

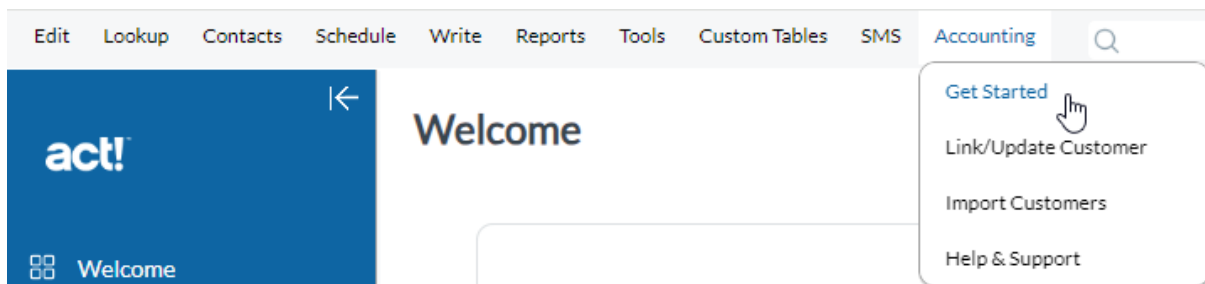
# Act! Accounting Link

## User Guide

**Provides Act! Premium Cloud users with detailed visibility of each customer’s quotes, orders & invoices without opening your accounting solution.** It also displays aged receivable totals for each customer, and amount invoiced per month for the current & previous calendar year. Plus, it saves time, avoids double-entry, and keeps customer details consistent by allowing Act! users to import, link and/or update customer details between Act! and your accounting solution.

### The Accounting Menu

If Act! Accounting Link is enabled in your region, you will see a menu called “Accounting” as shown below. If this menu item is missing, please contact Act! support.



### Get Started

Click the Accounting menu and select Get Started, then follow the steps in the Get Started window to start a free trial. After each step, close the Get Started window & reopen it from the Accounting menu to access the next step.

#### Step One

Create the necessary Accounting4Act! tables and fields in this Act! database.

To enable Accounting4Act! integration, click the button below. You must be an Administrator or Manager of your Act! database, and have all other users sign out of the Act! database.

Link accounting customers to

- Act! Contacts
- Act! Contacts
- Act! Companies

#### Step Two

Select and sign into your accounting solution

To allow your Act! users to access customer & sales data, select your accounting solution & click the button below to sign in. If your accounting solution is not listed, please contact Act! sales to see if it can be added in a future update.

Connect with

#### Step Three

Enter your email and location to start a trial

Get instant access to a free 14-day trial by clicking the button below. You can import/link/update unlimited customers one by one, and download all quotes, orders and invoices for any customer on demand. To continue using Act! Accounting Link after the trial, you will need to purchase the add-on from Act! sales or your Act! reseller. After purchase, you can also import/link multiple customers at once, and enable automatic ongoing download of all quotes, orders and invoices for all linked customers.

Email

Location [\(Change\)](#)

### Link/Update Customer

# Act! Accounting Link

## User Guide

After starting a trial, lookup an Act! contact or company to link to your accounting solution. Then choose “Link/Update Customer” from the Accounting menu. The popup window will display customers matching the company name of the current Act! record. If the customer name does not match, change or remove the name in the search box and click Search. Click “Link” next to the customer you wish to link, wait for the process to finish, and then close the window.

The current company is not linked to an Accounting Customer. Select a customer below to link to.

Search by customer name

Company Name	Contact Name	Email	Address	
Bankrock Station				<a href="#">Select</a>
Bank				<a href="#">Select</a>
Business Savings Bank				<a href="#">Select</a>
Bank West		procteam@bwb.co	Procurement , Melbourne,	<a href="#">Select</a>

Once the current Act! contact or company is linked, this menu option will display the customer details from both Act! and your accounting solution to compare. To copy the data in one or more fields from your accounting solution, check the box next to the field(s) to copy, click Update Act! and close the window. This window also provides a button to Unlink the current Act! record from your accounting solution, after which, the Act! record could then be linked to a different customer in your accounting solution.

DIISR - Small Business Services Linked to Xero customer DIISR - Small Business Services

### Transfer company information between Act! and Xero

Select all

Field	Act! Value	Xero Value	Update
Name	DIISR - Small Business Services	DIISR - Small Business Services	<input type="checkbox"/>
Phone			<input type="checkbox"/>
Billing Address		Melbourne Regional Office , Melbourne,	<input checked="" type="checkbox"/>
Postal Address		Melbourne Regional Office , Melbourne,	<input checked="" type="checkbox"/>

# Act! Accounting Link

## User Guide

### Import Customers

To create new Act! contacts or companies for the customers in your accounting solution, choose “Import Customers” from the Accounting menu. Enter a name to search or leave the search box empty to search for all unlinked customers. Check the box next to the customer(s) you wish to import, click Import Selected Customers, wait for the process to finish, and then close the window.

Import Xero customers into Act!

Search by customer name

Name	Contact Name	Email	Address	Import
Eastside Club				<input checked="" type="checkbox"/>
RITE Agency				<input checked="" type="checkbox"/>
Abby & Wells				<input type="checkbox"/>
Luna Cafe				<input type="checkbox"/>

### Accounting Link Tab

The following tab is displayed in the Contact Detail View and/or Company Detail View (depending on your selection at Step One of the Get Started window). Click & hold the vertical separator between the transaction list on the left & the line item list on the right, as circled in red below & drag to fit your screen.

The screenshot shows the Accounting Link tab with a monthly sales summary table and a transaction list table. A vertical separator between the two tables is circled in red.

Monthly Sales (ex-tax)	Year	January	February	March	April	May	June	July	August	September	October	November	December	Aged Receivables (inc-tax)	Current	1-30	31-60	61-90	90+
	2024	\$7,150.00	\$9,287.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		\$5,025.00	\$4,262.50	\$0.00	\$0.00	\$0.00
	2023	\$6,661.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,496.00						

Date	Number	Reference	Sub Total	Total Tax	Total	Amt Paid	Amt Due	Due Date	Type	Status
26/02/2024	ORC1043		\$37.50	\$412.50	\$0.00	\$412.50	26/02/2024	Invoice	Authorised	
24/02/2024	ORC1027	Portal proj	\$75.00	\$825.00	\$0.00	\$825.00	15/03/2024	Invoice	Authorised	
22/02/2024	ORC1041		\$381.82	\$4,200.00	\$0.00	\$4,200.00	17/03/2024	Invoice	Authorised	
9/02/2024	ORC1033	Portal proj	\$350.00	\$3,850.00	\$0.00	\$3,850.00	29/02/2024	Invoice	Authorised	
26/01/2024	ORC1026	Portal proj	\$650.00	\$7,150.00	\$5,995.00	\$0.00	14/02/2024	Invoice	Paid	

Optionally, click a column heading to sort by that column. Click & drag the vertical separator between columns to make any column wider or narrower.

The screenshot shows the Line items for Invoice table with annotations. A red circle highlights the 'Item Code' column heading, and another red circle highlights a vertical separator between the 'Quantity' and 'Unit Price' columns.

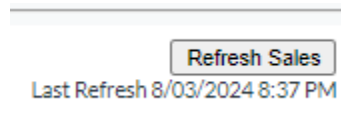
Item Code	Description	Quantity	Unit Price
Train-MS	Half day training - Microsoft Office	1.00	\$1,800.00
Support-M	Desktop/network support via email & phone.	1.00	\$4,000.00

# Act! Accounting Link

## User Guide

### Accounting Link Tab – Refresh Data

The date & time of the last refresh of accounting data for the current customer is shown on the right-hand side of the Accounting Link tab below the Refresh Sales button. Click the button to download into Act! any changes to the accounting data for the current customer. During the trial, this is the only method by which the data is refreshed. After purchasing a subscription for Act! Accounting Link, an automated process refreshes data for all linked customers throughout the day.



### Accounting Link Tab – Monthly Sales

The amount the current customer has been invoiced per month (excluding tax) for the current & previous calendar year are shown at the top left of the Accounting Link tab.

Monthly Sales	Year	January	February	March	April	May	June	July	August	September	October	November	December
(ex-tax)	2024	\$7,150.00	\$9,287.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	2023	\$6,661.60	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,496.00

### Accounting Link Tab – Aged Receivables

The amount the current customer has outstanding (including tax) for the various aged receivable periods are shown at the top right of the Accounting Link tab.

Aged Receivables	Current	1-30	31-60	61-90	90+
(inc-tax)	\$5,025.00	\$4,262.50	\$0.00	\$0.00	\$0.00

### Accounting Link Tab – Transactions

All quotations, orders, invoices and credits are shown in the bottom left of the Accounting Link tab.

Date	Number	Reference	Sub Total	Total Tax	Total	Amt Paid	Amt Due	Due Date	Type	Status
26/02/2024	ORC1043			\$37.50	\$412.50	\$0.00	\$412.50	26/02/2024	Invoice	Authorised
24/02/2024	ORC1027	Portal proj		\$75.00	\$825.00	\$0.00	\$825.00	15/03/2024	Invoice	Authorised

### Accounting Link Tab – Line Items

All line items for the selected transaction are shown on the bottom right of the Accounting Link tab.

Line items for Invoice									
Item Code	Description	Quantity	Unit Price	Discount%	Discount\$	Tax Type	Tax	Amount	
Train-MS	Half day training - Microsoft Offi	1.00	\$1,800.00	0.0000		INPUT		\$1,800.00	
Support-M	Desktop/network support via em	1.00	\$4,000.00	0.0000		INPUT		\$4,000.00	
	Stationery charges	8.00	\$32.00	0.0000		INPUT		\$256.00	

# Act! Accounting Link

## User Guide

### Accounting Link Tab – Transaction Filter/Search

The transaction list can be filtered by date range, type (quote/order/invoice/credit), and keyword (eg. item code, description, invoice number, reference).

Dates:  Types:  Keyword:

### Lookup Act! Contacts or Companies by Aged Receivables data

Go to the Company view or Contact view (depending on which you selected in step 1 of Get Started). Then click the Lookup menu & select Other Fields. In the popup window, select a Receivables field as show below. Optionally, change “Equal To” to your preferred search type, enter a value & click OK.

Lookup Companies

Field:

Show more options

[Go to Advanced Query](#)

### Lookup Act! Contacts or Companies by Transaction data

Click the Lookup menu & under the Advanced sub menu, select Advanced Query. Under “Type” select one of the “Accounting” tables, select a field you wish to search, select an operator, enter a value, and click Add to List. Optionally, click Preview to test. Click OK to create the lookup.

Advanced Query

Type:  Field Name:  Operator:  Value:

Search criteria: (Specify criteria using the fields above, and then click the Add to List button)

(	Type	Field Name	Operator	Value	)	And/Or
(	Accounting LinItems	Item_Name	Contains	service	)	End

# Act! Accounting Link

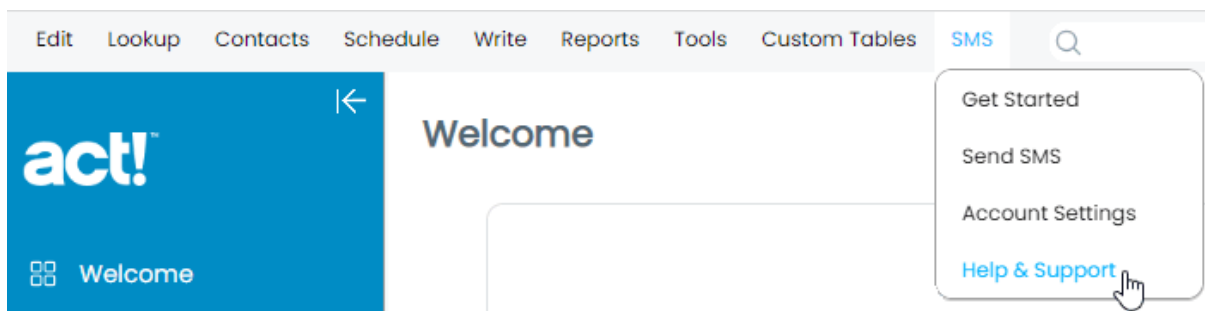
## User Guide

### After the trial

The Accounting Link tab will become hidden when the trial expires unless a subscription has been purchased. The Accounting menu will remain. To continue use, purchase a subscription for Act! Accounting Link from your Act! reseller or Act! sales.

### Help & Support

On the Accounting menu, click Help & Support to see links appropriate to your region/language to this guide, and Act! support.



This page displays some useful information about your configuration that may be required when you request support.

## Act! Accounting Link

Location

Act.Web.Api URL

Act! Database Name

Act! Username

[Act! Accounting Link User Guide](#)

[Submit support request](#)

[Follow up support request by phone](#)