



# **Access UBS Accounting, Inventory & Billing December 2023 Release Notes**



# About these Release Notes

Welcome to the Access UBS Accounting, Inventory & Billing Release Notes!

This document outlines all you need to know about this version of the software, it will provide you with a summary of the changes, and by using the hyperlinks you will be able to easily navigate through the document to find out detailed information about the new features, including screenshots and videos where appropriate.

Please refer to the table of contents for a full list of what is included.

## About Access UBS Accounting, Inventory & Billing

Access UBS Accounting & Billing helps you to manage your company accounts by processing customer and supplier payments faster, manage your sales orders, purchase orders, goods receive notes and delivery notes seamlessly within the software.

Access UBS Inventory & Billing makes stock control easier by providing you with the flexibility to handle all types of inventory transactions and have instant updates of your inventory status at your fingertips. It also performs as an invoicing system where you can print invoices and delivery orders.

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# Release Summary

Access UBS Accounting, Inventory & Billing v2023.4

Important Note:

- You will need to disable your Anti-virus before you install the new update as some Anti-virus can interfere and prevent a successful installation.
- After successfully installing the update (whether via Online Update or using the Installer), you **MUST** restart your computer for the configuration changes to take effect.
- If you are using older version of UBS AIB (prior to v2022.4), please download and run the Service Component Patcher to ensure success license activate process.

The following major features are included in this release, please select the appropriate links if you would like more details on the features. The features are grouped by Product/Area to help you find the information you need easily.

## Inventory & Billing

### iAssist (Purchase)

iAssist offers greater visibility of the document journey within the transaction cycle. With this feature, users can easily track the progress of documents, gain insights into where they are in the transaction cycle and make more informed decisions. This enhances transparency and efficiency, enabling users to manage their tasks more effectively and with greater confidence.

[Read more about this feature](#)

## Accounting, Inventory & Billing

### Singapore New GST Tax Rate

The Singapore Minister for Finance announced in the Budget 2022, that GST rate will be increased from 8% to 9% with effect from 1 Jan 2024. Adopting this legislative update, a list of new tax codes is made available in Access UBS Accounting, and Inventory & Billing.

[Read more about this feature](#)

## Drag and Drop Master Code to create transaction.

You can now drag and drop master code to create Sales and Purchase transaction from dashboard.

The capability of Drag-and-Drop Master Code to Create Transaction feature streamlines the transaction creation process by introducing an intuitive and efficient method. This functionality empowers users to effortlessly generate transactions by employing a drag-and-drop interface for the master code. By simplifying the workflow, it enhances user experience, reduces the time needed for transaction creation, and contributes to overall system efficiency. The feature is designed to provide a seamless and user-friendly approach to transaction management within the system.

[Read more about this feature](#)

## General

### View Previous Year Data

The “View Previous Year Data” capability hold significant importance as it allows users to easily access and view data from preceding year within the system. By providing a convenient and efficient way to navigate and retrieve previous year data, this feature contributes to a more comprehensive and insightful data analysis process.

Ensuring accurate folder linking is vital, to enable users swift and direct access to historical data as needed. To enhance user experience, we have implemented improvements that offer flexibility and choices in folder linkage.

[Read more about this feature](#)

### Bug Fixes

Addressed concerns to enhance user experience, ensuring stability, reliability, and efficiency. By giving priority to bug fixes, our objective is to enhance customer satisfaction, foster trust, and lay a solid foundation for future development and updates.

[Read more about this feature](#)

# Release Contents

The below section describes the features in more detail, including screenshots and videos where appropriate, this is ordered by the products/modules identified in Release Summary section.

## Inventory & Billing

### iAssist (Purchase)

Introducing the iAssist feature, equipped with drag-and-drop capabilities for an enhanced view of the complete document journey in the transaction cycle. This innovative addition allows users to effortlessly track document progress, gain valuable insights into their position in the transaction cycle, and make informed decisions. This advancement promotes transparency and efficiency, empowering users to manage tasks more effectively and confidently.

#### Getting started with iAssist

Log in to Inventory and Billing and you will notice a new feature named **iAssist**, now included in the business transactions list on the left panel – refer image below:

Inventory & Billing

Dashboard  
Customers & Sales  
Suppliers & Purchases  
Inventory & Services  
**iAssist** NEW  
Shortcuts

Drop here for

Sales  
Purchase  
Document Journey

Master Account Suppliers

Code	Suppliers
4000/100	Customers
4000/101	Suppliers
4000/101	Mad Ink Clothing Co
4000/200	Employee Access Expense
4000/W01	SYARIKAT Hourglass Jeans
4000/X01	N. Allen Menswear Sdn. Bhd.
4000/Y01	West Side Street Clothing Sdn. Bhd.
4000/Z01	SYARIKAT Z

Click on the link to switch to Supplier listing

Inventory & Billing

Dashboard  
Customers & Sales  
Suppliers & Purchases  
Inventory & Services  
**iAssist** NEW  
Shortcuts

Drop here for

Sales  
Purchase  
Document Journey

Master Account Suppliers

Code	Suppliers
4000/100	Customers
4000/101	Suppliers
4000/101	Mad Ink Clothing Co
4000/200	Employee Access Expense
4000/W01	SYARIKAT Hourglass Jeans
4000/X01	N. Allen Menswear Sdn. Bhd.
4000/Y01	West Side Street Clothing Sdn. Bhd.
4000/Z01	SYARIKAT Z

Select and drag-drop the supplier to the [Purchase] insight option to view the purchase transactions

Drop here for

Sales  
Purchase

Document Journey

Master Account	Suppliers	Code	Description
4000/100	Slate Jeans Co.	4000/100	Slate Jeans Co.
4000/101	Mad Ink Clothing Co	4000/101	Mad Ink Clothing Co
4000/200	Employee Access Expense	4000/200	Employee Access Expense
4000/W01	SYARIKAT Hourglass Jeans	4000/W01	SYARIKAT Hourglass Jeans
4000/X01	N. Allen Menswear Sdn. Bhd.	4000/X01	N. Allen Menswear Sdn. Bhd.
4000/Y01	West Side Street Clothing Snd. Bhd.	4000/Y01	West Side Street Clothing Snd. Bhd.
4000/Z01	SYARIKAT Z	4000/Z01	SYARIKAT Z

A tab will open, displaying all transaction types created for the selected supplier

3b

2c

3a

Select and drag-drop the document to the [Document Journey] insight option to view different phases of information associated with the selected document

Ref. No.	Date	Purchase Invoice	Purchase Credit Note	Total	Purchase Return / Debit Note	Net
0189	30/01/2022	70,850.00				
F0290	16/03/2022	60,000.00				
POS 9883	18/05/2022	25.00				
POS 9885	18/05/2022	25.00				
POS 9899	20/11/2023	3,950.00				
PR000002	03/02/2022				2,254.00	
SI-9875	25/03/2022	3,328.75				
				0.00	138,178.75	135,924.75

3c

Opening another tab to showcase the information flow for the selected document

Purchase 4000/Y01 x Document Journey POS 9899 x

4000/Y01 West Side Street Clothing Snd. Bhd.

Purchase Order Goods Received Note **Purchase Invoice** Purchase Adjustment Payment

PO 00090009 (20/11/2023) POS 9899 (20/11/2023)

View Transaction  
Track Document

4a

Click on the 3-vertical dots for more actions

4b

Initiating the opening of another tab to present the information related to the selected document

Purchase 4000/Y01 x Document Journey POS 9899 x Track Document POS 9899 x

4000/Y01 West Side Street Clothing Snd. Bhd.  
20/11/2023 POS 9899

Item Code	Item Description	Invoiced Qty	Linked Doc. No.	Linked Doc. Date	Ordered Qty	Received Qty
BOM-PT	Pockets	200.00	PO PO 00090009	20/11/2023	275.00	0.00
MBOM-BP	Back Pieces	78.00	PO PO 00090009	20/11/2023	188.00	0.00

<< Note: Only a maximum of 5 tabs are allowed. >>

## Drag and Drop Master Code to create transaction

In the Modern View dashboard, you can drag and drop the master code to effortlessly create Sales and Purchase transactions. The customer or supplier code and name will be automatically prefilled for your convenience.

This capability is designed to improve both efficiency and accuracy.

The screenshot displays the 'Suppliers & Purchases' dashboard in the accessLBS system. A table of suppliers is shown, with the entry '4000/W01 SYARIKAT Hourglass Jeans' highlighted in red. A red arrow points from this entry to a 'Create transaction' button. A modal window titled 'Add Goods Received Note' is open, showing the 'Supplier No.' field set to '4000/W01' and the 'Supplier Name' field set to 'N. Allen Menswear Sdn. Bhd.', both highlighted in red. The modal also shows fields for 'Period', 'Date', 'Terms', and 'Update' options.

Supplier No.	Supplier Description	Balance as of: Nov 27, 2023 10:01 AM
4000/100	Slate Jeans Co.	-68,863.50
4000/101	Mad Ink Clothing Co	2,116.61
4000/200	Employee Access Expense	-1,432.00
4000/W01	SYARIKAT Hourglass Jeans	746.50
4000/X01	N. Allen Menswear Sdn. Bhd.	-34,271.66
4000/Y01	West Side Street Clothing Snd. Bhd.	-11,528.48
4000/Z01	SYARIKAT Z	-22,000.00



## Accounting, Inventory & Billing

### Singapore New GST Tax Rate

The Singapore Minister for Finance announced in the Budget 2022, that GST rate will be increased from 8% to 9% with effect from 1 Jan 2024.

Adopting this legislative update, a list of new tax codes is made available in Access UBS Accounting, and Inventory & Billing for users to apply in their transactions from 01 January 2024.

#### How?

Ensure that Singapore or International license is activated with landing page country set to "SG." Upon opening Accounting, Inventory & Billing, a message dialog will be prompted.

**Important note:** Only an Admin user possesses the rights to execute this legislative update. Consequently, the message dialog will vary based on the user logging into the system.

When an **Admin user** logs in to the system, there will be two (2) action buttons in the message dialog:

- **Update Later**
  - If you choose to update later, the current tax code list remains unchanged (at 8%). Ensure you are using the correct tax % when creating transactions for the year 2024. The same message will be prompted when the Admin user opens/reopens Accounting, Inventory and Billing.
- **Update Now**
  - If you choose to update now, the current tax code list will be updated with new tax % (from 8% to 9%) and new tax codes will be added. You may need to change the tax % from Tax Code Maintenance to do your backlog transaction(s) prior to the year 2024. This message will NOT be prompted anymore after the tax code list is updated.

#### Message

In Budget 2022, the Singapore Minister for Finance announced that the GST rate will be increased from 8% to 9% with effect from 1 Jan 2024.

To align with this change, a list of new tax code is made available in UBS Accounting, Inventory & Billing. You have an option to update the tax code list with the new rate based on your preference. If you choose to update later, make sure you are using the correct tax % when creating transaction for year 2024. Likewise, if you choose to update now, the tax % will be seamlessly updated from 8% to 9%. You may need to change the tax % from Tax Code Maintenance to do your backlog transaction(s) prior to year 2024.

**Important Note:**  
You are advised to check the new tax % and new tax code in the Tax Code Maintenance.

Please click [here](#) for more information on IRAS website.

You will need Admin's right to perform the update of tax code list.

When a non-Admin user logs in to the system, there will be only one (1) action button in the message dialog:

- Close
  - The message dialog serves as a notification, and you should get your Admin's help to update the tax code list.

### Message

In Budget 2022, the Singapore Minister for Finance announced that the GST rate will be increased from 8% to 9% with effect from 1 Jan 2024.

To align with this change, a list of new tax code is made available in UBS Accounting, Inventory & Billing. You have an option to update the tax code list with the new rate based on your preference. If you choose to update later, make sure you are using the correct tax % when creating transaction for year 2024. Likewise, if you choose to update now, the tax % will be seamlessly updated from 8% to 9%. You may need to change the tax % from Tax Code Maintenance to do your backlog transaction(s) prior to year 2024.

**Important Note:**  
You are advised to check the new tax % and new tax code in the Tax Code Maintenance.

Please click [here](#) for more information on IRAS website.

You will need Admin's right to perform the update of tax code list.

Close

# General

## View Previous Year Data

To facilitate viewing of historical data from preceding year within the system, you are required to link the Accounting folder for accessing the previous year Inventory & Billing data. The same procedure applies for accessing the previous year's Accounting data.

The screenshot shows the 'Previous Year Data' dialog box with the 'Accounting' tab selected. On the left, a table lists folder names and their corresponding directories. On the right, company information and data location settings are displayed. A callout box points to the 'Default directory' checkbox, which is checked.

Folder Name	Directory
DATA2022	C:\UBSACC2015\testyearend\DATA2022
DATA2023	C:\UBSACC2015\testyearend\DATA2023
DATA2024	C:\UBSACC2015\testyearend\DATA2024

**Company information**  
**Company Name**  
Access Software Sdn. Bhd.  
**Company Registration Number**  
199701025891  
**Closing Date**  
31/12/2020

**Inventory & Billing Data Location**  
**Folder Name**  
DATA2022  
**Select Directory**  
C:\UBSSTK2015\testyearend\DATA2022  
 Default directory

By selecting this option, the system will automatically map the corresponding module's previous data folder for you

Open

The screenshot shows the 'Previous Year Data' dialog box with the 'Accounting' tab selected. On the left, a table lists folder names and their corresponding directories. On the right, company information and data location settings are displayed. A callout box points to the 'Default directory' checkbox, which is unchecked.

Folder Name	Directory
DATA2022	C:\UBSACC2015\testyearend\DATA2022
DATA2023	C:\UBSACC2015\testyearend\DATA2023
DATA2024	C:\UBSACC2015\testyearend\DATA2024

**Company information**  
**Company Name**  
Access Software Sdn. Bhd.  
**Company Registration Number**  
199701025891  
**Closing Date**  
31/12/2020

**Inventory & Billing Data Location**  
**Folder Name**  
TESTYEAREND  
**Select Directory**  
Z:\TESTYEAREND\  
 Default directory

You have the option to uncheck this checkbox if you prefer to manually map the folder.

Open

The table below outlines the behaviour of the default directory:

No	Scenario		Default Directory Checkbox Behaviour	Default to current / last year folder (corresponding module)
1	The directory field is blank	No directory has been mapped prior to the upgrade	Checked by default	<ul style="list-style-type: none"> <li>If the last year's folder is found, the mapping will be done to the last year's folder</li> <li>If the last year's folder is not found, the system will automatically map the current year's folder.</li> </ul>
2	Mapping was in place prior to the upgrade	Mapping for the directory was already established prior to the upgrade	Unchecked by default	User defined (manual input)
3	Different timing on year-end run for respective module	Accounting has already completed year-end process, but I&B is still operating on current year	Checked	<ul style="list-style-type: none"> <li>The default directory in Accounting module will be automatically mapped to the current year's folder.</li> <li>After running the year-end process in I&amp;B, the default directory will then be automatically mapped to the previous year's folder</li> </ul>
4	Different timing on year-end run for respective module	I&B has already completed year-end process, but Accounting is still operating on current year	Checked	<ul style="list-style-type: none"> <li>The default directory in I&amp;B module will be automatically mapped to the current year's folder.</li> <li>After running the year-end process in Accounting, the default directory will then be automatically mapped to the previous year's folder</li> </ul>
5	Single module	Using only Accounting	Checked	The default directory will always be automatically mapped to the current year's folder
6	Single module	Using only, I&B	Checked	The default directory will always be automatically mapped to the current year's folder
7	Last year data placed in external folder	Manually entered directory	Unchecked	User defined (manual input)

**Important Note:**

- If Default Directory checkbox is selected, renaming last year folder will lead to the system mapping back to the current year folder. If you require access to the previous year's data, you will need to manually map the renamed previous folder for the corresponding module, should this situation exist in your environment.

## Issue Resolutions

Here is the compilation of addressed concerns:

<ul style="list-style-type: none"><li>• Unable view fully on the printed-out Ledger document papers</li></ul>
<ul style="list-style-type: none"><li>• Bill and Payment list view shows inaccurate column position</li></ul>
<ul style="list-style-type: none"><li>• System not responding when click on switch to modern view</li></ul>
<ul style="list-style-type: none"><li>• The alignment report is not okay, the cents is missing</li></ul>
<ul style="list-style-type: none"><li>• Unable to filter the search button at the debtor file maintenance based on the setup in Account Listing</li></ul>
<ul style="list-style-type: none"><li>• The percentage paid when tick tax code for SST report did not report full 100%</li></ul>
<ul style="list-style-type: none"><li>• The A4 format for printer XEROX ALTA LINK C8045, Batch listing reports and invoices are truncated on the right</li></ul>
<ul style="list-style-type: none"><li>• Sales Order click Update from QO showing quotation that have been updated (Modern View)</li></ul>
<ul style="list-style-type: none"><li>• International Version (Brunei) for Receive &amp; Purchase Return Reports Bill Listing is incorrect</li></ul>
<ul style="list-style-type: none"><li>• Location Item Batch Status Report is wrong based on Period selection</li></ul>
<ul style="list-style-type: none"><li>• Stock card unit price is different after issued Invoice</li></ul>
<ul style="list-style-type: none"><li>• GRN is not showing in Track Purchase Order Report</li></ul>
<ul style="list-style-type: none"><li>• Error prompted when drag customer and mouseover text "Drag and drop masted account to inquiry listing on the left panel..."</li></ul>

# How to Contact Us

The Release Summary and Contents are also available from the Access Support Community

<https://download.my.accesscloud.com/>

For further information related to this release or how to upgrade please use the following contacts:

Your Account Manager or Customer Success Manager

## Support department

- Email
  - [APAC.support.my@theaccessgroup.com](mailto:APAC.support.my@theaccessgroup.com) (UBS Customer Inquiry) – Product UBS Accounting and Billing, Inventory and Billing, UBS Payroll, UBS POS, and UBS BSM
  - [APAC.Channel.SupportMY@theaccessgroup.com](mailto:APAC.Channel.SupportMY@theaccessgroup.com) (UBS Partner Inquiry) – Product UBS Accounting and Billing, Inventory and Billing, UBS Payroll, UBS POS, and UBS BSM
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