

# Abacus Financials Application Guide

Version 1.0

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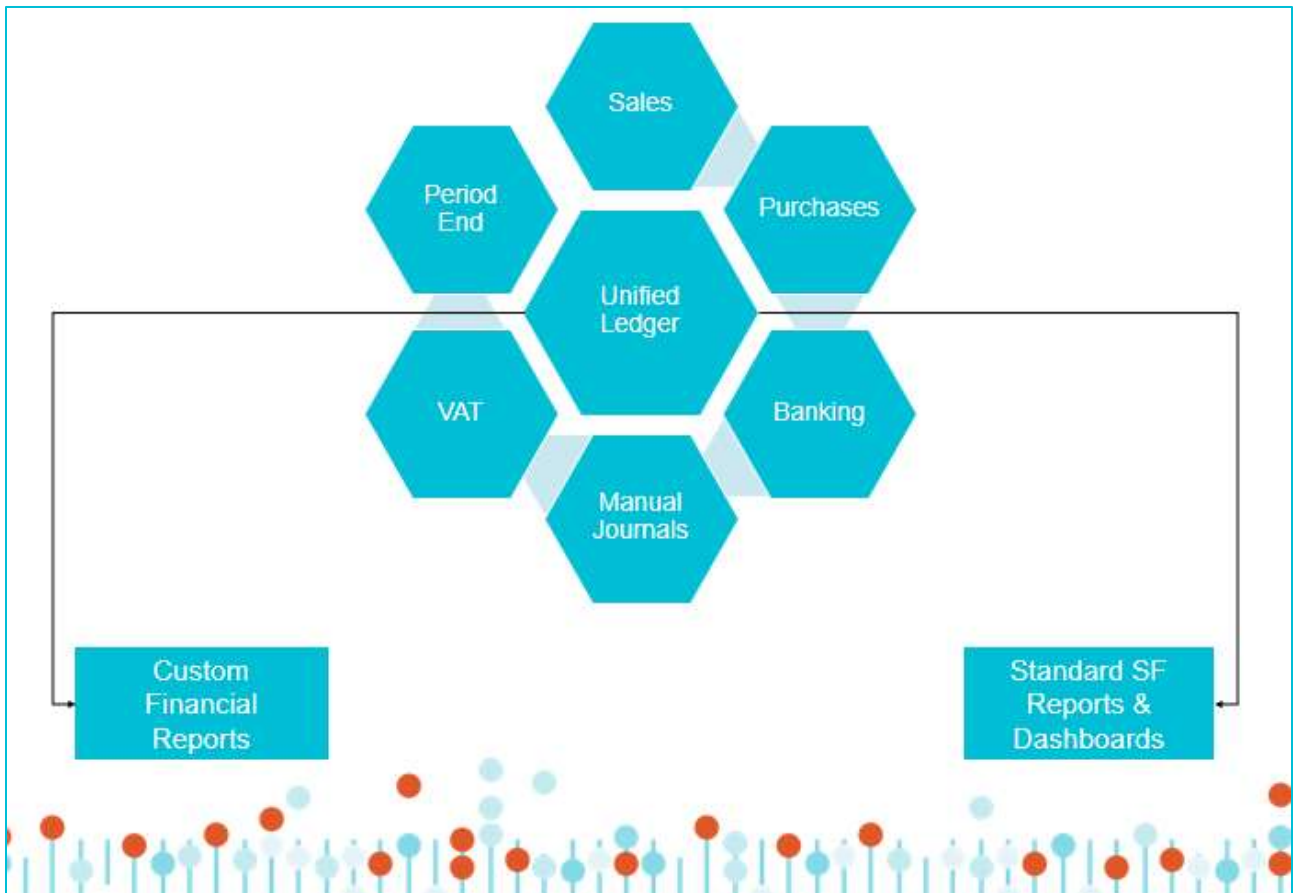
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# 1 Abacus Overview

## 1.1 Visual



## 1.2 Description

Abacus is an accounting application built on force.com platform to address the accounting needs of UK companies. Abacus supports multi company and multi-currency for the Businesses based out of the UK.

Being an accounting application it contains instruments like Sales Order, Proforma Invoice, Sales Invoice, Sales Payments, Sales Credits, Sales Refunds and Sales Payments on Account and all these transactions are available on the Purchases side as well.

The Abacus banking module allows the business to maintain its bank accounts and perform transactions like Bank Receipts, Bank Payments and Bank Transfers. The Bank Revaluation functionality revalues foreign currency bank accounts to calculate the exchange gains and losses.

The Bank Reconciliation process imports the Bank Statements directly into the bank module to allow payments and receipts to be matched to unpaid invoices and payment transactions.

The Financial Reports deliver Profit & Loss, Balance Sheet, Accounts Payable and Receivable. The Salesforce Reports combined with the Dashboards allows multi-filter analysis and drill down for Management Information.

### 1.3 Abacus Financial Modules

Abacus Consists 8 Modules to discharge various Finance and Accounting Functions.

- Sales
- Purchases
- Bank
- Period End
- VAT
- Financial Reports
- Reports
- Dashboards

## 2 Sales

### 2.1 Sales Module Features

#### 2.1.1 Customers

As a Business Maintain all your customer activities using single source of truth using salesforce accounts and get a customer 360 view of all your customer accounts.

View all the transactions against the customer account with industry standard filters to get the best out of Abacus.

#### 2.1.2 Products

As a business it is very crucial to track and report the sales of your products and services, Abacus enables the businesses to drill down on the sales using multi-faceted reports and drill into details at the granular level.

#### 2.1.3 Sales Price Books

#### 2.1.4 Special Price

Abacus offers the flexibility to have customer specific price books in order to ease the data keying operations while invoicing the customers.

#### 2.1.5 Sales Order

Capture the orders from customers in easy 2 step process that enables efficient order management process.

Convert the existing orders to invoices in a click for faster order to invoice process.

#### 2.1.6 Proforma Invoices

Send the quotes out to customer in a click of button which can also be converted to invoices using a single action to complete the quote to cash process.

#### 2.1.7 Sales Invoices

Book all your sales in a easy 2 step process which directly posts the data to the nominal ledgers.

Credit and Allocate your invoices using a single action to pass the contra entries in your nominal ledgers.

Abacus reduces the overhead to accountants by auto posting the FX Gains / Losses.

#### 2.1.8 Sales Credits

Easy 2 step process to raise outstanding credits against any customer accounts.

Allocate the outstanding credits to any invoice in a click of a button.

Abacus reduces the overhead to accountants by auto posting the FX Gains / Losses.

#### 2.1.9 Sales Payments on Account

Capture all the advance and overpayments made by customers in a easy 2 step process to applicable bank accounts.

Allocate the outstanding credits to any invoice in a click of a button.

Abacus reduces the overhead to accountants by auto posting the FX Gains / Losses.

#### 2.1.10 Sales Payment

Capture all the payments received from the customers in a single click of button with applicable exchange rates auto populated in a single action.

Abacus reduces the overhead to accountants by auto posting the FX Gains / Losses.

#### 2.1.11 Sales Refunds

Abacus offers the flexibility of refunding the outstanding credits at applicable exchange rates auto populated in a single action.

Abacus reduces the overhead to accountants by auto posting the FX Gains / Losses



## 3 Purchases

### 3.1 Purchase Module Features

#### 3.1.1 Suppliers

As a Business Maintain all your supplier activities using single source of truth using salesforce accounts and get a supplier 360 view of all your supplier accounts.

View all the transactions against the supplier account with industry standard filters to get the best out of Abacus.

#### 3.1.2 Products

As a business it is very crucial to track and report the purchases of your products and services, Abacus enables the businesses to drill down on the purchases using multi-faceted reports and drill into details at the granular level.

#### 3.1.3 Purchase Price Books

#### 3.1.4 Special Prices

Abacus offers the flexibility to have supplier specific price books in order to ease the data keying operations while invoicing the suppliers.

#### 3.1.5 Purchase Orders

Place the orders to suppliers in easy 2 step process that enables efficient order management process.

Convert the existing orders to invoices in a click for faster order to invoice process.

#### 3.1.6 Purchase Invoices

Book all your purchases in a easy 2 step process which directly posts the data to the nominal ledgers.

Credit and Allocate your invoices using a single action to pass the contra entries in your nominal ledgers.

Abacus reduces the overhead to accountants by auto posting the FX Gains / Losses.

#### 3.1.7 Purchase Credits

Easy 2 step process to raise outstanding credits against any supplier accounts.

Allocate the outstanding credits to any invoice in a click of a button.

Abacus reduces the overhead to accountants by auto posting the FX Gains / Losses.

#### 3.1.8 Purchase Payment on Account

Capture all the advance and overpayments made to suppliers in a easy 2 step process to applicable bank accounts.

Allocate the outstanding credits to any invoice in a click of a button.

Abacus reduces the overhead to accountants by auto posting the FX Gains / Losses.

#### 3.1.9 Purchase Payments

Capture all the payments made to the suppliers in a single click of button with applicable exchange rates auto populated in a single action.

Abacus reduces the overhead to accountants by auto posting the FX Gains / Losses.

### 3.1.10 Purchase Refunds

Abacus offers the flexibility of refunding the outstanding credits at applicable exchange rates auto populated in a single action.

Abacus reduces the overhead to accountants by auto posting the FX Gains / Losses

## 4 Bank

### 4.1 Bank Module Features

#### 4.1.1 Bank Accounts

Easy to create and maintain the bank accounts linked to specific nominal codes.

Abacus Supports bank accounts in various currencies.

#### 4.1.2 Bank Transfers

Bank Transfers have got never this easy, transfer from one bank account to another in a single click of button.

#### 4.1.3 Bank Payments

Abacus gives the flexibility to record the payments done through the bank accounts against a particular customer/supplier with applicable taxes.

#### 4.1.4 Bank Receipts

Abacus gives the flexibility to record the payments received through the bank accounts against a particular customer/supplier with applicable taxes.

#### 4.1.5 Bank Statements

Abacus offers intuitive and simple to use bank statement upload facility with simple csv format that can be filled out with no confusions.

#### 4.1.6 Bank Reconciliation

One of it's kind bank reconciliation process native to salesforce.

Abacus Bank Reconciliation Algorithm segregates the transactions into receipts and payments and auto matches the bank statement up to 3 transactions.

#### 4.1.7 Reconciliation Reports

One of its kind reconciliation report matching the statement balance and the book balance with all transaction details.

#### 4.1.8 Bank Nominal Transactions

View all the transactions happening around a bank account with running balances and reconciliation status which is a handy tool for the bank clerks to track the funds.

#### 4.1.9 Bank Revaluations

Revalue your foreign currency bank accounts with respect to user defined exchange rates which automatically posts the bank gain / loss to the nominal ledgers.

## 5 Period End

### 5.1 Period End Features

#### 5.1.1 Companies

Maintain Multi Company in a hassle free environment enabling the business to track and report the financials in an effective way.

#### 5.1.2 Nominal Codes

Abacus offers a structured chart of accounts which helps the businesses to extract the financial reports in accordance to IFRS in a single click of button.

#### 5.1.3 Currencies

Abacus supports multiple currencies enabling the organizations to handle international transactions.

#### 5.1.4 Currency Exchange Rates

Abacus possess the capability to maintain different exchange rates between any currencies, automating the exchange rate keying in at the time of generating the transactions.

#### 5.1.5 Financial Years

Abacus offers a unique feature where in the businesses can maintain their financial years and also extend or shorten the financial years on need basis.

#### 5.1.6 Periods

Accounting periods are the building blocks for the financial years which can be user defined and are flexible.

#### 5.1.7 Manual Journals

Key in any data to the nominal ledgers as on when need arises enabling the businesses to deal with ongoing financial statistics.

#### 5.1.8 Analysis 1 Codes

Abacus has got various reports based on analysis codes which can be keyed in from any transactions to drill down on any specifics.

#### 5.1.9 Analysis 2 Codes

Abacus has got various reports based on analysis codes which can be keyed in from any transactions to drill down on any specifics.

#### 5.1.10 Prospects

Connect your sales teams and other various departments with the finance team to collaboratively work on your prospective customers.

## 6 VAT

### 6.1 VAT Features

#### 6.1.1 VAT Codes

Abacus comes with Pre-configured VAT Codes compliant with the HMRC Mandates enabling the UK Businesses to deal with various VAT Processes.

#### 6.1.2 VAT Configuration

Define the VAT Periods followed in your organization, if your business is having multi company needs Abacus offers the flexibility to maintain different VAT periods across different companies.

#### 6.1.3 Prepare VAT Returns in both Cash and Accruals Schemes

One of its kind solution on salesforce offering accountants to prepare VAT returns in a single click of button in accordance with both Cash and Accruals VAT.

#### 6.1.4 VAT Audit Report

Drill Down into your VAT Returns for any clarifications and trace anomalies using VAT Audit report which categorizes the transactions included using VAT Codes.

#### 6.1.5 Submit VAT Returns

Submit VAT Return is a feature that helps accountants immensely to finalize the VAT Return before the return is filed to HMRC.

#### 6.1.6 EC Sales Report

Report all your EC Sales in a single click of button without having to search through all transactions, along with VAT Report.

#### 6.1.7 EC Sales Audit Report

Audit your EC Sales as you did for your VAT Return using Audit report that categorizes the transactions by VAT Codes.

## 7 Financial Reports

### 7.1 Financial Reports Features

#### 7.1.1 Profit & Loss - Monthly

Get a View a of all your Profit & Loss accounts organized by months on a single screen with flexible drill down capabilities.

#### 7.1.2 Profit & Loss - Cumulative

Abacus also offers the P&L Report cumulatively adding up all P&L accounts for the financial year with flexible drill down capabilities.

#### 7.1.3 Balance Sheet

Abacus has an effective way presenting the balance sheet in most readable format at the same time giving the flexibility to users to compare the data with different accounting periods.

#### 7.1.4 Accounts Receivable

Track all your Debtors in a single place with capabilities to drill down on every single transaction.

#### 7.1.5 Accounts Payable

Track all your Creditors in a single place with capabilities to drill down on every single transaction.

## 8 Salesforce Reports

### 8.1.1 Sales Credit Control

Reports built using salesforce reporting engine enabling the users to slice and dice the financial data pertaining to credit control.

### 8.1.2 Sales and Profit Performance

Reports built using salesforce reporting engine enabling the users to slice and dice the financial data pertaining to sales and profit performance control.

### 8.1.3 Purchase Control

Reports built using salesforce reporting engine enabling the users to slice and dice the financial data pertaining to purchase control.

### 8.1.4 Treasury Management

Get a holistic view of all your bank accounts, statements and reconciliation status with best in class representation using salesforce reports.

### 8.1.5 Office Profitability

Configure the reports that sheds light on each location of your business to get sharper insights to improve the efficiency of the processes.

### 8.1.6 Period End

Accountants need not spend days together gathering the data and prepare the reports to deal with their Month end and Year end activities, Abacus comes with pre-configured suite of reports to help accountants with the data that is critical for their functions.

Also automating the Month End and Year End Activities.

## 9 Dashboards

### 9.1.1 Management Dashboards

Abacus Dashboards that are specifically built to present the financial health of the organization to the upper management Using Best in class Visualization of the data.

### 9.1.2 Analytical Dashboards

Abacus has a suite of dashboards for the middle management to analyse and improve the processes of the organization which are updated in real time.

### 9.1.3 Operational Dashboards

Abacus operational dashboards are aimed to improve the data accuracy by providing real time insights into the data keyed in by clerks and executives thus avoiding the financial data debt on the system.