

1-1 How to **update budget** when run year end processing? *Ver 9.1 (4 Jul 2005) or after – NCK*

Answer

- Before year end processing, go to *Dealers Setup*→*Page 2*, tick **Update budget at year end processing** checkbox then click **Ok**.
- Run Year End Processing.
- The budget figure maintained before year end processing (in Period 13, 14, 15...) will be updated into Period 1, 2, 3... on the new accounting year.

1-2 In which report will the **contract sum** maintained in *General*→*Maintain Project Titles* appear? *All Versions – NCK*

Answer

- *Reports*→*Project Report*→*Project Ledger*, **Ok**, **Preview**. (on the top left)

1-3 What is the difference between **Enter Opening Balances** and **Enter Last Year Figure**? *Version 9.0 (14 Oct 2004) or after – NCK*

Answer

- *Enter Opening Balance* is to key in the opening amount for the starting period (served as balance b/f for current year/period's ledgers); *Enter Last Year Figure* is to key in the closing amount for last accounting year (will be displayed as last year figure in financial reports); both needed to key in only once when start using UBSACC. The figures will be auto-updated after year end process.
- When keying in *Enter Last Year Figure*, for example: for year ended 31 Dec 2005, we take the amount of Balance C/F as at 31 Dec 2005 for all ledger accounts (all balance sheet accounts and income/expenses accounts); BUT for retained earnings, the amount of Balance B/F as at 01 Jan 2005 should be adopted.

1-4 How to activate the **Budget** button (for Balance Sheet types of account) in *General*→*General Ledger A/C Maintenance* ? *Version 9.0 (20 Oct 2004) or after – NCK*

Answer

- Exit the program, go to *Setting*→*Country Setting*, tick **With Balance Sheet Budget** checkbox, click **Ok**.
- Log in to program again, the **Budget** button in *General*→*General Ledger A/C Maintenance* is now activated for all account types.

1-5 How to unlock **Opening Balance** in *Enter Opening Balances*? *All Versions – Shir Lee*

Answer

- Go to Boss Menu (*Housekeeping*→*Exit*, key in **B**, follows by **UBS**), check the checkbox of **Unlock Opening Balance**, click on **Apply**.

1-6 How to activate the checkbox of **With Income & Expenses Account** in *Enter Opening Balances*? *All Versions – NCK*

Answer

- Go to *Housekeeping*→*General Setup*→*Page 1*, make sure that the Starting Period is not 1.

1-7 Can I print **Official Receipt** for transaction (payment received) not involved debtor (e.g. Rental Received)?

All versions – SY Lee

Answer

Yes. Just assign a special account code '**OR**' to those income accounts (e.g. Rental Received). To print the Official Receipt, you may click on Print button upon saving the transaction; or, go to *Reports* → *More Report (1)* → *Print Other Receipt*.

1-8 What is **Account Code** in *General Ledger A/C Maintenance* menu?

Version 9.0 (19 May 2003) or after – Janice

Answer

Used to key in old account code previously used in other accounting system (as a reference). Account Code can be shown in *Print Chart of Accounts* with simple customization as follow:

1. *General* → *Print Chart of Accounts*, click on **Ok** and **Preview**
2. Go to **File** → **Save As**, use the default report file, click **Save**. Press **Esc**.
3. Right click on **Exit** button, select the file name that you have just saved and click **Open**
4. Right click at any empty spot, select **Data Environment**
5. (Under **gldata** table) drag and drop the field: **acc_code** onto **Detail** section
Click **Save**, press **Esc** once, click on **Preview**, the account code will be displayed.