

# User Guide

## System

422

## Exact Globe & Exact Globe+

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# WELCOME TO EXACT GLOBE NEXT AND EXACT GLOBE+!

This manual provides the information you need to work effectively with Exact Globe Next and Exact Globe+. It is part of the series of user manuals for Exact Globe Next and Exact Globe+. The goal of this documentation is to help you to get quickly acquainted with the product and the possibilities it offers. It will help all users, especially those without much experience with our software, to get started with and benefit from the product straightaway.

Exact Globe Next and Exact Globe+ is an integrated software solution; its modules of related business processes function together in an integrated manner. Besides the user manuals, there are several information sources, related to the software, available to you. You can access online help documents on Exact Globe Next and Exact Globe+ functionalities while working with the software by just pressing the F1 key. The list of help document also contains release notes related to the product. They inform you of the improvements and functional additions in the various releases of the product.

You can also access the help documents, release notes, and other related documents online through the Exact Customer Portal on [www.exact.com](http://www.exact.com). The Customer Portal is a protected part of the Exact Software internet site, which has been specially developed to provide you with information and to help you get the maximum yield from your software. This portal informs you about our contacts, downloads, FAQs, and the latest product news. We invite you to use the portal as often as you wish!

Thank you for using Exact Globe Next and Exact Globe+ and this user manual!

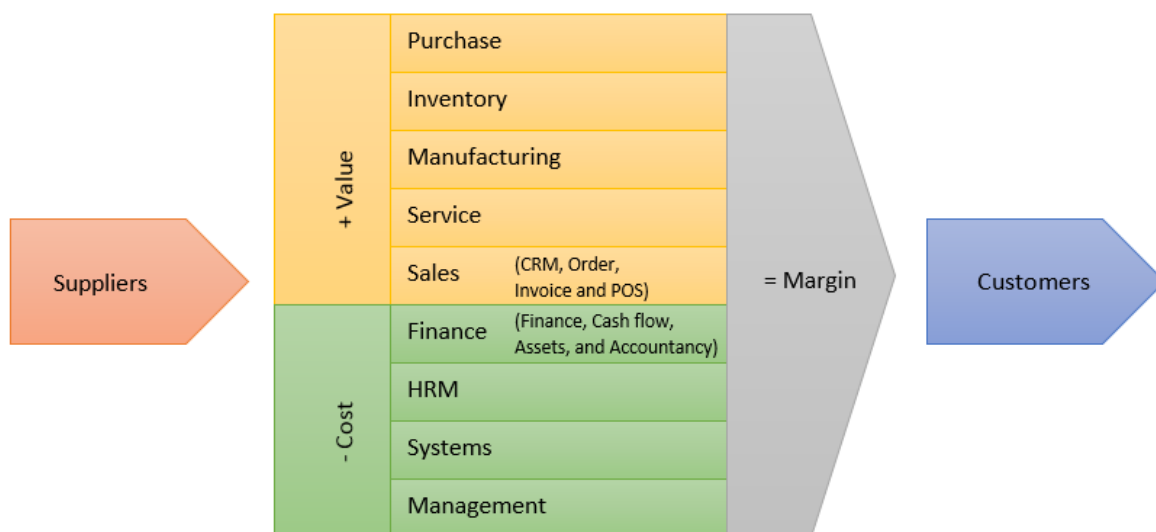
**Note:**

This user manual contains information applicable to both Exact Globe and Exact Globe+. However, the screens displayed are Exact Globe screens.

# 1. INTRODUCTION

The ever fast-paced, competitive business environment of today not only requires every resource within a business organization to perform to its top capability, but also these resources must work in sync with each other. A systematic approach to operate these resources in a coordinated manner is therefore critical to the success of the company. Such need for a coordinated system to maximize the use of all resources within a business enterprise has given rise to the advent of ERP or enterprise resource planning solution. Exact Globe Next and Exact Globe+ is such an ERP solution, in fact a total one, especially for small- and medium-sized enterprises.

Starting out as an accounting package two decades ago, Exact Globe Next and Exact Globe+ has evolved to a multi-modular and fully integrated ERP system. It comprises of 16 functional modules that handle every aspect of the business enterprise. In a complete package of Exact Globe Next and Exact Globe+, the modules included are **Finance, Cash flow, Assets, Invoice, Order, Inventory, Purchase, Projects, Manufacturing, Service, CRM, HR, Payroll, POS, XML, and Accountancy**. All these modules are designed to operate an integrative way — pulling all the resources together — throughout the entire company value chain. Nonetheless, the individual modules of Exact Globe Next and Exact Globe+ are available separately to serve the different needs of various companies.



## VALUE CHAIN

**System** (as well as **Management**) is not a module as it does not serve a particular business function. While **System** is displayed in a tab screen in the main menu screen of Exact Globe Next and Exact Globe+ with other modules and **Management**, it is there to provide the user access to the various system-wide settings. System settings are essential for proper deployment of the entire system. This manual provides information about these system settings.

## 2. SYSTEM SETTINGS

To deploy Exact Globe Next/Exact Globe+, the system must first be set up to function as required by the company. Various settings via the System → General → Settings that affect the general operation of the system must first be configured. Among these system settings are:

- Company data settings
- General settings
- Documents settings
- General ledger settings
- Item data settings
- Numbers settings
- Bank settings
- Invoice settings
- Order settings
- INTRASTAT settings
- Inventory settings
- Purchase settings
- Manufacturing settings
- Project settings
- Payroll settings
- POS settings
- XML Server settings
- Connectivity settings
- Database settings
- Add-ons settings

As these system settings affect the overall operation of the system and the business operation of the company as a whole, it is advisable that the operation requirements of the company are fully understood before configuring these settings.





## 3. COMPANY DATA SETTINGS

Go to System → General → Settings and click  **Company data settings** in the **Settings** column on the left. The following screen will be displayed:

### Company data settings


---

#### Company

Company	<input type="text" value="001"/>		
Account	<input type="text" value="60110"/>  MacBean Coffeeworld	Telephone number	<input type="text" value="(0)15 711 51 00"/>
Company name	<input type="text" value="Demo"/>	Fax number	<input type="text" value="(0)15 285 39 33"/>
› Address line 1	<input type="text" value="Fregatweg 151"/>	Telex	<input type="text"/>
Address line 2	<input type="text"/>	Web address	<input type="text" value="www.macbeancoffeeworld.com"/>
Address line 3	<input type="text"/>	Contact person	<input type="text"/>
Postcode	<input type="text" value="6222 NZ"/> 		
› City	<input type="text" value="Maastricht"/>		
County / Province	<input type="text" value="LB"/>  Limburg		
› Country code	<input type="text" value="NL"/> 		

---

#### Numbers

VAT number	<input type="text" value="NL802511612B01"/>	Account number bank	<input type="text" value="0118292161EUR"/> 
Income tax number	<input type="text"/>	Chamber of Commerce number	<input type="text" value="27223120"/>
VAT number fiscal group	<input type="text"/>	Chamber of Commerce city	<input type="text" value="MAASTRICHT"/>
Use VAT number fiscal group in VAT return <input type="checkbox"/>			



---




#### Electronic services registration

	<input type="button" value="Register"/>
User name	<input type="text"/>
Password	<input type="text"/>
	Digital postbox <input type="text"/>
	Electronic banking via digital postbox <input type="checkbox"/>

---

#### Digital certificate

UBL / finvoice	<input type="text"/> 
eFactura	<input type="text"/> 
	Certificate password <input type="text"/>

 Logbook
 Save
 Close



## Company section

- **Company** — This field cannot be edited and it displays the unique code of the company.
- **Account** — Type or select a unique account code for the company.
- **Company name** — Type the name of the company.
- **Address line 1 to 3** — Type the street address of the company.
- **Postcode** — Type the postcode of the company.
- **City** — Type the city the company is located.
- **County / Province** — Type or select the county or province where the company is located.
- **Country code** — Type or select the code of the country where the company is located.
- **Telephone number** — Type the contact telephone number of the company.
- **Fax number** — Type the fax number of the company.
- **Web address** — Type the address of the company.
- **Contact person** — Type the main contact person of the company.


## Numbers section

- **VAT number** — Type the VAT (value-added tax) number of the company, if any.
- **Income tax number** — Type the income tax number of the company.
- **Account number bank** — Type or select the number of the main bank account of the company.
- **Chamber of Commerce number** — Type the Chamber of Commerce number of the company, if any.
- **Chamber of Commerce city** — Type the city the Chamber of Commerce is located.

## Digital certificate section

- **UBL / Invoice** — Type or select the respective certificate to be attached to the UBL or Invoice file.
- **eFactura** — Type or select the respective certificate to be attached to the eFactura file.
- **Certificate password** — Type the certificate password if you have selected a digital certificate for the UBL/Invoice file.

## 4. GENERAL SETTINGS

Click  **General settings** and the following screen will be displayed:

**General settings**

---

**Standard**

Default currency:

Exchange rate notation:  Example: 1 USD = 1,00 EUR (default currency)  Example: 1 EUR (default currency) = 1.00 USD

Public report directory:

---

**Period and year control**

Lowest:  Highest:  Default:

Financial year:    Period-date calendar:

Check: Closed periods:  Process profit / loss:

---

**Cleanup**

Financial entry tables:

---

**Descriptions in list boxes**

Description field 1:   Description field 4:

Description field 2:   Description field 5:

Description field 3:

---

**CRM**

Request: Inactive:  Request: Lead:

Rating:

Sector:

Size:

Classification:

---

**Exact Synergy/Exact Synergy Enterprise**

Exact Synergy options:  Exact Synergy  Exact Synergy Enterprise

## Standard section

- **Default currency** — Type or select the default currency in ISO code (for example, EUR for euro, USD for US dollar, and JPY for Japanese yen) used in the system, such as the default functional currency used by the company.

### Warning:

Once any transaction has been entered into the system, the default currency cannot be edited. Therefore, it is essential that the currency is defined correctly.

## Period and year control section

- **Financial year** — Type the lowest and highest financial years used in the system. If not defined, the default financial year is used. The lowest financial year is the year the system started and the highest financial year is the end year the system can be used. Examples on how to define the financial years are given in the following:

### Example 1


If the current highest financial year is 2012, but an entry for 2013 is necessary, the highest financial year must be reset to 2013, which is one year higher than the entry year.

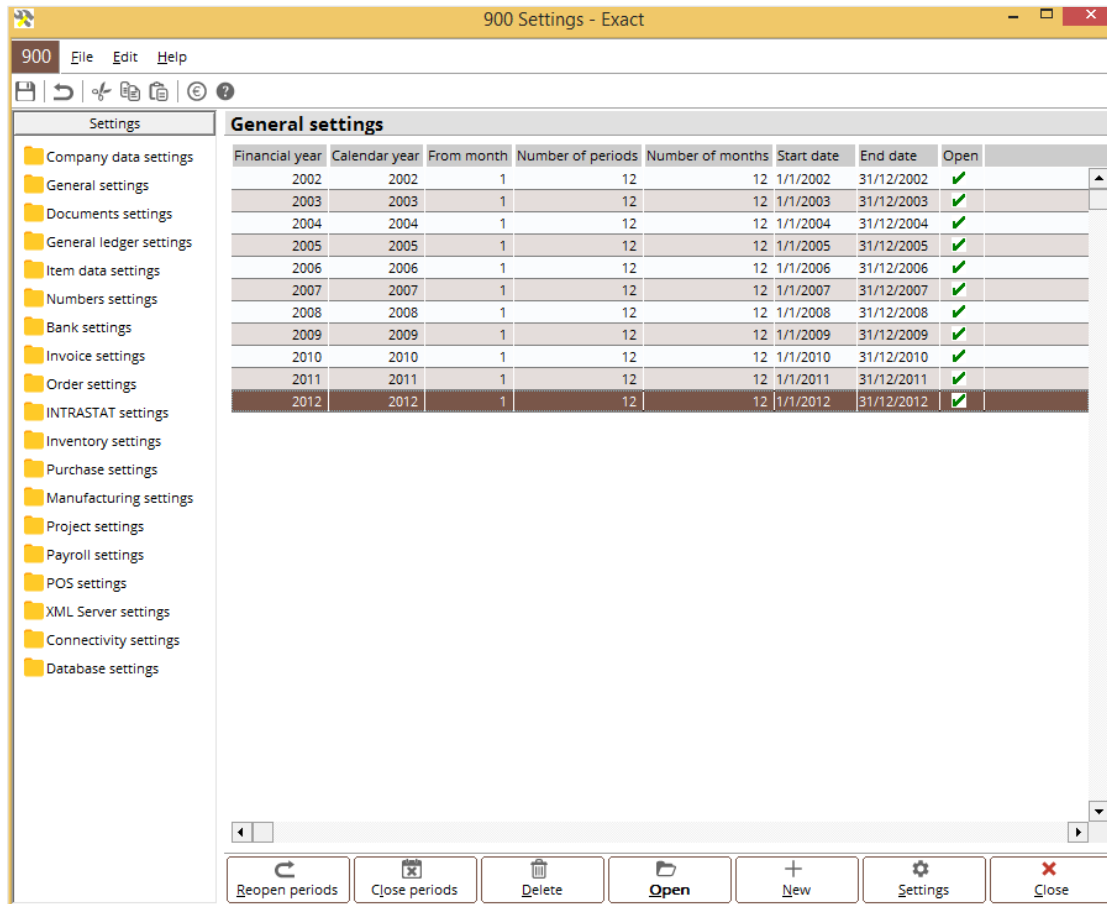
### Example 2

If the lowest financial year is 2012 and the highest is 2013, when financial year 2013 is open, the closing balance of 2012 is used to generate the opening balance of 2013. When an entry is made in 2011, the system automatically updates the opening balances of 2012 and 2013.

### Tip:

Entries can only be made during the financial year at least one year lower than the highest financial year defined. After an entry has been made, an opening balance is automatically assigned or updated for the next financial year. For this reason, the number of financial years open should be minimized to avoid the updating of many balance sheets during posting, which can be time consuming.

- **Period-date calendar** — Click  to maintain (open and close periods within) existing financial years and to create financial years. The following screen will be displayed:



The screenshot shows the '900 Settings - Exact' application window. The main area displays the 'General settings' tab, which contains a table of financial years. The table has the following columns: Financial year, Calendar year, From month, Number of periods, Number of months, Start date, End date, and Open. The rows represent years from 2002 to 2012. The 'Open' column contains checkmarks for all years. Below the table is a sidebar with various settings categories, and a bottom toolbar with buttons for 'Reopen periods', 'Close periods', 'Delete', 'Open', 'New', 'Settings', and 'Close'.

Financial year	Calendar year	From month	Number of periods	Number of months	Start date	End date	Open
2002	2002	1	12	12	1/1/2002	31/12/2002	✓
2003	2003	1	12	12	1/1/2003	31/12/2003	✓
2004	2004	1	12	12	1/1/2004	31/12/2004	✓
2005	2005	1	12	12	1/1/2005	31/12/2005	✓
2006	2006	1	12	12	1/1/2006	31/12/2006	✓
2007	2007	1	12	12	1/1/2007	31/12/2007	✓
2008	2008	1	12	12	1/1/2008	31/12/2008	✓
2009	2009	1	12	12	1/1/2009	31/12/2009	✓
2010	2010	1	12	12	1/1/2010	31/12/2010	✓
2011	2011	1	12	12	1/1/2011	31/12/2011	✓
2012	2012	1	12	12	1/1/2012	31/12/2012	✓

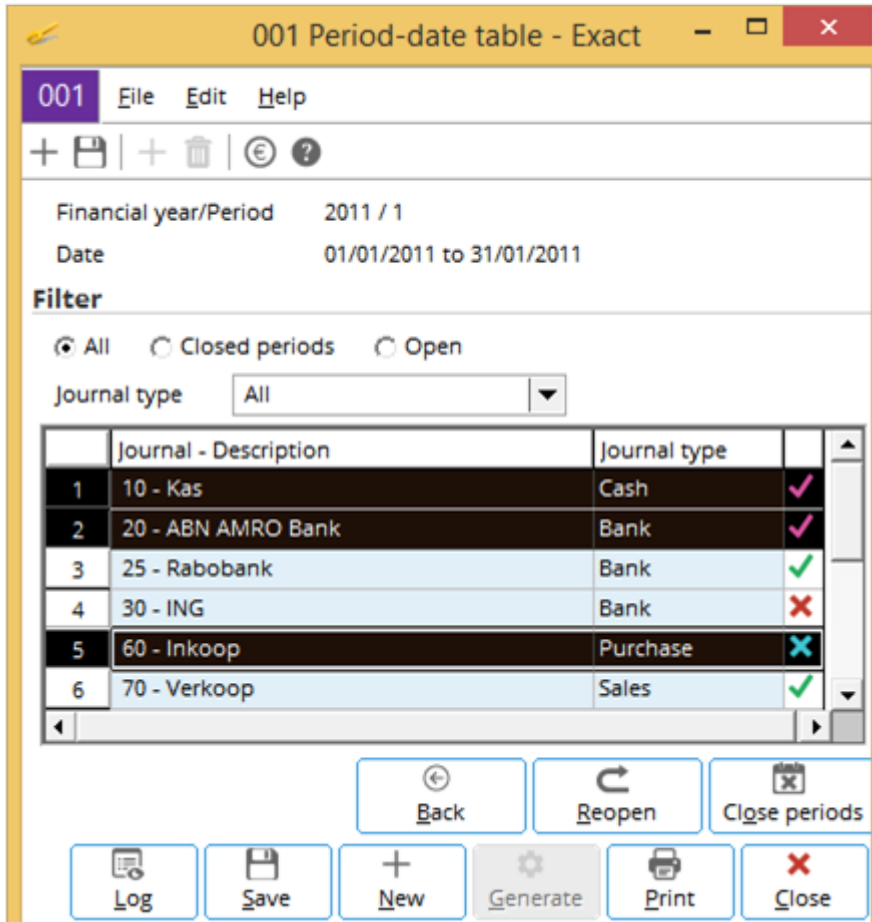
To maintain a financial year, select the required financial year and click **Open** to display the following screen:

The screenshot shows a window titled "001 Period-date table - Exact". Inside, there is a menu bar with "001", "File", "Edit", and "Help". Below the menu bar is a toolbar with icons for adding, saving, deleting, and help. A "Financial year" dropdown is set to "2011". The main area contains a table with the following data:

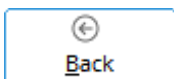
	Period	Start date	End date	Closed	Open
1	1	<a href="#">01/01/2011</a>	31/01/2011	<a href="#">0</a>	<a href="#">13</a>
2	2	01/02/2011	28/02/2011	<a href="#">0</a>	<a href="#">13</a>
3	3	01/03/2011	31/03/2011	<a href="#">0</a>	<a href="#">13</a>
4	4	01/04/2011	30/04/2011	<a href="#">0</a>	<a href="#">13</a>
5	5	01/05/2011	31/05/2011	<a href="#">0</a>	<a href="#">13</a>
6	6	01/06/2011	30/06/2011	<a href="#">0</a>	<a href="#">13</a>
7	7	01/07/2011	31/07/2011	<a href="#">0</a>	<a href="#">13</a>
8	8	01/08/2011	31/08/2011	<a href="#">0</a>	<a href="#">13</a>
9	9	01/09/2011	30/09/2011	<a href="#">0</a>	<a href="#">13</a>
10	10	01/10/2011	31/10/2011	<a href="#">0</a>	<a href="#">13</a>
11	11	01/11/2011	30/11/2011	<a href="#">0</a>	<a href="#">13</a>

At the bottom of the window is a toolbar with buttons for "Log", "Save", "New", "Generate", "Print", and "Close".

The numbers in the respective columns indicate the numbers of closed and open journals for the financial periods (months). Click a number (link) in the **Open** column and the following screen will be displayed, showing the status (open or closed) of each journal.

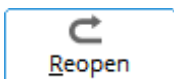


A green tick ✓ on the right indicates that the journal is still open and the red cross ✗ indicates that the journal is closed. Select the journals to be closed or reopened by clicking the lines containing them by pressing the CTRL key and selecting more than one journal.



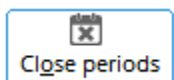
Back

Click this to go back to the previous screen.



Reopen

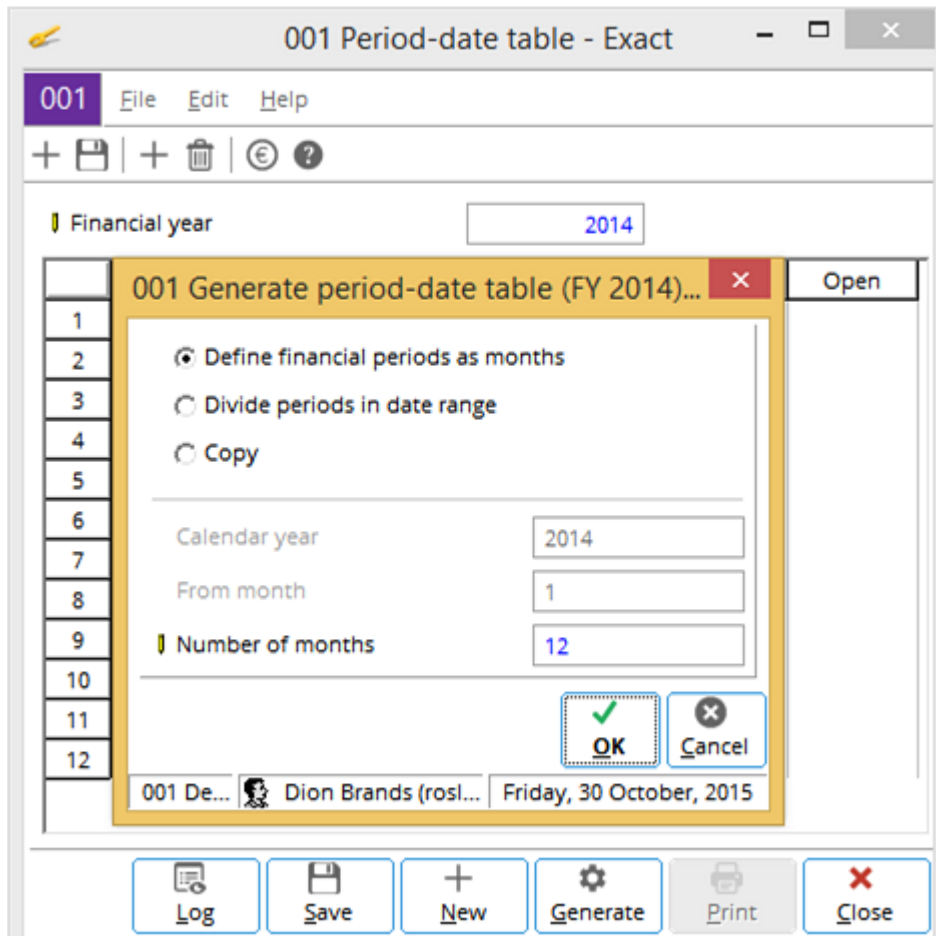
Click this to reopen the selected closed journals.



Close periods

Click this to close the selected open journals.

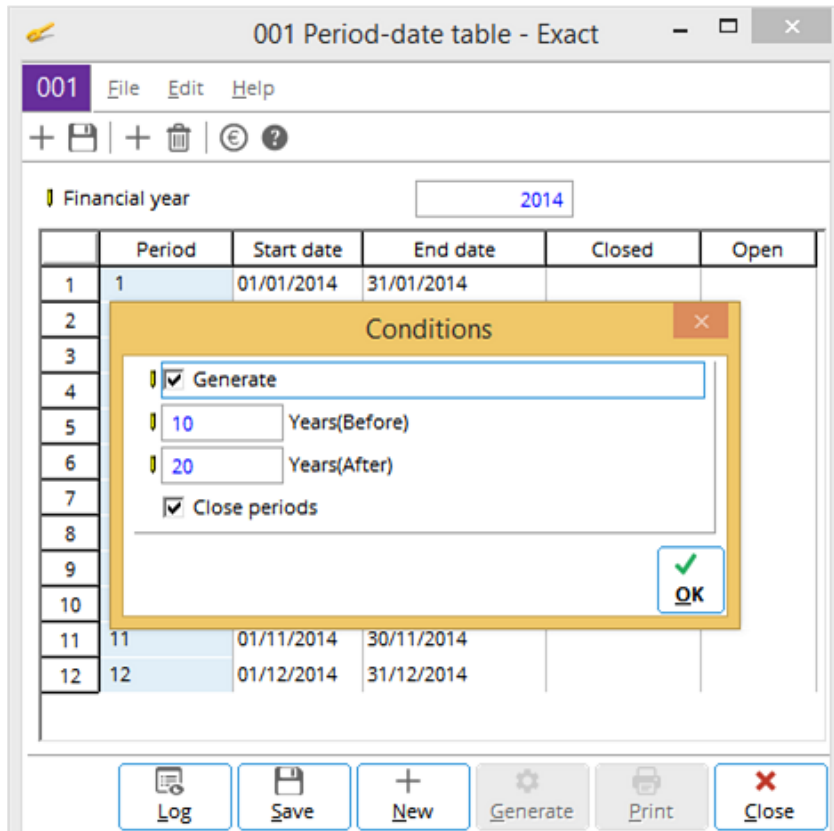
To create a financial year, click **New** in any of the previous three screens and in the following screen, click **Generate**. The following screen will be displayed:



Select one of the three options to define the financial periods.

- **Define financial periods as months** — Select this option if the financial periods are calendar months.
- **Divide periods in date range** — Select this option for equal financial periods within a date range.
- **Copy** — Select this option to copy the financial periods from an earlier financial year.

After selecting, click **OK** to generate the financial year or **Cancel** to exit. An example for financial periods as months is shown in the following screen (background image). Once **Save** is clicked, a message will be displayed asking whether you want to generate ten financial years before and twenty financial years after the newly created financial year or not, and whether all the newly created financial periods will be closed (refer to following screen).



- **Close periods** — Select this check box to check the balances for errors at the closed periods based on either:
  - Reporting date, or
  - **Date** — for entry date.

### Cleanup section

This setting determines when cleanup of (removal of void) journal entries is done. Select one of the following options to determine when you want to do a cleanup:

- **Never** (cleanup will not be done automatically)
- **After entries are processed**
- **After P/L is processed**
- **After period is closed**

Various manual cleanups can be done at System → Checks → Cleanup.

### Descriptions in list boxes section

The languages used in the descriptions that are displayed in the system are based on the following:

- **Description field 1** — Define the default language based on the license. This field must be defined based on the official functional language of the company.
- **Description field 2 to 5** — Define up to four other languages to be used in the descriptions along with the official language of the company.

#### Tip:

Do not define unnecessary additional languages to minimize database field allocation and hence, processing speed.



## CRM section

Various **CRM** (customer relationship management) settings are defined in this section.

- **Request: Inactive** — Select the type of request (for example, contract termination) that must be realized to deactivate a CRM account (Suspect, Lead, Prospect, Customer, Associate, and Supplier).
- **Request: Lead** — Select the type of request (for example, sales question) that must be realized to promote the status of a Suspect (generally, an unknown audience targeted for sales) to that of a Lead.

**Tip:**

The types of requests that can be selected for **Request: Inactive** and **Request: Lead** must first be defined as activity types and activated at System → General → CRM → Activity types.

- **Rating** — Select the default rating (from 1 to 7, with 1 being the highest) for the newly created CRM accounts.
- **Sector** — Define the default sector (for example, **Banking**) for the newly created CRM account.
- **Size** — Define the default size (number of employees) for the newly created CRM account.

**Tip:**


The **Sector** and **Size** types must first be defined and activated before they can be selected as default settings for the newly created CRM account.

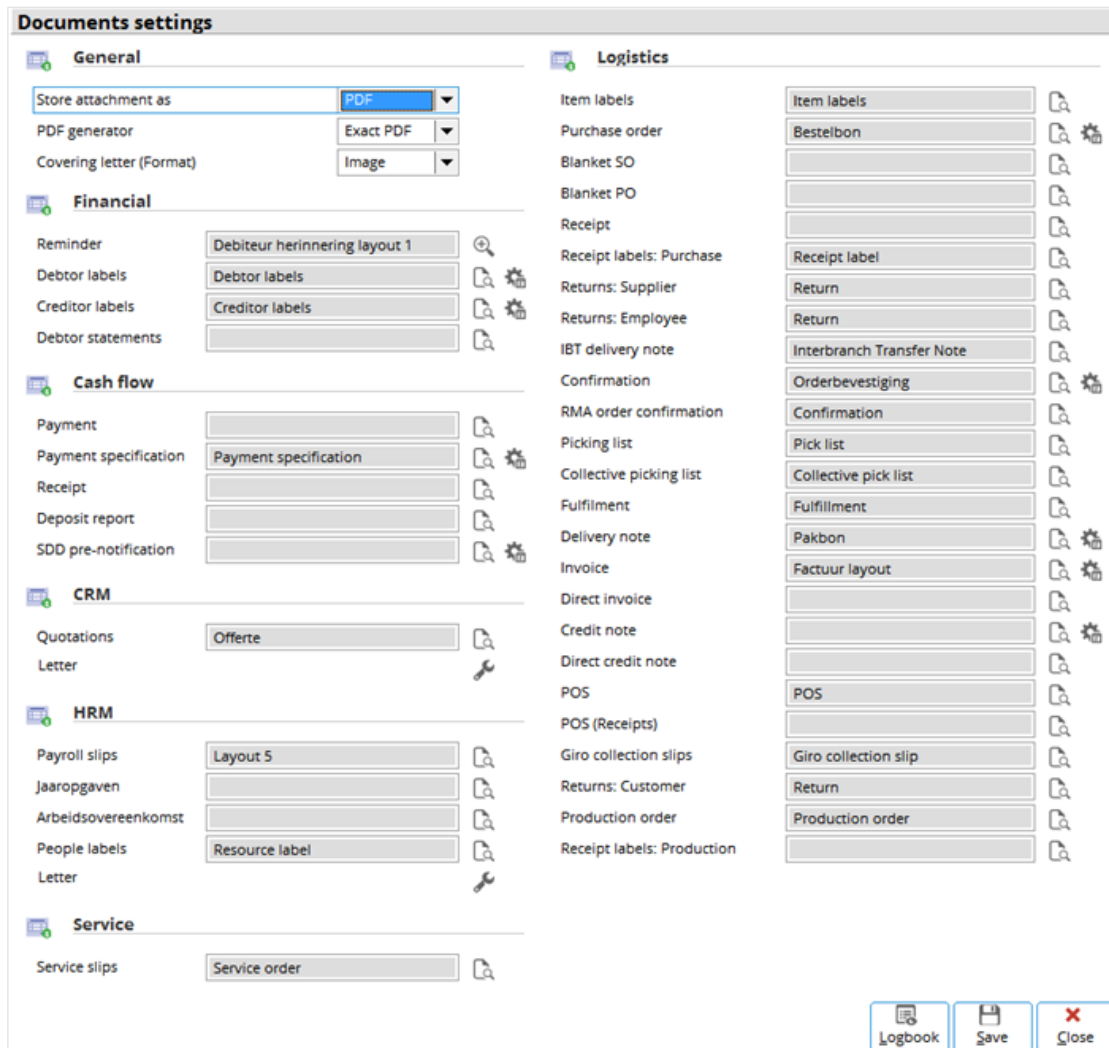
- **Classification** — Define the default classification of the newly created CRM account.

**Tip:**

The system-defined account classifications are **CA** — Corporate Account, **LA** — Large Account, **LE** — Large Enterprise, **ME** — Medium Enterprise, and **SE** — Small Enterprise. You can also define new ones.

## 5. DOCUMENTS SETTINGS

Click  **Documents settings** to display the following screen:



The screenshot shows the 'Documents settings' window with the following sections and options:

- General**
  - Store attachment as: PDF
  - PDF generator: Exact PDF
  - Covering letter (Format): Image
- Financial**
  - Reminder: Debiteur herinnering layout 1
  - Debtor labels: Debtor labels
  - Creditor labels: Creditor labels
  - Debtor statements: [Empty]
- Cash flow**
  - Payment: [Empty]
  - Payment specification: Payment specification
  - Receipt: [Empty]
  - Deposit report: [Empty]
  - SDD pre-notification: [Empty]
- CRM**
  - Quotations: Offerte
  - Letter: [Empty]
- HRM**
  - Payroll slips: Layout 5
  - Jaaropgaven: [Empty]
  - Arbeidsovereenkomst: [Empty]
  - People labels: Resource label
  - Letter: [Empty]
- Service**
  - Service slips: Service order
- Logistics**
  - Item labels: Item labels
  - Purchase order: Bestelbon
  - Blanket SO: [Empty]
  - Blanket PO: [Empty]
  - Receipt: [Empty]
  - Receipt labels: Purchase: Receipt label
  - Returns: Supplier: Return
  - Returns: Employee: Return
  - IBT delivery note: Interbranch Transfer Note
  - Confirmation: Orderbevestiging
  - RMA order confirmation: Confirmation
  - Picking list: Pick list
  - Collective picking list: Collective pick list
  - Fulfilment: Fulfilment
  - Delivery note: Pakbon
  - Invoice: Factuur layout
  - Direct invoice: [Empty]
  - Credit note: [Empty]
  - Direct credit note: [Empty]
  - POS: POS
  - POS (Receipts): [Empty]
  - Giro collection slips: Giro collection slip
  - Returns: Customer: Return
  - Production order: Production order
  - Receipt labels: Production: [Empty]


At the bottom right, there are three buttons: Logbook, Save, and Close.

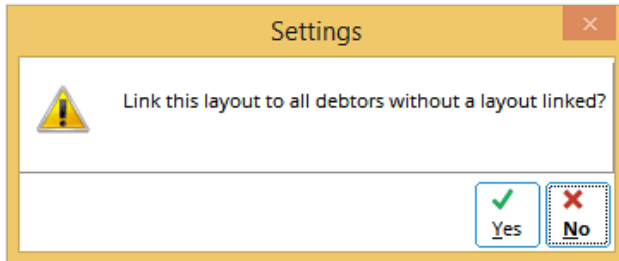
This screen is where document layouts of various modules namely, **Finance**, **Cash flow**, **CRM**, **HR**, **Service**, and **Logistics** are defined. Various documents, such as **Reminder**, **Debtor labels**, **Creditor labels**, **Payment specification**, **Payroll slips**, **People labels**, **Service slips**, and a number of **Logistics** documents are defined with the available default layouts. The system has predefined a large number of document layouts for selection. These predefined layouts can also be modified before use and you can also define your own layouts.



Click this to list the layouts defined for **Reminder** (maximum of 9).



Click this to select from a list of available layouts. When the  **Link layouts to debtors** icon is clicked, the following message will be displayed, asking whether you want to link the layout to all creditors or debtors or not. Click **Yes** to link the layout to all the creditors or debtors. Otherwise, click **No**.



Click this to display the list of creditors or debtors linked to the layout. An example is shown in the following screen:

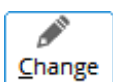
Layout	Description	Debtor	Country	
		Boston Manufacturing Comp	US	
		Brasserie Pigalle	NL	
		Cafe Hout	NL	
		Cafe The Green Lantarn	NL	
		Chinees restaurant 'De groene	NL	
		Contantdebiteur	NL	
		Customer Tuur	NL	
		DELANO Coffee Corner	NL	
		Exact USA	US	
		Grand cafe de Zeven Heuvels	NL	
		Herberg van Loo	NL	
		Het Witte paard	NL	
		IApple Head Office	NL	
		Ikke a la Munt	NL	
		Kaffee und Kuchen	DE	
		Lunchroom de Orka	BE	
		Mevr. Vlemmiks	NL	
		Opel Cremers B.V.	NL	
		Pizzeria Vesuvius	NL	
		Restaurant Enkhuizen	NL	
		Unknown debtor	NL	
		Van Langerak Escort Services ENL		

At the bottom of the table, there are three buttons: 'Unlink' (with a red X), 'Change' (with a pencil icon), and 'Close' (with a red X).



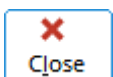
Unlink

Click this to remove the selected creditors or debtors that are linked to the layout. Hold down the CTRL key and click to select multiple creditors and debtors.



Change

Click this to change the layout to be linked to the selected creditors or debtors.



Close

Click this to close the screen and exit.

 Click this to mail-merge **CRM** or maintain (edit) **HR** letters. The following screen will be displayed:

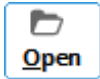
**Documents settings**

50 Rows

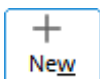
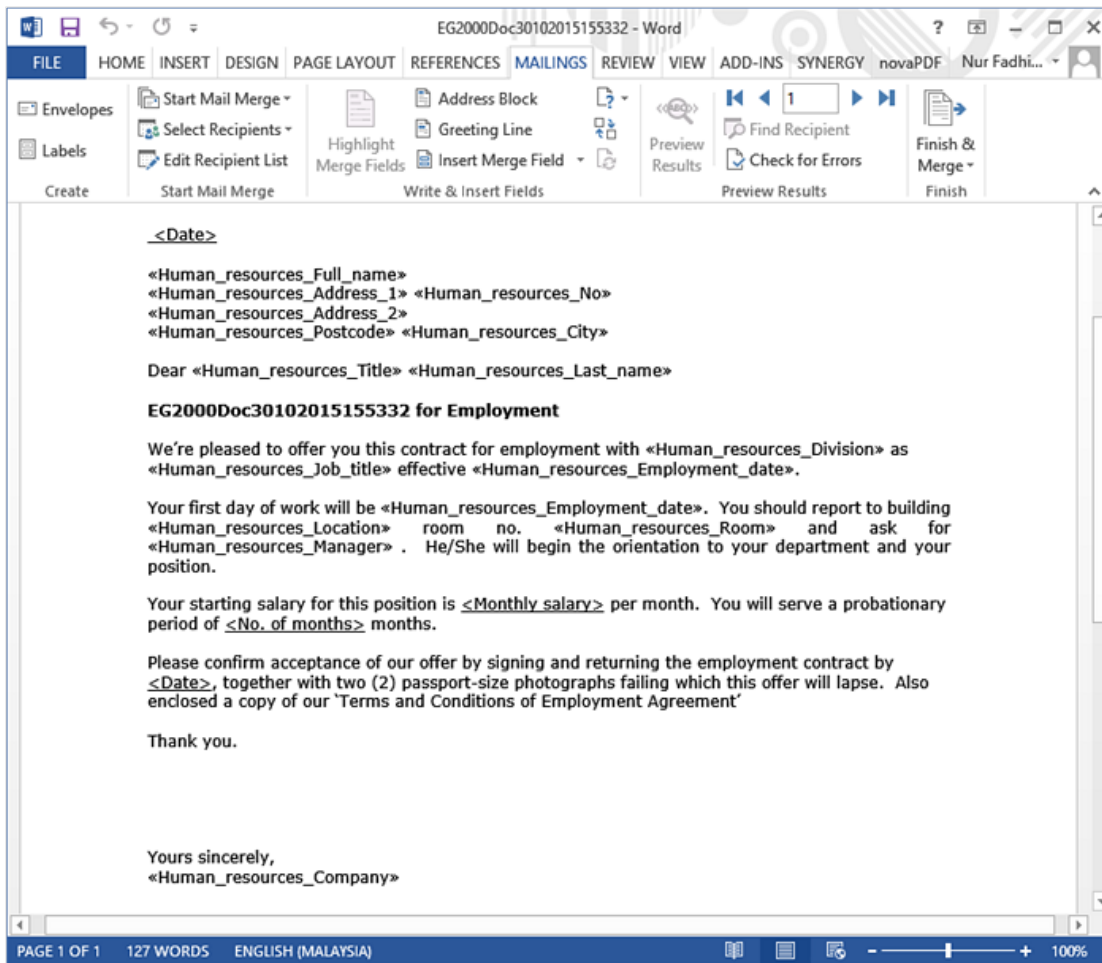
Filter  starts with  contains

Document  Description

Document	Description
Appoint	
Confirm	
Offer	
Release	
Target	



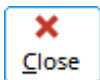
Click this to open the selected letter for editing (with Microsoft Word). An example is shown in the following:



Click this to close the screen and exit.




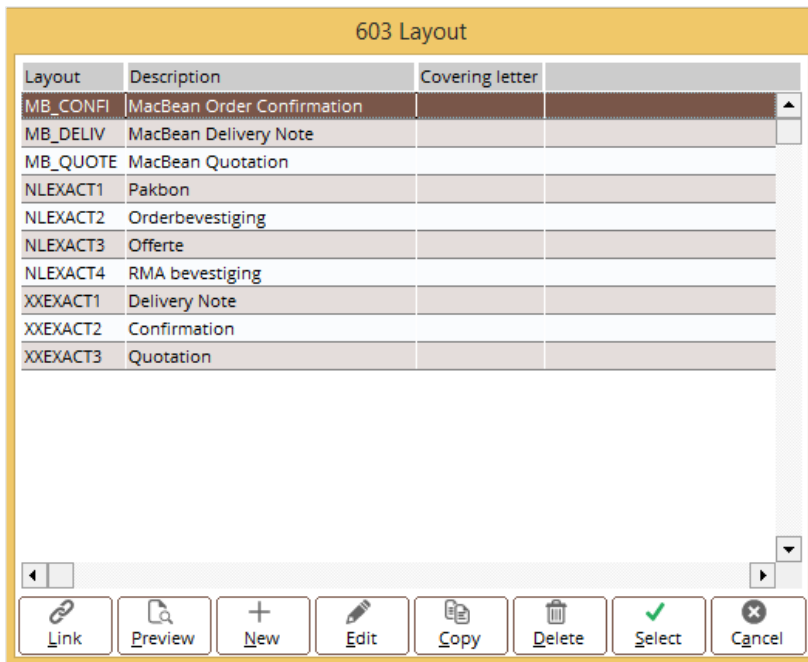
Click this to delete the selected document.



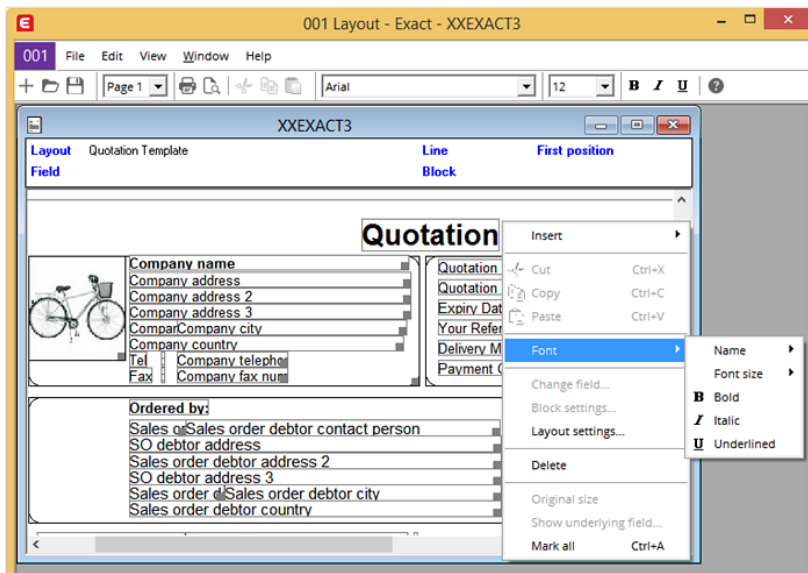
Click this to close the screen and exit.

## Editing existing layouts

The existing system-defined layouts can be edited to suit your requirements. Select the required document (for example, **Quotation**) to be edited by clicking . The following screen will be displayed:

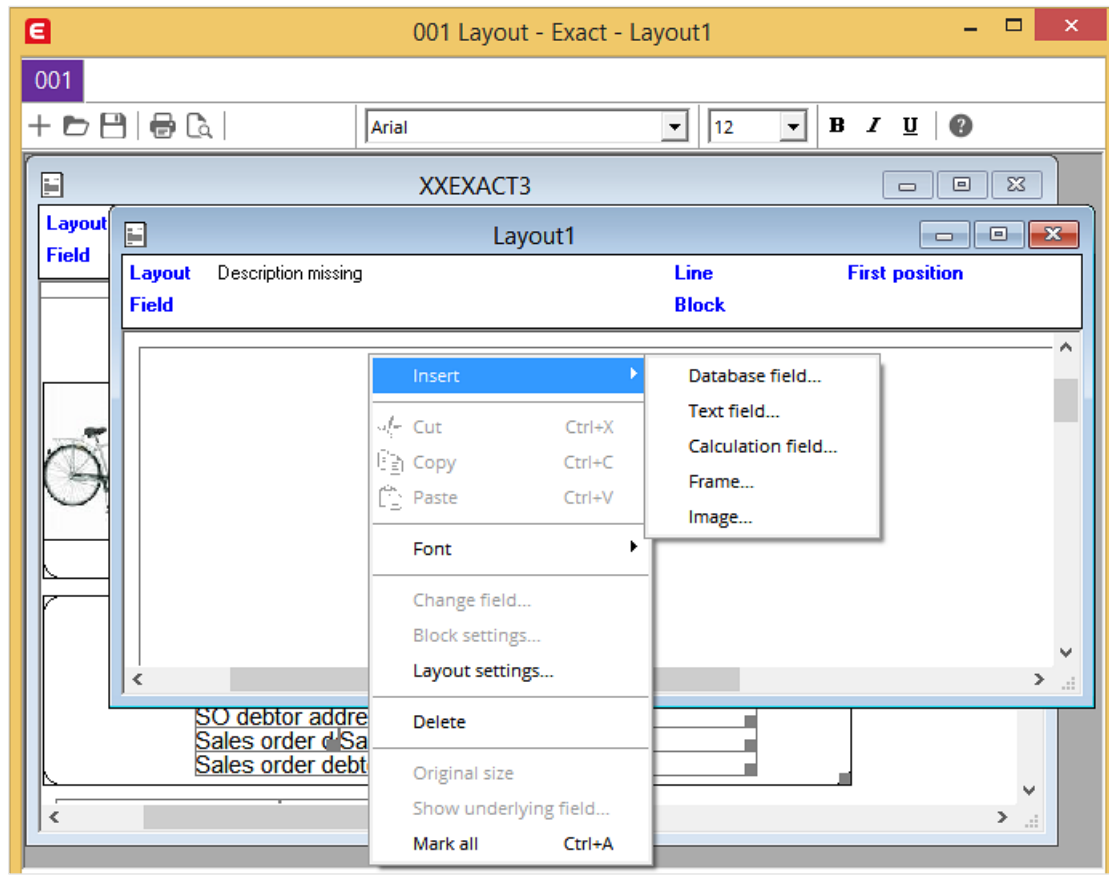


Select the required document layout, and then click **Edit**. The following screen allows you to edit the selected document. The components in the layout can be selected, cut, copied, pasted, and deleted. You can change the font type, bold, italicize, and underline the words. Once the layout is edited, save the layout before exiting.

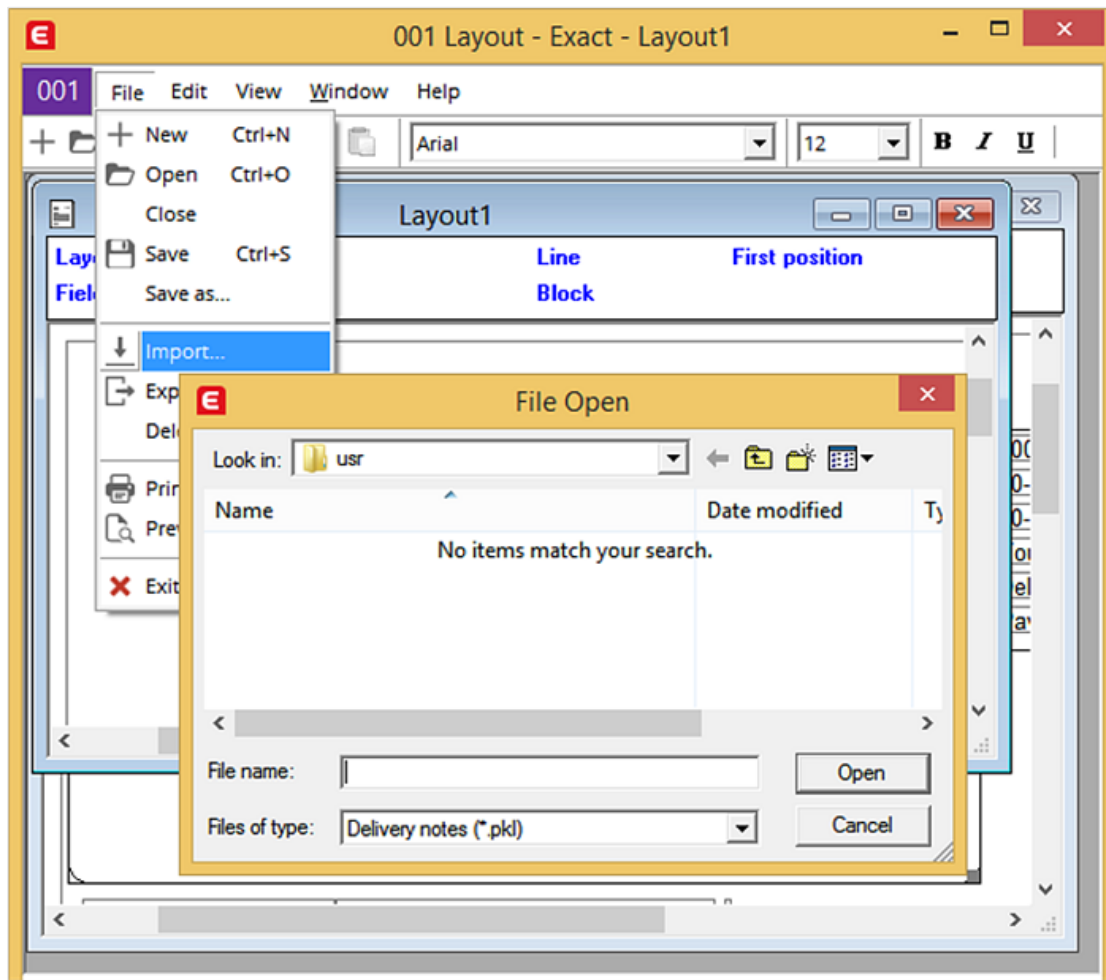


## Creating layouts

To create a layout, click **New** and the following editor screen will be displayed. Various items, such as database fields, text fields, calculation fields, frames, and images can be inserted via the editor screen.




Various existing layouts (pkl files) can be imported for editing, as displayed in the following screen:



After the editing has completed, click **Save** or **Save as**, give the newly created layout a **Layout description** and **Name**, and then click **OK** to save it.



## 6. GENERAL LEDGER SETTINGS

Click  **General ledger settings** to display the following screen. All the general ledger accounts must be created before the general ledger settings can be defined.

**General ledger settings**

---

**VAT**

Disable VAT  Non-deductible VAT

Flexible VAT system

VAT type Invoice system

Use separate GL to close VAT balances

> GL to report VAT 1550

---

**Entry**

Print posting report immediately  Check Analytical values Processing

Unique GL per bank/cash journal

Enforce balancing on cost centre

Entry number/ reporting date link

---

**Year-end closing process**

Process balance sheet  Result 0070

Closing offset B/S account

Opening offset B/S account

---

**General ledger**

Payment differences	<span style="border: 1px solid gray; padding: 2px;">Details...</span>	Landed costs	<span style="border: 1px solid gray; padding: 2px;"></span>
Calculation differences	<span style="border: 1px solid gray; padding: 2px;">Details...</span>	Bank costs	<span style="border: 1px solid gray; padding: 2px;">8030</span> Bank charges
> Accruals and prepayments	<span style="border: 1px solid gray; padding: 2px;">2300</span>	> Production : Costs	<span style="border: 1px solid gray; padding: 2px;">6010</span>
> Euro calc dif (Debit)	<span style="border: 1px solid gray; padding: 2px;">9200</span>	> Production : Revenue	<span style="border: 1px solid gray; padding: 2px;">6020</span>
> Invoices / items to be received	<span style="border: 1px solid gray; padding: 2px;">2400</span>	> Production : Waste	<span style="border: 1px solid gray; padding: 2px;">6030</span>
> Suspense account : Logistics	<span style="border: 1px solid gray; padding: 2px;">2500</span>	> Production : Results	<span style="border: 1px solid gray; padding: 2px;">6040</span>
Service: Time and material	<span style="border: 1px solid gray; padding: 2px;"></span>	> Production : WIP	<span style="border: 1px solid gray; padding: 2px;">6000</span>
Service: Contract costs	<span style="border: 1px solid gray; padding: 2px;"></span>	Production: Scrap	<span style="border: 1px solid gray; padding: 2px;"></span>
Service: Warranty costs	<span style="border: 1px solid gray; padding: 2px;"></span>		

---

**Journal**

> Sales invoice	<span style="border: 1px solid gray; padding: 2px;">70</span>	<span style="border: 1px solid gray; padding: 2px;">Verkoop</span>	> Project (Realizations)	<span style="border: 1px solid gray; padding: 2px;">92</span>
> Cash journal (POS/Direct invoices)	<span style="border: 1px solid gray; padding: 2px;">10</span>	<span style="border: 1px solid gray; padding: 2px;">Kas</span>	> Depreciation	<span style="border: 1px solid gray; padding: 2px;">93</span>
> Item transactions	<span style="border: 1px solid gray; padding: 2px;">91</span>		> Work in progress	<span style="border: 1px solid gray; padding: 2px;">92</span>
Purchase journal (Electronic invoicing)	<span style="border: 1px solid gray; padding: 2px;"></span>			

---

**Default**

Tax & Discount calculation Tax calculated over gross invoice amount

Logbook
Save
Close

## VAT section

Define the following fields:

- **Disable VAT** — Select this check box to disable the VAT transaction in the system (for companies that do not have VAT transactions).
- **VAT type** — Select **Invoice system** or **Cash system** to indicate whether the VAT system type involves either the invoice system or cash system for the accrual or cash transactions respectively.

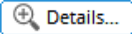
## Entry section

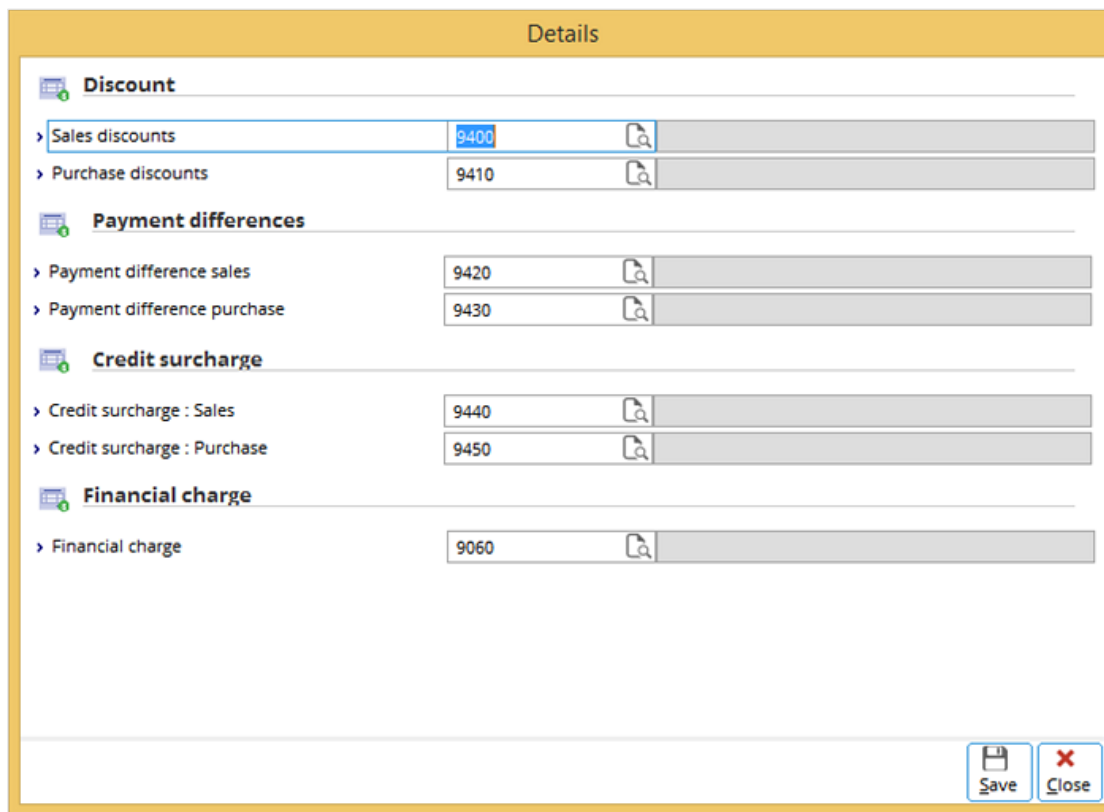
This section contains the following check boxes and field:








- **Print posting report immediately** — Select this check box to print the report immediately after posting. Clear this check box to print the report at Finance → Entries → Reports → Processed.
- **Unique GL per bank/cash journal** — Select this check box to specify a unique general ledger account for every bank or cash journal.
- **Check Analytical values** — Select **Processing** or **Entry** to check the analytical values either during processing or entry. The analytical values to be checked are defined in the Chart of Accounts.



## General ledger section

The various general ledger accounts can be defined in this section:

- **Payment differences** — Click  to display the following screen to define the general ledger accounts for the various payment differences. Define the appropriate accounts for the various discounts, differences, credit surcharges, and financial charge. An example is shown in the following screen:



Discount		
> Sales discounts	9400	
> Purchase discounts	9410	
Payment differences		
> Payment difference sales	9420	
> Payment difference purchase	9430	
Credit surcharge		
> Credit surcharge : Sales	9440	
> Credit surcharge : Purchase	9450	
Financial charge		
> Financial charge	9060	


Define the appropriate accounts for the rest of the items, such as **Calculation differences**, **Accruals and prepayments**, **Euro calc dif (Debit)**, and other fields in the screen.

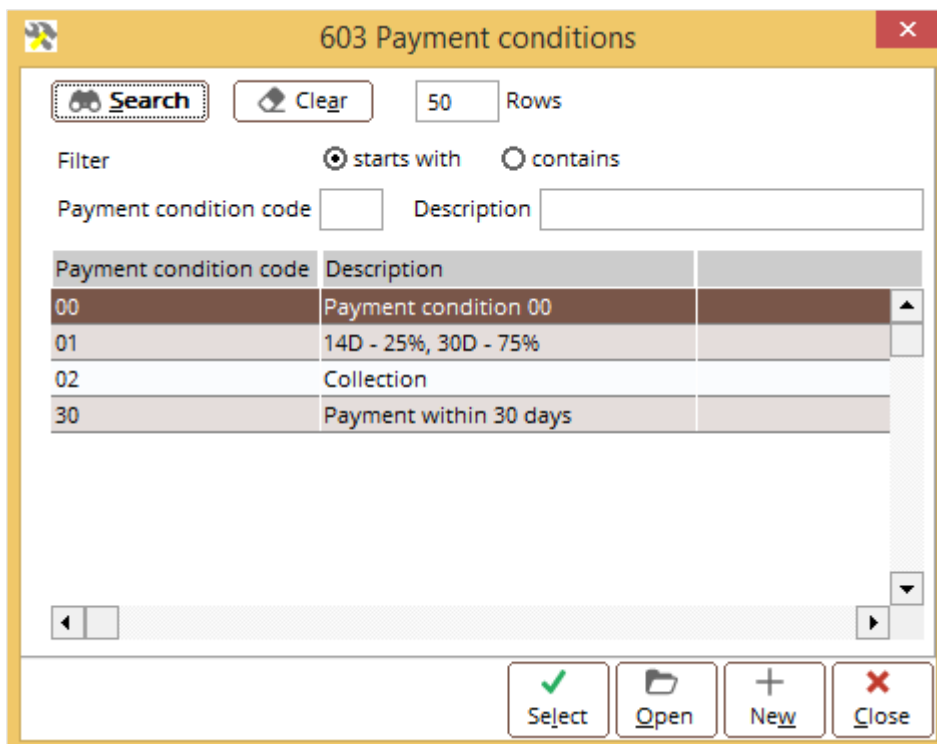
## Journal section

Define the appropriate journals for the items in the screen, such as **Sales invoice**, **Cash journal (POS/Direct invoices)**, **Item transactions**, **Project (Realizations)**, **Depreciation**, and **Work in progress**.

## Default section

Define the following fields in this section:

- **Tax & Discount calculation** — Define the default setting of whether the VAT (referred as tax in this user manual) involved excludes or includes discount, or whether the tax is calculated over the gross invoice amount or not.
- **Payment condition: Debtor** — Click  or press **F5** to display the following screen to define the default payment condition for the debtors.



603 Payment conditions

Search Clear 50 Rows

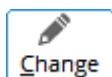
Filter  starts with  contains

Payment condition code Description

Payment condition code	Description
00	Payment condition 00
01	14D - 25%, 30D - 75%
02	Collection
30	Payment within 30 days

Select Open New Close

Payment condition code	Debtor	Country	City	Description
	Unknown debtor	NL	Unknown	
00	Boston Manufacturing Compa	US	Boston	Payment conditio
00	Brasserie Pigalle	NL	Weert	Payment conditio
00	Cafe Hout	NL	Valkenburg LB	Payment conditio
00	Cafe The Green Lantarn	NL	Nijmegen	Payment conditio
00	Chinees restaurant 'De groene	NL	Vught	Payment conditio
00	Contantdebiteur	NL		Payment conditio
00	Customer Tuur	NL	Delft	Payment conditio
00	DELANO Coffee Corner	NL	Noordwijk ZH	Payment conditio
00	Exact USA	US	New York	Payment conditio
00	Grand cafe de Zeven Heuvels	NL	Ittervoort	Payment conditio
00	Herberg van Loo	NL		Payment conditio
00	Het Witte paard	NL	Horst	Payment conditio
00	IApple Head Office	NL	Amsterdam	Payment conditio
00	Kaffee und Kuchen	DE	Osnabrück	Payment conditio
00	Lunchroom de Orka	BE	Blankenberge	Payment conditio
00	Mevr. Vlemmiks	NL	Maastricht	Payment conditio
00	Opel Cremers B.V.	NL	Rotterdam	Payment conditio
00	Pizzeria Vesuvius	NL	Sappemeer	Payment conditio
00	Van Langerak Escort Services E	NL		Payment conditio
00	Wok around de clock	NL	Eindhoven	Payment conditio
30	Restaurant Enkhuizen	NL	Marknesse	Payment within 30



Change

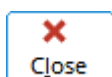
Click this to change the payment condition of the debtors or creditors. The following screen will be displayed. Change the payment condition to the required payment condition and click **OK**. Otherwise, click **Cancel** to exit without changing.

E
001 Payment conditions
✕

Payment conditions 00 30 day credit term

✓  
**OK**

✕  
**Cancel**



Close

Click this to close the screen and exit.

## Aging section

Define the aging analysis timeslots or durations of owing (or outstanding payments) at **Debtor** and **Creditor**. Normally, 30, 60, and 90 days are defined. This means up to 30 days, 31 to 60 days, 61 days to 90 days, and more than 90 days are set as defaults.

## Matching: Cash flow section

This setting determines how the system handles the original offset account when it encounters a mismatch of debtor or creditor accounts between a payment or collection and an invoice.


- **Overwrite Offset account** — Define one the following options:
  - **Never:** Select this option to never overwrite the original offset account.
  - **Always:** Select this option to always overwrite the original offset account, even if it occurs in a closed period.
  - **Only in open periods:** Select this option to overwrite the original offset account only when it occurs in an open period.

### Note:

The original offset account is not overwritten in the following situations:














- If the **Only in open periods** option is selected and a mismatch occurs outside the open periods, the original offset account is not overwritten.
- If a mismatch occurs in an imported bank file, the original offset account is not overwritten.

## 7. ITEM DATA SETTINGS


Click  **Item data settings** to display the following screen. Settings related to items, such as assortments, resource hour item planning, and bar codes can be defined in this screen.


### Item data settings

#### Assortments

Product Line	 	>	Assortment 6	
Product Group	 	>	Assortment 7	
Market Segment	 	>	Assortment 8	
Target Group		>	Assortment 9	
Internal products		>	Assortment 10	

#### Person: Planning

> Working day  


> Public holiday  

#### Bar codes

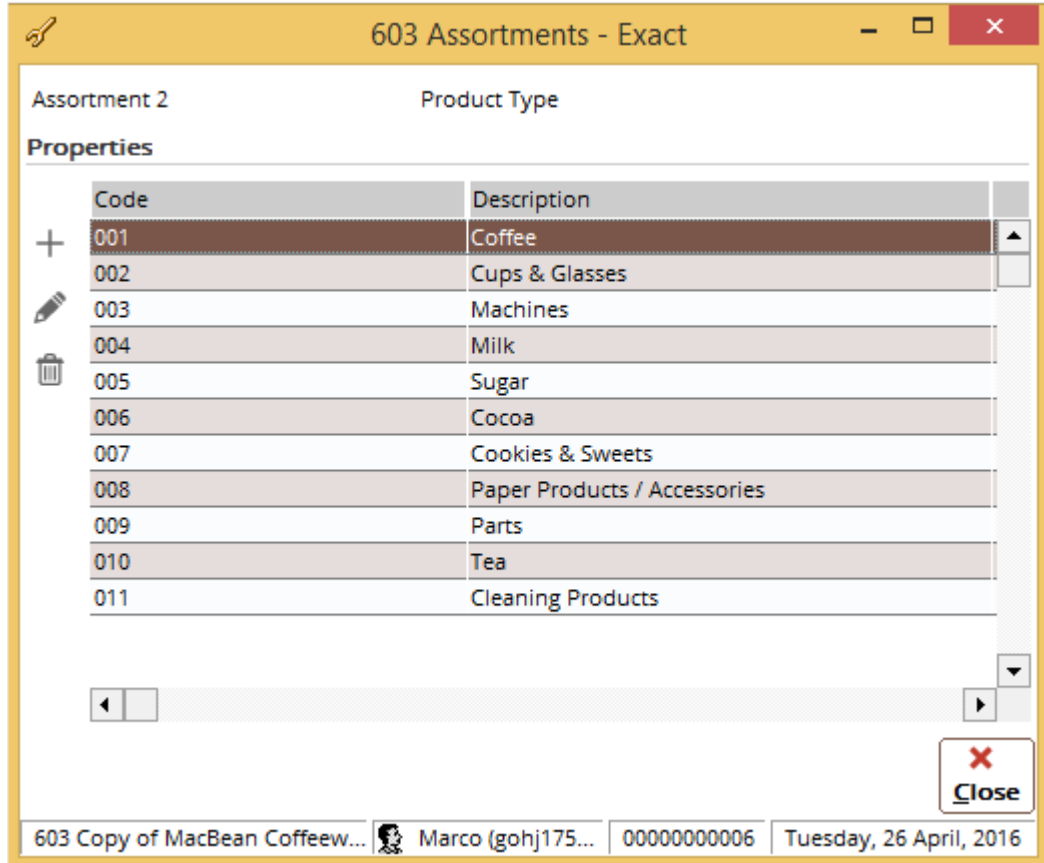
Certificate

## Assortments section

Assortments can be used for classifying or categorizing items according to their properties. Therefore, assortments can help in managing the items. Up to 10 assortments can be defined. The previous screen shows that five of the assortments (assortment 1 to 5) have been defined.

- **Maintain: Properties** — Click  **Maintain: Properties** next the assortment field to define the assortment. The **Assortments** screen will be displayed.

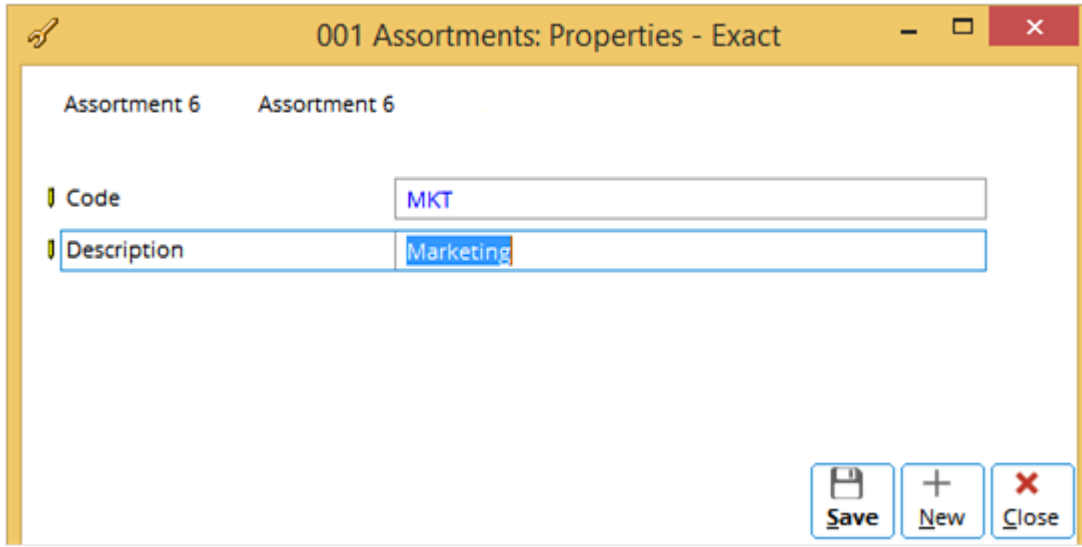
The following screen shows the example of **Assortment 2** defined as "Product Group" and the various properties defined under this "Product Group" assortment.



The screenshot shows a window titled "603 Assortments - Exact". Inside, there's a section for "Assortment 2" with a "Product Type" of "Product Group". Below this is a "Properties" table with 11 rows. The first row is highlighted. To the left of the table are icons for adding (+), editing (pencil), and deleting (trash) items. At the bottom right of the table area is a "Close" button with a red 'X' icon. The window's taskbar at the bottom shows the file name "603 Copy of MacBean Coffeew...", the user "Marco (gojh175...", a session ID "00000000006", and the date "Tuesday, 26 April, 2016".

Code	Description
001	Coffee
002	Cups & Glasses
003	Machines
004	Milk
005	Sugar
006	Cocoa
007	Cookies & Sweets
008	Paper Products / Accessories
009	Parts
010	Tea
011	Cleaning Products

- **+ New** — Click this to add a new property. The **Assortments: Properties** screen will be displayed for creating the property. Type the code and description at **Code** and **Description**, click **Save**, and then click **Close**. Click **New** to create another property. Many properties for an assortment can be created according to the business needs.



The screenshot shows a software window titled "001 Assortments: Properties - Exact". The window contains two tabs, both labeled "Assortment 6". Below the tabs, there are two input fields. The first field is labeled "Code" and contains the text "MKT". The second field is labeled "Description" and contains the text "Marketing". At the bottom right of the window, there are three buttons: "Save" (with a floppy disk icon), "New" (with a plus sign icon), and "Close" (with a red X icon).

- **Edit** — Click this to edit the selected property. The **Assortments: Properties** screen will be displayed. However, only the **Description** can be edited.
- **Delete** — Click this to delete the selected property. However, only the property that is not linked can be deleted. If the property has been linked to any item, the error message "Linked: Item - Property" will be displayed.



Once the assortments are defined, they are available for selection in the system. The assortments will also be displayed under the **Assortments** section in the **Basic** tab in the item maintenance screen.

The screenshot displays the '001 Items - Exact' window. The 'Basic' tab is active, showing the following details for item MAC0006:

- Item code:** MAC0006
- Description:** Coffee Machine
- Search code:** MACCOFFEEMELK
- Type:** Standard
- Status:** Active
- From:** 01/01/2010

The 'Assortments' section is highlighted with a red box and includes the following dropdown menus:

- Product Line: Product
- Product Group: Machines
- Market Segment: [Empty]
- Target Group: [Empty]
- Internal products: [Empty]
- Assortment 6: [Empty]

Other visible fields include:

- Sls. unit, Price:** stuk, 7,399.350 EUR
- Classification ESL:** Goods
- Sales VAT code:** 2, VAT 19% excl.
- Cost price:** 4,310.000 EUR / stuk
- Markup:** 71.68 %
- Purchase price:** 4,310.000 EUR / stuk

The bottom of the window features a toolbar with buttons for WMS, Graph, MRP, Card, Production orders, Purchase orders, Sales orders, Save, New, and Close.

## Person: Planning section

The default hour items used in MRS or master person schedule used in the person planning are defined in the following fields:

- **Working day** — Define the default hour item used in the calculations that are related to the working days of people.
- **Public holiday** — Define the default hour item used in the calculations that are related to people working during the public holidays.


Hour items are created and maintained at Manufacturing → Setup → Hours, HR → Planning → Hours, or Payroll → Components → Hours.

## Bar codes section


The bar code system used for the items is defined in the following field:

- **Certificate** — Define the bar code certificate number of the company.

## 8. NUMBERS SETTINGS


Click  **Number settings** to display the following screen:

**Numbers settings**






**General**

Use external numbering



**Financial**


	First	Free	Last	Qty. free	
General/Cash/Bank journal	1	10000773	10010001	9229	
Purchase journal	20000001	20000033	20010001	9969	



**Accounts**


Range: Start


Range: End




**Logistics**

Quotation number	<input type="text" value="4007"/>		<input type="checkbox"/> Order number
Sales order number	<input type="text" value="20075"/>		
Recurring sales order number	<input type="text" value="29001"/>		
Delivery note number	<input type="text" value="10034"/>		
Interbranch transfer number	<input type="text" value="15002"/>		<input type="checkbox"/> Delivery note number
Invoice number	<input type="text" value="1"/>		
Purchase order number	<input type="text" value="50033"/>		
Blanket purchase order number	<input type="text" value="55001"/>		
Blanket sales order number	<input type="text" value="25001"/>		
› Production order number	<input type="text" value="PROD"/> <input type="text" value="10013"/>		
› Kanban order number	<input type="text" value="KANB"/> <input type="text" value="1"/>		
RMA order number	<input type="text" value="22002"/>		
RTV order number	<input type="text" value="52003"/>		
Group internal use number	<input type="text" value="27000"/>		
Allow change entry number		<input checked="" type="checkbox"/>	

 Logbook

 Save

 Close


The sequential numbers used to define the journal transactions, accounts, quotations, sales orders, purchase orders, production orders, kanban orders, delivery notes, and others can be defined in this screen. By default, the number settings are displayed.

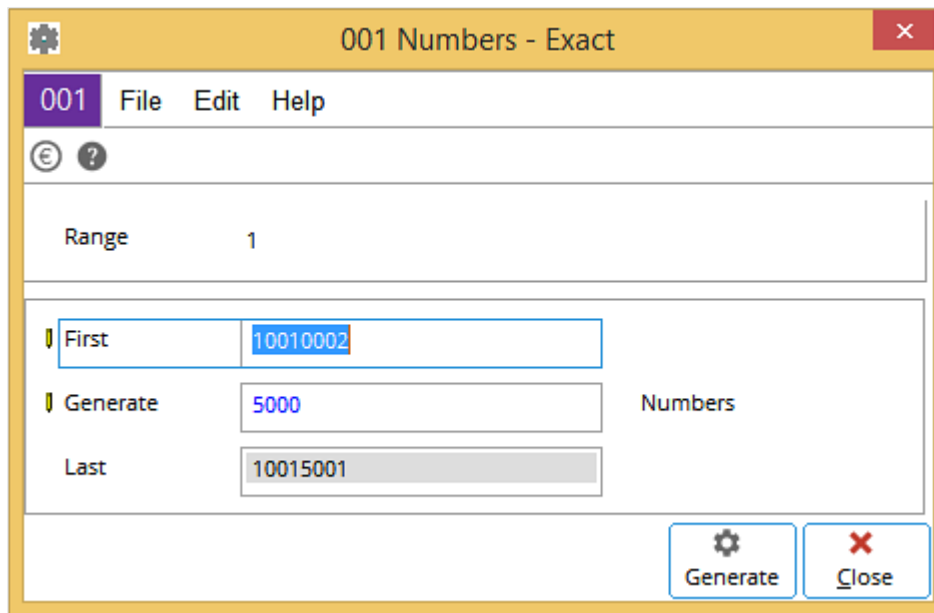
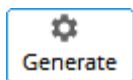
30

## Financial section

In this section, the following fields can be defined:

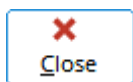
- **General/Cash/Bank journal** — Define the range of sequential numbers for the general, cash, or bank journal transactions. By default, the starting range is 10000001 to 10010001, free from 10000186, and quantity free is 9811.
- **Purchase journal** — Define the range of sequential numbers for the purchase journal transactions. By default, the recommended range is 20000001 to 20010001, free from 20000021, and quantity free is 9979.

More free numbers (for example, 5,000) can be generated by clicking  **Edit**. The following screen will be displayed:

Generate

Click this to generate the sequential numbers for the transactions.



Close

Click this to close the screen and exit.

### Tip:

These transaction numbers are our-ref's in the journals. For purchase journals, our-ref's are internal purchase invoice reference numbers to register suppliers' invoices. The actual reference numbers displayed on the suppliers' invoices are defined as your-ref's in the system.

## Accounts section

In this section, the following fields can be defined:

- **Range: Start** — Define the starting number (10 digits) of the creditor, debtor, and CRM lead accounts.
- **Range: End** — Define the ending number (10 digits) of the creditor, debtor, and CRM lead accounts.

## Logistics section

In this section, the following fields can be defined whereby 8-digit sequential numbers are used.


- **Quotation number** — Define the starting number for quotations. This field is disabled if the **Order number** check box is selected and the system-generated quotation numbers are used (which later become the sales order numbers once the quotations are accepted).
- **Order number** — Select this check box to use system-generated quotation or order numbers.
- **Sales order number** — Define the starting number for sales orders.
- **Delivery note number** — Define the starting number for delivery notes.
- **Interbranch transfer number** — Define the starting number for interbranch transfers. This field is disabled if the **Delivery note number** check box is selected and the delivery note numbers involved in the interbranch transfers are used as the interbranch transfer numbers.
- **Invoice number** — Define the starting number for invoices. This field is disabled if the **Invoice code/journal link** check box under the **Print** section in **Invoice settings** is selected, and the system generated invoice numbers are used.
- **Purchase order number** — Define the starting number for purchase orders.
- **Production order number** — Define the starting number for production orders. The number is prefixed with four editable alphanumeric characters (default is PR05).
- **RMA order number** — Define the starting number for RMA (return to merchant authorization) orders.

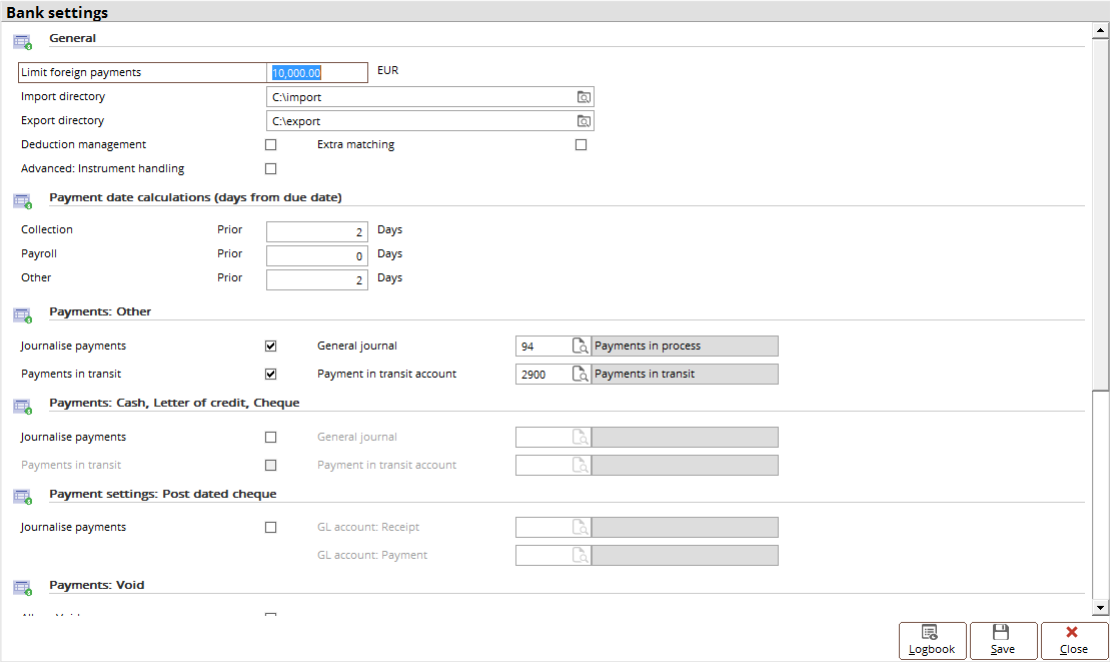
### Tip:

It is advisable to avoid overlapping numbers by assigning a unique starting number for each item for better traceability.

- **RTV order number** — Define the starting number for RTV (return-to-vendor) orders.

# 9. BANK SETTINGS

Click  **Bank settings** to display the following screen. These settings are necessary for the cash flow management functionality.



**Bank settings**

**General**

Limit foreign payments: 10,000.00 EUR

Import directory: C:\import

Export directory: C:\export

Deduction management:  Extra matching

Advanced: Instrument handling

**Payment date calculations (days from due date)**

Collection Prior: 2 Days

Payroll Prior: 0 Days

Other Prior: 2 Days

**Payments: Other**

Journalise payments  General Journal: 94 Payments in process

Payments in transit  Payment in transit account: 2900 Payments in transit

**Payments: Cash, Letter of credit, Cheque**

Journalise payments  General Journal

Payments in transit  Payment in transit account

**Payment settings: Post dated cheque**

Journalise payments  GL account: Receipt

GL account: Payment

**Payments: Void**

Logbook Save Close

## General section

This section contains the following fields:

- **Limit foreign payments** — Define the lower limit (the smallest amount) in the default currency (EUR for euro) permitted. For example, if EUR 1,000 is set, then any foreign payment of amount lesser than EUR 1,000 is not acceptable as a foreign payment by the system.

Foreign payments have to be treated differently from domestic payments due to the legislative regulations. When foreign payments are made, additional information has to be provided to the bank.

### Note:

A payment is considered foreign when any one of the following four conditions is met:

1. The payment currency is DIFFERENT from the currency of cash instrument of the receiving company.
2. The payment currency is FOREIGN, for example, it is not the default or local currency of the receiving company.
3. The creditor's bank is FOREIGN, for example, its country code is not that of the cash instrument of the receiving company (if the country code of the creditor's bank is not stated, then that of the creditor is assumed).
4. The creditor is FOREIGN, for example, its country code is not that of the company (even if the country code of the creditor's bank is), and the limit for foreign payments has been exceeded.

The following cases are considered foreign payments:

Case	Reason
1 The payment currency is different from the currency of the cash instrument it is made through.	Definition 1
2 The payment currency is the same as the currency of the cash instrument but it is not the default currency based on the country code of the receiving company.	Definition 2
3 The payment currency is the currency of the cash instrument but the country codes of the creditor and the creditor's bank are different from the country code of the cash instrument.	Definition 3
4 The payment currency is the same as the currency of the cash instrument and the country code of the creditor is that of the cash instrument, but the country code of the creditor's bank is not that of the cash instrument.	Definition 3
5 The payment currency is the same as the currency of the cash instrument but the country code of the creditor is different from the country code of the cash instrument, and the country code of the creditor's bank is not stated.	Definition 3
6 The payment currency is same as the currency of the cash instrument and the country code of the creditor's bank is that of the company (as defined in <b>Company data settings</b> ) but the country code of the creditor is different from that of the cash instrument, and the payment amount exceeds the limit for foreign payments defined in <b>Bank settings</b> .	Definition 4

- **Import directory** — Define the directory used to import the electronic bank files.
- **Export directory** — Define the directory used to export the electronic bank files.

**Tip:**

About import and export directories:

- These directories are used to export and import electronic documents of bank statements, and payments or collection orders to and from third party electronic banking software.
  - The import directory and export directory must be two separate directories.
  - An individual subdirectory is created for each bank of every country in both the import and export directories.
- 
- **Deduction management** — Select this check box to use the deduction management application that can be accessed in the advanced write-off matching screen.
  - **Extra matching** — Select this check box to access the automatic matching of multiple invoices to a single payment. If this check box is not selected, the usual automatic matching during importing will be used.
  - **Advanced: Instrument handling** — Select this check box to use the advanced bill of exchange functionality. This advanced bill of exchange functionality provides an integrated handling and processing of invoice payments with the bank instruments, including bills of exchange. It also enables the advanced features in handling cash-in and cash-out functions for cheques and letters of credit at Cash flow → Miscellaneous → Instrument status.

## Payments: Other section

The settings in this section determine how financial transaction entries for payments (payouts) and collections are journalized or generated. Select the **Journalize payments** check box to generate the financial transaction when a payment (payout) is processed at Cash flow → Payments → Process or when a collection is processed at Cash flow → Collections → Collection. The **General journal** to register the payment entries must be defined. The way the financial transaction entries are generated depends on the setting for **Payments in transit**. If the **Payments in transit** check box is selected, payment and receipt entries are registered in the payments in transit account. The **Payment in transit account** field (creditor type) has to be defined to allow the matching of cash flow transactions (payment or collection installments) imported or manually entered with the later invoices. If the check box is not selected, only the balance of the cash instrument in the general ledger (G/L) will be adjusted when the payment or collection is processed.

## Payments: Cash, Letter of credit, Bank/Cheque, Post dated cheque sections

The settings in these sections determine the financial transaction entries generated for payments and collections made through cash, letter of credit, and bank or cheque. The way these settings work is described in *Payments: Other section*.

## Payment specification section

This section contains the following check boxes:

- **Print: Payment specification** — Select this check box to automatically print the payment specification after the payment installment is processed into an export file.

### Note:

A payment specification is only printed when an export file is generated. It is not printed for payment processes that also involve printing of payment documents (for example, a cheque) which contain all the information on the payment.

- **Print: Grouped payments only** — Select this check box to automatically print payment specifications after all the payment installments are processed and grouped.

## Deposit number section

This section contains the following check box:

- **Auto generate** — Select this check box to allow automatic generation of serialized deposit numbers for the cash flow entry.

The last used number is automatically increased by 1. The deposit number depends on the cash instrument concerned and it is in numeric form only. However, you can still manually enter the deposit numbers. If the same deposit number has been used before, the message "Already used: Deposit number, Continue?" will be displayed.



## SEPA section

The settings in this section enables the processing of payments using the SEPA format. Single Euro Payments Area (SEPA) is a single integrated payments environment for countries within the SEPA region including all countries in the European Union, Iceland, Liechtenstein, Norway, and Switzerland. This section contains the following attributes:

1. **Automatic: IBAN Calculation** — Select this check box to calculate the IBAN automatically for the debtor and creditor bank accounts. Once the check box is selected, the message "IBAN values are calculated in accordance with European banking standards. Licensee is solely responsible for the validation and use of the calculated IBAN values. Exact is not liable for the correctness of the calculation and/or the results." will be displayed. Click **Accept** to close the disclaimer screen and the check box will be selected. By default, this check box is selected for the Belgium legislation.
2. **CAMT Import: Allocation rules** — Select this check box to display the **Allocation rules** button in the cash instruments maintenance screen at Cash flow → Cash instruments → Maintain. Once the check box is selected, you can create custom payment allocation rules for the CAMT bank statement import from external formats and systems. For more information, see *Customizing payment allocation rules for CAMT bank statement import (Document ID 26.499.979)* in Exact Synergy Enterprise. This feature is applicable only to SEPA CAMT bank statements.
3. **Requested collection date calculations** — Select how you want the requested collection date to be calculated. **Due date** or **Payment date** can be selected. By default, **Due date** is displayed. If **Due date** is selected, the requested collection date will be based on the SEPA direct debit (SDD) file linked to the debtor's account. However, if **Payment date** is selected, the banks will have to process the collections on the next day if the requested collection date falls on a non-working day or public holiday. This field is only applicable to the banks in Germany, Austria, the Netherlands, and Belgium.

This section will be displayed only if you have **SE1030**, **SE1103**, **SE1703**, **SE1705**, or **SE2303** in your license.

**Note:**

For more information on the SEPA functionality, see *SEPA Startpage (Document ID 24.021.780)* in Exact Synergy Enterprise.

# 10. INVOICE SETTINGS

After the sales have been concluded, the customer will be invoiced by the company. Certain settings are necessary before invoices can be invoiced. The settings for invoicing are at System → General → Settings. Click

 **Invoice settings** to display the following screen:

### Invoice settings

#### Entry

Shipping via	TNT		Change invoice debtor	<input checked="" type="checkbox"/>
Default warehouse	1	Centraal magazijn	Exceeding permitted	<input type="checkbox"/>
Assign invoice numbers	At final print		Negative margin check	<input checked="" type="checkbox"/>
Reference (Credit note)	CRED		Discount / Extra charges	<input checked="" type="checkbox"/>
Quantity (Default)	0.000		Block invoice number	<input checked="" type="checkbox"/>
Item code repeat length	0		Credit note: Copy invoice Xrate	<input type="checkbox"/>
			Delete invoices with invoice numbers assigned	<input checked="" type="checkbox"/>

#### Authorise

Authorise invoices  Under  EUR greater than or equal to  EUR

#### Print

Revenue account	Item		Blocked debtor	<input type="checkbox"/>
Exchange rate	Input time		Invoice code/journal link	<input checked="" type="checkbox"/>
Revenue: Date	Print time		Use multiple layouts	<input type="checkbox"/>
Journalise amounts	Gross		Print layout during Email/E-Invoice	<input checked="" type="checkbox"/>
			Post entries: At final print	<input type="checkbox"/>
			Sequential: invoice number and date	<input type="checkbox"/>

#### Direct invoice




Direct invoice debtor	60086	Contantdebiteur	Multiple: Direct invoice code	<input type="checkbox"/>
Direct invoice code	30			
Invoice code: Direct credit note	10			
Payment condition	00	30 day credit term		

#### OCR-B

Deposit authority  Return



#### Penalty invoice

Penalty invoice item	BOETEFACTU		
Penalty invoice code	20		
Penalty payment condition	30		

 Logbook
 Save
 Close

## Entry section

This section contains the following fields and check boxes:

- **Shipping via** — Define the default shipping method that will be used when entering invoices.
  -  : Click this or press **F5** to select the shipping method. The shipping methods must first be defined before they can be selected.
  -  : Click this to access the debtor list to assign shipping methods to individual debtors.
- **Default warehouse** — Define the default warehouse that will be used when entering invoices.
- **Assign invoice numbers** — Select one of the following options:
  - **At final print** (default) is recommended when changes to the orders are frequent, so that all the changes can be consolidated during the final print of the invoices with only one assigned number.
  - **At trial print** is often used when the trial invoices are archived. Therefore, unique numbers are required.
  - **At entry** ensures all the invoices are assigned with unique numbers, and allows better traceability from entry until authorization and the invoices are processed and printed.
- **Reference (Credit note)** — Define the default reference prefix (for example, **CN**) for credit notes followed by the original sales invoice number.
- **Quantity (Default)** — Define the default quantity in the invoice line.
- **Item code repeat length** — Define the number of repeated characters the item codes start with for data entry. For example, a batch of items with codes start with AB, 2 can be defined in this field. After that, type the full code with AB in front in the invoice line. You do not have to type AB in the subsequent lines.
- **Change invoice debtor** — Select this check box to allow a different invoice debtor to be defined in the sales order.

### Tip:

If a different invoice debtor is not defined, the debtor in the sales order taken from the invoice debtor will be used.

- **Exceeding permitted** — Select this check box to allow the credit limits of the debtors to be exceeded. For example, no warning message will be displayed during authorization when the debtor has exceeded the credit limit and sales invoice is created. If this check box is cleared, the sales invoice will not be created if the debtor has exceeded the credit limit.
- **Negative margin check** — Select this check box to check for negative margin (for example, net sales price is lower than the standard cost price (average purchase price)) from a sales item, and a warning message will be displayed asking whether you want to proceed with the invoicing or not.
- **Discount / Extra charges** — Select this check box to automatically display the **Discount / Extra charges** screen for the discount entries, and extra charges at the end of the invoice entry. Otherwise, the **Specific** button must be clicked in the **Sales invoices** screen to display the **Discount / Extra charges** screen.
- **Block invoice number** — This check box is enabled only if **At entry** is selected at **Assign invoice numbers**. Select this check box to block the invoice number from being assigned when you record the invoice. For example, the system-generated invoice numbers must be used. This setting is not applicable for assigning invoice numbers during the final and trial prints.

## Authorize section

This section determines whether invoices need to be authorized. If invoices must be authorized, the authorization limit should be defined.

- **Authorize invoices** — Select this check box if invoices must be authorized. If this check box is not selected, all the invoices will be authorized when they are entered.
- **Under** — Define the amount whereby authorization is not necessary. Authorization is not required for invoices below this amount.
- **greater than or equal to** — Define the maximum amount whereby authorization is not allowed and a higher authority needs to approve the invoice.

**Note:**

The amount defined for **Under** must be less than the amount defined at **greater than or equal to**.

## Print section

Define the following fields and check boxes:

- **Revenue account** — Select the revenue account to be used in recording transactions in invoices. You can select any of the following options:
  - **Item:** This is the revenue from the general ledger account that is linked to the items.
  - **Debtor:** This is the revenue from the general ledger account that is linked to the debtors.
- **Exchange rate** — Select the time option to calculate the invoiced currency exchange rate. Select **Input time** to calculate the currency exchange rate when the invoice is recorded. Alternatively, select **Print time** to calculate the currency exchange rate when the invoice is printed.

**Tip:**

The exchange rate at print time should be selected if the invoice is expected to be outstanding for a long time, and when the exchange rate of the currency involved fluctuates widely.

- **Revenue: Date** — Select the time option to book the revenue. Select **Input time** to book the revenue on the day the invoice is recorded. For example, if an invoice is recorded on January 1, 2012 and printed on March 31, 2012, the date of the revenue booked is January 1, 2012. Alternatively, select **Print time** to book the revenue based on the date the invoice is printed. For example, the invoice is recorded on January 1, 2012 and printed on March 31, 2012. The date of the revenue booked will follow the print day, which is March 31, 2012.
- **Blocked debtor** — Select this check box to allow printing of invoices for blocked debtors.
- **Invoice code/journal link** — Select this check box to link invoice codes to sales journals. For example, to use the respective entry numbers of the sales journals as invoice codes.

**Note:**


Once the **Invoice code/journal link** check box is selected, the **Invoice number setting** field at System → General → Settings → Numbers settings will be disabled.

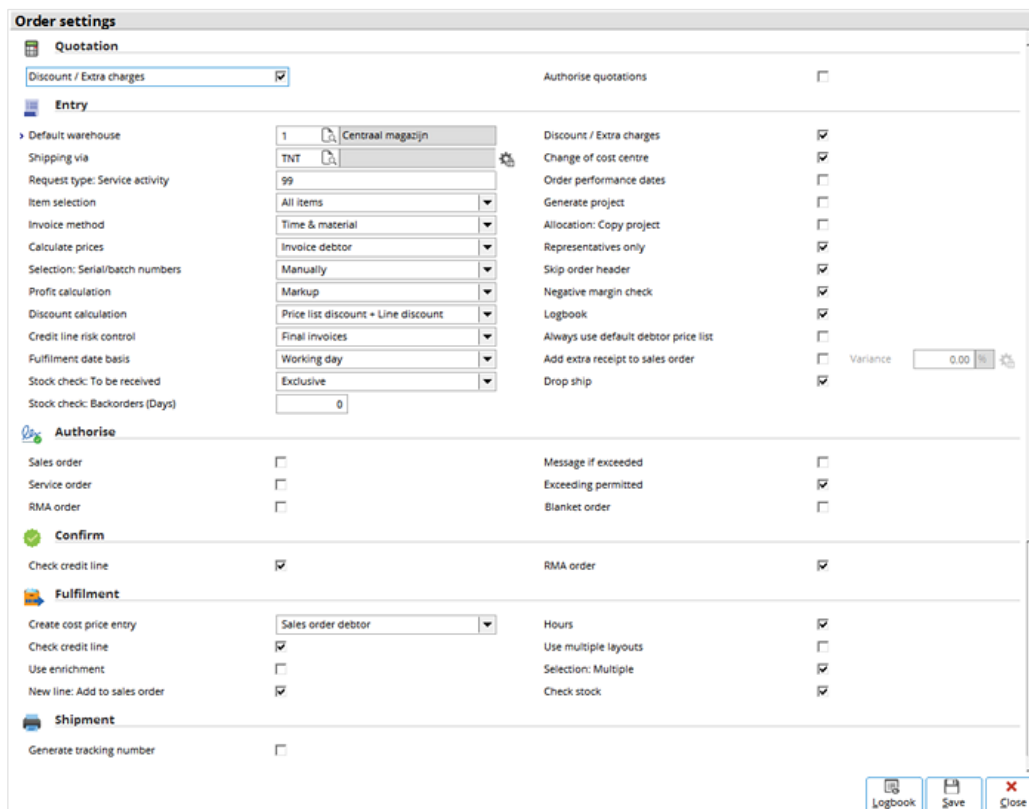
## Direct invoice section

A direct invoice is an invoice issued after the sales items are delivered, whereby sales orders are not created. The following settings related to direct invoice are necessary.

- **Direct invoice debtor** — Define the direct invoice debtor. By default, **000000** is displayed.
- **Direct invoice code** — Define the start of the direct invoice code.
- **Invoice code: Direct credit note** — Define the start of the direct credit note code.
- **Payment condition** — Define the payment condition for direct invoices.
- **Multiple: Direct invoice code** — Select this check box if multiple direct invoice codes are required.

# 11. ORDER SETTINGS

Orders refer to sales and service orders which are related to the sales process. The sales process starts with a quotation, followed by the entering of the sales order, authorizing of the sales order, and confirmation by the customer. After the order has been confirmed, it will be fulfilled and shipped. The **Quotation**, **Entry**, **Authorize**, **Confirm**, **Fulfillment**, and **Shipment** sub-processes are part of **Order settings**. Click  **Order settings** at System → General → Settings to display the following screen:



Section	Setting	Value/Status
Quotation	Discount / Extra charges	<input checked="" type="checkbox"/>
	Authorise quotations	<input type="checkbox"/>
Entry	Default warehouse	1 Centraal magazijn
	Shipping via	TNT
	Request type: Service activity	99
	Item selection	All items
	Invoice method	Time & material
	Calculate prices	Invoice debtor
	Selection: Serial/batch numbers	Manually
	Profit calculation	Markup
	Discount calculation	Price list discount + Line discount
	Credit line risk control	Final invoices
	Fulfillment date basis	Working day
	Stock check: To be received	Exclusive
	Stock check: Backorders (Days)	0
	Authorise	Sales order
Service order		<input type="checkbox"/>
RMA order		<input type="checkbox"/>
Message if exceeded		<input type="checkbox"/>
Confirm	Check credit line	<input checked="" type="checkbox"/>
	RMA order	<input checked="" type="checkbox"/>
Fulfilment	Create cost price entry	Sales order debtor
	Check credit line	<input checked="" type="checkbox"/>
	Use enrichment	<input type="checkbox"/>
	New line: Add to sales order	<input checked="" type="checkbox"/>
Shipment	Generate tracking number	<input type="checkbox"/>
	Drop ship	<input checked="" type="checkbox"/>
	Discount / Extra charges	<input checked="" type="checkbox"/>
	Change of cost centre	<input checked="" type="checkbox"/>
	Order performance dates	<input type="checkbox"/>
	Generate project	<input type="checkbox"/>
	Allocation: Copy project	<input type="checkbox"/>
	Representatives only	<input checked="" type="checkbox"/>
	Skip order header	<input checked="" type="checkbox"/>
	Negative margin check	<input checked="" type="checkbox"/>
	Logbook	<input checked="" type="checkbox"/>
	Always use default debtor price list	<input type="checkbox"/>
	Add extra receipt to sales order	<input type="checkbox"/>
	Variance	0.00

## Quotation section

This section contains the following check boxes:



- **Discount / Extra charges** — Select this check box to automatically display the **Discount / Extra charges** screen for the discount entries and extra charges at the end of the quotation entry. Otherwise, the **Specific** button in the **Quotations** screen must be clicked to display the screen.
- **Authorize quotations** — Select this check box if authorization is required before the quotations can be processed and printed. If this check box is not selected, all the quotations will be authorized when they are entered.

### Note:

Quotations are an integrated part of the sales process and once accepted by the customer, a quotation will eventually be a sales order. For quotations that do not involve stock, such as for service only, once accepted, they will be converted to service orders.

## Entry section

Define the following fields and check boxes:

- **Default warehouse** — Define the default warehouse for entering sales orders and service orders. The most commonly used warehouse should be defined.
- **Shipping via** — Define the default shipping method for entering sales orders and service orders. The most commonly used shipping method should be defined.
  -  — Click this or press **F5** to select the shipping method. The shipping methods must first be defined before they can be selected.
  -  — Click this to access the debtor list to assign shipping methods to the individual debtors.
- **Item selection** — Select the list of items that can be selected when entering sales orders and service orders. You can select any of the following options:
  - Select **All items** (default), whereby all the active items can be selected.
  - Select **Product ranges by debtor** only for items defined in the price agreements with debtors, which can be selected. If no price agreement exists with the debtor, all the active items can be selected.
- **Invoice method** — Select the default invoice or pricing method that will be used. This setting affects quotations, sales and service orders, and determines the pricing method to be used for over-fulfillment or over-realization of orders. You can select any of the following options:
  - Select **Fixed** (default) for pricing based on the fixed item prices for all the quotations, sales orders, and service orders.
  - Select **Time & material** for pricing based on per-unit prices for all the quotations, sales orders, and service orders.
- **Calculate prices** — Select the default debtor's price list that will be used for the prices in the sales orders and service orders. You can select any of the following options:
  - **Invoice debtor** (default) — This option is used in the price list of the invoice debtor. By default, the debtor will be displayed in the invoice.
  - **Sales order debtor** — This option is used in the price list of the sales order debtor. By default, the debtor will be displayed in the sales order.
  - **Invoice debtor \* Sales order debtor** — This option is used in the price list of the invoice debtor, if available. Otherwise, it will be used in the price list of the sales order debtor.
- **Selection: Serial/batch numbers** — Select how the serial or batch numbers will be selected in the sales and service orders. You can select any of the following options:
  - Select **Manually** (default) to manually select the serial or batch numbers.
  - Select **Valid** to select only from a list of valid serial or batch numbers linked to the existing inventory.
  - Select **All** to select from the entire serial or batch numbers that is available in the system.

- **Profit calculation** — Select how the profit percentage will be calculated. You can select any of the following options:
  - Select **Markup** (default) for gross profit divided by cost price.
  - Select **Margin** for gross profit divided by sales price.
- **Discount calculation** — Select how the discount will be calculated. You can select **Line discount after price list discount** (default) or **Price list discount + Line discount**.

The following example illustrates the difference between the two options. For example, an item has a normal sales price of €100 with a price list discount of 10%, and a line discount of 5%. The final discounted sales prices and effective discounts for the two options will be as follows:

Option	Sales Price	After 10% price list discount	After 5% line discount	Effective final discount
Line discount after price list discount	€100	€100 x 90% = €90	€90 x 95% = €85.50	14.5%
Price list discount + Line discount			€100 x 85% = €85.00	15.0%

- **Credit line risk control** — Select the amount (at which stage of the sales order-invoice process) to be based on during the authorization process for the credit line risk control. You can select **Authorized sales orders**, **Invoices to be authorized**, **Authorized invoices**, or **Final invoices** (default).

The amounts included for each option are based on the following settings:

- **Discount / Extra charges** — Select this check box to automatically display the **Discount / Extra charges** screen for the discounts and extra charges entries entered at the end of the order entry. Otherwise, click the **Specific** button in the **Sales orders** screen to display the **Discount / Extra charges** screen.
- **Change of cost center** — Select this check box to allow changing of cost centers when entering sales and service orders. The **Cost center** column will be displayed in the sales order lines in the **Sales orders** screen. It will also be available in the **Define columns** screen. If this check box is not selected, the option for **Cost center** will not be available in the **Define columns** screen for selection.
- **Order performance dates** — Select this check box to define the order performance or **Requested date** in the sales and service orders. The **Requested date** column will be displayed in the sales order and service order lines in the **Sales orders** and **Service orders** screens. It will also be available in the **Define columns** screen. If this check box is not selected, the option for **Requested date** will not be available in the **Define columns** screen for selection.
- **Generate project** — Select this check box to generate a project when a sales or service order is created. Otherwise, no project will be generated for the sales or service order.
- **Skip order header** — Select this check box to skip the header fields after defining the **Sales order number** or **Service order number**, and immediately jump to the **Item code** column in the sales order service order lines. If the check box is not selected, the header fields after the order number need to be filled in before you can enter the items in the sales order lines.
- **Negative margin check** — Select this check box to check for any negative margin (for example, net sales price is lower than standard cost price (average purchase price)) from a sales or service item, and display a warning message to prompt whether you want to proceed with the sales order or not.
- **Logbook** — Select this check box so that the changes in the prices of the items in the sales and service orders will be logged. Otherwise, the price changes will not be logged.



## Authorize section

This section contains the following check boxes:

- **Sales order** — Select this check box if authorization of sales orders is required. If this check box is not selected, all the sales orders will be considered authorized when they are created.
- **Service order** — Select this check box if authorization of service orders is required. If this check box is not selected, all the service orders will be considered authorized when they are created.
- **RMA order** — Select this check box if authorization of RMA (return to merchant authorization) orders is required. If this check box is not selected, all the RMA orders will be considered authorized when they are created.
- **Message if exceeded** — Select this check box so that a warning message "Credit line exceeded" will be displayed when the credit line amount of the debtor has been exceeded during authorization. Otherwise, the message will not be displayed. This option will be automatically selected if the **Exceeding permitted** check box is not selected.
- **Exceeding permitted** — Select this check box so that sales orders can still be authorized even though the credit line has been exceeded. Otherwise, the sales order cannot be authorized. This option will be automatically selected if the **Message if exceeded** check box is not selected.

## Confirm section

This section contains the following check boxes:

- **Check credit line** — Select this check box to check the credit line of the debtor before the confirmation document is printed. If this check box is selected, the confirmation document will not be printed when the credit line has been exceeded. If this check box is not selected, the confirmation document will be printed even when the credit line has been exceeded.
- **RMA order** — Select this check box to make it mandatory to print RMA order confirmations. However, this can be overridden during an RMA order entry if you clear the **RMA order confirmation** check box in the conditions screen.

## Fulfillment section

This section contains the following field and check boxes:


- **Create cost price entry** — Select the default debtor for which the cost price entries (during the fulfillment process) are created. You can select **Sales order debtor** (default) or **Invoice debtor**.
- **Check credit line** — Select this check box to check the credit line of the debtor before fulfillment. If the credit line has been exceeded, the delivery note will not be printed, a warning message will be displayed, and the order will not be fulfilled. If this check box is not selected, the credit line will not be checked and the delivery note will be printed.
- **Hours** — Select this check box to allow hour items to be fulfilled or realized. If this check box is not selected, hour items cannot be fulfilled.
- **Use multiple layouts** — Select this check box to allow printing of multiple document layouts during fulfillment. For example, documents of different layouts for driver, warehouse, and finance department. The multiple document layouts can be maintained at System → Logistics → Layouts.
- **Selection: Multiple** — Select this check box to allow multiple sales orders to be selected for the fulfillment process. If this check box is not selected, the sales orders have to be fulfilled separately.
- **Check stock** — Select this check box to check the stock before fulfillment. If there is insufficient stock, fulfillment will not be allowed and the delivery note will not be printed. If this check box is not selected, the stock will not be checked, fulfillment can be done, and delivery note will be printed even if the stock level is negative.

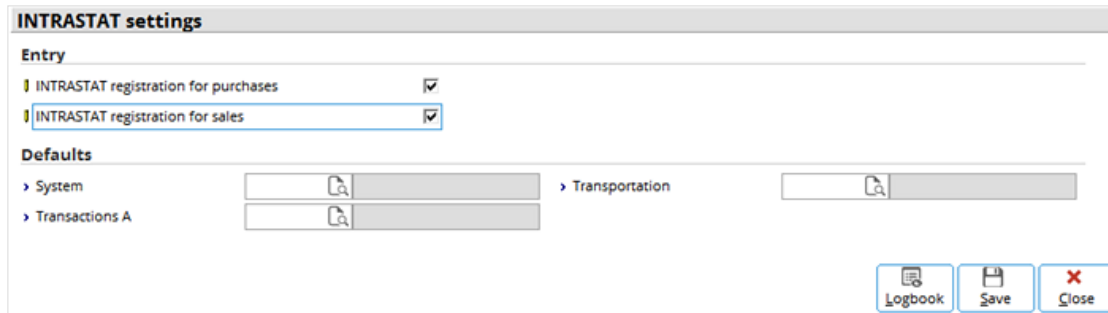
## Shipment section

This section contains the following check box:

- **Generate tracking number** — Select this check box to generate serial numbers for shipment tracking purposes.

## 12. INTRASTAT SETTINGS

INTRASTAT is a system used to register the intra-European Union import and export statistics. INTRASTAT settings are defined in  **INTRASTAT settings** at System → General → Settings.



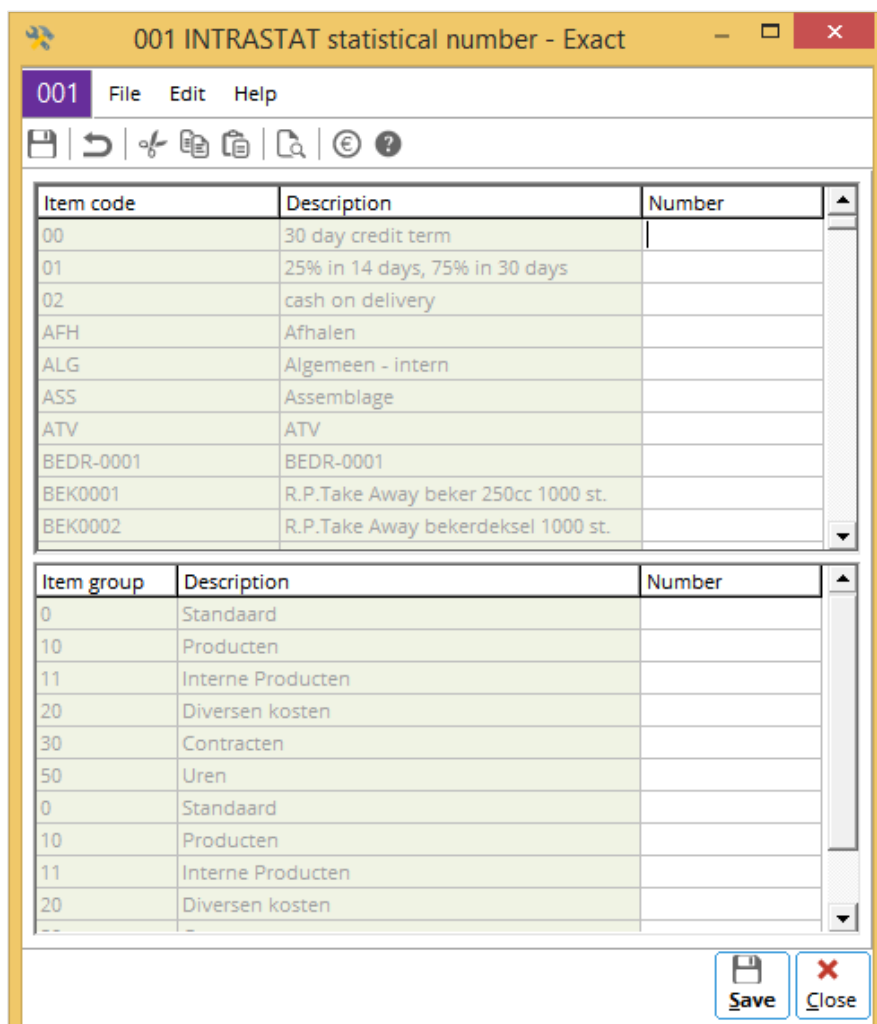
The screenshot shows the 'INTRASTAT settings' window. It is divided into two main sections: 'Entry' and 'Defaults'.  
Under the 'Entry' section, there are two checked checkboxes: 'INTRASTAT registration for purchases' and 'INTRASTAT registration for sales'.  
Under the 'Defaults' section, there are three expandable fields: 'System', 'Transportation', and 'Transactions A'. Each field has a search icon (magnifying glass) and a greyed-out input area.  
At the bottom right of the window, there are three buttons: 'Logbook' (with a document icon), 'Save' (with a floppy disk icon), and 'Close' (with a red 'X' icon).

## Entry section

The settings in this section are for INTRASTAT registration for purchase (import) and sales (export) transactions. Registration is necessary when the import or export amount exceeds the threshold value.

- **INTRASTAT registration for purchases** — Select this check box to define the necessary settings for registering the import statistics in your administration. You need to register the statistics of imports from other EU members if the amount exceeds the threshold value. The threshold value is set differently by the statistics authorities of each EU member country.
- **INTRASTAT registration for sales** — Select this check box to define the necessary settings for registering export statistics in your administration. You need to register the statistics of exports to other EU members if the amount exceeds the threshold value. The threshold value is set differently by the statistics authorities of each EU member country.

The following screen will be displayed if one of the two check boxes is selected. The settings in this screen are country-specific depending on the Exact Globe Next/Exact Globe+ license.



The screenshot shows a software window titled "001 INTRASTAT statistical number - Exact". The window contains a menu bar with "File", "Edit", and "Help". Below the menu bar is a toolbar with icons for save, undo, redo, copy, paste, print, and help. The main area contains two tables, each with three columns: "Item code", "Description", and "Number".

Item code	Description	Number
00	30 day credit term	
01	25% in 14 days, 75% in 30 days	
02	cash on delivery	
AFH	Afhalen	
ALG	Algemeen - intern	
ASS	Assemblage	
ATV	ATV	
BEDR-0001	BEDR-0001	
BEK0001	R.P.Take Away beker 250cc 1000 st.	
BEK0002	R.P.Take Away bekerdeksel 1000 st.	


Item group	Description	Number
0	Standaard	
10	Producten	
11	Interne Producten	
20	Diversen kosten	
30	Contracten	
50	Uren	
0	Standaard	
10	Producten	
11	Interne Producten	
20	Diversen kosten	
--	-	

At the bottom right of the window, there are two buttons: "Save" and "Close".

## Defaults section

The fields in this section will be displayed if any one of the two check boxes under the **Entry** section is selected.

## 13. INVENTORY SETTINGS

Click  **Inventory settings** to display the following screen. These system settings are necessary for the inventory management functionality.

### Inventory settings

---

#### Entry

Valuation method per item

Valuation method

Stock valuation as from last revaluation

Cost price and stock valuation per warehouse

Stock valuation: Update make item cost price.

---

#### Authorise

Internal use

Interbranch transfers

---

#### Fulfilment

Warehouse locations

Costs: Check related purchase order

Counts: Check free stock

Interbranch transfers: Check free stock

---

#### Interbranch transfers

Use intermediate warehouse

Receipt labels

## Entry section

This section contains the following field and check boxes:

- **Valuation method per item** — Select this check box to use the stock valuation method for the items.
- **Valuation method** — Select the default valuation method to be used. This field is disabled if the **Valuation method per item** check box is selected. You can select any of the following options:
  - **Standard cost price** — The values of the receipts will be based on the actual purchase prices, and values of the fulfillments will be based on the cost prices.

### Note:

Revaluations on inventories are periodically done based on cost prices. This valuation method is used when purchase prices and sales prices regularly fluctuate and there is no fixed relation between both the prices. To estimate taxes, the expected standard cost prices of stock for the coming year-end are used. The difference between the standard cost price and the actual purchase price in a transaction is registered in the price difference general ledger account.

- **Standard cost price (Classic)** — The values of the receipts will be based on the actual purchase prices when the purchase invoices are registered, and the price difference will also be registered. The values of the fulfillments will be based on the cost prices.
- **Average purchase price** — The average of the purchase prices of the inventory will be used for valuation.
- **FIFO (first in first out)** — The oldest purchase prices will be used first for valuing fulfillments.
- **LIFO (last in first out)** — The latest purchase prices will be used first for valuing fulfillments.
- **Real time APP (average purchase price)** — The average purchase price per quantity (total purchase cost or total quantity) of the inventory will be used for valuation.

## Authorize section

This section contains the following check boxes:

- **Internal use** — Select this check box if authorization is required for the issuance of inventory for internal use. If this check box is not selected, any inventory issued for internal use will be considered authorized.
- **Interbranch transfers** — Select this check box if authorization is required for interbranch transfers of inventory. If this check box is not selected, any interbranch transfer of inventory will be considered authorized.

## Fulfillment section

This section contains the following check box:


- **Warehouse locations** — Select this check box to allow the defining of warehouse locations or areas within a warehouse. Specific warehouse locations for different items can allow better inventory management.

## Interbranch transfers section

This section contains the following check box:


- **Use intermediate warehouse** — Select this check box if the intermediate warehouses for interbranch transfers must be used. This check box should be selected if the issuing and receiving warehouses are far apart, and intermediate "transit" warehouses are used for the transported inventory. If this check box is selected, the **from issuing warehouse to transit warehouse** and **from transit warehouse to receiving warehouse transactions** features will be enabled. If this check box is not selected, the outgoing quantity of the item from the issuing warehouse will be equal to the incoming quantity at the receiving warehouse.

# 14. PURCHASE SETTINGS

Click  **Purchase settings** to display the following screen. These settings are necessary for the purchasing management functionality.


### Purchase settings

---

 **Entry**


Notify if purchase price > cost price	<input checked="" type="checkbox"/>
Order performance dates	<input type="checkbox"/>
Purchase agents only	<input checked="" type="checkbox"/>
Generate purchase order : Set PO date to creation date	<input checked="" type="checkbox"/>

---




 **Authorise**

Purchase orders	<input type="checkbox"/>
Authorise from	<input style="width: 100px;" type="text" value="0.00"/> EUR
Blanket purchase orders	<input type="checkbox"/>
RTV orders	<input type="checkbox"/>

---

 **Receipt**

Assign serial/batch numbers	<input checked="" type="checkbox"/>
Block batch numbers automatically	<input type="checkbox"/>
Receipt labels	<input type="checkbox"/>
Receiving slips	<input checked="" type="checkbox"/>
Exchange rate based on receipt date	<input type="checkbox"/>
Use multiple layouts	<input type="checkbox"/>
New line: Add to purchase order	<input checked="" type="checkbox"/>

 Logbook
 Save
 Close



## Entry section

This section contains the following check boxes:

- **Notify if purchase price > cost price** — Select this check box to display a message if the purchase price of the item is higher than the cost price when entering a purchase order. This can occur due to the various types of discounts.
- **Order performance dates** — Select this check box and it is necessary to enter the order performance or **Requested date** in the purchase orders. **Requested date** is displayed as a column in the list-box in the **Purchase orders** screen. It is therefore available in the **Define columns** screen. Otherwise, if this check box is not selected, the option for **Requested date** is not available in the **Define columns** screen for selection.

## Authorize section

This section contains the following field and check boxes:


- **Purchase orders** — Select this check box if authorization of purchase orders is required. If this check box is not selected, all the purchase orders will be considered authorized when they are entered.
- **Authorize from** — Define the minimum amount of the purchase orders, whereby authorization is required. This field is enabled only if the **Purchase orders** check box is selected. By default, **0.00** is displayed. This means that all the purchase orders must be authorized.
- **Blanket purchase orders** — Select this check box if authorization of blanket purchase orders is required. If this check box is not selected, all the blanket purchase orders will be authorized when they are entered.
- **RTV orders** — Select this check box if authorization of RTV (return-to-vendor) orders is required. If this check box is not selected, all the RTV orders will be authorized when they are entered.

## Receipt section

This section contains the following check boxes:

- **Assign serial/batch numbers** — Select this check box if the assigning of serial or batch numbers is necessary for all the purchase receipts. If this check box is not selected, the assigning of serial or batch numbers is not necessary for purchase receipts.
- **Block batch numbers automatically** — Select this check box to allow the blocking of batch numbers automatically when they are created for purchase receipts and production receipts. This setting does not affect the serial numbers created.
- **Receipt labels** — Select this check box if the printing of receipt labels is required for all the receipts. The receipt labels will be placed on the received items for identification. The layout of the receipt labels can be defined at System → General → Settings → Documents settings. If this check box is not selected, the receipt labels will not be printed.
- **Receiving slips** — Select this check box if the printing of receiving slips is required for all the receipts. Receiving slips are used for recording information of the items received. The layout of the receiving slips can be defined at System, General → Settings → Documents settings. If this check box is not selected, the receiving slips will not be printed.

# 15. MANUFACTURING SETTINGS

Click  **Manufacturing settings** to display the following screen. These settings are necessary for the manufacturing management functionality.

### Manufacturing settings

---

**General**

Default WIP method Production

Use production result

Production based purchasing

GL for extra material issue Production waste

**Production order status**

Use authorise  Release: Required

Print: Required  Use finish

**Print**

Receipt labels  Use multiple layouts

**Backflush**

Items  Machine hours

Labour hours  By-products

**Planning**

Planning Person Hour planning

**Material: Allocation**

Allocate: on None

Automatic allocation method Allocation

Allocation: Copy project

**Operations**

Operations

Percentage complete calculation basis Manually

Remaining hours calculation basis Estimates




**Recalculate APP**

Receipts: Recalculate APP

**Engineering change**

Use engineering change management  Generate project

Engineering change for new BOM

 Logbook
 Save
 Close

## Production order status section

This section contains the following check boxes:

- **Use authorise** — Select this check box if authorization of production orders is required. If this check box is not selected, all the production orders will be considered authorized when they are entered.
- **Print: Required** — Select this check box if printed hardcopies of the production orders are required as instruction documents.
- **Release: Required** — Select this check box if authorization of production order releases is required. If this check box is not selected, all the production orders will be considered authorized to be released for production when they are entered.
- **Use finish** — Select this check box to require production orders to be set to the **Finished** status before they can be completed.

## Print section

This section contains the following check boxes:

- **Receipt labels** — Select this check box to print labels after receiving production items.
- **Use multiple layouts** — Select this check box to allow the printing of multiple layouts of the production orders. For example, documents of different layouts for production floor, warehouse, and finance department. The multiple document layouts are maintained at System → Logistics → Layouts.

## Backflush section

Backflush refers to the automatic realization of the components and parts of an end item when a production order is released for the end item. When backflush is used, the item inventory and hours will be automatically deducted and realized. This eliminates the need of manual realization and stock checks. This section contains the following check boxes:

- **Items** — Select this check box to include components or part items to be realized through backflush.
- **Machine hours** — Select this check box to include machine hours to be realized through backflush.
- **Labour hours** — Select this check box to include labor hours to be realized through backflush.

## Planning section

This section contains the following field:

- **Planning Person** — This field displays the description of the default planning activity used for the person planning. By default, **Hour planning** is displayed.

## Material: Allocation section

This section contains the following field:

- **Allocate: on** — This setting enables the automatic allocation of available materials based on the specified priority. It is only applicable for manually entered make-to-stock or make-to-engineer production orders. You can select any of the following options:
  - Select **None** (default) for not allocating materials automatically.
  - Select **Authorised** for allocating materials automatically based on the authorization priority of the production order.
  - Select **Released** for allocating materials automatically based on the release priority of the production order.

## Operations section

This section contains the following check box:

- **Operations** — Select this check box to display the Manufacturing → Setup → Operations menu path. This option allows for better control of the bills of material (BOM) throughout all the work centers of the production operations.

## Recalculate APP section

This section contains the following check box:


- **Receipts: Recalculate APP** — Select the check box to calculate the cost of the end product upon the completion of the production order based on the average purchase prices of items involved.

## Engineering change section

This section contains the following check boxes:


- **Use engineering change management** — Select this check box to access to the engineering change management functionality at Manufacturing → Entries → Engineering change.
- **Generate project** — Select this check box and a project will be generated whenever there is an engineering change in the BOM. This feature is used in the engineering change management functionality.



## 16. PROJECT SETTINGS

Click  **Project settings** to display the following screen. These settings are necessary for the project management functionality.


**Project settings**





---

 **Entry**


Work in progress (Change)	5100	
Work in progress (Balance)	5101	

---

 **WIP cost and revenue transfer**

WIP revenue	5101	
WIP costs	5102	
Transfer revenue to WIP	4071	
Transfer costs to WIP	4072	


---

 **Planning**

Resource planning

Planning Person


---

 **Invoice lines**




Description

Allow: Purchase invoice

---

 **WIP method**

WIP method

 Logbook
 Save
 Close

## Entry section

This section contains the following fields:

- **Work in progress (Change)** — Define the profit and loss general ledger account that will be used to recognize the work in progress in the profit and loss statement.
- **Work in progress (Balance)** — Define the balance sheet general ledger account that will be used to register the values of the work in progress.

## Planning section

This section contains the following check box and field:

- **Resource planning** — Select this check box to use the resource planning functionality of the system.
- **Planning Person** — Define the description of the default planning activity used for the person planning. By default, **Hour planning** is displayed.

## Invoice lines section

This section displays the following field:

- **Description** — Define what the invoice line description is based on. You can select any of the following options:
  - Select **Item** to use the item description.
  - Select **Sales order lines** to use the sales order line description.
  - Select **Realizations** to use the realization line description in the **Activity** column.

### Tip:


If **Realizations** is selected, multiple descriptions (for example, Project kick-off meeting, Development, System testing, and Project completion) can be displayed for the same item (for example, C0022, Consulting Hour, and others) in the invoice lines.

## WIP method section

This section contains the following field:

- **WIP method** — Select the method which work in progress is being recognized. You can select any of the following options:
  - **Percentage of completion cost recognition** (default)
  - **Percentage of completion revenue recognition**
  - **Completed contract method**
  - **No: WIP**
  - **To be invoiced**
  - **Percentage of completion cost recognition** (budget)
  - **Percentage of completion revenue recognition** (budget)
  - **WIP cost and revenue transfer**
  - **WIP cost and revenue**


# 17. PAYROLL SETTINGS

Click  **Payroll settings** to display the following screen. These settings are necessary for the payroll management functionality.

### Payroll settings

---

**Payroll year**

Default:  Highest:  

Lowest:


---

**General**

Authorise:

Hour/ Item: Link automatically:

Date last updated:

Bank account:  

Labour hour:

**HR**

Log: Effective date:

Update: FTE:

Absence basis:


---

**Payroll slips**


Web address:


---

**Specific**

Sector:  



CAO:



Eigen risicodragers Ziektewet:  Periodegegevens: 


Bankafschrift geconprimeerd:  Uitzendwezen: 


---

**Set up**

CAO wizard:  Te printen verslagen bij verwerking: 

Grootboek koppelingen:  Historische boekingen: 

Afwijkend percentage: 


Eerstedagsmelding: 

## Payroll year section

Define the following fields:

- **Default** — Define the default or current payroll year.
- **Highest** — This indicates the highest opened payroll year.
- **Lowest** — This indicates the lowest opened payroll year.

### Tip:

If the default payroll year defined is higher than the highest payroll year defined, the warning message: "Highest Payroll year [?][?][?]" will be displayed. A new and higher payroll year has to be opened by clicking  **Open: payroll year**.


## Open payroll year

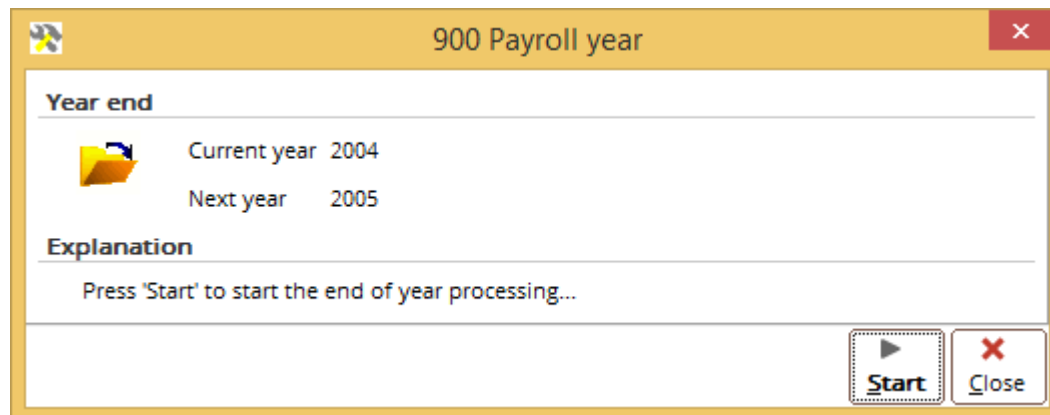
To open a payroll year, you must have the following:

- Sufficient network rights
- Administration role

Depending on the legislations concerned (country-dependent):

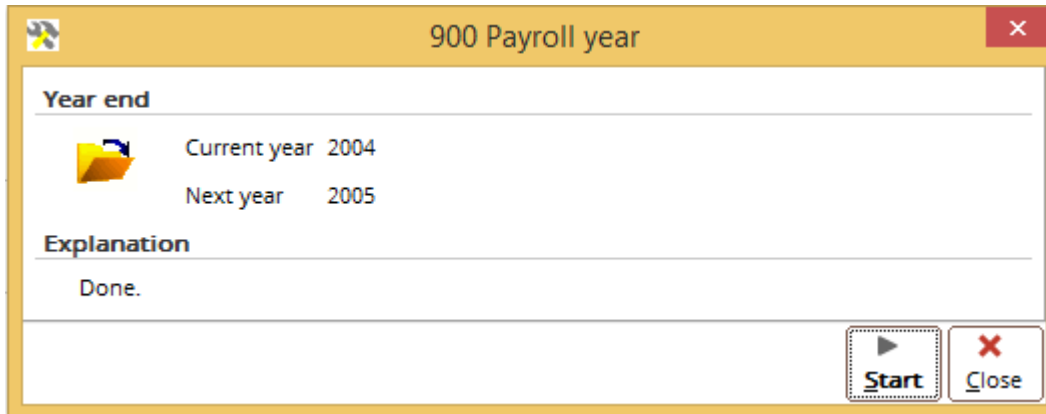
- The correct version must be used for the payroll year to be opened.
- All the previous payroll entries must be processed.
- There must be a backup for the payroll data.

Click  **Open: payroll year** to open a new and higher payroll year. The following **Payroll year** screen will be displayed:





Click **Start** to start the open payroll year process. Once the process is complete, the following message will be displayed, indicating the process is done. Click **Close** to exit.



## General section

This section contains the following field and check boxes:


- **Authorize** — Select this check box if authorization at Payroll → Entries → Authorize is necessary for the payroll entries. If this check box is not selected, the calculations will be performed automatically after the payroll entries are created without authorization.
- **Hour/ Item: Link automatically** — Select this check box to automatically link all the activities under the **Activity** tab to Payroll → Components → Maintain whenever the payroll components are created. For more information, see *24.1 Tab Screens*.
- **Date last updated** — This field cannot be edited. The last updated date of the payroll data is displayed.
- **Log: Effective date** — Select this check box to log the dates and data changes (old and new values) to the cost center, cost unit, maiden name, FTE, job title, job level, manager ID, employment date, contract end date, inactive date, and payroll entry authorization status of every person.

## Payroll slips section

This section contains the following field:

- **Web address** — Define the Exact Synergy Enterprise internet website where people can retrieve their payroll slips by clicking the **Reports** link of their person cards and then the **Person specific** link under the **Documents** heading.

## 18. POS SETTINGS

Click  **POS settings** to display the following screen. These settings are necessary for the **POS** (point-of-sales) module.

### POS settings

---

#### POS

Till title	<input type="text" value="POS Globe"/>
Quantity for decimals	<input type="text" value="2"/>
Item text	<input checked="" type="checkbox"/>
Debtor data	<input checked="" type="checkbox"/>
Automatic line consolidation	<input checked="" type="checkbox"/>
EAN In-house	<input type="text" value="( None )"/>
Link batches	<input type="checkbox"/>
Reason for discount mandatory	<input type="checkbox"/>
Reason for return mandatory	<input type="checkbox"/>

---

#### Stock

Check stock	<input type="text" value="Check: Negative stock &gt; Warning &gt; No sale"/>
Check reserved stock	<input type="checkbox"/>

## POS section

This section contains the following fields and check boxes:

- **Till title** — Define the title that will be displayed at the top of the **POS till** screen.
- **Quantity for decimals** — Define the number of decimal places (0 to 4, default is 2) used for the quantities.

**Tip:**

If the setting is "2", defining "500" will mean a quantity of "5.00". On the other hand, if the setting is "0", defining "500" will mean a quantity of "500".

- **Item text** — Select this check box if you want the long description of the items sold to be displayed in the **POS till** screen.
- **Debtor data** — Select this check box if the data of the selected debtor need to be displayed in the **POS till** screen.
- **Automatic line consolidation** — Select this check box if the sales order lines in the **POS till** screen need to be automatically consolidated or grouped.

**Tip:**

For example, the first 5 units of item A are registered, followed by 3 units of item B. Then, another 4 units of item A are registered. A discount is given for buying 8 units of item A. Selecting the check box will consolidate the two lines for item A into one line with a quantity of 9 units, hence qualifying the customer for a discount.

- **EAN In-house** — Select the EAN (European article numbering) barcode system that is used in-house. The setting is country-specific and the options depend on the license.

**Tip:**

For example, selecting **Netherlands** will ensure the in-house barcodes printed conform to the Netherlands standards.


- **Link batches** — Select this check box if batch numbers are required when batch items are sold through the POS system. If this check box is not selected, batch numbers are not necessary.
- **Reason for discount mandatory** — Select this check box if it is mandatory to enter the reason when a discount is given.
- **Reason for return mandatory** — Select this check box if it is mandatory to enter the reason when an item is returned.

## Stock section

This section contains the following field and check box:


- **Check stock** — Select how available stock should be checked. You can select any of the following options:
  - **Check: Negative stock > Warning** — The system will check for negative stock (insufficient stock) for the sales item. A warning will be displayed if the stock is negative but sales can still take place.
  - **Check: Negative stock > Warning > No sale** — The system will check for negative stock for the sales item. A warning will be displayed if the stock is negative and sales is not permitted.
  - **No check (default)** — The system does not check for available stock.
- **Check reserved stock** — Select this check box to include reserved stock when checking for available stock. If this check box is not selected, the reserved stock will not be taken into consideration. This check box is disabled if the **No check** option is selected at **Check stock**.

## 19. XML SERVER SETTINGS

Click  **XML server settings** to display the following screen. These settings are necessary for the **XML** module.


### XML Server settings

---

 **Directory**


Error files directory

---

 **Financial**


Difference amount


---


 **Downloads**

Web address


---

 **Hours**

> Project  

> Item code  

---

 **Import**

Delete source after import

### Downloads section

This section contains the following field:

- **Web address** — Type the default web address to download the XML files.

### Hours section

This section contains the following fields:

- **Project** — Define the project to download the hour item to.
- **Item code** — Define the item code to download the hour item to.

### Import section

This section contains the following check box:

- **Delete source after import** — Select this check box to delete the source file after successfully importing the data.

## 20. ADD-ONS

Add-ons in Exact Globe Next/Exact Globe+ may occasionally cause problems to certain daily tasks (for example, financial entries) of the customer. In the past, if such problems occurred, the customer concerned was forced to wait until the problem was solved before they could resume their tasks. As a preventive measure, starting from product update 360, the option to temporarily disable the **Add-ons** has been provided. Now, the customer can decide whether to disable all the add-ons temporarily and continue with their work or otherwise. Once the problem is solved by the support personnel of Exact Software, the add-ons can be put back to service again.

## 20.1 DISABLING THE ADD-ONS

When a problem is suspected to have been caused by an add-on, the user can consider disabling the add-ons. The following steps are recommended for disabling the add-ons.

### Step 1: Contact the provider of the add-on

You should firstly report the problem to the provider of the add-on concerned. The add-on provider should then check to ascertain if the problem is caused by the add-on. If it is caused by the add-on, they would advise you to disable the add-ons. Otherwise, they would advise accordingly.

**Important:**

Only after the add-on provider has confirmed to disable the add-ons should the next step be taken.


### Step 2: Contact the administrator

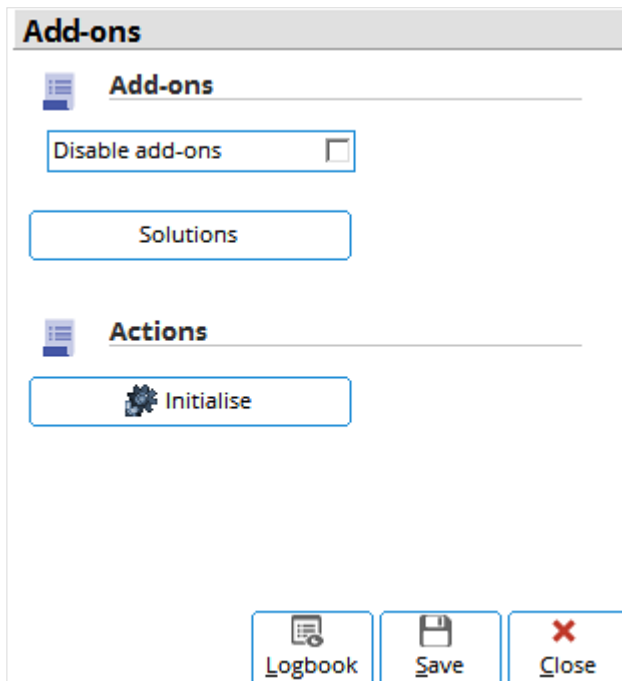
Contact the administrator (the person who has the administrator rights of the Exact Globe Next/Exact Globe+ system) because only the administrator has access to disable the add-ons.

**Important:**

Only the administrator of the Exact Globe Next/Exact Globe+ system can perform the next step.

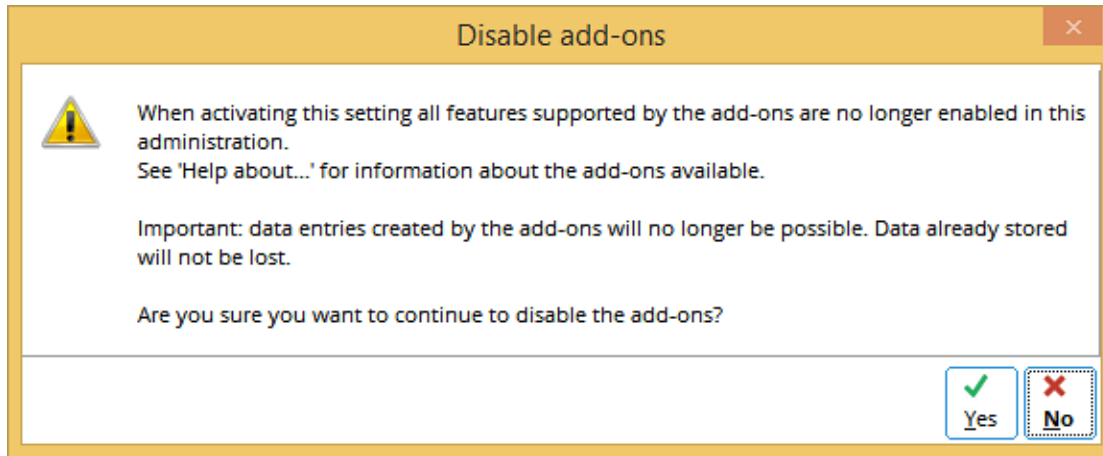
### Step 3: Disable the add-ons

Before disabling the add-ons, it is advisable to create a backup of the company's database. After the backup has been created, ensure that every user has logged out of the company's database before disabling the add-ons. Go to System → General → Settings and click  **Add-ons** (only available when the administrator logs in) to display the following screen:



- **Disable add-ons** — Select this check box to disable the add-ons.

After selecting the check box, the following message will be displayed. Click **Yes** to disable the add-ons or **No** to exit without disabling the add-ons.



**Important:**

After the add-ons are disabled:

- all the data that are stored for the add-ons will no longer be available and when the add-ons are re-enabled, no data will be lost but inconsistencies can occur.
- the administrator should close and reopen the company's database so that it is reinitialized.

**Step 4: Testing with the add-ons disabled**

After the add-ons have been disabled, check if the previous problem (supposedly caused by the add-on) still persists. To do this, try to reproduce the problem by redoing the steps that have caused the problem earlier. The problem will either recur or it does not recur.

**Step 5: Contact the provider for further actions**

Contact the add-on provider and inform them of the result of the test and ask for advice on further actions. Follow the advice given by the provider which can generally be:

- If the earlier problem does not recur, it is likely the problem is caused by the add-on. You will be advised to finish the required tasks, and the provider will solve the problem later.
- If the earlier problem recurs, it is likely the problem is not caused by the add-on. The provider will refer the problem to Exact.



## 20.2 RE-ENABLING THE ADD-ONS

Follow the steps below to enable the add-ons again.

### Step 1: Contact the provider of the add-on

Check with the provider of the add-on to see whether the solution or a workaround for the problem has been found so that the add-ons can be enabled again.

### Step 2: Contact the administrator

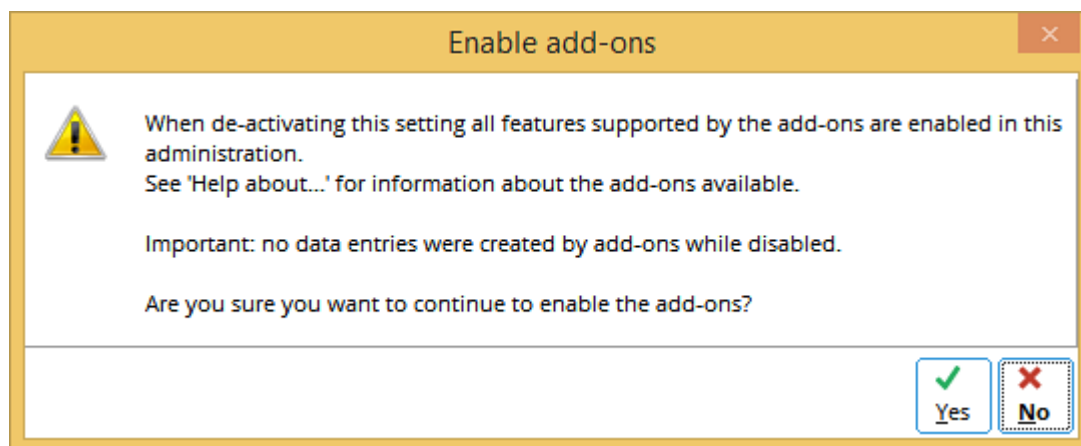
Similar to disabling the add-ons, only the administrator of the system can enable the add-ons.

### Step 3: Follow the instructions of the provider

The administrator should contact the add-on provider for further instructions. The instructions can include installing an update or a workaround to solve the problem caused by the add-on.

### Step 4: Re-enable the add-ons

The administrator can enable the add-ons by resetting or clearing the **Disable add-ons** check box. After resetting or enabling the add-ons, the company's data need to be closed and reopened in the Exact Globe Next/Exact Globe+ system to reinitialize it. After disabling the check box, the following message is displayed. Click **Yes** to proceed with enabling the add-ons or **No** to exit without enabling the add-ons.



#### Important:

After the add-ons are enabled again:

- the data that should have been created during the disabling of add-ons will not be available.
- the administrator should close and reopen the company's database so that it is reinitialized.

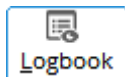
### Step 5: Testing with the add-ons enabled

The last step is to make sure the add-on related problem does not recur after the add-ons are enabled. To do that, try to reproduce the problem by redoing the steps that have caused the problem earlier. The problem will either recur or it does not recur. If it recurs, repeat the steps at *20.1 Disabling the Add-ons* to solve the problem again.

## 21. SAVING THE SYSTEM SETTINGS

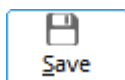
After all the system settings have been completed, click **Save** to save the changes.

The following describes the functions of the buttons in the **Settings** screen:

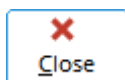
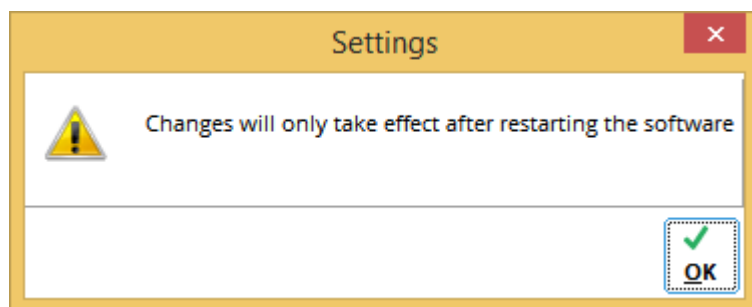


Click this to view the logbook of the changes made to the system settings. The following screen will be displayed:

Date/Time	Setting: Group	Setting: Name	Old value
27/3/2006 10:18:15 AM	Intrastat	INTRASTAT registration for sales	Yes
27/3/2006 10:04:54 AM	Intrastat	INTRASTAT registration for sales	No
24/3/2006 4:05:28 PM	Inventory	Check stock	Yes
24/3/2006 4:05:28 PM	Order	Check stock	Yes
24/3/2006 3:38:52 PM	Order	Check stock	No
24/3/2006 3:38:52 PM	Inventory	Check stock	No
21/3/2006 5:27:57 PM	Order	Skip order header	No
21/3/2006 5:26:50 PM	Order	Skip order header	Yes
17/3/2006 3:25:53 PM	Order	Profit calculation	Markup
17/3/2006 3:00:49 PM	Order	Profit calculation	Margin
3/3/2006 3:21:39 PM	Company	Contact person	
3/3/2006 3:21:39 PM	Company	Fax number	
3/3/2006 3:21:39 PM	Company	Web address	
3/3/2006 3:21:39 PM	Company	Telephone number	
23/2/2006 4:11:53 PM	Intrastat	INTRASTAT registration for sales	Yes
21/2/2006 3:35:42 PM	Order	Order performance dates	No
21/2/2006 3:34:56 PM	Order	Generate project	No
21/2/2006 3:34:49 PM	Order	Order performance dates	Yes
15/2/2006 11:24:04 AM	Order	Generate project	Yes
14/2/2006 2:56:39 PM	Order	Change: Cost centre	No
14/2/2006 2:55:47 PM	Order	Change: Cost centre	Yes
13/2/2006 4:39:36 PM	XMI Server	Item code	



Click this to save the changes. The following message will be displayed. Click **OK** to proceed.



Click this to close the screen and exit.

## 22. USER SETTINGS

Most users have their own preferences, such as the language used, font size, color, and others. Exact Globe Next/Exact Globe+ has provided the menu option for such user settings at System → General → User settings. Once you have defined the user settings, it will be applicable throughout the system.

The user settings consist of three tabs:

- **General**
- **Interface**
- **Output**

## 22.1 GENERAL TAB

System > General > User settings >

General | Interface | Output

**Language**

Exact Globe Next: English

Descriptions in list boxes: English (Engels)

**Filter**

> Number of rows (Max.): 50

Automatic selection (Browse)

Invalid reference: starts with

Data already exists: None

**Confirmations**

Don't ask again

### Language section

This section contains the following fields:

- **Exact Globe Next** — Select the language that you want to use. However, this depends on the license.
- **Descriptions in list boxes** — Select the language that you want to use for the descriptions. Up to five languages, including the default language, can be used for the descriptions. The languages must first be defined at **Description field 1 to 5** under the **Descriptions in list boxes** section at System → General → Settings → General settings. Among the fields that can have alternative descriptions are general ledger accounts, journals, categories, budget scenarios, and invoice types.

### Filter section

The user preference settings for the search criteria are as follows:

- **Number of rows (Max.)** — Define the default maximum number of rows to be displayed in the search criteria. By default, **50** will be displayed. The fields will be displayed in the search criteria. The following example is from the HR → People → Maintain screen.

HR > People > Maintain >


50 Rows

Filter  starts with  contains

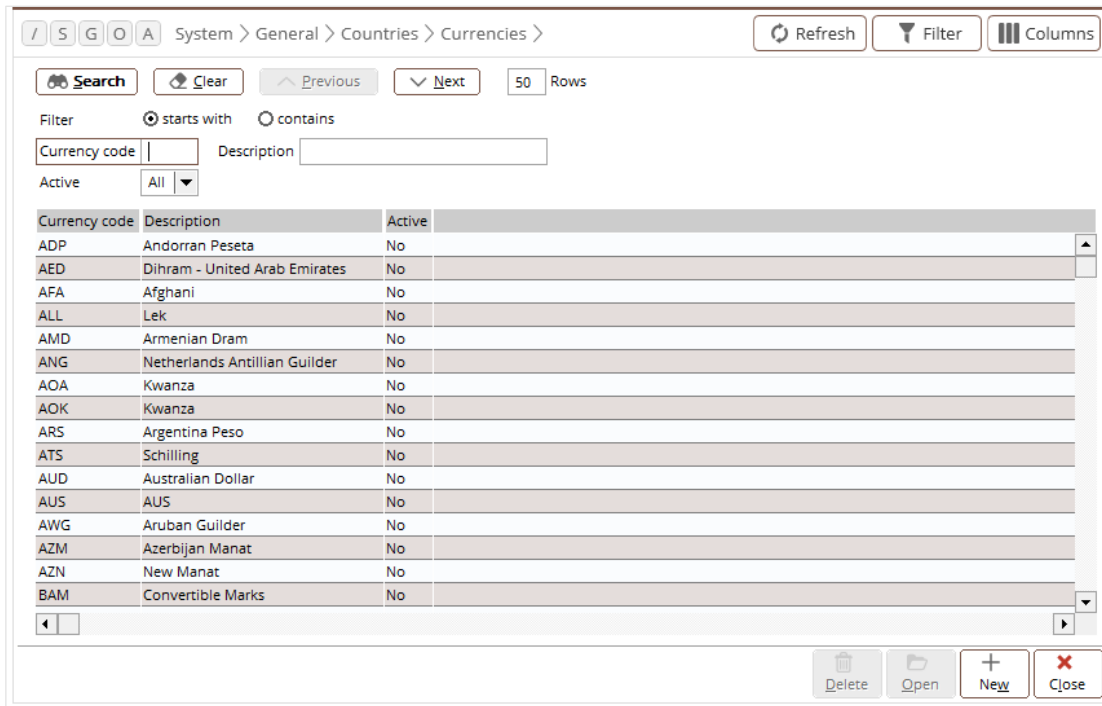
Full name:  Person:

Job title:  Main location:

Last name:

- **Automatic selection (Browse)** — The two settings in the following are for filters involving the  **Browse** icon or the **F5** key.
  - **Invalid reference** — Select **contains**, **starts with**, or **None**. By default, **starts with** is displayed.
  - **Data already exists** — Select **contains**, **starts with**, or **None**. By default, **None** is displayed.

The following example illustrates how the two settings work. Assuming there are only two active currencies; EUR — Euro and USD — US dollar in the system.



System > General > Countries > Currencies >

Refresh Filter Columns

Search Clear Previous Next 50 Rows

Filter  starts with  contains

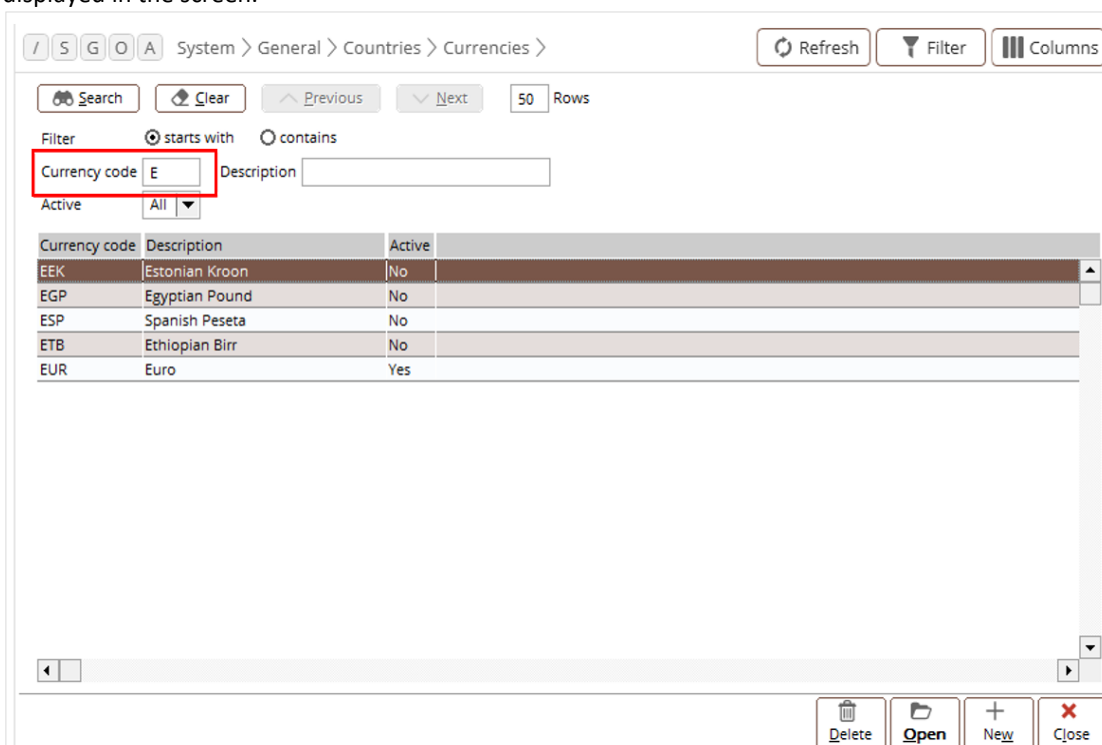
Currency code Description

Active All

Currency code	Description	Active
ADP	Andorran Peseta	No
AED	Dhram - United Arab Emirates	No
AFA	Afghani	No
ALL	Lek	No
AMD	Armenian Dram	No
ANG	Netherlands Antillian Guilder	No
AOA	Kwanza	No
AOK	Kwanza	No
ARS	Argentina Peso	No
ATS	Schilling	No
AUD	Australian Dollar	No
AUS	AUS	No
AWG	Aruban Guilder	No
AZM	Azerbaijan Manat	No
AZN	New Manat	No
BAM	Convertible Marks	No

Delete Open New Close

If the **starts with** option is selected at **Filter** and no data exists, the **starts with** setting activates the filtering based on the starting characters. If "E" is defined at **Currency code**, only **EUR — Euro** will be selected and displayed in the screen.



System > General > Countries > Currencies >

Refresh Filter Columns

Search Clear Previous Next 50 Rows

Filter  starts with  contains

Currency code Description

Active All

Currency code	Description	Active
EEK	Estonian Kroon	No
EGP	Egyptian Pound	No
ESP	Spanish Peseta	No
ETB	Ethiopian Birr	No
EUR	Euro	Yes

Delete Open New Close

Similarly, if "EU" is defined, the same result of **EUR — Euro** will be displayed. Likewise, when "U" or "US" is defined, only **USD — US Dollar** will be displayed. If nothing is defined, all the created currencies will be displayed.

If the **contains** option is selected at **Filter**, the system will search for data that contain the character defined. For example, if "U" is defined, both **EUR** and **USD** (both contain U) will be displayed. If the **None** option is selected at **Filter**, the system will not filter and the entire list of "EUR" and "USD" will be displayed for selection.

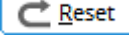
If "EUR" or "USD" is defined, it is no longer an invalid reference but the data already exists, therefore, the **contains** option applies. The **None** option allows easy editing of existing data (currencies) and creating new ones. If either the **starts with** or **contains** option is selected, only the defined data (EUR or USD) will be displayed.

The results (displayed in the **Currencies** screen) of the example above are summarized in the following table:

Invalid Reference	Contains			Starts With			None		
	contains	Starts with	none	contains	Starts with	none	contains	Starts with	None
Data already exists									
D	USD	USD	USD	EUR, USD	EUR, USD	EUR, USD	EUR, USD	EUR, USD	EUR, USD
Data entered									
E	EUR	EUR	EUR	EUR	EUR	EUR	EUR, USD	EUR, USD	EUR, USD
EU	EUR	EUR	EUR	EUR	EUR	EUR	EUR, USD	EUR, USD	EUR, USD
EUR	EUR	EUR	EUR, USD	EUR	EUR	EUR, USD	EUR	EUR	EUR, USD
R	EUR	EUR	EUR	EUR, USD	EUR, USD	EUR, USD	EUR, USD	EUR, USD	EUR, USD
S	USD	USD	USD	EUR, USD	EUR, USD	EUR, USD	EUR, USD	EUR, USD	EUR, USD
U	USD	USD	USD	USD	USD	USD	EUR, USD	EUR, USD	EUR, USD
UR	EUR	EUR	EUR	EUR, USD	EUR, USD	EUR, USD	EUR, USD	EUR, USD	EUR, USD
US	USD	USD	USD	USD	USD	USD	EUR, USD	EUR, USD	EUR, USD
USD	USD	USD	EUR, USD	USD	USD	EUR, USD	USD	USD	EUR, USD
Other	EUR, USD	EUR, USD	EUR, USD	EUR, USD	EUR, USD	EUR, USD	EUR, USD	EUR, USD	EUR, USD

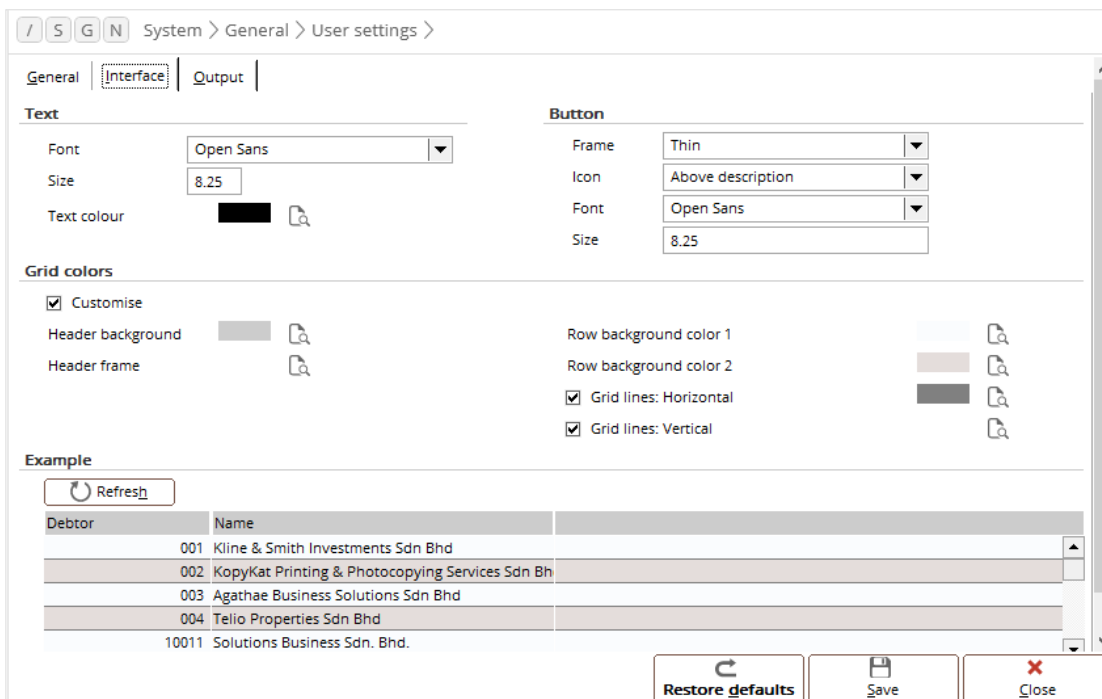
## Confirmations section

This section contains the following check box:

- **Don't ask again** — Select this check box and the following message will not be displayed when clicking **Close** to exit Exact Globe Next/Exact Globe+. If this check box is not selected, the message "Exit this function?" will be displayed. Click **Yes** to exit or **No** to continue with Exact Globe Next/Exact Globe+.
-  **Reset** — If the **Don't ask again** check box on the message is selected, click this button to reset it so that the message is displayed again. This button is not enabled if the **Don't ask again** check box in the **User settings** screen is selected.

## 22.2 INTERFACE TAB

The graphical user interface or list-box screen appearance settings can be done under this tab. After changing the settings, the appearance of the overview will be displayed under the **Example** section by clicking **Refresh**.



The screenshot shows the 'User settings' window with the 'Interface' tab selected. The breadcrumb path is 'System > General > User settings >'. The 'Interface' tab is active, with 'General' and 'Output' tabs also visible.

**Text** settings:

- Font: Open Sans
- Size: 8.25
- Text colour: [Color swatch]

**Button** settings:

- Frame: Thin
- Icon: Above description
- Font: Open Sans
- Size: 8.25

**Grid colors** settings:


- Customise
- Header background: [Color swatch]
- Header frame: [Color swatch]
- Row background color 1: [Color swatch]
- Row background color 2: [Color swatch]
- Grid lines: Horizontal
- Grid lines: Vertical

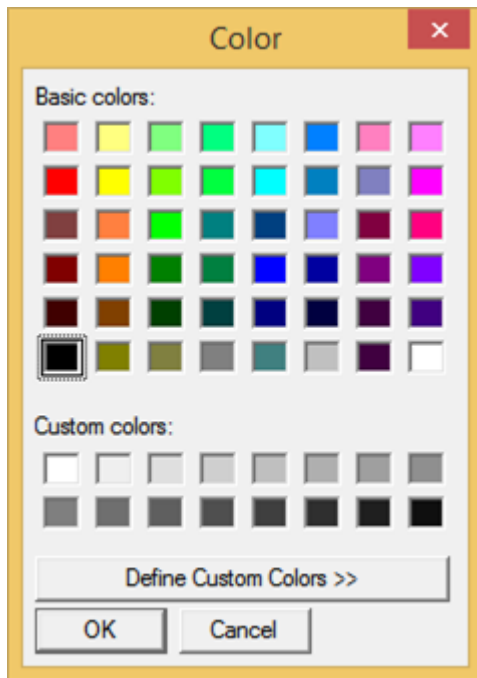
**Example** section:

Debtor	Name
001	Kline & Smith Investments Sdn Bhd
002	KopyKat Printing & Photocopying Services Sdn Bh
003	Agathae Business Solutions Sdn Bhd
004	Telio Properties Sdn Bhd
10011	Solutions Business Sdn. Bhd.

At the bottom of the window, there are three buttons: **Restore defaults**, **Save**, and **Close**.

## Text section

Select the preferred font, font size, and text color to be used. By default, the **Open Sans** font, size **8.25**, and black are displayed. Click  to select the color from the color palette.

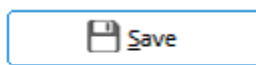


## Button section

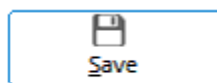
This section contains the following fields:

- **Frame** — Select the preferred thickness of the button frame. You can select **Normal**, **Thin**, or **None**. By default, **Thin** is selected.
- **Icon** — Select the preferred position of icon on the button. You can select **In front of description** or **Above description**. By default, **Above description** is selected.

The following image shows the two icon positions:



*In front of description*





*Above description*

- **Font** — Select the preferred font type for the button. By default, **Open Sans** is selected.
- **Size** — Define the preferred font size for the button. By default, **8.25** is selected.


## Grid colors section

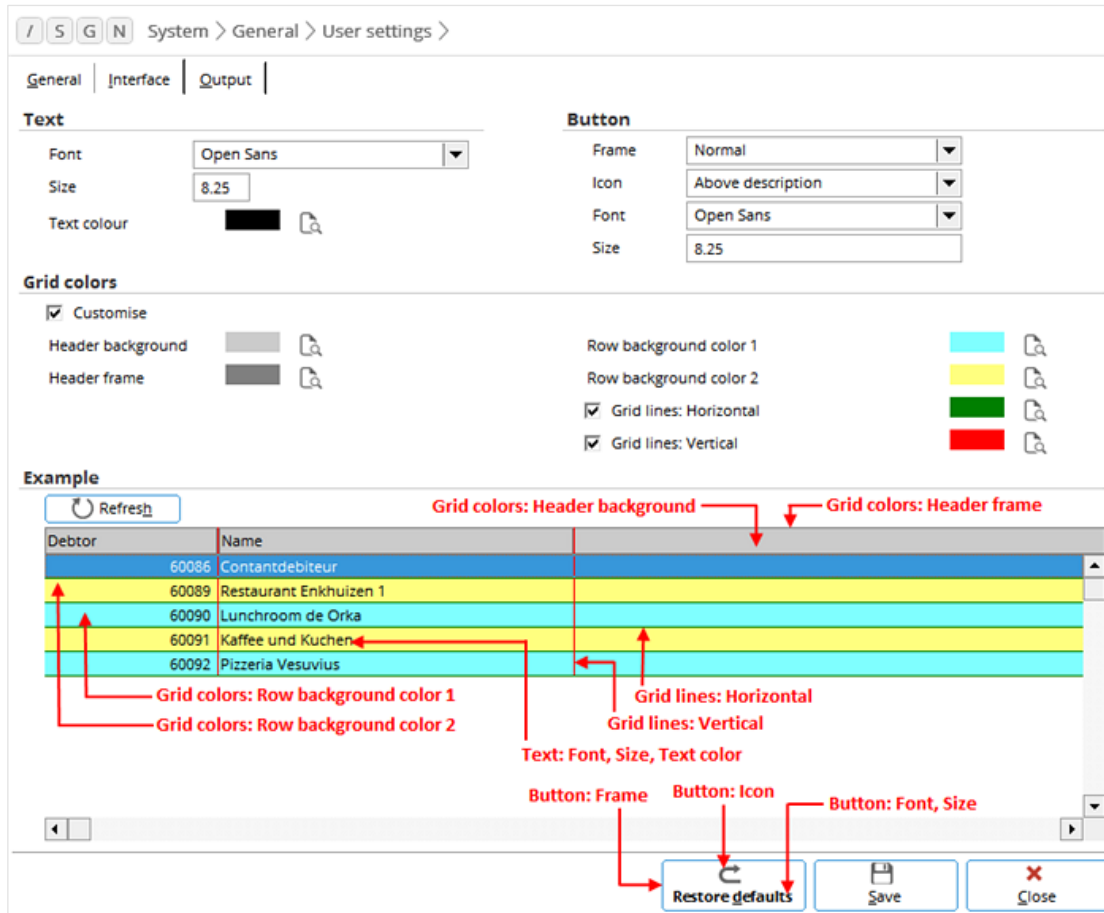
This section contains the following fields and check boxes:

- **Customise** — Select this check box to enable color customization.
- **Header background** — Define the background color of the header.
- **Header frame** — Define the frame color of the header.
- **Row background color** — Define the background colors for the first and second rows.
- **Grid lines: Horizontal** — Select this check box to use the horizontal grid lines, and click  to select the color.
- **Grid lines: Vertical** — Select this check box to use the vertical grid lines, and click  to select the color.



## Example section

 Refresh — After setting all the preferences, click this button to refresh the screen to display the example of the overview based on the selected preferences. An example is given in the following screen:



The screenshot displays the 'User settings' configuration page. It is divided into several sections:

- Text:** Includes settings for Font (Open Sans), Size (8.25), and Text colour (black).
- Button:** Includes settings for Frame (Normal), Icon (Above description), Font (Open Sans), and Size (8.25).
- Grid colors:** Includes a 'Customise' checkbox and color selection for Header background, Header frame, Row background color 1 (cyan), Row background color 2 (yellow), Grid lines: Horizontal (green), and Grid lines: Vertical (red).
- Example:** A preview table with columns 'Debtor' and 'Name'. The table rows are color-coded according to the settings. A 'Refresh' button is located above the table.

Red arrows point from the settings sections to the corresponding elements in the 'Example' table and the 'Restore defaults' button. The 'Restore defaults' button is located at the bottom of the interface, along with 'Save' and 'Close' buttons.

Debtor	Name
60086	Contantdebiteur
60089	Restaurant Enkhuizen 1
60090	Lunchroom de Orka
60091	Kaffee und Kuchen
60092	Pizzeria Vesuvius

## 22.3 OUTPUT TAB

Reports generated by Exact Globe Next/Exact Globe+ can be printed and emailed. Your preferred output methods through the printers and e-mails can be defined under the **Output** tab.

General
Interface
Output

### Printer

Default printer
 

novaPDFProv4

Specific
 

novaPDFProv4 ▼

Print Preview

### E-mail

Not used
  Outlook
  SMTP
  Alternative

### Use


Network
  Local path


Use Secure Connection (SSL)


### Sender

### Authentication method

Basic
  Secure Password Authentication (NTLM)

  
 Restore defaults

  
 Save

  
 Close

### Printer section

Your preferred default printer settings can be defined.

- **Default printer** — This field displays the default printer from which all documents are printed unless another printer is defined during printing. Change to another printer if necessary.
- **Specific** — This field allows you to select from the available printers, an alternative printer to the default printer.
- **Print preview** — Select this check box to make print preview available before printing.

## E-mail section

Every report generated by the system can be e-mailed. The settings for the e-mail functionality can be defined in this section such as:

- **Not used** — Select this option if e-mail is not used. Once this option is selected, the **Use**, **Sender**, and **Authentication method** sections will not be displayed and "Not supported: E-mail" will be displayed under the **Note** section.
- **Outlook** — Select this option if Microsoft Outlook is used for the e-mail functionality. Once this option is selected, the **Use**, **Sender**, and **Authentication method** sections will not be displayed and "(Installation: Microsoft Office)" will be displayed under the **Note** section.
- **SMTP** — Select this option if SMTP is used for the e-mail functionality. Once this option is selected, the **Use**, **Sender**, and **Authentication method** sections will be displayed.
- **Alternative** — Select this option if the alternative method (does not support pictures) is used for the e-mail functionality. Once this option is selected, the **Use**, **Sender**, and **Authentication method** sections will not be displayed and "Not supported: Pictures" will be displayed under the **Note** section.

The screenshot displays three separate sections for E-mail settings, each with a 'Note' section below it. In the first section, 'Not used' is selected, and the note is 'Not supported: E-mail'. In the second section, 'Outlook' is selected, and the note is '(Installation: Microsoft Office)'. In the third section, 'Alternative' is selected, and the note is 'Not supported: Pictures'.

## Use section

This section is displayed only if the **SMTP** option under the **E-mail** section is selected. There are two options available; **Network** and **Local path**.

### Network

If the **Network** option under the **Use** section is selected, the **Server** and **Port** fields, and **Use Secure Connection (SSL)** check box will be displayed. This option is available only if the **SMTP** option under the **E-mail** section is selected.

- **Server** — Define the SMTP server.
- **Port** — Define the SMTP port that will be used.
- **Use Secure Connection (SSL)** — Select this check box to use the SSL security.

### Local path

If the **Local path** option under the **Use** section is selected, only the **Directory** field will be displayed, and the fields under the **Authentication method** section will be disabled. This option is available only if the **SMTP** option under the **E-mail** section is selected.

General | Interface | Output

**Printer**

Default printer novaPDFProv4

Specific novaPDFProv4

Print Preview

**E-mail**

Not used  Outlook  SMTP  Alternative

**Use**

Network  Local path

Directory C:\inetpub\wwwroot

**Sender**

Account mail.abdefg

E-mail address "admin"<admin@exact.com>

Reply to

**Authentication method**


Basic  Secure Password Authentication (NTLM)

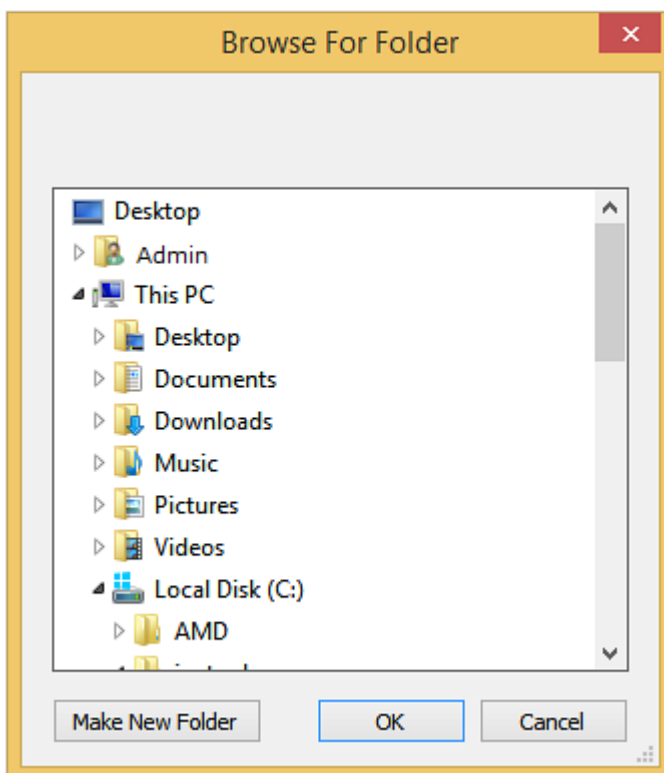
User

Password

Restore defaults Save Close

- **Directory** — Define the location of the directory for storing e-mails.

Click  for the following screen to locate the directory.



## Sender section

The e-mail of the sender can be defined in this section.

- **Account** — Define the POP 3 account of the server.
- **E-mail address** — Define the default e-mail address of the sender. The e-mail address defined at this field will be the default e-mail address for retrieving reports and test e-mails. However, other e-mail addresses can be defined to receive reports when necessary.
- **Reply to** — Define the reply e-mail address of the sender if it is different from that defined in **E-mail address** field.

## Authentication method section

This section is enabled only if the **Network** option is selected under the **Use** section. Two authentication methods are available; **Basic** and **Secure Password Authentication (NTLM)**.

### Basic

Select this option to use the basic authentication method of using user name and password. The following **User** and **Password** fields will be available.

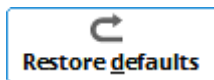
- **User** — Type the user login name for the SMTPe-mail functionality. This is only used when the e-mail client server is not running when the e-mail functionality is being used.
- **Password** — Type the password of the user.

### Secure Password Authentication (NTLM)

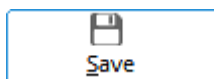
Select this option to use the secure password authentication method without the need to fill in the user name and password. The **User** and **Password** fields will be disabled.

## Buttons

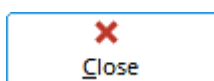
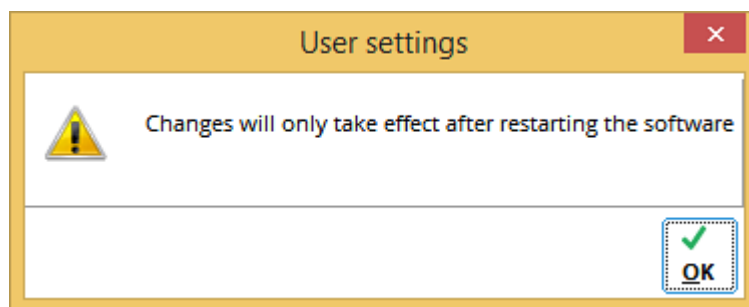
There are three buttons in the **User settings** screen. The functions of these buttons are as follows:



Click this to restore all the user settings to the default settings.




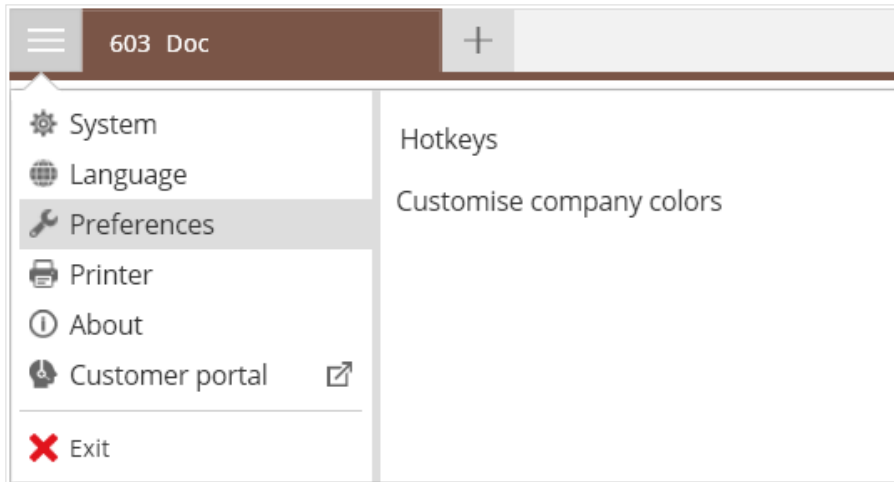
Click this to save the changes to the user settings. The following message will be displayed. Click **OK** to exit.



Click this to close the screen and exit.

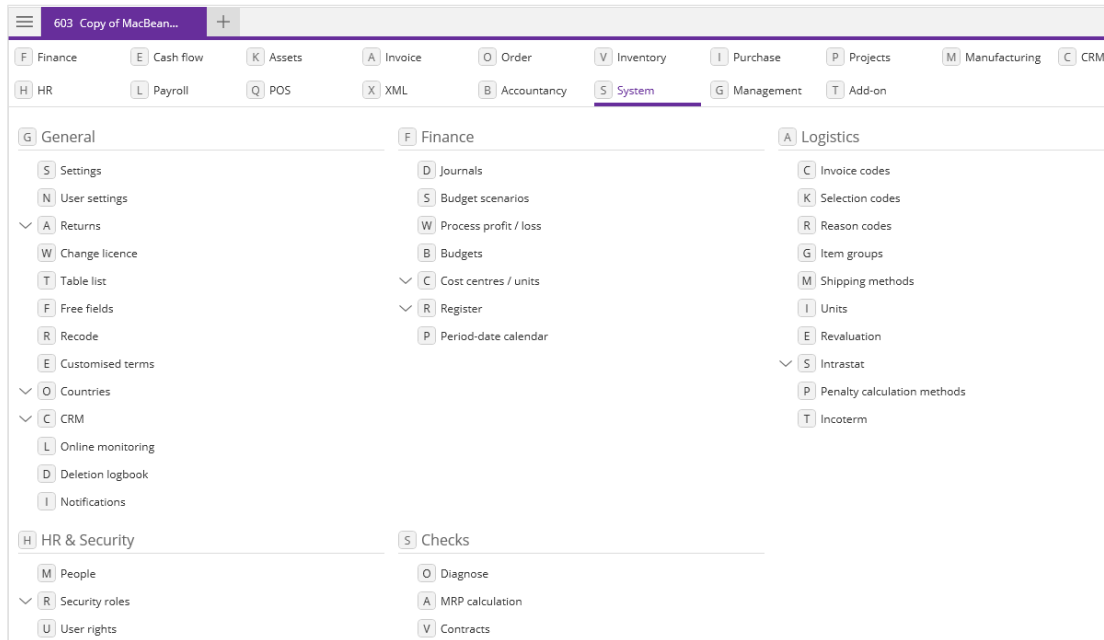
## 23. PREFERENCES

Preferences allow users to customize the menu layout by colors and hotkeys. Click  to display the menu options and select **Preferences**.




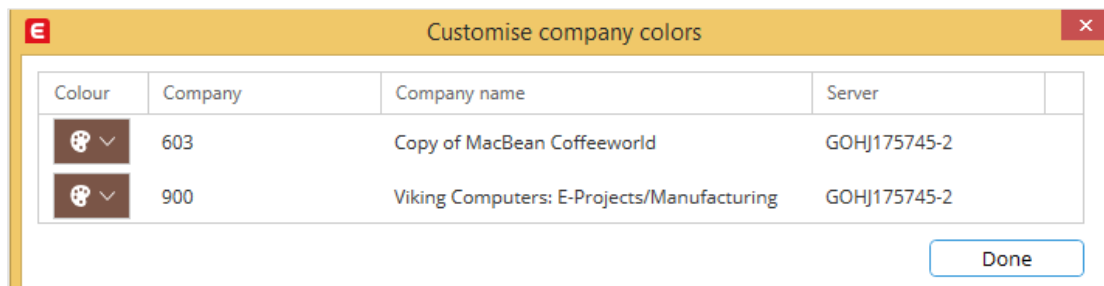
## 23.1 HOTKEYS

Hotkeys display the shortcuts to various screens in Exact Globe Next/Exact Globe+. Select **Hotkeys** to enable this feature.



## 23.2 CUSTOMISE COMPANY COLOR

Company color can be customized by clicking , selecting **Preferences**, and then clicking **Customise company colors**.



## 24. CHANGES TO LICENSES

Exact Globe Next/Exact Globe+ allows the use of the licenses to be changed at System → General → Change license. The **Change license** screen is as follows:

The screenshot shows the 'Change licence' window with the following details:

**Licence**

Name	Demo license Globe Next	
Number	2574580:22:009	
Type	Normal	
Activation date	15/2/2012	
Expiry date	1/6/2050	
Licence: Value	67,750.00	EUR
Trial: Value	0.00	EUR

**Description**

SE0008 - Custom Solution/Enabling add-ons Exact Globe

**Module List:**

- SE0008 - Custom Solution/Enabling add-ons Exact Globe
- SE0102 - Globe - Synergy integration
- SE0110 - E-Password
- SE0165 - E-Excel Add-In
- SE0194 - Named User 1-pack for Globe access only ( Trial )
- SE0196 - Named User 1-pack for e-Synergy access only ( Trial )
- SE1000 - E-Account
- SE1016 - E-Risk Management ( Trial )
- SE1011 - E-Fixed Assets
- SE1012 - E-Purchase contract
- SE1015 - E-Credit Management
- SE1020 - E-Multi Currency
- SE1030 - E-Electronic Banking

Buttons: Restore licence, Close

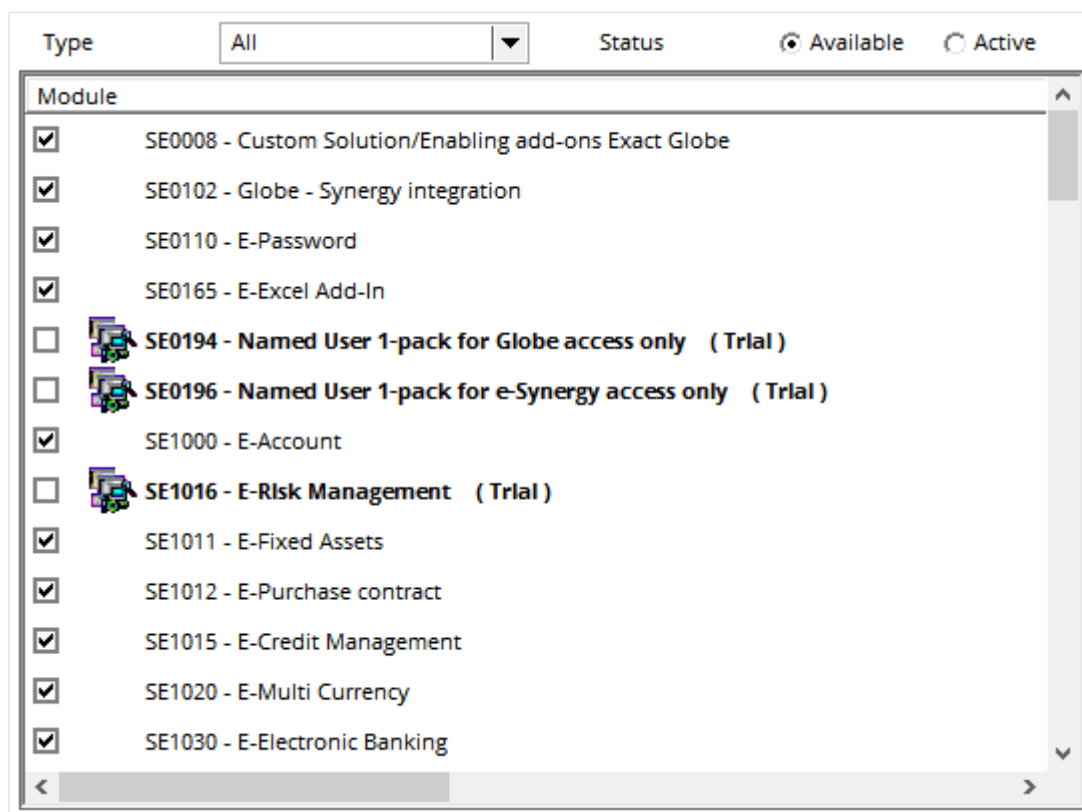


## 24.1 LIST OF MODULES

In the **Change license** screen, a list of modules are displayed on the top right of the screen. The modules listed depend on the selections at **Type** and **Status**.

- **Type** — Select any of the following options:
  - Select **All** to display all the full and trial (demo) modules. By default, this is selected.
  - Select **Trial** to display the trial modules only.
  - Select **License** to display the full modules only.
- **Status** — Select any of the following options:
  - Select **Available** to display all the available full and/or trial modules. By default, this is selected.
  - Select **Active** to display all the active full and/or trial modules.

For example, if **Trial** is selected at **Type** and the **Available** option is selected at **Status**, all the trial modules will be displayed. However, if the **Active** option is selected at **Status** instead, only the active trial modules (marked by ) will be displayed.



The module codes, descriptions, expiry date, prices, and currencies will be displayed in bold for the licenses that have yet to be purchased. The check box  in front of the module is for you to select the module. A tick in the check box  after clicking indicates that the module has been selected. If a trial module is selected, its price will be added to the **Trial: Value** under the **License** section at the bottom left.

If a module is already purchased by selecting the check box of the module, the message "Already purchased - Confirm?" will be displayed. Click **Yes** to deactivate the module, or **No** to exit without deactivating the module.

Click the name of the module to display the description of the selected module under the **Description** section.

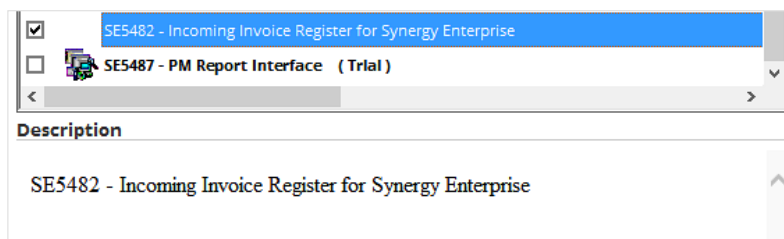
## License section

The details of the license are as follows:

- **Name** — This refers to the name of the license.
- **Number** — This refers to the number of the license.
- **Type**— This refers to the type of the license.
- **Activation date** — This refers to the activation date of the license.
- **Expiry date** — This refers to the expiry date of the license.
- **License: Value** — This refers to the total license value not including the trial modules.
- **Trial: Value** — This refers to the total value of the trial modules selected.

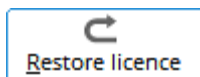
## Description section

Select the module in the list-box and its description will be displayed in this section.

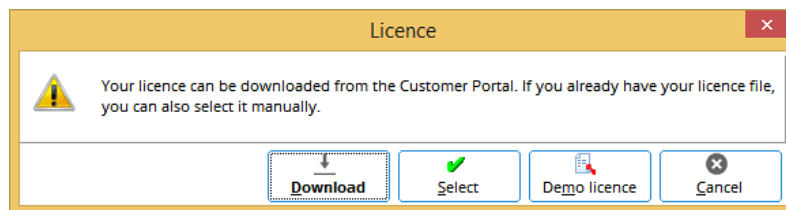


## Buttons

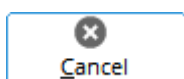
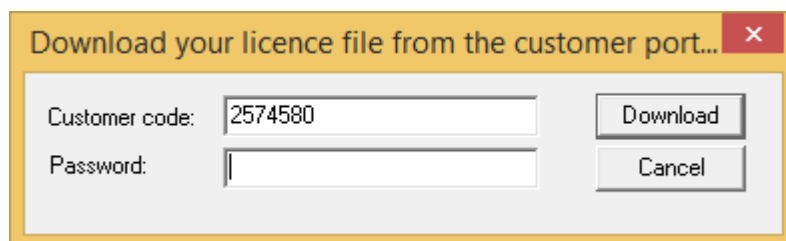
The functions of the buttons in this screen are as follows:



Click this to restore the selected module(s) of the purchased license. The following screen will be displayed:



Click **Download** and the following screen will be displayed. Type the password at **Password** and click **Download** to download the license. Alternatively, click **Select** to locate the license in a local directory (default **My Documents**).



Click this to close the screen and exit.

## 25. TABLE LIST

The **Table list** functionality available at System → General → Table list allows viewing and maintaining of the data dictionary (DD) tables used in Exact Globe Next/Exact Globe+. The table list displays the specific metadata of the database objects, such as tables, fields, and indexes that are encapsulated in a set of tables. The **Table list** screen is shown in the following:

The screenshot displays the '001 Table list - Exact' application window. The interface includes a search and filter section at the top with the following fields and values:

- Database(Size), Batch: 0.2 GB, 411
- Table, Description: aaccount, Analytical codes
- Size, #Records: 0 MB, 0
- Page number, Font size: Normal
- Where-used: Exact Globe Next, Total amount (unchecked)
- Sort by: Table name, Sort ascending
- Filter: 0.00

Below the search area, there is a table listing database objects. The table has the following columns: Table name, Description, Size (MB), Index Size (MB), #Records, Type, and Data dictionary. The table lists various tables such as aaccount, aacmut, aactbl, aabsent, and aabsenttypes.

Table name	Description	Size (MB)	Index Size (MB)	#Records	Type	Data dictionary
aaccount	Analytical codes	0	0	0	Table	Y
aacmut	Analytical transactions	0	0	0	Table	Y
aactbl	Analytical tables	0	0	0	Table	Y
AbsenceEntitlements	Entitlement	0	0	3	Table	Y
Absences	Absences	1	1	156	Table	Y
AbsenceTypes	Absence Types	0	0	44	Table	Y
accnod	Bank account types	0	0	17	Table	Y
AccountAdministrations	Relation servers	0	0	0	Table	Y
AccountCategories	Account category property	0	0	1	Table	Y
AccountCategoryNames	Account categories	0	0	15	Table	Y
AccountClasses	Categories	0	0	54	Table	Y
AccountClassNames	Account category groups	0	0	10	Table	Y
AdditionalInvoiceHeader	Additional Invoice Header	0	0	0	Table	Y
AdditionalInvoiceHeaderHistory	Additional Invoice Header History	0	0	0	Table	Y
AdditionalInvoiceLines	Additional Invoice Lines	0	0	0	Table	Y
AdditionalInvoiceLinesHistory	Additional Invoice Lines History	0	0	0	Table	Y

At the bottom of the window, there is a toolbar with the following icons: Log, Refresh, Lock, Email, Print, Rebuild repository, Optimizing data..., Rebuild index, Search, Advanced, and Close.

## Header section

The header of the screen contains the following fields:

- **Database(Size), Batch** — The size and batch number of the database in use are displayed.
- **Table, Description** — The table name and description of the selected table under the **Tables** tab are displayed.
- **Size, # Records** — The size and number of records of the selected table are displayed.
- **Page number, Font size** — The first field is enabled only if the **Records** tab is clicked. This field displays the current page number (out of the total page number) of the records displayed under the **Records** tab. The next field allows you to select the **Normal, Smaller, or Smallest** font size for the field descriptions and data in the header.

The screenshot shows a control panel with the following elements:

- Page number, Font size:** A text input field and a dropdown menu currently set to "Normal".
- Where-used:** A dropdown menu currently set to "Exact Globe Next".
- Sort by:** A dropdown menu currently set to "Table name".
- Filter:** A text input field with "0.00" entered.

Each list under the **Records** tab displays 50 records. Click  or  to switch to the previous or next list respectively.

- **Where-used** — Select one of the following options to view the data dictionary that is used in the selected option:
  - Leave the field blank to view the data dictionary for both Exact Globe Next/Exact Globe+ and e-Synergy.
  - Select **Exact Globe Next** to view the data dictionary for Exact Globe Next/Exact Globe+. By default, this is displayed.
  - Select **e-Synergy** to view the data dictionary for e-Synergy.
- **Total amount** — Select this check box to display the total amounts in the first line of the overview under the **Records** tab. An example is displayed in the following screen:

ID	Type	OwnBankAccount	BatchNumber	TransactionType	TransactionNumber	Status	PaymentMethod	CreditorNumber	DebtorNumber	ExchangeRate	TCCode	AmountDC	AmountTC
103	W	0885210956	0	K		J	T		60102	1	EUR	5073.35	5073.35
114	W	0885210956	0	K		J	T		60100	1	EUR	5075.85	5075.85
116	W	0885210956	0	T		C	T	60120		1	EUR	-1071.4	-1071.4
126	W	0118292161EUR	0	T		C	T	60085		1	EUR	402.8	402.8
127	W	0885210956	0	T		C	T	60120		1	EUR	-2522.8	-2522.8
14	W	0118292161EUR	0	K		C	T	60085		1	EUR	0	0
140	W	0885210956	3	T		J	T	60125		1	EUR	-7961.1	-7961.1
146	W	0885210956	0	K		J	T		60102	1	EUR	225.6	225.6
147	W	0118292161EUR	0	T		C	T	60085		1	EUR	37.2	37.2


- **Sort by** — The first field is available if the **Tables** or **Records** tab is clicked. For the overview under the **Tables** tab, select to sort the tables either by **Table name** or **Table size**. By default, **Table name** is displayed. For the overview under the **Records** tab, select how you want the records to be sorted. By default, ID is sorted. Select either **Sort ascending** or **Sort descending** to sort the tables or records in ascending or descending order respectively.
- **Filter** — Applicable only for the **Records** tab. The records can be filtered by assigning a value to a field. For example, for the BankTransactions table, filtering it by AmountDC = 0.00 returns four records, such as the following screen:

Filter
AmountDC
equal to
0.00
0.00

Tables | Index | Fields | Records

ID	Type	OwnBankAccount	BatchNumber	TransactionType	TransactionNumber	Status	PaymentMethod
1	C	885210956	0	N			
14	W	0118292161EUR	0	K		C	T
153	S	885210956	0	Y		J	
17	W	0118292161EUR	0	K		C	T
20	W	0118292161EUR	0	K		C	T
23	W	0118292161EUR	0	K		C	T
26	W	0118292161EUR	0	K		C	T
29	W	0118292161EUR	0	K		C	T
32	W	0118292161EUR	0	K		C	T
4	C	885210956	0	N			
40	W	0118292161EUR	0	Q		C	T
45	W	0118292161EUR	0	N		C	T

**Filter**

Click  to display the **Special Filter** section. These options are only available for use for BankTransactions and gbkmult (general ledger transactions) tables. These two tables involve financial entries related to sales invoices, purchase invoices, cash receipts, payments, and others. It is therefore possible to filter by **Type**, **Subtype**, **G/L account**, **Debtor**, **Creditor**, and others to search for the required records. Define the field(s) for the filter to search for the required records.

## 25.1 TAB SCREENS

The **Tables**, **Index**, **Fields**, and **Records** tabs are available. Click the required tab to view the overview for the selected tab.

### 25.1.1 Tables tab

The **Tables** tab overview lists all the tables in the data dictionary with information such as **Table name**, **Description**, **Size**, **Index Size**, **# Records**, **Type** (either **Table** or **View**), and whether the table is a **Data dictionary**. Type a letter (for example, "g") and the first line of the table name that starts with the letter will be highlighted (for example, gbkmnt). Click the **Previous** or **Next** button to go up or down one line. Use the **Sort by** field in the header to sort the tables according to table name or size.

Table name	Description	Size (MB)	Index Size (MB)	# Records	Type	Data dictionary
frkrq	Invoices	0	0	8	Table	Y
frsrq	Invoice lines	0	0	23	Table	Y
frstx	Invoice text	0	0	0	Table	Y
frvkrq	Recurring invoices	0	0	0	Table	Y
frvsrq	Recurring invoice lines	0	0	0	Table	Y
frvstx	Recurring invoice text	0	0	0	Table	Y
<b>gbkmnt</b>	<b>General ledger transactions</b>	<b>58</b>	<b>41</b>	<b>16,529</b>	<b>Table</b>	<b>Y</b>
genlibros	Books generation report	0	0	0	Table	Y
GoldenTaxHeader	Golden tax header	0	0	0	Table	Y
GoldenTaxLines	Golden tax lines	0	0	0	Table	Y
grtbk	General ledger accounts	0	0	106	Table	Y
HostingAdmin	Hosting admin	0	0	0	View	Y

### 25.1.2 Index tab

The **Index** tab overview lists all the indexes of the selected table with information such as the **Index number**, **Index**, **Fields**, **Field description**, **Fragmentation**, **Index Size**, and whether the index is part of the **Data dictionary**. Click the **Previous** or **Next** button to go up or down one line. The following screen is an example for the BankTransactions table:

Index number	Index	Fields	Field description	Fragmentation	Index Size (MB)	Data dictionary
1	frvstx	fakt_code	Recurring invoice code	100.00%	0	Y
		volgnr5	Sequence number			Y
		regel	Line number			Y
2	PK_frvstx	ID		100.00%	0	

### 25.1.3 Fields tab

The **Fields** tab screen lists all the fields of the selected table, with information on **Field number**, **Field name**, **Description**, **Field type**, **Length**, **Reference: Table name**, **Reference: Field name**, and whether it is part of the **Data dictionary**. Click the **Previous** and **Next** button to go up and down one line. The following screen is an example for the BankTransactions table:

Field number	Field name	Description	Field type	Length	Data dictionary
9	syscreated	syscreated	tTimestamp tmSysField	8	Y
10	syscreator	syscreator	tLong tmSysField	4	Y
11	sysmodified	sysmodified	tTimestamp tmSysField	8	Y
12	sysmodifier	sysmodifier	tLong tmSysField	4	Y
13	sysguid	sysguid	tGuid tmSysField	16	Y
14	timestamp	timestamp	timestamp	8	
15	verwijder	Delete	tNoYes tmSysField tmNi	1	Y

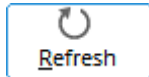
### 25.1.4 Records tab

The **Records** tab overview displays all the data records that are in the data dictionary with the columns of the fields involved. Click the **Previous** or **Next** button to display the previous or next list of records (50 lines). Use the **Sort by** and **Filter** fields in the header to sort the records by field and filter the required records by field. The sort and filter functions are also available by right-clicking on the column header.

ID	Type	OwnBankAccount	BatchNumber	TransactionType	TransactionNumber	Status	PaymentMethod	CreditorNumber	DebtorNumber	ExchangeRate
3,175			6							50.00
30	W	0885210956	0	K		J	T		60101	1
103	W	0885210956	0	K		J	T		60102	1
114	W	0885210956	0	K		J	T		60100	1
116	W	0885210956	0	T		C	T	60120		1
126	W	0118292161EUR	0	T		C	T	60085		1
127	W	0885210956	0	T		C	T	60120		1
14	W	0118292161EUR	0	K		C	T	60085		1
140	W	0885210956	3	T		J	T	60125		1
146	W	0885210956	0	K		J	T		60102	1

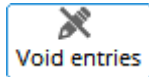
## 25.2 BUTTONS

The buttons that are displayed in the **Table list** screen depend on the table selected. The common buttons are as follows:



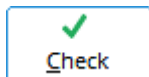
Refresh

Click this to refresh the screen to display the results based on the search criteria.



Void entries

This button is available only if the BankTransactions or gbkmult table is selected. This button is used for deleting void entries in the records.



Check

This button is available only if the BankTransactions table is selected. It performs the consistency check on the records of the table and provides an error report. An example of the report is shown in the following:

```

BankConversion - Notepad
File Edit Format View Help
Bank Conversion, version 4.0.486
Server:CHE38672-1, Databse:034, Company:034 - Deltabike BV
Start: 5/17/2005 12:02:47 PM, End:5/17/2005 12:04:01 PM, Duration:00:01
User: 80004 - Carel Stevens
Selected options:
X Create: Bank accounts
X Check: General ledger transactions
X Financial entries: Incorrect Transaction type
  Link: Cash flow - Financial entries
X Consistency check: Cash flow
X Cash flow: History
X Check: Terms
-----
Inconsistent debtors:
Debtor:      000000 - Unknown debtor gbkmult: 0 BankTransactions: -498103 Balance: 498103
Linked terms: 0 Linked statements: 0
-----
Inconsistent creditors:
Creditor:    000000 - Unknown creditor gbkmult: 0 BankTransactions: 4007 Balance: -4007
Linked terms: -2150 Linked statements: -2150
Creditor:    60085 - Belastingdienst CBA Apeldoorn gbkmult: -37150.93 BankTransactions:
-44587.19 Balance: 7436.26 Linked terms: 0 Linked statements: 0
-----
No inconsistent bank/cash G/L's found
-----

```



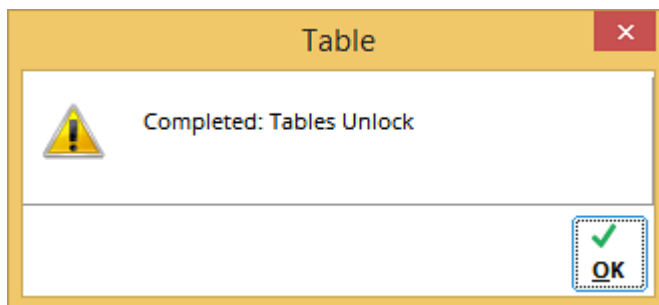
Lock

Click this to lock the selected table to prevent any creation or deletion of the records. The following message will be displayed. Click **OK** to continue.



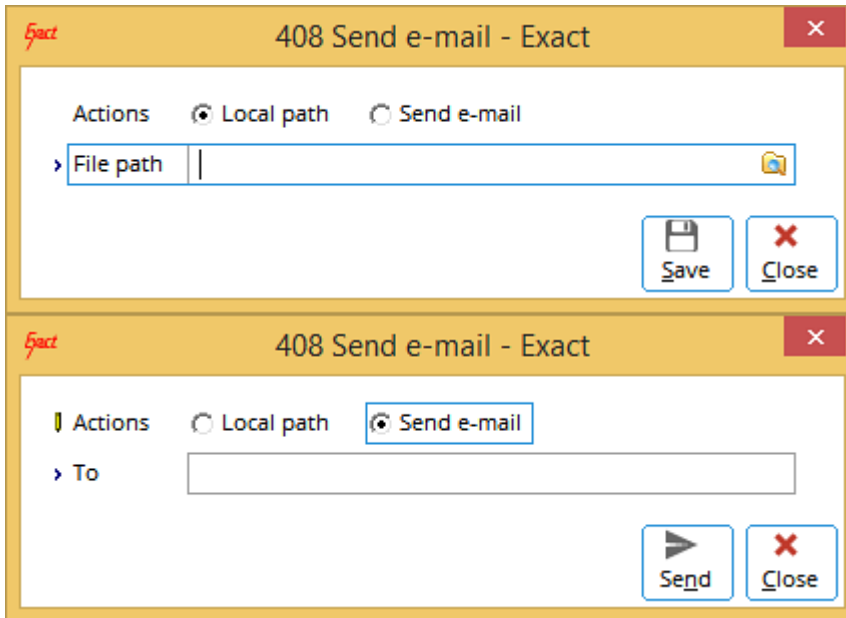
Table name	Description	Size (MB)	Index Size (MB)	# Records	Type	Data dictionary
BankFormats	Bank formats	2	1	3,463	Table	Y
BankNames	Bank name	0	0	422	Table	Y
BankReconcileImport	Automatic Bank Recon. Imports	0	0	0	Table	Y
<b>BankTransactions</b>	<b>Bank</b>	<b>3</b>	<b>2</b>	<b>815</b>	<b>Table</b>	<b>Y</b>
Barcodes	Bar codes	0	0	0	Table	Y
bdgmth	Budg				Table	Y
bdgtbl	Budg				Table	Y
bdgvrs	Budg				Table	Y
bedryf	Comp				Table	Y
betcd	Paym				Table	Y
bnkacc	Bank				Table	Y
bnkkop	Foreig				Table	Y
btwvkv	VAT n				Table	Y
btwkpl	VAT linked boxes	0	0	36	Table	Y
btwkpp	VAT linked total boxes	0	0	269	Table	Y

After locking, the table line will have a red background, and the **Unlock** button will be displayed for unlocking the tables. Select the locked table(s) (hold the CTRL key down and click to select more than one table line) and click **Unlock** to unlock the table(s). The following message will be displayed. Click **OK** to continue.



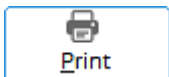


Click this to send the files (in CSV format) of the fields and records of the selected table. The following screen will be displayed:

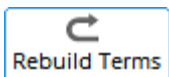


At **Actions**, two options are available:

- **Local path** —Select this option to save the files in a local path.
- **Send e-mail** —Select this option to send the e-mail to an address defined at **To**.

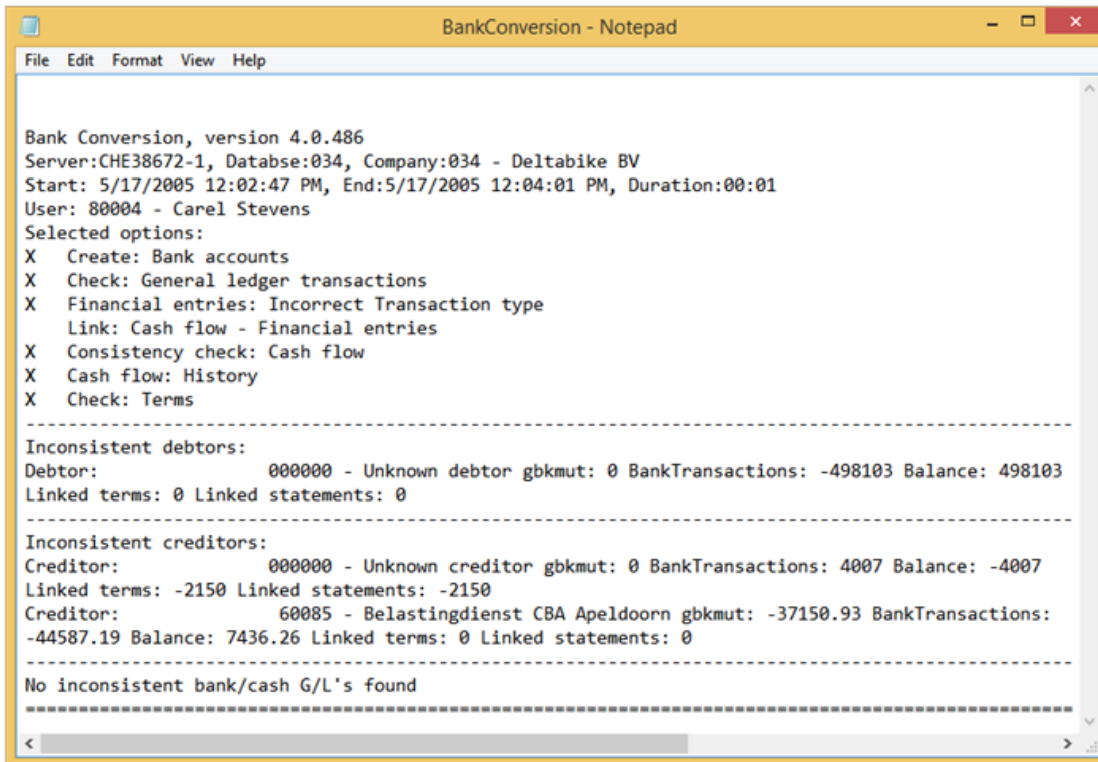


Click this to print the table list.



This button is available only when the BankTransactions table is selected. It is used to rebuild the terms (replace inconsistent terms with new ones based on the gbkmur records) in the records of the table and provides an error report.

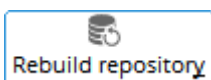
An example of the report is shown in the following:



```

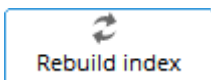
BankConversion - Notepad
File Edit Format View Help
Bank Conversion, version 4.0.486
Server:CHE38672-1, Databse:034, Company:034 - Deltabike BV
Start: 5/17/2005 12:02:47 PM, End:5/17/2005 12:04:01 PM, Duration:00:01
User: 80004 - Carel Stevens
Selected options:
X Create: Bank accounts
X Check: General ledger transactions
X Financial entries: Incorrect Transaction type
  Link: Cash flow - Financial entries
X Consistency check: Cash flow
X Cash flow: History
X Check: Terms
-----
Inconsistent debtors:
Debtor:          000000 - Unknown debtor gbkmur: 0 BankTransactions: -498103 Balance: 498103
Linked terms: 0 Linked statements: 0
-----
Inconsistent creditors:
Creditor:        000000 - Unknown creditor gbkmur: 0 BankTransactions: 4007 Balance: -4007
Linked terms: -2150 Linked statements: -2150
Creditor:        60085 - Belastingdienst CBA Apeldoorn gbkmur: -37150.93 BankTransactions:
-44587.19 Balance: 7436.26 Linked terms: 0 Linked statements: 0
-----
No inconsistent bank/cash G/L's found
-----

```



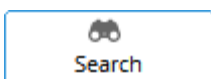
Rebuild repository

Click this to rebuild the repository of the database. For example, all the programming logic and components are rebuilt (correctly validated, stored, and processed) based on the latest downloaded repository scripts (ER\*.sql files).



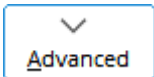
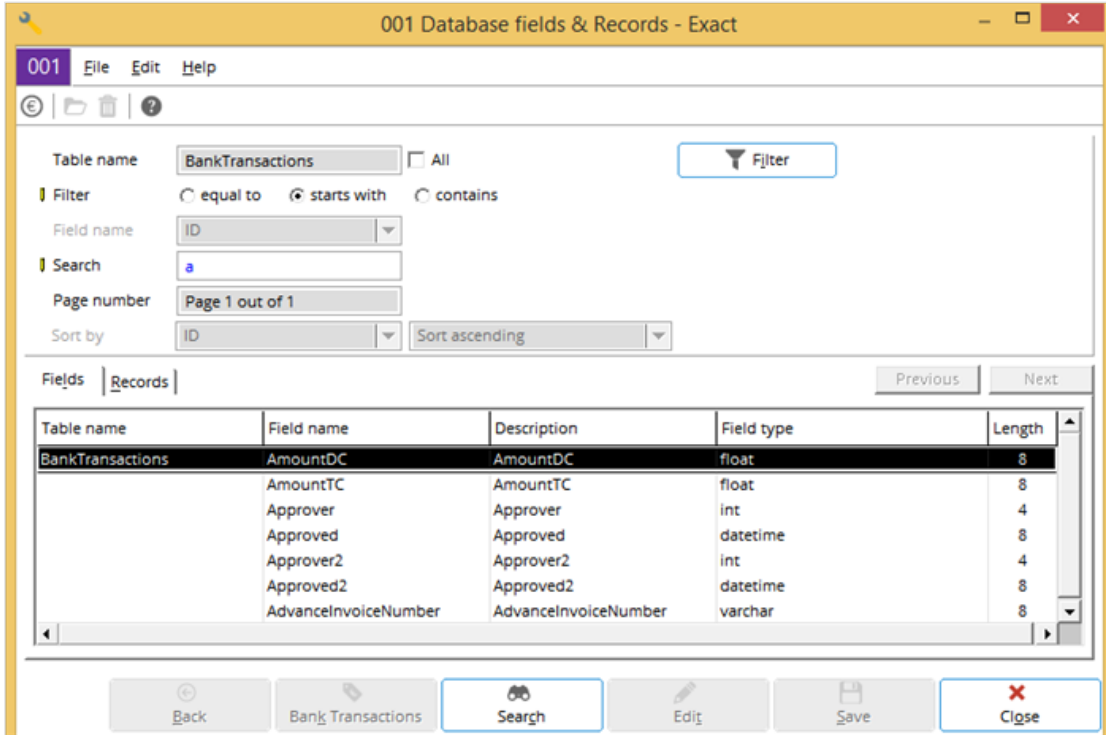
Rebuild index

Click this to rebuild the indexes of the selected table. For example, to replace the old indexes with the new ones.

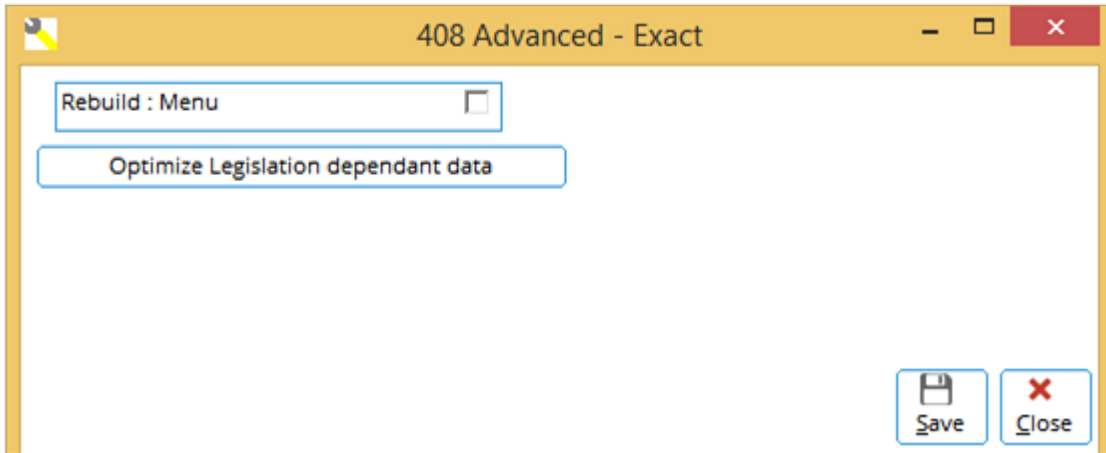


Search

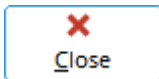
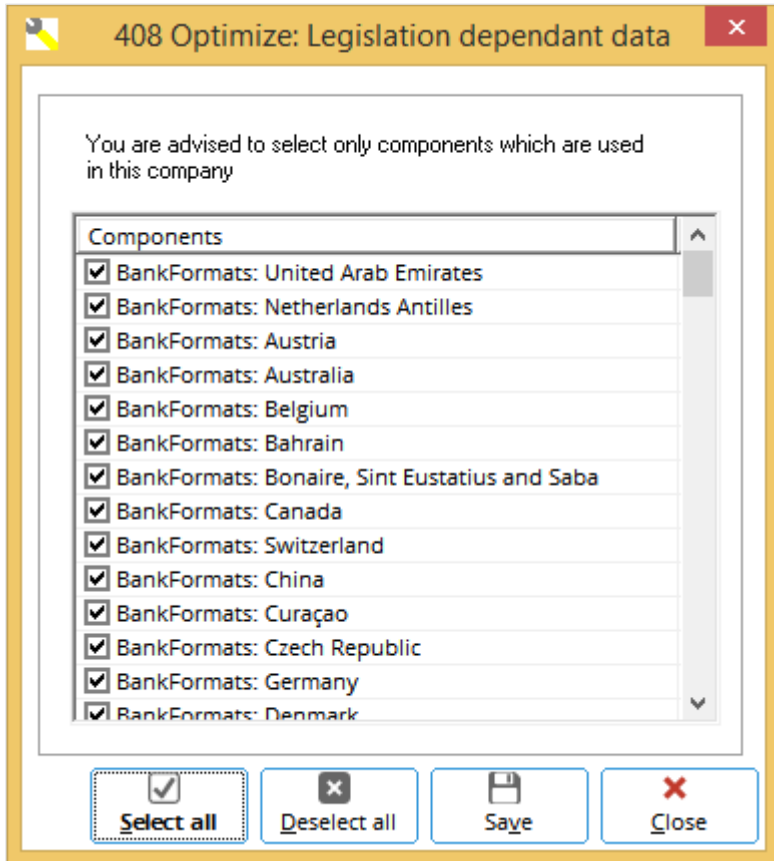
Click this to search for the fields or records of the selected table or all the tables. An example is shown in the following screen. Tabs are available to search for the **Fields** and **Records**.



Click this to optimize the legislation dependent data. The following screen will be displayed:



Click **Optimize Legislation dependent data** and the following screen will be displayed. Select the check boxes to select the required components or clear the check boxes to remove unnecessary components. It is advisable to select only the components that are used by the company.



Click this to close the screen and exit.

## 26. RECODING

Recoding of accounts, cost centers, and general ledgers can be done at CRM → Accounts → Maintain accounts, System → Finance → Cost centers / units → Cost centers, or Finance → General ledger → Chart of G/L's. For cross-modules recoding, which can be convenient for planning, Exact Globe Next/Exact Globe+ provides a central system recoding functionality at System → General → Recode.

The **Recode** screen is as follows. In the example, three coded items, such as the general ledger account, journal, and project have been included for recoding.

Topic	Old value	New value
General ledger	0020	0050
Journals	95	96
Projects	20010	21000

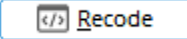
To add a coded item for recoding, follow the following steps:

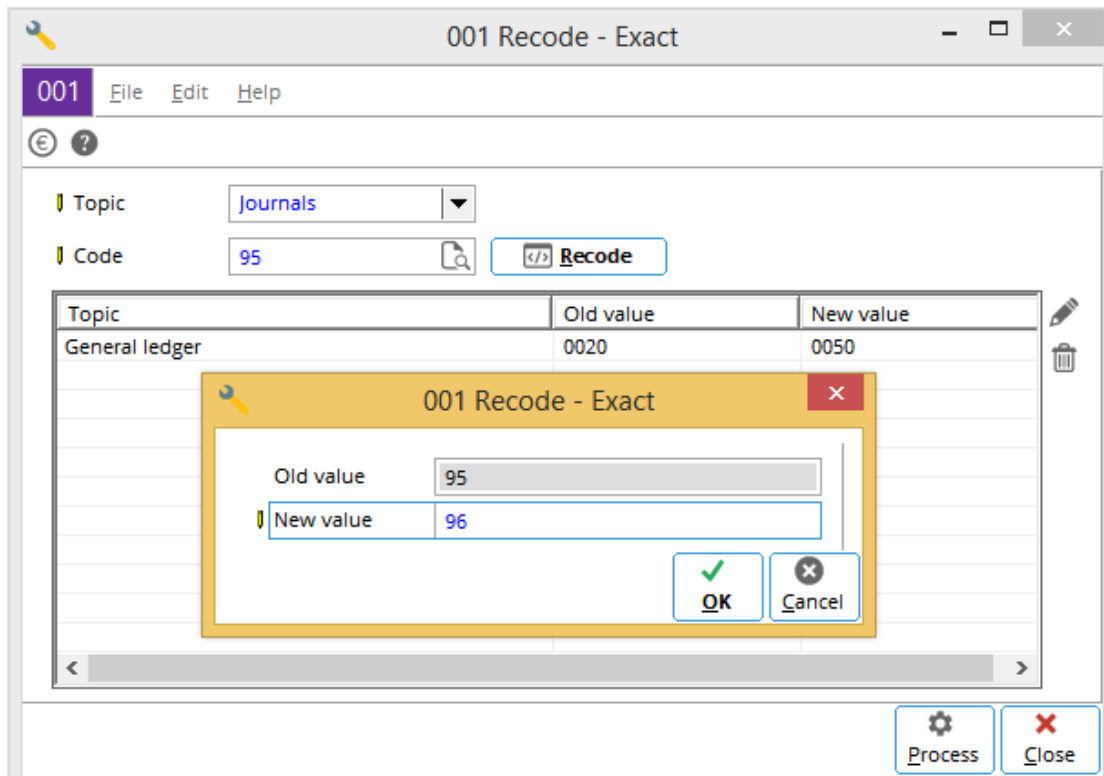
#### Step 1: Select the coded items

Coded items that are required to be recoded will be selected. These selected coded items will be displayed in the overview in the **Recode** screen for further processing.

- **Topic** — Select the required topic of the coded item, such as the following:
  - Accounts
  - Assets
  - Cash instruments
  - Cost centers
  - Cost units
  - General ledger
  - Items
  - Journals
  - Projects
  - People
  - Selection codes
  - Shipping methods
  - GL categories
  - Invoice codes
  - Payment conditions
- **Code** — Define the required coded item.

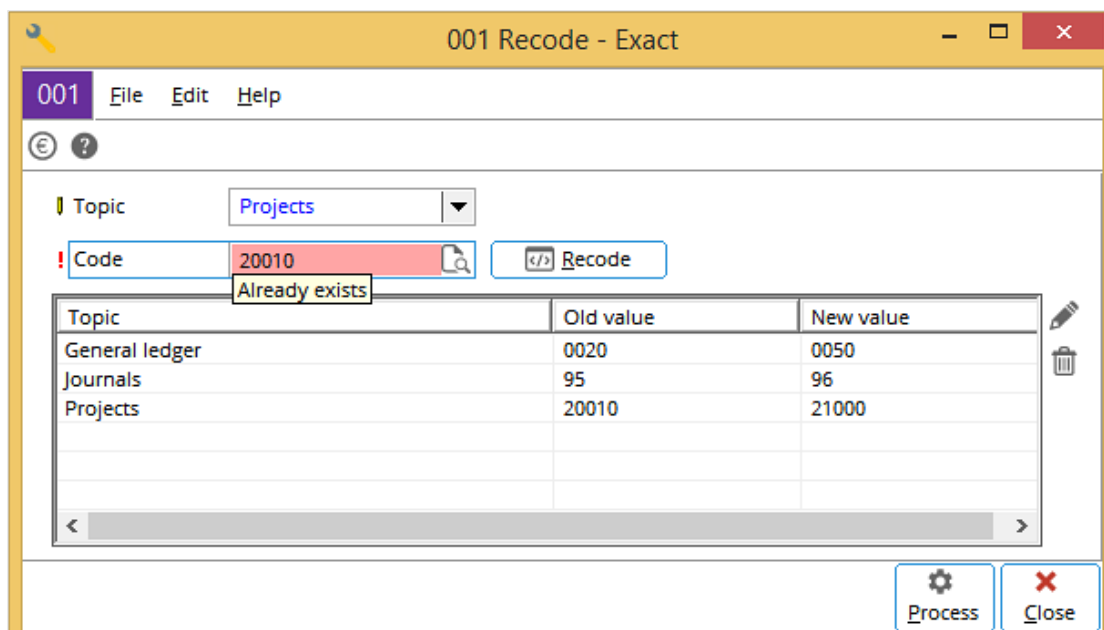
For example, **Journals** is selected at **Topic** and **95** is selected at **Code** as shown in the following example.

Click  and another **Recode** screen will be displayed.



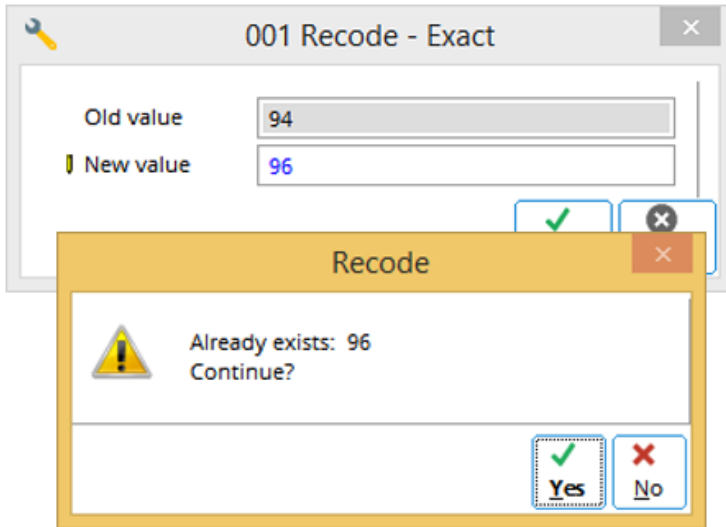
Type the **New value** of the code and click **OK**. The values for the **Topic**, **Old value**, and **New value** of the code will be displayed in the overview. Click **Cancel** to exit without recoding.


If the same coded item is selected, a warning message will be displayed, as shown in the following:

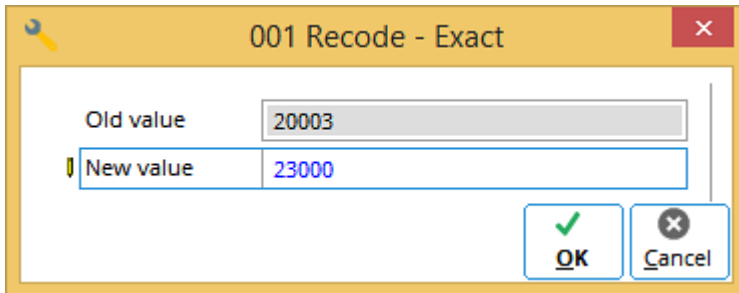



If the new value to recode already exists, the following message will be displayed. Click **Yes** to proceed with the recoding or **No** to quit the recoding.





 — Select the required coded item (for example, **Old value** is **20003**) and click this icon to edit its **New value**. The following screen will be displayed:



 — Select the required coded item and click this icon to delete it from the list.

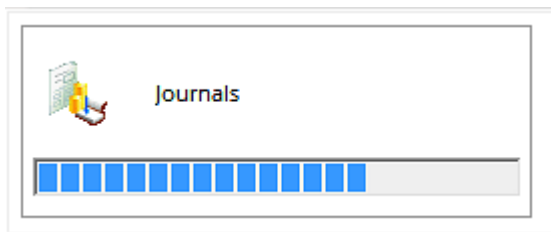
When all the required coded items have been selected, proceed to *Step 2: Processing*.

**Step 2: Processing**

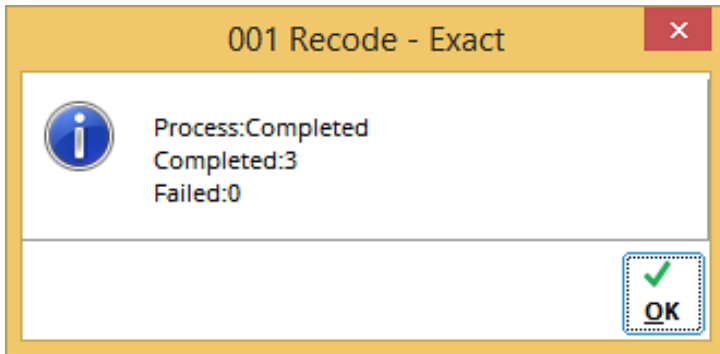


Click this button to start recoding.

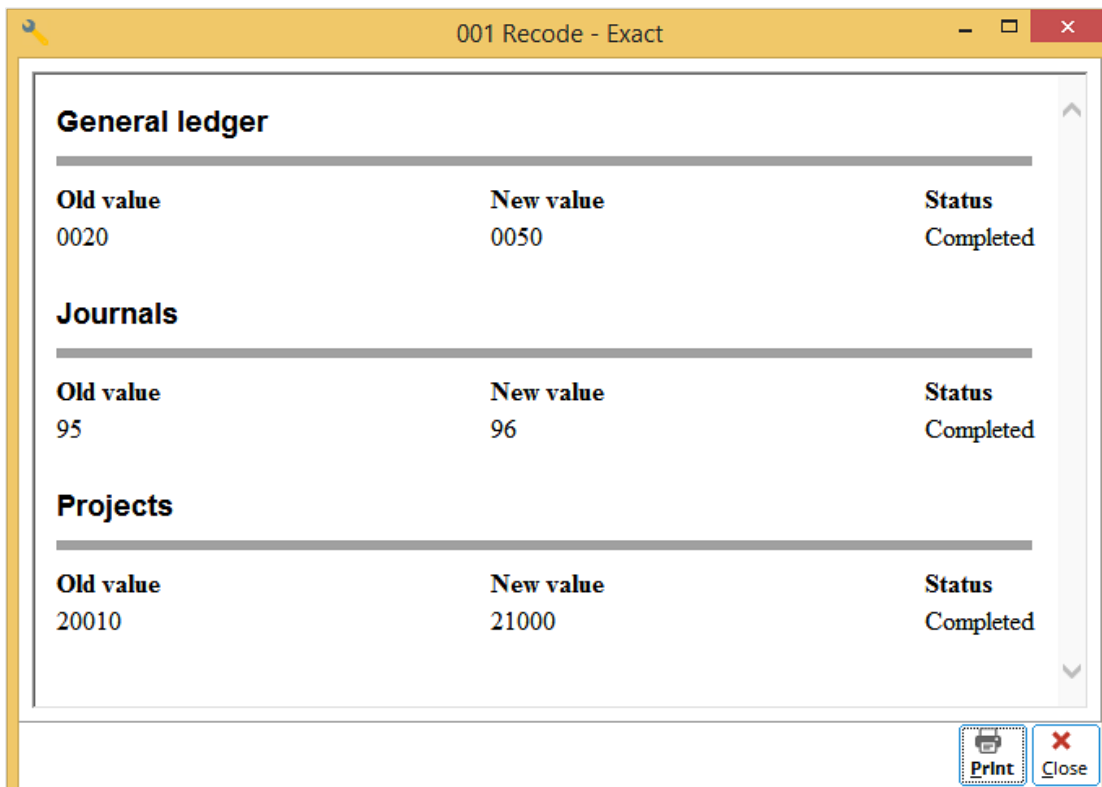
The progress of the recoding process will be displayed.



When the process is completed, the following message will be displayed indicating the number of items that have been successfully recoded and the number of items that have failed.



Click **OK** and the following report will be displayed. Click **Print** to print the report or **Close** to exit.



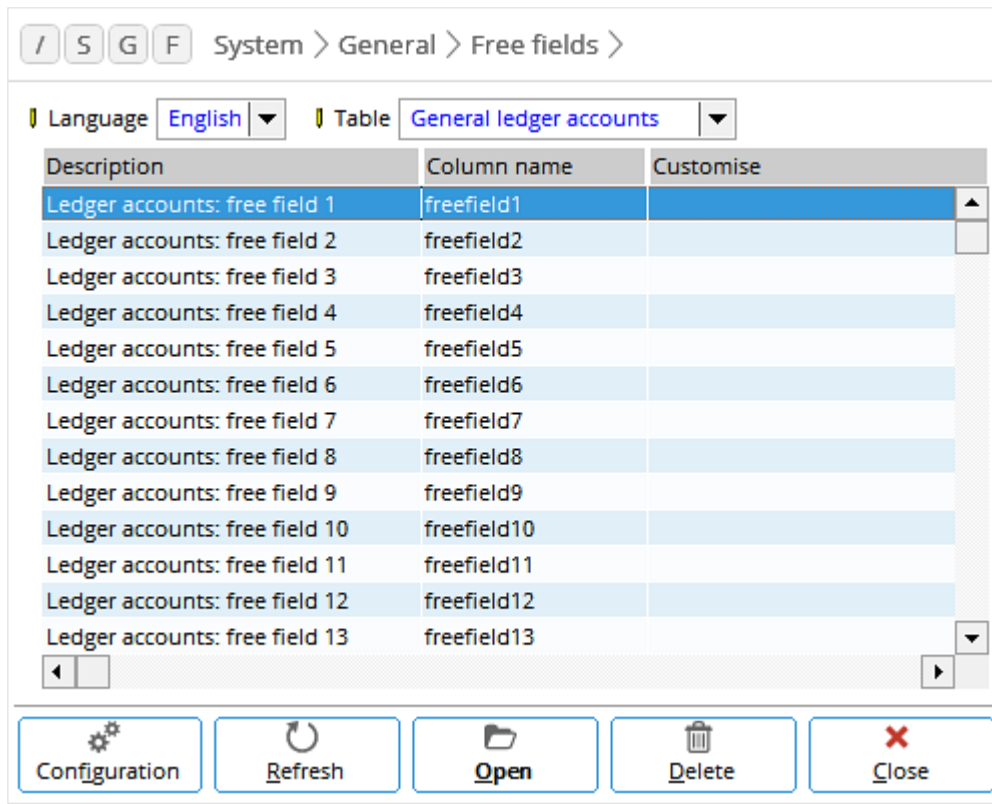
The centralized system recoding process is complete.

## 27. FREE FIELDS

To provide the flexibility to customize every company's requirements, Exact Globe Next/Exact Globe+ has provided many extra free fields for many of its master records such as projects, people, items, and general ledger accounts. The free fields are found under the **Extra** tab of these master records.

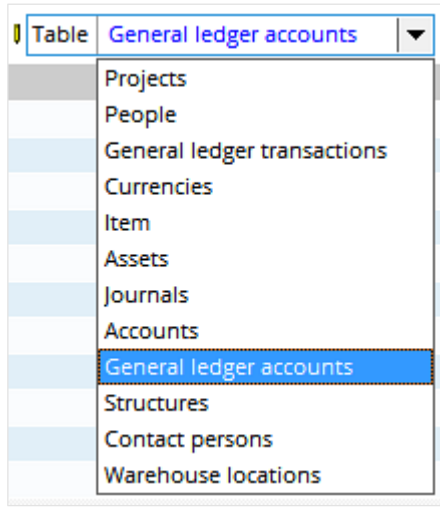
## 27.1 FREE FIELDS SCREEN

The descriptions of the free fields can be customized at System → General → Free fields.



Description	Column name	Customise
Ledger accounts: free field 1	freefield1	
Ledger accounts: free field 2	freefield2	
Ledger accounts: free field 3	freefield3	
Ledger accounts: free field 4	freefield4	
Ledger accounts: free field 5	freefield5	
Ledger accounts: free field 6	freefield6	
Ledger accounts: free field 7	freefield7	
Ledger accounts: free field 8	freefield8	
Ledger accounts: free field 9	freefield9	
Ledger accounts: free field 10	freefield10	
Ledger accounts: free field 11	freefield11	
Ledger accounts: free field 12	freefield12	
Ledger accounts: free field 13	freefield13	

- **Language** — Select the required language of the description. The languages that can be selected depend on the license used.
- **Table** — Select the table to be customized. The options available are:
  - **Projects**
  - **People**
  - **General ledger transactions**
  - **Currencies**
  - **Item**
  - **Assets**
  - **Journals**
  - **Accounts**
  - **General ledger accounts**
  - **Structures**
  - **Contact persons**
  - **Warehouse locations**



There are four types of free fields, such as text (alphanumeric), number (numeric), date, and yes-no (logical). The numbers of these field types for the different tables are shown in the following table:

Field table	Screen where Extra tab is found	Fields			
		Text	Number	Data	Yes-No
Projects	<b>Maintain projects</b>	5	5	5	5
Resources	<b>Maintain: Resources</b>	5	5	5	5
G/L transactions	<b>Finance → General Ledger → Analytical Accounting</b>	3	2		
Currencies	<b>ISO currency codes</b>	5	5	5	5
Item	<b>Items</b>	10	11	5	5
Assets	<b>Maintain assets</b>	5+2*	5+5*	3	
Journals	<b>Journals</b>	5	5	5	5
Accounts	<b>Accounts</b>	30	5	5	5
G/L accounts	<b>Maintain accounts</b>	10	5	5	5
Structures	<b>BOMs</b>	7	6	2	5
Contact persons	<b>Contact persons</b>	5	5	5	5
Warehouse locations	<b>Warehouse locations</b>	5	5		

For assets, there are two options (text) fields and five integer fields.

The following is an example of the **Extra** tab of the **Maintain accounts** screen.

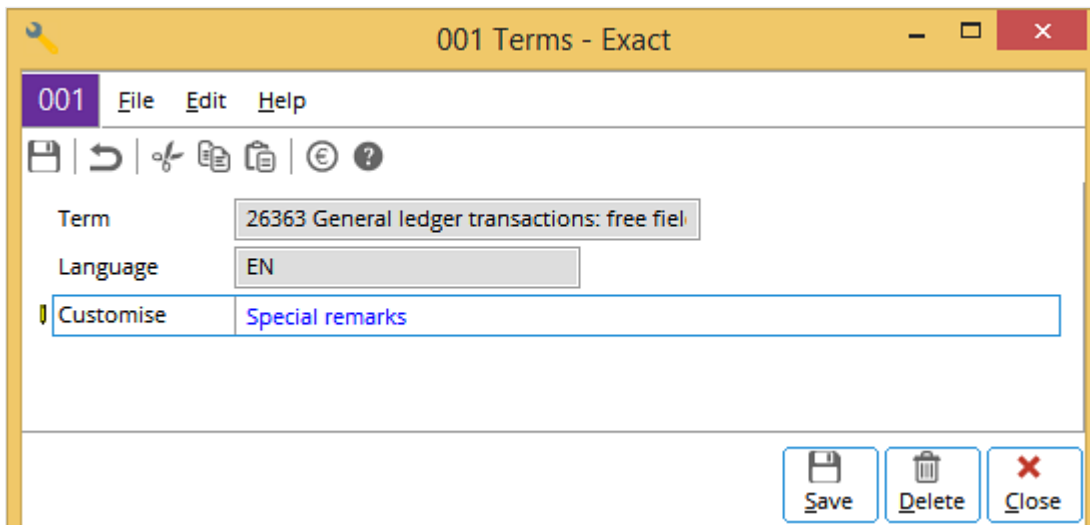
## 27.2 CUSTOMIZING DESCRIPTIONS

Once the free fields are customized at System → General → Free fields, the descriptions of the free fields will be based on the customized descriptions instead of the generic descriptions.

For example, a free field for general ledger accounts needs to be customized as **Special remarks**. Go to System → General → Free fields. The following screen will be displayed. Select the required language of the description at **Language**, and table at **Table**.

Description	Column name	Customise
General ledger transactions: free fiel	freefield1	
General ledger transactions: free fiel	freefield2	
General ledger transactions: free fiel	freefield3	
General ledger transactions: free fiel	freefield4	
General ledger transactions: free fiel	freefield5	

Select a free field (for example, **free field 1**), and then click **Open** for the following screen:



The **Term** field, which cannot be edited, displays the term ID and the term selected. For more information, see *Chapter 28 Customized Terms*. The **Language** field cannot be edited and it displays the selected language. Type the customized text at **Customize** and click **Save**. The customized description will be saved and displayed in the **Free fields** screen. The customized description will be displayed under the **Extra** tab for the selected table. Customize the description for the other free fields.

### 27.3 DELETING CUSTOMIZED DESCRIPTIONS

To delete a customized description, select the customized free field in the **Free fields** screen. Click **Delete** to delete it. Alternatively, if the required free field has been opened and displayed in the **Terms** screen, the customized description can be deleted by clicking **Delete** in that screen.

## 28. CUSTOMIZED TERMS

Exact Globe Next/Exact Globe+ provides the flexibility to customize the terms used in the screens. To identify the terms, each of them is assigned an ID (a 5-digit number). The ID of the term remains despite the language used in the system. The terms can be customized in the **Customized terms** screen at System → General → Customised terms. Once the terms are customized, the customized terms will replace the original terms whenever the terms are displayed in the screen.



## 28.1 CUSTOMIZED TERMS SCREEN

Go to System → General → Customised terms to access the **Customised terms** screen. For example, change the term "Account managers" to "Managers" for ID 00010. Once the term has been changed, the ID 00010 will be displayed as "Managers" instead of "Account managers" in the screens.

001 Customised terms - Exact

001 File Edit Help

Language English

ID 0

Term

Customized  All : Customized

ID	Term	Customized
00001	CRM	
00002	Update existing records	
00003	Not all the data has been read....	
00004	Date + time	
00005	Procurement	
00006	Start date + time	
00007	End date + time	
00008	Account	
00009	Accounts	
00010	Account managers	
00011	URL	
00012	Person	
00013	People	
00014	Types	

Show : Term ID  Disable : Customised terms

Found 22335 Terms

Search Open Close

## 28.2 CUSTOMIZING TERMS

Follow the following steps to customize a term used in the system.

### Step 1: Define the language

The first step is to define the required language used.

- **Language** — Select the required language of the terms to be customized. The languages that can be selected depend on the license of the software.

### Step 2: Locate the term

The next step is to look for the term to be customized. In the **Customised terms** screen, click **Search** and the entire list of terms will be displayed in the screen. Select a term to be customized. The required term can be searched by using the search criteria in the header of the **Customised terms** screen. The search criteria are described in the following:

- **ID** — Define the ID of the term to display the term. The zeros at the front can be omitted (for example, "10" for "00010"). Click **Search** and only one term will be selected. By default, **0** is displayed. For example, if "10" is defined at **ID**, only "Account managers" will be displayed in the overview.
- **Term** — Define the full or part of the term to display the term. Click **Search** and the system will search for the terms that contain the data entered at this field. It is not case-sensitive. For example, if the data entered at **Term** is "Account", the following will be displayed in the overview:
  - 00008 Account
  - 00009 Accounts
  - 00010 Account managers
- **Customized** — This field is similar to the **Term** field but it searches only the customized terms.
- **All: Customized** — Select this check box, and then click **Search** to display only the customized terms. If this check box is not selected, all the terms (including the customized terms) will be displayed.

Once the required term has been selected, proceed to *Step 3: Customize the term*.

### Step 3: Customize the term

Select the required term by clicking on the term and clicking **Open**. The following screen will be displayed:

The screenshot shows a software window titled "001 Customised terms - Exact". The window has a menu bar with "001", "File", "Edit", and "Help". Below the menu bar is a toolbar with icons for Save, Copy, Paste, Undo, and Help. The main content area contains three input fields: "Term" with the value "36868", "Language" with the value "EN", and "Customize" with the value "Employee". At the bottom right of the window, there are three buttons: "Save", "Delete", and "Close".

The **Term** and **Language** fields cannot be edited. The selected term ID and language are displayed. Type the new word or phrase for the selected term at **Customize** and click **Save** to save it. The customized term will be displayed in the overview in the **Customised terms** screen. Once customized, the old term will be replaced with the new term. Continue with the same steps to customize other terms.

## 28.3 DELETING CUSTOMIZED TERMS

To delete a customized term, select the term from the overview in the **Customised terms** screen (for example, the term "00010"). Click **Open** to display the term and click **Delete** to delete the customized term. The word or phrase in the **Customized** column for the term will no longer be displayed in the overview in the **Customised terms** screen.

The screenshot shows the '001 Customised terms - Exact' application window. The main window has a menu bar with '001', 'File', 'Edit', and 'Help'. Below the menu bar, there are input fields for 'Language' (set to 'English'), 'ID' (set to '0'), 'Term', and 'Customized'. A table lists terms with columns for 'ID', 'Term', and 'Customized'. The term '00010' is selected, and its details are shown in a pop-up window. The pop-up window has a menu bar with '001', 'File', 'Edit', and 'Help'. It shows the 'Term' as '10', 'Language' as 'EN', and 'Customize' as 'Managers'. At the bottom of the pop-up window, there are three buttons: 'Save', 'Delete', and 'Close'. The 'Delete' button is highlighted with a red box. The main window also has a status bar at the bottom with '001 Demo', 'Dion Brands (rosi335646)', '00000001095', and 'Thursday, 5 November, 2015'. There are also checkboxes for 'Show : Term ID' and 'Disable : Customised terms', and a 'Found 22335 Terms' message. At the very bottom, there are three buttons: 'Search', 'Open', and 'Close'.

ID	Term	Customized
00001	CRM	
00002	Upd	
00003	Not	
00004	Dat	
00005	Pro	
00006	Sta	
00007	Enc	
00008	Acc	
00009	Acc	
00010	Acc	Managers
00011	UR	
00012	Per	
00013	Pec	
00014	Typ	
00015	Bac	
00016	Rec	
00017	Rec	
00018	Inco	

## 28.4 DISPLAYING TERM IDS

Select the **Show : Term ID** check box in the **Customised terms** screen to display the term IDs in the screen. This is helpful in identifying the terms to be customized. The term IDs will only be displayed when you restart the software. Once the check box is selected, click **Close** and the message "Changes will only take effect after restarting the software" will be displayed. Click **OK** to continue.

Once you have restarted the software, all the terms will be displayed with the IDs in brackets after the message. For example, changes will only take effect after restarting the software (32447).

## 28.5 DISABLING CUSTOMIZED TERMS

Sometimes the system may need to be checked by the support personnel from Exact. It will then be convenient for the support persons to see the standard terms of Exact Globe Next/Exact Globe+. For this reason, the system has provided the option to disable the customized terms.

To disable the customized terms, select the **Disable: Customised terms** check box in the **Customised terms** screen. Once the **Close** button is clicked, the message "Changes will only take effect after restarting the software" will be displayed. Restart the software and the customized terms will not be used.

## 29. COUNTRY SETTINGS

Exact Globe Next/Exact Globe+ is designed to be used by the multinational business corporations. Therefore, the country-specific settings are essential. The country settings can be defined at System → General → Countries and the country-specific settings available are for:

- Countries
- Currencies
- Exchange rates
- Payment conditions
- Tax codes
- Link layouts to ISO language
- Public holidays
- Schedule
- Postcode
- Territories

## 29.1 COUNTRIES

Exact Globe Next/Exact Globe+ provides ISO (International Organization for Standardization) 2-character country codes and descriptions of all the known countries at System → General → Countries → Countries. The countries must be activated in this screen before they can be used in some of the functionalities in the system. For example, the country used for the addresses of the accounts payable and receivable.

### 29.1.1 Countries screen

To view the **Countries** screen, go to System → General → Countries → Countries and the following screen will be displayed:

The screenshot shows the 'Countries' screen in the Exact Globe Next/Exact Globe+ system. The breadcrumb navigation is 'System > General > Countries > Countries'. The interface includes a search bar, a 'Clear' button, and navigation buttons for 'Previous' and 'Next'. The 'Rows' count is set to 50. There are filter options for 'starts with' and 'contains'. The main table displays a list of countries with columns for Country code, Description, Active, Currency, and Exchange rate. The 'Active' column contains green checkmarks for all listed countries. The 'Currency' column shows various currencies like EUR, AED, AFA, XCD, ALL, AMD, ANG, AOA, USD, and ARS. At the bottom right, there are buttons for 'Delete', 'Open', 'New', and 'Close'.

Country code	Description	Active	Currency	Exchange rate
AD		✓	EUR	
AE		✓	AED	
AF		✓	AFA	
AG		✓	XCD	
AI		✓	XCD	
AL		✓	ALL	
AM		✓	AMD	
AN		✓	ANG	
AO		✓	AOA	
AQ		✓	USD	
AR		✓	ARS	
AS		✓	USD	

## Search filters

Search for the required country by defining the search criteria in the header of the screen. Select the country by clicking the required country in the overview. Click the **Previous** button to go to the previous list of countries or **Next** to go to the next list. The number of rows displayed in the overview can be defined at **Rows**. By default, **50** is displayed.

At the **Active** field, select **All** to display all the available countries, **Yes** to display only the countries that are active, or **No** to display the countries that are inactive. Alternatively, type the 2-character ISO country code, description of the country (or part of it), or 3-character ISO currency code, and then click **Search** to search for the required country.

The options at **Filter**, either **starts with** or **contains**, determine how the search filter data will be matched during the search. For example, if the **starts with** option at **Filter** is selected and "za" is defined at **Description**, only Zambia will be displayed in the overview. However, if the **contains** option at **Filter** is selected, Kazakhstan, Mozambique, Tanzania, and Zambia will be displayed in the overview.

## Overview

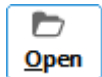
The overview displays the ISO country code, description of the country, status of the country in the system, ISO currency code, and exchange rate. The exchange rate will be displayed only if the country is activated. A green tick in the **Active** column indicates the country is active.

## Buttons

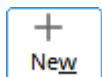
The functions of the buttons are as follows:



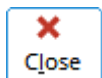
Click this to delete the selected country.



Click this to open the country for editing.



Click this to create a country.



Click this to close the screen and exit.

## 29.1.2 Country settings

The settings for a country can be defined at System → General → Countries → Countries.

The screenshot displays the '001 Maintain countries - Exact' window. At the top, the title bar reads '001 Maintain countries - Exact'. Below it is a menu bar with '001', 'File', 'Edit', and 'Help'. A toolbar contains various icons for file operations. The main content area is divided into sections: 'Code' (NL), 'Description' (Netherlands), and 'Active' (checked). Below this is a tabbed interface with 'Basics' selected. Under the 'Basics' tab, there are sections for 'Currency' (EUR, Exchange rate: 1 EUR = 1 EUR, Active from: 05/11/2015), 'Bank account type' (NL), and 'Intrastat' (European Union member state: checked). At the bottom right, there are 'Save', 'New', and 'Close' buttons.

### Header section

The header of the **Maintain countries** screen contains the following fields and check box:

- **Code** — The ISO country code of the selected country is displayed. This field cannot be edited.
- **Description** — The description of the selected country is displayed. Change the description if required (for example, change to the preferred language).
- **Active** — Select this check box to activate the country to be used in the system.

### Basics tab

The following describes the sections under the **Basics** tab.

### Currency section


This section contains the following fields:

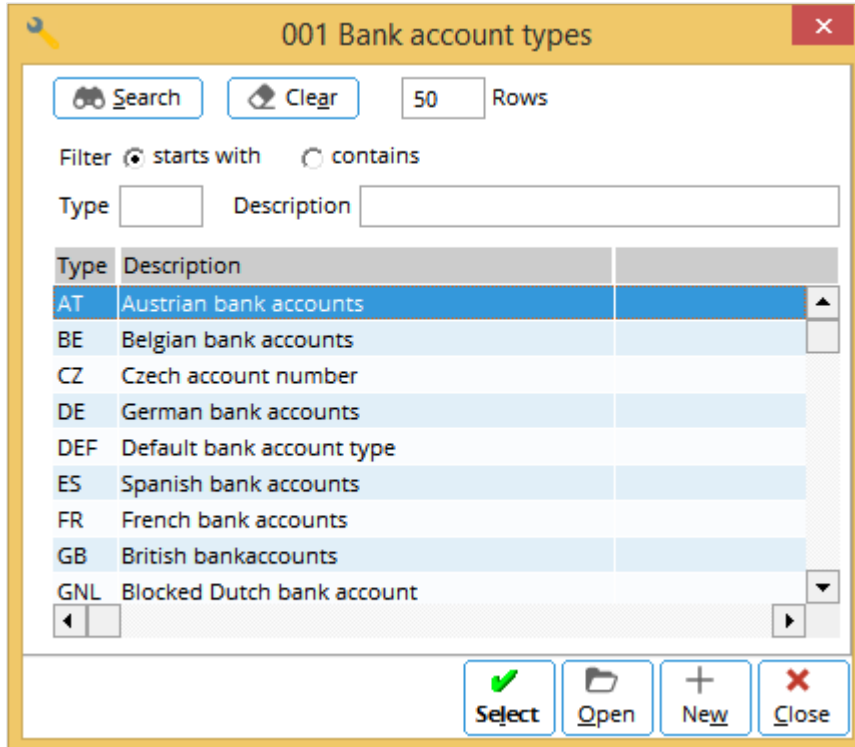
- **Currency** — This indicates the standard currency (pre-selected by the system) of the country. Type the required currency or click to select another currency and **Edit** to edit the currency.
- **Exchange rate** — Click **Edit** to edit the exchange rate of the currency. The exchange rate can only be edited if the currency is active. Otherwise, the message "Inactive (Currency)" will be displayed.



## Bank account type section

This section contains the following field:

- **Bank account type** — Type the bank account type or click  to select the bank account type (generally applicable to the European countries). The **Bank account types** screen will be displayed.



001 Bank account types

Search Clear 50 Rows

Filter  starts with  contains

Type Description

Type	Description
AT	Austrian bank accounts
BE	Belgian bank accounts
CZ	Czech account number
DE	German bank accounts
DEF	Default bank account type
ES	Spanish bank accounts
FR	French bank accounts
GB	British bankaccounts
GNL	Blocked Dutch bank account

Select Open New Close

Select the required bank account type, and then click **Select** to select it. Click **Open** to open and edit the bank account type. Click **New** to create a bank account type.

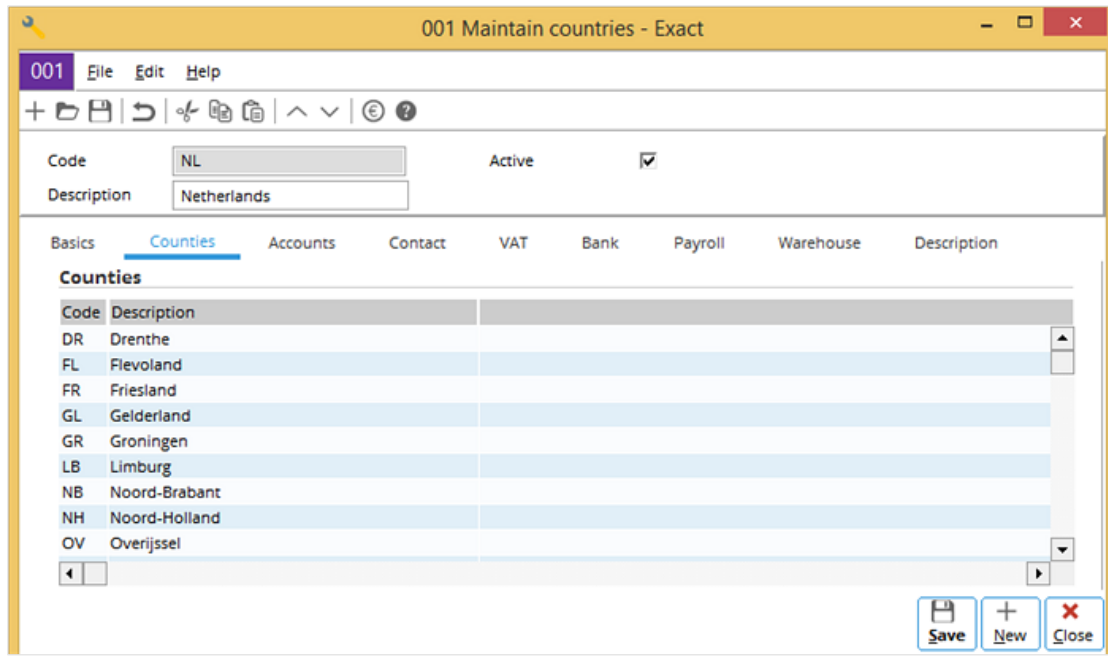
## Intrastat section

This section contains the following check box:

- **European Union member state** — Select this check box if the country is a European Union member state, which means that Intrastat reporting is necessary.

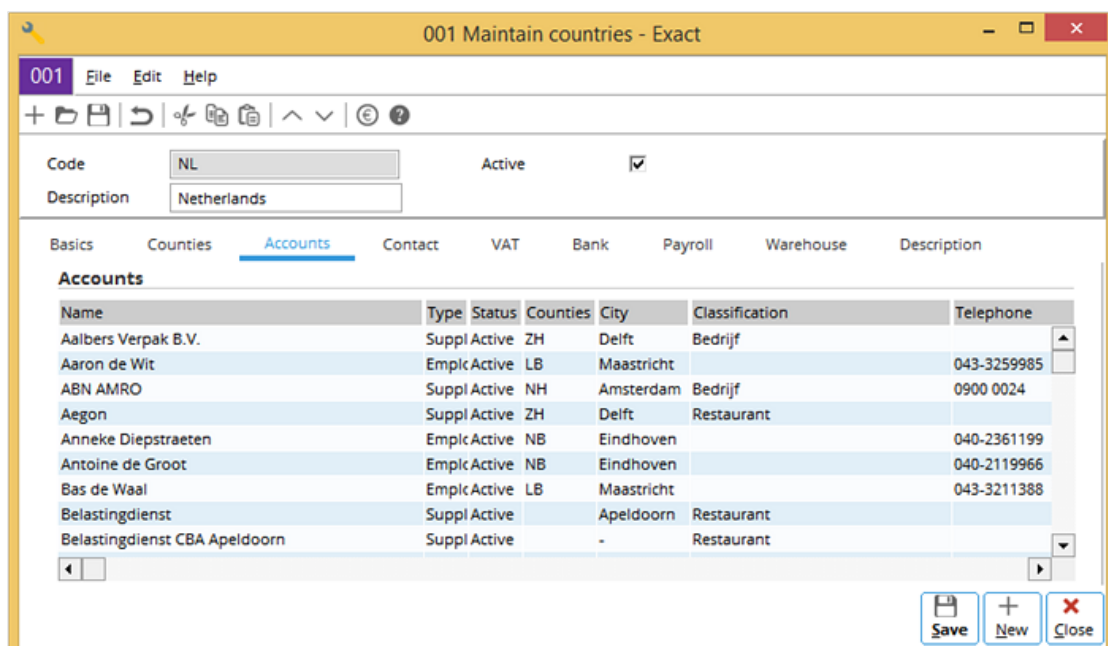
## Counties tab

Click the **Counties** tab to display the following screen. The overview displays all the counties or provinces, and the codes of the selected country. This information of the counties is pre-entered in the system for your convenience and to avoid errors.




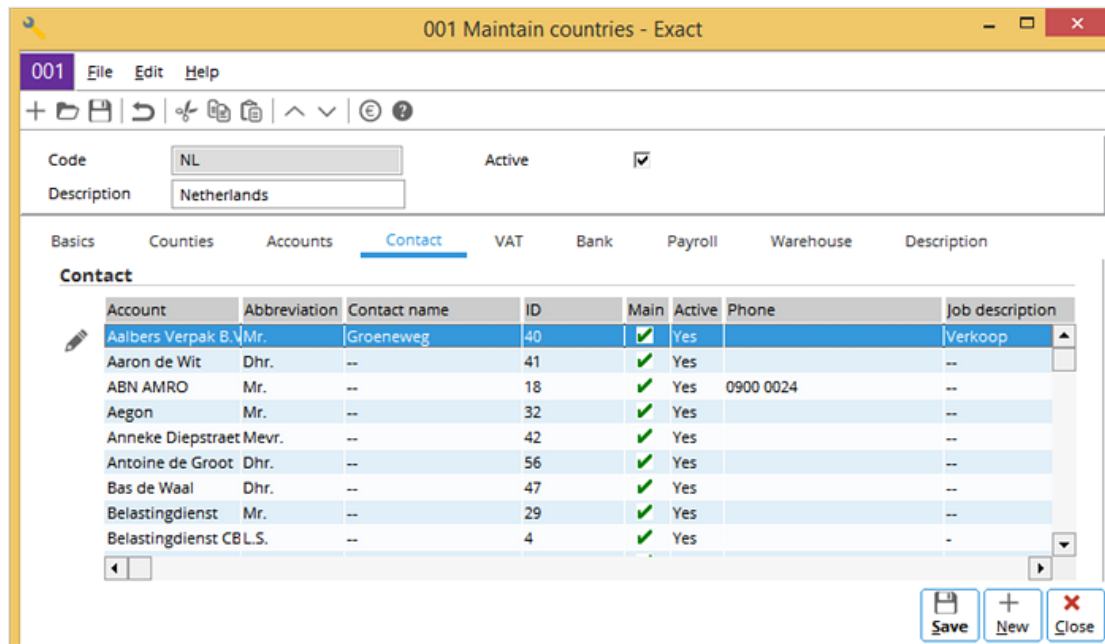
## Accounts tab

Click the **Accounts** tab to display the following screen. The overview displays the information of all the accounts (such as suspect, lead, customer, reseller, associate, supplier, and employee) of the company for the selected country.






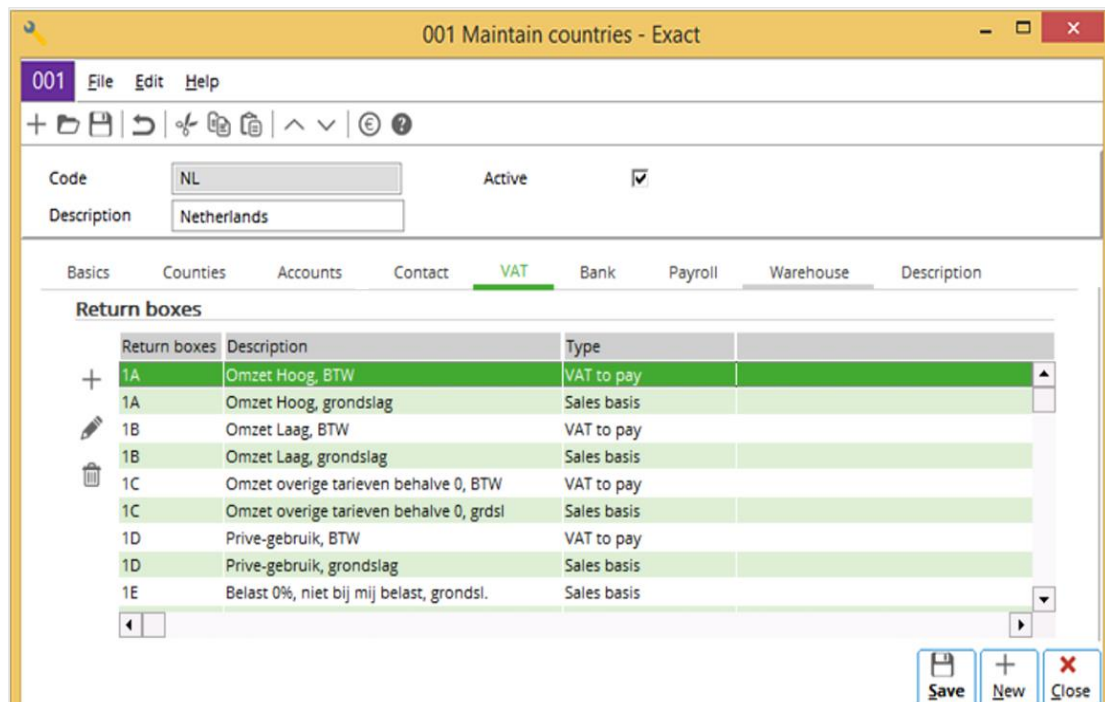
## Contact tab

The overview under the **Contact** tab displays the information of all the contact persons of the selected country. Select the required contact person and click  **Edit** to edit the information.




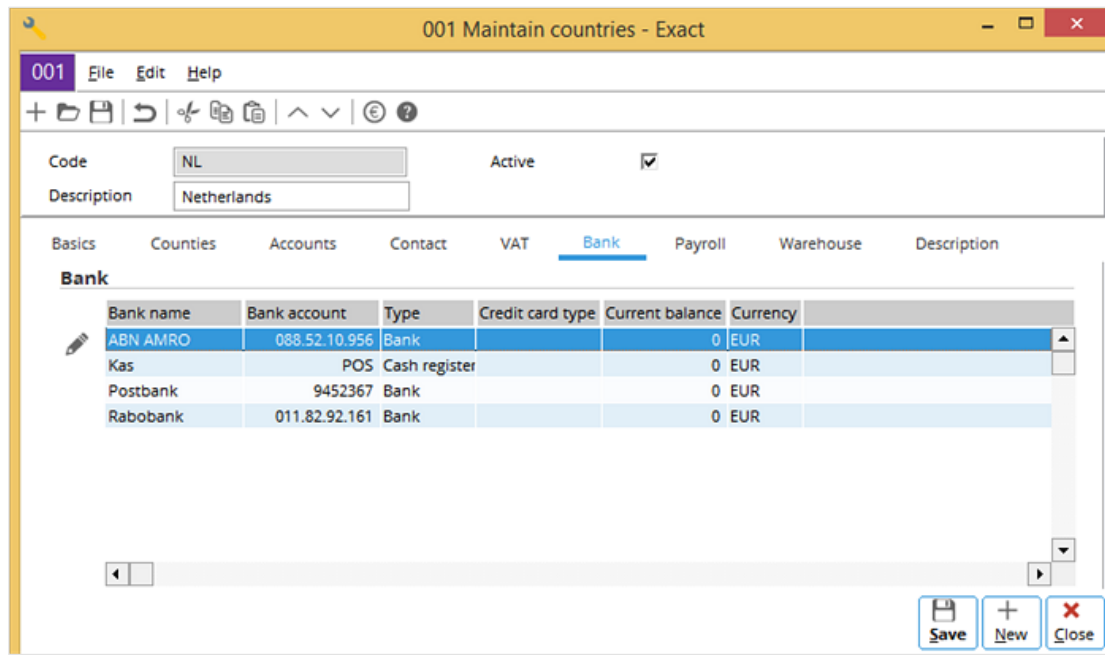
## VAT tab

The overview under the **VAT** tab displays all the European Union VAT return boxes. Click  **New** to add new return boxes,  **Edit** to edit the dates of the existing return boxes, or  **Remove** to remove the existing return boxes from the overview.



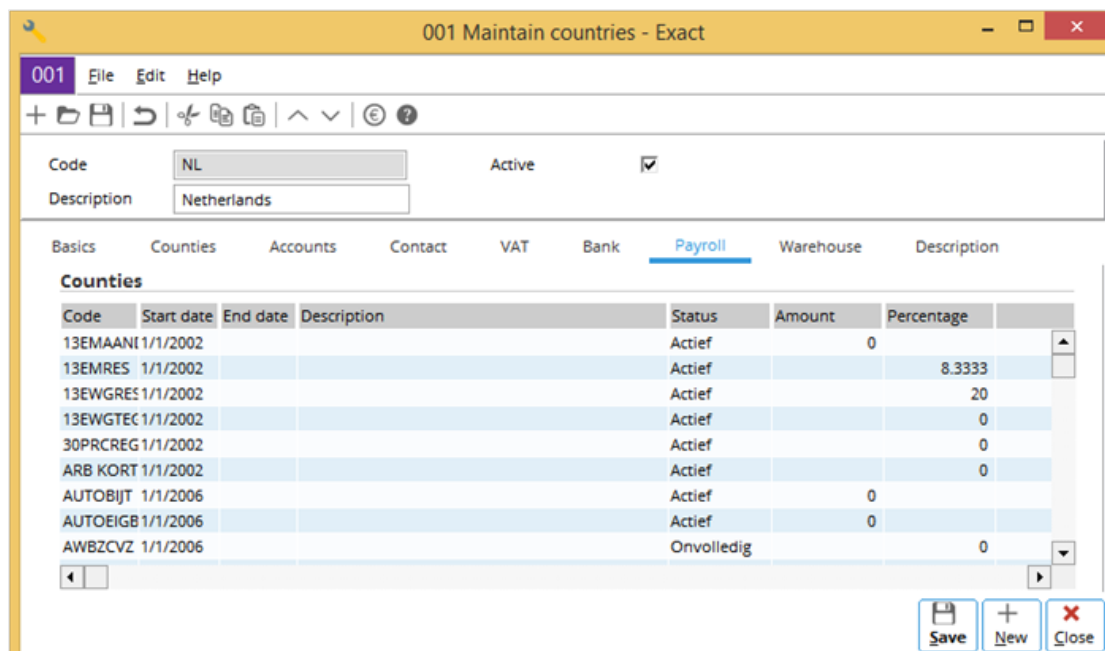
## Bank tab

The overview under the **Bank** tab displays the information of the cash instruments of the selected country. Click  **Edit** to edit the information of the selected cash instrument.



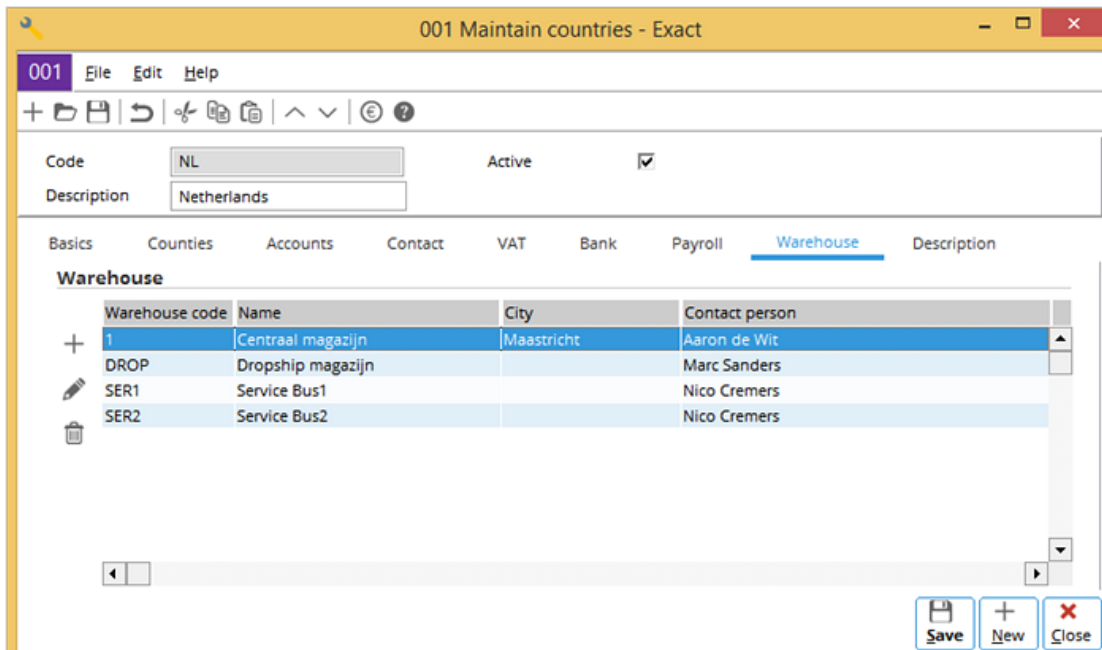
## Payroll tab

The overview under the **Payroll** tab displays the codes, descriptions, and start and end dates of the payroll expenses of the selected country.



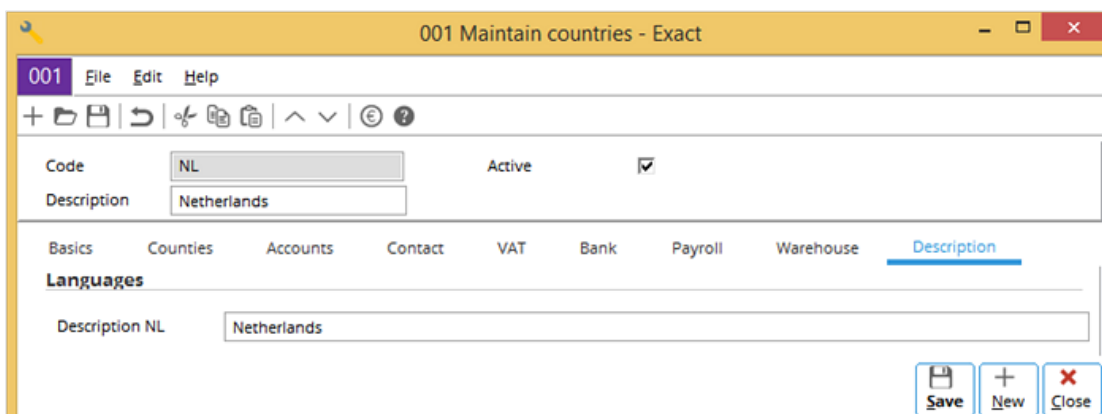
## Warehouse tab

The overview under the **Warehouse** tab displays the information of all the warehouses of the selected country.



## Description tab

The overview under the **Description** tab displays and allows the entering of descriptions in foreign languages. Up to four foreign languages can be used. However, these must first be defined at **Descriptions in list boxes** at System → General → Settings → General settings. For more information, see *Descriptions in list boxes* section at Chapter 4 General Settings.



## 29.2 CURRENCIES

Exact Globe Next/Exact Globe+ provides a full list of all the known currencies in 3-character ISO currency codes at System → General → Countries → Currencies. These currencies must be activated before they can be used for making and receiving payments via the system. The search screen for **Currencies** is shown as follows. It is similar to that for **Countries** and it works the same way as the **Countries** screen. For more information, see 29.1 *Countries*. The **Yes** displayed in the **Active** column indicates that the currency is active or has been activated in the system.

The screenshot shows the 'Currencies' search interface. At the top, there is a breadcrumb trail: 'System > General > Countries > Currencies >'. To the right of the breadcrumb are three buttons: 'Refresh', 'Filter', and 'Columns'. Below the breadcrumb is a search bar with 'Search', 'Clear', 'Previous', and 'Next' buttons, and a '50 Rows' indicator. The filter section includes radio buttons for 'starts with' (selected) and 'contains', input fields for 'Currency code' and 'Description', and a dropdown menu for 'Active' set to 'All'. The main area contains a table with the following data:

Currency code	Description	Active
EUR		Yes
FIM		No
FJD		No
FKP		No
FRF		No
GBP		No
GEL		No
GHC		No
GIP		No
GMD		No
GNF		No

At the bottom right of the interface are four action buttons: 'Delete', 'Open', 'New', and 'Close'.

## 29.2.1 Currency settings

To define the currency settings, including activating it, the currency must be selected in the **Currencies** search screen. Click the **Open** button to open the selected currency. The **ISO currency codes** screen will be displayed.

The screenshot shows the 'ISO currency codes' window with the following fields and values:

- ISO currency code: EUR
- Description: Euro
- Abbreviation: EUR
- Active:
- General tab selected
- SWIFT currency: EUR
- Currency character: €
- Variable exchange rate:
- Conversion factor: 1.00000
- Precision section:
  - Precision for exchange rates: 5
  - Precision for amounts: 2
  - Precision for prices: 3
- Explanation of conversion factor used:
 

Exchange rate notation :	1 EUR =	Example
Divide by factor when displaying rate	Rate using factor =	1.00000 EUR
		1.00000

Buttons at the bottom: Save, New, Close.

The header of the **ISO currency codes** screen contains the following fields:

- **ISO currency code** — The ISO code of the selected currency is displayed. This is predefined by the system and it cannot be edited.
- **Description** — The standard description of the selected currency is displayed. This is predefined by the system. It can be edited, for example, to the term of the local language.
- **Abbreviation** — Define an abbreviation for the currency code. This is useful if the abbreviation is different from the ISO currency code, for example, A\$ for AUD (Australian dollar).
- **Active** — Select this check box to activate or deactivate the selected currency. Activating the currency allows it to be used in the system.

### General tab

This tab contains the following fields and check box:

- **SWIFT currency** — The SWIFT (Society for Worldwide Interbank Financial Telecommunication) currency code used by the inter-bank telecommunication is displayed. Normally, this is the same as the ISO currency code.
- **Currency character** — Define the currency character, such as \$ (dollar), € (euro), £ (pound), and ¥ (yen).
- **Variable exchange rate** — Select this check box to use different exchange rates for different dates.
- **Conversion factor** — Define the conversion factor used for the currency. By default, 1 is displayed.

The conversion factor is used together with the defined rate to give the actual exchange rate. How this is calculated depends on the exchange rate notation, such as the standard or Anglo-Saxon notation used. For example, if euro (EUR) is the default currency in the system, the exchange rate (in standard notation) is 1 EUR = 11,644.06 IDR (Indonesian rupiah), and the conversion factor is 1,000. If the system uses the standard notation, the defined rate will be 11.64406. If the system uses the Anglo-Saxon notation (1 IDR = 0.0000008588069 EUR), the defined rate will be 0.0008588069.

There are also cases whereby the foreign currency cannot be converted to the default currency directly. It is first converted to a "middle" currency before the middle currency is converted to the default currency. In such cases, the conversion factor will also be used.

## Precision section

The term precision refers to the number of decimal places. The precision determines the number of decimal places a number can be defined for a quantity. Exact Globe Next/Exact Globe+ rounds up the calculated number to the precision set for the quantity.

- **Precision for exchange rates** — This cannot be edited and it shows the precision for the exchange rate. By default, **6** is displayed. The EMU (Economic and Monetary Union) requires the precision for exchange rate to have 6 decimal places.
- **Precision for amounts** — Define the precision for the amounts. This is usually set at 2 because amounts are usually displayed with two decimal places.
- **Precision for prices** — Define the precision for the prices. Unlike an amount, usually a precision of more than 2 is required for the prices especially when the prices need to be converted to a currency with a higher value, for example, from the default currency of EUR to GBP (United Kingdom pound).

## Explanation of conversion factor used section

This section contains the following fields:

- **Exchange rate notation** — The exchange rate of the selected currency in the required notation is displayed.
- **Rate using factor** — The defined rate is displayed.

Both the exchange rate and defined rate have the precision set for the exchange rate. For example, **6**.

## EMU tab

EMU refers to Economic and Monetary Union in the European Union. It is more commonly referred to as European Monetary Union. An EMU currency is a former currency of an EU member state which has accepted the euro. 11 European Union member states, including the Netherlands, accepted the euro or joined the EMU on January 1, 1999. The **EMU** tab is provided for the currencies of the European Union member states that will join the EMU in the future.



ISO currency codes

001 File Edit Help

ISO currency code: EUR

Description: Euro

Abbreviation: EUR Active

General **EMU** General ledger Extra

EMU currency

EMU join date: 05/11/2015

Save New Close

- **EMU currency** — Select this check box to indicate that the selected currency is an EMU currency.
- **EMU join date** — Define the date when the European Union member state of the selected currency joins the EMU.

### General ledger tab

The **General ledger** tab is where the general ledger accounts relating to the foreign exchange losses and gains due to purchases and sales, and favorable and unfavorable revaluation results are assigned.

ISO currency codes

001 File Edit Help

ISO currency code: EUR

Description: Euro

Abbreviation: EUR Active

General EMU **General ledger** Extra

**Foreign exchange**

> Loss purchase account	<input type="text"/>	<input type="text"/>
> Gain purchase account	<input type="text"/>	<input type="text"/>
> Loss sales account	<input type="text"/>	<input type="text"/>
> Gain sales account	<input type="text"/>	<input type="text"/>

**Revaluation**

> Unfavourable revaluations	<input type="text"/>	<input type="text"/>
> Favourable revaluations	<input type="text"/>	<input type="text"/>

Save New Close

## Foreign exchange section

For a sales and purchase transaction involving a foreign currency, the exchange rates of the invoice date and payment date are usually different. The difference results in either a gain or a loss. Define the four general ledger accounts that register the exchange rate gains and losses for the sales and purchases.

## Revaluation section

When transactions involving foreign currencies are revaluated from time to time, favorable or unfavorable evaluations occur. Define the general ledger accounts that register the favorable and unfavorable revaluations.

## Extra tab

Ten extra free fields are provided for you to define extra information. There are five character fields, three number fields, and two yes-no fields. The **Extra** tab functions as the **Extra** tab for the general ledger account settings.

The screenshot shows a software window titled "ISO currency codes" with a menu bar (File, Edit, Help) and a toolbar. The main area displays the following information:

- ISO currency code: EUR
- Description: Euro
- Abbreviation: EUR
- Active:

Below this, there are tabs for "General", "EMU", "General ledger", and "Extra" (which is selected). Under the "Extra" tab, there are ten fields:

- Currencies: free field 1: [Empty text box]
- Currencies: free field 2: [Empty text box]
- Currencies: free field 3: [Empty text box]
- Currencies: free field 4: [Empty text box]
- Currencies: free field 5: [Empty text box]
- Currencies: free field 8: 0.000
- Currencies: free field 9: 0.000
- Currencies: free field 10: 0.000
- Currencies: free field 17:
- Currencies: free field 18:

At the bottom right, there are three buttons: "Save", "New", and "Close".

## 29.3 EXCHANGE RATES

For companies that deal in foreign currencies, the exchange rates of the related currencies need to be maintained. Exchange rates can be maintained at System → General → Countries → Exchange rates, where the overview reports can be displayed. Two overview reports on the exchange rates are available depending on the option selected.

### 29.3.1 Report by date

If the **Date** option at **Report** and the current date at **Date** is selected, the report will display the latest exchange rates for all the active currencies. The exchange rates of the other dates can be displayed by changing the date at **Date**.

System > General > Countries > Exchange rates >

Report  Date  Currency      Date

Currency	Description	Date	Rate
BRL	Real	7/4/2011	1.000000
EUR	Euro	5/11/2015	1.000000

Refresh    Maintain    Close

### 29.3.2 Report by currency

The **Currency** option at **Report** can be selected. However, an active currency has to be selected. The report will display all the exchange rates for the selected currency.

System > General > Countries > Exchange rates >

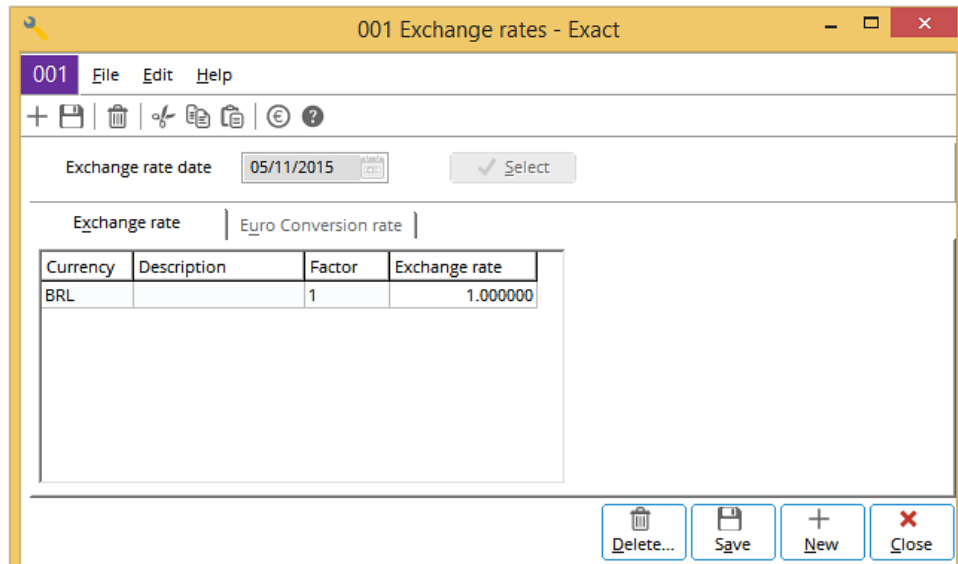
Report  Date  Currency      Currency

Date	Currency	Description	Rate
5/11/2015	EUR	Euro	1.000000

Refresh    Maintain    Close

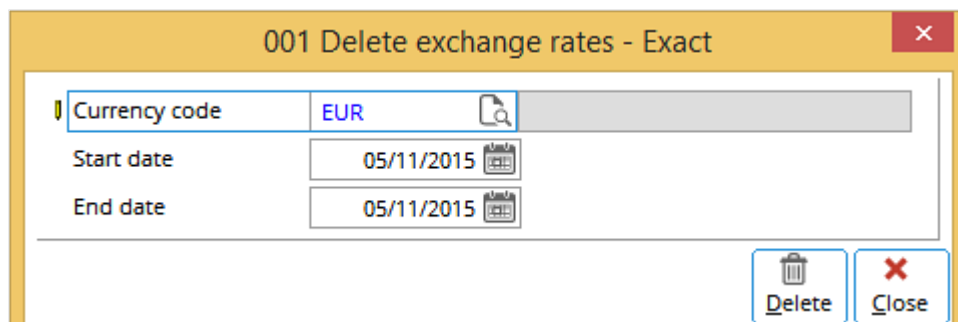
### 29.3.3 Maintaining exchange rates

To maintain the exchange rates of the active currencies, click **Maintain** in the **Exchange rates** screen. Another **Exchange rates** screen will be displayed. Use the default current date, or define the required date, and then click **Select**. The latest exchange rates for all the active currencies will be displayed. Update the exchange rates, and then click **Save** to save the new exchange rates. Click **New** to proceed with updating the exchange rates for another date with the similar steps.



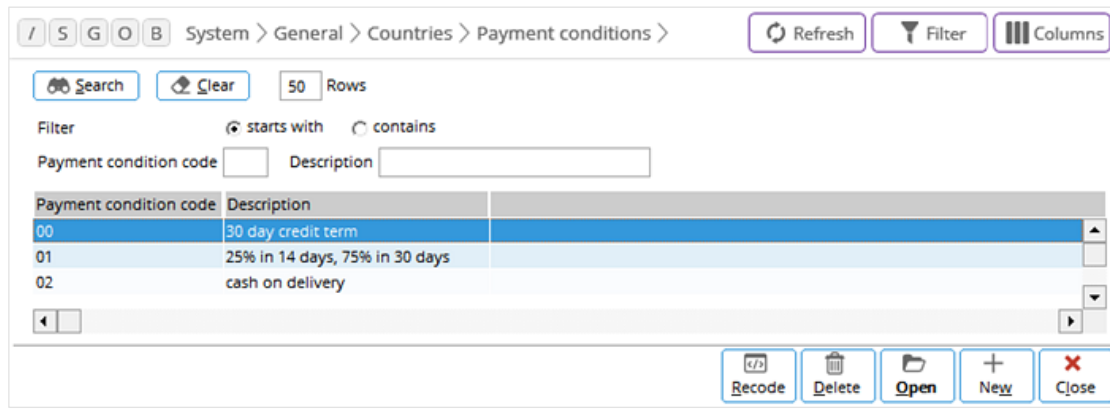
### 29.3.4 Deleting exchange rates

Click **Delete** in the previous **Exchange rates** screen to delete the exchange rates for a certain period. The following screen will be displayed. Define the currency, start date, and end date for the required period, and then click **Delete**.



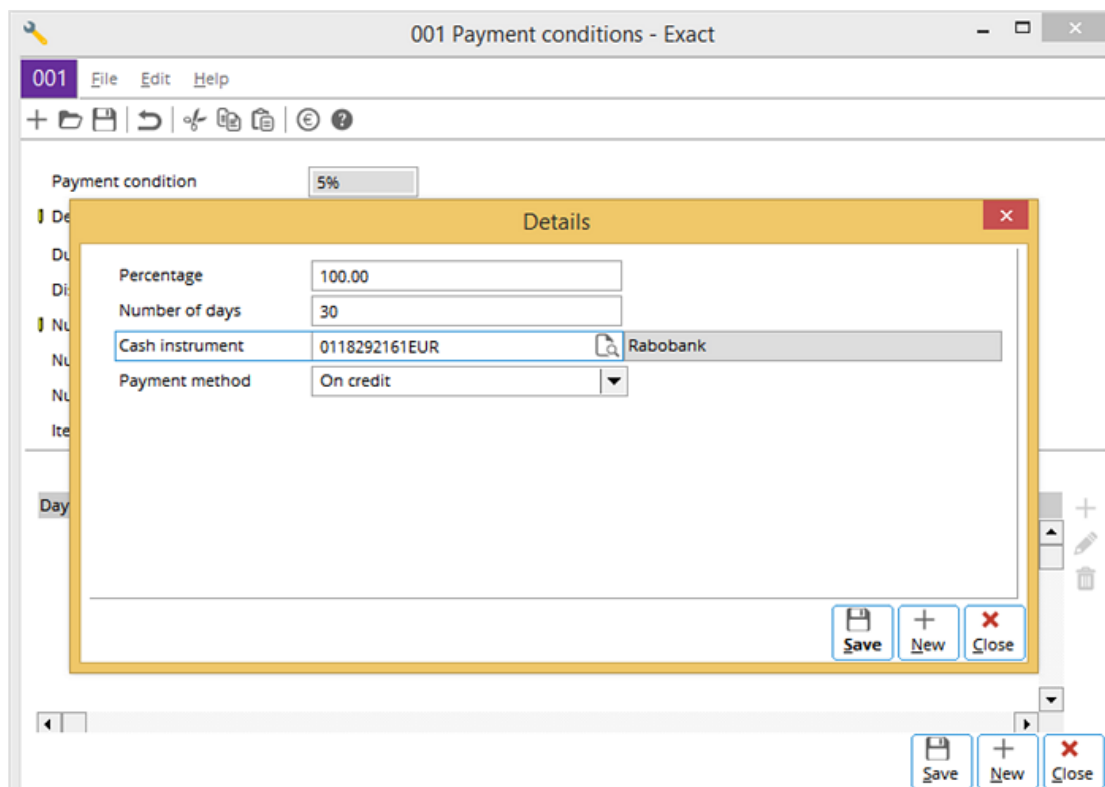
## 29.4 PAYMENT CONDITIONS

Payment conditions refer to the payment methods (cash or credit) and payment terms (30 days) required for the customers or by the suppliers. Common payment conditions are like 30-day credit term, cash payment, and cash on delivery. Exact Globe Next/Exact Globe+ allows special payment conditions (for example, a 30-day term with a 2% discount for payment settled within 10 days after invoicing) to be defined and used. These payment conditions are used in the calculations related to the due dates used in the aging analysis, sending of reminders, and other functions. Payment conditions can be created and maintained at System → General → Countries → Payment conditions.



### 29.4.1 Creating payment conditions

To create a payment condition, go to System → General → Countries → Payment conditions and click **New**. Define the fields and click **Save** to save the payment condition.



## Payment conditions header section

The header in the **Payment conditions** screen contains the following fields:

- **Payment condition** — Define a unique code for the payment condition.
- **Description** — Define a description for the payment condition.
- **Due date calculation type** — Select the due date calculation type for the payment condition. You can select any of the following options:
  - **Date + payment term**
  - **Date + payment term -> end of the month -> day of the month**
  - **Date + payment term -> end of the next month -> day of the month**
  - **Date + payment term -> x.end of the month -> day of the month**
  - **Date + payment term (in months)**
  - **Date -> end of the month + x months**
  - **Date + payment term (no recalculation)**
  - **Order date + payment term**
  - **Order confirmation date + payment term**

### Note:

The selected type will determine how many fields will be displayed under the **Calculation** tab.

- **Discount/Surcharge** — Select either **Settlement discount** or **Credit surcharge**.
- **Number of days** and **Perc.** — Define the number of days and percentages of the settlement discount or credit surcharge.
- **Item group** — Define the required item group. Item groups must be predefined before they can be selected.

## Terms tab

Under the **Terms** tab, click the **+** **Add** icon and the setting details of the payment condition will be displayed. Click **Save** if the details are correct. Otherwise, change them if necessary. Once **Save** is clicked, the new payment condition will be displayed in the overview. If the settings are correct, click **Save** again. Otherwise, change the necessary settings before saving the new payment condition. The terms in the overview can be edited or deleted by clicking the **Edit** or **Delete** icon.

001 Payment conditions - Exact

001 File Edit Help

Payment condition: 5%

Description: 30 day, 5% off first 10 days

Due date calculation type: Date + payment term

Discount/Surcharge: Settlement discount

Number of days: Discount 1: 10 Perc. 5.00

Number of days: Discount 2: 0 Perc. 0.00

Number of days: Discount 3: 0 Perc. 0.00

Item group: 0 Miscellaneous

Terms		Calculation		Foreign languages	
Days	Percentage	Payment type	Cash instrument	Currency code	Discount
30	100.00	On credit	0118292161	EUR	
10	5.00	On credit	0118292161	EUR	Discount

Save New Close

## Calculation tab

The **Calculation** tab provides an explanation of how the formula used works. An example is shown in the following:

The screenshot shows the '603 Payment conditions - Exact' window. The 'Calculation' tab is selected, displaying the following details:

- Payment condition:** 00
- Description:** Payment condition 00
- Due date calculation type:** Date + payment term
- Discount/Surcharge:** Settlement discount
- Number of days: Discount 1:** 0 Perc. 0.00
- Number of days: Discount 2:** 0 Perc. 0.00
- Number of days: Discount 3:** 0 Perc. 0.00
- Item group:** 0 Miscellaneous

The 'Calculation' tab includes the following sections:

- Terms:** Days to end of month: 0; Period due date: 0
- Example:** Invoice date: 13/05/2016; Due date: 12/06/2016
- Explanation of formula used:** A number of days will be added to the invoice date.
- Phase 1:** First add 30 days.

The window also features a 'Save' button, a '+ New' button, and a 'Close' button. The status bar at the bottom indicates the user is Marco (gohj175745) and the date is Friday, 13 May, 2016.

## Editing payment conditions

To edit a payment condition, go to System → General → Countries → Payment conditions and select the required payment condition. Click **Open** and then edit the necessary details.

## Deleting payment conditions

To delete a payment condition, go to System → General → Countries → Payment conditions and select the required payment condition. Click **Delete** to delete the selected payment condition. A message will be displayed. Click **Yes** to delete the payment condition or **No** to exit without deleting the payment condition. Once the payment condition has been deleted, a message will be displayed confirming that it has been deleted. Click **Print** to print the message if necessary.



## 29.5 TAX CODES

For more information on tax code settings, see *Chapter 2 System Settings* in **Finance User Guide** of Exact Globe Next/Exact Globe+.

## 29.6 LINK LAYOUTS TO ISO LANGUAGE

For a company that deals with an international customer base, certain document layouts may need to be in a particular language that is required by the customer. Exact Globe Next/Exact Globe+ provides such flexibility to link document layouts to certain languages. This can be done at System → General → Countries → Link layouts to ISO languages.

To link document layouts to a particular language, for example, a quotation in English, the document layout must be created in the required language. Go to System → General → Countries → Link layouts to ISO languages, where a full list of the languages is available.

System > General > Countries > Link layouts to ISO language >

Refresh Filter Columns

Search Clear Previous Next 50 Rows

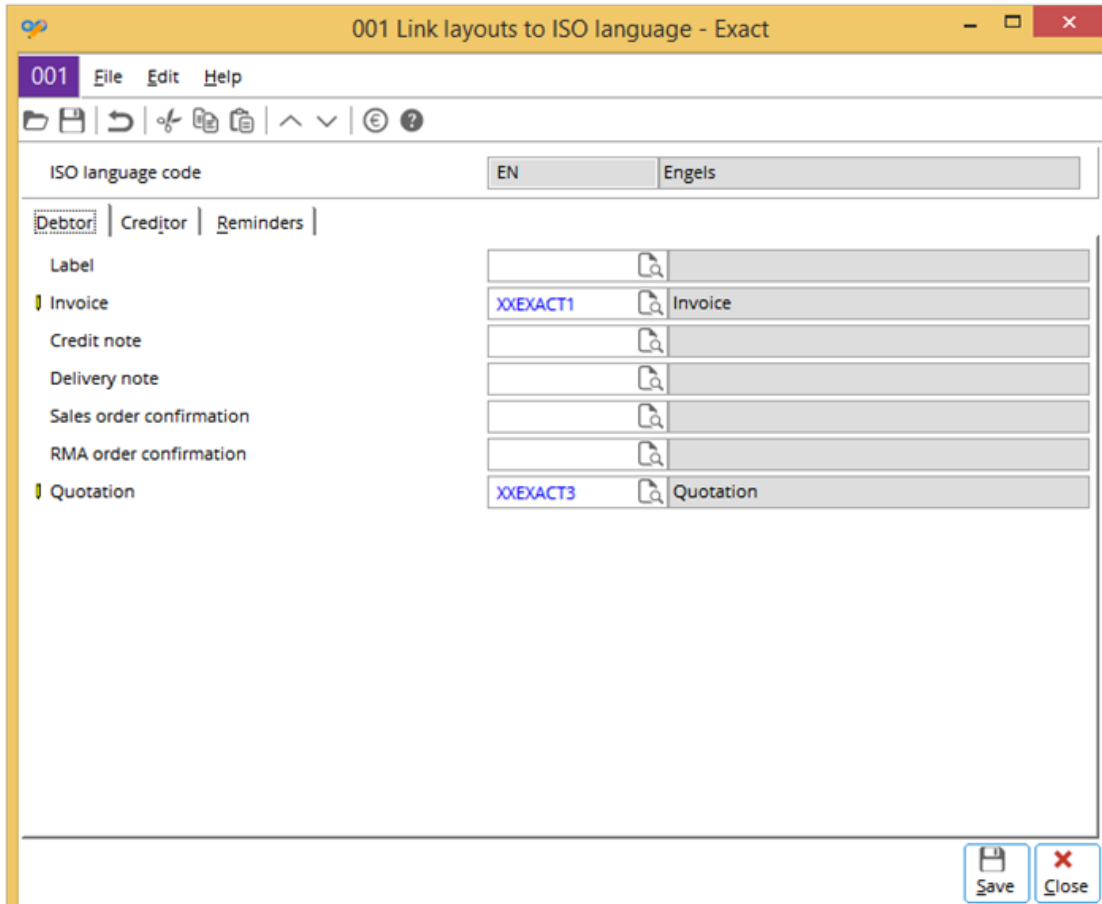
Filter  starts with  contains

Language code  Description

Language code	Description
CS	
CY	
DA	
DE	Duits
DZ	
EL	
EN	Engels
EO	
ES	Spaans
ET	
EU	
FA	
FI	
FJ	

Open Close

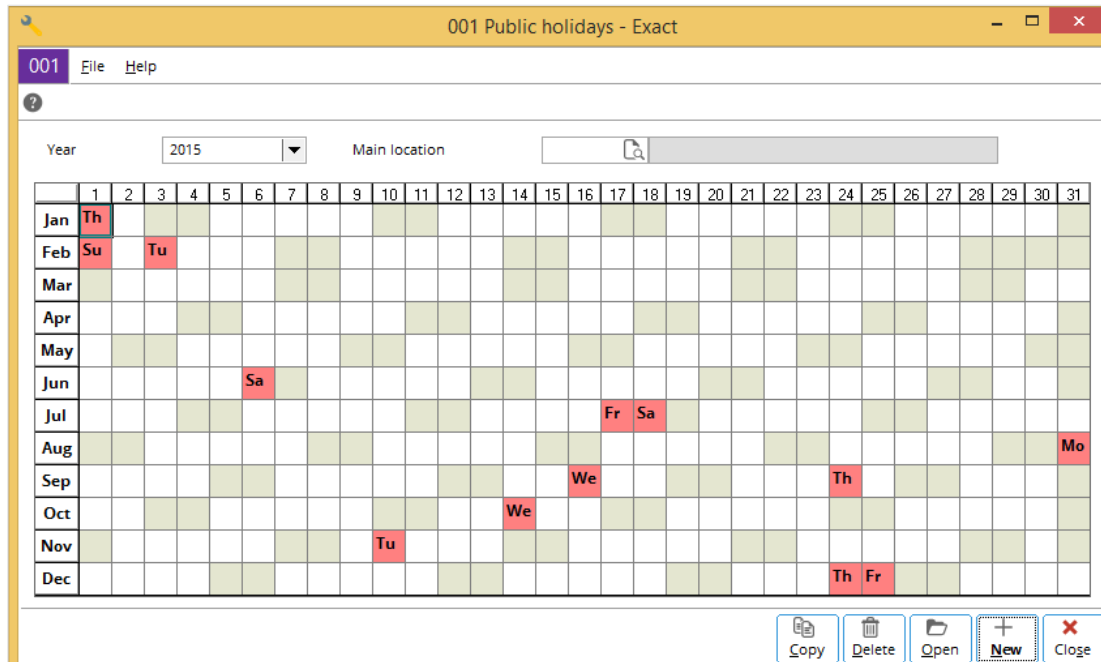
Select the required language and click **Open**. After that, select the document layouts required from the **Debtor**, **Creditor**, or **Reminder** tab. For example, the invoice and quotation layouts are both from the **Debtor** tab. Click **Save** to save the details.



Once the layouts have been linked to a specific language, these layouts will be automatically applied to any contact person defined with that language (at **Language** under the **Basics** tab in the **Contact persons** screen).

## 29.7 PUBLIC HOLIDAYS

Public holidays can be defined at System → General → Countries → Public holidays. Public holidays are involved in the calculation of working days and wages.



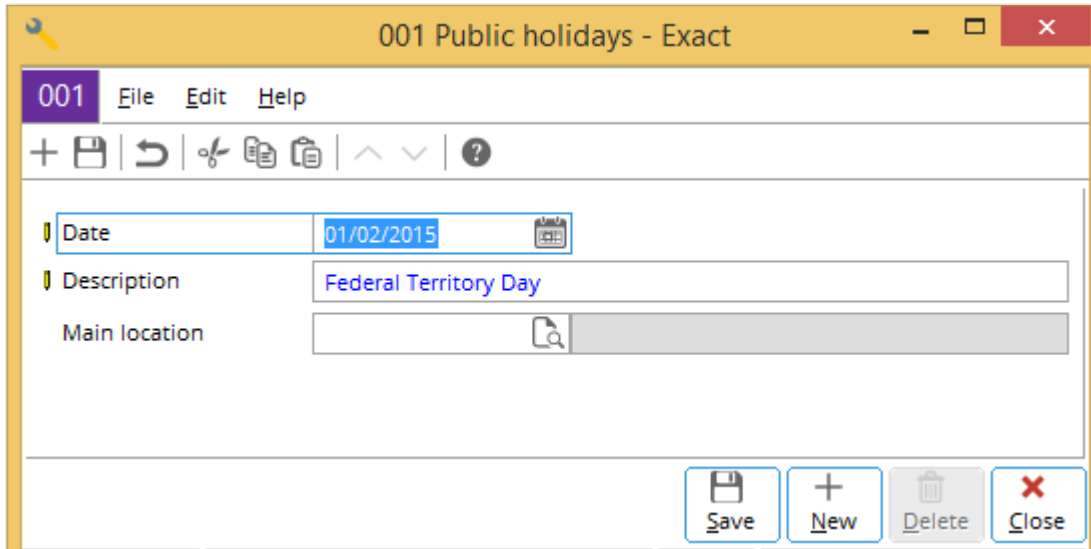
### 29.7.1 Viewing public holidays

To view public holidays for a particular year, go to System → General → Countries → Public holidays. Select the year at **Year**. The calendar of the selected year and predefined public holidays will be displayed.

To view public holidays for a particular location, go to System → General → Countries → Public holidays. Select the main location at **Main location**. The calendar of the selected year with the predefined public holidays specific to the selected main location will be displayed. Main locations must be created before they can be selected.

### 29.7.2 Defining public holidays

To define a public holiday, go to System → General → Countries → Public holidays. Select the year at **Year**. The calendar of the selected year will be displayed. Select a date in the table and click **New**, or double-click the selected date. The selected date will be displayed at **Date**. At **Description**, type a description for the public holiday, and select the main location at **Main location**. Click **Save** to save the public holiday.



To specify another public holiday, click **New**. At **Date**, select the required date, type a description at **Description**, select the required main location at **Main location**, and then click **Save**.



### 29.7.3 Copying public holidays

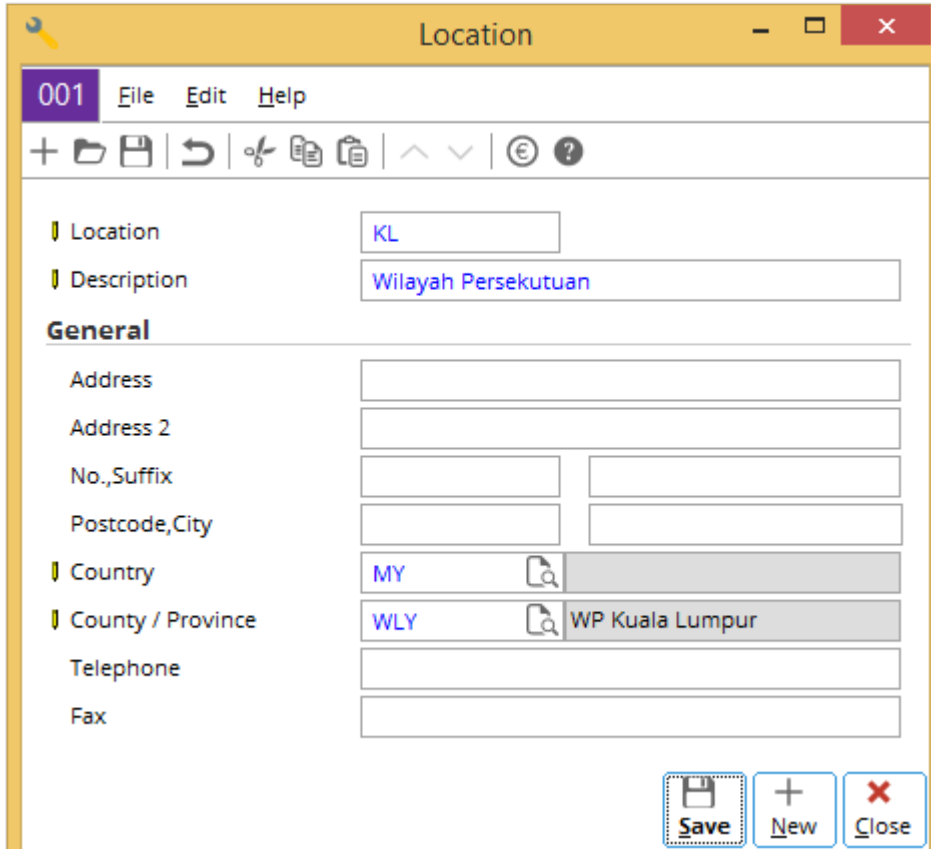
For convenience, public holidays can be copied to a later year. To copy public holidays to a later year, go to System → General → Countries → Public holidays. At **Year**, use the default current year or select the year required. Click, CTRL+click, or drag to select the required public holidays, and click **Copy**. At **Year** under the **Copy** section, select the year required. Select the **Main location** check box and select the required range, or select the **All** check box. Click **OK** to copy the public holidays to a new year. The details of the copied public holidays will be listed for checking. Click **Close** to continue. All the copied public holidays will be displayed in the calendar of the new year.

### 29.7.4 Deleting public holidays

In the calendar of the required year, select a public holiday to be deleted and click **Open** or double-click the required public holiday. Click **Delete**. The message "Delete the data selected?" will be displayed. Click **Yes** to proceed with the deletion or **No** to exit without deleting the selected public holiday. Click **Close** to continue.

### 29.7.5 Defining a main location

To define the main location of the public holidays, go to System → General → Countries → Public holidays and click the  icon at **Main location**. Alternatively, click the  icon at **Main location** when defining the public holiday. In the **Location** screen, click **New**. Define the details of the main location, click **Save**, and then click **Close**.



The screenshot shows a software window titled "Location". The window has a menu bar with "001", "File", "Edit", and "Help". Below the menu bar is a toolbar with various icons. The main area of the window contains a form with the following fields:

- Location**: Text input field containing "KL".
- Description**: Text input field containing "Wilayah Persekutuan".
- General** section:
  - Address**: Text input field.
  - Address 2**: Text input field.
  - No., Suffix**: Two text input fields.
  - Postcode, City**: Two text input fields.
  - Country**: Dropdown menu showing "MY".
  - County / Province**: Dropdown menu showing "WLY".
  - Telephone**: Text input field.
  - Fax**: Text input field.

At the bottom right of the form are three buttons: "Save", "New", and "Close".

## 29.8 SCHEDULES

Default work schedules (or schedules of the working hours) can be defined at System → General → Countries → Schedule. Work schedules are used for payroll calculations.

To define the default work schedule, go to System → General → Countries → Schedule. At **Hours per day**, type the total daily working hours. Define the working hours before and after the meal break for the default work schedule for each working weekday. Leave the zeros for non-working weekdays. The total hours per week is calculated and displayed. Click **Save** when the settings are completed.

Day	Start	End	Break Start	Break End
Hours per day	8.00			
Monday	09:00	13:00	13:30	17:30
Tuesday	09:00	13:00	13:30	17:30
Wednesday	09:00	13:00	13:30	17:30
Thursday	09:00	13:00	13:30	17:30
Friday	09:00	13:00	13:30	17:30
Saturday	00:00	00:00	00:00	00:00
Sunday	00:00	00:00	00:00	00:00
Total hours	40.00			

**Tip:**

When an absence request is defined for a person, the system first searches for the individual work schedule of the person (defined at HR → Planning → Personal). If the person-specific work schedule is not found, the system uses the default work schedule. At least one of the default and individual work schedules must be defined for the absence request functionality to work.

## 30. CRM SETTINGS

The following settings are applicable to the **CRM** (customer relationship management) module in Exact Globe Next/Exact Globe+.

- Address types
- Classifications
- Sizes
- Sectors
- Subsectors
- Activity types
- Document types
- Categories

## 30.1 ADDRESS TYPES

Exact Globe Next/Exact Globe+ provides the following predefined address types:

- **DEL** — Delivery
- **INV** — Invoice
- **POS** — Postal
- **VIS** — Visit

The system-predefined address types, indicated by "No" in the **User** column, cannot be edited and deleted. New address types, can be created. The created address types can be edited and deleted.

Type	Description	User
DEL	Delivery	No
INV	Invoice	No
POS	Postal	No
VIS	Visit	No

### To print reports for address types:

1. Go to System → General → CRM → Address types.
2. Click **Report** (a print preview of the report will be displayed). If you want to define the settings for the printer, click **Printer settings**.
3. Click **Print** to print the report.
4. Click **Close** to exit.

### To create address types:

1. Go to System → General → CRM → Address types.
2. Click **New**.
3. At **Type**, type a code (up to three characters) for the address type.
4. Type a description for the address type at **Description**.
5. Click **Save**. You can click **New** to create another address type or click **Close** to exit.

### To edit address types:

1. Go to System → General → CRM → Address types.
2. Select the required address type.
3. Click **Open**.
4. At **Description**, type the new description.
5. Click **Save** to save the changes and **Close** to exit.

### To delete address types:

1. Go to System → General → CRM → Address types.
2. Select the required address type.
3. Click **Delete**. A message will be displayed requesting you to confirm the deletion.
4. Click **Yes** to delete or **No** to exit without deleting the address type.



## 30.2 CLASSIFICATIONS

Companies can classify their accounts based on the business organizational sizes, such as the following:

- Corporate Account
- Large Account
- Large Enterprise
- Medium Enterprise
- Small Enterprise


Classification	Description	Type	Policy
BED			■
CAF			■
HOT			■
PAR			■

The **Type** column displays the types of accounts relevant to the classification. If the **Type** column is blank, that means the classification contains all types of accounts. A green tick under the **Policy** column indicates that there is a policy document for the classification.


### To print reports for classifications:

1. Go to System → General → CRM → Classifications.
2. Click **Report** (a print preview of the report will be displayed). If you want to define the settings for the printer, click **Printer settings**.
3. Click **Print** to print the report.
4. Click **Close** to exit.

### To create classifications:

1. Go to System → General → CRM → Classifications.
2. Click **New**.
3. At **Code**, type a code (up to three characters) for the classification.
4. Select a type for the accounts at **Type**. If you want to attach a policy document, click  at **Policy**.
5. At **Description**, type a description for the classification.
6. Click **New** to create another classification or **Close** to exit.

### To edit classifications:

1. Go to System → General → CRM → Classifications.
2. Select the required classification.
3. Click **Open**. If you want attach a policy document, click  at **Policy**.
4. At **Description**, type the new description for the classification.
5. Click **Save** to save the changes.
6. Click **Close** to exit.

**To delete classifications:**

1. Go to System → General → CRM → Classifications.
2. Select the required classification.
3. Click **Delete**. A message will be displayed requesting you to confirm the deletion.
4. Click **Yes** to delete or **No** to exit without deleting the classification.

**To recode classifications:**

1. Go to System → General → CRM → Classifications.
2. Select the required classification.
3. Click **Recode**.
4. At **New value**, type the new code.
5. Click **Start** and a message will be displayed requesting you to confirm the recoding.
6. Click **Yes** to recode or **No** to exit without recoding the classification.
7. Click **Close** to exit.


**To merge classifications:**

1. Go to System → General → CRM → Classifications.
2. Select the first classification.
3. Click **Recode**.
4. At **Merge**, type or select the second classification.
5. At **New**, type the new code of the merged classification.
6. Click **Start** and a message will be displayed requesting you to confirm the merging.
7. Click **Yes** to merge and recode or **No** to exit without merging the classification.
8. Click **Close** to exit.

**Note:**

When merging two classifications, the first classification is merged to the second classification. The second classification is recoded and the first classification is deleted.

**To attach documents:**

1. Click  at **Policy** when creating or editing a classification.
2. Select a document on the top left of the **Document** screen.
3. Click **Select**.
4. At **Subject**, type the subject of the document to be attached.
5. Click **Save**.
6. Click **Close** to exit.

### 30.3 SIZES

Exact Globe Next/Exact Globe+ allows you to classify the accounts according to the sizes (numbers of employees) of the organizations. By default, "UNKNOWN" is available for accounts with unknown sizes. You can define other sizes. The following are examples of sizes used in the system:

- small — Up to 100 employees
- medium — Up to 1,000 employees
- MNC — Up to 2,000 employees
- Corp — Over 2,000 employees
- UNKNOWN — Unknown

System > General > CRM > Sizes

Refresh Filter Columns

Search Clear 50 Rows

Filter  starts with  contains

Code Description

Code	Description
P001	
UNKNOWN	

Report Delete Open New Close

#### To print reports of sizes:

1. Go to System → General → CRM → Sizes.
2. Click **Report**. A print preview of the report will be displayed.
3. If you want to define the printer settings, click **Printer settings**.
4. Click **Print** to print the report.
5. Click **Close** to exit.

#### To create sizes:

1. Go to System → General → CRM → Sizes.
2. Click **New**.
3. At **Code**, type a code (up to ten characters) for the size.
4. At **Description**, type a description for the size.
5. Click **Save**. You can also click **New** to create another size or **Close** to exit.

#### To edit sizes:

1. Go to System → General → CRM → Sizes.
2. Select the required size.
3. Click **Open**.
4. At **Description**, type the new description. The **Code** field cannot be edited.
5. Click **Save** to save the changes.
6. Click **Close** to exit.

**To delete sizes:**

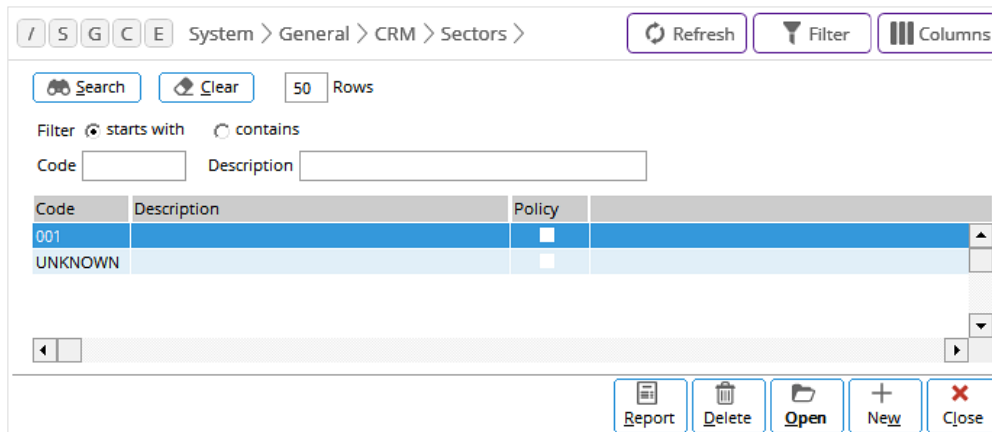
1. Go to System → General → CRM → Sizes.
2. Select the required size.
3. Click **Delete**. A message will be displayed requesting you to confirm the deletion.
4. Click **Yes** to delete or **No** to exit without deleting.

**Note:**

The system-predefined "UNKNOWN" size cannot be deleted.

## 30.4 SECTORS


Exact Globe Next/Exact Globe+ allows companies to categorize their accounts according to their industries or sectors. The system provides the "UNKNOWN" sector for the accounts with unknown sectors. You can define the other sectors.




### To print reports of sectors:

1. Go to System → General → CRM → Sectors.
2. Click **Report**. A print preview of the report will be displayed.
3. If you want to define the printer settings, click **Printer settings**.
4. Click **Print** to print the report.
5. Click **Close** to exit.

### To create sectors:

1. Go to System → General → CRM → Sectors.
2. Click **New**.
3. At **Code**, type a code (up to ten characters) for the sector.
4. At **Description**, type a description for the sector.
5. If you want to attach a policy document, click  at **Policy**. For more information, see *To attach documents at 30.2 Classifications*.
6. Click **Save**. You can also click **New** to create another sector or **Close** to exit.

### To edit sectors:

1. Go to System → General → CRM → Sectors.
2. Select the required sector.
3. Click **Open**.
4. At **Description**, type the new description. The **Code** cannot be edited.
5. If you want to attach a new policy document, click  at **Policy**. For more information, see *To attach documents at 30.2 Classifications*.
6. Click **Save** to save the changes.
7. Click **Close** to exit.

### To delete sectors:

1. Go to System → General → CRM → Sectors.
2. Select the required sector.
3. Click **Delete**. A message will be displayed requesting you to confirm the deletion.
4. Click **Yes** to delete or **No** to exit without deleting.

## 30.5 SUBSECTORS

Exact Globe Next/Exact Globe+ allows the accounts to be further categorized into subsectors for the sectors. Every sector can have a number of subsectors. For example, the Finance sector can have Banking, Finance, and Insurance subsectors.

Sector	Code	Description	Policy	
F001	Banking	Banking		
Services	Business	Business Consultancy		

### To print reports of subsectors:

1. Go to System → General → CRM → Subsectors.
2. Click **Report**. A print preview of the report will be displayed.
3. If you want to define the printer settings, click **Printer settings**.
4. Click **Print** to print the report.
5. Click **Close** to exit.

### To create subsectors:

1. Go to System → General → CRM → Subsectors.
2. Click **New**.
3. At **Code**, type a code (up to ten characters) for the subsector.
4. At **Sector**, type or select the sector related to the subsector.
5. At **Description**, type a description for the subsector.
6. If you want to attach a policy document, click at **Policy**. For more information, see *To attach documents at 30.2 Classifications*.
7. Click **Save**. You can click **New** to create another subsector or **Close** to exit.

### To edit subsectors:

1. Go to System → General → CRM → Subsectors.
2. Select the required subsector.
3. Click **Open**.
4. At **Description**, type the new description. The **Code** and **Sector** fields cannot be edited.
5. If you want to attach a new policy document, click at **Policy**. For more information, see *To attach documents at 30.2 Classifications*.
6. Click **Save** to save the changes.
7. Click **Close** to exit.

### To delete subsectors:

1. Go to System → General → CRM → Subsectors.
2. Select the required subsector.
3. Click **Delete**. A message will be displayed requesting you to confirm the deletion.
4. Click **Yes** to delete or **No** to exit without deleting.

## 30.6 ACTIVITY TYPES

The activities that are used in CRM are grouped into activity types for easy processing by the system. Exact Globe Next/Exact Globe+ provides all the activity types required to operate the system. Each activity type carries an ID (identification code) generated by the system. These system-defined activity types cannot be deleted. New activity types can be added if necessary.

Each activity type involves input data fields and these fields are defined through the template of the activity type. Therefore, creating and editing an activity type involve creating and editing the fields in the template. Before an activity type can be used in the system, it must first be activated (indicated by the green tick in the **Active** column). The system also allows users to repair or arrange the fields in the template to a proper order. For example, the **Start date** field must be followed by the **End date** field.

ID	Description	Active
10000	Sales question	<input type="checkbox"/>
10001	Support question	<input type="checkbox"/>
10002	Administrative question	<input type="checkbox"/>
10003	Complaint	<input checked="" type="checkbox"/>
10004	To do	<input type="checkbox"/>
10005	Customer survey	<input type="checkbox"/>

### To activate or deactivate activity types:

1. Go to System → General → CRM → Activity types.
2. Select the required inactive or active activity type.
3. Click **Open**.
4. Select the **Active** check box to activate the activity type or clear the **Active** check box to deactivate the activity type.
5. Click **Save**.
6. Click **Close**.




### To view and print activity type templates:

1. Go to System → General → CRM → Activity types.
2. Select the required activity type.
3. Click **Open**.
4. Click **Preview** and the template will be displayed.
5. If you want to print the template, click **Print**.
6. Click **Close** to exit.

**To create activity types:**

1. Go to System → General → CRM → Activity types.
2. Click **New**.
3. At **Description**, type a description for the activity type.
4. If you want to activate the activity type, select the **Active** check box.
5. At **Template**, select a suitable template for the activity type.
6. If you want to view the created template, click **Preview** and the details will be displayed under the **Fields** section.
7. Click **Save** and the details will be displayed under the **Fields** section.
8. Click **New** to create another activity type or **Close** to exit.

**To edit activity types:**

1. Go to System → General → CRM → Activity types.
2. Select the required activity type.
3. Click **Open**.
4. At **Description**, type a new description.
5. Select or clear the **Active** check box.
6. Under the **Fields** section, click  **New**,  **Edit**, or  **Delete** to add, edit, or delete the fields. For more information, see *Creating and maintaining activity type fields* at 30.6 Activity Types.
7. If you want to view the modified template, click **Preview**.
8. Click **Close** to save and exit.

**To delete activity types:**

1. Go to System → General → CRM → Activity types.
2. Select the required activity type.
3. Click **Delete**.




**To repair activity types:**

1. Go to System → General → CRM → Activity types.
2. Select the required activity type.
3. Click **Open**.
4. Click **Repair**.




### 30.6.1 Creating and maintaining activity type fields


Select the required activity type at System → General → CRM → Activity types and click **Open**. The three icons under the **Fields** section are as follows:

- Click  **New** to add a new field to the activity type.
- Click  **Edit** to edit the field details.
- Click  **Delete** to delete the field.


#### To add fields:

1. Under the **Fields** section, click  **New**.
2. Select the required field.
3. Click **OK**.
4. Define the required details. For more information, see *Input details at 30.6 Activity Types*.
5. Click **Save**.
6. Click **Close**.

#### To edit fields:

1. Under the **Fields** section, select the required field.
2. Click  **Edit**.
3. Define the required details. For more information, see *Input details at 30.6 Activity Types*.
4. Click **Save**.
5. Click **Close**.

#### To delete fields:

1. Under the **Fields** section, select the required field.
2. Click  **Delete**. A message will be displayed requesting you to confirm the deletion.
3. Click **Yes** to delete or **No** to exit without deleting.

### 30.6.2 Input details

When a field of an activity type is created or edited, the following screen will be displayed:

The screenshot shows a configuration window titled "001 Activity types - Exact". The window contains the following sections and fields:

- General**
  - Field name: CustomerID
  - Label: (empty)
  - Order: 1
- Mandatory**
  - Open:  Realised:
- Edit**
  - Open:  Realised:
- Default**
  - Default: None Value: (empty)
- Selection**
  - Selection: (empty list)
  - Option 1: Not used
  - Option 2: Not used
  - Option 3: Not used
  - Option 4: Not used
  - Option 5: Not used

At the bottom right of the window are three buttons: Save, New, and Close.

#### General section

##### Field name

The name of the selected activity type field is displayed. This field cannot be edited.

##### Label

Type the required label for the field.

##### Order

Type the required order number for the field.

## Mandatory section

### Open

Select this check box if you want the field to contain data when the activity type is opened.

### Realized

Select this check box if you want the field to contain data when the activity type is realized.

## Edit section

### Open

Select this check box to edit the field when the activity type is opened.

### Realized

Select this check box to edit the field when the activity type is realized.

## Default section

### Default

Select one of the following options as the default value of the field when the activity type template is displayed:

- **None** — Select this option when no value will be used.
- **Current** — Select this option to use the current value.
- **Value** — Select this option to use the value at the **Value** field.



### Value

This field is enabled only if **Value** is selected at **Default**. Type or select the required default value.


## Selection section

This section is available only for certain fields.

### Selection

The selection options that you have defined will be displayed. Click  **Create: Selection** to create a selection list, and  **Check: Selection** to view and check the options in the selection list.

### To create a selection list for the Item field:


1. Click  **Create: Selection**. The message "Clear: Current — Selection" will be displayed.
2. Click **Yes** to continue.
3. Select the check box(es) of the item types.
4. Click **Save**.

#### Note:

The selected item types will be listed. For example, **Items.Type IN ('B','C','L','M','P','S')** if all the item types are selected.

A green tick in the **Selection** column in the **Activity types** screen indicates that a selection list has been created for the field.

**To check a selection list for the Item field:**

1. Click  **Check: Selection**. A list of the selected items will be displayed.

## 30.7 DOCUMENT TYPES

Documents in the system are grouped into document types for easy processing. Exact Globe Next/Exact Globe+ provides all the document types necessary to operate the system. Each document type consists of a type ID (type identification code) generated by the system. New document types can be added if necessary.

Document types must first be activated before they can be used in the system. All system-defined document types cannot be deactivated and deleted. For convenience, the system allows document types related to certain business processes, such as financial, purchase, sales, and others to be selected separately. The system also allows inconsistencies among the document types to be repaired.

/
S
G
C
D
System > General > CRM > Document types >

Financial   
  Purchase   
  Sales   
  Cash flow   
  HRM   
  Active  
 CRM   
  Website   
  Miscellaneous   
  Products   
  User-defined

Type	Description	System	Created	Modified by
1	Mailing letter	✓	10/11/2010 10:31:49 AM	
2	Miscellaneous	✓	10/11/2010 10:31:49 AM	
3	Resume	✓	10/11/2010 10:31:49 AM	
4	Payroll slip	✓	10/11/2010 10:31:49 AM	
5	Prospect letter	✓	10/11/2010 10:31:49 AM	
6	Purchase order	✓	10/11/2010 10:31:49 AM	
7	Purchase invoice	✓	10/11/2010 10:31:49 AM	
8	Review	✓	10/11/2010 10:31:49 AM	
9	Startpage	✓	10/11/2010 10:31:49 AM	
10	Help	✓	10/11/2010 10:31:49 AM	
11	Sales order confirmation	✓	10/11/2010 10:31:49 AM	
12	Delivery note	✓	10/11/2010 10:31:49 AM	
13	Sales quotation	✓	10/11/2010 10:31:49 AM	
14	Sales invoice	✓	10/11/2010 10:31:49 AM	
15	Service contract	✓	10/11/2010 10:31:49 AM	

◀
▶

Repair
 Delete
 Edit
+ New
  Close

### 30.7.1 Creating and maintaining document types

Document types can be created and maintained.

#### To select document types for viewing:

1. Go to System → General → CRM → Document types.
2. Select the check box(es) of the required document types. For example, **Purchase**, **Sales**, **Active**, and **User-defined**.

#### Note:

Selecting **Purchase**, **Sales**, and **Active** lists all the active document types related to the purchase and sales processes. Select all the check boxes to display all the active documents.

#### To activate or deactivate document types:

1. Go to System → General → CRM → Document types.
2. Select the **Active** check box.
3. Select the check box(es) of the required document type(s).
4. Select the required document type.
5. Click **Edit**.
6. Select or clear the **Active** check box.
7. Click **Save**.
8. Click **Close**.

#### Note:

You can only activate or deactivate user-defined document types. All system-defined document types will be active.

#### To create document types:

1. Go to System → General → CRM → Document types.
2. Click **New**.
3. Define the required fields. For more information, see *Input details at 30.7 Document Types*.
4. Click **Save**.
5. Click **Close**.

#### To edit document types:

1. Go to System → General → CRM → Document types.
2. Select the required document type.
3. Click **Edit**.
4. Define the required fields. For more information, see *Input details at 30.7 Document Types*.
5. Click **Save**.
6. Click **Close**.

**To delete document types:**

1. Go to System → General → CRM → Document types.
2. Select the required document type.
3. Click **Delete**.

**Note:**

You can only delete user-defined document types and not system-defined document types.

**To repair document types:**

1. Go to System → General → CRM → Document types.
2. Click **Repair**. A message "Repair: Document types | Continue" will be displayed.
3. Click **Yes** and the message "Done" will be displayed.

### 30.7.2 Input details

When a document type is created or edited, define the following details.

The screenshot shows a window titled "001 Document types - Exact" with a menu bar (File, Edit, Help) and a toolbar. The main content area is divided into several sections:

- Header:** ID: 1, Active: , System: Type: . Description: Mailing letter.
- Document:** Security level: 10, Expires (Days): 0.
- Logistics:** Serial number: No (Not used), Order number: No (Not used), Project: Yes (Optional).
- CRM:** Person: No (Not used), Account: Yes (Mandatory).
- Financial:** Our ref.: No (Not used), Your ref.: No (Not used), Payment reference: No (Not used).

At the bottom right, there are three buttons: Save, New, and Close.

#### ID

The document type ID (identification code) generated by the system is displayed. If a document type is created, this ID can be changed. However, this ID cannot be changed if you are editing the document type.

#### Description

Type the required description for the document type. This is mandatory.

#### Active

Select this check box to activate or deactivate the document type. All system-defined document types are active and you cannot deactivate them.

#### System: Type

This check box indicates whether the document type is a system-defined type (selected) or user-defined type (cleared). This check box is disabled.



## Document section

### Security level

Type a security level or use the default security level of 10 for the document type.

#### Note:

Security levels rank from 0 to 99. You can access documents with security levels up to the security level that you have been assigned. For example, you are given the access right for security level 10. You can access any documents with security level of 10 and lower. Security level 100 is for resource-specific and 101 for project-specific. Specific means the access right is given to the particular customer, partner, person, and members of the project. The security levels are as follows:

- 0 for all
- 1 for customers
- 2 for partners (business partners)
- 3 for customer-specific
- 4 for partner-specific
- 5 to 9 for reserved
- 10 to 99 for internal
- 100 for person-specific (a particular person)
- 101 for project-specific

### Expires (Days)

Type the number of days before the document expires. By default, **0** is displayed.

## Logistics, CRM, and Financial sections

These sections indicate how the components or fields for logistics, CRM, and financial will be displayed or used in the documents of the selected document type.

The fields are as follows:

- Logistics section: **Serial number**, **Order number**, and **Project**
- CRM section: **Person** and **Account**
- Financial section: **Our ref.**, **Your ref.**, and **Payment reference**

The following can be defined for the fields under these sections:

- **No (Not used)** — The field will not be displayed and will not be used in the documents.
- **Yes (Optional)** — The field will be displayed and used in the documents, and data entry is optional.
- **Yes (Mandatory)** — The field will be displayed and used in the document, and data entry is mandatory.

# 31. ONLINE MONITORING

Exact Globe Next/Exact Globe+ provides online monitoring of the system at System → General → Online monitoring.

System > General > Online monitoring >

Group by: User name | Show: All | Name: | Cost centre: | Filter |  Only critical tables

Not granted |  Update |  Intent exclusive |  Used by bulk operations  
 Schema stability |  Exclusive |  Shared intent update |  Shared key-range and shared resource lock  
 Schema modification |  Intent shared |  Share intent exclusive |  Shared key-range and update resource lock  
 Shared |  Intent update |  Update intent exclusive |  Insert key-range and null resource lock

User name	Name	Job title	Cost centre	Description	Start time	Locks	CPU	Duration(sec)	Phone	Extension	System	MAC Address
rosi335646	Dion Brands	Accountmanager	001CC001	Default cost center	5/11/2015 3:43:08 PM	0	267	10634			Y	8851FB652F53

Number of users: 1 | Number of locks: 8

### 31.1 VIEW OPTIONS

The **Online monitoring** screen displays all the users and tables used in the system. Various options are available for the real-time monitoring, such as:

- **Group by** — Select one of the options to group the information by:
  - **User name**
  - **Table name**
- **Show** — Select one of the following options:
  - **All** — Select this option to display all the users that are involved.
  - **Locks** — Select this option to display users with locks.

Both the user name and table name views will display the following information:

- User name
- Name
- Job title
- Cost center
- Description
- Start time
- Locks
- Duration (sec)
- Phone
- Extension
- System
- MAC Address — Media access control address is used to identify the user's computer.

In both views, a "Y" in the **System** column indicates that the system is connected to the user.

Once a user is selected, the **Zoom** button will be enabled. Click it and further details of the selected record will be displayed. Whether the view is based on user name or table name, the details are as follows:

Group by : User name	Group by : Table name
<ul style="list-style-type: none"> <li>• User name</li> <li>• Name</li> <li>• Start time</li> <li>• Application name</li> <li>• Table name</li> <li>• Duration (sec)</li> <li>• Type</li> <li>• Lock mode</li> <li>• MAC Address</li> </ul>	<ul style="list-style-type: none"> <li>• User name</li> <li>• Name</li> <li>• Host name</li> <li>• Start time</li> <li>• Application name</li> <li>• Object name</li> <li>• Lock mode</li> <li>• Duration (sec)</li> <li>• Query string</li> </ul>

The following is an example of a zoomed screen whereby **User name** is selected at **Group by**:

The screenshot shows the Oracle Enterprise Manager Online Monitoring interface. The breadcrumb navigation is **/ S G L System > General > Online monitoring >**. The **Group by** dropdown is set to **User name**. The **Show** dropdown is set to **All**. There are input fields for **Name** and **Cost centre**. A **Filter** button is visible. Below the filter, there are several checkboxes for lock types, all of which are checked: **Not granted**, **Update**, **Intent exclusive**, **Used by bulk operations**, **Schema stability**, **Exclusive**, **Shared intent update**, **Shared key-range and shared resource lock**, **Schema modification**, **Intent shared**, **Share intent exclusive**, **Shared key-range and update resource lock**, **Shared**, **Intent update**, **Update intent exclusive**, and **Insert key-range and null resource lock**. Below the checkboxes is a table with the following columns: **User name**, **Name**, **Host name**, **Start time**, **Application name**, **Table name**, **CPU**, **Duration(sec)**, **Type**, **Lock mode**, and **MAC Address**. The table contains 8 rows of data. At the bottom of the table, there are two input fields: **Number of users** (set to 1) and **Number of locks** (set to 8). Below the table is a toolbar with buttons for **Refresh**, **Application Log**, **Zoom**, **Back**, **SQL**, **Release**, and **Close**.

User name	Name	Host name	Start time	Application name	Table name	CPU	Duration(sec)	Type	Lock mode	MAC Address
rosi335646	Dion Brands	ROSL335646-1A	2/11/2015 2:09:55 PM	SetEdit32		0	2377	Datab Shared	8851FB652F53	
rosi335646	Dion Brands	ROSL335646-1A	2/11/2015 2:09:55 PM	SetEdit32		0	2377	11 Schema stab	8851FB652F53	
rosi335646	Dion Brands	ROSL335646-1A	2/11/2015 2:09:55 PM	SetEdit32		0	2377	Datab Shared	8851FB652F53	
rosi335646	Dion Brands	ROSL335646-1A	2/11/2015 2:09:55 PM	SetEdit32		0	2377	11 Schema stab	8851FB652F53	
rosi335646	Dion Brands	ROSL335646-1A	2/11/2015 9:42:52 AM	ESShell		16	18400	Datab Shared	8851FB652F53	
rosi335646	Dion Brands	ROSL335646-1A	2/11/2015 9:42:52 AM	ESShell		16	18400	11 Schema stab	8851FB652F53	
rosi335646	Dion Brands	ROSL335646-1A	2/11/2015 9:42:52 AM	ESShell		543	18400	Datab Shared	8851FB652F53	
rosi335646	Dion Brands	ROSL335646-1A	2/11/2015 9:42:52 AM	ESShell		543	18400	11 Schema stab	8851FB652F53	

Once the **Zoom** button is clicked, it will be disabled and the **Back** button will be enabled. Click **Back** to return to the previous screen. Whenever necessary, click **Refresh** to refresh the screen after selecting a new criterion.

## 31.2 OTHER FUNCTIONS

The following describes the other functions that are available.

### To release (disconnect) users:

1. Select the user to be released (disconnected) from the system.
2. Click **Release** and the user will not be displayed in the screen.

**Note:**

Only the administrator can release the users.

### To view SQL statements:

1. Select the user with locks.
2. Click **Zoom** to view the lock details.
3. Select a lock.
4. Click **SQL** and the SQL statement will be displayed.

**Note:**

You can only view the SQL statement of a lock.

### To view application logs:

1. Select the required user.
2. Click **Application log**.
3. To view more log details, select a log, and then click **Zoom**.

# APPENDIX 1: PRODUCT UPDATE CHANGES

Product Update	Chapter
405	All chapters
407	5.0, 8.0, 15.0
410	9.0
411	All chapters

