

Starter guide for AB Magique



Important Message from VL Communications Inc.

Dear customer,

Are you considering installing the new AB Magique software? Here are some important points to consider before switching to AB Magique.

It is possible that you and your employees have been working with an invoicing software for quite some time now. You are very familiar with your software to a point where you are able to execute most tasks with minimal effort. This knowledge has been acquired with time and practice.

We can install you the trial version of the new AB Magique software on your computer(s) and we are wishing that you and your employees will have a good practice with it. In fact, if you are the only individual that practiced with the trial and that none of your employees have had the same opportunity, they may face some difficulties performing their regular tasks if they did not spend enough time practicing in the trial version.

We thus advise you to have a meeting with your employees so that they are well aware of the differences between the two programs, and this, with an aim of simplifying the transition.

We are asking you to review the functions that you are using on a daily basis and contact our technical support if you have questions for which you did not find any answers regarding the trial version.

There is also a tutorial to help you familiarize with the software; it is located under the question mark, at the top right, in AB Magique main menu and its called "AB Magique tutorial via our web site" (please note that it requires speakers). That tutorial will guide you through AB Magique.

Remember that any software transition involves developing new habits that will be acquired through repeated execution of the various functions of the software itself.

Please do not hesitate to contact our technical support for questions regarding the use and/or the necessary equipment for the proper functioning of AB Magique. We wish you a good period of apprenticeship with AB Magique trial version.

Sincerely,

VL Communications Team

AB Magique software configuration

The following steps were designed to help you configure the various settings for AB Magique. It is essential that you follow the steps in order to configure the software properly.

Step 1	Your business name	Page 4
Step 2	Parameters	Page 5-6-7
Step 3	Perception modes setup	Page 7-8
Step 4	Disbursement modes setup	Page 8-9
Step 5	Users	Page 9-10
Step 6	Technicians	Page 10-11
Step 7	Definition of your fiscal year	Page 11
Step 8	Your charter of accounts (optional)	Page 11-12
Step 9	Your opening balance (optional)	Page 12-13
Step 10	Specialties setup	Page 13-14
Step 11	Emails box setup (optional)	Page 14
Step 12	Setting up the appointment reasons directory (optional)	Page 15
Step 13	Setting up the worksheets wizard	Page 15-16
Step 14	Items inventory locations setup (optional)	Page 17
Step 15	Outstanding account receivables	Page 18-19-20-21-22
Step 16	Outstanding account payables	Page 22-23-24
Step 17	Tires environmental fees	Page 24-25
Step 18	Oil & filter environmental fees	Page 25-26
Step 19	Directory of price lists available from VL server (optional)	Page 26-27

*Optional: The steps labeled « optional » are not mandatory and are for customers that wish to use those functions.

AB Magique preliminary settings

Step 1: Your business name

Your business heading is being printed on top of each of your estimates and invoices, as well as all reports and documents. It includes the following information:

Your business name
Address
City
Province
Postal Code
Phone
Fax (optional)
Your GST number
Your QST number
Your web site (optional)
Your email address (optional)
Your promotion web page (optional)
Your internet order server address (optional)

In order to enter your business heading:

- Open AB Magique;
- Click "**Parameters**";
- Click "**Your business name**".

You must fill in all fields with an asterix (*), the other fields being optional. When the fields have been filled in, you can add a picture (logo) to your invoice header. To do so:

- Click "**Find your logo**" button, located in the top right corner of the screen;
- Select the location of your file;
- When the location has been selected, click the desired picture. It should appear in the bottom left corner of the screen;
- If the picture displayed is the one that you want, click "**Open**". A confirmation window appears. You must click "**Yes**" to confirm. The picture will appear in the top right corner of the window;
- When all fields have been completed and your picture have been selected, click "**Ok**", located in the bottom left corner of the screen, in order to save your settings.

Step 2: Parameters

It is important to properly set the software before you start using it, in order to optimize its performance and the accuracy of the results. To do so:

- Open AB Magique;
- Click "**Parameters**";
- Click "**Parameters**".

Sales taxes rates (%)

Make sure that the percentage of taxes (GST, QST/G and QST/S) is accurate.

Hourly rates

You must enter your hourly rate, your average hourly cost rate and the number of days of validity of estimates.

Your item numbers to charge storage of tires

If you do tires storage, you must enter your corresponding item number(s). Please note that the tires storage item number(s) must have been previously created in your inventory. When entering your tires storage number(s), do not forget to add a comma before and between them. (Example: , 901, 902, 903).

Here is how to create a tire storage number:

- Open AB Magique;
- Click "**Files**";
- Highlight "**Inventory**";
- Click "**Create an item record**";
- The first step in creating an item is to enter the line code to which is associated the item. If your item is a service, we strongly suggest that you associate your item to the "**SERVI**" line code, for service, in order to distinguish the products from the services. If "**SERVI**" line code is not in the list, you must create it.

To create a line code:

- Click "**Create**";
 - Click the "**Add**" button;
 - Enter the characters of your line code, and then hit "**Enter**";
 - Click "**Close**" at the bottom of the window.
-
- When your line code is created, click the arrow beside the field "**Line code**" and select the desired code;
 - Enter your item number, followed by "**Enter**";
 - Leave the "**Family**" field blank. This is generally reserved for items from different price lists;
 - In the "**Description**" field, enter the description of your item, i.e. "**Tires storage**". Please note that you are able to create more than one item of storage. For example, you could have an item for tires storage only, another one for tires and steel wheels and a third one for tires and mags;
-

- You then have the possibility to attach a note to your item (optional). It will show below your item when billing;
- Choose the specialty to which you wish to associate your item. Click the arrow beside the **"Specialty"** field and select the specialty of your choice. If you wish to create a new specialty, please refer to step 10 of this starter kit;
- The **"Supplier"** field must remain empty, being your own provider of this service;
- In **"Details about the type of item"** section, click the **"a Service"** box in order to put a check mark;
- Enter the desired price in the **"Price-1"** field, and leave the remaining boxes empty;
- Click **« Ok »** to save your item.

When finished, please return to the parameters by clicking on "Parameter", and "Parameter".

Monitoring of the minimum profits

You can establish a minimum profit percentage when billing customers. Enter the desired percentage of profit beside **"Minimum profit % for each invoice line"** as well as beside **« Minimum profit % for each invoice »**. You can click the box **"Alert when sale is under the minimum profits"** to put a check mark. When you will bill an item with a percentage of profit lower then the criteria previously set, a reddish face character will appear at the bottom of your estimate or your invoice in order to warn you that the desired profit is not met.

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

If you want to add administrative fees (interests) to customers with pending invoices over 30 days (or more), you must first establish the date on which the software must refer in order to calculate the administrative fees. You can enter the first of the month to the 28th (28 being the month of February, the smallest month). Here are some additionnal details to facilitate your understanding of the administrative fees function in AB Magique.

The calculation of administrative fees is done using the four (4) following parameters:

1. The date of the invoice.
2. The term value (number of days), located in the header of the invoice.
Note: When making an estimate, this field always takes the value entered in the customer file, under **"Invoicing"** tab (usually, the used term is 30 days).
3. The interest rate to apply on pending invoices: If the interest rate (in the **"Invoicing"** tab of the customer file) has been defined, this value is applied. Otherwise, the software will apply the interest rate entered in **"Parameters"**.
4. The day of the month to consider in order to determine whether the invoice is overdue or not. This parameter is determined by the user (you) in the parameters configuration of the system.

When are the administrative fees applied?

Administrative fees are calculated and applied when using the appropriate button, in **"View your accounts receivable"** and **"Calculate administration costs on overdue invoices"**.

How does the software calculate the administrative fees?

For example, let's assume that you have chosen the 10th of each month as the day of the month to consider for the calculation of administrative fees.

First possibility

If the date, when using the button "**Calculate administration costs on overdue invoices**", is April 9th 2007 or lower (8th, 7th, 6th, 5th, etc.), the reference date for calculating administrative fees will be the 10th of the preceding month, so March 10th 2007.

Second possibility

If the date, when using the button "**Calculate administration costs on overdue invoices**", is April 10th 2007 or higher (11th, 12th, 13th, 14th, etc.) the reference date for calculating administrative fees will be the 10th of the current month, so April 10th 2007.

For each accounts receivable, the software analyze each due invoice and performs the following verification:

If, the date of the invoice + the term (i.e. 30 days) is smaller than the reference date, the administrative fees will then be calculated:

Example: March 3rd 2007 + 30 days = April 3rd 2007

Under the first possibility, no administrative fees have been calculated because April 3rd 2007 is higher than the reference date of March 10th 2007.

Under the second possibility, administration fees have been calculated because April 3rd 2007 is lower than the reference date of April 10th 2007.

How are the administrative fees generated?

For each accounts receivable with past due invoices, a new invoice will automatically be produced. The sum of this invoice corresponds to the administrative fees. It includes a list of all invoices that are submitted to the administrative fees. The sum of all those fees is postponed under "**Interest on sales**", in the "**Income sales**", in your general ledger.

Percentage of the interest rate to be applied

You must enter the interest rate that you wish to apply on past due invoices. (Example: 2% is the interest rate generally used). When finished, click the "**Ok**" button in the bottom left corner of the window to save your new settings.

Step 3: Perception modes setup

Perception modes are the different choices that show up when paying a sale invoice or a receivable account. In order to configure those perception modes:

- Open AB Magique;
- Click "**Accounting**";
- Click "**Perception modes setup**".

Seven perception modes already exist in the software. You have the possibility to add, to modify or to delete a perception mode. Please note that for those that do not wish to use the accounting module, a single bank account is available for the perception modes: Bank.

To add a perception mode:

- Click the "**Create**" button, located at the bottom of the screen;
- A yellow field is being added. Enter the perception mode's name, and hit "**Enter**";
- Click the arrow in the "**The associated G.L. account**" column, and select the account to which you wish to associate your perception mode.

To modify an existing perception mode:

- Double-click the desired perception mode. You can now change the description as well as the general ledger account to which it's associated.

To delete a perception mode:

- Click the desired perception mode to highlight it;
- Click the "**Delete**" button at the bottom of the screen;
- A confirmation window appears. Click "**Yes**" to confirm.

The "**Disable this mode**" column is there to deactivate a specific perception mode. Deleting a perception mode is possible but only if it hasn't been used. If it has been used, you can click the box called "**Disable this mode**" to put a check mark. The perception mode will no longer be accessible for billing.

When all your perception modes have been setup, click the "**Close**" button, located in the bottom left corner of the window.

For those who desire to use the accounting module, you can return to "Perception modes setup" when your chart of accounts has been completed. You will see this step later in this starter kit.

Step 4: Disbursement modes setup

Disbursement modes are the different choices that show up when paying a purchase invoice or a payable account. In order to configure those disbursement modes:

- Open AB Magique;
- Click « **Accounting** »;
- Click « **Disbursement modes setup** ».

Six disbursement modes already exist in the software. You have the possibility to add, to modify or to delete a disbursement mode. Please note that for those that do not wish to use the accounting module, a single bank account is available for the disbursement modes: Bank.

To add a disbursement mode:

- Click the **"Create"** button, located at the bottom of the screen;
- A yellow field is being added. Enter the disbursement mode's name, and then hit **"Enter"**;
- Click the arrow in the **"The associated G.L. account"** column, and select the account to which you wish to associate your disbursement mode.

To modify an existing disbursement mode:

- Double-click on the desired disbursement mode. You can now change the description as well as the general ledger account to which it's associated.

To delete a disbursement mode:

- Click the desired disbursement mode to highlight it;
- Click the **"Delete"** button at the bottom of the screen;
- A confirmation window appears. Click **"Yes"** to confirm.

The column **"Associated cheques book"** is for those who wish to print checks from AB Magique software. Click the **"Associated cheques book"** box to put a check mark. You must enter what your next check number will be in column **« Next cheque number »**. If you have more than one bank, you then have the possibility to print checks from more than one bank account (please note that you must have previously created your chart of accounts, see Step 8).

The **"Disable this mode"** column is there to deactivate a specific disbursement mode. Deleting a disbursement mode is possible but only if it hasn't been used. If it has been used, you can click on the box called **"Disable this mode"** to put a check mark. The disbursement mode is no longer accessible for billing.

When all your disbursement modes have been setup, click the **"Close"** button, located in the bottom left corner of the window.

For those who desire to use the accounting module, you can return to "Disbursement modes setup" when your chart of accounts has been completed. You will see this step later in this starter kit.

Step 5: Users (available on the server only)

This option is mainly used to create different AB Magique users. It lets you assign passwords and restrict access to various modules of the software. To do so:

- Open AB Magique;
- Click **"Files"**;
- Click **"Users"**.

To create a new user:

- Click "**New**", located in the bottom left corner of the screen;
- Enter the user name in the "**Name**" field;
- Enter a password. It can contain numbers, letters or both. Please note that there is a maximum of 10 characters to respect;
- You must re-enter the password in order to validate it;
- In the right chart, you have to put a check mark beside the different sections of the software to which you authorize access to this user. If you wish to give this user all access, click "**Allow all access**". On the contrary, if you wish to block all access, click "**Deny all access**".

To modify an existing user:

- Click the desired user to highlight it;
- Click "**Modify**", located in the bottom left corner of the window;
- You can then modify its name, password and its different access.

To delete a user:

- Click the desired user to highlight it;
- Click "**Delete**", located in the bottom left corner of the window;
- A confirmation window appears. Click "**Yes**" to validate.

Step 6: Technicians

This option is mainly used to create different technicians (mechanics). By assigning a number to each of your technicians, you have the possibility to view their productivity reports. To do so:

- Open AB Magique;
- Click "**Files**";
- Click "**Technicians**".

To add a new technician:

- Click "**New**", located at the bottom of the window;
- Enter the technician name and his hourly rate;
- When finished, click "**Ok**", located in the bottom left corner of the window.

To modify an existing technician:

- Click the desired technician to highlight it;
- Click "**Modify**", located at the bottom of the window;
- You can then modify its name and hourly rate;
- When finished, click "**Ok**", located at the bottom of the window.

To delete a technician:

- Click the desired technician to highlight it;
- Click "**Delete**" located at the bottom of the window;
- A confirmation window appears. Click "**Yes**" to validate.

You have the possibility to delete a technician if it hasn't been used before. If it has been used, click "**Modify**" and click on the "**Active**" box in order to remove the check mark. This way, the technician is no longer available for billing.

When your additions and/or modifications have been made, click the "**Close**" button, located in the bottom left corner of the window.

Step 7: Definition of your fiscal year

The definition of your fiscal year is necessary in order to use the receivables and payables module as well as the accounting module. Maybe one of our technicians has already set it up before you even begun to operate with the software. To verify your fiscal year:

- Open AB Magique;
- Click "**Accounting**";
- Click "**View your accounting**";
- Click the "**Definition of your fiscal year**" button, located in the left side of the screen;
- You must enter the starting and the end date of your fiscal year;
- The function "**Number of days past the end of the fiscal year**" allows you to block all entries passed the amount of days entered. Example: Your fiscal year has been setup to start January 1st 2007 and to end December 31st 2007, and you have entered 90 days in the "**Number of days past the end of the fiscal year**" field. You will be able to make entries in your fiscal year period and 90 days after your fiscal year has ended. In our example, that would be approximately to the end of March. This function avoids errors users could make by entering 2017 instead of 2007. You must also consider the waiting period between the last day of your fiscal year and the day your accountant will give you your adjustment entries. In some cases, this wait can be extended over a period of six (6) months. That is why we suggest that you enter 180 days in the "**Number of days past the end of the fiscal year**" field;
- Click "**Ok**" to save.

Step 8: Your charter of accounts (optional)

Some clarifications have to be made to this section as they relate to the adding, modification and removal of accounts. To setup your chart of accounts:

- Open AB Magique;
- Click "**Accounting**";
- Click "**View your accounting**";
- Click the "**Your charter of accounts**" button, located in the left side of the screen.

The chart of accounts is corresponding to the different categories of accounts such as "Asset", "Liability", "Income sales", "Cost of sales", "Costs operations" and "Costs administration". Those categories include sub-categories attached to them. To create a sub-category:

- Click the desired account (asset, liability, income sales, etc.);
- In the bottom left corner, you see the sub-categories chart. In order to add a sub-category, click "**Create**", located in the top right corner of the chart;
- A yellow field is being added. Enter the desired sub-category name and hit "**Enter**";

Note: Please be careful, because you can not modify or delete a sub-category.

Each of the sub-categories contains general ledger (GL) accounts, which you will find in the right chart of the screen.

To add a general ledger (GL) account:

- Click "**New**", located in the top right corner of the chart;
- Select the desired account number by clicking the arrow next to "**Number**";
- Enter the description;
- If the account is a debit account, you must put a check mark beside "**Debtor account**" (debtor accounts are usually asset, cost of sales, costs operations and costs administration accounts);
- When finished, click "**Ok**" at the bottom of the window.

To modify an existing general ledger (GL) account:

- Click the desired account to highlight it;
- Click "**Modify**", located at the top of the chart;
- You can modify the account number as well as the description;
- When finished, click "**Ok**" at the bottom of the window.

To delete a general ledger (GL) account:

- Click the desired account to highlight it;
- Click "**Delete**", located at the top of the chart;
- A confirmation window appears. Click "**Yes**" to validate.

Please note that you have the possibility to delete a GL account if it hasn't been used. If it has been used, click on "**Modify**" and click the "**Disabled account**" box to put a check mark. This way, the account is no longer available for billing or entries.

Step 9: Your opening balance (optional)

An opening entry adjusts your general ledger (GL) accounts balance. For those who begin a new fiscal year, the concerned accounts will be the asset and liability accounts. For those whose fiscal year has already started, you must affect general ledger accounts in all categories, including incoming sales, cost of sales, costs operations and costs administration (in other words, you have to re-enter your trial balance). In order to enter your opening balance:

- Open AB Magique;
- Click "**Accounting**";
- Click "**View your accounting**";
- Click "**Your opening balance**", located in the left side of the screen;
- In order to enter a general ledger account, click the "+" sign next to the desired account category. Click the "+" sign next to the desired account sub-category and you will then have access to your GL accounts;
- To select an account, double-click on it;
- You must then enter the account balance in the "**Debit**" or "**Credit**" column. In order to switch from the "**Debit**" to the "**Credit**" column, hit "**Enter**";
- When the amount has been entered, press the "**Enter**" key to continue to the next line. You must do the same for each ledger account to be treated;
- When you have completed your entry, click "**(F12) Save**", located in the bottom right corner of the screen;

Please note that you can edit the opening balance anytime.

Step 10: Specialties setup

Specialties are categories in which we classify your sales. In order to configure your different specialties:

- Open AB Magique;
- Click "**Files**";
- Highlight "**Inventory**";
- Then click "**Specialties setup**".

To add a specialty:

- Click "**Create**", located at the top of the chart;
- A yellow field is being added. Enter the name of your new specialty, followed by the "**Enter**" key;
- In the "**Associated to general ledger account**" column, you must select the GL account to which you wish to associate your new specialty. For those who do not plan on using the accounting module, you must select "**Sales**". For those who wish to use the accounting module, when setting up the chart of accounts, if you added one or many accounts under the "**Income sales**" category, you will then have more than one choice of association.
- When the associated account has been selected, you must associate a color to your new specialty. To do so, click the arrow next to "**Color associated with this specialty**" and click the desired color. Colors are mainly used to identify quickly each line of an estimate.

To modify a specialty:

- Double-click the desired specialty to highlight it;
- Make your changes and hit "**Enter**".

To delete a specialty:

- Click on the desired specialty to highlight it;
- Click "**Delete**", located at the top of the chart;
- A confirmation window appears. Click "**Yes**" to validate.

Please note that you have the possibility to delete a specialty if it hasn't been used. If it has been used, click on the "**Disabled**" box to put a check mark. This way, the account is no longer available for billing.

When your changes have been made, click "**Close**", located in the bottom left corner of the screen.

Step 11: Emails box setup (optional)

The emails box setup allows you to send: estimates, invoices, account statements, recall letters, etc. by email. To be able to use this function, you must first configure your email as follow:

- Open AB Magique;
- Click "**Parameters**";
- Click "**Emails box setup**".

You must complete the following five fields:

Your email address
The user name
Password
POP3 server
SMTP server

Here is how to find this information in your computer:

- On your Windows desktop, open your Outlook Express application;
- At the top of the window, click "**Tools**";
- Click "**Account settings**";
- Click "**Email**";
- Click "**Properties**";
- Click "**Server**".

All necessary information to configure your email for AB Magique is included in this window. Just copy this information in the appropriate field of AB Magique software. When finished, click "**Ok**" to save your settings.

Please note that to send an estimate or invoice to a customer, its email address must have been entered in his customer file.

Step 12: Setting up the appointment reasons directory (optional)

The Setting up of the appointment reasons directory setup allows you to create all kinds of possible reason as well as an average time to perform the tasks associated to those reasons. Those reasons are directly linked to the appointment grid. To access setup:

- Open AB Magique;
- Click "**Parameters**";
- Click "**Setting up the appointment reasons directory**".

You have the possibility to add, modify or delete an appointment reason.

To add an appointment reason:

- Click the "+" button, located in the top right corner of the window;
- A yellow field is being added at the bottom of the window. Enter the name of the desired reason and hit "**Enter**";
- Click the arrow in column "**Allowed time**" and select the approximate duration of the appointment reason;
- When finished, click "**Close**", located in the bottom left corner of the window.

To modify an already existing appointment reason:

- Highlight the desired reason;
- Click the paper and pencil button, located in the top right corner of the window;
- Change the reason's name and hit "**Enter**" or click the arrow in order to modify the reason's duration;
- When finished, click "**Close**", located in the bottom left corner of the window.

To delete an appointment reason:

- Highlight the desired reason;
- Click the button that looks like a red circle, located in the top right corner of the window;
- A confirmation window appears. Click "**Yes**" to validate;
- When finished, click "**Close**", located in the bottom left corner of the window.

Please note that it is also possible to add an appointment reason directly from the appointment grid of AB Magique.

Step 13: Setting up the worksheets wizard

The worksheet wizard for your technicians allows you to create preset remarks, so that you do not have to enter them manually every time. To access the setting up of the worksheets wizard :

- Open AB Magique;
- Click "**Parameters**";

- Click « **Setting up the worksheets wizard** »

You will notice that this window contains two charts. The left chart has a list of all the different specialties such as filters, suspension, exhaust, etc. You can add, modify or delete a specialty:

To add a specialty:

- Click the "+" button;
- A yellow field is being added at the bottom of the chart. Enter the name of your new specialty, and then hit "**Enter**".

To modify an already existing specialty:

- Highlight the desired specialty;
- Click the button that looks like a paper and pencil;
- Make your changes, and then hit "**Enter**".

To delete a specialty:

- Highlight the desired specialty;
- Click the button that looks like a red circle;
- A confirmation window appears. Click "**Yes**" to validate.

In each of the specialties listed in the left chart, related tasks are associated to them, in the right chart. Some related tasks already exist in AB Magique. You can add, modify or delete a related task.

To add a related task:

- Click the "+" button;
- A yellow field is being added at the bottom of the chart. Enter the name of your new related task, and then hit "**Enter**".

To modify an already existing related task:

- Highlight the desired work task;
- Click the button that looks like a paper and pencil;
- Make your changes, and then hit "**Enter**";

To delete a related task:

- Highlight the desired related task;
- Click the button that looks like a red circle;
- A confirmation window appears. Click "**Yes**" to validate.

When finished, click "**Close**", located at the bottom left corner of the window.

Step 14: Items inventory locations setup (optional)

For those having a large inventory, AB Magique allows you to associate different locations to your items. First, you have to create your locations and then associate them to the different items of your inventory. To so do:

- Open AB Magique;
- Click "**Files**";
- Highlight "**Inventory**";
- Click "**Items inventory locations setup**".

To create a new location:

- Click the "+ 1" button;
- Enter the location description (a maximum of 10 characters must be respected) then hit "**Enter**";
- Click "**Close**", located at the bottom of the window.

To modify an already existing location:

- Highlight the desired location;
- Click the button that looks like a pencil;
- Make your changes, and then hit "**Enter**".

To delete a location:

- Highlight the desired location;
- Click the button that looks like a red X;
- A confirmation window appears. Click "**Yes**" to validate.

To associate a location to an inventory item:

- Open AB Magique;
- Click "**Files**";
- Highlight "**Inventory**";
- Click "**Prices list & Inventory**";
- Find the desired item using the search tools, located in the left section of the screen;
- When you have found your item, double-click on it to view its file;
- At the bottom right corner of the item file, you will see the location field. Click the arrow under the "**Location**" field and select the desired location;
- When the desired location has been selected, click "**Ok**", located at the bottom left corner of the window, to save your changes.

Please note that you can view the location of an item when billing. You must enter the item in the estimate or invoice and click the button that looks like a library, located at the bottom left corner of the estimate or invoice.

Step 15: Outstanding account receivables

This section is intended for users who are required to transfer outstanding account receivables from their old program to AB Magique. Entering your accounts receivable must be done in four (4) steps: (1) creating your customers, (2) creating your **"Balance brought forward"** item in inventory, (3) entering your outstanding balances and (4) fixing your sales.

(1) Creating your customers:

- Open AB Magique;
- Click **"Files"**;
- Highlight **"Customers"**;
- Click **"Create a customer record"**.

"Customer details"

- Fill in the top of the screen (type, name, address, etc.);

Or

- Enter your customer phone number in **"Phone-1"**, then click on the **"411"** button;
- Depending on the type of customer, click on either **"Search a person"** or **"Search a company"**;
- A window appears displaying your customer information. Click the **"import into current card"** button;
- Click on **"import all contact information"**.
- When finished, click the **"Create the card and complete"** button.

There are seven (7) tabs: Vehicle(s), Invoicing, Memo, Appointment, Addressees, AB Magique customer and Tires storage. Please note that we will treat only the tabs: **"Vehicle(s)"**, **"Invoicing"** and **"Memo"**. The other tabs are at a more advanced level.

"Vehicle(s)" tab

- In order to add a vehicle to your customer, click the **"Create"** button.
- Select year, make, model, sub model, engine, etc.;
- When vehicle has been chosen, click the **"Ok"** button located in the bottom left corner of the screen;
- Back to the initial window, do not forget to enter licence plate number, odometer, V.I.N, etc. all located in the bottom of the window;
- When the vehicle identification is completed, click on the **"Invoicing"** tab.

"Invoicing" tab

- Please complete the fields according to what applies to the customer.

Subjected to (Do not affix a checkmark)

profit table

Subject to GST	if submitted to GST, affix a checkmark
Subject to QST	if submitted to QST, affix a checkmark
Subjected to specific duty charged on tires	If customer is subject to the 3.00\$ fee on tires, affix a checkmark
Charge the environmental fees included in the price	Affix a checkmark if you want the fees on oil and filters to be included in the sale price and not charged separately.
Hourly rate	If different than the general rate entered in " Parameters ".
Line of credit	The credit limit to which the customer is entitled to. If you do not want to grant a credit limit, please leave blank.
Terms	Number of days before charging interest charges (generally 30 days).
Interest rate	Interest percentage to apply (if different than the percentage entered in " Parameters ").

When the fields included in the "**Invoicing**" tab are completed, click on the "**Memo**" tab.

"Memo" tab

- You have the possibility to enter one or many comments related to the customer (some vehicle related specifications, for example). If you want this memo to appear when billing, affix a checkmark in box "**Display memo when opening estimate**";
- When finished, click the "**Ok**" button in the bottom left corner of the window. Your customer record is now saved.

You must do the same for the creation of each of your customers.

(2) Creating your "Balance brought forward" item in inventory

You must create a non taxable item, in your inventory, for your outstanding balances. To do so:

- Open AB Magique;
- Click "**Files**";
- Highlight "**Inventory**";
- Click "**Create an item record**".

Here is what you must enter in the following fields:

Line code:	Click " Create "; Click the " Add " button in order to add a code; Enter " BF " then hit " Enter "; Click " Close "; Click on the arrow next to " Line code "; Select the " BF " code.
Item #:	BALANCE
Family:	Leave blank
Description:	Balance brought forward
Description-2:	Leave blank
Note attached to description when billing:	Leave blank
Specialty:	Miscellaneous
Supplier:	Leave blank
Details about the type of item:	Remove checkmarks for Tax-1 and Tax-2
Price_1:	Leave blank
Price_2:	Leave blank
Price_3:	Leave blank
Price_4:	Leave blank
Cost:	Leave blank
Core:	Leave blank
Environmental fees:	Leave blank
Tire environmental fees:	Leave blank
Suggested time (lab.):	Leave blank
Sells in quantity of:	Leave blank
If kept in inventory:	Do no check
Maximum to keep in stock:	Leave blank
Quantity in inventory:	Leave blank
Core in inventory quantity:	Leave blank
Location:	Leave blank

- When finished, click the "**Ok**" button, located in the bottom left corner of the window to save.

(3) Entering your outstanding balances

- Open AB Magique;
- Click "**Frequent tasks**";
- Click "**Create estimate**";
- You must select your customer (using the scroll bar or the search tool by name). When your customer is highlighted, click the "**Ok**" button located at the top of the window;
- Your estimate is now open. In the "**Item #**" field, enter "**BF**" then hit "**Enter**";
- The "**Quantity**" column shows number "**1**", hit the "**Enter**" key;
- In the "**Unit price**" column, enter the amount of the outstanding balance (tax included) of your customer followed by the "**Enter**" key;
- The technician's window pops up. Select "**Abort**";
- When your estimate is completed, make sure the total is correct. If so, click the "**Go**" button located in the top right corner of the estimate;

- The "**Production of the final invoice**" window pops up. You can modify the following components:
 - Date of the invoice
 - Payment terms (generally 30 days)
 - Warranty # (if applicable)
 - Purchase order # (if applicable)
 - Special terms (if you want the balance due to be divided in several equal payments)
 - Do not print the invoice (suggested)
- When finished, click the "**(F12) Produce the final invoice**" button;
- A confirmation window appears. Click "**Yes**" in order to validate;
- A payment window pops up. Click "**(Esc) To perceive later**";
- A confirmation window appears. Click "**Yes**" to validate.

You must do the same with each of your customers with an outstanding balance.

(4) Fixing your sales

The last step in transferring your balances is to fix of your sales. When entering your customer invoices, those invoices have generated false sales. You must note the total amount of the outstanding balances entered in the AB Magique software. To do so:

- Open AB Magique;
- Click "**Accounting**";
- Click "**View your accounts receivable**";
- Note the total amount of the accounts receivable, located in the bottom of the window;
- When finished, click the "**Close**" button located in the bottom left corner of the window;

To fix your sales you must do an entry in the accounting module of the software. To do so:

- Open "**AB Magique**";
- Click "**Accounting**";
- Click "**View your accounting**";
- Click the "**Perform entries**" button located in the left menu;
- The very first step of the entry is to choose a journal. Select "**General Journal**";
- Enter date to which you have entered your outstanding balances;
- In the "**Reference #**" field, you can insert a short comment. When entered, hit the "**Enter**" key;
- In the "**Description**" field, enter "**Outstanding balances reversal**" or a comment of your choice, followed by the "**Enter**" key;
- A table containing the account categories appears. Click the "+" sign, located next to "**Asset**";
- Click "+", next to "**Accounts Receivable**";
- Double click on account "**11 000 Accounts Receivable**";
- A yellow field is being added in the "**Debit**" column, in the right side of the screen. Hit the "**Enter**" key in order to switch to the "**Credit**" column. Enter the total amount of your accounts receivable, followed by the "**Enter**" key;
- Click the "+" sign, located next to "**Sales revenues**", in the left side of the screen;

- Click "+", next to **"Sales"**;
- Double click on account **"30 000 Sales"**;
- A yellow field is being added in the **"Debit"** column, in the right side of the screen. Enter the total amount of your accounts receivable, followed by the **"Enter"** key;
- When the entry is completed, click the **"(F12) Save"** button.

Step 16: Outstanding account payables

Entering your payable accounts must be done in three (3) steps: (1) creating your suppliers, (2) entering your outstanding balances and (3) fixing your purchases. Please note that it is unnecessary to create an inventory item, because it already has been created during the receivables outstanding balances (step 15). We therefore use the same item.

(1) Creating your suppliers

- Open AB Magique;
- Click **"Files"**;
- Highlight **"Suppliers"**;
- Click **"Create a supplier record"**;

"Supplier details"

- Fill in the top of the screen (Civility, name, address, etc.);
 - When finished, click the **"Create the card and complete"** button.

Or

- Enter your supplier phone number in **"Phone-1"**, then click on the **"411"** button;
- Depending on the type of supplier, click on either **"Search a person"** or **"Search a company"**;
- A window appears displaying your supplier information. Click the **"import into current card"** button;
- Click on **"import all contact information"**.
- When finished, click the **"Create the card and complete"** button.

"Invoicing" tab

Please complete the fields according to what applies to the supplier. Please note that the price level and the discount table are not addressed at this stage. Please do not enter anything in those fields.

Subject to GST if submitted to GST, affix a checkmark

Subject to QST if submitted to QST, affix a checkmark

Please note that the **"Line of credit"**, **"Terms"**, **"Interest rate"** and **"Day of the month of account statements production"** fields are irrelevant at this stage.

When the fields included in the **"Invoicing"** tab are completed, click on the **"Memo"** tab.

"Memo" tab

- You have the possibility to enter one or more comments related to the supplier. If you want this memo to appear when billing, affix a checkmark in box **"Display memo when opening purchase order"**;
- It is possible to reproduce the **"Copy & Paste"** function when billing. For example, whenever you produce a purchase invoice for the supplier Bell, the account ledger that you will be using is **"Telephone"**. So instead of having to enter the account **"Telephone"** each time, by placing a checkmark beside the option **"When creating a purchase order, always transcribe his last invoice"**, the telephone account will automatically appear every time you produce a purchase invoice for Bell. You will only have to change the amount from time to time;
- When finished, click the **"Ok"** button in the bottom left corner of the window. Your supplier record is now saved.

You must do the same for the creation of each of your suppliers.

(2) Entering your outstanding balances

- Open AB Magique;
- Click **"Frequent tasks"**;
- Click **"Create purchase order"**;
- You must select your supplier (using the scroll bar or the search tool by name). When your supplier is highlighted, click the **"Ok"** button located at the top of the window;
- Your purchase order is now open. In the **"Item #"** field, enter **"BF"** then hit **"Enter"**;
- The **"Quantity"** column shows number **"1"**, hit the **"Enter"** key;
- In the **"Unit cost"** column, enter the amount of the outstanding balance (tax included) of your supplier followed by the **"Enter"** key;
- When your purchase order is completed, make sure the total is correct. If so, click the **"Go"** button located in the top right corner of the purchase order;
- The **"Production of the final invoice"** window pops up. You can modify the following components:
 - Date of the invoice
 - Invoice # (mandatory)
 - Payment terms (generally 30 days)
 - Special terms (if you want the balance due to be divided in several equal payments)
- When finished, click the **"(F12) Produce the final invoice"** button;
- A confirmation window appears. Click **"Yes"** in order to validate;
- A payment window pops up. Click **"(Esc) Save to payable account"**;

You must do the same with each of your suppliers with an outstanding balance.

(3) Fixing your purchases

The last step in transferring your balances is to fix your purchases. When entering your supplier invoices, those invoices have generated false purchases. You must note the total amount of the outstanding balances entered in the AB Magique software. To do so:

- Open AB Magique;
- Click "**Accounting**";
- Click "**View your accounts payable**";
- Note the total amount of the accounts payable, located in the bottom of the window;
- When finished, click the "**Close**" button located in the bottom left corner of the window;

To fix your purchases you must do an entry in the accounting module of the software. To do so:

- Open "**AB Magique**";
- Click "**Accounting**";
- Click "**View your accounting**";
- Click the "**Perform entries**" button located in the left menu;
- The very first step of the entry is to choose a journal. Select "**General Journal**";
- Enter date to which you have entered your outstanding balances;
- In the "**Reference #**" field, you can insert a short comment. When entered, hit the "**Enter**" key;
- In the "**Description**" field, enter "**Outstanding balances reversal**" or a comment of your choice, followed by the "**Enter**" key;
- A table containing the account categories appears. Click the "+" sign, located next to "**Liability**";
- Click "+", next to "**Accounts payable**";
- Double click on account "**20 000 Accounts payable**";
- A yellow field is being added in the "**Debit**" column, in the right side of the screen. Hit the "**Enter**" key in order to switch to the "**Credit**" column. Enter the total amount of your accounts payable, followed by the "**Enter**" key;
- Click the "+" sign, located next to "**Sales cost**", in the left side of the screen;
- Click "+", next to "**Purchases**";
- Double click on account "**40 000 Purchases**";
- A yellow field is being added in the "**Debit**" column, in the right side of the screen. Enter the total amount of your accounts payable, followed by the "**Enter**" key;
- When the entry is completed, click the "**(F12) Save**" button.

Step 17: Tires environmental fees

Specific duty on tires consists on billing an additionnal 3.00\$ fee per new tire. Please note that those fees add themselves automatically when billing one or more tires in AB Magique. If, however, the specific duty is not added automatically when billing:

- Open AB Magique;
 - Click "**Files**";
 - Highlight "**Inventory**";
 - Click "**Prices list & Inventory**";
 - In the left section of the screen, enter, by example, "**Goody**" for Goodyear (Goody being the line code) in the "**Line code is**" field;
 - Click « **Modify these items ...** »;
-

- A window called **"Modify the following items set"** appears;
- You must put a check mark in the three (3) following fields:

- The tire tax value with...	Value : \$3.00
- The specialty with...	Specialty : Tires
- Check (or not) as being a tire...	Check if tire...

- When finished, click **"Apply"**, located at the bottom of the window;
- A confirmation window appears. Click **"Yes"** to validate;
- Click **"Quit"**, located in the bottom left section of the screen;

You must do the same with all your tires line codes.

Specific duties are transferred in general ledger account **"Specific duty to pay"**, in category **"Liability"**. Moreover, they are included in the **"Remittance of taxes"** section.

Step 18: Oil & filter environmental fee

Environmental fees on oil and filters works as follow: 0.05\$ for each oil liter (bulk), 0.50\$ per filter having eight (8) inches or less diameter and 1.00\$ if higher than eight (8) inches. Moreover, if you sell oil by liter, consider an amount of 0.10\$ per liter: 0.05\$ for oil and 0.05\$ for the container.

Note that environmental fees on filters only apply on oil filters only. However, filters price lists counts more than oil filters, but also air and gas filters. It is therefore impossible to associate environmental fees to a line code, because it would associate the environmental fees to all type of filters contained in the price list and not to oil filters only. You must look out for item numbers for oil filters only.

Example: Let's take FRAM price list. The list contains all kinds of filter. However, if you look closely, you will notice that oil filter starts with code BPH, air filter with CA and gas filter with PCS.

FRA	BPH3612	Oil filter
FRA	BPH3614	Oil filter
FRA	BPH3682	Oil filter
FRA	CA10083	Air filter
FRA	CA10084	Air filter
FRA	CA10085	Air filter
FRA	PCS1144-6	Gas filter
FRA	PCS11441A	Gas filter
FRA	PCS11442A	Gas filter

Once you know that oil filters starts with code BPH, you then have to figure out what are the filters with eight (8) inches or less diameter and which ones are eight (8) inches or more, because environmental fees are not the same depending on the filter diameter. Remember that environmental fees are 0.50\$ for eight (8) inches or less diameter and 1.00\$ for

eight (8) inches or more. When those informations have been found, you can proceed to the environmental fees association. To do so:

- Open AB Magique;
- Click **"Files"**;
- Highlight **"Inventory"**;
- Click **"Prices list & inventory"**;
- In the left section of the screen, enter, for example, **"FRA"** in the **"Line code is"** field and enter **"BPH"**, for example, in the **"Item number beginning with"** field (the number you must enter in field **"Item number beginning with"** must correspond to a specific filter category, such as filters being smaller than eight (8) inches or those larger than eight (8) inches;
- Click **"Modify these items"**;
- A chart with 2 tabs appears. Click on the first tab called **"Replace one or more fields by a value..."**;
- Put a check mark in the **"The environmental fee value with..."** box;
- Enter the environmental fee value to be applied, 0.50\$ or 1.00\$ for oil filters, followed by the **"Enter"** key;
- When the environmental value has been entered, click **"Apply"**, located in the bottom left corner of the screen;
- A confirmation window appears. Click **"Yes"** to validate;
- When the progression is over, click **"Ok"** to close the window;
- The selling price of these items has been raised of the entered value.

You must do the same for all filters smaller than eight (8) inches, filters larger than eight (8) inches as well as oils. Environmental fees will be added automatically when billing oils and/or oil filters.

Step 19: Directory of price lists

Please note that in order to proceed with this step, you must first create your suppliers and your specialties

This step is mainly used to configure and update price lists that you wish to use. To configure a price list:

- Open AB Magique;
- Click **"Files"**;
- Highlight **"Inventory"**;
- Click **"Directory of price lists available from VL server"**.

The price lists chart appears. The chart counts two (2) tabs. The first tab is called **"Directory of the price lists you are using..."**, and is the activated price lists that you currently have. The second tab is called **"Directory of lists provided by VL..."** and is all the available price lists at VL Communications.

To add a price list:

- Click the **"Directory of lists provided by VL..."** tab;
- Affix checkmark in box next to the desired list;

- A confirmation window appears. Click **"Yes"** to add the list;
- In the left chart, you must enter a line code for the price list. To do so, click the arrow above the field **"Configure your line code for this list"**. Then select the desired line code (with the exception of price lists where the line code is included, such as Napa – All products. It is also preferable that you enter the same line code as your supplier. For example, when your supplier sends you a parts invoice, line codes of the billed parts appears on the invoice, in front of the part numbers. If the line code of your supplier for FRAM is FRA, you should enter FRA as well).

If the desired line code is not in the list:

- Click **"Create a line code"**;
 - A chart appears in the right side of the screen. Click the **"add"** button, located on top of the chart;
 - Enter your line code characters, then hit **"Enter"**;
 - Click **"Close"**, located in the bottom left corner of the chart;
 - Click the arrow below the field **"Configure your line code for this list"** and select your line code.
- Click the arrow below the field **"Associated to supplier"** and select the desired supplier in the list (suppliers appearing in that list are coming from your supplier's data bank);
- Click the arrow below the field **"Associated to speciality"** and select the desired specialty in the list (in order to create a specialty, please refer to step 10 in this starter kit);
- When finished, click the **"Directory of the price lists you are using..."** tab to verify that the list is there (you can configure many price lists before this step);
- You now have to update the list. To do so, click the icon that looks like a yellow square, located at the very bottom of the screen, in your Windows task bar (right next to the time);
- A chart called **"Prices list updates manager"** appears in the bottom right corner of the screen;
- Click **"Review now"**;
- A second chart appears on top of the screen. A **"Reading VL directory"** process is running. The price list(s) that you have previously configured appears;
- Click **"Run update"**, located in the top right corner of the screen;
- A progression runs. When finished, the following sentence appears and blinks: **"Update has been made successfully"**;
- Click **"Close"**, located in the top right corner of the chart;
- Then click **"Hide"** in the prices list updates manager, located in the bottom right corner of the screen;
- Click **"Quit"**, located in the bottom left corner of the screen.

You must do the same for all price lists you wish to add to your directory.

Please note that only the supplier field is editable when it comes to a price list whose group code is included.

Step 20: Printers configuration

Regarding print jobs configuration in AB Magique software, note that almost every window has, at the top right, a field that allows you to select a specific printer. Simply click on the arrow beside the field "**Print on ...**" and select the desired printer.

If you do not select a printer, the software will print on the default printer defined in your Windows operating system.

VL COMMUNICATIONS

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AB Magique
