

ABC ACCOUNTS

Guided Tour

A quick trip around the ABC Accounts software. See how it can help take care of paperwork and bookkeeping in your business.



Before you start

Install ABC6

Place the CD into your drive. Use MyComputer to browse to the CD drive and run the SETUP.EXE file. Normally you would choose Drive C to install onto.

The installation program will put ABC6 programs and data files into the folder \ABC6.

** ABC6 requires Windows XP, Vista, 7, 8 or 10.

100Mb free disk space. Screen resolution preferred 1280x1024.

More information

Our website www.abc6.co.uk also contains full specification of ABC, price lists, and background information.

User Forum

Read what other ABC Users have said, and see answers to their questions, by looking at the User Forum on our website. And read user reviews on Amazon.

Tech info

ABC6 is written in Visual Basic.

Data is stored in Access Database format compatible with MS Office.

Information can be output as text files, PDF, or HTML.

ABC Accounts is a full double-entry accounts system with Invoicing, online VAT Returns, Balance Sheet, Cashbook, etc, though we have tried to make it look more simple on screen.

Copyright

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Subject to Change

We are always working to improve ABC and the programs may be changed without notice (and the programs you see may be slightly different to the pictures in this booklet).

Most ideas for change come from users of the software. If you think something could be easier to use, or it would be nice if ABC could....., you'd tell us and maybe that would get implemented in a future update (ABC updates are released about every month, and there's an option in ABC to automatically update itself).

That's why we say "We didn't really design ABC -- you, the users, did".



Introduction

Passwords

When you start up ABC the Log-In Screen may ask for your password. As this is a trial version, you can leave the password blank and just press OK to continue (Passwords can help prevent others from viewing or playing with your accounts.)

Main Menu

The Main Menu is normally hidden. Click the big round button top left of ABC (or press ALT-M) to see this Menu. Click an item to select it (or you can use the cursor keys to move around, and press ENTER to select.). The Main Menu allows access to every part of ABC -- and you can have several parts open on screen at one time.

Operate ABC with the keyboard or the mouse.



Exit From ABC

Close all parts of the Accounts before you exit from ABC or switch off the computer.

Sample accounts data

The dummy data included with ABC allows you to immediately try out the accounts functions, print reports or enter a few transactions.

To get the best from this, you need to first reset the dummy files so all the dates refer to “now”. We’ve included a utility function that makes this easy:

Main Menu > Accounts Utilities > Rarely used functions > Reset dates in Demo Data

and set the New Month to the real date (eg: Apr 2018 = 2018-04).

You then must type the word CONTINUE, to ensure you are not doing this by mistake (as it will overwrite the Accounts data). This is typical of the way ABC protects you from accidentally deleting anything or entering invalid data. Experts can turn off some of these safeguards, but they are a safeguard for beginners.

Help system

The Help System consists of several sections -- a beginner’s Step-by-Step Guide, a Technical Reference Manual, and even lots of Hints & Tips. We have attached *bookmarks* to most parts of ABC, so when you request help the correct page should appear (context sensitive help).

Try the Help System by selecting HELP from the Main Menu and then choose How to operate ABC. This is a beginner’s guide.

Backup and Snapshots

At the ABC Main Menu click Backup. This allows you to Create or Restore Backups. Backups are copies of your Accounts that are stored on some other drive, eg a memory stick or a CD. Backups keep you safe against your computer being stolen or catching fire (as long as you don’t leave them next to the computer!)

ABC can also make quick Snapshots. A Snapshot is a complete copy of your accounts files at this moment. You can keep up to 10 SnapShots, and these are stored on the hard drive. Great for protecting against power cuts, or trying “*what if.*”. (though an even better way to experiment is get ABC to create a spare dummy set of accounts, copy in your data, and then play safely with that).

Here are some features of ABC that we think are most useful to a small business. Of course you can also roam at will through the menus and try out anything you are particularly interested in.

Sales Ledger

View some reports.

All reports can be previewed on screen, and you can scroll backwards and forwards, zoom in and out. This preview can be printed to paper, or exported as text file, HTML, or PDF. (eg. for emailing or to use in MS Office or other software). Your own company name and logo (small picture) would appear at the top of your reports.

The Sales Daybook shows off many features. This is a list of all the invoices you have produced. The default is to show the Current Month, but you can also choose a range of days, or even a whole year or two.

Main Menu > Sales Ledger > Daybook

The Data Check at the end of the report shows a big red cross if any problem is found (ABC checks Sales Ledger against Nominal Analysis to see that everything balances).



Customer Statements are very neat. The Options Page allows you to configure Statement printing to suit your own requirements, and you can even add one of various messages for the customer (and make it stand out by adding a border around it). See the Message tab and Border tab.

Main Menu > Sales Ledger > Statements



Find and View/Edit Customer Records.

Look through your Customer Records.

Main Menu > Sales Ledger > Customers and Sales Entries

ABC has a Record Card for each customer, to store their Name, Address, etc. You can click on a customer in the list at the left to see their Record. Or enter something in the Find box to filter the list to show just a matching group of customers. You could also enter an Invoice Number to find the customer belonging to that invoice. Tick a box if you only want to see customers who owe you money.

Customers 4 |

Address **Notes** **Options** **Charts**

5 **Yellow Building Maintenance Ltd**
Key: YELLOW

Company: Yellow Building Maintenance Ltd Contact: John Seb Balance: 224.00
Address: Timber Yard Phone: 0333-732167 Year to Date: 0
North Street Fax: 0333-732881 Credit Limit: 0
Fallingdon Mobile: 0907-654321 Last Year: 0
Hertfordshire
Postcode: HF5 1KL EC, UK Note 1: Do not buy drainpipes here
Email: Note 2:
Website:
 History Outstanding

Date	Type	Folio	Amount	Outst	Notes	Gen Ref	Paid Ref	VAT	Month
10 Jun 11	Invoice	SL012077	28.20	28.20				4.20	201106
12 May 11	Money Recd	CB009070	-50.00		0 Part Paym...				0 201105
13 Apr 11	Invoice	SL012062	105.75	105.75	Purch Order...			10.75	201104
23 Dec 10	Invoice	SL001950	117.50	57.00	Or No 55J			17.50	201012
11 Nov 10	Invoice	SL012086	43.85	43.85				8.53	201011
25 Jun 08	Invoice	SL011659	271.42		0 Furn Dept			40.42	200806
26 Jun 08	Money Recd	CB008750	-271.42	0		000438			0 200806

Below their address you'll see a list of an unpaid items for that customer. Click the History box to show everything you have ever sold, and money received.

Right click on an invoice to view or reprint it. Click on a column Title to sort the grid in order of that column (eg by Amount). Click it again to sort in reverse order.

If this customer has any overdue or outstanding items, you'll see a small red indicator on their Record Card to alert you. The customer Options tab page shows the variety of ways you can configure ABC to suit your type of business.

On the Notes Page, there is a Memo Field that can hold large amounts of text. On the ribbon bar (across the top of the ABC window) there are buttons to Edit, Add new customers, etc. Buttons allow you to quickly print an envelope or address label for the customer (eg. maybe onto a

label printer), or mail-merge their address into a letter, beside the usual accounts features of printing a quick statement or history. The Charts tab can compare this customer with others in various ways.

Invoice:

Click the Invoice button to create an invoice.

The Invoice Options tab allows you to choose different Invoice tops. You can also add a choice of border around an optional message or special note you want to print on the bottom of the invoice. And of course you'd change the little picture at the top of the invoice to be your own company logo (it's easy to create a logo, or we can do this sort of thing for you). The invoice design can be customised.

ProForma Invoice
Invoice Number: PF000550
Date/Fax Print: 9 Jun 2007

Green Brothers Ltd
40 Cullin Road
Garden City
Hertfordshire
OAE 1EU

My Company Name:
39 Cur Street
Hertford
Herts SG1
Tel: 0123-456789
Fax: 0123-987654

Account No	Delivery	Trk Ref	Our Ref	Trans Type	Trk
1					

Analysis	Description	Qty	Unit Price	Amount	VAT Code
1:11 CHAIRS	Chair Mfg <small>The chairs are subject to stock. We expect delivery within 7 days. There should be no problems and contact me immediately. Register for the invoice.</small>	1	349	349.00	1

Unit Code	Unit Price	Unit Qty	Unit Amount	VAT	Total
1	349.00	1	349.00	66.21	415.21

Sub Total: 349.00
VAT: 66.21
Total: 415.21

Please contact Frank on 023-45678 to arrange a suitable time for delivery.

Deliver To:
Green Brothers Ltd
40 Cullin Road
Garden City
Hertfordshire
OAE 1EU

Vat Reg No: 123 456 789

You can have several different Delivery Addresses for a customer if required (click the button in the delivery address area to try this feature).

On the Invoice Body you can cursor Up/Down to the line you want, then press ENTER to edit (or use the mouse and double click on a line). It is best to work along the line from left to right, and then ABC's clever auto-calculation features can help speed up entry.

You can leave the Stock item blank, or enter a Stock Code (or click the button to choose from the Stock File -- or even add some new stock items at this point if you wish). If you select a Stock item, ABC can fill in the rest of the line for you (description, unit price, VAT Code, etc). Even if you don't need a full stock (inventory) system, you can add lines of text to the stock file, and then use these in invoices by just typing the code. For example, try entering an invoice line with CARR in the Stock column -- ABC should fill in the line with details of standard Carriage costs.

Right-click on a line for options like insert, cut, copy, paste a line.

Invoice lines can be used for text only (just leave Heading and Amount blank). If you need several lines of description, drag down a line at the left hand edge of the screen to create more space. You can have several part-finished invoices for each customer if you wish, and can print these as ProForma Invoices, and add lines to them or edit or delete at any time.

(On the Invoice Options tab you can also print these out as WorkSheets or Estimates or Delivery Notes). These are stored in a different file (WorkInProgress File) and do not affect the Accounts at this stage. When you finalise one of these invoices it is transferred to the Accounts and cannot be changed again (though it can be reprinted).

Receive money

Pretend a customer has paid you for an invoice.

[Click Receive Money](#)

Enter the amount, and details of the money. ABC allows for discounts.

After entering the money, move to the Allocate tab. A list of unallocated items (ie. items not yet marked as “paid”) is shown, including the money you just entered. This is where you can allocate the money against one or more invoices -- or part-pay some items. Instead of allocating it immediately, you could come back another time to do this.

Purchase Ledger

This is for suppliers and purchases, and is so similar in operation to the Sales Ledger that we don't need to guide you through it.

CashBook

The Sales and Purchase Ledgers are for “credit” items. But anything that is paid for immediately is regarded as a “cash” item and entered into the CashBook.

[Main Menu > CashBook > Cash Payments](#)

Cursor to a line and Press ENTER (or double-click on a line) to begin entering each transaction. The HDG (ie. Heading) column is where you analyse what this item was for -- eg. rent, wages, office stationery, car expenses, etc).

ABC generates a folio number (eg CB009722) for each entry -- it is a good idea to write



this onto the bit of paper (eg receipt) you are entering. It makes it easy to trace things back from the audit trail reports (you may not care about this, but your accountant will love it).

If you enter the amount and a VAT Code, then ABC can calculate the VAT amount for you (just press F8 or click the button). A great time saver when entering things like petrol receipts.

Depending on the Method you select, a corresponding range of suitable Bank/Cash Headings will be shown. These include PayPal, debit/credit cards, bank transfers, etc, as well as several bank accounts.

As you enter transactions, the totals at the bottom are automatically updated. Instead of immediately finalising this batch of entries when you finish, you could Store them -- this would allow you (or another person) to come back later to review, edit, add more lines, and then finalise them.

You can at any time review the previous batch of entries. And of course you can print lists of everything you've entered -- we suggest filing these with the receipts to form a petty cash book.

Nominal Ledger

Operation of the Nominal Ledger (General Ledger) is similar to the Sales Ledger. There is a record card for each Nominal Account (or "analysis Heading" as ABC calls it), and these would include Sales, Purchases, Telephone, Rent, Accountant Fees, Banks, etc. Although ABC comes supplied with several sets of example Analysis Headings, you can edit these and add more to suit your own business. This is why ABC is flexible enough to handle just about any type of small business.

To get an overview of the Headings (Nominal Ledger Accounts) we'd suggest printing the List Of Headings:

[Main Menu](#) > [Nominal Ledger](#) > [List of Nominal Accounts](#)

If you are discussing computer accounts with your accountant, this is a good report to show them. They could explain what changes to this list might better suit your business -- then you can simply edit the Nominal Ledger in ABC to your requirements.

The Nominal Ledger allows you to enter Opening Balances, Direct Entries (Journals, Wages Payments, etc), and there are functions for Bank Reconciliation. ABC can print Balance Sheets and Trading (Profit/Loss) Reports, as well as full Audit Trails.

Print VAT Reports

Both normal VAT and Cash-VAT Accounting reports are available.

[Nominal Ledger > VAT Return](#)

ABC does also allow you to specify that you are not VAT registered, if that is the case. And ABC is approved for sending VAT Returns online to HMRC.

To verify the figures on the VAT Return there is a full VAT Audit report,



Month End

ABC works to calendar months (like real life). At the end of each month run the Month End function.

[Main Menu > Accounts Utilities > Month/Year End](#)

Users often wait a few days into the new month to allow for later purchase invoices to arrive. ABC allows you to continue invoicing etc with next month's date on, so you are not held up. The Month End can be customised (see the Print tab) to automatically print the reports you require. These days many people do not print reports on paper since ABC can go back and reprint reports at any time; and you could also store the reports on disk as PDF files and only print on paper if required.

Multiple Companies

You can Create/View/Delete other companies (ie separate Account Files) in ABC. Up to 26 sets of accounts can be created.

[Main Menu > Accounts Utilities > Rarely Used Functions > Other Companies](#)

To switch between companies, Log-Off. When you Log-in again you can select any company. Each company has its own passwords and SnapShots.

Typing

ABC Typing is a simple wordprocessor for editing text. You can use different fonts, sizes, colours, etc, and the files you create are compatible with MS Office. It has a built-in Spell Checker. This Typing Function is available throughout ABC, wherever you need to edit text.

Main Menu > Typing > File > Open

and select one of the example text files we've included. Try out the MailMerge features by opening the file "Sample MailMerge 1". (You may need to select Options > Allow MailMerge). The merge Fields are shown in the text, eg <Cust Name>, and these are replaced with the real data when you print the letter. To see this, click the 4. PREVIEW tab and then try Next (>) and Previous (<)

-- the customer name/address details should change on screen. Close the Preview to get back to the edit screen

Spreadsheet

ABC has a powerful Spreadsheet that includes some special formulae linked to the Nominal Ledger (Headings) in ABC Accounts.

Main Menu > Spreadsheet > File > Open

select one of the example files we've included.

The CashFlow example uses formulae that pull figures from the Nominal Ledger (Headings) file. The Help screen explains all the formulae and functions you can use.

The Spreadsheet can import your customers or suppliers or stock items. It can also export as text files (CSV) which can be used by most other software including MS Office.

Filing

ABC Filing is a simple database editor that allows you to do many things that a conventional accounts system cannot. You can view the raw data files (and if we give you the password, you could edit anything: powerful but use with care). FILING also lets you create and edit your own data files, for example to store Club Membership Details, DVD collections, Contracts, Jobs. These are all compatible with MS Office.

The Report Designer allows you to produce your own additional reports, and the Label Printer can produce address labels for all your customers or suppliers, or any other purpose.

Final notes

We've guided you through just a few of the facilities of ABC. Carry on testing. If you have any questions or comments, please ask us.

Visit our website www.abc6.co.uk to read more about ABC, check the technical specification and details of additional modules like Payroll.

View the User Forum (via our website) where ABC Users ask questions and make suggestions. Visit Amazon (there's a link on our website) to read user reviews of ABC. And of course you can purchase a copy of ABC (complete with full colour printed 150 page User Manual) on 30 day Sale or Return at no risk.

Do you have an old version of ABC ?

There is an option to import ABC5 data into ABC6 so you can test it with a copy of your real accounts. This will not affect your existing ABC5 Accounts programs and data, and is safe to use at any time.

[Main Menu](#) > [Accounts Utilities](#) > [Rarely Used....](#) > [Import ABC5](#)

If ABC5 is located on another hard disk you can *browse* to find it. If you have several companies set up in ABC5, create matching companies in ABC6 and go into each company in turn to import from ABC5.

Do you have another Accounts program ?

We can help you with importing data from SAGE, QuickBooks, etc into ABC if required.



ABC Software

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