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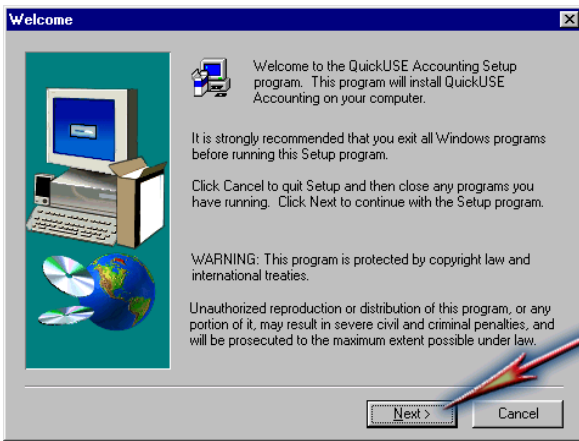
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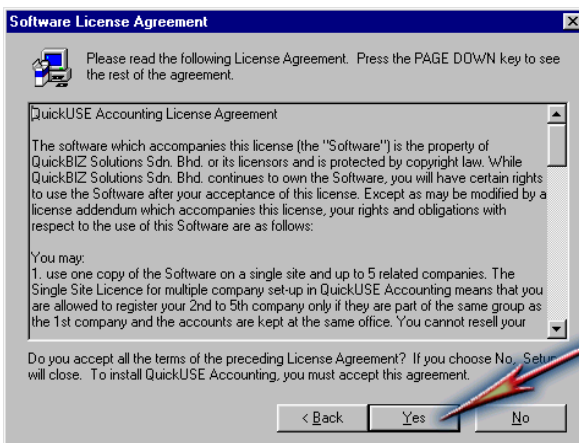
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# Chapter 1 Installation



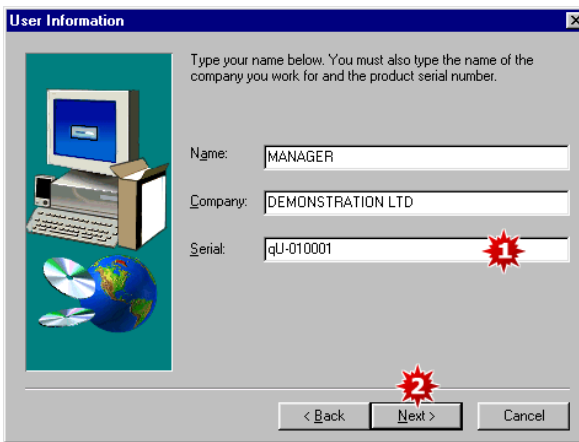
**Figure 1-1**  
QuickUSE Accounting Setup

Welcome!  
Click 'Next' to continue.



**Figure 1-2**  
QuickUSE License Agreement

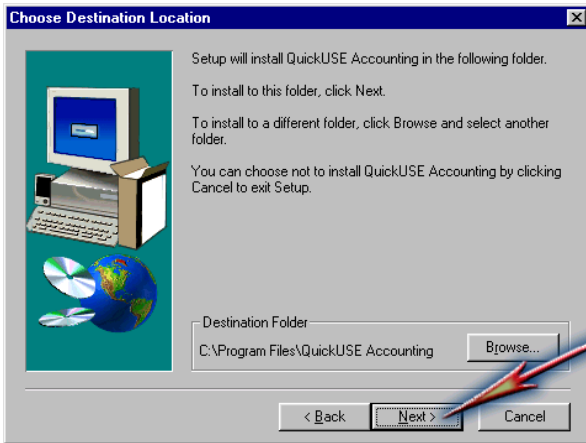
Read the software license agreement. Click 'Yes' to continue.



**Figure 1-3**  
QuickUSE License Agreement

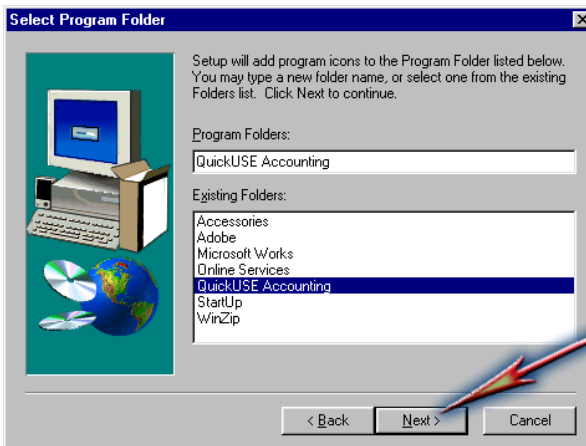
1. Type in your ID and your company's name. Fill in the serial number of your software.

2. Click 'Next' to continue.



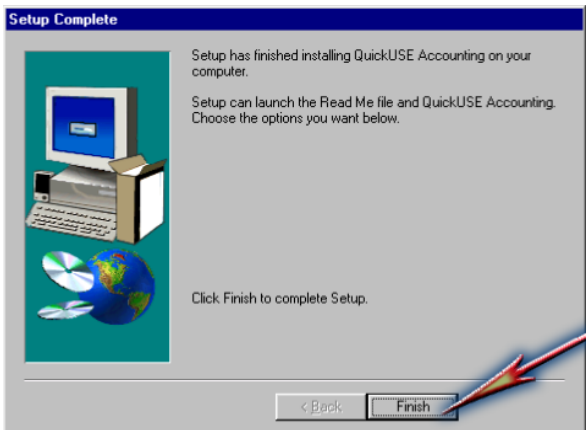
**Figure 1-4**  
*Choose Destination Location*

Click browse if you want to change your destination folder, otherwise click 'Next' to continue.



**Figure 1-5**  
*Select Program Folder*

Select your program folder. Click 'Next' to continue.



**Figure 1-6**  
*Setup Complete*

Setup is complete. Remove your CD and click 'Finish' to exit setup.

## Chapter 2 Getting Started

Company Profile

Company Name: DEMONSTRATION LTD **1** **5** Accept

Reference No: 571166-1 Cancel

Address: 122. DEMONSTRATION ST.  
DEMONSTRATION COUNTRY

Telephone No: 78222-522 Fax No: 78222-511

E-mail Address: demo@yahoo.com

Contact Person: DAVID

Beginning Period: January (The start of the financial year) **2**

Currency Symbol: \$ **3**

Access Code: 4458-12AB-532B-5523 **4**

Data Path: C:\Program Files\QuickUSE Accounting\DATA0003

**Figure 2-1**  
*Company Profile*

1. Key in your company name, number, address, telephone, fax number and contact person.
2. Specify the start of your company's financial year.
3. The default currency symbol shown here will appear on your statement or billings.
4. Key in the access code.
5. Click 'Accept' to save.

Tip: How to get your company's access code

1. From the General Ledger screen, click on 'Maintenance' on the menu bar.
2. From the drop down list, click 'Access Code'.
3. Click 'Print Form'. Fax the form back to us.
4. After you have received your access code, go to the main menu and click 'Access Code'.
5. Key in your access code and click OK to accept.

QuickUSE

File View Maintenance Help

Company Profile Setting  
Control Centre Setting  
Tax Type Setting

User Setting  
Change Password

Lock Entry Date  
Date Format  
Access Code

USE Accounting

Accounting Homepage

DEMONSTRATION LTD

Entry Date: 01/01/2000 **1** 01/01/2000 **2**

User Name: MANAGER **3**

Password: **4**

Control Centre: **5**

General Ledger Account Receivable Account Payable

Invoicing Control Inventory Control Control Centre

Tax Setting User Maintenance Exit Accounting

Show Tip QuickUSE Accounting E-mail

Call now! QuickBiz Solutions Sdn. Bhd. 03-9845573. NUM

**Figure 2-2**  
*Master Menu*

1. Key in your entry date. The date here is the default date on all your data entry screen.
2. This is the last entry date.
3. Key in your user name.
4. Key in your password.
5. Select your control centre, if any.

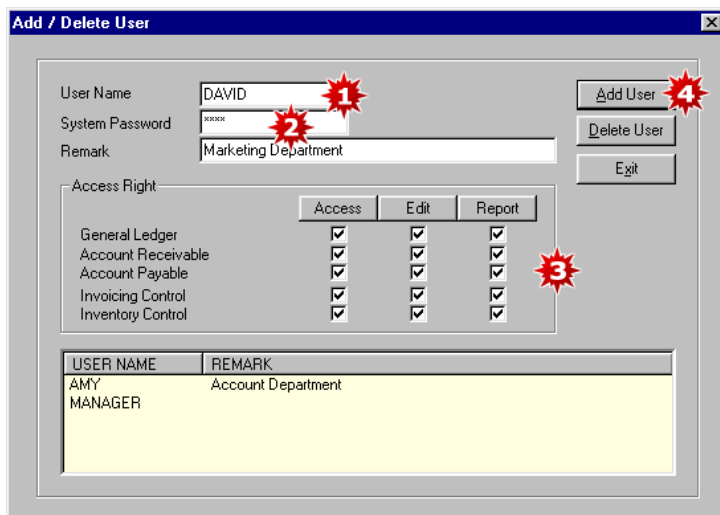


Figure 2-3  
Add/Delete User



1. To add a new user, key in a new user name.
2. Create a system password for the new user.
3. Put a tick in the box where the user can have access to.
4. Click 'Add User" and the new user will be added to the user list.

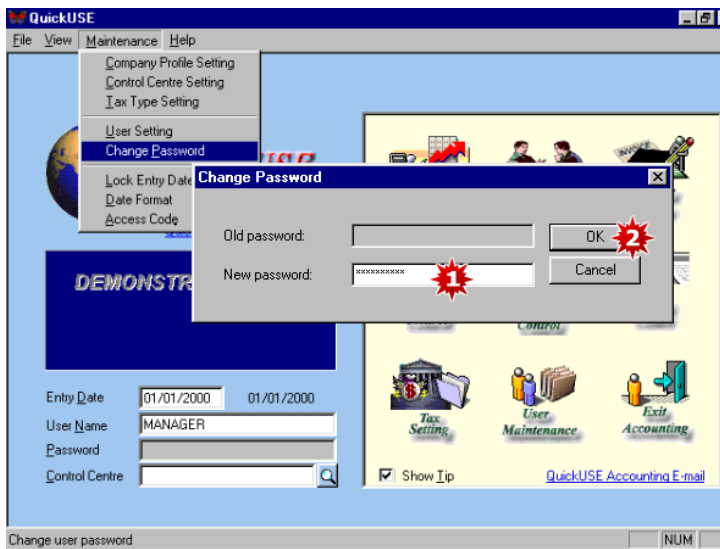


Figure 2-4  
Password Setting

1. To change your password, click change password under maintenance and key in your new password.
2. Click OK to accept. A confirm password screen will appear. Key in your new password again and click OK to save.

## Chapter 3 Create Master Files

G/L Account Code Maintenance - General Ledger

File View Entry Inquiry Report Maintenance Help

G/L A/R A/P IN ST

G/L Code: 11310

Account Name: Bank 1

Type: 1. Current Assets

Search Group: 1. Cash & Bank

Buttons: Save, Delete, New/Cancel, Exit, Opening Balance

Status: For Help, press F1 | 141 | NUM

**Figure 3-1**  
*General Ledger Account Maintenance*



1. Type in an account code (up to 10 numeric characters).
2. Type in an account name.
3. Select an account type (such as Fixed Assets, Current Assets, Current Liabilities, etc.).
4. Choose a search group, if applicable.
5. Click 'Save' to accept.
6. To put in the opening balances of all the general ledger accounts, go to GL Account Maintenance and click on the opening balance tab. (Please refer to Chapter 4 - G/L Opening Balances).

**Figure 3-2**  
Customer (A/R) Maintenance



1. Type in your customer (A/R) code (up to 10 alphanumeric characters).
2. Type in the customer's name.
3. Fill in the customer's address, telephone & fax numbers, etc.
4. You can click here to key in your customer's delivery address.
5. Key in the analysis code, if any (such as salesman, area, etc.).
6. Select the statement type.
7. Key in the credit term.
8. Key in the credit limit amount.
9. Select the A/R control account.
10. Select the default sales code.
11. If applicable, select the tax type. (Tax type is created under Tax setting in Main Menu).
12. Key in any remarks about this customer, if any.
13. Key in the currency symbol for this customer.
14. Click 'Save' to accept.
15. To key in the opening balances, click on the 'Opening Balance' tab. (Please refer to Chapter 4 - A/R Opening Balances).



Supplier (A/P) Maintenance - Account Payable

File View Data Entry Inquiry Report Maintenance Help

G/L A/R A/P IN ST

A/P Cgde AB001

Supplier Name A Blue Ltd

Address 2 A Blue St  
A Blue Country

Telephone No 02-052001 Fax No 02-062001

E-Mail Address

Contact Person Ms Celia

G/L Posting Code Creditor Control Code 31100 Trade Creditors  
Purchase Code 61100.01 Purchase - Magazine

Tax Type T3 Terms 30 days

Credit Limit 100,000.00 Currency Symbol \$

Remark

Save  
Delete  
New/Cancel  
Exit

Opening Balance

For Help, press F1 9 NUM

**Figure 3-3**  
*Supplier (A/P) Maintenance*



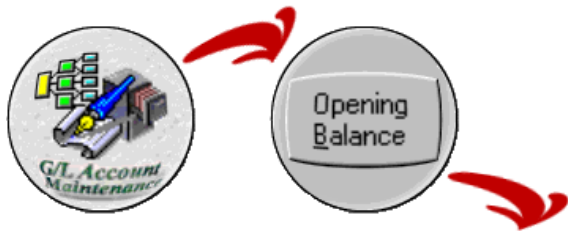
1. Type in your supplier (A/P) code (up to 10 alphanumeric characters).
2. Type in the supplier's name.
3. Fill in the supplier's address, telephone & fax numbers, etc.
4. Select the A/P control account.
5. Select the default purchase code.
6. If applicable, select the tax type. (Tax type is created under Tax setting in the Main Menu).
7. Key in the credit term.
8. Key in the credit limit amount.
9. Key in the currency symbol.
10. Key in any remarks about this supplier, if any.
11. Click 'Save' to accept.
12. To key in the opening balances, click on the 'Opening Balance' tab. (Please refer to Chapter 4 - A/P Opening Balances).

**Figure 3-4**  
*Inventory Item Maintenance*



1. Key in the item code. Each code must be unique and can be up to 25 alphanumeric characters.
2. Select inventory item or service item.
3. Key in the item description.
4. Key in any additional description or information about this item. (Unlimited lines of description)
5. Key in the inventory category.
6. Key in the unit of measurement (eg. Pcs, Boxes, Kg., etc.).
7. If you key in the standard sales price here, the price will be defaulted when invoicing but you can still change it.
8. Key in the standard cost price. This default price can be changed anytime when entering transactions.
9. Key in the inventory minimum level for this item.
10. Key in the reorder quantity. By doing so, you can print a inventory reorder list anytime.
11. This will show the item balance quantity.
12. Select the default G/L sales code.
13. Select the default G/L purchase code.
14. If applicable, select the tax type.
15. Click 'Save' to accept.

## Chapter 4 Opening Balances

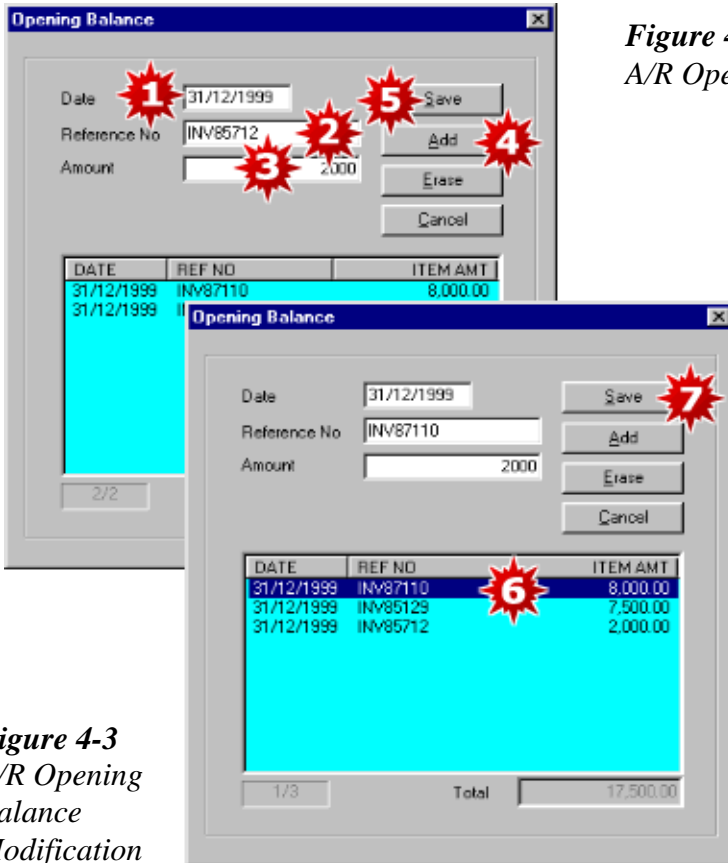


G/L CODE	NAME	AMOUNT	A/R	A/P
11100	Petty Cash	500.00		
11200	Cash On Hand			
11310	Bank 1	1,245,780.50		
11320	Bank 2			
11330	Dummy Bank For A/R And A/P Contra			
12100	Trade Debtors	127,500.00	127,500.00	
12200	Provision for Doubtful Debts			
12300	Other Debtors			
13100	Stock			
13100.01	Stock - Finished Goods			
13100.02	Stock - Raw Materials			
13100.03	Stock - Work in Progress			
14100	Deposits			
14200	Prepaid Expenses			
14300	Employee Advances			
15100	Loan Receivable			
16100	Director's Account			
25100	Office Equipment	80,000.00		
25100.01	Accum. Deprn - Office Equipment			
25200	Furniture & Fixtures	111,000.00		
1,679,780.50 Total Debit				
1,679,780.50 Total Credit				

**Figure 4-1**  
G/L Opening Balances

1. Key in the opening balances of all the G/L accounts, including all Debtors and Creditors control accounts.
2. Once you have keyed in the individual opening balances of all your debtors, the amount shown under A/R should agree with your debtors control account.
3. Once you have keyed in the individual opening balances of all your creditors, the amount shown under A/P should agree with your creditors control account.
4. If everything is keyed in correctly, the total debit and total credit should tally. \*The system will not accept if total debit does not equal total credit.
5. Click 'Save' to accept.

Tip: Before you key in the opening balances, you will have to set up all the G/L accounts in the G/L account maintenance. (Refer Chapter 3-1).



**Figure 4-2**  
A/R Opening Balances

1. Key in the date of the outstanding invoice
2. Key in the outstanding invoice number.
3. Key in the invoice amount.
4. Click 'Add' to key in more outstanding invoices
5. When all invoices have been keyed in, click 'Save'.
6. To modify the opening balance, highlight the invoice to be modified.
7. Edit the highlighted invoice and click 'Save' to accept the modification.



The screenshot shows the 'Opening Balance' window with the following fields and callouts:

- 1**: Callout pointing to the 'Date' field containing '31/12/1999'.
- 2**: Callout pointing to the 'Reference No' field containing 'INV991100'.
- 3**: Callout pointing to the 'Amount' field containing '5000'.
- 4**: Callout pointing to the 'Add' button.
- 5**: Callout pointing to the 'Save' button.

DATE	REF NO	AMOUNT
31/12/1999	INV991231	12,520.00
31/12/1999	INV991200	2,000.00

**Figure 4-4**  
A/P Opening Balances

1. Key in the outstanding invoice date.
2. Key in the outstanding invoice number.
3. Key in the outstanding invoice amount.
4. Click 'Add' to key in more outstanding invoices.
5. When all the invoices have been keyed in, click 'Save'
6. To modify the opening balance, highlight the invoice to be modified.
7. Edit the highlighted invoice and click 'Save' to accept the modification.

**Figure 4-5**  
A/P  
Opening  
Balance  
Modification

The screenshot shows the 'Opening Balance' window with the following fields and callouts:

- 6**: Callout pointing to the second row of the table, which is highlighted in blue.
- 7**: Callout pointing to the 'Save' button.

DATE	REF NO	AMOUNT
31/12/1999	INV991231	12,520.00
31/12/1999	INV991200	2,000.00

Total 14,520.00

## Chapter 4 Opening Balances

**Inventory Adjustment - Inventory Control**

File View Entry Inquiry Report Maintenance Help

G/L A/R A/P IN ST

Adjustment No: ADJ 00001  
 Reference No: D/Bal  
 Date: 31/12/1999  
 Description: Opening Balance

1. Type I (IN) for inventory adjustment in.  
 2. Type O (OUT) for inventory adjustment out.

ITEM CO.	DESCRIPTION	TYPE	QUANTITY	UNIT COST	AMOUNT
PA4001	A4 210 x297 mm	IN	14500 reams	5.00	72,500.00
PA4001	A5 148 x 210mm	IN	40000 reams	6.00	240,000.00
PA4001	Letter 8 x 12 in	IN	150000 reams	0.70	105,000.00
PA4001	Folio 81/2X 12 in	IN	70000 reams	0.60	42,000.00
PB4001	Computer Paper 1ply 9.5X11 (1600)	IN	15200 reams	28.00	425,600.00
RP001-B	Red Leaf Blue Colour	IN	7600 pcs	0.30	2,280.00
RR001-R	Red Leaf Red Colour	IN	4530 pcs	0.30	1,359.00
PP001-B	Parker Blue Colour	IN	9992 pcs	0.30	2,997.60
PR001-R	Parker Red Colour	IN	6000 pcs	1.53	9,180.00
PB001-BL	Parker Black Colour	IN	9822 pcs	1.53	15,027.66
MV001	Vogue Magazine	IN	1120 books	2.57	2878.4
AA001	ACCA Auditing	IN	1452 books	50.00	72,600.00

New Item Delete Item

991,422.66

For Help, press F1

REC NUM

**Figure 4-6**  
Inventory Opening Balances

1. Key in the Adjustment No.
2. Key in a Reference No. for this adjustment.
3. Key in the opening balance date.
4. Type in a description, eg. Opening Balance.
5. Select an item code.
6. Under Type, key in 'I' for adjustment in and 'O' for adjustment out.
7. Key in the opening quantity.
8. Key in the unit cost.
9. Click 'New Item' to add more items.
10. When all the opening balances of all the inventory items have been keyed in, click 'Save' to accept.

**Tip:** It is important that you set up all your inventory items in the inventory item maintenance before you proceed to key in the opening balances. (Refer Chapter 3-4)

## Chapter 5 Daily Data Entry

Cash Book Payment Entry - General Ledger

File View Entry Inquiry Report Maintenance Help

GL A/R A/P IN ST

Transaction No: GLP00001

Sales Area: S1

Cash / Bank A/C: 11310

Cheque / Ref No: SUS178063

Date: 01/01/2000

Description: Motor Vehicle X

Update To G/L

Delete

New

Batch Saving

Print Voucher

Exit

G/L Code	Bill / Ref No	Description	Tax Type	Amount
25600	7082	Motor Vehicle X	T3	115,500.00
Motor Vehicles				5,775.00
				121,275.00

G/L CODE	NAME	REF NO	DESCRIPTION	TYPE	TOTAL AMT
25600	Motor Vehicles	7082	Motor Vehicle X	T3	121,275.00
72401	Motor Vehicle Insurance	7082		T3	1,732.50
72402	Motor Vehicle Road Tax	7082		T3	598.50

More Item

Erase Item

1/3

For Help, press F1

1/59

NUM

Figure 5-1  
Cash Book Payment Entry



1. Select the control centre (eg. department, project, etc.), if applicable.
2. Select the Cash/Bank account from which this payment is made.
3. Key in the cheque/reference number.
4. Type in a description to identify this payment.
5. Select the G/L account to post this payment entry.
6. Key in the bill/reference number.
7. The description you type in 4 above will appear here but you can change the description if you like.
8. Select the tax type, if applicable.
9. Key in the amount.
10. The tax amount will be shown here (calculated based on tax type selected in 8 above).
11. The gross amount will be shown here. Press enter.
12. This screen will appear. Click 'Batch Saving' to accept if this is the payment amount.
13. If there are more than one G/L accounts to post, click 'More Item' (repeat Step 5 to Step 12 until you have entered all the items in the payment voucher).
14. Click 'Update to GL' to accept.

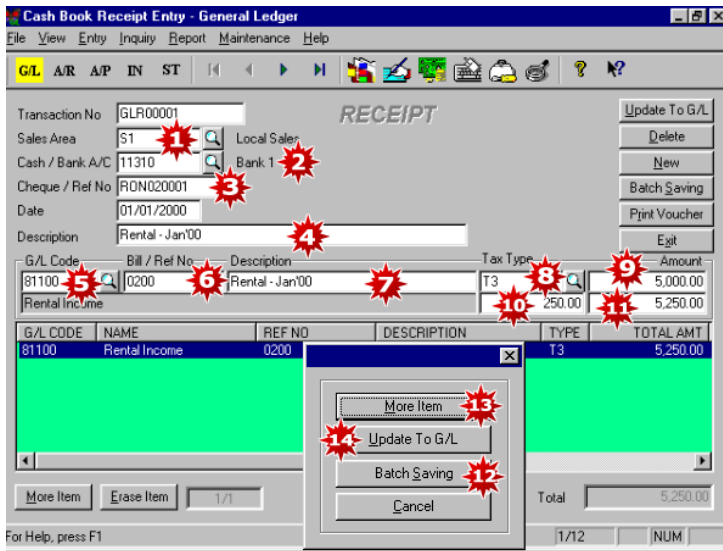


Figure 5-2  
Cash Book Receipt Entry

1. Select the control centre (eg. department, project, etc.), if applicable.
2. Select the Cash/Bank account to which this receipt is banked in.
3. Key in the cheque/reference number.
4. Type in a description to identify this receipt.
5. Select the G/L account to post this receipt entry.
6. Key in the bill/reference number.
7. The description you type in 4 above will appear here but you can change the description if you like.
8. Select the tax type, if applicable.
9. Key in the amount.
10. The tax amount will be shown here (calculated based on tax type selected in 8 above).
11. The gross amount will be shown here. Press enter.
12. This screen will appear. Click 'Batch Saving' to accept if this is the receipt amount.
13. If there are more than one G/L accounts to post, click 'More Item' (repeat Step 5 to Step 12 until you have entered all the items in the receipt voucher).
14. Click 'Update to GL' to accept.



Other G/L Journal Entry - General Ledger

File View Entry Inquiry Report Maintenance Help

GL A/R A/P IN ST

Transaction No: JNL00001

Sales Area: [ ]

Date: 10/01/2000

G/L Code: 33300 Accrued Expenses

Reference No: 8115

Description: Director's Remuneration - Jan'00 Jorry

Tax Type: [ ]

Debit: 0.00 Credit: 10,000.00

Update To G/L

Delete

New

Batch Saving

Print Voucher

Exit

G/L CODE	NAME	REF NO	DESCRIPTION	TYPE	TOTAL DEBIT	TOTAL CRE...
71100	Director's Remu...	8115	Director's Remuneration...		10,000.00	
33300	Accrued Expenses	8115	Director's Remuneration...			10,000.00

More Item Erase Item 2/2

Total 10,000.00 10,000.00

For Help, press F1 1/0 NUM

Figure 5-3  
Other G/L Journal Entry



1. Select the control centre (eg. Department, project, etc.), if any.
2. Select the G/L account code.
3. Key in a reference number for this journal and type in a description to identify this journal.
4. Select the tax type, if applicable.
5. Key in the debit amount here.
6. If it is a credit amount, key in here.
7. The debit and credit entries will be shown in the light blue screen. The total of the debit and total of the credit entries must tally.
8. Click 'Update to G/L' to accept.

## Chapter 5 Daily Data Entry

Note

1. Enter positive amount for Invoice / Debit Note.
2. Enter negative amount (-) for Credit Note.
3. To edit, click on the blue invoice line, and then click on the white boxes to make changes.
4. Click 'M' to add more G/L item analysis.

General Ledger Account

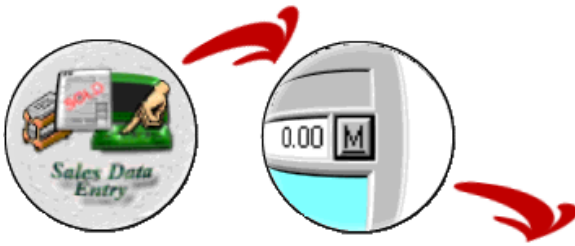
A/R CODE	SALES AREA	REF NO	DATE	DESCRIPTION	AMOUNT
AF001	S1	AF02000	01/01/2000	SALES	6,000.00
AF001	S1	AF02001	01/01/2000	SALES	3,000.00
AF001	S1	CN02000	01/01/2000	Credit Note	-500.00

Total: 8,500.00

**Figure 5-4**  
*Sales Data Entry*

1. Select the A/R (customer) code.
2. Select the control centre (eg. department, project, etc.), if applicable.
3. Key in the invoice number.
4. Key in the invoice date.
5. Key in the description.
6. Key in the invoice amount. Press enter.
7. The entries will appear in the bottom light blue window. To edit any entries, simply highlight the entry and you can edit it on the white boxes.
8. Click 'Update to AR'.

If you need to analyze your sales invoice amount over several sales accounts, click on the 'M' button at the end of the white boxes. The screen below will appear.



**Sales - G/L Analysis Entry (Post to difference G/L account)**

Sales Area : S2  
 Reference No : AF0105  
 Customer Name : A Friend Ltd

G/L Code : 51100.01  
 Tax Type : T3  
 Amount : 1,000.00  
 Gross Amount : 1,050.00

Bounding  (Auto correct tax rounding)

Click "Add G/L Item" button to add more G/L item analysis or press "SAVE" button to escape

G/L CODE	G/L NAME	TYPE	TAX	ITEM AMT	ITEM TOTAL
51100.01	Sales - Magazine	T3	50.00	1,000.00	1,050.00

This Invoice Total : 1,050.00

1. Select the GL accounts, eg. Sales 1
2. Select the Tax Type, if applicable. The tax amount will be calculated based on the tax type selected.
3. Enter the net amount of your invoice.
4. The gross amount will appear here.
5. Tick here for auto correct tax rounding.
6. Press enter. The entry will appear in the light blue window below. (Repeat Step 1 to Step 5 until the total sales invoice amount is entered.)
7. Click 'Save' to accept.

## Chapter 5 Daily Data Entry

Cash Sales Data Entry - Account Receivable

File View Data Entry Inquiry Report Maintenance Help

GL A/R A/P IN ST

Cash / Bank A/C  
11310  
Bank 1

General Ledger Account  
51100.01 Sales - ... 2,000.00 0.00  
Update To A/R  
Print  
Exit

REF NO.	SALES AREA	DATE	DESCRIPTION	AMOUNT
CS00002	S1	01/01/2000	SALES	2,000.00
CS00001	S1	01/01/2000	SALES	1,000.00
CS00002	S1	01/01/2000	SALES	2,000.00

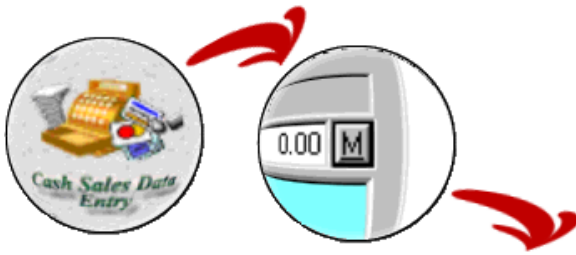
Add Cash Bill Erase Cash Bill Total 3,000.00

For Help, press F1 CAP NUM

**Figure 5-5**  
*Cash Sales Data Entry*

1. Select the Cash/Bank account.
2. Key in the Cash Sale Bill No.
3. Select the Control Centre, if applicable.
4. Key in the Cash Sale date.
5. The default description is 'SALES' but you can change it if you like.
6. Key in the Cash Sale amount.
7. The GL account code will be shown here.
8. Click 'Update to A/R'.

If you need to analyze your cash sale over several sales codes, click 'M' at the end of the white boxes. The following screen appears.



**Sales - G/L Analysis Entry (Post to difference G/L account)**

Sales Area : S1  
 Reference No : CS00001  
 Customer Name : CASH SALES

G/L Code: 51100.01  **1**

Tax Type: T3  **2**

Amount:  **3**

Gross Amount:  **4**

Bounding:  (Auto correct tax rounding) **5**

Click "Add G/L Item" button to add more G/L item analysis or press "SAVE" button to escape

G/L CODE	G/L NAME	TYPE	TAX	ITEM AMT	ITEM TOTAL
51100.01	Sales - Magazine	T3	50.00	1,000.00	1,050.00

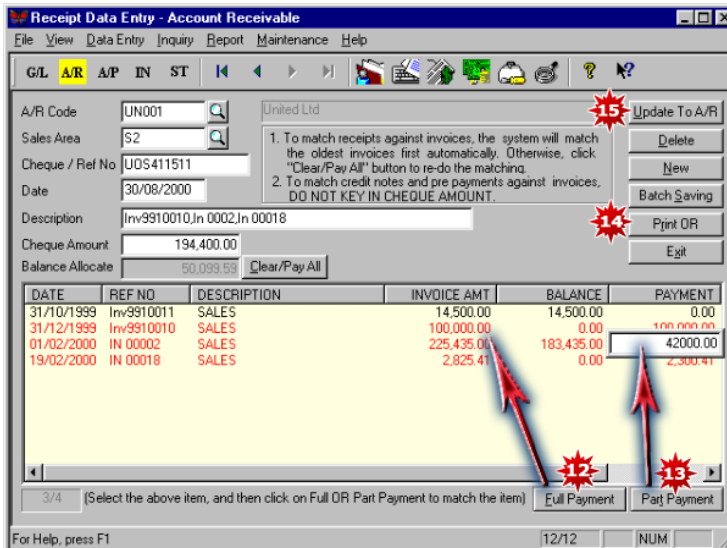
1/1 This Invoice Total 1,050.00

Buttons: Save **7**, Add G/L Item, Erase G/L Item, Cancel

1. Select the sales code.
2. Select the tax type, if applicable. The tax amount will be calculated based on the tax type selected.
3. Enter the net amount of the bill.
4. The gross amount will appear here.
5. Tick here for auto correct tax rounding.
6. Press enter. The entry will appear in the light blue window below. (Repeat Step 1 to Step 6 until the total bill amount is entered.)
7. Click 'Save' to accept.

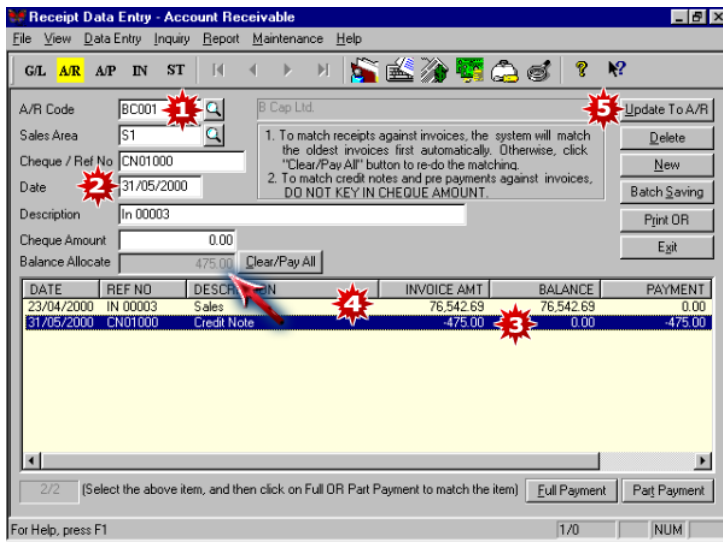
**Figure 5-6**  
*Receipt From  
Customer Entry*

1. Select the A/R (Customer) code.
2. Select the Control Centre, if any.
3. Key in the Cheque/Reference No.
4. Key in the receipt date. All the outstanding invoices up to the receipt date will appear in the light yellow box at the bottom of the window.
5. Key in a description for this receipt. Press enter.
6. A second screen appears. Select the Cash/Bank account.
7. Key in the cheque/cash amount.
8. Key in bank commission, if any (for outstation cheques).
9. The net amount will appear here.
10. Click 'Accept' to return to the first screen.
11. The system will automatically match the oldest invoices against receipt. To rematch, simply click on the 'Clear/Pay All' button. You can then manually rematch the invoices against the receipt by double clicking on the invoice to be matched.



12. If it is a full payment, you can then manually rematch the invoices against the receipt by highlighting the invoice to be matched and clicking 'Full Payment'
13. If it is a part payment, you can highlight the invoice to be matched and click 'Part Payment'. A white box will appear for you to fill in the amount to be matched against that invoice.
14. If you need to print an Official Receipt, click 'Print OR'.
15. Click 'Update to AR' to save.

## Chapter 5 Daily Data Entry



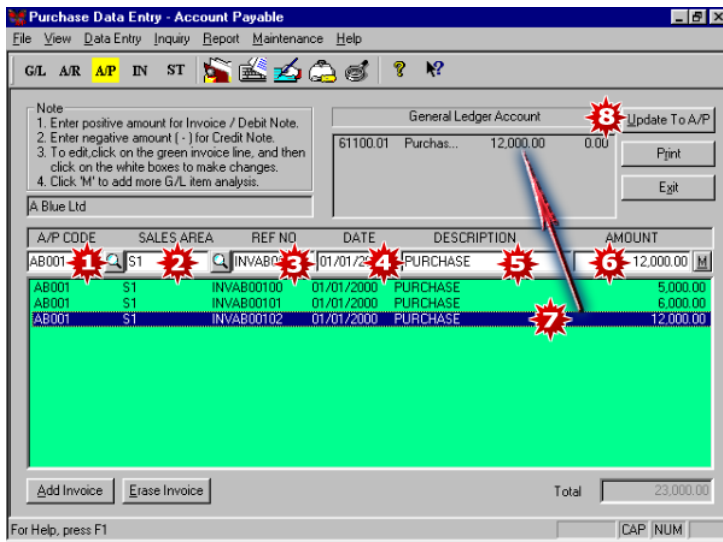
**Figure 5-7**  
*To Match Credit Note Or Prepayment*

To match Credit Note or Prepayment, go the Receipt Data Entry screen.

1. Select the A/R (Customer) Code in which you want to match the credit note or prepayment.
2. Key in the date of the credit or prepayment. All the transactions on or before this date will appear in the light yellow screen below.
3. Double click on the credit note/prepayment.
4. Double click on the invoice in which you want to match this credit note/prepayment.
5. Click 'Update to A/R' to accept.

Tip: You can only match the credit note/prepayment to the invoice one at a time. If there are more than one credit notes/prepayments to match, repeat the above steps 1 to 5.





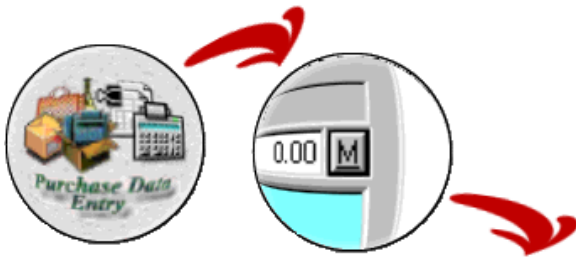
**Figure 5-8**  
*Purchase Data Entry*



1. Select the A/P (Supplier) code.
2. Select the control centre (eg. department, project, etc. ), if applicable.
3. Key in the Supplier Invoice No.
4. Key in the invoice date .
5. Key in the description.
6. Key in the invoice amount. Press enter.
7. The entries will appear in the bottom light green window. To edit any entries, simply highlight the entry and you can edit it on the white boxes.
8. Click 'Update to AP'.

## Chapter 5 Daily Data Entry

If you need to analyze your purchase invoice amount over several purchases account, click on the 'M' button at the end of the white boxes. The screen below will appear.



**Purchase - G/L Analysis Entry (Post to difference G/L account)**

Sales Area : S1  
 Reference No : AB0010  
 Supplier Name : A Blue Ltd

G/L Code: 61100.01 | Purchase - Magazine  
 G/L Description: PURCHASE  
 Tax Type: T3 | 50.00  
 Amount: 1,000.00  
 Gross Amount: 1,050.00

Bounding  (Auto correct tax rounding)

Click "Add G/L Item" button to add more G/L item analysis or press "SAVE" button to escape.

G/L CODE	G/L NAME	DESCRIPTION	TYPE	TAX	AMOUNT	ITEM TOTAL
61100.01	Purchase - Ma...	PURCHASE	T3	50.00	1,000.00	1,050.00

1/1 | This Invoice Total: 1,050.00

1. Select the GL accounts (eg. Purchase 1) and key in the description for this purchase.
2. Select the Tax Type, of applicable. The tax amount will be calculated based on the tax type selected.
3. Enter the net amount of your supplier invoice.
4. The gross amount will appear here.
5. Tick here for auto correct tax rounding.
6. Press enter. The entry will appear in the light green window below. (Repeat Step 1 to Step 6 until the total purchase invoice amount is entered).
7. Click 'Save' to accept.

Payment Data Entry - Account Payable

File View Data Entry Inquiry Report Maintenance Help

G/L A/R A/P IN ST

A/P Code: AB001 A Blue Ltd

Sales Area: S1

Cheque / Ref No: A0B010100

Date: 02/01/2000

Description: Inv119801,JH01021,INVAN001

Allocate Amount: 0.00

Balance Allocate: 0.00

Buttons: Update To A/P, Delete, New, Batch Saving, Print Voucher, Exit

Clear/Pay All

DATE	REF NO	DESCRIPTION	INVOICE AMT	BALANCE	PAYMENT
31/12/1999					
31/12/1999					
02/01/2000					

Bank Account

Bank A/C Code: 11310 Bank 1

Net Amount: 150,000.00

Bank Commission: -45.00

Cheque Amount: 150,045.00

Bank Balance: 11,567.33

Buttons: Accept, Cancel

For Help, press F1

**Figure 5-9**  
*Payment To Supplier Entry*



1. Select the A/P (Supplier) code.
2. Select the Control Centre, if any.
3. Key in the Cheque/Reference No.
4. Key in the payment date. All the outstanding supplier invoices up to the payment date will appear in the light yellow box at the bottom of the window.
5. Key in a description for this payment. Press enter.
6. A second screen appears. Select the Cash/Bank account.
7. Key in the payment amount.
8. Key in bank commission, if any (for outstation payment).
9. The total cheque amount will appear here. This is the amount that will appear in your bank statement.
10. Click 'Accept' to return to the first screen.
11. The system will automatically match the oldest invoices against payment. To rematch, simply click on the 'Clear/Pay All' button. You can then manually rematch the invoices against the payment by double clicking on the invoices to be matched.

## Chapter 5 Daily Data Entry

Payment Data Entry - Account Payable

File View Data Entry Inquiry Report Maintenance Help

G/L A/R **A/P** IN ST

A/P Code: AB001    & Blue Ltd    **15** Update To A/P

Sales Area: S1    1. To match payments against invoices, the system will match the oldest invoices first automatically. Otherwise, click "Clear/Pay All" button to re-do the matching.    Delete

Cheque / Ref No: A0B010100    2. To match credit notes and pre payments against invoices, DO NOT KEY IN ALLOCATE AMOUNT.    New

Date: 02/01/2000    Batch Saving

Description: Inv119801,JH01021,INVAN001    **13** Print Voucher

Allocate Amount: 150,000.00    Exit

Balance Allocate: 146,982.93    Clear/Pay All

DATE	REF NO	DESCRIPTION	INVOICE AMT	BALANCE	PAYMENT
31/12/1999	INV119801	Opening Stock	156,416.40	156,416.40	0.00
31/12/1999	JH01021	Opening Stock	3,017.07	0.00	3,017.07
02/01/2000	INVAB001	Purchases	262,496.85	262,496.85	54000.00

3/3 (Select the above item, and then click on Full OR Part Payment to match the item)    **12** Full Payment    **13** Part Payment

For Help, press F1    1/0    NUM

12. If it is a full payment, you can then manually rematch the invoices against the payment by highlighting the invoice to be matched and clicking 'Full Payment'.
13. If it is a part payment, you can highlight the invoice to be matched and click 'Part Payment'. A white box will appear for you to fill in the amount to be matched against that invoice.
14. If you need to print a voucher, click 'Print Voucher'.
15. Click 'Update to AP' to save.

Receiving Inventory - Inventory Control

File View Entry Inquiry Report Maintenance Help

G/L A/R A/P IN **ST**

Receiving No: PI 00011 **1** Save **11**

Purchase Order No: PO 00001 **2** New

Sales Area: S1 Local Sales **3** Delete

Reference No: INVAR001 **4** Print

A/P Code: AR001 A Red Ltd **5** Exit

Date: 01/01/2000 **6**

Description: Purchases **7**

ITEM CO...	DESCRIPTION	QUANTITY	UNIT COST	DISCOUNT	TAX	GL CODE	AMOUNT
SM003/00	Microsoft Power Point 2000	10000 bo...	17.00		T3	61100.02	170,000.00
AT001/00	ACCA Tax Planning	5000 books	56.72		T3	61100.02	283,500.00
CM001/00	CIMA Management Acc...	6000 books	50.00		T3	61100.02	300,000.00
AL002/00	LCCI Bookkeeping And A...	10000 bo...	20.54		T3	61100.02	205,400.00

**8** **9** **10**

Tax: 47,950.00

Total: 1,006,950.00

New Item Delete Item

For Help, press F1 REC CAP NUM

**Figure 5-10**  
Receiving Inventory Entry



1. The system will auto generate a Receiving No.
2. Select the purchase order, if any. (All the items information on your purchase order will be transferred to the light blue screen at the bottom of the window.)
3. Select the Control Centre, if applicable.
4. Key in a Reference No. to identify this transaction, eg. Supplier's Invoice No.
5. Select the A/P (Supplier) code.
6. Key in the date.
7. Key in a description for this entry.
8. Under the Item Code, select the item received. Key in the quantity, unit cost, discount and tax type, if applicable. The tax amount will be calculated based on the tax type selected.
9. The default G/L code will appear automatically.
10. The amount will be the net amount.
11. Click 'Save' to accept.

Inventory Adjustment - Inventory Control

File View Entry Inquiry Report Maintenance Help

G/L A/R A/P IN ST

Adjustment No. ADJ 00001

Reference No. INVS8050

Date 01/06/2000

Description Purchases

1. Type I (IN) for inventory adjustment in.  
2. Type O (OUT) for inventory adjustment out.

ITEM CO...	DESCRIPTION	TYPE	QUANTITY	UNIT COST	AMOUNT
MR001/00	Reader Digest	IN	2	5.00	10.00

New Item Delete Item

For Help, press F1 REC CAP NUM

Figure 5-11  
Inventory Adjustment Entry



1. The Adjustment No. will appear automatically, but you can change it if you like.
2. Enter a Reference No. to identify this transaction, eg. Supplier Invoice No.
3. Key in the date of transaction.
4. Key in a description for this adjustment.
5. Select the item to be adjusted.
6. Type 'I' for adjustment in and 'O' for adjustment out.
7. Key in the quantity to be adjusted.
8. Key in the unit cost and the amount.
9. Click 'New Item' to add more items to your inventory adjustment. (Repeat Step 5 to Step 8)
10. Click 'Save' to accept.

## Chapter 6 Issue Bills (Documents)

Figure 6-1  
Issue Quotation



1. Select the A/R (Customer) code.
2. The Quotation No. is automatically generated.
3. Select the item. Key in the quantity. The default unit price will appear here.
4. Select the tax type, if applicable. The tax amount will be calculated based on the tax type selected.
5. The default G/L code will appear here. You can change it if you need to post to a different sales account.
6. Click 'New Item' to add more items to your quotation. (Repeat Step 3 to Step 5)
7. The total amount will be shown here, inclusive of tax, if any.
8. The Sales Order No. shown here indicates that this quotation has been used by that sales order.
9. Click "Save", 'Preview' or 'Print' if you want to save, preview or print the quotation.
10. To create a new quotation, click 'New'.
11. Click here if you want to change your quotation format. (Refer Chapter 13 - Customize Report).

## Chapter 6 Issue Bills (Documents)

**Issue Quotation - Invoicing Control**

File View Issue Inquiry Report Maintenance Help

G/L A/R A/P **IN** ST

Detail Context

Header Context  
Permit us to thank you for your interest of our product and much valued enquiry.  
As per your request, we append the following for your perusal.

Footer Context  
Term Of Payment : 30% Downpayment upon confirmation of order,  
: 70% By Letter Of Credit at sight to be opened in  
our favour.  
Validity : 14 days from this date hereof.  
Delivery Time : 5 working days after confirmation of order with downpayment

Add Delete Set As Default

For Help, press F1 REC NUM

Click on the 'Context' tab and the above screen will appear.

1. Type in the header context here.
2. Type in the footer context here.
3. If you wish to set the header and footer context as default, click 'Set As Default'.

**Issue Sales Order - Invoicing Control**

File View Issue Inquiry Report Maintenance Help

G/L A/R A/P **IN** ST

Detail Context

A/R Code: AF001 Sales Order Format Sales Order No: SO 0001  
 Name: A Friend Ltd Date: 29/01/2000  
 Contact: Ms Jane Your Reference No: P07142  
 Address: 1-1 A Friend St Quotation No: QN 0001  
 A Friend Country Analysis Code: David  
 Terms: Net30 days

ITEM	CODE	DESCRIPTION	QUANTITY	UNIT	PR.	TAX	GL CODE	AMOUNT
1	AA001...	ACCA Auditing	80 books	100.00	T3	51100.02	8,000.00	
2	AT001...	ACCA Tax Planning	800 books	150.00	T3	51100.02	120,000.00	
3	AL002...	LCCI Bookkeeping And A... - Author : Frank Wood - International Students E...	500 books	80.00	T3	51100.02	40,000.00	
4	SM00...	Microsoft Power Point 2000	820 book	60.00	T3	51100.01	49,200.00	
5	MR00...	Reader Digest	1200 book	13.50	T3	51100.01	135,000.00	

New Item Save New  
 Insert Item Preview Delete  
 Delete Item Print Exit

Subtotal: 359,200.00  
 Discount: 5% 17,960.00  
 Tax: 17,062.00  
 Total: 358,302.00

For Help, press F1 REC NUM

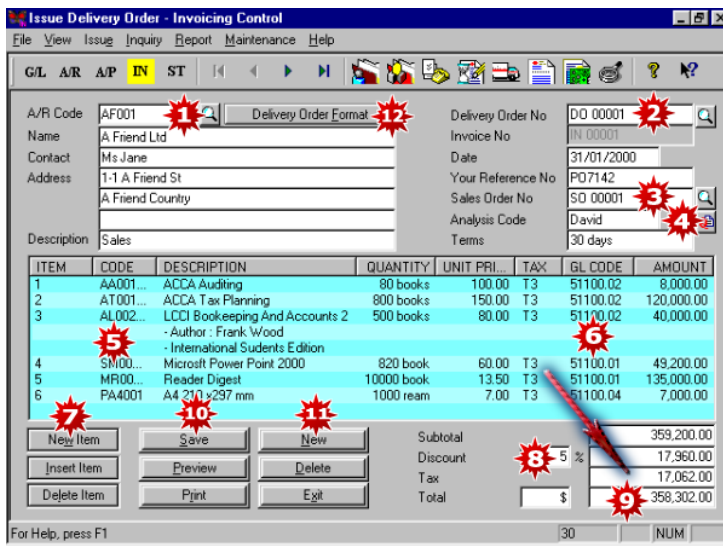
**Figure 6-2**  
*Issue Sales Order*



1. Select the A/R (Customer) Code.
2. The Sales Order No. is automatically generated.



3. Select the quotation, if any, to generate the sales order. All the details in the quotation will be transferred to the sales order.
4. If no quotation has been selected, then select the item, key in the quantity and select the tax type, if applicable. The tax amount will be calculated based on the tax type selected.
5. The default G/L code will appear here. You can change it if you need to post to a different sales account.
6. Click 'New Item' to add more items to your sales order.
7. Key in the rate of discount, if any, you wish to give to all items in the sales order.
8. The total amount will be shown here, inclusive of tax, if any.
9. Click 'Save', 'Preview' or 'Print' if you want to save, preview or print your sales order.
10. To create a new sales order, click 'New'.
11. Click here if you want to change your sales order format. (Refer Chapter 13 - Customize Report).



**Figure 6-3**  
*Issue Delivery Order*



1. Select the A/R (Customer) Code.
2. The Delivery Order No. is automatically generated.
3. Select the sales order, if any, to generate the delivery order. All the details in the sales order will be transferred to the delivery order or;
4. Select the quotation, if any, to generate the delivery order. All the details in the quotation will be transferred to the delivery order.
5. If no sales order or quotation has been selected, then select the item, key in the quantity and select the tax type, if applicable. The tax amount will be calculated based on the tax type selected.
6. The default G/L code will appear here. You can change it if you need to post to a different sales account.
7. Click 'New Item' to add more items to your delivery order.
8. Key in the rate of discount, if any, you wish to give to all items in the delivery order.

## Chapter 6 Issue Bills (Documents)

9. The total amount will be shown here, inclusive of tax, if any.
10. Click 'Save', 'Preview' or 'Print' if you want to save, preview or print your delivery order.
11. To create a new delivery order, click 'New'.
12. Click here if you want to change your delivery order format. (Refer Chapter 13 - Customize Report).

ITEM	CODE	DESCRIPTION	QUANTITY	UNIT	PRI.	TAX	GL CODE	AMOUNT
1	AA001...	ACCA Auditing	80	books	100.00	T3	51100.02	8,000.00
2	AT001...	ACCA Tax Planning	800	books	150.00	T3	51100.02	120,000.00
3	AL002...	LCCI Bookkeeping And Accounts 2 - Author : Frank Wood - International Sudents Edition	500	books	80.00	T3	51100.02	40,000.00
4	SM00...	Microsoft Power Point 2000	820	book	60.00	T3	51100.02	49,200.00
5	MR00...	Reader Digest	10000	book	13.50	T3	51100.01	135,000.00
6	PA4001	A4 210 x297 mm	1000	ream	7.00	T3	51100.04	7,000.00

**Figure 6-4**  
Issue Invoice



1. Select the A/R (Customer) Code.
2. The Invoice No. is automatically generated.
3. Select the delivery order, if any, to generate the invoice. All the details in the delivery order will be transferred to the invoice or;
4. Select the quotation, if any, to generate the invoice. All the details in the quotation will be transferred to the invoice.
5. Select the Control Centre, if any.
6. If no delivery order or quotation has been selected, then select the item, key in the quantity and select the tax type, if applicable. The tax amount will be calculated based on the tax type selected.
7. The default G/L code will appear here. You can change it if you need to post to a different sales account.
8. Click 'New Item' to add more item to your invoice.
9. Key in the rate of discount, if any, you wish to give to all items in the invoice.
10. The total amount will be shown here, inclusive of tax, if any.
11. Click 'Save', 'Preview' or 'Print' if you want to save, preview or print your invoice.
12. Click 'New' to create a new invoice.
13. Click here if you want to change the format of your invoice. (Refer Chapter 13 - Customize Report).

**Figure 6-5**  
*Issue Cash Bill*

1. Select the A/R (Customer) Code. In this case, select Cash Customer Account.
2. The Cash Bill No. is automatically generated.
3. Select the Cash/Bank code.
4. Select the Control Centre, if any.
5. Select the item, key in the quantity and select the tax type, if applicable. The tax amount will be calculated based on the tax type selected.
6. The default G/L code will appear here. You can change it if you need to post to a different sales account.
7. Click 'New Item' to add more item to your cash bill.
8. Key in the rate of discount, if any, you wish to give to all items in the cash bill.
9. The total amount will be shown here, inclusive of tax, if any.
10. Click 'Save', 'Preview' or 'Print' if you want to save, preview or print your cash bill.
11. Click 'New' to create a new cash bill.
12. Click here if you want to change the format of your cash bill. (Refer Chapter 13 - Customize Report).

## Chapter 6 Issue Bills (Documents)

**Issue Credit Note - Invoicing Control**

File View Issue Inquiry Report Maintenance Help

G/L A/R A/P IN ST

A/R Code: AF001 **1** Credit Note Format **11**

Name: A Friend Ltd

Contact: Ms Jane

Address: 1-1 A Friend St

A Friend Country

Description: Sales

Credit Note No: CN 00001 **2**

Date: 19/02/2000

Your Reference No: PO7142

Our Reference No: IN 00001 **3**

Analysis Code: David

Terms: 30 days **4**

Sales Area: ST **4**

ITEM	CODE	DESCRIPTION	QUANTITY	UNIT PRI...	TAX	GL CODE	AMOUNT
		Being goods returned of Inv... No: INN00001 dated 01/02/...				<b>6</b>	
1	AA001...	ACCA Auditing	3 books	100.00	T3	51100.02	300.00
2	AT001...	ACCA Tax Planning	2 books	150.00	T3	51100.02	300.00
3	AL002...	LCCI Bookkeeping And Acco... - Author : Frank Wood - International Students Ed...	50 books	80.00	T3	51100.02	4,000.00

New Item **7** Save **9** New **10**

Subtotal: 4,600.00

Tax: 230.00

Total: \$ **8** 4,830.00 **3**

For Help, press F1

**Figure 6-6**  
*Issue Credit Note*



1. Select the A/R (Customer) Code.
2. The Credit Note No. is automatically generated.
3. Under Our Reference No., select the invoice against which you want to match this credit note.
4. Select the Control Centre, if any.
5. Select the item, key in the quantity and select the tax type, if applicable. The tax amount will be calculated based on the tax type selected.
6. The default G/L code will appear here. You can change it if you need to post to a different account.
7. Click 'New Item' to add more item to your credit note.
8. The total amount will be shown here, inclusive of tax, if any.
9. Click 'Save', 'Preview' or 'Print' if you want to save, preview or print your credit note.
10. Click 'New' to create a new credit note.
11. Click here if you want to change the format of your credit note. (Refer Chapter 13 - Customize Report).

**Issue Purchase Order - Inventory Control**

File View Entry Inquiry Report Maintenance Help

GL A/R A/P IN ST

A/P Code: AR001 **1** Purchase Order Format: **10** Purchase Order No: PO 00001 **2**

Name: A Red Ltd  
 Contact: Ms Helan  
 Address: 1 A Red St.  
 A Red County

Date: 01/01/2000  
 Your Reference No: QN001/00  
 Our Reference No: Verbal  
 Analysis Code: David  
 Terms: 60 days

ITEM	CODE	DESCRIPTION	QUANTITY	UNIT	PRI	TAX	GL CODE	AMOUNT
1	SM00...	Microst Power Point 2000	10000	bo...	17.00	T3	61100.01	170,000.00
2	AT001...	ACCA Tax Planning	15000	bo...	56.72	T3	61100.02	850,800.00
3	CM00...	CIMA Management Accounting	10000	bo...	50.00	T3	61100.02	500,000.00
4	AL002...	LCCI Bookkeeping And Account... - Author: Frank Wood - International Students Edition	10000	bo...	20.54	T3	61100.02	205,400.00

**3** **5**

**6** **8** **9**

New Item Save New  
 Insert Item Preview Delete  
 Delete Item Print Exit

Subtotal: 1,726,200.00  
 Tax: 86,310.00  
 Total: \$ 1,812,510.00 **7**

For Help, press F1 22 NUM

**Figure 6-7**  
*Issue Purchase Order*

1. Select the A/P (Supplier) Code.
2. The Purchase Order No. is automatically generated.
3. Select the item, key in the quantity and unit price.
4. Select the tax type, if applicable. The tax amount will be calculated based on the tax type selected.
5. The default G/L code will appear here. You can change it if you need to post to a different purchase account.
6. Click 'New Item' to add more item to your purchase order.
7. The total amount will be shown here, inclusive of tax, if any.
8. Click 'Save', 'Preview' or 'Print' if you want to save, preview or print your purchase order.
9. Click 'New' to create a new credit note.
10. Click here if you want to change the format of your purchase order. (Refer Chapter 13 - Customize Report).

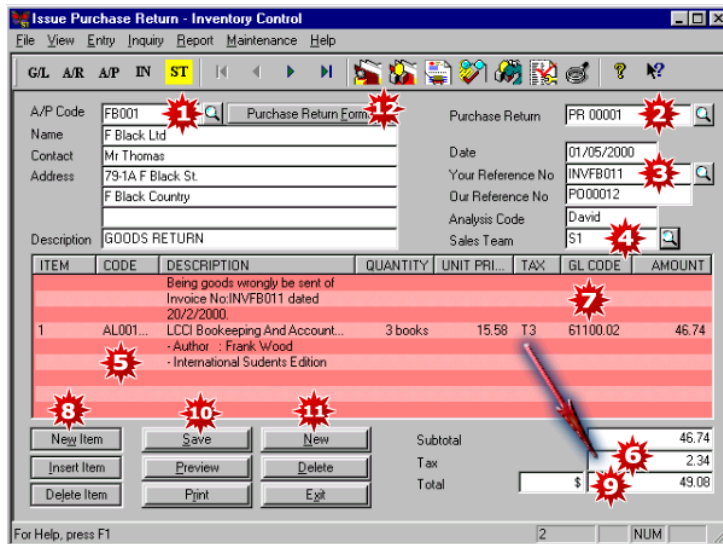
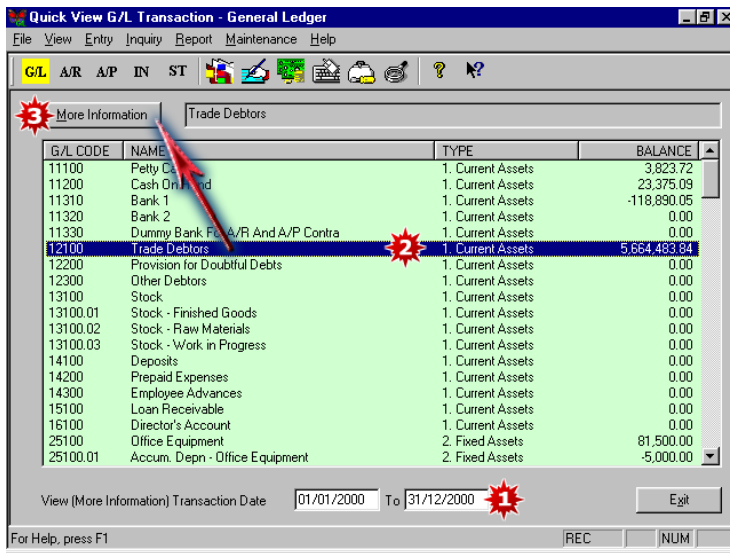


Figure 6-8  
Issue Purchase Return



1. Select the A/P (Supplier) Code.
2. The Purchase Return No. is automatically generated.
3. Under Your Reference No., select the supplier's invoice against which you want to match this purchase return.
4. Select the Control Centre, if any.
5. Select the item, key in the quantity and unit price.
6. Select the tax type, if applicable. The tax amount will be calculated based on the tax type selected.
7. The default G/L code will appear here. You can change it if you need to post to a different account.
8. Click 'New Item' to add more item to your purchase return.
9. The total amount will be shown here, inclusive of tax, if any.
10. Click 'Save', 'Preview' or 'Print' if you want to save, preview or print your purchase return note.
11. Click 'New' to create a new purchase return note.
12. Click here if you want to change the format of your purchase return note. (Refer Chapter 13 - Customize Report).

# Chapter 7 Quick View (Inquiry)

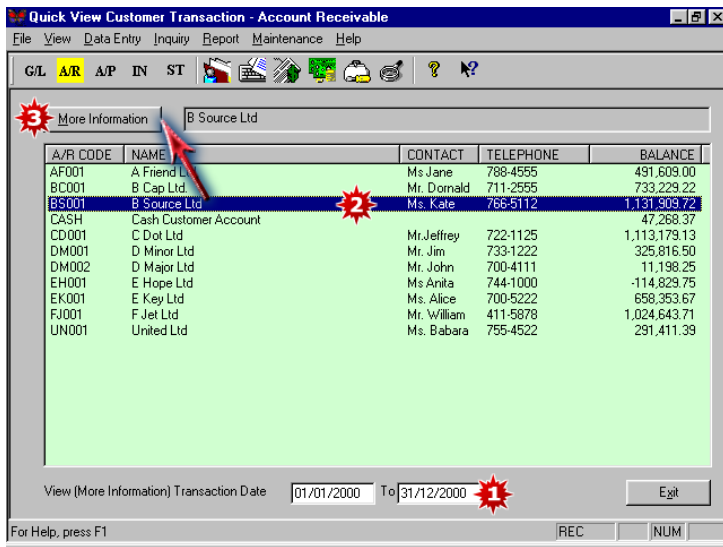


**Figure 7-1**  
Quick View G/L Transaction



1. To view the transactions in a specified period, key in the date range here.
2. Highlight the account you wish to view.
3. Click 'More Information' and all the transactions of the selected account within the specified period will appear.

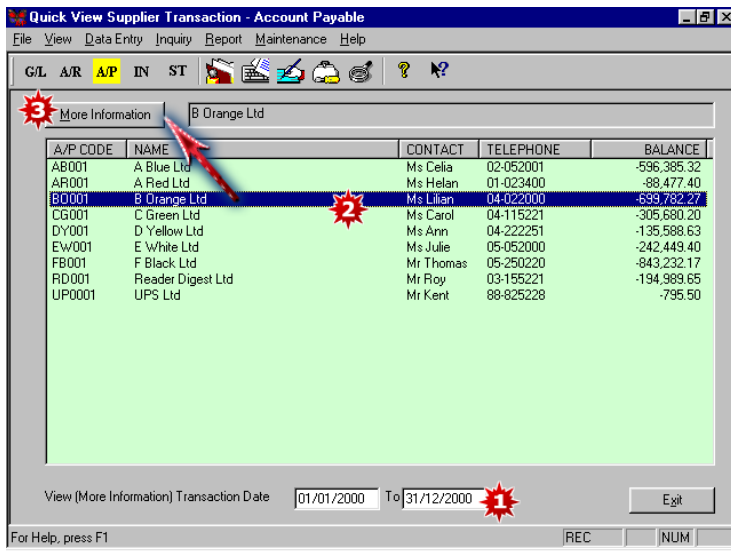
## Chapter 7 Quick View (Inquiry)



**Figure 7-2**  
*Quick View A/R Transaction*

1. To view the transactions of a particular customer in a specified period, key in the date range here.
2. Highlight the customer you wish to view.
3. Click 'More Information' and all the transactions of the selected customer within the specified period will appear.





**Figure 7-3**  
*Quick View A/P Transaction*



1. To view the transactions of a supplier in a specified period, key in the date range here.
2. Highlight the supplier you wish to view.
3. Click 'More Information' and all the transactions of the selected supplier within the specified will appear.

## Chapter 7 Quick View (Inquiry)

Quick View Inventory Transaction - Inventory Control

File View Entry Inquiry Report Maintenance Help

G/L A/R A/P IN ST

More Information ACCA Tax Planning

ITEM CODE	DESCRIPTION	UNIT COST	UNIT PRICE	BALANCE
AA001/00	ACCA Auditing	50.00	100.00	7,753.00
AL001/00	LCCI Bookkeeping And Accounts 1	15.58	60.00	10,349.00
AL002/00	LCCI Bookkeeping And Accounts 2	20.54	80.00	6,644.00
AT001/00	ACCA Tax Planning	56.72	150.00	6,815.00
CM001/00	CIMA Management Accounting	50.00	100.00	26,513.00
MR001/00	Reader Digest	5.00	13.50	42,674.00
MV001/00	Vogue Magazine	2.57	5.00	1,069.00
PA4001	A4 210 x297 mm	5.00	7.00	11,285.00
PA5001	A5 148 x 210mm	6.00	8.00	36,302.00
PB001-BL	Parker Black Colour	1.53	2.90	5,715.00
PB4001	Computer Paper 1ply 9.5x11 (1600)	28.00	32.00	8,500.00
PF001	Folio 81/2x 12 in	6.00	7.50	-6,871.00
PL8001	Letter 8 x 12 in	7.00	8.50	11,780.00
PP001-B	Parker Blue Colour	0.30	1.00	14,512.00
PR001-R	Parker Red Colour	1.53	2.90	5,861.00
RB001-BL	Red Leaf Black Colour	0.30	1.00	4,340.00
RP001-B	Red Leaf Blue Colour	0.30	1.00	-3,164.00

View (More Information) Transaction Date 01/01/2000 To 31/12/2000

Exit

For Help, press F1 REC NUM

**Figure 7-4**  
Quick View Inventory Transaction



1. To view all the transactions of an inventory item in a specified period, key in the date range here.
2. Highlight the inventory item you wish to view.
3. Click 'More Information' and all the transactions of the selected inventory item within the specified period will appear.

# Chapter 8 Error Correction

Note

1. If you are NOT SURE how to correct your mistakes, you could erase the transaction(s) below.
2. Remember to Update To G/L each correction before you key in the next correction, or before exit.

G/L CODE	NAME	REF NO	DESCRIPTION	TYPE	TOTAL DEBIT	TOTAL CREDIT
72402	Motor Vehicle R...	7082	Motor Vehicle X	T3	598.50	
72401	Motor Vehicle In...	7082	Motor Vehicle X	T3	1,732.50	
25600	Motor Vehicles	7082	Motor Vehicle X	T3	121,275.00	
11310	Bank 1	SUS178063	Motor Vehicle X			123,606.00

Total 123,606.00 123,606.00

Figure 8-1  
G/L Error Correction



1. Key in the Transaction No. or select the Transaction No. in which error occurs.
2. The Control Centre will appear automatically if the transaction has been posted to that control centre.
3. The affected transactions will appear in the light yellow window. Highlight the transaction and all the details of that transaction will appear in the white boxes above.
4. Click on the Finder button to change the G/L code if the wrong account has been posted earlier.
5. Change the description, if applicable.
6. Change the debit or credit amount, if necessary.
7. Click 'Add G/L Item' if you need to post to more G/L accounts.
8. Click 'Erase G/L Item' if you want to remove the account.
9. Be sure that your debit and credit amounts tally.
10. Remember to click 'Update To G/L' before you exit for the changes to be updated into your system.

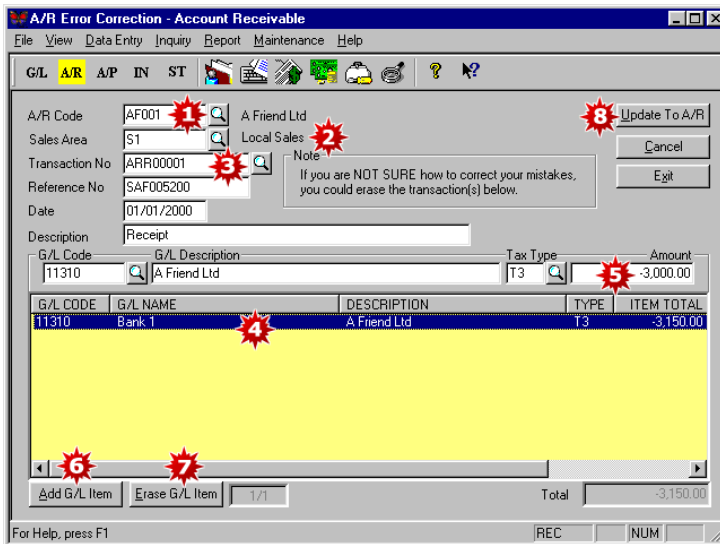
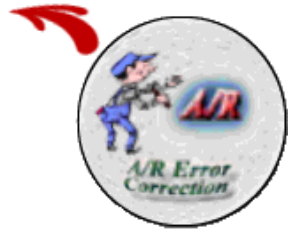
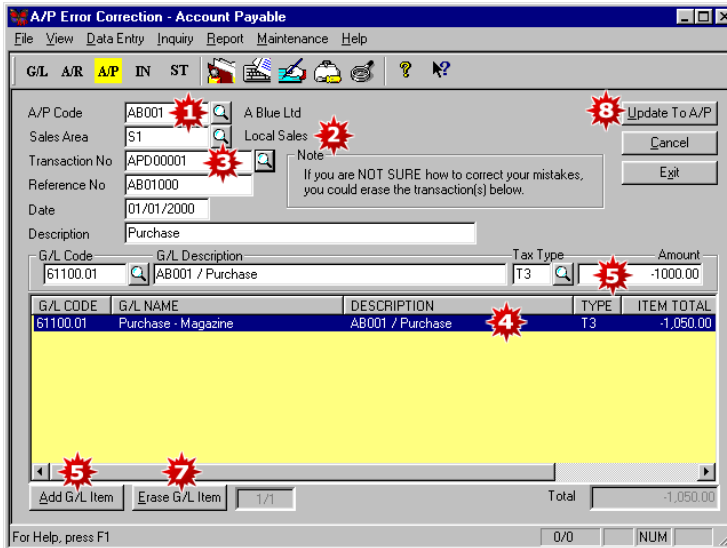


Figure 8-2  
A/R Error Correction



1. Select the A/R (Customer) Code in which error occurs.
2. The Control Centre will appear automatically if the transaction has been posted to that control centre.
3. Click on the Finder button to find the Transaction No. to which to make changes.
4. The selected transaction will appear in the light yellow window. Highlight the transaction and all the details of that transaction will appear in the white boxes above.
5. Make the necessary changes to the G/L code, description, tax type or amount.
6. Click 'Add G/L Item' if you need to post to more G/L accounts.
7. Click 'Erase G/L Item' if you want to remove the account.
8. Remember to click 'Update To A/R' before you exit for the changes to be updated into your system.



**Figure 8-3**  
A/P Error Correction



1. Select the A/P (Supplier) Code in which error occurs.
2. The Control Centre will appear automatically if the transaction has been posted to that control centre.
3. Click on the Finder button to find the Transaction No. to which to make changes.
4. The selected transaction will appear in the light yellow window. Highlight the transaction and all the details of that transaction will appear in the white boxes above.
5. Make the necessary changes to the G/L code, description, tax type or amount.
6. Click 'Add G/L Item' if you need to post to more G/L accounts.
7. Click 'Erase G/L Item' if you want to remove the account.
8. Remember to click 'Update To A/P' before you exit for the changes to be updated into your system.

## **Chapter 8 Error Correction**

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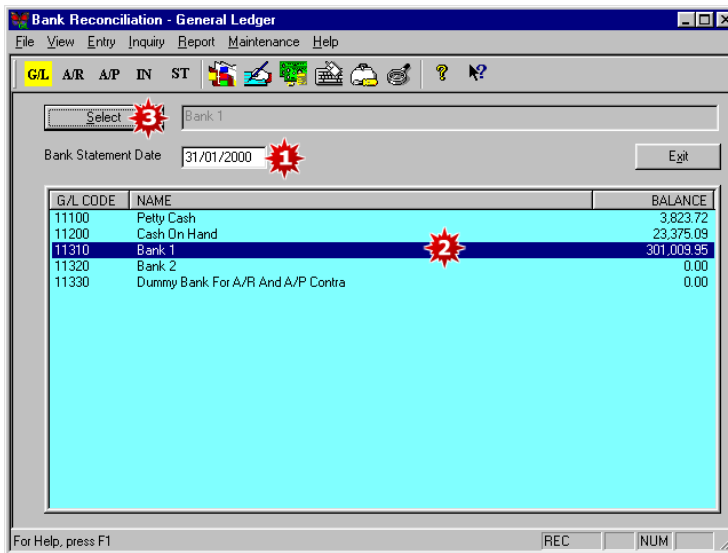
### **Tips:**

For editing documents, such as invoices, which have been saved, do the following:-

1. Go to Invoicing Control module.
2. Click on 'Issue Invoice'.
3. Click on the Finder button at the end of Invoice No.
4. A drop down list appears.
5. Select the invoice you want to edit.
6. Make the necessary amendments and click save.

The same steps apply when editing other documents such as Quotation, Sales Order, Delivery Order, Credit Note, Cash Bill, Purchase Order and Purchase Return.

## Chapter 9 Bank Reconciliation



*Figure 9-1  
Bank Reconciliation*



1. Key in the date of your bank statement.
2. Highlight the bank you wish to reconcile.
3. Click 'Select' and a screen showing all the transactions you have keyed in appears.

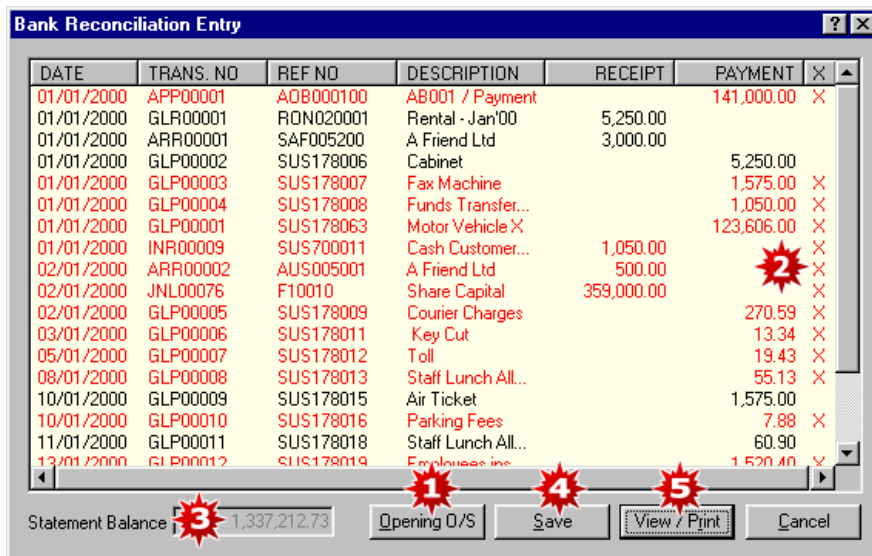


Figure 9-2  
Bank Reconciliation Entry

1. If you are doing your bank reconciliation for the first time using this system, click 'Opening O/S' to key in any outstanding cheques/receipts. (Refer Chapter 9-4)
2. Click on the receipts and payments that appear on your bank statement and the item lines will change from black to red with an 'X' sign at the end of each of the item line.
3. After you have finished, you will notice that that the 'Statement Balance' shown here will agree with your bank statement balance. If this is the case, you have reconciled your bank statement with your system balance.
4. Click 'Save' to save your work.
5. You can click 'View/Print' to view or print your bank reconciliation statement.

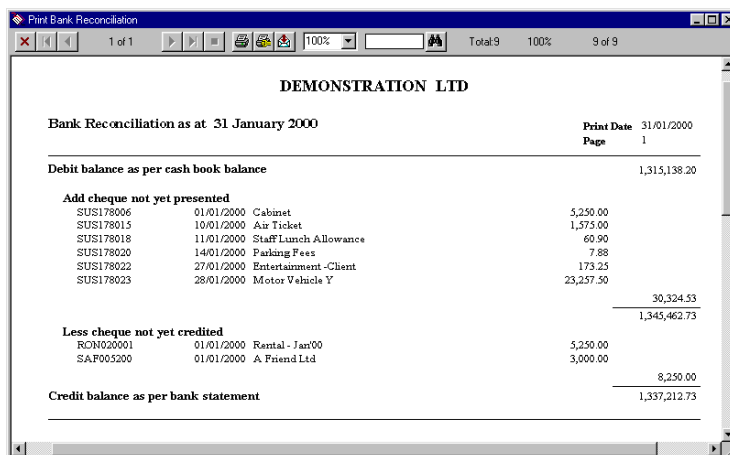


Figure 9-3  
Bank Reconciliation Report



Opening Bank Statement

Date **1** 31/12/1999 **6** Save

Reference No **2** 0/Bal **5** Add

Description **3** Opening Balance Erase

Receipt **4** 10,000.00 Exit

Payment 0.00

DATE	REF NO	DESCRIPTION	O/S RECEIPT	O/S PAYME...
31/12/1999	0/bal	Opening Balance	10,000.00	0.00

**Figure 9-4**  
*Opening O/S Bank Statement*

1. Key in the date of receipt/payment.
2. Key in the Reference No.
3. Key in the description.
4. Key in any outstanding receipt/payment and the entry will appear on the light blue screen at the bottom of the window.
5. Click 'Add' to key in more outstanding receipt/payment.
6. When you have finish, click 'Save'. Click 'OK' to accept.

The opening entries you have keyed in here will appear on the Bank Reconciliation Entry screen for you to mark if they appear on your bank statement.

## Chapter 10 Closing Inventory Entry

ST	13100.01	13100.02	13100.03
2001	Finished Goods	Raw Materials	Work in Progress
January	6,000.00	0.00	0.00
February	7,000.00	0.00	0.00
March	5,040.00	0.00	0.00
April	3,650.00	0.00	0.00
May	4,800.00	0.00	0.00
June	3,650.00	0.00	0.00
July	2,000.00	0.00	0.00
August	500.00	0.00	0.00
September	100.00	0.00	0.00
October	1,600.00	0.00	0.00
November	700.00	0.00	0.00
December	5,005.00	0.00	0.00

Mark here if you do not want to run month end inventory. Opening inventory will be carriage forward as your month end inventory.

Accept Help Cancel

Figure 10-1  
Closing Inventory Entry



The Closing Inventory Entry Table is designed so that you can do away with the usual monthly closing inventory journals. The system will automatically update the inventory figure you key into this table to the Trial Balance, Profit & Loss Account and Balance Sheet. The closing inventory of the previous month will automatically become the opening inventory of the current month.

To get to this table, simply click the 'Closing Inventory Entry' icon on the General Ledger Module.

1. Select the control centre, if any (eg. branch).
2. Select the accounting year.
3. Select the default finished goods account.
4. Select the default raw materials account.
5. Select the default work-in-progress account.
6. Key in the finished goods inventory value.
7. Key in the raw materials inventory value.
8. Key in the work-in-progress inventory value.
9. Put a tick in the white box if you do not want to run month end inventory. In this case, the opening inventory will automatically be carried forward as the closing inventory.
10. Click 'Accept' to save.

## Chapter 11 Tax And Locking Date Setting

**Tax Type Setting**

Tax Type: T3 **1**

Description: 5% Taxable **2**

Tax Rate: 5 % **3**

Buttons: Save **6**, Delete, New/Cancel, Exit

G/L Tax Code

Input Tax (Purchases): 32100 **4** Purchase/Input Tax

Output Tax (Sales): 32200 **5** Sales/Output Tax

*Figure 11-1  
Tax Type Setting*



On the main screen, click 'Tax Setting'. A 'Tax Type Setting' screen appears.

1. Key in a tax type.
2. Key in the description.
3. Key in the tax rate.
4. Select the Purchase/Input Tax default account.
5. Select the Sales/Output Tax default account.
6. Click 'Save' to accept.

**Search**

Tax Type: T0

Buttons: OK, Cancel

Tax Type	Description
T0	Non-Taxable
T1	1% Taxable
T2	3% Taxable
T3	5% Taxable
T4	12% Taxable
T5	16% Taxable
T6	17% Taxable
T7	17.5% Taxable
T8	22% Taxable

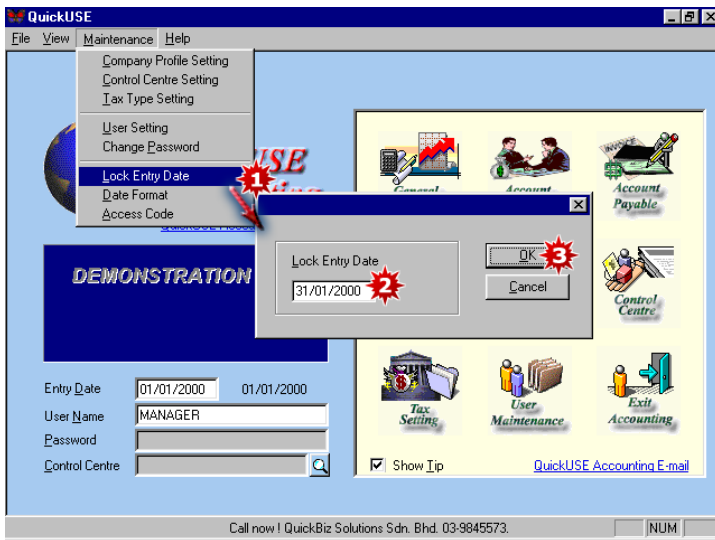


Figure 11-2  
Lock Entry Date Setting

1. On the main screen, click on the 'Maintenance' menu. Click on 'Lock Entry Date'.
2. Key in the Lock Entry Date.
3. Click 'OK' to save. The system will lock all transactions created before the specified date. You can neither change nor update any data with dates before the 'Lock Entry Date'. However, should you need to change any data before this date, the authorized personnel can still change the 'Lock Entry Date' to an earlier date to allow changes to be made.

## Chapter 12 Backup And Restore Data

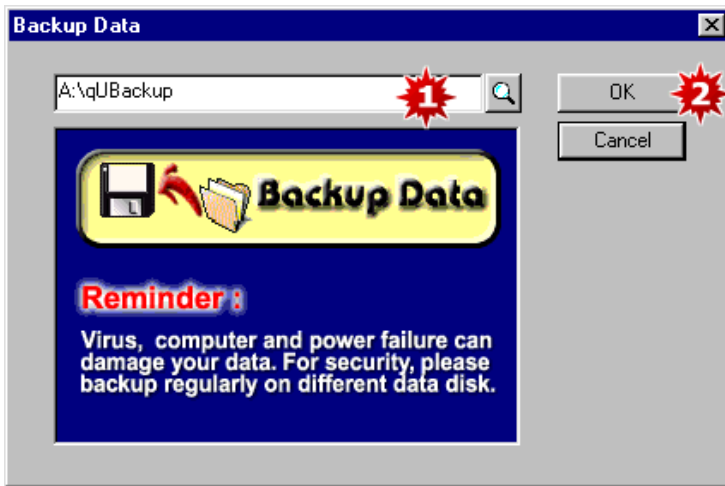
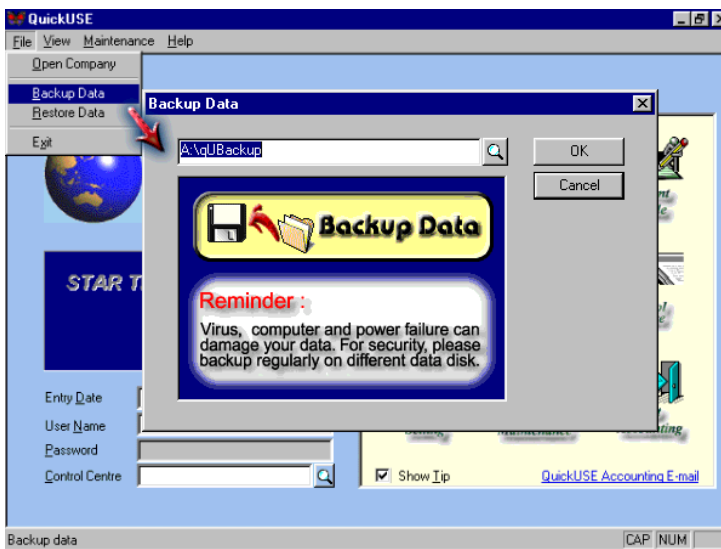


Figure 12-1  
Backup Data



1. When you click "Exit Accounting', a screen pops out to remind you to back up your data. You may back up your data on an external source like your floppy disk or on your hard disk.
2. Once you have selected your destination, click 'OK'. A message showing 'The backup has been successful' will appear if the backup has been done correctly.



Alternatively, you can click on 'File' on the menu bar and click 'Backup Data'.

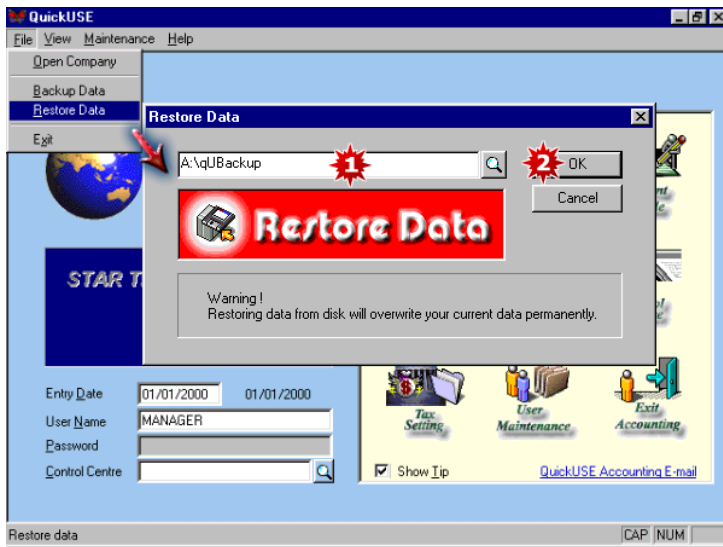
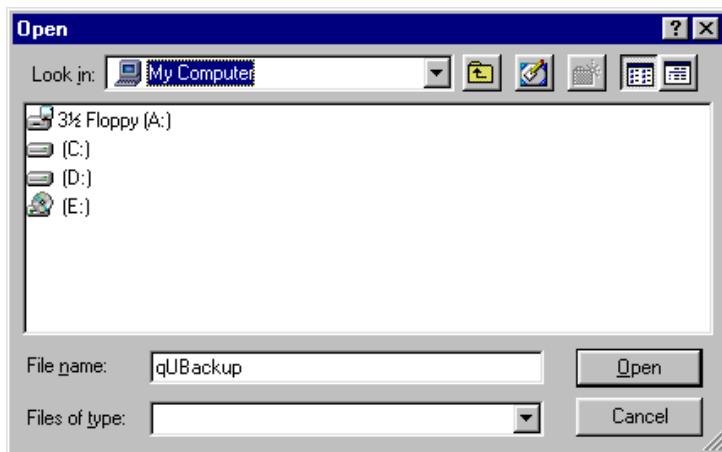


Figure 12-3  
Restore Data

1. On the main screen, click on the file menu. Click 'Restore Data'. Select the source from which to get your data by clicking on the button at the end of the white box.
2. Click 'OK' and the system will prompt a message 'Confirm restore data?'. Click 'Yes' and the system will begin to restore the data.



## Chapter 13 Customize Report And Default Setting

The screenshot shows the 'Invoice Format' dialog box with the following settings and callouts:

- 1:  Letter Head
- 2:  Header/Footer Description
- 3: Header High: 3.45 in
- 4: Invoice title field
- 5: Delivery Order No field
- 6: Item No field (8 characters)
- 7: Code field (0 characters)
- 8: Description field (40 characters)
- 9: Unit Price field (12 characters)
- 10: Quantity field (12 characters)
- 11: Amount field (12 characters)
- 12: Payment by cheque should be crossed and made payable to
- 13: "DEMONSTRATION LTD"
- 14:  Print Continue
- 15: OK button

ITEM	CODE	DESCRIPTION	UNIT PRICE	QUANTITY	AMOUNT
8	0	40	12	12	12

Subtotal	XXXXXXXXXXXX
Discount	XXXXXXXXXXXX
Tax	XXXXXXXXXXXX
Total	XXXXXXXXXXXX

Figure 13-1  
Invoice Format

You can change the format of your documents by clicking on the document format tab on the document entry screen. Let's assume that you want to change your invoice format. On the 'Issue Invoice' screen, click on 'Invoice Format'. The screen above appears.

1. Put a tick in the white box next to Letter Head, Footer and Line Format if you want your system to print an invoice with letter head, footer and with line format. If you are printing your invoice on a pre-printed letter head, you can remove the tick in the white box next to it.
2. You can also remove the header/footer description by removing the tick in the white box next to it. Likewise, you can remove the telephone and fax from your invoice by removing the tick in the white box next to it.
3. Specify the header and footer height. Specify the number of copies you want the system to generate each time you print an invoice.
4. Type in a name for this document, eg. Invoice
5. You can change the description of the fields that appears on the invoice.
6. Specify the number of characters you want for Item No.
7. If you type '0' under Code, inventory code will not appear on your invoice.
8. You can specify the number of characters you want for description. Changing the number to a bigger number will allow for a longer description.
9. Specify the number of characters for unit price.
10. Specify the number of characters for quantity. If you do not want unit price and quantity to appear on your invoice, simply type '0' under unit price and quantity.
11. Similarly, specify the number of characters for the amount field.
12. You can type in a footnote to your invoice.
13. You can also change the text here.
14. Tick 'Print Continue' if you want to print your invoice continuously.

## Chapter 13 Customize Report And Default Setting

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15. Click 'OK' to accept the invoice format.

The same steps apply if you want to make changes to Quotation, Sales Order, Delivery Order, Cash Bill, Credit Note, Purchase Order and Purchase Return Format.

Quotation Format

Sales Order Format

Delivery Order Format

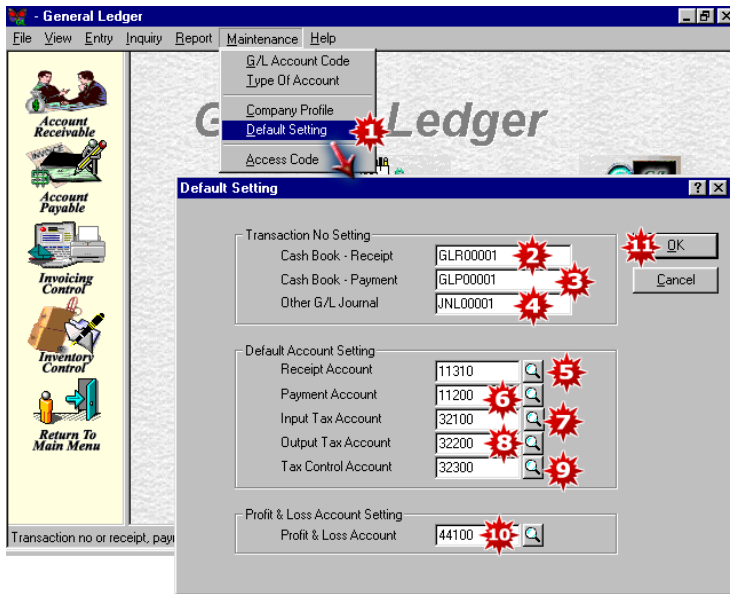
Cash Bill Format

Credit Note Format

Purchase Order Format

Purchase Return Format

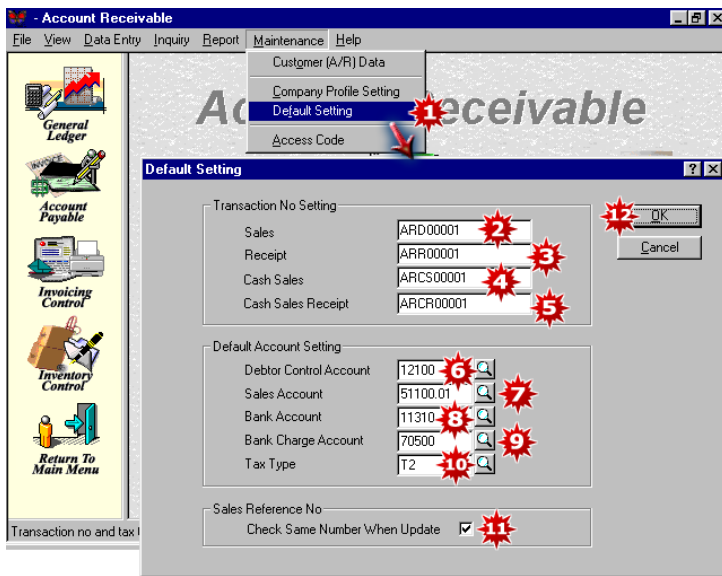




**Figure 13-2**  
*General Ledger Default Setting*

On the General Ledger Module, click on the 'Maintenance' menu. A drop-down list appears.

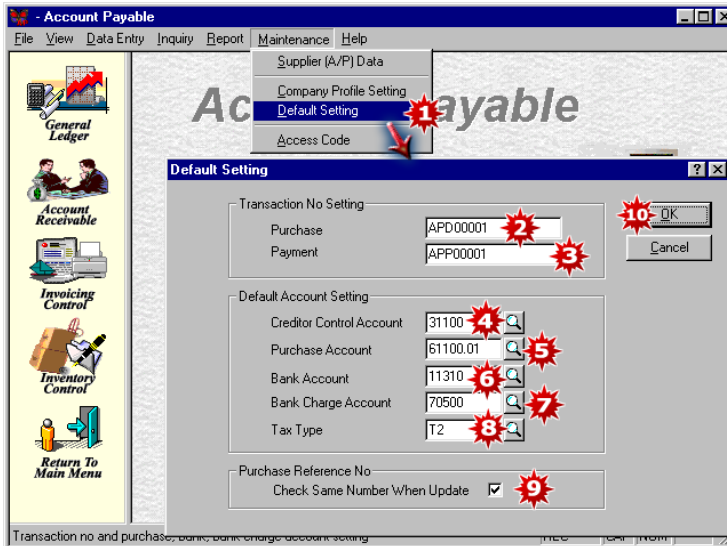
1. Click on 'Default Setting'. The 'Default Setting' screen appears.
2. Specify the next Cash Book-Receipt No.
3. Specify the next Cash Book-Payment No.
4. Specify the next G/L Journal No.
5. Select the default Receipt Account.
6. Select the default Payment Account.
7. Select the default Input Tax Account, if any.
8. Select the default Output Tax Account, if any.
9. Select the default Tax Control Account, if any.
10. Select the default Profit & Loss Account.
11. Click 'OK' to accept the default settings.



**Figure 13-3**  
Account Receivable Default Setting

On the Accounts Receivable Module, click on the 'Maintenance' menu. A drop-down list appears.

1. Click on 'Default Setting'. The 'Default Setting' screen appears.
2. Specify the next Sales transaction number.
3. Specify the next Customer Receipt transaction number.
4. Specify the next Cash Sales transaction number.
5. Specify the next Cash Sales Receipt transaction number.
6. Select the default Debtors Control account.
7. Select the default Sales account.
8. Select the default Bank account.
9. Select the default Bank Charge account.
10. Select the default Tax Type, if any.
11. The system will automatically check same Sales Reference No. during updating if you tick here. A message will appear to alert you that you have duplicated some reference numbers.
12. Click 'OK' to accept the default settings.



**Figure 13-4**  
*Account Payable Default Setting*

On the Accounts Payable Module, click on the 'Maintenance' menu. A drop-down list appears.

1. Click on 'Default Setting'. The 'Default Setting' screen appears.
2. Specify the next Purchase transaction number.
3. Specify the next Supplier Payment transaction number.
4. Select the default Creditor Control account.
5. Select the default Purchase account.
6. Select the default Bank account.
7. Select the default Bank Charge account.
8. Select the tax Type, if any.
9. The system will automatically check same Purchase Reference No. during updating if you tick here. A message will appear to alert you that you duplicated some reference numbers.
10. Click 'OK' to accept the default settings.

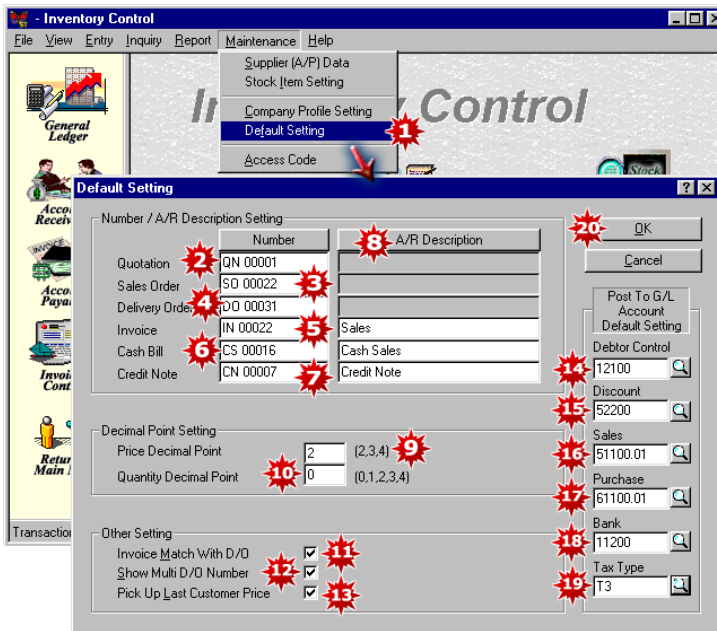
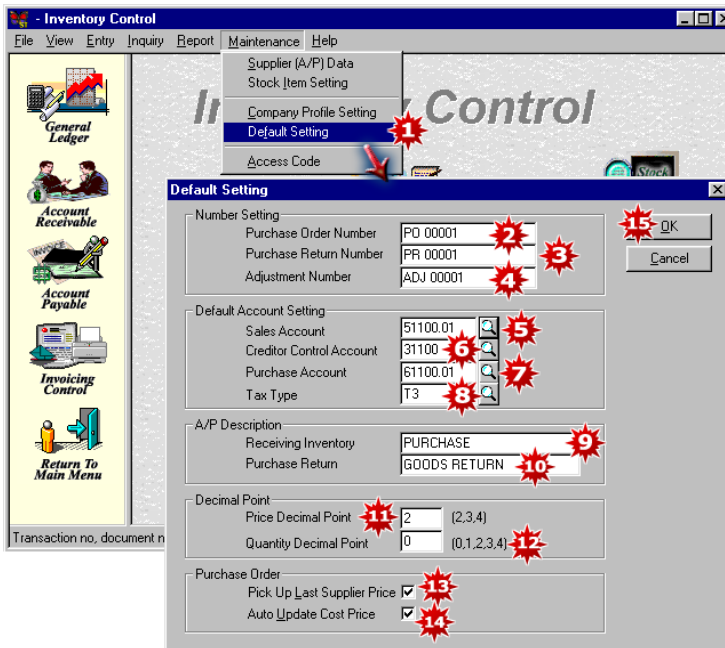


Figure 13-5  
Invoicing Control Default Setting

On the Invoicing Control Module, click on the Maintenance menu. A drop-down list appears.

1. Click on 'Default Setting'. A 'Default Setting' screen appears.
2. Specify the next Quotation No. you want the system to generate.
3. Specify the next Sales Order No.
4. Specify the next Delivery Order No.
5. Specify the next Invoice No.
6. Specify the next Cash Bill No.
7. Specify the next Credit Note No.
8. Under A/R Description, type in the description you want to see in your subsidiary ledgers.
9. Set the number of decimal point for price.
10. Set the number of decimal point for quantity.
11. Tick here if you want the system to match Invoice with D/O.
12. Tick here if you want to show multi D/O No. on your invoice.
13. Tick here if you want the system to automatically pick up the last customer price when issuing quotation, sales order, delivery note, invoice, etc.
14. Select the default G/L Debtors Control account.
15. Select the default G/L Discount account.
16. Select the default G/L Sales account.
17. Select the default G/L Purchases account.
18. Select the default G/L Bank account.

19. Select the default G/L Tax Type, if any.
20. Click 'OK' to accept the default settings.



**Figure 13-6**  
*Inventory Control Default Setting*

On the Inventory Control Module, click on the 'Maintenance' menu. A drop-down list appears.

1. Click on 'Default Setting'. The 'Default Setting' screen appears.
2. Specify the next Purchase Order No. you want the system to generate.
3. Specify the next Purchase Return No,
4. Specify the next Adjustment No.
5. Select the default Sales account.
6. Select the default Creditor Control account.
7. Select the default Purchase account.
8. Select the default Tax Type, if any.
9. Key in the A/P description for Receiving Inventory.
10. Key in the A/P description for Purchase Return.
11. Set the number of decimal point for price.
12. Set the number of decimal point for quantity.
13. Tick here if you want the system to pick up last supplier price.
14. Tick here if you want the system to automatically update the cost price.
15. Click 'OK' to accept the default settings.