

Getting Started

AccountEdge

AccountEdge Plus

AccountEdge Plus Network Edition

Mamut Software Ltd
90 Long Acre
Covent Garden
London
WC2E 9RZ
0800 032 5616
United Kingdom
Website www.visma.co.uk

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Fast start

This *Getting Started* guide contains instructions on how to install, register, and set up AccountEdge, AccountEdge Plus and AccountEdge Plus Network Edition products.

Follow the tasks below to install and begin using your software.

Task	
1	Check the system requirements
2	Install your software
3	Register your software
4	Upgrade your files (existing users only)
5	Set up a company file (new users)
6	Check for software updates
7	What's new

For information on support plans, see [Mamut Support](#).

Check the system requirements

Hardware and software requirements will vary depending on your operating system. Before installing your software, make sure your computer is able to run AccountEdge, AccountEdge Plus or AccountEdge Plus Network Edition.

Please visit www.visma.co.uk/accountedge/systemrequirements for the most recent and up-to-date AccountEdge system requirements.

Install your software

If you are upgrading from a previous version, we recommend:

- 1 you optimise, verify and backup your company file before you begin the upgrade process.
- 2 if you don't already have a record of it, that you note your AccountEdge serial number, which will be required to register your 2019 product. To locate your serial number in your current product, click the **AccountEdge** menu at the top left of your screen, and select **Registration**.
- 3 you note the name and location of each of your current AccountEdge company files. In each of your company files, go to the **Accounts** command centre and select **Company Data Auditor**. Record both the **File Name** and **File Location**. This information will be required when upgrading your companies to AccountEdge 2019.

To install AccountEdge and AccountEdge Plus

- 1 If your computer allows only users with administrator privileges to install programs, log in as an administrator.
- 2 Double-click the downloaded **AccountEdgeDMG** file to open.
- 3 Drag and drop the **AccountEdge** icon into the **Applications** folder icon.
- 4 Double-click the Applications folder icon to view your applications and confirm that Version 19 has been placed in the folder.

To Install AccountEdge Plus Network Edition

- 1 If your computer allows only users with administrator privileges to install programs, log in as an administrator.
- 2 If you are upgrading from an earlier version of AccountEdge Network Edition, stop **FileConnect**:

NOTE: Usually only required on the AccountEdge Plus NE host computer.

- a Ensure all users have quit and closed their AccountEdge Plus NE application on all computers.
 - b Go to your Mac OS X System Preferences.
 - c Click the **AccountEdge** icon in the **Other** section of the **System Preferences** window. The AccountEdge system preferences appear.
 - d If **FileConnect** is running, click **Stop FileConnect**.
 - e Enter the Administrator password and click **OK**.
- 3 Double-click the downloaded **AccountEdgeDMG** file to open. The Finder appears, displaying the disk image contents.
 - 4 Double-click the AccountEdge disk image.
 - 5 Follow the on screen instructions to install AccountEdge Plus NE.

NOTE: Installing AccountEdge Network Edition If you are installing AccountEdge Network Edition on the host computer for the first time, do not customise the installation. This ensures that all critical components are installed.

- 6 When the installation is complete, if prompted click **Restart**. Your computer will restart.
- 7 **[AccountEdge Plus Network Edition users only]** For each workstation in the network, repeat from [step 1 above](#).

NOTE: You need to run FileConnect on only the host computer.

- 8 **[AccountEdge Plus Network Edition users only]** On the host computer, Start FileConnect:
 - a Go to your Mac OS X System Preferences.
 - b Click the **AccountEdge** icon in the **Other** section of the **System Preferences** window. The AccountEdge system preferences appear.
 - c Click **Start FileConnect**.
 - d Enter the password for Administrator and click **OK**.

Register your software

You will be required to register your software online on each computer you install and use your AccountEdge Version 19 product. Registration identifies you as the legal owner of the software. Once registered you'll receive information about product upgrades, updates, new products, and other services.

After installing your AccountEdge Version 19 product, you will have 30 days to register. If registration has not been completed within 30 days, you will not be able to access your company file or sample files.

Each installation of the software will require you to register. Your serial number has attached to it the number of allowed computer registrations. Each serial number allows for one registration unless additional workstation licenses have been purchased.

To move your software licence from one computer to another, you will need to de-activate your registration on one computer in order to register on another.

How to register

To register, you will need your serial number. Your serial number is included in your software package. If you downloaded your software after purchasing online, your serial number is in the email confirmation you received when you purchased your software.

To register your software

Registering your software is easy:

NOTE: You must be logged onto your computer as an Administrator to activate your software.

- 1 Locate and launch your AccountEdge, AccountEdge Plus or AccountEdge Plus NE application from your computer's Applications.

- 2 Click the **Please Register** link on the top of the Welcome window or if you are already in your company file, choose Registration from the AccountEdge, AccountEdge Plus or AccountEdge Plus NE menu at the top left corner of your screen.
- 3 Once all required information has been entered, click **Register**. When the registration is complete a confirmation window will appear.
- 4 The date that your license expires will be displayed on the Welcome window. You will need to Renew your licence prior to expiration in order to continue to use the software.
- 5 To Renew your Service Agreement, click Renew License on the Registration window.

Upgrade your files (existing users only)

Company files created with a previous version of your AccountEdge or AccountEdge Plus software need to be upgraded to operate with your Version 19 product. You also need to upgrade all customised reports, forms, letters, and spreadsheets that you used with your previous version of the software.

Once you upgrade your company file, you can open it only in the Version 19 version of AccountEdge, AccountEdge Plus or AccountEdge Plus Network Edition, depending upon which software you use.

Task	Action
1	Upgrade your customised templates
2	Upgrade your company files

Task 1: Upgrade your customised templates

If you previously customised reports, forms, letters, graphics, or spreadsheets, you need to upgrade these templates to use with the AccountEdge Version 19 product. This task should be performed on each computer on which you use your AccountEdge product.

You can automatically upgrade your custom templates using a migration assistant (see '[To automatically upgrade your customised templates \(recommended\)](#)'), or upgrade them manually by copying your customised templates to your AccountEdge Version 19 product support folder (see '[To manually upgrade your customised templates](#)').

To automatically upgrade your customised templates (recommended)

- 1 Locate and launch your **AccountEdge, AccountEdge Plus or AccountEdge Plus NE 2019** application from your computer's Applications.
- 2 In the **Welcome** window, click **Company File Maintenance** and select **Migrate previous version** from the menu. The **Migration Assistant** window appears.
- 3 The path to the previous application is displayed.

NOTE: If '**Please select your previous AccountEdge application**' is displayed If your software was not able to locate a previous version, **Please select your previous AccountEdge application** will appear in the previous application field. Click **Browse** and select the location. Next, select the application file (for example, AccountEdge 2018) and then click **Open**. The correct path should now be displayed in the **Previous Application** field.

- 4 Select **Copy Spreadsheets** if you have customised Excel spreadsheets in addition to forms, reports and letters in your previous version.
- 5 Click **Start**. The upgrade process begins.
When the process is complete, the **Finished** window appears.

NOTE: Using AccountEdge on more than one computer If you are using your AccountEdge product on more than one computer, repeat the above steps for upgrading your custom templates on each computer.

To manually upgrade your customised templates

- 6 Find the **AccountEdge 2018 GB** support folder located in your **Documents** folder and open it.

NOTE: Pre-2012 users The customised forms folders can be found in the installation folder, (for example **/Applications/AccountEdge Plus 2011 (v11)**).

- 7 Open a folder containing the customised templates you wish to move to your new product.

Folder	File extension	Description
Custom Reports	*.rpt	User-customised report templates
Custom Forms	*.frm	Standard and user-customised form templates, including Invoices, Statements, Remittances, and Payslips.
Letters	*.dot, *.docm	Standard and user-customised Microsoft Word document templates
Spreadsheet	*.xlt	Standard and user-customised Microsoft Excel spreadsheets
Graphics	*.bmp, *.gif, *.jpg, *.tif, *.png	Any graphics such as company logo, employee or item photos, etc.

- 8 Select only your custom template files and copy them.

NOTE: Avoid overwriting standard templates The standard templates included with the latest version of your software have improved features. To avoid overwriting the new templates with old versions, select only the template files that you created or customised

- 9 Paste the template files in each corresponding folder (for example, Custom Forms) in the **2019 GB** support folder.
- 10 Repeat from steps 2 - 4 above for each folder containing customised templates.

NOTE: Using AccountEdge on more than one computer If you are using your AccountEdge product on more than one computer, repeat the above steps for upgrading your custom templates on each computer.

Task 2: Upgrade your company files

NOTE: Upgrading AccountEdge Plus NE Company Files If you are using AccountEdge Plus Network Edition, and users access company files from a shared location, you need to perform the company file upgrade process on the host computer. In [step 14 below](#): AccountEdge Plus NE company files can be found on your computer's hard disk in the following folder: Library>Application Support>AccountEdge NE>Databases.

Perform the following steps for each of the company files you wish to upgrade for use with your new AccountEdge Version 19 product.

- 11 Locate and launch your AccountEdge, AccountEdge Plus or AccountEdge Plus NE 2019 application from your computer's Applications.
- 12 In the **Welcome** window, click **Company File Maintenance** and select **Upgrade Company File** from the menu. A welcome window appears.
- 13 Click **Next**. The **Find File to Upgrade** window appears.
- 14 Click **Find File**. The **Open** window appears. **AccountEdge & AccountEdge Plus** users can find their company file(s) in the location they noted in their previous version of AccountEdge, described on [Install your software](#). **AccountEdge Plus NE** users will find their company files in the following location: Library>Application Support> AccountEdge NE.
- 15 Select the company file you want to upgrade and click **Open**. The **Find File to Upgrade** window reappears.

The current path and file name of the selected company file appears below the **Find File** button. The default path and name for the upgraded company file appears below the **Save As** button.

- 16 If you want to change the location or name of the upgraded company file:
 - a Click **Save As**. The **Save As** window appears.
 - b Specify a new location or type a new name and click **Save**.

NOTE: Save As location for AccountEdge Plus Network Edition users The upgraded file must be saved to Library>Application Support>AccountEdge NE>Databases folder found on your AccountEdge Plus NE host computer's hard drive. When saving the upgraded file into this folder, we recommend that you additionally include '2019' in the filename, for example 'XYZ Ltd 2019'. In this way, you will be able to easily identify your newly upgraded file for use with your Version 19 product.

- 17 Click **Next**. The **Confirm** window appears.
- 18 Click **Next** to start the upgrade. When the upgrade is finished, the **Complete** window appears.
- 19 If you want to upgrade another company file, click **Next** and repeat from [step 13 on page 10](#).
- 20 Click **Finish** to close the Upgrade Assistant.

Set up a company file (new users)

When you create a company file, you record basic information about your business, such as the business name and contact details. You must also specify the month and financial year of the earliest transactions you want to record.

Depending on the features you want to use, there are some additional tasks that you may need to do.

Essential tasks The tasks you need to do depend on whether your accountant has created and set up a company file for you, the information you currently have, and when your business started.

Advanced tasks When you have completed the essential tasks, you can start recording transactions. However, if you need to use the advanced features of this software, (such as the payroll features) you will need to do further setup tasks. These tasks are covered in the Online Help files.

Task	
1	Create a company file
2	Easy setup assistant
3	Set up preferences
4	Set a password for the Administrator user ID
5	Set up accounts
6	Enter the account opening balances

Task 1: Create a company file

When you make entries in your software, the information is stored in a file called a company file.

NOTE: Do you already have a company file? If your accountant has provided you with a company file, or if you want to use a file created with a trial version of this software, you don't need to create a company file.

Before you start, you need to know:

Your current financial year	This is the financial year for which you want to start recording transactions in your company file. Note that a financial year is represented by the calendar year in which the financial year ends. For example, if your financial year ends in March 2019, your financial year is 2019.
The last month of your financial year	This is the month in which your financial year ends.
Your conversion month	<p>This is the earliest month for which you want to record transactions. For example, if you want to enter transactions dated September 1 or later, your conversion month is September.</p> <p>You cannot enter transactions dated before the conversion month.</p>
The number of accounting periods in your financial year	You can choose to have 12 or 13 accounting periods. A 13th period is a period for recording entries which you do not want included in the accounting figures for a particular month. For example, you can use it to record year-end adjustments that are attributed to all months. If in doubt, choose 13 periods.
The default list of accounts	<p>Accounts are categories to which you allocate each of your transactions. When you create a company file, you need to specify a default list of accounts. You can:</p> <ul style="list-style-type: none">• start with an accounts list provided by AccountEdge. You can select a predefined accounts list suitable for your business.• import a list of accounts. You can import an accounts list from another company file, or one that has been provided by your accountant or Mamut Partner.• build your own list. You can start with an accounts list that has the minimum accounts required by your software and then add to it. <p>Note that you can modify your accounts list after creating your company file.</p>

NOTE: Some company file information cannot be changed Take care when creating your company file as some information—such as your current financial year, last month in financial year, conversion month, and accounting periods—cannot be changed once you have created your company file.

To create a new company file

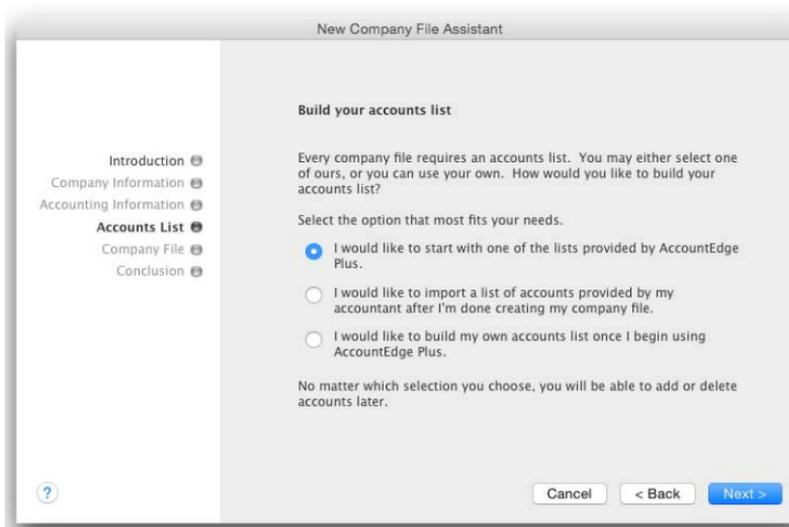
- 1 Start your software. A welcome window appears.
- 2 Click **Create new company file**. The introduction page of the **New Company File Assistant** appears.

If you have an **Open** option instead of a **Create** option, then go to the **Company File Maintenance** menu and select **Create company file**.

- 3 Read the information in this page and then click **Next**. The **Company Information** page appears.
- 4 Enter the business details as indicated.
- 5 Click **Next**. The **Accounting Information** page appears.
- 6 Enter your financial year details and conversion month.

TIP: Current financial year This is the financial year for which you want to start recording transactions in your company file. It does not need to be the financial year that your business is currently operating in.

- 7 Click **Next**. A confirmation page appears.
- 8 Check the financial year and conversion month and then click **Next**. The **Accounts List** page appears.

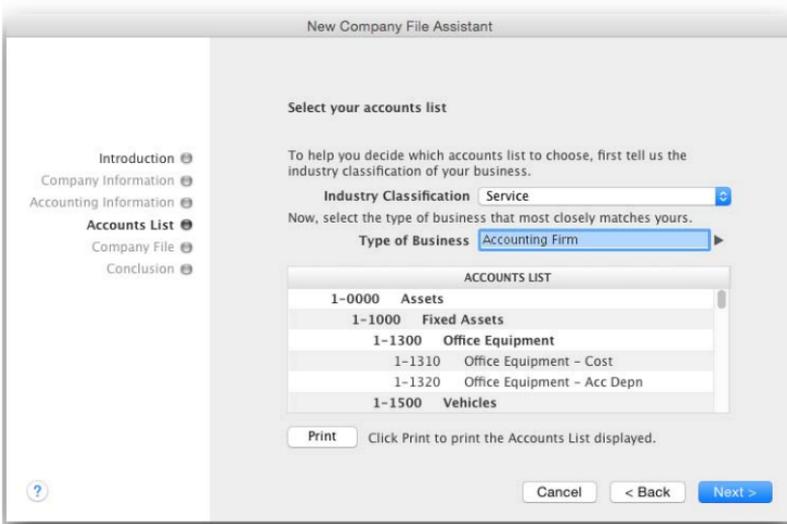


- 9 Select the default accounts list you want to start with.

If you choose to...	Continue with...
start with an accounts list provided by AccountEdge	step 10 below
import a list of accounts	step 12
build your own list	step 12

- 10 Click **Next**. An accounts list selection page appears.

- 11 Select the industry and type of business that best matches your business.



A suitable accounts list for the business type you selected appears. If you want to print the list, click **Print**. Later, you can tailor the list to meet the needs of your business.

- 12 Click **Next**. The **Company File** page appears.
- 13 If you want to change your company file name and location:
 - a Click **Change**. The **Save** window appears.
 - b Select the required location.
 - c If necessary, type a new file name in the **Save As** field.
- 14 Click **Next**. Your company file is created and the **Conclusion** page appears.
- 15 Click **Command Centre** to display the **Command Centre** window or Click **Setup Assistant** to continue to customise your company file setup.

Task 2: Easy setup assistant

You can setup your preferences by using the **Easy Setup Assistant**. This assistant guides you through setting up some key preferences.

To begin using the Easy Setup Assistant, click **Customise**. After you have finished each section beginning with Customise, Accounts, Sales, Purchases, Payroll [AccountEdge Plus users only] click **Close**.

If you have completed each section, you can select '**Do not show me the Easy Setup Assistant when I open my file**'.

Task 3: Set up preferences

Preferences are settings that enable you to tailor your software to your business requirements.

NOTE: Do you need to complete this task? While you can complete this task later, you should review the default preferences that have been set before you start entering transactions.

You can set preferences to customise the way your software operates. For example, you can choose to automatically print invoices after recording them, or prevent transactions from being edited.

You can set up your preferences using the:

- **Customise Easy Setup Assistant.** This assistant guides you through setting up some key preferences. To access the assistant, go to the **Setup** menu, choose **Easy Setup Assistant**, and then click **Customise**.
- **Preferences** window. This window lists all of the preferences. To view this window, go to the **Setup** menu and choose **Preferences**.

Some preferences you should consider choosing include:

- **Use Audit Trail Tracking** If you want to keep a record of transactional, tax, account, payroll, and system changes, select this option. For more information about audit trail tracking, see your *Online Help*.
- **Transactions CAN'T be Changed; They Must be Reversed** If you want to prevent transactions from being edited or deleted, select this option. When you do want to change or delete a transaction, you will need to record a reversal transaction. For more information, see your *Online Help*.
- **I Deal in Multiple Currencies** If you want to enable multi-currency accounting, select this option. For more information about working with multiple currencies, see your *Online Help*.

Task 4: Set a password for the Administrator user ID

A user ID is the means for:

- controlling access to a company file
- tracking a transaction record history
- saving individual preferences

When you created your company file, a user ID called Administrator was automatically created.

By default, the Administrator user ID does not have a password assigned to it. Anyone who signs on with the Administrator user ID will have complete access to all command centres, functions, and windows and will be able to create, edit, and delete other user IDs.

For that reason, as soon as you create a company file, you should assign a password to the Administrator user ID; otherwise, anyone can sign on and then enter, edit, and delete transactions in your file.

To set a password for the Administrator user ID

- 1 Start your software. The **Welcome** window appears.
- 2 Open your company file using the **Open** or **Browse** option and bring yourself to the Sign-on window.
- 3 Click **Change Password**. The **Change Password** window appears.
- 4 In the **Change Password** window, leave the **Existing Password** field blank, type the password in both the **New Password** and **Confirm Password** fields.
- 5 Click **Record**.

NOTE: User access restrictions If you want to restrict other users from accessing certain features or information, you can create additional user IDs and specify their access restrictions. For more information, see the 'Managing user accounts and company files' chapter in the *Online Help*.

Task 5: Set up accounts

Accounts provide a means for grouping similar transactions. For example, if your business pays rent for the use of its premises, you

would create a rent account and then allocate all rent payments to that account.

The accounts you use for your business are grouped in an accounts list.

NOTE: Do you need to complete this task? If your accountant or Mamut Partner has provided you with a company file, this task may have been completed for you. In this case, go to [‘Enter the account opening balances’](#).

When you created your company file, you selected a default accounts list to start with. This list may already have the accounts you need. If not, you can change the list to suit your needs. If you are unsure, ask your accountant which accounts you should create, edit or delete.

If you chose to import a list of accounts, you should import this list now. For information about importing data into your company file, click the Help button in this window.

Account numbers Each account is identified by a unique five digit number. The first digit indicates the account’s classification (for example, accounts starting with 1 are asset accounts). The remaining four digits determine its location within the classification. The lower the number, the higher up in the list it appears. For example, account 1-1100 appears above 1-1200.

Account classifications and types The accounts list groups accounts into eight classifications—Assets, Liabilities, Capital, Income, Cost of Sales, Expenses, Other Income, and Other Expenses. Within each account classification there is at least one account type.

Account classifications and types are described in the following table.

Classification	Type	Description
Asset (1-xxxx)	Bank	Money in the bank, for example, in a Current chequing or savings account.
	Accounts Receivable	Money owed to you by your customers.

Classification	Type	Description
	Other Current Asset	Assets that, if required, can be turned into cash within a year. These may include your term deposits.
	Fixed Asset	Assets which have a long life, for example, buildings, cars, or computers. Fixed assets are usually depreciated.
	Other Asset	Other assets you own, such as loans made to others and goodwill.
Liability (2-xxxx)	Credit Card	Repayments to service credit card debt.
	Accounts Payable	Money owed by you to your suppliers.
	Other Current Liability	Money owed by you that is due in less than a year, for example, tax.
	Long Term Liability	Money owed by you that is due in more than one year, like a business loan.
	Other Liability	Other money you owe.
Capital (3-xxxx)	Capital	The business's net worth, that is, its assets minus its liabilities. Common capital accounts are current year earnings, retained earnings, and shareholders' capital.
Income (4-xxxx)	Income	Revenue from the sale of goods and services.
Cost of Sales (5-xxxx)	Cost of Sales	The direct cost of selling your goods and providing services, for example, purchase costs and freight charges.

Classification	Type	Description
Expense (6-xxxx)	Expense	The day-to-day expenses of running your business, for example, utility bills, employee wages, and cleaning.
Other Income (8-xxxx)	Other Income	Other revenue, for example, interest earned on savings and dividends paid from stocks.
Other Expense (9-xxxx)	Other Expense	Other expenses, for example, interest charged.

Header accounts Your accounts list consists of detail accounts (the accounts to which you allocate transactions) and header accounts. Header accounts group related detail accounts to help you organise your accounts list.

For example, you could group your telephone, electricity, and gas expense accounts using a Utilities header account. This makes it easier for you to locate the utility expense accounts in the accounts list and to see your combined utility expenses.

You group accounts by indenting the detail accounts located directly below a header account.

Account Name	Type	VAT	Linked	Balance
1-0000 Assets	Asset			£321,004.92
↳ 1-1000 Fixed Assets	Asset			£24,361.99
↳↳ 1-1100 Furniture & Fixtures	Asset			£9,577.71
↳↳↳ 1-1110 Furniture & Fixtures - Cost	Other Asset	N-T		£12,226.85
↳↳↳ 1-1120 Furniture & Fixtures - Acc Depr	Other Asset	N-T		-£2,649.14
↳ 1-1200 Office Equipment	Asset			£2,408.41
↳↳ 1-1210 Office Equip - Cost	Other Asset	N-T		£7,225.00
↳↳ 1-1220 Office Equipment - Acc Depr	Other Asset	N-T		-£4,816.59
↳ 1-1300 Computer Equipment	Asset			£8,072.95
↳↳ 1-1310 Computer Equipment - Cost	Other Asset	N-T		£11,886.35
↳↳ 1-1320 Computer Equipment - Acc Depr	Other Asset	N-T		-£3,813.40
↳ 1-1400 Vehicles	Asset			£4,302.92
↳↳ 1-1410 Vehicles - Cost	Other Asset	N-T		£15,490.00

Note that:

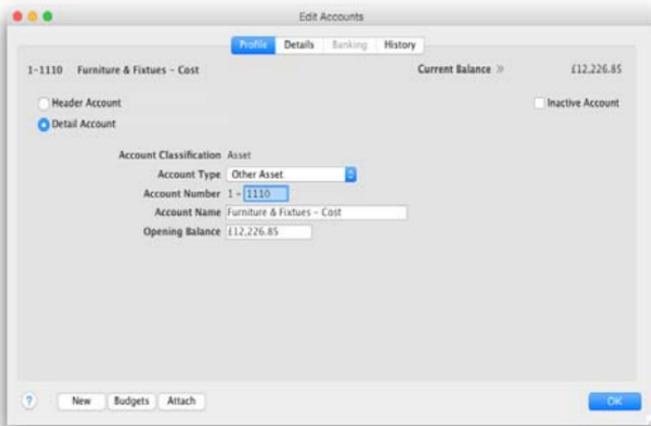
- You cannot allocate transactions to a header account.
- The balance of a header account is the sum of the detail accounts indented directly below it.
- You can create up to three header account levels.

Setting up accounts

If you want to...	See
Create an account	below
Group detail accounts with a header account	To group detail accounts with a header account
Delete an account	Online Help
Change the details of an account	Online Help
Import an accounts list	Online Help

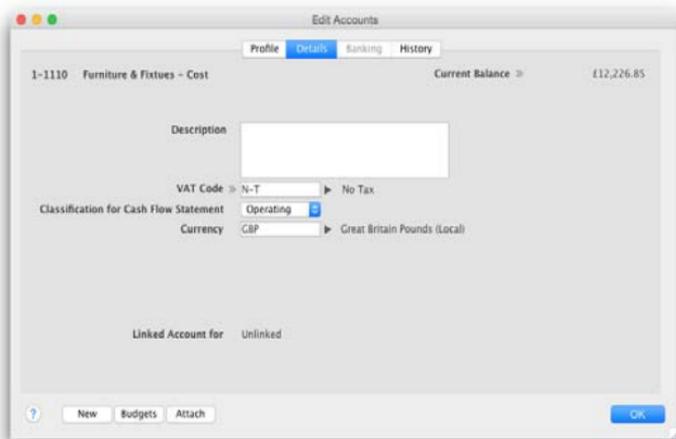
To create an account

- 1 Go to the **Accounts** command centre and click **Accounts List**. The **Accounts List** window appears.
- 2 Click **New**. The **Edit Accounts** window appears.



- 3 If you want to create a header account, select the **Header Account** option.

- 4 Select the account type from the **Account Type** list. The **Account Classification** field changes according to the selection you make. For more information on account classifications, see '[Account classifications and types](#)'.
- 5 Enter a four-digit number for the account in the **Account Number** field. The number must be unique within each account classification.
- 6 Press TAB and type a name for the account.
- 7 Click the **Details** tab.



- 8 If you want, type a brief description of the account in the **Description** field.
- 9 If you are creating an asset, liability, or capital account (other than an asset that has the account type of **Bank**), select an option from the **Classification for Statement of Cash Flows** list. Classifying accounts allows you to generate a statement of cash flows. This report shows how your cash position has changed over time, profit earned, and where your cash was spent. If you're unsure about which classification to use, consult your accountant or a Mamut Partner.

- 10 If you are creating a bank or credit card account, and you want to keep a record of your bank account details, click the **Banking** tab and enter your account details.
- 11 [Detail accounts only] If you want to enter historical balances, click the **History** tab and complete the **Last FY** column. That way you can compare the year's monthly account balances with those of the corresponding months last year.
- 12 [Detail accounts only] If you want to set up a budget:
 - a Click **Budgets**. The **Prepare Budgets** window appears.
 - b Type the budget amounts in the monthly columns.
 - c Click **Close**.For more information about budgets, see your *Online Help*
- 13 Click **OK** when you have finished. The account you created now appears in your accounts list.

To group detail accounts with a header account

You group accounts by indenting the accounts located below a header account. You do this by clicking the **Up** button or the **Down** button located at the bottom of the **Accounts List** window.

- 1 Go to the **Accounts** command centre and click **Accounts List**. The **Accounts List** window appears.
- 2 Select the detail account you want to group.
- 3 If you want to group the account with the header account located immediately above it, click **Down**.
- 4 If you want to group the account with a header account above the current header account, click **Up**.

Task 6: Enter the account opening balances

Account opening balances are the balances of your accounts as at the first day of your conversion month.

NOTE: Do you need to complete this task? If you were in business prior to your conversion month, most of your accounts probably already have balances. If you want to produce financial reports that included these balances (such as a balance sheet), or you want to track the

balance of accounts with a cumulative balance (such as your bank account), you need to enter these balances.

You can find your account opening balances on a trial balance report, a balance sheet or a profit & loss report prepared for the period immediately prior to your conversion date. You can ask your accountant to prepare these reports. You may also be able to find your account opening balances using your previous software or paper-based records.

The balances you enter in your accounting software depend on whether your conversion month is also the first month of your financial year.

If your conversion month:

- **is the first month of your financial year**, enter the opening balances of your asset, liability, and capital accounts only. The opening balances of your income, cost of sales, and expense accounts should be zero.
- **is not the first month of your financial year** (for example, if your financial year starts in April but your conversion month is August), enter the opening balances of *all* your accounts.

Opening bank account balances You can enter either of the following amounts as the opening balance of a bank account:

- the bank account balance that appears on your balance sheet or trial balance reports as at the day prior to your conversion date. For example, if your conversion date is January 1, 2019, this is the bank account balance as at December 31, 2019.

These reports can be provided by your accountant, or you can obtain the balances using your previous software or paper-based records.

- the chequebook balance of the account as at the end of the day prior to your conversion date. You can calculate your chequebook balance by taking into account the transactions not yet cleared by your bank as of the conversion date and the balance that appears on your bank statement at that date.

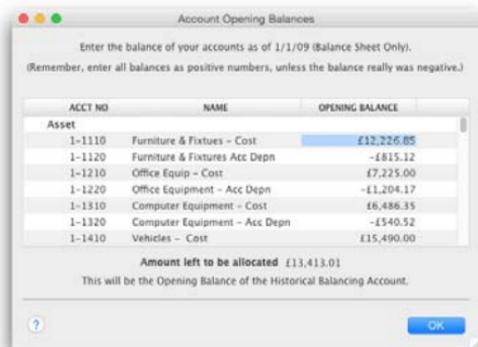
For example, assume that £500 worth of deposits and £1000 worth of payments were unrepresented as at your conversion date

(that is, they had not appeared on a bank statement). The chequebook balance would be calculated as shown below:

Bank statement balance as at the conversion date	£21,000.00
ADD uncleared deposits	+ £500.00
SUBTRACT uncleared payments	- £1,000.00
Chequebook balance as at the conversion date	£20,500.00

To enter opening balances

- 1 Go to the **Setup** menu, choose **Balances** and then **Account Opening Balances**. The **Account Opening Balances** window appears.
- 2 Enter the balances in the **Opening Balance** column.



NOTE: Enter opening balances as positive numbers Don't, for example, enter liability account balances as negative numbers. Enter negative amounts only if accounts truly have negative balances.

- 3 Check that the amount in the **Amount left to be allocated** field at the bottom of the window shows **£0.00**.

If this field displays an amount other than **£0.00**, check your opening balances again because they are either incomplete or

incorrect. However, you can continue the setup process if there is an amount in the **Amount left to be allocated** field. The amount will be assigned to a special capital account called Historical Balancing.

- 4 Click **OK**.

Check for software updates

To make sure you are using the current version of your accounting software, you should check every so often to see if any updates or upgrades are available.

To check for updates, open your company file, then go to the **AccountEdge** menu and click **Check for Updates**.

What's new

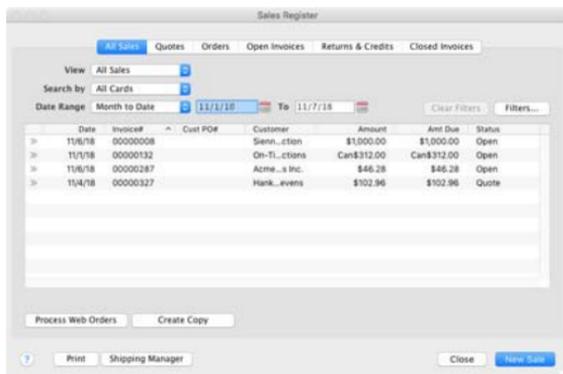
The following new features and enhancements have been included in this release:

Feature	Description
Date Range on Registers	Sales, Purchases, Item and Bank registers now have a date range for better searching abilities.
User Preferences - Buying/ Selling Details	New User Access options have been added to the User Access window.
Prepare Bank Deposit - Sortable Columns	You can now sort deposits by the ID# , Date , Memo , Payment Method , columns and Amount to make grouping them much easier.
Link to Deposit ID	A new field, Deposit ID, will be added to the following windows: <ul style="list-style-type: none">■ Receive Payment■ Receive Money■ Settle Returns and Debits
Credit Limit & Hold window	Easy access to the Credit Limit& Hold window.
Auto Fill on Sales and Purchases Payments	Using the action menu to receive payment on an invoice or pay a bill automatically enters it.
Sortable Columns for Pay Bills and Receive Payments	The Pay Bill and Receive Payment windows now can sort by column to make searching for the Bills or Invoices organized.

Feature	Description
Save Custom Notes	Save a custom note for repeated use.
Customer Statements for Overdue Invoices	AccountEdge now has the ability to give the options to filter for and generate statements for customer who have overdue invoices.
Tax Rate changes	Sales Tax Rates can now be set out to include 5 decimals.
New VAT Code added	A new VAT Type, Reverse Charge Purchase, has been added to the VAT code list.
Making Tax Digital	Easily produce and submit VAT returns directly from AccountEdge to HMRC.
HMRC Payroll Compliance	[For AccountEdge Plus and Network Edition users only]
Reports	<ul style="list-style-type: none"> • Business Insight reports • Job Status - Report filters

Date Range on Registers

Date Range filters have been added to the **Sales**, **Purchases**, **Item** and **Bank** registers to allow for better searching abilities. To view transactions within a specific date range, select the **Date Range** from the drop down list.



When selecting either **Month to Date**, **Year to Date**, **This Month**, **Last Month**, **This Quarter**, **Last Quarter**, **This Year**, or **Last Year** the dates will be automatically be entered in the date fields. Select **User Entered** to enter specific dates. If you'd like to enter a date using a calendar, click the calendar icon or press the space bar to open the calendar window.

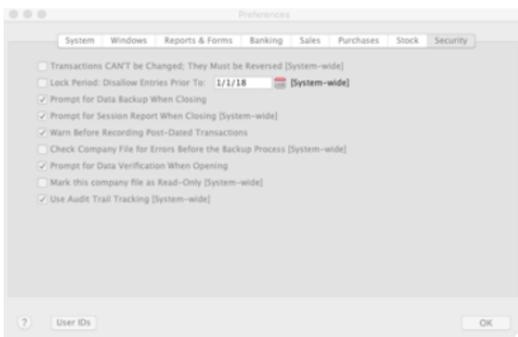
If **This Year** and **Last Year** is selected, the dates will automatically be entered based on the current fiscal year set in the company file. If **Year to Date** is selected, the dates used in the from date is determined by the **Fiscal Year** in the file and the **To** date is the **AccountEdge Date**.

If **This Month**, **Last Month**, **This Quarter** and **Last Quarter** is selected, the date will automatically be entered based on the **AccountEdge Date**. If a date is entered either manually or by using the calendar icon the **Date Range** will be changed to **User Entered**.

If thirteen fiscal period is selected in the company file the date boxes for **This Year** and **Last Year** will automatically be entered using the first day if that fiscal year to the last day of the fiscal year using the "*" in the **Date Range** fields. Filtering for thirteen period transactions is available in the **Bank Register**, **Transaction Journal**, **Find Transactions** and **Job Information>Transactions** windows.

User Preferences - Buying/ Selling Details

New User Access options have been added to the User Access window. In the Card File section if the Selling Details, Customer Terms (view only) or the Buying Details, Vendor Terms (view only) is selected the user will be able to view the terms but will not be able to edit the information.



Prepare Bank Deposit - Sortable Columns

The Prepare Bank Deposit window now has sortable columns to make grouping the deposits by **ID#**, **Date**, **Memo**, **Payment Method**, and **Amount** much easier. Once you have found the transaction you want to deposit simply click the Deposit column adjacent to the transaction. In some cases you may only have a date

or a payment method. Each time you select a column to sort by the selections previously made will remain selected.

Link to Deposit ID

A new field, Deposit ID, will be added to the following windows:

- Receive Payment
- Receive Money
- Settle Returns and Debits

This field will only display if the Receive Payment, Receive Money or Settle Returns and Debits transaction was included in the deposit recorded through the Prepare Bank Deposit window.

Account 1-1160 Undeposited Funds Balance > \$135,319.76

Customer > Rockaway Coffee Cafe ID # CR000180
Amount Received \$139.36 Date 1/12/18
Payment Method Check Details... Check #
Memo Rockaway Coffee Cafe for 00000357 Deposit ID > CR000194

INVOICE #	STATUS	DATE	AMOUNT	DISCOUNT	TOTAL DUE	AMOUNT APPLIED
00000357	> Order	1/12/18				\$139.36

Receipt Print

Total Applied	\$139.36
Finance Charge	\$0.00
Total Received	\$139.36
Out of Balance	\$0.00

Journal Register Attach Add Note USD Cancel OK

The Deposit ID will be displayed on the Receipt.

[Watch Video](#)

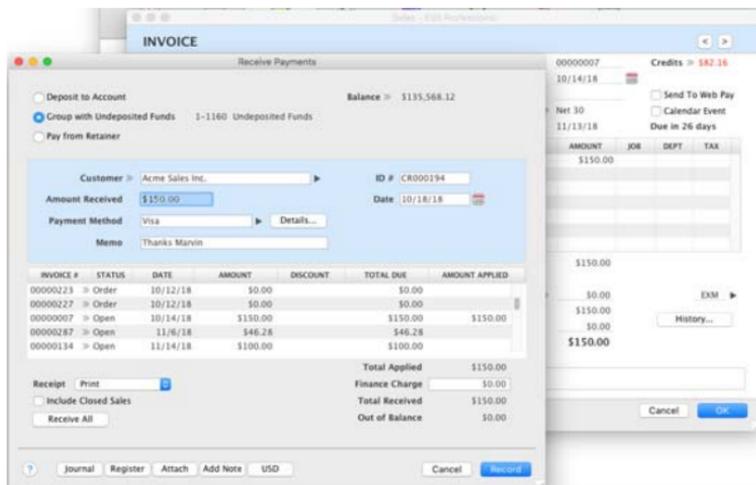
Credit Limit & Hold window

A zoom arrow has been added to the right of the Credit Limit field on the right side of the Selling Details tab on the Customer and Lead cards. You can click on the zoom arrow to open the Credit Limit & Hold window.

If you select the Credit Limit preference in the User Access window, your User ID profile will not allow you to access this window.

Auto Fill on Sales and Purchases Payments

If payment is made using **Receive Payment** from the **Action** menu on the sale and **Pay Bill** from the **Action** menu on a purchase, the amount due in the **Payment** window will be automatically entered.



Sortable Columns for Pay Bills and Receive Payments

The **Pay Bill** and **Receive Payment** windows now has sortable columns to make searching for the Bills or Invoices organized. The columns that are sortable are by **Purchase#/Invoice#**, **Status**, **Date** and **Amount** much easier. Once you have found the transaction you want to pay simply click the **Amount Applied** column adjacent to the transaction.

Save Custom Notes

Save a note on a sale or a purchase to be used again later.

To save a note on a sale or purchase

- 1 Go to the **List** menu and select **Sales & Purchases Information** then Notes.
- 2 Click **New**. The **Edit Note** window appears.
- 3 Enter the note.
- 4 Click **OK**.

Customer Statements for Overdue Invoices

AccountEdge 2019 now has the ability to give the options to filter for and generate statements for customer who have overdue invoices. Select this option to display a list of customers with overdue invoices. If an Activity statement is selected the customers that have overdue invoices dated between the activity dates selected will display.

To print or email a statement for a customer with overdue invoices

- 1 Go to the **Sales** command center and select **Print/Email Statements**. The **Review Statements Before Delivery** opens.
- 2 Select the **To Be Printed** tab or **To Be Emailed** tab.

- 3 Select the options to filter your statements including **Only Overdue Customers** to display a list of customers with overdue invoices.
- 4 Select the customers you want to either print or email a statement for.
- 5 Click **Print** or **Send Email**.

[Watch Video](#)

Tax Rate changes

Sales Tax Rates can now be set out to include 5 decimals. This is useful in states where they are beginning to use longer rates.



The screenshot shows a 'Tax Code Information' dialog box with the following fields and values:

- Tax Code:** STATE
- Description:** New tax code
- Tax Type:** Sales Tax
- Rate:** 7.12345%
- Linked Account for Tax Collected:** 2-3300
- Linked Card for Tax Authority:** (empty)

Buttons for 'New' and 'OK' are visible at the bottom.

New VAT Code added

A new VAT Type, Reverse Charge Purchase, has been added to the VAT code list. This code is available for any new or upgraded file.

When the Reverse Charge Purchase VAT code is selected from the VAT Type drop down list the Reported Rate on VAT Return field becomes available. Enter the percentage rate being reported on the VAT Return.

A new option VAT Return Info has been added to the VAT Code Information window. Click this button to open the VAT Return Information window. Select the appropriate options available for that VAT Type.

The Reverse Charge Purchase will be included in the Output Value/Input Value and the VAT Collected/Paid on the VAT Return.

Making Tax Digital

For businesses within the scope of HMRC's new Making Tax Digital requirements, easily produce and submit VAT Returns directly from AccountEdge to HMRC.

Starting in April 2019, the government's new Making Tax Digital (MTD) initiative will see important changes to the way in which businesses report their VAT information to HMRC.

MTD doesn't change what you submit to HMRC, it changes how you submit it.

MTD aims to provide businesses the ability to keep records of their income and expenditure digitally, and to send VAT summary updates to HMRC from their software. In turn this will provide a more timely, efficient and simpler tax system, reducing the likelihood of errors and giving businesses more certainty of their position throughout the year.

VAT registered businesses (including self-employed and landlords) with turnover above the VAT registration threshold (currently £85,000) will have to:

- keep their records digitally (for VAT purposes only)

- provide their VAT return information to HMRC through Making Tax Digital compatible software
- Smaller businesses will not be required to use the system, although they can do so voluntarily.

Making Tax Digital compatibility will be introduced in AccountEdge 2019, which will be released 4th week of March 2019.

AccountEdge 2019 will require macOS 10.11 El Capitan as a minimum requirement.

The new VAT Information window provides a simple way to allow AccountEdge to submit VAT returns to HMRC on your behalf.

The new VAT Submission feature allows you to quickly generate your VAT return and submit it directly to HMRC.

HMRC Payroll Compliance

[For AccountEdge Plus and Network Edition users only]

- **Student Loan Deduction changes**

From April 2019 the Annual Threshold for Plan 1 has increased to £18,935, for Plan 2 to £25,725 and for PGL to £21,000. The deduction rate remains the same at 9% for Student Loans and 6% for Graduate Loan.

- **Tax Tables**

The Emergency for 2019/2020 is 1250L (W1/M1).

- **PAYE tax and Class 1 National Insurance contributions**

Tax thresholds, rates and codes

The amount of Income Tax you deduct from your employees depends on their tax code and how much of their taxable income is above their Personal Allowance.

- **England and Northern Ireland**

PAYE tax rates and thresholds 2019 to 2020

Employee personal allowance £240 per week

£1,042 per month

£12,500 per year

English and Northern Irish basic tax rate 20% on annual earnings above the PAYE tax threshold and up to £37,500

English and Northern Irish higher tax rate 40% on annual earnings from £37,501 to £150,000

English and Northern Irish additional tax rate 45% on annual earnings above £150,000

- **Scotland**

PAYE tax rates and thresholds 2019 to 2020

Employee personal allowance £240 per week

£1,042 per month

£12,500 per year

Scottish starter tax rate 19% on annual earnings above the PAYE tax threshold and up to £2,049

Scottish basic tax rate 20% on annual earnings from £2,050 to £12,444

Scottish intermediate tax rate 21% on annual earnings from £12,445 to £30,930

Scottish higher tax rate 41% on annual earnings from £30,931 to £150,000

Scottish top tax rate 46% on annual earnings above £150,000

- **Wales**

PAYE tax rates and thresholds 2019 to 2020

Employee personal allowance £240 per week

£1,042 per month

£12,500 per year

Welsh basic tax rate 20% on annual earnings above the PAYE tax threshold and up to £37,500

Welsh higher tax rate 40% on annual earnings from £37,501 to £150,000

Welsh additional tax rate 45% on annual earnings above £150,000

Business Insight reports

Prior to AccountEdge 2019, the Business Insights report allowed users to select which "Ratio" report they would like to generate based on a pop list on the Advanced Filters. Beginning with AccountEdge 2019, each Ratio report will be listed separately in the Report list under the Business Insights heading.

The Business Insights reports will also be added to AccountEdge for Windows.

Business Insights reports

The following business analysis reports are available:

[Gross Profit Margin Ratio report](#)

[Operating Profit Ratio report](#)

[Net Profit to Sales Ratio report](#)

[Trade Debtors Days report](#)

[Trade Creditors Days report](#)

[Stock Turnover Days report](#)

[Current Ratio report](#)

[Profitability Ratios report](#)

Job Status - Report filters

Job Status has been added to selected Jobs reports giving you more options to filter related information.

The Job reports receiving this new filter are as follows:

- Activity Summary
- Activity Detail
- Budget History (OfficeLink)
- History (OfficeLink)
- Jobs Transaction Summary
- Jobs Transaction Detail
- Profit & Loss
- Reimbursable Expenses
- Budget Analysis
- Jobs List (Summary)
- Jobs List (Detail)

Mamut Support

Mamut Support Centre

The Mamut Support Centre offers an extensive personal service to assist you whenever you may need help.

As a valued customer of Mamut you are entitled to access a wide array of resources giving you the opportunity to benefit from the knowledge and experience of thousands of Mamut customers. We are confident that this will help you to be prepared for the day ahead and to be in total control of any situation faced by you and your business.

Mamut Service Agreement ensures a simpler working day!

The Mamut Service agreement ensures that you are prepared and have full control of all challenges you or your business might encounter.

Updates following legislation changes We make sure that your Mamut system is always fully up-to-date with new laws and regulations, changes to tax-rates and official forms. Extensive user documentation for all such changes ensures that you can adapt to them quickly and easily.

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Mamut Support Centre We place great importance on providing a responsive and professional support department, which can promptly provide answers to your questions. Your Mamut Service Agreement entitles you to user support via telephone, e-mail or the internet.

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To purchase or renew a Mamut Service Agreement, please contact your sales consultant or Mamut's sales department on **0800 032 5616**.

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Visit Mamut Online Support at www.visma.co.uk/accountedgesupport

Get in touch by e-mail If you cannot find the answer you are looking for on the Mamut website you can send an e-mail to support@mamut.co.uk.

Get in touch over the phone: 020 7153 0900 Most questions can usually be answered in the course of a phone call but in special cases we may need to record the question and contact you once we have found the solution to your problem.

Letters may be sent to:

Mamut Software Ltd
90 Long Acre
Covent Garden
London
WC2E 9RZ

