GETTING STARTED

WITH

winacc.com
help.winacc.com
support@winacc.com

Up, Up and Away!

Win Accounting is your All-In-One Accounting Software and Business Management Solution

Designed to help you save time, manage your inventory with ease & gain vital analysis to aid you in making smart data-backed business decisions!

Let's get you started on your smart accounting journey!

winacc.com
help.winacc.com
support@winacc.com

Table of Contents

winacc.com
help.winacc.com
support@winacc.com

1. Downloading Win Accounting

To download Win Accounting (and start your 60-days full free trial), you'll need to begin by creating an account on the Win Accounting Shop website.

This can be done by going to shop.winacc.com and navigating to "My Account" in the top menu.

1a. Creating Your Win Accounting Shop Account

From the "My Account" page you'll be required to enter your email address and your desired password.

It's important that you enter a valid email address, as your download link will be sent to you via email.

Once you have successfully registered, you will receive an email from Win Accounting containing the Download Link.

winacc.com
help.winacc.com
support@winacc.com

1b. Accessing Your Download Link

Once your shop account has been created, you'll receive a "Welcome to Win Accounting" email.

From this email, you'll be able to access your download by clicking on the "Download Now" button.

This will open a page requiring you to fill in some additional information required to access your Win Accounting download.

1c. Details Required for Download

In addition to creating your Shop Account, you'll need to fill in the following details in order to access your Win Accounting Download:

- Your Name and Surname
- Your Email Address
- Your Company Name
- Your Location (or Province within South Africa)
- Your Contact Number
- Additional Information, such as your Agent or Referral Type

winacc.com
help.winacc.com
support@winacc.com

1d. Downloading the Win Accounting Install

Once all the additionally required details have been entered, click the "Download Now" button.

This will take you to a page with a "Download Trial" button. Click this button to automatically start downloading your Win Accounting Install.

Once your Install File has been downloaded, you can begin with your install.

Take note, when running the exe, some browsers and/or anti-virus softwares may flag the exe as unsafe – If this happens, you may be required to approve/allow the install to be run.

On this page, you'll also be able to download the handy "How to be a Better Business Owner" resource that explores unique tips for business success!

winacc.com
help.winacc.com
support@winacc.com

2. Installing Win Accounting

Once you have downloaded the Win Accounting Install, run the WASetup.exe file and follow the installation prompts.

It is recommended to install Win Accounting to your root folder, and not in Program Files.

Be sure to read and accept the terms of the Win Accounting Licence Agreement when installing.

2a. Launching Win Accounting

Once the installation is complete, navigate to the install directory and run the WinAcc.exe application to launch Win Accounting.

3. First Time Logging In

The first time you log in to Win Accounting, you will be required to login with the default login details that come standard with the Win Acc Install.

This can be done by logging in with the following details:

Login: *New*

Password: *New*

Once you have logged in as "New", you'll be able to easily create new users/logins, and setup your company/companies.

For security reasons we recommend that you change the password of the default "new" account.

This can be done, while logged in as "new", by clicking on Options > Security Menu > Change Password

(we'll go into more detail regarding the "Change Password" feature in *Section 4c*)

4. Creating a New Win Accounting User

Win Accounting allows for Multi-User functionality.

After logging in with the "new" "new" details, you can easily create a new user (and set specific account levels and permissions).

To add a new user, click Option > Security Menu and then Browse User

Here you'll see a list of all the current users.

Add a new user by clicking the "Insert" button.

Enter the required information regarding the new user.

The Login Code refers to the Login/Username.

When first creating a new user, their password will be the same as the Login Code.

With this in mind, the new user can then change their password with ease after logging in for the first time.

4a. Setting Account Level and Access Permissions

When adding a new user, you have the options of setting the User Level, as well as the User's Initial Access.

User Levels are split into 3 options: Supervisor, Operator and No Access.

- Supervisor users act as administrators, with full access and permissions across the software.
- Operator users have their permissions assigned by the Supervisor user.
- No Access user level is available in circumstances where the Supervisor user wishes to revoke any access initially given to a specific user.

When it comes to "Initial Access" settings, it's recommended that all Operators are created with "No Access" selected.

This means that Supervisors will be able to manually pick & choose the desired companies accessible by the different Operators (set by selecting the companies listed in the "User Groups" window – more of this discussed in *Section 4b*).

The main circumstance where you would create Operators with "All Access" is when you are happy for Operators to access all data across assigned companies, but you do want to still restrict their access to configuration settings and/or their ability to change other user details.

9

4b. Understanding User Groups

The User Groups feature makes it possible for you to hone in on module-specific access rights for new users.

Win Accounting is Multi-Company; this means that each individual company will automatically have its own user group.

Company-specific user groups are identified with an underscore before their name.

This makes it possible for you to quickly and easily give users access to specific companies (while hiding other companies from their view).

Add user-defined User Groups by navigating to Options > Security Menu > Set All Access. From here you can use the "User Groups" button to view, add and modify all groups.

Take note, permission levels set in your custom user groups will supersede other user permissions. Keep this in mind when assigning new users to your custom-made groups.

Creating Custom User Groups can become complex, speak to your Win Acc Agent or contact Win Accounting Support for guidance when dealing with user-made permission groups.

winacc.com
help.winacc.com
support@winacc.com

4c. Changing Your Password

Once you have logged in for the first time (using your username as your password), it's recommended that you immediately change your password (this is for security purposes).

This can be done by going to Options > Security Menu > Change Password.

Enter your Old/Current Password and your NEW Password. Verify your New Password and click "OK" to save:

winacc.com
help.winacc.com
support@winacc.com
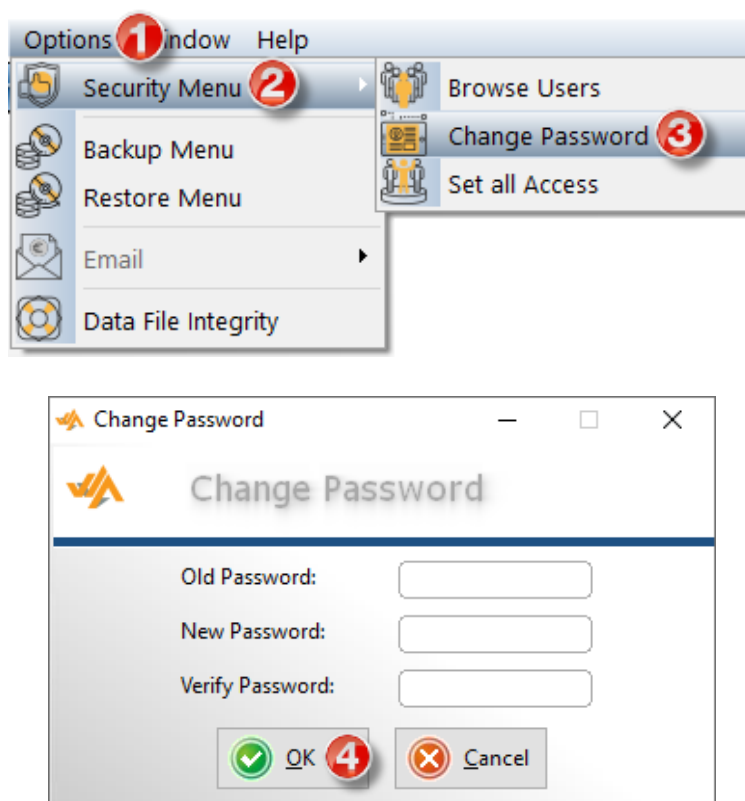
5. Adding a New Company

As Win Accounting is Multi-Company, you can add unlimited companies.

To Add a New Company, go to <u>File > Select Company</u>.

(this window will also automatically open when you log into Win Accounting)

A new Win Accounting install will come shipped with a "Sample Company" in the Company List.

Add a new company by Right Clicking anywhere in the white space below the "Sample Company" and clicking "Insert".

Enter your company's name and press Tab for the system to automatically create a Data Folder location.

It's recommended that you keep the Data Folder destination the same as the suggested location, although this can be changed if necessary.

Click "OK" to save and create the company.

The easy one-page System Parameters window will automatically open after creating a new company.

Everything with a pink background is required.

Fill in all relevant company information and click "Save".

Select your newly created company by double clicking on it in the list (or by highlighting it and clicking the "Select" button).

It is recommended that you do not delete the Sample Company, as this company has a number of General Ledger Account Codes included, that can help speed up your General Ledger setup (this is discussed more in *Section 6a*).

winacc.com
help.winacc.com
support@winacc.com

5a. Editing the System Parameters

While much of your System Parameters would have been inserted in the easy one-page System Parameter window after first adding your company, Win Accounting is modular, meaning that each module, although integrated, has the ability to run completely independently.

This means that each module has additional System Parameter Defaults, that can easily be fine-tuned to suit your specific business needs.

To access the System Parameters for the desired module, click to launch the specific module and then navigate to System Settings > System Parameters.

Take note: the "System Settings" menu button will only be visible when on the module's main menu screen.

Everything with a pink background is a required field that needs to be filled in.

Take note, there are multiple tabs within your System Parameters, each with relevant accounting and informational data required to better run and analyse your processes.

When selecting VAT/TAX Rate, a new rate can be added if required.

You can view a more detailed rundown of each module's System Parameters in their respective User Guides.

These can be found at help.winacc.com.

winacc.com
help.winacc.com
support@winacc.com

5b. Accounting Period & Accounting Date

While your fiscal period start month (Accounting Period) is set in the easy one-page System Parameters Window after first adding your company, if required, these dates can be modified by opening the desired module and navigating to <u>System Settings > [Module] Periods</u>.

(The Periods Table can also be accessed by pressing the F9 hotkey while in the module's main menu screen)

Take note: the "System Settings" menu button will only be visible when on the module's main menu screen.

This allows you to easily change the specific month-end day for each financial month.

Should you wish to modify the fiscal period start month to a different month than what was initially set in the one-page System Parameters window, this can be done quickly and easily by doing the following:

To fully clear/edit your periods table, press *Alt+C* to clear the first Period End Date - adding a new date, and pressing Tab will cause the rest of the period dates to automatically update (based on the newly inserted date).

Easily set your desired Accounting Date using the System Settings dropdown - Or by pressing the F2 key when in a module's main menu.

Setting your default accounting date will help you speed up the process of capturing data.

Document dates are flexible though, and can be modified on the fly.

6. Setting Up Your Chart of Accounts

When setting up your Chart of Accounts in your General Ledger module, you can add a new account by selecting <u>Chart of Accounts</u> in the Maintenance Tab and clicking on the "Insert" button.

Accounts are broken up into two parts, with totals working downwards.

####-## refers to the account number, with the additional 2 numbers ## making up the Cost Centre.

Once the Description, Cost Centre, Account Type, Balance Type, Level, Column, Opening Balance, and Budgets & Forecasts Tabs have been filled in, click "OK" to save the account.

You can find more details regarding Account Levels and Columns in the General Ledger User Guide.

winacc.com
help.winacc.com
support@winacc.com

6a. Copying Master Code List

Win Accounting is shipped with a Sample Company.

This Sample Company contains an extensive Chart of Accounts, relevant for a stereotypical company.

Win Accounting makes it easy to copy this existing Chart of Accounts, speeding up the General Ledger company creation process.

The Copy Master Code List feature only copies over account codes to your new company – No data or financial information will be carried over.

Take note, this feature only copies accounts/account codes. Any existing accounts already added to your Chart of Accounts will remain unchanged.

Access this feature by first selecting the company that you wish to copy the Sample Company's Chart of Accounts to.

Then with the General Ledger module main menu open, navigate to Utilities > Copy Master Code List.

Click on the Sample Company (or whichever company you wish to copy the Chart of Accounts from), and click "Copy".

Take note, this process may take a few minutes to complete – do not click on the "Copy" button a second time. The progress bar will indicate when the process is complete.

View your Chart of Accounts in the Maintenance Tab to verify whether the Copy Master Code List process was completed successfully.

winacc.com
help.winacc.com
support@winacc.com

7. Register Your Win Acc Software

Your Win Accounting Trial is only available for a limited time – to continue using the software you'll need to register at shop.winacc.com.

Once you've purchased your desired licence, you'll be emailed an *XML* file with your registration details.

To apply your registration, download and save the *XML* file to your computer, then run and login to your Win Accounting Software.

Navigate to Help > WinAcc Registration. Drag the saved *XML* file from your downloaded location and drop it into the box provided.

You can also use the "Select File" option to locate your *XML* registration file.

The Licence should be applied automatically. If not, click the Register button.

winacc.com
help.winacc.com
support@winacc.com
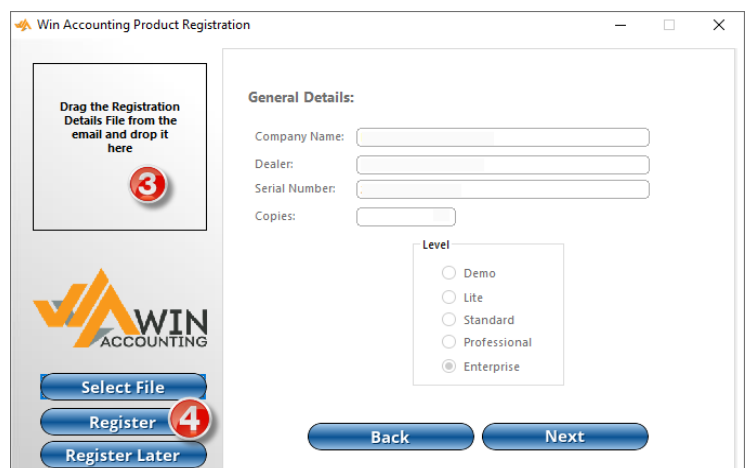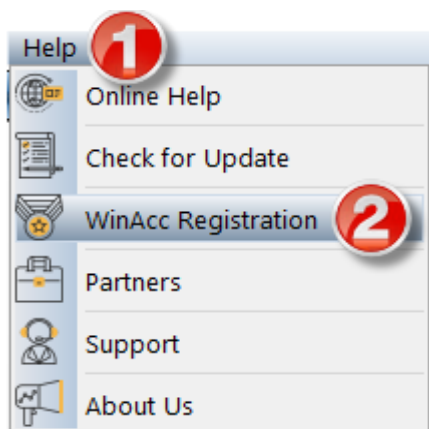
8. Win Accounting Help

Win Accounting offers a number of different Help and Support channels for our registered clients.

We also provide Win Accounting Software Manuals / User Guides to all our clients.

These can be accessed by visiting help.winacc.com.

Kindly get in touch with Win Accounting Support or your WinAcc Agent if you have any additional questions or enquiries.

You can also connect with us on our Social Pages:

@WinAccounting

@AccountingWin

@WinAccounting

winacc.com
help.winacc.com
support@winacc.com

9. Recommended System Requirements

Running Win Acc on a Desktop, Laptop or Network Workstation

Processor (CPU): Intel Core i5 (sixth generation or newer) or equivalent

Operating System: Microsoft Windows 10 Professional x64

Memory: 8GB RAM

Storage: 500GB internal storage drive (preferably SSD for boot drive with 30GB available disk space – alternate disk can be a mechanical drive)

Monitor/Display: 14" LCD monitor, resolution of 1600x900 or better. (preferred 21" or larger)

Wireless/Network Connection: 10/100 mb/s or 802.11ac 2.4/5 GHz wireless adapter or greater

Internet Access: Broadband Internet Access (preferably uncapped or > 10GB cap)

Backup Storage: External hard drive, NAS or Cloud Backup

Sound & Microphone (Optional): Headset with Microphone or Speakers/Webcam with Microphone

Webcam (Optional): Video Conferencing Camera (with built-in Microphone Optional)

Printer (Optional): Laser Printer, (preferred network multi-function laser printer for Printing/Scanning)

winacc.com
help.winacc.com
support@winacc.com

Running Win Acc on a Network Server

<u>Processor (CPU):</u> Intel Core i5 (sixth generation or newer) or equivalent

<u>Operating System:</u> Microsoft Windows 10 Professional x64 / Windows Server Standard 2016 / Windows Server Standard 2019

<u>Memory:</u> 8GB RAM + 1GB per User Connected

<u>Storage:</u> 2TB internal storage drive (preferably SSD for boot drive with 100GB available disk space – alternate disk can be a mechanical drive)

<u>Monitor/Display:</u> 14" LCD monitor, resolution of 1600x900 or better. (preferred 21" or larger)

<u>Wireless/Network Connection:</u> 10/100 mb/s or 802.11ac 2.4/5 GHz wireless adapter or greater

<u>Internet Access:</u> Broadband Internet Access (preferably uncapped or > 10GB cap)

<u>Backup Storage:</u> External hard drive, NAS or Cloud Backup

<u>Printer (Optional):</u> Network Laser Printer (preferred network multi-function laser printer for Printing / Scanning)

winacc.com
help.winacc.com
support@winacc.com

10. Win Accounting Bundle Packages

BOOKKEEPER

Seamlessly unify every facet of your business, saving you time and enabling you to better visualise your company data!

Modules Included:

Accounts Receivable, Accounts Payable & Stock Control

ACCOUNTANT

The perfect all-in-one accounting and business management solution, flexible for any sized enterprise

Modules Included:

Accounts Receivable, Accounts Payable, Stock Control & General Ledger

winacc.com
help.winacc.com
support@winacc.com

11. Win Accounting Modules

DEBTORS CONTROL

Maximise the Value of your Cash Flow with our Smart Accounts Receivable

Easily create, fully customise, automate and keep track of unlimited invoices – speed up your invoicing & get paid on time.

Popular Accounts Receivable Reports include:

Product Analysis | Customer Analysis | Salesman Analysis

CREDITORS CONTROL

Enhance Your Accounts Payable Process with Win Acc's Smart Creditors Control

Minimise the time & effort required to process bills from vendors, helping to create a more logical & effective cash flow

Popular Accounts Payable Reports include:

Purchase Analysis | Age Analysis | Supplier Analysis

winacc.com
help.winacc.com
support@winacc.com

STOCK CONTROL

Maximise your profits, bolster inventory turnover, create & manage custom pricing across your business channels and pinpoint your top-selling items.

Integrate seamlessly with all Win Acc modules to improve the efficiency & effectiveness of your inventory management

Popular Stock Control Reports include:

ABC Analysis | Inventory Turnover | Audit Trail

GENERAL LEDGER

Gain access to vital information required to prepare key company financial statements

Consolidate & centralise your financial information to create more accurate budgets, predict future financial outcomes and use real revenue reports to make informed decisions.

Popular General Ledger Reports include:

Trial Balance | Balance Sheet | Income Statement | Chart of Accounts

winacc.com
help.winacc.com
support@winacc.com