



## ACCRIVIA FEATURES

Last Manual Update:

24/11/2015

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# WELCOME TO ACCRIVIA V11

Accrivia V11 is a business and accounting software package developed to streamline your operational and accounting processes within your business and minimise any double handling of data. It encompasses modules:

- Debtors
- Inventory
- Point of Sale (POS)
- Jobs / Costing
- General Ledger / Cashbook
- Creditors, and
- Payroll

## Contact Accrivia Support

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Contact details for the Your Accrivia Support Team are:

Phone: 03 5562 0700

Email: [support@accrivia.com.au](mailto:support@accrivia.com.au)

Fax: 03 5562 0400

## Help Features

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For help using the many features that Accrivia provides, press F1 from any screen to access context sensitive help, use the Help menu to access the on-line manuals, or call Your Accrivia Support Team

## Logging Problems

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If you experience a problem with your system, often it will be simply resolved with a quick call to our support desk.

As most issues within the system have recognised Error Log messages - it is helpful for Your Accrivia Support Team to be able to see the actual message. Simply take a screen capture using a software program such as Snag It or Microsoft Snip It, (or use the Print Screen button on your keyboard then paste into an email), to take screen shots and highlight any data or messages which you need help with and include in your email to support.

**Email to: [support@accrivia.com.au](mailto:support@accrivia.com.au)**

When referring to an Accrivia generated report, please quote the report reference code from the bottom left footer of the report.

[DInquiry/141028] Debtor Inquiry

Page 1 of 1

[DEMO PTY LTD]

## Nominated System Administrator

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All users are welcome to call our support consultants directly for assistance with using any of your Accrivia features; however we will ask you to nominate an Accrivia System Administrator. This is the person who is responsible for communicating any problems or requests for changes to our Support Team, and maintaining the system settings, user access and decisions around how Accrivia is used in your business.

## IT Support

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It is important to differentiate between Accrivia Support and IT Support. Very occasionally you may experience what appears to be an 'error' in Accrivia, but in fact is due to a hardware or network problem at your site. In such cases our Support Team will refer the problem to your local IT service provider.

It is essential for any business dependant on computerised systems to have a good relationship with a reputable local IT service provider who can diagnose and fix hardware or other IT problems at your site.

**Topic Location - ACCRIVIA FEATURES MANUAL**

## **ACCRIVIA OVERVIEW**

Accrivia is a powerful, multi-user Windows accounting system, offering the latest features expected from High Quality software products, and the option of personal customisation to meet your exact requirements. Modules included are Debtors, Point-of-Sale (POS), Creditors, Purchase Orders, Inventory, Payroll, General Ledger, Cashbook and fully integrated Job Costing.

### **System Features:**

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- True 32bit and 64bit versions available for all supported Windows platforms
- Multi-User
- Multi-Company
- User Definable Toolbars
- Customisable Preferences
- Security implemented at the menu level such that individual menu options can be disabled for individual users
- Open Database Model - Query tools can be used to access data directly, third party reporting tools can be used to define your own reports
- Backups - can set up backups to your local drive

### **Debtors Module Includes:**

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- Ordering
- Invoicing
- Back-Ordering
- Point-of-Sale, including scanning
- Quoting with integrated Word Processor links to include a detailed description of your quotations
- Credit Notes
- Settlement Discounts
- Entry and reporting of transactions by Area, Sales Rep or Debtor Type
- Manual and Automatic reconciliation of debtor payments against invoices
- Direct Debit Payments - from Credit Card or Bank Accounts
- Interest, Rent or Fuel charge facility

## **POS Sub-Module Includes:**

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- Very fast entry and processing time
- Stock Code Entry or Bar Code Scanning
- Pop-up stock selection screen for invalid or unknown stock codes
- Docket or Laser/Bubble Jet Printed Receipts
- Price and Description Override Available
- Each transaction may be flagged by Operator
- Easy Payment entry with option of splitting payment between available payment types
- Summary Transaction List available per Cashdraw or Company
- Internal Department Transfer Hotkeys available
- Order Number and Contact Person logging against Entry
- Easy Selection of Accounts for Account Sales and Account Payments
- Adjustable Trading Date

## **Inventory (Stock) Module Includes:**

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- Automated Stock Re-Ordering for low quantities
- 5 Levels of Volume Discount, 6 Levels of Debtor Discount per stock line
- Including and Excluding tax stock price levels
- Stock definitions for Each, Per Metre, Per Square Metre and per Cubic Metre
- Automatic "On Special" and "Off Special" date and price definitions
- Stock Kits (Allows a stock line to be defined based on quantities of other stock lines)
- Storage for two Bar Codes
- Individual GL Account Updating for stock lines
- Stock Manufacture - can set up complete procedures
- Warehouse Transfers for multi-site clients
- Stocktake
- Purchase Orders

## **Creditors Module Includes:**

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- Invoicing, including Standing Invoices
- Credit Notes
- Purchase Orders, linked through Inventory module

- Manual Payment Entry
- Automated payments based on Creditor strategies, discount days or pay-by-date transaction stamping (Autopay)
- Direct creditor account payments
- Contra payments for Debtors/Creditors
- Expense Account Entry and Reporting linked to General Ledger
- PPS Tax
- Updating of Stock Quantities from Invoices
- Updating of Job Estimates from Invoices
- Cheque printing facilities
- Links directly to the General Ledger
- Import XML files direct from Suppliers

### **Payroll Module Includes:**

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- Department Reporting
- Sick, Holiday and RDO Accrual
- Standard employee payment definitions for fast payment processing
- Superannuation Processing
- Fully linked Awards module
- Fully linked Tax Tables
- Timesheet facility - for both manual entry and automated external imports
- EOY - Payment Summaries
- Links directly to the General Ledger

### **General Ledger Module Includes:**

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- Unlimited User Definable Profit/Loss and Balance Sheet reports
- Asset Register and Automatic Depreciation
- Standing Journals
- Batch Posting
- GL Account Reconciliation
- BAS & PAYG Withholding
- Budgets

## Cashbook Module Includes:

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- Multiple Bank Accounts
- Full Bank Account Reconciliation - inc direct bank file imports
- Journal Posting
- Bank Deposits

## Jobs (Costing) Module Includes:

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- Transparent movement from Quotes to Jobs to Job Completion
- Merging of one job/quote/template section into another job/quote/template section, and creation of jobs, quotes or templates based on existing jobs, quotes or templates.
- Full financial posting of all jobs including automatic PPS notification on billing
- Fast Invoicing for non-progress payment jobs
- Contract and Section Variations catered for
- Estimated versus Actuals reporting, profit reporting, Invoices, Statements, Trial Balance, PPS tax withheld
- Supplier Orders based on Job Stage
- Stock definitions for Each, Per Metre, Per Square Metre and per Cubic Metre
- Stock Kits - Allows a stock line to be defined based on quantities of other stock lines
- Supplier stock prices updated monthly. Each stock line can be attached to the stock line of a supplier and be automatically maintained
- User Definable Job Sections

## Web Based Interface

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- Labour capture - employees can clock on and off direct from their phone/tablet
- Manager Dashboard - providing immediate KPI reporting
- Invoice approval screen
- Purchase Order number generation
- Stock Visibility



## ACCRIVIA V11 MAJOR FEATURES

### General Overview For Version 11

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- New style guide to give system a Windows 7 / 8 native “look and feel”.
- Progressive, ongoing redevelopment of the Help System.

*Try clicking F1 in any screen, if it answers your question you're away, and if not, let us know*

- Report Hints at the footer of the report selection page to indicate the information shown and purpose of the report, with search functionality.
- Training videos which can be run through the Accrivia Help menu, or via a stand-alone Help Application (which is the preferred method for operators in a Terminal Server environment).
- Data Extract interface (replaces “Viewer”)
- Enhanced Excel based Extract tools (replaces old KPI output engine)

### Debtors V11

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- A new Debtor module feature allows you to define the Default payment type (eg EFT rather than CHQ).
- Debtor “Days to Pay” routines have been tightened up and include a “recalculate” button. We can also reset all debtor accounts to accurately reflect the last 12 payments with an initialisation feature.
- New functionality allows all Debtor “Set Sell” (including project pricing) to be exported to excel, manipulated, and reloaded. Data output also allows all margins for set sells to be analysed.

## **New CRM Module (Customer Relationship Management) V11 \***

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- Issue emails for Overdue accounts
- Targeted advertising campaigns and Quote Management
- Follow up emails using the new CRM interface which supports template layout with full HTML support.
- Debtor and Creditor Accounts now support unlimited “Contacts”, which interact with CRM emailing functionality.

## **Creditors V11**

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- A new Creditor module feature allows you to define the Default payment type (eg EFT rather than CHQ).
- Credit Request functionality for short supply or damaged stock received as part of the Purchase Order process.

## **General Ledger & Cashbook V11**

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- Cashbook Search form (as per General Ledger search form)
- Extended Excel-Based General Ledger “Profit & Loss” or “Balance Sheet” report output

## **Job System V11**

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- Job System – Dashboard for Estimators, Project Managers & Supervisors
- Rearrangement of Job Setup form to capture tender document information, and offer quote tracking for analysis of won/loss ratios for Contract Jobs.
- New tabs allow for better analysis of cost and revenue postings, as well as enhanced support for default “folder tree structure” against Jobs for cleaner storage of associated documentation.
- Quotes can be allocated against a contact, and if the project is won, the contact is converted to a Debtor so the Job can proceed

## Payroll V11

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- Web Timesheets are now available - see Web Based / Mobile Support below\*
- Revamped screens and menus with clearer grouping of like fields
- Greater control over timesheet data imports
- Award consolidation:
  - new level codes to manage rates
  - reduces overall number of awards required
- Associated Files support in payroll giving the option to:
  - store scanned images of license, employment agreement, etc
  - ability to restrict access to Files

## Web Based / Mobile Device Support Module V11 \*

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Web based Mobile Device support for functions such as:

- Creditor Invoice Authorisation
- Timesheet on/off times for Payroll processing
- Ability to issue Purchase Orders to suppliers from Mobile Device
- “Job Forms” to issue works to employees and capture signature of client upon finalisation
- KPI reporting that is user defined and customisable.

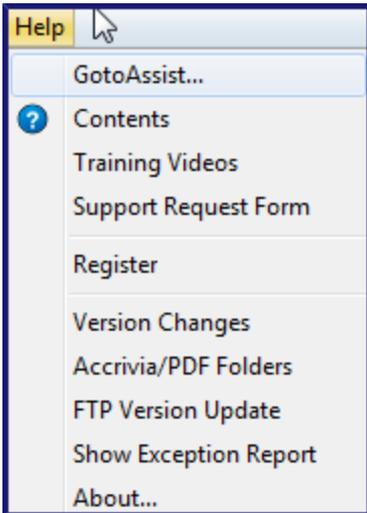
The local server export/import service also has capabilities of emailing standard Accrivia reports to selected users at predetermined times

\* The CRM and Web/Mobile device modules are brand new modules available for purchase with V11 of Accrivia. To enable you to fully assess the functionality of the CRM Module, it is included in the V11 upgrade (for all clients using the Debtors module) with limitations on the volume of emails that can be generated. To fully activate this module please contact the Support Desk for pricing.



# HELP - MENU OPTIONS

At the top of each screen you will see the Menu names for each of the Modules activated on your terminal. Regardless of your settings, each terminal will also show a HELP menu which gives you access to a variety of menu options that are related to internal settings, PDF copies as well as links to online Support and Videos.



Some menu selections have their own dedicated information page and links have been provided where necessary.

## Go to Assist

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For full details on this internal access programme - See ["Go To Assist" on page 25](#)

## Contents

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For full details on the F1 Internal Help function - See ["F1 Online Help" on page 28](#)

## Training Videos

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For full details on this feature - See ["Training Videos " on page 31](#)

## Support Request Form

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A template of information required from a User if you have a specific request for a report or programme modification. Is mostly obsolete as most clients simply email the details to the Support Desk. Note - the following is a list of details that are helpful to Support when processing a Request.

- Account database details - see Remote number in top left of the screen eg: (Remote 456), this ensures we are working on the correct database.

- Version & Build No - found at the top of the screen after the Remote database number - eg: [V10.1.14 B100409]
- A screen capture if possible of the problem or issue
- If a report change is required, please supply the report code for our reference, this is found in the bottom left hand side of the report page - eg: [CADDRESS/141104]

## Version Changes

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Click to view the history of changes made to Accrivia

## Accrivia PDF Folders

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This folder contains PDF copies for a variety of Modules as applicable for each site. Separate folders are available for specific options within Accrivia - for example

- Statements
- Remittances
- Stock Takes
- Payroll Payslips
- Debtor Invoices

Locate the correct file name within the folders and then proceed as normal to find the relevant information you are searching for.

**NOTE:** The ability to see certain folders will depend on your current System Permissions.

There is also a separate section relating to Accrivia Folders. As a general rule this is an internal group of folders where Accrivia stores information relating to your database. It is expected that Users will have little to do with this area.

## FTP Version Update

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This is an internal Accrivia function - not used directly by clients unless on advice from the Support desk.

## Show Exception Report

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This is an internal Accrivia function - not used directly by clients unless on advice from the Support desk.

## About

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This is a reference screen only which shows contact details for Accrivia with links to email addresses and phone numbers.



# FILE - MENU OPTIONS

At the top of each screen you will see the Menu names for each of the Modules activated on your terminal. Regardless of your settings, each terminal will also show a FILE menu which gives you access to a variety of menu options that are not directly related to a specific module.

Some menu selections have their own dedicated information page and links have been provided where necessary.

**NOTE:** The ability to see certain menu options will depend on your current System Permissions.

## System

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The System option has 3 sub headings which all have dedicated pages. For full details please see the following:

Full details on System Settings are available - please refer to the Accrivia System Manual

## Viewer

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The Viewer option is a critical and highly sensitive tool that is used to store your internal database information.

Changes made to this screen can have a major impact on system, and it is recommended to access only with assistance from the Accrivia Support team.

## User Access

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Full details on System Settings are available - please refer to the Accrivia System Manual

## Preferences

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Full details on System Settings are available - please refer to the Accrivia System Manual

## Contact Maintenance

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For full details of the Contact Maintenance feature please refer to the Accrivia Debtors Manual

## Remote Server Management

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This is an internal feature - not commonly accessed by Users

## Backup

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For full details on manual Backups - See "[System: Back Ups](#)" on page 39

## System Date

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This selection allows you to see exactly what the system is recording the following dates and also allows you to change the System Date (commonly used at the end of a period when doing rollovers).

- **Today's date** - actual calendar date
- **Current System Date** - the date you can manually set so the system records entries in a certain period (does not necessarily match Today's Date)
- **New System Date** - if you wish to change the system date - enter the new details here.

The system will automatically reset to the actual 'Today's Date' whenever Accrivia is closed and re-opened.

NOTE: you can also change the System date by simply double clicking on the date in the bottom left hand corner of the screen.

## Printer

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This screen allows you to set up your standard printers that can be used within Accrivia

## Branch Groups

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For clients with multiple Branches or Divisions, this screen allows you to set up Reporting Groups which can then be used when producing Reports.

## Branch Reporting Periods

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A large variety of Accrivia reports require you to enter a date period. This can be repetitious when producing a lot of reports for the same period. This screen allows you to set up default Periods so that instead of having to type the Start and End date each time - you can simply double click in the date field of the report selection and choose the Period Name - the dates will then be automatically filled in for you.

This is very helpful for things like BAS Quarterly reports, or KFC franchisees who use different reporting periods.

## Reports

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Full details on the Reporting options can be found starting with the Overview - See ["Reporting Overview" on page 49](#)

## **Report Groups & Groups Maintenance**

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Full details for Report Groups can be found - See "[Report Groups](#)" on page 60

## **Emails**

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The ability to store emails and send out in a bulk run can be set up in this screen -  
For full details on Bulk Emails see: please refer to the Accrivia System Manual

## **Currency**

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For full details regarding the Currency feature - please refer to the Accrivia Inventory Manual

## **BAS Report**

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Full details on the workings of the BAS feature with in Accrivia are documented in the General Ledger manual.

## **Import**

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The Importing of Electronic files is a Site specific feature, details can be found in the Inventory and Industry Specific manuals.

## **Read & Send Messages & View Reminders**

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For full details of this feature - See "[Send/Receive Messages & reminders](#)" on page 42



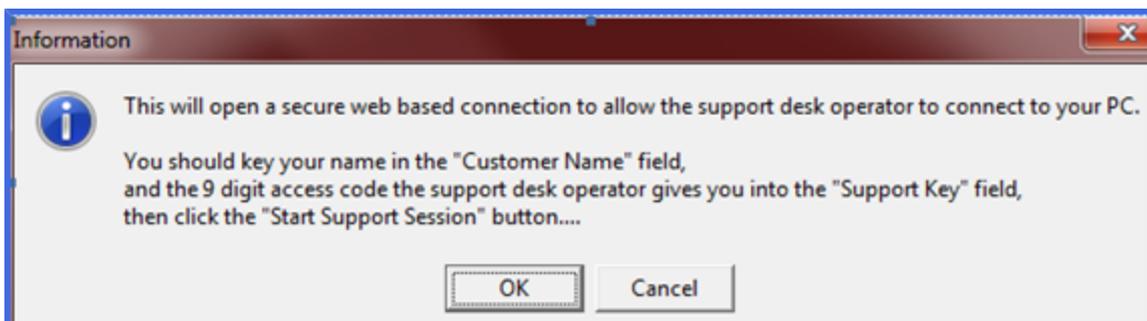
## GO TO ASSIST

Go To Assist is a Support tool to enable Your Accrivia Support Team to log into your live system and either take over your system to correct errors, or work together with the user to assist with issues in a live state.

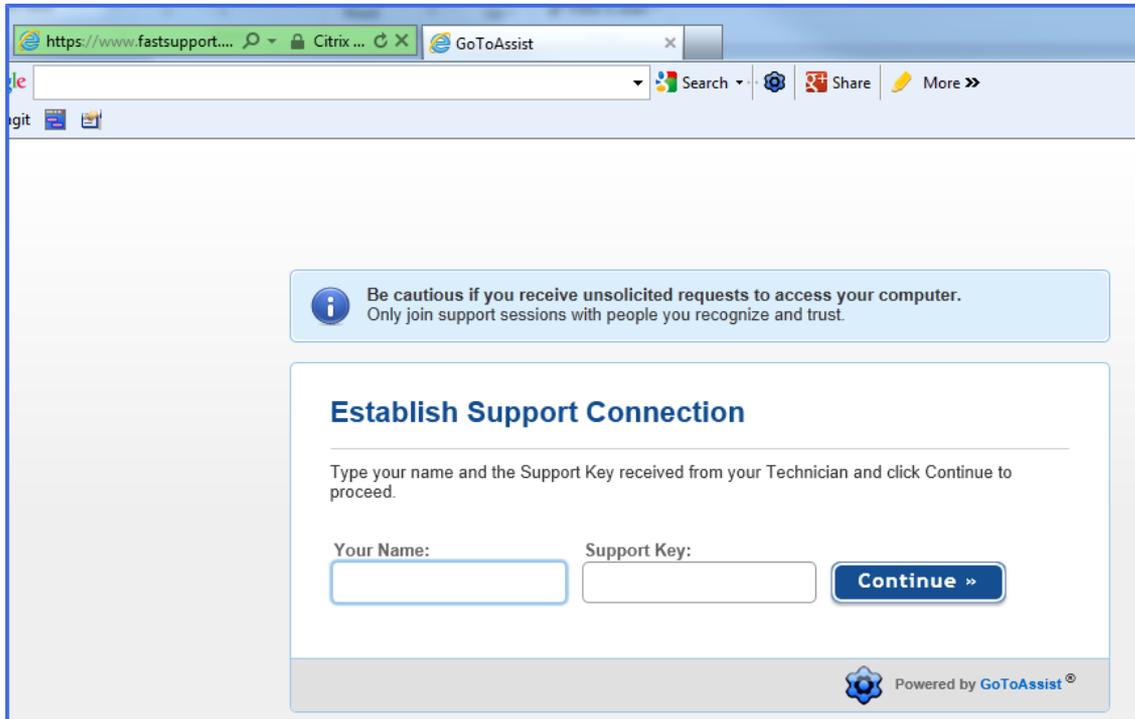
Once the initial setup has been done, the Go To Assist programme will remain on your terminal ready to activate whenever it is required.

As a security measure, access to your site requires a constantly changing Support Key Access code which we will supply upon each login.

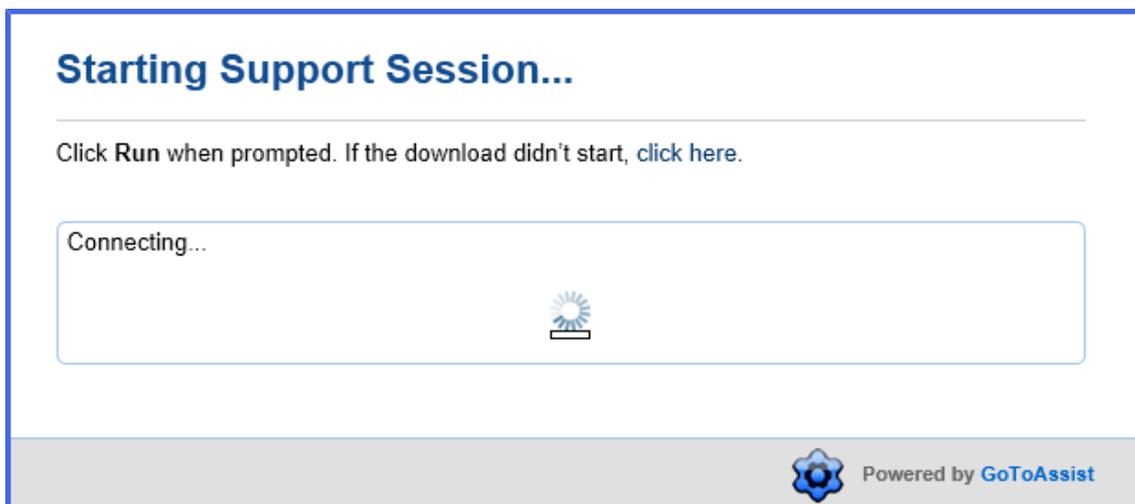
1. To open a Go To Assist session - Click on the **[HELP]** tab at the top of the screen
2. Click on GoToAssist
3. You will be prompted with an Information box advising what is about to happen - click **[OK]**



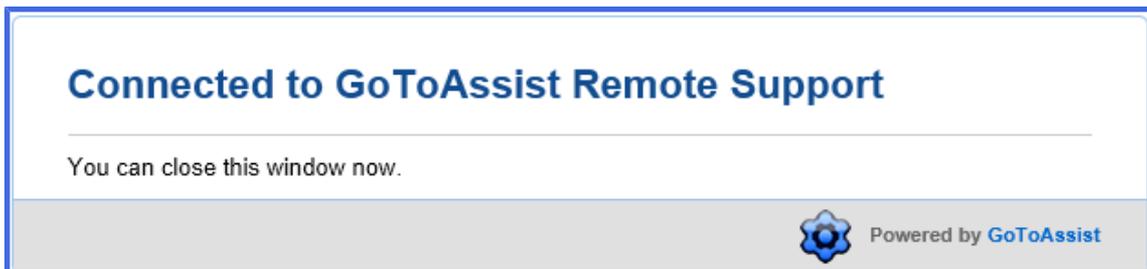
4. You will now be connected to a website in order to set up the connection.



5. At this point you will be asked to enter Your Name - this is not required and can be skipped
6. Now you will need to enter the 9 digit Support Key number that is given to you by Your Accrivia Support Team.
7. The next pop-up will advise that a connection is being established and to follow the prompts and click [RUN] when prompted

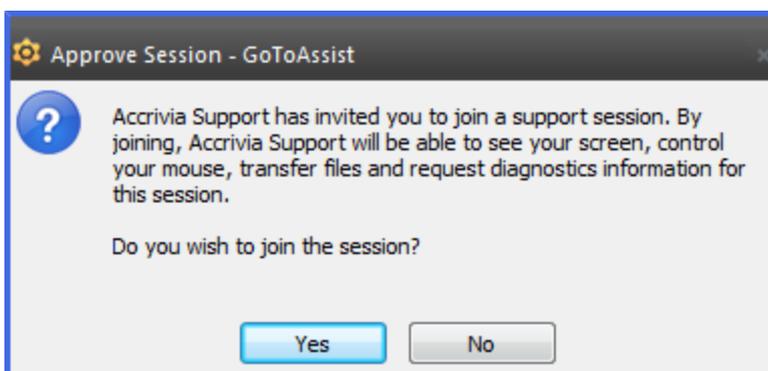


8. Once connected you will get confirmation of this with the following:



You may find that the confirmation screen to click [run] is hiding behind the scenes - minimise this screen in order to see the message.

9. The final message is to confirm that you are happy to join the session - click [YES]



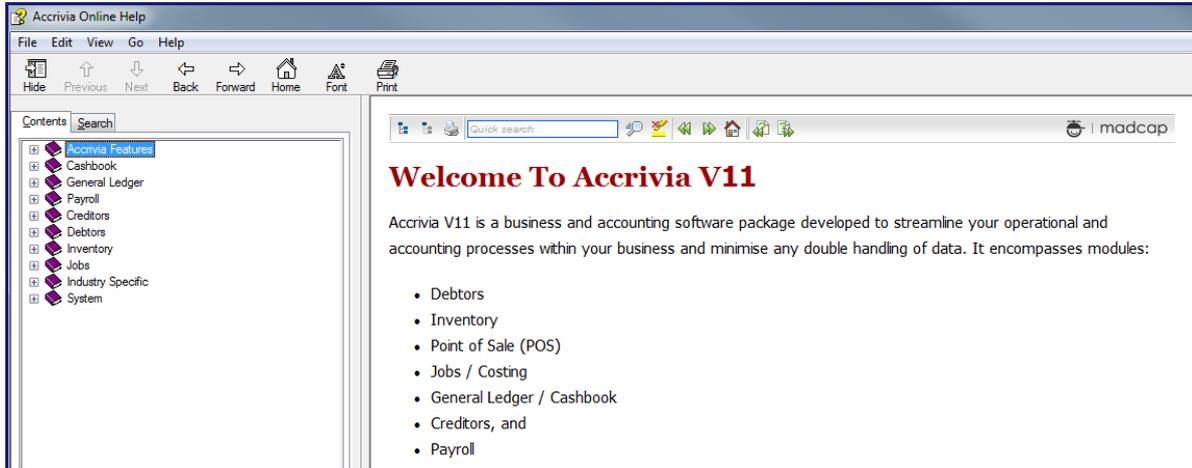
A short delay may occur while the session on both sides is connected, and once finalised Accrivia will then be able to see exactly what is on your screen and will be capable of using the mouse to move around the screen for you.

**Topic Location - ACCRIVIA FEATURES MANUAL**

# F1 ONLINE HELP

Accrivia provides a variety of documentation for all aspects of each module. The most exciting new development in V10.1 is the Online Help, which allows you to access the entire suite of User Manual documentation at the touch of a button.

From within any screen simply press your **F1** button to activate the Help screen, which will open to the exact topic you are working on.



Links are provided throughout the help screens taking you to related topics, and you can also make your own selections by clicking on any of the topics listed in the Contents field on the left.

Each module is listed separately, and by clicking on the heading you will then be able to see all the individual Topics available.

## Searching for a Topic

---

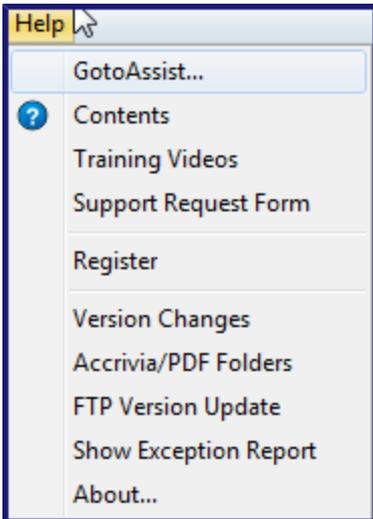
Can't find what you're after, or not sure which module it might be in? Click on the **[SEARCH]** tab at the top of the screen, then enter a specific word to help you find some results. A list of all topics containing that word will be presented below and you can then choose which one seems the most applicable.

Obviously using as unique a word as possible will narrow your search options - eg typing in the word 'Debtors' would produce too many results to make it worthwhile.

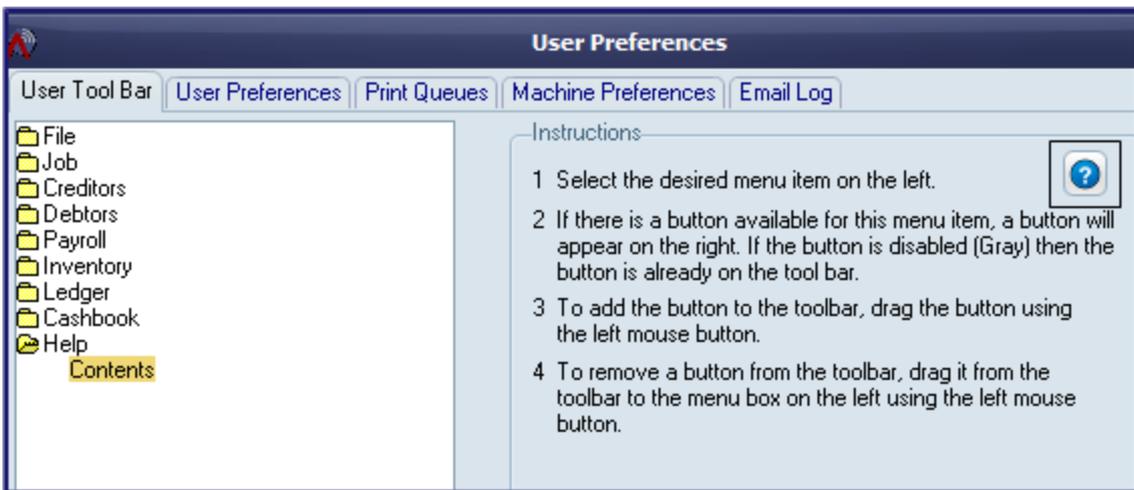
## Access to F1

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While the Online Help can be accessed using the F1 button, you can also access it by clicking **[HELP]** at the top of the screen, then choosing **[CONTENTS]**.



You can also add an Icon to your Favourites line for easy access. You can add this from **FILE | PREFERENCES** then follow the instructions.



## Moving through Pages in F1 Help

Each page within the F1 Help screen has a header containing options to quickly move around the documents. The most helpful buttons to use are the 2 on the end of the options which move to and from the last Topic. This is most helpful as it allows you to follow the logical steps in the order they have been added without reverting to the Table of Contents.



\*\*\* note not all of the options in this tab are connected, use only the Home button and the Arrow buttons. Searching from this tab will search only the page currently showing not the whole document.

## Dual Screens

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This little trick will keep your Online Help screen locked on the screen (side by side) while still allowing you to enter data - very helpful when first learning a new feature.

For full details on how to use 'Dual Screens' please refer to the Accrivia Features Manual.

**Topic Location - ACCRIVIA FEATURES MANUAL**

# TRAINING VIDEOS

Menu option: [HELP - | Training Videos](#)

Accrivia has produced a number of instructional videos for each of the Modules covering aspects including the set up of data files, right through to the day to day processes commonly used throughout the programme.

It should be noted that some clients do have customised programming written specifically for their industry - in this case some details and screens shown in the videos may vary from client to client.

It is expected that these videos will be used for new clients as a training tool, but will also remain available to all clients as a means of refreshing current staff, and training new staff as your business changes.

At present we have 2 options to view these videos, and the choice is yours as to which option works best for your company although Online Streaming is our preferred option. Note the Video Player option does produce a slightly better quality viewing video, although the actual content remains the same with either option.

## Accessing the Videos with Online Streaming

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Menu option: [HELP - | Training Videos | Online Streaming](#)

We now have a link to allow clients access to our training videos. As of Sept 2015 all new .exe's will have this link included on the HELP menu.

These videos are listed on a private You Tube site that allows you to view all current videos at any time - once you open the Online Streaming you will be required to enter a password which will be supplied to you by Accrivia. These are 'view only' videos, and do therefore are accessed as needed, the data is not stored anywhere on your system.



Contact Us:

**Accrivia Pty Ltd**

Phone: +61 3 5562 0700

Email: [support@accrivia.com.au](mailto:support@accrivia.com.au)

## PROTECTED: VIDEO\_TRAINING\_HOME

SYSTEM

DEBTOR

INVENTORY

CREDITOR

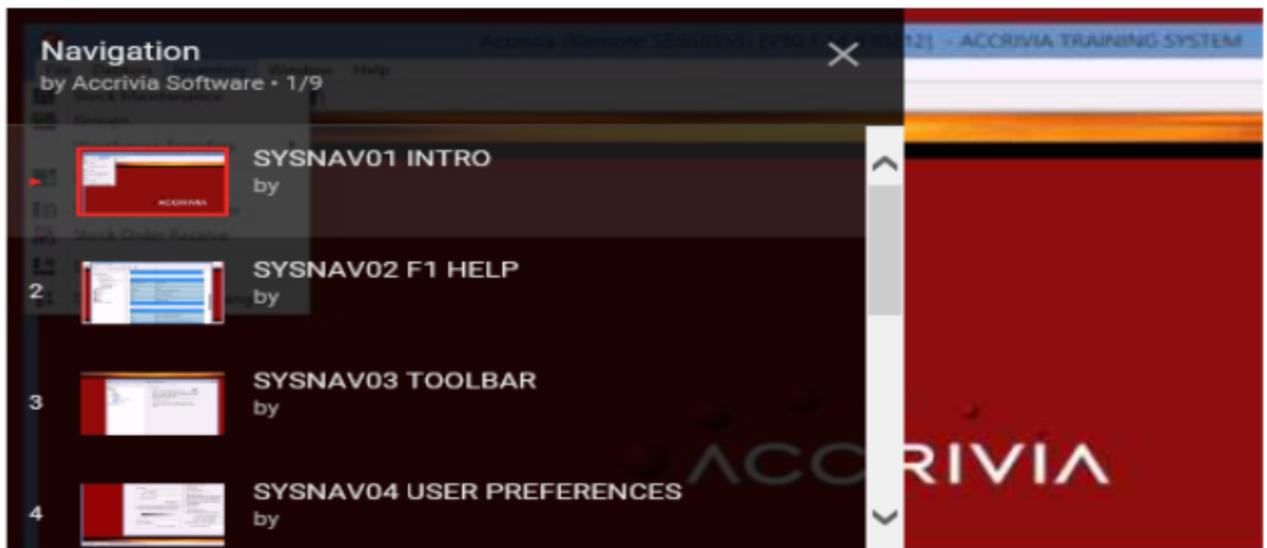
JOBS

CASH BOOK & LEDGER

You will see that each module is shown under these headings - so you can simply scroll down to find the one you want or click on the Red module button at the top of the screen.

Use your mouse to hover over the top left corner of the video to see a list of the Content Topics for each module and select the required topic to start viewing.

### Navigation



Standard Play, Pause & Fast Forward buttons are available at the bottom of the Video Player screen and as usual you can choose to expand or reduce the size of the screen as required.

## Indirect Access for Online Streaming

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If at this time you do not have the latest .exe and therefore the Online Streaming option is not available to you, then you can access the videos directly by opening a browser and using the following link.

[http://www.accrivia.com.au/video\\_training\\_home/](http://www.accrivia.com.au/video_training_home/)

## Accessing the Videos with Video Player

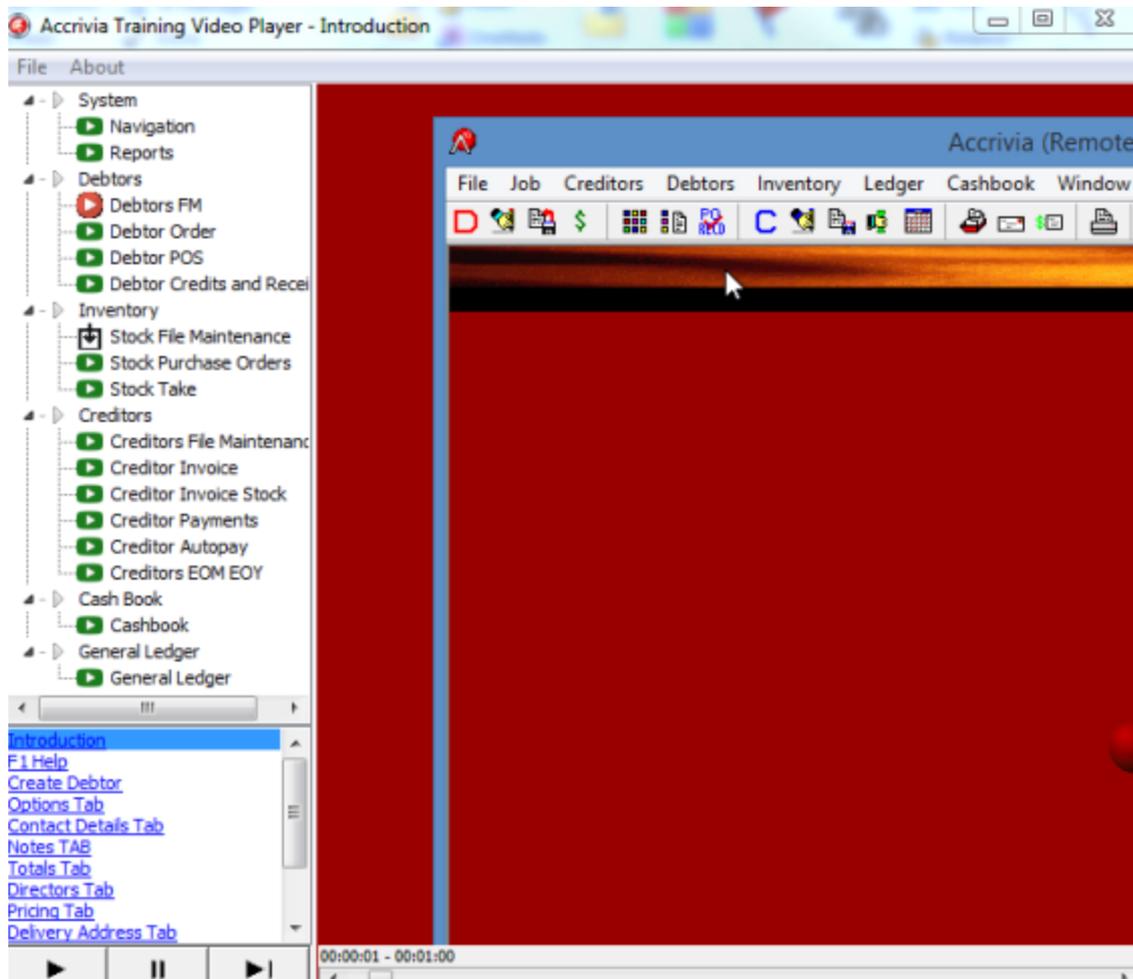
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Menu option: [HELP - | Training Videos | Video Player](#)

Our second option for videos is to use our inbuilt Video Player, which allows you to download copies of the videos direct onto your company database from our FTP site. This allows you excess to high quality videos at any time from your database. As these are downloads, it does mean that whenever Accrivia produces a new video or updates an existing one, then you will need to update your database to ensure you are always viewing the most up to date version.

Once selected this will launch a stand-alone video player, which will allow you to work in Accrivia while watching the video instructions.

Standard Play, Pause & Fast Forward buttons are available at the bottom of the Video Player screen and as usual you can choose to expand or reduce the size of the screen as required.



Each Accrivia module has it's own Table of Contents running down the left hand side of the screen - each Module topic showing with a Green arrow marker.

Once a topic is selected you will note that the Green icon turns to Red, and a further sub menu of topics will appear in Blue in the bottom left hand corner of the screen.

When a topic has been selected you can choose to either watch the video in full or skip to a particular sub topic by double clicking on the blue topic name at the bottom.

Note - a Green icon indicates that there is a current video available for this topic. However a Black one (like the Stock File Maintenance shown above) means that the latest video needs to be downloaded. Click on the black icon, then click on the Download Training Video button that appears at the top of the player screen to start the download from our FTP site

## Updating the Video Version

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At the top of the Video Player screen - you will find a second menu item called **ABOUT**. Clicking on this will provide an option to Update the Training Video Menu.

The system will now check our FTP site to determine if any new or revised videos are available to be downloaded.

**Topic Location - ACCRIVIA FEATURES MANUAL**

## **GENERAL USAGE OVERVIEW**

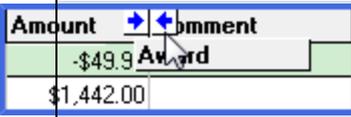
This section covers the useful tips and tricks for efficiently navigating around and using Accrivia, including:

- How to move around grids
- Common buttons used in Accrivia and what they do
- Short cut keys
- How to process a backup

**Topic Location - [ACCRIVIA FEATURES MANUAL](#)**

# HOW TO MOVE AROUND/USE ACCRIVIA

## Screen Navigation

Standard Options	Details
	Navigator/Arrow buttons to move between records
	Add new record
	To save changes to record
	To delete a record. Can only be done where no other data exists for the record
	To abandon changes
	To Move a column in a grid – grab the title with the mouse, drag and drop to desired position
	Merge two records together. Any record with postings cannot be deleted. Where a duplicate entry has been set up in error, the records can be merged using this function. All transaction history will be transferred to the record you are merging with and the first record is deleted. <b>** This is a permanent function and cannot be undone.</b>
	Changes the reference code for this entry. All historical references to this record will be updated with the new code.
<input checked="" type="checkbox"/> Redundant	Each form has the option to make a record redundant. The conditions and terminology around this function may vary between modules. A redundant record cannot be 'posted' to, but filtering options allow you to report on or view these records if required. *Not applicable to employees in the Payroll Module

Grid Keys	
Insert or Arrow Down ↓	Add a new line
CTRL + Del	Delete line
Arrow Up ↑	Save line
Arrow Down ↓	Save line AND add new line below
ESC	Clear changes in field
ESC x2	Clear all changes to line
CTRL →	Opens a sub line on line with a +
CTRL ←	Closes a sub line

Shortcut keys and Tips	
D	When in date field to insert today's date
+ or -	When in date field to adjust date
CTRL + D	When in memo field to insert current date & time
Tick Box	Space bar to add remove tick or double click on tick box.

Hold your mouse over each field to view a description in the 'hints' bar at the bottom of the screen

Where there is a need to Type "Yes" or "No". The first letter is always in uppercase and the remaining letters are lower case.

By default if you type a part of a code into an entry field the system will jump to the next closest alpha-numeric match. Alternatively you can elect to have the system automatically open the search selection screen if the typed code does not have an exact match

**Topic Location - ACCRIVIA FEATURES MANUAL**

# SYSTEM: BACK UPS

Menu option: **FILE - BACKUP**

This program allows you to make a backup of the Accrivia data while users are still logged into Accrivia. This backup process copies the Accrivia database to a new temporary folder, zips the copy of the database in the temporary folder, saves the zip file to the selected destination directory.

Once the zip backup has been completed, the program deletes the copy of the database in the temporary folder.

This Accrivia Backup program is only available to sites where the Advantage SQL database is version 9.0.0.0 or later.

Even though your business may have its own system wide backup, it is strongly recommended that you run the Accrivia backup program on a daily basis and also prior to significant month end processes. Accrivia Support is able to easily access the Accrivia based backups for the restoration of data in the event that is required.

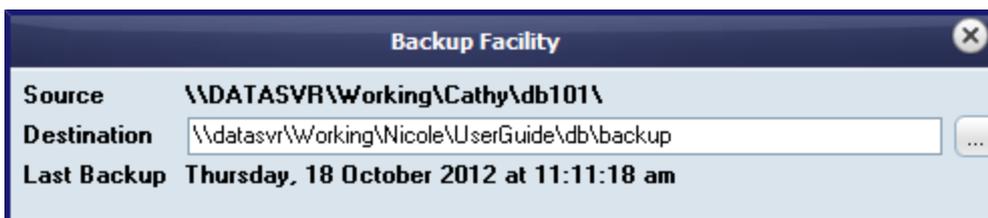
## To Run a manual Backup:

1. Open **FILE - BACKUP**

After the first time a Backup is performed the system will remember where the file is stored and will automatically save any future backups to this same folder with the relevant date as part of the file name.

2. Click on the **[OK]** button to start the process

As a general rule, there is no need to change the name of the backups with the possible exception of specific End of Period backups like your Financial End of Year. Clicking on the button at the end of the Destination line will open your terminal folder selection if you choose to change the Destination. The AccriviaBackup.exe is generally stored in the c:\program files\Accrivia folder.



Topic Location - **ACCRIVIA FEATURES MANUAL**

# WORKING IN GRIDS

Branch	Expense No	BAS Type	Amount (Inc GST)	GST Amount	Stock/Dets	Comment	Disc Days	Disc \$	PO
ADELAIDE	1115 - Purchases	1 GST Credit	\$23.00	\$2.09					
ADELAIDE	1115 - Purchases	1 GST Credit	\$200.00	\$18.18					
ADELAIDE	1115 - Purchases	1 GST Credit	\$55.00	\$5.00					

Grids are commonly used to list data within Accrivia forms and represent the specific data for that feature. Grids can be recognised by their resemblance to an Excel form where each entry has it's own field with a Header line. All grids are modified as follows:

- To create a new line press the **[INSERT]** key, or arrow down from the last line,.
- To move to the next cell within a grid, press **[ENTER]**
- To undo current changes and revert to last saved version of a line press **[ESC]**
- To save your entry, move off the line.
- To delete a line from a grid press **[CTRL][DELETE]**
- To exit the grid and move cursor back to the Accrivia form press **[TAB]**.
- Double click in a comment or description fields to expand the field to its full size (not always available).
- Where the grid references data from another area of Accrivia click in the field to access a drop list of options. If no drop list is available, double click in the field to access a selection screen.
- Where a grid is a selection screen (i.e. stock search or creditor selection), double clicking on the required entry will select it and move you into the next step of the process.
- Ctrl Payroll Timesheet Grid only – expand date/time entry
- Ctrl Payroll Timesheet Grid only – collapse date/time entry

## Tab In Grids Function

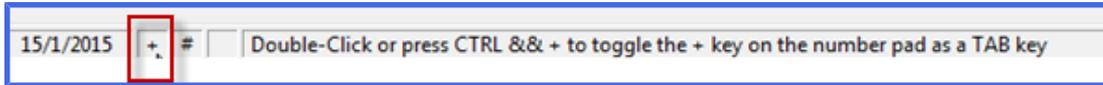


Check this option if you want to use the [TAB] key to move you between cells within a grid (normally the tab key will jump you out of any grid). When this option is selected a '#' will appear in a square at the bottom left of the screen, in all Accrivia windows.

You can select this option, or toggle the Tab key back to its original function by pressing [CTRL] [\*] or double clicking in this square.

## Add Key/Tab Key Function

---



Check this option if you want to use the plus [+] key on the number pad as a Tab key. When this option is selected a '+' will appear in a square at the bottom of the screen, in all Accrivia windows. You can select this option, or toggle the plus key back to its original function by pressing [CTRL][+] or double clicking in this square.

**Topic Location - ACCRIVIA FEATURES MANUAL**

# SEND/RECEIVE MESSAGES & REMINDERS

An internal function is available which enables you to send and receive messages to other Users in the system. It allows you to send short messages - eg phone messages, requests for information, client requests etc - the options are endless.

By using the System Settings you can personalise your terminal to specify how often you receive messages and have them appear as a pop-up on your screen when one is sent to you.

## System Settings - Send/Receive Messages

---

### USER ACCESS for Messages

- Go to **FILE | USER ACCESS**
- Click on File, then ensure you have a tick next to the functions called Send Messages & Receive Messages
- Click on the green tick at the bottom of the screen to save these changes and then restart your terminal to activate the changes.

You will now see these options available in the **FILE** tab

### PREFERENCES for Messages

Go to **FILE | PREFERENCES**

Click on the *USER PREFERENCES* tab

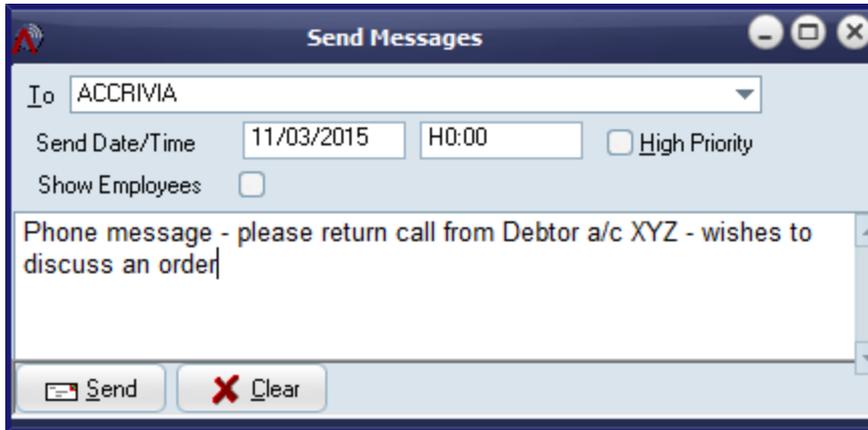
Enter a value in the field called **[CHECK FOR MESSAGES EVERY (SECONDS)]**

Place a tick in the **[AUTOMATIC MESSAGE POPUP]** field

## Sending A Message

1. Click on **FILE | SEND MESSAGE**
2. Use the drop down to select the User name you wish to send to
3. Enter the date you want to message to be sent - as a general rule it will usually be 'today's' date - typing D will enter that for your automatically
4. You can place a tick in the **[HIGH PRIORITY]** field if required. This will be highlighted on their message letting them know the message is urgent.
5. Show Employees (no longer applicable)
6. Type in your message as required.
7. Click **[SEND]**

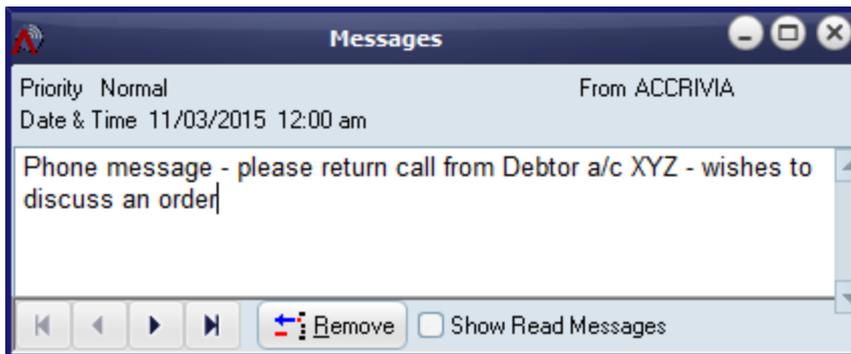
It is possible to send a Global message to all Users by selecting the "ALL" option when sending a message.



## Receiving Messages

---

Once you have set up your frequency preferences, your system will automatically check the system and present you with a pop-up message screen whenever a message is sent to you. It will show the Priority, Date & Time along with the name of the User it came from.



You can then choose to leave the message open on your screen until you have actioned it, or simply click on the **[REMOVE]** button at the bottom of the screen.

Placing a tick in the **[SHOW READ MESSAGES]** will allow you to see previous messages that you have received that have not yet been removed.

Alternatively - if you wish to manually check for messages, or check old ones, you can open **FILE | READ MESSAGES** function manually.

## View Reminders

---

Menu option: **FILE - VIEW REMINDERS**

An internal Reminder facility is available for all Users with the option activated in User Access.

This facility allows you to create manual reminders for yourself or to send a reminder to any other User within your system.

Each time a User opens Accrivia, the Reminder screen will appear if a reminder exists. If no reminders exist then the User will need to manually open the screen in order to Add a new reminder.

## Viewer Options

By default only the User can see the reminders that have been set up for them and therefore cannot choose to see other Users or Groups. However any User set up as a 'Supervisor' within User Access will have the ability to see all reminders for any User by using the drop down option and choosing the Users name.

The Supervisor can then also action (Dismiss) the reminder if required - very useful when an employee is on leave or has left so that important jobs are not forgotten.

## Reminder Groups

It is possible to set up a "Group" which enables you to send/view reminders for multiple Users in one easy step. At present each Group is linked to a specific Task - EG: Invoice Authorisation, Quotes etc, and only the Tasks available on your screen can be used for the Group function.

To set up a new Group - open **FILE | REMINDER GROUPS** (this may need to be activated through User Access, and potentially should be done by a Supervisor)

Enter the Group name in the first field and the Description in the second field- once done you will find the grid at the bottom of the screen will appear. Now simply place a tick in the In Group field for any User Name you want included in this Group.

**Task Source** - this is a growing function which will allow you to select which Group will be included in reminders for a specific function.

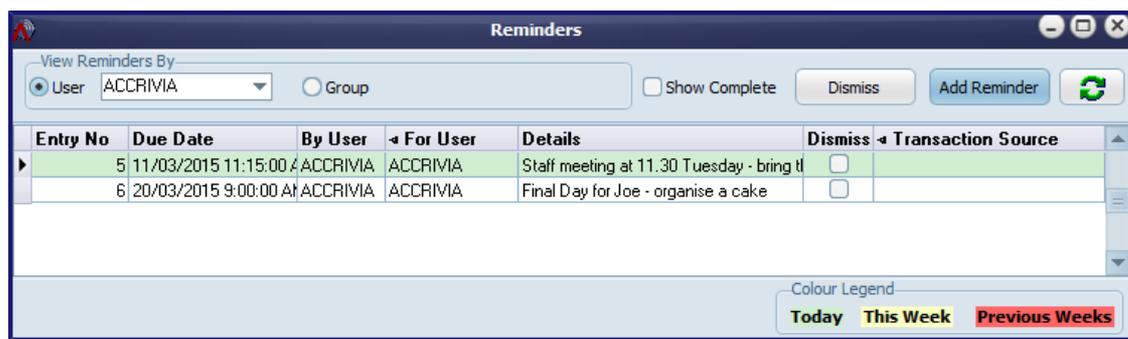
Generic reminders - like Staff meetings at this time cannot be allocated to a group, however this is in planning for the future.

Reminder Group	Description
▶ AUTHORITY	INVOICE ATHOURISATION
OFFICE	OFFICE STAFF
SALES	SALES REPS

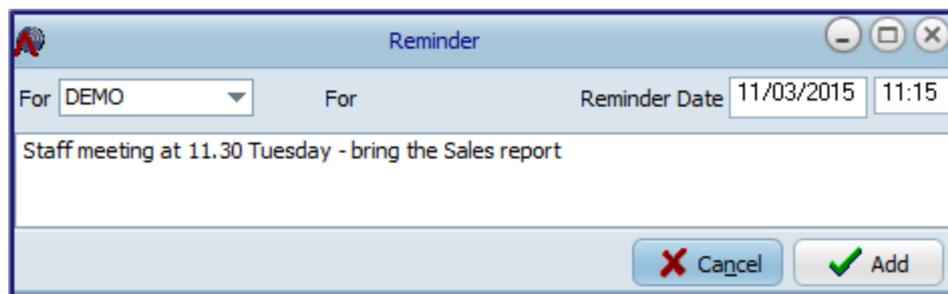
User Name	In Group	Task Source	In Group
▶ ACCRIVIA	<input checked="" type="checkbox"/>	Creditor Invoice Aut	<input checked="" type="checkbox"/>
ADMIN	<input checked="" type="checkbox"/>	▶ Debtor Quote	<input type="checkbox"/>
BULKMAILING	<input type="checkbox"/>		
DEMO	<input checked="" type="checkbox"/>		
JASON	<input checked="" type="checkbox"/>		
NEWUSER	<input type="checkbox"/>		

## The View Reminder Screen



The Reminder screen presents a list of all current reminders in the system for the selected User as detailed below.

- **Users or Groups** - Only Users within the system can have a reminder logged against it. Supervisors can see all Users. Make your selection to determine which reminders are presented.
- **Show Complete** - Supervisors Only can click this to show a list of all reminders including ones that have already been Dismissed which will show in a Status field.
- **Dismiss** - Place a tick in the Dismiss field against any Entry that you have completed, multiple ticks can be added against several entries, once complete click on the **[DISMISS]** button at the top of the screen to remove each entry.
- **Add Reminder** - Click on this button to manually add a reminder to either yourself or any other User, including a reminder date and time .



- **Refresh**  - click on this button at any time to load any new entries that have been allocated to you since the screen was last opened.

The reminder entries themselves will present details which include the Due date, Transaction Source and also who the reminder was For and also who set it up originally.

The reminders are set out with a Colour coded legend to make it easy to determine the age of the reminder.

- Today - showing in Green
- This Week - showing in Yellow
- Previous Week - showing in Red

**Topic Location - ACCRIVIA FEATURES MANUAL**

## DUAL SCREEN TILES

If you want to capture 2 different screens and work or read them at the same time - eg: using the F1 help screen in Accrivia, it is possible to set up side by side screens to make it easier.

A good example is when you wish to have your Accrivia screen open, but would also like to use the F1 Help function and be able to read the instructions while you are entering data into the Accrivia screen. By default when you open a module then press F1 (which brings up the help screen info) you can read the instructions - but whenever you click back into Accrivia to work the help disappears.

The following instructions will set up the help as a 2nd tile on your screen

- Open the Accrivia module
- Press F1
- Click on any space within the F1 document
- Hold down the Windows button on your keyboard (between Ctrl & Alt)
- Press either the left or right arrow button depending on where on your screen you want the help info to stay
- Now click on the Accrivia screen and do the same thing, holding the Windows button but this time select the opposite arrow
- This will now set up the info and you can see both screens side by side and you work in either

This process will allow you to set up any 2nd screen tile as needed. Simply close the screens to return to normal function.

**Topic Location - ACCRIVIA FEATURES MANUAL**

## REPORTING OVERVIEW

A vast array of reports are available within Accrivia, both within the **FILE | REPORTS** screen, as well as throughout the system. These reports are able to be previewed to the screen, printed to your printer, or exported in a number of formats.

A new feature in V11 is a "Report Hints" field which allows you to hover over the name of a report and find a short description of what that report produces without having to actually run the report first.

We also now have **FIND REPORT** button at the bottom of the screen which allows you to search for Report names based on a "KEY" word search function.

This section discusses:

- The features available within the preview window - See "[Report Option Buttons](#)" on the facing page
- How to export a report to various formats, including Excel, PDF, CSV etc - See "[Report Exports](#)" on page 53

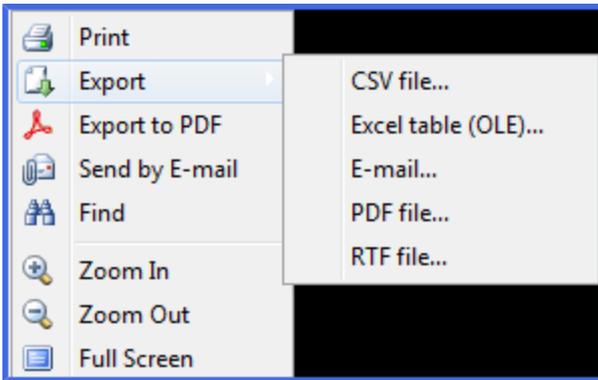
### **Related Topics**

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For more information on User Access please refer to the Accrivia System Manual

**Topic Location** - [ACCRIVIA FEATURES MANUAL](#)



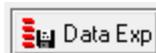


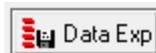
Topic Location - [ACCRIVIA FEATURES MANUAL](#)

# REPORTS DATA EXTRACT

Menu option: [FILE - REPORTS](#)

A new feature in the Reports module allows you to gather only the raw data included in the selected report into an Excel format, suppressing the usual header/footer information normally provided on a report. By converting to an Excel format with each item reported in it's own column this function allows for data sorting and or manipulation as required.



Once you made your choice of a report - click on the  button at the bottom of the screen. If happy with your selection, simply use the normal procedure to either print, email, save to PDF or Export it to an Excel spreadsheet to continuing working if required.

*Example of normal report*

Debtor Summary Trial Balance							Accrivia		
Selection Criteria : All Branchs							12:21:19 pm 12/03/2015		
Branch Belonging to cashbook number [2000] DEMO PTY LTD									
Debtor Code	Name	90+ Days	60 Days	30 Days	Current	Total	Days	Phone	
Credit Clearance : ACC									
ABC	ABC CO PTY LTD	\$3,666.81	\$0.00	\$0.00	\$0.00	\$3,666.81	1		
ACCRIVIA	ACCRIVIA PTY LTD	\$137.50	\$0.00	\$0.00	\$0.00	\$137.50			
BETTE	BETTE CONSTRUCTION	\$2,809.56	\$0.00	\$0.00	\$0.00	\$2,809.56			
BIO	BIO SCIENTIFIC	\$881.69	\$0.00	\$0.00	\$0.00	\$881.69		9915 3700	
BQUICK	B QUICK SALES	\$2,297.82	\$0.00	\$0.00	\$0.00	\$2,297.82		03 5555 6666	
BSPEC	BE SPECIFIC BUILDERS	\$1,198.54	\$0.00	\$0.00	\$0.00	\$1,198.54		03 5555 8888	
CENTRO	CENTRO PROPERTY	\$874.40	\$0.00	\$0.00	\$0.00	\$874.40			
OSONE	OVER SEAS TRADING	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00			
<b>Total for Credit Clearance : ACC</b>		<b>\$12,666.32</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$12,666.32</b>			
		<b>100.00 %</b>	<b>0.00 %</b>	<b>0.00 %</b>	<b>0.00 %</b>				

*Example of new Data Extract - for the same report selection*

Report "Trial Balance - Summary" (DSTBalMC - 111)										
Debtor Code	Name	90+ Days	60 Days	30 Days	Current	Total	Days	Phone	Cashbook Acct	Clearance
ABC	ABC CO PTY LTD	\$3,666.81	\$0.00	\$0.00	\$0.00	\$3,666.81	1		2000	ACC
ACCRIVIA	ACCRIVIA PTY LTD	\$137.50	\$0.00	\$0.00	\$0.00	\$137.50			2000	ACC
BETTE	BETTE CONSTRUCTION	\$2,809.56	\$0.00	\$0.00	\$0.00	\$2,809.56			2000	ACC
BIO	BIO SCIENTIFIC	\$881.69	\$0.00	\$0.00	\$0.00	\$881.69		9915 3700	2000	ACC
BQUICK	B QUICK SALES	\$2,297.82	\$0.00	\$0.00	\$0.00	\$2,297.82		03 5555 6666	2000	ACC
BSPEC	BE SPECIFIC BUILDERS	\$1,198.54	\$0.00	\$0.00	\$0.00	\$1,198.54		03 5555 8888	2000	ACC
CENTRO	CENTRO PROPERTY	\$874.40	\$0.00	\$0.00	\$0.00	\$874.40			2000	ACC
OSONE	OVER SEAS TRADING	\$800.00	\$0.00	\$0.00	\$0.00	\$800.00			2000	ACC
.COD	CASH ON DELIVERY ACCC	\$110.20	\$0.00	\$0.00	\$0.00	\$110.20			2000	COD

Topic Location - [ACCRIVIA FEATURES MANUAL](#)

# REPORT EXPORTS

## Exporting Reports In Accrivia Using Fast Reports

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### Overview

Fast Reports is Accrivia's new reporting function which allows for greater, more customized reporting for all modules. A variety of exporting options are available, each providing a different result. An Excel export remains one of the most commonly used formats as it retains all column, text and number formulas while providing options to re-arrange the data etc. To that end we have listed a quick checklist for an Excel export, and then explained all other options in detail further in the document.

### Excel Export – Quick Steps

---

1. Open the Reports file and select the required report - preview
2. Click on the Export button – top left of screen 
3. Click Excel Table (OLE)
4. Choose any relevant Page Ranges if applicable, or leave blank
5. In settings – put a tick in As Text, Fast Export & Grid lines
6. To ignore page breaks within the report – tick Continuous
7. Tick – Open Excel after Export
8. Untick all other boxes
9. Click OK – then name the file to save
10. Manipulate the data as required – eg expand columns, delete unwanted data, formatting etc
11. Highlight any numerical fields with a green marker and convert to a number format (see Using As Text info below for further instructions)
12. Finalise any other changes and save. Can now be printed or emailed.

If Excel is not installed, this option will not work. Choose Open Document Spreadsheet instead. This will open in Excel or Open Office

For more detailed instructions see below

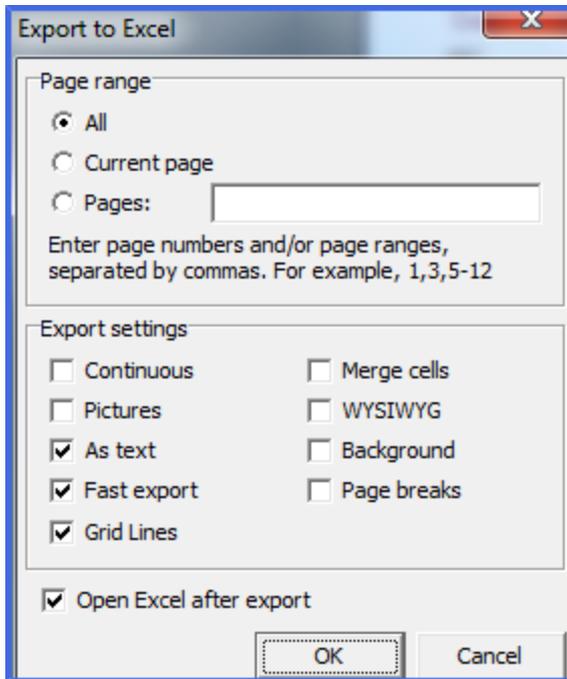
## Excel Table (OLE)

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Exports to a standard Excel spreadsheet and provides options to select specific settings. Standard Page range options apply.

**Export peculiarities:** Excel program must be installed on your PC. RichText objects are transferred as simple text, graphic images transference is supported.

The screen capture below shows the recommended setting selections required to produce a report that matches the original Accrivia version, with minimal corrections needed.



## Excel - Setting Explanations

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- **Continuous** – exports as per Accrivia report but eliminates the page breaks
- **Pictures** – includes graphic images export into output table
- **As text** – all objects are transferred into table/diagram as text ones. This option may be useful when transferring numeric fields with complicated formatting \*\*\* must tick if also ticking Fast Export
- **Fast export** – usage of optimised fast data transferring to Excel. This option disabling slows down data transferring but increases export compatibility on any errors during data transferring

- **Merge cells** – cells integration in resulting table/diagram for achieving maximum correspondence to the original. Disabling increases exporting but reduces document appearance
- **WYSIWYG** – (what you see is what you get) full compliance to report appearance. On this option disabling the optimisation for reducing the number of lines and columns in resulting table is performed
- **Background** – export of filling colour assigned to report page
- **Page breaks** – includes page breaks in Excel
- **Open Excel after export** – resulting file will be opened right after exporting into Excel

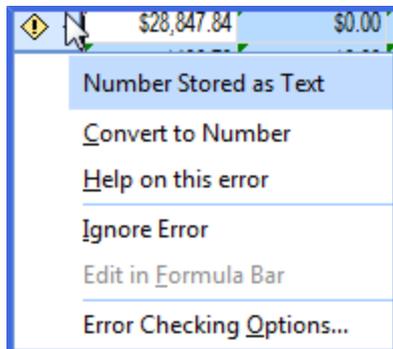
## Excel Reports – Using ‘As Text’

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In order to capture the entire document using the Fast Export option, you must also ensure that you select the As Text option. However this means that all figures will be exported in a text format and while it will appear normal, you will notice a small green marker in each field noting that it is text not a number.

\$28,847.84	\$0.00	\$0.00	\$0.00	\$28,847.84
\$136.70	\$0.00	\$550.00	\$0.00	\$686.70
\$3,692.30	\$0.00	\$0.00	\$0.00	\$3,692.30
\$32,676.84	\$0.00	\$550.00	\$0.00	\$33,226.84
98.34 %	0.00 %	1.66 %	0.00 %	

To correct this – highlight the relevant fields and you will see a small drop down yellow warning tag to the left of the highlighted fields. Click on the drop down to see the following, which advises that the data is a Number Stored as Text.



You will need to change this by selecting ‘Convert to Number’. Once complete you will see that the small green markers disappear and the data is now shown in number format.

Continue working with the document as required, deleting unwanted lines or columns to achieve your final product as per standard Excel practices.

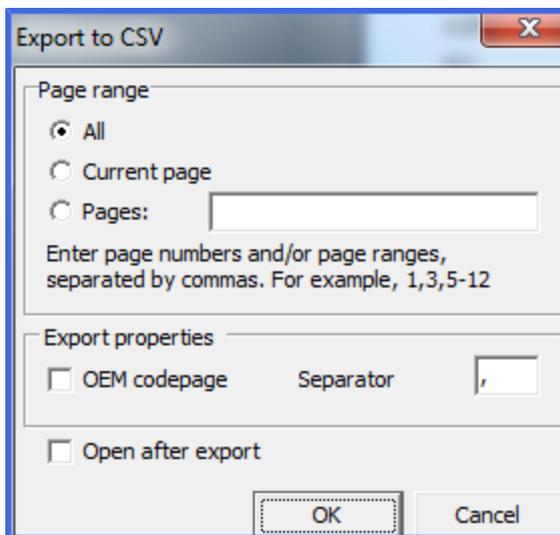
## Export CSV File

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Used primarily to export to an Excel spreadsheet, where the data can then be manipulated to obtain your desired results. CSV-file contains values formatted in the form of a table/diagram and adjusted in such a way that every value in column is divided from value in the next column by means of separator, and every new row begins with new line. This format may be imported into different table/diagram editors.

**Export peculiarities:** on transferring into this format report design is not saved. Graphic images are not supported.

Standard Page range options apply; place a tick in the box to automatically open the spreadsheet once the export is complete. In order to export a valid report you must change the Separator selection to a Comma – see below.



## Export As Email

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Exports a report as an attachment within an email. Clicking this option will bring up a sub-screen to enter an email address.

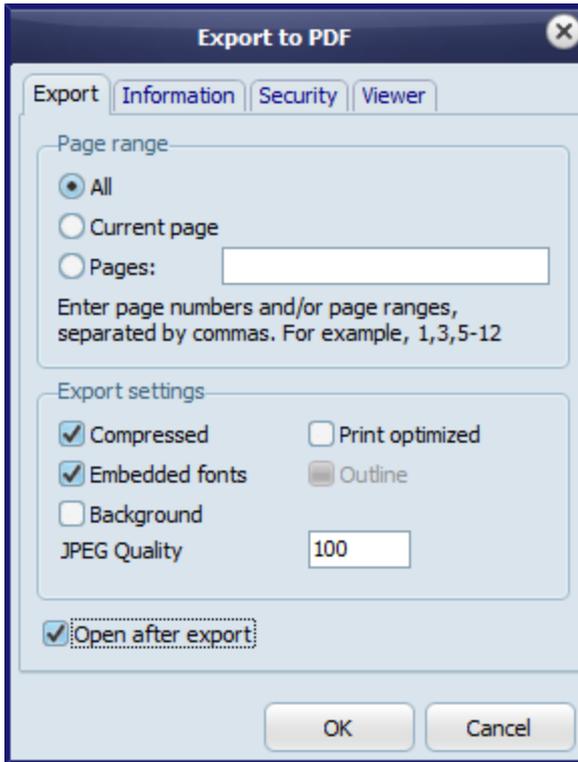
**Note** this does not connect to your standard Email Address Contacts, so manual entry of the address is required.

## Export As PDF

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**PDF (Portable Document Format):** a platform stand-alone format of electronic documents created by Adobe Systems. The free Acrobat Reader package is used for viewing. This format is rather flexible as it allows inclusion of necessary fonts, vector and bitmapped images, it also allows transferring and storage of documents intended for viewing and further printing.

Standard Page range options apply; place a tick in the box to automatically open the spreadsheet once the export is complete. Selecting Compressed & Embedded Fonts in your settings will produce a PDF that exactly matches the Accrivia report.



- **Compressed** – output file compressing. It reduces file size but increases export time;
- **Embedded fonts** – all fonts used in report will be contained in the PDF output file for correct file displaying on computers where these fonts may be absent. Output file size increases considerably;
- **Background** – export of graphic image assigned to a page into PDF file. It considerably increases output file size;
- **Print optimized** – output of graphic images in high resolution for further correct printing. This option enabling is necessary only when the document contains graphics and its printing is necessary. It considerably increases output file size;
- **Outline** – option is enabled when report outline is used. It enables export of the outline to the PDF document;
- **Open after export** – resulting file is opened right after via PDF files viewing program which must be installed in OS by default (for example, Adobe Acrobat Reader).

Extra details can be added to this document by choosing the Information, Security & Viewer tabs before clicking OK to export.

## **Export As RTF File**

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RTF (Rich Text Format) was developed by Microsoft as a standard for text documents interchange. Accrivia would recommend that best practice would be to use Office Word 2013 which allows you to produce documents in a PDF format, and then edit them as required direct in the PDF. These documents can then be saved as DocX or PDF.

**Topic Location - ACCRIVIA FEATURES MANUAL**

# REPORT FAVOURITES

Accrivia provides a vast array of reports in all modules, however we realise that for each user you may only ever have a handful that you use regularly. To save time, we have set up a 'Favourites' tab in the Reports module to allow you to save reports from multiple modules onto one tab.

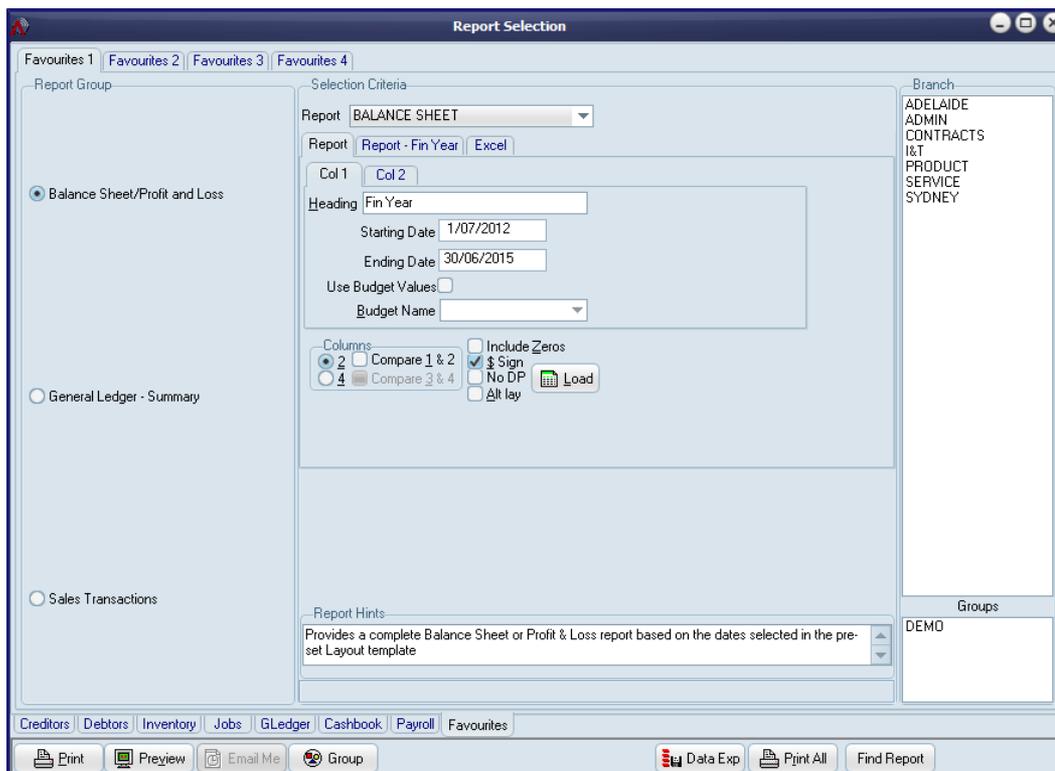
Within the Favourites tab there are a further 4 tabs which you use at your own discretion - eg you could choose to save all Debtor & Creditor reports to Favourites 1, then Inventory & Jobs to Favourites 2, Cashbook & General Ledger to Favourites 3 and finally Payroll reports to Favourites 4. Or you may simply wish to add all your reports into the first tab - it's up to you.

## Add a report to Favourites

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- Find the report in the required module
- Right click on the name of the report
- Choose which of the Favourites tab you wish to add the report to

By clicking on the Favourites tab now, you will see each of the reports you selected sitting on the relevant tab. You can now add selection criteria to the reports as needed to run the reports.



Topic Location - [ACCRIVIA FEATURES MANUAL](#)

## REPORT GROUPS

A function is available which allows you to automatically generate specific reports on a regular basis and then email those reports as PDF documents to selected people.

The idea behind this function is that you may have a specific set of reports that are required by different people at different times of the month - this function automates this routine ensuring the right people get their reports on a regular basis.

### Examples

- *The Sales Manager needs to see details of sales on a regular basis - possibly even daily.*
- *The General Manager only wants to see sales on a Monthly basis, but he also wants a copy of the Trial Balance for Debtors & Creditors as well as a Profit & Loss report for the period.*
- *Accounts Payable may wish to see a Creditor Trial Balance at the end of each week.*

You could achieve the above by setting up 3 Report Groups:

- Sales Reports
- Management Reports
- Accounts Payable Reports

There is no limit to the number of Report Groups you can set up, although you will need to select a Frequency for each group that will remain constant, so for example if you wish the Sales Manager to get a report on a Daily, Weekly then Monthly basis, simply set up a Group for each frequency.

At this time, in order to run this function, it is necessary for the User to have a specific 'Print/Email' server set up in their office. This Server would have to be a stand alone terminal that is always left on so that it can connect to the main server to access the reports. We are aware that this is not always possible for some sites and in future upgrades we will have this function included in the main server, eliminating the need for a separate server.

## System Settings For Report Groups

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**Print Server** - Accrivia to set up a stand alone server in your office.

**User Access** - Activate the following functions in the File module - Reports & Report Group Maintenance.

**System Settings - Emailing/Automated Reporting tab** - locate the 'Scheduled Send Frequency' section in the top left of the screen and enter the details of scheduled times you wish your reports to be sent.

The screenshot shows the 'Branch Maintenance / System Preferences' window with the 'Emailing / Automated Reporting' tab selected. The window is divided into several sections:

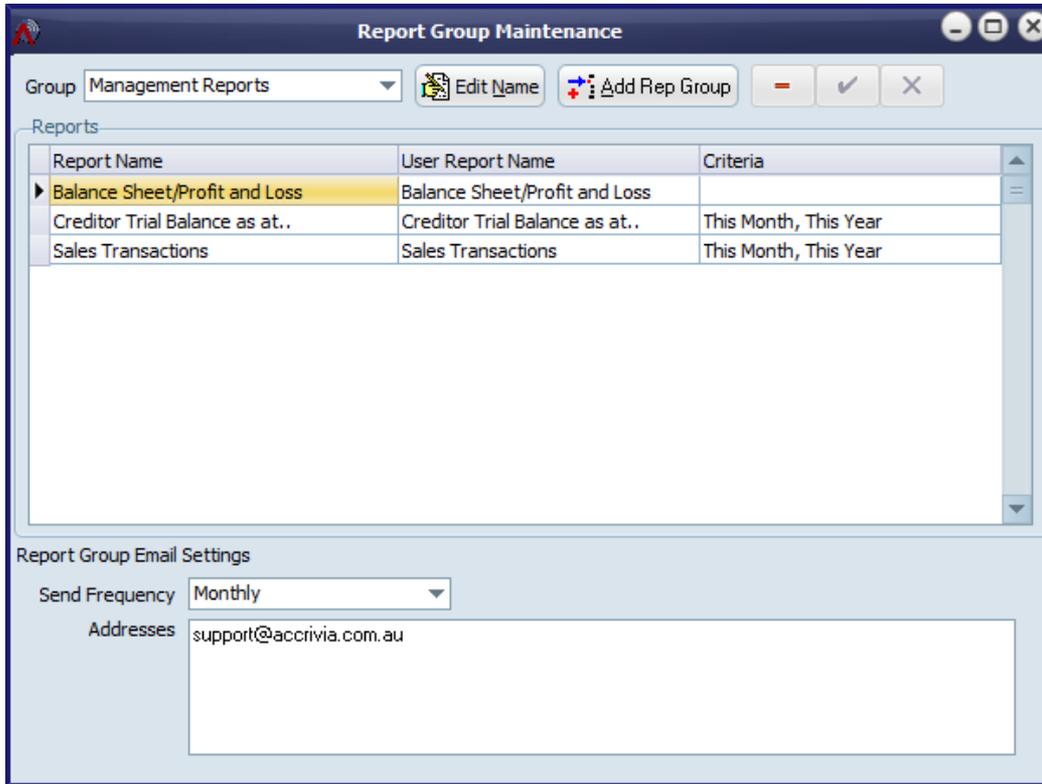
- Scheduled Send Frequency:**
  - Daily - Time of the Day: 12:05
  - Weekly - Day of the Week: Tuesday
  - Monthly - Day of the Month: 12
- SMTP Email Account Settings:**
  - Send all emails via server email address:
  - Email Reply to - User preference email Address:
  - Email Username: Accrivia Support
  - Email Password:  Password
  - Email Display Name: ACCRIVIA
  - Reply To Email Address: support@accrivia.com.au
  - BCC Email Address:
  - SMTP Server:
  - SMTP Authentication at Logon:
  - Startup Time 05:30:00
  - Shutdown Time 22:00:00
- PDF Email Settings:**
  - Admin Email Address:
  - Report Email Subject:
  - Report Email Message Text:
- Auto PO Email:**
  - POs emailed to following users when selected stock included: Users:
- PO Credit Limit Overrun Email:**
  - Users:
- Quote to Job Email:**
  - Users:

## Setting Up Report Groups

1. Open **FILE | REPORT GROUP MAINTENANCE**
2. Click on the [Add Report Group] button at the top of the screen
3. Give the new Group a name
4. Choose the Send Frequency from the drop down - either Daily, Weekly or Monthly
5. Add at least one email address for these reports (a warning will appear if no email addresses are added)
6. Click on the Green tick at the top of the screen to save the entry

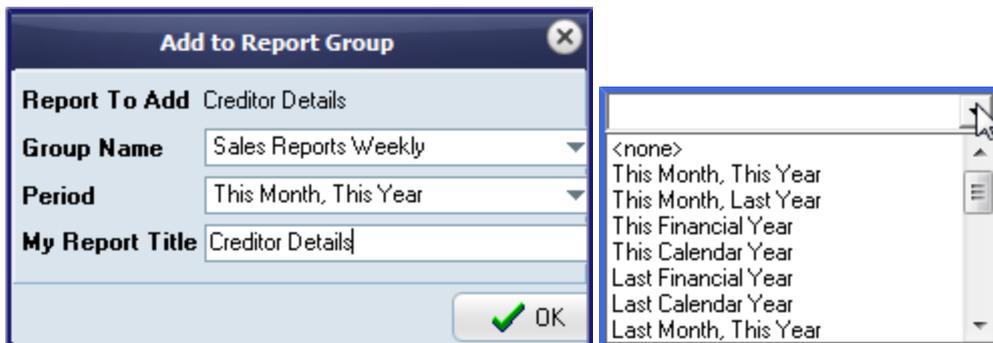
**Note** - actual report name details will be automatically added to this screen from the Reports module.

*Example below shows a Report Group called 'Management Reports' that will be emailed Monthly and include 3 reports.*



## Add Reports To A Group

1. Open FILE | REPORTS
2. Select a report that you wish to attach to a Group
3. Click on the  Group button at the bottom of the screen. You will then be presented with a pop-up screen



4. The name of the Report you wish to Add appears automatically
5. Choose the applicable Group name

6. Choose the applicable Period using the drop down - this gives you options on the time frames you wish to report on - or simply choose 'none' if you simply want the current information.
7. Click **[OK]** to save these choices.

Details of this selection has now been added to **FILE | REPORT GROUP MAINTENANCE**

## Producing The Reports

1. Open **FILE | REPORT GROUPS**
2. Select the Group name
3. Preview either each report individually - **[PREVIEW]** or click **[PREVIEW ALL]** to see all of them.
4. You now have 2 options - **[EMAIL LATER]** will hold the reports and send them out at the end of the day, or **[EMAIL NOW]** which overrides the normal programmed times and emails the reports out now.

