



*Omni Getting
Started Manual*



switched on accounting

Omni Getting Started

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Install & Register

Install and Register

- When you initially install Omni Accounts, it will display as being 'Unregistered'.
- The software will prompt you to generate a registration number which you should do.
- This Registration number must then be sent to support@omniaccounts.co.za. To do this, follow the on screen instructions.
- If, for some reason you did not send the Registration Number, then select **Switchables | Send Registration Info** and follow the on screen prompts.
- You will then receive an email back which contains your Serial Number. To install this, go to **Switchables | Change Serial Number** and then follow the instructions in the email to copy and paste the serial number into the software.
- Once the serial number has been entered, then the bundle and switches you have purchased will be available.
- If you have to re-install Omni Accounts again, on the same computer or on another computer, a different Registration Number will be generated. You will then have to repeat the process of sending this new Registration Number to support@omniaccounts.co.za as you will need a new Serial Number.

Omni Programs

After you have installed Omni Accounts, you will have two icons on your desktop.



Omni Control Centre

This program performs the following functions plus more:-

- Create & maintain users
- Create and maintain user permissions
- Create a company database
- Restore a company database from a backup



Omni Accounts

This program logs into a specific company database. Some of the functions it performs are:-

- Create & maintain Customers

- Create & maintain Suppliers
- Create & maintain Stock Items
- Create and maintain Nominal (General) Ledger accounts.
- Invoicing
- Banking
- Reporting

Users

When you install Omni Accounts, one user account is created. The user name is **Admin** and there is no password (password is blank). This user has a User Role of 'Administrator', which means that this user has permission to perform all functions. The user cannot be deleted but the password can be changed.

Users

- Log into Omni Control Centre
- Select **User | List Users**
- This will display a list of all current users
- Use the 'New' icon to create a new user 
- Assign a relevant role to the new user.
- Click 'OK'
- You will be asked if you wish to create a password for the user. Select 'Yes' if you wish to do this. Leave the current password blank and enter the new password.
- You can then specify which companies this new user can access.

User Roles

- Log into Omni Control Centre
- Select **User | User Roles | List User Roles**
- This will display all the current User Roles.
- Double click on a Role to edit it or use the 'New' button to create a new User role.

You can create as many users as you wish, but you will be restricted to only using one user at a time to log into Omni Accounts unless you purchase additional user licences.

Be careful if you change the password for Admin. If you forget the password you may have to re-install or contact The Omni Support Centre for assistance.

Creating Companies

Create a Company

Omni Accounts installs with two fully featured demo companies but you must create your own company before you start any live processing.

- Log into Omni Control Centre
- Select **Company | New Company**
- Type in the name of your company and click **'Next'**
- Fill in your company's official name and postal address and click **'Next'**
- Click **'Add'** if you wish to add a delivery address for your company.
- Fill in the contact information. This information can be printed on your Invoices and Statements. Then click **'Next'**.
- Select the country as 'South Africa'. This setting defines which VAT regulations the system will use.
- Select your Currency. This will be ZAR if you are in South Africa.
- Select a default Unit of Measure applicable to the type of stock you sell.
- These company details can be amended at a later stage.
- Click **'Next'** to set up your VAT status.

VAT

During the process of creating your company you need to define if it is registered for VAT or not. These settings can be changed at a later stage.

- Select whether your company is registered for VAT or not.
- If you select that the company is VAT Registered then you will have to enter
 - The company VAT Registration number. This is printed on all your Invoices.
 - The VAT Method which is normally 'Invoice Method' but can also be set to 'Cash Accounting' which is the same as the Payments Method.
 - Select the default VAT Code. We suggest you leave this as 1.
- Click **'Next'** to select a Chart of Accounts.

Chart of Accounts

When you create a new company Omni Accounts gives you the option of selecting a Chart of Accounts. These accounts are the accounts that are used to print the Income Statement and Balance Sheet reports.

We **strongly recommend** that you use a preconfigured chart of accounts.

- Select the Preconfigured chart of accounts options

- Select the most relevant chart from the drop down list. If you are unsure then use the 'Generic Small Business' chart.
- Click '**Next**' to set up your financial periods.

Periods

You will need to define the start date of your current Financial Year.

- Select the year that your current Financial Year starts in. This will be the Financial Year into which you will be capturing data.
- Select the month that is the first month of your current Financial Year. For many South African companies the first month of their Financial Year is March. Other common months are July or January. Check with your accountant if you are unsure.
- Leave the 'Use calendar months to generate periods' ticked. This should only be changed if you close your monthly accounts on a day other than the last day of each month.
- Click '**Next**'
- You will then see a screen with three tabs which looks much like this

Period No	Description	Start Date	End Date
1	March	01/03/2013	31/03/2013
2	April	01/04/2013	30/04/2013
3	May	01/05/2013	31/05/2013
4	June	01/06/2013	30/06/2013
5	July	01/07/2013	31/07/2013
6	August	01/08/2013	31/08/2013
7	September	01/09/2013	30/09/2013
8	October	01/10/2013	31/10/2013
9	November	01/11/2013	30/11/2013
10	December	01/12/2013	31/12/2013
11	January	01/01/2014	31/01/2014
12	February	01/02/2014	28/02/2014

- The first tab is your **previous** Financial Year, the second tab is your **current** Financial Year and the third tab is your **future** Financial Year.
- If you need to go back at any stage, click '**Previous**'
- Once you are happy that you have selected the correct periods and dates click '**Finish**'
- Your company will be created.
- If you have multiple users you will be given the option to select which users can access this company.

- You will then be asked if you wish to log into Omni Accounts to start using the company.

Log into a Company

Logging In

- Double click the Omni Accounts icon on your desktop to log into your company. If you have just created a company then this first step will not be applicable. The system will display the Log In screen automatically.
- Select the correct company name
- Select the user name and password. Remember Admin has no password unless you change this.

Dates

The term Current Period refers to the period or month in which you need to process. You can process transactions outside of this period, but the Current Period should be the period in which most of your processing takes place. So for example if the date is 12th April and your Financial Year starts in March, then your Current Period should be set to 2 (April being the second period, where March is the first).

When the date becomes the 1st May, then you will move your Current Period to 3.

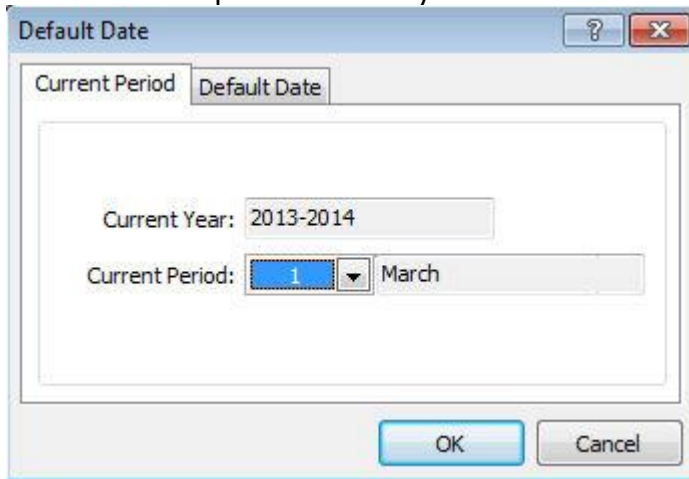
- When you log into a company Omni Accounts checks the Current Period of the company against the system date on your computer.
- If the system date on your computer falls outside the Current Period, then you will receive a warning message.
- Please read the Help Topic '**Omni Dates**' for more details.

Change Current Period

- If you are logging into a new company then your Current Period is probably set to March.
- Click on the Default Date button in the top menu.



- On the form that opens, click the '**Current Period**' tab
- Then select the period which is your Current Period.

A screenshot of a dialog box titled 'Default Date'. It has two tabs: 'Current Period' (selected) and 'Default Date'. The 'Current Period' tab contains a text field for 'Current Year' with the value '2013-2014' and a dropdown menu for 'Current Period' with the value '1' and the text 'March' to its right. At the bottom of the dialog are 'OK' and 'Cancel' buttons.

- Click '**OK**'

Customers

Before you can start processing any invoices on a company, you must have created at least one Customer Account.

- Select **Customers | Customer Accounts | New Customer Account**
- A form will display which allows you to input details of your customer.
- Give the Customer an account number. See the Help Topic '**Suggestions for Creating Codes**' for advice on how to set up your codes.
- Press **F1** with your cursor in any field on any of the tabs on the form will open the relevant Help Topic for details on the fields on that tab.
- Once you have captured all the information, click '**Save**'
- You will be asked if you wish to create Contacts.
- If you select 'Yes', then click the 'New' icon and fill in the information for the contact for the account.
- Click '**OK**'

- The Category will default to 'Not Specified'. You can set up your own Categories, such as Sales and Accounts by just typing in the name.

The screenshot shows a dialog box titled "Link Contact To". Inside, there is a section labeled "Contact For" with three dropdown menus: "Module" set to "Customer Account", "Account" set to "BO01" and "HO" (with "Botha Contractors" text to the right), and "Category" set to "Accounts". A red arrow points to the "Accounts" dropdown. At the bottom right are "OK" and "Cancel" buttons.

- Click '**OK**' to close the form.
- You can also List all the Customer Accounts by selecting **Customers | Customer Accounts | List Customer Accounts**
- If you process Cash Sales, then we suggest you create a Customer Account called Cash Sales.
- You can also import Customer Accounts. See Help Topic '**Import Customer Accounts**'

Suppliers

Creating Supplier Accounts allows you to capture Invoices you receive from your Suppliers. You can then see how much you owe each Supplier and easily reconcile statements the suppliers send you. Processing Suppliers Invoices can also be used to update stock items at the same time.

- Select **Suppliers | Supplier Accounts | New Supplier Account**
- A form will display which allows you to input details of your supplier.
- Give the Supplier an account number. See the Help Topic '**Suggestions for Creating Codes**' for advice on how to set up your codes.
- Press **F1** with your cursor in any field on any of the tabs on the form will open the relevant Help Topic for details on the fields on that tab.
- Once you have captured all the information, click '**Save**'
- You will be asked if you wish to create Contacts. This works in the same way as Contacts for Customers and you can link one Contact to both a Supplier and Customer.
- You can also List all the Supplier Accounts by selecting **Suppliers | Supplier Accounts | List Supplier Accounts**
- You can also import Supplier Accounts. See Help Topic '**Import Supplier Accounts**'

Bank Accounts

You need a Bank Account to capture receipts and payments which reflect in your actual Bank Account. You may also have a Petty Cash account if you work with cash. You can also set up and control your Credit Cards via an Omni Bank Account. If you chose a preconfigured Chart of Accounts when you created your company, then three Bank Accounts will be created already. If you set up your own chart then refer to the Help Topic '**New Bank Account**'.

Edit Bank Account

- Select **Banking | Bank Accounts | List Bank Accounts**
- A list of the bank accounts will display.
- Double click on an account to edit its details.
- Press **F1** with your cursor in any field on any of the tabs on the form will open the relevant Help Topic for details on the fields on that tab.

Stock

If you purchased Omni Stock Control (Trader bundle and higher) then you will be able to set up Stock Items. These Stock Items hold, amongst other information, a description, selling prices, cost prices and levels. You can also set up Stock items which are 'service' items for services you sell, such as Labour.

Some basic reasons for using Stock Items are:-

- Process invoices quickly. You just select the Stock Code and all the information is already there.
- Control your stock to help prevent stock losses and to assist with re-ordering.
- Control Cost and Selling Prices.

Create Stock Items

- Select **Stock | Stock Items | List Stock Items**
- This will list all the Stock Items already created.
- Click the '**New**' icon.
- A form will display which allows you to input details of your stock item.
- Give the Stock item a code. See the Help Topic '**Suggestions for Creating Codes**' for advice on how to set up your codes.
- Press **F1** with your cursor in any field on any of the tabs on the form will open the relevant Help Topic for details on the fields on that tab.
- Once you have captured all the information, click '**Save**'
- You can also import Stock Items. See Help Topic '**Import Stock Items**'

Take-On Balances

Customer Take-Ons

Once you have created all your Customer Accounts you may need to take on their opening balances. These are the amounts your customers owed you before you started using Omni Accounts. See the Help Topic '**Customer Opening Balances**' for detailed information.

There are two ways of doing this.

Opening Balances. This method just puts a single value into the various ageing periods.

- Select **Customers | Customer Accounts | Take On Customer's Opening Balances**
- Enter the account number for the customer.
- You can then enter the amounts that are owed into the different ageing periods

November plus	December	January	February	Current	Balance
0.00	0.00	0.00	0.00	0.00	0.00

- Click '**Update**' to save the information.
- Processing an Opening Balance for an account which has existing values will **NOT** amend the values, the values will be added onto existing values.

Journal Invoices. This method allows you to capture individual outstanding invoices per customer.

- Select **Customers | Customer Accounts | Customer Journal Entries | Customer Journal Invoice**
- Enter the account number for the customer.
- Select the date of the invoice.
- Enter the reference number.
- Enter the amount. If you are VAT Registered, then this should be the full VAT Inclusive amount
- Set the VAT Code to 'Z'

- Set the Revenue Account to 'ZZZZZ' Default Suspense Account.

The screenshot shows a software window titled "Posting Customer Journal Invoice". It contains a "Details" section with the following fields:

- Customer: MA01 (dropdown), HO (dropdown), Makoshi Supplies
- Entry Date: 13/03/2013 (calendar icon)
- Age Date: 13/03/2013 (calendar icon)
- Reference: I4589
- Statement Description: Goods
- Amount (Exd): 256.98 (currency icon)
- VAT Code: Z (dropdown), Not Registered [0%]
- VAT Amount: 0.00 (currency icon)
- Amount (Ind): 256.98
- Revenue Account: ZZZZZ (dropdown), Default Suspense Account

 At the bottom right, there are "Process" and "Cancel" buttons with a green arrow icon between them.

- Click '**Process**' to process the transaction.

You can also import opening balances. See Help Topic '**How Do I? Import Customer Data**'

Supplier Take-Ons

Once you have created all your Supplier Accounts you may need to take on their opening balances. These are the amounts you owed your suppliers before you started using Omni Accounts. See the Help Topic '**Supplier Opening Balances**' for detailed information.

There are two ways of doing this.

Opening Balances. This method just puts a single value into the various ageing periods.

- Select **Suppliers | Supplier Accounts | Take On Supplier's Opening Balances**
- From here the method is the same as for Customers.

Journal Invoices. This method allows you to capture individual outstanding invoices per customer.

- Select **Suppliers | Supplier Accounts | Supplier Journal Entries | Supplier Journal Invoice**
- From here the method is the same as for Customers.

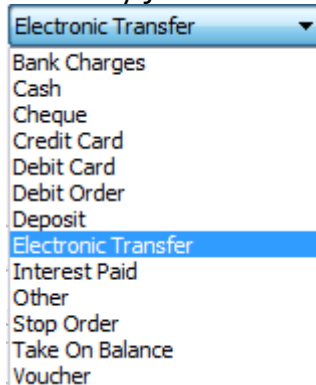
You can also import opening balances. See Help Topic '**How Do I? Import Supplier Data**' or '**Purchases Journal Batch Import**'

Banking Take-Ons

You may need to enter the opening balances for your Bank accounts. Normally this is done from a Bank Reconciliation (either manual or from your previous software).

See the Help topic '**Take on Bank Account's Opening Bank Balances**' for detailed information.

- Select **Banking | Take on Bank Account's Opening Balances**
- Select the relevant Bank Account
- To enter the balance, choose 'Receipt' if your bank balance is a positive amount i.e. you have money in the account and 'Payment' if the balance is negative or in overdraft.
- Select the 'Take On Balance' type.
- Select the date for the Take On amount.
- Enter the balance amount.
- Click 'Process' to save the transaction.
- Any unreconciled transactions on your Bank Reconciliation should be entered in the same way just use the other types and not the 'Take On Balance' type.



Stock Take-Ons

If you are going to use Omni Stock Control to control your stock levels, then you will need to take-on the stock you have already purchased.

There are two methods.

Stock Journal Entries. These entries will let you receipt or issue stock items.

- Select **Stock | Stock Journal Entry**
- Select the Transaction Type, which for a Take On would be either receipt, Issue, Adjustment In, Adjustment Out.
- Select the Stock Code and Warehouse
- Enter a reference
- Enter stock quantity
- Click '**Update**' to process the transaction.

- These Stock Journal entries can also be imported. See Help topic '**Stock Journal Batch Imports**'

Stock Take. This function is a switchable feature. It offers quite a few options including importing, so please refer to the Help topic '**Stock Take Overview**' which describes the procedure in detail.

Nominal Ledger Take-Ons

This covers the Take-On balances for your Nominal Ledger Accounts which are made up primarily of your Profit & Loss and Balance Sheet accounts. These figures will come from your accountant, or from a previous software package.

You will do this Take-On using a Nominal Ledger Journal Batch.

- Select **Ledger| Journal Batches| New Journal Batch**
- Give the Batch a name e.g. 'Take-On'
- Set the date for these Take-On entries.
- Click in the grid and then fill in the fields. The VAT Code should be set to 'Z'.
- Press your Down Arrow to open up a new line.
- NB. You will not be able to select your Nominal Ledger Control Accounts. Instead post these amounts to the 'ZZZZZZ' Suspense account. See Help Topic '**Nominal Ledger Take On Balances**' for more detailed information on this.
- When you have finished, the Batch's debit and credit amounts should be the same, i.e. the Batch total is zero.
- Click on 'Post' to save and post the transactions in the Batch.
- See Help Topic '**Nominal Ledger Journal Entries**' for more detailed information about using Nominal Ledger Journal Batches.

Daily Processing

Daily Processing Overview

Once you have created your accounts you can begin to process transactions in your company. There are many functions provided by Omni Accounts but in this booklet only the very basic functions are mentioned.

Sales Invoices

This option allows you to process Invoices which you send to your customers. If you set your company up as VAT Registered, then they will be Tax Invoices. See the Help Topic '**Customer Document Overview**' for detailed information on Invoices and other Customer Documents.

The reference numbers that will be used for Sales Invoices and other documents are set up in Customer Options. Select **Customers | Change Customer Options** - select the '**Documents**' tab and the sub-tab '**Printing and Reference Numbers**'.

Sales Invoices

- Select **Customers | Invoices | New Sales Invoice**
- A form will open.
- Select the Customer Account number (Press **F2** to open up a comprehensive Search option)
- Fill in the overall information such as the Invoice Date and Customer Order Number in the first tabs.
- The Lines tab is where the invoice line items are added.
 - **Add Stock**. This option will allow you to add stock items onto the invoice. The level of the stock item will be reduced by the quantity you enter.
 - **Non Stock**. This option allows you to capture a line on the invoice which is not a Stock Item.
- The Totals tab allows you to check the overall invoice totals.
- Click '**Invoice**' to process the invoice.
- A form allowing you to print the Invoice opens. You can select your printer and different stationery formats. See Help Topic '**Printing a Customer Document**' for detailed information.
- Once an Invoice has been processed it cannot be changed. The invoice can be re-printed in a different format but the details cannot be altered.

Credit Notes. These can be used when a Customer returns goods or when an invoice has to be reversed because of errors.

- Select **Customers | Credit Notes | New Credit Note** for a new Credit Note or **Customers | Credit Notes | Credit an Invoice** to create a Credit Note from an existing Invoice.

- The format is the same as for Customer Invoices.
- Choose to allocate the Credit Note to the Invoice once it has been processed.

Supplier Invoices

This option allows you to process Invoices which you receive from your suppliers. See the Help Topic '**Supplier Document Overview**' for detailed information on Invoices and other Supplier Documents.

Supplier Invoices

- Select **Suppliers | Supplier Invoices | Process a New Supplier Invoice**
- A form will open.
- Select the Supplier Account number (Press **F2** to open up a comprehensive Search option)
- Fill in the overall information such as the Invoice Date and Supplier Reference Number for the invoice in the first tabs.
- The Lines tab is where the invoice line items are added.
 - **Add Stock.** This option will allow you to add stock items onto the invoice. The level of the stock item will be increased by the quantity you enter.
 - **Non Stock.** This option allows you to capture a line on the invoice which is not a Stock Item.
- The Totals tab allows you to check the overall invoice totals.
- You can adjust the VAT Amount on the Totals tab to agree with the amount on the actual Supplier's Invoice. The difference will probably be due to rounding.
- Click '**Process**' to process the invoice.
- A form allowing you to print the Invoice opens. You can select your printer and different stationery formats. See Help Topic '**Printing a Supplier Document**' for detailed information.
- Once an Invoice has been processed it cannot be changed. The invoice can be re-printed in a different format but the details cannot be altered.

Credit Notes. These can be used when goods are returned to a supplier or when an invoice has to be reversed because of errors.

- Select **Suppliers | Supplier Credit Notes | Process a New Supplier Credit Note** for a new Credit Note or **Suppliers | Supplier Credit Notes | Credit Supplier Invoice** to create a Credit Note from an existing Invoice.
- The format is the same as for Sales Invoices.
- Choose to allocate the Credit Note to the Invoice once it has been processed.

Banking

This is where the following transactions are captured:-

- Receipts from Customers
- Payments to Suppliers
- Payments to Sundry Expense accounts

Receipts

- Select **Banking | Receipt**
- Select the Bank Account into which the funds have been placed. This could be your Current Account or a Petty Cash account.
- Select 'Receipt' and then the type e.g. EFT
- Enter a Reference number
- Enter the amount received.
- Enter a Narrative
- The Target ledger should be 'Customers'
- Select the Account Number of the Customer who has paid.
- Click '**Process**' to save and post the transaction. Note that if you click '**Save**' then the transaction is saved as a Batch transaction and the relevant accounts are not updated. See Help Topic '**Bank Batch Transactions**'
- Choose to allocate the receipt. See the Help Topic '**Why it is important to Allocate**'
- See Help Topic '**Add Banking Transaction**' for further detailed information.

Payments to Suppliers

- Select **Banking | Payment**
- Select the Bank Account from which the funds will be paid. This could be your Current Account or a Petty Cash account.
- Select 'Payment' and then the type e.g. EFT
- Enter a Reference number
- Enter the amount paid.
- Enter a Narrative
- The Target ledger should be 'Suppliers'
- Select the Account Number of the Supplier who you are paying.
- Click '**Process**' to save and post the transaction.
- Choose to allocate the payment. See the Help Topic '**Why it is important to Allocate**'
- See Help Topic '**Add Banking Transaction**' for further detailed information.

Payments to Sundry Expense Accounts.

- Select **Banking | Expense Payment**
- Select the Bank Account from which the funds will be paid. This could be your Current Account or a Petty Cash account.

- Select 'Payment' and then the type e.g. EFT
- Enter a Reference number
- Enter the amount paid. This is the VAT Inclusive amount.
- Enter a Narrative
- The Target ledger should be 'Nominal Ledger'
- Select the Account Number relevant to the money being paid e.g. Electricity.
- Select the correct VAT Code for the transaction.
- Click '**Process**' to save and post the transaction.
- See Help Topic '**Add Banking Transaction**' for further detailed information.

Correcting Banking Errors

- Select **Banking| Bank Accounts| Edit Bank Account**
- Select the Bank Account which contains the incorrect transaction.
- In the grid that opens, find the transaction.
- Right-click on the transaction and select '**Reverse Transaction**'
- A Banking Transaction will open which is the reverse of the transaction highlighted.
- Click '**Process**' to save and post the transaction.

Useful Information

Please refer to the following for useful information.

- Starting Over - If you have done some processing but feel you want to clear out all the transactions and start again without losing any of your accounts refer to Help Topic '**How do I start again**'
- Backups - It is **VERY** important to make regular backups of your data. You do not want to have to redo all your work. Refer to Help Topic '**Backup Overview**'
- Omni Grids - Learn to utilise Omni's grids. They are very powerful and will make your life easier. See Help Topic '**Working With Grids**'
- Month End - This is an easy process in Omni. Refer to Help Topic ' **Month End Checklist**'
- Year End - This is also an easy process. Refer to Help Topic ' **How Do I do A Year End**'
- Reports - Omni has powerful reporting capabilities. Refer to the Help Topic '**Report Writer Overview**'.
- See the 'Hints and Tips' that open each time you log into Omni or select **Help| Hints and Tips** for other useful information.
- Visit our website www.omniaccounts.co.za for information on Training Courses or to enquire about on-site training.



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