



Access UBS Accounting, Inventory & Billing October 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.

Table of Contents

Release Summary	4
Release Contents.....	6
iAssist.....	6
Document Attachment (Master File and Email sending).....	8
Update on Product Terms and Conditions	12
View Previous Year Data.....	13
Bug Fixes.....	13
How to Contact Us.....	14

Release Summary

Access UBS Accounting, Inventory & Billing v2023.3

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

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

Document Attachment (Master File and Email sending)

The Document Attachment capability has been enhanced to include Master Files and Email sending. This will help our users stay organized, improve efficiency, and achieve better productivity. and the list goes on, to your records, ensuring easy access and seamless retrieval of information whenever the need arises.

[Read more about this feature](#)

Product Policy

Update on Product Terms and Conditions

Product Terms and Conditions has been updated.

[Read more about this feature](#)

General

View Previous Year Data

In order to enable you to view the attachments within your system, you are required to link the Accounting folder for accessing the previous year Inventory & Billing data. The same procedure applies to access previous year Accounting data.

[Read more about this feature](#)

Bug Fixes

Resolved issues to provide a more stable, reliable and efficient user experience. By prioritizing bug fixes. We aim to increase customer satisfaction, build trust, and establish a strong 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.

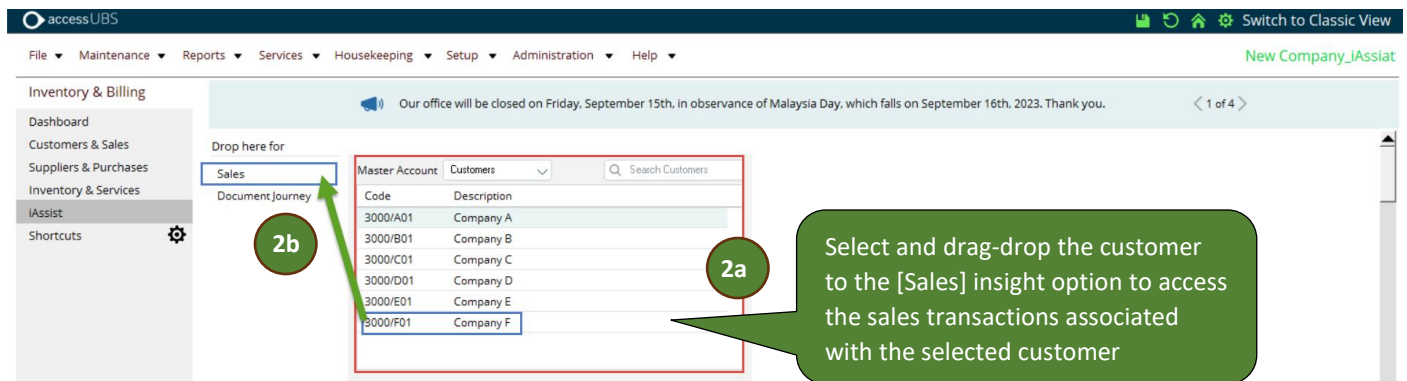
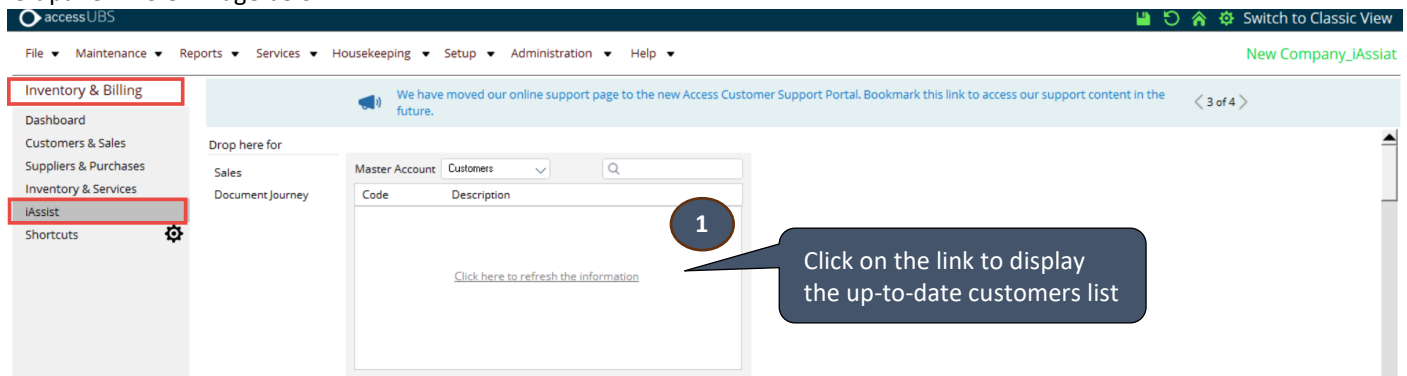
Inventory & Billing

iAssist

Introducing the new iAssist feature, equipped with drag-and-drop capabilities to provide enhanced visibility into the entire document journey within the transaction cycle. With this innovative feature, users can effortlessly monitor document progress, gain valuable insights into their position within the transaction cycle and make well-informed decisions. This advancement promotes transparency and efficiency, empowering users to manage their tasks more effectively and with greater confidence.

Locating iAssist and getting started

Log in to Inventory and Billing and you will notice a new feature named “iAssist” added to the business transactions list on the left panel – refer image below:



Inventory & Billing We have moved our online support page to the new Access Customer Support Portal. Bookmark this link to access our support content in the future. < 3 of 4 >

Dashboard

Customers & Sales

Suppliers & Purchases

Inventory & Services

iAssist

Shortcuts

Drop here for

Sales

Document Journey

Master Account Customers

Code Description

3000/A01	Company A
3000/B01	Company B
3000/C01	Company C
3000/D01	Company D
3000/E01	Company E
3000/F01	Company F

3

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

Sales 3000/F01 x

3000/F01 Company F

Filter by date from 01/08/2023 to 12/09/2023 Refresh

Ref. No.	Date	Sales Invoice	Sales Debit Note	Cash Sales	Total	Sales Credit Note	Net
CN000004	07/09/2023				4,410.07		
CN000005	08/09/2023					3,869.98	
DN000004	07/09/2023		5,430.07				
DN000005	08/09/2023		4,889.98				
INV00011	04/09/2023	9,810.05					
INV00012	05/09/2023	8,070.03					
INV00013	06/09/2023	8,740.15					
					36,940.28	8,280.05	28,660.23

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

Sales 3000/F01 x Document Journey INV00011 x

3000/F01 Company F Refresh

Sales Quotation

Sales Order

Delivery Order

Sales Invoice

Sales Adjustment

Receipt

DO000007 (01/09/2023)	INV00011 (04/09/2023)	CN000004 (07/09/2023)	OR 00001 (08/09/2023)
DO000008 (04/09/2023)		CN000005 (08/09/2023)	
		DN000004 (07/09/2023)	OR 00002 (08/09/2023)
		DN000005 (08/09/2023)	OR 00003 (11/09/2023)
			OR 00002 (08/09/2023)

View Transaction

Document Journey

Track Document

Click on the 3-vertical dots for more actions

Sales 3000/F01 x Document Journey INV00011 x Track Document DO000008 x Maximum 5 tabs

3000/F01 Company F 04/09/2023 DO000008 Refresh

Item Code	Item Description	Delivered Qty	Linked Doc. No.	Linked Doc. Date	Ordered Qty	Invoice Qty	Bal. Qty To be Inv.
MI0001-G-L	Matrix Item 1 (Green/L)	10.50	INV INV00011	04/09/2023		8.00	2.50
			SO S000000005	01/09/2023	35.50		
MI0001-G-M	Matrix Item 1 (Green/M)	9.50	INV INV00011	04/09/2023		7.00	2.50
			SO S000000005	01/09/2023	35.50		
MI0001-G-S	Matrix Item 1 (Green/S)	8.50	INV INV00011	04/09/2023		6.00	2.50
			SO S000000005	01/09/2023	35.50		
MI0002-R-L	Matrix Item 2 (Red/L)	7.50	INV INV00011	04/09/2023		5.00	2.50
			SO S000000005	01/09/2023	25.50		
MI0002-R-M	Matrix Item 2 (Red/M)	6.50	INV INV00011	04/09/2023		4.00	2.50
			SO S000000005	01/09/2023	25.50		

Accounting, Inventory & Billing

Document Attachment (Master File and Email sending)

Do you struggle to keep track of essential information stored within your system's transactions? Document Attachment is here to help. Our new feature allows you to easily attach and retrieve documents within your transactions. No more wasting time sifting through endless data or manually searching for documents. With Document Attachment, you can collect and organize all your transaction-related documents in one place, making it easy to stay on top of your business. Say goodbye to the hassle of manual document management and try our new Document Attachment today.

The document attachment capability is now expanded to Master files such as Customers, Suppliers, and Items. This enhancement enables you to seamlessly attach and retrieve documents within your core data files. Furthermore, Document Attachment is also incorporated into our email feature, streamlining the process of including crucial attachments when sending emails through our solution.

The new Document Attachment tab is added to the maintenance screen and now accessible in the following master types:

Inventory & Billing	Accounting
Customer Maintenance	Debtor Maintenance
Supplier Maintenance	Creditor Maintenance

Supported file and image types:

File types		Image types
CSV file (*.csv)	PDF file (*.pdf)	BMP images (*.bmp)
DOC file (*.doc)	PPT file (*.ppt)	GIF images (*.gif)
DOCX file (*.docx)	PPTX file (*.pptx)	JPEG images (*.jpeg)
EML file (*.eml)	RTF file (*.rtf)	JPG images (*.jpg)
KEYNOTE file (*.keynote)	TEXT file (*.text)	PNG images (*.png)
MSG file (*.msg)	TIF file (*.tif)	
NUMBERS file (*.numbers)	TIFF file (*.tiff)	
ODF file (*.odf)	TXT file (*.txt)	
ODS file (*.ods)	XLS file (*.xls)	
PAGES file (*.pages)	XLSX file (*.xlsx)	

Document Attachment attributes

- 1 Maximum File Size There is no specified maximum file size limit for uploads. Nevertheless, we kindly request that you remain conscious of your hard disk space when uploading files.
- 2 Seamless File Integration When you add files to a transaction, they are automatically stored in the Attachment Library. This convenient feature allows you to easily include those files in other transactions without the need for repetitive uploads.
- 3 Unlimited File Addition There is no limit to the number of files you can add to a transaction. Feel free to attach as many files as you need to provide comprehensive information and supporting documentation for your transaction.
- 4 Intuitive File Management Effortlessly add and remove files from the transaction, whether individually or in batch
- 5 Flexible File Management Even if you remove files from a transaction, rest assured that they are still accessible in the Attachment Library. You can reuse these files for other transactions as needed, saving time and effort in uploading them repeatedly.

With these Document Attachment attributes, you can confidently manage your files, ensuring efficient storage, effortless integration, and maximum flexibility for all your transactional needs in our system.

Sample of the Customer Maintenance screen with Document Attachment in respective mode:
Add mode:

Customer Maintenance - Customer File Maintenance

Customer No. 3000/A01

Name Alice Sdn. Bhd.

Open Item Customer
 Bad Status

Details More Info Additional Contacts Attachments

Appearance of this section when no files have been loaded here

Drag and drop files here, or [click to select files](#)

Require assistance? Click this link to access the comprehensive user guide

Explore multiple action options to begin adding your documents here

Get Help

Browse Library Unlink files Add files

Add Save Delete Exit

Customer Maintenance - Customer File Maintenance

Customer No. **3000/A01**
Name **Alice Sdn. Bhd.**

Open Item Customer
 Bad Status

Attachments (2) **Number of documents added to this transaction**

<input type="checkbox"/>	Name	Size	Upload by	Date Added	
<input checked="" type="checkbox"/>	ABC Sdn Bhd Bank Account Info.pdf	50.26 KB	ADMIN	11/09/2023	
<input type="checkbox"/>	Agreement Form.pdf	50.21 KB	ADMIN	11/09/2023	

Click on any file name in this list to open and view the contents

Files can be easily added, or removed (only unlinked files), whether one at a time or in a batch

[Get Help](#) [Browse Library](#) [Unlink files](#) [Add files](#)

[Add](#) [Save](#) [Delete](#) [Exit](#)

Email

Email [Close]

To: [Input Field] ✓

Subject: Invoice #IN000016 from ABC Company

Message: Invoice_1

If you are unable to view the attached Invoice, please contact us immediately.

Have a nice day

Attachment:

- IN000016.pdf
- ABC Sdn Bhd Bank Account Info.pdf (50.26 KB)
- Agreement Form.pdf (50.21 KB)

[Send] [Exit]

Email [Close]

Customer Listing

Debtor No.	Selected
3000/A01	2

To: All selected Customer ✓

Subject: Multiple Invoices from ABC Company

Message: Invoice_1

If you are unable to view the attached Invoice, please contact us immediately.

Have a nice day

Invalid Email address

Record Listing Status filter: To Email

Doc. No.	Date	Customer	Amount (RM)	Status
<input checked="" type="checkbox"/> 1000125	11/09/2023	Alice Sdn. Bhd.	12720.00	To Email
<input checked="" type="checkbox"/> 1000126	13/09/2023	Alice Sdn. Bhd.	6307.00	To Email

[Send] [Exit]

If there are attachments in the transaction, same list of files will be listed for you to select and email to your customer. Please note that the maximum file size per email is 20MB.

To further assist you, default **Attach to email** functions has been added to Attachment in the transaction which allow you to automatically include the selected file when emailing.

Edit Sales Invoice [Close]

Sales Invoice No. IN000016
Last Invoice No. 1000126

Details Additional Remarks **Attachments (2)**

Name	Size	Upload by	Date Added	Attach to email
ABC Sdn Bhd Bank Account Info.pdf	50.26 KB	ADMIN	11/09/2023	<input type="checkbox"/>
Agreement Form.pdf	50.21 KB	ADMIN	11/09/2023	<input type="checkbox"/>

[+ Add files] [Unlink files] [Browse Library]

Get Help

Tax Exclusive Tax Inclusive

Item No.	Item Description	Quantity	UOM	Price	Amount	% Disc 1	Disc Amt	Tax	Tax Amount	Amount (Total)
M-X-BL-JBK-X	Men-X-Blue (X)	10		500.00	5000.00	0.00	0.00	SR	300.00	5300.00
M-X-BL-JBK-X	Men-X-Blue (X)	1		500.00	500.00	0.00	0.00	SR	30.00	530.00

[+ -] [Delete All]

Total: 5500.00

Net: 5500.00

Tax: 330.00

Credit Limit: 30,000.00 Outstanding Amt: 273,543.42

Misc. Charge Grand: 5830.00

[Cancel] [Save]

Product Policy

Update on Product Terms and Conditions

Product Terms and Conditions have been updated; you can view the content from the following screens. Please ensure that you are connected to the internet before clicking on the menu.

Log In page:



Accounting

We've Updated Our Terms and Conditions Policy

By continuing to use our products and services, you are confirming that you have read and accepted the [Terms and Conditions Policy](#).

You may revisit the contents in Help > View Terms and Conditions Policy.

OK

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Classification – Restricted
www.theaccessgroup.com

UBS (case sensitive)
in the Company

Accounting:

accessUBS

File Maintenance Reports Services Housekeeping Setup Administration Help

Accounting

Dashboard

Customers & Sales

Dashboard

- View Accounting Flowchart
- Manage License
- View Terms and Conditions Policy**
- About Access UBS Accounting

Inventory & Billing (the same content can be viewed from both Modern and Classic view):

accessUBS

File Maintenance Reports Services Housekeeping Setup Administration Help

Inventory & Billing

Dashboard

Customers & Sales

Customers & Sales

- View Stock Control Flowchart
- Manage License
- View Terms and Conditions Policy**
- About Access UBS Inventory & Billing

Sample

THE ACCESS GROUP
STANDARD TERMS AND CONDITIONS

BACKGROUND

1. We are a provider of Access Products and You wish to be provided with Access Products.
2. You wish to be provided with Access Products, technical support, and the benefit of IT consulting services on request.
3. The parties have agreed that these Terms and Conditions and the relevant Statement(s) of Work will collectively make up the Framework Agreement (as more particularly defined below) and will apply to the supply of all products and services (of any description) by the Access Contracting Party to You and for Your Permitted Users.
4. You acknowledge that the terms and conditions behind the link www.theaccessgroup.com/standardandcs will change from time to time, but save for where this Agreement explicitly provides for otherwise, the terms and conditions applicable to the agreement between Us will be those live as of the Effective Date.



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 (UBS Customer Inquiry) – Product UBS Accounting and Billing, Inventory and Billing, UBS Payroll, UBS POS, and UBS BSM
 - 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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