

Advanced Business Manager Pty Ltd

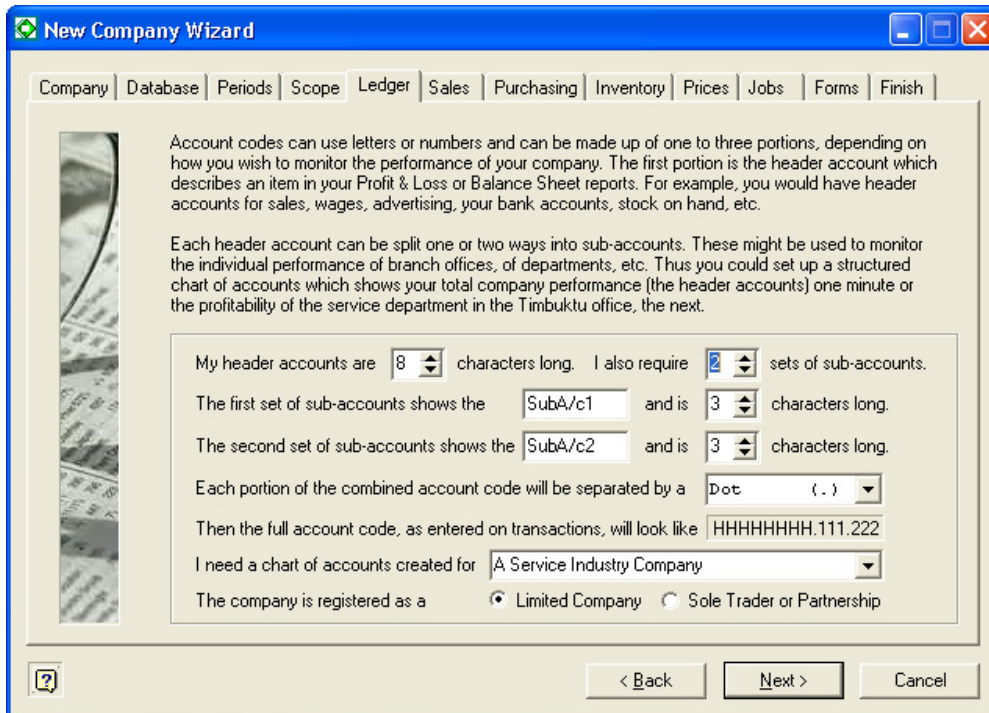


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Support Bulletin # 8 Set up of Accounts & Sub Accounts

ABM can have two levels of sub accounts in the ledger. This is set up when creating the company database or during conversion. Once this has been set up it cannot be changed. Reports may be run for all accounts or a particular sub account where appropriate.



Names can be given to the sub account groups. Again this is set up when creating the company or during conversion and cannot be altered later. As an example, in the Evaluation Company the sub accounts have been labelled Branch & Activity.

Sub accounts are set up under the accounts menu. Select the sub account group on the outlook bar immediately under Accounts.

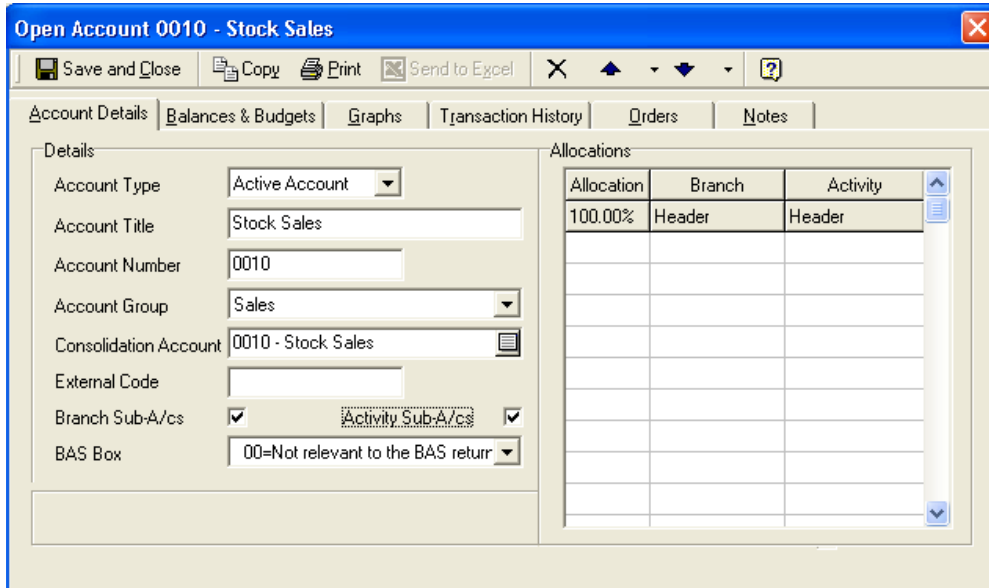
A ledger account must have sub accounts activated before they can be used. This is a tick box on the Account Detail screen

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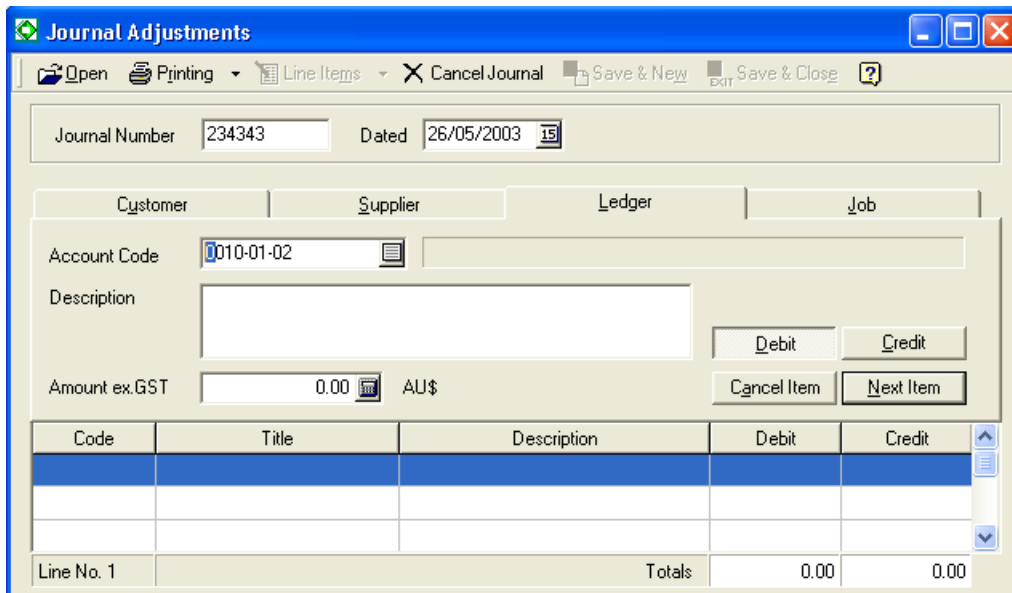


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Once a ledger account has had sub accounts activated, all sub accounts are immediately available for use with that account. There is no further set up required, when entering a transaction to a ledger account just key in (or search for) the sub account number required.



The Lbalances table does not create an entry for every sub account – only those that are actually used.

To view the sub account balances go to the Balances & Budgets tab in the Ledger Enquiry. The 'down the grid' selection defaults to summary, however an option is available to see sub account1, sub account2 or both combined.

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Open Account 0010 - Stock Sales

Save and Close Copy Print Send to Excel

Account Details Balances & Budgets Graphs Transaction History Orders Notes

Down the Grid show: Branch/Activity Across the Grid show: Periods Within the grid show: Movement for the period

Movement for the period	May	April	March	February	January	Dece
00/00 - Header/Header	1000.00	13892.23	0.00	65302.13	12182.53	
00/01 - Header/Hardware	0.00	0.00	0.00	0.00	0.00	
00/02 - Header/Software	0.00	0.00	0.00	0.00	0.00	
00/03 - Header/Services	0.00	0.00	0.00	0.00	0.00	
00/04 - Header/Sales	0.00	0.00	0.00	0.00	0.00	
01/00 - Manchester/Header	0.00	0.00	0.00	0.00	0.00	
01/01 - Manchester/Hardware	0.00	0.00	0.00	0.00	0.00	
01/02 - Manchester/Software	0.00	0.00	0.00	0.00	0.00	
01/03 - Manchester/Services	0.00	0.00	0.00	0.00	0.00	
01/04 - Manchester/Sales	0.00	0.00	0.00	0.00	0.00	

Double click on a cell to see the underlying transactions for that period. All amounts are credits unless shown as negative

Another option for using sub accounts is to set up fixed percentages. In the details tab of the ledger account, enter a percentage in the allocation column along with the sub account that it relates to.

Open Account 0010 - Stock Sales

Save and Close Copy Print Send to Excel

Account Details Balances & Budgets Graphs Transaction History Orders Notes

Details

Account Type: Active Account
 Account Title: Stock Sales
 Account Number: 0010
 Account Group: Sales
 Consolidation Account: 0010 - Stock Sales
 External Code:
 Branch Sub-A/cs: Activity Sub-A/cs:
 BAS Box: 00=Not relevant to the BAS return

Allocations

Allocation	Branch	Activity
50.00%	Header	Header
10.00%	Manchester	Hardware
5.00%	Manchester	Software
10.00%	Dublin	Hardware
5.00%	Dublin	Software
20.00%	Sydney	Services

Next time a transaction is posted to the 'header' account (just the ledger account without any sub accounts) the transaction will automatically be allocated to the sub accounts according to the percentages set up. Only transactions posted to the header account will be allocated in this way. Transactions may still be posted solely to a particular sub account just by selecting the sub account at the time of posting.

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Consolidation Account

Consolidation is a separate function from sub accounts. A consolidation account number field can be found on the Ledger account details tab.

The screenshot shows a software window titled "Open Account 0335 - Light and Heat". The window has a menu bar with "Save and Close", "Copy", "Print", "Send to Excel", and a help icon. Below the menu bar are tabs for "Account Details", "Balances & Budgets", "Graphs", "Transaction History", "Orders", and "Notes". The "Account Details" tab is active, showing a "Details" section with the following fields: "Account Type" (Active Account), "Account Title" (Light and Heat), "Account Number" (0335), "Account Group" (Administration Expenses), "Consolidation Account" (0361 - Office Expenses), "External Code" (empty), "Branch Sub-A/cs" (checkbox), "Activity Sub-A/cs" (checkbox), and "BAS Box" (00=Not relevant to the BAS return). To the right of these fields is an "Allocations" section which is currently empty and contains the text: "Automatic allocations to sub-accounts are not possible because there are no sub-accounts in use."

If a ledger account has a consolidation code entered, the value of this account will be included in the consolidated account when running the Profit & Loss. A detailed Profit & Loss report is also available with will still show all accounts separately.

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LEDGER CONTROL ACCOUNTS

There are a number of accounts required by the system. These are -

Account No.	Account Title	Account Group
0010	Stock Sales	Sales
0020	Job Revenue	Sales
0090	Discounts Received	Sales
0091	Discounts Given	Sales
0100	Opening Stock	Cost of Sales
0105	Opening Work in Progress	Cost of Sales
0120	Stock Transfers	Cost of Sales
0125	Job Transfers	Cost of Sales
0130	Stock Purchases	Cost of Sales
0140	Job Purchases	Cost of Sales
0170	Unrealised Foreign Exchange Gains	Cost of Sales
0171	Unrealised Foreign Exchange Losses	Cost of sales
0180	Realised Foreign Exchange Gains	Cost of Sales
0181	Realised Foreign Exchange Losses	Cost of Sales
0190	Closing Stock	Cost of Sales
0195	Closing Work in Progress	Cost of Sales
0350	Labour Clearing Account	Administration Expenses
0500	Bank Account	Local Currency Bank Account
0510	Trade Debtors	Debtors
0515	Debtor Retentions	Debtors
0520	GST Deductible	Debtors
0530	Stock on Hand	Stock on Hand
0535	Stock Deliveries not invoiced	Stock on Hand
0540	Work in Progress	Stock on Hand
0545	Job Deliveries not Invoiced	Stock on Hand
0600	Trade Creditors	Other Current Liabilities
0605	Creditor Retentions	Other Current Liabilities
0610	GST Payable	Other Current Liabilities
0640	Tax Withheld by Voluntary Agreement	Other Current Liabilities
0641	Tax Withheld due to no ABN	Other Current Liabilities
0890	Retained Profits Brought Forward	Capital

There are 5 standard Charts of Accounts available when creating a new ABM Company, as well as an option to determine if the chart is for a Limited Company or Sole Trader/Partnership.

The 5 options are –

- A Service Industry Company
- A Distribution Company
- A Retail Organisation
- A Manufacturing Industry
- Control Accounts Only

Refer to pages 9 & 10 of the ABM Tutorial for more information on Creating a new Company

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Customer Group – Refer page 23 of the ABM Tutorial

Details	
GroupTitle	All Customers
Accounting Method	Open Item
Price Scale	Price 1
Usual Trading Terms	Monthly
Usual Prompt Payment Discount	0.00 %

Ledger Control Accounts		
Balance Sheet Debtors Account	0510.00.00	Trade Debtors
GST Payable Account	0610.00.00	GST Payable
P & L Discounts Given Account	0091.00.00	Discounts Given
Retentions Receivable Account	0515.00.00	Debtor Retentions

Supplier Group – Refer page 30 of the ABM Tutorial

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The screenshot shows a dialog box titled "Open All Suppliers Supplier Group". It has a standard Windows-style toolbar with "Save and Close", "Copy", "Print", and other icons. The "Details" section contains the following fields:

- GroupTitle: All Suppliers
- Accounting Method: Open Item
- Usual Trading Terms: Monthly
- Usual Prompt Payment Discount: 0.00 %

The "Ledger Control Accounts" section contains a table of account mappings:

Account Name	Account Number	Account Name
Balance Sheet Creditors Account	0600.00.00	Trade Creditors
GST Deductable Account	0520.00.00	GST Deductable
P & L Discounts Taken Account	0090.00.00	Discounts Received
Retentions Payable Account	0605.00.00	Creditor Retentions
Tax Withheld Account	0640.00.00	Tax Withheld by Voluntary Agreement
Withholdings due to no ABN	0641.00.00	Tax Withheld due to no ABN

Products

Products may be set up either by Product Group or by Product Location. This is determined in the Company Options. Refer to pages 33 & 34 of the ABM Tutorial

Product Groups

The screenshot shows a dialog box titled "Open All Products Product Group". It has a standard Windows-style toolbar with "Save and Close", "Copy", "Print", and other icons. The "Details" section contains the following fields:

- GroupTitle: All Products
- Stock Controlled Products:
- Serial Number Tracking: No serial numbers needed in this group
- Product Picture Folder: (empty)

The "Ledger Control Accounts" section contains a table of account mappings:

Account Name	Account Number	Account Name
Sales Control Account	0010.00.00	Stock Sales
Purchase Control Account	0130.00.00	Stock Purchases
P & L Closing Stock Account	0190.00.00	Closing Stock
Balance Sheet Stock on Hand	0530.00.00	Stock on Hand
Transfers Control Account	0120.00.00	Stock Transfers
Stock not yet Invoiced	0535.00.00	Stock Deliveres not invoiced

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Product Location

The screenshot shows a software window titled "Open Main Location Product Location". It features a menu bar with "Save and Close", "Copy", "Print", and navigation arrows. The "Details" section contains a text field for "Location Name" with the value "Main Location". Below this is a "Ledger Control Accounts" section with a table of account mappings:

Control Account	Account Number	Description
Sales Control Account	0010.00.00	Stock Sales
Purchase Control Account	0130.00.00	Stock Purchases
P & L Closing Stock Account	0190.00.00	Closing Stock
Balance Sheet Stock on Hand	0530.00.00	Stock on Hand
Transfers Control Account	0120.00.00	Stock Transfers
Stock not yet Invoiced	0535.00.00	Stock Deliveres not invoiced

Jobs

Jobs may be set up either by Job Group or by Job Cost Centre. This is determined in the Company Options. Refer to pages 39 & 40 of the ABM Tutorial

Job Group

The screenshot shows a software window titled "Open All Jobs Job Group". It features a menu bar with "Save and Close", "Copy", "Print", and navigation arrows. The "Details" section contains a text field for "Job Group Title" with the value "All Jobs". To the right is a "Usual Mark up on Cost to Charge" section with a table of percentages:

Category	Percentage
Labour	0.00 %
Materials	0.00 %
Purchases	0.00 %
Sub Contractors	0.00 %
Equipment Used	0.00 %

Below this is a "Ledger Control Accounts" section with a table of account mappings:

Control Account	Account Number	Description
Sales Revenue Control Account	0020.00.00	Job Revenue
Purchase Control Account	0140.00.00	Job Purchases
P & L Closing WIP Account	0195.00.00	Closing Work in Progress
Balance Sheet Work in Progress	0540.00.00	Work in Progress
Transfers Control Account	0545.00.00	Job Deliveries not Invoiced
Purchases not yet Invoiced		Not found

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Job Cost Centre

Open All Work Cost Centre

Save and Close Copy Print X [Up Arrow] [Down Arrow] [Help]

Details

Job Cost Centre Title: All Work

Ledger Control Accounts

Sales Revenue Control Account	0020.00.00	Job Revenue
Purchase Control Account	0140.00.00	Job Purchases
P & L Closing WIP Account	0195.00.00	Closing Work in Progress
Balance Sheet Work in Progress	0540.00.00	Work in Progress
Transfers Control Account	0545.00.00	Job Deliveries not Invoiced
Purchases not yet Invoiced		Not found

Balances

	Cost	Charge	Gross Profit
This period to date	0.00	0.00	0.00
This year to date	0.00	0.00	0.00

Ledger Control setup is also required under each Foreign Currency. Refer to page 20 – 22 of the ABM Tutorial for more details.

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Open Australia currency

Save and Close Copy Print

Details

Country Code: 61
 Country Name: Australia
 Currency Name: AU\$
 Number of Decimals: 2
 Major Unit: Dollars
 Minor Unit: Cents

Exchange Rates

Bank Buying Rate: 1.000000
 ie. the number of AU\$ which the bank will want from you in exchange for AU\$1.

Bank Selling Rate: 1.000000
 ie. the number of AU\$ which the bank will give you in exchange for AU\$1.

Use the "Update Exchange Rates" button in the currency list toolbar to enter and apply new exchange rates.

Ledger Control Accounts

Unrealised Gains Control Account	0170.00.00	Unrealised Foreign Exchange Gains
Unrealised Losses Control Account	0171.00.00	Unrealised Foreign Exchange Losses
Realised Gains Control Account	0180.00.00	Realised Foreign Exchange Gains
Realised Losses Control Account	0181.00.00	Realised Foreign Exchange Losses

Default Bank Account and Bank Charges Ledger Accounts are set up under the Banking tab of the Company Options

Options

Preferences Company Sales Purchasing Inventory Prices Jobs Forms Banking

Bank Charges Account: 0220.00.00 Bank Interest_Charges

Receipts

Normal Bank Account: 0500.00.00 Bank Account

Deposit List Required

Payments

OK Cancel

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