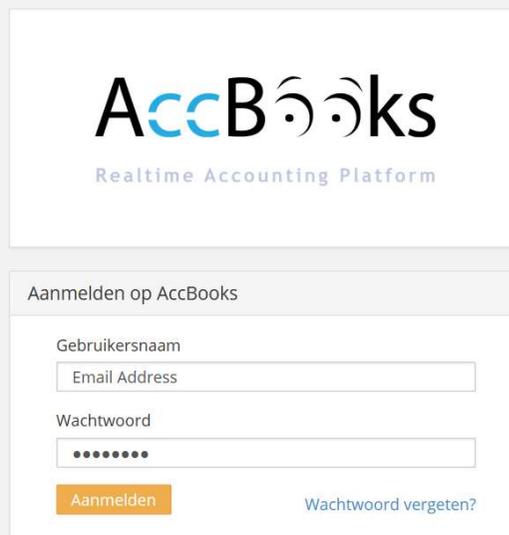


AccBooks

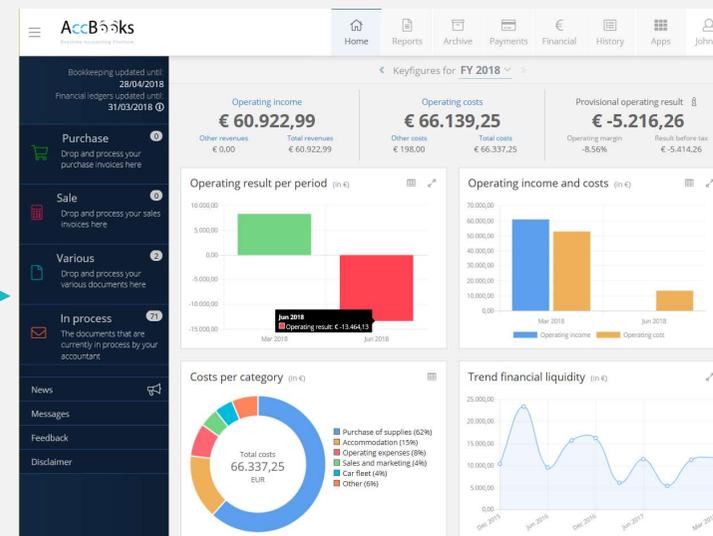
Realtime Accounting Platform

AccBooks Quick Start Guide - English

Log In To AccBooks



The login form features the AccBooks logo at the top. Below it, the title "Aanmelden op AccBooks" is followed by two input fields: "Gebruikersnaam" (Email Address) and "Wachtwoord" (Password). An orange "Aanmelden" button is positioned below the password field, and a blue link "Wachtwoord vergeten?" is located to its right.



You received your Log-In Details via email...
Enter these details in AccBooks

When you Log-In you will see Your Dashboard

The Dashboard

C. The access to your accounting

The dashboard displays the following key figures and charts:

- Operating income:** € 60.922,99
- Operating costs:** € 66.139,25
- Provisional operating result:** € -5.216,26

Operating result per period (Bar Chart):

Period	Operating Income	Operating Costs
Mar 2018	€ 60.922,99	€ 66.139,25
Jun 2018	€ 0,00	€ 198,00

Operating income and costs (Bar Chart):

Month	Operating Income	Operating Costs
Mar 2018	€ 60.922,99	€ 66.139,25
Jun 2018	€ 0,00	€ 198,00

Costs per category (Donut Chart):

Category	Percentage
Purchase of supplies	62%
Accommodation	15%
Operating expenses	8%
Sales and marketing	4%
Car fleet	4%
Other	6%

Trend financial liquidity (Line Chart):

Month	Financial Liquidity
Dec 2015	€ 10.000,00
Mar 2016	€ 23.000,00
Jun 2016	€ 10.000,00
Sep 2016	€ 15.000,00
Dec 2016	€ 16.000,00
Mar 2017	€ 5.000,00
Jun 2017	€ 11.000,00
Sep 2017	€ 5.000,00
Dec 2017	€ 11.000,00
Mar 2018	€ 11.000,00

A. Digitizing and forwarding your documents

- Purchase** (1) Drop and process your purchase invoices here
- Sale** (1) Drop and process your sales invoices here
- Various** (2) Drop and process your various documents here
- In process** (71) The documents that are currently in process by your accountant

B. The dashboard with your key figures and evolutions

D. Your Personal Settings

Digitizing and forwarding your documents in 3 Steps

1. Input your Documents

- The input and digitization of your documents within a digital mailbox is possible through multiple, easy to use, input channels.

2. Sending your documents to Accion

- You decide when you send which documents to Accion for processing. • At this level it is possible to edit your documents (splitting and merging of PDFs, adding instructions for us...

3. Processing the documents by Accion

- The documents, sent by you, are processed and validated by Accion and converted into bookings

4. Feedback From Accion

- You can always check the progress of your accounting on your online portal. • After the processing your documents, the key figures of your company are updated

1. Input Your documents

Input channels

Within AccBooks	Scanning	If you have a compatible (office)scanner at your disposal, you can control it from within the application.
	Upload	You can upload documents to your portal through the upload buttons in the different mailboxes.
	Dropzone	You can also 'drag & drop' files to an open mailbox

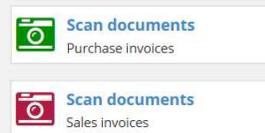
Outside AccBooks	Email	Sending files (pdf, jpg, html) to your portal by e-mail (eg. From your email application, your scanner, a mobile scan app, ...)
	Dropbox	If you use Dropbox, you can upload files straight to the portal by using a number of specific Dropbox folders.
	Other applications	A number of other applications also offer a direct integration with the platform. These will not be treated in this document



Input Your Documents

Scanning Documents To AccBooks

Select a mailbox (Purchase, Sale, Various) and click on “Scan Documents”



✓ If you do not have the right software at your disposal, the application will propose to install a plugin. (see FAQ 20 cfr installation) ✓ Select the connected USB-scanner from the dropdown on the scan-page.

Scanner
Canon DR-4010C TWAIN
Compatible scanners?



✓ Next, click on 'Scan'. ✓ The control window of the scanner will open. ✓ Put the document on the scanner and start the scan by clicking on the 'scan-' or 'startbutton' in the control window. ✓ The document will be scanned and shown using thumbnails.



✓ Select, rotate, rearrange and delete pages by using the control buttons. ✓ When the document is composed correctly, click on 'Upload'



Uploading Your Documents to AccBooks

1. Select a mailbox (Purchase, Sale, Various) and click on“Upload Documents”)



2. Select one or more PDF documents to upload from within a folder on your computer.

3. Next, click on ‘open



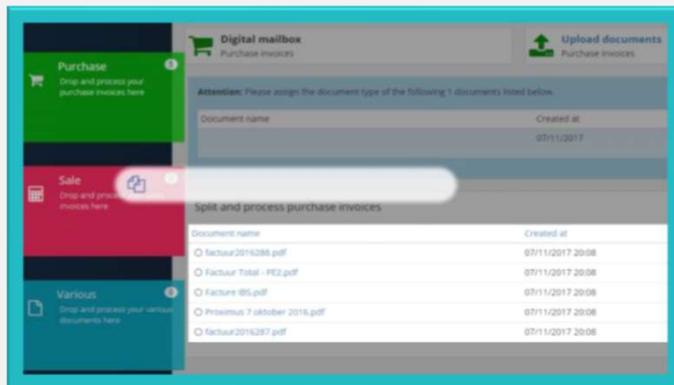
4. The documents will be put in the list of the selected mailbox.

Split and process purchase invoices							Select all
Document name	Created at	Source	Number of pages	Handled	Remark	Actions	
0039 Accion.pdf	18/05/2018 10:38	Upload	1	<input type="checkbox"/>			

Input Your Documents

Internal – Drag & Drop to and from a mailbox in AccBooks

- Documents can be dragged & dropped from any folder on your computer, into one of your mailboxes (Purchase, Sale, Various). • Attention: Make sure that one of the mailboxes is opened before you drag & drop documents to the right mailbox.
- Drop the documents in one of the coloured mailboxes that appear on the left side when you drag documents onto the page. • Attention: A drop of a document has been successfully executed only when a check mark appears in the appropriate mailbox.
- Documents that do not have a TYPE can be found in a blue list above each mailbox. Drag a document from this list to the correct mailbox (Purchase, Sale, Various). • Attention: Some (versions of) internet browsers do not have (good) compatibility (yet) with this drag & drop functionality. In this case you can use the Select type document action.



- You can move a document by clicking on the circle-icon in front of the document and dragging it to its designated spot



Input your documents

External – Outside Accbooks using @my.accbooks.be Email Addresses

- We Created unique email addresses for you... these can be used to forward digital documents to your AccBooks account.
- These email addresses are the document type – then your vat number @ AccBooks.be...
- You can find these email addresses in your personal settings in AccBooks.

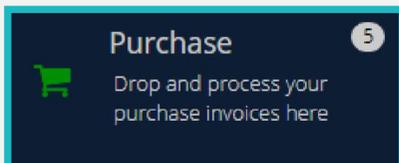
You can see the example below... we will email your email addresses

- Aankoop-XXXXXXXXXX@my.accbooks.be
- Verkoop-XXXXXXXXXX@my.accbooks.be
- Various-XXXXXXXXXX@my.accbooks.be



How can you use your personalised AccBooks email addresses?

- 1) Forward a digital invoice to a personalised e-mail address: Send-to-Email
- 2) Use a personalised e-mail address as destination in your multifunctional network device (printer/scanner): Scan-to-Email
- 3) Many different SmartphoneScan-Apps* enable you to take a scan of a document. Afterwards you can forward this scan to a personalised e-mail address as a PDF: Scan-to-Email



All documents end up in the default or specifically selected mailbox.

2. Sending documents

Forwarding your digitized documents to Accion

All documents entered through the input channels end up in a digital mailbox

- ✓ Download the document
- ✓ Split or merge the document(s)
- ✓ Change document type (purchase, sale, various)
- ✓ Delete the document
- ✓ Adding a remark or note for your account manager



Some actions can be performed with the documents
(before sending them to Accion)

Click on the period within which the invoice must be booked

FACTUUR

Omschrijving	Aantal	Eenheid prijs	Totaal	BTW
Invalingrechten	1	290,00	290,00	21%
Fictief aansluitingsvergoeding	1	50,00	50,00	21%
6 x 2 Fluoride roestvrijstalen contacten	1	1.000,00	1.000,00	21%
Palen 6 x 2	1	0,00	0,00	21%
1 reserve palen	1	1.000,00	1.000,00	
LW REEF, fabrica uniform e-mails				

By clicking on the document name (blue hyperlink) you can view the document, add a note or instruction for your account manager, and send the document by clicking the journal or period in which the document can be booked.

To forward documents, select one or more of them and click on 'Send' (Or the correct journal if there are multiple active journals)

Processing documents

Consulting documents that are being processed by Accion

All invoices that are sent to your Accion end up in the 'In process' mailbox.

It is still possible to make some adjustments to the documents at this stage (e.g.: adding a note, downloading, deleting,...)

When your account manager has finished processing the documents, they will disappear from the mailbox "In process". When they do, the invoices might not be included in the key figures (on the dashboard, in the reports, etc.) until your account manager has synchronised your account.



In process

0



The documents that are currently in process by your accountant

Attention: After processing, the key figures can still be validated and possibly revised in a later stage. So pay attention to the "updated until" dates when interpreting your figures. You can find these dates in the top left hand corner of your portal:

Bookkeeping updated until:
28/04/2018
Financial ledgers updated until:
31/03/2018 ⓘ

DIGITALIZING DOCUMENTS

Tips and Points of Attention

Firefox and Google Chrome provide the best results when using internet applications

• Best practice is scanning documents to PDF format at a resolution of 300 dpi and in full colour (Settings scanner). •

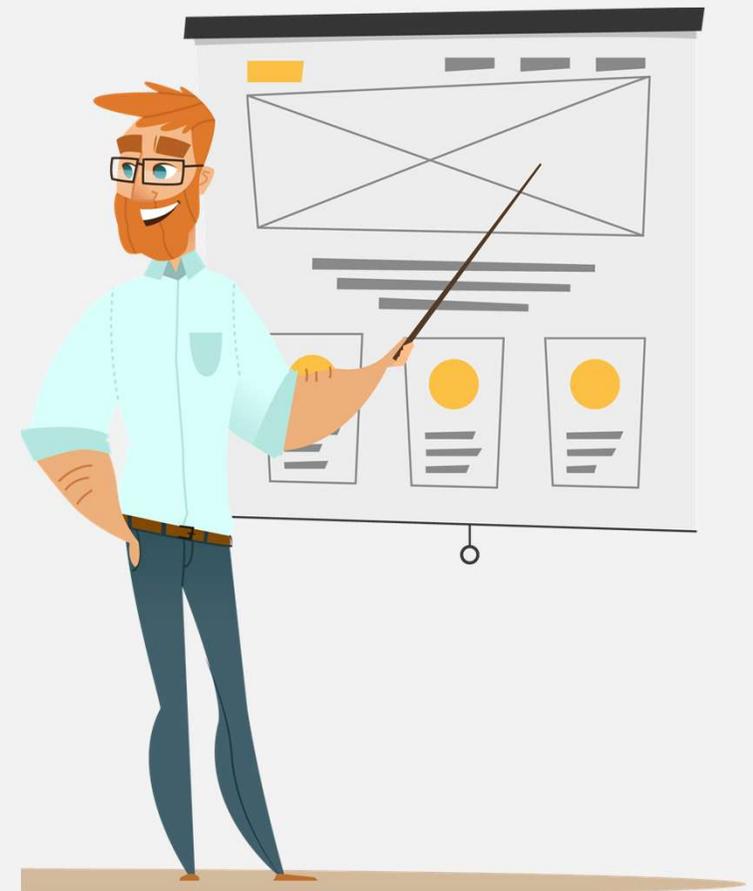
Limit the number of pages that are processed per scan task and uploaded into the digital mailboxes of your portal by way of a multi-feed scanner. Otherwise the handling time to split and process this document will increase drastically.

When an e-mail without a PDF attachment is sent to a digital mailbox the e-mail itself (HTML) is converted into a PDF document and can be found in the appropriate mailbox.

It is also possible to send pictures in JPEG format. These pictures will be converted into a PDF document for further processing in the portal. •

You can add the unique e-mail addresses as 'favourite' in your e-mail application, your multifunctional scanner or mobile scan app on your smartphone. This speeds up the use of these input channels.

Various' documents are all documents that cannot be processed as purchase or sales invoices, but still relevant to complete your accountancy. •
Examples: Bank statements, VAT account statements, Contracts, Expenditure statements, Insurance documents, Publications,



YOUR PERSONAL DASHBOARD

The key figures and evolutions of your Company

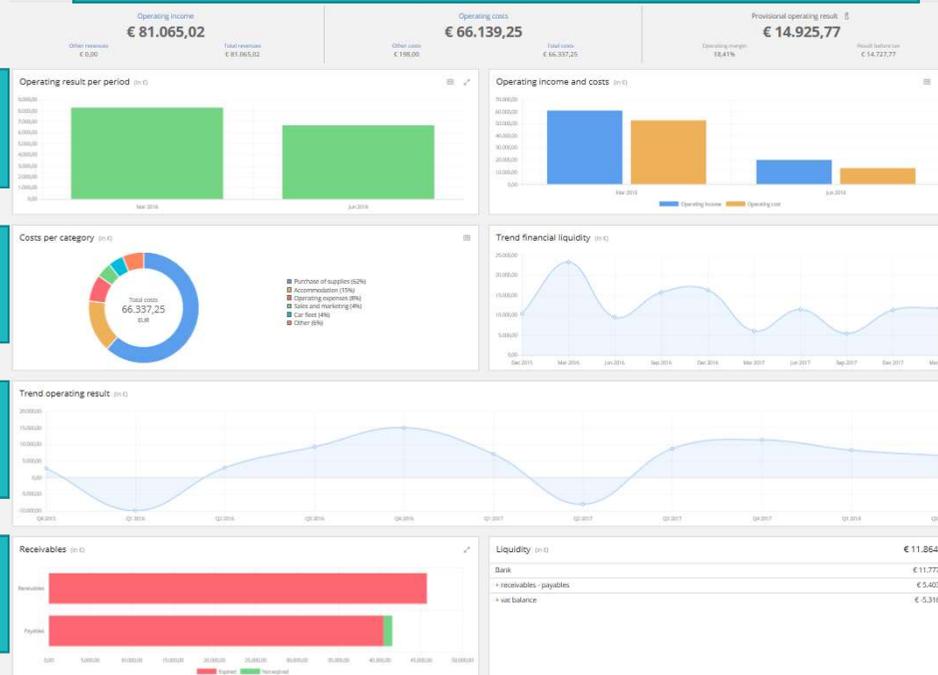
After your documents have been processed, your accountancy is updated and you will get immediate access to feedback on your online portal. You can access the feedback through, among others: the dashboard, the reports and the digital archive.

✓ The two dates in the top left hand corner of the dashboard indicate when the bookkeeping and the financial ledgers were last updated.

✓ Both dates are important for a correct interpretation of the information on the dashboard and in the reports.

Bookkeeping updated until: 28/04/2018
Financial ledgers updated until: 31/03/2018

The indicators at the top of the page are the key figures (turnover, cost, result) of your company for the current and the previous financial year



This first graph shows the result, the difference between the revenues (accounts 70-76) and the costs (accounts 60-66) by accounting period (by month or by quarterly period)

This graph shows realised turnover (in this graph only the account 70!) and costs (accounts 60-66) by booking period.

Accion assigns main categories to all costs. This graph shows the costs by category for the selected financial year.

This graph shows the evolution of your financial liquidity by booking period. It includes bank balance at the credit institution(s), the post cheque and possible cash accounts

The graph, 'Trend results' shows the aggregated result (generated revenue (accounts 70-76) - costs (accounts 60-66)) over the last quarterly periods or years.

Receivables are sales invoices that haven't been paid yet. Payables are purchase invoices that haven't been paid yet

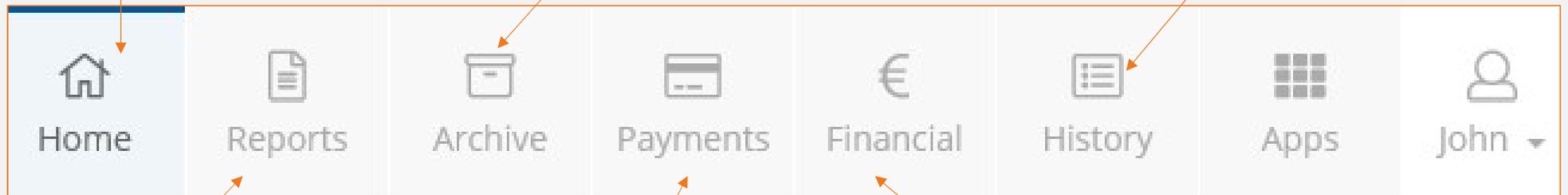
The key figure, 'Liquidity' shows the, immediately available, financial resources, or the resources that can be made available on the short term within the company

How To Access Your Accounting

The Home button takes you back to the Dashboard with its key figures and evolution

You can find and consult all documents that were forwarded to and processed by your accountant, via the online Archive functionality

This button takes you to the history of customers, suppliers and ledger accounts.



The Report-function can be used to generate some standard reports online, based on the most recent accountancy data

Payments of invoices
(ask us to activate this)

an overview of your financial transactions, a payment module, etc.



Standard Reports

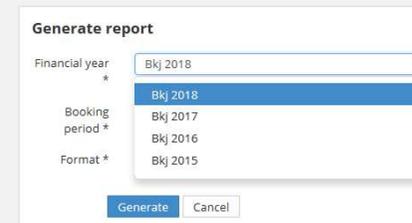
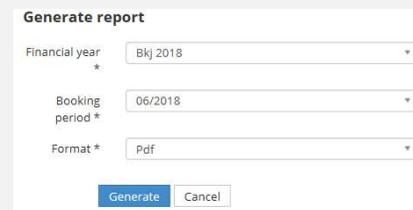
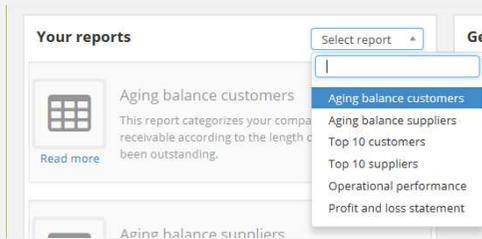
- The Report function can be used online to generate reports, based on the most recent figures and data.
- In the list Your reports some standard reports are made available.

Select the report by selecting it in the dropdown or by clicking on the title icon of the report.

Depending on the type of report, additional parameters are shown..

These parameters should be selected through the use of a dropdown menu (e.g. Financial year, format).

Next click on Generate ✓ The report will be created as an Excel file or as a PDF file ✓ The PDF can easily be enclosed as an attachment or be printed.



Profit and Loss statement - DRAFT -
(For internal use only)

	Financial year: 2018 (Bkj 2018) - Balance sheet as of 06/30/2018	Financial year: 2017 (Bkj 2017) - Balance sheet as of 06/30/2017
Revenue	517,007.00	493,202.20
Cost of sales and cost of services	80	-61,366.00
Other operating income	71.74	16,171.68
Services and other supplies	81	-10,610.07
Administrative and general expenses	62	-241,166.51
Depreciation and amortization	64	-8,767.00
Other operating charges	64	-247.00
Trading result	-21,248.19	128,488.88
Financial income	71	42.00
Financial expense	71	0.00
Financial charges	85	-2,170.00
Administrative charges	85	-4.00
Result of the financial year, before taxes	-23,372.19	126,316.88
Profit of the financial year, before taxes		126,316.88
Loss of the financial year, before taxes		-23,372.19
Taxes on the result (*)	77.67	0.00

Attention: The data used for these reports are dependent on a correct and complete synchronisation with your accounting. This is why the reports are only for internal use. Usage of these reports for official purposes should only be done in consultation with your accounting office or account manager

ACCESS TO YOUR ACCOUNTING Through the Digital Archive

Through the Archive it is possible to consult your accounting file and -archive online.

The invoices and documents in the Digital Archive are subdivided in 4 domains (tabs): Purchase- and Sales invoices ,Various documents, Permanent documents

Your account manager can decide to add certain 'Various' documents to 'Permanent documents'.

The screenshot displays the 'Purchase invoices' tab in the AccBooks Digital Archive. It features a filter panel at the top with dropdown menus for Category, Subcategory, Supplier, Document available, Already paid, Credit note, Financial year, Booking period, and Handled. Below these are input fields for Document number, Invoice number, Amount from, and Due date from. A table below the filters lists invoices with columns for Invoice date, Document, Booking period, Invoice number, Supplier, Total incl. vat (€), Due date, Paid, Handled, and Actions. The Actions column is highlighted with a red box.

Invoice date	Document	Booking period	Invoice number	Supplier	Total incl. vat (€)	Due date	Paid	Handled	Actions
26/10/2016	CFAAN-635	201609	188		7.925,50	02/11/2016	No		
26/10/2016	CFAAN-634	201609	188		7.925,50	02/11/2016	No		
06/10/2016	CFAAN-637	201609	2016225804	Isabel Nv	42,42	06/10/2016	No		
05/10/2016	CFAAN-636	201609	T48	Goetschalckx & Van Brecht Accountantskan	100,00	13/10/2016	No		
02/09/2016	CFAAN-862	201509	-	OXFAM WERELDWINKEL	64,90	02/09/2016	No		
11/07/2016	CFAAN-638	201607	95068	Apple Distribution Int	476,00	11/07/2016	No		
30/06/2016	CFAAN-237	201512	-	Axa Belgium Sa	4.305,42	30/06/2016	Yes		

By default the Archive opens the not filtered list of invoices sorted by invoice date (most recent invoice first)

Searching for documents can be done by means of the selection filters which can be used in combination with each other.

Possible actions for each document:



Booking details: Extra accounting information concerning the booking of a document (among others: the ledger account(s) and subcategory('s) in which the invoice was booked).



Download pdf: Gives the possibility to open and/or download the digital pdf-document.



Quick document preview: Gives a fast, less detailed view of the first page of the digital pdf-document.

D. Your Personal Settings

- In the dropdown, beneath your name in the top right hand corner of your portal, you can click on Settings. This is where you can find the unique e-mail addresses of your company, the name and e-mail address of your account manager and the list of users that have access to the portal of your company.

The screenshot shows the AccBooks portal interface for 'THE DEMO COMP'. The top navigation bar includes 'Home', 'Rapporten', 'Archief', 'Historiek', 'Apps', and a user profile dropdown for 'John'. The main content area is divided into three sections: 'THE DEMO COMP' (company details), 'Invoerkanaal' (channel settings), and 'Gebruikers' (users). The 'Gebruikers' section contains a table with columns for 'Voornaam', 'Achternaam', 'E-mailadres', 'Profiel', and 'Acties'. A green button labeled 'Nieuwe account aanvragen' is visible in the top right of the 'Gebruikers' section.

Voornaam	Achternaam	E-mailadres	Profiel	Acties
Demo	User	Info@accion.be	Full access	✕

Using the green button you can request a new user-account to access your portal

[Request new account](#)

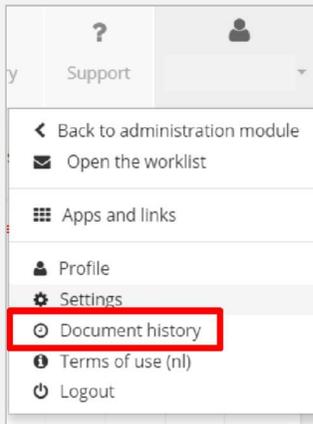
Under Profile you will find the possibility to change your password

The screenshot shows the 'Change password' form with three input fields: 'Current password *', 'New password *', and 'Confirm password *'. A blue 'Save' button is at the bottom. To the right, a dropdown menu is open, listing various options. The 'Profile' option, which includes a user icon, is highlighted with a red box.

Change password
Current password *
New password *
Confirm password *
Save

- [Back to administration module](#)
- [Open the worklist](#)
- [Apps and links](#)
- [Profile](#)**
- [Settings](#)
- [Document history](#)
- [Terms of use \(nl\)](#)
- [Logout](#)

Document History



Within the Document History you can find every document that has been added to the portal of your company.

The list has been chronologically ordered by processing date (= Processed on). You can find the most recently added document at the top

Processed on ▾

08/11/2017 13:55

08/11/2017 10:56

07/11/2017 20:08

07/11/2017 20:08

- ✓ The column Source indicates which channel was used to add the document to the portal.
- ✓ Caution: the source 'mail' is used by all external input channels that use the unique e-mail addresses
- ✓ Status is used to indicate the status of the document within the application.
- ✓ By way of the filters at the top of the page you can search for certain documents



AccBooks

Realtime Accounting Platform

Need Anymore Help?

We recommend you visit www.AccBoooks.be for instructional videos and FAQs

Contact us on info@accbooks.be or info@accion.be

Or call us on +32 3 337 74 50

