

PostTrans Manual V5

Contents

1	INTRODUCTION	2
1.1	POSTTRANS FEATURES:	2
	INSTALLATION.....	3
1.2	SYSTEM REQUIREMENTS	3
1.3	UPGRADING PRE ENTERPRISE V5 SYSTEMS.....	3
1.4	INSTALLATION ON NETWORK.....	3
1.4.1	<i>Installation on each Machine</i>	3
1.5	POSTTRANS TOOLBAR	4
2	IMPORTING TRANSACTIONS	5
2.1	HOW DOES IT WORK?.....	5
2.2	IMPORTING SINGLE SALES INVOICE.....	6
2.2.1	<i>Transaction Lines</i>	7
2.3	CLEAR TRANSACTION	7
2.4	IMPORTING MULTIPLE TRANSACTIONS.....	8
2.4.1	<i>Post Back fields</i>	8
2.4.2	<i>Other options</i>	8
2.5	PURCHASE PAYMENTS FROM AN EXTERNAL SYSTEM (PPI).....	9
2.6	NOMINAL JOURNALS	9
2.7	TIMESHEETS	10
2.8	ROUNDING.....	10
3	IMPORTING OTHER TYPES OF RECORDS	11
3.1	IMPORTING CUSTOMERS/SUPPLIERS	11
3.2	IMPORTING TRANSACTION HISTORY.....	12
3.3	IMPORTING STOCK	12
3.4	IMPORTING NOMINAL STRUCTURE	13
3.5	IMPORTING DISCOUNT MATRIX	13
4	OTHER USEFUL TIPS	14
5	OTHER USES FOR POSTTRANS	15
5.1	UPDATE PRICE AFTER TRANSACTIONS HAVE BEEN POSTED	15
5.2	MATCHING PAYMENTS.....	15
6	FUNCTIONS PROVIDED BY POSTTRAN.XLA.....	16
6.1	ROUNDING VALUES USING EXCHEQUER ROUNDING	16
6.2	EXTRACTING SINGLE LINES FROM MEMO FIELDS	16
6.3	STRIPPING HIDDEN CHARACTERS FROM TEXT	16
7	TAG DEFINITIONS	17
7.1	TRANSACTION TAGS	17
7.2	ACCOUNT RECORD TAGS	19
7.3	STOCK RECORD TAGS	20
7.4	GL RECORD TAGS.....	21
7.5	AUTO BANK RECONCILIATION RECORD TAGS	22



1 INTRODUCTION

PostTrans – Overview >> What is PostTrans?

PostTrans is an Excel add-in, which enables users to import many different Exchequer Transaction types from external systems. PostTrans additionally provides the importation of Customer/Supplier Accounts records, Stock records, Price Discount records and GL records.

Please open the example documents in the “PostTrans” program group.

1.1 PostTrans Features:

1. Detailed confirmation is given before importing each transaction. This allows the user to reject errors and amend before importing.
2. All Rate, Job codes etc. are validated, before importing, and the cursor is moved to any errors that may exist in the imported data.
3. PostTrans will optionally look up Timesheet defaults before importation, such as Analysis code, charge out rate and cost rates, and post back into spreadsheet.
4. Very quick and easy importation of Customer/Supplier records with warnings of any data that exceeds the field length within Enterprise.
5. Excel can be used to manipulate the imported data, and display totals, before importation into Enterprise.
6. Using Excel functionality, the user can add additional data to transactions from external systems.
7. Will convert external Account codes to Enterprise Account codes
8. The data can be either manually entered into a spreadsheet or imported from delimited or fixed length file format text file. This is optionally renamed *.OLD to stop users re-importing data twice.



INSTALLATION

1.2 System Requirements

PostTrans requires:

Windows 95/85/NT4/2000 with Office 97,2000, or XP

A Desktop Pentium 200 with 64mb of Ram

Enterprise V4.3+ loaded and working

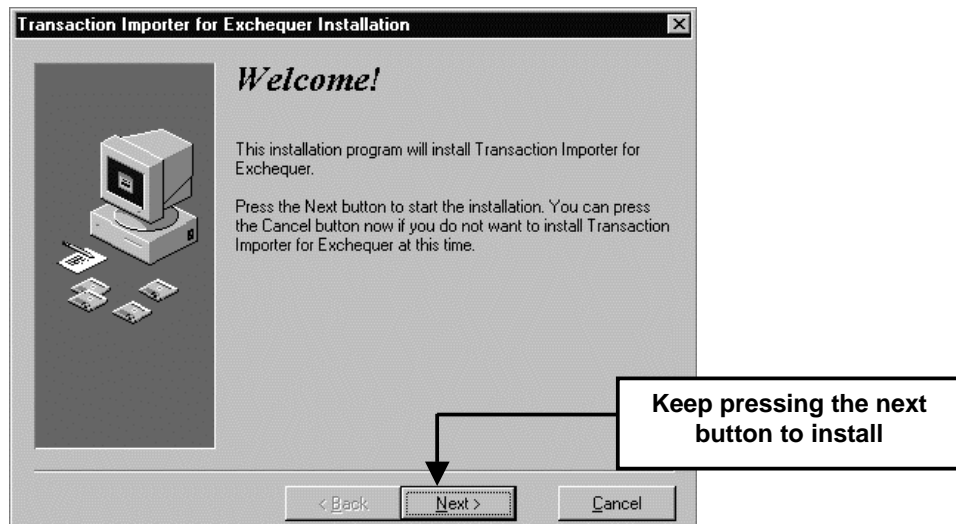
DLL Toolkit Licence unlocked

1.3 Upgrading Pre Enterprise V5 systems

Please read the "Upgrading Pre V5.doc" before installing. This can be found in the root directory of the CD-ROM or on our web site at www.comtekaccounts.com/PTUpdates.htm.

1.4 Installation on Network

PostTrans uses a standard Windows 95 and NT V4 compatible installation program. Put CD-ROM in drive and run "PTSETUP.EXE" to start the installation process. Note : you may need administrator network rights to install this program and the rights to create files in the Exchequer directory on the network. A set-up wizard will be displayed:



The second page of the set-up wizard asks for the Exchequer program directory.

Simply keep pressing the [NEXT] button to install. This installation routine will then place the files on the network, creating a sub-directory in the Exchequer directory called "PostTrans". This directory contains examples and manuals etc.

1.4.1 Installation on each Machine

Once installed on the network, simply open Excel and select menu option Tools >> Add-Ins. Now press the browse button and find PostTrans.xla in the Exchequer program directory. After selecting the file Excel will ask if you want to copy the add-in to your library folder Answer NO.

Post Trans should now quickly run an install routine to add certain files to your computer.

The PostTrans Toolbar should now be installed in Excel.

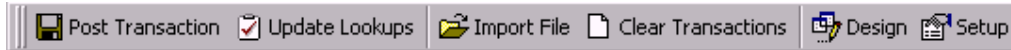


A "PostTrans" program group will be added to your "Start" menu. This contains example templates. Now open one of the example spreadsheet or open the sheet you have already designed.

Please go to <http://www.comtekaccounts.com/PTUpdates.htm> for latest updates and files.

1.5 PostTrans Toolbar

When installed, the PostTrans toolbar should be displayed in Excel:



Description	Function
Post Transaction	Import the Transaction or data in to Exchequer company as specified in Set-up
Update Lookups	Scan data, validate and write back any looked up values
Import File	Import a text file from CSV or fixed length field. Note this function does not disturb the contents of adjacent cells (unlike using Excel standard text file import routine). Therefore allows you to add Excel formula to adjacent cells and import data based on calculations, etc. Can optionally rename file to xxx.OLD.
Clear Transaction	Clear Transaction, if an "X" is placed in row 17 (Default) then clears column contents.
Design	Display list of Tags (these are used to identify data in columns)
Setup	Access System Set-up, the setup data is stored in the "Defaults" sheet therefore each template can have different settings.



2 IMPORTING TRANSACTIONS

For an example of how to import Transactions, open "Example.xls" in the PostTrans program group. The following is based on that example. To design your own import template we suggest you delete the unwanted sheets and alter the example sheet for your own purposes or use the "Blank Import" sheet. Save and test regularly, so you can always go back to the last working copy, when setting up a new template. Note the last sheet of this example is important and should not be deleted as it stores all the PostTrans settings. PostTrans will not work without it.

2.1 How does it work?

When the user presses the [Post Transaction] button, PostTrans uses the settings found in the "defaults" sheet, of the template, to import Transaction data into Exchequer. Although these settings are stored in the "defaults" sheet, pressing the [Setup] button allows easy access to all of the settings. You should never edit the "defaults" sheet directly.

System Setup

General | Trans Switches | Confirmation | Trans Defaults | Trans Head...

Company Name: ELEC01 Electrics R' Us
Company File Name: D:\431\DEMO\
Else find in Cells:

Select Company

Transaction Tag Row: 18
Transaction Line Data Start Row: 20
Maximum Number of Lines: 10,000 max (uses 3.3Mb)
Delete Markers found in row: 17 by 1000 rows

Register Software | View Manual

Cancel | OK

XLA : V1.0.9 DLL : 4.32.0 Exchequer DLL Version : TKDLL4.32\436.062\32-

- Select Exchequer Company to import into
- Define where the Transaction lines start in the spreadsheet. DO NOT ALTER UNLESS NECESSARY
- Register the Software. This gives a code for which ComTek can give an unlock code for.
- PostTrans version and Exchequer Toolkit version No.

When the user attempts to import for the first time PostTrans will force you to set the company to import into automatically.

When this window is closed PostTrans will validate default GL codes entered in the setup window. If these are invalid please set the appropriate values in:

System Setup

General | Trans Switches | Confirmation | Trans Defaults | Trans Head...

Unless stated each Transaction will default to:

Operator: Excel VAT code: Z
Currency: 1 Due Days: 30
Sales GL Code: 52010 Cost Centre: AAA
Cost of Sale GL Code: 62010 Department: AAA
Payment GL Code: 2010 Status: 0
0=Post, 1=On Query, 2=Unit Alloc, 3=Authorise

[Import CSV File] button Defaults:
Import file directory: c:\Program files\PostTrans
Post Filename back to cell: c8 File Delimited by: , or Enter NL
 Fixed Length Format (Specified in rows 200 onwards in Defaults)

Cancel | OK

XLA : V1.0.9 DLL : 1.1.19 Exchequer DLL Version : TKDLL4.32\436.063\32-Bit

- Default VAT Code, GL and CC/Depts. Only used if not specified on transaction.
- Put Transaction "On Query" when imported
- Set the default path of where to get CSV files from.
- Post imported file name back to cell ref. This can be used to put file name in "YourRef" on Transaction Header

Having set the company and default values we can import data. Please select the Exchequer "Electrics R Us" data file.



2.2 Importing Single Sales Invoice

Now select the "SIN" spreadsheet, of the Example Spreadsheet.

We can see that in the rows 1-16 contain Transaction Header information. For Example cell C3 is the Transaction Type (NOTE THIS MUST ALWAYS BE SPECIFIED EVEN IF OVERRIDDEN IN LINES)

17	x	x	x	0	0	0		x	0	0		x	x
18	TLP	Stock	Description	NetValue	QTY	Discount		VATCode	Weight	VATAmount	CostPrice	LineType	GLCode
19	Posted ?	Stock Code	Description	Unit Price	Qty	Discount	Total	VAT	Weight	VAT		Line Type	G/L Code
20			Entered by Jill							0			52010
21			Passed by Bill										52010
22		CAMERA-DU	Dummy Camera 2.005	5	-0.2	1	1	S	23	0	3	2	52010
23			Packing &	25	1	0.25	25	Z	0	0	3	2	52010
24			Carrage to London										52010
25		SMOKEDETE	Standard Smoke 1	10			10	S	4	0.175	3		52010
26			Packing &	1	10	0.25	10	Z	0	0	3		52010

These Header fields are specified in the system set-up:

System Setup
 Trans Defaults | Trans Header Cells Refs | **Trans Header Cells2** | Custj |
 Transaction Header Field in cells:
 Transaction Type: C3
 Customer/Supplier Account: C4
 Transaction Date: C5
 Due Date: C6
 Your Ref: C7
 (NOM Description) Alt Ref: C8
 Ctrl GL Code: H16
 Discount Days: H14
 Job Costing Transaction Header Field in cells:
 Timesheet Wk/Month: c2
 Timesheet Employee Code: C12
 Job Code: C13
 Analysis code: C14
 Clear All
 Cancel OK
 XLA : V1.0.9 DLL : 1.1.19 Exchequer DLL Version : TKDLL4.32/436.063/32-Bit

More Header Cell Refs

PostTrans will find the Transaction type in cell C3 unless overridden in lines.

Unwanted fields can be left blank. Note you must be careful when adding columns to the template. For example if we add a column between D and E then "Delivery address will no longer be in cell H3-H7 and Post Trans will see the first lines as "Add1:".



2.2.1 Transaction Lines

	A	B	C	D	E	F	G	H	I	J	K	L	M
16		User2:	USER2							Total VAT:	0.18		
17	x	x	x	0	0			x	0	0		x	x
18	TLPosted	StockCode	Description	NetValue	QTY			VATCode	Weight	VATAmour	CostPrice	LineType	GLCode
19	Posted ?	Stock Code	Description	Unit Price	Qty			Total	VAT	Weight	VAT	Line Type	G/L Code
20			Entered by Jill										52010
21			Passed by Bill										52010
22		CAMERA-DUI	Dummy Camera 2.005	5	1		S	23	0	3	2		52010
23			Packing &	25	1		Z	0	0	3	2		52010
24			Carrage to London										52010
25		SMOKEDETE	Standard Smoke 1	10	10		S	4	0.175	3			52010
26			Packing &	1	10		Z	0	0	3			52010
27													
28													

Row 18 contains a series of "Tags", these Tags specify the data in each column (see back of manual for list). A "Design" window is provided ([Design] button) to list the Tags available, double clicking on the tags lists writes the tag name to current cell. Column "A" should always have "TLPosted", when the transaction is imported PostTrans will mark each line as having been imported. This stops the user importing data twice.

The other tags can be in any order, but some are required. "Description" is required. PostTrans uses it to detect the end of an import. Basically when it finds a blank description it stops importing data. In this example cell C27 is blank so it will stop there. Putting a "." in the description makes PostTrans ignore the line altogether, this may be useful if you want it to skip lines which contain total etc.

In this example the actual transaction line data starts at row 20, row 19 is ignored (rows 18 and 20 were specified in the first page of system set-up).

Account View

VAT code VAT (Amount)
 S = 1.80 at 17.5% (28.05)
 Z = 0.00 at 0% (35.00)

Nom Code = Amount
 52010 = 56.83 Sales, Batteries

Cost Centre = Amount
 AAA = 56.83 No Salesperson

Department = Amount
 AAA = 56.83 Elec R Us

Stock Code Amount Qty
 NO STOCK CODE = 35.00 11.00 NO STOCK BOOKED
 CAMERA-DUMMY = 10.03 5.00 Dummy Camera with LED indicator
 SMOKEDETECTBAT = 11.80 10.00 Standard Smoke Detector - Battery

WARNING :
 The actual VAT values read from spreadsheet MUST be to 2 decimal places. Formatting the cell will not resolve the problem since the value in actual cell will still be beyond 2 dp. The importer will round off to 2dp but (using Exchequer rounding) if payment lines are included then the total may not balance with the payment lines after rounding. THIS ROUNDING SHOULD BE PERFORMED BEFORE IMPORTING

Cost : 78.00
 Weight : 155.00
 Total Qty : 26.00

Nett : 55.05
 VAT : 1.80
 Gross : 56.85

Number of lines : 7 (Start row 20)
 Transaction Date : 01-01-1998

Copyright Sam Smith 1999 XLA V4.0.0 DLL V4.32.0 SamSmith@ComtekAccounts.com
 Exchequer DLL TKDLL4.32/436.062/32-Bit

Please check transaction in Exchequer BEFORE posting day book

Cancel Cancel All Post Transaction

Lets press [Post Transaction], after a second or two a conformation window is displayed to show a summary of the data about to be imported into Exchequer:

After posting the transaction it is the responsibility of the user to check the transaction in Exchequer.

Posting this will result in:

Sales Invoice Record - SIN007673

Data Entry | Analysis | Job-View | Footer | Notes

Astra Communications Limited A/C ASTR01 Per/Yr 01/1998 Our Ref SIN007673 Excel
 5669 Routes des Cretes
 Paris Date 01/01/1998 Your Ref SAM Currency £
 055598 Due 31/01/1998 Alt. Ref SAMMY Ex.Rate 1.000000 Deliver

Stock Code	Qty	Description	Line Total	VAT
		Entered by Jill		
		Passed by Bill		
CAMERA-DUMMY	5	Dummy Camera with LED indicator	10.05	S
	1	Packing &	25.00	Z
		Carrage to London		
SMOKEDETECTBAT	10	Standard Smoke Detector - Battery	10.00	S
	10	Packing &	10.00	Z

OK Cancel Close Add Edit Insert Delete Find Links

GL Account	CC	Dept	Locn	Net Total	VAT Content	Total
Sales, Batteries				55.05	1.80	56.85

Try altering one of the GL codes. Make it invalid and re-import the transaction. Yup may need to delete the "POSTED" entries in column "A". PostTrans will inform you of the error and move the cursor to the position of the error.

2.3 Clear Transaction

After an import, the user may press the [Clear Transaction] button to clear the contents of the template. PostTrans uses the markers in row 17 to clear down the transaction lines. "X" denotes clear contents; any other value is copied down the sheet. Note: This is also done automatically before reading in a Text file.



2.4 Importing Multiple Transactions

Now select the "SIN2" spreadsheet, of the Example Spreadsheet.

1	A	B	C	D	E	F	G	H	I	J	K	L
2	Sales Invoices to many accounts from file											
3												
17	Transaction Type: SIN											
18	x	x	x		0	0	0		x		X	
19	Posted ?	Date	Account	Description	Unit Price	VAT	Qty	THAltRef	GLCode	VATCode	PBGLName	PBTLTot
20		35855	ACC001	Rent for Stall A1	10	1,175	1	RT57	54020	S	Sales, Flood Lights	11.18
21		35856	ACC001	Rent for Stall A2	10	1,175	1	D114	54020	S	Sales, Flood Lights	11.18
22		35864	DIRE01	Rent for Stall A3	10	1,175	1		54010	S	Sales, Bulbs	11.18
23		35865	DIRE01	Rent for Stall A4	25	2,9375	1	P456	54010	S	Sales, Bulbs	27.94
24		35866	QUAD01	Rent for Stall A5	25	2,9375	1		54010	S	Sales, Bulbs	27.94
25		35860	DIRE01	Rent for Stall A6	25	0	1		54010	Z	Sales, Bulbs	25

This example Imports single lines as a whole transaction

We can see that in the tag row we are overriding the Transaction Header values using the Tags "THTransDate" and "THAccountCode". In this case PostTrans reads down the lines and makes a note of the values of this column (others include "THAltRef" and "THYourRef"). If the values change on the next line, PostTrans treats it as the start of a new transaction.

In our example the first two lines are for the same account, but the Transaction dates are different so these are treated as different transactions. If the dates were the same it would have imported one transaction with two lines on it. The tag "THForceSeparateTrans" can be used to force separate transaction lines.

2.4.1 Post Back fields

The sections on the right, in yellow are, "Post Back fields". Being prefixed with "PB" denotes all these. PostTrans actually writes information back to these cells, such as "PBTLTot" Line total and "PBAccountName" Account Name. Exchequer OLE could also be used to enhance the functionality.

2.4.2 Other options

Customise the Transaction confirmation window or suppress it completely

If account code is unknown, in Exchequer, then import an new account called "UNKNOWN". This allows the data to be imported and the account details entered or imported later. To enter details, in Exchequer, simply search for all accounts with name "UNKNOWN".

Use account codes in "Alt Search Ref", on the Customer/Supplier account, instead of account codes.

If rounding is a problem then import VAT as "Manually calculated", thus bypassing the Exchequer validation.

Enforce Job Codes when column is specified

Set Decimal places



2.5 Purchase Payments from an external system (PPI)

Now select the "PPI2" spreadsheet, of the Example Spreadsheet.

Press the [Import File] button, and then press [OK] button. Then browse to the "PostTrans" directory (sub directory of Exchequer). Double click on "Trans_18061999.CSV" file. PostTrans will now read this file into row 20 onwards and rename the file to .OLD. The name of the file is written to cell C8 (Alt Ref field of the Transaction header).

This data has come from an external system, which produces its own payments. These are exported via the CSV file we have just opened and imported in to Exchequer for accounting purposes:

	A	B	C	D	E	F	G	H	I	J	K
17	x	x	x	x	x	x	x	0	x	0	NO
18	TLPosted	THAccountCode	Description	PaymentCheq	THTransDate	PayRef	NetValue	VATCode	VATAmount	PaymentLine	
19	Posted ?	Account	Desc	Cheque Num	Trans Date	Pay ref	Value	VAT Code	Amount	Payment Line	
20		BACSD1	Total BACS Redemp	BACS	18/06/1999		352.57	Z	0	NO	
21		BACSD1	Total BACS Redemp	BACS	18/06/1999		2281.71	S	399.3	NO	
22		BACSD1	Total BACS Redemp	BACS	18/06/1999	BACS	3033.58		0	YES	
23		REDP01	Payment to AB6 CH		18/06/1999		23.06	S	4.04	NO	
24		REDP01	X	44561	18/06/1999	AB6	27.1		0	YES	
25		REDP01	Payment to C/CC CH		18/06/1999		127.74	S	22.36	NO	
26		REDP01	X	44562	18/06/1999	C/CC	150.1		0	YES	
27		REDP01	Payment to CONT2 CH		18/06/1999		44.83	S	7.84	NO	
28		REDP01	X	44563	18/06/1999	CONT2	52.67		0	YES	
29		REDP01	Payment to DEA2 CH		18/06/1999		41.5	Z	0	NO	
30		REDP01	X	44564	18/06/1999	DEA2	41.5		0	YES	

Again we have overridden the account code with "THAccountCode". We now also use a tag called "PaymentLine" which denotes which line is the payment side of the transaction.

If the "PaymentLine" tag is not specified, then PostTrans will automatically calculate the payment side of the transaction and add it to the transaction. It only does this for "PPI" and "SRI" transactions.

2.6 Nominal Journals

Now select the "NOM" spreadsheet, of the Example Spreadsheet. This journal has Credit and Debit columns. "NOM2" show using a single column for Credits and Debits.

	A	B	C	D	E	F	G	H
1		Nominal Journals						
3		Type: NOM						
5		Date: 35796						
6		Due:						
7		Your Ref: Sam						
8		Alt Ref: Sammy						NOM
13		Job Code:						
14		An code:						
15		User1: USER1						
16		User2: USER2						
17	x	x	x	x	x	x	x	x
18	TLPosted	Description	AmountCr	AmountDr	CostCent	Departme	GLCode	
19	Posted ?	Description	Credit (-)	Debit (+)	CC	DEP	G/L Cod	
20		Description Line 2						
21		Pay	150		EP1	BRO	52010	
22		Pay		150	EP1	BRO	2010	
23		Extra line in description						
24		Petrol	26.45				52010	
25		Petrol		26.45			2010	
26		Food expenses	11.49				52010	
27		Food expenses		11.49			2010	
28								



2.7 Timesheets

Now select the "Timesheet" spreadsheet, of the Example Spreadsheet.

1	A	B	C	D	E	F	G	H	I	J															
2		Timesheet Example																							
3		Week/Month Ref: 1																							
4		Transaction Type: TSH																							
5			Date:																						
6			Due:																						
7			Your Ref: Sammy																						
8			Alt Ref: Trans_17061999																						
13		Edit Header	Job Code:			JOB COSTING																			
14			An code:																						
15			User1: USER1			TIMESHEET TRANSACTIONS																			
16			User2: USER2																						
17	X	X	X	X	1	X	X	0	0	X															
18	TL	Posted	TSH	Employee	Code	Description	TH	TransD:	TSH	Hours	TSH	Rate	Code	Job	Code	TSH	Cost	Per	Ho.	TSH	Charge	Out	Anal	Code	
19	Posted	?	Employee	code	Description	Date	Hours	Rate	Code	Job	Code	Cost	Charge	Out	Analysis										
20			DEAN01		Development	02/01/98	5	ELEC-OVER	PAV			7.5	5												
21			ALAN01		Design	1 sept 1993	3	ELEC-OVER	BATH01			34	7.5												B-TRAIN
22			DEAN01		Development	sept 3 1996	6	ELEC-OVER	PAV			45	60												B-TRAIN
23			DEAN01		Design	1-2-99	9	ELEC-OVER	PAV			45	60												B-TRAIN
24			RICH01		Testing	01/01/98	4	GENERAL	PAV			20	25												B-TRAIN
25			RICH01		Report writing		2	GENERAL	PAV			8	11												S-ENGINEER
26			RICH01		Development		6	GENERAL	BATH01			8	11												S-ENGINEER
27			RICH01		Design	02/01/98	3	GENERAL	PAV			8	11												S-ENGINEER
28			RICH01		Report writing		1	GENERAL	PAV			8	11												S-ENGINEER
29			RICH01		Development		6	MAINTAIN	PAV			8	17.5												B-ENGINEER
30			RICH01		Design		1	MAINTAIN	BATH01			8	17.5												B-ENGINEER
31																									

This imports timesheets into Exchequer Job Costing. This time we use tags beginning with "TSH" for fields specific to timesheets. In this example we have specified the charge out and cost charges. These are not required. Try deleting the contents of these cells and then press [Update Lookups] button. PostTrans will then fill in the values based on the Rate set-up in Exchequer.

Another file called "Timesheet.xls" is provided for entering a weekly summary. As the user moves the cursor through the sheet, they are prompted for the Job codes, etc. It uses lookup list (sheet called "Lookup") to help the user enter the correct codes.

2.8 Rounding

Please look at the "VAT Rounding" sheet for examples of rounding problems.



3 IMPORTING OTHER TYPES OF RECORDS

3.1 Importing Customers/Suppliers

For an example of how to import Transactions, open "Customer and Suppliers.xls" in the PostTrans program group.

Please select the "Import CS Accounts" spreadsheet.

	A	B	C	D	E	F	G	H
1	ACPosted	ErrorDesc	AccountType	AccountC	AccountName	RepCode	Add1	Add2
2			Type C or S	Code	Name	Rep	Add1	Add2
3			C	sam01	Customer 1	SAM	Number 2	Had
4			C	sam02	Customer 2	SAM	White Cottage	
5			C	sam03	Customer 3	LUKE	The Old School	
6			c	sam04	Customer 4	LUKE	Number 8	
7			c	sam05	Customer 5	RUTH	AmountDr	
8			C	sam06	Customer 6	TIM	Unit 4	
9								

For importing records that are not transactions, PostTrans expects to find a series of tags in row 1. Cell A1 MUST CONTAIN an identifier tag. This allows PostTrans to understand what the type record to import, in this case Accounts, so we use "ACPosted" tag in cell A1.

You must specify the "AccountType" tag (C or S) and "AccountCode". Note the account code cannot be changed after import. ALWAYS TAKE A BACKUP FIRST.

The other tags can come in any order.

Each cell is stripped of hidden characters as the data is imported.

Column B contains tag "ErrorDesc" this allows PostTrans to display warning and errors about the data. This could be "Error : Invalid Sales GL code" or warnings:

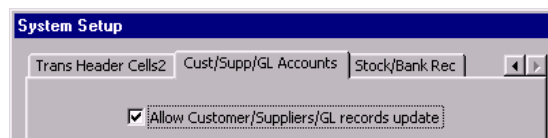
B4 = Warning: Account Name Len > 45 (60)

	A	B	C	D	E
1	ACPosted	ErrorDesc	AccountType	AccountC	AccountName
2			Type C or S	Code	Name
3	UPDATED		C	sam01	Customer 1
4	** CHECK **	Warning: Ac	C	sam02	A very very very long company name xxxxx
5	UPDATED		C	sam03	Customer 3

Row 2 is ignored. This allows you to put in your own descriptions to help identify data.

Import stops when PostTrans finds a blank Account code.

PostTrans will update records that exist in Exchequer unless the following option is turned off in setup:



If an account record already exists in Exchequer only the fields specified will be updated, all other values will left in tact.



3.2 Importing Transaction History

Please read the section on “Transactions” first.

Please select “Importing History” sheet.

	A	B	C	D	E	F	G	H	I	J	K
1		Importing History									
2											
3			Type: SRI								
17	x		x	50010			x				0
18	TLPosted	THTransDate	THDueDate	THAccount	GLCode	THTrans	StockCode	Description	QTY		NetValue
19	Posted ?	Date	Due Date	Account	Nominal Type		StockCode	Description		Gross	Net for Each
20		01/01/99	31/01/99	BROM01	52010 SRI		BAT-1.5AAA-ALK	1.5 v AAA Battery (4 pack)	2	250	125
21		01/01/99	31/01/99	BROM01	52010 SRI		BAT-1.5D-ALK01	1.5 v D Battery (2 pack)	3	330	110
22		01/01/99	31/01/99	BROM01	52010 SRI		BLANKINGPLATE	Blanking Plate 2 gang	5	250.37	50.07
23		01/01/99	31/01/99	BROM01	52010 SIN		COMPS SLIP	Compliments Slips (1000) 1/3 A4	1	250.37	250.37
24		01/01/99	31/01/99	BROM01	52010 SRI			Extra Description Line			0
25		01/01/99	31/01/99	FIBR01	52010 SRI		BAT-1.5AAA-ALK	1.5 v AAA Battery (4 pack)	2	250	125
26		01/01/99	31/01/99	FIBR01	52010 SRI		BAT-1.5D-ALK01	1.5 v D Battery (2 pack)	3	330	110

This contains transaction data, which are imported as SRI to give history. Note importing History can have many problems, such as rounding differences and new coding of accounts, etc.

3.3 Importing Stock

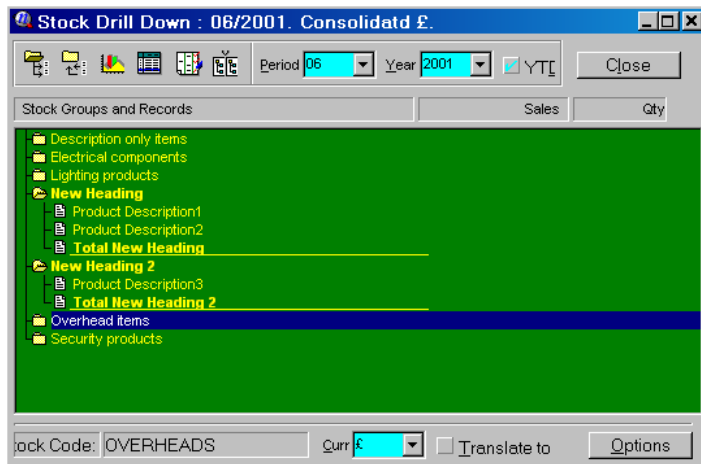
Please read the section on “Importing Customers/Suppliers” first.

Please select “Import Stock” sheet.

	A	B	C	D	E	F	G
1	STKPosted	ErrorDesc	StockCode	ParentStockCode	StockType	StockValType	Desc1
2		Error	Code				
3			NEWHEADING		G		New Heading
4			NEWHEADING2		G		New Heading 2
5			Example	NEWHEADING	P	F	Product Description1
6			Example2	NEWHEADING	P	F	Product Description2
7			Example3	NEWHEADING2	P	F	Product Description3

This is similar to Importing Customers/Suppliers, but the tag in cell A1 is now “STKPosted”. We now have to specify the “ParentStockCode”, “StockType” (G=Group and P=Product) and “StockValType” Valuation type (F=FIFO).

The above data will result in:



3.4 Importing Nominal Structure

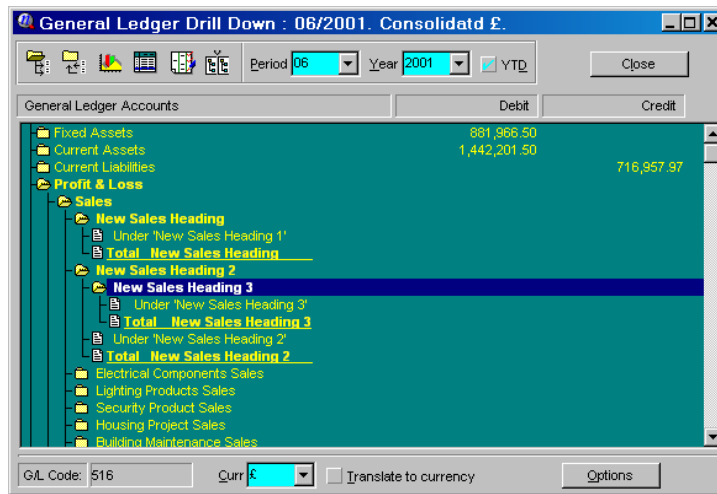
Please read the section on “Importing Stock” first.

Please select “Import GL codes” sheet.

	A	B	C	D	E	F	G	H	I
1	GLPosted	ErrorDesc	GLCode	ParentGLType	AltCode	Description		DefaultCurrency	
2		ErrorDesc	Code	ParentGL Type	Alt GL Code	Description		Currency	
3			510	50	H	HEADING1	New Sales Heading 1	1	
4			515	50	H	HEADING2	New Sales Heading 2	1	
5			516	515	H	HEADING3	New Sales Heading 3		
6			511	510	A		Under 'New Sales Heading 1'	1	
7			517	515	A		Under 'New Sales Heading 2'	1	
8			518	516	A		Under 'New Sales Heading 3'	1	

This is similar to Importing Stock, but the tag in call A1 is now “GLPosted”.

The above data will result in:



3.5 Importing Discount Matrix

Please read the section on “Importing Customers/Suppliers” first.

This is similar to Importing Stock, but the tag in call A1 is now “DiscPosted”.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	DiscPosted	ErrorDesc	CustCode	StockCode	Type	SalesBanc	DiscPerc	DiscAmo	DiscMarc	Price	QtyFrom	QtyTo		
2			PAV01	ALARMSYS-DOM-1	B	A	5							
3			PAV01	ALARMSYS-DOM-2	B	A	5							Band Less Discount
4			PAV01	ALARMSYS-DOM-3	B	A	5							
5			PAV01	ALARMSYS-DOM-4	B	A	5							
6			PAV01	ALARMSYS-DOM-5	B	A	5							
7			PAV01	ALARMSYS-DOM-5	B	A	5							Band Less Amount
8			OVER01	ALARMSYS-DOM-1	B	A		5						
9			OVER01	ALARMSYS-DOM-2	B	A		5						
10			OVER01	ALARMSYS-DOM-3	B	A		5						
11			OVER01	ALARMSYS-DOM-4	B	A		5						
12			OVER01	ALARMSYS-DOM-5	B	A		5						Margin
13			OUTD01	ALARMSYS-DOM-1	M	A			5					
14			OUTD01	ALARMSYS-DOM-2	M	A			5					
15			OUTD01	ALARMSYS-DOM-3	M	A			5					
16			OUTD01	ALARMSYS-DOM-4	M	A			5					
17			OUTD01	ALARMSYS-DOM-5	M	A			5					Special Price
18			OLYM01	ALARMSYS-DOM-1	P	A				5				
19			OLYM01	ALARMSYS-DOM-2	P	A				5				
20			OLYM01	ALARMSYS-DOM-3	P	A				5				
21			OLYM01	ALARMSYS-DOM-4	P	A				5				
22			OLYM01	ALARMSYS-DOM-5	P	A				5				Markup
23			NIGE01	ALARMSYS-DOM-1	U	A			5					
24			NIGE01	ALARMSYS-DOM-2	U	A			5					
25			NIGE01	ALARMSYS-DOM-3	U	A			5					
26			NIGE01	ALARMSYS-DOM-4	U	A			5					
27			NIGE01	ALARMSYS-DOM-5	U	A			5					
28														

Discount Type B = Band Price (Req:SalesBand), P = Special Price (Req:SPCurrency and SPrice), M = Margin % (Req:DiscMar), U = Markup % (Req:DiscMar), Q = Quantity Break (Req:QtyFr and QtyTo)



4 OTHER USEFUL TIPS

Putting YES in cell D4 of the “Defaults” sheet locks the [Setup] button on the toolbar

When designing a new template start with “Blank Import.xls” or delete unwanted sheets from the “Example.xls”

Make sure you can do what you want to do in Exchequer.

PostTrans does not handle inclusive VAT. YOU must calculate the VAT and unit price and then import these figures.

4.1 Problems importing into Excel .CSV files

Problems can be experienced when importing text files in to Excel, dropping leading zeros and converting dates, when the user simply opens the .CSV file. To specify the exact format of a text file, thus removing this problem, go to the “Data >> Get External Data >> Import Text File” menu. This option will import virtually any kind of file, and allows the user to specify the exact format of each column within the file.



5 OTHER USES FOR POSTTRANS

PostTrans can perform many other functions which are customer specific. These are listed below. Contact ComTek Accounts for the price of these.

5.1 Update price after transactions have been posted

It is not possible to update the financial figures on a transaction after having posted it, but PostTrans will allow you to update Transaction Line user fields. The values of which can be then used in reports.

The following show the template:

1 TUpdateUsers				Tag "TUpdateUsers"
2				Scan year 2000 periods 1-5 and update TUser 1 on SIN's
3 Year: 2000				
4 Period: 1 5				Stock items on transactions.
5 User Field: 1				
6 Trans Type: SIN				
7 Account code:				
8				
9 Post Desc	Stock Code	Value	Stock Description	
10 New	BAT-1.5AA-ALK		1.5 v AA Battery (4 pack)	
11 New	BAT-1.5AAA-ALK		1.5 v AAA Battery (4 pack)	
12 New	BAT-1.5C-ALK		1.5 v C Battery (2 pack)	
13 New	BAT-9PP3-ALK		9 v PP3 Battery	
14 New	BEACON-BLUE-24V		Blue Beacon 24v	
15 New	BULB-BA-PE-100W		100W Pearl Light Bulb, BA - 4 Pack	
16 New	CAMERA-BRACKET		Camera Mounting Bracket	
17 New	CAMERA-COLOUR-HR		Colour Camera High Resolution	

When the user activates PostTrans, it scans invoices posted for the specified period and year. It then lists any stock codes, down the sheet, which are on the transactions. After the initial scan the user can enter the true cost in column C.

1 TUpdateUsers				
2				
3 Year: 2000				
4 Period: 1 5				
5 User Field: 1				
6 Trans Type: SIN				
7 Account code:				
8				
9 Post Desc	Stock Code	Value	Stock Description	Transactions updated
10	7 BAT-1.5AA-ALK	4	1.5 v AA Battery (4 pack)	SIN007522 SIN007568 SIN007576 SIN007582 SIN007593 SIN007594 SIN007605
11	4 BAT-1.5AAA-ALK	5	1.5 v AAA Battery (4 pack)	SIN007522 SIN007568 SIN007562 SIN007593
12	3 BAT-1.5C-ALK	6	1.5 v C Battery (2 pack)	SIN007522 SIN007568 SIN007562
13	3 BAT-9PP3-ALK	23	9 v PP3 Battery	SIN007522 SIN007562 SIN007593
14	3 BEACON-BLUE-24V	5	Blue Beacon 24v	SIN007522 SIN007562 SIN007594
15	5 BULB-BA-PE-100W	6	100W Pearl Light Bulb, BA - 4 Pack	SIN007522 SIN007529 SIN007562 SIN007593 SIN007604
16	4 CAMERA-BRACKET	8	Camera Mounting Bracket	SIN007522 SIN007527 SIN007570 SIN007582
17	4 CAMERA-COLOUR-HR	4	Colour Camera High Resolution	SIN007522 SIN007527 SIN007570 SIN007582
18	3 CAMERA-COV-CLO	3	Covert Camera mounted in a 10"	SIN007522 SIN007562 SIN007595
19	4 COND-B-ANGBOX2	2	20mm Black Conduit Angle Box	SIN007522 SIN007528 SIN007568 SIN007582
20	6 SL-100W-60D-PH1	2	Phillips Spotlight 100W, 60 Degree	SIN007522 SIN007534 SIN007573 SIN007580 SIN007582 SIN007611
21	6 SL-500W-60D-PH15	1	Phillips Spotlight 500W, 60 Degree	SIN007522 SIN007534 SIN007573 SIN007582 SIN007611 SIN007612

When activated for the second time, PostTrans writes back the values entered in column C to any lines containing the stock code within the specified period. The transactions updated are listed in column E for verification purposes.

Note: This template expects to find data in the positions specified above.

5.2 Matching Payments

PostTrans can also match off Invoice to Payment given the account, amount and AltRef.



6 FUNCTIONS PROVIDED BY POSTTRAN.XLA

PostTrans provides the following extra user-functions (similar to EntFuncs.xla):

6.1 Rounding Values using Exchequer Rounding

This function allows you to use the rounding as applied in Enterprise

```
Public Function ZEntRound(Value#, DecimalPlaces&) As Double
' Round value using Enterprise rounding to x Places
```

6.2 Extracting single lines from Memo fields

Function that extracts a single line of text from Memo fields

```
Public Function ZEntGetLine(TextMemo As Variant, LineNo%, Optional BreakChr$ = "")
' Extract a single line from text (line%)
' Where BreakChr$ is used to identify the end of the line
' Defaults the chr$(10)
```

For Example:

```
= ZEntGetLine (C4,1)
```

Will return line one of a memo field (Multiple line data) contained in cell C4.

6.3 Stripping Hidden Characters from text

PostTrans trims each text field before importing. It may be necessary to strip hidden characters out of text occasionally.

```
Public Function ZEntStripHidden(Text$) As String
' Strips hidden chars out of text (Anything less than Chr$(32)
```



7 TAG DEFINITIONS

PostTrans uses a series of 'Tags' in a specified row (usually 18 but can be changed in system set-up). The following pages list these Tags:

7.1 Transaction Tags

Press the [Design] button or **Ctrl+Shift+D** to view tags in the Design Window.

Field Name	Type	Description
TLPosted		Returns 'POSTED' if Trans line has been posted and will be ignored if 'POSTED' (required)
StockCode	Text 16	Stock code
Description	Text 55	Description or Cheque No for Payment (required). Enter "." to ignore line.
PostBlankDescription	Text	Post Transaction with blank Description line, use to override End Of File
AmountCr	Double	Amount Credit for Nom's
AmountDr	Double	Amount Debit for Nom's
NetValue	Double	Net Value or Amount for each line (Price for 1 stock item)
Amount	Double	Net Value or Amount for each line (Price for 1 stock item)
QTY	Double	Qty of line (defaults to 1 if an amount is entered) Nom journals with Qty=0 will appear in Ledger
QtyMul	Double	Qty Multiplier
Discount	Double	Discount applied to line (this depends on the 'Discount expressed as %' setting in set-up)
CostPrice	Double	Cost price for line
VATAmount	Double	Vat Amount for Transaction (Note : This is validated before posting)
VATCode	Text 1	VAT Code for transaction (S,Z,E,1,2,3,4,5,6,7,8,9,A,D,T,X)
GLCode	Integer	Nominal code
CostCentre	Text 3	Cost Centre
Department	Text 3	Department
JobCode	Text 10	Job Costing code
AnalCode	Text 10	Job Costing Analysis code
Weight	Double	Weight of Line
LineDate	Date	Transaction Line Date
MultiStockLoc	Text 3	Location of Stock
LineType	Text 1	0 = Normal 1 = Freight etc
LineItem	Text 3	
QTYDelivered	Double	Total Qty Physically delivered + WOFF - Qty = OS
QtyWrittenOff	Double	Total Qty Written OFF
Currency	Integer	For Nominal journals only. 0-29,1=Sterling
PaymentLine	Yes/No	Set to 'Yes' to denote separate payment Line on SRI,PRI ...
PaymentLineAsWell	Yes/No	Set to 'Yes' to post matching payment for this line on SRI,PRI ...
PayRef	Text 16	Cheque Ref. for Payment Line
PaymentGLCode	Integer	Nominal code of bank account. ONLY USED WITH 'PaymentLineAsWell'
PaymentChequeNumber	Text 55	Payment Cheque used for reconciliation
SkipLine	Yes/No	If yes then ignore line
TLUser1	Text 30	Transaction Line User1
TLUser2	Text 30	Transaction Line User2
TLUser3	Text 30	Transaction Line User3
TLUser4	Text 30	Transaction Line User4
THTransType	Text 3	Override Transaction Type
THTransDate	Date	Override Transaction Header Trans Date Value
THUser1	Text 20	Override Transaction Header User1 Value
THUser2	Text 20	Override Transaction Header User2 Value
THUser3	Text 30	Transaction Header User3 Value
THUser4	Text 30	Transaction Header User4 Value
THYourRef	Text 10	Override Transaction Header Your Ref. Value
THAltRef	Text 20	Override Transaction Header Alt Ref. Value
THDueDate	Date	Override Transaction Header Due Date Value
THAccountCode	Text 6	Account Code (a separate transaction will be posted for each discrete value)
THJobCode	Text 10	Transaction Header Job Costing code



THAnalCode	Text 10	Transaction Header Job Costing Analysis code
THCurrency	Integer	Transaction Header 0-29,1=Sterling
THDaysDue	Integer	Day Due for invoice
THYear	Long	Override Year. Note: must specify Year in header to make PostTrans use Year specified e.g.1999
THPeriod	Integer	Override Period. Note: must specify Period in header to make PostTrans use Period specified e.g.7
THDelAdd1	Text 30	Delivery Address line 1
THDelAdd2	Text 30	Delivery Address line 2
THDelAdd3	Text 30	Delivery Address line 3
THDelAdd4	Text 30	Delivery Address line 4
THDelAdd5	Text 30	Delivery Address line 5
THForceSeparateTrans	Text	If not blank then force a new transaction from this line onwards
TSHEmployeeCode	Text 6	Employee Code (Job Costing)
TSHRateCode	Text 10	Timesheet Rate code (Optional)
TSHHours	Double	Timesheet hours
TSHCostPerHour	Double	Not set to 'Yes' if line is not posted (used in conjunction with fields marked with '*')
TSHChargeOut	Double	Timesheet charge out rate
TSHChargeCurrency	Integer	Charge Currency for Job Costing Time Sheet 0-29,1=Sterling
TSHWeekMonthRef	Integer	Timesheet Week/Month Header Reference
PBTSHRateName	Text	Post Back Time Rate Name
PBTSHEmployeeName	Text	Post Back Employee Name
PBTSHTotalCost	Text	Post Back Timesheet line total cost
PBTSHTotalCharge	Text	Post Back Timesheet line total charge
PBCostCentreName	Text	Post Back Cost Centre Name
PBDepartmentName	Text	Post Back Department Name
PBTLTotal	Text	Post Back Transaction line total
PBTLTotalVAT	Text	Post Back Transaction line total VAT for line
PBTLVATAmount	Text	Post Back Transaction line VAT amount (used if you use import to calc VAT)
PBVATRate	Text	Post Back VAT rate
PBJobName	Text	Post Back Job Name
PBAnalysis	Text	Post Back Analysis Name
PBGLName	Text	Post Back GL Name
PBCurrencyName	Text	Post Back Currency Name
PBAccountName	Text	Post Back Account Name
PBAccountCode	Text	Post Back Account Code
PBCostPrice	Text	Post Back Sales Price
PBSalesPrice	Text	Post Back Cost Price
PBStockDesc1	Text	Post Back Stock Discount line 1
PBStockDesc2	Text	Post Back Stock Discount line 2
PBStockDesc3	Text	Post Back Stock Discount line 3
PBStockDesc4	Text	Post Back Stock Discount line 4
PBStockDesc5	Text	Post Back Stock Discount line 5
PBStockDesc6	Text	Post Back Stock Discount line 6
ACConvertAccName	Text	Used to speed up conversion
ACConvertUser1	Text	Convert code, in this field, to an Exchequer code
ACConvertUser2	Text	Convert code, in this field, to an Exchequer code
ACConvertUser3	Text	Convert code, in this field, to an Exchequer code
ACConvertUser4	Text	Convert code, in this field, to an Exchequer code
ACConvertVATReg	Text	Convert code, in this field, to an Exchequer code
ACConvertSortAndBankCode	Text	Convert code, in this field, to an Exchequer code
ACConvertPhone	Text	Convert code, in this field, to an Exchequer code
ACConvertPhone2	Text	Convert code, in this field, to an Exchequer code
ACConvertFax	Text	Convert code, in this field, to an Exchequer code
ACConvertAccForUS	Text	Convert code, in this field, to an Exchequer code
ACConvertTerms1	Text	Convert code, in this field, to an Exchequer code
ACConvertTerms2	Text	Convert code, in this field, to an Exchequer code
THGNotes	Text	General notes word wrapped



7.2 Account Record Tags

Press the [Design] button or **Ctrl+Shift+D** to view tags in the Design Window.

For importing Account records PostTrans expects to find tag "ACPosted" in cell A1. All tags should be in Row 1. Row 2 is ignored and is for your own use. Data is imported from row 3 onwards.

Field Name	Type	Description
ACPosted	Yes/No	Returns 'POSTED' if Trans line has been posted and will be ignored if 'POSTED' (required)
ErrorDesc	Text	Description of error posted back if record unsuccessfully posted
AccountType	Text 1	Must be C or S (required)
AccountCode	Text 6	If exists then updates record (required)
AccountAltCode	20	Alternative Cust/Supp code
AccountName	Text 45	Account Name (required)
AccountStatus	Text 1	0-3 (0=Open,1=Notes,2=On Hold,3=Closed)
AreaCode	Text 4	Area Code
RepCode	Text 4	Rep Code
DefaultCC	Text 3	Default Cost Centre
DefaultDep	Text 3	Default Department
VATReg	Text 30	VAT Reg. No
Add1	Text 30	Address line 1
Add2	Text 30	Address line 2
Add3	Text 30	Address line 3
Add4	Text 30	Address line 4
Add5	Text 30	Address line 5
Postcode	Text 20	Address postcode
UseDelAdd	Boolean Yes/no	True/False
DelAdd1	Text 30	Delivery Address line 1
DelAdd2	Text 30	Delivery Address line 2
DelAdd3	Text 30	Delivery Address line 3
DelAdd4	Text 30	Delivery Address line 4
DelAdd5	Text 30	Delivery Address line 5
Contact	Text 25	
Phone	Text 30	
Phone2	Text 30	
Fax	Text 30	
RefNo	Text 10	
UseTradeTerms	Boolean Yes/no	True/False
TradeTerms1	Text 60	
TradeTerms2	Text 60	
Currency	Byte	0-29,1= Sterling
DefaultVATCode	Text 1	S,Z,E,1,2,3,4,5,6,7,8,9,A,D,T,X
DefaultPayDays	Integer	0-999 (see Ex Ref. Manual)
CreditLimit	Double	
Discount	Text 1	Discount Price Band
StockPriceBand	Text 1	A-H
EECMember	Boolean Yes/no	True/False
AutoStatement	Boolean Yes/no	True/False
DefaultSalesGLCode	Long Interger	0-999999
DefaultLocationCode	Text 3	Default Sales General Ledger Code
CheqOrBankPayment	Text 1	C/B, defaults to [C]heque if blank, else [B]acs
BankSortCode	Text 15	Used for BACS payment
BankAccountNo	Text 20	"
BankAccountRef	Text 28	"
User1	Text 30	User field 1
User2	Text 30	User field 2
User3	Text 30	User field 3
User4	Text 30	User field 4
RemitCode	Text 6	Account code which points to Remittance address record if this record is used as delivery address. SPOP only.
InvAccountCode	Text 6	Account code which points to Invoice address record if this record is used as delivery address. SPOP only.
SOPAutoWrittenOff	Text 1	Y/N (SPOP only.)
AccountBal	Double	Current Account Balance (Export only)



BookedOrderValue	Double	Current Account Booked Order Value
DefaultCOSGLCode	Long Interger	Default Cost of Sales General Ledger Code
DefaultControlGLCode	Long Interger	Default Control General Ledger Code
CreditStatus	Long Interger	Not Supported
DefaultDiscountBand	Text 1	Not Supported
DirDebit	Long Interger	0=First Request, 1=On-going Request, 2=Represent Last Request, 3=Last Request
CCStartDate	Date	Not Supported
CCEndDate	Date	Not Supported
CCName	Text 50	Credit Card
CCNumber	Text 30	Credit Card
CCSwitch Ref	Text 4	Credit Card
LastUsed	Date	Not Supported
e-mail	Text 100	e-mail address
SendE-mailReader	Boolean Yes/no	True/False, Send Exchequer reader with next e-mail
eBusPassword	20	Password for the e-bus web site
AllowWeb	Boolean Yes/no	True/False, allow access to the Web site
CompressAttachments	Boolean Yes/no	True/False, compress any attachments sent via e-mail
SendHTMLwithXML	Boolean Yes/no	True/False, send documents with HTML
InvoiceMode	Long Interger	0=Print, 1=FAX, 2=e-mail, 3=FAX/Print, 4=e-mail/Print
StatementMode	Long Interger	0=Print, 1=FAX, 2=e-mail, 3=FAX/Print, 4=e-mail/Print, 5=XML
StatementMode	Long Interger	0=Print, 1=FAX, 2=e-mail, 3=FAX/Print, 4=e-mail/Print, 5=XML
GNotes	Text	General notes word wrapped. Overites any existing notes

7.3 Stock Record Tags

Press the [Design] button or **Ctrl+Shift+D** to view tags in the Design Window.

Field Name	Type	Description
STKPosted	Yes/No	Returns 'POSTED' if Trans line has been posted and will be ignored if 'POSTED' (required)
ErrorDesc	Text	Description of error posted back if record unsuccessfully posted (required)
StockCode	Text 16	Stock identifier code (required)
ParentStockCode	Text 16	Code of parent on tree (required)
StockType	Text 1	G =Group, P =Product, D =Description, M =Bill of Materials, X =Discontinued (required)
StockValType	Text 1	R =Serial/Batch, C =Last Cost, L =LIFO, F =FIFO, S =Standard, A =Average (required)
SalesGLCode	Long Integer	Sales Nominal code (required)
CostOfSalesGLCode	Long Integer	Cost of Sales Nominal code (required)
WriteOffStockGLCode	Long Integer	P&L Closing Stock Nominal code (Write off) (required)
StockValueGLCode	Long Integer	Balance Sheet Stock Value Nominal code (required)
WIPGLCode	Long Integer	Work In Progress Nominal code (required)
Desc1	Text 35	Stock description (required)
Desc2	Text 35	Stock description 2
Desc3	Text 35	Stock description 3
Desc4	Text 35	Stock description 4
Desc5	Text 35	Stock description 5
Desc6	Text 35	Stock description 6
DescStockingUnitQty	Text 10	Descriptive Stocking Unit Qty
DescSellingQty	Text 10	Descriptive Selling Unit Qty
DescPurchaseQty	Text 10	Descriptive Purchase Unit Qty
SellQtyMul	Double	Number of items in case
PurchaseQtyMul	Double	Number of items in case
VATCode	Text 1	S,Z,E,1,2,3,4,5,6,7,8,9,A,D,T,X
AltStockCode	Text 16	Optional code for stock searching
QtyMin	Double	
QtyMax	Double	
ShowQtyAsCases	Boolean	Set to true if stock is in cases
PricePerPack	Boolean	Price per case
CostPriceCurrency	Byte	0-29,1=Sterling
LastCostPrice	Double	The last cost price of Stock Item
Department	Text 3	
CostCentre	Text 3	
CurrencyBandA	Byte	Currency for Price Band, 0-29,1=Sterling



UnitPriceA	Double	Price for Price Band
CurrencyBandB	Byte	Currency for Price Band, 0-29,1=Sterling
UnitPriceB	Double	Price for Price Band
CurrencyBandC	Byte	Currency for Price Band, 0-29,1=Sterling
UnitPriceC	Double	Price for Price Band
CurrencyBandD	Byte	Currency for Price Band, 0-29,1=Sterling
UnitPriceD	Double	Price for Price Band
CurrencyBandE	Byte	Currency for Price Band, 0-29,1=Sterling
UnitPriceE	Double	Price for Price Band
CurrencyBandF	Byte	Currency for Price Band, 0-29,1=Sterling
UnitPriceF	Double	Price for Price Band
CurrencyBandG	Byte	Currency for Price Band, 0-29,1=Sterling
UnitPriceG	Double	Price for Price Band
CurrencyBandH	Byte	Currency for Price Band, 0-29,1=Sterling
UnitPriceH	Double	Price for Price Band
SSDVATCommodityCode	Text 10	Intrastat value fill in if turned on
SSDSalesWeight	Double	Intrastat value fill in if turned on
SSDPurchaseWeight	Double	Intrastat value fill in if turned on
SSDUnitDesc	Text 10	Intrastat value fill in if turned on
SSDStockUnit	Double	Intrastat value fill in if turned on
BinLocation	Text 8	Location of Bin if multi-Location turned on
SupplierCode	Text 6	Master supplier Ref.
PORCurrency	Byte	POR Currency, 0-29,1=Sterling
PORCostPrice	Double	POR Cost Price
BarCode	Text 20	
ReOrderCostCentre	Text 3	
ReOrderDepartment	Text 3	
LocationCode	Text 3	Relates to Location record
UseBOMPrice	Boolean	Set to true if BOM
ExplodeKitOnPORTrans	Boolean	
User1	Text 20	User defined field 1
User2	Text 20	User defined field 2
User3	Text 30	User defined field 3
User4	Text 30	User defined field 4
FolioNumber	Long Integer	Numerical Equiv. code
LastUsed	Date	
CovPr	Integer	Periods to scan back to calculate cover
CovPrUnit	Text 1	Unit for period, D=Days, W=Weeks, M=Months
CovMinPr	Integer	Max Periods to scan back to calculate cover
CovMinUnit	Text 1	Unit for period, D=Days, W=Weeks, M=Months
CovSold	Double	
CovMaxPr	Integer	
CovMaxUnit	Text 1	
UseCover	Boolean	
MinRolFlag	Boolean	
WebInclude	Boolean	
ImageFile	Text 30	Image file for web image
WebPrevCat	Text 20	
GNotes	Text	General notes word wrapped. Overites any existing notes

7.4 GL Record Tags

Press the [Design] button or **Ctrl+Shift+D** to view tags in the Design Window.

Field Name	Type	Description
GLPosted	Yes/No	Returns 'POSTED' if Trans line has been posted and will be ignored if 'POSTED' (required)
ErrorDesc	Text	Description of error posted back if record unsuccessfully posted
GLCode	Long	GL code (Required)
AltCode	Text 50	Alternative GL Code
Description	Text 40	Description (Required)
ParentGLCode	Date	Parent GL code (Required)
Type	Text 1	H - Heading, A - P/L, B - Balancesheet, F - Carry Forward (Required)
Page Break	Yes/No	If Yes then page break else No
CarryForwardTo	Yes/No	Carry forward
Revalue	Yes/No	If Yes then revalue else No



SubTotalAtEnd	Yes/No	If Yes then sub total at end else No
DefaultCurrency	Long	Currency number, else defaults to 0

7.5 Auto Bank Reconciliation Record Tags

Press the [Design] button or **Ctrl+Shift+D** to view tags in the Design Window.

Field Name	Type	Description
ABPosted	Yes/No	Returns 'POSTED' if Trans line has been posted and will be ignored if 'POSTED' (required)
ErrorDesc	Text	Description of error posted back if record unsuccessfully posted
BankRef	Text 40	(required)
BankValue	Double	(required)
TransDate	Date	(required)
BankGLCode	Long	
Currency	Integer	0-29,1=Sterling, Optional (default=1)

