

Acspert Quick Start Guide

Setup

- 1 Check the maximum transactions required for your main account per quarter and purchase the package best fitting the capacity you require.
- 2 Set up your Chart of Accounts (User Guide Item 6)
- 3 Access each business bank / card account and download your data in excel format.
- 4 Sort your data for the quarter into the required order as to both rows and columns as follows:
 - Columns** in Date, Amount and Details order.
 - Rows** in date order oldest to newest for the quarter,
- 5 Copy and Paste data to the **Data Input Sheet** for the applicable bank account and quarter.
- 6 Enter your bank statement opening balance at the top of each bank page
- 7 Enter Keywords in the Keyword Grid to allocate by Keyword (User Guide Item 7)
- 8 Allocate non-recurring expenditure using your Chart of Accounts by entering the appropriate number in the **A/c No.** Column
- 9 Check the audit columns in each bank account for errors and omissions .
- 10 Enter journals (if any) in Jnl Input TAB
- 11 Click on the AUDIT TAB and check for errors.
- 12 Check the GST calculations are correct and agree to invoices.
- 13 Check that your tranfers account balance in the Journal is nil.
- 14 Go to the BAS TAB for the quarter and complete the BAS.

The above procedures are a quick start summary only. You should print, read and understand all items in the User Guide prior to setting up your Chart of Accounts.