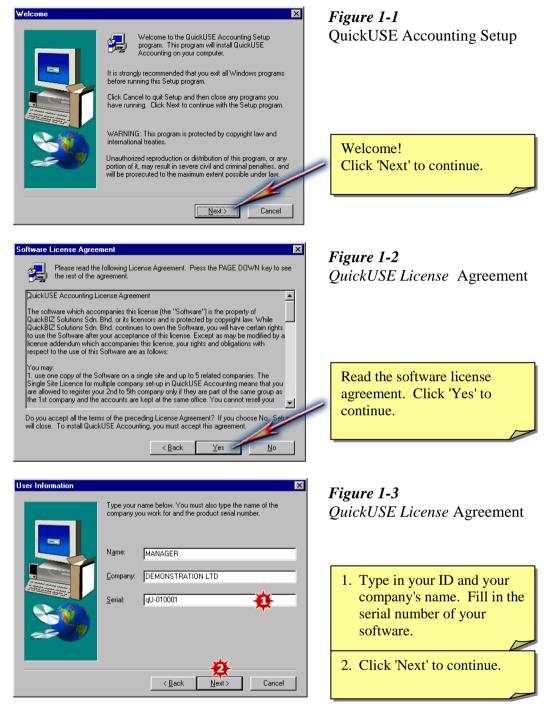
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Chapter 2	Getting Started
Chapter 3	Create Master Files7: Modify General Ledger Accounts7: Create Customers' Files (Account Receivable Maintenance)7: Create Suppliers' Files (Account Payable Maintenance): Create Inventory Item (Inventory Control Maintenance)
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	: Issue Sales Order
	: Issue Delivery Order
	: Issue Sales Invoice
	: Issue Credit Note
	: Issue Debit Note
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	: Issue Purchase Order
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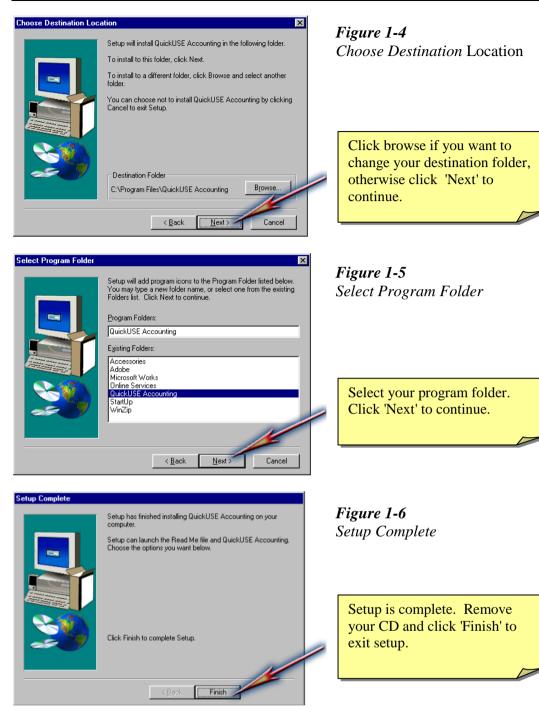
- 2-

Chapter 1 Installation



- 3-

Chapter 1 Installation



- 4-

Chapter 2 Getting Started

Company Name	DEMONSTRATION LTD			
Reference No	571166-1	- **		Second
	piriou			<u>C</u> ancel
Address	122, DEMONSTATION ST,			_
	DEMONSTRATION COUN	TRY		_
				_
Telephone No	78222-522	Fax No	78222-511	_
E-mail Address	demo@yahoo .com			_
Contact Person	DAVID			
Beginning Period	January 💌 (The start o	f the financial ward	F	
Currency Symbol				
Access Code	4458-12AB-532B-5523	-4-		

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.

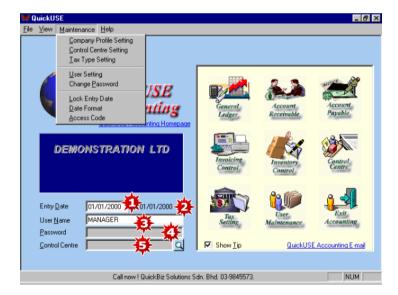


Figure 2-1 Company Profile

- 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.

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.



Chapter 2 Getting Started

User Name DAVID	.				Add User 🌺	Add/Delete Use
System Password	*				<u>D</u> elete User	
, -	Department			- 11	Exit	
Access Right	Access	Edit	Report			
General Ledger Account Receivable Account Payable Invoicing Control Inventory Control	ন ন ন ন ন	বন বন ব	য ব ব ব ব ব ব ব ব ব ব ব ব ব ব ব ব ব ব ব	₽		
USER NAME REMAR		I				
	Department					
						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

WG/LAccount Code Maintenance - General Ledger <u>F</u> ile <u>V</u> iew Entry Inquiry <u>Report</u> <u>Maintenance</u> <u>H</u> elp		Figure 3-1
GL AR AP IN ST 14 4 >> > 🏋 🐋 🕎 🚔 🔔	8 8	General Ledger Account Maintenance
G/L Code 11310 Q	Save 5	
Account Name Bank 1		
T	New/Cancel	
	Exit	
Type 1. Current Assets 💽 😫		
Search Group 1. Cash & Bank 💌 🛓	Opening Balance	
		(CONTRACT)
		GAL Account
For Help, press F1	141 NUM //	Maintenanc

- 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).

1983	intenance - Account Receivable Inquiry <u>R</u> eport <u>M</u> aintenance <u>H</u> elp		Figure 5-2
G/L <mark>A/R</mark> A/P IN	ST K K K K 🏠 🏙 🏠 🕎 🥵	S 🕈 🕅	Customer (A/R) Maintenance
– Customer <u>N</u> ame	AF001 🔆 🗋 Delivery Address 🎉	Save Save	+
Address 👯	1-1 A Friend St A Friend Country	New/Cancel	
Telephone No	788-4555 Fax No 788-4522		
E-Mail Address	afriend@ yahoo	Opening Balance	4
Contact Person	MsJane	<u>B</u> alance	
Analysis Code	David G/L Posting Code Debtor Control Code 12100	de Debtors	
Statement Type		s - Magazine	1 to a bar a
Terms 🙀	30 days Tax Type T3 31 Q 5%		
Credit Limit		Taxable	and the second s
Remark 뾽	Currency Symbol	s 🐥	Customer (A/R) Maintenance
For Help, press F1		11 NUM	

- 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 H + H S K K (<u>-</u> €	<i>Figure 3-3</i> Supplier (A/P) Maintenance
A/P Code AB001 C C Supplier Name A Blue Ltd Address A Blue St. A Blue Country	Save Delete New/Cancel	£-
Telephone No 02-052001 Fax No 0 E-Mail Address Contact Person Ms Celia	12-062001	
G/L Posting Code Creditor Control Code 31100 C Trade Credit Purchase Code 61100.01 C Purchase - 1	fagazine	
Tax Type 6 F3 G Terms 7 G Credit Limit 8 Table 7 G Remark 10		Supplier (A/P)
For Help, press F1	9 NUM	acimienance

- 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).

- 9-

Eile View Entry Inquiry	A Tebor Warkenance Teb	gure 3-4
G/L A/R A/P IN	- <mark>st</mark> k 4 > > > 🙀 🌇 🏠 😂 🏈 🖓 💱 🥑 🤋 🐶 In [*]	ventory Item Maintenance
Item Cgde Item Desgription	AL001/00 LCCI Bookeeping And Accounts 1 - Author : Frank Wood - International Sudents Edition	
Category Unit Of Measure	Reference	
Sales Price (STD)	60.00 Cost Price (STD) 15.58	
Minimum Level	9 5000 Reorder Quantity 10000	
Balance Quantity	10349	
G/L Sales Code	51100.02 G Sales - Reference Book	
G/L Purchase Code	61100.02 Q Purchase - Reference Book	
Тах Туре	T3 GX Taxable	Inventory Item Maintenanc
For Help, press F1	28 NUM	

- 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.

- 10-

Chapter 4 Opening Balances

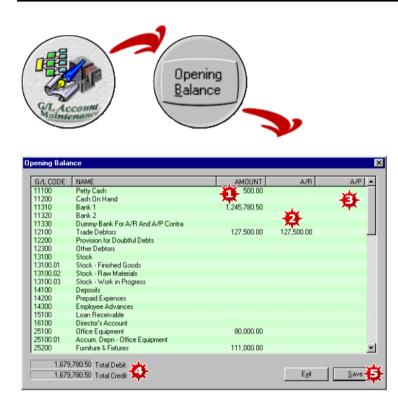


Figure 4-1 G/L Opening Balances

- 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).

- 11-

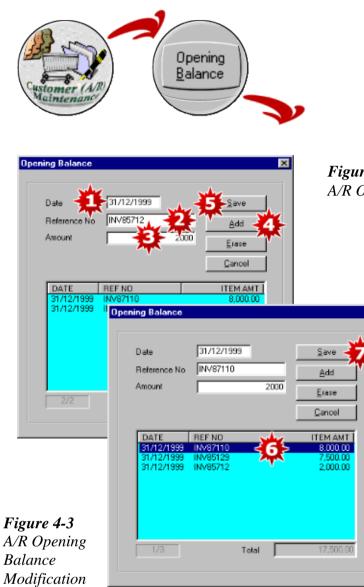
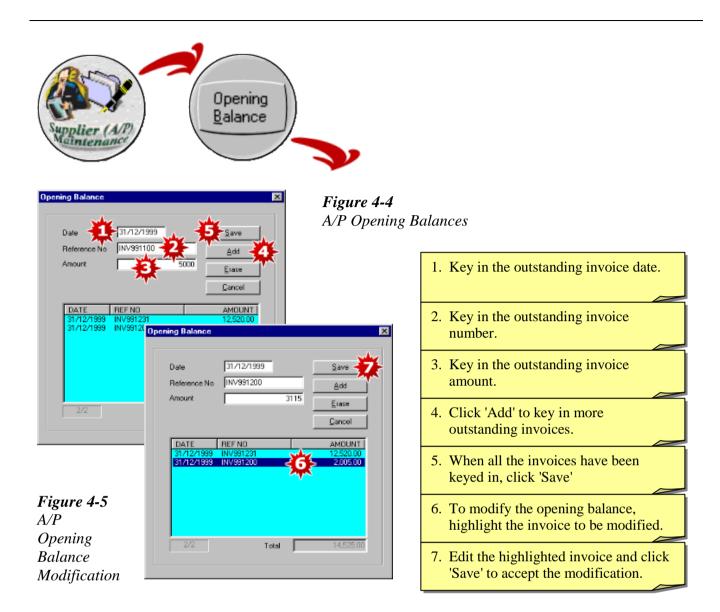


Figure 4-2 A/R Opening Balances

×

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.

- 12-





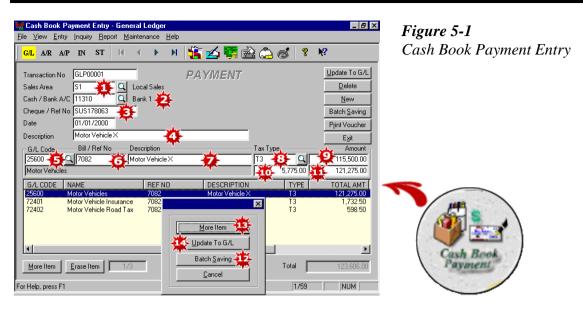
Chapter 4 Opening Balances

	ry Inquiry <u>R</u> eport <u>M</u> aintenance <u>H</u> e	<i>r</i>				Figure 4-6
G/L A/R A	лр IN <mark>ST</mark> 🏂 🌇 🤤 🖇	ግ 縍 🛛	ا १ 🏷 🍯 🕺	?		Inventory Opening Balances
Adjustment Reference Date Description	No D/Bal	2. T a	ype I (IN) for inver djustment in. ype 0 (OUT) for inve djustment out.		<u>Save</u> <u>New</u> <u>Delete</u> Print Exit	
ITEM CO	DESCRIPTION	TYPE	QUANTITY	UNIT COST		
PA4001	A4 210 x297 mm	IN	14500 reams	5.00	72,500.00	
RA/1001	A5 148 x 210mm	IN	40000 reams	6.00	240,000.00	
悬	Letter 8 x 12 in	YA	150 ams	101	105,000.00	
	Folio 81/2 X 12 in	74	70 ams	797	42,000.00	
PB4001	Computer Paper 1ply 9.5 X11 (1600)	IN .	15200 reams	28.00	425,600.00	
	Red Leaf Blue Colour Bad Leaf Bad Colour	IN IN	7600 pcs	0.30 0.30	2,280.00	
RP001-B	Red Leaf Red Colour	IN	4530 pcs 9992 pcs	0.30	1,359.00 2,997.60	
RR001-R	Parker Blue Colour					
RR001-R PP001-8	Parker Blue Colour Parker Bed Colour		6000 pcs			
RR001-R	Parker Blue Colour Parker Red Colour Parker Black Colour	IN IN	6000 pcs 9822 pcs	1.53 1.53	9,180.00	
RR001-R PP001-8 PR001-R PB001-BL MV00	Parker Red Colour	IN	6000 pcs 9822 pcs 1120 books		15,027.66	
RR001-R PP001-B PR001-R PB001-BL	Parker Red Colour Parker Black Colour	IN IN	9822 pcs	1.53	15,027.66	
RR001-R PP001-8 PR001-R PB001-BL MV00	Parker Red Colour Parker Black Colour Vogue Magazine	IN IN IN	9822 pcs 1120 books	1.53 2.57	15,027.66	Inventory

- 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)

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Chapter 5 Daily Data 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.

- 15-

Chapter 5 Daily Data Entry

Cash Book Receipt Entry - General Ledger <u>File View Entry Inquiry Report Maintenance</u>	<u>H</u> elp	 Figure :	5-2
GAL AAR AAP IN ST	۱ 💰 🍰 🐺 🗎 🤹 💰		ook Receipt Entry
Transaction No GLR00001 Sales Area S1 Cash / Bank A/C 11310 Cheque / Ref No R0N020001 Date 01/01/2000 Description Rental - Jan'00	RECEIPT	Update To G/L Delete New Batch Saving Pfint Voucher Egit	
G/L Code Bil / Ref No Description 81100 0200 Rental - Jan'0 Rental Incume	250.00	Amount 5,000.00 11 5,250.00	
ALCODE NAME REFNC BI100 Rental Income 0200 More Item Erase Item 1/1	More Item	R	th Book
For Help, press F1	1/12		

- 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.

- 16-

Cither G/L Journal Entry - General Ledger File View Entry Inquiry Report Maintenance Help	Figure 5-3
GL AR AP IN ST 14 4 🕨 M 簧 🛃 🗱	
Transaction No JNL00001 JOURNAL Sales Area Date 10/01/2000 G/L Code 33300 Accrued Expenses Reference No 8115 Description Director's Remuneration - Jan'00 Jorny Tax Type Q Debit 0.00 Credit 10,000.00	Lipdate To G/L Delete New Batch Saving Print Voucher Egit
G/L CODE NAME REF NO DESCRIPTION 71100 Director's Remu 8115 Director's Remumeration 33300 Accrued Expenses 9115 Director's Remumeration	
More Item Erase Item 2/2	Total 10.000.00 10.000.00 Other GA.

- 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.

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Chapter 5 Daily Data Entry

Sales Data Entry - Account Receivable <u>File View Data Entry Inquiry Report Maintenance Help</u>		Figure 5-4
GL AR AP IN ST 🔊 🕍 🎲 🕎 😂 🦚	₫ ? ₩?	Sales Data Entry
Note 1. Enter positive amount for Invoice / Debit Note. 2. Enter negative amount (-) for Credit Note. 51100.01 3. To edit, click on the blue invoice line, and then click on the white boxes to make changes. 51100.01 4. Click 'M' to add more G/L item analysis. A Friend Ltd	General Ledger Account Update To A/R Sales 6,000.00 0.00 Print Egit	
A/R CODE SALES AREA REF NO DATE	DESCRIMION AMOUNT	
AF001 S1 AF02000 01/01/2000 AF001 S1 AF02001 01/01/2000	SALES 6,000.00 SALES 3,000.00 Credit Note -500.00	
Add Invoice Erase Invoice	Total 8,500.00	Sales Data Entry
For Help, press F1	NUM	

- 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'.

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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 Data Entry	
Sales - G/L Analysis Entry (Post to difference G/L account)	? ×
Sales Area : S2	<u>S</u> ave
Reference No : AF0105 Customer Name : A Friend Ltd	Add G/L Item
G/L Code 51100.01 Q Sales - Magazine	Erase G/L Item
Tax Type T3 Q 250.00	Erase G/L item
Amount 1,000.00	<u>C</u> ancel
Gross Amount 1.050.00 Click "Add G/L Item" button to add more G/L item analysis or press "SAVE" button to escape	
Rounding 🔽 (Auto correct tax rounding)	
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
	.,

- 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.

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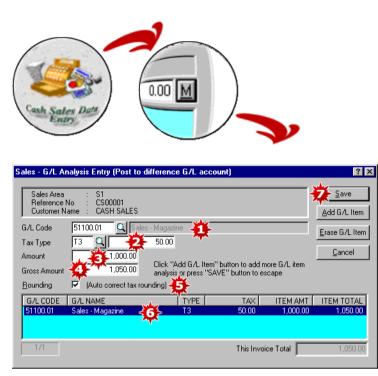
Chapter 5 Daily Data Entry

Eile View Data Entry - Accorn	eport <u>M</u> aintenance <u>H</u> elp		_ @ ×	Figure 5-5
GAL <mark>AAR</mark> AAP IN ST 🎽	🖹 🖆 🏠 🐺 🖾 ơ	? №		Cash Sales Data Entry
Cash / Bank A/C 11310		ieneral Ledger Account	0.00 Update To A/R Print Exit	
CS00001 S1			AMOUNT 2.000.00 M 1,000.00 2,000.00	
Add Cash Bill Erase Cash Bi	I		Total 3,000.00	Cash Sales Data
For Help, press F1			CAP NUM	- mary

- 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'.

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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.

- 21-

Receipt Data Entry - Account Receivable Eile View Data Entry Inquiry Beport Maintenance Help	Figure 5-6
GL AR AP IN ST H 4 > > 🚰 🂒 🎲 🐺 🚑	Receipt From
A/R Code UN001 United Ltd Sales Area 52 United Ltd Cheque / Ref No UUS411511 United Ltd US4211511 United Ltd Cheque / Ref No UUS411511 United Ltd US421172 United Ltd United Ltd Unit	nerwise, click New
DATE REF NO DESCRIPTION INVOICE AMT	BALANCE PAYMENT
31/ 31/ 91/ 191 Bank A/C Code 11310 G Bank 1 Cheque Amount 194,400.00 Bank Commission 59.82 Bank 1 Net Amount 194,340.18 194,340.18 Bank 1 Bank 1	Cancel
For Help, press F1	12/12 NUM

- 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.



le ⊻iew <u>D</u> at	a Entry Inqui	y <u>R</u> eport	Maintenance Help			
G/L <mark>A/R</mark> A	JP IN ST		< > > 1 🕇	🎬 💰 🏠 🌄 (2 d ?	h ?
A/R Code	UN001	<u> </u>	United Ltd			Update To A/F
Sales Area	S2	<u> </u>		pts against invoices, the		Delete
Cheque / Ref N	lo UOS41151	1	"Clear/Pay All	oices first automatically. "button to re-do the matcl	hing.	New
Date	30/08/200)		it notes and pre payments IN CHEQUE AMOUNT.	against invoices,	Batch Saving
Description	Inv9910010),in 0002,in	00018			Print OR
Cheque Amount	19	4,400.00			~	Exit
Balance Allocati	e _ 5	0,099.59	<u>C</u> lear/Pay All			- <u>- 2</u>
	REF NO	DESCRIP	TION	INVOICE AMT	BALANCE	PAYMENT
	Inv9910011 Inv9910010	SALES SALES		14,500.00 100.000.00	14,500.00	0.00
01/02/2000	IN 00002	SALES		225,435.00	183,435.00	42000.00
I	IN 00018	SALES	an afal an Full OD D	2,825,41	0.00	Part Payment

- 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.

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Chapter 5 Daily Data Entry

🖬 Receipt Data Entry - Account Rec	ceivable
<u>File View D</u> ata Entry Inquiry <u>R</u> eport	Maintenance Help
G/L <mark>A/R</mark> A/P IN ST 🕅	A 🔸 M 🚰 🂒 🎲 🐺 😂 🥑 📍 🥙
A/R Code BC001	B Cap Ltd.
Sales Area S1 Q	 To match receipts against invoices, the system will match the oldest invoices first automatically. Otherwise, click
Cheque / Ref No CN01000	"Clear/Pay All" button to re-do the matching. 2. To match credit notes and pre payments against invoices,
Date 231/05/2000	DO NOT KEY IN CHEQUE AMOUNT. Batch Saving
Description In 00003	P <u>r</u> int OR
Cheque Amount 0.00	Exit
Balance Allocate 475.00	Clear/Pay All
DATE REF NO DESCR	INVOICE AMT BALANCE PAYMENT
23/04/2000 IN 00003 Sales 31/05/2000 CN01000 Credit Not	76,542,69 76,542,69 0.00 ote
	*
2/2 (Select the above item, and the	hen click on Full OR Part Payment to match the item) Eull Payment Part Payment
For Help, press F1	1/0 NUM

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.

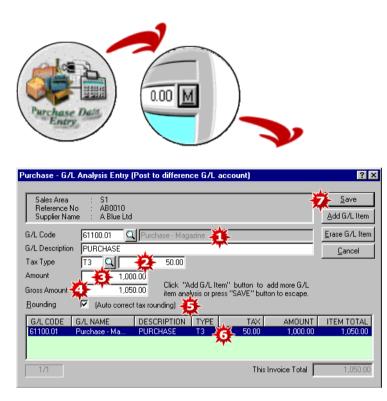
- 24-

Purchase Data Entry - Account Payable File View Data Entry Inquiry Report Maintenance Help	Figure 5-8
G/L A/R AP IN ST 🏂 🌋 💋 🎧 🦪 🤋 🌾	Purchase Data Entry
Note Enter positive amount for Invoice / Debit Note. 2 Enter regative amount (-) for Credit Note. General Ledger Account 3 To edit.click on the green invoice line, and then click on the write boxes to make changes. 61100.01 4. Click W1 to add more G/L item analysis. 61100.01 A Blue Ltd DATE DESCRIPTION AAP CODE SALES AREA REF N0 DATE DESCRIPTION AB001 S1 INVAB00100 01/01/2000 PURCHASE 5000.00 AB001 S1 INVAB00102 01/01/2000 PURCHASE 12.000.00	
Add Invoice Erase Invoice Total 23,000,00	Purchase Data Entry
For Help, press F1 CAP NUM	

- 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'.

- 25-

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.

- 26-

🙀 Payment Data Entry - Account Payable	Figure 5-9
<u>File View Data Entry Inquiry Report Maintenance Help</u>	0
GAL AAR <mark>AP</mark> IN ST ()	Payment To Supplier Entry
A/P Code A8001 ABue Ltd Update To A/P	
Sales Area S1 Delete	
Cheque / Ref No A08010100 "Clear/Pay All" button to re-do the matching. New	
Date 2.10 Indice Clean holes and the payments again, involces, DO NOT KEY IN ALLOCATE AMOUNT. Batch Saving	
Description Inv119801,JH01021,INVAN001	
Allocate Amount 0.00	
Balance Allocate 0.00 Clear/Pay All	
DATE REFINO DESCRIPTION INVOICE AMT BALANCE PAYMENT	
31/12/1999 31/12/1999 Bank Account	
02/01/2000	
Bank A/C Code 11310 6 Q Bank 1 20 Accept	
Nett Amount 150.000.00	
Bank Balance : 11,567,33	
Bank Commission	
Cheque Amount 150,045.00 😥	
(S	Supplier Payment
۲ <u>ــــــــــــــــــــــــــــــــــــ</u>	Churs
For Help, press F1 1/0 CAP NUM	

- 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.

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Chapter 5 Daily Data Entry

👯 Payment Data I						_ 8 ×
<u>File View D</u> ata Er	ntry <u>I</u> nquiry	<u>R</u> eport	<u>M</u> aintenance <u>H</u> elp			
G/L A/R <mark>A/P</mark>	IN ST	- M	🔹 🕨 🖌 🎽	ĩ 🖄 🚣 🍰 e	\$? !?	
A/P Code	B001	Q	A Blue Ltd		<u>.</u>	Update To A/P
Sales Area S	61	9		nts against invoices, the s ces first automatically. (<u>D</u> elete
Cheque / Ref No 🗚	OB010100		"Clear/Pay All" bu	utton to re-do the matchin	q.	New
Date 0	2/01/2000			notes and pre payments - ALLOCATE AMOUNT.	againt invoices,	Batch Saving
Description I	nv119801,JI	H01021,INV	/AN001		*	Print Voucher
Allocate Amount	150	,000.00				Exit
Balance Allocate	146	i,982.93 🖸	lear/Pay All			
	FNO	DESCRIPT	TON	INVOICE AMT	BALANCE	PAYMENT
	119801	Opening S		156,416.40	156,416.40	0.00
)1021 (AB001	Opening SI Purchases		3,017.07 262,496.85	262.496.85	54000.00
	the above it	em, and the	n click on Full OR Part	Payment to match the ite		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.

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Image: Second state of the se	Figure 5-10 Receiving Inventory Entry
Receiving No P100011 Purchase Order No P0 00001 Sales Area S1 Local Sales A/P Code AR001	Save New Delete
Date 01/01/2000 6 Description Purchases 7 ITEM Co DESCRIPTION QUANTITY UNIT COST DISCOUNT TAX GL CO	Print Egit DDE AMOUNT
Tiem Cu Dischart Power Point 2000 1000 Disc. 17.00 13 61100 A1001 /00 AICCA Tax Planning 5000 books 56.72 T3 61100 CM001 /00 CIMOL Anagement Acc 6000 books 56.72 T3 61100 AL002 /00 CIMOL Anagement Acc 6000 books 50.00 T3 61 AL002 /00 LCCI Bookeeping And A 10000 bo 20.54 T3 61	.02 170,000.00
	N .
Tax New Item Total For Help, press F1 REC	47,950.00 1.006.950.00 (CAP NUM)

- 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.

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Inventory Adjustment - Inventory Control Elle View Entry Inquiry Report Maintenance Help	Figure 5-11
G/L A/R A/P IN ST ST	Inventory Adjustment Entry
ITEM CO DESCRIPTION TYPE QUANTITY UNIT COST MR001/00 Reader Digest IN 2 5.00	
New Item Dejete Item For Help, press F1 REC CAI	

- 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.

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Chapter 6 Issue Bills (Documents)

Name Al Contact Ms			N	🏠 🎭 💈		: 🖹 💽	8	k?	Iss	sue Quotation
A/R Code AF Name AT Contact Ms	Foot	Quotation	Eormat 🏨	Quotatio			- 4 -	1		
Name Al Contact Ms	Friend Lto	Quotation	Eormat 🙀	🖡 Quotatio						
Name Al Contact Ms	Friend Lto	Quotation		- Quotatio		QN 000	01			
Contact Ms				Date	DNINO	01/01/2				
	sjane				eference l		000	-		
Address	1 A Friend St				erence N	Torbai		-		
						David	_			
A	Friend Country			Analysis	Lode			- 11		
		,		Terms		30 days		-		
	DDE DESCRIPTION		QUANTITY	UNIT PRI	TAX	GL CODE	AMOUNT			
	A001 ACCA Auditing		80 books	100.00	T3 T3	51100.02	8,000.00			
	1001 ACCA Tax Plan L002 LCCI Bookeep		800 books 500 books	150.00 80.00		51100.02 51100.02	120,000.00			
5 M ML	Author : Frank		JUO DOOKS	00.00	15		40,000.00	<u> </u>		
	 International S 					Ð				
	M00 Microsft Power		820 book	60.00		51100.01	49,200.00			
5 🔏 MF	R00 Readingest	¥	0000 book	13.50	T3	51100.01	135,000.00			
New Item	1 - M	d 1 🚽 🐴	× 1	Subtotal			359.20	0.00		
Ne <u>w</u> Item	<u><u>Save</u></u>	<u>Ne</u>	19	Тах			17,96	0.00		
Insert Item	Preview	<u>D</u> ele	ste 📗			Ar	377,16			
Delete Item	Print	Ex	x (Total				<u> </u>		Issue
D Gloro Holli			~	Sales Order N	0	Isui	00001 🛃			Quotation
							· • • •			Cabinition

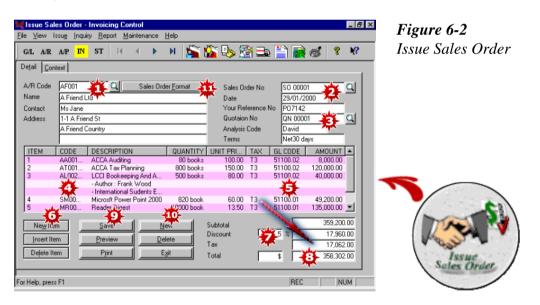
- 1. Select the A/R (Customer) code.
- 2. The Quotation No. is automatically generated.
- 3. Select the item. Key in the quantity. The default unit price will appear here.
- 4. Select the tax type, if applicable. The tax amount will be calculated based on the tax type selected.
- 5. The default G/L code 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).



KIssue Quotation - Invoicing Control		_ 8 ×					
<u>File View Issue Inquiry Report Maintenance Help</u>							
GLARAP IN ST H 4 🕨 M 🍒 🌇 🔁 🗎) 📝 🥑 🦹	₩?					
Detail <u>C</u> ontext							
Header Context		1					
Permit us to thank you for your interest of our product and much valued enquiry. As per your reuest, we append the following for your perusal:							
· · · · · · · · · · · · · · · · · · ·							
, Footer Context		1					
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 confimation of order with downpayment							
×*							
1	24						
Add Delete	Set As Default						
	OCAS Derduit						
For Help, press F1 REC NUM							

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

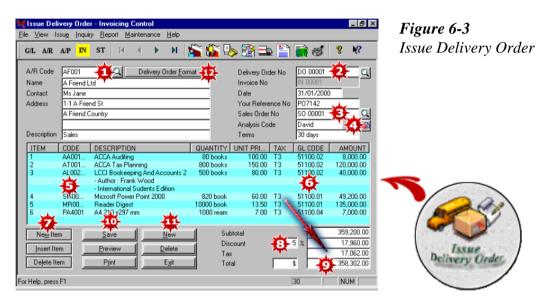
- 1. Type in the header context here.
- 2. Type in the footer context here.
- 3. If you wish to set the header and footer context as default, click 'Set As Default'.



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

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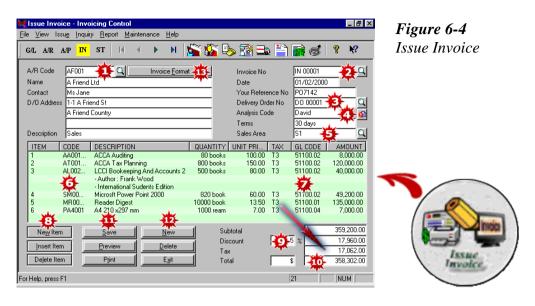
- 3. Select the quotation, if any, to generate the sales order. All the details in the quotation will be transferred to the sales order.
- 4. If no quotation has been selected, then select the item, key in the quantity and select the tax type, if applicable. The tax amount will be calculated based on 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).



- 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.

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- 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).



- 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).



Ele View Issue Invoicing Control	Figure 6-5
GIL AIR AIP 🔃 ST 🔢 🔹 🕨 🕅 😹	Issue Cash Bill
A/R Code CASH Cash Bill Cash Bill Format Cash Bill No CS 00001 Name Cash Customer Account Date 01/01/20	***
Name Cash Customer Account Date 01/01/20 Contact Your Reference No P0001/01	
Address Analysis Code James	
Cash / Bank Code 11310	
Description Cash Sales Sales Area S1	
ITEM CODE DESCRIPTION QUANTITY UNIT PRI TAX GL CODE	
1 CM00 CIMA Management Accouting 10 books 100.00 T3 51100.02	1,000.00
1 A V	
New Item Save New Subtol	1,000.00
Delete Item Print Exit Total \$	1,050.00 Cash Bill
For Help, press F1 15	NUM //

- 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).

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<u>F</u> ile <u>V</u> iew Is	su <u>e I</u> nqu	Invoicing Control ry <u>R</u> eport <u>M</u> aintenance <u>H</u> elp			-			Figure 6-6 Issue Credit Note
G/L A/R	АЛР IN	ST I I	🏂 🌇 🛛	> 🕍 🕻	地 🔛	i 6	8 №	Issue Creati Note
A/R Code	AF001		rmat 澔	Credit N		011 00001		
Name					ote No	CN 00001	2	
	A Friend	_td ·		Date		19/02/200	<u> </u>	
Contact	Ms Jane				ference No	P07142		
Address	1-1 A Frie				erence No	IN 00001	<u>-</u>	
	A Friend	Country		Analysis	Code	David		
				Terms		30 days		
Description	Sales			Sales Ar	ea	S1	- <u>4</u> q	
ITEM	CODE	DESCRIPTION		NIT PBI	TAX G	LCODE		
	and the	Being goods returned of Inv				-		
	-5	No: INN00001 dated 01/02/				Ø		
	~~~	1001 1 11		100.00	70 5		300.00	
1	AA001	ACCA Auditing ACCA Tax Planning	3 books 2 books	100.00		1100.02 1100.02	300.00	
3	AL002	LCCI Bookeeping And Acco	50 books	80.00		1100.02	4.000.00	
Ŭ	1.000	- Author : Frank Wood	0000000	00.00	10		1,000.00	
-		- International Sudents Edition					<b>•</b>	
		- <b>19</b> 10-				21		
New Iter	m	Save New	I Sui	btotal			4,600.00	
	= :		Ta	,			230.00	
Insert Ite	m _	Preview Delete				s 🔁	4,830.00	Incura
Delete Ite	em	Pgint Egit	1			- <b>1 2</b>	4,000.00	Credit Note
								Contraction of the second
For Help, press	F1					6	NUM	

- 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).

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- 81	c <mark>hase O</mark> r ntry <u>I</u> nqu	<mark>der - Inventory (</mark> iiry <u>R</u> eport <u>M</u> air	Control itenance <u>H</u> elp						Figure 6-7
G/L A/R	A/P IN	ST 🕅	< > >	si 🖉 🖉	a 💝 🔏	) 😵	3	<b>k</b> ?	Issue Purchase Order
A/P Code Name	AR001 A Red Lt		Purchase Order <u>F</u> o	rmat 🔆	Purchase C	rder No	PO 00001	<b>2</b> a	
Contact	Ms Helar				Date		01/01/2000	)	
Address	1 A Red	St			Your Refere	ence No	QN001/00	_	
	A Red C	ountry			Our Referen	nce No	Verbal		
					Analysis Co	de	David	_	
Description	PURCH4	ASE		_	Terms		60 days		
ITEM	CODE	DESCRIPTION		QUANTITY	UNIT PRI	TAX	GL CODE	AMOUNT	
1	SM00	Microsft Power	Point 2000	10000 bo	17.00	T3	61100.01	170,000.00	
2	AT001	ACCA Tax Plan		15000 bo	56.72	T3	61100.02	850,800.00	
3	CM00 AL002	CIMA Managerr	ient Accouting ig And Account	10000 bo 10000 bo	50.00 20.54	T3 T3	61100.02 61100.02	500,000.00 205,400.00	
	₽	- Author : Frank - International S	Wood	1000 00	20.04	1		200,400.00	
L G	_		- <b>1</b> 04				31		
New iter		Save	New	1 Sub				1,726,200.00	and the second s
	= *				total			86,310.00	
Insert Iter	m	Preview	<u>D</u> elete	Tax		<u> </u>	-		Issue
Dejete Ite	m _	Print	Exit	Tota	)I	1	**	1,812,510.00	Archase Order
For Help, press	F1					22		NUM //	

- 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).

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		e <mark>turn - Inventory Co</mark> iry <u>R</u> eport <u>M</u> ainten						rigure 0-0
G/L A/R	A/P IN	ST 🕅 🖣	► H	🗳 🄏 🍯	ן 💱 🚜 😵	8	<b>k</b> ?	Issue Purchase Return
A/P Code Name	FB001 F Black I		hase Return <u>F</u> o	s 🗱	Purchase Return	PR 00001	<b>*</b> 🖳	
Contact	Mr Thom			_	Date	01/05/2000	-	
Address	79-1A F	Black St.		_	Your Reference No	INVFB011	<b>B a</b>	
	F Black	Country			Our Reference No	P000012		
					Analysis Code	David		
Description	GOODS	RETURN			Sales Team	S1 4	- 2	
ITEM	CODE	DESCRIPTION		QUANTITY L	INIT PRI TAX	GL CODE	AMOUNT	
		Being goods wrong Invoice No:INVFB0 20/2/2000.				*		
	AL001		ood	3 books	15.58 T3	61100.02	46.74	
-	~4~	10-	举					
Ne <u>w</u> Iten	n 🗍	Save	New	Subto	tal		46.74	
Insert Iter	m	Preview	<u>D</u> elete	Tax			2.34	Issue
Dejete Ite	m	Print	E <u>s</u> it	Total		\$ <b>1-9</b> -	49.08	Purchase Return
For Help, press	F1				2			

- 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).

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	I/L Transaction - General Ledger			Figure 7-1
L A/R A/P		S ? K?		Quick View G/L Transactio
More Inform	nation Trade Debtors			
G/L CODE	T NAME	TYPE	BALANCE	
11100	Petty Ca	1. Current Assets	3,823.72	
11200	Cash On And	<ol> <li>Current Assets</li> </ol>	23,375.09	
11310	Bank 1 🔪	<ol> <li>Current Assets</li> </ol>	-118,890.05 🚽	
11320	Bank 2	<ol> <li>Current Assets</li> </ol>	0.00	
11330	Dummy Bank F&A/R And A/P Contra	1. Current Assets	0.00	
12100	Trade Debtors	2 > 1. Current Assets	5,664,483.84	
12200	Provision for Doubtful Debts	1. Current Assets	0.00	
12300	Other Debtors	1. Current Assets	0.00	
13100 13100.01	Stock Stock - Finished Goods	<ol> <li>Current Assets</li> <li>Current Assets</li> </ol>	0.00	
13100.01	Stock - Finished Goods Stock - Raw Materials	1. Current Assets 1. Current Assets	0.00	
13100.02	Stock - Work in Progress	1. Current Assets	0.00	
14100	Deposits	1. Current Assets	0.00	
14200	Prepaid Expenses	1. Current Assets	0.00	
14300	Employee Advances	1. Current Assets	0.00	
15100	Loan Receivable	1. Current Assets	0.00	
16100	Director's Account	<ol> <li>Current Assets</li> </ol>	0.00	
25100	Office Equipment	<ol><li>Fixed Assets</li></ol>	81,500.00	
25100.01	Accum. Depn - Office Equipment	<ol><li>Fixed Assets</li></ol>	-5,000.00 💌	

- 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.

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Gr. AR AP IN ST       ST </th <th>400 A00</th> <th>Entry Inquiry Report Main</th> <th></th> <th>9</th> <th></th> <th>Figure 7-2</th>	400 A00	Entry Inquiry Report Main		9		Figure 7-2
AFR CODE         NAME         CONTACT         TELEPHONE         BALANCE           AF001         A Friend to BC001         B Cap Ltd         Ms Jane         789-4555         491.609.00           BC001         B Cap Ltd         Ms Jane         789-4555         733.229.22           BS001         B Sounce Ltd         Ms Kate         765-5112         1,1131.909.70           CASH         Cash Custome Account         Mt Jeffrey         722.1125         1,1131.79.13           DM001         D Minor Ltd         Mt Jeffrey         722.1122         325.915.10           DM002         D Major Ltd         Mt Jeffrey         722.122.23         325.916.16.00           DM002         D Major Ltd         Ms. Naria         744.1000         114.829.75           EH001         E Key Ltd         Ms. Alice         700-5222         658.33.67           FJ001         F Jet Ltd         Mr. Wiliam 411.8978         1,024.643.71         100           UN001         United Ltd         Ms. Babara         755-4522         291,411.39	AR AF	ш зі 🎦 📼 🛛	<b>N 1</b> 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1			Quick View A/R Transaction
AFRODE         NAME         CONTACT         TELEPHONE         BALANCE           AFRODE         NAME         Ms Jane         7884555         431,603.00           B5001         B Cap Ltd         Ms Jane         7884555         733,229.22           B5001         B Source Ltd         Ms Kete         766-5112         1,131,909.72           CASH         Cash Customer Account         Mr. Jeffrey         722:125         1,113,179.13           DM001         D Minor Ltd         Mr. Jeffrey         722:122         326,816.50           DM002         D Major Ltd         Mr. Jeffrey         72:122         326,816.50           EH001         E Hope Ltd         Ms. Aria         744.1000         -114.823.75           EK001         E Key Ltd         Ms. Aria         744.1000         -114.823.75           EK001         E Key Ltd         Ms. Aria         745.4522         291,411.39           UN001         United Ltd         Ms. Babara         755.4522         291,411.39	More Inforr	nation L B Source Ltd				
A Friend       Ms Jane       788-4555       491 (603 001         BC001       B Source Ltd       Mr. Domaid       711-2555       733.229.22         BS001       B Source Ltd       Mr. Mate       785-55112       1131.909.72         CASH       Cash Customer Account       47.288.37         CD001       D Minor Ltd       Mr. Jeffrey       722-1125       1,1131.909.72         DM002       D Major Ltd       Mr. Jeffrey       722-1125       1,1131.731.3         DM001       D Minor Ltd       Mr. Jeffrey       722-1125       1,1131.791.3         DM002       D Major Ltd       Mr. John       700-4111       11,198.25         EH001       E Hope Ltd       Ms. Anita       744-1000       -114.829.75         FL001       E Key Ltd       Ms. Alice       705-522       658.333.67         UN001       United Ltd       Ms. Babara       755-4522       291,411.39	<u> </u>		1			
BC001       B Cap Ltd       Mr. Donald       711:2555       733:229:22         B5001       B Source Ltd       Ms. Kate       765:5112       1.131:909:72         CASH       Cash Customer Account       47:268:37         DM001       D Minor Ltd       Mr. Jeffrey       722:12:5         DM002       D Major Ltd       Mr. Jeffrey       722:32:22         EH001       E Hope Ltd       Ms. Naina       744:100         DM002       D Major Ltd       Ms. Alice       700:4111         DM001       E Hope Ltd       Ms. Naina       744:1000       -114:829:75         EK001       E Key Ltd       Ms. Alice       705:522       658:353:67         FJ001       F Jet Ltd       Mr. William       411:5878       1.024;643:71         UN001       United Ltd       Ms. Babara       755:4522       291,411.39						
BS001         B Source Lto         2         Ms. Kate         766-5112         1,131 (909 72)           CASH         Cash Customer Account         47,268.37         47,268.37           CD001         D Tobit Lid         Mr. Jeffrey         722-1125         1,113,179.13           DM002         D Maine Lid         Mr. John 700-4111         11.198,255           EH001         E Hope Lid         Ms. Alice         700-5222         658,3367           FU001         F. Jeet Lid         Ms. Alice         700-5222         658,3367           FU001         F. Jeet Lid         Ms. Babara         755-4522         291,411.39						
CASH         Cash Customer Account         47.288.37           CD001         C Dot Ltd         Mr.Jeffrey         722:1125         1,113,179.13           DM001         D Miror Ltd         Mr. Jim         733:1222         325,816.50           DM002         D Major Ltd         Mr. John         700-4111         11.198.25           EH001         E Hope Ltd         Mr.Aina         744.1000         -114.829,75           FK001         F Jet Ltd         Mr.Jahn         700-5222         658,933.67           FU001         F Jet Ltd         Mr.Milam         41.15978         1.024.643.71           UN001         United Ltd         Mr.Babara         755.4522         291,411.39						
CD001         C Dot Ld         Mr.Jeffrey         722:1125         1.113,173.13           DM001         D Miori Ld         Mr. Jim         733-1222         325,816.50           DM002         D Majori Ld         Mr. John         700-4111         11,198.25           EH001         E Hope Ltd         Ms Anita         744-1000         -114,823.75           EK001         E Key Ltd         Ms Anita         744-1000         -114,823.75           EK001         E Key Ltd         Ms.Bibara         710-411.33         1.024,643.71           UN001         United Ltd         Ms. Babara         755-4522         251,411.39			Ms. Kate	766-5112	1,131,909.72	
DM001         D Miaor Lid         Mr. Jim         733-1222         3255816.50           DM002         D Miaor Lid         Mr. John         700-4111         11,198.25           EH001         E Hope Lid         Mr. Aince         700-5222         658.353.87           FX001         F. Jet Lid         Mr. Mire         11.372         1.024.643.71           UN001         United Lid         Mr. Babara         755-4522         291,411.39			Mr. Joffrou	700 1105		
DM002 D Major Lid Mr. John 700-4111 11,198.25 EH001 E Hope Lid Ms Anita 744-1000 - 114,823.75 EX001 E Key Lid Ms. Alice 700-5222 658,353.67 FJ001 F Jet Lid Mr. William 411-5878 1,024,543.71 UN001 United Lid Ms. Babara 755-4522 291,411.39						
EH001         E Hope Lid         Ms Anita         744-1000         -114.823.75           EK001         E Key Lid         Ms. Alice         7005222         658,353.67           F0001         UN001         United Lid         Ms. Babara         755-4522         251,411.39						
EK001 E Key Lid Ms. Alice 700-5222 653,953.67 FJ001 F-Jet.Lid Mr. William 411-5978 1,024,543.71 UN001 United.Lid Ms. Babara 755-4522 231,411.39						
UN001 United Ltd Ms. Babara 755-4522 291,411.39	EK001		Ms. Alice	700-5222	658,353.67	
Quick View			Mr. William		1,024,643.71	
View (More Information) Transaction Date 01/01/2000 To 31/12/2000 5 Exit	UN001	United Ltd	Ms. Babara	755-4522	291,411.39	
View (More Information) Transaction Date 01/01/2000 To 31/12/2000						
View (More Information) Transaction Date         01/01/2000         To 31/12/2000         Exit						
View (More Information) Transaction Date         01/01/2000         To 31/12/2000         Exit         Control of the second						
View (More Information) Transaction Date         01/01/2000         To 31/12/2000         Exit         Opened Section						
View (More Information) Transaction Date 01/01/2000 To 31/12/2000						11-
View (More Information) Transaction Date 01/01/2000 To 31/12/2000						
View (More Information) Transaction Date 01/01/2000 To 31/12/2000						
View (More Information) Transaction Date 01/01/2000 To 31/12/2000				- 4 -		Quick View
	View (More In	formation) Transaction Date	01/01/2000 To 31/12/2000	<b>31</b>	Exit	NR Transaction
				- <b>X</b>		NAME OF TAXABLE PARTY.
Help, press F1 REC NUM				BEC		

- 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.

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e <u>V</u> iew <u>D</u> ataEi	pplier Transaction - Acco ntry <u>I</u> nquiry <u>R</u> eport <u>M</u> ain	tenance <u>H</u> elp				_ <b>8</b> ×	Figure 7-3
G/L A/R <mark>A/P</mark>	IN ST 🏂 💒 🚽	🛆 🍰 🥌 📍	N?				Quick View A/P Transaction
More Inform	ation B Orange Ltd						guillen frem 111 Transaction
A/P CODE	NAME NAME		CONTACT	TELEPHONE		BALANCE	
AB001	A Blue Ltd		Ms Celia	02-052001		-596,385.32	
AR001	A Red Ltd		Ms Helan	01-023400		-88,477.40	
80001 CG001	B Orange Ltd		M <mark>s Lilian</mark> Ms Carol	04-022000		-699,782.27 -305.680.20	
DY001	D Yellow Ltd		Ms Ann	04-222251		-135,588.63	
EW001	E White Ltd		Ms Julie	05-052000		-242,449.40	
FB001	F Black Ltd		Mr Thomas	05-250220		-843,232.17	
RD001 UP0001	Reader Digest Ltd UPS Ltd		MrRoy MrKent	03-155221 88-825228		-194,989.65 -795.50	
View (More Infi	ormation) Transaction Date	01/01/2000 To	31/12/2000	*		E <u>x</u> it	MP Transaction
Help, press F1					REC	NUM	

- 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.

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⊻iew <u>E</u> ntry <u>I</u> nqu	ory Transaction - Inventory Control iry <u>R</u> eport <u>M</u> aintenance <u>H</u> elp				Figure 7-4
LA/RA/PIN	🕆 💱 🚔 🏠 🛸 🔊	🖹 🥑 🕴	?		Quick View Inventory Transaction
More Information	ACCA Tax Planning				
ІТЕМ СОД	DESCRIPTION	UNIT COST U	INIT PRICE	BALANCE 🔺	
AA001/00	ACCA Auditing	50.00 1	00.00	7,753.00	
AL001/00	LCCI Bookeeping And Accounts 1	15.58 6	0.00	10,349.00	
AL002/00	LCCI Bookeeping And Accounts 2	20.54 8	0.00	6,644.00	
AT001/00	ACCA Tax Planning	56.72 2 5 1	50.00	6,815.00	
CM001/00	CIMA Management Accouting	50.00 7 1	00.00	26,513.00	
MR001/00	Reader Digest		3.50	42,674.00	
MV001/00	Vogue Magazine	2.57 5	.00	1,069.00	
PA4001	A4 210 x297 mm		.00	11,285.00	
PA5001	A5 148 x 210mm		.00	36,302.00	
PB001-BL	Parker Black Colour		.90	5,715.00	
PB4001	Computer Paper 1 ply 9.5 × 11 (1600)		2.00	8,500.00	
PF001	Folio 81/2×12 in		.50	-6,871.00	
PL8001	Letter 8 x 12 in		.50	11,780.00	
PP001-B	Parker Blue Colour		.00	14,512.00	Levenbary
PR001-R	Parker Red Colour		.90	5,861.00	
RB001-BL	Red Leaf Black Colour		.00	4,340.00	A -
RP001-B	Red Leaf Blue Colour	0.30 1	.00	-3,164,00 🚬	
•				•	Billion and Constants
View (More Informa	tion) Transaction Date 01/01/2000	To 31/12/2000 ¥	K	E <u>x</u> it	Quick View
	,	~ ~			Inventory Trans
elp, press F1			REC		

- 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.

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### Chapter 8 Error Correction

G/L Error Correction - General Ledger	Figure 8-1
GL AR AP IN ST 🙀 🐋 🕎 🎬 🚑 🦪 💕 🤋 🌾	G/L Error Correction
Transaction No       GLP00001       Image: Constraint of the second seco	
72401         Motor Vehicle In         7082         Motor Vehicle X         T3         1,732.50           25600         Motor Vehicle X         T3         121,275.00           11310         Bank 1         SUS178063         Motor Vehicle X         13         121,275.00	and the second second
Add G/L Item         Erase G/L Item         1/4         Total         Pit23.606.00         123.606.00           For Help, press F1         IREC         CAP         Interview         Interv	GAL 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.



#### **Chapter 8 Error Correction**

A/R Error Correction - Account Receivable           Eile View Data Entry Inquiry Report Maintenance	<u>_</u> ⊡× <u>H</u> elp	rigure 0-2
GIL AIR AIP IN ST 🕍 🕍 🎲 🕎	C 3 8 8	A/R Error Correction
A/R Code AF001 A Friend Ltd Sales Area S1 Cocal Sales Transaction No ARR00001 Reference No SAF005200 Date 01/01/2000	E Update To A/R      Cancel      are NOT SURE how to correct your mistakes,      Duld erase the transaction(s) below.      Egit	
Description     Receipt     G/L Code     G/L Code	Tax Type Amount	
11310 Q A Friend Ltd	T3 Q 45-3,000.00	
G/L CODE G/L NAME	DESCRIPTION TYPE ITEM TOTAL A Friend Ltd T3 -3,150.00	
Add G/L Item Frase G/L Item 1/1	Total 3150.00	AR Estar 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.

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A/P Error Correction - Account Payable     File View Data Entry Inquiry Report Maintenance Help	<b>Figure 8-3</b>
GLAR AP IN ST 🏂 🔬 🔬 🦪 ? 🧐	A/P Error Correction
A/P Code AB001 A Blue Ltd Local Sales Area S1 Local Sales Area S1 Local Sales Area S1 Local Sales Area S1 Local Sales Local Sales Area S1 Local Sales Area S1 Local Sales Local Sales Local Sales Local Sales Area S1 Local Sales	
Description         Purchase           G/L Code         G/L Description         Tax Type         Amou           [61100.01         A8001 / Purchase         T3         4001 / Purchase	
G/L CODE         G/L NAME         DESCRIPTION         TYPE         ITEM TO           61100.01         Purchase - Magazine         AB001 / Purchase         T3         -1,05           Image: State	
For Help, press F1 0/0 NUM	

- 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.

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### **Chapter 8 Error Correction**

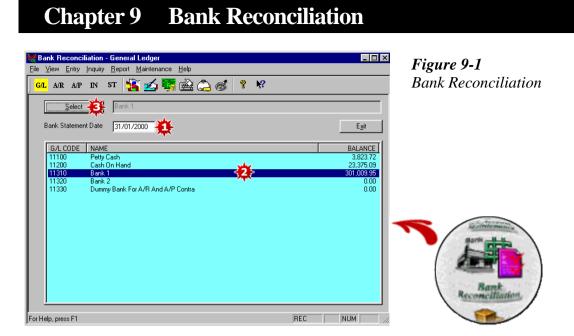
### Tips:

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.

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- 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.

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#### **Chapter 9 Bank Reconciliation**

DATE	TRANS, NO	REF NO	DESCRIPTION	RECEIPT	PAYMENT X
01/01/2000	APP00001	A0B000100	AB001 / Payment		141,000.00 X
01/01/2000	GLR00001	RON020001	Rental - Jan'00	5,250.00	
01/01/2000	ARR00001	SAF005200	A Friend Ltd	3,000.00	
01/01/2000	GLP00002	SUS178006	Cabinet		5,250.00
01/01/2000	GLP00003	SUS178007	Fax Machine		1,575.00 X
01/01/2000	GLP00004	SUS178008	Funds Transfer		1,050.00 X
01/01/2000	GLP00001	SUS178063	Motor Vehicle X		123,606.00 X
01/01/2000	INR00009	SUS700011	Cash Customer	1,050.00	🛶 🖌
02/01/2000	ARR00002	AUS005001	A Friend Ltd	500.00	
02/01/2000	JNL00076	F10010	Share Capital	359,000.00	$\mathbf{T}_{X}$
02/01/2000	GLP00005	SUS178009	Courier Charges		270.59 X
03/01/2000	GLP00006	SUS178011	Key Cut		13.34 X
05/01/2000	GLP00007	SUS178012	Toll		19.43 X
08/01/2000	GLP00008	SUS178013	Staff Lunch All		55.13 X
10/01/2000	GLP00009	SUS178015	Air Ticket		1,575.00
10/01/2000	GLP00010	SUS178016	Parking Fees		7.88 X
11/01/2000	GLP00011	SUS178018	Staff Lunch All		60.90
13/01/2000	GLP00012	SUS178019	Employees ins	des sub	1 520 40 兴
4				4 5	

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.

		DEMONSTRA	TION LT	Б		
		Dimonsta				
Bank Reconciliati	on as at 31 Ja	nuary 2000			Print Date Page	31/01/2000 1
Debit balance as per	r cash book bala	nce				1,315,138.20
Add cheque not y	et presented					
SUS178006	01/01/2000	Cabinet			5,250.00	
SUS178015	10/01/2000				1,575.00	
SUS178018		Staff Lunch Allowance			60.90	
SUS178020	14/01/2000	Parking Fees			7.88	
SUS178022		Entertainment -Client			173.25	
SUS178023	28/01/2000	Motor Vehicle Y			23,257.50	
						30,324.5
						1,345,462.73
Less cheque not	yet credited					. ,
RON020001		Rental - Jan'00			5,250.00	
SAF005200	01/01/2000	A Friend Ltd			3,000.00	
						8,250.00
Credit balance as pe	er bank stateme	nt				1,337,212.73

Figure 9-3 Bank Reconciliation Report

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Opening Bank	Statement			×
Date Reference No Description Receipt Payment	Opening Bala	0.00	¥	<u>S</u> ave Add <u>E</u> rase Exit
DATE 31/12/1999	REF NO O/bal	DESCRIPTION Opening Balance	0/S RECEIPT   10,000.00	0/S PAYME ] 0.00

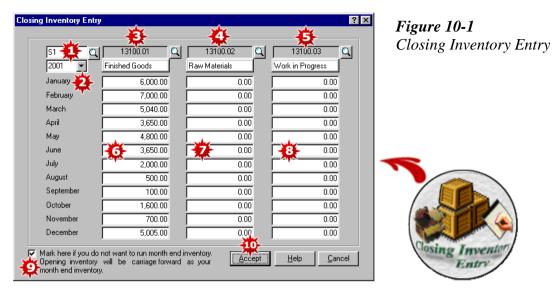
Figure 9-4 Opening O/S Bank Statement

- 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.

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## Chapter 10 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.

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# Chapter 11 Tax And Locking Date Setting

Tax Type Setting			×	Figure 11-1
Тах Туре 🛛 🏹	<u>E</u>		Save	Tax Type Setting
Description 5% Taxable	-2		Delete	
Tax Rate	5 %	<b>x</b>	<u>N</u> ew/Cancel E <u>x</u> it	
G/L Tax Code				
Input Tax (Purchases)	32100 🔍 P	urchase/Input Tax 🕇	<b>Q</b> -	
Output Tax (Sales)		ales/Output Tax	₿ _	Tax 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.

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TO		-	Cancel
Тах Туре	Description		
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T2	3% Taxable		
T3	5% Taxable		
T4	12% Taxable		
T5	16% Taxable		
T6	17% Taxable		
T7	17.5% Taxable		
T8	22% Taxable		

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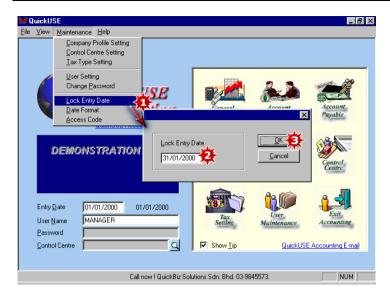
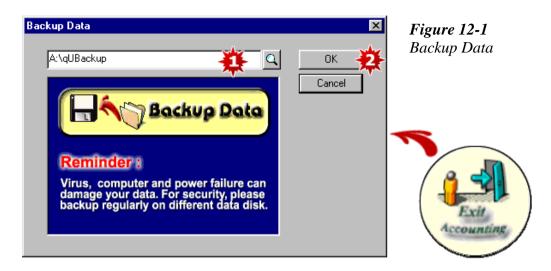


Figure 11-2 Lock Entry Date Setting

- 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



- 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'.

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Beckup Data Petrore Data Fait Fait Fait Fait Fait Fait Fait F	<b>Figure 12-3</b> Restore Data	_ [#] ×			ickUSE √iew <u>M</u> aintenance <u>H</u> en Company	<u>F</u> ile
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- 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.

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### Chapter 13 Customize Report And Default Setting

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	DESCRIPTION 40	Subtotal Discount Tax Total	DUANTITY         AMOUNT           12         12           12         12           12         12           12         12           12         12           12         12           12         12           12         12           12         12           12         12           12         12           12         12           12         12           12         12

*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.

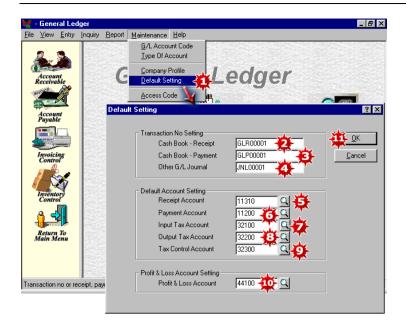
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15. Click 'OK' to accept the invoice format.

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.

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Sales Order <u>F</u> ormat
Delivery Order <u>F</u> ormat
Cash Bill <u>F</u> ormat
Credit Note <u>F</u> ormat
Purchase Order <u>F</u> ormat
Purchase Return Format

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*Figure 13-2 General Ledger Default Setting* 

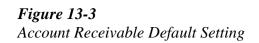
On the General Ledger Module, click on the 'Maintenance' menu. A drop-down list appears.

- 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.



**Chapter 13 Customize Report And Default Setting** 

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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.

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*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.

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**Chapter 13 Customize Report And Default Setting** 

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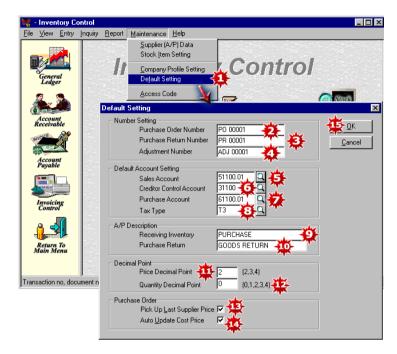
On the Invoicing Control Module, click on the Maintenance menu. A drop-down list appears.

- 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.

Figure 13-5 Invoicing Control Default Setting

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- 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.

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