Table of Contents

Chapter 1 ***Software Installation*** ***3***

: Installation
: Software Registration

Chapter 2 ***Getting Started*** ***5***

: Company Profile
: Financial Period
: Entry Date
: Log In Users Right
: System Password
: Control Center Setting

Chapter 3 ***Create Master Files*** ***7***

: Modify General Ledger Accounts
: Create Customers' Files
(Account Receivable Maintenance)
: Create Suppliers' Files
(Account Payable Maintenance)
: Create Inventory Item
(Inventory Control Maintenance)

Chapter 4 ***Opening Balances*** ***11***

: Enter General Ledger Opening Balances
: Enter Customers' Outstanding Balances
: Enter Suppliers' Outstanding Balances
: Enter Opening Inventory Balances

Chapter 5 ***Daily Data Entry*** ***15***

: Enter General Data
Cash Book Payment (Other Expenses)
Cash Book Receipt (Other Incomes)
Other G/L Journal
: Enter Customers' Data
Sales Data Entry (Without Issue Invoice To Customer)
Cash Data Entry (Without Issue Cash Bill To Customers)
Receipt From Customer
: Enter Suppliers' Data
Purchase Data Entry (Without Inventory Received From Suppliers)
Payment To Suppliers
: Enter Inventory Data
Receiving Inventory Entry
Inventory Adjustment

Chapter 6 ***Issuing Bills (Documents)*** ***31***
: Issue Quotation
: Issue Sales Order
: Issue Delivery Order
: Issue Sales Invoice
: Issue Credit Note
: Issue Debit Note
: Issue Cash Bill
: Issue Purchase Order
: Issue Purchase Return

Chapter 7 ***Quick View (Inquiry)*** ***39***

Chapter 8 ***Error Correction*** ***43***

Chapter 9 ***Bank Reconciliation*** ***47***

Chapter 10 ***Closing Inventory Entry*** ***50***

Charter 11 ***Tax And Locking Date Setting*** ***51***

Chapter 12 ***Backup And Restore Data*** ***53***

Chapter 13 ***Customize Report And Default Setting*** ***55***

Chapter 1 Installation

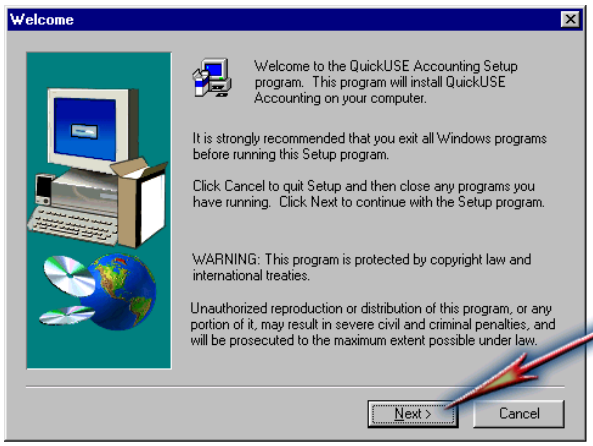


Figure 1-1
QuickUSE Accounting Setup

Welcome!
Click 'Next' to continue.

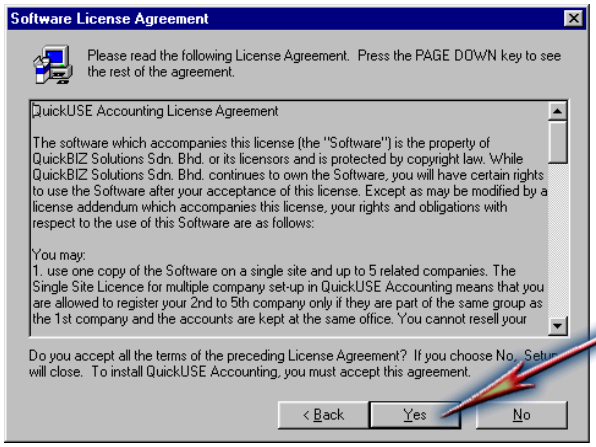


Figure 1-2
QuickUSE License Agreement

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

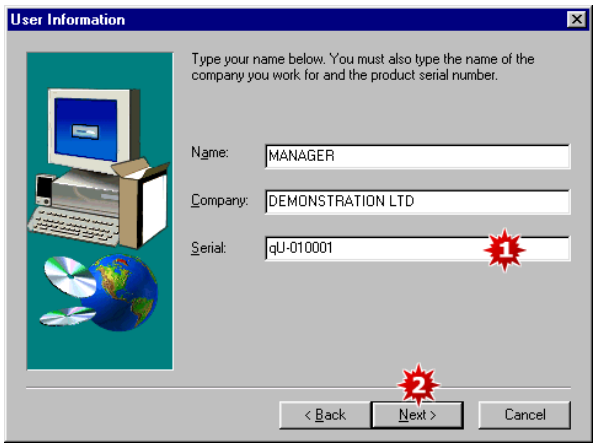


Figure 1-3
QuickUSE License Agreement

1. Type in your ID and your company's name. Fill in the serial number of your software.
2. Click 'Next' to continue.

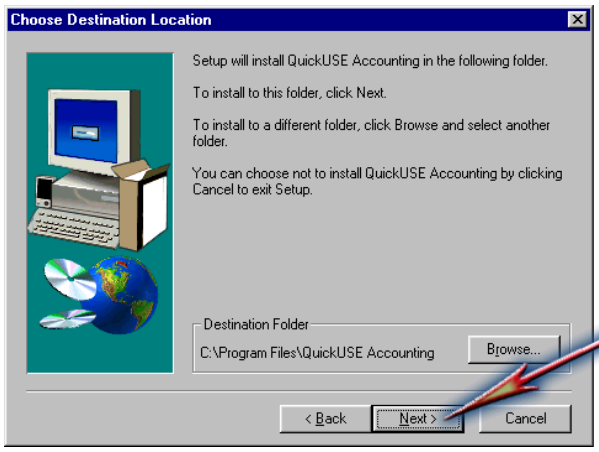


Figure 1-4
Choose Destination Location

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

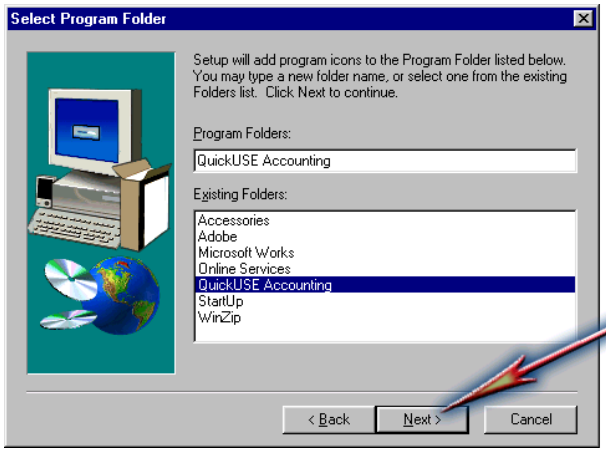


Figure 1-5
Select Program Folder

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

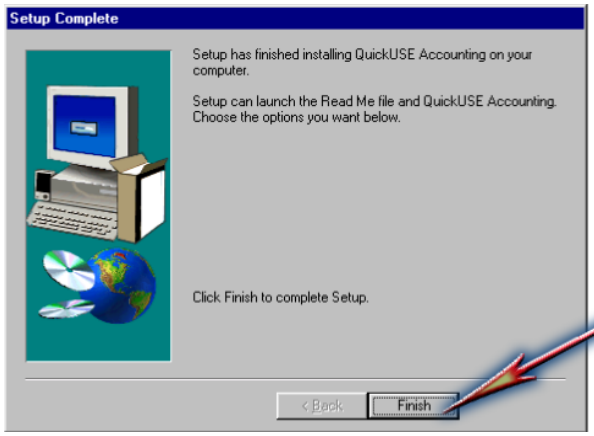


Figure 1-6
Setup Complete

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

Chapter 2 Getting Started

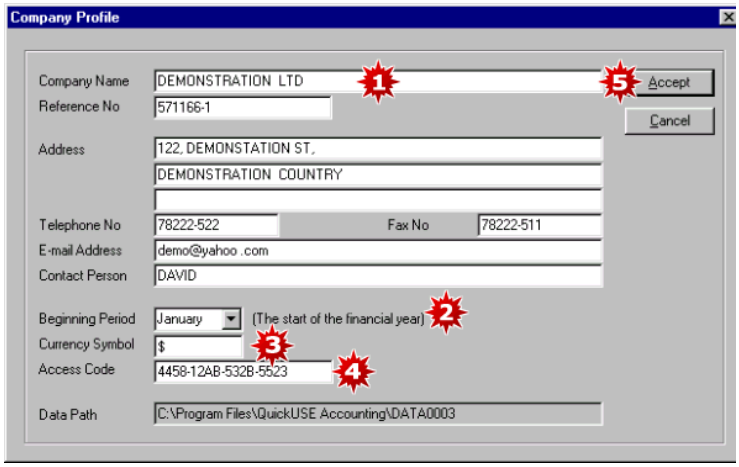


Figure 2-1
Company Profile

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.

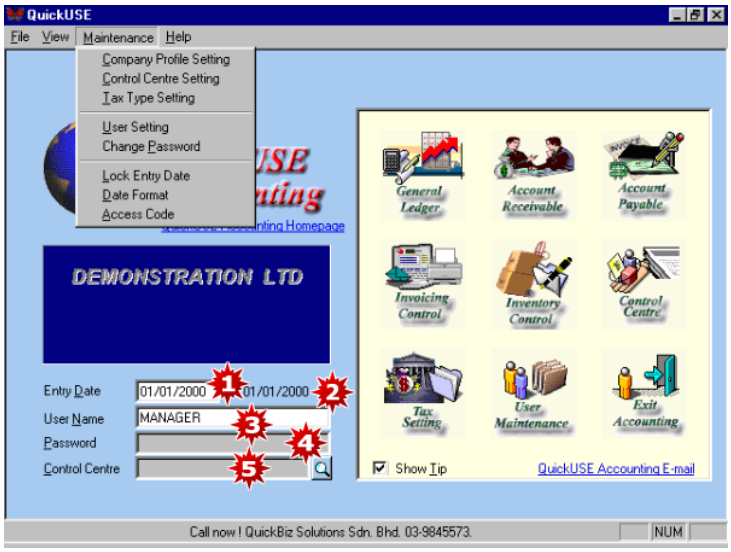


Figure 2-2
Master Menu

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.

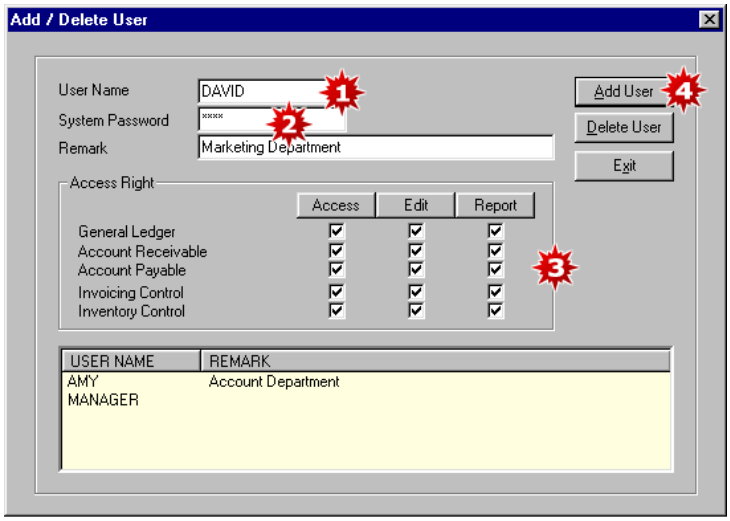


Figure 2-3
Add/Delete User

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.

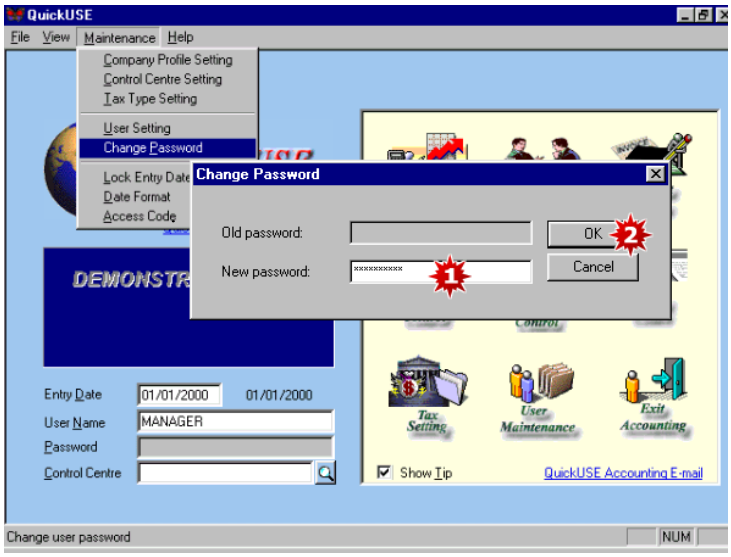


Figure 2-4
Password Setting

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

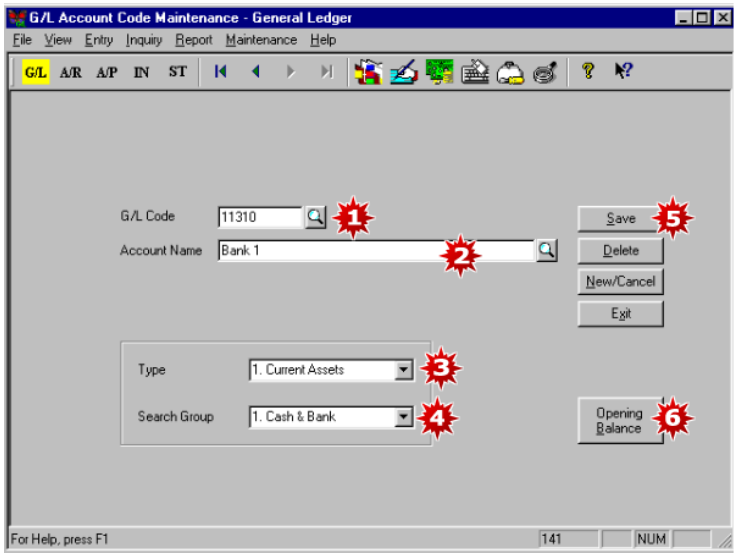


Figure 3-1
General Ledger Account Maintenance

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).

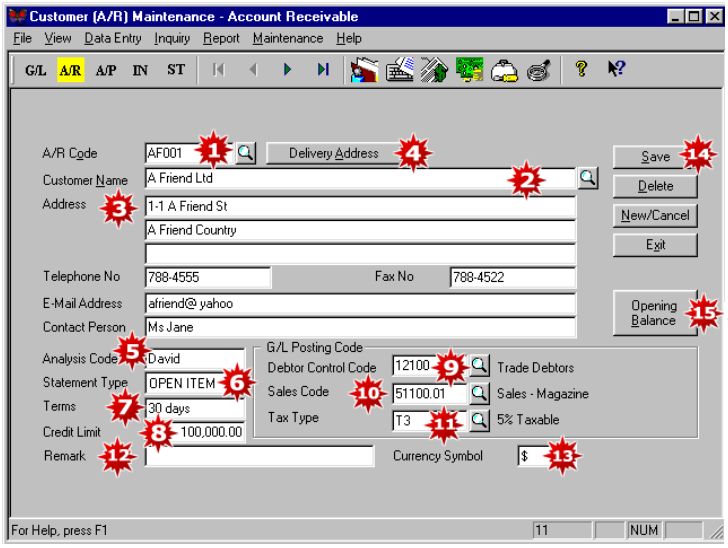


Figure 3-2
Customer (A/R) Maintenance

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).

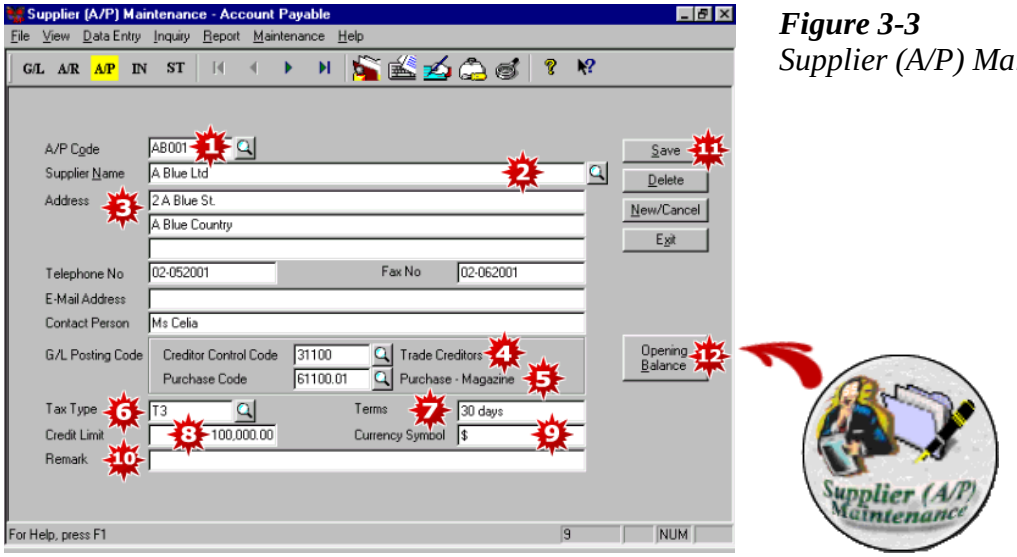


Figure 3-3
Supplier (A/P) Maintenance

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).

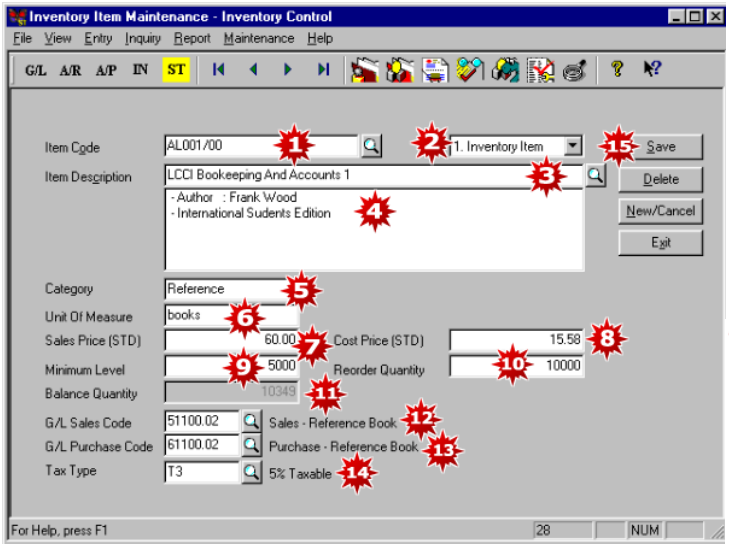
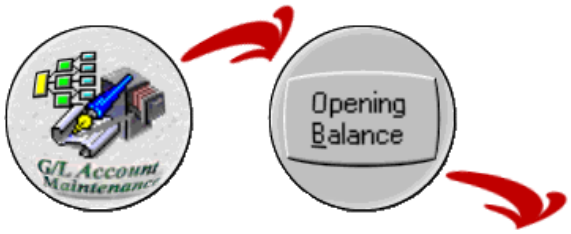


Figure 3-4
Inventory Item Maintenance

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



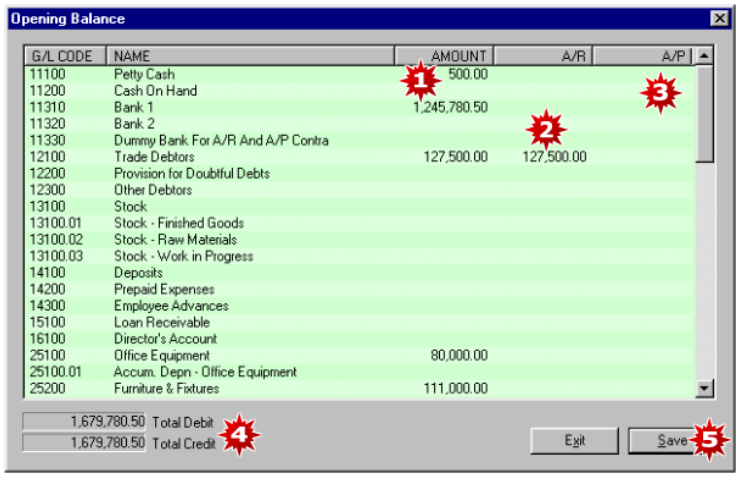


Figure 4-1
G/L Opening Balances

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).

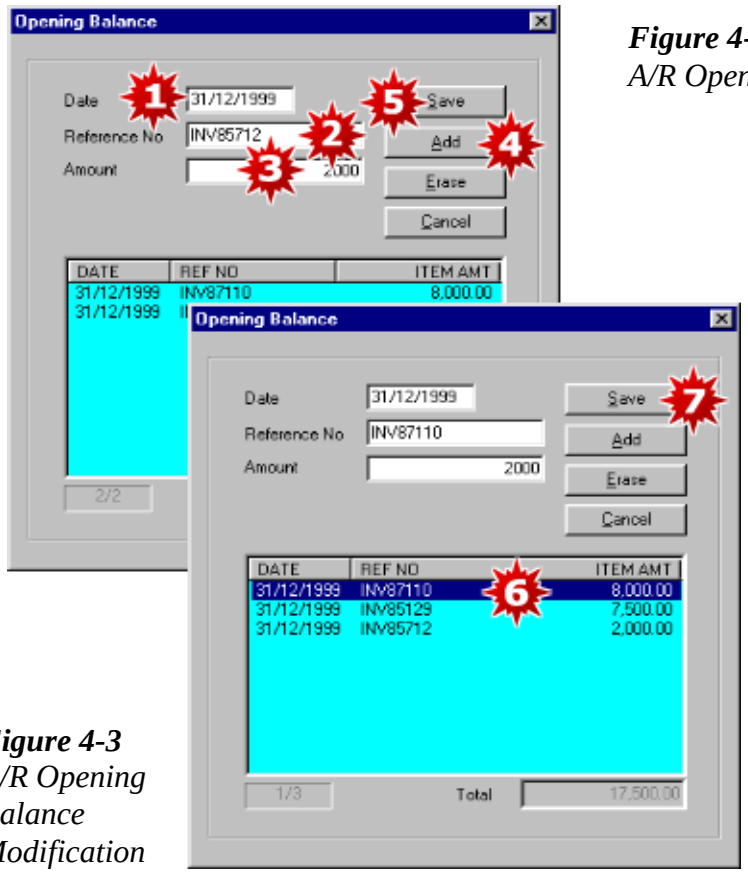


Figure 4-3
A/R Opening Balance Modification

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.

Figure 4-4
A/P Opening Balances

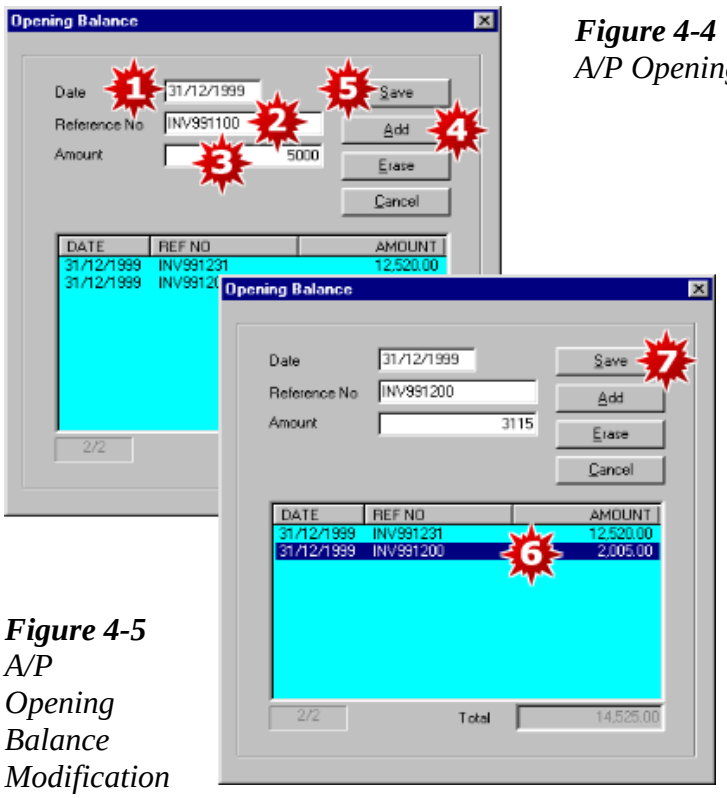


Figure 4-5
A/P Opening Balance Modification

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.

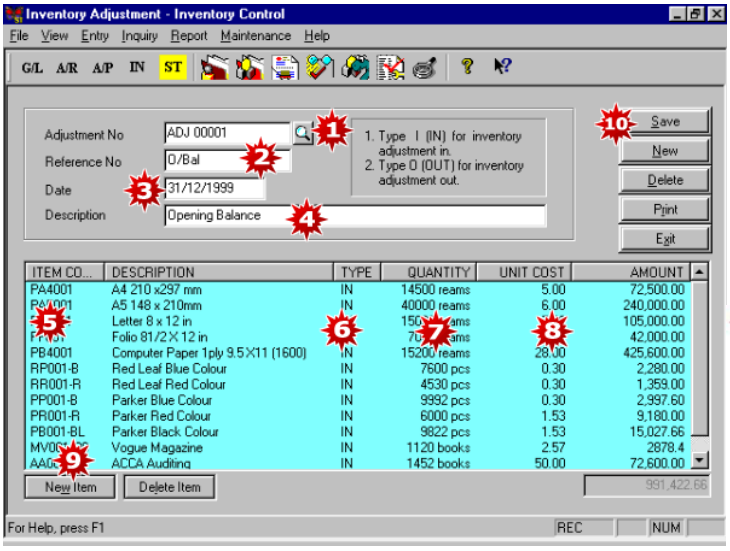


Figure 4-6
Inventory Opening Balances

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

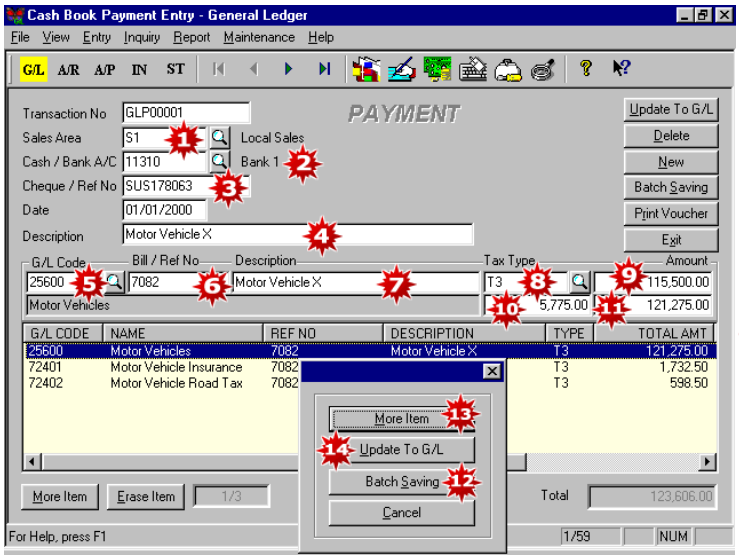


Figure 5-1
Cash Book Payment Entry

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.

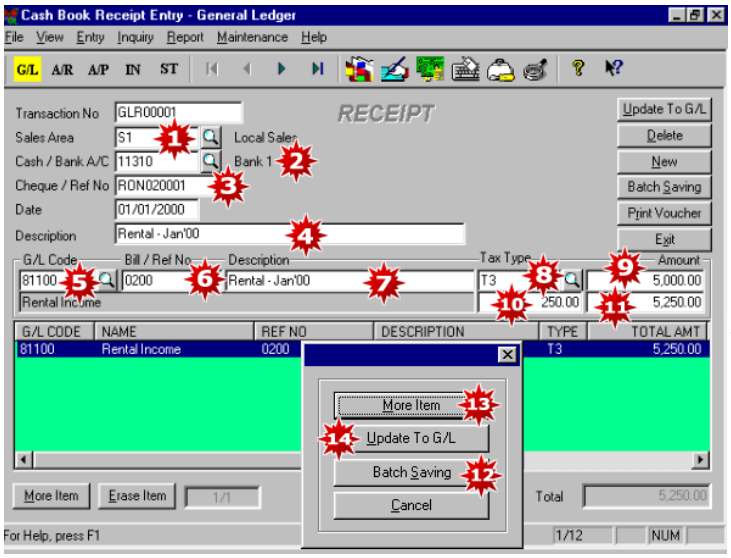


Figure 5-2
Cash Book Receipt Entry

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.

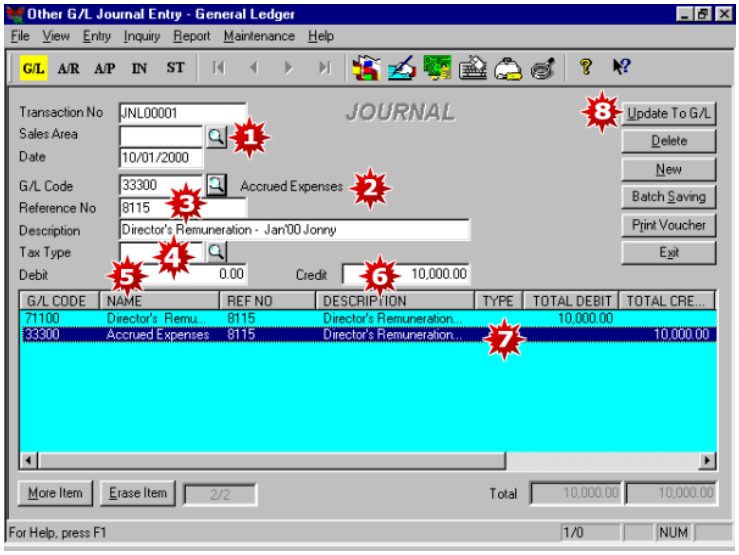


Figure 5-3
Other G/L Journal Entry

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.

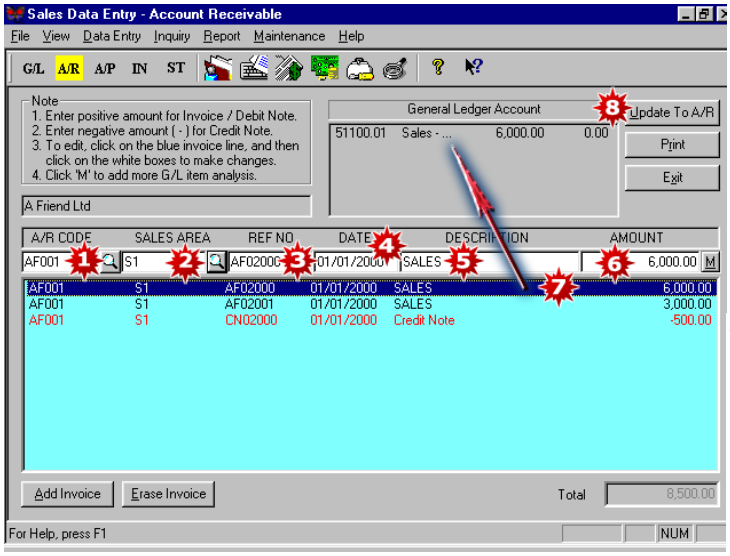
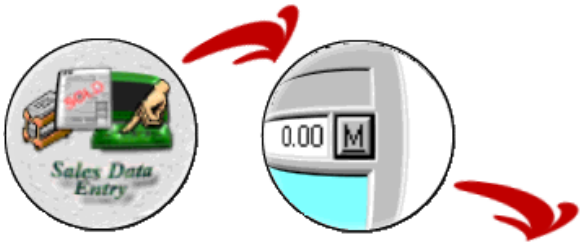
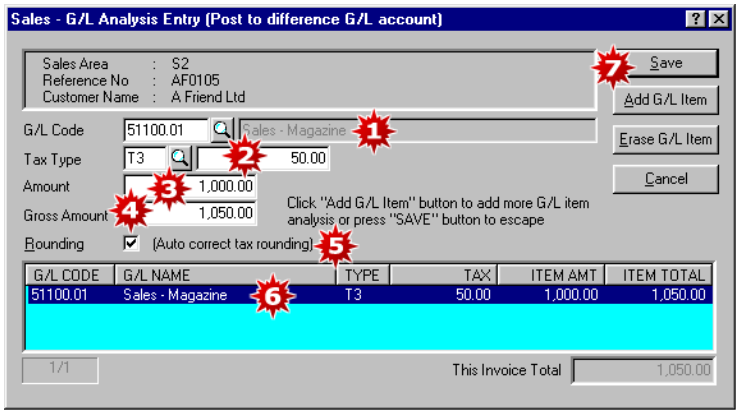


Figure 5-4
Sales Data Entry

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.





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.

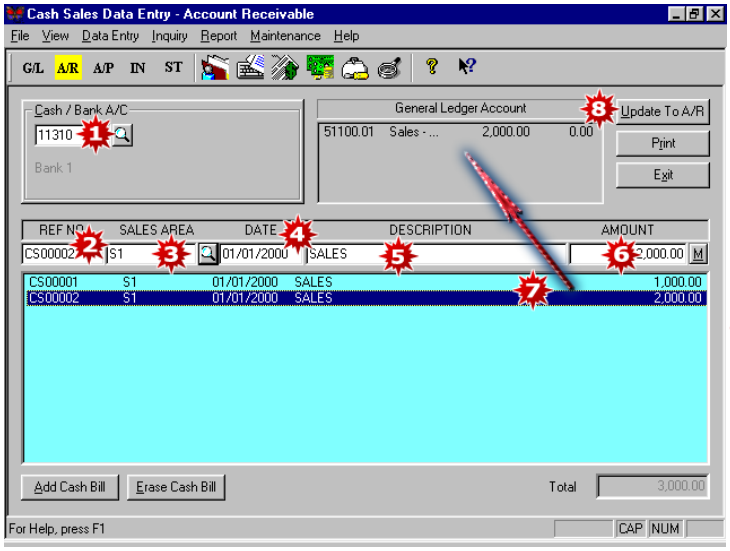
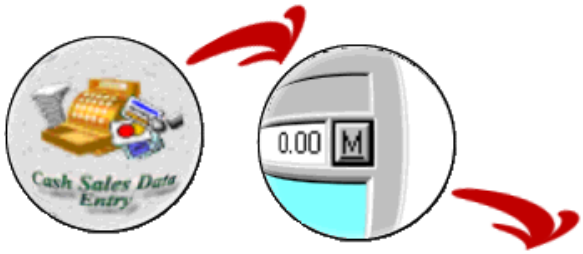
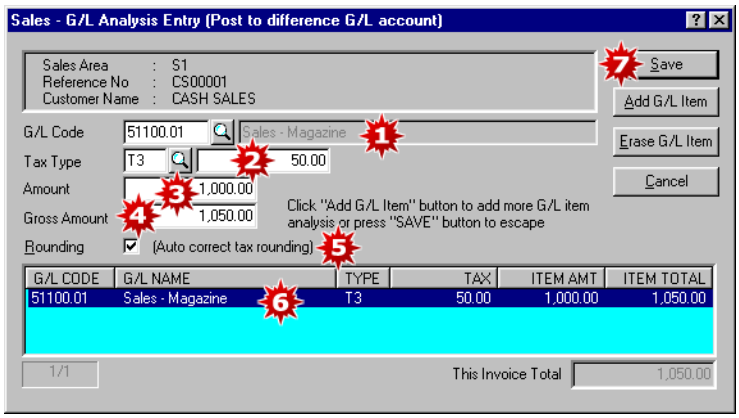


Figure 5-5
Cash Sales Data Entry

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.





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.

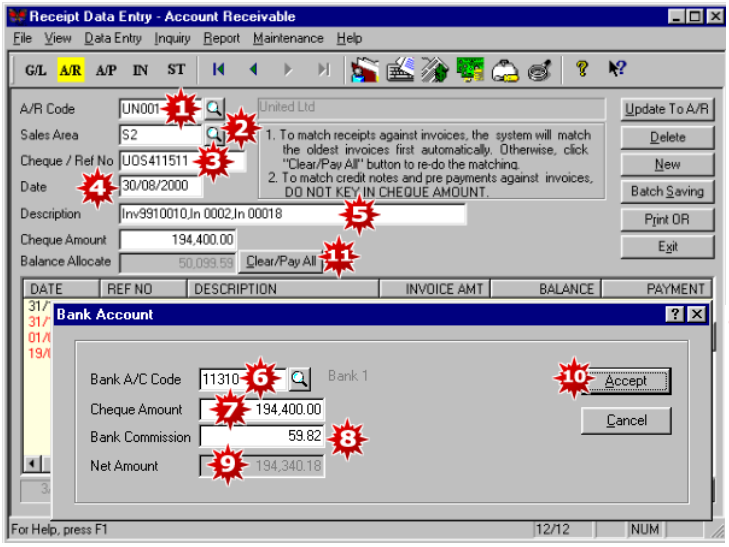
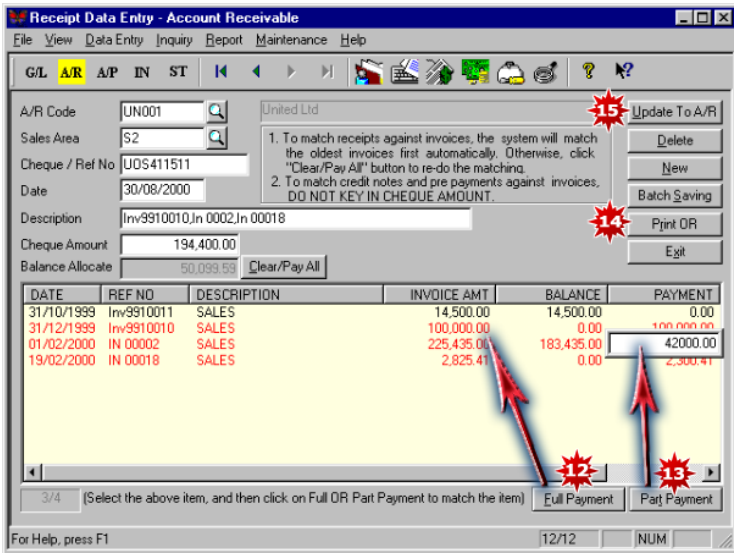


Figure 5-6
Receipt From Customer Entry

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.

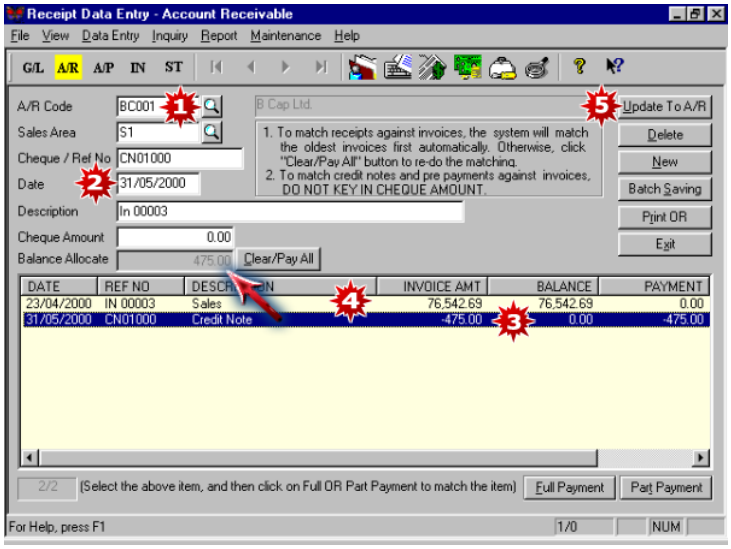


Figure 5-7
To Match Credit Note Or Prepayment

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.

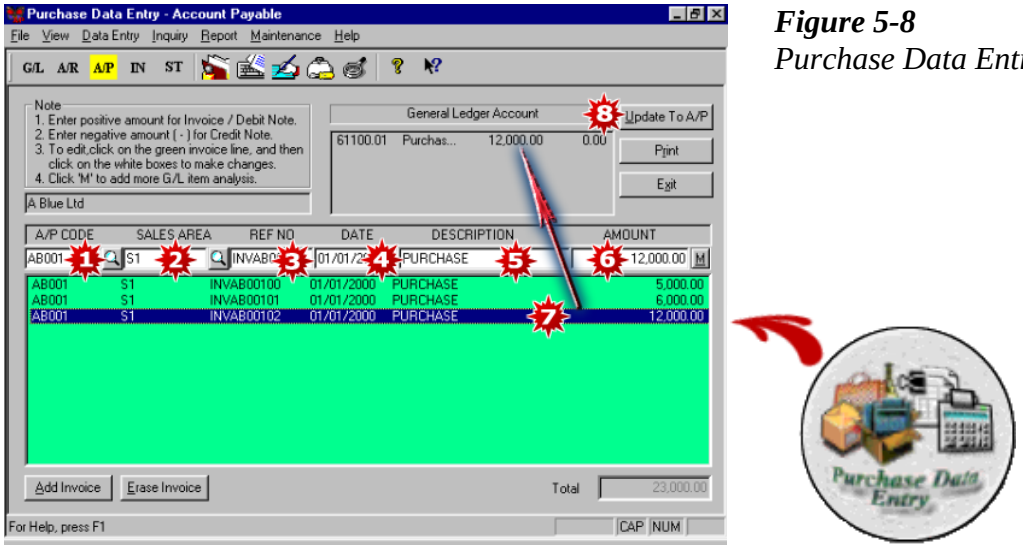
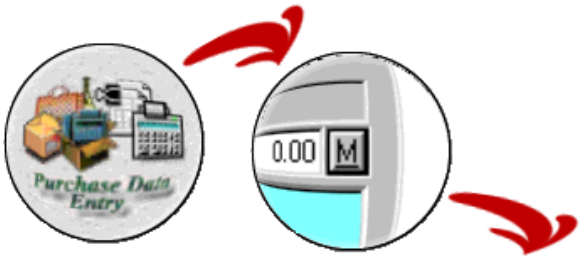
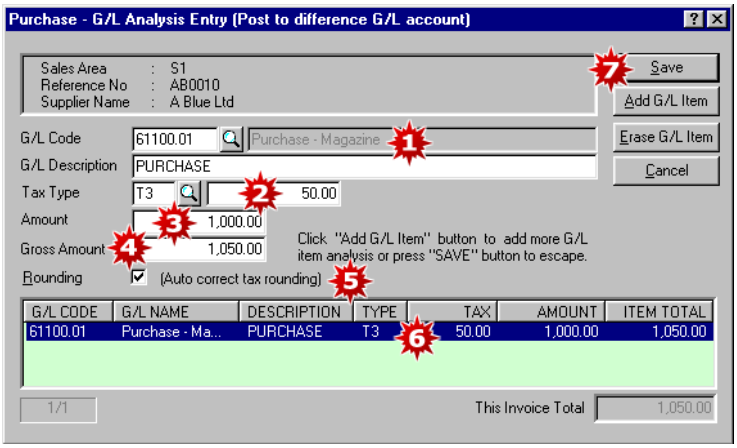


Figure 5-8
Purchase Data Entry

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'.

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.





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.

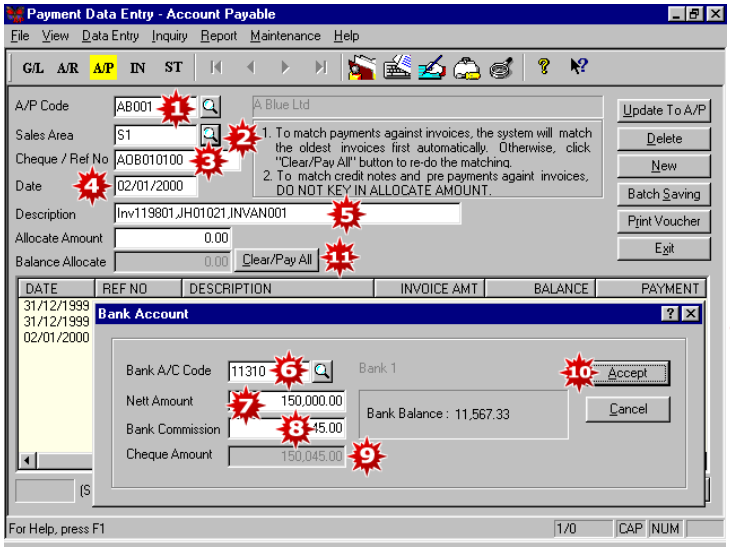
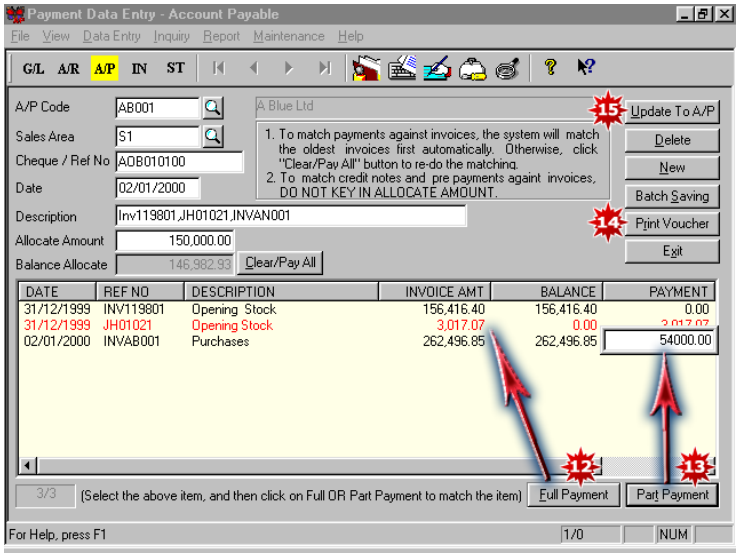


Figure 5-9
Payment To Supplier Entry

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.



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.

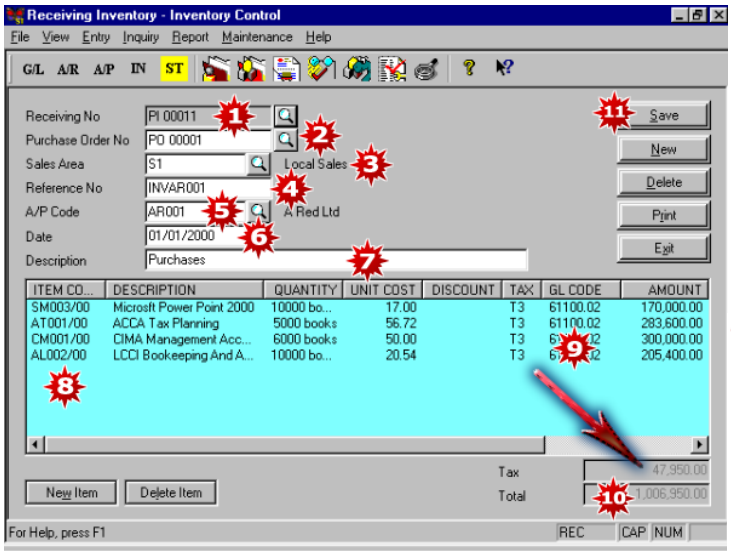


Figure 5-10
Receiving Inventory Entry

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.

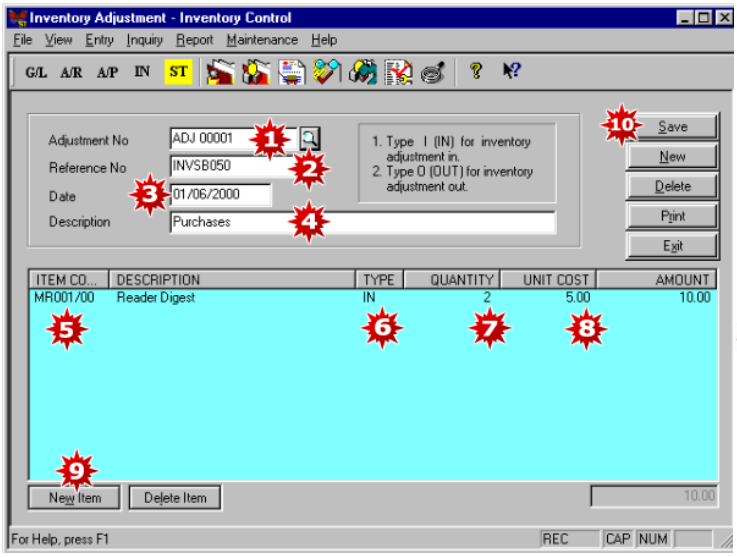


Figure 5-11
Inventory Adjustment Entry

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)

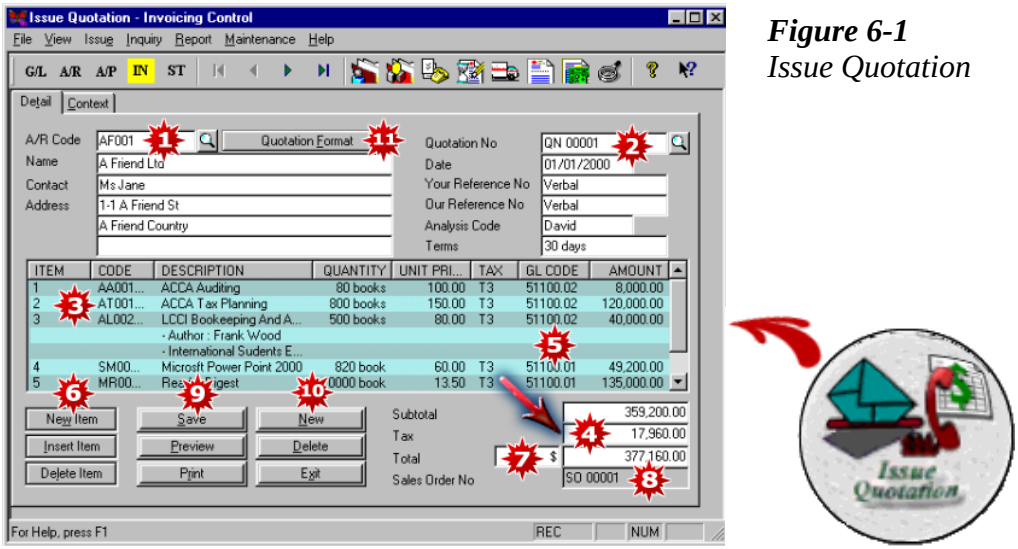
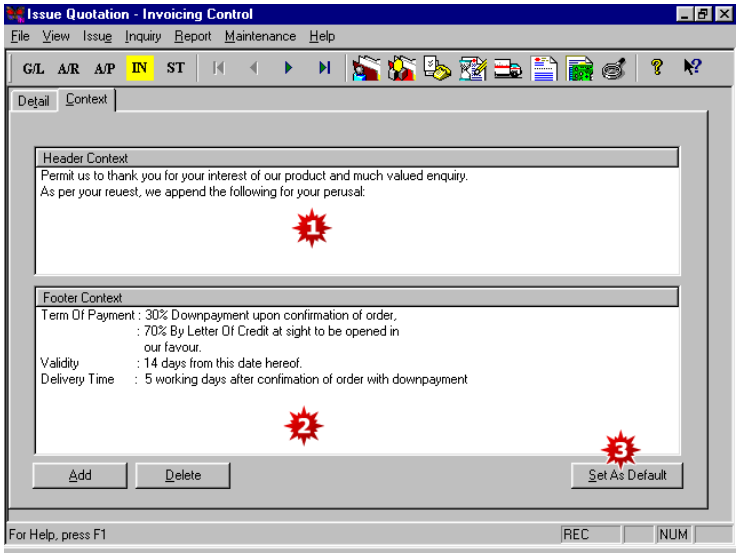


Figure 6-1
Issue Quotation

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).



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'.

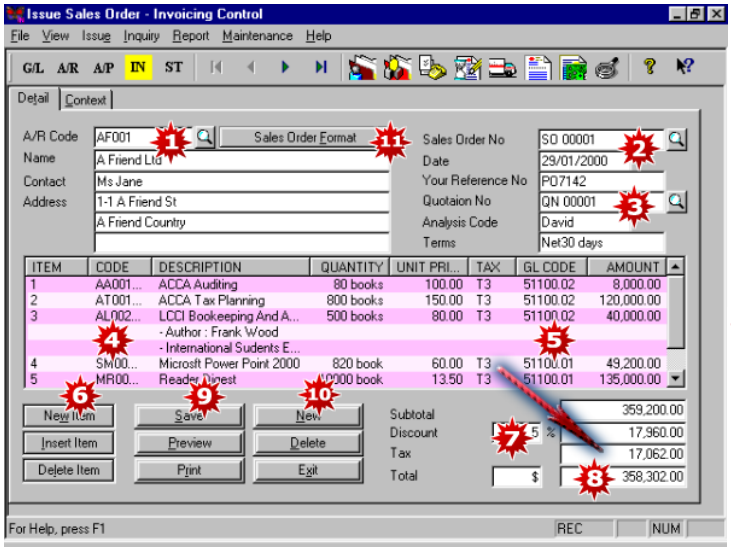


Figure 6-2
Issue Sales Order

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).

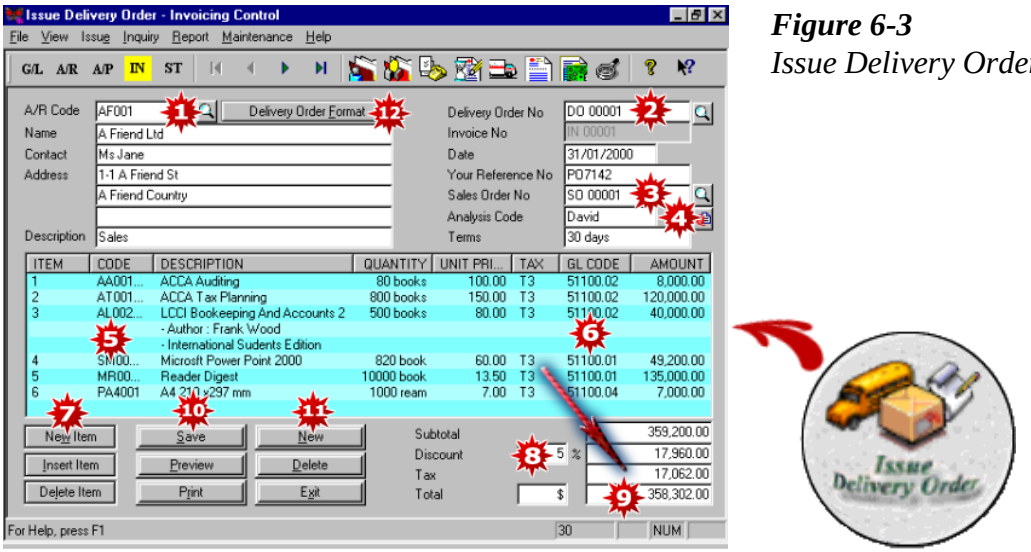


Figure 6-3
Issue Delivery Order

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.

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).

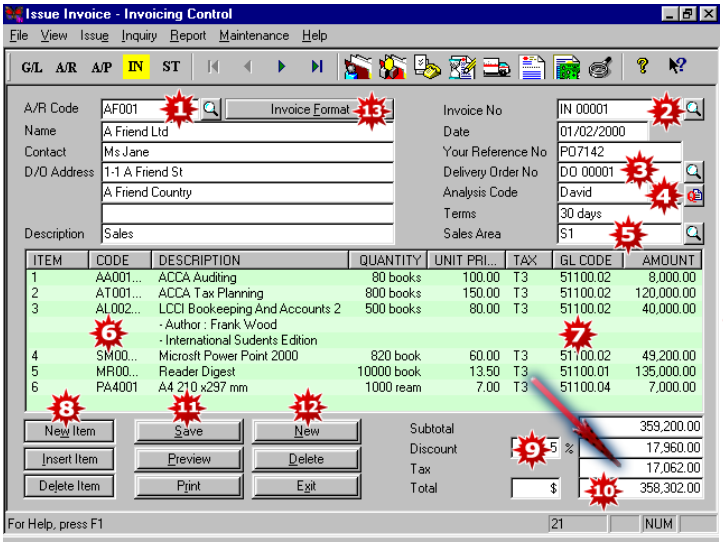


Figure 6-4
Issue Invoice

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).

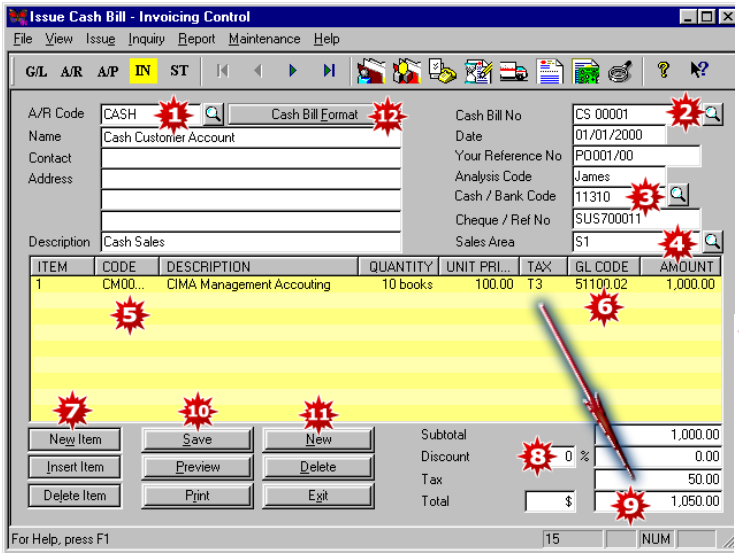


Figure 6-5
Issue Cash Bill

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).

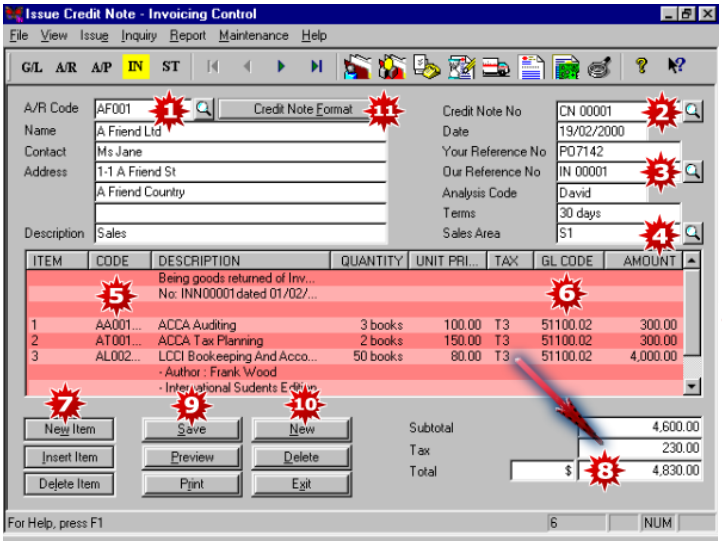


Figure 6-6
Issue Credit Note

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).

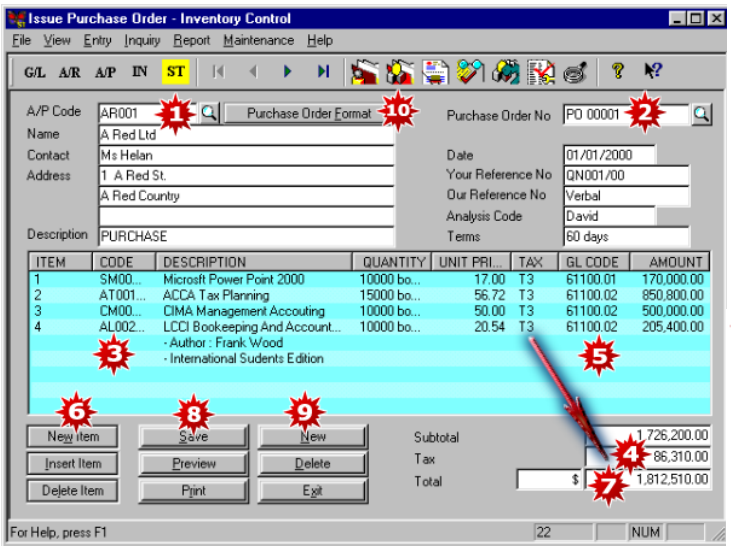


Figure 6-7
Issue Purchase Order

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).

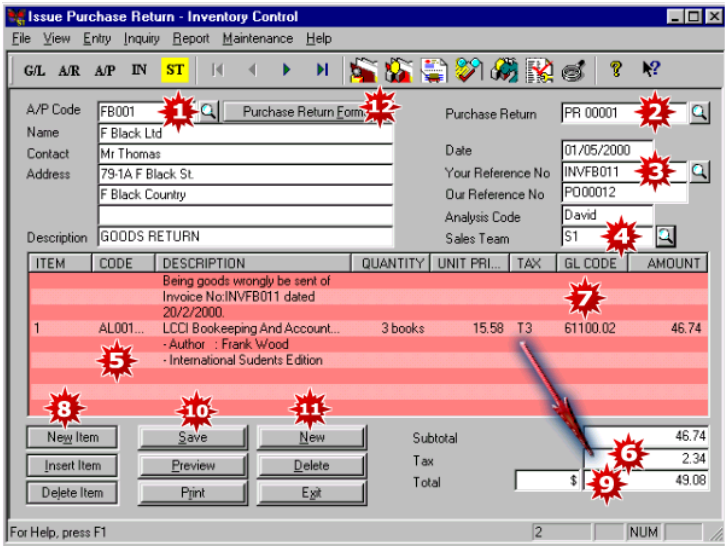


Figure 6-8
Issue Purchase Return

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)

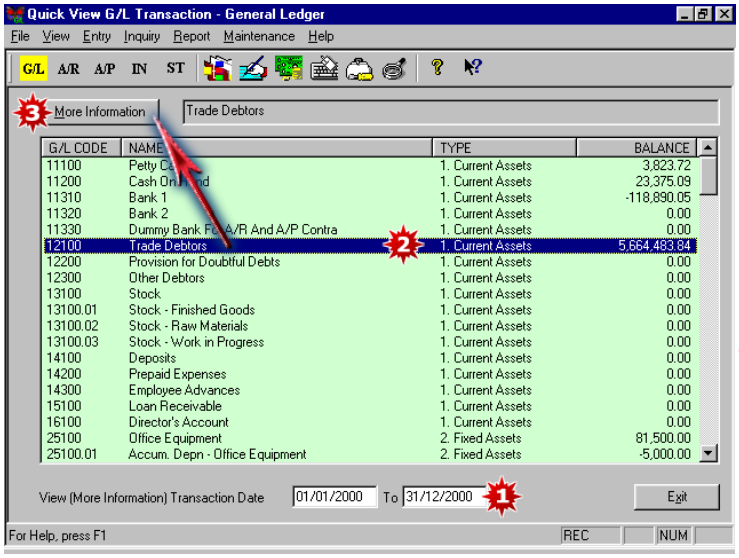


Figure 7-1
Quick View G/L Transaction

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.

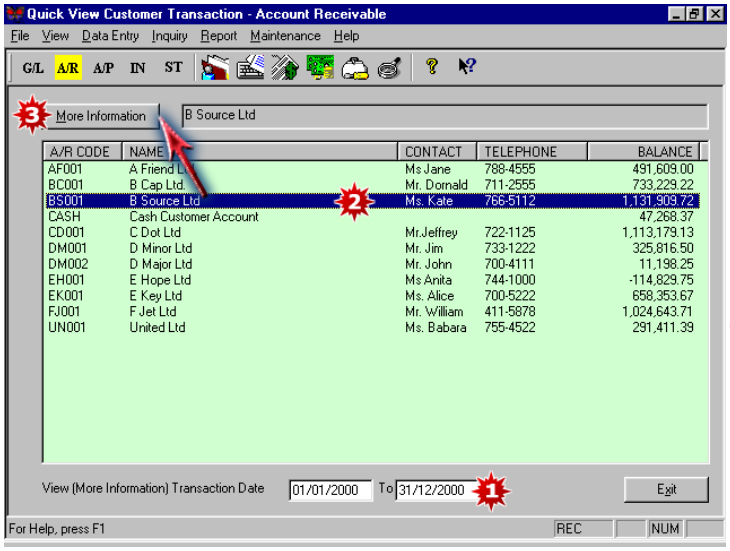


Figure 7-2
Quick View A/R Transaction

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.

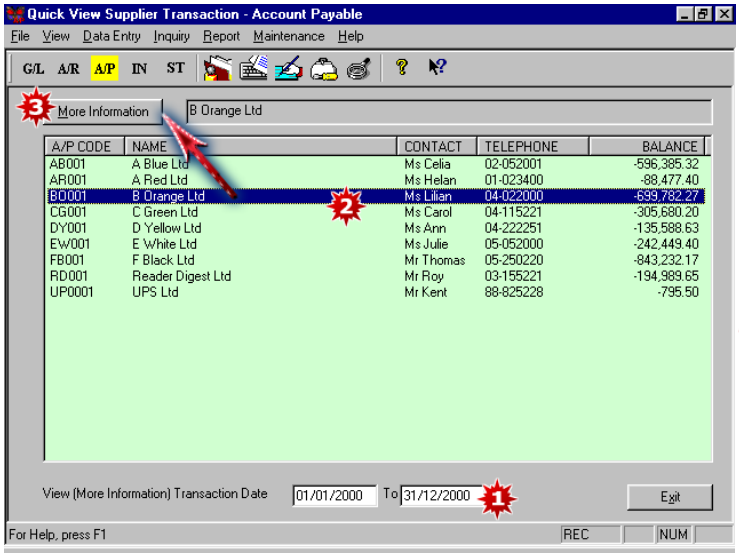


Figure 7-3
Quick View A/P Transaction

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.

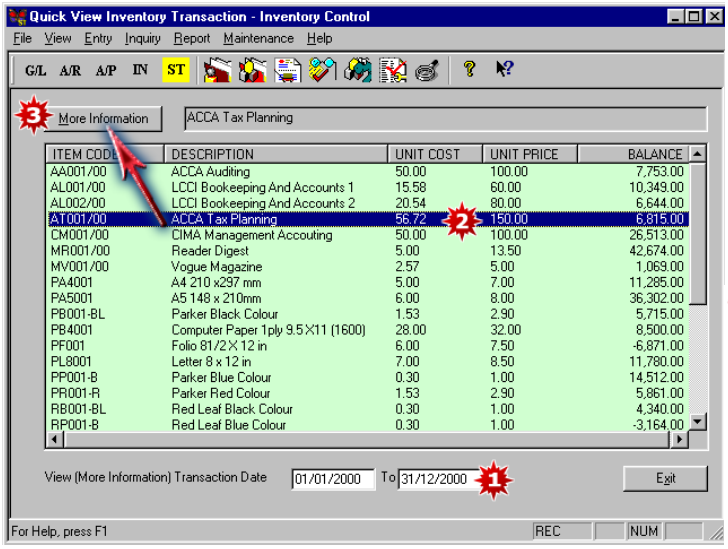


Figure 7-4
Quick View Inventory Transaction

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

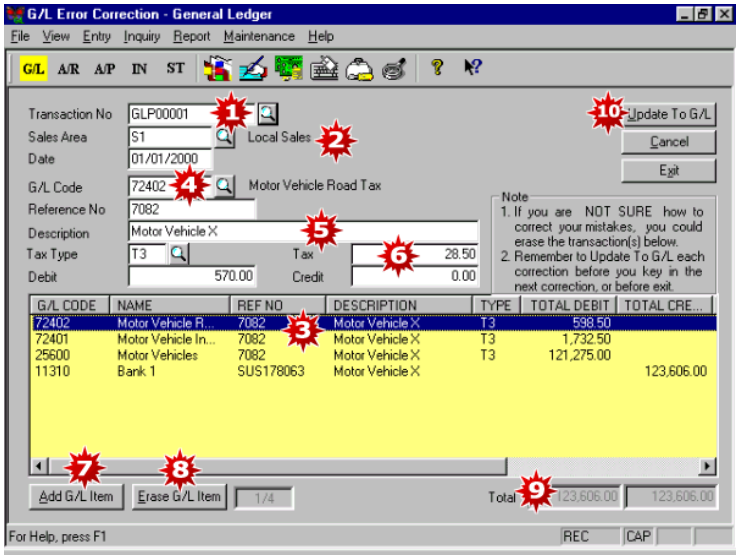


Figure 8-1
G/L Error Correction

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.

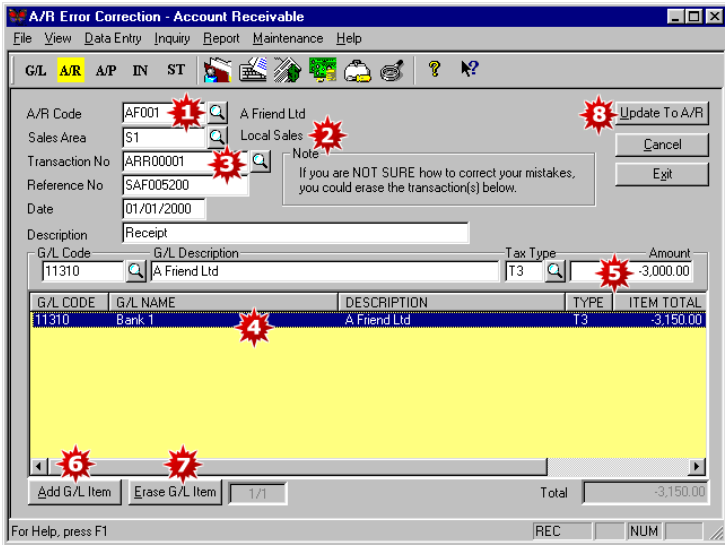


Figure 8-2
A/R Error Correction

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.

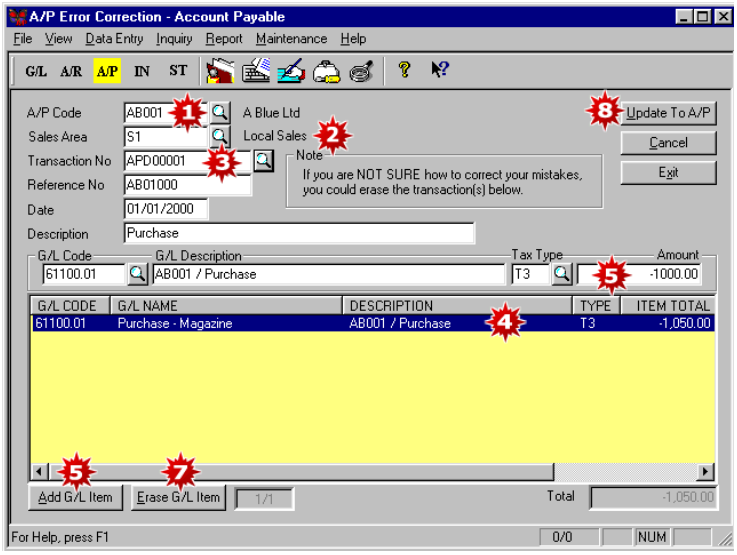


Figure 8-3
A/P Error Correction

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.

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

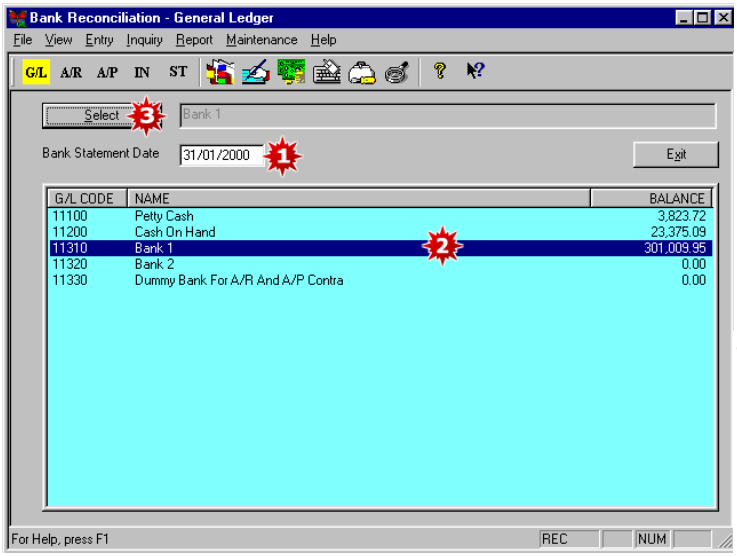


Figure 9-1
Bank Reconciliation

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.

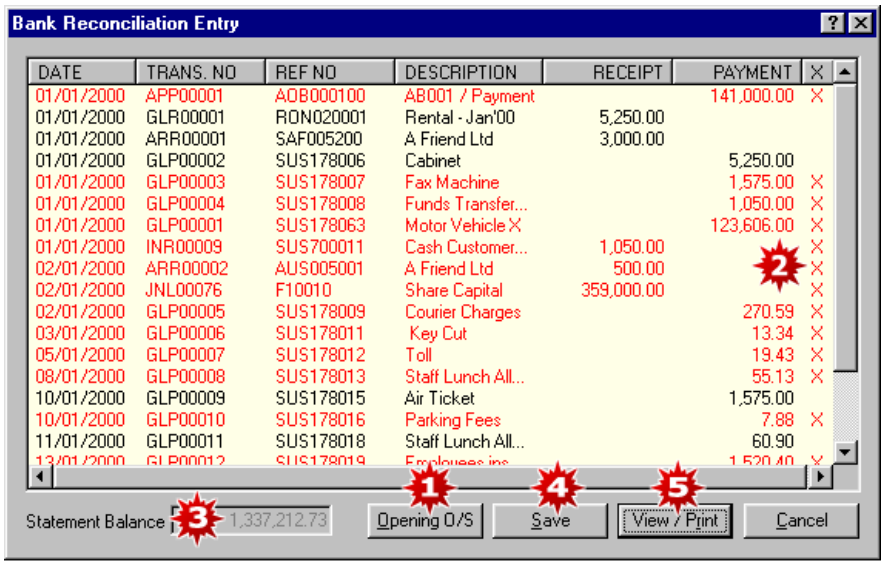


Figure 9-2
Bank Reconciliation Entry

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.

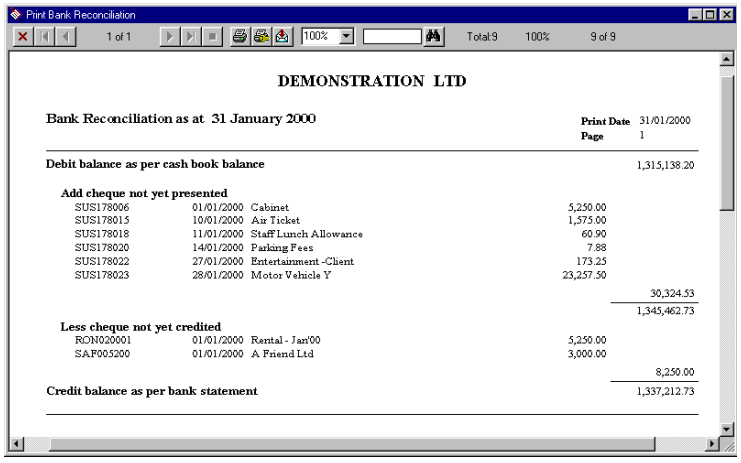


Figure 9-3
Bank Reconciliation Report

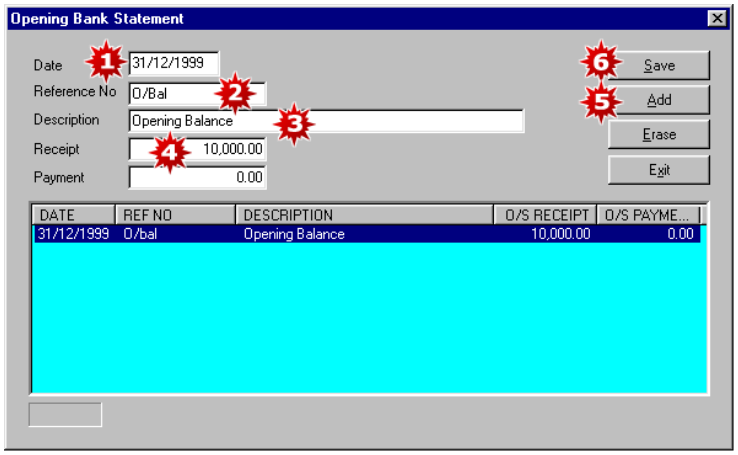


Figure 9-4
Opening O/S Bank Statement

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

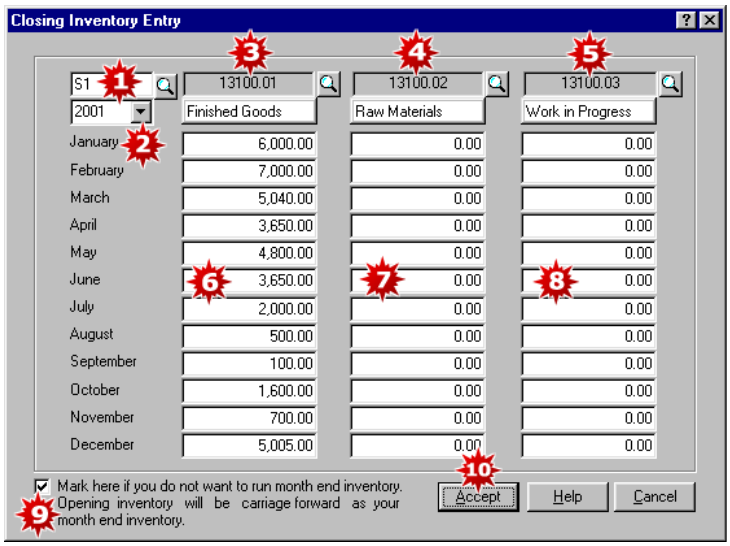


Figure 10-1
Closing Inventory Entry

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

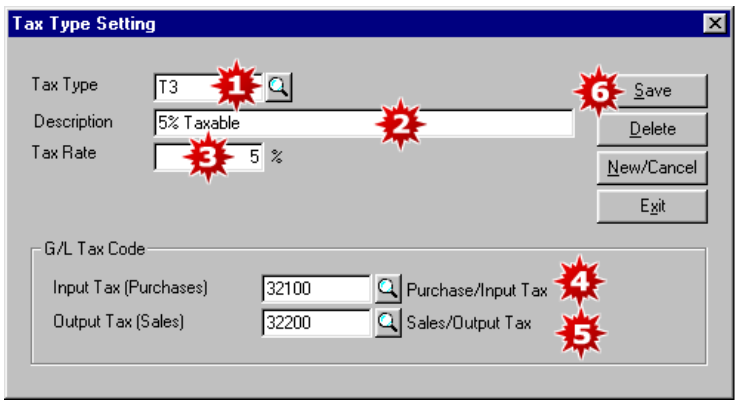
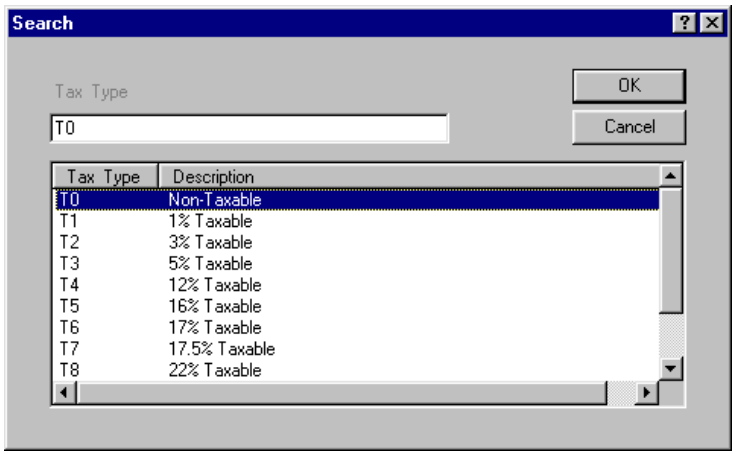


Figure 11-1
Tax Type Setting

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.



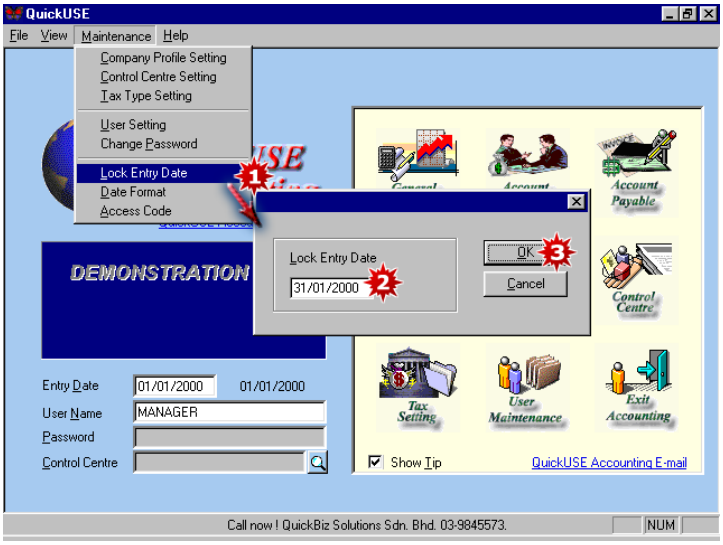


Figure 11-2
Lock Entry Date Setting

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

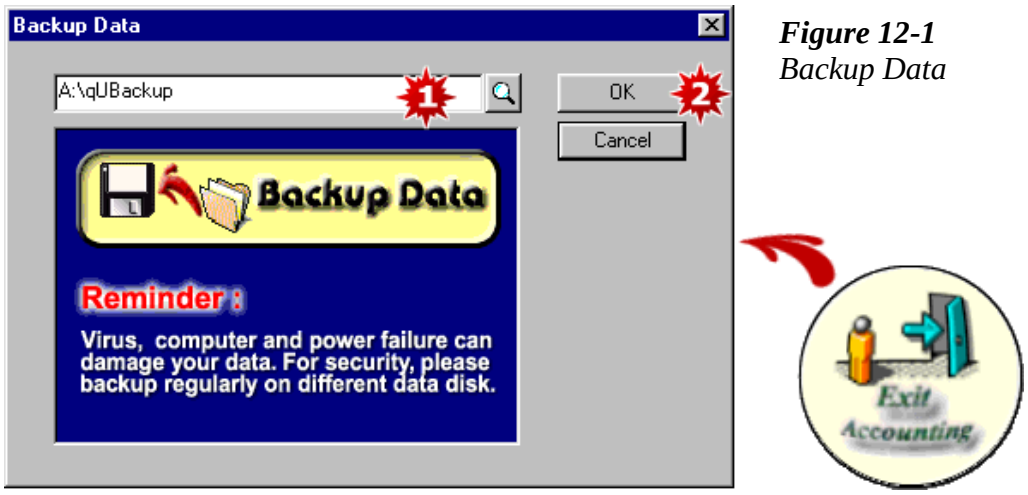
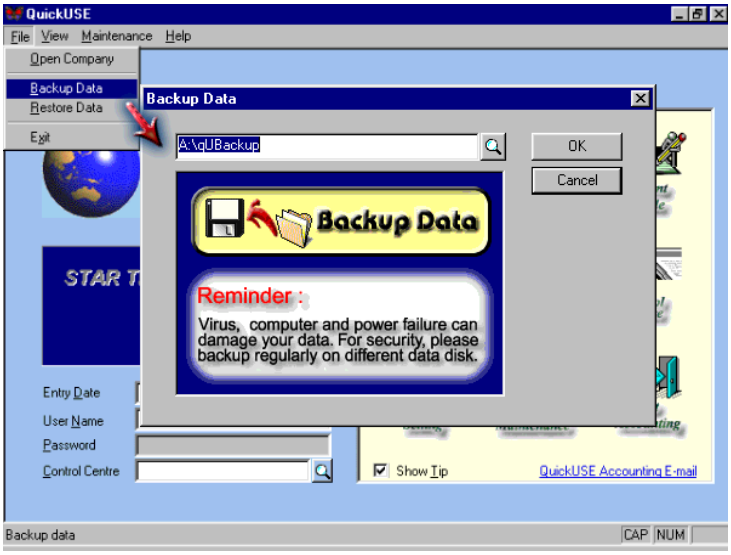


Figure 12-1
Backup Data

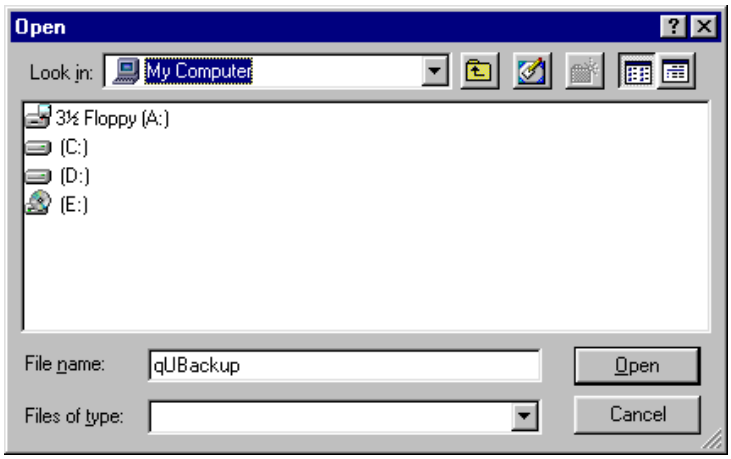
1. When you click "Exit Accounting', a screen pops out to remind you to back up your data. You may back up your data on an external source like your floppy disk or on your hard disk.
2. Once you have selected your destination, click 'OK'. A message showing 'The backup has been successful' will appear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

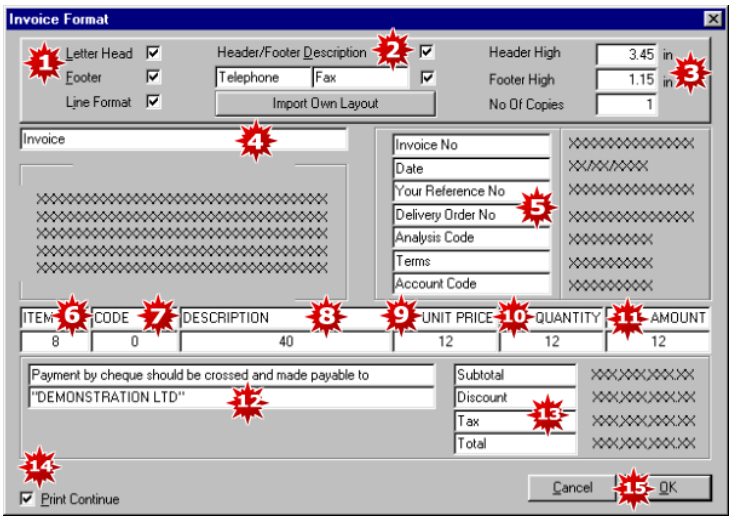


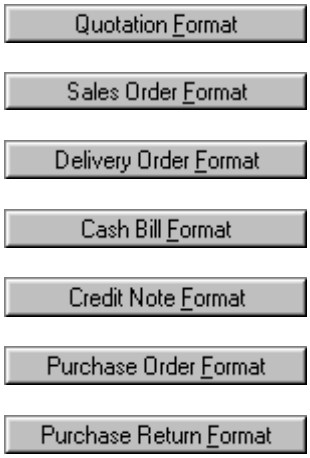
Figure 13-1
Invoice Format

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.

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.



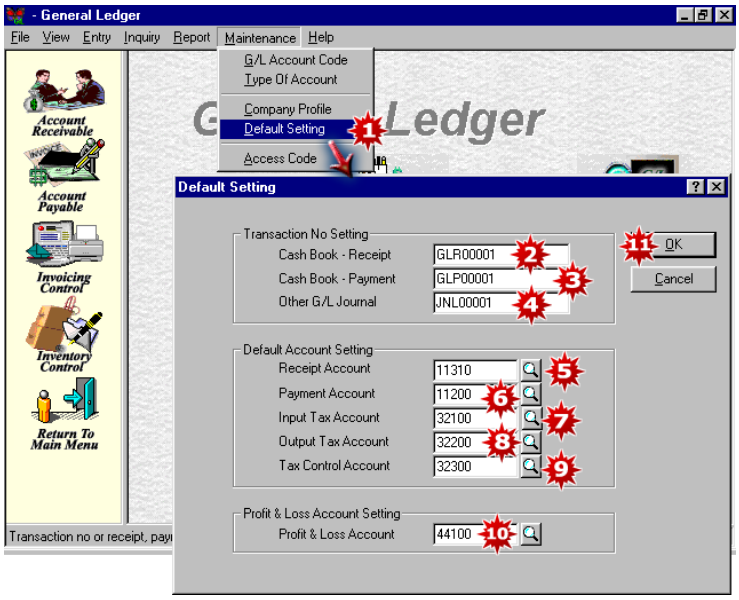


Figure 13-2
General Ledger Default Setting

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.

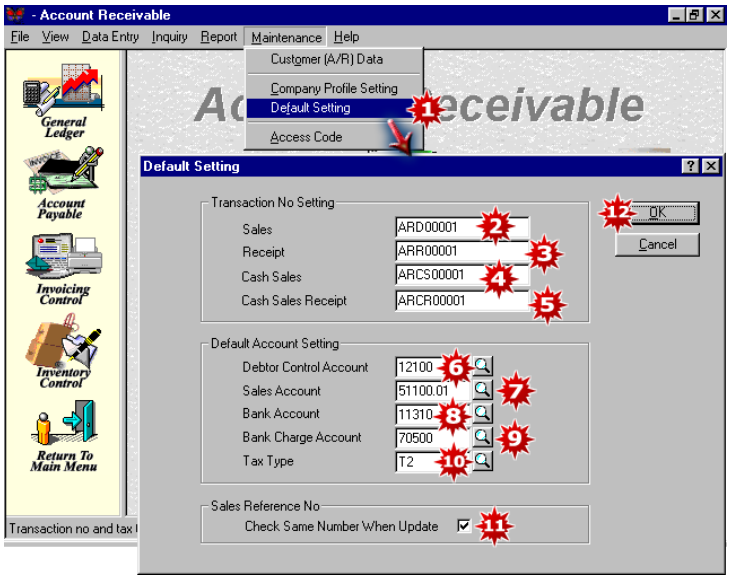


Figure 13-3
Account Receivable Default Setting

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.

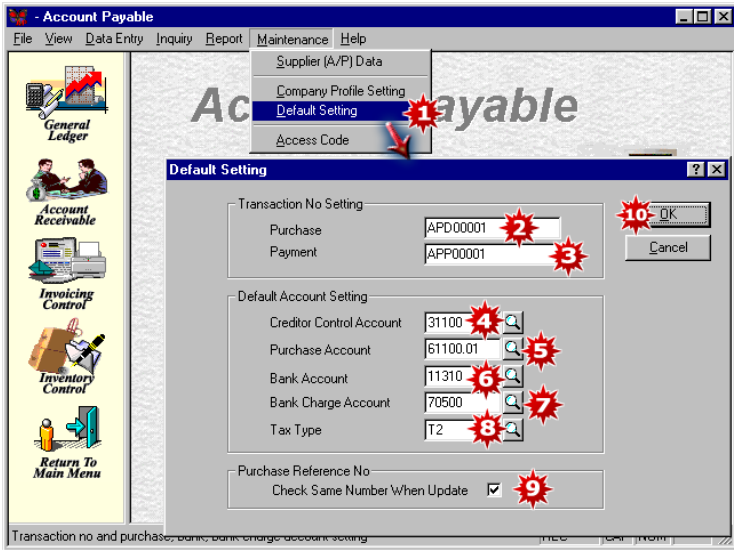


Figure 13-4
Account Payable Default Setting

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.

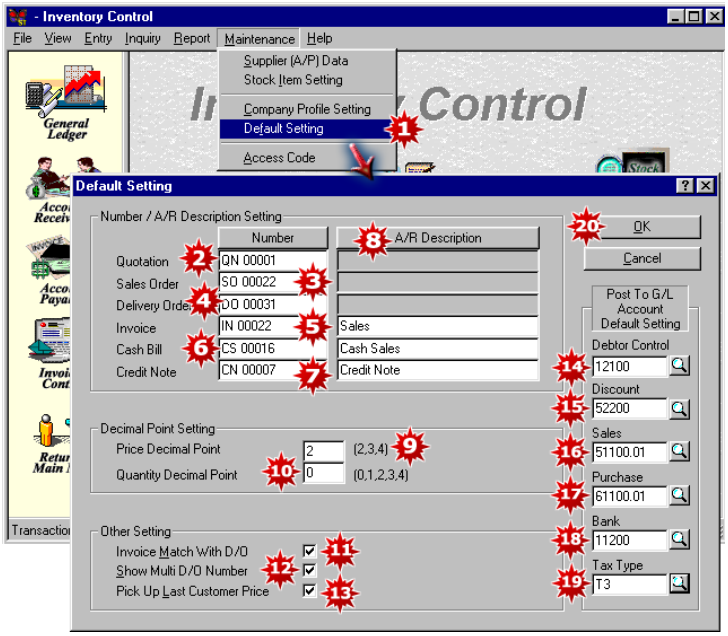


Figure 13-5
Invoicing Control Default Setting

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.

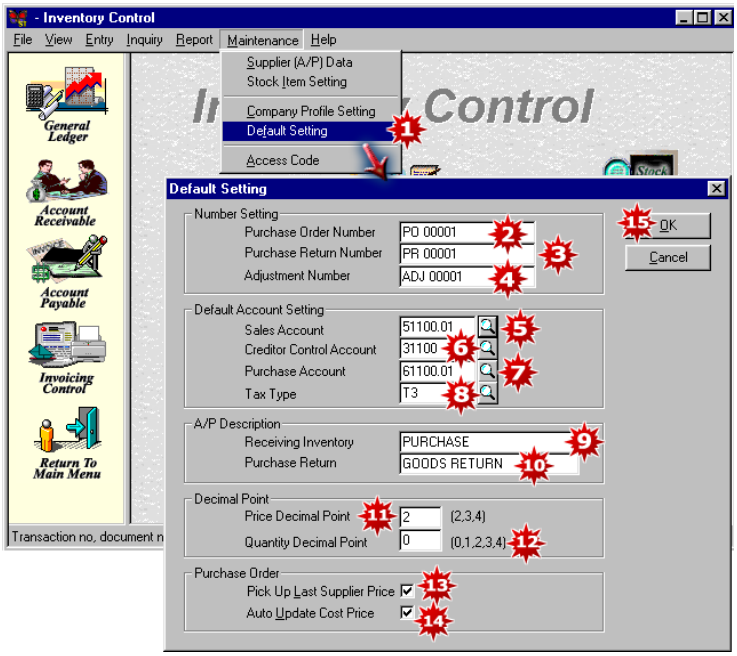


Figure 13-6
Inventory Control Default Setting

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.