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Access UBS Accounting, Inventory & Billing

April 2024 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 v2024.0

Important Note:

- You will need to disable your antivirus before installing the new update, as some antivirus programs can interfere and prevent 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 an older version of UBS AIB (prior to v2022.4), please download and run the Service Component Patcher to ensure successful license activation.

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.

Document Attachment

Document Attachment (Receipt and Payment)

The functionality for Document Attachment has been improved to encompass Receipt and Payment transactions. This enhancement aims to assist our users stay organized, improve efficiency, and achieve better productivity and so forth. Furthermore, it ensures easy access and seamless retrieval of information from your records whenever the need arises, facilitating ease of use.

[Read more about this feature](#)

Document Attachment – Batch Unlink Option

The Document Attachment feature has been upgraded to allow users to efficiently detach multiple attachments at once, enhancing their workflow. This enhancement streamlines user tasks, making it easier to manage attachments and improving overall productivity,

[Read more about this feature](#)

General

Issue Resolutions

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.

Document Attachment

Document Attachment (Receipt and Payment)

The document attachment capability is upgraded to include Receipt and Payment. This enhancement enables you to seamlessly attach and retrieve information/documents within your transactions.

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

Accounting
Receipt
Payment

Supported file and image types:

File types	
CSV file (*.csv)	PDF file (*.pdf)
DOC file (*.doc)	PPT file (*.ppt)
DOCX file (*.docx)	PPTX file (*.pptx)
EML file (*.eml)	RTF file (*.rtf)
KEYNOTE file (*.keynote)	TEXT file (*.text)
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)

Image types
BMP images (*.bmp)
GIF images (*.gif)
JPEG images (*.jpeg)
JPG images (*.jpg)
PNG images (*.png)

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 Receipt Maintenance screen with Document Attachment in respective mode:

Add mode:

The screenshot displays the 'Receipt' maintenance screen in 'Add mode'. The interface includes fields for Batch No. (8), Voucher Seq. (8), Period (3), Date (13/03/2024), Ref. No. 1 (OR 00001), Ref. No. 2, Bank A/C No. (3010/000), Bank Name (BANK - UMBC A/C), Amount (18888.00), and Balance (0.00). The 'Attachments' tab is active, showing a dashed box for file uploads with instructions: 'Appearance of this section when no files have been loaded here' and 'Drag and drop files here, or click to select files'. A blue callout box points to the 'Add files' button, stating 'Explore multiple action options to begin adding your documents here'. Another blue callout box points to the 'Get Help' link, stating 'Require assistance? Click this link to access the comprehensive user guide'. The 'Knock Off' button is also visible.

View and Edit mode

Receipt

Batch No. 8 BANK - MAR'2024 Date 13/03/2024
Voucher Seq. 8
Period 3 March 2024

Debit
Ref. No. 1 OR 00001 Auto Ref. No. 2
Bank A/C No. 3010/000 Amount 18888.00
Bank Name BANK - UMBC A/C Balance 0.00

Credit
Debtor A/C No. 3000/A01
Received From A COMPANY
Received For
Cheque No.

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

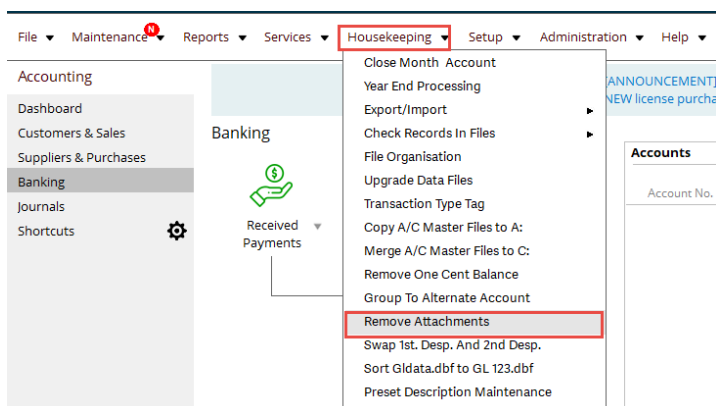
<input type="checkbox"/> Name	Size	Upload by	Date Added	Attach to email	
<input type="checkbox"/> BankReceipt.pdf	5.55 KB	ADMIN	15/03/2024	<input type="checkbox"/>	<input type="button" value="Unlink files"/>
<input checked="" type="checkbox"/> My Note Mar2024.pptx				<input type="checkbox"/>	<input type="button" value="Unlink files"/>

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

Document Attachment – Batch Unlink Option

You now have the capability to detach multiple attachments associated with various transactions or maintenance tasks directly from the designated screen. This enhancement simplifies the management process, providing greater flexibility and efficiency in handling attachments across different contexts

Modern View: Accounting or Inventory & Billing...Housekeeping...Remove Attachments



Remove Attachments

Following shows all the existing uploaded attachments

<input type="checkbox"/> Name	Origin	Size	User	Date	<input type="checkbox"/> Linked Transactions	
<input type="checkbox"/> ABC Sdn Bhd Bank Account Info.pdf	ACC	50.26 KB	ADMIN	15/03/2024	<input checked="" type="checkbox"/> RCPT OR 00002 <input checked="" type="checkbox"/> RCPT OR 00003	<input type="checkbox"/>
<input type="checkbox"/> Agreement Form.pdf	ACC	50.21 KB	ADMIN	15/03/2024	<input checked="" type="checkbox"/> RCPT OR 00002 <input type="checkbox"/> RCPT OR 00003	<input type="checkbox"/>
<input type="checkbox"/> BankReceipt(1).pdf	ACC	5.55 KB	ADMIN	15/03/2024	<input type="checkbox"/> RCPT OR 00002 <input type="checkbox"/> RCPT OR 00003	<input type="checkbox"/>
<input type="checkbox"/> BankReceipt.pdf	ACC	5.55 KB	ADMIN	15/03/2024	<input checked="" type="checkbox"/> RCPT OR 00002 <input type="checkbox"/> RCPT OR 00003	<input type="checkbox"/>
<input type="checkbox"/> My Note_Mar2024(1).pptx	ACC	41106.97 KB	ADMIN	15/03/2024	<input checked="" type="checkbox"/> RCPT OR 00002 <input type="checkbox"/> RCPT OR 00003	<input type="checkbox"/>
<input type="checkbox"/> My Note_Mar2024.pptx	ACC	41106.97 KB	ADMIN	15/03/2024	<input checked="" type="checkbox"/> RCPT OR 00002 <input type="checkbox"/> RCPT OR 00003	<input type="checkbox"/>

2 transactions selected

Warning
Only the unlinked file(s) are allowed to be removed. The deleted file will be permanently removed and non-recoverable. Please review before hand.

General

Issue Resolutions

Here is the compilation of addressed concerns:

- In Classic View, user is able to access child menu from side menu under Search and New, even its parent menu has been disabled.
- Conversion result of Delivery Order is different from system preview
- Export bank reconciliation to excel from convertor does not include 2nd description.
- Credit Limit password authorization not working in Modern View
- Semicolon is missing in PDF when emailing invoice (Note: only fixed for non-GST template)
- SG country setting unable to save Transfer transaction in Classic View

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
- Tel
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<https://www.theaccessgroup.com/>

***** The End *****