

ABC6 guided tour



A quick trip around the ABC6 Accounts software. See it take care of the paperwork.

Introduction

Operation of ABC6

The Main Menu allows access to every part of ABC6 -- and you can have several parts open on screen at one time.

Operate ABC6 with keyboard or the mouse. Often it is faster to press keys but clicking the mouse is sometimes more intuitive.

(Some useful keys: F1 -- Help, TAB or CSR -- move between Fields, PageUp/Down to move between Pages, ESC -- cancel).

Sample accounts data

The dummy data included with ABC6 allows you to immediately try out the accounts functions, print reports or enter a few transactions.

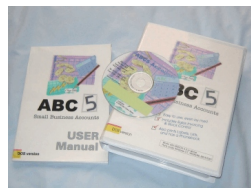
To get the best from this, you need to first reset the dummy data so all the dates refer to "now". We've included a utility function that makes this easy:

Main Menu > General Utilities > Reset Demo Data /Dates

> and set the current month to the real date (eg: May 2008 = 2008-05).

Do you have ABC5 ?

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.



Accounts Utilities > Dangerous... > 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.

Text files (TYPING and NOTEPADS), CalcSheets, and your own Filing files are not immediately imported into ABC6, but can be loaded as you need them.

Before you start

Install ABC6

Place the CD into your drive. From Windows Desktop open MyComputer and find the CD drive. Run the SETUP file on the CD. The installation program will put ABC6 programs and data files into the folder \ABC6.

** ABC6 requires Windows 98, 2000, ME, XP, or Vista.
100Mb free disk space. Screen resolution at least 800x600.

Subject to Change

We are always working to improve ABC and the programs may be changed without notice.

User Forum

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

More information

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

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.

Copyright

The ABC software and documentation are (c) 2008 ABC Direct Sales. Chris Hicks designed ABC in 1984 and continues to run the company.

Guided Tour



Follow these notes and see many of the features of ABC6 that we think are particularly interesting. Of course you can also roam at will through the menus and options.

Passwords

When you start up ABC6 the Log-In Screen may ask for your password. We have turned Off the Password system so you can enter anything and still be accepted.

Main Menu

You can use cursor keys or mouse to move around. To select an item, press Enter, double click, or use the +/- keys to expand/contract parts of the Menu. You can customise the Menu appearance (see Options).



Exit From ABC

At the Main Menu screen, **File > Exit**.

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. An Index and a Contents Page will assist you in finding the right page.

We have attached "bookmarks" to most parts of ABC6, so when you request help the computer can open the correct page (context sensitive help).

Try the Help System by selecting HELP from the Main Menu screen (menu at top of the screen) and then choose **How to operate ABC**. This is a beginner's guide to using ABC6.

Snapshots

At the ABC Main Menu **File > Snapshot** allows you to Create or Restore Snapshots. (A SnapShot is an instant complete copy of your accounts files at this moment.) You can keep up to 10 SnapShots. Great for protecting against power cuts, or trying "*what if*..".

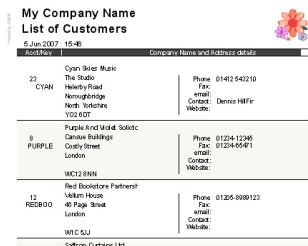
Sales Ledger

View some reports.

All reports can be previewed on screen, and you can scroll backwards and forwards, zoom in and out. This preview can then 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.

Accounts > Sales Ledger > Print SL Reports > Sales Daybook



My Company Name
List of Customers


6 Jun 2007 16:48

Company Name and Address details

23 CYAH	Cyan Spice Music The Studio Hainley Road Nunehill North Foreland VT2 5JT	Phone: 01402 640210 Fax: Email: Contact: Denise HMF Website:
8 PURPLE	Purple And More! Solids Carnegie Buildings Cushy Street London MC12 8NN	Phone: 01224 12346 Fax: 01224 95471 Email: Contact: Website:
12 REDBOO	Red Bookstore Partners Marsden House 42 Page Street London MC1 5UJ	Phone: 01225 6939123 Fax: Email: Contact: Website:
	Softon Curtains Ltd	

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 Page and Border Page.

Sales Ledger > Print SL Reports > Statements



Statement

Account 8
Statement Date: 1 Jun 2007
Page 1

Public And More Solids Carnegie Buildings Cushy Street London MC12 8NN	My Company Name 17 Page Street London MC1 5UJ Tel: 01225 6939123 Fax: 01224 95471
--	---

Date	Item	Part No.	Description	Part No.	Amount	Outstanding
16 May 07	Invoice	1000009	7 x 1000 800		47.00	47.00
16 May 07	Invoice	1000000			47.00	47.00
16 May 07	Invoice	1000010	1000 800		47.00	47.00
				TOTAL	£ 141.00	

Over 0 23456 23456 12345 67890 0 Total Due 141.00 0

Special Offers & Vouchers available to view over range of products. For the full details visit [www.cmy.com](#)

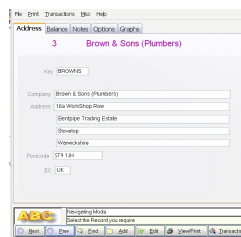
Find and View/Edit Customer Records.

Look through your Customer Records.

Accounts > Sales Ledger > Customer Records

ABC6 has a Record for each customer, to store their Name, Address, etc. Use Next/Prev to step through the Records, or use Find to instantly select a customer (or group of customers). There are some powerful functions available in Find, for example to locate a customer from an Invoice Number, or a telephone number, or any portion of their name or address, but we won't try explaining all that now. You can try **Find > Options > View List** if you prefer selecting from a scrolling list.

On the Balance Page, you can choose between Outstanding items (unpaid) or their complete History. Right click on an invoice to view or reprint it.



File Edit View Windows Help

Address Balance/Notes/Options/Reports

3 Brown & Sons (Plumbers)

Key: BROWNS

Company: Brown & Sons (Plumbers)

Address: 15a Woodtop Row
Gerrage Trunking Estate
Worcestershire
Worcestershire

Postcode: DT1 1 1A

EO UK

Company Name
Search for Record/Invoice Number

Find Next Previous Previous/Next
Home Back Forward End Print Refresh Database

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 Page shows the variety of ways you can configure ABC to suit your type of business, including shop sales, factory, plumber/builder, mailorder, etc.

On the Notes Page, there is a Memo Field that can hold large amounts of text.

The View/Print button allows you to print an address label for the customer onto a line printer (eg. dot-matrix or label printer), an envelope, or mail-merge their address into a letter, beside the usual accounts features of printing a quick statement or history.

You can try creating an invoice. **Customer Record > Transaction**

INVOICE:

The Options Page allows you to choose different Invoice “tops”. You can also add a choice of border around a message or special note you want to print on the bottom of the invoice. Change the little picture at the top of the invoice to be your own company logo (it's easy to create a logo, but if you prefer we can do this sort of thing for you).

You can have different Delivery Addresses for a customer (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 ABC6'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, ABC6 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 -- ABC6 should fill in the line with details of standard Carriage costs.

Invoice lines can be used for text only (just leave Heading and Amount blank), and allow several lines of description (drag down a line at the left hand edge of the screen to make them deeper).

ProForma Invoice
Invoice Number: FF000003
Date/Tax Point: 5 Jun 2007

My Company Name
30 Our Street
Hertfordshire
ABC6 C
Tel: 0123-456789
Fax: 0123-456709

Green Brothers Ltd
50 Chalfont Way
Garden City
Hertfordshire
GAE 1BJ

Account No	Delivery	Your Ref	Our Ref	Trans Type
1				

Quantity	Description	Qty	Unit Price
12	Green Chairs, Malaysia <small>The items are subject to stock. We cannot deliver within 7 days. If there is a stock shortage we will contact you immediately. Apologies for the inconvenience.</small>	12	34.10

VAT Code	Net Amount	VAT Rate	VAT Amount	EA OE	TOTAL
	209.77	17.90%	17.90		

Please contact Frank on 0123 45678 to arrange a suitable time for delivery.

Deliver To:
Green Warehouse
Unit 11, Garden City Estate
Garden City
Hertfordshire

Tel/Fax No: 0123 45670

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. 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 (Note: if you receive money from cash sales -- for example your shop till -- go to the CashBook section to enter it).

Customer Record > Transaction > Receive Money

Enter the amount, and details of the money. Try clicking the Allow Discount box. This has great flexibility for entry of discount.

After entering the money, move to Page 2: Allocate. A list of unallocated (ie. not marked as "paid") items 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 takes care of your suppliers, but is so similar in operation to the Sales Ledger that we are not going to guide you through it.

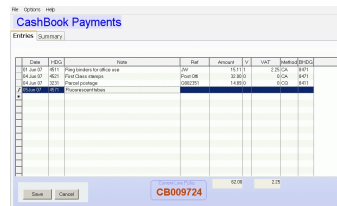
CashBook

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.

Accounts > CashBook > Enter 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).

ABC6 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 it will save your accountant lots of time).



If you enter the amount and a VAT Code, then ABC6 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 (but not edit). 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 ABC6 calls it), and these would include Sales, Purchases, Telephone, Rent, Accountant Fees, Banks, etc. Although ABC6 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:

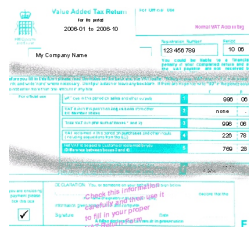
Nominal Ledger > Print NL Reports > List Headings

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 ABC6.

Print VAT Reports

Both normal VAT and Cash-VAT Accounting reports are available. **Nominal Ledger > VAT Reporting**

ABC6 does also allow you to specify that you are not VAT registered, if that is the case.



Multiple Companies

You can Create/View/Delete other companies (ie separate Account Files) in ABC6. **Main Menu > Accounts Utilities**

> Dangerous Function > 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 "rich text" files (ie. text containing different Fonts, Colours, Sizes, Pictures, tab settings, etc). MS Word and many other programs also use this format. It has a built-in Spell Checker. This Typing Function is available throughout ABC6, wherever you need to edit text.

From **Typing > File > Open** and select an example text file. You can also open standard text files(*.txt) which includes any documents from older versions of ABC.

Try out the MailMerge features by opening the file "MailMerge Sample 1". Note the way the merge Fields are shown in the text, eg **<Cust Name>**. Click PREVIEW and then Next (>) and Previous (<) -- the customer name/address details should change on screen. Close Preview to edit.

SpreadSheet

ABC6 has a powerful SpreadSheet that includes some special formulae linked to the Nominal Ledger (Headings) in ABC Accounts.

You can import old CalcSheets from ABC5, and export files to MS Excel.

From **SpreadSheet > File > Open** select an example file.

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.

Filing

The Report Designer allows you to produce reports, and the Label Printer produces address labels for all your customers or suppliers. You can create your own data files to store Membership Details, DVD collections, etc.

Final notes

We've guided you through just a few of the facilities of ABC6. Carry on testing. If you have any questions or comments, please email us.



ABC DIRECT SALES

PO Box 203, Sale, Cheshire, M33 4XG

Tel: 0161-282 1270

email: sales@abc6.co.uk

website: www.abc6.co.uk