Access UBS Accounting, Inventory & Billing

April 2022 Release Notes

About these Release Notes

Welcome to the Access UBS Accounting, Inventory & Billing Release Notes!

This document outlines all you need to know about this version of the software, it will provide you with a brief summary of the changes, and by using the hyperlinks you will be able to easily navigate through the document to find out detailed information about the new features, including screenshots and videos where appropriate.

Please refer to the table of contents for a full list of what is included.

About Access UBS Accounting, Inventory & Billing

Access UBS Accounting & Billing helps you to manage your company accounts by processing customer and supplier payments faster, manage your sales orders, purchase orders, goods receive notes and delivery notes seamlessly within the software.

Access UBS Inventory & Billing makes stock control easier by providing you with the flexibility to handle all types of inventory transactions and have instant updates of your inventory status at your fingertips. It also performs as an invoicing system where you can print invoices and delivery orders.

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Release Summary

Access UBS Accounting, Inventory & Billing v2022.2 PU1

Important Note:

- You will need to disable your Anti-virus before you install the new update as some Anti-virus can interfere and prevent a successful installation.
- After successfully installing the update (whether via Online Update or using the Installer), you must restart your computer for the configuration changes to take effect.

The following major features are included in this release, please select the appropriate links if you would like more details on the features. The features are grouped by Product/Area to help you find the information you need easily.

Inventory & Billing and Accounting

Multiple Contacts for Email

The email feature in Access UBS is now further enhanced to enable users to maintain multiple contacts by document types for use when emailing documents from the system.

This will provide users ease of sending emails to multiple recipients – saving time and eliminate omissions errors.

Read more about this feature

Reference Number field length increased to 24 characters

The current Reference Number field length of 8 characters is now increased to 24 characters to give users more flexibility and options in managing their billing preferences. This extended Reference Number field will apply in both Modern and Classic View, giving our users the same working capability in their billing workflow.

All screens preview and reports in Inventory & Billing and Accounting have also been enhanced and aligned to display the full 24 characters reference number when in used.

Read more about this feature

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Export/Import – Integration with 3rd party apps

It is very normal for businesses to use different solutions in different areas to handle their business workflow more efficiently. However, these solutions are expected to pass data back to the backend accounting system at the end of the day for the accounts to be updated to produce required analysis and financial reports for management.

Access UBS Accounting has added four (4) import functions to the Export/Import list to ease users on the importing of data from these three solutions, into their accounting system.

The added import function covers:

- EasyPay/EasyPay Online (SG and MY) with and without Cost Centre (Payroll)
- Access Expense (Online Claim Processing)
- Access Unleashed IMS (Inventory Management System)

Read more about this feature

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Release Contents

The below section describes the features in more detail, including screenshots and videos where appropriate, this is ordered by the products/modules identified in Release Summary section.

Inventory & Billing

Multiple Contacts (I&B, Modern View)

The email feature in Access UBS is now further enhanced to enable users to maintain multiple contacts by document types for use when sending documents from the system, either in single form from the transaction screen or in batch.

Before you can enjoy the benefits of this new enhancement, you will be required to have some maintenance work done to pre-set all the necessary contacts for your customers' base. Once properly done, sending documents via email to multiple recipients will be a quick process.

Documents available for this email multiple contacts include:

- Sales Invoice
- Sales Credit Note
- Sales Debit Note
- Debtor Statement
- Official Receipt

Here is what you will need to do:

Maintain Additional Contact

6 simple steps to set up multiple contacts for a customer:

Step 1 ▸ Go to Customer Maintenance, select a customer to edit

Step 2 ▸ Click on Additional Contacts tab to start adding more contacts for this selected customer

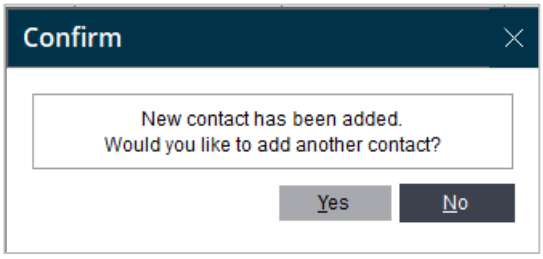
Step 3 ▸ Click on [Add New] button in the Add New Contact page

Step 4 ▸ Key in all required contact information especially the Email field to apply when sending email

Step 5 ▸ Tick to select document type allowed to be sent to the contact being added

Step 6 ▸ Click [Save] in the Add New Contact page to register and store the new contact

A notification will be prompted



- Click [Yes] to continue adding more contacts
- Click [No] to exit the Add New Contact page

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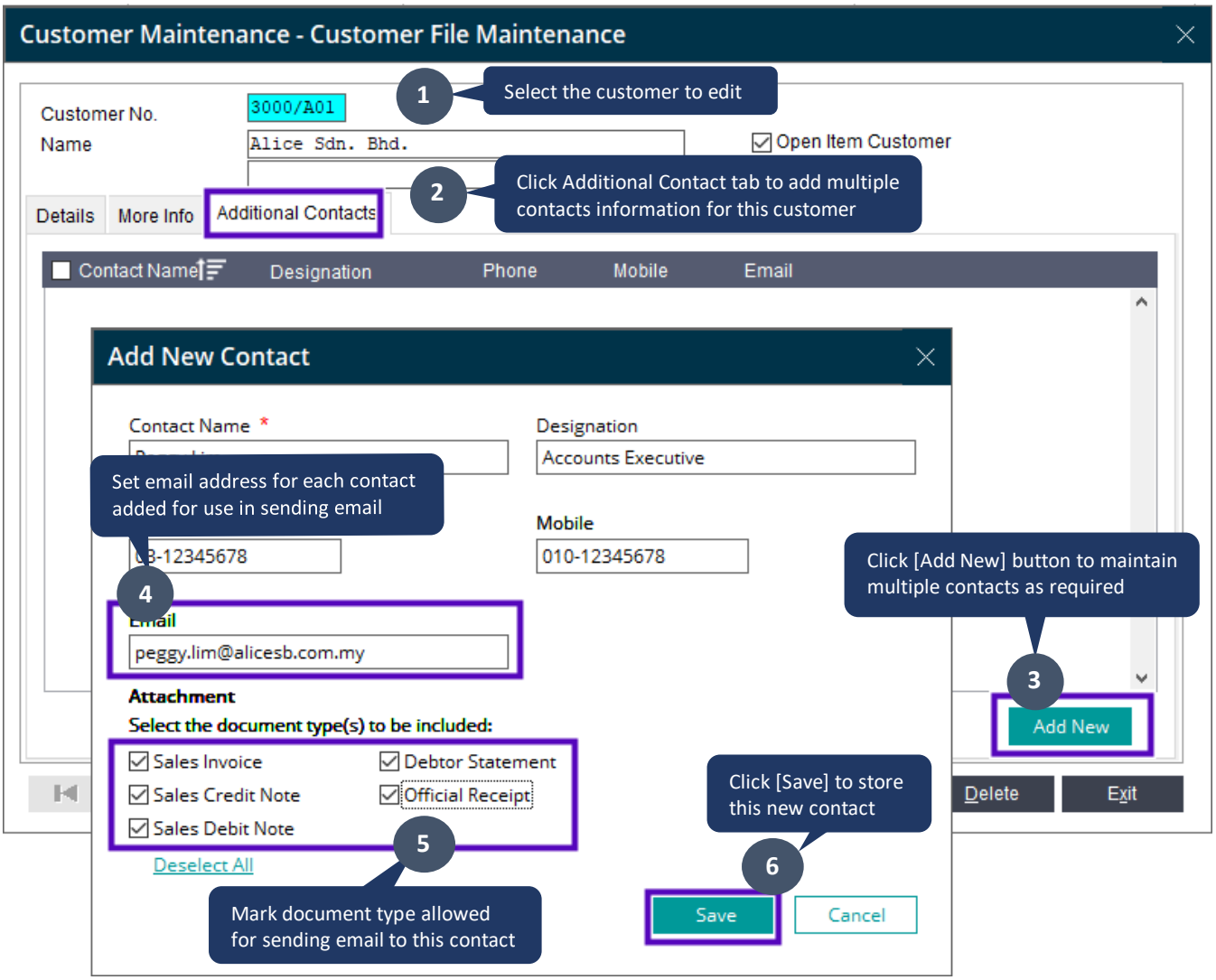
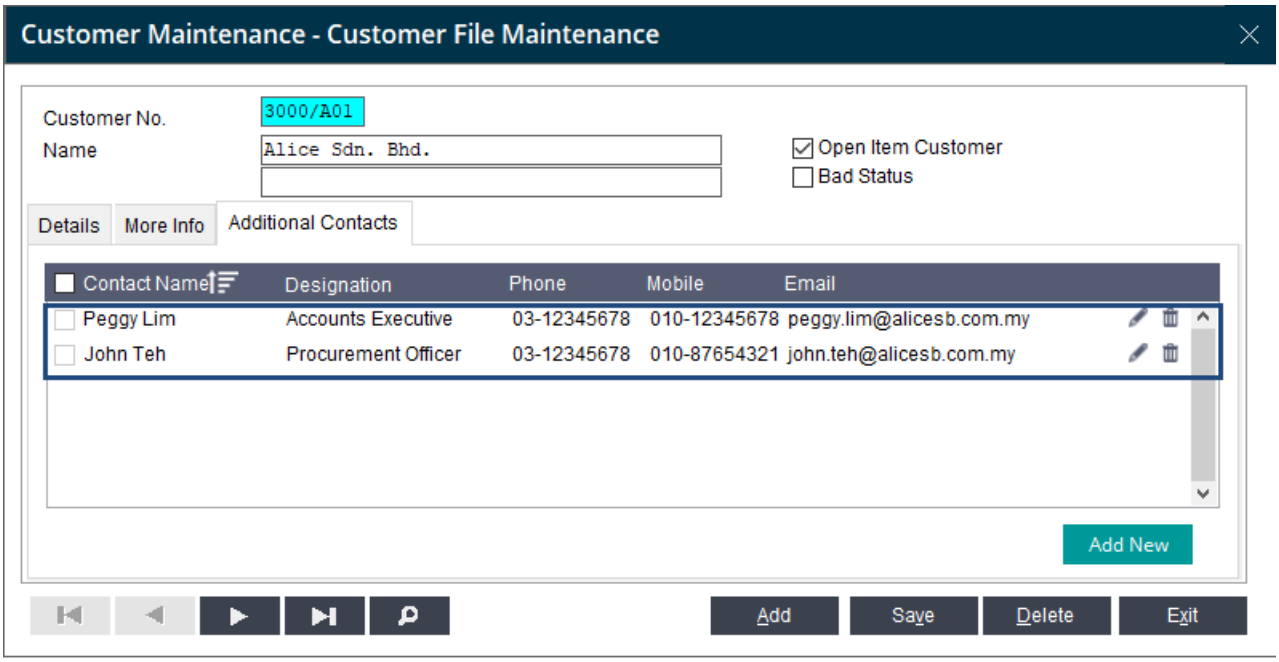
Sample image #MC1 – Setting up multiple contact(s) in Customer Maintenance



Sample image #MC2 – Listing of multiple contacts maintained for the customer



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Email document with the new multiple contacts

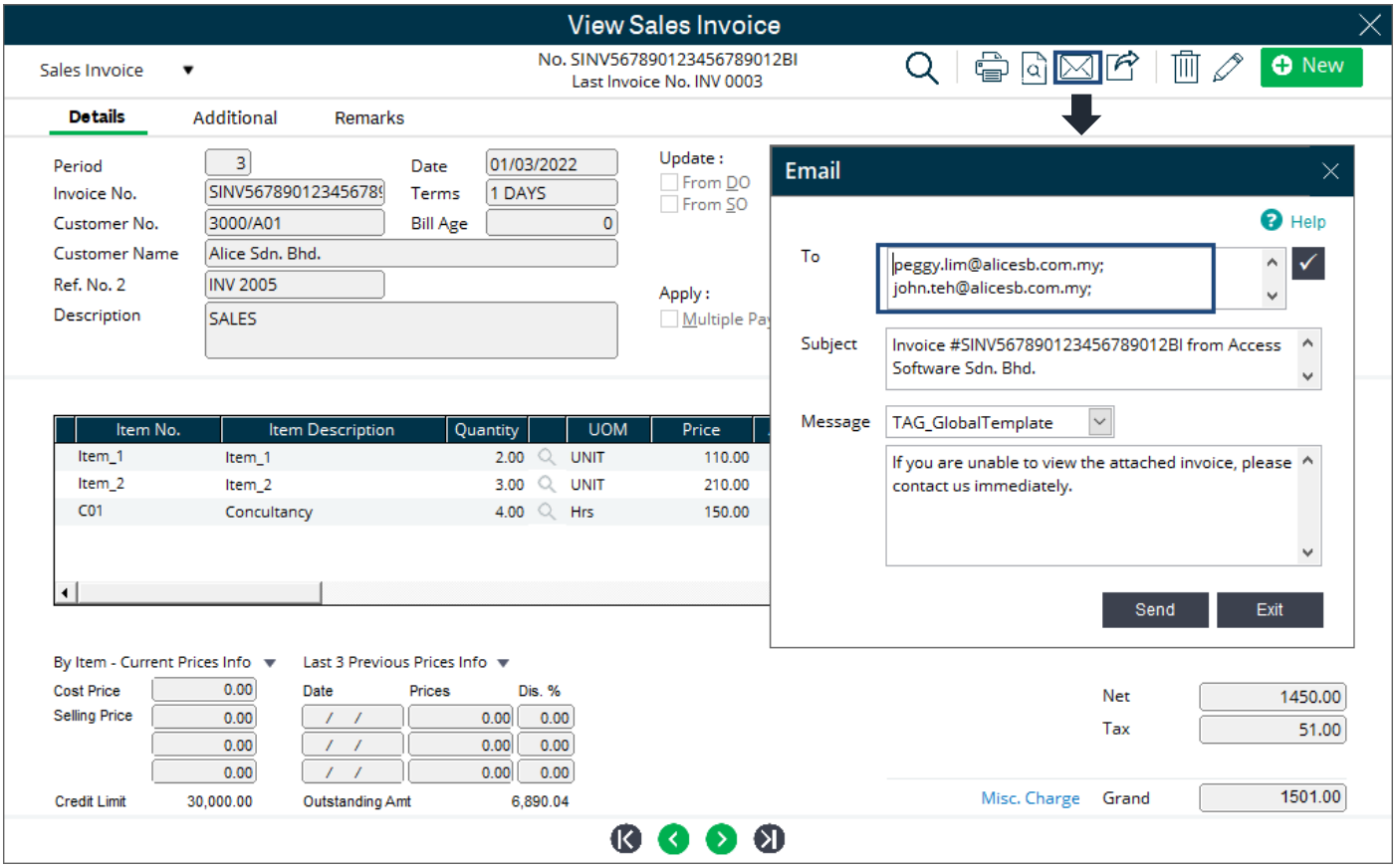
1 Inventory & Billing

1.1 Single document from transaction screen

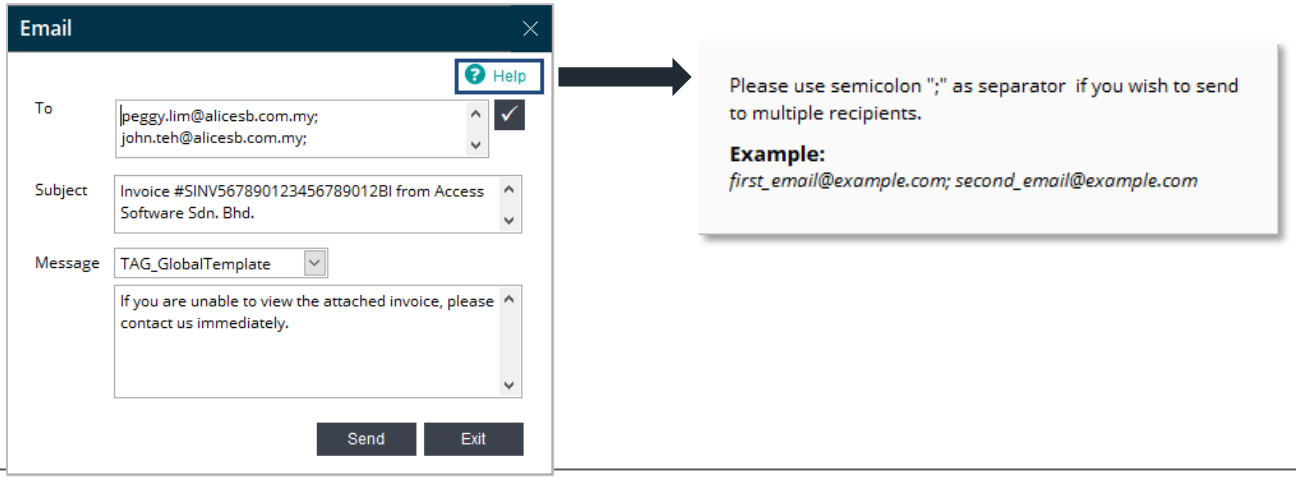
After contacts are maintained for the customer, you will be able to see the contact(s) tagged to the document type auto displayed in the Email pop-up box when clicked on the Email icon. This will save time on manual selection of email recipients and eliminate omissions and/or errors sending to wrong recipients.

At this point, users have the option to remove 'defaulted' recipient and/or add other recipient on the spot by using the semicolon (;) separator, if there is a need to do so – please refer to the image #MC4 below.

Sample image #MC3 – Auto display of contact(s) tagged to the related document type when Email box is opened:



Sample image #MC4 – Help guide to send email to multiple recipients



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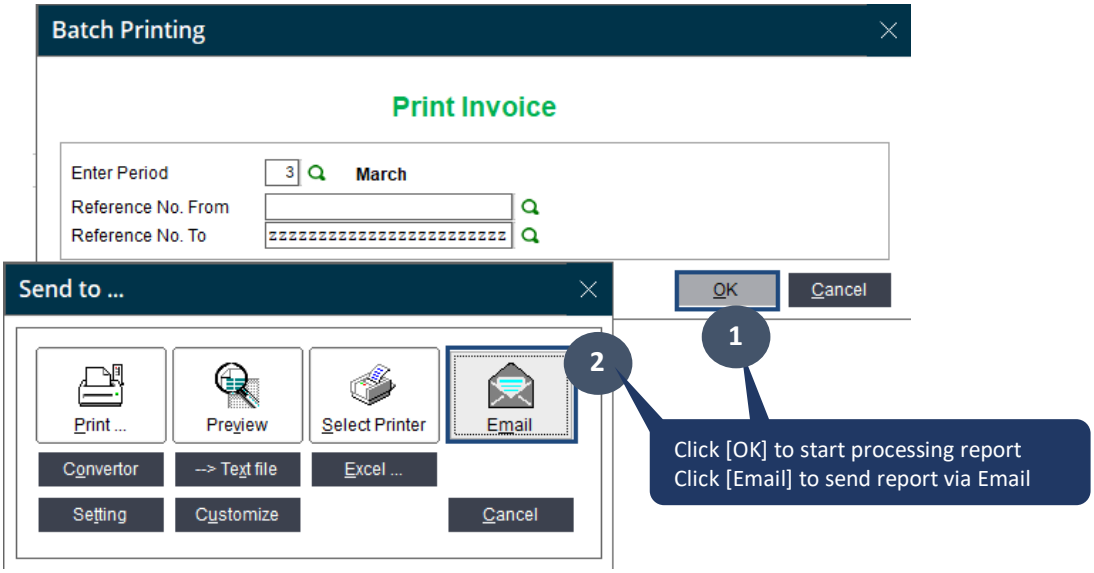
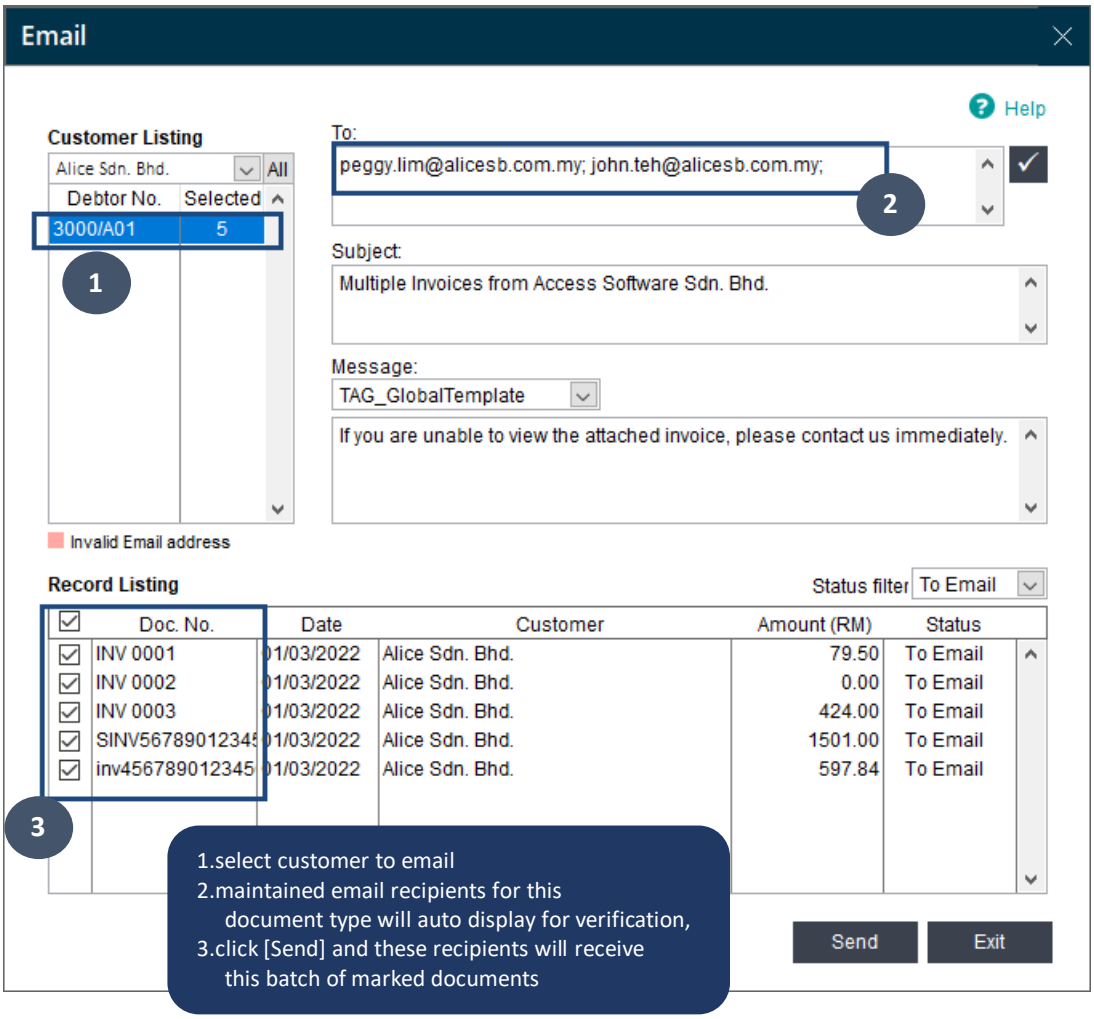
1.2 Batch of documents

Multiple contacts maintained for the customers will also apply in the Batch email function.



Sample image #MC5 – Email batch of documents with multiple contacts for a customer:



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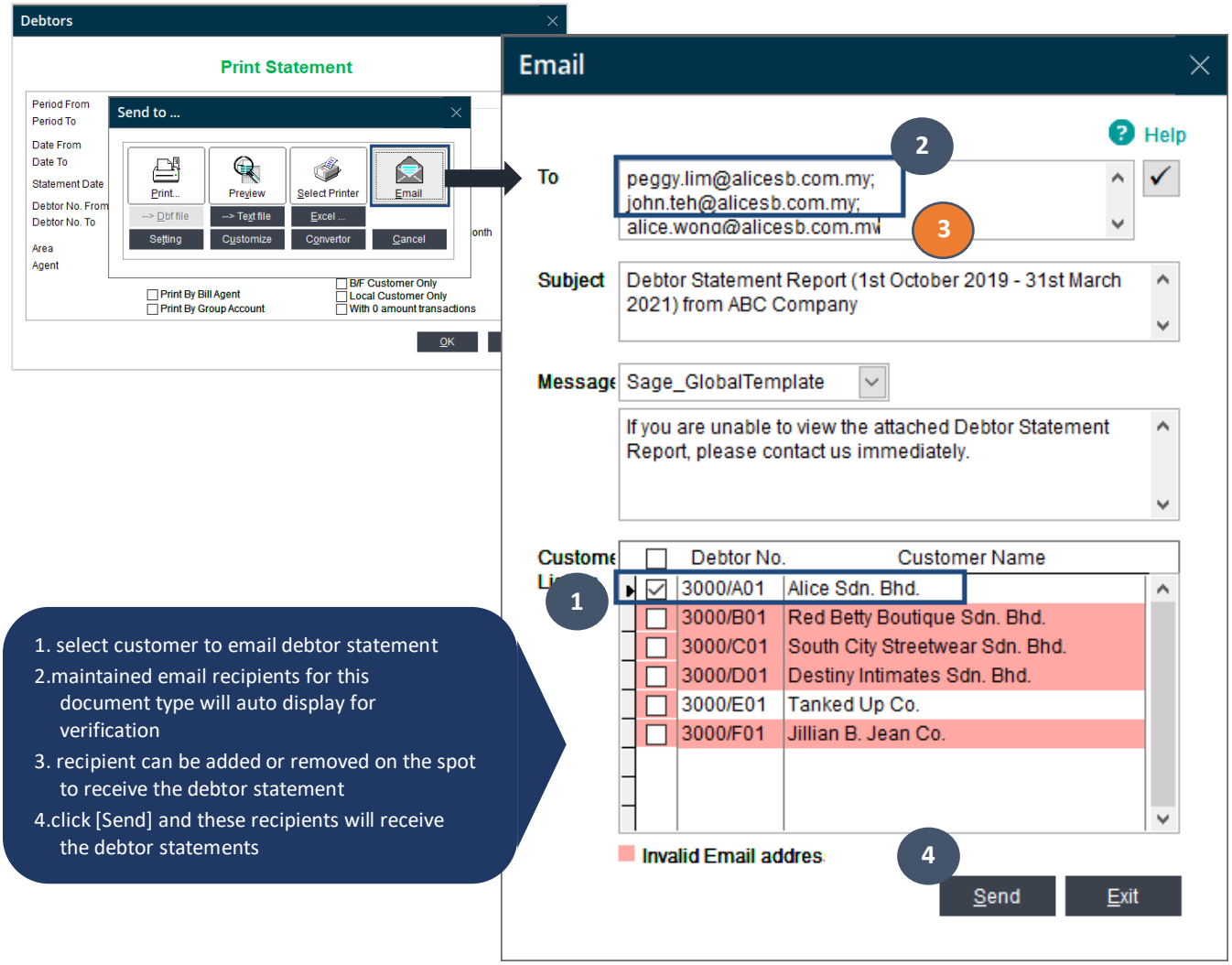
2 Accounting

2.1 Email Statement of Account



1. select customer to email debtor statement
2. maintained email recipients for this document type will auto display for verification
3. recipient can be added or removed on the spot to receive the debtor statement
4. click [Send] and these recipients will receive the debtor statements

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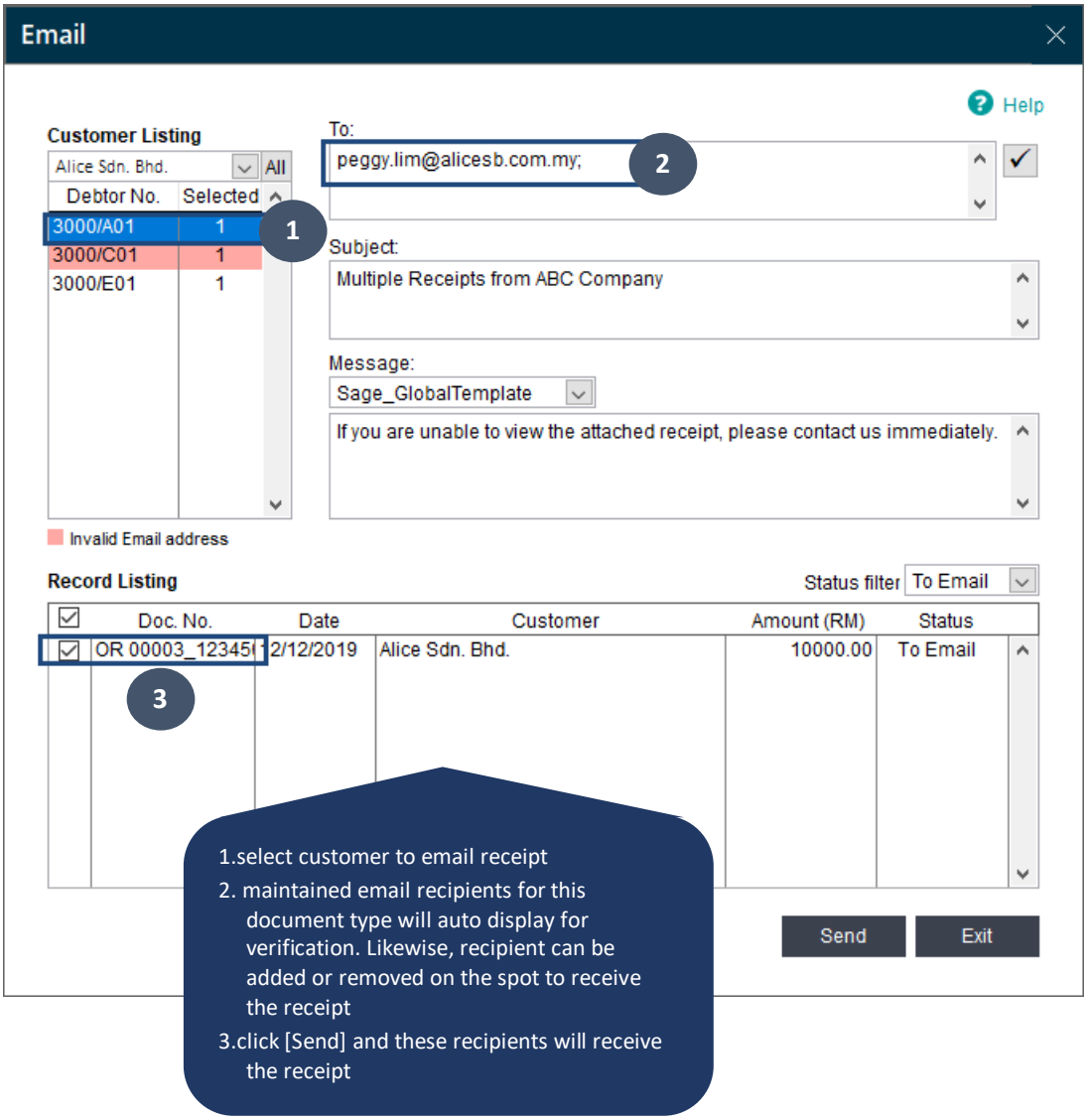
2.2 Email Official Receipt



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Reference Number field length increased to 24 characters

With the increased field length from 8 to 24 characters in both Modern and Classic views, the Reference Number field is now constant across these transactions type in the Sales module – Delivery Order, Sales Invoice, Cash Sales, Credit Note and Debit Note. Users will now have more flexibility and options to manage their billing preferences accordingly per transaction type named above.

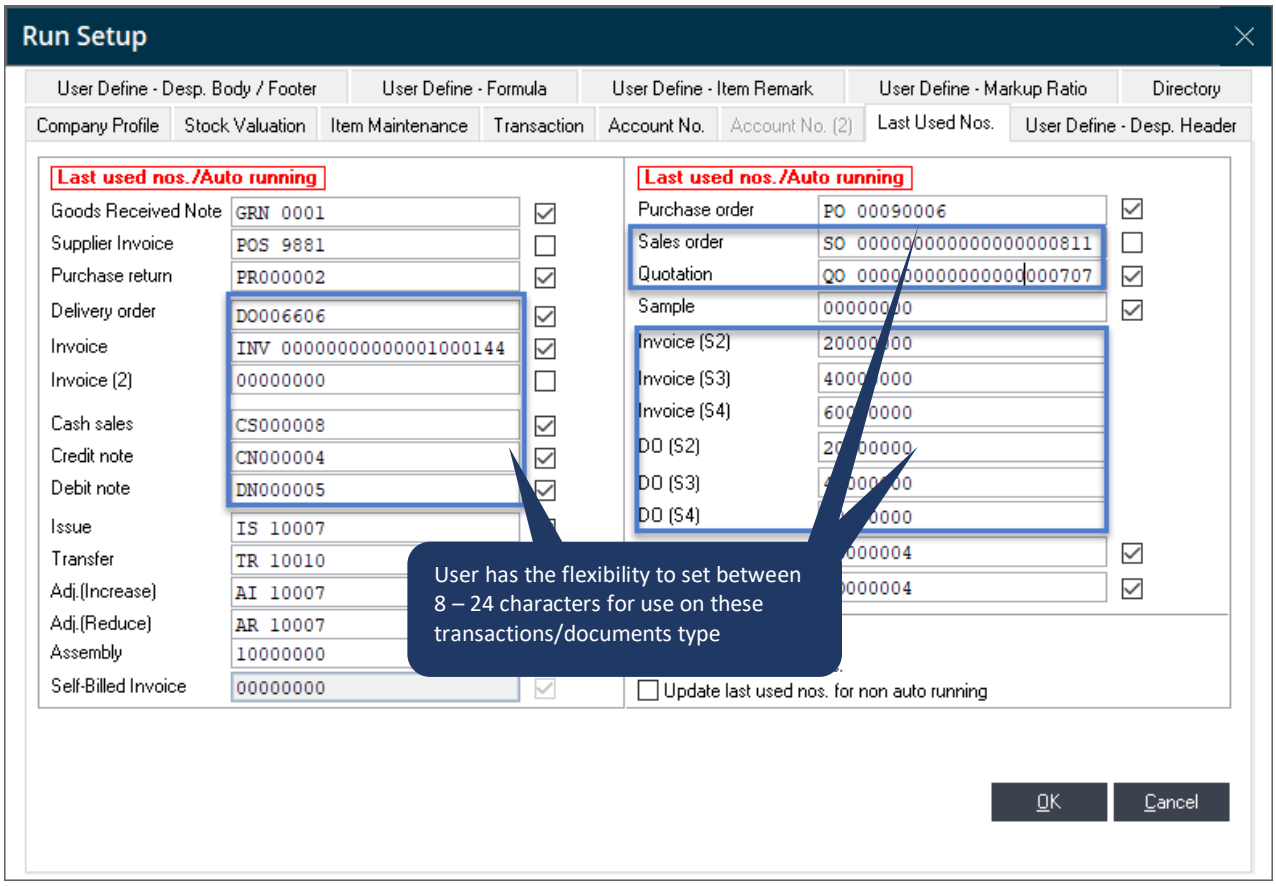
The increased reference number field will take effect in both systems Inventory & Billing and Accounting correspondingly, ensuring transactions posted from Inventory & Billing to Accounting are captured in full and displayed correctly in all screens preview and reports.

Enhanced screens to support the increased Reference Number field length:

Modern View

1. Inventory & Billing Setting

Sample image #MV1 – Document Number setting in Modern View



2. Transaction type in Sales module

Transaction type enhanced with increased reference number field include:

- Quotation
- Sales Order
- Delivery Order (with and without price)
- Invoice
- Cash Sales
- Credit Note (adjustment and return)
- Debit Note (adjustment and goods replacement)

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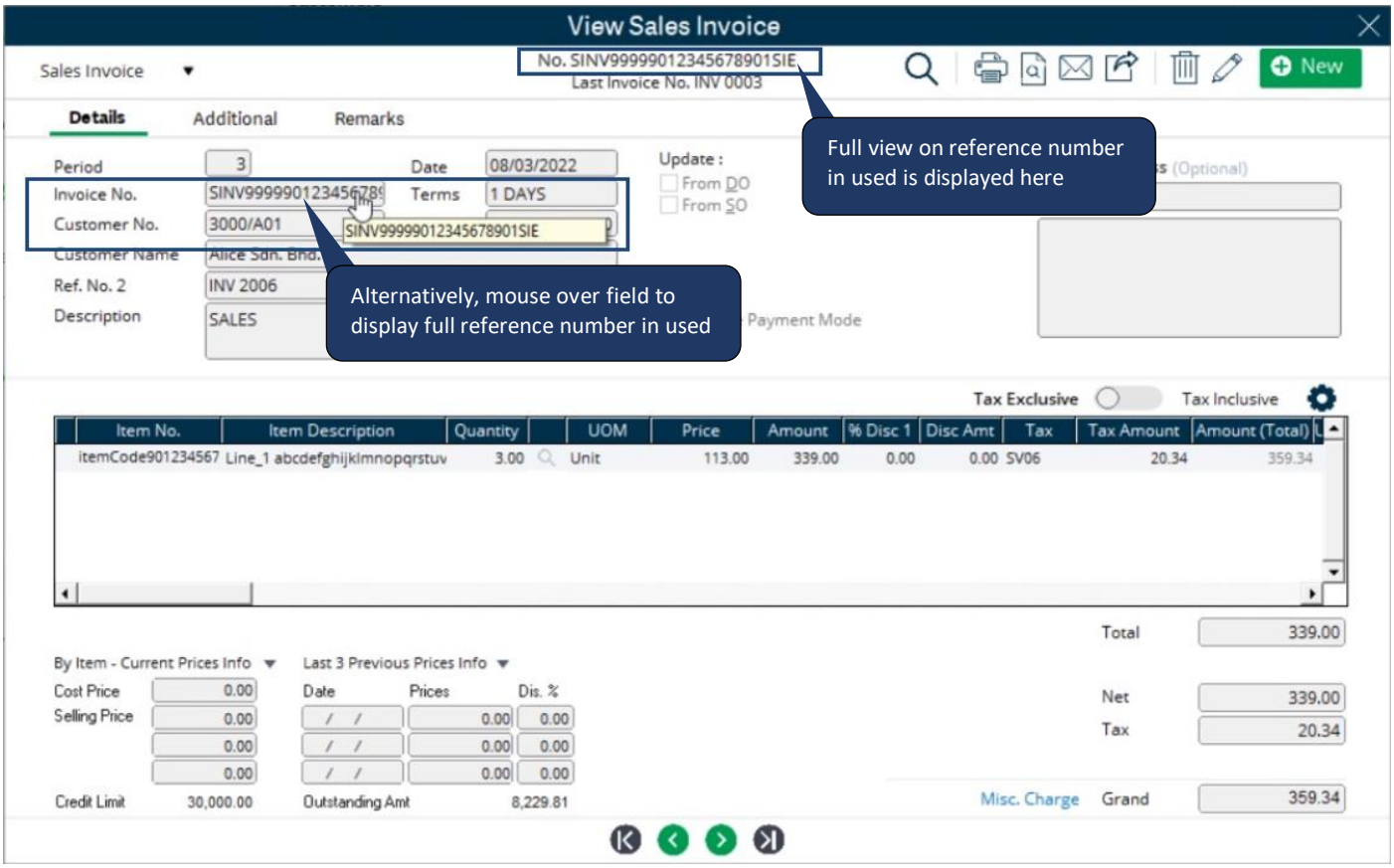
3. Reference Number display – Header section

Please note that the document number field length in transaction screen will still be displaying maximum 18 characters as per current state. Reasons:

- Working within the space constrain in transaction screen, the reference number display on screen is still within the field length capacity set. This is done to avoid disruption to surrounding fields in the transaction screen.
- To view the full reference number in used, simply move cursor over to the reference number field for it to be displayed – refer to image #1 below

Note: The document number in used is also displayed in full at the top middle section of the transaction screen for reference and awareness.

Sample image #MV2 – Sales Invoice with the extended reference number display in Modern View



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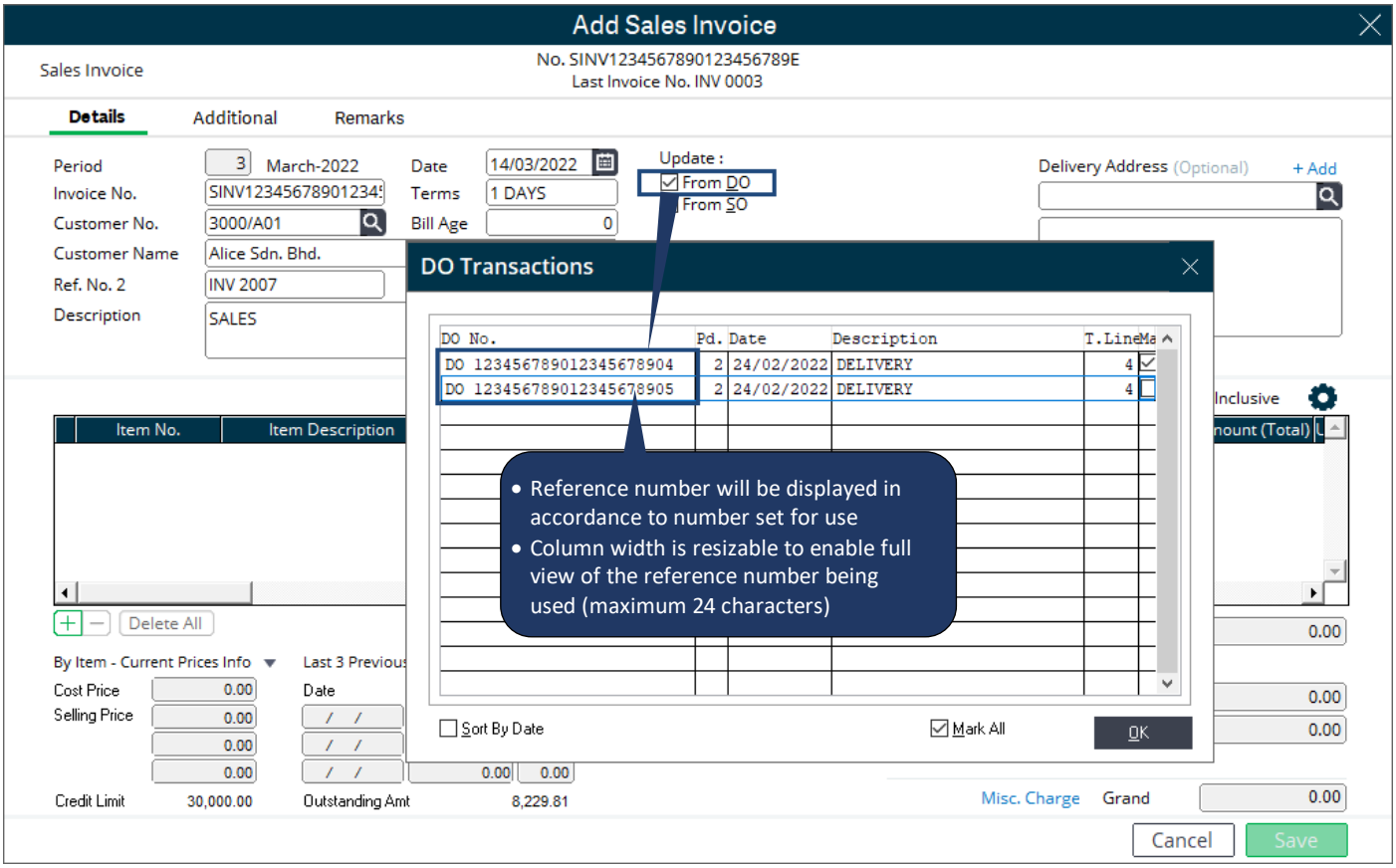
4. “Update From” screen display – Header section

Transaction type with “Update From” screen display enhanced with increased reference number field include:

- Quotation
- Sales Order
- Delivery Order
- Invoice

Sample image #MV3 – Sales Invoice “Update from SO” option in Modern View (the same in Classic View):



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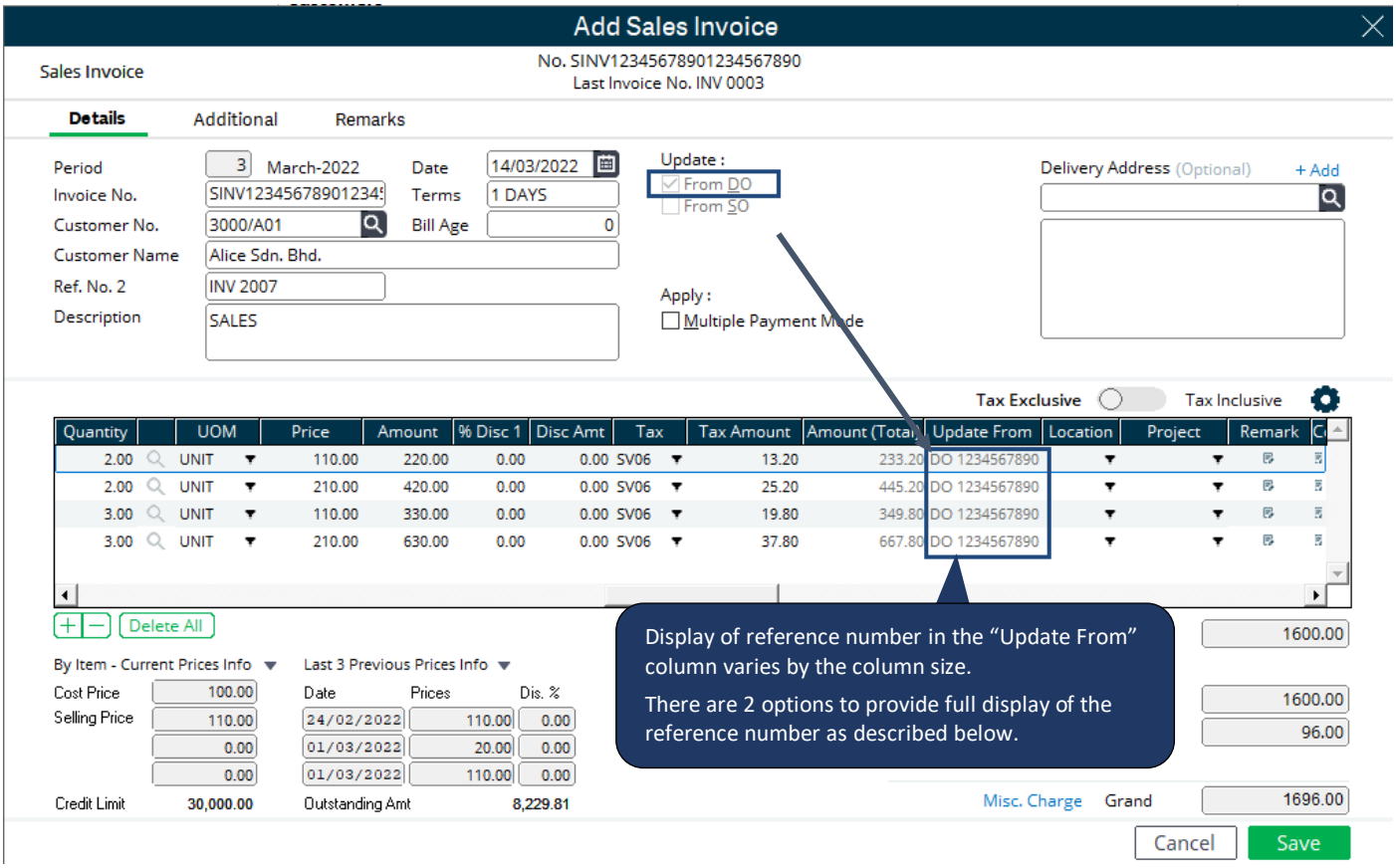
5. Linked document – Body section

Transaction type with "Update From" screen display enhanced with increased reference number field include:

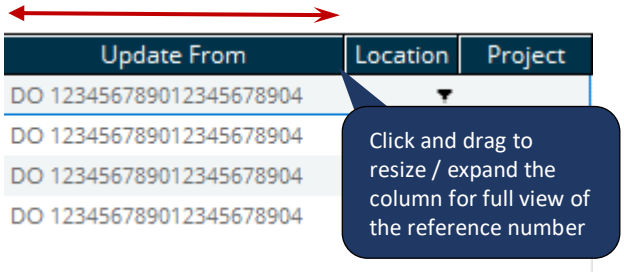
- Sales Order
- Delivery Order
- Invoice

Sample image #MV4 – Sales Invoice linked document reference number display in body section

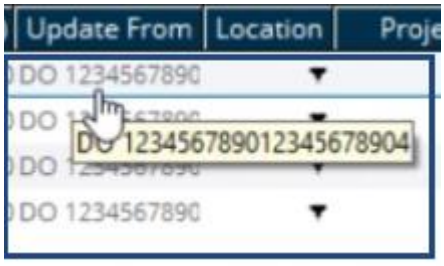


2 options available to view the full reference number display:

<u>Option 1:</u> Expand "Update From" column



<u>Option 2:</u> Mouse over cell for system to display full reference number



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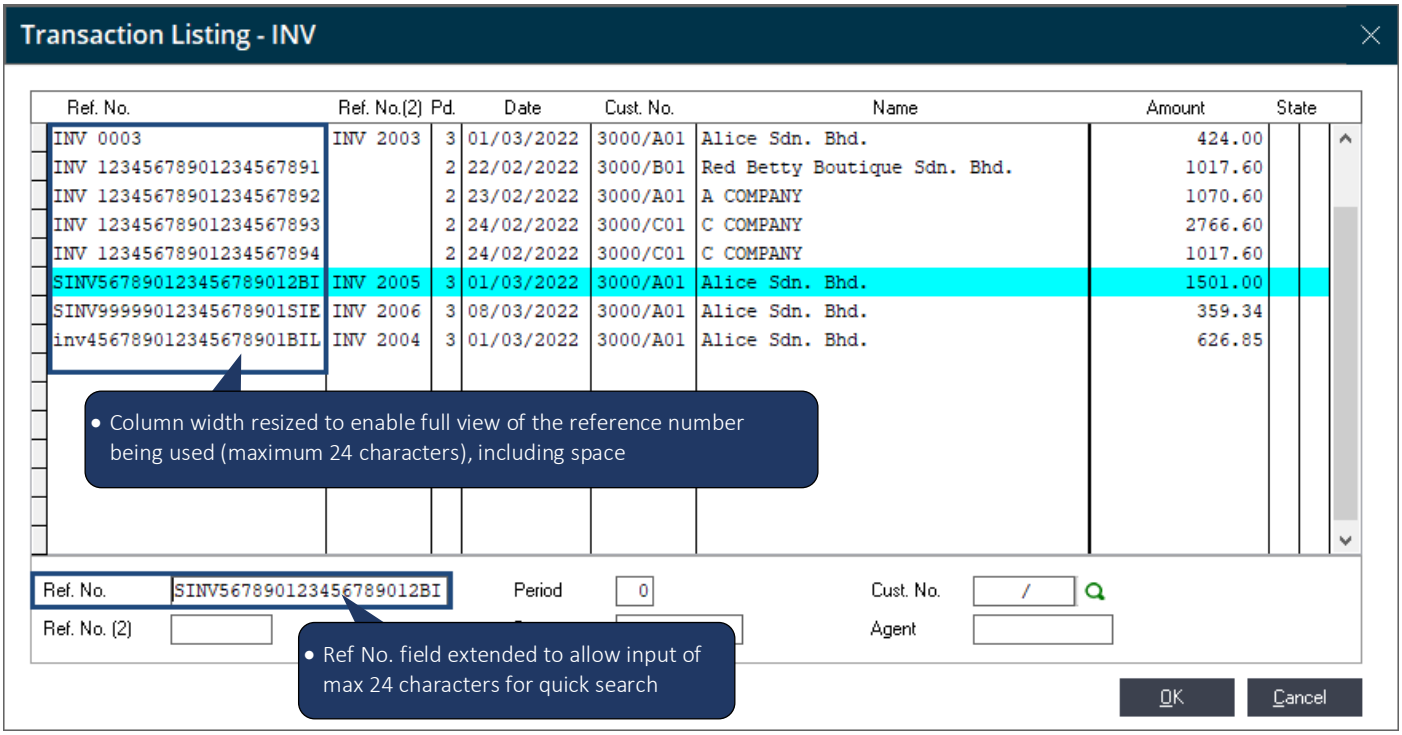
6. Transaction Listing screen display

Transaction Listing display screen enhanced with increased reference number field via “Search” function on following documents:

- Quotation
- Sales Order
- Delivery Order
- Invoice
- Cash Sales
- Credit Note Debit Note

Sample image #MV5 – “Search” Invoice with the extended reference number display:



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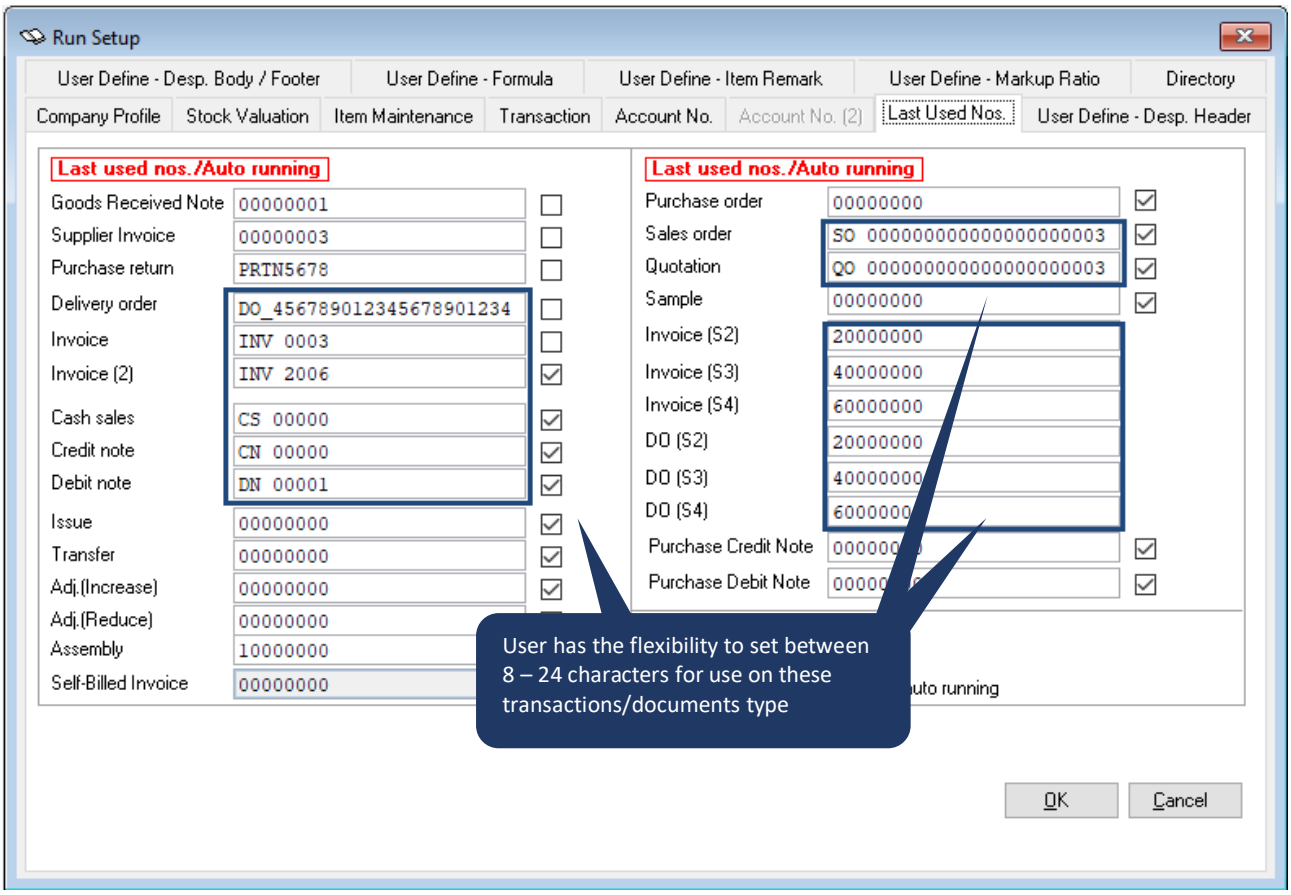
7. Inventory & Billing Setting

Sample image #CV1 – Document Number setting in Modern View



8. Transaction type in Sales module

Transaction type enhanced with increased reference number field include:

- Quotation
- Sales Order
- Delivery Order (with and without price)
- Invoice
- Cash Sales
- Credit Note (adjustment and return)
- Debit Note (adjustment and goods replacement)

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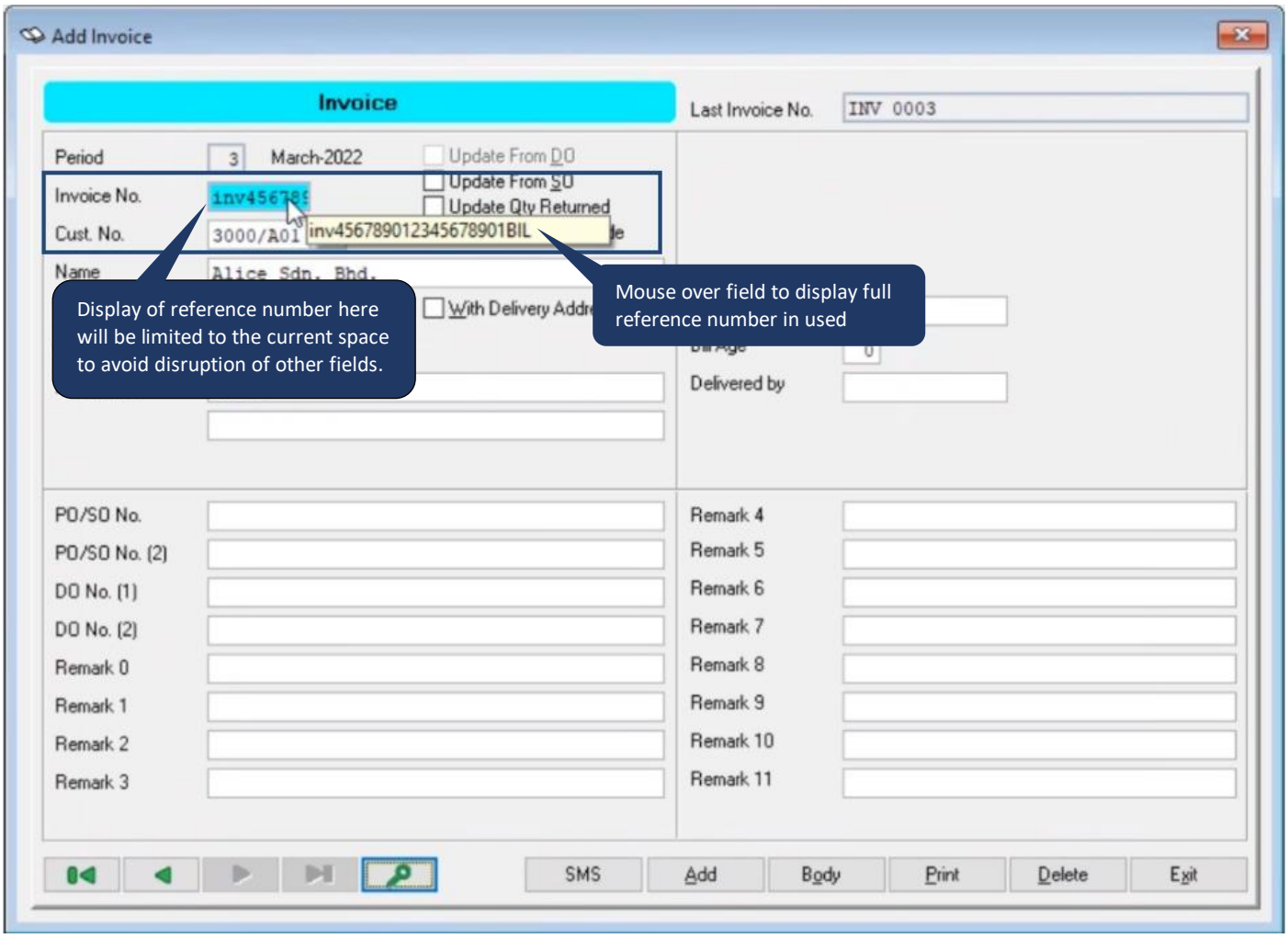
9. Reference Number display – Header section

Please note that the document number field length in transaction screen will still be displaying only 8 characters as per current state. Reasons:

- Working within the space constrain in transaction screen, the reference number display on screen is still within the field length capacity set. This is done to avoid disruption to surrounding fields in the transaction screen.
- To view the full reference number in used, simply move cursor over to the reference number field for it to be displayed – refer to image #1 below:

Sample image #CV2 – Sales Invoice with the extended reference number display in Classic View



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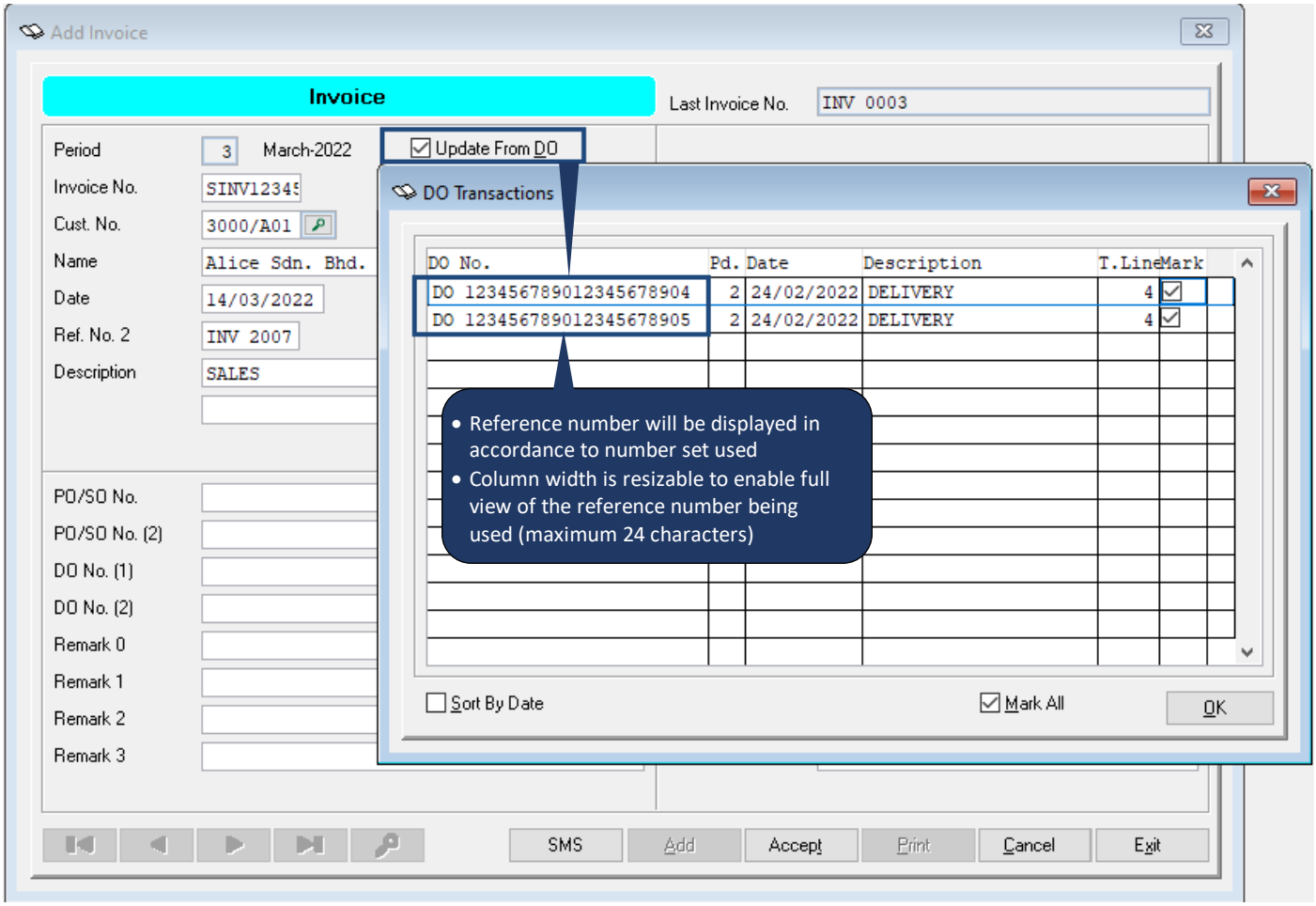
10. “Update From” screen display – Header section

Transaction type with “Update From” screen display enhanced with increased reference number field include:

- Quotation
- Sales Order
- Delivery Order
- Invoice

Sample image #CV3 – Sales Invoice “Update from DO” option in Classic View (same will apply in Modern View):



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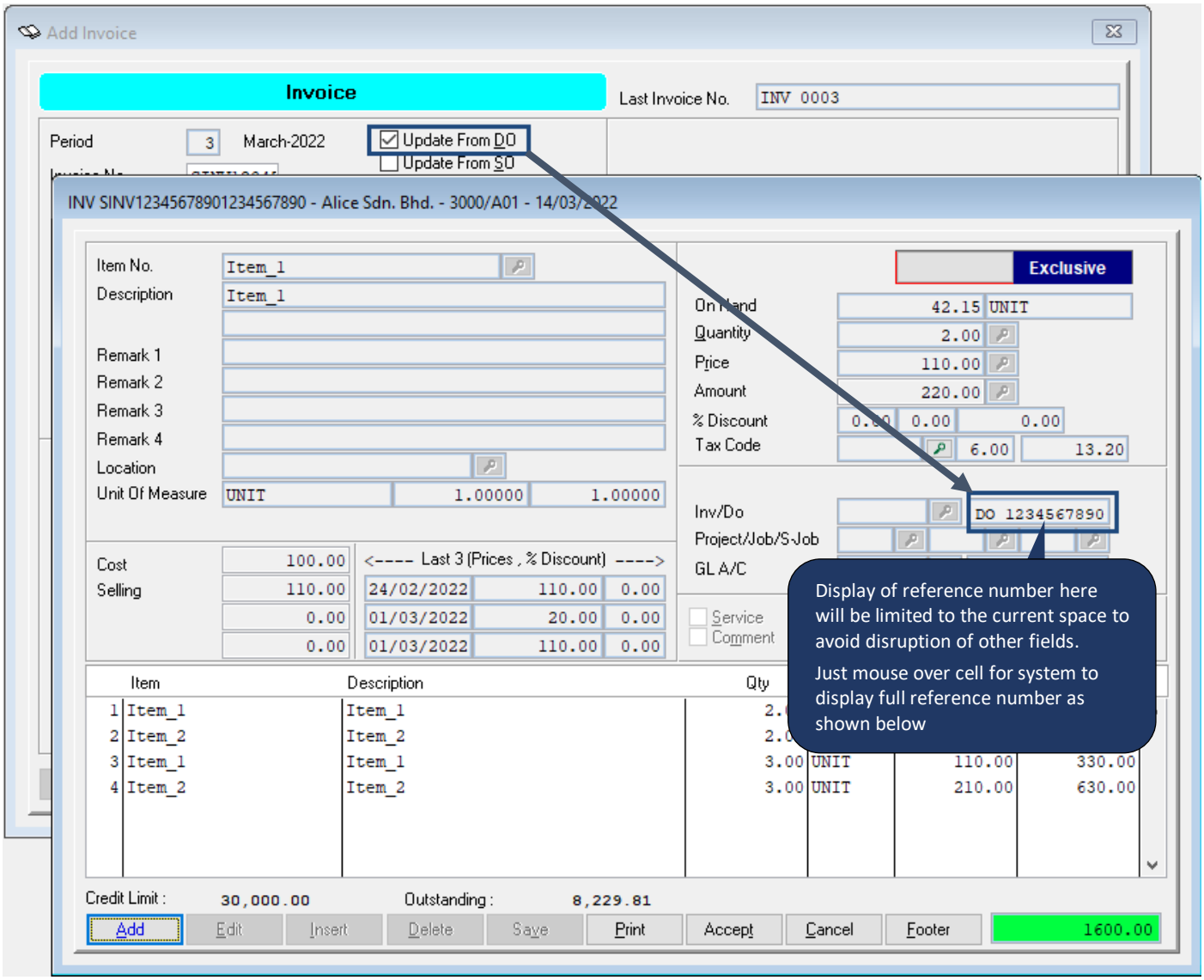
11. Linked document – Body section

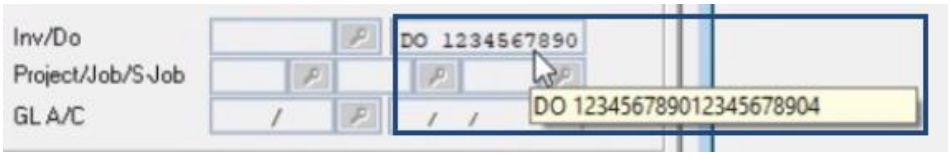
Transaction type with "Update From" screen display enhanced with increased reference number field include:

- Sales Order
- Delivery Order
- Invoice

Sample image #CV4 – Sales Invoice linked document reference number display in body section



Mouse over cell for system to display full reference number:



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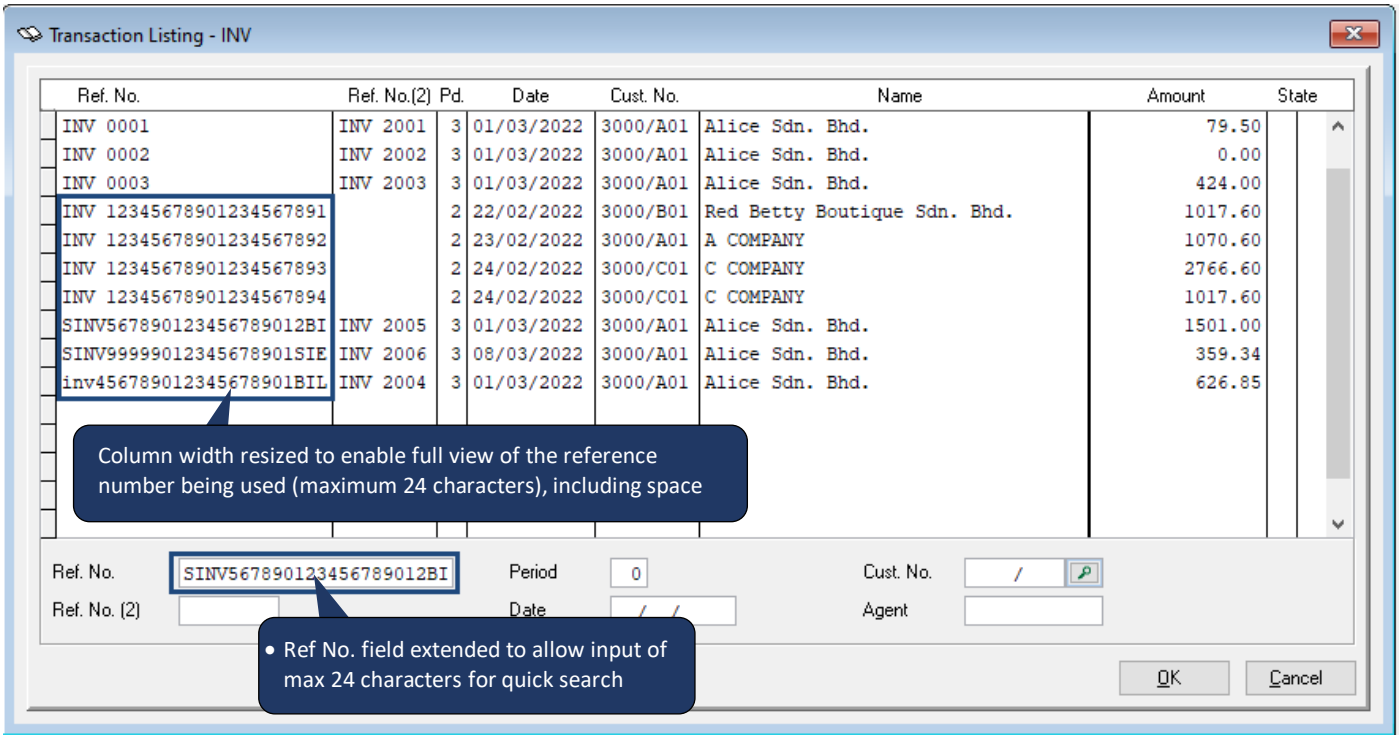
12. Transaction Listing screen display

Transaction Listing display screen enhanced with increased reference number field via "Search" function for following documents:

- Quotation
- Sales Order
- Delivery Order
- Invoice
- Cash Sales
    - Credit Note Debit Note

Sample image #CV5 – "Search" Invoice display screen



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Enhanced reports to support the increased Reference Number field length:

Source Document – Preview and Print

1. Transaction type in Sales module

Transaction type enhanced with increased reference number field include:

- Delivery Order (with and without price)
- Sales Invoice
- Sales Credit Note (adjustment and return)
- Sales Debit Note (adjustment and goods replacement)
- Cash Sales

2. Report Template (Source Document) in Sales module

Report Template enhanced with increased reference number field include:

- MY SST
- GST
- Non-Tax

***Important Note*:**

*If you wish to use extended reference number **AND** also using customized report templates for your source documents, please ensure you revisit them and edit to extend the reference number field accordingly for it to be displayed/printed in full.*

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Sample image #RT1 – Sales Invoice (SST format) enhanced to display the increased reference number

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Alice Sdn. Bhd.

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32000 SITIAWAN,
PERAK.

ATTN. :
TEL. :
FAX :
A/C NO. : 3000/A01

INVOICE
SINV567890123456789012BI

DATE : 01/03/2022
TERM : 1 DAYS
CURRENCY : MYR @ 1.0000
AGENT : Perak Agent
PAGE : 1
PRINTED ON : 18/03/2022
PRINTED BY : ADMIN

	ITEM NO.	DESCRIPTION	QUANTITY	UOM	U.PRICE	DISC AMT	TOTAL EXCL. SST	TAX RATE	SST	TOTAL INCL. SST	TAX CODE
1	Item_1	Item_1	2.00	UNIT	110.00		220.00	6%	13.20	233.20	SV06
	SERIAL NO.:	11									
		12									
2	Item_2	Item_2	3.00	UNIT	210.00		630.00	6%	37.80	667.80	SV06
3	C01	Concultancy	4.00	Hrs	150.00		600.00			600.00	

RINGGIT MALAYSIA : ONE THOUSAND FIVE HUNDRED ONE ONLY

	MYR
SUB TOTAL	1,450.00
TOTAL DISCOUNT	0.00
TOTAL EXCL. SST	1,450.00
ADD SST	51.00
TOTAL PAYABLE INCL. SST	1,501.00

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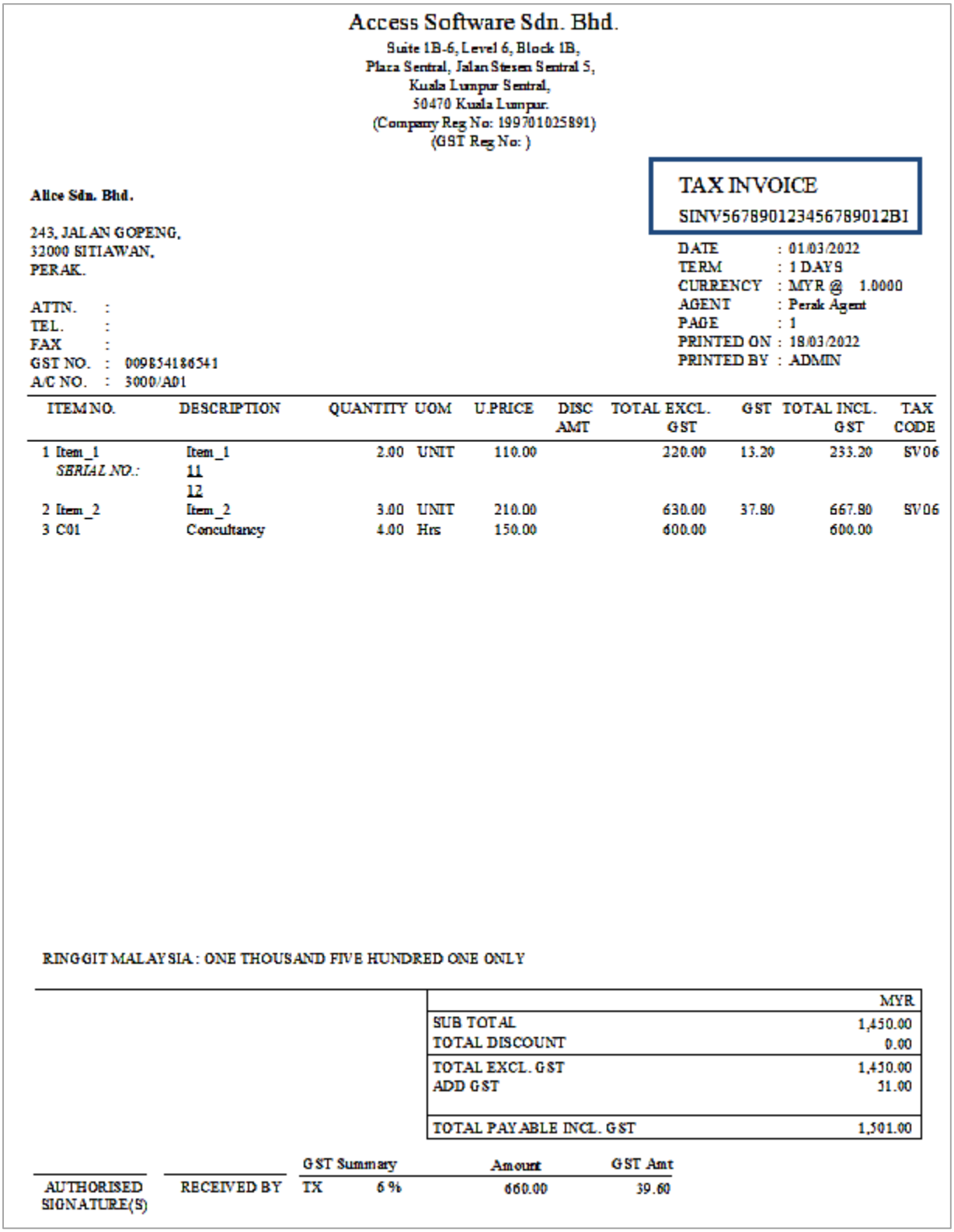
Sample image #RT2 – Sales Invoice (GST format) enhanced to display the increased reference number:



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50470 Kuala Lumpur.
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(GST Reg No:)

TAX INVOICE
SINV567890123456789012BI

Alice Sdn. Bhd.

243, JALAN GOPENG,
32000 SITIAWAN,
PERAK.

ATTN. :
TEL. :
FAX :
GST NO. : 009854186541
A/C NO. : 3000/A01

DATE : 01/03/2022
TERM : 1 DAYS
CURRENCY : MYR @ 1.0000
AGENT : Perak Agent
PAGE : 1
PRINTED ON : 18/03/2022
PRINTED BY : ADMIN

ITEM NO.	DESCRIPTION	QUANTITY	UOM	U.PRICE	DISC AMT	TOTAL EXCL. GST	GST	TOTAL INCL. GST	TAX CODE
1 Item_1	Item_1	2.00	UNIT	110.00		220.00	13.20	233.20	SV06
SERIAL NO.:	11 12								
2 Item_2	Item_2	3.00	UNIT	210.00		630.00	37.80	667.80	SV06
3 C01	Concultancy	4.00	Hrs	150.00		600.00		600.00	

RINGGIT MALAYSIA : ONE THOUSAND FIVE HUNDRED ONE ONLY

	MYR
SUB TOTAL	1,450.00
TOTAL DISCOUNT	0.00
TOTAL EXCL. GST	1,450.00
ADD GST	51.00
TOTAL PAYABLE INCL. GST	1,501.00

GST Summary		Amount	GST Amt
TX	6 %	660.00	39.60

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Sample image #RT3 – Sales Invoice (Non-Tax format) enhanced to display the increased reference number

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FAX. :
A/C NO. : 3000/A01

INVOICE
SINV567890123456789012BI

DATE : 01/03/2022
TERM : 1 DAYS
PAGE : 1

ITEM NO.	DESCRIPTION	QTY		U.PRICE	DIS.	TAX	AMOUNT
1 Item_1	Item_1	2.00	UNIT	110.00		13.20	233.20
SERIAL NO.:	11						
	12						
2 Item_2	Item_2	3.00	UNIT	210.00		37.80	667.80
3 C01	Consultancy	4.00	Hrs	150.00			600.00

RINGGIT MALAYSIA : ONE THOUSAND FIVE HUNDRED ONE ONLY

TOTAL QUANTITY 9.00

TOTAL		1,450.00
DISCOUNT		0.00
NET		1,450.00
TAX		51.00
GROSS	RM	1,501.00

AUTHORISED SIGNATURE(S)

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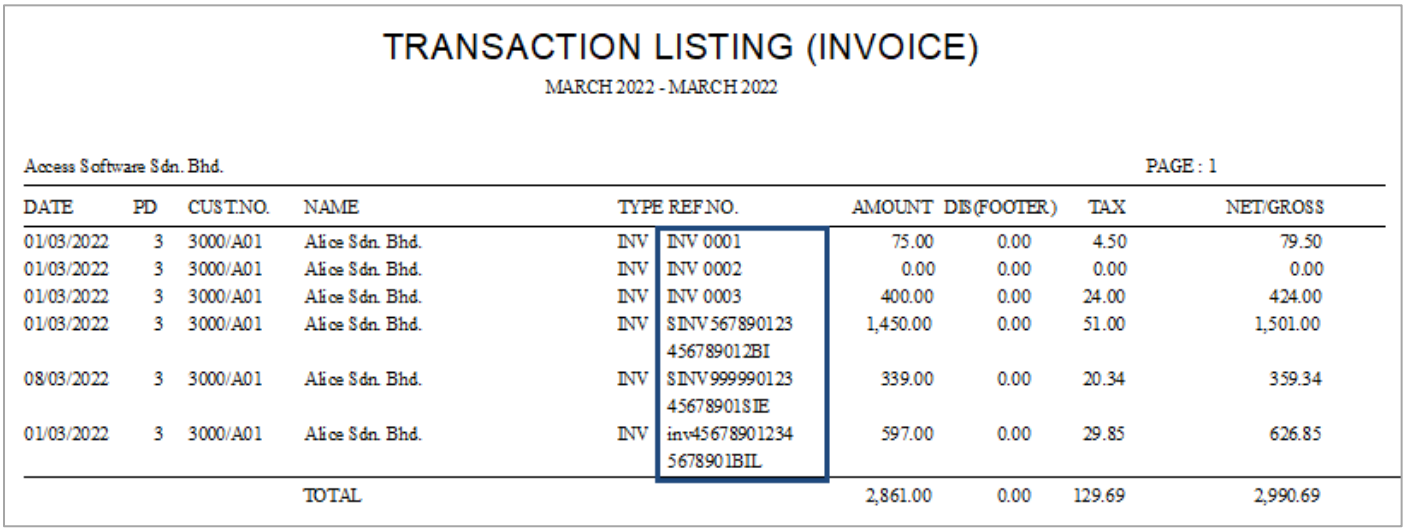
Other Reports under Reports menu

All sales related reports under the Reports menu are also enhanced to display the increased reference number to provide full visibility.

Sample image #RT4 – Invoice listing report



TRANSACTION LISTING (INVOICE)

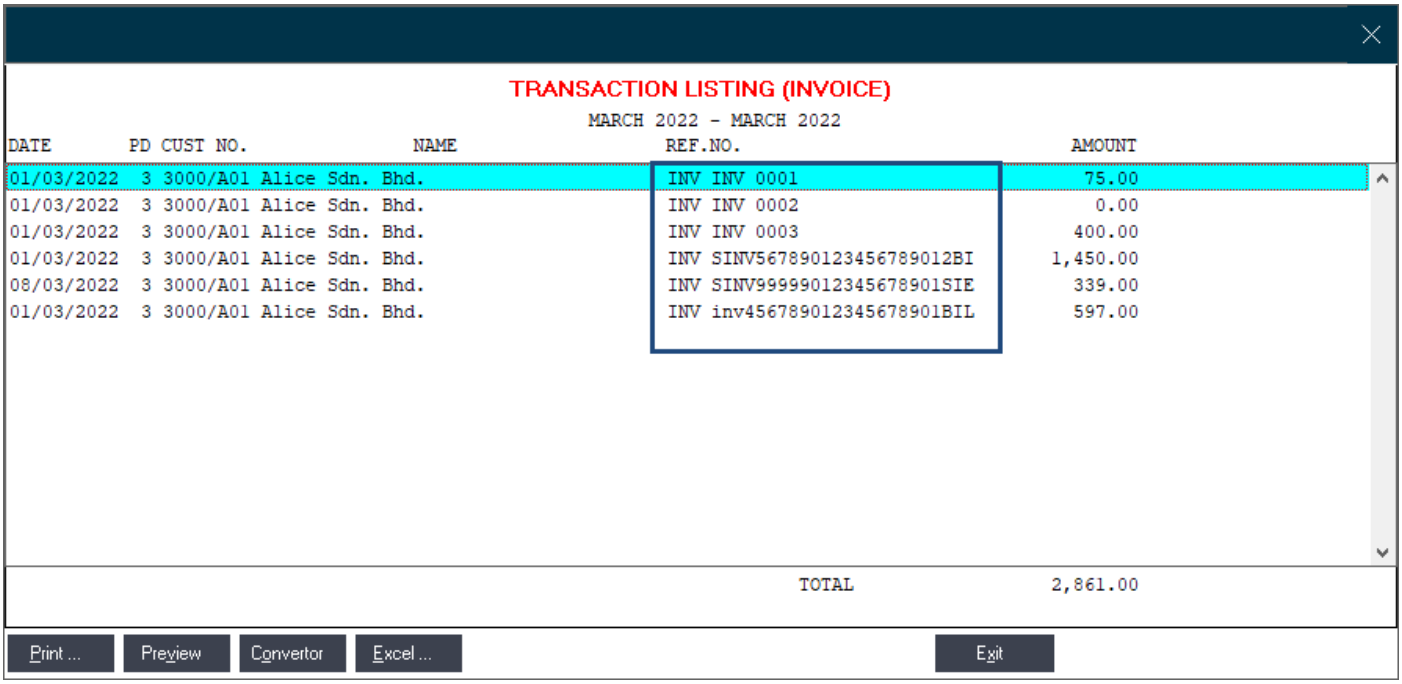
MARCH 2022 - MARCH 2022

Access Software Sdn. Bhd. PAGE : 1

DATE	PD	CUST.NO.	NAME	TYPE	REF.NO.	AMOUNT	DIS(FOOTER)	TAX	NET/GROSS
01/03/2022	3	3000/A01	Alice Sdn. Bhd.	INV	INV 0001	75.00	0.00	4.50	79.50
01/03/2022	3	3000/A01	Alice Sdn. Bhd.	INV	INV 0002	0.00	0.00	0.00	0.00
01/03/2022	3	3000/A01	Alice Sdn. Bhd.	INV	INV 0003	400.00	0.00	24.00	424.00
01/03/2022	3	3000/A01	Alice Sdn. Bhd.	INV	SINV567890123456789012BI	1,450.00	0.00	51.00	1,501.00
08/03/2022	3	3000/A01	Alice Sdn. Bhd.	INV	SINV9999901234567890 1SIE	339.00	0.00	20.34	359.34
01/03/2022	3	3000/A01	Alice Sdn. Bhd.	INV	inv45678901234567890 1BIL	597.00	0.00	29.85	626.85
			TOTAL			2,861.00	0.00	129.69	2,990.69

Screen Preview

Sample image #SP1 – Invoice Listing (Modern View)



TRANSACTION LISTING (INVOICE)

MARCH 2022 - MARCH 2022

DATE	PD	CUST NO.	NAME	REF.NO.	AMOUNT
01/03/2022	3	3000/A01	Alice Sdn. Bhd.	INV INV 0001	75.00
01/03/2022	3	3000/A01	Alice Sdn. Bhd.	INV INV 0002	0.00
01/03/2022	3	3000/A01	Alice Sdn. Bhd.	INV INV 0003	400.00
01/03/2022	3	3000/A01	Alice Sdn. Bhd.	INV SINV567890123456789012BI	1,450.00
08/03/2022	3	3000/A01	Alice Sdn. Bhd.	INV SINV9999901234567890 1SIE	339.00
01/03/2022	3	3000/A01	Alice Sdn. Bhd.	INV inv45678901234567890 1BIL	597.00
				TOTAL	2,861.00

Print ... Preview Convertor Excel ... Exit

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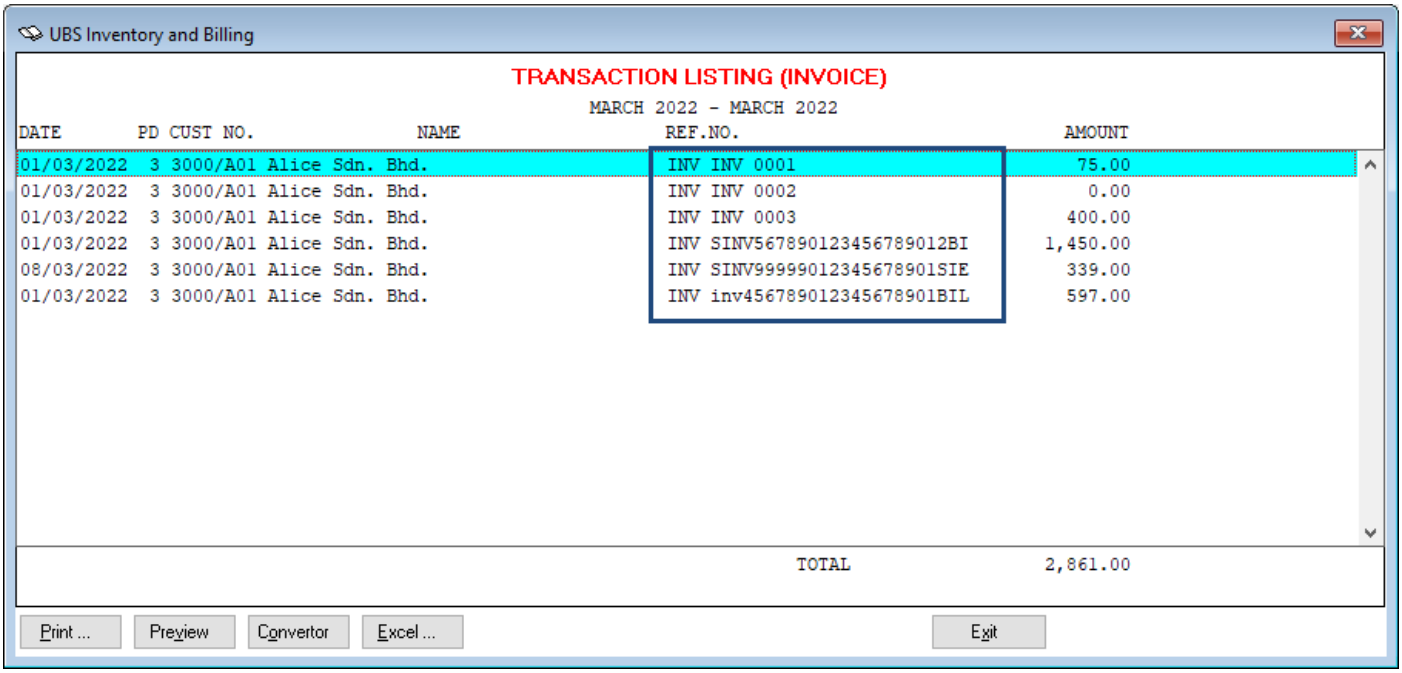
Sample image #SP2 – Invoice Listing (Classic View)



Export to Excel

All sales related reports in Inventory & Billing are enhanced to display full 24 characters (if used) when exported to Excel

Sample image #R7 – Invoice exported to Excel:

Transaction Listing - (INVOICE)

Date : 21/03/2022

Access Software Sdn. Bhd.

Date	Period	Cust./Supp.	Name	Type	Ref.No.	Total	Discount	Net	Tax	Rounding Adj	Grand
Period :3											
01/03/2022	3	3000/A01	Alice Sdn. Bhd.	INV	INV 0001	75.00	0.00	75.00	4.50	0.00	79.50
01/03/2022	3	3000/A01	Alice Sdn. Bhd.	INV	INV 0002	0.00	0.00	0.00	0.00	0.00	0.00
01/03/2022	3	3000/A01	Alice Sdn. Bhd.	INV	INV 0003	400.00	0.00	400.00	24.00	0.00	424.00
01/03/2022	3	3000/A01	Alice Sdn. Bhd.	INV	inv456789012345678901BIL	597.00	0.00	597.00	29.85	0.00	626.85
01/03/2022	3	3000/A01	Alice Sdn. Bhd.	INV	SINV567890123456789012BI	1,450.00	0.00	1,450.00	51.00	0.00	1,501.00
08/03/2022	3	3000/A01	Alice Sdn. Bhd.	INV	SINV99999012345678901SIE	339.00	0.00	339.00	20.34	0.00	359.34
						2,861.00	0.00	2,861.00	129.69	0.00	2,990.69
Grand Total						2,861.00	0.00	2,861.00	129.69	0.00	2,990.69

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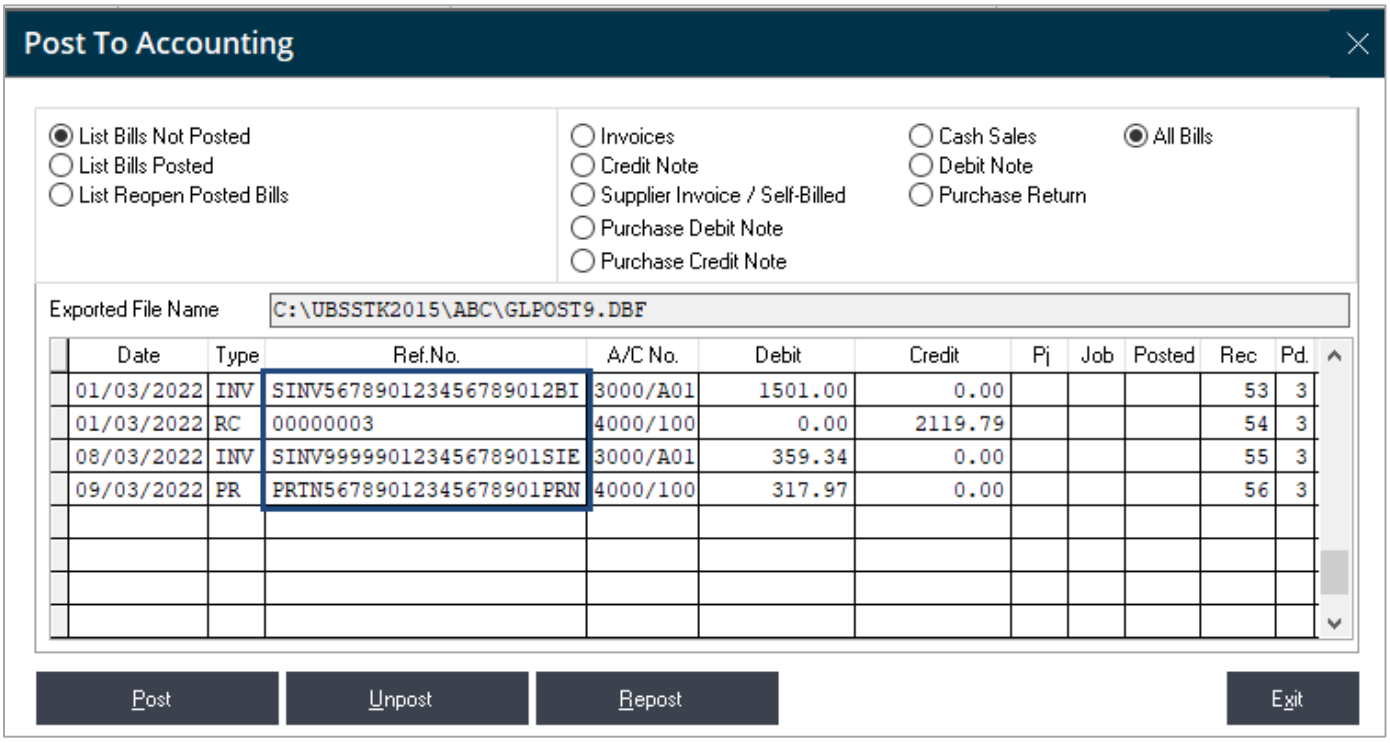
Post | Unpost | Repost to Accounting

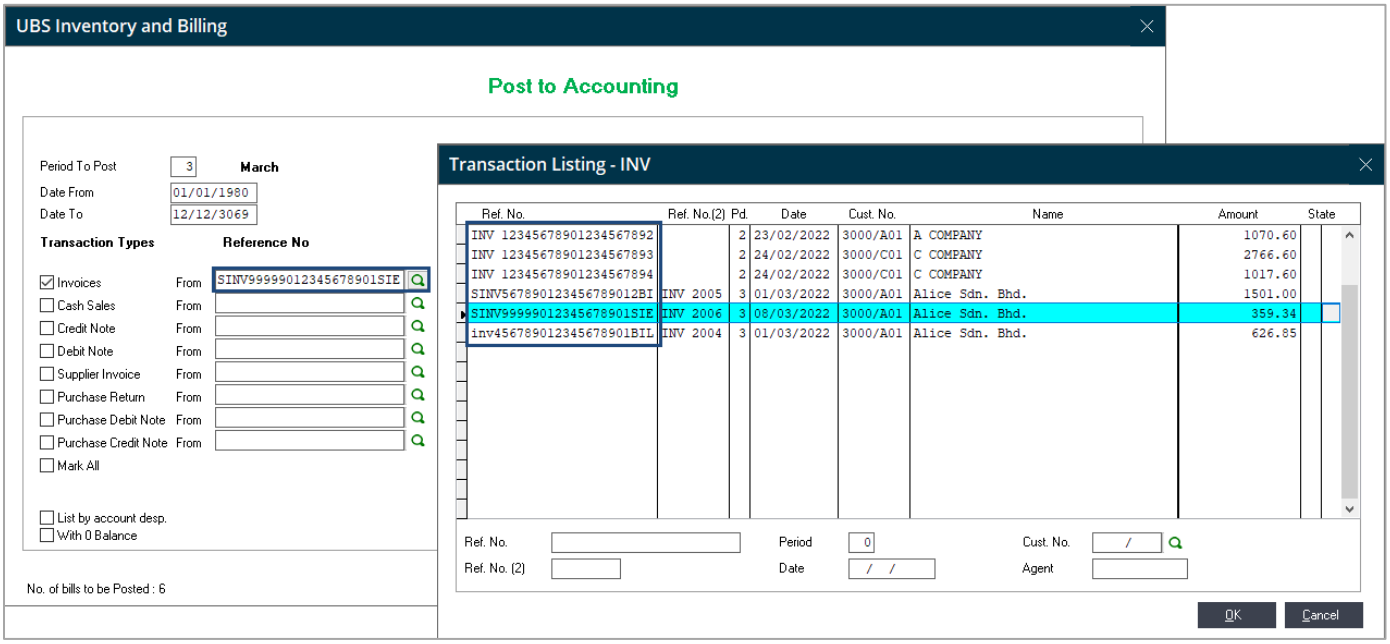
The “Ref No. column has been enhanced to display full 24 characters on the screen to allow full visibility for all these 3 functions

Post

Sample image #R8 – full display of reference number field in Post to Accounting listing screen



Sample image #R9 – full display of reference number field in Post to Accounting & Transaction Listing screens



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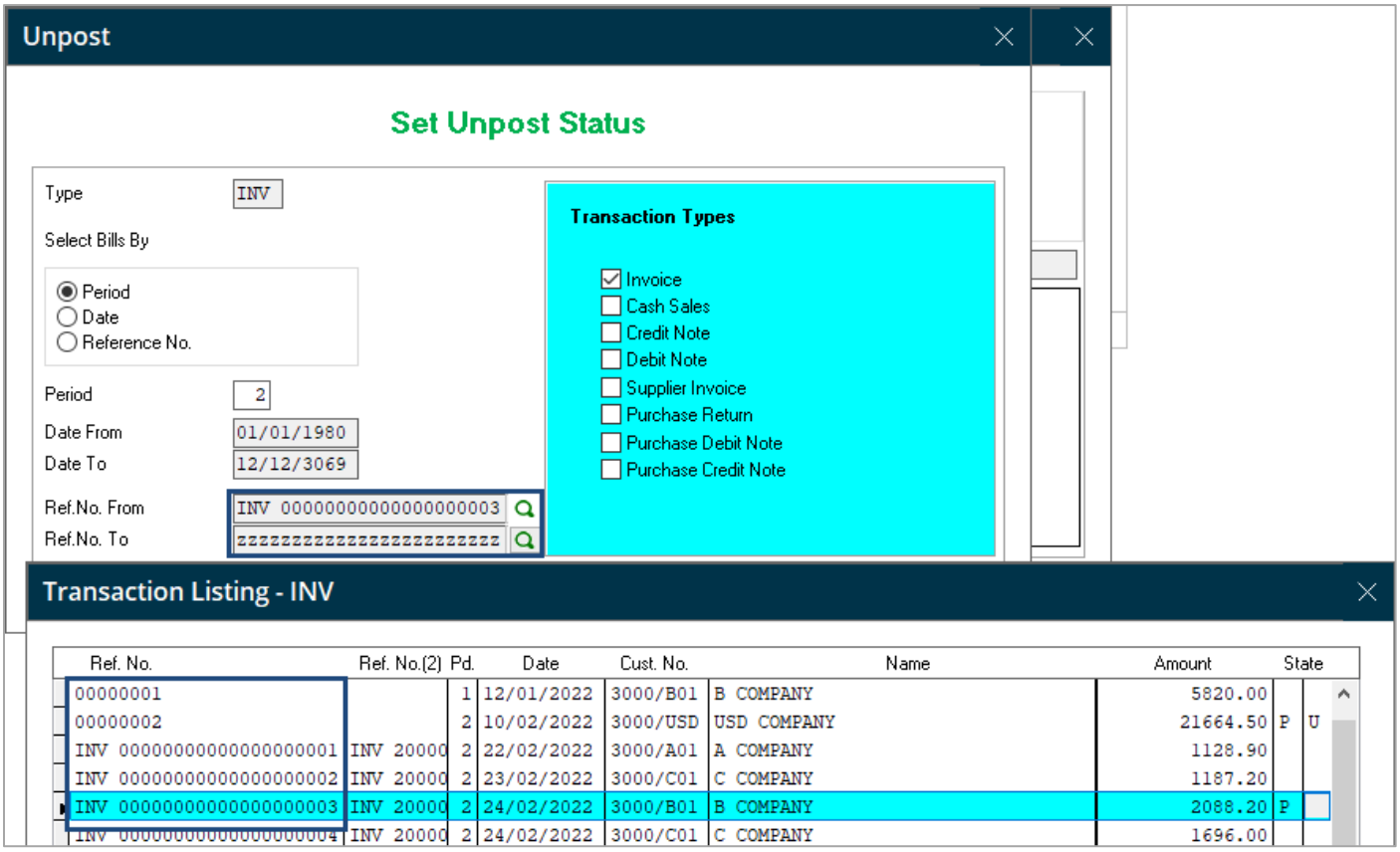
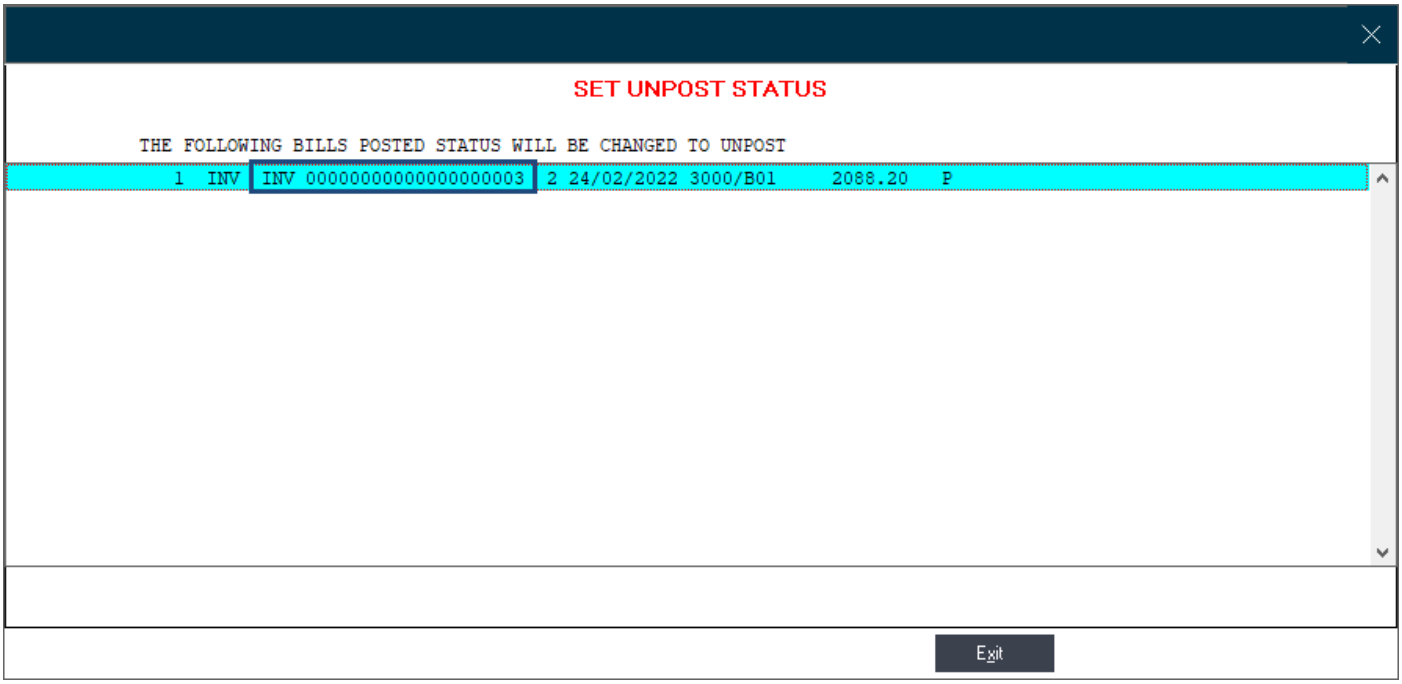
Unpost

The “Ref No. From/To fields have been enhanced to display full 24 characters to allow full visibility

Sample image #R10 – full display of reference number field in Unpost & Transaction Listing screens



Sample image #R11 – full display of reference number field in Set Unpost Status screen



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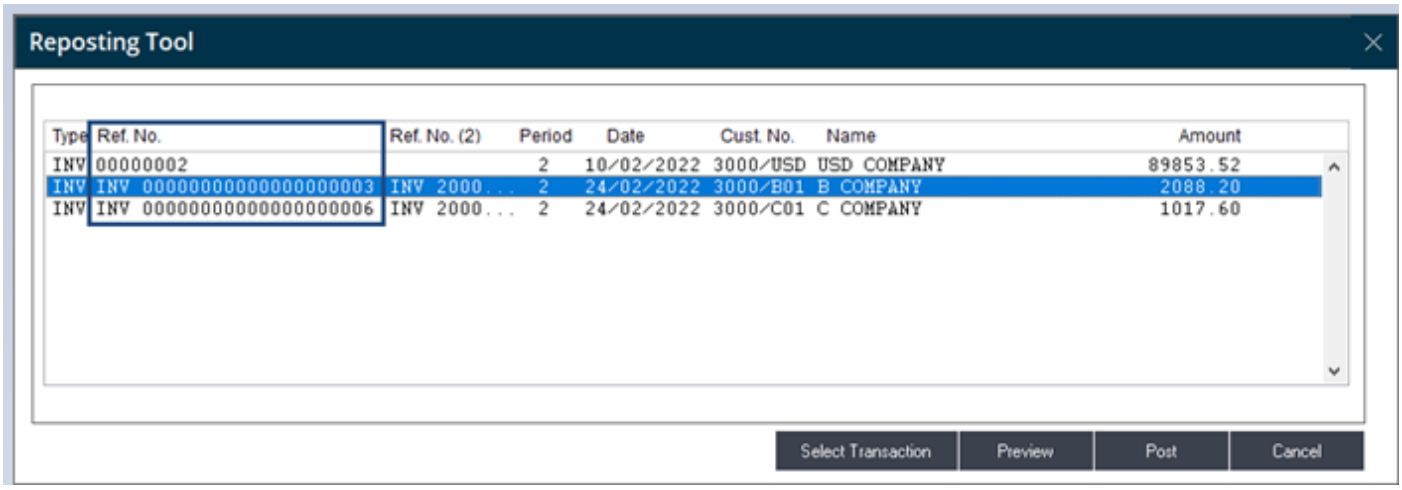
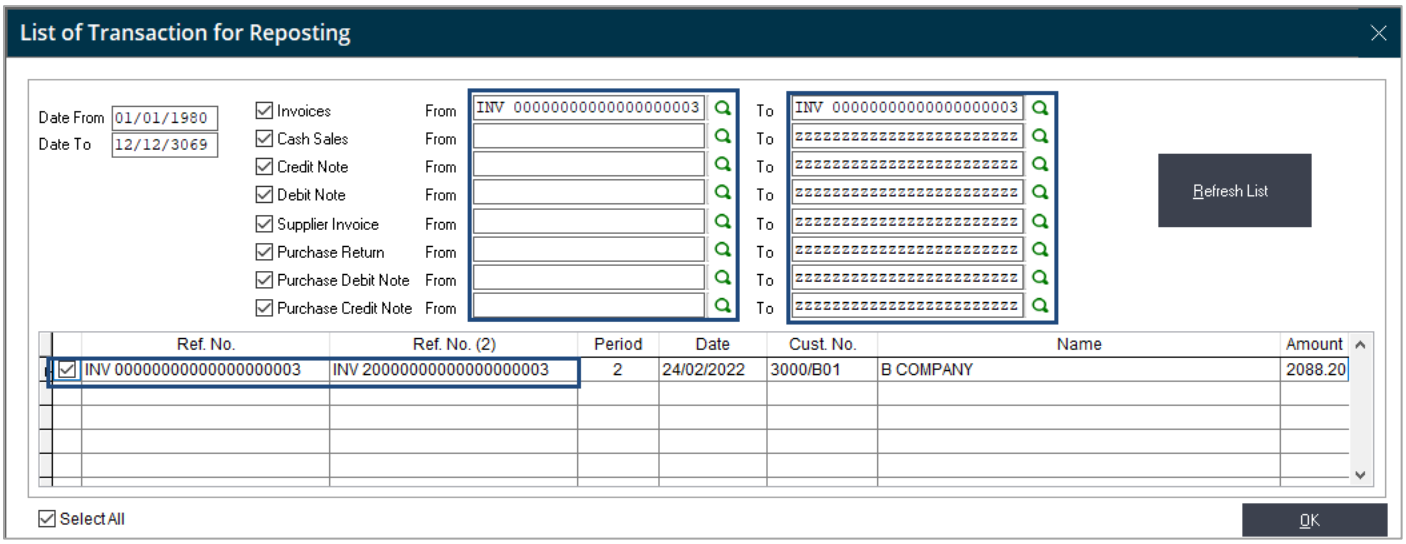
Repost

The “Ref No. From/To fields have been enhanced to display full 24 characters to allow full visibility

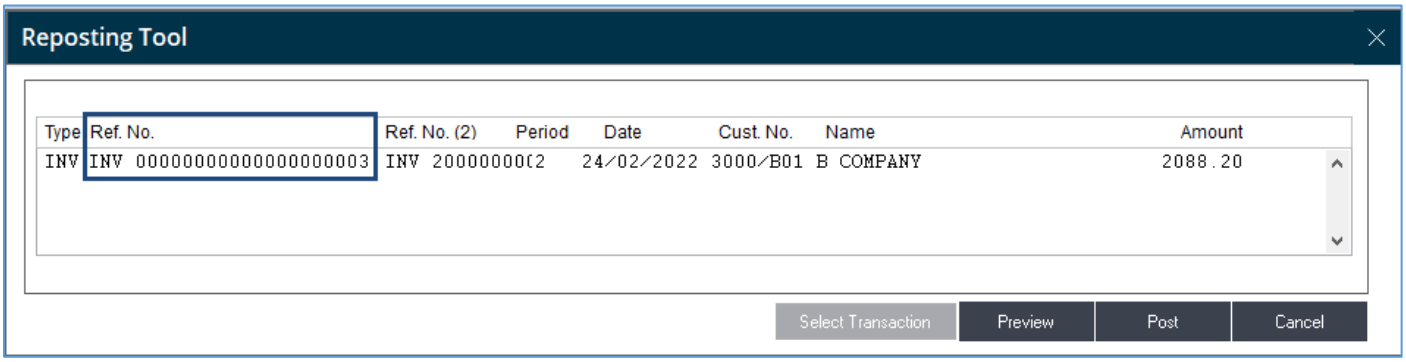
Sample image #R12 – full display of reference number field in Reposting Tool screen



Sample image #R13 – full display of reference number field in Reposting Tool – Select Transaction screen



Sample image #R14 – full display of reference number field in Reposting Tool – Select Transaction screen



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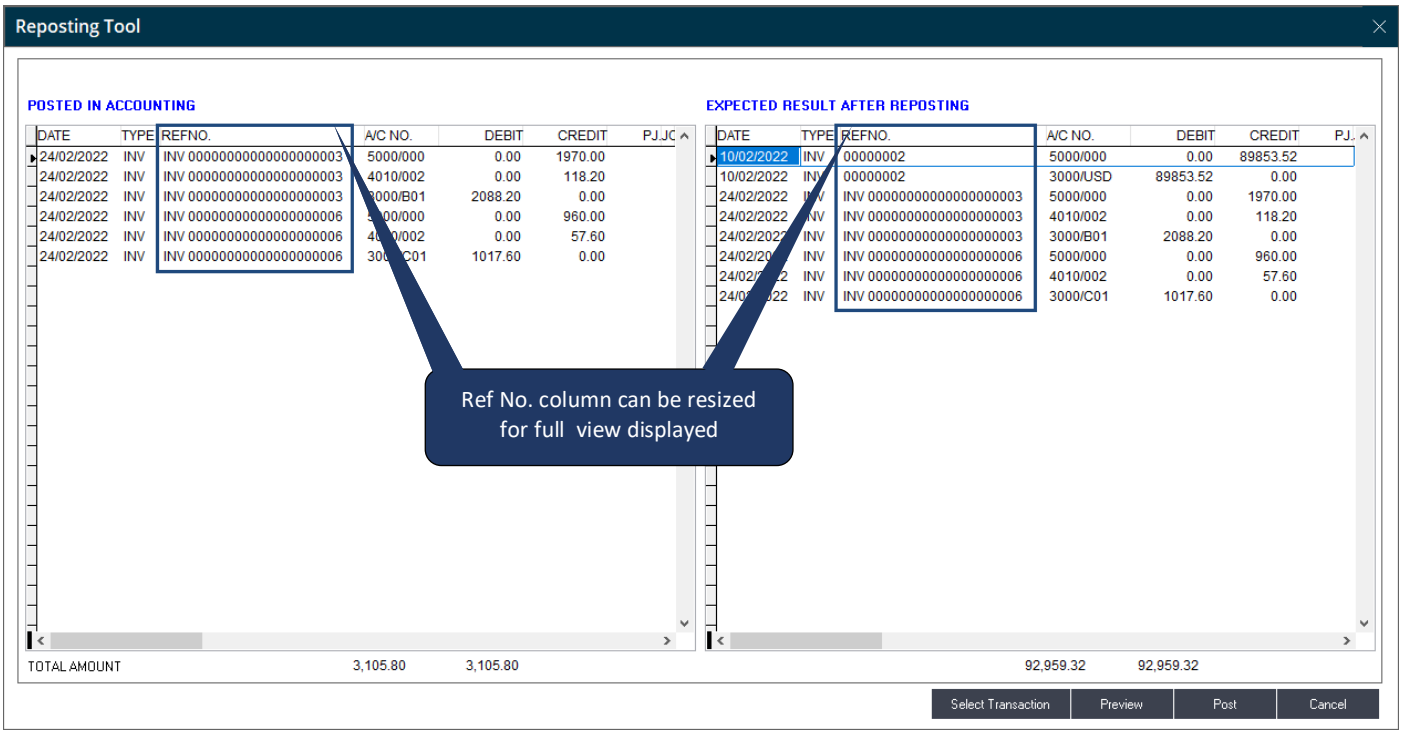
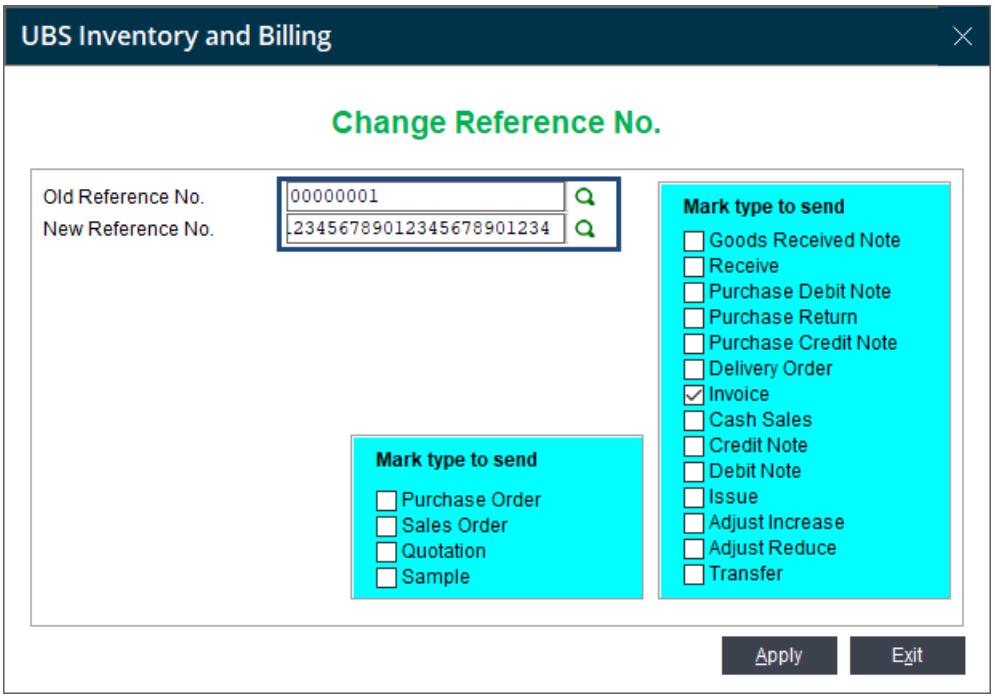
Sample image #R15 – full display of reference number field in Reposting Tool – Preview screen



Administrative Tool – Change Reference No.

The "Ref No. fields have been enhanced to display full 24 characters to allow full visibility



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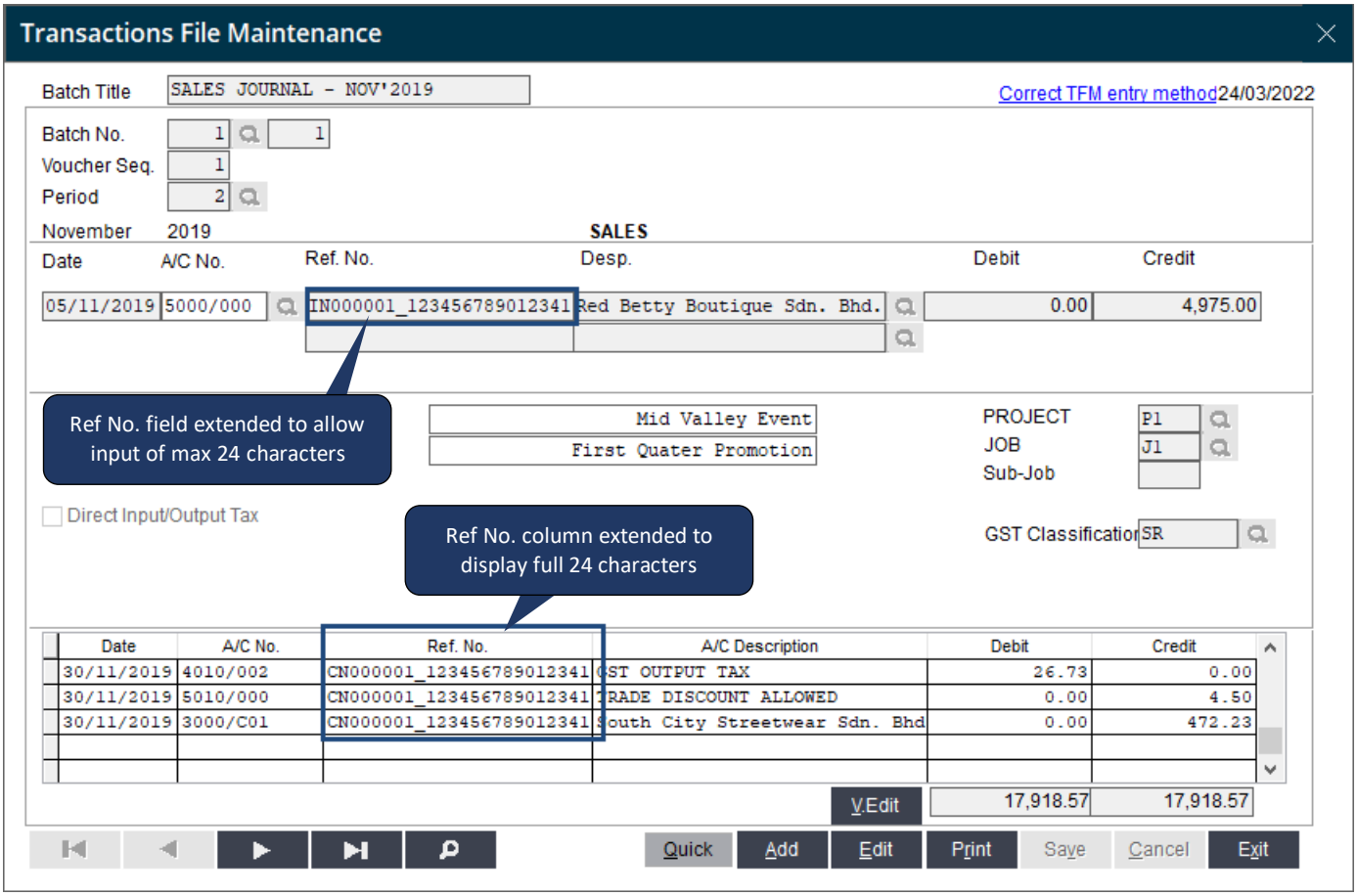
Accounting

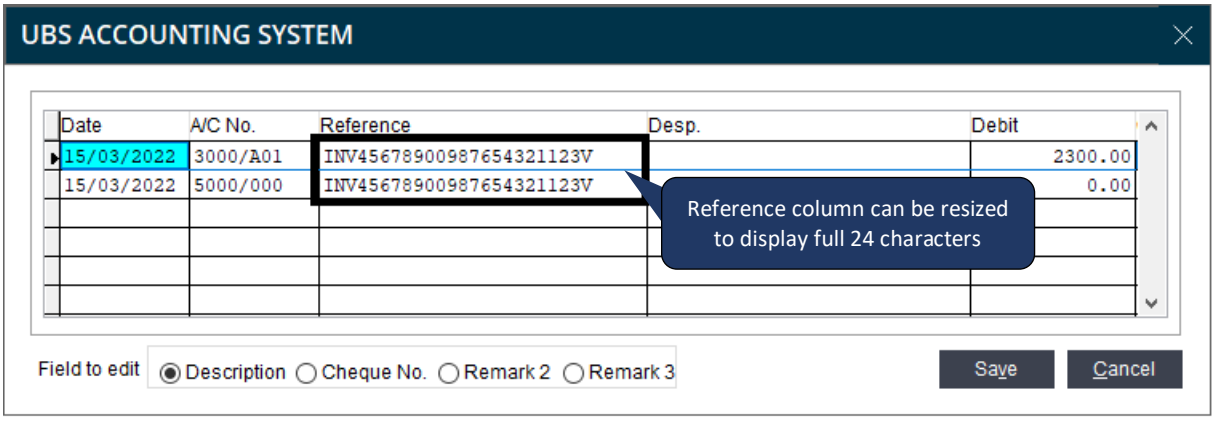
In Access UBS Accounting, transaction type enhanced with increased reference number include:

- Transaction File Maintenance (TFM)
- Receipt
- Open Item Debtor Menu
    - Knock Off Bill
    - Reverse Bill
- Reports

Sample image #AC1 –full display of reference number in Transaction File Maintenance screen:



Sample image #AC2 –full display of reference number in TFM – V.Edit screen:



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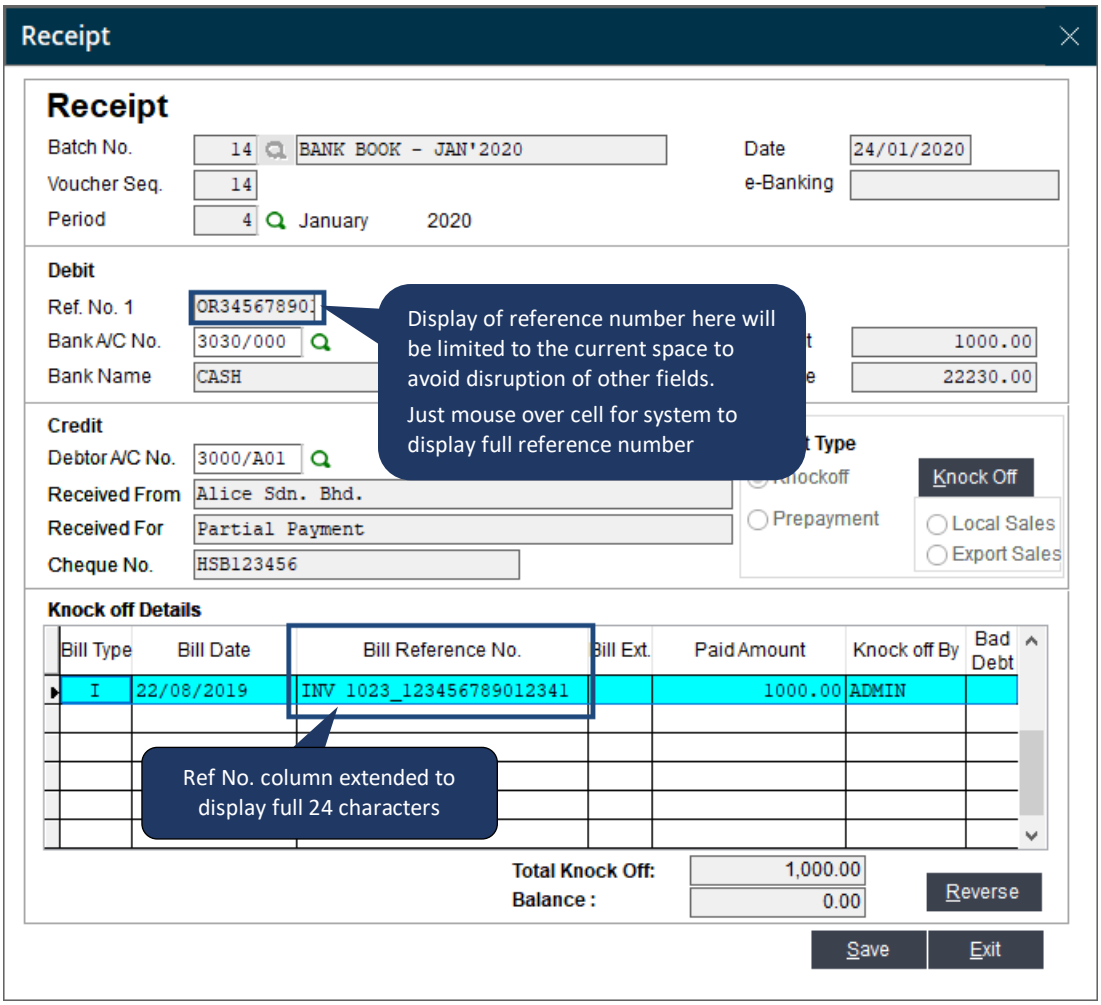
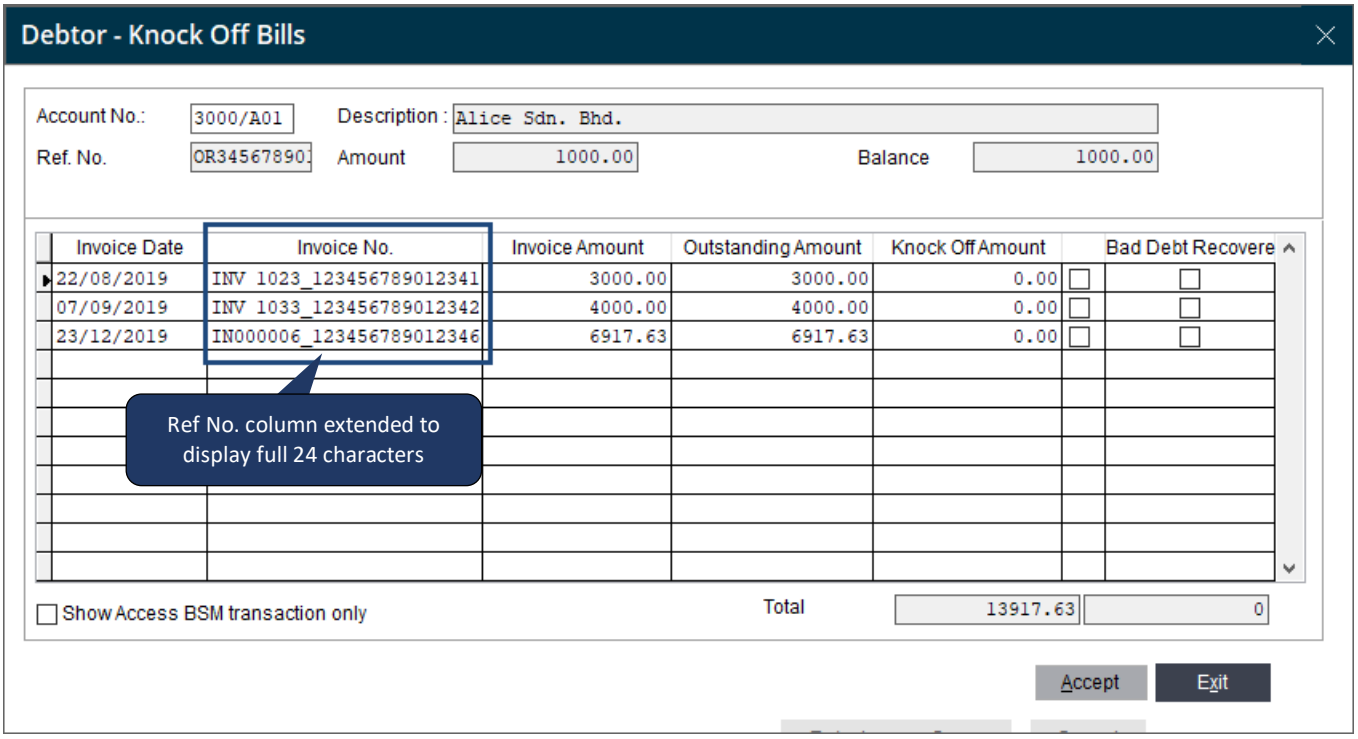
Sample image #AC3 – full display of reference number in Receipt screen:



Sample image #AC4 – full display of reference number in Knock Off Bills screen from Receipt transaction:



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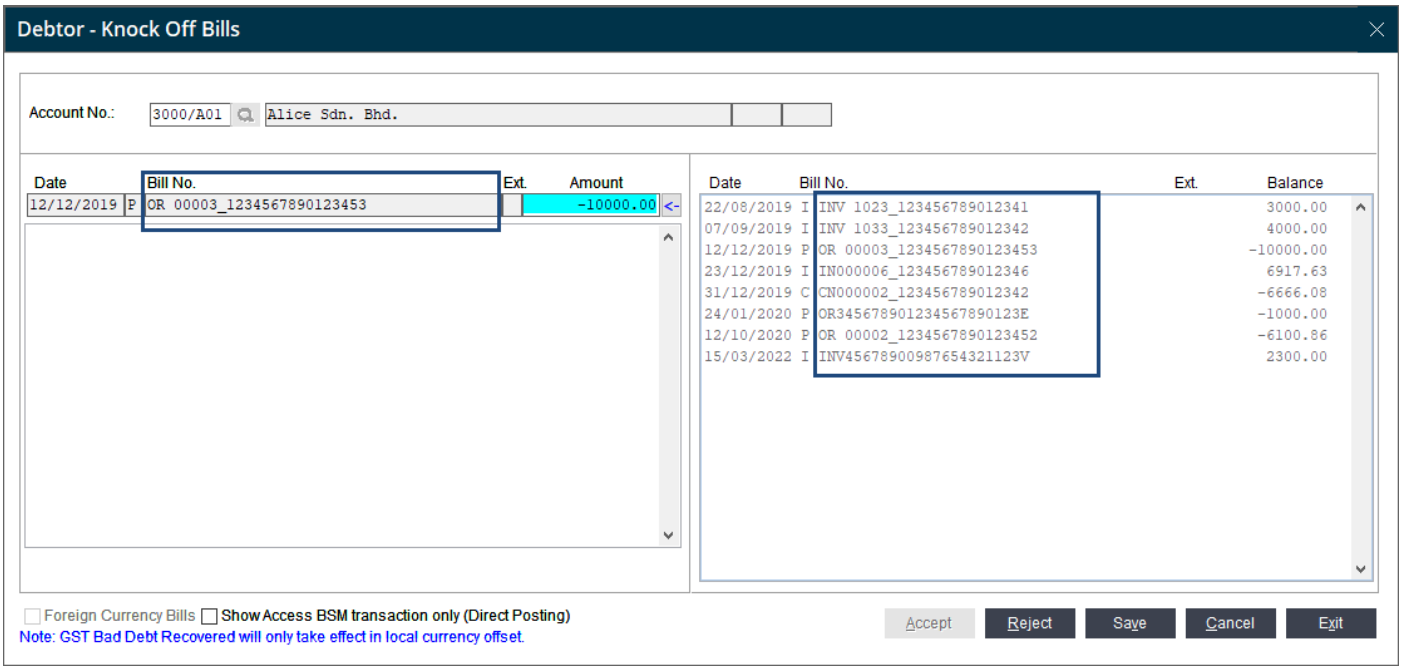
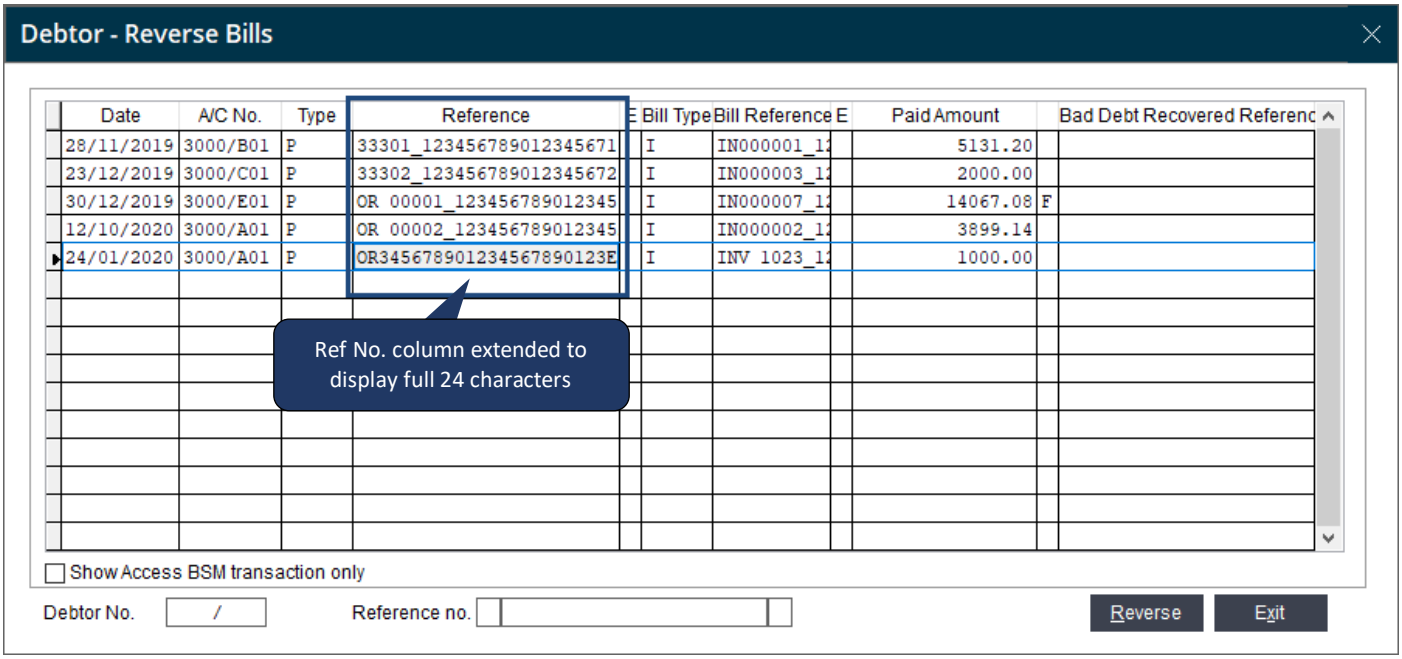
Sample image #AC5 – full display of reference number in Knock Off Bills screen from Open Item Menu Debtor



Sample image #AC6 – full display of reference number in Reverse Bills screen:



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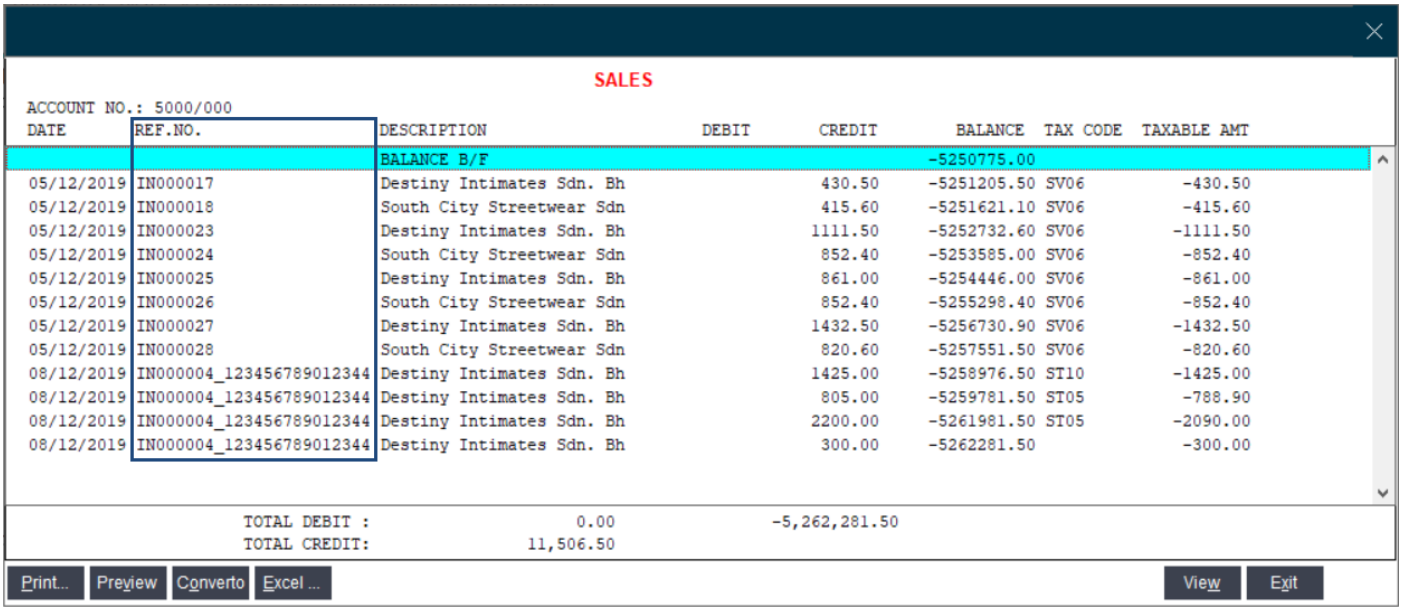
Screen Preview

Sample image #AC7 – full display of reference number in Sales Ledger Listing screen:



SALES

ACCOUNT NO.: 5000/000

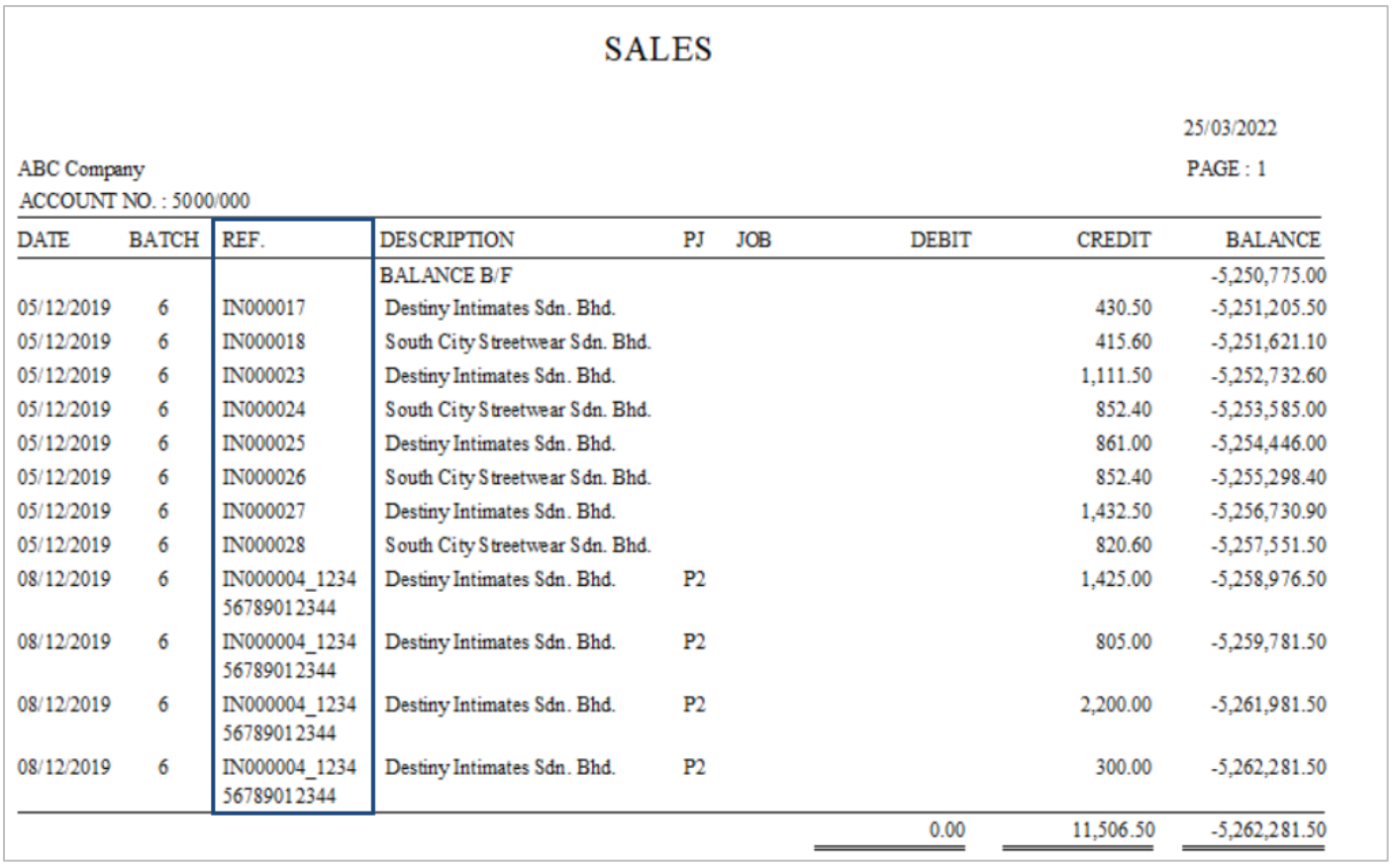
DATE	REF.NO.	DESCRIPTION	DEBIT	CREDIT	BALANCE	TAX CODE	TAXABLE AMT
		BALANCE B/F			-5250775.00		
05/12/2019	IN000017	Destiny Intimates Sdn. Bh		430.50	-5251205.50	SV06	-430.50
05/12/2019	IN000018	South City Streetwear Sdn		415.60	-5251621.10	SV06	-415.60
05/12/2019	IN000023	Destiny Intimates Sdn. Bh		1111.50	-5252732.60	SV06	-1111.50
05/12/2019	IN000024	South City Streetwear Sdn		852.40	-5253585.00	SV06	-852.40
05/12/2019	IN000025	Destiny Intimates Sdn. Bh		861.00	-5254446.00	SV06	-861.00
05/12/2019	IN000026	South City Streetwear Sdn		852.40	-5255298.40	SV06	-852.40
05/12/2019	IN000027	Destiny Intimates Sdn. Bh		1432.50	-5256730.90	SV06	-1432.50
05/12/2019	IN000028	South City Streetwear Sdn		820.60	-5257551.50	SV06	-820.60
08/12/2019	IN000004_123456789012344	Destiny Intimates Sdn. Bh		1425.00	-5258976.50	ST10	-1425.00
08/12/2019	IN000004_123456789012344	Destiny Intimates Sdn. Bh		805.00	-5259781.50	ST05	-788.90
08/12/2019	IN000004_123456789012344	Destiny Intimates Sdn. Bh		2200.00	-5261981.50	ST05	-2090.00
08/12/2019	IN000004_123456789012344	Destiny Intimates Sdn. Bh		300.00	-5262281.50		-300.00

TOTAL DEBIT : 0.00 -5,262,281.50
TOTAL CREDIT: 11,506.50

Print... Preview Converto Excel ... View Exit

Report Preview

Sample image #AC8 – full display of reference number in Sales Ledger report preview:



SALES

25/03/2022

ABC Company

PAGE : 1

ACCOUNT NO. : 5000/000

DATE	BATCH	REF.	DESCRIPTION	PJ	JOB	DEBIT	CREDIT	BALANCE
			BALANCE B/F					-5,250,775.00
05/12/2019	6	IN000017	Destiny Intimates Sdn. Bhd.				430.50	-5,251,205.50
05/12/2019	6	IN000018	South City Streetwear Sdn. Bhd.				415.60	-5,251,621.10
05/12/2019	6	IN000023	Destiny Intimates Sdn. Bhd.				1,111.50	-5,252,732.60
05/12/2019	6	IN000024	South City Streetwear Sdn. Bhd.				852.40	-5,253,585.00
05/12/2019	6	IN000025	Destiny Intimates Sdn. Bhd.				861.00	-5,254,446.00
05/12/2019	6	IN000026	South City Streetwear Sdn. Bhd.				852.40	-5,255,298.40
05/12/2019	6	IN000027	Destiny Intimates Sdn. Bhd.				1,432.50	-5,256,730.90
05/12/2019	6	IN000028	South City Streetwear Sdn. Bhd.				820.60	-5,257,551.50
08/12/2019	6	IN000004_1234 56789012344	Destiny Intimates Sdn. Bhd.	P2			1,425.00	-5,258,976.50
08/12/2019	6	IN000004_1234 56789012344	Destiny Intimates Sdn. Bhd.	P2			805.00	-5,259,781.50
08/12/2019	6	IN000004_1234 56789012344	Destiny Intimates Sdn. Bhd.	P2			2,200.00	-5,261,981.50
08/12/2019	6	IN000004_1234 56789012344	Destiny Intimates Sdn. Bhd.	P2			300.00	-5,262,281.50
						0.00	11,506.50	-5,262,281.50

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Export to Excel

Sample image #AC9 – full display of reference number in the exported report to Excel:

SALES

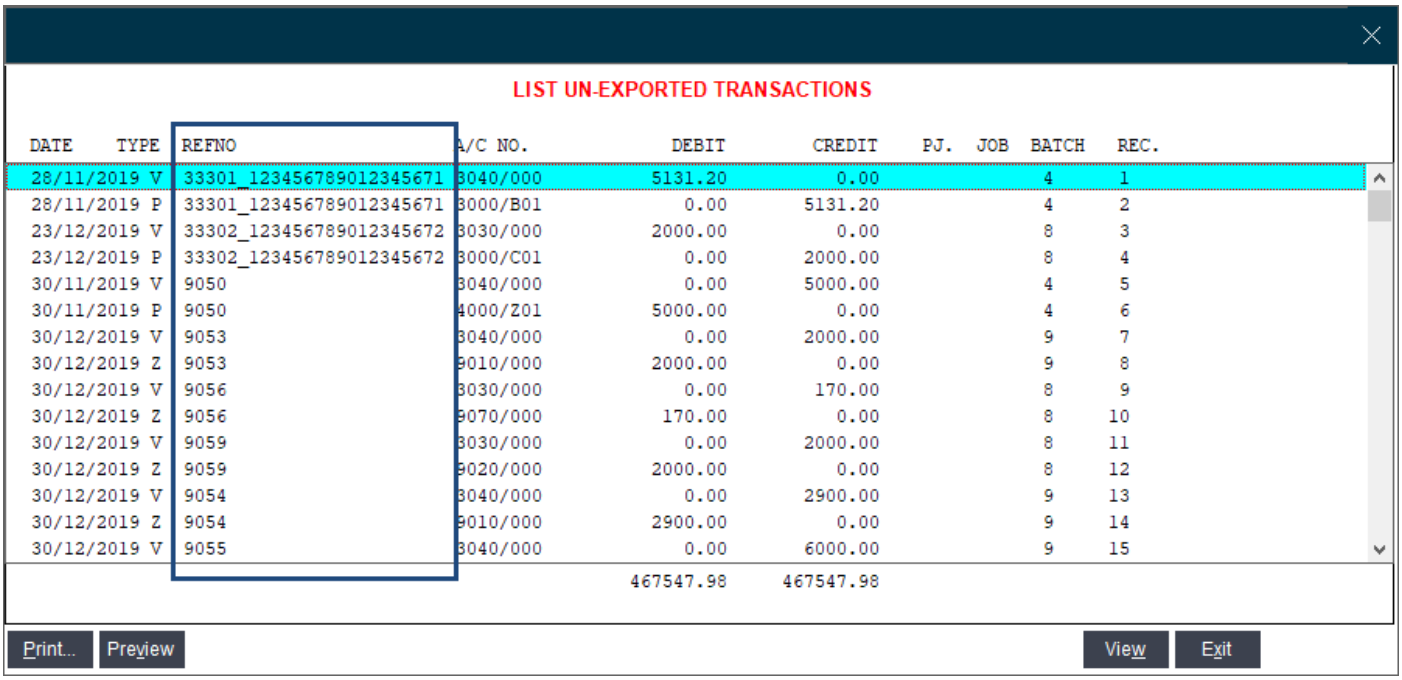
Date : 25/03/2022

ABC Company

Date	Batch	Ref.No.(1)	Ref.No.(2)	Desp.(1)	Desp.(2)	Debit	Credit	Balance
				BALANCE B/F				-5,250,775.00
05/12/2019	6	IN000017		Destiny Intimates Sdn. Bhd.			430.50	-5,251,205.50
05/12/2019	6	IN000018		South City Streetwear Sdn. Bhd.			415.60	-5,251,621.10
05/12/2019	6	IN000023		Destiny Intimates Sdn. Bhd.			1,111.50	-5,252,732.60
05/12/2019	6	IN000024		South City Streetwear Sdn. Bhd.			852.40	-5,253,585.00
05/12/2019	6	IN000025		Destiny Intimates Sdn. Bhd.			861.00	-5,254,446.00
05/12/2019	6	IN000026		South City Streetwear Sdn. Bhd.			852.40	-5,255,298.40
05/12/2019	6	IN000027		Destiny Intimates Sdn. Bhd.			1,432.50	-5,256,730.90
05/12/2019	6	IN000028		South City Streetwear Sdn. Bhd.			820.60	-5,257,551.50
08/12/2019	6	IN000004_123456789012344		Destiny Intimates Sdn. Bhd.			1,425.00	-5,258,976.50
08/12/2019	6	IN000004_123456789012344		Destiny Intimates Sdn. Bhd.			805.00	-5,259,781.50
08/12/2019	6	IN000004_123456789012344		Destiny Intimates Sdn. Bhd.			2,200.00	-5,261,981.50
08/12/2019	6	IN000004_123456789012344		Destiny Intimates Sdn. Bhd.			300.00	-5,262,281.50
						0.00	11,506.50	

Export/Import

Sample image #AC10 – full display of reference number in List Un-exported Transactions screen view:



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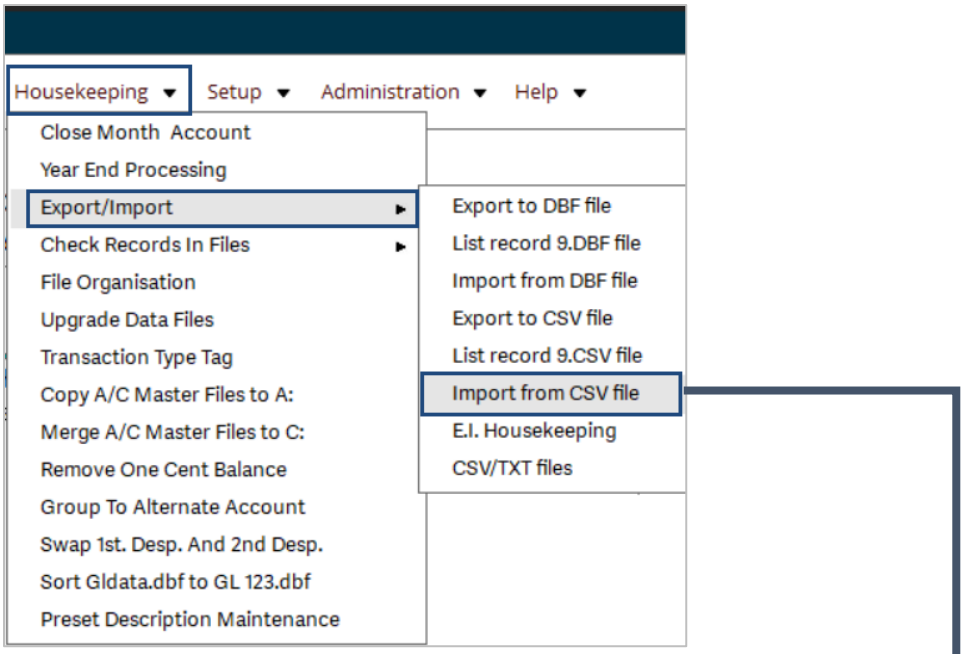
Export/Import – Integration with 3rd party apps

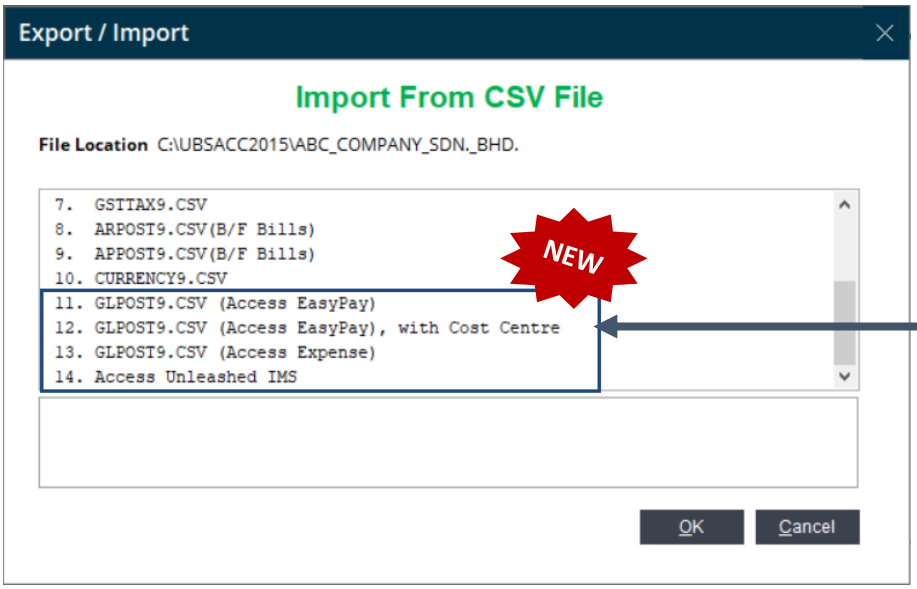
UBS Access is enhanced to enable integration from 3rd party applications. This enhancement will enable users to import transactions from their external applications into Access UBS Accounting to update accounts and view reports accordingly.

This integration function is located at Housekeeping > Export/Import > Import from CSV File:

Sample image #AC11 – location of the new integration import function:



Sample image #AC12 – item 11 – 14 are the 4 new import functions added to the list:



Users who use this import options may refer to the steps provided for respective import option as guidance to import their data/records accordingly.

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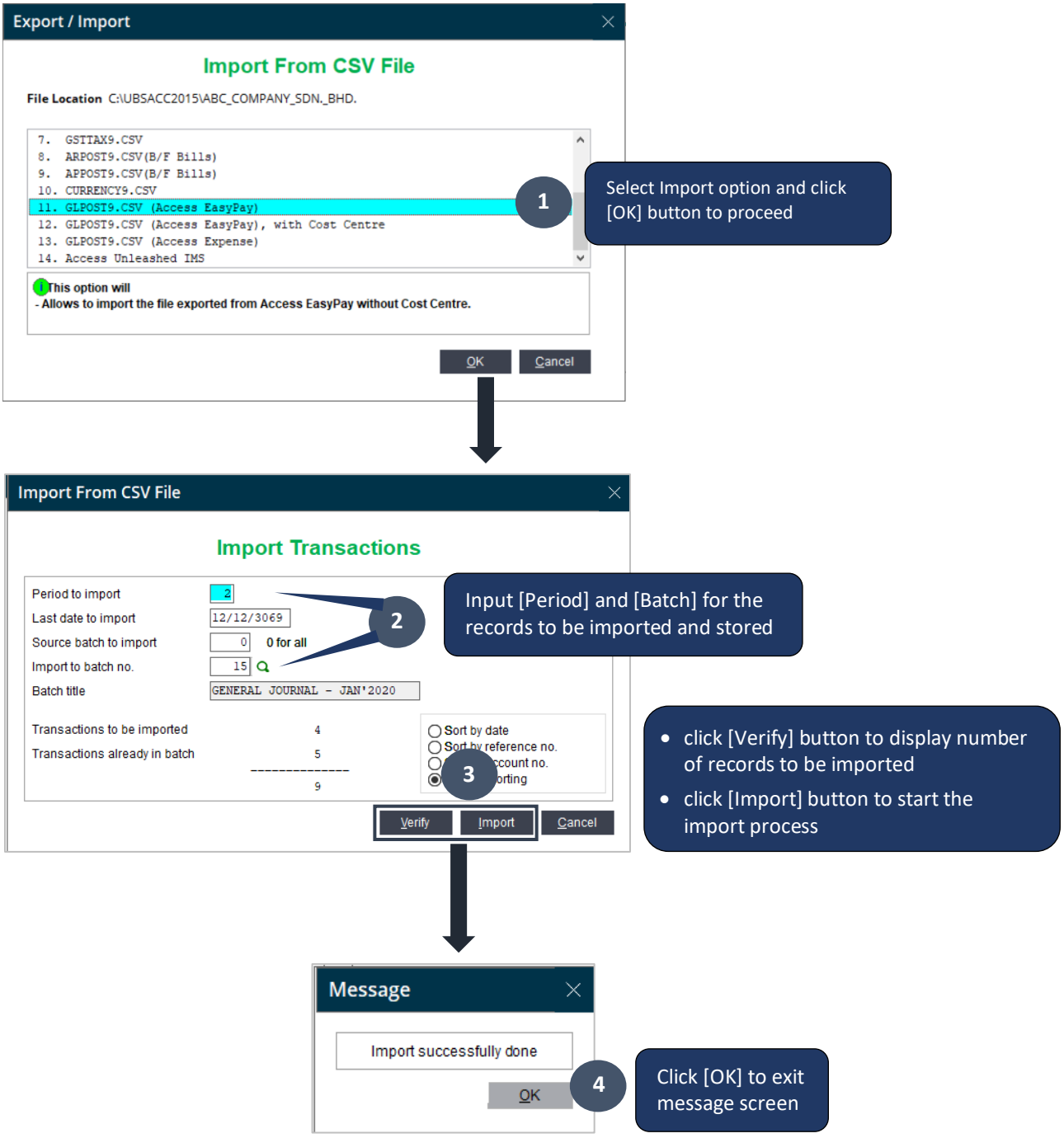
Item 11 – GLPOST9.CSV (Access EasyPay)

Item 12 – GLPOST9.CSV (Access EasyPay), with Cost Centre



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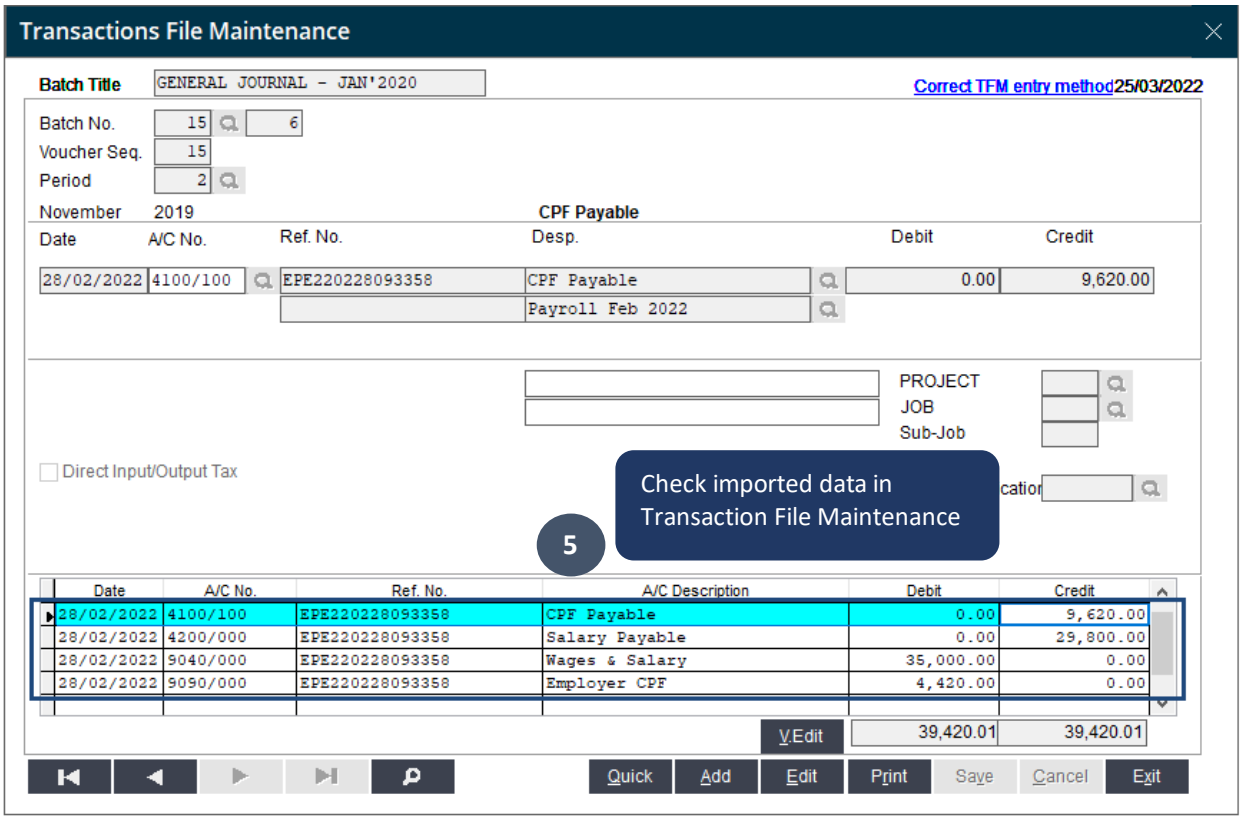
Sample image #AC13 – imported transactions from EasyPay in TFM:



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Item 13 – GLPOST9.CSV (Access Expense)

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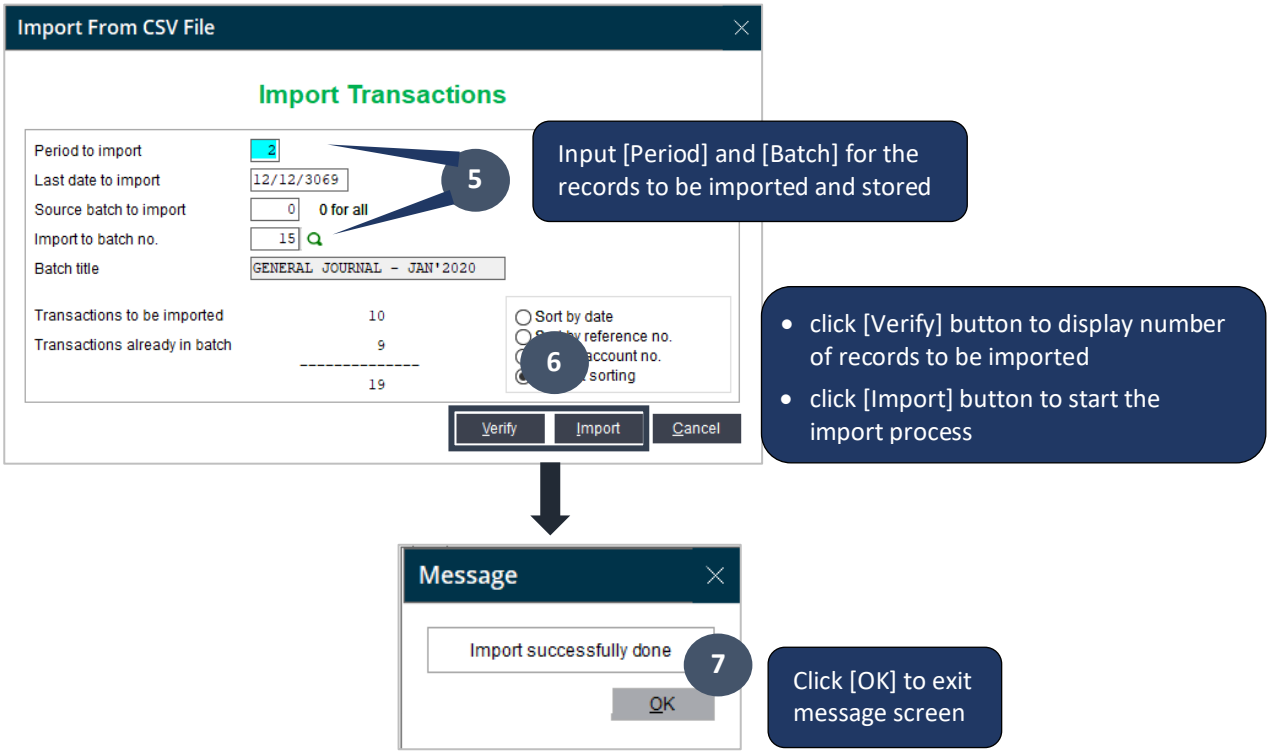
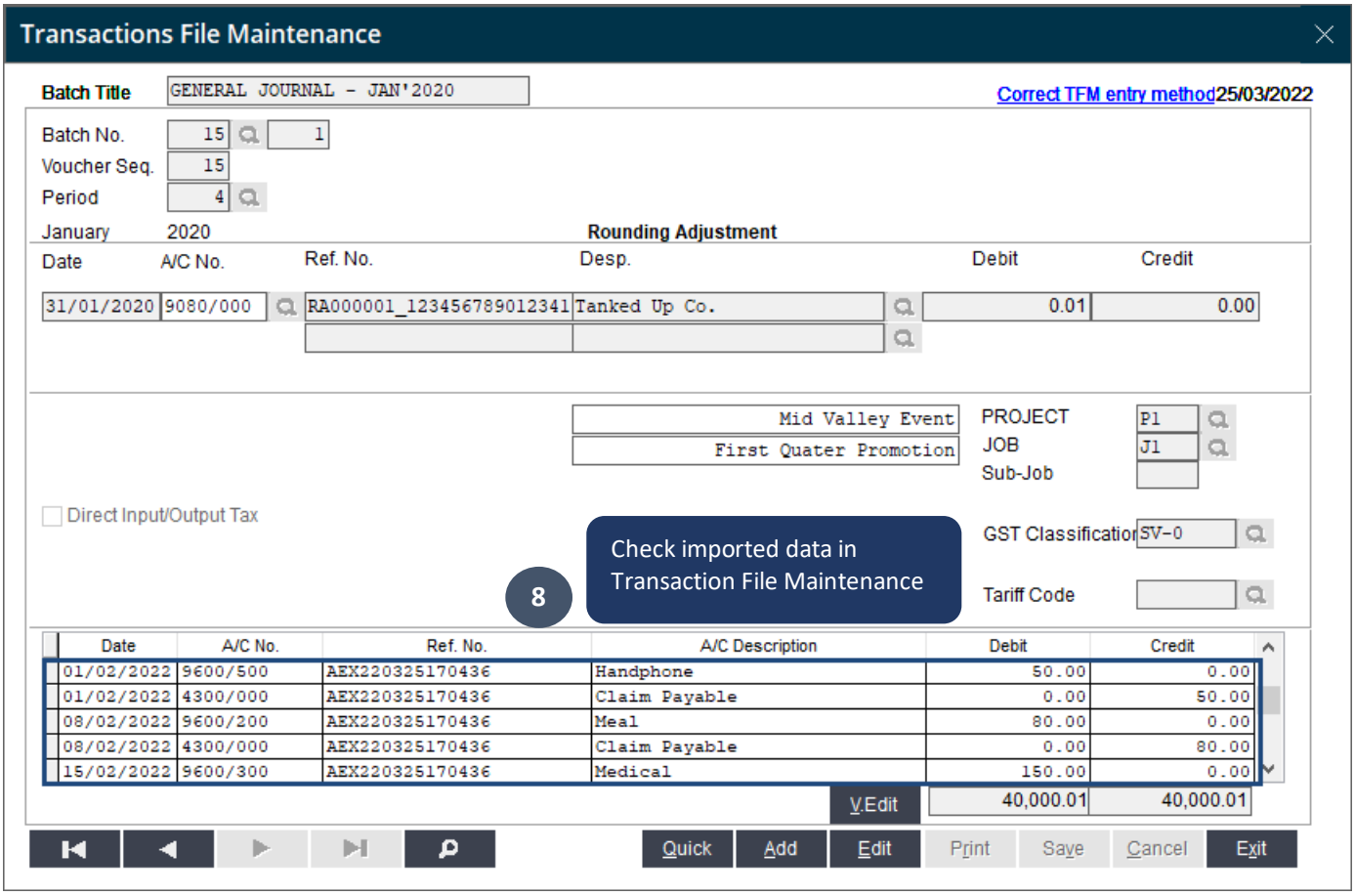


Sample image #AC14 – imported transactions from Access Expense in TFM:



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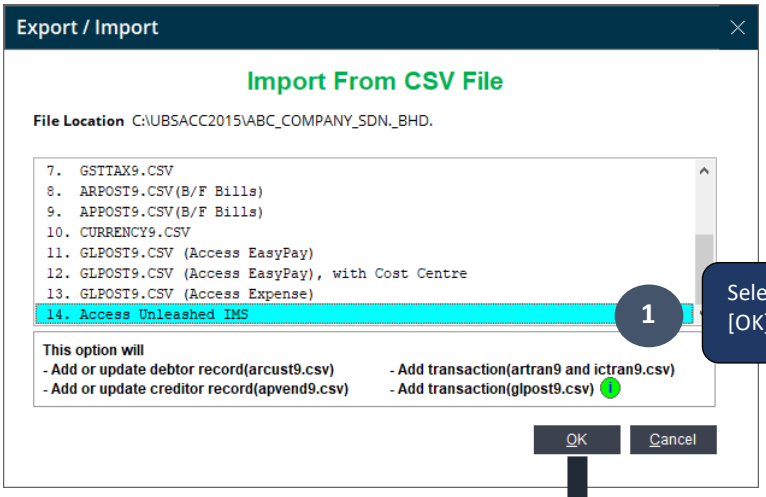
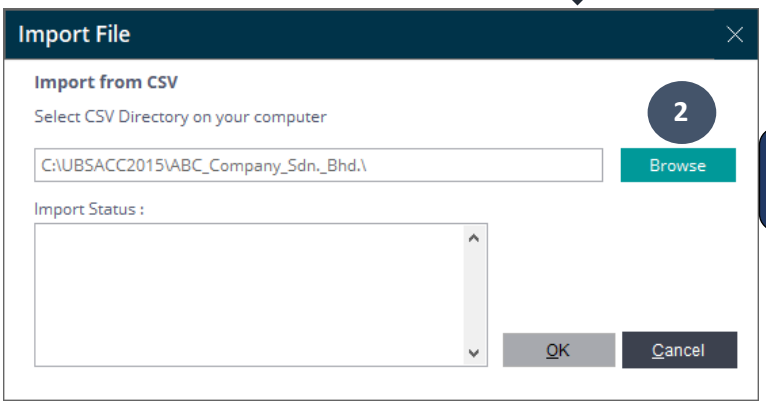
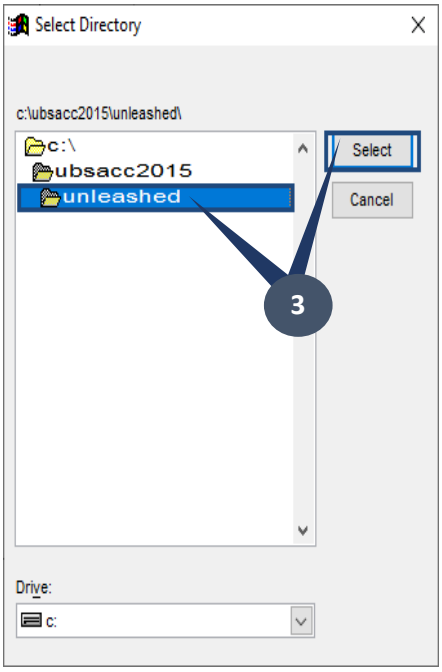
Item 14 – Access Unleashed IMS



Select Import option and click [OK] button to proceed



click [Browse] button to search for the CSV files to import



Select the folder where you stored the files from Unleashed and click [Select] button to upload files

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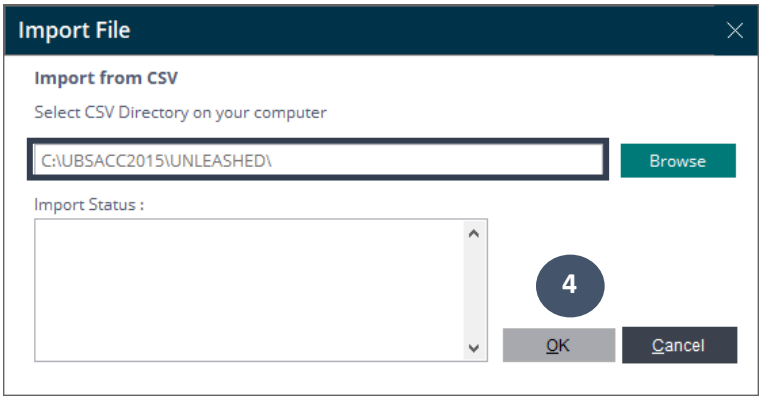
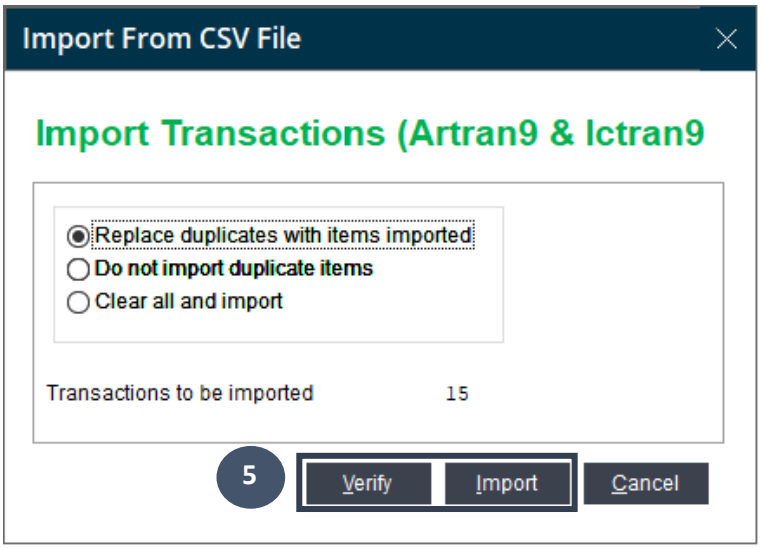
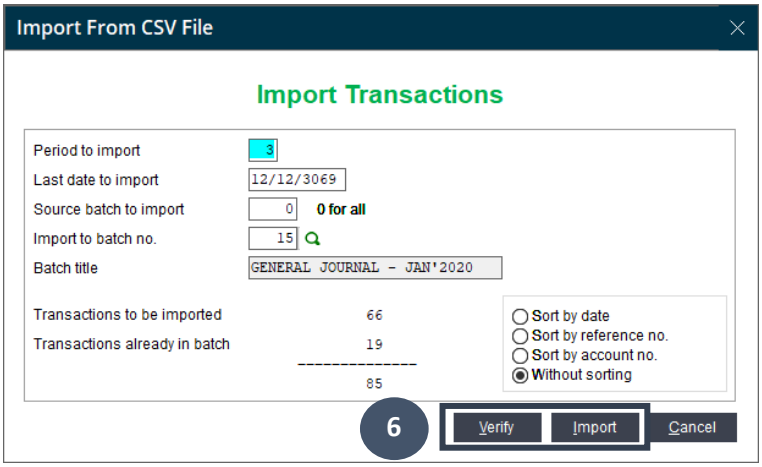


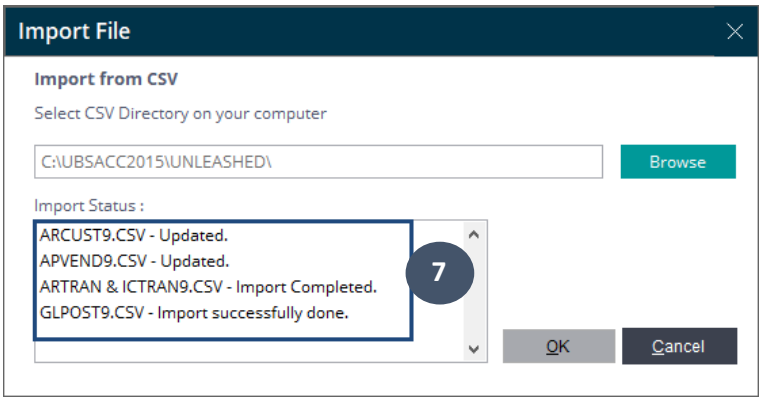
click [OK] button to start the import process once folder is uploaded



- click [Verify] button to display number of documents to be imported
- click [Import] button to start the import process



- click [Verify] button to display number of journal lines to be imported
- click [Import] button to start the import process



Once import process completed, status of the import for each file type will be shown in the Import File window to notify user

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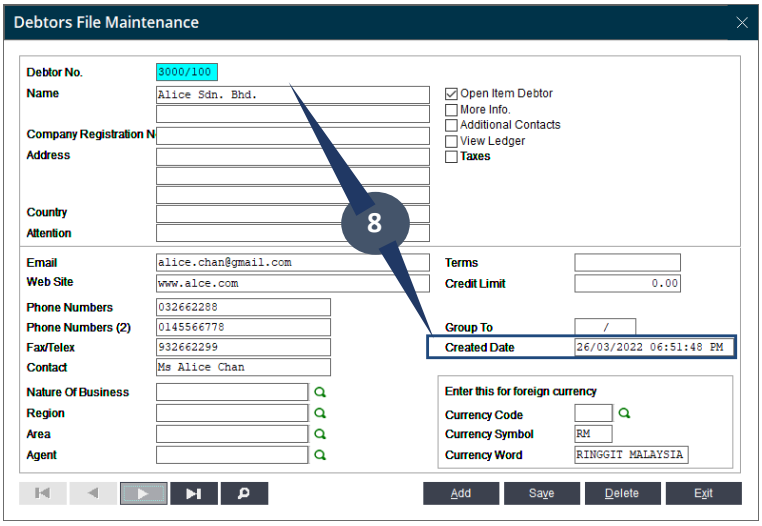
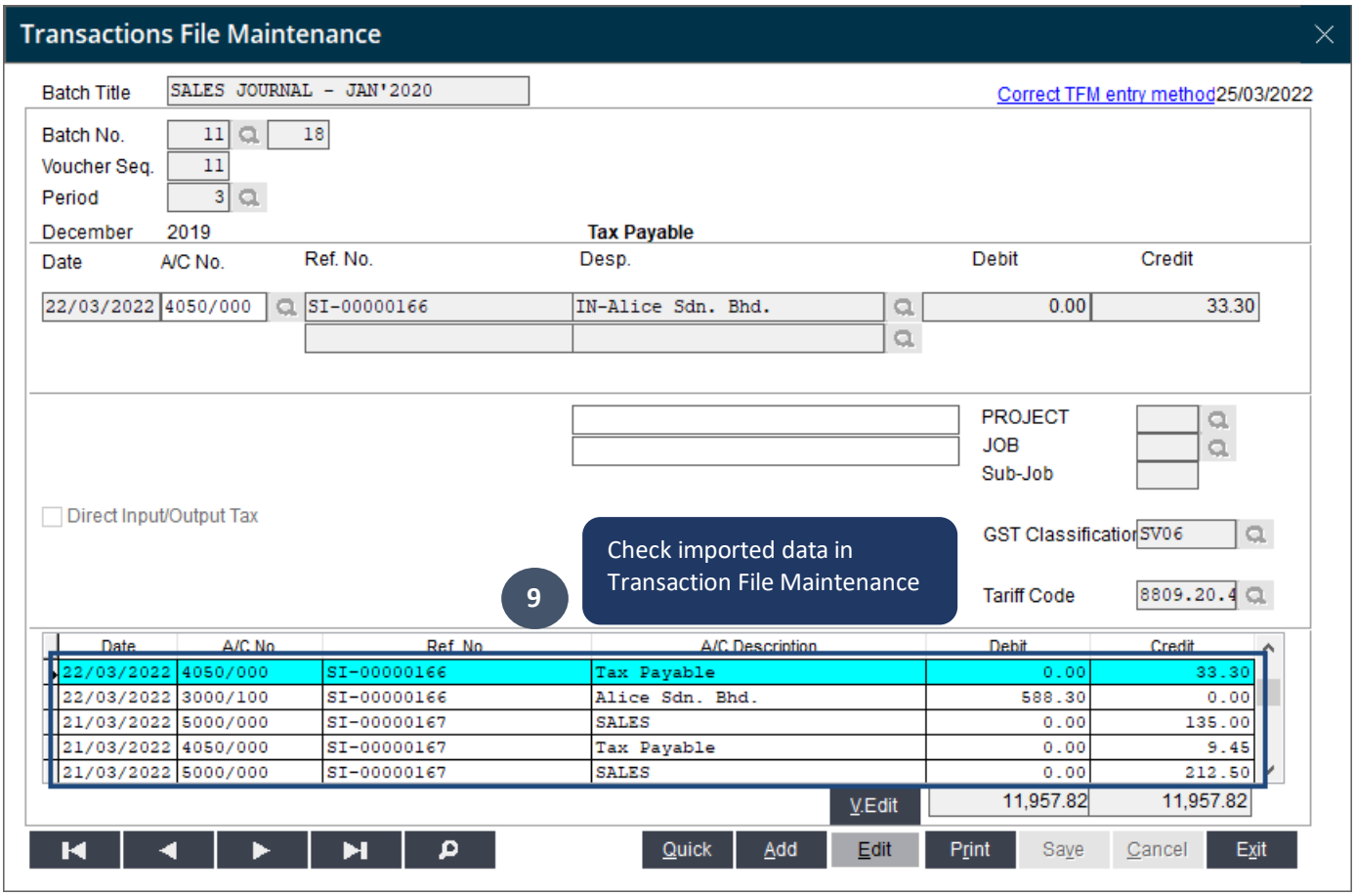


Go to Debtor File Maintenance to check on the newly imported customers. The created date and time shown will be the import process run time.

Note: Do the same for Creditor File Maintenance to check if new creditors have been imported

Sample image #AC14 – imported transactions from Access Unleashed IMS in TFM:



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