ACCRIVIA SYSTEM SETTINGS

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SYSTEM SETTINGS - OVERVIEW

Each module within Accrivia contains it's own set of Settings that allow the system to function within a set of default entries. In most cases these settings are a once off entry at the time of start up, however changes can be made at any time, although changes should only be made after consultation with your account Administrator and in conjunction with Your Accrivia Support Team to ensure there are no adverse flow on effects.

Details of the 19 tabs within System Settings will explained in detail further in the document.

NOTE - the System Setting screen should never be left open as it can affect the ability of Users to process certain features. Always close this screen as quickly as possible after any adjustments.

USER ACCESS

Menu option: **FILE -** User Access

Accrivia provides a range of functions within each module, however it is understood that not all users will need access to every function. The User Access screen allows each user to have personalised screen settings so only the modules used and needed appear in your menus.

A nominated person should be set up as a Supervisor - commonly this person would be the only designated person who can then access this module and give permissions to other users. Restricting Access to this screen eliminates the possibility of operators looking at sensitive areas, or changing settings etc accidentally.

> ***** Note**: Not all menu names mentioned throughout the Accrivia Manuals will appear on your screen without Access permissions. Contact your Supervisor to allow access if required.

At the start up for new clients - Accrivia will always set up a user with this name to allow full access to programmers when required.

Where possible - it is recommended that each user (operator) has it's own User name set up - Passwords can be allocated if required but are not essential. Menu selections can then be made for each function used by that operator. Each day the operator will log into Accrivia using the User name and password provided. This is also helpful when tracking entries as the User name appears in logs throughout the system when performing most functions.

Access Permission Screen
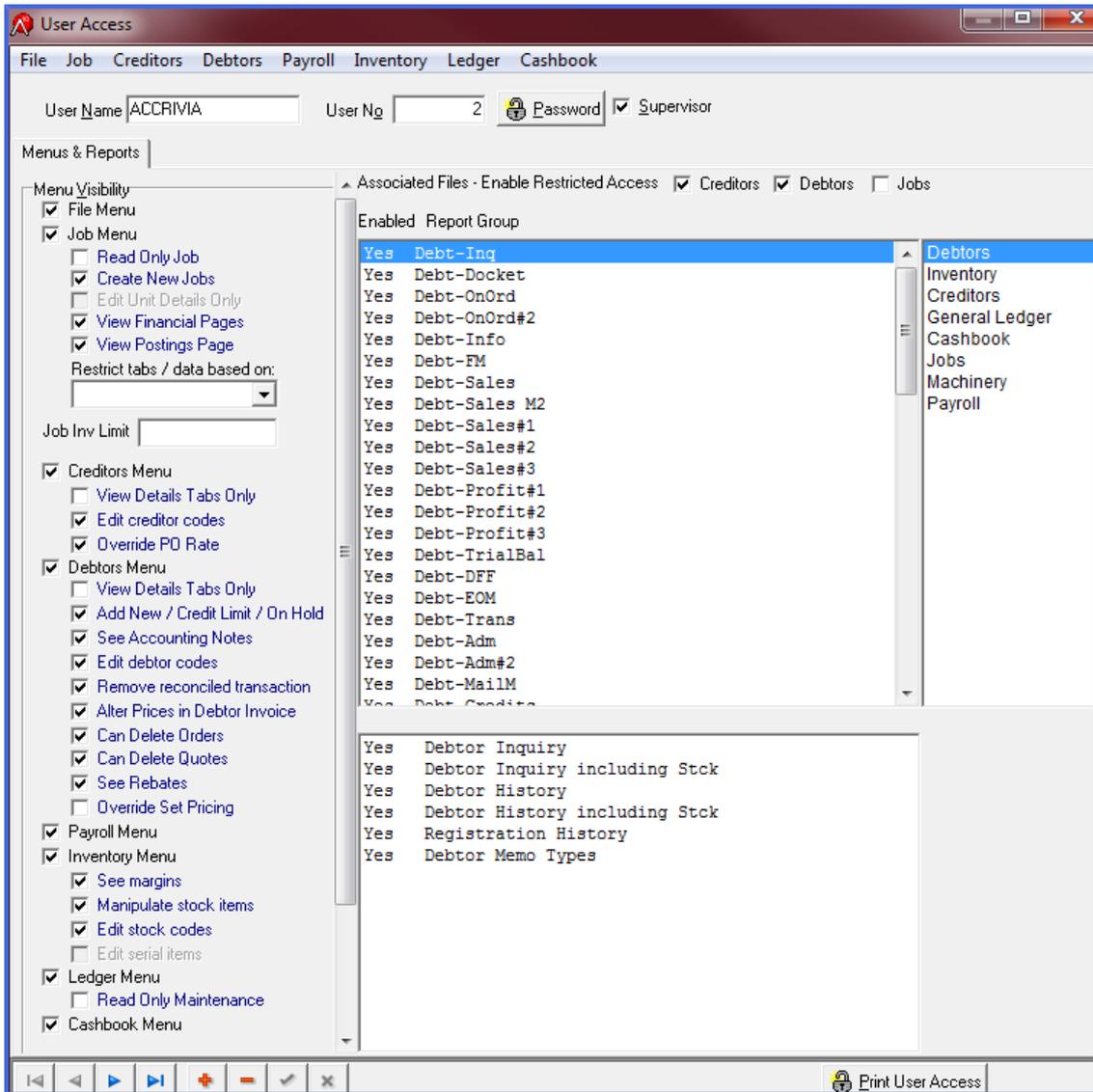
TABS - The top header shows all Modules available in the Accrivia System, clicking on each one will show all available functions for that module. Clicking on the individual Menu name within each tab will produce a Tick which means this menu selection will now be available to the selected User when they open that module from now on.

USER NAME - enter the user name here, it can be specific like a name, or more generic like Reception or Warehouse, depending on whether the terminal will have just one user, or multiple users in a specific area. While multiple people can use a terminal with a generic name, you should not set up multiple users with the same name.

USER NO. - the number recorded for each user (each contract purchases a set number of users, for assistance with adding extra user accounts please contact Your Accrivia Support Team)

**PASSWORD -** click here and follow the prompts to enter a unique password for each user if required.

SUPERVISOR - tick this box only for operators with high permission levels

ASSOCIATED FILES - ENABLE RESTRICTED ACCESS - an extra level of security has been added which restricts the ability of a User to Edit codes in Creditors, Debtors or Jobs.

In order for Users to be able to see the **Edit Code** button in any of the modules, they must first have permission on the Menu Visibility fields on the left, then also a tick in this field for the relevant module.

> *** Care should be taken to ensure that the User is actually allowed Permission to see Associated Files - as this may not be the case just because they are allowed to Edit Codes.

It should be noted that there must also be a Filepath name set up in Associated Files fields both Standard and Restricted - these can be found in **FILE | SYSTEM SETTINGS | PDF REPORTS tab**
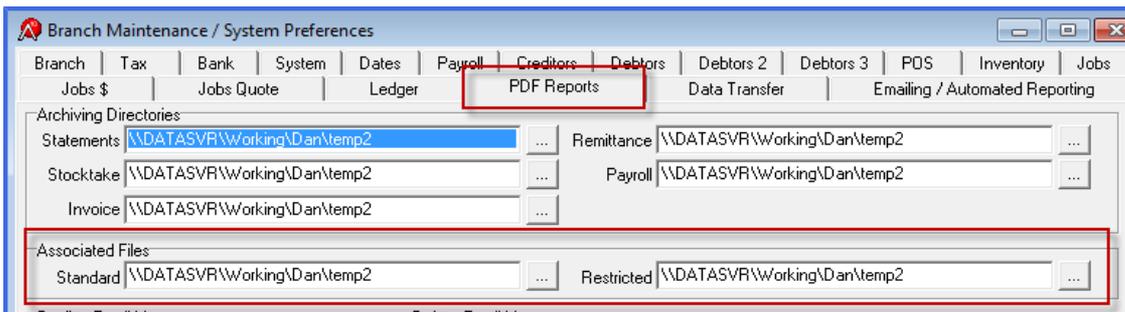
MENUS & REPORTS - this section specify's which Modules will be visible for this user as well as fine tuning exactly what that user can do within that Module.

Example - Susan on reception may need the Debtors module with Receipting ticked to take payments - but would not need access to the Payroll module at all.

The screen below shows an example of a user who is allowed access to the Debtors module, but with some restrictions.
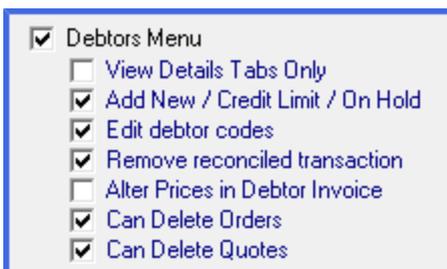
As can be seen by the ticks this user is allowed to do almost everything, however does not have permission to Alter Prices on a Debtor Invoice. View Details Tab Only has not been ticked because we want him/her to be able to do more than just View a Debtor account. However, there may be instances like a Warehouse user, who may occasionally need to look at a Debtor for address details etc, but you do not want them to actually be able to change or edit anything - so the View Details Tabs Only button would be ticked and most of the others removed.

DEPARTMENTS & WAREHOUSES - *this option is site specific and therefore the Tab may not be visible for most sites.* The screen for this function is split into 2 grids - with the top section relating to the individual Departments set up with the company. The bottom screen relates to individual Warehouses for the company.

Placing a tick in either the relevant fields gives the User permission to either Post or Report to the selected Department and or Warehouse. Quick tick buttons are available in each area so you can ensure all the fields are selected automatically.

ENABLED REPORT GROUPS - this grid provides details of every report available for each Module, and will appear in module groups.

Selecting a specific module on the far right will change the selections available in the middle 2 grids. There are 2 fields in each grid - the first shows whether the Report or Tab is enabled for this user, if so you will see a YES, if not it will remain blank.

Grid 1 at the top - lists out each tab available in FILE | REPORTS for each module. Clicking on the right takes you directly to the selected module, however you can also simple scroll through the entire list to find your selection. Click on a Tab name

Grid 2 at the bottom - provides a list of all reports available for the report tab selected above.

By double clicking on the report name you will see the word YES appears next to it which means that this user can now run this report when required. You can select as many reports as required and in fact could select them all, however it is suggested that by keeping the selection restricted to only the reports this user will need, will not only keep the report screen tidy but eliminates the problem of remembering report names etc.

Example: the screen below shows that this User will have the Debtors - Debt-Inq tab available in the reports screen, however can only run the Debtor Inquiry, Debtor History & Memo Types reports as the others have not been activated for him in the lower section. The **FILE | REPORT** screen is also shown below.
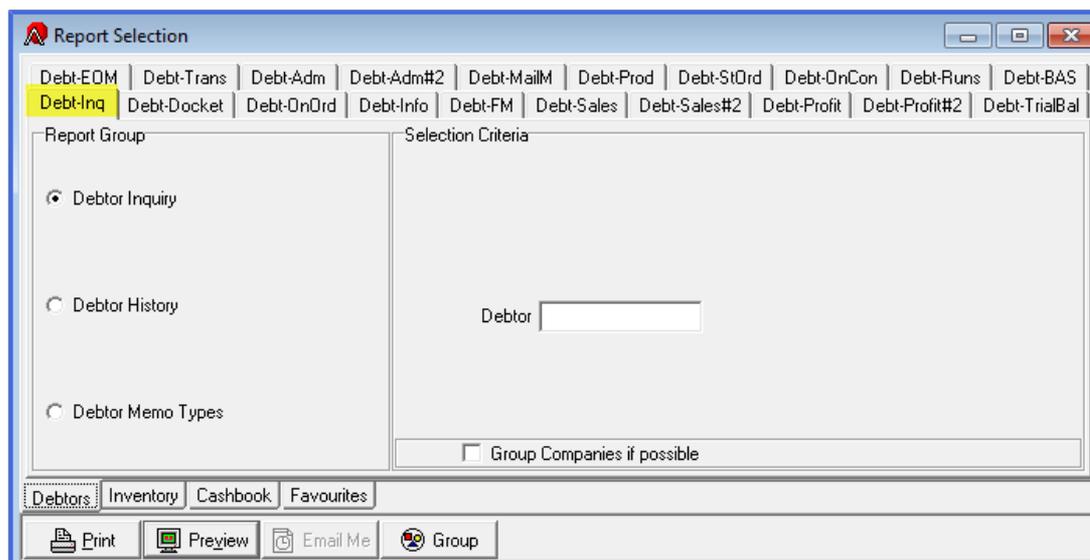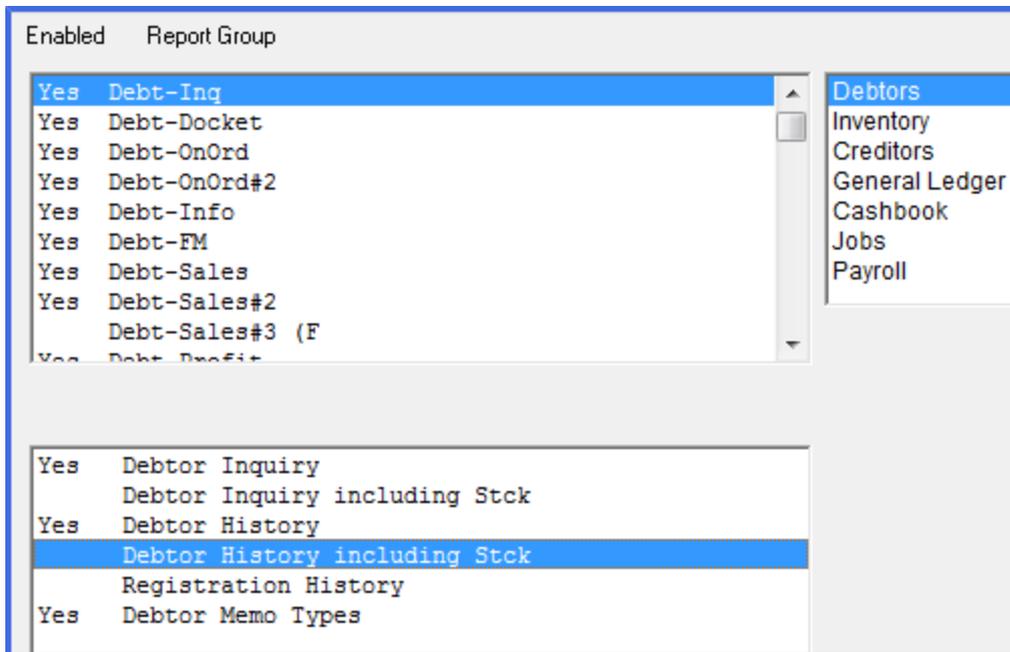
Menu Visibility

Placing a tick in the Menu Visibility section of this screen will determine which Module Menus will be visible to each User. You must place a tick against each applicable module that the User will need to work with. Within some modules there are further limitations that can be set in terms of what can/cannot be done by that User. Once a module is selected, specific menu selections can be made on the module tab to remove menu options not required for the User.

> The job description of each User should be considered when determining which modules and the relevant options are required.

FILE MENU

Allows access to see the options in the File menu. This menu is required, as each user is given a minimum access of the Preferences and Exit menu options.

JOB MENU

Specific selections can be made on the module tab. Restrictions & Permissions for this option include:

- **Read Only Job** - ticking here means the User can look at, but cannot alter any information for a Job
- **Create New Jobs** - User is allowed to Create new jobs
- **View Financial Pages** - allows User to view the Costs and Revenue tabs in the Job Setup Screen
- **View Postings Page** - allows User to view the Postings in the Job Setup Screen
- **Restrict tabs / data based on** - a drop down list is provided to select between 4 distinct levels, Manager / Accounts / Supervisor / Purchasing
    - *Accounts* - sets screen to read only, which means User can't edit code, and most information is read only
    - *Purchasing* - has limited financial information available, and cannot edit much of the job financial information
    - *Supervisor* - has limited ability to adjust financial and payroll information
    - *Management* - Full Access to entire database
- **Job Inv Limit** - limits the amount that a user can bill at one time in the Batch Invoicing for Jobs screen

> ** For some clients this Menu may be called "Costings"

MACHINERY ACCESS

Machinery is a site specific option not commonly used on most sites, and therefore may not be visible on some sites. Specific selections can be made on the module tab. Restrictions & Permissions for this option include:

- **Read Only Machine** - ticking here means the User can look but cannot alter an information for a Machine
- **Create New Machines** - User is allowed to Create new Machines
- **Edit Machine Details Only** - allows User to Edit the Details of a Machine only - cannot
- **View Financial Pages** - allows User to view Cost and Revenue relating to Machines
- **View Postings Page** - allows User to view the Postings Page relating to Machines

CREDITORS MENU

Specific selections can be made on the module tab. Restrictions & Permissions for this option include:

- **View Details Tab Only** - restricts the User to access of the Details only tab within the File Maintenance screen, User cannot add, delete or make changes to accounts.
- **Edit Creditor Codes** - allows the User to Edit a Creditor Code
- **Override PO Rate** - allows the User to edit the Creditor Invoice Purchase Order rates.

DEBTORS MENU

Specific selections can be made on the module tab. Restrictions & Permissions for this option include:

- **View Details Tabs Only** - restricts the User to access of the Details only tab within the File Maintenance screen, User cannot add, delete or make changes to accounts.
- **Add New / Credit Limit / On Hold** - allows the user to add new accounts, set/change Credit Limits and Manually place accounts On Hold.
- **See Accounting Notes** - a security function which allows the User access to extra Accounting information regarding the "Days to Pay" option in the File Maintenance screen. If not ticked the User will also not have access to the 'Director', 'Notes' or 'Posted Notes' tab in the Debtor File Maintenance screen.
- **Edit Debtor Codes** - allows the User to Edit Debtor Codes in the File Maintenance screen. *** *User must also have access to Associated Files in order to Edit codes - see ASSOCIATED FILES - ENABLE RESTRICTED ACCESS above for details*
- **Remove Reconciled Transaction** - allows the User to remove reconciled Transactions for a Debtor

- **Alter Prices in Debtor Invoice** - allows the User to Alter prices within the Debtor Invoice screen
- **Can Delete Orders** - allows the User to Delete Orders from the system
- **Can Delete Quotes** - allows the User to Delete Quotes from the system
- **See Rebates** - allows User to see the Rebates tab in the Debtor File Maintenance (see also the System Settings - Debtors tab field called 'Debtor Rebates Enabled" which will also need to be ticked).
- **Override Set Pricing** - allows User to Override Set Pricing in Debtor Invoice

PAYROLL MENU

Simple tick should be activated only for those Users with Access permissions to see Payroll data. Specific selections can be made on the module tab.

INVENTORY MENU

Specific selections can be made on the module tab. Restrictions & Permissions for this option include:

- **See Margins** - allows the User to actually see the Margins in the File Maintenance screen
- **Manipulate Stock Items** - allows the User to manipulate the Stock Items properties in the File Maintenance screen
- **Edit Stock Codes** - allows the User to Edit Inventory Codes in the File Maintenance screen
- **Edit Serial Items** - allows the User to Edit Serial Items in the File Maintenance screen

LEDGER MENU

Simple tick should be activated only for those Users with Access permissions to see General Ledger information. Specific selections can be made on the module tab. Restrictions & Permissions for this option include:

- **Read Only Maintenance** - allows the User access to View the General Ledger Account Maintenance screen to search for codes etc, without being able to add or alter any details in the screen.

CASHBOOK MENU

Simple tick should be activated only for those Users with Access permissions to see Cashbook information. Specific selections can be made on the module tab.

> For Administration use - you can print out a copy at any time of exactly what Access each user has by clicking the button at the bottom of the screen.

Changes or additions to the User Access screen must be saved by clicking the Tick at the bottom of the screen. The User themselves will then also have to close Accrivia completely and reopen to activate the new changes
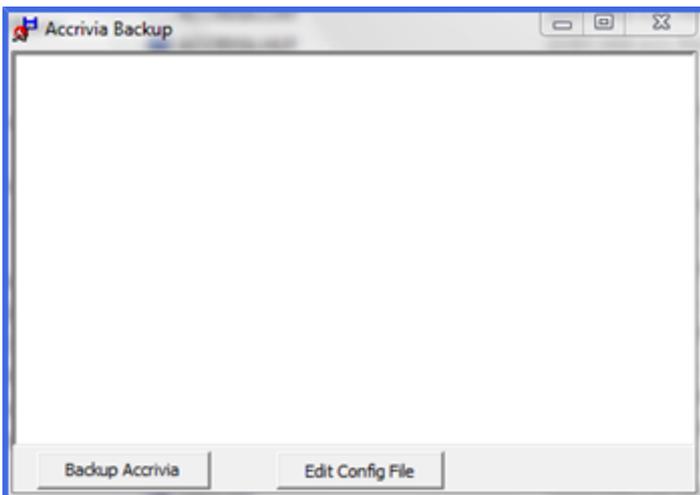
ACCRIVIA BACKUP EXE

The AccriviaBackup.exe is generally stored in the c:\program files\Accrivia folder.

This may vary from site to site depending on the installation.

When running the AccriviaBackup.exe for the first time, the following screen appears with two options.

The "Edit Config File" button opens the AccriviaBackup.ini file and lets you setup the source of the data to be backed up and the destination for the zip backup file.

The first time you run the AccriviaBackup.exe on this pc, AccriviaBackup looks to see if there is a "Backup destination" stored on this pc and if there is, it sets that as the destination in the AccriviaBackup.ini. The source of the data is the AccriviaFSClient alias.

If there is no "Backup Destination" set, manually edit the AccriviaBackup.ini file so that there is a valid destination. Check the source, i.e. make sure the AccriviaFSClient datapath as listed in the AccriviaBackup.ini is a valid data path and it is the path to the database you intend to backup.
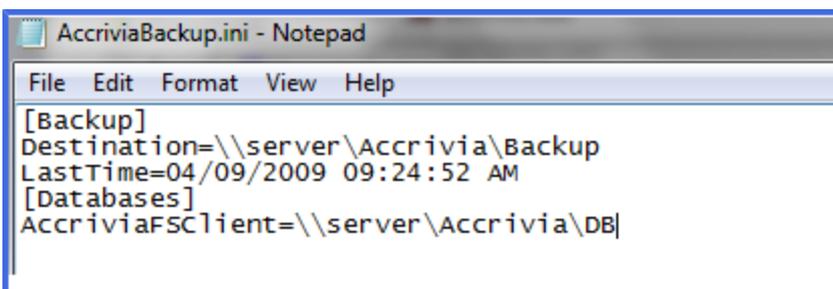
Once you have setup the source and the destination, close and save the AccriviaBackup.ini file.

To test, you can now run the "Backup Accrivia" button and the backup will take place.

Once the AccriviaBackup.ini file has been setup, running the AccriviaBackup.exe will skip the above screen and go straight into the backup. If you need to edit the data source or destination, you can gain access to the above screen by holding down the "Ctrl" key when you run the AccriviaBackup.exe or the AccriviaBackup shortcut.

If required this AccrivaBackup.exe can be used in conjunction with a Windows Scheduling program, enabling an automatic backup to take place.

SYSTEM CHECK

Menu option: **FILE** - System ▶ 🖼 Check

Accrivia provides a report that can be run at any stage throughout any month which explores each module and runs cross-checks to ensure that all entries in the system are correct and balanced.

Errors indicate that there is corrupt data or unbalanced transactions in the system and this process allows for these to be corrected before End of Month/Year processing.

> It is highly recommended that a System Check be performed before running an EOM or EOY roll over.

As some databases can be very large - it is recommended that you run a System Check only for the Module you are working on by double clicking on the boxes next to the module names to select. EG: Only click the boxes for Creditors and leave all others blank - this will then only check all transactions relating to Creditors. Untick all other boxes.

> ***** NOTE** - As the General Ledger is linked to almost all other modules in some format, ticking these boxes along with the main module like Creditors can also confirm that all postings into the GL are correct, however it is not critical that it be done at the same time.

Dates

It is extremely important to ensure that you are using the correct system date when running a system check. This may require you to manually change the system date to get the correct information.

> *Examples:*
> If you are running an End of Month check, ensure that you set the system date to the last day of the month you are working in- 30/4/14.
> If you are running an End of Year check, ensure that you set the system date to the last day of the month you are working in- 30/6/14. Failure to set the correct date - ie running a system check on 4/7/14 for the previous financial year will result in Error messages that are not valid as the system is trying to balance across 2 years.

Module Tick Boxes

As can be seen below, each module has multiple tick boxes available, with each one performing a different function. Listed below are the function details of each box.

DEBTORS

- Box 1 - tick to perform a check on the Debtors module
- Box 2 - tick to realign period totals with the date of the transaction

It is recommended to tick both boxes to eliminate simple date fixes that the system will handle itself.

JOBS

- Box 1 - tick to perform a check on the Jobs module

CREDITORS

- Box 1 - tick to perform a check on the Creditors module
- Box 2 - tick to realign period totals with the date of the transaction

It is recommended to tick both boxes to eliminate simple date fixes that the system will handle itself.

GENERAL LEDGER

- Box 1 - tick to perform a check on the General Ledger module
- Box 2 - tick to check the GL against the Debtors & Creditors modules
- Box 3 - tick to check the GL against the Cashbook postings
- Box 4 - tick to locate the actual transaction that is in discrepancy between the GL and the relevant module in question

PAYROLL

- Box 1 - tick to perform a check on the Payroll module
- Box 2 - tick to perform a check against the Payroll Accruals

It is recommended to tick both boxes in Payroll as Accruals form an important function, and finding errors early can be of great assistance.

INVENTORY

- Box 1 - tick to perform a check on the Inventory module
- Box 2 - tick to check the Inventory Movement against the SOH figure

How To Perform A System Check

1. Select **FILE | SYSDATE** to check that the system date is correct - if running this before an EOM you will need change the date so that it reflects the last day of the month you are checking.

2. Select **FILE | SYSTEM | CHECK**.

3. Ensure no one is in the system using the modules to be checked.

4. Click in the check-box/es for each module you want to check, (hold cursor over each box to view a description of each option in the Hint bar at the bottom of the screen). Click in all boxes on each module line.

5. By default a tick will appear in every module when you open this screen (see below). Double click in the boxes to remove any modules you do not want to run.
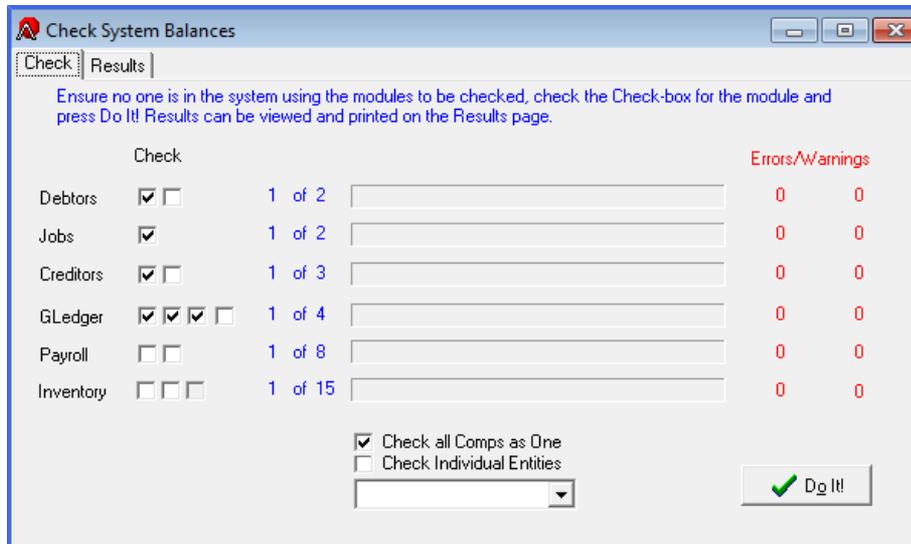
6. Click on the **[DO IT]** button to start the checking process. ***Be patient it may take a while to process.***

7. Open the *Results* Tab to view results. This screen will list details of any items not currently in balance.

8. **Did your check reveal any Warnings?**

   Warnings generally alert us that, although the system balances, there is a discrepancy between the sub totals of each period. Ensure the Module/s you are checking has a black (not grey) tick in both check-boxes and re-check the system. This should correct any discrepancies.

9. **Did your check identify any system Errors?**

   Errors indicate that there is corrupt data or unbalanced transactions in the system. These errors should be corrected to ensure the system balances. To assist Accrivia it is essential

that a copy of the Results screen be emailed to support@accrivia.com.au for verification and correction.

Errors must be corrected before running any End of Month/Year routines.

The drop-down box at the bottom of the screen to check Entities is for internal use only and should not be changed by anyone other than Your Accrivia Support Team.

SETTINGS - COMPANY LISTS

A new system settings is available for clients with multiple (eg Branch/Company/Store/Division). As a normal default all entities set up on a database will appear in Alphabetical order in any drop down list and report.

With assistance from Your Accrivia Support Team we can activate settings that will allow your list of Entities to appear in the order in which they commenced / were acquired.

As this feature is not commonly required we do normally apply it for most databases however, if this feature is applicable to your site please contact Support.

SYSTEM SETTINGS - BRANCH/ENTITY

Entity Definition

Some companies have multiple entities and many have specific terms they use to distinguish each entity. Accrivia gives you the ability to rename the field where these Entities are listed or selected so as to be relevant to your business structure.

Typical Entity definitions are :

- Branch
- Store
- Company
- Division
- Department *note this definition is not encouraged as the term 'Department' is used as part of the Payroll Module for GL costing and reporting*

Due to the differing nature of this field, we will be using the term 'Entity' throughout the documentation and in screen captures. Where 'Entity' is listed, please substitute with your relevant business term.

Multiple entities can be set up on each database, however you will need to contact Your Accrivia Support Team for assistance as it cannot be done by the User direct.

Each entity tab records full details, including Company names, contact details, ABN , Tax File details, and Payroll Group no's. Entities can then be linked to specific Cashbooks, and General Ledger data. All reporting functions within Accrivia can be linked to specific entities at the time of report selection.

Related Topics:

See "System Settings - ABN Setup" on the facing page

SYSTEM SETTINGS - ABN SETUP

As more and more processes are being done online for Payroll, and ATO payments and reports, it is essential that care is taken when setting up account details to record the correct ABN details.

To this end, Accrivia has internal system checks that will inspect the details added to the account and determine if it complies with the current government regulations and formatting.

While Accrivia support will generally assist in the set up of all new (eg Branch/Company/Store/Division), there may be times when an ABN is not added at the time of setup or your company ABN may have changed your ABN details due to changes in your organisation. In this case you will need to ensure you update the details in the System Settings, as a failure to have correct ABN details can have impacts in certain modules - specifically Payroll.
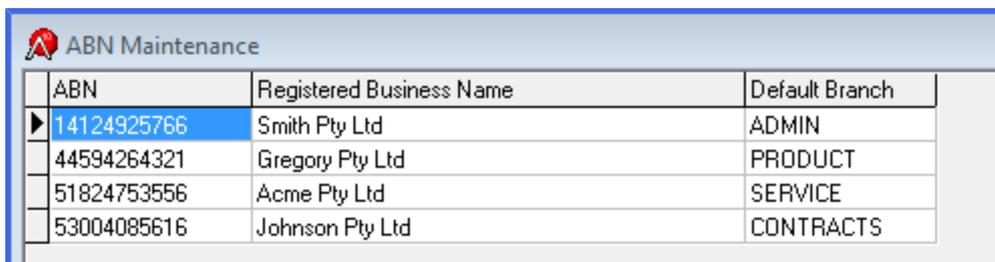
Maintaining ABN details

Open FILE | SYSTEM SETTINGS | BRANCH TAB

A new multi-coloured button appears next to the ABN field, which enables you to enter the full details of your ABN, Registered Business Name along with the Default Branch for this Entity.
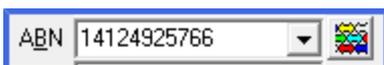
Clicking on this coloured button will bring up the ABN Maintenance screen

ABN	Registered Business Name	Default Branch
14124925766	Smith Pty Ltd	ADMIN
44594264321	Gregory Pty Ltd	PRODUCT
51824753556	Acme Pty Ltd	SERVICE
53004085616	Johnson Pty Ltd	CONTRACTS

Adding a new entry is as simple as pressing Insert or hitting the Enter button.

Warnings: Accrivia runs with an algorithm that cross checks the data added in this field to determine if the details comply with the official regulations and also match the details set up in the system. Adding incorrect details will result in a warning message preventing you from continuing. Common mistakes are:

- Linking an ABN to the incorrect Default Branch
- Entering an ABN with the wrong number of digits
- Entering an ABN number that does not match the Registered Business Name

For multi company sites - While you can add extra or new ABN accounts into the ABN Maintenance screen at any time (you may be preparing for a new branch etc) you will need to

ensure the full company details have been set up in Accrivia before you can add the Default Branch details to the Maintenance screen.

SYSTEM SETTINGS - TAX
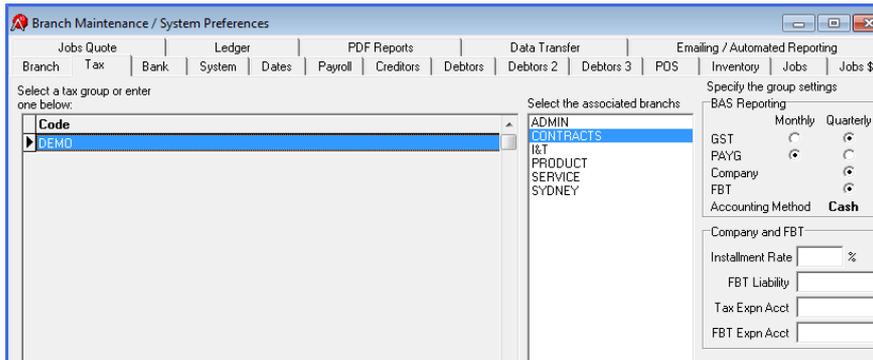
This screen is set out in four sections:

- Tax Groups (left side)
- Associated Branches (middle)
- BAS Reporting (top right)
- Company & FBT (bottom right)

A Tax Group is a header for any Associated Branch that is linked to the same BAS Report. In some cases you may choose to have a separate Group Code for each Entity.

BAS Reporting - allows you to make selections on when the reporting for this group is processed for GST, PAYG , COMPANY & FBT - Monthly or Quarterly

You will also see what type of account method has been chosen to determine the BAS figures - either CASH or ACCRUAL. This is set up by Accrivia as part of the initial set up of the database from the information received from your company.

The final section allows you to enter the relevant details for Expense accounts and FBT Liability.

Creating A New BAS Group

You can view and setup BAS groups under the *Tax tab* of the System Settings.

1. Insert a new line in the Tax Group panel shown on the left hand side of the screen.
2. Select the companies associated with the BAS Group you have created. To select multiple companies, hold the [CTRL] key down and click on each company you wish to select.
3. Choose the correct BAS reporting options for this Group
4. Enter any Company or FBT details to suit this Group

If you already have BAS Groups setup, you can check the setup of these groups by selecting each BAS Group and viewing the selected companies for each.

SYSTEM SETTINGS - BANK

The FILE |SYSTEM|SETTINGS – *Bank Tab* allows information to be set that will ensure the .aba bank transfer files for Payroll and Creditors will be accepted via your Internet banking software or website.

This information is set per entity. Use the navigator buttons at the bottom of the screen to locate the entity you wish to update

Bank Details

BANK SUB TAB		
1	BSB No	BSB - must be 6 digits
1	Account No	Account No - maximum 9 digits
2	User No – Payroll/Creds	This number is provided by your bank. It is a unique number that enables them to know the type of payment file being sent and it priority.
3	Payroll/Creds Remitter	The name your bank needs to have listed in the .ABA file
4	Payroll ABA Desc	The description to be displayed on the Employees bank statement for the pay received **OR** Enter '%EC' to use the Employee Code. This enables the ability to match bounced payments to the Employee
5	Auto Balance	Tick this box if your bank requires an auto balancing entry on the .aba file

Credit Card Details

If you regularly make payments using a Credit Card - you can store the details here.

Details must also be added if you have elected to set up a General Ledger account for the Credit Card and have ticked it as a Bank Account.

- Select the Type of Card - eg VISA, Mastercard etc
- Enter the Credit Card number
- Enter the Expiry Date

Banking Software

Placing a tick in the box - tells the system to Automatically Launch the Bank Software whenever an .ABA file is generated. You will also need to enter/select the correct file name path where the files are saved for the system to use.

Auto Balancing Accounts

Some banks require that you set up an Auto Balancing line in the EFT file when generating the file - this will be set to the correct setting by Accrivia on start up. If new Bank Accounts that require this type of files are added to your system please contact Your Accrivia Support Team to ensure this set up is correct.

Custom Import File Format

It is possible to import bank files (statements) direct into Accrivia. In order for this function to work correctly you will first need to use an example file from the bank to select the correct columns.

- **Cashbook** - Select the correct Cashbook account
- **Account No** - select the correct bank cashbook
- **Desc** - there are 3 fields here in case you have multiple data columns
- **Debit** - enter the number of the column where the Debit transactions appear
- **Credit** - enter the number of the column where the Credit transactions appear
- **Date -** there are 3 fields relating to the date. In the first enter the number of the column that the date appears in the bank file. In the second select the format that you wish the date to appear - double click to get options. Note in Australia the default standard is DMY = date/month/year 30/10/1963. The final field determines what type of separator will appear in the date / or - (30/10/63 or 30-10-63)

If the bank file appears like this:

	A	B	C	D	E
1	Bank Account	Date	Narrative	Debit Amount	Credit Amount
2	4.56E+15	22/03/2013	VLINE TRAINS	16.70	
3	4.56E+15	3/04/2013	HBF HEALTH LIMITED PERTH AU	334.15	
4	4.56E+15	15/04/2013	PAYMENT-BPAY-THANK YOU		442.60

then the Custom Import File Format (or mapping) would need to look like this:

Counting each column starting at 1 on the left

Column 1 = the Account Number

Column 2 = the Date, there are 3 fields for Date -

- the first tells which column number
- the second advises how what the files date format looks (DMY = Day/Month/Year, MDY = Month/Day/Year or YMD = Year/Month/Day)
- the third advises what format the date is recorded on the bank file (eg with dashes or slashes between the digits etc)

Column 3 = the description or Narrative from the bank file (there are 3 fields for this however the other 2nd and 3rd are optional and not really required for most cases)

Column 4 = this inducates which column the Debit amounts are listed

Column 5 = this indicates which column the Credit amounts are listed

This is sufficient information for Accrivia to correctly load the bank file, any other information on the bank file is not required and will not be recorded in the load.
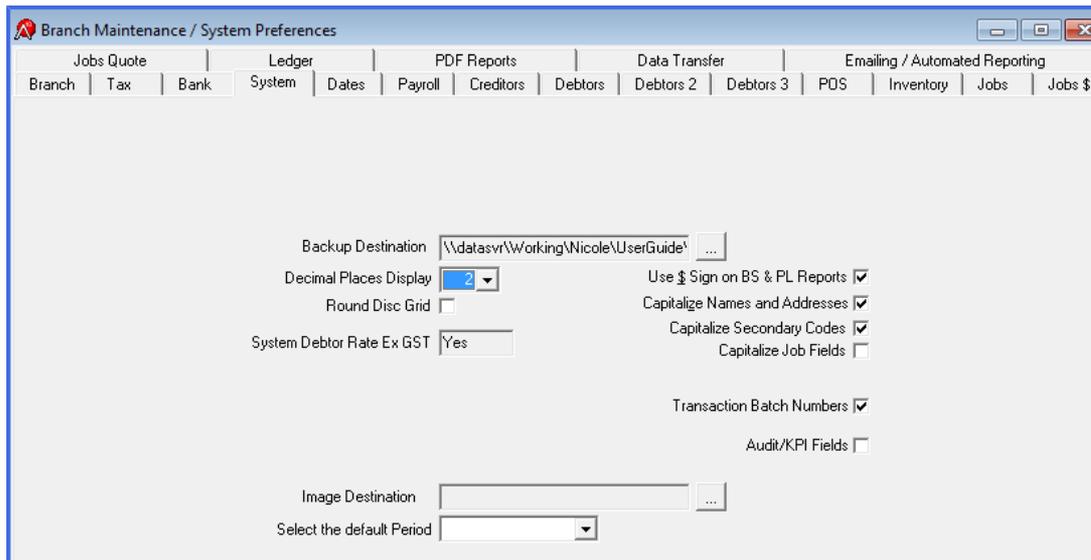

Internet Bank Statement

Place a tick in this box if you will be downloading bank statements direct from the Internet.

SYSTEM SETTINGS - SYSTEM

This screen dictates some basic settings not directly related to any particular module.

- **Backup Destination** - this is the file path name where the automatic Accrivia backups are stored

- **Decimal Place Display** - use drop down box to display the required 2 or 4 option. All figures in the system will then use this selection on the screen and printing.

- **Round Disc Grid -** tick to round the Grid selling price to the number of decimal places selected above when the cost or sell price changes.

- **System Debtor Rate Ex GST** - set by Acrrivia Pty Ltd as per company instructions

- **Use $ on BS & PL Reports** - tick if you prefer to see the $ sign on all financial reports.

- **Capitalise Names & Addresses** - tick if preferred - ticking this will mean all entries made in the Debtor or Creditor Masterfiles in the name and address fields will automatically be entered as Capital letters regardless of how they are typed in.

- **Capitalise Secondary Codes** - tick if preferred to store Barcode & Serial numbers in capital letters

- **Capitalise Job Fields** - tick if preferred that the Job Set and Inventory fields are in capitals

- **Transaction Batch Numbers** - tick if you want to assign a batch number to a series of transactions

---

- **Audit / KPI fields** - tick if you want Audit & KPI fields to show in FM reports.
- **Image Destination** - enter the file path name where you store any images used in your system
- **Select Default Period** - use the drop down to select the default period for your system, either MONTHLY, 4x13 OR 4/4/5

SYSTEM SETTINGS - DATES

Accrivia provides the ability to Warn and Prohibit actions within the four main modules using Date restrictions.

Due to the nature of the Debtors module which requires regular End of Month reports and Statements to be produced, it is critical to adhere strictly within the boundaries of the calendar month.

While other modules such as Creditors, Jobs and General Ledger do not require quite as narrow a window - there are still limits as to what should be allowed to be processed - example, it would not be recommended that you process a Creditor invoice or credit for January - if you have already processed the End of Month and BAS reports for that month as your changes will affect what you have already posted.

There are 2 functions within this screen - Warning and Prohibit

> **WARNING** - entering a date range in this field will generate a warning message for the User reminding them that the date is outside of the trading dates set in this screen. It does however still allow an entry to be made.

> **PROHIBIT** - entering a date range in this field will mean that no entries are allowed to be made that falls within these dates. Primarily used and updated on a monthly basis after the EOM process has been completed.

> While it is not compulsory to use these date fields - it is highly recommended

SETTINGS REPORTING PERIODS

Menu option: **FILE** - Branch Reporting Periods

A vast number of the reports available within Accrivia are date driven and while you can select any date required each time, it is very common to use either a monthly or quarterly option and Accrivia provides a time saving option for this.

Entering the Period Dates

Open the Branch Reporting Periods screen, enter the details as required using the enter key to enter a new line.
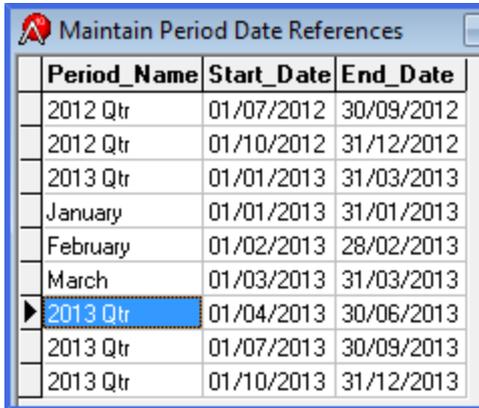
You can choose to enter whichever dates you wish, however the most commonly used would be each month and then also each quarter.

> For KFC clients - this is a handy place to store your specific KFC Reporting Periods

Using the Period Dates

While in the Reports module, wherever you are asked to enter a Start & End date, you can use the stored Period dates to autofill. Simply double click in the Start field - you will then see a pop-up box with all of the previously entered dates. Click on the required line and the system will do the rest.

This option can also be used when producing your Balance Sheet or Profit & Loss reports where dates are required.

Updating the Period Dates

Note , the Reporting Period dates are a manual entry and will need to updated and maintained manually. While there is no limit as to how many entries can be made, you may wish to delete old dates so as not to clog your system or searching for the required one may end up taking longer than simply typing them.

Suggestion would be to keep the months & quarter dates as these would not change (except for February) then simply change the year each time.

SYSTEM SETTINGS - PAYROLL

The **FILE|SYSTEM SETTINGS** *- Payroll Tab* allows information to be set that will apply to all employees and payroll processes in the system. This information will be automatically entered as the default values for all new employee files.

These default values may be overwritten in an individual's file if they are not applicable or if the Awards Module is being used, in which case the Award defaults will then be assigned.

Super

- **Super -** The Super % is the percentage amount that must be paid into a Superannuation Fund for your employees. This value is the default value used when creating new employee files. It can be overwritten for individuals if necessary.

    - **System wide update:** Double clicking in this field will enable a system wide update of the Superannuation % amount.

    - For details on Updating Super Guarantee Rate**please refer to the Accrivia System Manual**

- **Super Gross Min** - Minimum gross monthly wage an employee must earn in order to be eligible for compulsory employer Superannuation contributions. All employees who earn over this amount in any month are entitled to Superannuation for that month.

- **REST Super Plan ID** - REST Super Plan ID –only if the business uses REST

- **REST Super Employer** No - REST Super Employer No. –only if the business uses REST

- **Minimum Super Removal Hours** - Enter the number of hours under which Super will not be calculated under the Super EOM process

- **Super EOM** - Select which employee types the Super End of Month process with be calculated on (*** see further details below)

Other

- **Payrun Days** - Processing day is always 0 e.g. if the payroll week is Mon – Sun and the payrun is processed on the Monday, then Payrun Days will be -1 (1 day before processing) (*** see further details below)

- **Confirm File Maintenance Changes** - Tick for prompt to confirm changes to File Maintenance – Employee screen. Unchecked, changes will be saved just by moving off the record.

- **Job/subcontractor Overhead %** - Enter the % increase when updating Jobs with Employees times - only applicable for clients using the Jobs module

- **Merge Bank Files Where Possible** - Tick to allow merge. If running multiple payruns on the one day from the same bank and ABN, additional payruns will append the first aba file rather than create a new file

- **Week Ending Day** - For Timesheets, the day timesheets end on

- **Auto Terminate Days** - For the Employee Termination function. Set the number of days after which if no hours are worked, the employee is terminated

- **Don't Allow Negative Runs** - To prevent accidentally performing a negative payruns

Leave Entitlements (*** see further details below)

- **Holidays Hours Per Week** - Amount of annual leave accrued per week

- **<=Year Personal Hours** - Amount of personal hours accrued when the employee has been employed less than 1 year

- **>=Year Personal Hours** - Amount of personal hours accrued when the employee has been employed more than 1 year

- **Long Service Start Years** - The years of service required before an employee is eligible for LSL (*** see further details below)

Timesheets

- **Period** - Weekly or Fortnightly

- **Lunch Start** - Enter start time of Lunch break

- **Auto T/C Nos** - System or Company option if Accrivia is to auto generate Timeclock numbers

Settings

- **Extended Payroll Enabled** - Displays if the Award system is enabled to control employee hourly rates and accruals

- **Timesheet Grouping** - Tick box

- **Payroll Cashbook Grouping** - Tick box

- **Employee States Values** - Tick Box – allows the employee file to override rates and accruals if connected to a Award

User Defined Accrual (*** see further details below)

- **Tabs One to Four** - Select tab to set up new accrual

- **Hourly** - Tick if an hourly accrual, leave if $ value

- **Description** - Enter name of accrual e.g. TIL Accrual

Super EOM

Note that Superannuation is calculated each time a payrun is processed and recorded in the Employee's **PAYROLL | FILE MAINTENANCE** | *Employee Super Tab*. However, the **PAYROLL | END | SUPER EOM** routines will remove Superannuation entries in the current month if the employee has earned less than the minimum amount specified here, or is under 18 years of age and worked under 30 hours in the week, each week.

If the Super EOM process is not run, ALL employees will receive Superannuation regardless of their minimum wage for the month.

> For more information about compulsory Superannuation contributions and casual employees, contact the Australian Tax Office (ATO).

Leave Entitlements

When using the Awards facility, the accruals nominated within the awards structure will become the default accruals for the employee.

Auto Adj Leave Entries

The Auto Adj Leave Entries is not applicable to all awards. This option allows the system to over-ride the default Leave Accrual rates, based on the actual paid hours for each employee, effectively accruing entitlements on an hours worked basis rather than a flat rate basis, up to a

maximum of the employees ordinary default hours. This is beneficial for part-time employees whose hours vary each week.

> Refer to Employee Set-up for detailed information in the Payroll User Guide PDF

Long Service Start Years

The Long Service Start Years option allows you to nominate the years of service required before an employee is eligible to take Long Service Leave. Long Service Leave still accrues from their start date, the start year is for reporting purposes.

LSL does not have a default rate. If the employee is not allocated to an Award, LSL is entered manually in the **PAYROLL | FILE MAINTENANCE** - *Accruals Tab* and accrued for all employees from their commencement date. Where the employee is on an award, the award will manage the accrual rate

The **FILE | REPORTS | PAYROLL** – *Pay -accruals Tab* has a report titled 'Long Service Leave' which reports on the value of all LSL liabilities both current and pending.

Pay Run Days

The day the pay run is normally processed on.

E.g. if the payroll week is Mon – Sun and the payrun is processed on the Monday, the Payrun Days will be -1 (one day before the processing day). This will report the week ending date as the Sunday on the Payslips and show Sunday as the payrun date in the Pay Calculate screen.

User Defined Accrual Types

This feature is enabled by keying in the description of the user defined accrual on the 'Payroll' tab of System Settings. Tick if the accrual type is maintained on an 'hourly' basis, or leave un-ticked if the accrual is to track financial values.

When this has been setup, the 'Accrual Classification' Drop List in the Pay Types form will show the usual four (Annual Leave, Personal Leave, LSL and RDO) and the additional types as defined in the system settings.

Both an 'accrual' pay type and a 'payout' pay type need to be allocated to ensure the accrual is collected and paid out.

> **Example:**
> To have a user defined accrual type of 'Time In Lieu', you would define this as the description in the System Settings, setup a TIL-ACCR and TIL-PAYMENT pay types; both would be of type Payment (not allowance or deduction). To accrue, you would enter a negative quantity of hours in the pay process and use TIL-ACCR pay type, and to payout the accrual, use TIL-PAYMENT with a positive quantity.
>
> The balance of user defined accrual types appear on the employee maintenance form in the accruals tab, and a report exists to print all balances by employee.

UPDATING SUPER GUARANTEE RATE PERCENTAGE

The following steps are for updating the Super % for the new Financial Year. Please refer to the ATO or your Accountant for the applicable percentage rate and date of effect

Please run a Backup before proceeding
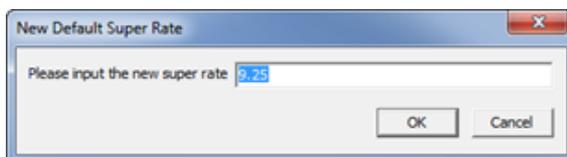***The % figures below are just an example to show how the process works- please do not use for updating purposes***
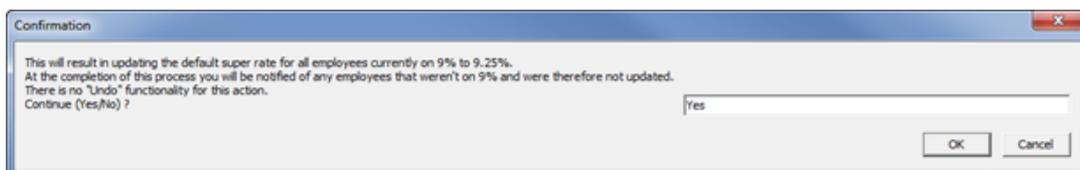
1. Select **FILE| SYSTEM SETTINGS |** *PAYROLL Tab*

2. Double click in the Super % Field in the top left corner

3. You will be prompted:
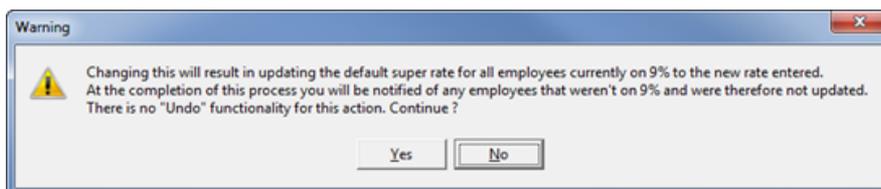
4. Click **[YES]** to proceed

5. Enter the new Super % rate and click **[OK]**

6. Type **'YES'** and click **[OK]**

7. A results screen will be displayed. Please review and copy the message for your own records if required.

Super EDT (REST Super Fund Only)

The SUPER EDT screen (Electronic Data Transfer) is used to create a file for electronic lodgement for the REST Superannuation Fund. This will apply to all employees with REST Super entries.

This function is currently under review

SYSTEM SETTINGS - CREDITORS

The Creditor tab allows you to set Default data to be used within the Creditor module, but also linking it directly to the General Ledger.

Within this screen, adjust the following settings:

- **Last Expense No that requires a Job No** - Select the last creditor expense number that will prompt for a job number (all expense numbers less than this will prompt for a job number).

- **Single Job Purchases Expense Account** - select the expense account to use when raising Job Stock purchase orders (leave this blank if controlled by stock group)

- **Last Expense No that prompts Stock Update** - Select the last creditor expense number that will prompt for stock details (all expense numbers less than this will prompt for stock details).

- **Autopay Before Due Days** - Enter the number of days before the due date to pay a transaction in Autopay when using the Autopay screen to automatically select invoices due for payment.

- **PAYG Penalty Rate** - Enter the maximum marginal tax rate to be deducted from creditor payments when a creditor does not provide an ABN number.

- **Round Down PAYG Deductions** - Tick this box if you want PAYG deductions to be rounded down to the nearest dollar. Un-tick this box to round deductions up to the nearest dollar.

- **Creditor Invoice Retention** - Tick this box to enable starting retention amount and date on creditor invoices.

- **Pay Debtor Invoices in Autopay** - Check this box to enable the Debtor-Pays-Creditor system within the Autopay screen.

- **Confirm file Maintenance Changes** - tick to prompt for confirmation of all CFM changes

- **AutoPay, Cheque Sum, Include full words** - tick to use full words in Autopay Cheque Sum

- **Warn if Bank Acct not Entered when Invoicing** - tick to get a warning when invoicing if creditor does not have a bank account set up - this will be required if you are using the Autopay function to pay by EFT.

HIWG - client specific, for the creation of an electronic purchase order using an interface programme.

SYSTEM SETTINGS - DEBTORS

The Debtors module has 3 tabs for settings – Debtors, Debtors 2 & Debtors 3. Multiple options are available within each tab, which will have an impact on how your system works, and what permissions are allowed.

Debtors Tab

- **Show Period Totals** - Tick to show the period totals in all Debtor & Credit note windows

- **Show Branch Debtor is Based at**- Tick to show at which Branch the debtor is based during Order & Invoicing

- **Sort Order Lines**- Tick if you want the system to show Debtor Orders/Quotes/Invoices alphabetically. Leave blank if you want to choose the order they appear

- **Remove Invoiced Lines**- Tick if, when an line on an order is invoiced – you want that line to be removed so the rest of the order can still be modified

- **Freight System Site specific** – tick if this function is to be activated at your site

- **Clear Job/Delivery Information**- Tick to clear the job/delivery information

- **Change Delivery Address**- Tick to enable the modification of a delivery address after posting an invoice

- **Standing Orders (Site specific)** – tick to activate the Standing orders function if using

- **Own Reference Numbers**- Tick to enter your own reference numbers
- **Print Debtor Dispatch**- Tick to enable printing of debtor dispatch
- **Job name required in Debtor Order For clients using the Jobs module** – tick to deny postings to accounts without a Job name in the debtor order screen
- **Pay Invs for COD Accounts** - Tick to enable the entering of payments of invoices raised in Dorder
- **Prompt for Print Quantity** - Tick for a prompt to enter the number of print copies required
- **Warn if Quote no. is already in System**- Tick if you don't want quote numbers repeated – warns if number has already been used
- **Credit Limit Action & %**- Select the Action that is allowed once the Debtor exceeds the specified % value of his credit limit. This then determines what actions are allowed without Supervisor authority once the limit is reached. There are 3 options available:
  - Can enter an Order and Can process the Invoice
  - Can enter an Order buy Can't process the Invoice
  - Can't enter an Order or process an Invoice
- **Order / Quote Description Defaults to** – Order No as the field description – leave blank to disable
- **Add to Existing Orders**- Drop down choices provide permissions on whether users can add or modify existing orders. There are 3 options:
  - *Prompt* - will ask the User if he wished to modify an order
  - *Never* - cannot add to exisitng orders - must always create a new order
  - *Always* - will always allow you to modify an order
- **Invoice unfillable orders**- Drop down choices provide permissions on whether users can invoice stock if levels are insufficient, or variations to that. There are 4 options:
  - *Allow* - alllows you to invoice stock even if stock level is insuffiecient
  - *Warn* - warns User that stock levels fall below the required level
  - *Allow Fillable Lines* - allows to to invoice only items in the order that can be filled
  - *Prevent* - does not allow stock items without sufficient levels to be entered
- **Settlement discount** - Tick if company offers Settlement discount for prompt/early payments
- **Use Sales Term** - Tick to use "Terms of Sale"

- **Master Statement**- Tick if the debtor system supports placing statement entries from one account to a different "master" account, for debtors with multiple stores.

- **Use Pay Term**- Tick to use "Terms of Payment"

- **Confirm File Maintenance Changes** - Tick if you want a warning each time a change is made in the masterfile, if left unticked system will assume all changed are approved and will save them without warnings.

- **Show Individual & Company Fields**- Tick if you want the Debtor Masterfile to show both Individual & Branch fields

- **Credit Reasons Enabled** - Tick if a reason for the credit must be stated when raising credits. If using See "Credit Notes - Credit Reasons" on page 1

- **Barcode Addressing**- Tick for output of barcode addresses

- **Stock Weight**- Tick for the system to calculate & display the stock weights

- **Debtor Rebates Enabled**- Tick to enable Debtor Rebates

- **Project Builders Enabled (Site specific)** – Tick to enable where using

- **Remove Quotes after**- Enter the qty of months quotes are to be kept before removing

- **Hold Accounts owing in**- … + days Select the period where all accounts are placed on hold if amounts are owing – leave blank to disregard

- **Warn Accounts owing in**- … + days Select the period where you are warned for accounts have amounts are owing – leave blank to disregard

- **Prompt for fees under** - Prompts for fees when the total of the invoice is less than the specified amount and there are no fees selected

- **Surcharge Code**- Enter a code for any surcharges

- **Use Grid Order Form**- Tick to have the ability to use a grid order form in the Debtor screen

- **Decimal Place on Grid** - Allows users to enter fractional amounts on the fast form grid

- **Print Grid Orders** - Prints orders out in the grid format

- **Use Single Grid** - Use/load a single grid instead of the multiple grid batches used by default in the system

Debtors 2 - Tab
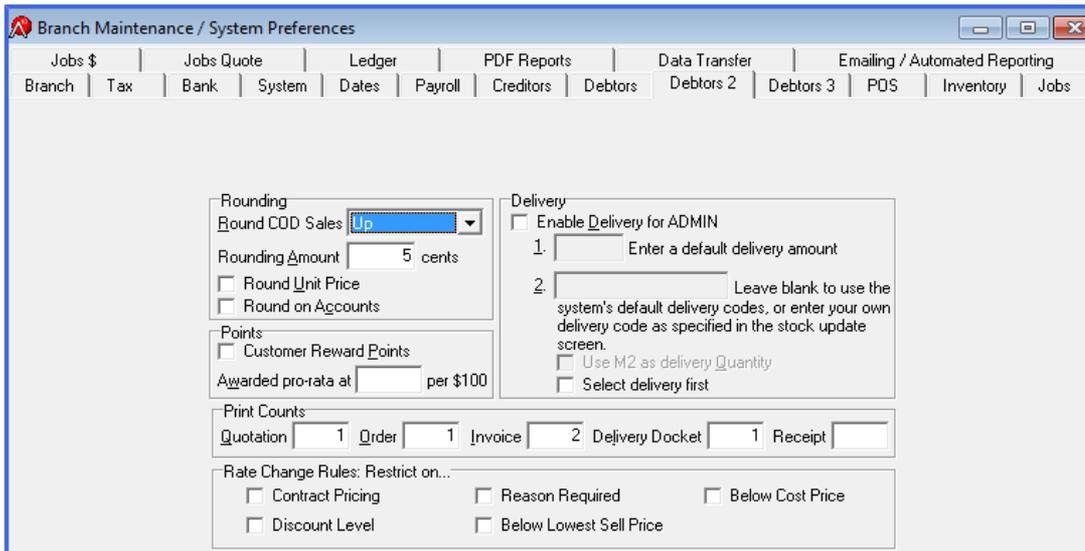
- **Round COD Sales** - Choose the cent rounding type – Up, Down or Nearest

- **Rounding Amount** - Will cause all debtor stock sales to round to the nearest x cents

- **Round Unit Price** - Rounds the unit price for calculating the total amount

- **Round on Accounts** - Apply round on account sales as well as cash on delivery sales

- **Points Customer Reward Points**- Tick to enable Debtor Points System

- **Awarded pro-rata at**- … per $100 Enter the Points Percentage

- **Print Counts**- Can enter a default number against the 5 major documents, for how many copies get printed each time

- **Rate Change Rules** – Ticking specific boxes for each function will set the following restrictions that will then require a Supervisors password.

  - **Contract Pricing Supervisor password**- is required to change rate, when the item/group has contract pricing set up

  - **Reason Required Discount** - reason is required to make any changes to rate or discount level

  - **Below Cost Price Supervisor password**- is required to make sell rate less than the cost price

  - **Discount Level Supervisor password**- is required to change the discount level

- **Below Lowest Sell Price Supervisor password** - is required to make sell rates less than the lowest sell price
- **DELIVERY – Enable Delivery for Contracting**- Tick if the system should prompt for Delivery Charges on Invoicing
    - Default Delivery Amount Enter a Default delivery amount
    - Delivery Codes Double click or F4 to select a debtor delivery code, leave blank for code selection on invoicing
- **Use M2 as Delivery Quantity**- If the delivery amount exceeds the minimum charge, write the quantity out as the M2 delivered
- **Select Delivery first** - Select the delivery amount before creating the Invoice

With Version 10.1 we have made some changes to the charging options which prohibits producing an invoice if the **[ENABLE DELIVERY]** field is ticked but you are not actually using this function. If your company does not use the Delivery function to charge freight to clients, then you will need to disable this function going forward.

Go to **FILE | SYSTEM SETTINGS | DEBTORS2 TAB**

Ensure the Enable Delivery field is blank.

Debtors Tab

- **Debtor Statement Comment** - Enter any comments to be added to the Statement print run – comments can be changed each month – however will appear on every statement, you cannot be selective for specific debtors unless you Debtor Type function and change the comments between types.

- **Enable Despatch & Invoice Comments** - Must be ticked to enable comments to appear on Delivery dockets & Invoices

- **Debtor Despatch Comment** - Can type in any comment as required – note will appear on every docket

- **Debtor Invoice Comment** - Can type in any comment as required – note will appear on every Invoice

- **Vehicle Management System** - Tick to activate the ability to use the VMS

- **Max Deliveries** - Enter the maximum number of deliveries per vehicle per day

- **Region Required** - Tick to make stating the region mandatory in the Debtor Order screen

SYSTEM SETTINGS - POS

The Point of Sale module has it's own set up default settings - see below for details

Dockets:

- **POS Docket Heading** - there is provision for up to 5 lines of Heading for all POS dockets
- **POS Docket Footer** - there is provision for up to 5 lines of Heading for all POS dockets

User Clearance:

- **Pwd D.Details** - tick here if you wish all POS operators to use a password before they make changes to the Debtor's details
- **Pwd D. Cr Limit** - tick here if you wish all POS operators to use a password in order to exceed a Debtors Credit Limit
- **Credit Change Code** -

Docket Options:

- **Laser Dockets** - tick if dockets are printed on a Laser or Bubble Jet printer - leave blank if a Docket printer is used
- **Show Inv Bal Owing** - tick to show the balance owing on the invoice docket
- **Show Account Bal** - tick to show the account balance on the docket
- **Show Stock Code** - tick to show the stock code description to the left of the code on the

docket

- **Show Full Rate** - tick if the docket should show both the Full & Discounted rates

Screen Options:

- **Sales Rep Required** - tick if a Sales Rep MUST be selected for each transaction
- **Use Operator ID's** - tick if the operator keypad will be used to enter an ID for each transaction
- **Till Reconciliation** - tick to enable reconciliation of the till
- **Get Zero Cost** - if ticked the system will prompt the operator for a cost if the stock line cost is zero
- **Manual Pay Grid** - tick if you wish to manually enter the amount on POS transactions
- **Confirm Price** - tick to move to the amount on the POS screen before accepting the line
- **Stock Column First** - tick if you want the stock item in the first column followed by the quantity
- **Name Pop Up** - use drop down to select the default preference - either NONE, ALL, A/C SALES or CASH SALES

Other:

- **Archive POS Trans** - if ticked, when running the EOM you can condense each stock code into a single POS transaction
- **Till Rec Sort by Payment** - tick to sort the dockets by payment type

SYSTEM SETTINGS - INVENTORY

The Inventory tab allows you to set up basic default settings relating to the Inventory module, which is also linked to the Debtor module for some settings.

A description of each field follows:

- **Confirm File Maintenance Changes** - Prompt for confirmation of all changes to the file maintenance screen

- **New Stock Item use Avg Cost not Last** - tick to set the default for new stock items (purchases) to use the Average Cost and not the Last Cost *** see below for extra details

- **Bar Code Visible** - makes barcodes visible & can then be searched on in stock screens

- **Location Visible** - makes the stock location visible during stock searches

- **2 Cost System** - allows you to enter a Rebate cost as a second cost – use to work out calculations

- **Multi Branch Stock** - if ticked, allows a debtor entry of stock items from other Branches than the one selected

- **Enable Stock Colour Field** - tick to enable specifying of a colour against a stock line

- **Use RRR** - client specific – not applicable for most sites

- **Inc Supplier Code in Stock Copy** - tick to inc a supplier code over to a new Creditor when copying a stock code
- **Enforce Unique Codes** - tick to enforce that each stock, barcode & supplier codes are unique
- **Rack Required** - tick to force users to enter Storage Rack Info – if using this function
- **Auto Manufacture** - site specific for Manufacturing sites – use drop down to select option on how to handle manufacturing orders from customer orders – Never, Raise or Complete
- **Lead Ship Time** - site specific for Manufacturing sites – enter data if applicable
- **Column 5 percentage** - if ticked discount levels 5 and 6 will be calculated by increasing the Cost price by the nominated percentage specified instead of a direct discount
- **Column 6 percentage** - if ticked discount levels 5 and 6 will be calculated by increasing the Cost price by the nominated percentage specified instead of a direct discount
- **Stock search screen columns** - enter the specific column numbers to be included in a stock search (eg 14 would give you Column 1 and Column 4)
- **Bar Code Label Count** - enter the number of labels that should print when accepting a Purchase Order
- **Stock Price Update** - select when a stock price is to be updated – defaults to Cost & Sell
- **Stock Order Comment** - enter the default comment for Stock Orders (double click to view)
- **Stock Order Del Add** - tick if you wish to use the delivery address details on Stock Orders
- **Suppress Non Stock** - tick if you want to suppress noon-stock items in a Stock Search
- **Debtor Ref on PO** - tick to enter the debtor code & order/inv reference in the PO comment field when raising a Debtor Order
- **ETA Mandatory** - tick to ensure an ETA date is entered on all Purchase Orders
- **Debtor PO Ask Supplier** - tick to have the system ask the supplier when raising a PO from a debtor order
- **Don't Fill PO Received** - tick if you DON'T want the received quantity to be automatically filled
- **Movement Display** - select the amount of months' worth of movement you want displayed
- **Show Extended Desc** - tick if you want the Extended descriptions to show in the inventory search screens
- **Supplier Rebates** - tick to calculate & record rebates for supplies & debtors when processing debtor invoices

*** **Last vs Avg Costs** - failing to put a tick in the "New Stock Item use Avg Cost no Last" field will automatically put a tick in the Cost/Sell Options in the Inventory Masterfile.

The effect of this is when you do a creditor invoice, if the cost on the invoice differs to the standard cost on the file, the system offers you the choice to update the STANDARD cost to reflect the price you just paid. If the tick is in place to use last cost, the update of the standard cost will be the last cost which is what you just paid. If that tick is NOT set, it will use the average cost to update the standard cost.

In example below the standard cost would be updated from 400 to either 250 (last cost) or 240.9364 (avg cost).

Stock Cost Update

Stock Code (16MM)

Description FLAT STEEL ZINC WASHER

Supplier Stated Cost / List Pricing Information

| Current Cost / % Discount | $400.0000 | 0.0000 % |
| Invoice Cost / % Discount | $250.0000 | 0.0000 % |

Update Method
- ⦿ Update
- ○ No Update

Cost Update Method : New Last Cost

	Old	New
Std Cost	$400.0000	$250.0000
Sell Price(Ex)	$413.0000	$413.0000
Ave Cost	$240.0300	$240.9364
Last Cost	$400.0000	$250.0000

Update Method
- ○ Update Cost & Sell
- ⦿ Update Cost Only
- ○ No Update (of cost or sell)

✓ Do It!

SYSTEM SETTINGS - JOBS

There are 3 tabs relating to Jobs - each will be described in detail below. Note for some clients this is referred to as *Costings*.

Jobs Tab

The first Jobs tab sets the basic defaults for all Jobs documents.

- **Quote/Invoice Header Details** - there are 5 lines available to enter header details for each Quote or Invoice

- **Quote Footer Details** - there are 3 lines available to enter Footer details for each Quote

- **Invoice Footer Details** - there are 2 lines available to enter Footer details for each Invoice

- **Use Job Sub-section**- when ticked this allows the user to allocate stock for jobs against subsections as well as sections

- **Sections Durations Required** -

- **Show Prac Completion Date 2** - tick if you wish the second date to show on the job

- **Admin Auto Close Jobs** - tick if Do & Charge jobs for this entity are auto-closed on final payment

- **Calculate Job Labour** - set the job system calculate standard labour charges for items when quoting jobs

- **Labour EstQ Rate** - enter the Job Labour Estimate rate in $

- **Markup Stk Code** - double click or press [F4] to select a stock markup code

- **Def J/Sect No** - double click or press [F4] to select a default section for materials on a job

- **Company Equivalence Type** - select the level of equivalence expected of the posting and Job Branch. Options are No Equivalence Required, Warn if Not Equivalent & Prohibit if not Equivalent

Jobs $ Tab

The Jobs $ tab allows you to enter default on-costs and overhead information as they relate to the Payroll, Jobs & Creditor modules.

Payroll On Costs & Overheads - allows you to select all Employee Classes (as set up in the Payroll module) and enter a set percentage amount against each employee type (Casual, FT/PT & Overtime) as well as a Job Section number (as set up in the Jobs module). This can be done for both OC (On Costs) & OH (Overheads), and you can enter as many Employee Class codes as required.

You can also use this page to default the section number that will apply to the various pay types when the information is loaded into the pay calculation screen from the timesheet.

Overhead Rates - Overhead rates can be stated at a system lever as either a $ value per hour to be incurred for hours worked, or as a % value to be applied to the $ amounts incurred from the payrun.

These default system values can be over ridden on a per job basis by keying in the appropriate values on the JOB | SETUP | COSTS screen.

Default Non Hourly & Non Job Portion to Never Charge - tick this box to default job payroll items to never charge if the pay type is defined as a base type in the pay types screen.

Job Billing

- **Detail Revenue** - when ticked, jobs will have detailed revenue
- **Contract** - double click or press [F4] to select a code for Job Contract Invoicing
- **Variation** - double click or press [F4] to select a code for Job Variation Invoicing
- **Do & Charge Labour** - double click or press [F4] to select a code
- **Do & Charge Non Stk Mat** - double click or press [F4] to select a code
- **Do & Charge Single Line Invs** - double click or press [F4] to select a code to be used when labour & materials grouped together on a job invoice
- **Grouping** - use the drop down to select the relevant grouping

-
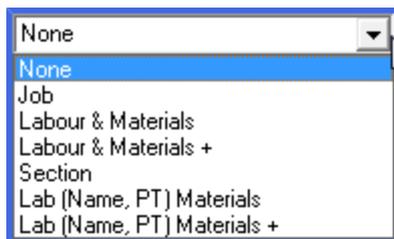
None = no grouping, each labour and material item will show as it's own line on the invoice

Job = A single billing line will show totalling all labour & materials

Labour & Materials = A single billing line will show for labour, and a single billing line for materials

Labour & Materials + = A single billing line will show for labour, and each material line will show individually.

Section = A single billing line will show for each Job section that has costs, with the description as per the section description

Lab (Name,PT) Materials = A single summarised billing line will show for each employee / Pay Type combination fromt he payroll, with the quantity of hoours being the sime of hours for that person for that pay type (eg Normal, Time + 1/2 etc) Materials will show as a single line

Lab (Name,PT) Materials + = A single summarised billing line will show for each employee / Pay Type combination fromt he payroll, with the quantity of hoours being the sime of hours for that person for that pay type (eg Normal, Time + 1/2 etc) Materials will show individually.

> In addition to the above, the system will allow each of the above levels of grouping to be 'customised' to your exact layout and formatting requirements.

- **Billing Desc** - This button allows you to define a custom output for each of the billing levels on a popup "Job Invoice (o & Charge) Stock Description' form. Valid fields (from the database) should be included in { } brackets, and are limited to "hours, module, desc2, comment,paytype, name, date and revenuedesc", where name is the full employee name, and revenuedesc is the revenue description noted against that pay type in the pay type setup form. Any other text will be taken as a 'literal' work to appear in the billing.

> *Example:*
> If you keyed in "Employee:{name}, Pay Type: {paytype}" this would result int he {name} showing as the person's name and {paytype} being the specific pay type in use, with the other words (and,) showing
> eg: "Employee: Fred Smith, Pay Type: NORMAL TIME"

Job Invoice (Do and Charge) Stock Description

Valid Fields : hours, module, desc2, comment, paytype, name, date, revenuedesc, sectionname
Fields must be enclosed between { }

Define

Billing Group: None	Billing Group: Section
Billing Group: Job	Billing Group: Labour (Name, PT) Materials
Billing Group: Labour and Materials	Billing Group: Labour (Name, PT) Materials +
Billing Group: Labour and Materials +	

The customisation of grouping formatiing can also be applied to a single debtor using the "Billing Desc" button, which will result in all jobs for that client using the format specified (and not the system default formats).

Select the relevant Grouping Billing Description in the DEBTOR | FILE MAINTENANCE | DEBTOR | JOB REVENUE DEFAULTS screen

Admin Creditors

- **Non Stock Int Markup** - enter the percentage for on costs for non-stock materials & charges that new jobs will default to for the Branch displayed

- **Labour Int Markup** - enter the percentage for on costs for labour & charges that new jobs will default to for the Branch displayed

- **Non Stock Rev Markup** - enter the revenue percentage markup for non-stock materials & charges that new jobs will default to for the Branch shown

- **Labour Rev Markup by $ or %** - enter the revenue amount markup for labour &charges that new jobs will default to for the Branch shown - can be enterd as either a $ figure or a set %.

Revenue

The revenue charge amounts are determined through the System Setting screen and can be overridden on a per job basis. Up to 10 revenue 'levels' or 'types' may be defined to be used throughout the system.

- **Max Revenue Types** -

- **Normal Time** - job revenue definition description for "Charge Rate 1"
  - W - Weight for this Charge rate (ie Pay type weight factor that maps to this definition
  - OT - tick if the pay type for Definition 1 is an overtime pay type
  - $ - standard hourly rate for Charge rate 1, to be used if not specified at Debtor or Job Level
  - % - standard hourly rate for Charge rate 1 determined by adding this % to job cost - used if not specified at Debtor or Job Level

- **Time & 1/2** - job revenue definition description for "Charge Rate 2" - *for other fields see Normal Time notes*

- **Double Time** - job revenue definition description for "Charge Rate 3" *for other fields see Normal Time notes*

- **Hourly Rate** - Tick this box if the Creditor Invoicing screen should show hours and rate for entry

Jobs Quote Tab

Enable Freeform Contract Quotes - tick this box to enable the printing of Freeform quotes for contract jobs (in addition to standard quote printed)

There are 3 sections that can be set up for your Freeform Quote -

- Include Works

- Conditions

- Other Options

Click in each area to add the details that you would like to appear on the printed quote.

SYSTEM SETTINGS - LEDGER

The Ledger tab allows you to enter the General Ledger codes that relate to all the major functions within the system.

The following shows a list of each field - it would be recommended that you determine the correct code for each field for the modules you are using. This can either be done in advance , then simply type in the code, or you can simply double click inside each field to see the GL Account code search screen and use this to locate the correct code.

Company Accounts

- Cashbook
- Internal Purchases
- Sales
- Sales Disc

Admin Job Revenue

- Commercial
- Domestic

System Accounts

- GST Collected
- PAYG Withheld
- Suspense
- GST Credits
- PAYG Comp Tax

- BAS Accrual

- PO Pending

- Creditor Control

- Debtor Control

- Opening Stock

- Closing Stock

Job/Payroll

- Overhead Debit

- Overhead Credit

- On Cost Debit

- On Cost Credit

Inventory Transfer

- Stock Destroyed

- Inter Branch

Inventory Credits

- Stock Destroyed

GL EOY - Last GL EOY Run - this field will be automatically populated with a date each time you run an End of Year process.

There are also some more System Settings on this tab - tick those appropriate to your company.

System Settings

- **Account Display** - set the GL account display number of decimal placings

- **Periodic Stock Control** - say Yes (true) if you are going to Periodic Stock control. If left blank or (false) then you will be using Perpetual Stock Control.

- **BS/PL no DP default to On** - check to have the 'No DP' option set on the report selection form - leave blank to have it cleared

- **Don't Group Cashbook entries** - tick to have all postings to the cashbook as seperate entries

- **Company Specific Bank** - tick to only view the bank entries for the default Branch/Entity

- **Batch Date by Line** - tick to set batch line individual dates

- **Use Alternative GL Acct** - tick to use the alternative GL account system (if set up)

- **Run Asset Deprn at CB level** - tick this to allow asset depreciations to be run at a cash-book level - rather than at a system level

SYSTEM SETTINGS - PDF REPORTS

FILE | SYSTEM | SETTINGS – *PDF Reports tab* is where the location of system produced PDF reports are saved.

Email Settings

You have the ability to store an email address where a 'Blind Copy' of each email will be stored.

Archiving Directories

1. Locate the individual folders where each type of PDF is to be auto saved. As a general rule this would be on your server where other Accrivia Users can also access them. Create new folders if required

2. Enter the address into the applicable field of the Archiving directory section.

   - Statements - Debtors statements
   - Stocktake - Stocktake Reports
   - Invoice - Debtor Invoices

- Remittance - Creditor Auto Pay Remittance Advices

- Payroll - Payslips, Payments Summaries and Super Removed report. Also includes a sub folder for Super Contribution files.

- Associated Files

Associated Files - - an extra level of security has been added which restricts the ability of a User to Edit codes in Creditors, Debtors or Jobs.

In order for Users to be able to see the Edit Code button in any of the above modules, they must first have permission on the Menu Visibility fields, then also ensure a a tick is placed in this fields below.

It should be noted that there must be a Filepath name set up in Associated Files fields both Standard and Restricted.
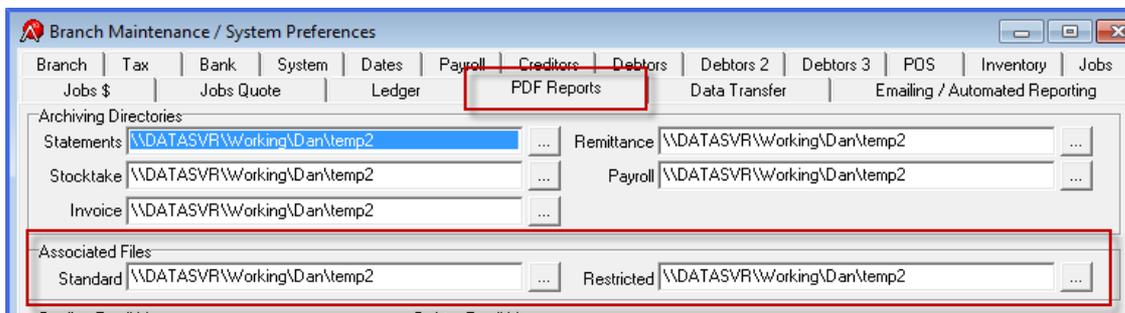
Email Messages

A field is available for each major document within the system which allows you to add a message to the body of the email. Note this message appears in the body of the email only - not on the attached document.

> This is a User option and not a requirement, but it is advisable to have a message entered.
> Web mail solutions, such as Gmail, have dynamic Spam filtering. Messages with attachments and *no* actual message are highly likely to be sent to the Spam Folder

SYSTEM SETTINGS - EMAILS

Throughout Accrivia, various documents can be sent to debtors, creditors and employees via email. These can be configured to be sent via one of Three methods:

- Via the Workstations own Email Client
- Via Accrivia Directly
- Using a deferred 'Bulk Email' function

Via The Workstations Email Client

By default, emails will be sent out via Microsoft Outlook on the workstation you are working on (this is how all emails have been processed in Accrivia prior to version 9.6. If you continue to use this method, be aware that:

- The default email account setup through your default email client (generally Microsoft Outlook) will be used to send the email. Therefore, the email address, reply address and display name will be the same as what is setup on the workstation you are sending the email from.
- You will have a record of the email in your Sent Items folder through your email client.
- You may have to confirm that the email can be processed for each email sent. Third-party applications do exist to work around this Outlook security measure, if you find this requirement too time consuming.

Directly Via Accrivia

You can also nominate to send emails directly from Accrivia. If you choose to use this method, you need to be aware that:

- An email address must be added in FILE | SYSTEM SETTINGS | EMAIL AUTOMATED REPORTING to designate your preferred address.
- This can allow you to always send emails from Accrivia using a consistent name and email address (dependant on how you configure this feature, you may allow users to overwrite this if they wish, and use their own email address)
- This may be a preferable option for operators using terminal services (as the email settings will only need to be entered once)
- This may remove the need to confirm each email being sent
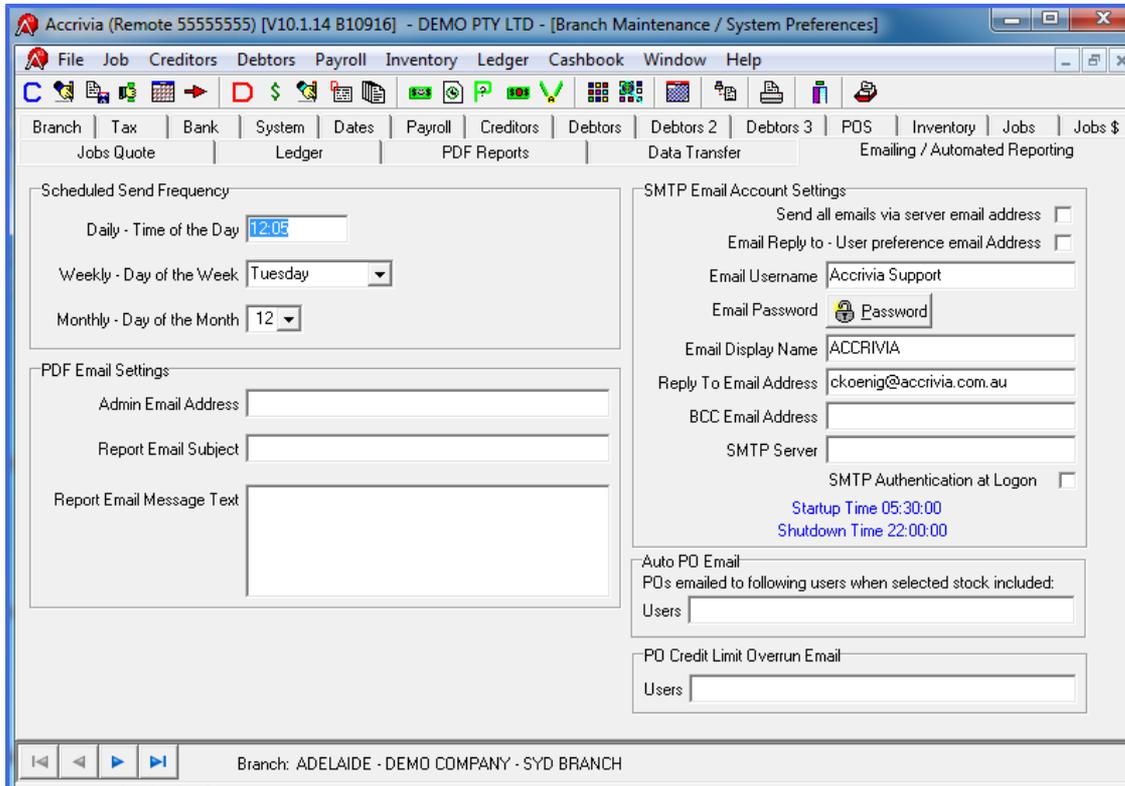
To configure this direct delivery method:

1. Open **FILE – SYSTEM – SETTINGS** - *EMAILING / AUTOMATED REPORTING TAB*

2. Select an email account that you want to send Accrivia emails from. Collect the configuration details for this account, and then in the SMTP Email Account Settings box, enter the following information:

- **Send all emails via email address** - Tick this box if you want to prevent users from entering a different email address (for their account) to send emails from

- **Email Username** - Enter the User name you use to access your email account

- **Email Password** - Click on the Password button to enter your email account's password

- **Email Display Name** - Enter the display name i.e. when the recipient receives the email, this is the name of the sender that will appear. Generally this would be the trading name of your business.

- **Reply to Email Address** - Enter a "reply to" email address i.e. if the recipient clicked "Reply" to the email sent to them, this would be the address that it would be directed

to. It can be different from the Email Username if desired. See below for details on setting a return email that is different to the main default entered in System Settings.

- **BCC Email Address** - If you would like a copy of all emails to be sent to an account for auditing purposes, enter a BCC address here

- **SMTP Server** - Enter the SMTP (outgoing) Server for your email account. This information should be provided by your email account provider.

- **SMTP Authentication at login** - If your email provider requires that SMTP authentication takes place at login, check this box.

3. Close the System Setting screen – these settings will take effect for all users from when they next log into Accrivia.

Setting Email Preferences At A Workstation Level

It is possible that you may wish to set specific "Return Email" details at a workstation User level, eg The accounts department may have a specific email address than the main office. If this is the case you can activate a setting which tells the system to ignore the default email address and us the one set up in the User Preference field. To do this:

1. Go to **FILE |SYSTEM SETTINGS | EMAILING/AUTOMATED REPORTING TAB**

2. Place a tick in the field marked "Email Reply to - User Preference email Address"

3. Now go to **FILE – PREFERENCES**-*MACHINE PREFERENCES TAB*
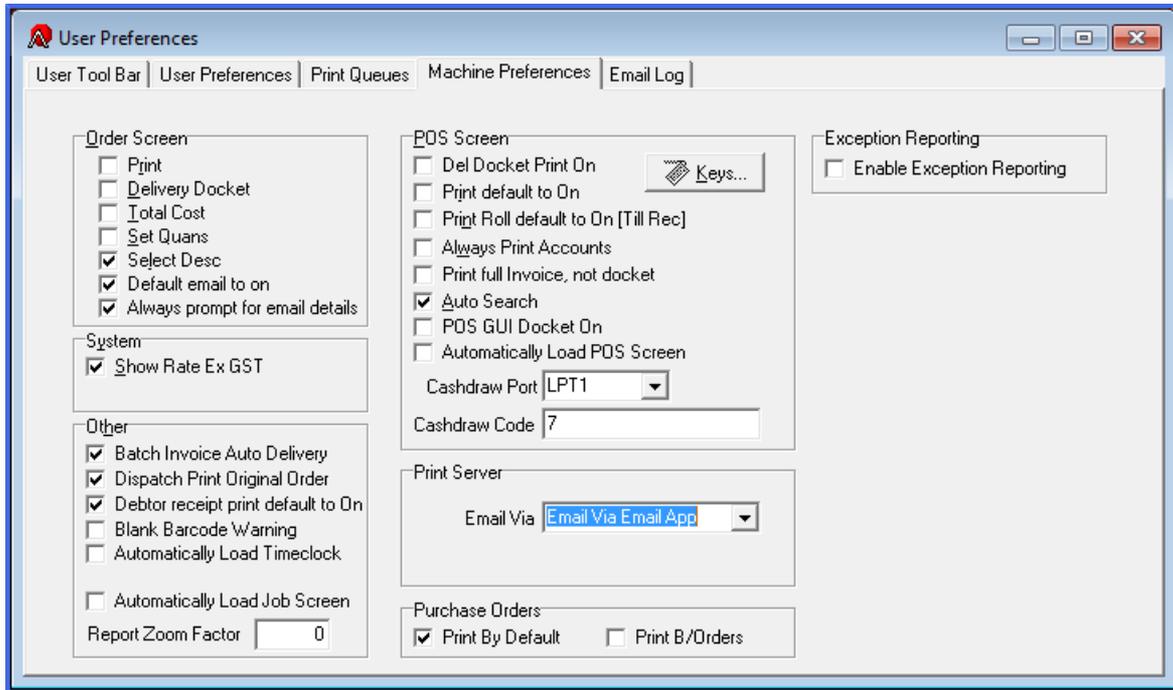
4. In the Print Server box, select whether email is to be delivered via the Email Application, or Email Directly Via Server.

5. If 'Email Directly Via Server' is selected, users can also specify their own email address as the reply email address. To do this, click on the **USER PREFERENCES TAB** and enter the users email address in the PDF Emailing – My Email Address field (if none is entered here, the Reply Email Address specified in the system settings will be used).
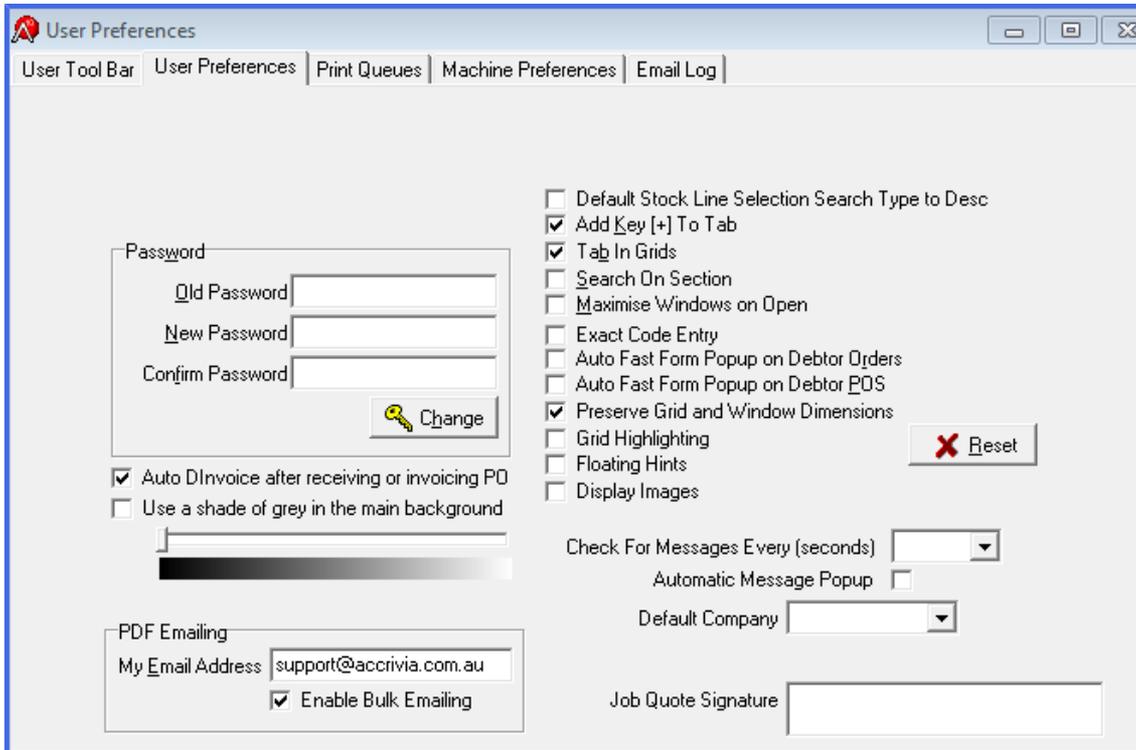
6. Close the User Preferences screen – your changes have been saved.

Viewing The Email Log

A log of all emails sent via Accrivia is maintained (regardless of delivery method), and available to be viewed via **FILE |PREFERENCES | EMAIL LOG.**

The information about all emails is recorded in this grid. This information includes:

Email Details:

- Recipients (To, CC and BCC)
- Subject
- Message
- Attachment/s
- From – if being emailed using the direct method, and a user has overwritten the Reply Address, this will be shown here.

Delivery Details:

- Delivery Method, either via the workstations email client (Email Program), or directly (Email Server).

- Sent Date / Time

- Posted User (the Accrivia user that sent the email)

- Posted Machine

- Error – if an error was encountered during the send process, then this will be shown here.

- Send Successful – if the delivery was completed successfully, this box will be ticked.

*** Note that if an email address is wrong and fails to reach the receiver, or encounters some kind of delivery problem after it has been sent, then this will not be reported in this grid.

BULK EMAILS

For clients with larger databases, sending emails for large functions like Statements, Payslips, Creditor Remittance Advices & Invoices, can tie up terminals and waste valuable staff time. Accrivia now has a function which allows you to process the files as normal but store the emails in a Bulk lot ready to send at a more convenient time.

Example: Process your pay run as normal, select the email option as normal, then update to complete the pay run and move on to your next job. Set a reminder for the end of the day and just before you leave select the file and send it, while you head off home.

Once you have committed to using the Bulk Email format and have worked through all the required system settings, the ongoing use of this function is automatic and nothing further needs to be done each time. Simply choose the Email option within the Statements, Payslips & Creditor Remittance Advices modules and process as normal. The only thing you will notice is that it is much quicker as you are no longer waiting for the emails to be sent before continuing.

The Invoices module is the only one that requires just a little more work. If you have chosen the 'Print at End of the Week or Month " option then you will be required to activate the email function. The system will hold all invoices in a holding area for the Debtors selected. Strictly speaking, you do not have to adhere to a specific day each week, the system will produce a list of all invoices on hold since the last run was sent (this could be a week or 10 days etc).

When ready to send, go to FILE **|** DEBTORS **|** END *- Invoice Weekly.* Make any changes necessary then click on SEND EMAILS. All emails will then be added to the end of day Email folder to be sent out that night. This field would then be cleared and a new list would be generated the next time you choose to open this function.

System Settings for Bulk Emails

- **User Access** - each user who wishes to use this function will need to have the correct permission. Go to FILE **|** USER ACCESS *- File tab* - double click on the field called EMAILS (ensure a tick appears). Save, Close and Restart Accrivia to activate this system change. Repeat for each User name.

- **Preferences** - Each User will need to activate this function in FILE **|**PREFERENCES *- User Preference tab*. Put a tick in the PDF Emailing section for 'Enable Bulk Emailing.

- **Debtors** - Go to FILE **|** DEBTORS **|** FILE MAINTAINENCE **|** DEBTORS *- Options tab.* In the Invoice field use the drop down for the PRINT INV to choose one of 3 options:
  - Print When Raised
  - Print at End of Week
  - Print at End of Month

Once these System Settings have been chosen you will now see a new selection in the **FILE** drop down menu called **EMAILS**. This is where all stored emails will be logged until such time as you elect to send them.

Sending Bulk Emails

Go to **FILE | EMAILS** - There are 2 tabs available from this screen.

Un Sent Bulk Emails

This shows a list of all emails currently waiting in the system to be sent, along with details of emails addresses, subject & attachments.

- Click on the **[SEND ALL EMAILS]** to send all in the list
- Put a tick in the **[CLOSE ACCRIVIA WHEN FINISHED]**- only use this if this is the final thing of the day and all other screens are closed. This will then close your Accrivia session as soon as all the emails have been sent, allowing you to go on home. ***Note this only closes Accrivia, it does not close down your terminal.***
- When complete, an automated email will be sent to the senders email address (as entered in Preferences) advising that a bulk email run has been processed, and confirming how many emails were sent and if there were any issues.
- The next morning, after receiving the confirmation email, you can then go to the Emails file again and see the listing of what has been sent, the system will have automatically ticked the Bulk Email field and also placed a tick in the Email failed if there was an issue on a specific line.
- Emails with issues that were not sent will appear in **RED**, and by double clicking in the Error field you will see a brief description explaining why the email could not be sent.

Email Log

This screen presents a list of all emails sent from this function, however while details of the attachment are included on this screen, it does not actually contain the file, so cannot be resent from this screen. This Email Log also does not list details of the User who sent it.

Sending Attachments with Emails

A button at the bottom of the Bulk Email screen will allow you to Attach an outside file with every Email you are about to send. Most commonly this is used when emailing statements but could be used whenever you send an email through the Bulk Email screen.

> **NOTE:** that the **[ATTACH TO ALL EMAILS]** means that every email file in the list will also get the outside file - so if you have other emails sitting in your Bulk Email screen it may be

helpful to make sure you send these first before generating the new Statements etc, otherwise you may end us sending a monthly specials list to your employees if you still had payslips waiting to be sent.

SYSTEM SETTINGS - DATA TRANSFER

Settings here determine how - if any FTP Imports (File Transfer Protocol) into Accrivia will be handled.

FTP Import Settings

If you select NONE in the Type field then the other fields relating to this section will be greyed out as not required.

If you select XML Import in the Type field then the balance of the fields become active for the relevant information to be entered.

Directories

- **Local Desitination** - type or select the local destination directory for the XML files
- **FTP Get Source** - enter the source directory where the XML files can be found
- **FTP Put Destination**- enter the desitination directory where outbound files are placed
- **Site** - enter the FTP site name for the login
- **User** - enter the FTP user name for the login
- **Port** - enter the FTP port for the login
- **Password** - click here to change this FTP password

Main Import Settings

- **Alter Import Amounts** - tick to allow the user to alter the Supplier amounts

Main Upload Settings

- **FTP Upload Enabled** - tick to authorise the upload of system check results (not financial information) to the Accrivia FTP site for analysis

Vendor Server Settings

- **Site** - enter the vendor FTP site address (to override using the default Accrivia FTP site)
- **Directory** - enter the destination directory where outbournd files are placed (to override the default)
- **User Name** - enter the FTP username for the login (to override the default)
- **Password** - Click here to set default vendor site password (to override the default)

USER PREFERENCES

The **FILE | USER PREFERENCE** screen is a terminal specific set of default settings and while the main System Settings remain valid, these extra settings will determine the personal preferences for each individual User.

> **Note:** settings entered here do not transfer to other terminals

There are 5 Tabs within this screen each relating to specific settings.

- User Tool Bar
- User Preferences
- Print Queues
- Machine Preferences
- Email Log

User Tool Bar
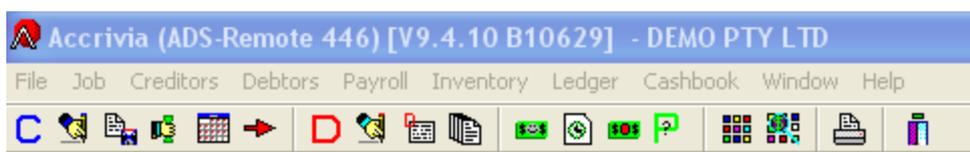
Each operator will find they use specific functions regularly. While you can always click on the Module name to see all the active functions listed. To speed up selections you can customise your terminal Toolbar with your most commonly used Icons.

> *Example:*
> A receptionist would probably use the Debtors FM & Receipts function quite regularly so it would make sense to put the red D (Debtors) and the $ (Receipts) on the toolbar.

Most major functions have a specific Icon that can be added below the Accrivia tool bar for quick access.

1. Select **FILES | PREFERENCES - *USER TOOLBAR TAB***

2. Select each module and click on the title of the specific function you use often – details of that function will then appear on the right of the screen and the Icon (if available) will appear at the top.

3. Hold down the left mouse button on top of the Icon and drag it up to the Toolbar.

4. Once there you can also rearrange the Icons on the Toolbar by clicking on it and dragging it to the required spot. It would be recommended that you keep all functions relating to the same module together. (a feint grey line can be seen to separate each module)

> **Note**: if the Icon has already been moved to the Toolbar then it will appear in 'grey'
> To remove an Icon from your Toolbar - open the User Tool Bar tab and drag the Icon back into the menu box on the left

User Preferences

These options are used to customise the way you use certain screens and functions within the program. Some of these features may not be relevant to your system. For more detail refer to the System Settings User Guide.

The preferences selected in this tab are linked to your User log on and will apply regardless of which workstation you log on to.

My Initials

For people who are the sole user of this terminal - you can add your initials here which will automatically add them in screens such as the Debtor Order etc. It is not recommended for multi user terminals as they need to be prompted to enter their initials each time.

Password

You have the ability to change the password that is used to login onto Accrivia with your User name. Follow the prompts to change.

> **Note:** for terminals with a generic User name for multiple users (like a workshop) remember to advise all Users if a password is changed.

> It is recommended for Supervisors to note the logins and who they are allocated to.

Shades of Grey

While the standard main background colour for Accrivia is Red, you can tick this box if you wish to change this and use the sliding scale to achieve the shade of grey you want.

> It is common to do this if using a "Play" version for practice as it distinguishes it from the main version.

Auto DInvoice after receiving or invoice PO - Automatically open the Debtor Invoicing form to invoice the Debtor Order when the linked Purchase Order is invoiced.

PDF Emailing - My Email Address - as a default when sending an email from your terminal - the system will show the name of the Outlook account. By entering another address in this field, it will override this and show these details instead whenever sending emails.

Commonly used if you have generic email accounts for specific functions - eg: if this terminal only ever emails statements & invoices etc , you may have an email address called accounts @ ...... etc.

This means if people reply to email it will be sent to that address and not your personal one in your Outlook.

> NOTE: There is an internal system setting that will need to be activated if you wish the email address entered here to override the main System default. Please contact Your Accrivia Support Teamfor assistance.

> INTERNAL - In Viewer XSystem2 table - locate Email_Send_User and set to true to override defaults

Other Settings

- **Default Stock Line Selection Search Type to Desc** - tick to default the Search Type to Description in the Stock Line Selection screen

- **Add Key [+] to Tab** - tick this to convert the plus key on the number key pad to the tab key

- **Tab in Grids** - tick this is you want to tab through the grids

- **Search on Section** - tick if you want to search on Job Section by default when selecting stock lines in the Job Setup

- **Maximise Windows on Open** - tick if you want each window to open in the Maximised size

- **Exact Code Entry** - if ticked, the user must enter the exact code in data entry windows

- **Auto Fast Form Popup on Debtor Orders** - if ticked the Fast Form will automatically popup when creating a Debtor Order

- **Auto Fast Form Popup on Debtor POS** - if ticked the Fast Form will automatically popup when creating a Debtor POS transactio

- **Preserve Grid & Window Dimentions** - if ticked, whenever a grid or window is resized, the changes are then saved and reloaded when next used.

- **Grid Highlighting** - tick to display grids with the record selection highlighted

- **Floating Hints** - tick to have hints appear near the cursor instead of the status bar

- **Display Images** - if using images - tick to display any (in line) images as the line is selected

- **Reset** - Click this button to reset the stored info of window and grid positioning to default values

- **Show All Warehouses** - will show all warehouses for Purchase Order and Inventory searches.

- **Check For Messages Every (seconds)** - enter the number of seconds before the system checks for messages for this user

- **Automatic Message Popup** - tick to have messages automatically poup on screen

- **Default Company** - use drop down to select the default company to be used throughout the system posting screens for this User

- **Job Quote Signature** - if using - you can type in the name of the person authorised as a signature on Job Quotes (double click in the field to type)

Print Queues
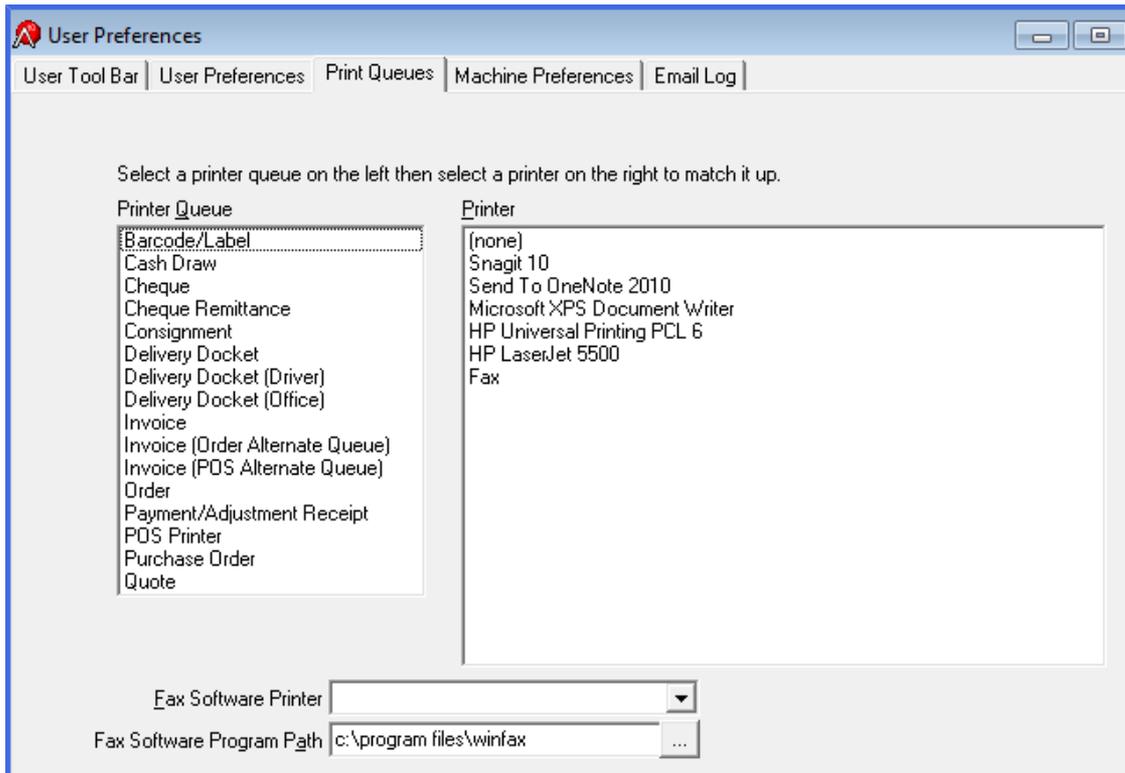
For larger companies it may be that there are several printer options to choose from - example you may want all receipts printed from the reception printer, but delivery dockets should be printed in the warehouse.

This screen allows you to select each function and tell the system which printer to use as a default whenever this function is chosen.

Selecting a Printer

- Click on the function in the left hand column

- Then click on the correct Printer listed in the right hand column

- Continue for all functions that are used by this User

- Moving off this screen will save your selections

As it is a quick and easy process, it is recommended to select a printer option for all functions, even those not normally used by this User.

If your company has specialised Fax Software - details of this can also be added on this screen.

Machine Preferences
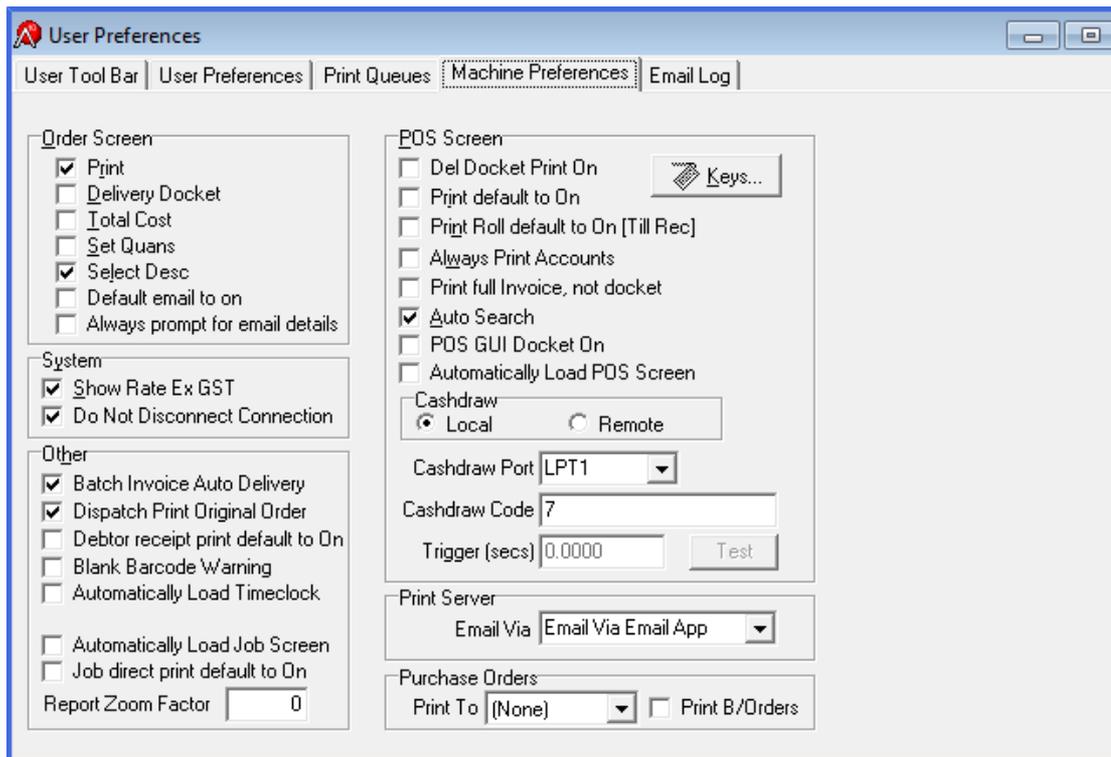
Initially your trainer will set these options in consultation with your system administrator.

Options on this tab are specific to the workstation, regardless of the user logged on.

Order Screen

If standard company procedures require you to print all orders, invoices and delivery dockets, save time by selecting the automatic Print options below. You will see once selected that the bottom of the Order screen will always have the Print button ticked

- **Print** - double click to set the print option on the order screen by default, leave clear for no printing, or single click for a grey tick to set default to be based on debtor 'Print Inv' selection

each time.

- **Delivery Docket** - tick to set the print tag on the Debtor Order screen by default
- **Total Cost** - tick to set the cost entry for zero cost items to total cot (TTL Cost)
- **Set Quans** - defaults the quantity fields to 1 (or 1000 if in mm) upon selection of a valid code
- **Select Desc** - when manually entering extra descriptions on stock lines within Debtor Order, ticking this box will automatically remove any exisiting information and add your typed data
- **Default email to on** - tick to default emailing PDF's in the Debtors System to on
- **Always prompt for email details** - tick to ensure you get a prompt to insert email details each time

System

- **Show Rate Ex GST** - tick if applicable
- **Do Not Disconnect Connection** - reuqired for computers running multi-site & terminal servers, if ticked system will not disconnect exisiting connections when loading Accrivia

Other

- **Dispatch Print Original Order** - client specific - default of printing the remainder of original orders as a backorder from the Debtor Invoicing screen
- **Debtor Receipt print Default to On** - tick to set the all Debtor Receitps to Print by default
- **Blank Barcode Warning** - if ticked you will get a warning prompt to enter a barcode if there is a blank field when receiving stock
- **Automatically Load Timeclock** - *no longer available*
- **Automatically Load Job Screen** - tick to auto load the job logging screen
- **Job Direct Print Default to On** - tick to have print option turned on as default
- **Report Zoom Factor** - set the zoom factor that reports should open at (left blank default is 100%)

POS Screen

- **Del Docket Print On** - tick to set the default on the POS screen to print docket
- **Print Default to On** - tick to set default as Print

- **Print Roll default to On (Till Rec)** - tick to set the default as Print

- **Always Print Accounts** - tick to always print a docket for account sales/payments even if the print option is turned off

- **Print full Invoice, not docket** - tick to print a full invoice on POS, not a docket/laser sale docket

- **Auto Search** - when ticked, it shows the code selection screen when an invalid code is entered

- **POS GUI Docket On** - tick to print POS dockets formatted for non text-line printers

- **Automatically load POS Screen** - to auto load the POS when this machine logs in

- **Keys** - click this button to alter the POS Shift + [F5-F9] key combinations
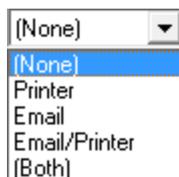
Cashdraw

- **Local or Remote** - tick relevant button for this terminal
- **Cashdraw Port** - select the port the cash draw is attached to
- **Cashdraw Code** - enter the Code string required to trigger the cashdraw
- **Trigger (seconds)** - enter number (in seconds) for the trigger to activate
- **Test** - click to test that this trigger system is working

Print Server

- **Email Via** - use drop down to select how your emails will be sent - choices are Via an Email App or Email Directly Via a Server
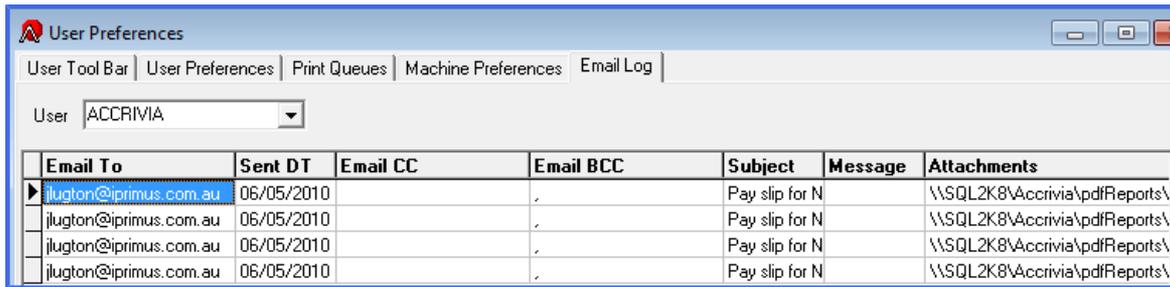
Purchase Orders

- **Print To** - choose the default for Purchase Orders

```
(None)          ▼
(None)
Printer
Email
Email/Printer
(Both)
```

- **Print B/Orders** - tick to have the Purchase Order Back Orders to print by default

Email Log

The system will automatically record all emails sent from this terminal, with all relevant information listed, including the Subject name and any attachments, as well as whether to email was sent successfully.