

SEQUINIDESCRIPT,C,25

1	1 SALES LEDGER
2	1 PURCHASE LEDGER
3	1 INVOICING AND SOP
4	1 NOMINAL LEDGER
5	1 STOCK CONTROL AND POF
6	1 CASHBOOK
7	1 VAT LEDGER
11	2 Processing
14	2 Reports
111	3 Customer Detail Update
112	3 Sales Adj. and Refunds
21	2 Processing
24	2 Reports
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212	3 Purchase Adj. and Refunds
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214	3 Allocations and Payments
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312	3 Cancel Profs./Quotes.
313	3 Sales Invoice and Credits
322	3 Cancel Sales Orders
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411	3 Nominal Detail Update
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242	3 Purchase Ledger Reports
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331	3 Invoicing Reports
511	3 Product Detail Update
512	3 Price Change By Supplier
513	3 Price Change By Product
514	3 Stock Adjustments
515	3 Stock Receipts
516	3 Stock Issues
517	3 Stock Returns
521	3 Purch Ord. Input && Amend
522	3 Cancel Purchase Orders
523	3 Purchase Order Receipts
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## Sheet1

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## Sheet1

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Customer names and details, record sales invoices, produce statement of accounts and other tasks.

Supplier names and details, record purchase invoices and payments, produce remittance advices and other tasks.

Produce Quotations, Sales Orders, Proformas, Invoices and Credit Notes etc.

Produce trial balances, final accounts, enter journals and other tasks.

Monitor stock levels, produce Purchase Orders, receive and issue stock and other tasks.

Reconcile bank statements, print statements and other tasks.

Produce VAT Return (VAT100), EC Sales Lists and other tasks.

Customer maintenance, post adjustments, invoices, receipts and allocations.

Customer enquiry, audit trails, aged debtors reports, statements and other reports.

Setup and amend customer details.

Post opening balances write offs and other non VAT related account adjustments.

Supplier maintenance, post adjustments, invoices, receipts and allocations.

Supplier enquiry, audit trails, aged creditor reports, Remittance Advice Notes and other reports.

Setup and amend supplier details

Post opening balances write offs and other non VAT related account adjustments.

Define sales analysis category codes.

Define purchase analysis groups and print analysis reports

Raise, cancel, release and invoice Sales Orders.

Create Sales Invoices and Proformas.

Create nominal accounts, post journals, enter reserves and provisions.

Nominal account enquiry, profit and loss / balance sheet designer and printer and other reports.

Stock item and product maintenance

Create, amend and receive Purchase Orders

Stock valuation, re-order reports and other stock management reports.

Enter receipts and payments, post cash and reconcile bank statements.

Produce bank statements and account enquiries.

Produce latest VAT 100 return and EC Sales List.

File maintenance and other tasks.

Cash accounting VAT reports.

System parameters, period end and account deletion.

General options.

Post Invoices and Credit Note details that have been raised manually.

Post details of customer receipts and allocate against outstanding transactions.

Define sales analysis category codes.

Define and print overdue customer letters.

Define overdue reminder letters.

Print overdue reminder letters.

Automatically record supplier payments now due and optionally print Remittance Advice Notes.

Post Invoice and Credit Note details that have been raised manually.

Post details of supplier payments and allocate against outstanding transactions.

Define purchase analysis category codes.

Automatically record supplier payments now due and optionally print Remittance Advice Notes.

Invoicing reports.

Raise Proforma Invoices and Quotations  
Cancel Proformas and Quotations  
Raise Invoices and Credit Notes.  
Cancel Sales Orders  
Raise Sales Orders.  
Release Sales Orders  
Enter and amend nominal ledger accounts.  
Define titles for nominal ledger account groups.  
Enter a nominal ledger journal.  
Enter nominal ledger reserves and provisions.  
Setup and amend regular standing orders or recurring journals.  
Perform an enquiry on nominal ledger accounts.  
Trial balance, transaction list and other reports.  
Enquire upon the status of a supplier's account.  
General purchase reports.  
Enquire upon the status of a customer's account.  
General sales reports

Invoice Released Sales Orders.  
Print Invoices, Quotes, Proformas and other reports  
Stock/Product item maintenance.  
Global cost and selling price changes by supplier.

Global cost and selling price changes by item.

Adjust stock levels.  
Enter stock receipts that are not the subject of Purchase Orders.  
Enter stock issues that are not the subject of Invoices or Sales Orders.  
Enter returns into stock that are not the subject of a Credit Note.  
Enter and amend Purchase Orders.  
Cancel Purchase Orders.  
Enter the receipt of Purchase Orders into stock.  
Stock valuation, re-order and other stock reports.  
Enter customer receipts and supplier payments  
Enter cash postings that do not concern either customers or suppliers.  
Reconcile the latest bank statement.  
Produce bank statements and account enquiries.  
Produce latest VAT Return.  
Produce EC Sales List.  
Cash accounting VAT reports.  
Standing order or recurring journal maintenance.  
Automatically process any recurring journals that have fallen due since the last time.  
Define and amend system parameters.  
Run the period end routine.  
Print graphs representing customer turnover, cashflow forecasts stock issues and other graphs.  
Define and print the profit and loss / balance sheet report.  
Delete no longer needed customers, suppliers, stock items or nominal accounts.  
Product Item Detail Enquiry

Cue Cards  
Windows Print Manager  
System Status Screen

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DET1 DET1D 0 ID\_DETAILS\_CUSTOMERS

POST3 POST3D -1 ID\_POSTINGS\_SLADJST

-1

-1

DET3 DET3D 5 ID\_SUPPLIER

POST10 POST10D -1 ID\_PLADJS

-1

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POST1 POST1D 1 ID\_SLOCPOST

POST2 POST2D 2 ID\_SLRECALLOC

DET2 DET2D -1 ID\_DETAILS\_SLANGROUP

-1

REP9 REP9D -1 ID\_OVERDUEWIZARD

REP8 REP8D -1 ID\_OVERDUEREMINDS

-1

POST4 POST4D 6 ID\_ICPOST

POST5 POST5D 7 ID\_PLALLOC

DET4 DET4D -1 ID\_PLANHD

BATCH2 BATCH2D -1 ID\_AUTOPAY

		-1
POST14	POST14D	-1 ID_INPRFQOT
POST15	POST15D	-1 ID_INCANPQT
POST19	POST19D	-1 ID_INICRENT
POST17	POST17D	-1 ID_INCANSRD
POST16	POST16D	-1 ID_INORDENT
POST18	POST18D	-1 ID_INRELORD
DET5	DET5D	10 ID_NLDETAILS
DET6	DET6D	-1 ID_NOMTITLES
POST7	POST7D	11 ID_NLJOURNAL
POST8	POST8D	-1 ID_RES PROV
POST9	POST9D	-1 ID_RECJOUR
ENQ3	ENQ3D	12 ID_NLENQ
REP5	REP5D	-1 ID_NOMREPS
ENQ2	ENQ2D	8 ID_PLENQ
REP4	REP4D	-1 ID_PURCHREPS
ENQ1	ENQ1D	3 ID_SALESENQ
REP1	REP1D	-1 ID_SALESREPS
POST20	POST20D	-1 ID_INBATINV
REP6	REP6D	-1 ID_INREPS
DET7	DET7D	-1 ID_STPROD
DET8	DET8D	-1 ID_STPRCSUP
DET9	DET9D	-1 ID_STPRCPRD
POST21	POST21D	-1 ID_STADJUST
POST22	POST22D	-1 ID_STRECPT
POST23	POST23D	-1 ID_STISS
POST24	POST24D	-1 ID_STRET
POST25	POST25D	-1 ID_STORDENT
POST26	POST26D	-1 ID_STCANPRD
POST27	POST27D	-1 ID_STRECORD
REP10	REP10D	-1 ID_STREP
POST12	POST12D	-1 ID_BANKRECPAY
POST13	POST13D	-1 ID_CASHPOSTS
ENQ4	ENQ4D	-1 ID_BANKREC
REP11	REP11D	-1 ID_CASHREP
BATCH4	BATCH4D	16 ID_VATRETURN
REP3	REP3D	-1 ID_ESL
REP7	REP7D	-1 ID_VATCASHREPS
		-1 ID_RECJOUR
BATCH3	BATCH3D	-1 ID_RECURRING
FILES1	FILES1D	-1 ID_SYSPARM
BATCH1	BATCH1D	-1 ID_NLPERIODEND
REP1	REP1D	14 ID_GRAPHs
REP2	REP2D	-1 ID_FORMAT
DEL	DELD	-1 ID_DELHEADERS
STENQ	STENQD	-1 ID_STENQ



CUEUP	CUEDN	-1 ID_HELP_CUECARDS
PMUP	PMDN	-1 ID_PRINTMANAGER
STATUP	STATDN	-1 ID_HELP_STATUS