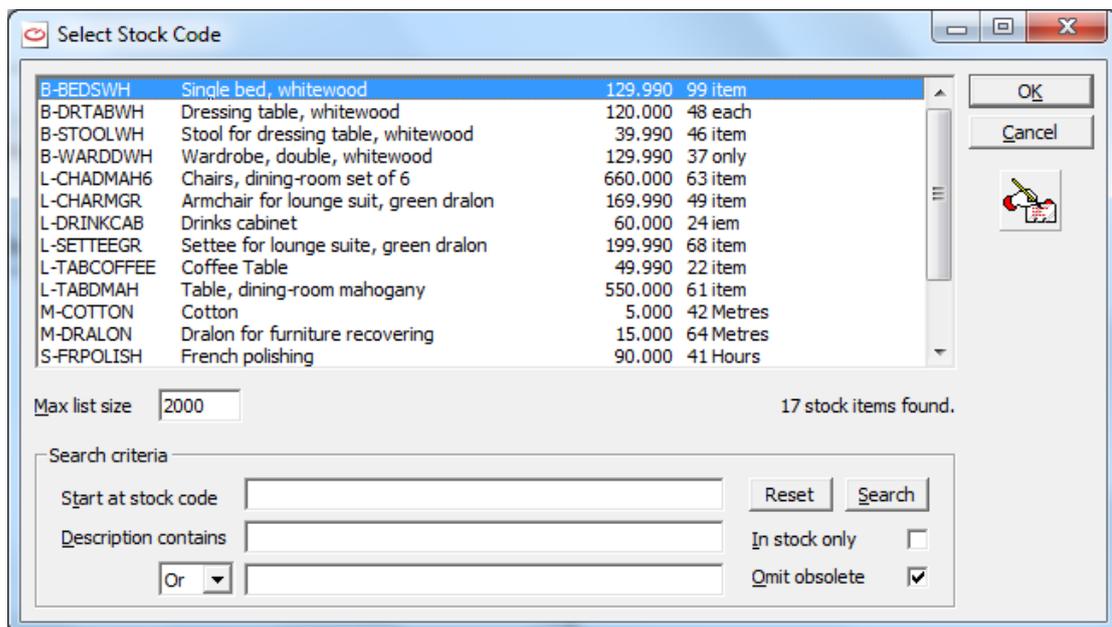
Also if you know the code begins with (e.g.) A or (e.g.) CH then you can highlight all the rest of the code and pressing the up and down arrows will cycle through all the codes that begin with (e.g.) A or (e.g.) CH.

Method Four - for WinStock only

In WinStock only there may be another option at the @ button. A typical example is finding a stock code. Alongside the Stock code field is the @ search button, as shown below :-



When you click on the @ button, a second screen is displayed that allows you to select a particular stock item.



This screen allows you to select a stock item from all those on the **WinStock** database.

Max List Size

If you have a large number of items, you can specify how many items you wish to display (between 20 and 9999). The default is 2000. If you change

this value, then you will be asked if you wish WinStock to remember this new Max List Size for this company and if you reply YES then this new value will become the default Max List Size for this company.

You may enter search criteria which will narrow the number of possible targets.

- Start at Stock code** You can enter a stock code or part stock code at which to start searching.
- In Stock only** You can check the box **In Stock** to limit the search to stock items that are in stock.
- Omit obsolete** You may check the box **Omit Obsolete** to limit the list of stock items to those that are not obsolete i.e. those that are not marked **Delete at purge**).
- Description contains**
There are two fields for text comparison. You may well know some of the text that is likely to be held in the description of the item for which you are searching. These comparison fields allow you to enter text that is held in the description. The drop-down specifies whether text in the first box AND text in the second box have to appear in the description, or whether either the text in the first box OR text in the second qualifies this stock item as a match.
- Reset** If the field **Start at stock code** already has a stock code in it, then the list of stock above will start at that stock code. In order to see the complete list of stock, select the button **Reset**.

Enter the search criteria you require and then choose **Search**. This will do a search of the database to find the stock items that obey the criteria and will then display the list of those items in the top box.

You may select one stock item and click on **OK** to choose it, or you may enter further search criteria to restrict the list even further.

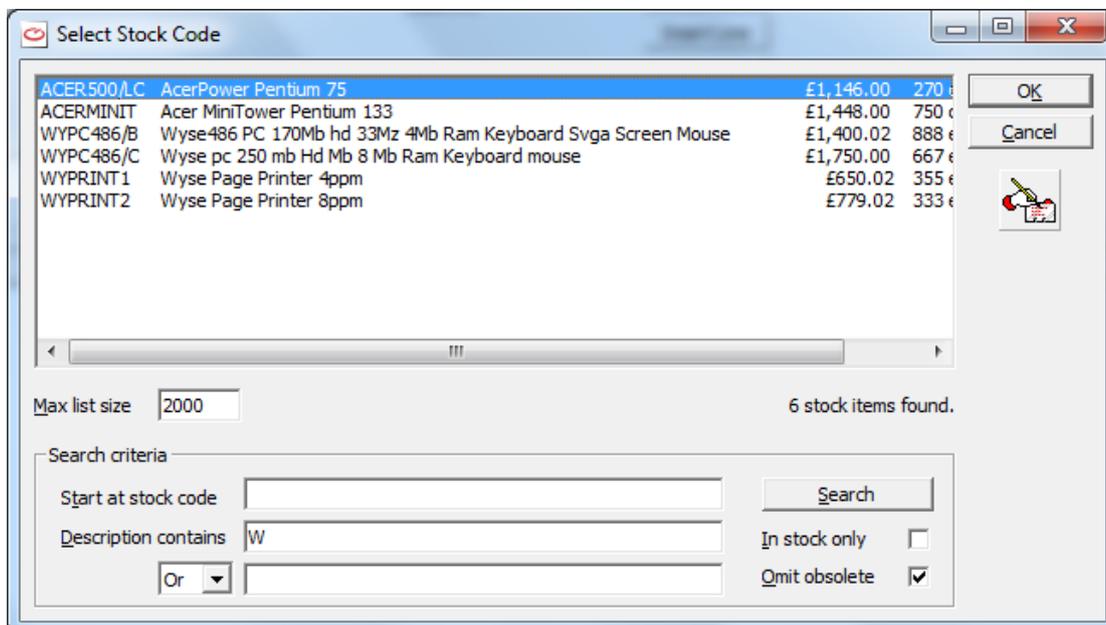
To return to viewing the complete list of stock, blank out the search criteria and choose **Search**.

You can adjust the number of characters of the stock code displayed by using the [STOCK PARAMETERS](#) facility - see **CHAPTER 5 : STOCK**.

In some cases of finding records, (e.g. finding a bin), you can use the Write Record button to enter the relevant maintenance function directly.

If you wish to search for an item of stock using its description then in the Stock code field enter the dollar sign \$ followed by the character in the description that you wish to search for e.g. to search for stock items with w in their description enter \$w in the field Stock code and then press @

This will then show all the stock whose description includes the character w as follows :-



If you have logged in as **BOSS** and selected **Settings** on the top tool bar, followed by **Stock/Invoicing Options Per Company (Stokoptn.ini)**, then selected **WinStock Options, Properties, StkExtras = y** then some extra text fields will appear when you go to **Maintenance, Stock maintenance, Stock Items** at the bottom of the screen (the bottom 3 lines will have the names you chose in **StkExtras**). Using the **@** facility if you ask to Search for text then those four extra fields will be searched also for the text you have entered into the field **Description contains** in the section **Search criteria**.

Method Five - \$ Prefix

At the Stock Code field or the Account code field you can enter in the field a dollar sign followed by some text which is contained somewhere in the fields you defined for the required entity. Then click on the **@** sign and you will be presented with a list of all the entities which have this string in their definition. Select the one you want.

For instance if you wish to know some details about an items of stock which you know contains the text **LEGS** you would go into **Enquiries, Stock enquiries, By item** and enter **\$LEGS** into the **Stock code** field and press the **@** key. The next screen will show you only the stock items that have **LEGS** somewhere in their details and you can select the one you want.

Or if the account you wish to use is for a customer who has the address in Cheshire, then you could put **\$CHESHIRE** in the account field and then select **@**. You will be shown a list of all the customers who have **CHESHIRE** in their address. You can choose the one you want.

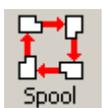
PRINTING REPORTS

WinAccs can produce a number of different types of report e.g. pre-defined standard system or history reports. Regardless of which type of report is being produced, a number of standard windows appear which allow you to control the printing process.

After you have entered all the selection criteria required to print a report, or used a facility which automatically produces a report, **WinAccs** proceeds to build a print file containing the relevant information. This file will be displayed on the screen and you may choose whether to select :-



To print the file now



To send the file to the V-Rex spooler for printing later (using Reports, Reports Tools, V-Rex spooler)



To save the report as a PDF document

USING THE CONTROL BAR



WinAccs uses the control bar in many of the programs to decide which data to display (e.g. selection of stock code). When first displayed the control bar will contain the code of the first record on file (if any).

Use the control bar as follows :-

Button	Key stroke	Result
	Alt-Home	Select First from file
	Alt-PageUp	Select Previous (if any) from file
Central box	Alt-c	Type in required code and then press TAB
	@	Select from a list of valid codes
	Alt-PageDn	Select Next (if any) from file
	Alt-End	Select Last from file

To add a new code you must use the central box or use the New button .

Code Lookup



Where the @ button is displayed beside a code selection field, the code can be selected from a full list of valid codes by clicking the @ button or by typing the '@' character. If the @ is underlined then you select the lookup list by use of the accelerator key ALT+@. If you are not in the File Maintenance program for the current parameter a 'Write New Record' button will be displayed to enable you to add a new record. However, if you are in the File Maintenance program then you must enter new codes in the central VCR control field.

For further details see [CODE LOOKUP @](#) on page 8.

Write a New Record



Where appropriate, this button appears beside list boxes to enable you to write a new record if the one that you want is not in the list. For example, select the @ button against Customer Code in Sales Despatch in Deliveries.

This button will not appear if you are using the program which maintains the file whose codes are displayed.

LIKE BUTTON

Where appropriate, you can use an existing record as a template when creating a new record, by clicking on the **Like** button and specifying the existing record.

For example, when you have selected the process **Stock Groups** from **Stock Maintenance** on the **Maintenance** menu you are presented with the **Stock Group Nominals** screen. You can enter a code for the new stock group, press **TAB** and then choose the **Like** button. Now you are asked to specify the code of an existing stock group. This enables you to set up this new stock group by saying that it is like (i.e. similar to) another existing stock group and thereby to pick the same Balance sheet and Profit & Loss nominal accounts without the requirement to select them individually from the full list.

STATUS LINE

The bottom line of the menu screens displays on the left-hand side the version of **WinStock** that is running and on the right hand-side the user's initials. In the centre of the line will be a short description of the button over which the mouse pointer is hovering.

When you have made your selection from the menu, further windows will normally show the current company number and name followed by the user's initials. Occasionally this line will be used to show other useful information about the screen above it.

ENTERING DATES

Format of dates

Throughout the **WinAccs** system dates may be entered in either of two formats as follows :-

In the format (d)dmmm(YY)yy where dd is the numerical day of the month. In this format you may omit any leading zero in the day. mmm is the first 3 letters of the name of the month. yy is the last 2 digits of the year. Alternatively you may enter the 4 digits of the year YYyy.

For example :-

Entering the date	Translates to the date
5May19	05May2019
05May19	05May2019
5May2019	05May2019
05May2019	05May2019

In the format ddmmyy where dd is the numerical day of the month. In this format you must NOT omit any leading zero in the day. mm is the numerical version of the month. You must NOT omit any leading zero in the month. yy is the last 2 digits of the year. In this format you may NOT enter the 4 digits of the year.

For example :-

Entering the date	Translates to the date
050219	05Feb2019
230419	23Apr2019
231119	23Nov2019

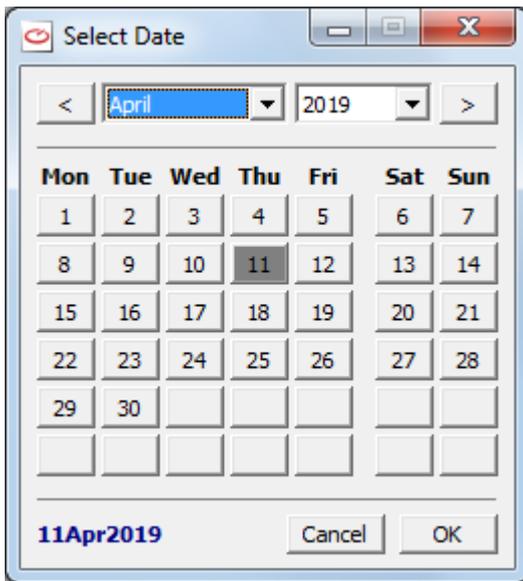
Using the calendar to enter a date

Next to each field where a date is to be entered there will be the icon of a calendar, as follows :-



You may either type in the date required as in [Format of dates](#) on page 17 or you may click on the calendar icon.

This displays a calendar showing this month of this year with today's date highlighted and also displayed at the bottom of the screen as follows :-



Use the arrow keys by the month and by the year to display the month and year in which the required date is. Then select the required date within that month and year. The selected date is displayed at the foot of the screen. Then click on **Exit** to select that date.

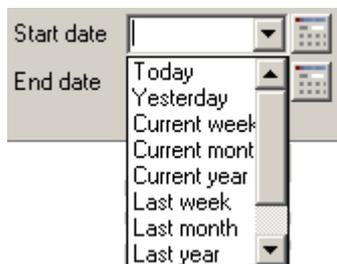
Entering a range of dates

When **WinAccs** needs to know a range of dates this will be displayed as follows :-



There are three methods to fill in this range of dates

- At both fields you could just enter the dates in one of the formats as given in [_d2h_bmk_Ref299610847_10](#) on page **Error! Bookmark not defined.**
- You could use the calendar beside the first field as in [Using the calendar to enter a date](#) on page 17 Then the second field will be populated with the same date and you can either leave that date or you can choose how to enter a different (later) date in that field.
- At the first field there is a downward arrow. Click on that to see a range of set dates as follows :-



Select the required date from that list.

This defines the **Start date** of the range. The **End date** may be set by the choice you have just made for the **Start date**. For instance if you select **Current week** as the **Start date**, the Monday of the current week will be displayed in the **Start date** and the **End date** will automatically be set as the last day (Sunday) of the Current week (but may be changed).

WINSTOCK FEATURES

SCREEN BUTTONS

On many **WinStock** screens, there are three buttons, shown below :-



Use these buttons as follows :-

Press	Result
OK	All the fields you have entered on the screen are updated to the database when you choose the OK button.
Clear	This Clear button clears the fields you have input.
Exit	This Exit button causes you to quit the current screen. On some screens, the Cancel button does the same thing.

DELETING RECORDS

If you wish to delete any record from the **WinStock** database, check the **Delete at Purge:** check box.



When you next run the Purge program, the records will be deleted if they are not still in use. If, for example, a bin that you want to delete still contains items, it will not be deleted.

NOTE : You should exercise great care when deleting records from the **WinStock** database. If in doubt, consult Compact Support.

CHAPTER 3 : GETTING STARTED

INSTALLATION INSTRUCTIONS

Compact will initially provide the **WinAccs** software on a CD.

To install the software, obey the following procedure :-

1. Insert the CD in the CD drive,
2. Either the CD will auto-install (you will hear the CD drive reading the CD) and will prompt you for any further information,
or with the right mouse click on the **Start** button. Select Explore (which starts Explorer). Identify the CD drive by double clicking on it and double click on setup.exe.

Demonstration data is also provided on the CD, using companies 996 (with data for subcontractors), 997, 998, 999 (with data for subcontractors) for **WinAccs** and 996 (with data for subcontractors), 997, 998, 999 (with data for subcontractors) for **WinPay**.

Company 995 Construction Industry Template in **WinAccs** can be used as a guide when setting up a construction industry company in **WinAccs**. Also provided on the CD is a **WinPay** company 995 New Company Template which can be used when setting up a new company in **WinPay** as it contains a basic set of pay elements and payslip boxes

You may wish to copy the demonstration data to other company numbers before you begin inputting your company's data.

Also on the CD is the **WinAccs** company 995 which is a CONSTRUCTION INDUSTRY TEMPLATE and can be used as guidance when setting up a construction industry company for **WinAccs** and **WinPay** company 995 which can be used as a template when setting up a new company for **WinPay**.

The latest version of the software and updates to the software (called Service Patches SP) are also available on the Compact Software website <http://www.compact-software.co.uk/download>

ACCESSING WINSTOCK

There are two methods of accessing the **WinAccs** software - using the **Classic Menu** (when there will be three icons on the desktop - one for **WinAccs**, one for **WinPay** and one for **WinStock**) or using the **New Menu** (when there will be just the one icon on the desktop for **WinAccs**).

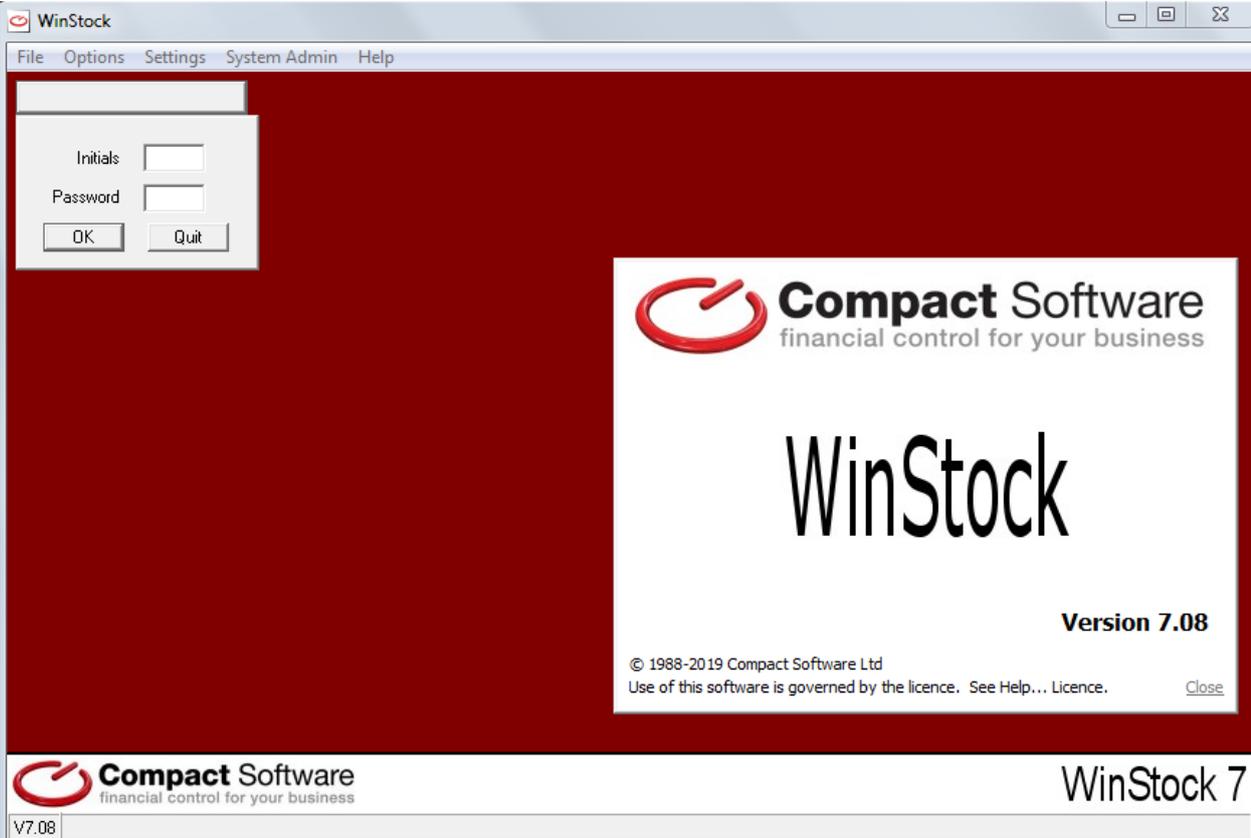
From Version 7.02 onwards the New Menu is automatically used and you would have to select **Settings** (on the top tool bar) and then select **Use Classic Menu** to change to the Classic Menu. (Conversely to return to the New Menu you would select **Settings**, then **Use New Menu**)

ACCESSING WINSTOCK USING THE CLASSIC MENU

To access **WinStock** click on **Start**, then find where the **WinStock** program has been installed and click on **WinStock**. Usually this will be accessed by selecting **Start**, then **Programs**, then **Compact** followed by **WinStock**.

Alternatively double click on the icon **WinStock** on your desktop.

For a short time there will appear the following display

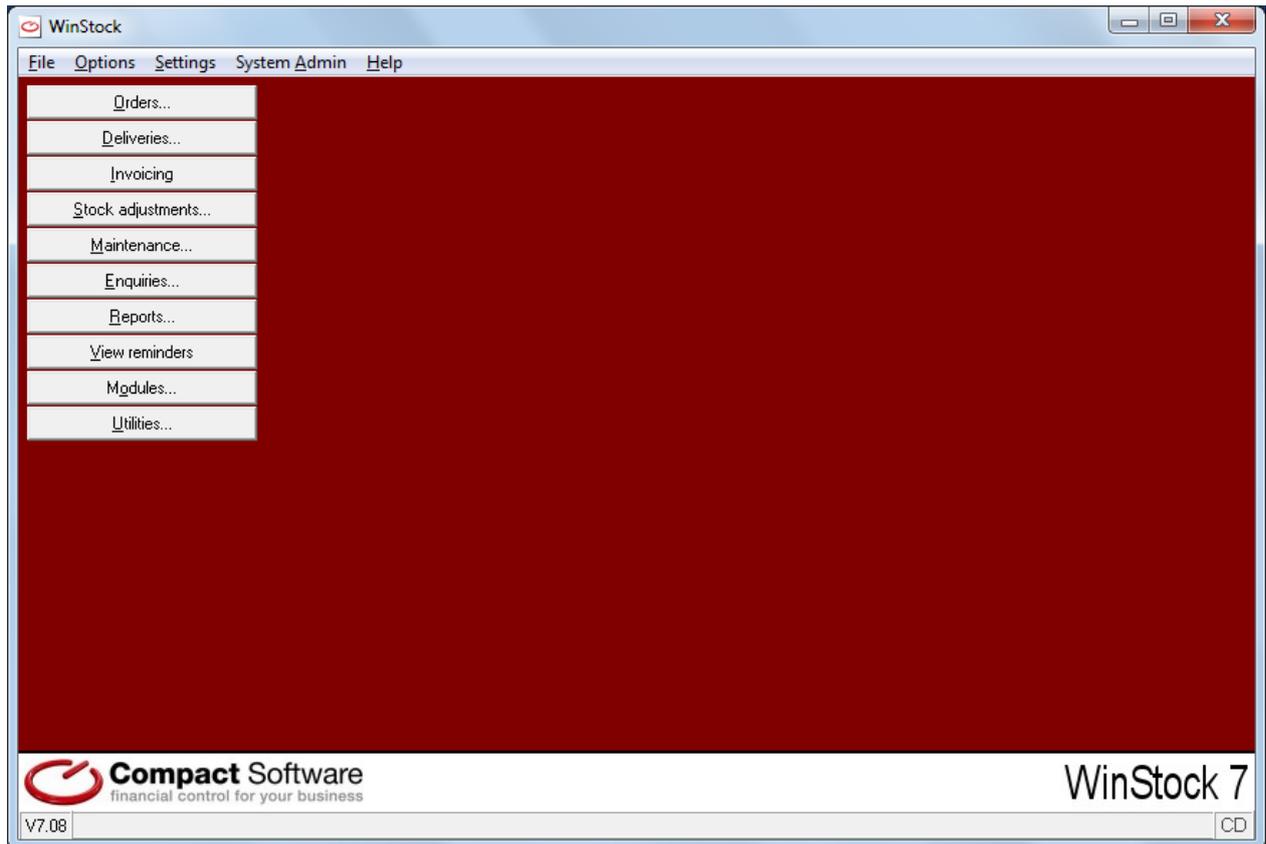


showing what version of the software is running.

The extra display screen as follows will soon disappear :-



Then, when you log in (see [LOGGING ON AND LOGGING OFF](#) on page 26), the **WinStock** system will show the facilities of **WinStock** as follows for you to select what you wish to do :-

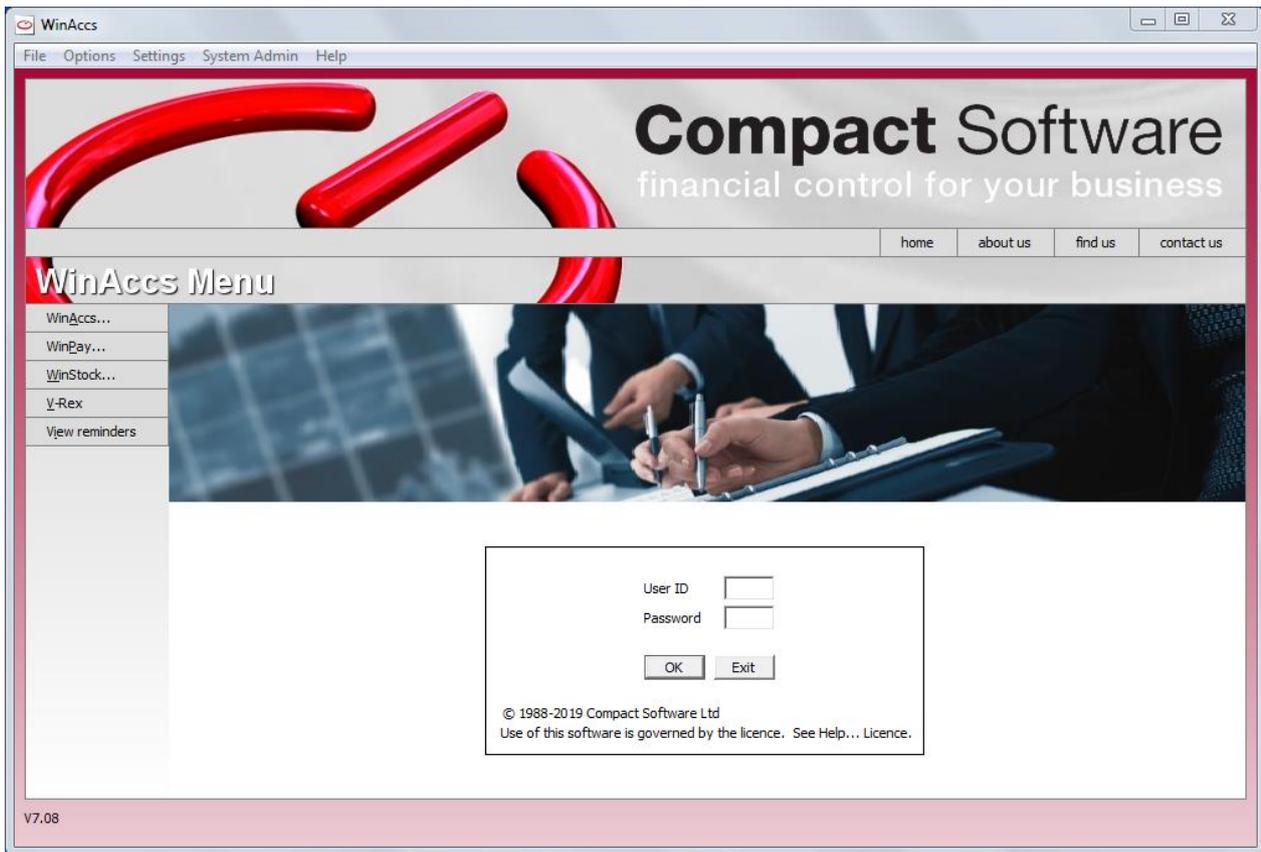


ACCESSING WINSTOCK USING THE NEW MENU

To access **WinStock** which is part of the **WinAccs** suite of programs, then, click on **Start**, then find where the **WinAccs** program has been installed and click on **WinAccs**. Usually this will be accessed by selecting **Start**, then **Programs**, then **Compact** followed by **WinAccs**.

Alternatively double click on the icon **WinAccs** on your desktop.

The following screen will be displayed :-



Log in (see [LOGGING ON AND LOGGING OFF](#) on page 26) and then select **WinStock** in the left hand column which is under the heading **WinAccs Menu** to access the **WinStock** program.

The screen will now look like this displaying the facilities you can select within WinStock :-



[If you are using the New menu, then if you select some of the options on the top tool bar (e.g. if you ask to open a company by selecting **File, Open company**) and you have not yet specified which program you wish to use (out of **WinAccs, WinPay** or **WinStock**) then you will see the following :-



Select **WinStock**.]

TO CONTINUE TO ACCESS WINSTOCK

Whether you have used the Classic Menu or the New Menu to access **WinStock** before you use any of the **WinStock** programs you will be asked to log in. You may also see the process of automatic updating of the software occurring - see [AUTOMATIC UPDATING OF SOFTWARE](#) on page 25.

The very first time the **WinAccs** system is used, the System Supervisor will log on to the system, probably add at least one user and give those users access rights - see "[THE FIRST LOGGING ON](#)" on page 26. In **WinAccs** the demonstration data should be backed up and at least one company must be set up on the system.

The next step for using **WinStock** will be to set up on the system the details about the stock, stock groups, stock details, sites and bins, customers, suppliers and stock balances. This is called the static data and is described in [CHAPTER 4 : MAINTENANCE](#).

For further users to access the **WinStock** software each user must enter valid operator initials and password. This information identifies the user uniquely to the system, and is created by your System Supervisor. The facilities which allow the System Supervisor to maintain this information are described in "[THE FIRST LOGGING ON](#)" on page 26.

Logging on to a **WinStock** company by a defined user is performed in two stages:

1. Logging into the system, entering the user initials and password - see "[LOGGING ON AND LOGGING OFF](#)" on page 26.
2. Selecting the company that the user wishes to use - see [WINACCS COMPANIES](#) on page 38.

AUTOMATIC UPDATING OF SOFTWARE

Any updates to the **WinAccs** system since the last release are available via the Internet and can be applied to your system automatically by the **WinAccs** software. On the **Help** menu there are two entries, **Auto-Update** which can be ticked to turn on the Auto-Update mode and **Check for Updates**.

In **Auto-Update** mode, the PC will check the internet the first time it logs in on any one day. If there are no relevant updates or messages, the user will be unaware of this (unless some intervention is required for internet access). This setting is remembered individually by each PC. It is recommended that this option is ticked on PCs used regularly by more senior people. This should ensure that updates and messages are processed without delay by the people that need to know. If there are any updates then these will be downloaded and applied to your system bringing it completely up to date. This process may also deliver important messages to you from Compact Software Ltd. When you log onto the **WinAccs** system for a further time that same day the internet site will not be accessed. This is the preferred method of keeping up to date.

If you do not wish to use the AutoUpdate method mode you may at any time choose **Check for Updates**. Choosing this menu entry will immediately check the internet for updates and messages. Remember it is then up to you to ensure that you choose Check for Updates regularly. Updates processed in this way currently only apply to Service Patch updates. Complete new versions of the system will continue to be delivered to you on CD.

LOGGING ON AND LOGGING OFF

THE FIRST LOGGING ON

The very first time that you enter the system you will need to enter into the Initials field the four characters BOSS, and into the Password field PASS. You are then warned that this is not a secure way of using the system and are advised to choose a new password for BOSS.

Note that BOSS has no rights to access the database.

First BOSS must choose **System Admin** from the menu bar and then select **Registration** to register use of the **WinStock** system - see "[Registration \(in THE FIRST LOGGING ON\)](#)" on page 26.

Next BOSS must choose **System Admin** from the menu bar, and then use **Add/Delete User** to create a user - see "[Adding a User](#)" on page 27.

This user must then be given rights to define which parts of the database for which company he may access. This is done by choosing **System Admin** again and selecting **Assign User Rights** - see "[Assigning User Rights \(in THE FIRST LOGGING ON\)](#)" on page 30.

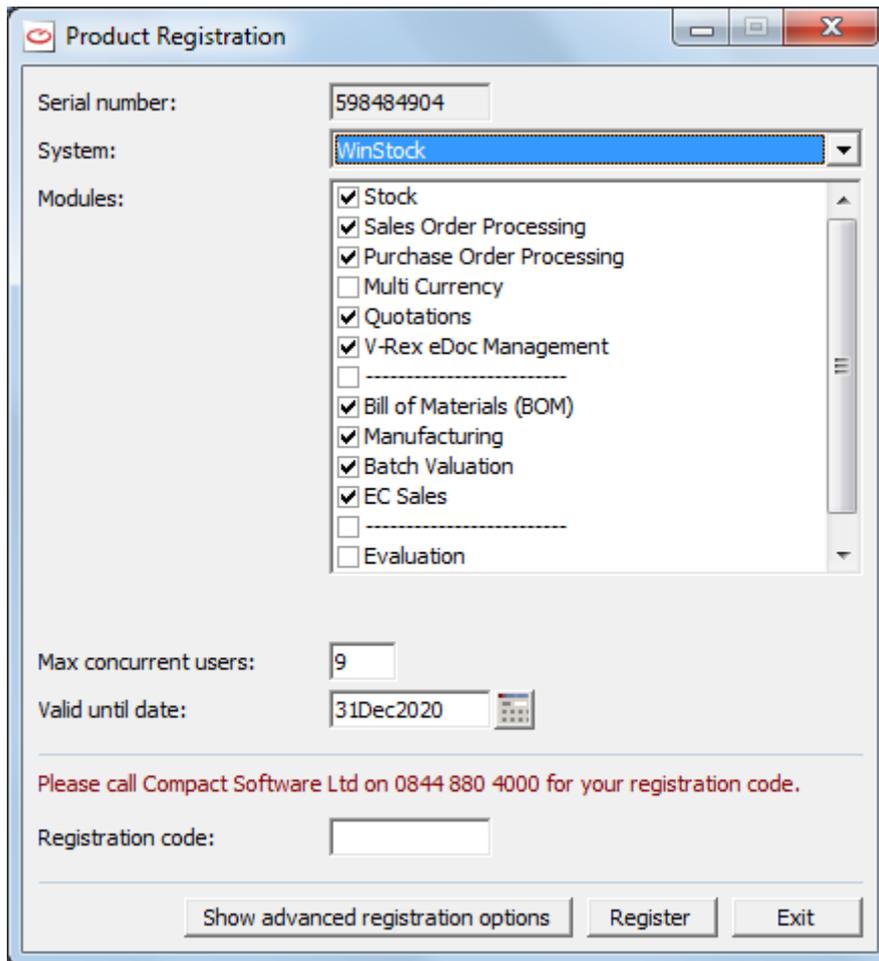
The System Supervisor may need to disable a user from the **WinStock** system - see [DISABLE LOGIN](#) on page 53

The System Supervisor may wish to view which users are currently logged in to **WinStock** - see [SHOW USERS](#) on page 58.

Registration (in THE FIRST LOGGING ON)

The first thing that you must do is register your use of **WinStock** with Compact as follows :-

1. The System Supervisor (having logged on as BOSS) should first select **System Admin** on the menu bar at the top of the screen.
2. Next select **Registration**. The Product Registration window appears.
Use this to register your copy of **WinStock** or other **WinAccs** system modules with the Support Hotline at Compact. The telephone number to call is displayed near the bottom of this window.
At the top of the screen is displayed the serial number of your system as supplied by Compact.
3. In the field below the system number if you click on the downward arrow you will see all the **WinAccs** system modules that have been installed at your site.
Select **WinStock**. In the window headed **Modules**, the modules of **WinStock** will be highlighted. You may click on one or more modules to select or deselect them until it displays the modules you require.



4. Enter the required data in the fields as follows :-

Max concurrent users

Enter the number of users who will use the **WinStock** system at the same time.

Valid Until Date Enter the expiry date of the registration as given to you by Compact.

Registration code

Enter the registration code as given to you by Compact. The telephone number of the Compact Hotline which can give you the registration code is displayed on the screen.

5. If you select the button **Show advanced registration options** you will see an extra option which allows you to have no further updates to the software and to stick at the current version of the software. The version number of the current software is displayed in the field below.
6. Choose the **Register** button.
7. Finally choose the **Close** button.

In **WinAccs**, **WinPay** and **WinStock** 30 days before your registration runs out the system will give you a warning that your registration will run out in 30 days time and a warning will appear whenever you log in for the subsequent days until you re-register or until the system finally will not let you in.

New installations will be given a 30-day evaluation period.

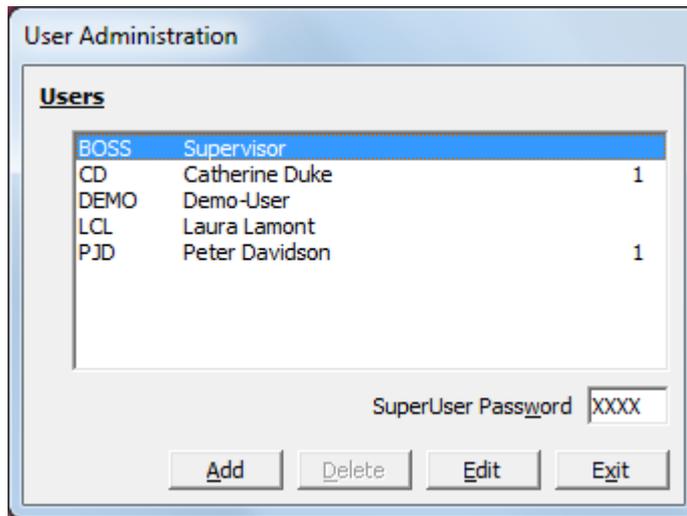
For information about emailing documents using V-Rex eDoc Management see the **WINACCS MANUAL** .

Adding a User (in THE FIRST LOGGING ON)

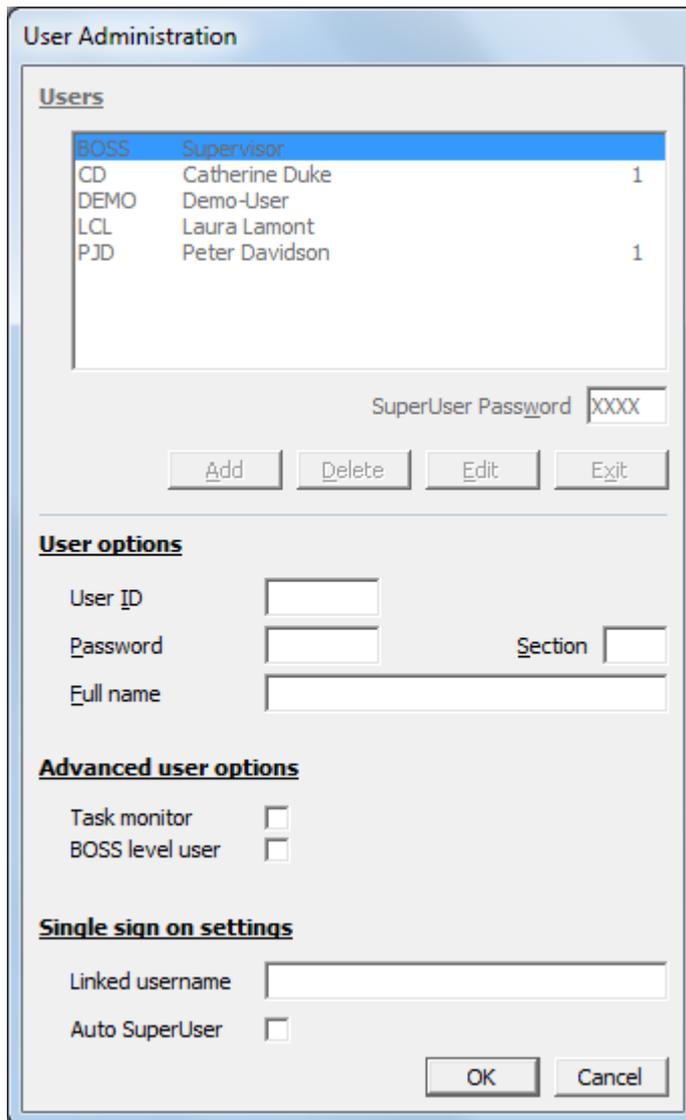
In order to use **WinStock** you must create at least one user other than the System Supervisor.

1. The System Supervisor (having logged on as BOSS) should first select **Disable Login** from the **System Admin** menu to prevent users from logging in while he adds a new user.
2. From the menu bar, select **System Admin**, and then select **Add/Delete User**.

The User Administration screen will appear, on which are listed the current users of the system.



3. Choose **Add**. The full User Administration screen will appear :-



4. Type in the initials of the new user, a password (of length 4 characters) and the full name of the user. On subsequent entry to **WinStock** this user will use these initials and this password.

For security it is advisable to use as a password a set of characters which do not appear in a dictionary and which are a mixture of letters and numbers, preferably not a sequence that could be guessed at by someone else.

The field **Section** is used to control which users may edit orders. Only users of section AA may edit an order created by a user in section AA. Leave this field blank to avoid this security restriction. To use this facility you need to set a switch in the .ini file - contact Compact support.

5. Under **Advanced user options** you may select **Task monitor**. This means that every program or feature that this user uses will be recorded for later analysis - see [TASK MONITOR](#) on page 58. Even if a user is not marked as task monitored then BOSS (or a BOSS level user) can see which programs are currently in use.

You may also make this user a **BOSS level user** i.e. this user can do anything that the BOSS can do..

6. Under **Single sign on settings** you may enter the **Linked username** and the **Auto SuperUser**.
7. Next choose **Ok**, and then **Exit**.
8. Finally select **Disable Login** again from the **System Admin menu** to allow users to log in.

This user is now defined to the system but has not been given the necessary permissions to access the database.

You should create a separate user identity for every user who is to be allowed on to the system.

When you have created one or more users, you will need to Assign User Rights to them, see [Assigning User Rights \(in THE FIRST LOGGING ON\)](#) on page 30.

If you wish to delete (or edit) a user, obey the following procedure :-

1. Select **Show Users** in the **System Admin menu** to check that they are not using the system.
2. Select **Disable Login** from the **System Admin menu** to prevent users from logging in while you do the deleting (or editing) process.
3. Select **Add/Delete Users** from the **System Admin menu**.
4. Select the user from the list in the scrolling list box and choose the **Delete** button. (Alternatively to edit user details, select the user in the list box. Choose the **Edit** button and make the necessary changes. Choose **OK**).
5. Choose **Exit**.
6. Select **Disable Login** again from the **System Admin Menu** to allow users to log in.

SuperUser Password (in THE FIRST LOGGING ON)

The System Supervisor needs to create a SuperUser password and this is done by selecting **Add / Delete User** from the **System Admin** menu. On the resultant screen, headed User Administration, position the cursor at the field SuperUser Password and type a four-character password. Choose **Exit**. You will be warned that the SuperUser password has changed. Choose **Ok**.

Now when any user who has been added to the system logs in and uses the SuperUser password, in place of his own defined password, he will be able to have access to any part of the **WinAccs** system. This facility is more often used by the supervisor to allow him to access all parts of the system.

Assigning User Rights (in THE FIRST LOGGING ON)

1. The System Supervisor (having logged on as BOSS) should select the **System Admin** menu, followed by **Assign User Rights**.

The User Rights screen appears as follows :-

Companies

<input type="checkbox"/>	001 Roberts Ltd
<input type="checkbox"/>	002 Roberts and Son
<input type="checkbox"/>	003 Moore and Son
<input type="checkbox"/>	004 Roberts and Daughter
<input type="checkbox"/>	005 Jones Ltd
<input type="checkbox"/>	101 Smith Ltd

Clear all Mark all

User

<input type="checkbox"/>	CD Catherine Duke
<input type="checkbox"/>	DEMO Demo-User
<input type="checkbox"/>	LCL Laura Lamont
<input type="checkbox"/>	PJD Peter Davidson

Clear all Mark all

Access rights

Allow		Allow
<input checked="" type="checkbox"/>	WinStock...	<input checked="" type="checkbox"/>
Orders...		
<input type="checkbox"/>	Sales order	n
<input type="checkbox"/>	Reprint acknowledgement	n
<input type="checkbox"/>	Purchase order	n
<input type="checkbox"/>	Reprint purchase order	n
<input type="checkbox"/>	Quotations	n
<input type="checkbox"/>	Requisitions	n
Deliveries...		
<input type="checkbox"/>	Sales despatch	n
<input type="checkbox"/>	Auto despatch and invoice	n

WinStock specific security rights

Stock priority

User can authorise sales orders

User can authorise purchase orders

V-Rex spooler

Central spool files View Delete

Other users' spool files View Delete

Update Exit

2. First, in the top section headed **Companies**, you must select for which companies you wish to assign the User Rights for the chosen user. A given user can have different access rights in different companies.

If you wish this user to have the same access rights to all your companies you may select the button **Mark all**. (If you wish to deselect all the companies select the button **Clear all**.) To select just the one company select that company and it will be highlighted. To select more than one click in the box to the left of each company and they will each have a tick to show that they are selected for the access rights to be given to the chosen user.

3. Now, in the section headed **User**, select the user whose User Rights you wish to define or edit.
4. In the section headed **Access Rights** you will select which parts of the **WinStock** system you wish this user to be allowed to access.
5. You can then select any of the functions in the Access Rights list and, by checking or unchecking the **Allow** check box, allow or deny the user access rights to that function. This feature is hierarchical. You can, for example, allow the user access rights to sales orders in **WinStock** and deny them to purchase orders; or you can select the line in the Access Rights list that says 'Orders...' and then, by clicking on the check box, allow or deny rights to both sales and purchase orders at once.

- In the box headed **WinStock specific security rights** the field **Stock priority** gives this user access to Nominal Ledger accounts of a priority number lower or equal to that which is assigned to the user. For further advice contact Compact Support.

You can assign that for the chosen company and for the chosen user this user can authorise sales orders and/or can authorise purchase orders.

- In the box headed **V-Rex spooler** you may choose the rights this user has over spooled files in the V-Rex spooler. Any user can always view or delete his own spooled files. You may select here whether this user may View or Delete files that have been spooled centrally (for instance VAT reports or audit reports) and/or the files other users have spooled.
- Choose **Update** to record the changes.
- Alternatively if you wish more than one user to have the same user rights then you may select those users - and those users will then have a tick in the box to the left of the name of the user. Now highlight the user whose access rights you wish all those selected users to have and select **Update**. Then the access rights of that highlighted user will be copied to the other selected users who have a tick in the box to the left of their name.
- Finally choose **Exit** at the top of the screen.

NOTE : The user rights are allocated depending on the layout of the items on the **WinStock** menu. If a facility is added to the menu, taken away or placed on another branch of the menu then the System Supervisor must reassess the user rights that he has allocated.

SUBSEQUENT LOGGING ON

After the procedure described in "[THE FIRST LOGGING ON](#)" on page 26 has been carried out, the user is defined to the system and the user's access rights have been defined. So for subsequent logging on or to login now under your own username, select File from the menu bar, followed by Logout/In. The Password screen appears as follows. Enter your user identification initials and password.

- | | |
|-----------------|--|
| Initials | Enter your initials, or the code of up to four characters which uniquely identifies you to the WinAccs system. (You can enter the code in upper or lower case.) |
| Password | Enter your password, (maximum 4 characters). (For security reasons, you will not be able to see your password as you enter it.) |

Choose **Ok**. If you are using the Classic menu then the **WinStock** Main Menu is displayed on the screen. If you are using the New menu then the whole **WinAccs** system menu is displayed, from which you can click on **WinStock** to access **WinStock**.

WINSTOCK MENU

The **WinStock** menu is a tree structure which enables you to quickly select the required program. The version number of your **WinStock** system is displayed at the bottom left of the window.

Once a company has been selected, its name and number are displayed in the title bar of the window.

As you tab around the selections in the menu, if you are using the Classic menu then you will see a dotted outline on the current button and a short description of the selection will be displayed in the line at the bottom of the window. If

you are using the New menu then the current button chosen will be highlighted and the short description of the selection will be displayed on the right of the screen under the picture.

If the text on the button contains ... then there is a further tier of the menu.

The primary section of the WinStock menu is as follows :-

- Orders
- Deliveries
- Invoicing
- Stock Adjustments
- Maintenance
- Enquiries
- Reports
- View reminders
- Modules (This will only be displayed if you have selected **WinStock** using the Classic Menu and is used to change to the other modules **WinAccs** and **WinPay**)
- Utilities

To quit **WinStock**, either click on the Close button at the top right-hand corner of the window, or choose **File** and then select **Exit** from the File menu - see "[LOGGING OFF](#)" on page 38.

You can select from the primary section in a number of different ways :-

- Use your mouse to point at the selection and then click,
- **TAB** (or **Shift and TAB**) to your selection, followed by the **Enter** or **Space** key,
- Use the accelerator keys. For example depress **ALT and M** for Maintenance which has the M underlined.

Once you have made your primary selection, then the secondary section of the menu will be displayed. This secondary section varies with your primary selection. You can select any of the buttons displayed, including those in the primary section of the menu. Similarly a tertiary section (if required) is displayed once you have made a selection from the secondary menu. The tertiary and secondary sections of the menu can be closed down with the **ESC** key if required.

ORDERS MENU

When you select the Orders menu from the WinStock menu you will see a secondary menu as follows :-

Sales order
Reprint acknowledgement
Purchase order
Reprint purchase order
Quotations
Requisitions

see [OVERVIEW OF ORDERS](#) in **CHAPTER 6 : ORDERS**.

DELIVERIES MENU

When you select the Deliveries menu from the WinStock menu you will see a secondary menu as follows :-

Sales despatch
Auto despatch and invoice
Reprint despatch note
Supplier delivery

- Internal transfers
- Reprint GRN
- Goods out
- Goods in
- Return from customer
- Return to supplier
- Print batch labels

see [OVERVIEW OF STOCK DELIVERIES](#) in CHAPTER 7 : DELIVERIES.

INVOICING MENU

When you select the Invoicing menu from the WinStock menu you will immediately see the screen headed Select Invoice parameters see [OVERVIEW OF ENTERING INVOICES](#) in CHAPTER 8 : ENTERING INVOICES.

STOCK ADJUSTMENTS MENU

When you select the Stock adjustments menu from the WinStock Main menu you will see a secondary menu as follows :-

- Stock counts
- Opening balances
- Relocate stock
- Internal transfers
- Revalue stock
- Revalue batch stock
- Revalue FIFO stock
- Count update
- Batch stock depreciation

see [OVERVIEW OF STOCK](#) in CHAPTER 5 : STOCK.

MAINTENANCE MENU

When you select the Maintenance menu from the WinStock menu you will see a secondary menu as follows :-

- Stock maintenance see [OVERVIEW OF MAINTENANCE](#) in CHAPTER 4 : MAINTENANCE.
- Cost and price maintenance see [OVERVIEW OF MAINTENANCE](#) in CHAPTER 4 : MAINTENANCE.
- Stock parameters see [STOCK PARAMETERS](#) in CHAPTER 5 : STOCK
- Order parameters see [ORDER PARAMETERS](#) in CHAPTER 6 : ORDERS
- Purge database see [PURGING THE DATABASE](#) in CHAPTER 4 : MAINTENANCE
- Set VAT Codes see [SET VAT CODES](#) in CHAPTER 4 : MAINTENANCE.
- Currencies see [CURRENCIES](#) in CHAPTER 4 : MAINTENANCE
- Free text see [FREE TEXT](#) in CHAPTER 4 : MAINTENANCE .
- Shippers see [SHIPPERS](#) in CHAPTER 4 : MAINTENANCE
- Shipper services see [SHIPPER SERVICE](#) in CHAPTER 4 : MAINTENANCE

ENQUIRIES MENU

When you select the Enquiries menu from the WinStock menu you will see a secondary menu as follows :-

Sales enquiries	see SALES ORDER DETAILS ENQUIRIES , or STOCK ON ORDER (FOR SALES ORDERS)
Purchase enquiries	see PURCHASE ORDER DETAILS ENQUIRIES , or STOCK ON ORDER (FOR PURCHASE ORDERS)
Stock enquiries	see MOVEMENT HISTORY (in ENQUIRIES) , BIN CONTENTS (in ENQUIRIES) , BY ITEM (in ENQUIRIES) , STOCK TOTALS AT SITE (in ENQUIRIES) , or BY BATCH ID (in Enquiries) all in STOCK ENQUIRIES
Contract enquiries	see CONTRACT ENQUIRIES
Stock status enquiries	see STOCK STATUS ENQUIRIES
Batch view and edit	see BATCH VIEW AND EDIT
WinAccs Enquiry/Display	see WINACCS ENQUIRY / DISPLAY Invoice enquiry see INVOICE ENQUIRY

all in **CHAPTER 9 : ENQUIRIES**.

REPORTS MENU

When you select the Reports menu from the WinStock menu you will see a secondary menu as follows :-

Reports index	see REPORTS INDEX
Report tools	see V-REX , V-REX SPOOLER , INSTALL REPORTS
Stock as at date	see STOCK AS AT DATE
Stock turnover history	see STOCK TURNOVER HISTORY
Reorder report	see REORDER REPORT
Stock usage report	see STOCK USAGE REPORT
Requisition reports	see REQUISITION REPORTS
Stock status enquiry report	see STOCK STATUS ENQUIRY REPORT
EC Sales	see EC SALES REPORT
Order processing WIP	see ORDER PROCESSING WIP Excess FIFO see EXCESS FIFO

all in **CHAPTER 10 : REPORTS**

VIEW REMINDERS

When you select **View Reminders** from the **WinStock** menu you will see the reminders screen as you would have had you reopened this company. So any reminder that you have already chosen to Snooze for the day will not be displayed.

For further information about Reminders see [REMINDERS](#) on page 40.

MODULES MENU

This will only be displayed if you have selected **WinStock** using the Classic Menu and is used to change to the other modules **WinAccs** and **WinPay**.

When you select the Modules menu from the WinStock menu you will see a secondary menu as follows :-

WinAccs
WinPay

see [Changing to Other Modules](#) in **CHAPTER 11: UTILITIES**.

UTILITIES MENU

When you select the Utilities menu from the WinStock menu you will see a secondary menu as follows :-

- Security
- Options
- INI settings
- Clear all
- Database utilities
- View HMRC submissions
- Load non-menu program

see [OVERVIEW OF UTILITIES](#) in **CHAPTER 11 : UTILITIES**.

OPTIONS (ON THE TOOL BAR)

Select **Options** on the top tool bar.

You may wish to set one or more of these options now by clicking on that line.

- | | |
|-----------------------|---|
| Remote Posting | Check this option if you wish to save any posted transactions on a separate file for posting at a remote site. For further details about Remote Posting see the WinAccs manual. |
| Backup on Exit | If you check this option, then once you have selected a company, every time you select Exit or Open Company from the File menu, you will be asked if you wish to back-up this company now. |

For details about security, see [SECURITY](#) in **CHAPTER 11 : UTILITIES**.

You should now select a company, using the instructions which are given in "[SELECTING A COMPANY](#)" on page 38.

SETTINGS (ON THE TOOL BAR)

From the top tool bar you may select **Settings**. The following options will be displayed :-

- **Print Recent Messages** - this will print the latest error messages for sending to Compact Support.
- **This PC's ini Settings (compact.ini)** - this displays compact.ini.
- **System wide WinStock settings (WinStock.ini)** - this displays WinStock.ini.
- **Stock/Invoicing Options Per Company (Stokoptn.ini)** - this displays Stokoptn.ini.
- **Global options** - this is only available if you have logged in as BOSS. When a menu option is not company related (i.e. you can click on it without opening a company) then the menu defaults to allowing the user access to this option. But using Global options BOSS can change this to disable the access to these options
- **Display Only** - if you select this option then WinStock can only be displayed and not altered in any way. This would be for demonstration purposes.
- **Show Users** - will display the current users on the system. Only BOSS can Disconnect users.
- **Lock / Unlock Company**. This will only be displayed if BOSS has set in **Security options, Menu options, User can lock / unlock company data**. For further details see [LOCK / UNLOCK COMPANY](#) on page 54.
- **Use Classic Menu / Use New Menu** - to change from the Classic menu (when WinAccs had 3 separate icons on the desktop for accessing **WinAccs**, **WinStock** and **WinPay**) to the New menu when **WinAccs**, **WinPay** and **WinStock** are all accessed from the one icon on the desktop labelled **WinAccs**.

All these settings would only be used under the direction of Compact Support.

HELP (ON THE TOOL BAR)

If you select Help on the top tool bar you will see the choices :-

Contents	shows the contents of the WinPay Help system. Click on any line to see more.
Overview	shows the Help topics in the WinPay Manual in alphabetic order which you can display, or you can type in the first field the subject to be searched for.
Search for Help on Shift + F1	shows the Help topics in the WinPay Manual in alphabetic order which you can display, or you can type in the first field the subject to be searched for.
Help on Help	shows how to use the Windows help system.
V-Rex Help	Select this to see the contents of the REPORTS IN WINACCS USING V-REX manual.
Downloads	Select this to take you to the Downloads page of the Compact website. From there you can view or download all the latest documentation, including the most up-to-date versions of the manuals. You can also download the latest software from that page.
Check for Updates	Check this (if you have not selected Auto-Update) whenever you wish to update your system with updates since the latest release - see AUTOMATIC UPDATING OF SOFTWARE on page 25.
Auto-Update	Check this to select Auto-Updating of the software. This will automatically update your system with updates since the latest release - see AUTOMATIC UPDATING OF SOFTWARE on page 25.
Contact Us	Select this to see the phone number, fax number and e-mail address of Compact Software Ltd support.
Send Logs/Data to Support	This is only to be used under the direction of Compact Support. It will ask you what you want to send to Compact Support - the current company, an autobackup, log files or another folder. Then it asks you to provide your company name, a contact name, telephone number, email address and a description of your query. You may select whether to send the information by file transfer using the internet or by email. Then it will automatically send the data to Compact Support to help Support to resolve any problem you are having. If you have chosen to send by email then you can see the email sent in your Sent Items folder in your email program.
Explore Folders	If you select this you see a further choice so that you can select to open one of the following :- The Bin folder The Data folder WinAccs system reports folder WinPay system reports folder The WinAccs Temp folder
View Upgrade Notes	Select this to view the Upgrades Notes for WinStock . These show the changes that have been made in each released version.
Licence	Select this to display the licence agreement between you and Compact Software Ltd concerning the WinAccs system.
About	Select this to display information about the version of WinPay that you are using e.g. the version number and how many users it is licensed for.

DUPLICATING THE DEMONSTRATION DATA

The demonstration data provided with the system contains four companies. When you have logged on for the very first time we recommend that you duplicate these companies before posting any transactions.

For further details see "[COPYING A COMPANY](#)" on page 46.

LOGGING OFF

When you have finished using **WinAccs** you should always completely log off from the system. For security reasons, you should not leave **WinAccs** running on an unattended computer because any unauthorised user can then use any areas of the system to which you have been granted access.

The log off process allows you to request a security copy of the accounting information for your company. Your System Supervisor should be able to advise you of the circumstances under which you should select this option.

1. Complete any **WinAccs** tasks which are currently being processed.
2. Choose **Exit** from the **File** menu to Logout completely from **WinAccs**.
3. When you exit from **WinAccs** (as long as you have selected a company), you will be asked if you want to create a backup of the data for the company on which you have been working. Select **Yes** if you wish to create a security copy of the company's accounting information. See **Backup on exit** in [OPTIONS \(ON THE TOOL BAR\)](#) on page 36.
4. (If you do not wish to see this message whenever you exit from **WinAccs**, select **Options** on the menu bar and ensure that the option **Backup on exit** is not selected.)

Although the System Supervisor is often responsible for backing up the system files, you may wish to do so if you have entered a lot of information. It is vital to make regular and frequent security backup copies of your data and to retain them for a sufficient period. The backup procedures are discussed in [SECURITY](#) in **CHAPTER 11 : UTILITIES**.

WINACCS COMPANIES

WinAccs is a multi-company accounting system which means it can maintain and prepare the accounts for many different companies. Each company can use different account codes, and may have different requirements. A company is identified by a unique three-digit number which is assigned when the company is first created on the system.

When you first implement **WinAccs** you need to **create** one or more companies, to maintain the ledgers for each part of your organisation. Once you have created the company, you can add all the accounts which are required for each ledger.

WinAccs provides a Starter Pack which simplifies the task of creating a new company by providing a basic set of Nominal Ledger Accounts and Final Accounts structures and codes. For more details of the Starter Pack consult Compact Support.

Once you have created one company, **WinAccs** allows you to **copy** the details of this existing company to create a new company.

SELECTING A COMPANY

NOTE: If you do not follow these instructions to select a company, you will be prompted to do so as soon as you leave the menu to start a program.

1. If you are using the Classic menu then once you have logged on and the **WinStock** menu is displayed, you can select the company for which you wish to enter or view information by selecting **Open Company** from the **File** menu.
2. If there is only one company on the system this company will be automatically selected
3. If you are using the New menu and you have already selected **WinStock** then just select **Open Company** from the **File** menu.

4. If you are using the New menu, then if you ask to open a company by selecting **File, Open company** and you have not yet specified which program you wish to use (out of **WinAccs**, **WinPay** or **WinStock**) then you will see the following :-



Select **WinStock**.

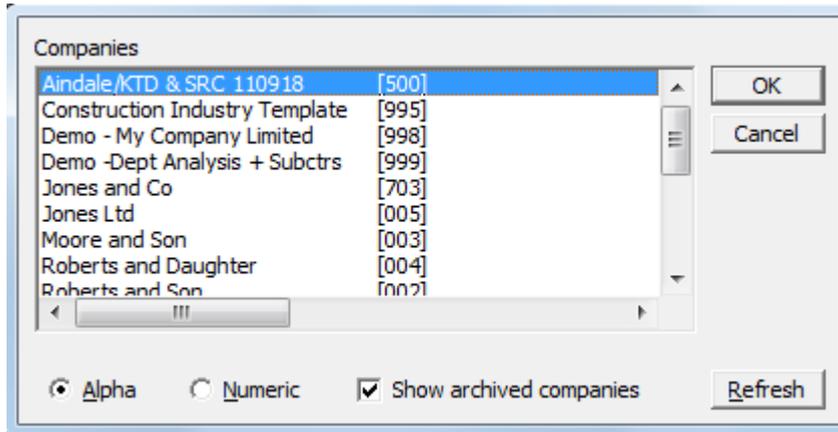
5. If there exists on the system more than one company, then the Companies window appears, which lists all of the companies, as follows :-



If you have some companies which have been set as archived by a BOSS level user these will not initially appear in the list. To see these archived companies also in the list then select the button **Show archived companies** -



6. The companies are listed in the order of their company number within **WinAccs**. If you wish to view the list with the company names in alphabetical order select the button **Alpha**. The companies will now be listed as follows :-



The company names are listed in alphabetical order and the number of the company appears to the right of the company name.

7. If you have renamed a company in this session of **WinStock** or if you have introduced a company into the folder by another means - such as copying a company using Windows Explorer - then it may be necessary to select the button **Refresh** to see the up-to-date list of companies. When you use the options **New Company**, **Copy Company** or **Remove Company** from the **File** menu then the list is automatically refreshed.
8. Highlight and select the required company.
If you wish to create a new company, see [CREATING A COMPANY](#) on page 44.
9. When a company is opened and WinAccs detects that the date and the last audit trail have changed since the last autobackup then WinAccs will backup this company to C:\%Compact%\Auto Backup\A\xxx\2008 where %Compact% is the data route for Compact and xxx is the company number. It will keep all the backups made in the last week and the earliest in each of the previous four weeks.
10. Choose **Ok**.

The name of the selected company is displayed on the top line of the screen.

The very first screen that is displayed when you open the company will be the Reminders screen if you have input reminders for this company within Notes for ledger accounts or representatives in WinAccs.

When you have dealt with the reminders screen or if there were no reminders for this company then the next screen is the main WinAccs menu - see [WINSTOCK MENU](#) on page 32.

REMINDERS

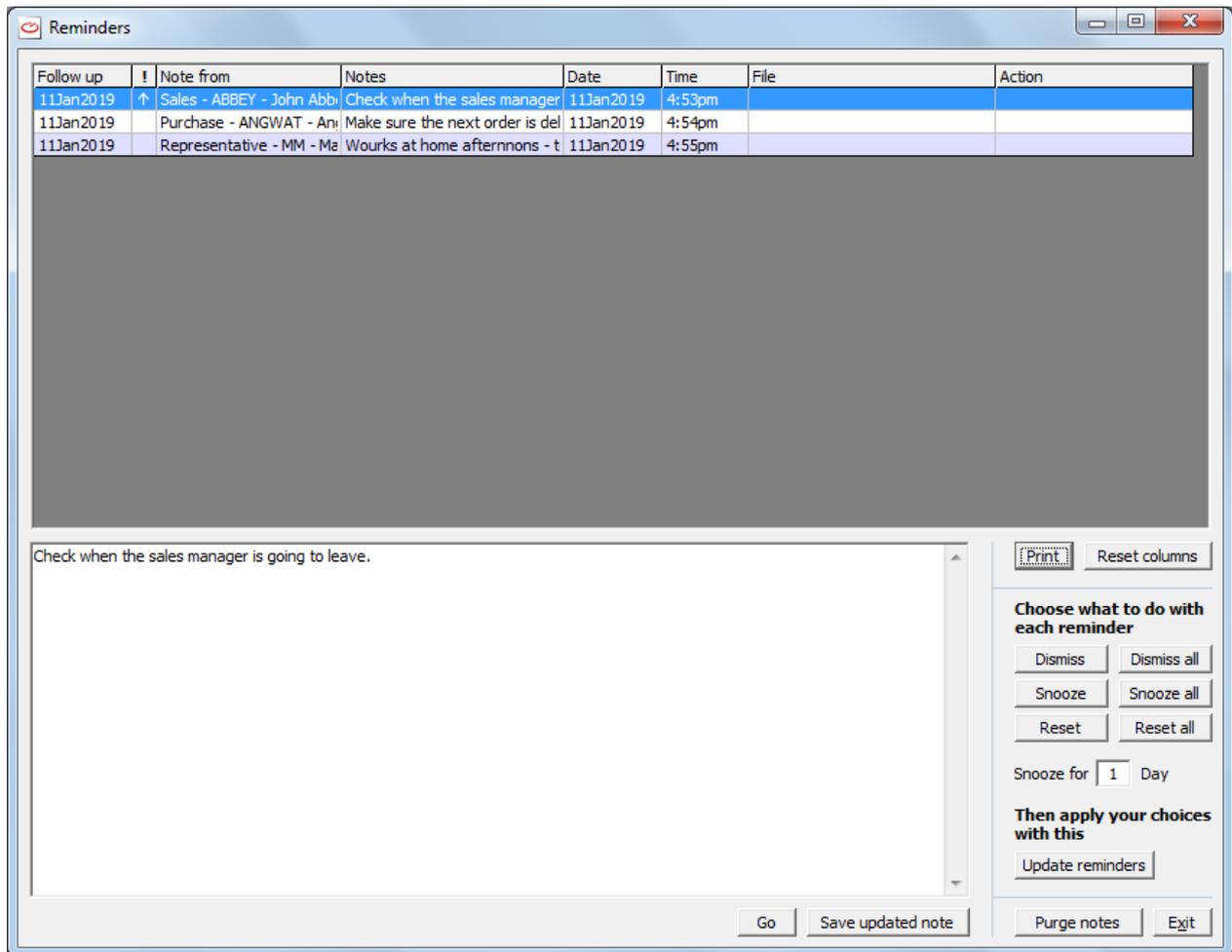
On each company the facility exists for you to input reminders on various screens possibly about actions that you need to take on a particular date - see **CHAPTER 4 : MAINTAINING THE ACCOUNTS** in the **WINACCS MANUAL**.

In **WinStock** you may set up reminders about each stock item using the facility **Add new notes** - see [STOCK ITEMS](#) in **CHAPTER 4 : MAINTENANCE**.

Examples of places where in WinAccs you may input reminders (or notes) are :-

- In Maintenance, Representatives
- In Maintenance, Nominal Ledger accounts, Sales Ledger accounts, Purchase Ledger accounts, Subcontractor Ledger accounts, Contract (Job) Ledger accounts
- In Enquiry when you have selected a particular transaction.

Then when you first open that company the list of the reminders will be displayed as follows :-



This lists the reminders that you specified needed action on this date (in this example – 8th August 2018). The list will display the Reminders marked as High Priority first.

The fields are as follows :-

Follow up	The date you selected for the reminder.
!	Set to ↑ if you set this reminder as high priority (else blank).
Notes from	This indicates in which part of the WinAccs system that you set the reminder.
Notes	The text of the reminder.
Date	The date you set up the reminder.
Time	The time you set up the reminder.
File	This displays the filename of any file that you have associated with the reminder e.g. if you have previously sent a letter about this subject this could be the filename of the WORD document that was that letter.
Action	See below for the values of the field Action .

When a reminder is selected then the complete text of that reminder will be displayed at the bottom left of the screen in the box headed Notes.

You may highlight a particular reminder and then select :-

Dismiss	To dismiss this reminder from the reminder system i.e. you will not see this reminder ever again when you open this company. But the text of the reminder remains as a note for the account or representative where you input the reminder. The Action field will say Dismiss .
----------------	---

- Snooze** To indicate that you wish this reminder to remain on the list of reminders for viewing the next time you open this company on another day but telling the system not to display it when you open this company again today. By default the reminder will redisplay one day from today but in the field **Snooze for** you may select how many days hence the reminder will be displayed again when you open the company. The **Action** field will display what you have chosen.
- Reset** If you have already set a reminder as Dismiss or Snooze but you haven't yet selected the button **Update reminders** then this will reset the **Action** field to its original state as it was when you entered this company.
- Dismiss all** This will dismiss all the reminders.
- Snooze all** This will snooze all the reminders.
- Reset all** This will rest all the reminders.

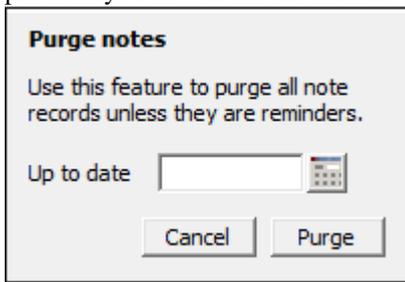
When you have made your choices then select the button **Update reminders** to save your changes.

To print the list of reminders select the button **Print**.

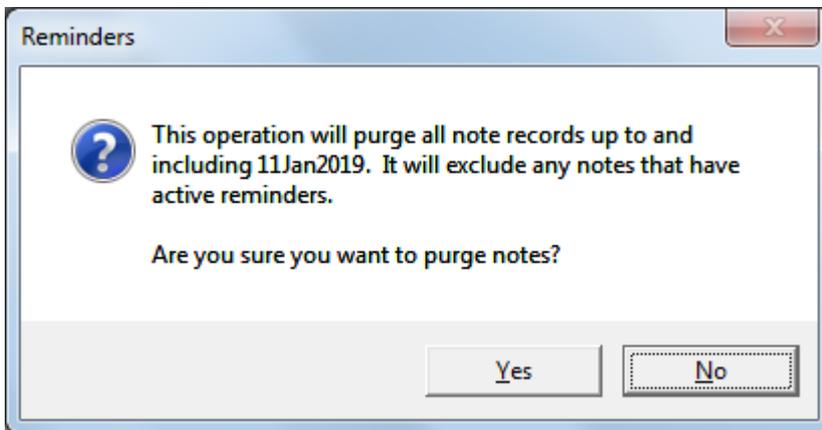
Finally select **Exit** to proceed to the main **WinAccs** menu.

While you are working in **WinStock** the Reminders form displays outstanding Reminders about every hour, or every hour after the Reminders screen is closed (not minimised).

Also on this screen is the button **Purge notes**. Select this if you wish to purge notes that you have entered previously. You will see the screen :-



Select a date. Then any notes that you entered before or on that date will be deleted when you select the button **Purge**. Notes with active reminders will not be purged. You will be asked to confirm your choice as follows :-



Then when you select **Yes** the purge will take place and you will be told how many note records have been deleted.

Select **OK** and then **Exit** to leave the **Reminders** screen

FILE LOCKING

In a multi-user environment it is essential that when one user in a company is accessing a resource, such as a Sales Order, this resource must be locked so that that user can change the contents of the resource without any other user in the same company accessing or changing the same resource at the same time.

So the company information is locked to prevent two users from performing conflicting tasks on the same company. If a second user tries to access a resource which is locked, he may have to wait for the resource he wishes to access, or to negotiate with the first user to free the resource

While posting to **WinAccs/WinStock**, the following screen may appear :-:



This is **perfectly normal**. You will be able to see the user initials of the person who has currently locked that process along with the date and time the lock was set. You will be able to use this information to visit that person and see if they can complete the process that has created the lock (particularly payment processing while viewing remittances).

If you are sure the lock has been left due to a problem, please call the number shown and we will be happy to assist you further. Please do not ask for a response code in the first instance as it is perfectly normal for this lock screen to be shown while transaction posting is taking place. Only if it is visible for more than a minute, should further action be taken. To assure you the system is simply waiting for the process to become available, you will see a slowly counting attempt number.

If you do need to clear the lock, click the **View locks** button and the screen will be expanded to show:



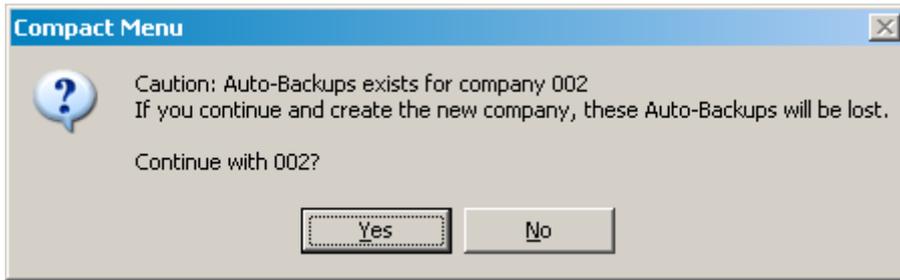
Please note the new locking system is global in structure and you will see all locks on all companies. Once you have received a response code from Compact Software support, highlight the row containing the lock you wish to clear, enter the response code and click the **Unlock** button. If there are multiple locks, you will not be asked for any more response codes, so please take care not to unlock something that is still valid.

The new system is designed to be invisible to the user, while providing security and ensuring the robustness of company data. If you do have any problems with this new feature, please contact us as soon as possible.

CREATING A COMPANY

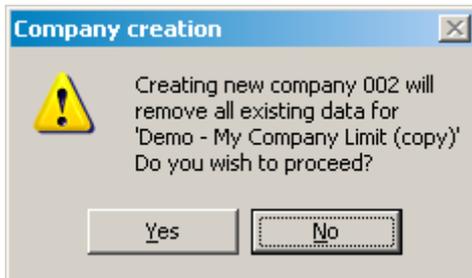
This facility allows you to enter all of the general information which is required for a new company.

1. Select the **New Company** option from the **File** menu.
2. The Create New Company dialog box appears which is used to add a new company. Enter the number and company name.
 - Number** Enter a unique company number in the range 001 to 999, or accept the default number.
 - Name** Enter the company name of up to 30 characters.
3. Choose **Ok**
4. If you have chosen a company number for which Auto-Backups already exist you will be warned as follows :-



and asked if you wish to continue. Select **Yes** if you are sure that you do not wish to retain those Auto-Backups (else select No and choose a different company number).

5. If you have chosen a company number that is already in use then you will see the message :-



Select **Yes** if you are sure that you wish to overwrite the company that already exists under this company number. (Else select No and select another company number).

6. The Company Details window is now displayed and is used to enter additional company information. The screens are headed General, Bank, Mandatory, VAT, References and Messages.
7. On the first screen, headed **1. General**, enter the company details. For more details see "[COMPANY DETAILS](#)" on page 47.
8. Choose tab **2. Bank** at the top of the window to view Bank details. These can not be altered here.
9. Choose tab **3. Mandatory** at the top of the window. The Mandatory Accounts Keys window appears which identifies the nominal ledger mandatory accounts codes.

Default mandatory accounts will be created and these are displayed in this dialog box. Although you can change any of the account codes, it is strongly recommended that you use these defaults. You cannot delete any of these accounts.

Enter the required codes and dates. For more details see "[MANDATORY ACCOUNTS SCREEN OF COMPANY DETAILS](#)" on page 48.

10. Choose tab **4. VAT** to view the VAT rates which will be used throughout **WinAccs**. Enter the required rates. For more details see [VAT RATES SCREEN OF COMPANY DETAILS](#) on page 48
11. Choose tab **5. References** to view the list of next reference numbers which will automatically be assigned to particular documents or transactions within **WinAccs**. Enter the required reference numbers. For more details see [REFERENCES SCREEN OF COMPANY DETAILS](#) on page 49
12. Choose tab **6. Messages** to view the dunning message details for this company. For more details see [MESSAGES SCREEN OF COMPANY DETAILS](#) on page 49
13. Choose tab **7. E.B.** to enter details about your electronic banking system. For more details see [ELECTRONIC BANKING SCREEN OF COMPANY DETAILS](#) on page 49
14. Choose tab **8. HMRC** to input the HMRC information about this company. For more details see [HMRC SCREEN OF COMPANY DETAILS](#) on page 49
15. Choose tab **9. Consolidation** to tell the system what other WinAccs and/or WinPay companies are to be consolidated with this company. For more details see [CONSOLIDATION SCREEN OF COMPANY DETAILS](#) on page 50.
16. Choose tab **10 Statement flags** to select when you wish statements to be printed. For more details see [STATEMENT FLAGS](#) on page 50

17. Choose **Save and exit** when you have completed the details for this new company. The details will be displayed again as confirmation of your choices. Select **Ok** to create the new company.

A task bar is displayed while this task is carried out. It may take some time, especially if you elected to use the Starter Pack.

COPYING A COMPANY

The Copy Company facility can be used to create a completely new company from an existing company, or to overwrite an existing company, for example as a backup.

If you choose to Reset Transactions and Balances which are on the new company this will remove all transactions from the new company and reset the balances. The Current and Pending balances will always be set to zero. You may select to reset the brought Forward Balance on the new company to one of the following :-

- Zeroise all balances, including Brought Forward
- Leave the Brought Forward Balance as it is
- Set the B/F Balance to the old B/F plus Current Balance
- Set the B/F Balance to the old B/F plus Current plus Pending.

N.B. Contract/Job balances and budgets are always set to zero.

If you choose to Reset Transactions and Balances you may also set the **Ledger Options** to one or more of the following :-

- Remove all Sales accounts
- Remove all Purchase accounts
- Remove all Subcontractor accounts
- Remove all Contract/Job accounts.

You may also, in the section headed **Sundry Options**, select one or more of the following :-

- Clear Recurring/Reversing Journals
- Clear P&L and Balance Sheet figures
- Clear WinStock data (stock purge)

Selecting **Copy Access Rights** will copy the access rights that have been set up for the existing company that you are copying.

To copy a company obey the following :-

1. Select **Copy Company** from the **File** menu.
2. The Copy Accounts Data dialog box will appear. This enables you to copy the details of any of your companies either to a new company or to an existing one. You may select to reset transactions and balances to zero and you may select to copy access rights.
3. If EoY copies (End of Year copies) exist for this source company then you may choose to copy these EoY copies so that they exist for the target company.
If EoY copies already exist in the destination location then you may select to delete those EoY copies.
4. If Auto Backup copies exist for this source company then you may choose to copy these Auto Backups so that they exist for the target company.
If Auto Backups already exist in the destination location then you may select to delete those Auto Backups.
5. When you select **OK**, the next window asks you to enter the new company name for the target company. This must have a maximum of 30 characters. The default name of the target company will be the name of the source company followed by the text (copy).

6. If you have selected to Reset Transactions and Balances, the next screen lets you choose what balances of the old company that you wish the Brought Forward Balances of the new company to be based on. You may also choose to remove certain types of accounts (e.g. all Sales accounts). You may also clear recurring and reversing journals.

All transactions will be removed from the new company and the balances will be reset.

The Current and Pending balances on the new company will always be set to zero.
7. Choose **Ok** to duplicate the company. If your destination company already exists, a message will appear, warning you that you are about to overwrite an existing company. These changes are irrevocable, so use the Copy Company features with care.
8. If you have selected to **Clear WinStock data (stock purge)** the screen headed **Purge WinStock Database** will now be displayed. You are warned that this will clear ALL transactions regardless of state and set all stock figures to zero. In addition you may select to **Clear the purchase price information** and/or **Clear the sales price information**. Then select **OK**.
9. If you had selected to **Reset transactions and balances** then you will be told when the process is complete with the message "Clear down complete".
10. You will be returned to the **WinStock menu**.

COMPANY DETAILS

When you have created a company and later find you wish to modify the details, obey the following procedure. (The Company Details facility is only used to amend the static information which has been entered for the **currently selected** company. If you wish to modify or display the details for a different company, or create a new company, you must use the **Open Company** option from the **File** menu.)

1. Select the **Maintenance** option from the **WinAccs** menu. (If you are using the Classic menu then see details about accessing **WinAccs** in [CHANGING TO OTHER MODULES](#) in **CHAPTER 11 : UTILITIES**.)
2. Select the **Parameters** option followed by the **Company Details** option.

The Company Details window appears. This displays the general information which was entered when the current company was created.
3. The screens of information that may be displayed or amended are as follows :-
 - 1 General,
 - 2 Bank,
 - 3 Mandatory,
 - 4 VAT,
 - 5 References,
 - 6 Messages,
 - 7 Electronic Banking (E.B.),
 - 8 HMRC
 - 9 Consolidation
 - 10 Statement flags

Choose the tab at the top and select the screen to be amended. Alter the required information for the company. The screens are described below.
4. When you have amended all the screens that you wish to, choose **Save and exit**. (Choose **Exit without saving** here if you wish to return to the **WinAccs** menu without making any changes). Choosing **Apply** on a screen will update the values on the screen without exiting from the screen.

GENERAL SCREEN OF COMPANY DETAILS

On the General screen of the Company details, you may enter/amend details about the company name, address, phone numbers and cheque limit.

BANKS SCREEN OF COMPANY DETAILS

To view the Banks details, Choose tab **2. Bank** at the top of the Company Details.

You may enter details about the banks on the Company Details screen, on the window headed 2.Banks.

To delete a bank displayed in the top half of the screen, highlight that bank and select **Delete**.

To update the details of a bank displayed in the top half of the screen, enter the correct details in the fields **Name** and **Key** at the bottom left of the screen and select Update.

To enter details of a new bank, enter the details in the fields **Name** and **Key** and select **Add Bank**.

When you have created the company and later find you wish to enter the sort code details obey the procedure set out in "[BANK \(SORT CODES\)](#)" on page 51.

If you later need to amend the bank details for a company you must do so using Maintenance, Ledger Accounts, Nominal Ledger and define a new code with type Bank

MANDATORY ACCOUNTS SCREEN OF COMPANY DETAILS

To view the Mandatory Accounts details, choose tab **3. Mandatory** at the top of the Company Details. On the screen for Mandatory Accounts, you may enter the name and key for accounts to be used on the system, such as the accounts to be used for discount on purchases and sales, the accounts to which purchase and sales ledger and retention control will be posted, and accounts concerning VAT.

VAT RATES SCREEN OF COMPANY DETAILS

To view the VAT details, choose tab **4. VAT** at the top of the Company Details. The VAT Rates facility allows you to assign a code, from **A** to **G**, to identify the rates of VAT which will be used throughout **WinAccs**.

To the right of the screen you need to set which VAT rate will be used as the default for each of the three ledgers – Purchase ledger, Sales ledger and Subcontractor ledger. You also need to set up which VAT rate will be used for the default for CIS rules for Sales and Subcontractors.

Care needs to be taken when there is a change in the rate of VAT. For instance the rate of VAT changed on 1st December 2008 to 15% (after it had been 17.5%). Before 1st December 2008 you would have had defined on the system a VAT rate (probably rate A) set at 17.5%. From 1st December 2008 you need another code (possibly rate C) to be set at 15%. The VAT rate of 17.5% must be used for all invoices before 1st December 2008. From 1st December 2008 onwards any new invoices (and any uninvoiced items on existing orders) would use the VAT rate of 15% and you would set that rate as the default VAT code for the sale, purchase and subcontractor ledgers. You will most likely change the default sales ledger VAT code to 15% before you change the default VAT code for the purchase and subcontractor ledgers to 15% as you will be processing November purchase invoices for longer than processing sales invoices.

The VAT rate will probably change again in the future.

You may wish to reserve codes **E** to **G** for any new VAT rates which are introduced. If new VAT rates are introduced you must retain the old rates for at least the current year, to be able to produce accurate VAT reports.

Code **X** is used to identify items which are exempt from VAT and code **Z** identifies items which are zero rated for VAT.

If your company has a turnover of less than a certain amount and you have authority from Customs and Excise to defer VAT payments you may on this screen select to do Cash Accounting for VAT.

REFERENCES SCREEN OF COMPANY DETAILS

To view the References details, choose tab **5. References** at the top of the Company Details. The References facility is used to control the *next* reference number which will be automatically assigned to particular documents or transactions within **WinAccs**. You use this facility to determine the first number which will be used for each type of document, for instance Sales Invoice Number, Sales Credit Note Number, Purchase Order Reference and Goods Received Note Number. This number is incremented sequentially as each new document is entered. You can also use this facility to re-set the starting number for one or more document types.

MESSAGES SCREEN OF COMPANY DETAILS

To view the Messages details, choose tab **6. Messages** at the top of the Company Details. The Messages facility is used to define the dunning message which will be printed on sales ledger statements. There are four levels of message. The first message appears on all statements. Of the remaining three messages the message which is printed on each statement depends on the number of months (1, 2, or 3) by which the oldest transaction is overdue from the customer.

ELECTRONIC BANKING SCREEN OF COMPANY DETAILS

This tab is not available when you are creating a company.

After a company has been created, then to view the Electronic Banking details choose tab **7. E.B.** at the top of the Company Details. You may enter information such as the sort code, account number, account name, BACS description and type of electronic banking.

Only bank accounts created in the nominal ledger appear here. Sort codes and bank account numbers must be set up in the nominal record.

When payment is made using Electronic Banking, **WinAccs** displays the Save As screen so the user can select where to file the EB details. The default file presented by the Save As screen is the file last used for Electronic Banking for this company.

HMRC SCREEN OF COMPANY DETAILS

To view the HMRC details, choose tab **8 HMRC** at the top of the Company Details. On this screen you must enter the details about this company's contact with HMRC (Her Majesty's Revenue and Customs) such as the HMRC Office Name, the Accounts Office reference and the PAYE reference. If you are registered for the Subcontractor's Tax Module you must supply the Unique Taxpayer Reference (UTR).

To specify the rules to be used to calculate the taxation for this company's subcontractors and to specify the default nominals for the subcontractors, select the tab which says **For subcontractor tax rules, default nominals etc click here**.

To specify the rules to be used to calculate the taxation for this company's sales accounts and to specify the default nominals for the sales accounts, select the tab which says **For sales tax rules, default nominals etc click here**.

Calculation Rules

To specify the calculation rules for Subcontractors select the button **For subcontractor tax rules, default nominals etc click here** on the General tab of Company Details.

[To specify the calculation rules for Sales accounts select the button **For sales tax rules, default nominals etc click here** on the General tab of Company Details.]

Use the **Move** arrow to specify one of the items in the list, titled **Item**, on the left of the screen. Then select in the right hand list, titled **Based on**, the items on which the Item highlighted on the left of the screen will be based. For instance you might select the item Retention on the left of the screen and then select that Retention will be based on the items Gross, Dayworks and Extras.

Items must only be based on items EARLIER in the Item list.

On this screen you may choose whether to **Defer VAT** for the subcontractors (or Sales). The screen shows the **Tax Rate** for subcontractors (or Sales) and you may select a different **VAT** code.

Now select the button **Default Nominals** (see [Default Nominals](#) on page 50) to define the default nominal to be used for Subcontractor (or Sales) Request For Posting (RFPs).

Default Nominals

For each of the Items listed use the Code Look Up facility to select the default nominal to be used for this item. You must select all the default nominals.

Choose suitable Nominal codes. Gross, Dayworks, Extras, Discount and Contras would normally be Profit and loss codes. Retention and Tax should be Balance Sheet. CITB Levy could be either depending on how a company processes CITB, but use Profit and Loss as a safe option.

Select **Ok** to return to the calculation rules screen.

When you have selected the calculation rules and the default nominals for this company's subcontractors, select **Ok**.

Similarly to specify the calculation rules and default nominals for Sales accounts select the button **For sales tax rules, default nominals etc click here** on the HMRC tab of Company Details

CONSOLIDATION SCREEN OF COMPANY DETAILS

To view the Consolidation details for multi-company submissions to HMRC , choose tab **9 Consolidation** at the top of the Company Details. If this company is the 'main' **WinAccs** company for a group of **WinAccs** companies whose data needs to be combined for reporting/filing to HMRC then click on the button **Display/edit list of linked companies** below to display/edit the list of 'companies' that make the one complete company. A list of all the companies on your **WinAccs** system will be displayed. Tick the ones that need to be combined with this one for HMRC filing/returns and then select OK.

If you have one or more **WinPay** companies that also form part of the same HMRC company, then enter the main **WinPay** company in the box below (or click on the @ sign beside the field to select the company).

Select **Apply** to record the changes you have made to this screen.

[If a **WinAccs** company is consolidated with a **WinPay** company for HMRC End of Year submissions then in **WinPay** during the End of Year process a copy of the **WinAccs** company will be made and stored in %Compact%\EOY\2011\A\002 (for example where the **WinAccs** company is 002 and the year end is April 2011)]

STATEMENT FLAGS

On the Statement flags screen of Company Details you may select to Print Statements (and the conditions under which you wish the statements to be printed) or to NOT print statements, which is the default setting. This is for use when printing Aged Balance reports (including Statements).

The settings here are the Company default settings but each Sales ledger may either use the Company default settings or have its own settings.

You may choose to NOT print statements when there is a zero or negative balance on the account. But you may also choose for the program to check to see if there have been any movements (transactions in the current and pending periods), and if so, print the statement overriding the main setting.

For example, if a sales invoice had been created and paid in the current period, the account balance may well be zero. But setting '**Print if zero balance' to check movements** flag would force the program to print the statement.

Print statements	Leave this unticked if you do not wish statements to be printed – in which case the other fields on this screen are unavailable.
	Select this field if you wish to Print statements. Then the following fields become available for you to select the condition under which you wish the statements to be printed.

Print if zero balance

Print if negative balance

Print if no movements

Include fully paid transactions

'Print if zero balance' to check movements

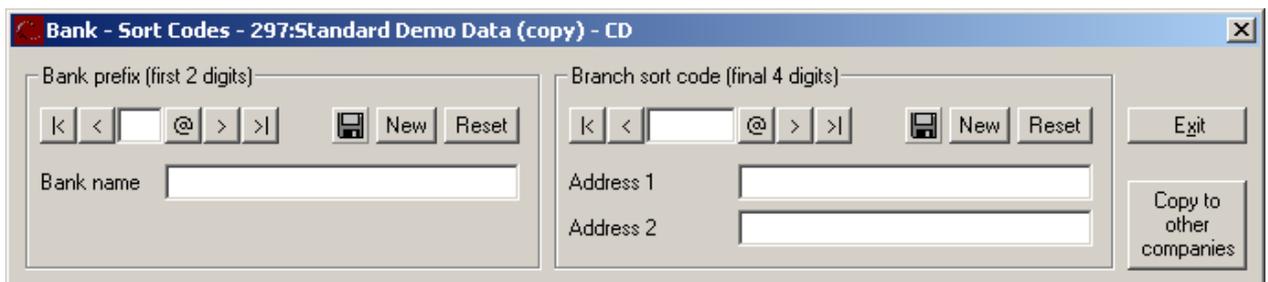
'Print if negative balance' to check movements

BANK (SORT CODES)

The Banks (by sort code) facility is required if you use electronic banking (E.B.) or giros for payments. It allows you to enter the sort code details for any bank accounts which are used by your suppliers.

1. Select the **Maintenance** option from the **WinAccs** menu. If you are using the Classic menu then see details about accessing **WinAccs** in [CHANGING TO OTHER MODULES](#) in **CHAPTER 11 : UTILITIES.**)
2. Select the **Parameters** option followed by the **Bank (sort codes)** option.

The **Bank-Sort Codes** box is displayed.



This allows you to enter the sort codes for each bank.

If before you save you decide NOT to continue with the changes then select the **Reset** button and the contents of all the fields will be as they were before you started to make any changes.

3. To enter the prefix of a new bank sort code select the button **New** in the left-hand section of the screen headed **Bank prefix (first 2 digits)**. Enter the new prefix and at the field **Bank name** enter the bank name. Then click on the diskette  to save the changes.
4. To enter the final 4 digits of a new bank sort code first ensure that the 2 first digits are selected on the left of the screen in the section headed **Bank prefix (first 2 digits)** and then select **New** in the section **Bank sort code (final 4 digits)** on the right of the screen. Enter the final 4 digits of the bank sort code and then enter the address of this branch of that bank. Then click on the diskette to save the changes.
5. Finally select **Exit** to return to the **WinAccs** menu.
6. To change the details for a bank sort code enter the first 2 digits in the left hand of the screen headed **Bank prefix (first 2 digits)** and press **TAB**. If it is the name of the bank you wish to change make the changes and select the diskette to save the changes and select **Exit** to exit. If you want to change the details about the address of the branch then enter the last 4 digits in the right of the screen headed **Bank sort code (final 4 digits)**. Then press **TAB** and amend the address details for this branch. Finally click on the diskette to save the changes and select **Exit** to exit.

This routine maintains the file of bank sort codes just for this one **WinAccs** company. If you wish this file of bank sort codes to be used for another company then select the button **Copy to other companies** and select on the left of the next screen which bank sort codes you wish to copy and on the right of the screen select to which companies (either **WinAccs** or **WinPay** companies) you wish to copy those bank sort codes

SYSTEM SUPERVISOR FUNCTIONS

This section describes the **WinAccs** facilities that are typically carried out by the System Supervisor. These facilities often require a high degree of authority to be performed. For example, adding new users to the system and assigning access rights to users are functions that are usually subject to managerial decisions. There is initially only one System Supervisor (BOSS) for a **WinAccs** system, and this person can perform the supervisor functions only by logging on with the supervisor password. But the System Supervisor may use **Add/Delete user**, to assign to any user the status of BOSS level user. Then this user can perform any function that the System Supervisor may perform.

As well as a System Supervisor, there is the facility to create a Super User password, which is a password that any user can employ to access any part of the accounts system. The Super User password, like all other user passwords, must be created by the System Supervisor.

Logging on as the System Supervisor is performed as follows :-

1. Choose Login / Out from the File menu.
2. Log in as BOSS.
3. Type in the Supervisor password. The initial password for BOSS is PASS.

For a User with BOSS level status he can log in with the user's usual username and password and he can then access the System Supervisor functions.

IMPORTANT

We recommend very strongly that you change this password as soon as possible. If you retain it, you will see a warning message advising you to change it every time you log on as BOSS / PASS. A large number of people retain the factory settings for their password systems, and by doing this they compromise the security of their installations. It may be tempting, when selecting a new password, to use some familiar name such as your own or that of your child. This is inadvisable. A good password should be as random as possible. The more your password reflects your personality, the more likely it is that people who know you will be able to guess it.

When you have logged in as the System Supervisor, you will see a new option on the tool bar - System Admin - at the top of the screen. This option is only available when you have logged in as the System Supervisor. This menu contains the features:

- **Registration**, see [Registration \(in THE FIRST LOGGING ON\)](#) on page 26
- **Add / Delete User**, see [Adding a User \(in THE FIRST LOGGING ON\)](#) on page 27
- **Assign User Rights**, see [Assigning User Rights \(in THE FIRST LOGGING ON\)](#) on page 30
- **Disable Login**, see [DISABLE LOGIN](#) on page 53
- **Security Options**, see [SECURITY OPTIONS](#) on page 53
- **Edit Central.ctl**, see [EDIT CENTRAL.CTL](#) on page 54
- **Lock / Unlock Company**, see [LOCK / UNLOCK COMPANY](#) on page 54
- **Company Autobackup Control**, see [COMPANY AUTOBACKUP CONTROL](#) on page 55
- **Mark Archive Companies**, see [MARK ARCHIVE COMPANIES](#) on page 56
- **Database Utilities**, see [DATABASE UTILITIES](#) on page 57
- **Show Users**, see [SHOW USERS](#) on page 58
- **Task Monitor**, see [TASK MONITOR](#) on page 58

IMPORTANT

It is essential that the System Supervisor takes regular backups of the system so that all the data on the system is secure in event of any disasters befalling the system - such as machine failure, vandalism, fire etc. This is discussed in [SECURITY](#) in **CHAPTER 11 : UTILITIES** .

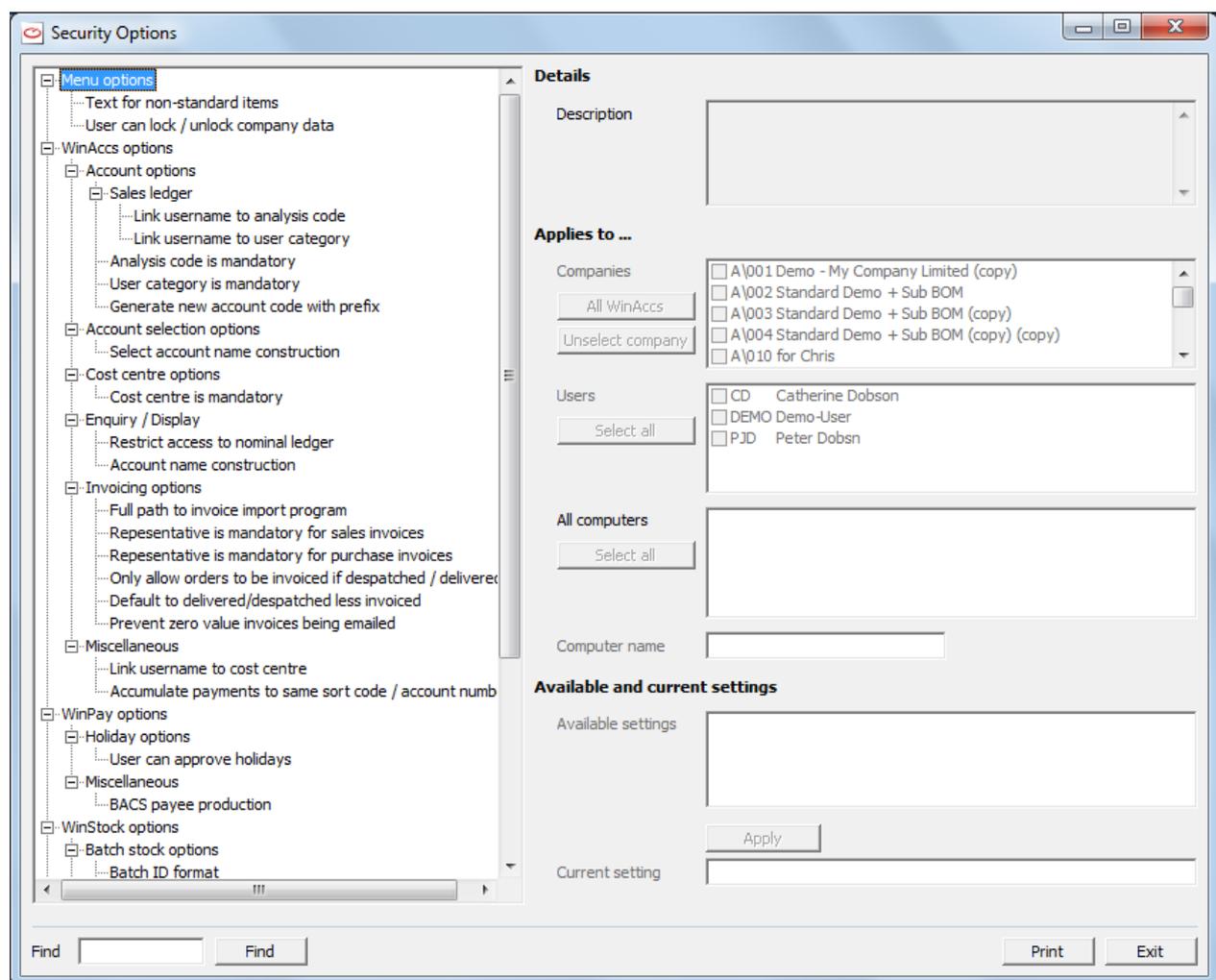
DISABLE LOGIN

When the System Supervisor (having logged in as BOSS) selects **Disable Login** from the **System Admin** menu, he prevents anyone other than the supervisor BOSS (and BOSS level users) having access to the system. He would use this to prevent users logging in while he amends the users' access rights and while he does backups.

Now when he views the System Admin menu a tick will be displayed to the left of the option Disable Login. To enable other users to login and use the system, the supervisor must select the option Disable Login again (this will remove the tick from being displayed on the menu and allow users to begin again).

SECURITY OPTIONS

To set security options within **WinAccs** the System Supervisor (having logged in as BOSS) will select **Security Options** from the **SystemAdmin** menu. The following screen will be displayed :-



In the left hand column, select the system for which you wish to set security options - **WinAccs**, **WinStock** or **WinPay** and then select the security option you wish to set.

In the box **Description** on the right of the screen will be the description of the chosen security setting.

Some security settings will apply just to one or more companies and you would select the companies to which you wish this setting to apply under the heading **Applies to...**

Similarly to limit the **Users** to whom this security settings applies select one or more users form the list of users on the right of the screen; or to limit the **Computers** to which this setting applies enter the computer to which this will apply.

In the section headed **Available settings** will be a list of the settings for the chosen security setting. Select which you wish to apply. Click on **Apply**.

If you wish to search for a security setting concerning some aspect of the **WinAccs** system then in the field **Find** enter text about this aspect and select **Find**. This will highlight the first use of that text within the **Security Options**. Press **Find** again and again until you find the option you require.

As a BOSS user you can select a company and then select **Security Options** from the **System Admin** menu on the top tool bar. Now select **Print** and a list of the options for that company will be printed.

Finally select **Exit**.

EDIT CENTRAL.CTL

When the System Supervisor (having logged in as BOSS) chooses **Edit Central.ctl** from the **System Admin** menu WinAccs will display the central.ctl file which can be used to select the set of reports to be spooled automatically. Spooled reports can be viewed by going to **Reports, Report Tools, V-Rex Spooler**. see [V-REX SPOOLER](#) in **CHAPTER 10 : REPORTS**.

Entries can be as follows :-

Central=1 'This report is stored centrally (also assumes Spool=1)

Central=0 'This is a normal user report (default)

Spool=1 'Automatically spool this report

Spool=0 'Do not automatically spool this report (default)

Landscape=1 'Always produce this report in landscape orientation

Landscape=0 'Always produce this report in portrait orientation

Landscape=-1 'Automatically adjust report to either portrait or landscape orientation (default)

Use the generic target report name for the section name i.e. [salinv.vrx], not [salinv8h.vrx].

He should make the necessary changes. Then select **File, Save** followed by **File, Exit**.

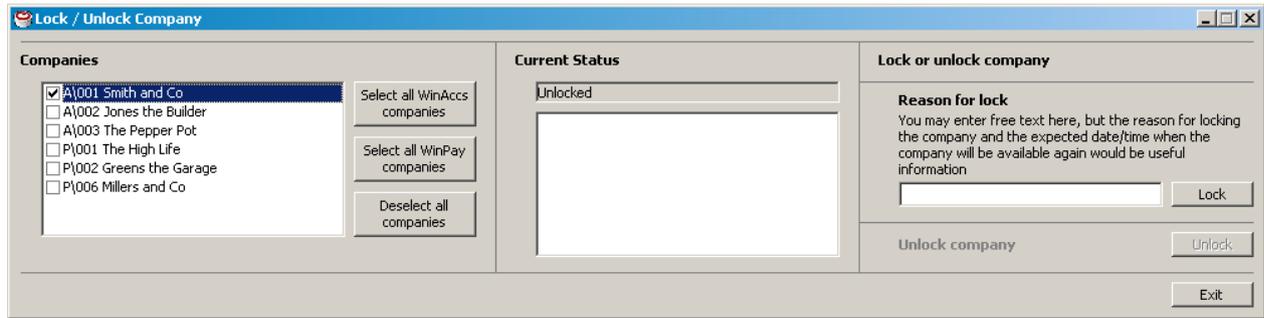
LOCK / UNLOCK COMPANY

When a user wishes to undertake a task on a company without anyone else going back into that company it would be advisable for the company to be locked. So the System Supervisor (or a BOSS level user) has the facility to lock a company and after he (or the user with BOSS level privileges) has carried out the task which required the company to be locked he must then unlock the company to make it useable by others.

There is a facility in Security options where BOSS can allow a user to be able to lock / unlock companies under **Security options, Menu options, User can lock / unlock company data**. That user will then see the selection **Lock / Unlock |Company** on the **Settings** menu.

To lock / unlock a company the System Supervisor must obey the following procedure :-

1. Log into **WinAccs, WinPay** or **WinStock** using BOSS (or any login for a user who is defined in **Assign User Rights** as a BOSS level user) and select **System Admin** on the top tool bar and then **Lock / Unlock Company**. Alternatively if this user has been given permission to lock/ unlock companies then the user would select this option from the **Settings** menu.
2. The following screen headed **Lock / Unlock Company** will then be displayed :-



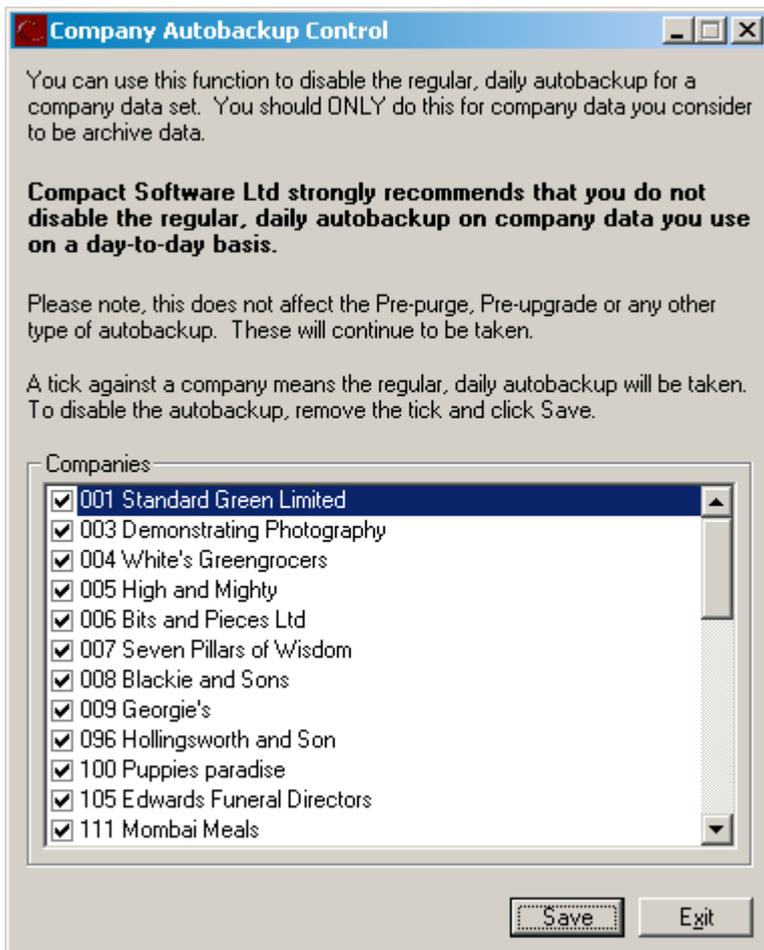
3. In the section **Companies**, select the company or companies required to be locked. Alternatively click on the button **Select all WinAccs companies** to select all the **WinAccs** companies, or on the button **Select all WinPay companies** to select all the **WinPay** companies. To negate the previous selection click on the button **Deselect all companies** to deselect all the companies.
4. In the section headed **Current Status** will be displayed the current status of the company selected in the section **Company** and which is highlighted, together with the reason entered for locking that company, for example :-



5. In the section **Lock or unlock a company**, once the company or companies to be locked have been selected then enter the reason for locking the company or companies. Then click on the button **Lock**. The company (or companies) will now be locked and be unavailable for any users (other than those with BOSS level) to access.
6. When the user has finished doing whatever task was required to have a locked company, then login again and select **Lock / Unlock company** and this time select the company in the column headed **Companies**. The status for that company will be displayed under **Current Status**. Now select the button **Unlock**. The company will be unlocked and will be available once again for all users to use.
7. Finally select **Exit**.

COMPANY AUTOBACKUP CONTROL

When the System Supervisor chooses **Company Autobackup Control** from the **System Admin** menu, a screen showing all the companies on the WinAccs system will be displayed e.g :-



The System Supervisor can use this function to disable the regular autobackup for a company or companies. This should only be done for company data which is considered to be archive data.

Compact Software Ltd strongly recommends that you do not disable the regular, daily autobackup on company data that you use on a day-to-day basis.

To disable the autobackup for a company remove the tick next to the company number and name. Then click **Save**.

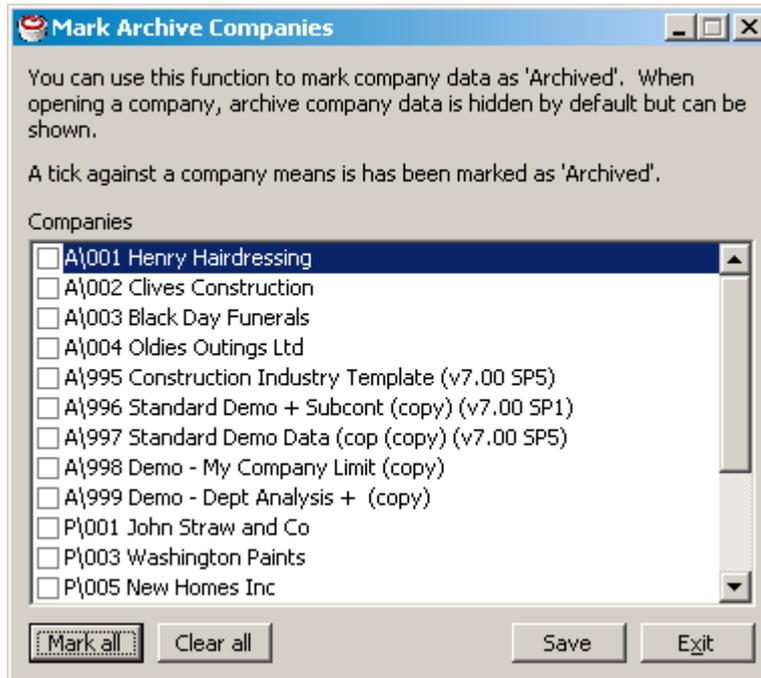
Finally click on **Exit**.

MARK ARCHIVE COMPANIES

You may have various companies on the system that you no longer need to access or view day by day and which you would like to archive. The companies which are marked as archived will no longer be displayed initially in the list of companies when you ask to **Open company** (but you may on that screen select **Show archived companies** to see all the companies whether archived or not)..

To mark a company as an archive, obey the following :-

1. Log into **WinAccs**, **WinPay** or **WinStock** using BOSS (or any login for a user who is defined in **Assign User Rights** as a BOSS level user) and select **System Admin** on the top tool bar and then **Mark Archive Companies**.
2. A screen similar to the following will be displayed showing all the companies that you have on the system :-

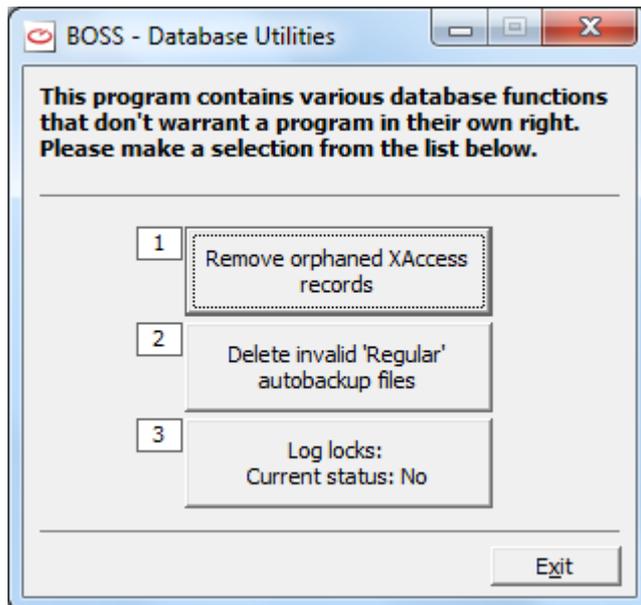


3. You may select one or more companies in this list which you wish to mark as archived and then select **Save**.
4. If you wish to mark many companies as archived it may be quicker to select the button **Mark all** to mark them all as archived and then to deselect the companies you do not wish to be marked as archived.
5. If you wish to clear the selection of companies that you had previously marked as archived select the button **Clear all**.
6. Finally select **Exit**.

DATABASE UTILITIES

For the System Supervisor to access various database functions that do not warrant a program in their own right :-

1. Log into **WinAccs**, **WinPay** or **WinStock** using BOSS (or any login for a user who is defined in **Assign User Rights** as a BOSS level user) and select **System Admin** on the top tool bar and then **Database Utilities**.
2. The following screen headed **Database Utilities** will then be displayed :-



3. Select which utility is required.
4. For the **Remove orphaned XAccess records** a screen will be displayed showing any orphaned XAccess records that the system has found (if any). Click on **Delete** and these records will be deleted. Then click on **Exit**.
5. For the **Delete invalid 'Regular' autoback files** a screen will be displayed. Click on **Delete** and the invalid files found in the Autobackup'Regular' folder will be deleted and you will be told what has been deleted.
6. To log locks system wide select the third option and the text will toggle the Current status to either Yes or No. When this is set to Yes then a log of all the file locks will be kept in the file CompactLogLocks.tsv in the data route folder.
7. Click on **Exit**.

SHOW USERS

The System Supervisor (having logged in as BOSS) may choose **Show Users** from the **System Admin** menu and that will display a scrolling list box containing details of all users currently logged on. Their user initials, name, logon time and the module in which they are working are visible. The System Supervisor can disconnect any of these users. This list box does not refresh the data contained within it until the **Refresh** button is chosen.

Any user may also select **Settings** and then **Show users** but only BOSS may disconnect a user.

TASK MONITOR

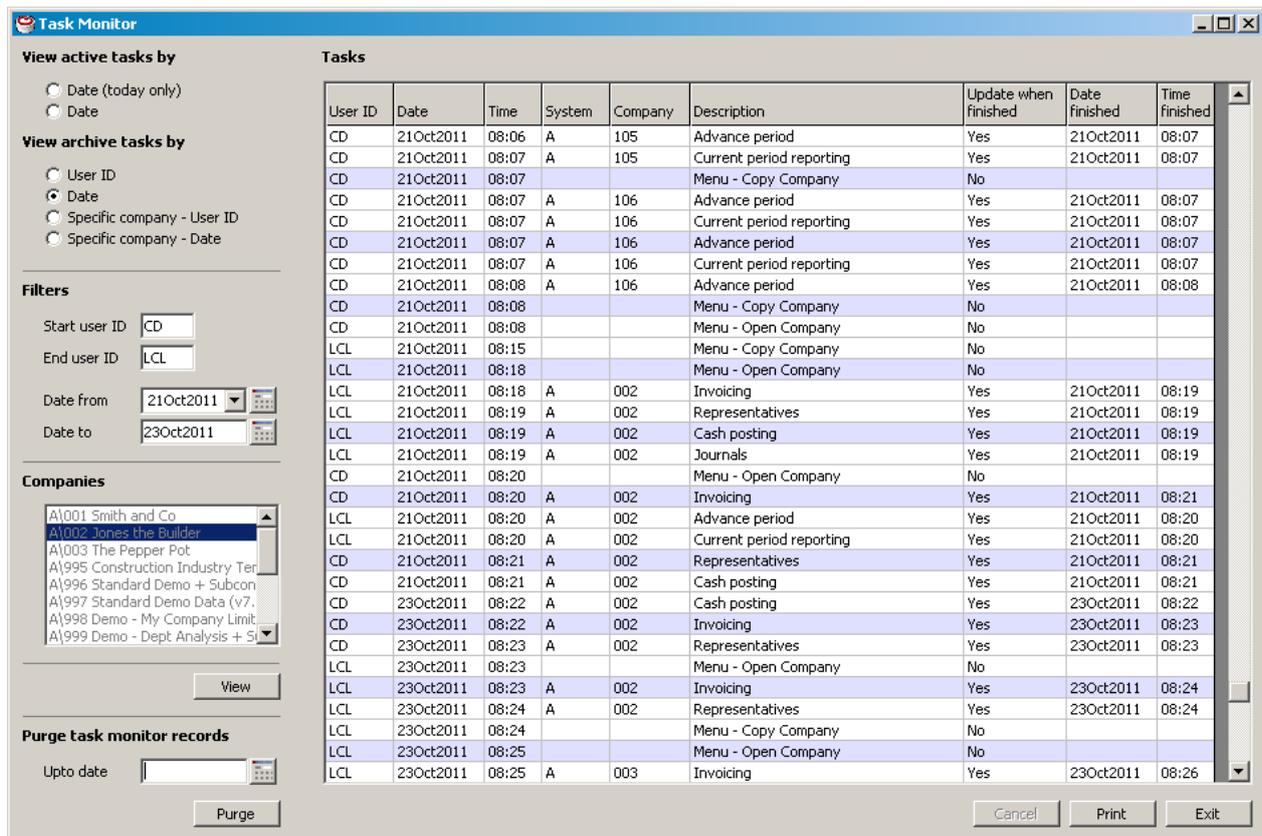
The facility exists for the System Supervisor (or a BOSS level user) to set that a user's tasks should be monitored and then to view the tasks using Task Monitor. To set that a user's tasks should be monitored see [Adding a User \(in THE FIRST LOGGING ON\)](#) on page 27.

In addition the System Supervisor (or a BOSS level user) may view the active tasks by any user on any company (even when that user had not been defined as having Task Monitor set).

To monitor the tasks of users on the system the System Supervisor must obey the following :-

1. Log into **WinAccs**, **WinPay** or **WinStock** using BOSS (or the login for any user who is defined in Add / Delete User as a BOSS level user) and select **System Admin** on the top tool bar and then **Task Monitor**.
2. The following screen headed **Task Monitor** will be displayed :-

3. You may in the section **View active tasks by** select to view the active tasks (i.e. those being carried out now) just specifying today. Then click on the button **View** and you will see a list of the tasks being performed by ALL users (whether they have been set to have their tasks monitored or not) on your system.
4. Or in the section **View active tasks by** you may specify that you wish to view the active tasks by date and then enter into the date filter the **Date from** and **Date to**. Next click on **View** to see the results.
5. But you may wish to view archive tasks. These you may view in the order of User IDs, or by order of date, or by order of specific company in user ID order, or by specific company in date order. In the section **Filter** specify the **Start user ID**, the **End user ID**, the **Date from** and the **Date to**. If you have chosen above to view data for a specific company you will need to select that company in the section headed **Companies**. Click on the **View** button. A screen similar to the following will be displayed :-



- It will be advisable from time to time to purge the task monitor records. To do this enter the date upto which you wish to purge the records in the section **Purge task monitor records** and click on the button **Purge**. You will be told that the records have been purged.
- Finally select **Exit**.

MULTI CURRENCY

WinStock has the facility for customers who purchase the multi currency module to place sales and purchase orders, create invoices and credit notes all in foreign currencies. Any transactions that are posted to **WinAccs** will be converted down to GBP (British pounds).

Prior to this facility becoming available only GBP (British pounds) were used. If you do not register for multi currency only GBP (British pounds) are used

To use Multi Currency :-

- Register in **WinStock** for Multi Currency, see [Registration \(in THE FIRST LOGGING ON\)](#) on page 26
- Go to **Maintenance, Currencies** to define the currency you wish to use, see [CURRENCIES](#) in **CHAPTER 4 : MAINTENANCE**
- Then in Sales or Purchase orders you may, on the Header screen, select which currency you wish the order you are placing to be in. See [SALES ORDER](#) and [PURCHASE ORDERS](#) both in **CHAPTER 6 : ORDERS**.
- PLEASE NOTE : YOU MUST REGULARLY update the exchange rate of the foreign currency that you are using by going to **Maintenance, Currencies**, see [CURRENCIES](#) in **CHAPTER 4 : MAINTENANCE**

CHAPTER 4 : MAINTENANCE

OVERVIEW OF MAINTENANCE

While there is no defined cycle of operations that must be carried out in a stock control system, certain data, mostly static, must be set up before operations such as receiving goods inward and despatching stock items can be performed.

There are several general areas of data you will need to collect and set up in the **WinStock** database as shown below in

- [STOCK MAINTENANCE](#) on page 61
- [COST AND PRICE MAINTENANCE](#) on page 61
- [OTHER MAINTENANCE](#) on page 62.

STOCK MAINTENANCE

Sites and Bins.	This allows you to set up a map of where you hold different types of stock, see " SITES AND BINS " on page 63.
Stock groups.	This sets up the links from the stock movements back into the WinAccs nominal ledger. If you do not set up stock groups, you will find that you need to enter nominal account information with each order, see " STOCK GROUPS " on page 65.
Stock items.	This allows you to set up the details about the various parts and items. You will probably find that this involves much searching around your existing system, see " STOCK ITEMS " on page 67.
User analysis codes	To identify user-defined groups to which stock can belong, see USER ANALYSIS CODES on page 76
Bill of materials	to define the components for each stock item and to use the options to change the components in stock items and the consequent costings changes see BILL OF MATERIALS on page 77 .
Default bins	To define the default bin to be used for a chosen stock item and chosen site - thus over-riding the default bin as defined in Stock items in Stock maintenance. see DEFAULT BINS on page 82

COST AND PRICE MAINTENANCE

Adjust costs	To adjust cost prices and reorder levels, see ADJUST COSTS on page 83
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Discount rules	To define Discount groups and the discounts that will apply to stock which is in each discount group, see DISCOUNT ANALYSIS CODES on page 85
Customer VAT/discount	To define for each customer which VAT rate and which discount group will apply to that customer, see CUSTOMER DISCOUNT FUNCTIONS on page 86
Customer prices	To define for a particular customer and a particular stock item the price to be used for sales orders or invoices just for that customer, see CUSTOMER PRICES on page 87
Customer costs and prices	To maintain specific customer costs and prices, see CUSTOMER COSTS AND PRICES on page 91.
Buyer's guide	To define for a specific customer and a specific stock code details of the minimum order for that stock the lead time and discounts. see on page 91
Fixed price update	To batch update fixed prices within a stock group, see FIXED PRICE UPDATE on page 95 .

OTHER MAINTENANCE

Customers.	This is a main WinAccs function. If the financial side of your business is handled by WinAccs , then most of these details will already be set up, see " CUSTOMERS " on page 87.
Suppliers.	This is also a main WinAccs function. If the financial side of your business is handled by WinAccs , then most of these details will already be set up, see on page 95
Stock parameters	see STOCK PARAMETERS in CHAPTER 5 : STOCK
Order parameters	see ORDER PARAMETERS in CHAPTER 6 : ORDERS
Purge database	see PURGING THE DATABASE on page 97
Set VAT codes.	VAT codes must be set according to the latest values announced by the Chancellor, see SET VAT CODES on page 98.
Currencies	The currency GBP is already defined on the system. If you wish to define other currencies and to specify the exchange rate see CURRENCIES on page 100
Free text	To define free text for use within WinAccs and WinStock see FREE TEXT on page 100
Shippers	To define shippers that may be used for shipping stock see SHIPPERS on page 102
Shipper services	To define services for each shipper which that shipper may use see SHIPPER SERVICES on page 103

When you decide to go live with **WinStock**, you should count all your stock, or the stock in a particular area, and feed these stock balances into the **WinStock** database. For details of setting up of the quantities held of each stock item see [OVERVIEW OF STOCK](#) in **CHAPTER 5 : STOCK** .

NOTE : You are strongly recommended to consult Compact Support for assistance in setting up and going live with **WinStock**.

SITES AND BINS

WinStock uses the terms site and bin extensively throughout the system. It is important that you understand how these operate together in order that you can make the best use of both.

A bin is a place, or an area, in which you hold stock that you wish to monitor and control. It could be very wide and be capable of holding many different stock items or it could be quite specific and hold only one designated stock item. You allocate a bin name and a general description to each bin.

A site will typically describe one of your main operations with a postal address. In addition to relating several bins into one site, you can use the site to help set up address details in **WinOrders**.

For further details see "[SITE MAINTENANCE](#)" on page 63, and "[BIN MAINTENANCE](#)" on page 64.

SITE MAINTENANCE

Sites are locations at which stock is kept. A site will normally correspond to one of the addresses or branches of your company. You must set up at least one site for **WinStock** to function. There is no limit to the number of sites you can set up.

The Site Maintenance facility is used to introduce to the system a site that your company uses, or to amend the details of a site already on the system or to delete a site from the system at the next purge.

ADDING A SITE

To introduce a site that your company uses to the system, obey the following procedure :-

1. From the **WinStock** menu, select the **Maintenance** option.
2. Next select **Stock maintenance**, followed by **Sites**.
3. The screen headed **Maintain site details** is displayed. Enter a unique code for the new site and enter the details of its address and postcode.
4. Choose **OK**. That site will now be listed in the list of sites known to the system at the top of the screen.

(If you make a mistake while typing in the data for the site, choose **Reset** and the fields will be cleared.)

5. Choose **Exit**.

(If you attempt to exit when you have data in the **Site code** field you are asked if it is OK to exit with data still on the screen.

Either choose **Yes** which will exit but will not record the Site Code, or choose **Reset** to clear the data before choosing **Exit**. Alternatively, if you do wish to record the site code and details, choose **OK** before choosing **Exit**).

AMENDING A SITE

To amend the details of a site :-

1. From the **WinStock** menu, select the **Maintenance** option.
2. Next select **Stock maintenance**, followed by **Sites**.

3. The screen headed **Maintain site details** is displayed. All the sites already introduced to the system are displayed at the top of the screen. Select the site whose details you wish to amend. The details of this site are displayed in the fields below. The code cannot be altered.
4. Amend the details of the address or postcode and choose **OK**. For more information about the details see "[ADDING A SITE](#)" on page 63.
5. If instead of choosing **OK**, you choose **Reset** the details displayed at the top of the screen will revert to whatever they were before you started to edit them and the fields below will be blank.
6. Choose **Exit**.

DELETING A SITE

To delete a site, follow the details for "[AMENDING A SITE](#)" on page 63 but check the box **To be Deleted**. This site will be deleted next time the purge routine is run as long as it is not still being used.

BIN MAINTENANCE

Bins are storage areas for stock items. A site can have any number of bins. You must have at least one bin set up before **WinStock** can function. A bin can only be created on a site that already exists. If you do not set up the bins correctly to start with, you can add new bins later to suit your needs.

The Bin Maintenance facility is used to introduce to the system, details of the bins that are used in each site, or to amend the details of a bin already on the system or to delete a bin from the system at the next purge.

ADDING A BIN

To add to the system the details of a bin that is used at a site, obey the following procedure :-

1. From the **WinStock** menu, select the **Maintenance** option.
2. Next select **Stock maintenance**, followed by **Bins**.
3. The screen headed **Maintain bin details** is displayed. Enter a unique code for the new Bin. Then enter details about the bin, on which site the bin is to be found and the picking number for that bin.
4. Choose **OK**. That bin will now be listed in the list of bins known to the system at the top of the screen.

(If you make a mistake while typing in the data for the bin, choose **Reset** and the fields will be cleared.)

5. Choose **Exit**.

(If you attempt to exit when you have data in the Bin field you are asked if it is OK to exit with data still on the screen.

Either choose **Yes** which will exit but will not record the bin, or choose **Reset** to clear the data before choosing **Exit**. Alternatively, if you do wish to record the Bin code and details, choose **OK** before choosing **Exit**).

AMENDING A BIN

To amend the details of a bin :-

1. From the **WinStock** menu, select the **Maintenance** option.
2. Next select **Stock maintenance**, followed by **Bins**.
3. The screen headed **Maintain bin details** is displayed. All the bins already introduced to the system are displayed at the top of the screen. Select the bin whose details you wish to amend. The details of this bin are displayed in the fields below. The code and site cannot be altered.

4. Amend the details for this bin and choose **OK**. For more information about the details see "[ADDING A BIN](#)" on page 64.
5. If instead of choosing OK, you choose **Reset** the details displayed at the top of the screen will revert to whatever they were before you started to edit them and the fields below will be blank.
6. Choose **Exit**.

DELETING A BIN

To delete a bin, follow the details for "[AMENDING A BIN](#)" on page 64 but check the box **To be Deleted**. This bin will be deleted next time the purge routine is run as long as it is not still being used.

STOCK GROUPS

Stock groups are aggregates of stock items. Information about all items in a stock group will be posted to the same nominal account. You may, for example, wish to keep all hardware stock as one line on your balance sheet. You can have as many stock groups as you wish.

This function sets up the **WinAccs** nominal ledger accounts that are used to account for movements of stock and the change of state of various stock items. The nominal ledger account codes you will use will be entirely dependent upon the account structure that you have set up on your **WinAccs** database. If you have any doubts about the accounts you should select, consult your accountant or Compact Support. Posting to the wrong accounts or accounts that appear in the wrong part of the profit and loss or balance sheets could have serious effects on your perspective of the financial state of your business.

You are advised to study the section "[STOCK MOVEMENT ACCOUNTING](#)" on page 65 which shows the relationship between common stock movements and the invoicing related actions.

STOCK MOVEMENT ACCOUNTING

Stock movement accounting needs to be understood so that mistakes are not made in setting up the accounting interface between **WinStock** and **WinAccs**.

Below are examples of receiving goods and then at a later point in time receiving the purchase invoice. When the goods are actually received, the Goods In function increases the physical stock and decreases the unreconciled stock. When the invoice is received, the physical stock does not change but the unreconciled stock is adjusted at the same time as stock movements. The purchase supplier details and purchase VAT are also updated with the purchase ledger as the balancing account.

The nominal accounts are assigned for the stock group (see "[ADDING A STOCK GROUP](#)" on page 66). The columns Nominal Type, Costed and Account describe the attributes of the Nominal Account. Each column after that represents the elements of a transaction that gets posted. The table does not show the stock movements, just the financial transactions.

In the context of the tables below, Cr, creditor, is -ve signed on the journal into **WinAccs** and Dr, debit, has a + sign.

The first table shows the common stock movements.

Nominal Type	Costed	Account	Opening balance	Goods In	Goods Out	Lost/found Stock count	Revalue
Asset	No	Physical stock (B/S)	1000Dr	1000Dr	1000Cr	500Dr	500Cr
Asset	No	Unreconciled stock (B/S)		1000Cr	1000Dr		

Asset	No	Stock opening balances (B/S)	1000Cr				
Expenditure	No	Lost & Found (P&L)				500Cr	
Expenditure	No	Revaluation (P&L)					500Cr

The second table shows the invoicing related actions.

Nominal Type	Costed	Account	Purchase invoice	Transfer to job	Sales invoice
Asset	No	Physical stock (B/S)		1000Cr	
Asset	No	Unreconciled stock (B/S)	1000Dr		1000Cr
Expenditure	Yes	Stock transfer to jobs (P&L)		1000Dr	
Expenditure	No	Stock movements (P&L)	1000Cr		1000Dr
Expenditure	No	Purchases	1000Dr		
Income	No	Sales			2000Cr
Liability	No	VAT on sales			300Cr
Liability	No	VAT on purchases	175Dr		
Asset	No	Sales ledger control			2300Dr
Liability	No	Purchase ledger control	1175Cr		
		Customer (Sales Ledger)			2300Dr
		Contract (Job Ledger) Sales			2300Cr
		Contract (Job Ledger) Write off			1000Dr
		Contract (Job Ledger) Costs		1000Dr	
		Supplier (Purchase Ledger)	1175Cr		

All of the accounting in the bottom two parts of the second table takes place automatically once the journals have been sent into **WinAccs**.

NOTE : For further help, consult Compact Support for advice.

ADDING A STOCK GROUP

To add to the system the details of a stock group, obey the following procedure :-

1. From the **WinStock** menu, select the **Maintenance** option.
2. Next select **Stock maintenance**, followed by **Stock groups**.

3. The screen headed **Stock Groups Nominals** is displayed. Enter a unique code for the new Stock Group in the field Stock group. Press TAB.
4. The remaining fields on the screen will now be blank. Type in a description for this new stock group. Then fill in the nominal codes to which physical stock, purchases, sales, job costs and unreconciled amounts for this stock group are to be posted.
It is important that the nominal accounts for a stock group are chosen carefully.
If you do not complete all the required codes, you will get an error message when you come to input a delivery or invoice for a sales or purchase order.
5. If you wish to make this new stock group similar to another existing group, choose the **Like** button. The Make Like window will appear.
Type in the field Stock group the code of the existing group that you wish the new group to be like. Alternatively use the Code Lookup facility @ to display the existing stock groups on the system from which you may select one. The description and nominal codes of the existing group are displayed in the Stock Groups Nominal window. Any of these can be changed for the new stock group you are setting up.
6. Choose **Exit**. You will be asked if you want to record the changes that you have made. Choose **Yes** to record the changes made and to exit. Choose **No** to exit without recording the changes. Choose **Cancel** to remain at the Stock Group Nominals screen.

AMENDING A STOCK GROUP

To amend the details of a stock group :-

1. From the **WinStock** menu, select the **Maintenance** option.
2. Next select **Stock maintenance**, followed by **Stock groups**.
3. Use the VCR controls at the field Stock group and select the Stock group you wish to change. Details of that stock group will be displayed in the fields below.
4. Make any changes you need to make to the details for this stock group and choose **Exit**. Confirm that you want the changes recorded. For more information about the details see "[ADDING A STOCK GROUP](#)" on page 66.

DELETING A STOCK GROUP

To delete a stock group, follow the details for "[AMENDING A STOCK GROUP](#)" on page 67 but check the box **Delete at purge!**. This stock group will be deleted next time the purge routine is run as long as it is not still being used.

STOCK ITEMS

Stock items are central to maintaining the **WinStock** database.

For each stock item you have, you must record on the **WinStock** system the details of this item, such as a unique code, a description, details about the quantities of this stock to be held, sold or purchased, details of prices for this stock, and groups in which you wish to place this stock for discounts or analysis.

To access the facility STOCK ITEMS you must be registered for the Stock module - see [Registration \(in THE FIRST LOGGING ON\)](#) in **CHAPTER 3 : GETTING STARTED** .

ADDING A STOCK ITEM

To add to the system the details of an item of stock, obey the following procedure :-

1. From the **WinStock** menu, select the **Maintenance** option.
2. Next select **Stock maintenance**, followed by **Stock items**.

3. The screen headed **Stock Maintenance** is displayed. Enter a unique code for the new stock item in the field Code. This is used for stock and non-stock items. Press TAB.

The coding structure of stock items is very important. Reports can search by codes - the arrangement of letters and numbers in the code can provide additional levels of analysis. Contact Compact Support for advice on coding structures.

4. The remaining fields on the screen will now be set to their initial values (usually zero or blank). In the section headed **Details** type in a description for this new stock item. Then fill in the stock units, the prices (such as stock price, sales price).

The options available for the field **Valuation type** will depend on what the System Supervisor BOSS has chosen. FIFO/LIFO is *only available if BOSS has gone to Stock/Invoicing Options Per Company (Stokoptn.ini) and in [WinStock options] has selected Allow FIFO/LIFO to be y. Batch* is only available if BOSS has registered for **Batch Validation** for **WinStock** see [Registration \(in THE FIRST LOGGING ON\)](#) in **CHAPTER 3 : GETTING STARTED**. If you select the **Valuation type** Batch then to the right of this field will be a tick box for you select that you wish to have **Individual batches**. This means that each batch of this stock can have an individual **Serial No** and an individual **Confirmation [No]**.

5. In the section headed **Groups** select the groups (such as stock group, discount group), analysis group and default bin) for the stock.
6. Usually the nominal code used for a sales order or a purchase order or a job cost will be taken from the Stock Group that this stock item is in, But if you wish to override those nominals for this stock item then in the section headed **Nominal code overrides** select which nominal code you wish to have for sales and/or for purchase orders or for the job costs of this item
7. On the right of the screen, in the section headed **Customer** is displayed the last customer of this stock item (taken from the sales ledger), the price at which the item was sold, the quantity in which it was sold and the date on which the transaction took place.
8. On the right of the screen, in the section headed **Suppliers** is displayed the last supplier of this stock item (taken from the purchase ledger), the price at which the item was purchased, the quantity in which it was bought and the date on which the transaction took place.

On this screen you may enter the code of the preferred supplier of this stock item. Details of the last order placed with this supplier will be displayed. If you choose a preferred supplier when raising a purchase order, then the last price from them will be selected rather than the last price from any supplier which is the normal default.

Choosing the Code Lookup facility @ button, in each case, will call up a list of suppliers from the purchase ledger. It is also possible at this stage to create a new supplier in the purchase ledger by choosing the **Write New Record** button. You can insert price, quantity and date values for your preferred and alternative suppliers.

9. On the right of the screen, in the section headed **Units** enter details of the units of purchase and sales.
10. On the right of the screen, in the section headed **Levels**, enter details of the stock levels (such as re-order quantities, and minimum and maximum stock levels).

If a stock record has a multiplier this multiplier modifies the price on invoicing If you log in as BOSS and in **WinAccs.ini** you select [**Invoicing Options All**] then select **Use stock multiplier on qty not rate** and set it to Yes, then the rate stays the same but the multiplier is applied to the quantity but only for calculation purposes for the value. So this prints better on invoices.

11. If you have logged in as **BOSS** and in **Stokoptn.ini**, under [**WinStock options**], you have selected **StkExtras** to be set to **Y**, then at the bottom of this screen will be a section headed **Extras** where you may enter the **Bar code** for this item and a short description. You will also see the values in the fields **Text 1, Value 1** and **Numeric 1** (and similarly for Text 2, Value 2, Numeric 2 and Text 3, Value 3 and Numeric 3) that you entered using **Stokoptn.ini** and then [**StkExtras**]. [These could be used to record such things as Alternate cost price, Supplier stock code, Unit weight etc.]. You may enter the values for these fields for this item of stock.
12. If you wish to make this new stock item similar to another existing item, choose the **Like** button. The Make Like window will appear.

You may enter the code of the stock item on which you wish to base this new stock item. Alternatively you may use the Code Lookup facility @ button to the right of the field Stock Code to select a stock item.

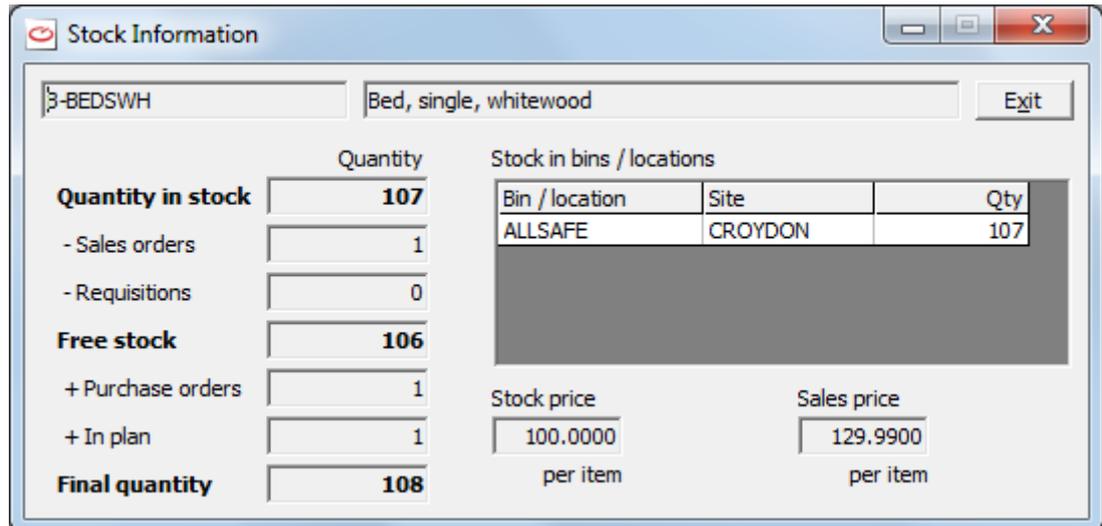
Now you may select the relevant boxes to copy the Stock Details, the Last/Preferred Details and/or the Units/ReOrder Details.

When the details of the stock code that you are copying are displayed as the details for this new stock code, you may change any details that you need to change.

13. If you wish to add a note about this stock item select **Add new note**. On the next screen which is headed **Add new note** enter any text about this stock. You may mark this note as a high priority. You may also select to be shown a reminder about this note when you enter the software on a chosen date that you select. You may attach an external document to this note. Then click on **Save**. See [NOTES](#) on page 104.
14. If when you are changing the fields on an already saved item you find you have made a mistake and wish to reset the stock item back to its original values then select the button **Reset**.
15. Click on **Save** and then choose **Exit**. If you ave not saved your changes then you will be asked if you want to record the changes that you have made. Choose **Yes** to record the changes made and to exit. Choose **No** to exit without recording the changes. Choose **Cancel** to return to the main menu.
16. When the stock exists you may select **Stock details** at the top of the screen and that will take you to a screen headed **Stock Details** which shows all the details for this stock - for further details see [STOCK DETAILS \(in ENQUIRIES\)](#) in **CHAPTER 9 : ENQUIRIES** .

STOCK INFORMATION

When you have selected a stock item on the **Details** tab of a sales order, a purchase order, a quotation or an invoice you may click on the sign  to the right of the @ sign by the field **Stock code** and this will display stock information such as the following :-



Quantity		Stock in bins / locations		
Quantity in stock	107	Bin / location	Site	Qty
- Sales orders	1	ALLSAFE	CROYDON	107
- Requisitions	0			
Free stock	106			
+ Purchase orders	1			
+ In plan	1			
Final quantity	108			
		Stock price	Sales price	
		100.0000	129.9900	
		per item	per item	

and if you have logged in as **BOSS** and in **Stkoptn.ini**, you have selected [**WinStock options**] and then set **StkExtras** to **Y**, and then selected [**StxExtras**] to set values for the text fields (- see [ADDING A STOCK ITEM](#) on page 67.) then you will be shown further information. For example you might see :-

Stock Information

3-BEDSWH Bed, single, whitewood Exit

Quantity		Stock in bins / locations		
Quantity in stock	107	Bin / location	Site	Qty
- Sales orders	1	ALLSAFE	CROYDON	107
- Requisitions	0			
Free stock	106			
+ Purchase orders	1			
+ In plan	1			
Final quantity	108			

Stock price: 100.0000 per item
Sales price: 129.9900 per item

Extras

Bar code: 123/9876 Short description: []

Unit weight: 8 stone Old cost: £98.00 Ht in metres: 0.95

Old bar code: 01239806 Value2: £0.00 Numeric2: 0

Text3: [] Value3: £0.00 Numeric3: 0

If you would like this window of stock information to be present on the screen all the time that you are selecting different stock for an order then the System Supervisor can go to **System Admin, Security Options**. Then he must select **WinStock options**, followed by **Allow stock information to stay on screen**. Select **Yes** in the box **Available settings** and then select **Apply**, followed by **Exit**. The stock information screen will then remain visible until you select **Exit** on the Stock information screen or until you have come out of processing orders.

Select **Exit** to return to the main screen.

AMENDING A STOCK ITEM

To amend the details of a stock item :-

1. From the **WinStock** menu, select the **Maintenance** option.
2. Next select **Stock maintenance**, followed by **Stock items**.
3. Use the VCR controls at the field Code and select the Stock Item you wish to change. Details of that stock item will be displayed in the fields below.
4. To the right of the code will be the information as to whether this stock has a Bill of Materials defined for it and whether this stock is the component of a Bill of Materials., see [BILL OF MATERIALS](#) on page [BILL OF MATERIALS](#)77,
5. Further to the right, if a buyer's guide has been entered for this stock, you may select the button **View buyer's guide prices** and you will see a screen similar to the following :-

Account	Name	Supplier ref	Min order	Lead time	Price	Discount %
P/GASCO	Garfield Scott and Co	GASBED	2	5	170.000	1
P/GOD1	Godfrey Furniture	GODBED	4	14	165.000	1.5
P/HARC	Harcross Ltd	HARCBED	1	1	175.000	2

Only first price shown. Other prices may be available.

This shows for each account for which a buyer's guide entry for this stock has been made the details of the price for this account for this stock. Only the first price is shown in this table for each line. You may have defined more quantity breaks which would affect the price for the stock - see [CUSTOMER COSTS AND PRICES](#) on page 91.

6. Make any changes you need to make to the details for this stock item and choose **Exit**. Confirm that you want the changes recorded. For more information about the details see "[ADDING A STOCK ITEM](#)" on page 67.

DELETING A STOCK ITEM

To delete a stock item, follow the details for [AMENDING A STOCK ITEM](#) on page 70 but check the box **Delete at Purge!**. This stock item will be deleted next time the purge routine is run as long as it is not still being used.

BATCH VALUATION TYPE FOR A STOCK ITEM

Stock may arrive and be despatched in batches so the facility exists for you to define the **Valuation type** of a stock item as Batch see [ADDING A STOCK ITEM](#) on page 67.

To use this facility the System Supervisor BOSS must have registered for **Batch Validation** for **WinStock** see [Registration \(in THE FIRST LOGGING ON\)](#) in **CHAPTER 3 : GETTING STARTED**.

Using Security Options the System Supervisor may also select which **Batch ID format** is required - see [SECURITY OPTIONS](#) in **CHAPTER 3 : GETTING STARTED**.

When in **Stock Items** you have defined an item of stock as **Valuation type** Batch you may also choose that this batch stock will have individual batches. This means that each stock batch when it comes in can be given an individual stock number and confirmation number. And when stock goes out you can select exactly which batch of this batch stock you wish to go out.

For details of inputting stock of valuation type Batch see [Input of stock of valuation type Batch](#) on page 71

For details about outputting stock of valuation type Batch see [Output of stock of valuation type Batch](#) on page 72

For using Goods in or returning stock of valuation type Batch see [Using Goods in or Returning stock of valuation type Batch](#) on page 74.

Input of stock of valuation type Batch

Whenever you input stock whose valuation type is **Batch** you will see a window similar to the following :-

Add Batch Information

Stock code: ABATCH2
 Date: 10Nov2016
 Account: HARC
 Order No: PO500097
 Location / Bin: CENTRAL
 Reference: SD PO500097/Second batch of materials

Serial No:
 Confirmation No:

OK

This example is when a purchase order PO500097 has been input on 10th November 2016 for account HARC and includes stock ABATCH2 (description Second batch of materials) which has been defined with **Valuation type Batch**. The stock is to go into Location/Bin CENTRAL. When the order is being delivered, then while the **Purchase Order Goods Received** screen is being displayed, when you select **OK** this screen headed **Add Batch Information** asks you to enter the **Serial number** of the batch and the **Confirmation No**. Both are not mandatory. Enter these details and then select **OK**.

If when defining the batch stock you had chosen that it would have **Individual batches** then the screen when you input stock would look like :-

Add Batch Information

Stock code: ABATCH1
 Date: 11Nov2016
 Account: GASCO
 Order No: PO500099
 Location / Bin: CENTRAL
 Reference: SD PO500099/First batch of materials

Serial No	Confirmation No
1	<input type="text"/>
2	<input type="text"/>
3	<input type="text"/>
4	<input type="text"/>

Serial No:
 Confirmation No:

<< Prev Next >> OK

This example is when a purchase order PO500099 has been input on 11th November 2016 for account GASCO and is for a quantity of 4 of the stock ABATCH1 (description First batch of materials) which has been defined with **Valuation type Batch** with **Individual batches**. The stock is to go into Location/Bin CENTRAL. Now on the right of the screen you may enter the serial number and confirmation number for each of these 4 items of the batch stock individually. Then select **OK**.

The screen headed **Add Batch Information** will appear whenever you are dealing with the input of stock with **Valuation type Batch**

Output of stock of valuation type Batch

Whenever you output stock whose valuation type is **Batch** you will see a window similar to the following headed **Get Quantities From Batches**:-

Get Quantities From Batches

Stock code: AABATCH3
 Date: 15Mar2017
 Account: ABBEY
 Order No: SO300104
 Location / Bin: CENTRAL
 Reference: CD SO300104/Third batch stock item

Double click batch to take all Total quantity to take: 1

Batch ID	Serial No	Qty in batch	Qty to take
020317.0003	3.1	5	1
020317.0006	6.1	25	

Reset Suggest Total quantity taken: 1

Quantity to take: 1 Take Take all

Automatically suggest batches OK

This example is when a sales order SO300104 has been input on 15th March 2017 for the account ABBEY and includes stock AABATCH3 (description Third batch stock item) which has been defined with **Valuation type** Batch. The stock is to go from Location/Bin CENTRAL. When the order is being despatched, then when you select **OK** on the **Sales Order Despatch** screen this screen headed **Get Quantities From Batches** is displayed. It lists the batches of this stock that have been received and is asking you to select from which batches you want the despatch to be made.

In the field **Total quantity to be taken** is the quantity of this stock to be despatched.

In the table below you can see the details of the batches of this stock which have been input and it shows the quantity of this stock in each batch.

The simplest way of choosing from which batch to take stock is to use the button **Suggest**. For the field **Automatically suggest batches** to be ticked on entry you can set this in Security Options - see [SECURITY OPTIONS](#) in **CHAPTER 3 : GETTING STARTED** . This will select to take the stock first from the first batch listed and then from the second etc until the **Total quantity to take** is reached. Then you would just select **OK** for the action to take place. If you are getting other quantities from batches while still in this program and you wish to change the setting of the field **Automatically suggest batches** then do so. But on re-entry to this program the field will be set as you selected in Security options..

But you might wish to take the stock from batches that you select. Then you would select the particular batch that you want stock taken from and in the field **Quantity to take** you would enter the quantity of this stock to be taken from this chosen batch and select the button **Take**. At this point the field **Total quantity taken** will display the quantity of stock that you have now chosen to be taken.

When you have selected all the quantity of the stock and the field **Total quantity taken** is equal to the field **Total quantity to take** then select **OK** and the action will take place.

(At any point you may select the button **Reset** which will reset the screen to its initial state with no quantities of stock taken from any batch.)

The screen headed **Get Quantities From Batches** will appear whenever you are dealing with the output of stock with **Valuation type Batch**

If the quantity of stock to be despatched from the bin is equal to the total of all the quantities of this stock in the batches listed for that bin then **WinStock** will automatically select all those batches and you will see the message "Batches have been selected automatically as no choices were available". Then just select **OK** to continue.

Using Goods in or Returning stock of valuation type Batch

If you are using **Goods in** (or **Return from Customer**) for stock of type batch then when you have filled in the details on the screen headed **Goods in** (or **Return from Customer**) (see [GOODS IN](#) in **CHAPTER 7 : DELIVERIES**) and you select **OK** then you are asked if this is a new batch or whether you are adding the stock back to an existings batch. If you reply that you wish to add the stock to an existiong batch then the screen headed **Select Batches For Return** will be displayed as follows :-

Stock code: ABATCH1
Date: 30Jun2017
Account: ANGWAT
Order No:
Location / Bin: ALLSAFE
Reference: GI ABATCH1 1 item First batch

Double click batch to return all Total quantity to return: 1

Batch ID	Serial No	Available	Qty to return
250517.0001	TH1a	1	1
250517.0003	TH1c	1	1

Reset Suggest Total quantity returned: 1

Quantity to return: 1 Return Return all

Relocate stock after return OK

In this case the quantity 1 of the stock ABATCH1 (description First batch) is being returned from the customer ANGWAT on 30th June 2017 and is to go into Location/ Bin ALLSAFE.

In the field **Total quantity to return** is the quantity of this stock that is being returned.

In the table below you can see the details of the batches of this stock (in this case ABATCH1) which have been despatched to this account (in this case ANGWAT) and it shows the quantity of this stock in each batch that had been despatched.

Now the user can select which batch to return the stock to.

The simplest way of choosing to which batch the stock is to be returned is to use the button **Suggest**, This will select to return the stock first to the first batch listed and then to the second etc until the **Total quantity to return** is reached. Then you would just select **OK** for the action to take place.

But you might wish to return the stock to batches that you select. Then you would select the particular batch that you want stock returned to and in the field **Quantity to return** you would enter the quantity of this stock to be returned to this chosen batch and select the button **Return**. At this point the field **Total quantity returned** will display the quantity of stock that you have now chosen to be taken.

Alternatively you may just select the batch to which you wish to return the stock and you can select **Return all** for all the stock to be returned to this selected batch.

When you have selected all the quantity of the stock and the field **Total quantity returned** is equal to the field **Total quantity to return** then select **OK** and the action will take place.

(At any point you may select the button **Reset** which will reset the screen to its initial state with no quantities of stock returned to any batch.)

If the quantity of stock to be returned to the bin is equal to the total of all the quantities of this stock in the batches listed for that bin then **WinStock** will automatically select all those batches and you will see the message "Batches have been selected automatically as no choices were available". Then just select **OK** to continue.

This screen headed **Select Batches For Return** will also appear if you increase the stock using **Count Update** and **Stock Count**, and also when posting sales credit notes if you have selected **Return to bin on posting**.

If you wish you can select the box **Relocate stock after return**. Then you will be shown the screen headed **Stock movements** and you can select which bin the returned stock is to go in - see [Relocating stock after return](#) on page 75

Relocating stock after return

If on the screen headed **Select Batches For Return** you have ticked the field **Relocate stock after return**, then when you select **OK** on that screen you will be shown the screen headed **Stock movements** for example as follows :-

Stock movements

Stock code: ABATCH1 @ First batch

From bin: ALLSAFE @ CROYDON stock in reserve

To bin: | @

Existing quantity: 1 in the selected batch

Quantity to move: 1 item

Commentary: _____

Clear OK Exit

Stock batches

Batch ID	Serial No	Account	Name	Order No	Location / Bin	Reference	Qty
250517.0001	TH1a				ALLSAFE	OB ABATCH1 5 item First ba	1
250517.0001	TH1a				BASEMENT	move 1 to basement	1
250517.0002	TH1b				ALLSAFE	OB ABATCH1 5 item First ba	1
250517.0004	TH1d				ALLSAFE	OB ABATCH1 5 item First ba	1
250517.0005	TH1e				ALLSAFE	OB ABATCH1 5 item First ba	1

005:batch util (copy) (CD)

This lists all the locations where this batch stock is. Select a bin in the field **To bin**. Then when you select **OK** the returned stock will go into that bin. (See [RE-LOCATE STOCK](#) in **CHAPTER 5 : STOCK**)

Finally select **Exit**.

USER ANALYSIS CODES

User Analysis Codes (or Stock Analysis Codes) are used to identify User Analysis Groups i.e. user-defined groups to which stock items can belong. They have no accounting implications and are not obligatory, being used mainly for reports. However, it is often extremely useful to be able to provide a grouping system to report on, for example, equipment made by one manufacturer or parts that are compatible with such equipment although bought from many different suppliers.

ADDING A USER ANALYSIS CODE

To add a user analysis code, obey the following procedure :-

1. From the **WinStock** menu, select the **Maintenance** option.
2. Next select **Stock maintenance**, followed by **User analysis codes**.
3. The screen headed Analysis Group is displayed. To add a new code, type a unique meaningful code in the field Code and press TAB. Next enter a description for this User Analysis Group.
4. Alternatively if you wish to make this new User Analysis Group similar to another existing User Analysis Group, choose the **Like** button. The Make Like window will appear.

You may enter the code of the User Analysis Group on which you wish to base this new User Analysis Group. Alternatively you may use the Code Lookup facility @ button to the right of the field Analysis Group. The Analysis Codes window will be displayed on which you can select a User Analysis group.

When the details of the chosen existing group are displayed you may change the description field.

5. Choose **Exit**. You will be asked if you want to record the changes that you have made. Choose **Yes** to record the changes made and to return to the Stock Maintenance menu. Choose **No** to return to the Stock Maintenance Menu without recording the changes. Choose **Cancel** to return to the Analysis Group screen without recording the changes.

AMENDING A USER ANALYSIS CODE

To alter a user analysis code, obey the following procedure :-

1. From the **Main WinStock Menu**, select the **Maintenance** option.
2. Next select **Stock maintenance**, followed by **User analysis codes**.
3. The screen headed Analysis Group is displayed. Enter the code for the User Analysis Code that you wish to amend. Alternatively use the VCR controls at the field Code to select the required User Analysis Code.
4. When the details of the User Analysis Code are displayed make any necessary changes.
5. Choose **Exit**. You will be asked if you want to record the changes that you have made. Choose **Yes** to record the changes made and to exit. Choose **No** to exit without recording the changes. Choose **Cancel** to return to the Analysis Group screen.

DELETING A USER ANALYSIS CODE

To delete a user analysis code, follow the details for "[AMENDING A USER ANALYSIS CODE](#)" on page 77 but check the box **Delete at Purge!**. This user analysis code will be deleted next time the purge routine is run as long as it is not still being used.

BILL OF MATERIALS

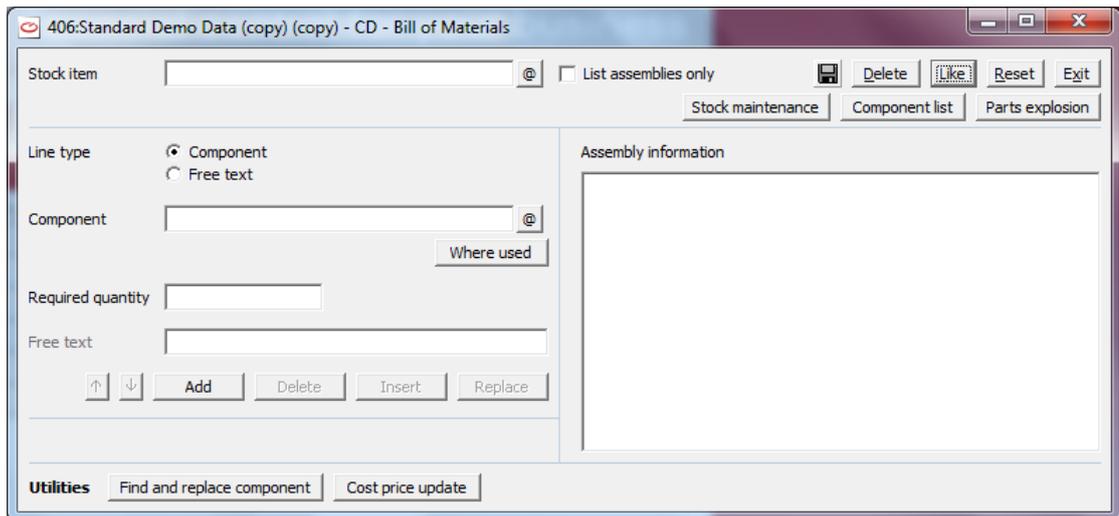
The Bill of Materials lets you define what components go into making an item of stock.

First you must register to use Bill of Materials in the WinStock registration - see [Registration](#) in **CHAPTER 3 : GETTING STARTED**.

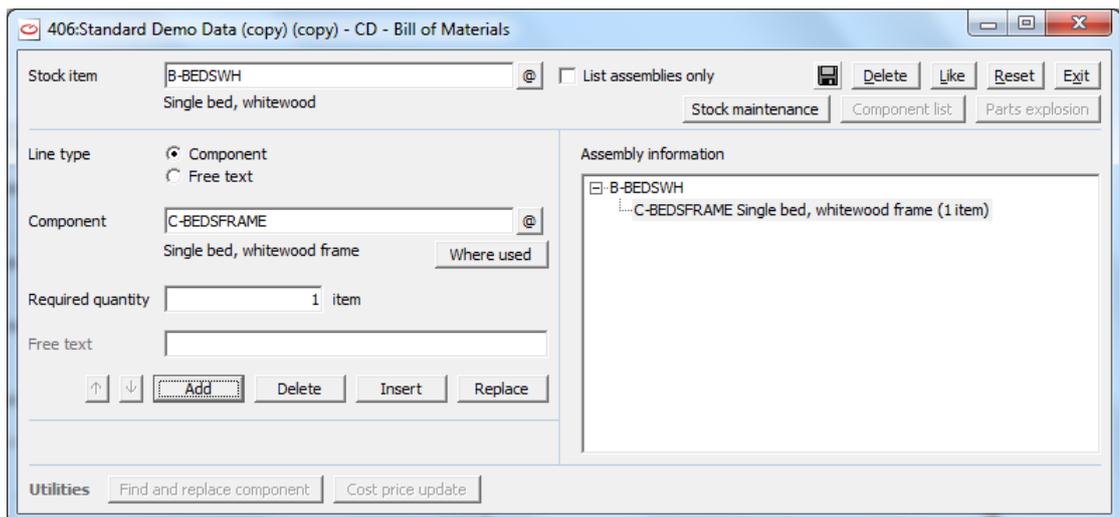
Next you must ensure that each of the components is defined on the system by adding a stock item - see [ADDING A STOCK ITEM](#) on page 67.

To define a bill of materials obey the following :-

1. From the **WinStock** menu, select the **Maintenance** option.
2. Next select **Stock maintenance**, followed by **Bill of Materials**.
3. The screen headed **Bill of Materials** is displayed as follows :-



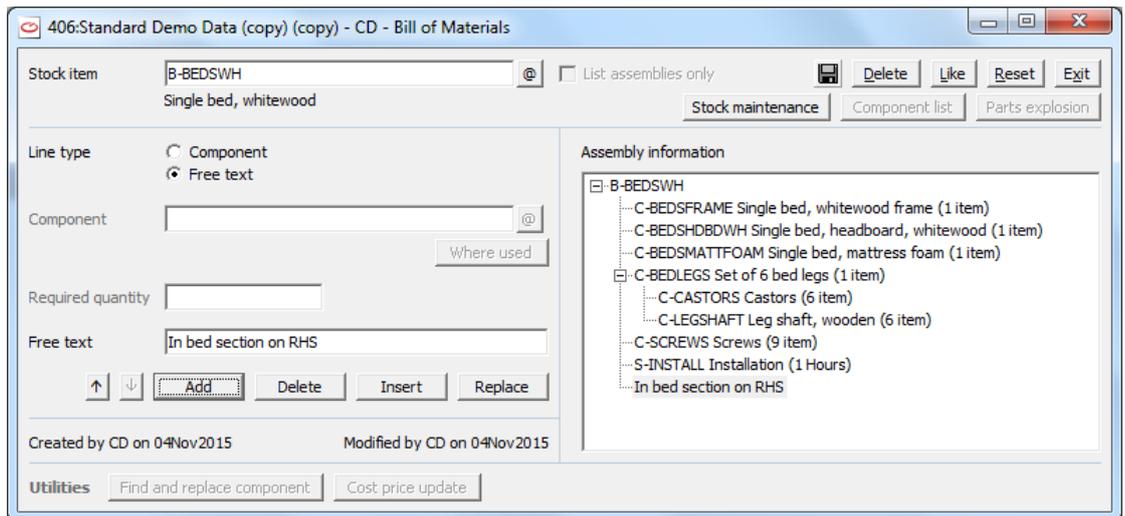
4. At the field **Stock item** select the item of stock whose Bill of Materials you wish to define. If you select the option **List assemblies only** then clicking on the @ sign by the field **Stock item** will only show items of stock which are an assembly already.
5. At the field **Line type** select **Component** if you wish to define a component of the chosen Stock item (or **Free text** if you wish to add some text to the list of components) The list of components is listed on the right of the screen under **Assembly information**).
6. If you have chosen **Component** in the field **Line type**, then at the field **Component** select the component which is in the chosen stock item. At the field **Required quantity** enter the quantity of this chosen component that exists in the chosen stock item. Then select **Add**. The component will be added to the list of the components of this stock item in the list on the right of the screen under **Assembly information**. The screen now looks similar to the following :-



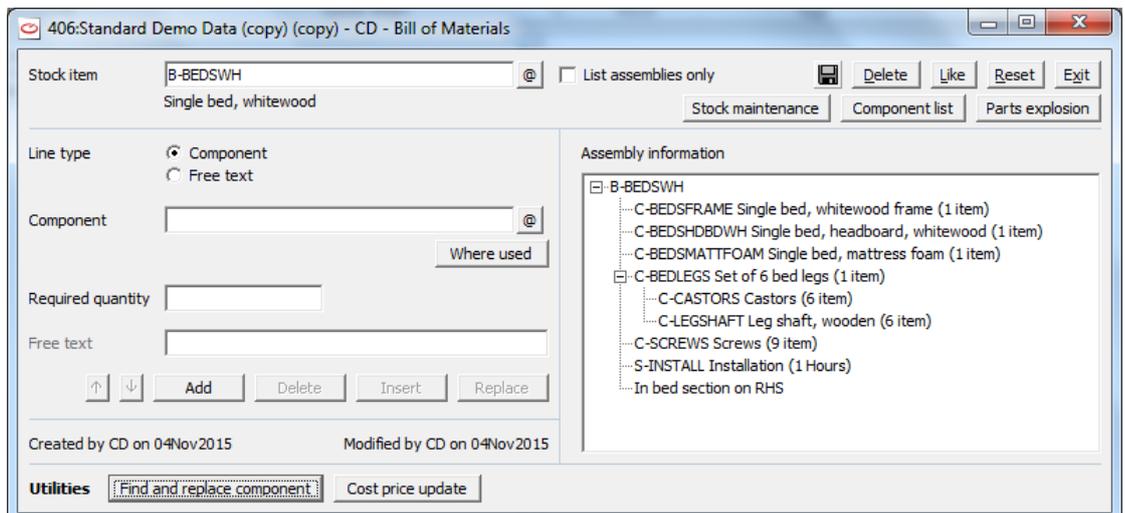
It is essential to add every component of the chosen Stock item in order to get accurate costings when you later use **Cost price update**.

If you wish to see what assemblies use the component you have selected at the field **Component** then select the button **Where used**.

7. To add text to the list on the right select **Free text**. Type in the field **Free text** the required text and then select **Add**. That text will be added to the list of components on the right of the screen under **Assembly information** - for instance :-



8. To delete any component from the list of components under **Assembly information**, select that component in the list and it will then be displayed in the field **Component** on the left hand side of the screen. Now select **Delete**.
9. To insert a component in the list of components under **Assembly information**, then in the list select the component before which you wish to insert another in the list. It will then be displayed in the field **Component** on the left hand side of the screen. In the field **Component** select the component to add and in the field **Required quantity** select the quantity of this new component in the chosen stock item. Now select **Insert**.
10. To replace a component in the list of components under **Assembly information**, then in that list select that component. It will then be displayed in the field **Component** on the left hand side of the screen. Now in the field **Component** select the component you wish to replace the chosen component with and in the field **Required quantity** select the quantity of this new component in the chosen stock item. Now select **Replace**.
11. You may alter the order of the components in the list under **Assembly information** by selecting a component in the list and by using the up or down arrows to alter its position in the list.
12. If you wish to go to Stock maintenance (possibly to define a new component to the system) then select the button **Stock maintenance** at the top of the screen. When you exit from Stock maintenance you will be returned to the Bill of Materials screen.
13. To display the component list of a stock item chosen in the field **Stock item** select the button **Component list**. The list will be displayed and may be printed. To return to the Bill of Materials screen select **Exit**.
14. An example of a Bill of Materials would look something like the following :-



where the stock item B-BEDSWH consists of 1 bed frame, 1 headboard, 1 mattress, 1 set of 6 bedlegs, 9 screws, 1 hour's installation costs and the text "In bed section on RHS" has been added to the Bill of Materials. The component Set of 6 bed legs consists of 6 castors and 6 leg shafts..

15. To display **all** the components of a stock item, including the components which make up the components of this stock item then select the button **Parts explosion**. This will list all the components and may be printed. In the column **Level** there will be one asterisk if the component is not made up of other components. There will be two asterisks if the component is made up of other components. The display shows the Cost price and the line cost of each component. Select **Exit** to return to the Bill of Materials screen.
16. If you wish to find where any one component is used throughout all the stock items then in the field **Component** select that stock item and click on the button **Where used**. A screen similar to the following will be displayed and may be printed :-

Assembly	Description	Quantity	Units
C-BEDLEGS	Set of 6 bed legs	6	item
C-COFFTBLEGS	Set of 4 Coffee table legs	4	item

17. If you wish to find where any one component is used throughout all the stock items and replace that component with another component then select the button **Find and replace component**. see [FINDING AND REPLACING COMPONENTS](#) on page 80.
18. Finally select **Exit** to return to the main menu.

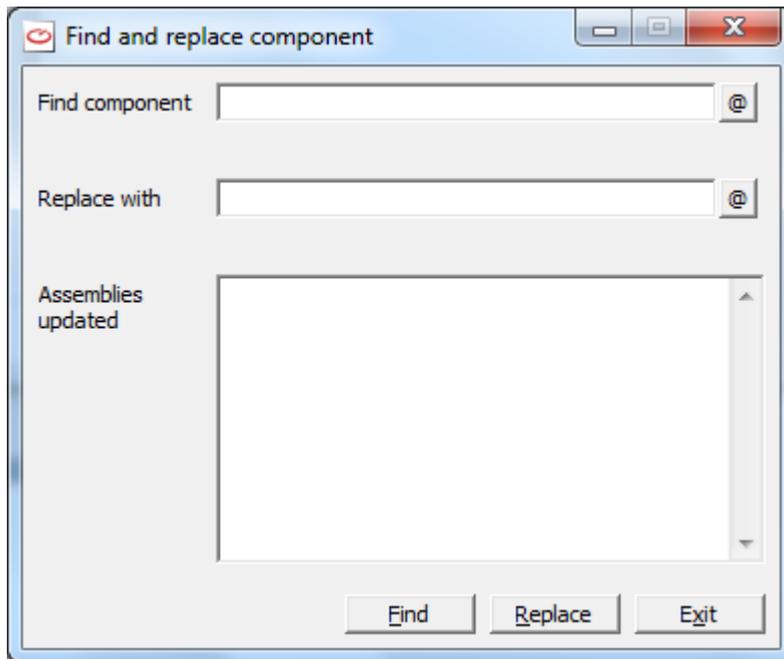
FINDING AND REPLACING COMPONENTS

When you have fully defined the components of all your stock items, then the facility exists to replace components.

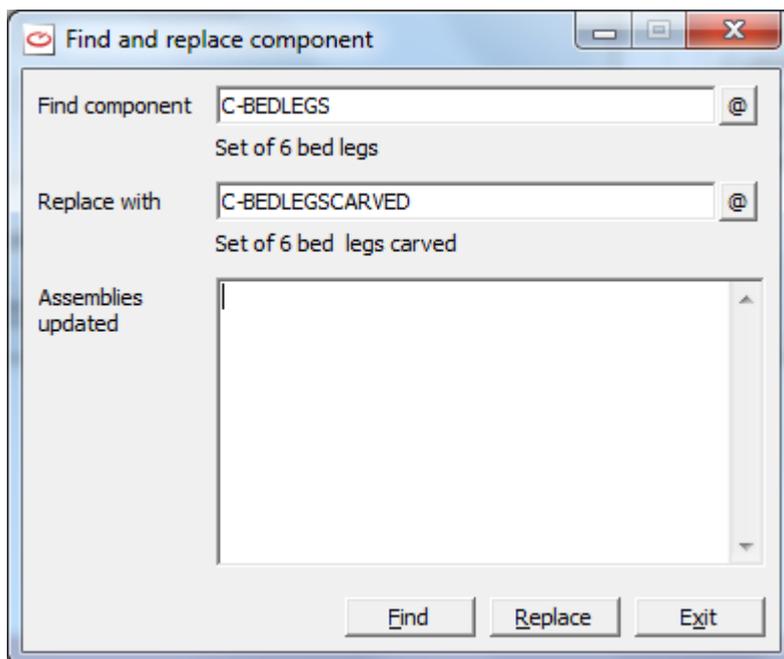
For instance the supply of one component might stop and you may wish to replace it with another component. In the above example the supply of C-BEDLEGS has run out and it must be replaced with another stock item C-BEDLEGSCARVED.

To replace a component obey the following :-

1. Select the button **Find and replace component**. The following screen will be displayed :-

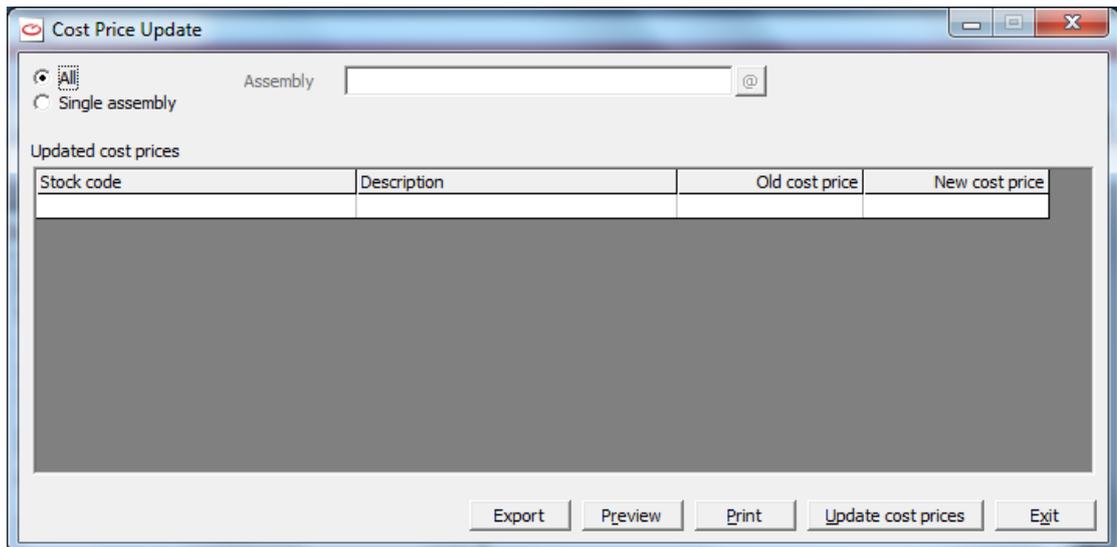


2. On the screen headed **Find and replace components**, at the field **Find component** select the component you wish to replace. At the field **Replace with** select the component you wish to replace the chosen component with.
3. Then select **Replace**. You are asked to confirm that you want to make the change. Select **Yes**. On the screen under **Assemblies updated** will be a list of the stock items for which the replacement has been made.

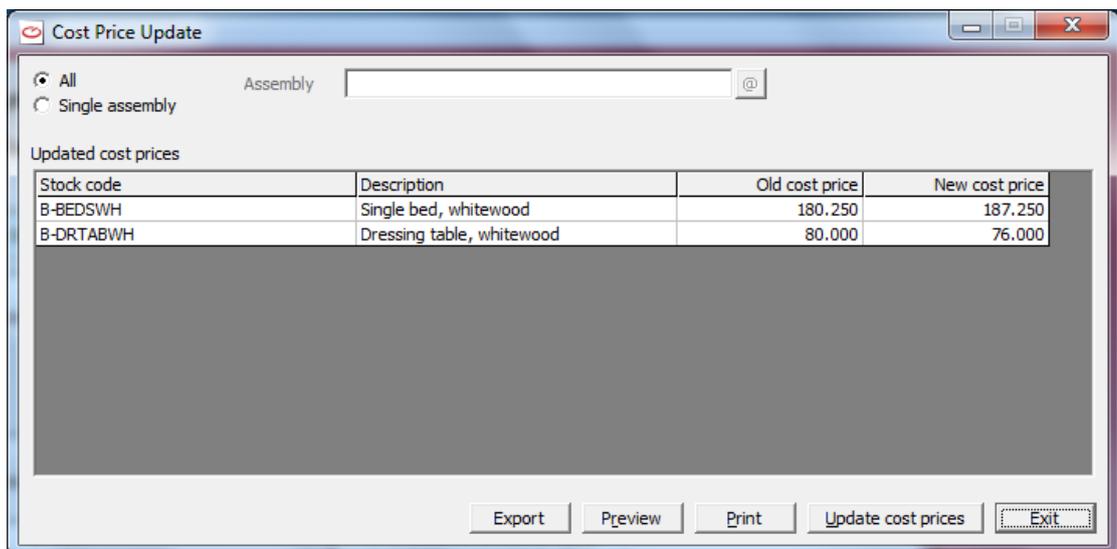


Select **Exit**.

4. This change may well affect the cost of the stock items where the replacement has been made and you can now select the button **Cost price update**.
5. The following screen will be displayed :-



- If you click on **Preview** you will be shown all the stock items where the replacement will take place.



This shows that the component C-BEDLEGS is part of the Bill on Materials for the Assemblies B-BEDSWH and B-DRTABWH.

- You may select whether to change the costs of all the stock items in which the replacement has been made - in which select **All**. Or you may select to only change the cost of one stock item in which the replacement has been made - in which case select **Single assembly** and at the field **Stock item** select the stock item whose cost you wish to update
- In both case the screen will display the old and the new stock prices. You may print the list and/or select **Update cost prices** to update the cost prices for the stock chosen. You may select **Export** to export the results of the cost price updating to a .tsv file which will be displayed.
- An audit trail record for the change will be written and may be viewed in **Stock Enquiries, Movement History**.
- Finally select **Exit**.

DEFAULT BINS

The default bin for each item of stock is generally taken from the default bin as defined for that stock in **Maintenance, Stock Maintenance, Stock items** (see [STOCK ITEMS](#) on page 67).

But the System Supervisor can select **System Admin, Security Options** and under the section **WinStock options** select **Link username to site** and link a username to a site. Then when that user logs in he may select **Maintenance, Stock Maintenance, Default bins** and define for a particular stock item at a particular site what the default bin is to be (thus overriding the one defined in Stock items) for all users who have been assigned to that site by BOSS.

[You may also use a utility to enter multiple records using **WinStock, Utilities, Database utilities, Option 6** , see [INSERT DEFAULT BIN RECORDS](#) in **CHAPTER 11 : UTILITIES**]

To use Default bins :-

1. Select **Maintenance, Stock Maintenance** followed by **Default bins**.
2. The following screen will be displayed :-

To see further information about the use of Default bins select the button **Help**.

3. Select **New** to input a new default bin for an item of stock at a chosen site.
4. At the field **Stock code** select the stock code whose default bin you wish to change for this user. At the field **Site** select the site and then at the field **Location/Bin** select the bin to be used for the default bin for this stock at this site. Then select the Save button.
5. (You may select a stock code, and **Delete** the information for that stock code. Or you may select **Reset** to reset information you have just entered on the screen before you saved it.)
6. Finally select **Exit**..

ADJUST COSTS

The Adjust Costs function allows you to update various quantities for all stock items or all items in a selected stock group or user analysis group.

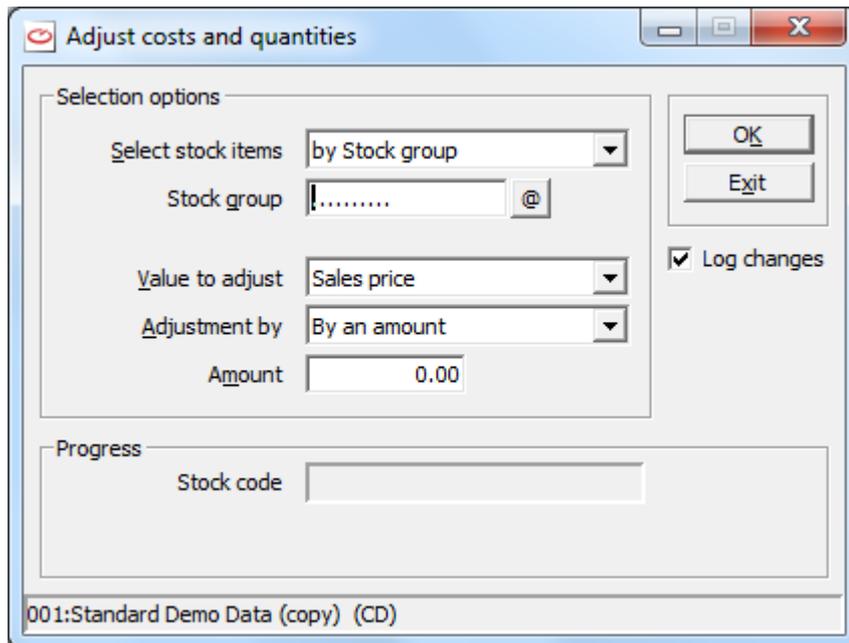
The Value to adjust that can be changed may be the :-

- Sales price
- Stock price
- Re-order quantity
- Re-order level
- Minimum level
- Maximum level
- Sale = Mark up Stock price

You can select the Adjustment to be by either an amount, a percentage or a quantity (as applicable to the value being adjusted). You then specify the value of the adjustment.

To initiate using the Adjust Costs facility, obey the following procedure :-

1. From the **WinStock** menu, select the **Maintenance** option.
2. Next select **Cost and price maintenance**, followed by **Adjust costs**.
3. The screen headed **Adjust costs and quantities** will be displayed :-



First you must select which are the stock items whose costs or quantities you wish to adjust.

4. Next you may choose what you wish to adjust e.g. stock prices, levels, quantities. Now choose whether the adjustment should be by an amount, by a percentage or by a quantity, and then specify the value of the adjustment.
5. You may select to **Log changes** - which will result in a .tsv file of the changes being displayed when they are done.
6. Choose **Ok** to record the changes. This will process the changes (the progress will be visible in the lower box, headed Progress) and you will be returned to the Maintenance menu. Alternatively if you do not wish to proceed with this facility choose **Exit**.

DISCOUNTS

Against any one stock item, there can be up to two different types of discount set up :-

- The first applies at the stock item level itself. You may define a Discount Analysis Group which defines a code for the items of stock that you will place in this group and the discounts that will apply to all the items in this group (see "[DISCOUNT ANALYSIS CODES](#)" on page 85). Then when you add details of a new stock item to the system you may specify that this stock item belongs to this discount analysis group (see "[ADDING A STOCK ITEM](#)" on page 67).
- Secondly a particular customer may have a customer discount set up for a particular part (see "[CUSTOMER DISCOUNT FUNCTIONS](#)" on page 86). If so then even if there is a stock level discount set up, the discount will be calculated via the customer discount levels and NOT the stock related levels.

There is an additional level of discounting that is customer related - see "[CUSTOMERS](#)" on page 87.

RULES FOR DISCOUNTS

When **WinStock** calculates a discount on a sales order, the sequence **WinStock** uses is as below :-

First **WinStock** will attempt to find the customer discount details for the particular customer.

If these are not found, then the discount group set up for the stock itself, if present, will be used.

If, however, a customer discount has been set up, one of three conditions will apply. These are :-

- all items,

- stock group or
- a single stock item.

In the first case, the discount group set up against the customer will be used. In the second case, this customer discount group will only be used if the stock item is from the same discount group. In the last case, this approach only applies if the stock item on the order line is the same as the stock item on the customer details.

For more details see "[DISCOUNT ANALYSIS CODES](#)" on page 85) and see "[CUSTOMER DISCOUNT FUNCTIONS](#)" on page 86).

DISCOUNT ANALYSIS CODES

Discount Analysis Codes are used to identify Discount Analysis Groups i.e. user-defined groups to which stock items can belong. The items of stock within one discount analysis group will all be subject to the same discount rules e.g. 5% discount for quantities greater than 1000 boxes and 6% discount for quantities greater than 1500 boxes.

You may set up and maintain up to 10 levels of breakpoints for discounting per discount group. **WinStock** supports discounts by value or by quantity. You can set up a negative discount that acts in effect as a surcharge.

ADDING A DISCOUNT ANALYSIS CODE

To add a discount analysis code, obey the following procedure :-

1. From the **WinStock** menu, select the **Maintenance** option.
2. Next select **Cost and price maintenance**, followed by **Discount rules**.
3. The screen headed **Discount Calculation Rules** is displayed. To add a new code, type a unique meaningful code in the field Code. Press TAB. The remaining fields on the screen are blank. Next enter a description for this Discount Analysis Group. Select whether the discounts will be by quantity or by value and whether the type will be to reduce prices or to increase prices.
4. Now, one by one, add each breakpoint and the discount to be applied for quantities/values above this breakpoint.

When you choose **OK** this breakpoint and discount will be added to the table in the bottom half of the screen. If you wish to edit a discount already entered, click on that discount in the table in the bottom half of the screen to highlight it and choose **Edit**. Details of that discount will be displayed in the editing fields above the table and you may change the information and then choose **OK**.

If you wish to delete a discount already entered, click on that discount in the table at the bottom half of the screen and choose **Delete**. The entry in the table will be deleted.

You may define a maximum of 10 breakpoints for each discount analysis group.

5. Alternatively if you wish to make this new Discount Analysis Group similar to another existing Discount Analysis Group, choose the **Like** button. The Make Like window will appear.

You may enter the code of the Discount Analysis Group on which you wish to base this new Discount Analysis Group. Alternatively you may use the Code Lookup facility @ button to the right of the field Stock Group Discount. The Discount Rules window will be displayed on which you can select a Discount Analysis Group.

When the details of the chosen existing group are displayed on the Discount Calculation Rules screen you may change the other fields.

6. Choose **Exit**. You will be asked if you want to record the changes that you have made. Choose **Yes** to record the changes made and to exit. Choose **No** to exit without recording the changes. Choose **Cancel** to return to the Discount Calculation Rules screen.

AMENDING A DISCOUNT ANALYSIS CODE

To alter a discount analysis code, obey the following procedure :-

1. From the **WinStock** menu, select the **Maintenance** option.
2. Next select **Cost and price maintenance**, followed by **Discount rules**.
3. The screen headed **Discount Calculation Rules** is displayed. Enter the code for the Discount Analysis Group that you wish to amend. Alternatively use the VCR controls at the field Code to select the required Discount Analysis Group.
4. When the details of the Discount Analysis Group are displayed make any necessary changes.
5. Choose **Exit**. You will be asked if you want to record the changes that you have made. Choose **Yes** to record the changes made and to exit. Choose **No** to exit without recording the changes. Choose **Cancel** to return to the Discount Calculation Rules screen.

DELETING A DISCOUNT ANALYSIS CODE

To delete a discount analysis code, follow the details for "[AMENDING A DISCOUNT ANALYSIS CODE](#)" on page 85 but check the box **Delete at Purge!**. This discount analysis code will be deleted next time the purge routine is run as long as it is not still being used.

CUSTOMER DISCOUNT FUNCTIONS

In addition to stock related discounts that apply to all orders for that stock item, discounts can be applied at the customer discount level as well. For one customer this discount can be defined for all items, all the stock items belonging to a stock group, or to a single stock item. This function is also used to define the VAT to be used for this customer.

ADDING A CUSTOMER DISCOUNT AND/OR VAT CODE

To add a customer group discount, obey the following procedure :-

1. From the **WinStock** menu, select the **Maintenance** option.
2. Next select **Cost and price maintenance**, followed by **Customer VAT/discount**.
3. The screen headed **Customer VAT and/or Discount Rules** is displayed. At the field **Code** use the VCR controls to select the customer for whom you wish to define the VAT or discounts.
4. Enter the default VAT to be used for transactions for this customer.

The value of VAT for each VAT code is maintained by choosing the **WinAccs** Main Menu, the Parameters option followed by Company Details and the tab VAT. On that tab you must also specify the default VAT code to be used for the accounts for each of the ledgers Sales, Purchase and Subcontractor (see [VAT RATES SCREEN](#) in [COMPANY DETAILS](#) in **CHAPTER 3 : GETTING STARTED**). But here in Customer VAT/discount you may select a different VAT value for a specific account.

5. At the field **Apply rule to**, specify whether the discount rule is to apply to all stock for this customer, to one stock group for this customer (in which case you specify the stock group) or for one stock item (in which case you specify the stock item).

Next, at the field **Use Discount rule**, select the Discount Rule (see "[DISCOUNT ANALYSIS CODES](#)" on page 85).

You are told that the data has changed and asked if you want to update the file. Choose **Yes** to do so (else choose **No** to not update the file).

The discount rules are displayed in a box above the editing lines. To delete a discount already entered, select that line in the display box and choose **Delete**.

6. Finally choose **Exit** to return to the Stock Maintenance Menu.

AMENDING A CUSTOMER DISCOUNT AND/OR VAT CODE

To amend a customer group discount, obey the following procedure :-

1. From the **Main WinStock Menu**, select the **Maintenance** option.
2. Next select **Cost and price maintenance**, followed by **Customer VAT/discount**.
3. The screen headed **Customer VAT and/or Discount Rules** is displayed. At the field **Code** use the VCR controls to select the customer for whom you wish to amend the VAT or discounts.
4. Make any changes required by overwriting the discount rule to be changed with the correct discount rule (see "[ADDING A CUSTOMER DISCOUNT AND/OR VAT CODE](#)" on page 86).
5. Choose **Exit**.

CUSTOMERS

If the financial side of your business is handled by **WinAccs**, then most of the details about the customers will already be set up.

ENTERING CUSTOMERS USING WINACCS

To get to **WinAccs** from **WinStock**, if you use the Classic Menu then select **Modules** from the **WinStock Main Menu**. Then select **WinAccs**. If you use the New Menu then just select **WinAccs** from the first column of program options.

In **WinAccs** the details about customers are entered into the system by selecting **Maintenance** from the **WinAccs Main Menu**, followed by **Ledger Accounts**. Choose Sales Ledger and enter the details of the customer.

To return to **WinStock**, if you use the Classic Menu then select **Modules** from the **WinAccs Main Menu** followed by **WinStock (&Orders)**. If you use the New Menu then just select **WinStock** from the first column of program options.

ENTERING CUSTOMERS WITHIN WINSTOCK

An alternative method of entering details into the system about new customers is to use the facility Write New Record.

In this method you proceed within **WinStock**, for instance placing a sales order, and when you require a customer code at the field Customer you choose the Code Lookup facility @ to the right of the field. A further screen is displayed showing all the customers on the system. Choose the **Write New Record** button :-



On the Sales Ledger Maintenance screen, enter a unique code for the new customer and press TAB. The other fields on the screen are now blank. Enter the details of this new customer and choose **Exit**.

You will be returned to the list of customers on the system and it now includes the new customer. Select the new customer and choose **OK**. That customer will now be selected for the sales order. Details of this new customer now exist throughout the **WinAccs** system.

CUSTOMER PRICES

This facility is used to define for a particular customer and a particular stock item the price just for that customer.

[Note that if you wish you may enter long lists of prices for customer and stock combinations using **Customer costs and prices** - see [CUSTOMER COSTS AND PRICES](#) on page 91 -- and those take preference over the customer prices entered using **Customer prices**.].

1. From the **WinStock** menu, select the **Maintenance** option.
2. Next select **Cost and price maintenance**, followed by **Customer prices**.
3. The screen headed **Customer Prices** is displayed as follows :-

4. To create a new Customer price, select the button **New**. Then at the field **Customer** enter the code for the customer (or use the Code lookup @ facility). At the field **Stock code** select the Stock code for which you wish to give a special price for this chosen customer.

To the right of the field **Customer price** will be displayed the usual price for this item of stock. Enter the price that you wish to use for this item of stock for this chosen customer into the field **Customer price**.

Select **Save**.

The screen will show in the left hand column the **Cost price** and the mark up (or margin) which results from the chosen Customer price for this Customer.

You may also enter **Alternate prices** and enter a reason for each alternate price. This is your information only

5. The screen might look like the following :-

The Alternative price can be greater or less than the normal sales price e.g. if the stock was gift wrapped the price might be higher.

6. If you would prefer the above screen and any resulting reports concerning Customer prices to report on Margin (instead of Mark up which is the default setting) then you can log in as BOSS. Select **Settings** and then **WinStock.ini**. Under **[Percentage options]** you may select to show the Margin. **Apply** and **Exit**.

7. If you later wish to delete this customer price then select the customer and stock code and then select the **Delete** button.
8. To view the customer prices for the chosen Customer then select the button **Show all**. The resultant screen is headed **All Customer Prices :-**

Stock code	Description	Group	Customer price	Usual price	Difference	Cost price	Customer mark up	Usual mark up
B-BEDSWH	Bed, single, whitewood	FURNITURE	120.000	129.990	-9.990	100.000	20.00%	29.99%
B-DRTABWH	Dressing table, whitewood	FURNITURE	110.000	120.000	-10.000	80.000	37.50%	50.00%
B-STOOLWH	Stool for dressing table, whitewood	FURNITURE	30.000	39.990	-9.990	25.000	20.00%	59.96%
B-WARDDWH	Wardrobe, double, whitewood	FURNITURE	120.000	129.990	-9.990	90.000	33.33%	44.43%

You may, under the heading **Display**, select to display just the items of stock which have customer prices for this customer or you may select **All stock** to see the prices of all the stock for this customer.

Under the heading **Sort by** you may sort the report by **Stock** or by **Stock group**.

Select **View** to view the report.

Select **Print** to print that report. You may select whether the report is to include the cost prices and the margins.

To export the report to a tsv file select **Export**.

Then select **Exit** to return to the **Customer Prices** screen.

9. On the Customer Prices screen you may select the option **Copy prices** and the following screen headed **Copy Prices** will be displayed :-

If at the field **From customer** you had chosen the account **ABBEE** and at the field **To customer** you had chosen the field **BHPROP** (for example) then

Not selecting Remove existing prices and NOT selecting Overwrite existing prices

Any customer prices that **BHPROP** already had will remain unchanged but any customer prices that **ABBEE** has and **BHPROP** did not have will be copied over to the customer prices for **BHPROP**.

Selecting Remove existing prices

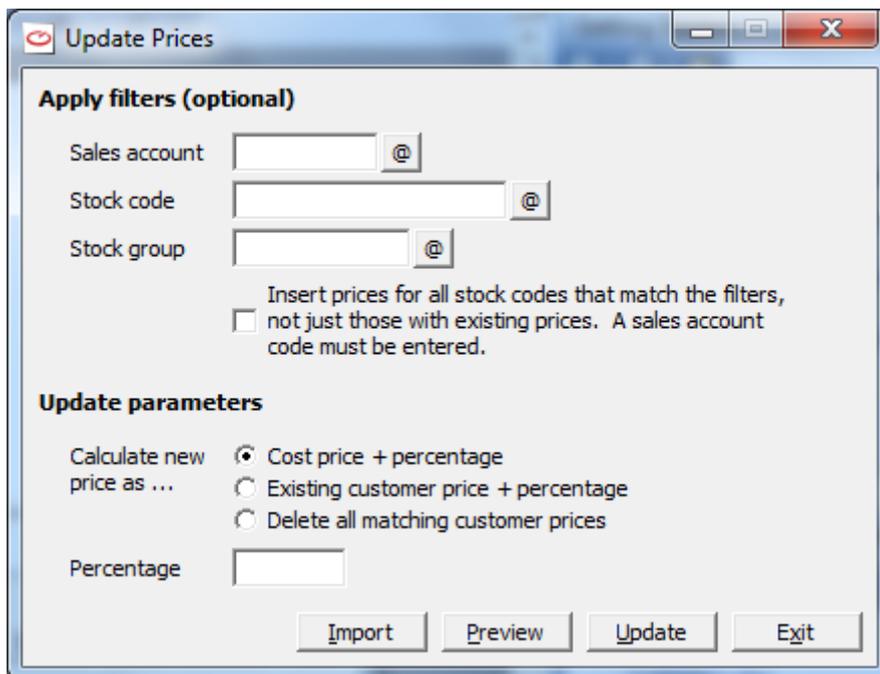
Will remove all the existing customer prices for BHPROP and copy all the customer prices that ABBEY has to the customer prices for BHPOP.

Selecting Overwrite existing prices

Will keep any prices that BHPROP had that ABBEY does not have, but will overwrite any customer price that BHPROP had with the customer prices that ABBEY has.

Select the button **Copy** and the copying will take place. Then select **Exit** to return to the Customer Prices screen.

10. On the Customer Prices screen you may select the option **Update prices** and the following screen headed **Update Prices** will be displayed :-



You may select either a Sales account for which you wish to update all the customer prices, or a Stock code for which you wish to update all customer prices or a Stock group for which you wish to update all customer prices or any selection of these.

Next select if you wish to update the customer price already entered using the Cost price or the existing customer price.

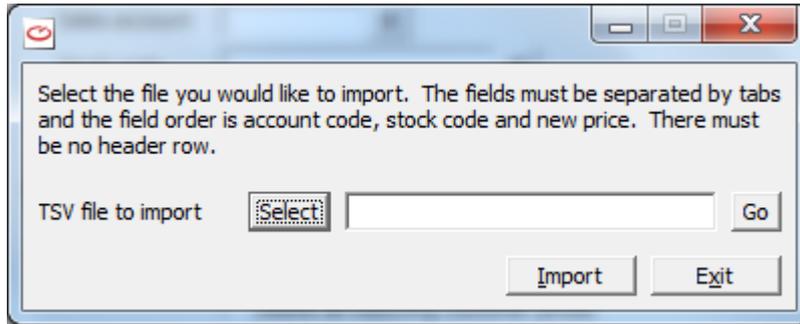
Now enter the percentage by which you wish to update the customer prices.

Select **Preview** and you will be shown which customer prices will be changed if you select **Update** and what their old and new values would be.

If you wish to proceed select **Update** and the customer prices will be updated and you will again be told what has been updated.

Alternatively you may make choices in the fields **Sales account**, **Stock code** and/or **Stock group** to choose a selection of prices that you wish to delete. Then select the option **Delete all matching customer prices**. Selecting **Preview** will show you what changes your choice would make. Then select **Update** to bring about these changes.

11. On the **Update prices** screen you may wish to insert prices for all stock codes that match the filters, not just those with existing prices. A sales account must be entered. Again you may select **Preview** to see what the changes will be and then **Update** to bring about the changes.
12. On the **Update prices** screen you might like to Import customer prices. To do this you must prepare a tsv file (tab separated file) with each line holding the account code, of the customer, the stock code and the customer price for that stock code. Select the button **Import**. Then on the following screen :-



click on **Select** and select the tsv file. If you select **Go** this will list the contents of the tsv file. Then select **Import** and the information from the tsv file will be processed and the customer prices imported. (If there are any errors in the tsv file you will be told and a file will be displayed showing the errors in the tsv file.) Finally select **Exit**.

13. Select **Exit**.

Now when you enter a sales order or an invoice for this customer and this stock item this newly defined customer price will be used just for that customer.

If you log in as BOSS you can select **Settings** and then **WinStock.ini**. Under **[Order Options S]** you may select **Warn if no special customer prices** and change its value to **Yes** and **Apply**. Then during sales order entry for a customer is there is no special customer price for the stock item chosen for the order for that customer you are shown a warning.

CUSTOMER COSTS AND PRICES

To maintain specific customer costs and prices. For example this may be used when your company sells stock to a builder in one area of the country at a cheaper price than to a builder in another area (possibly because the stock is held in the first area and therefore has less delivery costs).

You may only use this facility if you have been to **System Admin, Security Options, WinStock options, Use customer costs and prices** and allowed users of this company to define and use the customer costs and prices.

The user can enter long lists of prices for customer and stock combinations. Then upon quotation, sales order and sales invoice entry the software will detect these records and pick them as a priority over the existing customer prices and all other rules concerning getting a price. It will also populate the cost field. The user can select which of the customer costs and prices he wishes to use for each quotation, sales order or sales invoice.

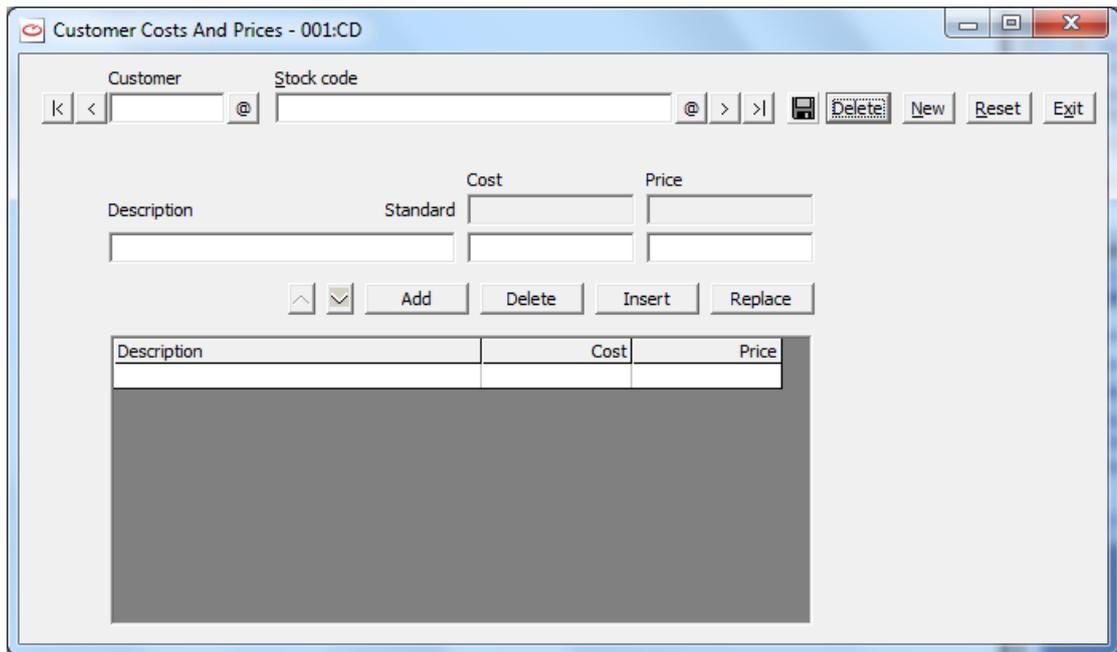
For details about defining the customer costs and prices see [DEFINING THE CUSTOMER COSTS AND PRICES](#) on page 91.

For details about selecting customer prices within quotations, sales order and sales invoices see [SELECTING A CUSTOMER COST AND PRICE](#) on page 93

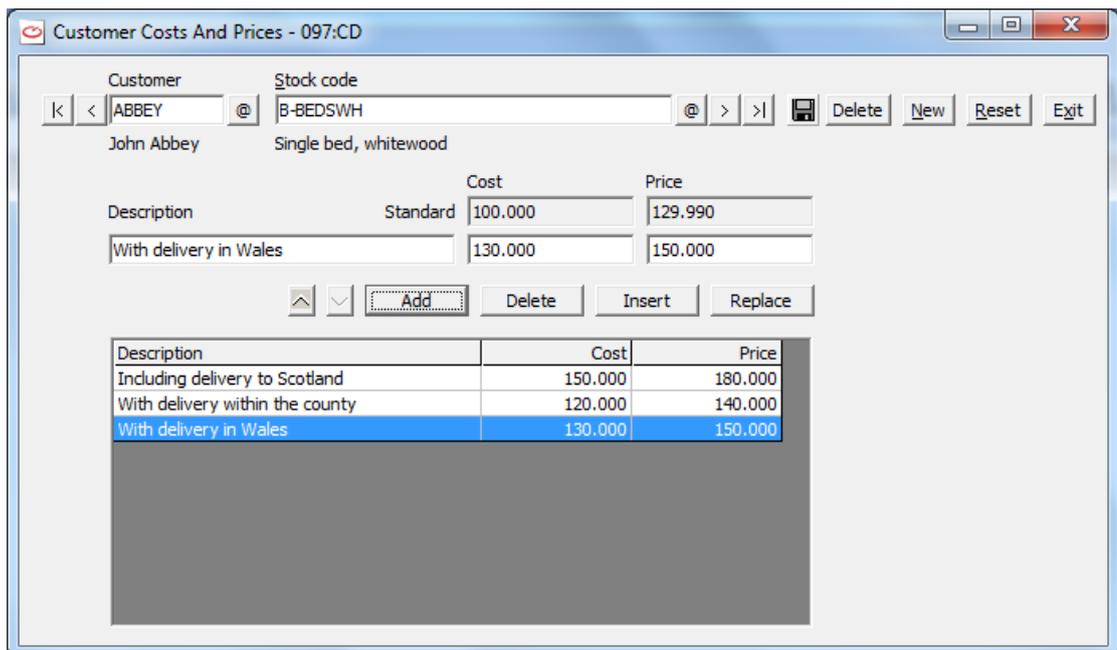
DEFINING THE CUSTOMER COSTS AND PRICES

To define the customer costs and prices obey the following :-

1. From the **WinStock** menu, select the **Maintenance** option.
2. Next select **Cost and price maintenance**, followed by **Customer costs and prices**. This option is only available if you have been to **System Admin, Security Options, WinStock options, Use customer costs and prices** and allowed users of this company to define and use customer costs and prices.
3. The screen headed **Customer costs and prices** is displayed as follows :-



4. At the field **Customer** select the customer for whom you wish to define customer costs and prices. At the field **Stock code** select the required stock.
5. The fields **Cost** and **Price** to the right of the heading **Standard** will display the standard cost and price for this stock as defined in **Maintenance, Stock maintenance, Stock items**.
6. In the field **Description** enter a description for the customer cost and price that you wish to add. Then enter the Cost and the Price for this stock for this customer. Select **Add**. The information you have added will be displayed in the grid below. You may enter more data in the same way. For example :-

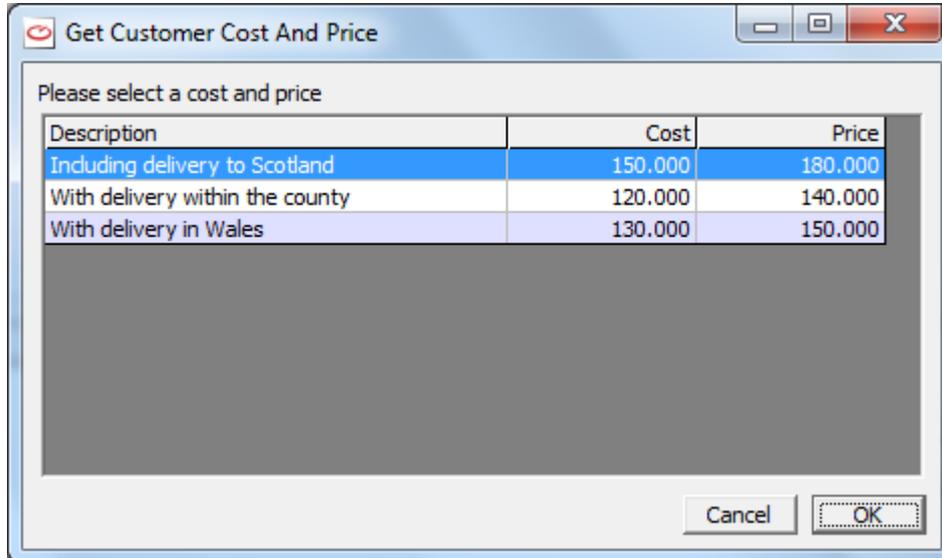


Then select **Save** on the top row to save this information.

7. You may highlight a line on the bottom grid and select **Delete** to delete a line. You may select a line in the bottom grid and then enter the fields **Description, Cost** and **Price** and then select **Insert** which will insert the new line before the selected line in the grid. Or you may select **Replace** which will replace the selected line with the new data you have just entered. **Save**.
8. Select **Exit** to exit.

SELECTING A CUSTOMER COST AND PRICE

If you have been to **System Admin, Security Options, WinStock options, Use customer costs and prices** and allowed users of this company to define and use customer costs and prices, then when you are entering a quotation, a sales order or a sales invoices for that company, when you have selected the stock for which you have defined customer costs and prices then .a screen (headed **Get Customer Cost and Price**) listing the customer costs and prices for that stock will be displayed - similar to the following :-



You may select **Cancel** to NOT use the defined customer costs and prices in this instance (in which case the cost and price will be either taken from Customer prices if they exist (see [CUSTOMER PRICES](#) on page 87) or from the standard costs and prices taken from **Maintenance, Stock maintenance, Stock items**).

But if you wish to, you can highlight one of the lines showing a customer cost and price and then select **OK**. That cost and price will be used in the quotation, sales order or sales invoice.

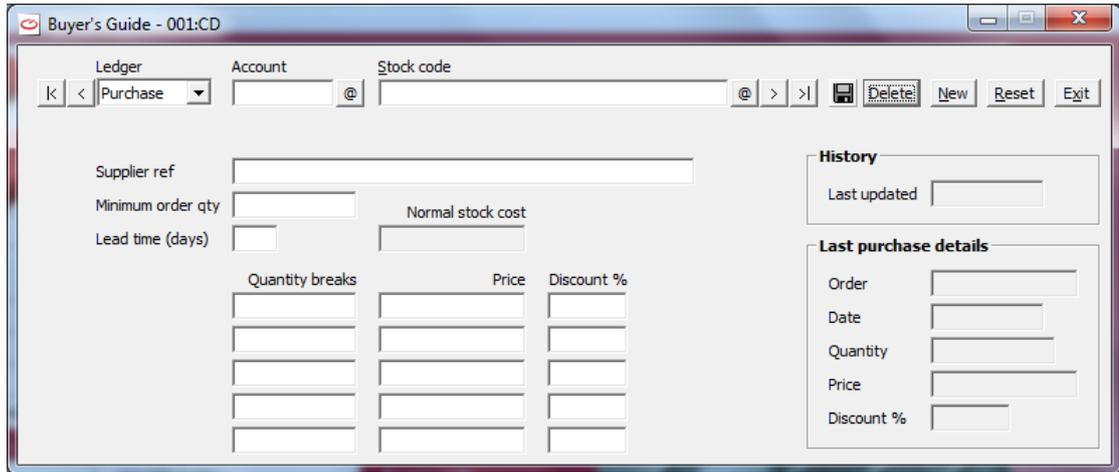
Carry on with the quotation, sales order or sales invoice as usual.

BUYER'S GUIDE

The Buyer's Guide lets you define for a specific supplier and a specific stock code details of the minimum order for that stock, the lead time and the prices and discounts when you order in quantity.

To enter information into the Buyer's Guide obey the following :-

1. From the **WinStock** menu, select the **Maintenance** option.
2. Next select **Cost and price maintenance**, followed by **Buyer's guide**.
3. The screen headed **Buyer's Guide** is displayed as follows :-



4. To enter details select **New** and then at the field **Ledger** select which ledger - Purchase or Subcontractor.
 At the field **Account** select the code of the supplier for whom you wish to create a buyer's guide.
 At the field **Stock code** select the stock whose details for this specific supplier you wish to enter. The Normal stock cost will be displayed.
5. In the field **Supplier ref** you may (optionally) enter the supplier reference.
6. At the field **Minimum order qty** enter the minimum order quantity for this stock from this supplier.
7. At the field **Lead time (days)** enter the lead time for this stock from this supplier.
8. in the fields below you can enter the **Quantity breaks**, the **Price** for the stock up to that Quantity break and the **Discount %** for stock up to that quantity.
 When the entry exists in Buyer's Guide for a purchase account for a particular stock item, then the price and discount % in any order or invoice will take the values from the values you enter here. In the first line you should enter values covering a quantity of 1 (or even a quantity for less than 1 but no less than 0 if this stock can be ordered in quantities less than 1).
 If the quantity you enter in the first line of the grid is greater than the quantity you then order, the value for the Price and Discount % from the first line of the grid will be used.
9. On the right of the screen will be displayed when this record was last updated and details of the last purchase from this supplier of this stock after a Buyer's Guide was set up for this account and stock.
10. If you need to reset this record select **Reset**. Otherwise select **Save**.
11. To delete an entry in the Buyer's Guide select the required record and select **Delete**.
12. To amend a record in the Buyer's Guide select that record, make the necessary changes and then select **Save**.
13. An example of a buyer's guide would be :-

Ledger: Purchase | Account: ANGWAT | Stock code: B-WARDDWH
 Angela Watts | Wardrobe, double, whitewood

Supplier ref: AngWard
 Minimum order qty: 4 | Normal stock cost: 99.850
 Lead time (days): 7

Quantity breaks	Price	Discount %
1	95.300	1
5	90.000	1.2
10	87.000	1.5

History
 Last updated: 04Nov2015

Last purchase details
 Order: PO50004
 Date: 04Nov2015
 Quantity: 1
 Price: 95.300
 Discount %: 1

where if you order from the supplier ANGWAT upto and including 4 of the stock B-WARDDWH you will buy at the price of £95.30 each and will get a discount of 1%. If you buy from 5 to 9 of the stock you will buy at the price £90 each and have a discount of 1.2%. From and including 10 items onwards you will buy at the price of £87 each and get a discount of 1.5%.

FIXED PRICE UPDATE

This facility is used to batch update fixed stock/cost prices within a stock group.

To use this facility obey the following :-

1. From the **WinStock** menu, select the **Maintenance** option.
2. Next select **Cost and price maintenance**, followed by **Fixed price update**.
3. The screen headed **Fixed Price Update** is displayed as follows :-

404:CD - Fixed Price Update

Step 1 Select the stock group and search for matching stock items. Must be fixed price valuation.
 Stock group: [] @ [Search]

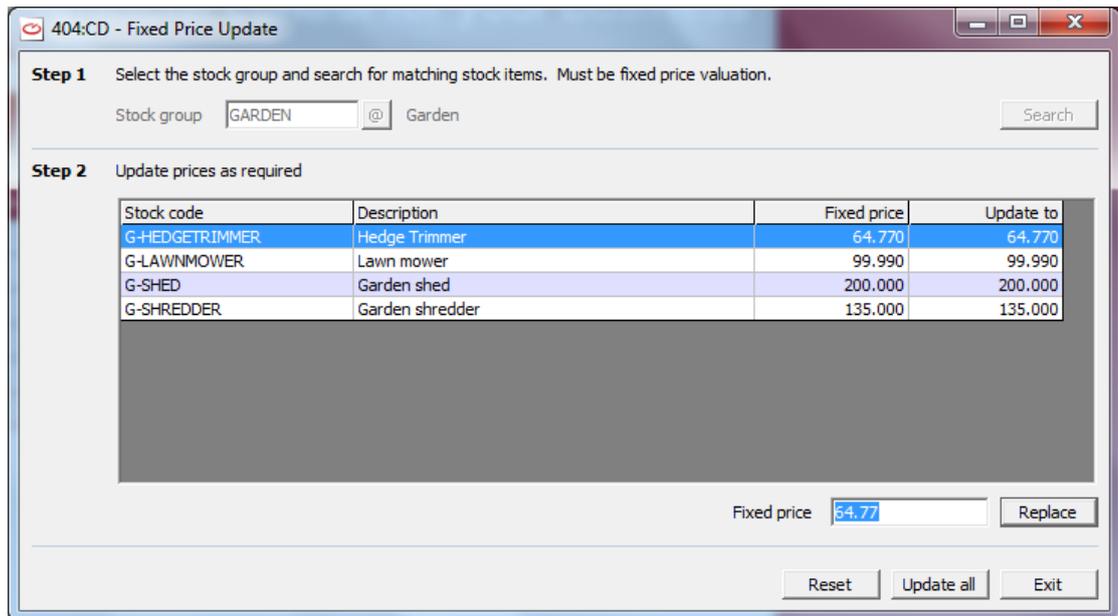
Step 2 Update prices as required

Stock code	Description	Fixed price	Update to

Fixed price: [] [Replace]

[Reset] [Update all] [Exit]

4. At the field **Stock Group** select the stock group containing the stock whose stock/cost prices you wish to update. Then click on **Search**.
5. The screen will now list all the stock in that chosen stock group of valuation type **Fixed**.



6. Highlight the line of the stock whose price you wish to change and in the field Fixed price enter the new price for that stock. Then select **Replace**.
7. Repeat this for all the stock whose prices you wish to update.
8. Then click on **Update all**. You will be asked to confirm that you wish to update the prices you have replaced. Reply **Yes**.
9. You are told when the update is complete.
10. Select **Exit** to exit.

SUPPLIERS

If the financial side of your business is handled by **WinAccs**, then most of the details about the suppliers will already be set up.

ENTERING SUPPLIERS USING WINACCS

To get to **WinAccs** from **WinStock**, if you use the Classic Menu then select **Modules** from the **WinStock Main Menu**. Then select **WinAccs**. If you use the New Menu then just select **WinAccs** from the first column of program options.

In **WinAccs** the details about suppliers are entered into the system by selecting **Maintenance** from the **WinAccs Main Menu**, followed by **Ledger Accounts**. Choose Purchase Ledger and enter the details of the supplier.

To return to **WinStock**, if you use the Classic Menu then select **Modules** from the **WinAccs Main Menu** followed by **WinStock (&Orders)**. If you use the New Menu then just select **WinStock** from the first column of program options.

ENTERING SUPPLIERS WITHIN WINSTOCK

An alternative method of entering details into the system about new suppliers is to use the facility Write New Record.

In this method you proceed within **WinStock**, for instance placing a purchase order, and when you require a supplier code at the field Supplier you choose the Code Lookup facility @ to the right of the field. A further screen is displayed showing all the suppliers on the system. Choose the **Write New Record** button :-



On the Purchase Ledger Maintenance screen, enter a unique code for the new supplier and press TAB. The other fields on the screen are now blank. Enter the details of this new supplier and choose **Exit**.

You will be returned to the list of suppliers on the system and it now includes the new supplier. Select the new supplier and choose **OK**. That supplier will now be selected for the purchase order. Details of this new supplier now exist throughout the **WinAccs** system.

PURGING THE DATABASE

This routine should be run periodically to remove completed records and records flagged to be deleted. You must specify a purge upto a date that will not be less than three months in the past. You can also select the section of the database that you wish to be purged. If you select Stock Details, you can also select Reset Period Sales Totals and Reset Year to Date Totals of you want to reset sales totals against the stock item.

PURGING PROCEDURE

To conduct a purge on the **WinStock** database, obey the following procedure :-

1. Always make a backup of your data BEFORE running the purge program - see [SECURITY](#) in **CHAPTER 11 : UTILITIES** .
2. From the **WinStock** menu, select the **Maintenance** option.
3. Next select **Purge database**.
4. On the tab **Periodic**, the screen headed **Purge WinStock** database will be displayed. Enter the **Purge up to Date**. This must not be less than three months in the past.
5. Check the box to the left of any category of data that you want purged. These are :-
 - Analysis groups
 - Bins
 - Discount groups
 - Invoices (print file)
 - Purchase orders & deliveries
 - Sales orders & despatches
 - Quotations
 - Sites
 - Stock Details
 - Stock groups
 - Stock history/movementsIf you check the stock details box, you may choose to check the Reset the Period Sales Totals box and/or the Reset the Year to Date Sales Totals box.
6. (Alternatively you may select the **Reset** tab and there you may clear ALL transactions regardless of state and set all stock figures to zero. In addition you may choose to clear the purchase price information and/or clear the sales price information.)
7. Choose **OK** to conduct the purge (else choose **Cancel** to not conduct the purge). You are returned to the Maintenance menu.

RESULTS OF A PURGE

When you are using the tab **Periodic** and the purge is carried out, any time-related records will not be deleted if they are newer than the cut-off date on this tab.

The actions carried out for each file are shown in the table below.

File name	Deleted flag	Time related	Conditions required for deletion
CUSTDISC	Yes	No	No restrictions.
GRPDISC	Yes	No	No STOCK or CUSTDISC records reference the record.
GRPSTOCK	Yes	No	No STOCK records reference the record.
GRPUSER	Yes	No	No STOCK records reference the record.
LOCATION	Yes	No	No STKINLOC records referring to the stock bin.
S/PORDRITM	No	Yes	Order set as complete or cancelled and order date outside time period.
S/PORDRHDR	No	Yes	Order set as complete or cancelled and order date outside time period.
STKSQCHN	No	Yes	Quantity in stock zero. Records get re-organised.
STOCK	Yes	No	All stock quantities zero.
STKMOVMT	No	Yes	Movement date outside time period.
STKINLOC	No	Yes	Quantity in stock and allocated zero.

When you are using the tab **Reset**, then the purge will clear ALL transactions regardless of state and set all stock figures to zero. If you had chosen to clear the purchase price information and/or clear the sales price information then these will be cleared.

A report describing all deletions made, all deletions flagged as **To be deleted** that were not deleted and records before the cut off date that were not deleted will be displayed.

SET VAT CODES

To easily change the VAT codes set for stock records, sales accounts or purchase accounts obey the following :-

1. From the **WinStock** menu select **Maintenance, Set VAT Codes**.
2. The following screen will be displayed :-

001:CD - Set VAT Codes

Select VAT code to change

Change VAT code from 20%
to 20%

Select records to change

Stock records - Sales
 Stock records - Purchase
 Sales orders
 Purchase orders

All
 Selective

From stock code @
 To stock code @
 Filter stock group @
 From order number @
 To order number @

Results

Preview Process Exit

3. If you wish to change (e.g. all the Stock records) from a certain VAT code to another VAT code then at the top of the screen select what VAT code you wish to change and what you wish to change the VAT code to become.
4. Now select whether you wish to change the VAT code on Stock records for Sales, Stock records for Purchase, Sales orders or Purchase orders.
5. You may change the VAT code on ALL the category you have chosen (i.e. stock records for Sales, stock records for Purchase, sales orders or purchase orders) or you may be selective. If you choose to be selective then the fields **From stock code** and **To stock code** and **Filter stock group** become available for you to narrow the choice. Or if you have selected Sales orders then the fields **From order number** and **To order number** become available to narrow the choice.
6. Select the button **Preview** to see which records or orders will be affected by this VAT change. If you are satisfied that these are the things you wish to change then select the button **Process** and the changes will be carried out.
7. Finally select **Exit**.

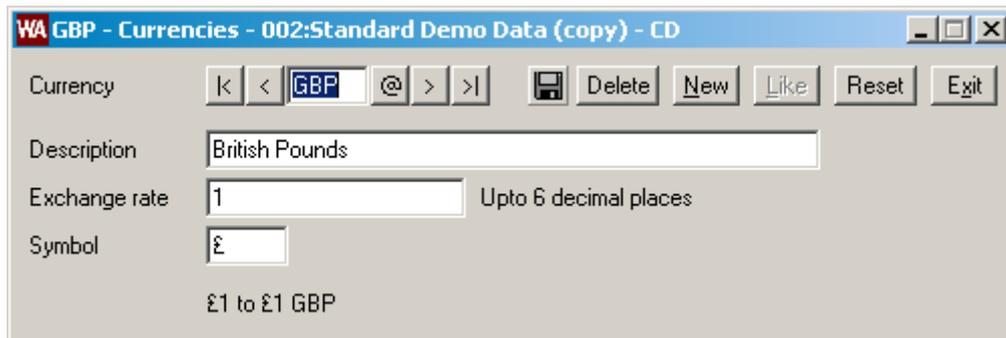
CURRENCIES

The default for **WinAccs** is to work in pounds GBP.

But you may purchase a registerable module so that you will be able to place sales and purchase orders, create invoices and credit notes all in a foreign currency. You would then need to define this currency and define the exchange rate. This exchange rate should be kept up-to-date according to your company's policy. HMRC recommend that the exchange rates are updated on a weekly basis..

To define a currency and its exchange rate obey the following:-

1. From the **WinStock** menu select **Maintenance, Currencies**.
2. The following screen will be displayed :-



The screenshot shows a window titled "WA GBP - Currencies - 002:Standard Demo Data (copy) - CD". The interface includes a "Currency" field with a dropdown menu showing "GBP" and navigation buttons (left arrow, right arrow, and a button with a symbol). To the right of the dropdown are buttons for "Delete", "New", "Like", "Reset", and "Exit". Below the dropdown is a "Description" field containing "British Pounds". The "Exchange rate" field contains "1" and has a note "Upto 6 decimal places". The "Symbol" field contains "£". At the bottom, it displays "£1 to £1 GBP".

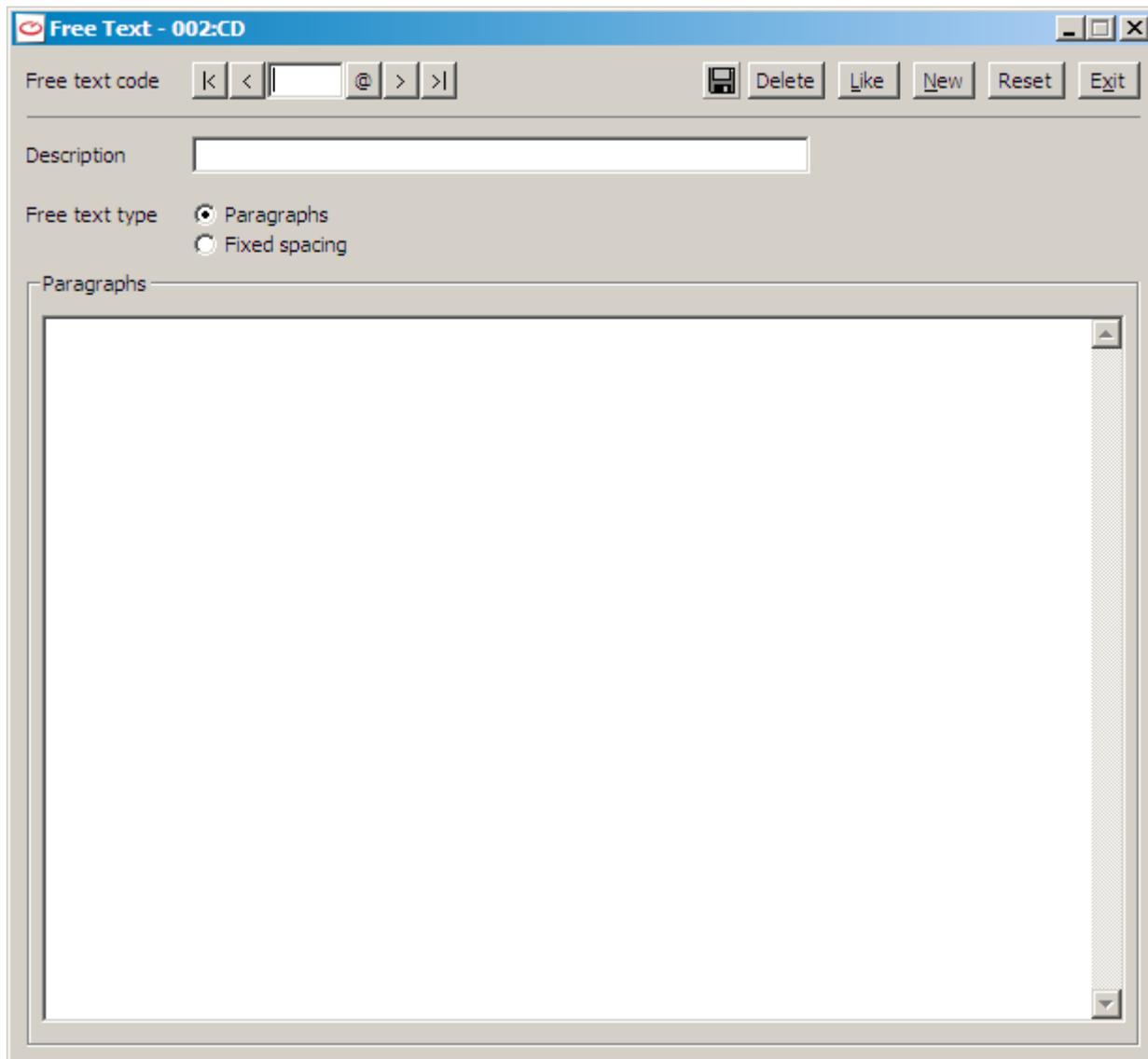
The Currency for British Pounds is already defined and cannot be edited.

3. To create a new currency select the button **New** and in the field **Currency** type in a code for that currency (for example EURO).
4. Then in the field **Description** enter a description of that currency.
5. In the field **Exchange** rate enter the exchange rate of that currency (for instance 1.13869 Euros = £1, then enter 1.13869. This field must be kept up-to date.
6. In the field **Symbol** enter the symbol for that currency (for instance €. Hint the symbol for Euro is Ctrl, Alt,4 on the keyboard)
7. Then click on the diskette to save the details about that currency.
8. Alternatively you may enter a new code at the field Currency and then select the button Like and choose an existing currency that you wish this new currency to be like.
9. To delete a currency select that currency and then select the **Delete** button. You will be asked to confirm that you wish to delete the currency.
10. Finally select **Exit**.

FREE TEXT

To define free text to be used within **WinAccs** or **WinStock** obey the following :-

1. Select the **Maintenance** option from the **WinAccs** or **WinStock** menu.
2. Select **Free text**.
3. The following screen will be displayed :-

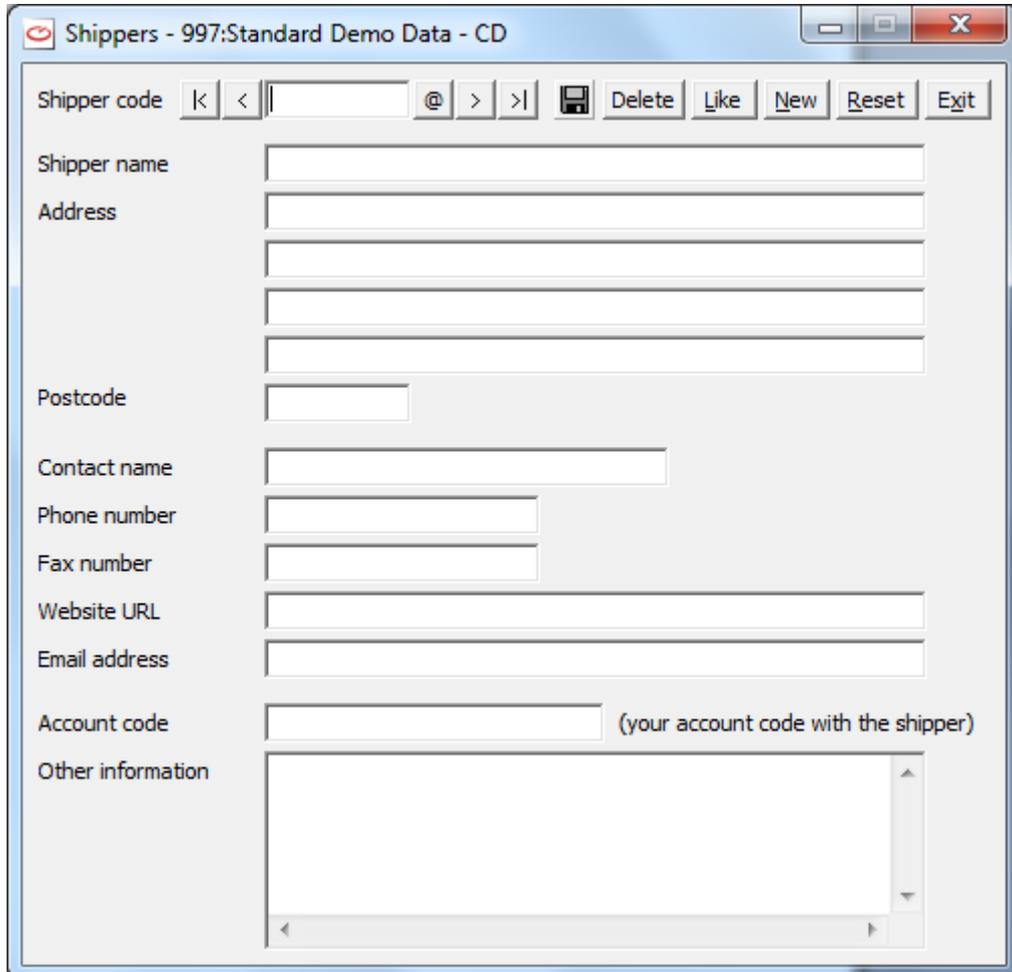


4. To define new text select the button **New** and enter a unique code for this free text in the field **Free text code**.
5. In the field **Description** you must enter a description for this text.
6. Select that the text should be either **Paragraphs** - which means that the text that you type in the space below will wrap around. Alternatively select **Fixed spacing** - which means that this will allow text upto exactly 80 characters per line and then you have to press Tab to get to the next line.
7. **Save** this free text.
8. To define text like a free text that you have already defined enter the code for the new text, then select the button **Like** and define which text that is already defined that you wish this new text to be like. You may alter the text and then **Save**.
9. To delete a free text that you have already defined, select the code for that text at the field **Free text code** and then select the button **Delete**. You will be asked to confirm that you want the free text deleted.
10. Once you have saved some free text you may select that free text. If you start changing that text and then decide you do not wish to record the changes you have made since the Save then select **Reset** and the new changes will not be recorded.
11. Finally select **Exit**.

SHIPPERS

To define shippers that may be used for shipping stock, obey the following :-

1. From the **WinStock** menu select **Maintenance, Shippers**.
2. The following screen will be displayed :-

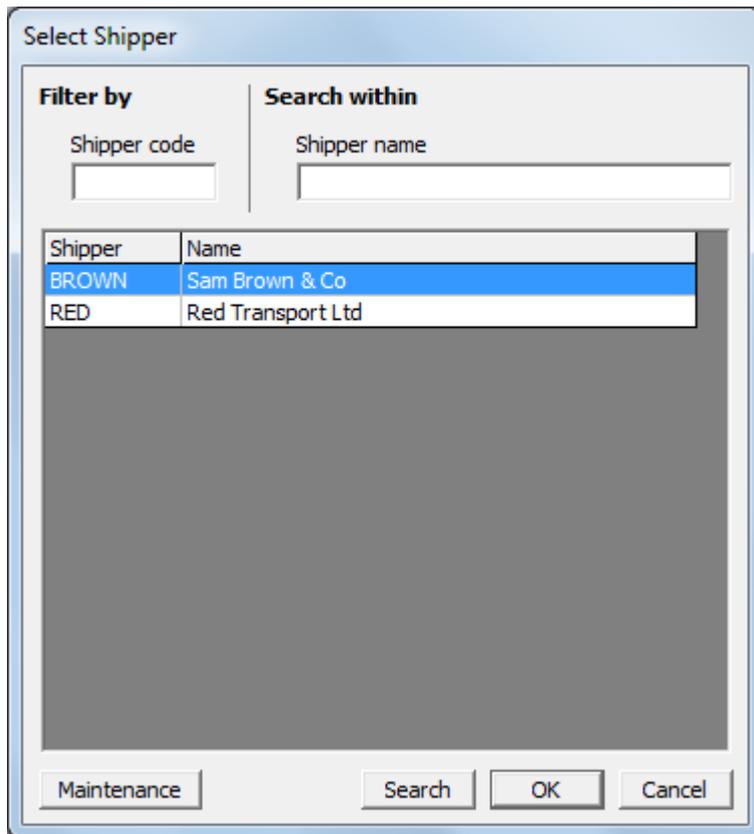


The screenshot shows a software window titled "Shippers - 997:Standard Demo Data - CD". The window contains a form with the following fields and controls:

- Shipper code**: A text input field with navigation buttons (left arrow, right arrow, @, >, >|) and action buttons (Delete, Like, New, Reset, Exit).
- Shipper name**: A text input field.
- Address**: Three stacked text input fields.
- Postcode**: A text input field.
- Contact name**: A text input field.
- Phone number**: A text input field.
- Fax number**: A text input field.
- Website URL**: A text input field.
- Email address**: A text input field.
- Account code**: A text input field with a note "(your account code with the shipper)".
- Other information**: A large text area with scrollbars.

3. To create a new currency select the button **New** and in the field **Shipper code** type in a unique code for that shipper. You may then select **Like** and select an existing Shipper code to copy the details of that to this new shipper.
4. Enter the details for this new shipper and then Save.
5. To delete a shipper select the code of that shipper and when the details are displayed selected **Delete**. You will be asked to confirm that you wish to delete this shipper.
6. Finally select **Exit**.

Now when entering a sales order, when you are on the header tab you can select a shipper code. Click on the @ to the right of the field **Shipper code** and you will see the screen, headed **Select Shipper** similar to the following :-



Highlight the required shipper and select **OK**.

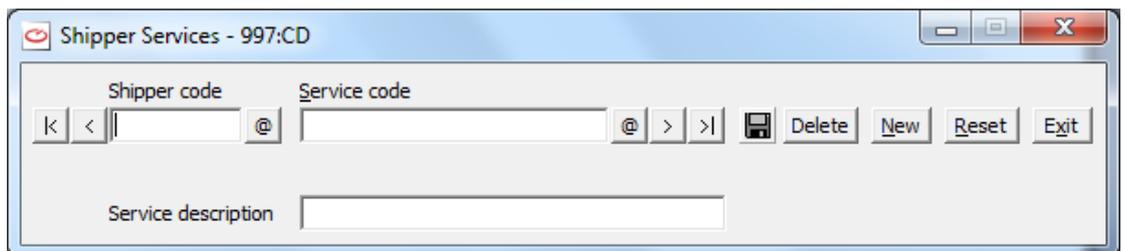
Or you may enter some part of the shipper code or some part of the shipper name and select **Search** to help you to find the required shipper and then select **OK**.

If you select the button **Maintenance** you will be taken to the **Shipper Maintenance** screen where you can edit a shipper.

SHIPPER SERVICES

To define the services that each shipper uses , obey the following :-

1. From the **WinStock** menu select **Maintenance, Shipper services**.
2. The following screen will be displayed :-



3. To create a new shipper service select the button **New** and in the field **Shipper code** select the existing shipper code for which you wish to define the shipper service.. Enter a unique code for that shipper service.
4. Enter the description for that shipper service and then Save.
5. To delete a shipper service select the code of that shipper service and when the details are displayed selected **Delete**. You will be asked to confirm that you wish to delete this shipper service.

6. Finally select **Exit**..

Now when entering a sales order, when you are on the header tab you can select a service code. Click on the @ to the right of the field **Service code** and you will see the screen, headed **Select Service** similar to the following :-

Shipper	Service	Description
BROWN	England	Shipping within Engl;and
BROWN	Northern Ireland	Shipping to Northern Ireland
BROWN	Scotland	Shipping to Scotland
BROWN	Wales	Shipping to Wales
RED	EU	Ship to EU
RED	UK	Ship within the UK

Highlight the required service and select **OK**.

Or you may enter some part of the shipper code or some part of the service code or some part of the service description and select **Search** to help you to find the required service and then select **OK**.

If you select the button **Maintenance** you will be taken to the **Shipper Services** screen where you can edit a shipper service.

NOTES

You may add notes to any stock item in **Maintenance**, **Stock maintenance**, **Stock items** by selecting the button **Add new note**. Using this facility you may record many more details about a stock item and you may record on the system that you want **WinStock** to remind you, on a particular date, whenever you open this company that an action is to be taken concerning this stock.

The Notes facility is also available on Sales orders, Purchase orders and Quotations.

A note may be any text and may be marked with a priority mark.

If information about this stock item is held on a document which uses other software (such as a WORD document, an EXCEL document) you can record this on the tab **Notes** and may refer to that document from there.

Adding a Note

When you have selected the button to add a note, a screen similar to the following will be displayed :-

The screenshot shows a dialog box titled "Add New Note" for a stock item "Stock - ACERMINIT - Chairs, dining-roon set of 6". It features a large text area for notes, a "High priority note" checkbox, a "Would you like a reminder about this note?" checkbox with a "Date" field, and an "Attach external document" section with a "Select" button and a text input field. "Save" and "Cancel" buttons are at the bottom right.

On this screen add any notes you wish to record. These are in Notepad-type text of almost any length.

You may mark this note as a High priority note.

If you would like a reminder about this note then select the box **Would you like a reminder about this note?**. Then in the field **Date** enter the date that you would like a reminder.

You may have already have information about this stock item in a document produced on other software (such as a letter written as a WORD document). You may select in the field **Attach external document** the document you wish to link to this stock item by using the button **Select**.

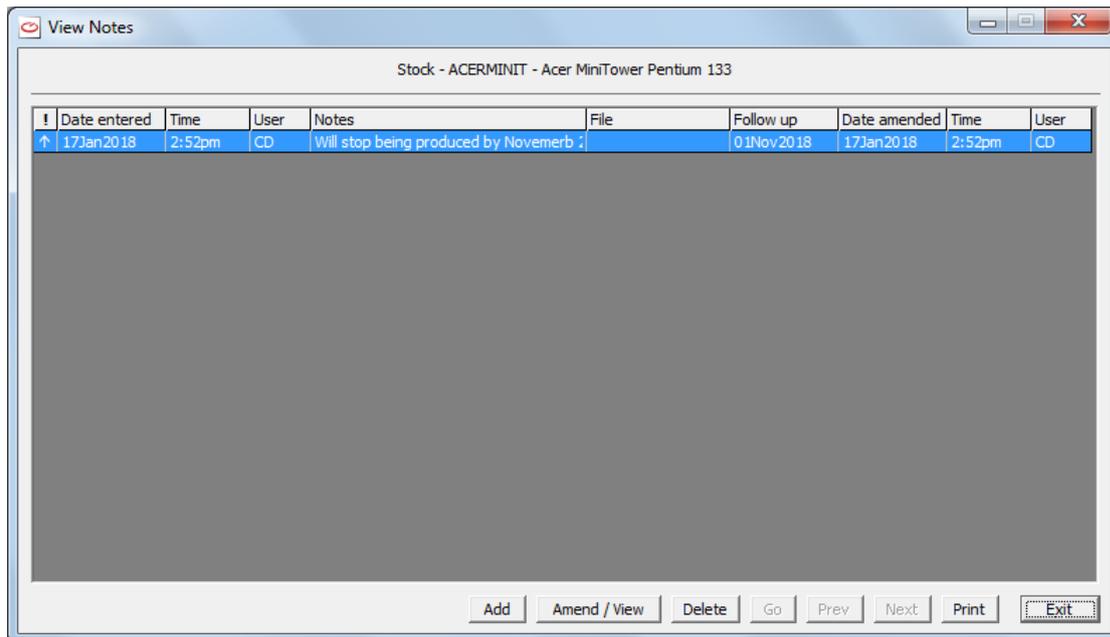
If you wish to view this document select the button **Go**.

Finally click on **Save**.

Viewing Notes

When you have entered notes for a stock item, you may wish to view them by selecting the button **View notes**.

1. A screen similar to the following will be displayed :-



This is showing :-

Heading	Information
!	This says ↑ if the note is High Priority (else it is blank).
Date entered	This displays the date that the note was first written.
Time	This displays the time on that date that the note was written.
User	This displays which user was the last to write to or amend this note.
Notes	This displays the text of the note.
File	This displays the filename which you chose to link to this note.
Follow up	This records the follow up date when you want a reminder about this note.
Date amended	This displays the date when the note was last amended.
Time	This displays the time when the note was last amended.
User	This displays which user made the last amendment to this note.

2. Select the button **Add** to add a note.
3. Select the button **Amend/View** to amend or view the note.
4. Select the button **Delete** to delete the note.
5. Select the button **Go** to display the file that this note is linked to.
6. If you have more than one page worth of notes for this stock item you could select **Next** to see the next page of notes (and then you could select **Prev** to see the earlier page of notes).
7. Finally select **Exit** to exit.

Note reminder

When you have entered notes for a stock item, then if you have entered that you want a reminder on a particular date, then, as soon as you enter **WinStock** and open this company then you will see that reminder - see [REMINDERS](#) in **CHAPTER 3 : GETTING STARTED**. If you close this reminder screen without dealing with any reminder for today then the reminder screen will be displayed about an hour later.

CHAPTER 5 : STOCK

OVERVIEW OF STOCK

Defining Sites, Bins, Stock Groups and Stock items is described in [OVERVIEW OF MAINTENANCE](#) in [CHAPTER 4 : MAINTENANCE](#) .

This chapter describes stock adjustments. Stock adjustments cannot be made for items defined as type non-stock.

- setting up on the system the parameters used by **WinStock** for the company concerning operations using stock, such as whether the default should be to despatch from stock and to deliver to stock,
see [STOCK PARAMETERS](#) on page 107.
- how to enter on to the **WinStock** system the opening balances for each stock item i.e. how much of each stock item you have in stock when you initiate using **WinStock** for the first time,
see "[OPENING BALANCES](#)" on page 108.
- adjusting the count of the stock, perhaps as a result of a formal stock take,
see "[STOCK COUNTS](#)" on page 109.
- re-locating stock items from one bin to another,
see "[RE-LOCATE STOCK](#)" on page 110.
- internally transferring stock,
see [INTERNAL TRANSFERS](#) on page 111.
- revalue stock
see [REVALUATE STOCK](#) on page 114
- revalue batch stock
see [REVALUATE BATCH STOCK](#) on page 118
- revalue FIFO stock
see [REVALUATE FIFO STOCK](#) on page 120
- adjusting the count of available stock
see [COUNT UPDATE](#) on page 121
- depreciating batch stock
see [BATCH STOCK DEPRECIATION](#) on page 126.

STOCK PARAMETERS

The Stock Parameters facility allows you to set up on the system the parameters used by **WinStock** for the company concerning operations using stock, such as the stock code display width, and default stock type.

To set up the stock parameters, obey the following procedure :-

1. From the **WinStock** menu, select the **Maintenance** option.
2. Next select **Stock parameters**.
3. The **Company Stock Parameters** screen will be displayed. On this screen you can select to consolidate stock movements to nominal, can select the stock code display width and set the default stock type.
4. Choose **Exit**.

OPENING BALANCES

The setting up of sites, bins, stock groups and stock items is described in [OVERVIEW OF MAINTENANCE](#) in **CHAPTER 4 : MAINTENANCE** .

You have now set up on the **WinStock** database all your stock items, but so far you have not told the system the how many of each stock item you have in stock. When you decide to go live with **WinStock**, you should count all your stock, or the stock in a particular area, and feed these stock balances into the **WinStock** database. This requires very careful planning and management to effect without causing major disruptions to your whole operation.

You cannot have an opening balance for an item defined as type non-stock.

NEGATIVE STOCK QUANTITIES

Usually the stock quantities must be positive but it is possible to allow negative stock quantities by logging in as BOSS , selecting **Settings, Stock Invoicing options per company (Stokoptn.ini)**, selecting [**Winstock options**], **Properties**. Select **Allow negative stock (Fixed/Average)** and select **y** , then **Apply** and **Save** and **Exit**.

Now for stock that is defined as fixed or average for the **Valuation Type** in **Stock Maintenance** you may have negative quantities of stock.

OPENING STOCK BALANCES

To set up, on the **WinStock** system, the details of how much of each stock item is initially held by your company, obey the following procedure :-

1. From the **WinStock** menu, select the **Stock adjustments** option.
2. Next select **Opening balances**.
3. Select the stock code either by entering it or by using the Code Lookup facility @ to find it. Alternatively if you are registered for **Batch Valuation**, then you can select the required stock by using the field to the right of the field **Bin** to enter the batch ID of the stock and then select **Find**. It will populate the stock code field and the first location it finds for that batch.

If you attempt to create an opening balance for a stock item for which you have previously set an opening balance, you given a warning and asked if you would like to go to the program Stock Counts (i.e. to correct the stock count) see [AMENDING THE STOCK COUNT](#) on page 109. Choose **Yes** to do so. (Choosing No will only allow you to enter a stock code on the Opening Balances screen for which no opening balance has yet been set up).
4. Enter the bin number for this stock, and then enter the opening details for this stock such as initial stock count, the price per unit and the opening balances nominal code for this stock item.
5. Choose **OK** to record the information for this stock item.
6. If the stock chosen has **Valuation Type** Batch then the screen headed **Add Batch Information** will be displayed. For further details see [BATCH VALUATION TYPE FOR A STOCK ITEM](#) in **CHAPTER 4 : MAINTENANCE**.
7. The details of this transaction will be displayed on the right of the screen in a column that displays the last five transactions that you have entered within this batch.

8. If you click on **Reset** then all the fields except the **Stock code** and **Transaction date** will be reset to blanks.
9. If you tick the field **Retain last entered**, then when you click on **OK** the values in the fields will be retained on the screen after they have been recorded and displayed to the right of the screen.
10. When you have entered the initial balances for all the required stock items, choose **Exit**.

STOCK COUNTS

This function allows you to correct the **WinStock** records so that they will correspond to the actual count of stock in a particular bin, possibly as a result of a formal stock take.

You cannot have a stock count for an item defined as type non-stock.

AMENDING THE STOCK COUNT

To update the stock count of the stock in a particular bin, obey the following procedure :-

1. From the **WinStock** menu, select the **Stock adjustments** option.
2. Next select **Stock counts**.
3. Select the stock code either by entering it or by using the Code Lookup facility @ to find it.
4. Select the bin either by entering it or using the Code Lookup facility @ to find it.
5. Alternatively if you are registered for **Batch Valuation**, then you can select the required stock by using the field to the right of the field **Bin** to enter the batch ID of the stock and then select **Find**. It will populate the stock code field and the first location it finds for that batch.
6. Enter the new stock count.
7. Choose **OK** to record this change, (or choose **Reset** to not record the changes and to reset the stock count on this screen to blank).
8. If the stock chosen has **Valuation Type Batch** and the new stock count is greater than it was previously then you are asked if this extra stock is to go into a new batch or to an existing batch. If you say it is to go into an existing batch you will see the screen headed **Select Batches For Return**. If you say you want the extra stock to go to a new batch then you will see the screen headed **Add Batch Information**.

But if the new stock count is less than it was previously then the screen headed **Get Quantities From Batch** will be displayed.

For further details see [BATCH VALUATION TYPE FOR A STOCK ITEM](#) in **CHAPTER 4 : MAINTENANCE**.

9. The details of this transaction will be displayed on the right of the screen in a column that displays the last five transactions that you have entered within this batch.
10. If you click on **Reset** then all the fields except the **Stock code** and **Transaction date** will be reset to blanks
11. If you tick the field **Retain last entered**, then when you click on **OK** the values in the fields will be retained on the screen after they have been recorded and displayed to the right of the screen.
12. When you have entered the initial balances for all the required stock items, choose **Exit**
13. You may now enter another stock code and bin and amend its stock count.
14. When you have completed the amendments choose **Exit**. If you have selected **Stock Audit Trail = yes** in **[General]** in **Winstock.ini** then the audit trail report will be printed.

RE-LOCATE STOCK

This function allows stock movements to take place between one bin and another.

There are no financial implications to this transaction and hence no journals are sent to **WinAccs**.

RE-LOCATING STOCK

To re-locate stock from one bin to another, obey the following procedure.

You cannot relocate stock for an item defined as type non-stock.

1. From the **WinStock** menu, select the **Stock adjustments** option.
2. Next select **Re-locate stock**.
3. The screen headed **Stock Movements** will be displayed. Select the stock code of the stock you wish to re-locate either by entering the code or by using the Code Lookup facility @ to find it.

If it is batch stock that you wish to re-locate then you may either select the stock code at the field **Stock code** or on the right of the screen in the field **Find stock by batch ID** you may enter the batch ID of the required stock and then click on **Find**.

4. Select the bin from which you are moving the stock. The quantity of this stock in this bin is displayed. Next select the bin to which you are moving it and the quantity of this stock to be re-located.

For stock which is not of **Valuation type** Batch the bottom half of the screen will be blank as it is irrelevant.

5. Choose **Ok** to record the changes, (else choose **Clear** to clear all the fields).
6. If the stock chosen has **Valuation Type** Batch then the screen headed **Stock movements** will list in the bottom half the batches that exist for this stock - for example

The screenshot shows the 'Stock movements' window. The form fields are as follows:

- Stock code: ABATCH1 (with a code lookup button @ and the text 'First batch')
- Find stock by batch ID: 250517.0004 (with a 'Find' button)
- From bin: ALLSAFE (with a code lookup button @ and the text 'CROYDON stock in reserve')
- To bin: (empty, with a code lookup button @)
- Existing quantity: 1 in the selected batch
- Quantity to move: (empty) item
- Commentary: (empty)
- Buttons: Clear, OK, Exit

Below the form is a table titled 'Stock batches' with the following data:

Batch ID	Serial No	Account	Name	Order No	Location / Bin	Reference	Qty
250517.0002	TH1b				ALLSAFE	OB ABATCH1 5 item First bz	1
250517.0003	TH1c				ALLSAFE	OB ABATCH1 5 item First bz	1
250517.0004	TH1d				ALLSAFE	OB ABATCH1 5 item First bz	1
250517.0005	TH1e				ALLSAFE	OB ABATCH1 5 item First bz	1

This is showing that 4 batches of the stock ABATCH1 (which has **Valuation type** Batch) exist. The third line in the list of batches is selected and so the field **Existing quantity** says the quantity in this selected batch is 1. You may select a different batch for the stock to be re-located from by selecting

another line in the bottom half of the screen. You may only select 1 batch from which to re-locate stock in any one transaction.

In the field **To bin** select the bin to which you wish this stock to be re-located. In the field **Quantity to move** enter how much of this stock you wish to re-locate. In the field **Commentary** enter some text as a comment on this re-location. Finally select **OK** and the stock will be re-located

7. You may enter details of the stock movements of other items of stock.
8. When you have completed recording all the stock movements, choose Exit.

INTERNAL TRANSFERS

The Internal Transfers facility is used to record on the system :-

- adding stock,
- removing stock,
- transferring stock from job to job, (but not physically moving stock),
- transferring stock to a job,
- transferring to stock from job.

You cannot do internal transfers for an item defined as type non-stock.

The internal transfers function has a template function that allows a batch of stock movements or other transfers to be carried out repeatedly. A clarifying example might be the assembly of a bicycle. Take from stock a chain, a set of pedals, a seat, a set of wheels, a frame and so on and then put into stock one bicycle. The advantage of storing these transfers as a template is that all those stock movements are held in one place and can be performed as often as is necessary, thus saving on input time and ensuring accuracy. Internal transfers thus allow you to move stock around without using sales and purchase orders. The stock value (not the sale value) on the nominal ledger will remain unchanged. A non-stock item in such a template might be the labour that is necessary to assemble the bicycle.

INITIATING INTERNAL STOCK TRANSFERS

To initiate using Internal Stock Transfers, obey the following procedure :-

1. From the **WinStock** menu, select the **Stock adjustments** option.
2. Next select **Internal transfers**.

Choosing Internal Transfers invokes the internal transfer template screen, headed Internal stock transfers. Any stock movement can be saved as a template. To do this, choose the button Get (or Save as) a Template at the bottom of the screen and provide a template code and description. You can access any of the existing templates by choosing the Code Lookup facility @ symbol and then selecting the template or by typing in the code for the required template. A template can be seen as a batch of stock movements that has already been set up and that might have to be used in the future.

If you are creating a new stock movement or modifying an existing one, there is certain information that you will have to provide. From the drop-down menu at the top left-hand side of the screen, select the type of transfer that is to be performed. Transfers can be :-

- Add to stock,
- Remove from stock
- No stock movement,
- From Stock to Job,
- To Stock from Job.

ADDING TO STOCK

1. Having selected **Stock Adjustments** from the **WinStock** menu and then **Internal transfers**, the screen displayed will be headed **Internal stock transfers**. To add stock select **Add to stock** in the field at the top left-hand of the screen.
2. Enter the details of stock you wish to add to the system and the bin number where you want the stock to be.
3. If you wish to alter the layout of the field **Commentary** then select the button **Construct Commentary**. The following screen will be displayed :-



Initially this shows the default setting for the commentary for this type of transfer. To change this, enter in the field **Construct commentary** whatever parameters you require in the order you require them to be on the commentary taken from the list below. You may also enter text you require to be in the commentary. Then select **Save**. At any later stage you may select **Restore default** to return to the initial default settings.

4. Choose **Detail Ok** to enter the details of this stock transfer to the table in the bottom half of the screen, headed **Transfer Details List**. Alternatively choose **Reset Detail** to not transfer these details to the table below and to reset the fields in the **Transfer Detail Entry** box to blanks.
5. You may enter details of other stock additions in a similar way. You may also add details about **Stock Removal**, **No Stock Movement**, **From Stock to Job** or **To Stock from Job**.
6. If you wish to edit the details of a transfer which you have already entered and which is displayed in the box headed **Transfer Details List**, position the cursor on that line and double click the mouse. The details will be transferred to the **Transfer Detail Entry** box. You may alter any of the details and then choose **Detail Ok**.

To delete a transfer which you have already entered and which is displayed in the **Transfer Details List**, select that transfer and choose **Delete**. The transfer details will be deleted.

7. When all the transfer details are correct, choose the button **Post** at the bottom right-hand of the screen. If you have selected **Stock Audit Trail = yes** in **[General]** in **Winstock.ini** then the audit trail report will be printed.

The posting will be given the date that is at the very top of the screen, which is by default today's date. This date may be changed, before posting the transfers, if required.

You cannot post an unbalanced transaction.

8. You may choose to store this list of transfers as a template - see "[STORING TRANSFERS AS A TEMPLATE](#)" on page 114.
9. Instead of posting the transfers, you may choose **Reset** to set the whole screen to blanks i.e. to ignore any transfers that you have just entered on the screen.
10. Finally choose **Exit**.

REMOVING FROM STOCK

1. Having selected **Stock Adjustments** from the **WinStock** menu and then **Internal transfers**, the screen displayed will be headed **Internal stock transfers**. To remove stock select **Remove from Stock** in the field at the top left-hand of the screen.
2. Enter the details of stock you wish to remove from the system and the bin number from which you want to remove the stock.
3. For more details see "[ADDING TO STOCK](#)" on page 112.

NO STOCK MOVEMENT

This type of transfer is used if stock is not being physically moved from bin to bin, but is being transferred from one job to another. You will probably set up two details lines, one major and one minor cost heading before choosing the button **Detail Ok**.

1. Having selected **Stock Adjustments** from the **WinStock** menu and then **Internal transfers**, the screen displayed will be headed **Internal Stock Transfers**. To transfer stock from one job to another select **No stock movement** in the field at the top left-hand of the screen.
2. Enter the details of the stock you wish to move from its present bin and the present bin number. Fill in the quantity, the rate and value. Supply whether this is a credit or a debit by using the drop-down on the right of the field Value.
3. Choose **Detail Ok**.
4. Next enter the details of the same stock and enter the target bin number. Fill in the quantity, the rate and value. Supply whether this is a credit or a debit by using the drop-down on the right of the field Value.
5. Choose **Detail Ok**.
6. For more details see "[ADDING TO STOCK](#)" on page 112.

FROM STOCK TO JOB

This facility is used to transfer stock to a job.

1. Having selected **Stock Adjustments** from the **WinStock** menu and then **Internal transfers**, the screen displayed will be headed **Internal stock transfers**. To transfer stock to a job select **From Stock to Job** in the field at the top left-hand of the screen.
2. The cursor will now be at the field Stock Code. Enter the details of the stock you wish to move, its present bin number, the quantity to be moved, the rate and value. Supply a contract and a cost heading for the job.
3. Choose **Detail Ok**.
4. For more details see "[ADDING TO STOCK](#)" on page 112.

TO STOCK FROM JOB

This facility is used to transfer stock from a job.

1. Having selected **Stock Adjustments** from the **WinStock** menu and then **Internal transfers**, the screen displayed will be headed **Internal stock transfers**. To transfer stock from a job select **To Stock From Job** in the field at the top left-hand of the screen.
2. The cursor will now be at the field Stock Code. Enter the details of the stock you wish to move, the bin number to which it is to be moved, the quantity to be moved, the rate and value. Supply the contract and the cost heading for the job.
3. Choose **Detail Ok**.
4. For more details see "[ADDING TO STOCK](#)" on page 112.

STORING TRANSFERS AS A TEMPLATE

On the screen headed Internal Stock Transfers you will enter internal transfers. If these transfers are to be repeated regularly you may wish to save the transfers as a template.

When the transfer details you wish to store are complete, in the box headed Transfer Details list, choose the button **Get (or Save as) a Template** which is located at the bottom of the screen.

You are asked to type a unique template name (maximum 10 characters) and a description. This description is mandatory. Choose the button **Save Template**.

On subsequent uses of the Internal Transfers program, if you wish to use these same transfers, choose the button **Get (or Save as) a Template** and enter the name of this template. Alternatively use the Code Lookup facility @. When you have selected the template all the details of the transfers in this template are copied into the box headed Transfer Details List.

If you wish to delete a template that you have stored select it as above, and then choose **Delete Transfer**. If you do not wish to use the transfer details for this template, which will now be displayed in the Transfer Details List, you must choose **Reset** at the bottom of the screen to clear that box.

REVALUATE STOCK

The **Revalue Stock** facility allows you to retrospectively revalue stock movements. It also updates the stock value and optionally, the fixed price. If you are posting WinAccs journals, it also posts a journal for the difference in stock value.

You cannot revalue stock for an item defined as type non-stock. To revalue stock of valuation type Batch see [REVALUATE BATCH STOCK](#) on page 118. To revalue stock of valuation type FIFO see [REVALUATE FIFO STOCK](#) on page 120.

You cannot revalue stock for an item defined as valuation type Fixed. For such items go to Stock Maintenance, Stock Items and change the price.

To use this facility obey the following procedure :-

1. From the **WinStock** menu, select the **Stock adjustments** option.
2. Next select **Revalue stock**.
3. The following screen, headed **Stock Revaluation**, will be displayed.

099:CD - Stock Revaluation

Stock code: @

From date: 01Jul2015

Step 1: Get movements

S=Start, E=End, I=Included

Date	Type	Qty	Rate	Value	New rate	New value	S	E	I
Select a start row (S) and an end row (E). This will automatically select rows with the same value as the start row. Override the default selection with the included column (I).									

Cost to apply: This value applies to the overall movement value of the selected start row, it is not a rate adjustment.

Step 2: Calculate

Stock adjustment:

Adjustment date: 29Sep2015

Update fixed price:

Step 3: Revalue

Reset Exit

4. At the field **Stock code** select the code of the stock you need to revalue. You may only revalue stock of **Valuation type** Average here. To revalue stock of **Valuation type** Batch see [REVALUATE BATCH STOCK](#) on page 118 . To revalue stock of type Fixed go to Stock Items and change the price – see [STOCK ITEMS](#) in **CHAPTER 4 : MAINTENANCE..**
5. In the field **From date** will be the date 90 days ago. You may select the date from which you need to revalue this item of stock. Then click on **Step 1 : Get movements**.
6. The screen will now display the transactions concerning the chosen stock item from (and including) the date you have chosen. For instance :-

297:CD - Stock Revaluation

Stock code: B-DRTABWH @ Dressing table, whitewood

From date: 01Jul2015

Step 1: Get movements

S=Start, E=End, I=Included

Date	Type	Qty	Rate	Value	New rate	New value	S	E	I
25Sep2015	ADJ_GDS_OU	-1	80.000	£-80.00					
29Sep2015	INTL_DELIV	-2	80.000	£-160.00					
29Sep2015	INTL_DELIV	2	80.000	£160.00					
29Sep2015	INTL_XFR	-3	80.000	£-240.00					
29Sep2015	ADJ_GDS_OU	-4	80.000	£-320.00					
29Sep2015	ADJ_GDS_IN	6	80.000	£480.00					

Select a start row (S) and an end row (E). This will automatically select rows with the same value as the start row. Override the default selection with the included column (I).

Cost to apply: This value applies to the overall movement value of the selected start row, it is not a rate adjustment.

Step 2: Calculate

Stock adjustment:

Adjustment date: 29Sep2015

Update fixed price:

Step 3: Revalue

Reset Exit

- Click in the column headed **S** (for Start) on the row where you want the stock revaluation to start. Then click in the column headed **E** (for End) where you want the stock revaluation to end.
- All the rows between your chosen Start and End rows will be highlighted. The rows which have the same value (plus or minus 3p) for the Rate as the row with the selection for the Start will have an **I** (for Included) in the column headed **I**. If you wish to exclude some rows from the changes then click in the column headed **I** for those rows and the I will disappear from those rows.

297:CD - Stock Revaluation

Stock code: B-DRTABWH @ Dressing table, whitewood

From date: 01Jul2015

Step 1: Get movements

S=Start, E=End, I=Included

Date	Type	Qty	Rate	Value	New rate	New value	S	E	I
25Sep2015	ADJ_GDS_OU	-1	80.000	£-80.00					
29Sep2015	INTL_DELIV	-2	80.000	£-160.00					
29Sep2015	INTL_DELIV	2	80.000	£160.00			S		I
29Sep2015	INTL_XFR	-3	80.000	£-240.00					I
29Sep2015	ADJ_GDS_OU	-4	80.000	£-320.00					I
29Sep2015	ADJ_GDS_IN	6	80.000	£480.00				E	I

Select a start row (S) and an end row (E). This will automatically select rows with the same value as the start row. Override the default selection with the included column (I).

Cost to apply: 50.00 This value applies to the overall movement value of the selected start row, it is not a rate adjustment.

Step 2: Calculate

Stock adjustment: £30.00

Adjustment date: 29Sep2015

Update fixed price: £110.00

Step 3: Revalue

Reset Exit

- Then in the field **Cost to apply** enter the value of the cost to apply to these transactions. Click on the button **Step 2 : Calculate**.
- The new values will be shown for each row :-

297:CD - Stock Revaluation

Stock code: B-DRTABWH @ Dressing table, whitewood

From date: 01Jul2015

Step 1: Get movements

S=Start, E=End, I=Included

Date	Type	Qty	Rate	Value	New rate	New value	S	E	I
25Sep2015	ADJ_GDS_OU	-1	80.000	£-80.00					
29Sep2015	INTL_DELIV	-2	80.000	£-160.00					
29Sep2015	INTL_DELIV	2	80.000	£160.00	110.000	£220.00	S		I
29Sep2015	INTL_XFR	-3	80.000	£-240.00	110.000	£-330.00			I
29Sep2015	ADJ_GDS_OU	-4	80.000	£-320.00	110.000	£-440.00			I
29Sep2015	ADJ_GDS_IN	6	80.000	£480.00	110.000	£660.00		E	I

Select a start row (S) and an end row (E). This will automatically select rows with the same value as the start row. Override the default selection with the included column (I).

Cost to apply: £60.00 This value applies to the overall movement value of the selected start row, it is not a rate adjustment.

Step 2: Calculate

Stock adjustment: £30.00

Adjustment date: 29Sep2015

Update fixed price: £110.00

Step 3: Revalue

Reset Exit

In this case the **Cost to apply** was £60. The quantity for the Start row was 2 so the new rate will be the old Rate plus (60/2) i.e. [80 + 30] = 110. Then all the other selected rows have this New rate applied to them to give the New value for each row.

11. Below will be displayed the **Stock adjustment** value caused by the changes to all the selected rows and the **New fixed price** of the stock. In the field **Adjustment date** you may select the date for the adjustment to be made to the journal posting. Using this you can apply revaluation costs to the previous month for accounting purposes.
12. You may select to **Update fixed price**.
13. Then select **Step 3 : Revalue**.
14. You will be told that the chosen stock has been revalued.
15. Finally select **Exit**.

REVALUATE BATCH STOCK

This program is to write off old stock or depreciate old stock. This might be used where stock had been returned and has been refurbished so has a lower cost, or for goods that have been damaged in manufacturing. You would still sell them but at a lower price.

To revalue stock of valuation type Fixed or Average see [REVALUATE STOCK](#) on page 114. To revalue stock of valuation type FIFO see [REVALUATE FIFO STOCK](#) on page 120.

To use Revalue batch Stock obey the following procedure \;-

1. From the **WinStock** menu, select the **Stock adjustments** option.
2. Next select **Revalue batch stock**.
3. The following screen, headed **Revalue Batch Stock** will be displayed.

4. At the field **Stock code** select the stock code of the stock to be revalued (which must have a **Valuation type Batch**) and then select **Step 1 : Get batches**.

- Alternatively you may enter a batch ID in the field **Find stock code from batch ID** and select **Find** or press **Enter**. This will then fill the **Stock code** field with the batch stock that is in that Batch ID. Then select **Step 1 : Get batches**.
- A screen similar to the following will be displayed listing the batches for this stock.

Batch ID	Location / Bin	Reference	Qty	Cost	Value
1	CENTRAL	OB ABATCH 30 item Batch c	23	20.000	460.00
2	CENTRAL	SD POS00096/Batch of mat	7	15.000	105.00
3	CENTRAL	GI ABATCH 25 item Batch o	19	15.000	285.00
1	ALLSAFE	relocate 3	3	15.000	45.00
4	ALLSAFE	SC ABATCH 6 Count update	3	17.213	51.64

Below the table, there are input fields for 'New cost', 'Date' (set to 16Nov2016), and 'Comments'. The 'Step 2: Apply new cost' button is at the bottom.

- Select the line which you wish to reevaluate and enter the new cost in the field **New cost**. You may select the date for which the revaluation is to take place and you must enter text in the field **Comments**.

Batch ID	Location / Bin	Reference	Qty	Cost	Value
1	CENTRAL	OB ABATCH 30 item Batch c	23	20.000	460.00
2	CENTRAL	SD POS00096/Batch of mat	7	15.000	105.00
3	CENTRAL	GI ABATCH 25 item Batch o	19	15.000	285.00
1	ALLSAFE	relocate 3	3	15.000	45.00
4	ALLSAFE	SC ABATCH 6 Count update	3	17.213	51.64

The 'New cost' field now contains '18', the 'Date' is '16Nov2016', and the 'Comments' field contains 'increase to 18'. The 'Step 2: Apply new cost' button is highlighted.

- Then select the button **Step 2 : Apply new cost**.
- The revaluation will take place and you will be informed that that has happened.

10. Finally select **Exit**.

REVALUATE FIFO STOCK

The **Revalue FIFO Stock** facility allows you to revalue FIFO stock.

Only stock items valued as FIFO or LIFO are valid for this process. To revalue stock of valuation type Fixed or Average see [REVALUATE STOCK](#) on page 114. To revalue stock of valuation type Batch see [REVALUATE BATCH STOCK](#) on page 118 .

To use this facility obey the following procedure :-

1. From the **WinStock** menu, select the **Stock adjustments** option.
2. Next select **Revalue FIFO stock**.
3. The following screen, headed **Revalue FIFO stock** will be displayed.

Location / Bin	Entry	Date	PO No	Qty	Cost	Value
----------------	-------	------	-------	-----	------	-------

4. At the field **Stock code** select the code of the FIFO/LIFO stock you need to revalue. You may only revalue stock of **Valuation type** FIFO/LIFO here. To revalue stock of valuation type Fixed or Average see [REVALUATE STOCK](#) on page 114. To revalue stock of **Valuation type** Batch see [REVALUATE BATCH STOCK](#) on page 118 .
5. Then click on **Step 1 : Get FIFO/LIFO**.
6. The screen will now display the details of the chosen stock including its present cost. In the field **New cost** enter the new cost for this stock item.
7. In the field **Date** will be shown today's date. This may be changed.
8. In the field **Comments** you must enter a comment.
9. Then click on **Step 2 : Apply new cost**.

10. The cost will be applied.
11. Finally select **Exit**.

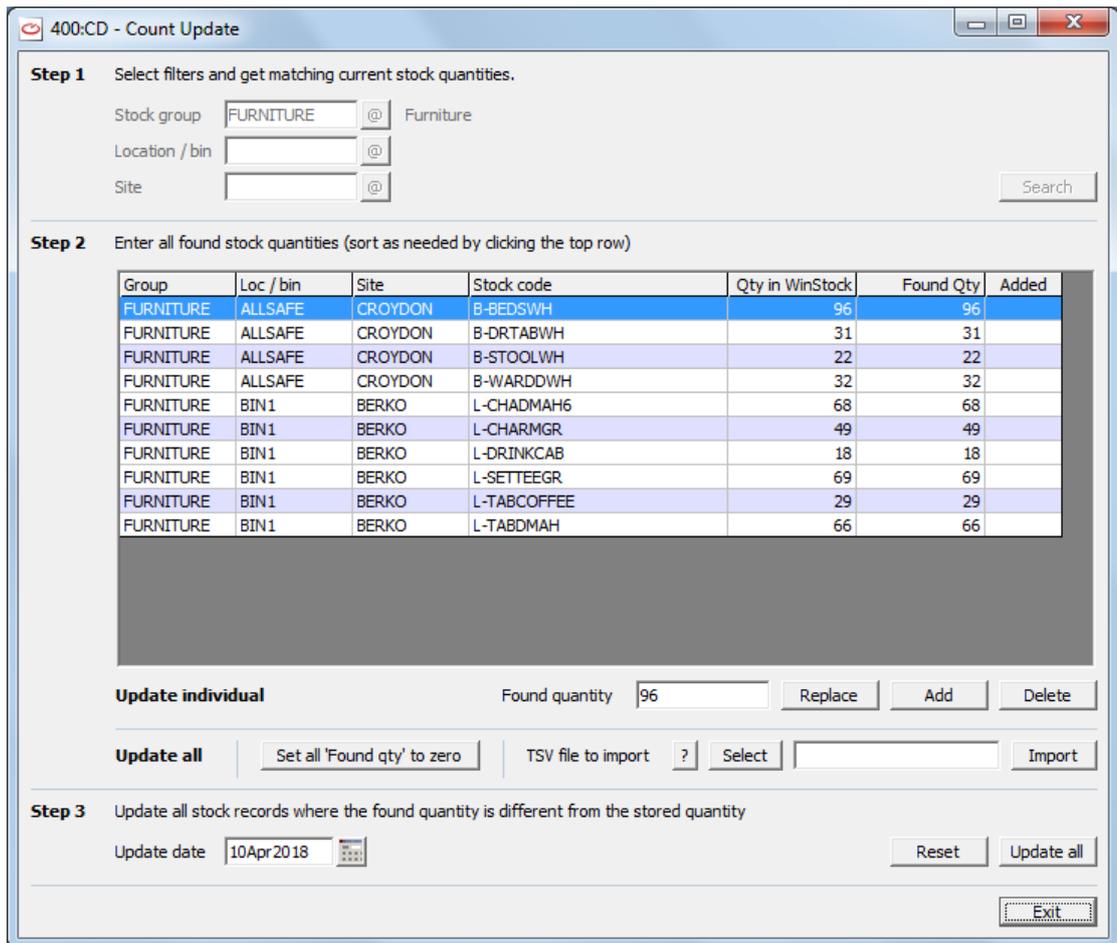
COUNT UPDATE

You may wish sometimes to carry out a stock count of your physical stock held and compare it with the stock count held by WinStock. Then you may wish to amend the stock count held by WinStock or to add other items of stock you find have not been recorded in WinStock.

To use Count Update obey the following procedure :-

1. From the **WinStock** menu, select the **Stock adjustments** option.
2. Next select **Count update**.
3. The following screen, headed **Count Update** will be displayed.

4. In Step 1, select filters to select which **Stock group** and/or **Location/bin** and/or **Site** you wish to enquire about concerning the stock count. Select the button **Search..**
5. The items of stock found which obey the chosen filters will be listed in the box below headed Step 2, for example :-



- This shows, for each item of stock obeying your selection criteria in Step 1, its group, its location/bin, its site, its stock code, and the quantity as recorded in **WinStock** of that stock. The column **Found Qty** will initially be the same quantity as the **Qty in WinStock** column.
 If you wish you can click once on one of the headings **Group**, **Loc/Bin**, **Site** or **Stock code** to get the column in ascending order
- Now you may wish to print off either the report **Stock by Group Report** or the report **Stock by Location** (as found in **Reports, Reports index**) and to physically check your existing stock.
- If you find any stock has a different amount of physical stock, using this program **Count update**, highlight the item of stock whose physical stock does not equal the quantity of that stock recorded in **WinStock**. In the field **Found quantity** below the grid will be displayed the quantity that **WinStock** thinks you hold. Amend that figure to the physical stock that you DO hold.
 For example if the quantity of the stock B-BEDSWH actually found in the location ALLSAFE on site CROYDON was found to be 102 then you would alter the quantity in the field **Found quantity** below the grid from 96 to 102, as below :

400:CD - Count Update

Step 1 Select filters and get matching current stock quantities.

Stock group @ Furniture
 Location / bin @
 Site @

Step 2 Enter all found stock quantities (sort as needed by clicking the top row)

Group	Loc / bin	Site	Stock code	Qty in WinStock	Found Qty	Added
FURNITURE	ALLSAFE	CROYDON	B-BEDSWH	96	96	
FURNITURE	ALLSAFE	CROYDON	B-DRTABWH	31	31	
FURNITURE	ALLSAFE	CROYDON	B-STOOLWH	22	22	
FURNITURE	ALLSAFE	CROYDON	B-WARDDWH	32	32	
FURNITURE	BIN1	BERKO	L-CHADMAH6	68	68	
FURNITURE	BIN1	BERKO	L-CHARMGR	49	49	
FURNITURE	BIN1	BERKO	L-DRINKCAB	18	18	
FURNITURE	BIN1	BERKO	L-SETTEEGR	69	69	
FURNITURE	BIN1	BERKO	L-TABCOFFEE	29	29	
FURNITURE	BIN1	BERKO	L-TABDMAH	66	66	

Update individual Found quantity

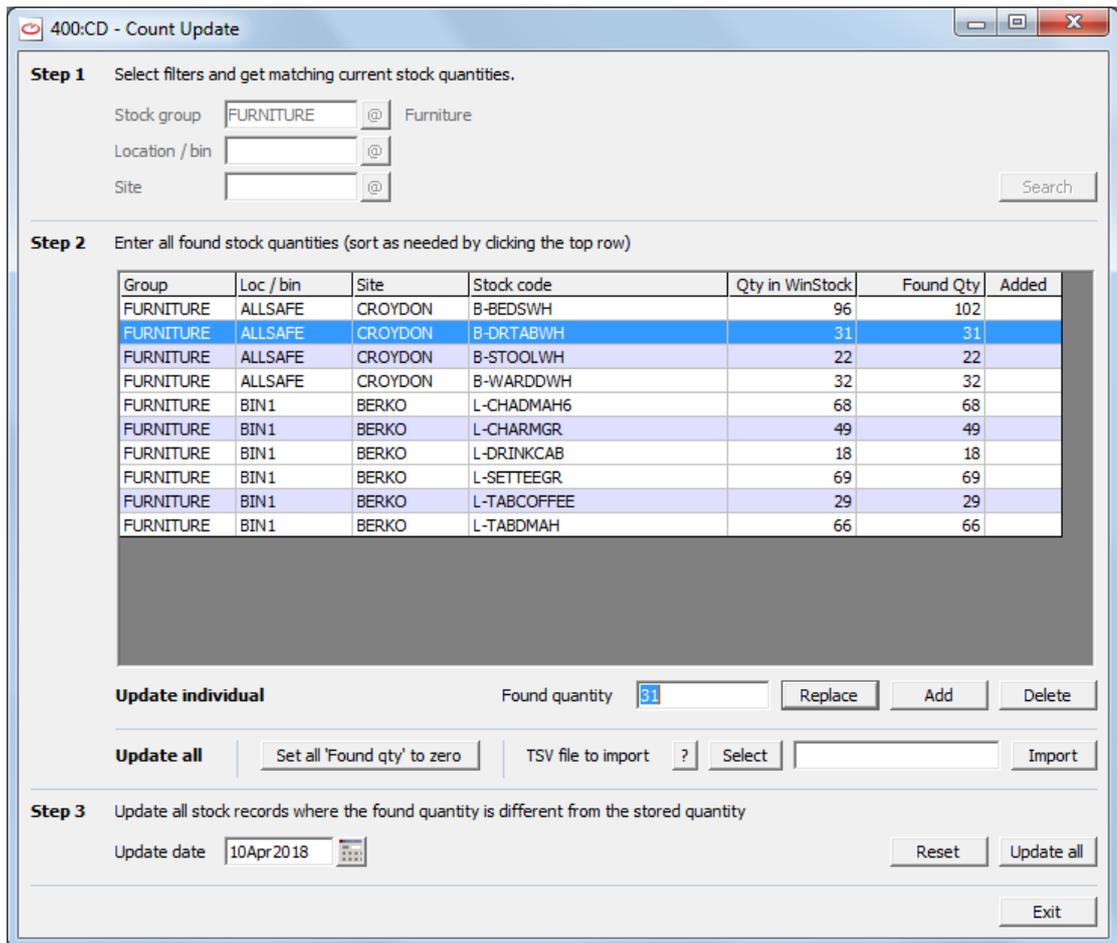
Update all TSV file to import

Step 3 Update all stock records where the found quantity is different from the stored quantity

Update date

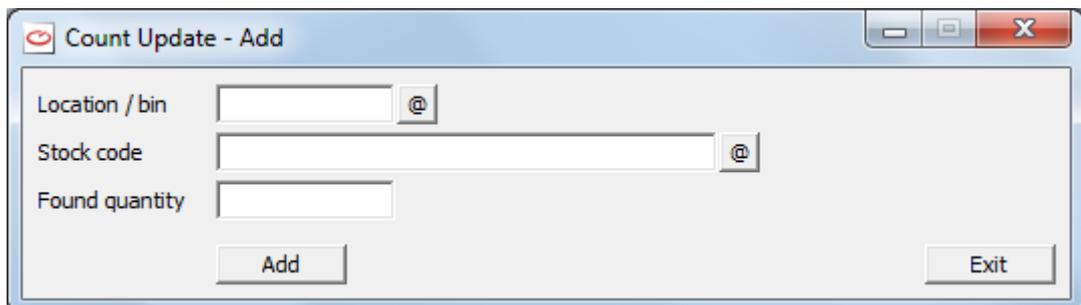
Then select **Replace**.

9. The screen now looks like this :-

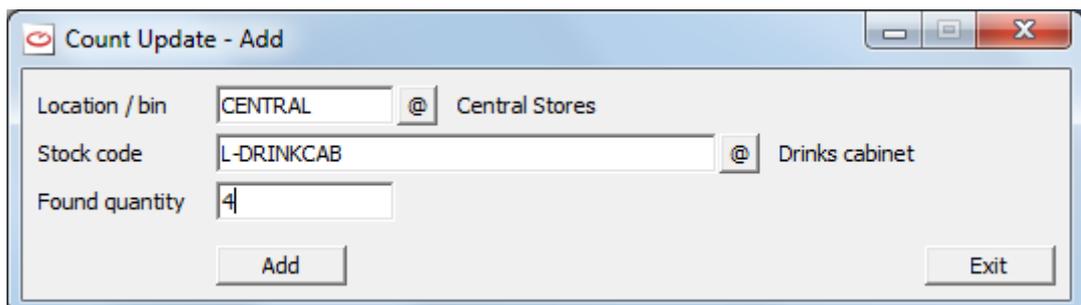


and has the correct quantity in the column **Found Qty** in the grid.

- If you physically find stock which is in this selected group/location/site and which is not recorded in **WinStock** then select the button **Add**. The following screen will be displayed :-



Add details of that stock for example as follows :-



This example shows that you have found the physical stock L-DRINKCAB in the location CENTRAL and that you found 4 of them.

Then select **Add**.

11. The screen will now look like this :-

Step 1 Select filters and get matching current stock quantities.

Stock group: FURNITURE @ Furniture
 Location / bin: @
 Site: @ Search

Step 2 Enter all found stock quantities (sort as needed by clicking the top row)

Group	Loc / bin	Site	Stock code	Qty in WinStock	Found Qty	Added
FURNITURE	ALLSAFE	CROYDON	B-BEDSWH	96	102	
FURNITURE	ALLSAFE	CROYDON	B-DRTABWH	31	31	
FURNITURE	ALLSAFE	CROYDON	B-STOOLWH	22	22	
FURNITURE	ALLSAFE	CROYDON	B-WARDDWH	32	32	
FURNITURE	BIN1	BERKO	L-CHADMAH6	68	68	
FURNITURE	BIN1	BERKO	L-CHARMGR	49	49	
FURNITURE	BIN1	BERKO	L-DRINKCAB	18	18	
FURNITURE	CENTRAL	BERKO	L-DRINKCAB	0	4	*
FURNITURE	BIN1	BERKO	L-SETTEEGR	69	69	
FURNITURE	BIN1	BERKO	L-TABCOFFEE	29	29	
FURNITURE	BIN1	BERKO	L-TABDMAH	66	66	

Update individual Found quantity: 4 Replace Add Delete

Update all Set all 'Found qty' to zero TSV file to import ? Select Import

Step 3 Update all stock records where the found quantity is different from the stored quantity

Update date: 10Apr 2018 Reset Update all Exit

and you will see the extra item of stock in this group that you have found. Next to that line will be an asterisk in the column **Added**.

12. You may wish, in some circumstances, to set all the found quantities for the stock in the chosen location to be zero. Then you would select the button **Set all 'Found qty' to zero**. You are asked to confirm that you wish to do so. Answer **Yes** and that will set the entire column **Found Qty** to zero.
13. Or you might wish to construct a tsv (tab separated) file of the changes you wish to make to the table above. That tsv file would contain fields separated by a tab and the fields would be location or bin, stock code, and the found quantity. There must be no header row. Now on the **Count Update** screen select **Select** and select the location of that tsv file already prepared. Then select **Import**. You will be told whether that import has been successful or not.
14. When the entire grid is recording your stock with their correct quantities, if any have been changed or added you must select **Update all** in **Step 3**. (If nothing has changed you only need to select **Exit**).
15. If you have asked to **Update all** then you will be asked to confirm that you wish to update the stock counts. Reply **Yes**.
15. If the stock chosen has **Valuation Type** Batch and the new stock count is greater than it was previously then you are asked if this extra stock is to go into a new batch or to an existing batch. If you say it is to go into an existing batch you will see the screen headed **Select Batches For Return**.

If you say you want the extra stock to go to a new batch then you will see the screen headed **Add Batch Information**.

But if the new stock count is less than it was previously then the screen headed **Get Quantities From Batch** will be displayed.

For further details see [BATCH VALUATION TYPE FOR A STOCK ITEM](#) in **CHAPTER 4 : MAINTENANCE**.

- When the updating has completed you will be shown a log file of the changes made. Then select **Exit**.

BATCH STOCK DEPRECIATION

This is used to automatically depreciate batch stock. The depreciation can start 6 months after the stock has been entered into **WinStock** and 1/24 of the value will be deducted from the cost of the item for 24 months (i.e. straight line depreciation). You set the date for the start of the depreciation.

To use **Batch stock depreciation** obey the following procedure :-

- From the **WinStock** menu, select the **Stock adjustments** option.
- Next select **Batch stock depreciation**.
- The following screen, headed **Batch Stock Depreciation** will be displayed :-

- On the left half of this screen you may select parameters to limit the batch stock records that you want to depreciate.

Start stock group	Select the stock group at which you wish to start selecting the batch stock records.
End stock group	Select the stock group at which you wish to stop selecting the batch stock records.
Start stock code	Select the stock code at which you wish to start selecting the batch stock records.
End stock code	Select the stock group at which you wish to stop selecting the batch stock records.
From date	Select a date and then the routine will search for batch stock introduced from this date.
To date	Select a date and then the routine will search for batch stock introduced up to this date.
Start original cost	Enter an amount and then the routine will search for batch stock of cost of this and more. The original cost is the cost of the original batch.
End original cost	Enter an amount and then the routine will search for batch stock of cost up to this cost.

- You must select a date from which the Depreciation will start in the field **Depreciation date**.

6. Now select the button **Calculate**. **WinStock** will select all the relevant batch stock records.
7. Now on the bottom right hand side of the screen, select with **Print by Stock group** or **Print by Stock code**. Then select the **Print** button. This will produce a report showing all the batch stock records that will be depreciated if you continue.
8. Or you can select **Print Summary** which produces a summary report of just the subtotals for each stock group.
9. You may wish to edit one or more of these records. So on the right of the screen select the button > again and again until you find the batch stock record you wish to edit. You can preceed this by selecting the Stock Group, or Stock code, or Location/Bin or Batch Id to get to the required record quicker.

Select **Edit**. This will now populate the fields below with the original values for the quantity, cost and value for this batch stock, and under this the Current values of the quantity, cost and value. Below that is the Depreciated cost and value. You may change the Depreciated cost and then select **Save**. Or you can select **Delete** to no longer depreciate this batch stock.
10. When you agree with the depreciation values for all the selected Batch stock, then select **Update**. You will be asked if you are sure you want to update your batch stock with the current depreciation records. Reply **Yes** (or No as appropriate).
11. You will be told that the Update is complete. Select **OK**. A stock movement record will have been written (to see this select **Enquiries, Stock Enquiries, Movement History** - see [MOVEMENT HISTORY](#) in **CHAPTER 9 : ENQUIRIES**), and a journal will have been posted - to see this select **Reports, Report tools, V-Rex spooler**, - see [V-REX SPOOLER](#) in **CHAPTER 10 : REPORTS..**
12. Finally select **Exit**.
13. You will need to run the **Batch Stock Depreciation** program whenever you wish to depreciate any batch stock.

CHAPTER 6 : ORDERS

OVERVIEW OF ORDERS

WinStock allows you to perform sales and purchase ordering and to link your order processing to **WinAccs**.

This chapter describes :-

- setting up on the system the parameters used by **WinStock** for the company concerning orders, such as sales invoicing footers and stock item rate retrieval order,
see "[ORDER PARAMETERS](#)" on page 129.
- creating a sales order,
see [SALES ORDERS](#) on page 131
- reprinting an acknowledgement,
see "[REPRINT ACKNOWLEDGEMENT](#)" on page 143.
- creating a purchase order, (which may be for a purchase ledger account or for a subcontractor ledger account)
see [PURCHASE ORDERS](#) on page 143
- reprinting a purchase order,
see "[REPRINT PURCHASE ORDER](#)" on page 149.
- searching for an order or quotation,
see [SEARCHING FOR AN ORDER OR QUOTATION](#) on page 150
- creating a quotation for a sales order
see [QUOTATIONS](#) on page 151
- using sub lines for stock of type non-stock
see [SUB LINES FOR NON-STOCK STOCK](#) on page 156
- using requisitions
see [REQUISITIONS](#) on page 157

ORDER PARAMETERS

The Order Parameters function allows you to set up default details for sales invoicing. You may set up a description for the footers and if so, you must supply a corresponding nominal code. You may also define the stock item rate retrieval order.

To set up the order parameters, obey the following procedure :-

1. From the **WinStock** menu, select the **Maintenance** option.

2. Next select **Order parameters**.
3. The **WinOrders** Parameters screen will be displayed as follows :-

4. On this screen you may set up a description for the two footers and if so, you must supply a corresponding nominal code. You may request to check the stock level in sales order processing and you may also define the stock item rate retrieval order.
5. The section **Delivery Address Retrieval Order** will only be available if BOSS has in WinStock.ini under [Order Options S} set **Use delivery address retrieval order** to **Yes**. Then you may use the **Move up** or **Move down** buttons to select which of the possible addresses should be used for the delivery address when entering a new sales order or quotation. If the address at the top of the list is not defined then the order will use the address one lower in the list and so on until it reaches the cut off point which is called Blank.
6. If in **WinStock.ini**, under **Order Options S** you have selected **Apply minimum order value = yes** then on the right of the screen you may select the button **Minimum order value parameters**. Then you will see the following screen, headed **Minimum Order Value Parameters**. :-

To use minimum values you must under **Global settings**, set the **Global Minimum order value** and a stock item of type **Non-Stock**. This stock code will be used to make up the value of any sales order which is initially less than the minimum value to the defined minimum value for sales orders.

In the section **Sales account override** you may select any sales account and then set the minimum order value for that specific sales account. Again the stock code defined above will be used to make up the value of any sales order for this sales account which is initially less than the minimum value set for this sales account to the defined minimum value for this sales account.

7. Finally choose **Ok**.

SALES ORDERS

CREATING A SALES ORDER

To create a sales order, obey the following procedure :-

1. From the **WinStock** menu, select the **Orders** option.
2. Next select **Sales order**.
3. The screen, headed **Process Sales Orders**, will be displayed.
4. If you have already created a quotation for a customer and you now wish to make that into a definite order then select the button **New order from quotation**. You will be presented with the following screen :-

Enter the quotation number of the quotation for which you wish to create an order (or click on the @ sign next to the field **Quotation No** and in the resulting screen select the required quotation number - see [SEARCHING FOR AN ORDER OR QUOTATION](#) on page 150.). The chosen quotation may have been created using a dummy contract in the details lines and now the quotation has been agreed with the customer you may wish to assign all the details lines of the sales order to a different contract. If so, then at the field **Change contract (job)** select the contract for this sales order.

Then click on **OK**. The details of that quotation will be populating the fields for the order and you will be told that the new order has been created. If the order is as you wish then all you need to do is click on **Order OK**.

When you use a quotation that has type **Template** to create a sales order then the status of that quotation remains as **Template** so that you can use it for creating further sales orders. For a quotation created with status other than **Template**, then when you have used it to create a sales order its status is changed to **Converted to order** and it will be deleted at the next **Purge database** (see [PURGING THE DATABASE](#) in **CHAPTER 4 : MAINTENANCE**).

5. Alternatively to select an order that is already on the system click on the @ to the right of the field **Order number**. A screen headed **Select Order** will be displayed. On this screen you can filter the list of the orders displayed by Account code, Order status, Delivery status, Invoice status and/or by date. You may choose to display the order value excluding VAT. Then select the required order. see [SEARCHING FOR AN ORDER OR QUOTATION](#) on page 150
6. If this order has already been invoiced then you may select the button **Show invs** to show the details of the invoices.
7. If you wish to insert a Sales Order Number for the new order, insert a unique sales order number in the field **Order number**. When you press TAB, you will be warned that this order cannot be found and asked if you wish to create a new order. Choose **Yes**.
8. To create a brand new sales order choose the button **New** to the right of the field **Order Number**. The system will automatically insert in the field Order Number a unique Sales Order Number.
9. At the field **Customer**, enter the customer number from the Sales Ledger for the customer to whom you are making a sale, or using the Code Lookup facility @ select the required customer number. If the customer does not yet exist on the system, you can create the customer here by choosing the **Write New Record** button - see [ENTERING CUSTOMERS WITHIN WINSTOCK](#) in **CHAPTER 4 : MAINTENANCE**.

If the account chosen has been set to **On Hold** then below the field **Customer** the words "A/C on hold" will be displayed on this screen in red.

Below the field **Customer** will be displayed the Credit limit of this account, the Account balance and the Credit remaining.

10. If the account chosen in the field **Customer** has a VAT Registration number which implies that the account is based outside the UK then a message appears asking if you would like to override the default VAT code so that all detail lines use the zero-rated VAT code. Select either **Yes** or **No**. The override only occurs when adding new details. For more details about EC Sales see [EC SALES REPORT](#) in **CHAPTER 10 : REPORTS**.
11. Using the button **History** you can view past sales orders for this account, for further details see [HISTORY BUTTON ON SALES ORDERS, QUOTATIONS AND SALES INVOICES](#) on page 134.
12. If you wish to base this new order on an existing order for this same customer then select **Like order**. On the next screen headed **Like order** at the field **Order no** click on the @ and select the order number of that existing order for this same customer. And then select **Get order lines**. The lines of that existing order will be displayed in the box below. You may select which lines you wish to include in the new order by using the button **Toggle include**. You may also select whether you wish the header screen of the new order to be the same as that of the existing order. Next select **Copy selected lines**. The Details tab of your new order will now display the lines of the chosen existing order and the header screen of the new order will display the header screen of the existing old order, if you chose that option.
13. The header screen for this sales order is now displayed - see "[HEADER SCREEN FOR SALES ORDERS](#)" on page 133.

14. At the foot of the screen for each tab there is the facility to create notes about this order - for further details see [NOTES](#) in **CHAPTER 4 : MAINTENANCE** ..

HEADER SCREEN FOR SALES ORDERS

When you are creating a sales order for a customer and have entered the customer code the Sales Order Header is then displayed.

Using the button **History** you can view past sales orders for this account, for further details see [HISTORY BUTTON ON SALES ORDERS, QUOTATIONS AND SALES INVOICES](#) on page 134.

1. Enter on the Header screen details about this sales order, such as the status of the order, sales order date, planned despatch date, the customer order number, delivery address and invoice address.

If you have registered for Multi Currency select the currency that you wish this order to be in at the field **Currency**.

For more details about shipper code and service code see [SHIPPERS](#) and [SHIPPER SERVICES](#) in **CHAPTER 4 : MAINTENANCE**.

For both Delivery address and Invoice address, you may choose **Other** and from the list of alternative addresses given for this customer, you may select one to replace the default displayed. - see [OTHER ADDRESSES](#) on page 142.. You may also, on the screen headed **Address List** which is displayed when you choose **Other**, add a new alternative address for this account.

2. Now choose the tab **Details**, next to the tab **Header** (or alternatively choose the button **Details** at the top of the screen).

DETAILS SCREEN FOR SALES ORDERS

On the Details screen you specify each line that will appear in the body of the sales order i.e. any stock or non-stock items to be sold and any lines of text.

You may find it useful to refer to past sales orders for this sales account to see what items you ordered in the past so that you could order the same items in this sales order. To do this click on the button **History**. For further details see [HISTORY BUTTON ON SALES ORDERS, QUOTATIONS AND SALES INVOICES](#) on page 134.

If you wish to base this new order on an existing order for this same customer then select **Like order.**, see [CREATING A SALES ORDER](#) on page 131.. You may add further detail lines or edit the ones already showing on the Details tab screen.

At the top of the screen will be the heading Details for line n, where n starts at 1 and shows the line number on the sales order.

At the first field click on the downward arrow and, from the list displayed, select what type of line this will be. The choices are :-

- Stock item - see "[ENTERING A STOCK ITEM INTO A SALES ORDER](#)" on page 135
- Non Stock item - see "[ENTERING A NON-STOCK ITEM INTO A SALES ORDER](#)" on page 136
- Multi-line text - see [ENTERING MULTI-LINE TEXT INTO A SALES ORDER](#) on page 137.

You can create as many lines for the Sales Order as you wish.

If you wish for the facility that when you have entered the contract for one item of stock, then the next item of stock should use the same contract then go to **Settings, WinStock.ini** and under **[Order Options S]** select that **Remember contract** is set to **yes**.

If you want to generate a purchase order for the items on a sales order then see [GENERATING A PURCHASE ORDER FROM A SALES ORDER](#) on page 138.

When all the lines are complete, choose the tab **Footer**.

HISTORY BUTTON ON SALES ORDERS, QUOTATIONS AND SALES INVOICES

You may find it useful to refer to past sales items for this sales account to see what items you ordered in the past (ones that have already been invoiced) so that you could order the same items in this sales order, quotation or sales invoice.

1. To do this select the account code and then click on the button **History** and the following screen will be displayed :-

Invoice	Date	Order	Their ref	Stock code	Quantity	Units	Description	Price	Disc't	Value	VAT	Inc	Contract	Con't Qty

2. Under the heading **Date range** you may select in the field **From** the date of the earliest order you wish to view for this sales account and in the field **To** the date of the last order you wish to view.
3. At the field **Stock code** you may select to view just sales orders for this sales account that were for a particular stock code. At the field **Line description** you may enter all or part of the description for the stock code which was contained in previous sales orders (e.g. table). At the field Invoice number you may specify the Invoice number to be searched for. At the field Order number you may specify the order number to be searched for. At the field Their Reference you may specify the customer reference no to be searched for.
4. Then click on **View**. A screen similar to the following will be displayed :-

001:CD - Invoice Enquiry - ABBEY - John Abbey

Date range From: 12Aug2011 To: 12Jul2013

Search within Stock code: ACER500/LC @ Line description: Invoice number: Order number: Their reference:

Table, dining-room mahogany

Invoice	Date	Order	Their ref	Stock code	Quantity	Units	Description	Price	Disc't	Value	VAT	Inc	Contract	Con't Qty
si102	12Jul2013	None	CUSTINV:	ACER500/LC	1	item	Table, dining-room mahogany	1,146.00	£91.68	£1,054.32	A	N	MAIN1	1
si101	12Jul2013	SO\0044	CUST3	ACER500/LC	1	only	Table, dining-room mahogany	1,146.00	£91.68	£1,054.32	A	N	MAIN1	1
si100	12Jul2013	SO\0042	Cust1	ACER500/LC	1	only	Table, dining-room mahogany	1,146.00	£91.68	£1,054.32	A	N	MAIN1	1
si099	12Jul2013	None		ACER500/LC	1	item	Table, dining-room mahogany	1,146.00	£91.68	£1,054.32	A	N	MAIN1	1
si095	09Jul2013	None		ACER500/LC	1	item	Table, dining-room mahogany	1,146.00	£91.68	£1,054.32	A	N	MAJOR1	1
si092	09Jul2013	None		ACER500/LC	1	item	Table, dining-room mahogany	1,146.00	£91.68	£1,054.32	A	N	MAIN1	1
si091	09Jul2013	None		ACER500/LC	1	item	Table, dining-room mahogany	1,146.00	£91.68	£1,054.32	A	N	MAIN1	1
si090	09Jul2013	None		ACER500/LC	1	item	Table, dining-room mahogany	1,146.00	£91.68	£1,054.32	A	N	MAIN1	1

Buttons: Print, Recall, Reproduce invoice, View entire invoice, Exit

- The grid will display the first 200 rows of data that fit the criteria. To view further rows of data that fit the criteria select the button **Next**.
- You may select **Print** to print this table.
- You may select a row and then select **Reproduce invoice** to reproduce the invoice for that row.
- You may select a row and select **View entire invoice** to see that entire invoice.
- When you have selected **History** from the Header screen you may only view the details of previous invoices - you may not select lines to put into this sales order, quotation or invoice.
- When you have selected **History** from the **Details** tab then you may double click on any row (or select the row and select **Recall**) and the details of that item will be reproduced in the fields on the Details tab - but with the new quantity of 1. This is ready for you to review the quantity and then include this in your new sales order, quotation or sales invoice.
- Finally select **Exit**.

ENTERING A STOCK ITEM INTO A SALES ORDER

To enter a stock item for a sales order line, you will have selected the choice **Stock Item** at the first field on the Details screen.

You may select the field **Sub line** to indicate that this stock item is a sub line. This means that this stock item will not be printed on the sales order acknowledgement, nor on the despatch note nor on the invoice.

- Now enter the stock code at the field **Stock code**, or use the Code Lookup facility @ button to select a code.
- If you are using customer costs and prices and this stock has a customer cost and price defined, a further window will be displayed, headed **Get Customer Costt and Price**, on which you may select which cost and price you wish to use for this sales order - see [CUSTOMER COSTS AND PRICES](#) in **CHAPTER 4 : MAINTENANCE ..**
- Now will be displayed the Nominal Code, description, rate, VAT and discount information for this stock item as held by the system. The planned despatch date will be displayed as today's date.

If you have selected that this stock item is to be a sub line then the fields Rate, Net value, Discount and VAT code will be greyed out and unavailable.

4. When you have selected a stock code you may click on the sign  to the right of the @ sign by the field **Stock code** to display stock information see [STOCK INFORMATION](#) in **CHAPTER 4 : MAINTENANCE..**

5. Enter the quantity of the stock to be ordered.

If you order stock when the stock level of this item is less than this quantity required, then a further screen is displayed showing :-

The quantity in stock

The quantity on order (Sales)

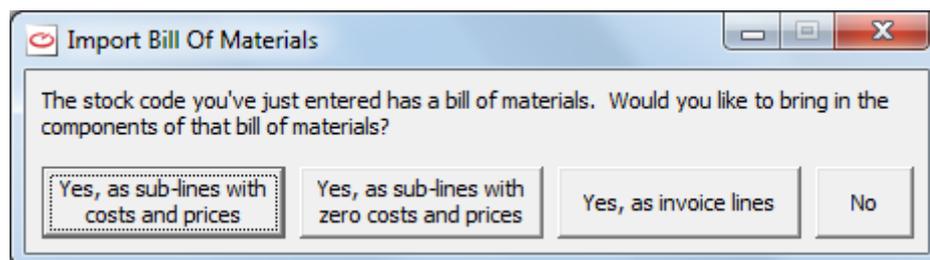
Free (Stock - Ordered)

Quantity this order

Quantity on Order (Suppliers)

You are asked if you wish to continue with this order. Choose **Yes** to continue. The cursor will move to the field Description. [If you choose **No**, the cursor remains at the field Quantity for you to enter a lesser quantity or possibly you may wish to choose **Reset** and to select an alternative stock item].

6. You may alter the despatch date, Nominal Code, description of the item, the price, VAT and discount information if necessary.
7. When the line is complete, choose the button **Line Ok**. Alternatively if you do not wish to include this line on the Sales Order, choose **Reset**. This will blank out the fields in the top half of the screen.
8. When you select Line OK if the quantity ordered is greater than the quantity in stock you will receive a warning message and asked if you wish to continue with this order. You do not receive this warning message if the item ordered is of type non-stock.
9. If you choose **Line Ok**, then the line will be copied into the bottom half of the screen, headed Sales Order Lines. The order lines section can be scrolled sideways to show further details.
10. If you have selected stock of type non-stock then when you click on **OK** you will see the following display. :



You must decide which option you want - for more details see [SUB LINES FOR NON-STOCK STOCK](#) on page 156

ENTERING A NON-STOCK ITEM INTO A SALES ORDER

To enter a non-stock item for a sales order line, you will have selected the choice **Non Stock Item** at the first field on the Details screen.

A Non-stock item cannot be a Sub line.

1. The cursor is now at the field **Nominal**. You must enter the nominal code to which details of this transaction for this non-stock item will be posted.
2. Next enter the details of the quantity of this non-stock item to be ordered, its description, rate, VAT code and discount details. For details of the fields see [ENTERING A STOCK ITEM INTO A SALES ORDER](#) on page 135.
3. When the line is complete, choose the button **Line Ok**. [Alternatively if you do not wish to include this line on the Sales Order, choose **Reset**. This will blank out the fields in the top half of the screen.]
4. The line will be copied into the bottom half of the screen, headed Sales Order.

ENTERING MULTI-LINE TEXT INTO A SALES ORDER

To enter text into a sales order line, you will have selected the choice **Multi-line text** at the first field on the Details screen.

You may select the field **Sub line** to indicate that this text is a sub line. This means that this text will not be printed on the sales order acknowledgement, nor on the despatch note nor on the invoice.

1. The cursor is positioned in the box ready for you to type any text you require to go in the body of the sales order. Wrap around occurs, so do not press the Return or Enter key. Use Ctrl + Enter to start a new line.
2. Alternatively if you have already defined some free text (see [FREE TEXT](#) in **CHAPTER 4 : MAINTENANCE**) then at the field **Free text code** you may click on the @ and select which of the predefined texts you wish to include on the sales invoice.
3. When the text is complete, choose the button **Line Ok**. Alternatively if you do not wish to include this line on the Sales Order, choose **Reset**. This will blank out the fields in the top half of the screen.
4. If you choose **Line Ok**, then the line will be copied into the bottom half of the screen, headed Sales order lines.

EDITING SALES ORDER LINES

The lines of the Sales Order are accumulated in the box in the bottom half of the screen. Not all the information on this line is visible on the screen at any one time, so there is a horizontal scroll bar that allows you to scroll the entire length of the line.

The lines of the Sales Order may be altered. Select the line to be edited.

To delete the line choose the button **Delete**. You will be asked to confirm that you want to delete this order line. Choose **Yes** to do so, else choose **No**.

To edit the highlighted line, choose the button **Edit line**. The details of the line are copied into the top half of the screen, where you may make any changes. Finally choose **Line OK**. The changes you made will be reflected in the line as displayed in the box headed Sales order lines.

INSERTING A SALES ORDER LINE

To insert a line into an existing sales order highlight the line (in the bottom half of the screen headed Sales order lines) before which you wish the new line to be inserted. Then in the top half of the screen select the item you wish to insert into the sales order. Next select the button **Insert Line**. The new line will be inserted before the chosen line and is displayed in the sales order lines in the bottom half of the screen.

FOOTERS SCREEN FOR SALES ORDERS

There can be up to two footers on a sales invoice. These are normally for such items as carriage insurance and postage and package.

Enter the description for the footer, the Nominal Code to which this item should be posted and the amount and VAT code.

Choose **Clear 1** to clear the details in the first footer or choose **Clear 2** to clear the details in the second footer.

COMPLETING THE SALES ORDER

When the order is complete, choose the button **Order OK**.

You will be warned if the order will exceed the credit limit of the customer. Choose **Ok**.

You are asked if you wish to print the order acknowledgement now. Choose **Yes** to do so (else choose **No**). The Order Acknowledgement will be printed. Sub lines are not printed on the Order Acknowledgement.

Once you have selected **Order OK**, the order will appear in the list of orders for editing in future.

Instead of choosing the **Order OK** button, you could have chosen the **Despatch** button. This performs the same function as **Order OK** and also opens the Sales Order Despatch window. Accessing the Sales Order Despatch

window in this way has the same effect as choosing Sales Despatch from the Deliveries menu. The order must be authorised to allow despatch i.e. the Status on the Header screen must be Authorised Order.

CHANGING A SALES ORDER

Once you have entered a Sales Order and have chosen **Order OK**, it will appear in the list of orders for editing in the future. Immediately you have chosen **Order OK**, an extra button saying **Prev** will appear next to the button **New** on the top line. If you choose **Prev** the details of the previous order will be displayed.

If you have been doing something other than Orders within **WinStock**, then to change an existing order, from the **Orders** menu, select **Sales Orders**.

On the window that is displayed, headed Process Sales Orders, enter the order number of the Sales Order that you wish to change, or use the Code Lookup facility @ to select the required Sales Order, see [SEARCHING FOR AN ORDER](#) on page 150..

The details of that order are now displayed. You may make the necessary changes. For details see "[CREATING A SALES ORDER](#)" on page 131.

Choose **Order OK** to record the changes you have made. Alternatively choose **Reject** to leave the Sales Order as it was before you asked to edit it.

When you have entered a Sales Order and have chosen **Order OK**., then if its **New status** field is **New order, not authorised** or is **Authorised order**, then BEFORE you either despatch or invoice the order then you may change the account code for the order by clicking on the @ beside the field **Customer** and selecting a different customer. Then select **Order OK**.

REJECTING A SALES ORDER

When you have entered details of an order and then decide not to continue with this order, choose **Reject**. You will get a message warning you that there are details on this order and that Reject does not delete the order and that you must cancel this order. Click on **OK**. Then you are returned to the empty sales order entry screen. Click on the @ by the field **Order number**. Select the order and change the field **New status** to **Order cancelled**. Select **Order OK**. You will be told that this will downdate on order stock for all lines. Select **YES**.

If you do not cancel the order then the rejected order will still be on the system and may be selected, edited and continued with.

PRINTING ACKNOWLEDGEMENTS

To print a sales order acknowledgement for the order being displayed on the screen, choose the button **Print ackn.** and the sales order acknowledgement will be printed.

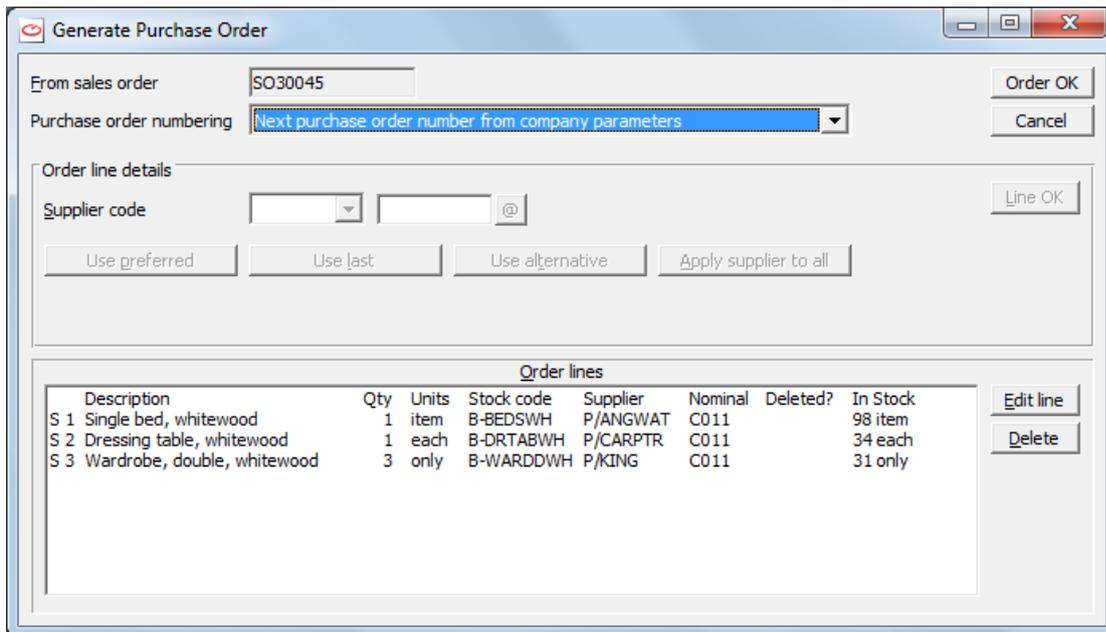
Sub lines are not printed on an Order Acknowledgement

GENERATING A PURCHASE ORDER FROM A SALES ORDER

If you have logged in as BOSS and from **Settings, Stock/Invoicing Options Per Company (Stokoptn.ini)** you have selected [**WinStock options**], **BackToBack Orders** = y, then on the Despatch tab of Sales orders there will be an extra tab **Gen PO**. Then, when you have created a sales order, you can select this tab.

[If you have already used this button previously to generate a purchase order from this sales order you are shown a message telling you this and asking if you wish to repeat the process. Reply **Yes** or **No** as you wish.]

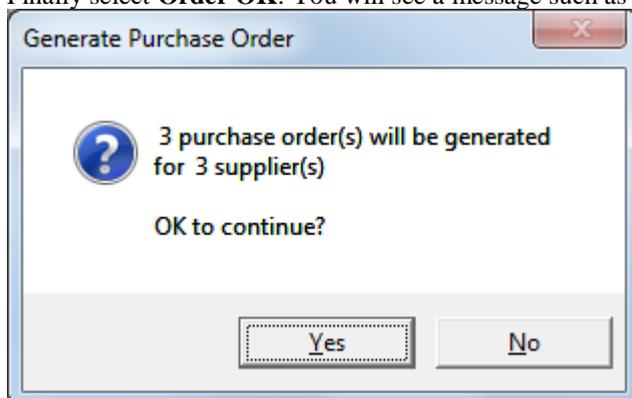
You will see a screen similar to the following :-



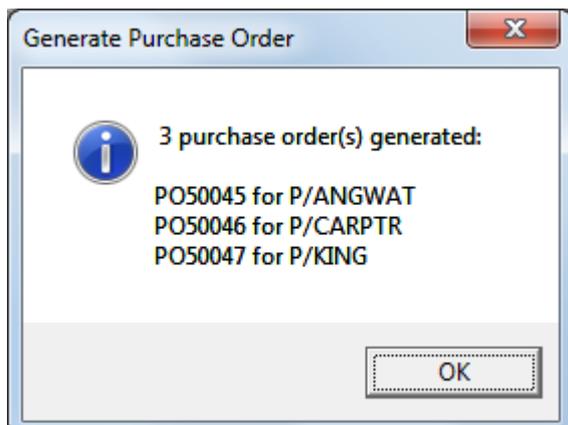
This is showing in the bottom half of the screen the order lines from the sales order.

You may select one and select **Edit Line** to edit it. The line will then be in the fields above. Edit it and then select **Line OK**.

Finally select **Order OK**. You will see a message such as



Select **Yes** and the purchaser order(s) will be created and you will be told the purchase order number(s) and for which account(s) that was generated. If a user can authorise purchase orders then the orders that are generated are also authorised.



Finally click on OK. The purchase orders which have been generated are then displayed.

[Note: If the chosen stock on a line in the sales order was defined in **Stock Items** as having the VAT code for Sales as (e.g.) A and VAT code for Purchase as (e.g.) A, then the line on the generated PO will have VAT as A.

If the chosen stock on a line in the sales order was defined in **Stock Items** as having the VAT code for Sales as (e.g.) A and VAT code for Purchase as (e.g.) B, then the line on the generated PO will have VAT as B.

But if in the sales order you have changed the VAT on the line for that stock to have VAT (e.g.) H then the line on the generated PO will have VAT = H.]

DESPATCHING A SALES ORDER

The Sales Order Despatch function can be selected either by choosing the button **Despatch** at the top of the main sales order Screen or alternatively selecting **Sales Despatch** on the **Deliveries menu**.

1. To print a despatch note for the order that is being displayed on the screen, choose the button **Despatch**. The order must be authorised to allow despatch (i.e. the Status field on the Header screen must say Authorised Order).
2. If you have not printed the Order Acknowledgement you are asked whether you wish to print the order acknowledgement now. Choose **Yes** to do so and the acknowledgement will be printed. (Alternatively, if you do not want to print an acknowledgement, choose **No**). You may only print one order acknowledgement here. To Reprint an Order Acknowledgement, you must use the facility Reprint Acknowledgement - see "[REPRINT ACKNOWLEDGEMENT](#)" on page 143 .
3. The Sales Order Despatch screen is now displayed with details of the current order. The despatch note number may be changed if you wish.

The planned despatch date is taken from the order. The actual despatch date will be today's date by default. You may enter the actual despatch date in the field Actual Despatch Date.

4. Choose which items from the order you wish to be despatched.

You may select all of the lines of the order to be despatched, one line at a time, or part of a line.

If you wish to despatch only part of an order, select the line of the order in the top box and then choose **Part Line**. A further screen will be displayed showing the details of the chosen line. The cursor is at the field Despatch Quantity and you may alter the quantity to be despatched and the bin number. Choose **Input Ok**. You are returned to the original screen, which now displays the part quantity that you wish to despatch in the bottom box, Items on This Despatch.

5. As you select the lines to be despatched, they are transferred to the box at the bottom of the screen, headed Items on This Despatch. When lines are in this box, they may be cleared or edited or despatched. When you choose **Ok** for the items to be despatched you may print the despatch note.

You may select a line in the box. Then :-

Choose	Result
Edit line	A further screen is displayed showing this item. WinStock will take all undespatched stock from the default bin defined for this stock item. You may amend the quantity to be despatched or the bin location. Then choose Input Ok . The amended line will now be displayed in the box Items on This Despatch.
Clear Line	To clear the line from the box Items on This Despatch.
Clear All	To clear all the lines from the box Items on This Despatch.
OK	To complete the despatch choose Ok next to the bottom screen. You are asked to confirm that all bins and quantities are correct. Choose Yes . If the stock chosen in any sales order you are despatching has Valuation Type Batch then the screen headed Get Quantities From Batch will be displayed for each such stock item. For further details see BATCH VALUATION TYPE FOR A STOCK ITEM in CHAPTER 4 : MAINTENANCE . You are asked if you wish to print the Despatch Note Now. If you choose Yes , the despatch note will be printed/

Alternatively if you do not wish to continue with the despatch, choose **Exit** at the top right of the screen, which will check that you wish to discard the despatch details. Choose **Yes** and you are returned to the blank Process Sales Orders screen.

6. You may despatch one or more sales orders and then choose **Exit**. You may reprint the report if you wish using **Deliveries, Re-print despatch note**.
7. Choose **Exit**.

INVOICING A SALES ORDER

When you have input a sales order, you may select to invoice that order by choosing the button **Invoice**.

The order must be authorised before it may be invoiced (i.e. the Status on the Header screen must show Authorised Order). You will not be able to invoice an order that has already been invoiced. **WinStock** will launch the **WinAccs** Sales Invoice Entry screen - see [SALES INVOICE ENTRY](#) in **CHAPTER 8 : ENTERING INVOICES** ..

The Sales Invoicing screen is displayed. To invoice this order obey the following :-

1. Select the **Details** tab. On this screen .the Sales Order number will be in the field **Sales Order**.
2. Click on **Get order lines** and the screen headed **Order Details Selection** will be displayed see [ORDER DETAILS SELECTION](#) on page 141. on which you select which lines of the order you wish to invoice.
3. Now click on **Accept Invoice**.
4. Select the tab **Post,Exit** and click the button **Post,Exit** to complete the invoice for this order.

ORDER DETAILS SELECTION

When you wish to invoice a sales order or a purchase order and you have selected that order and selected the tab **Details** then that order number will be displayed. Select the button **Get order lines**. A screen similar to the following will be displayed :-

Code	Description	OrderQty	Price	Net	Despatch
1 S	B-BEDSWH Bed, single, whitewood	2.000	129.990	£254.78	2.000
2 S	C-BEDSHDBDWH Single bed, headboard, whitewood	2.000	15.000	£30.00	2.000

The above screen is for a sales order. The screen for a purchase order would have the relevant text for a purchase order.

You may select one or more lines of that order to be invoiced and then click on **OK**. Alternatively you may select the button **Select all lines** and then **OK**.

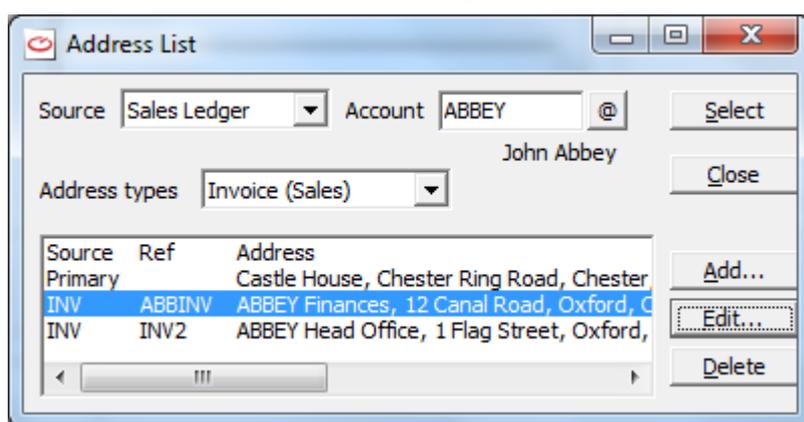
For a purchase order if nothing has been delivered for the selected line then you will receive a warning and you may decide whether to select this line for the invoice or not. If this line has been partly delivered you will not receive the warning.

The chosen lines will then be shown on the **Details** tab of the invoice ready for you to select **Accept invoice**.

This **Order Details Selection** screen is also used when you wish to create a sales invoice or a purchase invoice which is using orders.

OTHER ADDRESSES

When you are entering a sales invoice, a sales/purchase order or a quotation and you have selected the account number on the Header tab then the delivery address and the invoice address or purchase order address (as relevant) for that account will be displayed. If you wish to use a different address for either of these then select the button **Other** and the following screen will be displayed :-



This shows the alternative address that you have defined for this account. Ensure that the correct ledger is selected in the field **Source** and the correct account is selected in the field **Account**. In the field **Address types** ensure the require type of address is selected.

From the list of alternative addresses you may selected the one you want and then select the button **Select** . That address will now be displayed on the Header screen,

If alternatively you wish to Add a new alternative address then select the button **Add** (see [ADDING ALTERNATIVE ADDRESSES](#) on page 142). Add the address and then select that one for this invoice.

ADDING ALTERNATIVE ADDRESSES

You may require alternative addresses for communications. For instance :-

- When in WinAccs you are on the General tab of Company details (from Maintenance, Parameters, Company Details) you may choose to add alternative addresses in the box headed **Alternative addresses** on the right of the screen. To do this select **New**.
- When in WinAccs you are entering/editing the details of a sales or purchase or subcontractor account (from Maintenance, Ledger accounts, Sales ledger or Purchase ledger or Subcontractor ledger) then on the tab **Other/Addresses** in the box headed **Alternative addresses** you may enter alternative addresses. To do this select **New**.
- When you are entering a sales invoice. To do this select the button **Other** which is under the address details you wish to change, followed by **Add**
- When in WinStock you are entering a sales order, purchase order or quotation. To do this select the button **Other** which is under the address details you wish to change, followed by **Add**

The following screen will be displayed (with the appropriate heading)-

At the field **Type** select the type of the alternative address from the drop-down choices of Delivery, Invoice (Sales), Order (Purchase), Statement, Remittance.

You may enter a **Reference** for this alternative address. Then enter the details **Company, Address, Postcode, Contact, Phone, Fax** and **Email** for this alternative address.

Finally select **Save**.

Now that alternative address will be displayed in the list of alternative addresses and you may select that address and select **Delete** to delete it, or select **Edit** to edit it if necessary.

REPRINT ACKNOWLEDGEMENT

To reprint the acknowledgement for one or more sales orders, obey the following procedure :-

1. From the **WinStock** menu, select the **Orders** option.
2. Next select **Reprint Acknowledgement**. All the sales orders on the system will be displayed in an order determined by the order number. The greatest order numbers will be displayed at the beginning of the list.
3. Select the required sales orders and choose **OK**.
4. The sales order acknowledgements will be printed. Sub lines are not printed on a sales order acknowledgement.

PURCHASE ORDERS

CREATING A PURCHASE ORDER

To create a purchase order, obey the following procedure :-

1. From the **WinStock** menu, select the **Orders** option.
2. Next select **Purchase order**.
3. The screen, headed **Process Purchase Orders**, will be displayed.
4. To select an order that is already on the system click on the @ to the right of the field **Order number**. A screen headed **Select Order** will be displayed. On this screen you can filter the list of the orders displayed by Ledger, Account code, Order status, Delivery status, Invoice status and/or by date. You may choose to display the order value excluding VAT. Then select the required order.
5. If this order has already been invoiced then you may select the button **Show invs** to show the details of the invoices.

6. If you wish to insert a Purchase Order Number for the new order, insert a unique purchase order number. When you press TAB, you will be warned that this order cannot be found and asked if you wish to create a new order. Choose **Yes**.
7. Alternatively to create a new purchase order choose the button **New** to the right of the field Order Number. The system will automatically insert in the field Order Number a unique Purchase Order Number.
8. At the field **Supplier** click on the downward arrow and select whether this purchase order is to be for a purchase ledger account or a subcontractor ledger account.
9. At the field **Supplier**, enter the supplier account number from the Purchase Ledger or Subcontractor Ledger (depending on the choice you made in the field **Supplier**) to select the supplier from whom you are making a purchase, or using the Code Lookup facility @ select the required supplier number. If the supplier does not yet exist on the system, you can create the supplier here by choosing the **Write New Record** button - see [ENTERING SUPPLIERS WITHIN WINSTOCK](#) in **CHAPTER 4 : MAINTENANCE** .

If the account chosen has been set to **On Hold** then below the field **Supplier** the words "A/C on hold" will be displayed on this screen in red.

Below the field **Supplier** will be displayed the Credit limit of this account, the Account balance and the Credit remaining.

10. If the account chosen in the field **Supplier** has a VAT Registration number which implies that the account is based outside the UK then a message appears asking if you would like to override the default VAT code so that all detail lines use the zero-rated VAT code. Select either **Yes** or **No**. The override only occurs when adding new details.
11. To select an existing order then at the field **Supplier** you may select **Purchase** to see only the existing orders on the system for the purchase ledger accounts. Alternatively you may select **Subcontractor** to see only the existing orders on the system for the subcontractor ledger accounts or you may select **Both** in order to see the existing orders on the system for both Purchase ledger accounts and Subcontractor ledger accounts.
12. If you wish to base this new order on an existing order for this same customer then select **Like order**. On the next screen headed **Like order** at the field **Order no** click on the @ and select the order number of that existing order for this same customer. And then select **Get order lines**. The lines of that existing order will be displayed in the box below. You may select which lines you wish to include in the new order by using the button **Toggle include**. You may also select whether you wish the header screen of the new order to be the same as that of the existing order. Next select **Copy selected lines**. The Details tab of your new order will now display the lines of the chosen existing order and the header screen of the new order will display the header screen of the existing old order, if you chose that option.
13. The header screen for this purchase order is now displayed - see "[HEADER SCREEN FOR PURCHASE ORDERS](#)" on page 144.
14. At the foot of the screen for each tab there is the facility to create notes about this order - for further details see [NOTES](#) in **CHAPTER 4 : MAINTENANCE** ..

HEADER SCREEN FOR PURCHASE ORDERS

When you are creating a purchase order for a supplier and have entered the supplier number the Purchase Order Header is then displayed.

1. Enter on the Header screen details about this purchase order, such as the status of the order, the purchase order date, planned delivery date, the supplier order number, delivery address and purchase order address.

If you have registered for Multi Currency select the currency that you wish this order to be in at the field **Currency**.

For both Delivery address and Purchase order address, you may choose **Other** and from the list of alternative addresses given for this account you may select one to replace the default displayed. - see

[OTHER ADDRESSES](#) on page 142.. You may also, on the screen headed **Address List** which is displayed when you choose **Other**, add a new alternative address for this account.

2. Now choose the tab **Details**, next to the tab **Header** (or alternatively choose the button **Details** at the top of the screen).

DETAILS SCREEN FOR PURCHASE ORDERS

On the Details screen you specify each line that will appear in the body of the purchase order i.e. any stock or non-stock items to be purchased and any lines of text.

If you wish to base this new order on an existing order for this same customer then select **Like order.**, see [CREATING A PURCHASE ORDER](#) on page 143. You may add further detail lines or edit the ones already showing on the Details tab screen.

At the top of the screen will be the heading Details for line n, where n starts at 1 and shows the line number on the purchase order.

At the first field click on the downward arrow and, from the list displayed, select what type of line this will be. The choices are :-

- Stock item - see "[ENTERING A STOCK ITEM INTO A PURCHASE ORDER](#)" on page 145.
- Job cost (Stock) item - see "[ENTERING A JOB COST \(STOCK\) ITEM](#)" on page 146.
- Non Stock item - see "[ENTERING A NON-STOCK ITEM INTO A PURCHASE ORDER](#)" on page 146.
- Multi-line text - see [ENTERING MULTI-LINE TEXT INTO A PURCHASE ORDER](#) on page 146

If contract costing has been set up on the system, there will be fields for the contract code and appropriate cost heading.

You can create as many lines for the Purchase Order as you wish. When all the lines are complete, choose the button **Order OK**.

ENTERING A STOCK ITEM INTO A PURCHASE ORDER

To enter a stock item for a purchase order line, you will have selected the choice Stock Item at the first field on the Details screen.

Sub lines only apply to multiline text for purchase invoices.

1. Now enter the stock code at the field **Stock Code**, or use the Code Lookup facility @ button to select a code. This will display the Nominal Code, description, rate, and VAT information for this stock item as held by the system. The planned delivery date will be displayed as a week from today's date.

You can select stock of type non-stock.

2. When you have selected a stock code you may click on the sign  to the right of the @ sign by the field **Stock code** to display stock information see [STOCK INFORMATION](#) in **CHAPTER 4 : MAINTENANCE**.
3. Enter the quantity of the stock to be ordered.
4. You may alter the planned delivery date, Nominal Code, description of the item, the price, VAT and other information such as the discount to be applied for this line of stock.
5. When the line is complete, choose the button **Line Ok**. Alternatively if you do not wish to include this line on the Purchase Order, choose **Reset**. This will blank out the fields in the top half of the screen.
6. If you choose **Line Ok**, then the line will be copied into the bottom half of the screen, headed Purchase Order Lines. The order lines section can be scrolled sideways to show further details.

ENTERING A JOB COST (STOCK) ITEM INTO A PURCHASE ORDER

To enter a job cost (stock) item for a purchase line, you will have selected the choice **Job Cost (Stock) Item** at the first field on the Details screen.

Sub lines only apply to multiline text for purchase invoices.

1. Now enter the stock code at the field **Stock code**, or use the Code Lookup facility @ button to select a code.
2. When you have selected a stock code you may click on the sign  to the right of the @ sign by the field **Stock code** to display stock information see [STOCK INFORMATION](#) in **CHAPTER 4 : MAINTENANCE**.
3. The Process Purchase Order screen will display the Nominal Code, description, rate, and VAT information for this stock item as held by the system. The planned delivery date will be displayed as a week from today's date.
4. Select the Contract code for this transaction and the cost headings.
5. Enter the quantity of the stock to be ordered.
6. You may alter the planned delivery date, Nominal Code, description of the item, the price, VAT and other information such as the discount to be applied for this line of stock.

If you choose **Line Ok**, then the line will be copied into the bottom half of the screen, headed Purchase Order Lines.

ENTERING A NON-STOCK ITEM INTO A PURCHASE ORDER

To enter a non-stock item for a purchase order line, you will have selected the choice **Non Stock Item** at the first field on the Details screen.

Sub lines only apply to multiline text for purchase invoices.

1. The cursor is now at the field **Nominal**. You must enter the nominal code to which details of this transaction for this non-stock item will be posted.
2. Now enter the contract code for this transaction and the cost headings.
3. Next enter the details of the quantity of this non-stock item to be ordered, its description, rate, and VAT code. You may enter a discount for this non-stock item. For details of the fields see "[ENTERING A STOCK ITEM INTO A PURCHASE ORDER](#)" on page 145.
4. When the line is complete, choose the button **Line Ok**. Alternatively if you do not wish to include this line on the Purchase Order, choose **Reset**. This will blank out the fields in the top half of the screen.

If you choose **Line Ok**, then the line will be copied into the bottom half of the screen, headed Purchase Order.

ENTERING MULTI-LINE TEXT INTO A PURCHASE ORDER

To enter text into a purchase order line, you will have selected the choice **Multi-line text** at the first field on the Details screen.

You may select that this text is to be sub line. That means that it will not then be printed on the printed order nor on the Goods received note.

1. The cursor is positioned in the box ready for you to type any text you require to go in the body of the purchase order. Wrap around occurs, so do not press the Return or Enter key.
2. Alternatively if you have already defined some free text (see [FREE TEXT](#) in **CHAPTER 4 : MAINTENANCE**) then at the field **Free text code** you may click on the @ and select which of the predefined texts you wish to include on the purchase invoice
3. When the text is complete, choose the button **Line Ok**. Alternatively if you do not wish to include this line on the Purchase Order, choose **Reset**. This will blank out the fields in the top half of the screen.

4. If you choose **Line Ok**, then the line will be copied into the bottom half of the screen, headed Purchase Order

EDITING PURCHASE ORDER LINES

The lines of the Purchase Order are accumulated in the box in the bottom half of the screen. Not all the information on this line is visible on the screen at any one time, so there is a horizontal scroll bar that allows you to scroll the entire length of the line.

The lines of the Purchase Order may be altered. Select the line to be edited.

To delete the line choose the button **Delete**. You will be asked to confirm that you want to delete this order line. Choose **Yes** to do so, else choose **No**.

To edit the highlighted line, choose the button **Edit line**. The details of the line are copied into the top half of the screen, where you may make any changes. Finally choose **Line OK**. The changes you made will be reflected in the line as displayed in the box headed Purchase order lines.

INSERTING A PURCHASE ORDER LINE

To insert a line into an existing purchase order highlight the line (in the bottom half of the screen headed Purchase order lines) before which you wish the new line to be inserted. Then in the top half of the screen select the item you wish to insert into the purchase order. Next select the button **Insert Line**. The new line will be inserted before the chosen line and is displayed in the purchase order lines in the bottom half of the screen.

COMPLETING THE PURCHASE ORDER

When the order is complete, choose the button **Order OK**.

You are asked if you wish to print the order now. Choose **Yes** to do so (else choose **No**). The order will be printed. Sub lines are not printed on the order.

Once you have selected **Order OK**, the order will appear in the list of orders for editing in future.

Instead of choosing the **Order OK** button, you could have chosen the **Delivery** button. This performs the same function as **Order OK** and also opens the Purchase Order Goods Received window. Accessing the Purchase Order Goods Received window in this way has the same effect as choosing Supplier Delivery from the Deliveries menu. The order must be authorised to allow delivery i.e. the Status on the Header screen must be Authorised Order. For more details see "[RECORDING THE DELIVERY OF ITEMS ON A PURCHASE ORDER](#)" on page 148

CHANGING A PURCHASE ORDER

Once you have entered a Purchase Order and have chosen **Order OK**, it will appear in the list of orders for editing in the future. Immediately you have chosen **Order OK**, an extra button saying Prev will appear next to the button New on the top line. If you choose **Prev** the details of the previous order will be displayed.

If you have been doing something other than Orders within **WinStock**, then to change an existing order, from the Order menu, select **Purchase Orders**.

On the window that is displayed, headed Process Purchase Orders, enter the order number of the Purchase Order that you wish to change. Alternatively you may use the Code Lookup facility @ to select the required Purchase Order, see "[SEARCHING FOR AN ORDER OR QUOTATION](#)" on page 150

You may limit the list of displayed purchase orders already on the system by selecting either Purchase or Subcontractor at the field Supplier and clicking on the Search button.

The details of that order are now displayed. You may make the necessary changes. For details see "[CREATING A PURCHASE ORDER](#)" on page 143

Choose **Order OK** to record the changes you have made. Alternatively choose **Reject** to leave the Purchase Order as it was before you asked to edit it.

REJECTING A PURCHASE ORDER

When you have entered details of an order and then decide not to continue with this order, choose **Reject**. You will get a message warning you that there are details on this order and that **Reject** does not delete the order and that you must cancel this order. Click on **OK**. Then you are returned to the empty purchase order entry screen. Click on the @ by the field **Order number**. Select the order and change the field **New status** to **Order cancelled**. Select **Order OK**. You will be told that this will downdate on order stock for all lines. Select **YES**.

If you do not cancel the order then the rejected order will still be on the system and may be selected, edited and continued with.

To delete a purchase order that has been entered by mistake see [DATABASE UTILITIES](#) in **CHAPTER 11 : UTILITIES**

PRINTING THE PURCHASE ORDER

To print a purchase order for the order being displayed on the screen, choose the button **Print** and the purchase order will be printed. Sub lines are not printed on the order/

RECORDING THE DELIVERY OF ITEMS ON A PURCHASE ORDER

The Purchase Order Delivery function can be selected either by choosing the button **Delivery** at the top of the main purchase order Screen or alternatively via **Supplier Delivery** on the **Deliveries menu**.

1. To record the delivery of the purchase order that is being displayed on the screen, choose the button **Delivery**. The order must be authorised to allow delivery (i.e. the Status field on the Header screen must say Authorised Order).
2. If you have not printed the purchase order yet, you are asked if you want to print the purchase order. Choose **Yes** and the purchase order will be printed. (Alternatively, if you do not want to print the purchase order, choose **No**). You may only print one purchase order here. To Reprint a Purchase Order, you must use the facility Reprint Purchase Order - see "[REPRINT PURCHASE ORDER](#)" on page 149.
3. The Purchase Order Goods Received screen is now displayed with details of the current order.

On this screen select the items from the order that have been received.

You may select all of the lines of the order, one line at a time, or part of a line.

If only part of an order has been received, select the line of the order in the top box and then choose **Part Line**. A box will be displayed showing the details of the chosen line. The cursor is at the field Received Quantity and you should enter the quantity received and the bin number to which the goods have been delivered. Choose **Line Ok**. You are returned to the original screen, which now displays the part quantity that you wish to despatch in the bottom box, Items on This Goods Received Note.

4. You may enter the date that the goods were delivered into the field Actual Goods Received and the number of the Goods Received Note into the field Goods Received Note. You may check the box Set Order As Fully Delivered if all the order has been delivered. This will usually only be set when a Goods Received Note has been produced for all the items in the purchase order.
5. As you select the lines that have been received, they are transferred to the box at the bottom of the screen, headed Items on This Goods Received Note. When lines are in this box, they may be cleared or edited or the delivery can be completed.

You may select a line in the box. Then :-

Choose	Result
Edit line	A further screen is displayed showing this item. WinStock will take delivery of the stock to the default bin defined for this stock item. You may amend the quantity that has been received or the bin location. Then choose Input Ok . The amended line will now be displayed in the box Items on This Goods Received Note.

- Clear Line** To clear the line from the box Items on This Goods Received Note.
- Clear All** To clear all the lines from the box Items on This Goods Received Note.
- OK** To complete the delivery choose **Ok** next to the bottom screen. If the stock chosen has **Valuation Type** Batch and is a Stock item [i.e. not Job cost (Stock) item] in the order then the screen headed **Add Batch Information** will be displayed. For further details see [BATCH VALUATION TYPE FOR A STOCK ITEM](#) in **CHAPTER 4 : MAINTENANCE**.
- You are asked if you wish to print the Goods Received Note now. If you choose **Yes** the Goods Received Note will be printed.
- Alternatively if you do not wish to continue with the delivery, choose **Exit** at the top right of the screen, which will check that you wish to discard the goods received note details. Choose **Yes** and you are returned to the blank Process Purchase Orders screen.

6. You may record the deliveries of one or more purchase orders and then choose **Exit**. You may reprint the report if you wish using **Deliveries, Re-print GRN**.
7. Choose **Exit**.

INVOICING A PURCHASE ORDER

When you have input a purchase order, you may select to invoice that order by choosing the button **Invoice**.

The order must be authorised before it may be invoiced (i.e. the Status on the Header screen must show Authorised Order).

If this order is for the Purchase Ledger then the Purchase Invoicing screen is displayed. (Alternatively if this order is for the Subcontractor Ledger then the Subcontractor Invoicing screen is displayed). To invoice this order obey the following :-

5. On the screen on the tab **Header** enter the **Account code**, the **Invoice number** and the **Date**.
6. Then select the **Details** tab. On this screen the Purchase Order number will be in the field **Purchase Order**.
7. Click on **Get order lines** and the lines of that purchase order are displayed on the screen Order Detail Selection - see [ORDER DETAILS SELECTION](#) on page 141. You may select one or more lines of that order to be invoiced and then click on **OK**. If nothing has been delivered for the selected line then you will receive a warning and you may decide whether to select this line for the invoice or not. If this line has been partly delivered you will not receive the warning.
8. Now click on **Accept Invoice**.
9. Select the tab **Post,Exit** and click the button **Post,Exit** to complete the invoice for this order.

For more details about invoices for Purchase Orders for the Purchase Ledger see [PURCHASE INVOICE ENTRY](#) in **CHAPTER 8 : ENTERING INVOICES** .

For more details about invoices for Purchase Orders for the Subcontractor Ledger see [SUBCONTRACTOR INVOICE ENTRY](#) in **CHAPTER 8 : ENTERING INVOICES** .

REPRINT PURCHASE ORDER

To reprint one or more purchase orders obey the following procedure :-

1. From the **WinStock** menu, select the **Orders** option.
2. Next select **Reprint purchase order**. All the purchase orders on the system will be displayed in an order determined by the order number. The greatest order numbers will be displayed at the beginning of the list.

3. You may limit the list of purchase orders displayed by selecting the ledger (Purchase, Subcontractor or Both) at the field Supplier or with either Purchase or Subcontractor selected as the ledger then you can select the account code.
4. Select the required purchase orders and choose **Ok**. Alternatively you may choose the button **All Not Printed** to print all the purchase orders not yet printed.
5. The purchase orders will be printed. Sub lines are not printed on the order.

SEARCHING FOR AN ORDER OR QUOTATION

When you have selected **Orders**, and then either **Sales order** or **Purchase order** or **Quotation** the screen that is displayed will be headed **Process Sales Orders** or **Process Purchase Orders** or **Quotations** (as appropriate).

If you wish to locate an order or quotation previously input then at the field **Order number** (or **Quotation no**), click on the @ to the right of the field.

A screen similar to the following will be displayed listing either the sales orders, purchase orders or quotations :-

Order no	Account	Customer order no	Date	Order value	Status	(Right-click to preview)
SO300100	S/BROWN Brown Brothers Ltd		31Mar2018	£30.00	Order completed, all despatched, all invoiced	
SO300102	S/ABBEY John Abbey		31Mar2018	£399.82	Authorised order, all despatched	
SO300103	S/BROWN Brown Brothers Ltd		31Mar2018	£155.99	Authorised order	
SO300104	S/BHPROP B & H Property Develo..		31Mar2018	£74.39	Authorised order, part despatched	
SO300105	S/ABBEY John Abbey		30Apr2018	£300.00	Authorised order	
SO300106	S/BHPROP B & H Property Develo..		30Apr2018	£305.74	Authorised order	
SO300107	S/BROWN Brown Brothers Ltd		30Apr2018	£575.96	Authorised order	
SO300108	S/ABBEY John Abbey		30Apr2018	£18.00	New order, not authorised	
SO300109	S/ABBEY John Abbey	DEC/123	19Dec2018	£154.43	Authorised order	
SO300110	S/ABBEY John Abbey	DEC/124	19Dec2018	£154.43	Authorised order, all invoiced	
SO300111	S/ABBEY John Abbey	DEC/125	19Dec2018	£154.43	Authorised order	
SO300112	S/BHPROP B & H Property Develo..	987/543a	19Dec2018	£18.00	Authorised order	
SO300113	S/BROWN Brown Brothers Ltd	357-12/c	19Dec2018	£18.00	Authorised order	

Max List Size: 5000 Show order value excluding VAT 13 orders found.

(Blank code to search for all)

Account: @ Search for (address, customer order no etc):

Order status filter

New, unauthorised Hold

Authorised Cancelled Complete

Delivery status filter

Not delivered Part delivered Fully delivered

Invoice status filter

Not invoiced Part invoiced Fully invoiced

Date filter

From: To:

Show due date

The first time you select the @ then this screen is displaying all the orders (or quotations) on the system for all the accounts. (On subsequent selection of the @ then the displayed screen will reflect the choices you made previously when at this screen).

If you select the field **Show order value excluding VAT** then on the displayed screen the columns **Order value** for Orders (or **Quotation value** for Quotations) will exclude the VAT.

For a Sales order or Quotation search you may narrow the search to only those orders (or quotations) for a particular account by selecting that account at the field **Account** and then selecting the button **Search**.

For a Purchase order search at the field **Account** you may select whether this order is for an account in the Purchase Ledger, the Subcontractor ledger or Both and in the field to the right of that you may select the account.

Similarly for orders you can narrow the search by selecting in the section headed **Order status filter** the status of the order you are searching for and then selecting the button **Search**.

And in the section headed **Delivery status filter** you may select for orders the delivery status and then select the button **Search**.

And in the section headed **Invoice status filter** you may select for orders the invoice status and then select the button **Search**.

For orders and quotations in the section headed **Date filter** you may select to display just orders (or quotations) between two dates using the **From** and **To** field and then select the button **Search**. You may select to **Show due date** instead of the order date.

You may enter text (e.g. town, street name, customer order no) in the field **Search for (address, customer order no etc)** and then click on **Search**. The list in the box above will show only orders that contain that text in any address fields, customer order no etc. in the order.

The **Reset** button resets the screen such that the next search would display all the orders on the system for all the accounts.

When the screen is displaying orders/quotations you may right click on any line and see the details of that order/quotation. And you may then select another order/quotation from the column on the left and the details of that newly selected order/quotation will be displayed.

To select any order/quotation select **OK**. To just exit from the screen without selecting an order/quotation select **Cancel**.

QUOTATIONS

The Quotations facility allows you to produce a quotation for a prospective future sale - which may later be converted into a sales order.

CREATING A QUOTATION

To create a quotation, obey the following procedure :-

1. From the **WinStock** menu, select the **Orders** option.
2. Next select **Quotations**.
3. The screen, headed **Quotations**, will be displayed.
4. To select a quotation that is already on the system click on the @ to the right of the field **Quotation No**. A screen headed **Select Quotation** will be displayed. On this screen you can filter the list of the quotations displayed by Account code and/or by date. You may choose to display the quotation value excluding VAT. Then select the required quotation.
5. If you wish to insert a quotation number for the new quotation, insert a unique quotation number in the field **Quotation No**. When you press TAB, you will be warned that this quotation cannot be found and asked if you wish to create a new quotation. Choose **Yes**.
6. If you wish to copy an existing quotation select the button **Copy**. A screen headed **Copy Quotation/Template** will then be displayed. At the field **Quotation No** select the existing quotation that you wish to copy and at the field **New customer** select for which customer this quotation is to be. Select **OK** and that quotation /template will now be displayed for the customer you had selected.
7. Alternatively to create a new quotation choose the button **New** to the right of the field **Quotation No**. The system will automatically insert in the field **Quotation No** a unique quotation number.
8. At the field **Customer**, enter the customer number from the Sales Ledger for the customer to whom you are making the quotation, or using the Code Lookup facility @ select the required customer number. If the customer does not yet exist on the system, you can create the customer here by choosing the **Write New Record** button - see [ENTERING CUSTOMERS WITHIN WINSTOCK](#) in **CHAPTER 4 : MAINTENANCE**.

If the account chosen has been set to **On Hold** then below the field **Customer** the words "A/C on hold" will be displayed on this screen in red.

Below the field **Customer** will be displayed the Credit limit of this account, the Account balance and the Credit remaining.

9. If the account chosen in the field **Customer** has a VAT Registration number which implies that the account is based outside the UK then a message appears asking if you would like to override the default VAT code so that all detail lines use the zero-rated VAT code. Select either **Yes** or **No**. The override only occurs when adding new details.
10. Using the button **History** you can view past sales order invoices for this account, for further details see [HISTORY BUTTON ON SALES ORDERS, QUOTATIONS AND SALES INVOICES](#) on page 134.
11. The header screen for this quotation is now displayed - see [HEADER SCREEN FOR QUOTATIONS](#) on page 152.
12. At the foot of the screen for each tab there is the facility to create notes about this quotation - for further details see [NOTES](#) in **CHAPTER 4 : MAINTENANCE** ..

HEADER SCREEN FOR QUOTATIONS

When you are creating a quotation for a customer and have entered the customer code the Header is then displayed.

1. Next to the **Customer code** is the button **History**. Click on this **to see** the history of invoices for this chosen customer.
2. Enter on the Header screen details about this quotation, such as the status of the order, quotation date, planned despatch date, the customer order number, delivery address and invoice address.
3. If you wish to create a quotation that will be used as a template for further orders then select the **New Status** to be **Template**.
4. If you have registered for Multi Currency select the currency that you wish this order to be in at the field **Currency**.

For more details about shipper code and service code see [SHIPPERS](#) and [SHIPPER SERVICES](#) in **CHAPTER 4 : MAINTENANCE**.

For both Delivery address and Invoice address, you may choose **Other** and from the list of alternative addresses given for this customer, you may select one to replace the default displayed. - see [OTHER ADDRESSES](#) on page 142.. You may also, on the screen headed **Address List** which is displayed when you choose **Other**, add a new alternative address for this customer.

5. Now choose the tab **Details**, next to the tab **Header** (or alternatively choose the button **Details** at the top of the screen).

DETAILS SCREEN FOR QUOTATIONS

On the Details screen you specify each line that will appear in the body of the quotation i.e. any stock or non-stock items to be sold and any lines of text.

You may find it useful to refer to past invoices for this sales account to see what items you ordered in the past so that you could quote for the same items in this quotation. To do this click on the button **History**. For further details see [HISTORY BUTTON ON SALES ORDERS, QUOTATIONS AND SALES INVOICES](#) on page 134.

If you have used the facility to Copy an existing quotation then the details of that existing quotation are now displayed on this Details tab screen. You may edit any of those lines or add further detail lines.

At the top of the screen will be the heading Details for line n, where n starts at 1 and shows the line number on the quotation.

At the first field click on the downward arrow and, from the list displayed, select what type of line this will be. The choices are :-

- Stock item - see [ENTERING A STOCK ITEM INTO A QUOTATION](#) on page 153
- Non Stock item - see [You must decide which option you want - for more details see SUB LINES FOR NON-STOCK STOCK](#) on page 156

- [ENTERING A NON-STOCK ITEM INTO A QUOTATION](#) on page 153
- Multi-line text - [ENTERING MULTI-LINE TEXT INTO A QUOTATION](#) on page 154

You can create as many lines for the quotation as you wish.

If you wish for the facility that when you have entered the contract for one item of stock, then the next item of stock should use the same contract then go to **Settings, WinStock.ini** and under **[Order Options S]** select that **Remember contract** is set to **yes**.

When all the lines are complete, choose the tab **Footer**.

ENTERING A STOCK ITEM INTO A QUOTATION

To enter a stock item for a quotation line, you will have selected the choice **Stock Item** at the first field on the Details screen.

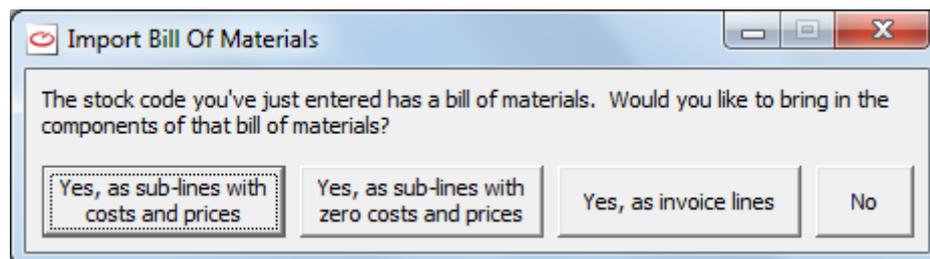
You may select the field **Sub line** to indicate that this stock item is a sub line. This means that this stock item will not be printed on the quotation. It will not be printed on the sales order acknowledgement, nor on the despatch note nor on the invoice when this quotation is used in a sales invoice..

1. Now enter the stock code at the field **Stock code**, or use the Code Lookup facility @ button to select a code.
2. If you are using customer costs and prices and this stock has a customer cost and price defined, a further window will be displayed, headed **Get Customer Cost and Price**, on which you may select which cost and price you wish to use for this quotation - see [CUSTOMER COSTS AND PRICES](#) in **CHAPTER 4 : MAINTENANCE** ..
3. Now will be displayed the Nominal Code, description, rate, VAT and discount information for this stock item as held by the system. The planned despatch date will be displayed as today's date.

You can select stock of type non-stock.

If you have selected that this stock item is to be a sub line then the fields Rate, Net value, Discount and VAT code will be greyed out and unavailable.

4. When you have selected a stock code you may click on the sign  to the right of the @ sign by the field **Stock code** to display stock information see [STOCK INFORMATION](#) in **CHAPTER 4 : MAINTENANCE**.
5. Enter the quantity of the stock to be quoted for.
6. You may alter the despatch date, Nominal Code, description of the item, the price, VAT and discount information if necessary.
7. When the line is complete, choose the button **Line Ok**. Alternatively if you do not wish to include this line on the Quotation, choose **Reset**. This will blank out the fields in the top half of the screen.
8. .If you choose **Line Ok**, then the line will be copied into the bottom half of the screen, headed **Quotation lines**. The order lines section can be scrolled sideways to show further details.
9. If you have selected stock of type non-stock then when you click on **OK** you will see the following display. :



You must decide which option you want - for more details see [SUB LINES FOR NON-STOCK STOCK](#) on page 156

ENTERING A NON-STOCK ITEM INTO A QUOTATION

To enter a non-stock item for a quotation line, you will have selected the choice **Non Stock Item** at the first field on the Details screen.

A Non-stock item cannot be a Sub line.

1. The cursor is now at the field **Nominal**. You must enter the nominal code to which details of this transaction for this non-stock item will be posted.
2. Next enter the details of the quantity of this non-stock item to be quoted for, its description, rate, VAT code and discount details. For details of the fields see see [ENTERING A STOCK ITEM INTO A QUOTATION](#) on page 153.
3. When the line is complete, choose the button **Line Ok**. [Alternatively if you do not wish to include this line on the Quotation, choose **Reset**. This will blank out the fields in the top half of the screen.]
4. The line will be copied into the bottom half of the screen, headed **Quotation lines**.

ENTERING MULTI-LINE TEXT INTO A QUOTATION

To enter text for a quotation line, you will have selected the choice **Multi-line text** at the first field on the Details screen.

You may select the field **Sub line** to indicate that this text is a sub line. This means that this text will not be printed on the quotation. It will not be printed on the sales order acknowledgement, nor on the despatch note nor on the invoice when this quotation is used in a sales invoice..

1. The cursor is positioned in the box ready for you to type any text you require to go in the body of the quotation. Wrap around occurs, so do not press the Return or Enter key. Use Ctrl + Enter to start a new line.
2. Alternatively if you have already defined some free text (see [FREE TEXT](#) in **CHAPTER 4 : MAINTENANCE**) then at the field **Free text code** you may click on the @ and select which of the predefined texts you wish to include on the quotation.
3. When the text is complete, choose the button **Line Ok**. Alternatively if you do not wish to include this line on the Quotation, choose **Reset**. This will blank out the fields in the top half of the screen.
4. If you choose **Line Ok**, then the line will be copied into the bottom half of the screen, headed **Quotation lines**.

EDITING QUOTATION LINES

The lines of the quotation are accumulated in the box in the bottom half of the screen. Not all the information on this line is visible on the screen at any one time, so there is a horizontal scroll bar that allows you to scroll the entire length of the line.

The lines of the quotation may be altered. Select the line to be edited.

To delete the line choose the button **Delete**. You will be asked to confirm that you want to delete this quotation line. Choose **Yes** to do so, else choose **No**.

To edit the highlighted line, choose the button **Edit line**. The details of the line are copied into the top half of the screen, where you may make any changes. Finally choose **Line OK**. The changes you made will be reflected in the line as displayed in the box headed **Quotation lines**.

INSERTING A QUOTATION LINE

To insert a line into an existing quotation highlight the line (in the bottom half of the screen headed **Quotation lines**) before which you wish the new line to be inserted. Then in the top half of the screen select the item you wish to insert into the quotation. Next select the button **Insert Line**. The new line will be inserted before the chosen line and is displayed in the quotation lines in the bottom half of the screen.

FOOTERS SCREEN FOR QUOTATIONS

There can be up to two footers on a sales invoice. These are normally for such items as carriage insurance and postage and package.

Enter the description for the footer, the Nominal Code to which this item should be posted and the amount and VAT code.

Choose **Clear 1** to clear the details in the first footer or choose **Clear 2** to clear the details in the second footer.

COMPLETING THE QUOTATION

When the order is complete, choose the button **QuotationOK**.

You are asked if you wish to print the quotation now. Choose **Yes** to do so (else choose **No**). The quotation will be printed. Sub lines are not printed on the quotation.

Once you have selected **Quotation OK**, the quotation will appear in the list of quotations for editing in future.

CHANGING A QUOTATION

Once you have entered a quotation and have chosen **Quotation OK**, it will appear in the list of quotations for editing in the future. Immediately you have chosen **Quotation OK**, an extra button saying **Prev** will appear next to the button **New** on the top line. If you choose **Prev** the details of the previous quotation will be displayed.

If you have been doing something other than quotations within **WinStock**, then to change an existing quotation, from the **Orders** menu, select **Quotations**.

On the window that is displayed, headed **Quotations**, enter the order number of the Quotation that you wish to change, or use the Code Lookup facility @ to select the required Quotation, see [SEARCHING FOR AN ORDER OR QUOTATION](#) on page 150

The details of that order are now displayed. You may make the necessary changes. For details see [CREATING A QUOTATION](#) on page 151.

Choose **Quote OK** to record the changes you have made. Alternatively choose **Reject** to leave the quotation as it was before you asked to edit it.

When you have entered a Quotation and have chosen **Quotation OK**, then if its **New status** field is **New quotation, not authorised** or is **Authorised quotation**, then you may change the account code for the quotation by clicking on the @ beside the field **Customer** and selecting a different customer. Then select **Quotation OK**.

REJECTING A QUOTATION

When you have entered details of a quotation and then decide not to continue with this order, choose **Reject**. You will get a message warning you that there are amended details on this quotation and that **Reject** does not undo amendments to details. Choose **Ok**.

The rejected quotation is still on the system and may be selected, edited and continued with.

PRINTING A QUOTATION

To print a quotation for the quotation being displayed on the screen, choose the button **Print quotation** and the quotation will be printed. Sub lines are not printed on the quotation.

CREATING A SALES ORDER FROM A QUOTATION

When you have input a quotation and that quotation has been accepted you will want to create an order from that invoice. For further details see [CREATING A SALES ORDER](#) on page 131 .

When you use a quotation that has type **Template** to create a sales order then the status of that quotation remains as **Template** so that you can use it for creating further sales orders. For a quotation created with status other than **Template**, then when you have used it to create a sales order then its status is changed to **Converted to order** and it will be deleted at the next purge.

COPYING A QUOTATION OR TEMPLATE

If you wish to copy an existing quotation select **Orders, Quotations** and then select the button **Copy**. A screen headed **Copy Quotation/ Template** will then be displayed. At the field **Quotation No** select the existing quotation that you wish to copy and at the field **New customer** select for which customer this quotation is to be. Select **OK** and that quotation /template will now be displayed for the customer you had selected. Select **Quotation OK** if you wish to save this new quotation.

SUB LINES FOR NON-STOCK STOCK

Sub lines for stock of type non-stock are used in Invoices, Sales orders and Quotations.

Within the stock you hold in your company there will be finished articles- ready to be sold - and also the parts for those finished articles. The parts may be sold individually but would often be sold only as part of the finished article.

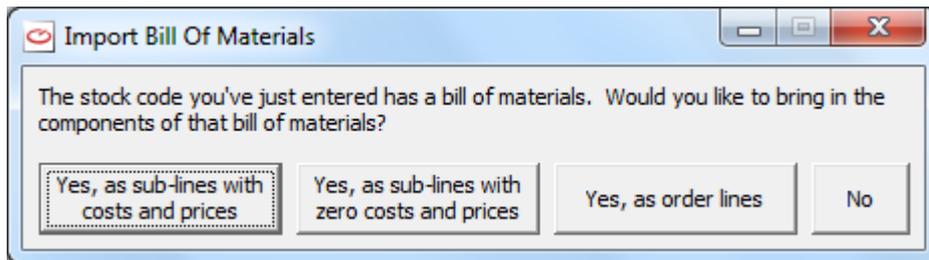
Using the demonstration data company 997 as an example, you may have an item of non-stock with code L-CUSHION - which is a cushion for an armchair for lounge suite, green Dralon

In order to make each cushion you need 1 metre of the stock M-DRALON which is Dralon for furniture covering and 0.5 metres of L-FOAM which is the foam for the cushion.

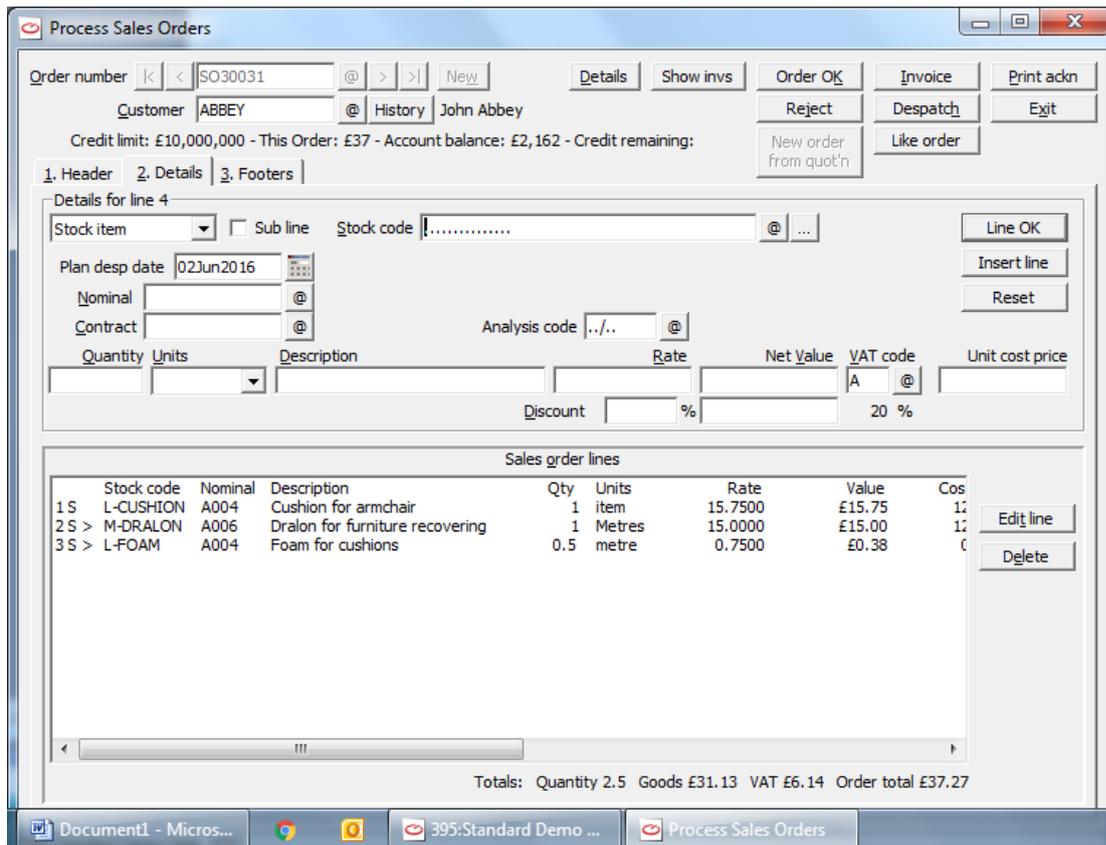
The finished cushion is not a stock item but is made as needed from the Dralon covering and the foam.

So when you create a sales order for a customer for 3 cushions you will also need to record on the system that you require 3 metres of the Dralon and 1.5 metres of the foam. But the customer must only see on the sales order, and on the despatch note and on the invoice that he has bought the 3 cushions.

When you place the sales order you would enter the stock item L-CUSHION as usual. If L-CUSHION has a **Bill of Materials** then when you select **Line OK** you will see the following question :-



If you select for the components of the Bill of Materials to be brought into the order with their costs and prices you will see the screen looking like the following :-



In the screen displayed above you will see that any line which you have selected to be a sub line gets listed in the Sales order lines box with the character > on that line. The same character > is used in Sales Order Despatch and Order Details Selection and Invoicing details to indicate that an item is a Sub line.

If you had selected to show the components of the BOM without their costs and prices then the sub-lines would not show the costs and prices. If you had selected to show the components of the BOM as order lines then the Sales order lines would be displayed without the sign > at the start of the lines.

If L-CUSHION had not had a Bill of Materials you would enter the stock item M-DRALON and add it as a sub-line, and similarly for L-FOAM .

You may wish some Multi line text to be visible on documents and some - which you would mark as Sub line - to not be printed. Sub line text might be instructions to be printed on a works order to pick a particular batch or other internal information.

REQUISITIONS

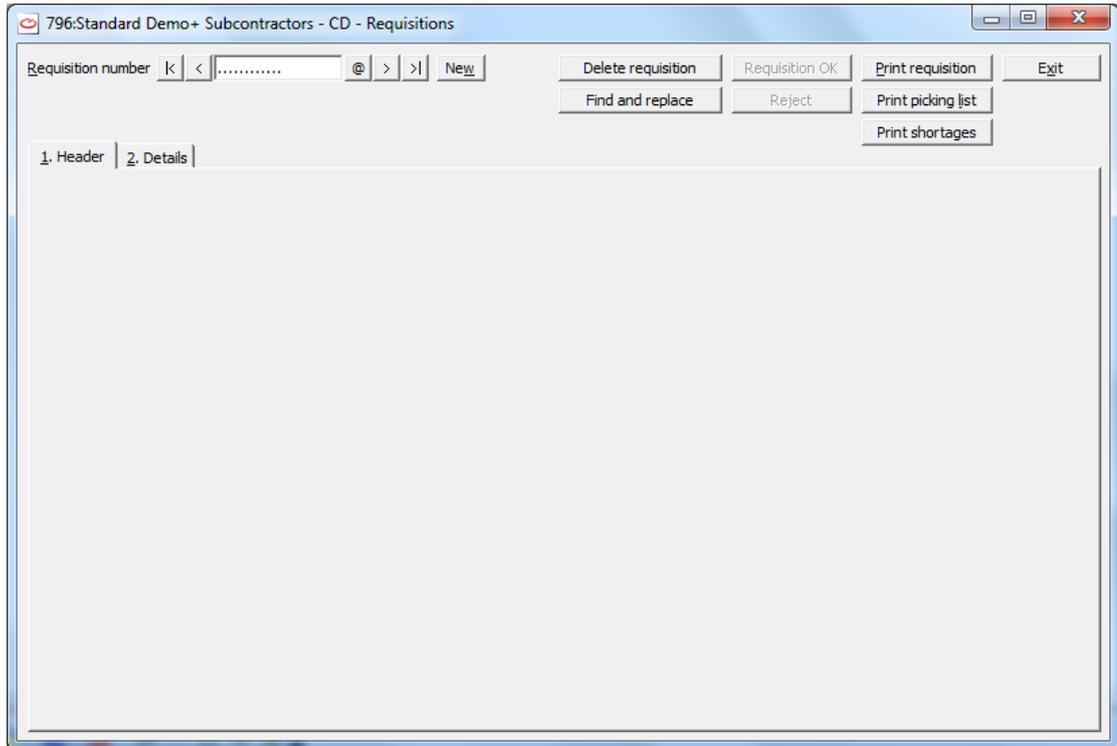
In order to use Bill of Materials and Requisitions it is necessary for you to be registered, under WinStock, for Bill of Materials (BOM) and for Manufacturing - see [Registration \(in THE FIRST LOGGING ON\)](#) in **CHAPTER 3 : GETTING STARTED** .

To use Requisitions it is necessary for you to have used Bill of Materials to have at least one assembly defined - see [BILL OF MATERIALS](#) in **CHAPTER 4 : MAINTENANCE** .

CREATING A REQUISITION

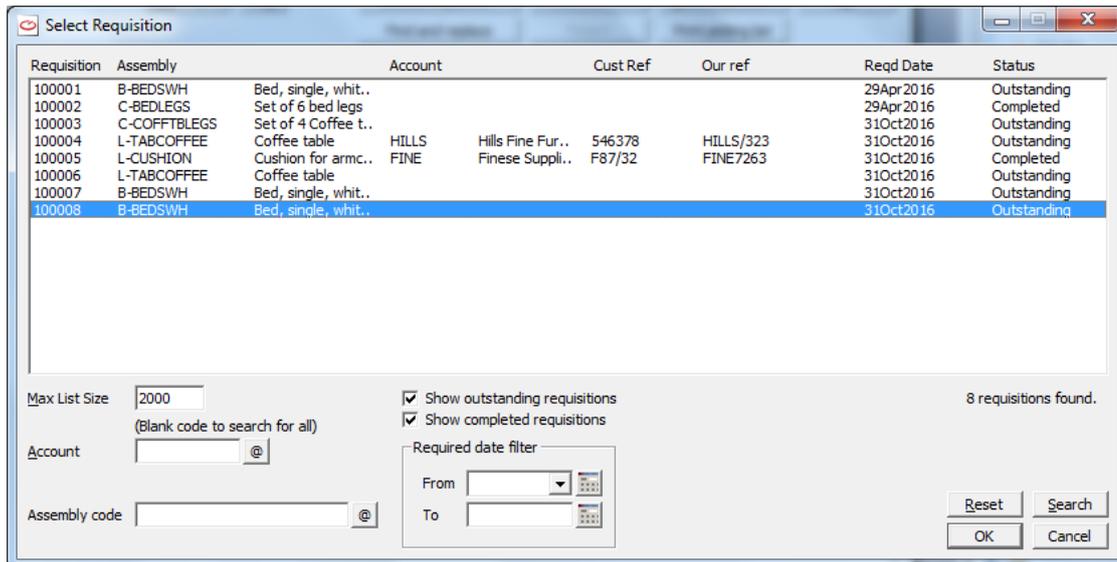
To create a requisition, obey the following procedure :-

1. From the **WinStock** menu, select the **Orders** option.
2. Next select **Requisitions**.
3. The screen, headed **Requisitions**, will be displayed :-



- At the field **Requisition number** you may select an existing requisition or if this is to be a new requisition select the button **New**.

If you select the @ by the field Requisition number you will see a screen similar to the following :-



and you can select criteria in the fields in the bottom half of the screen to narrow down the list of requisitions displayed. If anyone has used the facility **Security Options**, **WinStock options**, **Link username to site** for this company then the extra choice for the **Site** will appear in the bottom half of the screen.

- If you have selected **New** then the screen headed **Check stock availability** will be displayed.

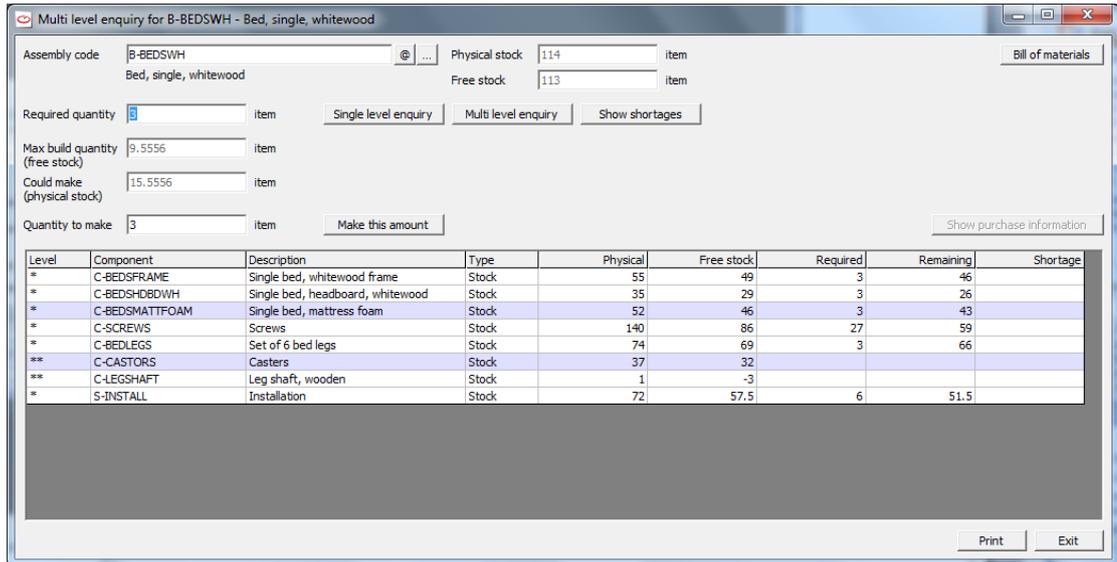
Requisition	Assembly	Account	Cust Ref	Our ref	Reqd Date	Status
100001	B-BEDSWH	Bed, single, whit..			29Apr2016	Outstanding
100002	C-BEDLEGS	Set of 6 bed legs			29Apr2016	Completed
100003	C-COFFTBLEGS	Set of 4 Coffee t..			31Oct2016	Outstanding
100004	L-TABCOFFEE	Coffee table	HILLS	Hills Fine Fur..	31Oct2016	Outstanding
100005	L-CUSHION	Cushion for armc..	FINE	Finese Suppli..	31Oct2016	Completed
100006	L-TABCOFFEE	Coffee table			31Oct2016	Outstanding
100007	B-BEDSWH	Bed, single, whit..			31Oct2016	Outstanding
100008	B-BEDSWH	Bed, single, whit..			31Oct2016	Outstanding

At the field **Assembly code** select an assembly which you have previously set up using **Bill of Materials**. Then in the field **Required Quantity** enter the quantity that you wish to order in this requisition.

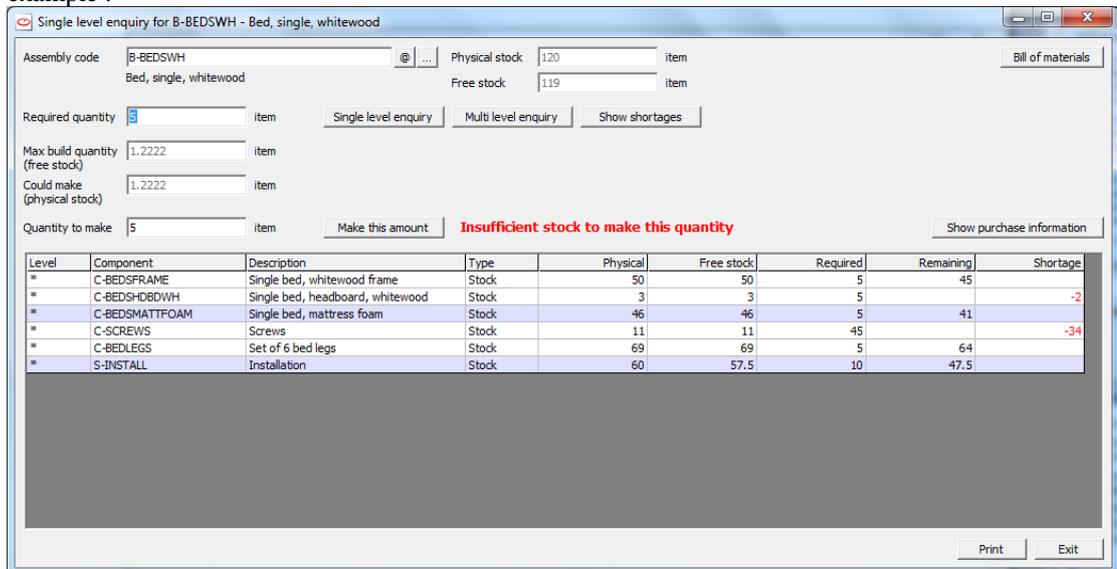
- Now select the button **Single level enquiry** and the screen will look something like the following listing all the components of the assembly (but at the top level only)-

Level	Component	Description	Type	Physical	Free stock	Required	Remaining	Shortage
*	C-BEDSFRAME	Single bed, whitewood frame	Stock	55	49	3	46	
*	C-BEDSHDBDWH	Single bed, headboard, whitewood	Stock	35	29	3	26	
*	C-BEDSMATTFOAM	Single bed, mattress foam	Stock	52	46	3	43	
*	C-SCREWS	Screws	Stock	140	86	27	59	
*	C-BEDLEGS	Set of 6 bed legs	Stock	74	69	3	66	
*	S-INSTALL	Installation	Stock	72	57.5	6	51.5	

- You may alternatively select **Multi-level enquiry** which would list all the components of the assembly at all levels :-



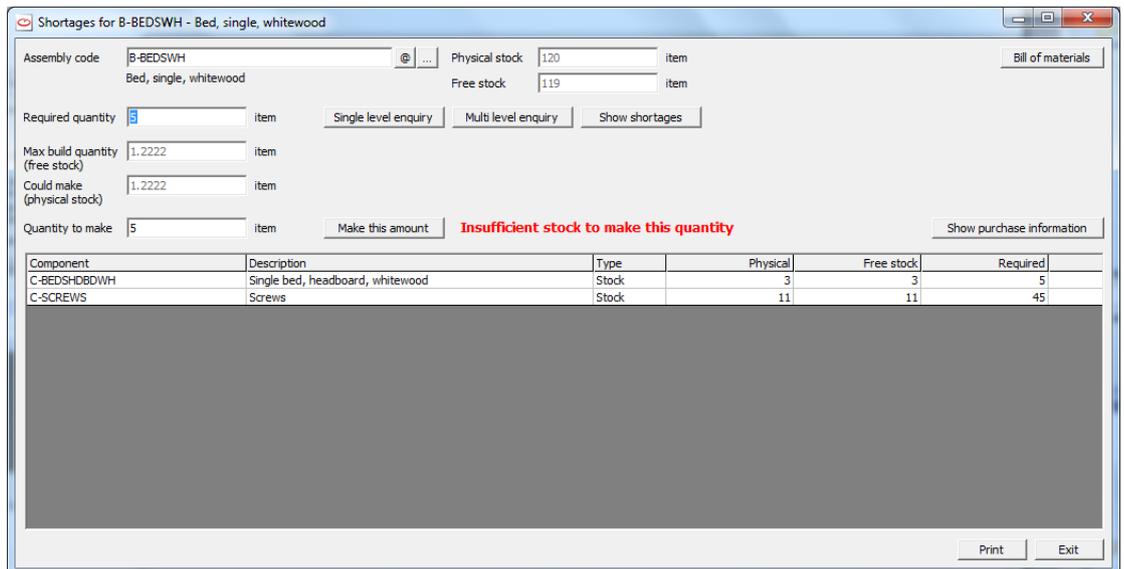
8. Either screen will show a warning in red if there is insufficient stock to carry out the requisition - for example :-



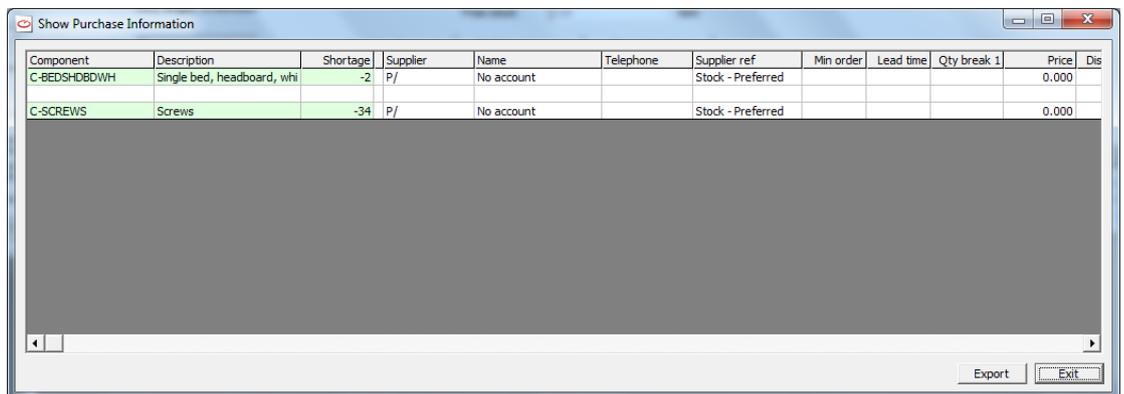
This example shows that if you wish to requisition 5 C-BEDSWH but there is a shortfall of 2 of the stock C-BEDSHDBDWH and 34 of the stock C-SCREWS then in the field **Could make** it tells you how much of the assembly B-BEDSWH you could make with this stock (i.e. 1.2222 in this case which is only 1 complete C-BEDSWH).

You may wish to adjust the field **Required quantity** accordingly.

If the red warning is displayed and you wish to requisition the full quantity that you want then you will need to order and deliver more stock before this requisition can be actioned. To list what stock is in too short supply select the button **Show shortages** and that will display a screen something like the following which can be printed :-



You may select the button **Show purchase information** and that will show a screen similar to the following :-



which displays, for each of the stock for which there is not enough to carry out the requisition, the information from the **Buyer's Guide** concerning the stock (if that exists) or otherwise information from **Stock Maintenance, Stock Items**.

- But if you have sufficient stock for this requisition then select the button **Make this amount**. This takes you to the screen headed **Requisitions** as follows :-

10. At the field **Customer** select the customer code whose requisition this is. And at the field **Customer reference** you may enter a customer reference. At the field **Our reference** you may enter a reference and in the section **Notes** you may enter notes concerning this requisition.
11. Now select the tab **Details** which will show the details of the requisition - as follows :-

Level	Stock code	Description	Type	Units	Qty per Assy	Total Qty
1	*	C-BEDSFRAME	Single bed, whitewood frame	Stock item	1	3
2	*	C-BEDSHDBDWH	Single bed, headboard, whitewood	Stock item	1	3
3	*	C-BEDSMATTFOAM	Single bed, mattress foam	Stock item	1	3
4	*	C-SCREWS	Screws	Stock item	9	27
5	*	C-BEDLEGS	Set of 6 bed legs	Stock item	1	3
6	*	S-INSTALL	Installation	Stock Hours	2	6

12. You may select a line from the Requisition lines and the details of that line will be displayed in the fields above. Then you could use the button **Edit** to edit the line, **Delete** to delete the line, **Move line up** to move the line up, **Move line down** to move the line down, **Increase level** to increase the level of the component, **Decrease level** to decrease the level of the component. To insert a line you would

select the line before which you wish to insert the new line, enter the details of the new line and then select **Line OK**.

13. When the requisition is listed completely then you can select the button **Requisition OK**. This takes you back to the initial screen headed **Requisitions** (Alternatively if you wish to reject this requisition select the button **Delete requisition**.) The button **Prev** will now be showing and if you select that you can see the requisition that you have just entered.
14. Or you could just select **Complete requisition** - see [COMPLETING A REQUISITION](#) on page 164
15. Finally select **Exit** to exit to the main menu.

EDITING A REQUISITION

When you have defined one or more requisitions on the system - see [CREATING A REQUISITION](#) on page 157 then you may want to edit the requisition. To do this obey the following :-

1. From the **WinStock** menu, select the **Orders** option.
2. Next select **Requisitions**. The screen, headed **Requisitions**, will be displayed .
3. At the field **Requisition number** select the requisition that you wish to edit.
4. The requisition will be displayed on the screen such as the following :-

5. Make any changes you require on this tab or on the Details tab and then select **Requisition OK**.
6. With the requisition selected in the field **Requisition number** you may select one of the buttons as follows :-

- | | |
|---------------------------|---|
| Delete requisition | to delete the selected requisition |
| Requisition OK | when you have made any changes to this selected requisition then select Requisition OK to save the changes |
| Print requisition | to print the selected requisition - see PRINTING THE REQUISITION, PICKING LIST OR SHORTAGES on page 164 |

Print picking list	to print the picking list of the selected requisition - see PRINTING THE REQUISITION, PICKING LIST OR SHORTAGES on page 164
Print shortages	to print the shortages for the selected requisition - see PRINTING THE REQUISITION, PICKING LIST OR SHORTAGES on page 164
Bill of materials	to print the Bill of Materials
Exit	to exit this screen
Complete requisition	to complete the requisition - see COMPLETING A REQUISITION on page 164.

7. Select **Exit**.

PRINTING THE REQUISITION, PICKING LIST OR SHORTAGES

When you have defined one or more requisitions on the system - see [CREATING A REQUISITION](#) on page 157 then you will want to print the requisition and/or the picking list

To do this obey the following :-

1. From the **WinStock** menu, select the **Orders** option.
2. Next select **Requisitions**.
3. The screen, headed **Requisitions**, will be displayed :-
4. At the field **Requisition number** select the requisition for which you wish to print the requisition or picking list.
5. You may select the **Print the requisition** button to print the requisition,
6. You may choose to **Print the picking list**. This will bring up the following screen :-

Enter the quantity you want to be picked this time (or leave blank for the picking list to action the entire requisition). Then select **Print**. The picking list will be printed.

7. You may choose to **Print the shortages** (if any).
8. Finally select **Exit**.

COMPLETING A REQUISITION

To complete a requisition obey the following :-

1. From the **WinStock** menu, select the **Orders** option.
2. Next select **Requisitions**.
3. The screen, headed **Requisitions**, will be displayed :-
4. At the field **Requisition number** select the requisition that you wish to complete. The selected requisition will be displayed on the screen
5. Select the button **Complete registration**. The following screen headed **Complete requisition** will be displayed :-

Complete requisition 100009

Assembly code: B-BEDSWH
Bed, single, whitewood

Required quantity: 3 item

Quantity made: 0 item

Quantity outstanding: 0 item

Mark as completed:

Completion date: 31Oct2016

Recalculate quantities used

Line	Level	Component	Description	Type	Stock	Qty per assy	Total quantity	Quantity used
1	*	C-BEDSFRAME	Single bed, whitewood frame	Stock	55	1	3	3
2	*	C-BEDSHDBDWH	Single bed, headboard, whitewood	Stock	35	1	3	3
3	*	C-BEDSMATTFOAM	Single bed, mattress foam	Stock	52	1	3	3
4	*	C-SCREWS	Screws	Stock	140	9	27	27
5	*	C-BEDLEGS	Set of 6 bed legs	Stock	74	1	3	3
6	*	S-INSTALL	Installation	Stock	72	2	6	6

Quantity used: Replace

Update stock and requisition Exit

6. Select the button **Update stock and requisition**. You will be shown the message :-

Complete requisition 100009

OK to update stock and complete this requisition?

Yes No

Click on **Yes**.

7. If the requisition is for a stock item with **Valuation type** Batch, then you will see a screen headed **Add Batch Information**. If any of the components of a stock item being requisitioned have been defined with **Valuation type** Batch then you will see a screen headed **Get Quantities From Batch** for each such component. For further details see [BATCH VALUATION TYPE FOR A STOCK ITEM](#) in **CHAPTER 4 : MAINTENANCE**.
8. The next message shows that the requisition has been completed and the stock levels have been adjusted accordingly :-

Complete requisition 100009

Requisition 100009 completed.

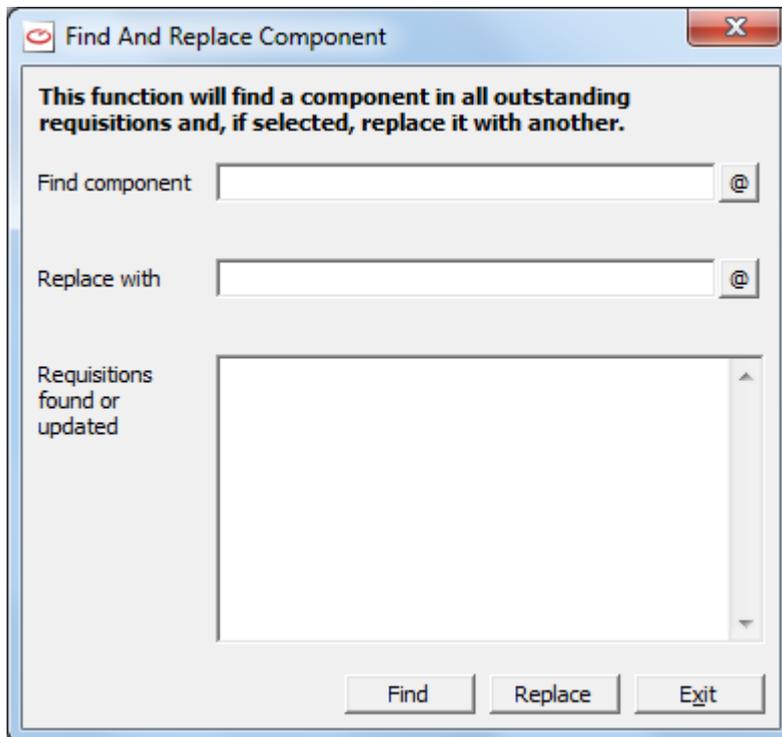
OK

9. Select **OK**.
10. Finally select **Exit**.

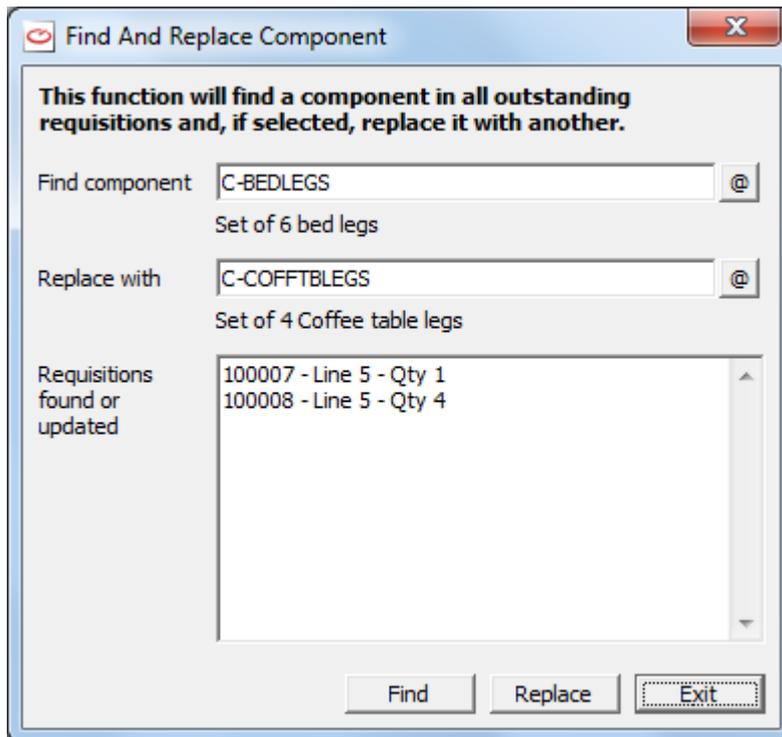
FINDING AND REPLACING COMPONENTS IN REQUISITIONS

You may find that you have created requisitions which contain components which are now out of stock and you wish to replace those components in all the outstanding requisitions with an alternative component.

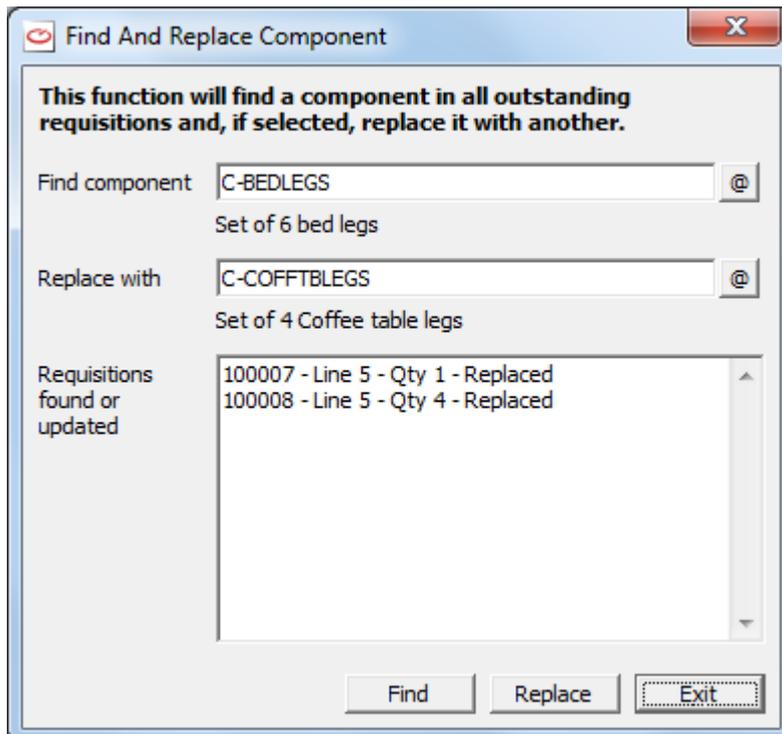
1. From the **WinStock** menu, select the **Orders** option.
2. Next select **Requisitions**.
3. The screen, headed **Requisitions**, will be displayed :-
4. Select the button **Find and replace**. This button will only be available when you have no requisitions selected. The following screen will appear :-



5. At the field **Find component** select the component that you wish to replace. At the field **Replace with** select the component which you want to replace the component in the field above with. Then select **Find**.
6. The following screen will appear :-



7. This shows the requisition number of all outstanding requisitions which contain the component that you selected in the field **Find component** and the line number on which it occurs and the quantity of that component in that requisition.
8. Select **Replace** and the selected component will be replaced with the component you asked to replace it with and the screen will show that this has taken place :-



9. Finally select **Exit**.
10. [N.B. If you only wish to replace one component with another in ONE requisition then select that requisition and ask to edit it with the change of component - see [EDITING A REQUISITION](#) on page 163 .

CHAPTER 7 : DELIVERIES

OVERVIEW OF STOCK DELIVERIES

The main delivery related movements are all held on the Deliveries menu.

Sales Despatch and Supplier can also be accessed from the Orders menu, by selecting Sales Orders, inputting a sales order and then choosing the button Despatch or by selecting Purchase Orders, inputting a purchase order and then choosing the button Deliveries.

This chapter describes :-

- processing the despatch of stock to customers,
see "[SALES DESPATCH](#)" on page 170.
- Autodespatch and invoice authorised sales orders
see "[AUTO DESPATCH AND INVOICE](#)" on page 170
- reprinting a despatch note,
see "[REPRINTING A DESPATCH NOTE](#)" on page 174.
- processing the delivery of stock from suppliers,
see "[SUPPLIER DELIVERY](#)" on page 175.
- processing internal transfers of stock,
see "[INTERNAL TRANSFERS](#)" on page 176.
- reprinting a Goods Received Note (GRN),
see "[RE-PRINT GOODS RECEIVED NOTE](#)" on page 176.
- recording Goods Out,
see "[GOODS OUT](#)" on page 176.
- recording Goods In,
see "[GOODS IN](#)" on page 177.
- recording returned stock from the customer,
see "[RETURN FROM CUSTOMER](#)" on page 178.
- recording returning stock to the supplier,
see "[RETURN TO SUPPLIER](#)" on page 178.
- printing batch labels
see "[PRINT BATCH LABELS](#)" on page 178.

SALES DESPATCH

This facility is used to process the despatch of stock to the customers.

1. From the **WinStock** menu, select the **Deliveries** option.
2. Next select **Sales despatch**. The Sales Order Despatch screen will be displayed.
3. Select the customer to whom a sale is being made and the sales order number. An order must be authorised to allow despatch.
4. The Despatch Note number will be displayed. This may be altered.
5. The planned despatch date is taken from the order. The actual despatch date will be today's date by default. You may enter the actual despatch date in the field Actual Despatch Date.
6. The details of the order are displayed in the box headed Sales Order Lines. You may choose which items from the order you wish to be despatched.

You may select all of the lines of the order to be despatched, one line at a time, or part of a line.

If you wish to despatch only part of an order, select the line of the order in the top box and then choose **Part Line**. A further screen will be displayed showing the details of the chosen line. The cursor is at the field Despatch Quantity and you may alter the quantity to be despatched and the bin number. Choose **Input Ok**. You are returned to the original screen, which now displays the part quantity that you wish to despatch in the bottom box, Items on This Despatch.

As you select the lines to be despatched, they are transferred to the box at the bottom of the screen, headed **Items on This Despatch**. When lines are in this box, they may be cleared or edited or despatched. Alternatively you may select a line from the **Items on this despatch** and then select **Stock locations**. This will show the locations of this stock. You may then select which location you wish the stock to be despatched from and then select **OK**

7. If the stock chosen has **Valuation Type** Batch then when you select **OK** the screen headed **Get Quantities From Batch** will be displayed. For further details see [BATCH VALUATION TYPE FOR A STOCK ITEM](#) in **CHAPTER 4 : MAINTENANCE**.
8. When you choose **Ok** for the items to be received you may print the despatch note.
9. You may despatch one or more sales orders and then choose **Exit**.

AUTO DESPATCH AND INVOICE

To autodespatch and invoice authorised sales orders obey the following procedure :-

1. From the **WinStock** menu, select the **Deliveries** option.
2. Next select **Auto despatch and invoice**. The Auto Despatch screen will be displayed as follows :-

Step 1 Search for all outstanding orders with sufficient stock to despatch immediately (only includes stock in their default bin).

From order date From order date (blank includes all orders) **Include these line types** Stock item - Stock type: Stock
Sales account @ (Blank includes all accounts) Stock item - Stock type: Non-stock
User reference CD Non stock item
Start order @ End order @

Step 2 These are the order lines that have been selected to despatch. You may exclude any lines and the stock may be reallocated to other orders. Double click to toggle exclude

A/C	Name	Order	Line	Stock code	Delivery date	Description	To deliver	Units	Exc	This despatch
[Empty table body]										

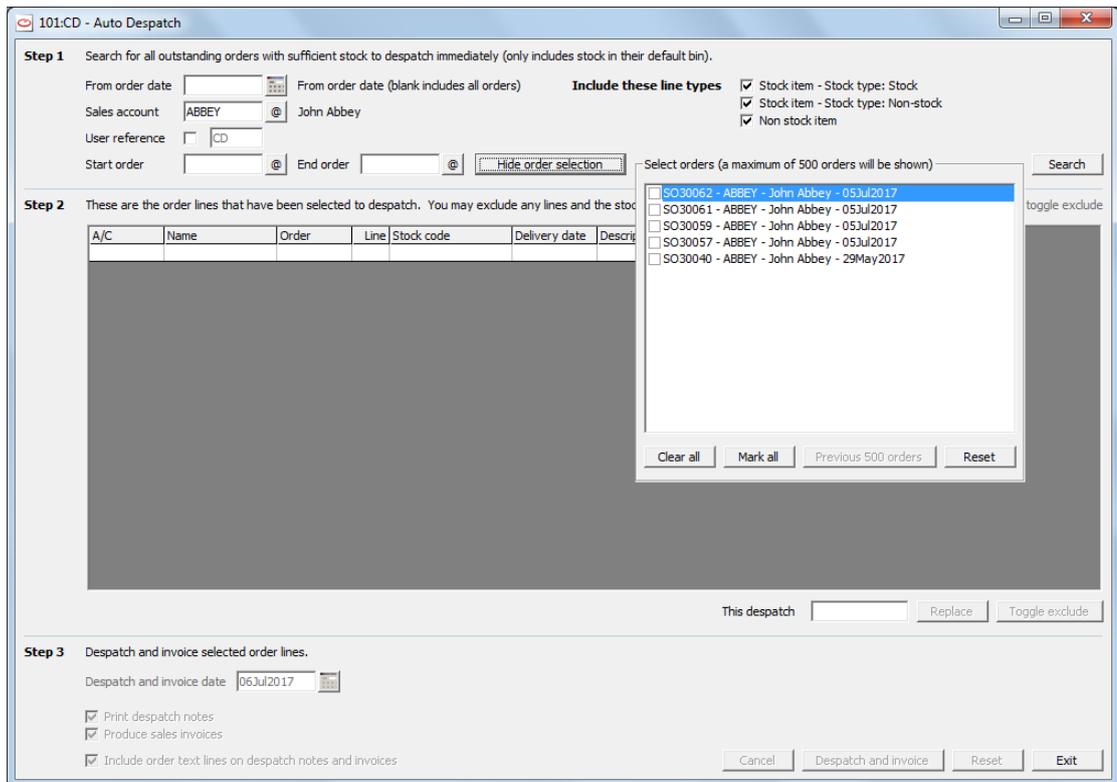
This despatch

Step 3 Despatch and invoice selected order lines.

Despatch and invoice date

Print despatch notes
 Produce sales invoices
 Include order text lines on despatch notes and invoices

3. In the box headed **Step 1**, you may enter criteria to limit the sales orders you wish to display in the box headed **Step 2** (and therefore the list of orders from which you may select which to auto despatch). You may choose a date in the field **From order date**. If you leave this field blank then all orders that obey the search criteria in the next fields will be displayed in the box headed **Step 2**.
4. In the field **Sales account** you may select the sales account for which you wish to list the orders that also obey the other search criteria, If you leave this blank then the sales orders that obey the other search criteria will be displayed in the box headed **Step 2**.
5. In the field **User reference** will be the user reference of the person who has logged in. If you wish to view the sales orders entered with a different User reference then click on the box immediately to the right of the field name and then enter, in the field to the right of that, the user reference of the orders you wish to search for.
6. In the field **Start order** you may select the sales order number from which you wish to start listing the orders and in the field **End order** you may select the last sales order number you wish to consider in the list of orders that also obey the other search criteria, If you leave these blank then the sales orders that obey the other search criteria will be displayed in the box headed **Step 2**.
7. On the right of the screen under **Step 1** you may choose whether to include for autodespatch lines of type
 - Stock item - Stock type Stock;
 - Stock item - Stock type Non-stock; and/or
 - Non stock item.
8. There is an alternative way of selecting orders to be despatched and that is to just enter the required sales account in the field **Sales account** (or the date in the field **From order date**). Now click on the button **Select individual orders**. A pop-up screen will be displayed showing all the orders for that sales account (or all the orders after the chosen **From order date**) for that chosen order date)- for example :-



In that list you may select which of the orders you wish to autodespatch and invoice.

You may at any time select **Hide order selection** BUT the sales order choice is retained. [If you select **Reset** at this stage then your choice of sales orders will not be retained].

9. Select **Search**. The program will list in the box below (headed **Step 2**) all the lines of all the outstanding authorised orders which obey the search criteria you have chosen in Step 1.

Only orders with sufficient stock to despatch from the stock's default bin will be displayed. The lines of text in an order are not displayed in the box headed Step 2 (but you can select whether to print them using **Step 3**).

10. The screen will now look something like this :-

101:CD - Auto Despatch

Step 1 Search for all outstanding orders with sufficient stock to despatch immediately (only includes stock in their default bin).

From order date From order date (blank includes all orders) **Include these line types** Stock item - Stock type: Stock
 Stock item - Stock type: Non-stock
 Non stock item

Sales account (Blank includes all accounts)

User reference CD

Start order End order

Step 2 These are the order lines that have been selected to despatch. You may exclude any lines and the stock may be reallocated to other orders.

A/C	Name	Order	Line	Stock code	Delivery date	Description	To deliver	Units	Exc	This despatch
ABBEY	John Abbey	SO30057	1	B-BEDSWH	05Jul2017	Single bed, whitewood	1	item		1
		SO30057	2	B-DRTABWH	05Jul2017	Dressing table, whitewood	1	each		1
		SO30057	3	B-STOOLWH	05Jul2017	Stool for dressing table, whitev	1	item		1
		SO30059	1	C-BEDSFRAME	05Jul2017	Single bed, whitewood frame	1	item		1
		SO30059	2	C-BEDSHDBDWH	05Jul2017	Single bed, headboard, whitew	1	item		1
		SO30061	1	S-FRPPOLISH	05Jul2017	French polishing	5	Hours		5
		SO30062	1	L-FOAM	05Jul2017	Foam for cushions	3	metres		3
BHPROP	B & H Property Deve	SO30058	1	C-COFFTABFRAME	05Jul2017	Coffee table frame	2	item		2
		SO30058	2	C-COFFTABTOPGLS	05Jul2017	Coffee table top - glass	2	item		2
BROWN	Brown Brothers Ltd	SO30060	1	ANONSTOCK	05Jul2017	A NONSTOCK	1	item		1

This despatch

Step 3 Despatch and invoice selected order lines.

Despatch and invoice date

Print despatch notes
 Produce sales invoices
 Include order text lines on despatch notes and invoices

- In the table in the box headed **Step 2**, double click on any lines that you do not want to be despatched. Alternatively you may select that one line and then select the button **Toggle exclude**. You will see that in the column headed **Exc** any lines which you have chosen to exclude will have a **Y** in that row.
- If for any order listed you do not wish to despatch and invoice the total quantity of an item, then you may select that line in the box headed **Step 2**. In the field **This despatch** in the box headed **Step 3** you will see the quantity due to be despatched.

You may change that quantity and then click on **Replace**. Now in the box headed **Step 2** the number in the field **This despatch** will indicate the quantity of this item that you have chosen to be despatched now.

The screen will look like this :-

101:CD - Auto Despatch

Step 1 Search for all outstanding orders with sufficient stock to despatch immediately (only includes stock in their default bin).

From order date From order date (blank includes all orders) **Include these line types** Stock item - Stock type: Stock
 Stock item - Stock type: Non-stock
 Non stock item

Sales account (Blank includes all accounts)

User reference CD

Start order End order

Step 2 These are the order lines that have been selected to despatch. You may exclude any lines and the stock may be reallocated to other orders. Double click to toggle exclude

A/C	Name	Order	Line	Stock code	Delivery date	Description	To deliver	Units	Exc	This despatch
ABBEY	John Abbey	SO30057	1	B-BEDSWH	05Jul2017	Single bed, whitewood	1	item		1
		SO30057	2	B-DRTABWH	05Jul2017	Dressing table, whitewood	1	each		1
		SO30057	3	B-STOOLWH	05Jul2017	Stool for dressing table, whitev	1	item		1
		SO30059	1	C-BEDSFRAME	05Jul2017	Single bed, whitewood frame	1	item		1
		SO30059	2	C-BEDSHDBDWH	05Jul2017	Single bed, headboard, whitew	1	item		1
		SO30061	1	S-FRPPOLISH	05Jul2017	French polishing	5	Hours	Y	0
		SO30062	1	L-FOAM	05Jul2017	Foam for cushions	3	metres		2
BHPROP	B & H Property Deve	SO30058	1	C-COFFTABFRAME	05Jul2017	Coffee table frame	2	item		2
		SO30058	2	C-COFFTABTOPGLS	05Jul2017	Coffee table top - glass	2	item		2
BROWN	Brown Brothers Ltd	SO30060	1	ANONSTOCK	05Jul2017	A NONSTOCK	1	item		1

This despatch

Step 3 Despatch and invoice selected order lines.

Despatch and invoice date

Print despatch notes
 Produce sales invoices
 Include order text lines on despatch notes and invoices

In this example the user has decided not to despatch any of the stock code French polishing in the sales order SO30061 for sales account ABBEY. He has also changed the quantity to be despatched for account ABBEY for sales order SO30062 from the initial value of 3 to just 2.

13. In **Step 3**, in the field **Despatch and invoice date** you may select the date for the despatch and the invoice.
14. To only despatch (and not invoice) the chosen sales orders then in the box headed **Step 3** you may select whether to **Print despatch notes**. You would deselect the option **Produce sales invoices**. You may also select whether to **Include order text lines on despatch notes**. Then select the button **Despatch** on the right hand side at the bottom.
15. The despatch notes will be printed (if this is what you have asked for) and the items which you have chosen to despatch will be marked on the system as despatched.
16. Alternatively to despatch and invoice the chosen sales orders then in the box headed **Step 3** you may select whether to **Print despatch notes**. You would select the option **Produce sales invoices**. You may also select whether to **Include order text lines on despatch notes and invoices**. Then select the button **Despatch and invoice** on the right hand side at the bottom. The despatch notes will be printed (if this is what you have asked for) and the items which you have chosen to despatch and invoice will be marked on the system as despatched and invoiced.
17. In either of the above cases if the stock chosen has **Valuation Type Batch** then the screen headed **Get Quantities From Batch** will be displayed. For further details see [BATCH VALUATION TYPE FOR A STOCK ITEM](#) in **CHAPTER 4 : MAINTENANCE**.
18. If you have chosen to not fully despatch the whole quantity of a line of an order, then the items left yet to be despatched will be copied to a new sales order and that new order number will be displayed on the despatch note.
19. Finally select **Exit**.

REPRINTING A DESPATCH NOTE

To re-print a despatch note, obey the following procedure :-

1. From the **WinStock** menu, select the **Deliveries** option.
2. Next select **Re-print despatch note**. The Re-print despatch notes screen will be displayed showing a list of despatch note numbers with the relevant customer.
3. Highlight the despatch note you wish to re-print and choose **Reprint**. The despatch note will be printed.
4. You may repeat the process to re-print more despatch notes.
5. Finally choose **Exit**.

SUPPLIER DELIVERY

The Supplier Delivery facility is used to record on the system the delivery, from a supplier, of items on a purchase order.

To use this facility, obey the following procedure :-

1. From the **WinStock** menu, select the **Deliveries** option.
2. Next select **Supplier delivery**. The Purchase Order Goods Received screen will be displayed.
3. The cursor is at the field **Supplier**. To select an existing order then at the field **Supplier** you may select Purchase to see only the existing orders on the system for the purchase ledger accounts. Alternatively you may select Subcontractor to see only the existing orders on the system for the subcontractor ledger accounts or you may select Both in order to see the existing orders on the system for both Purchase ledger accounts and Subcontractor ledger accounts. If you have selected Purchase or Subcontractor then enter the supplier code or use the Code Lookup facility @ to select the supplier.
4. At the field **Order**, enter the purchase order number or use the Code Lookup facility @ to select the require order. If you have selected Purchase for the field Supplier then only the Purchase orders for the Purchase ledger accounts will be displayed when you click on the @. If you have selected Subcontractor for the field Supplier then only the Purchase orders for the Subcontractor ledger accounts will be displayed when you click on the @. If you have selected Both for the field Supplier then the Purchase orders for both the Purchase ledger accounts and the Subcontractor ledger accounts will be displayed when you click on the @.
5. The lines of the purchase order selected will be listed in the box headed Purchase Order Lines.
6. You may choose the button **All Lines** if the complete order has been received. Then all the lines of the order will appear in the lower box, headed Items on this Goods Received Note.
 You may select one line of the purchase order lines and choose **Whole Line** if the complete quantity of the line has been received.
 If part of a line of the order has been received, select that line and then choose **Part Line**. A further box will be displayed on which you must enter the quantity of this line that has been received. You may also enter a bin number where the item has been put. Then choose **Line Ok**. You are returned to the original screen, which now displays, in the bottom box Items on This Goods Received Note, the part quantity that you has been received.
7. As you select the lines that have been received, they are transferred to the box at the bottom of the screen, headed Items on This Goods Received Note. When lines are in this box, they may be cleared or edited or received.
8. If the stock chosen has **Valuation Type** Batch then the screen headed **Add Batch Information** will be displayed. For further details see [BATCH VALUATION TYPE FOR A STOCK ITEM](#) in **CHAPTER 4 : MAINTENANCE**.
9. When you choose **Ok** for the items to be received you may print the Goods Received note.
10. You may record the receipt of one or more purchase orders and then choose **Exit** .

INTERNAL TRANSFERS

The Internal Transfers facility is used to record on the system :-

- adding stock,
- removing stock,
- transferring stock from job to job, (but not physically moving stock),
- transferring stock to a job,
- transferring to stock from job.

For further details, see [INTERNAL TRANSFERS](#) in **CHAPTER 5 : STOCK** .

RE-PRINT GOODS RECEIVED NOTE

To re-print the Goods Received Note, obey the following procedure :-

1. From the **WinStock** menu, select the **Deliveries** option.
2. Next select **Re-print GRN**. The **Re-print Goods Received Note** screen will be displayed. On this will be listed the Goods Received Note numbers with the relevant supplier.
3. To restrict the list of orders displayed, in the field Supplier select whether you wish to see the orders for just the purchase ledger accounts, or just the subcontractor ledger accounts or the orders for both purchase and subcontractor ledger accounts. If you have selected Purchase for the field Supplier then only the Purchase orders for the Purchase ledger accounts will be displayed when you click on the @. If you have selected Subcontractor for the field Supplier then only the Purchase orders for the Subcontractor ledger accounts will be displayed when you click on the @. If you have selected Both for the field Supplier then the Purchase orders for both the Purchase ledger accounts and the Subcontractor ledger accounts will be displayed.
4. Select the Goods Received Note that you wish to reprint and choose **Reprint**. The Goods Received Note selected will be printed.
5. You may select other Goods Received Notes for reprinting.
6. Finally choose **Exit**.

GOODS OUT

Typically you could use this function for the despatch of materials and parts against sales order despatch notes if you are not using the sales order despatch features of **WinOrders**.

This facility is not allowed for items defined with type non-stock.

To record goods leaving your company, use the facility Goods Out.

1. From the **WinStock** menu, select the **Deliveries** option.
2. Next select **Goods out**. The Goods Out screen will be displayed. You are asked whether you want to use Sales Despatch. If you choose **Yes**, the Sales Order Despatch screen will be displayed - see "[SALES DESPATCH](#)" on page 170.
3. If you choose **No**, you will continue with the screen Goods Out. Enter the stock code for the stock going out and its bin number, or in either case use the Code Lookup facility @ to make the selection. Alternatively if you are registered for **Batch Valuation**, then you can select the required stock by using the field to the right of the field **Bin** to enter the batch ID of the stock and then select **Find**. It will populate the stock code field and the first location it finds for that batch.
4. Enter the details about this transfer of stock e.g. date of the transaction and quantity.

5. Choose **OK** to record this transaction. Choose **OK** to record this transaction.
6. If the stock chosen has **Valuation Type** Batch then the screen headed **Get Quantities From Batch** will be displayed. For further details see [BATCH VALUATION TYPE FOR A STOCK ITEM](#) in **CHAPTER 4 : MAINTENANCE**.
7. The details of this transaction will be displayed on the right of the screen in a column that displays the last five transactions that you have entered within this batch..
8. If you click on **Reset** then all the fields except the **Stock code**, **Transaction date** and **Cost per only** will be reset to blanks..
9. If you tick the field **Retain last entered**, then when you click on **OK** the values in the fields will be retained on the screen after they have been recorded and displayed to the right of the screen.
10. Finally choose **Exit**.

GOODS IN

This function effectively acts as the mirror of the Goods Out function. It allows you to record the receipt of new stock into a bin. This typically could be used for the processing of the receipts of raw materials into stores if you are not using **WinOrders** purchase order receipts.

This facility is not allowed for items defined with type non-stock.

To record goods arriving into your company, use the facility Goods In.

1. From the **WinStock** menu, select the **Deliveries** option.
2. Next select **Goods in**. The **Goods In** screen will be displayed. You are asked whether you want to use Supplier Delivery function. If you choose **Yes**, the Purchase Order Goods Received screen will be displayed - see [RECORDING THE DELIVERY OF ITEMS ON A PURCHASE ORDER](#) in **CHAPTER 6 : ORDERS** .
3. If you choose **No**, you will continue with the screen Goods In. Enter the stock code for the stock arriving and its destination bin number, or in either case use the Code Lookup facility @ to make the selection. Alternatively if you are registered for **Batch Valuation**, then you can select the required stock by using the field to the right of the field **Bin** to enter the batch ID of the stock and then select **Find**. It will populate the stock code field and the first location it finds for that batch.
4. Enter the details about this transfer of stock e.g. date of the transaction and quantity received.
5. Choose **OK** to record this transaction.
6. If the stock chosen has **Valuation Type** Batch and the quantity received is positive then you will be asked whether you are adding stock to an existing batch or to a new batch. If you say the stock is to be added to a new batch then the screen headed **Add Batch Information** will be displayed. (If you are using **Return from Customer** then the screen will be headed **Select Batches for Return**).

If you say that the stock is to be added to an existing batch then the screen **Select Batches For Return** will be displayed.

If the stock chosen has **Valuation Type** Batch and the quantity received is negative then you will be asked if you wish to make the return to stock. If you reply **No** then you will be asked if you wish to put the stock into a new batch or into an existing batch.

For further details see [BATCH VALUATION TYPE FOR A STOCK ITEM](#) in **CHAPTER 4 : MAINTENANCE**.

7. The details of this transaction will be displayed on the right of the screen in a column that displays the last five transactions that you have entered within this batch.
8. If you click on **Reset** then all the fields except the **Stock code**, **Transaction date** and **Cost Per** will be reset to blanks
9. If you tick the field **Retain last entered**, then when you click on **OK** the values in the fields will be retained on the screen after they have been recorded and displayed to the right of the screen.

10. Finally choose **Exit**.

RETURN FROM CUSTOMER

This facility allows you to input the receipt of any returned stock from a customer. The operation is the same as the operation for Goods In but with a different commentary produced by the system in the field Commentary.

This facility is not allowed for items defined with type non-stock.

To record goods being returned from the customer :-

1. From the **WinStock** menu, select the **Deliveries** option.
2. Next select **Return from customer**. The **Return from Customer** screen will be displayed.
3. For further details see [GOODS IN](#) on page 177.

NOTE : This function does not create a credit note. This must be done separately - see [ENTERING INVOICES/CREDIT NOTES](#) in **CHAPTER 8 : ENTERING INVOICES** .

RETURN TO SUPPLIER

This facility allows you to input the return of any stock to a supplier. The operation is the same as the operation for Goods Out but with a different commentary produced by the system in the field Commentary.

This facility is not allowed for items defined with type non-stock.

To record goods being returned to a supplier :-

1. From the **WinStock** menu, select the **Deliveries** option.
2. Next select **Return to supplier**. The **Return to Supplier** screen will be displayed.
3. For further details see [GOODS OUT](#) on page 176.

NOTE : This function does not create a credit note. This must be done separately - see [ENTERING INVOICES/CREDIT NOTES](#) in **CHAPTER 8 : ENTERING INVOICES** .

PRINT BATCH LABELS

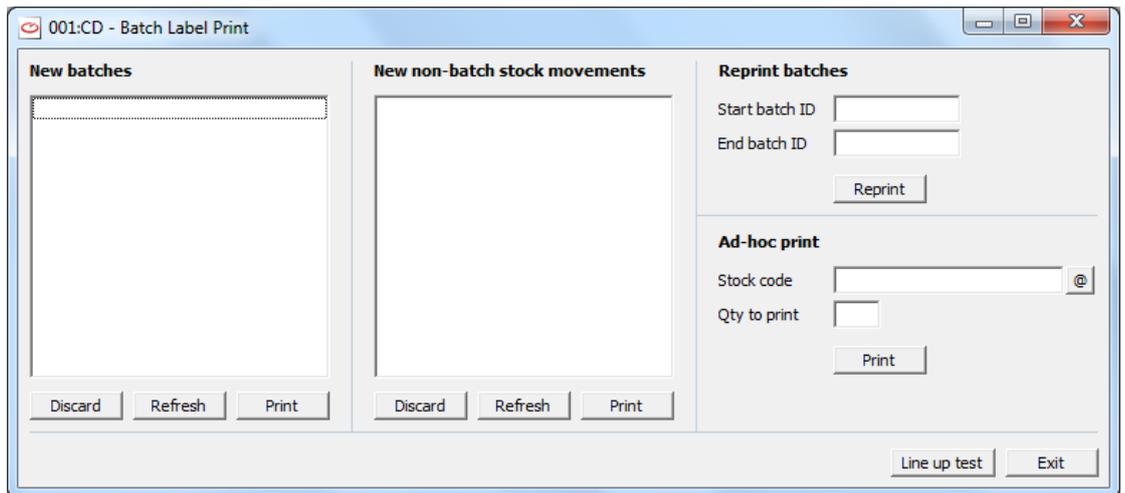
This facility allows you to print labels for batches and for non-batch stock movements.

You load the program and leave it running while you do any deliveries.

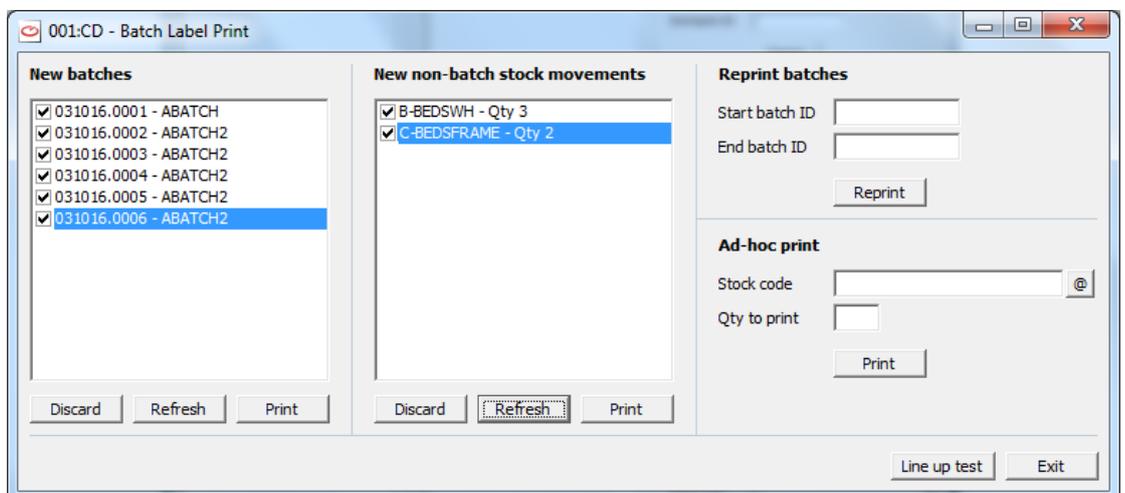
It works by scanning for new batches every 5 seconds. If it finds some, it adds them to the list on the left already selected to print (and it stops scanning for new batches at this point). You normally just click **Print** and it prints the labels, clears the list and starts scanning for new batches again. There is also a reprint option and a test print option. You need to have a printer attached to your PC as LPT1 or a network printer and redirect LPT1 to the network using "NET USE".

To print labels for batches and/or for non-batch stock movements :-

1. From the **WinStock** menu, select the **Deliveries** option. Next select **Print batch labels**. The **Batch Label Print** screen will be displayed.



2. Now leave this running and go to make any deliveries of batch items or non-batch items. Then return to this program
3. Under the heading **New batches** will be the batches that you have recently brought into the system and for which you have not yet printed the labels. Under the heading **New non-batch stock movements** will be listed recent stock movements of non-batch stock for which you have not yet printed the labels.



4. If you deselect an item in the list then labels will not be printed for the item on that line - and when you have printed what you do want then the whole list will disappear in that section.
5. Select **Print** under the section **New batches** to print the labels for these batches and/or select **Print** under the section **New non-batch stock movements** to print the labels for these non-stock items. The serial number will be included in the batch display labels.
6. You may select Refresh to refresh the list of batches.
7. You may select **Discard** to discard either list.
8. You may select **Line up test** to help to line up the labels on your label stationery.
9. Finally select **Exit**.

If you have left the program before printing the batch labels then you may need to go to **Enquiry** to find out the batch numbers whose labels you wish to print. (In **Enquiry**, **Stock status enquiries** select the batch stock item and then select **Stock details** followed by **Show batches**). Then return to the **Batch Label Print** program and enter the range of those batch numbers on the right of the screen under the heading **Reprint batches** in the field **Start batch ID** and **End batch Id** and then select **Reprint**..

Under the heading **Ad-hoc print** you can select a stock code and quantity of labels you wish to print for this stock code. Then select **Print** and the labels will be printed.

CHAPTER 8 : ENTERING INVOICES

OVERVIEW OF ENTERING INVOICES

You can enter, amend and post invoices and credit notes to the following **WinAccs** ledgers:

- sales ledger,
see [SALES INVOICE ENTRY](#) on page 187
- purchase ledger,
see [PURCHASE INVOICE ENTRY](#) on page 204
- subcontractor ledger
see [SUBCONTRACTOR INVOICE ENTRY](#) on page 209.

The invoice entry facilities are fully integrated to the **WinAccs** Nominal Ledger, and to the Contract (Job) Ledger and/or Subcontractor Ledger, if they are being used. This means that the Nominal Ledger and costing details which are entered for an invoice are automatically posted to the Nominal, Contract (Job) and Subcontractor Ledgers. This in turn ensures that all of the ledgers are in balance, and fully reconciled at all times.

In addition, you will be able to print sales invoices if you so desire. This can be done simply by checking a box in the initial selection screen. The invoice will be produced according to one of many available designs which can be amended by the user.

Optionally you can allow users to enter invoices - see [Assigning User Rights \(in THE FIRST LOGGING ON\)](#) in **CHAPTER 3 : GETTING STARTED** . If a user is only allowed to enter invoices then the invoices that he has entered are stored in an unauthorised batch. A user who is allowed to authorise can pick up this unauthorised batch later, review the entries and authorise posting to the appropriate ledgers.

If, when you have entered an invoice, a machine failure occurs, you will not lose that invoice. When the program is next entered you will be advised that **WinAccs** has detected a recovery file of invoices and you may recover it and continue processing it.

ENTERING INVOICES/CREDIT NOTES

A number of invoices and credit notes can be entered for each ledger, and then posted. The invoices must be entered and posted separately for each ledger. In other words, you cannot enter sales and purchase ledger invoices using the same option, or include them in the same posting run. You can mix invoices and credit notes for the same ledger in a batch.

Each invoice is validated to ensure that no required entry has been omitted, before it can be accepted. This ensures that only complete and accurate information is posted to the accounts.

Invoices which contain incomplete or incorrect information must be corrected before you leave the invoice input facility. If information is to be deleted for any reason, a window is displayed asking you to confirm that you wish to lose the information.

You can enter a batch consisting of a number of different invoices or credit notes, before you post them to the ledgers. You can return to an earlier invoice in the batch and edit the details of the invoice. These invoices are listed in the Batch Control screen on the Post,Exit tab and can be retrieved for editing simply by double-clicking on a desired line with the mouse.

INVOICE PARAMETER SELECTION

This is the initial screen that you will see when you access the invoicing facility. You will use it to select the following parameters:

- Sales or Purchase or Subcontractor ledger invoices
- Posting options (Optional links to **WinStock** and **WinOrders**)
- Sales invoicing options, such as post and print on invoice input or at the end of a batch.
- Batch control value facility, which is optional. This allows a control procedure to trap potential input errors.

You will be able to save these settings. Settings can be saved for each ledger.

Once your selections are complete, you will be taken to the invoice header screen.

INVOICE INPUT WINDOWS

For the sales, purchase and subcontractor ledgers the following four main screens are used to enter and post the invoices and credit notes:

- header entry - which is used to enter or amend the header details for an invoice. These details relate to the invoice as a whole, rather than to the individual lines within the invoice. They includes the invoice or credit note number, customer reference number, the account to which the invoice will be posted, settlement and discount information and, if the Contract (Job) ledger is being used, details about the contract code.
- detail entry - which is used to enter or amend the information for each detail line of an invoice. This includes the nominal ledger code, line description, amount, VAT code and, if the Contract (Job) ledger is being used, details about the contract code.
- VAT - which is used to analyse the total VAT amount for an invoice - see "[VAT Analysis Information for an Invoice](#)" on page 182.
- Batch Control on the Post,Exit tab - which lists all of the invoices which have been entered in the current batch but not posted, and enables you to edit invoices before posting.

The input screens can be selected by using the tabs at the top of the screen.

However in addition, you can use the command buttons which are available within each screen to move to some of the other screens, depending on which screen is currently active.

VAT Analysis Information for an Invoice

The total VAT amount for the invoice must be analysed across the relevant VAT codes, for VAT reporting.

You do not need to enter the VAT amount for an invoice. It is calculated from the VAT code (using the VAT percentage for the code) and the amount which is entered on each detail line.

However, you should review the VAT analysis information before you accept an invoice, to ensure that the calculated VAT amount and analysis is correct. For example, if the VAT has been calculated differently on an invoice, you must override the values which are calculated by the system, and enter the value which is shown on the invoice. Rounding frequently results in 1p difference.

The VAT analysis information displays the following information for each VAT code which has been identified on the detail lines:

- VATable amount (goods value)
- VAT amount.

It also displays the VATable amount which has been analysed to both the zero-rated (Z) and exempt (X) VAT codes. For example, if you enter a retention amount for an invoice, this value will automatically be analysed as exempt from VAT and shown as a negative value.

CUSTOMER/SUPPLIER DETAILS

When you have selected the account for which you wish to raise an invoice/credit note, you may choose the following button :-



Customer/supplier details for the chosen account will be displayed. These consist of the balance, the credit limit, the name of the customer/supplier contact and phone number, and any customer/supplier comments.

Choose **OK** to return to the invoice entry screen.

DEFAULT CODES FOR INVOICES

When entering invoices you may find that a whole batch of invoices uses the same account code (or nominal code or contract code or contract analysis code).

Therefore the facility exists so that you can specify which fields will default to the values in the previous invoice/line.

To do this select **WinAccs**, (using the Classic menu select **Modules** and then **WinAccs**. Using the New menu just select **WinAccs**). Then log in as BOSS and PASS, select **Settings, WinAccs.ini**. Under the choice **Invoicing Options P** for purchase account invoices, **Invoicing Options S** for sales account invoices or **Invoicing Options C** for subcontractor account invoices select the parameter Remember Account. Select **No** if there is to be no defaulting, else select **Yes**.

Similarly under **Invoicing Options P, Invoicing Options S** or **Invoicing Options C** you may set invoicing to remember the Nominal/Contract/CAC of the previous code in this invoice or the previous code used in this batch. Select the parameter Remember Nominal, or Remember Contract, or Remember CAC.

There are 3 choices.

- Select **No** if there is to be no defaulting.
- Select **Invoice** to mean that it will default to the previous code used in this invoice. The first line of the invoice will have no default.
- Select **Batch** to mean default to the previous code used in this batch. This does not reset at the start of an invoice. The first line in the batch will have no default.

ACCEPTING OR REJECTING INVOICES/CREDIT NOTES

When you have entered all the details lines for an invoice or credit note, you must choose either to accept or reject the invoice or credit note.

Only when you select **Accept invoice** for an invoice will the trade discount (if you have asked for a trade discount on this invoice) be automatically calculated for the whole invoice.

If this transaction is for a sales account or for a subcontractor account when you choose to accept the transaction a further screen will be displayed, headed CIS Tax deduction. On this screen you may enter the amount for the materials and alter the CITB Levy, Tax percentage and the Nominal codes.

If this is not a CIS related invoice just tick the box on the bottom left of the screen which says **This is NOT a CIS related invoice**

POSTING INVOICES/CREDIT NOTES

Any Purchase and Subcontractor invoices which you have entered may be on the system as authorised or not authorised. Sales invoices do not need authorisation and can always be posted.

Any unauthorised invoices can then be reviewed, authorised and posted to the ledgers, see [Authorising purchase and subcontractor invoices](#) on page 184.

The validation process ensures that you only post valid invoices.

The posting process performs two major tasks:

1. Posts invoices to the relevant ledger accounts.
2. Produces an audit report which lists the details of each invoice which has been posted in the batch.

If you have posted more than one invoice, the control account postings are summarised. In other words, only one posting is made to each control account, and this is the total of all of the posted invoices.

After an invoice has been posted, it cannot be amended.

Sales/Purchase/Subcontractor Ledger Posting

In the sales ledger, an invoice is debited to the customer account and a credit note is credited to the customer account.

In the purchase or subcontractor ledger, an invoice is credited to the supplier account, and a credit note is debited to the supplier account.

Nominal Ledger Posting

When you post an invoice or credit note (excluding retentions), the following transaction details are posted to the Nominal Ledger:

Purchase or Subcontractor Invoice Input

Account	Value	Invoice	Credit Note
Purchase Ledger Ctrl	Gross	CR	DR
Detail Line Nom. A/c	Line Amt	DR	CR
VAT on Purchases Ctrl	VAT Amt	DR	CR

Sales Invoice Input

Account	Value	Invoice	Credit Note
Sales Ledger Ctrl	Gross	DR	CR
Detail Line Nom. A/c	Line Amt	CR	DR
VAT on Sales Ctrl	VAT Amt	CR	DR

Contract (Job) Ledger Posting

If the Contract (Job) Ledger is being used, additional postings will be made to the contract accounts which are entered on an invoice or credit note.

On invoices (or credit notes) a contract account and a contract analysis code can be entered against individual detail lines.

On a sales invoice (or credit note) the line value is credited (or debited) to the contract account.

On a purchase or subcontractor invoice (or credit note) the line value is debited (or credited) to the contract account.

Audit Report when Posting Invoices/Credit Notes

An audit report is produced which lists all of the invoice details, and identifies the accounts which have been posted to. The audit reports are numbered sequentially and must be filed for safekeeping.

Authorising purchase and subcontractor invoices

Purchase and subcontractor invoices may be authorised or unauthorised.

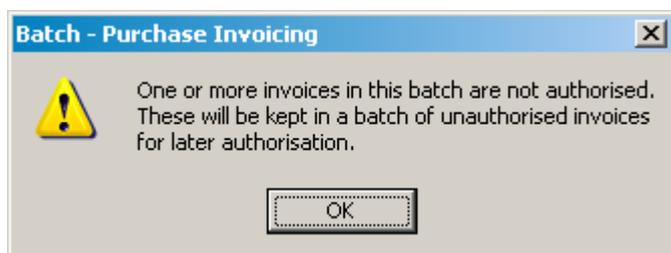
To set up the rights for a user to authorise an invoice obey the following :-

1. Log in as BOSS (or a user with BOSS user rights)
2. Go to **Settings, Stock Invoicing options per company (Stokoptn.ini)**.
3. Select the company (You are advised not to change stokoptn.ini without instruction from Software Support. Click on **OK**.)
4. Select **Invoicing Options** and click on **Properties**.
5. Select **Authorisation level**.
6. Authorisation level may be set at a level from 0 to 9. Level 0 means that everyone will be able to authorise invoices for this company. If you choose level 2 (for example) then any user who in **Assign User Rights** has been set a Nominal Ledger Priority of 2 or more may authorise invoices. Any user with a Nominal Ledger Priority lower than 2 will not be allowed to authorise invoices.
7. Select **Apply** and then **Save** and then **Exit**.
8. Now go to **System Admin** and to **Assign User Rights**.
9. In the box headed **Companies** select the company for which you wish to allot the authorisation right for a user.
10. In the box headed **User** select the user.
11. In the box headed **Access Rights** ensure that the **Transactions, Invoices and Credit notes** has y for allow next to it.
12. Now in the box headed **WinAccs specific security rights**, in the field **Nominal ledger priority** select the level of priority for this user in this company - for instance in the example above select 2. Then since this user has a Nominal Ledger priority greater or equal than the level set in stokoptn.ini he may authorise invoices. If a user has a Nominal Ledger priority of less than 2 then he will not be able to authorise invoices.
13. Click on **Update** and **Exit**.

When you access **Transactions, Invoices and Credit notes** for a Purchase of Subcontractor on the Header screen there is a field called **Authorised** for you to specify if this invoice is to be authorised. Check or uncheck the box as appropriate. But if the user has not got the right to authorise invoices for this company then that field will be greyed out.

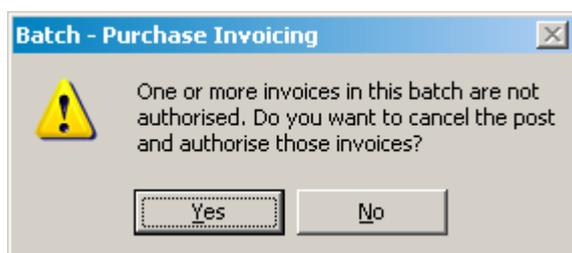
When you attempt to post a batch of purchase or subcontractor invoices by selecting the tab **Post, Exit** and then the button **Post & Exit** a window will appear advising you if one or more of the invoices in this batch is not authorised for posting.

If you do not have the permission to authorise invoices then the message will say :-



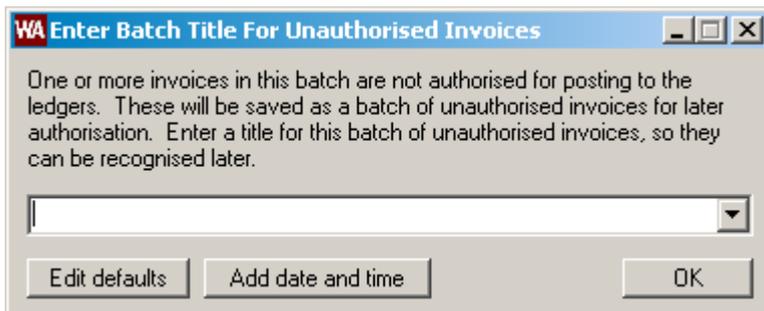
Just click on **OK** and you will see the screen headed **Enter Batch Title for Unauthorised Invoices** - see below.

Alternatively if you have the permission to authorise invoices then the message will say :-



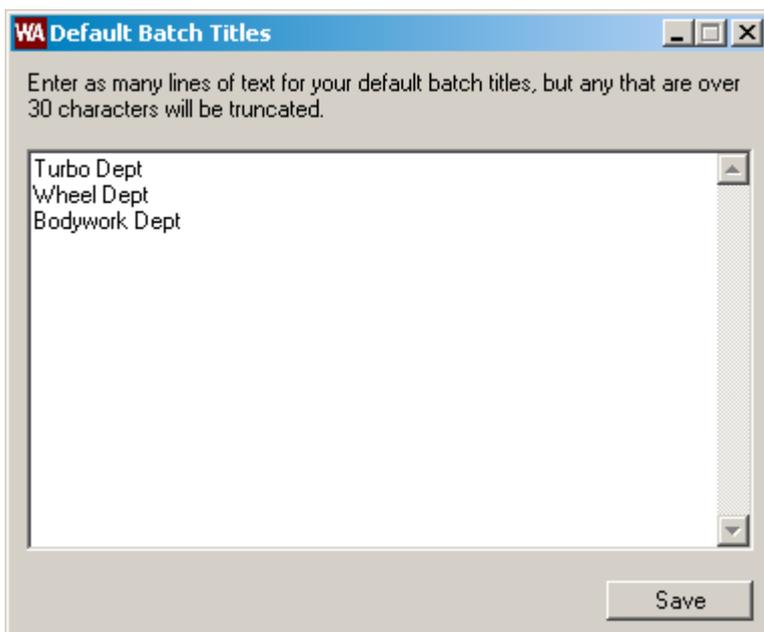
If you wish to authorise the unauthorised invoices and you have the right to authorise invoices then select **Yes** and authorise the invoices. You can then select **Post & Exit** to post them.

But if you select **No** you are told that the invoices will be saved in a batch of unauthorised invoices for later authorisation and asked to supply a title for this batch so that it can be recovered later :-



Type in a suitable title (and you may choose the button **Add date and time** to ensure this title is unique) and choose **Ok**.

If you wish to categorise your batches by using the same title for more than one then select the button **Edit defaults**. In the resultant screen type one or more titles :-



and **Save**. Then the next time you wish to enter a title for an unauthorised invoice click on the downward arrow to the right of the field for the title and any you have predefined will be available for selection. Then you would probably also select the button **Add date and time** to make this title unique.

Subsequently when you select the Invoicing module and then select Purchasing, if you have the right to authorise invoices, a window, headed **Unauthorised Invoice Batches**, will be displayed. This lists the unauthorised batches. You may highlight a batch and choose **Ok** to process the batch for authorisation. (If you do not wish to authorise any of the displayed batches of unauthorised invoices you may choose **Ignore**.)

PROCESSING RETENTIONS

If you enter a retention value for an invoice (or credit note), **WinAccs** generates and posts a separate invoice (or credit note) for the retention value. This new invoice is placed on **Hold** and will not be paid until the Hold status is released.

The control account posting for the **original** invoice is made for the gross value, less the amount of the retention. The full amount of VAT remains on the original invoice, and is posted and analysed accordingly. The retention invoice is automatically identified as exempt of VAT.

The retention value will be posted to the following Nominal Ledger accounts:

- Purchase, Sales or Subcontractor Retention Control
- Retention Control Account

To release the retention, you can use the Amend Invoice Status facility in **WinAccs** to alter the status of "Hold" to "Okay". This facility is described in CHAPTER 8 of the **WINACCS MANUAL**. Alternatively, you can post a credit note with a retention value (or an invoice with a negative retention value) and match the two retention transactions together.

SETTING UP OPENING RETENTION BALANCES

An invoice must be processed for each contract that has an opening Retention Balance - this means that the Opening Balance Nominal MUST be 'analysed'.

On the header screen for the invoice enter the opening balance retention as a positive figure in the With-held/retentions field and enter any date in the Until field. On the details screen, choose an opening Balances Nominal Code and link to the correct job number. Put the description as 'Opening Retention Balance' with a value of ZERO and H or X VAT. In this way no values are put onto the Profit and Loss Nominals, but by using the retention box the value of retention is moved (Dr) from the SubCon ledger code ZSUBCON to the ZSUBRETN code (Cr).

To make a retention movement the other way, enter a MINUS figure - do not make it a Credit Invoice.

On the Nominal Allocation screen, leave the Post RFP Invoice field unchecked for Opening Balances - see **APPLICATIONS AND CERTIFICATES** in **CHAPTER 14 : SUBCONTRACTORS** in the **WINACCS MANUAL**.

SALES INVOICE ENTRY

The following steps are required to enter and post a sales invoice or credit note. Each step is described in detail in the remainder of this section:

1. Access the sales invoice entry facility, see [ACCESSING THE SALES INVOICE ENTRY WINDOWS](#) on page 187.
2. Enter the header information for an invoice, see [ENTERING HEADER INFORMATION FOR A SALES INVOICE](#) on page 188.
3. Enter the invoice detail lines and accept the invoice. See [ENTERING SALES INVOICE DETAIL LINES](#) on page 190 and [ACCEPTING A SALES INVOICE](#) on page 194.
4. Repeat steps 2 and 3 for each invoice which is required in the batch.
5. Review and edit the invoice header, detail and VAT information. See [REVIEWING AND EDITING A SALES INVOICE](#) on page 198
6. Post (and print) the batch of invoices. See [POSTING AN INVOICE OR CREDIT NOTE](#) on page 201.

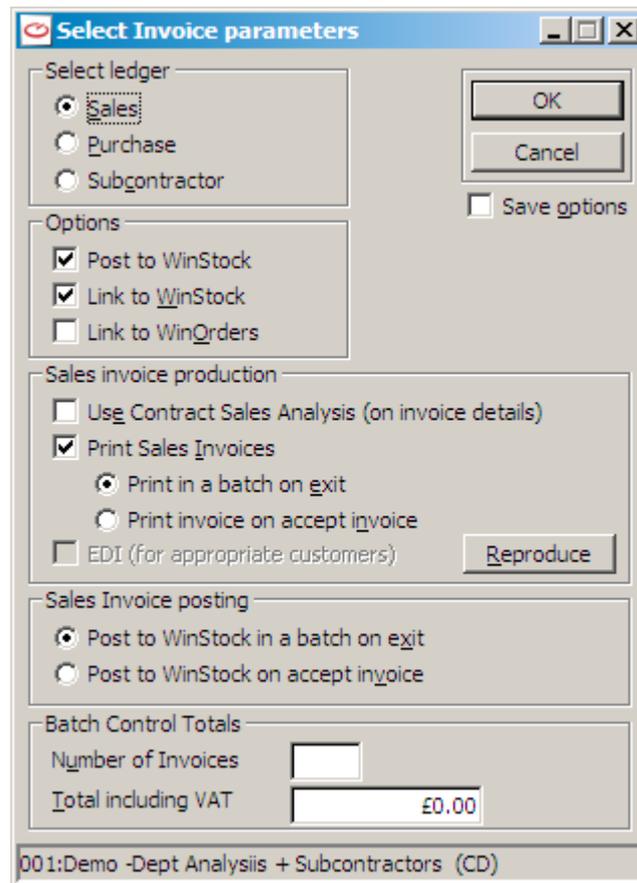
ACCESSING THE SALES INVOICE ENTRY WINDOWS

The Invoicing facilities are accessed in **WinStock** in two different ways :-

- either from the **WinStock** menu, select the **Invoicing** option. Then on the screen headed **Select Invoice parameters** select Sales (and other parameters if required) and then choose **OK**,
- or, when you have input a **Sales Order** (see [SALES ORDER](#) in **CHAPTER 6 : ORDERS**) and it is selected you then choose the tab **Invoice** at the top of the screen.

If you have selected an order that you have already created and then selected **Invoice** from the Sales Order routine then you will see the screen headed **Sales invoicing** - see [ENTERING HEADER INFORMATION FOR A SALES INVOICE](#) on page 188. and you will see that the order number is now in the field **Our reference**.

If you have used the first method, i.e. you have selected the invoicing option from the **WinStock** Menu, then you will be presented with the screen headed **Select Invoice parameters**, as follows :-



1. Select **Sales** in the Select Ledger section of the Select Invoice parameter window.
2. In the **Options** box select whether you wish to **Post to WinStock**, **Link to WinStock** or **Link to WinOrders**. Not linking to **WinStock** will allow you to print sales invoices without posting. **WinStock** and **WinOrders** are only available if you purchase the appropriate modules.
If you wish to base the invoice on a quotation you need to select **Link to WinOrders**.
3. In the **Sales invoice production** box, select whether you wish to print in a batch on exit or print the invoice on accept invoice. Choose **Reproduce** if you wish to reprint invoices. For further details see [REPRODUCING SALES INVOICES](#) on page 203.
4. In the **Sales Invoice posting** box, (which will only be available if you have checked Post to **WinStock** in the Options box) select whether you wish to post to **WinStock** in a batch on exit (the recommended method) or to post to **WinStock** on accept invoice.
5. In the **Batch Control Totals** box, you may enter the number of invoices to be in the batch and/or the Total amount (including VAT) of the invoices in the batch.
6. If you wish to save these options, check the box **Save options**.
7. Choose **OK** to accept these options and the invoice header entry screen will appear. (Alternatively choose **Cancel** to not record these changes and to return to the **WinStock** Main Menu).

ENTERING HEADER INFORMATION FOR A SALES INVOICE

If you have selected the **Invoicing** option from the **WinStock** Menu and have selected **Sales Ledger** on the **Sales Invoice parameters** screen, then you will be presented with the screen headed **Sales Invoicing** :-

1. In the sales invoice header, enter information as to whether this is an invoice or a credit note, the account code, the date, payment terms and if required the sales invoice number, the references, and the Trade discount..

As soon as you have entered the Account code you may click on the button **History** to see previous invoices that you have entered for this account - see [HISTORY BUTTON FOR SALES ORDERS, QUOTATIONS AND SALES INVOICES](#) in **CHAPTER 6 : ORDERS**.

For details about Payment terms see the [WINACCS MANUAL](#).

If the account chosen has been set to **On Hold** then above the row of addresses the words “A/C on hold” will be displayed on this screen in red.

Above the row of addresses will be displayed the Credit limit of this account, the Account balance and the Credit remaining.

2. If the account chosen in the field **Account** has a VAT Registration number which implies that the account is based outside the UK then a message appears asking if you would like to override the default VAT code so that all detail lines use the zero-rated VAT code. Select either **Yes** or **No**. The override only occurs when adding new details.
3. Before or after the detail lines have been entered, you may wish to enter information about VAT inclusive information, customer address, delivery instructions, with-held information, early settlement discount details. and the representative who deals with this invoice.

For both Delivery address and Invoice address, you may choose **Other** and from the list of alternative addresses given for this account you may select one to replace the default displayed. - see [OTHER ADDRESSES](#) in **CHAPTER 6 : ORDERS**. You may also, on the screen headed **Address List** which is displayed when you choose **Other**, add a new alternative address for this account.

You may also enter the write off cost for a contract. If you wish to analyse the cost of sales over more than one contract you can choose **More** and enter the cost of sales against supplementary contracts.

4. If this invoice is a Prepayment invoice then tick the box **Prepayment**. When you accept the invoice you will be asked for further details - see [PREPAYMENT INVOICES](#) on page 196 .
5. Choose the **Details** button. . The Detail Entry screen becomes active. Refer to the instructions in "[ENTERING SALES INVOICE DETAIL LINES](#)" on page 190.

Alternatively to ignore all of the header information which has just been entered or modified, choose **Reject**. If this is a new invoice, all the invoice details will be lost. [A warning message appears asking you to confirm that you wish to lose the information.]

Alternatively if you have entered a sales order and then selected that order and selected **Invoice** then a screen similar to the above screen will be displayed with the details of that order already in place. If the header details are correct then select the Details tab.

Adding a Trade Discount (for SALES INVOICE ENTRY)

If you wish to add a trade discount for this invoice, then you would enter that Trade discount on the Header screen for the invoice.. The percentage for the trade discount will be taken from what you have defined on the **Terms** tab in Sales Ledger Maintenance but this may be overwritten.

If you wish the trade discount to be posted to a certain nominal log in as **BOSS**, select **Settings**, then **Stokoptn.ini**, **Invoicing Options**, then **Trade discount nominal (Sales)**. Set the nominal for the trade discount. **Accept** and **Save**. Then the total discount on any sales invoice or credit note will be posted to this nominal account.

Only when you select **Accept invoice** for an invoice will the trade discount be automatically calculated for the whole invoice.

ENTERING SALES INVOICE DETAIL LINES

If you have selected the **Invoicing** option from the **WinStock** Main Menu and have selected **Sales Ledger** on the **Sales Invoice parameters** screen and have entered the Header details and then selected the Details tab, then you will be presented with the following screen. :-

The screenshot shows the 'Invoicing (details)' window for invoice 'si163 for ABBEY:John Abbey'. The window has a tabbed interface with 'Details' selected. The main area is titled 'New details for line 1' and contains several input fields:

- Accounts:** Nominal, Contract, Analysis code, Cost centre.
- Stock:** Stock code, Bin, Despatch from bin on posting (checked).

Below the form is a table with the following columns: Quantity, Units, Description, Rate, Value, VAT, Unit cost price, Update stock cost. The table contains one line with a quantity of 1, a rate of 0.000, a value of £0.00, and a VAT of 20%. There are also buttons for 'Accept invoice' and 'Reject invoice' at the bottom.

On the Details screen you may click on the button **History** to see previous invoices that you have entered for this account - see [HISTORY BUTTON FOR SALES ORDERS, QUOTATIONS AND SALES INVOICES](#) in **CHAPTER 6 : ORDERS**. Using this **History** button on the Details screen you may select a line in a previous invoice and use those details in this new invoice.

Detail lines are entered into the Detail Entry window. Each detail line must include a nominal account code and an amount.

To add detail lines to the invoice, choose **Details** from the Header Entry window or choose the **Details** tab at the top of the screen.

In the box headed **New details for line [n]**, in the field **Type** select what type of line you are to create.

- | | |
|---------------------------------|---|
| Type | Select the type of line you wish to create on the sales invoice. |
| <i>Sales order</i> | <i>This links the item to WinOrders so this is only an option if you have chosen that this invoice should be linked to WinOrders.</i> |
| <i>Stock item (for Stock)</i> | <i>This links the item to WinStock.</i> |
| <i>Stock item (for Job)</i> | <i>This links the item to WinStock.</i> |
| <i>Nominal item (non-stock)</i> | <i>This is for items not on WinStock.</i> |

If on the Select Invoice parameter screen you did not check the box Print Sales Invoices, then the three values above are all that are allowed for the field Type. Otherwise the following options will also be listed :-

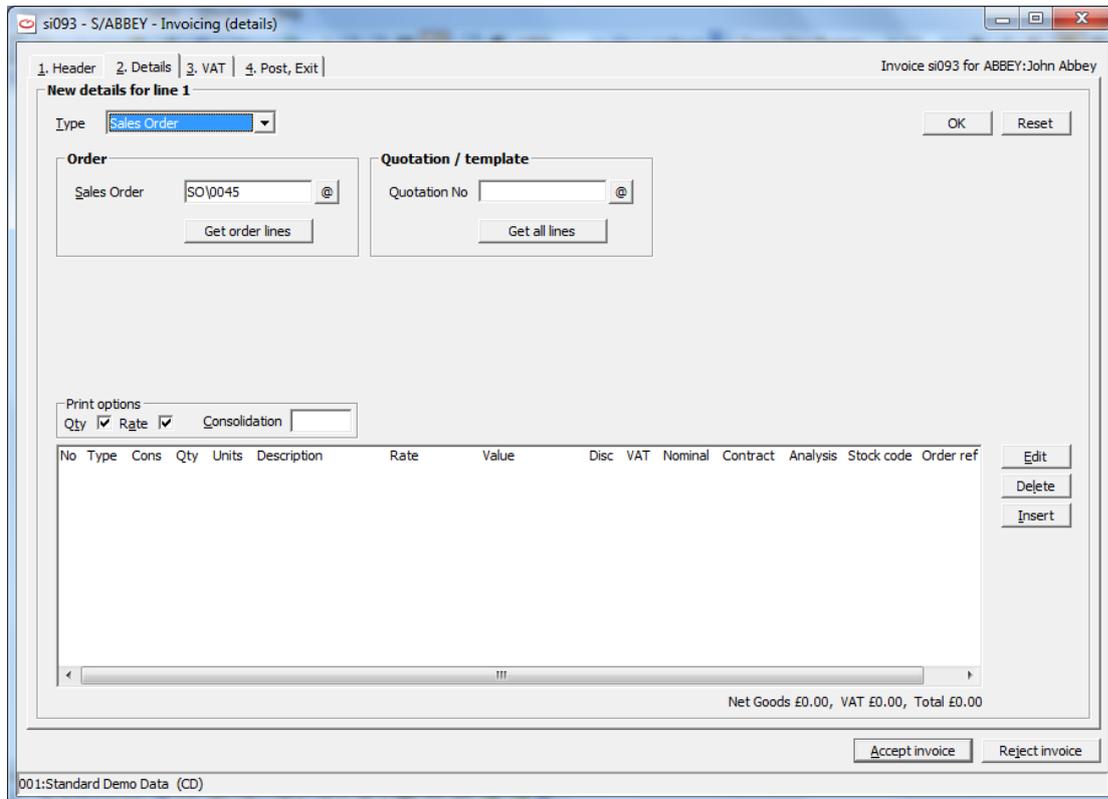
Multi-line text, Percentage, Sub total, Footer 1, Footer 2, Consolidation

[The facility exists to be able to change the cost price of a stock item while entering data on the Details tab. For this you must log in as BOSS in WinAccs, then select **Settings** from the top tool bar. Select **System Wide WinAccs Settings**, followed by **Invoicing Options S**. Select **Update stock cost on detail entry** and set this to **Yes**. **Save**.

Now when you go to the Details tab of invoice entry there will be an extra field **Cost price**. Here you can alter the cost price of a stock item and that new cost price will be saved in the stock control file. You can see this new value if you go to **WinStock, Maintenance, Stock Maintenance, Stock items** and look at **Stock price**.]

Adding a Sales Order Item or a Quotation Item (for SALES INVOICE ENTRY)

If on the **Select Invoice parameters** screen you chose to **Link to WinOrders**, then on the **Details** screen, having selected the type Sales Order you may use the Code Lookup facility (@) at the field Sales Order to select the sales order from which you wish to invoice an order item. You must choose an authorised sales order.



If the details from the selected order (delivery address, representative, trade discount etc) do not match the entries on the header screen you are asked if you wish to copy the details from the order. If you select Yes then the details will be taken as from the order details. If you select No then the details will be taken as from the header details.

The **Order Details Selection** screen is now displayed showing the items on the order. See [ORDER DETAILS SELECTION](#) in **CHAPTER 6 : ORDERS** .

You may choose the items you wish to invoice. You may also specify whether to invoice the amount ordered less the amount already invoiced, or the delivered amount less the amount already invoiced.

Highlight the items to be invoiced and select choose **Ok**. (Choose **Cancel** if you do not wish to select any items.)

You are returned to the Details screen and the selected line(s) are displayed in the box headed Lines on current invoice. The lines may be edited or deleted or you may insert a line.

Alternatively you may use the Code Lookup facility (@) at the field Quotation No to select a quotation you have already created and for which you wish to make the invoice. When the quotation number is displayed then select **Get all lines**. The lines of the quotation will be displayed in the bottom half of the screen. The lines may be edited or deleted or you may insert a line.

Adding a Stock Item (for Stock) (for SALES INVOICE ENTRY)

Using the Code Lookup facility (@), select the Stock item you wish to add to the invoice. (This can be an item of type non-stock).

If you are using customer costs and prices and this stock has a customer cost and price defined, a further window will be displayed, headed **Get Customer Cost and Price**, on which you may select which cost and price you wish to use for this sales invoice - see [CUSTOMER COSTS AND PRICES](#) in **CHAPTER 4 : MAINTENANCE** ..

When you have selected a stock code you may click on the sign  to the right of the @ sign by the field **Stock code** to display stock information see [STOCK INFORMATION](#) in **CHAPTER 4 : MAINTENANCE**.

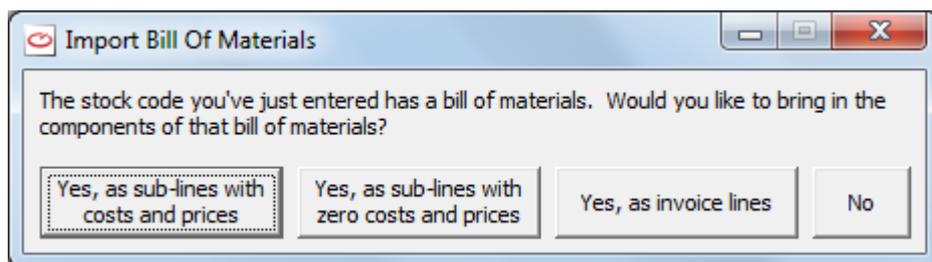
You may select the field **Sub line** to indicate that this stock item is a sub line. This means that this stock item will not be printed on the invoice. For more details see [SUB LINES IN INVOICES](#) on page 214..

You may specify the Nominal Ledger account code to which the line value will be posted, and you may choose the item of stock, its bin code, details of the quantity to be invoiced, the rate or the price.

If the Nominal ledger account selected is a costed account, you may select the relevant contract code and contract analysis code.

Choose **Ok** to accept the detail line (or choose **Reset** to cancel the detail line).

If you have selected stock of type non-stock then when you click on **OK** you will see the following display. :-



You must decide which option you want - for more details see [SUB LINES FOR NON-STOCK STOCK](#) in **CHAPTER 6 : ORDERS** .

Adding a Stock Item (for Job) (for SALES INVOICE ENTRY)

Using the Code Lookup facility (@), select the Stock item you wish to add to the invoice. (This can be an item of type non-stock).

If you are using customer costs and prices and this stock has a customer cost and price defined, a further window will be displayed, headed Get Customer Cost and Price, on which you may select which cost and price you wish to use for this sales invoice - see [CUSTOMER COSTS AND PRICES](#) in **CHAPTER 4 : MAINTENANCE** .

When you have selected a stock code you may click on the sign  to the right of the @ sign by the field **Stock code** to display stock information see [STOCK INFORMATION](#) in **CHAPTER 4 : MAINTENANCE**.

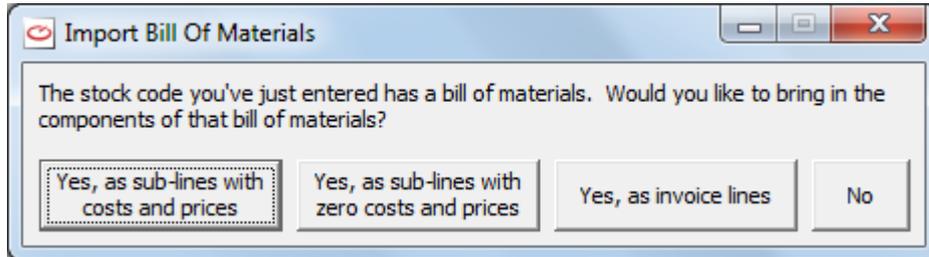
You may select the field **Sub line** to indicate that this stock item is a sub line. This means that this stock item will not be printed on the invoice. For more details see [SUB LINES IN INVOICES](#) on page 214....

You may specify the Nominal Ledger account code to which the line value will be posted, and you may choose the item of stock, its bin code, details of the quantity to be invoiced, the rate or the price.

If the Nominal ledger account selected is a costed account, you may select the relevant contract code and contract analysis code.

Choose **Ok** to accept the detail line (or choose **Reset** to cancel the detail line).

If you have selected stock of type non-stock then when you click on **OK** you will see the following display. :-



You must decide which option you want - for more details see [SUB LINES FOR NON-STOCK STOCK](#) in **CHAPTER 6 : ORDERS** .

Adding a Nominal Item (non-stock) (for SALES INVOICE ENTRY)

At the field Type, select **Nominal Item (non-stock)** if you wish to add to the invoice a non-stock item.

A Nominal item (non-stock) cannot be a sub line.

You may specify the Nominal Ledger account code to which the line value will be posted, and you must specify details of the quantity to be invoiced, its description, the rate or the price.

If the Nominal ledger account selected is a costed account, you may select the relevant contract code and contract analysis code.

Choose **Ok** to accept the detail line (or choose **Reset** to cancel the detail line).

Adding Multi-line Text (for SALES INVOICE ENTRY)

At the field **Type**, select **Multi-line text** if you wish to add text to the invoice.

You may select the field **Sub line** to indicate that this text is a sub line. This means that this text will not be printed on the invoice.

Then in the box provided type the required text. This may be multiple lines. To start a new line use **Ctrl** and **Enter**.

Alternatively if you have already defined some free text (see [FREE TEXT](#) in **CHAPTER 4 : MAINTENANCE**) then at the field **Free text code** you may click on the @ and select which of the predefined texts you wish to include on the sales invoice

Choose **Ok** to accept the detail line (or choose **Reset** to cancel the detail line).

The maximum number of characters that you can print in the text on one line (and therefore the number of characters that will appear in a line on the invoice) has a default of 45 characters. The length of the line can be changed by selecting **Utilities**, then **Options** and in the box headed **Multi-line text** enter the number of characters that you want on a line. (The value chosen for this parameter will be reflected in WinAccs.ini in the section [Multiline Text] under Line length.)

Note that the report that prints the invoice may have to have the length of the field also extended in order to print a longer line.

Adding a Percentage (for SALES INVOICE ENTRY)

At the field Type, select Percentage if you wish to add a percentage of the items above to the invoice. This is normally preceded by a Sub Total line unless the percentage is of one line only. Select the Nominal Ledger account code to which the line will be posted. Next enter details i.e. a description and either the value of the percentage or the value of the amount to be added to the invoice.

If the Nominal ledger account selected is a costed account, you may select the relevant contract code and contract analysis code.

Choose **Ok** to accept the detail line (or choose **Reset** to cancel the detail line).

Adding a Sub Total (for SALES INVOICE ENTRY)

At the field Type, select Sub total if you wish to insert a sub total at this point on the invoice. Enter the description to appear on the line. The value of the sub total since the last sub total was printed will be automatically displayed.

Choose **Ok** to accept the detail line (or choose **Reset** to cancel the detail line).

Adding a Footer (for SALES INVOICE ENTRY)

The footer might be used to add an extra amount to the invoice, for example for a handling charge or for insurance. At the field Type, select Footer 1(or Footer 2) if you wish to add the text for the footer for the invoice. Select the Nominal Ledger account code to which the line will be posted. Next enter the description to appear on the line, the value to be added to the invoice and select the VAT to apply to this line.

Choose **Ok** to accept the detail line (or choose **Reset** to cancel the detail line).

Adding Consolidation (for SALES INVOICE ENTRY)

The facility Consolidation exists so that you can internally record more details for the invoice, for example labour and material costs, but on the invoice sent to the customer you would consolidate these amounts and just show one overall amount (e.g. As per quotation xx/xxx).

At the field Type, select Consolidation if you wish to consolidate several detail lines for the invoice. Select the consolidation code, the description to appear on the consolidated line in the invoice, and the VAT rate to apply to this line.

Choose **Ok** to accept the detail line (or choose **Reset** to cancel the detail line).

Now when you add any further detail line and in the Consolidation box you type the consolidation code you have just selected, then the amounts of the line will be consolidated together with any other detail lines with this consolidation code. This will produce just one line printed on the invoice, with the description chosen above and with the totals for all the detail lines with this consolidation code. However each separate line will be posted into the Nominal Ledger.

PRINT OPTIONS

You can choose to control whether or not the quantity and rate of the items in the detail lines appear on the invoice. Check the box **Qty** for the quantity to be printed and/or the box **Units** for units to be printed. Or you may enter, for each detail line, into the box headed **Consolidation** a code of up to 3 characters. Then the invoice will consolidate the information for all the detail lines with a specific consolidation code and print the unit of the first line with this consolidation code and the total quantity of the lines with this consolidation code and this unit.

(For instance you may enter the first line with a certain consolidation code as "1 days painting job", and on subsequent lines enter, under the same consolidation code, "2 tins white undercoat" and their cost, and another line, with the same consolidation code, "3 hours labour" and the cost of the labour. The resultant invoice will just show the text "1 days painting job" but will have totalled up all the lines with this consolidation code i.e. summing the cost of the paint and the labour.)

ACCEPTING A SALES INVOICE

Choose **Accept Invoice** to accept this invoice (or choose **Reject** to reject the current invoice. You will be asked to confirm that you wish to reject the invoice). You will be returned to the Header Entry window where you may enter a new invoice.

If, in Company details on the References tab you have entered a password for use with credit notes then if you are trying to accept a credit note or a negative invoice then you will be asked to enter that password. If the password you enter is not as defined in Company details then the credit note (or negative invoice) will not be accepted and you will have to find out the correct password or reject the credit note or negative invoice. See [PASSWORD FOR SALES CREDIT NOTES](#) on page 195.

If you are registered for subcontractors then for a sales invoice or a subcontractor invoice you will see the screen headed CIS Tax deduction, as follows :-

CIS Tax deduction

CIS Total (excl. VAT) £1,119.64

Materials

CITB levy (0... % of £1,119.64) £0.00 T002 @ Extraordinary Expenses

Tax (30.. % of £1,119.64) £335.89 Q004 @ VAT Control

Set defaults for CITB and Tax calcs...

This is NOT a CIS related invoice OK

If this is not a CIS related invoice then just select the field **This is NOT a CIS related invoice**. Otherwise enter any amount concerning materials for this invoice in the field **Materials**. Enter the CITB levy percentage. You may on this screen set the defaults for CITB levy and Tax calculations. Then select **OK**. (For more details see [ACCEPTING OR REJECTING A SUBCONTRACTOR INVOICE](#) on page 212)

If this is a prepayment invoice then you are asked for the details of the payments you require, see [PREPAYMENT INVOICES](#) on page 196

Only when you select **Accept invoice** for an invoice will the trade discount (if you have asked for a trade discount on this invoice) be automatically calculated for the whole invoice.

Once you have accepted the first invoice in a batch, then brief details about the last invoice entered will be displayed to the left of the **Accept invoice** button showing the invoice number, the account code and name and the total for that invoice.

Next you may choose the tab **VAT** to review the VAT on the invoices in this batch - see "[Reviewing the VAT Analysis \(for SALES INVOICE ENTRY\)](#)" on page 199 - and finally you may choose the tab **Post, Exit** to post the invoices - see "[POSTING AN INVOICE OR CREDIT NOTE](#)" on page 201.

PASSWORD FOR SALES CREDIT NOTES

If you wish to set a password for the accepting of sales credit notes then in **WinAccs** in **Company Maintenance**, on the **References** screen, to the right of the field **Sales credit note number** is a button **Password**. If you click on this you will see the screen :-

Credit ...

Save the new password for accepting a credit note.

Password

Save Exit

Enter a password and select **Save**. This password will be required whenever a sales credit note (or a negative invoice) is to be accepted by the system or when a negative **Total Due** is to be updated on a Sales Certificate file in **Applications and Certificates**.

Then when you come to accept a sales credit note (or a negative sales invoice) or to update a sales certificate with a negative total you will be shown the screen :-

Credit ...

Enter the password to accept this credit note.

Password

OK Exit

You must type in the correct password as defined on the **References** screen of **Company Details** before the sales credit note (or negative invoice) will be accepted or before the sales certificate is updated.

PREPAYMENT INVOICES

If you wish to enter a prepayment invoice then on the Header screen select the tickbox **Prepayment**. When you have entered all the details of this invoice and have accepted the invoice, then (after the CIS Tax deduction screen if this is a Sales Invoice) you will see the following screen headed Prepayments:-

096:CD - Prepayments

BHPROP - B_H Property Developers Ltd - si086 - 13May2013

Prepayment account @

Included lines (Income and Expenditure)

Nominal code	Description	Value
A001	Wardrobe, double, whitewood	7,631.40

Spread over: 12 Months

Starting from: 13May2013 Advance to month end

Schedule of journals

Date	Day

Journal date:

This shows the details of the invoice you have just entered and now needs you to specify the period over which this invoice is to apply.

At the field **Prepayment account**, enter the prepayment nominal account. This must be an asset or a liability account. Alternatively you may click on the @ to the right of the field and from the resultant screen of Nominal Accounts select an asset or a liability account for this prepayment - this is easier to select if you select the type Asset or Liability in the bottom half of the Nominal Ledger selection screen to reduce the number of nominal accounts to just those of the correct type.

Now in the line with the field **Spread over** select over how many months or weeks you wish this invoice to be spread. You may use the drop down arrows to select a number of periods or you may just type in any number.

The payments will start from the date on the invoice but you may wish the invoices to be paid at the end of each month, in which case tick **Advance to month end**.

Now select the button **Calculate**. The schedule of the payments will be displayed in the section headed Schedule of journals and to the right of that in the field Journal Date will be the journal date for that payment. If you wish to alter that date for a payment, highlight the payment, enter the new date and select **Replace**.

096:CD - Prepayments

BHPROP - B_H Property Developers Ltd - si086 - 13May2013

Prepayment account @ F/A:Freehold Property

Included lines (Income and Expenditure)

Nominal code	Description	Value
A001	Wardrobe, double, whitewood	7,631.40

Spread over

Starting from Advance to month end

Schedule of journals

Date	Day
13May2013	Mon
13Jun2013	Thu
13Jul2013	Sat
13Aug2013	Tue
13Sep2013	Fri
13Oct2013	Sun

Journal date

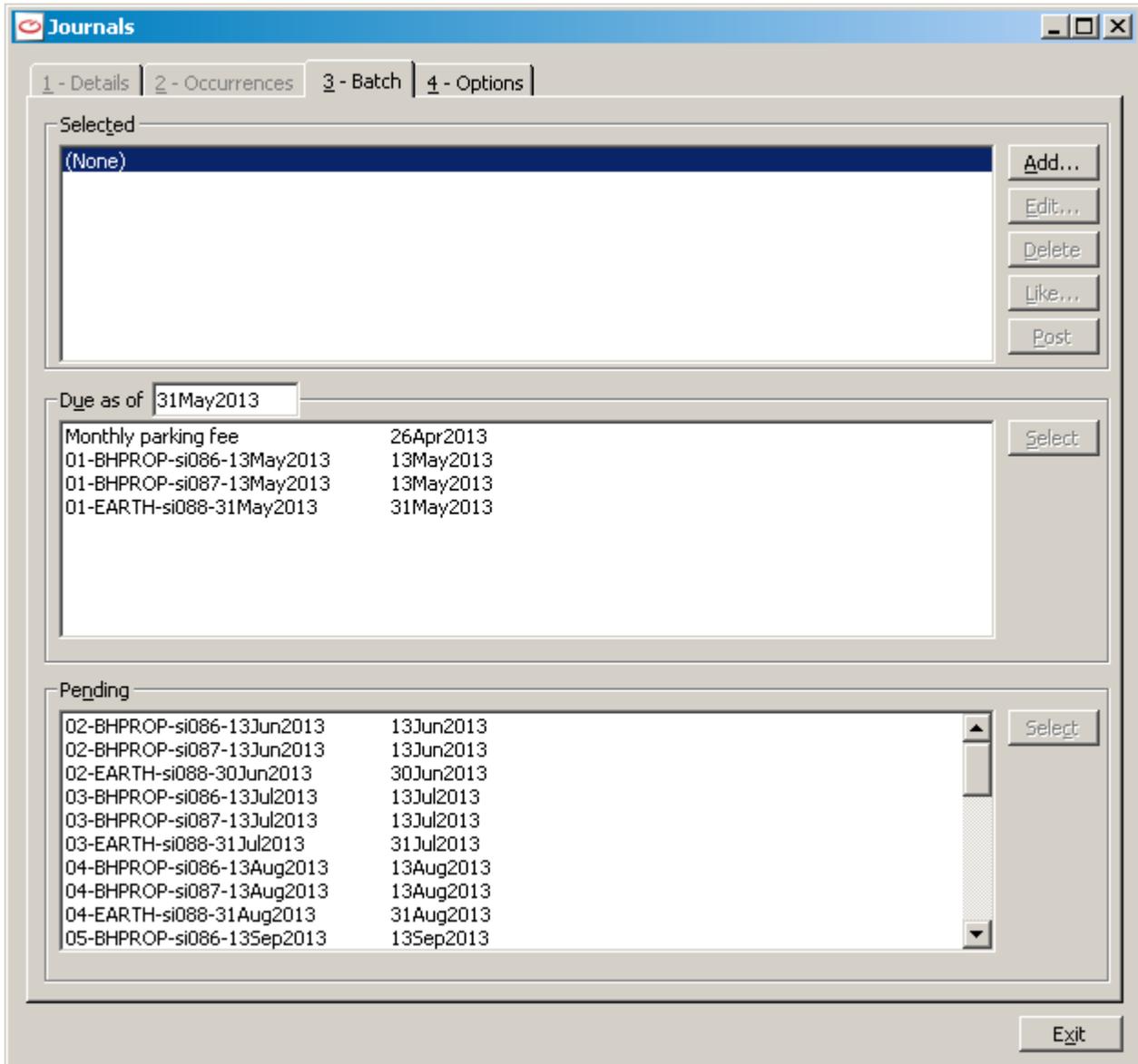
Finally select **Save**.

If there exist any prepayment journals that are now due in this current period, then when you select **Post** to post the invoice you will be told that

Batch - Sales Invoicing

 Some prepayment journals should be posted in the current period
Would you like to run Journals to process them immediately?

Select **Yes** and you will be taken to the journals screen as follows :-



This is showing in the lowest section headed **Pending** all the recurring journals that are pending and you will see that the schedule for the new prepayment invoice is displayed there.

In the middle section headed **Due as of** are listed the journals that are due to be paid now and this shows the first payment for the prepayments for the sales account ABBEY, invoice number si008, and the due date 30Jun2011.

Double click on that line to take that line upto the top section headed **Selected** and then select **Post**.

The invoice will be posted and the journal transfer will be printed.

For future periods you must go to **Transactions, Journals** and select the prepayment that will be displayed in the section headed **Due as of** and select that and post it.

You may select **Transactions, Create/Maintain Recurring Journals** and select the button **Delete all completed** to delete all the completed transactions. Select **Exit** to exit the screen.

REVIEWING AND EDITING A SALES INVOICE

Before you accept a Sales Invoice you can review or edit it by making the Detail screen active and then either choosing **Details** from the Header Entry window or by choosing the **Details** tab at the top the screen.

After you have accepted a Sales Invoice, the details of that invoice will be shown in the bottom half of the screen obtained when you choose the tab **Post, Exit**. You may highlight an invoice and then select **Edit** to edit the invoice.

(Alternatively to delete an invoice, highlight it and choose the **Delete** button. You will be asked to confirm that you want the invoice deleted).

Adding a New Detail Line (for SALES INVOICE ENTRY)

1. The details screen will be ready for you to enter a new detail line when the screen is accessed.
2. Enter the information for the new detail line.
This information is described in the previous section.
3. Choose **OK** from the Detail Entry window.
4. The line is added to the invoice and displayed in the Detail List Box, and the invoice totals are altered. The Detail Entry window remains active to allow further new lines to be added, until you select either the **Accept Invoice** command button or the **Header** tab.

Editing an Existing Detail Line (for SALES INVOICE ENTRY)

1. Go to the **Details** screen and select a line from the Detail List Box. Choose **Edit** to retrieve the desired details.
2. Press the TAB key to move to the fields which need to be changed and enter the new information.
3. Choose **Ok** from the Detail Entry window.
4. The line is redisplayed in the Detail List Box, and the invoice totals are altered.

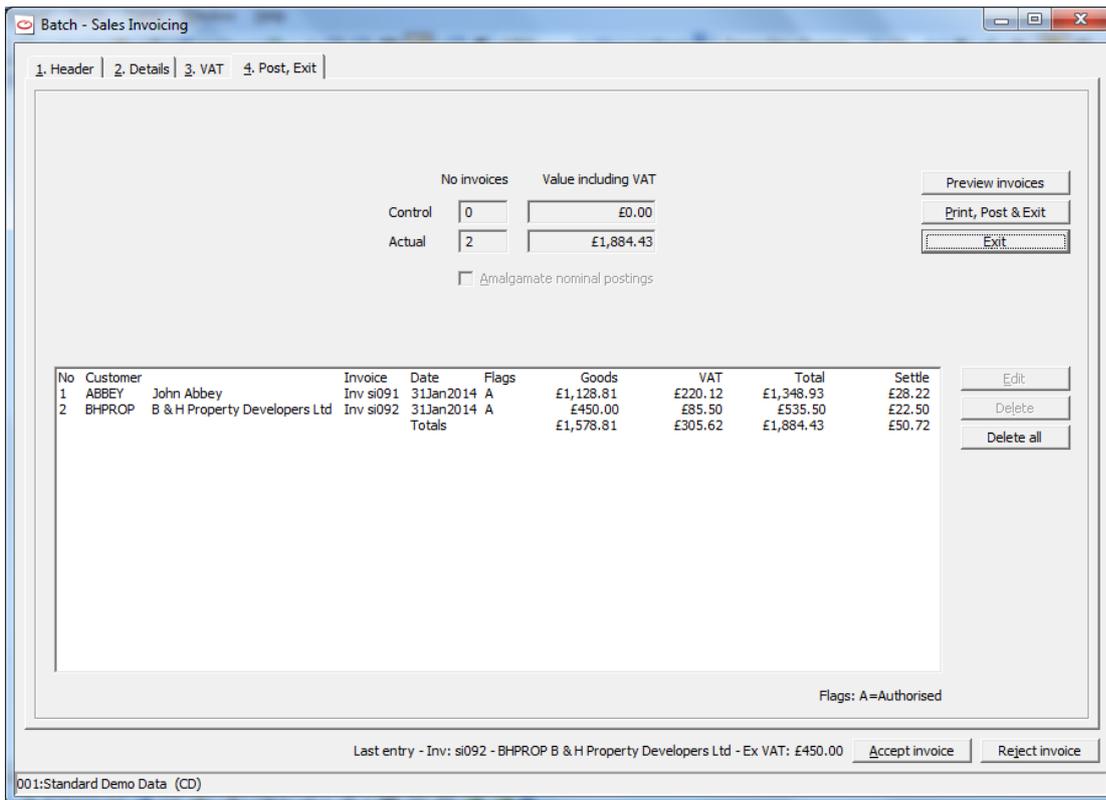
Deleting a Detail Line (for SALES INVOICE ENTRY)

1. Select the required detail line, by highlighting it within the Detail List Box.
2. Choose the **Delete** command button. You are asked to confirm that you do wish to delete the invoice. If you reply **Yes** then the line is removed from the invoice, and from the Detail List window. The invoice totals in the Detail List window are altered.

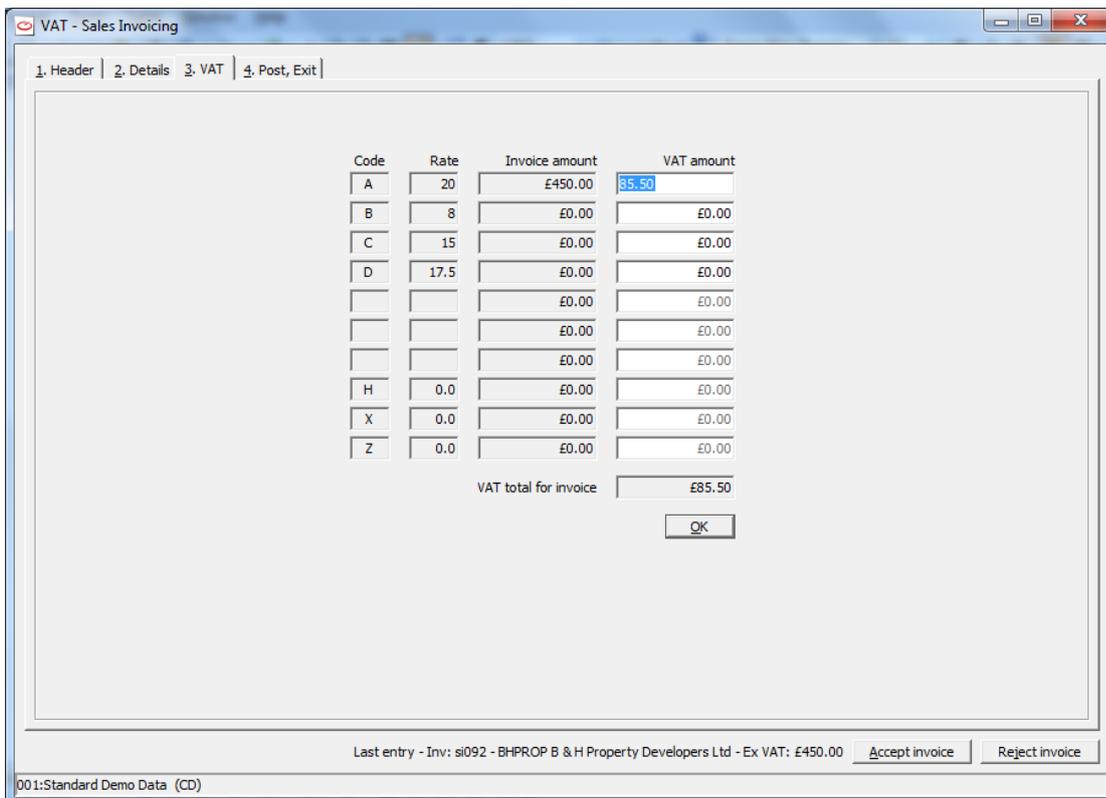
Reviewing the VAT Analysis (for SALES INVOICE ENTRY)

VAT is calculated from the details entered and this may differ from manual calculations due to rounding differences.

1. When you have accepted an invoice and have been returned to the Header Entry window, you may now go to the **Post, Exit** tab which will show the invoices entered so far, for instance :-



2. To edit the VAT for one of these invoices select that line and then select the VAT tab. :-



3. Enter the revised VAT value, if necessary, and choose **Ok**.
4. You must select **Accept invoice** again to record the change made to the VAT. You will be warned that if you add or change any further detail lines then the VAT will be automatically changed again
5. Choose Header to return to the Header Entry window.

POSTING AN INVOICE OR CREDIT NOTE

You can post each invoice immediately after it has been entered, or you can enter all of the invoices and then post them all together. This will depend on the options selected in the initial invoice parameters selection screen.

1. Select the **Post, Exit** tab at the top of the screen. A list of all the accepted invoices in the current batch will be displayed in the bottom half of the screen.

No	Customer	Invoice	Date	Flags	Goods	VAT	Total	Settle
1	ABBEY John Abbey	Inv si091	31Jan2014	A	£1,128.81	£220.12	£1,348.93	£28.22
2	BHPROP B & H Property Developers Ltd	Inv si092	31Jan2014	A	£450.00	£85.50	£535.50	£22.50
Totals					£1,578.81	£305.62	£1,884.43	£50.72

You can, at this stage, edit any invoice you have accepted by selecting it from the list and choosing the **Edit** button. You can also delete invoices. All invoices in the batch must have been accepted before posting. If you wish to amalgamate postings to your nominal accounts, check the **Amalgamate Nominal Postings** check box.

2. You may select the button **Preview invoices** to see the invoices (but not post them). If you have set to AUTONUMBER invoices (within Stockoptn.ini) then the invoice numbers are NOT allocated prior to the print and a message is displayed to that effect.

To get the previewed invoices over-printed with text (e.g. DRAFT) you can log in as BOSS and select Settings, System Wide WinAccs Settings (WinAccs.ini) and then select [Reports], PreviewText where you can set the text to be printed on preview documents.

3. Choose **Print, Post & Exit** (or **Post & Exit** if you selected not to print; or **Print Invoices** if you selected not to post). If you had entered a batch control value in the invoice parameter screen, and the sum of all the invoices entered does not agree, the system will warn you of this but will allow you to proceed with posting.
4. If you selected **Print Sales Invoices** under **Sales invoice production** on the **Select Invoice parameters** screen, then the Sales invoices will be printed.
5. If you selected **Post to WinStock** under **Options** on the **Select Invoice parameters** screen the invoices will be posted.
6. If you selected **Stock audit trails = yes** in [General] in WinStock.ini then the audit trail will be printed.
7. If any of the invoices were for a stock item with **Valuation type** Batch, then for each use of such a stock item you will see a screen headed **Get Quantities From Batch** (for invoices if you have selected **Despatch from bin on posting**) or **Return To Bin On Posting** (for credit notes when you

hsve selected **Return to bin on posting**) . For further details see [BATCH VALUATION TYPE FOR A STOCK ITEM](#) in **CHAPTER 4 : MAINTENANCE**.

8. At this point the screen headed **Order Reconciliation** may appear - see [ORDER RECONCILIATION](#) on page 202.
9. You are returned to the main menu.

ORDER RECONCILIATION

As stock is moved about in **WinStock**, it posts journals to **WinAccs**. If these get adrift due to rounding (caused by part despatches etc) a screen appears headed **Order Reconciliation**, once an order has been fully despatched and invoiced. It checks for these errors and offers to posts a journal to balance these up. An example of the screen is :-

The screenshot shows a window titled "Order Reconciliation" with a message: "Order No SO30045 has Deliveries & Invoices unmatched".

Deliveries	Dates	Amount	Nominal	Stock Code
	16Aug2016	£0.05 Dr	Q007	S-SELLTRAIN

Invoices	Dates	Amount	Nominal	Stock Code
	16Aug2016	£0.00 Dr	Q007	S-SELLTRAIN

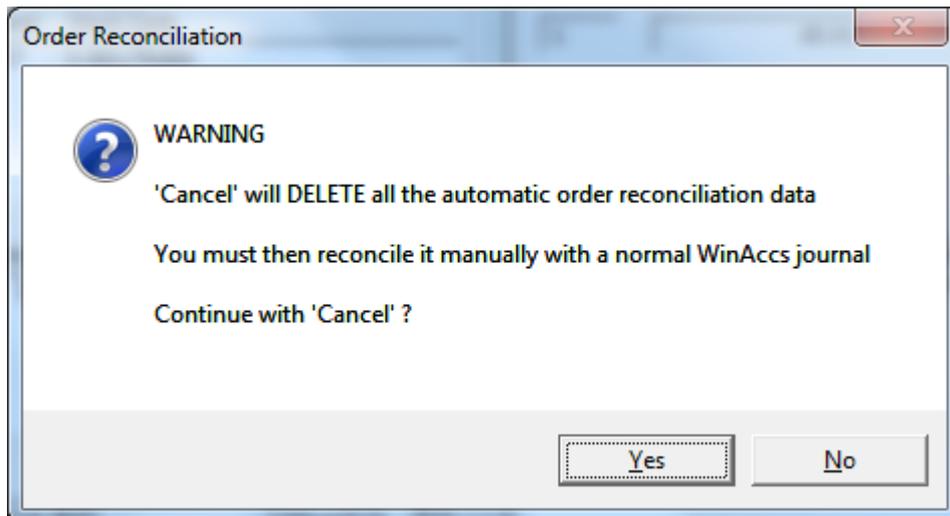
To Reconcile	Amount	Nominal	Posting Date
	£0.05 Cr	Q007	16Aug2016
	£0.05 Dr	F002	
		Unrec extras Stock (B/S)	
		Stock movements	

Buttons: Post, Cancel

In the box **To Reconcile** the nominals are as defined for the stock group of the stock concerned.

Select **Post** to bring about the reconciliation.

If you select Cancel then you will receive the following warning :-

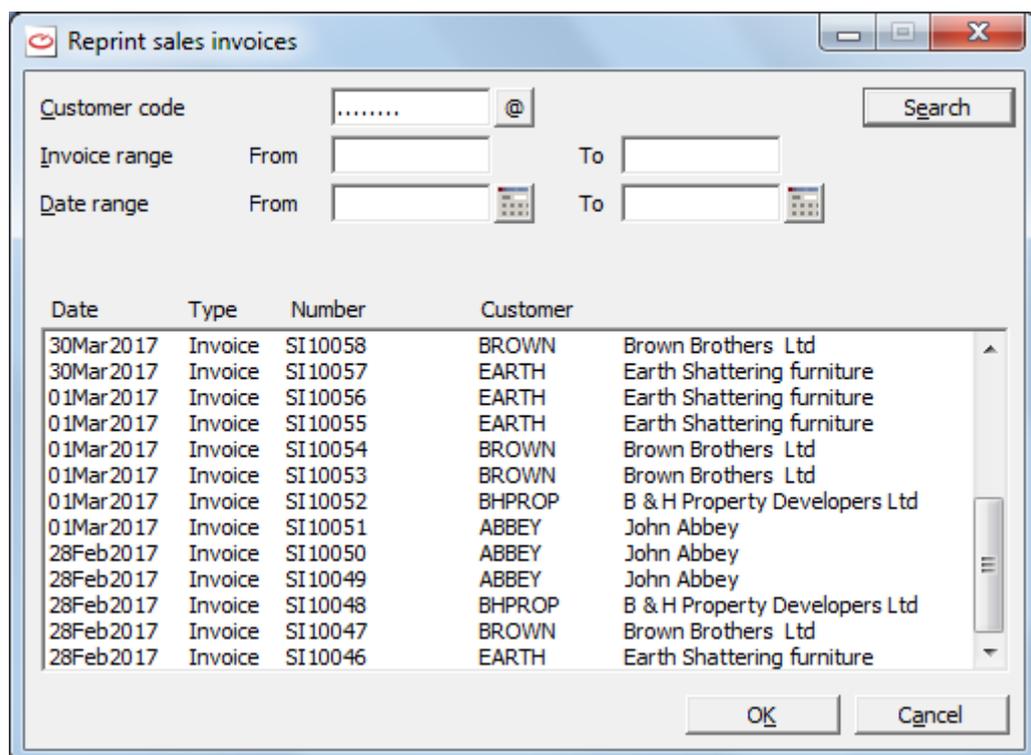


REPRODUCING SALES INVOICES

In this context Reproduce means reprint or resend via EDI as per the original invoice.

If you wish to reproduce sales nvoices then :-

1. Select the **Invoicing** menu option from the **WinStock** menu.
2. Select **Sales** in the Select Ledger section of the Select Invoice parameter window.
3. Choose **Reproduce** if you wish to reprint invoices.
4. The Reprint Sales invoices screen is displayed as follows :-



5. This shows, in the bottom half of the screen, all the sales invoices on the system. Enter search criteria such as the date of the invoices required, the invoice numbers or the customer code. Then choose **Search**. The list will now show only the invoices obeying the search criteria.
6. Highlight the invoices that you wish to reproduce and select **Ok** to reprint them (else select Cancel to not reprint them).

7. When the invoices are printed, click on the exit button at the very top of the screen. You will be returned to the Reprint sales invoices screen. Click on **Cancel** or on the X at the top right of the screen to return to the **WinStock** main menu.

PURCHASE INVOICE ENTRY

The following steps are required to enter and post a purchase invoice or credit note, each step is described in detail in the remainder of this section:

1. Access the purchase invoice entry facility, see [ACCESSING THE PURCHASE INVOICE ENTRY WINDOWS](#) on page 204..
2. Enter the header information for an invoice, see [ENTERING HEADER INFORMATION FOR A PURCHASE INVOICE](#) on page 204.
3. Enter the invoice detail lines and accept the invoice, see [ENTERING PURCHASE INVOICE DETAIL LINES](#) on page 206 and [ACCEPTING A PURCHASE INVOICE](#) on page 207.
4. Repeat steps 2 and 3 for each invoice which is required in the batch.
5. Review and edit the invoice header, detail and VAT information. Authorise any unauthorised invoices which you wish to post. See [REVIEWING AND EDITING A PURCHASE INVOICE](#) on page 207 and [AUTHORISING A PURCHASE INVOICE](#) on page 207.
6. Post (and print) the batch of invoices. Only authorised invoices will be posted. Unauthorised invoices will be saved in a file and may be authorised later by any user who is allowed to authorise invoices. See [POSTING AN INVOICE OR CREDIT NOTE](#) on page 208.

ACCESSING THE PURCHASE INVOICE ENTRY WINDOWS

The Invoicing facilities are accessed in **WinStock** in two different ways :-

- either from the **WinStock** menu, select the **Invoicing** option. Then on the screen headed **Select Invoice parameters** select **Purchase** (and other parameters if required) and then choose **OK**,
- or, when you have input a **Purchase Order** (see [PURCHASE ORDERS](#) in **CHAPTER 6 : ORDERS**), by choosing the tab **Invoices** at the top of the screen.

Both methods will bring you to the display of the screen headed Purchase Invoicing.

If you have used the first method, i.e. you have selected the Invoicing option from the **WinStock** Main Menu, then you will be presented with the screen headed Select Invoice parameters.

1. Select **Purchase** in the Select Ledger section of the Select Invoice parameter window.
2. In the Options box select whether you wish to post to **WinStock** Link to **WinStock** or Link to **WinOrders**. Not linking to **WinStock** will allow you to print purchase invoice without posting. **WinStock** and **WinOrders** are only available if you purchase the appropriate modules.
3. If you wish to save these options, check the box Save options.
4. Choose **OK** to accept these options and the invoice header entry screen will appear. (Alternatively choose **Cancel** to not record these changes and to return to the main menu).

ENTERING HEADER INFORMATION FOR A PURCHASE INVOICE

If you have selected the **Invoicing** option from the **WinStock** Menu and have selected **Purchase Ledger** you will be taken to the Header screen.

1. In the purchase invoice header enter information as to whether this is an invoice or a credit note, the supplier account code, the purchase invoice number, the date, payment terms and if required the Trade discount.

If the account chosen has been set to **On Hold** then above the row of addresses the words "A/C on hold" will be displayed on this screen in red.

Above the row of addresses will be displayed the Credit limit of this account, the Account balance and the Credit remaining.

For details about Payment terms see the WINACCS MANUAL

2. If the account chosen in the field **Account** has a VAT Registration number which implies that the account is based outside the UK then a message appears asking if you would like to override the default VAT code so that all detail lines use the zero-rated VAT code. Select either **Yes** or **No**. The override only occurs when adding new details
3. Before or after the detail lines have been entered, you may wish to enter information about whether to hold the purchase invoice, the VAT inclusive information, with-held information, early settlement discount details and the representative who deals with this invoice.
4. Each invoice is given a **Folio Number** and if **FolioByContract = No** in **WinAccs.ini** (which is the default) then the next folio number is taken from the field **Nominal Folio Reference** on the tab **References** in **Company Details** in **WinAccs**. This Nominal Folio Reference field is then updated. Alternatively you may use Folio by Contract - see [FOLIO BY CONTRACT](#) on page 205.
5. If this invoice is a Prepayment invoice then tick the box **Prepayment**. When you accept the invoice you will be asked for further details - see [PREPAYMENT INVOICES](#) on page 196.
6. Choose the **Details** button. The Detail Entry screen becomes active. Refer to the instructions in "[ENTERING PURCHASE INVOICE DETAIL LINES](#)" on page 206.
7. Alternatively choose the **Reject** button to ignore all of the header information which has just been entered or modified. If this is a new invoice, all of the invoice details will be lost. [A warning message appears asking you to confirm that you wish to lose the information.]

Alternatively if you have entered a purchase order and then selected that order and selected **Invoice** then a screen similar to the above screen will be displayed with the details of that order already in place. If the header details are correct then select the Details tab.

FOLIO BY CONTRACT

If you would like to set up having your folio numbers to run in a sequence depending on each contract then you have to obey the following instructions :-

1. Log in to **WinAccs** as BOSS and PASS.
2. Select **Settings** on the tool bar and then select **WinAccs.ini**. You are advised not to change the settings in WinAccs.ini. Click on OK.
3. Select [**General**] and then select **Properties**. Highlight **FolioByContract** and in the field below change the Value to **YES**. Select **Apply**, then **Save**, then **Exit**.
4. Select **File**, then log in using your user name.
5. Select **Maintenance**, then **Ledger Accounts** and then **Contract (Job) ledger**.
6. The details of your first Contract Job ledger will be displayed and there is now an extra field called **Next Folio Ref:**
7. Enter the first folio reference you would like for this contract and Save. Similarly for all other contracts select the next folio reference that you would like for that contract and save it.
8. When you have selected the Folio Reference number for each contract, select **Exit**.

Now whenever you enter an invoice for a purchase or subcontractor account, on the Header tab the Folio Number will be set initially to the next Folio Reference number as held in the field Nominal Folio Reference on the tab References in Company Details in WinAccs. But also on the screen is a field **Contract** where you can select the contract for this invoice. When you have selected the Contract then the next Folio Reference number for that contract will be displayed and you can use that. (You may change this number if you wish). When you use the next folio number for a contract then WinAccs will upgrade it by one and store this ready for the next invoice you enter for this contract.

ENTERING PURCHASE INVOICE DETAIL LINES

The detail lines for an invoice are entered into the Detail Entry window. Each detail line must include a Nominal account code and an amount.

To add detail lines to the invoice, choose **Details** from the Header Entry window or choose the **Details** tab at the top of the screen.

The **Details** screen becomes active.

In the box headed **New details for line [n]**, in the field **Type** select what type of line you are to create.

Type	Select the type of line you wish to create on the purchase invoice.
<i>Purchase Order</i>	<i>This links the item to WinOrders so this is only an option if you have chosen that this invoice should be linked to WinOrders..</i>
<i>Stock item (for Stock)</i>	<i>This links the item to WinStock.</i>
<i>Stock item (for Job)</i>	<i>This links the item to WinStock.</i>
<i>Nominal item (non-stock)</i>	<i>This is for items not on WinStock</i>

Adding a Purchase Order Item (for PURCHASE INVOICE ENTRY)

If on the Select Invoice parameters screen you chose to Link to WinOrders, then on the Details screen, having selected the type Purchase Order you may use the Code Lookup facility (@) at the field Purchase Order to select the purchase order from which you wish to invoice an order item. You must choose an authorised purchase order.

If the details from the selected order (delivery address, representative, trade discount etc) do not match the entries on the header screen you are asked if you wish to copy the details from the order. If you select Yes then the details will be taken as from the order details. If you select No then the details will be taken as from the header details.

The Order Details Selection screen is now displayed showing the items on the order, See [ORDER DETAILS SELECTION](#) in **CHAPTER 6 : ORDERS** . You may choose the items you wish to invoice. You may also specify whether to invoice the amount ordered less the amount already invoiced, or the delivered amount less the amount already invoiced.

Highlight the items to be invoiced and select choose **Ok** . (Choose **Cancel** if you do not wish to select any items.)

You will be warned if you have selected all the lines from an order but some of the lines have not been delivered. You can then choose whether to add those lines to the invoice. If you wish to add all the lines select **Yes**. If you do not wish to add those lines which have not been delivered then select **No** and then select **Reset the selection** and only select the lines you do wish to include in the invoice.

You are returned to the Details screen and the selected line(s) are displayed in the box headed Lines on current invoice.

Adding a Stock Item (for Stock) (for PURCHASE INVOICE ENTRY)

Using the Code Lookup facility (@), select the Stock item which you wish to add to the invoice. (This can be an item of type non-stock).

You may select the field **Sub line** to indicate that this stock item is a sub line. For more details see [SUB LINES IN INVOICES](#) on page 214..

When you have selected a stock code you may click on the sign  to the right of the @ sign by the field **Stock code** to display stock information see [STOCK INFORMATION](#) in **CHAPTER 4 : MAINTENANCE**.

You must specify the Nominal Ledger account code to which the line value will be posted (and, if required, the contract code and cost analysis code for this item). You must choose the item of stock, its bin code, details of the quantity to be invoiced, its description, the rate or the price.

Choose **Ok** to accept the detail line (or choose **Reset** to cancel the detail line).

Adding a Stock Item (for Job) (for PURCHASE INVOICE ENTRY)

Using the Code Lookup facility (@), select the Stock Item which you wish to add to the invoice. (This can be an item of type non-stock).

When you have selected a stock code you may click on the sign  to the right of the @ sign by the field **Stock code** to display stock information see [STOCK INFORMATION](#) in **CHAPTER 4 : MAINTENANCE**.

You may select the field **Sub line** to indicate that this stock item is a sub line. For more details see [SUB LINES IN INVOICES](#) on page 214..

You must specify the account code to which the line value will be posted (and, if required, the contract code and cost analysis code for this item). You must choose the item of stock, its bin code, details of the quantity to be invoiced, its description, the rate or the price.

Choose **Ok** to accept the detail line (or choose **Reset** to cancel the detail line).

Adding a Nominal Item (Non Stock) (for PURCHASE INVOICE ENTRY)

At the field Type, select Nominal Item (non-stock) if you wish to add to the invoice a non-stock item. You must specify the account code to which the line value will be posted (and, if required, the contract code and the contract analysis code for this item). You may specify details of the quantity to be invoiced, its description, the rate or the price. Alternatively you may choose to just enter a description and the price.

Choose **Ok** to accept the detail line (or choose **Reset** to cancel the detail line).

AUTHORISING A PURCHASE INVOICE

For details of authorising a purchase invoice see [Authorising purchase and subcontractor invoices](#) on page 184.

ACCEPTING A PURCHASE INVOICE

Choose **Accept Invoice** to accept this invoice (or choose **Reject** to reject the current invoice. You will be asked to confirm that you wish to reject the invoice). You will be returned to the Header Entry window where you may enter a new invoice.

Only when you select **Accept invoice** for an invoice will the trade discount (if you have asked for a trade discount on this invoice) be automatically calculated for the whole invoice.

If this is a prepayment invoice then you are asked for the details of the payments you require, see [PREPAYMENT INVOICES](#) on page 196 . Otherwise you will be returned to the Header Entry window where you may enter a new invoice.

Once you have accepted the first invoice in a batch, then brief details about the last invoice entered will be displayed to the left of the **Accept invoice** button showing the invoice number, the account code and name and the total for that invoice.

Next you may choose the tab **VAT** to review the VAT on the invoices in this batch - see "[Reviewing the VAT Analysis \(for PURCHASE INVOICE ENTRY\)](#)" on page 208 - and finally you may choose the tab Post, **Exit** to post the invoices - see "[POSTING AN INVOICE OR CREDIT NOTE](#)" on page 208.

REVIEWING AND EDITING A PURCHASE INVOICE

In order to review or edit a purchase invoice, make the Detail screen active, either by choosing **Details** from the Header Entry window or by choosing the **Details** tab at the top the screen.

Adding a New Detail Line (for PURCHASE INVOICE ENTRY)

1. The details screen will be ready for you to enter a new detail line when the screen is accessed.
2. Enter the information for the new detail line.
This information is described in the previous section.
3. Choose **OK** from the Detail Entry window.

4. The line is added to the invoice and displayed in the Detail List Box, and the invoice totals are altered. The Detail Entry window remains active to allow further new lines to be added, until you select either the **Accept Invoice** command button or the **Header** tab.

Editing an Existing Detail Line (for PURCHASE INVOICE ENTRY)

1. Go to the **Details** screen and select a line from the Detail List Box. Choose **Edit** to retrieve the desired details.
2. Press the TAB key to move to the fields which need to be changed and enter the new information.
3. Choose **Ok** from the Detail Entry window.
4. The line is redisplayed in the Detail List Box, and the invoice totals are altered.

Deleting a Detail Line (for PURCHASE INVOICE ENTRY)

1. Select the required detail line, by highlighting it within the Detail List Box.
2. Choose the **Delete** command button. You are asked to confirm that you do wish to delete the invoice. If you reply **Yes** then the line is removed from the invoice, and from the Detail List window. The invoice totals in the Detail List window are altered.

Reviewing the VAT Analysis (for PURCHASE INVOICE ENTRY)

VAT is calculated from the details entered and this may differ from manual calculations due to rounding differences.

1. When you have accepted an invoice and have been returned to the Header Entry window, you may choose the **VAT** tab at the top of the screen.

The VAT Amounts window appears. It will list, for all the accepted invoices in the current batch, the breakdown of VAT and VATable amounts.

You can, if you wish, select an invoice for editing the VAT at this point by highlighting it and choosing the **Edit** button.

(NOTE : To edit an invoice at this point, you may also select the invoice by double clicking on it. Then you will be returned to the Header Entry window where the details of this chosen invoice will be displayed. You may edit the Header or the details and then accept the invoice once more.)

2. Enter the revised VAT values, if necessary, and choose **Ok**.

(NOTE : If you wish to edit an invoice at this point, you may select the invoice by double clicking on its entry in the bottom half of this screen. Then you will be returned to the Detail Entry window where the details of this chosen invoice will be displayed. You may edit the Header or the details and then accept the invoice once more.)

3. Choose **Header** to return to the Header Entry window.

POSTING AN INVOICE OR CREDIT NOTE

To post the invoices or credit notes entered, obey the following procedure :-

1. Select the **Post & Exit** tab at the top of the screen. A list of all the accepted invoices in the current batch will be displayed in the bottom half of the screen. You can, at this stage, edit any invoice you have accepted by selecting it from the list and choosing the **Edit** button. You can also delete invoices. All invoices in the batch must have been accepted before posting. If you wish to amalgamate postings to your nominal accounts, check the **Amalgamate Nominal Postings** check box.
2. You will be shown the list of accepted invoices on the system. You may select an invoice, look at it, edit it and then can authorise it. Or you may select to authorise all of the invoices displayed.
3. Only authorised invoices may be posted, see [AUTHORISING A PURCHASE INVOICE](#) on page 207.

4. Choose **Post & Exit**. If you had entered a batch control value in the invoice parameter screen, and the sum of all the invoices entered does not agree, the system will warn you of this but will allow you to proceed with posting.
5. The invoices will be posted.
6. If you have selected **Stock audit trails = yes** in **[General]** in **WinStock.ini** then the audit trail will be printed.
7. If any of the invoices were for a stock item with **Valuation type Batch**, then for each use of such a stock item you will see a screen headed **Get Quantities From Batch** (for credit notes if you have selected **Despatch from bin on posting**) or **Add Batch Information** (for invoices if you have selected **Deliver to bin on posting**). For further details see [BATCH VALUATION TYPE FOR A STOCK ITEM](#) in **CHAPTER 4 : MAINTENANCE**.
8. At this point the screen headed **Order Reconciliation** may appear - see [ORDER RECONCILIATION](#) on page 202.
9. You are returned to the main menu.

SUBCONTRACTOR INVOICE ENTRY

The following steps are required to enter and post a subcontractor invoice or credit note, each step is described in detail in the remainder of this section:

1. Access the subcontractor invoice entry facility, see [ACCESSING THE SUBCONTRACTOR INVOICE ENTRY WINDOWS](#) on page 209.
2. Enter the header information for an invoice, see [ENTERING HEADER INFORMATION FOR A SUBCONTRACTOR INVOICE](#) on page 210.
3. Enter the invoice detail lines and accept the invoice, see [ENTERING SUBCONTRACTOR INVOICE DETAIL LINES](#) on page 210 and [ACCEPTING OR REJECTING A SUBCONTRACTOR INVOICE](#) on page 212.
4. Repeat steps 2 and 3 for each invoice which is required in the batch.
5. Review and edit the invoice header, detail and VAT information. Authorise any unauthorised invoices which you wish to post. See [REVIEWING AND EDITING A SUBCONTRACTOR INVOICE](#) on page 212.
6. Post (and print) the batch of invoices. Only authorised invoices will be posted. Unauthorised invoices will be saved in a file and may be authorised later by anyone who is allowed to authorise invoices. See [POSTING A SUBCONTRACTOR INVOICE OR CREDIT NOTE](#) on page 213 and [AUTHORISING A SUBCONTRACTOR INVOICE](#) on page 212.

ACCESSING THE SUBCONTRACTOR INVOICE ENTRY WINDOWS

1. Select the **Invoicing** menu option from the **WinStock** menu.
2. Select **Subcontractor** in the Select Ledger section of the Select Invoice parameter window.
3. In the Options box select whether you wish to post to **WinStock**, **Link to WinStock** or **Link to WinOrders**. Not linking to **WinStock** will allow you to print subcontractor invoices without posting. **WinStock** and **WinOrders** are only available if you purchase the appropriate modules.
4. In the **Batch Control Totals** box, you may enter the number of invoices to be in the batch and/or the Total amount (including VAT) of the invoices in the batch.
5. If you wish to save these options, check the box **Save options**.
6. Choose **OK** to accept these options and the invoice header entry screen will appear. (Alternatively choose **Cancel** to not record these changes and to return to the main menu).

ENTERING HEADER INFORMATION FOR A SUBCONTRACTOR INVOICE

If you have selected the **Invoicing** option from the **WinStock** Menu and have selected **Purchase Ledger** you will be taken to the header screen.

1. In the subcontractor invoice header enter information as to whether this is an invoice or a credit note, the subcontractor account code, the subcontractor invoice number, the date, the payment terms and if required the Trade discount The CIS certificate details of the chosen account will be displayed on the screen.

If the account chosen has been set to **On Hold** then above the row of addresses the words “A/C on hold” will be displayed on this screen in red.

Above the row of addresses will be displayed the Credit limit of this account, the Account balance and the Credit remaining.

For details about Payment terms see the WINACCS MANUAL

2. If the account chosen in the field **Account** has a VAT Registration number which implies that the account is based outside the UK then a message appears asking if you would like to override the default VAT code so that all detail lines use the zero-rated VAT code. Select either **Yes** or **No**. The override only occurs when adding new details.
3. Before or after the detail lines have been entered, you may wish to enter information about whether to hold the subcontractor invoice, the VAT inclusive information, with-held information, early settlement discount details and the representative who deals with this invoice.
4. Each invoice is given a Folio Number and if FolioByContract = No in WinAccs.ini (which is the default) then the next folio number is taken from the field Nominal Folio Reference on the tab References in Company Details in WinAccs. This Nominal Folio Reference field is then updated.
Alternatively you may use Folio by Contract - see [FOLIO BY CONTRACT](#) on page 205.
5. If this invoice is a Prepayment invoice then tick the box **Prepayment**. When you accept the invoice you will be asked for further details - see [PREPAYMENT INVOICES](#) on page 196.
6. Choose the **Details** button. The Detail Entry screen becomes active. Refer to the instructions in [ENTERING SUBCONTRACTOR INVOICE DETAIL LINES](#) on page 210 .
7. Alternatively choose the **Reject** button to ignore all of the header information which has just been entered or modified. If this is a new invoice, all of the invoice details will be lost. [A warning message appears asking you to confirm that you wish to lose the information.]

Alternatively if you have entered a subcontractor order and then selected that order and selected **Invoice** then a screen similar to the above screen will be displayed with the details of that order already in place. If the header details are correct then select the Details tab.

ENTERING SUBCONTRACTOR INVOICE DETAIL LINES

The detail lines for an invoice are entered into the Detail Entry window. Each detail line must include a Nominal account code and an amount.

The details entered for a subcontractor may be taken from an Application - see [APPLICATIONS AND CERTIFICATES](#) in [CHAPTER 14 : SUBCONTRACTORS](#) of the [WINACCS MANUAL](#).

To add detail lines to the invoice, choose **Details** from the Header Entry window or choose the **Details** tab at the top of the screen.

The **Details** screen becomes active.

In the box headed **New details for line [n]**, in the field Type select what type of line you are to create.

Type	Select the type of line you wish to create on the subcontractor invoice.
<i>Subcontractor Order</i>	<i>This links the item to WinOrders .</i>
<i>Stock item (for Stock)</i>	<i>This links the item to WinStock.</i>
<i>Stock item (for Job)</i>	<i>This links the item to WinStock.</i>

Nominal item (non-stock)

This is for items not on WinStock.

Adding a Subcontractor Order Item (for Subcontractor Invoice Entry)

If on the Select Invoice parameters screen you chose to Link to WinOrders, then on the Details screen, having selected the type Purchase Order you may use the Code Lookup facility (@) at the field Purchase Order to select the subcontractor order from which you wish to invoice an order item. You must choose an authorised subcontractor order.

If the details from the selected order (delivery address, representative, trade discount etc) do not match the entries on the header screen you are asked if you wish to copy the details from the order. If you select Yes then the details will be taken as from the order details. If you select No then the details will be taken as from the header details.

The Order Details Selection screen is now displayed showing the items on the order. See [ORDER DETAILS SELECTION](#) in [CHAPTER 6 : ORDERS](#) . You may choose the items you wish to invoice. You may also specify whether to invoice the amount ordered less the amount already invoiced, or the delivered amount less the amount already invoiced.

Highlight the items to be invoiced and choose **Ok** (Choose **Cancel** if you do not wish to select any items.)

You are returned to the Details screen and the selected line(s) are displayed in the box headed Lines on current invoice.

Adding a Stock Item (for Stock) (for Subcontractor Invoice Entry)

Using the Code Lookup facility (@), select the Stock item which you wish to add to the invoice. (This can be an item of type non-stock).

When you have selected a stock code you may click on the sign  to the right of the @ sign by the field **Stock code** to display stock information see [STOCK INFORMATION](#) in [CHAPTER 4 : MAINTENANCE](#).

You may select the field **Sub line** to indicate that this stock item is a sub line. For more details see [SUB LINES IN INVOICES](#) on page 214..

You must specify the Nominal Ledger account code to which the line value will be posted (and, if required, the contract code and cost analysis code for this item). You must choose the item of stock, its bin code, details of the quantity to be invoiced, its description, the rate or the price.

Choose **Ok** to accept the detail line (or choose **Reset** to cancel the detail line).

Adding a Stock Item (for Job) (for Subcontractor Invoice Entry)

Using the Code Lookup facility (@), select the Job cost item which you wish to add to the invoice. (This can be an item of type non-stock).

When you have selected a stock code you may click on the sign  to the right of the @ sign by the field **Stock code** to display stock information see [STOCK INFORMATION](#) in [CHAPTER 4 : MAINTENANCE](#).

You may select the field **Sub line** to indicate that this stock item is a sub line. For more details see [SUB LINES IN INVOICES](#) on page 214....

You must specify the account code to which the line value will be posted (and, if required, the contract code and cost analysis code for this item). You must choose the item of stock, its bin code, details of the quantity to be invoiced, its description, the rate or the price.

Choose **Ok** to accept the detail line (or choose **Reset** to cancel the detail line).

Adding a Nominal Item (non-stock) (for Subcontractor Invoice Entry)

At the field Type, select **Nominal Item (non-stock)** if you wish to add to the invoice a non-stock item. You must specify the account code to which the line value will be posted (and, if required, the contract code and the contract analysis code for this item). You may specify details of the quantity to be invoiced, its description, the rate or the price. Alternatively you may choose to just enter a description and the price.

Choose **Ok** to accept the detail line (or choose **Reset** to cancel the detail line).

AUTHORISING A SUBCONTRACTOR INVOICE

For details of authorising a purchase invoice see [Authorising purchase and subcontractor invoices](#) on page 184.

ACCEPTING OR REJECTING A SUBCONTRACTOR INVOICE

When you have entered all the details lines for an invoice or credit note, choose **Accept Invoice** to accept this invoice (or choose **Reject** to reject the current invoice. You will be asked to confirm that you wish to reject the invoice).

When you choose to accept the transaction a further screen will be displayed. headed CIS Tax deduction. On this screen will be displayed the CIS details of the transaction such as the Total (excluding VAT), the CITB levy and the Tax. Also shown are the Nominal code for the CITB and for the Tax.

You may enter the amount for the materials and alter the CITB Levy, Tax percentage and the Nominal codes.

You may also select the button Set defaults for CITB and Tax calcs. On the following screen you may change the CITB Levy - see Calculation Rules in **CHAPTER 14 : SUBCONTRACTORS** in the **WINACCS MANUAL**. or you may change the Tax Calculations - see **DEFAULT NOMINAL CODES** in **CHAPTER 14 : SUBCONTRACTORS** in the **WINACCS MANUAL**.

Finally choose **OK** to continue. You will be returned to the Header Entry window where you may enter a new invoice.

If this is a prepayment invoice then you are asked for the details of the payments you require, see [PREPAYMENT INVOICES](#) on page 196.

Once you have accepted the first invoice in a batch, then brief details about the last invoice entered will be displayed to the left of the **Accept invoice** button showing the invoice number, the account code and name and the total for that invoice.

Next you may choose the tab **VAT** to review the VAT on the invoices in this batch - see [Reviewing the VAT Analysis](#) on page 213- and finally you may choose the tab **Post, Exit** to post the invoices - see [POSTING A SUBCONTRACTOR INVOICE OR CREDIT NOTE](#) on page 213.

REVIEWING AND EDITING A SUBCONTRACTOR INVOICE

In order to review or edit a subcontractor invoice, make the Detail screen active, either by choosing **Details** from the Header Entry window or by choosing the **Details** tab at the top the screen.

Adding a New Detail Line (for Subcontractor Invoice Entry)

1. The details screen will be ready for you to enter a new detail line when the screen is accessed.
2. Enter the information for the new detail line.
3. This information is described in the previous section.
4. Choose **OK** from the Detail Entry window.
5. The line is added to the invoice and displayed in the Detail List Box, and the invoice totals are altered. The Detail Entry window remains active to allow further new lines to be added, until you select either the **Accept Invoice** command button or the **Header** tab.

Editing an Existing Detail Line (for Subcontractor Invoice Entry)

1. Go to the **Details** screen and select a line from the Detail List Box. Choose **Edit** to retrieve the desired details.
2. Press the TAB key to move to the fields which need to be changed and enter the new information.
3. Choose **Ok** from the Detail Entry window.
4. The line is redisplayed in the Detail List Box, and the invoice totals are altered.

Deleting a Detail Line (for Subcontractor Invoice Entry)

1. Select the required detail line, by highlighting it within the Detail List Box.

2. Choose the **Delete** command button. You are asked to confirm that you do wish to delete the invoice. If you reply YES then the line is removed from the invoice, and from the Detail List window. The invoice totals in the Detail List window are altered.

Reviewing the VAT Analysis (for Subcontractor Invoice Entry)

VAT is calculated from the details entered and this may differ from manual calculations due to rounding differences.

1. When you have accepted an invoice and have been returned to the Header Entry window, you may choose the **VAT** tab at the top of the screen.

The VAT Amounts window appears. It will list, for all the accepted invoices in the current batch, the breakdown of VAT and VATable amounts.

You can, if you wish, select an invoice for editing the VAT at this point by highlighting it and choosing the **Edit** button.

(NOTE : To edit an invoice at this point, you may also select the invoice by double clicking on it. Then you will be returned to the Header Entry window where the details of this chosen invoice will be displayed. You may edit the Header or the details and then accept the invoice once more.)

2. Enter the revised VAT values, if necessary, and choose **Ok**.

(NOTE : If you wish to edit an invoice at this point, you may select the invoice by double clicking on its entry in the bottom half of this screen. Then you will be returned to the Detail Entry window where the details of this chosen invoice will be displayed. You may edit the Header or the details and then accept the invoice once more.)

3. Choose **Header** to return to the Header Entry window.

POSTING A SUBCONTRACTOR INVOICE OR CREDIT NOTE

To post the invoices or credit notes entered, obey the following procedure :-

1. Select the **Post & Exit** tab at the top of the screen. A list of all the accepted invoices in the current batch will be displayed in the bottom half of the screen. You can, at this stage, edit any invoice you have accepted by selecting it from the list and choosing the **Edit** button. You can also delete invoices. All invoices in the batch must have been accepted before posting. If you wish to amalgamate postings to your nominal accounts, check the **Amalgamate Nominal Postings** check box.
2. You will be shown the list of accepted invoices on the system. You may select an invoice, look at it, edit it and then can authorise it. Or you may select to authorise all of the invoices displayed.
3. Only authorised invoices may be posted, see [AUTHORISING A SUBCONTRACTOR INVOICE](#) on page 212.
4. Choose **Post & Exit**. If you had entered a batch control value in the invoice parameter screen, and the sum of all the invoices entered does not agree, the system will warn you of this but will allow you to proceed with posting.
5. The invoices will be posted.
6. If you have selected **Stock audit trails = yes** in **[General]** in **WinStock.ini** then the audit trail will be printed.
7. If any of the invoices were for a stock item with **Valuation type** Batch, then for each use of such a stock item you will see a screen headed **Get Quantities From Batch** (for credit notes if you have selected **Despatch from bin on posting**) or **Add Batch Information** (for invoices if you selected **Deliver to bin on posting**) . For further details see [BATCH VALUATION TYPE FOR A STOCK ITEM](#) in **CHAPTER 4 : MAINTENANCE..**
8. At this point the screen headed **Order Reconciliation** may appear - see [ORDER RECONCILIATION](#) on page 202.
9. You are returned to the main menu.

SUB LINES IN INVOICES

For details about sub lines for stock of type non-stock see [SUB LINES FOR NON-STOCK STOCK](#) in **CHAPTER 6 : ORDERS** .

Within the stock you hold in your company there will be finished articles- ready to be sold - and also the parts for those finished articles. The parts may be sold individually but would often be sold only as part of the finished article.

Using the demonstration data company 997 as an example, you may have an item of stock as

Code L-CHARMGR - which is an Armchair for lounge suite, green dralon

In order to make each armchair you need 6 metres of the stock

M-DRALON which is Dralon for furniture covering.

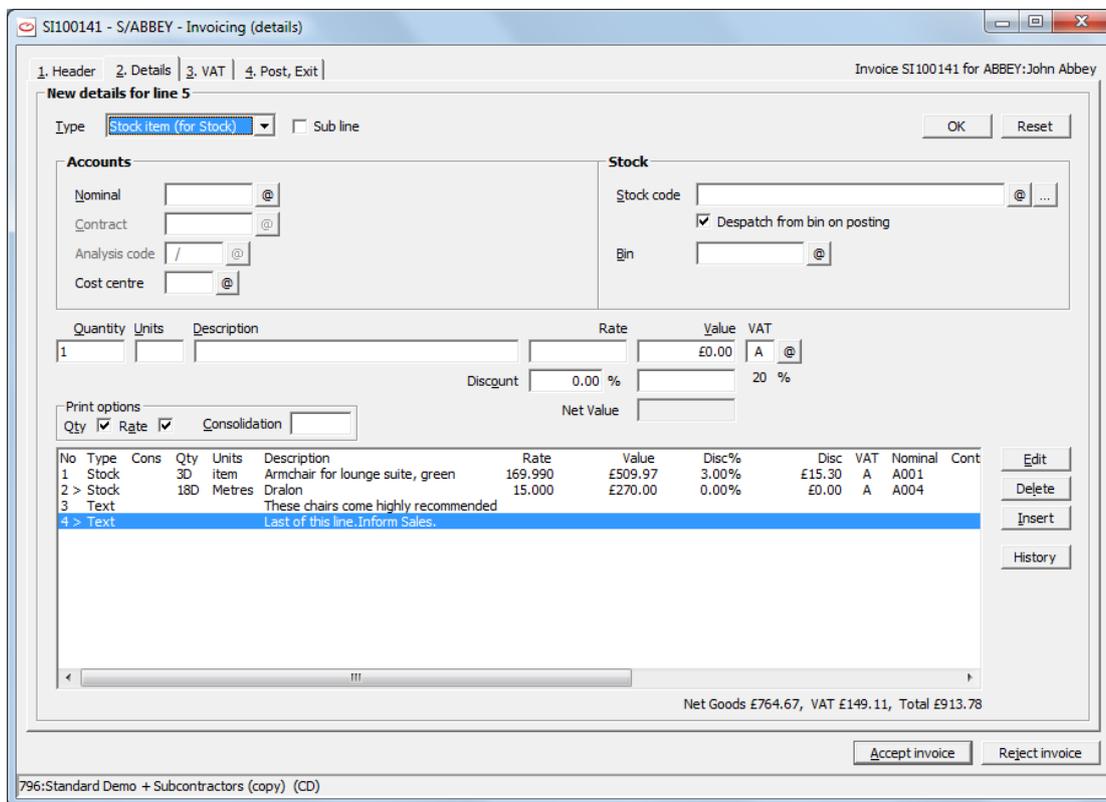
(and other items to form the base of the chairs).

The finished armchair is not a stock item but is made as needed from the various components including the dralon covering..

So when you invoice a customer for 3 armchairs you will also need to record on the system that you require 18 metres of the dralon. But the customer must only see on the invoice that he has bought the 3 armchairs.

So when you enter the invoice you would enter the armchairs L-CHARMGR as usual but when you select the stock item M-DRALON you would select the field Sub line.

Similarly you may wish some Multi line text to be visible on invoices and some - which you would mark as Sub line - to not be printed. Sub line text might be some internal information.



Here you will see that any line which you have selected to be a sub line gets listed in the invoicing details with the character > on that line. This line will not be printed on the invoice.

CHAPTER 9 : ENQUIRIES

OVERVIEW OF ENQUIRIES

Using the Enquiries facility in **WinStock** you may make the following enquiries :-

- Sales Order enquiries, including
 - Order details enquiries
 - Stock on order enquiries,
 - see "[SALES ORDER ENQUIRIES](#)" on page 216.
- Purchase Order enquiries, including
 - Order details enquiries
 - Stock on order enquiries,
 - see "[PURCHASE ORDER ENQUIRIES](#)" on page 220.
- Stock enquiries including
 - Stock history enquiries
 - Stock bins enquiries
 - Stock details by item enquiries
 - Site totals at site enquiries
 - By Batch ID
 - see "[STOCK ENQUIRIES](#)" on page 221.
- Contract enquiries
 - see [CONTRACT ENQUIRIES](#) on page 223
- Stock status enquiries
 - see [STOCK STATUS ENQUIRIES](#) on page 224
- Batch view and edit
 - see [BATCH VIEW AND EDIT](#) on page 227
- WinAccs Enquiry / Display
 - To access the Enquiry / Display program as in WinAccs
 - see [WINACCS ENQUIRY / DISPLAY](#) on page 232.
- Invoice Enquiry
 - To enquire about sales invoices
 - see [INVOICE ENQUIRY](#) on page 240

This chapter describes these functions.

SALES ORDER ENQUIRIES

To conduct enquiries on Sales Orders, obey the following procedure :-

1. From the **WinStock** menu, select the **Enquiries** option.
2. Then select **Sales enquiries**.
3. To conduct enquiries on Sales Order Details, select **Order details**.
To conduct enquiries on Stock on Order, select **Stock on order**.

SALES ORDER DETAILS ENQUIRIES

When you have selected Order Details from the Sales Enquiries menu, the screen headed **Sales order details enquiry** is displayed.

At the field **Order Number**, enter the number of the order about which you wish to enquire. Alternatively use the Code Lookup facility @ to select the required sales order.

Details of the order will be displayed on the screen.

Choose the button **Header** to see the details of the header for this order. Choose **Exit** to return to the screen Sales Order Details Enquiry.

Choose the button **Footer** to see the details of the footers for this order. Choose **Exit** to return to the screen Sales Order Details Enquiry.

To see the details of a line, select that line in the box headed **Sales order lines** and then choose Line details. The screen which is next displayed is headed **Sales order line item enquiry** and shows the details of the chosen line as on the previous screen and in addition the Nominal Code for this stock and how much of the line has been despatched and invoiced. Choose **Details** to see a further screen, headed Stock details - see "[STOCK DETAILS](#)" on page 216.

From the screen headed Sales order detail Enquiry you can select a line of the chosen order and then click on Stock details to see the details of this stock. For more detail see [STOCK DETAILS \(in ENQUIRIES\)](#) on page 216.

And to see the despatch details of this order click on **Deliveries**. The screen headed **Sales Despatches** will be displayed.

STOCK DETAILS (in ENQUIRIES)

The screen headed Stock Details shows the stock item details for the selected stock item, such as :-

- Quantity in stock
- Total stock value
- Prices for Purchase and Sales
- On Order Quantities for Purchase and Sales
- Requisition quantities
- In plan quantities
- Bin numbers for this stock and the quantities of this stock in each bin.

On this screen are further buttons as follows :-

- Stock maintenance
- Bins
- History
- Site Totals

- Usage
- Sales History
- Sales Orders
- Purchase Orders
- Show FIFO/LIFO
- Show batches (only available if the stock item selected has Valuation type Batch).

BINS (in ENQUIRIES)

If you select the line with the name of the bin where this stock is situated and then choose the button **Bins**, the screen headed **Stock Bin Details** will be displayed showing details of that bin. These details include the site where that bin is located and details of other stock in that bin.

Action	Result
--------	--------

Choose Print	- to print the contents of the selected bin
---------------------	---

Choose Exit	- to exit
--------------------	-----------

Select a line of stock and choose **Stock Details**

- to show you the Stock Details screen for the chosen item of stock. For further details see "[STOCK DETAILS](#)" on page 216.

Choose FIFO/LIFO Details

- if you have FIFO/LIFO stock select this to see details of that stock in this bin..

Select a line of stock which is batch and choose **Show batches**

- displays the screen **Stock Batches** which lists all the batches of this chosen stock in the chosen bin. For further details see [SHOW BATCHES \(in ENQUIRIES\)](#) on page 219...

HISTORY (in ENQUIRIES)

Choose the button **History** to see the screen, headed **Stock History Details**, which shows the movement history of this stock item i.e. the date of any transaction concerning this stock, the relevant commentary and the quantities, values and ledger accounts for that transactions.

Action	Result
--------	--------

Choose Exit or Stock Details	
-------------------------------------	--

- to return to the Stock Details screen.

SITE TOTALS (in ENQUIRIES)

Choose the button **Site Totals** to see the screen, headed **Stock Site Summary**, which shows a list of the sites where this stock item is held and the quantity of this stock item at each site.

Action	Result
--------	--------

Choose Exit	- to return to the Stock Details screen.
--------------------	--

USAGE (in ENQUIRIES)

Choose the button **Usage** to see the screen, headed **Stock Usage Enquiry**, which shows the usage of stock, stock groups or analysis groups since the last purge date.

Action	Result
--------	--------

Select the option button to the left of Stock code, select an item of stock in the field below and then choose **Display**

- to view the stock usage of this chosen stock, such as purge date, stock quantity, value, used, usage per day and cover days

Select the option button to the left of Stock Group and then choose Display

- to view the last stock usages for the selected stock group, such as purge date, stock code, used, usage per day and cover days.

Select the option button to the left of Analysis Group and then choose Display

- to view the last stock usages for the selected analysis group, such as purge date, stock code, used, usage per day and cover days.

Check the box Suppress lines with zero usage

- for the lines with zero usage to not be displayed within the list of usage of stock, stock group or analysis group selected.

Choose Print

- to print the usage selected.

Choose Exit

- to return to the Stock Details screen.

SALES HISTORY (in ENQUIRIES)

To view the Sales History of a particular item of stock select the button **Sales History**. On the next screen, headed Sales History, select the code of the stock item. Select whether the history for that stock item is to be just concerning its use by a single customer, a range of customers or for all customers.

You may also limit the transactions in which this stock item was used to the most recent n transactions, the earliest n transactions (where you supply the number n) or all transactions.

The transactions are displayed on the screen.

SALES ORDERS (in ENQUIRIES)

To view the stock on Sales Orders, choose the button **Sales Orders**. The screen headed **Stock on Sales Orders**, will be displayed and shows for each Sales Order which contains orders for this stock, the Sales Order Number, the status of this order, the customer and the delivery date.

By default the field **Outstanding orders only** is selected. To see all the orders for this stock untick the field.

Action

Result

Choose Exit, or Stock Details

- to return to the Stock Details screen.

Select an order number listed and then choose Show Order

- to display the details of the selected order.

PURCHASE ORDERS (in ENQUIRIES)

To view the stock on Purchase Orders, choose the button **Purchase Orders**. The screen headed **Stock on Purchase Orders**, will be displayed and shows for each Purchase Order which contains orders for this stock, the Purchase Order Number, the status of this order, the supplier and the delivery date.

By default the field **Outstanding orders only** is selected. To see all the orders for this stock untick the field.

Action

Result

Choose Exit, or Stock Details

- to return to the Stock Details screen.

Select an order number listed and then choose Show Order

- to display the details of the selected order.

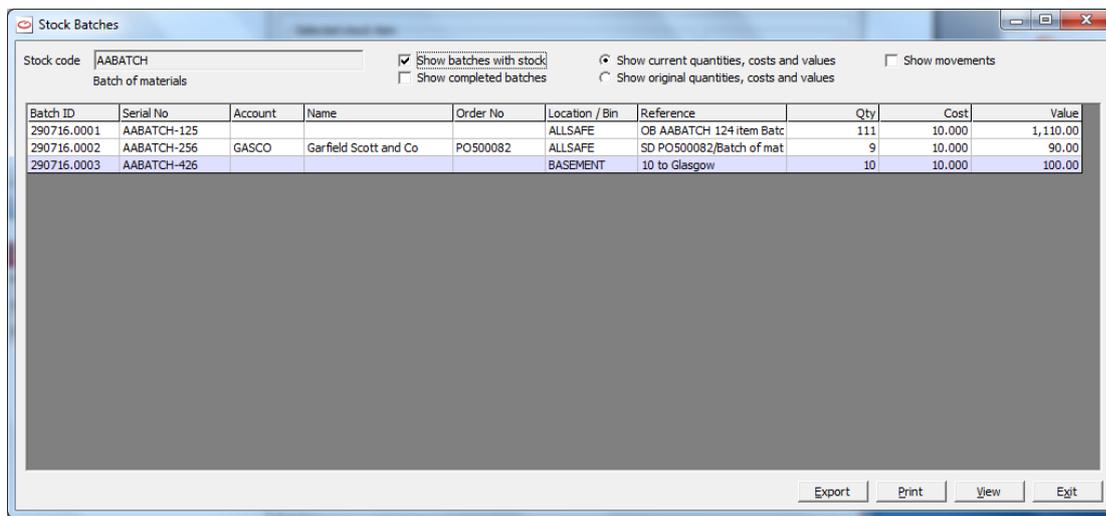
SHOW FIFO/LIFO (in ENQUIRIES)

To view details about stock that has been defined with **Valuation type** FIFO or LIFO, select the required stock code and then select the button **Show FIFO/LIFO**. Details of this stock will be displayed on the screen headed **Stock FIFO / LIFO** and you may **Export** or **Print** the details. Then select **Exit**.

SHOW BATCHES (in ENQUIRIES)

If the System Supervisor has registered for **Batch Valuation** for **WinStock** (see [Registration \(in THE FIRST LOGGING ON\)](#) in **CHAPTER 3 : GETTING STARTED.**) then you can select **Enquiries, Stock enquiries, By item** and select that stock code. Details of this stock will be displayed.

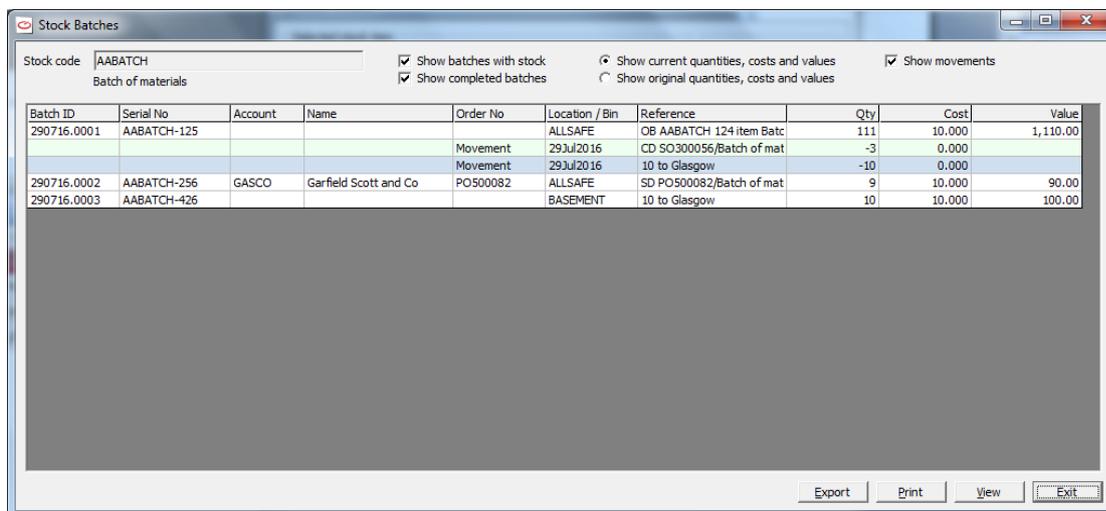
And now you may select **Show batches** and a screen, headed **Stock Batches**, similar to the following will appear showing the details about this stock such as its Opening Balance, Purchase orders for this stock, Count update



Batch ID	Serial No	Account	Name	Order No	Location / Bin	Reference	Qty	Cost	Value
290716.0001	AABATCH-125				ALLSAFE	OB AABATCH 124 item Batc	111	10.000	1,110.00
290716.0002	AABATCH-256	GASCO	Garfield Scott and Co	PO500082	ALLSAFE	SD PO500082/Batch of mat	9	10.000	90.00
290716.0003	AABATCH-426				BASEMENT	10 to Glasgow	10	10.000	100.00

On this screen you may select other options such as **Show batches with stock**, **Show completed batches**, **Show current quantities**, **Show original quantities**, or **Show movements**. And then click on **View**.

The following screen in this text shows an example of when **Show completed batches** and **Show movements** have been selected

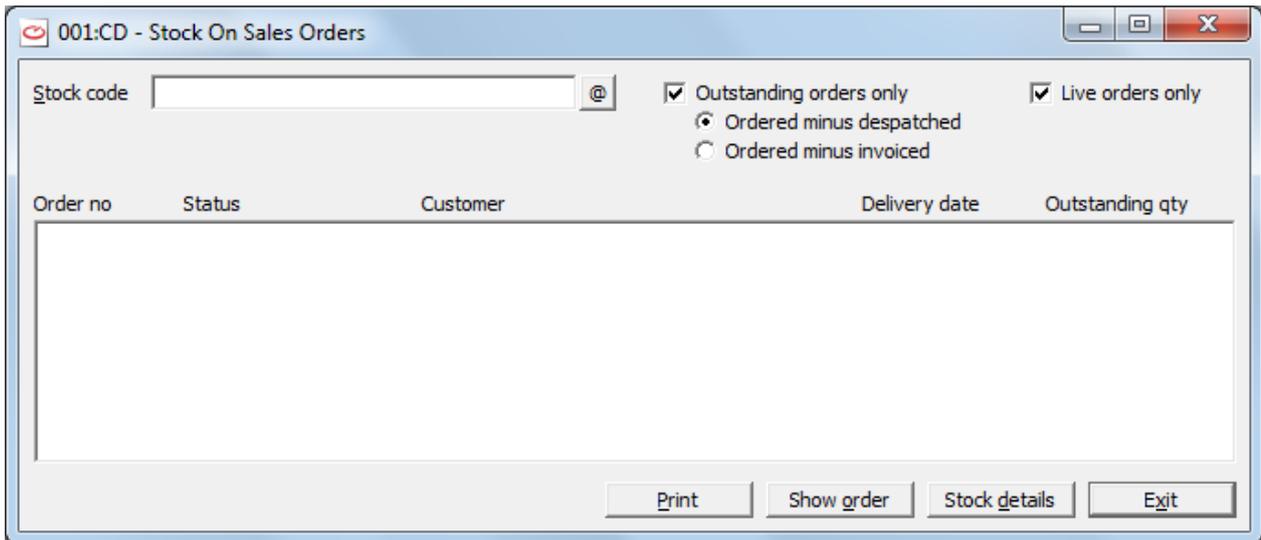


Batch ID	Serial No	Account	Name	Order No	Location / Bin	Reference	Qty	Cost	Value
290716.0001	AABATCH-125				ALLSAFE	OB AABATCH 124 item Batc	111	10.000	1,110.00
						CD SO300056/Batch of mat	-3	0.000	
						10 to Glasgow	-10	0.000	
290716.0002	AABATCH-256	GASCO	Garfield Scott and Co	PO500082	ALLSAFE	SD PO500082/Batch of mat	9	10.000	90.00
290716.0003	AABATCH-426				BASEMENT	10 to Glasgow	10	10.000	100.00

You may **Print** or **Export** these results. Finally select **Exit**.

STOCK ON ORDER (FOR SALES ORDERS)

When you have selected **Stock on Order** from the Sales Enquiries menu, the screen headed **Stock on Sales Orders** is displayed as follows :



At the field Stock Code, enter the stock code about which you wish to enquire. Alternatively use the Code Lookup facility @ to select the required stock code.

You may choose whether to display the outstanding orders only and/or whether to display the live orders only.

If you have selected **Outstanding orders only** then you must select either **Ordered minus despatched** or **Ordered minus invoiced**.

If you have an order where this stock has been invoiced but not yet delivered you will see a warning telling you about the first order where this occurs.

Details of the sales orders which included this chosen stock item will be displayed on the screen. These details are the order number, the status of the order, the customer and the delivery date. You may print the screen displayed.

Action	Result
Choose Exit	- to return to the Enquiries menu.
Select an order number listed and then choose Show Order	- to display the details of the chosen order.
Select an order number listed and then choose Show Details	- to show the Stock Details screen for the stock item - see "STOCK DETAILS" on page 216.

PURCHASE ORDER ENQUIRIES

To conduct enquiries on Purchase Orders, obey the following procedure :-

1. From the **WinStock** menu, select the **Enquiries** option.
2. Next select **Purchase enquiries**.
3. To conduct enquiries on Purchase Order Details, select **Order details**.
To conduct enquiries on Stock on Order, select **Stock on order**.

PURCHASE ORDER DETAILS ENQUIRIES

When you have selected Order Details from the Purchase Enquiries menu, the screen headed Purchase Order Details Enquiry is displayed.

At the field Order Number, enter the number of the order about which you wish to enquire.

Alternatively you may at the field **Supplier** select the Ledger type of this supplier (Purchase or Subcontractor) and enter the code of the supplier. Then if you click on the @ beside the field **Order number** then you will see a list of all the purchase orders for that supplier. Select the one you want to enquire upon. If you select the Ledger as **Both** then if you click on the @ beside the field **Order number** you will see a list of all the purchase orders on the system. Select the one you want to enquire upon.

Alternatively at the field **Supplier** you may select the Ledger type of this supplier (either Purchase, Subcontractor or Both). Then click on the @ sign to the right of the field **Supplier** see a list of the suppliers of this type. If you have selected the Purchase Ledger then you may select from the drop down list of all the Purchase Ledger accounts the account code of this supplier. Similarly for the Subcontractor Ledger. If you have select Both then when you click on the @ you will see all the accounts from the Purchase Ledger and Subcontractor Ledger.

When you have selected a particular purchase order then the details of the order will be displayed on the screen.

Choose the button **Header** to see the details of the header for this order. Choose **Exit** to return to the screen Purchase Order Details Enquiry.

To see the details of a line, select that line in the box headed Purchase Order Lines and then choose **Line Details**. The screen which is next displayed is headed Purchase order line item enquiry and shows the details of the chosen line as on the previous screen. In addition it shows the Nominal Code for this stock, the Contract code and cost headings, and how much of the line has been delivered and invoiced.

Choose the button **Details** to see a further screen, headed Stock details, which shows the stock item details for this stock. For more details see "[STOCK DETAILS](#)" on page 216.

STOCK ON ORDER (FOR PURCHASE ORDERS)

When you have selected **Stock on Order** from the Purchase Enquiries menu, the screen headed Stock on Purchase Orders is displayed.

At the field Stock Code, enter the stock code about which you wish to enquire. Alternatively use the Code Lookup facility @ to select the required stock code.

You may choose whether to display the outstanding orders only and/or whether to display the live orders only.

Details of the sales orders which included this chosen stock item will be displayed on the screen. These details are the order number, the status of the order, the supplier and the delivery date. You may print the screen displayed.

Action	Result
Choose Exit	- to return to the Enquiries menu.
Select an order number listed and then choose Show Order	- to display the details of the chosen order.
Select an order number listed and then choose Show Details	- to show the Stock Details screen for the stock item - see " STOCK DETAILS " on page 216.

STOCK ENQUIRIES

To conduct enquiries about the stock on the system, obey the following procedure :-

1. From the **WinStock** menu, select the **Enquiries** option.
2. Next select **Stock enquiries**.
3. To conduct enquiries on the movement of stock, select **Movement history**.

To conduct enquiries on the contents of bins, select **Bin contents**.

To conduct enquiries on stock details by item, select **By item**.

To conduct enquiries about which sites hold a stock item and how much of this stock each site holds select **Stock totals at site**. You may also select to enquire about the Sales History of a chosen item.

To make enquiries about a batch using the batch ID select **By batch ID**.

MOVEMENT HISTORY (in ENQUIRIES)

Having selected **Enquiries** from the **Main WinStock menu**, select **Stock enquiries** followed by **Movement history**. Next on the **Stock movement history** screen, enter the stock code about which you wish to enquire (or use the Code Lookup facility @).

You may also enter the dates between which you wish to enquire about the history of this stock. You may enter the location/bin for the stock about which you wish to enquire, and/or the ledger and account and/or the Commentary you entered for the stock movement of this stock.

Select **View**. The movement history of that stock will be displayed and may be exported or printed.

Action	Result
Choose Export	- to export the movement history
Choose Print	- to print the movement history
Choose Stock Details	- to show you the Stock Details screen for the chosen item of stock. For further details see " STOCK DETAILS " on page 216.
Choose Exit	- to exit.

BIN CONTENTS (in ENQUIRIES)

Having selected **Enquiries** from the **Main WinStock menu**, then **Stock enquiries** followed by **Bin contents** then on the **Stock bin details** screen, enter the bin number about which you wish to enquire (or use the Code Lookup facility @). The stock in that bin will be displayed.

Action	Result
Choose Print	- to print the contents of the selected bin
Choose Exit	- to exit

Select a line of stock and choose **Stock Details**

- to show you the Stock Details screen for the chosen item of stock. For further details see "[STOCK DETAILS](#)" on page 216.

Choose FIFO/LIFO Details

- if you have FIFO/LIFO stock select this to see details of that stock in this bin..

Select a line of stock which is batch and choose **Show batches**

- displays the screen **Stock Batches** which lists all the batches of this chosen stock in the chosen bin. For further details see "[SHOW BATCHES \(in ENQUIRIES\)](#)" on page 219...

BY ITEM (in ENQUIRIES)

Having selected **Enquiries** from the **Main WinStock menu**, then **Stock enquiries** followed by **By item** then the **Stock details screen** will be displayed. Enter the stock code about which you wish to enquire (or use the Code Lookup facility @). Details of that stock item will be displayed. For details about the Stock Details screen see "[STOCK DETAILS](#)" on page 216 .

STOCK TOTALS AT SITE (in ENQUIRIES)

Having selected **Enquiries** from the **Main WinStock menu**, then **Stock enquiries** followed by **Stock totals at site** then on the **Stock site Summary** screen, enter the stock code about which you wish to enquire (or use the Code Lookup facility @).

The screen will show which sites hold this stock item and how much of this stock item they hold. Choose **Exit**.

BY BATCH ID (in ENQUIRIES)

Having selected **Enquiries** from the **Main WinStock menu**, then **Stock enquiries** followed by **By batch ID** then on the **Stock Enquiry - By Batch ID** screen, enter the Batch ID of the batch about which you wish to enquire. Then select **View**

The screen will show details of the chosen batch, showing the activities of that batch in one location/bin, then followed by activities of that batch in other locations/bins.

For example :-

Sequencer	Serial No	Account	Name	Order No	Location / Bin	Reference	Date	Qty	Cost	Value
1	Tues25a				ALLSAFE	OB AABATCH2 45 item	25Jul2017	45	15.000	675.00
	Movement	BHPROP	B & H Property Deve	SO30056		CD SO30056/AABATC	06Sep2017	-3	0.000	
	Movement	JENKINS	Jenkins & Jukes sup	SO30060		CD SO30060/AABATC	02Oct2017	-4	0.000	
	Movement	KNOWLES	J.G.Knowles & Son L	SO30061		CD SO30061/AABATC	02Oct2017	-5	0.000	
	Movement					move 6 from ALLSAFE	02Oct2017	-6	0.000	
	Current							27	15.000	405.00
8	Tues25a				BIN1	move 6 from ALLSAFE	25Jul2017	6	15.000	90.00
	Current							6	15.000	90.00

Choose **Exit**

CONTRACT ENQUIRIES

To display details about contracts obey the following :-

1. From the **WinStock** menu, select the **Enquiries** option.
2. Next select **Contract enquiries**.
3. At the field **Contract (Job)** select the contract whose details you wish to display.
4. In the field **Date from** either enter a date from which you wish to see the details or you may use the downward arrow to select a date. In the field **Date to** similarly select a date upto which you wish to see the details.
5. Click on **View** and the bottom half of the screen will display the orders for that contract between the chosen dates.
6. If you wish to show which have been delivered click in the box **Show deliveries** and then select **View**.
7. If you wish to show which have been invoiced click in the box **Show invoices** and then select **View**.
8. A screen similar to the following will be displayed :-

WS Contract Enquiry - 001:Standard Demo Data - CD

Contract (Job) MAJOR1 @ Show deliveries Date from 25Jul2011 View Name: John Abbey
 A Major Project Show invoices Date to 29Jul2011 Address: Castle House, CW1 0CH
 Contact: Tel: 01442 767901 Email:

Order No	External ref	Account	Line type	Stock code / Date	Description/Del note/Invoice	Units	Quantity	Price	Nominal	Cost code
SO\0007		S:ABBEY	Stock	ACER500/LC	Table, dining-room mahogany	only	1	£1,146.00	A001	01/04
			Invoice	28Jul2011	sl012		1			
SO\0008		S:BHPROP	Stock	ACERMINIT	Chairs, dining-room set of 6	only	1	£1,448.00	A001	01/03
			Delivery	28Jul2011	grn003		1			
SO\0009		S:BROWN	Stock	WYPRINT2	Drinks cabinet	Each	1	£779.02	A001	03/01
SO\0010		S:EARTH	Stock	ACER500/LC	Table, dining-room mahogany	only	1	£1,146.00	A001	08/03

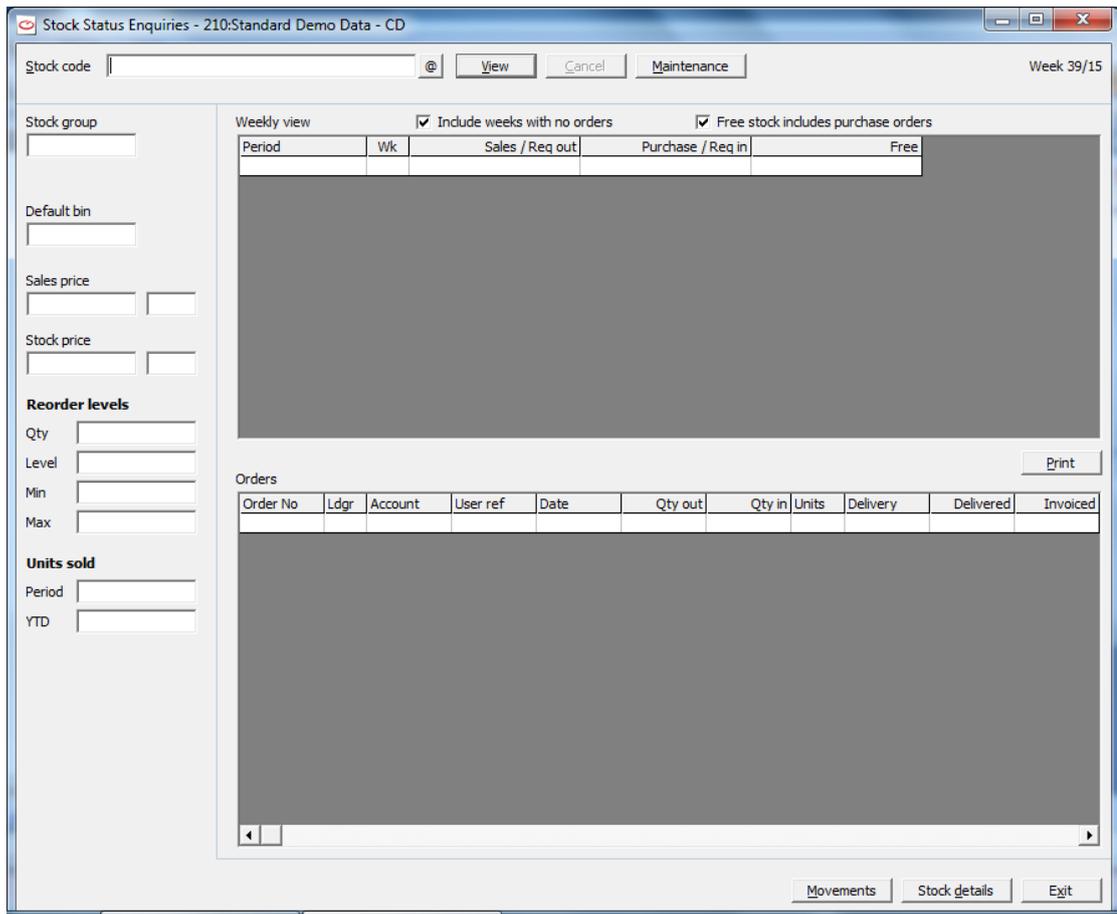
Cancel Print Show purchase orders by contract report Exit

9. Select **Print** to print the results.
10. To show a list of the purchase orders select the box **Show purchase orders by contract report**.
11. Finally select **Exit**.

STOCK STATUS ENQUIRIES

To view the status of an item of stock including the current stock level and any sales or purchase orders or requisitions in or requisitions out that are including this item of stock and have not yet been invoiced then obey the following :-

1. From the **WinStock** menu select **Enquiries** followed by **Stock status enquiries**. The following screen will be displayed :-

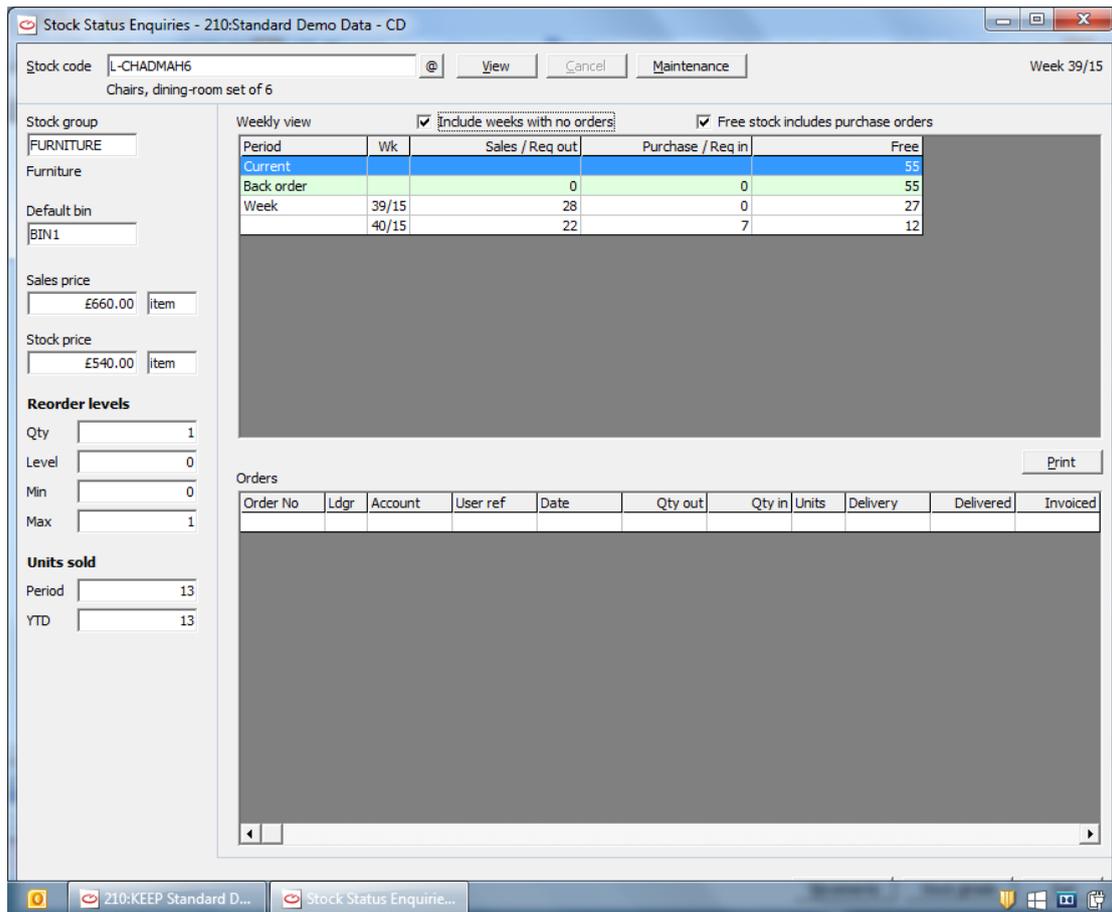


2. At the field **Stock code** use the @ to select which stock code you wish to enquire about.
3. On the left of the screen will now be displayed details about that Stock - the stock group to which it belongs, its default bin, its sales price and stock price, its reorder levels and the number of units sold in this period and in the year to date.

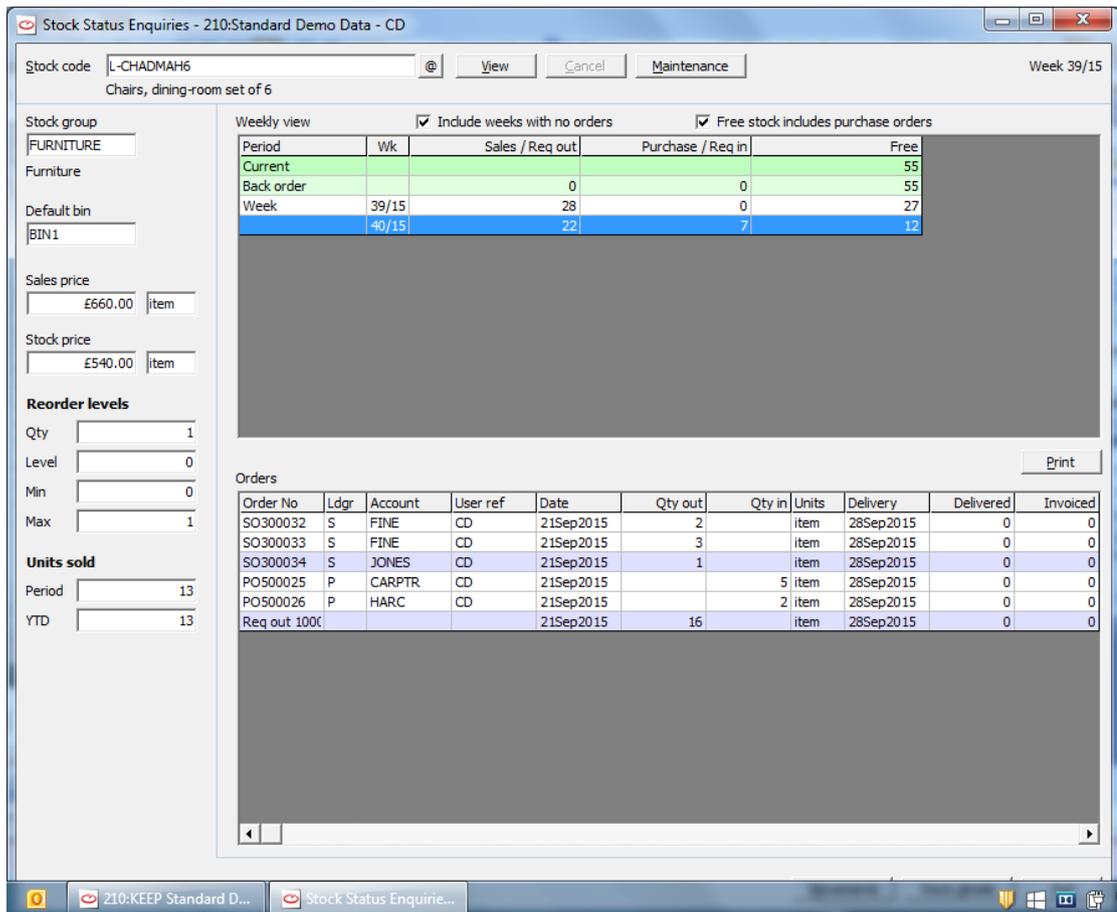
At the top of the screen you may select the **Maintenance** button to go to Stock Maintenance (see [STOCK ITEMS](#) in **CHAPTER 4 : MAINTENANCE**).

At the top of the screen on the right is displayed the week number.

Click on **View** and then the screen will look similar to the following :-



4. The row with **Current** in the column headed **Period** shows you in the column headed **Free** how many of this stock is actually in stock (i.e. discounting any that are on order).
5. The row with **Back order** in the column headed **Period** shows you how many items of this stock are in entered Sales orders and entered Purchase orders for orders earlier than the current week and still outstanding. Under **Free** is the number of items of this stock that would be present when these orders have been completed. You can now click on the line saying **Back order** to see a list of the past orders.
6. After these lines are the items already in Sales and Purchase orders or requisitions for the week as stated in the column headed **Wk** and under the column **Free** on each row is the number of these items that will be in stock when these orders have been completed. If you wish to see the number of items in stock not including those which are in purchase orders but are not yet delivered then deselect the box **Free stock includes purchase orders**.
7. You may deselect **Include weeks with no orders** if required.
8. You may select **Print** to print the Weekly View.
9. You can click on each line in the top table to see in the bottom table the details of the orders or requisitions which used this stock item in the chosen week. It will display a screen similar to the following :-

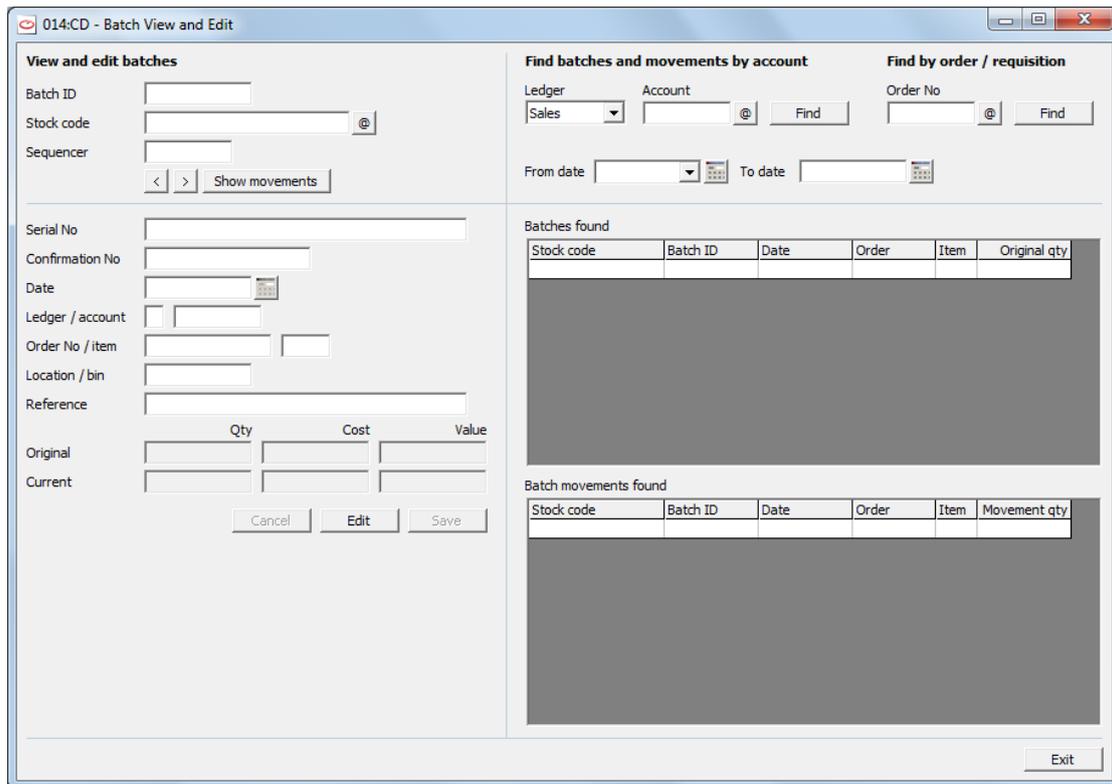


- You may select **Movements** at the foot of the screen to go to **Stock Movement History** for this stock code (see [MOVEMENT HISTORY \(in ENQUIRIES\)](#) on page 222) or you may select **Stock details** to go to the Stock details for this stock item (see [STOCK DETAILS \(in ENQUIRIES\)](#) on page 216)
- Finally select **Exit**.

BATCH VIEW AND EDIT

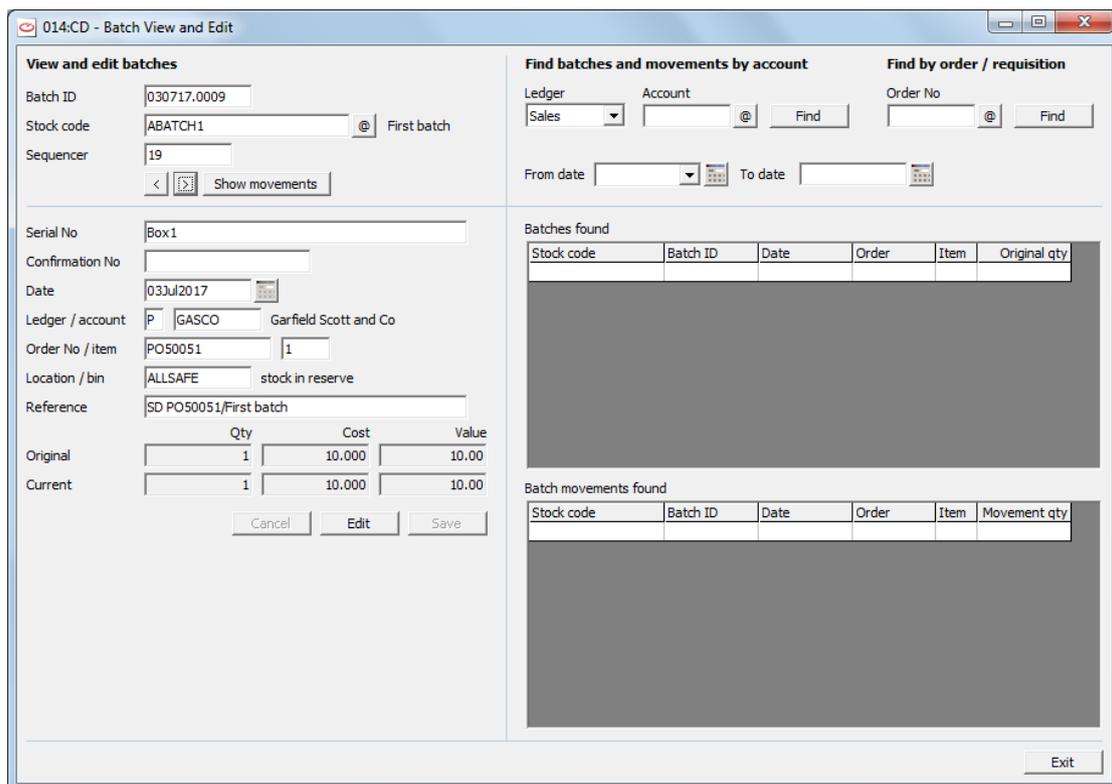
You may wish to edit the details about a batch and to do this obey the following :-

- From the **WinStock** menu select **Enquiries** followed by **Batch view and edit**. The following screen will be displayed :-



This screen has two distinct sides to it.

2. On the left hand side at the field **Batch ID** enter the batch ID of the batch for which you wish to edit the details. Then press **Enter**.
3. The screen will now show the details for this selected batch similar to the following :-



4. You may use the keys < > to show other items of the batch.

- You can select the button **Show movements** which will then show, on the right hand side of the screen, the movements for this batch :-

014:CD - Batch View and Edit

View and edit batches

Batch ID: 030717.0009
 Stock code: ABATCH1 @ First batch
 Sequencer: 19
 [Show movements]

Serial No: Box1
 Confirmation No:
 Date: 03Jul2017
 Ledger / account: P GASCO Garfield Scott and Co
 Order No / item: PO50051 1
 Location / bin: ALLSAFE stock in reserve
 Reference: SD PO50051/First batch

	Qty	Cost	Value
Original	1	10.000	10.00
Current	0	10.000	0.00

[Cancel] [Edit] [Save]

Find batches and movements by account **Find by order / requisition**

Ledger: Sales Account: Order No: Find Find

From date: To date: Find Find

Batches found

Stock code	Batch ID	Date	Order	Item	Original qty

Batch movements found

Stock code	Batch ID	Date	Order	Item	Movement qty
ABATCH1	030717.0009	03Jul2017	SO30055	1	-1

[Exit]

- When you find the item you wish to edit then select the button **Edit**. The screen will look like the following :-

014:CD - Batch View and Edit

View and edit batches

Batch ID: 030717.0009
 Stock code: ABATCH1 @ First batch
 Sequencer: 19
 [Show movements]

Serial No: **Box1**
 Confirmation No:
 Date: 03Jul2017
 Ledger / account: P GASCO Garfield Scott and Co
 Order No / item: PO50051 1
 Location / bin: ALLSAFE stock in reserve
 Reference: SD PO50051/First batch

	Qty	Cost	Value
Original	1	10.000	10.00
Current	0	10.000	0.00

[Cancel] [Edit] [Save]

Find batches and movements by account **Find by order / requisition**

Ledger: Sales Account: Order No: Find Find

From date: To date: Find Find

Batches found

Stock code	Batch ID	Date	Order	Item	Original qty

Batch movements found

Stock code	Batch ID	Date	Order	Item	Movement qty
ABATCH1	030717.0009	03Jul2017	SO30055	1	-1

[Exit]

The fields you can edit are the **Serial No, Confirmation No, Date and Reference**.

7. Make any changes you wish to these fields and then select **Save**. If you make mistakes in the editing then select **Cancel** and any changes you have made before saving will be cancelled.
8. Alternatively you can find batches using the right hand side of the screen.
9. You may select a ledger in the field **Ledger** (selecting Sales, Purchase or Subcontractor) and then in the field **Account** select the code of the batch stock. Select the **Find** button to the right of the field **Account**. The details about this stock will be displayed in the table below :-

014:CD - Batch View and Edit

View and edit batches

Batch ID:
 Stock code: @
 Sequencer:

Serial No:
 Confirmation No:
 Date:
 Ledger / account:
 Order No / item:
 Location / bin:
 Reference:

	Qty	Cost	Value
Original	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current	<input type="text"/>	<input type="text"/>	<input type="text"/>

Find batches and movements by account

Ledger: Account: @
 Order No: @
 Earth Shattering

From date: To date:

Find by order / requisition

Batches found

Stock code	Batch ID	Date	Order	Item	Original qty

Batch movements found

Stock code	Batch ID	Date	Order	Item	Movement qty
ABATCH1	030717.0006	03Jul2017	SO30052	2	-1
ABATCH1	030717.0008	03Jul2017	SO30052	2	-1
ABATCH1	030717.0009	03Jul2017	SO30055	1	-1

10. If you double click on a row in the table on the right hand side of the screen, then those details will be copied into the fields on the left hand side of the screen.

014:CD - Batch View and Edit

View and edit batches

Batch ID: 030717.0008
 Stock code: ABATCH1 @ First batch
 Sequencer: 18
 < > Show movements

Serial No: MONpm4
 Confirmation No:
 Date: 03Jul2017
 Ledger / account: P ANGWAT Angela Watts
 Order No / item:
 Location / bin: ALLSAFE stock in reserve
 Reference: GI ABATCH1 4 item First batch

	Qty	Cost	Value
Original	1	10.000	10.00
Current	0	10.000	0.00

Cancel Edit Save

Find batches and movements by account

Ledger: Sales Account: EARTH @ Find
 Earth Shattering
 Order No: @ Find

From date: To date:

Find by order / requisition

Batches found

Stock code	Batch ID	Date	Order	Item	Original qty

Batch movements found

Stock code	Batch ID	Date	Order	Item	Movement qty
ABATCH1	030717.0006	03Jul2017	SO30052	2	-1
ABATCH1	030717.0008	03Jul2017	SO30052	2	-1
ABATCH1	030717.0009	03Jul2017	SO30055	1	-1

Exit

- You may then select to **Edit** them if you wish and then **Save** the new details.
- Or on the right hand side of the screen you may wish to select a **Ledger** (selecting Sales, Purchase, Subcontractor or Requisition) and then to find an order (or requisition) by using the field **Order No**. Then select the **Find** button to the right of the field **Order No**.
- The details about this selected order (or requisition) will be displayed in the table below, for example :-

014:CD - Batch View and Edit

View and edit batches

Batch ID:
 Stock code: @
 Sequencer:
 < > Show movements

Serial No:
 Confirmation No:
 Date:
 Ledger / account:
 Order No / item:
 Location / bin:
 Reference:

	Qty	Cost	Value
Original			
Current			

Cancel Edit Save

Find batches and movements by account

Ledger: Purchase Account: @ Find
 Order No: PO50054 @ Find

From date: To date:

Find by order / requisition

Batches found

Stock code	Batch ID	Date	Order	Item	Original qty
ABATCH1	030717.0018	03Jul2017	PO50054	3	1
ABATCH1	030717.0019	03Jul2017	PO50054	3	1
ABATCH1	030717.0020	03Jul2017	PO50054	3	1
ABATCH1	030717.0021	03Jul2017	PO50054	3	1

Batch movements found

Stock code	Batch ID	Date	Order	Item	Movement qty

Exit

14. Note the left hand side of the screen does not as yet contain information about this order. You must double click a line in the table on the right hand side of the screen to get its details copied to the left hand side of the screen ready for you to edit it if you wish.
15. Finally select **Exit**.

WINACCS ENQUIRY / DISPLAY

OVERVIEW OF WINACCS ENQUIRY / DISPLAY

The Enquiry / Display program displays the balance information for a selected account, and details of each transaction which has been posted to it.

To access the Enquiry / Display program from the **WinStock** menu, select **Enquiries** and then **WinAccs Enquiry/Display**. Make the choices of which ledger, which transactions, between which dates that you wish to enquire about or display - see [CHOICES FOR ENQUIRY / DISPLAY](#) on page 232.

Click on the button **View** and the list of the chosen transactions will be displayed - see [INFORMATION DISPLAYED BY ENQUIRY / DISPLAY](#) on page 233.

Next you can highlight a line in this display and select the button **Expand** to see further detail about that transaction (alternatively you may double click on the line) - see [EXPANDED INFORMATION SHOWN BY ENQUIRY / DISPLAY](#) on page 237.

Alternatively from the initial Enquiry screen you may select the button **View audit trails**. A list of the audit trails for this company will be displayed. Select the audit trail you wish to examine and its details will be displayed - see [AUDIT TRAILS IN ENQUIRY / DISPLAY](#) on page 237.

Cost Analysis and Sales Analysis are available for Contract (Job) ledgers - see [COST AND SALES ANALYSIS](#) on page 238.

Sales Invoices may be reproduced - see [REPRODUCING SALES INVOICES USING ENQUIRY / DISPLAY](#) on page 239.

You may make enquiries about Invoices searching by date, or by stock codes used in the invoice or by descriptions of stock used in the invoice - see [INVOICE ENQUIRY USING ENQUIRY / DISPLAY](#) on page 239.

The results of a search may be printed - see [PRINTING THE RESULTS OF AN ENQUIRY / DISPLAY](#) on page 240.

The results of a search may be exported to Excel - see [EXPORTING TO EXCEL](#) on page 240.

The result of a search may be exported to TSV - see [EXPORTING TO TSV](#) on page 240.

CHOICES FOR ENQUIRY / DISPLAY

Using the Enquiry / Display program you can enquire on an account within any of the **WinAccs** ledgers :-

- Nominal Ledger
- Sales Ledger
- Purchase Ledger
- Subcontractor Ledger
- Contract (Job).

You can choose the different types of transactions that you wish to display, by selecting one or more of the following options :-

- Invoices
- Credit notes
- Payments

- Receipts
- Journals
- Retentions.

You may narrow the transaction displayed by selecting to limit them to one or more of the following sorts :-

- Brought forward
- Current period
- Future periods

and you may choose to Omit the fully matched transactions and/or to Omit Previous balances..

You may choose to display these details sorted by

- Date within period
- Date
- Amount
- Folio ref
- Invoice number
- Or you may select Inverse to invert the list

For Nominal and Contract (Job) ledgers you may select Account to display the information on account order.

You may choose the date range of the transactions you display and you may choose the range of the invoice numbers you display.

For the Aged Balance information you may choose to age each period by 1 week, 2 weeks, 4 weeks, one month or 3 months. You may select the date of the end of the current period to be reported upon. You may also select whether the Date the balance is based upon is to be the Transaction date, the Settlement date or the Normal payment date.

When you select the checkbox **End of Month for following periods** then it changes the commencement date of following periods to be the end of the month rather than the beginning.

For the Nominal Ledger you may select to **Summarise cash**. Then instead of displaying the lines for every transaction for that nominal account those lines for the cash transactions with the same period, date, audit trail number, type (e.g. CPay, CRct), Pay type (Chq, DD etc) and Pay reference will be summarised into one line and that line will be printed in Blue text. Whether the cash type can be summarised here is determined by the global settings you have chosen in **CASH SUMMARY SETTINGS** within **WinAccs** under **Utilities**.

When you have made your selections click on the button View near the top of the screen. The resulting screen may be printed by selecting the **Print** button.

INFORMATION DISPLAYED BY ENQUIRY / DISPLAY

Within the Enquiry / Display program, when you have chosen which ledger, which transactions, between which dates etc that you wish to make enquiries and have clicked on the button View, the screen displays the chosen information.

The columns that are displayed may be selected on the line above the display saying **Display options**. You may select whether or not to display

- Folio ref,
- Audit,
- Balance,
- Dr/Cr columns
- Analysis.
- Pay type
- Total O/S

- Account name
- Quantity
- Order no
- Inc mark up, which is the cost modified by the mark up percentage
- Summarise cash.

Some of these choices are dependent on the ledger chosen. To return to the default of displaying all these columns select the button **Reset to default**.

For example :-

Near the top of the screen the balances for this chosen account are displayed as follows :-

- The brought forward balance (i.e. the balance up to the end of the last period)
- The current balance
- The balance up to the end of the current period (i.e. the brought forward balance plus the current balance)
- The balance today (i.e. the brought forward balance plus the current balance plus the pending transactions)

The Credit limit of the chosen account is displayed at the top of the screen to the right above the account details. If there is a Credit limit defined for this account and the account balance is beyond the Credit limit defined you will see a warning in red.

The running balance will only be displayed in the list of transactions if the default sort/view options are chosen. But once you have the list of transactions all showing you can now filter the dates and the displayed list of transactions will just show the transactions between the chosen dates and it will show the running balance. If you enter a From Date which is at least Equal to or less than the Brought Forward date and a To date which is at least equal to or greater than the period end date, you will see a running balance.

To the right of these balances are displayed (if appropriate) the Aged balances for the chosen account as selected by you in the Aged balance settings at the bottom of the parameter list on the left of the screen. If you change the Aged balance settings then you must click on the **View** button to refresh the display in the Aged balances fields at the top

of the page. The Aged Balance settings are greyed out if you have chosen Nominal or Contract (Job) account enquiry.

In the main body of the screen will be displayed the general information about the transactions of the chosen account as follows :-

Date	Displays the date of the invoice, payment or receipt transaction, or the posting date of a journal transaction.
Type	Identifies the type of transaction, using one of the following codes:
<i>Jrnl</i>	<i>Normal, payment or receipt journal transactions.</i>
<i>SInv</i>	<i>Sales ledger invoices or credit notes.</i>
<i>BInv</i>	<i>Purchase or subcontractor ledger invoices or credit notes.</i>
<i>CPay/CRct</i>	<i>Cash payment or cash receipt.</i>
<i>SRet</i>	<i>Sales ledger retention.</i>
<i>BRet</i>	<i>Purchase or subcontractor ledger retention.</i>
<i>Ctrl</i>	<i>Control account posting.</i>
Invoice	Identifies the transaction's invoice number.
Folio ref	Identifies the transaction's folio reference number.
Audit	The audit number of this transaction.
Status	Identifies the status of the transaction, using one of the following codes. This only applies to invoice or credit note transactions. [for supplier or customer accounts only.]
<i>Okay</i>	<i>The transaction is Okay for payment. [for supplier or customer accounts only.]</i>
<i>Hold</i>	<i>The transaction is on Hold and cannot be paid until the status is changed to OK. [for supplier or customer accounts only.]</i>
Paid	Identifies whether or not the transaction has been part paid. This only applies to invoice or credit note transactions. [for supplier or customer accounts only.]
<i>Paid</i>	<i>The transaction is paid [for supplier or customer accounts only.].</i>
<i>Part</i>	<i>The transaction is partly paid and the unpaid amount is displayed in the O/S (Outstanding) field [for supplier or customer accounts only.]</i>
<i>Blank</i>	<i>The transaction is unpaid [for supplier or customer accounts only.].</i>
Pay Type	Displays the payment type.
Discount	Displays the amount of settlement discount for the transaction. [for supplier or customer accounts only.]
Amount Dr	Displays the total value of the transaction if Debit. This is the debit amount for a journal, or the total detail line value for a sales or purchase ledger transaction including VAT. [for supplier or customer accounts only.]
Amount Cr	Displays the total value of the transaction if Credit. This is the credit amount for a journal, or the total detail line value for a sales or purchase ledger transaction including VAT. [for supplier or customer accounts only.]
O/S	Displays the amount of the transaction which has not been paid. This applies to all of the ledger transactions, except the nominal ledger and contract (job) ledger. [for supplier or customer accounts only.]
Total O/S	Accumulates the O/S amounts and shows the value of the total outstanding.
Balance	Displays the sum of the brought forward transactions, the transactions in the current period and any pending transactions.

Due Date	This displays the date at which payment is due according to the terms on the supplier/customer account. [for supplier or customer accounts only.] and the letters ODUE if it is overdue.
Order	Displays the Order No. This will only be displayed if in System wide WinAccs settings (WinAccs.ini) you have selected [Enquiry/Display options]. Show order number = Yes . And you have on the Enquiry/Display screen selected the display option Order .
Nts	This column displays Y if a transaction note exists for this transaction (and so the note could be viewed by selecting the button View transaction notes at the foot of the screen.)
Account	Displays the account of the transaction. This applies to the nominal ledger and contract (job) ledger accounts.
Detail	Displays the detail of the transaction. This applies to the nominal ledger and contract (job) ledger accounts.
Amount Dr	Displays the total value of the transaction. This is the debit amount for a journal. This applies to the nominal ledger accounts.
Amount Cr	Displays the total value of the transaction. This is the credit amount for a journal. This applies to the nominal ledger accounts.
Costs	Displays the costs. This applies to the contract (job) ledger accounts.
Receipts	Displays the receipts. This applies to the contract (job) ledger accounts.
Sales	Displays the sales. This applies to the contract (job) ledger accounts.

There is a thick line in the display which indicates where the transactions change from brought forward to current and another thick line which indicates where the transactions change from current to pending.

The very bottom line of the data displayed is a total of items currently being shown. This sometimes could be confusing but could be useful if you wanted to quickly know how much you had invoiced a particular customer or bought from a particular supplier.

The transactions are colour coded as follows :-

- Sales Invoices are in light green (if negative then light cyan)
- Purchase Invoices are in light(er) green (if negative, then light(er) cyan)
- Payments are in light red
- Receipts are in light(er) red
- Journals are in light blue
- Sales retentions are in lighter(er) magenta
- Sales RFP are in light yellow
- Contractor RFP are in light(er) yellow
- Control postings are in light grey
- Credit notes do not have their own transaction type. They are negative invoices so they are in cyan.

If two consecutive lines are the same transaction type, the program chooses a slightly different shade of the same colour to give your eye something to drift across as you scan the result.

At the very top of the screen on the right, if contact notes exists for this account, it displays which user entered those notes and when. Next to that message is the buttons **Add new contact notes** (select this if you wish to add a new note about this account) and below that is the button **View contact notes** (select this if you wish to view the existing contact notes for this account).

Also on the right of the screen near the top is the button **Account Maintenance** and if you select that then you will be taken into the Maintenance details for the selected account. You may make changes to those account details and then exit back to this Enquiry screen.

At the bottom of the screen at the right is displayed the number of records found that obeyed the selection you chose.

Once the data is displayed you can click any of the sort options and the data will be re-arranged and displayed immediately without having to re-access the database.

On any screen you may select different display properties – for instance the width of the different columns. These settings will be retained for that ledger until you change the settings or use the button **Reset to Default**.

If the list of transactions displayed by Enquiry/display is very long you can limit the display for instance by

- Taking the tick out of **Brought forward** (under the View options on the left of the screen)
- Select **Omit fully matched** (under **View options** on the left of the screen)
- Under **Date range** on the left of the screen insert a date range of the transactions to be displayed.

EXPANDED INFORMATION SHOWN BY ENQUIRY / DISPLAY

When you are in the routine Enquiry / Display and have made the initial selection about what transactions you wish to display, you may then highlight a line of the data that is displayed and click on **Expand** to see more detail about the transaction you have highlighted (this is called drilling down).

For instance if you have highlighted an invoice and asked for the expanded details you will see the Invoice Details. At the very top of the displayed screen details of the Account code, Name and address. To the right of this will be the Invoice number, Status, Date of the invoice, Folio ref and Contract. On the far right at the top will be the Gross amount, discount, VAT, Retention, Release date.

In the main body of the screen will be displayed the items that made up the invoice with the description of the item, value, VAT, Nominal code, Contract and Analysis.

If you select one of these lines displayed and again select Expand then you may see further details (e.g. for a line displayed in a sales or purchase or subcontractor invoice which used a certain nominal code you will now see all the invoices that also used that nominal code).

Selecting a line which holds an Invoice, a Journal or a Retention and then clicking on **Expand** will display the Invoice Details.

Selecting a line which holds a Credit Note and then clicking on **Expand** will display the Credit Note Details.

Selecting a line which contains a Payment or a Receipt and then clicking on **Expand** will display the audit trail.

Select a line and click on **Expand** to see further details.

If you have initially displayed the details of the Contract (Job) ledger and you drill down on one of the lines which concerned a particular Account then you will see all the transactions for that one account.

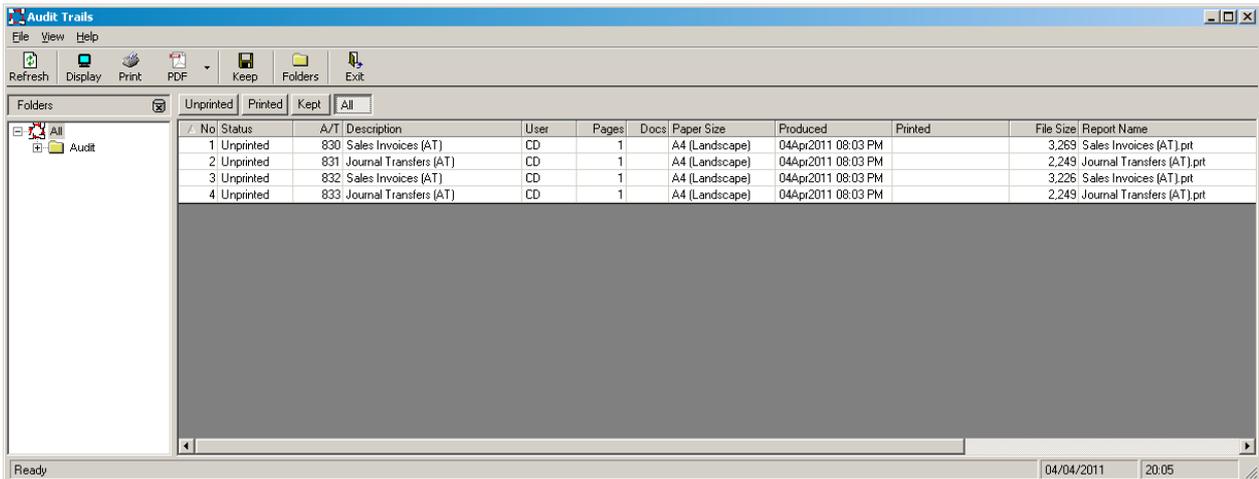
For a Contract (Job) ledger you may select the button **View WIP** which will then display another screen showing the detailed Work in Progress amounts, Materials, Labour, Other, Mark up, Total, Sales, Margin, Margin percent. You may choose to add to these figures the pending values.

You may select a line with a transaction on it and then select the button **Add new transaction note** to add a note about this transaction. When a transaction has a note existing about it then it will have **Y** in the column headed Nts next to it. To view those notes select the button **View transaction notes**.

To exit from this screen click on button **Exit** at the bottom of the screen.

AUDIT TRAILS IN ENQUIRY / DISPLAY

When you have selected **Enquiry / Display** from the main **WinAccs** menu you may select the button **View audit trails**. A screen similar to the following will be displayed :-



On the left of this screen is the tree of available audit trails. Select the year of the audit trails you wish to view and the month number. On the right of the screen will be listed the relevant audit trails. You may prefer to select the tab **Unprinted** to see the list of unprinted audit trails, or **Printed** to see the list of audit trails that have already been printed or the **Kept** tab to see the audit trails that are to be kept.

Scroll down the list of audit trails to select the audit trail you wish to view. Using the buttons at the top of the screen you may select to **Display** or **Print** that audit trail or to export it as a **PDF** file. You may also select to **Keep** that audit trail.

Alternatively if you have instigated an enquiry and the results of that enquiry are being displayed on the screen then to see the audit trail for any line, highlight that line and select the button **Audit trail** at the bottom of the screen. The audit trail will be displayed.

COST AND SALES ANALYSIS

If you have selected the Contract (Job) ledger then you can select the button **Cost analysis** or the button **Sales analysis**. A screen similar to the following will be displayed :-

Code	Description	BFwd	Period	Balance	Inc mark up	Budget	Var tot	Var comp	Pending	Inc mark up
01/04	FURNITURE / Chestnut	£0.00	£3,472.00	£3,472.00	£3,472.00	£0.00		0.00%	£0.00	£0.00
07/04	SUPPORT / Design	£0.00	£1,835.00	£1,835.00	£1,835.00	£0.00		0.00%	£0.00	£0.00
Totals		£0.00	£5,307.00	£5,307.00	£5,307.00	£0.00			£0.00	£0.00

This will then show all of the minor contract analysis codes which have been referenced on the transactions for the chosen contract together with the description of that contract analysis code and displays the following total cost values/sales values for each :-

On the Costs tab :-

- Brought forward balance
- Current period balance
- Balance
- Balance Including mark up
- Budget
- Variance Total
- Variance Comparison
- Pending balance
- Pending Including mark up

And on the Quantities tab :-

- Brought forward quantity
- Current period quantity
- Balance quantity
- Budget quantity
- Variance Total quantity
- Variance Comparison quantity
- Pending quantity

To print this display select the **Print** button.

REPRODUCING SALES INVOICES USING ENQUIRY / DISPLAY

When you have selected **Enquiry / Display** either from the **WinAccs** menu or from **Enquiries** on the **WinStock** menu and have made your search choices and clicked on **View**, the results of your search are displayed on the screen.

If you highlight a line which is a sales invoice you may select the button **Reproduce sale invoice** and the sales invoice will be displayed and you can print it, spool it or create a PDF document from it. Then select **Exit**.

You may also select to reproduce an invoice while using the **Invoice Enquiry** feature - see [INVOICE ENQUIRY USING ENQUIRY / DISPLAY](#) on page 239.

INVOICE ENQUIRY USING ENQUIRY / DISPLAY

When you have selected **Enquiry / Display** from the **WinAccs** menu or **WinAccs Enquiry/Display** from **Enquiries** on the **WinStock** menu if you have selected a Sales ledger enquiry, you may select the button **Invoice Enquiry**. This opens a new window and when you select **View** it provides a display in reverse date order of all the contents of invoices and credit notes.

Invoice enquiry is also available from the **WinStock** menu by selecting **Enquiries** and then **Invoice enquiry**. But here you have not already selected an account code so using this you can view the invoices for all accounts. The grid for this will show the account code and the account description as the final columns.. The grid will list all the invoices for the first account, followed by the invoices for the second account and so on.

You may sort the display by date or by invoice number.

It will display the first 200 entries in the grid. To see further entries select the button **Next**.

Alternatively you can enter **From Date** and **To Date** and you can search on a **Stock Code** (or part of a stock code) and/or **Line Description** (or part of a description) and/or **Invoice number** and/or **Order number** (i.e. Customers order no in the original Sales order) and/or **Their reference** and/or in **Address** characters from any field in the address of the invoice address. The **Search within** facility is not case sensitive. Then select the button **View**. To reset your selection criteria use the button **Reset**.

If you do a search on a particular stock code, which displays a number of invoices when the customer bought that stock, you can select a line and expand that back to display everything else which was on the same invoice.

You can also select a line, and you will see a button **Reproduce Invoice**, which reproduces the invoice. If a customer is using Sales Orders to produce their invoices, then the information comes from that system. Alternatively if the user only has WinAccs then information is from that system.

{Alternatively you may right click on a sales invoice or credit note to call the invoice enquiry function automatically, displaying the document line details of that document.)

PRINTING THE RESULTS OF AN ENQUIRY / DISPLAY

When you have selected **Enquiry / Display** either from the **WinAccs** menu or from **Enquiries** on the **WinStock** menu and have made your search choices and clicked on **View**, the results of your search are displayed on the screen.

To print these results select the **Print** button at the bottom of the screen. To export these results to a tab separated file select the **Export** button at the bottom of the screen. You may choose to exclude text lines from the print out and from the export file.

The V-Rex report of the results are displayed and may be printed, spooled or saved as a PDF document. Finally select **Exit**.

EXPORTING TO EXCEL

When you have selected **Enquiry / Display** either from the **WinAccs** menu or from **Enquiries** on the **WinStock** menu and have made your search choices and clicked on **View**, the results of your search are displayed on the screen.

To export these results to Excel select the **Export to Excel** button at the bottom of the screen. This creates and opens a Microsoft Excel spreadsheet.

All the Excel spreadsheet columns are formatted. Dates are in the format ddmmmyyyy and can be sorted.

The columns **Due Date** and **ODUE** on the Purchase and Sales ledgers are highlighted in red when the Date Due is overdue (ODUE).

The button **Export toExcel** is not available if the machine does not have MS Excel installed.

EXPORTING TO TSV

When you have selected **Enquiry / Display** either from the **WinAccs** menu or from **Enquiries** on the **WinStock** menu and have made your search choices and clicked on **View**, the results of your search are displayed on the screen.

To export these results to a Tab Separated Variables display select the **Export to TSV** button at the bottom of the screen. This displays a TSV file using any client Spreadsheet Application. Any TSV file is stored in the TSV subfolder under the Company folder.

INVOICE ENQUIRY

To make enquiries about invoices for all the sales accounts you can use Invoice enquiry which is available from the **WinStock** menu by selecting **Enquiries** and then **Invoice enquiry**. The grid for this will show the account code and the account description as the final columns.. The grid will list all the invoices for the first account, followed by the invoices for the second account and so on.

To use Invoice enquiry obey the following :-

1. From the **WinStock** menu select **Enquiries** followed by **Invoice enquiry**.
2. The following screen will be displayed :-

Invoice	Date	Order	Their ref	Stock code	Quantity	Units	Description	Price	Disc't	Value	VAT	Inc	Contract	Con't Qty	Cost price	A/C	Name

3. For further details see [INVOICE ENQUIRY USING ENQUIRY / DISPLAY](#) on page 239.

CHAPTER 10 : REPORTS

OVERVIEW OF REPORTS

One of the main purposes of an accounting system is to provide reports about the current status of a company's finances. **WinAccs** provides powerful facilities for generating and displaying reports about the current financial position of different areas of your company.

Although it is possible to produce very complex customised reports there are also a number of standard reports that have already been installed on your system. A full list of all the currently available reports for use in **WinStock** is obtainable by pressing the 'Reports Index' button on the Reports submenu of **WinStock**.

You may wish to create your own reports if you wish to present the data contained in existing reports with a different layout, or you may want to create entirely new reports.

Selecting **Install Reports** on the Reports menu allows you to choose a substitute report as the mandatory report to be listed in the Reports Index.

HOW REPORTS ARE STORED ON YOUR SYSTEM

All the standard reports are stored in the `\compact\sysrpt` directory and all the V-Rex reports have file extension `.vrx` - see [V-REX](#) on page 245.

Please note that the system report files in `sysrpt` are read-only.

When you create a new report or amend an existing one, you should store it in one of these three locations:

- the folder ALL if it is to be used as a replacement for the system copy,
- the company folder if it is to be used only for this company or
- your personal folder if it is for your own use only.

REPORTS MENU OPTIONS

The reports menu options are :-

- **Reports index** - which lists all the reports available on the system. See [REPORTS INDEX](#) on page 244.
- Under **Report tools, V-Rex** - which allows you to design/edit V-Rex reports see [V-REX](#) on page 245.
- Under **Report tools, V-Rex spooler** - which lets you print, reprint, delete, keep reports produced by the system see [V-REX SPOOLER](#) on page 246.
- Under **Report tools, Install reports** - to specify alternative report layouts. See [INSTALL REPORTS](#) on page 246.
- **Stock as at date** - to print the stock at cost reports but to modify the quantity and cost by stock movements. . See [STOCK AS AT DATE](#) on page 247.
- **Stock turnover history** - to produce stock turnover history reports. See [STOCK TURNOVER HISTORY](#) on page 247.

- **Reorder report** - to produce a report from which you can see if it is time to reorder stock. See [REORDER REPORT](#) on page 248.
- **Stock usage report** - to produce a report to show the usage of stock between chosen dates - see [STOCK USAGE REPORT](#) on page 249.
- **Requisition reports** - to print information about requisitions both outstanding and completed requisitions - see [REQUISITION REPORTS](#) on page 250.
- **Stock status enquiry report** - to create stock status enquiry reports - see [STOCK STATUS ENQUIRY REPORT](#) on page 251
- **EC sales** - to produce EC sales reports - see [EC SALES REPORT](#) on page 252.
- **Order processing WIP** - to produce reports showing outstanding orders and/or Work in progress - see [ORDER PROCESSING WIP](#) on page 255
- **Excess FIFO** - to produce a report to show any FIFO stock items which have had no movement for 12 months upto a selected date - see [EXCESS FIFO](#) on page 256

REPORT FORMATS

If you would like to change a report, or produce an additional report which is similar to one of the standard reports, you should **copy** the standard report and alter the new copied version. To be able to install a new report you need to set the correct target file name (alias) in the properties of the report you create.

Content of Reports

You should not change the layout of a report without carefully considering the consequences. You do have some control over the content of the report. Most of the reports print information for accounts within a ledger.

You can store the copy in :-

- the folder ALL if it is to be used as a replacement for the system copy,
- the company folder if it is to be used only for this company or
- your personal folder if it is for your own use only.

For these reports, you can select the range of accounts which are to be included on the report. For example, you may only wish to print the Nominal Ledger Details Report for a range of expenditure accounts.

REPORT OUTPUT OPTIONS

The standard reports can be produced in various different ways including the following :

- they can be printed on a printer of your choice, see [V-REX](#) on page 245.
- they can be displayed on the screen, see [V-REX](#) on page 245.
- the report values can be extracted into a file and used within another system such as a spreadsheet.
- The output from V-Rex reports can be saved as a .csv file. see [V-REX](#) on page 245.
- The output from V-Rex reports can be spooled. see [V-REX SPOOLER](#) on page 246.
- The output from V-Rex reports can be saved as a .pdf file, see [V-REX](#) on page 245.
- The output from V-Rex reports can be sent by email, see [V-REX eDoc Management](#) in the [WINACCCS MANUAL](#).

REPORTS INDEX

The Reports Index lists all the reports available on the system.

To use the index, obey the following procedure :-

1. From the **WinStock** menu, select the **Reports** option.
2. Next select **Reports index**.
3. Under the column headed **Folder**, select the folder whose reports you wish to list. This folder might be the folder of reports available for all users, the folder of reports available for this user or the folder for system reports. You may check the box at the bottom of the screen to include the uninstalled reports [which will be listed with (UR) next to their description in the column headed Reports] and/or the box to include reports which can only be edited here [which will be listed with (OE) next to their description in the column headed Reports].
4. Under column headed **Categories** you may select whether you wish to list **All categories** in the chosen folder or you may select one of the categories listed below in this column. Then only the reports in that category will be listed in the column headed Reports
5. If you wish to search for a report then you may enter in the field on the right of the screen, immediately above the button **Search**, some characters that are in the description of the report (e.g. JOB) and select the button **Search**. This then narrows down the list of reports to only show those reports, in the chosen folder, which contain those characters in their description.
6. You may select a report for printing, displaying, browsing or editing. Under the column headed Reports highlight the report you require.
7. Once you have selected the report you would like to run, you can choose to either :
 - Print the report or
 - Display the report.
 - Browse/edit the report. This option will summon the relevant report generator program, depending on the report file's extension, and allow you to change some of the settings if you so desire.

Select the part of the report to be changed, select Open. Make any changes required and save the new format. Save the new format. Make sure that you set the correct target file name in the properties of the new report. This will ensure that your new report appears as an alternative - see "[INSTALL REPORTS](#)" on page 246. Also ensure that the new report is saved in the correct location - see "[HOW REPORTS ARE STORED ON YOUR SYSTEM](#)" on page 243.
8. **NOTE** : In certain cases, some reports will not produce any meaningful output because they would normally be called from other programs which would specify parameters necessary to run the report. However, doing this will not harm the **WinStock** data so there is no problem if you want experiment a little.

REPORT TOOLS

This option on the Reports menu is used to :-

- access the report generator V-Rex, see [V-REX](#) on page 245 .
- access the spooler for the report generator V-Rex, see [V-REX SPOOLER](#) on page 246
- access Install Reports to select which version of a report you wish to use, see [INSTALL REPORTS](#) on page 246.

V-REX

V-Rex is the Report Generator for the **WinAccs** suite of programs

For more details about V-Rex see the **REPORTS IN WINACCS USING V-REX** manual or when in **WinStock** select **Help** from the top tool bar, then **V-Rex Help**.

V-REX SPOOLER

Whenever a report is produced by a process within **WinAccs** then that report will be spooled. This means that you do not have to print it immediately (useful for instance if your printer is not working or if you wish to change the stationery on the printer). You may select **V-Rex spooler** from the **Reports, Reports tools** menu and you are then given the chance to print the report. When you have printed the report it can remain on the system and you may reprint the report if you wish.

On the tab **Unprinted** will be a list of the reports you have not yet printed. You may select any one or more and then choose **Print** for the report(s) to be printed. The name of the printed reports will then disappear from the tab **Unprinted** but will be available on the tab **Printed**. You could, if you wished, select one or more reports from the list on the tab **Printed** and print it/them again.

Alternatively you can select reports and select the button **Display** to display them, or you could select the button **Delete** to delete them. Or you could select a report and select the button **Keep** to keep the report. The tab **All** shows a list of all the reports (printed or unprinted) but not those which you have chosen to **Keep**.

For more details about V-Rex see the **REPORTS IN WINACCS USING V-REX** manual or when in **WinStock** select **Help** from the top tool bar, then **V-Rex Help**.

VIEWING/DELETING SPOOLED FILES

Any user may view and/or delete any report he has asked to be spooled while he was logged on as the user. For a user to be allowed to view/delete spooled files created by another user or to be allowed to view/delete central spool files the Administrator must log onto the system and select **Assign User Rights** to give this user those permissions - see [Assigning User Rights \(in THE FIRST LOGGING ON\)](#) in **CHAPTER 3 : GETTING STARTED** .

Examples of centrally spooled files in **WinAccs** are VAT reports, remittance advice, pay schedule.

To view the list of spooled files select **Reports, Reports tools, V-REX spooler** and select the icon **Folder** on the top tool bar. On the left of the screen will be displayed the tree of spooled reports. Under each user's initials are listed the reports that that user has spooled in year order and within each year in month order. Also displayed in the tree under the folder name Central are the reports that have been files centrally.

Using this facility you can (if you have the correct permissions) reprint reports.

INSTALL REPORTS

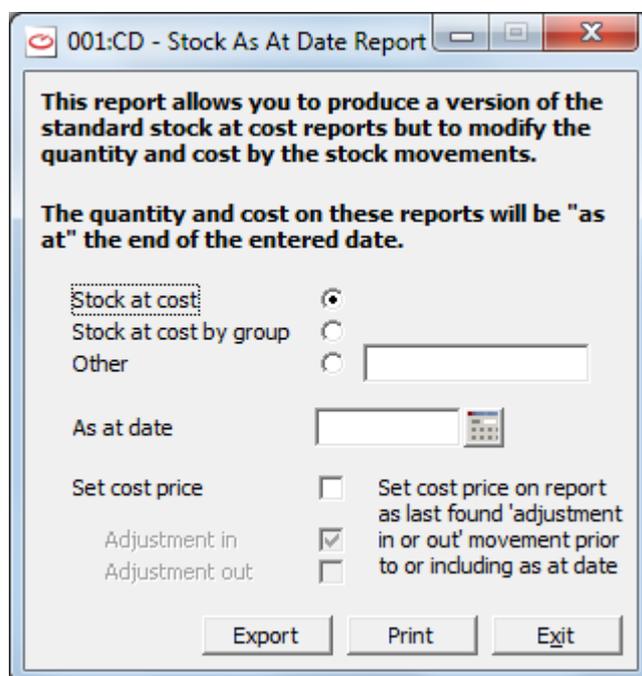
This facility is to be used when you do not wish to use the reports provided in the reports Index but you want to specify an alternative report.

1. From the **WinStock** menu, select the button **Reports**.
2. Next select **Report tools** and then **Install reports**.
3. The screen headed **WinStock Reports Installation** is displayed. This screen is divided in two sections. the top section headed **Mandatory Reports** lists the **Mandatory reports** available. Once one of these is selected, the current alternatives are shown in the bottom section which is headed **Substitutes**.
4. In the bottom section of the screen highlight the report required as a substitution and to implement the substitution, choose the **Install** button. Now that report will appear in the top section as the mandatory report.
5. (If you select the button **Install Laser Defaults** the choice of alternative report layout is automatically made. If you select the button **Install Dot Matrix Defaults**, a window is displayed which gives advice on how to get faster output from your dot matrix printer.)

STOCK AS AT DATE

To produce a version of the standard stock at cost reports but to modify the quantity and cost by stock movements, obey the following :-

1. From the **WinStock** menu, select **Reports**
2. Select the option **Stock as at date**. The following screen will be displayed :-



3. First select if the report is to show the stock at cost, or the stock at cost by group or to be based on another report - in which case you enter the name of the report.
4. Now select the date at which the report is to be based.
5. If you wish the report to show the Cost price as the last found **Cost Per** set in a stock input (such as Goods In or Goods Out) prior to or including the **As at date** that you have chosen then select the option **Set cost price**. Next select if you wish this to be set on the report as the last found **Adjustment in** or **Adjustment out** movement prior to or including the As at date. If you select both options then the price shown will be for the most recent transaction.
6. Next select **Print** and the report will be produced or select **Export** for the report to be exported to a file `stkatcost.csv` in the company folder..
7. Finally select **Exit**.

STOCK TURNOVER HISTORY

You may produce the Stock Turnover History reports to just show sales analysis but to produce the reports to the full then you need to have logged in as BOSS and in **WinAccs.ini**, under **[Invoicing Options S]** set **Store cost details for profitability analysis** to **yes** and in **WinStock.ini** under **[Order Options S]** set **Store cost details for profitability analysis** to **yes** .

Then when you have posted invoices and you wish to see the Stock Turnover History report obey the following :-

1. From the **WinStock** menu, select **Reports**
2. Select the option **Stock turnover history**. The following screen will be displayed :-

3. In the section **Report by** select whether you wish the report to be by stock code or stock group.
4. In the section **Select stock codes / groups** you can narrow the report to either or both a range of stock codes and/or a range of stock groups.
5. In the section headed **Report on** you may select whether to report on the **Units sold**, and/or the **Sales value** and/or the **Cost of sales value**.
6. In the section headed **Other options** you may ask to report on non-stock details.
7. The field **End of last period** will by default specify the date of the Company year end but you may select another date which must be a month end. The report produced will show the data for the twelve months upto the chosen date (on a line saying **This year**) and the twelve previous months (on a line saying **Last year**).
8. Select **Print** to print the report or select **Export** to export the report to a tsv file which will be in the TSV folder of this company's data.
9. Finally select **Exit**.

REORDER REPORT

To produce a report from which you can see whether to reorder stock obey the following :-

1. From the **WinStock** menu, select **Reports**

2. Select the option **Reorder report**. The following screen will be displayed :-

The screenshot shows a window titled "001:CD - Reorder Report". It contains the following elements:

- Report by:** Two radio buttons: "Stock code" (unselected) and "Stock group" (selected).
- Select stock codes / groups:** Two radio buttons: "All" (selected) and "Range" (unselected). Below are four text input fields: "Start stock code", "End stock code", "Start stock group", and "End stock group", each with a small "@" icon to its right.
- Other options:** Three checkboxes: "Include stock currently below minimum stock level" (unselected), "Exclude stock with no customer orders" (unselected), and "Include preferred and alternate suppliers on the report" (unselected).
- Buttons:** "Export", "Print", "Cancel", and "Exit" at the bottom.

3. In the section **Report by** select whether you wish the report to be by stock code or stock group.
4. In the section **Select stock codes / groups** you can narrow the report to either or both a range of stock codes and/or a range of stock groups.
5. In the section **Other options** you may select whether the report is to **Include stock currently below the minimum stock level**, and/or to **Exclude stock with no customer orders**. You may also select that the report will include information about the last purchase of the stock from the preferred and alternate suppliers.
6. You may now select whether to **Print** the report or whether to **Export** the report to a tsv file which will be in the TSV folder of this company's data.
7. Finally select **Exit**.

STOCK USAGE REPORT

To produce the report to the full then you need to have logged in as BOSS and in **WinAccs.ini**, under **[Invoicing Options S]** set **Store cost details for profitability analysis** to **yes** and in **WinStock.ini** under **[Order Options S]** set **Store cost details for profitability analysis** to **yes** .

To produce the report from which you can see the usage of stock obey the following :-

1. From the **WinStock** menu, select **Reports**
2. Select the option **Stock usage report**. The following screen will be displayed :-

001:CD - Stock Usage Report

Report by

Stock code
 Stock group

Set stock filters

Start stock code [] @
End stock code [] @
Start stock group [] @
End stock group [] @

Dates for "This period" and "Year to date"

From date [01Oct2014] [] YTD from date [01Apr2014] []
To date [31Oct2014] []

Leave stock filters above blank to include all records.

[Export] [Print] [Cancel] [Exit]

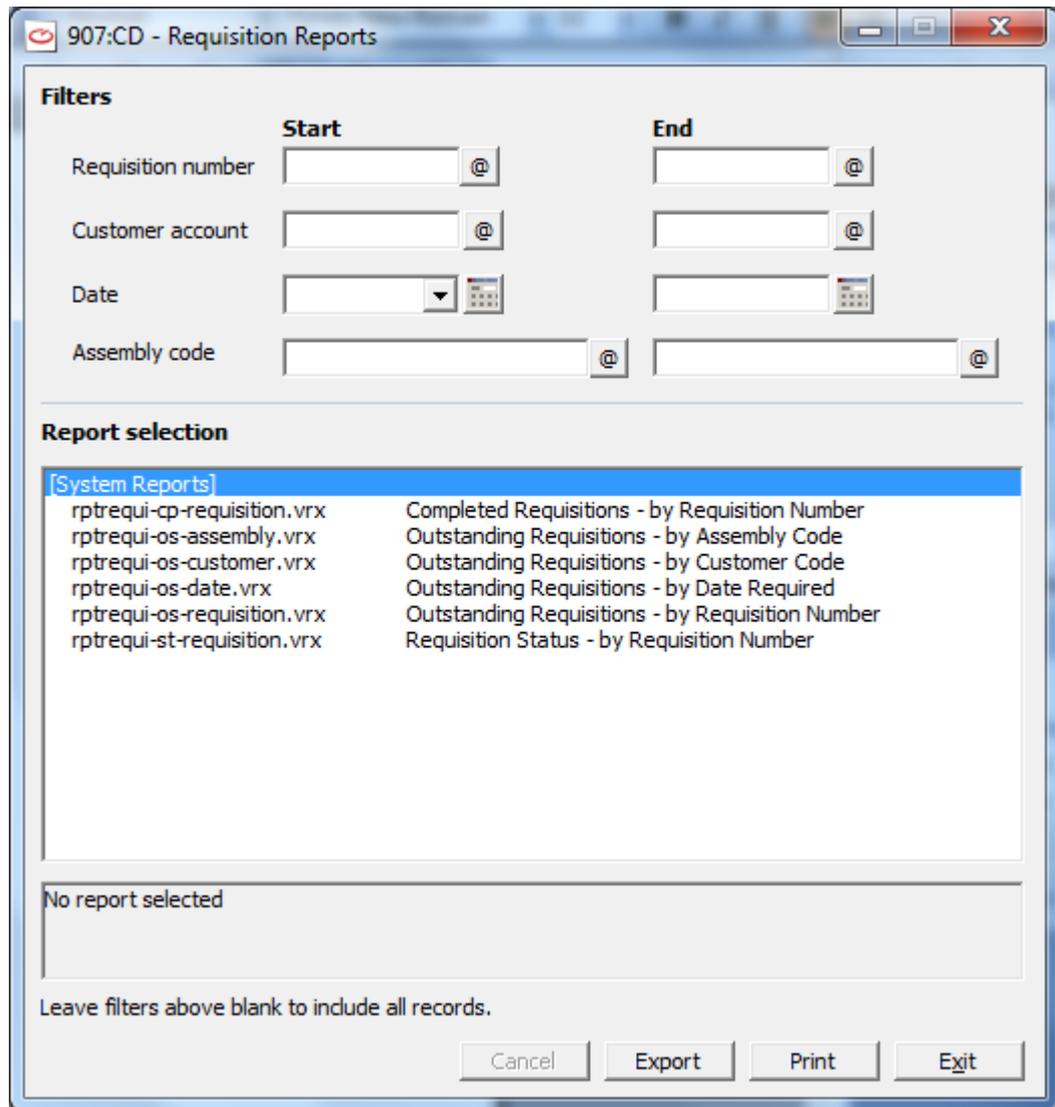
3. In the section **Report by** select whether you wish the report to be by stock code or stock group.
4. In the section **Set stock filters** you can narrow the report to either or both a range of stock codes and/or a range of stock groups.
5. In the section **Dates for "This period" and "Year to date"** you may select the period over which this report is to report on the stock usage and the date for the **YTD from date**.
6. You may now select whether to **Print** the report or whether to **Export** the report to a tsv file which will be in the TSV folder of this company's data.
7. Finally select **Exit**.

REQUISITION REPORTS

This facility is to produce reports about the requisitions on the system - either outstanding or completed requisitions

To produce the requisition reports obey the following :-

1. From the **WinStock** menu, select **Reports**
2. Select the option **Requisition reports**. The following screen will be displayed :-



907:CD - Requisition Reports

Filters

	Start	End
Requisition number	<input type="text"/>	<input type="text"/>
Customer account	<input type="text"/>	<input type="text"/>
Date	<input type="text"/>	<input type="text"/>
Assembly code	<input type="text"/>	<input type="text"/>

Report selection

File Name	Description
[System Reports]	
rptrequi-cp-requisition.vrx	Completed Requisitions - by Requisition Number
rptrequi-os-assembly.vrx	Outstanding Requisitions - by Assembly Code
rptrequi-os-customer.vrx	Outstanding Requisitions - by Customer Code
rptrequi-os-date.vrx	Outstanding Requisitions - by Date Required
rptrequi-os-requisition.vrx	Outstanding Requisitions - by Requisition Number
rptrequi-st-requisition.vrx	Requisition Status - by Requisition Number

No report selected

Leave filters above blank to include all records.

Buttons: Cancel, Export, Print, Exit

3. In the section **Filters** select the start and end filters for the requisition report required. If you leave the filters blank then the report will include all records.
4. In the section **Report selection**, select the requisition report you wish to produce.
5. You may now choose whether to **Print** the report or whether to **Export** the report. The exported report will go to a csv or a tsv file (whichever you choose) in the company's data folder (but you may choose another location for it).
6. Finally select **Exit**.

STOCK STATUS ENQUIRY REPORT

This facility is to produce reports about the status of stock on the system.

To produce the Stock status enquiry report obey the following :-

1. From the **WinStock** menu, select **Reports**
2. Select the option **Stock status enquiry report**. The following screen will be displayed :-

404:CD - Stock Status Enquiry Report

Report parameters

Start week: 41/15 WW/YY

Start stock code: [] @

End stock code: [] @

Start stock group: [] @

End stock group: [] @

Include weeks with no orders Free stock includes purchase orders

Only include stock where the last free quantity is below zero

Report selection

[Own User - CD]

[System Reports]

rptssenq_group_noorders.vrx	Stock Status Enquiry - Group - No orders
rptssenq_group_orders.vrx	Stock Status Enquiry - Group - Orders
rptssenq_stock_noorders.vrx	Stock Status Enquiry - Stock - No orders
rptssenq_stock_orders.vrx	Stock Status Enquiry - Stock - Orders

[Other User - PG]

No report selected

Cancel Print Exit

3. In the section **Report parameters** select the start week for the reporting.
4. Then you may select the start stock code in the field **Start stock code**, and the end stock code in the field **End stock code**. You may also or alternatively set the start stock group in the field **Start stock group** and the end stock group in the field **End stock group**.
5. You may select for the report to **Include weeks with no orders** and/or **Free stock includes purchase orders** and/or that the report should **Only include stock where the last free quantity is below zero**.
6. In the section **Report selection**, select the report you wish to produce.
7. Now choose **Print** to print the report.
8. Finally select **Exit**.

EC SALES REPORT

If you are a VAT-registered business in the UK supplying goods and services to VAT-registered customers in another EU country, you must tell HM Revenue and Customs (HMRC) about those supplies. This is done by an EC sales report.

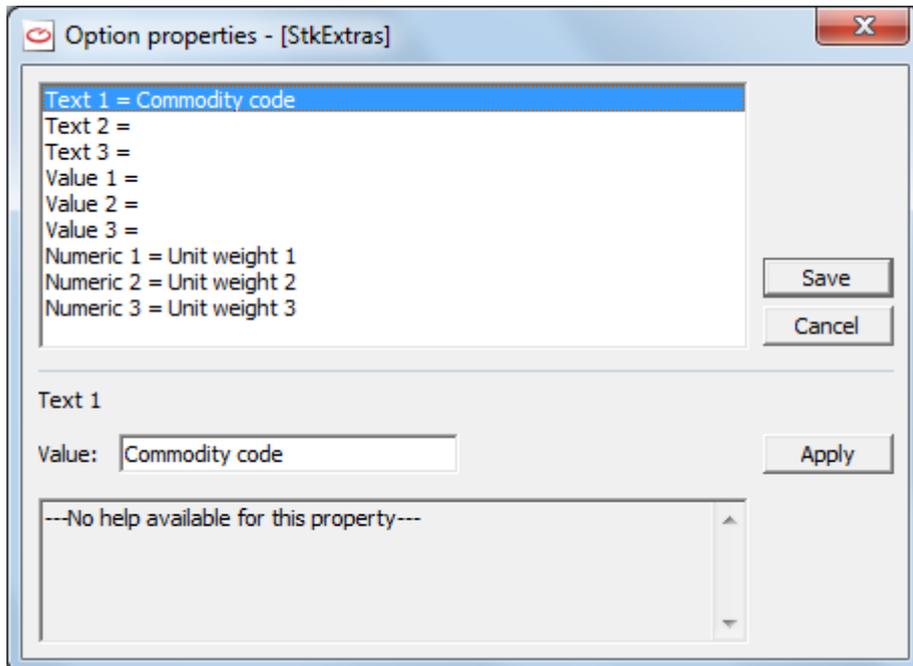
SETTING UP PARAMETERS FOR EC SALES REPORTING

But first you have to set up various parameters.

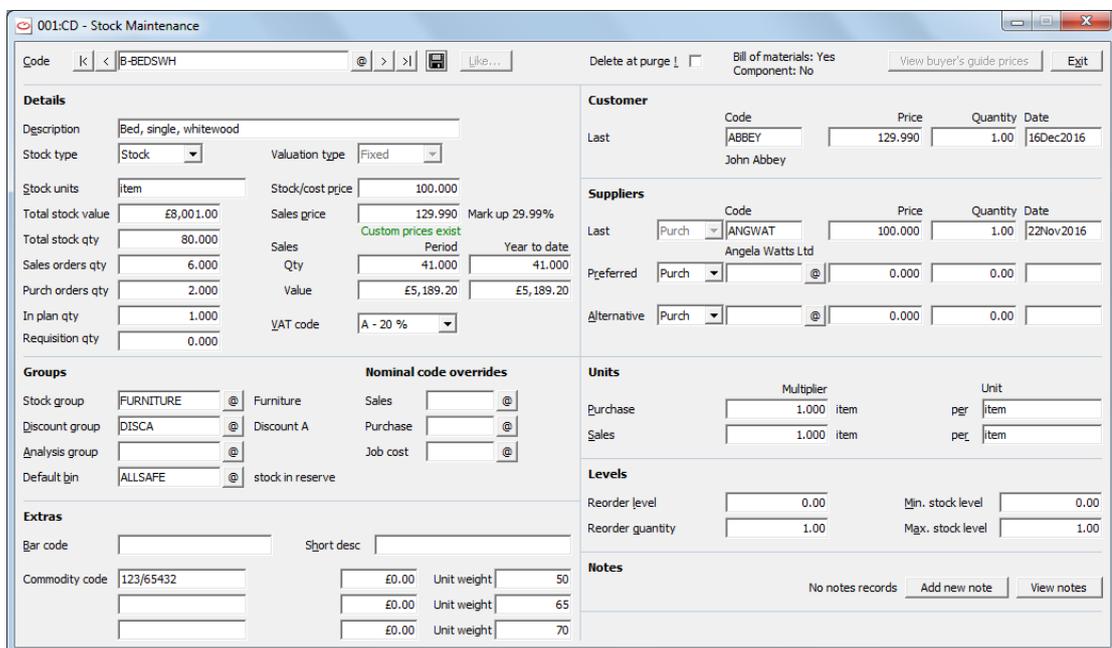
1. Log in as **BOSS** and select **Settings, Stock/Invoicing Options Per Company (stkoptn.ini)**. Select the company. Then select [**WinStock options**] and set **StkExtras = y**. **Apply** and **Save**.
2. Now from **Settings, Stock/Invoicing Options Per Company (stkoptn.ini)**, select the company. Then select [**StkExtras**].

You need to define for one of the Text fields that it is the Commodity code of the stock you are exporting. Then in **Numeric 1** (and possibly **Numeric 2** and **Numeric 3**) define that that field will hold the unit weight of the commodity.

For example



3. Now go to **Maintenance, Stock maintenance** and for each of the stock for which you will be doing EC sales you need to enter data in these extra fields e.g.

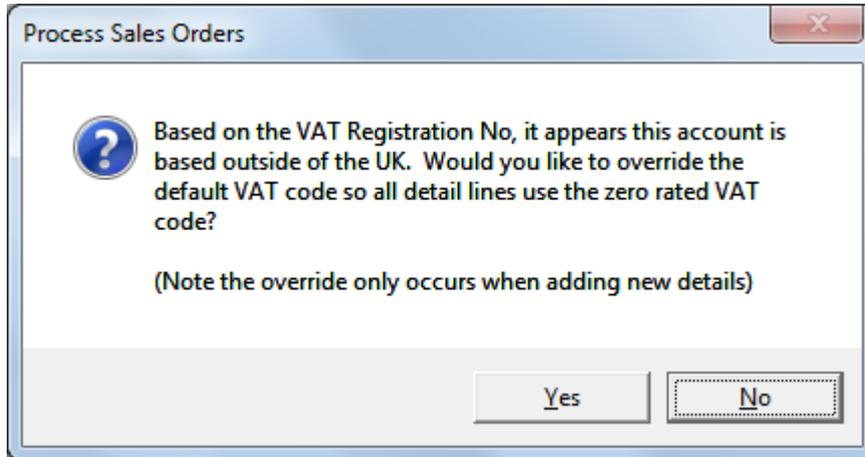


This showing that the stock **B-BEDSWH** has a commodity code of 123/65432 and has 3 possibly unit weights 50, 65 or 70.

4. You also need to go to **WinAccs, Maintenance, Ledger Accounts, Sales Ledger** and for any account for which you will be exporting stock to the EU you need to preface the VAT Reg No with the country code for that account e.g. FR123456 - if the company to which you are exporting is in France. The country codes are defined in **WinAccs, Maintenance, Territories** and must have the EU territory flag ticked.

SALES ORDERS FOR EC SALES REPORTING.

Now when you go to **Orders, Sales Orders** and you select a sales account which has a VAT registration beginning with the code which is marked as a EU territory (see **WinAccs, Maintenance, Territories**) you will see :-



Select **Yes** to use zero rate VAT for the order or **No** to use the usual VAT rate.

PRODUCING THE EC SALES REPORT

To produce the EC Sales report obey the following procedure :-

1. From the **WinStock** menu, select **Reports, EC Sales**.
2. The following screen will be displayed :-

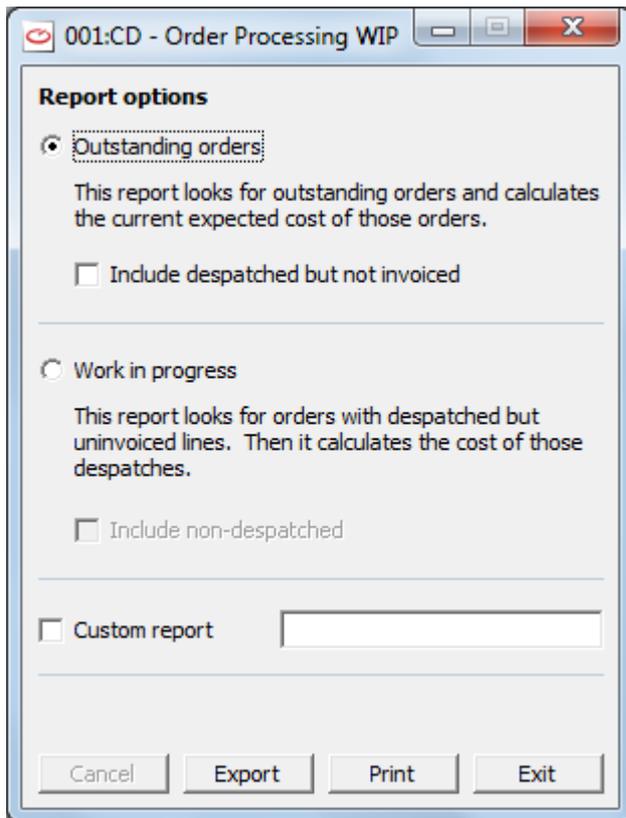
3. Under **Get commodity code from stock extra text** it shows what has been entered for **Text1** in **StkExtras**. You might have set the commodity code in **Text2** and **Text3**. So here you would select which text field you set for the commodity code.
4. Under **Get unit weight from stock extra number** it is displaying the text entered in **Numeric 1**, **Numeric2** and **Numeric 3** in **StkExtras**. Select which unit weight you wish to report on.
5. Under **Date filter** define the **From** and **To** date for the EC sales report.
6. The report scans all the invoice lines for the selected dates for stock with these extra fields defined The unit weight selected is then multiplied by the invoice quantity and gives the line weight for the EC Sales report.
7. Under **Print options** select whether you wish the EC sales report to be by commodity code or by account.
8. On the right of the screen is the **Header information for the export file**. This is to identify the company submitting the information. It already shows the UK VAT number of this company (as defined in **WinAccs**, under **Maintenance, Parameters, Company Details** on the VAT tab) and the **Subsidiary ID** which you can add. The **Year of submission** is at first blank as is the **Period/Quarter** - but these fields will be filled in automatically when you have selected the **From** and **To** dates on the left of the screen.
9. You must enter a **Contact Name** if you are going to **Export** the EC sales file.
10. The **Extra information for supplementary declarations** defines the type of goods/services that have been provided. Under **Extra information for supplementary declarations** you may enter the **Delivery terms**. Valid values are :- blank, CFR, CIF, CIP, CPT, DAP, DAT, DDP, EXW, FAS, FCA, FOB or XXX.
11. Under **Extra information for supplementary declarations** you may enter the **Nature of transaction**. Valid values are :- 10, 16, 17, 18, 20, 30, 40 50, 70, 80, or 90.
12. If you only want an EC sales report then select **Print** and then the report will be printed. Then select **Exit**.
13. **If** you wish to export the EC sales reports then select the button **Export**. The reports will be prepared in csv format (comma separated variable) and you are told that the EC sales bulk submission files have been created and the folder opened for your convenience. This is the CSV folder under the company folder.
14. Finally select **Exit**.

ORDER PROCESSING WIP

This facility is to produce reports about the outstanding orders (orders not yet delivered) and the Work in progress (orders with despatched but uninvoiced lines) on the system.

To produce the Order processing WIP reports obey the following :-

1. From the **WinStock** menu, select **Reports**
2. Select the option **Order processing WIP**. The following screen will be displayed :-



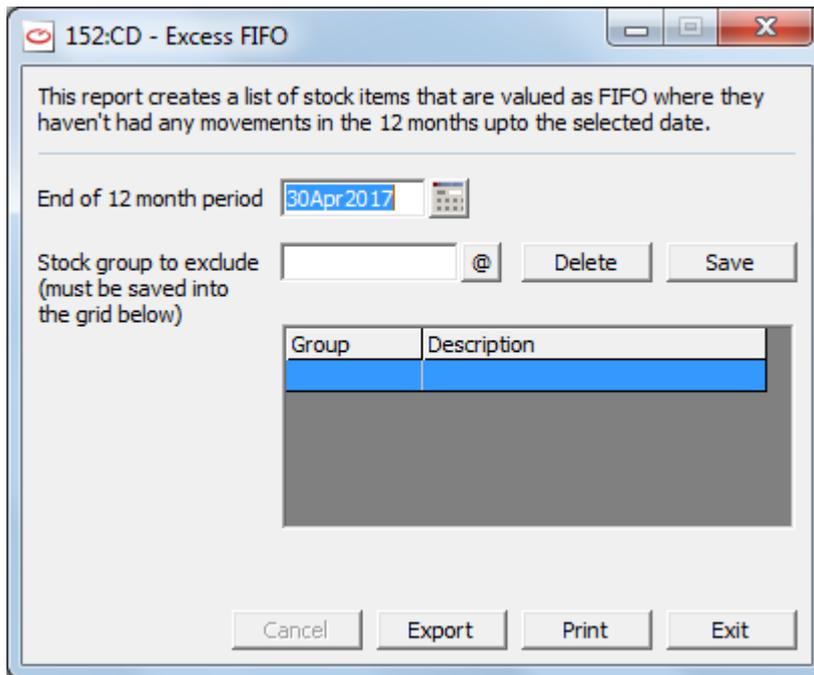
3. If you wish to see a report on **Outstanding orders** select the top option. You will then be shown a screen on which you can enter the code of the representative for whom you wish to display the details of outstanding orders. Or you can leave this screen blank to see the details for all the representatives.
4. If you wish to see a report on **Work in progress** select the option **Work in progress**. Then you may select to **Include non-despatched orders**.
5. Alternatively, you may select **Custom report** and then in the following field enter the name of the report that you wish to run.
6. To print the chosen report select **Print**. To export the chosen report select **Export**. The report will be produced.
7. Finally select **Exit**.

EXCESS FIFO

This facility is to produce reports showing the stock of valuation type FIFO which have not had any movements in the 12 months upto a selected date.

To produce the report obey the following :-

1. From the **WinStock** menu, select **Reports**
2. Select the option **Excess FIFO**. The following screen will be displayed :-



3. Select the date for the **End of 12 month period**
4. You may limit the report by selecting which stock groups to exclude from the report. Click on the @ by the field **Stock group to exclude** and from the drop down list select the stock group you wish to exclude. That will then be displayed in the field. Select **Save** to save that stock group in the grid below. Now if you produce the report it will not include stock in that stock group. You may select other stock groups to exclude from the report.

When you highlight a stock group in the grid you may now select **Delete** to delete it from the grid (and then the Excess FIFO report will include that stock group in its report).
5. Select **Print** to print the report or select **Export** to export the report.
6. Finally select **Exit**.

CHAPTER 11 : UTILITIES

OVERVIEW OF UTILITIES

The Utilities menu groups together various differing utilities required from time to time by users of **WinStock**. These include :-

- Backing up data or restoring data,
see [SECURITY](#) on page 259
- Choosing options for a company, such as the length of multi-line text or selecting to be warned if an Item Price is zero,
see [OPTIONS](#) on page 264.
- Viewing Stokoptn.ini which is the file on the system which holds information about the options within WinStock,
see "[INI SETTINGS](#)" on page 265.
- Removing all data from selected parts of the database e.g. all stock and locations, all sales order data, all purchase order data,
see "[CLEAR ALL](#)" on page 266.
- Database utilities
see [DATABASE UTILITIES](#) on page 266
- Viewing the submissions made to HMRC, see [VIEW HMRC SUBMISSIONS](#) on page 279
- Loading a program not on the system menu - this option will only be needed under the direction of Compact Support,
see "[LOAD NON-MENU PROGRAM](#)" on page 280.

This chapter also gives details about changing to other modules of the **WinAccs** system, - see "[CHANGING TO OTHER MODULES](#)" on page 281.

SECURITY

WHY BACKUP DATA?

A regular and systematic procedure for backing up your company's data is essential to protect your files against loss or damage. Backing up should normally be performed on at least a daily basis. Your company will have procedures for the storage of backup copies of your data, and for the creation of archives.

There are a number of reasons for producing backups. A fault may develop in your computer system, necessitating the use of another machine while the old one is being repaired. Damage may occur to the data held on your hard disk

e.g. it may accidentally be overwritten. You may also have made some severe errors in your accounting, and it may be necessary to go back to a previous version.

If you have selected the option Backup on Exit [see [OPTIONS \(ON THE TOOL BAR\)](#) in **CHAPTER 3 : GETTING STARTED**] for the company that you are presently using in **WinStock**, then, whenever you select Exit or Open Company from the File menu, you will be asked if you wish to back up the already selected company.

BACKING UP THE DATABASE

It is essential that the System Supervisor carries out regular backups of the whole system. He should be able to get the system back to the state it was in at all of the following times :-

- at the end of any day in the previous week,
- at the end of any week in the previous month,
- at the end of any month in the previous year.

To do this he must create a security cycle of backups, thus keeping all the backups for the previous week, the backups for all the Fridays in the previous month and the month end backups for a year.

These backups must be kept in a secure place, in a fireproof container and in a separate building from the computer.

The facility also exists in **Security options**, under **Bespoke options**, **Exclude subfolders from backups** for BOSS to specify that for a specified company any backups taken will not include subfolders such as Spool, TSV, XML. This can speed up the backup but you risk having an incomplete backup if a restore is ever needed.

If further advice is needed on security, please contact Compact Support.

To create a backup of the system data, obey the following procedure :-

1. From the **WinStock** menu, select the option **Utilities**.
2. Next select **Security** followed by **Backup or restore**.
3. The screen headed **Backup & Restore** is displayed. On this screen, click in the circle to the left of the option **Back up your Data**.
This option will back up your **WinAccs** (and **WinStock**) or **WinPay** data for safekeeping.
4. Choose **Next**.
5. On the next screen, headed **Back up**, select the drive (fixed or removable) where the backup is to go and which system and company to back up. If you are using a memory stick (i.e. on which you can have separate directories) you should be careful to enter the name of a directory on that stick which can be overwritten or to specify a new directory. If the directory does not exist it will be created.
Leave **Include System files and user defined reports** checked.
6. If you wish the backup to be encrypted then select the box **Encrypt the backup**. Then the field **Encryption key** becomes available. Type in here a key (minimum 7 characters, maximum 65 characters). It is essential that you remember this key as only this key will allow you to restore the backup. Even Compact Support cannot help you if you forget the key.
7. Choose the button **Proceed with Back up** to initiate the backup to disk. Alternatively choose **Cancel** to not do the backup.
8. You are warned if the destination chosen is a FIXED drive. Select Yes to proceed (else select No).
9. You are warned that all files (including READ only) AND folders from the drive/path will be removed. To continue choose Yes to proceed (else choose No).
You will see recorded in the bottom of the screen, which data the system is backing up.
10. When the back up is complete, you are told so and asked if you wish to test the backup. This is recommended, in case something is unreadable on the backup. Choose **Yes**. You will be taken to the WinSafe : Test screen - see point 4 of [TESTING A BACKUP](#) on page 260..

TESTING A BACKUP

Whenever you do a backup, it is advisable to check that the backing-up procedure went correctly and that the data is correctly compressed and readable. It will not overwrite any data on your hard disk.

To do the testing, obey the following procedure :-

1. From the **WinStock** menu, select the option **Utilities**.
2. Next select **Security** followed by **Backup or restore**.
3. The screen headed **Backup & Restore** is displayed. On this screen, click in the circle to the left of the option **Test a Backup**.
Enter the drive on which the backup is and choose **Next**.
4. The **Test** screen is displayed. This shows what category of data is on the selected drive, i.e. whether the backup is on **WinAccs** (and **WinStock**), **WinPay**, for which company and when the backup was taken.
Choose the button **Proceed with Test** to initiate the validity of the backup. (Alternatively choose **Cancel** to not initiate the test).
5. If the backup had been to a set of backup diskettes then it will first ask you to load the last disk in the set of backup disks. Do so, and press any key when ready.
The list of data being testing is shown on the screen.
6. Next you should be informed that your backup has been tested and no errors are reported. If you receive a message to say the backup was not readable, try doing the backup again and re-testing the backup obtained. If further problems occur, contact Compact Support.
Please note that this test does not compare the backup with the data on your hard disk. It checks that the backup is readable.
7. You are returned to the **WinStock** menu.

RESTORING A BACKUP

From time to time, emergencies may occur on your system, such as a power failure or data corruption. It will be necessary to restore your **WinStock** system to the situation at a known point of time. For this you will take the last backup taken before the emergency and you can restore the system from this backup.

Restoring from a backup created using the WinAccs system

In **WinStock** there exists the facility to create a backup of any company - see [BACKING UP THE DATABASE](#) on page 260. If you have created the backup using any other method see [Restoring from a backup created NOT using the WinAccs system](#) on page 262 for information about restoring the backup.

Restoring a backup will restore data from the backup made with **WinSafe Backup**. All data in the path to which you are restoring the backup will be overwritten. Run the Test option to test the backup before trying to restore.

To do this, obey the following procedure :-

1. From the **WinStock** menu, select the option **Utilities**.
2. Next select **Security** followed by **Backup or restore**.
3. The screen headed **Backup & Restore** is displayed. On this screen, choose the option **Restore from a Backup**.
Enter the drive on which the backup is (or the location of the folder on the fixed drive to which the backup was taken) and choose **Next**.
4. The **Restore** window will be displayed, showing the company for whom the backup was taken, when the backup was taken, and on what drive the backup is.
Also showing is the directory where the backup will be put i.e. overwriting the files already in this directory. If you need to change the destination path, choose the button **Change the Destination Path** and enter the name of a different path. Then choose **OK**.
Finally choose the button **Proceed with Restore** to initiate restoring the backup. (Alternatively choose **Cancel** to not initiate restoring the backup).

5. You are warned that **WinSafe** will remove ALL files (including READ-ONLY) and folders from the fixed drive or path. Choose **Yes** to continue (else choose **No**).
6. If you chose to encrypt the backup then you will see the following screen :-



Please ignore the contents of this screen and just click on **OK**.

Then you will see :-



Enter the decryption key i.e. the same as the encryption key that you chose when backing up the data and select **OK**.

7. If the backup had been to a set of diskettes then it will first ask you to load the last disk in the set of backup disks. Do so, and press any key when ready.
8. The list of data being testing is shown on the screen.
9. Next you should be informed that your backup has been tested and no errors are reported. If you receive a message to say the backup was not readable, try doing the backup again and re-testing the backup obtained. If further problems occur contact Compact Support.
10. If system files and user defined reports were backed up you will be given the choices for their restoring. Contact Compact Support for assistance.
11. You are returned to the **WinStock** menu.

Restoring from a backup created NOT using the WinAccs system

The usual method of creating a backup of your **WinStock** data would be to use the facility **Security** on the **Utilities** menu - see [BACKING UP THE DATABASE](#) on page 260.

If, however, you have secured a backup by any other means (e.g. a tape backup etc.) then a **WinAccs** or **WinPay** company folder must be treated as a single entity. This means that if any files are being restored then ALL files (including System, Hidden and Read-only files) in that folder must be restored. Further, it is essential that if a restore is being done, then the target folder must be emptied of ALL (see above) files before the restore takes place.

If a complete tape restore is being undertaken the safest thing is to delete the root folder for all Compact data (i.e. the level above the A and P folders, usually called Compact on newer installations or FCG or Pstripe on older ones) before starting the restore.

AUTO BACKUPS

For security the **WinAccs** system takes internal backups of the system automatically at various stages. You must not rely on these backups as the sole way of backing up your data since these auto backups are also stored on your computer and if the computer gets stolen then you have no way of restoring your data.

You must still carry out regular backups of your company yourself and keep the backups in a safe place - see [BACKING UP THE DATABASE](#) on page 260.

In **WinAccs** and **WinStock** when the menu opens a company and detects that the date and last audit trail have changed since the last Auto backup it will take another Auto backup. **WinAccs** keeps all the Auto backups made in the last week and the earliest in each of the previous 4 weeks.

In **WinAccs** and **WinStock** just before any data is to be overwritten by a Restore then an Auto backup is also taken.

PERFORMING AN AUTOBACKUP

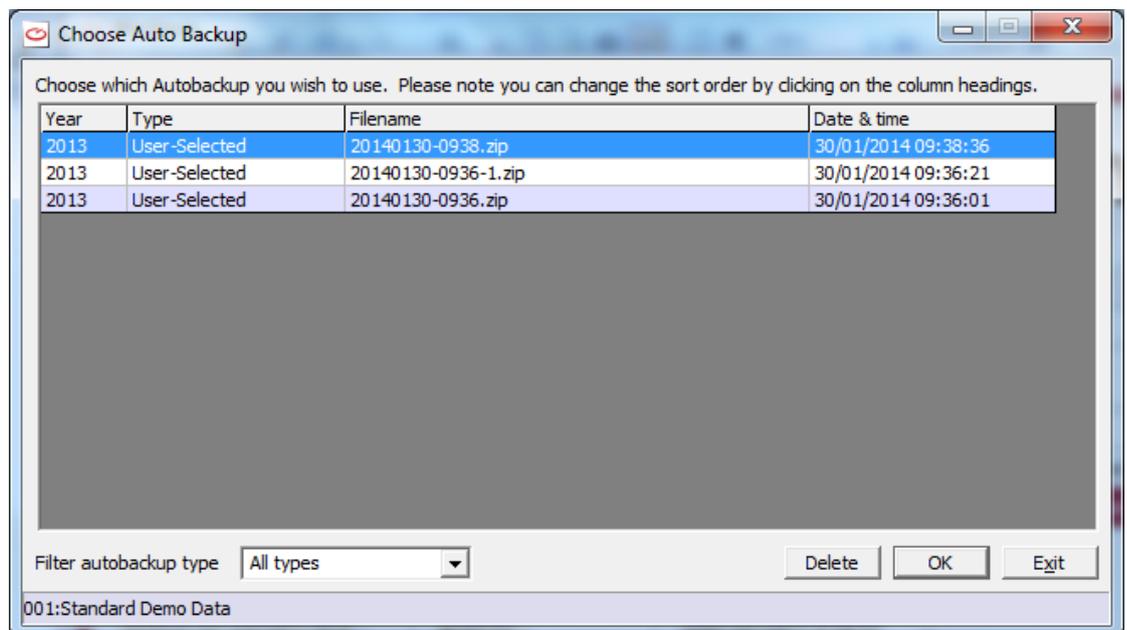
You may wish to create an extra autobackup at any time. To do this obey the following :-

1. From the **WinStock** menu select **Utilities**, then **Security**. Then select **Perform an Auto Backup**.
2. The auto backup will be created. Its name will be of the format 20091106-1144.zip (i.e. this autobackup was done on 6th November 2009 at 11.44) and its type is User Selected.

RESTORING AN AUTO BACKUP

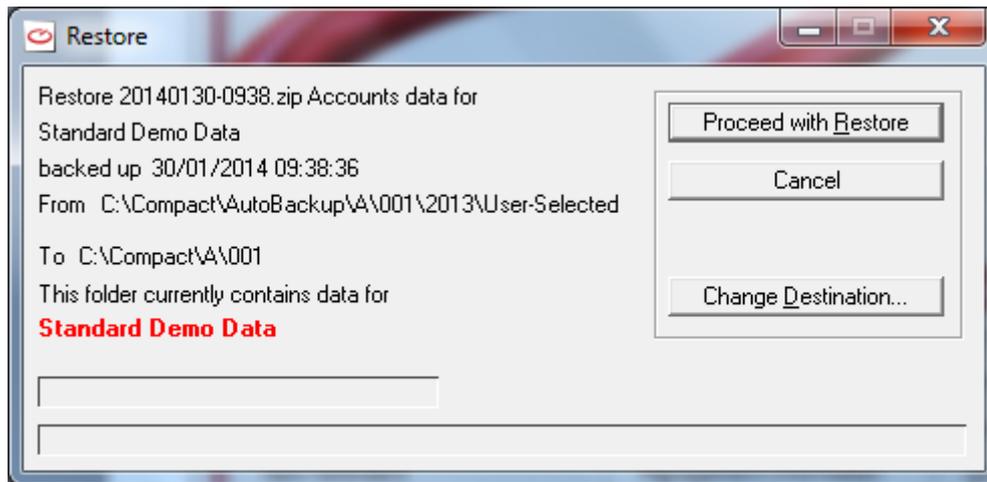
If you wish to restore your company data from an auto backup taken by **WinStock** previously obey the following :-

1. From the WinStock menu, select **Utilities**, then **Security**, then select **Restore an Auto Backup**.
2. A screen similar to the following screen will be displayed :-



This lists all the autobackups that exist for this company. Select the backup from which you wish to restore the company data and select **OK**.

3. Then you will see a screen similar to the following –



This displays the name of the autobackup file you have chosen, the company for which the autobackup exists and the folder to which the autobackup will be restored. It also shows the company name of the data currently within that folder.

If you do not wish to overwrite the company currently in that folder then select the button **Change Destination**. The folder being displayed will be the one from which the autobackup was originally taken. You may delete that company number and type in another company number to select a different target folder.

Alternatively you may select the button **Browse** to select a folder Or you may then select the button **Make New Folder** to create a new folder. You will see that in the tree of folders there is new one named **New Folder**. Right click on that and then select **Rename**. Type in a number for that folder - one you have not already used and one in the format 001 - 994. Then click on **Enter**. Now select that newly created folder and select **OK**.

4. Then select the button **Proceed with Restore**. You are warned that any data in the chosen folder will be overwritten with the data from the autobackup. Select **Yes**.
5. The data in the autobackup will be restored to the chosen folder and you are informed that this has happened successfully.

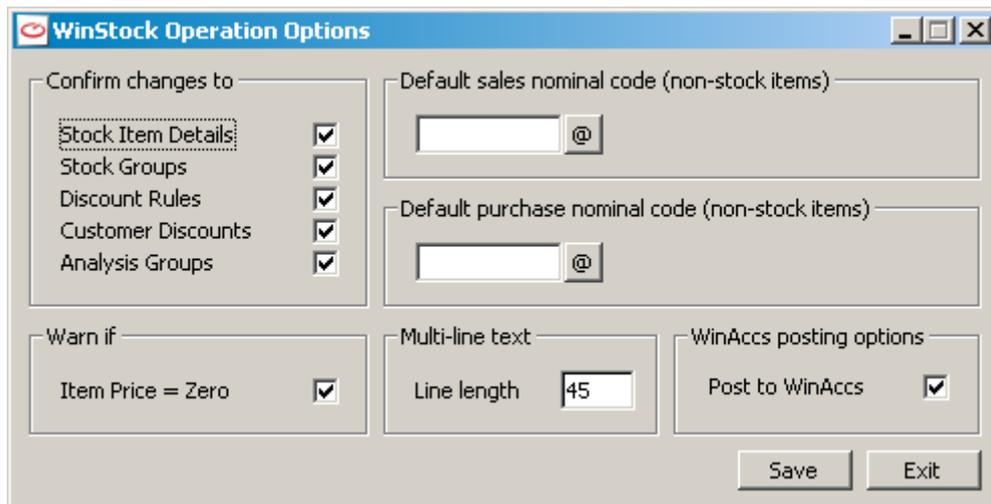
OPTIONS

In the facility Options, you may alter your choice of various options offered on the **WinStock** system. These options include :-

- Whether you are warned when changes are made to each of Stock Item Details, Stock Groups, Discount Rules, Customer Discounts or Analysis groups,
- Whether you are warned if the price of an item is zero,
- The default sales and/or purchase nominal codes for non-stock items
- The setting of the length of multi-line text line
- Whether you wish to post to WinAccs.

To access the facility obey the following procedure :-

1. From the **WinStock** menu, select the button **Utilities**.
2. Next select **Options**.
3. The screen, headed **WinStock** Operation Options will be displayed as follows:-



- In the box headed **Confirm Changes** check the box to the right of any set of items if you wish to be warned when a member of that set has its value changed. Having this set of items checked means that changes cannot be made to any member of that set unintentionally.

The sets of items are :-

- Stock Item Details,
- Stock Groups,
- Discount Rules,
- Customer Discounts
- Analysis groups.

For Example : Consider the case when you have checked in the box to the right of the choice Stock Group. Now if you make a change to a Stock Group, when you exit from the routine that made the change, you will be warned that you made the change You are asked to confirm whether that new value should be saved.

If the choice Stock Group is not checked, then, when you make a change to a stock group and you exit the routine that made the change, the change is recorded on the system automatically.

- In the box headed **Warn if** choose if you wish to be warned if an item has zero price.
- On the right of the screen you can select the default sales nominal code for non-stock items and/or the default purchase nominal code for non-stock items.
- In the box headed **Multi-line text** you may define the length in characters of the line length for text. The value chosen for this parameter will be reflected in WinAccs.ini in the section [Multiline Text] under Line length.
- In the box headed **WinAccs posting options** you may select whether to post to WinAccs or not.
- Choose **OK** to record the changes you have made on this screen (or choose **Exit** to exit without making any changes).

INI SETTINGS

Stokoptn.ini is a file on the system which holds information about the options within **WinStock** (e.g. whether you have automatic numbering on Invoices).

You may be asked to print this file and to fax it to Compact Support if you require help. To do this :-

- From the **WinStock** menu, select **Utilities**, followed by **INI Settings**. The contents of Stokoptn.ini will be displayed.

2. To print the file, choose the button **Print**. Notepad will be invoked to print the file.
3. To exit select **Exit**.

The contents of this file should only be changed under the direction of Compact Support and may only be changed by the System Supervisor (using Settings from the toolbar).

For further information consult Compact Support.

CLEAR ALL

This function will delete all the **WinStock** files for the option you select e.g. stock data, sales order data or purchase order data.

NOTE : For normal purging of old data use the facility Purge Database - see [PURGING THE DATABASE](#) in **CHAPTER 4 : MAINTENANCE** .

NOTE : You should be very careful with the use of this facility. Once data files have been deleted, the details can only be restored from a consistent back up.

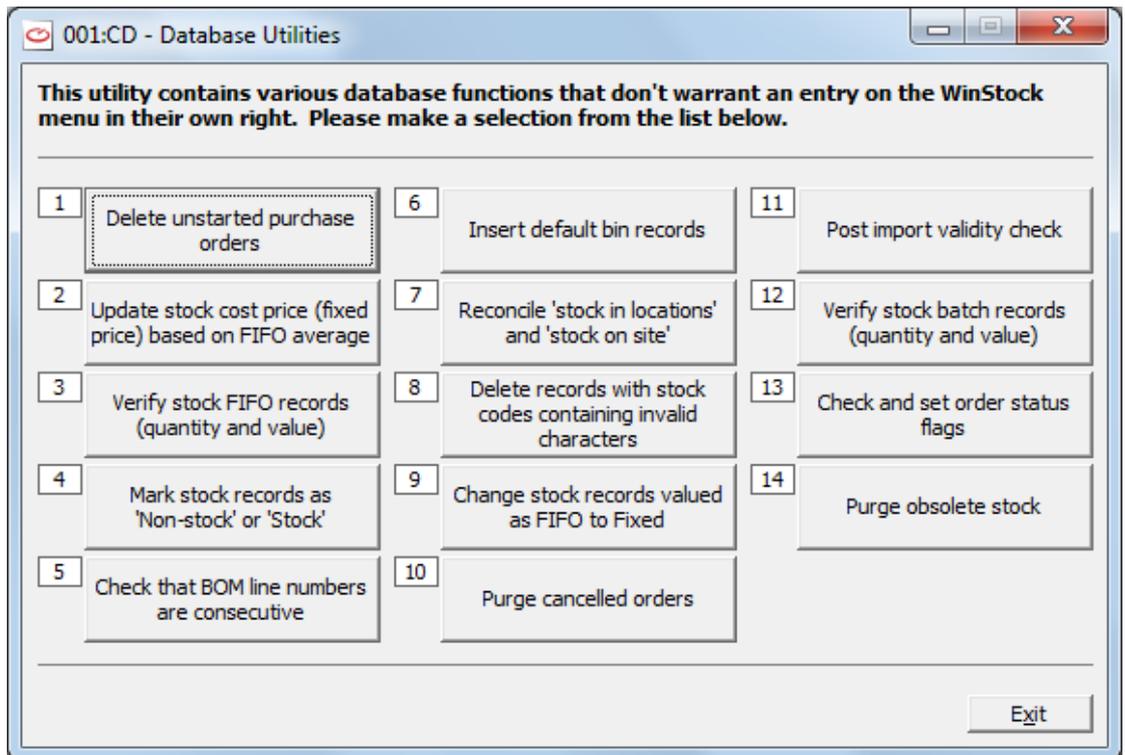
To clear all the data, obey the following procedure :-

1. From the **WinStock** menu, select the button **Utilities**.
2. Next select **Clear All**.
3. The screen, headed Clear **WinStock** data, will be displayed. Check the box to the left of your choice if you want the data for that category to be cleared. The choices are :-
 - Clear stock data
 - Clear sales order data
 - Clear purchase order data.
4. Choose **OK** to record your changes, (else choose **Exit** to exit without making any changes).

DATABASE UTILITIES

Database utilities are a group of utilities which may be necessary to run occasionally to tidy up your data.

1. From the **WinStock** menu, select **Utilities** and then **Database utilities**. The following screen will be displayed :-



2. Select the database utility you need to run.

3. For details about :-

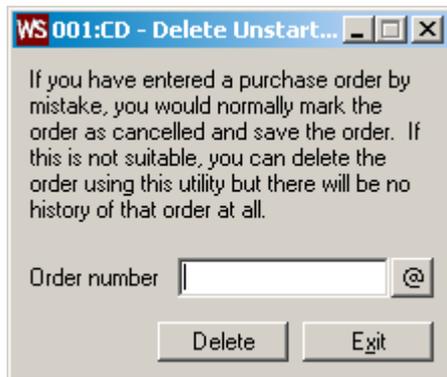
- Delete unstarted purchase orders, see [DELETE UNSTARTED PURCHASE ORDERS](#) on page 268
- Update stock cost price (fixed price) based on FIFO average, see [UPDATE STOCK COST PRICE \(FIXED PRICE\) BASED ON FIFO AVERAGE](#) on page 259
- Verify FIFO records (Quantity and Value), see [VERIFY FIFO RECORDS \(QUANTITY AND VALUE\)](#) on page 269
- To mark stock records as 'Non-stock' or 'Stock' see [MARK STOCK RECORDS AS NON-STOCK OR STOCK](#) on page 270.
- To check that the line numbers in every BOM are consecutive see [CHECK BOM LINE NUMBERS](#) on page 271
- To insert default bin records see [INSERT DEFAULT BIN RECORDS](#) on page 272
- To reconcile 'stock in locations' and 'stock on site' see [RECONCILE STOCK IN LOCATIONS AND STOCK ON SITE](#) on page 273
- Delete records with stock codes containing invalid characters, see [DELETE RECORDS WITH STOCK CODES CONTAINING INVALID CHARACTERS](#) on page 274
- Change stock records valued as FIFO to Fixed, see [CHANGE STOCK RECORDS VALUED AS FIFO TO FIXED](#) on page 274.
- Purge cancelled orders, see [PURGE CANCELLED ORDERS](#) on page 275
- Post import validity check, see [POST IMPORT VALIDITY CHECK](#) on page 276
- Verify stock batch records (quantity and value), see [VERIFY STOCK BATCH RECORDS \(QUANTITY AND VALUE\)](#) on page 276
- To check and set order status flags, see [CHECK AND SET ORDER STATUS FLAGS](#) on page 277

- To purge obsolete stock i.e. stock marked as Delete at purge, see [PURGE OBSOLETE STOCK](#) on page 279
4. Finally select **Exit**.

DELETE UNSTARTED PURCHASE ORDERS

To delete unstarted purchase orders obey the following :-

1. From the **WinStock** menu, select **Utilities** and then **Database utilities**.
2. Select the Database Utility 1 i.e. **Delete unstarted purchase orders**. The following screen will be displayed :-

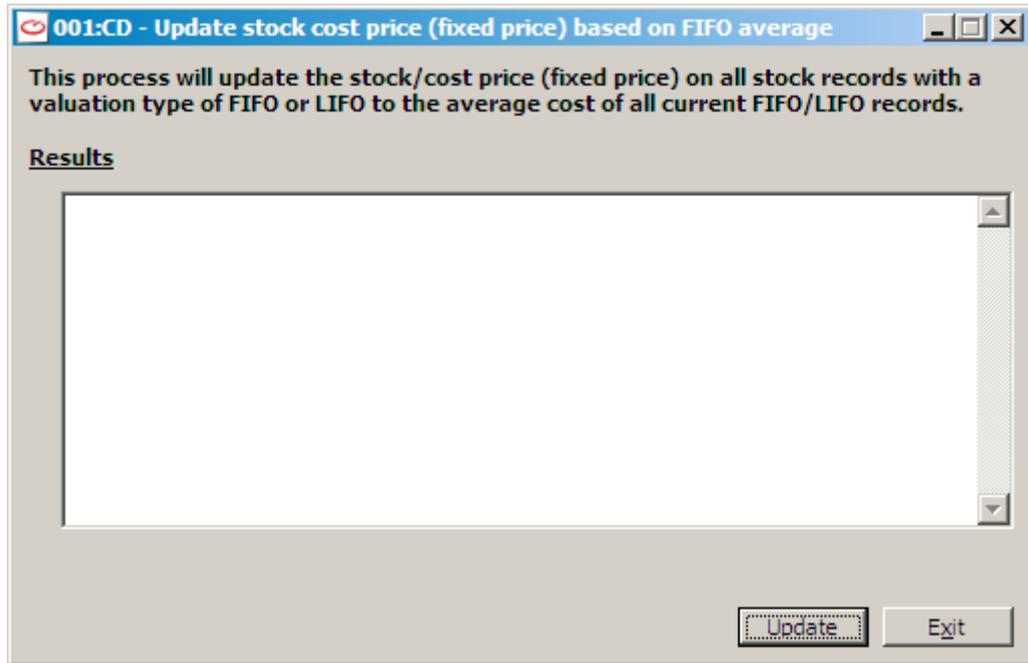


3. Enter the order number of the purchase order that you wish to delete.
4. Then select **Delete**. You will be asked to confirm your choice. Select **Yes** and the order will be deleted.
5. Finally select **Exit**.

UPDATE STOCK COST PRICE (FIXED PRICE) BASED ON FIFO AVERAGE

To update the stock cost price (fixed price) based on FIFO average :-

1. From the **WinStock** menu, select **Utilities** and then **Database utilities**.
2. Select the Database Utility 2 i.e. **Update stock cost price (fixed price) based on FIFO average**. The following screen will be displayed :-

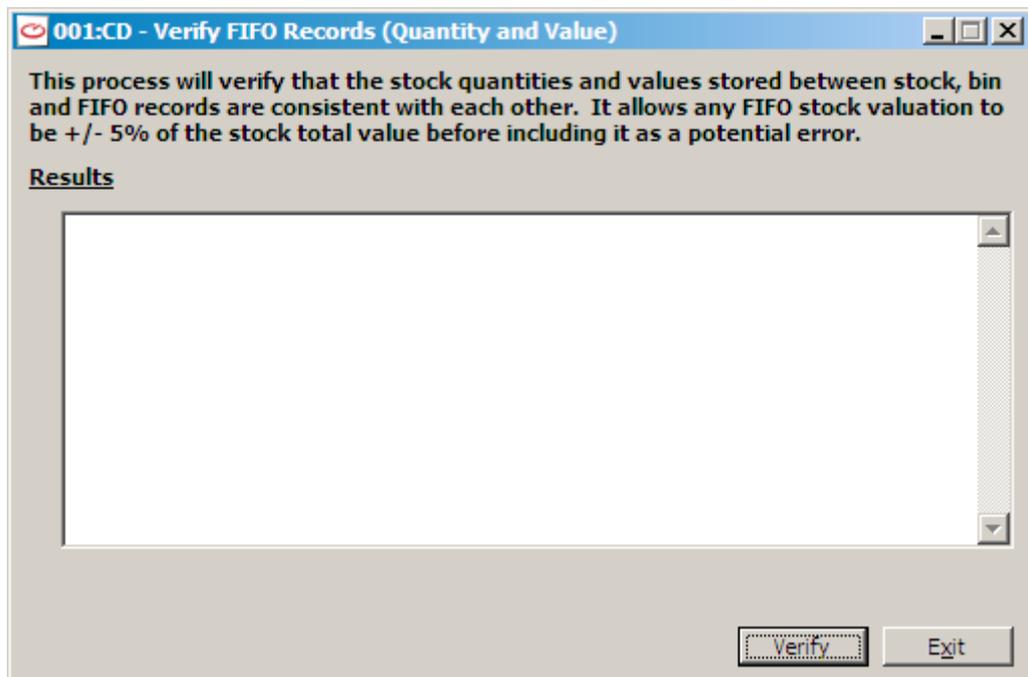


3. Select **Update**.
4. The prices will be updated and you will see the updated prices displayed.
5. Finally select **Exit**.

VERIFY FIFO RECORDS (QUANTITY AND VALUE)

To verify FIFO records - quantity and value :-

1. From the **WinStock** menu, select **Utilities** and then **Database utilities**.
2. Select the Database Utility 3 i.e. **Verify FIFO records (quantity and value)**. The following screen will be displayed :-



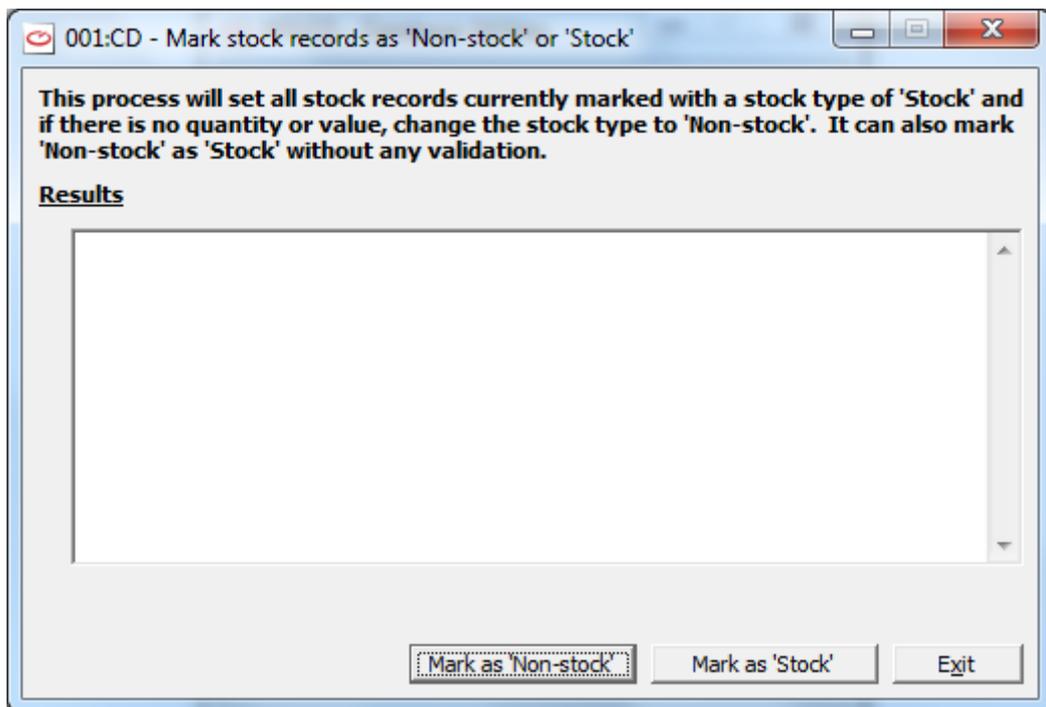
3. Select the button **Verify**

4. On the screen will be displayed the result of the verification. For instance, for each stock item where the quantities are inconsistent in different places within **WinStock** records then you will be told.
5. Contact Compact Support for help dealing with the displayed inconsistencies.
6. Finally select **Exit**.

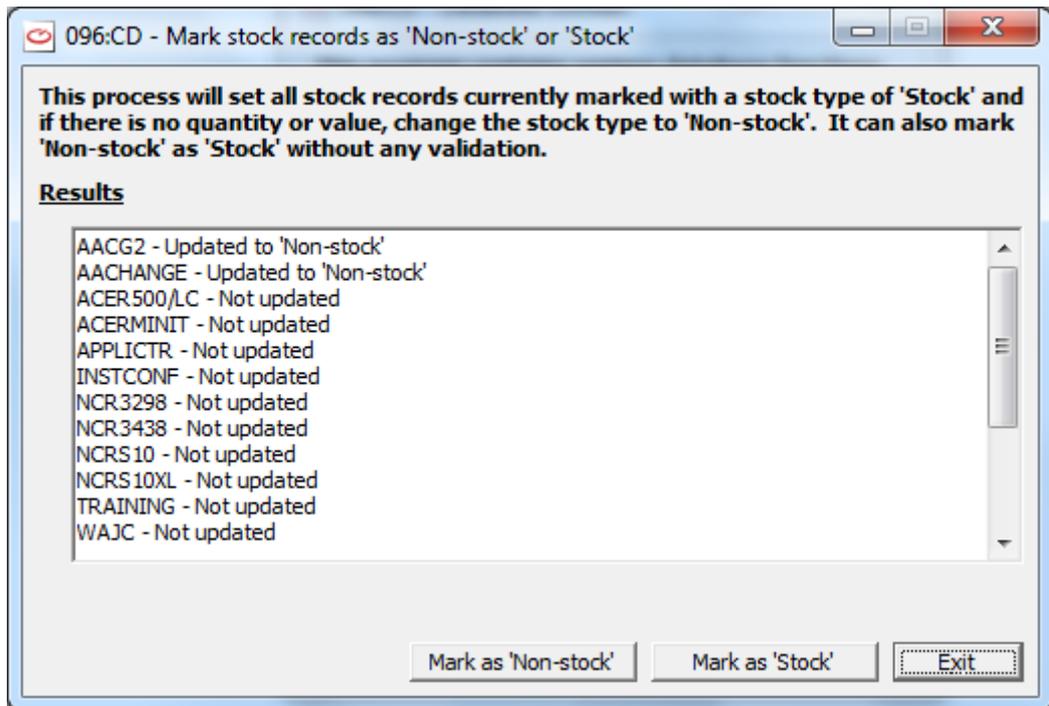
MARK STOCK RECORDS AS NON-STOCK OR STOCK

To mark stock records as Non-stock or Stock obey the following :-

1. From the **WinStock** menu, select **Utilities** and then **Database utilities**.
2. Select the Database Utility 4 i.e. **Mark stock records as 'Non-stock' or 'Stock'**. The following screen will be displayed :-



3. Select the button **Mark as 'Stock'** or the button **Mark as 'Non-stock'** as appropriate.
4. A screen similar to the following will be displayed :-

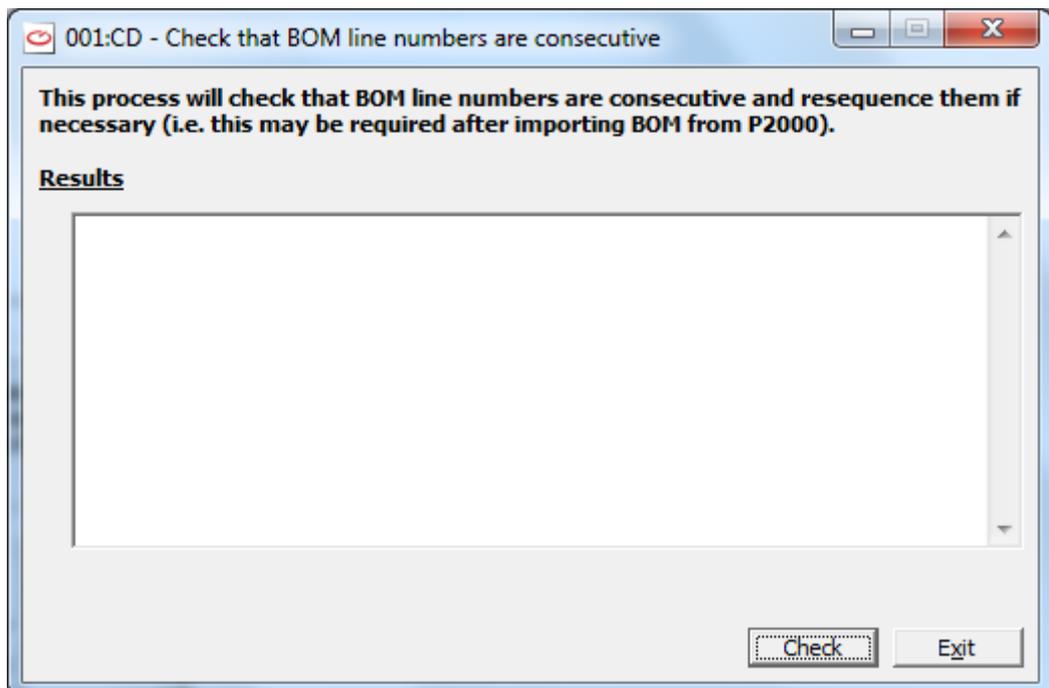


5. Finally select **Exit**.

CHECK BOM LINE NUMBERS

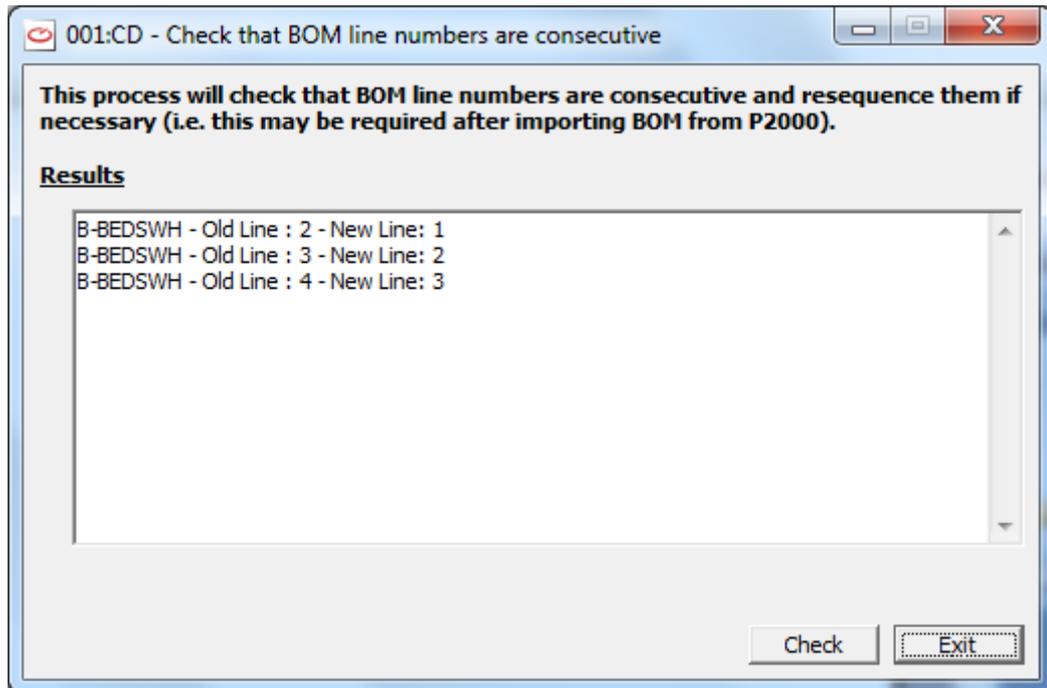
After importing BOM from P2000 it may be necessary to check that the line numbers in every BOM are consecutive. To do this obey the following :-

1. From the **WinStock** menu, select **Utilities** and then **Database utilities**.
2. Select the Database Utility 5 i.e. **Check that BOM line numbers are consecutive**. The following screen will be displayed :-



3. Select the button **Check**.
4. If all the BOM line numbers are consecutive you will see the message 'No problems found'.

5. If non-consecutive BOM line numbers are found they will be corrected and you will see on the screen a list of the old lines numbers and new line numbers for each BOM whose line numbers were not consecutive, for example :-



and a file will also be displayed showing the changes.

6. Finally select **Exit**.

INSERT DEFAULT BIN RECORDS

When despatching goods, the default bin to use is taken from the stock record (as in **WinStock, Maintenance, Stock maintenance, Stock items**). However it is possible to change the way the default is determined.

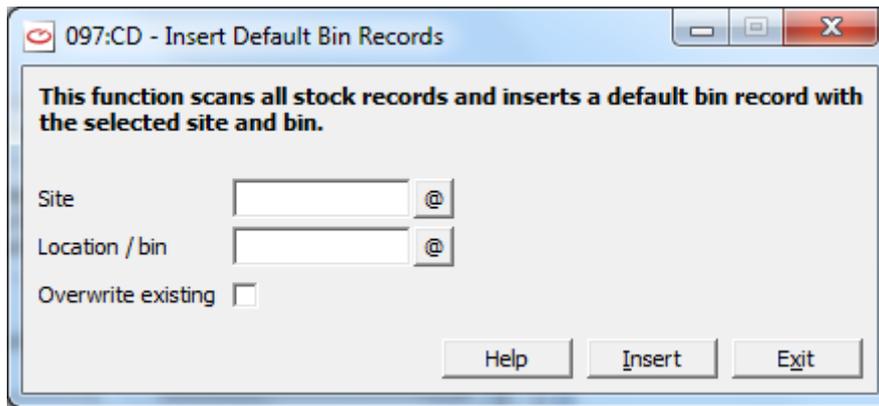
The first step is to link a WinAccs use to a WinStock site by using **System Admin, Security Options, WinStock options, Link username to site** - see Security options in the **WinAccs** manual.

Secondly, for each stock record for which you wish to use a different default bin, enter a default bin record which links a stock code and site combination to a bin using **WinStock, Maintenance, Stock maintenance, Default bins** - see [DEFAULT BINS](#) in **CHAPTER 4 : MAINTENANCE..**

You can also use a utility to enter multiple records by using **WinStock, Utilities, Database utilities, Option 6** and this is described in this section.

The default bin is determined by checking to see if there is a default bin record for the entered stock code and site. The site is determined by the current user. If a record exists, that default bin is used; otherwise the default bin from the stock record is used.

1. From the **WinStock** menu, select **Utilities** and then **Database utilities**.
2. Select the Database Utility 6 i.e. **Insert default bin records**. The following screen will be displayed :-



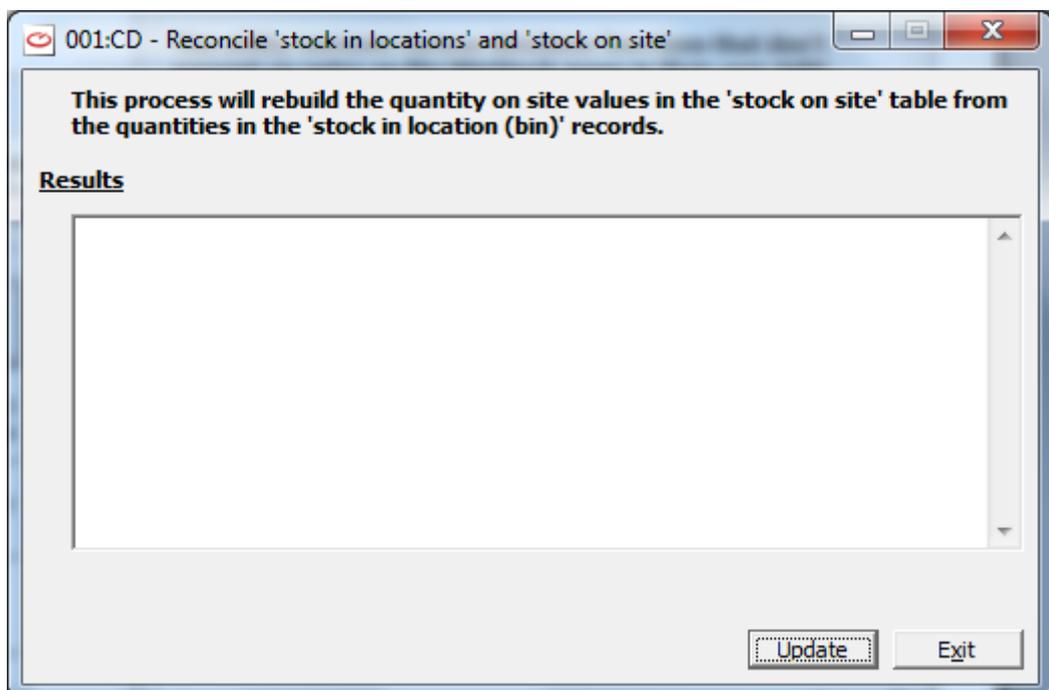
For further information about inserting default bins select the **Help** button.

3. At the field **Site** select the site for which you wish to insert default bin records
4. At the field **Location / bin** select the default bin you wish to use for that selected site.
5. If you had already selected the default bins to be used for this selected site and now you wish to overwrite your previous selection then select the field **Overwrite existing**.
6. Click on the button **Insert**.
7. You will be told how many default records have been added and how many existing records have been updated.
8. Finally select **Exit**.

RECONCILE STOCK IN LOCATIONS AND STOCK ON SITE

This should only be carried out under the supervision of Compact Software. To rebuild the quantity on site values in the 'stock on site' table from the quantities in the 'stock in location (bin)' records, obey the following :-

1. From the **WinStock** menu, select **Utilities** and then **Database utilities**.
2. Select the Database Utility 7 i.e. **Reconcile 'stock in locations' and 'stock on site'** . The following screen will be displayed :-



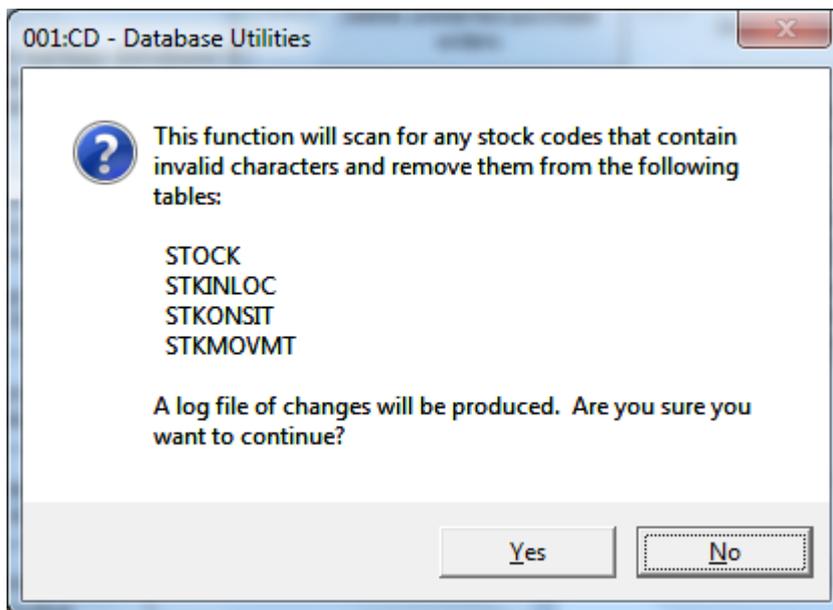
Select **Update**.

3. The screen will now display any changes that have taken place and you will be told when the routine has finished.
4. Finally select **Exit**.

DELETE RECORDS WITH STOCK CODES CONTAINING INVALID CHARACTERS

If you need to delete records with stock codes containing invalid characters :-

1. From the **WinStock** menu, select **Utilities** and then **Database utilities**.
2. Select the Database Utility 8 i.e. **Delete records with stock codes containing invalid characters**. The following screen will be displayed :-

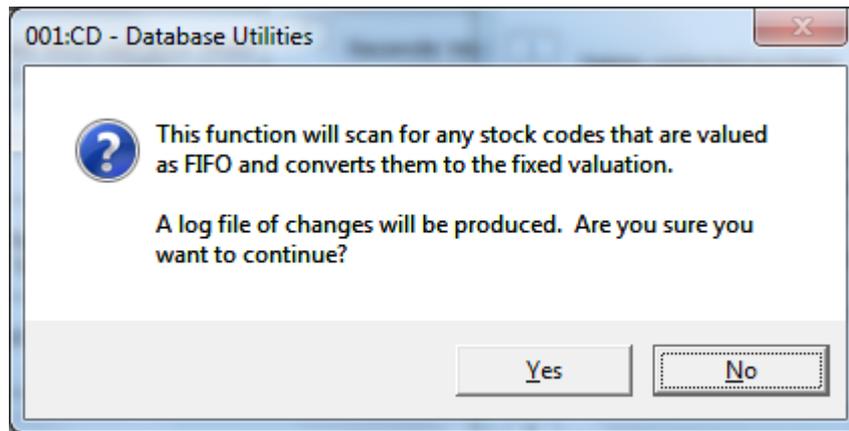


3. Select **Yes**. The deletion of the records with stock codes containing invalid characters will take place and a log file will be produced.
4. Finally select **Exit**.

CHANGE STOCK RECORDS VALUED AS FIFO TO FIXED

This should only be carried out under the supervision of Compact Software. To rebuild the quantity on site values in the 'stock on site' table from the quantities in the 'stock in location (bin)' records, obey the following :-

1. From the **WinStock** menu, select **Utilities** and then **Database utilities**.
2. Select the Database Utility 9 i.e. **Change stock records valued as FIFO to Fixed**. The following screen will be displayed :-

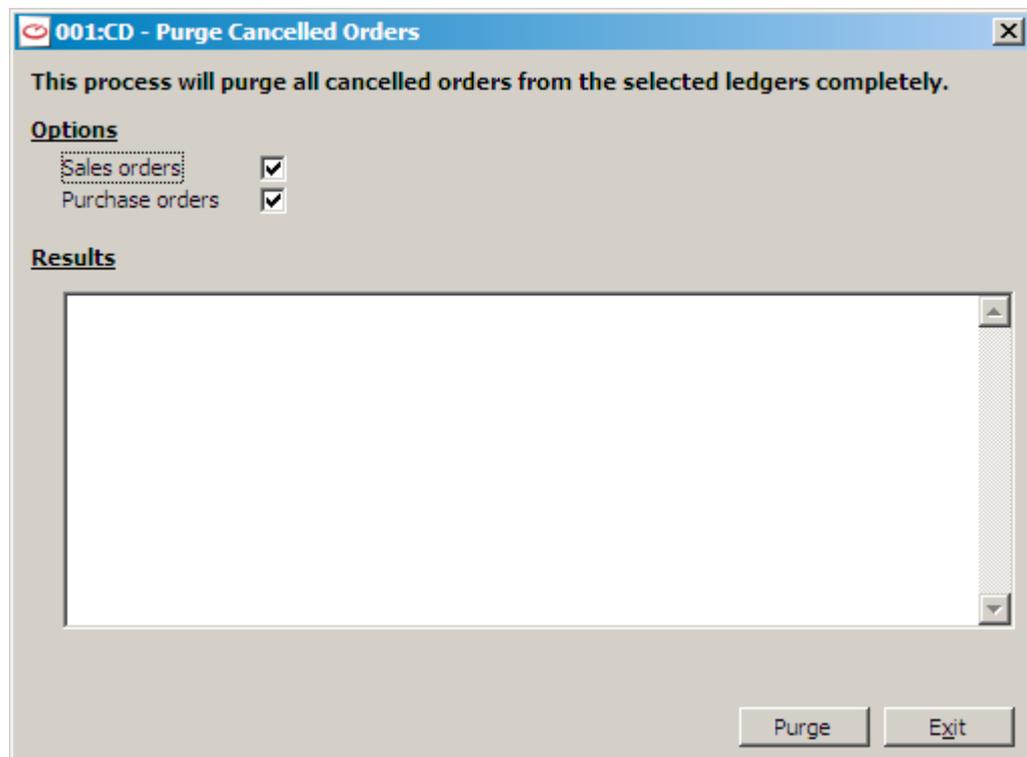


3. Select **Yes**. The stock records valued as FIFO will be changed to Fixed and a log file will be produced.
4. Finally select **Exit**.

PURGE CANCELLED ORDERS

To purge cancelled orders obey the following :-

1. From the **WinStock** menu, select **Utilities** and then **Database utilities**.
2. Select the Database Utility 10 i.e. **Purge cancelled orders**. The following screen will be displayed :-

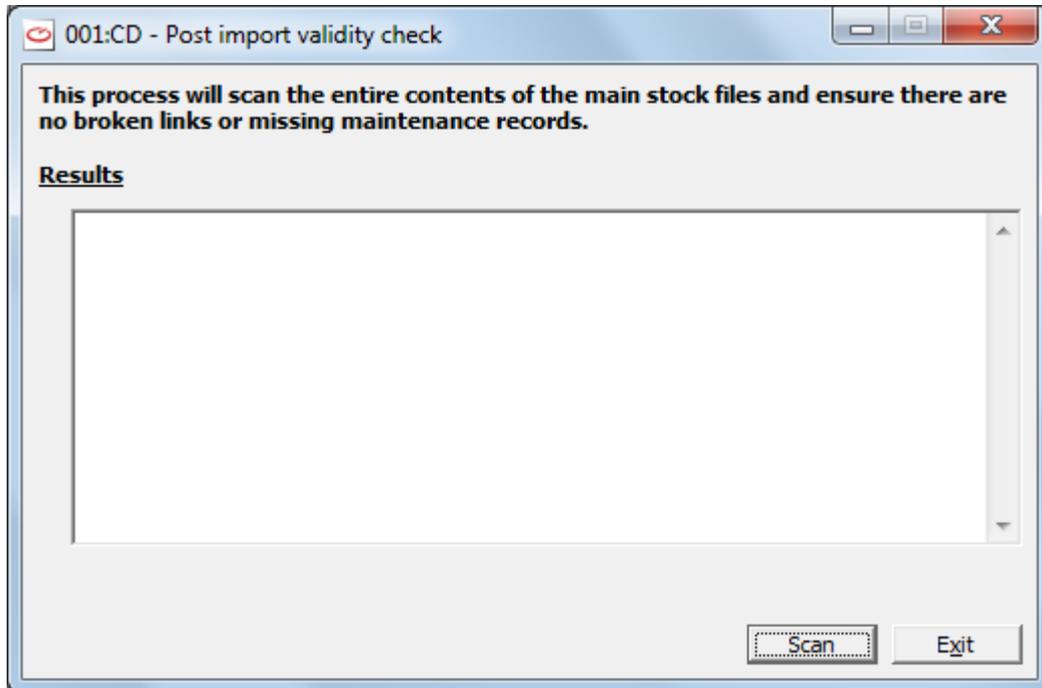


3. Select if you wish to purge cancelled Sales orders or cancelled Purchase orders or both. Then select **Purge**.
4. In the box headed **Results** will be listed any orders that have been cancelled.
5. Finally select **Exit**.

POST IMPORT VALIDITY CHECK

This will scan the entire contents of the main stock files and ensure there are no broken links or missing maintenance records. To use this utility obey the following :-

1. From the **WinStock** menu, select **Utilities** and then **Database utilities**.
2. Select the Database Utility 11 i.e. **Post import validity check**. The following screen will be displayed :-

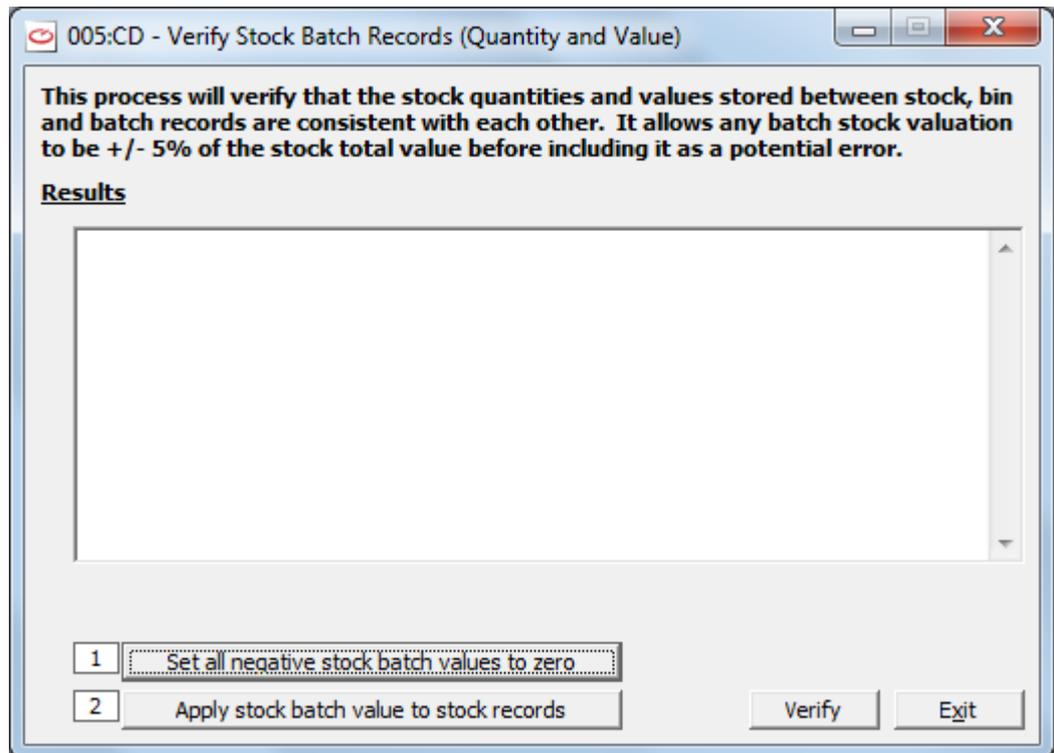


3. Select **Scan**.
4. In the box headed **Results** will be listed any broken links.
5. Finally select **Exit**.

VERIFY STOCK BATCH RECORDS (QUANTITY AND VALUE)

This process will verify that the stock quantities and values stored between stock, bin and batch records are consistent with each other. It allows any batch stock valuation to be +/- 5% of the stock total value before including it as a potential error. To use this utility obey the following :-

1. Take a backup of your data.
2. From the **WinStock** menu, select **Utilities** and then **Database utilities**.
3. Select the Database Utility 12 i.e. **Verify stock batch records (quantity and value)**. The following screen will be displayed :-

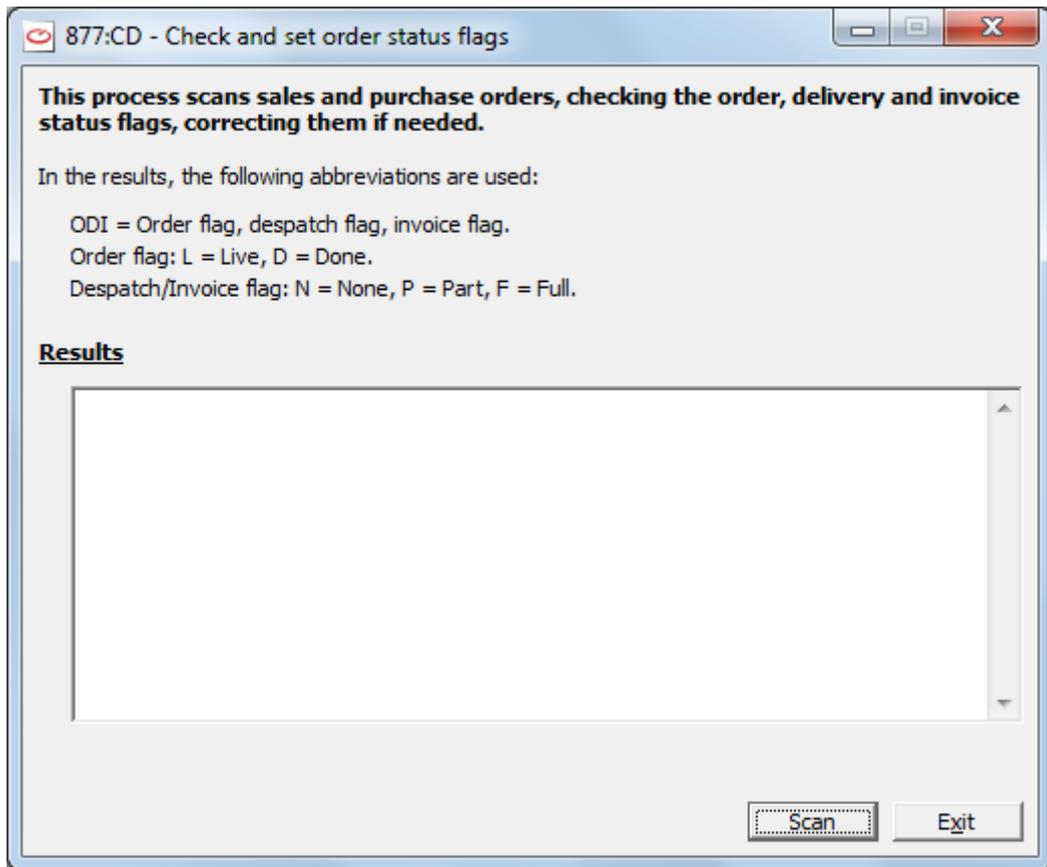


4. Select **1 : Set all negative stock batch values to zero**. In the box headed **Results** will be the result of this operation.
5. Select **2 : Apply stock batch value to stock records**. In the box headed **Results** will be the result of this operation.
6. **Select Verify.**
7. In the box headed **Results** will be listed any inconsistencies between stock, bin and batch records. Contact Compact Support for help solving the inconsistencies.
8. Finally select **Exit**.

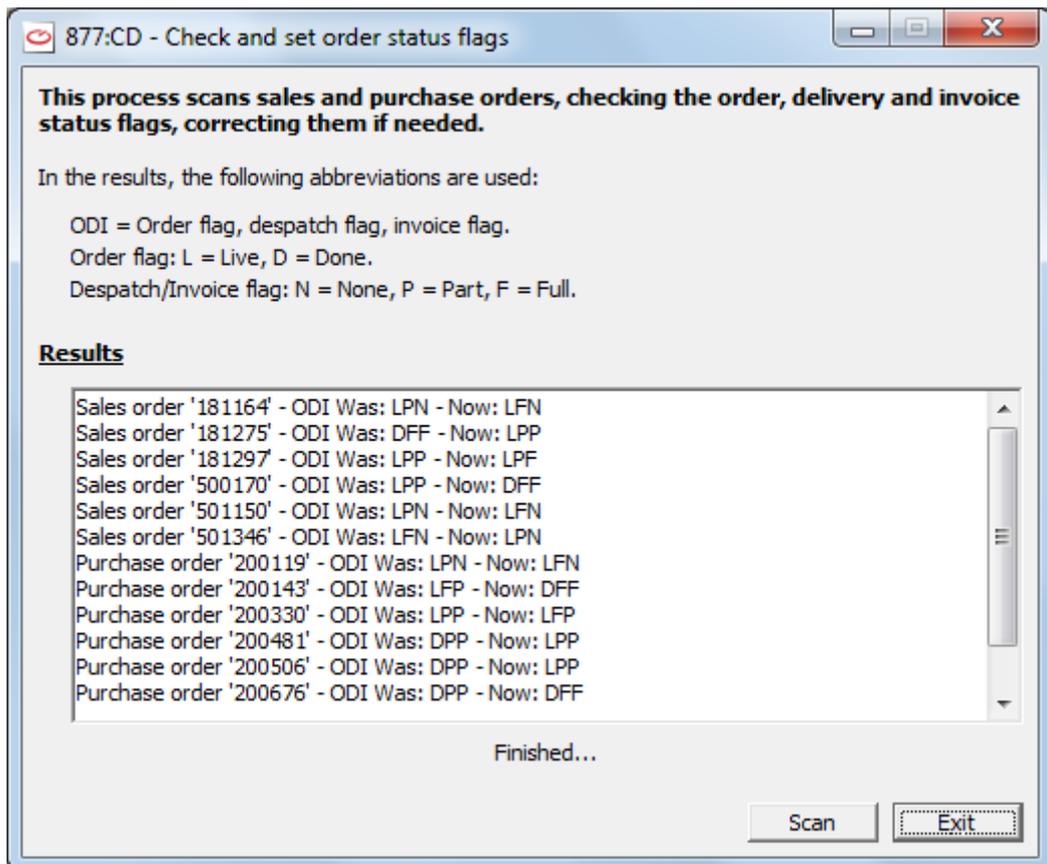
CHECK AND SET ORDER STATUS FLAGS

This process will scan sales and purchase orders and check the order, delivery and invoice status flags and correct them if needed. To use this utility obey the following :-

1. From the **WinStock** menu, select **Utilities** and then **Database utilities**.
2. Select the Database Utility 13 i.e. **Check and set order status flags**. The following screen will be displayed :-



3. Select **Scan** and the scanning will take place. Any discrepancies found will be corrected and listed on the screen. For instance :-



This indicates that **WinStock** found that the sales order 181164 was marked as LPN = a **Live** order, **Part** despatched and **Not** invoiced. The utility has now changed this sales order to LFN = a **Live** order, **Fully** despatched and **Not** invoiced.

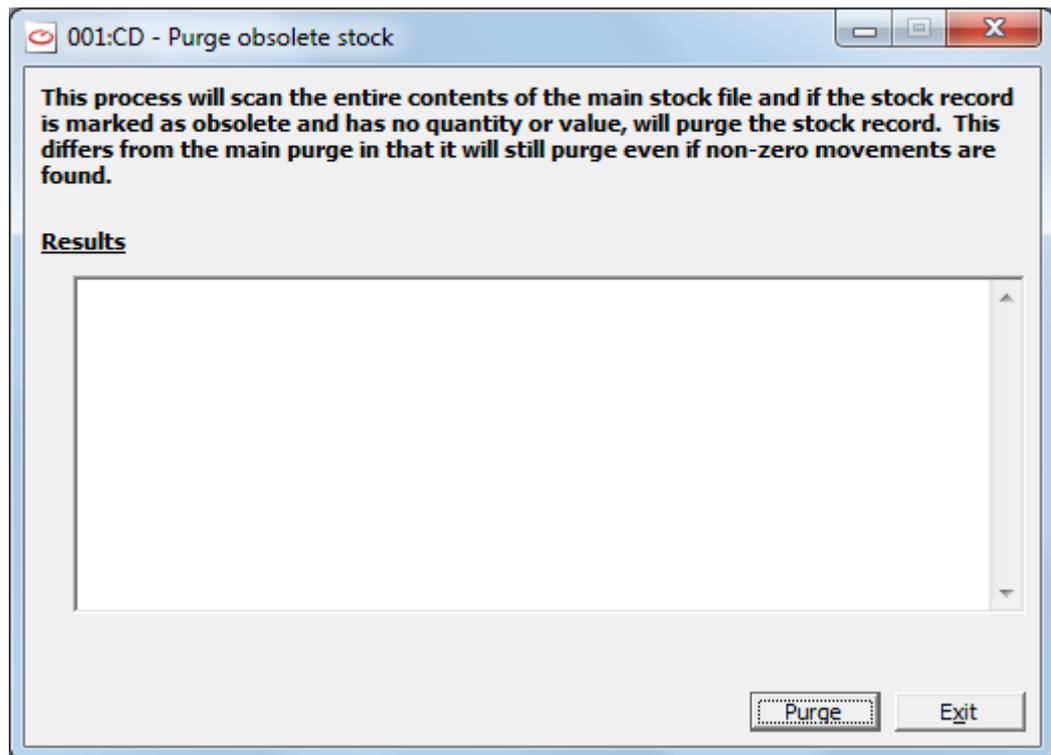
Orders that only contain text lines are excluded from the update.

4. Finally select **Exit**.

PURGE OBSOLETE STOCK

This process will scan the entire contents of the main stock file and if the stock record is marked as obsolete and has no quantity or value, will purge the stock record. This differs from the main purge in that it will still purge even if non-zero movements are found. To obey the utility obey the following :-

1. From the **WinStock** menu, select **Utilities** and then **Database utilities**.
2. Select the Database Utility 14 i.e. **Purge obsolete stock**. The following screen will be displayed :-

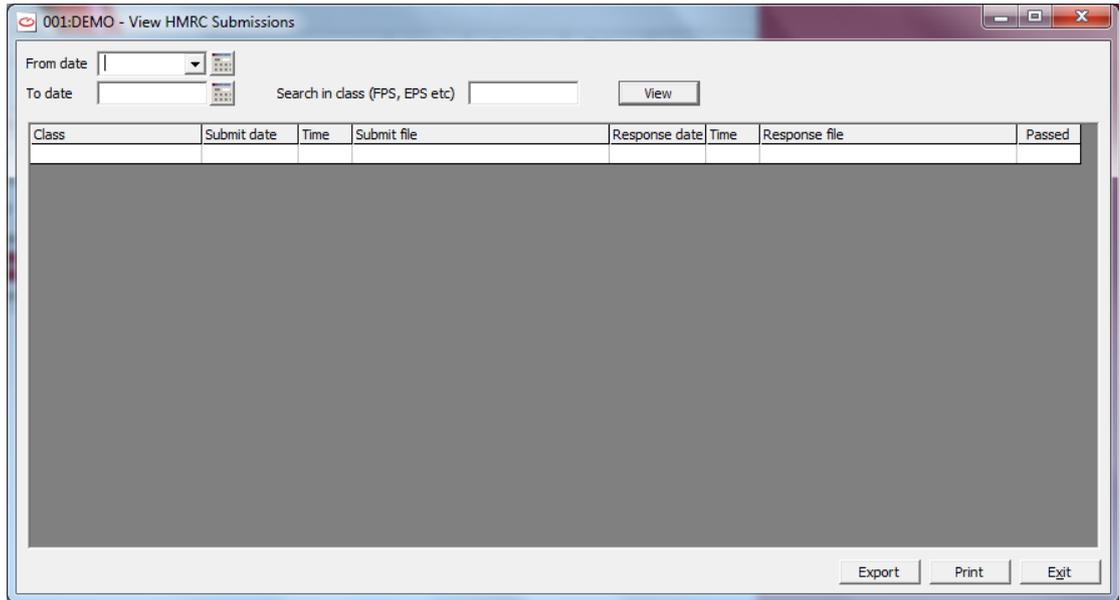


3. Select **Purge** and the purging will take place. The results will be listed on the screen with the purged items listed with the word 'Purged' next to them on the line and those items marked as obsolete but not purged will be listed saying why they have not been purged.
4. A TSV file of the results will be produced in the TSV folder of this company.
5. Finally select **Exit**.

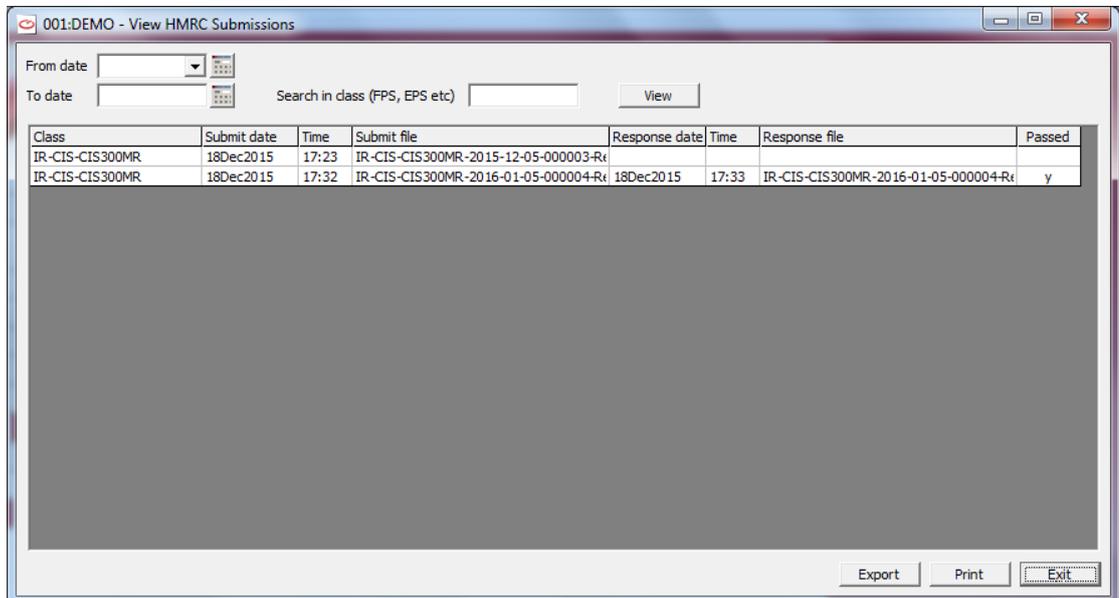
VIEW HMRC SUBMISSIONS

To view the submissions you have made to HMRC obey the following :-

1. From the **WinStock** menu, select **Utilities**, followed by **View HMRC submissions**.
2. The following screen will be displayed :-



3. To view all the submissions just select **View** and they will all be displayed. You may limit the list by select the **From date** and **To date**. and/or you may enter in the field **Search in class (CIS etc)** the class of the submissions you wish to view. Then select **View**.
4. The screen will now display the submissions, for example :-



5. You may choose to **Print** or **Export** the results of the report.
6. Finally select **Exit**.

LOAD NON-MENU PROGRAM

This facility will only be used under the direction of Compact Support to run special programs e.g. a diagnostic test.

It will run a program not on the standard system menu.

For further details consult Compact Support.

Choose **Cancel**.

CHANGING TO OTHER MODULES

If you are using the Classic menu to access **WinStock**, then to access other modules that are available on the system (e.g. **WinPay**, **WinAccs**,) :-

1. Select the **Modules** option from the **WinStock** menu
2. The modules available on the system will be displayed. Select the module you require.

If the chosen module is available to you, then the **WinAccs** system will be closed and the initial screen of the chosen module will be displayed.

If the chosen module is not available to you then you will be warned that this is not found and advised to contact your system supervisor.

If you are using the New menu then just select the required module from the first column displayed when you are in **WinAccs**.

GLOSSARY OF TERMS

Account

An account is the basic record which holds details to identify the types of transactions which may be posted to it e.g. sales account, purchase account, nominal account.

Aged debtor

A report showing outstanding debts in columns representing periods of time (e.g. months) that the debts have been outstanding.

Analysis Codes

A costed nominal ledger account may be linked to the contract (job) ledger for analysis purposes. It will have an associated contract account which keeps a record of the transactions posted to the contract under major contract analysis codes and for each major analysis code there are minor analysis codes.

The major and minor analysis codes are the means of breaking down the analysis of the transactions for a contract into a structured pattern. For instance if you do not wish income and costs for a contract to be analysed under the same headings you can use different major headings for income and for costs.

Audit trail

The list of all account transactions posted for a particular batch.

Bin

A uniquely defined place in which you hold stock that can be counted and tracked by WinStock. Each bin exists within one site.

Cascade

The method of displaying multiple windows down the screen, overlapping each other.

Chart of Accounts

The set of accounts which are maintained within the nominal ledger for accounting purposes.

Check Box

A square box within a dialog box or window which can be "checked" or "not checked" to make a selection. A checked box is indicated by a cross or tick in the box. An unchecked box is empty.

Click

The term used to refer to pressing the button on the mouse ONCE to make a selection.

Close Box

The small box at the top right-hand corner of a window which, when clicked, closes the window.

Code Lookup

A WinAccs facility which displays a list of codes for a field, and allows you to scroll through and select the required code. Code Lookup is shown as a command button with @ on it. You may click on the @ sign to display the complete list of codes in alphabetical order. Alternatively you may enter some characters in the code field and then click on the @. In this case the list of codes displayed will start from the code beginning with the characters entered.

Command Button

A rectangle on a dialog box or window which is used to select an action. The action is described within the button.

Contract Ledger

A nominal ledger account may be linked to the contract (job) ledger for analysis purposes. It will have an associated contract account which keeps a record of the transactions posted to the contract under major contract analysis codes and for each major analysis code there are minor analysis codes. The details of each contract can be analysed within the defined headings.

Control Account

A nominal ledger account which can only be posted to by WinAccs, and which cannot be deleted.

Control Menu Box

The top left corner of the title bar of a window, which allows you to open the Control menu.

Costed Nominal

A nominal ledger account which is linked to the contract (job) ledger for analysis purposes. It will have an associated contract account which keeps a record of the transactions posted to the contract under major contract analysis codes and for each major analysis code there are minor analysis codes. The details of each contract can be analysed within the defined headings.

Customers

Details on customers are held on the WinAccs Sales Ledger.

Database index

The sequence in which data records will be accessed in the WinStock database.

Dialog Box

A box which is used to display and enter information within an application, and to select actions to carry out.

Double Click

The term used to refer to pressing the button on the mouse rapidly TWICE to make a selection. This method of selection can often be used to select an item and perform an action, without the need to click on a command button.

Edit Box

A box in a dialog box or window into which you can enter information. Also referred to as a Text Box.

Final Account Codes

The codes which must be attached to each nominal ledger account to identify the accounts position within the Profit & Loss or Balance Sheet report.

Function key

The keys on the top of the keyboard labelled F1, F2,F10 or F12. Each key performs a specific function within a software package e.g. throughout the WinAccs system pressing F1 accesses a help screen.

Help

Throughout the WinAccs system there is a context sensitive Help facility which can be selected by striking the F1 function key. This will display the relevant section of the WinAccs Help to give detailed information about the part of the system that you are currently using.

Highlight

The method used to identify selected items from a list box. The mouse is used to click on one or more required items. These items are then highlighted which is to say that they appear in a different colour or in reverse video.

List Box

A box within a dialog box or window which lists options or items. If all of the items cannot be displayed in the box, a scroll bar allows you to scroll vertically or horizontally through the remaining items.

Major Analysis Code

See Analysis Codes.

Matching

The method used to match corresponding transactions together in order to mark them as no longer outstanding, e.g. to match an invoice and credit note.

Maximise Box

The small box, which is displayed towards the right of the Title Bar and which contains a small square. Use the mouse to enlarge a window to its maximum size by clicking on this box (if the window is at its maximum size the Maximise Box is replaced by the Restore Box).

Menu Bar

A menu bar may be included at the top of some windows (beneath the window title). This provides access to other application facilities, as well as to the standard Windows File, Edit and Help options. To gain access to the options which are available from a menu, you click the mouse on the menu bar to drop down the menu and select the appropriate option by clicking on the line containing that option.

Message Box

A dialog box which informs you of error messages or other important information.

Minimise Box

The small box, which is displayed towards the right of the Title Bar and which contains a small horizontal line. Use the mouse to reduce a window to a taskbar button by clicking on this box.

Minor Analysis Code

See Analysis Codes.

Nominal Account

A nominal account is an account in the Nominal Ledger which holds the analysis of the accounting transactions. E.g. goods sold, goods bought, current bank balance, total owed by supplier. A nominal account can be costed so that there can be a further analysis by contract and by analysis codes for each contract.

Nominal Code

The account code used to reference an account in the WinAccs nominal ledger.

Option Button

A small round button which is included in a dialog box or window. You use the mouse to select an option button to choose an option. If a group of option buttons are displayed, only one button can be selected at one time.

Proforma Invoice

An invoice which is produced but which is not a tax invoice, and is therefore not posted to the ledgers. It may be produced to provide estimates or quotations.

Purchase Account

A purchase account is a supplier account showing the supplier's name and address and the payment terms.

Purging

The process of removing transactions from **WinAccs**. Only transactions which are no longer required within the system can be purged.

Released Retention

An amount of retention which has been released for payment. See also Retention.

Re-order point control

A common method of controlling stock holding levels. Usually you only re-order materials when the current stock is less than the re-order point.

Restore Box

The small box containing two small overlapping squares and which appears towards the top right hand corner of the window if it has been maximised. Click on this box to return the window to its original size.

Retained Profit

The balance sheet nominal account which maintains the profit or loss value for the company (since startup).

Retention

An amount for an invoice which will not be paid until the goods or service has been successfully completed or a certain release date has been reached.

Sales Account

A sales account is a customer account showing the customer's name and address and the payment terms.

Scroll Bar

The bars at the bottom and right edge of a window whose contents are not entirely visible. Each scroll bar contains a scroll box and two scroll arrows. Clicking on the arrows moves up or down one line. Clicking above or below the box in the scroll bar moves up or down one page.

Search button

This button allows you to search the database. Alternatively you can often use the @ character in the field, followed by Enter or Return.

Site

A site is one of your main operating areas, with a full postal address. Within the site you can set up a number of bins.

Stock Groups

Items of stock belong to a stock group if their financial ledger aspects are all the same.

Stock Items

Any item or part over which you want to maintain purchase, stocking and sale control. Consumables are often not handled by stock control systems.

Suppliers

Details on suppliers are held on the WinAccs Purchase Ledger.

Tile

The method of displaying multiple windows on the screen so that no window overlaps.

Title Bar

The horizontal bar across the top of a window which includes the name of the window, and optionally the Minimise, Maximise and Restore buttons, and the Control Menu icon.

VAT

Value added tax.

VAT tax point

Unless you are on VAT Cash Accounting, the VAT tax point is the date printed on an invoice.

Window

A box on the screen which is used to display or enter information for the application. Generally windows can be resized and repositioned.

Work In Progress

The total of all of the costs on a contract (written off values) for which Sales Invoices have not yet been raised.

Written Off

The amount for an invoice by which you wish to reduce the Work In Progress for a contract. This value is referred to the "cost of sales" value (COS).

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