# BizBox Accounting

# Document Information

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| Authorised By | Robert Croft, Managing Director | | | |
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## Copyright Statement

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## Introduction to BizBox Accounting

Bizbox Accounts aims to be the software of choice for small businesses everywhere. We have tried to keep it as generic as possible so that it could be used in many countries and in many situations. Should you need a customized feature that is not available, it may be incorporated in the next release so feel free to email us at info@amblinsoftware.com

Some of the features of the software are given below:

1.      An easy to navigate modular layout makes it easy to find the function you need.
2.      Multi-user, multi-company and easily installed on a network or stand alone pc. You have an option to archive (snapshot) a company at month end for easy information retrieval.
3.      Set up security levels per user and start up option to open the module of choice for that user.
4.      Debtors Module has the usual functions like Invoicing, Credits, Journals, Receipts, Quotes & Orders. Multiple Delivery addresses and a 4 tier Special Pricing (Customer x Item, Customer x Item Group, Item x Customer Group & Item Group x Customer Group). You may also print or email statements and other reports.
5.      Debtors sub-modules like Sales Analysis allows you to slice and dice summary information to give a clear indication of sales performance. Export Documentation allows for entry of shipping information so a commercial invoice can be produced.
6.      The Workshop module within Accounts Receivable allows for the management of garage operations, in particular an autoshop providing Warrant of Fitness and servicing facilities.
7.      Suppliers Module deals with Invoicing, Purchase Orders, Payments, Goods Received Notes, Journals and Goods Returns. Additional Charges can be attached to a shipment so that a true landed cost be calculated for the item. Purchase Analysis gives a summary view of buying performance.
8.      Export your reports to 6 different formats including Printer, Excel, PDF, XML, TXT and HTML. Option to email PDF reports.
9.      Inventory Module has functions such as Journals, Stocktakes and Reordering. Also caters for Serial/ Batch numbering, Bin numbers (Picklist printing), Barcodes and Label printing.
10.     The General Ledger is integrated with the other modules and the distribution is set up through Customer & Supplier groups, Tax file and Inventory group.
11.     Import Customers, Suppliers and Inventory codes from Excel .csv file
12.     Export Customers, Suppliers, Stock items information to Excel .csv file
13.     Banking Interface provides uploads from popular formats like CSV, OFX and Fixed Length. Tailored to avoid double ups and immediately reconcile. If G/L codes exist then the correct account is picked immediately else it goes to suspense and you can manually post it to the correct account. If it is a debtor receipt or a supplier payment it can be transferred and matched to the correct invoice.
14.     Tax Type report makes it a breeze to do your periodic returns.
15.     Bank Reconciliation is easy with Statement & Bank A/C updated in real time with simple tagging.
16.     MS Office integration enables you to send your data exactly as it appears in the browse to Printer, or File (HTML, Excel, Word, CSV or PDF) or email it directly.
17.     Data Path independence. The executable can be local & data on the server.
18.     Mail merging to email or printer using MS Word and MS Outlook.

*Let "BizBox Accounts" help you manage your business easily and efficiently.*
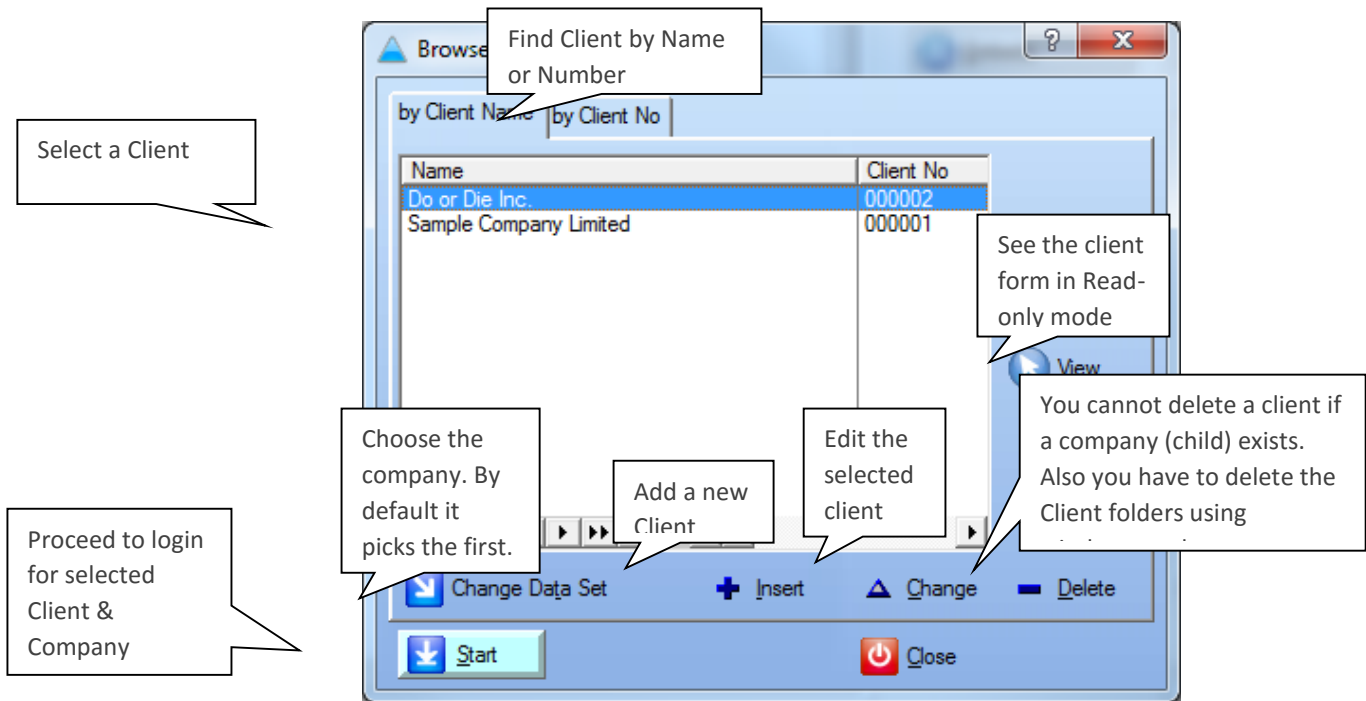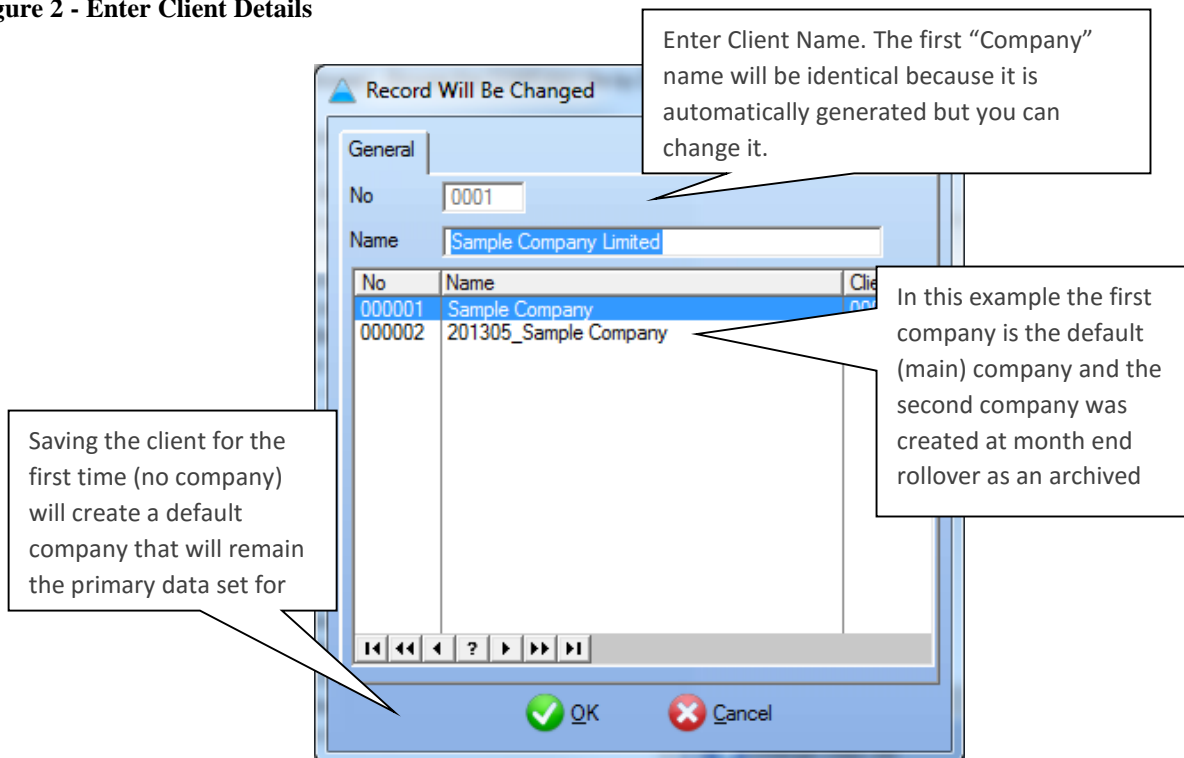
# Starting BizBox

**Figure 1 - Select Client**

Find Client by Name or Number

Select a Client

See the client form in Read-only mode

You cannot delete a client if a company (child) exists. Also you have to delete the Client folders using

Choose the company. By default it picks the first.

Add a new Client

Edit the selected client

Proceed to login for selected Client & Company

by Client Name | by Client No

| Name | Client No |
|------|-----------|
| Do or Die Inc. | 000002 |
| Sample Company Limited | 000001 |

Change Data Set    Insert    Change    Delete

Start    Close

**Figure 2 - Enter Client Details**

Enter Client Name. The first "Company" name will be identical because it is automatically generated but you can change it.

In this example the first company is the default (main) company and the second company was created at month end rollover as an archived

Saving the client for the first time (no company) will create a default company that will remain the primary data set for

Record Will Be Changed

General

No    0001

Name    Sample Company Limited

| No | Name | Clie |
|------|------|------|
| 000001 | Sample Company | |
| 000002 | 201305_Sample Company | |

OK    Cancel

The first time you create a client it will auto-create the default company data set. This means that it will create a folder 000x and a subfolder CO00000y where x is an incrementing digit up to 9999 and y is a number up to 999999. When you delete a company (not generally recommended) you will have to delete the folders manually using windows explorer.

# File Menu Options
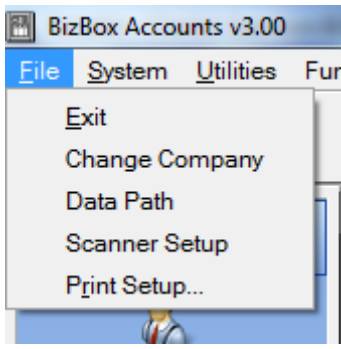


**Change Company:**    BizBox is multi-company so this allows you to switch to an archived, subsidiary or sister company easily.

**Data Path:**    This option allows you a data independent path for those that like to separate data from executables on the server. Ideally what you would do is install the software on each client but point it to the data which would reside on a server. This is not an issue in a standalone environment.

**Scanner Setup:**    Setup a scanner profile if you have a scanner attached. This is handy if you are scanning external documents into a location to be managed by BizBox's document manager. This location is the \Document" folder in the :Data Path".

**Print Setup:**    The default printer is the one specified in Windows but you can change this at runtime if you wish as well as the printer properties. There are also two more printers which you can specify within BizBox. These are the label and packing slip printers which are chosen from the "Stationery Setup" option.

## Function Menu Options

**Scanned Documents:**    This option allows you to manage and manipulate scanned documents easily.

**Document Library:**    Once you have scanned and saved the document you may want to add it to the document library for easy reference and retrieval. You may open it automatically with the related application eg, Excel for .xls, Word for .doc etc

**Mail Merge 2 Email:**    The important files here are "MailMerge.doc" which is the merge document and "Data.csv" which is the source file. Also the email field in Data.csv **HAS** to be called 'EMAIL' (in the header). Have a look at the sample files. If you needed more than 1 mail merge file, create copies eg, MailMerge1,2.3 etc and then rename to MailMerge.doc before using.

**Mail Merge 2 Printer:**    As above but with the merge going to a printer instead of a mail out.

# Company Setup

| | |
|---|---|
| **<Details>** | Enter the individual details that pertain to this company. The fields are fairly self-explanatory. If the drop down lists do not have the options you require then you can add it eg, your "Default Tax" does not exist. |



| | |
|---|---|
| **<System Dates>** | Enter the period details of when your entering data into the system. You should only have to do this once at start up and then it will roll over automatically at "Period End". |
| **<Password>** | This is the "SUPER" user password and only the administrator should know it. Initially it is "roll". |
| **<Logo>** | Choose a company logo here. You will notice that the logo shape is quite square and may look stretched when it prints on reports. You may need to copy your rectangular logo onto a more squared piece by adding more whitespace (or whatever background colour you have). You can do this quite easily in MS Paint. |
| **<System Numbers>** | The next Customer Invoice and Supplier Invoice numbers are set here. Remember that order, quote and invoice numbers are the same. |
| **<Miscellaneous>** | Salesman commission can be calculated on Gross or Net sales as negotiated in your company. The allocation of receipt amount to oldest balance is for your convenience but you can turn it off. The default customer receipt narration saves a few keystrokes. Additional costs pro-ration allows you to choose how you want the additional costs for a supplier invoice to be distributed across the invoice lines to arrive at an average cost for an item. Usually used for imported item invoices. You may want to post Invoices, Journals and Receipts immediately after entering OR you may want to wait till later for whatever reason. Remembering that the G/L (and Inventory stock balances) is not affected until posting is completed. |

**Maintain Periods:** Because financial reports are period based you will need to initially set up the financial periods. It will automatically roll over at year end so you only need to do this once. You may enter the "Start Date" and then hit <Create> to automatically populate the periods. Remember to delete the existing periods first by clicking <Delete All>.

**Maintain Currency:** Chances are your country's currency is already entered here although you will have to maintain the rate (which will be 1.0000). For other countries (used in the Export Docs) you may need to change the rate to match the latest statistics.

**Maintain Countries:** Again all the countries should be here but if there is a new territory you may enter it.

**Maintain Locations:** This is used in the Export Documentation section and if the location you need is not in the system, you may add it.

**Maintain Carriers:** This is used in the Export Documentation section and if the carrier you need is not in the system, you may add it. If you think you do not need any of these carriers but want to enter your own, go to the \Data folder and delete the file CARRIER.TPS

## Utilities

**Restore Files:** Use the file lookup to navigate to where the backup file is stored and then click <Ok>. The current company will then be replaced by the zipped backup. Exercise caution and let the system administrator handle this function.

**Delete All Data:** This function should only be used in testing and when you are ready to start entering live data. After running it you will find all selected master files emptied and any group files and control totals zeroed.

**Re-index Files:** On very rare occasions you may find suspect that there has been some data corruption. Run this option to fix any physical imperfections in the files. Data corruption may occur in the event of an abnormal termination of the system like a power failure. Even then it is quite resilient and so it is rare that you will ever need it. Always use a UPS (uninterruptable power supply) on your server (or standalone).

# Accounts Receivable (Debtors) Module

This module deals with the total management of customers. From taking orders, to invoicing, receipting and crediting and many other functions.

**Customer Master:**    If you opt not to import customers then you will have to input customers manually. Most of the fields are self-explanatory but the more obscure ones may need some explanation:

Tax Code:    This code will not be used unless the "Override Tax" field is ticked. By default tax is picked on the item NOT the customer.

Casual Customer:    If this is ticked and the balance for this customer is zero then it will be purged at month end rollover.

Credit Limit:    If the Total Due exceeds the credit limit the operator gets a warning.

Discount %:    If there are no specific discounts set (in special pricing) then the discount shown here takes effect.

Balance Forward /Open Item:    With B/F customers, at month end the outstanding invoices are rolled over into aged balancing transactions so that you lose the invoice specificity. It's not an issue is your customers are prompt and non-problematic and you can still record the invoice numbers when receipting in the "Notes" field. The "Notes" field also shows on the statement. In Open Items all partially paid or non-paid invoices are kept in the system till fully paid. This requires a little bit more administration but may be worth it for the more problematic customers.

**<Currency>**     By default this is your local currency but you can change it for a customer that requires a commercial invoice (or Order) in their currency. Usually in this case the Tax Code will be "Z" for Zero-rated,

**<Contact>**     Enter this customers' contact information here. The email field is used to post statements, invoices etc if you choose or you can modify the recipient on the fly.

**<Notes/Docs>**     Enter any notes against this customer here. You may also attach documents specific to this customer for easy reference & retrieval eg, a credit account application, dunning letter etc. The document should exist in the "Document" folder.

**<Address>**     Add multiple delivery addresses for this customer so that you may choose when invoicing.

**<History>**     The history tab is different to the transactions tab in that the historical data only purges after a set period (default 12 months). This allows you to do an analysis between 2 dates or dump it to Excel for reconciliation.

**<Balances>**     Shows a quick analysis of Sales data for the year.

**<Transactions>**     Shows the current transactions for this customer. This is the data that would appear on the statement. Transactional data gets purged every month depending on whether the aging balance is zero. At month end the archive company is created which is a snapshot as at month end so you may reprint a statement (for any month) if you choose.

**Salespeople:**     Enter the salespeople that will be responsible for the customers. There is a choice of how the commission is calculated. A photo id can be printed. Sales targets set and sales statistics analysed.

**Delivery Address:**     You can add delivery addresses from within the customer or by using this option especially if you are adding multiple addresses for different customers.

**Customer Group:**     The purpose of the customer group is categorise the customers. It also provides the link between the Debtors module and General Ledger. You can accept the defaults or create your own links but make sure that they follow the same nomenclature in terms of numbers, categories and report categories. For example if you want to create a secondary Customer control account then choose a number like 801/000, Category = B55, Report Category = 74, Type = "Balance Sheet" etc.

# Special Pricing

The BizBox special pricing matrix has 4 permutations:-

1.     Customer x Product
2.     Customer x Product Group
3.     Customer Group x Product
4.     Customer Group x Product Group

Customer x Product is at the top of the discount hierarchy so if it exists then that discount is picked. The lowest price is the selling price on Item Master. Next is the discount on the customer master, and then the 4 discounts shown here. On top of that if the user is allowed to override the price then that will take precedent. More about that when invoicing is discussed. Please note that when calculating the discounted price only the Discount% used, not the Discount price ie, if you enter a special price, it is converted to a percentage and then used to calculate net pricing. Since discount percentage is 4 decimal places you should be able to convert any price you can think of to a percentage.



| | |
|---|---|
| Quantity Break: | The special price is activated only when THAT quantity range is picked. |
| Discount Rate/Special Price: | You can enter either the discount rate OR the special price. Based on what you enter the other is calculated. |
| Start Date/End Date: | Enter the range of dates that the special prices/discounts apply. By default the start date is today and the end date is 01/01/9999. |

**Pricing Key**:      D0 – No Discount
D1 – Customer x Product
D2 – Customer x Product Group
D3 – Customer Type x Product
D4 - Customer Type x Item Group
D5 – Discount from Customer Master
D6 – Discount Price > Selling Price (negative discount)
D7 - Price Override by User

**Customer Invoicing:**  Under AR Transactions sub-menu the first option is debtors invoicing. You can press the <Insert> key on your keyboard or click on the [+Insert] button to create a new invoice. Alternatively you can double click an existing invoice or click [Change] on the highlighted invoice. You may also delete an invoice provided it hasn't been posted to the General Ledger.
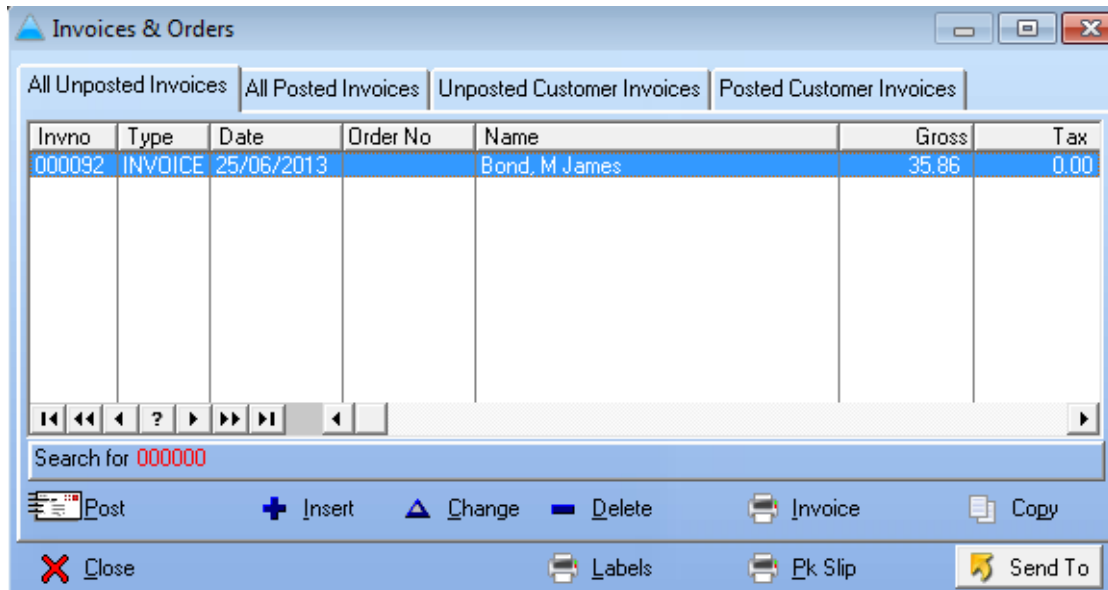


The first tab shows all un-posted invoices for all customers. Tab 2 shows all posted invoices for all customers. Tab 3 allows you to view un-posted invoices for a single customer and Tab 4 shows all posted invoices for a single customer. If you haven't set the prompt to post after every invoice it means you have chosen to post invoices ad hoc and to do that you click on the [Post] button whilst highlighting the invoice you want to post. Once posted you cannot un-post it and a credit note will have to be raised to reverse it. The [Invoice] button prints the invoice for the highlighted record and may also print the packing slip if you've so chosen. You can also print the packing slip separately and to a different printer (possibly in the warehouse). A delivery label can also be printed. This label is 50mm x 100mm and has been tested with a zebra thermal printer. When printing the report to PDF you have the option of emailing the invoice. The TO: field is automatically populated from the CUS:EMAIL field or you may override it with an alternative address. There is a slight delay before you get a successfully sent (or error) message. An error will occur if you've got the smtp (server) setting or the port number is incorrect (usually 25). If you unsure about what your smtp settings should be have a look at what's in Outlook or other mail server.



The [Copy] button replicates an existing invoice whether it is posted or un-posted. You can copy an existing invoice to a sales order, a quote or to another invoice. The <Send To> button sends the contents of the browse for external analysis in various formats including MS Excel and Email.

The Invoice Due date is calculated from the CUS:Terms field.

The Invoice Entry screen supports using <Enter> as <Tab>. This means that you can just hit <Enter> to move from field to field. Have a look at the video to see how easy it is to populate the invoice. You are able to view the details of a posted invoice but you will not be able to modify it. The <Analysis> tab shows the G/L distribution which occurs when the invoice is posted. In addition it shows who created the Invoice, who modified it and a summary of totals such as Discounts, Tax, Customer balance etc.
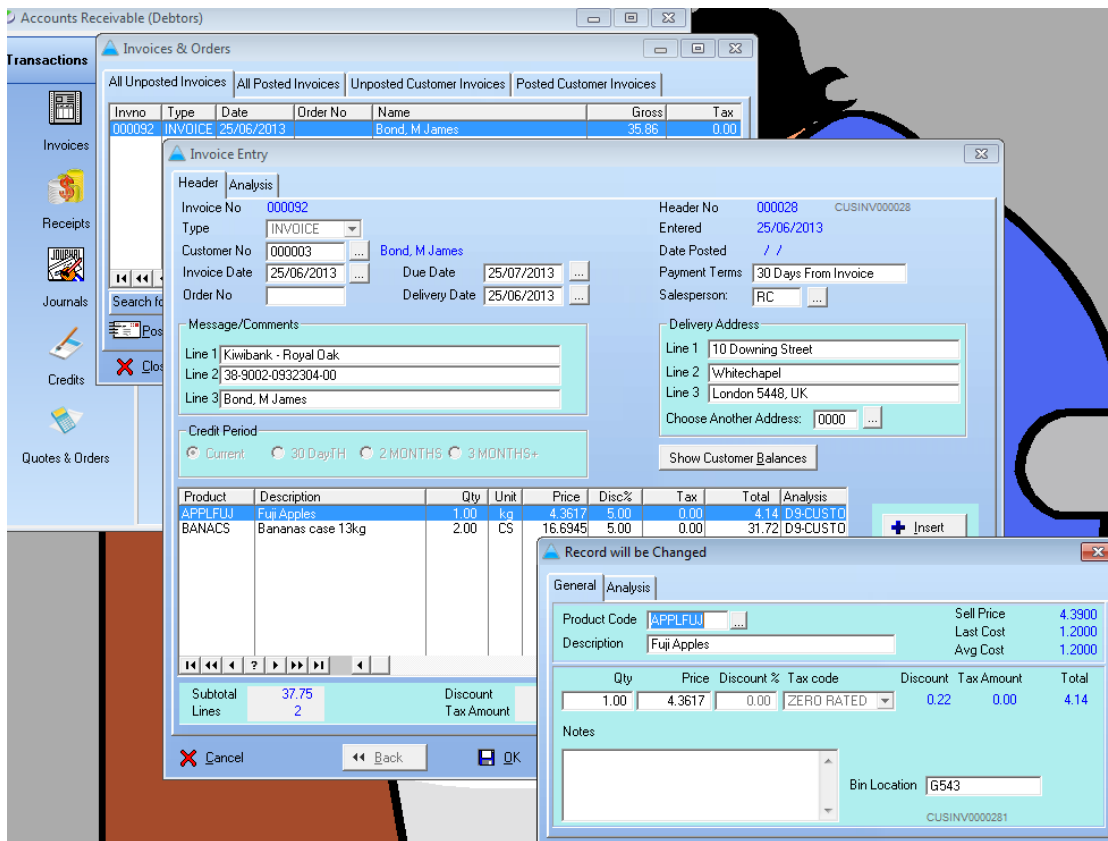
On a new invoice the [Insert] line is automatically selected upon hitting [Enter] and you may enter a product or pick a product from the product list […]. Based on the customer (or customer group), the item (or product group)    and the quantity the discount is calculated (if any). The tax code is picked from the item master file unless it is overridden by the tax setting on the customer master file. Pricing to 4 decimal places gives a lot of flexibility and increases accuracy. An example could be fuel prices or foreign currency converted to local.

The Bin location is picked from the product master file but can be changed if it's being picked or stored in an alternate location. The pick list is printed in Bin location order to facilitate picking. Any comments entered into the "Notes" field gets printed on the invoice. This may be used to enter additional information pertaining to the product (eg, warranty information).
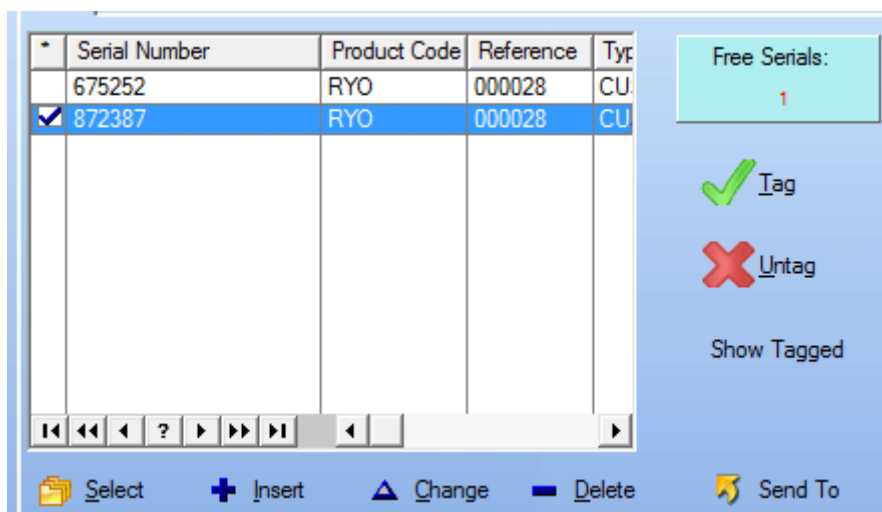


If the item is serialised then the above popup box will allow you to choose a serial number from those available. Remember the serial numbers are added when you receipt the item in.

Multiple serial numbers gets added to the "Notes" field.

An extension of the invoicing system is the **Export Documentation** process. Before creating any export documentation you need to update the following master data files that are used by the system:

1. Carriers        -        Ships & Airlines, Add new carriers as required
2. Currency        -        All the countries are there, just need to change rate
3. Locations        -        Most locations are there but more can be added
4. Country        -        All countries are there
5. Pay Terms        -        Add any new terms that you require if it doesn't exist

Please note that all prices are entered in the local currency to 8 decimal places to enable you to get an exact foreign price. For example if a quoted price is GPB$16.60 @ 0.5233 then converted locally it comes to 31.72176571

The screen configuration is different to normal invoicing with currency, rate and bank details on the first screen (tab). The lines are also entered here. The second screen which contains export details is shown below:



Most of these fields will be familiar to those dealing with the raising of commercial invoices. The delivery address fields doubles for "Notify Party" and can be used as such. You may manually enter total cube and gross weight or accept the calculated amounts by clicking on the ← arrows next to those fields. The calculation is a sum of the qty x individual weights and cubes as set up in the product master. The "Consignor" is your company and the "Consignee" is the customer who is ultimately responsible for payment. Add any Insurance and Freight costs. These get added to the overall cost of the commercial invoice. The currency shown next to it is the local currency as specified in the control file.

Last but not least, the rate when the customer was quoted may not be the rate when the commercial invoice is realised so if you need to change the rate but maintain the quoted foreign prices then accept the recalculation of the lines. The local prices are modified using the new rate to maintain the foreign amount. This is NOT an issue if you have quoted the overseas customer in your local currency.

# Workshop Module

This module was developed to assist Auto-shop owners manage the Jobs / Invoicing part of their business. It is a sub-set of the Accounts Receivable module and the impact on the general ledger is the same as a normal invoice or a commercial invoice. The first task would be to add any new vehicle types and add all the technicians that work in this establishment. The technicians and salesmen share the same database so don't be alarmed if you find references to salesmen.



You do not have to enter any customers or vehicles before you begin as you can do this on the fly when creating the job. You will however need some of the vehicle and customer details before you start the job.

You will also need to enter the products that you require to build up the job. An example is shown below for a service:



This is a special item that can be used to show all the individual checks that are to be performed. It saves a lot of time because if you had to itemise it 30 times on an invoice it would be quite time consuming. The checkbox that says "Show these notes on a customer invoice" ensures that it in transferred to the Notes section of the job. This prints out on the Job Sheet and can be marked on by the technician as he performs the tasks. You need to set the pricing for this service on the <Pricing> tab but you also need to enter the cost of this service so that you can work out your margins on the job. All other items would be inventoried and would be set up as reducing items and counted periodically eg, 4L Engine Oil. Labour is another key item that is set up as the technician's time is captured against the job.

The <Notes> tab showing the pre-determined tasks related to the service.



Enter through the Jobs/Invoicing form filling in the required information. If the customer does not exist, then you can create one on the fly. The same applies to the vehicle, when you accept the vehicle details, it populates several fields with the information taken from the vehicle record, such as "Registration No, Make Model, VIN, last WoF date, last Service date, fuel type, Odometer reading" etc. Once changes to the WoF date, Service date or Odometer reading are made on the job/invoicing form, these changes flow back to the vehicle record to avoid having to enter it in two places.



There are comments fields such as <Customer Notes>, <Reasons for WoF rejection>, and <Additional Comments> to capture information on the job and which print out on the job sheet. In addition you can enter notes against any line items as well. The courtesy car database is shared with the Carrier details (as used in export documentation). The WoF and Service reports are there so you can remind your customers when their service or WoF is due (by default in the next month).

# Sales Analysis Module

Of course once your sales are in the system a key indicator of sales performance is to periodically analyse those sales figures. That is where the Sales Analysis sub-module becomes strategically invaluable.
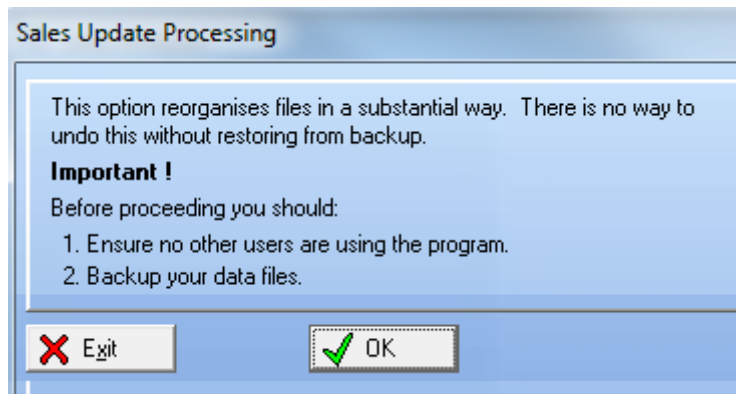


A sales transaction can only be updated to the Sales Analysis database once it is posted. A good idea if you are batch posting is to do one after the other. There are 4 reports currently that report the sales summary data:

1. Product Sales Analysis    -    This is a Product x Customer report that shows the percentage lifting of a particular product by all the customers that bought that product. It also shows the percentage of that customers total sales (customer$/total customer$) for that product and the percentage per customer for that product (customer$/total product$ = ∑100%). In addition it shows gross, net, margins, discounts and tax.

2. Customer Sales Analysis-   This is a Customer x Product report that shows the percentage lifting of all products sorted by customer. It also shows the percentage of that customers total sales (product$/total product$) for that product and the percentage per customer for that product (product$/total customer$ = ∑100%). In addition it shows gross, net, margins, discounts and tax.

3. Product Summary        -    This report is a monthly comparative which shows the average selling price and the product totals as a percentage of total sales.

**Product Sales Summary**
SAMPLE COMPANY LIMITED

| Item Code | | 28 February 2013 MTD | | | | 31 March 2013 YTD | | | |
|---|---|---|---|---|---|---|---|---|---|
| | | Quantity | Amount | Avg SP | % of Sales | Quantity | Amount | Avg SP | % of Sales |
| APPLFUJ | Fuji Apples | 4 | 17.36 | 4.34 | 1.2846% | 4 | 17.36 | 4.34 | 1.2846% |
| BEANGRE | Green Beans kg | 3 | 29.94 | 9.98 | 2.2154% | 3 | 29.94 | 9.98 | 2.2154% |
| BROCEA | Loose Broccoli | 2 | 7.00 | 3.50 | 0.5180% | 2 | 7.00 | 3.50 | 0.5180% |

4. Customer Summary      -    This report gives a breakdown by customer group and shows the percentage of total sales by customer and group.

| Customer | | | # Invoices | Mtd Amt | % Total | # Invoices | Ytd Amt | % Total |
|---|---|---|---|---|---|---|---|---|
| Abacus Transport Ltd | 000004 | ABACU | 1 | 641.04 | 41.1921% | 1 | 641.04 | 41.1921% |
| Bond, M James | 000003 | BOND, | 2 | 94.17 | 6.0512% | 2 | 94.17 | 6.0512% |
| **** COMMERCIAL | GROUP | | 3 | 735.21 | 47.2433% | 3 | 735.21 | 47.2433% |

**Sales Receipts:**   After the invoice is posted and depending on the payment terms that invoice becomes due and a statement is sent (mailed/emailed) to the customer. The customer may send a cheque or pay directly into your bank account. This payment then needs to be recognised within BizBox as a credit and reduces the customer's liability.
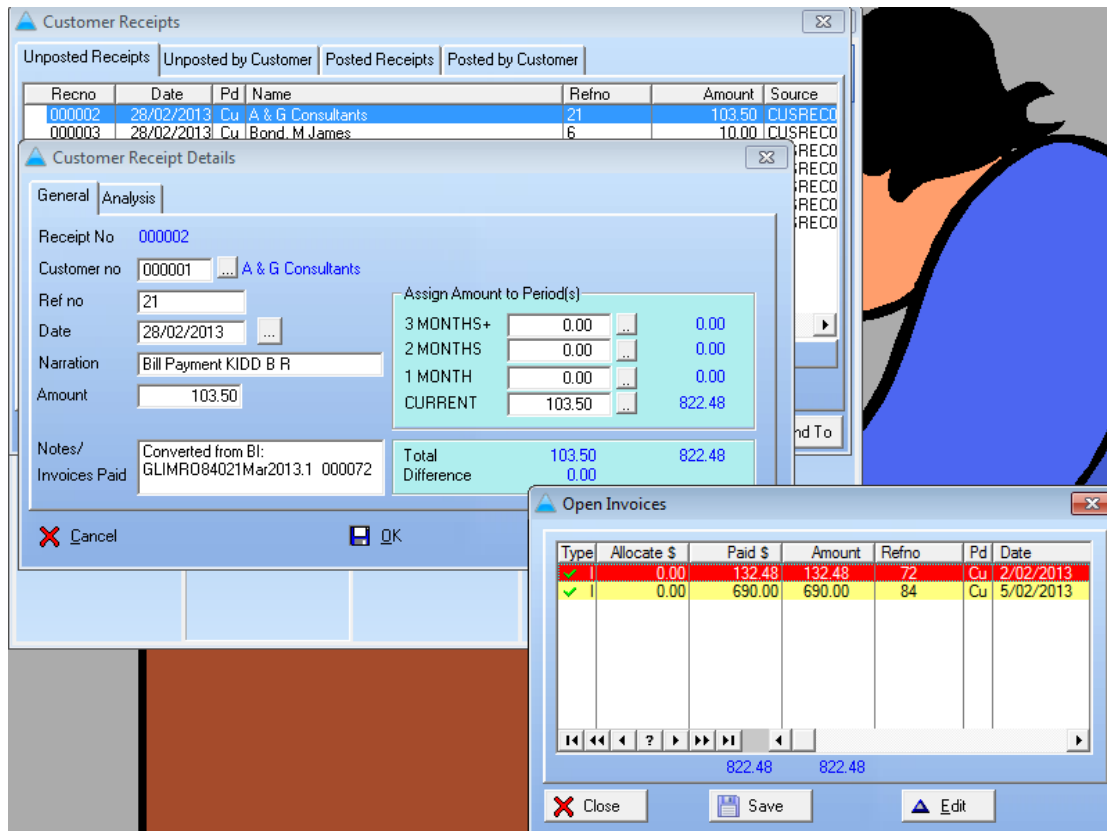


The process is a little less complicated if the customer is "Balance Forward" rather than "Open Item". You don't get the extra "Open Invoices" window to allocate payments against specific invoices. For B/F all you do is enter the paid amount and then match it against the aging due balance. Enter the invoices that were paid for in the "Notes/Invoices Paid" section so that it is clear to both parties as this gets printed on the statement.

For O/I customers the amount needs to be allocated to specific invoices. All invoices that are fully paid will be shown in yellow with a green tick. To allocate a payment click on the "Allocate $" column and this will populate with the amount due automatically. Do this for as many invoices that the single payment is attributed to. If it is a part payment then you may override the default full amount with the actual amount.

Only when the [Save] button is pressed is the amount allocated moved to the amount paid. If you have made a mistake with the amount paid then you can rectify it by going to the customer master record, to the transactions <Tab> and then modifying the paid amount. If the amount that is allocated is not equal to the initial entered amount then the user is alerted to the misallocation.

The process where direct payments are turned into receipts is explained in the Banking Interface section.

Have a look at the <Analysis> tab to see the effect of this transaction on the General Ledger. The distribution is set up in the "Customer Group" maintenance.

Minor Adjustments:

Sometimes the customer may short pay you by a small amount and rather than spend time chasing up that amount you decide to absorb the cost via an [Adjustment] entry. Similarly if the customer has overpaid you by a small amount you can treat it the same way. Another reason for this is you do NOT want unnecessary invoices hanging around your receivables ledger and showing on the statement if it's unpaid or overpaid by an insignificant amount. This is best illustrated by an example:

The customer has paid only $501 out of his outstanding amount of $501.81
You decide to receipt his full outstanding balance of $501.81 and put in a balance of -$0.81 into the adjustment field. The effect of this is that your invoice (aged balance) is fully receipted but since you only received $501, this is the figure that is shown in the bank and the adjustment is shown in whatever account you choose in your customer group setup for adjustments (in the example below its 303/000 Rounding Amounts).



The General Ledger posting for an under payment is as follows:

| Account | G/L Description | Debit | Credit | Date | Pd | Year | Reference |
|---|---|---|---|---|---|---|---|
| 303/000 | Rounding Amounts | 0.81 | | 8/07/2014 | 04 | 2015 | 127676 |
| 800/000 | Customer Control Account | | 501.81 | 8/07/2014 | 04 | 2015 | 127676 |
| 840/000 | Kiwibank Cheque Account | 501.00 | | 8/07/2014 | 04 | 2015 | 127676 |

For an overpayment it is:

| Account | G/L Description | Debit | Credit | Date | Pd | Year | Reference |
|---|---|---|---|---|---|---|---|
| 303/000 | Rounding Amounts | | 0.19 | 8/07/2014 | 04 | 2015 | 127676 |
| 800/000 | Customer Control Account | | 501.81 | 8/07/2014 | 04 | 2015 | 127676 |
| 840/000 | Kiwibank Cheque Account | 502.00 | | 8/07/2014 | 04 | 2015 | 127676 |

**Sales Journals:** This option is used initially to enter customer balances into the new system. You can either enter a lump sum opening balance or enter the oldest balance first, then period rollover, enter next balance, roll etc. The rest of the trial balance can be entered through G/L Journals except stock which can be entered via "Inventory Journals". Use the Tax code option where applicable eg, you may want the tax portion back from a bad debt adjustment.



The process is quite straight forward in that you enter the amount (tax inclusive) and it calculates the tax portion (if applicable). On the right side you need to allocate the journal amount to an aging balance. This amount can be either positive – increases customer balance or negative – reduces the customers balance.

The balancing amount (Journal Amount – Tax Amount) is the Contra account. This is usually the Sales account as when a sale is made the customer contra is the Sales account. However it can be any account as long as it's sound accounting wise.

When the [Ok] button is pressed the G/L distributions as defined in the customer group and tax files are created and can be viewed in the <Analysis> tab. If the amount that is allocated on the right side aging is not equal to the initial entered amount then the user is alerted to the misallocation. The distribution is set up in the "Customer Group" maintenance and the Tax portion depends on the tax setup ("Maintain Tax Codes").

Once the journal is posted then the customer balance is affected and the transaction appears on the statement.

Enter any comments in the "Notes" section to help explain the journal and to extend the narration. It also helps in the audit process.

**Sales Credits:**     It probably helps to visualise a credit note as a reverse invoice. A credit usually arises when the customer returns goods that were purchased previously. Enter the original sales invoice number in the "Credit Ref" field or it can be anything else that is meaningful and able to be tracked. The G/L distribution is the direct opposite of what would occur when an invoice is raised.



When the [Ok] button is pressed the G/L distributions as defined in the customer group and tax files, are created and can be viewed in the <Analysis> tab.

Once the credit note is posted then the customer balance is affected and the transaction appears on the statement.

Enter any comments in the "Notes" section to help explain the credit note. It also helps in the audit process.

Credit notes reduce the overall sales analysis and may also affects the salesman's commission by reducing their sales performance.

**Quotes & Orders:**     It is possible to raise a quote for a customer as an indication of pricing. An order relates specifics in terms of delivery dates etc. There is no legal obligation for the customer until the quote becomes an order. When the goods are delivered, the order becomes an invoice. The [To Invoice] button converts an order/quote to an invoice which can then be posted.

**Email Statements:** Before doing the period end every month you need to print and/or email statements to all the customers. It is an important step in the credit management process to be on the same page as the customer in terms of what is owed. The aging is an indicator of what is current and what is overdue. Usually it is the credit controllers job to investigate the older aged invoices in cases of dispute or non-payment.
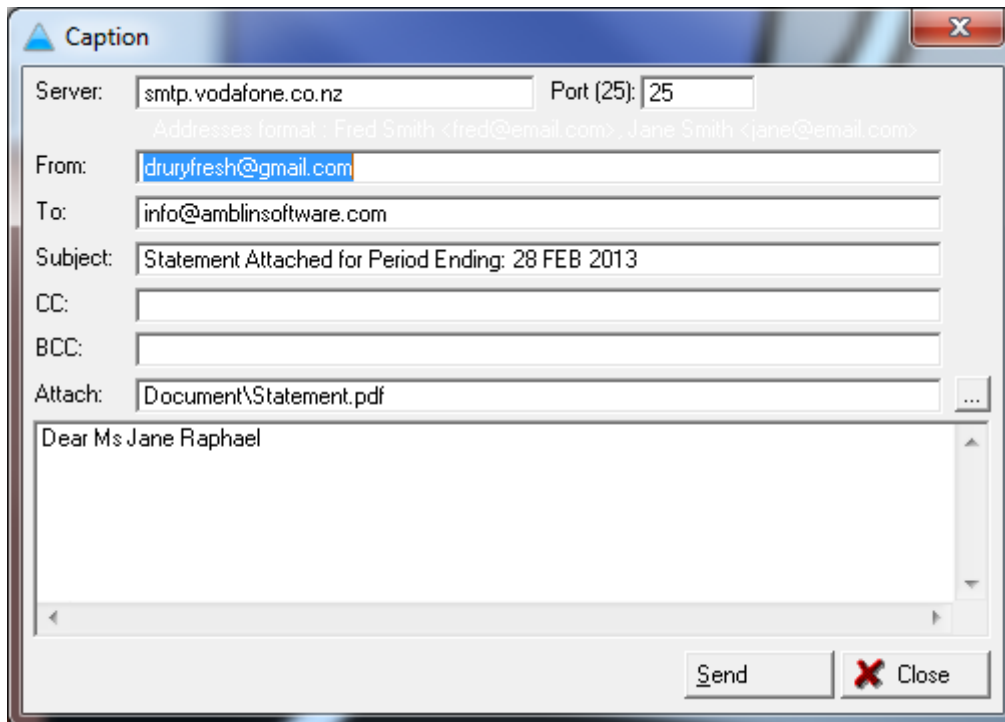


For the email dialog to open up for a customer, firstly a valid email address must exist for the customer and will show in the "To:" above. The server setting must be the same as your mail client (Outlook etc) and the Port is usually 25. These settings are saved for reuse. The attachment is a pdf and there is no body of the email. You may paste some standard text in there if you wish.

Upon hitting [Send] it will come back after a second (or 2) to let you know if the sending was successful. A couple of reasons for an unsuccessful send are an incorrect smtp (or port) or if you are not connected to the internet.

You will need to confirm sending for every customer that pops up. The rest of the customers get sent a copy of the statement by normal (snail) mail.

# Accounts Receivable Reports

There are 10 reports in Accounts Receivable to facilitate and analyse the management of debtors.

**<Statements>**    Print or send the statements to your clients as a reminder of what is owing by them and secondly to confirm the transactions that have occurred since the last statement. There is a slight difference in the formats for Balance Forward and Open Item customers. The Open Item statements have an extra column showing the "Paid" amount. B/F customers have all the paid invoices showing in the "Notes" section. Criteria specifies that customer must have a positive balance.

**<Aged T/B>**    One of the functions of the    Aged Trial Balance is that it is a tool for credit controllers to go through and deal to customers that have gone beyond their credit agreement with your company. It clearly shows the monthly buckets that are due and hence easy for credit analysis. Criteria specifies that customer must have a positive balance (> 0).

**<Customer Sales Analysis>**    This report shows a customer's year to date (YTD) and month to date (MTD) lifting broken by customer group. Details include quantity and amount. Criteria includes all records, just those with monthly or yearly sales, as well as the report sort order by customer alpha or number.

**<Product Sales Analysis>**    This report shows product sales YTD and MTD broken by product group. Details include quantity and amount. Criteria includes all records, just those with monthly or yearly sales, as well as the report sort order by product alpha or number.

**<Customer List>**    This report is a comprehensive list of all customer details as it appears in the customer master file. It prints out in customer alpha order.

**<Receipts Banking>**    This is a summary report that shows the banking details of all monies receipted within two dates. The default customer range is all customers and the default date range is the whole current period. You may change this to a narrower focus if you wish.

**<Transaction List>**    Print out the details of transactions for a single or range of customers within a date range. These are transactions that would print on the statement. The default customer range is all customers and the default date range is the whole current period. If you need transactions before the current month use the <History> tab on the customer master and send to Excel after picking the dates.

**<Product Sales Detail>** Print invoice details for products within a date range. Details like invoice number, quantity, cost, selling price and margin. Credit Notes are also included in this report. You may choose the summary option which only prints the totals per product.

**<Cust Sales by Date>**    Prints invoice details for customers within a date range. Details like invoice number, type, tax, discounts, gross and costs. You may choose to print just the summary per customer.

**<Cust / Prod Sales>**    This is quite a useful report for analysing what products a customer is buying within a date range.

# Accounts Payable (Creditors) Module

This module is functionally the direct opposite of Accounts Receivable so we will only deal with the differences here. In a nutshell we raise a purchase order with the supplier; supplier provides goods and invoices us; we return any faulty goods through a debit note and pay for the rest through supplier payments. Any adjustments (not involving stock eg, opening balances) are made through supplier journals and if you need to receipt goods in prior to invoicing then this can be done via GRN (Goods Received Note) processing.

**Supplier Master:**       If you opt not to import suppliers then you will have to input them manually. Most of the fields are self-explanatory but the more obscure ones may need some explanation:

Bank a/c:      On the <Contact> tab the bank account may be used for reference if the supplier is paid by internet banking.

Cheque Printed:      Check this box if this supplier is paid by cheque.

Last Cheque No:      As it says when the last cheque was printed, this was the number.

Last Cheque Date:      When the cheque processing took place.

Tax Code:      If it's an overseas supplier most likely be zero-rated and

Tax Override:      field will be ticked so that the tax on the items are overridden.

**Account Manager:**      This is the Supplier equivalent of Salespeople and is the person you are most likely to contact when placing orders, airing grievances, negotiating rebates and discounts etc.

**Cheque Details:**      Enter all the fields necessary for a successful cheque print including Signatory names, titles and signature images. These would print on the cheque.



Three cheques are printed to an A4 size which is pre-printed with your bank of choice details.

**Cheque Print:**    The Cheque printing option is quite flexible in that gives you quite a few variables to adjust before printing out 3 to an A4 page.



Firstly tag all the suppliers that you wish to pay. If the cheque crossing is different to the default then override that with your own text. Adjust the date if it isn't the default (today). Enter the first cheque number to print out (this is the first cheque number on the pre-printed A4 sequence). Select the aging that you wish to pay on this cheque run and then click on [Print Cheques] to print out the cheques. The selection criteria for suppliers depends on which suppliers have outstanding balances and also if the "Cheque Printed" checkbox was ticked on the Supplier Master. If the cheques are printing on a different printer than the default then make sure that the printer is selected before printing ie in <File/Print Setup>.

**Payments Report:**    Shows payment details for the supplier and date range picked. Useful in reconciling payments.

**Aged Trial Balance:**    Shows supplier aging and aids in planning payment runs.

**Supplier List:**    Comprehensive list showing supplier master details.

**Supplier/Product:**    Shows products purchased from supplier with details such as Invoice No, Quantity, Unit Cost etc.

**Supplier Invoicing:**
Under AP Transactions sub-menu the first option is creditor's invoicing. You can press the <Insert> key on your keyboard or click on the [+Insert] button to create a new invoice. Alternatively you can double click an existing invoice or click [Change] on the highlighted invoice. You may also delete an invoice provided it hasn't been posted to the General Ledger.

The most obvious difference with the AR Module that you will notice is an extra tab called <Additional Costs>. This is used to work out a true cost (landed cost) of products when goods are imported. This additional cost is pro-rated across the invoice lines by either Quantity, Value, Volume or Weight.



The example shown above is: Initially you may 5 qty @ average cost $10. This is a total cost of $50. You get $2 additional cost which now gives you a new cost of $52 hence your average cost is now $52/5 = $10.40

Each line is treated as a separate supplier invoice and would show up in a supplier trial balance after posting. The <Analysis> tab shows all the G/L Distribution for the normal invoice lines as well as the additional cost lines.

**Purchase Orders:**    Usually larger companies will only issue goods upon receipt of a Purchase Order as per the credit agreement. The PO number will be the same as the Invoice number as only the document "Type" changes. You may print the order as pdf and email it to the address specified in the supplier master. Alternatively you can print a hard copy and fax it to the supplier.



Note the two conversion buttons on either side called [To GRN] and [To Invoice]. The effect of GRN'ing is to update stock on hand without affecting G/L or supplier balance. If the invoice is received at the time of receiving the goods then you would use the [To Invoice] option. The PO ceases to exist at that moment as it is converted to one of the other 2 documents.

**Supplier Payments:**    Similar in functionality to customer receipts. Banking Interface payments can be converted to supplier payments and the process is explained in G/L Banking Interface.

**Supplier Journals:**    Similar in functionality to customer journals and used to make adjustments or enter supplier opening balances. Will only affect supplier balance or G/L after posting.

**Supplier Returns:**    Similar in functionality to customer credit notes. Rule of thumb is use Supplier Returns if returned stock is involved otherwise use supplier journals. Enter the original supplier invoice number for reference. Use the Message/Comments section to enter reasons why goods were returned (Faulty, Oversupply etc). Raise a QC ticket if the fault is endemic and necessitates a product recall.

**GRN Processing:**    There will be times when you need to get the goods into the warehouse for resale but you haven't yet received the suppliers invoice. You may in these cases receipt the goods in by updating the stock balances but not the suppliers or the G/L balances. The suppliers, G/L balances update later when the suppliers invoice is posted.
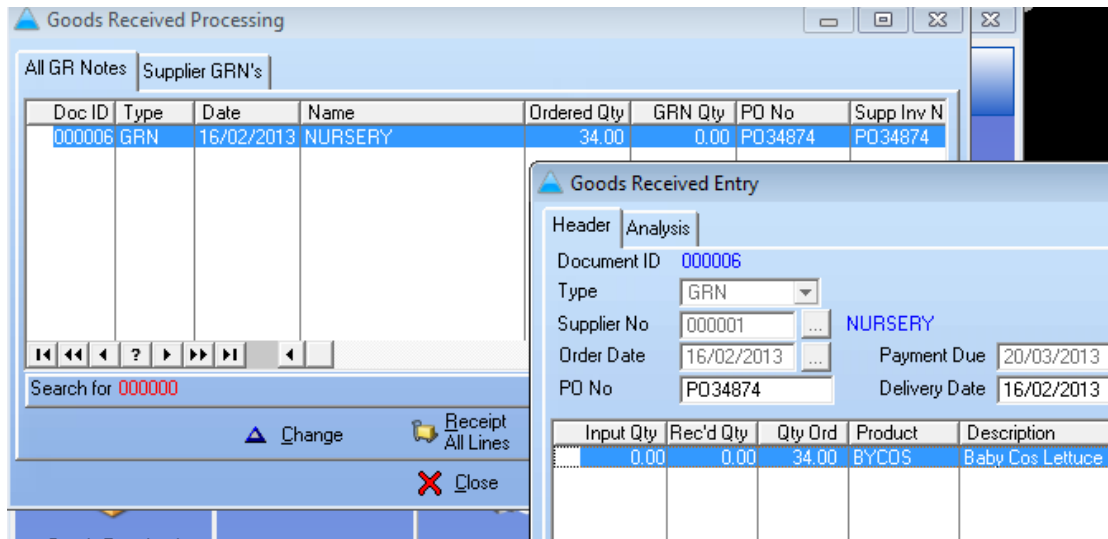


The process will begin with the PO which would be converted to a GRN. You have an option to [Receipt All Lines] or do each line individually by clicking on [Change] and then entering the amount GRN'd into the "Input Qty" field. When you [Process GRN] the "Input Qty" is added to that product's stock on hand and also added to the "Rec'd Qty" until "Qty Ord" = "Qty Rec'd" at which point no further quantities can be GRN'd. The [Receipt All Lines] process does this automatically for all lines. Once items are receipted then [Process GRN] can take place to update stock. If you make a mistake after the goods are [Process GRN'd] then you will have to do Inventory journals to correct the mistake. You can also [Receipt All Lines] and then go in and change only those that differ from the PO'd quantity which would save time.

Once the goods are receipted in then that quantity is ready to be used on a customer invoice. Once the suppliers invoice is received, the GRN can be converted to an invoice by pressing the [To Invoice] button. Once it becomes an invoice it can be posted.
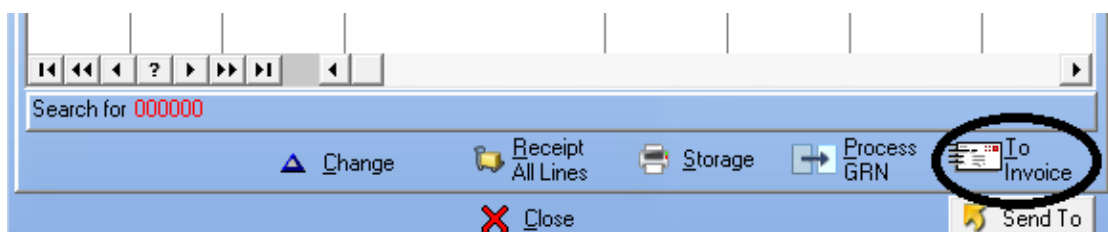
# Inventory Module

Effective Inventory management can realise some of the biggest cost savings for a company. Obviously you don't want to stock very highly priced items which are slow moving because that can be a drain on your cash flow. If the order for such an item is placed well enough in advance to allow you to source it from your supplier. This would be an indent item as opposed to a stocked item. The trick is to recognise sales patterns which may be consistent throughout the year or seasonal enabling you to fulfil your orders without back-ordering. The stock controller (or Demand Analyst) is entrusted with the task of ensuring that the warehouse is filled optimally and that stock is delivered to the customer in a timely fashion. The re-ordering and stocktake processes are two of the main functions of the Inventory Module.

**Products Master:**     If you opt not to import stock items then you will have to input them manually. Most of the fields are self-explanatory but the more obscure ones may need some explanation:
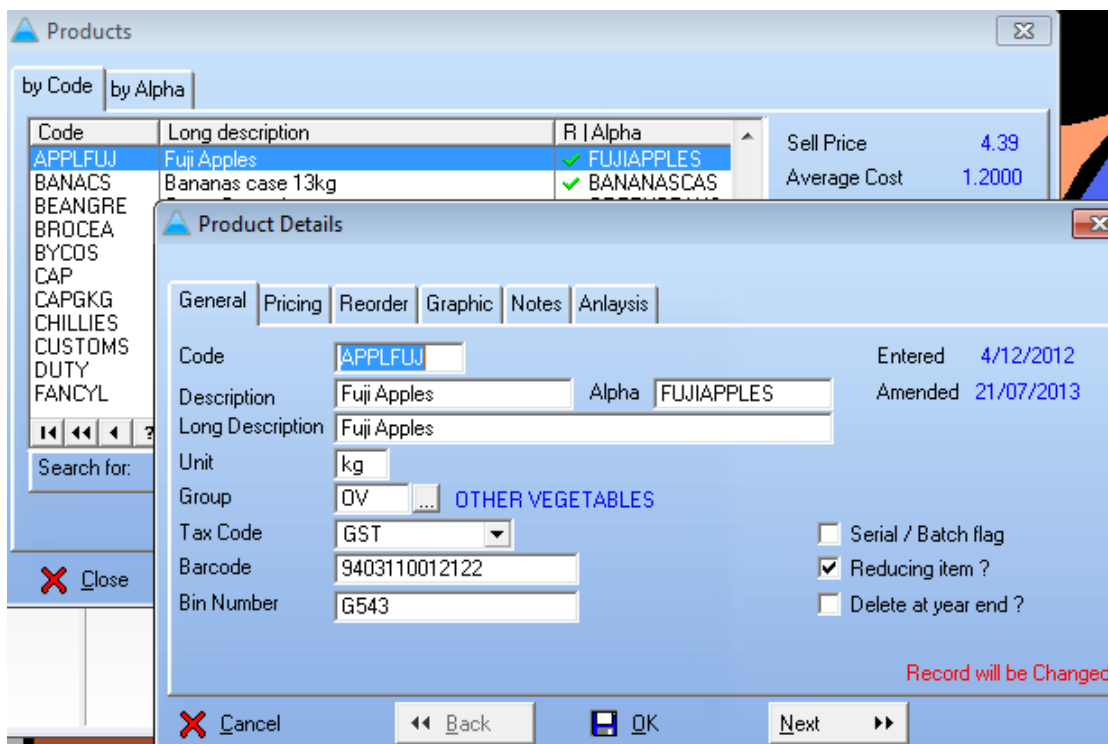


Unit:          The system only handles a single unit of measure so if you need to sell different denominations of the same product you will have to create a second product. This is usual if the single product and the packaged item have different barcodes.

Group:          The group has a few different functions: firstly it differentiates the stock types, it also acts as the conduit between inventory and G/L. The COGS and Stock G/L codes are the same if it is a service item (non-reducing).

Barcode:          Enter the EAN-13 barcode number here as this is the only type supported when you print a product label.

Bin Number:          Storage location in the warehouse used in printing the Pick List in order so that picking is sequential. It is also one of the options in stocktaking.

Serial/Batch:          If the item is serialised then whenever a transaction occurs a serial number popup will enable the user to enter serial information. If the quantity is greater than 1 than the remaining serial numbers will be added in the "Notes" field.

Delete at YE:          If the quantity on hand is zero at year end the item will be purged from the system.

**<Pricing>** Enter Costs and Pricing on this <Tab>. The average cost should not need to be entered unless it is the initial setup and quantity on hand is greater than 0. Last cost is worked out from the last supplier invoice. Net, Gross and Volume are used in the Pick List print, as well as the Export Documentation and pro-rating for landed costing.



Expiry Days: If the product is perishable you want the label to convey that.

Message: Also prints on the product label as an instruction.

**<Reorder>** All the details needed to return a meaningful reordering quantity are entered in this screen. The algorithm is explained in the "Reorder Workflow".



Qty Onhand: This is the theoretical quantity in the warehouse. Some of this quantity may be in an order already and the reorder process takes that into account.

Minimum Qty: is the *minimal quantity* to be ordered in *order* to maintain the desired service level. Also called the Economic order quantity (EoQ).

Reorder Point: is the level of inventory when an order should be made with suppliers to bring the inventory up by the Economic order quantity.

Lead Time: This is time from our order sent to supplier and the goods delivered to our inwards department. Mode of transport is critical as shipment by sea is much longer than by air.

**<Graphic>**    All the graphic files for stock items should exist in the images folder and use the lookup tool to attach product and graphic together.

**<Notes>**    Enter any notes pertaining to this product in the free text space area. You may opt to have this text appearing as Notes on either the customer order/quote/invoice or supplier order/invoice by ticking the options that suit.



**<Analysis>**    At a glance view the key statistics that indicate performance by quantity and amount.



Further comparisons by this year cumulative with last year's figures.

**Product Group:**    Product groups differentiate types of products as well as providing the link between Inventory and General Ledger:
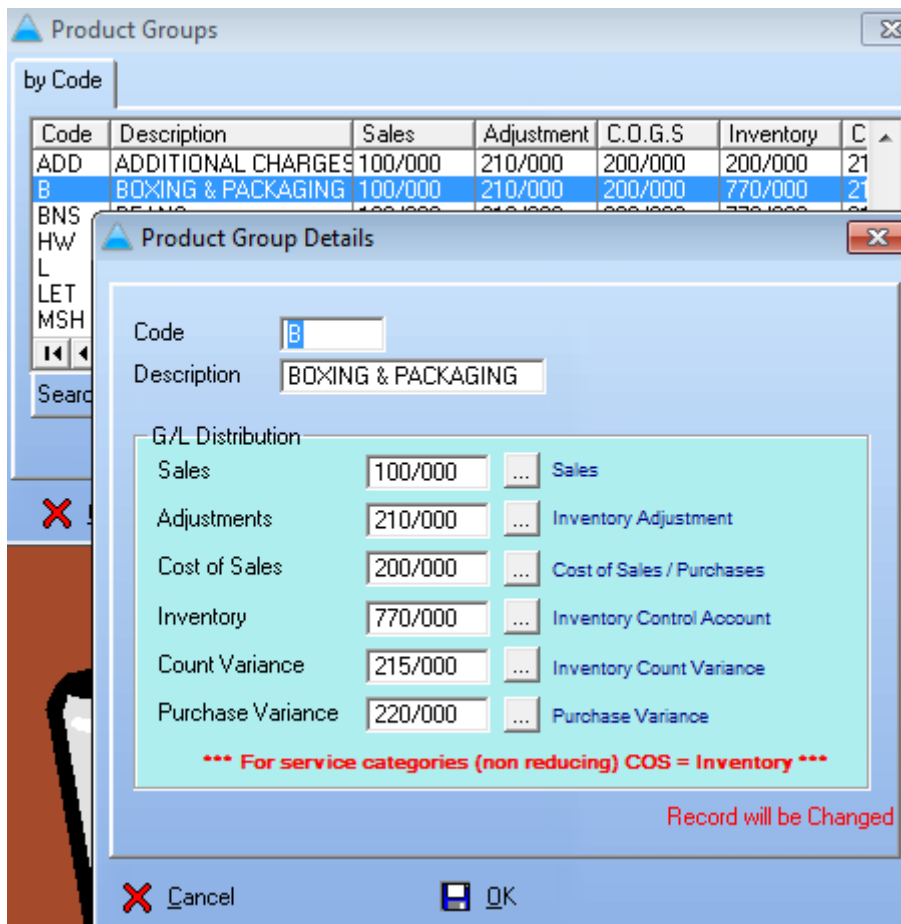


In the example above all the items that fall in the "B" category will have the following G/L distribution:

Customer sales will fall into the Sales bucket 100/00

Inventory journals will be expensed into 210/000

Customer invoices will use 200/000 for Cost of Sales

Customer sales will reduce the balance of 770/000 Inventory account

Stocktake variances will be expensed into 215/000 account

Purchase variance reflects the difference between standard & actual costs of a supplied product.

Please note that for Non-stock groups the Cost of Sales = Inventory account

eg,    Cost of Sales = 200/00        Inventory Control = 200/000

and will effectively cancel each other out.

It is a good idea to create some sample transactions and have a look at the <Analysis> tab to see how the G/L distribution works.

**Product Reports:**            There are 5 reports to facilitate the analysis and management of Inventory items:

**<Product Sales>**            After selecting criteria which includes either "All Records", "Sales this month" or "Sales this Year" the report shows monthly and yearly sales for products broken by product group. In addition you can sort by product alpha or product code.

**<Product List>**            This report shows all the details that appear in the product master file. Amongst the many output options is Excel and Pdf.

**<Product Sales Detail>**            Print invoice details for products within a date range. Details like invoice number, quantity, cost, selling price and margin. Credit Notes are also included in this report. You may choose the summary option which only prints the totals per product.

**<Stock Valuation Report>**            This is a snapshot report showing the current stock valuation based on the stock on hand. The average value is found by multiplying the qty onhand * average cost and the last value is found by multiplying qty onhand * last cost. Since every month should be archived you can go back historically and find this out for any period. It should either be printed off or archived in the document manager as a pdf to help the auditors.

**<Stock Movement Report>**            This report shows the stock movement for the selected stock items. The calculation is quite simple in that:

Closing    = Opening + Purchases – Sales + Adjustments

It should either be printed off or archived in the document manager as a pdf to help the auditors.

**Inventory Journals:**     This option is used when stock adjustments are made. A typical use would be when entering stock opening balances. In addition you will find journals created at the end of a stocktake.
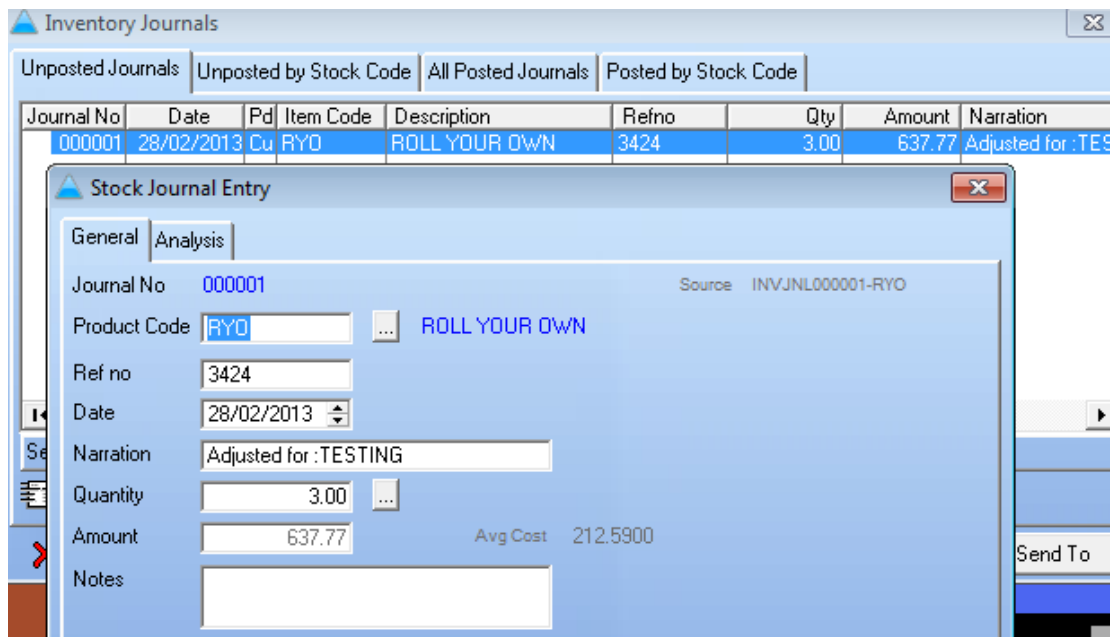


In the example above all the following G/L distribution is created according to the product group G/L settings. Average cost is used in the calculations.



The stock and G/L is only updated once the inventory journal is posted. If the "Narration" field is not long enough for an explanation, use the "Notes" field to elaborate. Auditors always want as much detail as possible.

If the item is serialised then the serial/batch window will pop up and you will need to add/delete/change serial numbers.

**Inventory Stocktake:**     It is necessary for companies to reconcile theoretical and physicals stock numbers periodically. A disparity in these numbers suggest some sort of failure in stock management. Some reasons are pilferage (theft), breakage, stored in a wrong location (bin). The frequency of stocktakes are dependent on cost, manpower, affordable downtime and frequency of transactions. Ideally the timing should coincide with the end of a quarter (so 1-4 times a year) for audit purposes.



As the above schematic shows the Stocktake Workflow consists of 6 steps:

1. Stocktake Clearing:     Clear the range of items that are to be counted. Firstly select the sorting/printing by Code, Group or Bin Number. All the clearing, printing and entering is based on the initial sort order that you pick. Bin number seems logical as the counting is done from Bin to Bin but that is up to you. In this process selected range PRO:SNAPSHOTQTY = **999999999.99, Rest    = 888888888.88**

2. Stocktake preparation:     In the preparation phase,    PRO:SNAPSHOTQTY = PRO:ONHAND PRO:COUNTEDQTY = 0

3. The count sheets can now be printed. It will be printed in the sort order chosen initially ie by Code, Group or Bin. Details printed are Code, Theoretical Quantity, Bin, Group, Unit, Description and Barcode (EAN-13). There is an option to print the theoretical stock but is NOT recommended as usually the counters are influenced by that figure.

4. Enter Counts:     Once the products are counted and you have collated the count sheets, the counts are entered into the system. The order should follow the count sheet to enable easy entry – line by line.

5. Print Variance:     This report shows the difference between what was perceived to be in the system and what was actually there.

6. Create Journal:     The difference found in the variance report is used to create a journal so that the theoretical stock is brought into line with the physical stock. Once the journal is created, go to "Journal" under "Transactions" and you can see all the adjustments there. Posting the journals will effect the changes.

It is important to note that there should be no pending inventory journals before you start the stocktake process as this would interfere with the numbers. Also all active invoices, credits, returns (involving stock) should be posted for the same reason.

**Reorder Process:**    A mark of good inventory management is the re-ordering process. If you make your customers wait for stock to arrive to fulfil their orders they are likely to go elsewhere. The warehouse controller (or demand analyst) will usually look at historical sales to forecast demand and set key indicators to help in the reordering process.
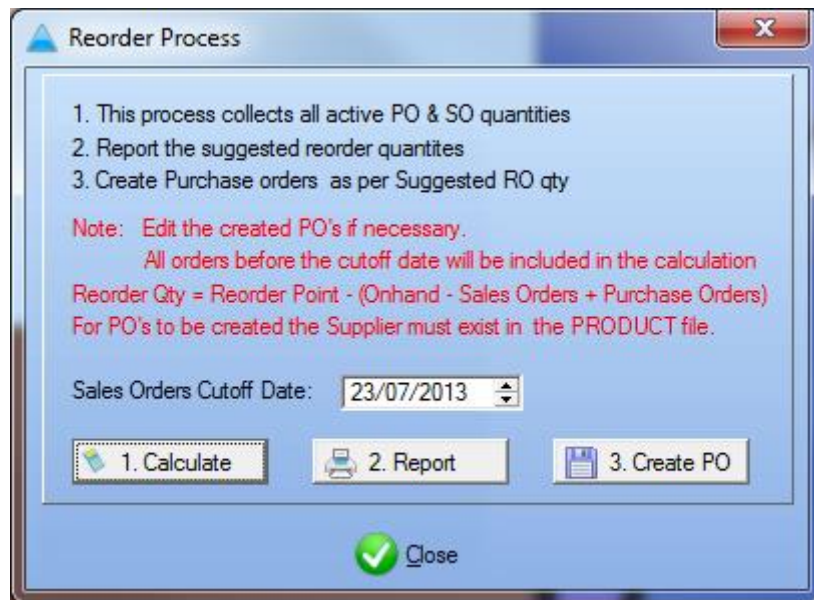


The above schema suggests reordering is a 3 step process but unless the key indicators are properly formulated in the stock master file then results could be a little unpredictable. Depending on the industry you are in, the following key fields would have a bearing on results: Reorder Point, Minimum Quantity, Lead Time and current Quantity Onhand.

1.  Calculate:    All sales order quantities <= Cutoff Date are accumulated for an item. Similarly all purchase order quantities are accumulated for an item with no date constraints. This is because the cutoff date should represent the last date for which should be holding stock for right now, and current PO's means that we are already expecting those items because we have already ordered them.
2.  Report:    A report is printed showing all the items that need to be ordered because they are below the minimum threshold. The Reorder Qty is calculated as REORDERPOINT - (ONHAND - SALESORDERQTY + PURCHASEORDERQTY) and available stock is (ONHAND – SALESORDERQTY).   The reorder quantity would be ramped up to the next multiple of the Minimum Quantity if (Reorder Qty / Minimum Qty) yielded a fraction.
3.  Using the formula in 2 above, PO's are created by supplier as specified in the item master. The next step is to go to Accounts Payable and review those purchase orders that have been created, amend them if necessary and email to your suppliers.

Depending on stock turnover the process should be run daily or weekly so that sales stock fulfilment is optimal.

# General Ledger (Finance Module)

If Sales (AR) is the heart of a business then the General Ledger is the brain. Stewardship of a business involves making sense of the statistics that come out of this most important module. Detail transactions from the other modules feed into the subsidiary ledgers of the G/L in a summarised fashion. The double entry system ensures that a balance is maintained and is initially illustrated in the Trial Balance. The Profit & Loss (or Income Statement) shows the performance of a company by either showing a Net Profit or Loss and the Balance Sheet shows the financial position as a summary of the company's assets, liabilities and shareholder's equity.

When first installed, the General Ledger has a generic template which if suited you can modify by applying another pre-defined template on top of it. It may be a good idea to first export out all the templates to excel in order to examine the various types. OR you may recognise your specific industry and choose that one immediately after having a look. The process is quite simple:

Choose your industry type from the drop list and click on [Apply]. If the same account number exists but the description is different, the description will be overwritten.
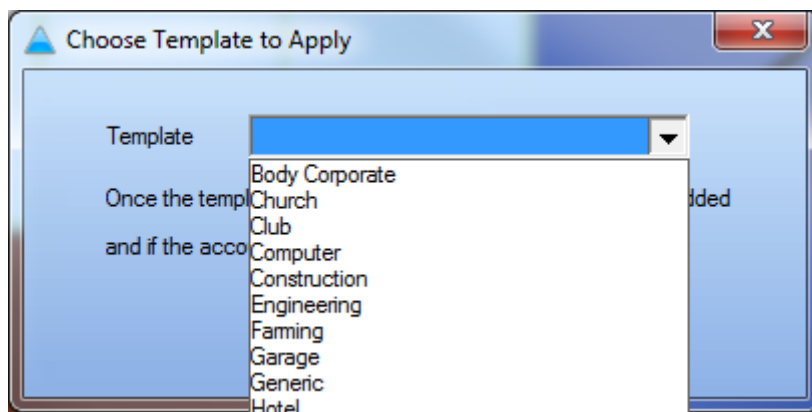


**Report Categories:**

Used in the formulation of G/L reports. User should not have to change anything here unless advised by BizBox support.
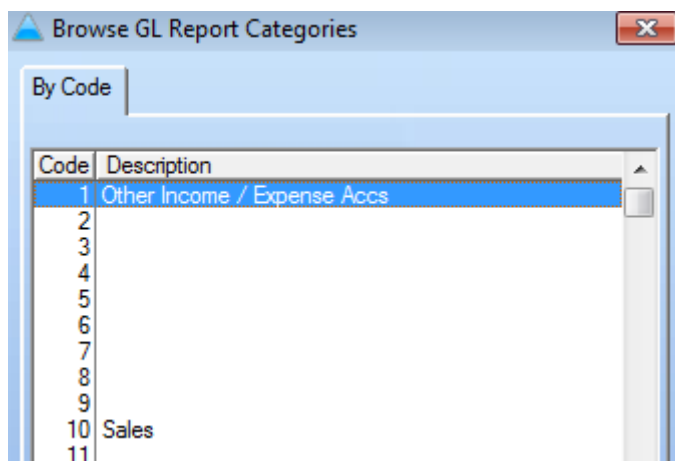
## Financial Categories:

According to the Accounting equation you would expect 5 categories of accounts: Assets, Liabilities, Income, Expenses and Equity, however for our reporting purposes we only have 2: (I)ncome and (B)alance Sheet. The G/L Trial Balance contains every single account; The Income Statement only has (I) type accounts and the Balance Sheet only has (B) type accounts. The Financial Categories shown here are set in stone and should not be added to or deleted. You may change the description is you wish without changing its function. Categories starting with "B" are Balance Sheet accounts and record the assets and liabilities accumulated by the business. Categories starting with 'I' record the income and expenditure activities in its trading. There is also a special balance sheet account called "Retained Earnings", into which the net profit / loss is transferred into when the year end process is run. At the same time the "Income" accounts are zeroed. These categories are also used for reporting.

Some of the Income categories are:

| Category | Description | Typical Accounts |
|---|---|---|
| Unallocated Income Statement | Income Statement account | All income statement accounts. |
| Sales | Turnover generated by company in normal business trading | Sales, Fees |
| Cost of Sales | Direct costs of turnover | Cost of Sales |
| Other Income | Income from business activities outside the normal business trading | Royalties, commission |
| Expenses | Operating expenses | Advertising, Bank charges |
| Tax | Tax charge for the current year | Company Tax |
| Dividends | Distributions from Retained Earnings made to shareholders | Dividends paid |

Some of the Balance Sheet categories are:

| Category | Description | Typical Accounts |
|---|---|---|
| Unallocated Balance Sheet | Balance Sheet account | All B/S accounts |
| Share Capital | Shareholder's investment in the company | Members contribution share capital |
| Retained Income | Accumulated profit or loss retained from previous years | Retained Earnings |
| Shareholders Loans | Loans to the company from shareholders | Shareholder's loans |
| Long term borrowings | Loans repayable over periods longer than 1 year | Loans from other 3rd parties |
| Fixed Assets | Tangible assets | Motor Vehicle, Building |
| Investments | Investments | Investments on Stock Exchange |
| Other Fixed Assets | Intangible assets | Goodwill, Patents |
| Inventory | Value of stock on hand | Raw material, finished goods |
| Accounts Receivable | Outstanding amounts from customers | Accounts Receivable, Customer control |
| Bank | Cash overdraft, cash on hand at bank | Current or Savings a/c |
| Other Current Assets | Other working capital assets | Petty cash, prepaid expenses |
| Accounts Payable | Outstanding amounts to suppliers | AP, Supplier control |
| Taxation | Amounts owing to tax authorities | VAT, GST, Sales Tax, Provisional tax |
| Other Current Liability | Other working capital liabilities | Unearned revenue |

# G/L Master

Or as it is generally known "The Chart of Accounts". The numbering system is very important so if you have to enter new accounts please follow the accepted nomenclature.
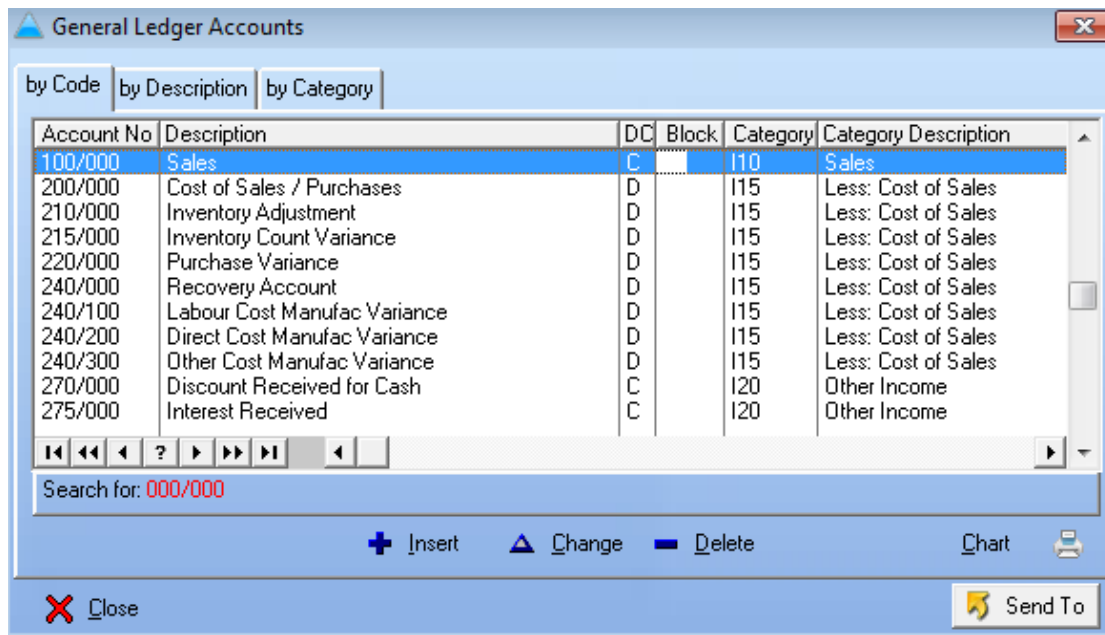


Account Numbering Key

| Number Range | Category | Description |
|---|---|---|
| 100-199 | I10 | Sales |
| 200-269 | I15 | Less: Cost of Sales |
| 270-299 | I20 | Other Income |
| 300-479 | I25 | Expenses |
| 480-484 | I30 | Normal Taxation |
| 485-489 | I35 | Dividends Paid |
| 510 | B10 | Share Capital |
| 520 | B15 | Retained Income / (Loss) |
| 540-549 | B20 | Shareholders Loans |
| 550-559 | B25 | Long Term Liabilities |
| 550-570 | B30 | Other Long Term Liabilities |
| 610-660 | B35 | Fixed Assets |
| 700-709 | B45 | Goodwill / Intangible Assets |
| 710-740 | B40 | Investments |
| 770-790 | B50 | Inventory – On hand |
| 800-804 | B55 | Customer Control Accounts |
| 805-809 | B55 | Less: Provision for Doubtful Debts |
| 810-830 | B65 | Other Current Assets |
| 840-890 | B60 | Bank |
| 900-919 | B70 | Accounts Payable |
| 920-935 | B80 | Other Current Liabilities |
| 940-949 | B80 | Provision for Expenses |
| 950-960 | B80 | VAT/GST/Tax Payable |
| 999 | B80 | Opening Balance / Suspense |

So if you are entering a new G/L account into the system look at the table above before allocating a number. For example I want to add a new expense account called "Staff Mobile charges" I would pick a number between 300/000 and 479/000 which hasn't already been allocated and it would have a category = "I25" with a normally "Debit" sign.



Account No:        A unique 6 numeric field which follows the rules stated previously.

Description:        Enter the specific adjective for this account.

Normal Sign:        Choose 'D' if this account is normally a debit and 'C' if it's normally a credit. This is just a guide and there will be times when the opposite sign is used.

Type:              As stated previously the broad categories are Income OR Balance Sheet so choose the type.

Category:          Choose the category that this account falls into. If you've chosen the account number as per the rules stated above then the category should be obvious.

Report Cat:        Again choose as per the rules or look up a similar account.

Bank Code:         This is used in Banking Interface; If the imported transaction contains this code in either the Reference, Particulars or Code field then it is translated to this account number instead of initially being 999/000 (suspense).

Blocked:           Do NOT use this G/L account.

**<Notes>**                     Enter any Notes pertaining to this G/L account here

**<Analysis>**                  This window shows the comparative figures for this year against last year for all the periods for this account.

**<Budget>**                    Enter / Modify this year's budgets for this account.

**<Notes>**                     Enter any Notes pertaining to this G/L account here

**<Analysis>**                  This window shows the comparative figures for this year against last year

**Bank Setup:**     Before the Banking Interface can be used, the Banking Types need to be set up. There are 3 types; CSV – Comma Separated Values, OFX – Open Financial Exchange and FIX – Fixed length. We recommend the use of OFX as this is a global standard and handles the issue of uniqueness very well (so that a single transaction is NOT imported more than once). Most banks have OFX as an export option. Have a look at the sample files in "Notepad" or similar editor.
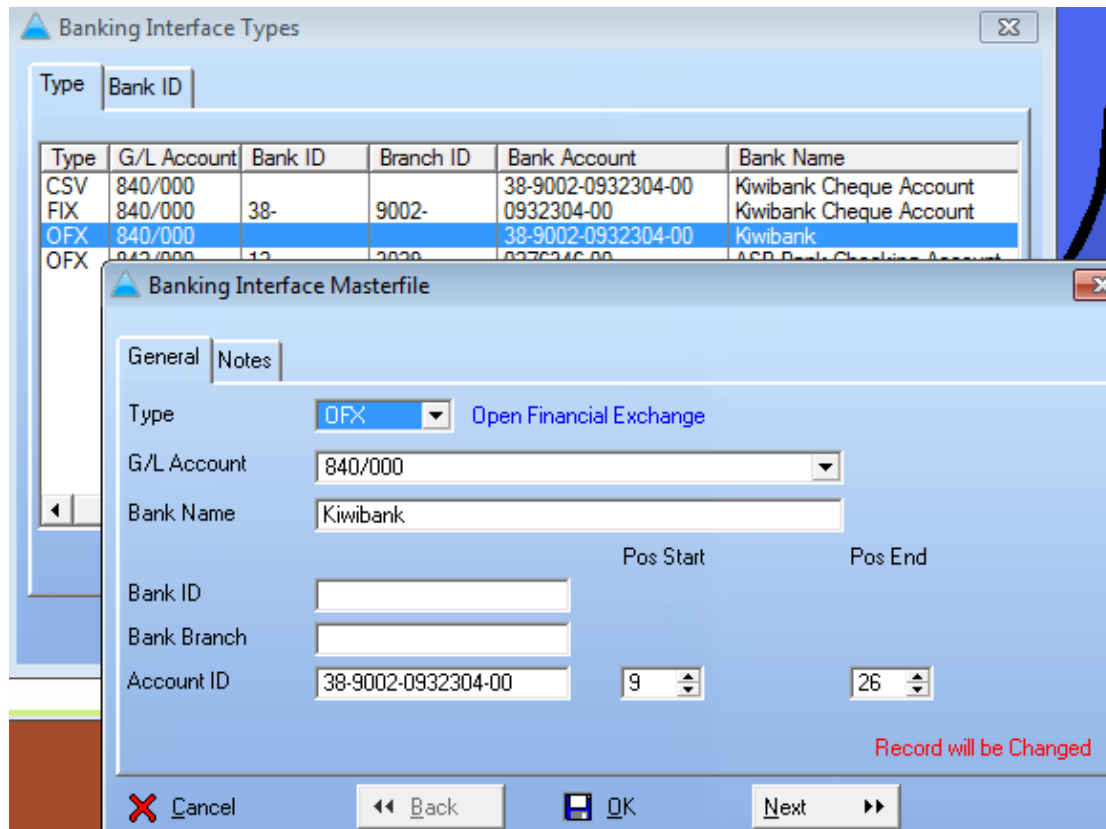


Type:     Choose the type of banking file that is being processed. Once the type is chosen the rest of the fields may be modified to suit eg, If the Type = 'CSV' then "Pos Start" becomes "Field No" and "Pos End" disappears because its not applicable.

G/L Account:     This is the Bank account that will receive the imported banking transactions.

Bank ID:     This is the bank suffix. If your OFX file shows <BANKID>12, <BRANCHID>3029, <ACCTID>0276346-00 then you would put 12 here.

Bank Branch:     In the above example you would put 3029 here.

Account ID:     In the above example you would put 0276346-00 here. Alternatively if the file shows <BANKID>Download, <ACCTID>38-9002-0932304-00 then you would put 38-9002-0932304-00 here and leave Bank ID & Bank Branch blank (as in the graphic above).

Position Start:     Open your file in Notepad (or similar) and count the columns to find out the starting position of the field of interest. Word wrap needs to be OFF and    'View/Status Bar' needs to be on so you can see the row and column counter in the lower right corner.

Position End:     Open your file in Notepad (or similar) and count the columns to find out the ending position of the field of interest.

**G/L Journals:**     General Journals are used to affect the General Ledger to adjust accounts in addition to the flow from the other modules. Prime use of journals is the input of opening balances at start up. You would firstly enter everything from the other modules to create an initial trial balance. For example Stock Opening balances, Customer and Supplier opening balances. This would mean that now you already have balance for Inventory Control, Supplier Control and Customer control and other accounts which would balance your ledger. It also means that your Balancing Journal (so that it matches your initial T/B) is the difference between the migrating balance and what is already in the system from the IN, AR and AP modules.



**Account No:**     Pick any account in the G/L. Depending on whether it's normally debit or credit two arrows will guide you either 'Debit' or 'Credit'.

**Contra:**     An optional entry but if used will create a record that is the direct opposite of the current record. If contra is not used you must ensure that the rest of the journal is manually balanced.

**Ref No:**     Enter a meaningful reference.

**Date:**     Enter the effective date of this journal. The Period & Year are auto-calculated.

**Narration:**     Enter a meaningful explanation of the function of this journal.

**Debit:**     Enter an amount that will be shown on the debit (left) side of the ledger. Leave the credit amount as zero if you have entered a debit amount.

**Credit:**     Enter an amount that will be shown on the Credit (right) side of the ledger. Leave the debit amount as zero if you have entered a credit amount.

Ticking the Repeat [Account], [Reference], [Narration] or [Date] checkboxes will mean that the next journal will have those same details. Once posted the journals will affect the G/L Trial Balance and cannot be modified. However it can be reversed with another posted journal.
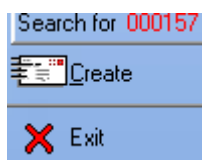
## Standing Journals:

A standing journal can be used in 2 ways. One is to load up recurring journals so that they can be posted automatically at period end without you forgetting. Examples of this are rent, lease expense, depreciation etc . The other is used as part of the accrual process to load up reverse prepaid expenses as they become used up eg, you prepay $1200 worth of insurance at the beginning of the year and then use standing journals to reverse the prepayment as time goes on ie    Debit Insurance $100 and Credit Insurance Prepaid $100 on a monthly basis.



The screen used to create the standing journal is exactly the same as a normal G/L journal and so are the fields.
In the above screen the [Activate] button changes the highlighted standing journal to a G/L journal. It is advisable to fill in the contra field if it is a 2 legged journal. That way both legs get converted and the journal is balanced. If there are 3 legs then you have to highlight each one and convert separately. Keep an eye on the Debit and Credit totals as they should always balance.
The [by Date] does the same thing as the [Activate] button but it converts all the standing journals that are less than or equal to the date chosen. Again check the balancing.



<General Journals>

The second Tab shows existing G/L journals. You can use the [Create] button to convert an existing journal to a standing journal. It will as you for which periods you want to create the standing journals, with the defaults being {Current period + 1} to {Period 12}.

<Converted Journals>
The last Tab shows all the Journals converted from Standing Journals in the current process. These will be unposted but will disappear once posted.

If we assume that you will do the period end on the 1$^{st}$ or 2$^{nd}$ of the new month, all standing journals less than or equal to that date will be processed automatically by the period end process. Journals dated around the end of the month will be actioned in the next month PE ie 28/2/14 < 1/3/14 eg, so if you want journals to be activated at PE, date them for the 1$^{st}$ of the month ie 1/3/14 <= 2/3/14. Please note that while the journal is created it is NOT posted until you have reviewed it and posted it in the "G/L Journals" option.

**Bank Import:** The first part of banking import is to download the latest statement from your bank, preferably in OFX format. You won't have to worry about date ranges in OFX format because once a transaction has been uplifted, it will be rejected next time around.
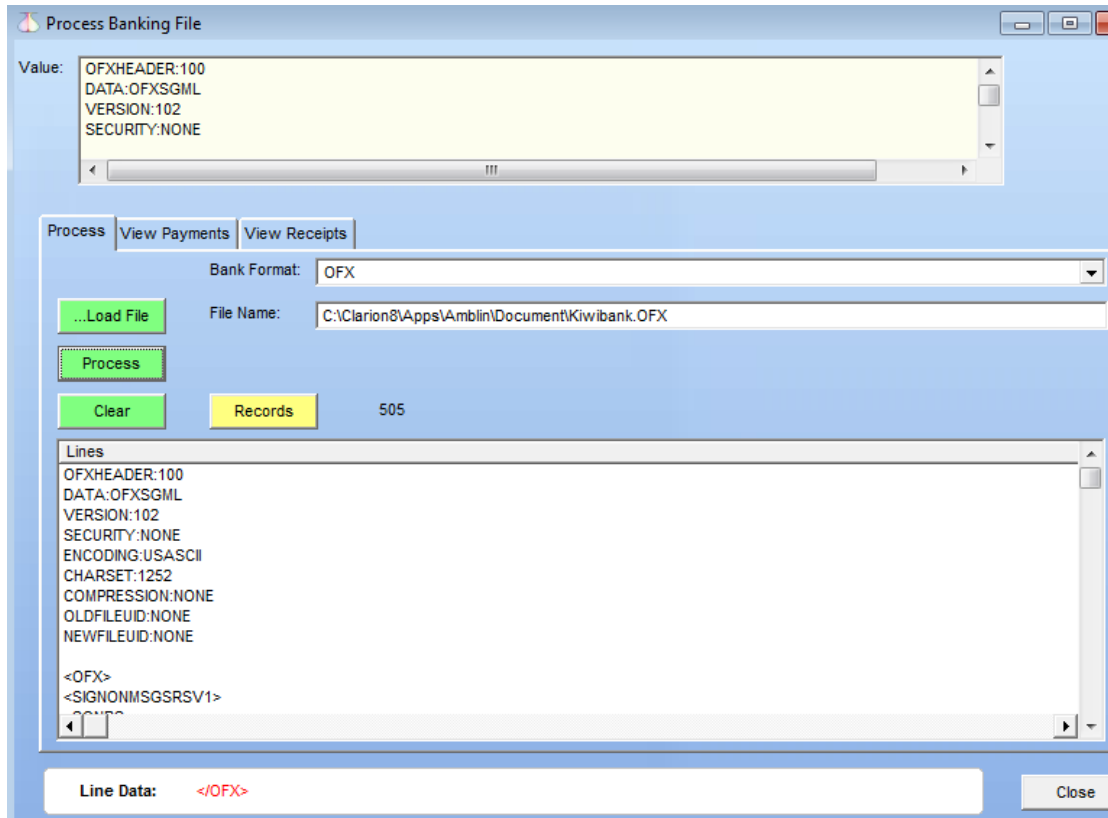


Bank Format:    Choose a bank format from the drop list, options 'CSV', 'OFX' and 'FIX'. You have previously set up the formats using "Bank Setup".

File Name:    Use the [Load File] button to pick the latest bank statement file. Save your downloaded statement into the \Document' folder as this is the default folder that opens up using this dialog.

Process:    Once the file is 'loaded' it is time to process it. The lines will be shown in real time in the Lines box and Line Data will scroll through as the statement text file is processed line by line. Once the process completes you will see a similar window to the one above.

You may ask is how does the processed file know which G/L Bank account the processed file relates to?    Well in "Bank Setup" there is a field called "G/L" account and that is the link.

Once the processing completes, the imported Payments & Receipts will show up in the <View Payments> and <View Receipts> tabs. It is advisable to clear (reconcile & post) these transactions before you do the next banking upload. You cannot edit these transactions here but will need to open up the "Payments" OR "Receipts" to properly allocate to the correct G/L account or transfer to "Supplier Payments" or "Customer Receipts". If the statement 'Ref', 'Particulars' or 'Code' field does not contain the G/L translation link then it goes into the G/L Suspense (999/000) account and has to be manually changed to the correct account. Next we will look at processing the raw transactions created and converting these to the correct destination whether it is G/L Journal, Supplier payment or Customer receipt.

**Import to G/L:** The first type of imported transaction to look at is the ones that relate directly to a G/L account. For example it could be a payment for 'Water Rates'. If the cheque OR internet banking reference is pre-coded then the matching is done automatically and all that has to be done is to post the transaction. If there is no auto-matching then the G/L account is suspense and has to be manually changed from '999/000' to '365/000' (Electricity & Water) in [Payments].

In the window below there are 4 Tabs. The first 2 deal with payments created within the [Payments] system manually. The last 2 Tabs deal with imported payment transactions and are created automatically via the "Bank Import" process. A similar configuration exists on the [Receipts] side.



In the example above 3 transactions are pre-coded and hence auto-matched to G/L accounts. For the 405/000 – Levies it looks like this:



And the OFX transaction that matches it looks like this so it finds 1189 and links it to 405/000:

<STMTTRN>
<TRNTYPE>DEBIT
<DTPOSTED>20130225
<TRNAMT>-160.00
<FITID>25Feb2013.1
<MEMO>PAY SUNNYVALE WATERCARE ;49A Alfred **1189** 783 Sunnyvale
</STMTTRN>

## Import to Supplier Payments:

The second type of imported transaction to look at is the one that relates to a Customer Receipt. If    a payment is identified as a supplier payment then the suspense transaction is converted to one via the [Convert] button (see previous page).
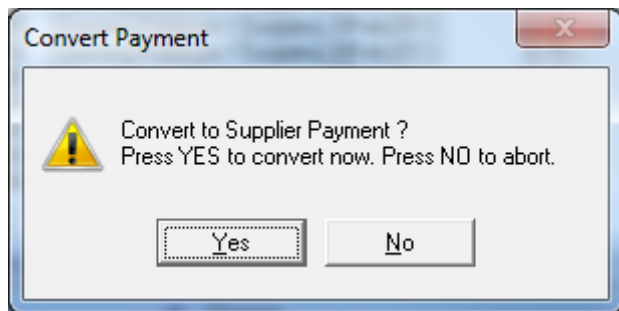


Once accepted, the transaction is transferred to supplier payments with the creditor showing as "SUSPENSE SUPPLIER".
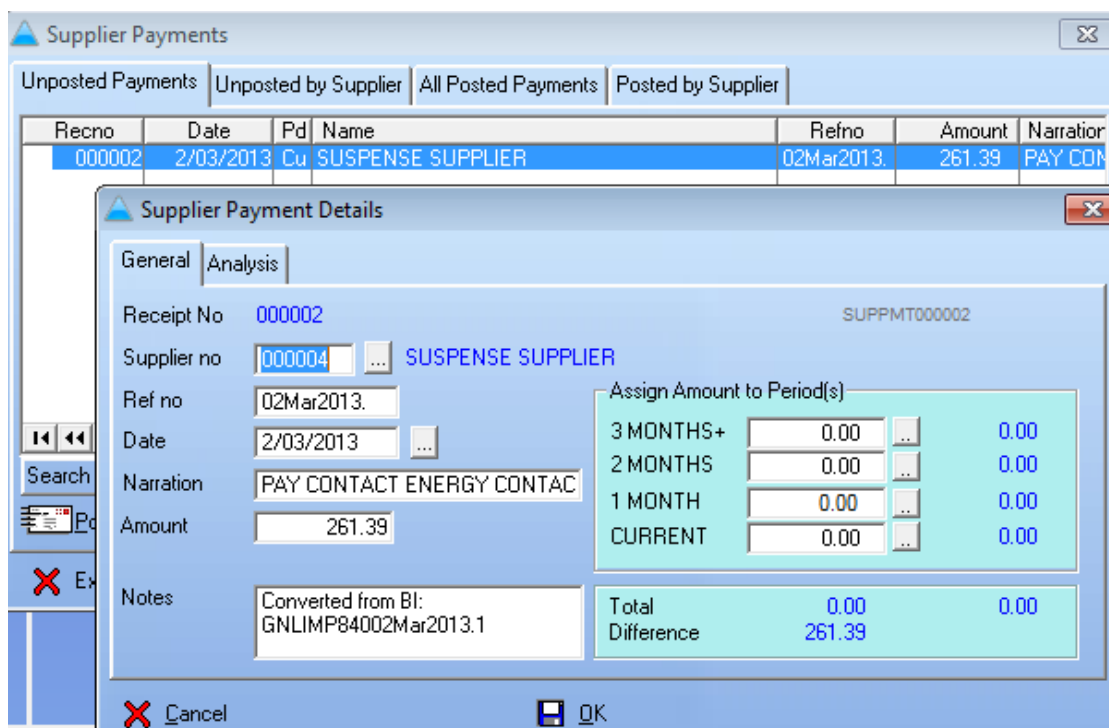


All you have to do is change to the correct supplier, allocate the aging amount and pick an invoice for 'paid' if the supplier is 'Open Item'. This procedure is just the same as a normal supplier payment.

## Import to Customer Receipts:

This process is exactly the same as the "Import to Supplier Payments" except 'SUSPENSE SUPPLIER' is replaced by 'SUSPENSE CUSTOMER'. The [Convert] is done from <Unposted Imported> Cashbook Receipts.

## Cashbook Payments:

The first window that pops up is the 'Choose Bank' option. Once the bank is chosen, all next browse will have all the payment transactions pertaining to the bank chosen. This includes manually added and automatically imported transactions.
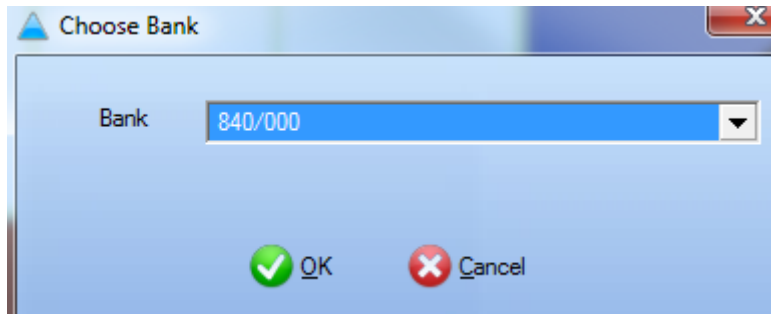


The payment form is functionally similar to the General Journal except the contra is always the Bank a/c and there is a 3rd optional account which is the Tax account.
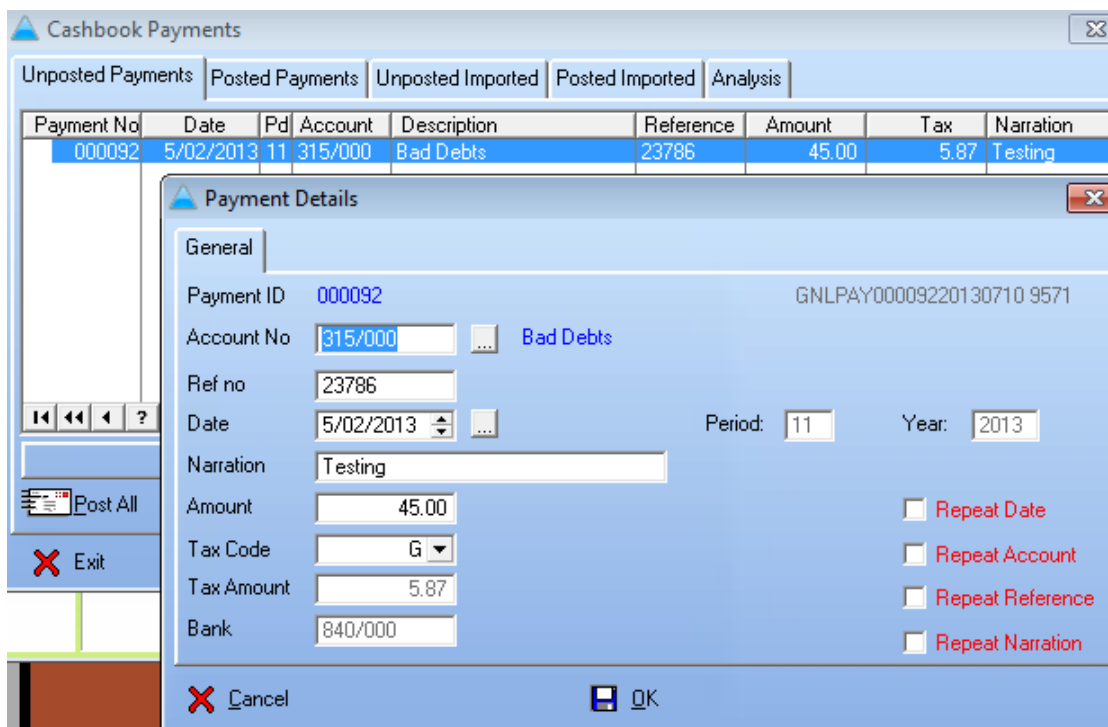


In the example above the G/L distribution is:

| | | | |
|---|---|---|---|
| Bad Debts | Dr | 39.13 | |
| GST Tax | Dr | 5.87 | |
| Bank | Cr | | 45 |

## Cashbook Receipts:

Functionally similar to Cashbook Payments, except there is no Tax component so it is identical to G/L processing with the Bank account as the contra. The G/L Distribution is:

| | | | |
|---|---|---|---|
| Bank a/c | Dr | $xxx.xx | |
| Revenue a/c | | Cr | $xxx.xx |

## Bank Reconciliation:

The first window that pops up is the 'Choose Bank' option. Once the bank is chosen, you need to enter the bank statement balance and hit [Ok]. In this case the we enter $108.50 as the statement balance before we begin the reconciliation.
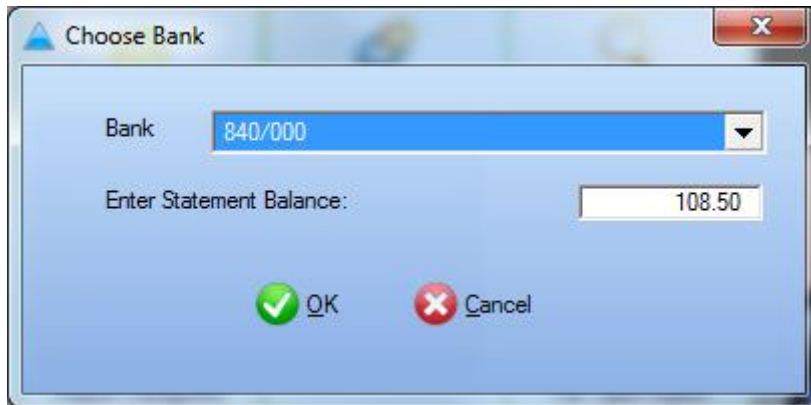


This brings up the "Browse Reconciliation" screen below. As we Tag the banking lines the "Reconciled" total changes till the difference between the [Statement] and [Reconciled] totals is zero. When it's zero the two are reconciled.
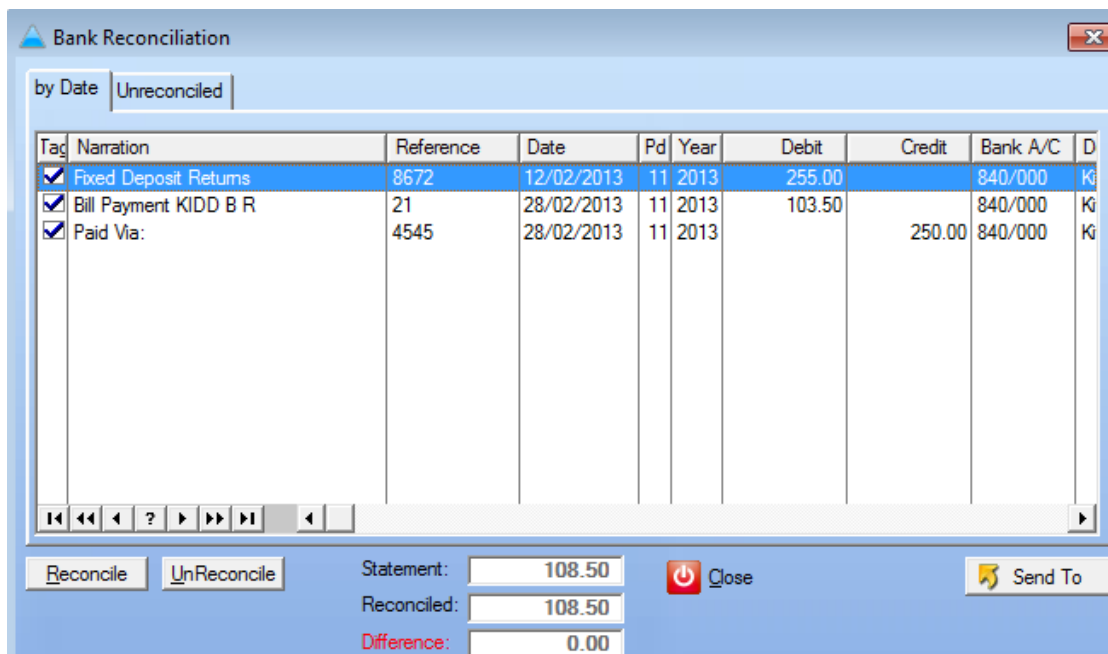


If you have multiple bank accounts then these also need to be reconciled in the same way. You can click directly on the [Tag] field to reconcile/un-reconcile or you can highlight the line and click on [Reconcile] or [Un-reconcile].

**General Ledger Reports:**

There are 6 reports to facilitate the analysis and management of General Ledger:

**<Chart of Accounts>**

This is a report of all the G/L accounts that are set up in the system. Most of these are pre-generated according to the type of business entity but more accounts can be added as long as they adhere to the nomenclature.

**<Trial Balance>**

This report lists all the debits and credits of ALL the chart of accounts that have a non-zero balance for the year to date balance. The selection criteria shows the current period by default but this can be changed. The month to date figures relate to the chosen period.

**<Profit and Loss>**

Also called the "Income Statement" this report only shows those accounts that fall in the "I10" to "I35" categories. The aim of this report is to show financial performance as the net of Income less Expenses OR Net Profit (or Loss). Again you choose the period and the report shows the monthly and yearly comparatives.

**<Balance Sheet>**

This report only shows those accounts that fall in the "B10" to "B80" categories. The aim of this report is to summarise the company's assets, liabilities and shareholder's equity at a specific point in time. Again you choose the period but this time the figures you see are cumulative to the end of that period. By default the period is the current month ending date.

**<Detailed Ledger>**

This report is used if you wanted to further investigate what transactions made up a particular G/L balance. The selection criteria allows the choice of accounts and the periods you wish to interrogate.



**<Tax Type Report>**

This report is essential in the analysis of what tax liabilities is due for the selected period. You will need this report to file your periodic tax return (eg, GST, VAT). It shows quite clearly the Input Tax (Purchases), Output Tax (Sales), Adjustments and also Zero rated supplies. The period from & to would normally span 2, 6 or 12 months as required by your government.

# Miscellaneous Settings, Options & Utilities

## Document Library

The document library is a useful resource in storing and viewing documents pertaining to that individual Shareholder. You may attach as many documents to the library as you wish.

The file types supported are:

| | | |
|---|---|---|
| *.doc and *.rtf | => | MS Word |
| *.pdf | => | Acrobat Reader |
| *.gif, *.jpg, *.tiff and *.bmp | => | MS Paint |

This means that as well as Word and Acrobat, you can store scanned images as well. Scanned images are opened in MS Paint (Note: Older versions of MS Paint do not support .jpg or .gif files, only .bmp).
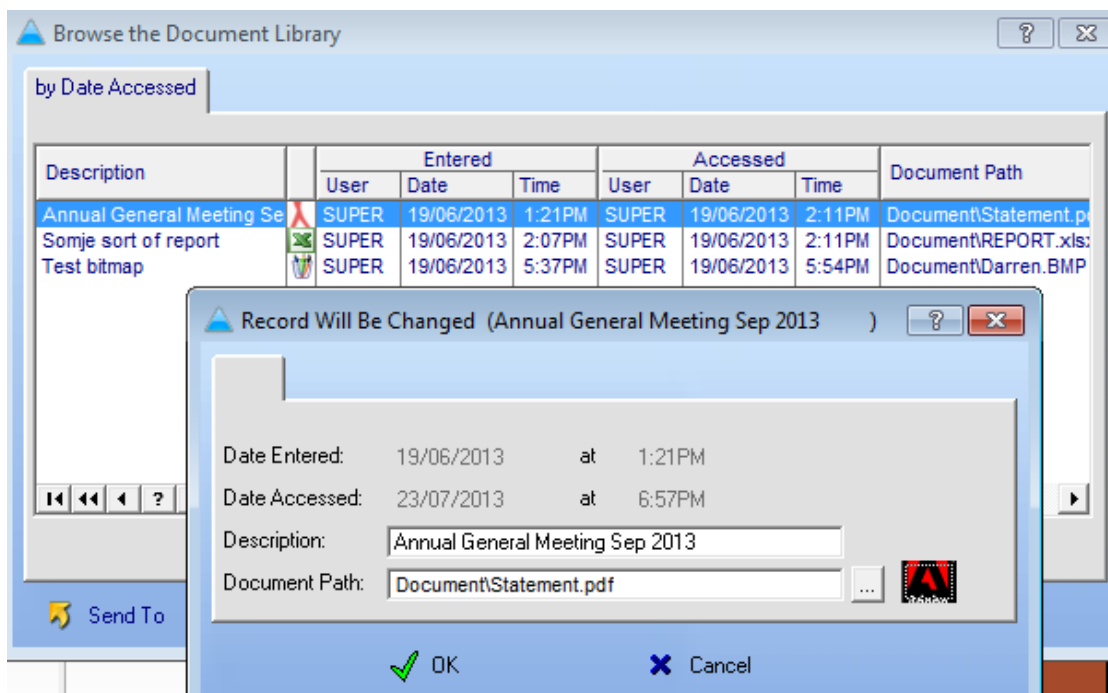


| Control | Description |
|---|---|
| Date Entered: | Date document was attached to the library is recorded. |
| Time Entered: | Time document was attached to the library is recorded. |
| Date Accessed: | Date document was last accessed is recorded. |
| Time Accessed: | Date document was last accessed is recorded. |
| Description: | A meaningful description of the document eg, Diploma in Business |
| Document Path: | Enter (or lookup) the path to the document. Remember you do not need the full path name for it to work. You can truncate it to a relative path from the directory where Amblin.exe resides. For example: "C:\Program Files\Amblin Software\Shares\Document\Vehicle Restriction Andy Brown.RTF" can become "Document\Vehicle Restriction Andy Brown.RTF" |
| Graphical Button: | Click on this to open the document with the correct Application. |

## Browse Users

This option is accessed through the System – Maintain System Setup menu.

It allows the supervisor to set the menu and button access to the various users. It is usual for the system administrator to have the username "SUPER" and have all options ticked. Again the number of users you can have on the system is controlled by the license that you purchase. You can upgrade at any time by emailing us at info@amblinsoftware.com
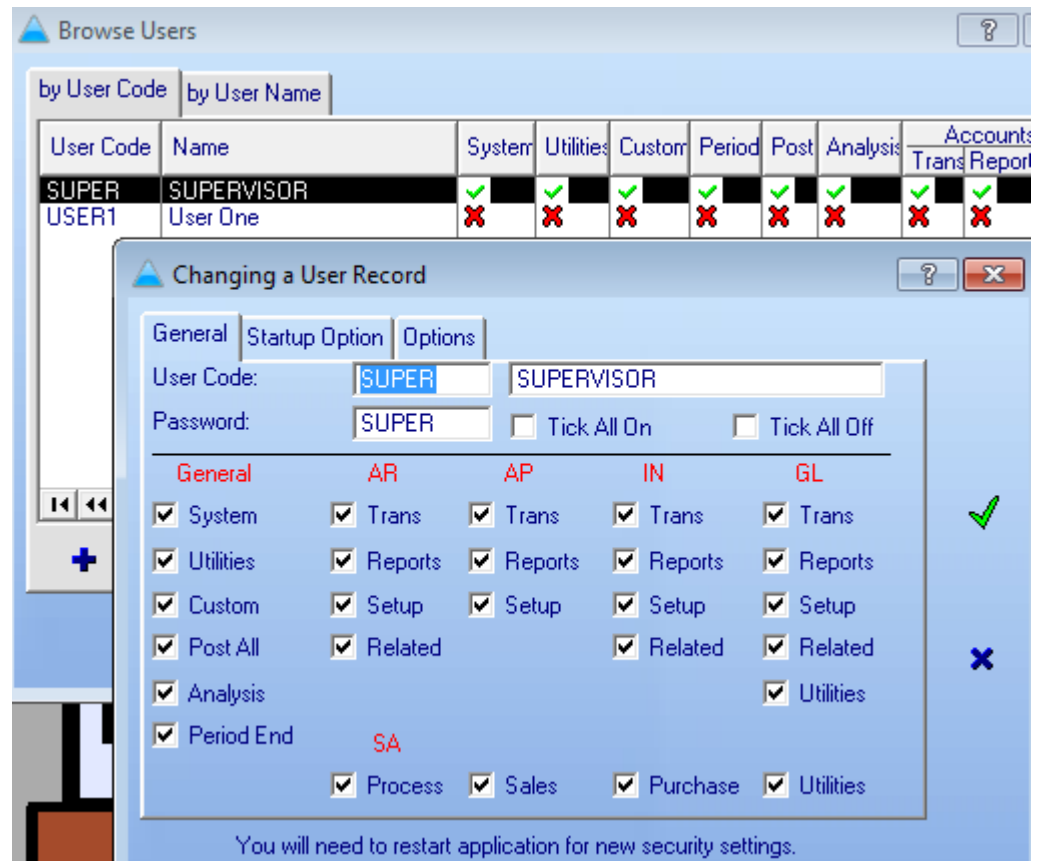


| Control | What it Does |
|---------|--------------|
| User Code | Enter an appropriate username for this user |
| Name | Enter the full name for this user. You are limited to 30 characters. |
| Password | Enter the password for this user. You are limited to 8 characters here. As this area is very sensitive only selected people should have the "System" checkbox ticked. Ideally only the "SUPER" user. |
| Tick all on | This is a quick way of checking all tick boxes on automatically. |
| Tick all off | This is a quick way of checking all tick boxes off automatically. |
| Checkboxes | Only tick those boxes that you want this user to have access to. The security only takes effect on the next logon for this user. |

| | |
|---------|--------------|
| <Start up Option> | Brings up the default module when you start BizBox. |
| <Options> | If this user is allowed to override invoice pricing then tick. |

## Word Merge CSV to Email

This feature uses your MS Outlook and MS Word to mail merge and send out the letters. Since it uses MS Outlook, there are no email settings to maintain BUT Outlook must be active (open) at the time of sending. When you activate this function, Word will automatically open with the various windows. You MAY be prompted to enter the field and record delimiters. This is in regards to "Data.csv" which contains the Email Addresses. In the sample "Data.csv" the field delimiter is <,> and the record delimiter is <Enter>. The first line MUST contain the header line with the column denoting the email address to be named "Email".
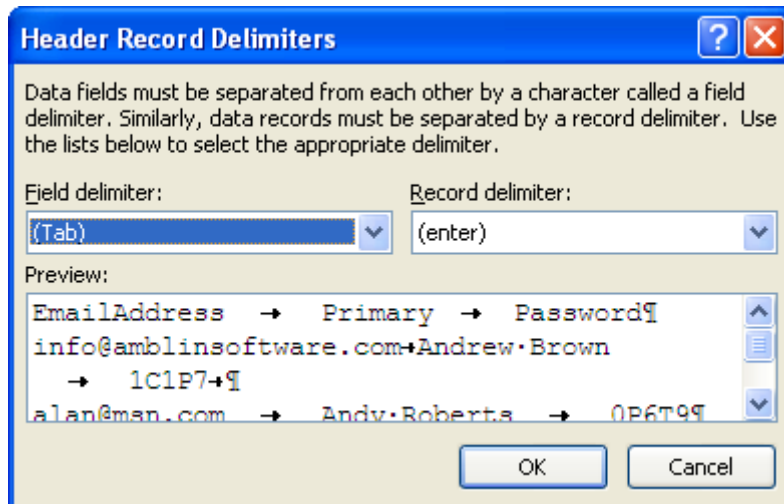


Once you have entered this information the following window will come into focus. Pressing <Send Now> will email the form letter to all the recipients.
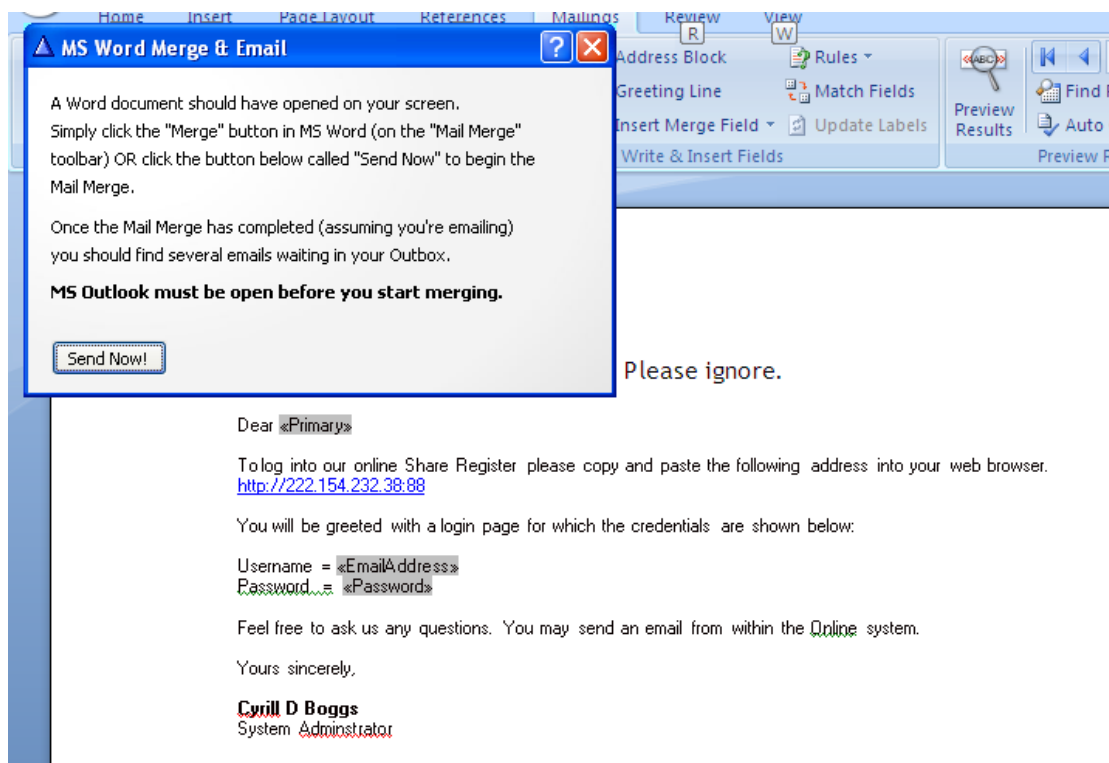
**Limitations**:

1. The Subject line will always be "Customer Letter: dd/mm/yyyy".
2. The word document used in the merge is always called "MailMerge.doc"
3. The Email recipients list is always called "Data.csv" and resides in the main folder (where Amblin.exe resides).
4. The first line of "Data.csv" MUST contain the header line with the column denoting the email address to be named "EMAIL".
5. You will know the process to Mail merge in MS Word before attempting to do it out of BizBox. It is NOT difficult.

**Creating the Data.csv file**:

This is quite straight forward. Go to "Utilities / Import/Export Customers" or "Import/Export Suppliers" depending on what master file you want to merge. The file that is created would either be "CUSIMEX.CSV" or "SUPIMEX.CSV". This file will have to be renamed "Data.csv" and a header line would have to be added as well. "MailMerge.doc" is setup to use "Data.csv" as its data source. You can have a view this file by using MS Excel or Notepad.

Customer Header record (open up Data.csv in Notepad and paste it to the top line).

CUSNO,ID,NAME,ALPHA,ADDR1,ADDR2,ADDR3,POSTADDR1,POSTADDR2,POSTADDR3,BUSPHONE,FAX,MOBILE,HMEPHONE,EMAIL,CONTACT,CGRCODE,SALESMAN,TERMS,TAXCODE,OVERRIDETAX,CASUAL,DISCOUNT,CREDITLIMIT,RECDATE,RECAMOUNT,BFWD,DAYS90,DAYS60,DAYS30,DAYSCU,TOTALDUE,UNPOSTED,CURRENCY,BFOPEN

Supplier Header record (open up Data.csv in Notepad and paste it to the top line).

SUPNO,ID,NAME,ALPHA,ADDR1,ADDR2,ADDR3,POSTADDR1,POSTADDR2,POSTADDR3,BUSPHONE,FAX,MOBILE,BANKACCOUNT,EMAIL,CONTACT,SGRCODE,SALESMAN,TERMS,TAXCODE,OVERRIDETAX,CASUAL,DISCOUNT,CREDITLIMIT,RECDATE,RECAMOUNT,BFWD,DAYS90,DAYS60,DAYS30,DAYSCU,UNPOSTED,CURRENCY,BFOPEN

**Word Merge CSV to Printer**

When you invoke this option MS Word will open simultaneously with the window below. Firstly pick the printer by highlighting it and then pressing <Set Printer>. If you are happy with the merge document then click on <Merge to Printer> and you're done.
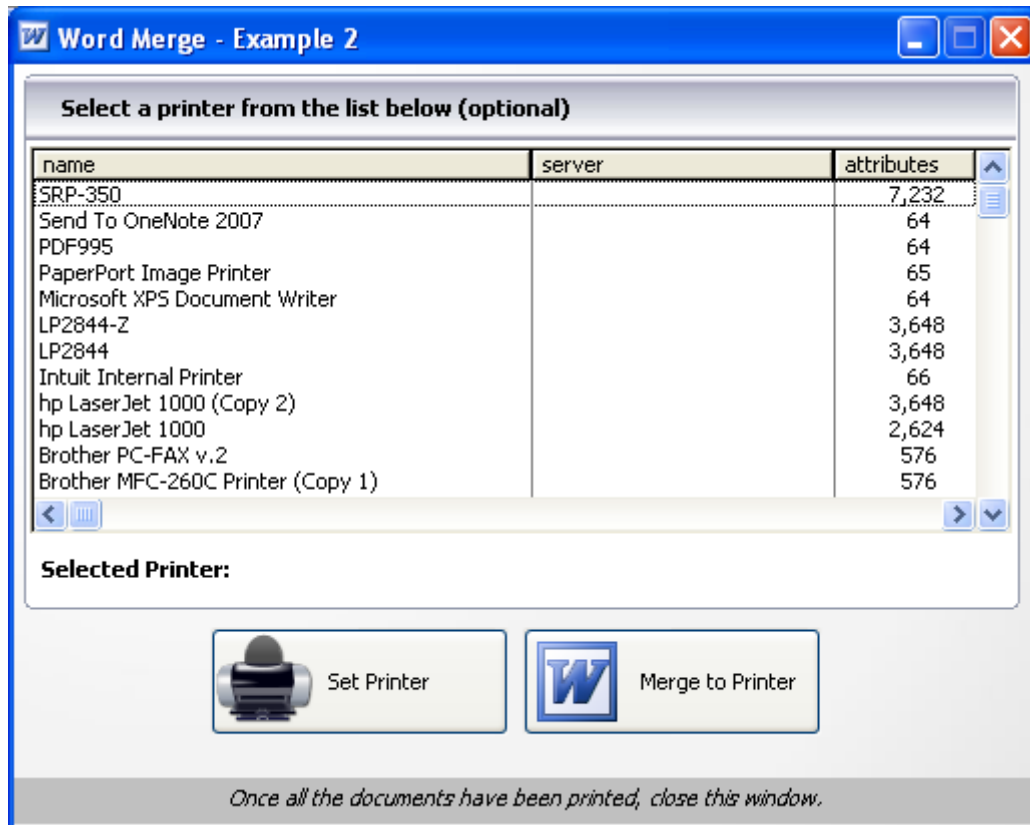


As with emailing, the Mail merge document is called "MailMerge.doc" and the data source is called "Data.csv".

## Restore Data Files

Be extremely careful with this option as all data files will be overwritten once completed. Ensure that no other users are in the Share application. The default restore directory is the one that is set up in "Overall System Control". Click on the lookup ellipsis and choose the date of the zip file that you would like to restore. Once chosen the "Ok" button will be enabled and clicking on "Ok" will start the restore process on confirmation. Once restored you will need to restart the Share application and continue with processing.
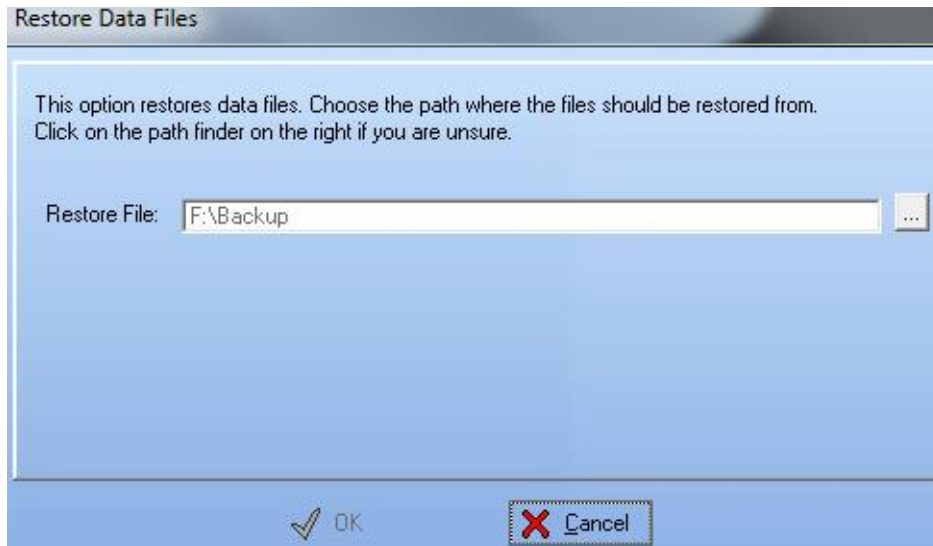


You will get a warning if you try to restore a different client. It will also only restore to the original company location eg, if the original was CO000005 then it will override CO000005 for the selected client. This is also a safety catch that ensures you never override data for a different client.

### Scanning Option

There is now a built in scanning option which can be used for document management. The first part is setting up a profile which can be done from the "File/Scanner Setup" menu option.
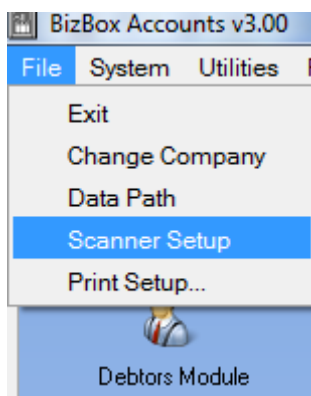


Insert a new scan. Enter details of the scan before invoking the "Scan Manager". When the scanning interface comes up click on the "Scan a page" (scanner) option, "Save a file" (disk) and then "complete scanning and exit" (tick). If you are happy with the scan save it or else discard it. This scanned file is now available to be scanned to any attachment in any module. It will have an extension .tiff and will reside in the "Documents" folder unless otherwise specified by you.

# Appendix A – Import / Export File Format

The following shows the file and file format required to import or export data from the customer master file. The .csv file must be resident in the company directory that you wish to import/export data. If you are creating an import file, firstly export out a sample file, open it in notepad and then add the following header line

CUSNO,ID,NAME,ALPHA,ADDR1,ADDR2,ADDR3,POSTADDR1,POSTADDR2,POSTADDR3,BUSPHONE,FAX,MOBILE,HMEPHONE,EMAIL,CONTACT,CGRCODE,SALESMAN,TERMS,TAXCODE,OVERRIDETAX,CASUAL,DISCOUNT,CREDITLIMIT,RECDATE,RECAMOUNT,BFWD,DAYS90,DAYS60,DAYS30,DAYSCU,TOTALDUE,UNPOSTED,CURRENCY,BFOPEN

Save the file and reopen it in excel. Now you can see what all the fields are and replace the sample data with your own. Once completed use the same import / export utility to import the data (after deleting all the sample data). Don't forget to delete the header once you have finished otherwise this extra record gets imported also.

File:                     \CO000xx\CUSIMEX.CSV            Customer Master Import/Export File

| Field | Attribute |
| --- | --- |
| CUSNO | LONG !Customer number |
| ID | STRING(1) |
| NAME | STRING(40) !Customer name |
| ALPHA | STRING(5) !Alpha code |
| ADDR1 | STRING(35) !Address line 1 |
| ADDR2 | STRING(35) !Address line 2 |
| ADDR3 | STRING(30) !Address line 3 |
| POSTADDR1 | STRING(35) !Postal address line 1 |
| POSTADDR2 | STRING(35) !Postal address line 2 |
| POSTADDR3 | STRING(30) !Postal address line 3 |
| BUSPHONE | STRING(15) !Business phone |
| FAX | STRING(15) !Fax number |
| MOBILE | STRING(15) !Mobile phone number |
| HMEPHONE | STRING(15) !Home phone number |
| EMAIL | STRING(50) !Email address |
| CONTACT | STRING(25) !Contact name |
| CGRCODE | STRING(5) !Customer group code |
| SALESMAN | STRING(6) |
| TERMS | STRING(6) |
| TAXCODE | STRING(1) |
| OVERRIDETAX | BYTE |
| CASUAL | BYTE !Casual debtor flag |
| DISCOUNT | DECIMAL(5,2) !Discount rate |
| CREDITLIMIT | DECIMAL(10,2) !Credit limit |
| RECDATE | STRING(10) !Last receipt date |
| RECAMOUNT | DECIMAL(10,2) !Last receipt amount |
| BFWD | DECIMAL(10,2) !Balance brought forward |
| DAYS90 | DECIMAL(10,2) !90 days and over |
| DAYS60 | DECIMAL(10,2) !60 days overdue |
| DAYS30 | DECIMAL(10,2) !30 days overdue |
| DAYSCU | DECIMAL(10,2) !Current balance |
| TOTALDUE | DECIMAL(10,2) |
| UNPOSTED | DECIMAL(10,2) !Total of all Unposted Invoices |
| CURRENCY | STRING(3)!Used in export docs |
| BFOPEN | STRING(1)!Balance fwd or open item |

If you are using this file for mail merging then you need to retain the header record and rename the file "CUSIMEX.CSV" to "Data.csv"

The following shows the file and file format required to import or export data from the supplier master file. The .csv file must be resident in the company directory that you wish to import/export data. If you are creating an import file, firstly export out a sample file, open it in notepad and then add the following header line

SUPNO,ID,NAME,ALPHA,ADDR1,ADDR2,ADDR3,POSTADDR1,POSTADDR2,POSTADDR3,BUSPHONE,FAX,MOBILE,BANKACCOUNT,EMAIL,CONTACT,SGRCODE,
SALESMAN,TERMS,TAXCODE,OVERRIDETAX,CASUAL,DISCOUNT,CREDITLIMIT,RECDATE,RECAMOUNT,BFWD,DAYS90,DAYS60,DAYS30,DAYSCU,UNPOSTED,C
URRENCY,BFOPEN

Save the file and reopen it in excel. Now you can see what all the fields are and replace the sample data with your own. Once completed use the same import / export utility to import the data (after deleting all the sample data). Don't forget to delete the header once you have finished otherwise this extra record gets imported also.

File:                    \CO000xx\SUPIMEX.CSV    Supplier    Master Import/Export File

| **Field** | **Attribute** |
|---|---|
| SUPNO | LONG !Supplier number |
| ID | STRING(1) |
| NAME | STRING(40) !Customer name |
| ALPHA | STRING(5) !Alpha code |
| ADDR1 | STRING(35) !Address line 1 |
| ADDR2 | STRING(35) !Address line 2 |
| ADDR3 | STRING(30) !Address line 3 |
| POSTADDR1 | STRING(35) !Postal address line 1 |
| POSTADDR2 | STRING(35) !Postal address line 2 |
| POSTADDR3 | STRING(30) !Postal address line 3 |
| BUSPHONE | STRING(15) !Business phone |
| FAX | STRING(15) !Fax number |
| MOBILE | STRING(15) !Mobile phone number |
| BANKACCOUNT | STRING(20) !Bank account detail |
| EMAIL | STRING(50) !Email address |
| CONTACT | STRING(25) !Contact name |
| SGRCODE | STRING(5) !Supplier group code |
| SALESMAN | STRING(6) |
| TERMS | STRING(6) |
| TAXCODE | STRING(1) |
| OVERRIDETAX | BYTE |
| CASUAL | BYTE !Casual debtor flag |
| DISCOUNT | DECIMAL(5,2) !Discount rate |
| CREDITLIMIT | DECIMAL(10,2) !Credit limit |
| RECDATE | STRING(10) !Last receipt date |
| RECAMOUNT | DECIMAL(10,2) !Last receipt amount |
| BFWD | DECIMAL(10,2) !Balance brought forward |
| DAYS90 | DECIMAL(10,2) !90 days and over |
| DAYS60 | DECIMAL(10,2) !60 days overdue |
| DAYS30 | DECIMAL(10,2) !30 days overdue |
| DAYSCU | DECIMAL(10,2) !Current balance |
| UNPOSTED | DECIMAL(10,2) !Total of all Unposted Invoices |
| CURRENCY | STRING(3) |
| BFOPEN | STRING(1) |

If you are using this file for mail merging then you need to retain the header record and rename the file "SUPIMEX.CSV" to "Data.csv"

The following shows the file and file format required to import or export data from the stock master file. The .csv file must be resident in the company directory that you wish to import/export data. If you are creating an import file, firstly export out a sample file, open it in notepad and then add the following header line

PROCODE,DESC,ALPHA,LONGDESC,UNIT,TAXCODE,PGRCODE,AVERAGECOST,LASTCOST,MARKUP,SELLPRICE,REDUCING,ONHAND,MINQTY,REORDERPOINT, SUPPPARTNO,SUPPLIER,SUPPLEADTIME,BARCODE,DELETEFLAG,PICTURE,BIN,EXPIRYDAYS,NETWEIGHT,GROSSWEIGHT,VOLUME,LABELMESSAGE,SERIALBA TCHFLAG,GRAPHICPATH,SNAPSHOTQTY,COUNTEDQTY,SALESORDERQTY,PURCHASEORDERQTY

Save the file and reopen it in excel. Now you can see what all the fields are and replace the sample data with your own. Once completed use the same import / export utility to import the data (after deleting all the sample data). Don't forget to delete the header once you have finished otherwise this extra record gets imported also.

File:              \CO000xx\PROIMEX.CSV    Stock    Master Import/Export File

| Field | Attribute |
| --- | --- |
| PROCODE | STRING(10) !Product code |
| DESC | STRING(20) !Description |
| ALPHA | STRING(10) !ALPHA CODE |
| LONGDESC | STRING(40) !Long description |
| UNIT | STRING(3) !Unit of sale |
| TAXCODE | STRING(1) !Default tax code |
| PGRCODE | STRING(5) !Product group code |
| AVERAGECOST | DECIMAL(9,4) !Cost price |
| LASTCOST | DECIMAL(9,4) |
| MARKUP | DECIMAL(5,2) !Markup % |
| SELLPRICE | DECIMAL(10,4) !Sell price |
| REDUCING | BYTE !Reducing item |
| ONHAND | DECIMAL(10,2) !Quantity onhand |
| MINQTY | DECIMAL(10,2) !Minimum onhand quantity |
| REORDERPOINT | DECIMAL(10,2) !Reorder quantity |
| SUPPPARTNO | STRING(20) !Supplier part number |
| SUPPLIER | LONG |
| SUPPLEADTIME | SHORT |
| BARCODE | STRING(20) |
| DELETEFLAG | BYTE !Delete at year end flag |
| PICTURE | STRING(150) |
| BIN | STRING(15) |
| EXPIRYDAYS | LONG |
| NETWEIGHT | DECIMAL(9,4) |
| GROSSWEIGHT | DECIMAL(9,4) |
| VOLUME | DECIMAL(9,4) |
| LABELMESSAGE | STRING(30) |
| SERIALBATCHFLAG | BYTE |
| GRAPHICPATH | STRING(255) |
| SNAPSHOTQTY | DECIMAL(10,2) |
| COUNTEDQTY | DECIMAL(10,2) |
| SALESORDERQTY | DECIMAL(10,2) |
| PURCHASEORDERQTY | DECIMAL(10,2) |

# Appendix B – Bank File Format

**Open Financial Exchange** (**OFX**) is a data-stream format for exchanging financial information that evolved from Microsoft's Open Financial Connectivity (OFC) and Intuit's Open Exchange file formats.

For our purposes, the OFX file is created by the banks so we will accept that the standards for OFX are met. The OFX has 3 main sections:

OFX Header does not contain any information that we need so we will ignore it.

<OFX> </OFX> tags contain the information we need and we test the tags within these tags to see if we can use the information.

The <BANKACCTFROM> and </BANKACCTFROM> tags allows us to extract the bank account information.

```
<BANKACCTFROM>
<BANKID>Download
<ACCTID>38-9002-0932304-00
<ACCTTYPE>SAVINGS
</BANKACCTFROM>

<BANKACCTFROM>
<BANKID>12
<BRANCHID>3029
<ACCTID>0276346-00
<ACCTTYPE>CHECKING
</BANKACCTFROM>
```

The <STMTTRN> and </STMTTRN> tags allows us to extract the transaction information.

```
<STMTTRN>
<TRNTYPE>DEBIT
<DTPOSTED>20130226
<TRNAMT>-3.09
<FITID>26Feb2013.1
<NAME>PAK N SAVE RO
<MEMO>POS W/D PAK N SAVE RO-12:39 ;
</STMTTRN>
<STMTTRN>
<TRNTYPE>CREDIT
<DTPOSTED>20130227
<TRNAMT>327.75
<FITID>27Feb2013.1
<NAME>Bill Payment DAMASCUS FRESH AK
<MEMO>Bill Payment DAMASCUS FRESH LTD ;Ref:    DAMASCUS FRESH LTD
</STMTTRN>
```

| | |
|---|---|
| <STMTTRN> | Tag to indicate start of transaction |
| <TRNTYPE> | DEBIT is a payment and CREDIT is a receipt |
| <DTPOSTED>20130226 | Date of the transaction |
| <TRNAMT>-3.09 | Amount in the local currency |
| <FITID>26Feb2013.1 | A unique transaction ID |
| <ACCTTYPE>SAVINGS | The bank account    type |
| <NAME>PAK N SAVE RO | 3rd Party Name |
| <MEMO>POS W/D PAK N | Transaction narration – usually a concatenation of Code, Particulars & Reference |
| </STMTTRN> | Tag to indicate end of transaction |

The G/L Link is extracted from the <MEMO> field if it exists.

# Appendix C – Common Features

## Print Setup
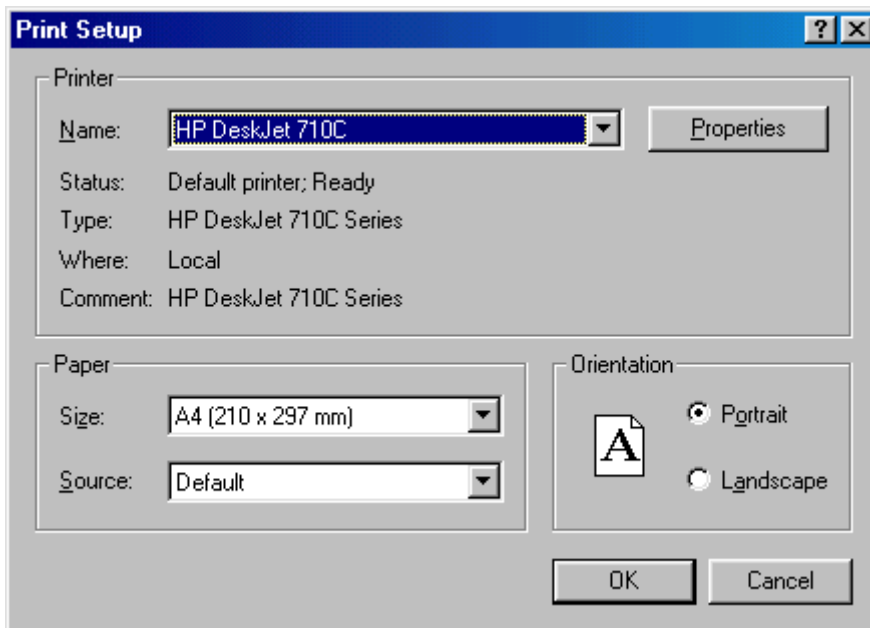


The first thing you would do is set up the printer details if you are printing over a network. Choose a printer that is set for A4 sheet feeder as all the reports in the application are set for this. In addition all reports are previewed before being sent to the printer. Go to Properties if you need to change the number of copies etc. You can choose which pages to print on the File Menu of the print preview. After choosing the page range click on the Print icon.

When printing reports you may want to print a particular page and not the whole report. You can do this by going to File (after printing to screen) and choosing "Pages to print" and then inputting the page range eg, 1-3, 3-3, 5-6 etc. Then click on the printer icon to output those pages only.

All reports can now be out put in 6 different formats as shown below. The report will preview first and then you need to click on the <Print> button to output the report to your preferred destination. The XML encoding is ISO-8859-1 and the format is "Tags". If you require another format email us at info@amblinsoftware.com
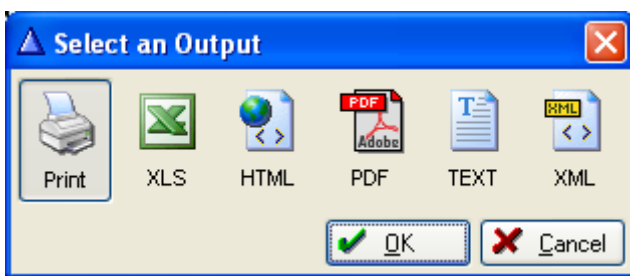
## Send To from Browse window

Wouldn't it be nice to be able to export a list/browse straight to Printer, a file (like Excel or Word) or Email it? The "Send To" button enables you to send your data exactly as it appears in the browse to Printer, or File (HTML, Excel, Word, CSV or PDF) or email it directly.
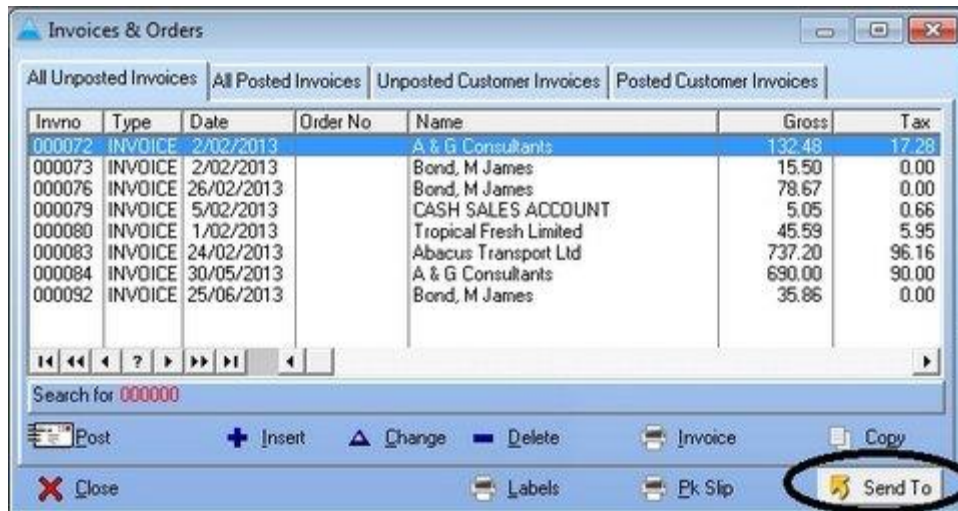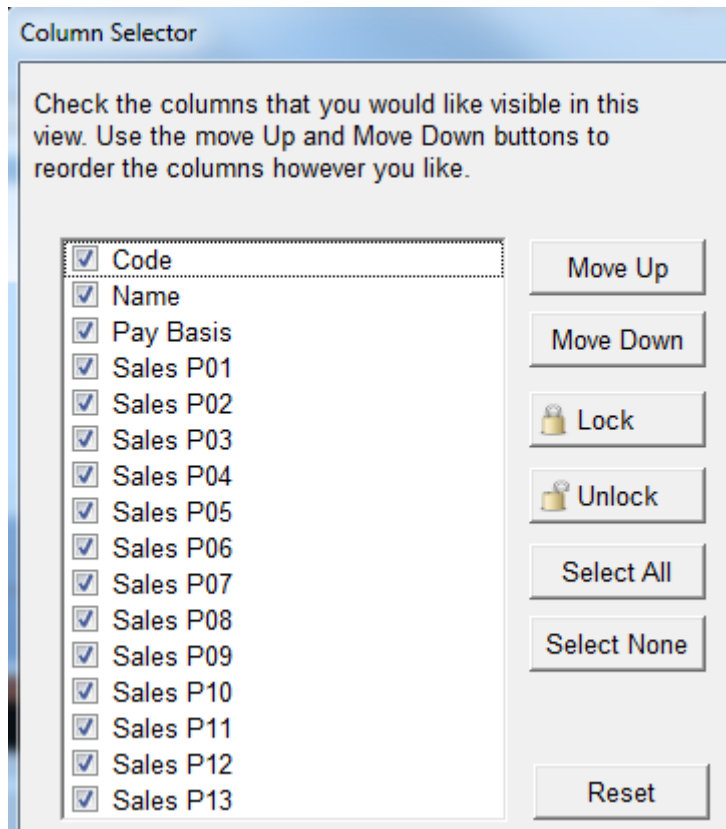


Choose what options and click on start to output contents of the browse to an output of your choice.
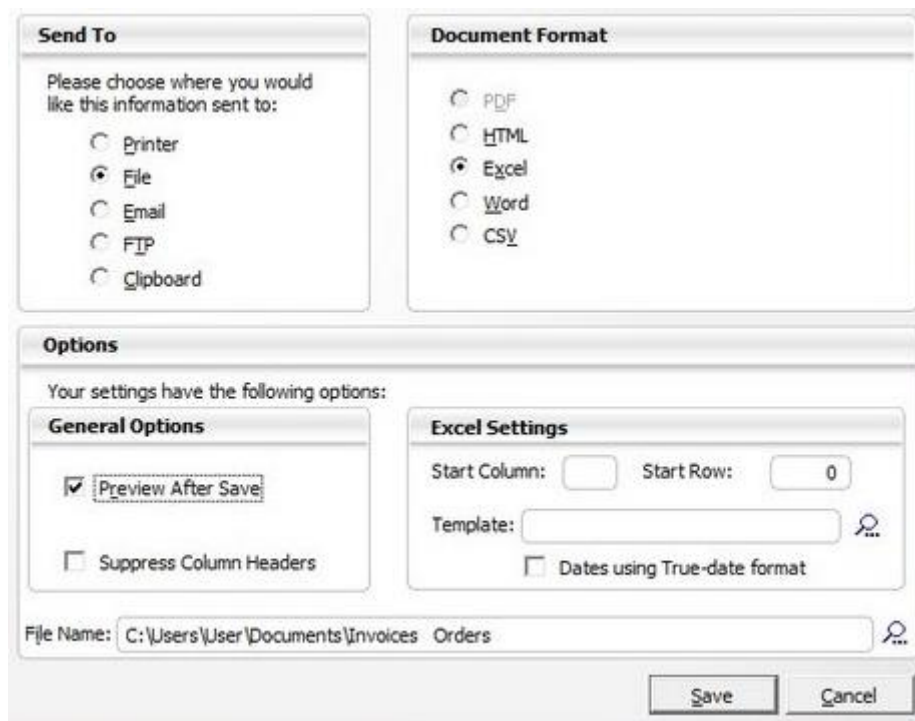
# Sorting and Hiding Columns

If you right click on a browse window you will get a column selector (like below) and you can choose which columns to display.
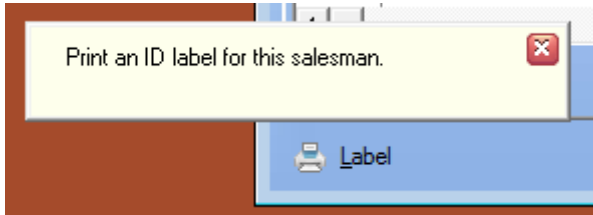


If you left click on a column header you can sort the browse by that column. Warning though if you choose a file with many records and the column is NOT indexed, it could take a while to sort. The sorting will be denoted by a [+] (ascending) or a [-] (descending).

## Context Sensitive Help

If you right click on a field or window you will get a popup window with help for that button/field.



## Technical Notes

Minimum hardware requirements for the Application to run well is a Sempron or Celeron processor with 1GB RAM.
Since the application is 32-bit you need Windows XP and above.

It is recommended to install the software on every user's machine and then point the "Data Path" to the server if required.
This does mean that when there is an update, you need to update the software on every machine that users the software.