
ASTRA *Desk Top Accounting*TM
range of Accounting products

OvertureTM

• **Information about Overture:**

There is an Adobe AcrobatTM document called 'Overture Details and Overview' containing a complete overview of the system. Please print this document out and read it.

• **Running the Astra Overture demo:**

To use the ASTRA Overture demo, double click the ASTRA OvertureTM icon to launch the application. Once the application has loaded, the File and Edit menu on the menu bar will appear in black with the remainder of the menus greyed out and the cursor will return to an arrow. Select Open from the File menu. In the standard Open dialog box, select the file called 'Overture Accounts Demo Data' and then click Open.

There are no Passwords set up, so press Enter or click OK to continue with the demo.

• **Using the Astra Overture demo:**

This demo is a working copy of the Overture system and once you have opened the data file, you can explore the system, entering invoices and receipts, etc. You can print out the full and comprehensive range of reports that are available in the system.

It is assumed you understand the basics of Macintosh computing and for this demo it is assumed that entering text and using menus, etc, is understood. Once data has been entered into a field, pressing the tab or return key will move to the next field. If you press the enter key instead of pressing tab or return you will either move to the next window or proceed to file the transaction.

• **Following are examples of some of the entries you can do:**

Cash Sales

To enter a Cash Sale, eg a non-account customer buys something from you:

1. Select Cash Sales from the Cash Menu.
2. Enter a Reference for the Cash Sale, eg a cheque number or till operator.
3. Press Tab to accept the default date or enter a new date if required.
4. Enter the Total Amount of the transaction, for example we will assume we are entering a Cash Sale for some consumables which total £27.61 inclusive of Tax. Enter 27.61 as the Total Amount.

5. Enter a Sales Nominal Account number (there is a set of Nominal Accounts already set up for you to use so use the Help menu to see them). Enter 5 here, which is our Consumables Nominal Account, and press tab which will then enter the default Tax Rate and move to the Amount field.
6. As Cash Sales (and Purchases) can be analysed into many Nominal Accounts, you can enter the required separate Nominal Account amounts for each line. However, in our example, the whole amount is to go into the Consumables account so enter 27.61 and press Tab, which will then automatically calculate and extract the Tax for you leaving the ex-Tax amount in the field and will display the Tax amount in the Tax field.
7. After the data has been entered, press the Enter key or click OK to display the 'OK to File' window. Press Enter again to file the transaction. This will automatically update the Sales Nominal Account and the Cash Bank Account without any further 'batching' or filing.

Cash Purchases:

These are entered in a similar way to Cash Sales with a Purchase Nominal Account being used in place of a Sales Nominal Account. Also note that you are given a Voucher Number which should be written in the top corner on the receipt you are entering in order to assist in later analysis.

Transferring Cash to and from the Bank:

You can easily transfer a sum of money to and from your cash and bank account. For example, to transfer £100.00 from the bank to the cash float:

1. Select the Cash menu then the Cash from Bank menu.
2. Press Tab to accept the default date.
3. Enter a suitable reference.
4. Enter the amount you wish to transfer.
5. Press Enter or click OK to file the transaction.

A full report of the Cash transactions can be printed by selecting Cash Transactions Journal from the Cash menu. This report can be printed to either a Printer, Screen or Disk as a text file.

Preparing Invoices for your clients:

You can use the system to prepare and print an invoice to send out to your client for goods or services provided.

1. Select the Sales menu, then the pop-out Transactions menu and Prepare Invoices menu.
2. Press Tab to accept the Invoice Number which will automatically increment for you.
3. Press Tab to accept the default date.
4. Enter an Account Code. There are some Account Codes already set up for you which can be seen by selecting the Customer menu from under the Help menu. Double click on the Account Code 'VEC01' from the Help window which will then automatically transfer the account details to the invoice window.
5. Enter an Order number.
6. The default Delivery Address, Trading terms, Settlement Percent and Settlement days will be displayed which are taken from the Setup (under the File menu) and can be changed if required.

7. Press Enter or Click OK to move to the main invoice window.
8. On the main invoice window enter a Description relating to the Invoice, eg Apple 14" Colour Screen and press Tab.
9. Enter a Quantity of 1.
10. Enter a Price of 125.00
11. Enter 'Each' for Per.
12. Enter a discount if applicable.
13. Enter 1 for the Nominal Account (or select another Nominal Account from the Help menu) and press Tab.
14. Press Tab to accept the default Tax Rate which will then place you in the Description field ready for the next line of the invoice.
15. Proceed to file the transaction. The Tax amount will be automatically selected and can be edited to accommodate any penny rounding as required. Press Enter again and a Print dialog box will be displayed.
16. Select the number of invoices required and click OK. Once the invoices have printed you can file the transaction.
17. Press Enter or click OK to file which will then warn you that you are about to exceed this particular customer's credit limit as set up in the Customer Details window. Press Enter again to file the sales transaction.

The stationery Setup, under the File menu, has been set to use PICT forms for the invoices. These PICT forms can be edited to use your company details and logos, etc. Remember to re-save them as PICT or PICT2 forms.

Preparing Credit Notes for your clients:

Prepare Credit Notes are entered in a similar way to the Prepare Invoices.

Journal Entries:

To transfer an amount from one Nominal Account to another, for example, to enter a wages expense amount:

1. Select Journal Entries from under the Nominal menu. This will display the entry window and with an automatically incrementing Journal Number for future reference.
2. Enter a suitable reference, eg Wages WK10.
3. Press Tab to accept the default date.
4. Enter the Wages expense Nominal Account number, which is 150 in this example.
5. Enter the amount of the Wages, eg 1200.00, into the Debit column.
6. Enter the Bank Nominal Account, which is 300, and press Tab twice to move to the Credit column (in order to take the money out from the bank). Enter 1200.00 in this column and press Tab. If you do not enter the same amounts and the total of the credits does not equal the total of the debits, the entry will not balance and so you will not be able to file the transaction.
7. Proceed to file the transaction.

• Reports:

All the Overture reports can be printed to a Printer, Screen or Disk (in Excel tab delimited format). For example, to print a Trial Balance, select the Nominal menu then the Reports and Trial Balance menus.

- **Problems:**

If you have any difficulty in installing or using either of the demonstrations, please do not hesitate to contact your ASTRA Authorised Dealer or call S&S on 01909 773399.

- **Evaluation system:**

If you would like to evaluate ASTRA Overture in more detail, a licensed and working evaluation* system complete with all sections, a full set of documentation and 30 days free technical support is available for just £30.00 plus VAT, including UK postage. Please contact your ASTRA Authorised Dealer to place your order.

* Please note that an evaluation system will limit the number of Customer's and Supplier's accounts which can be created to a maximum of 5. Once you have upgraded to a full license, the maximum number will increase to the size of your originally created data file thus enabling you to continue using your evaluation data for your live accounts.

- **Full Overture system:**

Please contact your ASTRA Authorised Dealer to place your order for the full Overture system.

- **Training, Telephone Support and Software Update Maintenance:**

Do not hesitate to contact your ASTRA Authorised Dealer or S&S for details of after-sales support services, either at the dealer's premises or at your own. They will be pleased to discuss this with you.

- **PowerPC and other Hardware and Software Supplies:**

Have you seen the new Apple PowerPC range of computers? Contact your ASTRA Authorised Dealer for details if you need one of these new high speed computers or any other Apple and PC hardware and software.

- **Trade Marks:**

ASTRA Desk Top Accounting, Overture Desk Top Book-Keeping, dms & PresFax are all trademarks of S&S Systems.

© 1981-2002 Stephen H Alsop at S&S Systems, S&S Systems Ltd, New Era Accounting Ltd
Bretton Court, Manor Road, Wales Village, Sheffield, S26 5PS, England
Tel: (01909) 773399 • Fax: (01909) 773645 • International code: (+44 1909)
S&S Website: <http://www.AstraAccounts.co.uk>
Email: info@AstraAccounts.co.uk