# AS-Bookkeeper 6

system description

apricot software

**AS-Bookkeeper 6** system is designed for automating small company's simple accounting. It is convenient especially for organizations that offer services, consulting companies, auditing companies and companies that have small staff.

## Free accounting system

AS-Bookkeeper 6 is not just a free trial. It does not have limited period of time or limitations on number of documents. It is a complete working program. It is absolutely FREE.

## 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.

## Does not require special training and extensive implementation work

It is not required to take special training courses. You can get a better insight of the program via electronic resources.

# Main features of AS-Bookkeeper 6 system

### 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.

### 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.
- Numerous built-in reports, including all important financial and tax reports.

### Opportunity to keep accounting of unlimited number of companies

Accounting of unlimited number of companies can be carried out in AS-Bookkeeper 6 System.

### Less manual entry

AS-Bookkeeper 6 integrated with the other services you use to provide you maximal comfort and time-saving.
- Integration with TBC Bank Internet banking system reduces manual transactional entry saving your time. You can export banking transactions from AS-Bookkeeper 6 and import them to Internet banking system as well as import data from Internet banking system.
- No more need to manually enter invoices and waybills to Revenue Service. Just upload them from AS-Bookkeeper 6 to Revenue Service system.

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

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

### Export and Import

All data is exported and imported via XML files.

### Easy transition to AS-Accountant 6 system

AS-Bookkeeper 6 allows not only to practically use the system but also to get used to the interface and easily transmit to more functional AS-Accountant 6 system. It is possible to easily transfer data to AS-Accountant 6 system and continue the work in more functional version at any time.
You can see comparative reference of AS-Bookkeeper and AS-Accountant systems in Appendix 1

# Short functional description

### General ledger

General ledger is the main part of accounting where accounting operations from all sections are transferred. 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-Bookkeeper 6 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 department - balance and out of balance
- define the list of currencies available for the account
- define analytical accounting according to partners

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-Bookkeeper 6 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
- 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 Internet banking system

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

## 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

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

# System Technical Requirements

For running AS-Accountant 6 system the computer must meet the following requirements:

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

**Memory** - 1 GB (2 GB and above is recommended)

**OS -** Windows XP SP3, Windows Vista® SP1, Windows® 7, 8, or Windows Server 2008, 2012 with the latest updates from Microsoft installed

**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 2.0 SP 1, Microsoft®.NET Framework 4.0 (requires an additional 560 MB to 1220 MB)

All online features/services require Internet access with at least a 56 Kbps modem

## Integration/compatibility requirements

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

Exporting data requires Microsoft Excel, Word 2003 or later, Open Office 3.4 or later.

**Excel and Word integration**
- VBA Component of Office
- Microsoft Excel and Word 2007 SP3, 2010, or 2013

# AS-Bookkeeper 6 and AS-Accountant 6 systems comparative reference

| Functional differences | AS-Bookkeeper 6 <br> Free | AS-Accountant <br> Starting at <br> 990 GEL |
|---|:---:|:---:|
| **Functionality** | | |
| General ledger | ● | ● |
| Bank and cash-desk | ● | ● |
| Accounting of debtors and creditors | ● | ● |
| Financial reports, VAT calculation, Reference about invoices | ● | ● |
| Multi-currency accounting | ● | ● |
| Warehouse | | ● |
| Payroll | | ● |
| Fixed assets | | ● |
| Integration with Revenue Service sysem | ● | ● |
| Integration with TBC InternetBank system | ● | ● |
| Standard transactions scenarios | ● | ● |
| **Supplementary functionality** | | |
| Accounting of more than one company | ● | ● |
| Generating means of reports in Excel | | ● |
| Import of information data and document from Excel | | ● |
| Data export and import via XML files | ● | ● |