

USER GUIDE



GEM-BOOKS INITIAL CONFIGURATIONS & TIPS

Table of contents:

Table of contents:	1
Help with the application	1
All users	1
Connection to the SAAS application	1
Navigation in GEM-BOOKS V15	1
The MENU is your main navigation tool.	1
Connection problem	2
Google Chrome	2
Mozilla Firefox	2
Reset password	3
Initial configuration	5
Before you start	5
Selection of invoice number, quotation, and sale	5
Configuration of legal notes for invoices, bids, and sales	9
Selection of custom logo on documents: estimates and invoices	9
Importing data or not	10
Management of the chart of accounts	11
Brief definition of terms :	12
Import a chart of accounts or not	15
Import a chart of accounts from an Excel file	15
Import file headers legend	16
Active and inactive GL accounts	20
Activate an inactive account	21
Configure an accounting account so that taxes are automatically calculated on transactions.	22
Default GL configuration	22
Registration of your provincial or federal business number	22
Validation of tax rules	23
Tax configuration :	24
Configuration of your tax numbers:	27
Opening balance sheet validation	28
What is the purpose of the trial balance?	28
What is the purpose of an opening balance sheet?	28
Correction of starting ledger code balances:	29
Options for importing data to GEM-BOOKS	31
Importing data from SAGE to GEM-BOOKS:	32
First option	32
Second option	34
Importing data from Acomba 9 and Acomba X?	38

Option to transcribe your operations into GEM-BOOKS without bridging or importing:	42
For sales: (Step A) - via GEM-BOOKS	45
For purchases: (Step B option 1) - 100% purchase via GEM-BOOKS	46
For purchases: (Step B option 2) - via GEM-BOOKS	46
General Ledger Transaction in GEM-BOOKS	49
Tip for closing an invoice in the previous month	49
Local GEM-BOOKS bridge with GEM-BOOKS	49
Multi-company vs. Branch	49
Multi-branch:	51
Multi-company:	51
Creation of a second company and link	52
The GEM-BOOKS transition period in SaaS mode in GEM-BOOK	54
Initial import of your receivables and payables	54
GENERAL TIPS	56
Exporting clients from DTMax/Taxprep	56
Perform a search	56
Customize the columns displayed in the lists	56
Hide fields on the form.	57
Read-only field with pastel color: not editable	59
Use of the "Code" field for the customer, supplier, product and service, human resources, and other records.	61
Exporting data to Excel	61
Backup copy	63
The History tab	64
Email management	65
Customization of email texts	65
SMTP configuration so that emails are sent from my address and not from no-reply@gem-books.com	70
Troubleshooting	74
Perform a search	74
Retrieve a deactivated record	76
Add or subscribe to modules	76
Billing	77
Users	78
Enter or modify the credit card number to pay the subscription	79
What is the purpose of the "Active" or "Inactive" field of a record?	79
Show or hide the components (widget) of the dashboard	83
Duplicate a customer, supplier, or transaction record and modify its content	85
Use the different views of the document sub-lists	87
Delete a customer/resource/employee/supplier	87
Manage currencies	87

Management of the number of decimal places in prices and quantities	92
Decimal place management for quantities	92
Decimal point management for prices	92
Merge duplicates from the system: Vehicles and Customers	92

Help with the application

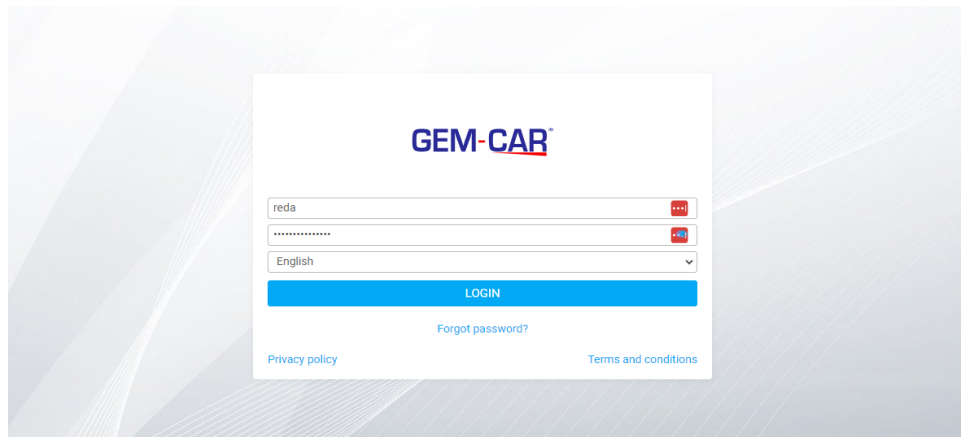
You can contact the GEM-BOOKS support team

- Phone 1-866-848-8282
- Email: support@GEM-BOOKS.com

All users

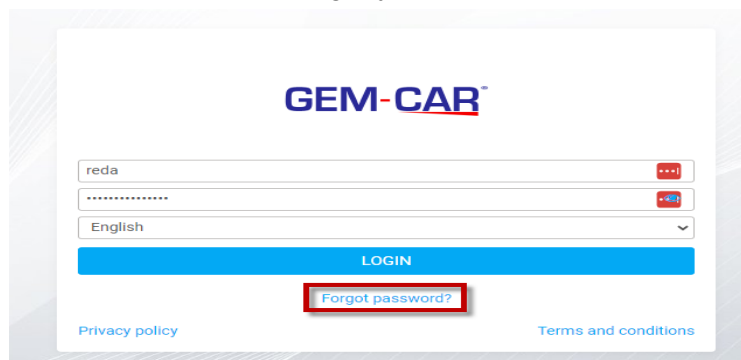
Connection to the SAAS application

- In your browser, enter :
 - <https://app.GEM-BOOKS.com>



- Enter the appropriate connection box,
 - First line: user
 - Second line: password

If you can't find your password, click on "Forgot your password",



You will then receive an email

Example of Password Reset Email

GEM-BOOKS

Hello,

You receive this email because you or someone else has requested to change your password.

Click here or copie-paste <https://app.gem-car.com/?access=5093949ba54cce4a185eb7ebb6b9da9b&en=en> to make change.

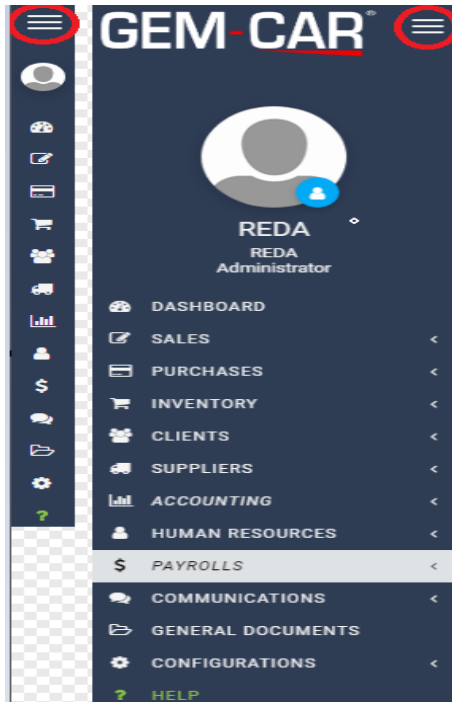
If it's not you, ignore this email.

Logiciel Actif inc.

Navigation in GEM-BOOKS V15

As a courtesy, GEM-BOOKS has released what will become the new version of GEM-BOOKS V15 in SAAS mode. You can have a look around, but don't get lost for too long. It's in beta mode.

The MENU is your main navigation tool.



Here is some information about the MENU and its use.

If the menu on the left side of your screen consists only of icons and you wish to see the detailed version, click on the **3-line** symbol to enlarge or reduce it, as you prefer. You can then switch between the "reduced" and "enlarged" modes as you wish by clicking on the symbol again

This symbol is at the top of the menu when it is displayed in reduced mode and is in the upper right corner when the menu is displayed in expanded mode.

If you do not see in the menu the modules and/or sub-modules to which your functions require you to have access, ask your supervisor to authorize the necessary access rights to be granted to you and that they are configured in your user profile, the menu will then offer you all the accesses that you need.

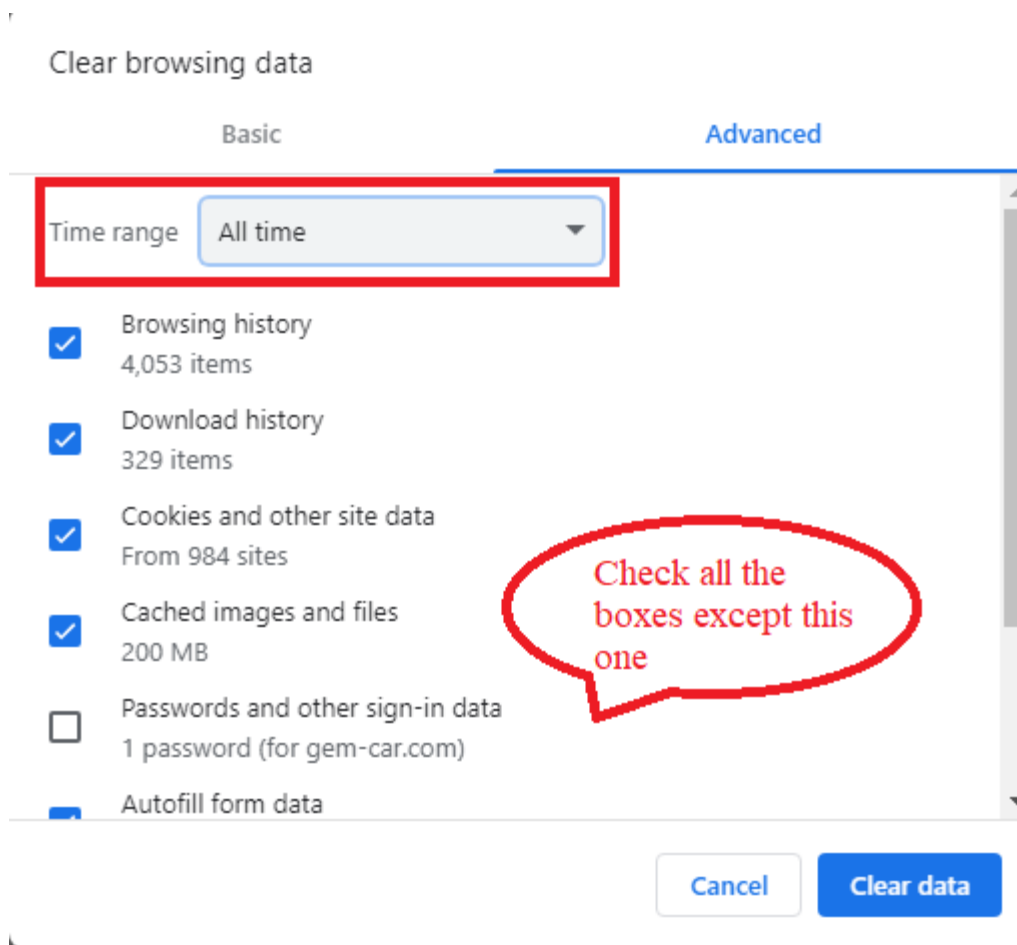
Connection problem

If you can no longer connect to the platform, go to the official GEM-BOOKS web page at <https://www.gem-books.com> and click on the CONNECT button at the top right in red. Once connected, you can then delete and recreate your bookmarks directly at <https://app.gem-books.com>.

If it still doesn't work, try clearing your browser's browsing data:

Google Chrome

- <https://support.google.com/chrome/answer/2392709>



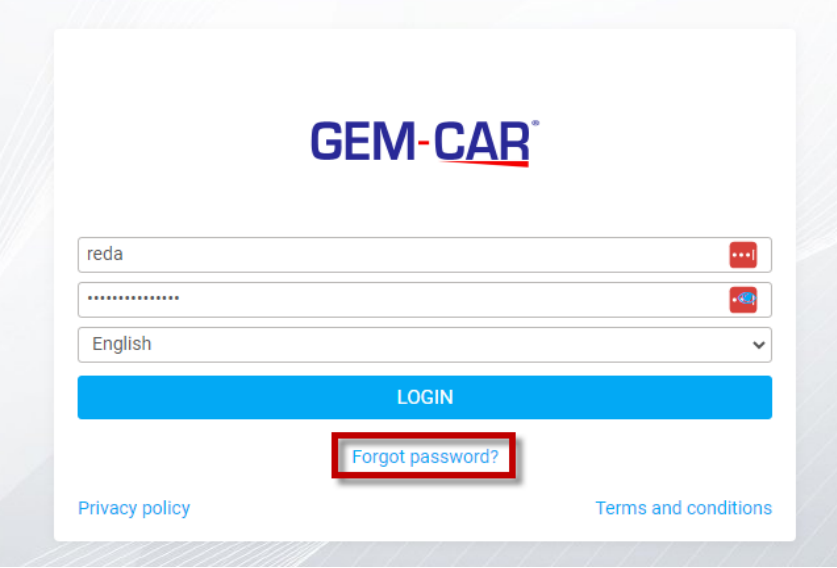
Mozilla Firefox

- <https://support.mozilla.org/fr/kb/effacer-cookies-donnees-site>

Close your browser or better yet, restart your browser before connecting again. For the first connection after this operation, go through the red CONNECT button in the upper right corner of the main site: <https://www.gem-books.com> (For the curious, this action will recreate the correct browser cookie).

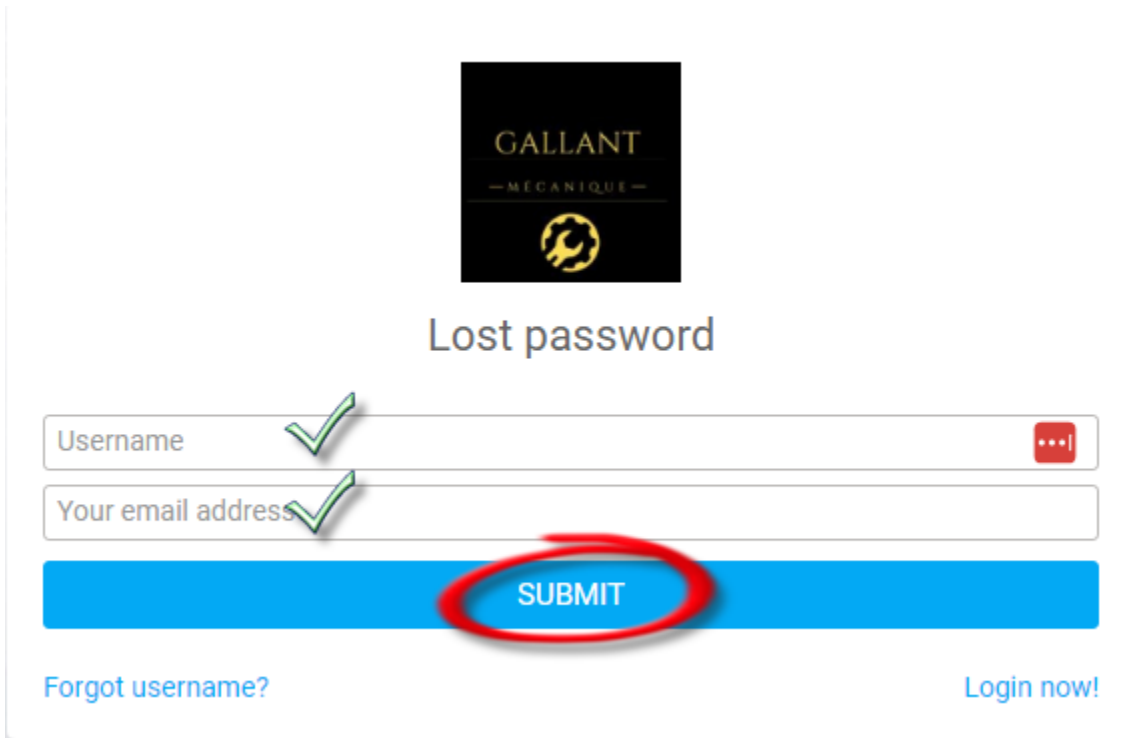
Reset password

To reset your password, click on the "Forgot your password?" link at the bottom of the login window.

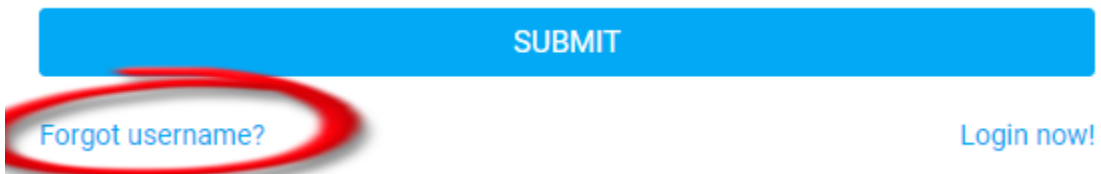


The image shows a login form for GEM-CAR. At the top is the GEM-CAR logo. Below it are three input fields: a username field containing 'reda', a password field with masked characters, and a language dropdown menu set to 'English'. A blue 'LOGIN' button is positioned below these fields. Directly under the 'LOGIN' button is a link labeled 'Forgot password?', which is highlighted with a red rectangular border. At the bottom of the form, there are two links: 'Privacy policy' on the left and 'Terms and conditions' on the right.

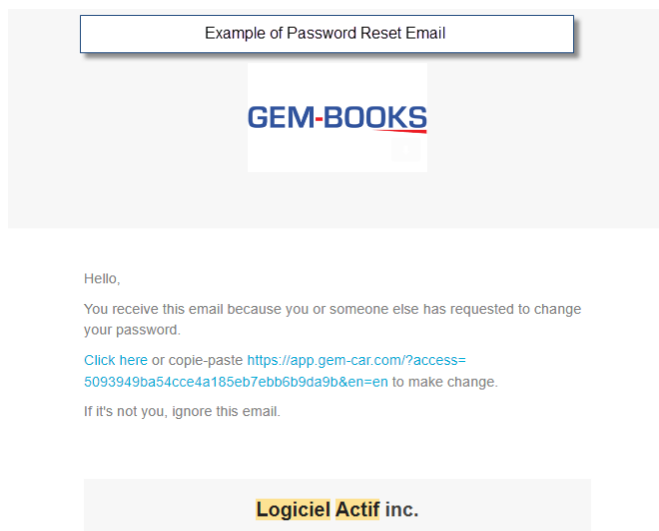
On the next screen, enter your user ID and email address.



If you no longer have your user code, click on the link at the bottom left.



You will receive an email with a link to choose a new password.



If it still doesn't work, write to :

- soutien@gem-books.com

for further assistance.

Initial configuration

Before you start

Make sure you don't have any transactions in GEM-BOOKS, otherwise notify us and we will delete your test transactions.

Here are the main steps

- Adjust the invoice number: ex next 10 000
- To import or not your data from your old accounting software
- Import or create your Chart of Accounts
- Enter your opening balance sheet based on the trial balance
- Adjust your taxes and tax number
- Adjust basic GL configurations
- Select your logo

Selection of invoice number, quotation, and sale

The numbering of the various documents of a company is important. Maybe you were at a certain number before switching to GEM-BOOKS? To continue this sequence, here is where to set it up.

IDEA: Increase the invoice number to the next 10,000, then it will be easy to know what was in the old software and what is in your GEM-BOOKS.

The numbering will be different for each of your branches. If you only have one, here is how to do it:

In the Settings menu, Configurations, and in the General tab, select, at the bottom of the page, the branch to configure by clicking on its name.

The following form will be presented to us as an overlay on the screen we were on.

REDA

INFO NUMBERING CUSTOMIZATION OF DOCUMENTS LOGOS

Code RED Name REDA Status Active

Address 4460 Bélanger City Montréal Country Canada Province Quebec Postal H1T 1B5

Phone 8228488686 Fax Manager REDA

Name on invoices REDA Email on invoices REDA@V2V.CA Website on invoices

= Required fields
 = Contextual help available as a tooltip

CLOSE SAVE AND CLOSE

It is in the numbering tab that you can define your last invoice number.

REDA

INFO NUMBERING CUSTOMIZATION OF DOCUMENTS LOGOS

Prefix on sales numbers Next sale number 10000

Prefix on quotes numbers Next quote number 10000

Prefix on invoices numbers Next invoice number 10000

Prefix on purchases numbers Next purchase number 0

Prefix on PO numbers Next PO number 0

= Required fields
 = Contextual help available as a tooltip

CLOSE SAVE AND CLOSE

In our example, the next invoice you will generate with GEM-BOOKS will be number 3000259.

At one time, some organizations added a prefix in front of the invoice or tender number. For example S3000259 for a quote F223000259 for an invoice issued in 2022. Although this practice is no longer necessary, you can still define one here.

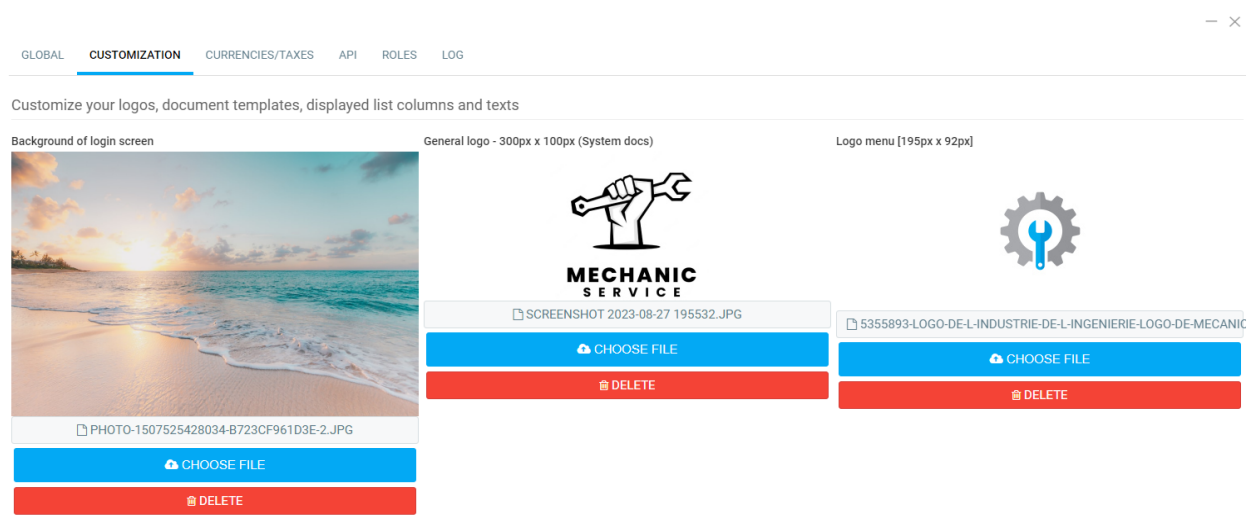
Note: You can never enter a number lower than the one already entered in the box.

Note: If you need to reset the document numbering sequence for a company or a branch that already existed and is in operation and for which documents were created before the time of the counter reset, it is mandatory that the starting number of the new sequence be a numeric value higher than the last existing value in each case since GEM-BOOKS will not allow you to enter a starting sequence number lower than the last used number.

Configuration of legal notes for invoices, bids, and sales

Selection of custom logo on documents: estimates and invoices

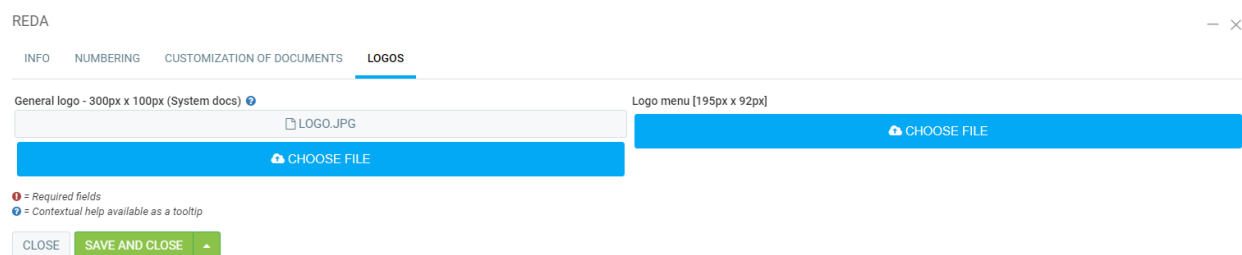
If you do not have a branch, go to the Settings menu, Configuration, and Customization tab. Upload your logo in the General logo (System generated documents) [suggested proportion 300px x 100px] and Menu logo [suggested proportion 195px x 92px] sections.



For a logo change, we suggest that you delete the old logo and register before replacing the new logo. Even if you don't have a second branch, you will still need to go and delete the old logo in the main branch (everyone has at least one).

If you use the branches :

You can change your logo in the following section: Settings, Configurations, and General tab. Click on the branch and the Logo tab.



It will now appear in the top left corner and on your official documents such as estimates and invoices.

This procedure is explained in a video:

- <https://www.youtube.com/watch?v=HBJNm4w11Xo>

Importing data or not

First of all, you have to decide whether you want to import the data from your old accounting software or start from scratch.

If you wish to import data from your old accounting software, GEM-BOOKS provides you with several import tools. If your old software is one of the following: Sage50, Acomba, Quickbooks. See the chapter on this topic.

If you wish to start fresh, you will need to enter the starting balances in your detailed accounts, see the section below.

Management of the chart of accounts

The chart of accounts is actually the list of acceptable accounting accounts to transact in. When you look at your "numbers", you want to see the status of your income, expenses, etc...

Let's imagine your expenses: You want to know your telephone expenses, office expenses, salary, etc. Each of these expenses corresponds to an account in your chart of accounts. Here is a practical example, to know how much your office supplies cost: you have the choice of the following accounts: Purchase of pencils, purchase of erasers, purchase of paper clips, etc., or simply the Office Supplies account.

Your accountant is the best person to help you define your chart of accounts.

Brief definition of terms :

ASSETS

It is an asset that has value at a given time. For example, your car, your bank account, your accounts receivable, your accounting software... Standard: The code for this account must begin with 1 and is normally DEBTOR.

LIABILITIES

It's what you owe. For example, a line of credit, debt, etc. Standard: The code for this account must begin with 2 and is normally CREDITOR.

CAPITAL

As for capital, it is what you are worth. For example, profit, share capital, etc. If we sell all our assets and pay all our liabilities, capital is what we have left. So you will find the following equation: $ASSETS=LIABILITIES+CAPITAL$ Standard: The code for this account must start with 3 and is normally CREDITOR.

INCOME

It includes all miscellaneous sales items. Standard: The code for this account must begin with 4 and is normally CREDITOR.

EXPENSES

Expenses do not need to be described; it is the easiest thing to do in a business. Standard: The code for this account must begin with 5 and is normally DEBT. Any account in your chart is either normally credit or normally debit. This is simply an accounting convention. You should not try to find a logical explanation if you are not familiar with this convention.

COST OF GOODS SOLD (COGS)

If the expense account you are creating is an expense directly related to your cost of goods sold, enter "Cost of Goods Sold" as the account type. This way, under revenue, you will see your cost of goods sold and gross profit.

Debit The asset and expense accounts are normally in debit.

CREDIT The liabilities, revenue, and capital accounts are normally in credit.

SHORT TERM

Normally achievable within one year (e.g. bank account).

LONG TERM

Normally achievable in more than one year (e.g. Furniture). Always by convention, put short-term accounts before long-term ones.

See our well-visualized example

BANK ACCOUNT

If your account is a bank account from which you draw cheques

TAXABLE

Check if the account normally affects QST and GST. A number of accounts are included in your software. It is up to you to rename the code if it does not correspond to your accounting code or to change the name to suit your own situation if the system allows it.

You will notice the last account, code 9999, is transient. It is your choice to have such an account, but we suggest that you have an account whose function is not well-defined. When you are faced with a transaction for which you do not know which account to use, use this account temporarily while you ask your accountant what you should have done.

For "Account Types", here are your choices. As a picture is worth a thousand words, here is an example.

ACTIFS À COURT TERME		SOLDE
Actifs à court terme		
1010 - Petite caisse	100,00	
1020 - Banque	151,89	
1040 - Encaisse totale		251,89
1060 - Comptes clients		385,01
TOTAL ACTIFS À COURT TERME		636,90

Accounts 1010 and 1020 are "Subgroup Accounts" and are written with an indentation. Account 1040 is more of a "Subgroup Total" account, it shows the sum of the subgroup accounts above it. This type of account cannot be used in a transaction.

In the example below:

2105 - CNESST à payer	0,33
Taxes	
2210 - TPS perçue sur les ventes	20,05
2240 - TVQ perçue sur les ventes	40,00
2260 - Total taxes	60,05

The word 'TAXES' in black is a "Group Header" account type. This type of account cannot be used in a transaction. Accounts 2210 and 2240 are "Group Accounts", which are normal accounts, but since they are preceded by a

If you select "Group header", they are printed with a slight indentation. Finally, account 2260 is a "Group Total" account, it displays the group total. This type of account cannot be used in a transaction.

An adjustment account is mainly used as a temporary account during an import. We suggest using the "Adjustments" account that we code with the letters AJ when importing a charter, detailed in the following sections.

Charte des comptes - 9999

INFORMATION NOTES

Code interne ⓘ Code IGRF ⓘ Nom Actif Solde de départ

9999 Code IGRF Ajustements Oui

Financier ⓘ Type Devise Type de compte Étiquettes Étiquettes(s) par défaut dans les ...

Capital Débit CAD Compte de groupe Aucun item disponible Aucun item disponible

☐ Compte de banque?

☐ Taxable?

☐ Demander de générer des paiements préautorisés lors de paiements

PROFIT

A small note for the profit accounts.

- Retained earnings
- Ongoing benefits
- Net income

The one that is configured in GEM-BOOKS is the account that will be used to accumulate the operation profits, in short, the one that will accumulate your profits. We suggest using the "Current Profits" account that we code with the letters BF when importing a charter.

Import a chart of accounts or not

The import and creation of your chart of accounts must be done as soon as you start using the accounting solution. Your GEM-BOOKS account must not have any transactions when importing a chart of accounts.

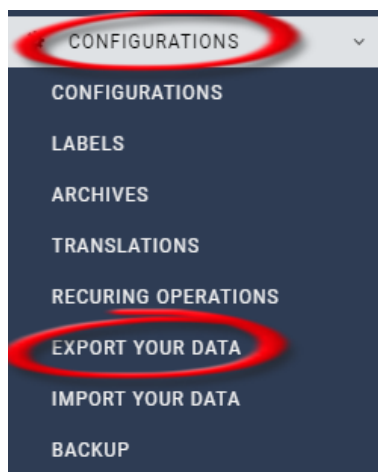
If you have made transactions in GEM-BOOKS, but you want to import a chart of accounts, you have two options:

Option 1: Do not import an account charter. Instead, set up your account policy manually in GEM-BOKS.

Option 2: Write to soutien@GEM-BOOKS.com and a member of the Advisory Services team will be able to accompany you.

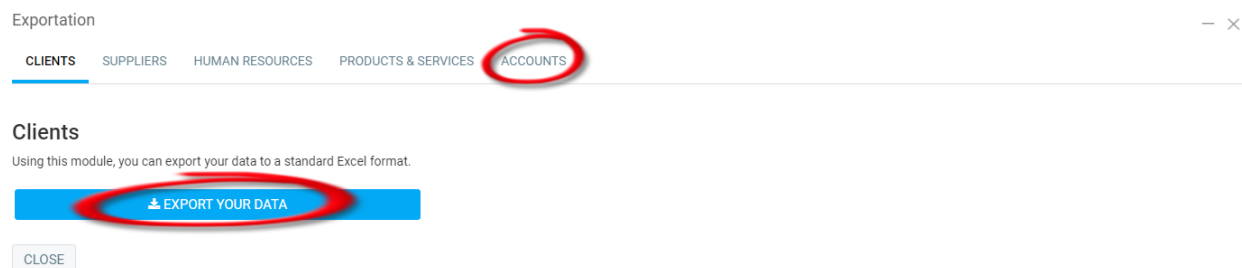
Import a chart of accounts from an Excel file

To import a chart of accounts from an Excel file, you must first export a template that you can modify later.



To start, go to the left menu,
Click on "Settings" / "Export your data".

A window entitled Export appears. Click on the "Accounts" tab and then on the blue Export your data button (see the image below).



Here is what the Excel document you will get looks like:

A	B	C	D	E	F	G	H	I	J	K	L
Code	Nom/Name	Type	Credit/Debit	Taxable	Devise/Currency	Banque/Bank	Solde de départ/Start balance	Configuration	IGRF	Groupe	Étiquette(s)/Label(s)

Here's what a complete chart of accounts might look like:

A	B	C	D	E	F	G	H	I	J	K	L
Code	Nom/Name	Type	Credit/Debit	Taxable	Devise/Currency	Banque/Bank	Solde de départ/Start balance	Configuration	IGRF	Groupe	Étiquette(s)/Label(s)
0	-----	CMV	C	no	CAD	no	0			CG	
1000	CASH -	AC	D	no	CAD	no	0			HG	
1001	BANK	AC	D	no	CAD	yes	0	B		CG	
1090	SHORT-TERM INVESTMENT	AC	D	no	CAD	no	0			CG	
1099	TOTAL CASH -	AC	D	no	CAD	no	0			CG	
1120	DEBIT -	AC	D	no	CAD	no	0			HG	
1201	ACCOUNTS RECEIVABLE	AC	D	no	CAD	no	0	C		CG	
1205	SUPPLIER CREDIT NOTE - TO RECEIVE	AC	D	no	CAD	no	0			CG	
1208	PAYMENT BY SUPPLIER CREDIT NOTE	AC	D	no	CAD	no	0			CG	
1210	INSURANCE DEDUCTIBLE	AC	D	no	CAD	no	0			CG	
1220	WORK IN PROGRESS	AC	D	no	CAD	no	0			CG	
1221	ADVANCE TO THE SHAREHOLDER	AC	D	no	CAD	no	0			CG	
1222	ADVANCE PAYMENT PROVINCIAL TAX	AC	C	no	CAD	no	0			CG	
1223	FEDERAL TAX INSTALMENT	AC	D	no	CAD	no	0			CG	
1225	TOTAL DEBIT -	AC	D	no	CAD	no	0			TG	
1300	PREPAID EXPENSES -	AC	D	no	CAD	no	0			HG	
1301	SUPPLIER DEPOSIT	AC	D	no	CAD	no	0			CG	
1302	PREPAID EXPENSES	AC	D	no	CAD	yes	0			CG	
1350	TOTAL PREPAID EXPENSES -	AC	D	no	CAD	no	0			TG	
1400	INVENTORY (STOCK) -	AC	D	no	CAD	no	0			HG	
1401	INVENTORY	AC	D	no	CAD	no	0			CG	
1402	INVENTORY OF THE VEHICLE FLEET	AC	D	no	CAD	no	0			CG	
1499	TOTAL INVENTORY -	AC	D	no	CAD	no	0			TG	
1600	IMMOBILIZATION -	AL	D	no	CAD	no	0			HG	
1601	FIXED ASSETS - BUILDING	AL	D	no	CAD	no	0			CG	
1602	BUILDING DEPRECIATION	AL	C	no	CAD	no	0			CG	
1603	EQUIPMENT	AL	D	no	CAD	yes	0			CG	
1604	EQUIPMENT DEPRECIATION	AL	C	no	CAD	no	0			CG	
1605	OFFICE EQUIPMENT	AL	D	no	CAD	no	0			CG	
1606	AMMORTIZATION OF OFFICE EQUIPMENT	AL	C	no	CAD	no	0			CG	
1611	ROLLING STOCK	AL	D	no	CAD	no	0			CG	
1612	ROLLING STOCK DEPRECIATION	AL	C	no	CAD	no	0			CG	
1699	TOTAL FIXED ASSETS -	AL	D	no	CAD	no	0			TG	
1700	INTANGIBLE ASSET -	AL	D	no	CAD	no	0			HG	
1701	FRANCHISE/BANNER	AL	D	no	CAD	no	0			CG	
1702	AMMORTIZATION OF FRANCHISE/BANNER	AL	C	no	CAD	no	0			CG	
1799	TOTAL INTANGIBLE ASSETS -	AL	D	no	CAD	no	0			TG	
2000	CREDIT -	PC	C	no	CAD	no	0			HG	
2050	LINE OF CREDIT	PC	C	no	CAD	no	0			CG	

Import file headers legend

Code - Enter the account number. This is usually a four or six-digit number.

Name - Enter the name of the account. Make sure the name is descriptive. For example, if it is the account for federal rebates, name it "Federal Rebates".

Type - Enter the code that corresponds to the type of account:

- CA** = Current assets
- LA** = Long-term assets
- CP** = Current liabilities
- PL** = Long-term liabilities
- C** = Capital

R = Revenue
OR = Other income
D = Expenditure
OE = Other expenses

For example, if it is an income account, enter the letter R. If it is an account for long-term liabilities, enter PL.

Credit/Debit - Enter whether the account is a debit or credit account:

C = Credit
D = Flow rate

If it is a credit account, enter C. If it is a debit account, enter D.

Taxable - Enter whether or not this is a taxable account:

If it is taxable, enter Yes. If it is not taxable, enter No.

Currency - Enter whether the account is in Canadian or U.S. currency:

CAD = Canadian currency
USD = US currency

If the account is in Canadian currency, enter CAD. If the account is in US currency, enter USD.

Starting balance - Enter the starting balance of the account:

If the balance is on the credit side, enter a negative amount. If the balance is on the debit side, enter a positive amount. The sum of the Starting balances column must be zero.

Main account settings

B = Default bank, usually 1020
BF = Current profit, usually 3150 (Net profit)
R = Default primary income, usually 4200
A = Default main purchase, usually 5200
C = Accounts Receivable / Receivable, usually 1200 (Will be 0\$ when imported*)
P = Accounts Payable / Payable, usually 2100 (Will be \$0 on import*)
EC = Customer discount for early payment and sales discount, usually 4240
EP = Vendor cash discount advance payment and purchase discount, usually 5240
PST = GST collected on sales (Payable), usually 2310
PST = QST collected on sales (Payable), usually 2340
GSTR = GST paid on purchases (receivable), usually 2315
QST = QST paid on purchases (receivable), usually 2345
AJ = Adjustment account

For example, if this is your default bank account, enter the letter B. If an account does not exist, you will have to create it even if you will never use it.

Group

HG = Group Header
SG = Subgroup account
TSG = Subgroup Total
GC = Group Account
TG = Group Total

Account codes must be unique

Please note! If you import a chart of accounts that contains an account code already existing in GEM-BOOKS, the account in GEM-BOOKS will be replaced by the account in your chart.

For example, you add a GST Paid account with code 1007 to your Excel chart. However, you did not realize that you already have a QST Paid account configured in GEM-BOOKS with the code 1007. When you import your chart, the QST Paid account will be replaced by the GST Paid account because they have the same code.

Active and inactive GL accounts

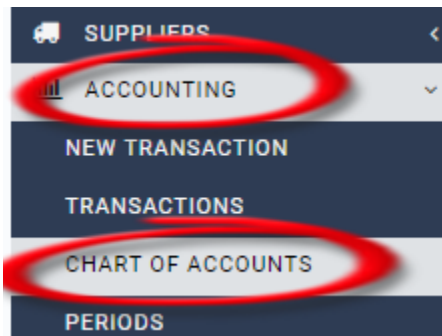
When you import a chart of accounts, the accounts already configured in GEM-BOOKS will become inactive, and the imported accounts will become active. So make sure that all your accounts are included in the chart of accounts you are importing.

For example, you have already set up your Petty Cash account (1002) in GEM-BOOKS but you want to import a chart of accounts. If the chart of accounts you import does not include account 1002 - Petty Cash, this account will become inactive in the software.

*The main accounts of type C, Accounts Receivable, and P, Accounts Payable, must have a starting balance of zero. The trick is to add up the amounts of these two accounts and add it to the account type AJ, Adjustment account. This way, your trial balance will balance after the import. You will only have to import your receivables and payables using the tab Invoices. Where the lines of type Customer total the amount you had in the account of type C and those of Supplier total the amount of P.

Tip: In Excel, make sure you sum the "Start balance" column. If you get zero, you can proceed with the import, otherwise, you have some work to do. (Don't forget to delete this total before importing).

Activate an inactive account



To activate an inactive account, click Accounting > Account Charter.

Then click on the blue  icon in the upper right corner of the screen (see the image below).

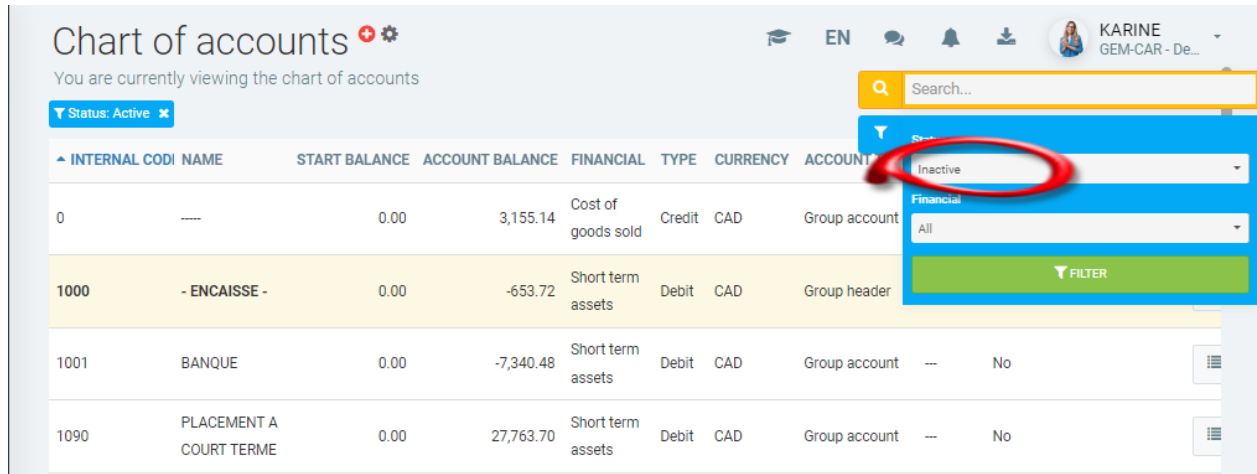


Chart of accounts 

You are currently viewing the chart of accounts

▼ Status: Active ✕

INTERNAL CODI	NAME	START BALANCE	ACCOUNT BALANCE	FINANCIAL	TYPE	CURRENCY	ACCOUNT
0	----	0.00	3,155.14	Cost of goods sold	Credit	CAD	Group account
1000	- ENCAISSE -	0.00	-653.72	Short term assets	Debit	CAD	Group header
1001	BANQUE	0.00	-7,340.48	Short term assets	Debit	CAD	Group account
1090	PLACEMENT A COURT TERME	0.00	27,763.70	Short term assets	Debit	CAD	Group account

In the lists dialog box, select the Inactive status and click on the green Filter button  (see image below).

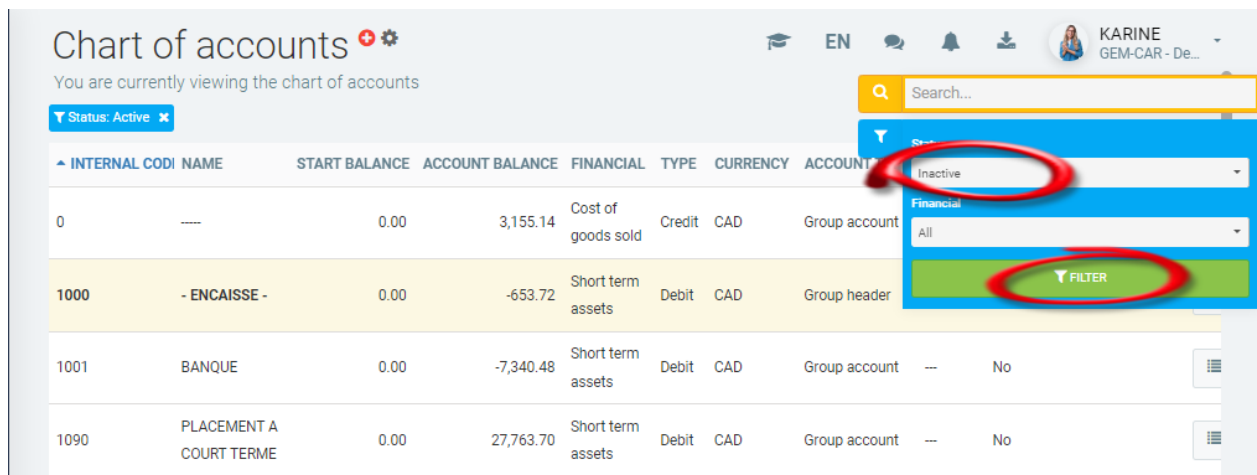


Chart of accounts 

You are currently viewing the chart of accounts

▼ Status: Active ✕

INTERNAL CODI	NAME	START BALANCE	ACCOUNT BALANCE	FINANCIAL	TYPE	CURRENCY	ACCOUNT
0	----	0.00	3,155.14	Cost of goods sold	Credit	CAD	Group account
1000	- ENCAISSE -	0.00	-653.72	Short term assets	Debit	CAD	Group header
1001	BANQUE	0.00	-7,340.48	Short term assets	Debit	CAD	Group account
1090	PLACEMENT A COURT TERME	0.00	27,763.70	Short term assets	Debit	CAD	Group account

From the list of inactive accounts, click on the account you wish to activate.

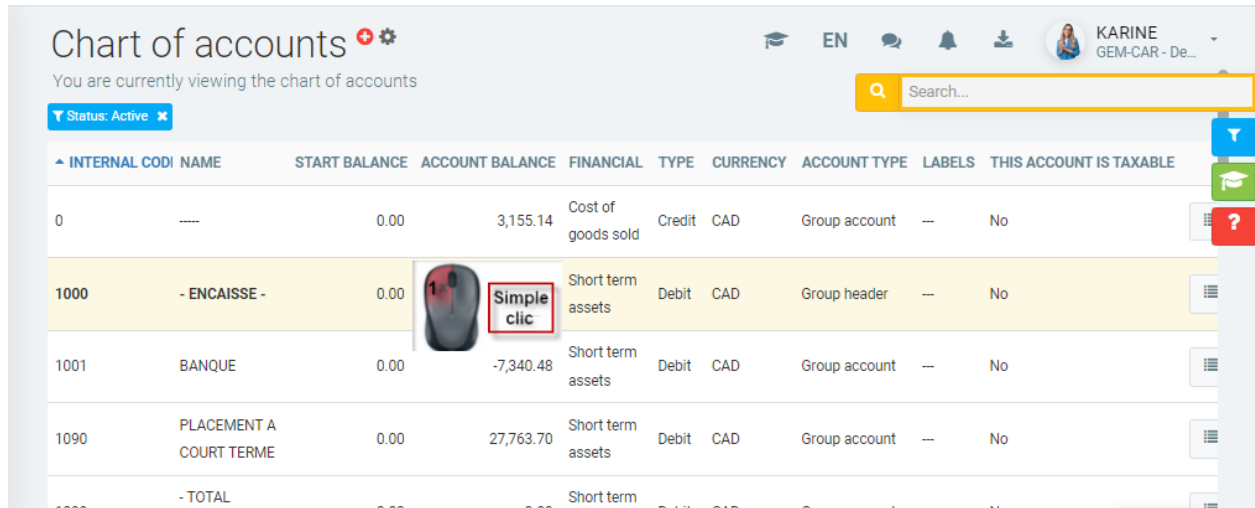


Chart of accounts 

You are currently viewing the chart of accounts

Search...

Status: Active

INTERNAL CODE	NAME	START BALANCE	ACCOUNT BALANCE	FINANCIAL	TYPE	CURRENCY	ACCOUNT TYPE	LABELS	THIS ACCOUNT IS TAXABLE
0	----	0.00	3,155.14	Cost of goods sold	Credit	CAD	Group account	---	No
1000	- ENCAISSE -	0.00		Short term assets	Debit	CAD	Group header	---	No
1001	BANQUE	0.00	-7,340.48	Short term assets	Debit	CAD	Group account	---	No
1090	PLACEMENT A COURT TERME	0.00	27,763.70	Short term assets	Debit	CAD	Group account	---	No
1000	- TOTAL	0.00	0.00	Short term	Debit	CAD	Group account	---	No

On the account information page, select Yes under the Active menu. Then click on the green Save button (see the image below).

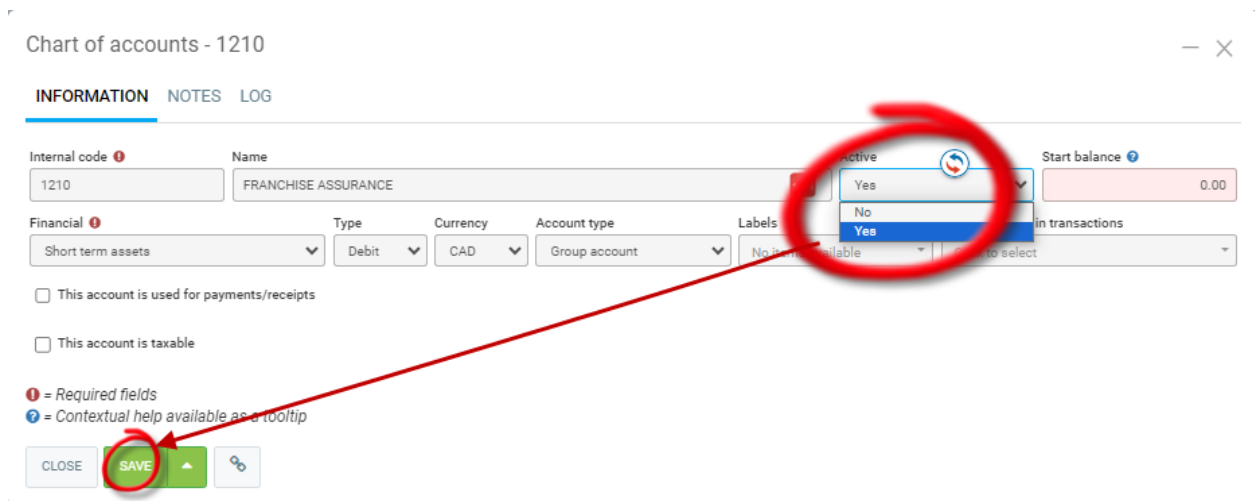


Chart of accounts - 1210

INFORMATION NOTES LOG

Internal code  Name

1210 FRANCHISE ASSURANCE

Financial  Type Currency Account type Labels

Short term assets Debit CAD Group account No transactions

☐ This account is used for payments/receipts

☐ This account is taxable

 = Required fields

 = Contextual help available as a tooltip

CLOSE SAVE 

Finally, it is always a good idea to plan ahead and have the external accountant who closes your year validate your statement of accounts by providing them with your income statement. (To make it easier, invite your accountant to join GEM-BOOKS!)

So don't hesitate to call on one of our certified accounting professionals.

Configure an accounting account so that taxes are automatically calculated on transactions.

In order to configure your chart of accounts to determine the accounts on which your tax rules should be applied automatically, you must choose your taxable accounts in the "Chart of Accounts->Accounting" menu.

In the master record of the selected account:

- Check the "Taxable?" option so that taxes are automatically applied to transactions made with this account,
- Use the percentages to apply the correct allocation; Ex representation costs at 50%,
- Excluded from Box 101 of the tax return.

Chart of accounts - 1210

INFORMATION NOTES LOG

Internal code ⓘ	Name	Active	Start balance ⓘ
1210	FRANCHISE ASSURANCE	Yes	0.00

Financial ⓘ	Type	Currency	Account type	Labels	Default label(s) in transactions
Short term assets	Debit	CAD	Group account	No items available	Click to select

☐ This account is used for payments/receipts

☒ This account is taxable

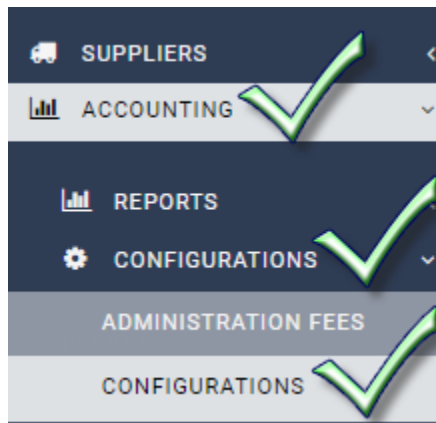
Taxable percentage ⓘ

100.00

ⓘ = Required fields
ⓘ = Contextual help available as a tooltip

CLOSE SAVE

Default GL configuration



It is important that the default GL configuration is done. To do this:

- go to the "Accounting / Configuration" menu,
- Click on the "Configurations"
- Add the ledger codes according to your chart
- Save

Here is an example to guide you

Accounting module configurations

Bank account 1001 - BANQUE	Current earnings account 3510 - BÉNÉFICE EN COURS	Default income account 4001 - VENTES PIÈCES	Default expense account 5001 - ACHATS PIÈCES
Accounts to receive 1201 - COMPTES À RECEVOIR	Accounts payable 2100 - COMPTES FOURNISSEURS	Customer discount account 4996 - ESCOMPTE SUR VENTES - PAIE	Supplier discount account 5996 - ESCOMPTE SUR ACHATS - PAIE
Adjustments account 9999 - AJUSTEMENT	Account for commissions 0 - ----	Accounts for customer acquisition costs Click to select	Accounts for cost of goods sold Click to select

Ex: Complete the cost of goods sold with an indicator in 5000.

Default expense account

5001 - ACHATS PIÈCES

0 - ----

5001 - ACHATS PIÈCES

5102 - SOUS-TRAITANCE DÉPENSE

5201 - ACHATS DE PNEUS

5202 - ACHAT PNEUS USAGÉS

5225 - FRAIS D'ENTREPOSAGE DE PNEUS

5301 - ACHATS ESSENCE POUR VENTE

5401 - DÉPENSES DE LOCATIONS VÉHICULES - VENTE

5501 - ACHATS VEHICULE - REVENTE

5501 - SALAIRES (ATELIER)

5502 - BÉNÉFICES MARGINAUX (ATELIER)

5601 - OUTILLAGE DE MOINS DE 500\$

5602 - OUTILLAGE PLUS DE 500\$

5603 - DEPENSE D'ATELIER

5611 - BUANDERIE

5990 - FRAIS TRANSPORT ACHAT

Note: For accounts for customer acquisition costs, you can select multiple GLs. Sales costs are usually in the 6000s.

Comptes pour les coûts d'acquisition de client

6021 - Frais de représentation, 6024 - Hébergement, 6030 - Pt

Écrivez pour voir des suggestions

TOUS AUCUN

6002 - Entretien des véhicules	
6021 - Frais de représentation	✓
6024 - Hébergement	✓
6025 - Hilton time share	
6030 - Publicité et promotion	✓
6040 - Salons & Trade Show	✓
6050 - Congrès	
7001 - Salaires	
7002 - Ajustements salaire	
7030 - 4F part employeur	

Registration of your provincial or federal business number

If you are a Quebec company, register your NEQ

- <https://www.registreentreprises.gouv.qc.ca/fr/default.aspx>

Identification de l'entreprise

Numéro d'entreprise du Québec (NEQ)

Nom

- Go to the left-hand menu under "Configurations / Configurations",
- Click on the "Global" tab,
- Enter your NEQ or Canadian Business Number

Configurations — ✕

GLOBAL CUSTOMIZATION CURRENCIES/TAXES API ROLES LOG

General configurations

Company Name GEM-CAR - Demo	Corporate name ⓘ RC TYYYUUUUUUUUUUUUUO NIF 888877777	Federal business number NIS 7778888888888888 AI	Prov/State business number Prov/State business number	Date of creation of the co... 2022-04-12
Address 4460 Rue Bélanger		City ALGERIE	Country Canada	Province Quebec
Postal code 16000	Phone 1 866-848-8282	Email info@gem-car.com	Fax Fax	Quebec enterprise number Quebec enterprise number (I)

Validation of tax rules

You must check your tax rules by going to the menu:

Configurations->Configurations->Currencies/Taxes tab. This step is particularly important if you have activities in other provinces or countries than your province and/or if you have particular activities that require special configurations such as hosting or tire sales.

If you did not enter your tax numbers when you created your GEM-BOOKS account, you must do so in this section.

Tax configuration :

The first time you use GEM-BOOKS, the system will help you set up your taxes according to your province. There is no need to change the tax settings after this step. When you generate a quote from a sale, you should see your tax numbers next to the total at the bottom. However, if you made a mistake and want to change your settings, here is the procedure.

Click on the Configurations menu > Configurations and go to the Currencies/Taxes tab.

If you want to specify your tax numbers, click on the "Taxes Canada" tax rule. If you have the module, Carrier, Broker, or Courier, you will have to do the same thing in "Taxes Canada - Freight transportation" and "Taxes Canada - Freight transportation in Quebec".

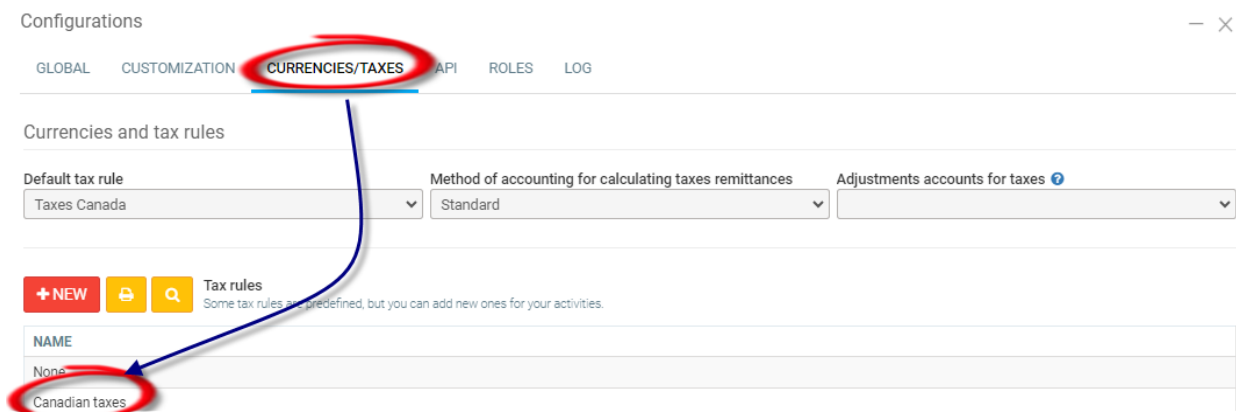
Note: If you want to sell products without taxes, you don't need to add a tax rule. Simply specify the tax rule "none" to be used in a category or manually during a sale in the "Accounting" tab of the "Specify" button.

However, a special tax rule may be created to avoid charging provincial taxes.

In this section, all taxes are specified by province. You can click on each province to insert your tax numbers. It is important to insert your numbers in each province because if you invoice a customer in a province where the tax number is not listed, it will not appear on the invoice.

Configuration of your tax numbers:

- Go to the left-hand menu under "Configurations / Configurations",
- Click on the "Currencies/Taxes" tab,
- Click on "Taxes Canada" in the tax rules.



- Select each tax by clicking on the list. Ex "TPS",
- Enter your ID number,
- Save and close.

TPS (5%)



INFO LOG

Name

TPS (5%)

Applicable in which country?

Canada

In what province/state?

Quebec

Your government identifier

99999999RT0001

Code to indicate on invoices

F

Rate

5.000

Type

Percentage

Display priority

1

Tax on taxes

No

Quick method rates

0.000

☐ Taxable

Accounting account for taxes collected on sales

2430 - T.P.S. À PAYER - VENTE

Accounting account for taxes paid on purchases

2431 - T.P.S. À RECEVOIR - ACHAT

Apply this tax only on products or services in the following categories

Click to select

= Required fields

= Contextual help available as a tooltip

CLOSE

SAVE AND CLOSE



Opening balance sheet validation

To do your opening balance in GEM-BOOKS, you will need your opening balance.

What is the purpose of the trial balance?

The trial balance is a listing of all accounts in the chart of accounts with a balance. It is prepared to verify the accuracy of the accounting information. The trial balance, therefore, includes the list of accounts in the order in which they appear in the chart of accounts and the balances of these accounts, which are divided into two columns:

- one for accounts with a debit balance,
- the other for those with a credit balance.

The usefulness of the trial balance

A trial balance is prepared to verify the accuracy of the amounts recorded in the chart of accounts. However, it is very useful because, in addition to proving the arithmetical accuracy of the chart of accounts, it contains all the information required to prepare the financial statements.

Important:

In a trial balance, debits and credits must balance.

What is the purpose of an opening balance sheet?

When you start using GEM-BOOKS to do your bookkeeping, you must request a trial balance report on your old software and enter this data in GEM-BOOKS in order to start with the same numbers.

Summary of accounting transactions

Date : 01/09/2023

Period : From 31/08/2022 To 29/09/2023

Page : 1

Time : 19:34:15

Description	Ledger No	Debit	Credit
SALES			
CARTE DE DÉBIT 1	000105	5 861.20	0.00
CHÈQUE	000105	195.46	0.00
COMPTANT	000105	4 995.55	0.00
MASTER CARD	000105	12 583.52	0.00
VISA	000105	16 089.77	0.00
AMELIORATION PARCAUTO	000180	226.87	0.00
T.P.S. À PAYER	000245	0.00	1 737.46
T.V.Q. À PAYER	000246	0.00	3 466.24
DROIT SPÉCIFIQUE À PAYER	000247	0.00	12.00
DEPOT CLIENT	000270	0.00	0.00
VENTES PIÈCES	000305	0.00	18 874.54
VENTES SERVICE (M-O.)	000310	0.00	15 248.40
VENTES PNEUS	000320	0.00	792.68
ESCOMPTES SUR VENTES	000350	178.95	0.00
transaction total SALES		40 131.32	40 131.32
PURCHASES			
T.P.S. À RECEVOIR	000113	230.02	0.00
T.V.Q. À RECEVOIR	000114	458.87	0.00
COMPTES FOURNISSEURS	000210	0.00	5 289.23
ACHATS PIÈCES	000405	4 600.34	0.00
transaction total PURCHASES		5 289.23	5 289.23
		45 420.55	45 420.55

Make sure that the credit and debit balance is correct, otherwise, you will not be able to start your experience with GEM-BOOKS.

The import of your starting balances was done in two steps:

- 1- Starting balances of the accounts (Chart of Accounts).
- 2- Customer/supplier departure balances (Transactions).

Correction of starting ledger code balances:

For the first step, you can enter the starting balances of each accounting account in the account card. The accounts are accessible from the menu "Accounting->Chart of accounts"

On your old software, print a trial balance. Then, for each account, validate the amount in the "Starting balance" field of the account.

If the balance is on the credit side, please enter a negative amount, if the balance is on the debit side, please enter a positive amount. Repeat the operation for each of your accounts, except for accounts receivable and payable. These 2 accounts will be processed in the next step.

Chart of accounts - Add

INFORMATION NOTES LOG

Internal code ⁱ 009 Name Credit Active Yes Start balance [?] 0.00

Mode

ⁱ = Required fields
[?] = Contextual help available as a tooltip

CLOSE SAVE

Importing or recording code balances from ledgers

You will need to enter a starting balance for each of your suppliers and customers.

To do this, simply create a new transaction of type invoice for the concerned customer, and instead of using a revenue account (or an expense account in the case of a supplier), choose the adjustment account which by default is account 9999.

You can print an (official) age of accounts from your old software to see all the current transactions you need to enter in GEM-BOKS.

The final transaction will look like this:

- The account receivable (or payable) with the customer's (or vendor's) opening balance reflecting the total amounts due.
- The adjustment account with the balance.

Here is an example of a transaction:

New Transaction — ×

INFOS NOTES DOCUMENTS LOG

Number: 147 Date: 2023-09-01 Reference: 5148843230 - 1234 Name: 5148843230 - 1234

Labels: Click to select Period: Current Created by: garage - KARINE Creation date: 2023-09-01 19:28:54

Clients (Account 1201 - COMPTES À RECEVOIR): 5148843230 - 1234 Suppliers (Account 2100 - COMPTES FOURNISSEURS): Enter the code, the name of the provider or F# followed by the invoice number (PO)

INVOICE (D+) PAYMENT (C-) INVOICE (C+) PAY (D-)

ACCOUNT	DEBIT	CREDIT	NAME	REFERENCE	LABELS
4001 - VENTES PIÈCES	0.00	0.00	CAD		No items available
1201 - COMPTES À RECEVOIR	0.00	0.00	CAD	5148843230 - 1234	No items available
	0.00	0.00	CAD		No items available
BALANCE		0.00			

CLOSE SAVE

Once you have completed these two steps, your accounting will be at the same level as on your old software.

Options for importing data to GEM-BOOKS

- It is possible to import up to 7 years of history from SAGE and Acomba.

Importing data from SAGE to GEM-BOOKS:

- Option 1 - Send us your .cab file
- Option 2 - Send us your xls files

Check the integrity before sending (procedure at the bottom of this article)
To import your data from Sage 50 to GEM-BOOKS, you have two options.

First option

Send your .cab file to your representative, specifying the sysadmin username and password, and we will do the import for you.

First of all, please send us the concordance between your accounts and our main accounts. Just replace the ##### with your account chart number.

Note: Do not send your chart of accounts, as it may contain 3 bank accounts. If the first bank account is your US bank account and it is chosen at random, the transactions will be imported into this wrong account. The same thing for GST collected on sales, QST collected on sales, etc. Imagine the mess...

Your ##### number (To be created in Sage 50 if none exists)

Default bank, usually 1020
Current earnings, usually 3150 (Net earnings)
Default primary income, usually 4200
Main purchase by default, usually 5200
Accounts Receivable Customers / Receivable, usually 1200
Accounts Payable / Payable, usually 2100
Customer discount Early payment and sales discount, usually 4240
Supplier discount Early payment and purchase discount, usually 5240
GST collected on sales (Payable), usually 2310
QST collected on sales (Payable), usually 2340
GST paid on purchases (receivable), usually 2315
QST paid on purchases (receivable), usually 2345
Adjustment account
Account for commissions (optional)
Accounts for customer acquisition costs (optional)
Accounts for variable costs (optional)

We will use this information to match your accounts with GEM-BOOKS when importing into our internal tool.

Instructions (FAQ)

- ☐ Effacer TOUS les clients
- ☐ Effacer TOUS les fournisseurs
- ☐ Effacer TOUS les comptes et transactions
- ☐ Effacer TOUS les transactions
- ☐ Effacer TOUS les ventes et achats
- ☐ Effacer TOUS les produits et services et les catégories
- ☐ Importation en cours d'année

Entrez vos codes de comptes provenant de Sage 50

Banque	Bénéfices en cours	Revenu par défaut	Dépense par défaut
Banque	Bénéfices en cours	Revenu par défaut	Dépense par défaut
À recevoir (Clients / Recevable)	À payer (Fournisseurs / Payable)	Escompte client	Escompte fournisseur
Clients / Recevable	Fournisseurs / Payable	Escompte client	Escompte fournisseur
TPS perçue sur les ventes (à payer)	TVQ perçue sur les ventes (à payer)	TPS payée sur les achats (à recevoir)	TVQ payée sur les achats (à recevoir)
TPS à payé	TVQ à payé	TPS à recevoir	TVQ à recevoir

Entrez les fichiers exporter de Sage 50

Liste des clients

CHOISIR FICHER

Liste des fournisseurs

CHOISIR FICHER

Plan Comptable

CHOISIR FICHER

Toutes les transactions

CHOISIR FICHER

Balance de vérification

CHOISIR FICHER

Chronologie Clients

CHOISIR FICHER

Chronologie Fournisseurs

CHOISIR FICHER

Chronologie Détaillée Clients

CHOISIR FICHER

FERMER

LANCER L'IMPORTATION

Second option

You can also send us the .xls files by email and we will do the import for you.

- Open the Sage 50 software.
- Log in to an administrator account (also called the sysadmin).
- In the navigation bar, click on Reports, then Report Center.
- Click on the Export button above each report and save them in xls format.

Exporting customers

In the left-hand column, click on Customers & Sales then click on Customer List

In Edit this report, check Include inactive customers. Then, under Report columns, use Custom column settings and click the Add all button >>.

- Default file name: Clients.xls

Exporting suppliers

Click on "Suppliers & Purchasing", then on List of suppliers

In Edit this report, check Include Inactive Suppliers. Then, under Report columns, use "Custom column settings" and click on the "Add all" button.

- Default file name: Supply.xls

Export the chart of accounts

Click on Accounts, then on Chart of Accounts

- Default file name: Plan_Com.xls

Export transactions by year

Click on "Financial", then "All transactions" or "All journal entries". In "Modify this report", choose the current fiscal year (put the end date as far back as possible) and start again for the previous fiscal year and sometimes for the next fiscal year.

Note: due to the links between invoices and receipts in Sage 50, we suggest that you only import data for the current year, and keep your records from previous years in Sage 50.

- Default file name (add a year to differentiate between the two): AllJrnl.xls or AllTrans.xls

Export the trial balance (Balance)

Click on Financial, then Trial Balance (Standard). Under Edit this report, select the earliest possible date.

- Default file name: Balance.xls

Exporting customer transactions

Click on Customers & Sales, then Customer Timeline Summary. In Edit this report, select the earliest possible date.

- Default file name: ClientSom.xls

Export supplier transactions

Suppliers & Purchasing, then Supplier Timeline Summary. Under Edit this report, select the earliest possible date.

- Default file name: FourSom.xls

Export customer account ages

Click on Customers & Sales, then Customer Timeline Details. Under Edit this report, select the earliest possible date.

- Default file name: ClientDT.xls or ClArrDtl.xls

Exporting the age of supplier accounts

Click Suppliers & Purchasing, then click Supplier Timeline Detail or Supplier Timeline Detail Delay. Under Edit this report, select the earliest possible date.

- Default file name: FournDet.xls or FrArrDtl.xls

Exporting stocks and services

Click on Stocks and services, then List of stocks and services.

Under Edit this report, check Include inactive items. Then under Report Columns, use Custom Column Settings and click the Add All >> button.

- Default file name: Stocks.xls

Check the integrity of the files

Follow the instructions below:

1. Does the check weigher live up to its name? (*It must swing*)

Open the Balance.xls file and make sure that the total of the debit and credit columns are identical to the penny.

175	578	FRAIS D'HEBERGEMENTS	1070	0
176	'578	'TÉLÉPHONES	3741.09	0
177	'578	'VOYAGES & LOISIRS NON-R	0	0
178	'579	'SERVICES PUBLICS	0	0
179	'589	'Frais de paiement en ligne	0	0
180				
181			1130647.88	1130647.88
182				
183		'Créé le: 2022-04-13		
184				

2. The summary and detailed customer and the summary and detailed supplier have the same totals

Compare the ClientSom.xls and ClientDt.xls files. The totals in the "Total unpaid:" columns should match. The same goes for FourSom.xls and FournDet.xls.

3. In the file Balance.xls, identify the accounts "Account Receivable Customers / Receivable, Usually 1200" and "Account Payable Suppliers / Payable, Usually 2100" as determined in step 1 "Please fill in the main accounts".

The Total Unpaid CustomerSom.xls and FourSom.xls columns must have the same amounts in the customer and vendor accounts as in the trial balance.

Note: If any of these criteria are not met, we cannot guarantee a smooth import into GEM-BOOKS. We recommend that you ask your external accountant (the one helping you close the year) to make the necessary adjusting entries. We will be happy to repeat the import of the new point CAB file that you will return to us.

Internal reference

- Clients.xls
- Provide.xls
- Plan_com.xls
- AllTrans2021.xls
- Balance.xls
- ClientSom.xls
- FourSom.xls
- ClientDt.xls
- FournDet.xls
- Stocks.xls

Importing data from Acomba 9 and Acomba X?

First of all, send to support the concordance between your accounts and main accounts in GEM-BOOKS. Simply replace the ##### with your current account charter number.

Your ##### number (To be created in Acomba if none exists)

Default bank, usually 1020
Current earnings, usually 3150 (Net earnings)
Default primary income, usually 4200
Main purchase by default, usually 5200
Accounts Receivable Customers / Receivable, usually 1200
Accounts Payable / Payable, usually 2100
Customer discount Early payment and sales discount, usually 4240
Supplier discount Early payment and purchase discount, usually 5240
GST collected on sales (Payable), usually 2310
QST collected on sales (Payable), usually 2340
GST paid on purchases (receivable), usually 2315
QST paid on purchases (receivable), usually 2345
Adjustment account
Account for commissions (optional)

Accounts for customer acquisition costs (optional)

Accounts for variable costs (optional)

We will use this information to match your accounts with GEM-BOOKS accounts when importing into the GEM-BOOKS internal tool.

Sage / Simple comptable

Instructions (FAQ)

☐ Effacer TOUS les clients

☐ Effacer TOUS les fournisseurs

☐ Effacer TOUS les comptes et transactions

☐ Effacer TOUS les transactions

☐ Effacer TOUS les ventes et achats

☐ Effacer TOUS les produits et services et les catégories

☐ Importation en cours d'année

Entrez vos codes de comptes provenant de Sage 50

Banque	Bénéfices en cours	Revenu par défaut	Dépense par défaut
Banque	Bénéfices en cours	Revenu par défaut	Dépense par défaut
À recevoir (Clients / Recevable)	À payer (Fournisseurs / Payable)	Escompte client	Escompte fournisseur
Clients / Recevable	Fournisseurs / Payable	Escompte client	Escompte fournisseur
TPS perçue sur les ventes (à payer)	TVQ perçue sur les ventes (à payer)	TPS payée sur les achats (à recevoir)	TVQ payée sur les achats (à recevoir)
TPS à payé	TVQ à payé	TPS à recevoir	TVQ à recevoir

Entrez les fichiers exporter de Sage 50

Liste des clients	CHOISIR FICHIER
Liste des fournisseurs	CHOISIR FICHIER
Plan Comptable	CHOISIR FICHIER
Toutes les transactions	CHOISIR FICHIER
Balance de vérification	CHOISIR FICHIER
Chronologie Clients	CHOISIR FICHIER
Chronologie Fournisseurs	CHOISIR FICHIER
Chronologie Détaillée Clients	CHOISIR FICHIER

FERMER

LANCER L'IMPORTATION

Once the list of main accounts is completed, we can contact you to export your Acomba files to Excel.

1. Open your Acomba

2. Login with an account that has full rights
3. Report generation

Importing data from Acomba X :

- For each report generated, export to .xls format

Importing data from other Acomba 9 and - versions

For each report generated :

Wait until the report has finished generating, you will know when the Stop symbol in red turns grey.

Click on the button at the top of this window "Paper/Chart Mode".

Right-click on the report and select "Select All".

Right-click again in the report and do "Copy to Spreadsheet". This will open Excel, create a new empty spreadsheet and paste the contents from cell A1. (Be careful not to be "in" cell A1, in other words, after pasting, you should have a value in cell B1 as well). Then save the file in .xls format.

Here are the reports to be released:

Clients:

- Clients" tab > "Client Reports" button > "Client List" tab (Options: "Include: All", Type: "Complete")

Suggested file name: Clients.xls

Suppliers

- Suppliers" tab > "Supplier Reports" button > "Supplier List" tab (Options: "All", Type: "Complete")

Suggested file name: Suppliers.xls

Chart of Accounts

- Accounting" tab > "Accounts list" button (Options: "Summary", "Accounts, All")

Suggested file name: Chart of Accounts.xls

Transactions

- Accounting" tab > "Transaction Report" button (Type: "Detailed", "Include Cheque, Deposit, Entries", Periods: "All")

*If the report is too big, you can output it in several periods and make one file per period. To know how many periods you have, start by exporting the current period, if the report starts with "Detailed list of cheques for period 7, finish the export of the current period and then export periods 1 to 6.

Suggested file name: Transactions.xls

Trial balance

- Accounting" tab > "Financial Reports" button > "Trial Balance" tab (Include: "Inactive Accounts", Periods: "All")

Suggested file name: Trial Balance.xls

Age of accounts receivable

- Clients" tab > "Client Reports" button > "Age of accounts" tab (Options: "All", Date: "Today")

Suggested file name: Age of Accounts Receivable.xls

Age of accounts payable

- Suppliers" tab > "Supplier Reports" button > "Age of accounts" tab (Options: "All", Date: "Today")

Suggested file name: Age of Accounts Payable.xls

Statement of Accounts Receivable

- Clients" tab > "Client reports" button > "Account statement" tab (Options: "All", Date: "Today")

Suggested file name: Statement of Accounts Receivable.xls

Products and services

- Inventory" tab, "Inventory reports" button > "Inventory list" tab (Options: Include all products, All and check all boxes")

Suggested file name: Stocks.xls

Send us the xls files you have generated.

Option to transcribe your operations into GEM-BOOKS without bridging or importing:

The principle is simple and fast. Follow the brief steps which will then be detailed with an example via the GEM-BOOKS V14 software.

For sales: (**Step A**)

- Track the receivables in your management software and collect them there,
- Save a detailed report in Excel and POS for the month will perhaps be used during an audit,
 - of your sales distributions
 - distributions of your cash receipts
- Keep a summary report of these same reports that you will use to enter sales and receipts into the general ledger,
- Keep a list of the month's invoices,
- Keep a list of the age of accounts receivable as of month end,
- Keep these documents associated with this transaction in the documents attached to the transaction in GEM-BOOKS.

For purchases with payments in your GEM-BOOKS(**Step B & option 1**):

- Enter in GEM-BOOKS all other invoices Ex: hydro, and tax accounts.
- Enter purchase invoices for parts sold only into your management software; so fast and convenient for inventory, returns, and warranties.
 - Option a) Enter the accounts payable statements for the parts invoices into GEM-BOOKS.
 - Enter the invoices with separate problems, so that you do not have to pay them
 - Pay on the basis of the statement.
 - Option b) Enter the individual invoices into GEM-BOOKS to take the 2% early payment discounts. Yes there is more work, but more profit:
 - 2% is 37% annualized
 - 1% is 18% annualized
- Keep a detailed transaction report of your purchases in Excel and PDF for the month,
- Keep a list of the age of accounts payable as of the end of the month,
- Keep these documents associated with this transaction in the documents attached to the GL transaction in GEM-BOOKS.

For purchases with payments in your management software at 100% (**Step B & option 2**)

- Follow the payables in your management software and print the cheques there,
- Keep a detailed transaction report of your purchases in Excel and PDF for the month,
- Keep a summary report of the same report that you will use to enter purchases into the general ledger,
- Keep a list of the month's cheques,
- Keep a list of the age of the accounts payable,
- Keep these documents associated with this transaction in the documents attached to the transaction in GEM-BOOKS.
 - These last 2 documents will allow you to refer to them in the event that a user enters data by mistake

Here is an example of a report to output if you use GEM-BOOKS

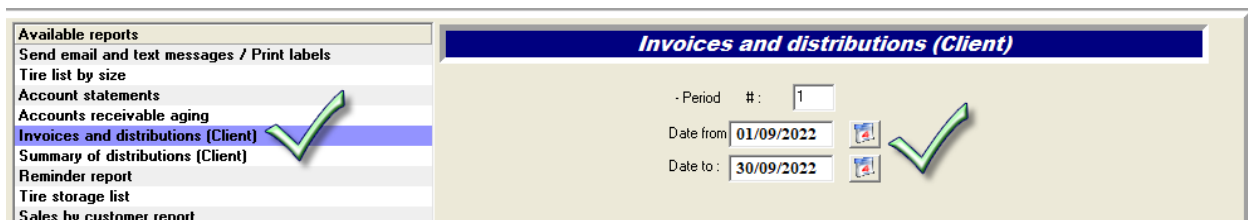
For sales: (Step A) - via GEM-BOOKS

In the main menu, click on "Report" / "Accounting".

In the reports window, click on the "Accounting" item,

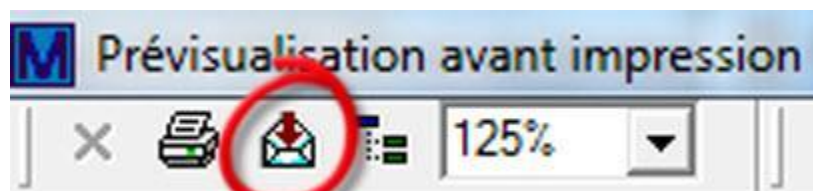
Sales details

Select the Invoices and Distribution (Customer) report with a date range

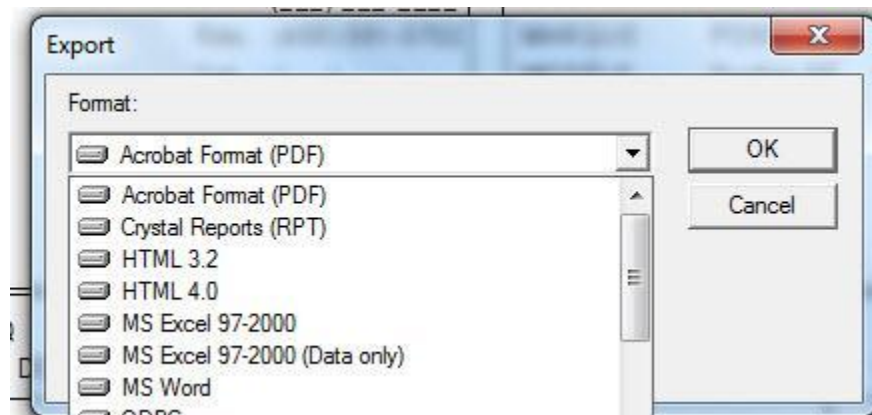


To export a report in Excel or PDF :

- View a report on the screen,
- Click on the small envelope icon in the top left corner,



- Select the format to export,



- Click on the "OK" button.

Note: to export a report without a layout in which data is transferred in table form, use the format: "Excel (data only)"

Sales Summary

- In the left menu, select "Summary of customer distributions".
- Enter the range of the month from which you want to output the transaction summary report
- Print to Pdf.

Here is the summary of sales distributions

Summary list of Distributions			
Date :	01/09/2023	From 01/09/2022 To 30/09/2022	Page : 1
Time :	20:04:06		
Ledger N	Description	Amount	
004005	Vente Service	59.90	
004010	Vente Heure Mécanicien	1 294.09	
004020	Vente Alignement	832.50	
004030	Vente Pièce	1 800.21	
004040	Vente Matériel d'atelier	14.95	
004050	Vente Pneu	1 459.62	
004080	Vente Sous-Contrat	126.16	
004090	Vente Ecofrai	1.35	
004160	Vente Frais de Transport	30.00	
004200	Escompte sur ventes	-184.00	
002310	TPS/TVH perçue sur les ventes	272.52	
002340	TVQ perçue sur les ventes	543.62	
002370	Taxe de pneu perçue sur les ventes	15.00	
Distributions total		6 265.92	

Here is the cash receipts section

- Go to report/accounting/deposit log for the month (save as Xls and Pdf)
- Go to report/accounting/deposit summary for the month (save as Pdf)

Summary of deposits list			
Date :	01/09/2023	Period : 1 From 01/09/2022 To 30/09/2022	Page : 1
Time :	20:07:00		
Deposit No	Date	Amount	Bank Number:
VIRE	01/09/2022	2 837.27	
VIRE	02/09/2022	862.31	
Bank Total :		3 699.58	Bank Number: 01
CHÈQ	01/09/2022	211.20	
COMP	01/09/2022	7.88	
DEBI	01/09/2022	98.34	
DEBI	02/09/2022	186.15	
DEBI	01/09/2022	39.99	
DEBI	02/09/2022	103.42	
DEBI	01/09/2022	206.84	
DEBI	02/09/2022	288.86	
DEBI	02/09/2022	467.29	
DEBI	02/09/2022	326.17	
DEBI	01/09/2022	34.44	
MAST	02/09/2022	783.07	
MAST	01/09/2022	260.83	
MAST	02/09/2022	346.81	
VISA	02/09/2022	204.32	
VISA	01/09/2022	1 589.74	
Bank Total :	01	5 155.35	
Grand total :		8 854.93	

Ages of accounts receivable

Repeat the steps but with the accounts receivable Äges report

Available reports	Accounts receivable aging
Invoices and distributions (Client)	
Summary of distributions (Client)	
Deposit journal	
Summary of deposits	
Invoices and distributions (Supplier)	
Verification list	
Receipts report	
Accounts receivable aging	
Accounting transactions summary	
Tax report	

☒ Numeric ☐ Alphabetical

☒ Summary ☐ Detailed

End date
 31/08/2022

List of invoices

Repeat the steps but with the invoice list report via the "Sales" selection at the top left

The screenshot shows the GEM-BOOKS software interface for generating an 'Invoice list' report. The top navigation bar features radio buttons for various report categories: Clients, Suppliers, Sales (selected), Purchases, Inventory, Performance, Accounting, Personalized reports list, and All reports. To the right of these buttons are a 'Personalized list' button and a text field labeled 'Enter the name of a report'. Below the navigation bar, the 'Available reports' list on the left includes 'Sales report', 'Sales by customer report', 'Sales report by advisor', 'Sales by product report', 'Sales by vendor report', 'List of national account invoices', 'Monthly/Yearly sales report', 'Performance report by department', 'Sales by department report', 'Sales analysis', 'Revenues by categories and receipts summary report', and 'Invoice list' (highlighted). The main area is titled 'Invoice list' and contains date pickers for 'Date from' (01/09/2022) and 'Date to' (30/09/2022), a radio button for 'Summary' (selected), and checkboxes for 'Invoice with costs', 'Invoice without costs', and 'With diagrams'. A 'Customer #' field is at the bottom.

The list of invoices and ages of the accounts, serve to protect you in case of error

For purchases: (Step B option 1) - 100% purchase via GEM-BOOKS

This option is the simplest from an accounting point of view

Note: for the main distributors, you can validate the statement with the details of the purchases. If they balance, then enter in GEM-BOOKS an invoice corresponding to the statement. This will save the double data entry. Keep a copy of the associated invoices in the transaction.

For purchases: (Step B option 2) - via GEM-BOOKS

In the main menu, click on "Report",

In the reports window:

- Click on the "Supplier" item,

Summary & detail of Purchasing distribution:

- In the left menu, select "Invoices & Distribution: Supplier",
- Enter the range of the month from which you want to output the Transaction Summary Report,

Reports

☐ Clients
☒ Suppliers
☐ Sales

☐ Purchases
☐ Inventory
☐ Performance

☐ Accounting
☐ Personalized reports list
☐ All reports

☐ Clear fields when changing report

Available reports

- Invoices and distributions (Supplier)
- Cheques and payments log
- Accounts payables aging
- Accounts payable analysis
- Purchase report by supplier
- Supplier list
- Summary of distributions (Supplier)

Invoices and distributions (Supplier)

- Period #: 09
 Date from: 01/09/2022
 Date to: 30/09/2022

- Save the purchase summary report in Pdf and the detailed report in Pdf and Excel (data only)

Summary of distributions			
Date :	01/09/2023	Period : From 2022/09/01 To 2022/09/30	Page : 1
Time :	20:09:53		
GL #	Description	Amount	
002315	TPS/TVH payée sur les achats	113.66	
002345	TVQ payée sur les achats	226.75	
005030	Achat Pièces	651.21	
005050	Achat Pneu	1 382.08	
005080	Achat Sous-Contrat	202.45	
005140	Achat Outil - 500\$	37.44	
Cash payment :		0.00	
Total payables :		2613.59	
Total distributions :		2 613.59	

Repeat the steps but with the accounts payable age report "Vendor" at the top left.

Reports

☐ Clients
☒ Suppliers
☐ Sales

☐ Purchases
☐ Inventory
☐ Performance

☐ Accounting
☐ Personalized reports list
☐ All reports

☐ Clear fields when changing report

Available reports

- Invoices and distributions (Supplier)
- Cheques and payments log
- Accounts payables aging
- Accounts payable analysis
- Purchase report by supplier
- Supplier list
- Summary of distributions (Supplier)

Accounts payables aging

- Period #: 09
☒ Numeric ☐ Alphabetical
 End date: 30/09/2022

Go to the "Suppliers" section and pull up the cheques and payment log report at the top left.

Reports

☐ Clients
☒ Supplier
☐ Sales

☐ Purchases
☐ Inventory
☐ Performance

☐ Accounting
☐ Personalized reports list
☐ All reports

Enter the name of a report
☐ Clear fields when changing report

Available reports

Invoices and distributions (Supplier)
Cheques and payments log
 Accounts payable aging
 Accounts payable analysis
 Purchase report by supplier
 Supplier list
 Summary of distributions (Supplier)

Cheques and payments log

Period #: 09
 Date from: 01/09/2023
 Date to: 30/09/2023

v2v

Journal des chèques et des paiements						
Date : 11/24/2022		Page : 1				
Heure : 23:12:30		De : 07/01/2021 à : 11/30/2022				
Paielement	Date	Fournisseur	Nom fournisseur	Net	Esc.	Montant
000105 BANQUE						
123	11/24/2021	0000000001	EUROPEEN	3029.13	0.00	3029.13
124	11/24/2021	0000000001	EUROPEEN	125.43	0.00	125.43
125	02/02/2022	0000000001	EUROPEEN	7537.53	0.00	7537.53
126	04/27/2022	0000000001	EUROPEEN	2364.39	0.00	2364.39
127	06/17/2022	0000000001	EUROPEEN	32.32	0.00	32.32
128	06/20/2022	0000000001	EUROPEEN	6.00	0.00	6.00
				13094.80	0.00	13094.80
Grand total :				13094.80	0.00	13094.80

In order to do your reconciliation later, you will need to import this report or make the entries for each line in the general ledger.

E4		fx		17981.82			
	A	B	C	D	E	F	G
1	Paielement	Date	Fournisseur	Nom fournisseur	Net	Esc.	Montant
2	000102		TRANSFERT DESJARDINS				
3	2836	01/08/2022	HYDR01	Hydro-Québec	194.11	0.00	194.11
4	2837	05/08/2022	0000MC	BANQUE NATIONALE DU CANADA	17981.82	0.00	17981.82
5	2838	05/08/2022	HYDR01	Hydro-Québec	678.57	0.00	678.57

GL transaction to be done in GEM-BOOKS for sales:

- o General Ledger Entry Sales
 - Debit temporary accounts receivable; temporary CAR
 - Credit the sales accounts and taxes to be remitted
- o General Ledger Entry Cash In
 - Credit the accounts receivable CAR temporary

- Debit the amounts by incoming payment type
- o You can do this in one transaction

GL transaction to be done in GEM-BOOKS for purchases :

Repeat the creation of a GL transaction:

- General Ledger Transaction for Vendor Checks
 - o # Transaction number = # cheque
 - o Date: Date of cheque
 - o Credit: Bank account (decreasing assets)
 - o Debit: Temporary Account Payable (temporary APC) (decreasing liability)

General Ledger Transaction in GEM-BOOKS

- Go to the "Accounting" / "Transactions" menu,
- Click on "New" to open the transaction window,
- In the Reference field, enter: "JP invoice number"
- Type in "Name" a comment explaining the transaction: "Payment journal invoice number"
- Select the accounts you want to change and enter the appropriate amounts.
 - o Note: Total debits and total credits must be equal (not zero).
- Click Edit.

Here is an example of a transaction: a supplier payment of \$5000.

2005

INFOS NOTES DOCUMENTS HISTORIQUE

Numéro 2005 Date 2022-11-24 Référence JP 324324 Nom Journal des paiement 324324

Étiquettes Cliquez pour sélectionner Période Courante Créé p service

Clients (Compte 104 - Compte à recevoir) Fournisseurs (Compte 204 - Compte à pay

Inscrire le code, le nom du client ou F# suivi du numéro de facture Inscrire le code, le nom du fournisseur ou

FACTURER (D+) PAIEMENT (C-) FACTURE (C+)

COMPTE +	DÉBIT	CRÉDIT	NOM	RÉFÉRENCE
1001 - Compte de banque	0.00	5000.00	CAD	
2110 CAP temporaire	5000.00	0.00	CAD	
	0.00	0.00	CAD	
BALANCE	0.00			

FERMER ENREGISTRER ET FERMER

Tip for closing an invoice in the previous month

Note: If you have to close an invoice in the previous month, close the September invoice in receivable and the October invoice with the payment. Keep the payment in the right month.

Local GEM-BOOKS bridge with GEM-BOOKS

The bridge is currently in a pilot period.

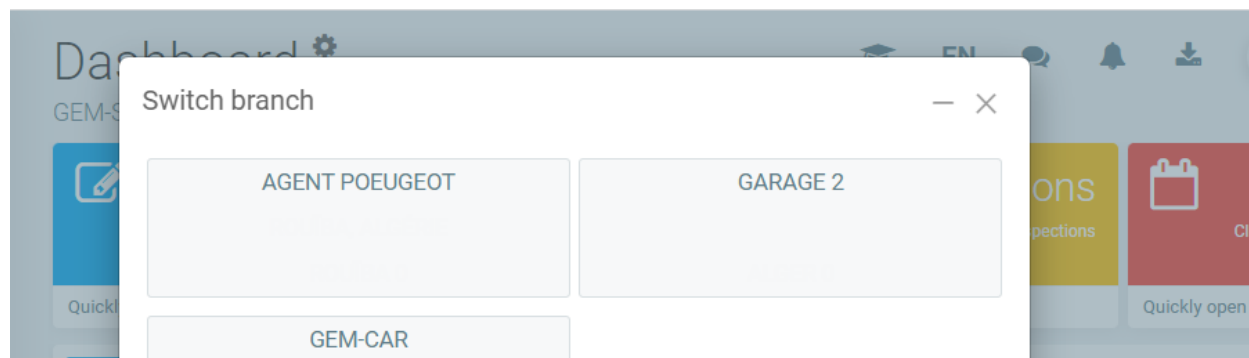
Multi-company vs. Branch

In other words, if you do bookkeeping for more than one company, do you have to set up different companies? The short answer is yes. Basically, each company is independent of

GEM-BOOKS. However, you can decide that the first company will be billed to you and the second will be billed directly to your network or by billing the head office.

Renting access to an online service represents a paradigm shift from the old software installed on computers. Compare renting DVDs in a video store with an online streaming service.

Fortunately, GEM-BOOKS allows you to quickly switch between the companies you manage or account for. Many of our clients have a menu with 2, 5, or even hundreds of active companies!



Multi-branch:

We have a principle of branches sharing the same chart of accounts, the same tax numbers, etc. This allows us to separate invoices and inventory between branches while keeping the same tax report and the age of the global accounts. Ideal for a global statement of account.

Multi-company:

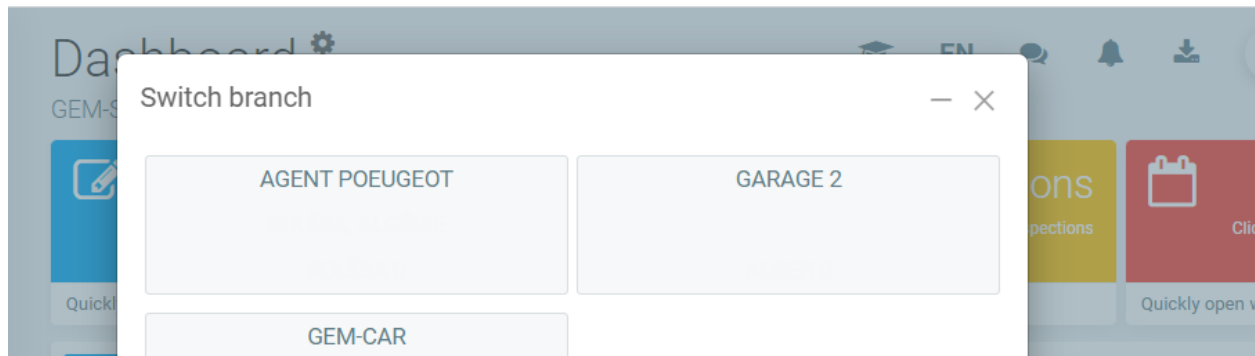
Some companies have a management company. The management company's bookkeeping will be independent of the operating company, but it will most likely not need the same modules as the other.

In closing, the advantages of letting your client connect to the platform are numerous. They can manage their own prospects and clients, make their own bids and invoices, and even take pictures of receipts that you will account for later. In short, it allows you to focus on what you do best, bookkeeping and accounting!

For billing purposes, if you wish to have your customers/affiliates/franchises access the company through a parent company, contact us to enable third-party billing.

Creation of a second company and link

If you do bookkeeping or management for one or more companies, here's how to open up access for other companies, while staying in control of your bookkeeping.



First, we assume that you already have access to GEM-BOOKS. You don't need to have started using it, but you do have your code, email, and password.

Go to the link https://app.gem-books.com/externe/actif_order_2.html?lang=en and fill in the form with your customer information except for the email. Use your access email.

You will receive the password creation email a few minutes later. (Check your Spam folder). Choose a password for your client that is different from yours. This password will become your client's password.

Log in to your account with the ID generated in the email; for example `cie_acme_inc.` and the password of your client.

Create your new human resource record using the same code* and email as your access. *Both upper and lower case letters are taken into account.

Finally, invite him to join the platform with the small key, as described in the access rights section. Note: you can keep the administrator role.

When you receive the invitation email, use the same password as your access.

Before logging off to create your password, replace your email address with the client's email address in their human resource record.

Log in to GEM-BOOKS with your email and you can now choose and switch between your different companies. When GEM-BOOKS detects the same email address, the same code, and the same password, it presents you with the companies you are involved in.

Finally, if you wish to be billed for your client's access, you can specify it in the Account tab of your account management.

The GEM-BOOKS transition period in SaaS mode in GEM-BOOK

OPTION 1 Without import of payables and receivables :

Because you have access to your old software, you can enter the overall balance of accounts receivable and payable instead of entering everything manually. If you have a lot of small accounts, it is worth it. Indeed, by entering a global amount in GEM-BOOKS, you save time initially, but you will have to collect the past data in your old system and make a general ledger transaction to reduce your "CAR TEMPORARY" account.

DEBIT: 1005 - CAISSE DESJARDINS
CREDIT: 1051 - TEMPORARY BUS

For payables, the opposite: a temporary account payable (2011 CAP - TEMPORARY)

DEBIT: 2011 - CAP - TEMPORARY
CREDIT: 1005 - CAISSE DESJARDINS

You will then be able to make the collections and payments in your old software or via a paper channel with a copy of the invoices on which you will indicate which ones are paid.

Initial import of your receivables and payables

To import your initial CUSTOMER and/or SUPPLIER invoices, here is the procedure.

For example, if you are importing data into GEM-BOOKS as of March 31st, we suggest that you import the accounts receivable and payable due as of March 31st. For invoices created after this date, in this example from April 1st, use GEM-BOOKS in the normal way to enter these invoices. For customer invoices, make sure in CONFIGURATIONS, CONFIGURATIONS, BRANCHES, and finally, NUMBERING that the starting numbers in GEM-BOOKS are appropriate. There are two schools of thought; Start the numbering of invoices generated by GEM-BOOKS with the last number already used so that the numbers follow each other or put a number with a marked difference so that you know that the invoice was made via GEM-BOOKS.

So, to import the unpaid invoices, here is the procedure; Go to CONFIGURATIONS, IMPORT YOUR DATA and take the RECEIVABLES/PAYABLES tab Make DOWNLOAD MODEL FILE and put your own data.

Start with "Download the template file", and fill it in. It will look like this Excel file*.

*Lines 2 and 3 of this image are examples to be deleted.

	A	B	C	D	E	F
1	Type (Client/Supplier)	Date (AAAA-MM-JJ)	Code (Client/Supplier)	Reference	AMOUNT PAYABLE	
2	Client	2020-10-25	CLIENT-TEST	Opening balance	2500	
3	Fournisseur	2020-10-25	FOURNISSEUR-TEST	Solde d'ouverture	5000	
4						
5						
6						

TYPE: Enter CUSTOMER if it is an invoice to receive or SUPPLIER if it is an invoice to pay.

DATE: Insert the date of the invoice

CODE: Enter the code of your customer or supplier. This code must already exist in GEM-BOOKS. Tip: Do not confuse the code with the name of the customer/supplier.

REFERENCE: Insert the invoice number or an index that will allow you to easily locate this transaction after the import.

AMOUNT PAYABLE: Insert the balance receivable or payable of this invoice.

When your file is correctly filled in, click on "Upload completed file".

At this point, all invoices will be imported into GEM-BOOKS. The counterpart of the receivable or payable account will be your adjustment account, which is the account you will find in the SETTINGS, CONFIGURATIONS, and ACCOUNTING section. Make sure that these accounts are the correct ones before importing.

Note: This function is used at the beginning and during the transition from an old system to a new one. To import sales from another system after the fact and on a regular basis, use our REST API instead.

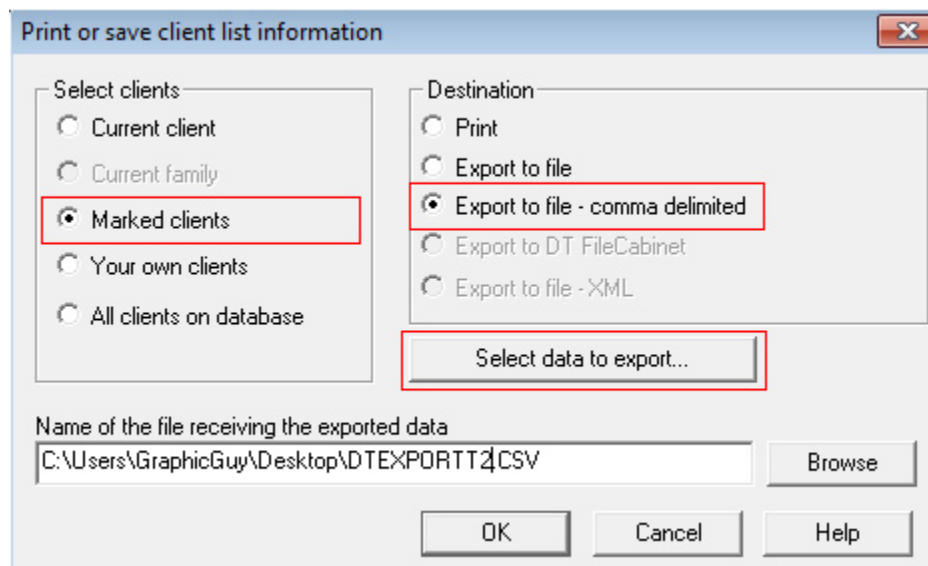
Optional Accounting Note: Knowing that ACCOUNTS PAYABLE and ACCOUNTS RECEIVABLE are part of the opening balance sheet, ultimately, the adjustment account will end with a balance of 0 when you enter the accounts.

GENERAL TIPS

Exporting clients from DTMax/Taxprep

Select your customers (put in yellow).

In the menu Folder > Print > Customer list



Tagged customers and Export to file - comma delimited

Select the data to be exported

Determine the location of the file and name it with the extension dot CSV. For example ForGEM-BOOKS.csv

You are ready to import your file into GEM-BOOKS

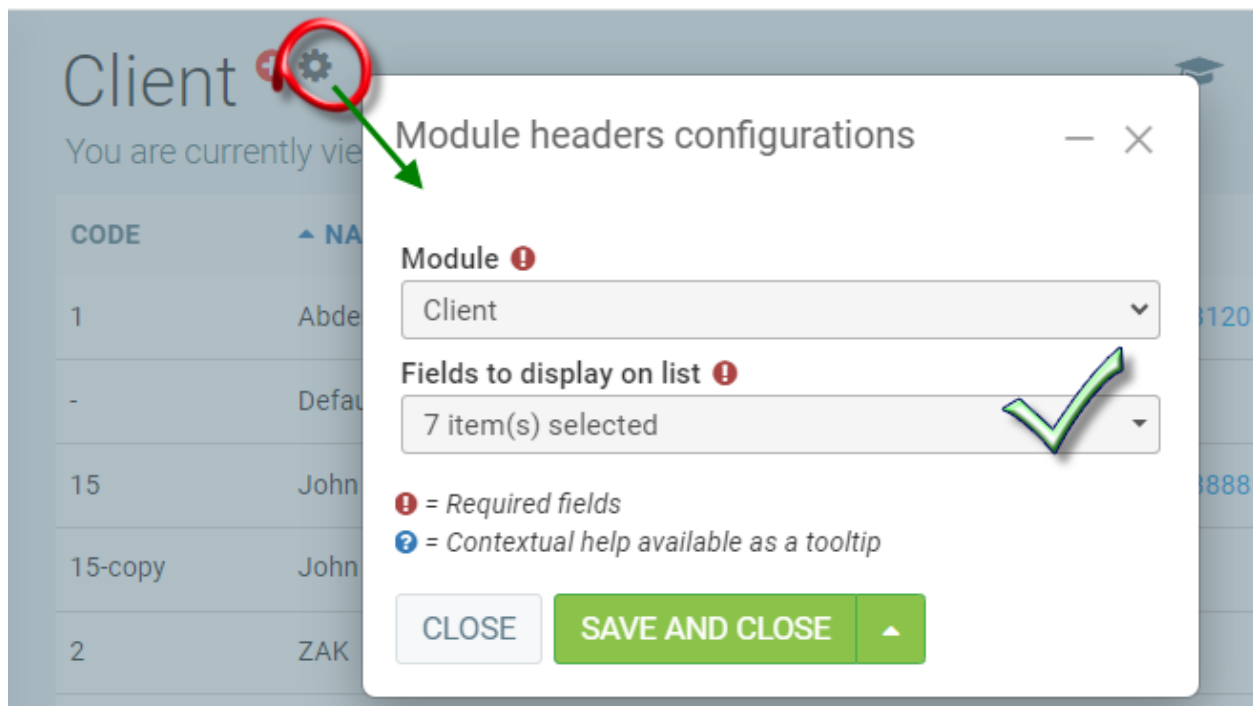
Perform a search

GEM-BOOKS offers you a search that obeys the "begins with" criterion. So, if you type "Red" (without quotes) in the search field, all entries that begin with "Red" will be listed regardless of the case. However, if the word "Red" is inside a phrase such as "River Red Rover", it will not appear in the search results.

However, the asterisk *, or capital 8, is a wildcard character that you can use to broaden your search. This symbol inserted in the search field, such as "**agathe", allows you to find Saint-Agathe, Sainte-Agathe, or St-Agathe.

Customize the columns displayed in the lists

The configuration explained in this article is visible when you are in the list, by clicking on the red gear button at the top of the window.



In the Configurations menu, Configurations, under the Customization tab, you will see a Module Configurations section to set up the columns displayed in your lists.

+ NEW Module headers configurations Customization of the fields displayed in the header of the modules for search and sorting			
MODULE	FIELDS TO DISPLAY ON LIST	FIELDS TO HIDE ON THE FORM	
Client	Name, Created, Type, Status, Phone, Email, Account owner, Language, Mode	---	
Bays	Name, Branch, Order, Technician working on this bay	---	

From the start, the list will be empty, which means that the fields that will be presented in the lists will be those defined by default by the system. On the other hand, if you would like a field visible in the list form to be visible in the list (or on the contrary, to hide one), click on the + NEW button and then choose the list you wish to modify. Check the "Fields to be displayed in the list".

Click on Save and go to the list in question to verify that the selected columns appear as you wish. Note that you cannot change the order.

Hide fields on the form.

In the list view, if you select a row you will open the form. You can hide the fields you do not use on the form. Required fields cannot be hidden. Hide only the fields that you really don't need. Remember that what you hide here will also disappear elsewhere.

To return to the original default system layout, click on the trash can at the end of the line.

Read-only field with pastel color: not editable

Some fields appear with muted colors, i.e. in "view only" mode.

In GEM-BOKS, the write access that a user has for the various fields is controlled by the rights that are granted by the system administrator. These rights vary from one user to another and are defined in consideration of many factors, but mainly and particularly by the nature of the position that the user holds within the company, both internally and externally.

The system administrator can configure the profile of each user in GEM-BOKS, so that he can define precisely what each user is allowed to see in each of the windows through all the various modules, and also determine whether the user is allowed to modify the information contained in each of the fields or whether he is in "consultation only" mode.

If you need to be able to modify the content of certain fields that you currently see but for which the "view only" restriction is in effect, please ask your system administrator, who can modify the rights and restrictions defined in your user profile.

The system administrator may also allow you access to certain other information that you may need, with or without editing rights, but which is currently unavailable to you because of restrictions in your user profile.

We claim that GEM-BOKS offers a fully customizable work experience.

Use of the "Code" field for the customer, supplier, product and service, human resources, and other records.

On each of your customer, supplier, human resources, product, etc. records, you will find a "Code" field. In some organizations, you already use a unique code to quickly identify a supplier, a customer, or others. If this field leaves you confused, you should know that it is mandatory and alphanumeric. You can go with a number that increments automatically.

Note: If you enter 1000 for a code, the next record will automatically be incremented by 1, and code 1001 will be suggested. Be aware that you will not be able to go back and specify 500 for example.

Sometimes you may be denied a code because "it is not unique", yet if you look at your list, that code is not used. This is not entirely true, as there is probably an inactive record with that code.

There are two options that may be useful for this in Configurations, Configurations, and in the General tab.

- Force capitalization in code fields (EX: Customers, Suppliers, Human Resources)
- Automatically generate codes in human resources, customer, and supplier records

Exporting data to Excel

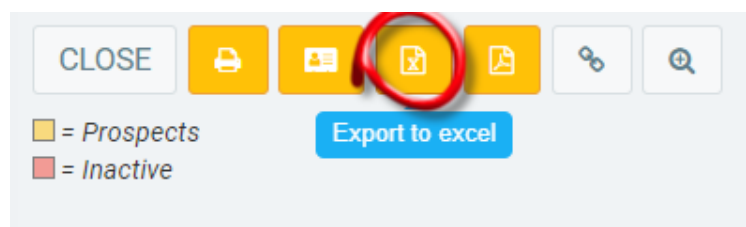
You may need to have some very precise accounting or management data to satisfy some very specific needs such as reports, graphs, etc...

There are many places in GEM-BOOKS where you can export data, which will be contained in a file in Excel format.



All screens with data that can be exported in this way will show you this "Yellow X" icon, usually at the bottom, among a group of icons.

The icon will display a tooltip describing the function associated with it when you hover over it with your mouse pointer.

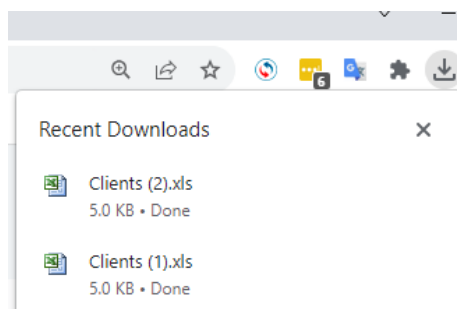


To export the data from the list you are consulting to a file in Excel format, simply click on the icon.

An animation made of 4 jumping suspension points indicating that the export operation of your data and the creation of the Excel file are in progress will appear in superposition on the screen where you are.

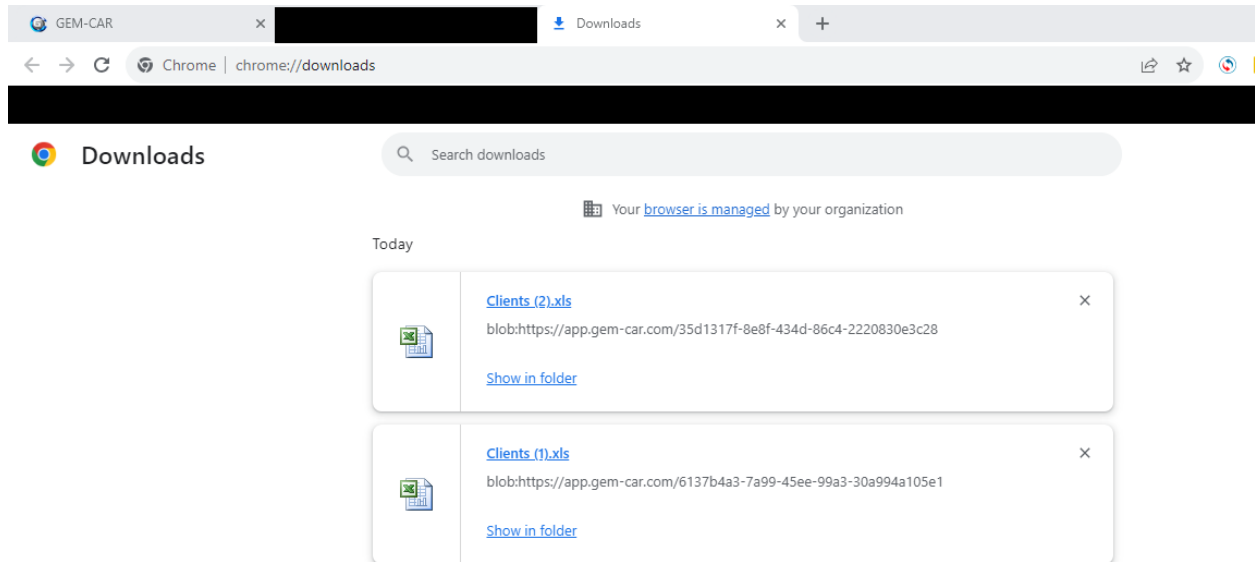
Once GEM-BOKS has completed the creation of the Excel file containing the exported data, it will be placed in the "downloads" folder of your computer, where you can easily find it later.

In order to allow you to immediately view the exported file without having to open the "downloads" folder of your computer, GEM-BOOKS will display a bar at the bottom of the screen showing the export files created.



To view any of the files listed in this bar, simply click on the file name and it will open in Excel. From this point on, you can make any changes you wish and then save it under any name you like, in any location you like.

If you click on the "DISPLAY ALL" button that appears at the right end of this bar, a new tab will be opened and the complete list of Excel files created during data exports will be presented.



Finally, if you click on the **X** you see at the far right of this bar at the bottom of the screen, it will disappear from the screen. The files containing the exported data are still present and accessible. You can easily find them by consulting the contents of the "downloads" folder on your computer.

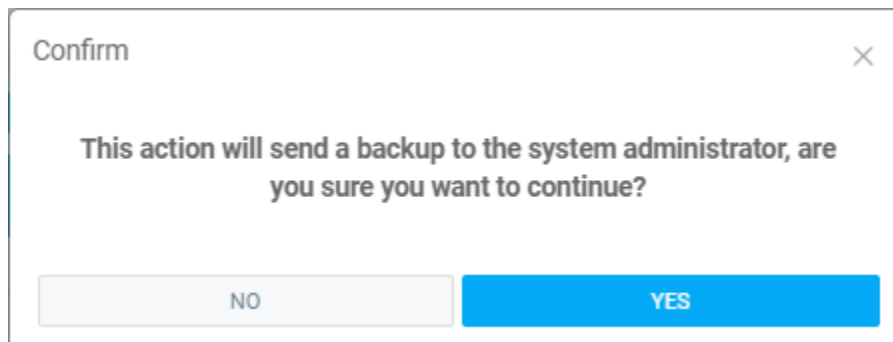
Note: The data in the Excel file resulting from export is frozen over time. They are therefore an exact reflection of the GEM-BOOKS data at the time of the export and are not updated to reflect the continued transactions in GEM-BOOKS after the export request.

Backup copy

Although your corporate data is safe on GEM-BOOKS' secure servers, you may wish to download an additional copy to keep locally.

Here are the steps to follow in order to generate the backup copy you want and have it automatically sent by email.

Select the left menu Configuration, Backup.



A compressed file, in ZIP format, containing several files in Excel format, will be sent to you.

The History tab

The History (Log) tab is a tab that you will find in several records of your GEM-BOOKS database, notably in the Customer record, the HR record, the Products, and Services record, the Price List record, and many others.

It is not your responsibility to fill it out, so don't worry about how you should proceed.

All the information found in this tab is automatically added by GEM-BOOKS. This information allows you to follow the evolution of a record, from the moment of its creation.

For example, the Log tab of a customer master record.

Modifications history

Here is the log history of the changes that have been made to this item over time.

▼ DATE	USER	MODIFICATION	
2023-08-23 19:29:35	v2v9	Client The field Status has been changed	Active to Inactive
2023-08-11 19:42:19	v2v9	Client The field Code has been changed	██████ to 15
2023-07-07 17:45:13	v2v9	Client -> ██████ added	

GEM-BOOKS automatically keeps the history of all modifications made to the Customer record. Each file is bound to evolve, according to orders, purchases, recurrences, etc. Whether it is you who makes a modification to a file or whether it is made by another user, you will appreciate knowing everything that has been edited since the moment your Customer file was created, at what time, and by which user.

▼ DATE	USER	MODIFICATION
2023-08-11 19:42:19	v2v9	Client The field Code has been changed

This part allows you to have an overview of the evolution of your Customer record, and eventually control these movements. All users with the necessary authorizations in GEM-BOOKS in your company can add information about the Customer, send him an email, and collect payment. All these operations are logged in the History (Log) tab.

If the customer informs you that they have been given a special discount, you can check who gave it to them, etc.

Clients - John Smith			
INFO ADDRESSES SELLERS MARKETING SUBSCRIPTIONS NOTES SALES DOCUMENTS 1 PRICES VEHICLES LOG			
Modifications history			
Here is the log history of the changes that have been made to this item over time.			
▼ DATE	USER	MODIFICATION	
2023-08-23 19:34:59	v2v9	modified seller John Smith Demo	

Email management

Customization of email texts

When GEM-BOOKS is installed, default email templates are automatically added to your system. If you wish to modify these or add new ones, you can access the list of templates in this way: Click on the "Communications" menu, "Emails", "Configurations", then "Email templates". You will now see the complete list of email templates in your system. You can edit an existing template by clicking on the line or add a new one by clicking on the "+". Here is what an email template record looks like:

The screenshot shows a web form titled "Email templates - Invoice" with a close button in the top right corner. The form contains the following fields and elements:

- Name:** A text input field containing the word "Invoice". To its right is a red icon with three dots.
- Email type:** A dropdown menu currently showing "Sales - Invoices". To its right is a checkbox labeled "Use by default" with a blue contextual help icon.
- Help text:** A paragraph explaining contextual variables: "* This type of sending has contextual variables available to insert into the template. These variables will be replaced by the values coming from the context of the sending (Example: {invoice} will be replaced by the invoice number at the time of sending). You can click on the following variables to copy them to your clipboard:"
- Variables:** Three buttons labeled "BRANCH", "INVOICE", and "CLIENT CONTACT".
- Subject:** A text input field containing "Invoice #{facture}" with a blue contextual help icon.
- Content:** A rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, image, video, table, undo, redo, print, and help. The text area contains the following content:
Hi,

You will find attached a copy of your invoice for payment.

Thank you, and have a great day!
- Legend:** A red circle with a dot indicates "Required fields". A blue circle with a dot indicates "Contextual help available as a tooltip".
- Buttons:** At the bottom are four buttons: "CLOSE", "SAVE" (in green), a document icon, and a link icon.

You can therefore start by giving a name to the template, as well as determining for which type of sending it will be used. For example, when sending an invoice to one of your customers, only email templates with the Sales - Invoices type will be proposed.

It is possible to create several templates for the same type of sending, in this case, when sending emails, you will be able to choose the one you want to use. If a template of the type of sending is checked in the Default box, it will be pre-selected.

When sending an email, here is where you can select the email template you have created:

Sales - Tenders

Subject

{store} = Store name

{submission} = Number of the submission currently sent

{client_contact} = Name of the contact on the sale

Secure Documents - New Document

Subject

{store} = Store name

Content

{user} = Name of recipient

{user_code} = Recipient's user code

{sender} = Sender's name

{link} = Link to the file

{global_long_name} = Store name

Customers - End of Recall

Subject

{store} = Store name

Content

{user} = Name of recipient

{doc_name} = Name of the folder

{link} = Link to the document

{global_long_name} = Store name

Account management - Password creation

Content

{user} = Name of recipient

{usercode} = Recipient's user code

{link} = Link to password creation

{global_long_name} = Store name

Booking - Customer / Booking - Supplier

Subject

{type} = Type of document sent

{booking} = Number of the booking sent

{origin_name} = Name of the booking origin

{origin_city} = City of origin of the booking

{origin_state} = State/Province of origin of the booking
{dest_name} = Name of the booking destination
{dest_city} = Destination city of the booking
{dest_state} = State/Province of booking destination
{po} = # of booking PO
{items} = Description of the goods
{pickup_date} = Pickup date
{delivery_date} = Delivery date

Booking - Pick-up / Booking - Delivery

Content

{type} = Pickup or Delivery
{booking_code} = Number of the booking sent
{origin_name} = Name of the booking origin
{origin_city} = City of origin of the booking
{origin_state} = State/Province of origin of the booking
{dest_name} = Name of the booking destination
{dest_city} = Destination city of the booking
{dest_state} = State/Province of booking destination

Booking - Appointment request

Subject

{booking} = Number of the booking sent
{origin_name} = Name of the booking origin
{origin_city} = City of origin of the booking
{origin_state} = State/Province of origin of the booking
{dest_name} = Name of the booking destination
{dest_city} = Destination city of the booking
{dest_state} = State/Province of booking destination
{date} = Date of appointment
{po} = # of booking PO
{client} = Client of the booking
{type} = Type of stop (Origin, Destination or Stop)
{items} = Description of the goods

Payroll - Statement

Subject

{pay} = Payroll number

Purchasing - Purchase Orders

Subject

{store} = Store name

{Invoice} = PO number of the purchase

{order} = Purchase order number

{supplier_contact} = Name of the contact on the purchase

Purchasing - Call for invoices

Subject

{store} = Store name

{invoice} = PO number of the purchase

{order} = Purchase order number

{supplier_contact} = Name of the contact on the purchase

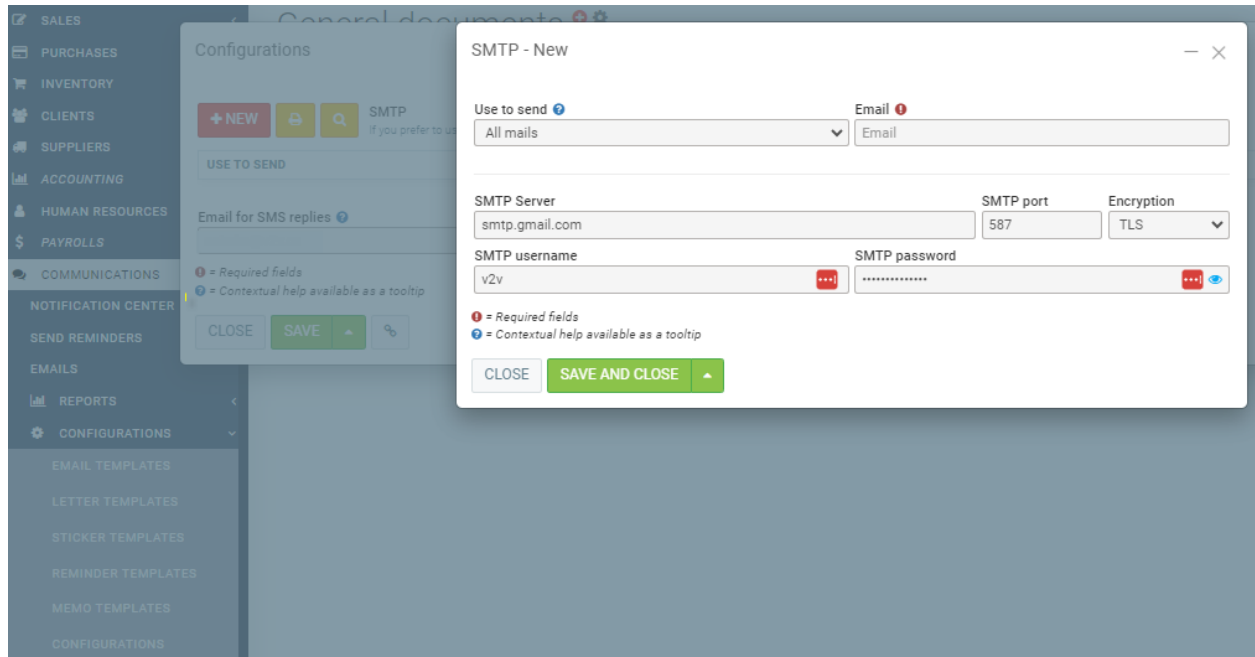
SMTP configuration so that emails are sent from my address and not from no-reply@gem-books.com

If you do not make any settings, emails sent from GEM-BOOKS will come from a generic address no-reply@gem-books.com. The recipients of your emails will not be able to reply to you.

Note: Your ISP (the one you ask to change a password or create a new box) can help you set it up.

The first method is to define a global email address for all types of mailings from all human resources:

You can configure a default e-mail address in the general system settings if you want all mailings of the same type (e.g. invoices) to be sent to the same address (comptabilite@votrecie.ca). To do this, go to "Communications", "Configurations", then "Configurations", "Settings", then click on "+New" to add a new SMTP

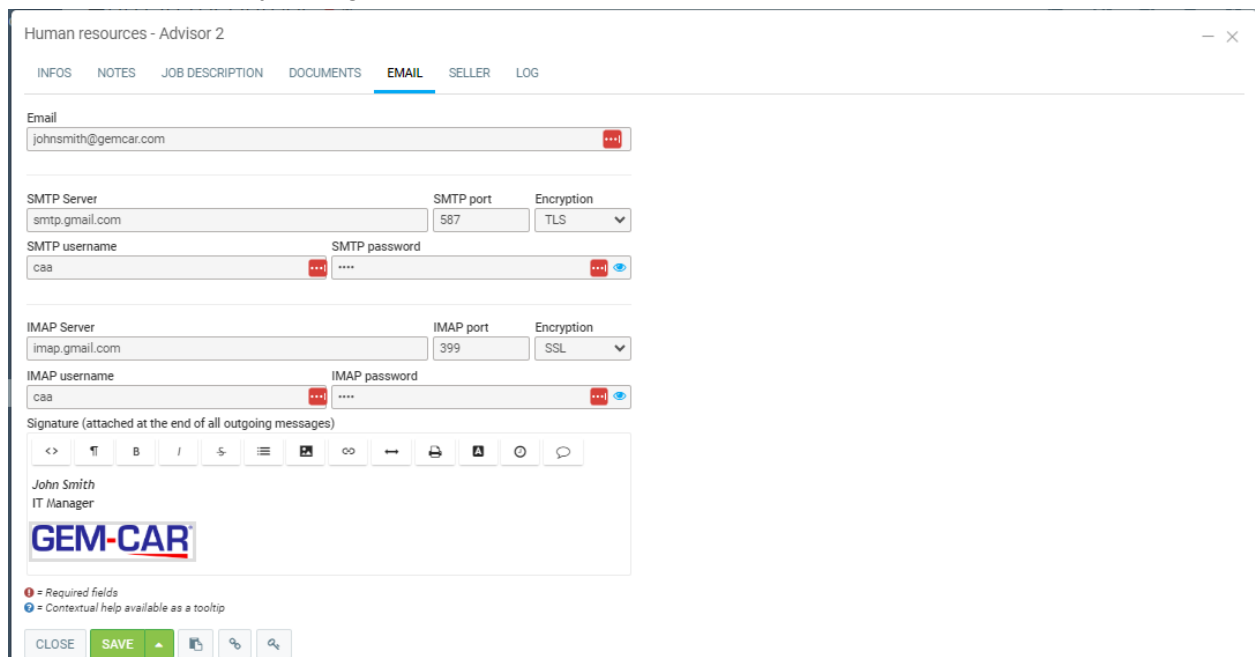


The second method is to define a personalized email address for each human resource:

To do so, access the record of a human resource, yours for example, and go to the "Email account" tab. The answers will be given to you either by your Internet service provider or by your host.

The IMAP section is optional but very useful for the Marketing tab, section "Emails exchanged with this client".

You can also insert your signature.

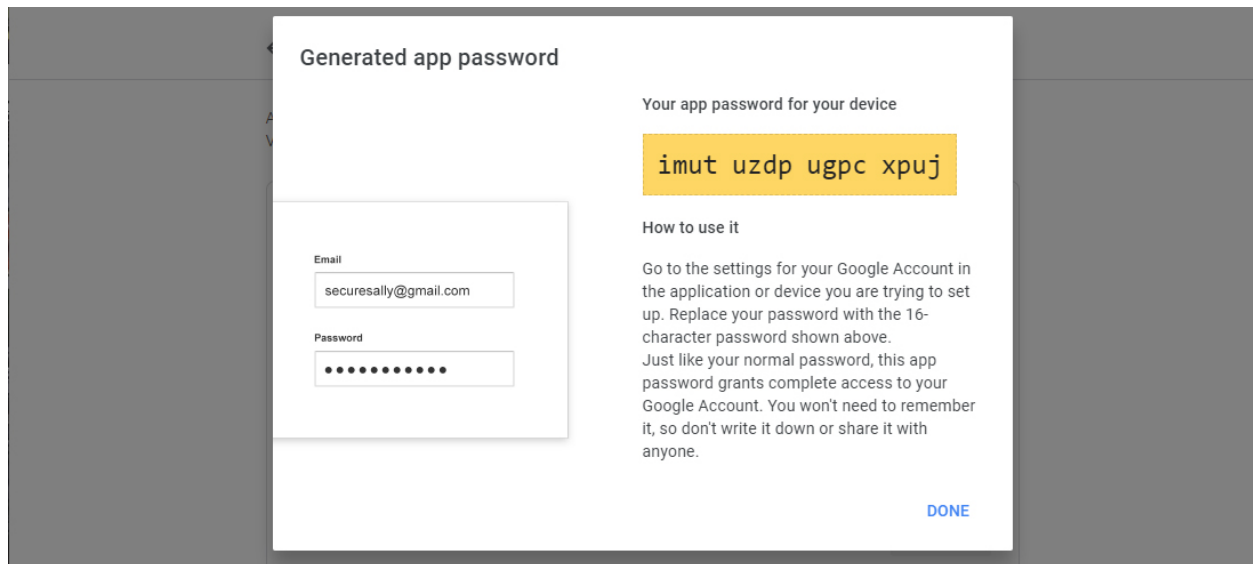


Here are some tips to help you. Do not hesitate to contact your computer technician who will be able to help you quickly.

Google Gmail

In the case of Google Gmail, you will first need to create an application password. It is this password that looks like this, ***imut uzdp ugpc xpuj*** that you will use in the configuration and not your password that allows you to log into your Gmail account.

<https://support.google.com/accounts/answer/185833?hl=en>



Here are the configurations for Gmail:

Human resources - Advisor 2

INFOS NOTES JOB DESCRIPTION DOCUMENTS **EMAIL** SELLER LOG

Email

johnsmith@gemcar.com

SMTP Server smtp.gmail.com SMTP port 587 Encryption TLS

SMTP username seuresally@gmail.com SMTP password imut uzdp ugpc xpuj

For Hotmail, here are the configurations:

- <https://support.microsoft.com/fr-fr/office/param%C3%A8tres-pop-imap-et-smtp-8361e398-8af4-4e97-b147-6c6c4ac95353>

For Outlook, here are the configurations:

- <https://support.microsoft.com/fr-fr/office/param%C3%A8tres-pop-imap-et-smtp-pour-outlook-com-d088b986-291d-42b8-9564-9c414e2aa040?ui=fr-FR&rs=fr-CA&ad=CA>

For Outlook 365, hosted at GoDaddy you need to enable SMTP authentication. Then, here are the configurations in step 8 in the blue box.

-

For Outlook 365, you will need to specify an application password.

- <https://ca.godaddy.com/fr/help/activer-lauthentification-smtp-40981>
Then, here are the configurations.
- <https://ca.godaddy.com/fr/help/ajouter-ma-messagerie-microsoft-365-a-lappli-mail-sur-iphone-ou-ipad-16560>

For iCloud / me.com / mac.com, here are the configurations.

- <https://support.microsoft.com/fr-fr/account-billing/utilisation-de-mots-de-passe-d-applications-avec-des-applications-qui-ne-prennent-pas-en-charge-la-verification-en-deux-etapes-5896ed9b-4263-e681-128a-a6f2979a7944>

You will need a password from an application like Gmail:

- <https://support.microsoft.com/fr-fr/office/param%C3%A8tres-pop-imap-et-smtp-pour-outlook-com-d088b986-291d-42b8-9564-9c414e2aa040>

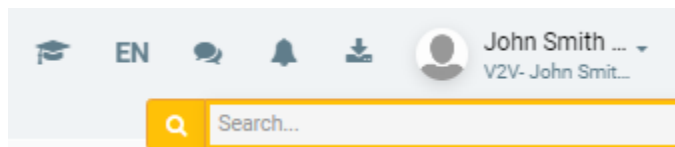
For iCloud / me.com / mac.com, here are the settings. You will need an Application password like Gmail.

- <https://support.apple.com/fr-ca/HT202304>

Troubleshooting

When the email stops working, it is often because the account password has changed. You have to change it in JEM-CAR too. If it still does not work, delete all the fields in your human resource form in the Email tab., SMTP tab configurations for the account that does not work anymore. After logging out, resume your email configuration.

Perform a search



In the upper right corner, a search box obeys the "begins with" criterion. So if you type "Red" (without the quotes) in the search field, all entries that begin with "Red" will be listed regardless of the case. However, if the word "Red" is inside a phrase such as "River Red Rover", it will not appear in the search results.

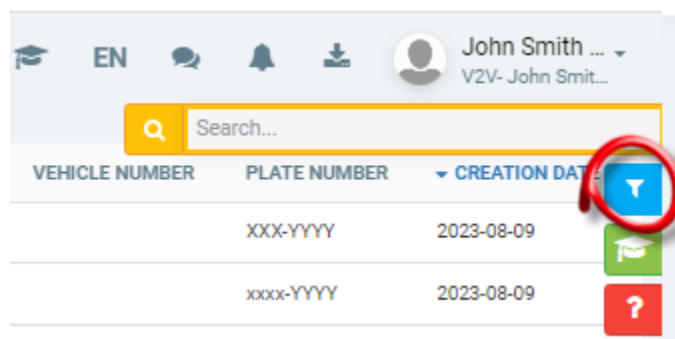
However, the asterisk "*" is a wildcard that you can use to broaden your search. This symbol inserted in the search field, such as "**agathe", allows you to find Saint-Agathe, Sainte-Agathe, or St-Agathe.

Tip: use it also in a string like "lmt*auto", the system will find

- 1277353 ONT LMTD/FUTURE AUTO SERVICE & SALES

Retrieve a deactivated record

Inactive, or deactivated, records are hidden in the lists. To make them visible, click on the blue list icon in the upper right corner.



The screenshot displays the GEM-SAAS user interface. At the top, there is a header bar with a search icon, a bell icon, a download icon, and a user profile for "John Smith" with a dropdown arrow. Below the header is a search bar with the placeholder text "Search...". The main sidebar is blue and contains several filter categories, each with a dropdown menu:

- Status**: A dropdown menu with "Inactive" selected.
- Brand**: A text input field with the placeholder "Write to see suggestions".
- Client**: A text input field with the placeholder "Write to see suggestions".
- Vehicle for sale or location**: A dropdown menu with "All" selected.
- VIN validated**: A dropdown menu with "All" selected.
- Type**: A dropdown menu with "All" selected.
- Transmission**: A dropdown menu with "All" selected.
- Transmission type**: A dropdown menu with "All" selected.
- Fuel type**: A dropdown menu with "All" selected.

At the bottom of the sidebar is a green button with a white funnel icon and the text "FILTER".

From the first drop-down menu entitled Status, you can use:

- "Active" button to see only the active records
- "Inactive" to see only inactive records
- Click on "All" to see all the records.

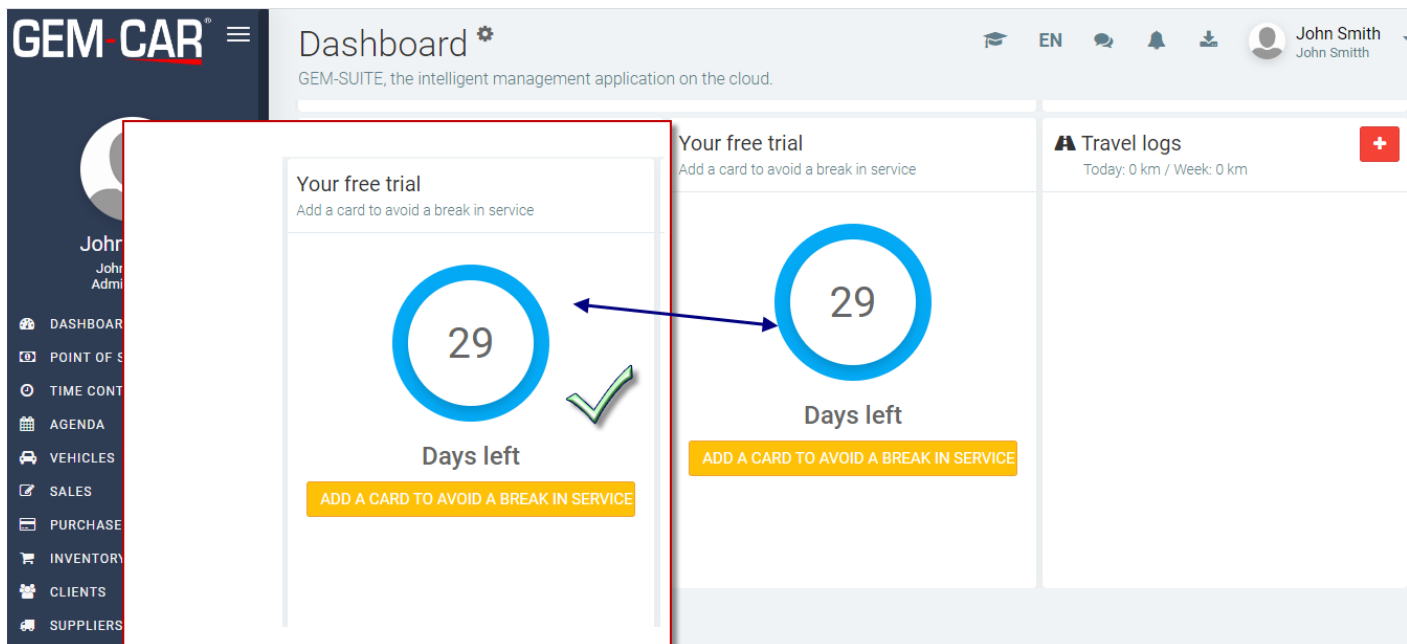
Then click on the green Filter button at the bottom of the page.

Add or subscribe to modules

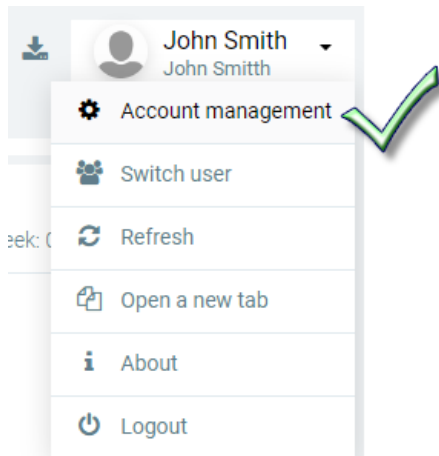
In addition to the core modules, most businesses will need a subscription to one or more add-on modules such as bookkeeping, accounting, and payroll.

Go to your Avatar menu on the top right, in your account management. Under the add-ons tab, check or uncheck the add-ons. If you don't see the tab, log in with the super administrator (the one who pays the account).

Here's how to customize your work experience by adding each of the add-on modules you and your business need. All modules are offered as monthly subscriptions, and you decide which modules are the tools you want to use to effectively manage your business and therefore increase productivity and profitability. Each module comes with a 30-day trial period.



In your avatar menu at the top right (where you will find your name), you can manage your account. In our example, Roger Point Point is the super-administrator and has the necessary access rights to manage the company's account.



In the "Manage my account", you will see the following table:

Account management — ×

INFORMATIONS [ADD-ONS](#) [INVOICING](#) [USERS](#)

Company name ⓘ John Smith	Email ⓘ Email	Phone ⓘ Phone
Address ⓘ Address	City ⓘ Montreal	Pays ⓘ Canada
	Province Alberta	Postal code Postal code ⓘ

ADD A CARD TO AVOID A BREAK IN SERVICE

[CLOSE](#) [SAVE](#)

Enter your credit card information in the green button. Note: We also offer pre-authorized payment, contact your representative to activate this payment method.

It is in the Add-On Modules tab where you can easily select the modules for which you want to subscribe.

Under the name of the module, you will find a brief description of the functions that will be available to you when the module is activated.

Account management

INFORMATIONS **ADD-ONS** INVOICING USERS

☒ **Activate Free modules**

The basic functions include HR management, suppliers management, sales management (submission, invoicing, delivery slip), purchases management (purchase order, receipt slip) as well as several other functions.

☐ **Activate GEM-CAR - Standard (monthly)**

30 day trial in progress!

GEM-CAR is a management application dedicated to the automotive industry. Our solution allows for maintenance management, storage, work history, work orders, barcode inventory, vehicle rental, and rapid estimation through integration with major automotive parts catalogs. Our module is designed to help automotive industry businesses such as garages and repair shops improve their operational efficiency and profitability.

☐ **Activate GEM-CAR - Elite (monthly)**

Try 30 days free !

GEM-CAR is a management application dedicated to the automotive industry. Our solution allows for maintenance management, storage, work history, work orders, barcode inventory, vehicle rental, and rapid estimation through integration with major automotive parts catalogs. Our module is designed to help automotive industry businesses such as garages and repair shops improve their operational efficiency and profitability.

TRY 30 DAYS FREE !

☐ **Activate GEM-CAR - Premium (monthly)**

CLOSE

SAVE

If the module does not work for you, you will have to deactivate it manually.

Click on "Save" to activate or deactivate the selected module(s).

Invoicing

It is under this tab that you will be able to consult the invoices related to your subscription. By default, only the account administrator has access to this information, but you can delegate this access using the following option:

Droits et restrictions

☐ Accès aux configurations du compte Actif ^

☐ Peut changer d'utilisateur

☐ Peut consulter les factures du compte Actif

Users

A list of users and clients invited to the platform.

Enter or modify the credit card number to pay the subscription

Whether it's to start your subscription at the end of your trial period or to change the credit card on the account, make sure you log in with the super-administrator account.

In his avatar menu at the top right, he will have the "Account management" menu. In the Informations tab, locate the Credit Card section. Please note that debit cards are not accepted.

The Invoicing tab displays the history of issued invoices.

If you have a corporate credit card, use the company name, not the cardholder's name.

For more details on the activated modules that will go on your card, see the article, "How do you select the various modules you want to subscribe to?"

What is the purpose of the "Active" or "Inactive" field of a record?

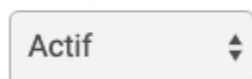
In order to preserve the integrity of the history of your transactions and entries, the platform intentionally does not offer the possibility of deleting any record. All the records created are saved in the database and will remain there as long as the company remains operational.

No matter if it is a Customer, Supplier, Account, Product, or other records, the system is built to forbid the deletion of the various records constituting the database. Instead, GEM-BOOKS is designed to offer you the alternative of modifying the status of each record, by allowing you to change the status from Active to Inactive or vice versa.

Here is how this option allowing you to change the status of a record is presented to you visually on the various screens...

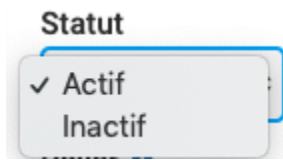
Step 1

Statut

A screenshot of a web interface showing a dropdown menu. The label 'Statut' is above the menu. The menu is open, showing a single option 'Actif' with a small upward and downward arrow icon to its right.

You must first locate the "Status" field in a record; this field looks like this...

Step 2



You can now change the status of this record and toggle between Active and Inactive simply by clicking on the arrows on the right and changing the selection. Active will then present you with the 2 statuses that you can apply to the record, you just have to indicate your choice. In the illustration below, the user will see that the indicator for this

record is currently set to Active as indicated by the check mark to the left of the word...

Step 3

To change the status of this form, which currently indicates Active, to Inactive, nothing could be easier. You just have to position the blue band on "Inactive" and then click. That's it! The record now has the status "Inactive", as the field now visually indicates on the screen....



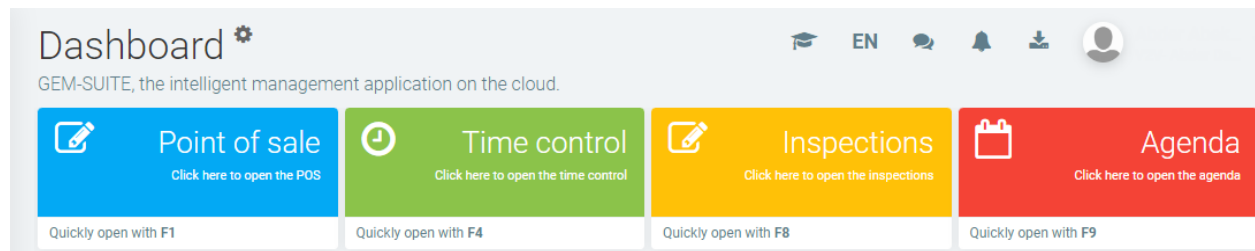
When one of your Customers, Suppliers, Accounts or even a Human Resource is no longer part of your current operations, you will want these records to be considered inactive. You no longer have to delete these records, which are now part of the company's past transaction history. Simply change the status of the appropriate master record accordingly. The data will still be recorded and these records retained, but they will not appear in the on-screen lists or in the printed reports, as long as you indicate in the filters that you only want to see records with the status "Active".

This is another demonstration of the designers' and developers' concern to make your life as simple as possible, by allowing you to put the power of the software at your service. Keeping absolutely everything, but letting you work only with current and relevant data, on a daily basis.

Isn't it reassuring and safe to know that absolutely everything remains recorded and accessible, but that you only work with what is useful to you now?

Show or hide the components (widget) of the dashboard

As soon as you access the application, you will see widgets appear at the top of the home screen, to the right of the menu, allowing you to access some of the modules to which your user rights give you access with one click. Each of these widgets is linked to the corresponding module that you will find in the left menu.



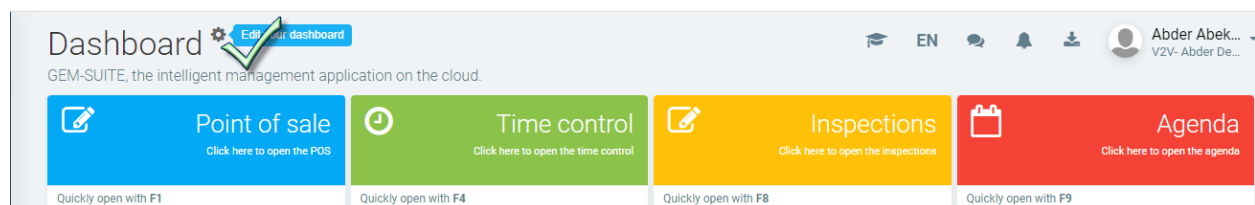
If you wish, you can customize your home screen, select the widgets you want to appear, and hide the ones you don't want.

To define which widgets will be displayed, simply click on the small gear icon located on the dashboard, immediately to the right of the word, and then click on the items you wish to show or hide.

In the example above, the Point of sale, Time control, Inspections and Agenda widgets appear by default on the home screen. If you only want to see the Point of sale and Time control widgets, here's how to do it:

Step 1

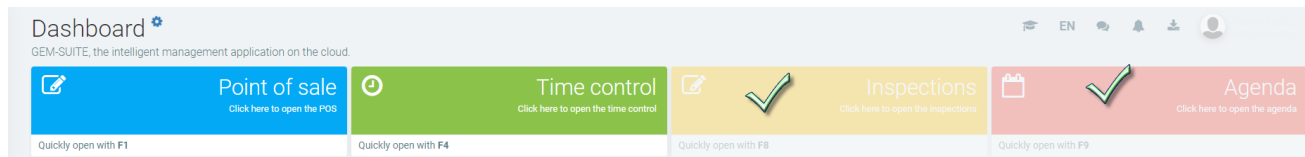
Click on the gear icon in the upper left corner, and this is what you will see on the screen...



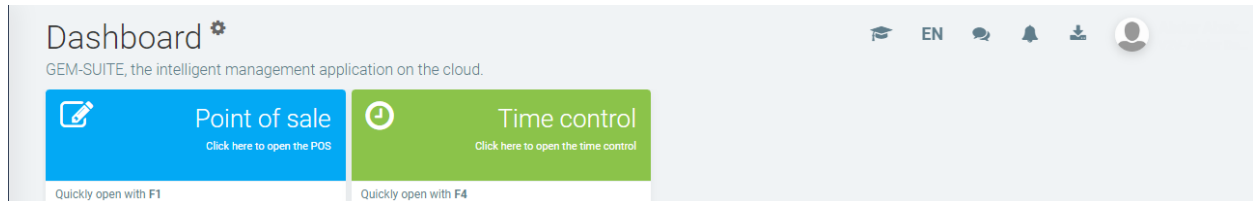
NOTE (1): You will notice that the menu, on the left, is dimmed. This means that since the menu is always visible by default, you cannot choose whether it appears or not, so it is not available for selection. Only the brightly colored sections can be selected to define whether or not they will appear on the home screen.

Step 2

Now click successively on the widgets of the Inspections and Agenda modules. They will now appear with dimmed colors, as you can see below. This means that these 2 widgets will no longer appear by default on the V2V Technologies home screen, once the modification has been accepted.



To accept the changes and implement them, you just have to click again on the icon, and the V2V Technologies home screen will now look like this:



NOTE (2): Similarly, not only does this procedure allow you to customize the widgets that appear at the top of the Home screen in Active, but it also applies to all the sections that appear in bright colors on that screen, once you click on the icon the first time. Each of the sections of the home screen will be visible or not, depending on your choice, just click on it to switch from the brightly colored appearance to the muted one, and vice versa. To confirm and apply your changes, the procedure is always the same; you just need to click on the icon a second time. This procedure allows you to customize the home screen in your dashboard so that it shows only what you want to see. You can repeat it as often as you need to change the appearance of a user's home screen. This allows you to customize your entire work experience and tailor it to your specific needs.

Duplicate a customer, supplier, or transaction record and modify its content

Several elements can be duplicated in the solution. The presence of this icon on the screen indicates that you can duplicate the record you are on. You will generally find the clipboard icon in the lower part of your screen, it is part of this group of icons

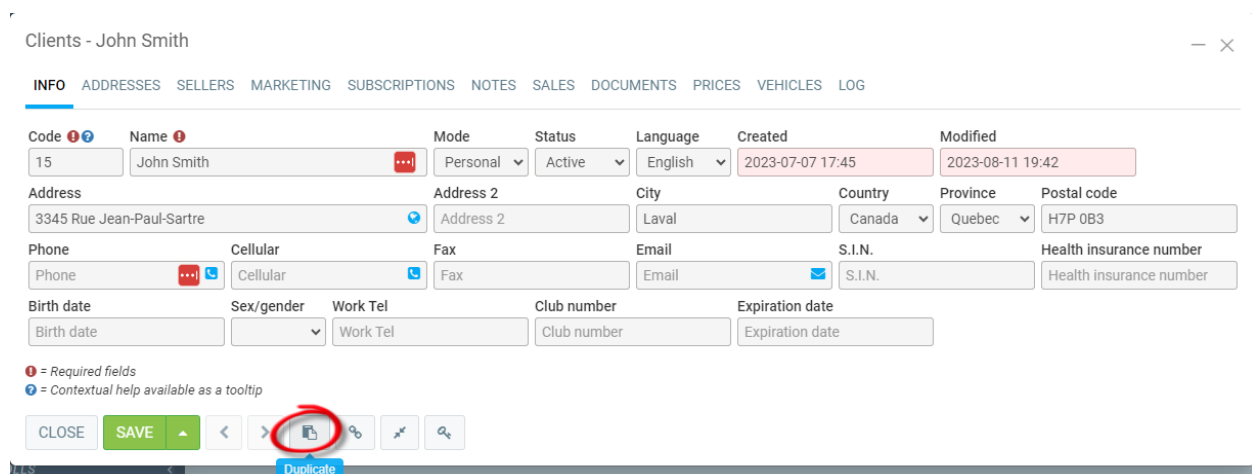


You just have to click on the icon to generate the duplicate record. You will then only have to modify in the content of the new record the information that differs from the one contained in the source record, notably the code of the latter.

Keep in mind that even in cases where almost all of the information contained in the newly generated record must be identical to that in the source record, the Code assigned to it must remain UNIQUE and there must also be some difference between the information in the source record and that in the newly created record.

Remember... It must not be possible to find 2 perfectly identical records with 2 different codes, since a code must designate a customer, a supplier, a product, a service, an employee, etc... that is UNIQUE.

In the following example, we are going to create a copy of the file of a customer (John Smith), and thus generate the file of a new customer, a neighbor of the latter. Let's first go to the record to be copied, and scroll down to see the section where the icon



Clients - John Smith

INFO ADDRESSES SELLERS MARKETING SUBSCRIPTIONS NOTES SALES DOCUMENTS PRICES VEHICLES LOG

Code 15 Name John Smith Mode Personal Status Active Language English Created 2023-07-07 17:45 Modified 2023-08-11 19:42

Address 3345 Rue Jean-Paul-Sartre Address 2 Laval City Laval Country Canada Province Quebec Postal code H7P 0B3

Phone Cellular Fax Email S.I.N. Health insurance number

Birth date Sex/gender Work Tel Club number Expiration date

1 = Required fields
2 = Contextual help available as a tooltip

CLOSE SAVE < > Duplicate

By clicking on the icon, the following dialog box will appear...

Confirm ×

Are you sure you want to duplicate this file?

NO

YES

By clicking on "YES", the system will create the duplicate record below for you; all you have to do is make all the necessary changes in the new record thus created in order to make it a unique record, which contains all the information relating to your new customer.

Clients - John Smith — ×

INFO ADDRESSES SELLERS MARKETING SUBSCRIPTIONS NOTES SALES DOCUMENTS PRICES VEHICLES LOG

Code ⓘ ⓘ	Name ⓘ	Mode	Status	Language	Created	Modified
15-COPY	John Smith	Personal	Active	English	2023-08-11 19:44	2023-08-11 19:44

Address	Address 2	City	Country	Province	Postal code
3345 Rue Jean-Paul-Sartre	Address 2	Laval	Canada	Quebec	H7P 0B3

Phone	Cellular	Fax	Email	S.I.N.	Health insurance number
Phone	Cellular	Fax	Email	S.I.N.	Health insurance number

Birth date	Sex/gender	Work Tel	Club number	Expiration date
Birth date		Work Tel	Club number	Expiration date

ⓘ = Required fields
 ⓘ ⓘ = Contextual help available as a tooltip

CLOSE
 SAVE
 <
 >
 📄
 🔗
 ✂️
 🔍

Note: In the new record, the system has kept the same code as in the original record, but with the addition of the suffix "-COPY", in order to ensure the impossibility of creating a duplicate for this data. It is therefore your responsibility to assign a new code to any new record created in this way.

Use the different views of the document sub-lists



When you are in front of a sub-list of documents (for example in the CLIENTS section, DOCUMENTS tab or in the SALES section, DOCUMENTS tab, etc.), you will see this button at the top of the list. This button is used to switch between our 2 display modes; Standard or Grid.

The Standard display mode is the display used throughout the solution, that is, a standard list like this one:

Clients - John Smith

INFO

ADDRESSES

SELLERS

MARKETING

SUBSCRIPTIONS

NOTES

SALES

DOCUMENTS

PRICES

VEHICLES

LOG

+ NEW

Documents associated with this client

Add or administer the list of documents associated with this client. All documents generated for this client are automatically added to this list.

TITLE	LABELS	CREATION DATE	
Brakes	Autres	2023-08-11 19:54	
Image 1	Infographie	2023-08-11 19:53	

= Required fields

= Contextual help available as a tooltip

CLOSE

SAVE

The Grid view allows you to view documents and labels much like we are used to on a desktop computer with folders and files:

Clients - John Smith

INFO

ADDRESSES

SELLERS

MARKETING

SUBSCRIPTIONS

NOTES

SALES

DOCUMENTS

PRICES

VEHICLES

LOG

Documents associated with this client

Add or administer the list of documents associated with this client. All documents generated for this client are automatically added to this list.

+ TAG

+ DOCUMENT

Others

1

Finance

Infographics

1

Legal

Marketing

Human ressources

= Required fields

= Contextual help available as a tooltip

CLOSE

SAVE

The Grid mode displays a navigation bar. This bar allows you to add new tags (folders) or new documents.

In addition, you can drag and drop documents onto the labels much like you would in a folder.

Each tag has a number to show how many documents it contains (no number means no documents associated with that tag).

Finally, you can click on a label to view all the documents associated with it.

Delete a customer/resource/employee/supplier

You can't delete a customer/resource/employee/supplier but you can hide his record to not see it anymore.

Page 87

General GEM-SAAS User Guide by GEM-BOOKS.com

To do this, go to the customer or supplier record and indicate "INACTIVE" in the "Status" drop-down menu of the "INFO" tab.

Manage currencies

By default, the system creates the currency CAD and USD in your system. The currencies can be modified from the tab *Currencies/Taxes* in the menu *Configurations, Configurations*. A currency includes the following information: the name of the currency, the sign, and the rate (*Note that the rate is not automatically updated by the software, you must manage it manually). You can have only one currency specified as your default currency, and it must have a rate of 1.00 because the other rates will be based on it.

Note: Incoming currency represents money coming into the company (invoice to customer), and outgoing currency is the money going out of the company (payment to suppliers)

Currencies

Administer the currencies you use. Please note that the incoming and outgoing exchange rates are for reference only, and that you must update them manually.

▲ CURRENCY	SYMBOL	EXCHANGE IN	EXCHANGE OUT
CAD	\$	1.0000	1.0000
EUR	€	1.0000	1.0000
USD	\$	1.0000	1.0000

■ = Use by default

Currencies can be used in several places in the software, for example, during a sale or a purchase, or when configuring an account in the chart of accounts. Moreover, you can configure your suppliers or customers to use a default currency other than yours during sales or purchases.

The currency used in the various transactions will be reflected in several reports in the system, including inventory reports, which define the value of the merchandise according to the rate of the currency at the time of purchase of the product, and in accounting reports such as the age of the accounts. (*note that the conversions in the accounting reports are estimates, as they are

based on the exchange rate entered in the software. If you want to make a currency exchange with your bank, you will have to make the transaction from one account to another manually).

Note for carriers and brokers

In the Transport tab of the Settings, configurations, there is an option to Keep the exchange rate after defining a price in a booking.

The profitability calculation is also affected by the currency when you invoice in USD and pay in CAD. Here is an example of a USD rate at par.

Calcul de la profitabilité

COÛT TRANSPORTEURS		
TRANSPORTEUR	CARBURANT (INC.)	COÛTANT
280	0,00 \$ CAD	3 575,00 \$ CAD
PROFIT BRUT		-75,00 \$ CAD
PROFIT NET		-75,00 \$ CAD

You must define your currency before creating a Booking. In other words, you will have to create a new one (or duplicate it) to apply the new currency.

Field translation management

In the solution, some fields can be translated into several languages. These fields are mainly those that are used to share information with your customers, for example, the name of a product, which will appear on the customer's invoice.

Let's take another example, you have indicated that the language of correspondence of a customer in his file as being English, and the products that you will add to his invoices will be displayed in English for him.

Here is how the translation fields work.

Above the multilingual fields, you will notice that a translation icon appears to the right of it. By default, the field you fill in will be inserted in all available languages, so it is not mandatory to fill in the translations, especially if your clientele is mainly unilingual.

Products & services - 4-WHEEL SUV

INFOS SALES PURCHASES INVENTORY PRICES MEDIAS OPTIONS NOTES GEM-CAR LOG

Code ⓘ ⓘ 0000ALIS	Line code Line code	SKU # SKU #	Parent product ⓘ 0000ALIS - 4-WHEEL SUV ✕	Status Active ▼
Name ⓘ ⓘ 4-WHEEL SUV		Category ⓘ ⓘ 304 - ALIGNMENTS ▼		Labels No items available
Short description Short description				Warranty text Warranty text

ⓘ = Required fields
ⓘ = Contextual help available as a tooltip

CLOSE SAVE ▲ < > 📄 🔗 ❤️ 📊

When you click on this icon, a window like the one below will be displayed. Here you can change the value of the field according to the language. Note that an option to confirm the translation is clickable, more information about this is at the bottom of this FAQ. Moreover, you will notice that the current language of the system is not modifiable in this display because this one is the field displayed mainly on the form, you can thus modify it directly on the form.

If you change the language of your system using the icon at the top right of the page, you will notice that the translation fields will be displayed in the chosen language in the lists as well as on the records and search fields. In addition, when using these fields in mailings to your customers (products, email templates, etc.), the field will use the appropriate language translation.

Note: The "Translation has been validated" checkbox is for information purposes only. If you work with translators, you may want to have your translations validated. In other words, you do not need to check it for your translation to be effective.



In the Configuration menu, you have access to a Translations menu.

Here you can manage all the translations in the system at once.

Filter the list by those that have not been validated (checkbox mentioned above) as well as by module.

Translations			EN	
List of system multilingual field translations			Search...	
MODULE	FRENCH	ENGLISH	Module Email templates Translation has been verified All	
Email templates	{type} - Booking #{booking}	{type} - Booking #{booking}	FILTER	
Email templates	{type} - Booking #{booking}	{type} - Booking #{booking}		
Products and services	VUS COMPLET	SUV COMPLET		
Email templates	Vous avez un nouveau document	You have a new document		
Categories	VOITURE USAGÉE	VOITURE USAGÉE		

Management of the number of decimal places in prices and quantities

Decimal place management for quantities

To use more than one decimal place in the quantity field, activate this option in the Configuration menu, Configurations, and in the Global tab and save: ✓ **Allow decimals in quantity fields**

Configurations

GLOBAL
CUSTOMIZATION
CURRENCIES/TAXES
API
ROLES
LOG

General configurations

☒ Allow decimals in quantity fields
☐ Use 4 decimals instead of 2 in price fields
☐ Remember filter choices in lists

■ = Inactive

❗ = Required fields
? = Contextual help available as a tooltip

CLOSE
SAVE

Decimal point management for prices

You can use 1, 2, 3, and up to 4 decimal places in the price field. For example, if you sell Ethernet wire by the foot and you paid \$55.90 per 1000 feet, your cost per foot will be \$0.0559

✓ **Use 4 decimal places instead of 2 in price fields**

Configurations

GLOBAL CUSTOMIZATION CURRENCIES/TAXES API ROLES LOG

General configurations

☒ Allow decimals in quantity fields

☒ Use 4 decimals instead of 2 in price fields

☐ Remember filter choices in lists

 = Inactive

 = Required fields

 = Contextual help available as a tooltip

CLOSE

SAVE



Merge duplicates from the system: Vehicles and Customers

This function is currently only available for the Vehicles and Customers module

Merging items allows you to remove duplicates from your system. For example, if you have created a customer a second time by mistake, you can use this function to merge the two elements. Of course, if the second customer did not have any sales or other information on his record you can simply put the record inactive. Otherwise, here is the procedure to merge the two customers (or other modules):

At the bottom of a customer's record, you will see the following button:



Click on it and you will be presented with a window like this one:

Data merging

—

×

Merging data allows you to transfer all the elements of a file (EX: contacts, sales, documents, etc.) to this one in the event that duplicates are present.

*Warning, this action will permanently delete the file indicated below, this is irreversible

File to be merged with the one currently open 

Write to see suggestions



CLOSE

SEND

Enter or search with the blue button to select the record you want to merge with the current record. It is very important to note that this action is irreversible, so you must be sure of what you are doing.