User Guide

Accounting v28.4
Premier v23.4

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1 Introduction

Before you begin, take some time to explore the software and find out about the basic features of navigation and transaction entry. This chapter provides an overview of your software and describes the tools, resources and primary features of your ABSS software.

Learning about your ABSS software

ABSS is committed to developing accounting software that is easy to use. To that end, your ABSS software is accompanied by comprehensive information resources to help you learn and to provide support as you set up your records and enter transactions.

Printed manuals

Two manuals are available to help you learn about your sofware: a *Getting Started* guide and a *User Guide* (this publication).

Manuals available as PDF files   Each manual is also available as a PDF (Portable Document Format) file on the installation CD. This enables you to print copies of the manuals. It also gives customers who are upgrading to a new version of ABSS software, a copy of the up-to-date *User Guide.*

NOTE :   You need a PDF reader to view a PDF file. You can install Adobe Reader from the installation CD.

To access the PDF files

1   Insert the installation CD. An installation window appears.

2   Click **Resources**.

3   Click **CD Library**.

4   Click the name of the manual you want to view.

User Guide

The *User Guide* introduces the principal features, functions and capabilities of your ABSS software. It is designed to be used as a reference for everyday transaction entry and periodic tasks, such as issuing invoices, making payments and end-of-period processing.

This guide is intended for use with ABSS Accounting, ABSS Premier and ABSS Premier Plus on the Windows operating system.

If you purchased ABSS Accounting, some of the features in ABSS Premier and ABSS Premier Plus that are described in this guide will not be relevant to you. In this case, you can simply skip these sections.

If you purchased ABSS Premier or ABSS Premier Plus, the term 'ABSS Premier range' refers to features included in both ABSS Premier and ABSS Premier Plus.

This guide covers use of the software in the Asia region, including Malaysia and Singapore, but excluding Hong Kong and China. It uses British English spelling, for example, cheque rather than check, and financial rather than fiscal. See 'Glossary' on page 288 for a list of technical and often-used terms and their definitions.

The *User Guide* is not intended to be exhaustive. It is complemented by the online help (see 'ABSS Help' below), which covers *all* the functions of your ABSS Software.

Getting Started guide

The *Getting Started* guide provides information on:

- installing or upgrading your ABSS Software
- creating and activating your company file
- new features in your ABSS Software.

ABSS Help

ABSS Help is a comprehensive online resource that complements the *User Guide* by addressing *all* functions and features of your ABSS Software. It also includes helpful information for solving common bookkeeping problems.

To display ABSS Help

- In any window, press the F1 key.
- In any window—other than command centre windows—click the **Help** button ( ) and choose **Help for This Window**.
- Choose **ABSS Accounting Help** (or ABSS Premier **Help**) from the **Help** menu.

Help in ABSS windows

Opening ABSS Help from any window—other than the command centre windows—displays descriptions or procedures relevant to that window. Click the **Help** button and choose **Help for This Window**, **Tell Me How**, **Tips & Troubleshooting** or **Search the Help**.
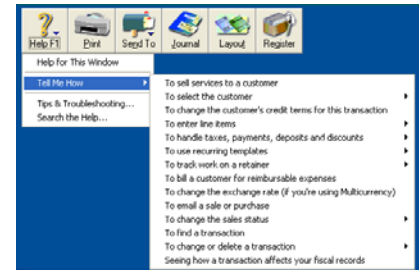
The help options are described below.

Select...	If you want to....
Help for This Window	• see a description of the window, which includes links to more detailed descriptive and procedural topics. • see a description of each field in the window. • display links to topics that give you tips to solving common problems or that direct you to other sources of help.
Tell Me How	display a list of procedural topics that tell you how to perform various tasks in the window, or other related tasks.
Tips & Troubleshooting	display links to topics that give you tips on solving common problems or that direct you to other sources of help.
Search the Help	locate topics by keywords. Searches can be as widely or as narrowly defined as you like.

Command centres help

The main windows in ABSS Software are known as *command centres*. A help icon appears in the top right corner of each command centre window. For more information, see .

When you click the help icon, ABSS Help displays a description of the command centre and its various functions.

Other resources

There are various web-based resources available at https://www.abssasia.com/my [Malaysia] or https://www.abssasia.com/sg [Singapore]. For example, you can check for product updates, access a database of frequently asked questions or find the location of your nearest ABSS Certified Consultant. You can also access these resources from your ABSS software by choosing **Additional Resources on the Web** from the **Help** menu.

Where to start

When you start your ABSS Software, a window displays the following options:

- **Open your company file**—open an existing company file.

- **Create new company file**—create a company file for your business. See .

- **Explore the sample company**—experiment with a sample company's data and learn how to use your ABSS Software.

- **What's New in this version**—learn about the new features in this version of ABSS Software.

- **Exit**—close your ABSS Software.

Experiment with a sample company's data

Before you create a new company file, we recommend that you experiment with a sample company's data.

To explore the Clearwater company file

❖ Start your ABSS Software and in the welcome window, click **Explore the sample company**. A **Command Centre** window appears.

A command centre window is always displayed on your computer screen when a company file is open. Notice that the name of the sample company, Clearwater, appears at the top of the window.

Now that the Clearwater company file is open, you can browse the software, explore the transactions that have already been entered and enter some transactions yourself.

Exploring your ABSS software

You should become familiar with the following tools and aids:

Tool	See
Command centres	below
Calendar (date entry)	page 11
Calculator	page 12
Zoom arrows	page 12
Search icons	page 12
Select columns	page 12
Mouse shortcuts	page 12
Spell-check feature	page 13

Command centres

There are six command centres in ABSS Accounting, seven in ABSS Premier, and eight in ABSS Premier Plus. The following is

an illustration of the **Sales** command centre in ABSS Premier Plus.

Each command centre contains a row of icons in the top section of the window. These icons allow you to quickly switch between command centres.

The selected icon represents the current command centre, and the flowchart displayed below the icons illustrates the major tasks associated with that command centre.

For example, when the **Sales** icon is selected, tasks such as **Enter Sales** and **Print/Email Statements**—typical tasks you would complete in relation to sales—appear in the command centre's flowchart.

Command centre menus

There are four menus at the bottom of each command centre. The options available from these menus are described below.

Select...	If you want to...
To Do List	record and manage tasks that need your attention, such as paying invoices to take advantage of early-payment discounts.
Find Transactions	view summary information about your accounts, sales, purchases, cards, items and jobs.
Reports	view a list of the available reports.
Analysis	analyse a number of key aspects of your business.

There are two ways to select an option from the command centre menus:

- Click the menu name to display the window relevant to the command centre you are in.

- Click the down arrow (▾) next to the menu name and select from a list of the available options for all command centres (not just the command centre you are currently in).

Actions Menu

The Actions menu provides shortcut access to a list of tasks. The menu is located in the **Cards List** window, in each **Card Information** window and in the **Reconcile Accounts** and **Unmatched Statement Transactions** windows. Note that some tasks, which were previously accessed using buttons in these windows, are now accessible from the Actions menu.

When you click **Actions** (⬚⬚⬚⬚⬚⬚⬚⬚) in one of these windows, a menu of associated tasks is displayed. For example, if you select a customer card in the **Cards List** window and click **Actions**, you can print invoices, create a sale, or view reminder logs.

Calendar (date entry)

The calendar simplifies date entry. For example, suppose you're entering a sale and have promised the goods to the customer on the last Friday of the month. Rather than figure out the date and enter it manually, display the calendar in the **Promised Date** field and click the date.

To display the calendar, put the cursor in a date field and press either = (equals) or the SPACEBAR on your keyboard.

Select a date by clicking it, or by using the arrow keys on your keyboard and then pressing ENTER. The selected date appears in the date field.
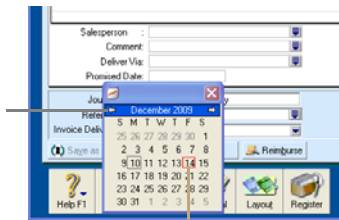
You can use the arrow icons next to the month to display a different

The current date appears in a red box.

To close the calendar without selecting a date, press ESC.

Calculator
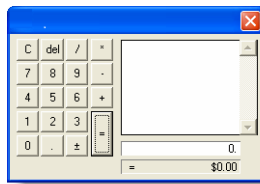
A pop-up calculator is available to simplify calculating and entering numeric data, including money amounts, item quantities and units. The calculator is available from every window where you enter numeric data.

Pressing = (equals) or the SPACEBAR when the cursor is in a numeric data field displays the calculator. In the calculator, enter your calculation and then press ENTER.

The result appears in the numeric data field. Press ESC to close the calculator without entering numeric data.

Zoom arrows

Zoom arrows, displayed next to various fields, allow you to display more detailed information about a specific entry such as a transaction or customer record.

A **white zoom arrow** ⇨ indicates that you can display more detailed information about a transaction and make changes to or delete the transaction.

A **grey zoom arrow** ⇨ allows you to display more detailed information about a transaction, but the information is read-only (that is, it cannot be changed). If you want to change the information, you need to reverse the transaction and re-enter it (see 'Reversing a transaction' on page 166). Alternatively, you can change your security preference selection to make all transactions changeable (see 'Set up preferences' on page 24).

Search icons

Search icons displayed next to various fields allow you to open selection lists containing records that you have previously entered, such as customers and delivery methods, or records provided by default.

Select columns

Select columns allow you to select items from a list. Select columns are indicated by a select icon (see left) located at the top of the list column. You select a required item by clicking in the select column next to it. You can select all listed items by clicking the select icon at the top of the list column, and clear all selected items by clicking the select icon again.

Mouse shortcuts

You can right-click in a window to open a shortcut menu with options relevant to the window and to the location of the pointer.
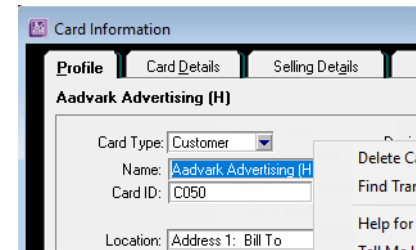
Spell-check feature

When entering sale, purchase or item information, you can check your spelling in the following fields:

Window	Field
Sales	• Description (for Service, Professional, Item and Miscellaneous layouts) • Notes (for Time Billing layout).
Purchase	• Description (all layouts).
Item Information	• Name (**Item Profile** tab) • Description (**Item Details** tab).

You can choose to set a preference to automatically check spelling or manually check spelling.

You can also customise your spelling preferences. For example, you can change the main dictionary language and choose a preference to ignore words that include numbers.

To set spelling preferences

1   Go to the **Setup** menu and choose **Preferences. The Preferences** window appears.

2   Click the **Windows** tab.

3   If you want to automatically check spelling, select the **Automatically Check Spelling in Text Fields Before Recording Transactions** option.

4   If you want to customise your spelling preferences, click the **Spelling** button. The **Spell Check Preferences** window appears.

5   Select your preferences and click **OK**.
    ■ For more information about the spelling feature, see ABSS online help.

2 Setting up your company file

Your ABSS software stores your financial data in a company file. If you do not already have a company file, you must create it before you can begin recording transactions.

Overview

When you create a company file, you record basic information about your business, such as the business name and your contact details. You must also specify the month and financial year in which you want to start recording transactions.

Depending on the features you want to use, there are some tasks that you should complete. This chapter guides you through the essential ones.

Essential tasks   The tasks you need to do depend on whether your accountant has created and set up a company file for you, the information you currently have and when your business started.

Advanced tasks   Once you have completed the essential tasks, you can start recording transactions. However, if you need to use the advanced features of this software, (such as the sales or inventory features) you will need to do further setup tasks. These tasks are covered in Chapter 3, 'Advanced setup,' starting on page 28.

Task		See
1	Create a company file	page 15
2	Activate the company file	page 17
3	Set up accounts	page 19
4	Enter account opening balances	page 22
5	Set up preferences	page 24
6	Set a password for the Administrator user ID	page 25

Create a company file

When you make entries in your software, that information is stored in a file called a company file.

You can create a company file using the **New Company File Assistant**. This assistant is a series of interactive windows that guide you through the process of creating a new company file.

NOTE: **Do you already have a company file?** If your accountant or ABSS consultant has provided you with a company file, or if you want to use a file that you created with a test drive version of this software, you do not need to create a company file.

Before you start, you need to know:

Your current financial year	This is the financial year for which you want to start recording transactions in your company file. Note that a financial year is represented by the calendar year in which the financial year ends. For example, if your financial year ends in December 2009, your financial year is 2009.
The last month of your financial year	This is the month in which your financial year ends. For most businesses, the last month is December.
Your conversion month	This is the earliest month for which you want to record transactions. For example, if you want to enter transactions dated 1 September or later, your conversion month is September. You cannot enter transactions dated before the conversion month.

The number of accounting periods in your financial year	You can choose to have 12 or 13 accounting periods. A 13th period is a period for recording entries which you do not want included in the accounting figures for a particular month. For example, you can use it to record year-end adjustments that are attributed to all months. If in doubt, choose 13 periods.
The default list of accounts that you want to start with	Accounts are the categories that you will allocate each of your transactions to. When you create a company file, you need to select a default list of accounts. You can: • **start with an accounts list provided by ABSS.** You can select a predefined accounts list suitable for your business. • **import a list of accounts.** You can import an accounts list from another company file or from one that has been provided by your accountant or ABSS partner. • **build your own list.** You can start with an accounts list that has the minimum required accounts and then add to it. Note that you can modify your accounts list after creating your company file.

To create a new company file

1 Start your ABSS software. A welcome window appears.

2 Click **Create new company file.** The introduction page of **New Company File Assistant** appears.

3 Click **Next**. The **Company Information** page appears.

4 Enter your business contact and registration details. If available, also enter your ABSS software serial number.

5 Click **Next**. The **Accounting Information** page appears.

6   Enter your financial year details and conversion month.

TIP: **Current financial year**   Remember that this is the financial year for which you want to start recording transactions in your company file. It does not need to be the financial year that your business is currently operating in.
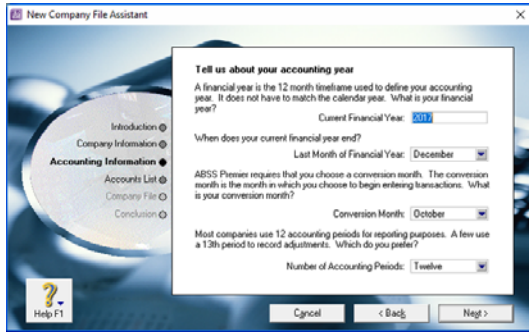
7   Click **Next**. A confirmation page appears.

8   Check the financial year and conversion month and then click **Next**. The **Accounts List** page appears.

9   Select the default accounts list you want to start with.
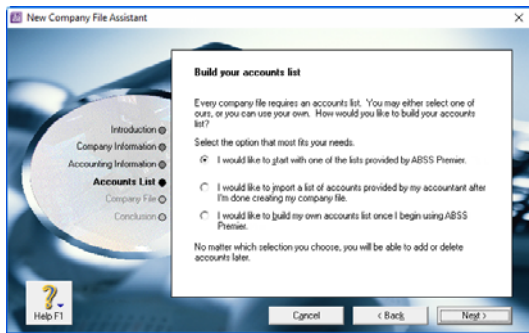
If you choose to...	Continue with...
start with an accounts list provided by ABSS	step 10
import a list of accounts	step 12
build your own list	step 12

10   Click **Next**. An accounts list selection page appears.

11   Select the type of industry and business that best matches your own business.
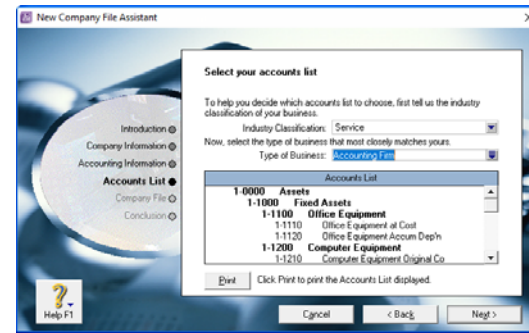
A suitable accounts list for the business type you selected appears. If you want to print the list, click **Print**. Later you can tailor the list to meet the needs of your business.

12   Click **Next**. The **Company File** page appears.

13   If you want to change you company file name and location:

a   Click **Change**. The **New** window appears.

b   Select the required location.

c   If necessary, type a new file name.

d   Click **Save**. The **Conclusion** page appears.

e   Continue with .

Restricted access to the Program Files folder in Windows Vista   User Account Control (UAC) is a security feature in Windows Vista. If UAC is active, files saved in the **Program Files** folder can only be opened by the Windows user who saved the files. If other users need to access your company file, do not save it in this folder. For

more information about User Account Control, see Windows help.

14   Click **Next**. Your company file is created and the **Conclusion** page appears.

15   Click **Command Centre** to display the **Command Centre** window.

Activate the company file

Activation is a process that verifies you have a legal installation of your ABSS software. You can activate your company file online or over the phone via an automated service.

NOTE: **Do you need to complete this task?**   You do not need to activate a company file that you have created for testing purposes or any file you are no longer entering transactions into.

After creating a company file, you can use it for 30 days in trial mode, after which you must activate the file if you want to continue entering transactions into it.

If you do not activate the file within 30 days, it will become read-only, which means you can open, view, print and export information, but you will not be able to enter new information into the file until you activate it.

After activating a file, you must confirm the company file once or twice a year, that is, extend its activation throughout its working life. For more information, see 'Confirming activated company files' on page 265.

NOTE: **Automatic confirmation**   If you want, you can set a preference to automatically confirm an activated company file over the Internet when required.

Activation limits   You can initially activate up to five company files. If you need to create more than five company files (for example, yours is a bookkeeping business looking after many clients), you can obtain license extensions to activate as many additional company files as required. Contact ABSS Customer Care on (+65) 6505 6582 (Singapore) or 1300 88 0883 (Malaysia) if you need a license extension. Each additional license extension allows you to activate a further five files.

Activating after purchasing additional workstation licenses   [ABSS Premier range only] When you purchase your ABSS software, the license allows one user to access a company file during the trial period. If you extend your license to support additional simultaneous users, you must activate your company file again. See also '[ABSS Premier Plus range only] To obtain additional workstation licences' on page 261.
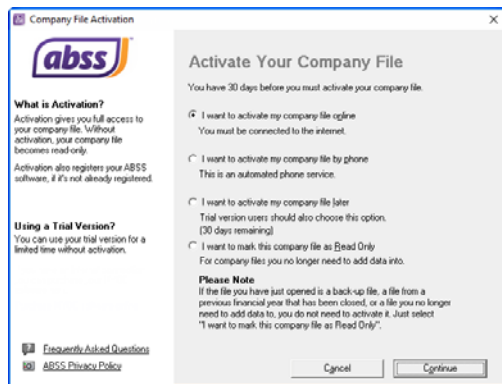
Before you begin

Before you can activate a company file, you need to:

- **know your ABSS product serial number.** If you didn't enter your serial number when creating the company file, you will need to enter it during the activation process.
- **register your software**. Registration enables ABSS to contact you should there be any issues with your software. See the *Getting Started* guide for information on how to register your software.

To activate a company file

1 Open the company file to be activated and sign on.

   The **Company File Activation** window appears.

2 Activate your company file:

Method	Steps
Online	1 Ensure you are connected to the Internet.
	2 Click **I want to activate my company file online** and then click **Continue**. The **Company File Activation – Online** window appears.
	3 If you have not previously entered your ABSS serial number, type it in the **Serial Number** field and press TAB. The code in the **Company File Code** field is generated automatically.
	4 Click **Continue** to activate the file.
Phone	1 Click **I want to activate my company file by phone** and then click **Continue**. The **Company File Activation – By Phone** window appears.
	2 If you have not previously entered your ABSS serial number, type it in the **Serial Number** field and press TAB. The code in the **Company File Code** field is generated automatically.
	3 Call ABSS on the telephone number displayed under the **Company File Code** field and follow the instructions to receive your confirmation code.
	4 Type the confirmation code in the **Confirmation Code** field and click **Continue**. Note that you cannot use this code to activate another company file nor can you use this code to confirm an activated company file.

3 Follow the on-screen instructions until the **Command Centre** window appears.

4 If you want to activate another company file:

   a Go to the **File** menu and choose **Open**. The **Open** window appears.

   b Open the company file to be activated and sign on to the file.

Set up accounts

Accounts provide a means for grouping similar transactions. For example, if your business pays rent for the use of its premises, you would create a rent account and then allocate all rent payments to that account.

The accounts you use for your business are grouped in an accounts list.

NOTE: **Do you need to complete this task?** If your accountant or ABSS partner has provided you with a company file, this task may have been completed for you. In this case, go to 'Enter account opening balances', on page 22.

When you created your company file, you selected a default accounts list to start with. This list may already have the accounts you need. If not, you can change the list to suit your needs. If you are unsure, ask your accountant which accounts you should create, edit or delete.

If you selected to import a list of accounts, you should import this list now. See 'Importing data' on page 275.

Account numbers Each account is identified by a unique five digit number. The first digit indicates the account's classification (for example, accounts starting with 1 are asset accounts). The remaining four digits determine its location within the classification. The lower the number, the higher up in the list it appears. For example, account 1-1100 appears above 1-1200.

Account classifications and types The accounts list groups accounts into eight classifications—Assets, Liabilities, Equity, Income, Cost of Sales, Expenses, Other Income and Other Expenses. Within each account classification there is at least one account type.

Account classifications and types are described in the following table.

Classification	Type	Description
Asset (1-xxxx)	Bank	Money in the bank, for example, in a cheque or savings account.
	Accounts Receivable	Money owed to you by your customers.
	Other Current Asset	Assets that, if required, can be turned into cash within a year. These may include your term deposits.
	Fixed Asset	Assets which have a long life, for example, buildings, cars and computers. Fixed assets are usually depreciated.
	Other Asset	Other assets you own such as loans made to others and goodwill.
Liability (2-xxxx)	Credit Card	Repayments required to service credit card debt.
	Accounts Payable	Money owed by you to your suppliers.
	Other Current Liability	Money owed by you that is due in less than a year.

Classification	Type	Description
	Long Term Liability	Money owed by you that is due in more than one year, for example, a business loan.
	Other Liability	Other money you owe.
Equity (3-xxxx)	Equity	The business's net worth, that is, its assets minus its liabilities. Common equity accounts are current year earnings, retained earnings and shareholders' equity.
Income (4-xxxx)	Income	Revenue from the sale of goods and services.
Cost of Sales (5-xxxx)	Cost of Sales	The direct cost of selling your goods and providing services, for example, purchase costs and freight charges.
Expense (6-xxxx)	Expense	The day-to-day expenses of running your business, for example, utility bills, employee wages and cleaning.
Other Income (8-xxxx)	Other Income	Other revenues, for example, interest earned on savings and dividends paid from shares.
Other Expense (9-xxxx)	Other Expense	Other expenses, for example, interest charged.

Header accounts   Your accounts list consists of detail accounts (the accounts to which you allocate transactions) and header accounts. Header accounts group related detail accounts to help you organise your accounts list.

For example, you could group your telephone, electricity and gas expense accounts using a Utilities header account. This makes it easier for you to locate the utility expense accounts in the accounts list and to see your combined utility expenses.

You group accounts by indenting the detail accounts located directly below a header account.

Header accounts

Detail accounts

Note:

- You cannot allocate transactions to a header account.
- The balance of a header account is the sum of the detail accounts indented directly below it.
- You can create up to three header account levels.

Setting up accounts

If you want to...	See
Create an account	below
Delete an account	page 156
Change the details of an account	page 155
Group detail accounts with a header account	page 22
Import an accounts list	page 275

To create an account

1 Go to the **Accounts** command centre and click **Accounts List**. The **Accounts List** window appears.

2 Click **New**. The **Edit Accounts** window appears.
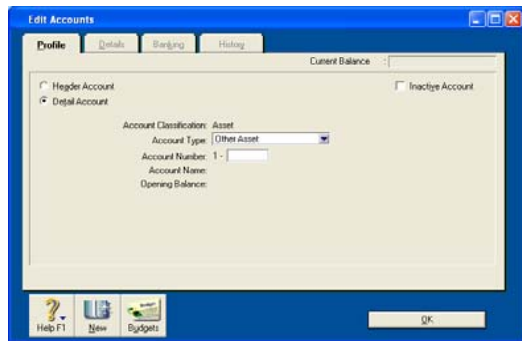
3 If you want to create a detail account, select the **Detail Account** option.

4 Select the account type from the **Account Type** list. The **Account Classification** field changes according to the selection you make. For more information on account classifications, see 'Account classifications and types' on page 19.

5 Enter a four-digit number for the account in the **Account Number** field. The number must be unique within each account classification.

6 Press TAB and type a name for the account.

7 Click the **Details** tab.
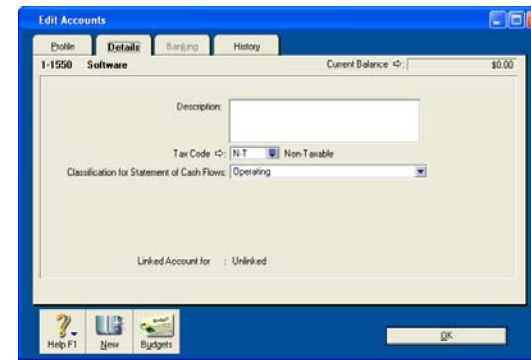
8 If you want, type a brief description of the account in the **Description** field.

9 In the **Tax Code** field, select the tax code that you use most often with transactions that will be posted to this account.

10 If you are creating an asset, liability or equity account (other than an asset that has the account type of **Bank**), select an option from the **Classification for Statement of Cash Flows** list.

Classifying the accounts allows you to generate a statement of cash flows. This report shows how your cash position has changed over time, profit earned and where your cash was spent. If you're unsure about which classification to use, consult your accountant or an ABSS Certified Consultant.

11 [ABSS Premier range only] If you enter transactions in multiple currencies, type or select the currency for transactions that will be posted to this account in the **Currency** field. You will need to have indicated that you deal in multiple currencies in your preferences. See 'Set up preferences' on page 24.

12 If you are creating a bank or credit card account, and you want to keep a record of your bank account details, click the **Banking** tab and enter your account details.

[ABSS Premier Plus only] If you want to pay your employees electronically using this account, select the **I Create Bank Files For Payroll Using This Account** option and enter the payment code that has been provided to you by your bank.

13 [Detail accounts only] If you want to enter historical balances, complete the **Last FY** column on the **History** tab. That way you can compare the year's monthly account balances with those of the corresponding months last year.

14 [Detail accounts only] If you want to set up a budget:

a Click **Budgets**. The **Prepare Budgets** window appears.

b Type the budget amounts in the monthly columns.

c Click **Close**.

For more information, see 'Budgets' on page 234.

15 Click **OK** when you have finished. The account you created now appears in your accounts list.

To group detail accounts with a header account

You group accounts by indenting the accounts located below a header account.

1 Go to the **Accounts** command centre and click **Accounts** List. The **Accounts List** window appears.

2 Select the detail account you want to group.

3 Click **Down** to group the account with the header

Enter account opening balances

Account opening balances are the balances of your accounts as of the first day of your conversion month.

NOTE: **Do you need to complete this task?** If you were in business prior to your conversion month, most of your accounts probably already have balances. If you want to produce financial reports that included these balances (such as a balance sheet), or you want to track the balance of accounts with a cumulative balance (such as your bank account), you need to enter these balances.

You can find your account opening balances on a trial balance report, a balance sheet or a profit & loss report prepared for the period immediately prior to your conversion date. You can ask your accountant to prepare these reports.

You may also be able to find your account opening balances using your previous software or paper-based records.

The balances you enter depend on whether your conversion month is also the first month of your financial year. If your conversion month:

- **is the first month of your financial year**, enter the opening balances of your asset, liability and equity accounts only. The opening balances of your income, cost of sales and expense accounts should be zero.

- **is not the first month of your financial year** (for example, if your financial year starts in April but your conversion month is January), enter the opening balances of *all* your accounts.

Opening bank account balances   You can enter either of the following amounts as the opening balance of a bank account:

- the bank account balance that appears on your balance sheet or trial balance reports as of the day prior to your conversion date. For example, if your conversion date is 1 January 2009, this is the bank account balance as of 31 December 2008.

  These reports can be provided by your accountant, or, if you were previously using another accounting software, printed using that software.

- the cashbook balance of the account as of the end of the day prior to your conversion date. You can calculate your cashbook balance by taking into account the transactions not yet cleared by your bank as of the conversion date and the balance that appears on your bank statement at that date.

For example, assume that $500 worth of deposits and $1000 worth of payments were unpresented as of your conversion date (that is, they had not appeared on a bank statement). The cashbook balance would be calculated as shown below:

Bank statement balance as of the conversion date	**$21,000.00**
ADD uncleared deposits	+ $500.00
SUBTRACT uncleared payments	− $1,000.00
Cashbook balance as of the conversion date	**$20,500.00**

To enter opening balances

1 Go to the **Setup** menu, choose **Balances** and then **Account Opening Balances**. The **Account Opening Balances** window appears.

2 Enter the balances in the **Opening Balance** column.

NOTE: **You should enter opening balances as positive numbers**   Do not, for example, enter your liability account balances as negative numbers. Enter negative amounts only if accounts truly have negative balances. As a rule, these will be asset accounts that record accumulated depreciation.
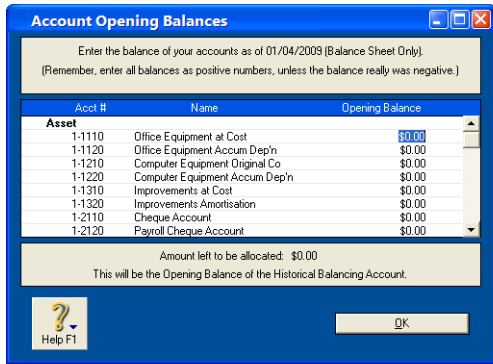
3 Check that the amount in the **Amount left to be allocated** field at the bottom of the window shows $0.00.

If this field displays an amount other than $0.00, check your opening balances again because they are either incomplete or incorrect. However, you can continue the setup process if there is an amount in the **Amount left to be allocated** field. The amount will be assigned to a special equity account called Historical Balancing.

4 Click **OK**.

Set up preferences

Preferences are settings that enable you to tailor your software to your business requirements and processes.

- -
NOTE : **Do you need to complete this task?** While you can complete this step later, you should review the default preferences that have been set before you start entering transactions.
- -

You can set preferences to customise the way your software operates. For example, you can choose to automatically print invoices after recording them, or prevent users from editing transactions.

You can set up your preferences using the:

- **Customise Easy Setup Assistant**. This assistant guides you through setting up some key preferences. To access the assistant, go to the **Setup** menu, choose **Easy Setup Assistant** and then click **Customise**.

- **Preferences** window. This window lists all of the preferences. To view this window, go to the **Setup** menu and choose **Preferences**.

Some preferences you should consider choosing include:

- **Use Audit Trail Tracking**   If you want to keep a record of transactional, tax, payroll (ABSS Premier Plus only), account and system changes, select this option. This is useful if more than one person will be entering transactions into your file. For more information about audit trail tracking, see 'Auditing your records' on page 237.

- **Transactions CAN'T be Changed; They Must be Reversed**   If you do not want to allow users to edit or delete transactions, select this option. If they want to change or delete a transaction, they will need to do so by recording a reversal transaction. For more information, see 'Reversing a transaction' on page 166.

  Also, an audit trail entry is created when you select this option and edit a **Receive Items** transaction. The original transaction is reversed, locked and a new transaction is recorded that includes the changes you have made.

- **I Deal in Multiple Currencies**   [ABSS Premier range only] If you want to enable multi-currency accounting, select this option. For more information about working with multiple currencies, see 'International transactions' on page 141.

Set a password for the Administrator user ID

When you created your company file, a user ID called Administrator was automatically created.

A user ID is the means for:

- controlling access to a company file
- tracking a transaction record history
- saving individual preferences.

By default, the Administrator user ID does not have a password assigned to it. Anyone who signs on with the Administrator user ID will have complete access to all command centres, functions and windows and will be able to create, edit and delete other user IDs.

For that reason, as soon as you create a company file, you should assign a password to the Administrator user ID; otherwise, anyone can sign on and then enter, edit and delete transactions in your file.

To set a password for the Administrator user ID

1   Start your ABSS software and click **Open your company file** in the welcome window that appears.

2   In the **Open** window, select the company file to be opened, and click **Open**. The **Sign-on** window appears.

3   Click **Change Password**.

4   In the **Change Password** window, leave the **Existing Password** field blank, type the password in both the **New Password** and **Confirm Password** fields.

5   Click **Record**.

- -

NOTE: **Access restrictions**   If you want to restrict other users from accessing certain features or information, you can create additional user IDs and specify their access restrictions. For more information, see 'Managing user accounts' on page 260.

- -

3   Advanced setup

When you have created a company file and completed the essential setup tasks, you can start recording transactions in your company file. However, if you want to use the advanced features of your software (such as tracking amounts you owe or the quantity of items sold), you need to complete additional setup tasks. This chapter details the additional tasks.

Overview

The setup tasks you need to complete depend on the features you want to use and whether your business was operating prior to your conversion month.

What features do you want to use?

The following table provides some examples of different setup requirements.

Your needs	Setup required
Basic	If you only want to use your software to fulfil basic accounting requirements (such as report tax payable or produce a year-end balance sheet), you may only need to do an initial bank reconciliation for each of your bank accounts. Reconciling accounts helps ensure the integrity of the information you record in your company file (see 'Do an initial bank reconciliation' on page 34).

Your needs	Setup required
Intermediate	If you want to track the money that you owe suppliers or that are owed by customers, you will need to use the **Purchases** and **Sales** command centres. Before you can use these command centres, you need to complete the sales and purchases setup tasks in this chapter.
Advanced	If you want to track the on-hand quantity and value of items you buy and sell, you need to create records to store the details of your items. You do this using the **Inventory** command centre. Also, when you buy and sell an item, you will need to record details about each transaction (such as who you purchased the items from, how many you purchased and the price). You do this using the **Sales** and **Purchases** command centres. Hence, you need to complete the sales and purchases setup tasks in this chapter.

When did your business start operating?

The setup tasks you need to complete will also depend on whether your business was operating prior to your conversion month.

The following table describes the setup required for new and existing businesses.

Business status	Setup required
New	If you have just started your business, you may have very little information about your future customers, suppliers, employees and items that you buy or sell. You can add these details later when you have more information. However, if you intend using the advanced features of your software (such as recording invoices or tracking departmental profit), you should read through the setup tasks to see which features you might use and the tasks you need to complete to start using them.
Existing	If your business was operating prior to your conversion month, it is likely that transactions that occurred prior to your conversion month still affect your business. For example, a customer may owe you money for sales you made prior to your conversion month, or you may have outstanding bills to pay. You will need to enter these historical details in your company file.

Advanced tasks

You may not need to do every task. An introduction to each task helps you determine whether you need to do the task and, if so, the information you need.

Task		See
1	Set up sales	page 30
2	Set up purchases	page 31
3	Set up payroll (ABSS Premier Plus only)	page 32
4	Do an initial bank reconciliation	page 34
5	Create item records	page 36
6	Enter your inventory opening balances	page 37

Set up sales

You can use the sales features to:

- prepare sales quotes, orders and invoices
- generate statements
- view customer sales history
- see how much your customers owe you.

NOTE: **Do you need to do this task?** If you want to record sales and print invoices or statements, you need to set up the sales features.

Before you start using the sales features, you should enter the following information:

- **Credit terms and credit limits** Enter the credit terms and credit limits you generally extend to your customers.
- **Customer details** Create a record for each of your customers and enter such details as their addresses and phone numbers.
- **Historical sales** [Existing businesses only] If customers owed you money on the first day of your conversion month, you will need to record some details about the corresponding sales, such as the invoice date and the amount that is outstanding.

You can use the **Sales Easy Setup Assistant** to do these tasks. To access the assistant, go to the **Setup** menu, choose **Easy Setup Assistant**, and then click **Sales**.

You can also use the **Sales Easy Setup Assistant** to specify your preferred invoice layout, the income account you will allocate most of your sales to, and several other settings. These settings will automatically be selected for new

customer records you create; however, you can change them as required.

Optional sales setup tasks

In addition to the **Sales Easy Setup Assistant** tasks, you may also want to do the following tasks if they are relevant to your business.

Task		See
Customise forms	Change the appearance of the default invoice and statement forms.	page 189
Import cards	Import customer information from: • another ABSS company file • another accounting system • a spreadsheet • a text file.	page 275
Synchronise customer records with Outlook	Synchronise your customer card records with your contact records in Microsoft Outlook.	page 206
Create job records	Create job records to track the progress and profitability of the work you do for your clients.	page 232
Group cards	Use identifiers and custom lists to group the cards of customers who have similar attributes.	page 204

Set up purchases

You can use the purchases features to:

- record quotes, orders and bills
- view your purchase history
- see what you owe your suppliers.

NOTE: **Do you need to do this task?** If you want to record the orders and purchases you make with suppliers and track the amounts you owe, you need to set up the purchases features.

Before you start using the purchases features, you should enter the following information:

- **Supplier details** Create a card record for each of your suppliers and enter such details as their addresses and phone numbers.
- **Historical purchases** [Existing businesses only] If you had outstanding bills on the first day of your conversion month, you will need to record some details about them, such as the bill amounts and the credit terms.

You can use the **Purchases Easy Setup Assistant** to do these tasks. To access the **Purchases Easy Setup Assistant**, go to the **Setup** menu, choose **Easy Setup Assistant** and then click **Purchases**.

You can also use the **Purchases Easy Setup Assistant** to choose your preferred purchase order layout and several other settings that will help you record purchases faster. These settings will automatically apply to new cards you create for your suppliers; however, you can change them as required.

Optional purchases setup tasks

In addition to the **Purchases Easy Setup Assistant** tasks, you may also want to do the following tasks if they are relevant to your business.

Task		See
Customise forms	Change the appearance of the default purchase orders and other forms.	page 189
Import cards	Import supplier information from: • another ABSS company file • another accounting system • a spreadsheet • a text file.	page 275
Synchronise supplier records with Outlook	Synchronise your supplier card records with your contact records in Microsoft Outlook.	page 206
Group cards	Use identifiers and custom lists to group the cards of suppliers who have similar attributes.	page 204

Set up payroll

Payroll is only available in ABSS Premier Plus.

You use the payroll feature to:

- process pays for your employees
- track employee entitlements (such as sick and holiday leave)
- pay accrued payroll deductions
- print payslips and paycheques
- print statutory forms
- print tax forms.

- -

NOTE: **Do you need to do this task?** If you want to process employee pays, you need to set up the payroll features.

- -

Before you start using the payroll features, you need to:

- **[Malaysia] Load tax/SOCSO tables** The amount of tax and SOCSO to be deducted from employee pays is taken from the tax/SOCSO tables. These tables contain calculation rules and amounts established by the Inland Revenue Board (IRB) and the Social Security Organisation (SOCSO).

  Note that you need to load new tax/SOCSO tables when new calculation rules and amounts are introduced by the government.

- **[Singapore] Load CPF table** The amount of CPF to be deducted from employee pays is taken from the CPF table. The CPF table contains calculation rules and amounts established by the Central Provident Fund (CPF) Board.

Note that you need to load a new CPF table when new calculation rules and amounts are introduced by the government.

- **Enter general payroll information**   Enter the current payroll year, the number of hours in your normal working day and week, the tax file or tax reference number, provident fund number, and SOCSO number.

- **Review payroll categories**   The components of an employee's pay, such as wages and entitlements, are called payroll categories. These are assigned to an employee's card to calculate their standard pay.

    It's a good idea to review the details of each payroll category to make sure it matches the way you do business.

- **Enter employee details**   Create a card record for each of your employees and enter such details as their addresses and payroll information.

- **Enter pay history**   [Existing businesses only] If you have already paid the employee in the current payroll year, you should enter the amounts you have paid your employees.

You can use the **Payroll Easy Setup Assistant** to do these tasks. To access the **Payroll Easy Setup Assistant**, go to the **Setup** menu, choose **Easy Setup Assistant** and then click **Payroll**.

Optional payroll setup tasks

In addition to the **Payroll Easy Setup Assistant** tasks, you may also want to do the following tasks if they are relevant to your business.

Task		See
Set up timesheets	Use timesheets to record all the hours and days worked by hourly and daily employees or to record extra hours and days worked by employees that are paid based on a standard pay. If you pay employees for time-billing activities, you can also enter activity details on timesheets and use these details to create activity slips.	page 122
Customise forms	Change the appearance of the default payslip and paycheque forms.	page 189
Import cards	Import employee information from: • another ABSS company file • another accounting system • a spreadsheet • a text file.	page 275
Synchronise employee records with Outlook	Synchronise your employee card records with your contact records in Microsoft Outlook.	page 206
Group cards	Use identifiers and custom lists to group the cards of employees who have similar attributes.	page 204

Do an initial bank reconciliation

To ensure the accuracy of your business records, you should ensure that the record of your bank account balances matches the amounts on your bank statements. This task is called *reconciling accounts.*

If your business traded prior to your conversion month and you have uncleared banking transactions as of the first day of your conversion month, you need to do an initial bank reconciliation.

Uncleared banking transactions are withdrawals and deposits that have not been cleared by your bank as of the start of your conversion month.

- -
NOTE: **Do you need to complete this task?**   The initial bank reconciliation procedure needs to be done for each bank account that had uncleared transactions as of the first day of your conversion month.
- -

To do an initial bank reconciliation:

Task		See
1	Identify uncleared withdrawals and deposits	below
2	Record uncleared withdrawals and deposits	below
3	Reconcile	page 36

Task 1: Identify uncleared withdrawals and deposits

Compare your banking source information (such as your chequebook and deposit book) with your bank statements for the period that includes your conversion date. If you find

transactions that have not been cleared by your bank as of this date, you will need to record the details of these transactions in your company file.

For example, in March, the month prior to your conversion month, you wrote a cheque for $510 and deposited $250 you received from a customer. If these transactions had not appeared on a bank statement by 31 March, you need to record both transactions in your company file.

Task 2: Record uncleared withdrawals and deposits

You need to record uncleared transactions in such a way that the opening bank account balance is not affected. To do this, you need to post a debit and a credit of equal amounts for each transaction against the applicable bank account.

To record uncleared withdrawals

1   Go to the **Banking** command centre and click **Spend Money**. The **Spend Money** window appears.

2   In the **Account** field, type or select the bank account you want to reconcile.

3   In the **Cheque No** field, enter a reference number for the withdrawal.

4   In the **Date** field, type the first day of your conversion month. For example, if your conversion month is April 2009, enter 01/04/09.

5   In the **Amount** field, type the amount of the withdrawal.

6   Enter details of the withdrawal in the **Memo** field.

7   In the **Acct #** field, type or select the bank account you want to reconcile. This must be the account entered in step 2 above.

8   In the **Tax** field, select the N-T tax code.

9   Click **Record**.

10 Repeat from step 3 above for each uncleared withdrawal.

To record uncleared deposits

1   Go to the **Banking** command centre and click **Receive Money**. The **Receive Money** window appears.

2   In the **Deposit to Account** field, type or select the bank account you want to reconcile.

3   In the **Date** field, type the first day of your conversion month. For example, if your conversion month is April 2009, enter 01/04/09.

4   In the **Amount Received** field, type the amount of the deposit.

5   Enter details of the deposit in the **Memo** field.

6   In the **Acct #** field, type or select the bank account you want to reconcile. This must be the account entered in step 2 above.

7   In the **Tax** field, select the N-T tax code.

8   Click **Record**.

9   Repeat from step 3 above for each uncleared deposit.

Task 3: Reconcile

To reconcile the account

1 Go to the **Banking** command centre and click **Reconcile Accounts**. The **Reconcile Accounts** window appears.

2 In the **Account** field, select the bank account you want to reconcile.

3 In the **New Statement Balance** field, type the closing bank balance as of the day prior to your conversion month (for example, the closing balance as of 31/03/2009).

4 In the **Bank Statement Date** field, type the first date of your conversion month. (For example, if your conversion month is April 2009, enter `01/04/09`.) Your uncleared transactions appear.

   When you recorded uncleared transactions, the same account was debited and credited with the same amount. Therefore, an uncleared transaction appears as both a deposit and a withdrawal.

5 For each uncleared withdrawal, click the select column next to the deposit.

6 For each uncleared deposit, click the select column next to the withdrawal.

   When each uncleared transaction is selected, `$0.00` appears in the **Out of Balance** field.

7 Click **Reconcile**. A confirmation window appears.
   - To print a report, click **Print Report**. When the report is printed, click **Reconcile**.
   - To reconcile without printing a report, click **Reconcile**.
   - To change any details you entered in the **Reconcile Accounts** window, click **Cancel**.

Create item records

You can use item records to store information about a product and to track the quantities you buy and sell. You can also create records for each type of service you provide.

NOTE: **Do you need to complete this task?** If you buy and sell items, such as finished goods, components used in production and raw materials, you need to create records for them.

Item records enable you to view the sales and purchase history of the products you sell or use in production. You can determine which items are your best sellers and what you have in stock. This can help you identify sales trends and reorder items before you run out of them.

You can also create item records for the services you provide. This enables you to list the items and services you buy and sell on the same purchase order or invoice.

For example, if you are a plumber, you could set up items for the materials you buy in order to carry out your work. You could also set up item records for the services you provide, such as installation and repairs. You can then record the labour and material charges on the same invoice.

❖ For more information about creating item records, see 'Creating items', on page 105.

Optional inventory setup tasks

You may want to do the following tasks if they are relevant to your business.

Task		See
Import items	Import item information from: • another ABSS company file • another accounting system • a spreadsheet • a text file.	page 275
Set up pricing levels	[ABSS Premier range only] Customise item pricing according to customer status and sales quantities.	page 121

Task		See
Create locations	[ABSS Premier range only] If you hold inventory at several locations, you can keep track of item quantities held at each location.	page 110
Group items using custom lists	Group and sort items by assigning attributes to your items from custom lists you define.	page 123
Create custom fields	Set up fields to record additional information about your inventory items.	page 124

Enter your inventory opening balances

If you had items on hand as of the first day of your conversion month, and you want to track on-hand quantities and values of these items, you need to enter your inventory opening balances.

Before you enter your opening inventory balances, you need to count the actual items in your inventory. To help you do this, you can print the **Inventory Count Sheet** report,

which lists all your inventoried items, and manually record quantities on it.

To print the inventory count sheet

1 Go to the **Inventory** command centre and click **Count Inventory**. The **Count Inventory** window appears.

2 Click **Print**. The **Inventory Count Sheet** report is printed with a list of all your items.

3 Enter all your on hand quantities on this sheet.

To enter opening on hand inventory and values

1 Go to the **Inventory** command centre and click **Count Inventory**. The **Count Inventory** window appears with a list of your inventory items.

2 [ABSS Premier range only] If you store your items at several locations, select the method you want to use to group your items. You can group items by item number or by location.

3 [ABSS Premier range only] If you store your items at several locations, select the **Include Zero On-Hand Quantities** option. A list of all your items appears.

4 In the **Counted** column, type the quantity counted for each item. The **Difference** column will change to show the difference between the **On Hand** column and the **Counted** column.
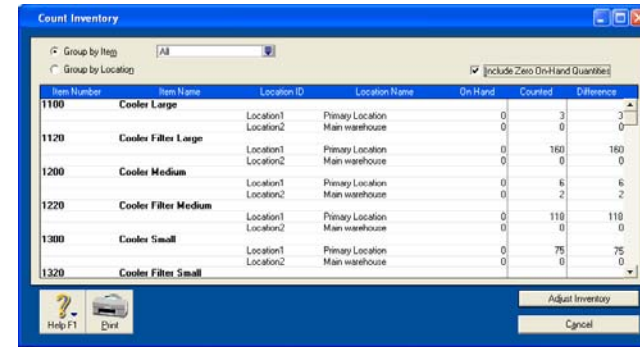
5 When you have entered all your item quantities, click **Adjust Inventory**. The **Adjustment Information** window appears.

When you are entering opening on-hand balances, you do not need to enter a default expense account.

6 Click **Continue**. The window that appears depends on whether you have entered an opening balance for your inventory asset account (see 'Enter account opening balances' on page 22):

- If you entered an inventory opening balance, the **Adjust Stock** window appears.
- If you did not enter an inventory opening balance, the **Opening Balance Check** window appears. Click **Opening Balances** and then click **Adjust Balances**. The **Adjust Inventory** window appears.

The **Adjust Inventory** window displays a line for each item whose opening quantity you entered in the **Count Inventory** window. The line items display each item's number, name, quantity and the account to which the opening balance will be posted. This account is either your inventory asset account, or, if you have not entered an opening balance for your inventory asset account, your historical balancing account.
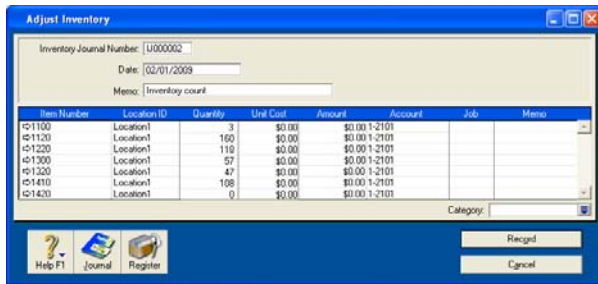
7   Enter any changes to the default entries in the **Inventory Journal Number**, **Date** and **Memo** fields.

8   Type the unit cost of each item (that is, how much a single unit of each item costs you, not how much you are selling it for).

NOTE: **Do not change the account number in the Account column.**   The selection you made at step 6 determines the default account used to record your opening balances.

9   Click **Record**. The value of each item in the list is updated.

You can print the **Items List Summary** report to check your inventory status. For more information on printing reports, see 'Reports' on page 175.

4 Banking

This chapter shows you how to record the cheques you have written, the cheques and credit card payments you have received, your credit card purchases, your credit card payments and your ATM and Internet withdrawals and transfers.

ABSS software can handle any number of bank and credit card accounts and allocate them to as many accounts as you like. If you are accustomed to a manual multi-column cashbook system, you can think of your ABSS software as having the capacity to run multiple cashbooks with an infinite number of columns.

Receiving money

In your ABSS software, the term *receiving money* refers specifically to recording receipts other than payments relating to invoices. These include equity injections, interest, adjustments and so on. These types of receipts can be entered using the **Receive Money** window or by selecting the **Receive Money** transaction type in the **Bank Register** window.

Note that in your ABSS software, invoices are processed through the **Sales** command centre. So any payments received against invoices you have issued need to be entered using the **Receive Payments** window or by selecting the **Receive Payment** transaction type in the **Bank Register** window. See 'Receiving payments' on page 71 for more information.

The options for recording receipts and invoice payments are summarised in the following diagram.

Recording receipts and invoice payments

You receive money.

Is it in response to an invoice you issued?

No:
Record the payment in the **Receive Money** window.
Command Centre: **Banking**

or

Record the payment using the **Receive Money** option in the **Bank Register** window.
Command Centre: **Banking**

Yes:
Record the payment in the **Receive Payments** window.
Command Centre: **Sales**

or

Record the payment using the **Receive Payment** option in the **Bank Register** window.
Command Centre: **Banking**

Printing payment receipts   You can print payment receipts for transactions that you enter in the **Receive Money** and **Bank Register** windows. For more information about printing payment receipts, see ‘Printing payment receipts’ on page 74.

There are two ways to record money received without an invoice:

- in the **Receive Money** window
- in the **Bank Register** window.

The **Receive Money** window lets you record more details about the receipt and to allocate the receipt to more than one account. This is the procedure covered in this section. If you want to use the **Bank Register** window—which lets you enter a receipt with minimum details—see ‘To enter a transaction in the Bank Register window’ on page 48.

To record money you receive

1   Go to the **Banking** command centre and click **Receive Money**.

2   Choose one of the following options:
   - **Deposit to Account**. In the **Deposit to Account** field, type or select the required bank account.
   - **Group with Undeposited Funds.** Choose this option if you want the deposit to be recorded in the undeposited funds account. After you have grouped all the deposit transactions you want, you can make one bank deposit for all the undeposited funds. For more information, see ‘Preparing a bank deposit’ on page 43.

3   If the deposit amount includes tax, select the **Tax Inclusive** option. If it excludes tax, deselect this option.

4   In the **Payor** field, type or select the payor's name.

5   Enter the amount received.

6   [Optional] In the **Payment Method** field, select the payment method.

7   [Optional] To record additional details about the payment, such as a cheque number, click **Details** and record the details in the **Applied Payment Details** window that appears.

8   Type the date of the payment.

9   [Optional] Type a detailed comment in the **Memo** field to help you identify the payment later.

10   Allocate the amount to the appropriate account or distribute it to a number of accounts, as described in the table below.

A	Type or select an account to assign the payment or part of the payment to.			
B	Type the amount you want to assign to each account. The total amount in this column must equal the amount in the **Amount Received** field before you can record the transaction.			
C	[Optional] Assign the amount to a job by entering the job code here.			
D	[Optional] Type a memo for each entry in the transaction.			
E	The tax code that is linked to the allocation account appears here automatically. You can change it or delete it if necessary.			

11   If you want to view or change the tax amounts assigned to the transaction, click the zoom arrow (⇨).

12   If you want to assign the transaction to a particular category, select a category from the **Category** list.

If you have not turned on category tracking, the **Category** field won't appear. (To turn on category tracking, go to the **Setup** menu, choose **Preferences**, click the **System** tab and select the **Turn on Category Tracking** option.) For more information, see 'Categories' on page 231.

13 If you want to store the transaction as a recurring transaction, so that you can use it again, click **Save as Recurring**. In the **Edit Recurring Schedule** window, enter the necessary details and click **Save**. (For more information, see .)

14 Complete the transaction in any one of the following ways:
- To print and record the transaction, click **Print**.
- To record the transaction, click **Record**.

15 If you do not want to record the transaction at this time, click **Cancel**.

Preparing a bank deposit

When you want to deposit payments (such as credit card, cash and cheque payments) in a batch, you need to post the payments to a temporary holding account until you create a bank deposit. This holding account is known as an Undeposited Funds account.

You can post a customer payment to the Undeposited Funds account by selecting the **Group with Undeposited Funds** option in the **Receive Money** window or **Receive Payments** window when recording a payment.

When you make a bank deposit in a batch, funds are transferred from the Undeposited Funds account to the account of your choice as a single transaction. You can record the deposit in the **Prepare Bank Deposit** window.

To prepare a bank deposit

1 Go to the **Banking** command centre and click **Prepare Bank Deposit**. The **Prepare Bank Deposit** window appears.

2 In the **Deposit to Account** field, type or select the account into which the funds will be deposited.

3 If you want to group payments by payment method, select the payment method in the **Select Receipts by** field. Select one or more payment types in the adjacent

field. (For credit cards, select one or more credit card types.) Only payments made using that method are listed.

4 Type a date to display undeposited funds up to and including that date.

5 [Optional] To record the purpose of the transaction, type a description in the **Memo** field.

6 Select the receipts you want to include in the bank deposit by marking the corresponding field in the **Deposit** column. Alternatively, if you want to select or deselect all receipts, click the select icon (⊡) at the top of the **Deposits** column.
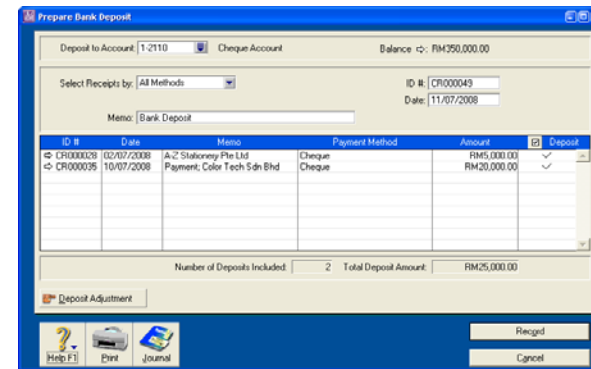
7 If you want to enter a transaction to adjust the deposit amounts, click **Deposit Adjustment**. Enter transaction fees charged by your credit card provider if the fees are deducted before payments are deposited in your account.

You may also adjust a deposit if, instead of depositing the total amount of a deposit, you keep part of the deposit as cash. In the **Bank and Deposit Adjustments** window:

a Type the fees and cash back and/or the adjustment amount.

b Type the date and an ID number.

c Select an expense account for the fees and cash-back entry and/or an income account for adjustment amounts.

d Type a memo and other information, as necessary.

e Click **Record**. If you need to record additional adjustments or fees, click **Deposit Adjustment** again.

8 Click **Record** to record the transaction.

Spending money

The term *spending money* refers specifically to recording payments for transactions for which purchases have not been created. These include equity drawings, bank charges, telephone bills and so on. These types of payment can be entered in the **Spend Money** window or by selecting the **Spend Money** transaction type in the **Bank Register** window.

If you want to make payments for purchases entered using the **Purchases** command centre, you will need to enter the payment in the **Pay Bills** window or by selecting the **Pay Bill** transaction type in the **Bank Register** window.

The options for recording payments are summarised in the following diagram.
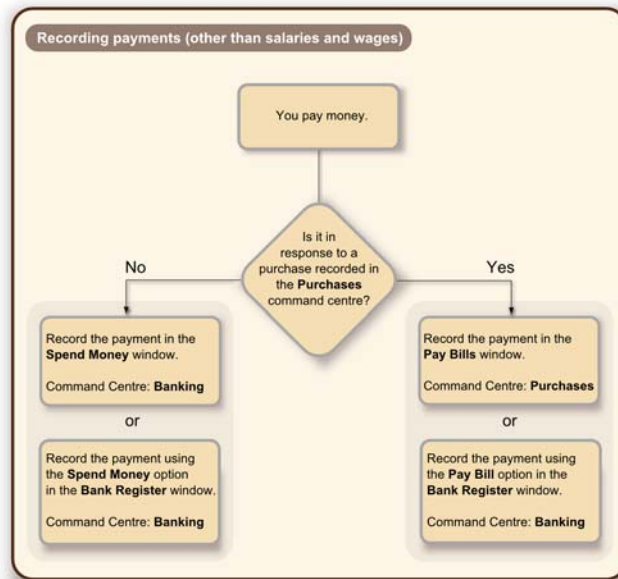
To record money you spend

There are two ways to record money you spend:

- in the **Spend Money** window
- in the **Bank Register** window.

The **Spend Money** window lets you record more details about the payment and to allocate the payment to more than one account. This is the procedure covered in this section. If you want to use the **Bank Register** window—which lets you enter a payment with minimum details—see 'To enter a transaction in the Bank Register window' on page 48.

1   Go to the **Banking** command centre and click **Spend Money**. The **Spend Money** window appears.
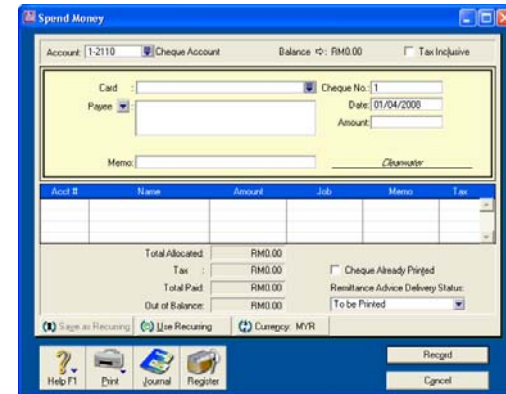
2   In the **Account** field, type or select the bank account that will be used to make this payment.

3   Select the **Tax Inclusive** option if the amount is tax inclusive. Deselect this option if the amount is tax exclusive.

NOTE : **Make your selection now**   Do not select or deselect the **Tax Inclusive** option after you type an amount in the **Amount** field.
---

4   Fill in the information in the cheque area of the window, just as you would if you were writing a paper cheque.
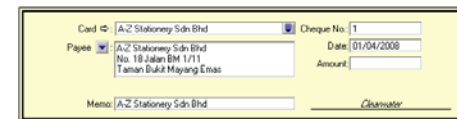
If the transaction is an ATM withdrawal or an electronic payment, type a non-numeric word or phrase to describe the withdrawal in the **Cheque No.** field. That way you will know the transaction is not an actual cheque when

you view it in a list or on a report. This will also allow you to skip the transaction when you print a range of numbered cheques.

5   If you want to change the default payee address, type or select the payee's address in the **Payee** field.

6   Allocate the payment to the correct account.

A	Type or select the account to which you want to assign the cheque amount.
B	Type the allocation amount.
C	[Optional] Assign the cheque amount to a job by entering the job code here.
D	[Optional] Type a memo for each line item you enter in the transaction.
E	The tax code that is linked to the allocation account appears here automatically. You change or delete it if necessary.

7   If you want to view or change the tax amounts assigned to the transaction, click the zoom arrow (⇨).

8   If you want to assign the transaction to a particular category, select a category from the **Category** list. For more information, see 'Categories' on page 231.

9   If your payment covers more than one account, repeat from step 6. You would do this, for example, when paying for the purchase of a number of different items from the same supplier: postage, magazines, stationery, etc.

- -
TIP: **Recap transaction**   Before you record this transaction, you can use the recap transaction feature to view the journal entries that will be created when the transaction is recorded. This is useful for confirming that the

journal entries are posted to the correct accounts. To recap, choose **Recap Transaction** from the **Edit** menu.
- -

10   If you are paying by cheque and have already written a cheque, select the **Cheque Already Printed** option.

11   If you want to send remittance advice in a batch, select an option from the **Remittance Advice Delivery Status** list.

After you have recorded a number of payments, say, the day's payments, you can print or email remittance advices in a batch. For more information, see 'Sending forms' on page 186.

- -
TIP: **Save the payment as a recurring transaction**
If you want to store the payment as a recurring transaction, click **Save as Recurring**. In the **Edit Recurring Schedule** window, enter the necessary information and click **Save**. For more information, see 'Recurring transactions' on page 167.
- -

12   If you want to print a cheque or remittance advice now, click **Print** and select the form type you want to print. Note that the payment is recorded before it is printed.

13   Click **Record**.

To void a cheque

Follow the steps below to void a cheque that you have not recorded in your ABSS software. If you want to make changes to a cheque you have already recorded, see .

1   Display the **Spend Money** window and choose the cheque account from which you want to void the cheque.

2   In the **Cheque No.** field, type the number of the cheque you want to void.

3   Leave all the other fields blank.

4   Click **Record** and then click **OK** to confirm that you want to void the cheque.

Entering transactions in the Bank Register window

You can enter the following transactions in the **Bank Register** window: cheques, deposits, payments to suppliers, payments from customers, sales and purchases.

The main advantages of using the **Bank Register** window to enter transactions are speed and convenience. For instance, unlike a **Spend Money** transaction, you can record a customer payment, pay a bill and then write a cheque without having to move between multiple windows. The **Bank Register** window allows you to enter transactions with minimal detail, which can save you time.

Importing your online bank and credit card statements   You can also use the **Bank Register** window to import your bank and credit card statements. If a statement contains any transactions that you have not entered, you can add them quickly in the **Bank Register** window. For more information, see 'Reconcile your bank accounts' on page 51.

To enter a transaction in the Bank Register window

1   Go to the **Banking** command centre and click **Bank Register**. The **Bank Register** window appears.

2   In the **Account** field, type or select the bank or credit card account that will be used for this transaction.

3   In the lower part of the window, select the type of transaction from the **Type** list.
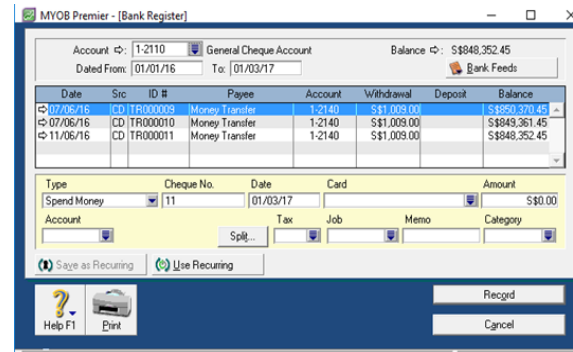
4   Enter a transaction reference:
   - If you select **Pay Bill**, **Spend Money** or **Enter Purchase** from the **Type** list, enter a cheque number (or other transaction reference) in the **Cheque No** field.
   - If you select **Receive Payment**, **Receive Money** or **Enter Sale** from the **Type** list, type a transaction reference in the adjacent **ID No.** field.

5   In the **Date** field, type the date of the transaction.

6   In the **Card** field, type or select the name of the card for this transaction.

7   In the **Amount** field, type the total amount of the transaction, including tax.

8   If you want to allocate the amount to only one account, type in the **Account** field the account that will be used for this transaction.

If you want to allocate the amount to more than one account, click **Split**. The corresponding transaction window will appear, and you can then allocate the amount to multiple accounts of your choice.

Note that you can also use the **Split** button to:
- apply payments to a particular invoice or purchase
- enter the payment method
- print the transaction.

NOTE: **When the Split button is not available** If the transaction type is **Enter Sale** or **Enter Purchase**, the **Split** button is not available. To open the transaction window, you will need to record the transaction, then click the zoom arrow (⇨) next to the transaction in the **Bank Register** window.

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9 If you are entering a sale or a purchase, select the appropriate tax code in the **Tax** field.

10 [Optional] Assign the payment to a job by entering the job code in the **Job** field. This is not applicable for Pay Bill and Receive Payment transactions.

11 If you want to record the purpose of the transaction, type a description in the **Memo** field.

12 If you want to assign the transaction to a category, select a category from the **Category** list. This is not applicable to Receive Payment and Pay Bill transactions. For more information, see 'Categories' on page 231.

13 To save the transaction as a recurring transaction, so that you can use it again, click **Save as Recurring**. In the **Edit Recurring Schedule** window, enter the necessary information and click **Save**. (Note that this option is available only for Spend Money and Receive Money transactions). For more information, see 'Recurring transactions' on page 167.

After saving the recurring template, if you want to record the transaction, click **Record** in the **Bank Register** window (or in the transaction window if you clicked **Split**). If you do not want to record the transaction at this time, click **Cancel**.

14 To record the transaction, click **Record**.

Transferring money between accounts

You can transfer money between bank accounts, including bank and credit card accounts, using the **Transfer Money** window. You can also use this window to record Internet or phone-banking transfers.

To transfer money between accounts

1 Go to the **Accounts** command centre and choose **Transfer Money**. The **Transfer Money** window appears.

2 Type a date for the transfer.

3 In the **Transfer Money From** field, type or select the account from which the funds will be paid.

4 In the **Transfer Money To** field, type or select the account into which the funds will be paid.

5 In the **Amount** field, type the amount to be transferred.

6 If you want to record the purpose of the transaction, type a description in the **Memo** field.

7 If you want to assign the transaction to a particular category, select the category from the **Category** list.

TIP: **Save the transfer as a recurring transaction** If you want to store the transfer as a recurring transaction click **Save as Recurring**. In the **Edit Recurring Schedule** window, enter the necessary information and click **Save**. For more information, see 'Recurring transactions' on page 167.

8 To record the transaction, click **Record**.

Tracking petty cash expenses

Most businesses keep a small amount of cash handy at the office for miscellaneous expenses—postage, staff amenities, and so on. You can track this petty cash amount separately using a petty cash account and allocating any miscellaneous expenses to that account.

Check your accounts list for an account named 'Petty Cash'. If it doesn't exist, you need to create it. For information on creating an account, see 'To create an account' on page 21.

To transfer money to your petty cash account

1 Go to the **Accounts** command centre and click **Transfer Money**. The **Transfer Money** window appears.

2 In the **Transfer Money From** field, type or select the account from which you are transferring money.

3 In the **Transfer Money To** field, type or select the petty cash account.

4 In the **Amount** field, type the amount.

5 Click **Record**.

To allocate expenses to the petty cash account

Let's assume you spent RM80 on stationery from your petty cash float. You would record this transaction in the following way.

1 Go to the **Banking** command centre and click **Spend Money**.

2 In the **Account** field, type or select the Petty Cash account.

3 Type the date and amount of the expense. Enter the expense as a line item and allocate it to the relevant expense account (in this example, the Office Supplies account).

4 Since you do not need to print a cheque for this transaction, select the **Cheque Already Printed** option.

5 Click **Record**.

Reconcile your bank accounts

To ensure the accuracy of your business records, you should keep your record of each bank account balance matched up with your bank's records.

If you are reconciling your bank account for the first time since you started using ABSS software, see 'Do an initial bank reconciliation' on page 34.

To reconcile your bank account

NOTE: **Reconciling bank accounts using the Company Data Auditor**   If you are using the Company Data Auditor (see step 3 in 'To run the company data auditor' on page 244), select the account you want to reconcile in the **Account Reconciliation Review** window and click **Reconcile Accounts**. Continue this procedure from step 3.

1 Go to the **Banking** command centre and click **Reconcile Accounts**. The **Reconcile Accounts** window appears.

2 In the **Account** field, type or select the account you want to reconcile.

3 In the **New Statement Balance** field, type the closing balance that appears on the statement your bank sent you.

4 In the **Bank Statement Date** field, type the closing date that appears on your bank statement, and then press TAB. Only unreconciled transactions dated on or before that date are displayed.
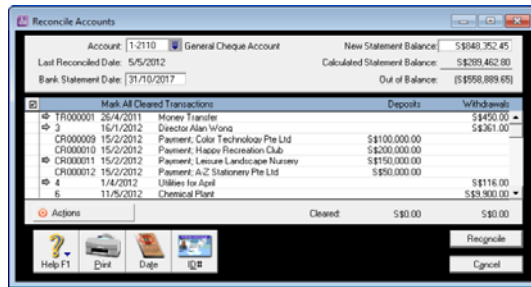
NOTE: If you want to import bank statement data electronically, click **Actions** and choose **Bank Feeds** function to import your bank statement data, see 'Importing statements' on page 54.

5 For each entry on your bank statement, select the corresponding transaction by clicking in the select column (☑) next to it. The transaction line is highlighted and the amount in the **Calculated Statement Balance** field is updated.

6 If there are entries on the statement relating to bank charges or bank interest and the entries do not appear among the transactions on the **Reconcile Accounts** window, you need to manually add these transactions.

a Click **Bank Entry**. The **Bank and Deposit Adjustments** window appears.

b Fill in the appropriate transaction details and click **Record**. The **Reconcile Accounts** window reappears.

7 Click **Reconcile**. A window appears, indicating whether your account is reconciled or out of balance.

- If your account is reconciled, you can print the **Reconciliation** report by clicking **Print** (recommended). Once the report is printed, the **Reconcile Accounts** window appears. Click **Reconcile** again to complete the reconciliation process. If you do not want to print the report, simply click **Reconcile**. The transactions you marked are considered cleared and won't appear in the **Reconcile Accounts** window the next time you display it.

- If your account is out of balance, the window will indicate the amount by which your account is out of balance, and will provide you with a few ideas as to why this may have occurred. To correct the unreconciled amount, follow the procedure below.

To correct an unreconciled amount

1 Check the following:

- Did you type the correct figure in the **New Statement Balance** field? Note that you have to enter the closing balance from your bank statement, not the opening balance.)

- Did you type the correct date (that of the closing balance from your bank statement) in the **Bank Statement Date** field? An incorrect date may prevent some transactions from appearing in the list.

- Did you select all transactions that appear on the bank statement? If not, some transactions might not have been accounted for in the reconciled balance.

- Did you select a transaction that didn't appear on your bank statement? If yes, you need to deselect the transaction.
- Did you record all bank charges and bank interest entries that appear on the bank statement? If not, you need to record them and select them for reconciliation.

2   Repeat the reconciliation procedure .

If your account is still out of balance, then you may have deleted a transaction that has been reconciled previously.

NOTE: **Identifying deleted transactions using the Audit Trail report**   If you set the **Use Audit Trail Tracking** preference, you can use the **Audit Trail** report to search for deleted transactions. This preference must be set before deleted transactions will appear in the report.

3   If you have deleted a previously reconciled transaction:
a   Re-enter the transaction into your company file.
b   Select it for reconciliation.
c   Repeat the reconciliation procedure.

Undoing an account reconciliation

If you have reconciled a transaction in error or deleted a previously reconciled transaction, you can undo the previous account reconciliation. When you undo a reconciliation, all transactions for that period return to an unreconciled status.

If the error was made in a reconciliation earlier than your last reconciliation, you can undo several reconciliation periods in succession in your current financial year.

Note, when you undo an account reconciliation, you will need to reconcile each transaction again and reprint your reconciliation reports.

CAUTION: **Purged transactions cannot be re-reconciled**
Do not undo a reconciliation for a period containing purged transactions.

We recommend that you back up your company file before you undo a reconciliation. Then, if you want to reverse the undo reconciliation, you can restore the backup file.

To undo an account reconciliation

1   Go to the **Banking** command centre and click **Reconcile Accounts**. The **Reconcile Accounts** window appears.

2   In the **Account** field, type or select the account for which you want to undo the reconciliation.

3   Click **Actions** and choose **Undo Reconciliation**. The **Undo Last Reconciliation** window appears, confirming the account and date of the reconciliation you are undoing.
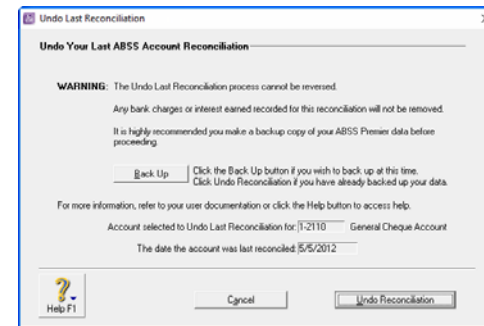
4   Click **Undo Reconciliation**. A confirmation window appears.

5   Click **OK**. The **Reconcile Accounts** window reappears.

Importing statements

If you have an online banking facility, you can use the **Bank Feeds** feature to import bank statement or credit card statement files.

This feature enables you to import transactions that you have not recorded in your company file (e.g. bank fees). It also enables you to use the imported transactions as part of your reconciliation process. Namely, your ABSS software can automatically match transactions on your statement with the transactions in your company file. Matched transactions will be marked as cleared for reconciliation, making it easy for you to reconcile your account at month-end.

If some transactions cannot be matched, you have the option of matching them manually with uncleared transactions, adding them or skipping them altogether. Unmatched transactions are usually account fees and penalty charges applied by the bank.

If your business uses multiple currencies (ABSS Premier only) and your bank provides foreign currency statements in the OFX file format (such as the Hang Seng bank), you can import these statements using the **Bank Feeds** feature.

If your business uses Singapore DBS bank, you can import your bank transaction using MT940 format.

NOTE: **Download your statement**   Before you can import your bank or credit card statement, you need to download the statement file from your bank. Your bank's website should provide instructions on downloading this file. The following file formats are supported: OFX, QFX, QIF, OFC and MT940.

To import your statement

1   Go to the **Banking** command centre and click **Bank Register**. The **Bank Register** window appears.

2   In the **Account** field, type or select the account that corresponds to the bank or credit card statement.

3   Click **Bank Feeds**.button and the below window appears.
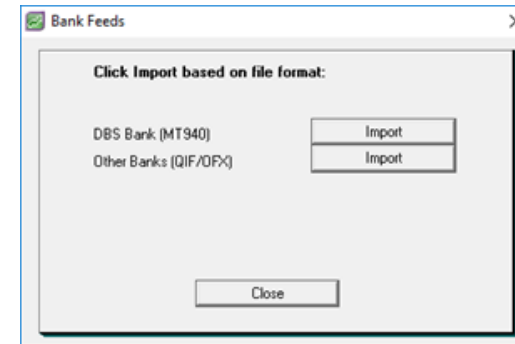
4   Select the statement format that your bank provides, and click the **Import** button.

5   Locate your bank statement file and click **Open**. The message shows number of transaction read appears.

6   Click **OK**.

The statement transactions are automatically matched with the transactions in your company file by using the cheque number and amount as the criteria for matching payments and deposits.

   ■ If there are any unmatched transactions, the **Unmatched Statement Transactions** window appears. Go to step 7.

- If all your transactions match, these transactions will be marked as cleared in the **Reconcile Accounts** window and you can ignore the rest of this procedure.

7   Choose what you want to do with the unmatched transactions.

- If you want to match a transaction, highlight that transaction, click **Actions** and choose **Match Transaction**. The **Match Transaction** window appears, listing the uncleared transactions in your company file for the specified account. Select the transaction that you want to match with the statement transaction and click **Match**. The transaction will be marked as cleared. Repeat this step for each transaction that you want to match.

- If you want to add a transaction to your company file, highlight the transaction, click **Actions** and choose **Add Transaction**. The **Spend Money** window or the **Receive Money** window appears (depending on the type of transaction you are adding). Enter the details of the transaction and record it. The transaction is shown as cleared. Repeat this step for each transaction you want to add.

CAUTION : **Match or add all transactions**   We recommend you finish adding or matching every transaction in the unmatched transaction list before you click **Done**. Otherwise, if you re-open the statement file, the original unmatched statement list would appear in the **Unmatched Statement Transactions** window.

8   Repeat step 7 for each uncleared transaction you want to add or match.

9   When you have finished matching and adding transactions, click **Done**. A list of all the transactions that were cleared appears.

Credit card purchases and payments to credit card providers

Before you record credit card purchases, you need to create a credit card liability account for each credit card you will use. Name the accounts VISA, American Express, etc. These accounts will keep track of the amount owed to the credit card provider. For information on creating an account, see 'To create an account' on page 21.

Recording purchases made using a credit card

You record a payment made using a credit card by specifying the credit card account in the **Pay Bills**, **Spend Money** or **Bank Register** window. When you record the transaction, the payment amount is assigned to your credit card liability account.

For more information on recording payments, see:

■   'Spending money' on page 44

■   'Entering transactions in the Bank Register window' on page 48

■   'Paying bills' on page 96.

Recording payments to credit card providers

When the time comes to pay your credit card provider, you use the **Spend Money** window to record a payment from your bank account to your credit card account.

To record a payment to a credit card provider

1 Go to the **Banking** command centre and click **Spend Money**. The **Spend Money** window appears.

2 In the **Pay from Account** field, select the bank account you want to use to make this payment.

3 In the **Card** field, type or select the credit card provider's name.

4 Type the payment date in the **Date** field.

5 Type the amount you want to pay.

6 Type a comment in the **Memo** field to provide a brief description of the payment you are recording.

7 In the scrolling list area of the **Spend Money** window, type or select the liability account you have created to track purchases made with this credit card.

8 Click **Record** to record the credit card payment.

5   Sales

This chapter explains how to enter information about sales to your customers. You record a sale by specifying the customer's details, the invoice layout (item, service, professional, time billing or miscellaneous), the status of the sale (quote, order or invoice) and the details of the items or services sold.

The chapter also explains the various ways of sending an invoice, how to record customer payments, how to issue a customer credit and how to analyse sales activities with a variety of reports and other analytical tools.

Creating a customer card

Before you can record a sale, you need to create a card for your customer.

To create a customer card

1   Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.

2   Click **New**. The **Card Information** window appears.

3   Select **Customer** from the **Card Type** list.

4   Select the designation of the card: company or individual.

5   Type the customer name and press TAB. Additional fields appear.

6   Enter a code to identify this customer in the **Card ID** field. For more information, see 'Card identification codes', on page 212.

7   Enter contact details for the customer.

If you want to enter more contact information, select **Address 2** from the **Locations** list and enter the additional details. You can enter contact details for five locations.

8   Click the **Card Details** tab. You can enter notes about the customer, insert a picture and assign attributes to group and sort the card.

If you want to...	See
insert a picture	page 213
assign identifiers to the card	page 204
assign an attribute from a custom list	page 205
enter additional information in a custom field	page 212

9 Click the **Selling Details** tab and enter your selling details.
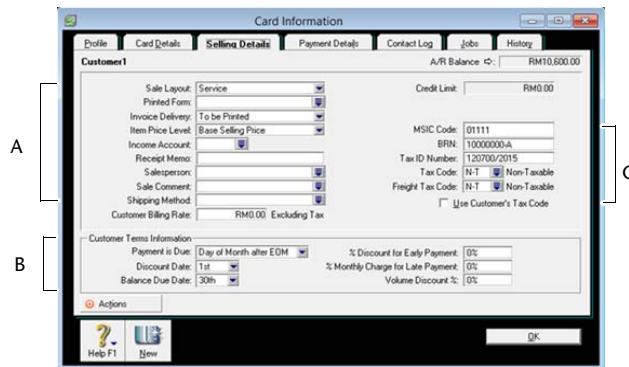
A	Selling information	The selections you make here will be used, by default, on quotes, orders and invoices that you create for this customer. You can override these selections when recording the sale.
B	Credit terms	The credit terms you entered earlier appear here by default. You can override them here for this customer. The credit terms entered here are used as the default terms for all sales to the customer, but can be changed at any time.
C	Tax information	The customer's tax information is entered here. If the customer's tax status takes precedence over that of the item or service being sold, select the **Use Customer's Tax Code** option. For more information, see 'Assigning tax codes to cards' on page 153. MSIC code [Malaysia] is available in Customer type of Card Information for you to enter the major industry code that you sell to the particular customer.

10 Click the **Payment Details** tab and select the method of payment your customer will use to pay you.

11 [Optional] Click the **Jobs** tab and create new codes for each job you have started or are about to start for the customer. For more information about jobs, see 'Jobs' on page 232.

12 [Optional] Click the **History** tab and type the dollar value of the sales made prior to your conversion month. You can also type or select the date that the contact became a customer.

13 Click **OK** to close the **Card Information** window.

Entering sales

You enter a sale as a quote, order or invoice.

- A quote is used to record a price you have quoted to a customer without creating a transaction. A quote has no impact on your inventory levels and can be changed to an order or an invoice when your customer is ready to buy.

- An order is a sale that you expect will occur. While orders do not affect your financial figures, they do affect your committed inventory numbers. Orders do not create transactions unless the customer has paid you a deposit. An order can be changed to an invoice.

- An invoice is usually created when you deliver the items or services the customer ordered. It will update the appropriate accounts, including the account for tracking receivables. Invoices can be open (unpaid), closed (paid) or credit (negative sale). An invoice cannot be changed to a quote or an order.

You can enter a sale in:

- the **Sales** window

- the **Bank Register** window.

Entering a sale in the **Sales** window—the procedure described in this chapter—enables you to record more details about the sale than entering it in the **Bank Register** window. To use the **Bank Register** window, see 'To enter a transaction in the Bank Register window' on page 48.

Entering a sales transaction

Complete the following steps to enter a sales transaction:

Task		See
1	Enter information about the customer	below
2	Choose the type of sale	page 61
3	Enter the items or services you are selling	page 61
4	Enter additional information about the sale	page 62
5	Complete the sale	page 63

Task 1: Enter information about the customer

1. Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.

2. In the **Customer** field, select the customer's name.

   NOTE: **Customer credit limits and accounts on hold**   You may not be able to record sales for customers who have exceeded their credit limit or whose account has been placed on hold. For more information, see 'Credit control' on page 75.

   The terms and ship-to address shown in the **Sales** window are the details recorded in the customer's card.

A	Click the zoom arrow (⇨) to alter the credit terms for this sale only. Note that if you want to change the credit terms for all future sales to this customer, you must make that change on the **Selling Details** tab of the customer's card.
B	Type the invoice number here or accept the default number.
C	If the customer gave you a purchase order for this transaction, type that purchase order number here.
D	If the sale amounts you want to enter include tax, select the **Tax Inclusive** option. Do not change this option after entering an amount in the **Amount** column.

3 If you want to change a customer's delivery address, type the alternative address in the **Ship to** field or choose another address from the customer's card by clicking the down arrow (▾) next to the **Ship to** field.

Task 2: Choose the type of sale

In this step, choose the required status and layout for the transaction you are creating. The layout initially displayed in the **Sales** window is determined by the default selection you made when setting up sales details (using the Sales Easy Setup Assistant) or when creating the customer's card.

1 Check if the default layout is appropriate. There are five layouts: Service, Item, Professional, Time Billing [ABSS Premier range only] and Miscellaneous. The layout determines what fields appear on the **Sales** window. If you want to change the default layout:

   a Click **Layout**. The **Select Layout** window appears.

NOTE: **Miscellaneous layout** The **Miscellaneous** layout is used only for sales where a printed form is not needed.

   b Select the appropriate layout and click **OK**.

2 Select the status from the list in the top left corner of the window: Quote, Order or Invoice.

Task 3: Enter the items or services you are selling

The scrolling list in the middle of the **Sales** window is where you enter details of what you are selling. In this area you will enter item numbers, descriptions, account numbers (or names depending upon your selection in the **Preferences** window) and other information to describe your transaction.

One row in the scrolling list is one *line item* of the transaction. You can enter as many line items for a sale as you want.

The fields that appear in the scrolling list depend on the sales layout you are using. The following illustration shows the layout for an item sale.

Item sale

A	**Ship**	Type the quantity to be shipped.
B	**Backorder**	Type the quantity of the item to be placed on backorder. An order for this amount will be created automatically when you click **Record**.
C	**Item Number**	Type your item number or press TAB and select an item from your item list.
D	**Description**	A description of the item appears automatically. You can change this if you want.

E	Location	[ABSS Premier range only] This field only appears if you store inventory in multiple locations. Select the location of the item being sold.
F	Price	The price of the item appears automatically. You can change this if you want.
G	Disc%	[Optional] Type a volume discount as a percentage.
H	Total	The total price of the items is calculated automatically.
I	Job	[Optional] Type or select a job number here to assign a line item to a specific job. For more information about jobs, see 'Setting up jobs and sub-jobs' on page 232.
J	Tax	Type or select a tax code for the line item.

The following illustration shows the layout for a service sale in the **Sales** window:

Service sale

A	Description	On a service, professional or miscellaneous invoice, type a description of the goods or services sold.
B	Acct# or Name	On a service, professional or miscellaneous invoice, type the account to which the sale will be allocated or press TAB to select an account from your accounts list. This is usually an income account. You should not select your receivables account for ordinary sales.
C	Tax	Type or select a tax code for the line item.

NOTE: **Add lines, subtotals and headers to sales transactions**   You can add lines, headers and subtotals to invoices to make it easy to separate and subtotal different groups of line items on one invoice. See 'Adding and deleting transaction lines, subtotals and headers in sales transactions' on page 63.

Task 4: Enter additional information about the sale

The fields that appear at the bottom of the **Sales** window depend on the type of sale you are creating.

A	Salesperson, Comment, Ship Via, Promised Date	Enter optional information, such as the name of the salesperson, a comment, shipping method, promised date of goods or services. Type text or click the search icon (▤) to choose from the **Select From List** window.
B	Invoice Delivery Status	Select a delivery method to indicate how you want to send the invoice. You can also print or email the invoice in a batch after selecting the required delivery method. For more information, see 'Sending forms in a batch' on page 187.
C	Journal Memo	The journal memo is generated automatically. You can change this if you want.
D	Freight	Type any charges for freight.
E	Freight tax	Type or select the tax code for the freight charges.

F	Tax	Click the zoom arrow (⇨) if you want to view or change the tax amounts assigned to the sale.
G	**Paid Today**	Type an amount here to indicate how much money the customer paid you at the time of the sale or, if you are creating an order, how much money the customer gave you as a deposit.
H	**Payment Method**	Type or select the payment method. Click **Details** if you want to enter details about the payment. For example if you are being paid by credit card, you can record the credit card number, expiry date and other details.

NOTE: **Recap transaction** Before you record this transaction, you can use the recap transaction feature to view the journal entries that will be created when the transaction is recorded. This is useful for confirming that the journal entries are being posted to the correct accounts. To recap, choose **Recap Transaction** from the **Edit** menu.

Task 5: Complete the sale

After you have finished entering the details in the **Sales** window, there are several ways to complete the transaction.

TIP: **Save the sale as a recurring sale** Click **Save as Recurring**. In the **Edit Recurring Schedule** window, enter the necessary information and click **Save**. For more information, see 'Recurring transactions' on page 167.

■ If you want to record the sale without printing or sending it, click **Record** (for a sales quote, click **Save Quote**).

■ If you want to record the sale and create a purchase order, click **Create PO**. The quote or order is recorded and the purchases window appears. For more information, see 'To create a purchase order from a sale' on page 92.

■ If you want to record the sale and print, send or save it as a PDF, complete the relevant procedure below.

To...	Do this...
Print	Click **Print** and choose the type of form you want to use. For more information about printing, see Chapter 13, 'Forms,' starting on page 185.
Print preview	Click **Print** and choose **Preview** to preview the sales form for this transaction. Note that the transaction will be recorded before the form is displayed.
Email	Click **Send To** and choose **Email**. Review and make entries in the **Email** window and click **Send**. The email, which will include a PDF (Portable Document Format) attachment, will be sent to the **Outbox** of your default email software. Send the email from your email software.
Fax	Click **Send To** and choose **Fax**. A window from your fax software appears. Send the fax, using your fax software as you normally do.
Save as PDF	Click **Send To** and choose **Disk**. In the window that appears, enter a name and location for the PDF file and click **Save**.

Adding and deleting transaction lines, subtotals and headers in sales transactions

You can add and delete transaction lines, headers and subtotals in sales transactions.

To insert a blank line

1 In the **Sales** window, click anywhere in the line below where the blank line is to appear.

2 Go to the **Edit** menu and choose **Insert Line**. A blank line will appear in the scrolling list with the cursor positioned in the **Description** column.

To insert a header

You can group several line items by inserting a header.

1   In the **Sales** window, click anywhere in the line below where the header is to appear.

2   Go to the **Edit** menu and choose **Insert Header**. A blank line will appear in the scrolling list with the cursor positioned in the **Description** column.

3   Type the text for the header. The text appears in grey.

Description	Acct#	Amount	Job	Tax
Consulting Costs				
Initial Consultation	4-1100	$500.00		

4   Press TAB to complete the header entry.

To insert a subtotal

1   In the **Sales** window, click anywhere in the line below the items to be subtotalled.

2   Go to the **Edit** menu and choose **Insert Subtotal**. A line appears displaying the subtotal of the amounts that appear above the subtotal line and below the last subtotal, if there is one.

Description	Acct#	Amount	Job	Tax
Initial Consultation	4-1100	$500.00		
Second Consultation	4-1110	$250.00		
Subtotal		$750.00		

To delete a blank line, line item, header or subtotal

1   In the **Sales** window, click anywhere in the blank line, line item, header or subtotal you want to delete.

2   Go to the **Edit** menu and choose **Delete Line**.

Recording sales with insufficient on-hand item quantities

If you track item quantities and values, and you want to record a sales invoice for an item with insufficient on-hand quantities, you can:

- record the sale and allow a negative on-hand item quantity and value to be recorded for the item

- build, buy or backorder the item.

Allow negative on-hand quantities and values

If you want, you can set a preference to allow the recording of sales with insufficient on-hand quantities. With this preference set, the sale of an item that is not in stock results in a negative on-hand item quantity and value.

NOTE: **This feature affects your inventory reporting**
Allowing negative item amounts to be recorded in your inventory affects the reporting of inventory values and cost of goods sold. This feature may not be suitable for some

businesses. Consult your accountant or financial adviser before using this option.

When you record the sale of an item with insufficient on-hand quantities, an estimated item cost is recorded for the sale. The estimated cost used depends on the item information available, as described in the following table.

Cost type	Description
Average cost	Average cost is used if you have sufficient on-hand stock for which an average price can be determined. For example, if you have ten units of an item on-hand, but make a sale for 12 units, average cost is based on the value of the ten units in stock.
Last Cost	Last cost is used if the average cost is unavailable. For example, if you have purchased an item before but currently have none on-hand, the last purchase price is used.
Standard Cost	Standard cost is used if you have never purchased an item before, and you have entered a standard cost in the item information card.
Zero cost	Zero cost is used if you have never purchased the item before and you select this option when recording the sale.

When you record a purchase to replenish the items, a journal entry automatically records the price variation between the estimated cost and the actual cost, if there is one.

To allow the recording of sales with insufficient on-hand quantities

1   Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.

2   Click the **Inventory** tab and select the **Allow the Sale of Items with Insufficient On-Hand Quantities** option.

Build, buy or backorder items

If you attempt to record a sales invoice with an insufficient on-hand quantity, and you do not allow the recording of sales with insufficient quantities, the **Backorder List** window appears. In this window, you need to build or buy the required quantity, or create a customer sales order (backorder) for the unavailable quantity, before you can record the sale.

Before you begin   Before you can auto-build an item in the **Backorder List** window, you need to set up your item details. For more information, see 'Auto-building items' on page 113. If you want to record a bill using this window, you need to enter a default supplier for the item. For more information, see 'Creating items' on page 105.

To build, buy or backorder items

When you record a sale and you have insufficient on-hand quantity of an inventory item, the **Backorder List** window appears. You will need to make an entry in this window before you can complete the sale.

1   Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.

2   Enter the details of a sale. (See 'Entering sales' on page 60.)

3   Click **Record**. If you have insufficient on-hand quantities, the **Backorder List** window appears.
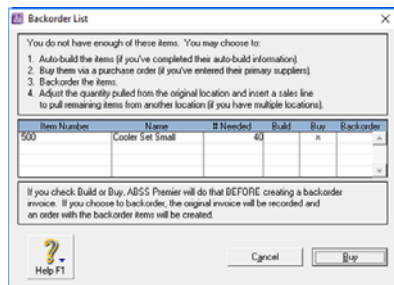
This window lists items that are either out of stock or would be as a result of recording the sale.

4   Choose one of the following options:

To...	Do this...
Auto-build items	1 Click in the **Build** column next to the item you want to auto-build and then click **Build**. The **Auto-Build Items** window appears. 2 Click **Build Items**. The **Build Items** window appears. 3 Click **Record** to build the finished item.
Record a purchase	1 Click in the **Buy** column next to the item you want to purchase and then click **Buy**. The **Enter Purchase** window appears. 2 Select **Purchase** as the status from the list in the top left corner and complete the purchase. For information about completing the purchase, see 'Entering purchases' on page 85.
Record a sales order	Click in the **Backorder** column next to the item you want to place on backorder and then click **Backorder**. The **Sales** window appears with the **Ship** and **Backorder** columns adjusted. A sales order is automatically recorded for the item when you record the invoice.

NOTE: **Multiple items with insufficient quantities**
You can use the **Backorder List** window to perform various tasks. However, you can only perform one of these tasks at a time and in the following order: build, buy and then backorder. For example, if you want to backorder some items and buy others, you need to buy the required items first and then return to this window (by clicking **Record** in the **Sales** window again) to complete the backorder.

5   Complete the sale. For more information, see 'Complete the sale' on page 63.

Changing the status of a sale

The following sale types can be converted:

Sale type	Can be converted to...
Quote	• order • invoice
Order	• invoice
Invoice	The status of an invoice cannot be changed.

You can change the status of a sale from the **Sales** window or from the **Sales Register** window.

To convert a quote to an order or invoice

1   Locate and display the quote. To do this:
  ▪ In the **Sales** window, type or select the name of the customer whose quote you want to convert. Select the quote from the **Select from List** window that appears and click **Use Sale**, or
  ▪ In the **Sales Register** window, click the **Quotes** tab. Find the quote using the search filters at the top of the window, and highlight it.

2   Convert the quote to an order or invoice. To do this:
  ▪ Click **Order** (in the **Sales** window) or **Change to Order** (in the **Sales Register** window) to convert the quote to an order, or
  ▪ Click **Invoice** (in the **Sales** window) or **Change to Invoice** (in the **Sales Register** window) to convert the quote to an invoice.
  The **Sales** window appears with the selected status. Three new fields appear: **Paid Today**, **Payment Method** and **Balance Due**.

3   Make any necessary changes to these and other fields. For example, you might want to change the transaction date to today's date.

4   Click **Record**. The new order or invoice is created.

  The original quote will remain in the **Sales Register** window unless you have indicated in the **Sales** view of the **Preferences** window that you want quotes to be deleted once they are converted to orders or invoices.

To convert an order to an invoice

You can convert an order to an invoice from the **Sales** window or from the **Sales Register** window. If you want to

convert several orders at once, see 'To simultaneously convert several orders to invoices' below.

1 Locate and display the order. To do this:
- In the **Sales** window, type or select the name of the customer whose order you want to convert. Select the order from the **Select from list** window that appears and click **Use Sale**, or
- In the **Sales Register** window, click the **Orders** tab. Find the order using the search filters at the top of the window, and highlight it.

2 Click **Invoice** (in the **Sales** window) or **Change to Invoice** (in the **Sales Register** window) to convert the order to an invoice.

3 Review and update the information in the **Sales** window as necessary. For example, you might want to change the transaction date to today's date.

4 Click **Record**. The new invoice is created and the original order is removed.

To simultaneously convert several orders to invoices

You can simultaneously convert several orders to invoices in the **To Do List** window.

1 Click **To Do List** from any command centre. The **To Do List** window appears.

2 Click the **Orders** tab to display a list of all your orders.

3 If you want to view the details of a specific order, click the zoom arrow (⇨) to the left of the customer's name.

4 Select the orders you want to convert to invoices by clicking in the select column (☑) next to them.

5 Click **Record as Actual**. A window appears, requiring you to type a date for the selected transactions. This is the date that the transactions will be recorded in your sales journal.

6 Type the date and click **OK**.

Reviewing your sales information

There are several tools that you can use to review your sales information.

Tool	Description	See
Business Insights	Use Business Insights to analyse sales and customer information.	below
To Do List	The **To Do List** displays all open sales, recurring sales and orders sorted by overdue dates.	page 70

Tool	Description	See
Analyse Receivables	The **Analyse Receivables** window displays ageing information for all open invoices.	page 70
Analyse Sales	The **Analyse Sales** window provides a graphical snapshot of your sales activities.	page 70
Sales reports	**Sales reports** help you keep track of your sales activities.	page 71

Tool	Description	See
Sales history	**History** lets you view seven years of sales history for an item, a customer or an employee.	page 71
Sales Register	The **Sales Register** window gives you a complete picture of your sales activity—open and closed invoices, orders, quotes, returns, credits and so on.	page 162
Find Transactions	**Find Transactions** helps you find individual sales transactions quickly.	page 162
Transaction Journal	The **Transaction Journal** lists journal entries of your sales and other transactions.	page 164

To analyse sales information using Business Insights

Business Insights presents a summary of your sales information, including which customers owe you money and how much money is overdue. You can also see how much your customers owe you for each ageing period, as well as the sales history of your customers.

To find information specific to your needs, sort the table columns by clicking a column heading. For example, you can sort the list of outstanding invoices to find the most overdue invoice or the largest overdue amount.

You can use Business Insights to analyse customer information and sales performance.

To analyse customers

1 Go to the **Accounts** command centre and click **Business Insights**. The **Business Insights** window appears.

2 View the **Customers who owe me money** panel.

This panel shows the total you are owed and details of each overdue customer payment (based on their invoiced credit terms), including the number of days overdue.

3 Click **Analyse customers** to view graphs and information about the money your customers owe you and the payment history of each customer.

You can use this information to:

- **Contact customers for overdue payments** Identify which customer payments are the most overdue or which customers owe you the most money.

- **Renegotiate a customer's credit terms**   View the customer's outstanding balances and payment history, such as the average number of days it takes for them to pay you.

4 If you want to copy a graph and use it in another document, right-click it and choose:
- **Copy to Clipboard**. This copies the graph to the Windows clipboard, ready to paste into a document.
- **Save As**. Choose where you want to save the image and click **Save**. This saves the graph as an image file, so you can use it later.

5 If you want to copy the data from a table and paste it in another document where you can edit it, such as an Excel spreadsheet:
  a Right-click the table and choose **Copy to Clipboard**. This copies the data to the Windows clipboard
  b Open the document or spreadsheet and press CTRL+V to paste. Note that table totals are not included in the pasted data.

6 Click **Close** to return to the main **Business Insights** window.

To view a list of all unpaid sales sorted by days overdue

1 Click **To Do List** in any command centre. The **To Do List** window appears.

2 Click the **A/R** (accounts receivable) tab. A list of all unpaid sales appears.

3 The **Overdue** column shows the number of days an invoice is overdue. (A negative number in the **Overdue** column indicates that the payment is not yet due.) The number of days an invoice is overdue is calculated by checking the original date of the invoice, comparing it to today's date and looking at the customer's credit terms.

4 If you want to send a collection letter to customers with overdue payments:
  a Select those customers by clicking in the select column ([☑]) next to the customer's name.
  b If you have installed OfficeLink, click **Mail Merge** to create the letter directly in your word processor. Otherwise, click **Disk**, choose a file format and click **Save**.

To analyse your receivables

1 In the **Sales** command centre, click the **Analysis** down arrow ([▼]).

2 Select **Receivables** from the **Analysis** list. The **Analyse Receivables** window appears.

3 Click **Filters** and choose the time periods and any other criteria you want to view.

4 Click **OK**. The information you selected appears in the **Analyse Receivables** window.

To analyse your sales activities

The **Analyse Sales** window provides various illustrations—in graphs or in lists—of your sales activities.

1 In the **Sales** command centre, click the **Analysis** down arrow ([▼]).

2 Select **Sales** from the **Analysis** list. The **Analyse Sales** window appears.

3 Click **Filters** and choose the sales figures, time periods and other criteria you want to view.

4 Click **OK**. The information you selected appears in the **Analyse Sales** window.

5 Use the buttons in the **Analyse Sales** window to view charts showing your sales activities.

To view sales reports

There are several sales reports that can help you track your sales activities. For example, you can run an **Aged Receivables Summary** report to view your customers' current balances sorted by ageing periods. The **Sales Item Summary** report shows you which inventory items are selling best. The **Referral Source** report is useful for finding out which referral source is bringing your business the most money.

1   Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.

2   Click the **Sales** tab. A list of available sales reports appears.

For information, see Chapter 12, 'Reports,' starting on page 175.

To view sales history

You can view sales history for an item, a customer or an employee.

1   Display the **Item Information** window (via the **Item List** in the **Inventory** command centre) for an item or the **Card Information** window (via the **Cards List** in the **Card File** command centre) for a customer or an employee.

2   Click the **History** tab.

The **History** tab displays a total of seven years of sales history for the item or card: the five years preceding the current financial year (as displayed in the **Company Information** window), the current financial year and the next year.

NOTE : **Employee sales history**   To record an employee's sales history, that employee must be selected as the salesperson on the **Sales** window.

Receiving payments

When customers make payments against invoices you have issued to them, you record the payments in the **Receive Payments** window. You can record the payments against one or more of the customer's outstanding invoices. If you do not want to create an invoice for a customer, you can enter their payment in the **Receive Money** window. See 'To record money you receive' on page 41.

You can also record payments from your customers in the **Bank Register** window. If you are recording several customer payments and do not want to record detailed information (such as payment methods and discounts) for each payment, the **Bank Register** window can save you time. For more information, see 'To enter a transaction in the Bank Register window' on page 48.

The options for recording receipts and invoice payments are summarised in the following diagram.

Recording receipts and invoice payments
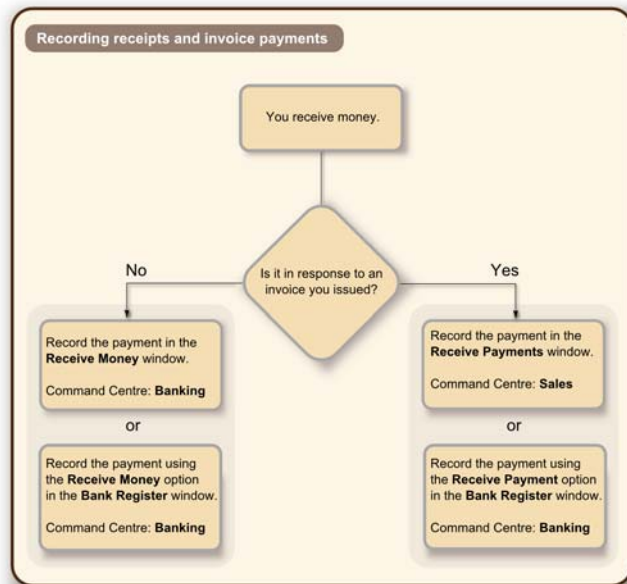
NOTE: **Customer payments at point of sale**   If customers make payments when purchasing merchandise or services and you are issuing them an invoice, you can type the payment amount in the **Paid Today** field of the invoice. See 'Enter additional information about the sale' on page 62.

To record payments against invoices

1   Go to the **Sales** command centre and click **Receive Payments**. The **Receive Payments** window appears.

2   Choose the account that will be used to deposit the payment.
   ■ If you received a cheque:

   ■ **Deposit to Account**.   Select this option and select the required bank account in the adjacent field.
   ■ **Group with Undeposited Funds**. Select this option if you want the deposit to be recorded in the undeposited funds account (and not in a bank account). After you have grouped all the deposit transactions you want, you can then make a bank deposit. For more information, see 'To prepare a bank deposit' on page 43.
   ■ If you received a credit card payment, select **Group with undeposited funds.**

   After you have grouped all the deposit transactions you want, you can make a bank deposit. For more information, see 'To prepare a bank deposit' on page 43.

3   In the **Customer** field, type or select the customer's name.

4   Type the amount received.

5   If you want to record the payment method, select the method in the **Payment Method** field. Click **Details** if you want to enter further details about the payment. For example, if you are being paid by credit card, you can record the credit card number and expiry date.

6   If you want to, change the memo and payment date. You can also change the ID number that is automatically generated. However, we recommend that you use the default number to make sure you do not enter duplicate IDs.

7   In the scrolling list in the bottom half of the window, indicate which sales are covered by the payment by entering amounts in the **Amount Applied** column. If the

customer is paying a deposit for an order, look for the word **Order** in the **Status** column.

A	**Discount**	If you intend to award an early-payment discount for a sale, assign the discount to the appropriate invoice in this column. Note that you won't be able to assign a discount to an invoice that is not being settled in full. If you want to give the customer a discount, you can give them a customer credit. For more information, see 'Customer credits' on page 78.
B	**Amount Applied**	Type how much of the customer payment you want to apply to each sale in this column.
C	**Finance Charge**	If part of the payment was used to pay finance charges, type the finance charge amount here. For more information, see 'Finance charges paid by customers' on page 77.
D	**Out of Balance**	The **Total Applied** amount (plus finance charges) must equal the amount that appears in the **Amount Received** field, and the **Out of Balance** amount must be zero before you can record the transaction.

If a customer overpays, you should still enter the amount received. The full payment should be entered in the **Amount Received** field and in the **Amount Applied** column in the scrolling list. When you record the payment, a credit invoice for the overpaid amount is created automatically. This can either be refunded to the customer or applied to a future invoice. For more information, see 'To apply a customer credit to an open invoice' on page 79.

8 Click **Record** to record the customer payment.

Printing payment receipts

For each cash receipt transaction you record, a corresponding receipt can be printed. Receipt transactions can be recorded using the following windows:

- Bank Register
- Receive Money
- Receive Payments
- Sales (New Invoice and New Order using Paid Today)
- Settle Returns & Debits (Receive Refund view).

Receipt transactions for which receipts cannot be printed are:

- reversed receipt transactions
- voided receipts
- bank transactions such as bank deposits or interest earned.

Payment receipts correspond directly to receipt transactions. That is, when you record a receipt transaction, the information you entered in the transaction can be printed on a payment receipt. Because of this relationship, if you change, reverse or remove a receipt transaction, the payment receipts that have been printed may no longer be valid.

To print payment receipts

1 Go to either the **Sales** or **Banking** command centre and click **Print Receipts**. The **Review Receipts Before Printing** window appears.

2 If you print receipts on preprinted stationery, type the number of the first receipt in the **Number of First Receipt in Printer** field.

3 Type the number of receipts you want to print in the **Print** field.

4 If you want to filter the information to be displayed on the customer receipt, click **Advanced Filters**. For more information, see 'Advanced filters' on page 188.

5 Click in the select column ([☑]) next to each receipt you want to print.

6 Click **Print**.

For more information about printing and customising forms, see Chapter 13, 'Forms,' starting on page 185.

Credit control

In ABSS software, you can control credit by:

- setting and enforcing customer credit limits. See 'Credit limits' below.

- placing customer accounts on hold. See 'Credit holds' on page 76.

- adding finance charges to customer statements. See 'Finance charges paid by customers' on page 77.

Credit limits

A credit limit is the maximum amount of credit you allow a customer to charge to their account. You can set a default credit limit for all new customers or set a specific credit limit for a single customer.

To enforce credit limits, you can set your preferences to:

- warn users before recording a sale that will exceed a customer's credit limit

- prevent certain users from recording a sale that will exceed a customer's credit limit. When you use this preference, you set an override password to allow approved users to record the sale.

To set or change the credit limit for a single customer

1   Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.

2   Click the **Customer** tab and select the customer for whom you want to set a credit limit.

3   Click **Actions** and choose **Edit Credit Limit & Hold**. The **Credit Limit & Hold** window appears.
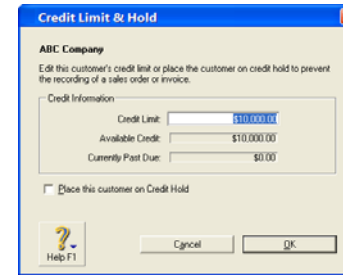
4   Type the customer's credit limit in the **Credit Limit** field.

5   Click **OK**. The **Card Information window** appears.

6   Click **OK** to return to the **Cards List** window.

To receive a warning when a customer exceeds the credit limit

1   Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.

2   Click the **Sales** tab.

3   Select the **If Credit Limit is Exceeded on Sale** preference and select **Warn and Continue** from the drop-down list.

4   Click **OK**.

To prevent the recording of a sale when a customer exceeds the credit limit

1 Log in to your ABSS company file as Administrator.

2 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.

3 Click the **Sales** tab.

4 Select the **If Credit Limit is Exceeded on Sale** preference and select **Prevent Unless Overridden** from the list. The **Credit Limit Override Password** window appears.
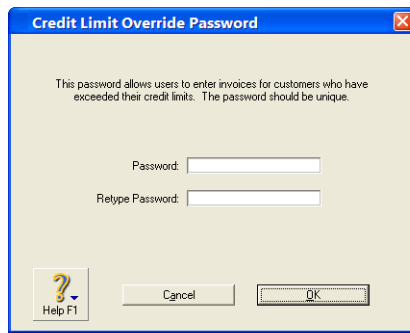
5 Type an override password and password confirmation.

6 Click **OK**. The **Preferences** window appears.

NOTE: **Changing the credit limit override password** If you are logged into your company file as the Administrator, you can change the credit limit override password in the **Credit Limit Override Password** window. To open this window, choose **Preferences** from the **Setup** menu, click the **Sales** tab and then click **Set Override**.

---

7 Click **OK** to close the **Preferences** window.

Credit holds

You can place a credit hold on a customer's account to prevent further sales being made to the customer. For example, you may want to place a customer on credit hold when the customer's account is overdue.

To place a customer on credit hold

1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.

2 Click the **Customer** tab and select the customer that you want to place on credit hold.

3 Click **Actions** and choose **Edit Credit Limit & Hold**. The **Credit Limit & Hold** window appears.

4 Select the **Place this customer on Credit Hold** option.
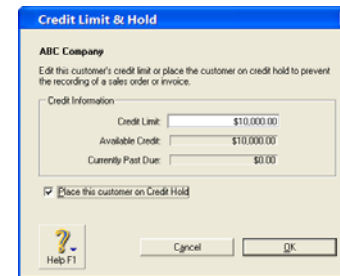
5 Click **OK**. The **Card Information window** appears.

6 Click **OK** to return to the **Cards List** window.

NOTE: **Recording sales to customers on credit hold** To record a new sale, you will need to remove the credit hold. To do this, deselect the **Place this customer on Credit Hold** option in the **Credit Limit & Hold** window for the customer's card.

Finance charges paid by customers

Finance charges are amounts added to an outstanding balance as a penalty for late payment. A finance charge is added to a customer's statement. The amount paid by a customer to cover the charge is then recorded in the **Receive Payments** window.

To set up finance charges

1 Go to the **Setup** menu, choose **Linked Accounts** and then **Sales Accounts.**

2 Select the **I assess charges for late payment** option and select an income account to record the late payment charges.

3 Click **OK**.

4 Go to the **Card List** in the **Card File** command centre, then select the **Customer** tab.

5 In the **% Monthly Charge for Late Payment** field of the **Selling Details** tab of the customer card you want to charge, set the percentage you will be charging for late payments and click **OK**.

To record a finance charge

1 Go to the **Sales** command centre and click **Print/Email Statements**. The **Review Statements Before Delivery** window appears.

2 Click **Advanced Filters** and select the **Add Finance Charges to Amount Due** option.

3 Select any other report filters you want to apply and click **OK**.
   For more information about customer statements, see .

When your customer pays the late-payment charge, enter the amount in the **Finance Charge** field of the **Receive Payments** window. For more information, see .

To receive finance charge payments

1 Select **Receive Payment** from the **Sales** command centre. The **Receive Payments** window appears.

2 Type the full amount received and fill in the transaction details. See .

3 Type the late fee amount in the **Finance Charge** field and click **Record**.

Tracking finance charges   Although the history of finance charges is not tracked, you can perform an account inquiry (using **Find Transactions**) on the income account you have set up to record late charges.

The finance charges payable by your customers only appear on their statements, so you may want to keep copies of the statements sent to customers.

How finance charges are calculated   For each open invoice, ABSS software calculates its due date using the terms specified in the **Selling Details** tab of the **Card Information** window. The overdue balance is then increased by 1/30th of the monthly charge for late payment for every day it is overdue.

The monthly charge is calculated by multiplying the amount overdue by the **% Monthly Charge for Late Payment** value you specified in the customer's card.

If the customer makes a partial payment during the overdue period, the finance charge is adjusted accordingly.

Deleting finance charges   When you enter a finance charge in the **Receive Payments** window, two transactions are recorded—the full customer payment, including the finance charge, is recorded in the receipts journal and a

transaction for the finance charge is recorded in the sales journal.

Therefore, if you want to delete a finance charge payment, you must delete both transactions. If only one entry is deleted, the

Receivables Reconciliation Summary report may show an out-of-balance amount equal to the finance charge.

When you delete one of the entries, you are reminded to delete the other entry for the finance charge. Note that a warning appears even though you may have already deleted the corresponding invoice or payment.

Customer credits

Recording credits

You can create a customer credit note in the following ways:

- **Reverse an existing sale.** Use this method if you are crediting the customer for the entire sale.

- **Manually create a credit.** Use this method if you are crediting the customer for part of a sale.

To reverse a sale

To reverse a sale, the sale transaction must be unchangeable, that is, the **Transactions CAN'T be Changed; They Must Be Reversed** option must be selected in the **Security** view of the **Preferences** window.

1   Find and display the invoice for the sale. See 'Finding a transaction' on page 161.

2   Go to the **Edit** menu and choose **Reverse Sale**. A credit note appears in the **Sales** window. Note that the invoice amount is a negative amount.

3   If you want, you can make a few changes to the customer credit note (such as changing the date and memo), but you cannot change the accounts, amounts and quantities that are associated with the credit.

4   Click **Record Reversal**. A customer credit appears in the **Sales Register** window.

To manually create a credit for a non-item sale

Use this method if you want to credit the customer for a part of a non-item sale.

- -

NOTE: Before you manually create a credit of this type, you need to have an account for tracking returns and allowances. Check your accounts list for an income account named 'Sales Returns and Allowances'. If it doesn't exist, you need to create it. For more information about creating an account, see 'To create an account' on page 21.

- -

1 Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.

2 Type or select the customer you are creating a credit for.

3 Select the **Invoice** status from the drop-down list in the top left corner of the window.

4 Click **Layout**, choose **Miscellaneous** and then click **OK**.

5 In the **Description** column, enter a description of the credit for your records.

6 Select the account to be credited. This is normally an income account called 'Sales Returns and Allowances'.

7 In the **Amount** field, type the amount of the credit as a negative amount.
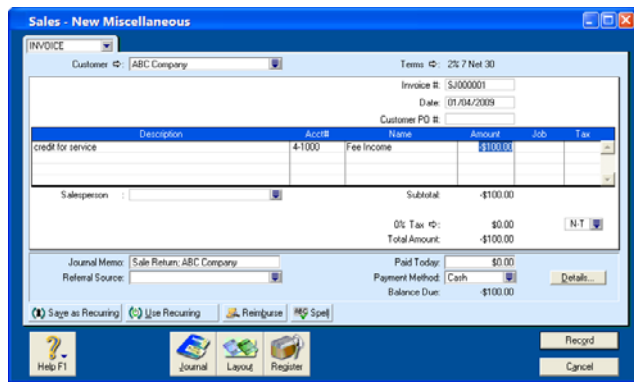
8 Click **Record**. A customer credit appears in the **Sales Register** window.

To manually create a credit for an item sale

Use this method if you want to credit the customer for part of an item sale.

1 Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.

2 Type or select the customer you are creating a credit for.

3 Select the **Invoice** status from the drop-down list in the top left corner of the window.

4 Click **Layout**, choose **Item** and then click **OK**.

5 In the **Ship** column, type the number of items being returned as a negative number. The costs of the items appear as negative amounts.

6 Click **Record**. A customer credit appears in the **Sales Register** window.

Settling credit notes

You can choose to settle a customer credit by:

- applying the credit to one or more of the customer's open invoices, thereby reducing the amount of money the customer owes you, or

- recording a refund payment.

To apply a customer credit to an open invoice

1 Go to the **Sales** command centre and click **Sales Register**. The **Sales Register** window appears.

2 Click the **Returns & Credits** tab. A list of customer credits appears.

3 If the credit you want to settle is not showing, select **Customer** from the **Search By** list to display a credit for a particular customer. Enter the customer's name in the adjacent field and press TAB. A list of credits for that customer appears.

4 Highlight the credit you want to apply and click **Apply to Sale**. The **Settle Returns & Credits** window appears, listing all open invoices assigned to the customer.

5   Enter the amounts you want to apply to one or more open invoices in the **Amount Applied** column.

If the **Apply Customer Payments Automatically to Oldest Invoice First** preference is set, amounts will appear next to the oldest invoices in the **Amount Applied** column.

However, you can apply the credit amount to any one transaction or you can divide it among many transactions in the list. Note that the total amount you apply in the **Amount Applied** column must equal the amount that appears in the **Credit Amount** field. This amount comes from the customer credit you selected above.

6   Enter an amount in the **Finance Charge** field if you want to apply part of a customer credit to any unpaid finance charges the customer may have accrued.

7   Click **Record** to apply the credit.

To record a refund payment

1   Go to the **Sales** command centre and click **Sales Register**. The **Sales Register** window appears.

2   Click the **Returns & Credits** tab. A list of customer credits appears.

3   If the credit you want to settle does not appear, select **Customer** from the **Search By** list. Enter the customer's name in the adjacent field and then press Tab. A list of credits for that customer appears.

4   Select the credit you want to refund and click **Pay Refund**. A refund cheque for the amount of the credit appears in the **Settle Returns & Credits** window.

5   In the **Account** field, enter or select an account.

For example, if you're paying a credit card refund and you group all your credit card sales, choose your undeposited funds account.

6   If you want to, change other information in the window, such as the transaction date.

7   If you are paying by cheque and you have already written it, select the **Cheque Already Printed** option.

8   Specify how you want to send a remittance advice by selecting a delivery option from the **Remittance Advice Delivery Status** list and then click **Record**.

Dealing with a customer who is also a supplier

If your business sells goods and services to a business from which you also make purchases, you need to record the transactions using a separate customer and supplier card. You can then record a contra payment to offset the receivable and payable amounts.

Before you can record contra payments, you need to create a bank account called Contra Suspense. For more information, see 'To create an account' on page 21.

To record contra payments

1   Record a payment from the customer.
    a   In the **Receive Payments** window, click **Deposit to Account** and type or select the Contra Suspense account.

    b   In the **Customer** field, type or select the customer's name.
    c   Type the amount that you are offsetting against an invoice and click **Record**.
2   Record a payment made to the supplier:
    a   In the **Pay Bills** window, type or select the Contra Suspense account in the **Pay from Account** field.
    b   In the **Supplier** field, type or select the supplier's name.
    c   Type the amount that you need to offset against a purchase.

After these entries are made, your bank accounts will not have been affected; yet the receivable and payable accounts have been reduced. The Contra Suspense account should be zero.

Accounting for bad debts

When you know that a debt will not be recovered, you need to write it off.

1   Create a Bad Debt expense account in your accounts list. For more information, see 'To create an account' on page 21.
2   Create a credit sale for the customer.
    a   Go to the **Sales** command centre and click **Enter Sales**.
    b   In the **Sales** window, click **Layout**.

    c   In the **Select Layout** window, click **Miscellaneous** and then click **OK**.
    d   In the **Customer** field, type or select the customer's name.
    e   In the **Description** field, type a description of the transaction.
    f   In the **Acct No.** field, type or select the account for Bad Debts.
        If you account for bad debts by posting a provision to an asset account, you can select that account.

g In the **Amount** field, type the bad debt amount as a negative number.

h Click **Record**.

In the **Settle Returns & Credits** window, apply the credit against the customer's original open invoice.

6   Purchases

This chapter explains how to enter information about your purchases. You record a purchase by specifying the supplier details, the purchase form layout (item, service, professional or miscellaneous), status of the purchase (quoted, ordered or billed) and details of the purchased items or services.

This chapter also explains how to pay your suppliers for these purchases, how to deal with a supplier who owes you money (settling a supplier debit) and how to analyse your entire purchasing activity with a variety of reports and analytical tools.

Creating a supplier card

Before you can record a purchase order, you need to create a card for your supplier.

To create a supplier card

1   Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.

2   Click **New**. The **Card Information** window appears.

3   Select **Supplier** from the **Card Type** list.

4   Select the designation of the card: company or individual.

5   Type the name of the supplier and press Tab. Additional fields appear.

6   Enter a code to identify this supplier in the **Card ID** field. For more information, see 'Card identification codes' on page 212.

7   Enter contact details for the supplier.

If you want to enter more contact information, select **Address 2** from the **Locations** list and enter the additional details. You can enter contact details for five locations.

8   Click the **Card Details** tab. You can enter notes about the supplier, insert a picture and assign attributes to group and sort the card.

If you want to…	See
insert a picture	page 213
assign identifiers to the card	page 204
assign an attribute from a custom list	page 205
enter additional information in a custom field	page 212

9   Click the **Buying Details** tab and enter your buying details.

A	Buying information	The selections you make here will be used, by default, on quotes, orders and bills that you create for this supplier. You can override these selections when recording the purchase.
B	Credit terms	The credit terms you entered earlier appear here by default. You can override them here for this supplier. The credit terms entered here are used as the default terms for all purchases from the supplier, but can be changed at any time.
C	Tax information	The supplier's tax information is entered here. If the supplier's tax status takes precedence over that of the item or service being sold, select the **Use Supplier's Tax Code** option. For more information, see 'Assigning tax codes to cards' on page 153.

10 [Optional] Click the **History** tab and type the dollar value of the purchases made prior to your conversion month. You can also type or select the date that the contact became a supplier.

11 Click **OK** to close the **Card Information** window.

Entering purchases

You can enter a purchase as a **quote**, **order**, **receive item** or **bill**.

- You can enter a **quote** to store an estimate or quote you received from one of your suppliers. A quote has no impact on your inventory levels and can be changed to an order or a purchase when you are ready to purchase.

- An **order** is a purchase where no service or item has been received. While orders do not affect your financial figures, they are included in your inventory reports. Orders do not create transactions unless you have paid a deposit to the supplier. An order can be changed to a purchase but not to a quote.

- A **receive item** purchase records the receipt of items you have ordered but have not yet been billed for. When you record items received, the item is added to your inventory and the cost of the item is added to an accrual account for inventory items until you record a purchase for it. You record items received against an order.

- A **bill** is usually created when you receive the items or services you ordered and are required to pay the supplier (that is, you have been charged for the purchase). Recording a bill will update the appropriate accounts, including the account for tracking payables. Bills can be open (unpaid), closed (paid) or debit (negative purchase). A bill cannot be changed to a quote or an order.

You can enter a purchase in:

- the **Purchases** window
- the **Bank Register** window.

The procedure described in this section is for entering purchases in the **Purchases** window, which enables you to record full details about a transaction.

Bank Register window   Entering a purchase in the **Bank Register** window is a fast way to enter a purchase transaction. However, you can enter less detail about the purchase than if you entered it in the **Purchases** window. For more information, see 'To enter a transaction in the Bank Register window' on page 48.

Entering a purchase transaction

Complete the following steps to enter a purchase transaction:

Task		See
1	Enter information about the supplier	below
2	Choose the type of purchase	page 86
3	Enter the items or services you are purchasing	page 86
4	Enter additional information about the purchase	page 87
5	Complete the purchase	page 88

Task 1: Enter information about the supplier

1   Go to the **Purchases** command centre and click **Enter Purchases**. The **Purchases** window appears.

2   In the **Supplier** field, select the supplier's name.

   The terms shown in the **Purchases** window are the terms recorded in the supplier's card.

3 Complete the fields as described in the table below.

A	Click the zoom arrow (⇨) to alter the terms for this purchase only. If you want to change the credit terms for all future purchases to this supplier, you must make that change on the **Buying Details** tab of the supplier's card.
B	Type the purchase order number or accept the default number in the **Purchase #** field.
C	If the supplier gave you an invoice number, enter it in the **Supplier Inv#** field.
D	If the purchase amounts you want to enter include tax, select the **Tax Inclusive** option. Do not change this option after entering an amount in the **Amount** column.

Task 2: Choose the type of purchase

Choose the status and layout for the purchase. The default layout displayed in the **Purchases** window is determined by the selection you made when you set up purchase details (using the **Purchases Easy Setup Assistant**) or created the supplier's card.

1 Check whether the default layout is appropriate.

There are four layouts to choose from: Service, Item, Professional and Miscellaneous. To change the default layout:

a Click **Layout**. The **Select Layout** window appears.

b Choose the layout you want to use and click **OK**.

2 Select the status from the list in the top left corner of the window: Quote, Order, Receive Item or Purchase. Receive Item only appears if you choose Item layout.

Task 3: Enter the items or services you are purchasing

The scrolling list in the middle of the **Purchases** window is where you enter details of what you are buying. In this area, you enter item numbers, descriptions, account numbers (or account names, depending on your selection in the **Preferences** window) and other information about your transaction.

One row in the scrolling list is one *line item* of the transaction. You can enter as many line items for a purchase as you want.

The fields in the scrolling list differ according to the type of purchase you are creating. The following illustration shows the fields for a purchase with an **Item** layout and a **Bill** status.

Item layout

A	**Bill**	The quantity you have been invoiced for.
B	**Received**	This field is read-only. It displays the quantity of items received. For more information, see 'Receiving items without a supplier invoice' on page 89.
C	**Backorder**	The quantity of the item back ordered. An order for this amount will be created automatically when you click **Record**.
D	**Item Number**	Pressing TAB here displays the item list from which you can choose the item being purchased.
E	**Description**	A description of the item appears automatically. You can change this if you want.

F	Location	[ABSS Premier range only] If you store this item in multiple locations, you can select the location where the item will be received. For more information, see 'Multiple inventory locations' on page 110.
G	Price	The price of the item appears automatically. You can change this if you want.
H	Disc%	[Optional] The volume discount as a percentage.
I	Total	The total price is calculated automatically.
J	Job	[Optional] Selecting a job number here assigns a line item to a specific job. For more information about jobs, see 'Setting up jobs and sub-jobs' on page 232.
K	Tax	Type or select a tax code for the line item.

The following illustration shows the fields for a purchase with a **Service** layout and a **Bill** status. This also applies to the **Professional** and **Miscellaneous** layouts.

Service layout

A	Description	A description of the goods or services purchased.
B	Acct # or Account Name	The account to assign to the purchase. Pressing TAB here displays the accounts list from which you can choose an account. This should be an expense or cost of sales account. You should *not* select your payables account for ordinary purchases.
C	Amount	The amount you have been invoiced.
D	Tax	Type or select a tax code for the line item.

Task 4: Enter additional information about the purchase

The fields that appear at the bottom of the **Purchases** window differ, depending on the type of purchase you are creating.

A	Optional fields	Enter optional details, such as a comment, shipping method and the date the goods or services were promised.
B	Freight	Type any charges for freight.
C	Freight tax	Type or select the tax code for the freight charges.
D	Tax	Click the zoom arrow (⇨) if you want to view or change the tax amounts assigned to the sale.
E	Journal Memo	The journal memo is generated automatically. You can change it if you want.

F	**Paid Today**	Type an amount here to indicate how much money you paid at the time of the purchase or, if you are creating an order, how much money you gave as a deposit.
G	**Bill Delivery Status**	If you want to print or email the purchase in a batch, select the required delivery method from the list. For more information, see 'Sending forms in a batch' on page 187.

NOTE: **Recap transaction**   Before you record this transaction, you can use the recap transaction feature to view the journal entries that will be created when the transaction is recorded. This is useful for confirming that the journal entries are posted to the correct accounts. To recap, choose **Recap Transaction** from the **Edit** menu.

Task 5: Complete the purchase

After you have finished entering the details in the **Purchases** window, there are several ways to complete the transaction.

TIP: **Save the purchase as a recurring purchase**   Click **Save as Recurring**. In the **Edit Recurring Schedule** window, enter the necessary information and click **Save**. For more information, see 'Recurring transactions' on page 167.

■   If you want to record the purchase without printing or sending it, click **Record**.

■   If you want to record the purchase and print, send or save it as a PDF, complete the relevant procedure below.

To...	Do this...
Print	Click **Print** and choose the type of form you want to use. For more information about printing, see Chapter 13, 'Forms,' starting on page 185.
Print preview	Click **Print** and choose **Preview** to preview the purchases form for this transaction. Note that the transaction will be recorded before the form is displayed.
Email	Click **Send To** and choose **Email**. Review and make entries in the **Email** window and click **Send**. The email, which will include a PDF (Portable Document Format) attachment, will be sent to the **Outbox** of your default email software. Send the email from your email software.
Fax	Click **Send To** and choose **Fax**. A window from your fax software appears. Send the fax, using your fax software as you normally do.
Save as PDF	Click **Send To** and choose **Disk**. In the window that appears, enter a name and location for the PDF file and click **Save**.

Adding lines, headers and subtotals to purchases

You can add lines, headers and subtotals to purchases.

To insert a blank line

1   In the **Purchases** window, click in the line below where the blank line is to appear.

2   Go to the **Edit** menu and choose **Insert Line**.

To insert a header

You can group several line items by inserting a header.

1 In the **Purchases** window, click in the line below where the header is to appear.

2 Go to the **Edit** menu and choose **Insert Header**. A blank line will appear in the scrolling list with the cursor positioned in the **Description** column.

3 Type the text for the header. The text appears in grey.

Description	Acct#	Amount	Job	Tax
Advertising				
Brochures	6-1010	$2,000.00		
Website	6-1010	$5,500.00		

4 Press TAB to complete the header entry.

To insert a subtotal

1 In the **Purchases** window, click in the line below the items to be subtotalled.

2 Go to the **Edit** menu and choose **Insert Subtotal**. A line appears displaying the subtotal of the individual amounts that appear above the subtotal line and below the last subtotal, if there is one.

Description	Acct#	Amount	Job	Tax
Brochures	6-1010	$2,000.00		
Website	6-1010	$5,500.00		
Subtotal		$7,500.00		

To delete a blank line, line item, header or subtotal

1 In the **Purchases** window, click anywhere on the blank line, line item, header or subtotal you want to delete.

2 Go to the **Edit** menu and choose **Delete Line**.

Receiving items without a supplier invoice

If you receive items from a supplier and have not been invoiced for them, you may not know the actual amount payable to the supplier. However, if you inventory these items, you will need to add them to your on-hand inventory before you can sell them. But, as you do not know the amount payable, you shouldn't record an amount owed to the supplier at this time.

Instead, you can record the receipt of these items using a purchase transaction with a Receive Item status. When you record a purchase with a Receive Item status, you enter an estimated purchase amount, which is then allocated to an accounts payable accrual account. Your accounts payable is not affected at this time.

Later, when your supplier invoices you for the items, you can record a bill with the actual purchase amount. When you record the bill, the actual purchase amount is allocated to your accounts payable and the estimated amount is removed from the accrual account.

Before you can record items received without a supplier invoice, you need to set up an accrual account for them.

Setting up an accrual account for items received without a supplier invoice

When you record items received without a supplier invoice, you need to allocate the anticipated purchase amount to a creditors accrual account.

If the account doesn't exist, you need to create it. The account should be a liability account named, for example,

AP Accrual - Inventory. For information on creating an account, see 'To create an account' on page 21.

Before you can allocate transactions to this account, you need to make it the default linked account for items received without a supplier invoice.

To link an account for items received

1   Go to the **Setup** menu, choose **Linked Accounts** and then **Purchases Accounts**. The **Purchases Linked Accounts** window appears.

2   Select the **I can receive items without a Supplier bill** option.

3   In the **Liability Account for Item Receipts** field that appears, type or select the accrual account, for example, AP Accrual - Inventory.

4   Click **OK**.

Recording items received without a supplier invoice

You need to record items received against a supplier purchase order. If the order already exists, simply record the items received against the order. If no order exists, you can create one when you record the items received.

To record items received against an order

You can record items received against an existing order in the **Purchases** window or from the **Purchases Register** window.

1   Locate the order:
    ■ In the **Purchases** window, type or select the name of the supplier whose order you want to update. Select the order from the list that appears and click **Use Purchase**, or

■ In the **Purchases Register** window, click the **Orders** tab. Find the required order and highlight it.

2   Click **Receive Items**. The **Purchases** window appears with the **Receive Item** status.
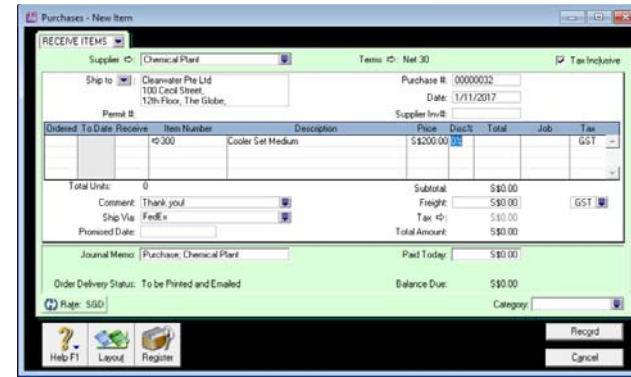
3 In the **Receive** field, type the item quantity received.

4 [ABSS Premier range only] If you keep items at multiple locations, type the location where you received the items in the **Location** field, or select it from the list. Note that the **Location** field only appears if you have multiple locations.

5 Click **Record**. The items are recorded in your inventory and the original order is updated with the number of items received.

When you receive the supplier's bill, you need to convert the order to a purchase. For more information, see 'To convert an order to a bill' on page 93.

To create an order when you record items received

If there is no purchase order for the items received, you can create an order when you record the receipt.

1 Go to the **Purchases** command centre and click **Enter Purchases**. The **Purchases** window appears.

> NOTE: **Recording items received from the Inventory command centre** You can also record items received by clicking **Receive Items** from the **Inventory** command centre. The **Purchases** window appears with the **Receive Item** purchase status.

2 In the **Supplier** field, type the supplier's name, or select it from the list.

3 If the Item layout does not appear:
   a Click **Layout**. The **Select Layout** window appears.
   b Select **Item** and then click **OK**.

4 Select **Receive Items** from the status list in the top-left corner of the window.
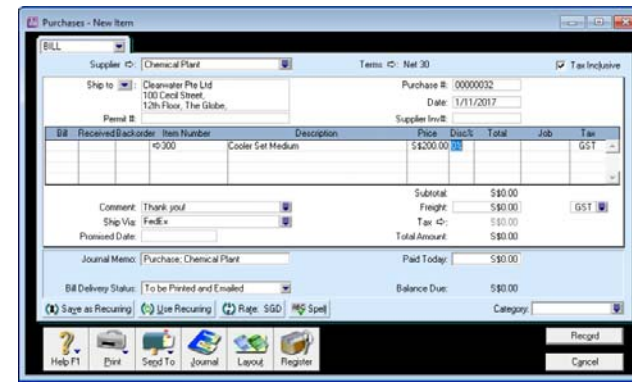
5 Enter the purchase date and your order number.

6 In the **Ordered** field, type the quantity you ordered. This can be more than the quantity received.

7 In the **Receive** field, type the quantity received.

8 In the **Item Number** field, type the number of the item received, or select it from your items list.

9 [ABSS Premier range only] If you keep items at multiple locations, type the location where you received the items in the **Location** field, or select it from the list. Note that the **Location** field only appears if you have set up multiple locations.

10 In the **Price** field, enter the estimated price for the items.

11 Click **Record**. The items are recorded in your inventory and a purchase order is created with the number of items received.

When you receive the supplier's bill, you need to convert the order to a purchase. For more information, see 'To convert an order to a bill' on page 93.

Creating a purchase order from a sale

If you want to order items to fulfil a sale, you can create a purchase order using sales quote or sales order details that you have recorded.

To create a purchase order from a sale

1 Go to the **Sales** command centre and click **Sales Register**. The **Sales Register** window appears.

2 Locate and select:
   ▪ a quote—click the **Quotes** tab and select the required quote
   ▪ an order—click the **Orders** tab and select the required order.
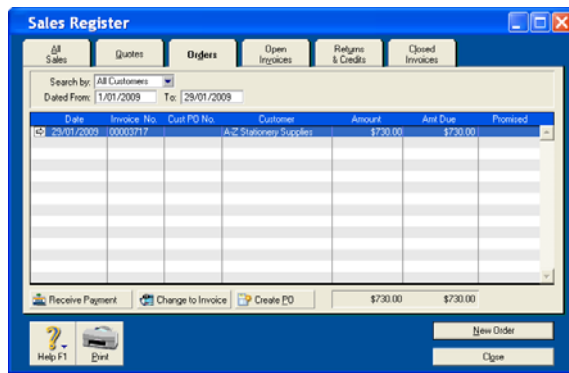
3 Click **Create PO**. The **Purchases** window appears with the new purchase order displayed. The items you entered for the sale automatically appear as line items on the purchase order.

4 Select a supplier in the **Supplier** field. Note, if you have nominated a supplier for these items in the item setup, this supplier will appear by default.

5 Enter the cost of the items in the **Price** column.

6   Complete the purchase order as you normally would. For example, you may want to change the transaction date to today's date, or add items to the order.

7   Click **Record**. The new purchase order is created and the original sales quote or order remains in the **Sales Register** window.

Changing the status of a purchase

If you enter a quote or an order, you can easily convert it to a bill once the amount is payable. A quote can be converted to an order or a bill. An order can only be converted to a bill. Quotes and orders must be converted to bills to show as payable.

To convert a quote to an order or a bill

You can convert a quote to an order or a bill from the **Purchases** window or from the **Purchases Register** window.

1   Go to the **Purchases** command centre and click **Purchases Register**. The **Purchases Register** window appears.

2   Click the **Quote** tab.

3   Find the required quote and select it.

4   If you want to convert the quote to:
    - an order, click **Change to Order**. The **Purchases** window appears.
    - a bill, click **Change to Bill.** The **Purchases** window appears.

5   If you want to, you can update the information in the **Purchases** window, such as the transaction date.

6   Click **Record**. The bill or order is recorded.

    The original quote will remain in the **Purchases Register** window unless you have indicated in the **Preferences** window that you want quotes to be deleted once they are recorded as orders or bills.

To convert an order to a bill

You can convert an order to a bill in the **Purchases** window or from the **Purchases Register** window. If you want to convert several orders to bills simultaneously, see .

1   Go to the **Purchases** command centre and click **Purchases Register**. The **Purchases Register** window appears.

2   Click the **Orders** tab.

3   Find the required order and select it.

4   Click **Change to Bill**. The **Purchases** window appears, displaying the bill.

5   If you want to, you can update the information in this window, such as the transaction date.

6   Click **Record**. A new bill is recorded and the original order is removed from the **Purchases Register**.

To simultaneously convert several orders to bills

You can simultaneously convert several orders to bills in the **To Do List** window.

1   Click **To Do List** from any command centre. The **To Do List** window appears.

2   Click the **Orders** tab to display a list of all your orders.

If you want to view details about a specific order, click the zoom arrow (⇨) to the right of the supplier's name.

3   Select the orders you want to convert to bills by marking the select column (☑).

4   Click **Record as Actual**.

5   In the window that appears, enter a date for the selected transactions. This is the date that the transactions will be recorded in your accounts.

6   Click **OK**.

Reviewing your purchase information

There are several tools that you can use to review your purchases information.

Tool	Description	See
Business Insights	Use Business Insights to analyse purchases and supplier information.	below
To Do List	The **To Do List** displays all open purchases, recurring purchases and orders, sorted by due date.	page 95
Analyse Payables	The **Analyse Payables** window provides details of your purchase activities.	page 96
Purchase reports	Purchase reports help you keep track of your purchase activities.	page 96
Purchase history	Purchase history lets you view seven years of purchase history for an item or a supplier.	page 96
Find Transactions	The **Find Transactions** window helps you find purchase transactions quickly.	page 162

Tool	Description	See
Purchases Register	The **Purchases Register** window gives you a complete picture of your purchase activity—open and closed purchases, orders, quotes, returns, and so on.	page 162
Transaction Journal	The **Transaction Journal** window lists journal entries of your purchases and other transactions.	page 164

To view purchases information using Business Insights

Business Insights presents a summary of your purchases information, including which suppliers you owe money to and how much is overdue. You can also see how much you owe suppliers for each ageing period, as well and view your purchases history with your suppliers.

To find information specific to your needs, sort the table columns by clicking a column heading. For example, you can find the most overdue supplier payments or the largest overdue amounts.

1 Go to the **Accounts** command centre and click **Business Insights**. The **Business Insights** window appears.

2 View the **Suppliers I need to pay** panel.

This panel shows the total payments you owe suppliers and details of each overdue supplier payment (based on their credit terms), including the number of days overdue.

3 Click **Analyse suppliers** to view graphs and information about the money you owe suppliers and the payment history of each supplier.

You can use this information to:

- **Keep on top of your supplier payments**   Identify which supplier payments are due or which suppliers you owe the most money to.
- **Negotiate a payment or discount with a supplier**   View your payment history with the supplier, such as the average number of days it takes you to pay them.

4 If you want to use one of the graphs or tables in another document, right-click it and choose:

- **Copy to Clipboard**. This copies the graph or table to the clipboard, ready to paste into a document. Note that you can edit table information after it is pasted in a document.
- **[Graphs only] Save As**. Choose where you want to save the image and click **Save**. This saves the graph as an image file, so you can use it later.

5 Click **Close** to return to the main **Business Insights** window.

For more information about the calculations shown in Business Insights, see the Help Centre.

To view a list of all unpaid bills sorted by days overdue

You can view a list of all unpaid bills in the **To Do List** and enter supplier payments for those purchases.

1 Click **To Do List** in any command centre. The **To Do List** window appears.

2 Click the **A/P** tab. A list of all unpaid purchases appears.

The **Overdue** column shows the number of days a bill is overdue (a negative number in the **Overdue** column indicates that the payment is not yet due). The number of days a bill is overdue is calculated by checking the original date of purchase, comparing it to today's date and looking at your credit terms with the supplier.

To analyse payables

The **Analyse Payables** window enables you to view detailed information about how much you owe suppliers and how long you have owed them. This analysis is based on all purchases and payments recorded in your company file.

1 Go to the **Purchases** command centre and click **Analysis**. The **Analyse Payables** window appears.

2 Click **Filters**. The **Ageing Date** window appears.

3 Set your filters in the **Ageing Date** window and click **OK**.

4 Select the required view of the **Analyse Payables** window:

- The **Summary** view displays all the money that you owe suppliers, totalled by supplier.
- The **Supplier Detail** view displays all the money that you owe the supplier selected in the **Supplier Detail** field.
- The **Purchase Detail** view displays all the transactions assigned to the purchase selected in the **Purchase Detail** field.

The information in this window is based on the entries you made above in the **Ageing Date** window, and the selections you made in the **Ageing** fields in the **Reports & Forms** tab of the **Preferences** window.

To view purchase reports

There are several purchase reports that can help you track your purchase activity. For example, you can run a **Payables Reconciliation Summary** report if you want to analyse your payables at a given date. The **Analyse Purchases Items Spreadsheet** report shows you the inventory items which are costing you the most money.

1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.

2 Click the **Purchases** tab. A list of purchase reports appears. For information on displaying, customising and printing your reports, see Chapter 12, 'Reports,' starting on page 175.

To view purchase history

You can view the purchase history for an item or a supplier.

1 Display the **Item Information** window for an item or the **Card Information** window for a supplier.

2 Click the **History** tab.

The **History** tab displays a total of seven years of purchase history for the item or card: the five years

Paying bills

If you have recorded a bill, you pay the supplier in the **Pay Bills** window. In this window you can record the payments to one or more of your outstanding bills.

You can also make payments to suppliers in the **Bank Register** window, especially if you have several bills to pay

and do not need to record detailed information for each payment.

When you use the **Bank Register** window to make supplier payments, the entire payment is automatically allocated to the oldest bill first. For more information, see 'Entering transactions in the Bank Register window' on page 48.

You can pay several outstanding bills at once in the **To Do List** window. For more information, see 'To pay several bills at once' on page 99.

The options for recording payments are summarised in the following diagram.

Recording payments (other than salaries and wages)

You pay money.

Is it in response to a purchase recorded in the **Purchases** command centre?

No — Record the payment in the **Spend Money** window.

Command Centre: **Banking**

or

Record the payment using the **Spend Money** option in the **Bank Register** window.

Command Centre: **Banking**

Yes — Record the payment in the **Pay Bills** window.

Command Centre: **Purchases**

or

Record the payment using the **Pay Bill** option in the **Bank Register** window.

Command Centre: **Banking**

To pay bills

1 Go to the **Purchases** command centre and click **Pay Bills**. The **Pay Bills** window appears.

2 If you want to change the default account to pay the bill, type or select a different account in the **Account** field.

3 Type the supplier's name or select the supplier from the list using the search icon ( ).

NOTE: **If you receive an alert message**   If you have outstanding supplier debits with this supplier, a message may appear. You will have the opportunity to settle the supplier debits immediately or at a later date. See 'Settling supplier debits' on page 101.

4 [Optional] Change the memo and payment date if necessary.

5 In the scrolling list in the bottom half of the window, indicate which bills are covered by the payment by entering amounts in the **Amount Applied** column.

A	Pay All	Click **Pay All** if you are settling your account in full. The total payment amount appears in the **Amount** field and the individual payment amounts are applied to each open bill.
B	Discount	If you are taking an early-payment discount for a purchase, assign the discount to the appropriate bill in this column. Note that you cannot assign a discount to a bill that you are not settling in full. If this is the case and you want to record a discount that the supplier has given you, you can create a supplier debit. See 'Creating supplier debits' on page 100.
C	Amount Applied	The amount of the payment you want to apply to each bill. The amounts you apply in this column are accumulated in the **Total Applied** field.

D	**Finance Charge**	If part of the payment was used to pay finance charges, enter the finance charge amount here.
E	**Out of Balance**	The **Out of Balance** amount must be zero before you can record the transaction. This field will show an amount if there is any variance between the **Total Paid** amount and the **Amount** field in the top half of the window. If this happens, correct the amounts in the **Amount Applied** and **Finance Charge** fields.

6   If you are recording a cheque payment and the cheque has already been written, or if you are recording a transaction that doesn't require a printed cheque (such as a petty-cash payment or Internet payment), select the **Cheque Already Printed** option.

7   If you want to send remittance advice in a batch, select an option from the **Remittance Advice Delivery Status** list.

    After you have recorded a number of payments, say, the day's payments, you can print or email remittance advices in a batch. For more information, see .

8   If you want to preview the remittance advice or cheque for this transaction, click **Print** and then choose **Preview Cheque** or **Preview Remittance Advice**. Note that the transaction is recorded before it is displayed.

9   If you want to print a cheque or remittance advice now, click **Print** and select the form type you want to print. Note that the payment is recorded before it is printed.

10 Click **Record**.

To pay several bills at once

You can pay several bills at once in the **To Do List** window. The linked account for paying bills will be used for all supplier payments made from this window.

1   Click **To Do List** in any command centre. The **To Do List** window appears.

2   Click the **A/P** tab. A list of all unpaid bills appears.

3   If you want to view details about a specific purchase, click the zoom arrow (⇨) next to the bill.

4   Click in the select column (▣) next to each bill you want to pay.

5   Click **Pay Bills**.

6 In the window that appears, enter a date for the selected transactions. This is the date that the transactions will be recorded in your accounts.

7 Click **OK** and then click **Close**.

Creating supplier debits

A *supplier debit* is money that a supplier owes you.

Recording supplier debits

You can create a supplier debit in one of two ways:

- **Reverse an existing purchase.** Use this method if you have been debited for the entire purchase.
- **Manually create a debit.** Use this method if you have been debited for part of a purchase.

To reverse an existing purchase

Your company file transactions must be set to unchangeable before you can reverse a purchase; that is, the **Transactions CAN'T be Changed; They Must be Reversed** option must be selected in the **Security** tab of the **Preferences** window.

1 Find and display the purchase. For more information, see 'Finding a transaction' on page 161.

2 Go to the **Edit** menu and choose **Reverse Purchase**. A supplier debit appears in the **Purchases** window.

3 If you want, you can make some changes to the supplier debit (such as changes to the date and memo), but you cannot change the accounts, amounts and quantities that are associated with the debit.

4 Click **Record Reversal**.

To manually create a debit for a non-item purchase

1 Go to the **Purchases** command centre and click **Enter Purchases**. The **Purchases** window appears.

2 In the **Supplier** field, type the supplier's name or select it from the list.

   The terms and delivery address shown in the **Purchases** window are the details recorded in the supplier's card.

3 Select **Bill** from the list in the top left corner of the window.

4 Click **Layout**, select **Miscellaneous** and then click **OK**.

5 In the **Description** field, type the reason for the supplier debit.

6 In the **Acct #** field, type the account number to be debited or select it from the list. This is normally an expense account called **Purchases Returns**.

7 In the **Amount** field, type the amount of the debit as a negative amount.

8 Click **Record**.

To manually create a debit for an item purchase

1 Go to the **Purchases** command centre and click **Enter Purchases**. The **Purchases** window appears.

2 In the **Supplier** field, type the supplier's name or select it from the list. The terms and delivery address shown in the **Purchases** window are the details recorded in the supplier's card.

3 Select **Bill** from the list in the top left corner of the window.

4 Click **Layout**, select **Item** and then click **OK.**

5 In the **Bill** field, type the quantity of the item you are returning as a negative number.

6 In the **Item Number** field, type the item number or select it from the list. The cost of the item is displayed as negative amount in the **Total** field.

7 Click **Record**.

Settling supplier debits

You can settle a supplier debit in one of two ways:

- Apply the debit to an unpaid purchase. Use this method to apply the supplier debit to one or more of your unpaid purchases from the supplier, or

- Receive a refund. Use this method to record the receipt of a refund cheque from the supplier.

To apply a supplier debit to an unpaid purchase

1 Go to the **Purchases** command centre and click **Purchases Register**. The **Purchases Register** window appears.

2 Click the **Returns & Debits** tab.

3 Select **Supplier** from the **Search By** list. Enter the supplier's name in the adjacent field. A list of debits for that supplier appears.

4 Highlight the debit you want to apply and click **Apply to Purchase**. The **Settle Returns & Debits** window appears, listing all open purchases that you have made from the supplier.

5 Enter the amount you want to apply to a purchase in the **Amount Applied** column.

If the **Apply Supplier Payments Automatically to Oldest Bill First** preference is selected in the **Purchases** view of the **Preferences** window, amounts will appear next to the oldest purchase in the **Amount Applied** column. You can apply the debit amount to any one transaction or you can split it over any of the transactions in the list, but the total amount you apply in the **Amount Applied** column must equal the amount that appears in the **Debit Amount** field.
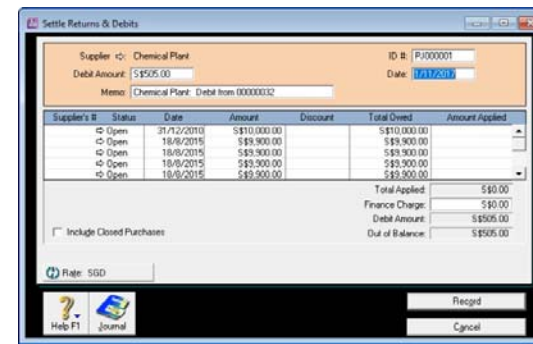
6 If you want to apply part of the supplier debit to any unpaid finance charges you have accrued, type an amount in the **Finance Charge** field.

7 Click **Record** to apply the supplier debit.

If the transaction is unbalanced, that is, if the total amount entered in the **Amount Applied** column

doesn't equal the amount displayed in the **Debit Amount** field at the top of the window, a message appears. Click **OK** to close the message and then check that the amounts you have applied to the various transactions are correct.

To record a refund cheque

1   Go to the **Purchases** command centre and click **Purchases Register**. The **Purchases Register** window appears.

2   Click the **Returns & Debits** tab.

3   Select **Supplier** from the **Search By** list. Enter the supplier's name in the adjacent field. A list of debits for that supplier appears.

4   Highlight the debit that is being refunded and click **Receive Refund**. A refund cheque for the amount of the supplier debit appears in the **Settle Returns & Debits** window.

5   Click **Record** to record the refund cheque.

Adding finance charges paid to suppliers

Finance charges are amounts added to an outstanding balance as a penalty for late payment to one of your suppliers. If your supplier has added a finance charge to your account, you can enter the amount in the **Pay Bills** window.

Setting up and recording finance charges

Before you can record finance charges, you need to select an account for tracking the charges. Go to the **Setup** menu, choose **Linked Accounts** and then **Purchases Accounts**. Select the **I pay charges for late payment** option and select an expense account to record the late payment charges.

Although you cannot track the history of finance charges, you can perform an account inquiry (using **Find Transactions**) on the finance charge linked account to view the amounts paid.

Deleting finance charges

If you enter a finance charge in the **Pay Bills** window, two transactions are recorded:

- the full supplier payment, including the finance charge, is recorded in the disbursements journal, and

- the finance charge is recorded in the purchases journal.

Therefore, if you want to delete a finance charge payment, you must delete both transactions. If only one entry is deleted, the **Payables Reconciliation Summary** report may show an out-of-balance amount equal to the finance charge. When you delete one of the entries, you will be reminded to delete the other entry for the finance charge. Note that the warning will appear even though you may have already deleted the corresponding payment.

7 Inventory

The inventory feature enables you to track the quantity and value of the items you have in your inventory. You can:

■ compensate for inventory variations. For example, you may find that, from time to time, your recorded inventory levels differ from what is on the shelves. These variations can be caused by data-entry errors, spoilage and theft, etc.

■ revalue your inventory. Sometimes the quantity of items recorded may be correct, but their values are incorrect. For example, a range of items may become outdated.

■ track the assembly of individual items into finished items. Many retailing and manufacturing businesses combine a number of inventory items to create finished items. For example, a retailer may combine a bottle of perfume, lotion and bath salts to make up a gift pack.

Creating items

Before you begin to track your inventory, you need to create a record for each item of inventory. An item can be:

■ a physical unit that your company may buy, sell or inventory

■ a service that your company wants to include on item invoices, for example, 'Shipping', 'Handling', and so on.

When you create an item record, you can choose to buy, sell or inventory the item. These selections determine what functions you can use the item with. For example, if you want to include a service item on an invoice (such as installation), you need to specify that you sell the item.

An item that you inventory is an item whose quantities and values you want to track. Maintaining an accurate record of on hand levels of these items requires you to do regular maintenance tasks. For example, you may need to record an inventory adjustment to write-off damaged stock.

Select...	For...
I Buy this Item	Items or services you want to include on an item purchase order. This includes items that are not for resale, and you do not need to track their quantities and values. For example, items for office use only. It can also include raw materials you use as components to build other inventory items.

Select...	For...
I Sell this Item	Items or services you want to include on an item invoice.
I Inventory this Item	Items you buy or sell and whose quantity and values you want to track. It can also include intermediate goods used in the productions process, such as parts used to manufacture finished goods.

Inventory opening balances   If you have existing on-hand quantities of inventory items, you need to record the opening inventory level for each item. For more information, see 'Enter your inventory opening balances' on page 37.

To create an item

1 Go to the **Inventory** command centre and click **Items List**. The **Items List** window appears.

2 Click **New**. The **Item Information** window appears.

3 In the **Item Number** field, type a unique identifier and press TAB.

4 In the **Name** field, type the name of the new item.

TIP: **Copy From button**   To copy another item's information to this item record, click **Copy From**. From the displayed list, choose the item whose information you want to copy. All information for that item will be copied to the current item record except the item number, item name, supplier number, auto-build information and history information.

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5 Specify whether you buy, sell and/or inventory this item by selecting the relevant options.

As you select the options, fields appear next to them. These fields change according to the combination of selections you make.

6 Enter the appropriate accounts:

- In the **Cost of Sales Account** field, type or select the account you want to use to record the costs associated with producing this item.
- In the **Income Account for Tracking Sales** field, type or select the account you want to use to record the income you receive from the sale of this item.
- In the **Asset Account for Item Inventory** field, type or select the account you want to use to record the total value of this item.
- In the **Expense Account for Tracking Costs** field, type or select the account you want to use to record costs associated with purchasing this item.

7 Click the **Buying Details** tab. The **Buying Details** view of the **Item Information** window appears. Complete the fields as explained below.
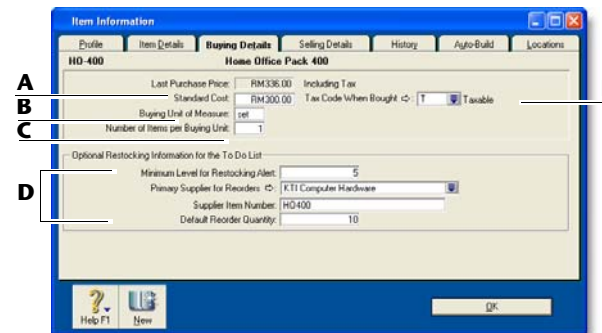
A	[Optional] Enter the standard cost of an item. To use the standard cost price as the default price of an item, select **Use Standard Cost as the Default Price on Purchase Orders and Bills** preference in the **Preferences** window (**Inventory** tab).
B	Type the unit of measure (such as 'each' or 'unit') by which you purchase the item. The buying unit is printed on the purchase order. For example, if you buy eggs by the carton unit, when you order five units in a purchase you are ordering five cartons.

C   Enter the number of items that comprise a single buying unit. This is the number that is added to your on-hand inventory. For example, if you buy eggs by the carton unit but want to track their purchase individually, enter 12 as the number of items per buying unit. When you order one carton unit, your item inventory is updated by twelve items. If you leave this field blank, the value defaults to one.

D   Enter the restocking information:
- Enter the minimum level of this item you want to keep in your inventory. When you drop below this level, a re-order reminder appears in the **To Do List**.
- Enter the supplier from whom you usually re-order this item.
- Enter the supplier's number for the item.
- Enter a re-order level quantity for the item here. If you have set a minimum level for restocking alert, you can create an order for the items easily using the **Stock Alert** tab in the **To Do List**. The default quantity showing on the order will be taken from this field.

E   Choose the tax code you want to use when you purchase this item. Note that you can override the tax code when you record the purchase.

8   Click the **Selling Details** tab. The **Selling Details** view of the **Item Information** window appears. Complete the fields in this tab as explained below.

A   Type the retail price of one selling unit.

B   Type the selling unit of the item (such as 'each' or 'unit'). You can type up to five characters. The selling unit is printed on the item invoice. If for example you sell by the six-pack, when you sell five units, you will be selling five six-packs.

C   Type the number of items that comprise a single unit in this field. This is the number that is subtracted from your on-hand inventory for every selling unit. For example, if you sell by the six-pack, enter 6 as the number of items per selling unit. When you sell one six-pack, your item inventory is reduced by six items.

D   [ABSS Premier range only] You can set pricing levels for different customers. See 'Creating custom price levels' on page 121.

E   Select the tax code you want to use when you sell this item. Note that you can override the tax code on invoices.

F   If you want to indicate that all prices on the **Selling Details** tab are tax inclusive, select the **Prices are Tax Inclusive** option. Deselect this option to indicate that the prices are tax exclusive.

9   Click the **Items Details** tab and enter additional
    information about the item.

10 [ABSS Premier range only] If this item is stored in multiple
    locations, click the **Locations** tab and select the default
    location for buying and selling the item.

11 Click **OK**.

Average Cost, Last Cost and Standard Cost

Average Cost   is calculated as the total cost of an item (the total amount you have paid to purchase the item or the cost entered when you transferred the item into inventory) divided by the number of units of that item you have on hand.

Last Cost   is the most recent purchase price for the item.

Standard Cost   can be used instead of the last purchase price as the default price on purchases. To use the standard cost price as the default price, select **Use Standard Cost as the Default Price on Purchase Orders and Bills** option in the **Preferences** window (**Inventory** tab).

Making inventory adjustments

From time to time you may need to adjust item quantities and values. For example, if items get damaged, you may have to write off some of your inventory or revalue it.

Use the **Adjust Inventory** function to make an adjustment to one or a few items. If you need to update the quantities of several items, use the **Count Inventory** function, see 'Performing stocktakes' on page 116.

NOTE: **Print the Items List Summary report**   When making inventory adjustments, you may find it useful to print the **Items List Summary** report. This report displays on-hand quantities and values of your items.

To make an inventory adjustment

1   Go to the **Inventory** command centre and click **Adjust Inventory**. The **Adjust Inventory** window appears.

2   Enter details of the adjustment.

A	Enter the item number by clicking in the **Item Number** column. Press TAB and then select the item from the list that appears.
B	Enter the quantity variation amount in inventory units, not buying or selling units. If you enter a positive number, that number is added to your on-hand inventory. If you enter a negative number, that number is subtracted from your on-hand inventory.
C	Enter the cost of each unit transferred into or out of inventory. The average cost of the item appears by default. If these are new items, enter their purchase cost.
D	The **Amount** field displays the quantity multiplied by the unit cost.
E	The allocation account is usually a cost-of-sales or expense account.

3 Click **Record** to save the inventory adjustment.

The following are some examples of inventory adjustments.

Example 1   In the following example, the inventory adjustment will increase the number of units on hand by two and the total value of the items on hand by $200.

Item Number	Quantity	Unit Cost	Amount	Account	Job	Memo
⇨1100	2	$100.00	$200.00	6-5100		

Example 2   In the following example, the inventory adjustment will decrease the number of units on hand by two and the total value of the items on hand by $200.

Item Number	Quantity	Unit Cost	Amount	Account	Job	Memo
⇨1100	-2	$100.00	-$200.00	6-5100		

Example 3   In the following example, the inventory adjustment will increase the number of items on hand by two but will not adjust the total value of the items. The average cost of the items will decrease as a result of this adjustment.

Item Number	Quantity	Unit Cost	Amount	Account	Job	Memo
⇨1100	2	$0.00	$0.00	6-5100		

Example 4   In the following example, the inventory adjustment will increase the total value of the items on hand by $200 but will not change the number of items on hand. The average cost of the items will increase as a result of this adjustment.

Item Number	Quantity	Unit Cost	Amount	Account	Job	Memo
⇨1100	0	$100.00	$200.00	6-5100		

Multiple inventory locations

ABSS Premier range only.

If you hold inventory in multiple locations, you can keep track of item quantities held at each location by recording:

- the location at which a purchased item is received (see 'Entering purchases' on page 85)
- the location from where a sold item is shipped (see 'Entering sales' on page 60)
- the movement of items between locations (see 'Recording inventory movements between locations' on page 112).

The multiple locations feature is optional. If you do not track inventory quantities and values, or all your inventory is held at one location, there's no need for you to use this feature.

NOTE: **Primary location**   The primary location is automatically created in your company file. When you set up multiple locations, your existing stock is assigned to this location. You can change the primary location ID and name, if you want, but you cannot delete it. For instructions on how to move items from the primary location to another location, see 'To record inventory movements' on page 112.

If you want to use multiple locations, you need to create a record for each inventory location. When you create one or more locations, a **Location** field is added to the **Purchases** and **Sales** windows. When you record an item purchase or sale, you can enter the receiving or selling location for the item in this field.

You can select a default receiving and selling location for your items. For more information see 'To create an item' on page 106.

To create inventory locations

1 Go to the **Inventory** command centre and click **Locations**. The **Locations List** window appears.

2 Click **New**. The **Location Information** window appears.

3 In the **Location ID** field, type an identifier (of up to ten characters) for the new location and press Tab.

4 Enter the name and address of the location and contact details.

5 If you do not receive items at or sell items from this location (for example, this location is your storage warehouse), click **Items cannot be sold or shipped from this location**.

   If you select this option, you can only move items to and from this location by using the **Move Items** feature.

6 Click **OK**. The new location appears in the **Locations List** window.

7 Click **Close**.

Recording inventory movements between locations

Use the **Move Items** window to record the movement of inventory between your locations.

Although a transaction is not created when you move inventory items, you can display the **Item Movement Audit Trail** report to view the details of inventory movements.

To record inventory movements

1   Go to the **Inventory** command centre and click **Move Items**. The **Move Items** window appears with a list of all your items, on-hand quantities and locations.

   NOTE: **Moving items using the Item Information window**   You can also record an item movement by clicking **Move Items** in the **Location** tab view of the **Item Information** window.

2   Select the item you want to move. You can locate an item by scrolling or by typing the item number in the **Search** field.

3   Record the quantities held at each location
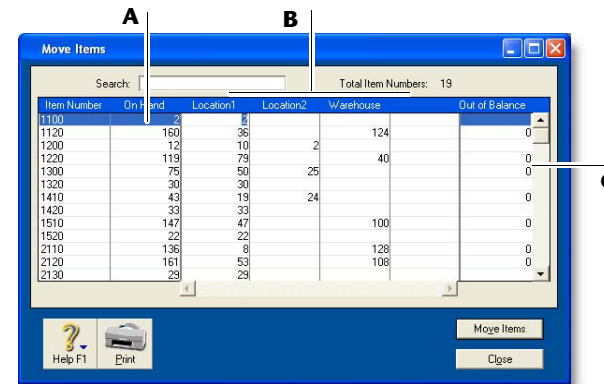
A	The **On Hand** column shows the total quantity available in your inventory across all locations.	
B	Increase the quantity for locations receiving items and reduce the quantity for locations where items are moved from.	
C	The value in the **Out of Balance** field must be zero before you can record the movement.	

4   Repeat step 3 for each item you want to move.

5   Click **Move Items** to record the movements.

Building items

Building items is the process of taking two or more items, known as *components*, to make up another item, known as a *finished item*.

You do this by *transferring* the inventory quantities of the components to that of the finished item. For example, you could transfer the inventory quantity of timber and fabric (components) to furniture (the finished item).

You can build items in two ways:

- manually, for a one-off transfer of inventory. See To build items manually, below.

- automatically, for a transfer you make repeatedly. See Auto-building items, below.

Note that before you can build a finished item, you need to create an item record for it.

To build items manually

1 Go to the **Inventory** command centre and click **Build Items**. The **Build Items** window appears.

2 Type or select the item numbers of the finished item you want to make and the component items you want to transfer.

3 Type the transfer quantity. Type a positive number for the finished item (this number is added to your on-hand inventory). Type a negative number for the component items (this number is subtracted from your on-hand inventory).

The value in the **Out of Balance** field must be zero before you can record the transaction. That is, in the **Amount** column the amount for the finished item must be equal to the sum of the amounts for the components.

4 [ABSS Premier range only] If you store an item at multiple locations, select the location where the item is held. Note that this field only appears if you use more than one location in your company file. For more information, see 'Multiple inventory locations' on page 110.

5 Enter the unit cost of each item to be included in the build.

6 Click **Record** to save the inventory transfer.

Auto-building items

For items that you repeatedly build, you can use the Auto-Build function to build the finished items.

Before you can build a finished item using the Auto-Build function, you need to define what items are needed to build the item.

- -
TIP: **Auto-build from the To Do List** You can also auto-build items using the **To Do List**. (In the **Stock** view of the **To Do List**, select the items you want to build and click **Order/Build**.)
- -

To define an Auto-Build item

1 Go to the **Inventory** command centre and click **Items List**. The **Items List** window appears.

2 Click the zoom arrow ($\Rightarrow$) of the item you want to build. The **Item Information** window appears.

3 Click the **Auto-Build** tab.

4 In the **Minimum Level for Restocking Alert** field, type the minimum level of the item you want to have in inventory.

5 Click **Edit List**. The **Auto-Build Information** window appears.
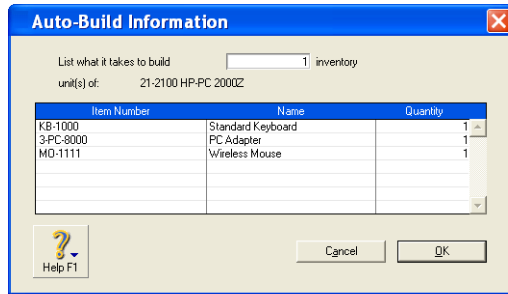
6 In the **List what it takes to build** field, type the number of item units you want to be made. If bulk quantities of materials are purchased to build an item, it may be easier to specify the materials required to build a greater quantity of the item, such as 10 or 20.

7 Enter the details for each of the components required to build the item.

   a Click in the **Item Number** column and press TAB. Your items list appears.

   b Select a component item required to build the new finished item and then click **Use Item**. The details of the component appear in the **Item Number** and **Name** columns.

   c In the **Quantity** column, type the number of component items required to build the specified quantity of the finished item.

d Repeat from step a for each component required to build the new finished item.
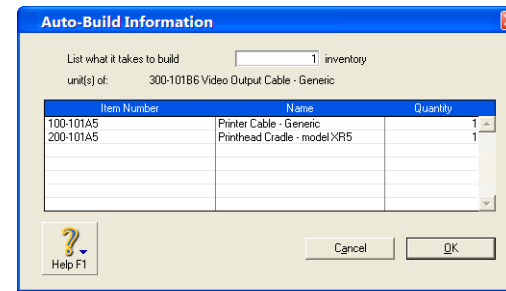
8 Click **OK** when you have entered all the components.

9 Click **OK** and then click **Close** to return to the **Inventory** command centre.

To auto-build an item

1   Go to the **Inventory** command centre and click
    Auto-Build Items. The **Auto-Build Items** window
    appears.
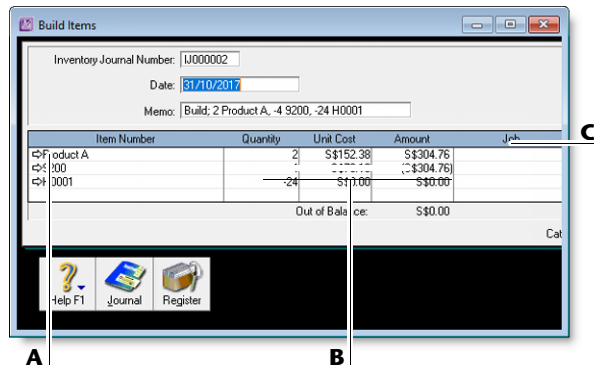
A	This column displays all items that you have designated as finished items.
B	The **On Hand**, **On Order** and **Net on Hand** columns show the current levels of your finished items.
C	Type the number of finished items you want to build.

2   Type the quantity of finished items you want to build in
    the **Qty. to Build** column. (Click **None** if you want to
    change all numbers in this column to zero).

3   Click **Build Items** to begin transferring component
    items to finished items. The **Build Items** window
    displays the details of the transfer that will occur when
    the finished item is built.
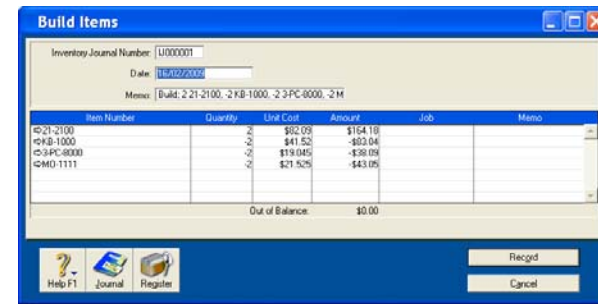
4   Review the entries in this window to make sure that the
    quantities, unit costs and total inventory values are
    correct. Note that the quantities of the components in
    the list appear as negative numbers, while the quantities
    of the finished items in the list are shown as positive
    numbers.

5   Click **Record** to update your inventory quantities and
    values.

Performing stocktakes

You entered your opening stock quantities in the **Count Inventory** window when you set up your company file.

You can also use the **Count Inventory** window to make adjustments to item quantities during regular stocktakes or any time you find discrepancies between the actual quantities of items on hand and your records of those quantities.

Each inventory adjustment must be allocated to an account so your accounting records accurately reflect the reasons why your inventory needed adjusting. For example, you can use an expense account —called 'Shrinkage/Spoilage'—to track loss or theft of items.

Before you perform a stocktake

- [ABSS Premier range only] Record any inventory movements between locations before counting your inventory. For more information, see 'Multiple inventory locations' on page 110.

- Record any build item or auto-build transactions before counting your inventory. Otherwise, a missing inventory item that was used to build another item will be accounted for as an expense, such as loss or shrinkage. For more information, see 'Building items' on page 113.

- Count the actual items in your inventory. You can print the **Inventory Count Sheet** report, which lists all your inventory items, and manually record quantities on it.

   NOTE: **Inventory-count filtering options** You can print the **Inventory Count Sheet** either by clicking **Print** in the **Count Inventory** window or from the **Index To Reports** window, where you can also set report filters.

To perform a stocktake

1 Go to the **Inventory** command centre and click **Count Inventory**. The **Count Inventory** window appears.

   This window lists all the items and their current on-hand quantities. Quantities are inventory units, not buying units or selling units. For example, if you buy soft drinks by the six-pack and store it by the can, a quantity of 24 in the **On Hand** column means you have 24 *cans* in your inventory, rather than 24 *six-packs*.

2 [ABSS Premier range only] If you store inventory at multiple locations, select the way you want to group your items. You can group items by item number or by location.

3 [ABSS Premier range only] If you store inventory at multiple locations and you need to record a quantity for an item that previously had no recorded on-hand quantity, select the **Include Zero On-Hand Quantities** option.

4 In the **Counted** column, type the actual quantities of the items. Any discrepancy between the counted quantity and the on-hand quantity appears in the **Difference** column.
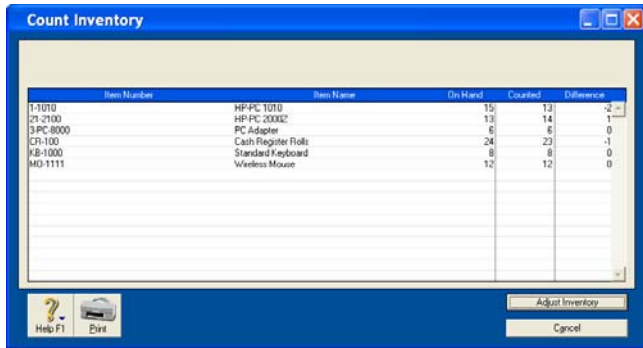
5 Click **Adjust Inventory**. If there are differences between on hand and counted values, the **Adjustment Information** window appears.

6 [Optional] You can select a default adjustment account for tracking all the adjustments you entered in the **Count Inventory** window. This account is normally an expense account such as Shrinkage/Spoilage. It should not be your inventory asset account.

   If it's necessary for you to use different accounts to track the adjustments you made in step 4, do not enter an adjustment account here. Instead, enter the accounts next to each adjustment transaction, see step 8 below.

7 Click **Continue**. The **Adjust Inventory** window appears, displaying a line item for each adjustment you entered in the **Count Inventory** window in step 1.
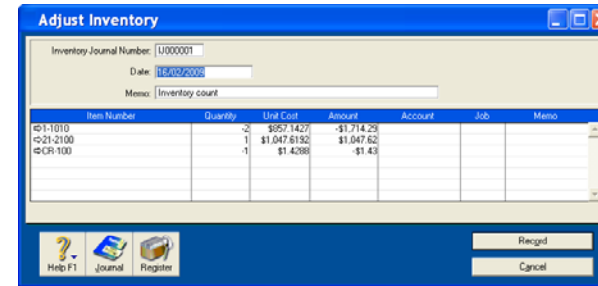
8 If you didn't enter a default adjustment account in step 6, enter the accounts you want to use to track each item's change in quantity in the **Account** column for each line item.

   If you entered a default adjustment account, that account appears in the **Account** column for each line item.

9 [Optional] Add a reason for the adjustment in the **Memo** field (for example, 'Annual stocktake 2009').

10 Click **Record**.

Reviewing your inventory information

The following tools help you review your inventory information.

Tool	Description	See
To Do List	Displays an alert for items that need to be purchased or built.	below
Analyse Inventory	Gives you a list of all your items, including the number on hand, number committed and number on order. If you use multiple locations for inventory items, you can group the items by number or location.	page 119
Inventory reports	**Inventory reports** help you keep track of your item quantities and value.	page 119
View history	You can view the sales and purchase transaction histories of an item or supplier for seven years.	page 119
Find Transactions	**Find Transactions** helps you find inventory transactions.	page 162
Items Register	Gives you a list of your inventory transfers, adjustments, sales and purchases for all items, or it can be filtered to show the history of a single item.	page 163
Transaction Journal	Lists journal entries of your inventory transactions.	page 164

To view a list of all items that need to be built or purchased

The **Stock Alert** view of the **To Do List** displays all items that need to be built or purchased to fulfil customer orders.

In this window, you can:

- automatically record a transaction for the items that you need to buy or build

- change the details of an order or auto-build transaction.

1 Click **To Do List** from any command centre. The **To Do List** window appears.

2 Click the **Stock Alert** tab. A list of all items that need to be ordered or built appears. The **On Hand** column shows the quantity of each item actually on hand. The **On Order** column shows the quantity of each item already on order. The **Committed** column shows the quantity of an item on backorder for customers.

3 If you want to:
   - automatically order or build items, click the select column (☑) next to each item you want to build or order and then click **Order/Build**. A date window appears with the current date displayed. If you want to, enter a different date and click **OK**.
   An order will automatically be created for the items that need to be purchased. The restocking information entered in the **Buying Details** view of the **Item Information** window is used to determine the supplier and quantity to order or the items to build.
   - change the details of an order or auto-build transaction, click the zoom arrow (⇨) next to the transaction. Complete the transaction in the window that appears.

When you have finished, close the **To Do List.**

To analyse inventory

The **Analyse Inventory** window shows detailed information about your inventory.

1 Go to the **Inventory** command centre and click **Analysis**. The **Analyse Inventory** window appears.

2 Display the required view of the **Analyse Inventory** window.

For users of...	The following views are available...
ABSS Accounting	• **Summary**—displays all inventoried items. • **Item Number**—displays all customer and supplier orders for a selected item.
ABSS Premier range	• **Group by Item**—displays all inventoried items. • **Group by Location**—displays all inventoried items grouped by location (if you have multiple locations). • **Item Number**—displays all customer and supplier orders for a selected item.

To view inventory reports

There are several reports that you can generate to keep track of your inventory. The following are some of the reports you may find useful. For information on finding, customising and printing reports, see Chapter 12, 'Reports,' starting on page 175.

■ **Analyse Inventory Summary** report. The summary and detailed versions of this report can serve as your order book. You can view a list of all your sales orders and purchase orders for all or selected items.

■ **Items List Summary** report. This report shows information about your items including their on-hand quantities and total value. The **Items List Summary** report also shows an item's current average cost price, which is important to know when making inventory adjustments. You can use this report to compare your total inventory value to the total of your inventory asset accounts.

■ **Price Summary** report. This report lists your item prices, and is useful for sending to your customers. You can convert this report to HTML and post the list on an intranet or Internet site.

To view sales and purchases history for an item

1 Go to the **Inventory** command centre and click **Items List**. The **Items List** window appears.

2 Click the zoom arrow (⇨) next to the item you want to view. The **Item Information** window appears.

3 Click the **History** tab. The **History** view displays the purchase and sales history for the item for seven years: five past years, the current year and the next year.

Setting item prices

You can change the default selling prices of the items you sell using the **Set Item Prices** window. You can still change an item's price at the point of sale, which will override the default price for that sale only.

Average Cost and Last Cost

Average Cost is calculated as the total cost of an item (the total amount you have paid to purchase the item or the cost entered when you built an item) divided by the number of units of that item you have on hand.

Last Cost is the most recent purchase price for the item.

To change the price of an item

1   Go to the **Inventory** command centre and click **Set Item Prices**. The **Set Item Prices** window appears. This window lists all your inventory items and their current prices. The last cost or the average cost of each item is shown, depending on whether the **Last Cost** button or the **Avg Cost** button is clicked.

If an item is not listed, it means that you have not entered the item, or have not selected the **I Sell This Item** option on the **Profile** tab of the **Item Information** window.

2   Click in the **Current Price** column of an item and enter a new price. Do this for each item price you want to change.

You can enter prices with up to four decimal places. The total amount is rounded to two decimal places on the invoice.

3   Click **OK**.

To update the prices of multiple items at once

1   Go to the **Inventory** command centre and click **Set Item Prices**. The **Set Item Prices** window appears.

2   Click the select column (☑) next to the items that require a price update.

3   Click **Shortcuts**. The **Pricing Shortcuts** window appears.
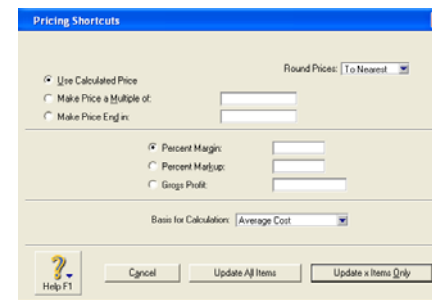
4 Indicate how you want the price rounded, the basis for calculating the price, and so on.

For example, if you want to mark up the items' prices by 10%, select the **Percent Markup** option and type 10 in the adjacent field.

5 If you want to:
- update the items you marked in , click **Update x Items Only**
- update the prices of all items, click **Update All Items**.

Customising inventory

Your ABSS software provides a number of inventory customisation features:

- **Custom price levels** [ABSS Premier range only] You can assign up to six price levels to different types of customers. For example, you can set a lower price for your wholesale and long-term customers.

  You can also set up to five quantity breaks for each customer type and offer a discounted price for each break. For example, you might have quantity breaks of five, ten, twenty, fifty and one hundred. For each of these breaks, you can set six different price levels.

- **Custom fields** You can ensure certain information is always recorded for an item, such as warranty, serial number and manufacturer. Use these fields for information that you *do not* need to use as report filters.

- **Custom lists** You can record information about an item and then run reports based on the custom lists. For example, if you are running a trailer-rental business, you might have custom lists of colour, type, and location. This means you could run a report to include only *blue cage* trailers at the *Main Street* station.

Creating custom price levels

ABSS Premier range only.

You can customise your pricing according to customer status and sales quantities.

For example, a level-three customer might pay $350 for a single quantity of the item, but if they purchase ten units of the item they will only have to pay $330 each for them. A level-four customer might be charged $310 and $290 respectively.

NOTE: **Volume discounts**   The volume in the **Volume Customer Discount** field in a customer's card applies in addition to the quantity-break price levels you set up.

To set custom price levels, you can give each level a name and then type a price for each level for each quantity break.

To name your price levels

This task is optional. If you do not give names to price levels, default names will be used (Level A, Level B, and so on).

1 Go to the **Lists** menu, choose **Custom List & Field Names** and then **Price Levels**. The **Custom List and Field Names** window appears.

2 Enter names for the price levels as you want them to appear in the **Selling Details** view of the **Item Information** window.

3 Click **OK**.

To specify price levels and quantity breaks for an item

1 Go to the **Inventory** command centre and click **Items List**.

2 Select the item and click **Edit**. The **Item Information** window for the item appears.

3 Click the **Selling Details** tab.
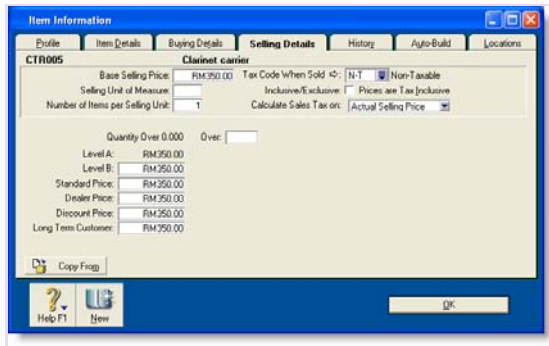
The base selling price you entered for this item in the upper section of the **Selling Details** view appears at Level A (or whatever name you have chosen for this field).

4 In the remaining fields (Levels B to F, or whatever you chose to name them), enter the selling price of this item. Make an entry for each price level you want to use.

5 If you want to specify quantity breaks for a price level:

a Enter the first quantity break in the first **Over** field and enter the price for orders over the quantity break.

b In the next **Over** field, enter the new quantity break. Assign a price for this quantity break.

c Continue to enter up to five quantity breaks, and assign up to six price levels. Note that each quantity break must be greater than the previous quantity break.
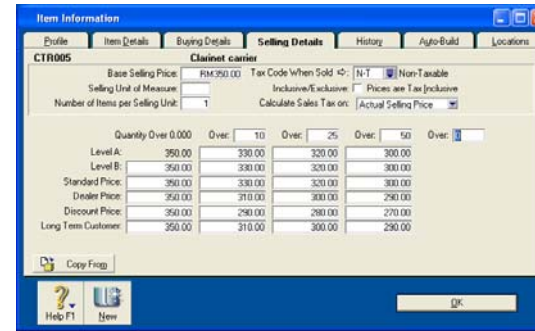
6 Click **OK**.

To assign a price level to a customer

1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.

2 Locate the customer card you want to assign a price level to and click the zoom arrow (⇨) next to it.

3 Click the **Selling Details** tab.

4 Select the price level you want to assign to the customer in the **Item Price Level** field.

If you do not assign one of the six price levels, the item's base selling price is used instead.

5 Click **OK**.

6 Click **Close**.

Creating custom lists

Custom lists enable you to sort and group your inventory items on reports.

For example, when you run the **Analyse Inventory Summary** report, you can just include items sorted by the same list name, such as by location or colour.

To name a custom list

1 Go to the **Lists** menu, choose **Custom List & Field Names**, and then click **Items**. The **Custom List and Field Names** window appears.

2 Enter a name for each custom list you want to create and click **OK**. These names will now appear in the **Item Information** window.

To create custom list entries

1 Go to the **Lists** menu, choose **Custom Lists** and then **Items**. The **Custom Lists** window appears.

2 Select the list to which you want to add entries in the **Custom List** field.
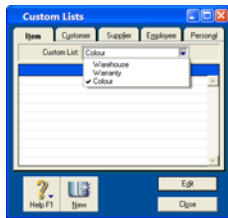
3 Click **New**, enter the name of a list entry and then click **OK**. For example, if you have a colour list, you could enter *Yellow*.
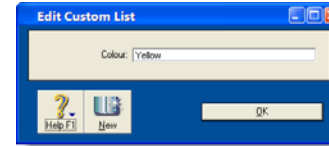
4 Repeat step 3 until you have created all your list entries.

5 Click **Close** to close the **Custom Lists** window.

To assign a custom list entry to an item

1 Go to the **Inventory** command centre and click **Items List**.

2 Click the zoom arrow ($\Rightarrow$) to the left of the item. The **Item Information** window appears.

3 Click the **Item Details** tab and select the required entry from the custom list.

Custom lists and inventory reports

You can generate reports using your custom lists as report filters. For example, you can generate a report that includes only those items with a certain list entry, such as the colour red. For more information on setting report filters, see 'Select the data to be printed' on page 180.

Creating custom fields

Custom fields can be used to record additional information about an inventory item, but cannot be used to filter inventory reports. Examples of how you might name the custom fields are 'Warranty,' 'ID No.' and 'Manufacturer'.

To name custom fields

1   Go to the **Lists** menu and choose **Custom List & Field Names** and then **Items**. The **Custom List and Field Names** window appears.

2   Type the new field names in the **Name of Custom Field** fields and click **OK**.
These field names will appear on the **Item Details** tab of the **Item Information** window for all items.

Printing custom field entries on your purchase orders and invoices

You can customise your invoices and purchases to include one or more custom fields. For more information on customising forms, see Chapter 13, 'Forms,' starting on page 185.

abss Web Store

New Fields for abss Web Store
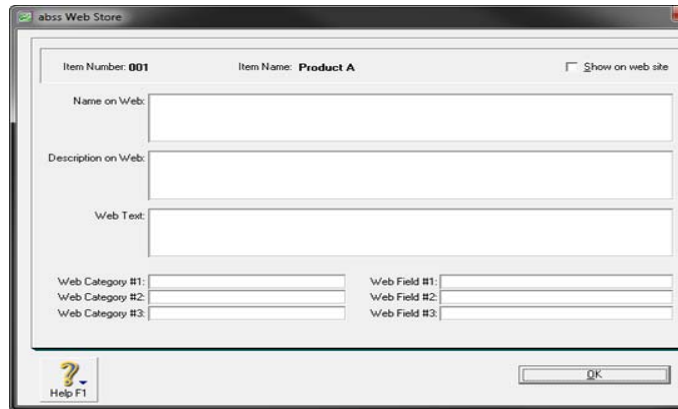
There are a series of new fields made available in every Item card within ABSS application. Information captured in these new fields can be export via ODBC and use by the online abss Web Store. For more details, please visit https://www.abssasia.com/sg/abss-webstore.

Access the New Fields

To access these new fields, please go to **'Command Centres'** and select '**Items List**'. Then open up any Item Card, switch to '**Item Details**' tab and select '**abss Web Store**' button.

'abss Web Store' window then appears:

These empty new fields are to capture necessary information pertaining to that Item Card, which subsequently can be export via ODBC and ready to use by the online abss Web Store.

8   Time Billing

Time billing is only available in the ABSS Premier range.

The time billing feature allows you to track the time spent by employees and suppliers to complete tasks and services (activities) for clients and customers. You can also track incidentals (such as items used) to complete the work.

About the time billing feature

Time billing is suitable for businesses that predominantly sell time (such as accountants and lawyers) and businesses that sell both time and items (such as interior designers and mechanics).

You can establish billing rates based on the activity itself, such as consulting at $40 per hour and photocopying at 10 cents per copy. You can also establish billing rates based on an hourly charge-out rate for a particular employee. For example, employee John Smith's hourly consulting rate may be $60 per hour and subcontractor Acme Industries' charge-out rate may be $80 per hour. You can even set an underlying cost to the activity where, for example, you estimate that the cost to employ John Smith is $45 per hour and Acme is $60 per hour.

An activity can be chargeable or non-chargeable. The ability to track non-chargeable activities can be very useful for businesses that want to record such costs as entertainment, which generally cannot be charged to the customer. The activities can be entered individually or grouped together on activity slips. The information can be adjusted quickly to generate time billing invoices, ready to send to your customers. Any items that you have sold to your customers can also be included with the activities in a single time billing invoice.

Time billing reports can be filtered to give you just the information you want. These reports monitor how you and your staff spend their time and whether it is spent profitably.

Setting time billing preferences

You need to set preferences before you start billing for time:

Preference	Description
Special billing units	Special billing units is a useful feature for organisations that need to track billable time in units of 1, 6, 10, 12, 15 or 30 minutes. The unit of time you select here will be the default billing unit when you create hourly activity slips. For example, you can select six-minute time billing units, where an hour would be 10 billing units of time. Any activity slips you have already created will be updated to use the special billing unit of time.
Rounding time in time billing	Time billing allows you to set a preference for how you want units of time to be rounded when you use the timer. Choose to round **up to next**, **down to previous** or **to nearest**. For example, if you have chosen **up to next** and are using 30-minute billing units, 10 minutes would be rounded up to 30 minutes on an activity slip. As another example, if you have chosen **to nearest** and are using 30 minute billing units, 15 minutes would be rounded up to 30 minutes on an activity slip. If you are not using a special billing unit of time—that is, you are billing in hours—you can specify the rounding increment. For example, if you want to round the actual time you clock using the timer up to the next minute, choose **up to next** and type 1 in the **Minute Increment** field. That way, if you clock 21 minutes and 32 seconds of an activity, 22 minutes will be entered automatically in the **Units** field. **Note:** If you have specified a special time billing unit and a rounding rule, the **Minute Increment** field here is redundant and therefore not displayed.

Preference	Description
Including items on time billing invoices	If you select the **I Include Items on Time Billing Invoices** option in the **Preferences** window, you can include items on your time billing invoice and charge your customers for both activities and items on a single invoice. If this preference is marked, the selection list that appears when entering a time billing invoice includes both your activities and items. Note that only items for which you have selected the **I Sell This Item** option in the **Item Information** window can be included on a time billing invoice.
Timesheets	This preference allows you to include time billing and activity slip information in an employee's pay, and to create activity slips when you record employee hours using a timesheet.

To set time billing preferences

1   Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.

2   Click the **System** tab.

3   Select the required time billing preferences and options.
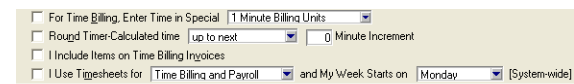
4   Click **OK**.

Setting billing rates

You can set billing rates that will automatically appear when you create an activity slip. However, you can override these rates when you create the activity slip. The billing rate can be set for the customer, supplier, or for the activity itself.

For example, for an activity such as the time spent photocopying, you might use a flat rate for all customers, in which case you would use the activity's billing rate. For other activities, you might charge the customer according to the employee who performed the activity, the billing rate depending on factors such as the expertise and experience of the employee.

To set a billing rate for an activity

You can set up a billing rate for each activity regardless of the customer you are billing or the employee or supplier who performed the activity. The billing rate for an activity is set in the **Activity Information** window (see 'To create an activity' on page 130).

To set a billing rate for a customers

You can set up billing rates for a customer on their card. This option is useful if you perform the same activities for several customers and want to charge each customer a different rate.
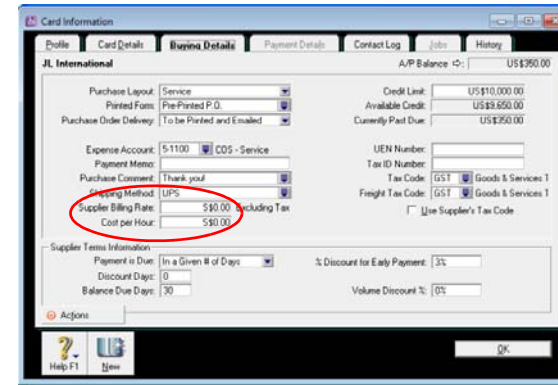
1   Display the **Card Information** window for the relevant customer and click the **Selling Details** tab.

2   Enter the hourly billing rate for the customer in the **Customer Billing Rate** field and click **OK**.

3   Set the activity to use the customer's billing rate (see 'To create an activity' on page 130).

To set a billing rate for a supplier or employee

You can set a billing rate for an employee or supplier on their card. This option allows you to bill an activity at different rates according to the employee or supplier performing the activity. You can also track the costs associated with having the activity performed. This is particularly useful if you are subcontracting work to a supplier.

1   Display the supplier's or employee's **Card Information** window. Then do the following:
    ■ Supplier cards—click the **Buying Details** tab.
    ■ Employee cards—click the **Payroll Details** tab and then click **Time Billing**.

2   In the **Supplier Billing Rate** field or the **Employee Billing Rate** field, type the hourly billing rate, excluding tax, for the supplier or employee.

3   In the **Cost per Hour** field, type the hourly cost to you of having this activity performed.

4   Click **OK**.

Creating activities

The term *activity* is used to describe a task or service provided by your business for which you can track costs and bill customers using time billing invoices. Activities are primarily defined by their type—hourly or non-hourly—and whether they are chargeable or non-chargeable.

To create an activity

1   Go to the **Time Billing** command centre and click **Activities List**. The **Activities List** window appears.

2   Click **New**. The **Activity Information** window appears.

3   In the **Profile** tab, type a unique identity code for the activity in the **Activity ID** field and press TAB.

4   In the **Activity Name** field, type a name for the activity.

5   Enter a description of the activity in the **Description** field.

6   If you want the description of the activity to appear instead of the activity name on time billing invoices, select the **Use Description on Sales** option.

7   Specify the type and status of the activity.

For this type...	And this status...	Do this...
Hourly	**Chargeable**	Choose the billing rate you want to use. The rate is the price you charge for one unit of the activity. You can either: • use the hourly rate you set up on the card for the customer, supplier or employee, or • type a rate for this activity only in the **Activity Rate** field.
	Non-Chargeable	Go to step 10.

For this type...	And this status...	Do this...
Non-hourly	**Chargeable**	Enter the unit of measurement in the **Unit of Measurement** field and activity rate in the **Activity Rate** field.
	Non-Chargeable	Enter the unit of measurement in the **Unit of Measurement** field and then go to step 10.

The default unit of measurement for hourly activities is **Hour**. If you specified a special billing unit of time in the **System** view of the **Preferences** window, this field will still be displayed as **Hour**, but time will be billed according to the special billing unit.

8 In the **Income Account** field, type or select the account you want to use to track the income you receive for this activity.

9 In the **Tax Code when Sold** field, type or select the tax code that you want to appear as the default when you create a sales invoice for this activity.

10 Click **OK**. The new activity is listed in the **Activities List** window.

To change, inactivate or delete an activity

If you want to...	See
change details of an activity	page 155
inactivate an activity	page 155
remove an activity from your records	page 156

Creating activity slips

Activity slips are used to record activities undertaken for a customer and form the basis for the invoices you send your customer.

You can invoice the full amount for the activity or invoice part of it, leaving the balance to a later date.

You can create an activity slip in three ways.

- **Create a single activity slip.** This allows you to enter the most detail about the activity slip

- **Create multiple activity slips.** You can enter multiple activity slips at once for an employee, while not entering quite as much detail for each.

- **Create a timesheet.** You can enter the hours per day an employee spends to complete work for clients and customers, while automatically creating an activity slip. For more information, see 'Timesheets' on page 122.

  You can also create a timesheet entry by assigning an hourly payroll category to an activity slip.

When you create an activity slip, you can select two cards—one for the employee or supplier who performed the activity for your company and the other for the customer for whom your company performed the activity. If you are creating an activity slip for a chargeable activity, you must enter both cards.

To create an activity slip

1   Go to the **Time Billing** command centre and click **Enter Activity Slip**. The **Enter Activity Slip** window appears.

2   In the **Activity Slip** tab, enter details about the activity, such as the name of the employee who performed the activity, the name of the customer for whom the activity was performed, the activity ID number and the number of units to be charged.

3   Type any adjustments in the **Adjustment** fields. Enter the number of units of the adjustment in the first field. You can override the amount of the adjustment that automatically appears in the adjacent field.

   You can enter adjustment units or amounts as negative numbers if you want to indicate fewer hours or a lesser amount.

4   If you have billed the customer on an invoice for part of this activity, type the number of units already billed in the first **Already Billed** field. (You can override the amount that appears in the adjacent field.) Your entry is subtracted from the **Billable** units and amount. The total units and amount that have not been billed yet appear in the **Left to Bill** fields.

   NOTE: **Where Already Billed amounts are recorded**
   If you enter units or an amount in the **Already Billed** fields of the **Enter Activity Slip** window, the amount won't appear in the Sales Journal or in the activity's history. It will only be recorded for the activity slip.

5   [Hourly activities only] If you pay the employee based on the activity performed:
   a   Select the **Include Hours in Employee's Pay** option.
   b   Enter an hourly wage payroll category in the **Payroll Category** field.

   The activity hours (units) recorded for this activity are assigned to this wage category on the employee's timesheet.

   NOTE: **Activity hours are assigned to timesheets on the activity slip date**   When you record the activity slip, the activity hours are assigned to the employee's timesheet on the date entered on the activity slip. If you want to record activity hours over a number of days or pay periods, you need to record the hours in the **Enter Timesheets** window (see 'Timesheets' on page 122).

6   Click **Record**. The activity slip is now recorded and will appear on reports.

   If you entered a chargeable activity on the activity slip, the activity will be available for billing in the **Prepare Time Billing Invoice** window.

   NOTE: **If you change the view, the activity slip will be recorded**   If you click the **Multiple Activity Slips** tab while creating an activity slip and you have entered the minimum required information in the **Activity Slip** view, the activity slip will be recorded before the new tab appears.

To create an activity slip using the timer

The **Enter Activity Slip** window has a timer that allows you to record the time you spend on an activity. When you have completed the activity, the information is already in the **Enter Activity Slip** window, eliminating extra data entry. The timer appears on activity slips for hourly activities only.

To use the timer, you must leave the **Enter Activity Slip** window open until the activity is completed. You can still use other programs or access other windows during this time.

1 Go to the **Time Billing** command centre and click **Enter Activity Slip**. The **Enter Activity Slip** window appears.

2 Enter the employee name, date and customer name.

3 In the **Activity** field, type or select an hourly activity ID. The timer fields appear at the bottom of the window.

4 Click **Start** to start the timer. If you have not entered a start time in the **Start Time** field, your computer's current system time appears, and the timer starts incrementing the time in the **Elapsed Time** field.

NOTE: **Entering a start time that is before the current system time**   If you enter a start time that is before the current system time, the difference will be added to the elapsed time measured by the timer. For example, if you entered 8:00 a.m. in the **Start Time** field and then clicked **Start** at 9:00 a.m., 1:00:00 will appear in the **Elapsed Time** field and the time calculated by the timer will be added to that amount.
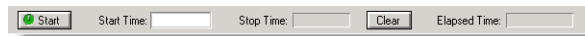
Leave the **Enter Activity Slip** window open as you undertake the activity. This allows the timer to track the time you spend on it.

5 When you have completed the activity, or you want to pause the timer, click **Stop**. The current system time appears in the **Stop Time** field. The number of billing units corresponding to the elapsed time appears automatically in the **Units** field.

You can edit the start and stop times. The entries in the **Actual Units** and **Elapsed Time** fields will be updated automatically.

You can round your timer entries in the **Units** field automatically. See 'Setting time billing preferences' on page 128.

6 If you want to resume timing the activity, click **Start** again. The entry in the **Stop Time** field will be cleared. The timer will continue incrementing, starting from your current elapsed time.

7 [Hourly activities only] If you pay the employee based on the activity performed:
   a Select the **Include Hours in Employee's Pay** option.
   b Enter an hourly wage payroll category in the **Payroll Category** field.

The activity hours (units) recorded for this activity are assigned to this wage category on the employee's timesheet.

NOTE: **Activity hours are assigned to timesheets on the activity slip date**   When you record the activity slip, the activity hours are assigned to the employee's timesheet on the date entered on the activity slip. If you want to record activity hours over a number of days or pay periods, you need to record the hours in the **Enter Timesheets** window (see 'Timesheets' on page 122).

8 When you have completed the activity, click **Record**.

If you entered a chargeable activity on the activity slip, the activity becomes available for billing in the **Prepare Time Billing Invoice** window.

NOTE: **To reset the timer**   Click **Clear** at any time to clear the **Elapsed Time**, **Start Time**, **Stop Time** and **Units** fields.

Creating multiple activity slips

In addition to being able to create single activity slips, you can also create multiple activity slips simultaneously. In the **Multiple Activity Slips** tab of the **Enter Activity Slip** window, one line in the list represents one activity slip. Although this view limits the information you can enter on

the activity slip, you can view any activity slip in the **Activity Slip** view and enter more detail at a later stage.

NOTE: **The Multiple Activity Slips view cannot be used to add activity hours to a timesheet**   In the **Multiple Activity Slips** view, you cannot choose to include an activity's hours on a timesheet.

To create multiple activity slips

1   Go to the **Time Billing** command centre and click **Enter Activity Slip**. The **Enter Activity Slip** window appears.

2   Click the **Multiple Activity Slips** tab.

3   In the **Employee** or **Supplier** field, type or select the name of the employee (or supplier) carrying out the activity. Any activity slips you have created for the employee or supplier are listed, with each line representing a single activity slip.

4   On the first blank line, enter details of the activity slip you want to create.

5   Press TAB or click **Record** to record the activity slip and move the insertion point to the next line where you can begin creating a new activity slip for the employee (or supplier) you entered in the **Employee** (or **Supplier**) field.

NOTE: **Activity slips are recorded as you create them on a line-per-line basis**   Once you have entered an activity slip and pressed TAB to move to the next line, the activity slip is recorded. If you click **Cancel** after moving to the next line, the previous activity slip is still recorded. A white zoom arrow (⇨) displayed next to an activity slip indicates that the activity slip has been recorded.

---

6   Repeat from step 4 for each activity slip you want to create. When you have entered and recorded all the activity slips you want to create, click **Cancel** to close the window.

Reviewing and changing activity slips

To review an activity slip

1   Go to the **Time Billing** command centre and click **Activity Log**. The **View Activity Log** window appears.

2   Enter the name of the employee or supplier who undertook the activity and, if you know it, the date range

within which the activity was undertaken. All activities that match the criteria are listed.

3   Click the **Diary View** tab and the **Detail View** tab to display different types of information about the activity slip. Click the zoom arrow (⇨) next to an activity slip to view the activity slip in the **Enter Activity Slip** window.

To change an activity slip

If you want to review, edit or delete an activity slip, follow the relevant procedures below.

1 Go to the **Time Billing** command centre and click **Activity Log**. The **View Activity Log** window appears.

2 Enter the name of the employee or supplier who performed the activity and, if you know it, the date range within which the activity was recorded. All activities that match the criteria are listed.

3 Select the activity slip you want to change and then click **Edit**. The activity slip appears in the **Enter Activity Slip** window.

4 Make the required changes either in the **Activity Slip** view or the **Multiple Activity Slips** view and click **OK** or **Record**.

To delete an activity slip

You can not delete an activity slip that has been billed.

1 Go to the **Time Billing** command centre and click **Activity Log**. The **View Activity Log** window appears.

2 Enter the name of the employee or supplier who performed the activity and, if you know it, the date range within which the activity was recorded. All activities that match the criteria are listed.

3 Select the activity slip you want to delete.

4 Go to the **Edit** menu and choose **Delete Activity Slip**.

NOTE : **Deleting activity slip details in timesheets** When you remove timesheet entries with activity slip details, the linked activity slip is also removed.

Creating time billing invoices

There are two ways of creating a time billing invoice:

- In the **Prepare Time Billing Invoice** window. (Recommended) Use this method if you want to record full details of activities and activity slips. See 'To create a time billing invoice using the Prepare Time Billing Invoice window' below.

- In the **Sales** window. Use this method for activities that do not need to be recorded on activity slips. Note that the activity will not appear in time billing reports that use activity slip information. See 'To create a time billing invoice using the Sales window' on page 138.

To create a time billing invoice using the Prepare Time Billing Invoice window

The **Prepare Time Billing Invoice** window allows you to enter and adjust the billing information for activity slips just as you would in the **Enter Activity Slip** window. As you make changes in the **Prepare Time Billing Invoice** window, your activity slip records are updated automatically.

1 Go to the **Time Billing** command centre and click **Prepare Time Billing Invoice**. The **Time Billing Customers** window appears.

2 Select the customer for whom you want to create a time billing invoice and click **OK**. The **Prepare Time Billing**

Invoice window appears, listing any activity slips with billable amounts for the selected customer.
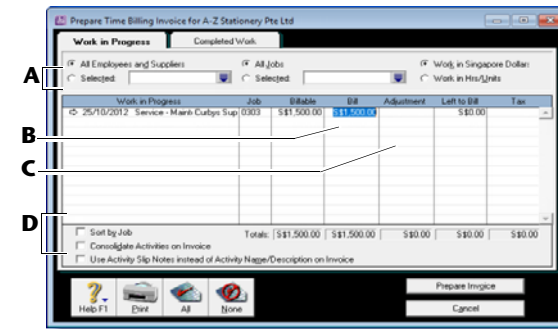
A	Filters	Use these filters to find the required activity slip(s).
B	Bill	Type the amount or number of hours you want to bill for each activity slip here. Any activity slip with 0.00 units or $0.00 in the **Left to Bill** column is considered billed in full.
C	Adjustment	Type any adjustments you want to make in this column.
D	Print Options	Select the relevant option if you want to: • sort activity slips according to job number. • consolidate all activity slips with the same activity and job number on the invoice. • print the activity slip notes on the invoice.

3   Click **Prepare Invoice**. The **Sales - New Time Billing** window displays the details of the time billing invoice.

4   If you have selected the **I Include Items on Time Billing Invoices** option in the **Preferences** window, you can enter items on this invoice. See 'Setting time billing preferences' on page 128.

5   If you are invoicing for sold items, you can enter:
   - the date in the **Date** field.
   - the quantity being sold in the **Hrs/Units** field
   - the item number in the **Activity** field or press TAB and select the item from the list of items and activities that appears
   - the price of the item in the **Rate** field
   - the appropriate tax code
   - the job number.

6   If you want to group and subtotal the items and activities separately on the invoice, you can do so by inserting headers, blank lines and subtotals. For more information, see 'Adding and deleting transaction lines, subtotals and headers in sales transactions' on page 63.

7   Enter additional information about the sale, such as the salesperson, referral source and delivery.

8   Complete the invoice in any of the following ways:
   - Record the invoice. Click **Record** to record the invoice but print it later.
   - Print and record the invoice. Click **Print** and then choose the form you want to use for this invoice. For more information about printing invoices, see 'Sending forms' on page 186.
   - Save the invoice as a recurring transaction. Click **Save as Recurring**. Enter the necessary information about the template in the **Edit Recurring Schedule** window and click **Save**. For more information about recurring transactions, see 'Recurring transactions' on page 167.

NOTE: **No activity slips for recurring time-billing invoices**   You can save time-billing invoices as recurring invoices, but no activity slips will be created when you use the recurring sale in the future. Also, recording the recurring sale will not update the activity slips you used to create the invoice in the **Prepare Time Billing Invoice** window.

To create a time billing invoice using the Sales window

NOTE: **Activities billed using this procedure will not appear in most time billing reports**   No activity slip records will be created if you use this method to create a time billing invoice. Most time billing reports are based on activity slip records, therefore, if you want to print time billing reports, you should create activity slips and then use the **Prepare Time Billing Invoice** window to create the invoice.

1   Go to the **Sales** command centre and click **Enter Sales**. The **Sales** window appears.

2   In the **Customer** field, type or select the customer you want to invoice.

3   Click **Layout**. The **Select Layout** window appears.

4   Select the **Time Billing** option to select the **Time Billing** layout and then click **OK**.

5   For each billable activity enter:
   - the date the activity was performed
   - the number of units or hours being billed in the **Hrs/Units** field
   - the activity name or press TAB in the **Activity** field and select the required activity from the list
   - the rate charged for a single unit or hour of the activity in the **Rate** field
   - [optional] the job number
   - the tax code, if the activity is taxable

6   If you are invoicing for sold items, enter:
    ■ the date in the **Date** field
    ■ the quantity being sold in the **Hrs/Units** field
    ■ the item number in the **Activity** field or press TAB and select the item from the list of items and activities that appears
    ■ the price of the item in the **Rate** field
    ■ the tax code if the item is taxable
    ■ the job number.

7   If you want to group and subtotal the items and activities separately on the invoice, you can do so by inserting headers, blank lines and subtotals. For more information, see 'Adding and deleting transaction lines, subtotals and headers in sales transactions' on page 63.

8   Enter additional information about the sale, such as the salesperson, referral source and comments.

9   Complete the invoice in any of the following ways:
    ■ Record the invoice. To record without printing it, click **Record**.
    ■ Print and record the invoice. To print and record the invoice, click **Print** and then choose the form you want to use for this invoice. For more information about printing invoices, see 'Sending forms' on page 186.
    ■ Save the invoice as a recurring transaction. You can save the invoice as a recurring transaction so that you can use it again in the future. Click **Save as Recurring**. Enter the necessary information about the template in the **Edit Recurring Schedule** window and click **Save**. For more information about recurring transactions, see 'Recurring transactions' on page 167.

    NOTE: **No activity slips for recurring time-billing invoices**   You can save time billing invoices as recurring invoices, but no activity slips will be created when you use the recurring sale in the future. Also, recording the recurring sale will not update the activity slips you used to create the invoice in the **Prepare Time Billing Invoice** window.

Work in progress

Work you have done for your clients that you have not billed yet is called *work in progress*. Work in progress is indicated on activity slips by a value other than zero in the **Left to Bill** field.

Your accounting records will only reflect a sales transaction when you bill the activities. However, some accountants consider that, from an accounting perspective, your clients owe you for your work in progress even if you have not yet billed your clients for it.

If your work in progress routinely represents a significant amount of money, you should consider adjusting your accounting records to reflect it. Consult your accountant for advice on how to do this.

9 International transactions

International transactions (multiple currencies) are only available in the ABSS Premier range.

You can enter transactions in a number of currencies in addition to your local currency, the Malaysian ringgit or Singapore dollar. You can record transactions in ringgit, dollars, pesos, pounds, euros, yen or any other currency you use when buying and selling goods and services. You can also track overseas bank accounts and foreign assets and liabilities.

About the multiple-currency feature

If you deal in multiple currencies, it's important to track the effects of currency exchange fluctuations on your business. ABSS Premier provides detailed reports to help you manage both unrealised gains and losses (potential changes in the value of overseas transactions) and realised gains and losses (the actual changes in the value of your assets, liabilities and equity that occur when you exchange foreign currency for your local currency).

The multiple currencies feature is optional. If all your business is conducted with customers and suppliers in your local currency (for example, Malaysian ringgit or Singapore dollar), there's no need for you to use this feature. If you do want to use it, you need to set a preference.

You will also have to perform a number of setup tasks described in this chapter. For example, you need to set up special accounts to track the transactions you make in each currency. If, for instance, you plan to make sales in euros, you need to create a separate receivables account for your sales in Europe.

Every foreign currency account you create requires a companion account, known as an exchange account, to track changes in the value of the transactions assigned to the account. Only balance sheet accounts—asset, liability and equity accounts—can be assigned a foreign currency. All other types of accounts are tracked using your local currency.

Your local currency (for example, Malaysian ringgit or Singapore dollar) is set up automatically for you. As this currency is used to determine the value of all other currencies, it cannot be deleted and its exchange value is fixed at 1. Before you begin entering transactions, you need to select the appropriate currency for all your overseas customers and suppliers. Only one currency can be used for each customer or supplier (unless you choose to set up multiple cards for them). This ensures that your records remain accurate and it speeds up the task of entering transactions.

For simplicity, the examples in this chapter use the Singapore dollar as the local currency.

Setting up multiple currencies

Before you can record transactions for multiple currencies, complete the following setup steps.

Task		See
1	Select the multiple currency option	below
2	Set up records for foreign currencies	below
3	Create accounts to track foreign currency transactions	below
4	Assign accounts to foreign currencies	page 144
5	Assign currencies to foreign customers and suppliers	page 144

Once the setup is complete, you can enter foreign currency transactions the same way you enter transactions based on local currency.

Task 1: Select the multiple currency option

1   Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.

2   In the **System** tab, select the **I Deal in Multiple Currencies** option. A message appears.

> NOTE: **This selection cannot be undone**   Once you begin entering multicurrency transactions, you cannot deselect this option.

3   Click **OK** to prepare your company file for multiple currencies.

4   Click **OK** to close the **Preferences** window.

Task 2: Set up records for foreign currencies

Records for several commonly used foreign currencies, as well as your local currency, have been set up by default.

If you do business in any other currency, you will need to create a record for the currency and enter its current exchange rate.

1   Go to the **Lists** menu and choose **Currencies**. The **Currencies List** window appears.

2   Click **New**. The **Currency Information** window appears.

3   Enter details of the currency such as a code, name and current exchange rate. For detailed field help, click **Help** and choose **Help for This Window**.

At this stage, you only need to complete the **Currency Profile** tab.

4   Click **OK** and then click **Close**.

Task 3: Create accounts to track foreign currency transactions

In order to track transactions in a foreign currency, you must create a number of accounts that use that currency rather than dollars. You cannot simply use the same accounts you use for your local currency transactions because your currency and other currencies rarely trade at par with one another

(that is, one Singapore dollar rarely buys exactly one monetary unit in any other currency).

You can let your ABSS software create the linked exchange account for you or you can select one yourself. To create an account yourself, see 'To create an account' on page 21. You need to select the correct currency and exchange account in the **Account Information** window.

Before you create an account, we suggest you review the following sections to get an understanding of the accounts you need to create.

If you make foreign sales

Following is a list of the accounts you are likely to need if you accept payment from customers in a foreign currency.

- Asset account for tracking receivables (for instance, 'Receivables Accounts Euro'). This account must be assigned the foreign currency and not your local currency.

- Bank account where customer receipts in the foreign currency will be deposited. This can be your local currency account if your bank accepts deposits in other currencies.

- Liability account for deposits received (if you allow customers to make deposits on orders). This account can be assigned the currency code for either the foreign currency or your local currency.

NOTE: **Grouping with undeposited funds** Only receipt transactions that are in your local currency may be grouped with undeposited funds. Also, you can only use your local currency account as the linked account for undeposited funds.

If you make foreign purchases

Following is a list of accounts you are likely to need if you make payments to suppliers in a foreign currency:

- Liability account for tracking payables (for instance, 'Payables Accounts Euro'). This account must be assigned the foreign currency and not your local currency.

- Bank account that will be used to pay debts in a foreign currency. This can be your local currency account if your bank writes cheques for you in other currencies.

- Asset account for deposits paid (if you make deposits on orders). This account can be assigned the currency code for either the foreign currency or your local currency.

- Liability account for import duties collected (if you're required to pay duty on goods you import). This account can be assigned the currency code for either the foreign currency or your local currency.

If you track unrealised gains and losses

When you activate the multiple-currency feature in your ABSS company file, a Currency Gain Loss account is created automatically. If you plan to track unrealised gains and losses, you need to create an income account for this purpose, naming it 'Unrealised Currency Gain/Loss' or something similar.

We recommend that you consult your accountant to determine whether your business needs to track unrealised gains and losses and, if it does, the most appropriate way for it to do so. See 'Tracking currency gains and losses' on page 146 for more information.

Depending on your business, you may need to create additional accounts to track foreign bank accounts, assets held overseas and the like. If you are unsure about the accounts, ask your accountant or an ABSS Professional Partner.

Task 4: Assign accounts to foreign currencies

1 Go to the **Lists** menu and choose **Currencies**. The **Currencies List** window appears.

2 Click the zoom arrow (⇨) next to the currency you want to assign to one or more accounts. The **Currency Information** window appears.

3 Select the required tab. Click either:
- the **Receivable Accounts** tab if customers pay you in this currency or
- the **Payable Accounts** tab if you pay bills in this currency.

4 Enter the relevant accounts in the appropriate fields. In the bottom section of the window, select the options that apply to your business. As you select options, additional fields will appear and you can enter the accounts you will use to track various parts of your transactions such as deposits and discounts. Click **OK.**

   For detailed field help, click **Help** and choose **Help for This Window**.

5 Repeat this procedure for each currency you want to assign to the relevant accounts, then click **Close**.

Task 5: Assign currencies to foreign customers and suppliers

The currency used to make a transaction is determined by the currency assigned to the customer or supplier card you are using.

A card can only use a single currency so if you deal with a customer or supplier in multiple currencies, you will need to create a separate card for each currency.

NOTE: **A card with transactions** You cannot change the currency of a card that you have already used in transactions. You will need to create a new card for the customer or supplier.

Any transactions recorded for a customer or supplier card will be in the currency linked to the card.

1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.

2 Click the zoom arrow (➡) next to the required card to display the **Card Information** window.

3 In the **Profile** tab, type or select the currency you want to assign to the card in the **Currency** field. (The local currency is selected by default.)

4 Click **OK**.

5 Repeat this procedure for each card that you want to assign a foreign currency, then click **Close**.

Exchange rates

Foreign currency transactions can be recorded for:

- Sales, Receive Payments, and Settle Returns & Credits
- Purchases, Pay Bills, and Settle Returns & Debits
- Spend Money, Receive Money, Reconcile Accounts and General Journal entries.
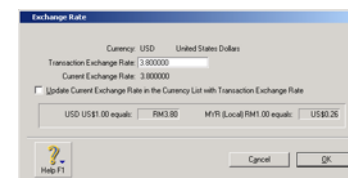
Specifying the exchange rate for a transaction

When entering a transaction, you can either use the default exchange rate for the currency or enter a new rate for the transaction.

To change the exchange rate

1 Calculate the exchange rate using the Currency Calculator. See 'Using the Currency Calculator' below.

2 Open a transaction window and enter the transaction details.

3 Click **Rate** at the bottom of the transaction window. The **Exchange Rate** window appears.

4 Enter the new exchange rate in the **Transaction Exchange Rate** field.

This will only affect the transaction that is currently displayed.

If you want to change the exchange rate for all future transactions that use this currency, select the **Update Current Exchange Rate in the Currency List with Transaction Exchange Rate** option.

5 Click **OK**.

Using the Currency Calculator

If you receive a payment for a foreign currency invoice in your local currency, you can use the **Currency Calculator** to calculate the exchange rate based on the foreign and local amounts, or to calculate the foreign amounts based on the local amounts and the exchange rate.

To access the **Currency Calculator** from any window in your ABSS software, click the **Help** menu at the top of the screen and choose **Currency Calculator**.

Tracking currency gains and losses

Whenever you have a foreign bank account, changes in the currency exchange rates between that country and your home country can cause the value of your foreign currency to fluctuate. When your local currency weakens relative to the foreign currency, the value of your foreign account increases, creating a currency gain. When your local currency strengthens, your foreign account experiences a loss in real value. Your ABSS software can track these fluctuations.

Gains or losses in the value of a foreign account are considered unrealised while the money is still sitting in the foreign account. Conversely, when the money is withdrawn from the account, either by using it to pay for a purchase or by converting it to local currency, the gain or loss is considered realised.

Tracking realised currency gains and losses

Realised currency gains and losses on sales and purchases are tracked differently to realised currency gains and losses on deposits and withdrawals.

For realised gains or losses on sales and purchases, a posting is made automatically to the Currency Gain/Loss account.

For realised currency gains and losses on transfers—deposits and withdrawals—you need to make a general journal entry to the Currency Gain/Loss account.

When you activate the multiple-currency feature in your ABSS company file, a Currency Gain/Loss account is created automatically.

Sales and purchases

At the time a currency gain or loss is realised, that is, a payment is received or made, an automatic posting is made to the Currency Gain/Loss account and to the exchange account for the foreign currency.

The **Currency Realised Gain/Loss** report lists the currency gains and losses that have been posted automatically through sales and purchases during the month for foreign-currency transactions.

Example   You sell goods for $300 at an exchange rate of $3.00 to the pound to a British customer. your ABSS software records the sale at $300 and records the £100 as owed by the British customer. The £100 is posted to British receivables account: $200 to the British receivables exchange account and $300 to the sales account.

The following month the British customer pays their account by depositing £100 into your British bank account, but the exchange rate has changed from $3.00 to $2.75 to the pound. The deposit is valued at $275.

You originally made a sale of £100 that at the time was worth $300. When you received payment, it was worth only $275. Therefore the $25 difference is a realised currency *loss*, and

will be posted to the British receivables exchange account and to the Currency Gain/Loss account.

Date	ID#	Account	Debit	Credit	Job
17/01/2008		Payment; Smith & Co.			
	CR000039	1-2110 General Cheque Account	$100.00		
	CR000039	1-2110 General Cheque Account	$175.00		
	CR000039	1-2505 Trade Debtors - British		$100.00	
	CR000039	1-2506 Trade Debtors - British Exc		$175.00	
	CR000039	1-2506 Trade Debtors - British Exc		$25.00	
	CR000039	4-9999 Currency Gain Loss	$25.00		

Transfers

Currency gains and losses that occur through the transfer of funds need to be recorded by a general journal entry.

At the end of the month, you can look at the value of your foreign accounts and use the Currency Calculator (from the **Help** menu at the top of the screen) to calculate their true values in local currency at that time.

You can then create a general journal entry where losses are posted as credits to the exchange account with a corresponding debit to your Currency Gain Loss account. Gains are posted as debits with a corresponding credit to your Currency Gain Loss account.

Example   The original balance in your British bank account is zero and you transfer £100 at an exchange rate of $3.00 to the pound to it. The £100 is converted to S$300 and your ABSS software posts £100 to the British bank account and $200 to the British bank exchange account.

The following week you withdraw that £100 from the bank at an exchange rate of $2.75 to the pound. Your ABSS software values the withdrawal at $275. You put £100 into the account that at the time was worth $300. When you withdrew the £100 from the account, it was worth only $275. Therefore, the $25 difference is a realised currency loss.

If you now looked at your balance sheet, you would see a zero value for the British bank account, but $25 remaining in the British bank exchange account. You need to post the $25 in the exchange account to your Currency Gain Loss account.

Unrealised currency gains and losses

An unrealised gain or loss is a potential gain or loss at any point in time between the recorded sale or purchase and the receipt or issue of payment. No automatic postings are made to track unrealised gains or losses on foreign currency transactions.

Not all businesses need to track unrealised currency gains or losses. You should check with your accountant to determine whether your business needs to track them.

The **Currency Unrealised Gain/Loss** report lists the gain or loss made on each foreign currency. You can then use this information to make adjustment postings to each of your foreign currency accounts for your balance sheet and also to a profit and loss account.

Miscellaneous transactions

Transferring funds to a foreign account

You may want to transfer funds from a local-currency account to a foreign account. This is done using the **Spend Money** window.

1   Go to the **Banking** command centre and click **Spend Money**. The **Spend Money** window appears.

2   Click **Currency**. In the **Exchange Rate** window, choose the currency of the account into which you want to make a deposit and click **OK**.

3   In the **Pay from Account** field, type or select the local currency bank account from which the amount is being withdrawn.

4   Enter the date, amount, payee, and memo.

5   In the **Account No.** (or **Name**) column, type or select the foreign account into which you want to make the deposit.

6   Click **Record**.

Entering foreign-currency transactions in a local account

In ABSS software, you can enter foreign-currency transactions in a local-currency account. For example, you can accept a cheque from a customer in GB pounds and bank it in a Singapore bank account.

Example   Let's look at an example of how to accept a foreign-currency cheque into a local-currency account. Our example uses British pounds. Let's also assume the exchange rate has changed from $3.00 to $2.80 since you made the original sale.

1   Go to the **Sales** command centre and click **Receive Payments**. The **Receive Payments** window appears.

2   Select the customer. The currency for this customer card is British pounds, so the **Rate** button displays **GBP**.

You have received a cheque from your customer for £5,000 for an outstanding invoice, and you want to bank it in your Singapore cheque account.

3   Process the customer payment in the usual way, but make sure you enter your Singapore bank account when you select the **Deposit to Account** option.

4   Click **Rate** to check the default currency rate for the British pound. Change the rate from the default rate of $3.00 to $2.80 and click **OK**.

5   Enter £5,000 in the **Amount Received** field and allocate it to the outstanding invoice.

6   Click **Record**.

Reconciling accounts containing foreign transactions

When you are reconciling your bank statement, the foreign currency transaction amounts listed in your statement will often not match those listed in your ABSS company file. This is because the exchange rate used by the bank is different from the rate used in your ABSS company file at the time of the transaction. There are two methods by which you can reconcile accounts containing foreign transactions:

■   If you have your security preferences set to allow records to be changed, simply click the zoom arrow (⇨) next to the transaction in the **Reconcile Accounts** window to display the original transaction. Click **Rate** and change the exchange rate to match the bank statement.

■   If you have the security preferences set so that records cannot be changed, click the zoom arrow (⇨) next to the

transaction, choose **Reverse [...] Transaction** from the **Edit** menu, and re-enter the transaction with the correct exchange rate.

10   Lists

Your company file consists of different types of records —customers, accounts, recurring transactions, and so on. Records of the same sort are grouped into lists.

Lists help you to keep track of the customers that owe you money, the items that you sell, the accounts or items being used, and so on. Lists can be modified to suit your requirements. For example, you can modify account and job levels to alter how they appear in reports. You can also inactivate records you use infrequently to keep your lists up to date.

Lists can be combined in a number of ways. For example, you can use a combination of custom lists, identifiers, contact logs and email addresses to create a list of customers who have contacted you in the past six months. Accounts and cards of the same type can be combined into one record. For example, you may want to combine the income accounts of two sales departments that have amalgamated, or combine the cards of two customers whose businesses have merged.

Adding a record

Lists are made up of individual records. For example, each item in your items list is a record, as is each job in your jobs list. You can add as many records as you want to a list.

To add this type of record...	See
Account	page 21
Card	page 197
Category	page 231
Department [ABSS Premier Plus only]	page 152
Foreign currency [ABSS Premier range only]	page 142
Inventory location [ABSS Premier range only]	page 110

To add this type of record...	See
Item	page 105
Job	page 232
Payroll Categories [ABSS Premier Plus only]	page 108
Position [ABSS Premier Plus only]	page 152
Recurring transaction	page 167
Sales and purchases information	page 152
Tax code	below
Time billing activity [ABSS Premier range only]	page 130

Setting up departments or positions   The departments and positions that you create are used in the **Card Information** window when you create an employee's information.

To add a record

1 Go to the **Lists** menu and choose the list to which you want to add a record.

   For example, if you want to add a position, go to the **Lists** menu, and choose **Positions**.

2 Click **New**. The entry window for the record you are creating appears.

3 Type the information that is required and then click **OK**.

Adding records using Easy-Add

You can create new records easily using the **Easy-Add** feature. Accounts, cards, categories, comments, custom list items, jobs, referral sources and shipping methods can be added to your lists when entering transactions.

To create a record using Easy-Add

Let's assume you want to add a customer card while entering a sale.

1 In the **Sales** command centre, click **Enter Sales.** The **Sales** window appears.

2 Type the customer's name and press TAB. If there is no card for this customer, the **Select from List** window appears.
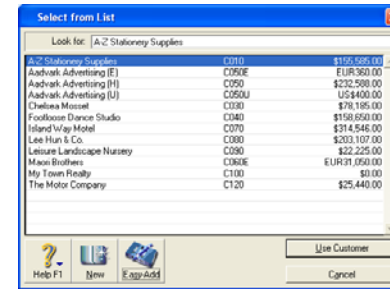
3 Click **Easy-Add**. A new customer card is added to your cards list. You can now complete your task with the new card.

   NOTE: **Easy-Add is not available from some transaction windows**   In windows such as **Spend Money**, the type of card you want to create is not immediately obvious, so **Easy-Add** is not available.

Setting up tax codes

Tax codes are used to track tax paid to and by your business. Each tax code represents a particular type of tax, which is used to calculate tax on your transactions.

To create a tax code

1 Go to the **Lists** menu and choose **Tax Codes**. A list of tax codes appears.

2   Click **New**. The **Tax Code Information** window
    appears.

3   In the **Tax Code** field, type a tax code (up to three
    characters) and press TAB.

4   Complete the fields in this window.
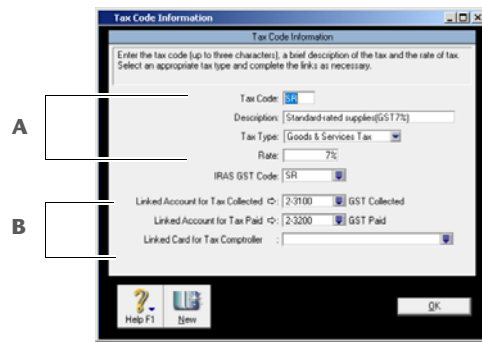
| A | Enter the tax code description, type and rate. If you select the Goods & Services Tax type, also select the appropriate GST code. |
| B | The fields in this section vary depending on the tax type. Make any other selections and then click **OK**. |

Assigning tax codes to accounts   You can assign a tax code to each account in your accounts list. The tax code you assign will then appear as the default tax code for transactions where you allocate a deposit, cheque, or a non-item sale or purchase to this account.

For example, you have assigned a tax code to your Electricity expense account. When you write a cheque to settle your electricity bill in the **Spend Money** window and allocate it to this account, the tax code will appear in this window by default.

To allocate a tax code to an account, open the **Edit Accounts** window by going to the **Accounts** command

centre, clicking **Accounts List** and double-clicking the required account from the list.

Assigning tax codes to items   Each item you create needs a tax code assigned. You can assign a tax code for when you sell an item and different code for when you buy the item. The tax code you assign will apply to sales and purchases of that item, *unless* you have specified that the customer's or supplier's tax code be used instead (see 'Assigning tax codes to cards' below).

Tax codes can be assigned to items in the **Buying** and **Selling** tabs of the **Item Information** window. For more information, see 'To create an item' on page 106.

Assigning tax codes to cards   You only need to select a default tax code for customers and suppliers if the customer's or supplier's tax status takes precedence over that of the item or service being sold or purchased.

- **Customers tax codes**   Tax codes are assigned to customers in the **Selling Details** tab of their **Card Information** window.

  Make sure you select the **Use Customer's Tax Code** option. (If this option is not selected, the customer's tax code will not be used, even if one has been assigned.)

- **Suppliers tax codes**   Tax codes are assigned to suppliers in the **Buying Details** tab of their **Card Information** window.

  Make sure you select the **Use Supplier's Tax Code** option. (If this option is not selected, the supplier's tax code will not be used, even if one has been assigned.)

- Once you have assigned tax codes to customer and supplier cards, they will be used as the default codes for sales and purchases. For example, the customer's tax code will override the item's tax code in an item sale, and override the allocation account's tax code in a non-item sale.

Finding a record

Records are stored and displayed in lists. For example, the **Jobs List** window lists the jobs you have created, the **Accounts List** window lists your accounts, and so on. When lists get long, it can take time to locate a record. Use the following tools to find a record quickly.

Tabs   Some lists are divided into separate views using tabs. For instance, the **Accounts List** is divided into eight tabs each representing an account type, making it easier for you to find an account. For example, if you are looking for an asset account, click the **Asset** tab. Within the tab window you can scroll to find a record.

Search fields   The **Cards List** window, **Activities** window, **Items List** window, and **Locations** window have a search feature that you can use to locate a record quickly. From the **Search by** list, select a search filter and then type a few characters in the adjacent field. Then press ENTER or TAB.

The first matching record is selected.
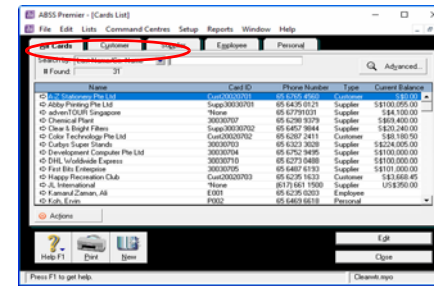
Advanced search filters   You can use advanced search filters such as recontact date and postcode to search for a single card or a group of cards. To do this, click **Advanced** in the **Cards List** window and enter the relevant filters to narrow your search. The **Cards List** window will display only those cards that fit your search criteria.

Changing a record

You can make changes to:

- accounts
- cards
- categories
- foreign currencies [ABSS Premier range only]
- tax codes
- items
- jobs
- time billing activities [ABSS Premier range only]

To change a record

1 Display the list to which the record belongs. For example, if you are making changes to an account, display the **Accounts List** window; if you are changing an item, display the **Items List** window, and so on. You can do this from the **Lists** menu.

2 Locate the record you want to change in the list. Use a search method described in 'Finding a record' on page 154, if necessary.

3 Once you locate the record, click the zoom arrow (⇨) next to it. Details of the record are displayed.

4 Make the required changes and click **OK**.

Inactivating or reactivating a record

If you have accounts, cards, items, inventory locations [ABSS Premier range only], activities, or jobs that you rarely use—for example, a card you created for a one-off sale or purchase—inactivating them after use will remove them from selection lists. Your list of records will be shorter and finding the record you need will be easier. You can still use an inactive record in transactions by manually entering the record name.

To inactivate (or reactivate) a record

1 Display the list to which the record belongs. You can display the list from the appropriate menu or command centre. For example, if you are inactivating a card, go to

the **Lists** menu and choose **Cards**, or go to the **Card File** command centre and click **Cards List**.

2 Locate the record you want to inactivate or reactivate and click the zoom arrow (⇨) next to it. The record's details appear. For cards, accounts, activities and items, click the **Profile** tab.

3 Select or deselect the **Inactive [...]** option. For example if you are inactivating an account, select the **Inactive Account** option. If you are reactivating a customer card, deselect the **Inactive Card** option.

Deleting a record

You can delete a record that you no longer use. However, a record must meet certain criteria before it can be deleted. For example, most records cannot be deleted if they have been used in transactions.

Deleting an account

You can delete an account if:

■ the account is not a level-1 account

■ the account has a zero balance

■ no journal entries are posted to the account

■ none of your recurring templates uses the account

■ the account is not used as a linked account

■ the account is not linked to an inventory item.

To delete an account

1   Go to the **Accounts** command centre and click **Accounts List**. The **Accounts List** window appears.

2   Click the zoom arrow (⇨) next to the account you want to delete. The account details are displayed in the **Edit Accounts** window.

3   Go to the **Edit** menu and choose **Delete Account**.

Deleting other records

You can only delete:

■ a card, foreign currency, tax code, item or job that has not been used in a transaction. If transactions exist, you need to delete the transactions before you can delete the record.

■ a card that has not been used in a quote, order or recurring template

■ an item with a zero quantity in inventory

■ an activity slip, provided the time billing invoice on which it was billed has been deleted or purged [ABSS Premier range only]

■ an activity, provided all the activity slips you have recorded for it have been purged [ABSS Premier range only]

■ a foreign currency record that has not been linked to a card [ABSS Premier range only].

To delete other records

1   Go to the **Lists** menu and choose the list to which the record belongs. For example, if you are deleting an item, choose **Items**; if you are deleting a card, choose **Cards**, and so on.

2   Locate the record you want to delete and click the zoom arrow (⇨) next to it. The record details appear in the **Information** window.

3   Go to the **Edit** menu and choose **Delete [...]**. For example, if you are deleting a customer card, choose **Delete Card**.

Combining records

In some situations you may want to combine two records. For example, if you have records in your cards list for two suppliers who have merged their operations, or if you have separate accounts for two departments whose sales figures you now want to combine.

When you combine two records, you identify one as the primary record and the other as the secondary record. The primary record becomes the owner of all the transaction details (transactions, jobs, history, and so on) currently linked to the secondary record and the secondary record is deleted.

NOTE : **History for closed financial years is not combined** When you complete the Start a New Financial Year routine, the previous financial year is closed and your transactions are locked. When you combine records, the history for closed financial years is not updated; hence your historical reports will not display combined amounts for these periods.

Combining cards

You can combine customer, supplier and personal cards, providing that the cards are of the same type.

You cannot combine:

- cards of different types
- cards with different currencies [ABSS Premier range only]
- cards if the primary card is inactive.

When cards are combined, the non-transaction card information for the primary card—such as card name, address and buying and selling details—is retained as the default information for the combined card. The transaction details for the secondary card are added to the primary card. Non-transaction information for the secondary card is deleted.

To combine two cards

1   Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.

2   Select the primary card. This is the card that the transaction details will be transferred to.

3   Click **Actions** and choose **Combine Cards**. The **Combine Cards** window appears.
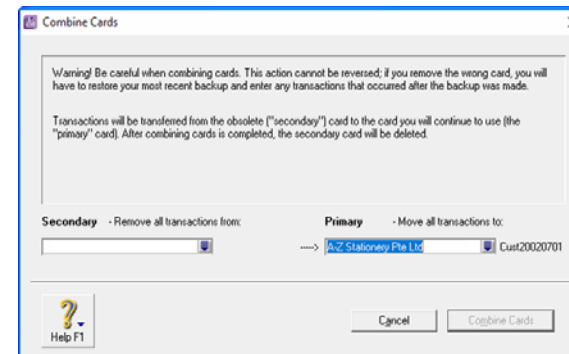
The primary card appears under the **Primary - Move all transactions to** list. If you want to, you can choose a different primary card from the list.

4 Select the secondary card from the **Secondary - Remove all transactions from** list.

CAUTION: **The next action cannot be undone**   Before continuing, check that you have selected the correct cards to be combined. If you combine the wrong cards, you will have to restore them from a backup and re-enter transactions posted to those cards since the backup.

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5 Click **Combine Cards**. A confirmation window appears.

6 Click **OK t**o confirm you want to combine the two cards.

Combining accounts

You can only combine accounts that are:

- local currency accounts [ABSS Premier range only]

- accounts of the same account type (for example, asset and expense accounts cannot be combined) and

- detail accounts.

You cannot combine header accounts or accounts that are linked to other accounts.

When accounts are combined, the non-transaction account information for the primary account—such as account name, description and bank details (for banking accounts)—is retained as the default information for the combined account. The transaction details and opening balance of the secondary account are added to the primary account. Non-transaction information for the secondary account is deleted.

NOTE: **Budgets and job budgets not combined**   Budgets and job budgets for the secondary account are not added to the budgets and job budgets of the primary account. You need to revise the budgets of the primary account after combining them.

To combine two accounts

1 Go to the **Accounts** command centre and click **Accounts List**. The **Accounts List** window appears.

2 Select the primary account. This is the account that the secondary account transaction history and opening balance will be transferred to.

3 Click **Combine Accounts**. The **Combine Accounts** window appears.
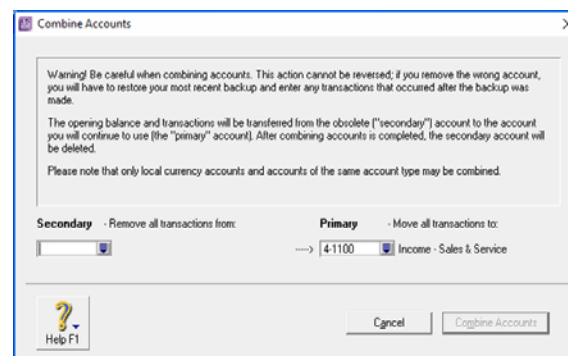
The primary account appears under the **Primary - Move all transactions to** list. If you want to, you can choose a different primary account from the list.

4 Select the secondary account from the **Secondary - Remove all transactions from** list.

CAUTION: **The next action cannot be undone**   Before continuing, check that you have selected the correct accounts to be combined. If you combine the wrong accounts, you will have to restore from a backup and re-enter transactions posted to the accounts since the backup.

----

5 Click **Combine Accounts**. A confirmation window appears.

To confirm you want to combine the two accounts, click
OK.

11 Transactions

A transaction is an entry that changes the balance of accounts. Your ABSS software creates transactions when you record entries such as sales invoices, purchase orders and inventory adjustments.

You can change, delete and reverse transactions—depending on how your preferences are set up.

If you have transactions that need to be entered periodically, you can set up recurring transaction templates. You can use these recurring templates to store details of transactions you record regularly and to set up reminders to record them. You can also set up your ABSS software to record recurring transactions automatically on their due date.

Finding a transaction
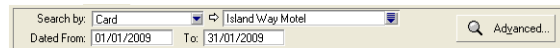
There are several ways to find a transaction. The method you use depends on the information you have at hand. These methods are listed in the table below.

Use the...	To find...	See
Find Transactions window	journal entries, sales, purchases, cheques, deposits, supplier and customer payments.	page 162
Sales Register	transactions relating to sales (such as open and closed invoices) quotes, orders, credits and returns. This method is most efficient if you know the transaction date or the customer's name.	page 162

Use the...	To find...	See
Purchases Register	transactions relating to purchases (such as open and closed bills) quotes, orders, debits and returns. This method is most efficient if you know the transaction date or the supplier's name.	page 162
Bank Register	spend money, pay bills, receive payments and receive money transactions.	page 163
Items Register	inventory item transactions for a particular date range. This includes inventory adjustments, auto-build and move items transactions.	page 163
Transaction Journal window	any transaction by source journal.	page 164

To find a transaction using the Find Transactions window

1   From any command centre, click **Find Transactions**. The **Find Transactions** window appears.

2   Click the appropriate tab—for example, the **Card** tab to search by card.

3   Filter your search using the **Search By** and date range fields. For example, to search for all transactions made during January 2009 relating to the customer Island Way Motel, you would specify the following filters on the **Card** tab.

4   If you want to narrow your search further:

   a   Click **Advanced**. The **Advanced Filters** window appears.

   b   Type or select your additional search filters, and click **OK**. For more information, see 'Advanced filters' on page 188.

   The transactions that match your search criteria appear in the **Find Transactions** window. You can view a transaction in detail by clicking the zoom arrow (⇨) next to it.

- -
NOTE: **Quotes and orders without applied payments do not appear in the Find Transactions window**   To find these types of transactions, go to the **Quotes** and **Orders** views of the **Sales Register** or **Purchases Register**.
- -

To find a transaction using the Sales Register window

The **Sales Register** window lists all open and closed invoices, quotes, orders, returns and credits.

1   Go to the **Sales** command centre and click **Sales Register**. The **Sales Register** window appears.

2   Click the tab of the sales category you would like to view—for example, **Open Invoices**.
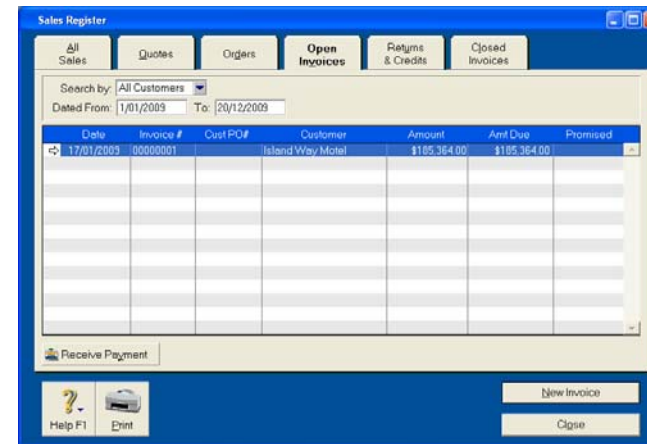
3   Filter your search using the **Search By** and date range fields.

   The transactions that match your search criteria appear in the **Sales Register** window. You can view a transaction in detail by clicking the zoom arrow (⇨) next to it.

To find a transaction using the Purchases Register window

The **Purchases Register** window lists all open and closed purchases, quotes, orders, returns and debits.

1   Go to the **Purchases** command centre and click **Purchases Register.** The **Purchases Register** window appears**.**

2 Click the tab of the type of purchase you would like to view—for example, **All Purchases**.
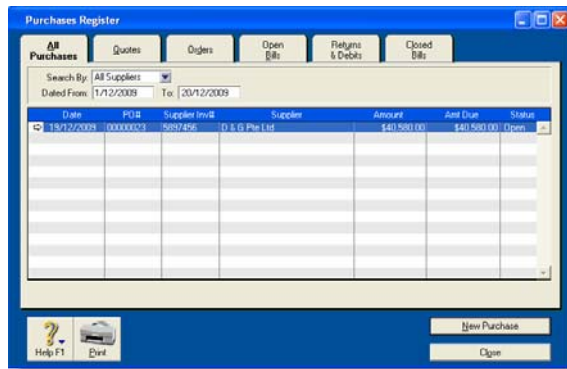
3 Filter your search using the **Search By** and date range fields.

The transactions that match your search criteria appear in the **Purchases Register** window. You can view a transaction in detail by clicking the zoom arrow (⇨) next to it.

To find a transaction using the Bank Register window

You can use the **Bank Register** window to find spend money, pay bills, receive payments and receive money transactions.

1 Go to the **Banking** command centre and click **Bank Register**. The **Bank Register** window appears.

2 Select the bank, credit card or petty cash account you used for the transaction in the **Account** field.

3 In the **Dated From** and **To** fields, enter the date range during which the transaction was recorded.
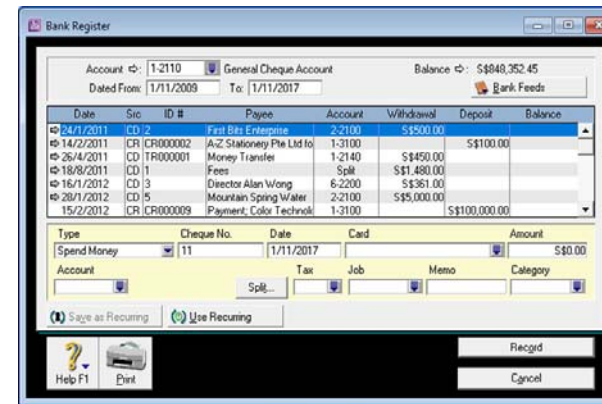
The transactions that match your search criteria appear in the **Bank Register** window. You can view a transaction in detail by clicking the zoom arrow (⇨) next to it.

To find a transaction using the Items Register window

When the Items Register window is filtered to show a single item, a running balance of the item's quantities and values appears.

1 Go to the **Inventory** command centre and click **Items Register**. The **Items Register** window appears.

2 In the **Search By** field, select whether you want to view transactions for all items or a single item.

3 If you selected **Item** at step 2, type or select the item number in the field that appears to the right of the **Search By** field.

4 In the **Dated From** and **To** fields, enter the date range during which the transaction was recorded.

The transactions that match your search criteria appear in the **Items Register** window. You can view a transaction in detail by clicking the zoom arrow (⇨) next to it.
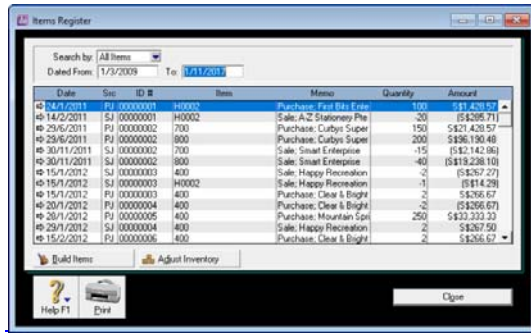
To find a transaction using the Transaction Journal window

The **Transaction Journal** window groups all your accounting entries into six journals: general, disbursements, receipts, sales, purchases and inventory. It also enables you to display all transactions.

1   Click **Transaction Journal** in any command centre (except **Card File**). The **Transaction Journal** window appears.

2   Click the appropriate tab—for example, the **Sales** tab to find a sales invoice, the **Disbursements** tab to find a cheque or supplier payment, and so on.

3   In the **Dated From** and **To** fields, enter the date range during which the transaction was recorded.

    All transactions between (and including) these dates will be listed.

4   If you want to search for a range of journal ID numbers, enter the range in the **ID From** and **To** fields.

    The transactions that match your search criteria appear in the **Transaction Journal** window. You can view a transaction in detail by clicking the zoom arrow (⇨) next to it.

To find a recurring transaction

1   Go to the **Lists** menu and choose **Recurring Transactions**. The **Recurring Transactions List** window appears.
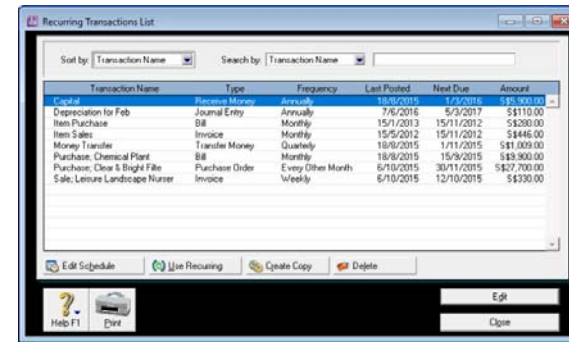
2   Locate the recurring transaction. You can:
    ■ sort the transactions by name, type or frequency
    ■ search for a transaction by name, amount or due date.

For more information on changing the details of a recurring transaction, see .

Changing or deleting a transaction

If you are part way through entering a transaction, you can erase it and start again by choosing **Erase [...]** from the **Edit** menu.

Occasionally, however, you may need to make changes to, or delete, a transaction you have already recorded. A transaction can be edited or deleted only if it is *changeable*. A changeable transaction is identified by a white zoom arrow (⇨) next to it.

You can choose to make transactions changeable or unchangeable by selecting or deselecting the **Transactions CAN'T be Changed; They Must be Reversed** option on the **Security** tab view of the **Preferences** window. By default, this preference is set to changeable.

If you want to maintain a strict audit trail, you should consider making your transactions unchangeable by setting this preference. An unchangeable transaction is identified by a grey zoom arrow (➡) next to it. If you make your transactions unchangeable, you need to reverse the transaction to cancel its effect on your accounts—see 'Reversing a transaction' on page 166.

Changing a transaction

CAUTION: **Transactions that cannot be changed** You cannot change a customer payment, supplier payment, refund cheque or a bank deposit once it has been recorded. You can only delete or reverse these transactions.

To change a transaction

1   Find the transaction in its original transaction window. See 'Finding a transaction' on page 161 for instructions.

2   Make the necessary changes and then click **OK**.

Deleting a transaction

When you delete a transaction, it is permanently removed from your records. Note the following when deleting a transaction:

Sales and purchases   You can only delete a sale or purchase that does not have a payment applied to it. If you have recorded a payment for a sale or purchase, you must first delete the payment (including any discounts) and then delete the transaction. If you applied a supplier debit towards a purchase, you must delete the debit (including the credit note) before you can delete the purchase.

Group receipt transactions recorded in the undeposited fund account   If you want to delete an individual receipt that was recorded as part of a bank deposit of receipts grouped in the undeposited funds account, you must first delete the bank deposit. When you delete a bank deposit, all the cash receipts included in the bank deposit are returned to the **Prepare Bank Deposit** window. You can then delete the required receipt from this window.

Negative inventory   You cannot delete a purchase that will result in negative inventory on-hand.

Reconciled transactions   If you delete a reconciled transaction, your bank reconciliation will be out of balance.

To delete a transaction

1   Find the transaction in its original transaction window. See for instructions.

2   Go to the **Edit** menu and choose **Delete [...]**. For example, if you want to delete a sale, choose **Delete Sale**. The transaction is removed permanently from your records.

Reversing a transaction

If your accountant wants you to maintain a strict record of all your accounting entries, you should reverse a transaction rather than change or delete it.

A reversal transaction is a new transaction that replicates the original transaction, but with debit amounts shown as credit amounts and vice versa. After posting a reversal transaction, you have two transactions (the original and the reversal), but the account balances appear as if the original transaction was never posted.

A reversal transaction is automatically posted to the same account for the same amount as the original transaction. You cannot change the amount or account of a reversal transaction.

Before you can reverse a transaction   You can only reverse a transaction if it is *unchangeable*. An unchangeable transaction is identified by a grey zoom arrow (⇒) next to it. To make your transactions unchangeable, select the **Transactions CAN'T be Changed; They Must be Reversed** preference on the **Security** tab view of the **Preferences** window. You can change this preference at any time.

Reversing a transaction can affect closed periods   When you reverse a transaction, be aware of the transaction date you enter:

- If you use the current date when you reverse a transaction from a prior month, the month-end financials for the prior month will not reflect the reversal transaction.

- If you use the original date for the reversal transaction, your prior month's financials should be reprinted because they will have changed.

Customer and supplier payments   Note that if an early payment discount was applied to a sale or purchase, you also need to reverse the discount. You can find a discount transaction by searching for a transaction with the memo 'Discount' in the **Find Transactions** window. For more information about how to find a transaction, see 'Finding a transaction' on page 161.

Negative inventory   You cannot reverse a purchase that will result in a negative on-hand inventory count.

To reverse a transaction

1   Find the transaction you want to reverse. See 'Finding a transaction' on page 161 for instructions.

2   Go to the **Edit** menu and choose **Reverse [...]**. For example, if you want to reverse a sale, choose **Reverse**

Sale. A new transaction containing corresponding negative amounts to that of the original transaction appears.

3   If you want, alter the date and memo. Note that you cannot change the accounts and amounts.

- -

NOTE : **Recap transaction**   Before you record this transaction, you can use the recap transaction feature to view the journal entries that will be created when the transaction is recorded. To recap, choose **Recap Transaction** from the **Edit** menu.

- -

4   Click **Record Reversal** to record the reversal transaction. The transaction is reversed and all account balances are returned to their previous levels.

Recurring transactions

If you have transactions that you record regularly—for example, a rent cheque or banking fees—you can set them up as recurring transactions and save them for future use.

You can set a recurring transaction to record automatically if the transaction details are the same each time—such as a rent payment. Or you can open the transaction as required, alter the details (for example, if you make regular sales to a customer and vary the items), and then record the transaction.

You can make the following transactions recurring: sales, purchases, cheques, deposits and general journal entries.

Setting up recurring transactions

You can create a recurring transaction in a transaction window, or copy an existing recurring transaction to create a new one. Later on, you can change details of a recurring transaction, or delete one if it is no longer used. These tasks are listed in the following table.

If you want to...	see
create a recurring transaction	below
create a recurring transaction from an existing entry	page 169

If you want to...	see
edit a recurring transaction	page 170
delete a recurring transaction	page 171

To create a recurring transaction

When you create a recurring transaction, you can specify how often you want the transaction to be recorded, and for how long you want to schedule it. For example, you can schedule your car payments monthly for the next 22 months.

1 Enter the transaction details in a transaction window—such as the **Sales** window if you make regular sales to a customer.

2 Instead of clicking **Record**, click **Save as Recurring**. The **Edit Recurring Schedule** window appears.
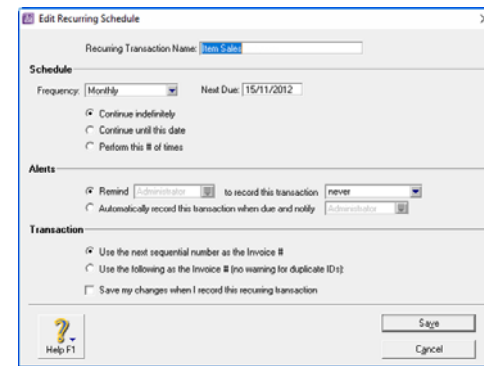
3 In the **Recurring Transaction Name** field, type a name to identify the transaction.

Schedule the transaction

4 Select the transaction frequency from the **Frequency** list.

5 In the **Starting on** field, type the date the transaction is first due.

6 Indicate how long you want the recurring transaction to continue. Click:
- **Continue indefinitely** to schedule the transaction for an unlimited period.

- **Continue until this date** to schedule the transaction until a set date. Type the date in the adjacent field.
- **Perform this # of times** to schedule the transaction for a set number of times. Type the number of times in the adjacent field.

Choose Alert Options

In the **Alerts** section of the window, you can set a reminder to record the transaction, or automatically record the transaction and get a notification when the transaction is recorded.

7 If you want to set a reminder:

a Click **Remind**.

b Select a reminder option from the **to record this transaction** list.

c If you selected **# days in advance**, enter the number of days in the adjacent field.

d Select the user who needs to be reminded from the list adjacent to the option.

e Continue with step 9 below.

8 If you want the recurring transaction to be recorded automatically:

a Click **Automatically record this transaction when due and notify**.

b Select the user who needs to be notified from the list adjacent to the option.

Specify the transaction Identification Number

9 Specify how you want the transaction ID number to be created:

- if you want the transaction ID number to be one greater than the previous transaction ID, click **Use the next sequential number as the [...] #**.
- if you want to specify a transaction ID, click **Use the following as the [...] #**, then type the transaction ID in the adjacent field.

10 If you want to save your changes to the recurring transaction each time it is recorded, select the **Save my changes when I record this recurring transaction** option.

11 Click **Save**. The transaction window appears.

12 Click **Cancel** to close the transaction window. A warning window may appear.

a If you do not want to record the transaction immediately, click **Erase**.

b If you want to record the transaction, click cancel, then click **Record**.

The new recurring transaction will now appear in the **Recurring Transactions List** window. See 'To find a recurring transaction' on page 164.

To create a recurring transaction from an existing entry

You can create a recurring transaction by copying an existing recurring transaction entry, then customising the details for the new one. This can save time if there is an existing recurring transaction entry that suits your needs.

1 Go to the **Lists** menu and choose **Recurring Transactions**. The **Recurring Transactions List** window appears.

2 Select the recurring transaction you want to copy and click **Create Copy**. The **Create Copy** window appears.
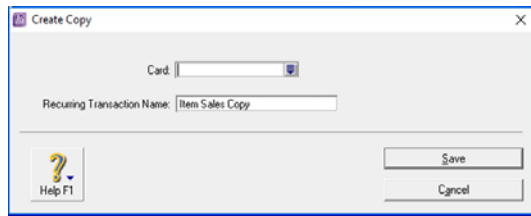
3 In the **Card** field, click the search button (▤).

   The **Select from List** window appears listing only card types relevant to the type of recurring transaction you are copying. For example, a purchase transaction can only be applied to your supplier cards.

4 Either:
   - click the select icon (▣) if you want to select all the cards listed, or
   - mark the select column next to one or more of the cards required.

5 Click **OK** when you have finished selecting from the list. The **Create Copy** window reappears.

6 Click **Save**.

If you selected...	then...
One card in the **Select from List** window	• The transaction window for the new recurring transaction appears. • You can edit the transaction details if required. • Click **Save**. The **Recurring Transactions List** window appears.
More than one card in the **Select from List** window	• The **Recurring Transactions List** window listing all your recurring transactions appears. Each new transaction has a unique name—the original name suffixed by the name of the relevant card. • To change transaction details for a new transaction: highlight it and click **Edit**, make the changes in the transaction window and click **Save**. The **Recurring Transactions List** window appears.

7 If you need to change the schedule details or the name of a new recurring transaction:
   a highlight the recurring transaction
   b click **Edit Schedule**
   c make the changes in the **Edit Recurring Schedule** window
   d click **Save**.

8 Click **Close**.

To edit a recurring transaction

After you have created a recurring transaction, you can edit its details (such as the cheque details of a **Spend Money** transaction) and update its schedule.

1 Go to the **Lists** menu and choose **Recurring Transactions**. The **Recurring Transactions List** window appears.

2 If you want to change the recurring transaction details:
   a Select the recurring transaction and click **Edit**. The transaction window appears for the selected type of recurring transaction.
   b Make the necessary changes.
   c Click **Save**.

3 If you want to change the schedule of the recurring transaction:

    a Select the recurring transaction and click **Edit Schedule**. The **Edit Recurring Schedule** window appears.

    b Change the scheduling details of the transaction as required.

    c Click **Save**.

4 Click **Close** when you have finished editing the recurring transaction.

To delete a recurring transaction

Deleting a recurring transaction only removes it from your list of recurring transactions. Transactions recorded previously using the recurring transaction are not affected.

1 Go to the **Lists** menu and choose **Recurring Transactions**. The **Recurring Transactions List** window appears.

2 Select the recurring transaction you want to delete and click **Delete**.
An information message appears explaining that this action will not delete any recorded transactions.

3 Click **OK** to delete the recurring transaction.

Recording recurring transactions

For recurring transactions that are not set up to record automatically, you need to decide when to record them. You can either:

- Record a single recurring transaction from a transaction window
- Record several transactions at the same time.

If you use the reminders option, you can also record a recurring transaction from the **Reminders** window. For more information, see 'Responding to reminders for recurring transactions' on page 172.

To record a recurring transaction from a transaction window

1 Open the transaction window for the recurring transaction you want to use. For example, open the **Purchases** window if you are creating a recurring purchase transaction.

2 Click **Use Recurring**. The **Select a Recurring Transaction** window appears listing only recurring transactions for this type of transaction.
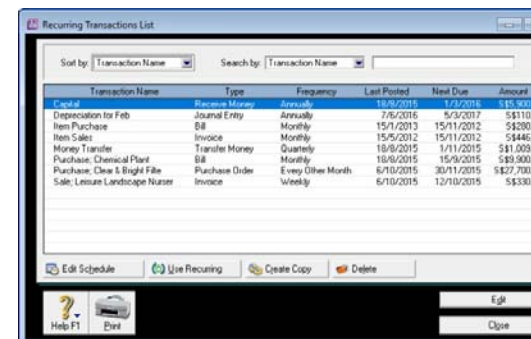
3 Choose the recurring transaction from the list and then click **Select**. The transaction appears.

4 If necessary, change the date, amount, account and other details.

5 Click **Record**.

- -

NOTE: **Using the Recurring Transactions List window**
You can also record a recurring transaction from the **Recurring Transactions List** window by going to the **Lists** menu and choosing **Recurring Transactions**.

- -

To record multiple recurring transactions

1   From any command centre, click **To Do List**. The **To Do List** window appears.

2   Click the appropriate tab—**Recurring Sales**, **Recurring Purchases** or **Recurring Transactions** (for all other recurring transactions).

    In the list of recurring transactions that appears, you can click the zoom arrow (⇨) to the left of a transaction to view it in detail.

3   Click in the select column (☑) next to the recurring transactions you want to record.
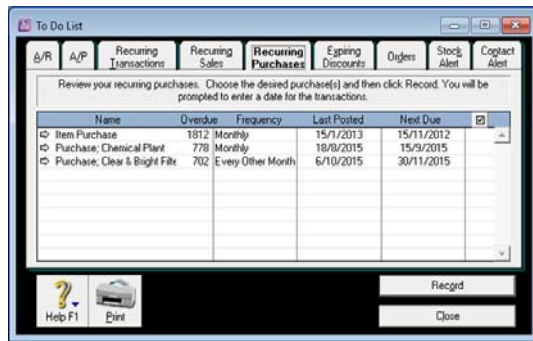
4   Click **Record**. A window appears requiring you to enter a date for the selected transactions.

5   Enter a date for the transactions and click **OK**.

Responding to reminders for recurring transactions

You can use your ABSS software to remind you on, or before, the scheduled date of a recurring transaction—see 'Choose Alert Options' on page 169. If you use this option, your ABSS software checks the reminder dates each time you open your company file. When a recurring transaction is due (or possibly overdue), the **Reminders** window appears.
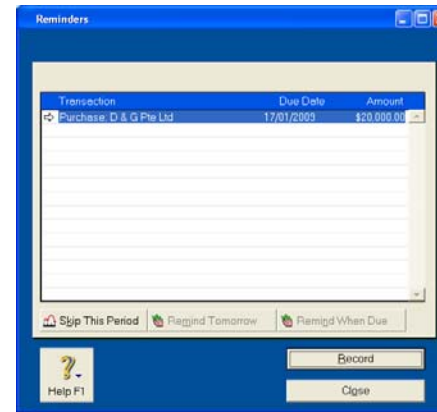
The options available in this reminder window depend on the status of the selected recurring transaction (if more than one is showing). For example, if the selected transaction has a due date of today or is overdue, the **Remind Tomorrow** and **Remind When Due** buttons are not available.

To respond to the Reminders window

1   In the **Reminders** window, choose the required option.

Click…	if…
Skip This Period	you do not want to record the transaction this period. The reminder is removed from the list.
Remind Tomorrow	you do not want to record the transaction today, but want to be reminded tomorrow.
Remind When Due	you do not want to record the transaction today, but want to be reminded when the transaction is next due.
Record	you want to record the transaction now.

2   Click **Close** to close the window and be reminded again next time you open the company file.

12 Reports

You can use your ABSS software to monitor your business with over 100 reports. If these do not meet your needs, you can design custom reports with the information and appearance you want. Then save these custom reports as templates to re-use whenever required.

Producing reports

You can print, email or fax reports, output them to various file formats or export them to other software for further modifications.

If you want to...	See
display and print reports	below
save a report as a file	page 176
send a report by email	page 176
send a report by fax	page 177
view a report in Microsoft Excel	page 177

To display and print reports

1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.

2 Locate the report you want to display or print. Highlight it and click **Display**. The **Report Display** window appears.

3 If you want to reposition or resize columns:

   a Ensure **Screen Report** is selected in the **View** field.

   b To reposition a column, position the cursor over the column header until the cursor changes to the hand icon ( ) and then drag the column header to a new position.

   c To change the width of a column, position the cursor over the icon of a column border ( ) and then drag it to change the column's width. Only columns that have this icon can be resized.

4 To limit the data that will be printed in the report, click **Customise** and select the data you want. For more information, see 'Customising reports' on page 180.

5 Select **Print Preview** from the **View** list in the report toolbar.

6 If you want to save the new report layout as a custom report:
   a Click **Save As**. The **Save As** window appears.
   b Type a name for the custom report.
   c Click **OK**.

   This new format will be available from the **Custom** tab of the **Index to Reports** window.

7 Click **Print**.

To save reports as files

You can save reports in various file formats so that they can be viewed and edited in other software.

1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.

2 Locate the report you want to display and highlight it.

3 To limit the data that will appear in the report, click **Customise** and select the data you want. For more information, see 'Customising reports' on page 180.

4 Click **Send To** and choose one of the following file formats:

Format	Description
PDF (Portable Document Format)	If you save a report as a PDF file, the person who receives the report must have software, such as Adobe Reader, that is capable of viewing a PDF file.
HTML	When you save a report in HTML (HyperText Markup Language) format, the report can be viewed in web browsers such as Microsoft Internet Explorer.
Tab-delimited Text File	When you save a report in tab-delimited text file format, fields in the report are separated by tab spaces. Tab-delimited text files can be opened by most word processing and spreadsheet software.
Comma-separated Text	When you save a report in comma-separated text file format, fields in the report are separated by commas. Comma-separated text files can be opened by most word processing and spreadsheet software.
Simple Text File	When you save a report in simple text file format, fields are separated by spaces so the appearance of the report is as similar as possible to a printed version of the report. Simple text files can be opened by most word processing and spreadsheet software.

5 In the **Save As** window, specify a name and location for the file and click **Save**.

To send reports by email

When you send a report by email, the report is saved as a PDF file and attached to the body of the email message. Your recipient needs a PDF file viewer, such as Adobe Reader, to view the report.

1. Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.

2. Locate and highlight the report you want to email.

3. To limit the data that will appear in the report, click **Customise** and select the data you want. For more information, see 'Customising reports' on page 180.

4. Click **Send To** and choose **Email**. The **Email** window appears.

5. In the **Name** field, type or select the individual or organisation you want to send the report to.

6. If necessary, add or change the email address.

7. Enter the subject and message of the email.

8. Click **Send**. The email is sent to your email software's outbox with the report attached as a PDF file.

9. Send the email and attachment from your email software as you normally would.

To send reports by fax

If you have fax software installed on your computer you can send your reports by fax. Windows 2000 and Windows XP include fax software; for more information, see Windows Help.

1. Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.

2. Highlight the report you want to fax.

3. To limit the data that will appear in the report, click **Customise** and select the data you want. For more information, see 'Customising reports' on page 180.

4. Click **Send To** and choose **Fax**.

5. Use your fax software to send the fax as you normally would.

To view reports in Microsoft Excel

You must have Microsoft Excel installed on your computer.

1. Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.

2. Highlight the required report.

3. To limit the data that will appear in the report, click **Customise** and select the data you want. For more information, see 'Customising reports' on page 180.

4. Click **Send To** and choose **Excel**. Microsoft Excel starts and the selected report appears.

TIP: **Viewing saved reports in Microsoft Excel**   You can also open reports that you have saved as tab-delimited files, comma-separated files or unformatted text files in Excel.

Printing report batches

A report batch is a group of reports that can be printed all at once. For example, you may want to create a report batch that contains all your regular monthly financial statements.

NOTE: **Single-user access required [ABSS Premier range only]**   If you share your company file on a network, you should note that this task requires single-user access. For more information, see 'Single-user file locking for special tasks' on page 270.

To create a report batch

NOTE: **Reports excluded from batches**   Some reports, such as the **Reconciliation** report, cannot be added to report batches because you need to specify information to be printed each time you want to print the report. Saved custom reports are also excluded.

1   Go to the **Reports** menu and choose **Report Batches**. The **Report Batches** window appears.

2   Click **New**. The **New/Edit Batch** window appears with the reports that can be batched.

3   Enter a name for the batch.

4   Click each report you want to include in the batch. Selected reports display a tick to the left of the row. To remove a report from the batch, click the report name a second time.

5   Click **OK**. The **Report Batches** window appears with the name of the new batch in the scrolling list.

To print a report batch

1   Go to the **Reports** menu and choose **Report Batches**. The **Report Batches** window appears.

2   Select the relevant period from the **Period** list.

You can choose any of the months or quarters in the current financial year, or you can choose to print information for the entire year to date.

Your selection in the **Period** list affects different types of reports in different ways. For example, if you choose January, activity reports will show job activity information from January 1 to January 31 and balance sheet reports will show information as of January 31.

3   Choose a report batch for printing and click **Print**. Each report in the batch is printed.

To change a report batch

1   Go to the **Reports** menu and choose **Report Batches**. The **Report Batches** window appears.

2   Highlight the name of the batch you want to change and click **Edit**. The **New**/**Edit Batch** window appears.

3   Change the batch name, if necessary, and the reports contained in the batch. (Click a report to select or deselect it.)

4   Click **OK** to save your changes.

To delete a report batch

1   Go to the **Reports** menu and choose **Report Batches**. The **Report Batches** window appears.

2   Highlight the name of the batch you want to delete.

3 Go to the **Edit** menu and choose **Delete Batch**.

Customising reports

You can customise a report, print it immediately and then revert the report to the original settings. Alternatively, if you want to retain a report's modifications, you can save it. The saved report will include advanced filters, report fields, and finishing options settings. When you save a customised report, it appears in the **Custom** view of the **Index to Reports** window. Note that you need to re-enter the report's date range the next time you print the report.

Follow the steps below to customise a report.

Task		See
1	Select the data to be printed	below
2	Select the required fields	page 181
3	Select finishing options	page 182
4	Change the report format	page 182
5	Print the report	page 183
6	Save the report	page 183

Task 1: Select the data to be printed

You can filter the amount of information that appears in your reports by choosing which categories or ranges of data should be included. For example, if you want to print a **Sales Customer Summary** report for a customer for the months May to July, you can use filters to select just that customer and just those months.

You can filter the information that appears in a report in either the **Report Display** window or the **Report Customisation** window.

To filter reports in the Report Display window

1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.

2 Locate and highlight the report you want to customise.

3 Click **Display**. The **Report Display** window appears.
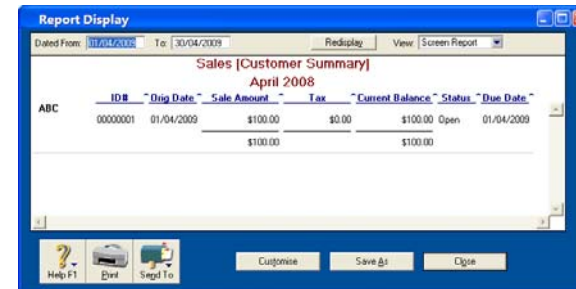
4 Filter the report by making the required entries and selections in the toolbar that appears in the top section of the **Report Display** window. (Note, some reports do not have selection options.)

5 Click **Redisplay**. The report is refreshed with the new filtering options applied. To make further filtering selections, see 'To filter reports in the Report Customisation window' below.

To filter reports in the Report Customisation window

1   Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.

2   Locate and highlight the report you want to customise.

3   Click **Customise**. The **Report Customisation** window appears. The customisation options that appear depend on the report being customised. The following example shows the options available for the **Sales Summary** report.

A   The top section of the window enables you to limit the report to:
   • a particular customer or supplier
   • records with particular values in custom lists.

B   The bottom section has three tabs—**Advanced Filters**, **Report Fields** and **Finishing**.
   The **Advanced Filters** tab lets you set further limits on the data displayed (such as limiting records to those within a date range). The other two tabs are described later (see ‘Select the required fields’ below and ‘Select finishing options’ on page 182).

4   Specify your search criteria in the **Advanced Filters** tab.

Task 2: Select the required fields

In the **Report Fields** tab of the **Report Customisation** window, you can choose the fields to include on the report.

For example, if you want to print the name of the salesperson in a sales report, you can add the salesperson field.

To select the required fields

1   Click the **Report Fields** tab.
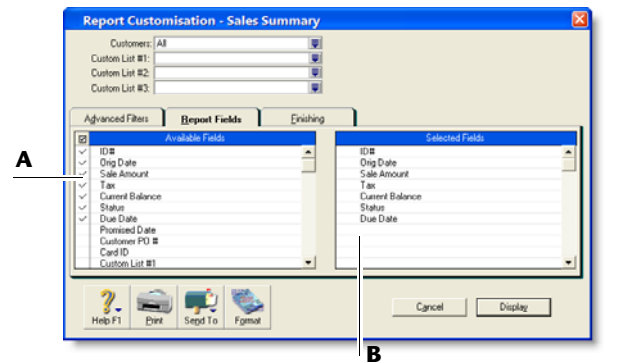
A   Fields in the **Available Fields** column are those that are available for the selected report. To include a field in a new report, mark the field by clicking in the select column (☑). This adds the field name to the **Selected Fields** column.

B   Fields in the **Selected Fields** column are those that will be printed on the selected report. From the top down, the sequence of fields in this column is in the order the fields will appear in the report. The first field will appear as the left most column of the report, the second field will appear in the next column to the right, and so on.
If you want to change the order in which the fields are printed, display the report and choose **Screen Report** from the **View** list. You can then drag the column headers to new positions. See .

2   Select the fields you want to appear on the report.

Task 3: Select finishing options

The **Finishing** tab in the **Report Customisation** window provides a number of miscellaneous options, such as what default text to add to the report, whether you want the report added to the **Reports** menu, and so on. These options vary depending on which report you select.

To select finishing options

1   Click the **Finishing** tab.

2   If you want to add the customised report to the **Reports** menu so that you can re-use these customised settings, select the **Add to Reports Menu** option.

3   [ABSS Premier range only] If you are on a network and want to prevent data from being changed when the report is being generated, select the **Prevent Data Changes During Report Generation** option. This will prevent other users from recording transactions or making other changes in the company file while the report is being printed.

4   Make any other entries or selections that apply to the report.

Task 4: Change the report format

You can modify the look of the report by choosing different font styles, sizes, colours, alignments and effects, and by changing the report's page margins.

To change the report format

1   Click **Format** in the **Report Customisation** window. The **Report Format** window appears.
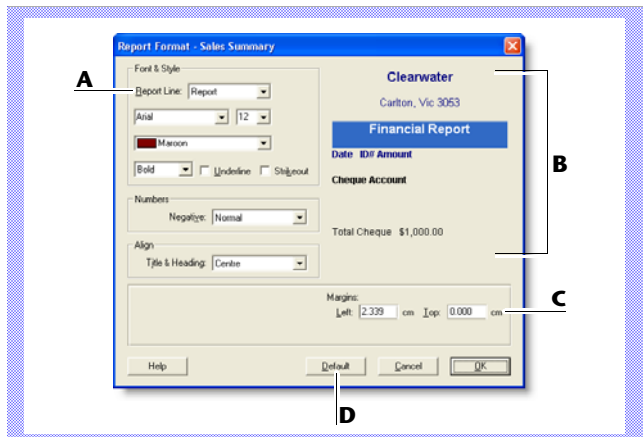
A   Click the **Report Line** list, choose the section of the report you want to customise and then change the formats as required.

B   The right side of the **Report Format** window shows a preview of the currently selected report section.

C   To change the report's margins, make entries in the margin fields.

D   If you have formatted a report and want to change it back to its original format, click **Default**.

2   Click **OK** when you have finished formatting the report.

Task 5: Print the report

To print the report

1   Click **Display** to display the report.

2   To see how the report will look when printed, select **Print Preview** in the **View** field.

3   To print the report, click **Print**.

Task 6: Save the report

If you plan to use a report's design and format again, you can customise the report once, save the changes and then re-use the report whenever you want. Once saved, you can access your custom report from the **Custom** tab in the **Index to Reports** window.

To save the report

1   With the report displayed, click **Save As**. The **Save As** window appears.

2   Enter a name and a brief description of the custom report and click **OK**. The **Report Display** window appears.

3   Click **Close**. The **Index to Reports** window appears.

Note that the report you have just saved is now listed on the **Custom** tab. You can run the report again by selecting it from the **Custom** tab.

Changing the default fonts

Every report is assigned default fonts. You can change these default fonts if you prefer your reports to have a different appearance.

To change the default fonts

1   Go to the **File** menu and choose **Default Fonts.** The **Default Font Selection** window appears.

2   Click **Reports**. The **Report Format - All Reports** window appears.

3   Choose the font style and size for the printed characters on your reports. The sample box previews the appearance of your choices.

4   Click **OK** when you have finished.

NOTE :   Changing the default fonts will not affect the fonts on any custom report.

13   Forms

You can print all the standard business documents you send to customers and suppliers: quotes, order confirmations, invoices, delivery orders, delivery labels, statements, bills, cheques, receipts, remittance advice and mailing labels.

You can print forms individually as you complete a transaction (for example, an invoice for a cash sale) or print batches of forms (for example, a monthly cheque run for supplier payments).

You can also customise the appearance of your forms. You can change the size of the form, print multiple forms on a single page, change fonts, move fields, create text labels, and add your own logos and graphics.

Finding forms

Forms can be accessed through the relevant functions in each command centre. For example, remittance advices are accessible through the **Print/Email Remittance Advices** function in the **Purchases** command centre, etc.

To find forms

1   Go to the appropriate command centre, for example, **Sales** for invoice forms.
2   Find the type of form you want and click the relevant command centre function—see the following tables.

   ■ **Banking** command centre

Type of form	Function
Cheques	Print Cheques

Type of form	Function
Receipts	Print Receipts
Remittance Advices	Print/Email Remittance Advices

■ **Sales** command centre

Type of form	Function
Sales	Print/Email Invoices
Delivery orders	Print/Email Invoices
Labels	Print/Email Invoices
Statements	Print/Email Statements
Receipts	Print Receipts

■ **Purchases** command centre

Type of form	Function
Purchases (item, service and professional)	Print/Email Purchase Orders
Cheques (payable)	Print Cheques
Remittance Advices	Print/Email Remittance Advices

■ **Payroll** command centre [ABSS Premier Plus only]

Type of form	Function
Paycheques	Print Paycheques
Pay slips	Print/Email Pay Slips

■ **Card File** command centre

Type of form	Function
Mailing labels	Print Mailing Labels
Personalised letters	Create Personalised Letters

Sending forms

You can send forms immediately or as a batch.

Sending forms immediately

You can print, email or fax forms as you enter individual transactions in the **Sales** or **Purchases** window.
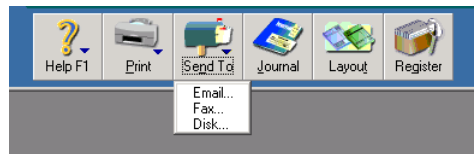
You can also preview and print remittance advices or cheques when you record transactions in the **Spend Money**, **Pay Bills** or **Settle Returns & Credits** window.
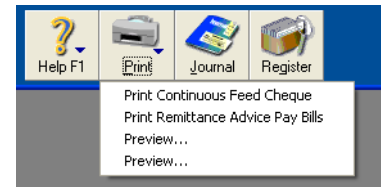
Sending forms in a batch

Before you can include a form in a batch, you need to select how you want to send the form when entering a transaction.

- **Sales**—select **To be Printed**, **To be Emailed**, or **To be Printed and Emailed** from the **Invoice Delivery Status** field in the **Sales** window.
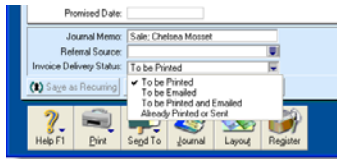
- **Purchases**—select **To be Printed**, **To be Emailed**, or **To be Printed and Emailed** from the **Bill Delivery Status** field in the **Purchases** window.
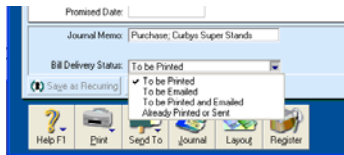
- **Remittance Advices**—select **To be Printed**, **To be Emailed**, or **To be Printed and Emailed** from the **Remittance Advice Delivery Status** field in the **Spend Money**, **Settle Returns & Credits** or **Pay Bills** windows.
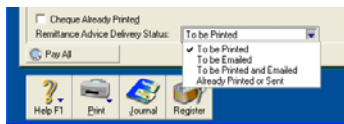
After you have completed a number of transactions, for example, the invoices for the day, you can print or email a transaction batch.

To print forms

1   Click on the command centre function for the forms you want to print. For example, if you want to print a sales invoice, go to the **Sales** command centre and click **Print/Email Invoices**. The **Review Sales Before Delivery** window appears.

2   Click the **To Be Printed** tab.
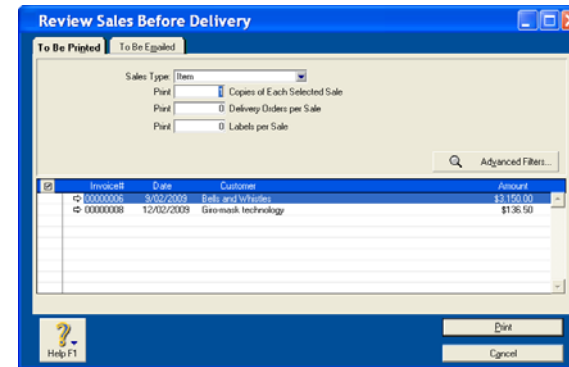
3   Select the layout you want to print in the **[...] Type** field. For example, if you want to print item invoices, select **Item**.

4   Click in the select column ( ) next to a transaction you want to be printed. If you want to print all the transactions, click the icon in the heading of the select column.

5   If you want to view more information about a particular transaction, click the zoom arrow (⇨) next to the transaction.

6   Enter the number of copies you want to print.

7   If you want to filter the transaction information or change the type of stationery the forms will be printed on, click **Advanced Filters**. For more information, see 'Advanced filters' on page 188.

8 Click **Print**.

To email forms

1 Choose the form you want to email by going to the relevant command centre and clicking the function you want. For example, if you want to email a sales invoice, go to the **Sales** command centre and click **Print/Email Invoices**. The **Review Sales Before Delivery** window appears.

2 Click the **To Be Emailed** tab.
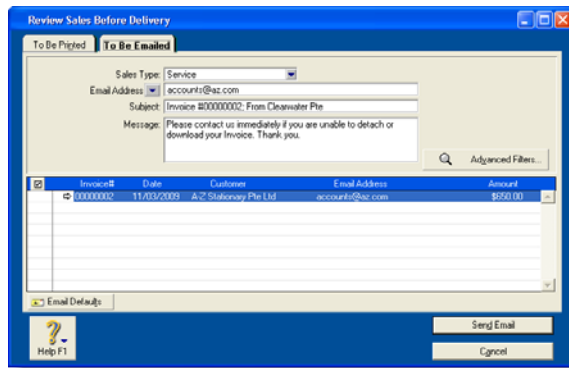
3 Select the layout you want to print in the **Sales Type** field. For example, if you want to email item invoices, select **Item**.

4 Click in the select column (☑) next to the transaction you want to be emailed.

  If you want to email all the forms, click the icon in the heading of the select column.

5 If you want to view transaction details of a particular transaction, click the zoom arrow (⇨) next to the transaction.

6 If you want to change a recipient's email address, highlight their name and click the down arrow next to the **Email Address** field and select another address from the card.

  Alternatively, enter the address in the **Email Address** field.

7 Enter a subject title and message or accept the default title and message. If you want to change the default title and message, click **Email Defaults** and change as appropriate.

8 If you want to change the type of information you are going to email or the type of stationery it will appear on, click **Advanced Filters**. For more information, see 'Advanced filters' below.

9 Click **Send Email**.

Advanced filters

You can filter the amount of information, and even change the stationery you want to use, when you print or email a form. You can do this in the **Advance Filters** window.

1 Click **Advance Filters** in the **Review [...] Before Delivery** window.

2 In the top section of the **Advanced Filters** window, select the forms you want to print or email. We are using

the example of a service sale type for all customers with outstanding payments.
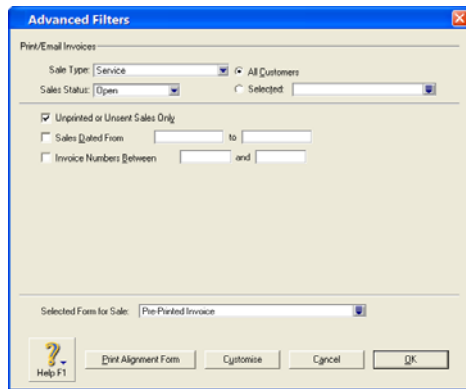
3   If you want to filter the forms, enter a date range or reference number range (for example, invoice numbers) in the middle section of the window.

4   In the **Selected Form for [...]** field, select the stationery you want to use when you print or email your forms.

Several stationery choices are available, depending on the type of form you are currently working with.

Form	Usage
Preprinted	Select the preprinted stationery if you want to print on paper that already contains lines, columns and headings. The preprinted stationery is designed to match most commonly used forms provided by third-party forms suppliers. Note that this type of stationery is not suitable for emailing forms.
Plain-paper	Select plain-paper stationery if you want to print on blank paper. Lines, columns and headings are automatically printed with the form's information.
Customised	Select any customised stationery forms if you want to print a form you have already customised. See 'Customising forms' below for more information about customising forms.

5   When you have finished making your selections in the **Advanced Filters** window, click **OK**.

Customising forms

You can change the look and content of printed cheques, invoices, delivery orders, purchase orders, statements, bills and mailing labels. You can also change the size of a form, add text labels, draw lines and boxes, paste graphics on the form, move fields, change the size of fields, and more. Then you can save your customised stationery so that you can select it when you print the form.

[ABSS Premier range only] If more than one user is accessing a company file you should:

■   create custom forms in the **Forms** folder on the host computer on which the company file is stored

■   copy any custom forms from the host computer to the **Forms** folder on each workstation that accesses the company file.

Complete the following steps to create, save and print your customised forms:

Task		See
1	Display the form	below
2	Set up the form properties	below
3	Adding and editing elements	page 191
4	Preview the customised form	page 192
5	Save the customised form	page 192
6	Print the customised form	page 192

Task 1: Display the form

1 Go to the **Setup** menu, choose **Customise Forms** and choose the type of form you want to customise. The **Customise Forms** window appears.

2 Select the form you want to customise in the **Form to Customise** field and click **Customise**. The **Customise [...]** window appears.
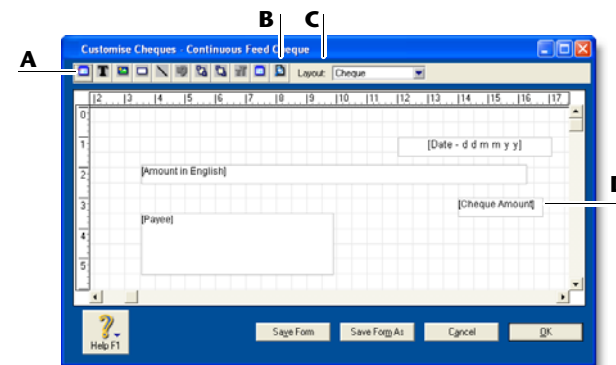
A	Tool palette	The tool palette provides you with customisation tools.

B	Preview	Click **Preview** to view your form on the screen.
C	Layout	Select the required layout for a cheque stub. Note that this is only displayed if you are customising a cheque.
D	Data fields	Data fields contain system-generated information.

NOTE: **Cheques have two parts**   A cheque form has two parts: the cheque and the stub. You customise the cheque and the stub separately. In the cheque **Customise** window, select the appropriate stub layout in the **Layout** field. For example, the **Regular** layout is assigned to cheques recorded in the **Spend Money** window and the **Payable** layout is assigned to cheques recorded in the **Pay Bills** window.

Task 2: Set up the form properties

1   Click the form properties (◻) button in the tool palette of the **Customise [...]** window.

The **Forms Properties** window appears. It has two tabs: the **Layout** tab and the **Options** tab.

Set up the paper and form sizes

2   In the **Layout** tab, type the number of forms you want to print per page.

3   Select the required type of paper from the **Paper** list.

4   Type the margins for the page.

5   Type the width and length of the form (not the paper) in the **Form Size** fields. If you are printing four cheques per page, type the width and length of a single cheque and not the width and length of the page.

Set up the grid and add a background graphic

6   In the **Options** tab, specify the grid options for the form. The grid will help you position and align form fields.

If you want to:

a   make the grid visible in the layout, select **Show Grid**. Note that the grid will not be printed.

b   align the top and left margins of fields with the closest grid lines when you are repositioning them, select **Snap to Grid**.

c   change the spacing between the grid lines, make a selection from the **Grid Size** menu.

7   If you want, select a background graphic for the form:

a   Click **Insert Background**. The **Open** window appears.

b   Select the graphic file you want to use and click **Open**. The **Field Properties** window displays the graphic in the **Sample Display** area.

c   Using the **Display** menu, choose how the background graphic will appear on your printed form:

  ■ **Top** will position the image at the top of the form.

  ■ **Centre** will centre the image on the form.

  ■ **Tile** will repeat the image in a grid-like pattern across and down the entire form.

  ■ **Stretch** will enlarge the image to fill the entire form. (Depending on its size and shape, this setting can distort the image.)

8   Click **OK**.

Task 3: Adding and editing elements

Add, remove or edit elements—such as text, graphics and lines—according to your needs. For more information, see .

Task 4: Preview the customised form

At any time during the customisation process, you can display a preview of your work.

1   Click the preview button (🖺) in the tools palette of the **Customise [...]** window.

The form is displayed in the **Print Preview** window.

2   If you want to view the form in more detail, alter the default value (75%) in the **Zoom** field and press TAB.

3   If you want to check your current printer and page settings, click **Print Setup**.

4   When you have finished previewing the form, click **Close** in the **Print Preview** window.

Task 5: Save the customised form

When you are satisfied with the changes you have made to the form, you should save the customised form. If you want to save changes to a custom form you created previously, click **Save Form**.

If you want to create a new custom form stationery that contains the changes you have made, click **Save Form As**. The **Save As** window appears. Enter a name and a brief description for the new layout and click **OK**.

Task 6: Print the customised form

Printing a customised form is the same as printing an unchanged form. However, before you can print using your customised form, you need to select the form in the **Selected Form for [...]** field in the **Advanced Filter**

window. For more information on printing forms, see .

Changing the default fonts on forms

Every form in your ABSS software is assigned default fonts. You can change these default fonts if you prefer your forms to have a different appearance.

1   Go to the **File** menu and choose **Default Fonts.** The **Default Font Selection** window appears.

2   Click **Forms**. The **Change Default Forms Font** window appears.

3   Choose the font style and size for the printed characters on your forms. The sample box previews the appearance of your choices.

4   Click **OK** when you have finished.

Adding and editing elements

You can add elements to, and change elements on, a form using the buttons on the tool palette shown below:

NOTE: **Layout selection**   The Layout list only appears for cheque forms.

To add a data field to a form

1   Click the add data ( ) button. The **Select from List** window lists all the data fields available for the form you selected.
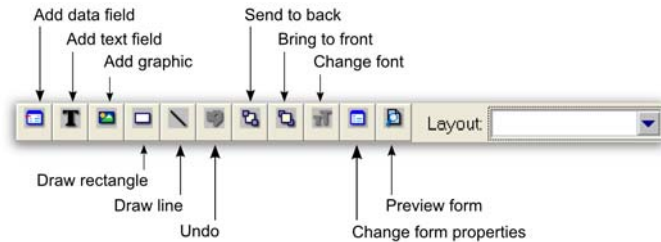
The column on the right indicates the field type (Data, Column) and where it appears on a form. For example, the **Total** field only appears on the last page.

2   Click the fields you require.
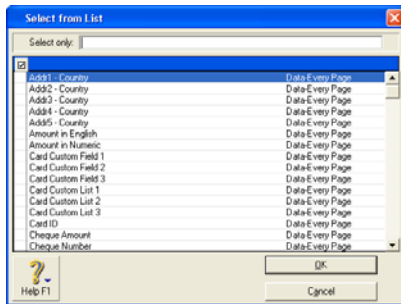
3   Click **OK**. The selected data fields appear on the form. Their position depends on a number of factors, such as the number of records they can display, previous cursor position and other fields already on the form. You can move a field to a better position—see 'Editing all elements with common commands' on page 196.

4   If you want to change the properties of a data field, double-click it. The **Field Properties** window appears.

The **Field Properties** window has two tabs: the **Layout** tab where you select the text, format, background colour, location and size of the field, and the **Borders** tab where you select the layout, colour and width of the field's borders.

5   Change the properties as required and click **OK**.

To add a field label to a form

1   Click the add text button (**T**) and then click the form where you want to place the text field. A new text field named **Text Field** appears.

2   Double-click the new text field. The **Field Properties** window displays the **Layout** tab where you select the name, location, size, text format and background colour of the text field, and the **Borders** tab where you select the layout, colour and width of the text field's borders.

3   Click **OK** to close the **Field Properties** window. The text field appears in the **Customise** window.

If the name is longer than the size of the text field, you need to resize the field—see 'Resize' on page 196.

To change the name of a text field

1   Double-click the text field. The **Field Properties** window appears.

2   Change the name in the **Text** field on the **Layout** tab.

3   Click **OK**.

To change the font style of a data field or text field

1   Double-click the data field or text field to be changed. The **Field Properties** window appears.

2   Click **Text Format** on the **Layout** tab. The **Text Format** window appears.

3   Make your choices in the **Font**, **Font Style**, **Size**, **Justify** and **Effects** fields in this window.

4   If you want to change the font colour:
   a   Click **Font Colour** and then in the **Colour** window that appears, select the new colour.
   b   Click **OK**. The **Text Format** window reappears.

5   Click **OK**.

Adding and editing graphic elements

You can also add graphic elements to a form: rectangles to visually group elements, lines to separate elements, and icons, logos, photos, location maps and other graphic elements.

To add a graphic file to a form

1   Click the add graphic button (▣) in the **Customise** window and then click on the form where you want to place the graphic. A new graphic element appears.

2 Double-click the graphic element. The **Field Properties** window appears.
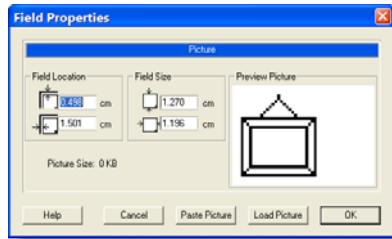
3 Click **Load Picture**. The **Open** window appears.

4 Select the graphic file and click **Open**. The **Field Properties** window displays the graphic in the **Preview Picture** area.

5 Type the field location and field size for the picture.

6 Click **OK** to close the **Field Properties** window. The picture appears in the **Customise** window.

To paste a graphic element into a form

You can paste almost any graphic that can be placed on the clipboard into a form, regardless of its graphic format.

1 Open your graphic file in any graphics software.

2 Copy the graphic to the clipboard.

3 Click the add graphic button ( ) in the **Customise** window. Then click the location on the form where you want the graphic to appear. A graphic element appears.

4 Double-click the graphic element. The **Field Properties** window appears.

5 Click **Paste Picture**. The graphic appears in the **Preview Picture** area.

6 Type the field location and element size for the graphic.

7 Click **OK**. The graphic appears in the **Customise** window.

To draw a line on a form

You can draw a vertical or horizontal line on a form.

1 Click the draw line button ( ) and then click and hold the mouse on the form where you want the line to begin.

2 Drag to where you want the line to end and then release the mouse button.

To draw a rectangle on a form
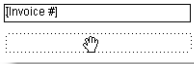
1 Click the rectangle button ( ).

2 Click and hold the mouse at the location on the form where you want the top left corner of the rectangle to appear.

3 Drag to the right and down to where you want the rectangle to end and then release the mouse button.

To change the thickness of a line or rectangle

1 Double-click the line or rectangle. The **Field Properties** window appears.

2 Choose a thickness in the **Line Size** section of the **Field Properties** window.

3 Click **OK**.

Editing all elements with common commands

The following editing procedures are applicable to any element.

To...	Do this...
Copy and paste	1 Click an element once to select it. 2 Go to the **Edit** menu and choose **Copy**. 3 Go to the **Edit** menu and choose **Paste**. A copy of the element appears in the window. Note: If you want to paste the element onto another form, display that form in the **Customise** window.
Delete	Select the element and press BACKSPACE or DELETE on your keyboard.
Undo last change	To undo the last change you made to the current form, click the undo button (🔄) or press CTRL + Z.
Resize	1 Click the element once to select it. Small squares, called handles, appear on the element. 2 Drag a handle to change the size of the element.
Drag and drop	1 Click the element and hold down the mouse button. Notice that the cursor changes to a hand pointer. 2 Drag the element to the desired location. In the example below, the **[Invoice No]** data field is being dragged below its original position. [Invoice #]
Change coordinates	1 Double-click the element you want to move. The **Field Properties** window appears. 2 In the **Field Location** fields on the **Layout** tab, enter the distance from the top and left edges of the form to the top left corner of the element. 3 Click **OK**.

To...	Do this...
Send to back	1 Select the element you want to send behind another element. 2 Click the send to back button (🗗).
Bring to front	1 Select the element you want to bring in front of another element. 2 Click the bring to front button (🗗).

There are also procedures specific to particular kinds of elements—see 'Adding and editing elements' on page 193 and 'Adding and editing graphic elements' on page 194.

14 Contact management

The Card File is a repository of contact records, known as cards, that you can create for your customers, suppliers, employees and personal contacts. A card lets you store contact information and enables you to track and analyse the transaction history for each individual and business.

Creating a card

You need to create a card for an individual or business if you want to perform any of the following tasks:

- record sales and track the amounts owing to you
- record purchases and track the amounts owing to suppliers
- print mailing labels
- print personalised letters
- record contact details.

When you set up your company file, you may have created cards for your customers and suppliers. In addition to these cards, you can create employee cards and personal cards for your friends and relatives.

If you want to create a card for...	See
a customer	page 58
a supplier	page 83
an employee	page 117
a friend or relative	below

To add a personal card

1 Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.

2 Click **New**. The **Card Information** window appears.
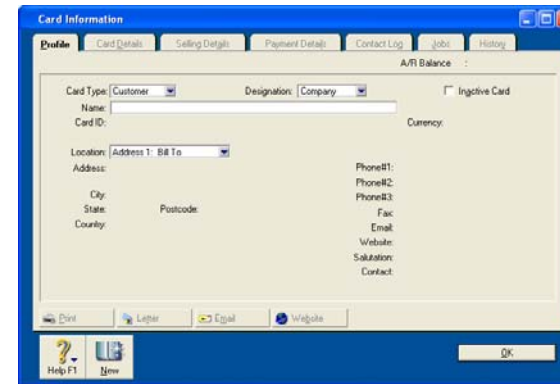
3 Select the required card type from the **Card Type** list.

4 Type the name for the card and press TAB.

5   If you want to, complete the other fields in the **Profile** tab.

6   Click the **Card Details** tab. In this tab, you can:
    - add a picture
    - enter identifiers—these are useful for grouping your cards

- use custom lists and fields—you can record additional information about the card.

For information about these tasks, see 'Customising cards' on page 212.

7   When you have finished entering the card details, click **OK** to save the card and close the **Card Information** window.

Keeping in touch with your contacts

At times you may want to send a letter to your contacts, such as payment reminders, thank you letters, or special offers.

There are several card file features that can help you with these tasks, and can help you keep a record of each contact you make.

Personalised letters

You can create personalised letters (also known as mail-merge letters) for any of your contacts. A personalised letter is a document template that contains standard text as well as fields that can be automatically filled with data stored in your company file.

Personalised letters are useful when you need to send the same letter to several contacts. For example, you may want to send several slow-paying customers a payment reminder letter. Instead of entering each contact's information on the letters yourself, you can set up a letter template that contains the text you want to appear, and insert data fields that automatically fill in with the contact's name, address and the amount owing.

Printing personalised letters using Microsoft Word and OfficeLink

OfficeLink is a feature that automates the process of merging contact information stored in your company file with a Microsoft Word template (a .dot file). Your ABSS software includes a set of templates that you can use, and they are stored in the **Letters** folder, which is located within your ABSS software's program folder.

You can edit these templates and create new ones using the mail-merge features of Microsoft Word. For information about working with mail-merge templates, see Microsoft Word Help.

To print a personalised letter using Microsoft Word

1   Go to the **Card File** command centre and click **Create Personalised Letters**. The **Review Cards Before Exporting** window appears.

2   Click in the select column next to each contact to whom you would like to send a personalised letter.

3   Click **Mail Merge**. The **Select from List** window appears.

4   Select the template you would like to use and then click **Use Template**.

Your letter appears in Microsoft Word, and depending on the template you have selected, you will be prompted to enter additional information, such as your name and title.

5   Edit the letters as required and then print them using Microsoft Word.

Printing personalised letters using other word processors

If you want to use a mail-merge letter template created using word processors other than Microsoft Word, you will need to export the data out of your company file and then merge that data with the letter.

To print a personalised letter using other word processors

1   Go to the **Card File** command centre and click **Personalised Letters**. The **Review Cards Before Exporting** window appears.

2   Select the contacts to whom you would like to send a personalised letter.

3   Click **Disk**. A window with a list of file formats appears.

4 Choose either the **Tab-Delimited Text File** or **Comma-Separated Text File** option.

> NOTE: **Check what file formats your word processing software requires** Most word processing software allows mail-merge data to be tab-delimited (data is separated by tabs) or comma-separated. If your software requires a specific format, choose that format at this step.

5 Click **Save**. The **Save As** window appears.

6 If necessary, change the text file's name and location and then click **Save**.

The text file containing your contacts' details is saved at the location you specified.

7 Use your word processing software to merge the data contained within the text file with a letter template that you have created.

Mailing labels

If you print and send cheques, quotes, orders, invoices, statements or personalised letters you may also want to print mailing labels that you can stick on the envelopes.

The **Print Mailing Labels** function in the **Card File** command centre can be used to print your contact names and addresses on sheets of adhesive mailing labels. You customise the way mailing labels are printed, including their size, the number of labels per sheet and the margins. For information about customising mailing label forms, see 'Customising forms' on page 189.

To print mailing labels

1   Go to the **Card File** command centre and click **Print Mailing Labels**. The **Review Labels Before Printing** window appears.

> TIP: **Print invoices and labels simultaneously**   When you print a batch of invoices using the **Print/Email Invoices** function in the **Sales** command centre, you can choose to print a label for each invoice.

2   Click **Advanced Filters**. The **Advanced Filters** window appears.

3   From the **Selected Form for Mailing Label** list, select the form template that best matches the size and layout of your labels and label sheets.

   If a suitable form template is not available, you can customise an existing template to suit your requirements. For information about customising forms, see ‘Customising forms’ on page 189.

4   Make any other selections in the **Advanced Filters** window as required (for example, you may want to filter your contacts list to only those living within a specific postcode) and then click **OK**.

5   Click in the select column next to each contact for whom you would like to print a mailing label.

6   Ensure you have enough mailing label sheets set up at your printer and then click **Print**.

Contact log

The contact log enables you to keep a detailed log of all the phone calls you and your contacts make to each other, and any other type of correspondence.

For example, let's say that you call customer A regarding an overdue invoice. You could create a log entry that records the date of the phone call, a summary of the outcome, and the date you will want to recontact them by if their invoice is still outstanding.

When a customer or supplier calls, you can use the contact log to retrieve a complete history of your business relationship with that contact.

> TIP: **Automatically create contact log entries**   Log entries can be created automatically for each sale, purchase, payment and receipt you record. For more information, see ‘To automatically create contact log entries’ on page 202.

To view the contact log

1   Go to the **Card File** command centre and click **Contact Log**. The **View Contact Log** window appears.

2   From the **Name** list, select the contact for whom you want to create a contact log entry and click **Use Card**.

3   If you want to view or edit the detail of an log entry, select the entry and click **Edit**, or click the zoom arrow next to it.

To create a contact log entry

1   Go to the **Card File** command centre and click **Contact Log**. The **View Contact Log** window appears.

2   From the **Name** list, select the contact for whom you want to create a contact log entry and click **Use Card**.

3   Click **New**. The **Contact Log Entry** window appears.

4 Complete the **Contact Log Entry** window as described in the table below.

Name	The name of the contact. To view the contact's card, click the zoom arrow.
Contact	Type the name of the person that is associated with this entry. For example, you can record the name of the person you spoke to on the phone. If you have specified a contact person in the contact's card, you can click the down-arrow to choose that person.
Date	Type the date you spoke to or wrote to the contact. If you are simply entering an appointment or reminder, you can enter today's date.
Notes	Enter any information you want to save about the conversation or follow-up.
Elapsed Time	If you want to record the time you spend speaking to the contact, or working on a particular task related to the entry, type the time in hours and minutes. For example, if you spend 15 minutes, enter 15. If you spend 1 hour and 15 minutes, enter 1:15.

Reconta ct Date	If you want to be reminded to follow up the contact, type or select the date you want to be reminded to recontact them. The reminder will appear in the **Contact Alert** tab of the **To Do List** on this date. For more information, see 'To view contact alerts' on page 214.
Log	View all contact log entries for the selected contact.
New	Record the current log entry and to create a new entry for this or another contact.

Automatic contact log entries   You can choose to automatically create contact log entries each time you record a sale, purchase or banking transaction. The log entry contains basic information about the transaction, such as the invoice number, cheque number and the amount.

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NOTE: **Your company file's size may increase significantly**   If you record many transactions and choose to automatically create log entries for them, the size of your company file may increase significantly. If the company file size becomes an issue, you can purge old contact log entries and other data. For more information about purging information, see 'Purging information that is no longer needed' on page 268.

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To automatically create contact log entries

1 Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.

2 Click the **Banking** tab.

3 To create an automatic contact log entry for each payment you record, select the **Make Contact Log Entry for Every Cheque** option.

4 To create an automatic contact log entry for each receipt you record, select the **Make Contact Log Entry for Every Deposit** option.

5 Click the **Sales** tab.

6   To create an automatic contact log entry for each sale you record (including quotes and orders), select the **Make Contact Log Entry for Every Sale** option.

7   Click the **Purchases** tab.

8   To create an automatic contact log entry for each purchase you record (including quotes and orders), select the **Make Contact Log Entry for Every Purchase** option.

9   Click **OK** to close the **Preferences** window.

More ways to keep in touch

To send an email message to a contact

1   Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.

2   Click the zoom arrow next to the name of the contact you want to email. The **Card Information** window appears.

3   In the **Location** field, select the address to which you want to send the email.

4   If an email address is entered in the field, click **Actions** and choose **Send Email**. The **Email** window appears.

5   The **Email Address** field displays the name and email address from the card. You can change these if you wish.

6   Enter a message and click **Send**. The email is sent to your default email program's outbox. Send the file from your email program as you normally do.

To access a contact's website

1   Make sure your computer is connected to the Internet.

2   In the **Card Information** window, display the **Profile** view of the contact.

3   If a website is listed in the **Website** field, click **Actions** and choose **View Website**.

4   Your contact's website will appear in your web browser.

View a contact on a map

To view a contact's location on a map

1   Make sure your computer is connected to the Internet.

2   In the **Cards List** window, select the card whose location you want to view.

3   Click **Actions** and choose:
   ▪ **View in Google Maps**™. Your web browser window will appear, showing the location of your contact on a street map.
   ▪ **View Directions**. Your web browser window will appear, displaying a street map with directions from your primary business location to the contact's address.

Grouping your contacts

You can group and sort your contacts according to common attributes by assigning identifiers to their cards and the appropriate attributes from custom lists you have defined.

Grouping contacts using these features makes it easier for you to:

- filter reports to show only information specific to a group of contacts
- identify which of your contacts have a particular attribute
- filter lists so that it's easier for you to send a batch of personalised letters, customer statements and other forms to a group of contacts.

Identifiers

Identifiers are one-letter labels you can assign to cards.

When you create reports or view card lists, you can limit the information to a particular group of cards by selecting the identifiers that you have assigned to those cards.

For example, say you want to identify all clients who are not-for-profit organisations. You could assign them identifier N and when printing sales reports you can choose to filter the report to show only customers who have that identifier.

You can also assign multiple identifiers to a card. For example, say you assign O to your overseas customers and W to your wholesale customers. If you have overseas wholesale customers you can assign them the O and W identifiers. You can then filter a report to only show your overseas wholesale customers by specifying the OW identifiers in the **Report Customisation** window.

To define identifiers

1. Go to the **Lists** menu and choose **Identifiers**. The **Identifiers** window appears, displaying a field for each of the 26 letters of the alphabet.
2. Enter a description for the identifiers you want to use.
3. Click **OK**.

To assign identifiers to a card

1. Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.
2. Click the zoom arrow next to the card you want to edit. The **Card Information** window appears.
3. Click the **Card Details** tab.
4. Click **Identifiers**. The **Select Identifiers** window appears.
5. Click next to the identifiers you want to assign to the card and click **OK**.

Custom lists

You can set up lists of predefined attributes and assign the appropriate attributes to your cards.

By assigning attributes from a custom list to your cards, you are able to group your contacts to a greater degree than is possible with identifiers.

For example, you could assign all your wholesale customers the W identifier. If you also set up a custom list containing each of your sales territories, and allocate those customers to the appropriate territory, you can then filter reports to only show information about wholesale customers who are within a particular sales territory.

To name a custom list

1   Go to the **Lists** menu, choose **Custom List & Field Names**, and then choose the card type for which you want to create a custom list, for example, **Customers**. The **Custom List and Field Names** window appears.
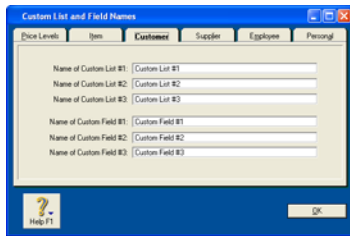
2   Enter names for the lists you want to create for the card type you have selected in the **Name of Custom List** fields.

3   Click **OK**. The names you have entered will now appear in the **Card Details** tab of the **Card Information** window.

To create a custom list entry

1   Go to the **Lists** menu, choose **Custom Lists** and then choose the card type for which you want to create a custom list entry, for example, **Customers**. The **Custom Lists** window appears.
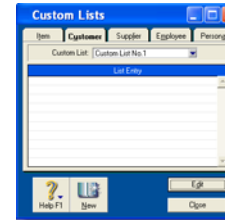
2   Select the custom list for which you want to create an entry.

3   Click **New**. The **Edit Custom List** window appears.

4   Type the custom list entry's name and then click **OK**.

The entry appears in the **Custom Lists** window.

To assign a custom list entry to a card

1   Go to the **Card File** command centre and click **Cards List**.

2   Click the zoom arrow next to the card you want to edit. The **Card Information** window appears.

3   Click the **Card Details** tab.

4   Click the search icon next to the custom list field you want to edit and then select the entry that you want to assign to the card.
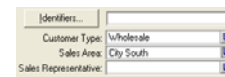
Synchronising ABSS cards and Microsoft Outlook contacts

You can synchronise your ABSS cards and your Microsoft Outlook contacts. If your business uses Microsoft Outlook to email and manage contact information, this will make it easier for you to keep both your ABSS cards and your Outlook contacts up to date.

Your ABSS cards are your customer, supplier, employee and personal cards stored in your ABSS card file. Your Outlook contacts are your contacts stored in your Microsoft Outlook address book.

When you synchronise your ABSS cards and your Outlook contacts, you can:

■ make the details in your Outlook contacts match the details in your ABSS cards (by exporting your ABSS cards to your Outlook contacts) or

■ make the details in your ABSS cards match the details in your Outlook contacts (by importing your Outlook contacts to your ABSS cards).

When you synchronise, the following details are imported or exported: company name or contact name, address details, email and web addresses and telephone, fax and mobile numbers.

If you are exporting your ABSS cards to your Outlook contacts, you can also include your Card File custom fields in the export. When you do this, you will need to match your custom fields to the Categories, Anniversary, Birthday or Spouse's name fields in your Outlook contacts. For information on setting up Card File custom fields see 'Custom fields' on page 212.

Synchronisation update rules   As part of the synchronisation process, you choose whether or not you want to update the details for existing contacts. To do this, you select from one of the following update rules:

Update existing contacts	New contacts are added and existing contacts are updated. You will not be prompted to confirm updates.
Do not update existing contacts	New contacts are added *but* existing contacts are not updated. You are not prompted to confirm any updates.
Ask me to confirm updates	New contacts are added and you are prompted to confirm updates. If you select this rule, you need to select how you want to deal with the discrepancies between the details in your ABSS cards and the details in your Outlook contacts. You can: • review and update the details for each contact • select to update all contacts (if you select this option, you will not be prompted to confirm any further updates) or • skip an update for a contact and leave the details for the contact unchanged.

Software required   You require Microsoft Outlook 2000 (or later), ABSS Outlook Sync and ABSS ODBC Direct installed on your computer. For more information, refer to the *Getting Started* guide.

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CAUTION: **Single-user access required**   [ABSS Premier range only] Synchronising cards and Outlook contacts requires

single-user access. For more information, see 'Single-user file locking for special tasks' on page 270.

Exporting your ABSS cards to your Outlook contacts

When you export your ABSS cards to your Outlook contacts, your contacts are saved by default to group contact folders. For example, Customer contacts are saved to a folder called **ABSS Customers**.
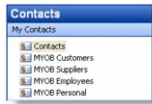
If you use a Personal Digital Assistant (PDA) and want to synchronise your Outlook contacts and your PDA, your contacts must be saved to the Microsoft Outlook default **contacts** folder. When you export your ABSS cards to your Outlook contacts, you can select an option to save your contacts to the default contacts folder.

CAUTION: **Back up your Outlook contacts**   Exporting your ABSS cards to your Outlook contacts will change the details recorded in your Outlook contacts. Back up your Outlook contacts before synchronising. See your Microsoft Outlook documentation for instructions.

To export your ABSS cards to your Outlook contacts

1   Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.

2   Click **Actions** and choose **Sync Cards**. The **Synchronise Cards** window appears.
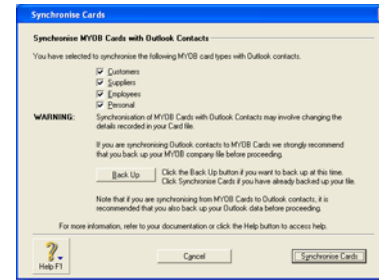
3   Select the card types that you want to synchronise.

NOTE: **You can synchronise cards from any of the Cards List tabs (All Cards, Customer, Supplier, Employee and Personal)**   The default card type selected varies according to the tab you are on when you clicked **Sync Cards**.

4   Click **Synchronise Cards**. The **Outlook Sync – Import and Export Options** window appears.
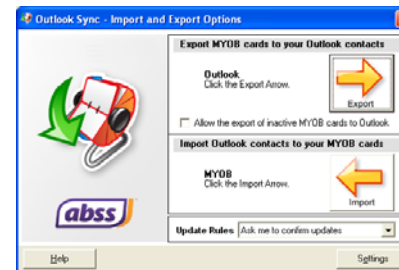
5   If you want to include inactive cards in your synchronisation, select the **Allow the export of inactive ABSS cards to Outlook** option. For information about inactive cards, see 'To inactivate (or reactivate) a record' on page 155.

6   Select a synchronisation rule from the **Update Rules** list. For more information, see 'Synchronisation update rules' on page 206.

7   If you want to save your ABSS cards to your Outlook contacts default folder (you need to do this to synchronise your Outlook contacts and your PDA), or if you want to export your ABSS custom fields to your Outlook contacts, click **Settings**. The **Outlook Sync - Settings** window appears.
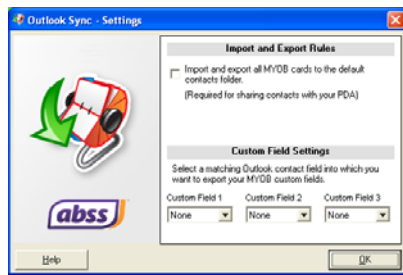
a   If you want to synchronise your Outlook contacts and your PDA, select the **Import and export all ABSS cards to the default contacts folder** option. All contacts are then saved to your default Outlook contacts folder.

b   If you want to export your ABSS custom fields to your Outlook contacts, select a matching Outlook contact field for **Custom Field 1**, **Custom Field 2** and **Custom Field 3**.

c   Click **OK**. The **Outlook Sync - Import and Export Options** window reappears.

8   Click **Export**. A Microsoft warning appears.
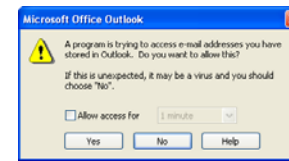
9   Select a period for your ABSS software to access your Outlook contacts.

a   Select the **Allow access for** option.

b   Select a period from **1 minute** to **10 minutes**.

c   Click **Yes**. The export process starts.

10 If you selected the **Update existing contacts** rule or the **Do not update existing contacts** rule, the **Outlook Sync - Export Summary** window appears. Go to step 12.

11 If you selected the **Ask me to confirm updates** rule, the **Outlook Sync - Confirm Update to Outlook Contact** window appears.

Select how you want to deal with each update. When you have confirmed all updates the **Outlook Sync - Export Summary** window appears.
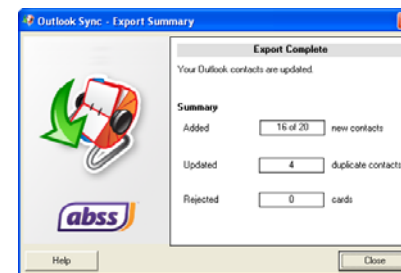
12 Review the export summary.

Added new contacts	The number of new contacts added to your Outlook contacts.
Updated duplicate contacts	The number of Outlook contacts updated to match the details in your ABSS cards. Note that if you selected the **Do not update existing contacts** rule, updated duplicate contacts will always be 0.
Rejected cards	The number of cards you skipped (if you selected the **Ask me to confirm updates** rule) or the number of duplicate contacts (if you selected the **Do not update existing contacts** rule). Duplicate contacts have not been updated to match your ABSS cards. Note that if you selected the **Update existing contacts** rule, rejected cards will always be 0.

NOTE: **Outlook import log** If you want to view a list of the records updated and the problems encountered during the import, refer to the OutlookImport.html file. This file—readable by any Internet browser—can be found in the OutlookSync folder, which is located in your ABSS software's program folder.

Importing your Outlook contacts to your ABSS cards

You can import your Outlook contacts to your ABSS cards from either the default contacts folder, or from group contact folders created for each ABSS card type.

However, before you import your Outlook contacts, you need to identify each contact as either a customer, supplier, employee or personal contact.

NOTE: **Blank fields in your Outlook contacts are not included in the import** If a field in your Outlook contact is blank but the corresponding field in your ABSS card is complete, this field will be skipped during the import process. This ensures that blank fields do not overwrite contact details recorded in your ABSS cards.

Importing from the default contacts folder If you want to import your contacts to ABSS cards from the default Outlook contacts folder, enter the card type for each contact in the **Categories** field of the **General** tab.
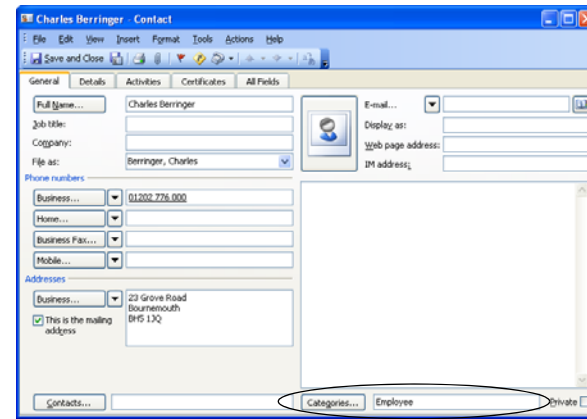
Importing from group contacts folders You need to save your contacts to group contact folders labelled ABSS Customers, ABSS Suppliers, ABSS Employees and ABSS Personal. For instructions on how to set up group contact folders in your Outlook contacts, refer to your Microsoft Outlook documentation.

Before importing your Outlook contacts   Check that the details recorded in your Outlook contacts are up to date and contact in formation is entered in the correct fields.

Back up your company file   Importing your Outlook contacts to your ABSS cards will change the details recorded in your company file. To avoid losing contact details stored in your company file, back up your company file before synchronising. For more information on backing up your Company File, see 'Backing up and restoring company files' on page 262.

To import your Outlook contacts to your ABSS cards

1   Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.

2   Click **Actions** and choose **Sync Cards**. The **Synchronise Cards** window appears.

3   Select the card types that you want to synchronise.

- -

NOTE : **You can synchronise cards from any of the Cards List tabs (All Cards, Customers, Suppliers, Employees and Personal).**   The default card type selected will vary according to the tab you are on when you clicked **Sync Cards**.

- -

4   Click **Synchronise Cards**. The **Outlook Sync - Import and Export Options** window appears.
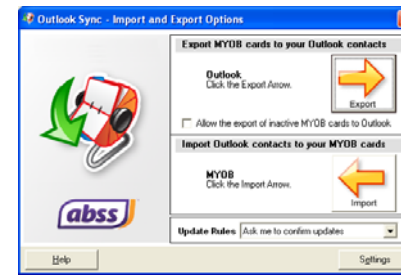
5   Select a synchronisation rule from the **Update Rules** list. For more information, see 'Synchronisation update rules' on page 206.

6   If you want to import your Outlook contacts from the default Outlook contacts folder, click **Settings**. The **Outlook Sync - Settings** window appears. If you are importing your contacts from group contact folders, go to step 7 below.

Select the option **Import and export all ABSS cards to the default contacts folder** and then click **OK.**

7   Click **Import**. A Microsoft warning appears.
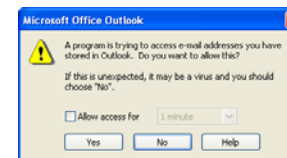
8 Select a period for your ABSS software to access your Outlook contacts:

   a Select **Allow access for** option.

   b Select a period from **1 minute** to **10 minutes**.

   c Click **Yes**.

   The import process starts and the **Blank Field Warning** window appears.

9 Click **Continue**.

10 If you selected the **Update existing contacts** rule or the **Do not update existing contacts** rule, the **Outlook Sync - Import Summary** window appears. Go to .

11 If you selected the **Ask me to confirm updates** rule, the **Outlook Sync - Confirm Update of ABSS card** window appears.

   Select how you want to deal with each update. When you have confirmed all updates the **Outlook Sync - Import Summary** window appears.

12 Review the import summary.
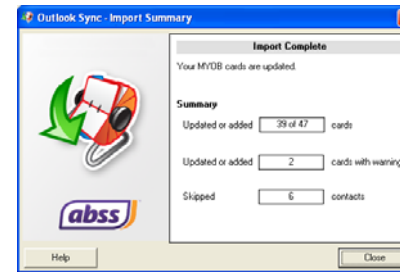
Updated or added cards	The number of cards added or updated in your ABSS cards.
Updated or added cards with warnings	The number of cards updated but the details in your ABSS cards may be incomplete.
Skipped contacts	The number of contacts you chose to skip (if you selected update rule **Ask me to confirm updates**) and the number of contacts that were not imported because they contained blank Outlook contact fields.

NOTE: **ABSS import log** If you want to view a list of the records updated and the problems encountered during the import, refer to the ABSSImport.html file. This file—readable by any Internet browser—can be found in the OutlookSync folder, which is located in your ABSS software's program folder.

Customising cards

Custom fields

If you need to record certain information about your contacts, but cannot find a suitable card field for it, you may want to set up a custom field.

For example, you could set up a field to record your customers' birthdays or a field to record the dates of your employees' most recent performance review.

You can set up three custom fields for each card type and label them according to your needs. You can then enter any information you like in those fields.

If you need to, you can show this information in a report by selecting the custom fields in the **Report Fields** tab of the **Report Customisation** window.

To set up custom fields

1   Go to the **Lists** menu, choose **Custom List and Field Names** and then choose the card type for which you want to set up a custom field, for example, **Customers**. The **Custom List and Field Names** window appears.

2   Type the names of the custom fields you want to set up for the card type you have selected in the **Name of Custom Field** fields. For example, you could enter `Birthday` to record your contacts' birthdays.

3   Click **OK**. The names you have entered will now appear in the **Card Details** tab of the **Card Information** window.

To enter custom field information in a card

1   Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears.

2   Click the zoom arrow next to the card you want to edit. The **Card Information** window appears.

3   Click the **Card Details** tab and type the information you want to record in the appropriate custom field.

Card identification codes

If you have assigned identification codes (IDs) such as customer numbers or account numbers to your customers, you can enter those IDs in their cards.

You can also set a preference that will let you select customers by their ID instead of their last name or company name when entering a transaction. Customer search lists will also be sorted by their ID when this preference is set.For more information, see 'To select contacts using Card IDs' on page 213.

NOTE: **The Card ID preference affects all card types**   If you choose this preference, you have to select all card types by their IDs.

To enter an identification code

1   Go to the **Card File** command centre and choose **Cards List**. The **Cards List** window appears.

2   Click the zoom arrow next to the card you want to edit. The **Card Information** window appears.

3   Enter a unique code of up to 15 alphanumeric characters in the **Card ID** field.

4   Press TAB or click **OK** to save your changes.

To select contacts using Card IDs

1   Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.

2   Click the **Windows** tab.

3   Choose the **Select Cards by Card ID**, **Not Card Name** option.

You can now select cards by their IDs and your card lists will be sorted by ID instead of by last name or company name.

Card pictures

You can display a picture of your contact by linking a picture file to their card. The picture appears in the **Card Details** tab of the **Card Information** window.

Any pictures you link are copied to the **Graphics** folder, which is located within your company file's folder. If you move your company file, you will need to move the **Graphics** folder as well.

NOTE: **Supported picture formats**   Pictures need to be saved in one of the following formats: bmp, jpg, tif, gif, or png.

To link a picture

1   Go to the **Card File** command centre and click **Cards List**. The **Cards List** window appears**.**

2   Open the card for which you want to link a picture.

3   Click the **Card Details** tab and double-click the picture file area. The **Picture Information** window appears.

4   Click **Link**. The **Open** window appears.

5   Locate the picture file you want to display for this card and then click **Open**. The **Picture Information** window appears with the selected picture appearing on the right.

6   Click **OK**. The picture appears in the **Card Details** tab.

To replace a picture

If you want to replace the picture displayed in a card with another one, double-click the displayed picture and continue with .

To remove a picture

If you want to remove the displayed picture from the **Card Details** tab, double-click the picture. In the **Picture Information** window, click **Unlink** and then click **OK**. The picture will be removed from the **Card Details** tab but the picture file will remain in the **Graphics** folder.

Reviewing your contact information

There are several tools you can use to review your contact information.

Tool		See
To Do List	The **Contact Alert** tab in the **To Do List** displays contact log entries with recontact dates on or before the current date.	below
Card reports	Card reports give you lists of contact information in several formats.	below
Find Transactions	**Find Transactions** helps you quickly find all transactions for a contact.	page 161

To view contact alerts

1 Click **To Do List** in any command centre. The **To Do List** window appears.

2 Click the **Contact Alert** tab. A list of all individuals and businesses you need to contact appears.

- -
NOTE: **Reminders that fall on a closed day** If the recontact date falls on a day that you have indicated as being closed in the **Business Calendar** (accessible from the **Setup** menu), the reminder will appear on the business day prior to the recontact date.
- -

The **Overdue** column shows how many days have elapsed since the recontact date you specified on the contact log entry.

To clear a reminder from the list, click in the select column next to the contact log entry and then click **Remove**.

To print card reports

1 Go to the **Reports** menu and choose **Index to Reports**. The **Index to Reports** window appears.

2 Click the **Card** tab. The list of card reports appears.

3 Display or print the report that is appropriate to your needs.

Following is a list of the default information displayed in each report. If required, you can customise the reports to display more or less details (for information on how to customise a report, see 'Customising reports' on page 180).

Report	Description
Card List Summary	A list of your contacts with their phone numbers, current balances and identifiers.
Card List Detail	A list of some of the information contained in your contacts' cards, including Address 1 and Address 2.
Addresses	The contact name, address and phone number entered for Address 1 in each card.
Card Transactions	A list of the transactions that have been allocated to your contacts for a selected period.
Contact Log	A list of contact log entry details. The total of the elapsed time recorded in the log entries is displayed for each contact.

Report	Description
Identifiers	A list of the identifier codes and their descriptions.
Overdue Contacts	A list of contact log entries with recontact dates that are dated on or before the day you select in the report filter.

15 ABSS Payments

ABSS Payment is a new electronic payment services that integrated with ABSS application, which allows easy payment, collection, recording and reconciliation.

About ABSS Payments

When client made payment through ABSS Click To Pay/PayPal payment portal, merchant will be able to download the list of payments in CSV format. The CSV file can then be imported into ABSS application for easy recording and reconciliation of payments received.

Enable ABSS Payment feature in ABSS application
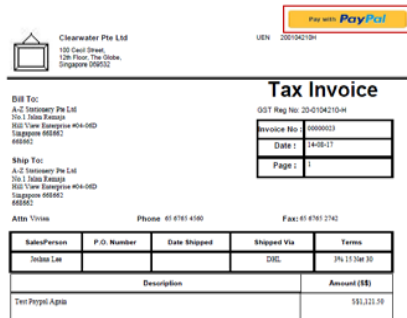
1   Merchant who subscribed ABSS Payment services will be provided with a Merchant Reference ID. It represents the merchant's identification in ABSS Click To Pay or PayPal payment portal.

2   In order to enable ABSS Payment feature in ABSS application, merchant need to enter their Merchant Reference ID in File > ABSS Payments > Setup.
For PayPal > Business ID or email address
For Click to Pay > Company Token

Generate ABSS Payment Invoice

1   Once Merchant ID is entered, invoice generated via Send Email window will show an additional selection for **Click To Pay/PayPal.** Upon selection the respective option, **Click To Pay/Pay with PayPal** button will appear on

top right corner of the invoice with embedded URL, that link to ABSS Click To Pay/PayPal payment portal.
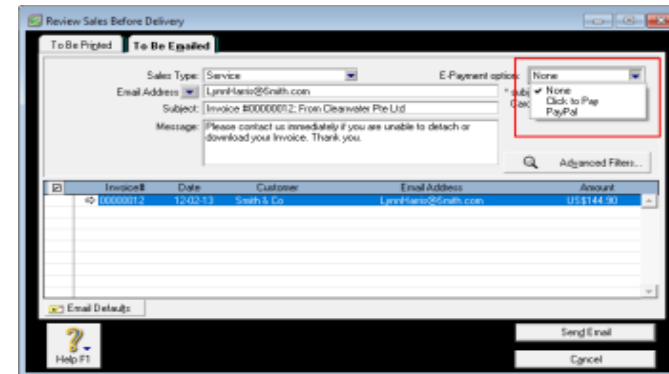
2   Merchant's customer who receive this electronic invoice can simply click on button and pay the invoice via internet browser.

3   Upon connected to ABSS Click To Pay/PayPal payment portal, ABSS invoice particulars will be automatically display on the payment portal. Customer just need to fill in credit card information to make payment, or select Direct Debit option and be route to respective bank's website for online payment.

Reconcile Payment Received against Invoice

Once customer made payment through ABSS Click To Pay/PayPal payment portal, merchant will be able to download the list of payments received in CSV format. The

CSV file can then be imported into ABSS application for easy recording and reconciliation of payments received.

Before importing CSV file, merchant have to ensure the linked accounts in ABSS Payment > Setup are linked to the appropriate account for recording purposes.

To define linked account for ABSS Click To Pay/PayPal

1   Log-on to your ABSS Premier/ Accounting System.

2   Click on **File**

3   Select **ABSS Payments**

4   Click **Setup**

5   Select **Payment Gateway** that you have registered.

6   Select the appropriate linked account from the drop down button.
For **Click To Pay** you have to setup the bank account for the collection received.
For **PayPal** you are required to specify the Date Format for your Paypal account which is different according to country. Refer to below for the standard format provided by PayPal as of date when this feature is created.

Country	Date Format for CSV
Singapore	dd/mm/yyyy
Thailand	dd/mm/yyyy
Hong Kong (Eng)	dd/mm/yyyy
Malaysia	mm/dd/yyyy
Philippines	mm/dd/yyyy
Vietnam	mm/dd/yyyy
Indonesia	mm/dd/yyyy
Japan (Eng)	mm/dd/yyyy
Bahrain	mm/dd/yyyy

Please refer to PayPal for up to date information should you get a different date format before you upload the CSV file.

7 Select the base currency of the country that the system will be use. (Applicable for International Accounting - PayPal only)

8 Once linked account been defined, merchant can proceed to import the CSV file.

9 To enable for PayPal multi currencies, have to linked each specific currencies with Paypal account. List > Currencies > United State Dollars (eg) > ABSS Payment
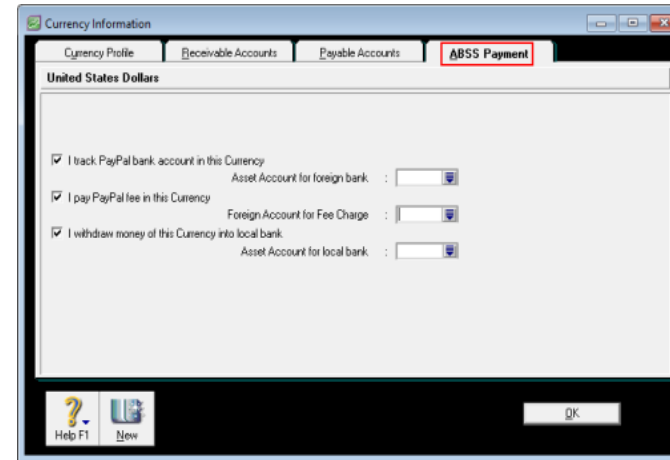
Import List of Payment Received

Merchant can import the payment received list in CSV format into ABSS application using **ABSS Payments**. This function available in menu: File > ABSS Payments.

- -
NOTE: **Have you downloaded the list of payments received?** You need to download from merchant portal the list of payments received in csv format before you proceed further.
- -

To import list of payment received

1 Click on **File**

2 Select **ABSS Payment**, Process ABSS Payments window appears

3 Select the payment method (Click To Pay/PayPal) that is applicable

4 If tick on check box 'Do not warn me for incomplete transaction import due to undefined currency', user will not get warning if there is any transaction not being pickup due to currency code in csv file different from ABSS currency.

5 Select **Browse** button and locate the csv file

NOTE: Error message will be prompt if linked account has not been defined for payment received via ABSS Payments. To continue, user have to define the linked account for payment received via ABSS Click To Pay/PayPal.

----

6 Click **OK** button to import the list of payments received via ABSS Click To Pay/PayPal.

Payment Received Auto Mapped

Once list of payments received via ABSS Click To Pay/PayPal being imported,

1 '**ABSS Click To Pay/PayPal Reconciliation**' window appears, display all the payment received against matching sales invoice in ABSS application.

2 Columns Payment Date, Ref # and Payment Amount shows information from list of payment received via Click To Pay/PayPal, whilst columns Invoice Date, Invoice # and Total Due shows the matching invoices in ABSS application

3 As for PayPal Reconciliation, there will be an additional of 2 columns fee and currency for Paypal fee charges and currencies that are being used for the payment.

4 The auto matching criteria are:

- Identical GUID (Globally Unique Identifier) or invoice number, and
- Payment received amount is lesser than or equal to sales invoice amount

5   By default, all auto-matched transactions been selected and ready for confirmation. However you can manually select or deselect any transaction from this window, via check boxes on the left

6   Select '**Confirm**', system will proceed to automatically create the payment received transactions for the matching invoices.

7   Should there be any transaction not being auto matched in this window, or any auto-matched transactions been manually deselected, they will be display in next window, which is '**ABSS Click To Pay-Payment Unmatched Transactions**' window.

ABSS Click To Pay/PayPal - Payment Unmatched Transactions

In this window, it will display all the unmatched transactions. User have to manually select each of these unmatched transaction, be it payment received transaction, money received transaction, or even refunds transactions, and match their respective invoice or account in ABSS application.

Received Payment

1   To match a payment received to a specific invoice, user have to manually select a payment received, then click on '**Receive Payment**' button.

2   '**Select from list**' window then opens and display all available outstanding invoices for matching.

3   User select the matching invoice and click '**Use Sale/Order**' button, then payment received transaction will be recorded

4   The payment received recorded will now display as 'Processed'

Received Money (Applicable for Click to Pay)

1   To record money received transaction, user have to manually select a money received transaction, then select the appropriate account from the **Account** drop down selection at bottom of the window.

2   Once account selected, click on '**Receive Money**' button and money received transaction been recorded.

3   The payment received recorded will now display as 'Processed'

Pay Refund (Applicable for Click to Pay)

1   To record a refund transaction, user have to manually select a refund transaction, then click on '**Pay Refund**' button.

2   '**Select from list**' window then opens and display all available refund/credits for matching.

3   User select the matching invoice and click '**Use Sale/Order**' button, and refund transaction been recorded

4   The refund recorded will now display as 'Processed'

- -

NOTE: **Unable to import the transactions you want?**

For processed transactions, they will not display in ABSS Click To Pay/PayPal windows when user attempt to import the same transactions subsequently.

- -

16 Peppol E-Invoice

Peppol E-Invoice is a new electronic invoice services that integrated with ABSS application, which allows easy sending invoice/credit note to customer and receiving bill/debit note from supplier who are Peppol network registered businesses.

About Peppol E-Invoice

Send / Receive E-Invoice

1 E-Invoice Services is an add-on service provided by ABSS Connect platform, where it allows ABSS Accounting and Premier user to send e-invoice to their customer and receive e-invoice from their supplier.

2 Prerequisite:
- Must have Internet connection
- Data file has to be activated

3 Following describe the changes and how it works:

A. User Sign Up / Login in ABSS Premier / ABSS Accounting

Go to Setup > Company Information

a) There is a Connect button, which user to sign up / login to ABSS Connect services in order to access e-invoice service.

b) Connect button will only be active / clickable if data file been activated and have not register for ABSS Connect services.

c) Click on Connect button will launch Sign Up / Login window, user who wish to use ABSS Connect services need to Sign Up / Login.
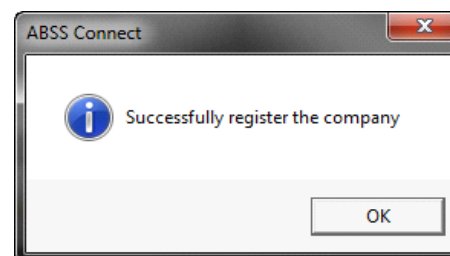
For new user who have not sign up before, please tick 'New Sign Up' check box, and fill up email and password to Sign Up.

For existing user who signed up before, no need to tick 'New Sign Up', just login with the registered email and password.

Once successful Sign Up/Login, message below will be prompt:

After successful registered the company file for ABSS Connect services, 'Connect' button will become inactive.
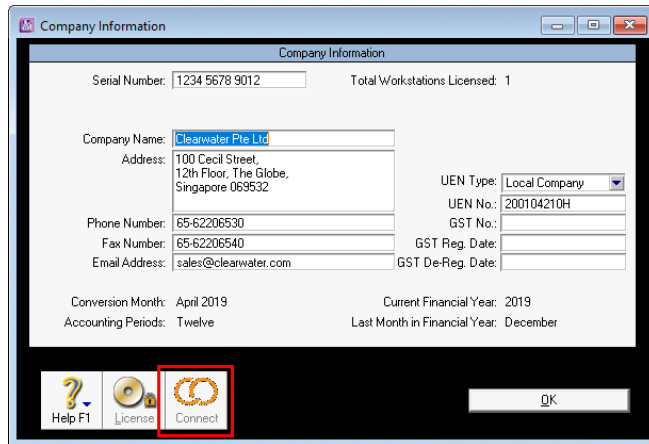
B. Setup E-Invoice service via ABSS Connect portal

1   If E-Invoice service not already setup in ABSS Connect portal:

2   User need to visit ABSS Connect portal. User can access ABSS Connect portal via Help > Login to ABSS Connect.
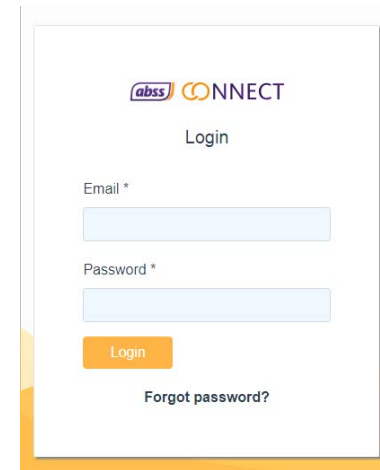
Enter the user id (email) and password which has been registered via ABSS Premier / ABSS Accounting, and hit 'Login' button.

1   After login, user will see company name display on top left. If user have registered multiple companies using same

login ID, then user may select company by click on User icon on top right, and list of companies will display.
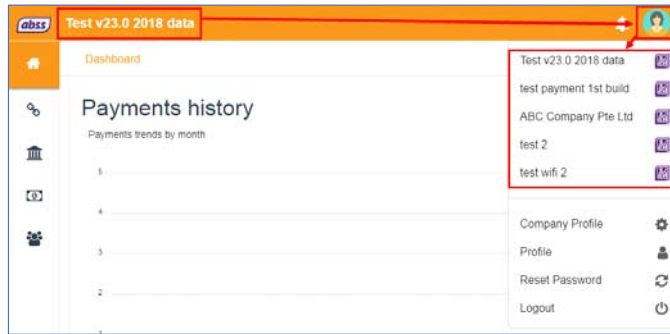
2 Click on 🔗 'Connect' button from left pane, it will display option connect to Pagero, an e-invoice access point service provider which connect to PEPPOL network.

3 User have to enable this connection in order to use e-invoice service.

4 Pre-requisite: Please ensure company UEN already fill up in Company Profile, via user icon on top right corner.
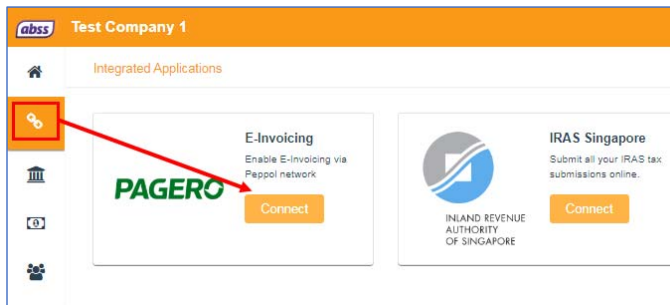
5 User will then need consent to Pagero for e-Invoicing service.
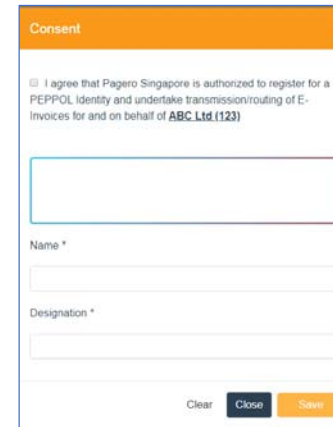
6 Follow the prompt, user need to provide Username to login

7 * Prerequisite: Need to fill up Contact number in Profile, via user icon on top right corner.
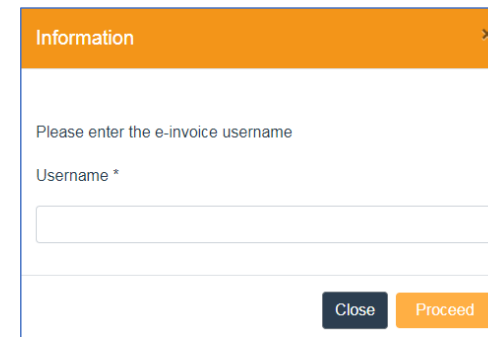
8 Click here for more detail of ABSS Connect sign up process.

Once entered the username particular, user will receive welcome email from ABSS Connect, as well as welcome email from Pagero Online. User have to click on the activation link provided in Pagero welcome email, agree to the license term and then provide a passwrod to login.

C. Customer / Supplier Card File

New field 'Peppol ID.' has been added into Customer / Supplier Card File Information screen, user required to enter Peppol ID in card file prior to sending or receiving invoice. This refers to ID that Sender / Recipient registered under Peppol Network.

Note: PEPPOL (Pan-European Public Procurement On-Line) E-Invoicing refers to automated direct exchange transmission of invoices between software systems of buyer and supplier. User can send E-Invoice to their customer or Receive E-Invoice from their supplier as long as sender and receiver both registered under PEPPOL network.

D. Send e-Invoice to Customer

New "**Send**" / "**Re-send**" button for e-invoice been added to Sales Service Invoice screen, this button will only activate after user registered with ABSS Connect portal, and also entered Peppol ID into the customer card.

"**Send**" button will display when open invoice that have not send via e-invoice before.
"**Re-send**" button will display when open invoice that has send via e-invoice before.

Fields required fill-up for e-Invoice service
- Card ID field
- Contact field under "Address 2: Ship To" address
- Peppol ID field

- Customer PO#

2. Checking e-Invoice Status

User can view the e-Invoice delivery Status from menu item **File > Process e-Invoice/e-Bill.**

E.Send e-Credit Note to Customer

User can also send Credit Note to customer via Settle Returns & Credits process, current e- Invoice service only support credit settlement which fulfilled below conditions:
i) Credit note that settled single invoice onlly and

ii) Credit Note amount must be fully settled and

iii) settlement do not incur discount and finance charge

F. Sync e-Bill from Supplier

1. e-Bill Tax Type Mapping

For incoming Bill from supplier, as prerequisite, system required a completed e-Bill Tax Type Mapping in order to import e-Bill or e-Debit Note. It is compulsory for user to do the tax type mapping prior to import e-Bill or e-Debit Note.

User can click on **File > e-Bill Tax Type Mapping**,

File	Edit	Lists	Command Centres	Setup
New			Ctrl+N	
Open File			Ctrl+O	
Close Window			Esc	
Print...			Ctrl+P	
Print Setup...				
Default Fonts...				
Back Up...				
Restore...				
Verify Company File...				
Optimise Company File				
Active Workstations				
Purge Closed Invoices				
Start a New Year				
Import Data			>	
Export Data			>	
AccountantLink			>	
ABSS Payments				
e-Bill Tax Type Mapping				
Process e-Invoice/e-Bill				
Sign Out				
Exit				
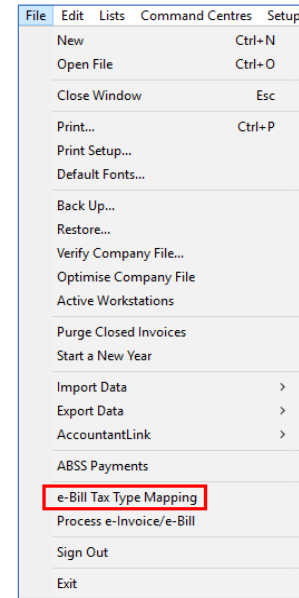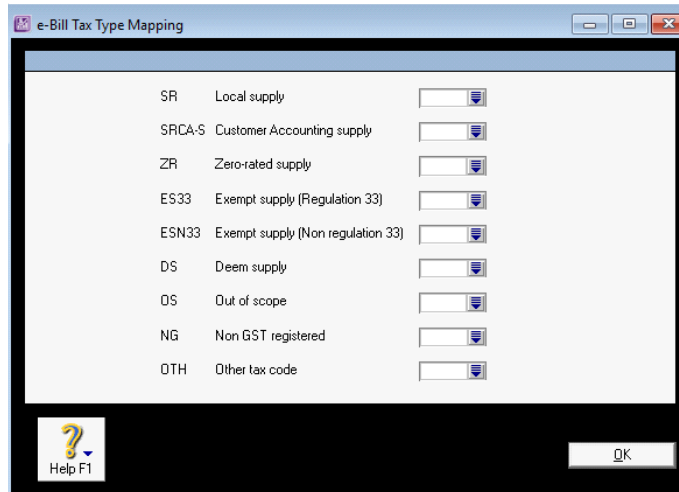
2. Sync e-Bill/e-Debit Note from Supplier

To import e-Bill/e-Debit Note from supplier, user can go to **File > Process e-Invoice/e-Bill** function, and select Sync e-Bill option. After specify Date From and Date To, and click [Sync] button, system will start made the API call to import bill and credit note records from Peppol network, transaction that contains error such as unmatched currency code, missing supplier, unmatched supplier peppol ID will be tracked in error log file. User can then rectify the problem and re -run the sync e-Bill process.
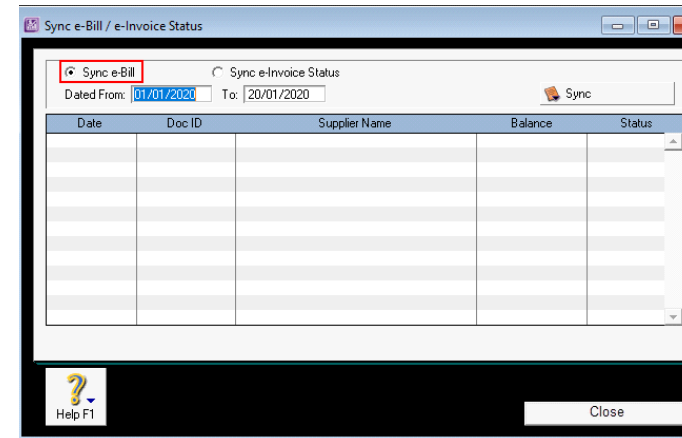
Notes: When sync e-Debit Note, if the incoming debit note carry bill reference number that matched with the Bill Number for the same supplier in the data file (bill number for the same supplier in the data file (bill number to be offset), system will automatically create the Debit Note transaction as well as Settle Returns & Debit transaction and auto applied the Debit Note. Otherwise, if bill reference number not found in the database, system will just create the Debit Note record without offset the bill transaction.

17 Financial control

You can control finances by setting budgets, auditing your records and by reviewing and analysing your financial activities.

Tracking financial information

You can track financial information at three levels:

- **Accounts** level—view the profitability and financial details of your business as a whole.
- **Categories** level—view the profitability and financial details of your individual business divisions, departments, properties, offices or locations.
- **Jobs** level—view the profitability and financial details of the individual jobs or tasks carried out for customers and clients.

The following example will illustrate how accounts, categories and jobs may be interrelated:

A car dealer has two lines of business—car sales and a service department. The car sales department sells both new and pre-owned vehicles. The service department regularly takes on multiple jobs for particular customers.

You could set up your ABSS software in the following way, although this is just one of many ways.

Accounts

The accounts list could be set up to provide a basic overview of the business's overall performance. For example, the following income accounts could be used:

4-0000 Income	[Header]
4-1000 Car Sales	**[Header]**
4-1010 New Car Sales	[Detail]
4-1020 Pre-owned Car Sales	[Detail]
4-2000 Service and Parts Income	**[Header]**
4-2010 Service Income	[Detail]
4-2020 Parts Income	[Detail]
4-2030 Accessories Income	[Detail]

When entering a transaction, the appropriate account is allocated to each individual amount. A standard profit and loss statement can then be printed to show income and expenses generated by the business.

Setting up accounts You can set up your accounts using the Easy Setup Assistant or in the **Accounts** command centre. For more information, see .

Categories

Categories enable you to track the profitability of departments, offices, properties and other business segments.

For example, the sales department of a car dealership could use categories to help them track the profitability of the car models they sell: say, model A, model B and model C.

When entering a transaction, you need to allocate the appropriate category to it. You can then prepare a profit and loss statement for each category.

Categories can be assigned to the following transaction types:

- spend money
- receive money
- transfer money
- general journal entries
- sales
- purchases
- build items
- inventory transfers
- inventory adjustments
- historical sales and purchases.

- -

NOTE: **You cannot allocate categories to certain transactions** There are certain transactions to which you cannot allocate a category. These are: **Pay Bills**, **Receive Payments**, **Prepare Bank Deposit**, **Settle Returns and Credits/Debits** and **Pay/Receive Refunds**. When entering these transactions, the categories assigned to the original

transactions will be used. For example, the categories assigned to purchases appearing in the **Pay Bills** window will also be assigned to the payment.

- -

To enable allocation of categories

1   Go to the **Setup** menu and choose **Preferences**.

2   Click the **System** tab.

3   Select the **Turn on Category Tracking** option. If you want to make the selection of a category mandatory for all transactions, choose **Required** from the list.

To create a category

1   Go to the **Lists** menu and choose **Categories**. The **Categories List** window appears.

2   Click **New**. The **Edit Category** window appears.

3   In the **Category ID** field, type a code that will be used to identify the category and press TAB.

4   In the **Category Name** field, type the name of the category.

5   In the **Description** field, type a description of the category or notes relating to the category.
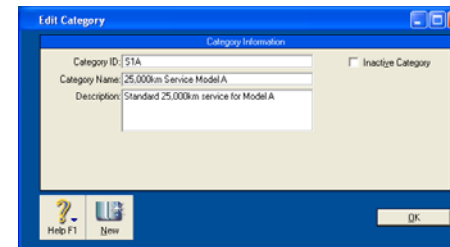
6   Click **OK**.

Jobs

Jobs can be set up to track income and expenses related to specific jobs. This is particularly useful when multiple jobs are performed for a single customer. When you enter a transaction, the appropriate job number can be assigned to each individual amount. This enables you to associate several jobs with the various amounts in a single transaction.

For example, if a purchase includes parts for three customers, you could select each of the three jobs to which that purchase relates. A profit an loss statement can then be prepared for each job and actual results can be compared with budgeted values to produce a **Jobs [Budget Analysis]** report.

Similarly, sub-jobs allow you to track individual jobs that form part of a larger job. For example, if you are a graphic designer working on a number of print and multimedia deliverables for your client, you could use sub-jobs to track the individual deliverables: website design, business cards production and brochure layout.

Setting up jobs and sub-jobs   You can keep a detailed record of your jobs and sub-jobs. If you intend to use sub-jobs, you first need to create jobs, and then assign sub-jobs to them.

Specific job-tracking tasks may include:

- organising jobs in a hierarchy
- setting budgets for each job
- linking jobs to specific customers
- assigning jobs to individual line items on transactions
- tracking reimbursable expenses for your jobs
- preparing invoices to reimburse job expenses
- analysing the profit and loss of a job.

There are two types of jobs; header and detail.

- **Header jobs** total associated detail jobs (including detail sub-jobs). You cannot assign transactions to header jobs.
- **Detail jobs** are assigned to transactions to track income, costs and expenses.

To create a header job

1   Go to the **Lists** menu and choose **Jobs**. The **Jobs List** window appears.

2   Click **New**. The **New Job** window appears.

3   Select **Header** Job and enter a job number, name and description.

4   If you want to create this job as a sub-job of another header job, type or make a selection from the **Sub-job Of** field.

5   Click **OK**. The header job appears in the **Jobs List** window.

To create a detail job

1   Go to the **Lists** menu and choose **Jobs**. The **Jobs List** window appears.

2   Click **New**. The **New Job** window appears.

3   Select **Detail Job**.

4   In the **Job Number** field, type a code for the job and press TAB.

5   Enter additional information about the job, such as a job name, description and start date.

6 If you are creating a sub-job, select a header job in the **Sub-job Of** list. Note, you can only assign detail jobs to header jobs, not to other detail jobs.

7 If you want to link the job to a customer, type or select a customer in the **Linked Customer** field. This is useful if you intend to seek reimbursement for goods and services purchased on the customer's behalf in the future.

You can view details of all jobs linked to a customer in the **Jobs** tab of the customer's card.

8 Click **OK**. The **Jobs List** window reappears.

9 Review the hierarchy of jobs you have created. If you need to change the details of a job, select the job and click **Edit**.

To enter opening balances for jobs

If you started using ABSS software while a particular job was in progress, you can create the job and then enter any account activity generated by the job so far in the **Job Opening Balances** window.

You can enter opening balances only for detail jobs. Header jobs take their balances from the detail jobs below them.

1 Go to the **Setup** menu, choose **Balances** and then **Job Opening Balances**. The **Job Opening Balances** window appears.

2 In the **Job Number** field, type or select the job for which you want to enter an opening balance.

3 In the **Opening Balances** column, type the opening balances for each account.

4 Repeat from step 2 for each job with an opening balance.

5 Click **OK** when you have finished.

To enter budget amounts for jobs

You can enter budgets for detail jobs. The budget information you enter for each job is used to help you assess your progress on a particular job and to determine the job's effect on the state of your business. The amounts you enter will be recorded against accounts in your accounts list for comparison purposes. Once you begin recording transactions for the job, you will be able to print the **Jobs [Budget Analysis]** report to see a comparison between the actual amounts and the amounts you have budgeted for the job.

1   Go to the **Lists** menu and choose **Jobs**. The **Jobs List** window appears.

2   Highlight the detail job for which you want to enter budgets.

3   Click **Budgets**. The **Job Budgets by Account** window appears, with the number of the job you selected in the **Job Number** field.

All your company's income, cost of sales, expense, other income and other expense accounts appear in the scrolling list.

4   In the **Budgets** column, type the amounts you have budgeted for specific accounts for this job and then click **OK**.

Budgets

When you prepare a budget, you are predicting the financial state of your business. For example, you could prepare a budget that predicts how much you intend to spend and earn over the next financial year. Having a budget means that, as the year progresses, you can track projected data against actual data and take corrective action if things are not going according to plan.

You can also use budgets to plan for future goals. For example, you may want to undertake a new business venture in the coming year. By creating a budget, you can work out the amount of money you will need for the venture, where this money will come from, and the impact that the venture will have on other aspects of your business.

What do I need to budget?   You can enter budgets for individual detailed accounts. The accounts that require a budget will vary according to your business. Most people prepare budgets for *Profit and Loss* accounts such as Income, Cost of Sales and Expenses accounts, and *Balance Sheet*

accounts for specific assets and liabilities. To decide on the accounts that will require a budget, consider what changes you anticipate in your business and the financial impacts these changes will have. For example, you may be considering taking a new loan (which will affect your Bank Loans account).

What period can I budget for?   You can create a budget for the current financial year and the next financial year.

Reviewing your budget   You can review your budgets periodically to track your financial progress and see if it is going to plan. A slight variation from the budget is normal. Large variations, on the other hand, may need investigation. For example, if you have a large increase in accounts receivable, it may indicate that your customers are taking longer than expected to pay their account.

You can compare your budgeted amount with actual account balances by viewing the Budget Analysis reports for Balance

Sheet and Profit and Loss accounts. For information on displaying, customising and printing reports, see Chapter 12, 'Reports,' starting on page 175.

Entering budget amounts

You can use the **Prepare Budgets** window to enter budget amounts for each month of the current or next financial year. If you want to quickly enter budget amounts for a group of months, you can use the **Budget Shortcuts** window.

As the year progresses, you can choose to either adjust budget figures or leave them unchanged.

Entering positive and negative amounts   By default, the amount you enter will be assumed to be a positive amount. You can enter negative budget amounts by inserting a hyphen before the amount (for example, *-250*). When you enter a negative amount, you are indicating that the balance of the account is going to reduce.

Using existing data   If you have already prepared a budget in a spreadsheet or in other software, you may be able to import that information into your ABSS software. For more information on how to import account budgets, see 'Importing data' on page 275.

You can also use the previous financial year's data as a basis for your budget.

To enter the budget for an account

1   Go to the **Accounts** command centre and click **Accounts List**. The **Accounts List** window appears.

2   Click **Budgets**. The **Prepare Budgets** window appears.

    The window lists the Profit and Loss accounts by default.

3   From the **Financial Year** list, choose whether you want to enter a budget for this financial year or the next one.

4   From the **Account Type** list, choose the type of account you want to enter a budget for—**Profit and Loss** or **Balance Sheet**.

5   For each month, click in the appropriate cell and type the amount. If you want to enter a negative amount, insert a hyphen before the figure (for example, -250).

    As you enter data, the **FY Total** column will display the total budget for each account.

A   The **Account Name** and **FY Total** columns display the list of accounts and their current budget totals for the financial year.

B   You can enter the budget amount for a specific account and month in this section. You can use the horizontal scroll bar to scroll through the months.

C   Click **Shortcuts** to open the **Budget Shortcuts** window from where you can quickly enter budget amounts for the selected account.
    For more details on this feature, see 'Budget Shortcuts window', on page 236.

D   Click **Copy Amount to Following Months** to copy the selected amount to the months that follow.

E   Click **Copy Previous Year's Actual Data** to insert the previous year's account balances for the selected account and month.

6   Click **Close** to close the **Prepare Budgets** window.

Budget Shortcuts window

If you want to quickly enter budget figures for a group of months, you can use the **Budget Shortcuts** window. You can use this window to enter quarterly, half-yearly and yearly budgets. You can also enter a budget that increases or decreases by a specific amount every month.

To enter a budget using Budget Shortcuts

1   Go to the **Accounts** command centre and click **Accounts List**. The **Accounts List** window appears.

2   Click **Budgets**. The **Prepare Budgets** window appears.

3   Highlight the account you want to enter the budget for by clicking in the appropriate row.

4   Click **Shortcuts**. The **Budget Shortcuts** window appears.

5   From the **Budget for** list, select a time period:
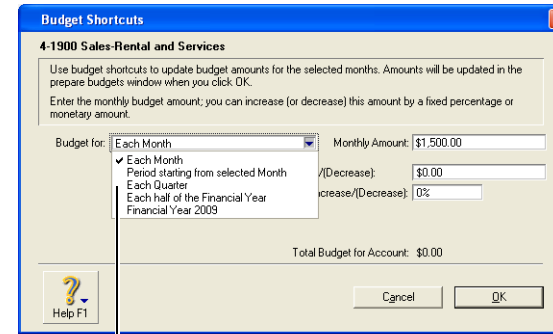
Select a time

The fields change according to the period you select.

Select	If you want to…
Each Month	enter the same amount for every month of the year or a set increase or decrease every month (starting from a base amount)
Period starting from selected Month	enter a total amount for a group of consecutive months
Each Quarter	enter the total amount for each quarter
Each half of the Financial Year	enter the total amount for each half of the year
Financial Year yyyy	enter the total amount for the entire financial year, (where yyyy is your financial year)

6   Enter the budget amounts in the appropriate fields. Amounts that cover more than one month (such as quarterly, half-yearly and yearly amounts, and amounts for

a group of months) will be divided equally among all the months in the group.

If you selected the **Each Month** option, you can also set a base budget amount for the first month, and the amount or percentage by which this will vary every month onwards.

7 When you have finished entering the information, click **OK**. The **Prepare Budgets** window reappears with the new amounts entered for the selected account.

If the account already has budget figures, a message appears asking if you want to replace the existing budget. Click **OK** to replace the budget, or **Cancel** if you want to keep the existing amounts (you will be returned to the **Budget Shortcuts** window where you may need to click **Cancel** again).

If you have not entered any amounts for the budget, a message appears asking if you want to enter zero amounts. Click **OK** if you want to do this, or **Cancel** if you want to change the amounts.

Auditing your records

A range of features are available to help you ensure the accuracy of the records in your company file. These features are outlined below.

Company Data Auditor

The Company Data Auditor allows you to check the accuracy of the records in your company file. You can use the auditor to perform maintenance tasks and reconcile bank and credit card accounts.

The auditor also checks your transactions for exceptions such as invoices that do not reconcile with your receivables account, future-dated transactions, and audit trail changes. For more information on how to use the Company Data Auditor, see 'Run the Company Data Auditor' on page 243.

Audit trail tracking system

You can track specific transactional, account and system changes made to your company file using an audit-trail

tracking system. You can then print an **Audit Trail** report which lists all the changes recorded in a specified date range.

To track changes, go to the **Setup** menu, choose **Preferences** and then select the **Use Audit Trail Tracking** option in the **Security** tab.

The changes that are recorded are outlined below:

Change type	Description
Transactional	• deletion of transaction • change of card selection • change of ID # • change of date • change of amount on any line • change of account on any line • change of item selection • change of job selection.
Account	• change of the current account number • change of the account's opening balance • addition of a new account • deletion of an account.

Change type	Description
System	- Change of the linked account selection in any of the **Linked Accounts** windows - change to the lock periods security preference (this includes changes of the lock period date and the selection/deselection of the preference) - change to the **Transactions CAN'T be Changed; They must be Reversed** preference - change to the **Use Audit Trail Tracking** preference.
Payroll [ABSS Premier Plus only]	- Changes to SOCSO [Malaysia] or CPF [Singapore] schemes, including name, employer member number and trustee details - Changes to department names Changes to employee cards, including: - pay rate , monthly salary, hours in a full time work week, or hours in a full time work day - default wages, EPF, SOCSO expenses and payable accounts and tax payable account [Malaysia] - default wages, CPF, SDL and FWL expenses and payable accounts [Singapore] 'Carry Over' entitlements - pay history - termination details - payment method - tax category and no. of child relief [Malaysia]. Changes to the setup of a payroll category, including: **Type of Wages** selection **Type of Entitlement** field **Type of Deduction** field or **Deduction Limit** field **Type of Expense** field and **Expense Limit** field.

Reviewing financial information

There are several tools that you can use to review your financial information:

Tool	Description	See
Business Insights	Business Insights enables you to analyse information about your cashflow and current cash position	below
Analyse Balance Sheet window	This window provides details about your asset, liability and equity accounts in both graphical and ledger views.	page 240
Analyse Profit & Loss	This window provides detailed information about your Profit & Loss accounts in both graphical and ledger views.	page 240
Analyse Jobs	This window allows you to view information about your progress on a particular job, broken down by account.	page 240
Financial reports	Financial reports help you review of your financial information.	page 241

Business Insights

Business Insights enables you to analyse key financial information using a range of interactive tables and graphs. You can use it to analyse your available cash, cash flow, profit and loss, and the money that you owe suppliers and the money that customers owe you. You can open Business Insights from the **Accounts** command centre.

The Business Insights window presents different types of financial information in four summary panels. From each panel, you can open additional windows to analyse information in more detail.

You can sort the information in tables by clicking in the relevant table column heading. For example, you can sort the list of your accounts by account name or type.

You can also save a graph or table as an image so you can use it in another document. To do this, right-click it and choose:

- **Copy to Clipboard.** This copies the graph or table to the clipboard, ready to paste into a document.
- **[Graphs only] Save As.** Choose where you want to save the image and click **Save**. This saves the graph as an image file, so you can use it later.

About the Business Insights panel

Bank accounts and credit cards   This panel displays the balances of your bank and credit card accounts and shows the total amount of available cash.

Click **Analyse performance** and select the financial year you want to analyse from the **Financial Year** list. You can view a graph comparing income to expenses each month, a profit and loss graph, and information about your top ten selling items and top ten customers for that selected financial year.

Yo can use this information to:

- **Identify excessive spending**   Compare income against expenses and view the resulting profit or loss over a selected financial year.
- **Review your sales performance**   Identify your top ten customers and top-selling items over a selected financial year.

- **Check account balances**   Before making a large payment, ensure that the account it is drawn from has sufficient funds.
- **Compare performance between financial years**   Get a visual comparison of the profit and loss and sales performance of one financial year to another.

Cash position estimate   This panel forecasts your cash balance for the current month and for the next two months. The forecasts are based on your current cash balance and the money you will receive or spend in the forecast period. The forecast information is calculated using the following formula:

total cash balance to date

plus estimates of the customer payments and receive money payments (including recurring payments) that are due to be received during the forecast period

less estimates of the supplier payments and spend money payments (including recurring payments and paycheques) that are due to be paid during the forecast period.

Click **Cash analysis** to view details of the forecast shown.

You can use this information to:

- **Plan your expenditure**   Work out what effect a major purchase or hiring more staff would have on your cash position.
- **Predict cash flow issues**   View a forecast of your cash flow for the coming two months.

Customer and supplier analysis   For more information about analysing sales and purchases, see ‘Reviewing your sales information’ on page 68 and ‘Reviewing your purchase information’ on page 94.

To analyse your balance sheet

1   Go to the **Accounts** command centre and click **Analysis**. The **Analyse Balance Sheet** window appears.
2   Click **Filters** and choose the time periods and other criteria you want to view.
3   Click **OK**. The information you selected appears in the **Analyse Balance Sheet** window.

To analyse your profit or loss

1   From any command centre, click the **Analysis** down arrow and choose **Profit and Loss** from the menu. The **Analyse Profit & Loss** window appears.
2   Click **Filters** and choose the time periods and other criteria you want to view.
3   Click **OK**. The information you selected appears in the **Analyse Profit & Loss** window.

To analyse your jobs

1   From any command centre, click the **Analysis** down arrow and select **Jobs**. The **Analyse Jobs** window appears.
2   In the **Job Number** field, type or select the job you want to analyse.
3   If you use budgets to track the progress of this job, enter a value in the **Percent Complete** field. The budget amounts are adjusted to represent the percentage of the job completed.

To view financial reports

1 Go to the **Reports** menu at the top of the screen and choose **Index to Reports**. The **Index to Reports** window appears.

2 Click the **Accounts** tab.

There are several account reports that can help you track your financial information. These reports are listed below.

Report	Description
Audit Trail	Reviews changes made to recorded transactions, account details and system settings. Note that before you can track and report changes, you need to activate the audit trail tracking preference. For more information, see 'Audit trail tracking system' on page 237.
Profit & Loss Statement	Shows your profit and loss figures.
Balance Sheet	Reviews your financial position as of the end of a period.
Summary Trial Balance	Identifies amounts incorrectly entered. When reviewing this report, check for: • entries that seem unusually high or low for the account that has been affected • debit amounts for accounts that normally have credit entries and vice versa • unusually high or low ending balances • an unusually high or low number of entries for a specific account.

Report	Description
Balance Sheet [Budget Analysis]	Lists account balances as at the end of a selected period, along with the budgeted amounts for them. If you have determined that changes need to be made to the amounts you have budgeted for the coming months, you can adjust your budget.
Profit & Loss [Budget Analysis]	Lists account balances for a selected period, along with the budgeted amounts for them. If you have determined that changes need to be made to the amounts you have budgeted for the coming months, you can adjust your budget.
Statement of Cash Flow	Shows how your cash position has changed over a period of time, what profit you have earned, where you received additional cash, and where your cash was spent.

For information on displaying, customising and printing reports, see Chapter 12, Reports, on page 175.

18 End-of-period procedures

It is important to ensure that your accounting records are accurate. Reconciling the accounts regularly will help you and your accountant know that your books are complete, accurate and balanced.

Month-end procedures   You should reconcile your company file records with any source documents and resources available to you. For example, your bank account can be reconciled with the bank statement, payable balances can be checked against supplier statements, and customer's balances verified. Typical end-of-month procedures include reviewing your trial balance, reviewing your budgets and cash flow, and purging information that is no longer needed.

Year-end procedures   End-of-year procedures are carried out at the end of your financial year and include any adjustments you need to make to your company file so that it agrees with your accountant's final records before you start a new financial year. If possible, your inventory should be counted, valued and, where necessary, adjusted in your company file. Follow the procedures in this chapter to reconcile the system and close the year. By closing the year in your company file, you are effectively bringing the company file up to date and removing information not required in the new year.

Month-end procedures

The following is a list of tasks we suggest you complete at the end of each month. Depending on the nature of your business, some of these tasks may not apply to you.

Task		See
1	Run the Company Data Auditor	page 243
2	Reconcile your bank accounts	page 51
3	Review reports	page 247
4	Send customer statements	page 247
5	Record depreciation	page 248

Task		See
6	Lodge sales tax and GST returns	page 249
7	Lodge the CPF Payment Advice [ABSS Premier Plus (Singapore) only]	page 250
8	Lock periods	page 250

Task 1: Run the Company Data Auditor

The Company Data Auditor is a series of windows that guides you through the process of checking and ensuring the accuracy of the records in your ABSS company file. You can use the auditor to:

- display basic information about the company file, such as the file name, release number, location, size, locked periods, last backup date, etc.

- perform maintenance tasks, such as back up your company file and set lock periods

- display bank and credit card account details, including the current balance and the date when they were last reconciled

- reconcile your bank and credit card accounts

- check your transactions for exceptions and audit trail changes.

To run the company data auditor

1   Go to the **Accounts** command centre and click **Company Data Auditor**. The **Company File Overview** window appears.
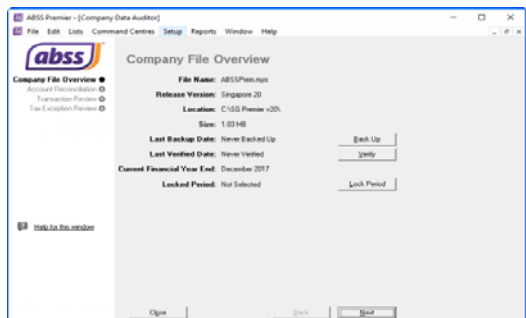
This window shows you:
- the company file name
- the ABSS software release number
- the location of the company file
- the size of the company file
- the date on which the company file was last backed up
- the date on which the company file was last verified
- the end month and year of the current fiscal year
- the locked period, if one has been specified.

If necessary, you can perform the following maintenance tasks from this window:

If you want to...	Do this...	See
Back up your company file	Click **Backup** and complete the backup procedure.	page 263
Check your company file for errors	Click **Verify** and complete the verification procedure.	page 267
Set the locked periods for your company file	Click **Lock Periods** and select the month before which data cannot be entered.	page 250
Load tax\SOCSO tables [ABSS Premier Plus (Malaysia) only]	Click **Load Tax\SOCSO Tables** and complete the procedure for loading tax or SOCSO tables.	'Set up payroll' on page 32
Load CPF tables [ABSS Premier Plus (Singapore) only]	Click **Load CPF Tables** and complete the procedure for loading CPF tables.	'Set up payroll' on page 32

2 When you have completed the required maintenance tasks, click **Next**. The **Account Reconciliation Review** window appears.

This window shows you:

- your bank and credit card accounts
- the balance of each account
- the date on which each account was last reconciled.

3 If you want to reconcile an account, select the account and click **Reconcile Accounts**. For more information, see 'Reconcile your bank accounts' on page 51.

4 Click **Next**. The **Transaction Review** window appears.
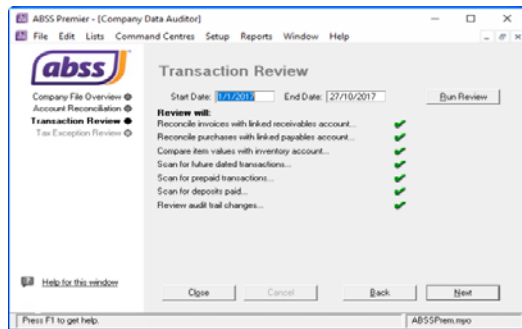
5 Enter the start date and end date of the period you want to review.

6 Click **Run Review**. The following tasks are undertaken.

Reconcile invoices with the linked receivables account	The total of all customer balances is compared to the current balance of the linked accounts receivable account. If there is an out-of-balance amount, click **Display** to view the **Receivables Reconciliation Exceptions** report and review, customise or print the details of the report.
Reconcile purchases with the linked payables account	The total of all supplier balances is compared to the current balance of the linked accounts payable account. If there is an out-of-balance amount, click **Display** to view the **Payables Reconciliation Exceptions** report and review, customise or print the details of the report.
Compare item values with the linked inventory account	The total value of inventory on-hand is compared to the current balance of the linked inventory account. If there is an out-of-balance amount, click **Display** to view the **Inventory Value Exceptions** report and review, customise or print the details of the report.
Scan for future-dated transactions	The company file is checked for any transactions dated after the date of the current session (that is, the current date). If there are transactions dated after the current session, click **Display** to view the **Future Dated Transactions** report and review, customise or print the details of the report.

Scan for prepaid transactions	The company file is checked for any prepaid transactions. These transactions include all customer and supplier payments (excluding deposit payments) that have a payment date prior to the date of the invoice or purchase.
	If there are payments made prior to the invoice or purchase date, click **Display** to view the **Prepayment Transactions** report and review, customise or print the details of the report.
Scan for deposits paid	The company file is checked for any deposits paid (within the date range specified) on sales orders or purchase orders.
	If any orders have a payment flagged as a deposit transaction, click **Display** to view the **Deposit Transactions** report and review, customise or print the details of the report.
Review audit trail changes	If you have selected the **Use Audit Trail Tracking [System-wide]** option in the **Preferences** window (**Security** tab), the company file is checked for any transactional, accounts, and system changes.
	If any changes occurred within the date range specified, click **Display** to view the **Audit Trail** report and review, customise or print the details of the report. For more information on audit trail tracking, see 'Audit trail tracking system' on page 237.

Check for job exceptions [Cash Transactions]	If you have selected the **Warn if Jobs Are Not Assigned to All Transactions [System-wide]** option in the **Preferences** window (**System** tab), the company file is checked for cash transactions (within the date range specified) that have no job number.
	If any transactions are detected with no job number, click **Display** to view the **Job Exceptions [Cash Transactions]** report and review, customise or print the details of the report.
Check for job exceptions [Invoice Transactions]	If you have selected the **Warn if Jobs Are Not Assigned to All Transactions [System-wide]** option in the **Preferences** window (**System** tab), the company file is checked for sales and purchase transactions (within the date range specified) that have no job number.
	If any transactions are detected with no job number, click **Display** to view the **Job Exceptions [Invoice Transactions]** report and review, customise or print the details of the report.

7   When you have finished viewing and, if necessary, printing the Transaction Review reports, click **Next**. The **Tax Exception Review** window appears.
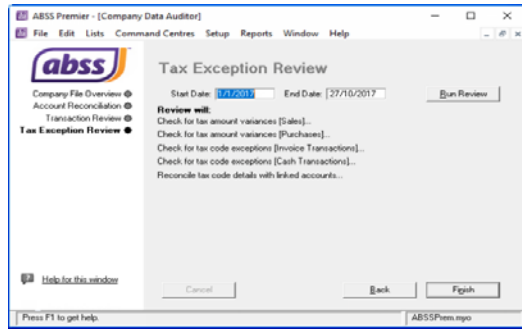
8   Click **Run Review**. The following tasks are undertaken.

Check for tax code amount variances [Sales]	The company file is checked for variances between the tax code amount posted and the tax code amount calculated for the tax codes assigned to sales transactions. If a variance is found, click **Display** to view the **Tax Code Amount Variance** report and review, customise or print the details of the report.
Check for tax code amount variances [Purchases]	The company file is checked for variances between the tax code amount posted and the tax code amount calculated for the tax codes assigned to purchase transactions. If a variance is found, click **Display** to view the **Tax Code Amount Variance** report and review, customise or print the details of the report.
Check for tax code exceptions (invoice transactions).	The company file is checked for sale and purchase transactions without a tax code assigned or where the entered tax code is different to the default tax code. If any invoice transactions are detected with no tax code or the wrong code, click **Display** to view the **Tax Exemptions [Invoice Transactions]** report and review, customise or print details of the report.
Check for tax code exceptions (cash transactions).	The company file is checked for **Spend Money** and **Receive Money** transactions without a tax code assigned or where the entered tax code is different to the default tax code. If any cash transactions are detected with no tax code or the wrong code, click **Display** to view the **Tax Exemptions [Cash Transactions]** report and review, customise or print details of the report.

9   Click **Finish**. A message appears asking if you would like to print a report summarising the audit findings. Click **Yes** to print the report or click **No** to close the **Company Data Auditor** window without printing the report.

Task 2: Reconcile your bank accounts

To ensure the accuracy of your business records, you should keep your record of each bank account balance matched up with your bank's records.

If you are reconciling your bank account for the first time since you started using your ABSS software, see .

Task 3: Review reports

There are several reports that we recommend you review at the end of each month. You can use these reports to identify and correct any discrepancies in your records, as well as spot any trends in your business. These reports are listed below.

TIP: **Create a report batch**   You may find it useful to create a report batch for your month-end reports and print them all in one go. For more information, see 'Printing report batches' on page 179.

Report	Description
Receivables Reconciliation	Lists all your outstanding receivables.
Payables Reconciliation	Lists all your outstanding payables.
Analyse Sales [Customer]	Lists your company's sales activity and trends on a month-by-month basis.
Analyse Purchases [Supplier]	Lists your company's monthly purchases.
Items List [Summary]	Shows what's on-hand and what needs to be ordered.
Audit Trail	Reviews changes made to recorded transactions, account details and system settings. Note that before you can track and report changes, you need to activate the audit trail tracking preference. For more information, see 'Audit trail tracking system' on page 237.
Profit & Loss Statement	Shows your profit and loss figures.
Balance Sheet	Reviews your financial position as of the end of a period.

Report	Description
Summary Trial Balance	Identifies amounts incorrectly entered. When reviewing this report, check for: • entries that seem unusually high or low for the account that has been affected • debit amounts for accounts that normally have credit entries and vice versa • unusually high or low ending balances an unusually high or low number of entries for a specific account.
Balance Sheet [Budget Analysis]	Lists account balances as at the end of a selected period, along with the budgeted amounts for them. If you have determined that changes need to be made to the amounts you have budgeted for the coming months, you can adjust your budget.
Profit & Loss [Budget Analysis]	Lists account balances for a selected period, along with the budgeted amounts for them. If you have determined that changes need to be made to the amounts you have budgeted for the coming months, you can adjust your budget.
Statement of Cash Flow	Shows how your cash position has changed over a period of time, what profit you have earned, where you received additional cash, and where your cash was spent.
Cash Flow Worksheet	Enables you to estimate your short-term cash needs.

Task 4: Send customer statements

Most businesses send statements to customers who have outstanding balances at the end of each month. You can either print out and send these statements through the mail or send them via email.

Statement types You can choose from two types of customer statement; invoice and activity.

- **Invoice statements** list all invoices aged as at a specified date.

- **Activity statements** list all sales invoices, payments, and orders with a customer deposit within a specified date range. Activity statements include a running account balance.

To print a customer statement

1 Go to the **Sales** command centre and click **Print/Email Statements**. The **Review Statements Before Delivery** window appears.

2 Click the **To Be Printed** tab.

3 In the **Statement Type** field, select the statement type.

4 Specify the statement period.
   - If you selected **Invoice** as the statement type, enter an aging date to display invoices outstanding as at that date.
   - If you selected **Activity** as the statement type, enter the statement period in the **From** and **to** fields.

5 In the **Print** field, type the number of statements you want to print per customer.

6 Click **Advanced Filters** to filter and customise the information to be displayed in the customer statement. For more information, see 'Advanced filters' on page 188.

7 Click in the select column (☑) next to the name of each customer you want to print statements for.

8 Click **Print**.

To email a customer statement

1 Go to the **Sales** command centre and click **Print/Email Statements**. The **Review Statements Before Delivery** window appears.

2 Click the **To Be Emailed** tab.

3 In the **Statement Type** field, select the statement type.

4 Specify the statement period.
   - If you selected **Invoice** as the statement type, enter an aging date to display invoices outstanding as at that date.
   - If you selected **Activity** as the statement type, enter the statement period in the **From** and **to** fields.

5 If you want to include invoices up to the specified statement date, select the **Only include invoices up to Statement Date** option.

6 Click in the select column (☑) next to the name of each customer you want to email statements to.

7 If you want to change a customer's email address, highlight their name and select an address from the **Email Address** list (▾). Alternatively, type the email address in the **Email Address** field.

8 Type the subject and message of the email or accept the default subject and message. If you want to change the default message, click **Email Defaults** and make the changes as appropriate.

9 If you want to filter or customise the statement, or to change the type of form it will be printed on, click **Advanced Filters**. For more information, see 'Advanced filters' on page 188.

10 Click **Send Email**.

Task 5: Record depreciation

- -

NOTE :   If you depreciate your assets at the end of the financial year, make this step a part of your end-of-year routine. Consult your tax adviser or accountant for information on when to depreciate your assets.

- -

Your company's vehicles and equipment lose value each year. Part of the cost of vehicles and equipment can be allocated as an expense to your company each year you benefit from their use. The allocation of the cost of a piece of equipment over its useful life is called *depreciation.*

There are several methods of depreciation. Consult your accountant to see whether you should be depreciating vehicles and equipment and, if you should, which method is best for you.

You record your depreciation figures using a journal entry.

To record depreciation expense

1   Create a new asset account for each type of asset you depreciate. Add the words 'Accum Dep' (for Accumulated Depreciation) at the end of each new account name. Give the new account a number that allows it to come directly after its corresponding asset account in the accounts list. For more information, see 'To create an account' on page 21.

In the following example, we have a header account, *Vehicles*, numbered 1-1600, and a detail account, *Vehicles Original Cost*, numbered 1-1610. We have created a new asset account called *Vehicles Accum Dep*, numbered 1-1620.

2   Create an expense account for depreciation.

3   Once you have determined your depreciation amounts, make journal entries to credit the accumulated depreciation asset accounts and debit the depreciation expense account. The accumulated depreciation asset accounts will always have a negative balance to show a reduction in the value of the depreciable assets.

Task 6: Lodge sales tax and GST returns

Many businesses are required by the government to submit tax returns. To determine the amounts you need to include on your tax returns, you need to produce the tax reports that are available in your ABSS software.

To view a list of the tax reports, go to the **Index to Reports** window and select the **GST/Sales Tax** tab.

Task 7: Lodge the CPF Payment Advice

[ABSS Premier Plus (Singapore) only]

If you are required to submit a CPF Payment Advice each month, you can do this using the **Print Tax/CPF Forms** assistant in the **Payroll** command centre. For instructions, see 'Prepare income tax and statutory forms' on page 255.

Task 8: Lock periods

After you have completed your month-end tasks, you should lock that month using the **Lock Periods** feature. This will prevent you from inadvertently making an entry in a month in which you do not want new entries.

1   Go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.

2   Click the **Security** tab.

3   Select the **Lock Periods: Disallow Entries Prior to** option and choose the relevant date. This selection places a temporary lock on the period before that date. If you need to make an entry in a locked period at a later time—for example, you locked October, and now want to make an entry in September—you can unlock that period in the **Preferences** window.

Starting a new financial year

With ABSS software, you do not need to close your financial year at any particular time. You can continue to use your company file after the last month of your current financial year.

Complete the tasks listed below to close your financial year and start a new one.

Task		See
1	Complete month-end tasks	below
2	Perform a stocktake	below
3	Provide information to your accountant	below
4	Enter end-of-year adjustments	page 252
5	Back up your company file	page 254
6	Start a new financial year	page 254
7	Optimise your company file	page 254

Task 1: Complete month-end tasks

Make sure you complete each of the month-end tasks. See 'Month-end procedures' on page 242.

Task 2: Perform a stocktake

If you track inventory quantities and values, you should perform an inventory count when all transactions affecting inventory for the financial year have been entered.

To perform a stocktake

1 Go to the **Inventory** command centre and click **Count Inventory**. The **Count Inventory** window appears.

2 Click **Print** to print the **Inventory Count Sheet** report.

3 Count the inventory on-hand and note down the quantities on the Inventory Count Sheet.

4 Make the necessary adjustments in the **Count Inventory** window so that the inventory quantities shown in your company file match your counted items on-hand. For more information, see 'Performing stocktakes' on page 116.

Task 3: Provide information to your accountant

Once you have completed your year-end tasks, you can send your accounting data to your accountant.

Accountants routinely ask their clients to provide financial information in an electronic format that can be loaded into their software. This makes it easier for the accountants to examine and analyse their clients' records. After examining these records, accountants may make adjustments to the records that need to be entered into your ABSS software.

If your accountant requests an electronic copy of your accounting records, you can export your accounts list, account balances and journal entries and send these files to your accountant. For more information, see 'Exporting data' on page 274.

To export information to your accountant

NOTE: **ABSS Accountants Office**   This procedure is only relevant if your accountant uses ABSS Accountants Office.

1   Go to the **File** menu and choose **AccountantLink** and then **Send to Accountant**. The **Send to Accountant** window appears.
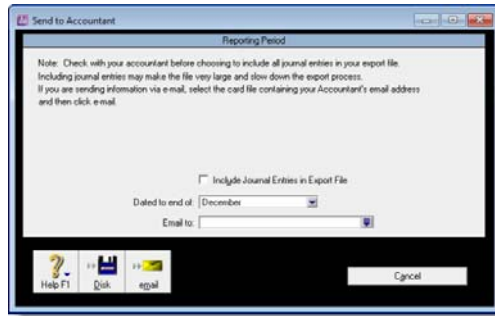
2   From the **Dated to end of** list, select the relevant. Transactions recorded to the end of this month will be exported.

3   If you want to include journal entries in the export file, select the **Include Journal Entries in Export File** option.

4   Choose the method you want to use to send the information.

   - **Email**—If you want to email the file, select your accountant's name in the **Email to** field and then click **email**. The email address entered on the accountant's card will be used when the email is created in your email program. The default name for the export file is *companyfilename.MYE*.

   - **Disk**—If you want to save the file to disk and send it by post, click **Disk**. Enter a name and location for the export file in the window that appears. The default name for the export file is *companyfilename.MYE*. You can change the file name if you want but you must retain the '.MYE' extension. Click **Save**.

Task 4: Enter end-of-year adjustments

Your accountant is likely to provide you with a number of adjustments, such as journal transactions. If they have been provided electronically, you can import these transactions (see). If the adjustments have been provided on paper, you can manually enter them in the **Record Journal Entry** window.

If you send information to your accountant using the **AccountantLink** feature (see), you can import the adjusting journals your accountant sends you. For more information, see . Make sure your accountant has sent you the journal adjustment file as a text file with a .txt extension.

To record adjustments manually

If your company file is set to 13 accounting periods in the financial year, assign your adjustments to the 13th period by entering an asterisk (*) before the date, for example, *30/9/2012.

1   Go to the **Accounts** command centre and click **Record Journal Entry**. The **Record Journal Entry** window appears.

   The general journal number and transaction date appear by default. You can change these if necessary.

2 [Optional] In the **Memo** field, type a comment to describe the journal entry, for example, Depreciation of Motor Vehicles.

Each row of information entered in the scrolling list is a line item. The line item details are provided by your accountant.

3 For each line item:

a Type or select the account number (or name) from the account list.

b In the **Debit** and **Credit** fields, type the debit or credit amount for the line item.

c [Optional] In the **Job** field, enter the job number for the line item.

d [Optional] In the **Memo** field, type a description of the line item.

e In the **Tax** column, enter the appropriate tax code for the adjustment.

NOTE : **Journal entry must be balanced**   The journal entry cannot be recorded until the **Out of Balance** field is zero.

----

4 Click **Record** to record the journal entry.

To import general journals from your accountant

1. Go to the **File** menu, choose **AccountantLink**, **Receive from Accountant** and then **Lists of Accounts**. A message appears, informing you that the levels within your existing accounts list may need to be amended.

2. Click **Yes** to continue the import. The **Open** window appears.

3. Locate and select the file containing the general journals sent by your accountant.

4. Click **Open**. The accounts are imported and a message appears, giving you the results of the import. If there are any errors, read the information in the ABSSLOG file [ABSS Accounting] or ABSSPLOG file [ABSS Premier range] which can be found in the folder where your company file is stored.

Task 5: Back up your company file

Make a backup of your company file after you have finished entering adjustments and store it in a safe location. See 'Backing up and restoring company files' on page 262. Make sure you verify the company file as part of the backup process. See 'Checking your company file for errors' on page 267.

Task 6: Start a new financial year

If you have completed steps 1–5, you are now ready to start a new financial year.

Make sure that all transactions for the year that's ending are entered in your company file *before* you begin closing the year. That way, you can avoid making adjusting general journal entries in the new year and your yearly records will be more

accurate. This will also make it easier for you to compare your company's performance from one year to the next.

If you have an accountant who produces your year-end financial reports, you may need to wait for your accountant to provide you with any adjusting entries that may be needed.

When you start a new financial year:

- The previous financial year's monthly totals for all accounts are changed to 'last year' categories. If 'last year' amounts already existed, those amounts will be replaced.

- The balance of your current-year earnings account is transferred to your retained earnings account.

- The balances of your income, cost of sales, expense, other income and other expense accounts are returned to zero.

- Closed sales, closed purchases and journal entries assigned to closed sales and closed purchases are kept or purged according to your selections in the **Start a New Financial Year** assistant.

To start a new financial year

NOTE: **Single-user access** [ABSS Premier range only] Note that this task requires single-user access. For more information, see 'Single-user file locking for special tasks' on page 270.

1. Go to the **File** menu, choose **Start a New Year** and then **Start a New Financial Year**. The **Start a New Financial Year** window appears.

2. Follow the instructions that appear. If you need help, click **Help** and then choose **Help for This Window**.

Task 7: Optimise your company file

Once the Start a New Year procedure is complete, we recommend that you optimise and verify your company file.

For more information, see

Starting a new payroll year

Payroll is only available in ABSS Premier Plus.

You must close the payroll year in the last month of your payroll year or soon after. Otherwise, you will not be able to enter pays for the next payroll year.

Do the following tasks to close your current payroll year and start a new payroll year.

Task		See
1	Process the last pays for the year	page 255
2	Print payroll reports	page 255
3	Prepare income tax and statutory forms	page 255
4	Back up your company file	page 258
5	Start a new payroll year	page 259
6	Check that you have the latest tax, SOCSO or CPF tables	page 259
7	Optimise and verify your company file.	page 259

Task 1: Process the last pays for the year

You must make sure that all pays for the payroll year you are about to close have been entered. For more information, see

Task 2: Print payroll reports

Review the following reports to make sure payroll transactions are correct.

- **Payroll Register Detail** report—shows the pay history of your employees.
- **Payroll Register Summary** report—shows the pay amounts recorded.

Task 3: Prepare income tax and statutory forms

You can use your ABSS software to print the following forms:

Malaysia	Singapore
Income Tax (Borang EA)	Income Tax (Form IR8A)
Income Tax (Borang CP 159)	CPF (Payment Advice)
Income Tax (Borang CP 39)	CPF (Form CPF 92)

Malaysia	Singapore
Income Tax (Borang CP 39A)	
EPF (Borang A)	
SOCSO (Borang 8A)	

Most of the information required for these forms will automatically be extracted from:

- your employee cards
- the **General Payroll Information** window (accessible from the **Setup** menu)
- the **Company Information** window (accessible from the **Setup** menu)
- the pays that you have processed for the employees.

Use the assistant to view the information that will be included on the forms and to make any necessary changes.

[Malaysia] To prepare income tax and statutory forms

1   Go to the **Payroll** command centre and click **Print Tax/EPF/SOCSO Forms**. The **Print Tax/EPF/SOCSO Forms** assistant appears.

2   Select the form you want to prepare and the payroll year.

3   [Borang CP 39, 39A, 8A or A] Select the month for which you are reporting.
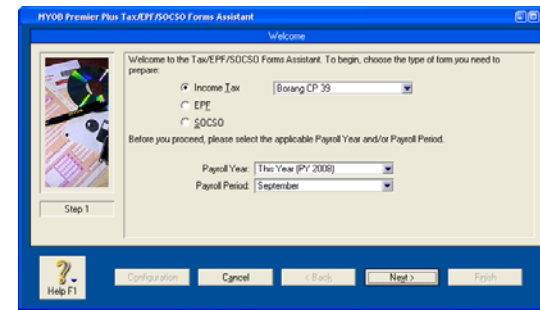
4   [Borang CP 39A only] From the **Bonus paid for** list, select the year you paid tax on employees' bonus.

5   [Borang EA form only] Click **Configuration**.

Link each field in the left column to the appropriate payroll categories in the right column. This will ensure that all activity recorded against the payroll categories is transferred to the appropriate fields on the tax form.
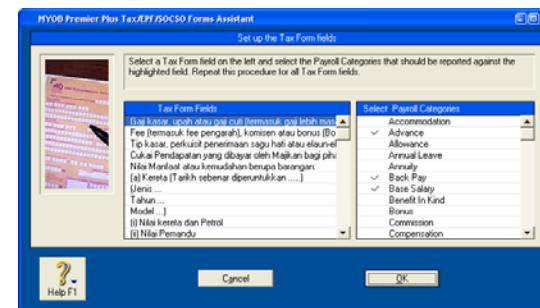
When you have finished linking the fields with the payroll categories, click **OK**.

6   Click **Next**.

7   Type a contact name and the employee's designation.

8 If required, type your company's contact and company details.

9 Click **Next**. Complete the tasks relevant to your form.

[Borang EA only] Select the employees for whom you want to print a tax form by clicking in the select column. If you want to view or edit the details that will be printed on an employee's form, click the zoom arrow next to the employee's name and make any changes in the window that appears. When finished, click **OK**.

[Borang CP 159] Click **Details** to view your payment details and record your receipt numbers. When finished, click **OK**.

[Borang CP 39, CP 39A, 8A or A] Click **Details** to record your payment details and receipt numbers. Note that the details in this window vary according to the form you are preparing. When finished, click **OK**.

10 Click **Next**. If you are ready to print the selected forms, click **Next** and you will be prompted to print the forms.

11 If you want to save PDF copies of the forms you have printed, select the **I require a copy of the form to be saved** option. When you click **Finish** you will be prompted to save the PDF file.

12 Click **Finish**.

[Singapore] To prepare income tax and CPF forms

1 Go to the **Payroll** command centre and click **Print Tax/CPF Forms**. The **Print Tax/CPF Forms** assistant appears.

2 Select the form you want to prepare and the payroll year.

[CPF Payment Advice or Form CPF 92] Select the month for which you are reporting.
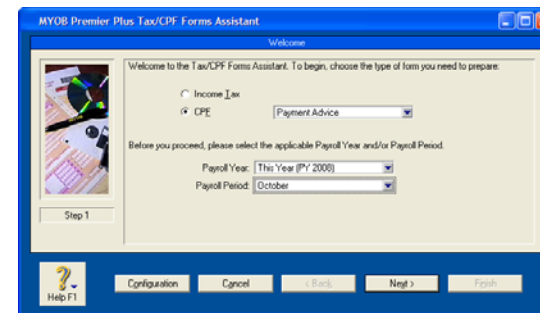
3 [CPF Payment Advice or IR8A form only] Click **Configuration**.

Link each field in the left column to the appropriate payroll categories in the right column. This will ensure that all activity recorded against the payroll categories is

transferred to the appropriate fields on the form you are preparing.
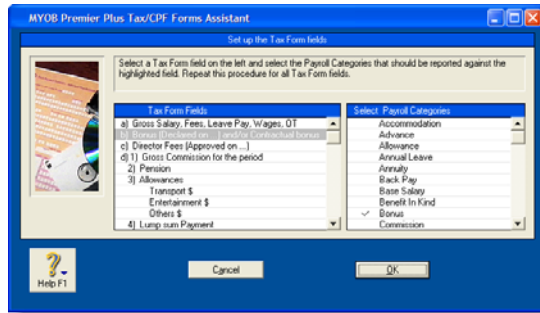
When you have finished linking the fields with the payroll categories, click **OK**.

4   Click **Next**. If required, type your company's contact details.

If the company's address has changed since the last form was submitted, select the **Employer Address Change** option. The address entered in the **Company Information** window (accessible from the **Setup** menu) will be printed on the forms.

5   Click **Next**. Complete the tasks relevant to your form.

[IR8A form only] Select the employees for whom you want to print a form by clicking in the select column. If you want to view or edit the details that will be printed on an employee's form, click the zoom arrow next to the employee's name and make any changes in the window that appears. When finished, click **OK**.

[CPF Payment Advice and Form CPF 92] Click **Details** to view and enter your payment details. When finished, click **OK**.

6   Click **Next**. If you are ready to print the selected forms, click **Next** and you will be prompted to print the forms.

7   If you want to save PDF copies of the forms you have printed, select the **I require a copy of the form to be saved** option. When you click **Finish** you will be prompted to save the PDF file.

8   Click **Finish**.

Task 4: Back up your company file

Before you start a new payroll year, make sure that you back up your company file. Once the year is closed, detailed payroll information will no longer be available for editing. Backing up your company file allows you to restore a closed payroll year so you can print reports.

For more information, see 'Backing up and restoring company files' on page 262.

Task 5: Start a new payroll year

NOTE: **Single user access** This task requires single-user access. For more information, see 'Single-user file locking for special tasks' on page 270.

Starting a new payroll year will:

- prevent you from printing payroll reports for the previous year. (Note that you can print prior year tax and CPF forms.)
- carry over entitlement balances that have the **Carry Remaining Entitlement Over to Next Year** preference set in the **Entitlement Payroll Category** window of employee cards
- clear any entitlement balances that do not have the **Carry Remaining Entitlement Over to Next Year** preference set in the **Entitlement Payroll Category** window of employee cards
- prevent you from editing or deleting pay amounts for the previous year.

To start a new payroll year

1 Go to the **File** menu, choose **Start a New Year**, and then **Start a New Payroll Year**.

2 If you want to create a backup file before purging the information, click **Backup** and follow the instructions in the windows that appear.

3 Click **Continue**. Follow the on-screen instructions to complete the process.

Task 6: Check that you have the latest tax, SOCSO or CPF tables

[Malaysia] To check tax and SOCSO tables

- To check that you have the correct tax or SOCSO tables for the new payroll year, go to the **Help** menu and choose **Check for Product Updates** (requires Internet access).
- To load the latest tax or SOCSO tables, go to the **Setup** menu and click **Load Tax\SOCSO Tables**. In the **Load Tables** window that appears, select the tables to load and click **Load Tables**.

[Singapore] To check CPF tables

- To check that you have the correct CPF tables for the new payroll year, go to the **Help** menu and choose **Check for Product Updates** (requires Internet access).
- To load the latest CPF tables, go to the **Setup** menu and click **Load CPF Tables**. In the **Load Tables** window that appears, click **Load Tables**.

Task 7: Optimise and verify your company file

Once the Start a New Payroll Year procedure is complete, we recommend that you optimise your company file. See 'Optimising your company file' on page 267.

19 Managing user accounts and company files

Your company's accounting information is kept in a single file called a company file. This includes your accounts list, details about your customers, suppliers, your list of items and all your transactions. To open the company file, you need to log in with a user ID and password.

This chapter explains how you can perform maintenance tasks on your company file (including backing up, restoring and optimising) and how to control access to your company file using user accounts.

Managing user accounts

If several people enter transactions into the same company file, you can control which command centres, windows and transactions they can access with user accounts. The ability to limit users' access can help to minimise fraud. For example, you can prevent a person who places *orders* with suppliers from also being able to *pay* suppliers, minimising the likelihood of paying false bills.

User accounts   A user can only open a company file by completing the **Sign-on** window. The user must enter a user ID and password to gain access to the user account. Then, whenever a user enters a transaction, it is labelled with the user ID. This allows you to keep track of who entered particular transactions, which is useful when following up disputes with suppliers or customers and pinpointing fraudulent transactions.

TIP: **Restrict access to employee information**   User IDs can be set up to restrict access to employee payroll, banking and contact information stored in the card file and on reports. You can select the full restrictions, such as disallowing access to the employee card file, or you can set specific restrictions, such as viewing employee banking details. If you want to prevent a user from editing and viewing all payroll details, you need to restrict access to payroll reports as well as to employee card information and payroll command centre functions.

Administrator account   The Administrator account is a default user account always present in all company files and cannot be deleted. This special user account is the only one with access to all command centres, functions and windows.

The person logged on as Administrator is able to create, edit and delete ordinary user accounts. For that reason, as soon as you create a company file, you should supply a password for the Administrator account; otherwise, any user can log in and enter, edit and delete transactions without leaving a trace. For more information, see 'Set a password for the Administrator user ID' on page 25.

Simultaneous users   Your ABSS software allows more than one user to access a company file. Though your ABSS software provides you with a single network licence at the time of purchase, you can buy additional licences (also known as workstation *seats*) whenever the need arises.

To create a user account

1   Log in to your ABSS company file as Administrator.

2   Go to the **Setup** menu and choose **Preferences**.

3   In the **Preferences** window, click the **Security** tab and then click **User IDs**. The **User Access** window appears.

4   Click **New** to open the **New User Details** window.
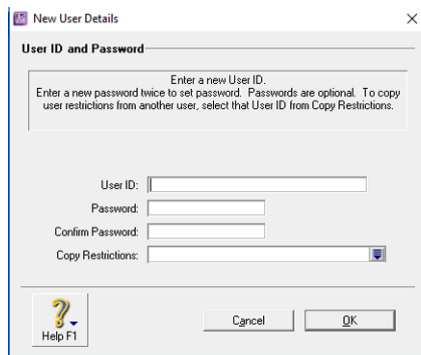
5   Type the user's name in the **User ID** field, then type the password in the **Password** and **Confirm Password** fields.

6   If you want to copy the restrictions you have set up for another user, type or select an existing user account in the **Copy Restrictions** field.

7   Click **OK**. The new user account appears in the **User ID** column of the **User Access** window.

8   Click the new user account in the **User ID** column, then click in the **Not Allowed** column next to those command centres or functions to be denied to the user.
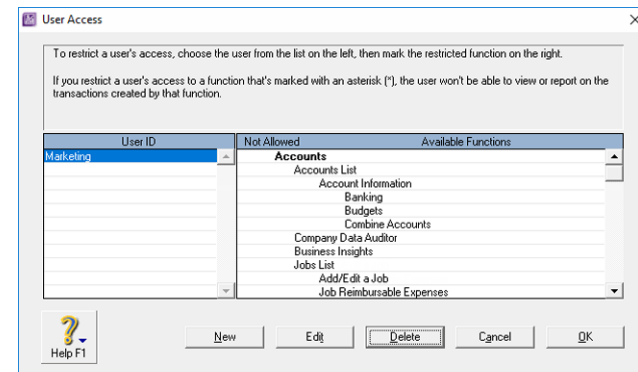
9   Click **OK**.

[ABSS Premier Plus range only] To obtain additional workstation licences

When the volume of transactions is too large for one person to process, you can purchase extra workstation licences to allow additional users simultaneous access to the company file.

Before you begin, have your credit card on hand.

1   Start your ABSS software and open the company file requiring extra workstation licences.

2   Go to the **Setup** menu and choose **Company Information**.

3   In the **Company Information** window, click **License**.

4   Call Customer Service at the number given in the **Enable Licence** window and follow the Customer Service representative's instructions.

NOTE : **Write down the confirmation code**   Ask the customer service representative for the company file's

confirmation code—you may need it to activate the extra workstation licences you have purchased.

5   Confirm the extra workstation licences.
   - If you can connect to the Internet, click **Enable Online**

Backing up and restoring company files

Backing up is the copying of a company file to some form of storage medium, such as a disk, CD, a different hard disk or other media. You can also use the backup function in your ABSS software to create a compressed archive file with a '.ZIP' extension that takes up less space.

The **Restore** command closes the company file you're currently using, decompresses a backup file so you can use it, and then opens the backup file.

CAUTION : **Single-user access required [ABSS Premier Plus range only]**   Making and restoring a backup requires single-user access. For more information, see 'Single-user file locking for special tasks' on page 270.

Precautions when backing up   Avoid common mistakes that can cause you to lose backups of company files:

- **Take care when backing up multi-user company files**   If multiple users access a company file on a host computer, back up the host company file—especially if you include custom forms, and letter and spreadsheet templates in the backup.

   By making a full backup, you ensure that the most recent versions of custom forms and templates are backed up.

- **Do not store backups on the same hard disk as the currently used company file**   A single disaster can wipe out all your records.

- **Make separate backups**   A disk failure can corrupt your data in such a way that you may not notice it during a session. If you accidentally copy some corrupted data over your previous backup file, that backup is no longer valid. Without a valid backup, you would need to re-create your company file. You can reduce the risk by making separate backups to protect your company data— for example, at the end of each business day.

- **Store backups off-site**   Store monthly and yearly backups in a safe place, preferably away from your office. Except for daily rotational backup, do not re-use media.

To make a backup of your company file

The **Backup** command creates a backup of the company file you are currently using and compresses it to a smaller, more manageable size.

CAUTION: **Backups and multi-user company files [ABSS Premier Plus range only]** If there are multiple users accessing a company file on a host computer, back up the host company file—especially if you are doing a full backup that includes custom forms, and letter and spreadsheet templates.

1   Go to the **File** menu and choose **Backup**. A backup window appears.
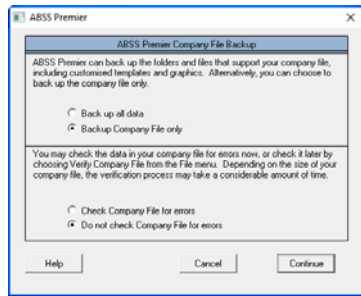
CAUTION: **If the backup process does not work** If warning or error messages appear at any stage of the backup process, contact ABSS Support.

2   Select the type of backup you want.

3   Choose whether to check your company file for errors before making your backup.

NOTE: **Maintaining data integrity** We recommend checking for errors so that if you need to revert to a backup, data integrity is ensured.

4   Click **Continue**.
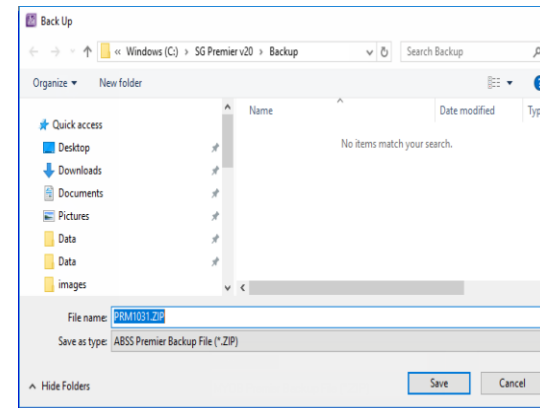
- If you selected the **Do not check Company File for errors** option, go to step 6 below.
- If you selected the **Check Company File for errors** option, note that this verification process may take several minutes.

5   Click **OK** in the window that appears when the verification process has finished. This window appears whether or not errors have been found in the company data file.

For more information about checking your company file for errors, see step 2 of 'To check your company file for errors' on page 267.

6   In the **Backup** window that appears, choose where you want to store the backup file.

The default filename assigned to the backup file is `MYmmdd.zip`; *mmdd* is the month and day from your computer's clock. The file extension .zip cannot be changed.

7   If you want, change the name of the backup file.

Note that you need to name all your backups with enough information to tell you when they were done and where you were up to in data entry—for example, 'Friday, 11.07.12' or 'Backup as of 11.07.12'.

8   Click **Save**.

9   When storing the backup file on a removable storage device, label all your backups with enough information to tell you when they were done and where you were up to in data entry—for example, 'Friday, 11.07.09' or 'Backup as of 11.07.09'.

To restore a backup

1   Go to the **File** menu and choose **Restore**. The **Restore** window appears.
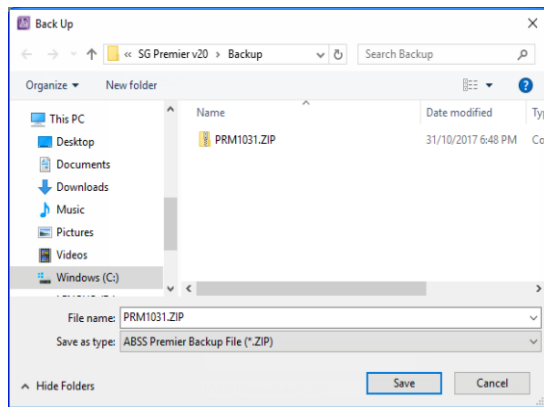
If the **Prompt for Data Backup When Closing** option is selected in the **Preferences** window, a window appears asking if you want to back up your company file. If you want to back up your company file now, click **Yes** and follow the prompts, otherwise click **No**.

2   In the Restore window, locate the backup file you want to restore, select it and click **Open**.

NOTE: If the backup file is on a removable disk, insert the disk into the disk drive.

3   Select where you want to save the restored file. By default, the restored file will be saved in the same folder as the backup file. If you want to save it in a different location, select the folder name in the **Save in** field.

4   When you have specified the location and file name, click **Save**. A message appears showing that the company file will be restored to the selected folder.

5   Click **OK** to complete the restore.

When you restore a file that has not been activated, the **Company File Activation** window appears. If you do not need to enter transactions into the restored file, click **I want to mark this file as Read Only** and then click **Continue** to open the file in read-only mode. If later you need to activate the read-only file, go to the **Help** menu and choose **Activate Company File**.

NOTE: **Restoring from a CD or DVD**   If you are restoring a backup file from a CD or DVD, the file will be read-only. To read data from the file, you need to change the file's attributes by right-clicking the file, choosing **Properties** and deselecting the **Read-only** option.

Confirming activated company files

After a company file is activated, once or twice a year you must confirm its activation for the life of the file. The confirmation verifies to ABSS that you are running a legal installation of ABSS software. When confirmation is due and you attempt to open an activated company file, the **Company File Confirmation** window appears.

You have a period of grace in which to confirm the company file, indicated under the **Confirm Your Company File** heading. If you do not want to confirm immediately, click the **I want to confirm my company file later** button and click **Continue** to open the file. After the period of grace expires, the company file can only be opened in read-only mode, in which you can still view transactions, print reports or export data, but will not be able to enter any data.

NOTE: **Confirming a read-only file** If you have elected to open a company file overdue for confirmation in read-only mode, but then change your mind, go to the **Help** menu and choose **Confirm Company File**. The **Company File Confirmation** window appears.

These procedures show you how to confirm an activated company file or set up automatic confirmation:

- ‘To confirm a company file online’ below.
- ‘To confirm a company file by telephone’ below.
- ‘To set up automatic company file confirmation’ on page 266.

To confirm a company file online

1   Ensure you are connected to the Internet.

2   In the **Company File Confirmation** window, click **I want to confirm my company file online**.

3   Click **Continue**. Your serial number and company file code are sent to the ABSS confirmation server, which returns a confirmation code and extends the file activation.

The **Company File Confirmation – Confirmed** window appears.

4   If you prefer your ABSS software to perform subsequent confirmations automatically, select the **I want to use Automatic Confirmation** option.

5   Click **OK** and in subsequent windows choose the options relevant to your business needs until the command centre appears. The company file has been confirmed and you can continue to enter transactions.

NOTE: **Frequent requests to confirm** If, after confirming a company file, ABSS software asks you within a short time to confirm it again, contact Technical Support—see ‘Troubleshooting activated company files’ on page 266. Under normal circumstances, confirmation only occurs once or twice a year.

To confirm a company file by telephone

1   In the **Company File Confirmation** window, click **I want to confirm my company file by phone**.

2   Click **Continue**. The **Company File Confirmation – By Phone** window appears.

3   Call ABSS at the telephone number displayed under the **Company File Code** field.

4   Follow the instructions to receive your confirmation code.

5   Type the confirmation code in the **Confirmation Code** field and click **Continue**.

6   If you have an Internet connection and you prefer your ABSS software to perform subsequent confirmations automatically, select the **I want to use Automatic Confirmation** option.

7   Click **OK** and respond to subsequent windows as you wish until a command centre appears. The company file has been confirmed and you can continue to enter transactions.

NOTE: **Frequent requests to confirm**   If, after confirming a company file, ABSS software asks you within a short time to confirm it again, contact Technical Support—see 'Troubleshooting activated company files' below. Under normal circumstances, confirmation occurs only once or twice a year.

To set up automatic company file confirmation

After a company file has been activated, ABSS software asks you to confirm it once or twice a year. You can manually confirm the company file either over the Internet (see) or by telephone (above). But, if you prefer, you can confirm company files over the Internet automatically.

NOTE: **Internet connection required**   When ABSS software attempts to confirm the activation of the company file automatically and you are not currently connected to the Internet, a window appears requesting you to connect.

1   Open your ABSS company file.

2   Go to the **Setup** menu and choose **Preferences**.

3   In the **Preferences** window, click the **Security** tab.

4   Select the **I Prefer to Use Automated Online Company File Confirmation** option and click **OK**.

From now on, your ABSS software confirms the company file automatically and displays this notification of successful confirmation each time.
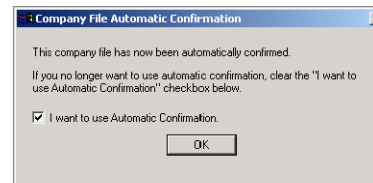
Troubleshooting activated company files

The activation and confirmation of company files is sensitive to date changes in your computer's system clock.

In some circumstances, changes or discrepancies in the system date start an immediate confirmation process.

Workstations out of synchronisation   If multiple users on different workstations are accessing a company file simultaneously and the dates in the system clocks of one or more workstations differ, you will need to synchronise clocks and confirm the company file the next time you open it.

Date changed while company file is open   If you open a company file and change the date in your computer's system clock while the file is open, then close the file, you may need to confirm the company file next time you open it.

Servicing your company file

Checking your company file for errors

In addition to checking for errors when you create a backup, you can check your company file for errors any time you choose.

By checking your company file for errors, you can identify minor problems in the file before they cause serious problems.

To check your company file for errors

- -
CAUTION: **Single-user access required [ABSS Premier Plus range only]**   Checking a company file for errors requires single-user access. If you normally have multiple users accessing a shared company file on a host computer, verify the company file from the host computer when no other users are logged on. See 'Single-user file locking for special tasks' on page 270.
- -

1 Go to the **File** menu and choose **Verify Company File**. A confirmation window appears.

2 Click **OK** to confirm that you want to verify your company file. Your company file is scanned for errors. When the file verification process is complete, a message appears describing the results of the process.

   If no errors were found, click **OK** to end the verification process.

   If your company file is corrupted, you can:
   - Attempt to repair the company file by optimising it—see 'Optimising your company file' below—and repeat this procedure to check if the errors have been fixed.
   - Restore the company file from your most recent backup—see 'To restore a backup' on page 264.

Optimising your company file

Over time, your company file will grow considerably in size. As you enter transactions, then remove or purge them, the file will have unused areas that once contained these transactions. These unused areas can affect the efficiency with which operations are performed in the company file. We recommend that you use the Optimisation Assistant to remove the unused areas in the company file and keep your accounting software running efficiently.

To optimise a company file

- -
CAUTION: **Optimising multi-user company files [ABSS Premier Plus range only]**   If multiple users are accessing a shared company file on a host computer, optimise the company file on the host.
- -

1 Open the company file to be optimised.

2 Go to the **File** menu, choose **Optimise Company File**. An information window appears.

3 Click **OK** to continue.

4 If an optimisation file exists, we recommend that you click **Yes** to retain a copy of it.

5 Click **OK**.

Purging information that is no longer needed

Purging is the process of removing data from your company file. After you have used your ABSS software for a long time, you will notice that the size of your company file has grown considerably.

The procedure for purging information (below) applies if you are purging:

- journal entries
- sales
- purchases
- business contacts
- contact logs
- activity slips
- sales history figures
- timesheets [ABSS Premier Plus only].

When your company file has grown larger than you want it to, you can purge, that is remove information, that is no longer needed. After transactions are purged, they will no longer appear on any report.

Special considerations for purging activity slips [ABSS Premier range only] and timesheets [ABSS Premier Plus only]

When purging activity slips and timesheets, note the following:

- If you have billed an activity slip on an invoice, you can purge that activity slip only if the invoice on which it was billed has been purged.

- You can purge a timesheet only if an employee payment for the timesheet's hours has been made using the **Process Payroll** assistant.

- If you purge activity slips, any slips with hours on timesheets are not purged. You must purge timesheets to purge those activity slips.

- If you purge a timesheet, any activity slips on the timesheet are also purged (only if an employee payment for the timesheet's hours has been made using the **Process Payroll** assistant).

To purge information

CAUTION : **Purging multi-user company files [ABSS Premier Plus range only]** Purging a company file requires single-user access. If you normally have multiple users accessing a shared company file on a host computer, purge the company file on the host computer when no other users are logged on. See 'Single-user file locking for special tasks' on page 270.

1 Open the company file to be purged.

2 Create a backup file.

3 Go to the command centre to be purged. The information you can purge is dependent upon the command centre you are in. For example, if you are in the **Sales** command centre, you can only purge closed invoices.

4 Go to **File** menu and choose **Purge [...]**.

5 Click **Continue** and follow the instructions in the **Purge [...]** wizard.

Troubleshooting file-locking problems

When a company file is open, a temporary file called a *lock file* is created in the folder where the company file is stored. This file, called `Lock000*.flk`, keeps track of who is using the company file. When you log out of the company file, the lock file is deleted automatically.

Sometimes, however, the lock file is not deleted. This can happen if your computer crashes or an error causes your company file to close unexpectedly. Lock files can accumulate in the company file folder, resulting in error messages appearing when you try to access your company file again.

To resolve these error messages, you must exit your ABSS software. Open the folder that contains the company file and delete any lock files. You should then be able to open your company file without an error.

Special considerations for networked company files

NOTE : **ABSS Premier Plus range only** The following networking information is only applicable to ABSS Premier Plus and ABSS Premier Plus users.

When multiple users access a company file over a network, you need to be aware of factors that affect the way you work that are not present when only a single user accesses the company file. See:

- Preferences in a network environment, below.

- Preventing data entry while generating reports, page 271.

- Storing custom reports on a network, page 271.

- Displaying up-to-date information, page 272.

- Improving performance, page 273.

Preferences in a network environment

Some of the choices in the **Preferences** window of your ABSS software can affect how everyone works with your company file. These preferences are clearly marked *System-wide*.

Multi-user file locking for daily transactions

Multi-user file locking ensures that changes cannot be made in some windows while related data is being changed by another user in another window.

For example, a situation could arise where a user is recording information in a sales transaction window while another user is changing details of the customer card being used in the sales transaction. In such a situation, multi-user file locking prevents changes being saved in one of the windows until the changes have been saved in the other window.

If you would like to know when another user has changed data in a window, go to the **Setup** menu, choose **Preferences**, click the **System** tab, and select the **Automatically Refresh Lists When Information Changes** option. Now, if another user changes information you are viewing,

your ABSS software closes your window. When you reopen it, the data is updated.

Single-user file locking for special tasks

Although several users must be able to share a company file for entering daily transactions, there are times when only one user should have access. Many of these tasks are file maintenance procedures such as backing up and checking and optimising the company file. For example, optimising a company file rearranges its internal structure, so you do not want someone else accessing the file while this process is taking place. Other single-user tasks are part of bookkeeping practice. For example, when you print a report, you do not want anybody to change data that will appear in the report while it is being printed.

Single-user file locking prevents all but the first logged-in user from accessing a shared company file—other users cannot even log in. To enable single-user access after starting your ABSS software, click **Single-user access** in the **Sign-on** window.

The tasks that require single-user file locking include:

- backing up a company file
- restoring a backup file
- company file verification
- purging data
- exporting data
- importing data
- starting a new financial year
- creating, changing or deleting report batches
- optimising a company file
- setting up, changing or removing user accounts.

Problems with lock files

To let you know when another user is already accessing a shared company file, your ABSS software displays the **File is busy; access denied** message when you try, at the same time, to save a transaction or otherwise write data. When you see this message, wait a few moments for the other transaction to finish and for your ABSS software to delete the lock file, and then click **Retry**.

If the power fails, or you switch off your computer while your ABSS software is running, or your system crashes, your ABSS software is unable to delete the lock file and you need to delete the locked file manually. See 'To delete lock files' on page 271. The following situations can cause lock files to accumulate in the folder where the company file is kept, resulting in various error messages when you try to open a company file:

- ***Someone else is currently signed on with the same User ID***

  Someone else is using the company file with your user ID or a lock file from an irregularly ended session is present.

- ***No more than ten company files in any folder may be opened at one time***

  There are more than ten lock files—the maximum permitted—in the folder where the company files are kept. This can occur legitimately if there are more than ten company files in the folder, ten of which are open simultaneously, so that an eleventh open file would create an (illegal) eleventh lock file.

It is unlikely that ten company files in a single folder will be open simultaneously. More likely, ten lock files have accumulated in the folder owing to crashes and other problems.

- ***You have reached the maximum number of simultaneous users allowed under your ABSS software Workstation Licence***

  If you know this is incorrect, the problem may be a lock file.

To delete lock files

Any of the above messages may mean that there are old lock files cluttering the folder where you store the company file. You need to delete the lock files before your ABSS software will function correctly.

1 Ask all users to close the shared company file and log out of your ABSS software.

2 Go to the **File** menu and choose **Active Workstations** to check whether any users are still logged in. If there are, ensure they have logged out before continuing.

3 Log out of your ABSS software.

4 Navigate in Windows Explorer to the folder where you keep the shared company file.

5 Delete all lock files[1].

6 Restart your ABSS software and re-open the shared company file.

---

1. The file is named `Lock####.flk`, where `####` represents a number from `0001` to `0010`. If there is more than one company file in the same folder, the number allows ABSS software to create a different named lock file for each company file.

Preventing data entry while generating reports

If there are multiple users accessing a company file simultaneously and you want to print or view a report, we recommend that you prevent data changes being made during report generation. If you do not, other users will be able to continue making entries in the company file and your report may not be accurate. If another user changes information that affects the report while it's being printed or displayed, that particular entry may be indicated by zeros or blank spaces on the report. In addition, new entries that other users make might affect the total amounts on some reports. For this reason, consider printing or displaying the report at a time when you know that no entries are being made that will affect its accuracy.

Before you print or display a report, open the **Report Customisation** window for the report and select the **Prevent Data Changes During Report Generation** option (on the **Finishing** tab of the **Report Customisation** window). This activates multi-user file locking and prevent other users from adding, changing or removing any information from the company file while your ABSS software is generating the report. When you print or display the report while this option is selected, the report will be up-to-date and accurate.

A few reports take some time to be generated. Consider printing these lengthy reports at times when other users won't have to wait for the report to be generated before they can resume making entries in the company file.

Storing custom reports on a network

When you create custom reports and forms, information about them is stored on *your* workstation's hard disk and not on the network. Other users of the same company file won't be able to use your custom reports or forms unless you copy

them to the appropriate locations on *their* workstations. (Your system administrator may need to perform this task.)

Custom reports are stored in the **Custom** folder and custom forms in the **Forms** folder. Both these folders are located under the folder where your ABSS software is installed on your workstation.

Displaying up-to-date information

Each time you open a list window (such as the **Find Transactions** window) or display a report in the **Report Display** window, the information that is displayed matches the contents of the company file as of the moment you opened the list or displayed the report.

However, if you keep the list or report displayed on your computer screen for some time, the data that other users entered during that time will not be included in your list or report. You can update the information automatically or manually:

■ *Automatic update*   Go to the **Setup** menu, choose **Preferences** and then click the **System** tab. Select the **Automatically Refresh Lists when Information changes** option.

NOTE: **Automatic refreshing slows response**
Consider whether you need to have on-screen information refreshed automatically. If you choose this option, your ABSS software will operate more slowly for everyone who is accessing the company file. If speedier data entry is a priority, we recommend that you choose to manually refresh information regularly.

■ *Manual update*   Go to the **Window** menu and choose **Refresh All**. To update an on-screen report in the **Report Display** window, click **Redisplay**.

Improving performance

The following list outlines a number of ways in which you can get the most out of your ABSS software:

- Use single-user access whenever possible.

- Optimise your company file frequently—see 'Optimising your company file' on page 267.

- *Do not* select the **Automatically Refresh Lists when Information Changes** option in the **Preferences** window.

- *Do not* select the **Warn for Duplicate [...] Numbers on Recorded Purchases** option in the **Purchases** tab of the **Preferences** window.

- Use Easy-Fill when entering card names, account names, and item numbers or names.

- Avoid leaving list windows open.

- Use only a few linked accounts for inventory items.

- Combine line-item quantities on sales and purchases.

- Generate large reports when you're the only person using the company file.

  Print reports by choosing a specific month instead of by entering a date range.

Appendix A: Importing and exporting data

Exporting data

You can take various data entered in your company file and use it in other software or in other ABSS company files. This process is called *exporting data*.

Some of the data types you can export are accounts, items, general journal entries, inventory adjustments, receive money transactions, spend money transactions, sales, purchases, cards, jobs, custom lists, contact logs, activities and activity slips [ABSS Premier range only] and timesheets [ABSS Premier Plus only].

NOTE: **Exporting timesheets**   [ABSS Premier Plus only] When you export timesheets, only the entries that *do not* have activity slips associated with them are included. You must export activity slips to complete the process.

The data can be exported to a tab-delimited or comma-separated values (CSV) file.

NOTE: **Single-user mode required for data export**
[ABSS Premier range only] You cannot export data when more than one user is logged in. For more information, see 'Single-user file locking for special tasks' on page 270.

To export data

1   Go to the **File** menu, choose **Export Data** and then choose the type of data you want to export. The **Export File** window appears.

2   Select the export file format and enter other information in this window. For detailed field help, click **Help**, and then choose **Help for This Window**.

3   Click **Continue**. The **Export Data** window appears.
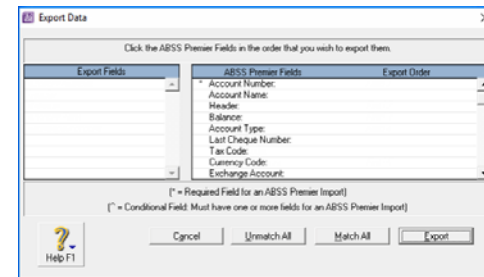
4   Choose the fields you want to export and the order in which you want to export them. To do this, click on the first field you want to export in the **ABSS [...] Fields** column. The title **Field 1** appears in the **Export Order** column next to the field you selected. The field name will appear at the top of the **Export Fields** column on the left side of the window.

5   Repeat step 4 for each field you want to export.

6   If you want to remove a field name from the **Export Fields** column, click the name in the **ABSS [...] Fields** column.

If you want to export all the fields in the order they are shown in the column, click **Match All**.

7   Click **Export**. The **Save As** window appears.

8   Enter a file name and location for the export file and click **Save**. The file is exported.

Before you import data you should make a backup of your company file. See 'Backing up and restoring company files' on page 262.

Importing data

You can take various data entered in other software programs and add it to your company file. You can also add data entered in one ABSS company file into another ABSS company file. This process is called *importing data*.

If you want to import data from ABSS RetailManager or ABSS RetailBasics, see 'Importing data from ABSS retail software' on page 276.

You can import the following data: accounts, items, general journal entries, receive payments transactions, receive money transactions, spend money transactions, pay bills transactions, sales, purchases, cards, jobs, custom lists, contact logs, activities and activity slips [ABSS Premier range only] and timesheets [ABSS Premier Plus only].

NOTE: **Importing timesheets**   [ABSS Premier Plus only] When you import timesheets, only the entries that *do not* have activity slips associated with them are included. You must import activity slips to complete the process.

The data can be imported from a tab-delimited or comma-separated values (CSV) file.

NOTE: **Single-user access required for data import**
[ABSS Premier range only] Please note that you must not import data when more than one user is logged in. For more information, see 'Single-user file locking for special tasks' on page 270.

To import data

Before you start the import procedure below, you need to export the data from the software used to create the data and save it in a tab-delimited or comma-separated file format.

1   Go to the **File** menu, choose **Import Data** and then choose the type of data you want to import. The **Import File** window appears.

2   Select the import file format, the type of the first record, and the method of handling duplicate records. For more

information, click **Help** and then choose **Help for This Window**.

3 Click **Continue**. The **Open** window appears.

4 Locate the import file and click **Open**. The **Import Data** window appears.
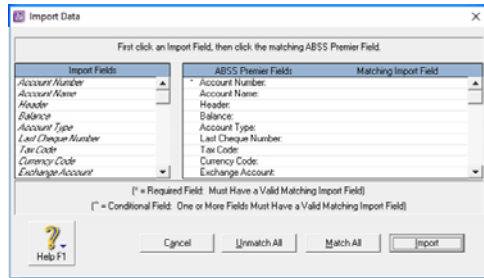
5 Match the import fields with the **ABSS [...] Fields** column.

a Highlight the name of a field in the **Import Fields** column.

b Click the matching field in the **ABSS [...] Fields column**.

The import field you selected appears in the **Matching Import Field** column.

- -

NOTE: **Some fields must be imported**   Fields that have asterisks (*) next to them must have matching import fields assigned to them.

- -

c Click a field in the **Matching Import Field** column to remove it.

d If all fields in the import file match those in the **ABSS [...] Fields** column, click **Match All**.

6 Click **Import** to import the data. If you get a warning or error message indicating that the import was not successful, refer to the import log file in your ABSS software installation folder for a list of errors or warnings. The import log file is a text file—readable by most word processors—that lists the problems encountered during the import.

Importing data from ABSS retail software

If you use ABSS RetailManager or ABSS RetailBasics as your point-of-sale software, you can import certain information to your ABSS company file.

For example you can import:

- your supplier details

- goods received transactions (which are imported into your ABSS company file as bills)

- general journal entries summarising other transactions (such as sales income and cost of sales).

- -

NOTE: **Exporting from RetailManager or ABSS RetailBasics**   Before you can import your data, you must export the data from RetailManager or RetailBasics as a text file (**Retail.TXT**) and save it in the ABSS software program folder. The import file will be detected and the import process will automatically begin when you open your ABSS company file. Note that if you save the import file in another location, you will need to import it manually.

- -

To import RetailManager or RetailBasics data

1   In your ABSS software, go to the **Setup** menu and choose **Preferences**. The **Preferences** window appears.

2   Click the **System** tab and select the **I use ABSS RetailManager** option. Click **OK** and exit ABSS software.

NOTE: You only need to set this preference the first time you import from RetailManager or RetailBasics.

----

3   Open your ABSS company file. If there are transactions to be imported, the import process will occur automatically.

If you get a warning or error message indicating that the import was not successful, refer to the import log file in the ABSS software installation folder. This is a text file—readable by most word processors—that lists any errors or warnings encountered during the import.

Appendix B: Networking company files

Note that you might need to consult an IT professional to make sure your network is configured to suit your business requirements.

Overview

The ABSS Premier range of software are network-ready applications that comes with one licence. However, if the volume of your transactions grows too great for one person to handle, you can purchase additional workstation licences so that several users can access the company file simultaneously. See page 261 for more information.

If multiple users will be simultaneously accessing a company file, it should be stored on a *host* computer where it can be accessed across the network from other Windows *workstations*. The host computer and workstations must be running Windows Vista, 2000 or XP. Note that the workstations do not all need to be running the same version of Windows.

NOTE: **Setting up networks needs expert skills**   Because setting up routers or hubs, cabling computers and configuring network hardware and software require expert knowledge, you may need to employ an expert with the necessary skills. ABSS softwareABSS Accounting2020ABSS Premieryour ABSS software

If setting up a network for the first time, show this appendix to a networking expert. To locate a networking-qualified

ABSS Professional Partner near you, contact ABSS customer service in your region.

This section starts from the point where the network is already set up and running. A local area network (LAN) can be set up in many different ways. The procedures in this section describe the most common situation where a LAN is protected from the external internet by a firewall on a router or gateway computer.

NOTE: **Network access privileges required**   In a Windows network, access can be set at the domain or user level. If you are unable to carry out the procedures in this section because you do not have sufficient access privileges, contact the person who set up your network for assistance.

All users who need to access the company file automatically belong to the Everyone user group. This group is used as the default group in these procedures as it simplifies the sharing of a host folder. The members of the Everyone group will be given permission to open, read from and write to the shared company file.

The Everyone user group allows anyone on the network to access the shared company file. If some employees are not authorised

to access your accounting data, read Windows help or consult a networking expert to set up more secure access.

Setting up the network hardware

Unless you are an expert, employ a networking consultant to set up your network hardware.

Show the consultant these requirements for the host computer, and the hardware and software requirements for the workstations specified in the *Getting Started* guide.

Networking	Local area network (LAN), peer-to-peer
Windows host	Windows Vista, 2000 or XP

Equipment	• Pentium processor, with 1GHz and 128MB RAM, or better • Older computers may need a network interface card (NIC)
Protocols	• Ethernet (10BASE-T twisted pair cable, shielded or unshielded) or • Fast Ethernet (100BASE-TX twisted pair cable, shielded), with Windows networking (NetBIOS, NetBEUI, or TCP/IP)

Setting up a company file folder on a Windows host

Before users can work with a company file simultaneously, it must be stored on a host computer to which each user has access. Consider these tips for choosing a suitable host:

■ **Host the company file on the most powerful computer in the network**   Users on workstations will enjoy better performance if the company file is stored

on the most powerful computer in your network—the fastest with the most memory.

- **Host the company file on the key employee's computer**   If one employee will use the company file more than anyone else, consider storing the company file on that employee's computer. This person will experience better performance from accessing the company file directly, compared with accessing it across the network.

- **Host the company file on a backed-up computer**   If you store all your important files on a central host that is backed up frequently, it is a good idea to also store your company file on that host. The company file will then be backed up along with all your other vital data.

Complete the set up tasks relevant to your operating system.

If your host computer is running Windows...	See
Windows 7	below
Windows Vista	below
Windows XP	page 281

To share a folder on Windows 7

This procedure applies to Windows 7 users. If this procedure does not apply to your network configuration, consult a networking expert or read Windows 7 help to set up appropriate sharing access and permissions.

1   Log in as an administrator if only administrators can set permissions on your computer.

2   In Windows Explorer, create a folder named **Company_Files** in a convenient location, for example, c:\Company_Files. This folder is where the shared company file will be stored.

3   Right-click the **Company_Files** folder and choose **Share with**, then select to share the folder with a

homegroup or with specific people. The **File Sharing** window appears.

4   If you selected **Specific people**, enter the names of the users or select **Everyone**.

5   Click in the **Permission Level** column next to the user group to set the read and write permission for the user.

6   Select **Read/Write** to enable full control permission.

NOTE: **Everyone group**   If the Everyone group does not appear in the list, select it from the menu field above the list and click **Add**, then assign access permission as per the above step.

7   Click **Share**. In the confirm window that appears, click **Done**.

8   In Windows Explorer, move the company file to the shared **Company_Files** folder you just created on the host.

To share a folder on Windows Vista

This procedure applies to Windows Vista. If this procedure does not apply to your network configuration, consult a networking expert or read the Windows help to set up appropriate sharing and access permissions.

1   Log in as an administrator if only administrators can set permissions on your computer.

2   In Windows Explorer, create a folder named **Company_Files** in a convenient location, for example, c:\Company_Files. This folder is where the shared company file will be stored.

3   Right-click the **Company_Files** folder and choose **Share**. The **File Sharing** window appears.

4   Click in the **Permission Level** column next to the **Everyone** user group and choose **Co-owner**. This enables full control permission.

5   Click **Share**. In the confirm that appears, click **Done**.

6   In Windows Explorer, move the company file to the **Company_Files** folder you created step 2 above.

To share a folder on XP

This procedure applies to Windows 2000 Professional and XP. If you are using Windows 2000 Standard, see 'To share a folder on Windows 2000 Standard' on page 267. If this procedure does not apply to your network configuration, consult a networking expert or read the Windows help to set up appropriate sharing and access permissions.

1   Log in as an administrator if only administrators can set permissions on your computer.

2   In Windows Explorer, create a folder named **Company_Files** in a convenient location, for example, c:\Company_Files. This folder is where the shared company file will be stored.

3   Right-click the **Company_Files** folder and choose **Properties**.

4 In the **Company_Files Properties** window, click the **Sharing** tab and set the fields and controls as shown below.
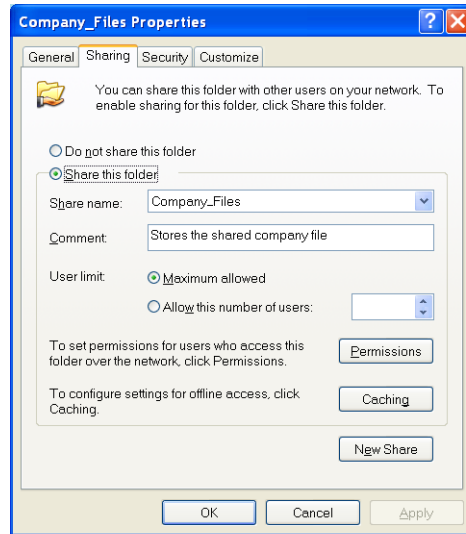
Share this folder (Share this folder in the network)	Click this option. If your network does not have workgroups or you are logged in to a domain, select the **Share this folder** option, and then complete the wizard that appears.
Share name	Type the name that will be seen by users accessing the folder from their workstations, for example, `Company_Files`.
Comment	Type a description that users will be able to read in the folder's **Property** window. This option is not present if your network does not have workgroups or you are logged in to a domain.

Maximum allowed	Choose this option to allow as many users as possible to simultaneously access the company file. This option is not present if your network does not have workgroups or you are logged in to a domain.
Allow network users to change my files	Click this option. This option is not present if your network does not have workgroups or you are logged in to a domain.

5 If your network does not have workgroups or you are logged in to a domain, continue with step 8.

6 Click **Permissions**.

7 In the **Permissions for Company_Files** window, click the **Everyone** user group, set the **Allow** and **Deny** options in the **Permissions** list as shown below and click **OK**.
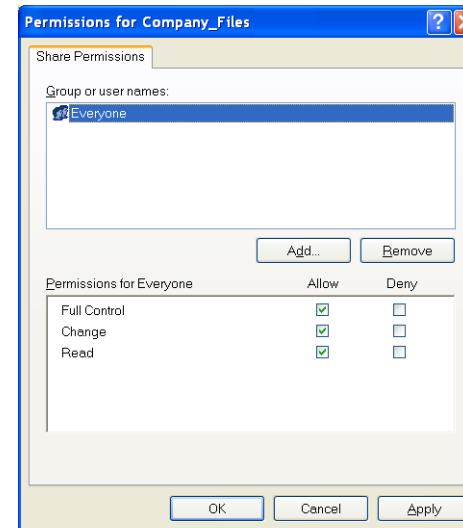
Permissions for Everyone	Allow	Deny
Full control	Mark	Clear
Change	Mark	Clear
Read	Mark	Clear

8 In the **Company_Files Properties** window, click **OK**.

9 In Windows Explorer, move the company file to the **Company_Files** folder you created step 2.

Accessing the shared company file from a workstation

Workstations are Windows computers that access a company file stored on another computer, referred to as a *host* computer. Accessing the remote company file folder on the host requires you to complete these procedures for each Windows workstation on the local area network (LAN). This process is also known as *mapping network drives*.

When you are able to access the company file folder containing the shared company file, you can create a desktop shortcut to the file. Clicking the shortcut starts your ABSS software and opens the shared company file.

Setting up workstations to access the company file

Complete the set up procedure relevant to your operating system. You need to do this on every workstation that is to access the shared company file.

NOTE: **Access may be password protected** If a password is required to access the shared company file folder, a window will request you to enter a user name and password when you attempt to access it.

To access a shared folder on Windows Vista

1 Select **Network** from the Windows start menu.

2 Locate the **Company_Files** folder on the host computer.

3 Right-click the **Company_Files** folder and click **Map Network Drive**. The **Map Network Drive** window appears.

4 Accept the proposed drive letter or choose another, select the **Reconnect at logon** option, and click **Finish**. If access to the folder is password protected, a logon window may appear. If so, type the password and click **OK**.

In Windows Explorer, the **Company_Files** folder now appears as a network drive under **Computer**. For example, you might see the shared folder listed as `Company_Files on 'Hongs-pc' (V:)`.

5 Open the shared **Company_Files** folder. You should be able to see the shared company file in it.

To access a shared folder on other Windows versions

1 In Windows Explorer, open **Network Neighborhood** (or **My Network Places**).

2 Locate the **Company_Files** folder on the host computer.

If a **Connect to** *hostName* window appears, complete the **User Name** and **Password** fields, select the **Remember my password** option and click **OK**. You should now be able to see the **Company_Files** folder.

NOTE: **Navigating network folders may not be necessary** In some versions of Windows, depending how the network access is set up, all networked computers may be visible in Network Neighborhood (My Network Places) without you needing to navigate to network folders.

3 Right-click the **Company_Files** folder and choose **Map Network Drive**.

4 In the **Map Network Drive** window (or wizard), accept the proposed drive letter or choose another, select the **Reconnect at logon** option, and click **OK** (**Finish**). If access to the folder is password protected, a logon window may appear. If so, enter the password and click **OK**.

In Windows Explorer, the **Company_Files** folder now appears as a network drive under **My Computer**. For example, you might see the shared folder listed as `Company_Files on 'Hongs-pc' (V:)`.

5 Open the shared **Company_Files** folder to see the shared company file in it.

Setting up a shortcut

A fast way to start your ABSS software and open a company file is to put a shortcut to the program and company file on the Windows desktop. Then you only have to double-click the shortcut to be up and running.

NOTE: **Do not create a shortcut only to the company file**   If you are knowledgeable about shortcuts, you might be tempted to create just a shortcut to the company file. Unfortunately, there are not enough letter combinations to ensure that the `.myo` file extension is unique to ABSS software. So, double-clicking a shortcut just to a company file might start another program that works with a different kind of `.myo` file.

To set up a shortcut

1 Right-click an empty area of the desktop and choose **New** and then **Shortcut**.

2 In the **Create Shortcut** wizard, type the path to the your ABSS software program file (**ABSSprem.exe**) in the **Command line** field (or in the **Type the location of the item** field) and click **Next**. Alternatively, you can click **Browse** and navigate to and select the program file, and then click **Next**.

3 Either accept the proposed name for the shortcut or type your preferred name in the **Select a name for the shortcut** field (or the **Type a name for this shortcut** field), and click **Finish**.

4 Right-click the new shortcut and choose **Properties**.

5 In the **ABSSprem.exe Properties** window, click the **Shortcut** tab. The **Target** field displays the location of the program you entered in .

6 [Windows 2000 and XP users only] Enclose the location of the program file in double quotation marks (“): `"C:\Premier\ABSSprem.exe"` for example.

If you double-clicked this shortcut on the desktop now, it would only start your ABSS software. You have to modify the **Target** field so that the shortcut also opens the company file.

7 In the **Target** field, type a space after the program location and then type the location of the company file, including the `.myo` file extension.

[Windows 2000 and XP users only] The path to this location should also be enclosed in its own quotation marks: `"C:\Premier\ABSSprem.exe" "V:\Clearwtr.myo"` for example.

8   Copy the location of the company file from the **Target** field, *minus* the name of the company file, and paste it into the **Start in** field, for example "`v:\`" as shown below. (Note: there should be no quotation marks in Windows Vista.)
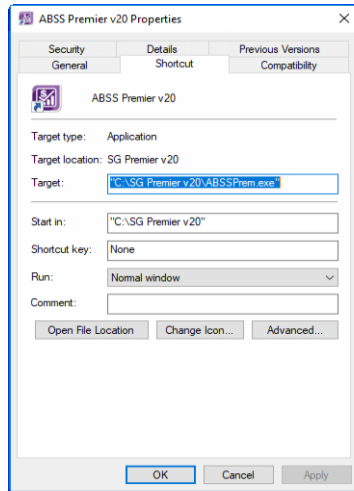
9   Click **OK** to close the **Shortcut to ABSSprem.exe Properties** window.

10 Double-click the shortcut on the desktop to test it. Your ABSS software should start on this workstation and immediately open the specified company file, whether it is stored on a remote host or this workstation.

Repeat from on each workstation that needs access to the company file.

Glossary

account Something to which transactions are assigned. Accounts in ABSS are in one of eight categories:

- Asset
- Liability
- Equity
- Income
- Cost of sales
- Expense
- Other income
- Other expense

Accounts are classified as header or detail. Transactions are assigned directly to detail accounts. Header accounts are used to summarise multiple detail accounts. Each ABSS account must have a unique number.

account number The account number is what identifies an account. Each ABSS account must have a unique number.

accounting period A part of your financial year. ABSS treats each calendar month as a separate accounting period. Additionally, ABSS provides an optional 13th period for year-end adjustments.

accounts list Commonly referred to as a chart of accounts, this is a list of all your asset, liability, equity, income, cost of sales, expense, other income, and other expense accounts.

accounts payable What you owe someone else for goods or services delivered. The sum of all accounts payable is recorded as a liability account. Any time you record a purchase in the **Purchases** command centre, the unpaid balance of the purchase is added to your accounts payable.

Every time you pay a bill (using **Pay Bills** in the **Purchases** command centre), the amount is subtracted from your accounts payable balance.

accounts receivable What your customers owe you. Any time you record a sale in the **Sales** command centre, the unpaid balance of the sale is added to your accounts receivable balance. Every time you enter a customer payment (using the **Sales** command centre), the amount is subtracted from your accounts receivable balance.

accrual method (basis) This is a method of accounting which records sales and purchases at the time they are delivered, not at the time they are paid for.

accrued expenses These are expenses for goods or services received but not yet paid.

activity A task or service provided by your business for which you can track costs and bill customers using time billing invoices.

aging: payables The number of days between receiving a bill from a supplier and an aging date (usually today).

aging: receivables The number of days between invoicing a customer and an aging date (usually today).

allocation accounts In ABSS when writing a cheque or recording a payment, the allocation accounts are the expense, income, etc. accounts that balance the transaction.

assets Assets are things you own. Your bank account is an asset. So is your computer. If someone owes you money, the total owed to you is an asset. Current Assets are assets that can be turned into cash within a relatively short period of time (less than a year). Things that take longer to turn into cash, like your factory building, are called Fixed Assets. Assets normally have a debit balance.

audit trail   A list of the transactions that make up the balance of an account or accounts.

B

bad debt   Money owed to you that is unlikely to be paid. Many businesses create a contra-asset account to approximate the value of their bad debt. That way, they have a clearer picture of the actual value of their assets.

balance   The sum of all the money added to and subtracted from an account.

balance sheet   The balance sheet is a financial snapshot of a company's position at a particular time. A balance sheet lists the company's asset, liability and equity accounts. It is called a balance sheet because the total value of the asset accounts minus the total value of the liability accounts always equals the total of the equity accounts.

bill   The record of a supplier's invoice.

budgets   Expected monthly net activity for an account. Budgets are useful for planning for the future and for analysing actual performance against planned performance.

C

cash drawer   Where the money is kept between leaving the customers' hands and being deposited in the bank. Many businesses set up their cash drawer as a bank account.

cash flow   The net flow of money in minus money out over a selected date range.

cash method (basis)   The opposite of the accrual method of accounting. The cash method records the sale and purchase of goods and services at the time they are paid for, not when they are delivered.

category   A category is an entity for grouping transactions. For example, a category can be a department, profit centre, geographic division or any other subset of your business that requires separate reporting.

cleared   A withdrawal or deposit is cleared when your bank adjusts your account balance for it.

closed period   An accounting period in which all entries are completed. ABSS does not require that you actively close a period. However, in the **Preferences** window you can prevent accidental posting to a closed (locked) period.

closed purchases   Purchases that have been paid in full.

closed sales   Sales that have been paid in full.

company information   Found in ABSS's Setup menu, your company information contains your company's name, address, tax information and information about your company's financial year.

contra account   This is an account that normally carries the opposite balance of the accounts of the same type. Assets for example, normally have a debit balance; a common contra-asset account is the accrued depreciation of an asset.

By using a contra account, you can show a a car company that's worth $12,000, by listing the asset at its $15,000 purchase price followed by the -$3,000 balance of the accrued depreciation account.

conversion month   The conversion month is the earliest month in the financial year for which transactions are to be recorded. For example, suppose you purchase ABSS software in October but want to record transactions dated from 1 September. In this case, your conversion month is September. The conversion month determines the opening balances you will enter when you set up your company file.

cost item   The cost of an inventory item. ABSS uses average cost. That is, the total cost of all your purchases for a particular item currently on hand divided by the number of items on hand.

cost of sales   Sometimes called "cost of goods sold" this account type works just like an expense account. The only difference is where it appears on the profit & loss statement. Cost of sales accounts appear after your income accounts, but before your expense accounts. Cost of sales is subtracted from your income to produce gross profit. Your expenses are subtracted from your gross profit to produce net profit. In ABSS, you are not required to use Cost of sales accounts.

credit amount   Appears on the right side of the ledger (a debit amount occupies the left side). A credit amount increases the balance of accounts with a credit balance and decreases the balance of accounts with a debit balance. Accounts that normally carry a credit balance are liability, equity and income accounts.

credit invoice   A credit invoice is a sale with a negative balance due. Usually caused by a return or adjustment, a credit invoice is settled by writing a refund cheque or applying the amount to another open invoice.

credit terms   Terms are the agreed upon rules governing the number of days between delivery and payment discounts for early payment and penalties. In ABSS, you can set default terms for all customers.

creditors   A creditor is someone to whom you owe money. See also 'accounts payable' on page 288.

current assets   Assets that can be turned into cash within a relatively short time (less than a year are called current assets. Some of your current assets are your bank accounts, accounts receivable and petty cash. Current assets usually do not lose their value over time. Current assets normally have a debit balance.

current liabilities   Liabilities that become payable within the next year are called current liabilities. When recording a liability that is to be paid over a long period, many accountants split it into two liabilities. The part that is to be paid off within the next year is entered as a current liability; the remaining is entered as a long-term liability.

current year earnings   Current year earnings is an equity account. Its balance equals your income minus cost of sales and expenses. Current year earnings are zero at the beginning of a financial year. Current year earnings are kept as a running total as the financial year progresses. When you start a new financial year, current year earnings are reset to zero by moving its balance into the account called Retained Earnings.

customer   Someone to whom you sell goods or services. In ABSS you must enter a customer card before you record a sale.

D

debit amount   Appears on the left side of the ledger (the credit amount occupies the right side); a debit amount increases the balance of accounts with a debit balance and decreases the balance of accounts with a credit balance. Accounts that normally carry a debit balance are asset and expense accounts.

debit purchase   A debit purchase is a purchase with a negative balance due. Usually caused by a return or adjustment, a debit purchase is settled by recording a supplier's refund cheque or by applying the amount to another open bill.

debtor   A debtor is someone who owes you money. See also 'accounts receivable' on page 288.

department   Department is for you to determine which team or section your employee's are placed in the company.

deposits from customers   Advances received for goods or services not yet delivered. Customer deposits are kept in a liability account.

deposits to suppliers   Advances paid to suppliers for goods or services not yet delivered.

depreciation   The expense allocation of the cost of an asset over a period of time. Most accountants create a contra-asset account to track the depreciation of an asset. See Contra Account. A typical depreciation transaction credits the contra asset account and debits a depreciation expense account. Depreciation is most often recorded as a general journal entry.

detail accounts   ABSS accounts to which transactions can be assigned.

discount early payment   The amount taken off the balance due in return for payment within an agreed number of days.

discount volume purchase   The amount taken off an item's cost because of a special supplier or customer arrangement.

discount days   Discount days are the number of days from a sale or purchase within which full payment of the balance due entitles the payee to a discount.

double-entry accounting   A method of bookkeeping in which every entry is balanced by another entry. Correct double-entry accounting always provides a balanced set of books; that is, the total value of your asset accounts minus the total of your liability accounts will equal the total of your equity accounts.

E

earnings   Income minus cost of sales and expenses. See Current Year Earnings.

entitlements   Hours that accumulate on paycheques; used to pay special wages, such as holiday or sick pay.

equity   This is a company's net worth. The equity of a company equals its assets minus its liabilities. Equity is an account type in ABSS. Equity accounts usually carry a credit balance. Some common equity accounts are current year earnings, retained earnings and shareholder's equity.

expense   A cost associated with running a business. Expense is an account type in ABSS. Expense accounts usually carry a debit balance.

F

finance charge   The amount added to an outstanding balance as a penalty for late payment.

financial statements   The balance sheet and income (profit & loss) statement. The balance sheet is your company's financial picture at a particular time. The income statement shows your company's financial performance over a period of time.

financial year   The 12-month period you use to define your accounting year. ABSS does not require that it match the calendar year. ABSS also provides an optional 13th period for making year-end adjustments that you do not want to affect a particular month.

fiscal year   See 'financial year' above.

fixed assets   Fixed assets are assets that have a relatively long life. Your buildings, cars and computers are fixed assets. Fixed assets are usually depreciated; that is, they lose some of their value as you use them.

G

general journal   A journal used to record miscellaneous transactions not entered in other journals. For example, year-end adjustments and depreciation expense.

general ledger   This is where all your account information—sales, purchases, inventory, cash in, cash out—come together. You draw your financial statements (balance sheet and income statement) from the general ledger.

gross profit   Gross profit is your income minus cost of sales.

H

header account   A header account in ABSS is used to group similar detail accounts. You cannot post a transaction to a header account.

historical balance   The balance of an account prior to converting your records to ABSS. You are not required to enter historical balances in ABSS. Enter them only if you wish to compare a current month's activity to the activity for the same month last year.

I

identifiers   A one-letter code used to sort and select cards in the card file. You can assign up to 26 identifiers to a card.

income   Revenue from the sale of goods or services. Income is an account type in ABSS. Income accounts usually carry a credit balance.

income statement   Also called a profit & loss statement, the income statement shows your company's performance over a period of time.

An income statement begins with income. It then subtracts cost of sales to produce gross profit. Expenses are subtracted from gross profit to produce operating profit. "Other income" accounts are added to operating profit and "other expense" accounts are subtracted from operating profit to produce net profit.

inventory   Physical items kept for possible sale to a customer. Most accountants record an inventory's value in a current asset account.

invoice   The written record of a sale.

item   A unit in your items list. An item can be physical inventory, like a widget or a pair of shoes, or it can be non-physical, like an hour of your time.

J

job   A job is work for which you wish to track income and expenses. In ABSS, a job can be a profit centre, a product line, a project or any other subset of your business that requires a separate income statement.

journal   A journal is a tool for organising your accounting entries. ABSS groups all entries into one of six journals: general, disbursements, receipts, sales, purchases or inventory.

L

liability   Liabilities are things you owe. Your working capital loan is a liability. Your accounts payable, what you owe someone for a purchase, is also a liability. Liabilities that are due within the next year are called current liabilities. When a liability is not due for more than a year, it is called a long-term liability. Liabilities normally have a credit balance.

linked account   Linked accounts are what ABSS uses to post your inventory, payroll, sales and purchase transactions to the proper account. For example, when you link your receivables account, you are telling ABSS which account to post the balance due from a sale.

long-term liability   Something you owe that does not have to be paid for at least a year.

M

miscellaneous purchases   Miscellaneous purchases are used in ABSS to record non-item purchases that do not require a printed purchase order.

miscellaneous sales   Used in ABSS to record non-items sales that do not require a printed invoice.

N

net income   Net income (net profit or loss) is the total of all income accounts minus the sum of your expense and cost of sales accounts.

net profit   The total of all income accounts minus the sum of your expense and cost of sales accounts. Also called "net income".

O

open bill   A purchase with an outstanding balance due.

open sale   A sale with an outstanding balance due.

opening balance   The balance of an account as at the start of the first day of your conversion month.

operating profit   This is your profit before considering Other Income and Other Expense.

other expenses   An ABSS account type used to record expenses that are not directly related to your company's operations. Use other expense accounts to record expenses that are outside the normal operation of your business such as loan interest, fines, etc. Other expense accounts usually have a debit balance.

other income   An ABSS account type used to record income that is not directly related to your company's operations. Use other income accounts to record income that is outside the normal operation of your business such as interest income. Other income accounts usually have a credit balance.

out of balance   When the total credit amount does not equal the total debit amount in a transaction, it is out of balance. ABSS does not allow you to record an out of balance transaction.

P

paid-up capital   The amount of money paid by shareholders in excess of the par value of the shares.

payables   What you owe someone else for items or services delivered. See 'accounts payable' on page 288.

pay period   The duration selected to process your employee pays.

payroll year   The 12-month period you use to define your payroll year. ABSS requires the payroll year to start on January and ends in December. The payroll year that you create will not affect your financial year.

position   Position is your employee's job in the company.

profit & loss statement   See 'income statement' on page 292.

profit centre   A subset of your business for which you want to track income and expenses. ABSS calls profit centres "jobs".

purging   The act of erasing old data. ABSS allows you to purge journal entries, closed sales, closed purchases and contact logs.

R

recap transaction   An ABSS function that lets you look at a journal entry before it is recorded. Recap transaction is particularly useful for those transactions, such as invoices and bills, for which the journal entry is not immediately obvious.

receivables   What someone else owes you for items or services delivered. See 'accounts receivable' on page 288.

reconciling   The process of checking that your records agree with your bank's records.

recurring transaction   An accounting entry that is made periodically, such as weekly payroll, monthly rent, etc.

retained earnings   Money from previous years' earnings that has been left in the company. At the end of a financial year any money earned (or lost) during the financial year is transferred to retained earnings. Retained earnings are recorded in an equity account.

revenue   Income from the sale of goods or services. Revenue is recorded in an income account in ABSS. Income accounts usually carry a credit balance.

reversing   The process of cancelling a transaction by entering a new transaction with the same amounts but with opposite signs.

S

shareholder's equity   The owners' stake in the company. It is the amount the owners invested in the company plus the current year earnings and retained earnings.

settle a credit invoice   When a customer returns something, and you record an invoice that has a negative balance due, it is called a credit invoice. Paying off this negative amount is called settling a credit invoice.

settle a debit purchase   When you return something to a supplier, and you record a purchase with a negative balance due, it is called a debit purchase. Paying off this negative amount is called settling a debit purchase.

standard pay   The current values of an employee's payroll details (wages, entitlements, deductions, employer expense and taxes) that are automatically used when processing the employee's pay.

sub-tax   The tax codes that make up a Consolidated tax type.

supplier   Someone from whom you buy goods or services. In ABSS you must enter a supplier card before you can record a purchase. See also 'accounts payable' on page 288.

T

terms   Terms are the agreed upon rules governing the number of days between delivery and payment, discounts for early payment and penalties for late payment.

transaction   An entry in ABSS that affects the balance of accounts.

trial Balance   This is a report showing all the activity for an account or accounts within a selected date range. It shows the balance of the account at the beginning of the date range, the activity within the date range, and the balance at the end of the date range. A trial balance is useful for checking your entries prior to doing your period-end processing.

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