Quantum Accounting

Fully Integrated
Accounting Software
for Service Industries

What is New in Quantum V6.0

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WHAT IS NEW IN QUANTUM V6.0

This document is intended for users who are familiar with previous versions of Quantum and discusses the more prominent changes made in Quantum V6.0. The document attempts to reduce the effort required for experienced Quantum users to take advantage of the new features in Version 6.0.

Program Changes to be aware of

Many screens and menus have been re-organised to streamline functionality and make the system more intuitive to use. Most of the changes are transparent and do not need explaining. However a few arrears are worth discussing:

Changing the Status of Customers and Creditors

In previous versions the way to change the Active/Inactive status of Customers was to put the customer in Modify mode, change the Status field and then click on the Save button. In V6.0 this is handled via a new Change Status option accessed from the context menu of the Customer Maintenance browse screen. The same applies for changing the Status of Creditors.

Remembering Form Sizes and Positions

In previous versions if you wanted Quantum to remember the positions and sizes of the forms you use it was necessary to change some flags in User Preference Settings. This is now the default behaviour of the system and the opposite situation applies, i.e. the setting only need to be changed if you do not want the system to remember forms sizes and positions.

Access to Notes and Alarms

Forms that catered for the maintenance of Notes and Alarms no longer display this information in a special tab within the detail page of the form. This applies for Customers, Creditors, Service Items, Projects and the Contact List. Instead, Notes and Alarms are now maintained in external dedicated forms. Access to the new Notes and Alarms forms is discussed in relevant sections below.

Access to Custom Fields

What used to be known as User Defined Fields has been completely revamped for the sake of efficiency of storage and ease of use and is now called Custom Fields. As with Notes and Alarms the display and maintenance of Customs Fields is no longer part of the host form (e.g. Customer Maintenance) but is instead handled through external dedicated forms. Access to the new Custom Fields forms is discussed in relevant sections below.

Recording Event History

The Event History function has been modified and Quantum will no longer keep track of events like the opening and closing of companies and the printing of reports. This is because such events are relatively harmless but substantially add to the size of the Event History database.

Function Key change

In previous versions browse screens used the key combinations Alt-P and Ctrl-F to activate the Name/Description search function. In Version 6 only Ctrl-F will be used for this purpose, thereby freeing Alt-P for use elsewhere.

Removed Print To Excel functionality

In previous versions Quantum allowed any report or document to be routed to a PDF or Excel file. However the layout of some reports made then completely unsuitable for exporting to Excel and only served to frustrate recipient of the reports (e.g. accountants and IRD agents). Version 6 no longer allows reports to be exported to Excel if their layout is not suitable.

Program Enhancements

Global Changes

- Printing to Excel
  When exporting reports to Excel the resulting spreadsheet has been optimised for subsequent handling by removing all page-breaks, sub-totals and character formatting

- Accessing Print-to-File reports
  After exporting a report to PDF or Excel the resulting file can be quickly located by clicking on a new Print-to-File button instead of searching for the file with Windows Explorer. The Print-to-File button is located on the bottom-right of the Quantum desktop, to the left of the Quantum Emailer button.

  The system now uses a reserved folder to store all exported reports. We recommend this be left unchanged unless you have a strong reason to change it. Note that should you change the destination folder when exporting any report, the folder you have selected will become the new default folder for all future reports.

- Purging Transaction History
  A function has been provided to discard historic data that goes back beyond any threshold date you specify. However, for the sake of reporting integrity only data that is older than 3 years can be purged. This function is accessed from the Maintenance drop-down menu.

- Easier Access to Historic Transactions
  Every data-entry form has a History button that provides immediate access to historic transactions entered through the same form. Beta testers of Version 6 have found this function to be especially useful on the Cashbook Expenses Transactions form. When initially activated the History Form displays only transactions dated from the start of the current financial period. However filter options at the top of the form provide the ability to specify any date range. The history can also be accessed by pressing the F6 key.

- Repeating Historic Transactions
  With the exception of Customer and Creditor journals all historic transactions can be quickly re-processed using a new Repeat Transaction function. The Repeat Transaction function is accessed by right-clicking on the required transaction or by pressing the Ctrl-R key combination.

- Entering or Editing Transactions in a Closed GST Period

Transactions dated in a closed GST Period can be edited provided the affected financial period is still open. Similarly, you are able to enter new transactions dated in a closed GST Period.

- Colour Schemes
  You can define and store any number of Colour Schemes for use on data-entry and browse screens. The Colour Schemes function is accessed from the User Preferences settings form. You can quickly switch from one colour scheme to another by pressing the Ctrl-F2 key combination. The function is also accessible by mouse from the Quantum Navigator menu.

Bank Management Module

- Bank Statement Importing
  Bank Account transactions can be imported from most online banking systems and automatically reconciled against transactions entered in Quantum. Use of the Bank Statement Importing function is documented in detail in the User Manual. We strongly recommend a perusal of this part of the manual before attempting to use the statement importing function.

- Validation of Bank Reconciliation at Month-End
  The Period-End function has been changed to guard against the Bank Reconciliation system going out of sync with the General Ledger. If your data is already out of sync be aware that after installing the V6.0 upgrade you will not be able to process a Period-End until the error has been rectified. Depending on how long the error has been in place you might need to contact our support desk or your Quantum consultant to help provide a remedy.

Cashbook Module

- Confidential Codes
  V6.0 provides the ability to hide confidential transactions (e.g. payroll) from access by authorised operators. The following 2 steps are necessary to take advantage of this function:

  - On the Expense File Maintenance form locate the codes whose transactions you wish to hide. Right-click on the affected row to activate the Context Menu then click on the option Hide Item with the left mouse button. Repeat this step for each of the Item Codes you wish to hide.

  - Open the Access Rights Maintenance form and un-tick the option Access to Hidden Item Code for all the access groups that are now allowed to see the hidden codes.

  With this protection in place unauthorised operators will not be able to access the hidden code or their related history.

- Quick Transaction Entry with Repeat Transaction function
  Any transaction appearing on the Cashbook Income/Expense Transactions form can be quickly re-processed by pressing the Ctrl-R key combination or by selecting the Repeat Transaction option from the context menu (right-click).

- New Function Key for Recurring Transactions

The “Run” function of Recurring Cashbook Transactions can be executed with the Alt-R key combination.

- “No Cost Centre Allowed” flag
  A new flag has been added to Income/Expense items to disallow the use of Cost Centres on related transactions.

General Ledger Module

- Creating or Deleting Multiple Accounts with a Single Action
  The Chart of Accounts maintenance form provides the ability to simultaneously create a group of accounts that mirror an existing accounts tree, i.e. a parent accounts and its underlying sub-accounts.

  Similarly, you are able to delete an account groups that is no longer require.

  Both these function are accessed by right-clicking on the parent account of the group you wish to copy. The functions only work while the Chart of Accounts screen is in Tree View mode.

- Notes on GL Journals
  The GL Journals maintenance form provides the ability to attach explanatory notes of any size when recording new journals. The notes can be subsequently accessed when viewing history (e.g. during drill-downs).

- Automatic Handling of GST
  The GL Journals form provides the option to automatically calculate GST and generate the necessary journal entries. The function is purely a data-entry aid and does not alter the way transactions are stored or audit trails printed.
  To take advantage of this option you need to tick the Automatic GST Handling checkbox on the browse screen before initiating a new journal entry.

- New GL Reports

  - Monthly Account Activity Report
    This is a spreadsheet style report that shows the activity of each account in 12 columns across the page, each column representing one month’s activity

  - Monthly Performance Report
    This report is similar to the Monthly Activity Report but includes only Profit/Loss accounts and performs profit/loss calculations. The report supports the use of Taglists and provides the ability to measure the performance of a selected group of accounts.

- GL Report Enhancements

  - The Accounts Activity report has the option to include non-active accounts.
  - The Profit/Loss report has an option to include a Budget column

- Exporting GL Activity

  The activity of all accounts can be exported to a CSV or Excel file for subsequent analysis with Excel or for importing into external systems for auditing purposes. The resulting file is also suitable for importing into Accounting Practice systems. The GL Activity Export function can be accessed from the Options button.

- Cost Centre Changes

  - The Cost Centre code has been increased to 8 characters
  - The Cost Centre code can be changed via a new Change Code function.
  - Taglist handling on the Cost Centre Maintenance form has been improved and supports the ability to save Taglist for later use.

Accounts Receivable Module

- Easier Access to Outstanding Invoices
  The outstanding invoices of any customer can be accessed directly from the Customer Maintenance browse screen. Simply click on the Balance column while holding down the Ctrl key. Quantum will respond by displaying the selected customer's outstanding transactions in a new pop-up form. The new form supports the usual functions like Print List, Reconciling Credits etc.

- Easier Access to Notes and Alarms
  The Customer Maintenance browse screen has two new columns to indicate the presence of Notes and Alarms for all listed customers. A small tick in the Notes column indicates that the affected customer has active notes. The notes can be accessed quickly by using the Ctrl-N key combination or by clicking on the tick while holding down the Ctrl key. Quantum will respond by displaying the affected customer's notes within a new pop-up Notes Maintenance form.
  Alarms can be similarly accessed by using the Ctrl-A key combination or by clicking within the Alarms column while holding the Ctrl key down.

- More Efficient Access to Custom Fields
  As discussed at the start of this document Custom Fields have replaced what used to be known as User Defined Field and the information is handled through new Custom Fields forms. The new forms can be individually sized to suit the purpose at hand.
  As with Notes and Alarms a new column has been added to the Customer browse screen to indicate the presence of Custom Fields for individual customers and a small tick in this column indicates that the affected customer has some Custom Field information. The information is accessed by clicking within the Custom Fields column while holding down the Ctrl key.
  Custom Fields information can also be accessed from within the detail page of the Customer Maintenance form by clicking on the Custom Fields button.

- Quick Transaction Entry from the Customer Maintenance Form
  The Customer Maintenance browse screen provides the ability to enter any of the following transactions against the currently selected customer:
  - Invoice
  - Credit Note
  - Quick Invoice
  - Receipt

  The transaction recording functions can be accessed from either the Options button or the context menu. You can also use the following shortcut keys combinations:
  - Ctrl-I for invoices
  - Ctrl-P for Receipts

- Quick Transaction Entry from Transaction Maintenance Forms
  The following forms provide a Repeat Transaction function:
  - Customer Invoices

- Customer Credit Notes
- Quick Invoices
- Customer Receipts

Any transaction appearing on the browse screen of the above forms can be quickly re-processed by pressing the Ctrl-R key combination or by selecting the Repeat Transaction option from the context menu (right-click).

- Customer Statement Changes
  - The statement printing function provides the ability to create a log of all printed statements. The log file can be in Excel or CSV format and shows each customer's Code, Name, Phone Number, and Outstanding Balance and indicates whether the statement was printed or emailed.

  - The statement printing function can be configured to leave a tag all customers for whom a statement was produced. This is handy for the subsequent printing of address labels or similar related function.

- Emailing Invoices and Quotations
  When emailing invoices or quotations you have the option to compose a message to be displayed in the email body. You also have the ability to attach up to 4 additional files (documents) to be delivered with the emails.

Accounts Payable Module

- The Invoice Numbers and Purchase Order Numbers have been increased to 10 alpha-numeric numbers

- System allocated Purchase Order numbers can be overridden with any alpha-numeric operator entry.

- Easier Access to Outstanding Invoices
  See Accounts Receivable Module above

- Easier Access to Notes and Alarms
  See Accounts Receivable Module above

- More Efficient Access to Custom Fields
  See Accounts Receivable Module above

- Quick Transaction Entry from the Creditor Maintenance Form
  See Accounts Receivable Module above

- Quick Transaction Entry from Transaction Maintenance Forms

  The following forms provide a Repeat Transaction function:
  - Invoices
  - Credit Notes
  - Payments

  Any transaction appearing on the browse screen of the above forms can be quickly re-processed by pressing the Ctrl-R key combination or by selecting the Repeat Transaction option from the context menu (right-click).

Time & Cost Module

- The Time & Cost forms provide access to historic transactions via a new History button. Transactions belonging to a closed period will no longer be included in the transaction browse screen unless they remain un-billed.

- No-Charge Events
  When entering Time events you can mark the transaction as non-chargeable. Such events will not affect the WIP account in the General Ledger and cannot be invoices. However they will be included in Resource Performance measurements as well as Project Profitability calculations.

- Optional GL Posting
  As option has been provided to turn off the GL Posting of Time & Cost transactions. This provides the ability to use Time & Cost without having to maintain the Opening Balance/Closing Balance of the WIP account.

Project Module

- The Effect of Time & Cost Transactions
  Time & Cost transactions are now taken into account when calculating project profitability. The Time & Cost component is identified separately on screens and reports.

- Easier Access to Notes and Alarms
  See Accounts Receivable Module above

- More Efficient Access to Custom Fields
  See Accounts Receivable Module above