tasbooks

easy to use accounting software

refreshingly simple

TAS is all about simplicity. So we've simplified our product range and now TAS BOOKS 2 & TAS BOOKS 3 have become **TASBooks**.

Version 7 of TAS BOOKS 2 & TAS BOOKS 3 is now almost four years old. In that time we've made some big changes to TASBooks, to make it faster, more powerful and easier to use.

And with TASBooks v2, we've looked at the all small things that you've asked us to change and improve. Things that make using TASBooks even easier. More convenient and save you time. And all the changes are based on things that you've been telling us that you want.

faster and more powerful

Behind the scenes in your TAS BOOKS 2 or TAS BOOKS 3 program is a database called Btrieve. This database stores and processes all of the information and transactions that you enter into TASBooks. In essence, it's the filing cabinet for your TASBooks.

We've upgraded the database engine in TASBooks from Btrieve to Pervasive Summit, which makes the new TASBooks the fastest and most powerful version ever.

Pervasive Summit has been engineered to get the best from the latest Microsoft operating systems - such as Windows Vista. This delivers a faster and more reliable database - especially for multi-user setups.

easier to share

It's never been easier to share TASBooks with other people in the office. It's really simple to set up and an extremely cost-effective way to improve office efficiency by allowing more than one person to use TASBooks.

With TASBooks, you've also got complete control. You can manage which parts of the program each user is allowed to use, so you can restrict access to certain areas if you want.

There are two options for sharing TASBooks in the office. The cost-effective *workgroup* edition costs from as little as €272 and is perfect for small groups where you don't have a server. The powerful *network* edition costs from €952 and is designed for businesses who have a separate server.

Ask your TAS account manager for our separate leaflet 'Sharing TASBooks' for more details of the options available.

why choose tasbooks v2?

choose tasbooks if:

- you want a simple way to manage your cash flow
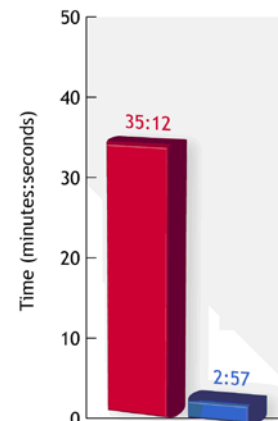- you want the latest version of our easy-to-use accounts software for growing businesses

how much faster?

OK, so we said that with the new Pervasive Summit database, TASBooks is now much faster than ever before - but exactly how much faster? And what does all this mean to you? So we did some 'real world' tests to see just how much faster the new TASBooks is.

We didn't use a super-fast state-of-the-art computer, just an ordinary one that we'd had around the office for a couple of years. Our computer was running Windows XP, with a 2.5GHz processor and 512MB memory. Obviously every system is different and everybody has a different mixture of transactions types, so you may not see performance improvements on the same scale.

We set up 1,146 sales orders in TASBooks (including using a variety of salesperson, marketing and project costing codes) and set the program to print and post them. It took 35 minutes and 12 seconds to post all the sales orders (or 1.85 seconds per sales order).
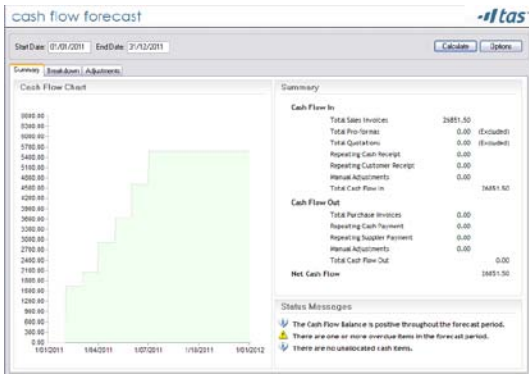
Then we upgraded to the new TASBooks with the Pervasive Summit database and set up another 1,146 sales orders, with exactly the same details. When we set TASBooks to print and post the sales orders it took just 2 minutes 57 seconds (or 0.15 seconds per sales order).

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keeping an eye on cash flow

We know that cash is king and that keeping a close eye on cash flow can make the difference between success and failure for many small businesses. So TASBooks has lots of ways to help you manage your cash flow.
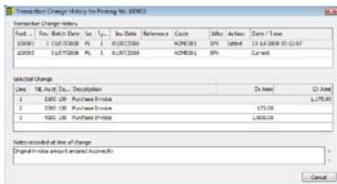
The Cash Flow Forecast tool is a great way to make sure you're always in control. Simply add a payment due date to every invoice, which mean you can build up a picture of money coming in and money going out over the coming weeks and months. And you can add in details of planned future sales or purchases and choose whether or not to include quotes – allowing you to create an accurate and detailed cash flow forecast.

TASBooks has a simple way to help you estimate your cash flow over the next few months

improved transaction change log

Have you ever amended a transaction in TASBooks, but months later when your accountant asks you about it, you can't remember what it was changed from - or even why it was changed?
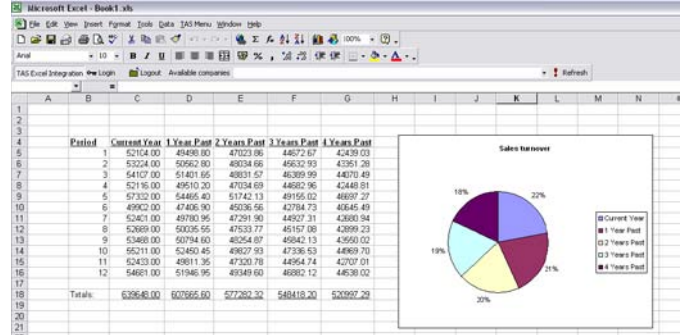

The transaction change audit log gives you a complete 'who, what, when and why' record of all transaction changes.

The transaction change log already keeps track of every amendment you make to any transaction in TASBooks. It's a complete audit log that shows you what the change was, when the change was made and who made the change. Plus now you can even enter a note to explain the reason for the change – which will help resolve any queries later on.

excel integration

If you have TASBooks and Excel installed on the same computer, it's simple to make use of all the information in your TASBooks program by linking to it directly from Excel.

With Excel Integration it's easy to make use of your TASBooks accounts data in Excel and keep it updated automatically.

If you want to make the most of Microsoft Excel, ask your TAS account manager about our Excel training courses. Or our Excel support service - just like the great TASBooks support service you're used to, but for Excel.

it's even easier to deal with late entries

If you've used TASBooks for a while you'll know how easy it is to start a new year when you reach the end of your financial year. And you'll also know just how simple it is to deal with late entries – those supplier invoices that arrive late, or the expenses that someone forgot to claim on time.

Unlike most other accounts programs, the flexible SoftYear-end™ system in TASBooks means you can carry on posting late transactions for as long as you need. It doesn't affect the accounts for the new financial year and you are still able to view or print all the usual reports for the old year (e.g. profit & loss, balance sheet, etc). All you have to do is to run 'Transfer profit to balance sheet' routine after posting any late entries, which recalculated the opening balances for the new financial year.
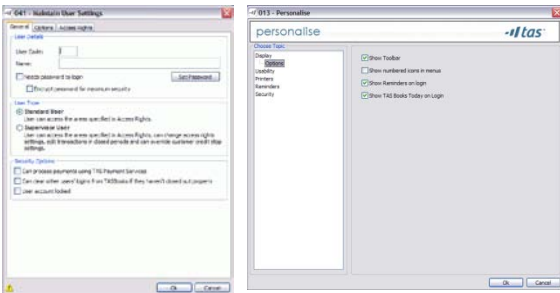
Now it's even easier, as we've added in an option for TASBooks to automatically recalculate your opening balances for you. So if you process an entry for a previous year, you won't need to run the 'Transfer profit to balance sheet' routine anymore.

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clearer user management

We've streamlined the access rights settings in User Management and added time-saving features; like the ability to copy the settings and/or access rights of an existing user. Ideal if you have a new user who's taking over someone else's role.
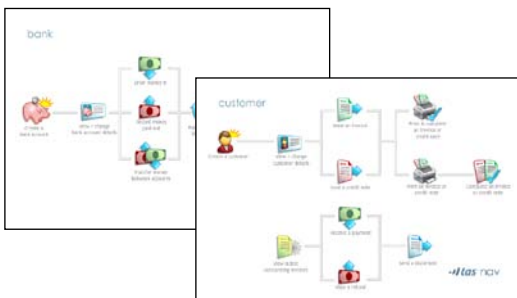
We've also split out all the settings that are to do with personalisation rather than access control. So now it's easier for individual users to set their preferences for how they want to work.

Clearer user management and personalisation settings.

And as we've made more space by splitting them into separate places, we've improved the description next to each option – making it easier for you to see what each setting does.

even easier to navigate

TASBooks now has TASNavs to guide you through everyday processes - and step-by-step helpful Assistants to guide you through the things you that you do less often.
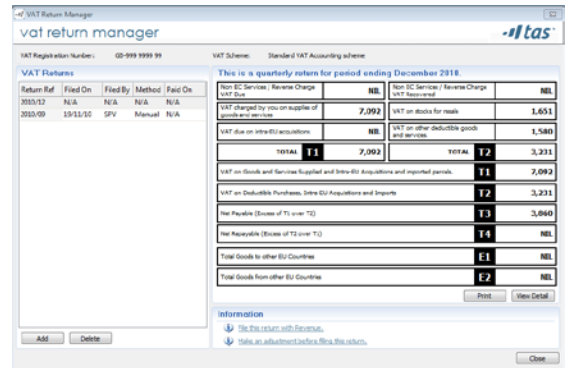

got an idea?

As so many of the changes and improvements in TASBooks v2 come from your requests and suggestions, it's only fair that we make it even easier for you to suggest improvements and new features for future versions.

So we've added a *Got an Idea?* link in TASBooks. This takes you to the *TAS Idea Exchange*, where you can tell us your idea and add your comment to other people's suggestions. Or you can visit www.tassoftware.ie/idea anytime.

vat return assistant

The VAT return assistant makes it easier to check and file your VAT return and process the VAT payment - all at the same time. You can even create a VAT return which you can upload directly into ROS.ie and file your VAT return online. You'll also be able to compare the totals at-a-glance with the totals on previous VAT returns, making it easier to spot any inconsitencies. And if necessary, you'll be able to to enter any adjustments too.
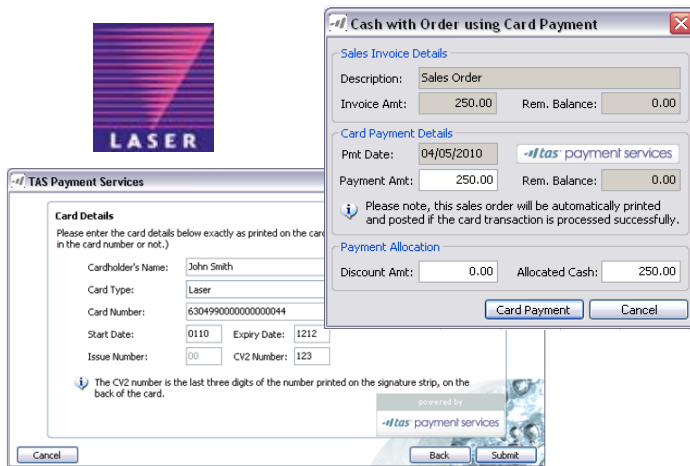

better bank reconciliation

Reconciling a bank account can be a long process, and finishing it all in on go can be difficult. With TASBooks v2 you'll be able to pause the bank reconciliation. And when you return, you can just pick up where you left off.
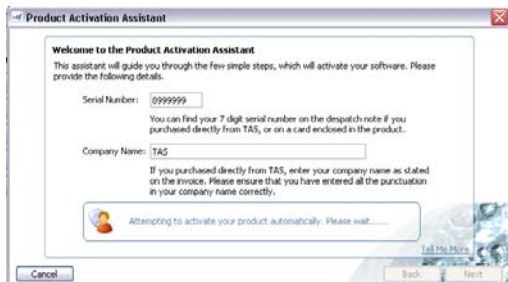
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card payments - now with laser

With TAS Payment Services you can process mail order & telephone order card payments directly from TASBooks. Now you can accept Laser cards too. See the TAS Payment Services website or call us on 1800 882 010 for more details.

easier program activation…

Until now, when you renewed your TAS support plan or upgraded your TAS program, you've needed to key in a new activation code. Now TASBooks will do this all online… automatically.

TASBooks will automatically activate itself online.

… and automatic updates too

No need for CDs. If you have a support plan that includes updates; then when you're using TASBooks v2 they'll all be delivered online. It's faster, easier and it means les packaging waste too. (If you still want a CD for future version upgrades, they will be available on request at a small charge.)

if you have stock control…

We've added a stock forecast report, which enables you to estimate when you next need to re-order stock, based on current stock levels and previous stock movement patterns. You can even save money by actively managing your stock levels – keeping less stock on hand means you're not paying for the things you don't need yet. And you can also save money by needing less storage space.

There's also a new report which shows the selling prices for each customer and the stock available. And we've improved the Price List report, which now shows the quantity in stock too.

… and if you don't

There are also some useful features that were previously only available in TAS BOOKS 3, but are now available to all TASBooks customers.

- Product pricing to four decimal places. Enables you to set a product unit price of two or four decimal places.
- Automatic discounts for customers buying in bulk - with up to three different quantity thresholds. Eg if you offer discounts like 10% off for two boxes, 25% off for ten boxes, etc; you can now do this automatically.
- Show in each product record which supplier you purchase the product from and enter their product/part code for the item. This makes it easier when ordering supplies as you have the information to hand, all in one place.
- Product sales analysis nominal codes. Enables you to record the sale of the product by splitting the allocation proportion amongst up to three nominal codes. Useful if you sell something (eg a combined product/service) where you want to record and analyse the value in different nominal codes.
- Use product barcode when entering sales order. You can use the barcode number entered into a product record to search for products when creating a sales order. If you have a barcode scanner connected to your computer, this saves you having to lookup the code and type it in yourself.
- Print order acknowledgements.

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it's the small things that count

With TASBooks v2, we've also looked at the all small things that you've asked us to change and improve. Things that make using TASBooks even easier. More convenient and save you time. And all the changes are based on things that you've been telling us that you want.

extra report options

You asked us to add more options to some of the reports in TASBooks. So if you use customer and supplier groups—to make it easier for you to find the information you're looking for—you can now use group ranges on reports like aged debtors, aged creditors or unallocated cash for customers and suppliers. And you can adjust the ageing options when running the aged debtor or aged creditor reports - which is handy if you want to see the effect on your cashflow.

simpler invoice printing

You told us that you wanted the option of printing invoices and credit notes at the same time, instead of in separate batches. And if you want to, you can now print your company registration number on your invoices.

If you use customised Microsoft Word templates for printing your documents, you'll now be able to preview the document before printing it.

easier project costing

You asked us for some changes to make it easier to use Projects. So now the supplier invoice description is copied over into the Add Project Costing Charges window.

transferring from older tas programs

If you have version 5 or later of; TAS BOOKS 3, TAS BOOKS 2, TAS BOOKS 1, you can easily transfer your accounts information into TASBooks v2.

If you have older versions of these programs—other legacy TAS products—it is possible to transfer your accounts information into TASBooks, but you'll need to contact our Software Support team for advice.

It's not possible to transfer information from any other program into TASBooks v2.
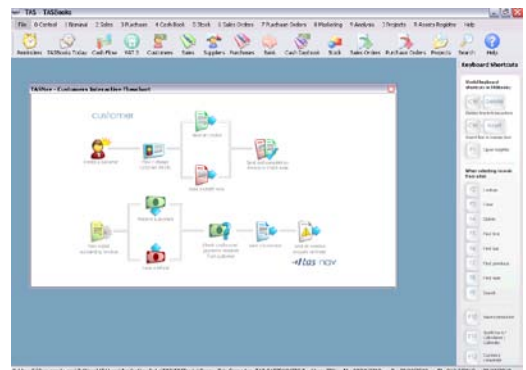
bank account document manager

You told us that you liked the document manager in the customer, supplier and product records and asked us to add a document manager to bank account records too. So we have. Now it's easy to add documents such as a PDF of your bank statement or other papers to your bank account record.

improved quick journal entry

Do you use the quick journal entry options for Customer, Supplier or Bank transactions? Do you often find you need to enter a number of similar transactions at the same time? You told us that it would easier if TASBooks remembered the details from the previous transaction. So now when you use the quick journal entry screens, TASBooks will automatically copy in the information from the previous line as you tab through. You can simply overtype this information, or select a different record if you need to.

easier keyboard shortcuts

One of the great things about TASBooks is that you can use keyboard shortcuts to quickly enter information. But lots of you have told us that you don't know what they are. So instead of having the shortcut options 'tucked away', there's now a handy guide which you can even keep on-screen.

All the keyboard shortcuts are shown in the panel on the right-hand side, which you can display or hide at the click of a mouse.

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clearer currency on documents

You told us that you'd like to add a currency symbol to the totals on invoices and other standard documents, so it it clearer to your customers which currency is being used. So we've added an option to include a currency symbol.

Net	€	10,000.00
VAT	€	2,100.00
Total	€	12,100.00

Now you can include a currency symbol when you print invoices and other standard documents.
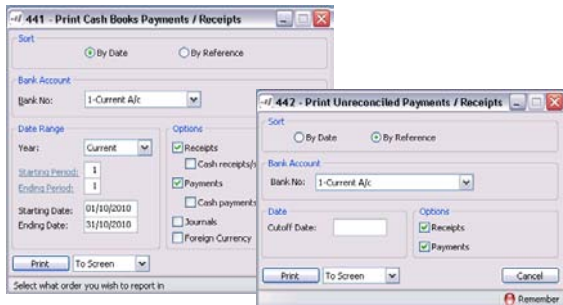
clearer gross profit

You asked us to add the Gross Profit total to the TASBooks Today dashboard, so you get the complete picture at a glance.

Operations	Current Period	Year to Date
Income:	€ 3,006,572.00	€ 3,031,693.79
Cost of Sales:	€ 12,650.00	€ 26,770.21
Expenses:	€ 135.84	€ 7,831.73
Gross Profit:	€ 2,993,922.00	€ 3,004,923.58
Net Profit:	€ 2,993,786.16	€ 2,997,091.85

The Gross Profit value is now included on the TASBooks Today company dashboard, as well as the Net profit.

clearer cashbook reports

You asked to add some extra options to the cashbook reports. So we've added more filters to the Print Cashbook Payments & Receipts report, so you can choose which specific transaction types you want to include on the report. And we've also added a cut-off date—plus the option to choose payments or receipts only—to the Print Unreconciled Payments Receipts report.

Now you have more options when printing Cashbook reports, so it's even easier to include only the transactions that you need.

don't need dynamic discounts?

If you don't need or want the dynamic discounts system in TASBooks, you can now switch it off entirely.

better recurring sales orders

TASBooks now checks you have sufficient stock levels to complete the order. If you don't, you'll be prompted and asked if you want to continue. The process also now checks for any discontinued products on the order. If a recurring sales order includes any discontinued products, a message will inform you that the order can't be posted, and tells you who the affected customers are.

small changes, big difference

And there's still more. Around 200 more changes in total have been included in TASBooks v2. So there's bound to be something that you asked for, or wanted improving; like:

- You asked us for a gross profit total on the TASBooks Today company dashboard, so we've added it.
- You told us that sometimes TASBooks is too slow when building the list of companies in Company Manager, so we've improved it to make it faster.
- You asked us enable you to run an Annual VAT return for any 12 month period, not just the calendar year
- The total on credit notes has been re-aligned.
- You asked us to add the VIES Manager to the list of managers on the File menu.
- Statements can now be printed to any printer.
- You told us that the number formatting on reports etc is not always correct if the computer's regional settings are not set to English. So we've improved it.
- You asked us to warn you when removing a TASBooks company, if it's integrated with ACT! using ACTLink for TAS.
- You told us that some valid UK VAT numbers were being flagged as invalid in customer and supplier records.
- You asked us to add the supplier's email address to the information included in the Export Suppliers Detail report.

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upgrade prices

TASBooks

Single computer	€361
Workgroup	€407
Network	€742

TASBooks with Stock Control

Single computer	€538
Workgroup	€619
Network	€878

Additional users can be added to network editions. Ask your TAS Account Manager for details.

Prices quoted are based on a like-for-like upgrade of single-company TASBooks. Different prices apply if you have a multi-company edition.

If you have a multi-company edition of TAS BOOKS 2 or TAS BOOKS 3, we'll send you a 10 company edition of TASBooks. If you need more than 10 companies, please let your Account Manager know when purchasing your upgrade and we'll add the extra companies at no extra cost. Adding extra companies later on will be chargeable.

qualifying conditions apply. add-on modules and extra companies can be added at an additional cost. minimum subscription for support plans is 12 months, renewal will be charged at the prevailing rates. some packages are available on monthly interest-free direct-debit – ask for details. all prices exclude vat & carriage.

to find out more about tasbooks , or to purchase, simply call your tas account manager on **1890 946 881** or visit **www.tassoftware.ie**

system requirements

- Microsoft Windows XP, Windows Vista or Windows 7
- Microsoft .NET v2 and v3.5 framework
- Microsoft Internet Explorer v7 or higher
- Adobe Acrobat Reader v7 or higher
- Microsoft Excel XP or later (to use Excel Integrated Reporting)
- Microsoft Word XP or later (to create customised document templates)

Minimum hardware requirements
- A computer with a 1GHz processor
- At least 1GB of memory
- A hard disk with at least 500MB of free space
- A CD-ROM drive
- A monitor with 1024x768 resolution and 24-bit colour
- An Internet connection

Recommended hardware requirements
- A computer with a 2GHz processor
- At least 2GB of memory
- A hard disk with at least 500MB of free space
- A CD-ROM drive
- A monitor with 1280x1024 resolution and 32-bit colour
- A broadband Internet connection

Additional requirements for workgroup editions

- 100Mbps network, 1Gbps recommended
- Microsoft Windows networking, with TCP/IPv4

Additional requirements for network editions

- A network server with a 32-bit or 64-bit version of:
  - Windows Server 2008 Standard/Enterprise
  - Windows Server 2003 Server/Small Business Server
  - Windows Server 2000 Server/Advanced Server
  - Windows Vista Business/Ultimate/Enterprise
  - Windows 7 Professional/Ultimate/Enterprise
- 2GB of RAM and 500MB of free disk space on the server
- 100Mbps network, 1Gbps recommended
- Microsoft Windows networking, with TCP/IPv4

Performance will be improved with higher specification computers.

Please ensure that you have the latest Microsoft Windows service packs and updates installed, including those for the .NET v2 & v3.5 framework. TASBooks is not designed to operate on Windows 95/98/ME/NT/2000.

You'll need an Internet connection (ideally a broadband connection) on the same computer as TASBooks in order to access online services and download program updates. If you require program updates on CD, they are available on request at a small charge.

It is not possible to run multiple copies of TASBooks on a single computer.

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