

La COMPTABILITÉ dans AB MAGIQUE

par Annie Lortie



VL COMMUNICATIONS

VERSIONS LOGIQUES V.L. INC.
3424 BOUL. INDUSTRIEL LAVAL, QUÉBEC, H7K 2J4
SANS FRAIS : 1 800-268-4044
TEL : (450) 963-8940
FAX : (450) 963-8949
WWW.VL.COM.COM

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Foreword

This guide has been designed to facilitate your accounting data integration within AB Magique software as well as providing you all the necessary information to conduct your daily bookkeeping. Please keep in mind that the main objective of this guide is to introduce the various features of the software and its several procedures. This guide is not an introduction course to accounting and/or bookkeeping.

In order to enter all your accounting figures as well as to continue with your daily operations, you need to possess a minimum of accounting knowledge. Our technical support is at your disposal for any question regarding the software or any problem related to it. All questions related to unmastered accounting knowledges must be submitted to your accountant and not VL Communication's technical support. This measure is to protect you from possible mistakes that may be committed by our staff and also ensures you the information accuracy and credibility from an accredited professional. For example, you need to master the debit/credit accounting concept in order to use the accounting module of the software. If these concepts are unfamiliar to you, you will need to turn to your accountant to get the necessary help.

This guide applies to new AB Magique users whowant to start using the accounting module. Chapters in this guide follow a logical order and we strongly suggest you follow it. It is mandatory to perform each of these steps in order to obtain the desired results.

Chapter 1 - Definition of your fiscal year

The definition of your fiscal year is a must before using the receivable, payable and the accounting module in general. Your fiscal year might have already been setup by one of our technicians before you even started working with AB Magique software. If this step was omitted, the software will set January 1st to December 31st of the current year as being your fiscal year. Keep in mind that you can modify your fiscal year at anytime. To define or verify your fiscal year:

- Click « **Accounting** » in the top menu;
- Click « **View your accounting** »;
- Click on « **Definition of your fiscal year** », located in the left menu.

You must enter the starting and ending dates of your fiscal year. For example, if your fiscal year is from January 1st 2012 to December 31st 2012, it must be entered as follow:



You probably noticed a field called « **Number of days past the end of the fiscal year** ». When installing AB Magique software, this field displays « **180** ». This option allows you to lock or unlock the software for any entries passed the number of days entered. For example, let's take January 1st 2012 to December 31st 2012 as our fiscal year. With the current configuration, you are able to enter entries up to the end of June 2013, 180 days after the end date of your fiscal year. It is impossible to enter any entries past the end of June 2013. If, however, you wish to enter entries passed that period, please enter « **365** » instead of « **180** ».

This feature is to prevent mistakes such as entering a journal entry dated 2021 instead of 2012, for example.

Once the desired modifications have been made, click « **OK** » located at the bottom left corner of the box.

Chapter 2 – Charter of accounts

A charter of accounts is a codified list of accounts, classified according to their nature and various functions within the company. This charter lays the company's accounts names and numeric codes. These codes are classified according to a specific structure that meets the company's needs. The amount of open accounts varies depending on the nature of the company, the accuracy level of the required accounting information and the size of the company.

To access your charter of accounts:

2.5. Deleting a « Subtype account »

If you wish to delete a « **Subtype account** »:

- Click the desired « **Subtype account** » to highlight it (field should be yellow);
- Hit « **Delete** » on your keyboard in order to remove the characters;
- Hit the « **Enter** » key on your keyboard.

Please make sure you do not delete a “**Subtype account**” for which there are active accounts.

2.6. « System Account »

AB Magique has ledger accounts entitled « **System Account** ». Programming links are at the origin of these accounts and it is why they are an integral part of the software and impossible to remove.

Here is the list of AB Magique « **System Account** »:

Account type	Subtype account	Account #	Description
Asset	Cash	10 000	Bank
Asset	Accounts receivable	11 000	Accounts receivable
Asset	Inventories	12 000	Inventory
Asset	Taxes inputs	13 000	GST Inputs
Asset	Taxes inputs	13 001	PST Inputs
Asset	Investments	14 000	Investments
Asset	Fixed assets	15 000	Building
Asset	Fixed assets	15 100	Land
Liability	Accounts payable	20 000	Accounts payable
Liability	Taxes payable	21 000	GST to pay
Liability	Taxes payable	21 001	PST to pay
Liability	Taxes payable	21 002	Environmental tax to pay
Liability	Accrued fees	22 000	Accrued fees payable
Liability	Long-term debt	23 000	Mortgage to pay
Liability	Shareholders	29 999	Retained earnings
Income sales	Sales	30 000	Sales
Income sales	Sales interest income	38 000	Interest on sales
Income sales	Sales discount	39 000	Discount on sales
Cost of sales	Purchases	40 000	Purchases
Cost of sales	Interest on purchases	48 000	Interest on purchases
Cost of sales	Purchases discount	49 000	Discount on purchases
Cost of sales	Inventory variance	49 900	Inventory variations
Costs operations	Operating expenses	50 000	Operating expenses

Costs operations	Wages (operating)	51 000	Wages (operating)
Costs operations	Surplus/Deficit	59 999	Surplus/Deficit
Costs administration	Administrative expenses	60 000	Expenses (administration)
Costs administration	Administrative expenses	60 499	Bad debts
Costs administration	Wages (administration)	61 000	Wages administration

You can however modify the name of these accounts, while keeping their original function. For example, you can modify the account entitled « **Bank** » for « **National Bank** ». The account has kept its original function and you were able to add a precision to it. Never modify one of these accounts to assign it a different function because all your financial statements and other accounting reports will be altered. For example, do not rename the account entitled « **Retained earnings** » for « **Bank Loan** », the function of these two accounts is not the same. Remember that the title « **System account** » is there for a reason.

This charter of accounts does not replace your accountant's chart. It is recommended that you use your accountant's chart of accounts in order to facilitate his work later on. If you are unable to obtain one, create your own charter of accounts from the following model. However, we strongly suggest that you submit this charter to your accountant for approval.

2.7. Charter of accounts model

You will find in those next pages a computerized charter of accounts for AB Magique software. This model is only a reference and may not suit your business needs. Please note that some accounts are aimed at a specific clientele, accounts such as « **Vehicle sales** » and « **Vehicle purchases** ». These accounts are mainly targeting businesses who are selling cars.

Only create, in your AB Magique software, accounts that suit the current needs/transactions of your business. We strongly suggest you do not create all the accounts in the following chart, in order to limit the number of accounts and risks of error. Remember the more accounts you have, the more difficult it will be to manage.

Account type	Subtype account	Account	Account description
Asset	Cash	10000	National Bank
Asset	Cash	10001	Petty cash
Asset	Accounts receivable	11000	Accounts receivable
Asset	Accounts receivable	11005	Provision for bad debts
Asset	Inventories	12000	Inventory - Parts
Asset	Inventories	12005	Inventory – Vehicles (if applicable)
Asset	Taxes inputs	13000	GST Inputs
Asset	Taxes inputs	13001	PST Inputs
Asset	Investments	14000	Investments
Asset	Fixed assets	15000	Building
Asset	Fixed assets	15005	Accumulated depreciation - Building
Asset	Fixed assets	15010	Shop equipment
Asset	Fixed assets	15015	Accumulated depreciation – Shop equipment

Asset	Fixed assets	15020	Furniture and fixtures
Asset	Fixed assets	15025	Accumulated depreciation – Furn. and fixtures
Asset	Fixed assets	15030	Tools \$500 +
Asset	Fixed assets	15035	Accumulated depreciation – Tools \$500 +
Asset	Fixed assets	15040	Vehicles
Asset	Fixed assets	15045	Accumulated depreciation - Vehicles
Asset	Fixed assets	15050	Software
Asset	Fixed assets	15055	Accumulated depreciation - Software
Asset	Fixed assets	15060	Computer hardware
Asset	Fixed assets	15065	Accumulated depreciation – Comp. hardware
Asset	Fixed assets	15070	Leasehold improvements
Asset	Fixed assets	15075	Accumulated depreciation – Leasehold improv.
Asset	Fixed assets	15080	Land improvements
Asset	Fixed assets	15085	Accumulated depreciation – Land improv.
Asset	Fixed assets	15100	Land
Asset	Prepaid expenses	16000	Prepaid insurance
Asset	Prepaid expenses	16005	Prepaid rent (if applicable)
Asset	Prepaid expenses	16010	Prepaid tax
Liability	Accounts payable	20000	Accounts payable
Liability	Accounts payable	20005	Line of credit
Liability	Accounts payable	20010	Bank loan (short term)
Liability	Taxes payable	21000	GST to pay
Liability	Taxes payable	21001	PST to pay
Liability	Taxes payable	21002	Environmental tax to pay
Liability	Accrued fees	22000	Accrued fees payable
Liability	Accrued fees	22005	Wages payable
Liability	Accrued fees	22010	Vacations payable
Liability	Accrued fees	22015	Provincial source deductions to pay
Liability	Accrued fees	22020	Federal source deductions to pay
Liability	Accrued fees	22025	Joint committee payable
Liability	Accrued fees	22030	Group insurance payable
Liability	Accrued fees	22035	Provincial tax payable
Liability	Accrued fees	22040	Federal tax payable
Liability	Long-term debt	23000	Mortgage to pay
Liability	Long-term debt	23005	Bank loan (long term)
Liability	Shareholders	29000	Capital stock
Liability	Shareholders	29005	Owner contributions
Liability	Shareholders	29010	Owner draws
Liability	Shareholders	29999	Retained earnings
Income sales	Sales	30000	Sales
Income sales	Sales	30100	Oils
Income sales	Sales	30101	Cooling system
Income sales	Sales	30102	Brakes

Income sales	Sales	30103	Electricity
Income sales	Sales	30104	Exhaust
Income sales	Sales	30105	Front end
Income sales	Sales	30106	Tires
Income sales	Sales	30107	Filtration
Income sales	Sales	30108	Body
Income sales	Sales	30109	Warranties
Income sales	Sales	30110	Vehicle sales (if applicable)
Income sales	Other income	31000	Commission income
Income sales	Other income	31005	Rent income (if applicable)
Income sales	Other income	31010	Transport income (if applicable)
Income sales	Sales interest income	38000	Interest on sales
Income sales	Sales discount	39000	Discount on sales
Cost of sales	Purchases	40000	Purchases
Cost of sales	Purchases	40100	Oils
Cost of sales	Purchases	40101	Cooling system
Cost of sales	Purchases	40102	Brakes
Cost of sales	Purchases	40103	Electricity
Cost of sales	Purchases	40104	Exhaust
Cost of sales	Purchases	40105	Front end
Cost of sales	Purchases	40106	Tires
Cost of sales	Purchases	40107	Filtration
Cost of sales	Purchases	40108	Body
Costs of sales	Purchases	40109	Warranties
Costs of sales	Purchases	40110	Vehicle purchases (if applicable)
Costs of sales	Interest on purchases	48000	Interest on purchases
Costs of sales	Purchases discount	49000	Discount on purchases
Costs of sales	Inventory variance	49900	Inventory variation
Costs operations	Operating expenses	50000	Operating expenses
Costs operations	Operating expenses	50005	Rent expenses (if applicable)
Costs operations	Operating expenses	50010	Advertising expenses
Costs operations	Operating expenses	50015	Meal expenses
Costs operations	Operating expenses	50020	Office supplies
Costs operations	Operating expenses	50025	Shipping expenses
Costs operations	Operating expenses	50030	Representation fees (employees)
Costs operations	Operating expenses	50035	Travel expenses (employees)
Costs operations	Operating expenses	50040	Donations
Costs operations	Operating expenses	50045	Recycling expenses (used oil)
Costs operations	Operating expenses	50050	Telephone expenses
Costs operations	Operating expenses	50055	Cellular phone expenses
Costs operations	Operating expenses	50060	Internet expenses
Costs operations	Operating expenses	50065	Alarm system expenses
Costs operations	Operating expenses	50070	Housekeeping expenses
Costs operations	Operating expenses	50075	Heating expenses

Costs operations	Operating expenses	50080	Electricity expenses
Costs operations	Operating expenses	50085	Natural gas expenses
Costs operations	Operating expenses	50090	Training expenses (employees)
Costs operations	Operating expenses	50095	Gasoline for vehicles
Costs operations	Operating expenses	50100	Maintenance and repair: Building
Costs operations	Operating expenses	50105	Maintenance and repair: Vehicles
Costs operations	Operating expenses	50110	Maintenance and repair: Furniture and fixtures
Costs operations	Operating expenses	50115	Uniforms
Costs operations	Operating expenses	50120	Registration and licenses
Costs operations	Operating expenses	50125	IT expenses
Costs operations	Operating expenses	50130	Vehicle rental expenses
Costs operations	Operating expenses	50135	Subscription and contribution expenses
Costs operations	Operating expenses	50140	Small tools - \$500
Costs operations	Operating expenses	50145	Tax and permits
Costs operations	Operating expenses	50150	Postage expenses
Costs operations	Operating expenses	50155	NSF cheque(s)
Costs operations	Wages (operating)	51000	Wages (operating)
Costs operations	Wages (operating)	51005	Wages Peter Smith
Costs operations	Wages (operating)	51010	Wages John Fisher
Costs operations	Wages (operating)	51015	Wages Hugh Jackman
Costs operations	Wages (operating)	51020	Benefits (employees)
Costs operations	Surplus/Deficit	59999	Surplus/Deficit
Costs administrat.	Administration expenses	60000	Expenses (administration)
Costs administrat.	Administration expenses	60005	Bank fees
Costs administrat.	Administration expenses	60010	Line of credit - Interests
Costs administrat.	Administration expenses	60015	Credit card expenses
Costs administrat.	Administration expenses	60020	Long-term loan interests
Costs administrat.	Administration expenses	60025	School tax
Costs administrat.	Administration expenses	60030	Municipal taxes
Costs administrat.	Administration expenses	60035	Commercial insurance (co.)
Costs administrat.	Administration expenses	60040	Building insurance (if applicable)
Costs administrat.	Administration expenses	60045	Representation expenses (administration)
Costs administrat.	Administration expenses	60050	Travel expenses (administration)
Costs administrat.	Administration expenses	60055	Legal fees
Costs administrat.	Administration expenses	60060	Professional fees
Costs administrat.	Administration expenses	60065	Training expenses (administration)
Costs administrat.	Administration expenses	60499	Bad debts
Costs administrat.	Wages (administration)	61000	Wages (administration)
Costs administrat.	Wages (administration)	61005	Wages Rick Young (administration)
Costs administrat.	Wages (administration)	61010	Wages Clara Lane (administration)
Costs administrat.	Wages (administration)	61015	Benefits (administration)
Costs administrat.	Amortization	62000	Amortization - Building
Costs administrat.	Amortization	62005	Amortization - Shop equipment
Costs administrat.	Amortization	62010	Amortization - Furniture and fixtures
Costs administrat.	Amortization	62015	Amortization - Tools \$500 +

Costs administrat.	Amortization	62020	Amortization - Vehicles
Costs administrat.	Amortization	62025	Amortization - Softwares
Costs administrat.	Amortization	62030	Amortization - Computer hardware
Costs administrat.	Amortization	62035	Amortization - Leasehold improvements
Costs administrat.	Amortization	62040	Amortization - Land improvements
Costs administrat.	Taxes	63000	Income tax - Federal
Costs administrat.	Taxes	63005	Income tax - Provincial
Costs administrat.	Taxes	63010	Future tax

Chapter 3 – Your opening balance

(It is not mandatory to enter your opening balance straight at the beginning. It can be entered at anytime during your fiscal year).

Opening entries are intended to adjust the ledger accounts balances. For those who are starting a new fiscal year, the concerned account categories will be « **Asset** » and « **Liability** » (balance sheet). Conversely, for those whose fiscal year has already begun, you must touch all ledger account categories, including « **Income sales** », « **Cost of sales** », « **Costs operations** » as well as « **Costs administration** » (basically you will be entering your trial balance from your accountant or your old accounting software). Example: you have switched to the AB Magique software on October 17th 2012 and were working with Simply Accounting software before. Print a trial balance from your Simply Accounting dated October 17th 2012 and enter the balances for each account in AB Magique opening balance. To enter your balances:

- Click « **Accounting** » located in the top menu;
- Click « **View your accounting** »;
- Click "**Your opening balance** », in the left hand side menu.



- You will notice that the date of the entry as well as the description are already entered. The date entered is being determined by the fiscal year previously defined. Example: if the defined fiscal year is January 1st 2012 to December 31st 2012, the default date entered will be December 31st 2011, one day before the beginning of your fiscal year.

Account #	Description	Debit	Credit
10000	National Bank	14 117,72	
10 001	Petty cash	500,00	
11 000	Accounts receivable	16 554,16	
13 000	GST Inputs	4 097,56	
15 000	Building	548 745,00	
15 005	Accumulated depreciation - Building		158 965,14
15 010	Shop equipment	24 623,00	
15 015	Accumulated depreciation - Shop equipment		2 462,00
15 020	Furniture and Fixtures	14 533,00	
15 025	Accumulated depreciation - Furniture and Fixtures		1 954,00
15 030	Tools \$500 +	60 548,00	
15 035	Accumulated depreciation - Tools \$500 +		14 365,98
15 100	Land	125 000,00	
20 000	Accounts payable		11 616,43
20 005	Line of credit		18 555,65
21 000	GST to pay		6 964,03
21 002	Environmental tax to pay		108,00
21 005	Interest payable		63 200,34

- To select a ledger account, click « + » next to the desired account category;
- Click « + » next to the desired account subtype in order to view the available ledger accounts;
- Double click on the desired account to select it. It will be carried into the right hand side of the screen (for example: you wish to enter your main bank account (National Bank) and its balance. Click « + » next to « **Asset** », click « + » next to « **Cash** » and double click on account « **10 000 National Bank** » ;
- Simply enter the account balance in the « **Debit** » or « **Credit** » column. In order to switch column, from debit to credit, hit the « **Enter** » key;
- Once the balance has been entered, hit the « **Enter** » key in order to continue to the next line. You must do the same with each and every ledger account;
- When your entry is completed, click « **(F12) Save** ».

Please note that the opening balance can be modified at any time.

Chapter 4 – Collection modes setup (the charter of accounts must have been previously entered)

Seven collection modes already exist in the software (including « **Bad debts** »). The collection modes are the various available payment options when paying a sales invoice or an account receivable. These modes have a direct connection to the ledger accounts in your charter of accounts. By default, all collection modes are linked to the main bank account « **10 000 National Bank** » (in our example). You can create, modify, delete, disable and change the ledger account association of a collection mode. To access the collection modes setup:

- Click « **Accounting** », located in the top menu;
- Click « **Collection modes setup** »;

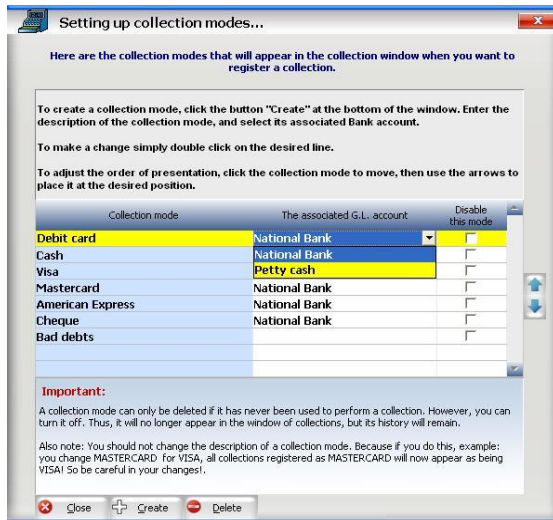
4.1. Creating a collection mode

- Click « **Create** »;

- A yellow field pops up. Enter the name of the desired collection mode followed by the “**Enter**” key;
- Click the arrow next to your new collection mode in order to associate the desired ledger account.

4.2. Modifying an already existing collection mode

- If you wish to modify the description (title) of a collection mode, double click on it and then rename it;
- Conversely, if you only want to modify the associated ledger account, please click the arrow in the column entitled « **The associated G.L. account** » and select the desired ledger account.



Please note that if you modify the description (title) of a collection mode, its new description (title) will be applied to both future and previous collections.

4.3. Deleting/deactivating a collection mode

- Click the desired collection mode to highlight it;
- Click « **Delete** » at the bottom of the window;
- A confirmation window appears;
- Click « **Yes** » to validate.

Please note that there is a possibility that when deleting a collection mode the error message below occurs. The reason being that the collection mode has already been used in the past. In such a case, you must deactivate the collection mode by adding a checkmark under « **Disable this mode** ». The collection mode will no longer be available for invoicing.



When all your collection modes have been setup, click « **Close** », located in the lower left corner of the window.

Please note that both « **Cash** » collection mode and « **Cash** » disbursement mode must be associated to the same ledger account in order for the cash disbursements to be subtracted from the cash receipts during the daily closure and deposit process.

Chapter 5 – Disbursement modes setup (the charter of accounts must have been previously entered)

Six disbursement modes already exist in the software. The disbursement modes are the various available payment options when paying a purchase invoice or an account payable. These modes have a direct connection with ledger accounts in your charter of accounts. By default, all disbursement modes are linked to the main bank account « **10 000 National Bank** » (in our example). You can create, modify, delete, disable and change the ledger account association of a disbursement mode. To access the disbursement modes setup:

- Click « **Accounting** », located in the top menu;
- Click « **Disbursement modes setup** ».

5.1. Creating a disbursement mode

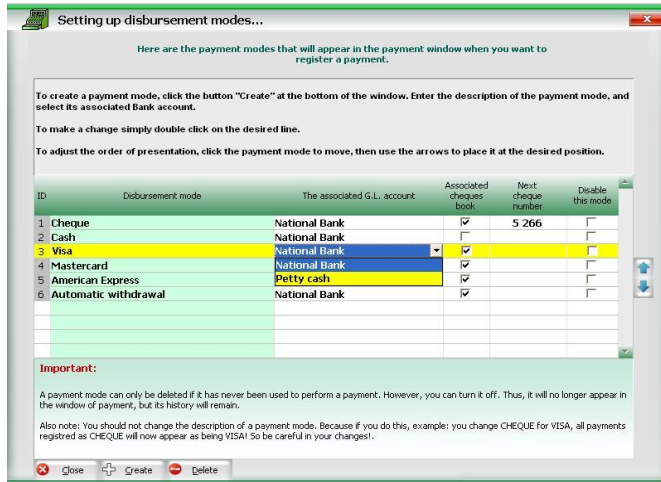
- Click « **Create** »;
- A yellow field pops up. Enter the name of the desired disbursement mode followed by the “**Enter**” key;
- Click the arrow next to your new disbursement mode in order to associate the desired ledger account.

It is strongly recommended that you apply a checkmark in the tickbox « **Associated cheques book** » for all disbursement modes that it not in « **Cash** ». For example, if you create a new disbursement mode called « **Direct payment** », it is recommended to apply a checkmark in « **Associated cheques book** » even if the disbursement mode is not necessary a cheque. The « **Associated cheques book** » tickbox has a dual function. The first function being to have a serie of cheques attached to your disbursement mode. The second function is that every transaction paid with a disbursement mode for which there is a checkmark in « **Associated cheques book** » tickbox will be transferred to the bank reconciliation.

Note : Only one cheque format is comptatible with AB Magique. To get a sample of the format, please contact us and we will gladly send you one.

5.2. Modifying an already existing disbursement mode

- If you wish to modify the description (title) of a disbursement mode, double click on it and then rename it;
- Conversely, if you only want to modify the associated ledger account, please click the arrow in the column entitled « **The associated G.L. account** » and select the desired ledger account.



Please note that if you modify the description (title) of a disbursement mode, its new description (title) will be applied to both future and previous payments.

5.3. Deleting/Deactivating a disbursement mode

- Click the desired disbursement mode to highlight it;
- Click « **Delete** » at the bottom of the window;
- A confirmation window appears;
- Click « **Yes** » to validate.

Please note that there is a possibility that when deleting a disbursement mode the error message below occurs. The reason being that the disbursement mode has already been used in the past. In such a case, you must deactivate the disbursement mode by adding a checkmark under « **Disable this mode** ». The disbursement mode will no longer be available for invoicing.

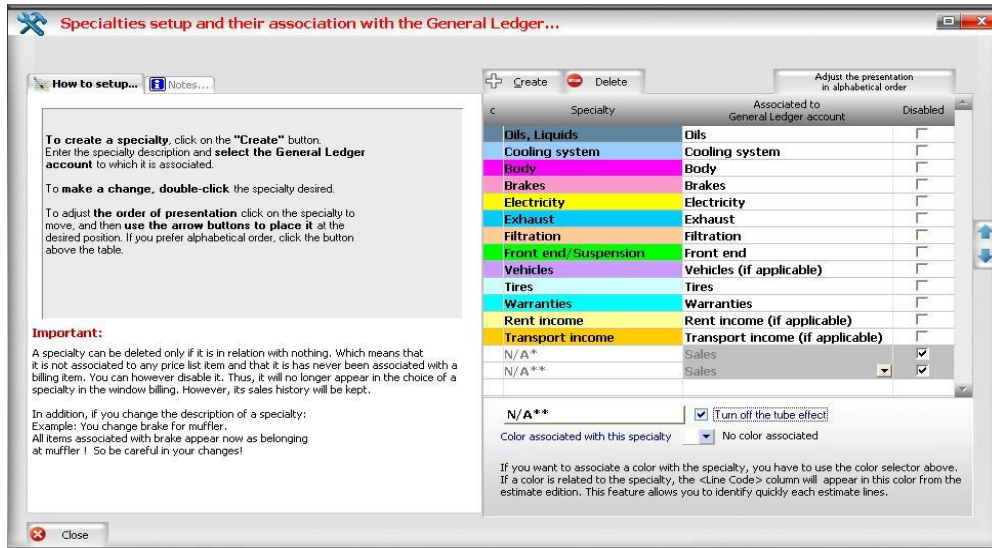


When all your disbursement modes have been setup, click « **Close** » located in the lower left corner of the window.

Chapter 6 – Specialties setup (the charter of accounts must have been previously entered)

A specialty is a sub-division in which sales and purchases are classified. These sub-divisions have a direct link with your charter of accounts ledger accounts. To access the specialties setup:

- Click « **Files** »;
- Place your cursor on « **Inventory** »
- Click « **Specialties setup** »;



You will notice that there is already several default specialties. Note that you can create, modify, delete and disable a specialty. Each specialty is linked to an « **Income sales** » account from your charter of accounts. By default, all specialties are linked to the ledger account « **30 000 Sales** ». If you wish for your sales to be divided in your general ledger and not consolidated into one single account « **30 000 Sales** », you must modify the specialties association to different ledger accounts. Click the arrow under « **Associated to General Ledger account** » and select the ledger account of your choice.

6.1. Creating a specialty

- Click « **Create** »;
- A yellow field is being added. Enter the name of the desired specialty;
- Click the arrow under « **Associated to General Ledger account** » to select the proper ledger account;
- Assign a color to your specialty (optional). Click the arrow next to « **Color associated with this specialty** » and pick the color of your choice. The colors are mainly used to quickly identify the specialty when invoicing.

6.2. Modifying an already existing specialty

- Double-click on the specialty you wish to modify;
- Make the necessary changes to either the name of the specialty or its associated ledger account.

Please note that if you modify the name (title) of a specialty for something completely different, all inventory items associated to this specialty will also be modified. Example: you change « **Exhaust** » for « **Towing** ». All items associated to the specialty « **Exhaust** » will therefore be associated to « **Towing** ».

6.3. Deleting/deactivating a specialty

- Click the desired specialty to highlight it;
- Click « **Delete** »;
- A confirmation window appears. Click « **Yes** » to validate.

Please note that there is a possibility that when deleting a specialty the error message below occurs. The reason being that the specialty has already been used in the past. In such a case, you must disable the specialty by adding a checkmark under « **Disabled** ». The specialty will no longer be available for invoicing.



6.4. Specialities association to inventory items (price lists configuration and download must have been done previously)

It is crucial that this step is completed before invoicing in AB Magique. As previously mentioned, specialties created in previous step are used to classify your sales and purchases. In order for the software to be able to recognize where or how to classify your sales and purchases, you must associate the various specialties to your items in inventory. To do so:

- Click « **Files** »;
- Place your cursor on « **Inventory** »;
- Click « **Price list and inventory** ».

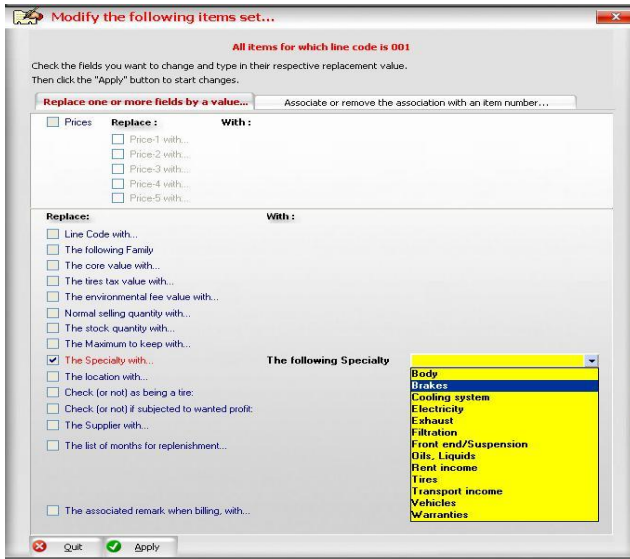
Inventory and price list...

Price list

All items for which line code is 001

Specialty	Line code	Family	Item #	Description	Description-2	Kept in inventory	Maximum	Qty in stock	Core Qty. in stock	Core value	Price-1
001	00031529	PART			PART						68,100
001	0100			STRAIGHT TIP PLIER	STRAIGHT TIP PLIER						34,020
001	0180-1280			SMALL SCHRADER ADAPTER	SMALL SCHRADER ADAI						2,630
001	0200			STRAIGHT TIP PULLER	STRAIGHT TIP PULLER						34,020
001	0300			STRAIGHT TIP PULLER	STRAIGHT TIP PULLER						34,020
001	0400			STRAIGHT TIP PLIER	STRAIGHT TIP PLIER						34,020
001	0500			STRAIGHT TIP PLIER	STRAIGHT TIP PLIER						44,250
001	0600			STRAIGHT TIP PLIER	STRAIGHT TIP PLIER						44,250
001	10020			CAP SCREW	CAP SCREW						1,420
001	1020			2 JAW PULLER	2 JAW PULLER						55,620
001	1021			3 JAW PULLER	3 JAW PULLER						68,120
001	10215			LEG NUT	LEG NUT						1,420
001	1022			2 JAW PULLER	2 JAW PULLER						45,390
001	1023			3 JAW PULLER	3 JAW PULLER						66,990
001	1024			2 JAW PULLER	2 JAW PULLER						56,750
001	1025			2 JAW PULLER	2 JAW PULLER						66,990
001	1026			2 & 3 WAY PULLER	2 & 3 WAY PULLER						79,480
001	1027			2 & 3 WAY PULLER	2 & 3 WAY PULLER						90,850
001	1028			DIFFERENTIAL BEARING PULLE	DIFFERENTIAL BEARING						106,730
001	1031			DIFFERENTIAL BEARING PULLE	DIFFERENTIAL BEARING						116,960
001	1035			2 JAW PULLER	2 JAW PULLER						110,150
001	1036			2 JAW PULLER	2 JAW PULLER						113,560
001	1037			2 & 3 WAY PULLER	2 & 3 WAY PULLER						143,090
001	1038			2 & 3 WAY PULLER	2 & 3 WAY PULLER						136,280
001	1039			2 JAW PULLER	2 JAW PULLER						204,450
001	1040			2 JAW PULLER	2 JAW PULLER						216,950
001	1041			2 & 3 JAW PULLER	2 & 3 JAW PULLER						340,790

- Click the arrow next to « **Line code is** » in the left side menu;
The amount of line codes listed all depends on the amount of downloaded price lists. The more price lists you have, the more line codes there will be. Please note that the following steps must be done for each and every line code.
- Select the very first line code;
- Click « **Modify these items** » ;



- A new window pops up. Apply a checkmark in « **The Specialty with** » tickbox;
- Choose the appropriate specialty by clicking the arrow next to « **The following specialty** »;
Example: if your line code is « **GOODY** » for Goodyear tires, choose the specialty entitled « **Tires** »;
- Once the specialty has been chosen. Click « **Apply** » located at the bottom of the window;
- A confirmation window appears. Click « **Yes** » to validate;
- Once the scanning process is completed, click the « **OK** » button;
- When all line codes have been associated to a specialty, click « **Quit** », located in the lower left corner of the screen.

Specialty	Line code	Family	Item #	Description	Description-2	Kept in inventory	Maximum	Qty in stock	Core Qty. in stock	Core value	Price-1	Price-2
front end/Suspe	001		00021529	PART	PART	☑					68,100	68,100
front end/Suspe	001		0100	STRAIGHT TIP PLIER	STRAIGHT TIP PLIER	☑					34,020	34,020
front end/Suspe	001		0180-1280	SMALL SCHRADER ADAPTER	SMALL SCHRADER ADAP	☑					2,630	2,630
front end/Suspe	001		0200	STRAIGHT TIP PULLER	STRAIGHT TIP PULLER	☑					34,020	34,020
front end/Suspe	001		0300	STRAIGHT TIP PULLER	STRAIGHT TIP PULLER	☑					34,020	34,020
front end/Suspe	001		0400	STRAIGHT TIP PLIER	STRAIGHT TIP PLIER	☑					34,020	34,020
front end/Suspe	001		0500	STRAIGHT TIP PLIER	STRAIGHT TIP PLIER	☑					44,250	44,250
front end/Suspe	001		0600	STRAIGHT TIP PLIER	STRAIGHT TIP PLIER	☑					44,250	44,250
front end/Suspe	001		10020	CAP SCREW	CAP SCREW	☑					1,420	1,420
front end/Suspe	001		1020	2 JAW PULLER	2 JAW PULLER	☑					55,620	55,620
front end/Suspe	001		1021	3 JAW PULLER	3 JAW PULLER	☑					68,120	68,120
front end/Suspe	001		10215	LEG NUT	LEG NUT	☑					1,420	1,420
front end/Suspe	001		1022	2 JAW PULLER	2 JAW PULLER	☑					45,390	45,390
front end/Suspe	001		1023	3 JAW PULLER	3 JAW PULLER	☑					66,990	66,990
front end/Suspe	001		1024	2 JAW PULLER	2 JAW PULLER	☑					56,750	56,750
front end/Suspe	001		1025	2 JAW PULLER	2 JAW PULLER	☑					66,990	66,990
front end/Suspe	001		1026	2 & 3 WAY PULLER	2 & 3 WAY PULLER	☑					79,480	79,480
front end/Suspe	001		1027	2 & 3 WAY PULLER	2 & 3 WAY PULLER	☑					90,850	90,850
front end/Suspe	001		1028	DIFFERENTIAL BEARING PULLE	DIFFERENTIAL BEARING	☑					106,730	106,730
front end/Suspe	001		1031	DIFFERENTIAL BEARING PULLE	DIFFERENTIAL BEARING	☑					116,960	116,960
front end/Suspe	001		1035	2 JAW PULLER	2 JAW PULLER	☑					110,150	110,150
front end/Suspe	001		1036	2 JAW PULLER	2 JAW PULLER	☑					113,560	113,560
front end/Suspe	001		1037	2 & 3 WAY PULLER	2 & 3 WAY PULLER	☑					143,090	143,090
front end/Suspe	001		1038	2 & 3 WAY PULLER	2 & 3 WAY PULLER	☑					136,280	136,280
front end/Suspe	001		1039	2 JAW PULLER	2 JAW PULLER	☑					204,450	204,450
front end/Suspe	001		1040	2 JAW PULLER	2 JAW PULLER	☑					216,950	216,950
front end/Suspe	001		1041	2 & 3 JAW PULLER	2 & 3 JAW PULLER	☑					340,790	340,790
front end/Suspe	001		1042	2 & 3 JAW PULLER	2 & 3 JAW PULLER	☑					348,730	348,730
front end/Suspe	001		1043	2 JAW PULLER	2 JAW PULLER	☑					373,730	373,730
front end/Suspe	001		1044	2 JAW PULLER	2 JAW PULLER	☑					398,730	398,730

- You must remove the checkmarks next to « **Subject to GST** » and « **Subject to PST** » located in the top right hand side of the estimate ;
- When the estimate is completed, make sure its total is accurate. If so, click « **Go** » in the top right corner of the estimate;
- « **Production of the final invoice** » window pops up. Only enter the date of the invoice;
- Click « **(F12) Produce the final invoice** »;
- A confirmation window appears. Click « **Yes** »to validate;
- « **Collection of an invoice** » window appears. Click « **(Esc) To collect later** »;
- Another confirmation window appears. Click « **Yes** » to validate.

You must do the same with all customers with a balance brought forward.

7.2. Sales adjustment

When entering your customer’s balance brought forward, sales are generated, which needs to be cancelled. To adjust your sales:

- Click « **Accounting** »;
- Click « **View your accounts receivable** »;
- Note the total amount of your balances brought forward located in the lower right corner of the window (in our example: 12 055.39\$)

Receivable Accounts...

Receivable accounts list for October 18, 2012

List of receivable accounts Detailed list of receivable invoices (grouped by customers) Accounts Age

Reference date for the calculation of administration costs: 07/01/2014

if possible do not print statement, email it...

Calculate administration costs on overdue invoices

Find a customer account that does not appear in the list below

Account #	Name	First name	Balance	Phone-1	Extens.	Phone-2	Extens.	Cellular	Fa
5	Abraham	Alain	1 644,10	604-872-3236					
18	Earl	Ian	22,95	604-688-1223					
20	Edwards	Erin	78,34	604-228-1105					
22	Faulkes	Victor	2 013,70	604-872-6955					
26	Garzitto	Grazina	173,58	604-255-0809					
28	Ghiouzelis	Guy	341,16	604-732-6185					
29	Hanson	Harry	833,22	604-435-7697					
30	Helgason	Helen	9,52	604-639-2591					
31	Inami	Irene	1 314,82	604-681-2390					
33	Irawan	Ivan	140,95	604-301-3077					
36	Jackson	Jimmy	3 709,38	604-737-8663					
38	James	Karen	362,88	604-564-4149					
39	Kam	Kim	209,97	604-435-7122					
40	Kanapathipillai	Keven	1 111,79	604-669-3899					
42	Kayello	Annie	89,03	604-736-8783					
Total			12 055,39						
Accounts counted			15						

October 2012

Su Mo Tu We Th Fr Sa

1 2 3 4 5 6

7 8 9 10 11 12 13

14 15 16 17 18 19 20

21 22 23 24 25 26 27

28 29 30 31

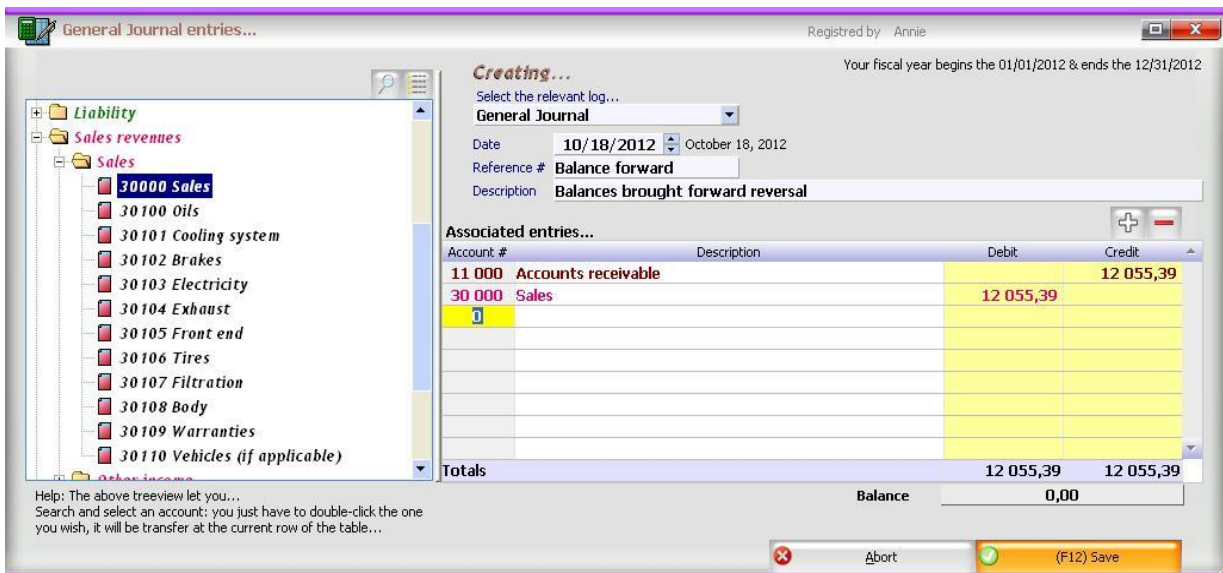
Invoices list

Close

- When finished, click « **Close** » located at the bottom left corner of the window.

To rectify your sales, you must enter an accounting entry in the accounting module.

- Click « **Accounting** »;
- Click « **View your accounting** »;
- Click « **Perform entries** » in the left side menu;
- The first step is to choose the relevant log. Select « **General Journal** »;
- Enter the date on which you have entered your balances brought forward (in our example: October 18th 2012);
- Next to « **Reference #** » you have the possibility to enter a short comment (example: Balance forward). Once entered, hit the « **Enter** » key;
- Next to « **Description** » enter « **Balances brought forward reversal** » followed by the « **Enter** » key;
- Your charter of accounts is being displayed. Click « **+** » next to « **Asset** »;
- Click « **+** » next to « **Accounts receivable** »;
- Double-click on account « **11 000 Accounts receivable** »;
- A yellow field is being added under « **Debit** ». Hit the « **Enter** » key to jump to « **Credit** ». Enter the amount of your balance brought forward (in our example: 12 055.39\$) followed by the « **Enter** » key;
- In your charter of accounts, click « **+** » next to « **Sales revenues** »;
- Click « **+** » next to « **Sales** »;
- Double-click on « **30 000 Sales** »;
- A yellow field is being added under « **Debit** ». Enter the amount of your balances brought forward (in our example: 12 055.39\$) followed by the « **Enter** » key;
- When the entry is complete, click « **(F12) Save** »;
- In order to exit the accounting module, click « **Quit** » in the lower left corner of the screen.



Please note that the « **Receivable accounts list** » must equal account « **11 000 Accounts receivable** » in the general ledger at all times. In addition, this verification should be done monthly to ensure that everything is in order and that there is no discrepancy in the accounts.

Chapter 8 – Balance brought forward: Payables (all suppliers must have been previously created)

When you switched over to the AB Magique software, you must have had outstanding payables. This step is to enter those outstanding payables in order to eventually apply payments on them. Entering your accounts payable must be done in two steps: entering payable balances brought forward and purchases adjustment.

8.1. Entering payable balances brought forward

- Click « **Frequent tasks** »;
- Click « **Create purchase order** »;
- You must select your supplier (using the scroll bar or search by name). Once you have highlighted the desired supplier, click « **OK** » located in the top left corner of the screen;
- The purchase order is now open. Under « **Item #** » enter « **BALANCE** » followed by the « **Enter** » key;
- A window will pop up. Click « **Miscellaneous** » to highlight it and click « **OK** »;
- Under « **Description** » enter « **Balance brought forward** »;
- Under « **Qty** » enter the number « **1** »;
- Under « **Unit cost** » enter the amount of your supplier's balance brought forward (tax included) followed by the « **Enter** » key;
- You must remove the checkmarks next to « **Subject to GST** » and « **Subject to PST** » located in the top right hand side of the purchase order;

Purchase order # 22 : Scrap King Auto Wrecking & Towing

Created by Annie the 07/30/2014 at 11:26

Account # 39
 Name Scrap King Auto Wrecking & Towing
 First name
 Address 1660, Airport Rd.
 City Salmo
 Province BC Postal code V0G 1Z0
 Tel.-1 888-357-2091 Extension
 Tel.-2 Extension
 Cellular Extension
 Email addr. Fax

Remark...

Subject to GST
 Subject to PST
 GST 5,000 %
 PST /G 8,000 %
 PST /S 8,000 %

Created 07/30/2014 at 11:26 Receipt slip # Invoice date 07/30/2014 Invoice # Terms

Line	Fam	Item #	Description	Qty	%	Unit cost	Goods	Services
EXTER		BALANCE	Balance brought forward	1,00		236,240	236,24	
							Sub totals	236,24
							GST	
							PST	
							Sub totals	236,24
							Total	236,24

Purchase order # 22

- When the purchase order is completed, make sure its total is accurate. If so, click « **Go** » in the top right corner of the purchase order;
- « **Production of the final invoice** » window pops up. Only enter the date of the invoice;
- Click « **(F12) Produce the final invoice** »;
- A confirmation window appears. Click « **Yes** » to validate;
- « **Payment of a purchase invoice** » window appears. Click « **(Esc) Save to payable account** ».

You must do the same with all suppliers with a balance brought forward.

8.2. Purchases adjustment

When entering your supplier's balance brought forward, purchases are generated, which needs to be cancelled. To adjust your purchases:

- Click « **Accounting** »;
- Click « **View your accounts payable** »;
- Note the total amount of your balances brought forward located in the lower right corner of the window (in our example: 1 619.19\$);

Payable accounts list for October 18, 2012

Find a supplier account that does not appear in the list below

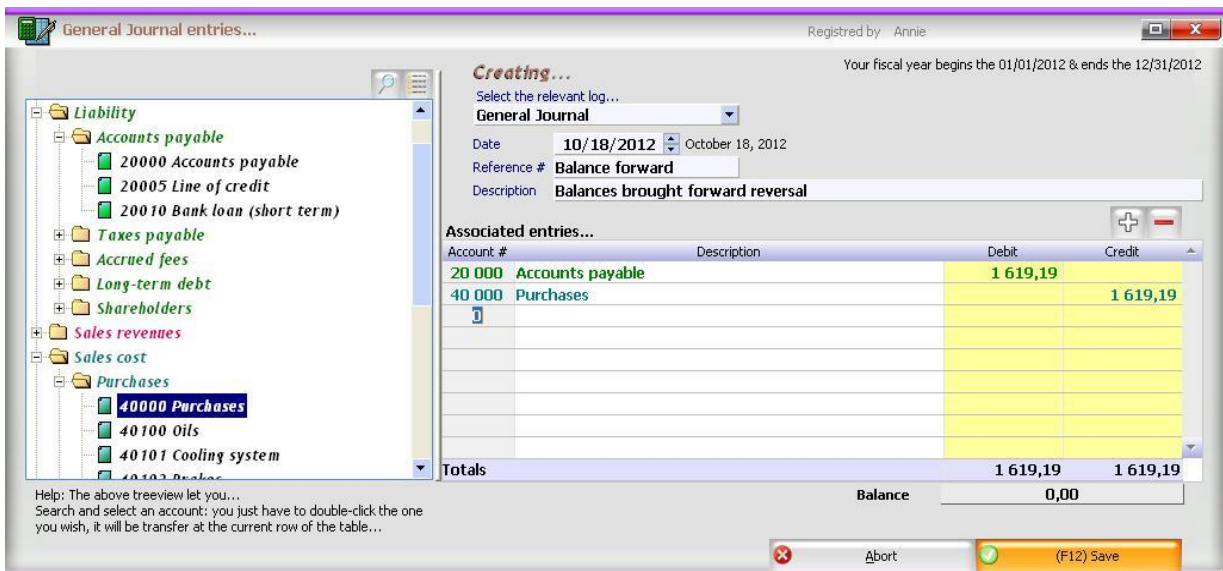
Account # \ N.A.	Name	First name	Balance	Phone-1	Extens.	Phone-2
47	A. & B. Alternators & Starters		684,98	250-245-9775		
49	BC Hydro		394,80	604-224-9376		
3	Napa Vancouver		247,17	604-874-5777		
39	Scrap King Auto Wrecking & Towing		236,24	888-357-2091		
48	Telus Mobility		56,00	604-310-7353		
Total			1 619,19			
Accounts counted				5		

- When finished, click « **Close** » located at the bottom left corner of the window;

To rectify your purchases, you must enter an accounting entry in the accounting module.

- Click « **Accounting** »;
- Click « **View your accounting** »;

- Click « **Perform entries** » in the left side menu;
- The first step is to choose the relevant log. Select « **General Journal** »;
- Enter the date on which you have entered your balances brought forward (in our example: October 18th 2012);
- Next to « **Reference #** » you have the possibility to enter a short comment (example: Balance forward). Once entered, hit the « **Enter** » key;
- Next to « **Description** » enter « **Balance brought forward reversal** » followed by the « **Enter** » key;
- Your charter of accounts is being displayed. Click « + » next to « **Liability** »;
- Click « + » next to « **Accounts payable** »;
- Double-click on account « **20 000 Accounts payable** »;
- A yellow field is being added under « **Debit** ». Enter the amount of your balances brought forward (in our example: 1 619.19\$) followed by the « **Enter** » key;
- In your charter of accounts, click « + » next to « **Sales cost** »;
- Click « + » next to « **Purchases** »;
- Double-click on « **40 000 Purchases** »;
- A yellow field is being added under « **Debit** ». Hit the « **Enter** » key to jump to « **Credit** ». Enter the amount of your balances brought forward (in our example: 1619.19\$) followed by the « **Enter** » key;
- When the entry is complete, click « **(F12) Save** »;
- In order to exit the accounting module, click « **Quit** » in the lower left corner of the screen;



Please note that the « **Payable accounts list** » must equal account « **20 000 Accounts payable** » in the general ledger at all times. In addition, this verification should be done monthly to ensure that everything is in order and that there is no discrepancy in the accounts.

Chapter 9 – Entering outstanding cheques and deposits

For those wishing to use the bank reconciliation module, you must enter all outstanding cheques and deposits from your old accounting software. To do so, you must register two accounting entries for each outstanding cheques and/or deposits. To access the accounting module:

- Click « **Accounting** » in the top menu;
- Click « **View your accounting** »;
- Click « **Perform entries** » in the left menu.

Let's take for example a Visa deposit of 652.43\$. In order to enter this outstanding deposit, you must perform two entries, one in « **Receipts Journal** » and the other in « **General Journal** ».

The purpose of entering an entry in the « **Receipts Journal** » is for that entry to show up in the bank reconciliation. The entry will appear in both the bank reconciliation and general ledger. The purpose of entering the second entry in « **General Journal** » is to reverse the first entry made in « **Receipts Journal** » while keeping the transaction in the bank reconciliation. This second entry will show up in the general ledger but no in the bank reconciliation. The whole procedure will transfer the deposit as being outstanding in the bank reconciliation without actually affecting the bank account.

Registered by Annie

Your fiscal year begins the 01/01/2012 & ends the 12/31/2012

Creating...

Select the relevant log...
Receipts Journal Bank reconciliation entry **Deposit**

Date: 09/30/2012 September 30, 2012
 Reference #: OUTSTANDING
 Description: Outstanding Visa Deposit (outstanding 09.30.2012)

Associated entries...

Account #	Description	Debit	Credit
10 000	National Bank	652,43	
59 999	Surplus/Deficit		652,43
0			
Totals		652,43	652,43

Balance 0,00

Buttons: Abort (F12) Save

Registered by Annie

Your fiscal year begins the 01/01/2012 & ends the 12/31/2012

Creating...

Select the relevant log...
General Journal

Date: 09/30/2012 September 30, 2012
 Reference #: OUTSTANDING
 Description: Outstanding Visa Deposit (outstanding 09.30.2012)

Associated entries...

Account #	Description	Debit	Credit
10 000	National Bank	652,43	
59 999	Surplus/Deficit		652,43
0			
Totals		652,43	652,43

Balance 0,00

Buttons: Abort (F12) Save

Bank Reconciliation Register...

Bank reconciliation at Sunday, September 30, 2012

1 Select the date concerned by your bank reconciliation

2 Select the concerned bank account: National Bank

Outstanding cheques and deposits at Sunday, September 30, 2012

Date	Type	Deposit #	Cheque #	Debit	Credit	Check if reconciled	Cheque payable to ...
09/30/2012	Deposit	2		652,43		<input type="checkbox"/>	Outstanding
Totals				652,43	0,00		

General Ledger Balance: 652,43
 - Total outstanding deposits: 652,43
 + Total outstanding cheques: 0,00
 = Bank balance: 0,00

Warning: Only officialized cheques appear here...

Saves reconciliation

List of entries registered to G.L. Account: National Bank at Sunday, September 30, 2012

Date	J	Refer. #	Debit	Credit	Balance	Description
Totals			652,43	0,00	652,43	

Exit

Please note that this procedure applies to outstanding cheques as well, with the exception of « **Receipts Journal** » that will need to be replaced with « **Disbursements Journal** ». Keep in mind that « **Debits** » and « **Credits** » will need to be reversed.

When all outstanding cheques and deposits have been entered, the « Bank balance » located at the bottom left of the bank reconciliation should reflect the exact balance on your bank statement at the same date. Please note that the opening balance must have been previously entered.

You must master the « Debit » and « Credit » accounting concept in order to achieve chapter 9. If you are experiencing difficulties with entering outstanding cheques and/or deposits, please contact VL Communication's technical support.

Chapter 10 – Account statements and administrative fees (interests)

10.1. Administrative fees (interests)

If you wish to add administrative fees (interests) to your customers with outstanding invoices (over 30 days or more), you must first establish the date on which the software will refer itself in order to calculate the administrative fees. To do so:

- Click « **Parameters** » in the top menu;
- Click « **Parameters** »;
- A window will pop up. Click on « **Parameters** » tab;
- Go to « **Day of the month to be considered for the calculation** »;

Parameters... Configuration of the AB Magique module to use...

Parameters... Configuration of the forms to use to print the estimates and invoices...

Sales tax rate (%)

GST 5,000 %
PST /G 8,000 %
PST /S 8,000 %

Hourly rates

Hourly rate in force 69,95 \$
Your average cost hourly rate 25,00 \$

Period of validity of estimates

Enter the number of days prior to expiration 30 D

Your item numbers to charge storage of tires

Your numbers are... (separate them with comma)
,STD,

Important note: your tire storage numbers must be very distinctive. In other words, it should not be able to find them in other price lists.

To setup tires environmental fees... click here.

Directory to use for vehicles identification
AAIA 2013 New codification

Monitoring of the minimum profits

Alert when sale is under the minimum profits

Minimum profit % for each invoice line 0,00%
Minimum profit % for each invoice 0,00%

Day of the month to be considered for the calculation...

of administration fee on overdue invoices
Your day of the month to consider(1 to 28 possible value) 1

Percentage of the interest rate to be applied...

on overdue invoices
Your interest rate is 2,00%

Prices policy to apply as default billing...

When creating customer cards:
Use the price policy of quotation # 2
Quotation A
 No longer use the above quotation

Other optional system settings (checked / unchecked)...

OK Cancel

You can enter the first of the month to the 28th (28 being the month of February, the shortest month). It is strongly advised that you enter the number « 1 », being the first of the month.

Here is some additional information to facilitate your understanding in regards to the functioning of AB Magique administrative fees.

The calculation of administrative fees is being done with help of four settings:

1. Date of invoice;
2. Term's value (number of days), located in the invoice's header;

Note: When creating an estimate, this field always takes its information from the customers file, under "Invoicing" tab (the usual term is 30 days)

Customer card Created: 11/05/2012 15:45:31 By: Annie
Modify: 11/07/2012 15:01:23 By: Annie

Active... Account number 3

Civility Mr. Category Adam Aban

Name Aban Responsible Adam Aban

F. name Adam Phone-1 604-454-1408 Ext. 411

Address 8888, Wilton St., 301 Phone-2 Cellular Fax

City Vancouver Email alortie@vcom.com

Province BC Postal code V5X 4L6

Billing Policy:

Subjected to profit table

Use a quote... Use a specific pricing policy...

Use the following quote... 2
Quotation A
 Do not use quote anymore. Use specific pricing policy associated to this record...

General policy Feature: "National account" customer

Subject to GST Subject to PST
 Subjected to specific duty charged on tires
 Charge the environmental fees included in the price

Hourly rate 0,00 \$ If no value is entered the normal rate will apply.
Line of credit 0,00 \$ Terms 30 days Interest rate 0,00 %

Note: The program applies pricing policy as follow:

1 - If the customer is subjected to the profit matrix: the Line Code of the invoiced item will be looked for in the matrix of the customer. If it doesn't exist there, the profit matrix will be applied only if a percentage exists in the profit matrix for the concerned Line Code, otherwise, the "general policy" registered in the customer's card (or in a quotation, if you chose to use one for this customer) will be applied.

2 - If the customer is not subjected to the profit matrix: the Line Code will be looked for first in the matrix of the customer, if it doesn't exist, the "general policy" registered in the customer's card (or in a quotation, if you chose to use one as a pricing policy for this customer) will be applied.

OK Cancel

3. The interest rate to be applied to outstanding invoices;
Note: If the interest rate has been previously entered (in the « **Invoicing** » tab of the customer's file), that value is the one being applied. Otherwise, the software will apply the interest rate entered in « **Parameters** »;
4. The day of the month to be considered in order to determine whether an invoice is overdue or not. This parameter is being determined by the user (you) in the system's settings.

In order to apply administrative fees to accounts receivable:

- Click « **Accounting** »;
- Click « **View your accounts receivable** »;
- Click on « **Calculate administration costs on overdue invoices** », located in the top right corner of the window ;

Receivable Accounts... Print on...

Receivable accounts list for November first, 2012

List of receivable accounts Detailed list of receivable invoices (grouped by customers) Accounts Age

Reference date for the calculation of administration costs: 07/01/2014 Calculate administration costs on overdue invoices

if possible do not print statement, email it...

Find a customer account that does not appear in the list below

Account #	Name	First name	Balance	Phone-1	Extens.	Phone-2	Extens.	Cellular	Fa
15	Abraham	Alain	1 658,62	604-872-3236					
18	Earl	Ian	22,95	604-688-1223					
19	Eckbo	Edward	84,85	604-224-1367					
20	Edwards	Erin	78,34	604-228-1105					
22	Faulkes	Victor	2 013,70	604-872-6955					
26	Garzitto	Grazina	173,58	604-255-0809					
28	Ghiouzells	Guy	397,10	604-732-6185					
29	Hanson	Harry	833,22	604-435-7697					
30	Helgason	Helen	9,52	604-639-2591					
31	Inami	Irene	1 314,82	604-681-2390					
33	Irawan	Ivan	140,95	604-301-3077					
35	Jackman	John	174,55	604-669-6948					
36	Jackson	Jimmy	3 709,38	604-737-8663					
37	Jacobse	Mark	81,09	604-879-9346					
38	James	Karen	362,88	604-564-4149					
39	Kam	Kim	209,97	604-435-7122					
40	Kanapathipillai	Keven	1 111,79	604-669-3899					
42	Kayello	Annie	89,03	604-736-8783					
43	Lau	Lance	915,61	604-276-1635					
44	Launer	Peter	118,61	604-469-2183					
Total			19 495,56						
Accounts counted			20						

Close

- A new window pops up. This window contains all overdue receivable accounts as well as all administrative fees that are about to be charged. If, for any reason, you do not wish to apply administrative fees to a customer, add a checkmark under « **Do not apply fees** »;
- To generate administrative fees, click « **Generate these fees now** », located in the lower right corner of the window ;
- When completed, click « **Close** » in the lower left corner.

Administration fees calculation... Print on...

Reference date for the calculation of administration costs... 07/01/2014

List of accounts exceeding payment terms Account details of Alain Abraham

Account #	Name	First name	Due amount	Interest rate	Administration fees	Do not apply fees
5	Abraham	Alain	1 653,62	2,00	33,07	<input type="checkbox"/>
19	Eckbo	Edward	1 063,62	2,00	21,27	<input type="checkbox"/>
20	Edwards	Erin	78,34	2,00	1,57	<input type="checkbox"/>
26	Garzitto	Grazina	173,58	2,00	3,47	<input type="checkbox"/>
28	Ghiouzelis	Guy	397,10	2,00	7,94	<input type="checkbox"/>
29	Hanson	Harry	833,22	2,00	16,66	<input type="checkbox"/>
30	Helgason	Helen	9,52	2,00	0,19	<input type="checkbox"/>
31	Inami	Irene	1 314,82	2,00	26,30	<input type="checkbox"/>
33	Irawan	Ivan	140,95	2,00	2,82	<input type="checkbox"/>
35	Jackman	John	174,55	2,00	3,49	<input type="checkbox"/>
36	Jackson	Jimmy	3 709,38	2,00	74,19	<input type="checkbox"/>
37	Jacobse	Mark	81,09	2,00	1,62	<input type="checkbox"/>
38	James	Karen	362,88	2,00	7,26	<input type="checkbox"/>
39	Kam	Kim	209,97	2,00	4,20	<input type="checkbox"/>
40	Kanapathipillai	Keven	1 111,79	2,00	22,24	<input type="checkbox"/>
42	Kayello	Annie	89,03	2,00	1,78	<input type="checkbox"/>
43	Lau	Lance	915,61	2,00	18,31	<input type="checkbox"/>
44	Launer	Peter	118,61	2,00	2,37	<input type="checkbox"/>
Total administration fees to apply...			12 437,68		248,75	

Administration fees: generate costing to zero ...

10.2. Printing account statements

Still in the accounts receivable module, click « **Print all account statements** » in the left menu in order to print all receivable accounts with an outstanding balance.

Receivable Accounts... Print on...

Receivable accounts list for November first, 2012

List of receivable accounts Accounts Age

Reference date for the calculation of administration costs: 07/01/2014

if possible do not print statement, email it...

Calculate administration costs on overdue invoices

Find a customer account that does not appear in the list below

Account #	Name	First name	Balance	Phone-1	Extens.	Phone-2	Extens.	Cellular	Fax
5	Abraham	Alain	1 653,62	604-872-3236					
18	Earl	Ian	22,95	604-688-1223					
	Edwards	Edward	84,85	604-224-1367					
	Edwards	Erin	78,34	604-229-1105					
	Jakes	Victor	2 013,70	604-872-6955					
26	Garzitto	Grazina	173,58	604-255-0809					
28	Ghiouzelis	Guy	397,10	604-732-6185					
29	Hanson	Harry	833,22	604-435-7697					
30	Helgason	Helen	9,52	604-639-2591					
31	Inami	Irene	1 314,82	604-681-2390					
33	Irawan	Ivan	140,95	604-301-3077					
35	Jackman	John	174,55	604-669-6948					
36	Jackson	Jimmy	3 709,38	604-737-6663					
37	Jacobse	Mark	81,09	604-879-9346					
38	James	Karen	362,88	604-564-4149					
39	Kam	Kim	209,97	604-435-7122					
40	Kanapathipillai	Keven	1 111,79	604-669-3899					
42	Kayello	Annie	89,03	604-736-8783					
43	Lau	Lance	915,61	604-276-1635					
44	Launer	Peter	118,61	604-469-2183					
Total			13 495,56						
Accounts counted			20						

« **Include all unpaid invoices** » includes all outstanding invoices to date. If today's date is November 7th, the printed account statements will include all overdue invoices up to November 7th. If you forgot to print your account statements on November 1st and choose to include all unpaid invoices, statements will all be printed as of November 7th and will include all transactions past November 1st.

You have the possibility to print account statements at a given date by selecting « **Only for the period ending the** ». For example, if today's date is November 7th, you can click on November 1st, in the calendar to your left, and print your account statements as of November 1st. All transactions that were entered after November 1st will not be included in the printed statements.

Now available, the possibility to send account statements to your customers by email. Apply a checkmark next to « **If possible do not print statement, email it** » in order to enable the option. Email addresses must have been previously entered in each of your customer's file (your email settings must also have been previously entered. To verify, click « **Parameters** » in the top menu, then « **Emails box setup** »).

Chapter 11 – Cash register closure and deposit (The charter of accounts must have been previously entered. Collection and disbursement modes must also have been configured).

Please make sure you read chapter 11 in its totality prior to registering deposits in AB Magique.

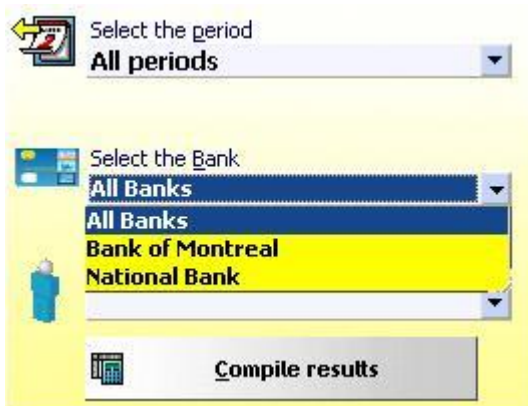
11.1 Deposit

« **Cash register closures and deposits** » module is only useful to those who will be using the bank reconciliation module. All transactions (invoices, payments, etc.) are being automatically transferred in the general ledger and the proper journals. « **Cash register closures and deposits** » only serves the purpose to send deposits to the bank reconciliation. To make a deposit:

- Click « **Frequent tasks** » in the top menu;
- Click « **Cash register closures and deposits** »;

The screen is divided in two, an upper section and a lower section. The upper section shows an overall result of all the receipts not yet deposited. The lower section shows the detail of all the receipts displayed in the upper section.

You must first choose the bank account for which you wish to make a deposit. To do so, click the arrow next to « **Select the bank** », located in the top left corner of the screen and select the bank account of your choice.



« **Select the period** » field offers the possibility of reducing the period in order to isolate transactions for a particular day, week or month. If you do not feel comfortable or are unfamiliar with the software, we do not recommend you use this option. There is a strong risk of forgetting one or more transaction while registering a deposit.

The very first step is to select the transactions you wish to deposit. To do so:

- In the lower section of the screen, click on the button that looks like a red circle with an « **X** » in order to remove all checkmarks;
- Check one by one the transactions you wish to include in your deposit. When the desired transactions have all been checked, the total amount of your deposit is being displayed next to « **Register your real deposit** » (box located at the bottom of the screen);
- If the amount is correct, enter the deposit's date and a short description (Cash, Visa, MasterCard, etc.). When finished, click the « **Save the deposit** » button;
- A confirmation window appears. Click « **Yes** » to validate;

Cash closure and deposit...

Transactions of all users

Select the period: **All periods**

Select the Bank: **National Bank**

Select the user: [User Icon]

Compile results

Totals list of these cash receipts

Number	Payment mode	Total	Discount	Cashback \$	G.L. account
2	Debit card	115,24			National Bank
2		115,24	0,00	0,00	

Total of cash disbursements made...

Number	Payment mode	Total

Detail of perceptions made by all users

Preparation of a bank deposit for... **National Bank**

Transaction #	Collected the	Perceived by	Collection mode	Reference cheque #	Perceived amount	Discount granted	Cashback \$	Debit card cashback \$
<input checked="" type="checkbox"/> 12	78,34 \$	01/31/2012 00:00	Annie	Debit card	78,34			
<input checked="" type="checkbox"/> 11	36,90 \$	01/31/2012 00:00	Annie	Debit card	36,90			
	115,24 \$				115,24	0,00	0,00	

Number: 2

Less cash disbursements... **0,00 \$**

Deposit Register your real deposit: **115,24 \$** ... Surplus or Deficit: **0,00 \$**

Date of the deposit: **01/31/2012** January 31, 2012

Remark for this deposit: **Debit Card**

Save the deposit

Quit

11.2 Deposit on screen ≠ real deposit on hand

If the deposit amount displayed on the screen is not the actual amount of your deposit on hand, please manually enter the amount of your actual deposit on hand. For example, the deposit amount in the above example is showing 1 164.49\$ in cash. Your real deposit on hand is 1 160.00\$ (this is common for those who makes deposits at the ATM). The 4.49\$ difference will be transferred in the ledger account « **59 999 Surplus/deficit** ».

11.3 Deposit overlapping two(2) months

It is mandatory that you do not deposit transactions from a different time period in one single deposit. The image below is a perfect example of what not to do. You will notice two transactions dated January 31st 2012, a receipt of 635.44\$ and one of 329.05\$. There is also a third transaction of 200.00\$ dated February 3rd 2012. In the example below, all transactions are being deposited February 3rd 2012. We now have transactions from January 2012 that are being deposited in February 2012. The deposit will cause a discrepancy in your bank reconciliation.

Number	Payment mode	Total	Discount	Cashback	G.L. account
3	Cash	1 164,49			National Bank
3		1 164,49	0,00	0,00	

Transaction #	Collected the	Perceived by	Collection mode	Reference cheque #	Perceived amount	Discount granted	Cashback \$	Debit card cashback \$
18	01/31/2012 00:00	Annie	Cash		329,05			
15	01/31/2012 00:00	Annie	Cash		635,44			
17	02/03/2012 00:00	Annie	Cash		200,00			
Number					1 164,49 \$			
						1 164,49	0,00	0,00
						3		

The right way to proceed is to make two deposits, one dated January 31st 2012 in order to not mix the months. See images below:

↓ Less cash disbursements... 0,00 \$

Deposit Register your real deposit 964,49 \$... Surplus or Deficit 0,00 \$

Date of the deposit 01/31/2012 January 31, 2012

Remark for this deposit Cash

↓ Less cash disbursements... 0,00 \$

Deposit Register your real deposit 200,00 \$... Surplus or Deficit 0,00 \$

Date of the deposit 02/03/2012 February 3, 2012

Remark for this deposit Cash

Please note that even if the « **Cash** » deposit of January 1st 2012 of 964.49\$ is not on your January 2012 bank statement, your bank reconciliation will still balance. Just leave the deposit outstanding (do not check). You will then be able to check both deposits, 964.49\$ and 200.00\$, in your February 2012 bank reconciliation.

11.4 Cash disbursement

(Before proceeding, please make sure you have done chapter 4.3 of this guide)

Cash disbursements are supplier invoices that were paid « Cash ». Logic is that cash disbursements are being deducted from your cash receipts. For example, if you received for 500.00\$ in cash from your customers and you paid for 50.00\$ in cash worth of gasoline for one of your courtesy vehicle, the total in cash for the day will be 450.00\$.

Cash closure and deposit... Transactions of all users

Select the period: All periods
 Select the Bank: National Bank
 Select the user: [User Icon]
 Compile results

Totals list of these cash receipts

Number	Payment mode	Total	Discount	Cashback	G.L. account
5	Cash	500,00			National Bank
5		500,00	0,00	0,00	

Total of cash disbursements made...

Number	Payment mode	Total
1	Cash	50,00

Detail of perceptions made by all users

Preparation of a bank deposit for... National Bank

Transaction #	Collected the	Perceived by	Collection mode	Reference cheque	Perceived amount	Discount granted	Cashback	Debit card cashback	Reference transaction #	Invoice #
17	200,00 \$	02/03/2012 00:00	Annie	Cash	200,00					
20	75,00 \$	02/03/2012 00:00	Annie	Cash	75,00					
21	50,00 \$	02/03/2012 00:00	Annie	Cash	50,00					
22	75,00 \$	02/03/2012 00:00	Annie	Cash	75,00					
19	100,00 \$	02/03/2012 22:00	Annie	Cash	100,00					
Number		500,00 \$			500,00	0,00	0,00			

↓ Less cash disbursements... 50,00 \$

Deposit Register your real deposit 450,00 \$... Surplus or Deficit 0,00 \$

Date of the deposit 02/03/2012 February 3, 2012

Remark for this deposit Cash Save the deposit

20.00\$. By adding those two receipts together, you get a total amount of 437.00\$. Yet, when you look at the amount to deposit, it shows 387.00\$. The reason being that the 50.00\$ cash disbursement for gasoline has been deducted from your Visa receipts. To avoid this kind of problem, you must apply a checkmark next to « **Less cash disbursements** ». This way, only your customer’s receipts will be included, regardless of your cash disbursements

Transaction #	Amount	Collected the	Perceived by	Collection mode	Reference cheque #	Perceived amount	Discount granted	Cashback	Debit card cashback
24	20,00 \$	02/03/2012 00:00	Annie	Visa		20,00			
23	417,00 \$	02/03/2012 00:00	Annie	Visa		417,00			
Number						437,00 \$	0,00	0,00	

Deposit: Register your real deposit: 387,00 \$... Surplus or Deficit: 0,00 \$
 Date of the deposit: 02/03/2012 February 3, 2012
 Remark for this deposit: Visa

The option « **Less cash disbursements** » must be checked at all times, with the exception of cash deposits.

11.5 Settle deposits by « Collection mode»

To perform the bank reconciliation effectively, it is important that you match your deposits in AB Magique software with those appearing on your bank statement. You should be able to find the exact amounts at the same date. To do so, you need to group your deposits by « Collection modes », meaning a deposit for Visa’s only, one for debit cards only, etc. The only collection modes you can group are « **Cash** » and « **Cheque** » because they are usually deposited together using your deposit booklet.

11.6 The importance of including a comment/description

In order to make your life easier when performing your bank reconciliations, we strongly suggest you enter a remark/description next to « **Remark for this deposit** » when registering a deposit. This will allow you to easily identify your deposits in your bank reconciliation.

Deposit: Register your real deposit: 200,00 \$... Surplus or Deficit: 0,00 \$
 Date of the deposit: 02/03/2012 February 3, 2012
 Remark for this deposit: Cash

Bank Reconciliation Register...

Bank reconciliation at Saturday, March 31, 2012

1 Select the date concerned by your bank reconciliation

2 Select the concerned bank account: **National Bank**

Outstanding cheques and deposits at Saturday, March 31, 2012

Date	Type	Deposit #	Cheque #	Debit	Credit	Check if reconciled	Cheque payable to ...	Remark
03/02/2012	Deposit	3		1 755,87		<input type="checkbox"/>	Debit Card	Ann
03/02/2012	Deposit	4		36,90		<input type="checkbox"/>	Debit Card	Ann
Totals				1 792,77	0,00			

General Ledger Balance: 970,56
 - Total outstanding deposits: 1 792,77
 + Total outstanding cheques: 0,00
 = Bank balance: -822,21

Warning: Only officialized cheques appear here...

↑ Check the entry that are no longer in circulation.
 - Then use the button below to save your reconciliation.

Saves reconciliation

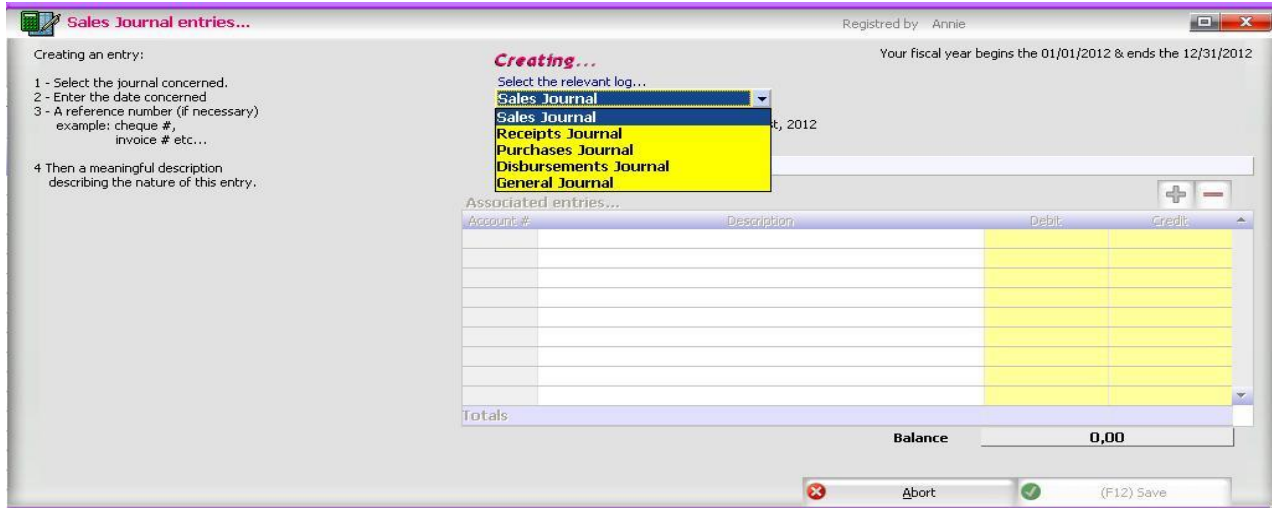
Chapter 12 – Registering cheques to the bank reconciliation (disbursement modes setup must have been previously configured)

« **Register of issued cheques** » module is a « **buffer** » module allowing you to make changes to your supplier payments before they are officially transferred to the bank reconciliation. Please note that even if the module's title included the word « **cheque** », payments shown will not only be cheques but all payments for which you applied a checkmark to « **Associated cheques book** » (see chapter 5). Once all the cheques and other payments are transferred to the bank reconciliation, it becomes more difficult to perform a correction and/or modification. We suggest you verify the accuracy of all payments before registering to the bank reconciliation. To register your supplier payments to the bank reconciliation:

- Click « **Accounting** » in the top menu;
- Click « **List of cheques** ».

It is recommended to register your cheques (and other payments as well) to the bank reconciliation once a month, just before doing the bank reconciliation. For example, if you are about to perform March's bank reconciliation, select the period March 1st to March 31st in the top left corner of the screen. Supplier payments should be listed on the screen. Once you have verified the accuracy of March supplier payments, click « **Register the cheques to bank reconciliation** ». This « **buffer** » file, as we called it earlier, will then be emptied and all supplier payments will be transferred to the bank reconciliation.

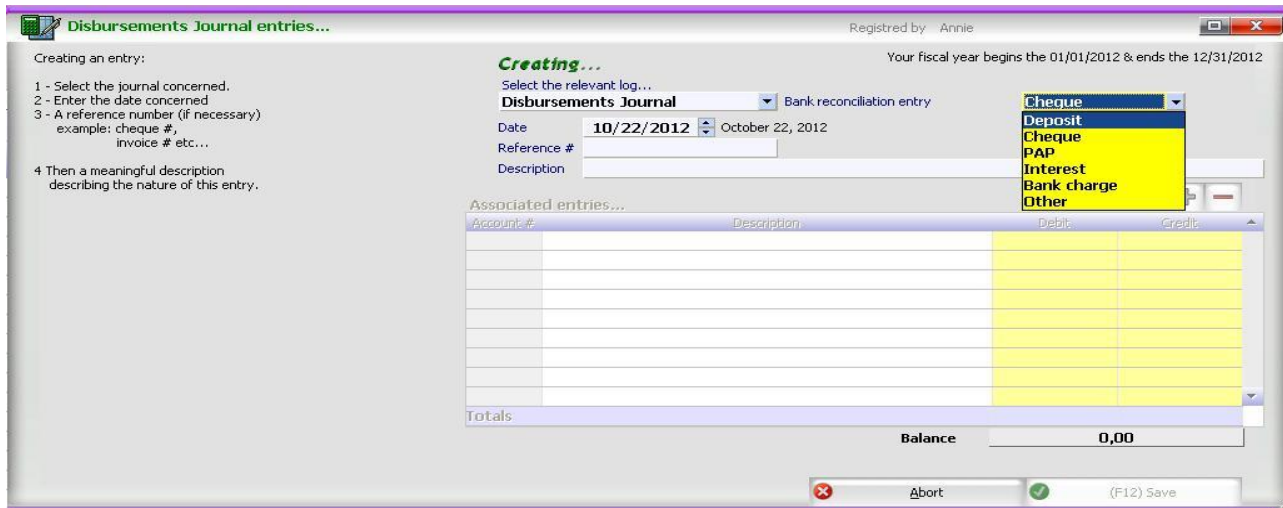
In the event that a mistake was made and you have to delete one of the payments listed on the screen, click once on the desired payment to highlight it and click « **Delete** ». The invoice(s) this payment was covering will return to your accounts payable.



You must first select the appropriate journal in which you desire to register your entry. It is mandatory that you choose « **Receipts Journal** » or « **Disbursements Journal** » if you are planning on using a banking account in your entry. These two journals have a direct link with the bank reconciliation. Please note that « **Sales Journal** », « **Purchases Journal** » and « **General Journal** » will not display entries in the bank reconciliation, but only in the general ledger.

If you do select « **Receipts Journal** » or « **Disbursements Journal** », an additional field called « **Bank reconciliation entry** » will be added. This gives you the opportunity to add additional information to your journal entry. By clicking next to « **Bank reconciliation entry** », a short list will be displayed:

- Deposit
- Cheque
- PAP (pre-authorized payment)
- Interest
- Bank charge
- Other



Please click on the desired selection. Please note that you can't add or modify one or more « **Bank reconciliation entry** ». These do not change the nature of your journal entry. For example, if you accidentally select « **Deposit** » instead of « **Cheque** », your entry will remain the same. « **Bank reconciliation entry** » is for indicative purposes only.

Enter the date for which you wish to register your entry. The date entered is the date on which your entry will appear in the general ledger and/or the bank reconciliation.

« **Reference #** » field can be used to enter a cheque number, if any, or any other relevant information related to your entry. This field is optional; you are in no obligation to enter anything. However, please note that « **Reference #** » will appear in the bank reconciliation for all journal entries entered in « **Receipts Journal** » or « **Disbursements Journal** ».

« **Description** » field is where you will be entering your entry's description, which is the purpose/reason of the entry. For example, if your journal entry is a bank charge, you could enter « **Bank charges** » in the « **Description** » field. This field is obligatory, you must enter something. However, please note that « **Description** » will appear in the bank reconciliation for all entries entered in « **Receipts Journal** » or « **Disbursements Journal** ». Once the description has been entered, hit the « **Enter** » key on your keyboard in order to see your charter of accounts.

You are now at the stage of selecting your ledger accounts. From your charter of accounts, located in the left hand side, you must double-click on the appropriate accounts category. For example, to select « **National Bank** » account, you must first double-click on « **Asset** ». Then double-click on the account sub-type « **Cash** » and double-click on « **National Bank** » account. The account you selected will be transferred in your entry in the right hand side. You now have to determine the amount going in « **National Bank** » and in which column (Debit/Credit) it should go into. If we take our bank charges example, the amount should be entered in the « **Credit** » column for « **National Bank** » account.

In order to complete your entry, you must also add an amount in the « **Debit** » column. Returning to our bank charges example, the proper ledger account would be « **Bank fees** ». Proceed the same way as for « **National Bank** ». Double-click on the desired account category, followed by the account sub-type and then select « **Bank fees** » account. Enter the amount in the appropriate column.

Registered by: Annie
Your fiscal year begins the 01/01/2012 & ends the 12/31/2012

Creating...
Select the relevant log...
Disbursements Journal Bank reconciliation entry Bank charge

Date: 10/22/2012 October 22, 2012
Reference #: Bank charges
Description: Bank charges

Account #	Description	Debit	Credit
10 000	National Bank		50,00
60 005	Bank fees	50,00	
Totals		50,00	50,00
Balance		0,00	

Help: The above treeview let you...
Search and select an account; you just have to double-click the one you wish, it will be transfer at the current row of the table...

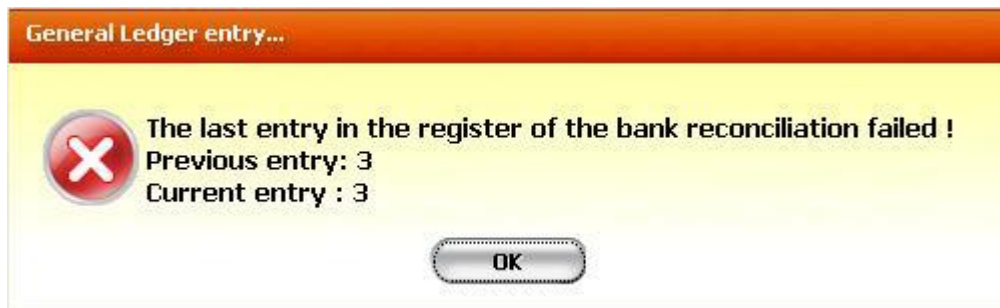
Abort (F12) Save

When your entry is completed, click « **(F12) Save** » at the bottom right corner of the window. A confirmation window appears. Click « **Yes** » to validate.

The title of some ledger accounts may vary from this guide to your AB Magique software according to the names and titles in your charter of accounts.

It is impossible to register/save an entry for which the « **Debit** » and « **Credit** » columns do not equal one another.

As mentioned earlier, the « Receipts Journal » and the « Disbursements Journal » transfer your entries to the general ledger but also to the bank reconciliation. Logically, all entries entered in these two journals should have to do with your bank account(s). If accidentally, you enter an entry in one of those two journals without touching your bank account(s) and save it, the following error will occur:



Do not worry, your entry was saved in the general ledger but not to the bank reconciliation since your bank account(s) was not in your entry.

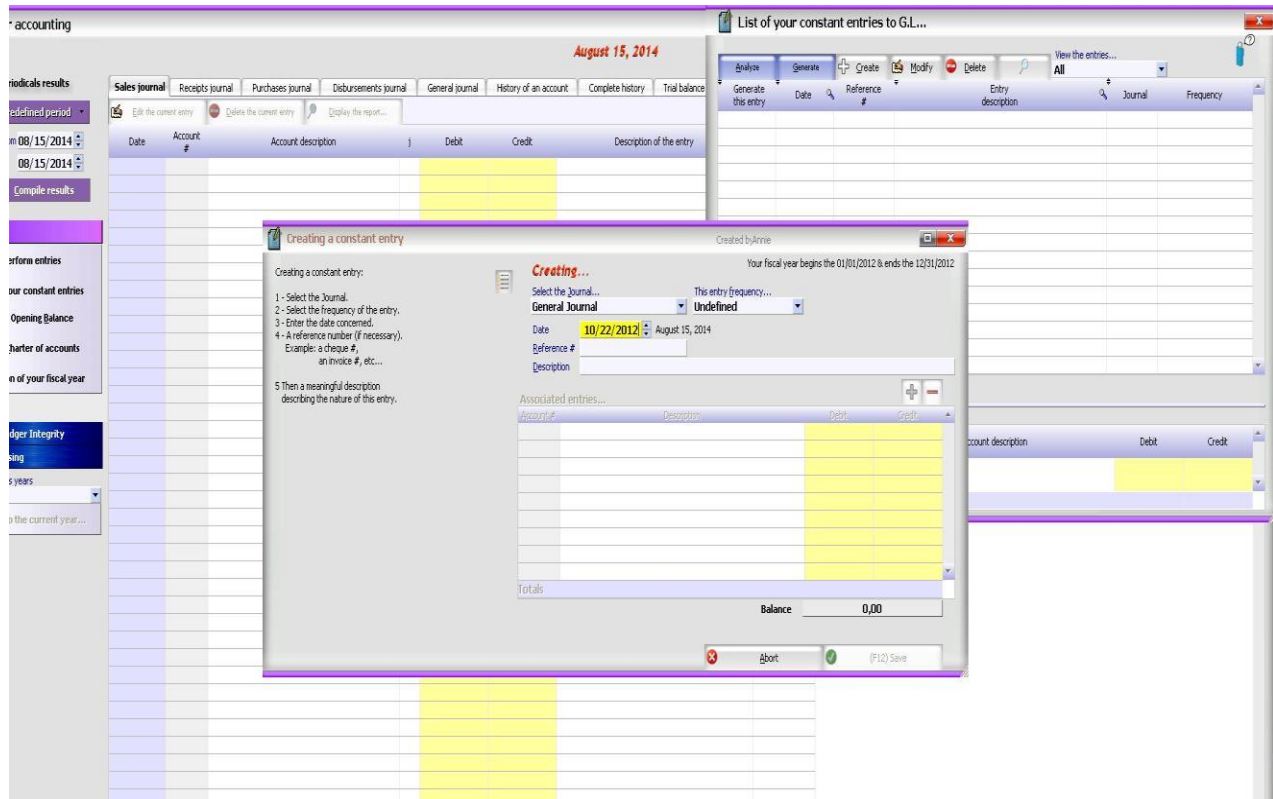
Chapter 14 – Performing constant entries (the charter of accounts must have been previously entered)

Constant entries are entries like any other, with the exception that they are pre-registered. Instead of having to manually enter the same entry every month or every week, you have the possibility to pre-register your entry and generate it in the frequency you want.

14.1 Entering a constant entry

- Click « **Accounting** », in the top menu;
- Click « **View your accounting** »;
- Click « **Show your constant entries** » in the left hand side menu;
- Click « **Create** » at the top of the window.

You must first select the journal in which you wish to enter your entry. For additional information concerning the different journals, please read chapter 13 of this guide.



Select the frequency of your entry: « **Annual** », « **Monthly** », « **Weekly** » or « **Undefined** ». The frequency has the purpose of modifying the date of the entry automatically without you having to do it manually. Example: the date of your entry is October 22nd 2012. If you select « **Monthly** » as the frequency, when the entry will be recalled, the date entered will be November 22nd 2012, one month after the original entry date. The functioning is the same for the other frequencies. If you choose the frequency « **Undefined** », you will have to modify the date manually.

Enter the desired date for your entry. The date entered is the date to which your entry will appear in the general ledger and/or bank reconciliation.

« **Reference #** » field can be used to enter a cheque number, if any, or any other relevant information. This field is optional; you are in no obligation to enter anything. However, please note that « **Reference #** » will appear in the bank reconciliation for all journal entries in « **Receipts Journal** » or « **Disbursements Journal** ».

« **Description** » field (under Reference #) is where you will be entering your entry's description, which is the purpose/reason of the entry. For more details about the « **Description** » field, please read chapter 13 of this guide.

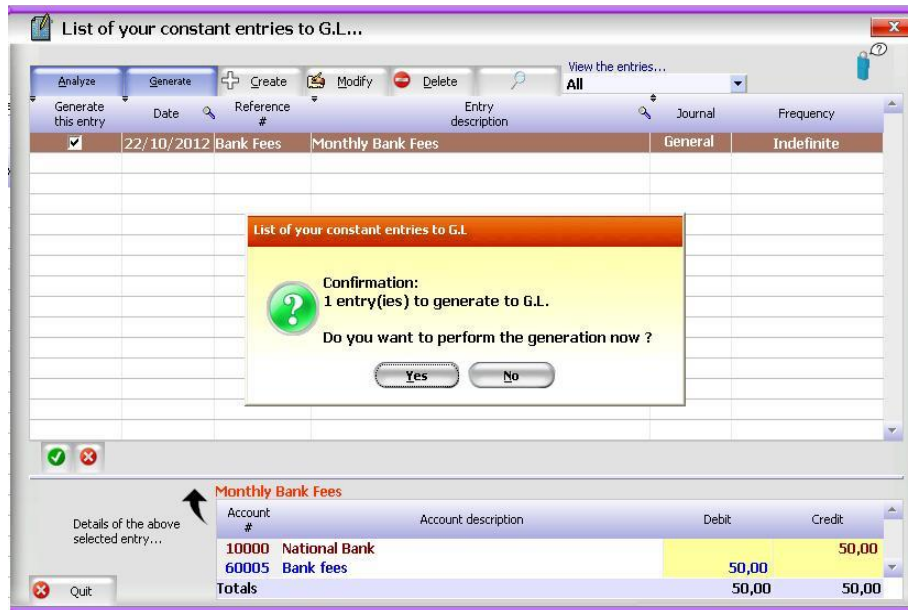
You are now at the stage of selecting your ledger accounts. If you are unfamiliar with journal entries, please refer to chapter 13 of this guide.

When your entry is completed, click « **(F12) Save** » at the bottom right corner of the window. A confirmation window appears. Click "**Yes**" to validate. Please note that your entry will not be transferred to the general ledger. It has only been pre-registered in your constant entries list.

It is impossible to register/save an entry for which the « **Debit** » and « **Credit** » columns do not equal one another.

14.2 Generating a constant entry

To recall a constant entry and have it transferred to the general ledger and/or the bank reconciliation, click « **Analyze** » in the top left corner of the window. The software will scan dates and frequencies of every constant entry. A checkmark will be applied to every due entry. In order to register to the general ledger all entries with a checkmark, click « **Generate** ». A confirmation window will appear. Click « **Yes** » to validate. A second window will pop up confirming that your entry has actually been transferred to the general ledger. Click « **OK** » to validate.



If you wish to view your entry in the general ledger, please look at the selected journal when creating your entry (example: if while creating your entry you have selected the general journal, you will be able to see your entry in the general journal only).

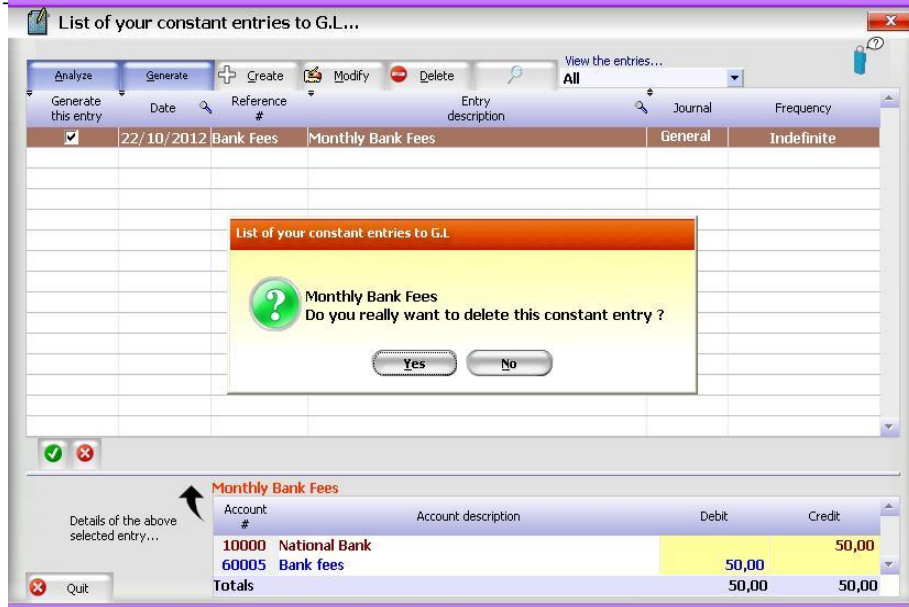
14.3 Modifying a constant entry

- Click the desired entry to highlight it;
- Click « **Modify** »;
- Perform the modification of your choice;
- When changes have been made, click « **(F12) Save** » ;
- A confirmation window will appear. Click « **Yes** » to validate.

Please note that your entry will not be transferred to the general ledger. It's only been pre-registered in your constant entries list.

14.4 Deleting a constant entry

- Click the desired entry to highlight it;
- Click « **Delete** »;
- A confirmation window appears. Click « **Yes** » to validate.



Please note that the entries previously registered to the ledger by this constant entry will not be deleted.

Chapter 15 – Auxiliary journals

The auxiliary journals are used to group transactions of the same nature. Each journal is dedicated exclusively to the registration of a particular type of transactions. To access the auxiliary journals:

- Click « **Accounting** » in the top menu;
- Click « **View your accounting** ».

You will see ten tabs located at the top of the screen, including the five auxiliary journals. These journals are:

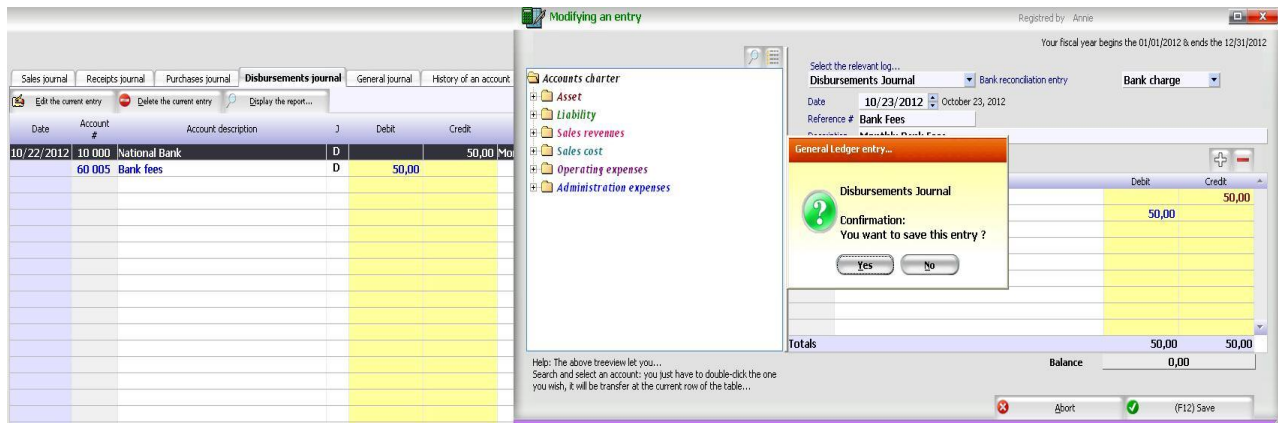


- Sales journal: The « **Sales Journal** » includes all sale transactions for a given period. These transactions may be paid or not. Please note that all entries entered in this journal do not appear in the bank reconciliation (the « **Sales Journal** » not only includes sales, but also receivable accounts, provincial and federal tax);
- Receipts journal: The « **Receipts Journal** » includes all cash flows for a given period (all client perceptions and supplier refunds).
- Purchases journal: The « **Purchases Journal** » includes all purchases for a given period. These transactions may be paid or not. Please note that all entries entered in this journal do not appear in the bank reconciliation.
- Disbursements journal: The « **Disbursements Journal** » includes all sorts of disbursements for a given period (all supplier payments and client refunds).
- General journal: The « **General Journal** » is the journal in which we enter transactions such as accountant adjustment entries, inventory variation, as well as other transactions for which there is no auxiliary journals. Please note that all entries entered in this journal do not appear in the bank reconciliation.

There are « **Edit the current entry** » and « **Delete the current entry** » buttons, under the journals tabs. We strongly suggest that you do use these buttons on your own manual entries and not the ones generated by the software. All entries entitled « **Sales of 10/22/2012** », « **Receipts of 10/22/2012** », « **Purchases of 10/22/2012** » and « **Disbursements of 10/22/2012** » must never be modified or deleted. The modification or deletion of such entries will result in a major mismatch between the accounting module and the invoicing module. These buttons are designed to modify or delete your own entries, the ones you have manually entered (please note that 10/22/2012 is only an example. Dates may vary).

Chapter 16 –Modifying an entry in an auxiliary journal

- Click « **Accounting** », in the top menu;
- Click « **Your accounting** »;
- Enter the date of the entry you wish to modify in the corresponding fields, located in the top left corner. Then click on « **Compile results** »;
- Click on the journal tab corresponding to your entry;
- Once you have found the entry you wish to modify, click once on it to highlight it;
- Click « **Edit the current entry** »;
- Make the necessary changes. When finished, click « **(F12) Save** » in order to save your changes.

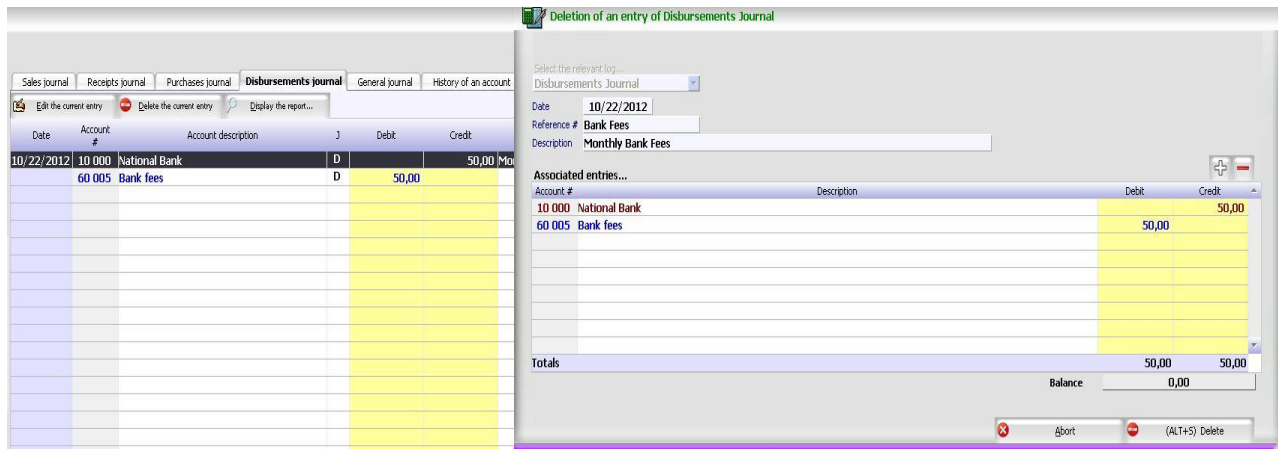


All entries with description « **Receipts of 10/22/2012** », « **Disbursements of 10/22/2012** », « **Purchases of 10/22/2012** » and « **Sales of 10/22/2012** » must never be modified. The modification of such entries will result in a major mismatch between the accounting module and the invoicing module. This button is designed to modify your own entries, the ones you have manually entered (please note that 10/22/2012 is only an example. Dates may vary).

An entry that has been entered in the « Receipts Journal » or « Disbursements Journal » is automatically displayed in the bank reconciliation. Once an entry is in the bank reconciliation, it is final. If you modify an entry, better make sure it's not in the bank reconciliation because your modification will only be made in the general ledger. The entry will remain the same in the bank reconciliation without any changes. For all entries entered in the « **Receipts Journal** » or « **Disbursements Journal** », we strongly suggest you reverse or delete the entry and do it again.

Chapter 17 – Deleting an entry in an auxiliary journal

- Click « **Accounting** », in the top menu;
- Click « **View your accounting** »;
- Enter the date of the entry you wish to delete in the corresponding fields, located in the top left corner. Then click « **Compile results** »;
- Click on the journal tab corresponding to your entry;
- Once you have found the entry you wish to delete, click once on it to highlight it;
- Click « **Delete the current entry** »;
- A confirmation window will appear. Click « **Yes** » to validate.



All entries with description « **Receipts of 10/22/2012** », « **Disbursements of 10/22/2012** », « **Purchases of 10/22/2012** », and « **Sales of 10/22/2012** » must never be deleted. The deletion of such entries will result in a major mismatch between the accounting module and the invoicing module. This button is designed to modify your own entries, the ones you have manually entered (please note that 10/22/2012 is only an example. Dates may vary).

An entry that has been entered in the « **Receipts Journal** » or « **Disbursements Journal** » is automatically displayed in the bank reconciliation. Once an entry is in the bank reconciliation, it is final. If you delete an

entry, it will remain in the bank reconciliation even if it is no longer in the general ledger. You must also remove the entry from the bank reconciliation. To do so:

- Click « **Accounting** », in the top menu;
- Click « **Bank reconciliation** »;
- Select the date of the entry you wish to remove (example: if the entry you wish to remove is dated 10/22/2012, click on October 22nd 2012 in the calendar, followed by the green checkmark in the top right corner);
- Locate the entry and apply a checkmark in column entitled « **Check if reconciled** ».

Bank Reconciliation Register...

Bank reconciliation at Monday, October 22, 2012

1 Select the date concerned by your bank reconciliation
2 Select the concerned bank account: National Bank

Outstanding cheques and deposits at Monday, October 22, 2012

Date	Type	Deposit #	Cheque #	Debit	Credit	Check if reconciled	Cheque payable to ...
03/02/2012	Deposit	3		1 755,87		<input type="checkbox"/>	
03/02/2012	Deposit	4		36,90		<input type="checkbox"/>	
06/02/2012	Deposit	5		25,00		<input type="checkbox"/>	Visa
09/30/2012	Deposit	2		652,43		<input type="checkbox"/>	Outsta
10/22/2012	Bank charges	5			50,00	<input checked="" type="checkbox"/>	Month
Totals				2 470,20	50,00		

General Ledger Balance: 1 597,99
 - Total outstanding deposits: 2 470,20
 + Total outstanding cheques: 0,00
 = Bank balance: -872,21

Warning: Only officialized cheques appear here...
 Saves reconciliation

List of entries registered to G.L. Account: National Bank at Monday, October 22, 2012

Date	J	Refer. #	Debit	Credit	Balance	Description
Totals			2 470,20	872,21	1 597,99	

- Make sure that no other transaction is checked and click « **Saves reconciliation** » ;
- A confirmation window will appear. Click « **Yes** » to validate.

Chapter 18 – Financial statements

AB Magique software includes three financial statements: the trial balance, the income statement and the financial statements.

18.1 The trial balance

The trial balance is an accounting document containing a list of all general ledger accounts with their respective balances. The primary purpose of the trial balance is to ensure the accuracy of all journal entries; the sum of « Debits » equals the sum of « Credits ». To access the trial balance :

- Click « **Accounting** » in the top menu;
- Click « **View your accounting** »;
- Ten tabs will appear in the top of the screen, including « **Trial balance** » tab. Click on it;

- If you wish to obtain the trial balance for a given period, please enter that period in the corresponding fields, located in the top left corner of the screen. Then click « **Compile results** ».

Your accounting

For the period beginning December 31, 2011 and ending October 22, 2012

Print on... Brother HL-4570COW series Printer

Periodicals results

1 Predifined period

From 12/31/2011

To 10/22/2012

2 Compile results

Entries

Perform entries

Show your constant entries

Your Opening Balance

Your Charter of accounts

Definition of your fiscal year

General Ledger Integrity

Annual closing

View previous years

Return to the current year...

Account #	Account description	Previous balance	Debit	Credit	Balance
10 000	Scotia Bank		12 493,65		12 493,65
10 005	Petty cash		500,00		500,00
11 000	Accounts receivable		53 947,46		53 947,46
12 000	Inventory		6 485,23		6 485,23
13 000	HST inputs		3 245,72		3 245,72
15 000	Building		354 896,54		354 896,54
15 005	Accumulated depreciation - Building			3 457,00	(3 457,00)
15 010	Shop equipment		45 258,47		45 258,47
15 015	Accumulated depreciation - Shop equipment			23 548,54	(23 548,54)
15 020	Furniture and fixtures		5 787,00		5 787,00
15 025	Accumulated depreciation - Furniture and fixtures			1 039,90	(1 039,90)
15 040	Vehicles		58 457,00		58 457,00
15 045	Accumulated depreciation - Vehicles			36 758,54	(36 758,54)
15 060	Computer equipment		5 000,00		5 000,00
15 065	Accumulated depreciation - Computer equipment			3 254,41	(3 254,41)
20 000	Accounts payable			62 189,69	(62 189,69)
20 005	Credit line			23 716,44	(23 716,44)
21 000	HST to pay			6 738,85	(6 738,85)
21 002	Environmental tax to pay			195,00	(195,00)
22 015	Provincial payroll deductions to pay			5 100,00	(5 100,00)
22 020	Federal payroll deductions to pay			5 600,00	(5 600,00)
22 045	Provincial income tax to pay			492,00	(492,00)
22 050	Federal income tax to pay		582,95		582,95
23 000	Mortgage to pay			47 333,54	(47 333,54)
23 005	Bank loan (long term)			135 352,71	(135 352,71)
29 999	Retained earnings			425 251,84	(425 251,84)
30 000	Sales		322 123,46		(322 123,46)
30 100	Oils		4 459,00		(4 459,00)
30 101	Cooling system		8 581,56		(8 581,56)
30 102	Brakes		10 136,00		(10 136,00)
30 103	Electricity		20 235,70		(20 235,70)
30 104	Exhaust		13 515,60		(13 515,60)
30 105	Suspension		13 800,00		(13 800,00)
30 106	Tires		3 767,60		(3 767,60)
30 107	Filters		11 323,45		(11 323,45)
30 108	Front end		21 341,40		(21 341,40)
30 109	Body shop		3 813,60		(3 813,60)
40 000	Purchases		542 362,55		542 362,55
40 100	Oils		3 645,00		3 645,00
40 102	Brakes		15 326,54		15 326,54
Balance		0,00	1 213 125,83	1 213 125,83	0,00

Quit Fiscal year... January 2012 February 2012 March 2012 April 2012 May 2012 June 2012 July 2012 August 2012 September 2012 October 2012 November 2012 December 2012

The trial balance is divided into 6 sections, identified by different colors. These sections are :

- Asset (**red**)
- Liability (**green**)
- Income sales (**pink**)
- Costs of sales (**turquoise**)
- Costs operations (**lilac**)
- Costs administration (**blue**)

You will also notice that the accounts titled « **Accounts receivable** » and « **Accounts payable** » are highlighted in grey. The reason being they are both key accounts and therefore are more easily identifiable.

You must make sure, at all times, that the balance of your trial balance is 0 (zero). The balance is located at the bottom of the « **Balance** » column. If however, the balance does not equal 0 (zero), please contact our technical support at 1-800-268-4044 or 450-963-8940.

The amounts displayed in parenthesis are « **Credit** » accounts. Please note the trial balance is a cumulative accounting document. Which means that regardless of the selected period, previous balances will be included into this document.

18.2 The income statement

The income statement is an accounting document containing products and earnings as well as expenses and losses of an accounting period. To access the income statement :

- Click « **Accounting** » in the top menu;
- Click « **View your accounting** »;
- Ten tabs will appear in the top of the screen, including « **Income statement** » tab. Click on it;
- If you wish to obtain the income statement for a given period, enter that period in the corresponding fields located in the top left corner of the screen. Then click « **Compile results** ».

The screenshot displays the 'Income Statement' for the period from December 31, 2011, to October 22, 2012. The interface includes a top menu with 'Accounting' and 'View your accounting', and a set of tabs for various accounting reports. The 'Income Statement' tab is active, showing a detailed breakdown of sales, purchases, and expenses. The statement is color-coded into sections: Sales of the period (pink), Purchases of the period (green), Operating expenses of the period (lilac), and Administrative expenses of the period (blue). The net income is shown as (176 098.72).

Account Code	Description	Percentage	Amount	Total
SALES OF THE PERIOD				
30 000	Sales	74,00 %	322 123,46	
30 100	Oils	1,00 %	4 459,00	
30 101	Cooling system	2,00 %	8 581,56	
30 102	Brakes	2,00 %	10 136,00	
30 103	Electricity	5,00 %	20 235,70	
30 104	Exhaust	3,00 %	13 515,60	
30 105	Suspension	3,00 %	13 800,00	
30 106	Tires	1,00 %	3 767,60	
30 107	Filters	3,00 %	11 323,45	
30 108	Front end	5,00 %	21 341,40	
30 109	Body shop	1,00 %	3 813,60	
	Sales total			433 097,37
PURCHASES OF THE PERIOD				
	Inventory at the beginning			6 485,23
40 000	Purchases	89,00 %	542 362,55	
40 100	Oils	1,00 %	3 645,00	
40 102	Brakes	3,00 %	15 326,54	
40 103	Electricity	1,00 %	5 406,00	
40 104	Exhaust	1,00 %	6 845,00	
40 106	Tires	2,00 %	13 166,05	
40 107	Filters	0,00 %	952,00	
40 108	Front end	1,00 %	4 251,00	
40 109	Body shop	3,00 %	17 241,95	
	Purchases total			609 196,09
	Inventory at the end			6 485,23
	GROSS PROFITS OF THE PERIOD			(176 098.72)
OPERATING EXPENSES OF THE PERIOD				
50 005	Rent expense	5,00 %	2 112,53	
50 010	Advertising expense	0,00 %	50,00	
50 015	Meals and entertainment expense	2,00 %	619,86	
50 020	Office supplies expense	0,00 %	150,00	
50 025	Shipping expense	2,00 %	625,00	
50 030	Representation expense (employee)	2,00 %	738,78	
50 035	Traveling expense (employee)	1,00 %	338,29	
50 040	Charitable contributions expense	0,00 %	118,00	
50 050	Telephone expense	1,00 %	198,95	
50 055	Cellular expense	1,00 %	239,32	
50 060	Internet expense	0,00 %	69,64	
50 065	Alarm system expense	4,00 %	1 641,36	
50 070	Housekeeping expense	1,00 %	463,46	
50 075	Heating expense	2,00 %	926,52	
50 080	Electricity expense	15,00 %	5 865,14	
50 085	Natural gas expense	42,00 %	16 548,96	

Like the trial balance, the income statement is divided into sections, identified by different colors. These sections are:

- Sales of the period (**pink**)
- Purchases of the period (**green**)
- Operating expenses of the period (**lilac**)
- Administrative expenses of the period (**blue**)

The usefulness of the income statement is to quickly obtain the net income earned by the company. In other words, net income = profit.

Please note the income statement is a non-cumulative accounting document, which means that regardless of the selected period, previous balances will no be included in this document.

18.3 Financial statements (combined statements of income and retained earnings)

The « **Financial statements** » tab contains 2 types of accounting documents the balance sheet and the income statement. The balance sheet is located in the first half of the document and the income statement in the second half. These 2 documents together form the most complete accounting document bringing together all account categories (asset, liability, income sales, cost of sales, costs operations and costs administration). To access the financial statements:

- Click « **Accounting** » in the top menu;
- Click « **View your accounting** »;
- Ten tabs will appear in the top of the screen, including « **Financial statements** ». Click on it;
- If you wish to obtain the financial statements for a given period, please enter that period in the corresponding fields, located in the top left corner of the screen. Then click « **Compile results** ».

ASSET			
10 000	Cash		
	Scotia Bank	12 493.65	
10 005	Petty cash	500.00	
			12 993.65
11 000	Accounts receivable		
	Accounts receivable	53 947.46	
			53 947.46
12 000	Inventories		
	Inventory	6 485.23	
			6 485.23
13 000	Taxes inputs		
	HST inputs	3 245.72	
			3 245.72
15 000	Fixed assets		
	Buldaine	354 896.54	
15 005	Accumulated depreciation - Buldaine	(3 457.00)	
15 010	Shop equipment	45 258.47	
15 015	Accumulated depreciation - Shop equipment	(23 548.54)	
15 020	Furniture and fixtures	5 787.00	
15 025	Accumulated depreciation - Furniture and fixtures	(1 039.90)	
15 040	Vehicles	58 457.00	
15 045	Accumulated depreciation - Vehicles	(36 758.54)	
15 060	Computer equipment	5 000.00	
15 065	Accumulated depreciation - Computer equipment	(3 254.41)	
			401 340.62
	Asset total		478 012.68
LIABILITY			
20 000	Accounts payable		
	Accounts payable	(62 189.69)	
20 005	Credit line	(23 716.44)	
			(85 906.13)
21 000	Taxes payable		
	HST to pay	(6 738.85)	
21 002	Environmental tax to pay	(195.00)	
			(6 933.85)
22 015	Accrued fees		
	Provincial payroll deductions to pay	(5 100.00)	
22 020	Federal payroll deductions to pay	(5 600.00)	
22 045	Provincial income tax to pay	(492.00)	
22 050	Federal income tax to pay	582.95	
			(10 609.05)

The financial statements is a cumulative accounting document, which means that regardless of the selected period, all previous balances will be included in this document.

Chapter 19 – Printing/sending accounting documents

You have the possibility to print and/or view your auxiliary journals and your financial statements for a given period. To do so, enter the desired period in the corresponding fields, located in the top left corner of the screen. Then click « **Compile results** ».

For example, in order to print an auxiliary journal, click on the corresponding tab then click on the print button, located in the top right corner of the screen. You then have 2 options :

- « **Print** »
- « **Send email** »

For the period beginning December 31, 2011 and ending October 22, 2012

Print on... Brother HL-4570CDW series Printer

Sales Journal Receipts Journal Purchases Journal Disbursements Journal **General Journal** History of an account Complete History Trial balance Income Statement Financial Statements

15 Edit the current entry Delete the current entry Display the report...

Date	Account #	Account description	J	Debit	Credit	Description of the entry	Reference #
12/31/2011	10 000	Scotts Bank	G	12 403,65		Opening Balance	
	10 005	Petty cash	G	500,00			
	11 000	Accounts receivable	G	53 947,46			
	12 000	Inventory	G	6 485,23			
	13 000	HST inputs	G	3 245,72			
	15 000	Building	G	354 896,54			
	15 005	Accumulated depreciation - Building	G		3 457,00		
	15 010	Shop equipment	G	45 258,47			
	15 015	Accumulated depreciation - Shop equipment	G		23 548,54		
	15 020	Furniture and fixtures	G	5 787,00			
	15 025	Accumulated depreciation - Furniture and fix	G		1 039,90		
	15 040	Vehicles	G	58 457,00			
	15 045	Accumulated depreciation - Vehicles	G		36 758,54		
	15 060	Computer equipment	G	5 000,00			
	15 065	Accumulated depreciation - Computer equipi	G		3 254,41		
	20 000	Accounts payable	G		62 189,69		
	20 005	Credit line	G		23 716,44		
	21 000	HST to pay	G		6 738,85		
	21 002	Environmental tax to pay	G		195,00		
	22 015	Provincial payroll deductions to pay	G		5 100,00		
	22 020	Federal payroll deductions to pay	G		5 600,00		
	22 045	Provincial income tax to pay	G		492,00		
	22 050	Federal income tax to pay	G	582,95			
	23 000	Mortgage to pay	G		47 333,54		
	23 005	Bank loan (long term)	G		135 352,71		
	29 999	Retained earnings	G		425 251,84		
	30 000	Sales	G		322 123,46		
	30 100	Oils	G		4 459,00		
	30 101	Cooling system	G		8 581,56		
	30 102	Brakes	G		10 136,00		
	30 103	Electricity	G		20 235,70		
	30 104	Exhaust	G		13 515,60		
	30 105	Suspension	G		13 800,00		
	30 106	Tires	G		3 767,60		
	30 107	Filters	G		11 323,45		
	30 108	Front end	G		21 341,40		
	30 109	Body shop	G		3 813,60		
	40 000	Purchases	G	542 362,55			
	40 000	an inv. risk	G	7 645,00			
Totals				1 213 125,83	1 213 125,83		
Balance				0,00			

January 2012 February 2012 March 2012 April 2012 May 2012 June 2012 July 2012 August 2012 September 2012 October 2012 November 2012 December 2012

If you wish to print the document, click « **Print** ». A preview of the document will appear on the screen. Click the print button located in the top left corner of the screen.

You have probably noticed the following buttons: « **Word** », « **Excel** », « **HTML** », « **PDF** » and « **XML** » all located at the top of the screen. These buttons allow you to turn the document into an entirely different format. For example, you can convert the trial balance in an « **Excel** » or « **PDF** » format to send it to your accountant. Please note that if you wish to send one of more documents to your accountants or to any other person, you can easily do so by email. Instead of selecting « **Print** », click « **Send email** ». Enter the recipient's email address in the corresponding yellow field and click « **Send** », located in the top right corner.

Your email must have been previously configured in the AB Magique software. To verify, click « **Parameters** » in the top menu, then click « **Emails box setup** ».

Chapter 20 – Inventory variation

The value of the inventory is entered in the opening entry at the very beginning of the fiscal year. The inventory account is a « system account » in AB Magique and has the number 12 000.

For example, let's pretend that the inventory value at the beginning of the fiscal year was \$6 485.23. Throughout this same fiscal year, you produce sales and purchases. However, the value remains at \$6 485.23. This is exactly why you need to do an inventory variation. The primary objective of the inventory variation is to indicate to the software that the inventory at the end of the fiscal year is not the same than at

the beginning of that same fiscal year. Generally, the inventory variation is performed once a year, on the last day of the fiscal year. To perform an inventory variation :

- Click « **Accounting** » in the top menu;
- Click « **View your accounting** »;
- Click « **Perform entries** » in the left hand side menu;
- Click the arrow under field « **Select the relevant log** » and choose « **General Journal** »;
- Enter the date for which you desire to perform the entry. The entered date is the date on which your entry will appear in the general ledger (example : if your fiscal year is set from January 1st 2012 to December 31st 2012, enter the date 12/31/2012);
- « **Reference #** » field can be used to enter any relevant information related to your entry. This field is optional; you are in no obligation to enter anything;
- « **Description** » field is where you will be entering your entry's description, which is the purpose/reason of the entry. In our example, we will be entering « **Inventory variation as of 12/31/2012** », followed by the « **Enter** » key;
- A log containing all account categorized is displayed. Click the « + » sign next to « **Asset** »;
- Click the « + » sign next to « **Inventories** »;
- Double click on account « **12 000 Inventory** »;
- If the value of your inventory went UP, enter the amount for the difference between the starting value of \$6 485.23 and the end balance in the « **Debit** » column (example : if the value of your inventory at the end of your fiscal year is \$15 000.00, enter \$8 514.77 in the « **Debit** » column). Otherwise, if the value of your inventory went DOWN, enter the amount for the difference between the starting value of \$6 485.23 and the end balance in the « **Credit** » column (example : if the value of your inventory at the end of your fiscal year is \$5 000.00, enter \$1 485.23 in the « **Credit** » column);
- Once the right amount has been entered, hit « **Enter** » to switch to the next line;
- Click the « + » sign next to « **Sales revenues** » in the left hand side;
- Click the « + » sign next to « **Inventory variance** »;
- Double click on « **49 900 Inventory variation** »;
- If the amount entered in account « **12 000 Inventory** » is debtor, which means it was entered in the « **Debit** » column, enter the same amount in the « **Credit** » column next to account « **49 900 Inventory variation** », followed by the « **Enter** » key. If the amount entered in account « **12 000 Inventory** » is creditor, which means it was entered in the « **Credit** » column, enter the same amount in the « **Debit** » column next to « **49 900 Inventory variation** », followed by the « **Enter** » key;

General Journal entries... Registered by Admin

Creating... Your fiscal year begins the 01/01/2012 & ends the 12/31/2012

Select the relevant log...
General Journal

Date: 12/31/2012 December 31, 2012
Reference #
Description: Inventory variation as of 12.31.2012

Associated entries...

Account #	Description	Debit	Credit
12 000	Inventory	8 514,77	
49 900	Inventory variations		8 514,77
Totals		8 514,77	8 514,77
Balance		0,00	

Help: The above treeview let you...
Search and select an account: you just have to double-click the one you wish, it will be transfer at the current row of the table...

Abort (F12) Save

Each of these reports can be printed. Just click on the desired tab (example: Federal tax to pay) and click on the printer button, located in the top right corner of the bottom section. You can also print the top section by clicking on the printer button, located in the top right corner of the top section.

The amounts to remit are indicated next to points 2 and 3. If positive, you must remit the displayed amounts (2.1). If negative, you must request a refund (2.2).

Normally, you could do your tax remittance simply by clicking on the arrow below the field « **Choose the payment mode** », select the desired payment method and click on « **Register your federal tax GST/HST remittance** » and/or « **Register your provincial tax QST/PST remittance** ». Although, there is a slight problem with this process: the problem being that the federal tax will be remitted separately and the provincial tax + specific duties will be remitted together while on government forms, federal and provincial tax are remitted together and specific duties separately. To avoid this problem, please do your tax remittance as follow :

Taxes remittances...

Remittance of taxes due for Friday, August 3

1 Select ending date concerned by your remittance

Total GST to pay	17 876,01	Total QST to pay	28 154,73
-Total GST inputs	8 594,34	+ Total environmental tax to pay	1 257,00
		= Total to pay	29 411,73
		-Total QST inputs	13 514,76

2 = GST Remittance 9 281,67 Enter the amount of your Remittance 9 281,67

3 = QST and Env. tax Remittance 15 896,97 Enter the amount of your Remittance 15 896,97

Choose the payment mode:

Date:

The tables below represent the details of the above results...

GST to pay | GST inputs | QST to pay | Environmental tax to pay | Purchases QST inputs

Account: Sales GST to pay

Date	J	Refer. #	Debit	Credit	Balance
31/12/2011	G			6 738,85	(6 738,85) Opening Balance
01/08/2012	S			500,00	(7 238,85) Sales of 08/01/2012
02/08/2012	S			125,00	(7 363,85) Sales of 08/02/2012
03/08/2012	S			113,26	(7 477,11) Sales of 08/03/2012
04/08/2012	S			124,49	(7 601,60) Sales of 08/04/2012
05/08/2012	S			174,64	(7 776,24) Sales of 08/05/2012
06/08/2012	S			513,05	(8 289,29) Sales of 08/06/2012
07/08/2012	S			750,23	(9 039,52) Sales of 08/07/2012
15/08/2012	S			1 500,00	(10 539,52) Sales of 08/15/2012
16/08/2012	S			423,61	(10 963,13) Sales of 08/16/2012
17/08/2012	S			858,67	(11 821,80) Sales of 08/17/2012
22/08/2012	S			428,35	(12 250,15) Sales of 08/22/2012
23/08/2012	S			972,03	(13 222,18) Sales of 08/23/2012
24/08/2012	S			295,54	(13 517,72) Sales of 08/24/2012
25/08/2012	S			803,38	(14 321,10) Sales of 08/25/2012

21.1 Provincial and federal tax remittance (positive results at points 2 and 3) (Please write down and/or print the top part of the tax remittance module)

- Click « **Frequent tasks** », located in the top left corner of the screen;
- Click « **Create purchase order** »;
- Select the supplier « **Government Tax-1** » by double clicking on it;
- Once the purchase order is open, make sure the boxes « **Subject to GST/HST** » and/or « **Subject to QST/PST** » have no checkmark;

- Click on the button labeled « **Search an account of the G.L.** », located in the top right corner of the purchase order;
- A chart containing the various account categories is displayed. Click the « + » sign next to « **Asset** »;
- Click the « + » sign next to « **Taxes inputs** »;
- Double click on account « **13 000 GST/HST inputs** »;
- « **GST/HST inputs** » account is now being transferred onto your purchase order. Enter « **-1** » in the « **Qty** » column;
- Enter the amount of « **GST/HST inputs** » (example : \$8 594.34) in column « **Unit cost** », followed by the « **Enter** » key (the GST/HST amount is the one displayed next to the field « **Total GST/HST inputs** » in the tax remittance module);
- Double click on account « **13 001 QST/PST inputs** »;
- « **QST/PST inputs** » account is now being transferred onto your purchase order. Enter « **-1** » in the « **Qty** » column;
- Enter the amount of « **QST/ PST inputs** » (example : \$ 13 514.76) in column « **Unit cost** », followed by the « **Enter** » key. (the QST/PST amount is the one displayed next to the field « **Total QST/PST inputs** » in the tax remittance module). Be sure not to inadvertently include the tires specific duty;
- Click the « + » sign next to « **Liability** »;
- Click the « + » sign next to « **Taxes payables** »;
- Double click on account « **GST/HST to pay** »;
- « **GST/HST to pay** » is being transferred onto your purchase order. Enter « **1** » in the « **Qty** » column;
- Enter the amount of « **GST/HST to pay** » (example : \$17 876.01) in column « **Unit cost** », followed by the « **Enter** » key (the GST/HST amount is the one displayed next to the field « **Total GST/HST to pay** » in the tax remittance module);
- Double click on account « **21 001 QST/PST to pay** »;
- « **QST/PST to pay** » account is now being transferred onto your purchase order. Enter « **1** » in the « **Qty** » column;
- Enter the amount of « **QST/PST to pay** » (example : \$28 154.73) in column « **Unit cost** » followed by the « **Enter** » key.

Purchase order # 14 : GOVERNMENT TAX-1 *

Created by Admin the 10/30/2014 at 16:09

Account # 1
Name: GOVERNMENT TAX-1
First name: _____
Address: _____
City: _____
Province: _____ Postal code: _____
Tel.-1: _____ Extension: _____
Tel.-2: _____ Extension: _____
Cellular: _____ Fax: _____
Email addr.: _____

Remark...
 Subject to GST
 Subject to QST
GST 5,000 %
QST /G 9,975 %
QST /S 9,975 %

Created 10/30/2014 at 16:09 Receipt slip # _____ Invoice date 10/30/2014 Invoice # _____ Terms 30 D

Line	Fam	Item #	Description	Qty	%	Unit cost	Goods	Services
13000		GST inputs		-1,00		8 594,340	-8 594,34	
13001		QST inputs		-1,00		13 514,760	-13 514,76	
21000		GST to pay		1,00		17 876,010	17 876,01	
21001		QST to pay		1,00		28 154,730	28 154,73	
						Sub totals	23 921,64	
						GST		
						QST		
						Sub totals	23 921,64	
						Total	23 921,64	

Accounts Charter

- Asset
 - Cash
 - Accounts receivable
 - Inventories
 - Taxes inputs
 - 13000 GST inputs
 - 13001 QST inputs
 - Investments
 - Fixed assets
 - Prepaid
- Liability
 - Accounts payable
 - Taxes payable
 - 21000 GST to pay
 - 21001 QST to pay
 - 21002 Environmental tax to pay
 - Accrued fees
 - Long-term debt
 - Shareholders
 - Sales revenues
 - Sales cost
 - Operating expenses
 - Administration expenses

Purchase order # 14

- When the purchase order is complete, make sure that the total is accurate. If so, click on the « **Go** » button located in the top menu of your purchase order;
- « **Production of the final invoice** » window appears. Please enter the date of the last day of the period you are remitting as well as an invoice number (example : if the current remittance covers June 1st 2012 to August 31st 2012, enter August 31st 2012) (the invoice number is irrelevant);
- Click on « **(F12) Produce final invoice** »;
- A confirmation appears. Click « **Yes** » to validate;
- « **Payment of a purchase invoice** » window appears. Enter the payment date;
- Click the arrow below the field « **Payment mode** » and select the desired payment mode;
- Click « **(F12) Apply the total payment** » to validate your payment.

Note : Please note that the amounts shown in the tax remittance module will automatically be deducted once you finalize your purchase order. For verification purposes, you can simply go back to make sure the amounts are at zero (0).

21.2 Refund of provincial and/or federal tax (negative results at points 2 and 3) (please write down and/or print the top part of the tax remittance module)

If you need to request a refund of GST/HST and QST/PST, we strongly advise you do two separate purchase order, because you will be receiving two cheques, one from the provincial government and the other from the federal government. Please complete the refund request as follow :

Taxes remittances...

Remittance of taxes due for Friday, August 31, 2012

1 Select ending date concerned by your remittance

Total GST to pay	17 876,01	Total QST to pay	28 154,73
-Total GST inputs	23 594,34	+ Total environmental tax to pay	1 257,00
		= Total to pay	29 411,73
		-Total QST inputs	33 514,76

2 = GST Remittance -5 718,33

3 = QST and Env. tax Remittance -4 103,03

Choose the account to be debited: **Scotia Bank**

Date: **08/31/2012**

Register your GST remittance Register your QST REMITTANCE

The tables below represent the details of the above results...

GST to pay GST inputs QST to pay Environmental tax to pay Purchases QST inputs

Account: Sales GST to pay

Date	J	Refer. #	Debit	Credit	Balance	
31/12/2011	G			6 738,85	(6 738,85)	Opening Balance
01/08/2012	S		500,00		(7 238,85)	Sales of 08/01/2012
02/08/2012	S		125,00		(7 363,85)	Sales of 08/02/2012
03/08/2012	S		113,26		(7 477,11)	Sales of 08/03/2012
04/08/2012	S		124,49		(7 601,60)	Sales of 08/04/2012
05/08/2012	S		174,64		(7 776,24)	Sales of 08/05/2012
06/08/2012	S		513,05		(8 289,29)	Sales of 08/06/2012
07/08/2012	S		750,23		(9 039,52)	Sales of 08/07/2012
15/08/2012	S		1 500,00		(10 539,52)	Sales of 08/15/2012
16/08/2012	S		423,61		(10 963,13)	Sales of 08/16/2012
17/08/2012	S		858,67		(11 821,80)	Sales of 08/17/2012
22/08/2012	S		428,35		(12 250,15)	Sales of 08/22/2012
23/08/2012	S		972,03		(13 222,18)	Sales of 08/23/2012
24/08/2012	S		295,54		(13 517,72)	Sales of 08/24/2012
25/08/2012	S		803,38		(14 321,10)	Sales of 08/25/2012

- Click « **Frequent tasks** » in the top menu;
- Click « **Create purchase order** »;
- Select « **Government Tax-1** » (federal government) by double-clicking on it;
- Once the purchase order is open, make sure « **Subject to GST/HST** » and « **Subject to QST/PST** » have no checkmarks;
- Click on the button labeled « **Search an account of the G.L.** », located at the top right corner of your purchase order;
- The chart of account is being displayed. Click the « + » sign next to « **Asset** »;
- Click the « + » sign next to « **Taxes inputs** » ;
- Double click on account « **13 000 GST/HST Inputs** »;
- The general ledger account is being transferred onto the purchase order. Enter « **-1** » in the « **Qty** » column;
- Enter the amount of GST/HST input (i.e. \$23 594.34) in the « **Unit cost** » column, followed by the « **Enter** » key (the GST/HST amount is written next to « **Total GST/HST Inputs** » in the tax remittance module);
- Click the « + » sign next to « **Liability** »;
- Click the « + » sign next to « **Taxes payable** »;
- Double-click on account « **21 000 GST/HST to pay** »;
- The general ledger account is being transferred onto the purchase order. Enter « **1** » in the « **Qty** » column;
- Enter the amount of GST/HST to pay (i.e. \$17 876.01) in the « **Unit cost** » column, followed by the « **Enter** » key (the GST/HST amount is written next to « **Total GST/HST to pay** » in the tax remittance module);

Purchase order # 17 : GOVERNMENT TAX-1 *

Created by Admin the 10/30/2014 at 16:14

Account # 1
Name GOVERNMENT TAX-1
First name
Address
City
Province
Tel.-1
Tel.-2
Cellular
Email addr.

Remark...

Subject to GST
 Subject to QST

GST 5,000 %
QST /G 9,975 %
QST /S 9,975 %

Created 10/30/2014 at 16:14 Receipt slip # Invoice date 10/30/2014 Invoice # Terms 30 D

Line	Fam	Item #	Description	Qty	%	Unit cost	Goods	Services	
		13000	GST inputs	-1,00		23 594,340	-23 594,34		
		21000	GST to pay	1,00		17 876,010	17 876,01		
							Sub totals		-5 718,33
							GST		
							QST		
							Sub totals		-5 718,33
							Total		-5 718,33

Accounts Charter

- Asset
 - Cash
 - Accounts receivable
 - Inventories
 - Taxes inputs
 - 13000 GST inputs
 - 13001 QST inputs
 - Investments
 - Fixed assets
 - Prepaid
- Liability
 - Accounts payable
 - Taxes payable
 - 21000 GST to pay
 - 21001 QST to pay
 - 21002 Environmental tax to pay
 - Accrued fees
 - Long-term debt
 - Shareholders
 - Sales revenues
 - Sales cost
 - Operating expenses
 - Administration expenses

Purchase order # 17

- When the purchase order is complete, make sure its total is correct. If this is the case, click « **GO** » located in the top menu of the purchase order;

- « **Production of the final invoice** » window appears. Enter the date of the last day of the period your are asking a refund for as well as an invoice number (example : if the refund you are requesting is for the period starting June 1st 2012 et August 31st 2012, enter August 31st 2012) (the invoice # is irrelevant);
- Click the button « **(F12) Produce the final invoice** »;
- A confirmation window appears. Click « **Yes** » to validate;
- The invoice is being automatically transferred to your accounts payable;

The first invoice produced (GST/HST), you now have to enter the second one (QST/PST). To do so :

- Click « **Frequent tasks** » in the top menu;
- Click « **Create purchase order** »;
- Select « **Government Tax-2** » (provincial government) by double-clicking on it;
- Once the purchase order is open, make sure « **Subject to GST/HST** » and « **Subject to QST/PST** » have no checkmarks;
- Click on button labeled « **Search an account of the G.L.** », located at the top right corner of your purchase order;
- The chart of account is being displayed. Click the « + » sign next to « **Asset** »;
- Click the « + » sign next to « **Taxes inputs** »;
- Double-click on account « **13 001 QST/PST Inputs** »;
- The general ledger account is being transferred onto the purchase order. Enter « **-1** » in the « **Qty** » column;
- Enter the amount of QST/PST input (i.e. \$33 514.76) in the « **Unit cost** » column, followed by the « **Enter** » key (the QST/PST amount is written next to « **Total QST/PST inputs** » in the tax remittance module);
- Click the « + » sign next to « **Liability** »;
- Click the « + » sign next to « **Taxes payable** »;
- Double-click on account « **21 001 QST/PST to pay** »;
- The general ledger account is being transferred onto the purchase order. Enter « **1** » in the « **Qty** » column;
- Enter the amount of QST/PST to pay (i.e. \$28 154.73) in the « **Unit cost** » column, followed by the « **Enter** » key (the QST/PST amount is written next to « **Total QST/PST to pay** » in the tax remittance module);

Purchase order # 18 : GOVERNMENT TAX-2 *

Created by Admin the 10/30/2014 at 16:17

Account # 2
Name GOVERNMENT TAX-2
First name
Address
City
Province
Tel.-1
Tel.-2
Cellular
Email addr.

Remark...

Subject to GST
 Subject to QST

GST 5,000 %
QST/G 9,975 %
QST/S 9,975 %

Created 10/30/2014 at 16:17 Receipt slip # Invoice date 10/30/2014 Invoice # Terms 30 D

Line	Fam	Item #	Description	Qty	%	Unit cost	Goods	Services
13001			QST inputs	-1,00		33 514,760	-33 514,76	
21001			QST to pay	1,00		28 154,730	28 154,73	

GST QST exempt

Sub totals	-5 360,03
GST	
QST	
Sub totals	-5 360,03
Total	-5 360,03

Purchase order # 18

Accounts Charter

- Asset
 - Cash
 - Accounts receivable
 - Inventories
 - Taxes inputs
 - 13000 GST inputs
 - 13001 QST inputs
 - Investments
 - Fixed assets
 - Prepaid
- Liability
 - Accounts payable
 - Taxes payable
 - 21000 GST to pay
 - 21001 QST to pay
 - 21002 Environmental tax to pay
 - Accrued fees
 - Long-term debt
 - Shareholders
 - Sales revenues
 - Sales cost
 - Operating expenses
 - Operating expenses

- When the purchase order is complete, make sure its total is correct. If this is the case, click « **GO** » located in the top menu of the purchase order;
- « **Production of the final invoice** » window appears. Enter the date of the last day of the period you are asking a refund for as well as an invoice number (example : if the refund you are requesting is for the period starting June 1st 2012 to August 31st 2012, enter August 31st 2012) (the invoice # is irrelevant);
- Click « **(F12) Produce the final invoice** »;
- A confirmation window appears. Click « **Yes** » to validate;
- The invoice is being automatically transferred to your accounts payable.

21.3 Specific duty on tires (always positive amount) (please write down and/or print the top part of the tax remittance module)

- Click « **Frequent tasks** » in the top menu;
- Click « **Create purchase order** »;
- Select « **Government Tax-2** » (provincial government » by double-clicking on it;
- Once the purchase order is open, make sure « **Subject to GST/HST** » and « **Subject to QST/PST** » have no checkmarks;
- Click on button labeled « **Search an account of the G.L.** », located at the top right corner of your purchase order;
- The chart of account is being displayed. Click the « + » sign next to « **Liability** »;
- Click the « + » sign next to « **Taxes payable** »;
- Double-click on account « **21 002 Environmental tax to pay** »;
- The general ledger account is being transferred onto the purchase order. Enter « **1** » in the « **Qty** » column;
- Enter the amount of environmental tax to pay (i.e. \$1 257.00) in « **Unit cost** » column, followed by the « **Enter** » key (the environmental tax amount is written next to « **Total environmental tax to pay** » in the tax remittance module);

Purchase order # 3 : GOVERNMENT TAX-2 *

Created by Admin the 10/30/2014 at 10:41

Account # 2
Name GOVERNMENT TAX-2

First name
Address
City
Province Postal code
Tel.-1 Extension
Tel.-2 Extension
Cellular Fax
Email addr.

Remark...

Subject to GST
 Subject to QST

GST 5,000 %
QST /G 9,975 %
QST /S 9,975 %

Created 10/30/2014 at 10:41 Receipt slip # Invoice date 10/30/2014 Invoice # Terms 30 D

Line	Fam	Item #	Description	Qty	%	Unit cost	Goods	Services
21002			Environmental tax to pay	1,00		1 257,000	1 257,00	
						GST QST exempt	Sub totals	1 257,00
							GST	
							QST	
							Sub totals	1 257,00
							Total	1 257,00

Purchase order # 3

Accounts Charter

- Asset
- Liability
 - Accounts payable
 - Taxes payable
 - 21000 GST to pay
 - 21001 QST to pay
 - 21002 Environmental tax to pay
 - Accrued fees
 - Long-term debt
 - Shareholders
 - Sales revenues
 - Sales cost
 - Operating expenses
 - 50000 Operating expenses
 - 50005 Rent expense
 - 50010 Advertising expense
 - 50015 Meals and entertainment expense
 - 50020 Office supplies expense
 - 50025 Shipping expense
 - 50030 Representation expense (employee)
 - 50035 Traveling expense (employee)
 - 50040 Charitable contributions expense
 - 50045 Waste disposal expense

- When the purchase order is complete, make sure its total is correct. If this is the case, click « **GO** », located in the top menu of the purchase order;
- « **Production of the final invoice** » window appears. Enter the date of the last day of the period you are remitting as well as an invoice number (example : if the remittance is for period starting June 1st 2012 to August 31st 2012, enter August 31st 2012) (the invoice # is irrelevant);
- Click « **(F12) Produce the final invoice** »;
- A confirmation window appears. Click « **Yes** » to validate;
- « **Payment of purchase invoice** » window appears. Enter the payment date in the top left corner;
- Click the arrow below column « **Payment mode** » and select the payment method of your choice;
- Click « **(F12) Apply payment to** » to confirm your payment.

Chapter 22 – Bank reconciliation (for the very first bank reconciliation, your opening balance as well as outstanding cheques and deposits must have been previously entered. Moreover, the supplier cheques must have been registered to the bank reconciliation and all the deposits must have been made).

A bank reconciliation is a comparison between the entries appearing on the bank statement and the accounting entries entered in the AB Magique software, in order to fit the actual bank balance and the balance established in the software. In other words, the bank balance displayed in the AB Magique software must match the balance on the bank statement.

To access the bank reconciliation module:

- Click « **Accounting** » in the top menu;
- Click « **Bank reconciliation** »;
- Click on the last day of the month to reconcile (example: if you wish to reconcile the month of October 2012, click the arrows on either side of the displayed month to back to the previous month or forward to the next one. When the desired month is displayed, click on its last day. In our example, click on October 31st, followed by a click on the white/green hook at the top of the window;
- Make sure your main bank account is indeed selected. If this is not the case, click the arrow next to « **Select the concerned bank account** » and select the desired account;
- The objective of the bank reconciliation is to be able to « check » all transactions listed on the bank statement to obtain the same bank balance at the end. To do so, you must affix a checkmark next to each transaction on your bank statement;
- When all transactions have been identified and « checked », the « **Bank balance** » in AB Magique reconciliation should be identical to your bank statement. If this is the case, please click on button « **Saves reconciliation** ». If the bank balance is not the same, you should not save the bank reconciliation in AB Magique. Find the error(s) and make the necessary correction(s) (please refer to chapter 25.6 « **Bank reconciliation does not balance** »).

You must never save a bank reconciliation that does not balance.

Chapter 23 – Annual closing (It is not mandatory to proceed with the annual closing in order to continue invoicing and entering accounting entries in the ledger).

The objective of the annual closing is to archive all the data from the beginning to the end of your fiscal year and to replace those data with an opening balance for your new fiscal year to begin. Please note that

the archived year can be viewed at any time by clicking on « **Accounting** » in the top menu, then « **View your accounting** » and « **View previous years** », located in the left hand side of the screen.

23.1 Verifying the definition of your fiscal year

It is important to verify that the set fiscal year in your AB Magique software is the right one, in order to not mistakenly close the wrong fiscal year. To do so :

- Click « **Accounting** » in the top menu;
- Click « **View your accounting** »;
- Click « **Definition of your fiscal year** », located in the left hand side of the screen;
- The period entered must be the one you are about to close and should have 12 months.

23.2 Entering adjustment entries

Before proceeding with your annual closing, you must make sure all your adjusting entries have been entered. These entries must be coming from your accountant, be entered in the general journal and dated the very last day of the fiscal year you wish to close (example: your fiscal year is set from January 1st 2012 et December 31st 2012, your adjusting entries need to be entered December 31st 2012). To do so:

- Click « **Accounting** » in the top menu;
- Click « **View your accounting** »;
- Click « **Perform entries** » in the left hand side;
- Click the arrow next to « **Select the relevant log** » and select the general journal;
- Enter the date of the last day of your fiscal year (example: if your fiscal year is set from January 1st 2012 to December 31st 2012, your entry must be entered December 31st 2012);
- You are not required to enter anything in the « **Reference #** » field. Generally, there is more than one adjusting entry, so you could label them « **Adjust. 001** », « **Adjust. 002** », and so on;
- In the « **Description** » field, enter the entry's description provided by your accountant. Each adjusting entry has its own title and/or comment;
- You can now enter your ledger accounts and the associated amounts. When your adjusting entry is complete, click « **(F12) Save** »;
- You must do the same with each of the adjusting entries you wish to enter.

Sales Journal entries... Registered by Admin

Creating... Your fiscal year begins the 01/01/2012 & ends the 12/31/2012

Select the relevant log...
Sales Journal

Date: 12/31/2012 December 31, 2012
Reference #: ADJUST. 001
Description: Registering corporate taxes

Associated entries...

Account #	Description	Debit	Credit
22 045	Provincial income tax to pay		2 000,00
22 050	Federal income tax to pay		3 500,00
60 020	Corporate taxes	5 500,00	
0			
Totals		5 500,00	5 500,00
Balance		0,00	

Help: The above treeview let you...
Search and select an account: you just have to double-click the one you wish, it will be transfer at the current row of the table...

Abort (F12) Save

If your accountant gives you more than one adjusting entry, you must enter each one individually and not regroup them in one single entry.

23.3 Verifying the general ledger integrity

The purpose of verifying the ledger integrity is to go through all entries entered in the general ledger and ensure that they all balance (Debit = Credit). If everything is in order, a message will appear in the top right corner of the screen with the following wording: « **No integrity error detected** ». If this is not the case, please contact our technical support.



23.4 Verifying cheques registered to the bank reconciliation

You must make sure that all cheques included in the fiscal year you are about to close have been registered to the bank reconciliation. If they aren't, the error message below will appear and you won't be able to perform your annual closing. For more information on registering cheques to the bank reconciliation, please refer to chapter 12.



In addition, you must make sure that all disbursement modes (with the exception of « **Cash** ») have a checkmark in column « **Associated cheques book** ». For more information on disbursement modes and their features, please refer to chapter 5.

23.5 Verifying the cash closure and deposit module

All deposits must be made prior to the annual closing. To do so:

- Click « **Frequent tasks** » in the top menu;
- Click « **Cash register closures and deposits** »;
- Enter the fiscal year you are about to close in field « **Select the period** », located in the top left corner of the screen;
- If all deposits have indeed been made, the software shouldn't return any data. If this is not the case, please refer to chapter 11 in order to obtain more information on deposits.

23.6 Verifying the trial balance

Once your adjusting entries have been entered, we advise you to compare the trial balance in AB Magique with your accountant's trial balance to make sure the two are identical. If that is not the case, make sure you did not make any mistake(s) while entering your adjusting entries.

23.7 Verifying accounts receivable and accounts payable

Pay a very special attention to your account receivable and accounts payable shown in the trial balance. These amounts must match those in the auxiliary. To access the auxiliary of your accounts receivable and accounts payable :

- Click "**Accounting**" in the top menu;
- Click « **View your accounts receivable** » or « **View your accounts payable** »;
- In the calendar to the left, click on the date of the last day of the fiscal year (i.e. December 31st 2012);
- The balance shown at the very bottom should be the same as in the trial balance. If this is not the case, we strongly advise you not to perform your annual closing. The error(s) must be corrected BEFORE performing the closing (please contact our technical support if you encounter this problem).

23.8 Backup copy of your data

In order to make a backup copy of your AB Magique software, you must first make sure that AB Magique is closed on all workstations, including the server.

- On the server, right click anywhere (where blank) in the Window's task bar;
- Click on « **Task manager** »;
- Once « **Task manager** » is open, click on « **Processes** » tab;
- Click on the column « **Image name** », in order to classify all files in alphabetical order;
- You will notice there are three active AB Magique processes which are open: « **ABMagiquemiseajour.exe** », « **ABMiseajourlistedeprix.exe** » and « **ABServeur de commandes.exe** ». These processes must be stopped before doing your backup. To do so, click on the first process « **ABMagiquemiseajour.exe** » to highlight it then click on « **End process** » button. Do the same with the two remaining processes;
- When finished, close all active windows;
- Back to your Window's Desktop, double-click on « **My Computer** » or « **Computer** »;
- Double-click on « **Local Disk C :** »;
- Double-click on « **Program Files** » or « **Programs** »;
- Right click on the folder named « **AB Magique** », click « **Send to** » and select your USB key or external hard drive.

23.9 Verifying balance sheet and performing annual closure

- Click "**Accounting**" in the top menu;
- Click « **View your accounting** »;
- Click « **Annual closing** » in the left hand side menu;
- Click on « **Annual closing** »;

- The software performs a complete analysis of the ledger. This step has been previously done during the verification of the general ledger integrity. « **No integrity error detected** » should be displayed in the top right corner of the screen;
- You will notice that there are two tabs at the top of the screen. Click on tab « **Execution of the annual closing** »;
- The final balance sheet of your business is being displayed on the screen. Once again, we ask you to compare these data with your accountant's to ensure that everything that is in order. Pay attention to columns « **Debit** » and « **Credit** ». Make sure the balance in both columns are identical. If this is not the case, we advise you to not proceed with the annual closing. Please correct the error(s) before performing the closure;
- To perform the annual closing, click « **Confirm the annual closing** », located in the bottom right corner of the screen. Make sure that the AB Magique software is closed on all workstations. It is mandatory that you perform the annual closing on your server.

Financial Statements dated monday, december 31, 2012

Checking the integrity of all General Ledger entries...

Account #	Description	Debit	Credit
10 000	Scotia Bank	7 493,65	
10 005	Petty cash	500,00	
11 000	Accounts receivable	375 354,82	
12 000	Inventory	5 000,00	
13 000	GST inputs	23 594,34	
13 001	QST inputs	33 514,76	
15 000	Building	354 896,54	
15 005	Accumulated depreciation - Building		3 457,00
15 010	Shop equipment	45 258,47	
15 015	Accumulated depreciation - Shop equipment		23 548,54
15 020	Furniture and fixtures	5 787,00	
15 025	Accumulated depreciation - Furniture and fixtures		1 039,90
15 040	Vehicles	58 457,00	
15 045	Accumulated depreciation - Vehicles		36 758,54
15 060	Computer equipment	5 000,00	
15 065	Accumulated depreciation - Computer equipment		3 254,41
20 000	Accounts payable		111 058,07
20 005	Credit line		23 716,44
21 000	GST to pay		17 878,51
21 001	QST to pay		28 159,72
21 002	Environmental tax to pay		1 257,00
22 015	Provincial payroll deductions to pay		5 100,00
22 020	Federal payroll deductions to pay		5 600,00
22 045	Provincial income tax to pay		492,00
22 050	Federal income tax to pay	582,95	
23 000	Mortgage to pay		47 333,54
23 005	Bank loan (long term)		135 352,71
29 999	Retained earnings		471 433,15
Totals		915 439,53	915 439,53