

# AS-Accountant 7

system description

Apricot Software



apricot software

**AS-Accountant 7** was designed specially for accounting automation of mid-sized and small enterprises.

We have thoroughly chosen system functionality, tools that facilitate the work were included and support service was developed very carefully. The result is that **AS-Accountant 7** provides automation of all accounting directions; at the same time big savings of workforce, time, technical resources and cash assets.

## AS-Accountant 7 main Features

### **The best price/quality ratio**

You pay the price typical to simple accounting systems for **AS-Accountant 7**, yet you get modern and powerful accounting system, with great functionality, wide reporting capabilities and excellent support.

### **Modern, beautiful and comfortable interface**

- System interface is built in familiar and comfortable MS Office style. Start the work with the system easily and avoid inconvenience and time spent on learning the new working environment.
- The system works in Unicode which makes it possible to work with data inputted in any language.
- Various verifications done during data input ensure data integrity and accuracy.
- The system has different colors and font themes. Choose the most convenient view for yourself.

### **Simple installation and use**

System installation and its later work are very simple and do not require the presence of technical specialist or accountants' deep training. System technical requirements are not very high; therefore, the organization does not usually need to acquire additional hardware or software for system operation.

### **Comprehensive support service**

Experience gained during many years' work with customers allow us to develop excellent customer support system and make sure that each customer receives service most convenient for them

- Attend trainings in fully-equipped AS training center
- Ask your questions to AS qualified specialists in call center
- Use remote support – our specialists will help you by connecting directly to your computer via internet
- Attend our seminars, presentations of new versions
- Visit Knowledge base of AS customer support portal to get answers to FAQs and HowTo's, user manuals and other support documentation

## Powerful and flexible reporting system

- Receive any data you need from the system with the tools of data filtration, grouping, adding subtotals, and column selection.
- Integration with Excel: the new feature of system adds formulas to Excel which allow retrieving data from **AS-Accountant 7**. By using Excel's calculating and analytical capabilities you can receive practically any report.
- Numerous built-in reports, including all important financial and tax reports
- Dashboards that show important aspects of your company's financial state

## We make sure that your accounting software is always up to date

We are always improving and keeping pace with technology. **AS-Accountant 7** system new versions are regularly released. In new versions not only adjustments of legislative changes are included (new versions of reports, new scheme of tax calculation, etc.) but also various improvements; new opportunities are added to make accountant's work more productive. And we make sure you always get the latest updates on time. System notifies you about new updates available and all you need to do is to download and install them with just a few clicks.

## Opportunity to keep accounting of unlimited number of companies

Accounting of unlimited number of companies can be carried out both in **AS-Accountant 7** system network or one workplace version.

## Accounting and bank account management from one system

AS-Accountant 7 is integrated with Internet banking systems you use to provide you maximal comfort and time-saving. Integration with TBC Bank, Bank of Georgia, ProCredit Bank and Cartu Bank Internet banking systems reduces manual transactional entry and saving your time. You can export payment orders from AS-Accountant 7 and import them to TBC Bank Internet banking system, as well as import data from TBC Bank, Bank of Georgia, ProCredit Bank and Cartu Bank Internet banking system.

## Integration with Revenue Service

No more need to manually enter invoices and waybills to Revenue Service. Just upload them from AS-Accountant 7 to Revenue Service system.

No more need to manually enter received invoices and waybills to AS Accountant 7. Just upload them from Revenue Service system to AS-Accountant 7.

## Integration with MS Word, MS Excel, Open Office

Data can be exported from the system to MS Word, MS Excel and with some restrictions to Open Office.

## New features for quick data input

The new ways of data import and export included in the system allow saving time spent on data input.

- Import of information data and documents from MS Excel
- Export of all information and import via XML files

## Money back guarantee

If you are not satisfied with AS-Accountant 7 system you can return it back during 6 months from date of purchase and receive all the money back. No questions asked!

# Functional Description

## General ledger

General ledger is the main part of accounting where accounting operations from all sections are transferred-finances, debtors, creditors, sale, warehouse, fixed assets and payroll. That is why in accounting system this module power, flexibility and reporting functionality are very important.

The chart of accounts of companies is implemented in AS-Accountant 7 system but system flexibility allows changing it by adjusting to your company at most as well as input any other chart of accounts (banks, budgetary companies).

Users can make the following changes in chart of accounts:

- add and delete accounts
- select account type-active, passive, or active-passive
- select account group-balance and out of balance
- define the list of currencies available for the account
- define analytical accounting according to Partners, Analytical dimension 1 and Analytical dimension 2.

Analytic dimensions serve to organize analytical accounting parallel with synthetic accounts. With the help of analytical dimensions, one can count, for example, revenues and expenses by project or business directions (segments).

Mechanisms of automatic records and verifications are implemented in the system which largely reduces accountants' work and provide record accuracy.

Except for manually recording transactions, AS-Accountant 7 system:

- automatically offers transactions based on registered documents
- allows describing correspondence scripts and then using them
- while registering the transaction checks the account balance and provides accounting data accuracy
- checks the correspondence being recorded with permissible correspondences

Powerful reporting system enables users not only to receive all necessary accounting and tax reports based on accounting transactions but also many other reports that will provide deeper insight into company state and make effective decisions. Reports filtering options, i.e. date,

currency, partner, etc. enable users to receive even more detailed information.

Reports received from general ledger are the following:

- Account balance for any date, in GEL and foreign currency
- Turnover of accounts for any period in GEL and foreign currency
- T-account for any period in GEL and foreign currency
- Dashboards that show important aspects of your company's financial state
- Financial statements – Balance sheet and Statement on financial results.

## **Cash Assets**

Together with general ledger “Cash assets” module serves for recording input and withdrawal of cash and non-cash.

Completed accounting provides permanent control of money flows and enables users to be informed about money balances at any time.

## **Functionality**

- Settlements with debtors, creditors and accountable persons with cash and non/cash
- Cash input into cash-desk or settlement account in corresponding currency
- Cash withdrawal from cash-desk or settlement account in corresponding currency
- Currency conversion
- Revaluation of currency cash and account balance
- Export of payment orders and import them to TBC Internet banking system
- Import of banking transactions from TBC Bank, Bank of Georgia, ProCredit Bank and Cartu Bank Internet banking system and automatic registration of accounting entries based on them

## **Documents**

- Payment orders
- Cash-in order
- Cash-out order

## **Reports**

- Cash/non-cash balances and turnover in GEL and in foreign currency
- Journal of cash assets flow in GEL and in foreign currency
- Report about expenditure of sum paid out on account
- several chart and graph options that let you analyze your Cash/non-cash balances in a visual format

## **Debtors and Creditors**

Together with general ledger this module serves for controlling mutual settlement of suppliers, buyers, accountable persons and debtor/creditors

This module makes accountant's work more productive and reduces time spent on writing-off sale and payment documents. It allows tracking and discovering unpaid debts in time and reduces the number of expired debts and improves cash-in flow. It helps to find out and encourage loyal customers.

## **Functionality**

- Tracking the debts for sold inventory holdings, products, services and fixed assets and their payment
- Tracking the debts for acquired inventory holdings, products, services and fixed assets and their payment
- Payment of the debts with received or given prepayment
- Tracking the debts according to the sums paid out on account and sums spent by accountable

persons

- Conversion and revaluation of debtor and creditor debts in foreign currency
- Mutual settlements checking with debtors and creditors.

### **Reports**

- Record of partner's balance and turnover in GEL and in currency
- Partner's T-account in GEL and in currency
- Transaction journal in GEL and in currency
- Several chart and graph options that let you analyze your receivable and payable remainders in a visual format

### **Warehouse and trade**

In order to provide effectiveness of warehouse and trade processes accounting and have necessary knowledge about inventory holdings in the system their sum-quantitative accounting is carried out according to different warehouses, acquisition price and received dates.

Cost price is selected according to "first-in, first-out" FIFO or "last-in, first-out" LIFO, Average formulas.

By automating the accounting of inventory holdings you can follow warehouse turnover and trade and find out quickly which products or product types are demanded and maximize your profit.

By analyzing sales you will be able to plan more correctly the purchases which will allow not having overstock of goods which can result in prices lower than cost price.

The opportunity to work with the bar code enables users to select quickly and accurately goods via scanning instead of inputting data from the keyboard.

### **Functionality**

- Acquisition of inventory holdings from suppliers
- Tracking additional expenses related to acquisition (transportation, loading and unloading expenditure, etc.)
- Formation of customs declaration of goods imported to Georgia
- Return of goods and products to suppliers
- Input of products produced in the company
- Retail or wholesale of goods and products
- Sending transfer invoice for the goods (services) to the customer
- Return of goods and products from the customer
- Writing off inventory holdings for production purposes
- Tracking the transfers of inventory holdings between warehouses
- Goods inventory
- Logging surpluses and deficits found by inventory
- Input of kit to warehouse and withdrawal of necessary amount of inventory holdings (kit components)
- Materials reverse kitting: withdrawal of collection (kit) from warehouse and input of necessary number of inventory holdings (kit components).

## Documents

- Warehouse incoming order
- Distribution of additional expenses
- Customs declaration (import)
- Return to supplier
- Transfer invoice
- Sale
- Retail sale
- Return from customer
- Warehouse outgoing order
- Transfer way-bill of material values
- List of material value inventory results and comparative reference
- Materials kitting
- Materials reverse kitting

## Reports

- Quantitative and sum balances and turnover in corresponding material value, warehouses, accounts, prices and groups
- Quantitative and sum balances in sale prices defined in price list
- Material value flow in T-account form
- Journal of transactions according to material value, warehouses, accounts, prices, groups, suppliers and document types
- Material value retail sale and wholesale journal
- Several chart and graph options that let you analyze your sales and best-selling items in a visual format

# Short-life items accounting

Taking into account nuances of short-life items accounting, the accounting of short-life items in commission and short-life items recognized as an expense is carried out.

The sum-quantitative accounting of consumables is carried out according to different subdivisions, accountable persons, purchase prices and received dates for having all the necessary information. By automating short-life items accounting you can track their preservation and unjustified cost increase.

## Functionality

- Purchase of short-life items from suppliers and putting into commission
- Writing-off and putting into commission short-life items for the purposes of production, administrative and others
- Inner transfers of short-life items put into commission between locations and accountable persons
- Liquidation of consumables put into commission

## Reports

- References of quantitative and sum balances and turnover in corresponding short-life items, location, accountable persons, prices and groups
- Flow of short-life items in T-account form
- Journal of transactions in corresponding short-life items, location, accountable persons, groups and transaction types.

## Fixed assets

The accounting of fixed assets is one of the most important components of company accounting. AS-Accountant 7 makes their accounting and control accurate and quick. Both financial and tax accounting of fixed assets are implemented in the system and linear method of depreciation calculation is used. Fixed assets are divided into the following groups- fixed assets not put into commission, fixed assets put into commission, fixed assets out of commission, disposed fixed assets.

### Functionality

- Purchase of fixed assets from suppliers
- Putting into commission of purchase fixed assets
- Calculation of fixed assets depreciation
- Inner transfer between structural subdivisions
- Change of accountable persons
- Re-building of fixed assets
- Revaluation of fixed assets
- Partial liquidation of fixed assets
- Changing of useful life of fixed assets
- Temporary putting fixed assets out of commission
- Re-commissioning fixed assets put out of commission
- Disposal of fixed assets

Inventory of fixed assets, formation of comparative references inventory results

### Reports

- Balance and turnover references in corresponding fixed assets types, departments, accountable persons
- Reference on fixed assets depreciation in corresponding fixed assets types, departments, accountable persons
- Journal of transactions in corresponding fixed assets types, departments, accountable persons and transaction types

## Payroll

Employees' personal information (date of birth, sex, passport and social security card numbers, etc.), registration of employment contract terms (department, position, wage rate, etc.), salary calculations and payment are implemented in the system. Employment contract and civil law legislative peculiarities are considered.

It provides an opportunity:

- to define accruals and deductions used in the company (gross calculation from net, net calculation with coefficient, income tax, social security fees and trade union membership fees)
- to adjust the properties according to legislation (rates and scales of income tax and social security fees, personal deduction, minimum wage, etc. )
- set working hours table types (8 hours, 5 days, hourly pay, etc.)

### Documents

- Wage calculation
- Vacation pay calculation
- Final payment (Calculation of compensation for unused vacation days)
- Allowance calculation (illness allowance, prosthetics allowance, resort therapy allowance,



pregnancy and maternity allowance, family sick member care allowance and funeral allowance)

- More than one payment in one month

### **Reports**

- Payrolls
- Payment references
- Calculation sheets
- Summary data
- Calculation data according to employees, departments accruals/deductions
- Calculation of income paid (calculated) by the company to individuals and income tax
- Monthly timesheet summary.

### **HR management**

AS-Accountant 7 allows you to solve a number of issues related to organization's human resource management process. It helps to keep HR management in accordance with existing legislation, which includes:

- Accounting of employee personal data
- Registering of Employment, Transfer, Dismissal orders
- Formulation of employee personal sheets.

# System Technical Requirements

For running AS-Accountant 7 system the computer must meet the following requirements:

**Processor** - 2.0 GHz dual core (2.4 GHz and above is recommended)

**Memory** - 2 GB or above

## **Operation system**

Windows 7 SP1 (x86 and x64)

Windows 8 (x86 and x64)

Windows 8.1 (x86 and x64)

Windows 10 (x86 and x64)

Windows Server 2008 SP2 (x86 and x64)

Windows Server 2008 R2 SP1

Windows Server 2012

Windows Server 2012 R2

Windows Server 2016

**Hard Disk** - 2.5 GB of disk space for server installation (300MB for client PC)

**Monitor** - At least 1024x768 resolution (1280x720 and above is recommended)

## **Software**

Microsoft®.NET Framework 3.5 SP1

Microsoft®.NET Framework 4.6.2

VBA Component of Office

## **Integration/compatibility requirements**

**Help** - Internet Explorer, Google Chrome, Mozilla Firefox, Opera with latest updates

Exporting data requires Microsoft office 2010 or later, and with some restrictions OOO

Writer and OOO Calc systems, particularly Open Office 3.4 or later.