ACPlus Accounts System
File Menu

Overview

In this manual we will go through the various different options found within the file menu of your ACPlus Enterprise Accounts System software. The file menu is where the user is able to access key settings of the program and change numerous different aspects of the program.

About

This option allows the user to see information about the application. The Main System Settings tab predominantly displays system settings, file paths and database information. System Information can be used to view information about system and its use. The Modules Enabled tab will display a list of all available modules for use and the Published Version tab will display the current version number of the application. Pressing the Show Licenses button will display a list of users currently logged into the program.
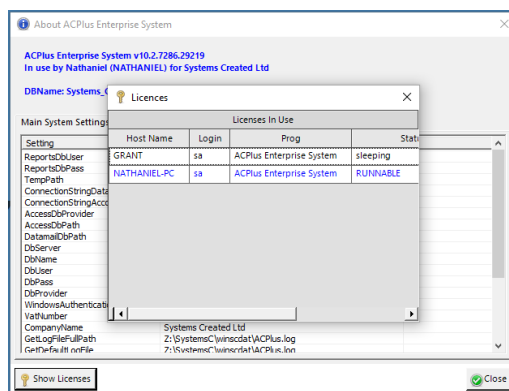

Figure 1. About ACPlus Enterprise System window

Shortcut Panel

Selecting this will present the user with an option for showing or hiding the shortcut panel as well as the ability to customize what is displayed on the shortcut panel. By pressing configure, you will be given a list of options that you can add to the shortcut panel. Available options are displayed on the left of the window. Using the arrows, the user can navigate the list up and down as well as adding or removing shortcuts to the panel of the right. Items in the Selected Shortcuts area will appear in the Shortcuts Panel. When you are happy with your configuration, press OK to accept. Alternatively you can press Cancel to avoid any changes.
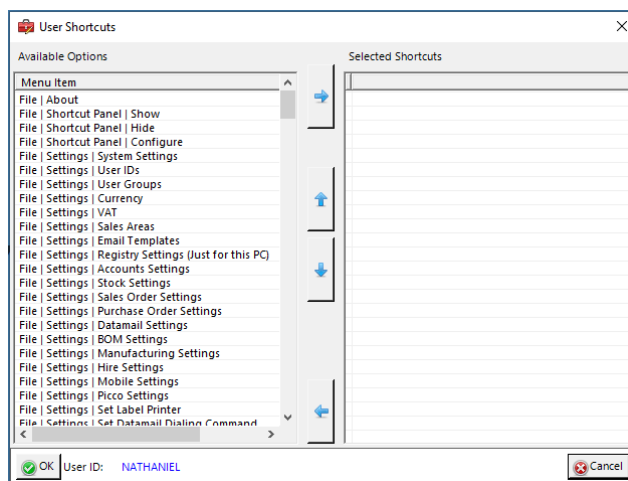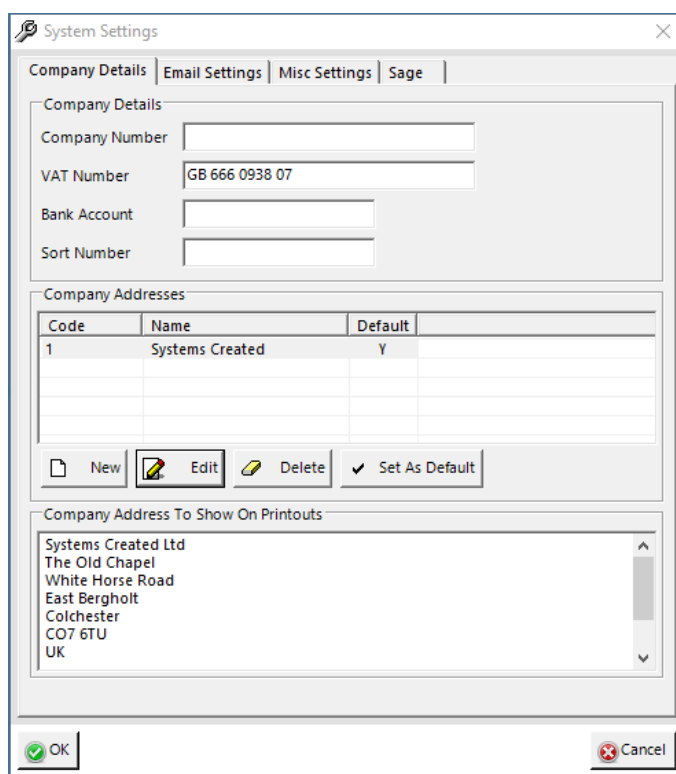

Figure 2. Configuring the shortcuts panel

Settings > System Settings

There are numerous options to found in the Settings sub menu. The first of these is System Settings. Here is where the user can change key settings relation to the program and its usage. The company details tab is where you are able to set up information about your company that is used as a default for printouts. You can store a number of different company addresses under different codes. To do this press the new button. If you want to change an existing address you can press the edit button upon highlighting the selected address you wish to edit. The same applies for deleting with the delete button. When you have finished entering your address you can then use the Set As Default button to make it your default address.

Figure 3. System Settings window

The Email Settings tab can be used to configure various email settings for emailing reports. These settings only need to be set up once and are stored. The email body and images section can be used to apply a default template and images to your email. The user must ensure this is a shared path with other users for this function to work. The Misc Settings tab allows you to select a path for backups and assign values for decimal rounding. The Sage tab is there to allow users to connect with the Sage platform.

Settings > Users IDs

The User ID window allows you to administrate the users of the system. This includes assigning usernames and passwords, adding new users and assigning admins. To add a new user press the Add button. You will be prompted to fill out the new user's details. If you need to amend a user you can do this with the Edit button and removing a user is as simple as highlighting a user and pressing the Delete button. You can give and take privileges with the Permissions button and to setup custom shortcuts for each user by selecting the user and pressing Shortcuts. For more information on Shortcuts, see page 3.
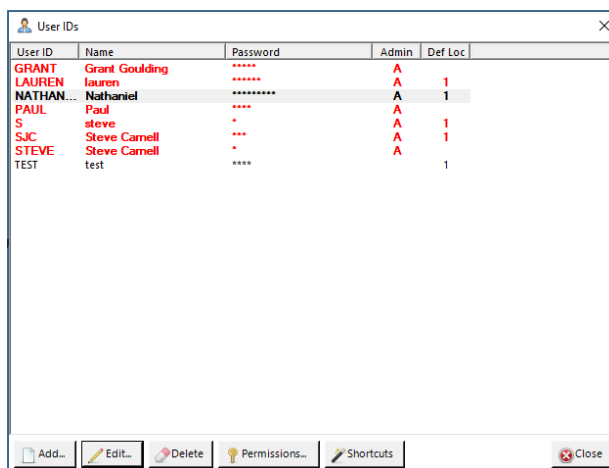

Figure 4. User IDs overview window

Settings > User Groups

You can set up user groups using this function to assign to users based on their working location. This function is used f the business operates from multiple premises. To do this, simply enter your desired group code and description into an empty row on the grid then press ok when you are done.
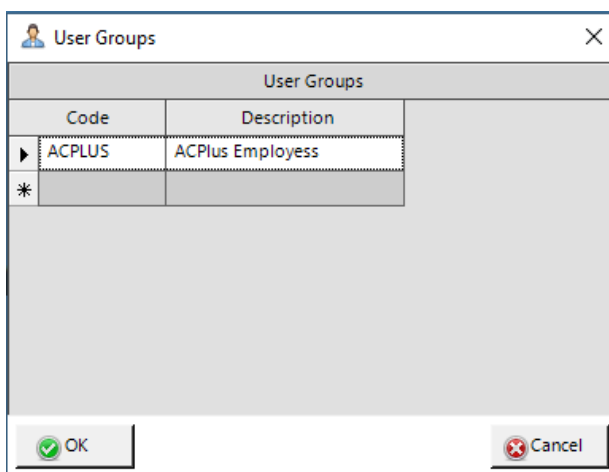

Figure 5. User Groups window

Settings > Currency

The currency maintenance allows the user to edit, control and maintain currency conversions within the program. To add a new currency to the list, press the New button. This will prompt you to enter details about the currency. If you need to make a change to a currency, you can do so by selecting the currency from the grid and pressing edit. If the currency is no longer needed you can press the Delete button. If you edit or delete a currency, it will remove I from any Account Codes it is associated with.
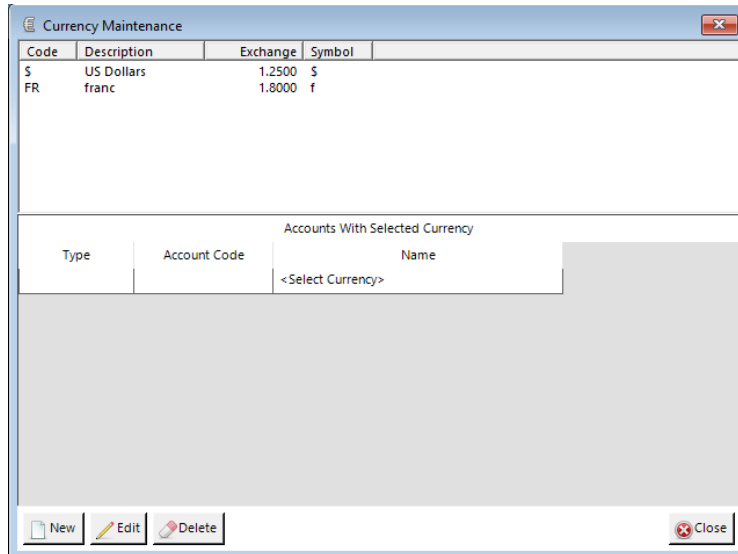
Figure 6. Currency Maintenance overview

Settings > VAT Settings

This window allows you to change and assign the percentages and codes used to calculate VAT throughout the application.
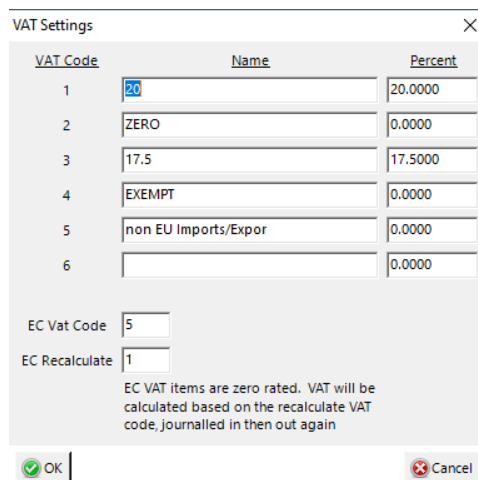

Figure 7. VAT Settings window

Settings > Sales Areas

Sales Areas is used to maintain different areas of sale and representatives. The entries here contribute towards the probability report. To add a new area select an empty cell and enter a code and description. When finished press Save.
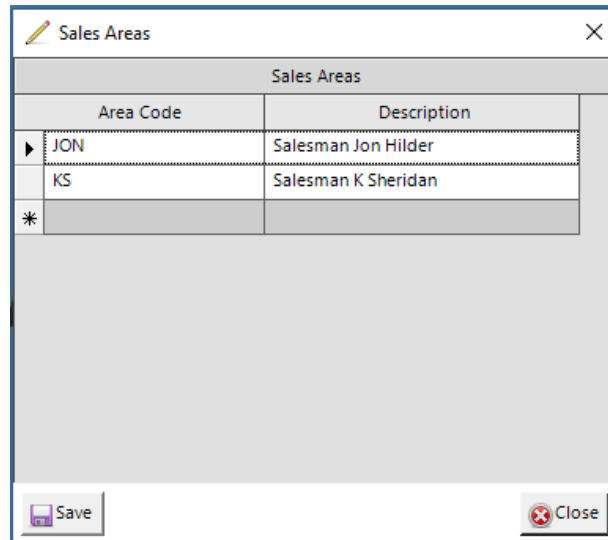

Figure 8. Sales Area window

Settings > Email Templates

You can edit the different email templates used throughout the program using this window. To edit the template press the Edit button. This will open the Email Composer window in which you can design the template for your email. If you want to remove a template, press the Delete button.
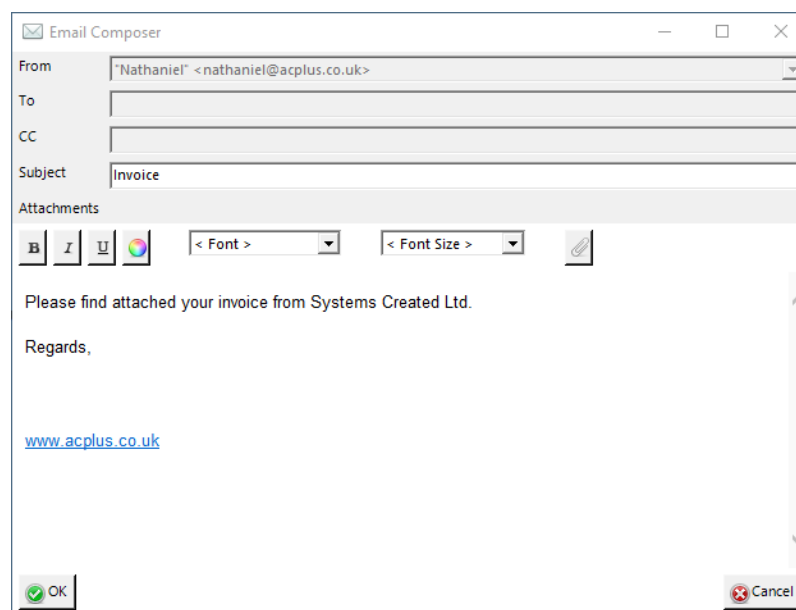
Figure 9. Email Composer window

Settings > Registry Settings

The settings in this window are profile specific so they will only store for the windows user profile.
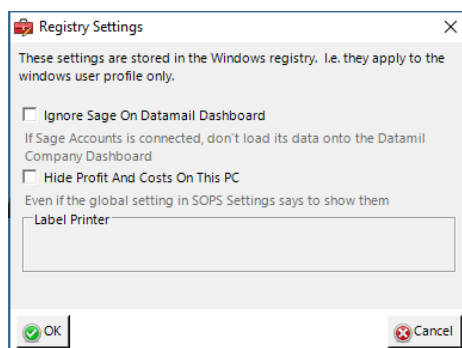

Figure 10. Registry Settings window

Settings > Accounts Settings

The Accounts Settings window contains all settings to do with accounting throughout the program. On the Settings tab you will find general settings and defaults to use. The Accounting Periods tab is used to maintain Periods. You can also press the Open New Year button to start a new accounting year. The Control Accounts tab is used to assign different nominal codes to be used as defaults throughout the program.
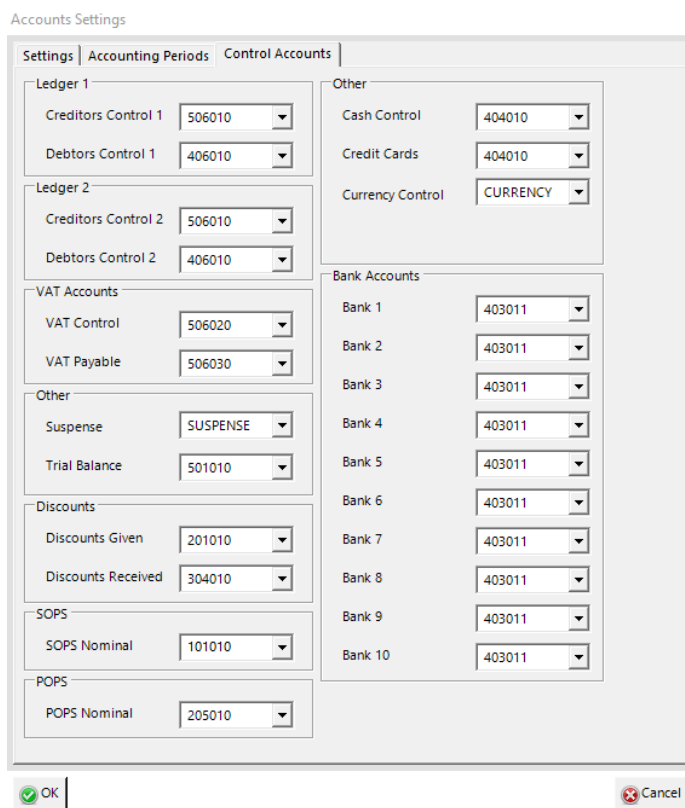
Figure 11. Account Settings – Control Accounts tab

Settings > Stock Settings

The Stock Settings window is used to administrate various settings for stock. The Defaults For New Items tab applies to new stock items added. Here, you can change the Default Costing Method and Default Nominal code of the new stock items. Under settings you will find various options you can change when searching for, working with and viewing stock. The Images tab allows for designation of a default image path and gives the option for how a stock item filename is saved.
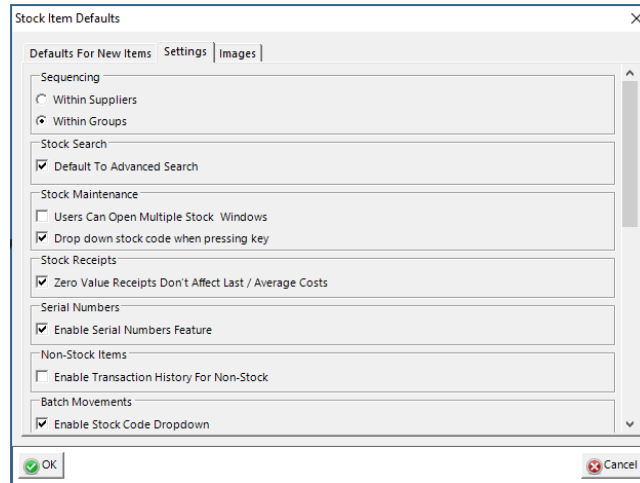

Figure 12. Stock Settings tab

Settings > Sales Order Settings

This windows contains all settings related to Sales Order Processing. The settings are all self-explanatory in the labels. In the overlays tab you can add and amend different overlays for invoices and Despatch notes. You can do so by pressing the browse button in a blank cell which will then prompt you to select an overlay. You can also add a description to the overlay so it is clear what it is.
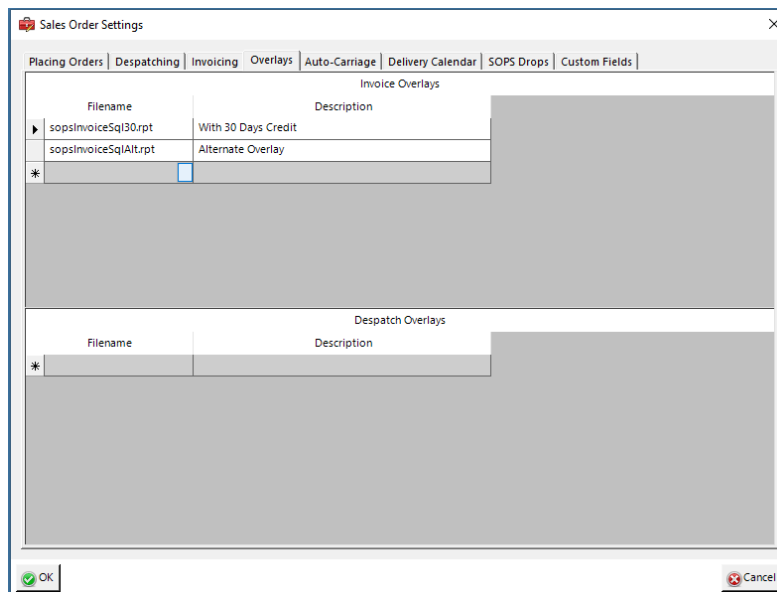
Figure 13. Adding an overlay in Sales Order Settings

Settings> Purchase Order Settings

This settings window allows the user to change all settings regarding the Purchase Order Processing. Much like the Sales Order Settings the labels are all self-explanatory as to what each settings does on the Settings tab. On the Order Email tab you can enter a default text body for emails. When you are happy with your changes, press OK to save.
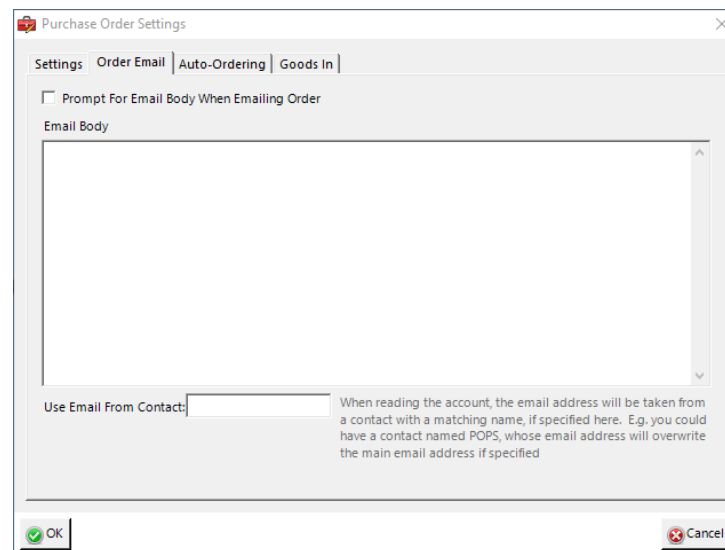

Figure 14. Entering an email body in the Order Email tab

Settings > Datamail Settings

Datamail Settings allows for the control over aspects of the Diary and calling.
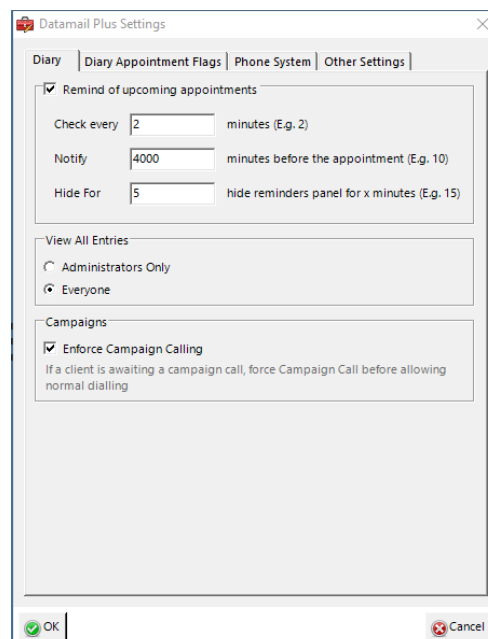
Figure 15. Datamail Settings window

Settings > BOM Settings

BOM Settings is used to control Bill of Material settings.
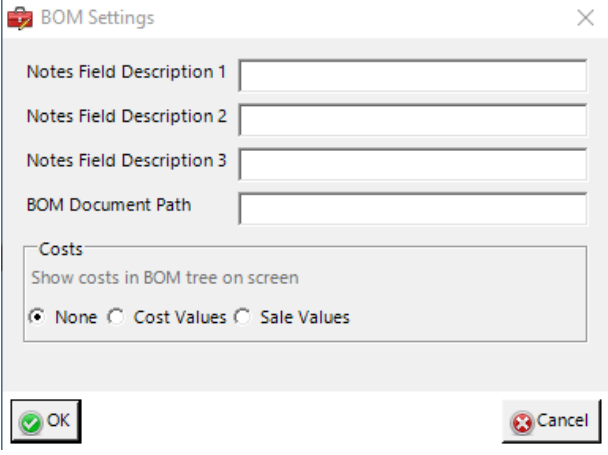
Figure 16. BOM Settings window

Settings > Manufacturing Order Settings

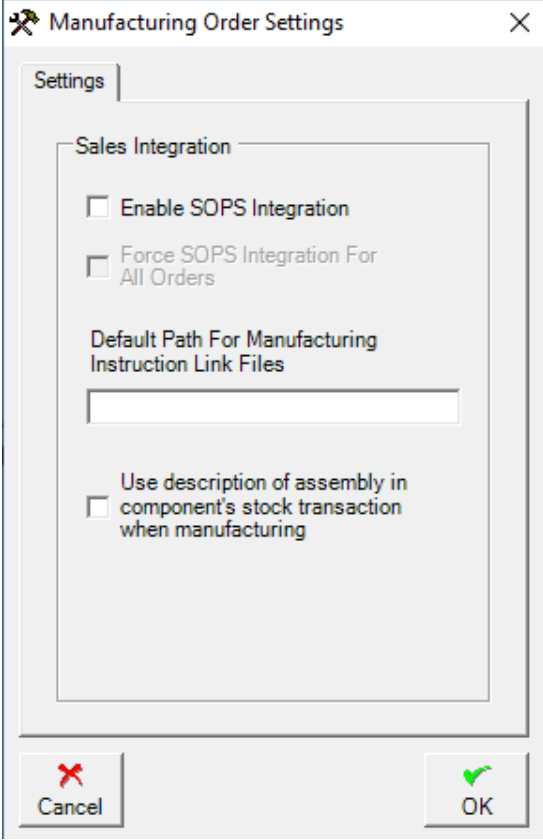This settings window is used to adjust settings relevant to manufacturing orders.

Figure 17. Manufacture Order Settings Window

Settings > Set Label Printer

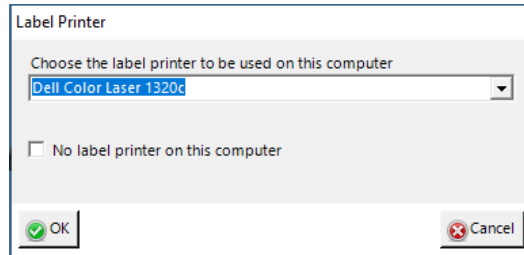This window is used to assign the default label printer.

Figure 18. Label Printer window.

Multiple Companies

The Company Data window is used to maintain multiple companies and their individual data. Press Add to add a new company. You will be prompted for a path to the ACPlus.ini file and required to enter a company name. If you need to edit this you can press the Edit button.
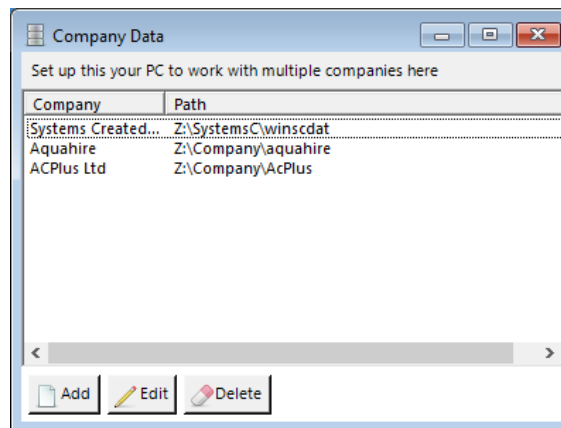

Figure 19. Company Data window.

Maintenance > Backup Database

You can back up your data using the Backup Database function. To do this click the Backup button. You will be prompted to the location of where the backup will be stored and by pressing ok the backup can begin. To restore from a backup you will need to contact us.
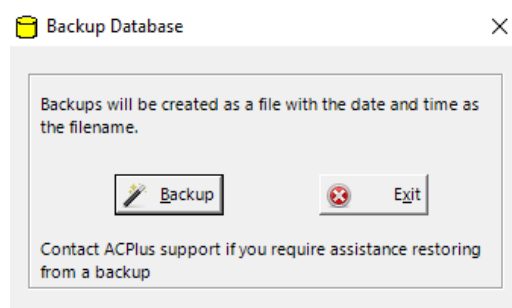

Figure20. Backup Database window.

Maintenance > UOM Changer

This tool is used to mass change the Units of measurement in stock.
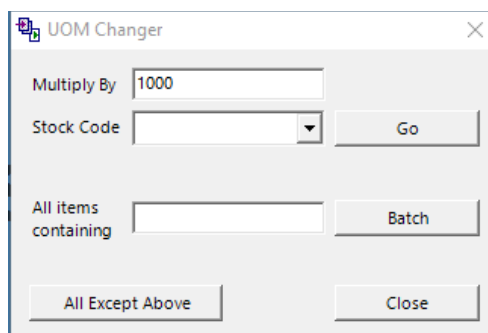

Figure 21. UOM Changer window.

Maintenance > Security Log

The security log displays and tracks user activity on the system. It can be used to see who has made what changes to the system and settings.
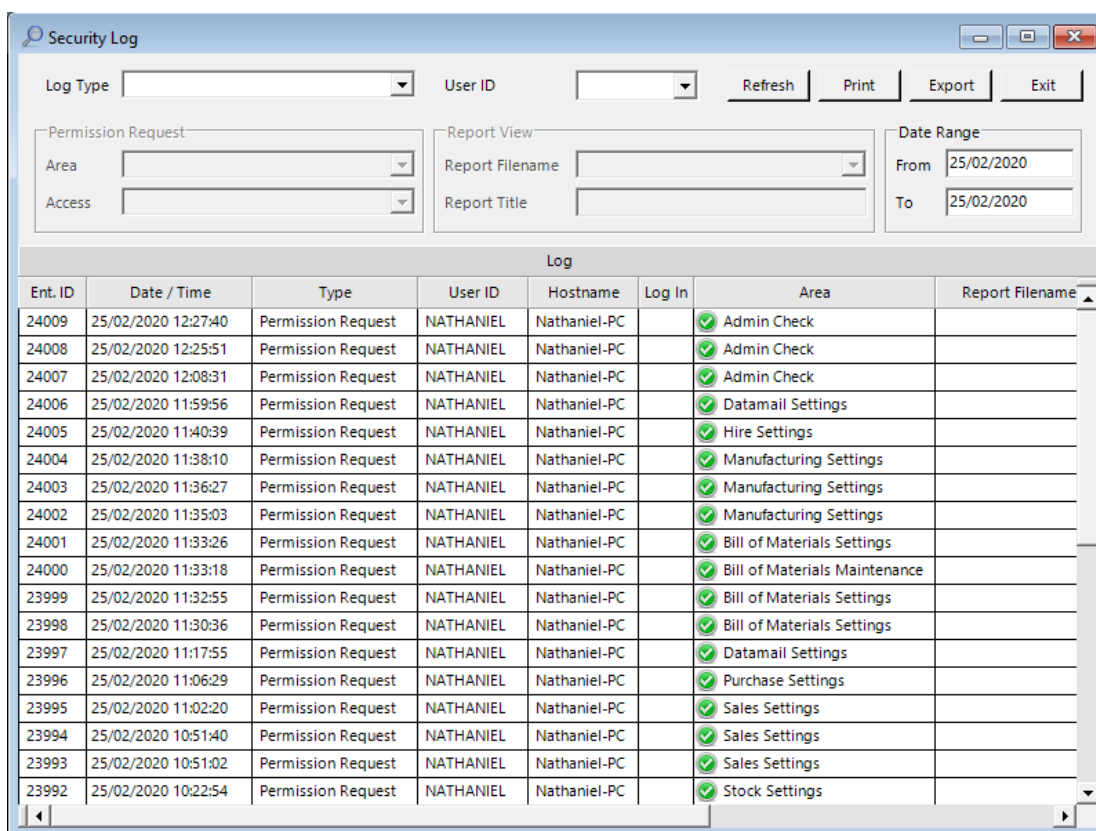

Figure 22. Security Log window.

Maintenance > Reports Updater

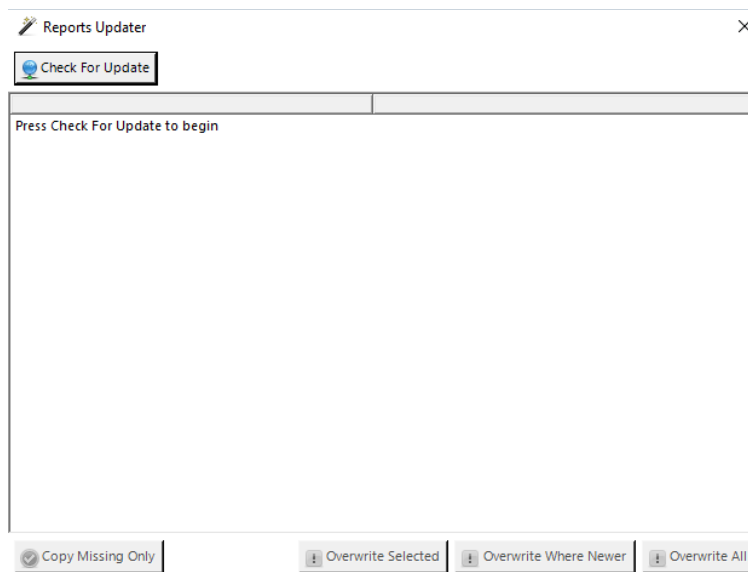The Reports Updater can be used to update all reports. This is for ACPlus Support use.

Figure 23. Reports Updater window.

Maintenance > Move Accounts Batch

This option allows the user to move an accounts batch to a new period. To do this, enter the batch number and the desired period to move to then press the Move Batch button.
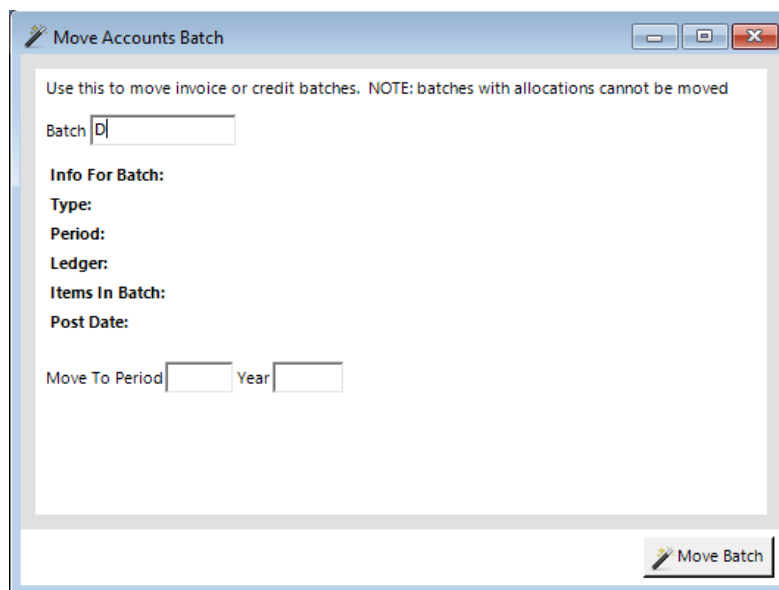

Figure 24. Move Accounts Batch window.

Maintenance > Email History

This option can be used to look at all email correspondence with a particular Account Code. To do so, fill out one or more of the fields with the information of the recipient you are looking for, then press the search button. When you have found an email you want to look at, highlight it and press the Open button to view it.
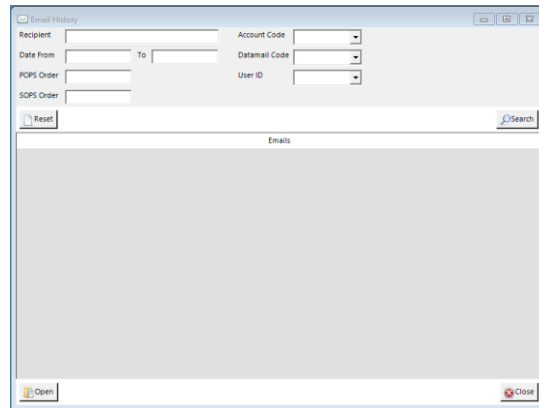

Figure 25. Email History window.

Imports

The import features are there for ACPlus support use only.

Scheduled Reports

You can create, run and maintain schedule reports from this menu. This allows you to create a report that will run daily. To do so, press the add button. This will bring up a window in which you will need to enter the report you wish to run, how often you want the report to run and who the report should be emailed to. You can change this information later with the edit button. The Run Now button will run the selected report instead of waiting for the schedule. To view a log of all scheduled reports sent, press the View Log button.
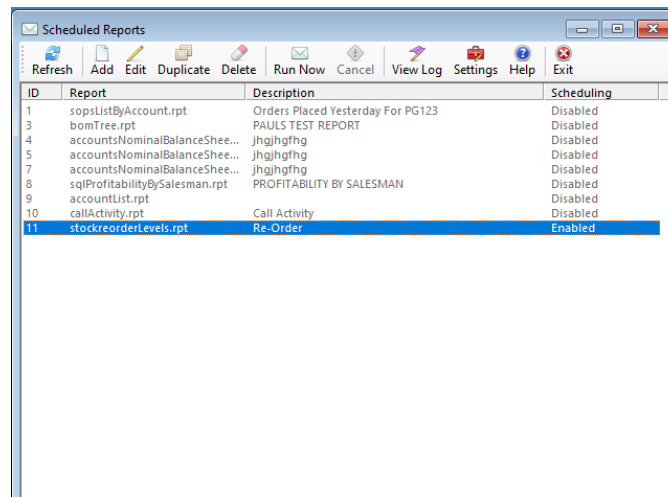

Figure 26. Scheduled Reports window.

Universal Contacts Search

The universal contacts search can be used to search universally for accounts, people and clients. Simply enter your search terms separated by spaces and hit enter to search.
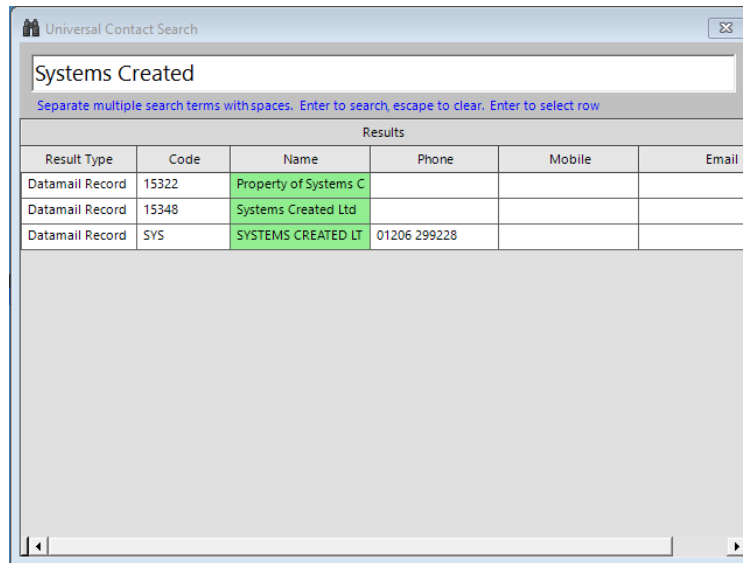

Figure 27. Universal Contact Search window.

Data Validation

This tool allows the user to ensure data is accurate. If there are data validation errors, you will be prompted upon logging in. A red alert will also show in the bottom task bar. The grid will populate with the validation errors. You can double click these entries to open the record.

Figure 28. Data Validation showing numerous errors.

Check for Update

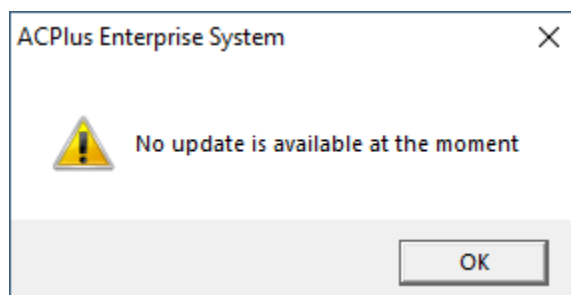This will happen automatically however you can prompt a manual check for update by selecting this option.

Figure 29. The program is up to date.