



BushSoft Accounting Help

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Title page 1

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by BushSoft

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This page intentionally starts on an odd page, so that it is on the right half of an open book from the readers point of view. This is the reason why the previous page was blank (the previous page is the back side of the cover)

BushSoft Accounting Help

(c) BushSoft, Tor Tveitane 1998-2009

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Mr. Tor Tveitane

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1 Before you start

1.1 General Windows topics

Standard Windows behavior

It is assumed that users of this software know about basic Windows commands and procedures. This program behaves like any other Windows software, and you may use shortcut keys, clipboard cut / paste and printing like you are used to.

Information and HELP!

Please also be aware that online help is available from within almost every stage and function. Just press the F1 (the Windows help key) or right-click the control, and the help window will display the available options or actions.

1.2 General Accounting topics

It is assumed that installers and users of this software knows about basic accounting principles like:

- The importance of building and grouping a systematic accounting plan
- The difference between debit and credit
- The difference between main accounts and account payables/receivables
- Grouping of balance and result accounts
- What is an accounting voucher

You need to know how to organize the main accounts, account payables and receivables and the grouping of these to form suitable and informative accounting for your company or project.

Introducing our users to accounting rules and basic principles are beyond the scope of this help system.

1.3 BushSoft Help Guidelines

When pressing the F1 key normally the current window's help screen will open.

Popup help is available when right-clicking your mouse on most controls and select either the 'What is this?' or 'Help on this window' menu items.

Context sensitive help is invoked from the a window's main help menu, if any. This menu has also other help-related functions. Otherwise invoke it by clicking on the '?' button.

2 BushSoft Accounts - Main features

Welcome

BushSoft Accounts gives you a unique combination of advanced currency handling, multi-dimensional accounts and extreme ease of use!

Your field project employees will very quickly learn how to use this software and be able to save a lot of time when entering vouchers and print all reports which reveals all aspects and dimensions of your

project!.

This accounting package has some powerful features like multi-dimensional transactions and extended currency handling.

It also has a separate account payables/receivables table and the first dimension field is often used to separate between different departments in your project.

The ability to split up incomes and cost into dimensions makes it unnecessary to use account number series to separate your accounting's projects and or departments.

The most important decisions concerning an accounting are taken **before** you actually start entering vouchers. Though, take great care to plan a suitable accounts plan and further dimension structure before actually

More info on

[Multi dimensional transactions](#)

[Multi-office support](#)

[Extended currency handling](#)

[Account groups](#)

[Accounts payable/receivable table](#)

Please take time to read carefully the links above and consider how you may use these features to make the most out of your accounting

2.1 Multi dimensional transactions

Bushsoft Account can do 4 more dimensions than the single one you have with a traditional single accounts plan

Traditionally, extracting business figures for multiple departments in an accounting was solved by adding additional digits to the account number series.

BushSoft Accounts extends this to four additional 'dimensions' in addition to the account plan table. The first 'extra' dimension is mainly used for assigning departments. I.e. if the company wants to distinguish accounting data from 'sales', 'purchasing', 'marketing' and so forth it can run separate reports for 'sales' to extract costs and incomes from this department.

The remaining three dimensions can be used for projects (to assign any voucher transaction to a specific project, campaign) etc. If an accounting is properly set up, financial analysts can extract any information possible with BushSoft Accounting's report generator. This opens a whole new matrix of retrieving information for a company's economical status and result.

2.2 Extended currency handling

BushSoft Accounts are mainly aimed at projects or missions in developing countries.

One of the most frustrating issues in these types of accounting is the fluctuations in the currency exchange rate between the funding country currency and the project country.

The accounting vouchers are most often entered in the country's local currency, but the donors

usually want and need reports with amounts in their own currency. In countries where inflation is high during the year, the traditional solution by using one fixed exchange rate for the whole year would result in false figures for both budget and accounts.

The currency table with updated exchange rates keeps track of the current exchange rate obtained at the bank for each fund transfer. You can add a new exchange rate record every time you are receiving funding transfers in foreign currencies from your donors. Each voucher gets a calculated foreign currency value based on the exchange rate for the voucher's date. Hence the result reports in foreign (the donor country's) currency will reflect true amounts based on the bank exchange rate for each transfer.

However you might also want to set a fixed exchange rate for the whole year on January 1st if you don't need a finely updated rate during the whole year.

2.3 Multi office support

Do you have several offices in different geographical locations?

BushSoft Accounts supports accounting data entered in remote offices and transferred each month to the main office accounting. This way the main office accounting is updated with figures from all its sub-offices. Only the total monthly movement for each account and dimension combination is transferred, and the vouchers are physically kept at the remote offices.

The data transfer can be saved onto removable storage or sent as small email attachments. In parallel with the monthly movement transfer, customers use to backup the complete sub-office accounting as well. When this backup is restored at the main office, they will also have access to all details (at voucher level) if they restore the sub-office backup and open the sub-office accounts to run these detailed reports.

3 How to use the software

3.1 Plan your first accounting

As you can read this, it is assumed that you have correctly installed BushSoft Accounting and using a valid license file. From this point off you may start creating the actual accounting.

BushSoft Accounts creates separate account tables for each year and office. Before trying to open an accounting, you need to select the proper:

[License name](#) - [Office](#) - [Year](#)

Always check your selection before clicking any of the Main window buttons to proceed.

To select another accounting when one is already open, please click the Log off button and reselect the properties above.

Now let us create your first accounting

- Select a desired [license](#), [office](#) and [year](#)
- Create new accounting files. At the main menu, click the [Tables button](#).
- The system will try to open the data files for the selected accounting, office and year. However, as this is the first time you run the program, it won't find any data files. It will first display a message stating that the tables are not found and then a dialog box to confirm to create new tables. Please respond Yes to have the program create the new accounting files. All the necessary files will now be created and some default values will be set. You will be informed for each foreign currency that its exchange rate is set to 1.000 by the program. To use foreign currencies you need to later enter the actual exchange rates as of January 1st for each.
- [Login dialog](#). Please remember to alter the admin password from Tools/Maintenance/Program Configuration/Users later.
- After a confirmed login, the voucher transaction grid is displayed. This is the Browse Tables window, where you may select one of the accounting's main table from the notebook-tabs.
- Often organizations want to enforce common accounting plans and dimension tables for their partners or department offices. A number of options are available. Please communicate your requirements to BushSoft and we will provide the necessary steps and procedures.
- If you belong to an organization who has supplied preloaded accounts and dimension tables, close the Browse Tables window. Please insert the diskette containing your organization default files in your A: drive and select the [Tools](#) button from the [main window](#). Select the Restore button from the [Tools Window](#). If the program finds the appropriate file on the diskette, it prompts you to confirm the restore operation. Respond yes, and the file copy process starts. Now reopen the Browse Tables window from the Main Menu button, 'Accounts'. Check all notebook tabs to see if the appropriate accounts- and dimension data has been imported.

3.2 Start adding accounts

In the Browse Tables window, now click on the Accounts tab and select Add
Type in an appropriate account number and a name in both languages. Select Account group according to the Group combobox. Note the Account type is automatically set according to the selected account group. If it is a balance account you may enter an amount in the Opening Balance editbox.

Save the created account by selecting the Save button (or press ^S or F2). Now proceed with a few more accounts. Remember to add accounts to assign to the debtor and creditor groups. Make a note of these /creditor group account numbers. To save the last account, select the Save+Close button or press <ctrl><enter>. This returns you to the browse table window.

Now select the Accounts Payables tab and add a few debtors and creditors as you proceeded when adding 'normal' accounts. Remember til select proper debtor/creditor group.

Then you need to assign the proper balance account numbers to the debtor/creditor groups. Close the Debtor/Creditor edit window to return to the Browse Tables window. Click on the Groups button at the lower left side. A tree view window opens. To edit group properties, right-click on a group and select Edit Group. A group property editor opens. Find the note with the deb/cred group balance accounts. Fill in the correct account number in the 'Transfer to balance account' editbox. Check the account name displayed is what you expected. Click on Save to save the changes. Repeat this

procedure for every debtor/creditor group. When finished, close the group tree window.

Now we need to add some budget amount entries. Select the Budget notebook tab. Click the Add button. Type a description of this budget entry in the two languages. Then select the appropriate department or other dimensions. Note: Empty comboboxes means that the budget amounts will be compared to EVERY transaction regardless of ..

When you have filled in this data, select the Continue and Enter Budget Amounts button. Now type in budget amounts on appropriate accounts. Use the middle column.

4 Main Application Window



General BushSoft help system [guidelines](#)

Newbies, browse the Table of Contents in the left pane to navigate the user manual.

Main window

Buttons:

[Tables button](#)
[Recalculate](#)
[Reports](#)
[Backup](#)
[Tools](#)
[Log off](#)
[Exit](#)

Comboboxes:

[License](#)
[Office](#)
[Year](#)

4.1 Controls and shortcuts

4.1.1 General controls

4.1.1.1 Drag-and-Drop

Please refer to your Windows manual for an explanation of this standard windows action.

4.1.1.2 OK button

Select this button when you accept the window's current content / selections and want to save the data. Normally <ctrl><enter> performs the same task.

4.1.1.3 Combobox

Windows' comboboxes are neat controls to select an existing or listed item without having to remember and type it manually.

With the mouse pointer you may click on the black triangle at the right end to open the list. If you are using the keyboard, press <Tab> until the combobox is the active control and then press <down arrow> to drop down the list.

Scroll and select the wanted item by pressing <Enter> or clicking with the mouse pointer.

4.1.1.4 Listbox

This control displays non-editable items in a scrollable grid.

Single-click to select. Pressing the <Ctrl> key while selecting multiple lines is sometimes allowed.

4.1.1.5 Edit control

Also called text box. Keyboard entry field. Enables you to type in data from the keyboard. Always check from the context or help whether a numeric value or a character string entry is required

4.1.1.6 Notebook

This is a control displaying several 'notebook'-like tabs on top of a multi-page panel.

Selecting different tabs enables you to view its assigned page without opening separate windows.

4.1.1.7 Hint

You may simply move the mouse pointer onto a control and leave it there a second, then this control's Hint will be temporarily displayed. Hints often displays the keyboard shortcut to the control and a brief explanation what it does.

4.1.1.8 Close button

This button closes the active window and return to the previously opened window.

4.1.1.9 ? Button

This button invokes Context Sensitive Help mode. The mouse cursor changes to a question mark and you may click on various controls to display a short help description.

4.1.2 Browse tables window**4.1.2.1 Edit button**

Select this button to open the table's detail fields window and edit an existing record. This button may be disabled if your user rights don't allow you to edit records or if the record is locked by any other reason.

4.1.2.2 First button

Use this button to move the table cursor to the table's very first position according to the current sort order.

4.1.2.3 Prior button

Use this button to move the table's cursor one step back according to the current sort order, (to the previous record)

4.1.2.4 Next button

Use this button to move the table's cursor one step forward according to the current sort order, (to the next record)

4.1.2.5 Last button

Use this button to move the table cursor to the table's very last position according to the current sort order.

4.1.2.6 Add button

Select this button to open the table's detail fields window and add a new record. This button may be disabled if your user rights don't allow you to add records.

4.1.2.7 Delete button

Select this button to permanently delete the current record. This button may be disabled if your user rights don't allow you to delete records or if the record is locked by any other reason.

4.1.3 Add / edit record window

4.1.3.1 Save button

Select this button to save the current data and continue by inserting a new, blank record. The shortcut key is normally F2.

4.1.3.2 Save+Close button

Select this button when you want to save the current record and close the edit window.

The shortcut key is normally <ctrl><enter>

4.1.3.3 Cancel button

Select this button if you want to cancel any changes made and quit your current task (without saving the changes). Normally the <ESC> key performs the same task.

4.2 Select an accounting

BushSoft Accounts cannot be run without a license file, obtained from BushSoft.

Various information is contained in these license files:

The official name of the accounting

The name of the accounting office (often just the city name)

The valid year range for which the customer has a service contract.

Basic root-level main account- and accounts payables/receivables groups.

Currencies (both the transaction currency and wanted foreign currencies).

Before creating or opening an accounting, you need to select the name, office and year from comboboxes at the main application window.

4.2.1 Licenses

This combobox displays the company names for all the licenses you have purchased and installed.

You need one license file for each accounting you want to run with this software. Open this combobox to select the appropriate accounting.

If you have already opened an accounting, you need to log off to enable selecting another license.

4.2.2 Offices

This is a list of different accountings allowed under the current license. Offices are normally separate accountings physically separated from each other, however they report monthly/quarterly account movements to the main accounting.

If you have already opened an accounting, you need to log off to enable selecting another office.

4.2.3 Year

Select the year for which you want to open an accounting here.

If you have already opened an accounting, you need to log off to enable selecting another year.

Contact BushSoft to receive updated licenses for future years.

4.3 Login dialog

Enter topic text here.



4.3.1 Login dialog

To use this software you need to have access rights defined. Your system administrator will assign you a user ID, password and define your rights.

Please enter your [User ID](#) and your [Password](#). Also note that passwords are case-sensitive.

Confirm by selecting the [Login button](#).

If you by any reason don't want to start the software, select the [Cancel button](#).

4.3.2 Username

Enter the user ID assigned to you by the system administrator in this field.

The default username when the software is installed is 'admin' in lowercase letters.

4.3.3 Password

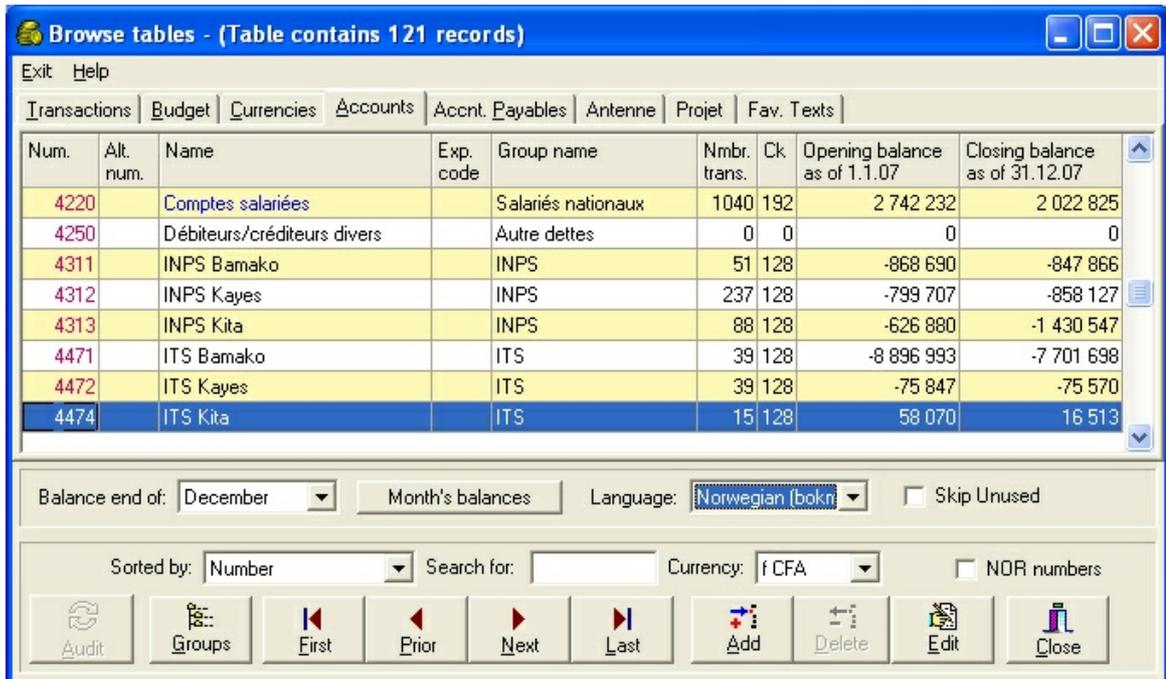
Enter the password assigned to you by the system administrator in this field.

The default username and password when the software is installed is 'admin' in lowercase letters.

4.3.4 Login button

Select this to confirm your User ID and Password and enter the software's restricted areas.

4.4 Tables Button



Browse tables - (Table contains 121 records)

Exit Help

Transactions | Budget | Currencies | Accounts | Accnt. Payables | Antenne | Projet | Fav. Texts

Num.	Alt. num.	Name	Exp. code	Group name	Nnbr. trans.	Ck	Opening balance as of 1.1.07	Closing balance as of 31.12.07
4220		Comptes salariées		Salariés nationaux	1040	192	2 742 232	2 022 825
4250		Débiteurs/crédeurs divers		Autre dettes	0	0	0	0
4311		INPS Bamako		INPS	51	128	-868 690	-847 866
4312		INPS Kayes		INPS	237	128	-799 707	-858 127
4313		INPS Kita		INPS	88	128	-626 880	-1 430 547
4471		ITS Bamako		ITS	39	128	-8 896 993	-7 701 698
4472		ITS Kayes		ITS	39	128	-75 847	-75 570
4474		ITS Kita		ITS	15	128	58 070	16 513

Balance end of: December | Month's balances | Language: Norwegian (bokm) | Skip Unused

Sorted by: Number | Search for: | Currency: f CFA | NOR numbers

Audit | Groups | First | Prior | Next | Last | Add | Delete | Edit | Close

From this window (opened via the main window's Tables button) you may select the desired table by clicking on the appropriate notebook tab.

Information about:

[Column descriptions](#) for each table.

[Common controls](#): Search, sort and currencies.

[Account and dimension Controls](#) Specific controls for accounts and dimension tables

[Button controls](#) for table operations.

The 'Close' button closes the browse window and returns you to the main menu.

4.4.1 Column description

The browse tables window enables you to quickly view the most important data for each table. Click the links below for short descriptions of each table's columns.

Transaction [table](#)

Budget [table](#)

Currency [table](#)

Accounts [table](#)

Accounts payables [table](#)

Dimension [tables](#)

Favorite texts [table](#)

4.4.1.1 Transaction table - columns

- Vch# - Voucher number.
- Date - Voucher date, this is supposed to be the physical voucher's date. This date is also used to determine the currency exchange rate.
- M. - Month or Period. Determines the accounting period in which the voucher shall be calculated.
- Acct# - Account number. The transaction's account number. Balance accounts are displayed in a non-black color. An asterisk (*) indicates it is an account payable/receivable.
- Dimension fields - These will vary according to the license. They display each transaction's dimension data, if any.
- Text - The transaction's descriptive text. Max 43 characters.
- Debit / Credit - The transaction amount displayed in the appropriate column depending on if it is an income or expense to the transaction account.
- .

4.4.1.2 Budget table - columns

- Dimension columns. These columns (at the left hand side of the 'Name' column) display which dimensions the current budget affects. You may enter budget data for ANY combination of dimensions.
- Name - A descriptive name of this budget entry, often partly copied from the affected dimension (s).
- Total budget - The total budget for this budget entry displayed in the transaction currency.
- .

4.4.1.3 Currency table - columns

- Name - The currency entry's currency name according to the license.
- Date - The date from which the currency entry is valid
- Vch# - Voucher number from where the currency entry has got its new exchange rate (optional)
- Exch. rate - The currency entry's new exchange rate, rounded to 10 significant fractional digits.
- Creation data - The date, time and user who created the currency entry

4.4.1.4 Accounts table - columns

- Num. - Account number.
- Grp. - Account group. Click on the 'Groups' button to view or edit the account group hierarchy.
- Exp. code - Export group code. Used by companies who need to export data from the accounts in specially defined export groups.
- Nmbr. trans. - Displays the number of transactions in which this account is used.
- Name - This account's name according to the language combobox selection. A non-black color indicates it is a balance type account.
- Ck. - Internal check code. Only used to report problems, if any.;-)
- Opening balance as of... - This account's opening balance of January first. Only applicable to balance accounts. The amount is displayed according to the Currency combobox' selection.
- Closing balance as of... - This account's closing balance as of the Month combobox' selection. After recalculating the most recent voucher's period is automatically selected. The amount is displayed according to the Currency combobox' selection.

4.4.1.5 Accounts payables table - columns

- Num. - Debtor / creditor account number.
- Grp. - Debtor / creditor group. Click on the 'Groups' button to view or edit the group hierarchy.
- Bal. Acc# - The balance account where incomes/expenses to this debtor/creditor is routed.
- Nmbr. trans. - Displays the number of transactions in which this debtor/creditor account is used.
- Name - The debtor or creditor's name.
- Ck. - Internal check code. Only used to report problems, if any.;-)
- Opening balance as of... - This account's opening balance of January first. Only applicable to balance accounts. The amount is displayed according to the Currency combobox' selection.
- Closing balance as of... - This account's closing balance as of the Month combobox' selection. After recalculating the most recent voucher's period is automatically selected. The amount is displayed according to the Currency combobox' selection.

4.4.1.6 Dimension table - columns

- Code - Dimension entry identifier, composed of letters or digits according to the license
- Grp. - Not currently implemented. No one has yet signalled a need for this 'feature'.edit the account group hierarchy.
- Nmbr. trans. - Displays the number of transactions in which this dimension entry is used.
- Name - This dimension entry's name according to the language combobox selection.
- Ck. - Internal check code. Only used to report problems, if any.;-)
- Closing balance as of... - This dimension entry's closing balance as of the Month combobox' selection. After recalculating the most recent voucher's period is automatically selected. The amount is displayed according to the Currency combobox' selection.
- Budget total 1999. Displays the **sum of all** budget entries on this dimension record.

4.4.1.7 Favorite table - description

This feature is intended to speed up voucher entering. You may select/enter a number of most-used transaction texts/descriptions and add to this table. Entries can be arranged/sorted so the most used is on top of the list. Hotkeys may be assigned to each entry so a text can be selected/copied to the transaction text field just by pressing a hotkey combination.

The grid on the right hand side displays ALL the saved transaction texts to date. You may pick your favorites from this list, or add them from scratch. Use the up/down arrow buttons to move text entries up/down in the list.

4.4.2 Common controls

Each table can be sorted according to the choices in the '[Sorted by](#)' combobox. Typing text or numbers in the '[Search for](#)' editbox will move the table cursor to the nearest value. Select the currency in which you want amounts displayed with the '[Currency](#)' combobox.

4.4.2.1 Navigation

The [First](#), [Prior](#), [Next](#) and [Last](#) buttons navigates the current table. You may also use the grid's vertical scrollbar scroll through table. The [Add](#), [Delete](#) and [Edit](#) buttons would be enabled/disabled according to your user rights. They always work with the current displayed table.

4.4.2.2 Currency

Here you may select the currency for all displayed amounts. For the transaction table you may select any of your license's currencies, otherwise only the transaction currency or the budget currency you used in the last recalculation are valid choices.

4.4.2.3 Search for

Before typing anything in this control, please check that you have selected the desired sort order in the '[Sorted by](#)' combobox.

As you type, the table cursor will position itself over the first occurrence of the typed text.

4.4.2.4 Sorted by

Each table has its own selection of different sort orders. You may select a convenient sort order by this control. The transaction table has by far the most comprehensive range of sort orders. You may sort this table by date, period, amount etc

Once the sort order is selected you may search for specific records by typing search criteria into the '[Search for](#)' editbox.

4.4.2.5 Skip unused

This checkbox filters the current table to display only accounts which are USED in transactions. Unused accounts will always have zero as balances and hence they might be uninteresting in some contexts...

4.4.3 Entering vouchers

4.4.3.1 Voucher entry

Voucher entry window

Edit accounting voucher

Test Help

Voucher properties
#4714 Date: (DDMM) 3112 ... Period: December Currency code: Normal handling Totals this session: 0

Transaction properties
 Text: Favorites
 Account no: **Materiels et equipements**
 Antenne: **BKO**
 Projet: **Administration**

Lookup values for selected field (F5)
 Climatiseur monobloc
 Climatiseur Shrap
 Climatiseurs Sharp
 Colis à la poste
 Collage pneux
 Colle

Keep changes Cancel changes

AccNo	Name	Ant.	Proi.	Voucher text	Debit	Credit
6056	Materiels et equipements	1	10	Climatiseurs Sharp	495 000	
6056	Materiels et equipements	2	12	Batterie BK	55 200	
6056	Materiels et equipements	2	10	Ventilateur de bureau	70 000	
5211	Banque BIM - 36 400 090 V			Ventilateur de bureau et climatiseur		620 200

This window's upper panel contains some voucher related fields (which of course are common for all transactions in the voucher).

Please click on the appropriate popup link to have information about each field:

[Voucher Date Calendar](#)
[Voucher Period](#)

Transaction data

- To speed up transaction entry, a lookup list displays valid entries for many fields. Make yourself familiar with the following shortcuts:
- Use the <Tab> key to jump to the next field. It's almost always quicker than leaving the keyboard to use the mouse.
- The F5 key selects the lookup list (instead of leaving the keyboard to select it with the mouse), you may want to scroll this list up and down using the arrow keys to locate the desired entry.
- When the lookup list has focus, double clicking an entry or pressing <enter> transfers the list entry to the current transaction field.
- For most efficient working, type the first character or digit in the number/code field and then

lookup list pointer positions itself automatically at the nearest entry.

- You may also [import](#) transactions from almost any spreadsheet software
- Make yourself familiar with the [favorite text](#) feature and use it!

[More useful shortcut keys](#)

Now let us add a transaction step-by-step:

[Transaction Text](#)

[Account Number](#)

[Dimension Fields](#)

[Transaction amount](#)

[Currency calculator](#)

[Save the transaction](#)

[Automatic voucher balancing](#)

[Cost sharing](#)

[Save voucher](#)

As this is the window you will spend most of your time working with, try to find a convenient working mode. Check each control's 'hint' information to find shortcut keys to the most used functions and you'll find that registering voucher might become a quick affair.

4.4.3.1.1 Transaction text

Transaction text

Use a descriptive text and type its first characters in the text field while checking the lookup listbox if your text already exists. To copy an item from the listbox, simply double click it (or press the <ENTER> key. (You save disk space and increase processing speed when reusing existing texts!). Take care to always check spelling and caps state for the text you enter. Reports look nicer without typos!

Favorite text feature

Make sure you have added some entries in the favorite text table.

Check the Favorite text checkbox to the right of the Transaction text field.

Select the Transaction text field. The favorite text list is displayed in the lookup list.

You may now either press a favorite text hotkey OR doubleclick on an entry in the lookup list.

According to the selected favorite text properties the cursor will position itself at the end of the text (for additional text input) OR it will jump to the account number field.

4.4.3.1.2 Autobalance

Autobalance

You may speed adding vouchers by defining autobalance functions. In the transaction area of the voucher window there are two buttons which you may label using 'Autobalance Name' fields. Each of these buttons will also be assigned an account number according to their caption.

When the user has entered the result account transaction, clicking on one of the Autobalance buttons will balance the voucher by adding a transaction using the AutoBalance button's account.

The Autobalance buttons may be assigned at the Assignments page in the Setup Program

4.4.3.1.3 Cost sharing

Some companies need to automatically share costs or incomes between several accounts and/or dimensions. Support is being added for this feature.

Currently the cost sharing data is configured into the software by user demand.

How to use it

Add a new voucher

Enter the transaction text, the account number, and the amount.

Then click on the appropriate 'Cost Sharing' button.

The program will then automatically divide the current amount into several transactions according to the Share Cost configuration.

To complete the voucher, add the balancing transaction as usual, to save time, use the 'Balance amount' button.

Note

Shared Cost transaction amounts are displayed in **BLUE** and they are **not editable**. This is to ensure that users don't accidentally alter shared amounts. If you want to alter a 'blue amount' transaction you need to delete it together with its siblings.

4.4.3.1.4 Save Voucher

Save Voucher

Take a peek and check that everything is ok (especially the date/period), and then you may save the voucher. Use the bigger buttons to the lower, right for this. The 'Save' button saves the current voucher and lets you continue adding new vouchers. To save and close the Voucher Window, use the 'save+Close' button. To simply cancel all changes and close the window, select the Cancel button.

4.4.3.1.5 Auto-Balance Voucher

Auto-Balance Voucher

If the voucher shall be balanced against the cash or bank account you select the proper 'Cash' or 'Bank' button and the program will automatically insert a bank or cash transaction to equalize debit and credit.

You may want to check/change the text used in this autoposting.

NOTE: The two autobalance buttons may be assigned any account and caption after clicking the Edit Autos button

4.4.3.1.6 Save Transaction

Save Transaction

Check that the transaction text, account name, dimensions and amount are correct and click on the 'Post transact.' button (or at another grid row, if any). If you want to add more transactions, you may directly press F4 or select the 'Add Transact.' button.

4.4.3.1.7 Currency Calculator

Currency Calculator

This feature is enabled when the amount field is selected. To enter a transaction in a foreign currency, first select the desired currency in the combobox.

Then type the foreign amount in the upper field. Automatic conversion to the transaction currency in the field below, is performed while you type.

To copy the converted amount to the transaction field, click the 'Copy amount to transaction' button.

NOTE

If you are posting a transaction which requires a NEW currency exchange rate, start with the first two steps above. However instead of clicking the transfer button, also type the correct transaction currency value in the field below the exchange rates. Doublecheck that the selected currency, foreign amount and transaction amount values are correct.

Now click the 'Copy amount to transaction' button. The program will request if you want to save the new currency exchange rate. If you agree the currency exchange record window is displayed and you may save that currency entry.

At the same time the amount is transferred to the current transaction.

4.4.3.1.8 Transaction Amount

Transaction Amount

Pressing F3 sends you right to transaction amount field. Type the amount, and if needed change the transaction type from credit to debit by pressing <shift>F3 OR clicking the Swap Deb/Cred button - OR by typing 'D' or 'C' when the cursor is still in the amount box.

NOTE: If you need to deal with foreign currencies, use the currency calculator.

4.4.3.1.9 Dimension fields

Dimension fields

Select the desired dimension field and type/select proper numbers/codes. **NOTE:** These fields are disabled for balance accounts. In Accounts Setup you may configure these fields to automatically

display a default dimension (which of course is overrideable) and whether a dimension field can be empty or not.

4.4.3.1.10 Account number

Account number

Type the first digit(s) of the required account number and/or scroll to select one in the lookup listbox and character or press <ENTER> to copy the number to the accounts field. **NOTE** Precede the number with an asterisk (*) if you need a debtor/creditor account.

4.4.3.1.11 Voucher Period

Voucher Period

The Period combobox selects the account month on which the voucher is to be charged. If you have selected a period which is already locked, the control will reposition itself to the first unlocked month.

4.4.3.1.12 Calendar

Calendar

To pop up a calendar, click on the ellipsis button beside the date field. Use PgUp/PgDown to change months and arrow-keys to navigate days/weeks. The calendar's lower right button selects today's date. Accept the current calendar date by clicking OK or pressing the <enter> key. Cancel the calendar date (if changed) by clicking the Cancel button or pressing the <esc> key.



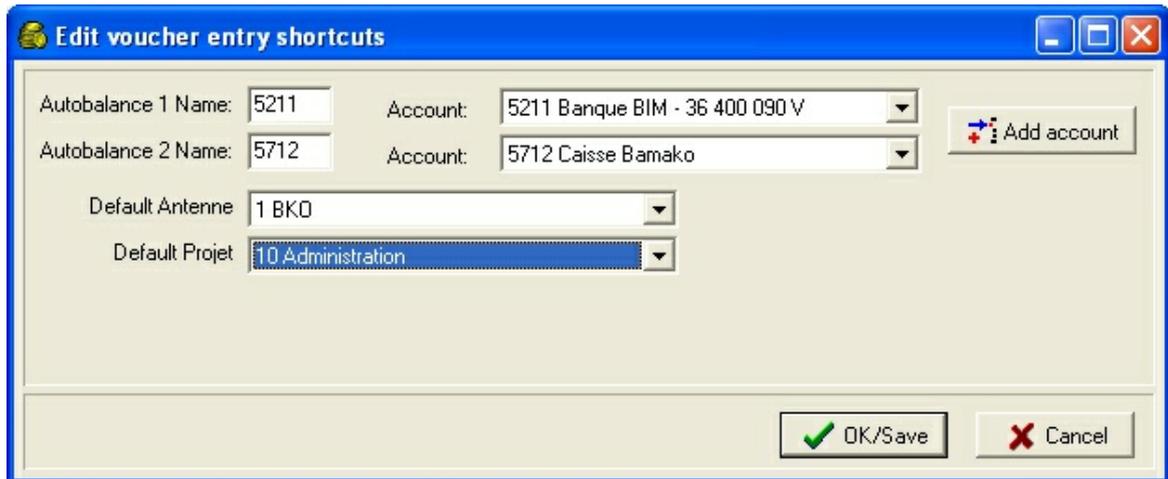
4.4.3.1.13 Voucher Date

Voucher Date

Enter the voucher date in the requested format. All dates entered are considered to be in the current accounting year. By default the last saved voucher's date is proposed.

4.4.3.2 Default voucher settings

Enter topic text here.



The screenshot shows a dialog box titled "Edit voucher entry shortcuts". It contains the following fields and controls:

- Autobalance 1 Name: 5211
- Account: 5211 Banque BIM - 36 400 090 V
- Autobalance 2 Name: 5712
- Account: 5712 Caisse Bamako
- Default Antenne: 1 BKO
- Default Projet: 10 Administration
- Buttons: Add account, OK/Save, Cancel

4.4.3.2.1 Autobalance assignments

Autobalance assignments

Use the fields in this window to speed up you voucher entry work...

Assign names and accounts to the [autobalance](#) fields: [Name](#) and [Account](#).

If you need to create new accounts, the Add Account button opens the [Account data window](#) and lets you enter a new account..

Also assign default [dimension number/codes](#) if your license allows multi-dimension accounting.

Remember to save any changes which have been made.

4.4.3.2.2 Autobalance name

Autobalance name

You may label two transaction balancing buttons in the voucher window using these [autobalance](#) fields. It's most common to name the first field 'Cash' and the second autobalance field 'Bank'.

NOTE

Want to assign shortcut keys to these buttons? Just precede the selected character with an ampersand (&). Ex.: Cas&h can be selected with <alt>h in the voucher edit window.

4.4.3.2.3 Autobalance account

Autobalance account

Select correct [autobalance](#) accounts according to the selected left autobalance button name fields.

4.4.3.2.4 Default dimension number/code

Default dimension number/code

If you want the software to suggest a default [dimension table](#) number/code, select the appropriate combobox entry.

When adding result account transactions, this entry will be copied if the corresponding dimension field is empty when it is selected..

NOTE

To clear a combobox, select it and press the <Delete> key.

4.4.3.3 Import voucher data

Import voucher data

You may import transactions into a voucher from any spreadsheet program capable of exporting data in CSV format (comma separated values). From within your spreadsheet software, select File/Save As and select the CSV option under 'format' or 'File type'. Note the filename and path where you save the file and select the same file when prompted for an import file name.

Spreadsheet layout

You need to arrange your spreadsheet like this:

The spreadsheet's FIRST line or row must contain the column titles (it might be word-wrapped in this help window, but this is actually ONE LINE):

Text | AccountNo | DeptNo | Dim1No | Dim2No | Dim3No | Debit Sum | Credit Sum

Immediate following (from line / row 2 and onwards) should be the actual transaction data. Leave the unused sum field empty (i.e. if a transaction has a debit sum of 1000, the credit sum field should be empty).

NOTE for NMS users

The field 'DeptNo' is actually your Dim-A and Dim1No is actually Dim-B according to your license.

NOTE

When you import voucher data like this, any existing transactions in the current voucher will be deleted!!

Remember to check the voucher's date and period before you save your work.

4.4.3.4 Edit voucher shortcut key selection....**Edit voucher shortcut key selection....**

The **<enter>** key has several uses:

- If a transaction is active, save this transaction.
- If no transaction is active, edit this transaction.
- If the Lookup list is active, copy the selected item to edit field.
- **<ctrl><enter>** Saves the voucher and closes the voucher window.

F2 Saves the current voucher and creates a new, empty voucher.

<shift>F3 Swaps the active transaction debit/credit state.

F3 Moves cursor to amount field.

F4 Adds a new transaction

F5 Moves the cursor to the Lookup list.

F6 Moves the cursor to the Transaction grid

F7 Copies fields contents from the previously saved voucher.

F8 Copies fields contents from the previously saved transaction.

F9 Clicks the Autobalance #1 button

F11 Clicks the Autobalance #2 button

<esc> If an active transaction exists, cancel the transaction, otherwise it cancels the voucher.

<ctrl>S Same as **F2** (Windows default save key).

<ctrl>W Same as **<ctrl><enter>** (Windows default close key).

4.4.4 Create accounts and dimension tables

4.4.4.1 Main accounts

Add / edit accounts window

Account no: 4250

Alt. number

Account type: **Balance account** Copy name

Name (Norwegian (bokmal)) Débiteurs/crédeurs divers

Name (Norwegian (bokmal)) Reskontro diverse

Account group: Autre dettes

Opening balance

Export group code

Export group number Investment account

Description

Number of transactions: 0 Budget entries: 0

Added 25.07.2006 10:05:19 by ADMIN
Last modified 03.04.2007 14:48:15 by ADMIN

Save Save+Close Cancel Prior Next

For further information on each field, please refer to the subitems in the table of contents in the left pane of the help window.

4.4.4.1.1 Account number

Always take great care when choosing numbers for your accounts. Most governments requires standardized account number series, and it is a good idea to carefully plan your accounts numbers and groups in advance of creating an accounting.

Please note that BushSoft Accounts also support 'shadow' account numbers to suit another country's numbering scheme (fundraiser's country).

4.4.4.1.2 Account name

Enter a descriptive name for the account here. Upper line using the transaction language and lower line using the foreign language.

4.4.4.1.3 Account group

Select the group to which the account belong in this combobox. The selected group determines if the account is a balance- or result account.

4.4.4.1.4 Account type

This uneditable label displays whether the account is a result- or balance account according to the group it has been assigned.

4.4.4.1.5 Export group number

If applicable, please select an appropriate export group number here.

4.4.4.1.6 Export group code

If applicable, please select an appropriate export group code here.

4.4.4.1.7 Opening balance

You may enter an opening balance as of January 1st in this field as long as January is not locked. Enter the amount in the transaction currency.

4.4.4.2 Accounts payables / receivables

This is the window for creating or editing accounts payables / receivables.

Debtor / Creditor Data

Number: * 1738 Group: Divers

Balance account: 4110 Comptes Clients

Name: Femmes de Bafoulabé

Address 1

Address 2

Zip Code: City:

Phone no: Fax:

Contact person

Opening balance: 200 000 Number of transactions: 0

Description

Added 26.01.2007 15:44:24 by ADMIN

Last modified 03.04.2007 14:48:56 by ADMIN

Save Save+Close Cancel Prior Next

For further information on each field, please refer to the subitems in the table of contents in the left pane of the help window.

4.4.4.2.1 Accounts payables entry

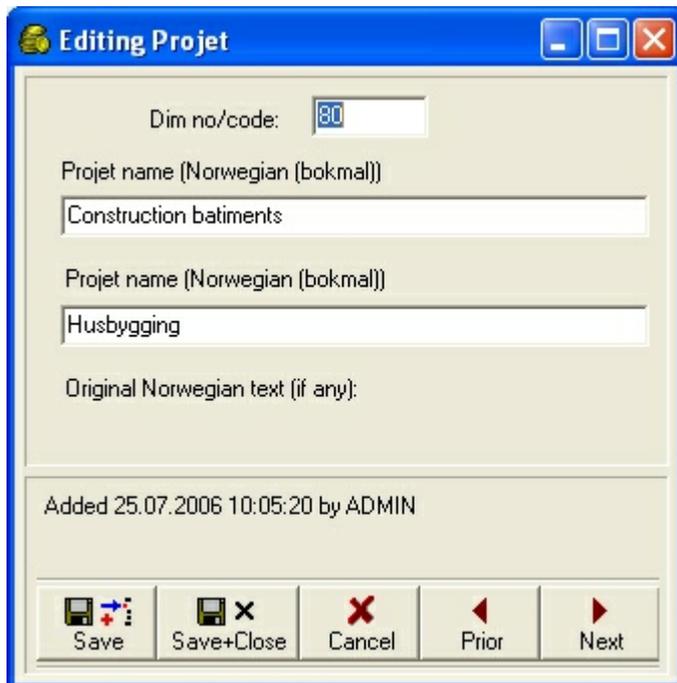
The accounts payables / receivables entry fields are pretty much self explanatory.

The accounting uses only the number, group and name fields. All remaining information is just your personal use and notes.

Please make sure that you always have assigned proper main accounts for your root accounts payables / receivables groups. The uneditable 'Balance account' field reminds you which main account this particular account payable / receivable is accumulated into.

4.4.4.3 Dimension accounts

This is the standard dimension account adding / editing window:



In this window you may enter / edit a couple of dimension record properties.

[Dimension code](#)

[Dimension names](#)

4.4.4.3.1 Dimension name

Enter a descriptive name for the dimension record here. Upper line using the transaction language and lower line using the foreign language.

4.4.4.3.2 Dimension code

This field is only active when entering **new dimension records**. You cannot edit an existing dimension code. Your license defines whether letters or digits are required in this field.

4.4.4.4 Selecting an accounting

BushSoft Accounts creates separate account tables for each year and office. Before trying to open or report from an accounting, you need to select the proper:

[License name](#)

[Office](#)

[Year](#)

Always check your selection before clicking any of the Main window buttons.

To select another accounting when one is already open, please click the Log off button.

4.4.4.4.1 Accounts payables/receivables

To keep the accounting plan at a reasonable size, BushSoft Accounts uses a separate table for accounts payables/receivables. As in the accounting plan, accounts here can be grouped together in a hierarchical manner. Each group is assigned to one account in the accounting plan. Example:

A group in this table named 'Local employees' can be assigned to a balance account named 'Local employees' in the main accounting plan. This account will reflect the total balance of all accounts payables in the 'Local employees' group.

To distinguish account numbers in the accounts payables/receivables table from the main accounting table they are preceded with an asterisk (like *1212).

4.4.4.5 Start adding accounts..

In the Browse Tables window, now click on the Accounts tab and select Add. Type in an appropriate account number and a name in both languages. Select Account group according to the Group combobox. Note the Account type is automatically set according to the selected account group. If it is a balance account you may enter an amount in the Opening Balance editbox.

Save the created account by selecting the Save button (or press ^S or F2). Now proceed with a few more accounts. Remember to add accounts to assign to the debtor and creditor groups. Make a note of these /creditor group account numbers. To save the last account, select the Save+Close button or press <ctrl><enter>. This returns you to the browse table window.

Now select the Accounts Payables tab and add a few debtors and creditors as you proceeded when adding 'normal' accounts. Remember til select proper debtor/creditor group.

IMPORTANT!

Then you need to assign the proper balance account numbers to the debtor/creditor groups. Close the Debtor/Creditor edit window to return to the Browse Tables window. Click on the Groups button at the lower left side. A tree view window opens. To edit group properties, right-click on a group and select Edit Group. A group property editor opens. Find the note with the deb/cred group balance accounts. Fill in the correct account number in the 'Transfer to balance account' editbox. Check the account name displayed is what you expected. Click on Save to save the changes. Repeat this procedure for every debtor/creditor group. When finished, close the group tree window.

Finally we need to add some budget amount entries (if you plan to use the budget features).

Select the Budget notebook tab. Click the Add button. Type a description of this budget entry in the two languages. Then select the appropriate department or other dimensions. Note: Empty comboboxes means that the budget amounts will be compared to EVERY transaction regardless of ..

When you have filled in this data, select the Continue and Enter Budget Amounts button. Now type in budget amounts on appropriate accounts. Use the middle column.

4.4.4.6 Account Groups window

4.4.4.6.1 Account groups

When you have entered the main accounts and the accounts payables/receivables you may create groups to accumulate subtotals and totals. Your main (root) groups are defined in your license, but you may create any number of subgroups in several levels under these.

The status and result report layout is solely dependant of your main account groups structure.

The accounts receivables / payables groups

4.4.4.6.2 Account groups

Enter topic text here.

4.4.4.6.3 'Display Unassigned Accounts'

Clicking this button displays all accounts which are not currently assigned to any group in the right pane of this window. Use it if you suspect there are (new?) accounts which haven't yet been assigned to a group for some reason.

4.4.4.6.4 Delete Group

This will delete the current group. Please consider carefully if you really **need to delete a group**. Maybe just renaming it will do? If yes, select Edit and enter the new group names. If you have deleted a group (or many groups), please Recalculate the accounts once and enter this window again. To display all accounts which belonged to the deleted group(s) click the large 'Display Unassigned Accounts' button.

4.4.4.6.5 Add Group

This adds a new group node under the selected group. Enter native name, foreign name and if this is a debtor/creditor group you need to specify an appropriate balance account.

4.4.4.6.6 Edit Group

Edit the group's native and foreign name. If it is a debtor/creditor group, you also need to specify the balance account to accumulate transactions from this group. Without having done this, you will get error messages about missing balance account numbers when recalculating.

4.4.4.6.7 Move Down

Moves the selected tree node one step down at the current level.

4.4.4.6.8 Move up

Moves the selected tree node one step up at the current level.

4.4.4.6.9 Account group hierarchy

NOTE

Please **carefully** plan your account groups and subgroups before starting to create the hierarchy here.

Your license defines the main account group nodes, and you may add any number of nodes to these groups.

When working with the group tree, please **first** select the desired node by left-clicking it and **then** right-click or press the F3 key to pop up the menu.

The popup menu contains the following items:

Move up

Moves the selected node one step up at the current level.

Move Down

Moves the selected node one step down at the current level.

Edit Group

Edit the group's native and foreign name. If it is a debtor/creditor group, you also need to specify the balance account to accumulate transactions from this group. Without having done this, you will get error messages about missing balance account numbers when recalculating.

Add Group

This adds a new group node under the selected group. Enter native name, foreign name and if this is a debtor/creditor group you need to specify an appropriate balance account.

Delete Group

This will delete the current group. Please consider carefully if you really need to delete a group. Maybe just renaming it will do? If yes, select Edit and enter the new group names. If you have deleted a group (or many groups), please Recalculate the accounts once and enter this window again. To display all accounts that belonged to the deleted group(s) click the large 'Display Unassigned Accounts' button.

Large button: 'Display Unassigned Accounts'

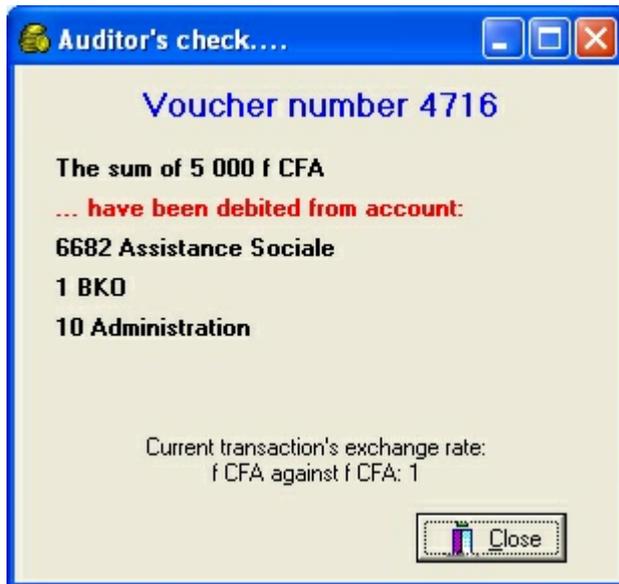
Clicking this button displays all accounts which are not currently assigned to any group in the right pane of this window. Use it if you suspect there are (new?) accounts which haven't yet been assigned to a group for some reason.

4.4.5 Audit button

While browsing the transaction (voucher) table it might be difficult to resolve the corresponding account or dimension account name to each number.

If you click on the Audit button, a small window will pop up in the upper right corner of your screen. Here you will see details about the current transaction table record like Account names etc. This is very useful for a rough audit of your recently entered vouchers.

Sample of the Audit window:



4.4.6 Account groups button



Click on this button to open an Explorer-like tree view of the account- or accounts payables/ receivables groups. In the group explorer window you may add, edit or delete account groups.

Rightclick on a node to add, edit or rearrange.

Please note that the root group names for your accounting are determined in your license.

4.4.7 Accounts and dimension controls

If the current notebook tab is 'Accounts' or higher, the balance control panel is displayed:

The '[Balance end of](#)' combobox select the period for which to calculate the closing balance. Clicking the '[Month's balances](#)' button opens a small window displaying all month's closing balances for the current account.

The '[Language](#)' combobox selects the account name's display language, either national (transaction language) or the registered foreign language. At the extreme right the '[Active only](#)' checkbox determines if only used (in transactions) accounts will be displayed.

4.4.7.1 Balance end of

Select the period (month) for which you want to display the current table's closing balances here.

After a recalculation this month is automatically set to the period of the last voucher.

4.4.7.2 Language

This control enables you to select either local or foreign accounts name language at accounting names in the current window, report or list.

This software enable use of two names for each account, first name is in the transaction language, second is a selected foreign language.

4.4.7.3 Month's balances

If the accounting is recalculated, this button pops up a small window displaying the current account's closing balances at the end of each month.

It is much faster than creating a report if you only want accumulated monthly balances...

Negative amounts are displayed in red color. Please close the window by clicking 'Close'.

4.4.8 Budget window

4.4.8.1 New Budget Entry

When creating a new budget entry only a part of the complete window is visible. Please start by typing a descriptive name for the new entry in both languages. Names which reflect the entry's selected dimensions are often preferred. The small buttons at the right side of each dimension combobox enables you to copy the dimension name to the budget description name to have a point of departure. Below is a screenshot of the header data of a budget entry.

Continue by selecting the large 'Continue and Enter Budget Amounts' button. Now the [Edit budget amounts](#) window will open.

4.4.8.2 Edit Budget amounts

Number	All Result Accounts	[none]	Current Budget	Difference
6041	Carburants pour voiture	0	0	0
6042	Carburants pour motos	0	0	0
6043	Carburants pour groupes	0	0	0
6048	Matières consommables	0	0	0
6051	Eau reseau publique	0	0	0
6052	Electricité reseau publique	0	0	0
6056	Materiels et equipements	0	0	0
6057	Livres, littérature, vidéos...	0	0	0
6141	Transport en commun	0	0	0

All result accounts will be displayed in a grid, and you may enter budget amounts for the appropriate accounts in the middle column. **At this point the budget dimension combination (in this case 'Antenne' and 'Projet') is no longer editable.**

If you need to check any other budget amounts for a particular account, click the ['Display this account's other budgets'](#) button.

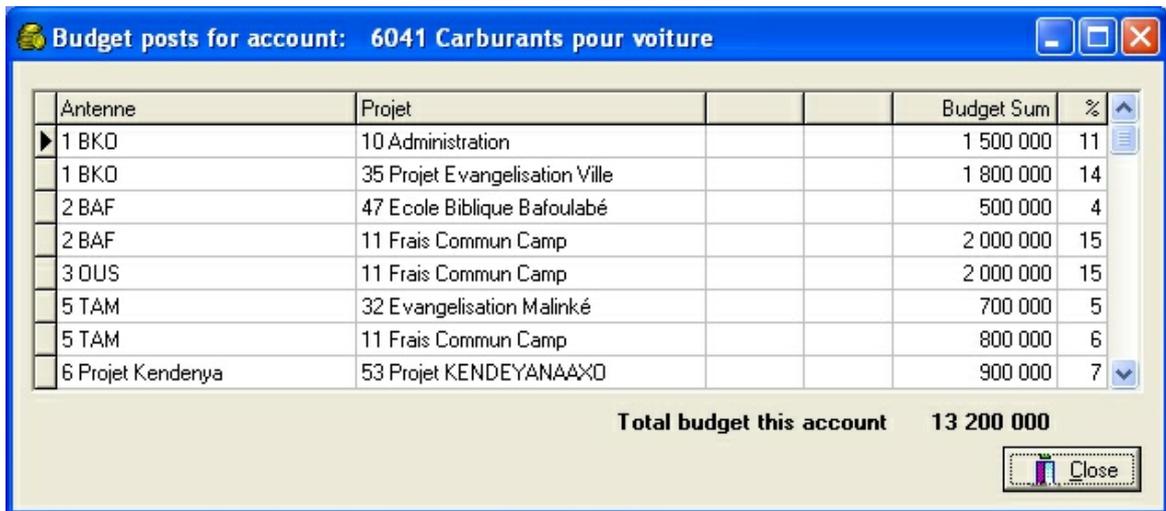
Use the middle column 'Current Budget' while entering budget amounts for each account listed. The total budget amount for this particular project will be displayed below the Current Budget column.

If you need to revise your budget during the course of the year, you may select any of the 4 budget versions available from the combobox in the upper right corner. If you want to copy the current budget to another version you may display it in the left column, select another version for the Current Budget column and click the 'Copy Left to Current' button before you further modify the new version in the middle column.

If you receive your budget data in a foreign currency, you may select the currency in the 'ENTRY currency' combobox and enter the correct exchange rate in the edit control below. Consequently all the budget amounts will be displayed in blue color reminding you that they will be automatically converted to the transaction currency when you save the current budget. Note that this currency transformation only works one-way, i.e. that it can only be used when entering a new budget in a foreign currency.

4.4.8.3 View one account's other budget amounts

After having clicked on the lower left button **'Display This Account's other budgets'** the following window will open:



Antenne	Projet	Budget Sum	%
1 BKD	10 Administration	1 500 000	11
1 BKD	35 Projet Evangelisation Ville	1 800 000	14
2 BAF	47 Ecole Biblique Bafoulabé	500 000	4
2 BAF	11 Frais Commun Camp	2 000 000	15
3 OUS	11 Frais Commun Camp	2 000 000	15
5 TAM	32 Evangelisation Malinké	700 000	5
5 TAM	11 Frais Commun Camp	800 000	6
6 Projet Kendenya	53 Projet KENDEYANAAXD	900 000	7

Total budget this account 13 200 000

The window above shows any other budget entries for the selected account. This is useful to review when composing budgets which shares a defined common total among several projects.

4.4.9 Currencies

Edit / Add currency exchange rate

Select currency: NOK

Date: (DDMM): 0101

Voucher number:

New exchange rate: 0,0125

Transaction sum: 0

1 NOK = 80 f CFA

Added 25.07.2006 09:56:32 by ADMIN
Last modified 13.01.2008 13:32:24 by ADMIN

Save Save+Close Cancel Prior Next

Use this window to enter new exchange rates for any registered currency. Normally you want to do this when registering the bank transfers imposing new exchange rates against donors. In such cases you may just use the currency calculator in the voucher edit window.

For further information on each field, please refer to the subitems in the table of contents in the left pane of the help window.

4.4.9.1 Currency entry

Select currency

Always check that you have selected the desired currency here! Otherwise you will impose this new exchange rate on the wrong currency! Available currencies are defined in your license file. Contact BushSoft if you need more or other currencies.

Date

Enter here the date from which the new currency is valid. Transactions entered with this date will be calculated using this exchange rate.

Voucher number

This is an optional field to ease auditors' work in checking the underlying vouchers for currency definitions. If you use it, make sure the correct number is entered!

New exchange rate

Enter the exchange rate in this field. Fractional numbers are rounded to 10 decimal places. The exchange rate is defined as:
Exchange rate multiplied with transaction currency equals foreign currency amount.

Transaction sum

To produce weighted budget amount reports you may enter the actual transferred amount in local

currency in this field. However, due to ongoing discussions about the desired way to calculate such amounts, this feature is disabled.

4.4.10 Favorite texts window



Enter your most used transaction text here. If you need to add further information after the text string, tick the 'Don't jump to next field' box. If you have left a space in the example above, you just hit the shortcut key <alt>D and continue entering the name of the person who withdrew cash.

4.4.10.1 Favorite text entry

Transaction text

This is the text which will be copied to the voucher's transaction text.

Don't jump to next field

Decides whether the cursor will jump to the account number immediately after the text is copied. Check the 'Don't jump..' checkbox if you want to add more text to the copied string at run-time. Example: If you have the text "Withdrawal cash ", you want to add the name of the person AFTER the copied text. Make sure to have a <space> character after the last word in this case. When the 'Don't jump..' checkbox is checked the cursor positions itself ready to type the person's name.

Hotkey

Defines a hotkey combination to copy this specific text to the transaction. Position the cursor in this field and press the desired hotkey combination (<ctrl><shift><any character> etc..). When you are adding transactions to a voucher, make sure the cursor is positioned in the transaction text field and the Favorite text checkbox is checked, then when you press the hotkey combination the wanted favorite text is automatically copied into the transaction text field.

4.5 Recalculate Button

Select the budget currency you use and click the Continue button to recalculate all monthly balances for the latest transaction changes/additions.

The [Recalculate dialog](#) will open and let you select which foreign currency is to be used in the current recalculate process.

4.5.1 Recalculate window



This window is displayed when you have selected accounts recalculation.

Select desired budget currency you want the transactions calculated against.

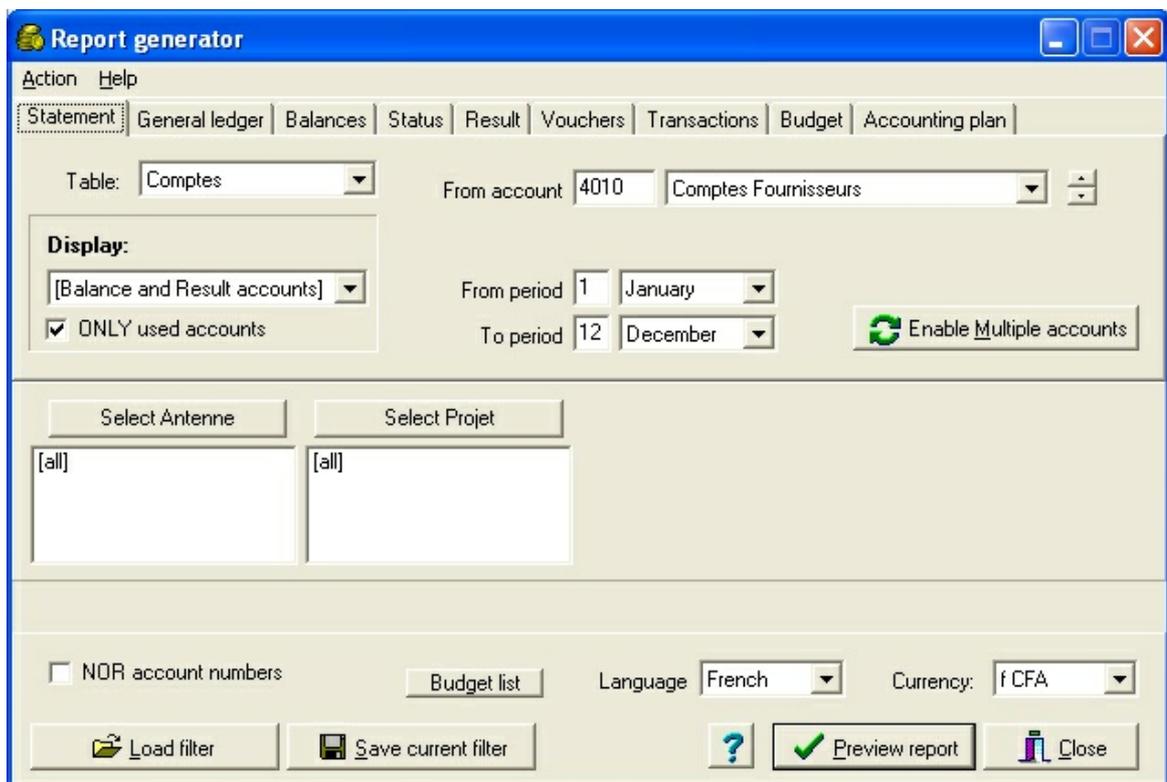
Also if you want to check if the sum of all the opening balances equals zero, check the appropriate checkbox.

Click on the Go ahead button to perform the recalculation.

4.6 Reports Button

You may select any of the predefined report types and filter transactions on any number of dimensions and/or periods.

Note that you may export the reports into a spreadsheet for further enhancements/formatting.



This is the default report selection window. Please refer to the [report selection page](#) for further information about the different reports.

4.6.1 Report selection

All reports are created by selecting properties in this window.

You may select report type by selecting the appropriate tabsheet at the window's upper part. Available selection controls for each report type are displayed on each page.

BushSoft Accounts is a multi-dimensional accounting. I.e. there are provisions to select or filter transactions based on their dimension data. You may select desired dimensions by using the listboxes with large buttons labeled the accounting's dimension names.

NOTE:

If ALL listboxes are empty (i.e. display the string [all]), NO filtering of the transactions will take place. In this case the reports will reflect **the accumulated total of all departments and other dimensions**.

Main report types: [Statement\(s\) and General ledger](#), [Balances, Status and Result](#), [Voucher Report](#), [Accounting Plan](#) and finally [Export groups](#)

Controls on the Report Selection Pages:

[Report Table](#)
[Account range](#)
[Display](#)
[Enable Multiple Accounts](#)
[Dimension filter Button](#)
[Dimension filter Listbox](#)
[Language](#)
[Currency](#)
[Load Filter](#)
[Save Current Filter](#)
[Detail Level](#)
[Current Budget Version](#)
[Voucher Selection Mode](#)
[Accumulate against Export Code](#)

4.6.2 Report controls

Enter topic text here.

4.6.2.1 Report Table

An accounting has several data tables, with this combobox you may select between accounts, debtors/creditors, and each of the dimension tables (which have names according to your license).

4.6.2.2 Display

If you have selected Accounts in 'Table' you may restrict the account range to Balance- or Result accounts accordingly.

By checking ONLY used accounts, all non-used accounts will be suppressed. (I.e. accounts which haven't been used in transactions, which have no opening balance and no budget amount assigned.

4.6.2.3 Account Range

With the control(s) 'Account' or 'From account' and 'To account' you may select the range of accounts or dimensions for which you need the report.

4.6.2.4 Enable multiple Accounts

Normally a Statement report contains only data for ONE account. Use this button if you want to run statements for a range of accounts (Ex. Debtor/Creditors at the end of the month).

4.6.2.5 Language

As you already know, account's names are saved in two languages. Use this combobox to select the appropriate account name's language. NOTE: This selection ONLY affects the accounts NAMES, not the REPORT language.

4.6.2.6 Currency

Select the appropriate currency for your report with this combobox.

4.6.2.7 Detail Level

Used in Status- and Result reports.

You have certainly grouped you accounts in several detail levels.

To save paper you may select a report limited to a certain detail level. If you select detail level 1, only the grand total is printed (one line). If you for a status report select detail level 2, the report will only contain subtotals for Assets and liabilities etc.

4.6.2.8 Budget version

This accounting is capable of saving 4 different separate budget versions. Select the wanted version with this combobox.

4.6.3 Dimension related controls (involving result accounts)

Transaction filters

According to your license each result account transaction may be assigned to a number of dimensions. Many companies use the first dimension as Department, and call the second 'Project' etc. The clue is that you may filter all transactions to ONLY include those you want calculated for a specific report.

Here is how you do this. Let's say that your first dimension is called 'Department' and you want to have a report reflecting ONLY the transactions for your Shipping Department.

Locate the large button named 'Department' and select it by clicking. A small browse table window displaying all your Departments accounts or records, appear. Select the Shipping department and either double-click it, press the <Insert> button or drag the highlighted item to the Department listbox below the large button you just clicked. If you now click 'Preview Report', only transactions for your Shipping Department will be used while calculating the report.

To erase a dimension filter entry from the listbox, select it and press the <Delete> button or drag it just outside the listbox.

You may select any number of dimensions and/or items in each dimension listbox. Remember though that dimension data is only applied to RESULT accounts, not to Balance Accounts.

4.6.3.1 Dimension Filter Button

This is the large button just above the dimension filter listbox. Select this button to open the selected Dimension Lookup Window. Further information about filtering transactions is provided [here](#).

4.6.3.2 Dimension Filter Listbox

Listbox displaying the dimension records to be included in this report's calculation. By default [all] dimension are included (i.e. no filtering). Add records to this listbox from the Dimension Lookup Window. Further information about filtering transactions is provided [here](#).

4.6.3.3 Save Current filter

Using this button enables you to save the current Filter Definition. Use a short descriptive filename. Saving Filter definitions are more efficient than selecting several records from multiple dimensions each time you need a specific report. The Filter Definitions are saved as ordinary files.

4.6.3.4 Load Filter

Using this button enables you to load a previously saved Filter Definition. This is more efficient than selecting several records from multiple dimensions each time you need a specific report. The Filter Definitions are saved as ordinary files.

4.6.4 Statement(s) and General ledger

These reports display selected voucher transactions on selected accounts or dimension tables with opening and closing balances just like a Bank Account Statement.

The Multiple Accounts Statement Report differs from the General Ledger by displaying balances for each month and forcing a page break for each new account.

The foreign currency option of these reports will be the currency selected in the Recalculate window.

4.6.5 Balances, Status and Result

These reports display accounts or ledger opening- and closing balances in addition to calculated movements. The Balance report is a flat, non-grouped report.

The Status report prints the balance accounts indented according to the main account groups. If you need a similar report for your accounts payables / receivables then tick the appropriate box in the 'Account Types in report' frame.

The Result report prints the Result Accounts indented according to the main accounts groups and compares the accounts to the budget amounts.

4.6.6 Voucher report

This report displays vouchers' transactions by voucher number. This is mainly for auditing purposes.

4.6.6.1 Voucher Selection Mode

Normally Voucher reports are printed per voucher number. With this combobox you may select either vouchers from a specific period or from a date range.

4.6.7 Export groups Report

This customer tailored report is only available to one customer. The report acts as a link for importing BushSoft Accounts data into an enterprise accounting.

The report accumulates account balances according to export group codes and displays a summary against one of these groups. This report is mainly tailored for one specific organisation, so it may not suit your needs.

4.6.7.1 Accumulate against Export Code

This is provided on request from one specific organisation. It enables accumulating all account's export groups as per dimension data. They use to compare the main balance on each fields to expenses paid by the parent organisation.

4.6.8 Transactions Report

This is a non-formal report, used for auditing or checking. You may select transactions filtered by dimensions or voucher number.

4.6.9 Budget Report

Have you ever needed to know the details under your corporate budget? If you see a large total budget amount for Car Purchase, this report can reveal which project has entered which amount in their Car Purchase budget.

You may select an appropriate account range to limit the size of the report.

4.6.10 Accounting Plan

... displays all available accounts / dimension items as a flat list.

4.6.11 Report preview

All reports are primarily sent to the preview window. In many cases this enables the user to have the wanted results without waste any paper. Otherwise a hardcopy is just two quick keystrokes away (<ctrl>P<enter>).

The **Toolbar** below the window title bar has the following buttons:

Page navigation buttons - four arrow keys to browse the current report pages, these buttons are disabled if the report only consists of ONE page.

Zoom buttons - choose between Zoom to fit in window, Zoom to 100% and Zoom to window width.

Print button - display Windows' printer dialog and enables you to select printer and page range to print.

'Save as' button - Enable users to save the report as

MS Excel spreadsheet,

RTF document (MS Word compatible),

HTML (Web browser), WMF (Windows Meta File Graphics)

or CSV (Comma separated - database import).

Close button - Close the Preview window and revert to the report generator.

Keyboard shortcuts:

UpArrow/DownArrow - Scroll the current page.

Home / End - Top / bottom of current page.

PgUp/PgDown - Browse pages (if more than one)

<ctrl>Home / <ctrl>End - First or last report page.

<ctrl>S - Save Report to File

<ctrl>P - Print dialog (If you want to print immediately: <ctrl>P<enter>)

<esc> - Close this Preview Window

4.7 Backup Button

In case of computer hardware crash, theft, fire or simply because of a need to share or transfer the accounting, DO NEVER FORGET to backup your data.

Failing to do so can lead to days or even weeks of spoilt time having to re-enter vouchers and other registered data.

Never store the backup media at the same location as the accounting computer (in case of fire or theft).

Suitable media is USB sticks, network drives or CD discs.

To restore a backed up accounting, use the Tools / Restore button.

4.8 Tools Button

Utilities Page

Reindexing

If you encounter data trouble or error messages related to 'corrupt table data' and/or 'table not found'.

You have two options: Reindexing all tables, and if that doesn't solve the problem - restore from a previous backup.

Restore backups

Take care to check the date and last voucher number on the backup set you restore and select the latest version! Also read the instructions [here](#).

Copy License

Use this function to update your license file or add more licenses to your accounting software. The license file you probably received via email, should be copied to a diskette (or another known disk location) and clicking this button will enable you to select and copy the file into your accounts folder.

Information Page

This page simply displays the complete path to the accounting program and where your accounting data is stored. Clicking the buttons will copy the selected path to your clipboard for safe pasting wherever you need it.

Maintenance Page

Lock accounting month button.

To get rid of the 'Preliminary' keyword in all report titles you need to lock an accounting month. After a month has been locked no editing will be allowed. Make sure you don't need to change or add

anything before you lock an month. For those of you who imports account movements from suboffices: NEVER lock a month unless you are sure that you have imported data from EVERY suboffice!

Purge unused transaction texts button

You may have mistyped transaction texts and corrected this text later. However the mistyped text item will not be erased and it may be annoying to see this on the list of available transaction texts. Run this procedure to check and erase all transaction text items which are no longer in use.

Open Program configuration window

This opens the former separate Accounts Setup application. You need to have administrator rights to access this window.

The setup form manages data transfers to the next year, user accounts and several program options and preferences. For a complete explanation look here.

Transfer Page

Transfer updated accounting plan

If the software is used in multi-office accounting it is essential that every office's accounting and dimension plans are completely equal. The main Office may export its current accounting plan to a diskette or other media by clicking the Export this accounting plan button.

In turn the other office(s) may import this 'master' accounting plan into their accountings by inserting this diskette into the drive and selecting the office they want to import from before clicking the Import updated accounts plan from.. button.

Transfer monthly movements from offices to the Main Office

In multi-office accounting each suboffice's account movements need to be imported into the Main Office's accounting after they have locked each month. The export cannot be executed before the actual month is locked. To export your accounts movements, insert a new or formatted diskette in the drive, select the proper month and click the Export Now! button. Always make sure you have selected the proper month!

The Main Office need to insert this diskette in the drive, select the proper Month and Office and click the Import Now! button. Always make sure you have selected the proper month and office name! Have your printer ready as you need to print the actual voucher which is created during the import.

License Data Page

For your information this page displays some of the information included in your license file. If you need to change or add to this information, please contact BushhSoft directly.

Tool window

From within this window you may perform more non-trivial accounting tasks. Please click on each page header below to get help.

[Utilities](#)

[Information](#)

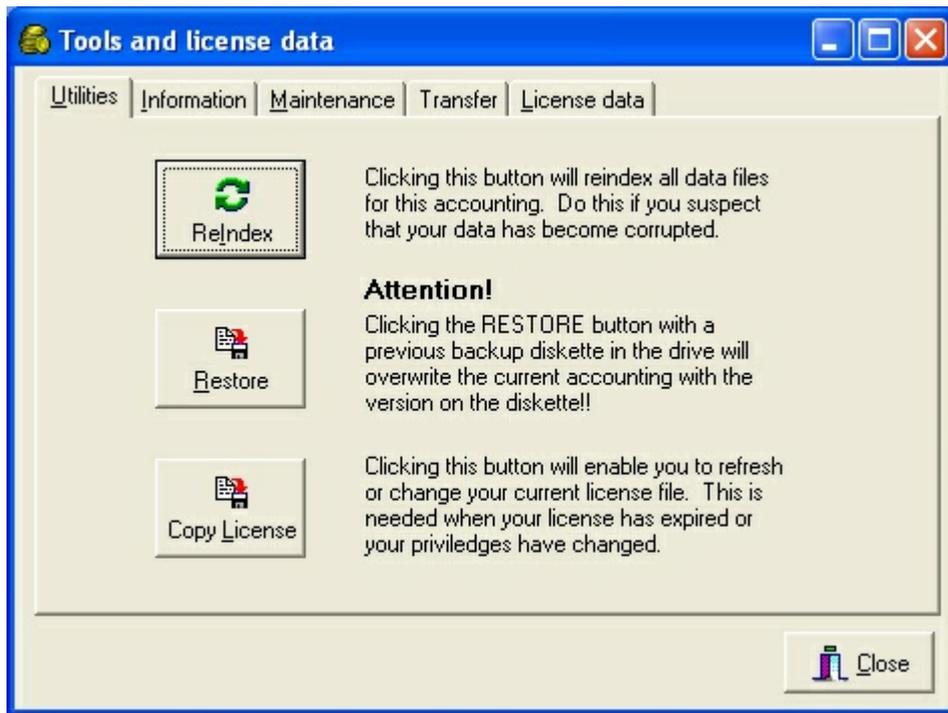
[Maintenance](#)

[Transfer](#)

[License data](#)

Note that certain of these operations require specific user access rights. Contact your accounts administrator if you have not been granted the appropriate rights.

4.8.1 Utilities tab



Reindex

From time to time you may encounter data errors in your tables. This can be caused by failing disk media or power brownouts which may write wrong information on the disks. The Reindex procedure loops through all tables, restructures and cleans them from minor errors. If you get error messages like 'Key violation' etc, always try a reindex before you contact support.

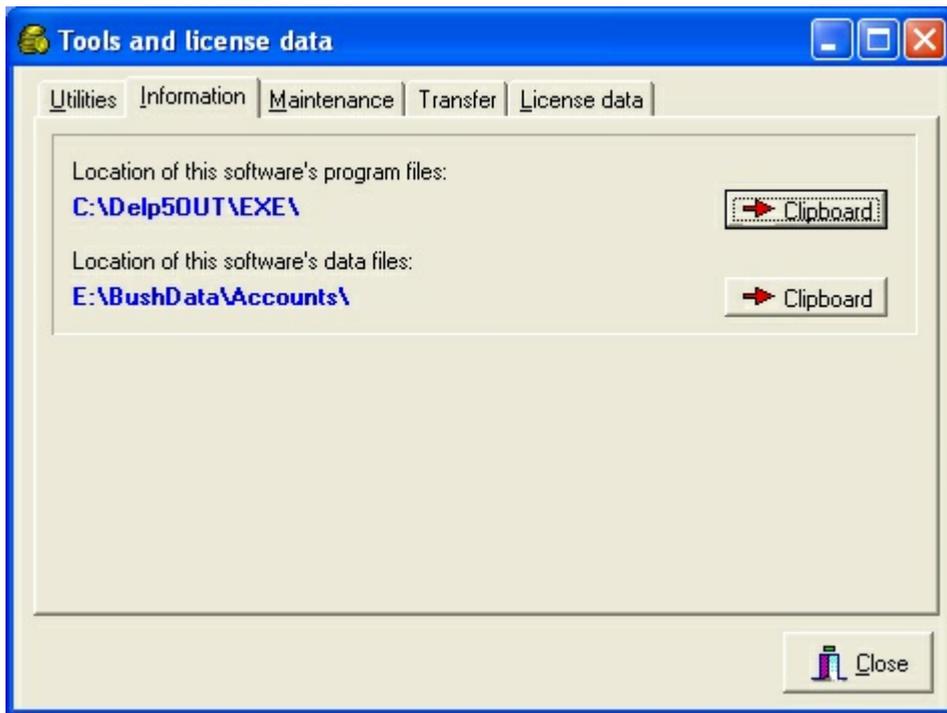
Restore

To restore a previously saved backup of your accounting files, use this button. Always make sure that you have selected the correct license, office and year before you invoke the restore operation! Before the current files are actually overwritten with the backup, a message box with information about who took and when the backup was taken etc. to avoid unwanted restore operations.

Copy license

From time to time BushSoft may require you to replace your license file with a new one. Copy the file you have received from BushSoft onto a diskette and insert it into drive A:. Click this button and follow the instructions.

4.8.2 Information Tab

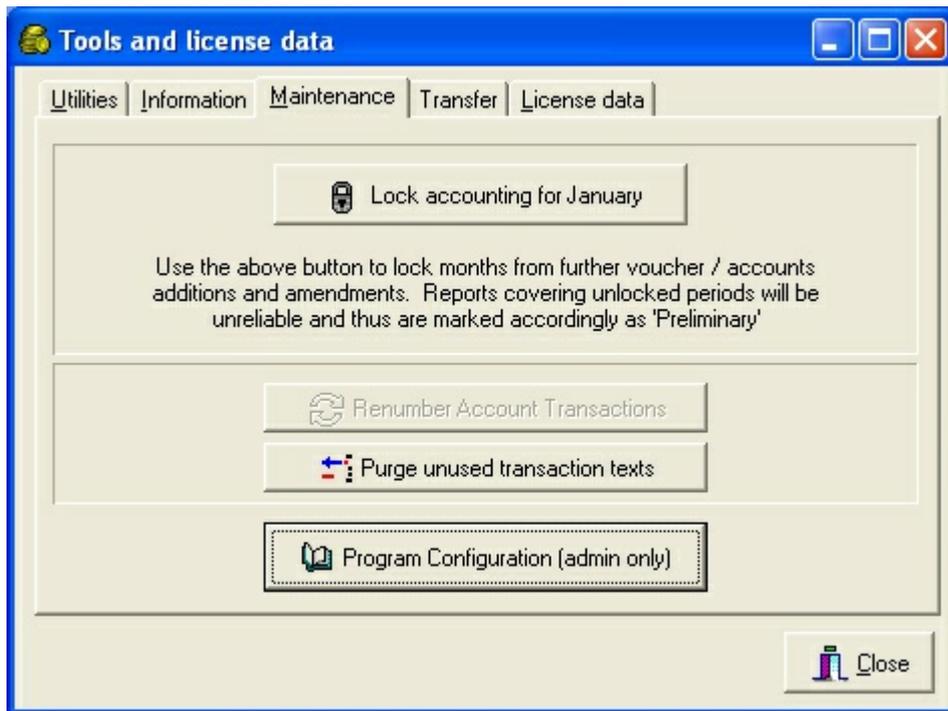


Check this page if you need to know exactly **where** the BushSoft Accounts application files are located and perhaps more important, in which folder are the data files located.

As it is sometimes hard to correctly type long pathnames, you may have the current program path (normally C:\Program Files\BushSoft\Accounts) and the account's data path (normally C:\BushData\Accounts) copied to the clipboard for further pasting.

When you want to paste the path data into an appropriate context, press <ctrl>V or <shift><Insert>.

4.8.3 Maintenance Tab



Locking of months

By default you may re-edit accounting data for months which are not yet locked for editing. However, reports covering unlocked months will always display the keyword **'Preliminary'** in the report's header. When you are ready to lock a month (and you have received all account movement's reports from your suboffices), you just click the large button to lock the month. This will remove the word 'Preliminary' from the reports and you will no longer be able to edit/add/delete data for the locked months.

Purge unused transaction texts

If you have entered voucher texts which are no longer in use due to typos etc. you may click this button to purge the voucher text table.

Open the program configuration window.

This is only allowed if you have administrative rights. Refer to [this page](#) for further information on configuration issues.

4.8.3.1 Accounts Setup

Welcome to BushSoft Accounting configuration and setup.

NOTE!

Only users with administrator rights may open pages in this tabsheet.

Always doublecheck that you have selected the appropriate [license](#), [office](#) and [year](#) before modifying and accounting's setup parameters.

Click on the links below to get a brief explanation about each page:

[New Year](#)
[Import page](#)
[Cost Distribution](#)
[Create / delete page](#)
[User page](#)
[Assignments page](#)
[Options page](#)

4.8.3.1.2 New Year Tab

This page contains functions to transfer relevant data and balances from one year to another. Always make sure you have selected the correct accounting to copy values FROM before proceeding. I.e. if you need to transfer data from year 1999 to year 2000, make sure the 1999 accounting is selected.

Create year xxxx's Account files

Clicking this button will check if next year's accounts files already exist, and if not, you will be prompted if you want them to be automatically created. Just read thoroughly and click to accept any information messages that appear.

Copy Account Names etc. to Next Year

Clicking this button will open a list of data to transfer to the **next** year. Normally you want to copy all accounts, groups and budget, but if you need to restructure from ground, you may want to create certain tables from scratch. By default all appropriate tables to copy are selected, for most cases, just accept this setting and click Continue.

Transfer balances etc. to Next Year

Clicking this button will transfer this year's closing balances for all balance accounts to next year's opening balances. You are responsible to do this after this year's december month has been locked. The balance transfer may be done any number of times (after any amendment of the December accounts), but the final transfer must be done BEFORE next year's January month is locked.

If you have changed some account numbers from this year to next year the accounts' balances will NOT be transferred!

NOTE

If you for some reason want to edit next year's account number plan, make sure you edit it BEFORE any transactions have been entered.

4.8.3.1.3 Import tab

This page will be customized for each organisation. There are buttons to import data from Your organisation's standard files. The setup program demands specially formatted text files exported from the Head office's main accounting.

Please refer to specialized information regarding Your organisation's standardisation how to use this page.

4.8.3.1.4 Cost distribution

This feature is activated for selected customers only.

It enables you to automatically divide transaction amounts between several projects on the fly while you are entering the vouchers.

4.8.3.1.5 Users Tab

Data for each user is entered/edited here. Think about a short and intuitive [user id](#). Also fill in the [name](#) fields and [password](#).

Then fill in appropriate data for [backup path](#) and [alternate backup path](#) as well as a personal path where [report filter definitions](#) are saved.

When you have finished filling in the names and user rights, select the [Save+Close](#) button to post the entry. If you for some reason want to cancel the changes, select the [Cancel](#) button.

4.8.3.1.5.1 Access rights

BushSoft Accounting has four different access levels.

The lowest level is called BROWSE. Users at this level may not change anything, but they can browse all data and print reports.

The second lowest level is called VOUCHERS. These users may add and edit vouchers for non-locked periods. However they are not allowed to add new accounts or debtors/creditors.

Next level is ACCOUNTS. Users at this level may also add/edit accounts, debtors/creditors and other table information.

Upper level is ADMIN. In addition to all other rights this level has access to user accounts and can thus create and edit users.

4.8.3.1.5.2 Password

Type the user's password here. Remember that passwords are case sensitive.

4.8.3.1.5.3 User name and forename

Type the user's real surname and Christian name.

4.8.3.1.5.4 User ID

This is a few characters to easily identify the person. You may use a nickname or an abbreviation of the name, if the name itself isn't short enough. This will be the USER NAME in the login dialog box.

4.8.3.1.5.5 Users page

Users page

This page displays the user table.

To add new users, select 'Add user' and fill in the fields into [user data form](#). To edit an existing user, select 'Edit user' or doubleclick the desired user in the grid.

4.8.3.1.5.6 Backup path

Enter the preferred drive/directory path for taking backup of your data files here. Usually data is backed up to diskettes in drive A:, so if you have any special needs, enter A:\ in this field.

4.8.3.1.5.7 Alternate backup path

If you want to also save backups of your accounting to an alternate location than the default A: diskette drive, you may enter the complete path here. To provide a minimum amount of safety, you should at least select a directory on a different physical drive and preferably a drive on another networked computer.

4.8.3.1.5.8 Report filter definition path

Each user may be assigned their own report filter definitions path.

4.8.3.1.6 Assignments tab

Click on the large 'Change Voucher Entry's Autobalance button' to assign you most used accounts etc to speed up voucher entry work.

Also check the appropriate dimension whether it is [required](#) or it can be left blank, - if your license allows multi-dimensional accounting.

To save some time when entering vouchers, you may set the [initial transaction type](#). When this is blank or set at 'Debit', a new voucher's first transaction is debit. If your accounting deals mostly with incomes, you may want to set it to 'credit'. Then you may use the [autobalance buttons](#) to equalize the voucher without first swapping debit-credit.

Transaction restrictions if no budget exists.

This is a requested feature to avoid result account costs/incomes being incorrectly registered. By ignorance an accountant may post transactions on illegal department/project combinations (i.e. combinations where there is no budget).

By selecting one of the three options in the combobox you may choose if transactions posted to combinations where there is no budget should be:

- Simply accepted with no warning (as with former versions of this software).
- A warning message is displayed but the transaction may be saved on the second attempt.
- Prohibited. No such transactions are allowed.

You may enter an appropriate warning/error message in the edit box below.

If any changes have been made, you will be prompted to save the changes when exiting.

4.8.3.1.6.1 Initial transaction type

This setting instructs the software to propose the first transaction in a new voucher to be debit or credit.

If most result accounts transactions are debit (i.e. incomes to cash or bank) this field should be set to Credit. On the contrary, if most transactions are expenses, set it to Debit.

4.8.3.1.6.2 Dimension number/code required

Tick this box if a dimension number/code is **required** for result account transactions. If this box is ticked, you will receive an error message if you try to save a result account transaction with this dimension field blank.

4.8.3.1.7 Options tab

Some printers need greater bottom margin than 10 mm to print the footer correctly. You may enter your printer's minimum bottom margin in millimetres in the 'Bottom margin' field.

Some colors can be [customized](#). If you have a color printer, you may want to set every second report to light gray or even disable it by setting the color to white.

If any changes have been made, you will be prompted to save the changes when exiting.

4.8.3.1.7.1 Color selection

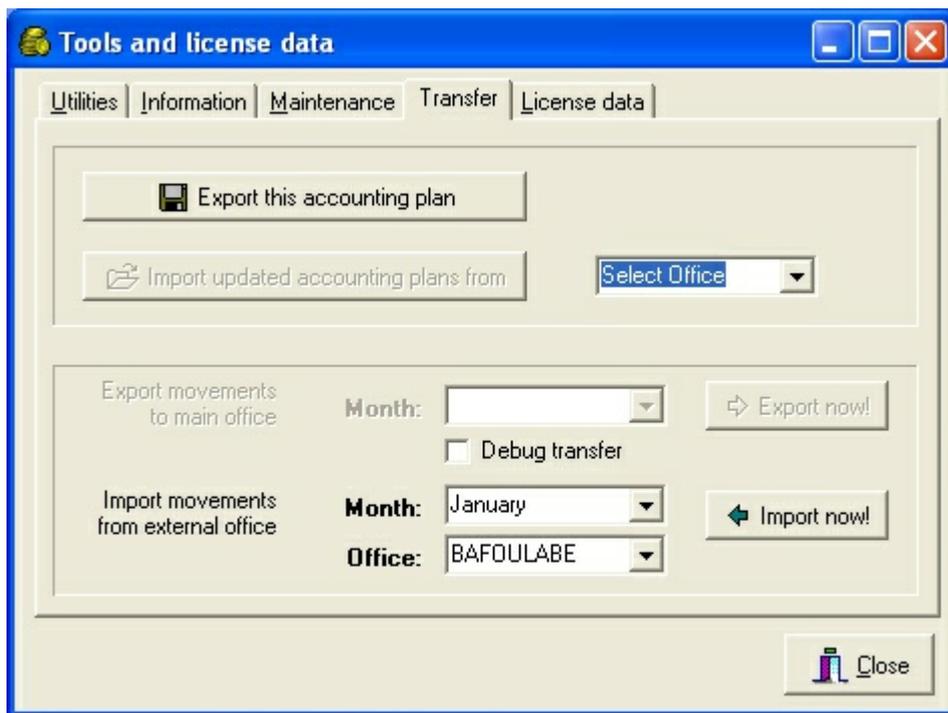
The demo test grid displays the current color selection for:

Upper two lines: Text color for balance accounts. Result accounts are displayed in 'normal' black.

Middle line: Background color of every second line in a scrollable grid.

Lower line: Background color of every second line in printed reports. Note that for printers only supporting black and white, the latter color is displayed as shades of gray. Select a color which is easy on the eyes on screen, and gives a suitable gray background when printed.

4.8.4 Transfer Tab



This page is for managing accounts with sub-offices off-site.

Synchronization of accounts plans

The upper half panel covers synchronization of accounts plans between the main office and the sub-offices.

Consider that the main office has substantially re-arranged the accounts plan to a degree that makes it unpractical to redo the same changes in the off-site offices. In this case the main office exports the revised accounts plan by clicking the 'Export this accounting plan' button. This will save the accounts to a disk file (for delivery via email or removable media) to the sub-office.

Arrived at the sub-office, they will use the 'Import updated accounting plans' button to retrieve the new and updated accounts plan.

Transfer of monthly movements to the main office

Use the lower half panel controls for this operation. Don't forget to doublecheck the Month and suboffice name.

Controls for import and export will be enabled / disabled according to the current accounts status (main office or sub-office).

4.8.4.1 Transfer

This page is only applicable when/if you have a multi-office license which requires transfer of accounts movements from the suboffices to the main office once a month. In such a relationship it is imperative that all offices uses the same accounts and dimension tables.

This page's upper panel deals with copying the current accounting and dimension plan from the head office to the sub-offices. This is normally only necessary when major changes have been done the the company's account- or dimension tables.

The lower panel deals with the actual account movement reports from the suboffices to the main offices. The license defines which offices will export data and which is the head office.

Import updated accounting plans

Suboffices should use this button when they have received a diskette or email with an account/ dimension table update. Start by selecting the appropriate office to import from (normally the head office), and when this is done, the import button will be enabled. Before the actual copy process starts, a dialog box with export data will be displayed.

Export this accounting plan

This is normally used by the main office to export a new year's revised account's plan and dimension tables. The export file is by default saved to a diskette, but can also be sent as an email attachment etc.

Export movements to main office

Suboffices need to use this procedure when all transactions for a month have been entered and checked. **NOTE!** You need to lock the actual month **BEFORE** you are allowed to export data! Make sure you select the correct month before starting the export operation.

Import movements from external office

When the main office receives data from the suboffices this button will import the actual account movements. Make sure you are selecting the correct suboffice name and month!! The program cannot keep track of which imports you have already done.

NOTE! When the import is about to be completed a report page will be created listing the account/ dimension numbers and amounts. PRINT this page and use it as the import VOUCHER in the headoffice accounting. Also note that in the current version the mouse pointer is actually an hourglass even in idle mode. Please **IGNORE** the hourglass icon and use the pointer as if it was a 'normal' mouse arrow.

4.8.5 License Data Tab

The screenshot shows a window titled "Tools and license data" with a "License data" tab selected. The window contains the following information:

- Accounting name:** MPN MALI
License ID: SMM
- Accounts languages:** French, Norwegian (bokm.)
- Valid years:** 2000, 2001, 2002
- Department names:** (Empty list)
- Accounts offices:** BAMAKO, BAFOULABE
- Currency data (first line is transactions currency):**

Currency	Amount mask
FCFA	###,###,###,###
NOK	###,###,###.##
EUR	###,###,###.##
- Dimension name(s):** Comptes, Déb./Dréd., Antenne, Projet

A "Close" button is located at the bottom right of the window.

This window contains some of the information included in your current license file, such as accounting Name, valid Years, Currencies and Dimension Names.

4.9 Log off

This enables you to log off the accounting system so other users cannot open or manipulate the accounting without providing a valid username and password.

NOTE! You also need to log off to change the current license/accounting and year to work with.

4.10 Exit

Logs of the user, saves the current accounting, closes all files and terminates the accounting application.

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