

Financial Manager User Guide

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MUSAC © 2013



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This user guide covers the **installation** of the Financial Manager package, setting up the various applications and guides to help you get started.

Detailed help is available using the F1 **Help File**. This Help File is regularly updated as changes are made to the programs and is distributed with the User Group updates.

The **full user guide** is available on-screen from inside the module. Here you may print a full copy of the user guide or just the pages required.

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Installation

INSTALLING THE MODULES

Please follow these instructions to install the package onto your hard drive.

The installation process is covered in three steps. System files, Program files (Accounts, Asset Manager[Optional], Point of Sale[Optional], Backup, User Access and Database utility) and then Registration files. Select the optional modules you wish to install.

INSTALL THE SYSTEM FILES

(SYSTEM 32 BIT AND SYSTEM .NET RUNTIME)

The System (32 bit) files must be installed onto every terminal that will access any of the Financial Manager packages. Before loading the System Files close down ALL programs on the terminal. (Some terminals have hidden programs running and may require pressing Ctrl+ALT+DEL to display a list of running programs.)

Place the CD into your drive and close the drive door. The CD has an 'autostart' feature which will result in the main installation menu screen appearing. Should the screen not appear click the 'START' button on your screen and then 'RUN'. Type D:\SETUP.EXE (Where D is your CDROM drive letter) and click 'OK'.

Click 'Install MUSAC Software', then 'Install 32 bit System Files' to install the required system files onto your computer. Follow the on screen instructions. (If you encounter problems with installing the system files, please read the file: \system\SystemReadMechm on the CDROM)

The .NET Runtime files are included in Microsoft operating systems released after 2004. Install the Runtime if you have adequate hard disk space and your operating system is Windows 2000 or later. Click 'Install Other Software' then 'Install .NET Framework 2.0'.

INSTALL THE WINDOWS PROGRAM FILES

Place the CD into your drive and close the drive door. The CD will 'autostart' and display the menu. Select and click 'Install MUSAC Financial Manager

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Software', then 'Install Financial Manager'. The Financial Manager set of programs and all support modules will be loaded into the same directory. Follow the on screen instructions.

Make a record of the drive and directory where you have installed the program. You (or others) will need this information when loading future updates.

INSTALL THE MUSAC LICENCE FILE

If the 'MUSACLicense.lic' file is supplied on CD or by email, copy this file into the program folder with the Financial Manager programs.

The license file can be installed from the MUSAC website (www.musac.co.nz). First time users will need to register on our website first to access Downloads and licence files.

Enter the module and go to the Backup module. Select 'MUSAC Licence' to display the license module. Select 'Load license from MUSAC Website' and press the 'Load License' button. Enter your MUSAC website 'User Name' and 'Password' then press 'Submit'. Your license details will be displayed for approval. Press 'OK' to install the license. (The program will install the 'MUSACLicense.lic' file into the program folder.)

Click OK and follow the instructions.

INSTALL FLOW CHART

LOAD THE SYSTEM FILES ONTO ALL PCS THAT WILL USE ANY OF THE MUSAC FINANCIAL MANAGER MODULES.

- ***Close down all programs.***
- ***Load the CD-Rom.***
- ***From the Auto Start menu, click System Files.***

LOAD THE PROGRAM FILES

- ***Close the Financial Manager application and check that NO Financial Manager modules are running on ANY terminal.***

- ***Load the CD-Rom and close the door.***
- ***From the Auto Start menu click Windows Program.***

NOW YOU ARE READY TO RUN THE PROGRAMS

To set your User Access and Database Directory details go to the User Access section of this manual and '**Add a New User**'.

MORE ABOUT THE PACKAGES

UPDATES

As changes are made to the program, details of the changes are recorded in the Changes file. Updates are available for downloading from the MUSAC website www.musac.co.nz Downloads> Financial Manager.

FORGOTTEN YOUR PASSWORD???

A feature is included to help those users who forget their personal password (or any other password) in the package.

There are no default passwords or hidden passwords, so only yours will do.

If you have forgotten it, enter FORGOT as the password, and a series of digits will be appear on the screen.

Ring MUSAC and we will run them into our decoding program and after checking with your school, provide the password, as you might not be who you say you are!!!

PROGRAM SUGGESTIONS

MUSAC welcomes your suggestions and requests. If you have any enhancements you would like to see in MUSAC Financial Manager (or indeed any MUSAC software), email support@musac.co.nz, fax us on 0800 500 159; or send these to:

MUSAC(PN 912)

Massey University

Private Bag 11222

Palmerston North 4442

SYSTEM REQUIREMENTS

For the best performance of our Financial Manager software, please do not hesitate to contact MUSAC or your MUSAC agents for advice.

Financial Manager may be used with any printer which has been set up.

TECHNICAL NOTES

Default dir.	C:\MUSACACC
Files:	
MUSACFM.EXE	MUSAC Financial Manager control module used to access all Financial Manager modules.
FMANUSER.EXE	The user access module to register users in all Financial Manager modules allocating access rights to each package.
FMANBKUP.EXE	The database backup and restore module for all Financial Manager packages.
FMMAKEDB.EXE	The database builder module. This module can only be called from other modules that need a database built.
MUSACPOS.EXE	The Point of Sale module that links with the accounting module.
MUSACS.EXE	The Asset Manager and Utility Extension module.
MUSACDSC.OCX	The control that contains core utilities. Copied to the terminal Windows\System directory and registered.
MUSACA.EXE	The accounts program.
README.TXT	Latest program release notes.
WMINU.DAT	Registration file.
WMONU.DAT	Registration file.
WPROP.DAT	Registration file.
WPOSMINU.DAT	Registration file.
MUSACA.HLP	Accounts help file.
MUSACA.CNT	Accounts help index list.
FINMANDB.MDB	User access and log database.
?ASSETDB.MDB	Asset Application database.
?ACCDB.MDB	Accounts Application database.

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?APOSDB.MDB Point of Sale database.

For Assets, 'A' application = AASSETDB.MDB

The database can be renamed and copied. Rename AASSETDB.MDB to BASSETDB.MDB to change 'A' application to 'B' application. Copy AASSETDB.MDB to CASSETDB.MDB to make a new 'C' application a copy of 'A' application.

For Accounts, 'A' application = AACCCDB.MDB

The database can be renamed and copied. Rename AACCCDB.MDB to BACCDB.MDB to change 'A' application to 'B' application. Copy AACCCDB.MDB to CACCDB.MDB to make a new 'C' application a copy of 'A' application.

TRAINING

If you would like Financial and Asset Manager training, call -

Solutions & Services Ltd

admin@solutionsandservices.co.nz

Web solutionsandservices.co.nz

Ph 03 3316210 Fax 03 331 6217

HELP DESK

If you need to contact the Help Desk, please phone:

Solutions & Services Ltd

Ph 0800 600 159 (option 4)

Fax 03 331 6217

Email accountshelpdesk@solutionsandservices.co.nz

Or, for **software** support enquiries

MUSAC Software Support on 0800 600 159

MENUS

The programs are entirely menu driven. Menu selections can be made either using the arrow keys or the numeric keys at the top of the keyboard.

The End key and the Escape key select the last option in a menu. This is usually the option to return to the previous menu, or to exit from the current section. In the very rare case, where there are more than nine menu options, you may access the ninth option using the arrow keys.

Menu numbers have been included before many of the titles in this manual. The menu numbers required to get to any menu item are displayed at the top of the menu screen.

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e.g. In MUSAC Accounts, choosing '0.Transaction Menu' and then '2.Journals' will take you to the Journals menu.



THE ESCAPE KEY

The Escape key has been programmed to allow the user to interrupt most of the longer calculation or printing procedures and return to the main Menu.

HELP

For full details on the functions of each control or data entry field, move the mouse over the control and display the help prompt in the display panel usually located to the bottom left corner of the current screen.

For more information, you may obtain access to a built-in Help File by pressing the F1 function key. From any menu a Help File menu will open, select the item for which help is required. From any data entry field, the help is context sensitive and the package will register the page, topic or control you were on and display the associated help topic. Pressing any key, other than the cursor keys, will return you to your original place in the program.

<<>> Navigate through the help file page by page.

Back Return to the previous help page.

Print Send the displayed help topic to the printer for a printed copy than you may file for later use.

As changes are made they are added to the online Help file and distributed with the program updates. All the latest changes made to the program are documented in the 'About/Notes' file and included in the help file.

THE FIELD INPUT ROUTINE

The software makes use of its own field input routine. This is the control that accepts your input from the keyboard. The routine is a 'What You See Is What You Get' (WYSIWYG) routine. In general, the usual input features apply, i.e. the left and right arrow keys move the cursor along within the field. Backspace, Insert and Delete all operate. Control-Y may be used to delete from the current cursor position to the end of the field. Press the 'Enter' key to save the changes and move to the next tab position. Up and down arrow moves the focus to the previous or next tab position.

ENTER AND RETURN

Some computers label the large key which means 'that's it, go and do it' as the Return key, others call it the Enter key. This manual generally refers to it as the Enter key, but there may still be occasional references to press Return. The two mean the same thing.

CALCULATOR

A screen calculator is available while working within most pages of the Accounting, Asset and Point of Sale packages.

To activate:

Press Ctrl-F9. (Hold down the control key and press F9)

Use arrow keys to reposition around the screen

C - Clear

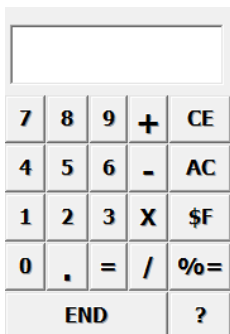
A - All clear

F - Float display

\$ - Dollar display

+ - x /

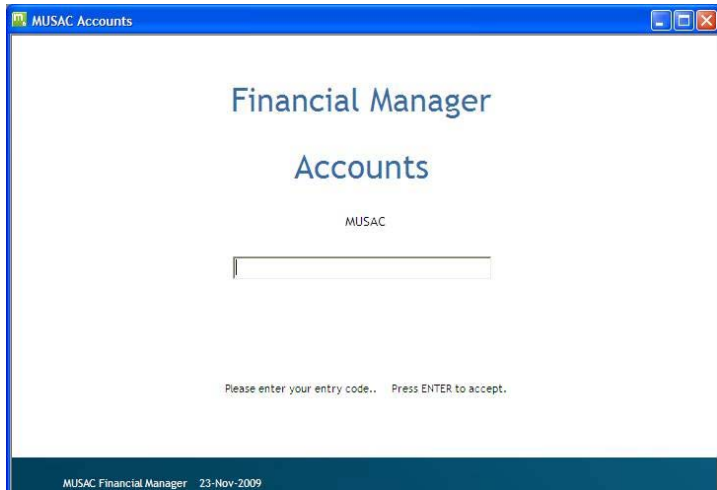
Press END to return



EXAMPLES

This manual contains many examples. They have all been obtained using fictitious transactions for a fictitious set of accounts.

MUSAC Financial Manager



The MUSAC Financial Manager group of packages contains seven programs that use shared modules and interlinking routines. They all reside in the same directory.

MUSACFM.EXE The Financial Manager service login module.

To run the program:

From your Windows START Button select

All Programs

MUSAC Financial Manager

MUSAC Financial Manager

The login page will be displayed. Enter your user entry code and password to display the main menu. From here you have direct access to all the available programs subject to your access rights.

FINANCIAL MANAGER APPLICATIONS

MUSAC Accounts: MUSACA.EXE The full MUSAC Accounts package.

MUSAC Point of Sale: MUSACPOS.EXE The Point of Sale module which links in with the MUSAC Accounts package. (Optional installation)

MUSAC Asset Manager: MUSACS.EXE The full MUSAC Asset Manager and Utility Extension package. (Optional installation)

MUSAC Financial Manager: MUSACFM.EXE The Financial Manager service login module provides access to Accounts, Asset Manager, User Access Setup and the Multiple Database Backup module. This module also activates the remoting module.

MUSAC FM User Access module: FMANUSER.EXE The User access module has been separated from the Accounts package and expanded to set up user access rights, backup rights and database working directories for each user. This module can be accessed from the Financial Manager menu, from within the Accounts package and directly as a standalone program.

MUSAC FM Backup Restore module: FMANBKUP.EXE The backup module has been separated and expanded to cater for multiple Application database backups if loaded from outside the accounts package. Use this module to restore backups which are not already on the computer. If accessed from within the Accounts package, the backup and restore modes are restricted to single application mode. If you wish to backup a number of applications and databases in one operation, run this program either as a standalone program or through the Financial Manager module.

Remoting – MUSACFMRemote.exe The activation program to start remoting on the Server.

Financial Manager User Access

The Financial Manager **User Access Module** sets the access rights for users entering any of the MUSAC Financial Manager packages.

Set your user access rights and directory locations for the databases used by each of the applications BEFORE entering the Accounts, Asset Manager or Point of Sale packages for the first time. The new databases will then be created in the correct location.

RUN THE PACKAGE

From the START Button select

All Programs

MUSAC Financial Manager

MUSAC FM User Access

During the entry process, the following events will occur:

The program will load to the title page and ask for an access name.

Enter your entry code and password or the default entry code and password. When you first enter the package after installation, enter the entry code 'MUSAC'. Your entry password is 'MUSAC' too. Please set up your own entry codes and remove MUSAC to make the package secure.

The Main Menu with a list of current users and their access rights is displayed.

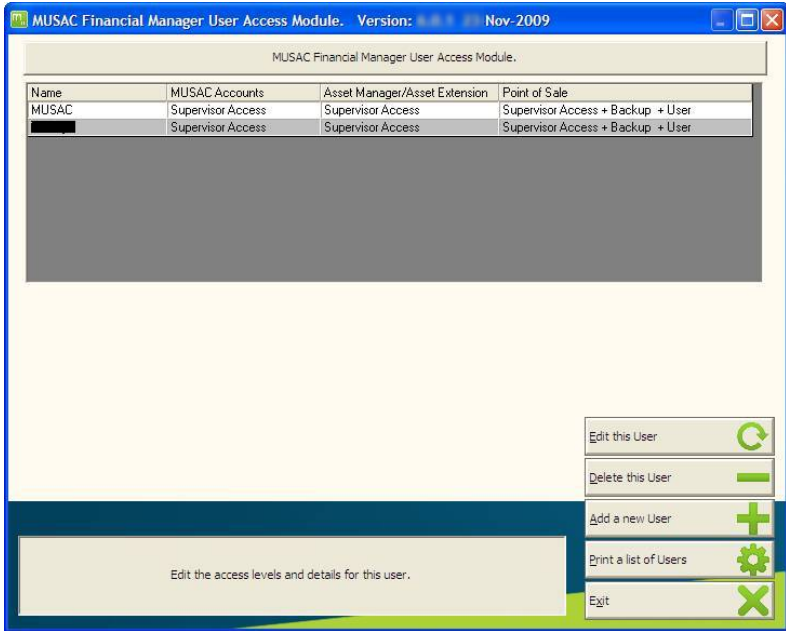
There are multiple levels of access. Select the access rights appropriate to the user being loaded.

Note: At least one person must have a supervisor access code.

The User Access program can also be launched from within the Accounts package, Asset Manager package and Financial Manager service module.

From the Main Menu select the 'User Access' menu button. If your access rights permit, the User Access main menu is displayed.

MUSAC Financial Manager



From the Main Menu the following options are available.

- Select and edit an existing user.

- Delete an existing User

- Add a new User to the database

- Print a list of users on file and their access rights.

A number of details need to be set when adding a new user or editing an existing user.

MUSAC Financial Manager

ADD A NEW USER

From the Main Menu select 'Add a New User'

Type in your entry code. This code can be up to 8 alphabetic characters and will be displayed as upper case.

Type in your first name. You may enter a maximum of 12 characters. If you are having a rough day, try 'Fantastic'. The package will then address you as 'Fantastic'. 'Good morning Fantastic' or 'Good night Fantastic'.

Type in your user access password twice. This password can be up to 6 alphabetic characters and is recorded as lower case. If at any stage you forget your password type in 'forgot'. The package will display a list of numbers that you can send to MUSAC to decode and return to an authorized person.

Access to Applications. The first three options display the application access levels for MUSAC Accounts, Asset Manager and Point of Sale. Tick the application codes to which the user may have access. Tick the processing and reporting functions to which the user may have access.

Set the Remote Database Directory. This function sets where the database files are to be created and held for the operator with User Access code. By default this will be the same place as the program directory. If you wish to work on two applications with the same

MUSAC Financial Manager

application code, make a new user for the second application and hold that database in another directory.

The screenshot shows the 'MUSAC Financial Manager User Access Module' configuration window. The title bar indicates 'Version: 1.0.0.0' and 'Nov-2009'. The window is divided into several sections:

- User Information:** Fields for 'Entry Code' (M), 'Name' (MUSAC), and two 'Password' fields (both masked with asterisks).
- Access to Applications:** A list of radio buttons for selecting access defaults:
 - Set MUSAC Accounts access defaults.
 - Set Asset Manager / Extension access defaults
 - Set Point of Sale access defaults
 - Set Remote Database Directory
 - Financial Manager Database Backup/Restore module
 - Financial Manager User Access Module
 - Remoting configuration
- Remote Database Directory:** Two radio buttons for file location:
 - Access Database files located in the same directory as the program files. (Default)
 - Access Database files located in a remote directory. (Includes an empty text field and a '...' button)
- Footer:** A note: 'Display for editing the directory holding the database files that this user has access to. (Default or Distributed Database configuration.)' and two buttons: 'Save Users settings' and 'Cancel'.

If you wish to locate the databases in another location, create the folder, select the second option and enter the path to the folder that will hold the databases. Click the drop button to the right of the directory entry field, to display the directory location and selection utility.

MUSAC Financial Manager

MUSAC Financial Manager User Access Module. Version: Nov-2009

Entry Code: M

Name: Musac

Password: *****

Password: *****

M Musac Remoting NOT selected.
Accounts : Supervisor ABCDEFGHIJKLMNOPQRSTUVWXYZ
Asset : Supervisor ABCDEFGHIJKLMNOPQRSTUVWXYZ
P of Sale: Supervisor ABCDEFGHIJKLMNOPQRSTUVWXYZ
Backup : Supervisor
User : Supervisor Default dir.: C:\FMTTest\

Access to Applications

- Set MUSAC Accounts access defaults.
- Set Asset Manager / Extension access defaults
- Set Point of Sale access defaults
- Set Remote Database Directory
- Financial Manager Database Backup/Restore module
- Financial Manager User Access Module
- Remoting configuration

Backup Restore Utility:

- Supervisor access
- Restricted access. Backup and restore applications that user has access to.
- Restricted access. Backup applications that user has access to.
- No access

Cancel this operation and return to the previous menu.

Save Users settings

Cancel

Set the **Backup/Restore** module access option and the **User** module access permission. The options range from full access through to restricted, backup only, and no access.

The last option sets the access rights to the User Access module.

Save the settings and exit.

EDIT A USER

Select the record to edit and click the edit menu. Enter the User password. If you do not know the password, type in 'forgot'. The package will display a list of numbers you can send to MUSAC to decode and return to an authorised person.

Type in your user access password twice and edit the details. See 'Add a New User' above.

DELETE A USER

Select the record to delete and click the Delete menu. Enter the User password and the record will be deleted. If you do not know the password type in 'forgot'. The package will display a list of numbers that you send to MUSAC to decode and return to an authorised person.

PRINT A LIST OF USERS

This routine sends to the printer a list of people having access to MUSAC Financial manager programs. The list includes the 'Entry code', 'Name' and 'Access Level' for each of the packages as well as the 'Database Directory'.

Note. If the word 'GOPRINT' is entered as the user access code when entering this program, the printer will print the list of users.

MUSAC Backup and Restore

The Financial Manager **Backup and Restore** program is a service module for all the packages within Financial Manager.

If the module is launched from within the Accounts, Point of Sale or Asset Manager packages, the screen display in the Backup and Restore module is loaded with the user details and application code of the package from which it was launched. This is the 'Single Application Mode'. Some options are not displayed to make the task simpler.

If the module is loaded from the Financial Manager service module or the program FMANBKUP.EXE is run directly, the package is configured to a 'Multi Application Mode' where you are able to select any of the databases for restore or backup.

Entry to the package looks at the User Entry Code details to set the location of the databases on the computer. (See 'Remote Database Directory' setting when entering User Access Rights and details in the User Access module.)

RUN THE PACKAGE

MULTI DATABASE MODE

From the START Button select:

Programs

MUSAC Financial Manager

MUSAC FM Backup Restore

During the entry process, the following events will occur:

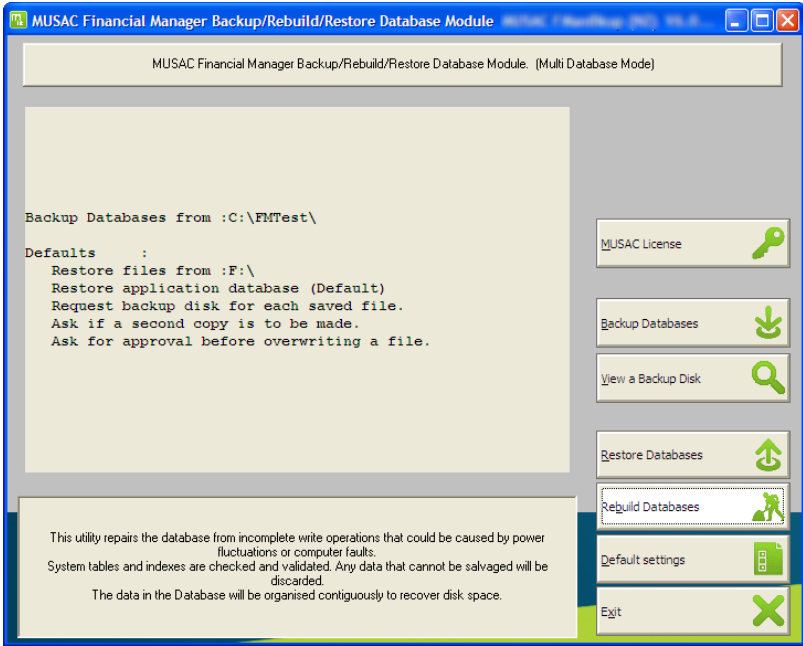
The program will load to the title page and ask for an access name.

Enter your entry code and password

The Main Menu is displayed in 'Multi Database Mode'.

The Backup Restore program can also be launched from within the Financial Manager service module. Select the 'Backup/Restore' menu button. If your access rights permit, the Backup/Restore main menu is displayed in 'Multi Database Mode'.

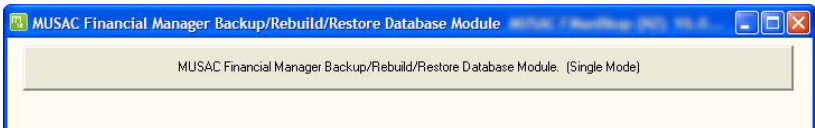
MUSAC Financial Manager



SINGLE DATABASE MODE

The Backup Restore program can also be launched from within the Accounts, Asset Manager and Point of Sale package.

From the Main Menu select the 'Backup/Restore' menu button. If your access rights permit, the Backup Restore main menu is displayed in 'Single Application Mode'.



BACKUP THE DATABASE

If the package is in the 'Multi Database Mode' a screen is displayed allowing you to select the database first and then continue to backup the database(s). (See below). If the package is in the 'Single Database Mode' the Application is already known and the backup process starts. Follow the screen prompts.

The selected database is rebuilt first and then a compressed backup is made and saved to a .ZIP file in the same directory. (This means that MUSAC Backup and Restore

there is always a copy of the latest backup of the database held in case the file is damaged and you need to restore.) The destination disk is checked and can be cleaned of files if required. The backup .ZIP file is copied to the destination disk and checked again. If there is insufficient space on the disk you will be asked to have a number of disks on hand. Proceed to create a multiple disk backup following the screen prompts. ***If the file is too large for one disk it is recommended that you install and use a 'ZIP' drive (3" 100mb+) so that the backup can be stored on one disk giving greater security.***

VIEW A BACKUP DISK

If drive 'A' or 'B' is selected, this utility provides the facility to view the contents of a backup disk, with the facility to DELETE all the files on that disk to prepare it for the backup.

RESTORE THE DATABASE

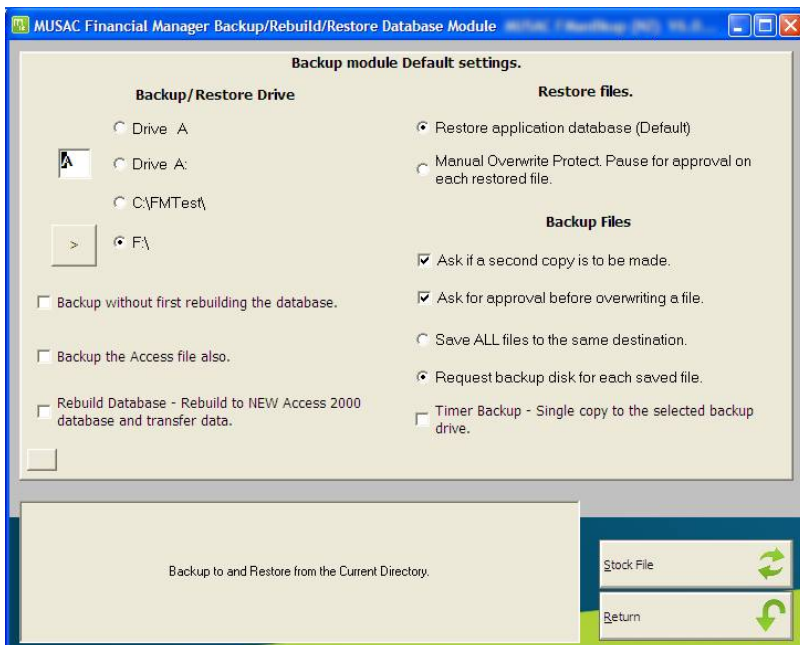
Data from the .ZIP compressed backup of the database held in the selected drive/directory is restored. (See Default Settings). If the package is in the 'Multi Database Mode' a screen is displayed allowing you to select from the databases available, and then continue to restore the database(s). (See below). If the package is in the 'Single Application Mode' the Application is already known and the restore process starts. Follow the screen prompts.

REBUILD THE DATABASE

This utility repairs the database from incomplete write operations that could be caused by power fluctuations or computer faults. System tables and indexes are checked and validated. The data in the database will be organized contiguously to recover disk space.

In the defaults page, a flag may be set to build a NEW database on rebuild. When a database is rebuilt using this option, the package creates a NEW DATABASE and then copies the data from the old database to the new one checking the data and removing any damaged data.

DEFAULT SETTINGS



Backup/Restore Drive. The first option is the computer's Drive 'A'. The second option can be set to any drive from A to Z. This is usually used for selecting ZIP drives that have been added to your computer. The third option is the current directory as set by the User Access (typically C:\MUSACACC\). Look in here for that spare copy of the last backup. The fourth option is user defined and can be set to any folder or location on your computer or network. When using the last two options there are restrictions on deleting files.

Backup without first rebuilding the database. Flag this ON with a tick to make a backup of the database without first rebuilding the database. Only use this option in special cases when a damaged file is to be sent to MUSAC for inspection/repair.

Backup ACCDB.MDB database only. This option is for service providers returning the database. Only the main database is included in the backup.

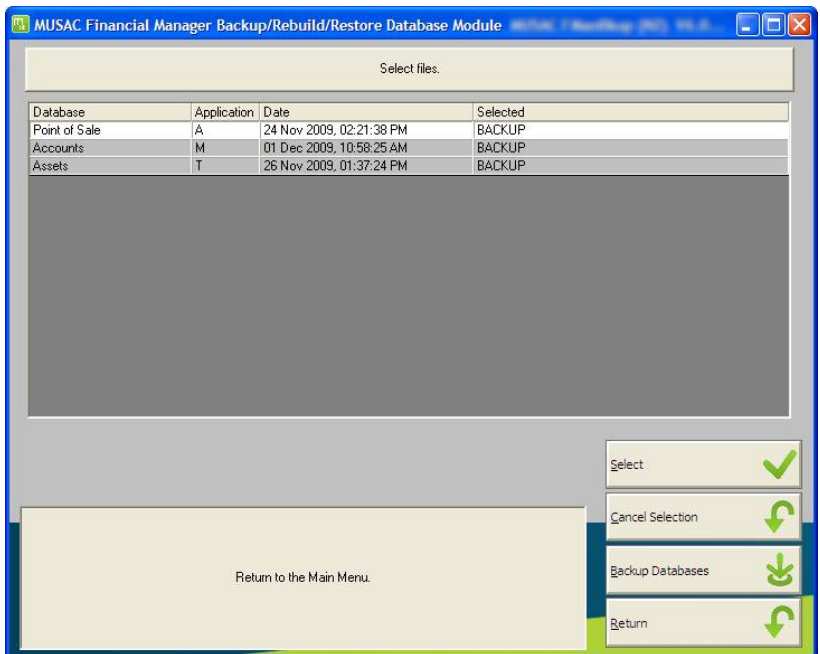
Restore Files. Two options are available. The first option (Default) restores the main database only. The registration file and user access database are not restored. The second option displays the details of each file and pauses for your approval before the data files are restored.

Backup Files. You may select to ask for a second copy if you usually make two or more copies of each backup. Tick the second box if you wish to be asked for approval before overwriting a file with the same name. The third option (Default) saves all the files to the same set destination. The last option asks you for the backup disk each time. This is usually used for making multiple backups to separate disks.

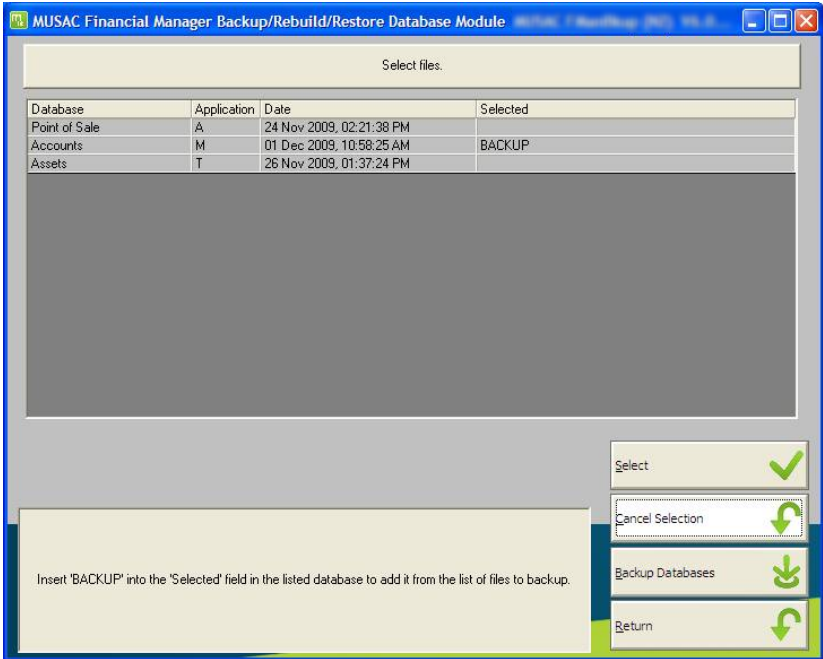
The unmarked button displays the routine to print the database file structure. This was used during the construction of the package.

MULTI DATABASE MODE FILE SELECTION

In the 'Multiple Database Mode' the following two pages are added, enabling you to select the files to backup and restore. Highlight the files and flag (Select or Cancel – see the Hot Keys) the ones you wish to process. The files with 'RESTORE' or 'BACKUP' in the 'Selected' field will be processed.



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RESTORE AN APPLICATION FROM ANOTHER COMPUTER

To move an application from one computer to another -

Backup the application to disk.

In the new computer run the Backup/Restore program in 'Multi Application Mode'.

From the START Button select

All Programs

MUSAC Financial Manager

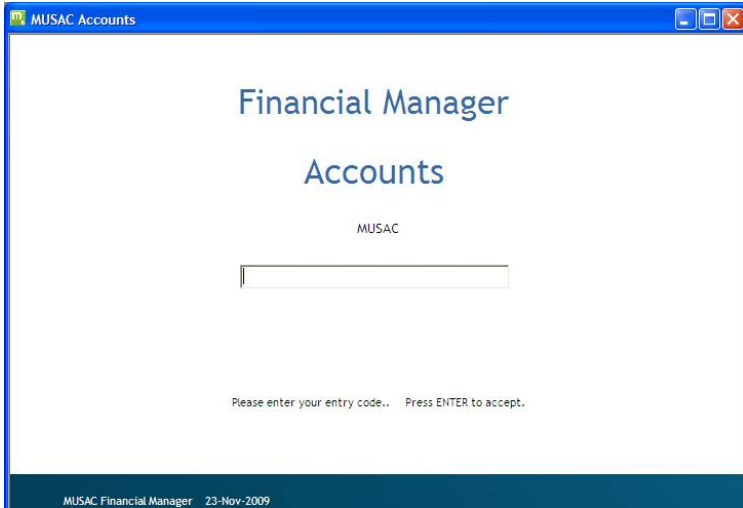
MUSAC FM Backup Restore

Enter your entry code and password

Select and restore the database.

Exit the backup module and run the main program. The database will now be listed and available for selection.

MUSAC Accounts



The MUSAC Accounts package holds both the Accounts program and the Point of Sale program. The Point of Sale program is available as part of the License to registered users.

ACCOUNTS

Allowance is made for maintaining up to twenty-six different sets of accounts in any sub-directory. In the User Access module the user is assigned a data directory to hold the databases to which he/she has access. There is no limit to the number of users that can be loaded into the package for each site licence purchased. Most sites would use no more than three or four different sets of accounts.

The package is designed to meet the needs of and includes report templates which meet the Ministry of Education School Accounting and Reporting Requirements.

The package consists of several modules and covers the major accounting functions described below.

A record of all transactions (Deposits, Cheques, Journal Entries, Debtors transactions and Creditors transactions) is maintained.

If an error has been made, the transaction can be viewed through screen reports and be modified or deleted. To maintain the integrity of the package all transactions, deletions and modifications are reported in full in

MUSAC Financial Manager

the audit trail. When a month's transactions have been completed, the reports can be prepared and printed, and the month can be closed.

Corrections cannot be made to transactions in a closed month. Corrections can be made in a subsequent month by making adjusting journal entries.

Provision has been made to open a closed month, via the 'Unlock' button in the 'Select Month' menu. This facility is only available to users with 'Supervisor' level access. With the month unlocked you are able to return to that month and correct errors via the screen reports. Any monthly reports previously printed could now be invalid and new reports may need to be printed for Board approval. When the month is locked again, an audit trail is created, detailing the changes that have been made.

Financial Manager Accounts is configured to operate in a double entry accrual accounting mode. All transactions are automatically recorded with balancing debit and credit entries.

The facility exists to have receipts and cheque vouchers, deposit summaries and cheque summaries printed automatically when the Deposits and Cheques are entered. When returning from entering Deposits or Cheques or making Journal Entries, a batch summary can be printed automatically.

At the month-end (or at any time during any month) the user has access to various 'current position' summaries. These form the basis of reports to the Boards of Trustees, and are available in several different formats.

At any time the user has access to either single or group reports, detailing the transactions and status of the selected accounts or groups. These may relate to any range of months within the accounting year.

The user may print ledger accounts for any account or group of accounts specified.

You can print invoices (also create a PDF which can be emailed as an attachment) and statements, and maintain a file of items, prices, G.S.T. rates and ledger numbers, which may be accessed via a screen listing.

A HELP facility may be accessed by pressing the F1 key from almost any point in the program. A Pop-up Calculator is made available by pressing CTRL+F9.

Finally, a Backup Utility is included to allow the user to save or retrieve copies of relevant data files to or from floppy disks.

RESTRICTIONS

The program has been designed to work in most usual situations.

MUSAC Financial Manager

Most small to medium size applications will occupy less than 20mb of hard disk space. This includes the program, help file and transaction databases.

As the program records more transactions the database will grow. When the database is backed up the Microsoft Access database checking and rebuilding routine is automatically run to check and compact the database - removing unwanted blank spaces and checking the indexes. Please! Please! **Make regular backups of your database, label them with the date and store them away in a safe place.**

NL = Limited only by the available space on the hard disk.

Max number of different applications per directory	:	26	
Max number of sub-accounts per application	:	10000.00	to 99999.99
Max number of groups of accounts per application	:	NL	
Max number of billable items	:	NL	
Max number of debtors on the address list	:	NL	
Max number of lines per user defined report	:	500	- to memory and disk capacity.
Max number of items per invoice	:	20	
Max number of transactions in a Multi-Transaction	:	99	

ACCOUNTING TERMS AND CONCEPTS

ACCOUNTING

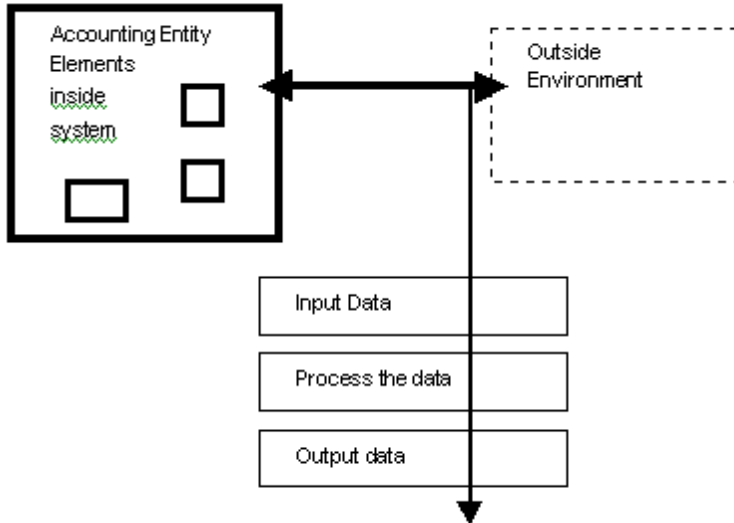
"The process of identifying, measuring and communicating economic information to permit informed judgments and decisions by users of the information." AAA

"Accounting is an information-gathering and communication system maintained for the purpose of making decisions about the use of economic resources, to enable efficient control over the use of those resources, and for evaluating the results of economic activity."

THE ACCOUNTING ENTITY

A business or school is treated in accounting as a separate entity from the owner. The business or school can be regarded as owing the proprietorship to the owner. The owner may be called: Capital, Owners Equity, Proprietor, Public equity. (Several terms for the same concept.)

Note. The accounting entity may not be the same as the legal entity. eg. In the case of a Sole Proprietor the accounting entity would cover the assets of the firm, while the legal entity would extend to the proprietors personal assets.



MONEY VALUES

The account records are expressed in terms of money at the time the transaction occurred, and are therefore essentially historic. If the value of assets or resources has declined or increased since they were recorded, an accountant must consider what action, if any, is appropriate.

Human Value Accounting extends this concept by applying a money value to all assets, including staff members. (How do you tell a staff member that they are in overdraft or liability?)

REVENUE RECOGNITION

Revenue is brought into account (recognised) on the sale of inventory or service to an external entity.

Test for revenue recognition-

- * The receipt of cash, or claim to cash, in a market transaction.
- * Performance of a contract to supply goods or services.

CONTINUITY OF ACTIVITY

Accounting is normally carried out under the assumption that the entity will continue its business operations.

THE ACCOUNTING PERIOD

It is necessary to review business activities and their results periodically, but an accounting period such as a year, is an arbitrary division of time and, in a sense, interrupts the continuing transactions of the enterprise. The accountant must adjust the records so that the report on the activities of a particular period is as accurate as possible.

CONSISTENCY

Consistency is important in all aspects of accounting, especially in accounting reports. Reports for one accounting period should be comparable with those from another. If a change becomes necessary, this change and its effect must be noted in the report.

CAUTION

An accountant must be cautious in the judgments and estimates involved. eg. He should make provision for possible losses, and refrain from recognising profits until they have been actually realised. Note: The report must still present a "true and fair view".

DISCLOSURE

All relevant facts must be stated fully and clearly. Unusual circumstances should be noted. Additional notes should be given to provide information that will enable a proper appraisal of the situation to be made and appropriate action taken.

MATERIALITY

Accounting is a process of classifying and summarising a large number of business transactions, resulting finally in the preparation of accounting reports. Relevant and important facts/results should be reported, drawing attention to any significant trends or changes.

ECONOMY

The operation of the accounting system must be cost effective.

A TRUE AND FAIR VIEW

A true and fair view implies:

MUSAC Financial Manager

- Full disclosure and appropriate classification of all significant transactions.
- The grouping of all material items.
- The provision of a true, fair, unbiased assessment of the entities economic activity in a consistent and understandable format.

AUDIT TRAIL

As each transaction is processed an audit trail entry is created.

This audit trail can be viewed and required sections can be printed or reprinted at any time. Audit trails cannot be deleted and are automatically retained for three years.

EACH TRANSACTION IS AUTOMATICALLY RECORDED WITH: -

The date

The account to be debited

The account to be credited

The batch number

INSTALLATION

See 'Installing the Package' of this manual for details about loading the System files, Program files and Registration files.

FIRST TIME IN

1. Set your 'User Access' and database directory details.
2. 'Run the Package'.
3. 'Create a New Application'. (Details follow)
4. 'Set Up the Printers'. (See heading follows)
5. 'Set Up the Application Defaults'. (See heading follows)

USER ACCESS

Before running the Accounts and setting up a new database, you should set up your User Access Rights and default database directory. To do this, see 'Add a New User' in the Financial Manager User Access module of this manual.

RUN THE PACKAGE

From the Windows START Button select:

All Programs

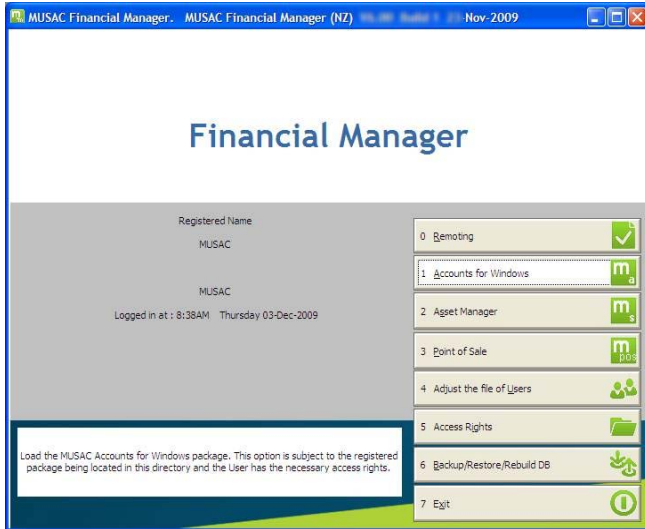
MUSAC Financial Manager

MUSAC Accounts

Or

Select the 'Accounts for Windows' button from the Financial Manager service module.

MUSAC Financial Manager



During the entry process, the following events will occur:

- The program will load to the title page and ask for an access name, (unless you have entered through the Financial Manager Module).
- Enter your Entry Code and press the Enter key, (unless you have entered through the Financial Manager Module).
- Enter your password and press the Enter key, (unless you have entered through the Financial Manager Module).
- Approve the date.
- Enter the application code required. If you need to create a new application, follow the instructions in the section titled "Create a New application". If the application you require is present, enter the application letter and press the ENTER key. In future when you come in the last used letter will be displayed. Press the ENTER key to confirm and proceed. If your application is not present and you have a backup of the database on a disk and wish to access it, run the MUSAC FM Backup Restore program and restore the backup files. See 'MUSAC Backup and Restore'.
- If the application defaults are set to require a further application password, you will be asked for the access password for this application. Enter the PASSWORD and press the ENTER key to proceed. If you have forgotten your password see 'Forgotten your Password?'
- The Accounts Main Menu will be displayed

MUSAC Financial Manager

Once the installation process has been completed, future entry to the system will be simple. Turn your machine on and then:

Click Start, All Programs, MUSAC Financial Manager, MUSAC Accounts

Or

Run the Windows Explorer, display the accounts directory (MUSACACC) and double click the MUSACA.EXE program file.

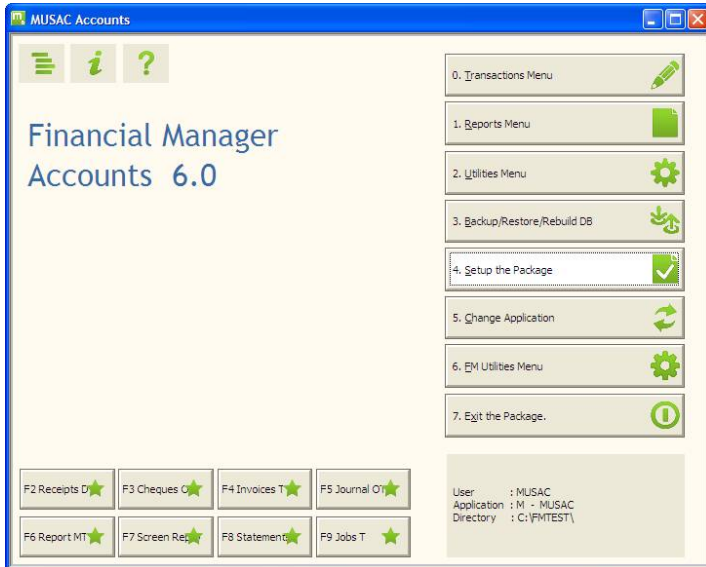
Or

Double click the MUSAC Accounts Icon

Or

Run the MUSAC Financial Manager control module (MUSACFM.EXE) then select Accounts.

The available application codes in the data directory allocated to the User will be displayed.



CREATE A NEW APPLICATION

If you have not yet created any applications, or you would like to create another, you should now follow the prompts in the **Application Setup Wizard** module. See '**New Application Wizard**' (over), for full details.

When completed, the Main Menu will be displayed. If this is your first time in, this task is now complete, and you are ready to 'Set up the Printers' and 'Set up the Application Defaults'.

NEW APPLICATION WIZARD

To add a new application -

Run the Accounts package. Enter your Entry Code and Password. Set or confirm the package date.

You will then be asked to enter the required Application Code. (A list of codes already set up is displayed.)

Select an unused application code for the database you wish to create and type in the letter.



Click YES to create and load this new application.

The Accounts package is minimized and the MUSAC Financial Manager Database Builder program is loaded. The Setup Wizard is displayed with a range of setup options displayed.

The directory set in your user access defaults is automatically selected. This enables users to have access to their own set of applications in their own distributed database directory. The default setting is the same directory as the program. (\\MUSACACC)

You will be presented with data source options.

The first six options are a selection of charts of accounts that are provided with the package. Options will allow you to copy the chart from another MUSAC Accounts application.

If you select one of the first six chart options, and press NEXT, you will proceed to the following page where you can enter default details, addresses, password, GST Number and start month for the new application. By pressing NEXT, you can proceed to the following page where you will be given the opportunity to load in the Debtor/Creditor names, addresses and details from another MUSAC application. Press NEXT to build and populate the new database containing the new accounting application.

Option 7 – Copy another Chart of Accounts

Select NEXT to display the screen allowing you to select the application code and location of the source application from which the new database will be loaded. (Note the option to load the Debtor/Creditor name file from the source application.) Make the selection and press NEXT to proceed to the next page where you can enter default details, addresses, password, GST Number and start month for the new application. Press NEXT to build and populate the new database containing the new accounting application.

Make your selection and fill in the data fields as requested.

As the mouse pointer is moved over each selection HELP notes are displayed in the Help panel at the bottom of the screen.

The last wizard screen provides shortcut keys to:

Go directly to Edit Account Names and Budgets.

Go directly to Edit the Default Settings

Go directly to Adjust the List of Users

Go to the Main Menu.

Your new database is created and ready to use.

Example Chart of Accounts

* **REVENUE ACCOUNTS** List all the sources of revenue

* **EXPENSE ACCOUNTS** Organise the expenses into cost centers with sufficient detail to provide the data for reports. Note. In this package an account can operate as a revenue and/or expense account.

* **ASSETS** (Starting with BANK at ledger 80000.00)

* The BANK account is the division between the Revenue/Expense and Balance Sheet sections of the Ledger.

Assets can be divided into: -

* **CURRENT ASSETS** Assets that represent immediate purchasing power in the form of cash or claims that can be turned into cash within one accounting period.

* **FIXED ASSETS** Assets that will be retained in their present form for a relatively long period.

* **INVESTMENTS** e.g.. Long term trust investments.

* **LIABILITIES**

Liabilities can be divided into: -

* **CURRENT LIABILITIES** Liabilities that must be paid within the accounting period. eg. Creditors.

* **LONG TERM LIABILITIES** Liabilities which normally are not due to be met within the current accounting period. eg.. Loans on mortgages.

* **ACCUMULATED FUND** The net value of the accounting entity - also known as OWNERS EQUITY, PROPRIETORSHIP, CAPITAL or COMMUNITY EQUITY.

*

SET UP THE PRINTERS

From the Main Menu select:

4. Setup the Package.

8. Set up the Printer Defaults.

The Printer set up module will be displayed. Select '1.Printer Settings for Report Printing'. In the top panel select the required printer from the list of available printers. Adjust any other settings to your personal preference. Press SAVE to save your settings. Press TEST PRINT to print out a test sheet to confirm that the printer is working. Repeat the process for Receipt and Cheque printing options.

Set up the Printer for printing Receipts and Cheques.

Default Loading Option. Select the second option to use these settings whenever you enter using your personal entry code. If you are working from different terminals with different printers you may wish to use the first option or set up a special user code for that terminal. When completed select '4. Exit' and then '9. Exit' to return to the Main Menu.

SET UP THE APPLICATION DEFAULTS

From the Main Menu select:

4. Setup the Package

0. Specify Application Details

This section of the program contains 3 pages.

Page 1

Application name : This may have been automatically entered otherwise enter or edit the name here.

Enter details of your:

Trade name (for businesses)

Address (4 lines)

Phone No

Fax No

E-mail address

Electronic Funds Transfer Number

Bank

Below these fields are holding fields where the program will store information on the last numbers used for statements, invoices, receipts, and batches, which are automatically incremented after each use.

In the top right hand corner the **password protection** details will be shown. The password for this application will be visible and the option to use it can be toggled on and off, by clicking on either "Auto access for level 3 user" OR "Always ask for application password". If the Password field is left blank then no password will be required, however this is not recommended.

Backup Reminder. Enter the number of times you wish to exit from the package before you are reminded to make a backup of your database. Set to zero to de-activate.

Page 2

The first two fields on the left side are holding fields for information on the last cheque number, and the last direct credit number to be used.

Enter your **GST** number.

Enter the default directories for the databases for **Assets** and **Stock**. Click the dropdown button to display the directory location display. Select the directory and click OK to save your selection.

The next field contains the **first month of the accounting year**. The default is January but it can be altered here.

The default directory for **Student Manager** follows. Click the dropdown button to display the directory location display. Select the directory and click OK to save your selection. Leave blank to de-activate. This directory will allow the Report Generator to check the MUSAC Student Manager database for student debtors and creditors. These ledger values are available for including in User Defined reports.

In the top right corner of page 2 is an option to change the **background** texture for this application by clicking with the left mouse button. The panel on the right provides a selection of screen background textures and colours that can be allocated to the application. The last option colour can be set by clicking the 'Set Colour' button and selecting your background colour preference. This display varies with the type of graphic card and monitor attached to your computer.

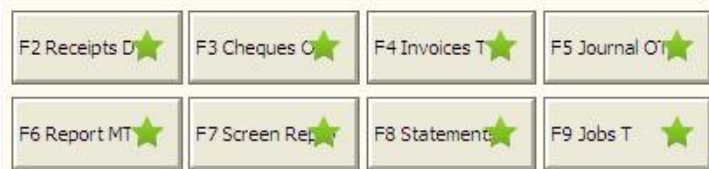
If a **cash drawer** is attached to your computer, select the computer port that can receive the 'Open Till' message to trigger the till drawer open action. Test the action using the test button. Note! Alt + zero on the deposit page will call this function.

Page 3

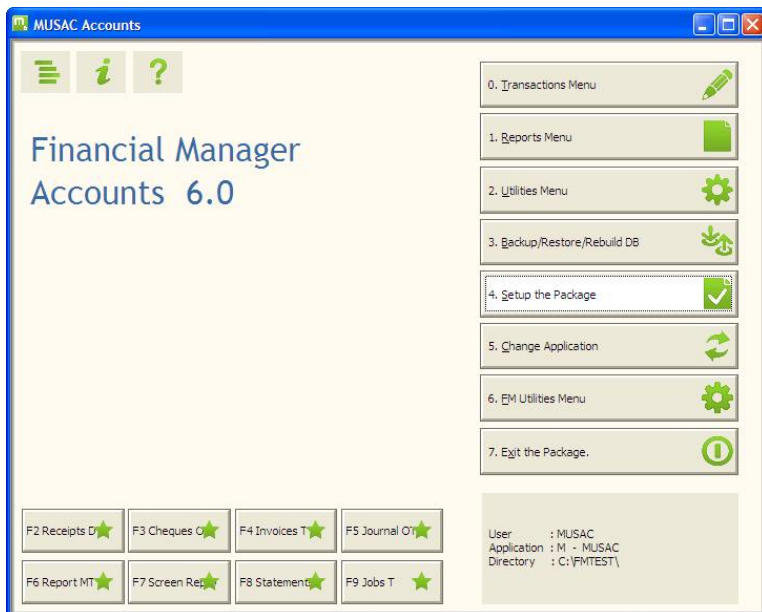
The first of the right hand buttons offers the option to proceed directly to the set up of **names and addresses in the Debtor/Creditor file** (see notes on processing Deposits and Cheques).

The second button will allow you to proceed directly to setting up the default **account group names**, and the third, to the preferred **budget monthly splits** (see 'Set up the Chart of Accounts').

Main Menu Hot Buttons. The Hot Buttons on the Main Menu can be customised here. Select the button to edit and click the [>] drop button to the right of the field to display the available Hot Key Menu list. Select and click the required menu item to allocate it to the button.



MUSAC ACCOUNTS MAIN MENU



The Up, Down, Left and right arrows help you navigate around the menu. Home takes you to the first menu item and END takes you to the last item. The Hot keys are underlined.

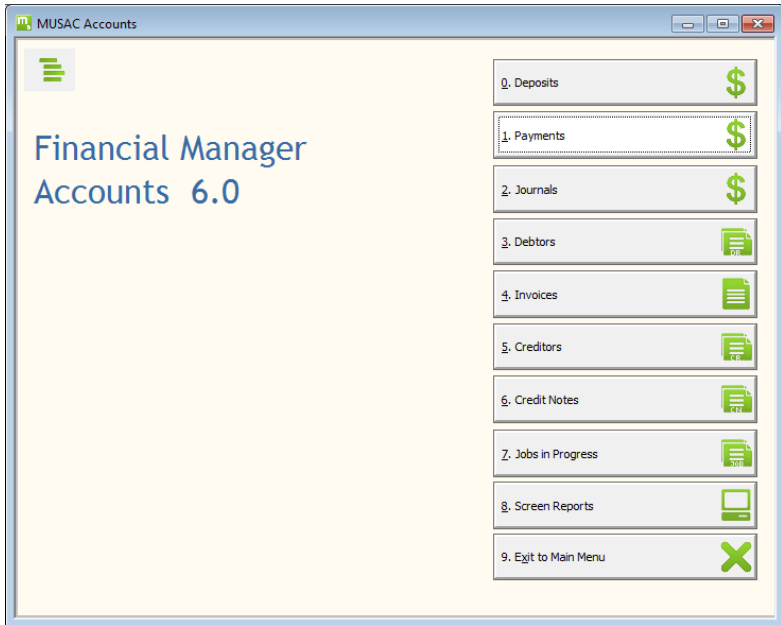
To activate a menu button you may:

1. Hold down the ALT key and press the hot key or
2. Use the arrow keys to move the focus to the required button and press ENTER or
3. Mouse CLICK the required button.

Accounts Menu - a drop down windows type menu containing an alternative way to select the menu functions available.

MUSAC Accounts About - The Licensed Name and program version numbers are displayed. System Info - the Microsoft system information page is displayed and all your system details can be displayed and printed out. Notes - The MUSAC Accounts Readme.txt file is displayed listing the latest changes that have been made to the package.

Eight Hot buttons are provided to take you directly to regularly used transaction and reporting functions. Click the button or press the function key to go directly to the selected task.



O. Transactions

0. Deposits - displays a details menu that then displays the Month selection page which then calls the Deposit data entry page.

1. Deposits

2. Receipts from Debtors - Including an invoice listing.

3. Receipts in advance - Where a deposit is made and a matching creditor created.

1. Payments - displays a details menu that then displays the Month selection page which then calls the Cheque data entry page.

1. Payments

2. Payments to Creditors

3. Novopay SUE

4. Custom Payroll

2. Journals -displays a details menu that then displays the Month selection page which then calls the Journal data entry page.

1. Journals

2. End-Of-Year Automatic Journals - Go to the End of Year processing module

3. Debtors - displays the Month selection page which then calls the Debtors data entry page.

4. Invoices - displays the Month selection page which then calls the Invoice data entry page.

5. Creditors - displays the Month selection page which then calls the Creditors data entry page.

6. Credit Notes - displays the Month selection page which then calls the Credit Note data entry page.

7. Jobs in Progress - displays

8. Screen Reports - displays a details menu that then displays the Month selection page which then calls the Screen Reports page.

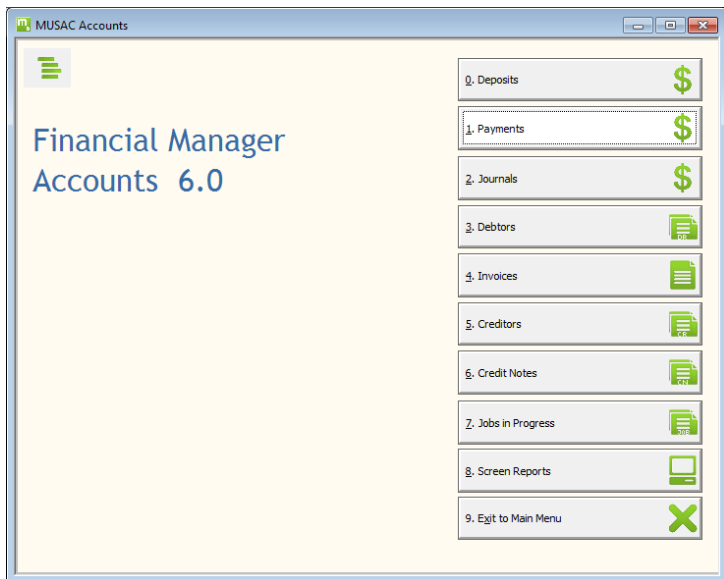
0. Deposits

1. Payments

2. Journals

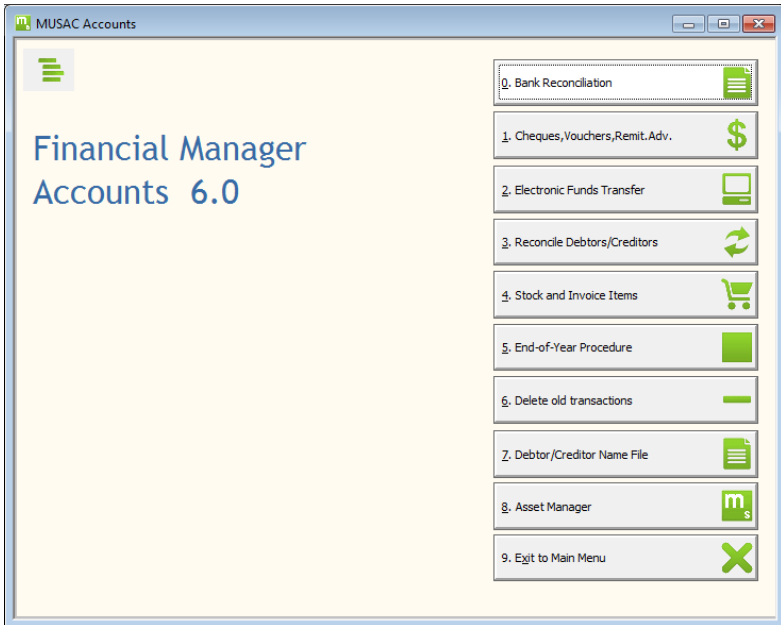
3. Debtors

4. Creditors



1. Reports Menu

- 0. Print Monthly Summary Reports** - Monthly Deposits, Cheques, Journal entries, GST Reports, Monthly Summary, Debtors, Creditors, Bank Cash-Flow, Bank Summary, Variance Summary, Group Summary
- 1. Print Specified Reports** - direct to monthly specified reports previously set up.
- 2. Print Special Search Reports** - Select the 'from month' and the 'to month'. Selected ledgers, bank account entries, GST entries, selected payee/er, selected date, selected amount, selected rec/chq/inv data, batch number, wildcard search.
- 3. Print Ledger Reports** - Trial balance, closing balances, selected ledgers, run of ledgers, specified ledgers, ledger summary.
- 4. Print Cash-Flow Reports** - direct to monthly Cash-flow report.
- 5. User Defined Reports** - Select report, edit report, new report, print report, print report construction, delete report, update export table, Datalist.
- 6. Table and Datalist Export** - Export transaction totals for inclusion in external reports.
- 7. Print Audit Trail / Log file** - view and print selected sections of the Audit trail and package activity log file.
- 8. Print Statements** - Print current statements, Reprint statements, Print aged list.



2. Utilities

0. Bank Reconciliation - Select the 'from' and 'to' months, the required bank accounts and collect the transactions.

1. Cheque, Vouchers, Remit Adv - Process the -1 flagged Cheques, Print vouchers and Remittance advices.

2. Electronic Funds Transfer - process the -1 flagged Cheques , Print vouchers and Remittance advices

3. Reconcile Debtors/Creditors - After the statements have been printed reconcile (journal to close) the Debit values against the Credit values for each selected customer.

4. Stock and Invoice Items - Add and edit the billable items for invoicing. Edit stock records.

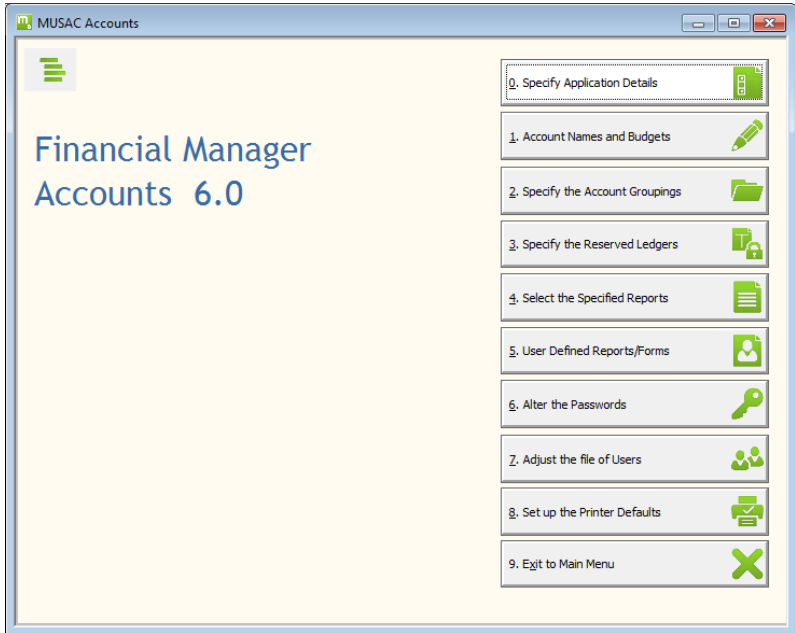
5. End of Year Procedure - The end of year roll over procedure.

6. Delete Old Transactions - Delete over 3 year transactions, over 5 years, over 7 years, delete application.

7. Debtor/Creditor Name File

8. Asset Manager – Access to the MUSAC Asset Manager

3. Backup, Restore, Rebuild the database - Call the backup module.



4. Set up the Package

0. Specify Application Details - Names, addresses, phone, fax, bank numbers, passwords, backup reminder, associated directories, groups, budget proportions.

1. Account Names and Budgets - print chart of accounts, default ledgers, edit chart of accounts, allocate groups, budget spread, active chart of accounts.

2. Specify the Account Groupings - edit chart of accounts and allocate groupings.

3. Specify the Reserved Ledgers - direct to default ledgers.

4. Select the Specified Reports - set up group reports, single ledger reports, cross account reports. Print specified reports for the default month.

5. User Defined Reports/Forms - edit report formats to be used for Cheques, credit notes, invoices, labels, order forms, receipts, remittance advice, statement, voucher and report generator. Review report, new report, delete report.

6. Alter the Passwords - direct to application password edit.

7. Adjust the file of Users - Add, edit, delete users. Print user list.

8. Set up the Printer Defaults - Printer, fonts, margins.

5. Change Application - select new application.

6. FM Utilities – this menu button will give you access to the new VB.Net facilities, from a new Main Menu, known as the MUSACB Main Menu. To make use of these new facilities, MUSACB must be installed. Follow the instructions on page 197.

7. Exit the Package

HOT KEYS

To speed up data entry and to save having to stop to pick up the mouse, HOT KEYS have been added to every page.

HOT KEYS IN THE DEBTOR/CREDITOR NAME CONTROL

Function Key F5 Tag/Untag this name.

Function Key F6 Tag ALL names.

Function Key F7 Untag ALL names.

HOT KEYS IN THE DEBTOR, CREDITOR, DEPOSIT, CHEQUE AND JOURNAL DATA ENTRY PAGE

Function Key F3 Display the Transaction Template Control. Transactions can be saved with a name and recovered and applied at a later date.

Function Key F4 Copy the last data that was in this field.

Ctrl + F9 - Hold down the control key and press the F9 function key to display the Calculator.

MENU HOT KEYS

If the menu button or control button has an underscore under one of the letters in the button's title (e.g. Ddelete), the underscored letter becomes the hot key. Press the ALT key and the Hot Key (e.g. ALT + D) to activate the menu button or control button.

SPECIAL HOT KEYS

Displays, tables, text boxes throughout the package have Hot Keys allocated to them. These keys will be displayed in the information panel or on the table title bar.

MUSAC Financial Manager

(e.g. CTRL+A indicates holding down the CONTROL key and pressing the A key would activate the Add Record function for that table)

See Report Generator Hot Keys.

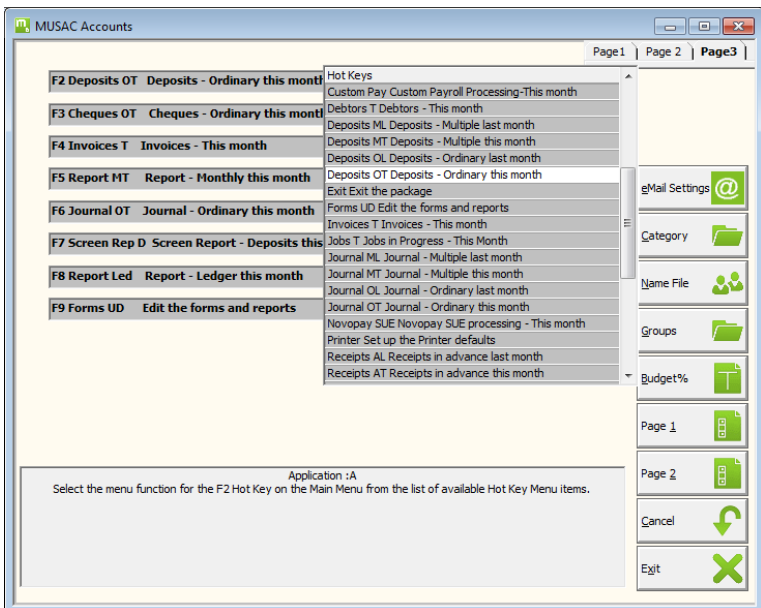
MAIN MENU HOT BUTTONS

The eight Hot Key menu buttons are now user defined and linked to the F2 to F9 function keys.



Pressing the F2 function key will activate the top left button through to F9 activating the bottom right button. In the above setting F1 will go directly to the Deposits page for Ordinary deposits for this month.

To change the default menu settings select 'Setup the Package' - 'Specify Application Details' - 'Page 3' and make the selection for each button from the drop down list. Select the button menu and click the Drop Down button to display the list of available menu items. Select to allocate and exit to save the settings.



MUSAC Accounts Transactions

DEPOSITS

From the Main Menu select:

0. Transactions

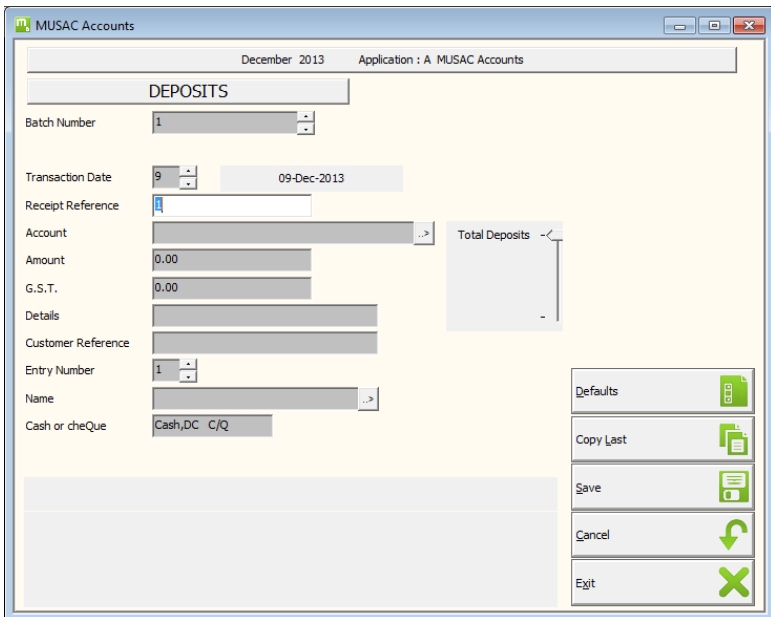
0. Deposits

1. Deposits

Select the required month and click 'Select'

The Deposit data entry page will be loaded.

(Note: the Deposit Hot Key on the main menu is a shortcut to key to the Single Entry deposits page using the default entry date and month.)



Batch Number The transaction batch number to which this transaction will be added. This field is held in the default settings from the previous

MUSAC Financial Manager

set of transactions. The number can be incremented when the batch report is printed at the conclusion of a transaction run.

Bank Account Number If there is only one bank account configured this field is NOT displayed. If there are multiple bank accounts configured in the Chart of Accounts, this field is automatically updated, as the ACCOUNT field is entered. Each ledger has a default bank account number allocated to it in the Chart of Accounts. This field can be edited after the ledger account has been allocated and another bank account can be assigned to this transaction.

Transaction Date This date is the default from the entry date set on loading the package. The day can be changed within the selected month only.

Receipt Number The next available receipt number is displayed. This field can be edited but the receipt number is checked for duplicates before it can be saved.

Account Press the right arrow to display the current Chart of Accounts, showing ledger numbers, names, balances and budgets. Use the Up and Down Arrows, Page Up and Page Down, Home and End keys to move through the list. Type in the ledger number to search and locate the required account. Highlight and press the Enter key to select the ledger account or mouse click the ledger you wish to be allocated to the transaction.

The screenshot displays the MUSAC Accounts application window. The title bar reads "MUSAC Accounts". The main window has a header with "December 2013" and "Application : A MUSAC Accounts". Below the header, the word "DEPOSITS" is centered. The interface is divided into several sections:

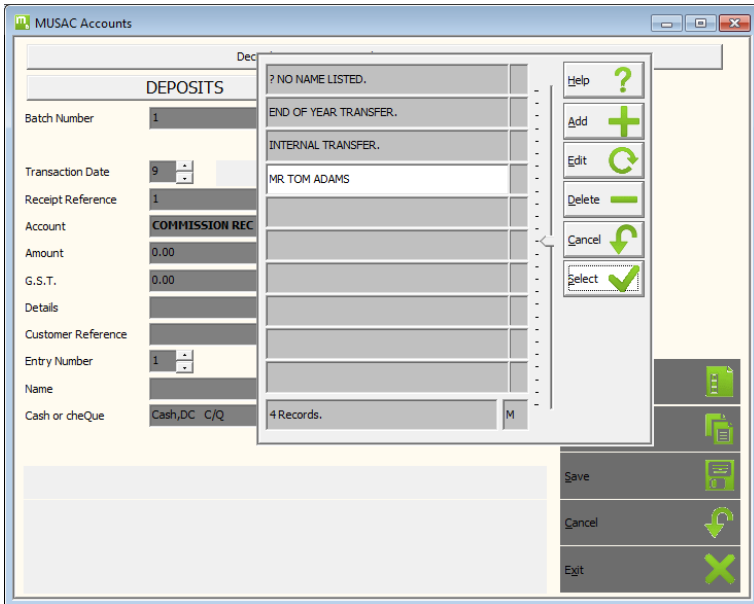
- Form Fields:** Batch Number (1), Transaction Date (9 - 09-Dec-2013), Receipt Reference (1), Account (empty), Amount (0.00), G.S.T. (0.00), Details (empty), Customer Reference (empty), Entry Number (1), Name (empty), and Cash or cheQue (Cash,DC C/Q).
- Table:** A table with columns: LedNum, Ledger Name, Cl. Balance, and Ann. Budge. It lists various ledger accounts such as CASH SALES, CREDIT SALES, COMMISSION REC, RENT REC, INTEREST REC, DIVIDENDS REC, DONATIONS REC, WAGES SALESMAN, WAGES STOREMAN, FREIGHT OUT, VAN EXP., VAN DEP., and CAR EXP.
- Buttons:** Defaults, Copy Last, Save, Cancel, and Exit.
- Instructions:** "Select the ledger number to be credited with this transaction. Right Arrow -> to display the Chart of Accounts".

Amount Enter the transaction amount. If the ledger selected is flagged to calculate GST, the correct GST amount will be entered into the GST field. (Note: If the transaction has both a GST and non-GST component - split the transaction into two - one with full GST and the other with no GST.)

Details This field is for any notes you wish to add to the transaction.

Customer Reference This field is for any notes you wish to add to the transaction. In the defaults page there are three settings that relate to this field. 1. Copy the data held in the Name file Banknote field into the Customer Reference field, as the name is allocated to the transaction. 2. Do not display the Customer Reference field. If you do not want to use the field there is no need to clutter up the page by displaying the field. 3. Start each transaction with a blank Customer reference field.

Name Press the right arrow to display the list of names. Start typing in the name to search and locate the name on the list displayed. Mouse-click the selection, or highlight and press Enter to select the name and allocate it to the transaction. New names can be added, and existing ones edited or deleted. (If a name is in use in any transaction it cannot be deleted. If an address or other detail is updated - all transaction referenced to that name will be automatically updated.)



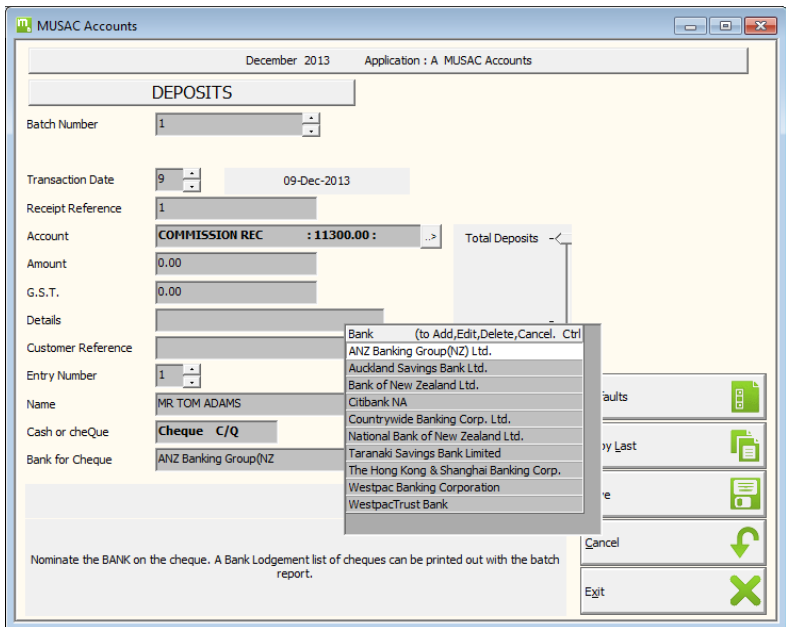
Cash or Cheque Flag Cash for a cash deposit or Cheque for a cheque deposit.

Entry Number If no more transactions are to be added press the enter key to continue to the next field.

If another transaction is to be added to this deposit, press + or the next number in the Entry Number field. The Account and Amount fields are presented for the next entry. The scroll bar gives a visual record of the number of transactions in this deposit.

Move the scroll bar or change the entry number to display any transaction making up this deposit. The details can be edited if any errors have been made. To delete a transaction, display the transaction, move to the Entry Number field and press DELETE.

Bank for Cheque This field is only displayed if Cheque is flagged above. Press the Right arrow to display the available banks. Select the bank the cheque comes from. This helps when preparing your banking lists.

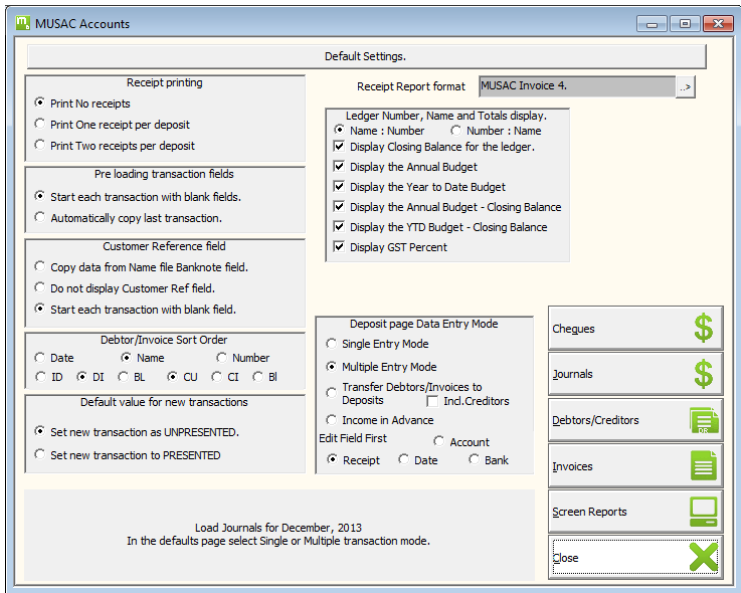


Transaction totals are displayed below the data entry fields.

At the bottom of the screen there is a user help note box. As the mouse pointer moves over a field or button or as a button or field receives focus (highlights), details about the button or field are displayed.

Defaults Display the default settings. A large number of default settings are available. Place the mouse over the control and the help box will display details concerning that control

- **Multiple data entry mode.** If you wish to switch to multiple data entry mode (many transactions to different ledgers for the same person on the same receipt) click the DEFAULT button and select multiple data entry.
- **Debtors to Deposits.** A list of current debtors, ready to transfer to deposits can be displayed. If a debtor is making part payments use this option. (See page 111)
- **Invoices to Deposits.** A list of current invoices ready to transfer to deposits can be displayed. If a debtor is paying an invoice in full use this option. (See page 111)



Save and Print Receipt. If the default receipt printing option is activated - press this button to save the transaction and print the receipt now. Receipts not printed now (by clicking the SAVE button instead) can be printed at the end of the batch as you exit the page.

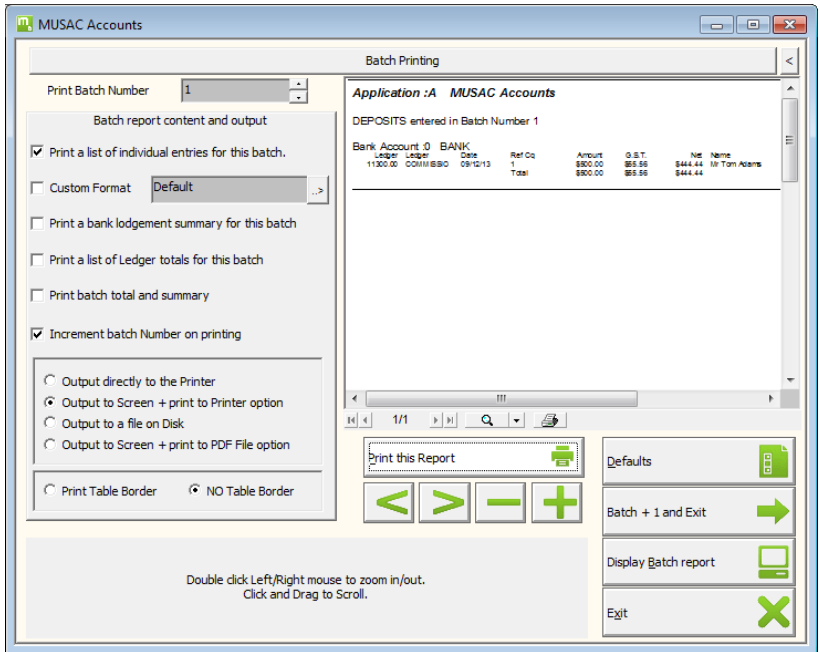
Copy Last. Copy data from the previous transaction into the selected data entry fields

Save. Save the transaction data and update the totals.

Cancel. Cancel the transaction, and if selected in defaults, set the data entry fields to blank.

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Exit. Display the Batch Printing page. The batch summary now can be printed. Any outstanding receipts can be printed. Exit on this page will return you to the Main Menu.



MUSAC Accounts

Batch Printing

Print Batch Number 1

Batch report content and output

Print a list of individual entries for this batch.

Custom Format Default

Print a bank lodgement summary for this batch

Print a list of Ledger totals for this batch

Print batch total and summary

Increment batch Number on printing

Output directly to the Printer

Output to Screen + print to Printer option

Output to a file on Disk

Output to Screen + print to PDF File option

Print Table Border NO Table Border

Application :A MUSAC Accounts

DEPOSITS entered in Batch Number 1

Bank Account	0	BANK							
Ledger	Ledger	Date	Ref Co	Amount	G.S.T.	Net	Name		
11300.00	COMMIBSO	09/12/13	1	\$300.00	\$55.56	\$444.44	Mr Tom Adams		
			Total	\$300.00	\$55.56	\$444.44			

Print this Report

Defaults

Batch + 1 and Exit

Display Batch report

Exit

Double click Left/Right mouse to zoom in/out.
Click and Drag to Scroll.

TRANSFER DEBTORS/INVOICES TO DEPOSITS

See the Single Deposits for the main features on this page.

From the Main Menu select:

0. Transactions

0. Deposits

2. Receipts from Debtors

Select the month.

The Deposit data entry page will be loaded.

(Note: the Deposit Hot Key on the main menu is a shortcut to key to the Single Entry deposits page using the default entry date and month.)

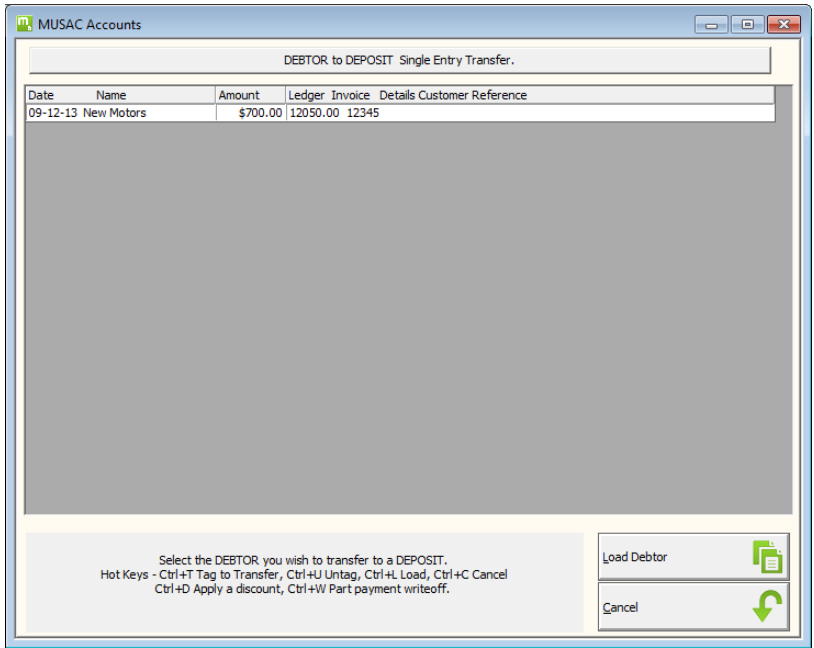
From the single entry page you may switch to Transfer Debtors mode by clicking the DEFAULT button and select 'Transfer Debtors/Invoices to Deposits' data entry.

Click the Transfer Debtors to display the list of current debtors on file. Select the debtor to transfer (Full or Part payment) and the details will be loaded into a single entry deposit form for processing.

Click the Transfer Invoices to display the list of current Invoices on file. Select the Invoice to transfer (Full payment only) and the details will be loaded into a multiple entry deposit form for processing.

The screenshot shows a software window titled "MUSAC Accounts" with a sub-header "December 2013 Application : A MUSAC Accounts". The main title of the form is "DEBTOR to DEPOSIT Single Entry". The form contains several input fields: "Batch Number" with the value "1", "Transaction Date" with "9" and "09-Dec-2013", "Receipt Reference" with "2", "Amount" with "0.00", "G.S.T." with "0.00", and "Cash or cheQue" with "Cash, DC C/Q". On the right side of the form, there are four buttons: "Transfer Invoices", "Transfer Debtors", "Defaults", and "Exit".

MUSAC Financial Manager



RECEIPTS IN ADVANCE

See the Single Deposits for the main features on this page.

From the Main Menu select:

0. Transactions

0. Deposits

3. Receipts in Advance

Select the month.

The Deposit data entry page will be loaded.

This is a single entry page that makes a deposit to the Income in Advance default ledger (contra to the bank) and also creates a Creditor to the Income in Advance default ledger. This double transaction recognized the receipt of the money and the creation of the liability for the money received in advance.

After the statement has been printed the 'Reconcile outstanding Debtors & Creditors' function can be run to process the reconciliation of debtors and creditors.

PAYMENTS

From the Main Menu select:

0. Transactions

1. Payments

1. Payments

Select the month.

The Payment data entry page will be loaded.

(Note: the Cheque Hot Key on the main menu is a shortcut to key to the Single Entry cheque page using the default entry date and month.)

When data entry in a field is completed press ENTER to record the data and move to the next field. Press the up and down arrow to move to the previous or next data entry field.

Batch Number. This transaction will be added to this batch. This field is held in the default settings from the previous set of transactions made. The number can be incremented when the batch report is printed at the conclusion of a transaction run.

Bank Account Number. If there is only one bank account configured, this field will be display only. If there are multiple bank accounts configured in the Chart of Accounts, this field is automatically updated as the ACCOUNT field is filled. Each ledger has a default bank account number allocated to it in the Chart of Accounts. This field can then be edited after the ledger account has been allocated and another bank account is to be assigned to this transaction.

TransactionDate. This date is defaulted to the package date set on entry. The day can be changed within the selected month only.

Cheque Reference The last loaded cheque number is displayed. Press + to load the next number. Press - (the minus key) to set the field to -1 as a flag for Automatic Cheque processing or Electronic Funds Transfer processing.

Account Press the right arrow to display the current Chart of Accounts, showing ledger numbers, names, balances and budgets. Use the Up and Down Arrows, Page Up and Page Down, Home and End keys to move through the list. Type in the ledger number to search and locate the required account. Highlight and press the Enter key to select the ledger account or mouse click the ledger you wish to be allocated to the transaction.

Amount Enter the transaction amount. If the ledger selected is flagged to calculate GST, the correct GST amount will be entered into the GST field. (Note: If the transaction has both a GST and a non-GST component - split the transaction into two - one with full GST and the other with no GST.)

Details This field is for any notes you wish to add to the transaction.

Customer Reference This field is for any notes you wish to add to the transaction. In the defaults page there are three settings relating to this field. 1. Copy the data held in the Name file Banknote field into the Customer Reference field as the name is allocated to the transaction. 2. Do not display the Customer Reference field. If you do not want to use the field there is no need to clutter up the page by displaying the field. 3 Start each transaction with a blank Customer reference field.

Name Press the right arrow to display the list of names. Start typing in the name to search and locate the name on the list displayed. Mouse-click the selection, or highlight and press Enter to select the name and allocate it to the transaction. (If a name is in use in any transaction it cannot be deleted. If an address or other detail is updated - all transaction referenced to that name will be automatically updated.)

Entry Number If no more transactions are to be added press the enter key to continue to the next field.

If another transaction is to be added to this payment, **press + or the next number in the Entry Number field.** The Account and Amount fields are presented for the next entry. The scroll bar gives a visual record of the number of transactions in this payment.

Move the scroll bar or change the entry number to display any transaction making up this payment. The details can be edited if any errors have been made. To delete a transaction, display the transaction, move to the Entry Number field and press DELETE.

MUSAC Financial Manager

MUSAC Accounts

December 2013 Application : A MUSAC Accounts

PAYMENTS \$

Batch Number: 1

Bank Acc Number: BAIK

Transaction Date: 09-Dec-2013

Cheque Reference: [Blank]

Account: STATIONERY : 13090.00

Amount: 25.00

G.S.T.: 2.78

Details: [Blank]

Customer Reference: [Blank]

Name: ABC STATIONERY

Entry Number: [Blank]

Total Payments	
25.00	25.00
2.78	2.78
	-

Gross : 25.00 | Net : 22.22 | GST : 2.78

Defaults
Copy Last
Save
Cancel
Exit

Transaction totals are displayed below the data entry fields.

At the bottom of the screen there is a help note box. As the mouse pointer moves over a field or button or as a button or field receives focus (Highlights), details about the button or field are displayed.

When completed, press SAVE to record the transaction.

Once saved, the transaction can only be edited through the Screen Reports module.

If you wish to switch between multiple and single data entry mode, click the DEFAULT button and select the required entry mode.

Print Voucher If the default voucher and/or remittance printing option is activated - press this button to save the transaction and print the requested reports now.

Defaults Display the default settings. You are also able to switch to multiple data entry mode here to save exiting and coming in again.

CopyLast Copy the data from the previous transaction into the selected data entry field. **Save** the transaction data and update the totals.

Cancel the transaction, and if selected in defaults, set the data entry fields to blank.

Exit Display the batch reporting page. The batch summary can be printed. Exit on this page returns you to the main menu.

TRANSFER CREDITORS TO CHEQUES

From the Main Menu select:

0. Transactions

1. Payments

2. Payments to Creditors

Select the month.

A list of current creditors is displayed and three main options are available.

Transfer Cheque Number. Set the cheque number to the next number in the cheque book to be allocated. Highlight the creditor to be paid. If there are several transactions for the same creditor you may highlight the group of payments to be covered by the cheque. The program will allow you to multi allocate the same cheque number to transactions that have the same name only. Ctrl+C or Alt+C or click the 'Transfer Cheque Number' button to create the cheque transactions, and transfer the creditors.

Transfer to -1 Cheques. Highlight the Creditors to be transferred to -1 Cheques ready for processing by the EFT and Cheque numbering module. Ctrl+T or Alt+T or click the 'Transfer to -1 Cheques' button to create the -1 Cheques and transfer the Creditors.

Transfer Edit Creditor. Highlight the creditor to be transferred. If a range is selected only the first will be transferred. Ctrl+E or Alt+E or click the 'Transfer Edit Creditor' button to load and display the Cheque Edit page with the transaction data. Make any changes to the data and save the transaction. If part payment is made you are given the choice of retaining the remaining value as a creditor or deleting the remaining value.

MAKING PAYMENT WITH CHEQUES OR ELECTRONIC FUNDS TRANSFER

INCOMING INVOICES

If you will be paying all incoming invoices in the current month on your monthly cheque run, you can enter these invoices directly as -1 Cheque transactions ready for processing in the cheque run.

If the incoming invoice is to be paid in a subsequent month, record the transaction as a creditor to give an accurate current financial position. This creditor should then be transferred to a -1 cheque in the month of payment and be included in the cheque run.

HAND WRITING A CHEQUE AT AN ODD TIME IN THE MONTH

From the Main Menu:

0. Transactions Menu

1. Payments

0. Payments – Select the month for the transaction.

Enter the transaction data

**Enter the next cheque number for this transaction.
(See the Hot Keys)**

**Enter the account number to which this transaction
will be allocated.**

**Enter the Amount. If this is a GST ledger the GST
value will be calculated.**

Enter transaction details and reference.

**Select the Name to which the transaction will be
attached.**

Hand-write the Cheque and save the transaction.

ENTER A CHEQUE TRANSACTION READY FOR THE MONTHLY CHEQUE RUN

From the Main Menu:

0. Transactions Menu

1. Payments

0. Payments – Select the month for the transaction.

Enter the transaction data

**Press the – key to enter -1 into the cheque reference
field. In the cheque run you will flag those -1 Cheque
transactions you wish to pay.**

**Enter the account number to which this transaction
will be allocated.**

**Enter the Amount. If this is a GST ledger the GST
value will be calculated.**

Enter transaction details and reference

**Select the Name to which the transaction will be
attached.**

Save the transaction.

Note! Hot Keys: F3 Template, F4 Copy Last, Ctrl+F9 Calculator.

CHEQUE, DEPOSIT AND JOURNAL TEMPLATES

Templates are available for cheques, deposits and journals. They are an excellent feature for regular monthly transactions of all kinds.

For cheques which will be entered on a regular basis, you may wish to hold the details in a template ready for future use.

To save a cheque template: After filling in all the details and before saving the transaction press the F3 function key to display the Transaction template utility. Select 'Save Cheque template,' name the transaction and save for future use.

To load a cheque template: Display the Cheque entry page and press the F3 function key to display the Transaction template utility. Select 'Load Cheque template', select the name from the list on file and 'Load'. Adjust any details and save. (Hot Key ALT+S to save)

ENTER A CREDITOR TRANSACTION

From the Main Menu:

0. Transactions Menu

5. Creditors – Select the month for the transaction

Enter the transaction data

Enter the Invoice and Order details.

Enter the account number to which this transaction will be allocated.

Enter the Amount. If this is a GST ledger the GST value will be calculated.

Enter transaction details and reference.

Select the Name.

Save the transaction.

Note! Hot Keys: F3 Template, F4 Copy Last, Ctrl+F9 Calculator.

TRANSFER CREDITOR TRANSACTIONS TO CHEQUE TRANSACTIONS READY FOR THE MONTHLY CHEQUE RUN

From the Main Menu:

0. Transactions Menu

1. Payments

2. Payment to Creditors

Select the required month.

The list of creditors, up to the end of the month selected, will be displayed in alphabetic order. There are three options for processing.

Transfer to Cheque Number. Enter the next cheque number in the 'Cheque Number' box. Select the creditor, or number of transactions for the same creditor, by highlighting the transactions in the table and clicking 'Transfer Cheque Number.' The Creditor transaction(s) will be flagged as transferred as at this date and the Cheque transactions will be created with this cheque number ready for hand writing the cheque.

Transfer to -1 Cheque. Select the creditor, or number of transactions for the same creditor by highlighting the transactions in the table and clicking 'Transfer to -1 Cheque' The Creditor transaction(s) will be flagged as transferred as at this date and the Cheque transactions will be created with a -1 in the cheque number field ready for processing in the Monthly Cheque Run.

Transfer Edit Creditor. Select the Creditor (Single selection only) and display the details on the Cheque Edit page. Enter the cheque number or a -1 cheque number. Change any details for this transfer. On saving, if the amount is changed to make a part payment or correct the payment, you will be asked if you wish to retain the balance amount as a Creditor.

Once a creditor has been transferred to '-1', it cannot be reversed!

Note! Hot Keys: Ctrl+C Transfer Cheque Number, Ctrl+T Transfer as -1, Ctrl+E Transfer Edit.

CHEQUE NUMBERING AND PRINTING AND ELECTRONIC FUNDS TRANSFERS

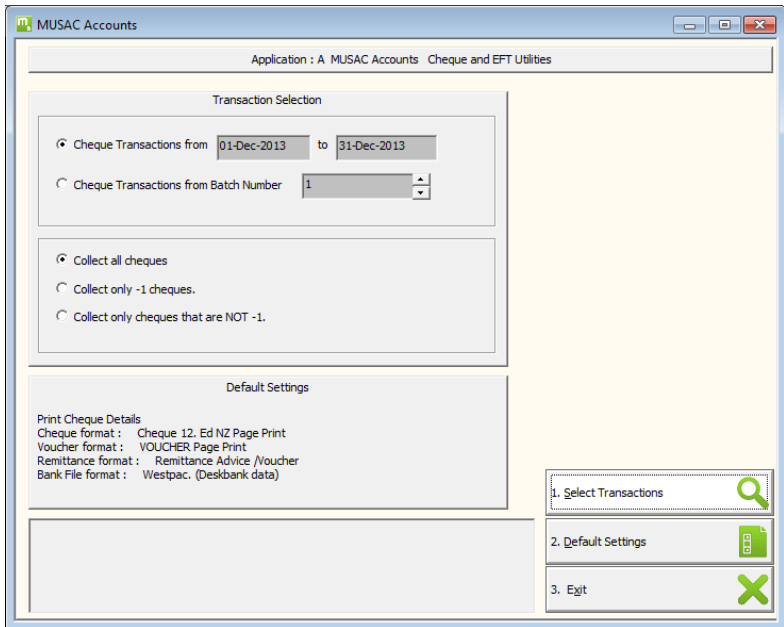
From the Main Menu:

2. Utilities

1. Cheques, Vouchers and Remittance Advices or

2. Electronic Funds Transfer

Select the month



This is a combined module, covering Printed and Hand-written Cheques, and Electronic Funds Transfers.

Cheque Collection. Collect transactions between dates, or from a cheque batch.

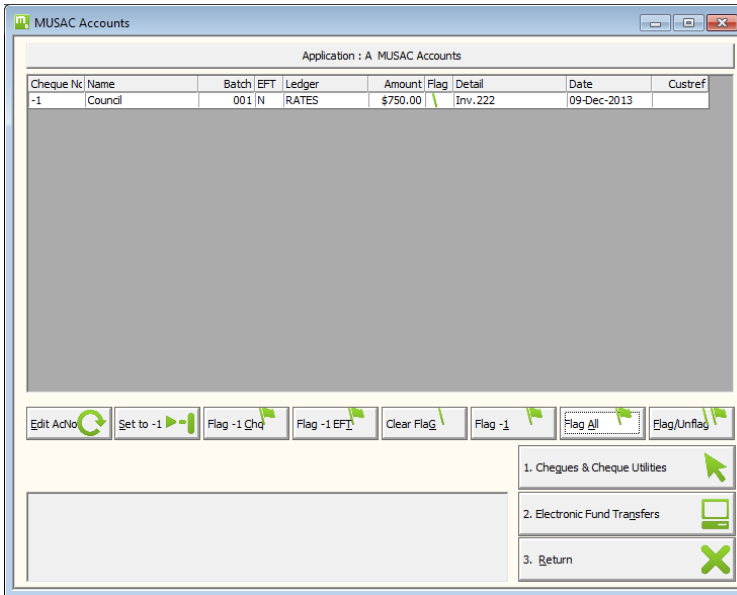
Cheque Collection Filter. Choose all cheques, or filter -1 cheques.

Default Settings. The current default settings are displayed in a panel on the left hand side of the screen. To change the settings, use the '7. Defaults Settings' menu button on the right.

THE PROCESSES TO BE FOLLOWED FOR ALLOCATING CHEQUES NUMBERS, PRINTING CHEQUES AND MAKING EFT TRANSACTIONS ARE LISTED AFTER THE DESCRIPTION OF THE MENU BUTTON FACILITIES.

THE MENU BUTTONS PROVIDE THE FOLLOWING FACILITIES:

1. Select Transactions. A list of Cheques will be displayed, according to the filter set. You may now flag the cheques to be processed.



Edit AcNum. Click on a transaction, highlighting it, then click on this button to display the name file for the creditor. You are able to edit any of the fields for this creditor. Particular fields that may need to be changed are the creditor's DC Bank Number field, Bank Note field, EFT Note 2 and EFT Note 3 fields, all found on Page 2. Edit the fields - Ok to save - Select to return. Hot key Alt+E

Set to -1. This utility is provided to UNDO any cheque number allocation so that you can do them again(with full audit trail notes). Click + drag to highlight the transactions to process then click the button to set the Cheque No field settings to -1. Hot key Alt+S

Flag -1Chq. Unflag all the listed transactions and then FLAG all listed transactions that have -1 in the Cheque No field and do not have a bank number (EFT = N) ready for processing Cheques. Use this option if you wish to separate out the transactions that cannot be processed by Electronic Funds Transfer and must have Cheques written. Hot key Alt+C

Flag -1 EFT. Unflag all the listed transactions and then FLAG all listed transactions that have -1 in the Cheque No field and DO have a bank number (EFT = Y) ready for processing Electronic Funds Transfers. Use this

option if you wish to separate out the transactions that can be processed by Electronic Funds Transfer. Hot key Alt+T

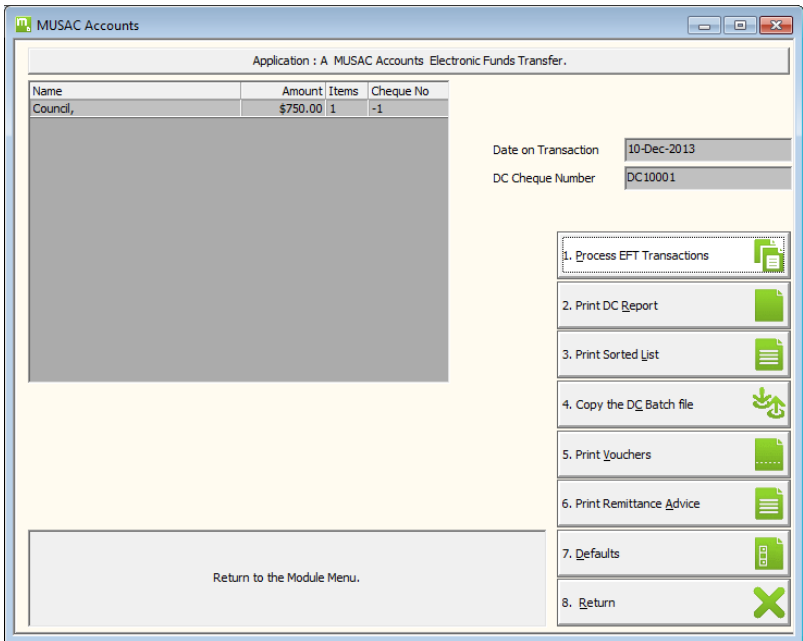
Clear flag. Unflag all listed transactions. Hot key Alt+G

Flag -1. Unflag all the listed transactions and then FLAG all listed transactions that have -1 in the Cheque No field. Hot key ALT+1

Flag All. FLAG all listed transactions. Hot key Alt+A

Flag/Unflag. Click + drag to highlight the transactions, then click the button to toggle the flag setting for those transactions.

2. Electronic Funds Transfer. The Electronic Funds Transfer module is displayed with the list of previously flagged transactions, grouped under the customer's name. If there were multiple transactions, the total amount will be displayed and the 'Items' field will display the number of transactions that make up the total. The **Date of Transaction** is the date to be allocated to these transfers. The **DC Cheque Number** should be set to the next number that can be allocated to a transfer. This is the transaction reference number that is stored in the Cheque Number field.



1. Process EFT Transactions is the routine that runs through the list of transactions, displaying the details for each transfer. The following details can then be edited for each transaction –

MUSAC Financial Manager

Application : A MUSAC Accounts Electronic Funds Transfer.

Batch File Name: W1111111.W01 Report File Name: W1111111.REP

List Position: 1/1

Payee Name: Council

Address 1:

Address 2:

Address 3:

Address 4:

Transaction Reference: DC10001

Transaction Amount: \$750.00

Payer Reference: MUSAC

Customer Bank Ac.: 010745-0492361-000

Particulars:

Code:

Reference:

000000000/000 TAX GST/10122013

//

Inv 222

- 1. Load Customer Reference
- 2. Load IRD details
- 3. Load DrCr details
- 4. Load Transaction details
- 5. Accept this transaction
- 6. Skip this transaction
- 7. Exit

Customer Bank Ac. If there are changes to the customers bank account number you are able to enter the changes here with the option to save back to the database on completing the transaction.

Particulars, Code, Reference Three fields of 12 characters each will be printed on most creditor's bank statements, alongside the EFT transaction, together with the registered name for this package. You may enter the data directly into these fields, or you may use the quick load utility buttons to load and then edit the fields.

1. Load Reference details. The contents of the Customer Reference field for this transaction is displayed in the box to the left of the button. Press this button and the first three blocks of 12 characters will be loaded into the Particulars, Code and Reference fields. Hot Key ALT-R

2. Load IRD details. Press this button and the Particulars field is loaded with the IRD Number, the Code field is loaded with '000 TAX GST' and the Reference field is loaded with the date in number format. Hot Key ALT-I

3. Load DrCr details. Press this button and the Particulars field is loaded with the data held in the Customer's Particulars field, the Code field is loaded with

the data held in the Customer's Code field and the Reference field is loaded with the data held in the Customer's Reference field. After loading you are able to enter and edit the data. Hot Key Alt-D

4. Load Cheque details. The contents of the transaction's Details field is displayed in the box to the left of the button. Press this button and the first three blocks of 12 characters are loaded into the Particulars, Code and Reference fields. Hot Key Alt-C

5. Accept this transaction. The transaction is added to the file and number allocated - updating the database and audit file. Display the next transaction in the list.

6. Skip this transaction. Display the next transaction in the list.

When all transactions in the list are processed you are returned to the Electronic Funds Transfer processing page ready to –

2. Print the DC Report. When the transactions have been processed the Transaction Report is usually printed to provide a hard copy for filing.

3. Print Sorted List. Print a sorted list of the flagged transactions with a payment authorisation section at the end. The report can be printed showing the details or in summary format.

4. Copy the DC Batch File. When the transactions have been processed the Transaction Batch File is usually sent to a disk or the Bank directory for processing by the bank. The destination directory is set in Defaults Settings. Press this button to transfer the batch file.

5. Print Vouchers. Vouchers will be printed for the flagged transactions. Allocated Cheque numbers will be shown if printed after processing the cheques.

6. Print Remittance Advice. Remittance advice reports will be printed for the flagged transactions. Allocated cheque numbers will be shown if printed after processing the cheques.

2. Cheques and Cheque Utilities. The Cheque printing module is displayed with the list of flagged Cheques to be printed grouped under the customer's name. If there were multiple transactions for a name the total cheque amount will be displayed and the 'Items' field will display the number of transactions that make up the total. The First Cheque Number

should be set to the next cheque number available to be allocated to a transaction. This is the next number in your cheque book or the first on the stack of pre-printed cheques to be printed. The Last Cheque Number should be the last number in the current book or stack of Cheques. This routine will cope with allocating cheques from a second book that may have another number series. The Date of Transaction is the date to be allocated to these transactions. Prepare the printer with the cheque forms. Print Test Cheque. Using default data print a test cheque to test the print format. Print Cheques. The details for each cheque are displayed and you are able to confirm to print the cheque or skip to the next name. The Cheques will be printed and the numbers allocated to the transactions. The database and Audit file are updated.

7. Default Settings. Help is available for these fields, and will be displayed in the help panel as the mouse arrow is moved over each field.

The **Cheque, Voucher, Remittance Advice, and Bank File format** to be used, may be changed. These formats can be customised in the Report Generator Edit Module.

DC File Name. This is the direct credit file name that is generated when the Electronic Funds Transfer file is created. If you have changed this file name, and wish to return it to its correct default setting, entering the direct credit authority number from the bank in the DC Authority field below, and then changing the Bank File format setting to another and back again, will reset the Direct Credit file name correctly.

DC File Directory. The export directory for the Electronic Funds Transfer file may be edited. This directory would be A:\ if a disk is used to take the data to the bank, or the bank processing sub directory if the Bank Programme is picking up the data for processing. Press Ctrl-Right arrow or the drop down button to display the directory utility, locate and nominate the required directory.

DC Authority. Some banks require a Direct Credit authority number to be used to validate the transaction and the number to make up part of the export file name. If the bank supplies this number enter it here. If not, enter your own number to identify files from this application.

DC Bank Number. Enter your bank account number FROM which the Electronic Funds Transfer file to will be paid.

Employer IRD Number. Enter your accounting entity's IRD number. This number is required on Electronic Funds Transfers to certain firms.

Print Sorted List format. Select Page Print format unless you have an old printer that needs line by line printing from LPT1. The sorted list may be printed showing the details or the summary only.

TO PROCESS A CHEQUERUN–

Set the defaults correctly (7. Default Settings)

Select the transactions to be processed (1. Select Transactions)

Print a sorted list for authorisation (5. Print Sorted List)

Set the numbers and date for the cheques (6. Cheques)

For printed cheques only –

Prepare the printer with the cheque forms

Print a test cheque (6. Cheques)

Print the cheques, allocating the cheque numbers (6. Cheques)

Print a sorted list with the allocated numbers (5. Print Sorted List)

For hand-written cheques only –

Allocate numbers, to all transactions that have a -1 cheque number (6. Allocate Numbers)

Print the sorted list as a master copy from which to write the cheques (5. Print Sorted List)

Print cheque vouchers or remittance advices, if required (3. Print vouchers/
4. Remittance Advice)

TO MAKE ELECTRONIC FUNDS TRANSFERS-

Set the defaults correctly (7. Default Settings)

Select transactions to be processed (1. Select Transactions)

Print a sorted list for authorisation (5. Print Sorted List)

Go to 2. Electronic Funds Transfer and ...

Process the list of EFT transactions (7. Process EFT Transactions)

Copy the DC Batch File to disk or the bank directory (2. Copy the DC Batch File)

Print the DC Report (3. Print the DC Report)

Print a sorted list with the allocated numbers (4. Print Sorted List)

Print vouchers and remittance advices if required (5. Print vouchers/
6. Remittance Advice)

I MADE A MISTAKE. UNDO AND START AGAIN.

From the Main Menu:

Utilities

Electronic Funds Transfer.

Select the month

The Print Cheques, Electronic Funds Transfer, Vouchers and Remittance Advice module is displayed.

Select Transactions. Set the filter to collect ALL Cheques. A list of Cheques that meet the selection defaults is displayed and you are able to:

Set to -1. This utility is provided to UNDO any cheque number allocation so that you can do them again(with full audit trail notes). Click + drag to highlight the transactions to process then click the button to set the Cheque No field settings to -1. Hot key Alt+S

Continue to flag the -1 transactions and process them again.

TO UNDO A CHEQUE NUMBER ALLOCATION BY EDITING THE CHEQUE TRANSACTION IN SCREEN REPORTS -

From the Main Menu:

0. Transaction Menu

8. Screen Reports

1. Cheques

Select the month

Load Screen Report

Select the transaction. Click the RIGHT ARROW and click EDIT.

Change the Cheque Reference to -1 by pressing the - key.

ALT+S or click SAVE to save the changes

JOURNALS

SINGLE JOURNALS

From the Main Menu select:

0. Transactions

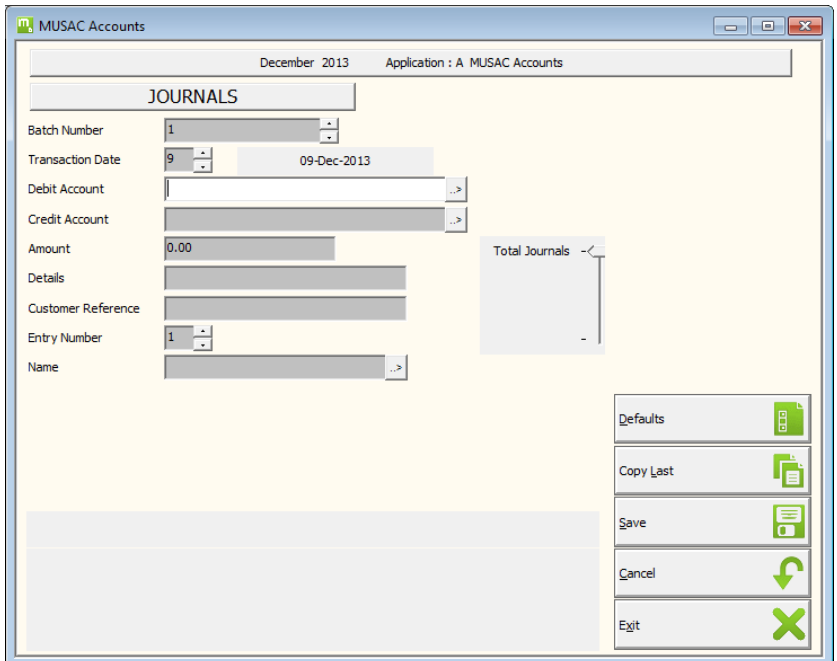
2. Journals

1. Journals



Select the month.

The Journal data entry page will be loaded.



When data entry in a field is completed press ENTER to record the data and move to the next field. Press the up and down arrow to move to the previous or next data entry field.

Batch Number This is the number of the batch where this transaction will be added. This field is held in the default settings from the previous set of transactions. The number can be incremented when the batch report is printed at the conclusion of a transaction run.

TransactionDate This date is defaulted to the package date set on entry. The day can be changed within the selected month only.

Debit Account and Credit Account Press the right arrow to display the current Chart of Accounts, showing ledger numbers, names, balances and budgets. Use the Up and Down Arrows, Page Up and Page Down, Home and End keys to move through the list. Type in the ledger number you wish to search for and locate the required account. Highlight and press the Enter key to select the ledger account or mouse click the ledger you wish to be allocated to the transaction.

Amount Enter the transaction amount.

Name Press the right arrow to display the list of names. Start typing in the name to search and locate the name on the list displayed. Mouse-click the selection, or highlight and press Enter to select the name and allocate it to the transaction. New names can be added, and existing ones edited or deleted. (If a name is in use in any transaction it cannot be deleted. If an address or other detail is updated - all transaction referenced to that name will be updated automatically.)

Details This field is for any notes you wish to add to the transaction.

Customer Reference This field is for any notes you wish to add to the transaction. In the defaults page there are three settings relating to this field. 1. Copy the data held in the Name file Banknote field into the Customer Reference field as the name is allocated to the transaction. 2. Do not display the Customer Reference field. If you do not want to use the field there is no need to clutter up the page by displaying the field. 3 Start each transaction with a blank Customer reference field.

Entry Number If no more transactions are to be added press the enter key to continue to the next field.

If another transaction is to be added to this Journal, press + or the next number in the Entry Number field. Focus is returned to the Debit ledger data field. Select the Debit or Credit field to change for the next journal and enter the new ledger and the amount. The other ledger will be locked as the common transaction ledger. The scroll bar gives a visual record of the number of transactions in this multiple Journal.

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Move the scroll bar or change the entry number to display any transaction making up this multiple Journal. The details can be edited if any errors have been made. To delete a transaction, display the transaction, move to the Entry Number field and press DELETE.

Transaction totals are displayed below the data entry fields.

If you wish to switch to multiple data entry mode (Many transactions to different ledgers from a ledger) click the DEFAULT button and select multiple data entry.

At the bottom of the screen there is a help note box. As the mouse pointer moves over a field or button or as a button or field receives focus (Highlights), details about the button or field are displayed.

Defaults Display the default settings. You are also able to switch to multiple data entry mode here to save exiting and coming in again.

CopyLast Copy the data from the previous transaction into the selected data entry field

Save the transaction data and update the totals.

Cancel the transaction, and if selected in defaults, set the data entry fields to blank.

Exit Display the batch reporting page. The batch summary can be printed. Exit on this page returns you to the main menu.

When completed, press SAVE to record the transaction.

Once saved, the transaction can only be edited through the Screen Reports module.

END OF YEAR JOURNALS

END OF YEAR PROCEDURE

The End of Year Journal routine can be accessed via:

0. Transactions

2. Journals

2. End of Year Automatic Journals

Select the **LAST** month of the year

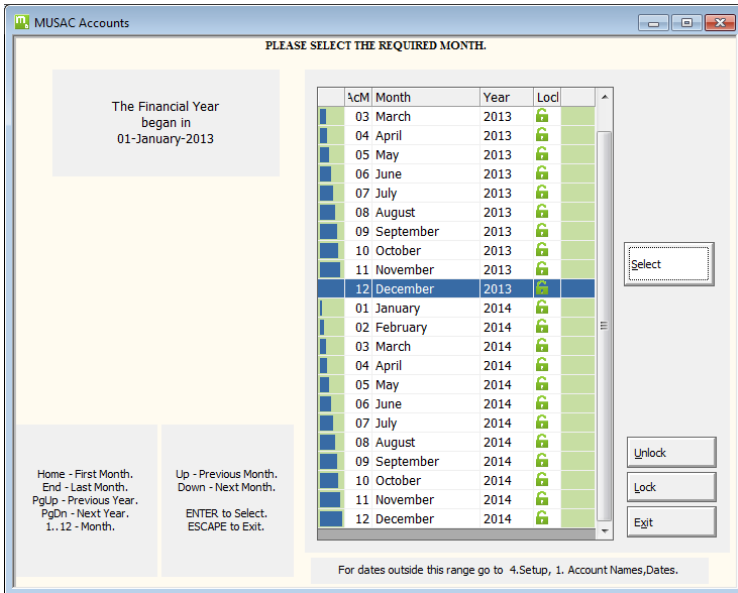
Or

2. Utilities

5. End-of-Year Procedure

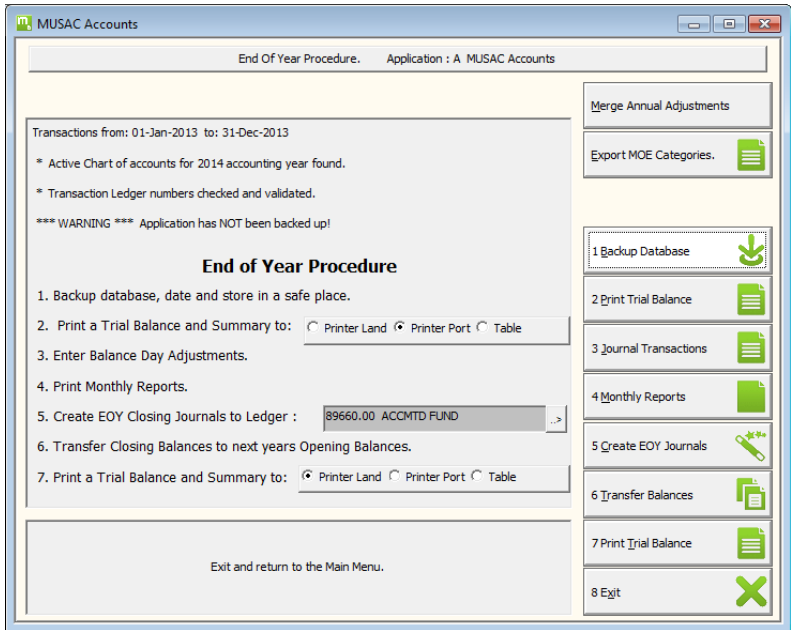
Select the **LAST** month of the year

(If the last month is locked and you have 'Supervisor' level of access, select the last month and click 'Unlock' to clear the lock and permit access.)



The End of Year procedure module will be loaded.

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Check that:

The Transaction dates are correct.

There is an active chart of accounts set up for next year.

All transaction ledger numbers are valid.

You have made a backup copy of your database, dated it, and stored it away in a safe place.

Step through the End of Year procedure items in order. (Make a check list and tick them off!)

1. Make a backup copy of the database, date it, and store it away in a safe place. (There is a menu button to take you directly to the backup module if necessary.)
2. Print a copy of the trial balance report to the table and check the balances for any obvious error. Check the desired output and press menu button '2 Print the Trial Balance'. An extra print button is available in the table display page to send the output to the printer.
3. Add any balance day adjustments that will be included in the normal monthly reports. (There is a menu button to take you directly to the Journal transaction module if necessary.)

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4. Print the normal Monthly reports. (There is a menu button to take you directly to the Monthly Reports module if necessary.)
5. Create the End of Year journal entries required to zero the balances in all revenue and expense ledger and transfer the balance to the nominated Public Equity ledger. To change the destination ledger number, set focus (click or left arrow while on a menu) to the ledger Number/Name field and right arrow to display the current chart of accounts. Select and allocate the desired ledger. When the '5 Create EOY Journals' menu is pressed an automatic routine creates all the required journal transactions. This routine can be run many times and new journals are only added if the ledger balance is greater or less than zero.
6. Transfer the Closing Ledger balances (including the closing journals and adjusted for Debtors and Creditors) to the Opening Balance field in the next years active Chart of Accounts. If you change your next year's active chart of accounts press the '6 Transfer Balances' menu again to transfer the balances to the new active Chart of Accounts. When this has been completed all the months in the old year are automatically locked.

Note! If this function is selected and the Revenue and Expense closing balances are not zero (the Create EOY Journals has not been run) you are given the option to:

Calculate and transfer opening balances as if closing journals had been made (Interim measure until Audit is completed) or

Transfer the current balances to the new year.

7. Print a copy of the trial balance report to the printer and store with your audit records. This report provides a hard copy of your closing ledger balances, Debtors, Creditors and new year Opening Balances.

DEBTORS

From the Main Menu select:

0. Transactions

3. Debtors

Select the month, and click Select.

The Debtor data entry page will be loaded.

When data entry in a field is completed press ENTER to record the data and move to the next field. Press the up and down arrow to move to the previous or next data entry field.

The screenshot shows the 'DEBTORS' data entry form in the MUSAC Accounts application. The form includes the following fields and controls:

- Batch Number:** 1
- Transaction Date:** 31-Dec-2013
- Invoice Reference:** (empty)
- Order Reference:** (empty)
- Account:** (empty)
- Amount:** 0.00
- G.S.T.:** 0.00
- Details:** (empty)
- Customer Reference:** (empty)
- Entry Number:** 1
- Name:** (empty)
- Total:** (empty)

On the right side of the form, there is a vertical toolbar with the following buttons:

- Defaults
- Copy Last
- Save
- Cancel
- Exit

Batch Number This transaction will be added to this batch. This field is held in the default settings from the previous set of transactions made. The number can be incremented when the batch report is printed at the conclusion of a transaction run.

Transaction Date This date is defaulted to the package date set on entry. The day can be changed within the selected month only.

Invoice Reference Enter the Invoice number (this number will be checked for duplicates when saved) or, press Enter for the last number, or press + to load the next available number.

Order Reference A reference field to link to purchase orders.

Account Press the right arrow to display the current Chart of Accounts, showing ledger numbers, names, balances and budgets. Use the Up and Down Arrows, Page Up and Page Down, Home and End keys to move through the list. Type in the ledger number you wish to search for, and locate the required account. Highlight and press the Enter key to select the ledger account or mouse click the ledger you wish to be allocated to the transaction.

Amount Enter the transaction amount. If the ledger selected is flagged to calculate GST, the correct GST amount will be entered into the GST field. (Note: If the transaction has a GST and a non-GST component - split the transaction into two - one with full GST and the other with no GST.)

Name Press the right arrow to display the list of names. Start typing in the name to search and locate the name on the list displayed. Mouse-click the selection, or highlight and press Enter to select the name and allocate it to the transaction. New names can be added, and existing ones edited or deleted. (If a name is in use in any transaction it cannot be deleted. If an address or other detail is updated - all transaction referenced to that name will be automatically updated.)

Details This field is for any notes you wish to add to the transaction.

Customer Reference This field is for any notes you wish to add to the transaction. In the defaults page there are three settings relating to this field. 1. Copy the data held in the Name file Banknote field into the Customer Reference field as the name is allocated to the transaction. 2. Do not display the Customer Reference field. If you do not want to use the field there is no need to clutter up the page by displaying the field. 3 Start each transaction with a blank Customer reference field.

Entry Number If another transaction is to be added to this debtor, press + or the next number in the Entry Number field. The Account and Amount fields are presented for the next entry. The scroll bar gives a visual record of the number of transactions in this deposit.

Move the scroll bar or change the entry number to display any transaction for this debtor. The details can be edited if any errors have been made. To delete a transaction, display the transaction, move to the Entry Number field and press DELETE.

Transaction totals are displayed below the data entry fields.

At the bottom of the screen there is a help note box. As the mouse pointer moves over a field or button or as a button or field receives focus (Highlights), details about the button or field are displayed.

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Asset Manager Open the Asset Manager program and go to the 'Add an Asset' screen.

Defaults Display the default settings. You may switch to multiple data entry mode here to save exiting and coming in again. You may also switch from Creditor to Debtor data entry page and back as a shortcut to the other data entry page without needing to go back to the Main Menu.

Copy Last Copy into the selected data entry field the data from the previous transaction.

Save the transaction data and update the totals.

Cancel the transaction, and if selected in defaults, set the data entry fields to blank.

Exit Display the batch reporting page. The batch summary can be printed. Exit on this page returns you to the main menu.

When completed, press SAVE to record the transaction.

Once saved, the transaction can only be edited through the Screen Reports module.

CREDITORS

From the Main Menu select:

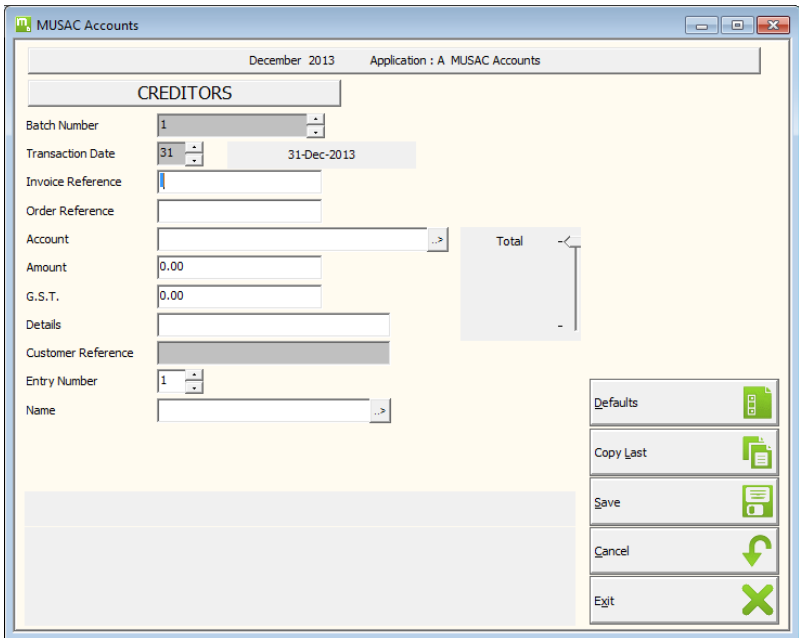
0. Transactions

5. Creditors

Select the month.

The Creditor data entry page will be loaded.

When data entry in a field is completed press ENTER to record the data and move to the next field. Press the up and down arrow to move to the previous or next data entry field.



Batch Number This transaction will be added to this batch. This field is held in the default settings from the previous set of transactions made. The number can be incremented when the batch report is printed at the conclusion of a transaction run.

Transaction Date The date is defaulted to the package date set on entry. The day can be changed within the selected month only.

Invoice Reference Enter the Invoice number (this number will be checked for duplicates when saved) or, press Enter for the last number, or press + to load the next available number.

Order Reference A reference field to link to purchase orders.

Account Press the right arrow to display the current Chart of Accounts, showing ledger numbers, names, balances and budgets. Use the Up and Down Arrows, Page Up and Page Down, Home and End keys to move through the list. Type in the ledger number you wish to search for and locate the required account. Highlight and press the Enter key to select the ledger account or mouse click the ledger you wish to be allocated to the transaction.

Amount Enter the transaction amount. If the ledger selected is flagged to calculate GST, the correct GST amount will be entered into the GST field. (Note: If the transaction a GST and a non-GST component - split the transaction into two - one with full GST and the other with no GST.)

Name Press the right arrow to display the list of names. Start typing in the name to search and locate the name on the list displayed. Mouse-click the selection, or highlight and press Enter to select the name and allocate it to the transaction. New names can be added, and existing ones edited or deleted. (If a name is in use in any transaction it cannot be deleted. If an address or other detail is updated - all transaction referenced to that name will be automatically updated.)

Details This field is for any notes you wish to add to the transaction.

Customer Reference This field is for any notes you wish to add to the transaction. In the defaults page there are three settings relating to this field. 1. Copy the data held in the Name file Banknote field into the Customer Reference field as the name is allocated to the transaction. 2. Do not display the Customer Reference field. If you do not want to use the field there is no need to clutter up the page by displaying the field. 3. Start each transaction with a blank Customer reference field.

If another transaction is to be added to this deposit, press + or the next number in the Entry Number field. The Account and Amount fields are presented for the next entry. The scroll bar gives a visual record of the number of transactions in this deposit.

Move the scroll bar or change the entry number to display any transaction making up this creditor. The details can be edited if any errors have been made. To delete a transaction, display the transaction, move to the Entry Number field and press DELETE.

When complete, press SAVE to record the transaction.

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Once saved, the transaction can only be edited through the Screen Reports module.

Transaction totals are displayed below the data entry fields.

At the bottom of the screen there is a help note box. As the mouse pointer moves over a field or button or as a button or field receives focus (Highlights), details about the button or field are displayed.

Asset Manager Open the Asset Manager program and go to the 'Add an Asset' screen.

Defaults Display the default settings. You may switch to multiple data entry mode here to save exiting and coming in again. You may also switch from Creditor to Debtor data entry page and back again.

Copy Last Copy the data from the previous transaction into the selected data entry field.

Save the transaction data and update the totals.

Cancel the transaction, and if selected in defaults, set the data entry fields to blank.

Exit Display the batch reporting page. The batch summary can be printed. Exit on this page returns you to the main menu.

INVOICES, CREDIT NOTES AND JOBS IN PROGRESS

This module is used for Invoices, Credit Notes and Jobs in Progress.

To enter the Invoices, Credit Notes and Jobs in Progress module select:

0. Transactions

4. Invoices or 6. Credit Notes or 7. Jobs in Progress

Select the month.

(For Invoices, you may also use the 'Invoice' hot key, and go directly to the invoice module for the current month.)

The current Default settings are displayed on the left of the screen. (Multiple/Single mode, number of copies etc.)

The following menu buttons are displayed on the right. They will differ slightly, depending on whether you are dealing with Invoices, Credit Notes or Jobs in Progress.

0. Print Invoice. Go directly to prepare and print an Invoice - or

0. Print Credit Note. Go directly to prepare and print a Credit Note or

0. New Job. Create a new Job in Progress.

1. Billable Items. Display the list of Billable Items (Inventory list) for editing.

2. Transactions. All Invoices created between the two dates are displayed. Menu items enable you to print the summary, delete an invoice or reprint a particular invoice - or

2.Transactions. All credit notes created between the two dates are displayed. Menu items enable you to print the summary, deletes a credit note or reprint a particular credit note - or

2. Jobs in Progress. All jobs in progress created between the two dates are displayed. Menu items enable you to edit a job, print the summary, delete a job in progress or print a particular job.

3. Defaults. These are the default settings for printing invoices, credit notes, Orders, Multiple Flagged Debtor Invoices or Jobs in Progress.

Defaults include:

The screenshot shows the 'MUSAC Accounts' application window. The title bar reads 'Application : A MUSAC Accounts GST. Single Transaction. Invoice.'. The window is divided into several sections:

- Ledger Number, Name and Totals display:**
 - Name : Number Number : Name
 - Display Closing Balance for the ledger.
 - Display the Annual Budget
 - Display the Year to Date Budget
 - Display the Annual Budget - Closing Balance
 - Display the YTD Budget - Closing Balance
 - Display GST Percent
- Transaction Type:**
 - Create a Single Transaction Create Multiple Transactions
- Number of Copies:**
 - One copy of each Two copies of each
- Report Type:**
 - Invoice Credit Note Order
 - Multiple Flagged Debtor Invoice Job
- Output:**
 - Printer Screen then Printer or PDF
- Include GST in Calculations:**
 - Include GST No GST NameFile
- Print Table Borders:**
 - Print Table Border NO Table Border
- GST billing calculation:**
 - Bill Net Value Bill Gross Value
- Tran. Date:** 31-Dec-2013
- Invoice Format:** MUSAC Invoice 1
- Navigation buttons:** Deposits, Cheques, Journals, Debtors, Screen Reports, Close.

Ledger Number Display. Set the display details for the Ledger Number selection control.

GST. There are three options:

- 1 Automatically calculate the GST value.
- 2 Do NOT calculate the GST value.
- 3 Look at the GST flag setting on page 2 of the Debtor/Creditor Name file database. If the customer has GST flag YES then GST is automatically calculated – NO – No GST calculated.

If NO GST is to be applied to any transaction in the package set the default GST to 0.00 in the package 'Setup' module.

Print Table borders. Print table borders when data is set out in a table format. The default is 'No Table Border'

Transaction Type. Create a single transaction where all the items on the document are to be added together and entered as one transaction in the ledger and charged to one ledger number. Create multiple transactions where each item on the document is selected from the billable items and charged as a separate transaction to its allocated ledger. (Default setting)

Number of Copies. Print one or two copies of the document.

Report Type. Print an Invoice or Credit Note or Order or Multiple Flagged Debtor Invoice. The Multiple Flagged Debtor Invoice mode enables you to

set up an invoice and then flag a number of debtor names. When PRINT is selected the routine will cycle through the flagged names and print the same invoice to each debtor. This routine is ideal for billing a number of people for the same thing e.g. a field trip.

GST billing calculation. Bill Net Value. If GST is selected and multiple items are invoiced, multiply the NET amount and then calculate the GST for the GROSS Total. Use this setting if your document prints the NET values. **Bill Gross Value.** If GST is selected and multiple items are invoiced, multiply the GROSS amount and then calculate the GST for the NET Total. Use this setting if your document prints the GROSS values.

Transaction Date. The month is selected while loading the module. The day can be edited here. The default is the confirmed date on entering the package.

Format. Select the document format to be used when printing this transaction. Right arrow → to available. Document formats can be edited in the Report Generator module and customised to your particular requirements.

Deposits, Cheques, Journals, Debtors, Screen Reports. These menu buttons load the respective data entry modules with the current selected data. These are short cuts to move directly to these data entry pages without having to return to the Main Menu and then load the module.

CREATING AN INVOICE

Selecting '0. Print Invoice' will display the Invoice data entry page where you can create and then print your invoice (including to PDF which can then be emailed as an attachment from the PDF Reader). Help will be displayed in the bottom panel, when you move your mouse over the relevant field.

The Name is entered by selecting from the drop down list (...>). The address will be displayed automatically. The Batch, Day within the selected month, and transaction Number may be edited here. A ledger account number can be entered in the Account field, or chosen from the drop down list, if all the items in the transactions are to be posted to the same ledger account. The Add, Delete and Insert buttons, just above the help panel will allow you to add, delete or insert Billable Items or Text lines to the Invoice.

The Output for 'Print Invoice' includes a default 'Screen then Printer or PDF' option displaying a print preview from which to print or create a PDF file. Alternatively you can choose 'Printer' directly.

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Invoice : Application : A MUSAC Accounts GST, Single Transaction, Invoice.

Name: **ABC STATIONERY** Batch Number: **1**

Date: **10** / **10-Dec-2013**

Number: **3**

Account: **CREDIT SALES**

Item	Net Price	Q/Rate	Gross	GST	Net
Test	100.00	1	112.50	12.50	100.00

Comment: _____

Total: Gross \$112.50 GST \$12.50 Net \$100.00

Add Delete Insert

0 Save and Print to Screen

1 Defaults

2 Templates

3 Exit

MUSAC Accounts

Application : A MUSAC Accounts GST, Single Transaction, Invoice.

INVOICE FROM: MUSAC

TAX INVOICE
G.S.T. No: 00-000-000
Invoice Number : 1
Date : 31-Dec-2013

INVOICE TO: ABC Stationery

Please pay on this invoice
Account code : ABC Station6


Item	Quantity/Rate	Price	Total
Test	1	\$112.50	\$112.50
** G.S.T. (Included) \$12.50**			
Total Payable			\$112.50

Print this document to the printer.

Print to Printer

Print to PDF

Return

If the email settings have been entered (>4.Set up the package >0.Specify Application Details >Page 3 >eMail Settings) and the debtor has an email address, the invoice may be emailed directly from the email button. 

Send by eMail

To: ABC@xtra.co.nz

Subject: Invoice 2

Attach: Inv2.pdf

Message: Please find Invoice 2 attached.

Return Address: musac@gmail.com

The message body. The default message can be deleted or edited.

CREATING A CREDIT NOTE

Selecting '0. Print Credit Note' will display the Credit Note data entry page where you can create and then print your credit note. Data entry follows the same format as is used for Invoices. Help will be displayed in the bottom panel, when you move your mouse over the relevant field.

CREATING A JOB IN PROGRESS

Selecting '0. New Job' will display the Job in Progress data entry page where you can create and then print your Job when it is complete. Data entry follows the same format as is used for Invoices. Help will be displayed in the bottom panel, when you move your mouse over the relevant field.

SCREEN REPORTS

From the Main Menu select:

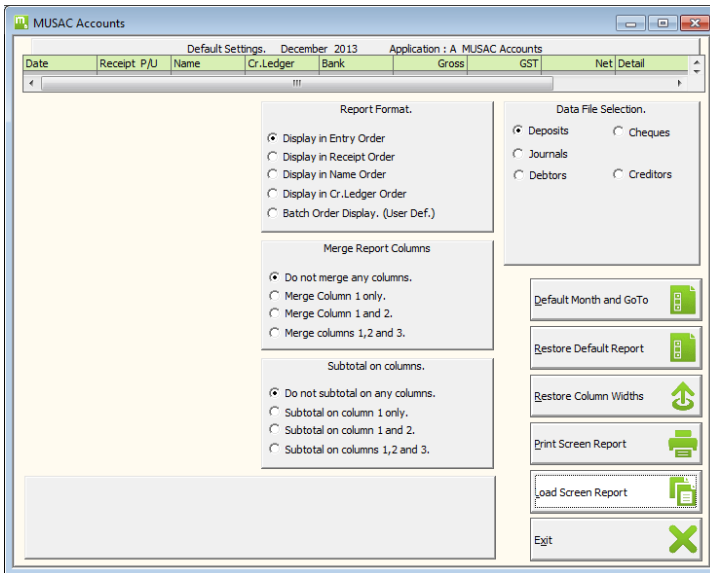
0. Transactions

8. Screen Reports

0. to 4. Select the type of transactions you wish to view - Deposits, Cheques, Journals, Debtors or Creditors.

Select the required month.

The default settings are displayed. The reporting sort order may be changed. There is a facility to merge and subtotal up to the first three columns. The column width can be adjusted, or the fields, field order, field width, sorting order and report title can be amended and saved for future use under 'User Defined Reports' in the Reports Menu.



You may change to any of the other data files (Deposits,Cheques, Journals, Debtors or Creditors) directly from this page and then display the data.

Select 'Load Screen Report' to load and display the transactions or 'Print Screen Report' to send the data to a printer.

To EDIT a transaction, select (highlight) the required transaction, press the right arrow and click EDIT. The transaction edit page will be loaded.

MUSAC Accounts Reports

PAGE 1 – MONTHLY SUMMARY REPORTS

Select from the Main Menu:

1. Reports Menu

0. Print Monthly Summary Reports

Select the required month

Note! Hot Key! From the main menu click the 'Report' hot key (Alt+P) to go directly to the monthly report page selecting this month by default

Page 1 displays the current defaults for the display of Ledger Numbers/Names, sort order, subtotals etc. These can be changed under e '9. Default'. Note: Portrait mode prints a limited number of columns whereas landscape includes all columns.

Output can be sent to the printer, screen, PDF file, a file on disk, or to a table for analysis.

0 Print All Five Reports - for the selected month. (Deposits, Cheques, Journals, Income and Expenditure, Cashflow and GST Summary Reports.)

1 Print Deposits Only

2 Print Cheques Only

3 Print Journals Only

4 Print GST Summary Only

Check the settings in the Defaults page.

The GST report can be for a single month or for multiple months. If the latter is selected the 'Last number of months' setting is used. Set this field to the number of months to be included in the report.

Normally you will select the 'Payments (Cash) Basis GST Report' but the 'Invoice Basis Report' is also available. An option is available to print out the details of any transaction that has GST that is not calculated at the correct GST %.

5 Print Monthly Summary Only

6 Print the Debtors

7 Print the Creditors

8 Page 2 Specified/Var , displays the Cash-flow and Variance Menu. See 'Cash-flow and Variance Reports.'

9 Defaults. Edit the data collection and print format details for these reports. Click the 'Custom Report Formats' to select and edit the fields to be included in each of these reports. The field sizes and fonts can also be selected.

PAGE 2 – CASH-FLOW AND VARIANCE REPORTS

Select from the Main Menu:

1. Reports Menu

0. Print Monthly Summary Reports

Select the required month

8. Page 2 Specified/Var

Or, from the Main Menu select:

1. Reports Menu
4. Print Cashflow reports

The default settings for printing these reports are displayed and the following reports are available:

0. Print Budget Profile Report

1. Print Category Summary – with details or totals only

2. Print Cashflow Report

3. Print Bank Summary

4. Print Variance Summary

5. Print Group Summary. An option is given to print details or summary only.

6. Page 1 – Monthly Reports

7. Page 3 – Specified Reports

8. Defaults. Edit the data collection and print format details for these reports.

PAGE 3 - SPECIFIED REPORTS

Select from the Main Menu:

1. Reports Menu

1. Print Specified reports

Select the Month

Or, from the Main Menu select:

1. Reports Menu

0. Print Monthly Summary Reports

Select the required month

8. Page 2 Specified/Var

7. Page 3 Specified Reports

Page 3 displays the default settings and the following functions:

0. Print Selected Reports. Display the list of Single Reports, Cross Account Reports or Group Reports available. Select the report (or a run of reports) to print. This is ideal if only one special copy of a report is requested.

1. All Selected Reports. Print all the Single Reports, Cross Account Reports or Group Reports that have their flags set for printing.

2. Print Single Reports. Print all the Single Reports that have their flags set for printing.

3. Print Group Reports. Print all the Group Reports that have their flags set for printing.

4. Print X-Account Reports. Print all the Cross Account Reports that have their flags set for printing.

5. Edit Specified Reports. Load the Specified Report Design Module. In this module you may create the Single and Cross Account reports giving them a name and allocating ledger numbers to be included in each report. When created the reports can be flagged to be printed along with the Specified Reports.

6. Page 1 Monthly Reports

7. Page 2 Cashflow Reports

8. Defaults. Edit the data collection and print format details for these specified reports.

SPECIAL SEARCH REPORTS

From the Main Menu select:

1. Reports Menu

2. Print Special Search Reports

Select the FIRST Month to get transactions from.

Select the LAST Month to get transactions to.

The special report module is loaded and the default settings are displayed.

Reports include:

Selected Ledger(s). Go to the Ledger section page and request the ledgers to search for. Print active or all transactions for these ledgers between the selected dates.

Bank Account Entries. Print the Bank Account transactions for the selected period.

GST Entries. Print the GST transactions for the selected period.

Select Dr/Cr Name. Go to the Name selection page to select a Name to search for. All transactions for this name for the selected period will be collected and printed.

Selected Amount. Go to the Amount selection page to request an amount to search for. All transactions with this amount will be collected and printed.

Selected Date. Go to the Date selection page to request an amount to search for. All transactions with this Date will be collected and printed.

Selected Rec/Chq/Inv. Go to the Receipt/Cheque/Invoice selection page to request a text to search for. All transactions with this text will be collected and printed.

Wildcard Search. Go to the Wildcard selection page to request a text to search for. All transactions with this text will be collected and printed.

Batch Number Search. Go to the Batch Number selection page to request the batch number to search for.

Defaults. Edit the data collection and print format details for these reports.

LEDGER REPORTS

Select:

1. Reports Menu

3. Print Ledger Reports

Select the month.

The Ledger report module is loaded and the default settings are displayed.

Reports include:

Trial Balance. Print the trial balance report for Revenue, Expense, Assets and Liabilities.

Closing Ledger Balances. Print the ledger list with the closing ledger balances. This report can be customised to include other totals such as Opening chart and Ledger Balances.

Selected Ledgers. Print the transactions as selected in the Defaults page for the Selected Ledgers.

Run of Ledgers. Print the transactions as selected in the Defaults page for the Selected Ledgers.

Specified Ledgers. Go to the Selection page and select the Group or Cross Account Group of ledgers to print. Print the transactions as selected in the Defaults page for the Specified Ledgers.

Ledger Summary Print the ledger list as selected in the Defaults page. This report can be customised to include any of the thirteen available totals for each ledger.

Defaults. Edit the data collection and print format details for these reports. Note: Standard print + Portrait mode prints a limited number of columns of data. Compressed print font + landscape mode prints the maximum number of columns in the report. Select the report format that gives you the data you require. The Custom Report Format gives you full control on the layout and font to be used in the report.

USER DEFINED REPORTS (REPORT GENERATOR)

Select from the Main Menu:

1. Reports Menu

5. User Defined Reports

2. Edit Rep. Gen. Reports

Select the Month

The Ledger Balance table is regenerated and then the Report Generator module is displayed.

0. Select Report. Displays the list of User Defined reports on file. Select the report to edit/print.

1. Edit Report. Loads the report editor and an existing report and displays the elements of the report. Note. This function is not available to users with 'Print Report only' access level.

2. New Report. Loads the report editor and displays the default page.

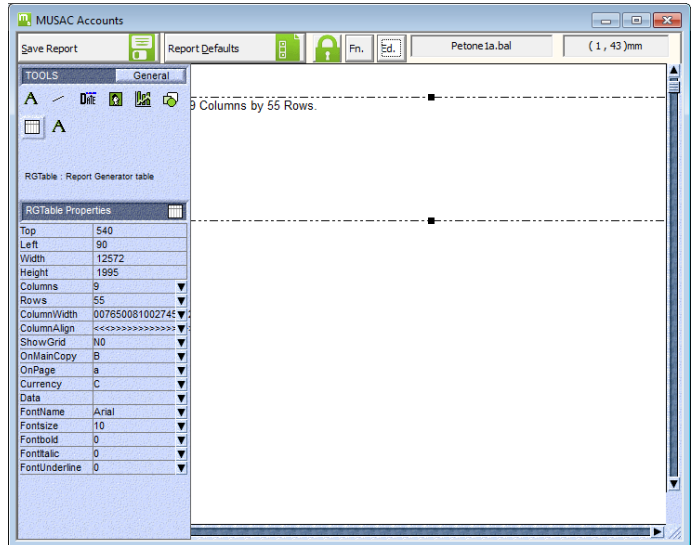
With the report loaded click the 'Report Defaults' button to display the defaults page.

Enter your report title and report notes. For the normal User Defined report the height will be the default 24.7cm and width 17.6cm, the rows, columns and gaps set to 1, and 2 Copies is set to NO. (These settings have special reference to Cheque, Voucher, Receipt and Label design.)

'1.Edit Report' Display the empty report page ready to design a new report.

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Move the mouse over to the panel on the left of the page to display the TOOLS available.



Click on the tool you wish to add to the report. Move the mouse back to the report, position the mouse pointer at the top left spot for the tool - hold down the left mouse and drag out the box to size, then release the mouse to apply the tool to the page.

Right mouse click to display the settings for this tool. Enter the settings and click then 'CLOSE' menu to save. Now move the mouse over to the panel on the left of the page to display the TOOL settings for the selected tool. Click on the font fields to display and set the fonts to be used by this tool.

The Report Generator Table has its own set of hot keys and editing wizards built in.

Click a box on the report to select. (Give it black positioning blocks.) Hold down the 'control' key and mouse click several boxes if you wish to move them in a block or align them.

Click the 'LOCK' button to lock the boxes in position. If they are moved they spring back to their place. This is a good idea if you have positioned each item and just want to edit their details.

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Note. In the locked condition you can nudge a box to a new position by selecting the box and use the arrow keys to move in that direction a small amount. Very handy for fine alignment.

Right mouse click a box on the report to Cut, Copy, Paste, Delete or Edit.

The 'Fn' button displays the Font setting utility for the selected box.

The 'Ed' button displays the Editing utility for the selected box.

2. Save as a New Report Change the name of the report that is currently loaded, and use this menu button to make a copy of this report, with the new name. Exit and load the copy to make your changes, leaving the original intact.

The Auto Save time gives the time in minutes between asking if you wish to save the changes made as you build a report.

A	B	C	D	E	F	G
1		KAIRAKAU SCHOOL				
2		Statement of Financial Position				
3		as at 31 January 1994				
4	1993		Notes	1994	1991	
5	\$			\$	\$	
6						
7		PUBLIC EQUITY	7	75.01	93319	
8				=====	=====	
9		Represented by -				
10		CURRENT ASSETS				
11		Cash and deposits	8	0.00	78263.00	
12		Stock on hand		0.00	1086.00	
13		Accounts receivable		0.00	2703.24	
14		Income accrued				
15		Prepayments		0.00	880.75	62933.00
16		Investments	9	0.00		
17						
18						
19						
20		Less CURRENT LIABILITIES				
21	3320	Accounts payable		(75.01)	(18631.47)	
22	20368	GST payable		0.00	(1000.00)	
23		Revenue in Advance		0.00		
24	61107	Deferred Maintenance		0.00		
25	59074	Provisions & Reserves		0.00		
26						
27	143868			(75.01)		
28						

Hot keys: Arrow Left,Right,Up,Down to navigate. D,F2 - Defaults. Ctrl-N LedCopy F3 - Insert Line. F4 - Delete line. E,F6 - Wizard Edit. Q,F5 - Quick Edit. F7 - Recalc.

THE TABLE EDITING MODULE

The buttons:

'X' (Delete) With the mouse select and highlight a cell or range of cells. Click X to delete the selected range of cells.

'C' (Copy) With the mouse select and highlight a cell or range of cells. Click C to select this range as the source for copying to a new location

'V' (Paste) With the mouse select the new position. Copy the contents of the range of cells/cell (Previously selected) to the range starting from....

'A' (Adapt) With the mouse select the new position. Copy and ADAPT the contents of the range of cells/cell (Previously selected) to the range starting from....

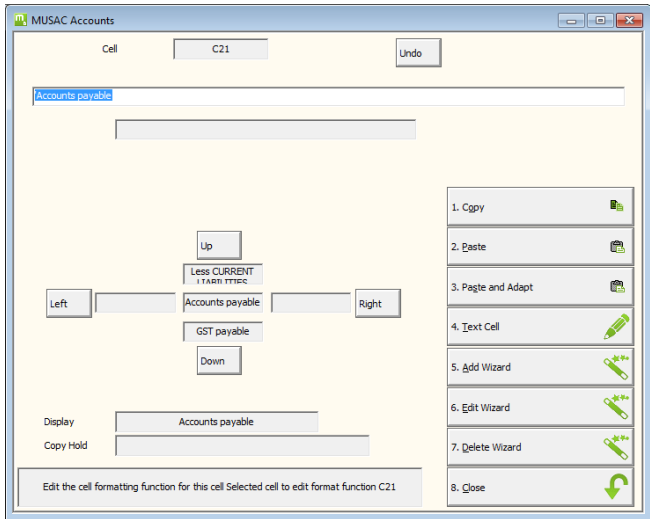
'W' (Wizard) Display the Wizard edit module with reference to cell....

'D' (Defaults) Display the table DEFAULTS page where the number and alignment of columns are set. New rows can be inserted or added. The table Grid Lines can be switched on or off. The Currency display mode for the grid can be set to 'Print Dollars + Cents' or 'Print Dollars Only'

'Q' (**Quick**) Quick edit data entry field for the cell. Once you have mastered the cell formulae with the help of the wizard you can use this edit utility. See the hot keys for Cut, Copy, Paste, Save and Move help.

Right Mouse Click to load the formulae and display the table cells.

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THE CELL EDIT WIZARD.

Hot Keys: In the Report Generator TABLE - see Report Generator Hot Keys.

Cell functions available.

Calculation functions available - Subtract + Add
 % Multiply by 100 and divide by * Multiply / Divide
 () Left and right brackets to control the order of calculation

' Single quote forces the cell to be a text cell

Ln = Ledger Number e.g. 10010.00

Lnf = Ledger Number from

Lnt = Ledger Number to

Tn = Table Number e.g. cell G350

Tnf = Table Number from

Tnt = Table Number to

Dn = Data Number

TSUM(Tnf,Tnt) Sum the values in the cells from first cell to the last cell

LSUM(Lnf,Lnt,Dn) Sum the Data Number values from first to the last ledger number

TVAL(Tn) Get the value from table cell listed

LVAL(Ln,Dn) Get the Data Number value for the nominated ledger.

GVAL(Group,Dn) Sum the Data Number values for all ledgers in this group.

XVAL(CrossGroup,Dn) Sum the Data Number values for all ledgers in this Cross account group.

CVAL(Category,Dn) Sum the Data Number values for all ledgers in this Category.

Which text is in column A -

SKIP Do not print this line or any following lines until:

START Start printing from this line.

PAGE Start this line on a new page.

END Stop printing at this line of the table.

Text in any text field. (starting with a single quote)

[date] Replace the six characters with the MONTH and YEAR from the date selected when collecting the data for the report.

Data Numbers. Some frequently used data numbers are:

Win	Description
Code	Number.
7	Opening Bal
16	Closing Led Bal
161	Cur Deposits
163	Cur Cheques
164	Cur DrJnl
165	Cur Cr Jnl
166	Cur Journals

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167	Cur DpCqJn
172	Cur Budget
180	YTD Dp Cash
181	YTD Deposits
182	YTD Cq Cash
183	YTD Cheques
184	YTD DrJnl
185	YTD Cr Jnl
186	YTD Journals
187	YTD DpCqJn
188	DrJnlCashfl
189	Cr JnlCashfl
190	Debtors
191	Creditors
192	YTD Budget

LedgerBalsDatanum

Title	Data Number
Ledger Number	1
Ledger Title	2
Ledger Group Title	5
Budget Annual	6
Opening Chart Balance	7
Opening Debtors	8
Opening Creditors	9
EOY Closing Journals	10
EOY Closing Balance	11
EOY Closing Debtors	12
EOY Closing Creditors	13
Student Manager Net Debtors	14

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YTD Previous Year Net Closing Bal. 15

Note. This value is modified by a default setting on Page 2 of 'Specify Application Details. You can select to 'Collect Last Year YTD Balance to the selected month' Or 'Collect Last Year Closing Balance for Full Year.' These totals do NOT include end of year journals flagged 'Closing'.

YTD Net Closing Bal.	16
Month 1	17
Month 2	28
Month 3	39
Month 4	50
Month 5	61
Month 6	72
Month 7	83
Month 8	94
Month 9	105
Month 10	116
Month 11	127
Month 12	138
Current Month - Gross Deposit.	160
Current Month - Net Deposit.	161
Current Month - Gross Cheque.	162
Current Month - Net Cheque.	163
Current Month - Debit Journal.	164
Current Month - Credit Journal.	165
Current Month - Net Journal.	166
Current Month - Dep + Chq + Jnl.	167
Current Month - Bank Debit Journal.	168
Current Month - Bank Credit Journal.	169
Current Month - Debtors.	170
Current Month - Creditors.	171

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Current Month - Budget.	172
YTD - Gross Deposit.	180
YTD - Net Deposit.	181
YTD - Gross Cheque.	182
YTD - Net Cheque.	183
YTD - Debit Journal.	184
YTD - Credit Journal.	185
YTD - Net Journal.	186
YTD - Deposit + Cheque + Journal.	187
YTD - Bank Debit Journal.	188
YTD - Bank Credit Journal.	189
YTD - Debtors.	190
YTD - Creditors.	191
YTD - Budget.	192
Net Closing Balance Last Month	193
Net Balance change this month	194
Opening Balance	195

Monthly subgroups

- Gross Deposit.	Month + 0
- Net Deposit.	Month + 1
- Gross Cheque.	Month + 2
- Net Cheque.	Month + 3
- Debit Journal.	Month + 4
- Credit Journal.	Month + 5
- Bank Debit Journal.	Month + 6
- Bank Credit Journal.	Month + 7
- Change in Debtors & Creditors	Month + 8

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- Net balance Change this month
Month + 9

- Budget. Month + 10

Use the data number for the required month and add the offset number.

Report Generator Functions.

GVAL(IGroupID,iDataNum) Group Value

XVAL(IXGroupID,iDataNum) Cross Account Group Value

TVAL(CellAddress) e.g. A23 Value from another cell
Column A to Z Row 1 to

TSUM(CellAddressFrom,CellAddressTo) e.g. (A23,A28) or
(A3,C3) Values from Column or Row of cells Column A
to Z Row 1 to ?

LVAL(sLedgerNo,iDataNum) Ledger Number Value

LVAL(13444.00,192) The Year to Date budget for
ledgers 13444.00

LSUM(sLedgerNoFrom,sLedgerNoTo,iDataNum) sum
Values for a range of ledgers

LSUM(13444.00,13888.00,192) The total Year to Date
budgets for ledgers 13444.00 to 13888.00

CVAL(ICategoryID,iDataNum) Sum the Data Number values
for all ledgers in this Category.

SVAL(A) to SVAL(Z) Value from the Holding Array of
saved currency values

IFF(eval,"If True Text","Tf False Text") If the eval is true
then return the true text else return the false text.
IFF(TVAL(C35)<0,"Overspent Budget","Budget funds
available") If the value in cell C35 is less than zero then
display "Overspent Budget"

**[\$] Display the currency result with \$ and ,
inserted. Eg. \$24,333.00 or if negative
(\$24,333.00)**

**' single quote to the left to force a comment field if
there are numbers in the text**

[sA] to [sZ] Do NOT display the result. Save the
currency result to the Holding Array

[SA] to [SZ] Display the result. Save the currency result to the Holding Array

3.Print Report - 3.Report Preview If the selected report is a User Defined Report Generator financial report the report is generated using the current selected ledger balances and the output is sent to the printer, screen or PDF file as selected in the defaults. For other types of reports being designed or edited the report is loaded with sample data and sent to the printer or screen for previewing. Note. Line Print mode sends the output directly to LPT1 and is designed to cope with antique type printers. The Page Print mode is designed to use the windows printer drivers and gain access to all the printer functions.

4.Print Report Construction. Print a summary of the construction details of the selected report.

5.Delete Report. Delete the selected report from the database.

6.Import/Export Report.

1. Import DOS UDReport. Displays the file import utility where you can select a MUSAC DOS Accounting package report generator report (???.BAL file) to import into this application and convert to the Windows format.

2. Import Report from disk. Displays the file import utility where you can select a MUSAC WINDOWS Accounting package report to import into this application.

3. Select Report to Export. Display the list of available reports based on the Report Type set in the Defaults page. Click on the required report to select.

4. Export report to Disk. Export the selected report. The file export utility is displayed to enable you to set the report name and export destination.

7.Datalist, Export Table. Close this page and display the Datalist and Table Export module.

View Data in Access. Select the transaction table to export and view in Microsoft Access.

View Data in Excel. Select the transaction table to export and view in Microsoft Excel.

Report Generator Report. Return to the Report Generator module.

View Database Table. This utility enables you to select one of the main database tables that makes up this

applications database and then view the raw data held in it. As this is a secure protected database you are not able to edit any of the data in any of the tables. All changes to the data made in the package are encrypted and recorded in the Log and Audit table.

Export DB Table Display the page to create and export the Ledger Summary table to an open database. The database is available to other programs. Update Export DB Table. This utility rebuilds the current ledger balance table to collect the latest data. (The default date and month can be changed in the Defaults page.) It then creates or rebuilds an open non-password-protected database containing a copy of the table in the current directory. (Application code + LEDBALS.MDB) This Access database and table is available to any other package for importing data.

View Export DB Table. A facility to view the contents of this table.

Datalist. This facility enables you to design the format of a sequential file of selected ledger balance names and values from the current ledger balance table. The file format can be saved for future use. The file format description can be printed out. In defaults you can select the export destination, Datalist record delimitator and the data selection dates. This sequential data file is available to any other package for importing data.

8.Defaults. Set the default report type, print method, report output and ledger balance transaction collection dates.

REPORT GENERATOR HOT KEYS

IN THE REPORT DESIGN PAGE MODE -

Mouse Left. Move the mouse pointer to the left of the page and the Tools box will slide out and display the report design tools available. Move the mouse over the tool button and a description of its function will be displayed.

Click the Tool button to select. Move the mouse pointer to the design page, locate the top left position for placing the control, left mouse hold down and drag to position and size the control. Click the control to display the sizing tabs. Use the mouse to resize or relocate the control to the correct position on the report.

Click the control on the report to select (it will then display its bounding tabs). Move the mouse to the left of the page to display the control properties. Click the property you wish to edit and the editing pages will be displayed.

Right Mouse Click the control to directly display the control editing page.

USER DEFINED REPORT TABLE CONTROL

F1 Display the HELP file.

F2 or "D" Display the Setup page and edit the default settings for the table. Add, insert and delete rows and columns. Adjust column widths and column data alignment. Set table grid printing flag On or Off. Set currency to Dollars and Cents or Dollars only for the table.

F3 Insert a line in the report at this point. You are asked if you wish this new line to be a blank line or copy the contents from another nominated line in the table. If linked to the old line, TVAL and TSUM formulae are corrected for the new line.

F4 Delete the selected line.

F5 or "Q" Display the Quick Edit text box linked to the selected cell.

F6 or "E" Display the Wizard edit pages.

F7 Recalculate the formulae in the table.

Ctrl+T Display the Quick Edit text box in TEXT mode linked to the selected cell. (A ' is placed to the left of the cell to make this a display cell and not a calculating cell.)

Ctrl+Y Delete the contents of this cell.

Ctrl+L Number + Ledger Name. Display the list of ledger numbers and names for selection and inclusion in the cell. Select a ledger name - the ledger number and name are saved back to the table. All cells in that line are scanned for LVAL and an option is provided to update the formulae reference to the new ledger number.

Ctrl+M Ledger Name only. Display the list of ledger numbers and names for selection and inclusion in the cell. Select a ledger name - the ledger name is saved back to the table. All cells in that line are scanned for LVAL and an option is provided to update the formulae reference to the new ledger number.

Ctrl+N Designed to add a new ledger name to the selected cell on a new line and copy and adapt the formulae from the previous line. Ledger Name only. Display the list of ledger numbers and names for selection and inclusion in the cell. Select a ledger name - the ledger name is saved

back to the table. All other cells in the PREVIOUS line will be copied to this line, scanned for LVAL to update the formulae reference to the new ledger number, and scanned for TVAL and TSUM formulae to adapt to the new line.

Ctrl+G Ledger Group. Display the list of ledger groups and names for selection and inclusion in the cell. Select a ledger group name - the name is saved back to the table. All cells in that line are scanned for GVAL(and an option is provided to update the formulae reference to the new ledger number.

Ctrl+X Ledger Cross Account Group. Display the list of cross account groups and names for selection and inclusion in the cell. Select a Cross account group name - the name is saved back to the table. All cells in that line are scanned for XVAL and an option is provided to update the formulae reference to the new ledger number.

Right, Left, Up, Down arrows are used to move around the cells of the table.

IN QUICK EDIT TEXT

Ctrl+Left-Arrow, Ctrl+Right-Arrow, Up-Arrow, Down-Arrow to move to the new cell.

ENTER to calculate and save the formulae values (or save the text if a text cell) and return to the table.

Ctrl+S Save the changes but remain in the quick edit mode.

Ctrl+L Number + Ledger Name. Display the list of ledger numbers and names for selection and inclusion in the cell. Select a ledger name - the ledger number and name are saved back to the table. All cells in that line are scanned for LVAL and an option is provided to update the formulae reference to the new ledger number.

Ctrl+M Ledger Name only. Display the list of ledger numbers and names for selection and inclusion in the cell. Select a ledger name - the ledger name is saved back to the table. All cells in that line are scanned for LVAL and an option is provided to update the formulae reference to the new ledger number.

Ctrl+N Designed to add a new ledger name to the selected cell on a new line and copy and adapt the formulae from the previous line. Ledger Name only. Display the list of ledger numbers and names for selection and inclusion in the cell. Select a ledger name - the ledger name is saved back to the table. All other cells in the PREVIOUS line will be copied to this line, scanned for LVAL to update the formulae reference to the new ledger number, and scanned for TVAL and TSUM formulae to adapt to the new line.

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Ctrl+T Make this a text field.

Ctrl+E Display the full wizard edit page for this cell.

Ctrl+U Return to the table without saving any changes. Undo.

Highlight the text and:

Ctrl+C Copy the text to the clipboard.

Ctrl+X Cut the text to the clipboard.

Ctrl+V Paste the text from the clipboard.

MUSAC Accounts Tasks – How to...

TRANSACTIONS

ENTER A DEPOSIT FLOW CHART

From the main Menu select:

Deposit Hot Button. Go directly to the deposit page with 'Single entry mode' and current month selected.

Or

0. Transactions Menu

0. Deposits

Select from:

1. Deposits

2. Receipts from Debtors

3. Receipts in Advance

Select the transaction month

The Deposit entry page will be displayed.

Account. Right arrow to display the chart of accounts. Select ledger and press ENTER.

Amount. Enter the amount. GST will be calculated if the ledger is flagged for GST.

Details. Enter any transaction notes you wish to add.

Customer Reference. Enter any transaction reference notes you wish to add.

Name. Right arrow to display the Names list. Select. ALT-A to add a new name.

Cash/Cheque. Toggle between Cash and Cheque, using the arrow keys. If the deposit is a cheque, toggle to Cheque and add the bank name on the next line.

Save. Save the transaction.

Exit. Exit to the batch report page.

Exit. Return to the Main Menu.

ENTER A CHEQUE FLOW CHART

From the main Menu select:

Cheque Hot Button. Go directly to the cheque page with 'Single entry mode' and the current date selected.

Or

0. Transactions

1. Payments

Select from:

1. Payments

2. Payments to Creditors

Select the transaction month.

The cheque data entry page will be displayed.

Cheque Reference. Enter the cheque number or -1 for automatic cheque handling.

Account. Right arrow to display the chart of accounts. Select ledger and press ENTER.

Amount. Enter the amount. GST will be calculated if the ledger is flagged for GST.

Details. Enter any transaction notes you wish to add.

Customer Reference. Enter any transaction reference notes you wish to add.

Name. Right arrow to display the Names list. Select. ALT-A to add a new name.

Save. Save the transaction.

Exit. Exit to the batch report page.

Exit. Return to the Main Menu.

ENTER A CREDITOR FLOW CHART

From the main Menu select:

0. Transactions

5. Creditor

Select the transaction month.

The Creditor data entry page will be displayed

Invoice Reference. Enter the invoice number. Press + to enter the next number.

Order Reference. Enter the order number. Press + to enter the next number.

Account. Right arrow to display the chart of accounts. Select ledger and press ENTER.

Amount. Enter the amount. GST will be calculated if the ledger is flagged for GST.

Details. Enter any transaction notes you wish to add.

Customer Reference. Enter any transaction reference notes you wish to add.

Name. Right arrow to display the Names list. Select. ALT-A to add a new name.

Save. Save the transaction.

Exit. Exit to the batch report page.

Exit. Return to the Main Menu.

ENTER A DEBTOR FLOW CHART

From the main Menu select:

0. Transactions

3. Debtors

Select the transaction month.

The Debtor data entry page will be displayed.

Invoice Reference. Enter the invoice number. Press + to enter the next number.

Order Reference. Enter the order number. Press + to enter the next number.

Account. Right arrow to display the chart of accounts. Select ledger and press ENTER.

Amount. Enter the amount. GST will be calculated if the ledger is flagged for GST.

Details. Enter any transaction notes you wish to add.

Customer Reference. Enter any transaction reference notes you wish to add.

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Name. Right arrow to display the Names list. Select. ALT-A to add a new name.

Save. Save the transaction.

Exit. Exit to the batch report page.

Exit. Return to the Main Menu.

RECORD JOURNALS FLOW CHART

From the main Menu select:

0. Transactions

2. Journals

Select from:

1. Journal Entries.

2. End Of Year Automatic Journals.

Select the transaction month.

The data entry page will be displayed

Debit Account. Right arrow to display the chart of accounts. Select ledger and press ENTER.

Credit Account. Right arrow to display the chart of accounts. Select ledger and press ENTER.

Amount. Enter the amount.

Details. Enter any transaction notes you wish to add.

Customer Reference. Enter any transaction reference notes you wish to add.

Name. Right arrow to display the Names list. Select. ALT-A to add a new name.

Save. Save the transaction.

Exit. Exit to the batch report page.

Exit. Return to the Main Menu.

REPORTS

EDIT CHEQUE DESIGN

My cheque printout needs adjusting. How can I fix it?

From the main menu select:

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4. Setup the Package
5. User Defined Reports/Forms

Select the month

For 'Report Type', select the Cheque option

For 'Print Method', select Page or Line print

6. Return

0. Select Report - Click and select the format to edit.

1. Edit Report

Click the field - right mouse click and EDIT to enter the text or select from the options available.

Report Defaults - Set the report width, height, margins and title.

(Tip! Set Rows = 1 and Columns = 1, unless you are printing labels or special reports.)

EDIT INVOICE DETAILS

Mybottom invoice value is showing the total owing by the customer and I want it to display the invoice total. How can I change it?

From the main menu select:

4. Setup the Package
5. User Defined Reports/Forms

Select the month.

Select 'Report Type' Invoice

6. Return

0. Select Report - Click and select the invoice format to edit.

- 1 Edit Report

(Tip! Click the LOCK button to prevent you moving any of the fields)

Click the field to change - right mouse click and EDIT.

Click 'Transaction Gross Total' to change from 'Closing Balance'.

Click ' Close and Save.'

Save Report.

PRINT CHEQUE VOUCHER SUMMARIES

From the Main Menu Select:

2. Utilities Menu
1. Cheq/Vouch/Remit Adv

Select the month.

Set the selection filter - From date and To date or Batch number. Collect all Cheques.

The voucher format that is used when printing is set in the defaults page (7. Default Settings).

1. Select Transactions

Flag the transactions you wish to print vouchers for.

2. Return.

3. Print Vouchers. Go and print vouchers for the selected transactions.

The voucher formats can be edited in the report generator module.

1. Reports Menu
5. User Defined Reports
2. Edit Report Generator Reports

Select the month.

8. Defaults

Select Voucher in the Report Type panel.

6. Return.

0. Select Report. Click the report to be edited.

1. Edit Report

Make any changes to the voucher format and save.

PRINT STATEMENTS

From the Main Menu select:

1. Reports Menu
8. Print Statements

Select the month.

1. Print Statement Log. As the statements are printed the details are added to the print log temporary file. Click this button to send the file to the printer. The log file is automatically emptied on returning to the main menu.

2. Print Current Statements. 'Unstatemented' transactions for each Debtor/Creditor are collected, subject to the filters set on the default page. Statements are prepared and are either sent to the printer or displayed in a list. Statements in this list can be printed or expanded to show the details. The opening balance and last statement date details are held in the customers Name file.

3. Reprint Statements. All transactions for each Debtor/Creditor for the current accounting year are collected, subject to the filters set on the default page. Statements are prepared and are either sent to the printer or displayed in a list. Statements in this list can be printed or expanded to show the details.

4. Print Aged List. Print a report of the current Debtors/Creditors showing the age details of the account.

5. Reconcile Debtors/Creditors. When the statements have been printed go to the Reconcile Dr/Cr module to automatically create the journals to correct (reconcile) the database where a customer has both a Debit and Credit recorded against their name.

6. Defaults. Set the default values and selections to be used when printing statements.

'Unstatemented Transactions'. When transactions have been included in a printed statement they are flagged as 'Statemented'. If the statements are printed in the morning and further transactions added in the afternoon, the afternoon transactions will not be flagged and will be added to the next statement.

SET UP MONTHLY REPORTS

From the main menu select

1. Reports Menu

0. Print Monthly Summary Reports

Select the month.

The standard defaults are listed on the left side of the screen. To alter these, select '4. Defaults'.

The following defaults are available on the Left-hand side of the screen-

- Sort by Ledger Number, Ledger Group or Ledger Category

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- Print Monthly Bank Report in Landscape or Portrait mode. In all reports the landscape mode prints the full report, and the portrait mode a shortened form of the report.
- Print Output may be to printer, screen, file (for importation to a word processing document), or table (a very full version of the report containing 21 columns which is available to screen only).
- Printing Format – select Yes to print a border, or No to utilize maximum space available for the report itself.
- Ledger Number/Name options.

The right-hand side of the screen contains a second block of default selections for printing reports 0,1,2,3,6,7 –

- Sort Order
- Print Portrait or landscape
- Sub-totals if required

The third block of defaults contains GST report defaults

- Single or multiple months. Select number of months if, multiple months are chosen. (Note - The two parts of the GST report for multiple months have been separated. The list of transactions is available in Special (or Unspecified) Reports, the same place as in the DOS version of the program). The summary (which prints at the end in the DOS version) is obtained here, after selecting the number of months required (e.g.. 2)
- Payments or Invoice Basis GST Report
- Print a list of Non-Standard GST Transactions option

SET UP GROUP REPORTS

To set up the specific group reports that are required to be printed every month go to the Main Menu and select:

4. Set up the Package

4. Select the Specified Reports

Select the current month (this facility is not month specific until printing is requested).

Click on the Group Reports button.

Highlight the group required for monthly printed report.

Click on the Y/N Print toggle button to change from No to Yes. Press this toggle again to change back from Yes to No.

Click on Save Changes.

SET UP SINGLE AND CROSS ACCOUNT LEDGER REPORTS

To set up single ledger or cross account report for monthly printing, from the Main Menu go to:

4. Set up the Package

4. Select the Specified Reports

Select the current month (this facility is not month specific until printing is requested).

Click on Single Ledger Reports or Cross Account Reports (both go to same screen).

Select Add to set up new report.

Give the report a name.

Select Specified Print (printing request) - toggle left/right arrow keys for Y/N. Yes will select the report to be included in the list of reports to be printed from the Reports Menu, Monthly Summary Reports, Page 3. Specified Reports – Options 1 – 4.

Select Report Type – Choose between a **Single Ledger Report**, which will print a separate report for each ledger number included in the list, or a **Cross Account Report**, where all the ledger numbers in the list will be included in one collective report.

Click on Save Changes

To edit or change an existing report request, click on the edit button, make changes as required and save the changes.

To delete an existing report request, highlight the report required for deletion, click on delete button and click on Yes to delete.

To change a report type, highlight the report, click on the S/X Type Toggle button to change (repeat to change back) or click on the edit button and change the appropriate field.

To change a print request, highlight the report, click on the Y/N Print toggle button (repeat to change back) or click on the edit button and change the appropriate field.

SET UP A CASH FLOW REPORT

From the Main Menu select:

1. Reports Menu

4. Print Cash Flow Reports

Select the month required

8. Defaults

Check that you have the required defaults on left-hand side of the screen.

On the right-hand side, in the Cash Flow Report block, choose between ACTUAL values in Current Month or BUDGET values in Current Month. You may choose to use Gross GST Values. A custom report format may be set up if required. Press '2. Return' when set up is complete.

SET UP VARIANCE REPORTS

From the Main Menu select:

1. Reports Menu

4. Print Cash Flow Reports

Select the month.

8. Defaults

Check that you have the required defaults on left-hand side of the screen.

On the right-hand side, in the Variances Report block, choose between printing all named ledgers (for a full report), printing ledgers with transactions only (active ledgers) or printing ledgers with a % year to date variance greater than the percentage you have set in the next box.

SET UP LEDGER REPORTS

To set up the defaults for the viewing or printing of ledgers go to:

1. Reports Menu

3. Print Ledger Reports

Select the month.

7. Defaults

The following default options are available –

Custom Report Print Formats

Standard Printer Font - Standard or Compressed

Standard Print Orientation - Portrait or Landscape mode

Print Output may be to Printer, Screen, File, or Table (Table contains more information and is in spreadsheet format)

Sort Order - Sort by date, date + name, name + date, or amount

Table Border - Select to have a border round the printed table or not, (no border allows more print space on the table)

Ledger Name and Number - Select the display for ledger numbers and names

Multiple Ledgers If more than one ledger is selected then check to print as a single report or separate reports.

Report Details to be Printed Select from the options available.

Collect Transactions Select from 'Full Year', 'Year to 31 January', 'This Month' OR 'Between selected dates'. Full Year is the default. The other options give greater detail on the transferred Debtors and Creditors.

SET UP THE PRINTERS

To set up the printer defaults for up to three printers go to:

4. Set up the package

8. Set up the printer defaults

Here, the Line Print Output Port, as well as the Printer Default Loading Option, can be set.

You will then be offered options -

1. Printer settings for Report Printing
2. Printer settings for Receipt Printing
3. Printer settings for Cheque Printing

Here you can set the type of printer, the margins and the fonts required.

When the required settings have been completed, and on returning to the Printer Defaults screen, a test print for each option may be printed.

VIEW AND PRINT THE AUDIT TRAIL OR LOG FILE

From the Main Menu select:

1. Reports Menu

7. Print Audit Trail/Log File.

The Audit Trail / Log File screen is displayed. Using the buttons on the right, you may choose to display either :

Log File - the log of users coming into the applications, where they went and the date and time of entry,

or

Audit File - the date and time of the transaction, what the transaction was and who made the transaction.

Use the navigation buttons (Home, Page up, Page down, End, Right and Left) to move through the displayed data. Position the screen over the data you wish to start printing from and set the number of lines to print.

Click the print button to send the selected number of lines of data to the printer, or adjust the From Date and the To Date and print all the entries between, and including, the chosen dates.

Log and Audit data is held in an encrypted form in the database and cannot be edited or deleted. Log and Audit transactions are automatically held for three years.

UTILITIES

RECONCILE THE BANK

From the Main Menu select:

2. Utilities Menu

0. Bank Reconciliation

Select the first month. By default this is set back two months, but if the application detects any un-presented transactions further back, it will notify you and include them in the data collection.

Select the TO month for the bank reconciliation.

Set the default settings.

Collect the Transactions.

You may print the various lists and summaries to the printer, screen or to a file on disk.

Scan the Deposits, Cheques and Journals entries to flag the Presented/Un-presented field. (Click and select multiple transactions if you wish to flag in bulk)

Reconcile to prepare and display the reconciliation data. Select the reports you wish print to the printer or to file.

DELETE OLD TRANSACTIONS

From the Main Menu select:

2. Utilities

6. Delete Old Transactions

Please make a backup copy of the database BEFORE proceeding with any of these options. (0. Backup database)

This module provides the facility to delete transactions more than 3 , 5 or 7 years old.

There is also the facility to delete the entire application. You will need to have the correct access level and to persist past two checking/warning messages!

BACKUP/RESTORE THE DATABASE

From the Main Menu select:

3. Backup/Restore/Rebuild DB

The MUSAC Backup, Restore and Rebuild utility will be loaded.

For full details see the MUSAC Backup, Restore section in this manual.

EDIT STOCK & INVOICE ITEMS

From the Main Menu select:

2. Utilities Menu

4. Stock & Invoice Items

4. Stock Edit

The stock movement control is displayed -

0 Help. A list of hot keys is displayed.

1 Record Stock. Go to the Stock Movement menu to select the required category and enter the stock movement in or out of the enterprise.

2 Sales. Record Sales of stock in the inventory records. This is for manual entries as stock levels are automatically recorded if linked to Invoices or Credit Notes.

3 Received. Record the receipt of stock into the stock records. Stock on hand is automatically updated.

4 Print. Print a list of items on file that are available to be invoiced.

5 Delete. Delete a stock item from the list.

6 Add. Add an new stock item to the list of items available for invoicing.

7 Edit. Edit the details of the selected stock item in the stock list.

8 Select. Select the stock item for inclusion in the document.

EDIT DEBTOR/CREDITOR NAME FILE

From the Main Menu select:

2. Utilities Menu

7. Debt/Cred Name File

The names and addresses can be edited and reports prepared.

END OF YEAR PROCEDURE

From the Main Menu select:

2. Utilities Menu

5. End-of-Year Procedure

Select the LAST month of the year

(Also available through the Transactions Menu, under Journals, End of Year Journals)

The End of Year procedure can be broken into three stages.

(1) PREPARE NEXT YEAR CHART OF ACCOUNTS AND BUDGETS.

This task is normally done a few months before the start of the new accounting year. Here is my preferred way to proceed. From the Main Menu select:

2. Utilities

5. End of Year Procedure

Select the LAST month of the year and click SELECT

Select YES to create NEXT years chart of accounts based on this year's chart of accounts and set it as active.

8. Exit – to return to the Main Menu

4. Set up the Package

1. Account Names and Budgets

Select Next Years Chart of Accounts and click the 'Edit Chart' button.

Ctrl+D - to delete all budgets.

Ctrl+A - to display a data entry box to edit the Annual Budget for a selected ledger account. Enter a negative value for revenue budgets and positive value for expense budgets. Press Enter to accept.

Save Changes

Select Next Years Chart of Accounts and click 'Print Chart Report'.

Select the 'Print the Chart of Accounts and will all budgets' option and 'Print Chart Report' to the Printer to get a hard copy of the budgets allocated.

As changes need to be made to the budgets, return and edit the budget value or allocation.

(2) FIRST DAY OF THE NEW YEAR OPENING BALANCES.

On the first day of the new year, you will need to start processing transactions with correct bank totals, but it will be some time before the end of year reports are completed, audit done and closing journals ready.

Interim opening balances are required which can be updated when the final full end of year closing journal procedure is carried out. For this, select:

2. Utilities Menu

5. End of Year Procedure

Select the LAST month of the previous year

The End of Year Procedure page will be displayed. (Ensure that you have made a backup.)

Go directly to:

6. Transfer Balances

Select YES to calculate and transfer opening balances as if closing journals had been made. (Adjusted for Debtors and Creditors.) Print the list of opening balances for the new year.

8. Exit

You are now ready to continue with new year transactions. Note. This process can be run again to refresh the opening balances if subsequent changes have been made in the previous year.

(3) END OF YEAR JOURNALS AND BF BALANCES AFTER FINAL REPORTS AND AUDIT.

When all the reports have been made for the old year, create the closing journal and close the year. For full details go to 'End of Year Journals.'

RECONCILE DEBTORS & CREDITORS

From the Main Menu select:

2. Utilities Menu

3. Reconcile Debtors/Creditors

Select the month.

The default settings are displayed and the number of transactions ready for processing are listed.

When the statements have been printed it is time to automatically create the journals to correct (reconcile) the database where a customer has both a Debit and Credit recorded against the name.

Statemented transactions are those that have been included in a printed statement. At present there is no provision to reconcile GST transactions with NON-GST transactions.

1. Print Processed List. As the transactions are reconciled the details are added to the temporary log file. Click this button to send the file to the printer. The log file is automatically emptied on returning to the main menu.

2.Reconcile. Proceed to reconcile all the transactions that have been collected subject to the transaction collection filter.

3. Pause for Approval. Proceed to list all the transactions that have been collected subject to the transaction collection filter. Transactions can be expanded to display details. Transactions can be selected for reconciliation.

CREATE INVOICE TEMPLATES

The template option enables you to save the contents of an invoice you have just created with a name and then call it back to reprint at a later date.

To save an invoice from the Print Invoice screen:

Click the Templates button to display the template utility.

Save Invoice Template.

Enter the title to save the template under and click 'Save'.

To retrieve a template from the Print Invoice screen:

Click the Templates button to display the template utility.

Load Invoice Template

With the mouse select and click the template name from the list.

Click 'Load' to load the template.

If the Name field is already populated the template name will not be loaded.

If the Comment field is already populated the template Comment details will not be loaded.

To delete a template:

Click the Templates button to display the template utility.

Delete Invoice Template

With the mouse select and click the template name from the list.

Click 'Delete' to remove the template. (Alternatively, Right- arrow or click the [..>] button to change your selection.)

SET UP THE CHART OF ACCOUNTS

To set up the chart of accounts go to:

4. Set up the package

1. Account Names and Budgets

MULTIPLE CHARTS AND ACTIVE CHARTS

Within each application, multiple charts of accounts can be available, and can be flagged as active or inactive. If more than one chart of accounts is opened for a particular year they will be labelled 1999/01, 1999/02, 1999/03 etc, but only one chart within each year can be active at any time.

To open a new chart, which is a copy of one already there, highlight the chart you want to copy, then click on ADD NEW CHART. The year will appear in the box below the list and can be altered at this point, and then click on save changes to open the new duplicate chart. If the new one happens to be the same year as the previous one then the new one will automatically be flagged active, and the one it copied from will have been changed to inactive.

To change the status of any particular chart click on it to highlight it, then click the SET AS ACTIVE button. A message may appear giving the option to update the opening balances at this point, with the required menu trail listed, which is

1. Reports Menu

3. Print Ledger Reports

Select the year

1. Trial Balance

This routine will automatically update the closing balances.

CREATING A NEW APPLICATION

To create a new chart of accounts from scratch see 'Setting Up,' New Application Wizard,' and then 'Add a New Application' from the online help file (F1).

Once the database loading has been completed, you may wish to make changes to the Chart of Accounts.

CREATING NEW LEDGER ACCOUNTS AND BUDGETS

To add new Ledger account names and budgets go to:

4. Set up the Package

1. Account Names and Budgets

Highlight the chart required

Click Edit Chart

Click Add Ledger

Type in the Ledger Number and press enter.

(The available ledger numbers range from 10000 - 99999, and each ledger number also has sub-codes 01 - 99 available, e.g. 12700.01, 12700.02. The bank current account is 80000.00, with other bank accounts allocated the sub-codes 01 - 09 as required.)

As each ledger number is entered the screen containing details for that ledger will appear.

Enter the Ledger Name.

Flag the GST as Y or N using the left and right arrow keys to toggle.

Bank Acc Number is the current account by default, unless another account is activated by clicking on the drop down menu (or right arrow key) and selecting the account required.

Select the Ledger Group by using the drop down menu and selecting. Note: When setting up GROUP names begin each name with a number (e.g. 101 Govt Grants, 020 Investment Income etc). This will enable the printing of the monthly reports by group and in ledger number order instead of alphabetically)

Opening ledger balance will remain nil unless

- a) copying an application from the DOS version, when it will be entered automatically
- b) starting the windows version part way through a year with no DOS details available
- c) starting a new application at the beginning of a financial year, in which case only the opening balances for the Balance Sheet ledgers will need to be entered.

Budget spread is selected from those available on the drop down menu initially, and can then be tailored for individual ledger flexibility. Budget spreads can be edited by clicking on the right hand box or pressing the right arrow key to display the 26 (A-Z) budget spreads already defined. Press Control-E to edit this list and customise for your own use.

When the Annual Budget amount is entered, the breakdown in monthly amounts according to the selected spread is shown in the boxes on the right. The monthly breakdown can be altered manually as required. The Annual budget is prefixed with either a minus sign for income or no sign for expenditure. When setting annual budgets, the buttons on the bottom left can be used to increase or decrease a budget by a selected percentage.

EDIT LEDGER NAMES AND DETAILS

Ledger names and details can be edited by two methods -

Single Ledger Edit

Highlight the ledger you wish to edit and click or press enter on the Edit a Ledger button. The set-up details for the ledger will then be displayed. These can be altered as required.

Multiple Ledger Edit

Highlight the group of ledgers you wish to edit by clicking the mouse on the first one, holding the button down and then dragging the mouse down to the last ledger you wish to edit. Then click on the Edit a Ledger button.

The screen will then display the defaults available to be edited for this range of selected ledgers.

RESERVED LEDGERS

From the Main Menu select:

4. Set up the Package

1. Account Name and Budgets

Reserved ledgers

These are the ledgers used by the program to do automatic of entries during data entry. It is advisable not to change these ledger numbers.

PRINT THE CHART OF ACCOUNTS

From the main menu select:

4. Set up the package

1. Account names and budgets

Select the chart of accounts to be printed

Print Chart Report

The options offered on the next screen are

Print the Chart of Accounts by Number

Print the Chart of Accounts by Category

Print the Chart of Accounts alphabetically

Print the Chart of Accounts with all budgets

Print the list of Group Headings

Print the list of Budget Proportions

Print the list of Categories

Print the list of Old and New Ledger Numbers

SET UP THE FILE OF USERS

From the Main Menu select:

4. Set up the package

7. Adjust the file of users

Add a new user

Entry Code – enter a code for the new user of up to 8 alpha characters

MUSAC Financial Manager

Name – enter the name of the new user

Password – enter a password for the new user of up to 6 alpha characters

Repeat password

Choose which application you would like to give the user access to, from the panel on the right-hand side of the screen. The access options for that package will then appear in the bottom panel.

Select access to applications and functions by clicking the check box on and off with the mouse.

Select the overall access level for this person, from Supervisor, Standard, Restricted or No access.

Activate the new user by pressing the 'Save the user settings' button. You will be returned to the previous screen where the other options are to:

Edit this user

Delete this user

Or Print a list of users.

SUE REPORT BATCH PROCESSING

This process takes the SUE report attached text file and loads the details into the MUSAC Accounts package. Ledger numbers are allocated to the pay amounts that are then entered into the 'Cheque' transaction database. The ledger numbers can be allocated to one default number or linked to ledgers allocated to the SUE report departments. There is an option to split a pay over several ledger codes.

When the transactions are saved, the pay records may be saved for future reference.

LOAD THE REPORT.

Start the MUSAC Accounts package and from the Main Menu and select:

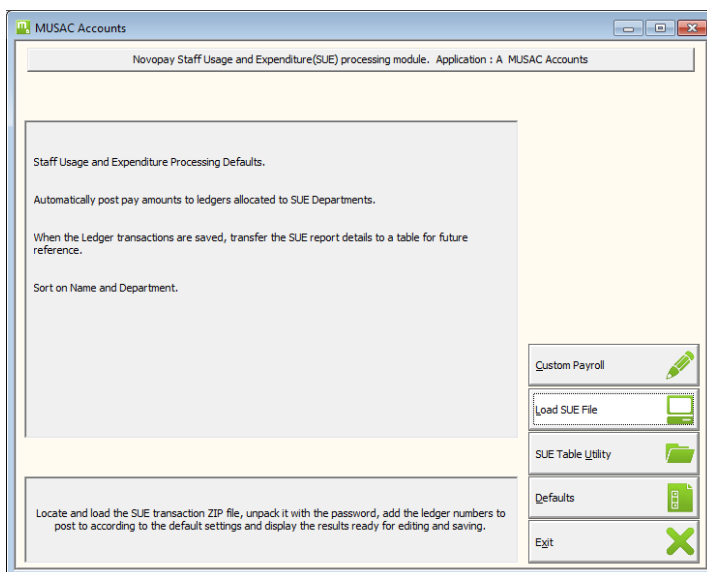
0. Transaction Menu

1. Cheques

3. Novopay SUE Report

Select the month.

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Defaults

When entering this module for the first time, you should load the defaults page and check that the correct ledger number have been allocated for the default settings and the SUE departments.

Select to auto-post to SUE Department ledgers or to a default pay ledger.

Tick the box (by clicking with the mouse) to save the pay data in a history table, if required for future reference.

Choose the sort order required.

LOAD THE SUE FILE.

Click the 'Load SUE file' button and browse to the SUE report file. Click 'Open' to load the data.

Ledger allocations can be changed by selecting the pay line and pressing 'Alt+E' to display the list of ledger accounts available.

'Alt + M' displays the multi allocation utility where the pay can be split over several ledges. 'Ctrl+A' displays the amount. Enter the amount to split off and save. The balance is then listed as an added item to the list. 'Ctrl+L' displays the ledger list to change the ledger number. Save the changes. The total splits still add up to the total pay in the line.

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When you have completed the changes required, 'Save the Postings'.

Check and enter the details and save the transactions.

MUSAC Accounts - FM Utilities (MUSACB Main Menu)

INSTALLING THE VB.NET FACILITIES

To make use of these VB.Net facilities, MUSACB must be installed. To do this, you will need to run the setup.exe program in the VB.Net folder on the installation CD. If the required runtime is missing, an installation request note will be displayed. To install the VB.Net runtime, locate the DotNetFX.exe in the program directory and run it. If the runtime is already installed, the program will check for the up-dated version before giving access to the MUSACB utility.

VB.Net Security Settings for Network Operation

When accessing the program over a network, the following error message can occur – Microsoft .NET Framework. '...operation not allowed by the security policy....' To adjust the settings select:

For Windows 98 - START - Programs - Administrative Tools - Microsoft .NET Framework Wizards - Adjust .NET Security - Make Changes for the computer (Or a user if necessary) - Local Intranet - Set to full Trust - Next - Finish – Close Wizards.

For Windows XP - START - Settings - Control Panel - Administrative Tools - Microsoft .NET Framework Wizards - Adjust .NET Security - Make Changes for the computer (Or a user if necessary) - Local Intranet - Set to full Trust - Next - Finish - Close Wizards.

Note! If you cannot find the menu item, you can run the .NET Framework Configuration Tool from the command line.

C:\Windows\Microsoft.NET\Framework\v1.1.4322\ConfigWizards.EXE

or

C:\Winnt\Microsoft.NET\Framework\v1.1.4322\ConfigWizards.EXE

Adjust .NET Security - Make Changes for the computer (Or a user if necessary) - Local Intranet - Set to Full Trust - Next - Finish - Close Wizards.

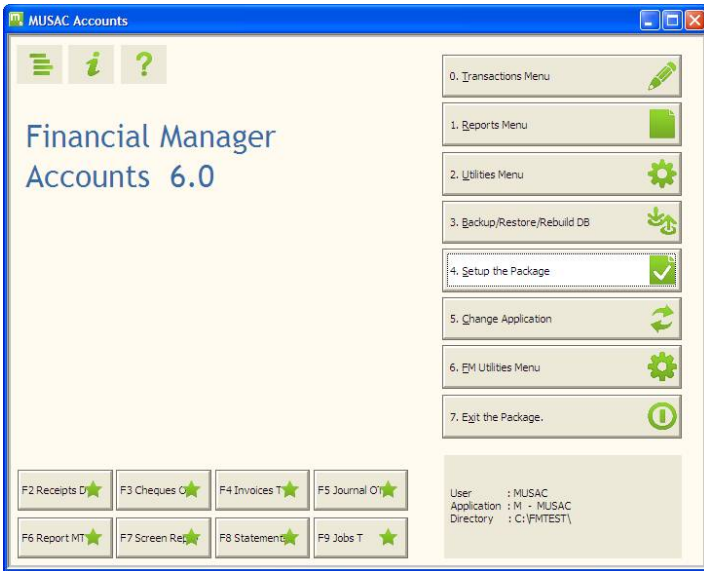
Now the program will run over the internal network.

THE VB.NET FACILITIES

From the Accounts Main Menu select:

6. FM Utilities Menu
6. Display Utility Menu

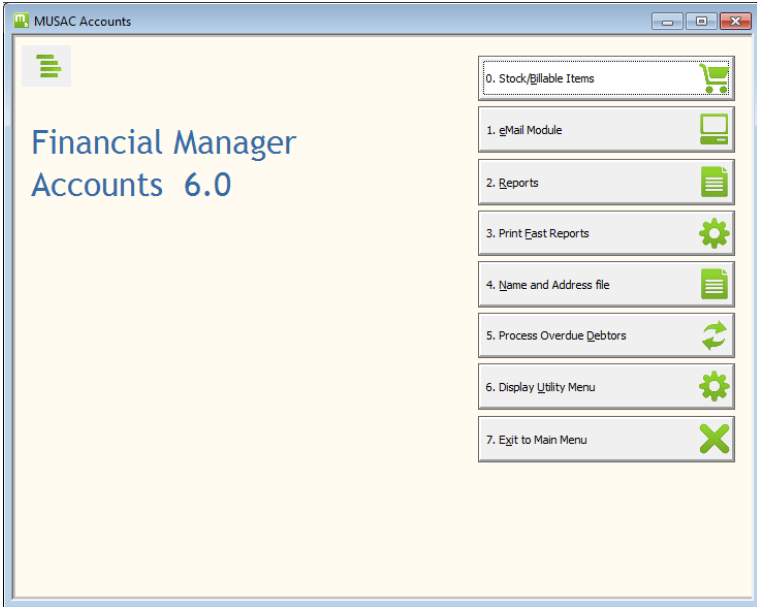
This will display the VB.Net MUSACB Main Menu.



Alternatively, from the Accounts Main Menu select:

6. FM Utilities Menu

These menu buttons will take you directly to the FM Utilities facilities on the MUSACB Menu.



A brief description of the facilities available from this menu follows.

0. Edit Billable Items This is an enhanced stock and billable items facility, which includes the extra information about each item, and the option of allocating photographs to each item. These records could then be used in a Web Shopping Mall utility.

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MUSAC Financial Manager Utility Module.

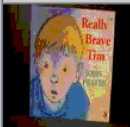
Stock file editing module.

Description	10 Days to Faster Reading	Flag	Yes Y/N
ISBN	0-446-67667-5	Set Price	
Note/Author		GST %	12.5
Barcode	9780446676670	Stock on Hand	0
Category	Stock Item	Re Order Quantit	10
Location		Minimum Stock	1
Department		Maximum Stock	10
Order From	BUTTERFLIES	Markup %	66.6
Ledger	12121.00 SALES INCOME GENERAL	Cost Price NET	15.29
		Sell Price NET	31.07
		Sell Price GROS	34.95

Web Stock Item: No Y/N
 Shipping: In Stock - Dispatch next working
 Sale Item: No Y/N
 Sale Price GROS:
 Sale \$%:
 ReOrder Lead:
 Comment:

ReOrder lead details.


6 Cancel 
 7 Save 





1. Email Module This facility will enable you to send email messages out to a number of customers at once. Customers can be flagged according to their particular interests.


MUSAC Financial Manager Utility Module.


Email Transmit page. Email to tagged Names. Default School Email address. From: info@barkfire.co.nz




To: ND Tagged Names 

Cc: 

Subject: 

Attach: 

Body: 

Defaults 
 Send EMail 
 Exit 

Single Mode: Enter the EMai address of the person to receive this message.
 Tag Mode: Select and tag the names to receive this message.

2. Edit Fast Reports This facility contains a collection of all the single line reports to be found throughout the package. The user is able to define

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collection and display criteria, as well as naming and saving groups of reports for specific people or specific uses.

3. Print Fast ReportsThis facility allows the user to print fast reports to specific location or email them straight to those that require them.

4. Edit Name and Address FileThis is an enhanced Name and Address file facility. Extra information can be held here for each person on the file.

The screenshot shows a software window titled "MUSAC Financial Manager Utility Module." with a subtitle "Name file editing module." The window contains two columns of input fields. The left column includes: Name, Title, Address 1, Address 2, Address 3, Address 4, Phone, Fax, eMail 1, eMail 2, eMail 3, eMail 4, eMail 5, eMail 6, eMail HTML, Note 3, Note 4, Note 5, and Comment. The right column includes: Flag, Tag (No Y/N), DC Bank Number, Last Stat. Bal., Last Stat. Date, Current Bal., GST Invoice (No Y/N), Bank Note, EFT Note 2, EFT Note 3, Interests (0 interests.), CAsh/CPredit (Credit Account R), Discount 1 %, Discount 2 %, Password, and User Name. At the bottom, there are two buttons: "6 Cancel" with a red hand icon and "7 Save" with a floppy disk icon. A small text box at the bottom left says "Click the drop button to display and hide the list of interests.(Alt+F7 Edit list.)"

5. Print Name ReportsPrint reports from the Name and Address file.

6. Display Utility MenuThis menu button will take you to the VB.Net MUSACB Main Menu. The MUSACB Main Menu is a parallel menu. It has links to the facilities described above, and back to items on the MUSACA Main Menu (which is the menu displayed when entering the package).

MUSAC Asset Manager and Utility Extension

The MUSAC **Asset Manager** package holds both the Asset utility and the Utility Extension. The Utility Extension facility is available to licensed users.

ASSET MANAGER

The Asset Manager utility allows the user to maintain up to twenty-six different sets of asset data and transactions in any sub directory. In the User Access module the user is assigned a database directory to hold the asset application databases to which that he/she has access. There is no limit to the number of users that can be loaded into the package for each site licence purchased. Most sites would use no more than three or four different sets of assets, and these are held, by default, in the main program directory.

The Asset Manager package provides the routines to record asset details, process purchase, depreciation, disposal and revaluation transactions and produce full reports for the assets on file. Database Maintenance, User Access and Backup modules are also included in the routines activated by purchasing the 'Asset Manager' registration file. If no registration file is found, Asset Manager may be trialled for a 60 day demonstration period, during which you are able to contact MUSAC and purchase your registration file.

The package has a context-sensitive Help facility, accessed by pressing the F1 key from almost any point in the program. There is also a pop-up calculator, accessed by pressing Ctrl + F9.

Finally, a backup utility is included to allow the user to save or retrieve copies of relevant data files.

UTILITY EXTENSION

The Utility Extension menu buttons are located on the Utilities Menu page of the Asset Manager and include access to:

- Capital Purchase
- Customer and trade Contacts
- School Facility use
- Key issue to staff and assets
- Occupational Health and Safety Accident reports
- Occupational Health and Safety Hazards reports
- Occupational Health and Safety Hazardous Material reports

Property Maintenance

To gain full access to these utilities a 'MUSAC Asset Manager' registration file must be purchased and loaded and the user must have User Group membership.

Extensive report design and printing routines are provided for all data tables.

PACKAGE RESTRICTIONS

The program has been designed to work in most usual situations.

Most small to medium size applications will occupy less than 20mb of hard disk space. This includes the program, help file and transaction databases.

As the program records more transactions the database will grow. When the database is backed up the Microsoft Access database checking and rebuilding routine is automatically run to check and compact the database - removing unwanted blank spaces and checking the indexes. Please! Please! **Make regular backups of your database, label them with the date and store them away in a safe place.**

NL = Limited only by the available space on the hard disk.

Maximum number of different applications per directory	: 26
Maximum number of Assets per application	: NL
Maximum number of Keys, Categories, Departments etc	: NL
Maximum number of Names on the address list	: NL
Maximum number of lines per user defined report	: 500

INSTALLATION

See 'Installing the Package' for details about loading the System files, Program files and Registration files.

USER ACCESS

Before running the Asset Manager program and setting up a new database, you should set up your User Access Rights and default database directory. To do this, see 'Add a New User' in the Financial Manager User Access module of this manual.

RUN THE PROGRAM

From the START Button select:

Programs

MUSAC Financial Manager

MUSAC Asset Manager

Or

Select the 'Asset Manager' button from within the Accounts package or the Financial Manager service module. (The entry code and password will not be required this way).

During the entry process, the following events will occur:

The program will load to the title page and ask for an access name.

Enter your Entry Code and press the enter key

Enter your password and press the enter key

Approve the date, and enter the application code that you wish to load. (If there are no applications, enter the application letter you wish to create and follow the prompts in the Application Setup Wizard module. See 'Add a New Application' just below.)

The package is MULTI-USER NETWORK-ABLE.

You are now at the Main Menu.

ADD A NEW APPLICATION

After entering your Entry Code and Password and confirming the package date, you will be asked to enter the required Application Code. (A list of codes already set up is displayed.)

Select an unused application code for your new application and type in the letter.



Click YES to create and load this new application.

PACKAGE AND PRINTER SETUP

From the Main Menu, select '4. Setup the Package' and then '0. Specify Application Details'. Here you will need to complete the following tasks:

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Enter the default details, application password and accounts linking details.

Set the Background and Hot Keys.

Set the Category details and the ledger numbers to be used.

Set up the Locations, Departments, Keys and Names to be used.

Set up the Printer Defaults.

A detailed description of how to complete these tasks can be found in the 'First Time In Tutorial' that begins just below. The next time you run the Asset Manager program, your new application code will be displayed ready for selection and loading.

'FIRST TIME IN' TUTORIAL

This tutorial will take you through a simple installation and introduce you to the main parts of the program. It covers the essential components that must be set up before making transactions. When you have completed this tutorial you should feel confident to investigate the finer points and capabilities of the package.

INSTALLATION

The first task is to install the package onto your hard disk.

Asset Manager is part of the MUSAC Financial Manager package. For full details on installing the Financial Manager package see the 'Installation' chapter found on page 11 of this manual.

There are three sets of files to load.

System files - to be installed on every terminal that will access the package.

Program files - On loading you will be asked to enter or confirm the directory to hold the application. The default is C:\MUSACACC. Please take care to remember where the application is and install all updates into the same directory.

Registration file - A single registration disk. Install this registration into the same directory as the application.

SETTING UP

The first task is to set up your User Access details. See the 'Financial Manager User Access' chapter starting on page 23 for details about how to complete this task.

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The second task is to create the database. See 'Add a New Application' on page 39 for details about how to complete this task.

RUNNING THE PACKAGE

To run the package:

Click the MUSAC Asset Manager Icon

Or Select Start – Programs – MUSAC Financial Manager – MUSAC Asset Manager

The splash screen will be displayed and then the main entry page will be loaded and displayed.

Enter your Entry Code as requested and press the Enter key to proceed.

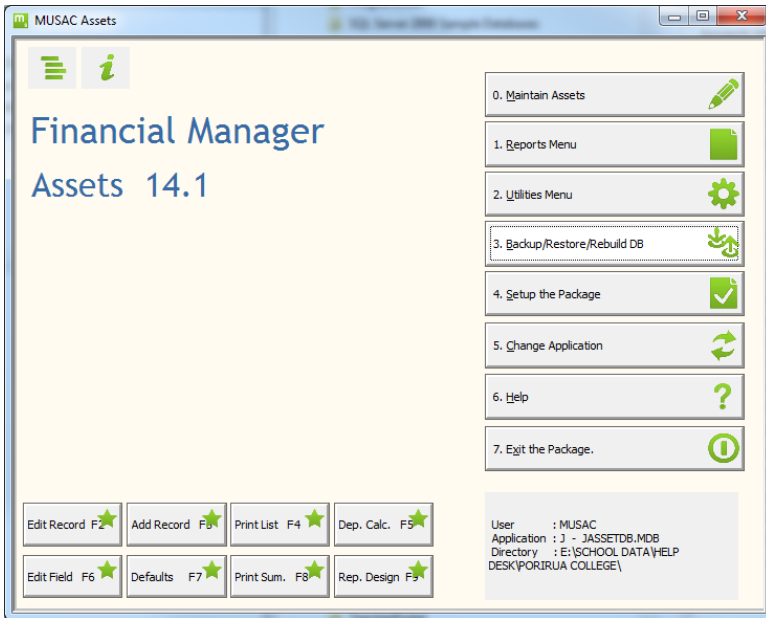
Enter your Password as requested and press the Enter key to proceed.

Press Enter to confirm the current date. Press the Enter key to proceed.

Enter the Application code. Select from the list displayed. (To create a new application, enter a letter not listed and click the Yes button to launch the New Application Wizard)

Continue to the Main Menu.

MUSAC ASSET MANAGER MAIN MENU



The Up, Down, Left and right arrows help you navigate around the menu. Home takes you to the first menu item and END takes you to the last item.

To activate a menu button you may:

1. Hold down the ALT key and press the underlined hot key or
2. Use the arrow keys to move the focus to the required button and press ENTER or
3. Mouse CLICK the required button.

MAIN MENU BUTTONS SUMMARY

Moving the mouse arrow over any menu button will display a description of its function in the message box to the bottom left of the screen.

Function key F1 will call the context sensitive help file.

Asset Menu – A drop down Windows type menu, containing an alternative way to select the menu functions.

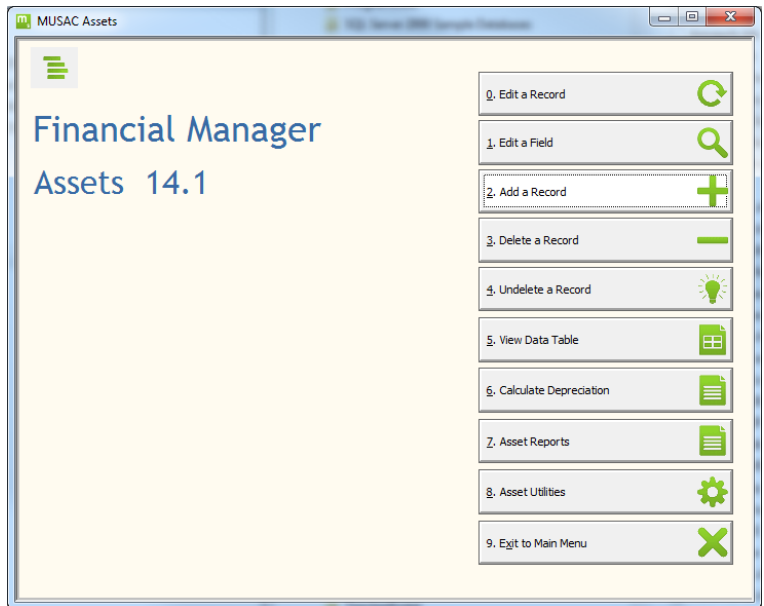
MUSAC About – The Licensed Name and program version numbers are displayed here. System Info – the Microsoft system information page is displayed and all your system details can be displayed and printed out.

Notes – The MUSAC Financial Manager Readme.txt file is displayed listing the latest changes that have been made to the package.

Hot Buttons – Eight hot buttons are provided to bypass menus and take you directly to Data report pages. These menu buttons can be configured in the package setup module. Select '4. Setup the Package', '0 Specify Application Details', '2. Background/Hot Keys'.

O. Maintain Assets - Displays a second menu page.

'O.Maintain' is displayed in the top left-hand corner to indicate the menu stream being taken.



0.Edit a Record - displays a Data Editing module for editing asset records and asset transaction data.

1.Edit a field – displays a table where a pecific field in the data table can be edited.

2.Add a Record –displays the data entry modulefor adding new assets. (See page 53)

3.Delete a Record - displays the table of assets where records can be flagged as deleted.

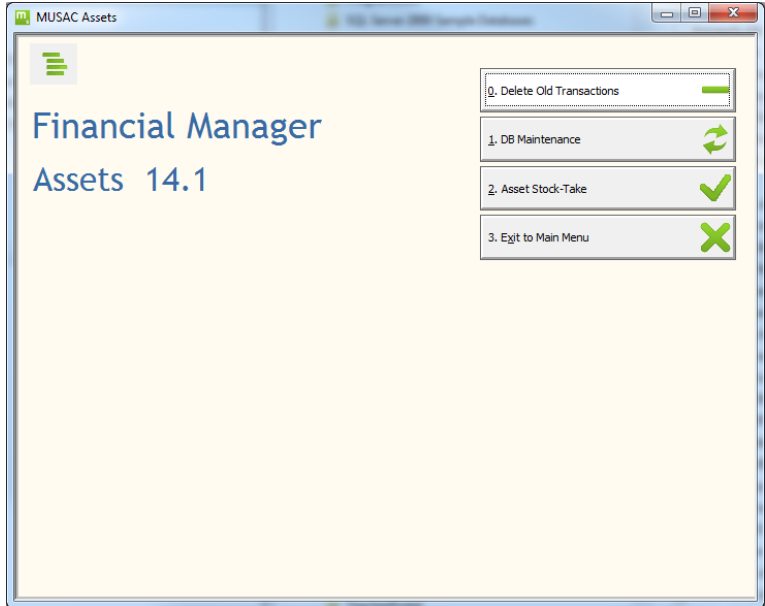
4.Undelete a Record - displays the table of records flagged as deleted and allows them to be flagged as active again.

5.View Data Table – displays the asset records in a table format.

6. Calculate Depreciation - displays the depreciation calculation module.

7. Asset Reports—takes the user directly to the Report Menu without first returning to the Main Menu.

8. Asset Utilities - takes the user to a third menu page as shown below.



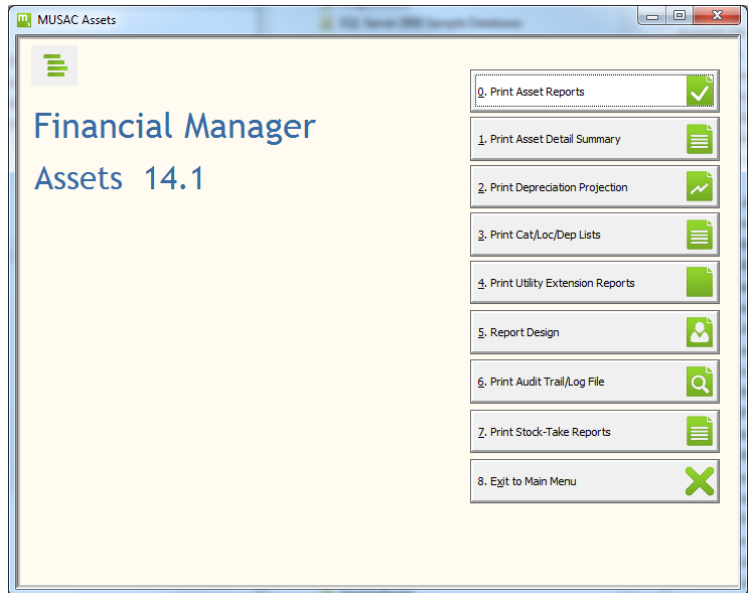
Here the user may select :

'0. Delete Old Transactions' (also available from the Utilities Menu) or

'1. DB Maintenance'. Database Maintenance displays the module used when making bulk changes to the Assets in the data table.

1.Reports Menu- displays a second menu page.

'1.Reports' is displayed in the top left-hand corner to indicate the menu stream being taken.



0.Print Asset Reports – design and print lists of assets. Select and print details of particular assets.

1.Print Asset DetailsSummary – direct to summary report module.

2.Print Depreciation Projection – edit the projected purchasing details and print the projected capital purchase and depreciation table for the next 10 years.

3.Print Cat/Loc/DepLists – print routines for printing the lists of Categories, Locations, and Departments.

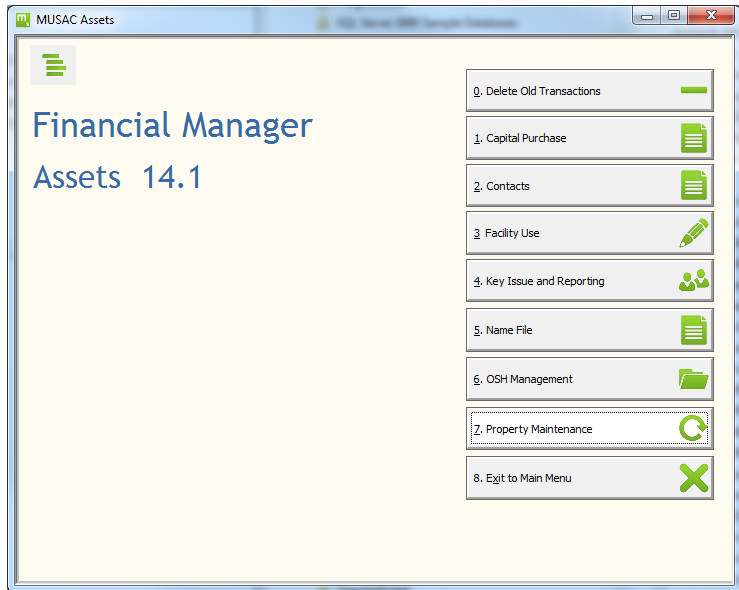
4.Print Utility Extension Reports – direct to module for designing, selecting and printing a wide range of reports on data held in the Utility Extension tables.

5.Report Design – select report, edit report, new report, print report, print report construction, delete report, update export table, Utility Extension data entry screen design editing.

6.Print Audit Trail& Log File – view and print selected sections of the Audit trail and package activity log file.

2.Utilities – displays a second menu page.

'2. Utilities' is displayed in the top left-hand corner to indicate the menu stream being taken.



0.Delete Old Transactions – select and remove transactions that have been flagged as deleted from the database.

1.Capital Purchase – Utility Extension editing module for these records.

2.Contacts – Utility Extension editing module for these records.

3.Facility Use - Utility Extension editing module for these records.

4.Key Issue and Reporting - Utility Extension editing module for these records.

5.Name File - editing module for these records.

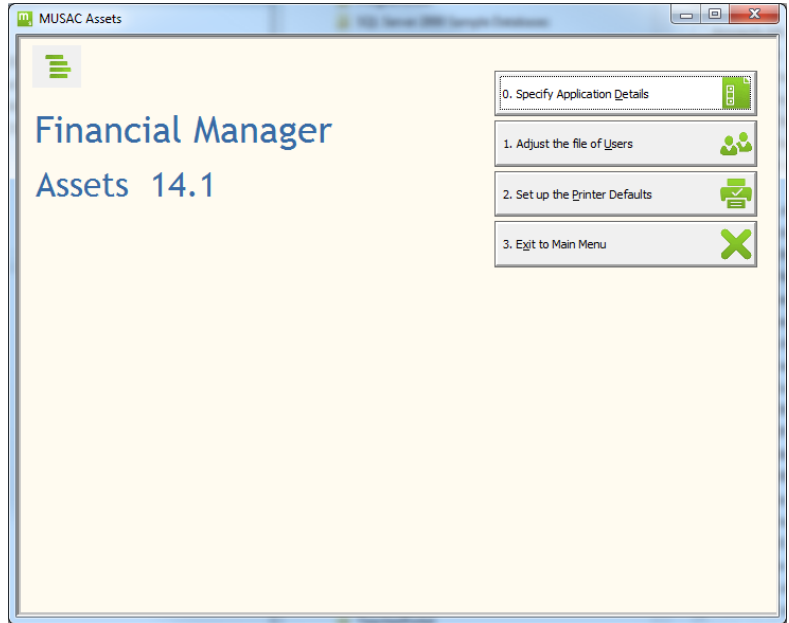
6.OSH Management – Utility Extension editing module for Accident, Hazards and Hazardous material records.

7.Property Maintenance - Utility Extension editing module for these records

3.Backup, Restore, Rebuild the database – call the backup module, 'Single DatabaseMode'.

4.Set up the Package – displays a second menu page.

'4. Setup' is displayed in the top left-hand corner to indicate the menu stream being taken.



0.Specify Application Details – names, addresses, phone, fax, passwords, backup reminder, accounts link, associated directories.

1.Adjust the file of Users – add, edit, or delete user access to all Financial Manager modules. Print user list.

2.Set up the Printer Defaults- Printer, fonts, and margins.

5.Change Application – Change to another database.

6.Help – Call the package help file.

Asset Manager and Utility ExtensionTasks

'HOW DO I DO THIS?'

This section includes a number of 'How do I do this?' tasks. Each task is described in a flow chart format with comments where appropriate.

MAIN MENU HOT KEYS

On the Main Menu there are eight menu buttons in a block in the middle of the page. If you move the mouse arrow over them, a description of their function will be displayed. e.g. Hot Key F3 - Add a new record to the database.



Function Keys F2 to F9 have been allocated to these menu buttons. In the example above, clicking the menu button, or pressing the F2 function key will load the AssetData Editing module ready to add a new asset.

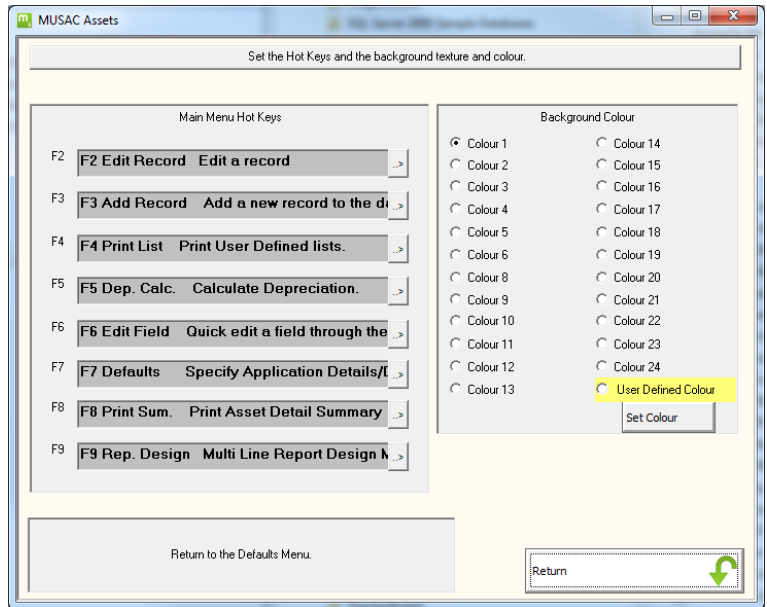
These menu buttons can be configured to your most frequent tasks.

To customise the buttons select:

- Setup the Package
- Specify Application Details
- Background/Hot Keys

The Main Menu Hot Keys defaults are displayed. Select and highlight the menu to be customised. Press the right arrow or click the drop button (the [>] button to the right of the control.) to display the list of menu destinations available. Select and click the task to apply. Click RETURN and EXIT to save the changes and return to the main menu.

MUSAC Financial Manager



Change the Background colour

From the Main Menu select:

Setup the Package

Specify Application Defaults

Background/Hot Keys

Your computer monitor and video card will determine the colours and background textures that can be displayed in your package. Try the various textures or click the 'Set Colour' button to display the colour control. Try out some colours and click OK. Select 'User DefColour' to apply this setting.

EDIT THE APPLICATION DEFAULT SETTINGS

From the Main Menu select:

Setup the Package

Specify Application Defaults

Default Settings

MUSAC Financial Manager

Set the Application Defaults.

Application Name

Trade Name

Address 1

Address 2

Address 3

Address 4

Phone

Fax

Email

Link to MUSAC Accounts Application Database

Use Database Directory set in User Access

Custom select the MUSAC Accounts Directory

MUSAC Accounts Dir. >

MUSAC Acc. App.

OE Led Number >

Application Password

Automatic access for Level 3+ User

Always ask for application password

Backup Reminder for Application: J

Currently recording 1 exits since the last backup was made.

Reminder trigger number

Attach Photos

First Accounting Month

Name and Details. Starting from the top enter the name for this application and then the details of the entity owning the assets.

Link to Accounts. If the package is to link to the MUSAC Accounts database, first set up the Accounts package and the full chart of accounts. When that is done you can enter these settings and link to that application. These settings will only be used if the 'Record Added Assets into MUSAC Accounts' flag is set in the Asset Transaction Defaults page, or 'Record Depreciation in a batch file for Accounts' defaults is set in the Depreciation module.

If the package is to link to a MUSAC Accounts database set the directory holding the database. The default setting is the first option where the location is set in your User Access code. The second option and the directory field below are used in special distributed database situations. Contact MUSAC for help in this area.

Select the code for the **Accounts application** to be linked.

Select the **Public Equity, Owners Equity or Capital Purchase** ledger number from the chart of accounts selected above. If 'Record Added Assets into MUSAC Accounts' has been selected the transaction will debit the Asset ledger assigned to the asset's Category and credit this ledger number. If this ledger number is set to the Equity ledger number the transaction will capitalize the asset value. Alternatively, the ledger number

could be set to a Revenue/Expense ledger (e.g. Capital Purchase) to provide greater detail in the monthly reports and be capitalized later.

Password. Enter the password for this application. If the password is left blank the password test is turned off and no password is required.

Set the password testing conditions. The first option allows direct access to the package without asking for a password if the user has supervisor level of access. The second option will ask for a password if a valid password was entered in the password field above.

Backup. Enter the number of times you may exit the package before a message is displayed to remind you to make a backup of your database. Set the number to 0 to de-activate this function. (It only takes a computer crash with loss of data, and no recent backup to encourage you to turn this function back on again and make regular backups!)

First Accounting Month. Enter the first month of the financial year.

EDIT CATEGORY, LOCATION, DEPARTMENT, KEY AND NAME ENTRIES

From the Main Menu select:

Setup the Package

Specify Application Defaults

Cat/Loc/Dep/Key/Name

Select the required table from the list at the top of the screen and press 'Display List'.

You are able to add, delete, edit and tag the records. If the record has been allocated to an asset you will not be permitted to delete it. If you change any detail on a record then all assets that have this record assigned to them will be updated.

When editing a Category record the Ledger Number Drop button (The [>] button to the right of the control) will display the MUSAC Chart of accounts set in the application Defaults page. If not linked to a 'MUSAC Application' just enter the appropriate ledger number – up to 20 characters. Enter the default depreciation percentage for the category. This will help speed up data entry when adding new assets.

When adding a Key to the Key table, enter the key description, a code for the key and select a location already entered in the 'Location' table. Locations are sorted alphabetically. If you start typing in the Location, the table will be searched and the nearest Location will be displayed. Select and press Enter to apply this Location to the Key record. Save the record.

Click 'Print' to print the selected table to the printer.

CUSTOMISE THE DATA ENTRY AND EDIT SCREENS

Before changing any of the display settings, it would be advisable to make a backup of your database and the current settings.

Now you are ready to customise your Asset data entry screens.

From the Main Menu select:

Setup the Package

Specify Application Defaults

Data display

Select the display you wish to edit from the top panel.

Edit+ Asset edit data entry pages with maximum flag option

Edit- Asset edit data entry pages with minimum flag option

Add+ Asset add data entry pages with maximum flag option

Add- Asset add data entry pages with minimum flag option

Disp+ Asset disposal data entry pages with maximum flag option

Disp- Asset disposal data entry pages with minimum flag option

Dep+ Asset depreciation data entry pages with maximum flag
option

Dep- Asset depreciation data entry pages with minimum flag
option

Rev+ Asset revaluation data entry pages with maximum flag
option

Rev- Asset revaluation data entry pages with minimum flag
option

Click the 'Edit' button to display the list of available fields

Select the field and click 'Edit field'

On this panel you can set:

Enable data editing. Set to view only or to edit the data.

Visible. Set the data field to be visible or invisible.

Title. Set the field title.

Tab. Set the data entry tab order.

Location. Set the location of the data entry control on the page.

Save the new settings for the field and then view the display. You may then choose to edit again, or, if you are satisfied, save the new display settings as you leave the data display screen.

ADJUST THE FILE OF USERS

From the Main Menu select:

Setup the Package

Adjust the File of Users.

The User Access module will be launched and display its Main Menu.

This module is shared by all the Financial Manager packages. See the 'Financial Manager User Access' chapter starting on page 23 for details on how to add and edit a user record.

SET UP THE PRINTER DEFAULTS

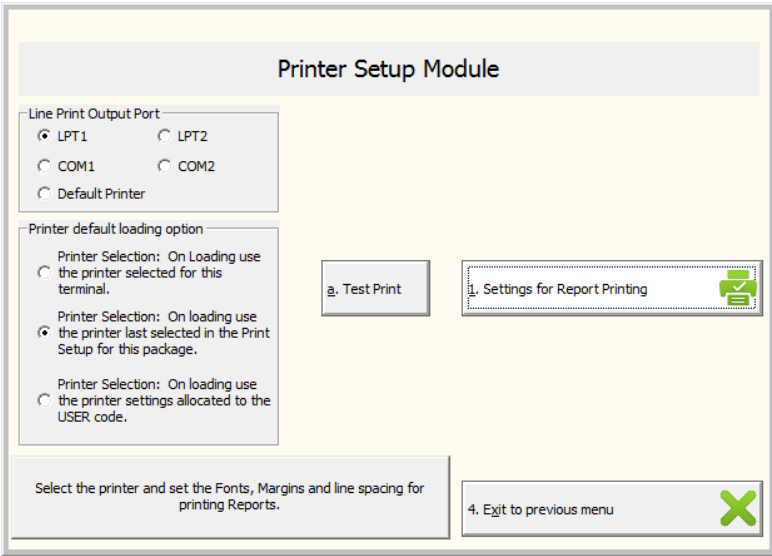
From the Main Menu select:

Setup the Package

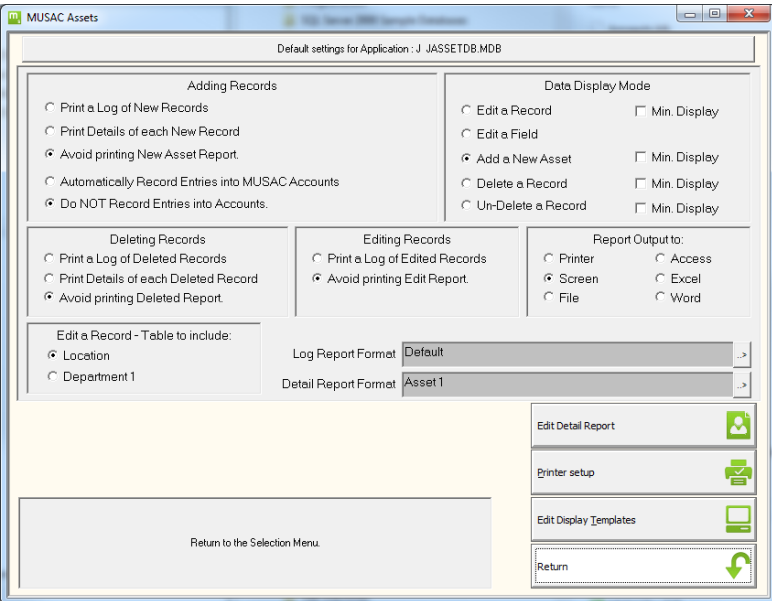
Set up the Printer Defaults.

Settings for Report Printing

By choosing '1.Settings for Report Printing', you may set the margins, line spacing and page border, and set the Font details for Headers, Normal print, Expanded print and Condensed print. Save the settings and print a test page to check that reports can be printed.



SET ASSET DATA MODULE DEFAULTS



From the Main Menu select:

0. Maintain Assets

2. Add a Record

Defaults

This default page applies to the 'Add a Record', 'Edit a Record', 'Edit a Field', 'Delete a Record' and 'Undelete a Record' functions used for maintaining records.

ADD A RECORD

New Record Report. When adding new assets you may select to:

Print a single line log of any new records when leaving the module or

Print a detailed multi-line report of any new records when leaving the module or

Avoid printing a report

Record entries into MUSAC Accounts. With this option button you can select to create a batch file of added records that will be processed next time an operator enters the MUSAC Accounts for Windows package. The default setting for the location of the accounts package and the correct accounts application code must be set up in the Asset Manager Defaults page. See 'Edit the Application Defaults' which starts on page 51. The correct ledger numbers must be set up in the 'Category' table. See 'Edit Category, Location, Department, Key and Name Entries ' on page 53.

DELETING RECORDS

When deleting assets select to:

Print a single line Log Report of deleted records when leaving the module or

Print a detailed multi-line Log Report of deleted records when leaving the module or

Avoid printing a log of deleted records.

EDITING RECORDS

When editing assets select to

Print a single line Log Report of edited records when leaving the module or

Avoid printing a log of edited records.

REPORT OUTPUT

Select the destination of the report from the following options - Printer, Screen (with a printer option), File, Microsoft Access, Microsoft Excel or Microsoft Word.

REPORT FORMAT

Log Report Format. Select the single line report format to be used when printing log reports. Click the button [>] to the right of the field to display the report selection and design module. A new report format can be created, given a name and the desired fields set out and sized to your own requirements. Standard fonts or custom fonts can be selected. Save the changes and select the report for printing.

Multi-line Format. Select the multi-line report format to be used when printing detail reports. Click the button [>] to the right of the field to display the list of reports available. These reports can be added to and edited by clicking the menu button 'Edit Detail Reports'. The new reports can be saved and selected from the new list.

DATA DISPLAY MODE

This panel displays the current page display settings selected when you came into this module. Here you can change to another data mode quickly without going back to the Main first. e.g. If you came into this module through the asset edit menu and you wish to now change a single field over many assets, select the default button to display this page, select 'Edit a Field' and click the RETURN button. You are now ready to select the edit field, display the record table and edit the field.

The 'Min' Display remembers the Maximum/Minimum display setting used the last time you were in that data page. This is another place to change that setting before displaying the page.

EDIT CUSTOM SEARCH

This search utility is called in many parts of the Asset module when selecting reports to edit or to print.

From the Main Menu select:

0.Maintain Assets

0.Edit a Record

You may edit the Custom Searchby selecting

3. New Custom Search – which will display the Search design page.
The default **Search Name** is displayed with a date time stamp.

MUSAC Financial Manager

Rename the search if you wish to save it for later use, and then edit the search criteria, as described below, before saving and searching

or

4. Search Menu page – which will display a list of existing searches that you may use or edit.

The screenshot shows a search criteria form with the following elements:

- Search Name:** Search 4718431 10-Dec-10/20 am
- Sort Order:** Item
- Selection Criteria (checkboxes):**
 - Wildcard search
 - Category
 - Location
 - Department 1
 - Amount
 - Date
 - Status
 - Method
 - Frequency
 - Has Keys issued
 - Fully Disposed 4 years ago
 - Department 2
 - Department 3
 - Service Agent
 - Insurance Co.
- Sort Options (radio buttons):**
 - Sort Ascending Order (selected)
 - Sort Descending Order
- Search Logic (radio buttons):**
 - AND search logic (selected)
 - OR search logic
- Buttons:** Search Menu Page, Search Records
- Footer:** Sort the results in Descending Order. Z to A then 9 to 0.

SORT ORDER

Select the field to be used for sorting the database. The default is to sort on the 'Item' field. Click[>] to the right of the field, to display the available sort fields. Click the required field to close the table and allocate the field.

SELECTION CRITERIA

There are fifteen check boxes providing selection options. Click a check box and a tick will be displayed indicating that this criterion will be used in the search. When a box is ticked further search condition details will be displayed.

If no boxes are selected all records are included.

Wildcard. The search will look for the string entered here. The string is not case sensitive. If it is found in any asset record, the record will be included in the selection.

Category. Click[>] to the right of the field to display the available Categories. Tag the Categories to be included in the search. Click 'RETURN' to record the selection. The display will indicate the number of categories you have selected.

Note. While you are in the selection mode you can also edit the Categories table.

Location. Click[>] to the right of the field to display the available Locations. Tag the Locations to be included in the search. Click 'RETURN' to record the selection. The display will indicate the number of Locations you have selected.

Note. While you are in the selection mode you can also edit the Locations table.

Departments1, 2, 3. Click[>] to the right of the field to display the available Departments. Tag the Departments to be included in the search. Click 'RETURN' to record the selection. The display will indicate the number of Departments you have selected.

Note. While you are in the selection mode you can also edit the Departments table.

Amount. Choose between the amount being 'Less than and equal', 'Equal', 'Greater than and equal' and 'Between and equal' to the amount(s) you enter. Click[>] to the right of the Amount field to display the amount fields available for selection. Click to select the field required.

Date. Choose between the date being 'Earlier than and equal', 'Equal', 'Later than and equal' and 'Between and equal' to the date(s) you have entered. Click[>] to the right of the Date field to display the date fields available for selection. Click to select the field required.

Status. Use the arrow keys to toggle the data field to select the Status option required. The available options are – Owned, Leased, Rented, Community or N/A.

Method. Use the arrow keys to toggle the Depreciation Method field to select the option required. The available options are – Straight-line, Diminishing Value, or N/A.

Frequency. Use the arrow keys toggle the Depreciation Frequency field to select the option required. The available options are – Annual, Half Yearly, Quarterly, Monthly or N/A.

Service Agent. Click[>] to the right of the Name field to display the names available for selection. Click or press ENTER to select the Service Agent name required in the search.

Insurance Company. Click[>] to the right of the Name field to display the names available for selection. Click or press ENTER to select the Insurance company name required in the search.

Has Keys Issued. Click to look for assets that have keys issued.

Fully disposed 4 years ago. Click to look for records have been fully disposed, over 4 years ago.

SORT ORDER

Select to sort in Ascending or Descending order.

SEARCH LOGIC

AND search logic. ALL the search conditions must be met for the item to be included.

OR Search logic. If any of the conditions are met the item is included.

SEARCH MENU PAGE MENU BUTTON

Display the list of past searches available for use. In this page you can select to create a New Search, Edit Search, Delete Search, Edit as New (duplicate) or Search Records. Select a search description and click the menu option you require.

SEARCH RECORDS

You will be given the opportunity to save you search parameters for future use, before going on to collect and display the records that meet the search conditions.

ADD A NEW ASSET

From the Main Menu select:

0.Maintain Assets

2.Add a Record

Add New Asset

The data entry page will be loaded with a blank record, as it has been set up in the data display defaults.

MUSAC Financial Manager

The screenshot shows the 'MUSAC Assets' window with a data entry form. The form is divided into two columns of fields. The left column contains fields for Item (Test), Number (3), Model, Serial, Number of Items (1), Category (<Blank>), Location (<Blank>), Department 1 (<Blank>), Responsibility, Engrave, Restriction, Insurance Co. (<Blank>), Ins. Renew Date (- -), Ins. Price (0.00), and three History fields. The right column contains fields for Status (Owned), Frequency (Annual), Method (Straight Line), Depreciation % (10), Purchase Date (06-Dec-2013), Disposal Date (- -), Total Purchase Cost (0.00), Total Cost to Dep. (0.00), Residual Value (0.00), Depreciation to Date (0.00), Book Value (0.00), Last Depreciation (0.00), Last Depreciation Date (- -), and Replace due Date (- -). At the top right, there are 'Max' and 'Min' buttons. At the bottom, there is a toolbar with buttons for Edit, Transaction, Add Tran, Previous, Next, ScanMode, and Exit. Below the toolbar is a note: 'Data Field, Up, Down, Home, END - Save Button, Right Arrow - Drop Button.'

The Max/Min button in the top right corner switches the data entry display from the Max – full data entry field display to Min – the restricted data entry display of essential fields. These field displays can be customized via ‘Defaults’ on the previous page, ‘Edit Display Templates’.)

Enter the details into the data fields required and press enter to move to the next field.

In the Category, Location and Department fields you may start typing the name, press the right arrow or click the drop button (the [>] button to the right of the control.) to display the list of possible table items. Use the mouse, search, press enter or click to select the item from the table to allocate. If the item is not in the table press the control key and the ‘E’ key (Ctrl+E) to display the ‘ADD’, ‘EDIT’, ‘DELETE’ buttons. Items can then be added, edited, deleted or selected from the table. If the item has been applied to any data record it will not be available for deletion. Pressing the Enter key will return control to the selection mode again.

By default the purchase date is set to the package date, but it can be adjusted if necessary. This is used when calculating depreciation elsewhere in the package. The DAY of purchase is used to work out the correct number of days of the year to depreciate the asset, if it was purchased during the year. The note field at the bottom of the screen will give guidance as you enter the data. Move the mouse over the field to display the correct note.

Pressing the END key will set focus to the SAVE button. Press Enter to save the record.

You are then given the option to select YES to insert another record or CANCEL to return to the main menu.

If you select to enter another asset you are also given the option to copy the details from the previous record or to start the new record with blank fields.

EDIT AN ASSET

From the Main Menu select:

0.Maintain Assets

Edit a Record

The menu buttons then offer the following search choices.

All Records Alphabetically.

Use Last Search. – Collect and list the assets on file that meet the last selected search template (named in the note).

New Custom Search. – Display the Custom Search Design page to create a new search template. See the 'Edit Custom Search' on page 59 for more details

Search Menu Page – Display a list of existing searches available for use.

Once the search has been completed, a scan list will be displayed showing all the asset records meeting the selection criteria.

To find the asset record you require, use your mouse and the scroll bar or the arrow keys to search the scan list. Alternatively, start typing in the name of the asset and the table will be scanned to find the nearest fit. (To clear the search buffer and start a new search, press the up or down arrow key.) Select the record, press Enter and then click 'View Record' to display the record details. You may also click the record and then click 'View Record'.

MUSAC Financial Manager

The screenshot shows the 'MUSAC Assets' application window. The main area is divided into two columns of data fields. The left column contains fields for Item (Test), Number (3), Model, Serial, Number of Items (1), Category (<Blank>), Location (<Blank>), Department 1 (<Blank>), Responsibility, Engrave, Restriction, Insurance Co. (<Blank>), Ins. Renew Date (- -), and Ins. Price (0.00). The right column contains fields for Status (Owned), Frequency (Annual), Method (Straight Line), Depreciation % (10), Purchase Date (06-Dec-2013), Disposal Date (- -), Total Purchase Cost (0.00), Total Cost to Dep. (0.00), Residual Value (0.00), Depreciation to Date (0.00), Book Value (0.00), Last Depreciation (0.00), Last Depreciation Date (- -), and Replace due Date (- -). At the bottom, there is a toolbar with buttons for Edit, Transaction, Add Tran, Previous, Next, ScanMode, and Exit. A status bar at the very bottom reads: 'Data Field: Up, Down, Home, END - Save Button, Right Arrow - Drop Button.'

The record details will be displayed, and the following menu buttons will be displayed along the bottom of the screen.

Edit – Change the data fields from read only to Edit mode. Edit the fields as required and then click the 'Save' button to save the changes back to the database.

Transac – Display the list of transactions associated with this Asset. These could include Purchase, Depreciation, Disposal and Revaluation transactions. The most common display will be one purchase transaction followed by all the depreciation transactions. You can see at a glance the depreciation history of the asset. These transactions can be selected and edited or deleted.

Add Tran – Select to add a new transaction to the Asset.

Purchase – This is where you record updates or additions to the asset.

Revaluation - You may wish to revalue an asset. Record the changes here.

Depreciation – A depreciation transaction can be added manually here. This would only be in exceptional circumstances as Depreciation transactions are normally created using the 'Calculate Depreciation' module

Disposal – This is where you record the Disposal of the asset. Set the disposal date and sale price and then, save the record. The asset should be left on file for at least four years before you considering deleting it.

Previous – Display the details of the previous record on the scan list.

Next - Display the details for the next record on the list.

Scan Mode – Return to the scan list display.

DISPOSE OF AN ASSET

From the Main Menu select:

0.Maintain Assets

Edit a Record

All Records Alphabetically

Select the Asset to be disposed.

View Record

Add Transaction

Add Disposal

Record the Disposal date and select the name of the purchaser. Enter the Sale Price and the Cost Price of the asset that was disposed. By default the values listed are for a full disposal. Adjust the values if this is a partial disposal. Add any notes if necessary.

Save the transaction.

Do NOT delete this record of the asset for at least four years. It is needed to provide the details of the value of assets at the beginning of the year when printing the 'Asset Details Summary'.

EDIT A FIELD

There are times when you wish to change the details in one particular field for a number of asset records. e.g. Update the depreciation percentage for buildings from 5% to 6%.

From the Main Menu select:

0.Maintain Assets

Edit a Field

Select the field to edit from the display on the left. (e.g. Depreciation)

The menu buttons then offer the following search choices.

All Records Alphabetically.

Use Last Search. – Collect and list the assets on file that meet the last selected search template (named in the note).

New Custom Search. – Display the Custom Search Design page to create a new search template. See the 'Edit Custom Search' for more details

Search Menu Page – Display a list of existing searches available for use.

Perform the search and collect the transactions. (e.g. 'New Custom Search' – Change Search Name to 'Depreciation' – Sort Order to 'Depreciation %' – Select 'Category' and tick 'Buildings' - Save and Search) The list of assets will be displayed with the field to be edited in the right side column.

Edit. Select the first record to edit and click the 'Edit' menu button. A data entry field will be displayed. Enter the new value and 'Save' the changes. The saved value will be placed into the 'Hold' field.

Hold. Select the record with the data you wish to copy and click the 'Hold' button.

Paste. Select the records to update and press the 'Paste' button to insert the data into the fields. Select a single record to paste to or use the mouse to select a range of records and update multiple records. (Click the first record with the left mouse holding the left button down as you drag the arrow down the table highlighting the selected records. Release the mouse when the whole range has been selected.)

Tip! To select multiple records, highlight the first record – hold down the shift key and the arrow down key to highlight the required records. Alt+P to paste to these records. Hot Keys. Alt+S, Alt+E, Alt+H, Alt+P, Alt+D, Alt+X.

DELETE AN ASSET

If an Asset is 'Disposed of' the record should be EDITED and a transaction added to dispose of the asset, giving the date and details of the disposal. The asset should NOT be deleted at this stage. The information on the asset record is needed in the preparation of the Asset Details Summary Reports. The only time it may be appropriate to use the facility is if the original addition was an error, and has been identified as an error in the same financial year.

Assets may be deleted when no longer needed for reports (four years after disposal is usually safe) however it is best practise not to delete these at all for future reference.

From the Main Menu select:

0. Maintain Assets

Delete a Record

Disposed records 4 Years +

(The reference date used to calculate 4 years is the date set on entering the package) The list of assets that have been disposed of over four years ago are displayed.

Delete/Undelete. Toggle the selected record as DELETED or set the record back to active.

View. View the details of the selected record.

Defaults. Display the defaults page for setting the log printing defaults or changing to another Data Display Mode.

Exit. Return to the main menu.

These records have been flagged as 'Deleted' but are still in the database and can be returned to 'Active' again. See '**Undelete a Record**'

At a suitable time you may wish to remove these deleted records from the database. See '**Delete Old Transactions**'.

UNDELETE AN ASSET

Oops! You have made a mistake and wish to undo a deleted record and set it back to active.

From the Main Menu select:

0. Maintain Assets

4. Undelete a Record

All Records Alphabetically

The list of assets that have been flagged as deleted is displayed.

Delete/Undelete. Toggle the selected record back to active or set the record as DELETED.

View. View the details of the selected record.

Defaults. Display the defaults page for setting the log printing defaults or changing to another Data Display Mode.

Exit. Return to the main menu.

DELETE OLD TRANSACTIONS

The time has come to clean up the database of all those disposed and deleted records. Before continuing, make a backup of the database and store it in a safe place.

From the Main Menu select:

2. Utilities Menu

0. Delete Old Transactions

This utility allows you to remove DELETED transactions from the database. There are four options and the display panel gives a summary of the number of records involved at each of the dates. Select your option and delete the records.

A screen will be displayed asking you to confirm what you are about to do. Change the default from Cancel to OK and delete the records.

Remove ALL Deleted Records.

Remove Del.Disposed 3Yr+ records. – Remove all records that are flagged as deleted and completely disposed of over 3 years prior to the date set on entering the package.

Remove Del.Disposed 4Yr+ records. – Remove all records that are flagged as deleted and completely disposed of over 4 years prior to the date set on entering the package.

Remove Del.Disposed 5Yr+ records. – Remove all records that are flagged as deleted and completely disposed of over 5 years prior to the date set on entering the package.

VIEW DATA TABLE

This database uses over 18 tables to hold the data files. Fields in some tables contain ID links to data contained on other tables. This utility allows you to view the contents of the tables or export the contents to an external password free Access Database or to an Excel Spreadsheet ready for viewing in Microsoft Access or Excel.

From the Main Menu select:

Maintain Assets

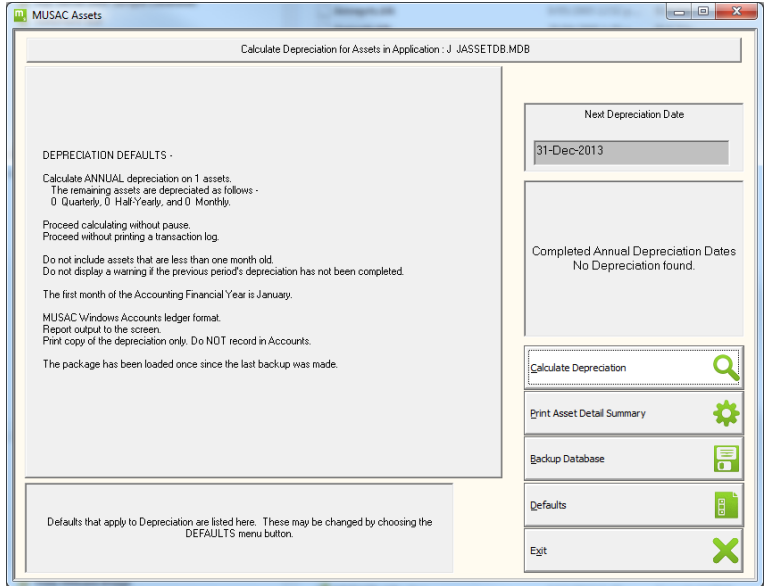
View Data Table

Select the table to view and then select the view method.

CALCULATE DEPRECIATION

From the Main Menu select:

0. Maintain Assets
6. Calculate Depreciation



Next Depreciation Date. Check the date and adjust if necessary. The panel below listed completed depreciation runs, to help you choose the correct date.

Depreciation Defaults. The Depreciation Default settings are displayed on the left-hand side of the screen, so that you can check the settings. If changes are required, click the 'Defaults' menu button on the right. To help you set up your defaults correctly, details of each setting are displayed in the help panel at the bottom of the defaults page. Move the mouse pointer over the control or option button and the description will be displayed. It is here that the link to MUSAC Accounts for the depreciation log file is set up.

Backup. If you have not made a recent backup of the database. Make a backup NOW by selecting 'Backup database'.

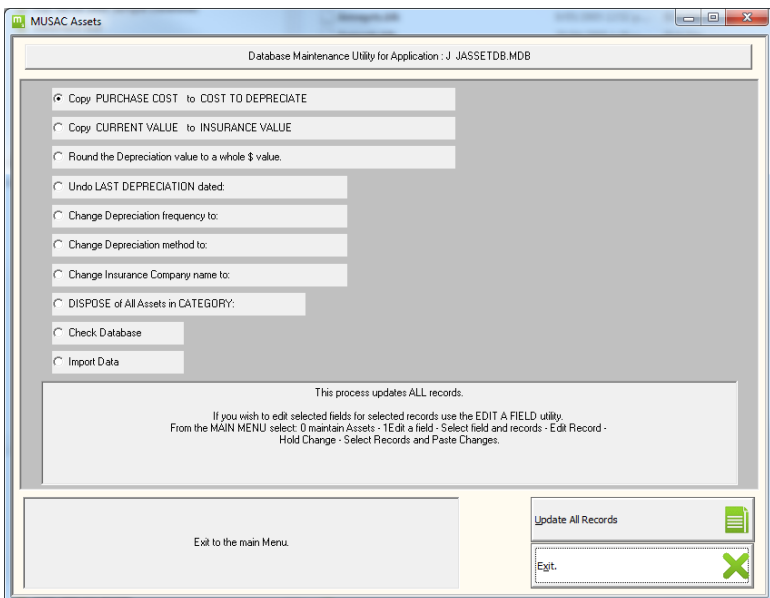
Calculate Depreciation. The depreciation process will start. If the 'Pause for approval' default is activated

the depreciation calculation screen is displayed with the 'Before' and 'After' details ready to 'Skip' over or 'Record' the depreciation transaction. When the depreciation run has been completed you have the option to EXIT without recording the depreciation transactions back to the database. You may then choose to print the depreciation batch file created during this calculation run.

Print Asset Detail Summary. Check the default settings and change if necessary. Print the report. **Note!** The Portrait setting prints less detail while the Landscape report prints the full report. Details of depreciation transactions can also be printed from here.

DATABASE MAINTENANCE

This utility provides a number of routines to update details in all the Asset records in the database. If the function you need is not here try the 'Edit a Field' module, or using the 'Help' files in the program.



From the Main Menu select:

- 0. Maintain Assets
- 8. Asset Utilities
- 1. DB Maintenance

Functions available are:

- Copy PURCHASE COST to COST TO DEPRECIATE - in each of the purchase transaction, the Purchase Cost is copied to the Cost to Depreciate field. This has the effect of making the residual value of the asset zero.
- Copy CURRENT VALUE to INSURANCE VALUE
- Round the Depreciation value to a whole \$ value - all depreciation transactions will have their depreciation value rounded up to the to whole dollars and the totals will be re-calculated.
- Undo LAST DEPRECIATION dated... - choose a date from the list. This function will delete all the depreciation transactions for that date and re-calculate the totals.
- Change Depreciation frequency to ... - Select the depreciation frequency and then update all assets to this setting.
- Change Depreciation method to ... - Select the depreciation method and then update all assets to this setting
- Change Insurance Company name to ... - Select the insurance company name and update all assets to this name.
- DISPOSE of All Assets in CATEGORY: - creates full disposal transactions for all assets in the category chosen.
- Check Database – checks for invalid data in all transactions for each asset in the database.
- Import Data – imports and merges another database, or name file.

One you have made your selection you may be required to enter additional information before clicking 'Update ALL records'. You will be asked to confirm your intentions before the update proceeds.

REPORTS

PRINT ASSET REPORTS

From the Main Menu select:

1. Reports Menu
0. Print Asset Reports

Select the records to print or create a special search for the required records. All the records can be printed or selected records can be tagged and included in the report.

Select the output destination for the report.

Select the report to print. There are two types of reports.

1. The single line report prints one line per record. The formatting and fields to be included in this line can be customised and stored for later use. Click the drop-down button[>] to display the list of available reports and the report edit menu.

2. The multi-line or page report option enables you to print the details of the record over a number of lines. Click the drop-down button[>] to display the list of available reports. Select the 'Edit Multi-Line Report' menu button to load the report design module to create or edit a multi-line report.

ASSET DETAILS SUMMARY

From the Main Menu select:

1. Reports Menu
2. Print Asset Details Summary

Select the grouping for sorting and collection.

Select the components to be included in the report.

Select the output destination for the report.

Select the financial period to be covered by the report.

REPORT DESIGN

From the Main Menu select:

1. Reports Menu
5. Report Design

This module provides the routines to design multi-line and page print reports and data entry screen formats used in this package. The reports can be exported to disk for use in another application, or imported from disk to be added to this application.

DATA EXPORT

From the Main Menu select:

MUSAC Financial Manager

1. Reports Menu
5. Report Design
7. Datalist, Export table.

The raw data held in the database tables may be viewed and exported to Microsoft Excel or Access.

MUSAC Point of Sale



The MUSAC Point of Sale package is an extension to the MUSAC Accounts package and provides Point of Sale (Till) data entry routines for Cash and Invoice sales. All transactions are recorded in a Point of Sale database for staff and sale analysis. Invoice sales are also recorded in the linked Accounts database. When End of Day Banking is processed the till banking batch is prepared for inclusion in the linked Accounts banking deposits. The list of billable items that forms the shop inventory is held in the linked Accounts database. This is a multi-user package and transactions to the database can be made through the point of sale package or through the MUSAC Accounts package, to the application database. In practice, the Point of Sale package is used for sale data entry and the MUSAC Accounts package provides all the associated Reporting, Statement, Debtor payment and Banking functions.

FIRST TIME IN

SETUP

See 'Installing the Package' for details on loading the System files, Program files and registration files.

USER ACCESS

Before running the Point of Sale program and setting up a new database, set up your User access rights and default database directory. If you have not done this see 'Add a New User' in the Financial Manager User Access module on page 189.

MUSAC ACCOUNTS

Before running the Point of Sale program and setting up a new database, set up an Accounts application and edit the Chart of accounts to include ledger numbers for Discount and for Rounding, which will be required by the Point of Sale package. Edit the Invoice, Credit Note and Receipt printing formats to be used in Point of Sale.

LOAD THE PROGRAM

From the START Button select

Programs

MUSAC Financial Manager

MUSAC Point of Sale

Or

Select the 'Point of Sale' button from within the Financial Manager service module.

During the entry process, the following events will occur:

The program will load to the title page and ask for an access name.

Enter your Entry Code and press the enter key

Enter your password and press the enter key

Approve the date, and enter register code you wish to load. (If there are no applications, enter the letter to be used as the code for the register that you wish to create and follow the prompts in the Register Setup Wizard module. See 'Add a New Point of Sale Register' below.)

The package is MULTI-USER NETWORKABLE.

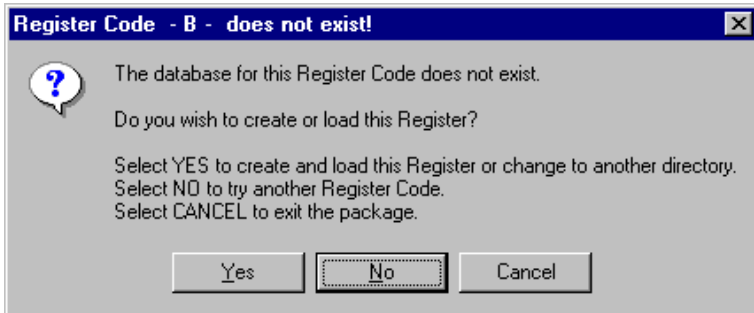
You are now at the Main Menu.

ADD A NEW POINT OF SALE REGISTER

Run the Point of Sale package. Enter your Entry Code and Password. Set or confirm the package date.

You will then be asked to enter the required Register Code. (A list of codes already set up is displayed.)

Select an unused register code for the register that you wish to create and type in the letter.



Click YES to create and load this new register.

The Setup Wizard is loaded and a list of the MUSAC Accounts applications will be displayed.

Select the MUSAC Accounts application that is to be linked to this Point of Sale database.

Click 'NEXT' to proceed with the loading process.

When completed the Point of Sale main menu is displayed and then the Defaults page loaded.

POINT OF SALE DEFAULTS

SETTING UP

The default settings for the Point of Sale database are contained in **four** pages.

Page 1

The following defaults need to be set.

Register Name. Give the register or till a name. e.g. Clothing

Register Location. Record where this register's location. e.g. Clothing Room

Note. Field available for notes.

Invoice Format. Click the [..>] button to display the list of formats and select the Invoice format to be used by this register. This format can be edited in the MUSAC Accounts package and is held in the linked accounts application database.

Credit Note Format. Click the [..>] button to display the list of formats and select the Credit Note format to be used by this register. This format can be edited in the MUSAC Accounts package and is held in the linked accounts application database.

Receipt Format. Click the [..>] button to display the list of formats and select the Receipt format to be used by this register. This format can be edited in the MUSAC Accounts package and is held in the linked accounts application database.

Cash Float. Enter the amount of Cash Float to be held in the register.

Min. Value. Enter the minimum amount to be charged for any cash transaction. The rounding amount is to go into the Round Ledger number below.

Floor Max Value. Enter the maximum amount to be charged on this register.

Discount Ledger Number. Click the [..>] button to display the linked chart of accounts. Select the ledger number charge the discount transactions to.

Round Ledger Number. Click the [..>] button to display the linked chart of accounts. Select the ledger number charge the rounding amounts to.

Quantity Decimal place. Set to 0 for whole numbers, or up to 3 for the number of decimal places in the transaction quantity field.

Cash Batch Number. The current cash transaction batch number.

Cash Transaction Number. The current cash transaction number. When printed it is preceded by the register and application code.

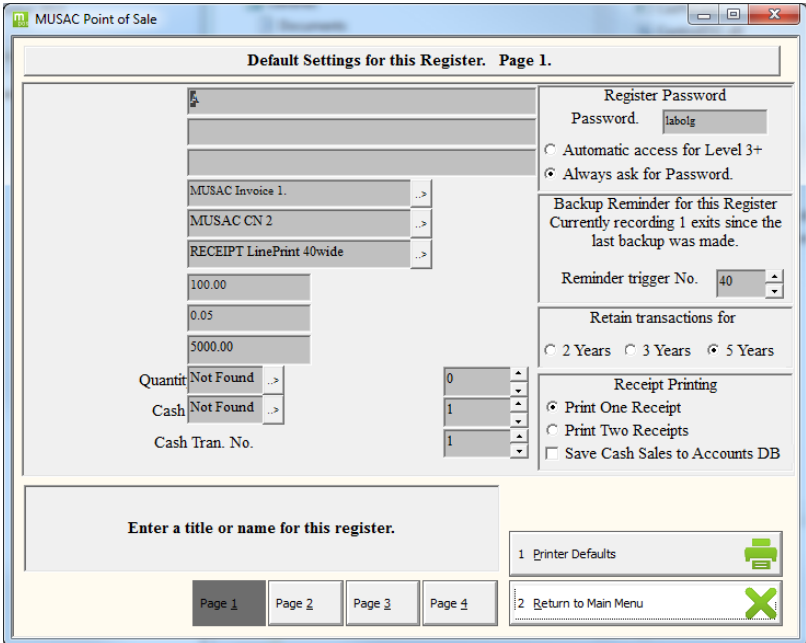
Register Password. In the top right hand corner the password protection details will be shown. The password for this application will be visible and the following options available - Auto access for level 3 user OR Always ask for application password. Giving automatic access to the main program user can improve speed of access. If the Password field is left blank then no password is required, however, this is NOT recommended.

Backup Reminder. Enter the number of times you wish to exit from the package before being reminded to make a backup of your database. Set to zero to de-activate.

Retain Transactions. Hold the Point of Sale transactions for the selected number of years. Old records will be cleaned up automatically when leaving the package.

Receipt Printing. You may print either one or two copies of a receipt. If the 'save Cash Sales to Accounts DB' box is ticked, CASH Sales will be

saved as deposits to the Accounts package. See the program Help files for details.

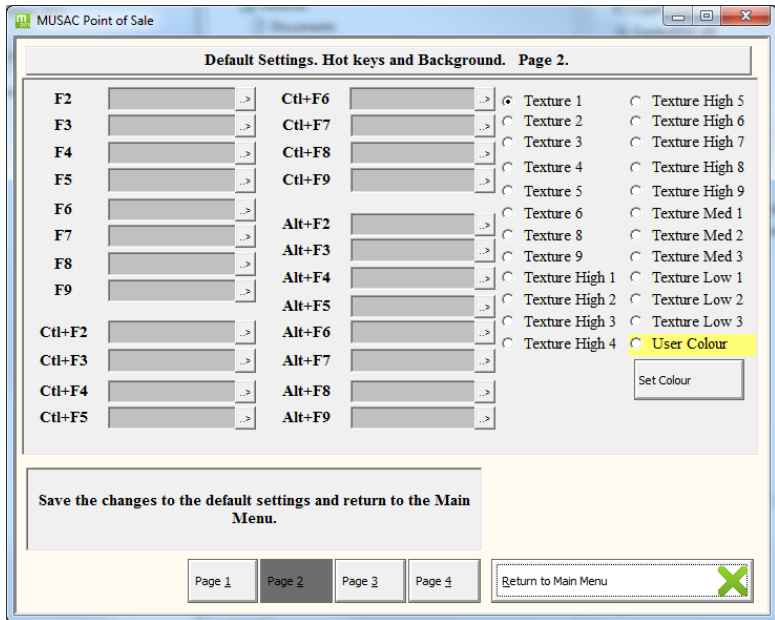


Page 2

In the transaction entry page the function keys can be configured to special tasks. The F1 function key is the HELP file by default but F2 to F9 can be assigned a special task. Click the [>] button for the key to display the available list of tasks. Select the task and assign it to the key. The range is extended by holding down the Control key and then the function key, or the Alt key and the function key.

To the right of the panel you can select and allocate the screen background colour.

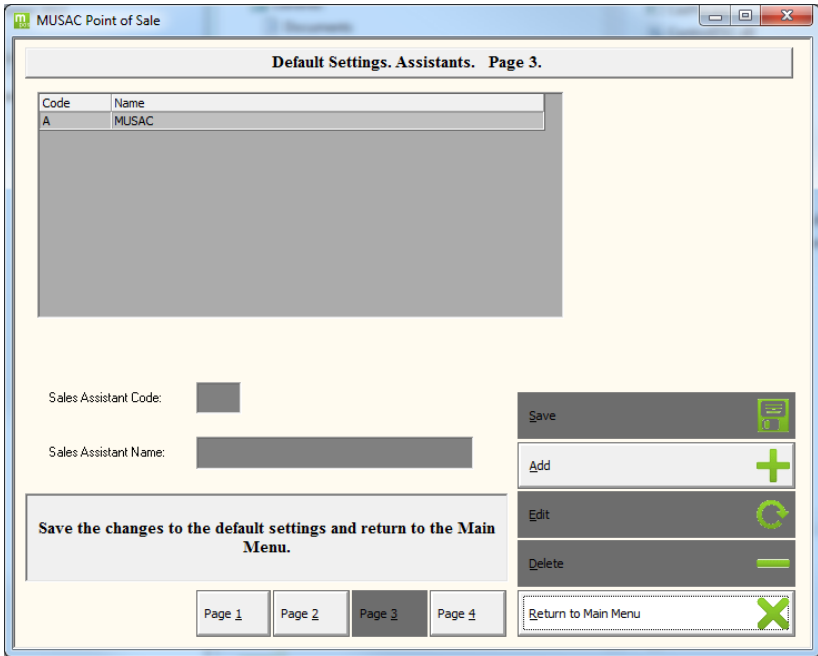
MUSAC Financial Manager



Page 3

This page contains the edit routines for the list of Sales Assistants to be used in recording Point of Sale transactions. New staff can be added, old deleted, and names edited. Each member has a code for quick allocation.

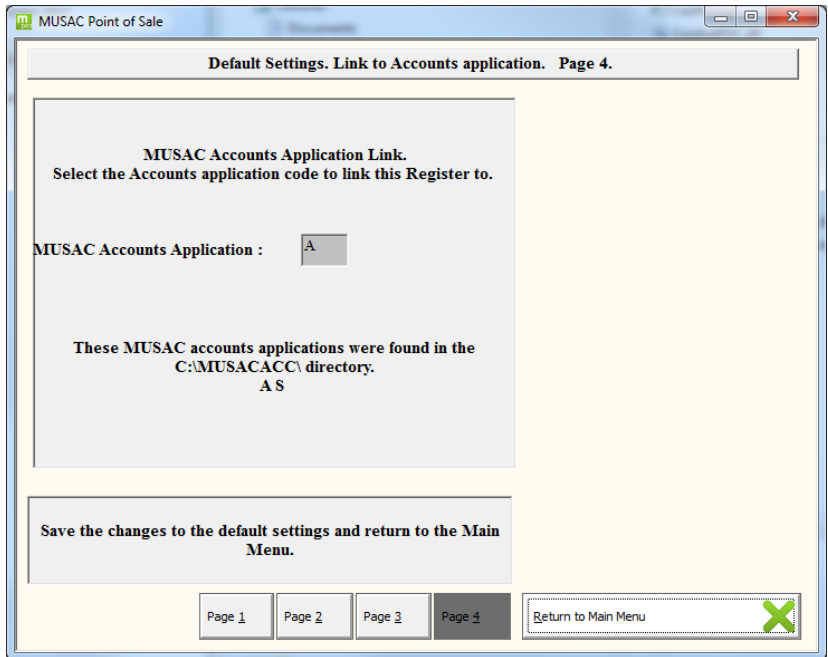
MUSAC Financial Manager



Page 4

The User Entry code holds the directory details for the Accounts database and the Point of Sale database. This page lists the available MUSAC Accounts databases that this Point of sale package is to link to. This is normally set as the Wizard creates the database.

MUSAC Financial Manager



RUN THE PACKAGE.

To run the package.

Either Click the MUSAC Point of Sale Icon or select -

Start

Programs

MUSAC Financial Manager

MUSAC Point of Sale

The splash screen will be displayed and then the main entry page will be loaded and displayed.

Enter your Entry Code as requested and press the enter key to proceed.

Enter your Password as requested and press the enter key to proceed.

Press enter to confirm the current date. Press the enter key to proceed.

Enter the Application code. Select from the list displayed. (To create a new application, enter a letter not listed and click the Yes button to launch the New Application Wizard)

Continue to the Main Menu.

MAIN MENU



The Up and Down arrows keys help you navigate around the menu. Home takes you to the first menu item and END takes you to the last item. The Hot keys are underlined.

To activate a menu button you may:

1. **Hold down the ALT key and press the hot key** or
2. **Use the arrow keys to move the focus to the required button and press ENTER** or
3. **Mouse CLICK the required button.**

Here is a brief summary of the Main Menu buttons.

About MUSAC PoS - The Licensed Name and program version numbers are displayed. System Info - the Microsoft system information page is displayed and all your system details can be displayed and printed out. Notes - The MUSAC Accounts Readme.txt file is displayed listing the latest changes that have been made to the package.

1. **Transactions**- Load the Point of Sale transaction data entry page.

2. Print Reports- displays a details menu that then displays the Month selection page which then calls the Report page.

1. Sales Journal – Print the Sales Transaction report.
The default settings give the option to print the details and the summary.

2. Banking Summary – Print the Banking Summary report. The default settings give the option to print transaction details, transaction totals, banking totals, and bank lodgement slip.

3. Analysis Report – Print the Sales Analysis report.
The default settings give the option to print Stock Movement totals, Sales Assistant totals, Batch totals, Day totals, Ledger totals and Cash/Invoice/Card/Cheque totals.

3. End of day Banking - process the day's transactions and prepare the banking report. Transfer the banking batch file ready for processing the next time you enter the Main Menu of the linked Accounts application.

4. Inquiry. – Search and print a Transaction Record Report.

5. Stock Control. - Add and edit the billable items for invoicing. Edit stock records.

6. Debtor/Creditor . - Access the Debtor/Creditor Name and Address file.

7. Backup, Restore, Rebuild the database - Call the backup module. See 'MUSAC Backup and Restore' on page 30.

8. Default Settings – See 'Point of Sale Defaults' on page 199.

Page 1. - Names, notes, formats, cash details, ledger numbers, transaction hold time, passwords and backup reminder. Printer defaults.

Page 2. – Hot Keys and background colour.

Page 3. – List of sales assistants.

Page 4. – Link to MUSAC Accounts database.

9. Exit

TRANSACTIONS

From the Main Menu select:

1. Transactions

MUSAC Financial Manager

The transaction data entry page will be displayed.

MUSAC Point of Sale

Cash: GST. Sales Assistant: MUSAC

10-Dec-2013

Cash Transaction Number: AA1

\$

Item	Q/Rate
------	--------

Comment

Add Delete Insert Cash Invoice C/Note

Alt+F2 Alt+F3 Alt+F4 Alt+F5

Alt+F6 Alt+F7 Alt+F8 Alt+F9

Display the transaction entry field to enter a new item to the end of the list.

0 Payment

1 Assistant

2 Held Transaction

3 Exit

At the bottom on the left, a number of buttons are visible. They perform the following functions -

Add – Displays the stock list and enables the addition of items to the sale, from the list.

Delete – Delete a selected item from the sale.

Insert - Display the stock list and insert an item into the sale list, above the selected item.

The display page can be set to three modes:

Cash Sale mode – Click the 'Cash' button to change the display to the Cash mode. After the items have been selected press the '0. Payment' menu button on the right. The Cash details will be recorded and a receipt printed.

Invoice mode – Click the 'Invoice' button to change the display to the Invoice mode. The Name and Address fields are displayed. After the items have been selected press the '0. Print' button. The transactions are processed as an Invoice and an Invoice is printed.

Credit Note mode – Click the 'C/Note' button to change the display to the Credit Note mode. The Name and Address fields are displayed. After the

MUSAC Financial Manager

items have been selected press the '0. Print' button. The transactions are processed as a Credit Note and a Credit Note is printed.

Hot Keys – The function hot keys, defined by the user, are displayed. Press the Control or Alt keys to extend the range.

0. Payment – The cash sale is complete. Record the payment and press enter to save the transaction and calculate the change. Print the receipt.

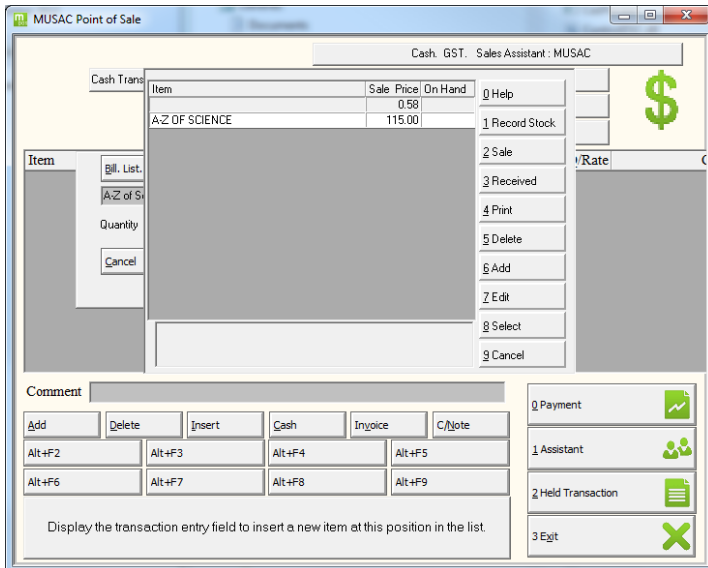
or

0. Print – The details are complete. Print the Invoice or Credit Note and record the transaction.

Assistant – Select the assistant to be responsible for this sale.

Held Transaction – If a transaction is in process but not complete, click this menu button. The sale details will be put into 'Held Transaction' and the screen cleared ready for another sale. If the screen is clear, click this button to display a list of held transactions. These can be deleted or loaded again and the sale completed.

Exit – At the end of the day when you exit, the day's transaction summary report will be prepared and displayed. Print and save the report.



MUSAC Financial Manager

MUSAC Point of Sale

Cash Transaction.

Cash. GST. Sales Assistant : MUSAC

10-Dec-2013

Cash Transaction Number :AA1

Total: \$115.00

\$

Item	Q/Rate
A-Z of Science	1

Comment

Add	Delete	Insert	Cash	Invoice	C/Note
Alt+F2	Alt+F3	Alt+F4	Alt+F5		
Alt+F6	Alt+F7	Alt+F8	Alt+F9		

Exit to the Batch report page and then return to the Main Menu.

- 0 Payment
- 1 Assistant
- 2 Held Transaction
- 3 Exit

MUSAC Point of Sale

Transaction Payment.

Total Cost **115.00**

Cheque **0.00**

Credit Card **0.00**

EftPos **0.00**

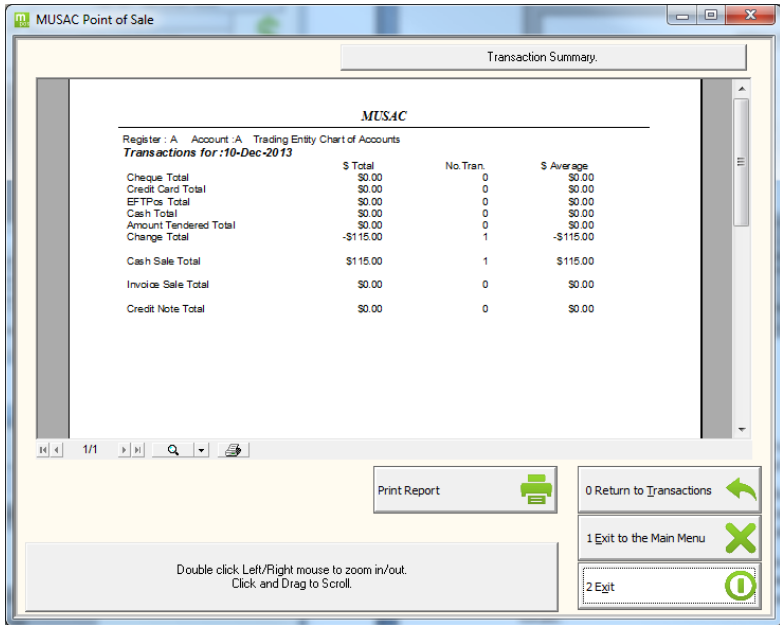
Cash **0.00**

Total Rendered **0.00**

Cancel this transaction, clear the details and return to the Sales Data Entry page.

- Save Transaction
- Return to Transactions
- Cancel

MUSAC Financial Manager



REPORTS

From the Main Menu select:

2. Print Reports

1. Sales Journal – Print the Sales Transaction report. The default settings give the option to print the details and the summary.

2. Banking Summary – Print the Banking Summary report. The default settings give the option to print transaction details, transaction totals, banking totals, and a bank lodgment slip.

3. Analysis Report – Print the Sales Analysis report. The default settings give the option to print Stock Movement totals, Sales Assistant totals, Batch totals, Day totals, Ledger totals and Cash/Invoice/Card/Cheque totals.

4. Defaults

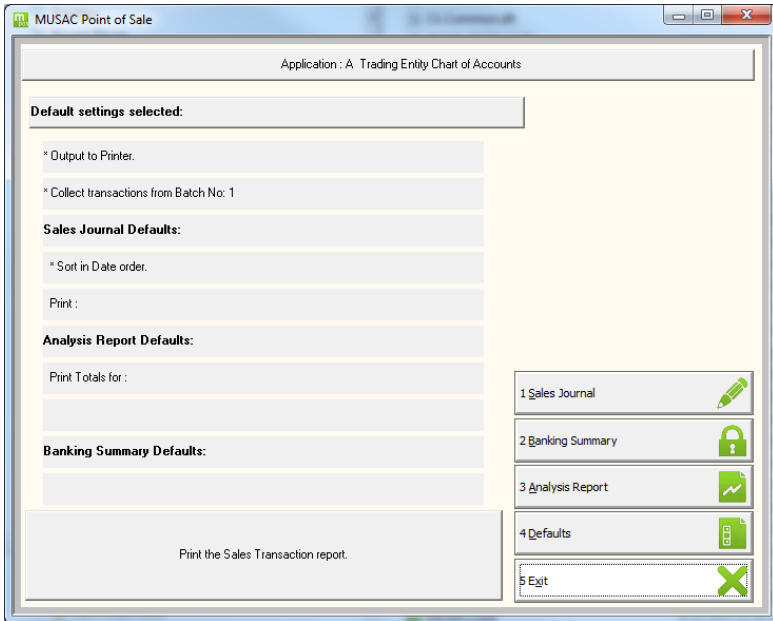
Print Output - – Send to printer, screen or file.

Collect transactions from – Select the batch number or the date range to collect the report transactions from.

Sales Journal – Select the sort order, subtotal and report details for the sales report.

Analysis Report (Totals) – Select the items to be included in the report.

Banking Summary – Select the items to be included in the report.



END OF DAY BANKING

From the Main Menu select:

3. End of day Banking.

The table displays the ledger numbers to which items have been charged since the last banking, and the total value of the transactions.

Transaction To Date - All un-flagged transactions up to this date will be processed.

Enter Cash draw Total – Cash up the till and enter the total value of the Cash Draw including the Cash Float. Press ENTER.

Till Float. – This value is set in the defaults.

Transaction Totals – The total of all transactions created since the last banking.

Till Variance – The difference between the cash draw total and the total sales plus till float.

Accumulated Till Variance. – The total of till variances up to date.

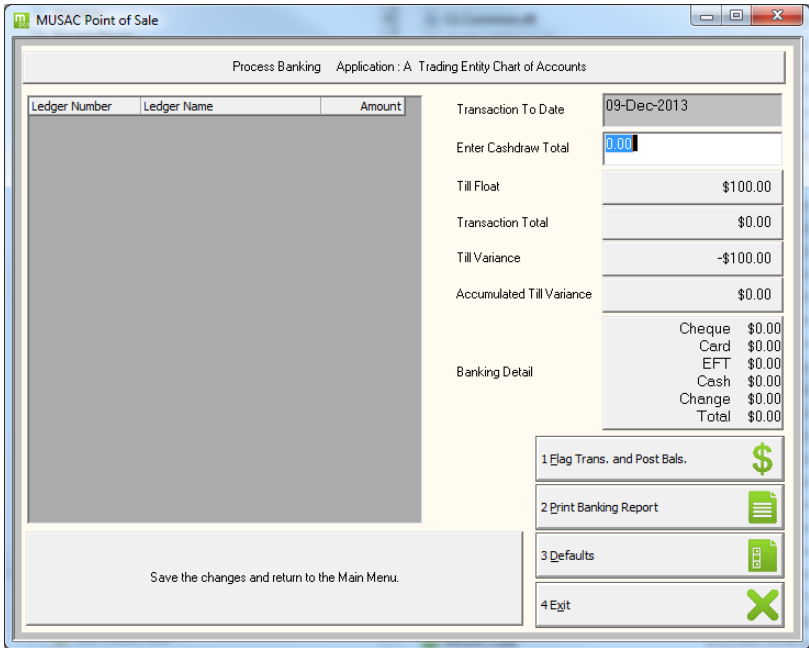
Banking Details. – The totals for each category of cash sale.

1. Flag Trans. and Post Bals. – Process this banking. Post the ledger totals as displayed in the table to the MUSAC Accounts package ready for approving and recording as deposits with the rest of the banking. Flag all these transactions as 'BANKED'. The Bank Report should be printed under 2 below, before processing the banking.

2. Print Banking Report. – *Print this report before processing the transactions as FLAGGED.* Print the banking report. The report design and output is set in the defaults page.

3. Defaults - Report output. – Set to printer, screen or file.**Flag.** – Set to flag the transactions as 'BANKED' only or flag transactions and post the ledger totals for this banking to a batch file to be included in the next banking deposit in the MUSAC Accounts package.**Banking Summary.** – From the list select the items to be included in the report.**Till Float.** – The till float value can be edited here.**Accumulated Till Variance.** – The total can be edited here. **Printer Setup.** – Display the printer setup module to set the printer defaults.

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INQUIRY

From the Main Menu select:

4. Inquiry

The transaction search report module and the selected report details are displayed on the panel. Each search is made up of three components:

Data to Collect – Select the search details. Click the field to be included in the search parameter. Enter the details in the fields provided. e.g. data in the date search etc. Save and return

Sort Order/Output to – Select the transaction sort order. Select to include subtotals and send the output to the printer or the screen. Save and return.

Output Print Format – Use the default print format or customise the transaction fields to be displayed. The paper layout and fonts can be selected. Save and return.

Template – This report description can be given a name and saved for future use. To select a previously saved template select 'Load', Select the report, load and print the report.

Print – Go collect the data and print the report.

MUSAC Point of Sale

Batch Batch Number 0

Date <= = >= <=> Before 31-Dec-1999

Trantype

PSAssistant

Ledger Number

Name Customer Name ? NO NAME LISTED,.

Amount

Stock Item

Gather data on a specific product Name.

Cancel

Save and Return

STOCK CONTROL

From the Main Menu select:

5. Stock Control

Load the stock module and 'Display Inventory'.

The Inventory utility will be displayed where you are able to:

Add – Add new billable items to the database.

Edit – Edit the details of a billable item.

Delete – If the billable item is not allocated to a transaction, you may delete the record from the database.

Record Stock – Record stock movement in and out.

DEBTOR/CREDITOR

From the Main Menu select:

5. Debtor/Creditor

Load the Name file module and 'Display Name File'.

The Name File utility will be displayed where you are able to:

MUSAC Financial Manager

Add. – Add names to the database.

Edit. – Select the name and then edit the details for that name.

Delete. – Select the name and if it is not linked to any transaction, delete the name from the database.

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