TABLE OF CONTENTS

	Page
Introduction	1
System Requirement	2
Installation	2
CHAPTER 1	
MAINTENANCE	4
GENERAL LEDGER A/C MAINTENANCE	4
DEBTORS FILE MAINTENANCE	7
1. Add/Edit/View/Delete/Print	7
2. Print Debtors Labels	13
3. Update Last Year Aging	13
CREDITORS FILE MAINTENANCE	14
1. Add/Edit/View/Delete/Print	14
2. Print Creditors Labels	17
3. Update Last Year Aging	17
OTHERS FILE MAINTENANCE	18
1. Enter Opening Balances	18
2. Fixed Assets Register	19
3. Maintain Project Titles	20
4. Maintain Stock Values	21
5. Budget and Last Year Figure	22
CHAPTER 2	
TRANSACTION	23
TRANSACTIONS	23
1. Add Transactions	24
EDIT	
1. Edit	34
2. View	35
3. Delete	35
4. Print	35
ORGANISE BATCHES	36
SCAN BATCHES	36

CHAPTER 3 37

REPORT 37

Print G/L Listing 37
Trial Balance 38
Profit & Loss Account 38
Balance Sheet 38
Fixed Assets 38

Cash/Bank Balances 38
Receipts & Payments 38
Manufacturing Account 39
Check Transactions 39
Bank Reconciliation 40

More Report 40
1. Profit And Loss Account (2) 40
2. Classify Expenses 40
3. Transaction Summary 41
4. Transaction Voucher 41
5. Graph 41
6. Group 41
7. 12 Months 41
8. Budget 42
9. Browse Transactions 42
10. GST 43
11. GST - Quarterly 43
12. GST - 12 Month 43
13. Manufacturing Account - 12 Month 43
14. Profit And Loss Account - 12 Month 43
15. Generate Reports 43
16. Program Access Record 43
17. SST 43

Statement Of Cash Flows 43

Print Debtors Statements 44
List Debtors Transacations 44
Print Debtors Aging 44
Print Debtors Balances 44
Print Debtors Analysis 44

Print Payment Voucher 45
Print Official Receipt 45
Print Debit Note 45
Print Credit Note 45
Print Journal Voucher 45
Print Bills 45

CHAPTER 4 46

HOUSEKEEPING 46
General Setting 47
Statement Setting 50
Account Type Description 50
Financial Report Heading 51
Debtors/Creditors Group 51

Cash/Bank Accounts 51
Deferred Tax Accounts 51
Automatic Bill Numbering 51
Automatic Transaction Narration 51

GST Account 51
MPERS 52
SST 52

Recover Data After Power Failure 53
Remove Bad Records 53
Check Files 53
Index All Files 53
Year End Processing 53

Change Password 53

Backup And Restore 53

Print Complete Chart Of Account 53
Menu Control Manager 53
Report Designer 53

CHAPTER 5 54

UTILITIES 54

Calculator 55
Writing 55
Print Transaction File 55

Open Item 55

Audit Trail 56
Consolidated Accounts 56
Foreign Currency 57
Export/Import Transactions 59
Import From Other Program 60
EC Tax 61

Transfer To EXCEL File 64
Transfer To TEXT File 64

Check Reference/Transactions 64

Document Manager 64
Create New Directory (Company) 65

Check For Account By Description 65
Invoicing 66
Cash Sales 88

Introduction

When we first set out to design Windows-based EC Accounting, our main priority is to solve the many problems that many businesses encounter when they attempt to computerise their accounting operations. One major problem that we found out was the inability of many accounting programs to deal with data-entry mistakes. Another common problem is the inability to deal with back-dated entries. On top of that, many programs are so complex that they tend to take months of training and assistance. So, our main objective is to solve these problems without sacrificing features that are found in many other comprehensive programs. Here are some of the highlights of the many features available in EC Accounting.

* Easy correction and deletion facility. With this feature you can afford to make data-entry mistakes. Any entries that are corrected or deleted are automatically updated with all balances reflecting the changes.

* Backdating capability. Any entry that you forgot to make may be backdated with the entry arranged in the proper order with all balances updated.

* Easy maintenance. All processing is done in real-time, i.e. everything is processed immediately without delay. This results in fully updated accounts with updated balances. Therefore, you may view or print your accounts and financial reports at any time without running any irreversible monthly posting routine. EC Accounting has a built-in data restore capability or disaster recovery.

* Familiar reports. Unlike many programs which generate reports which do not conform to local conventions, EC Accounting was developed for the local market in mind.
    - i) Can upload data for e-invoice
    - ii) Can do self-billed e-invoice
    - iii) Can do foreign currency e-invoice
    - iv) Can do consolidated e-invoice
    - v) Can extract uuid from JSON file
    - vi) Can generate validation link for e-invoice and its QR code
    - vii) Can do FS-MPERS (for mbrs)
    - viii) Can do POS system
    - ix) Can customise reports
    - x) Can print barcode and QR code
    - xi) Comprehensive statement printing and support for pre-printed forms.
    - xii) Final Accounts and Balance Sheet Generation for many types of business.
    - xiii) Bank Reconciliation Statement.
    - xiv) Trial Balance, Debtors/Creditors Aging, Debit Note, Credit Note, Payment Voucher, Official Receipt, Journal Voucher and many more.

System Requirements

Windows XP or higher.

Installation

Put in the CD-ROM or pen drive containing EC Software or download the software from EC website. Click on EC Accounting and follow directions.

To start EC Accounting, double-click on EC Accounting on desktop. Select the company required or click "ADD" to create a new company. If you are greeted with a message whether to create files, click on "YES" (Note: This message whether to create files will not appear the next time you start up EC Accounting once the data files are created). If you want to enter the key code, please select the directory ".\data". The system uses 5 PIN numbers. PIN 0 can access all the functions of the program. Only pin 0 can have access to "Housekeeping->Menu Control Manager". You can set the accessibility in each menu and sub-menus for other PIN users if you use PIN 0. PIN 1 is similar to PIN 0 except PIN 1 cannot access "Menu Control Manager". PIN 2, PIN 3 and PIN 4 have decreasing order of accessibility. For password, type "EC" and click "ACCEPT" (This password can be changed by the user). The main menu should now be displayed on the screen. You can select any menu from top or at the column on the left of the screen. The menu at the left of the screen shows only commonly used items. These items are marked by a "tick" sign or a "star" sign in the menu shown at the top. See figure 1 below.

Fig. 1

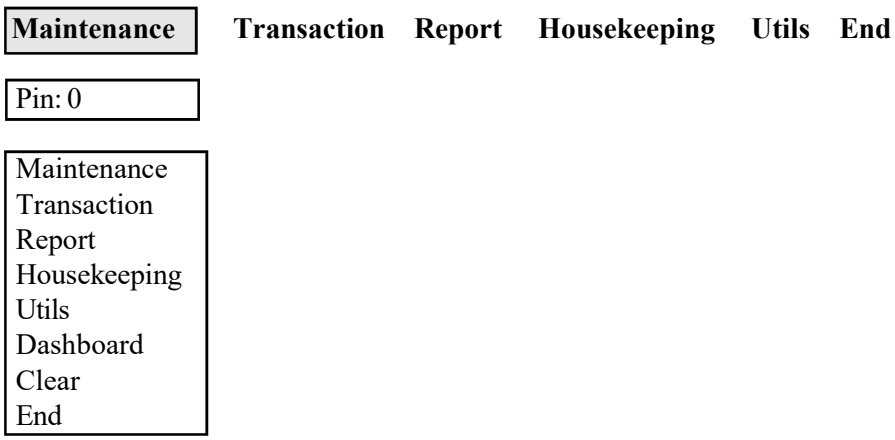
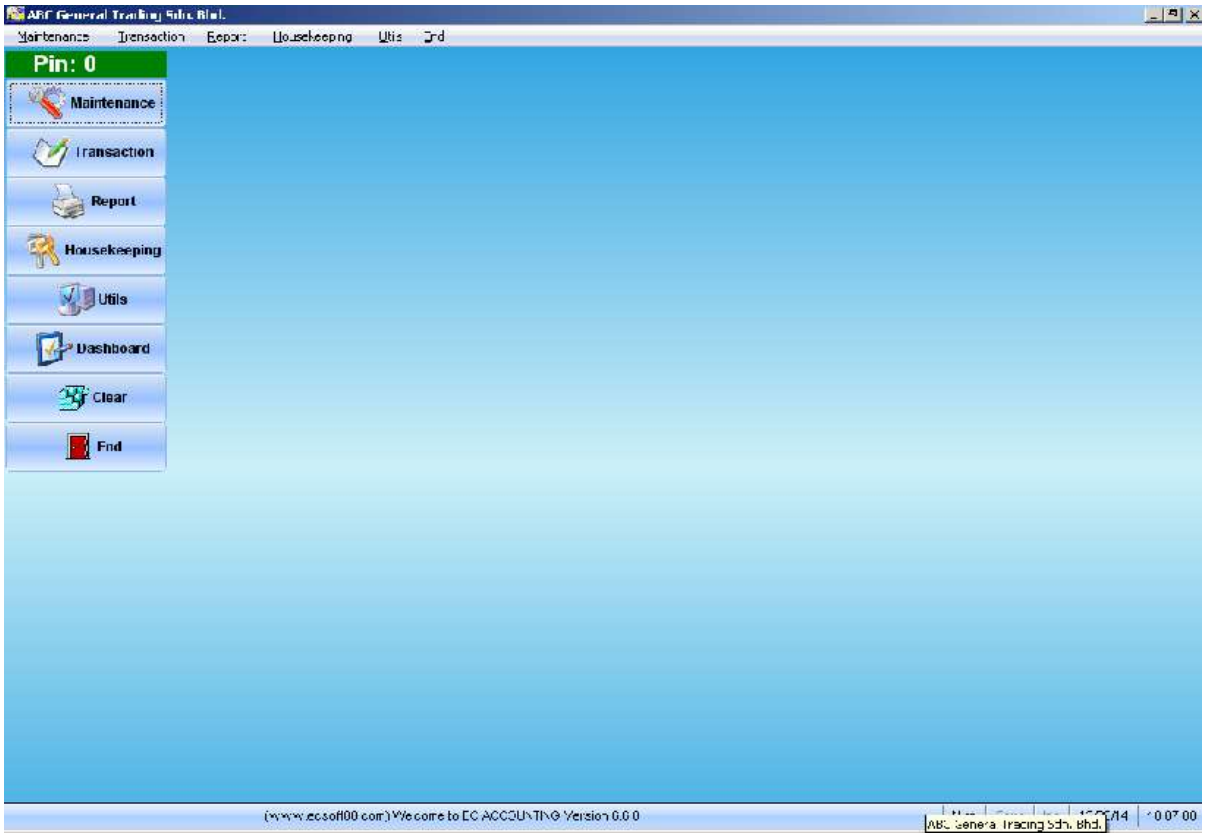


Fig. 1a (Password)



Fig. 1b (Main Menu)



CHAPTER 1

MAINTENANCE

GENERAL LEDGER A/C MAINTENANCE

1. Add Accounts

i. From the Account Main Menu (Figure 1), click General Ledger A/C Maintenance.

ii. Click "NEW" Accounts. The menu for General Ledger will appear (Figure 2).

NB.

Account Number: Click the "AUTO" button to get your new account number. Select the type of account required. Remember to change the description of your new acount. If you have selected a Cash/Bank account, please enter this account also in Housekeeping, Setting, Cash/ Bank Account. Plan your Account Number properly. The first four numbers are the account group. The last three numbers with "000" will be your main general ledger and subsequent numbers will be your subsidiary ledgers. See Example 1. (Note: To see all account numbers already entered, click Button "F" at the bottom. If you click a fixed asset account, say "2040/000", for office equipment, a new account number, say "2040/010", will appear. Change the account description, say "Canon Photostat Machine". If you want to generate the accumulated depreciation account for `2040/010', click `Acc. Depn. Office Equipment', a new account number "2040/015" will appear. You can change the description to "ACC. DEPN. CANON PHOTOSTAT MACHINE".)

Description: Type in the name of your account.

Stock Account: Type BS, OS, CS or MA if your account is a Stock account or a Manufacturing Account If not, leave blank.

Account Type: Change the `alphabet' representing the account type if necessary . Ensure that the type of account is entered correctly. If you entered a wrong account type for a particular account, then the results of the Financial Reports ie Balance Sheet, Profit & Loss Account and Cash Flow Statement, will not be accurate. See Chapter 4 (Housekeeping, Run Setup, Account Type Setting) to change the Account Type description.

iii After you have entered the above particulars. Click "ACCEPT" to save the particulars..

(Note: Each Account Number must be unique. If you try to key in an Account Number which has been entered, the system will prompt you with a message)

Example 1

Account No.	Description	Account Type	Remarks
2000/000	FIXED ASSETS	FIXED ASSETS	Main Ledger
2000/100	MOTOR VEHICLE - WDW 88	FIXED ASSETS	Subsidiary Ledger
2000/105	ACCUM. DEPN. - MOTOR VEHICLE	FIXED ASSETS	Subsidiary Ledger

NB. All the figures in the subsidiary ledgers will be totaled up to the Main Ledger in the Balance Sheet report.

2. Edit Accounts

To modify accounts, click on the Account in the listbox you want to modify. Press HOME to go to first record in the listbox. Press END to go to last record. PAGEUP to go up several records. PAGEDOWN to go down several records. Click "MODIFY". Figure 2 will appear.

After modifying an account, select "ACCEPT" to save the modification.

Fig. 2

General Ledger Account Maintenance

ACCOUNT NUMBER : [3030/000] AUTO
DESCRIPTION : [STOCK]

STOCK ACCOUNT : [BS] BS - BAL. S. STOCK CS - CLOSING STOCK
OS - OPENING STOCK MA - MANU. ACCOUNT

ACCOUNT TYPE : [F] CURRENT ASSETS

BALANCE SHEET ACCOUNTS	**INCOME/EXPENSES ACCOUNTS**
A. CAPITAL	H. SALES
B. L.T. LIABILITIES	I. SALES ADJUSTMENTS
C. OTHER LIABILITIES	J. COST OF GOODS SOLD
D. FIXED ASSETS	L. OTHER INCOMES
E. OTHER ASSETS	M. EXPENSES
F. CURRENT ASSETS	P. TAXATION
G. CURRENT LIABILITIES	S. EXTRAORDINATY INCOME/(EXP.)
R. RETAINED EARNINGS	T. APPROPRIATION A/C

F

3. Delete Accounts

To delete accounts, click on the Account Number you want to delete and click "DELETE". Click "NEXT" and "YES" to delete the Account. However, only account with "0.00" balances and no transactions can be deleted.

4. View Accounts

To view accounts, click "VIEW". The particulars for the first record (Account) will be shown. Select "TOP" for first record, "NEXT" for following record, "PREV" for previous record and "BOTTOM" for last record. . Please use keyboard if necessary.

Fig. 3

TOP NEXT PREV BOTTOM END

5. Search

Enter the Account Number you want to search.

6. Print Chart Of Accounts

To print Chart of Accounts, click "PRINT". This Chart of Accounts is without Debtors and Creditors. To print complete Chart of Accounts, use Housekeeping, Print Complete Chart of Accounts. To print in alphabetical order, use Utilities, Check for Accounts by Description.

Debtors File Maintenance

1. Add Debtors Account

i. From the Maintenence menu (Figure 4), click "DEBTORS". The screen for Debtors Maintenance will appear (Figure 5).

ii. Click "NEW".

NB.

Debtor Number:	Click the "AUTO" button. Then just click on the alphabet (e.g. if your debtor is `Enable Trading', then click `E', a new debtor account number such as "3000/E01" or "3000/E02", etc will appear). Enter the name of the debtor. Please note that the Debtors account will be your subsidiary ledgers of Trade Debtors Account.(Note: To see all debtors account numbers already entered, click Button "F" at the bottom. To search by telephone number, click "P1" or "P2". To generate SMS or email messages, etc, click "S". To show the location, click "Map")
Address:	Type in the address of the Debtor. Leave blank if not necessary.
Attention:	Type in the name of the person attention to. Leave blank if not necessary.
Phone Numbers:	Type in the telephone numbers. Leave blank if none.
Fax:	Type in the fax number. Leave blank if none.
Contact:	Type in the contact person. Leave blank if none.
Email:	Type in the email address. Leave blank if none.
Website:	Type in the website. Leave blank if none.
Nature of Business:	Type in the type of business. Leave blank if not necessary.
Area:	Type in the area of the Debtor. You can sort your reports such as Monthly Statements according to Area Code. Leave blank if not necessary.
Agent:	Type in the agent's or salesman's name who is in charge of this Debtor. You can sort your reports such as Monthly Statements according to Agent Code. Leave blank if not necessary.
Terms:	Type in the Credit term in Days. Leave blank if none.
Credit Limit:	Type in the Credit Limit. Leave blank if none.
Curr. Code:	For foreign currency, type in the currency code. Eg. SGD for Singapore and USD for United States of America. Leave blank if not necessary.
Curr. Symbol:	Type in the foreign currency symbol. Eg. S$ or US$. Leave blank if not necessary.
Curr. Word:	Type in the foreign currency word. Eg. Dollars. Leave blank if not necessary.
Page 2, Page 3.:	Type in the GST Registration No., Bank Account No. and other information if you want to do e-invoicing.

iii. Click "ACCEPT" to accept entry.

Add Debtors Account, Page 2

Type in the "GST Registration No.", "Bank Account No.", "Business Activity Description", "MSIC Code" and "Business Registration Number". If you click "Non Taxable Customer", tax will not be entered for this customer when you do invoicing. Click "Account Status Active", "Terms Exceeded", "Local or Foreign Customer". If you click "Body Corporate", the e-invoice generated will show "BRN" in "Buyer ID Type". If you enable "Discount Eligibility", the debtor wiil get the discount when you are doing invoicing. Enter address including state code. The country code for Malaysia is "MYS".

Add Debtors Account, Page 3

Type in the "Tax Identification No. (TIN)" starting with "C", "IG", etc. For individual, enter the "Identification No.". For individual, if "Tax Idenfification No. (TIN)" is blank and "Identification No." is not blank, the buyer "Tax Identification Number (TIN)" will become "EI00000000010" in e-invoice. If you click "Foreign Buyer" in page 2 , the "Buyer Tin" will change to "EI00000000020" in e-invoice. If you click "Foreign Supplier", the "Buyer Tin" will change to "EI00000000030" in e-invoice and you must print as "self-billed invoice" in "Invoicing->Check Transactions/E-Invoice->Self-Billed Invoice".

2. Edit Debtors Account

To modify accounts, click on the Account you want to modify and click "MODIFY". After modifying an account, select "AEECPT" to save the modification.

3. View/Search Debtors Account

To view or search accounts, click "VIEW/SEARCH" . The particulars for the first record (Account) will be shown. Select "TOP" for first record, "NEXT" for following record, "PREV" for previous record and "BOTTOM" for last record. Click "SEARCH" if you want to search for a particular account. Please use keyboard if necessary.

TOP NEXT PREV BOTTOM SEARCH END

4. Delete Debtors Account

To delete accounts, click on the Account Number you want to delete and click "DELETE". Click "NEXT" and "YES" if you really want to delete and "NO" if not. However, only account with "0.00" balances and no transactions can be deleted.

5. Print Debtors Account

To print Debtors Accounts, click "PRINT". Select the starting Account Number or leave blank. Select the ending Account Number or leave as "zzzz/zzz" to print until last record. Select the Area Code or leave blank. Select the Agent Code or leave blank. (If you want to, say, print from account number "3000/F03" to "3000/R01", you can first click on "3000/R01" in the listbox. Then right click "3000/R01". Then click "3000/F03". Alternatively, first press "ENTER" on "3000/R01", then followed by "3000/F03".). Enable "WITH EMAIL"., "WITH WEBSITE", "WITH ADDRESS" if necesary. Change to "SORT BY NAME" if necessary.

6. Find Debtors Account

Click "F" and enter your search in "Left" or "Mid" for "Name". Click "Search". Click the account required and click "OK".

7. Map

Click the account reqiured and click "Map". The address of the debtor will be displayed. Click "Search" to display the map. For another account, press "Enter" or "Right Click" on the right listbox to search.

Fig. 4

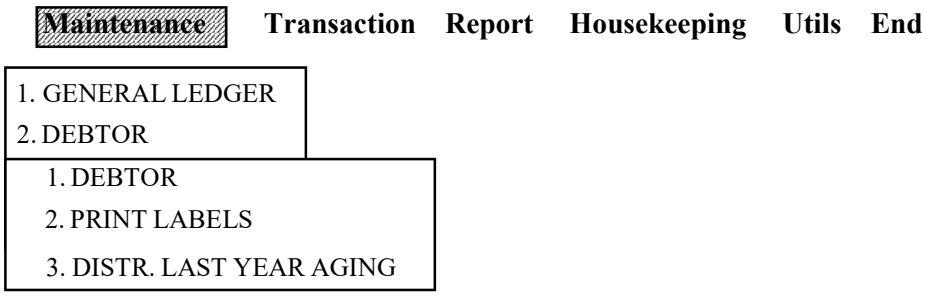
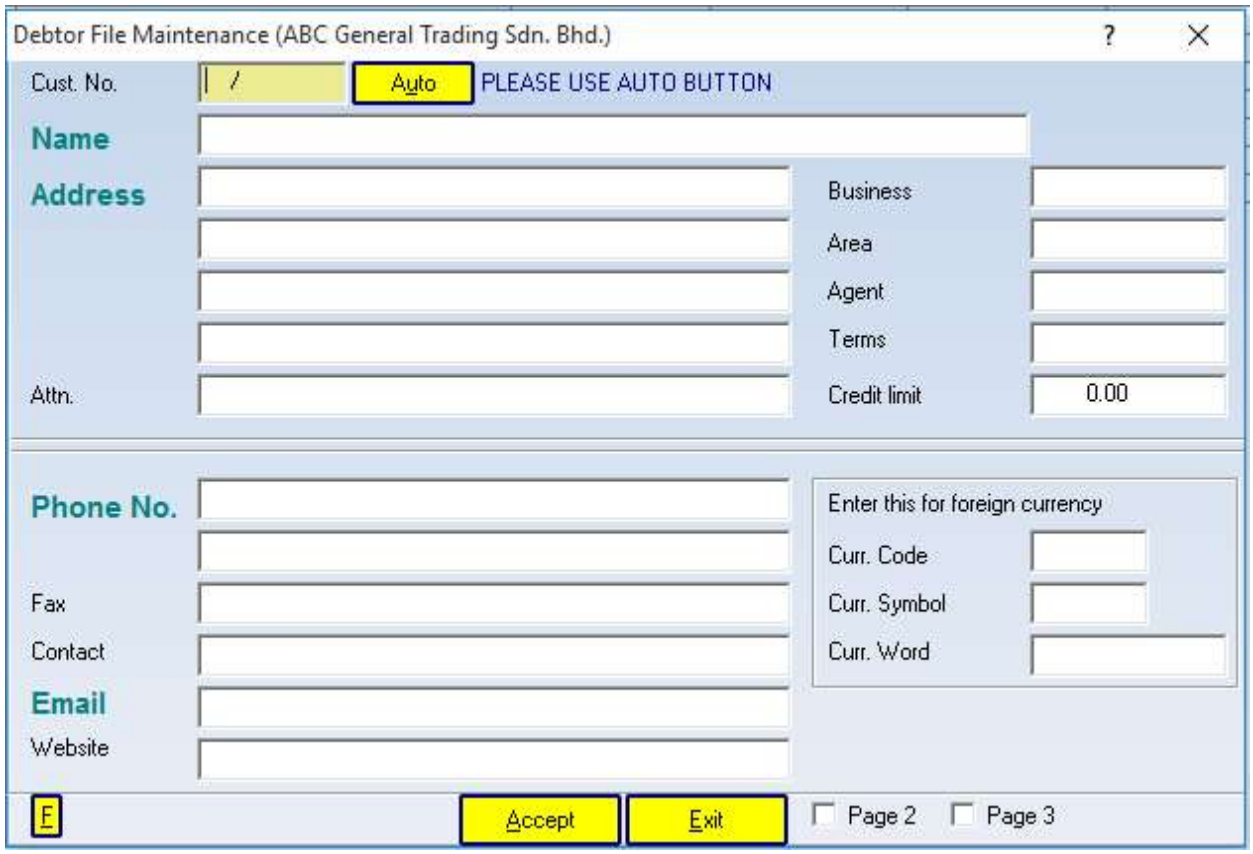
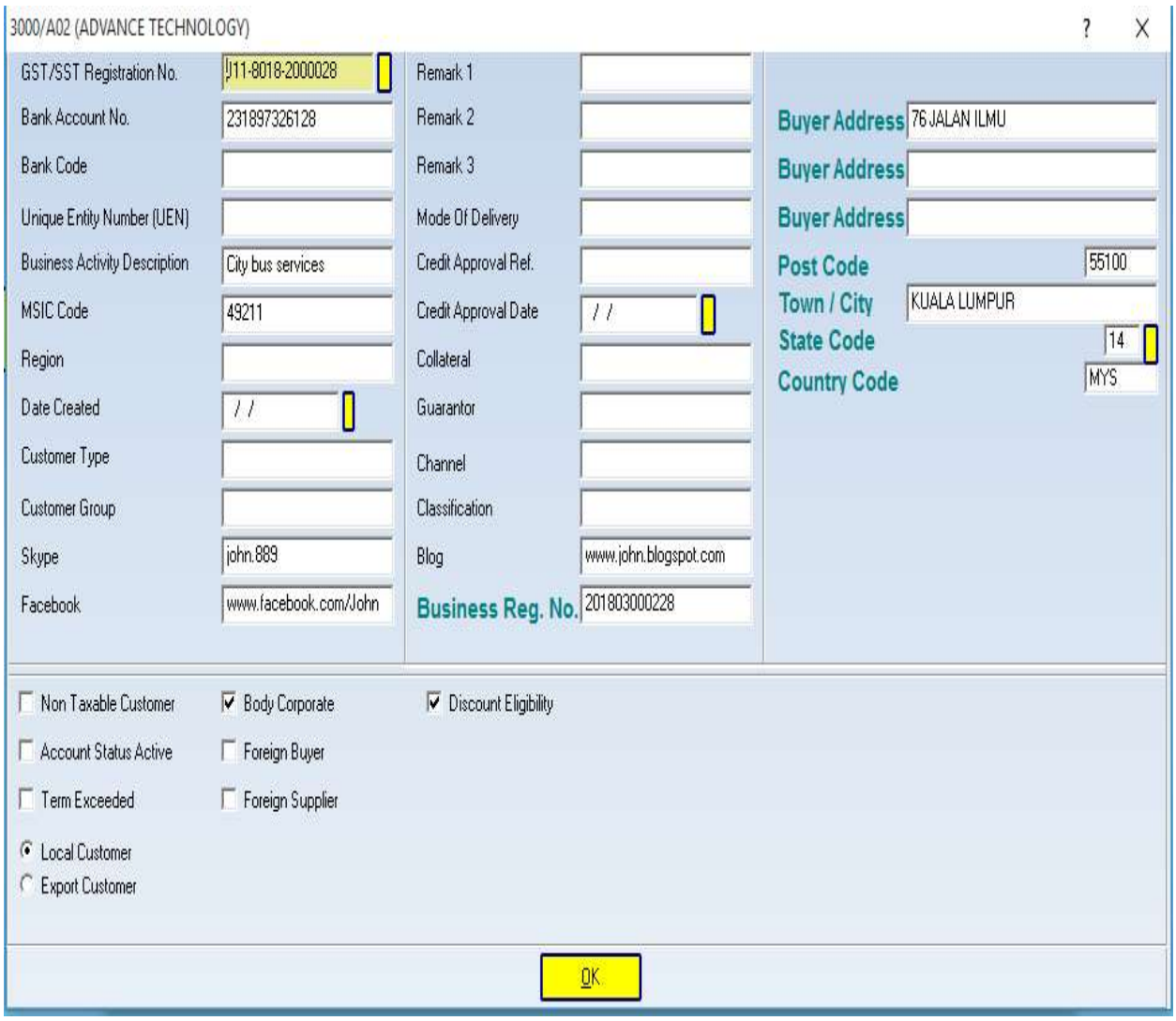
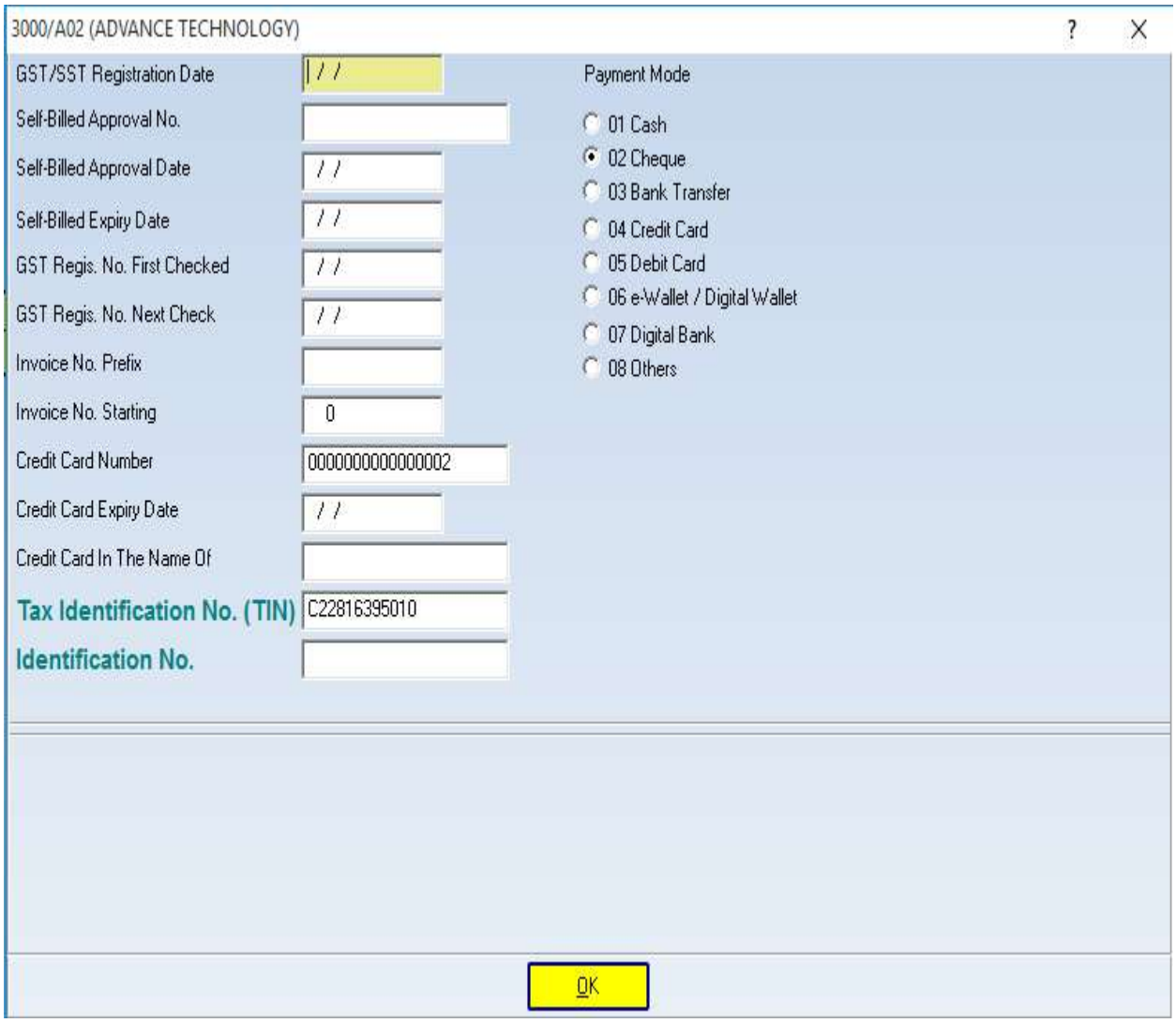


Fig. 5

Debtors File Maintenance




3000/A02 (ADVANCE TECHNOLOGY)
GST/SST Registration No.
J11-8018-2000028
Bank Account No.
231897326128
Bank Code
Unique Entity Number (UEN)
Business Activity Description
City bus services
MSIC Code
49211
Region
Date Created
Customer Type
Customer Group
Skype
john.889
Facebook
www.facebook.com/John
Remark 1
Remark 2
Remark 3
Mode Of Delivery
Credit Approval Ref.
Credit Approval Date
Collateral
Guarantor
Channel
Classification
Blog
www.john.blogspot.com
Business Reg. No.
201803000228
Buyer Address
76 JALAN ILMU
Buyer Address
Buyer Address
Post Code
55100
Town / City
KUALA LUMPUR
State Code
14
Country Code
MYS
Non Taxable Customer
Body Corporate
Discount Eligibility
Account Status Active
Foreign Buyer
Term Exceeded
Foreign Supplier
Local Customer
Export Customer
OK


3000/A02 (ADVANCE TECHNOLOGY)
GST/SST Registration Date
Self-Billed Approval No.
Self-Billed Approval Date
Self-Billed Expiry Date
GST Regis. No. First Checked
GST Regis. No. Next Check
Invoice No. Prefix
Invoice No. Starting
0
Credit Card Number
0000000000000002
Credit Card Expiry Date
Credit Card In The Name Of
Tax Identification No. (TIN)
C22816395010
Identification No.
Payment Mode
01 Cash
02 Cheque
03 Bank Transfer
04 Credit Card
05 Debit Card
06 e-Wallet / Digital Wallet
07 Digital Bank
08 Others
OK

Print Debtors Labels

To print Debtors Labels, click "PRINT LABELS" (Figure 4). Select the starting Account Number or leave blank to print from first record. Select the ending Account Number or leave it to print until the last record. Select Area Code or leave blank. Select Agent Code or leave blank. Enable "WITH CODE NO." and "WITH ATTENTION" if necessary.
(Note: If you want to print, say, from "3000/A05" to "3000/B08", you can click on "3000/B08"in the listbox, then right click on "3000/B08". Then click on "3000/A05".)
Please go to Housekeeping, Report Designer if you want to change the font size, etc.

Update Last Year Aging - Debtors

To update last year aging , click "DISTR. LAST YEAR AGING" (Figure 4). Click the debtor required and click "EDIT". The display for "UPDATE LAST YEAR AGING" will appear (Figure 6).The system will display out the Debtor name and last year balance figure. Enter the figures for periods 2 to 11 last year. The balance for period 12 last year will be calculated by the computer. Select "ACCEPT" to save the distribution. To view the distribution, click "VIEW". To print the distribution, click "PRINT".

Fig. 6

Update Last Year Aging - Debtors

Account Number : [/]
Description : [ ]
Opening balance : [ ]
Period 2 : [ ]
3 : [ ]
4 : [ ]
5 : [ ]
6 : [ ]
7 : [ ]
8 : [ ]
9 : [ ]
10 : [ ]
11 : [ ]
12 : [ ]

Creditors File Maintenance

1. Add Creditors Account

i. From the Maintenence menu (Figure 7), click "CREDITORS". The screen for Creditors Maintenance will appear (Figure 8).

ii. Click "NEW".

NB.

Creditor Number:	Click the "AUTO" button. Then just click on the alphabet (e.g. if your creditor is `Eecel Trading', then click `E', a new creditor account number such as "4000/E01" or "4000/E02", etc will appear). Enter the name of the creditor. Please note that the Creditors account will be your subsidiary ledgers of Trade Creditors Account.(Note: To see all creditors account numbers already entered, click Button "F" at the bottom.)
Address:	Type in the address of the Creditor. Leave blank if not necessary.
Attention:	Type in the name of the person attention to. Leave blank if not necessary.
Phone Numbers:	Type in the telephone numbers. Leave blank if none.
Fax:	Type in the fax number. Leave blank if none.
Contact:	Type in the contact person. Leave blank if none.
Email:	Type in the email address. Leave blank if none.
Website:	Type in the website. Leave blank if none.
Nature of Business:	Type in the type of business. Leave blank if not necessary.
Area:	Type in the area of the Creditor. You can sort your reports such as Remittance Advice according to Area Code. Leave blank if not necessary.
Agent:	Type in the name of the person who is in charge of this Creditor. Leave blank if not necessary.
Terms:	Type in the Credit term in Days. Leave blank if none.
Credit Limit:	Type in the Credit Limit. Leave blank if none.
Curr. Code:	For foreign currency, type in the currency code. Eg. SGD for Singapore and USD for United States of America. Leave blank if not necessary.
Curr. Symbol:	Type in the foreign currency symbol. Eg. S$ or US$. Leave blank if not necessary.
Curr. Word:	Type in the foreign currency word. Eg. Dollars. Leave blank if not necessary.
Page2, Page3.:	Type in the GST Registration No., Bank Account No. and other information if you want to Skype or access the facebook of this account.

iii. Click "ACCEPT" to accept entry.

2. Edit Creditors Account

To modify accounts, click on the Account you want to modify and click "MODIFY". After modifying an account, select "AEECPT" to save the modification.

3. View/Search Creditors Account

To view accounts, click "VIEW" . The particulars for the first record (Account) will be shown. Select "TOP" for first record, "NEXT" for following record, "PREV" for previous record and "BOTTOM" for last record. Please use keyboard if necessary.

TOP NEXT PREV BOTTOM SEARCH END

4. Delete Creditors Account

To delete accounts, click on the Account Number you want to delete and click "DELETE". Click "NEXT" and "YES" if you really want to delete and "NO" if not. However, only account with "0.00" balances and no transactions can be deleted.

5. Print Creditors Account

To print Creditors Accounts, click "PRINT". Select the starting Account Number or leave blank. Select the ending Account Number or leave as "zzzz/zzz" to print until last record. Select the Area Code or leave blank. Select the Agent Code or leave blank. (If you want to, say, print from account number "4000/F03" to "4000/R01", you can first click on "4000/R01" in the listbox. Then right click "4000/R01". Then click "4000/F03".). Enable "WITH EMAIL", "WITH WEBSITE", "WITH ADDRESS" if necesary. Change to "SORT BY NAME" if necessary.

6. Find Creditors Account

Click "F" and enter your search in "Left" or "Mid" for "Name". Click "Search". Click the account required and click "OK".

7. Map

Click the account reqiured and click "Map". The address of the creditor will be displayed. Click "Search" to display the map. For another account, press "Enter" or "Right Click" on the right listbox to search.

Fig. 7

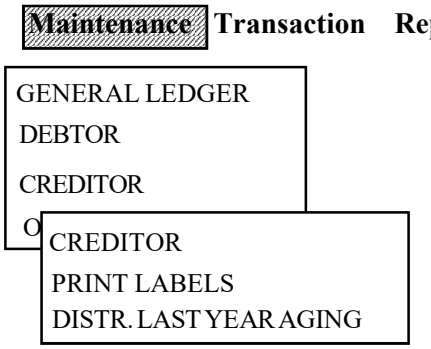
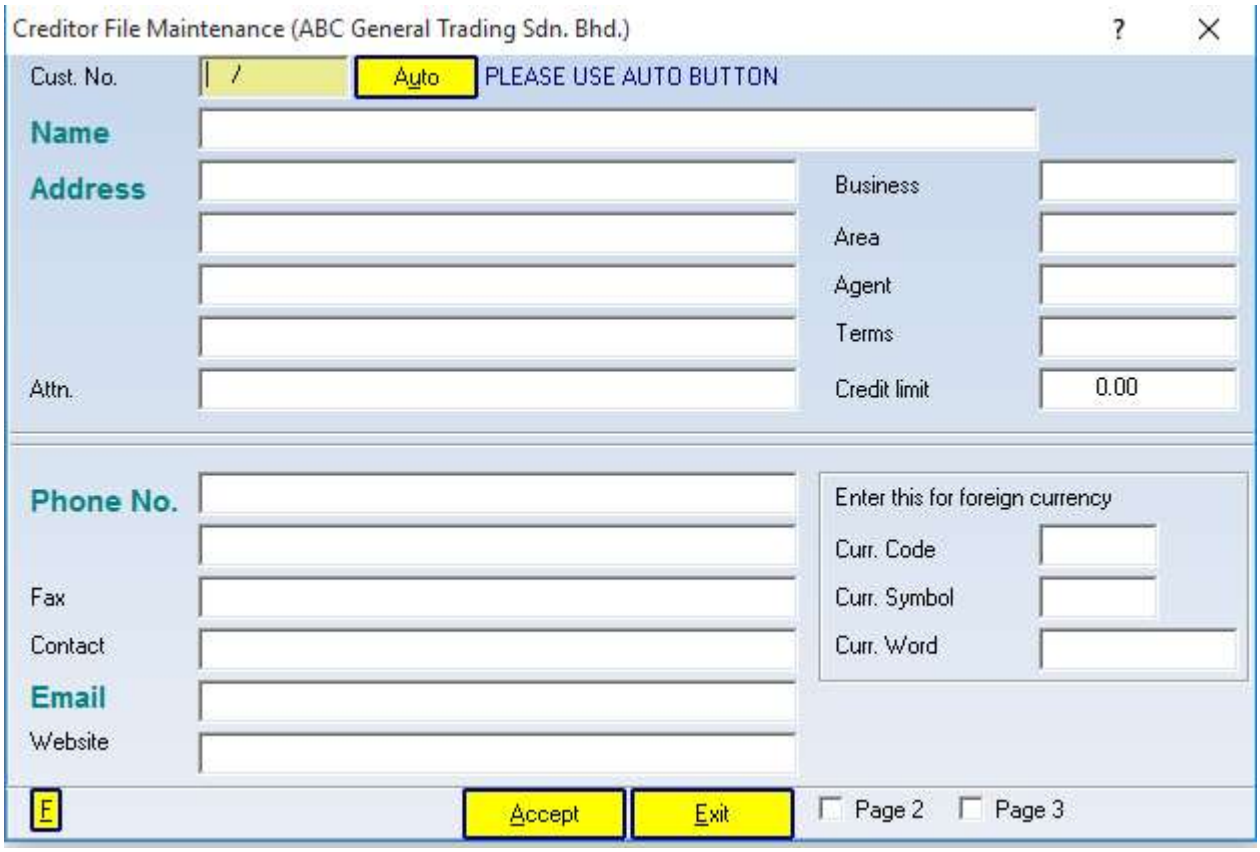

Maintenance
Transaction
Report
Housekeeping
Utils
End
GENERAL LEDGER
DEBTOR
CREDITOR
CREDITOR
PRINT LABELS
DISTR. LAST YEAR AGING

Fig. 8


Creditor File Maintenance (ABC General Trading Sdn. Bhd.)
Cust. No.
Auto
PLEASE USE AUTO BUTTON
Name
Address
Business
Area
Agent
Terms
Attn.
Credit limit
0.00
Phone No.
Enter this for foreign currency
Curr. Code
Curr. Symbol
Curr. Word
Fax
Contact
Email
Website
Accept
Exit
Page 2
Page 3

Print Creditors Labels

To print Creditors Labels, click "PRINT LABELS" in Maintenance for Creditors (Figure 7). Select the starting Account Number or leave blank to print from first record. Select the ending Account Number or leave it to print until the last record. Select Area Code or leave blank. Select Agent Code or leave blank. Enable "WITH CODE NO." and "WITH ATTENTION" if necessary.
(Note: If you want to print, say, from "4000/A05" to "4000/B08", you can click on "4000/B08"in the listbox, then right click on "4000/B08". Then click on "4000/A05".)
Please go to Housekeeping, Report Designer if you want to change the font size, etc.

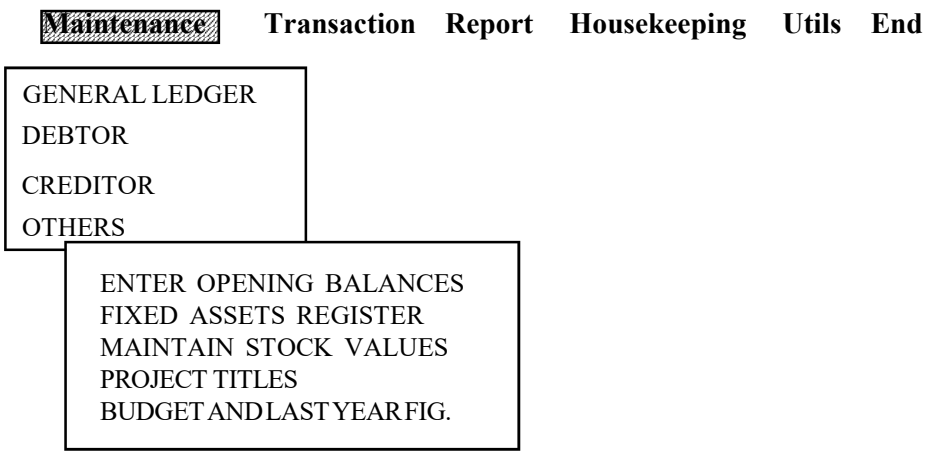
Update Last Year Aging - Creditors

To update last year aging , click "DISTR. LAST YEAR AGING" (Figure 7). Click the creditor required and click "EDIT". The display for "UPDATE LAST YEAR AGING" will appear (Figure 6).The system will display out the Creditor name and last year balance figure. Enter the figures for periods 2 to 11 last year. The balance for period 12 last year will be calculated by the computer. Select "ACCEPT" to save the distribution. To view the distribution, click "VIEW". To print the distribution, click "PRINT".

Others

i. From the Account Main Menu (Figure 1), click "OTHERS". The options for "Others" Maintenence will appear (Figure 9).

Fig. 9



Enter Opening Balances

Click "ENTER OPENING BALANCES" (Figure 9). Click on the Account Number required. The screen for Opening Balances will appear (Figure 10). Press "Enter" to enter the debit or credit value of the opening balance.To lock the Opening Balances, click "LOCK". The opening balances cannot be edited once it is locked. The opening balances can only be locked if it is balanced. To print the opening balances, click "PRINT".

Figure 10

Opening Balance

Accno Desp Debit Open Credit Open

[/] [ ][ ][ ]

Fixed Assets Register

Click "OTHERS" (figure 9). Click "FIXED ASSETS REGISTER". To edit, click on the Account Number and click "EDIT". The screen for Fixed Assets Register will appear (Figure 11). Enter the descriptions for the fixed asset such as engine number and chasis number for motor vehicle. Enter the Depreciation Account if necessary. Enter the Depreciation Provision Account if necessaey. (If you have entered the Depreciation Account and the Provision Account in Maintenance, General Ledger, then these accounts will automatically appear). You can click button "F" at the bottom to see the complete chart of account. Enter Cost of Fixed Asset if necessary. Enter number of years for depreciation if necessary. Enter the Depreciation Charge if necessary. You can click button "B" at the bottom to see all the journal entries. If you want the system to calculate the monthly depreciation charge, click button "1 Mth". Click "12 Mth" if you want an annual depreciation charge. While posting to accounts, enter the Reference Number and Description for the transaction. On disposal, enter profit/loss on disposal account, the disposal amount and the "Sold To Account Number". To view the fixed assets register, click "VIEW". To clear the details entered, click "CLEAR". To print the fixed assets description, click "PRINT". To post the depreciation charge to accounts, click "POST DEPN". The system will debit the Depreciation Account and credit the Depreciation Provision Account with the depreciation amount. To post disposal to accounts, click "POST DIS". The system will transfer the fixed assets, depreciation provision, "Sold To Account Number' to the Disposal Account so that you know the profit or loss on disposal.

Figure 11

Fixed Assete Register

Accno Desp
[/] [ ]

[ ]
[ ]
[ ]
[ ]
[ ]

Depreciation A/C [/]
Depn Provision A/C [/]
Cost [.]
No. of Years for Depreciation [.]
Depreciation Charge [.]

While Posting
Reference [ ]
Description [ ]
[ ]

On Disposal
Profit/Loss on Disposal A/C [/]
Disposal Amount [.]
Sold to Account Number [/]

F B 1 Mth 12 Mth

Maintain Project Titles

Click"OTHERS" (figure 9). Click "MAINTAIN PROJECT TITLES". Click "NEW" to add Project Titles. The screen for Maintain Project Titles will appear (Figure 13). To add, Click "NEW". Enter the Source Code. Enter Description for the project. To edit, click the Project you want to edit. Click "EDIT". To delete, click the Project you want to delete. Click "DELETE". Clcik "YES" to delete. To print, click "PRINT". (Note: To enable these project titles to appear during transactions, you must enable "SOURCE CODE" in "HOUSEKEEPING", "GENERAL SETTING - PAGE 1". If you want a subdivision of the projects, enable also for "JOB CODE")

Figure 13

Maintain Project Titles

Source Code Project
[ ] [ ]

Source-Job Opening Balance

Click "OTHERS" (figure 9). Click "MAINTAIN PROJECT TITLES" . Click "OPENING BALANCE". To edit, click the Account Number required. Click "EDIT". Enter the Source Code. Enter the Job Code. Enter the opening balance value. To delete, click "DELETE". Click "YES" to delete. To print, click "PRINT"

Maintain Stock Values

Click "OTHERS" (figure 9). Click "MAINTAIN STOCK VALUES". To edit, click "EDIT". The screen for Maintain Stock Values will appear (Figure 12). Enter the Opening Stock value and the closing stock values at month end for the corresponding period.To print the Stock Values, click "PRINT". For other stocks, click "Other Stock" and select "Raw Meterials", "Packing Meterials" or "Work-in-Progress".

Figure 12

Maintain Stock Values

Opening Stock [ ]

Closing Stock At Month End:

Period			Period		
1	[	]	13	[	]
2	[	]	14	[	]
3	[	]	15	[	]
4	[	]	16	[	]
5	[	]	17	[	]
6	[	]	18	[	]
7	[	]			
8	[	]			
9	[	]			
10	[	]			
11	[	]			
12	[	]			

Budget and Last Year Figure

Click "OTHERS" (figure 9). Click "Budget". To edit, click on the Account Number. Click "EDIT". The screen for Budget and Last Year Figure (Figure 14) will appear. Enter the value for the Last Year Figure. Enter the figure for Monthly Budget. To view, click "VIEW". Please use keyboard if necessary. To print budget, click "PRINT BUDGET". Select "PRINT" if you want the detail budget for each account. For a summary report, select "SUMMARY". To print last year figure, click "Print Last Year Figure". Click "Last Year Stock" to change and print last year stock. Click "Last Year Opening Balance" to change and print last year opening balance.

Figure 14

Budget and Last Year Figure

Account Number : [ ]

Description : [ ]

Last Year DB Last Year CR
[.] [.]

Budget

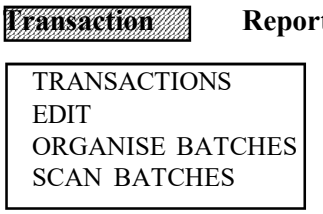
Period					
1	[	]	13	[	]
2	[	]	14	[	]
3	[	]	15	[	]
4	[	]	16	[	]
5	[	]	17	[	]
6	[	]	18	[	]
7	[	]			
8	[	]			
9	[	]			
10	[	]			
11	[	]			
12	[	]			

CHAPTER 2

TRANSACTION

From the Account Main Menu (Figure 1), click "TRANSACTION". The option for Transactions will be displayed (Figure 15).

Fig. 15



Transactions

Click "TRANSACTIONS". Click "SALES", "PURCHASES", "DEBIT NOTE", "CREDIT NOTE", "JOURNAL", "PAYMENT", "RECEIPT" or press 1 to 7. To change setting, click "SETTING". If you have a few expenses, etc, in the same payment voucher, enable "MULTIPLE TRANSACTIONS PER REFERENCE" (Recommended For Sales/Service Tax or Goods And Services Tax). You can also enable this in Housekeeping, Setting, General Setting, Page 1. If you want Debtor/Creditor as your master account, enable "WITH DEBTOR/CREDITOR AS MASTER ACCOUNT" (Recommended For Sales/Service Tax or Goods And Services Tax). Enable "TOTAL FOR MULTIPLE TRANSACTIONS PER REFERENCE" if you want to see the total debit and total credit when you enter transactions. Disable "RETAIN MASTER ACCOUNT LISTBOX" if you do not want the master account listbox to appear after entering a transaction. Enable "Enter S. TAX/GST BILLED/RECEIVED" if you want a record of S. Tax or GST. If you want to identify every receipt against the sales invoice and/or each payment against the purchases invoice, enable "WITH DEBTOR OPEN ITEM BUTTON" and/or "WITH CREDITOR OPEN ITEM BUTTON" (A button "G" will appear for "OPEN ITEM DEBTOR" and a button "H" for "OPEN ITEM CREDITOR"). Disable "REPEATED REFERENCE NUMBER WARNING" and "REPEATED CHEQUE NUMBER WARNING" if you do not want these warnings. If you want to know the profit of each department/ project, enable "SOURCE CODE". If you want to further sub-divide the departments/projects, enable "JOB CODE" (A button "D" will appear for you to select the "JOB/SOURCE" code) . Enable "WITH BANK CHARGES" if necessary. This will automatically enter the amount after bank charges into your bank account. Disable "NARRATION TO FOLLOW ACCOUNT DESCRIPTION" if you do not want the account description to automatically appear in your reports such as general ledger and statement. Click "AUTOMATIC BILL NUMBERING" if you want the system to generate auto running reference numbers. Enter your prefix and starting reference number. All reference numbers by default are auto running. Enable "AUTOMATIC OWN CHEQUE NUMBERING" if you want auto running cheque number. Click "AUTOMATIC NARRATION" if you want the system to display the narration automatically. If you enable "SAME NARRATION", the narration for both the debit and credit amount wiil be the same. "SAME NARRATION" is enabled for journal entries by default. For the transaction screen, please see figure 16a.

Add Transactions

Press "Enter" or click the Master Account required. If you want to search the account, right click on the master account listbox. The listbox for all the months for the type of transaction selected will apear. Press "Enter" or click the month of transaction required. The Batch Number, Batch Title, Transaction Number and the Period will automatically be filled. Change the date of transaction and press "Enter". Press "Enter" or click the Account Number required from the left listbox. Change the Reference Number if necessary. Enter amount. Click "AC-CEPT" to accept entry. The double entry will automatically be completed using the Master Account as the other account. To find an Account Number, double click (or press "F3") on the left listbox. Enter the Account Number in full or enter something like "3000/A" so that all accounts starting with "3000/A" will appear (If you already know the account number, pressing "F3" and enter the account number will speed up your work). If you enter "9", then all expenses will appear when you are in transaction such as payment. If you right click (or press "F2") on the left listbox, you can find all accounts starting with description "AD...." if you enter "AD" when asked. If you enter "SO", then account description such as "SOCSO" will appear when you are in transaction such as payment. If you click on Button "B" on the lower left hand corner, then all transactions for the batch you selected will appear. If you click Button "C" on the lower left hand corner after you have selected the account, then all transactions for the account you selected will appear. To create new account, click Button `F'.

(Note: If your last accounting year ended 31 December last year, then for this year's January transactions, the accounting period is 1 and for February transactions, the accounting period is 2, and so on.
When you are in transaction for "RECEIPT", after you have selected your debtor, say ABC SDN. BHD., if you click the Button "C", then you can click the invoice which ABC SDN. BHD. is paying for. This invoice number will appear in the field "FOR".
When you are in transaction for "PAYMENT", after you have selected your creditor, say PQR SDN. BHD., if you click the Button "C", then you can click the invoice which you want to pay to PQR SDN. BHD. This invoice number will appear in the field "FOR".
To enter "Post Dated Cheques", enter starting with "PDC" in "Ref. No.", "Narration Line 1" or "Narration Line 2")

Fig. 16a (Transaction - Sales)

Click (or press "Enter") to select "SALES" as Master Account.
Right Click (or F7) to search by description.

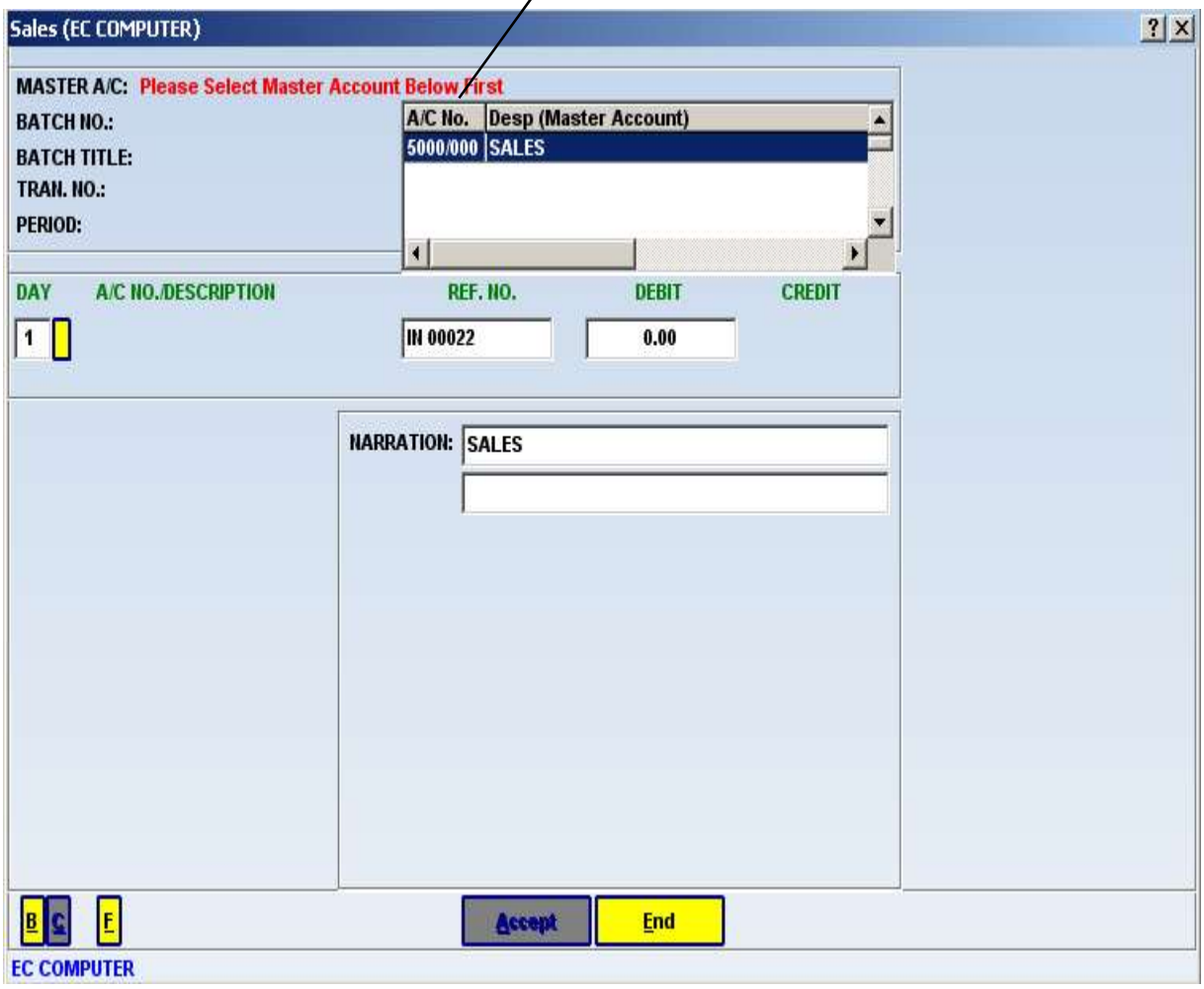


Fig. 16b (After clicking "SALES" for MASTER ACCOUNT)

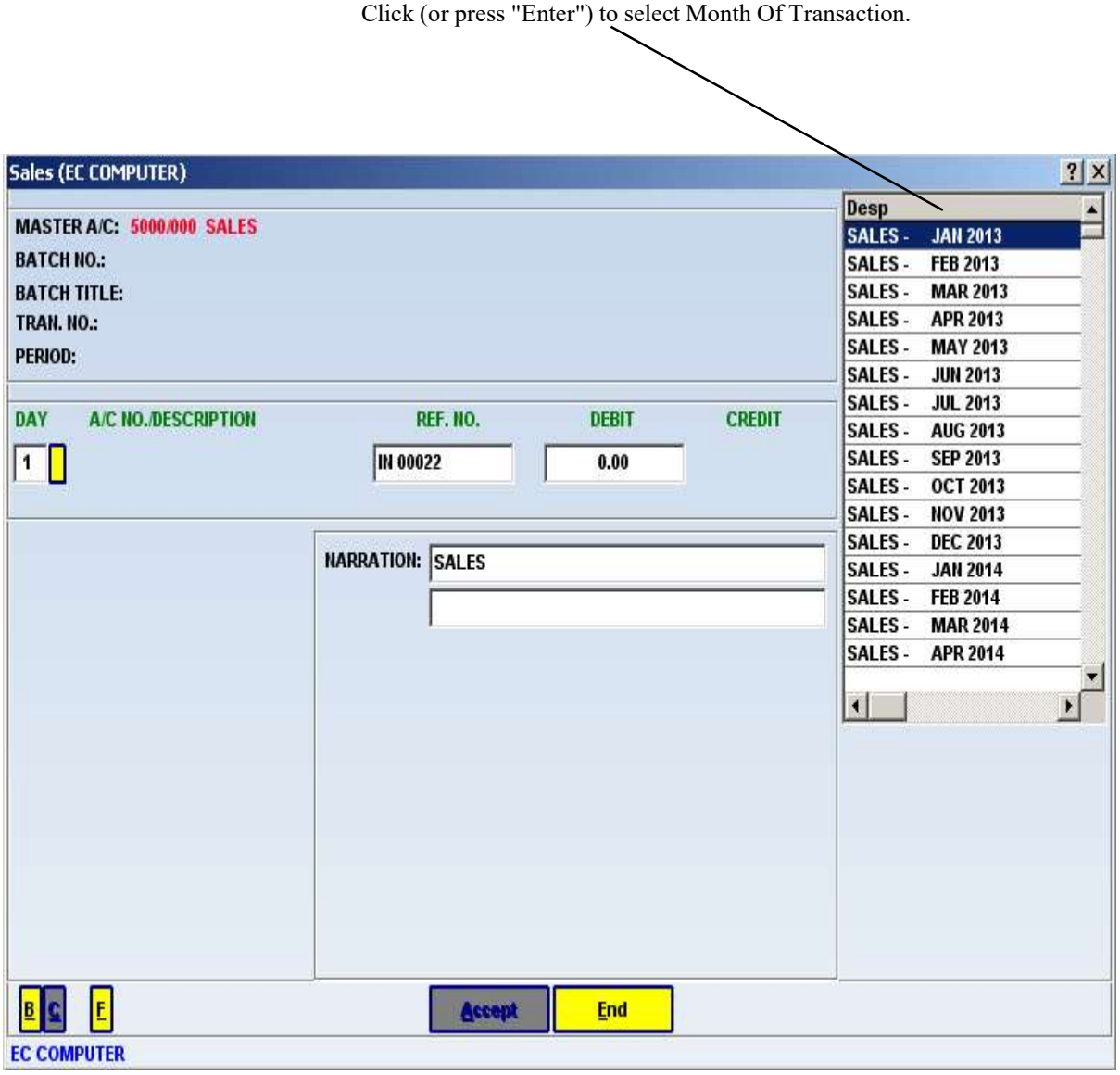


Fig. 16c (After clicking "SALES" for MASTER ACCOUNT and "SALES - JAN 2013" for MONTH OF TRANSACTION)

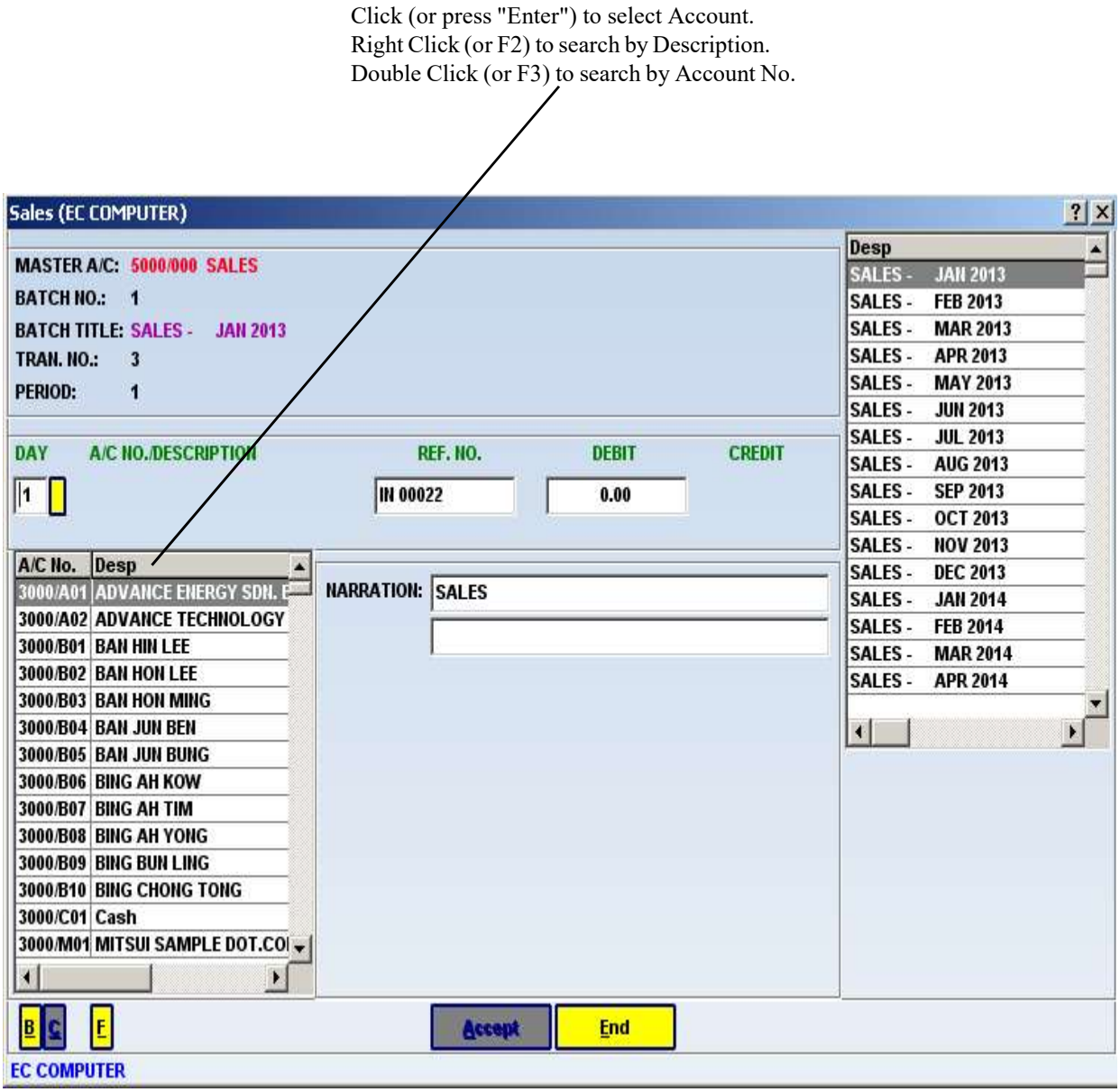


Fig. 16d (After clicking "SALES" for MASTER ACCOUNT, "SALES - JAN 2013" for MONTH OF TRANSACTION, selected "ADVANCE ENERGY" for DEBOTR, entered DATE and AMOUNT)

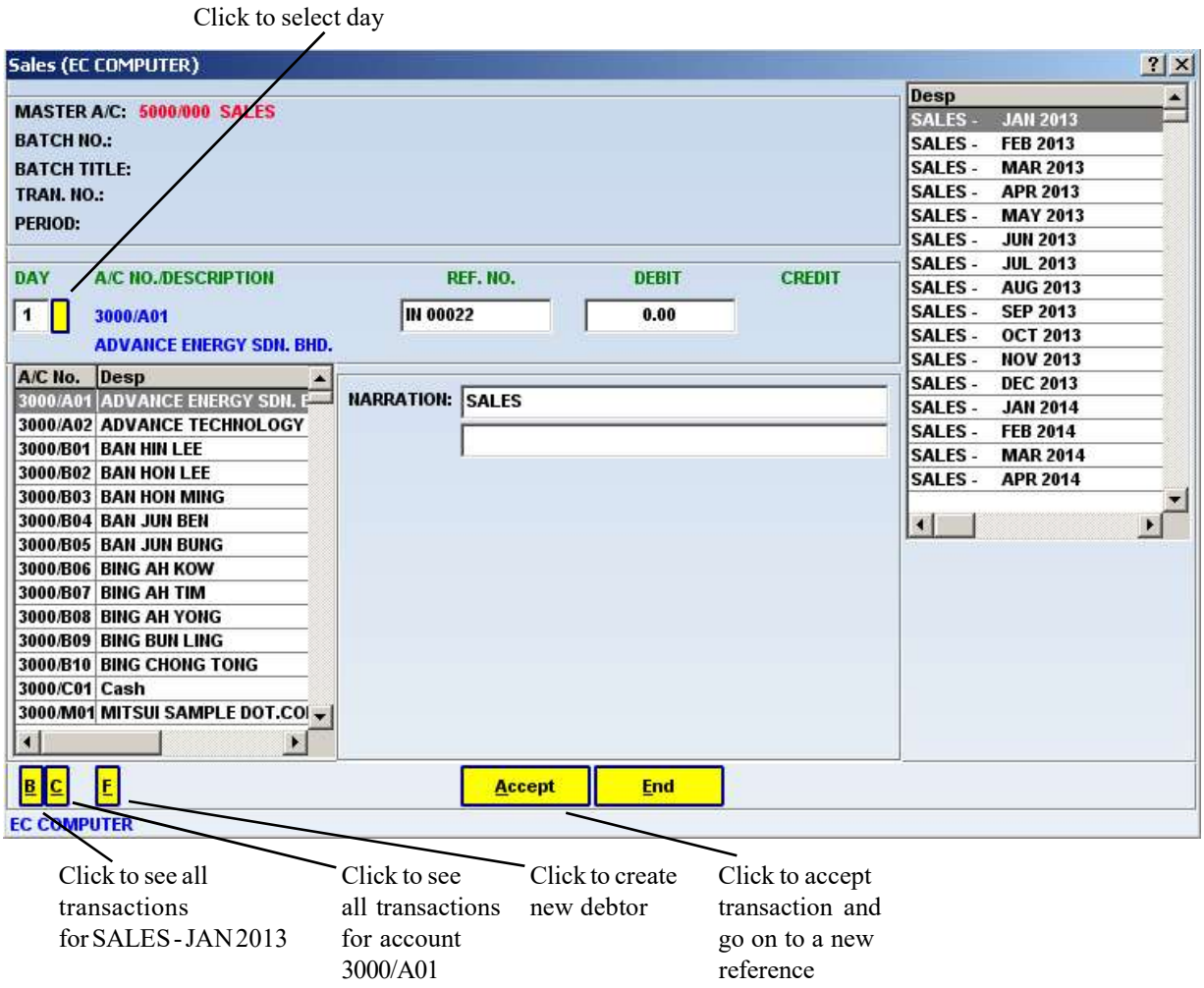
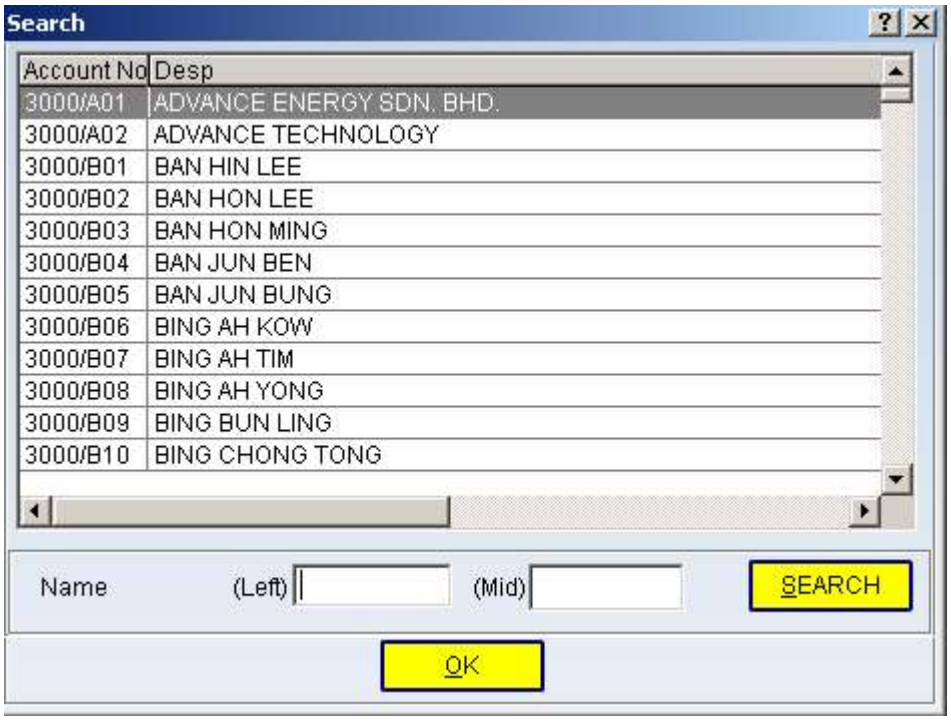


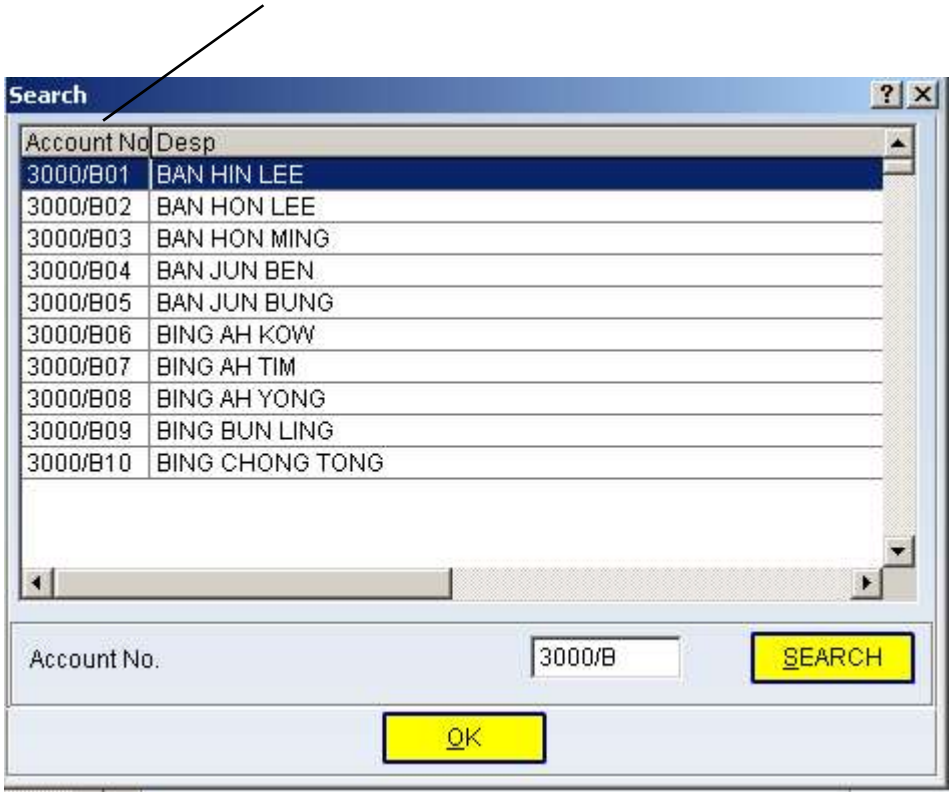
Fig. 16e (After right click (or F2) , to search for account by description)



To search for "ADVANCE ENERGY", enter "AD" for "LEFT", "EN" for "MID", and click 'SEARCH'

Fig. 16f (After double click (or F3), to search for account by account number)

Only account numbers starting with "3000/B" appear



To search for account no. starting with "3000/B..", enter "3000/B" for account number and click "SEARCH"
(Note: If you know the account number, enter the full account number and press "Enter" twice. This will speed up your work}

Fig. 16g (Click On Button "B" On Lower Left hand Corner. All Transactions For SALES - JAN 2013 Appear)

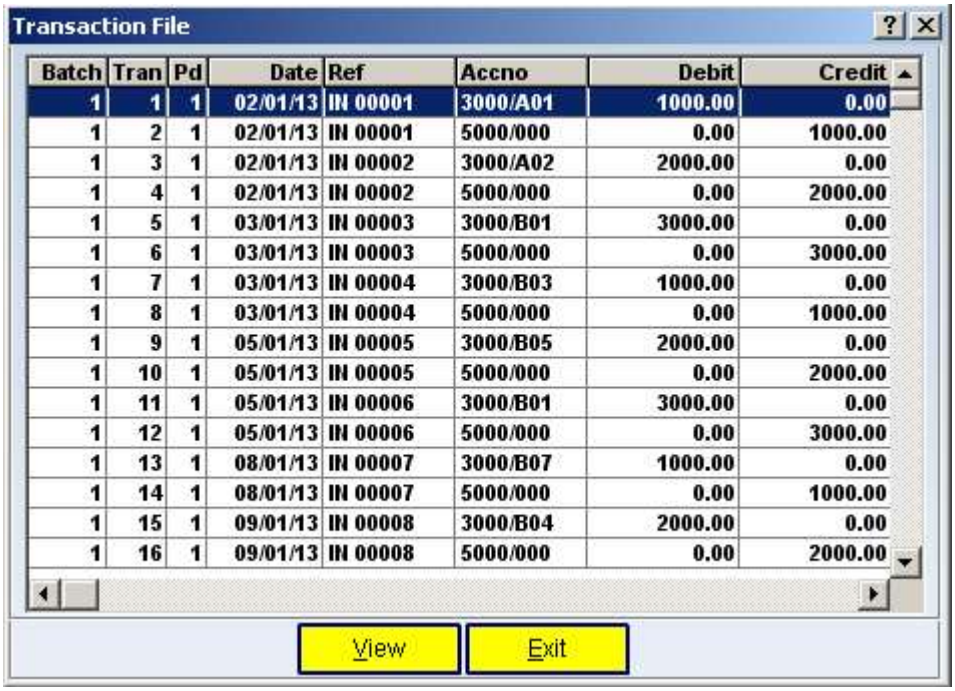


Fig. 16h (Click On Button "C" On Lower Left Hand Corner. All Transactions For 3000/A01 Appear)

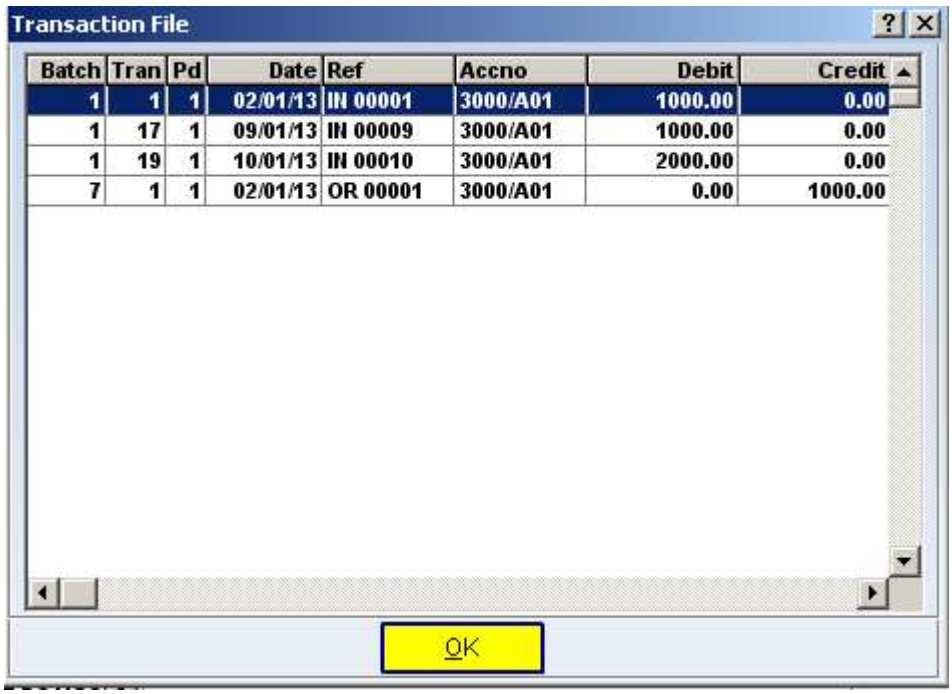


Fig. 16h (Screen to enable Multiple Transaction Per Reference)

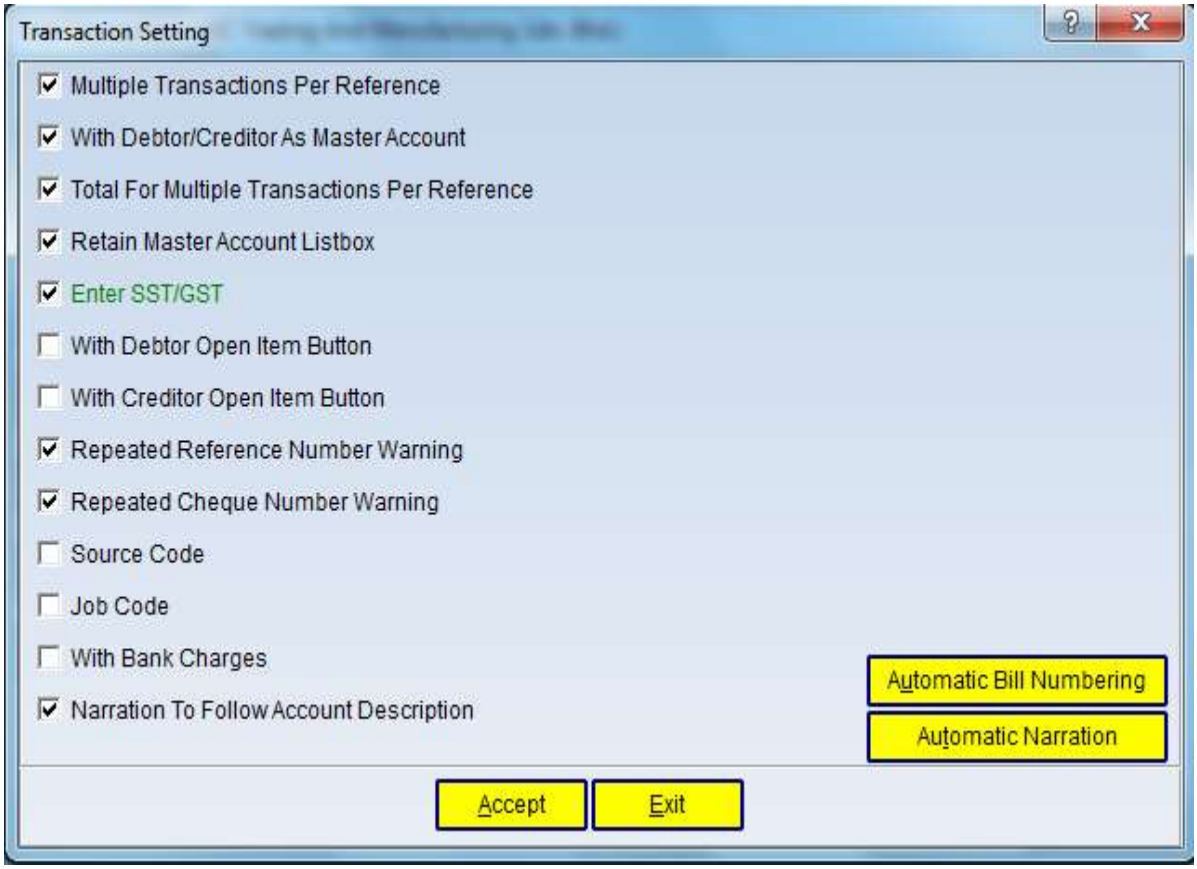
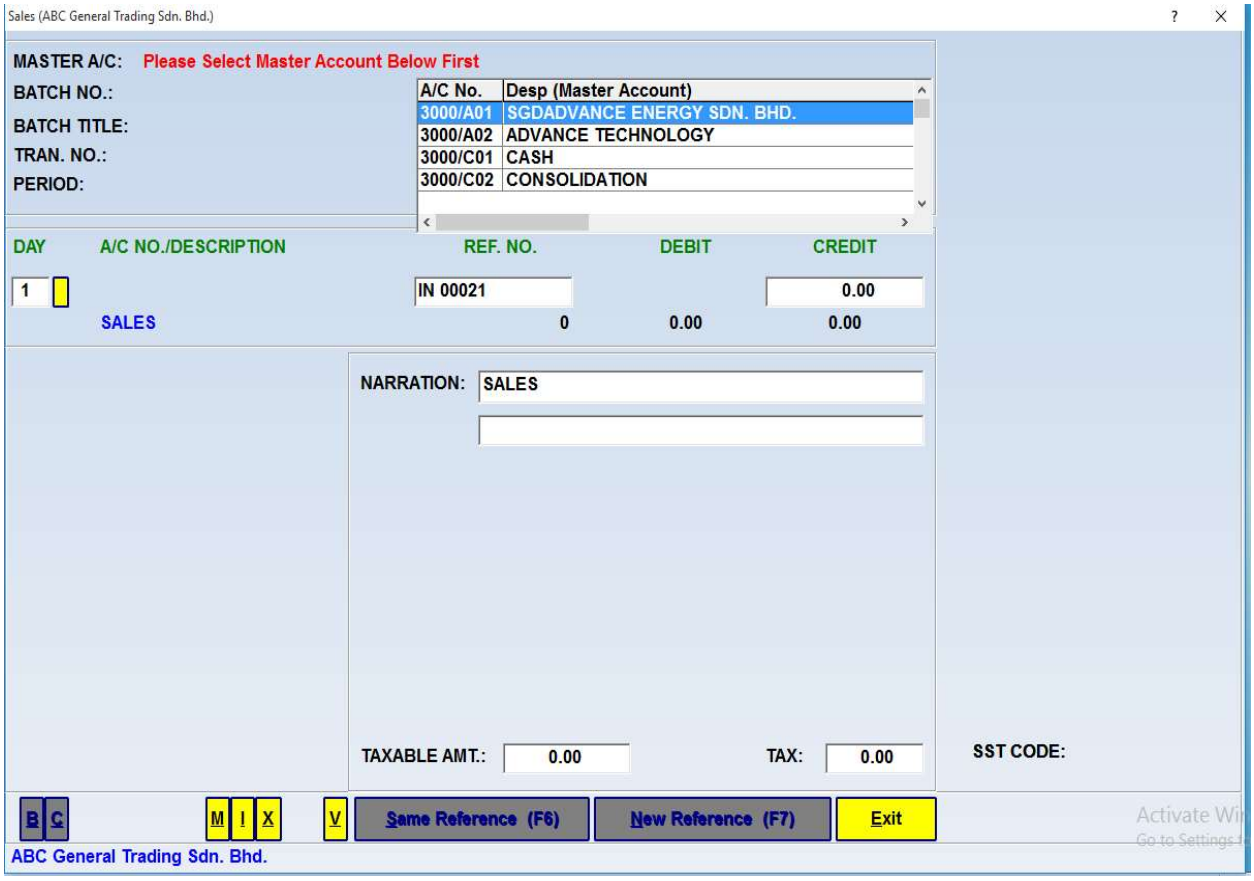


Fig. 16i (Transaction screen with "Multiple Transactions Per Reference" Enabled)



Note: If you have only one debit and only one credit, click "NEW REFERENCE" after you have entered other details such as amount and date.
If you want to enter a few debits and one credit, click "SAME REFERENCE" after you have entered other details such as amount and date. After the last entry, click "NEW REFERENCE". Same thing applies for a few credits and one debit. For journal entry, you can enter many debits and many credits.
If you want to enter many lines for description of your payment voucher or official receipt, enter zero amount for debit/credit, type in your narration and click "SAME REFERENCE". Select "VARIABLE LENGTH" when you print payment voucher or official receipt.
If you want to enter "Sales Tax" or "GST", you must enable "MULTIPLE TRANSACTIONS PER REFERENCE" and "WITH DEBTOR/CREDITOR AS MASTER ACCOUNT".
If you want a calculator function, press "space bar" when you are entering an amount such as a debit amount, credit amount or tax.
B - "See All Transactions For Batch Selected"
C - "See All Transactions For Account Selected. Select `Payment For'"
M - "Add New Master Account"
I - "Calculate Inclusive For Debit/Credit Amount."
X - "Calculate Exclusive For Debit/Credit Amount"
V - "Validation" (e-Invoice code should be the same as reference number). These detail wiil automatically posted from "invoicing"

Edit Transactions

From the Transaction menu (Figure 15), click "EDIT". Click "EDIT TRANSACTION". Click the Batch you want to edit. Click "NEXT". Click the record (transaction number) required. Click "Search" if necessary.

Type in the Accounting Period (eg. if your last accounting year ended 31 December last year, then for this year's January transactions, the accounting period is 1 and for February transactions, the accounting period is 2).

Type in the date of the source document. The system will not accept if incorrect date is given eg 29/02/13 or 31/04/13. A remark "Date Not Acceptable" will appear if the month for the date entered does not correspond with the accounting period above.

Type in the Account Number.

Type in the Reference.

Type in an amount either on the Debit or Credit side.

Type in the Narration.

Type in the Billtype.

Bill type	Remarks
I	Invoice (INV)
C	Credit Note (CR)
D	Debit Note (DR)
P	Payment (PAY)
R	Cash/Cheque Received(RC)
J	Journal Voucher (J)

Type in the Age. Age here means the outstanding month where "0" is for current month, "1" for 1 month and so on (maximum 11).

If you want to see the all the account numbers, click on button "B" on lower left hand corner to search by account number. To search by description, click on button "C". To change the source, click button "S". To change the job, click button "J". To change the account number, click the button on the left of "A'C NO." and select the account number required. Chane "e-Invoice code" (should be the same as reference number),

Click "ACCEPT" to save the entries.

(If you edit the record for Debit, you usually have to edit the record for Credit and vice versa.)

View Transactions

From the Transaction menu (Figure 15), click "EDIT". Click "VIEW". Click "SINGLE BATCH", "ALL BATCHES" or "BROWSE". For "SINGLE BATCH", click the Batch Number required followed by "NEXT". Click "NEXT" again to view the records. Please use keyboard if necessary. For "BROWSE", click the batch required to see all the transactions. Click "SEARCH" if necessary.

Delete Transactions

From the Transaction menu (Figure 15), click "EDIT". Click "DELETE". Click the Batch Number required followed by "NEXT". Click the record required (click "SEARCH" if necessary). Click "NEXT" and "YES" to delete the record. If you delete the record for Debit, you must also delete the record for Credit and vice versa. (If you want to delete until the last record in the batch, just keep pressing "Enter" until you have deleted the last record.)

Print Transactions

From the Transaction menu (Figure 15), click "EDIT". Click "PRINT". Select the starting Batch Number or leave blank to start from first batch. Select the last Batch Number or leave it to select until the last batch. Enable "NEW PAGE FOR EACH BATCH" if necessary. Click "WITH TRANSACTION DETAIL" if necessary. Click "VALIDATED" or "NOT VALIDATED" if necessary. Select "SALES", "PURCHASES", "DEBIT NOTE", "CREDIT NOTE", "JOURNAL", "PAYMENT", "RECEIPT" or "ALL".

Organise Batches - Edit

From the "TRANSACTION" main menu (Figure 15), click "ORGANISE BATCHES". Click the Batch required followed by "EDIT". These Batches are created automatically according to your last Accounting Year End. Description such as "SALES" can be changed to "INCOME". If your last Batch Number is not 126, you are allowed to add more batches.

Organise Batches - Print

From the "TRANSACTION" main menu (Figure 15), click "ORGANISE BATCHES". Click "PRINT". The number of transactions in each batch and the description of each batch will be printed. The opening balance is also shown.

Organise Batches - Lock

From the "TRANSACTION" main menu (Figure 15), click "ORGANISE BATCHES". Click the Batch required and click "LOCK". Once the batch is locked, no modifications or transactions can be made under this batch. Only at Management level can this batch be unlocked. If you want to lock certain type of transactions (eg. SALES), go to "Housekeeping->Menu Control Manager->Transaction".

Scan Batches

From the "TRANSACTION" main menu (Figure 15), click "SCAN BATCHES". A summary of the batches such as period(s), error message, batch balance, period balance and number of transactions in a batch with "0.00" for both debit and credi will be displayed. Ensure that there is only one period in each batch. If a batch is not balanced, go to "TRANSACTION", "EDIT" and "PRINT" to print out the detail. Do "RECOVER DATA AFTER POWER FAILURE" in "HOUSEKEEPING" if necessary.

CHAPTER 3

REPORT

From the Account Main Menu (Figure 1), click "REPORT". The option for Report will be displayed (Figure 17).

Fig. 17

Maintenance Transaction Report Housekeeping Utils End

GENERAL LEDGER TRIAL BALANCE PROFIT AND LOSS A/C BALANCE SHEET
FIXED ASSETS CASH/BANK BALANCES RECEIPTS AND PAYMENTS MANUFACTURING ACCOUNTS CHECK TRANSACTIONS BANK RECONCILIATION MOREREPORT STATEMENT OF CASH FLOWS
STATEMENT DEBTORS TRANSACTIONS DEBTORS AGING DEBTORS BALANCES DEBTORS ANALYSIS CREDITORS REPORT
PRINT PAYMENT VOUCHER PRINT OFFICIAL RECEIPT PRINT DEBIT NOTE PRINT CREDIT NOTE PRINT JOURNAL VOUCHER PRINT BILLS

Print G/L Listing

From the Report menu (Figure 17), click "GENERAL LEDGER". Select the starting and ending periods. Select Debtors, Creditors, General Ledger or All Accounts. Select the starting Account Number. Select the ending Account Number or leave it to print until the last Account. If you want to edit any transaction, note the batch and transaction number and go to "TRANSACTION", "EDIT", "EDIT TRANSACTION". Enable "INCLUDE 0 BALANCES", "ONLY WITH TRANSACTIONS", "WITH CHEQUE NO." if necessary. Select "DETAIL FORMAT" or "GENERAL FORMAT". Select "NO NEW PAGE FOR EACH ACCOUNT" if necessary. Select "SAVE PAPER" or "SAVE PAPER WITH TOTAL" if necessary.

Trial Balance

From the Report menu (Figure 17), click "TRIAL BALANCE". Select "TRIAL BALANCE" if you want the Balances for "Year-to-date" and "Month-to-date" with total for both debits and credits for each Account. Select "ALL ACCOUNT BALANCES" if you want the Balances for "Year-to-date" with net amount (either debit or credit) for each Account. If your trial balance is not balanced, go to "TRANSACTION", "SCAN BATCHES" and check which batch (or period) is not balanced. Check that your opening balance is balanced (Maintenance->Others->Opening Balance).

Profit & Loss Account

From the Report menu (Figure 17), click "PROFIT AND LOSS ACCOUNT". Select Period. Select "THIS YEAR-LAST YEAR", "THIS YEAR - THIS MONTH", "THIS YEAR ONLY", "THIS MONTH - LAST MONTH" or "MONTH BUDGET - THIS MONTH". Enable "WITH %" if necessary. Click "ADJUST STOCK" if you want to adjust for Stock Values or else it will take the stock values as in "MAINTENANCE"->"OTHERS"->"MAINTAIN STOCK VALUES". You can change the description such as "REVENUE" to "SALES" in "Housekeeping"->"Setting"->"Account Type Description". If you want to print the expenses in alphabetical order, go to "REPORT"->"MORE REPORT"->"CLASSIFY EXPENSES". (Note: If you want to output your report in EXCEL Format, use "'TRANSFER TO EXCEL FILE" in "UTILITIES". Transfer to EXCEL Format will enable you to print expenses in alphabetical order.)

Balance Sheet

From the Report menu (Figure 17), click "BALANCE SHEET". Select Period. Select "START WITH CAPITAL" or "START WITH FIXED ASSET". Enable "THIS YEAR ONLY" if necessary (This format will give you Cost, Depreciation and Net Book Value). Select "YES" if you want to adjust for Stock Values when prompted.

Fixed Assets

From the Report menu (Figure 17), click "FIXED ASSETS". Select Period. Enable "WITH MORE DESCRIPTION" if necessary.

Cash/Bank Balances

From the Report menu (Figure 17), click "CASH/BANK BALANCES". Click Account Number required. Select the periods required or leave them.

Receipts & Payments

From the Report menu (Figure 17), click "RECEIPTS & PAYMENTS". Select "ONE ACCOUNT (1 MONTH)", "ONE ACCOUNT (6 MONTHS)","ONE ACCOUNT (12 MONTHS)", "MULTIPLE ACCOUNTS (1 MONTH)", "MULTIPLE ACCOUNTS (6 MONTHS)", "MULTIPLE ACCOUNTS (12 MONTHS)", "LIST RECEIPTS" or "LIST PAYMENTS". Select Period. Enable "ADJUST CASH/BANK ACCOUNT", if necessary, for multiple accounts. For multiple accounts, you must ensure that all Cash/Bank Accounts are included. (Note: If you want a "CASH FLOW" report, change "RECEIPTS AND PAYMENTS" to "CASH FLOW STATEMENT". Open another company if necessary. Transfer the report to EXCEL format in "UTILITIES" if necessary)

Manufacturing Account

From the Report menu (Figure 17), click "Manufacturing Account". Select Period. Enable "CONSOLIDATE" if necessary. Enter the Manufacturing Account Number if necessary.

Check Transactions

From the Report menu (Figure 25), click "CHECK TRANSACTIONS". Select Period or leave it. Select Source Code or leave it. Select Job Code or leave it. Enter the Cheque Number or leave it. Enter the Reference or leave it. Enter a range for Date or leave it. Select a range for Account Number or leave it. Enter a range for Debit or leave it. Enter a range for Credit or leave it. Enter the Journal Title. Select "SORT BY ACCOUNT NO.", "SORT BY BATCH NO.", "SORT BY DATE" or "SORT BY REFERENCE NO.". Click "Post Dated Cheques" for your transactions starting with "PDC" in "Ref. No.", "Narration Line 1" or "Narration Line 2".

Bank Reconciliation

From the Report menu (Figure 17), click "BANK RECONCILIATION".

Enter Last Year Transactions

From the Report menu (Figure 17), click "BANK RECONCILIATION". Select "ENTER LAST YEAR TRANSACTIONS". Click the Account Number required. Click "NEXT". Click "ADD" to enter Last Year Transaction. Enter the date of the documents (cheques issued last year under this account number or cheques received last year and bank into this account number) which were not cleared last year. Enter the Account Number (bank account number). Enter the Reference Number (cheque number). Enter the Description for the transaction (eg. Sales). Enter either the Debit or Credit Value. Click "MODIFY" to edit. Click "DELETE" to delete. Click "MARK" or press "Enter" to mark the transaction. Click "REMOVE MARK" to remove marked transactions.

Mark This Year Transactions

From the Report menu (Figure 17), click "BANK RECONCILIATION". Click "MARK THIS YEAR TRANSACTIONS". Enter the starting and ending periods. Enter the Account Number (bank account number).Click "NEXT". Click "MARK" or press "Enter" to mark the transaction.

Print Bank Reconciliation

From the Report menu (Figure 17), click "BANK RECONCILIATION". Click "PRINT BANK RECONCILIATION". Select period. Click the Account Number (Bank Account Number) required. Click "Print Marked Cheques Only" if necessary. Click "Print All Marked Cheques" if necessary.

More Report

From the Report menu (Figure 17), click "MORE REPORT". Select "PROFIT AND LOSS ACCOUNT (2)", "CLASSIFY EXPENSES", "TRANSACTION SUMMARY", "TRANSACTION VOUCHER", "GRAPH", "GROUP", "12 MONTHS ANALYSIS", "BUDGET", "BROWSE TRANSACTIONS", "GST/SALES AND SERVICE TAX", "GST/SALES AND SERVICE TAX - QUARTERLY", "GST/SALES AND SERVICE TAX - 12 MONTH","MANUFACTURING ACCOUNT - 12 MONTH","PROFIT AND LOSS ACCOUNT - 12 MONTH", "GENERATE REPORTS" or "PROGRAM ACCESS RECORD".

More Report - Profit And Loss Account (2)

Select the period. Select Source Code And Job Code if necessary. You can change the description such as "REVENUE" to "SALES" in "Housekeeping"->"Setting"->"Account Type Description". To change the description such as "Distribution Costs" to "SELLING COSTS", go to "Housekeeping"->"Setting"->"Account Type Description".

More Report - Classify Expenses

Select the period. Select Source Code And Job Code if necessary. Select "Profit And Loss Account", "Classify Expenses" or "Expenses In Alphabetical Order'. You can change the description such as "REVENUE" to "SALES" in "Housekeeping"->"Setting"->"Account Type Description". To change the description such as "Distribution Costs" to "SELLING COSTS", go to "Housekeeping"->"Setting"->"Account Type Description".

More Report - Transaction Summary

Click "Opening Balance And Year-To-Date' to display the opening balance. Select "Debtors", "Creditors", "G/L" or "ALL".

More Report - Transaction Voucher

Select "Sales", "Purchases", "Debit Note", "Credit Note", "Journal", "Payment" or "Receipt". Click "Print".

More Report - Graph

Select the type of graph required. Click "EXCEL" if you want the graph to appear in Excel. If you want to compare "SALES" against "PURCHASES", select the graph for "SALES AND EXPENSES" and change "9000/000" to "6000/000" and "94ZZ/ZZZ" to "6040/ZZZ".

More Report - Group

For "GROUP", if you enter "3" for Account Number, then the balances for all Debtors will be shown. If you enter "5", all Sales accounts will be shown. If you enter "6", all Cost Of Sales accounts will be shown. If you enter "9", then all Expenses will be shown.

More Report - 12 Months

Select the starting and ending account numbers required. Enter a range for starting date and ending date. Select period.

More Report - Budget

You can select print budget based on area or agent. You can also print a summary of the budget. You can also export the reports to EXCEL format. Contact your delear if you want to change the word "AREA" to "CENTRE". The setting can also be changed so that you can output negative fiqure as positive and also print all the reports on the same page.

More Report - Browse Transactions

Click the account required in the top listbox. The bottom listbox will show the balance b/f, all the transactions, total debit, total credit and the final balance. If you click any transaction in the lower listbox, the detail entry will be shown. If you click print, the General Ledger for the account will be shown. You can search for the account by its description or by its account number.

More Report - GST

Select "Sales Batches", "Check GST Sales / Supply Entry", "Check GST Purchases/ Acquisition Entry", "Check GST Sales / Supply Entry (Standard Rated), "Check GST Sales / Supply Entry (Zero-Rated), "Check Exempt And Incidental Exempt Supply", "Check GST Purchases / Acquisition Entry (Standard Rated)", "Import Of Goods With GST Incurred", "Purchases With GST Incurred But Not Claimable", "Sales Exception", "Purchases Exception", "Select Sales Type (e.g. ZRL, ZRE, ES43, DS,...)", "Select Purchases Type (e.g. IM, IS, BL, NR, ZP,...)","Debit Note", "Credit Note", "Check Ledger" or "Print GST Return (GST - 03)". Click "No Detail" if you want a simplified form of your report. Click "Page 2" if you want to print "GST Summary" or "Credit Note And Debit Note Together".

More Report - GST - Quarterly

Change the description if necessary. Select the period. Click "Bimonthly" if necessary. Click "Print"

More Report - GST - 12 month

Change the description if necessary. Select the period. Click "Two Months" if necessary. Click "Print"

More Report - Manufacturing Account - 12 Month

Select "Starting Period". Select "Manufacturing Account A/C No.". Click "Print". Adjust stock values if necessary.

More Report - Profit And Loss Account - 12 Month

Select "Starting Period". Select "Excluding Heading With No Transaction", "Include Heading With No Transaction", "Summarise", "Classify Expenses", "Quarterly Profit And Loss Account" or "Half-Yearly Profit And Loss Account". Click "Print".

More Report - Generate Reports

Select "Account Number From" and "Account Number To". Select "Period From" and "Period To". Select "More Conditions" if necessary. Change the description if necessary. Click the field you want in your report. Click "Print".

More Report - Program Access Record

Select "New", "Edit", "Delete" or "Print". By default, this function is only assessable by PIN 0.

More Report - SST

Select Reporting Period. Click "Accept" to print. For Serviec Tax, only payment received are shown.

Statement Of Cash Flows

From the Report menu (Figure 17), click "CASH FLOW STATEMENT". Select period and click "NEXT". Select "YES" to adjust for Stock. Select "YES" to adjust for net cash used, etc.

Print Debtors Statements

From the Report menu (Figure 17), click "STATEMENTS". Select starting and ending Periods. Enter the Statement Date. Select starting Debtor Number or leave it. Select ending Debtor Number or leave it to print until the last debtor. Select area code or leave it. Select agent code or leave it. Select the format of the statement. The format for the statement can also be changed in "HOUSEKEEPING", "REPORT DESINGER". If you want to print statement with transaction only for the period(s) chosen, enable "TRANSACTION ONLY". Enable "INCLUDE 0 BALANCE" if you want to print statement with zero balance also. (If you want to print from, say, "3000/A02" to "3000/M01", you can first click on "3000/M01" in the listbox. Then right click on "3000/M01". Then click on "3000/A02". Alternatively, you can press "Enter" on account number "3000/A02" followed by account number "3000/M01".)

List Debtors Transactions

From the Report menu (Figure 17), click "DEBTORS TRANSACTIONS". Select Account Number + Date if you want the display arranged according to Account Number + Date. Select Date if you want the display arranged according to Date. Select Reference Number if you want the display arranged according to Reference Number. Select bill type (**I**nvoice,**C**redit Note, **D**ebit Note, **P**ayment, **R**eceived(Cash/Cheques) and **J**ournal). Enable `With Detail' if you want a more detail report. Select area code or leave it. Select agent code or leave it. Select source code or leave it. Select starting Account Number or leave it to print from first record. Select ending Account Number or leave it to select until the last record. Select the starting and ending periods. Enter starting and ending dates.

Print Debtors Aging

From the Report menu (Figure 17), click "DEBTORS AGING". Select period. Select Area and Agent if necessary. Enable "With Telephone No." and "With Contact" if necessary. Select starting Debtor Number or leave it. Select ending Debtor Number or leave it to print until the last debtor.

Print Debtors Balances

From the Report menu (Figure 17), click "DEBTORS BALANCES". Select period. Select area code or leave it. Select agent code or leave it. Select starting Debtor Number or leave it. Select ending Debtor Number or leave it. Enable "WITH ZERO BALANCE" if you want to print debtors with zero balances.

Print Debtors Analysis

From the Report menu (Figure 17), click "DEBTORS ANALYSIS". Click "12 MONTHS SALES REPORT", "TOP 50 CUSTOMERS", "REMITTANCE ADVICE", "OVERDUE ACCOUNT", "BALANCES AND CREDIT LIMIT", "ALL TRANSACTIONS", "NO TR ANSACTIONS" or "S. TAX/GST BILLED AND RECEIVRD". In "REMITTANCE ADVICE", you can choose "Balance Outstanding", "Reminder", "Final Reminder", "Warning" or "Legal Action" for formats. Select the format required in "OVERDUE ACCOUNT". In "BALANCES AND CREDIT LIMIT", you can select to print only those debtors who have exceeded the credit limit. Select period. Select area code or leave it. Select agent code or leave it. Select starting Debtor Number or leave it. Select ending Debtor Number or leave it. For credit limit, you can also go to "Utils->Transfer To Excel File->Transfer To Excel File (Page 2)->Debtor - User-Defined, Credit Limit->Credit Limit". Those exceeded credit limit will be coloured amber while those below credit limit or credit limit not set will be coloured green.

(Note: The above also apply for Creditors)

Print Payment Voucher

From the Report menu (Figure 17), click "PAYMENT VOUCHER". Enter the starting Payment Voucher number. Enter the ending Payment Voucher number (If you want to print from, say, "PV 00005" to "PV 00012", first click on "PV 00012". Then right click on "PV 00012". Then click on "PV 00005". You can also press "Enter" on "PV 0005" followed by "PV 00012"). Select "Variable Length" if you want to print payment voucher with many lines of description.

Print Official Receipt

From the Report menu (Figure 17), click "OFFICIAL RECEIPT". Enter the starting Official Receipt number. Enter the ending Official Receipt number .

Print Debit Note

From the Report menu (Figure 17), click "DEBIT NOTE". Enter the starting Debit Note number. Enter the ending Debit Note number .

Print Credit Note

From the Report menu (Figure 17), click "CREDIT NOTE". Enter the starting Credit Note number. Enter the ending Credit Note number .

Print Journal Voucher

From the Report menu (Figure 17), click "JOURNAL VOUCHER". Enter the starting Journal Voucher number. Enter the ending Journal Voucher number .

Print Bills

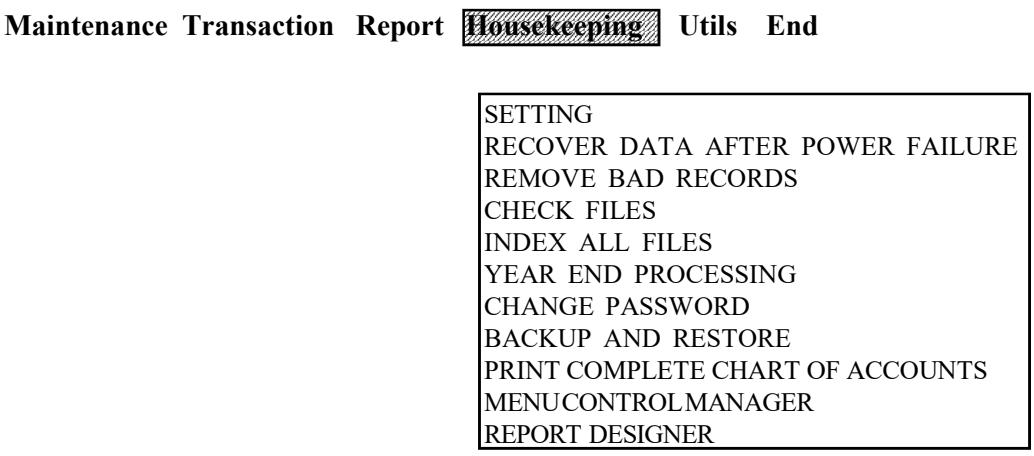
From the Report menu (Figure 17), click "Print Bills". Select "Print Bills" or "Bill Setup". Select Statement, Debit Note, Credit Note, Payment Voucher, Official Receipt, Journal Voucher or Cheque.
(Note: If you want to print, say, from "OR 00005" to "OR 00008", first click on "OR 00008". Then right click on "OR 00008". Then click "OR 00005". If you want a description of the fields in the bill setup, click "Utilities", "Check Reference/Transaction", "Format File Field Description".)

CHAPTER 4

HOUSEKEEPING

From the Account Main Menu (Figure 1), click "HOUSEKEEPING". The option for Housekeeping will be displayed (Figure 18).

Fig 18



Run Setup

From the Housekeeping menu (Figure 18), click "SETTING".

General Setting

From the Housekeeping menu (Figure 18), click "SETTING". Click "GENERAL SETTING" .

General Setting - Page 1

Enter Company Name. Enter Company Number and Company Address. Enter "SST No." if available. If you want to pay a few expenses with the same payment voucher, etc, enable "MULTIPLE TRAN. PER REFERENCE". Enable "NEW PAGE FOR G/L LISTING" if you want a new page for each account. Enable "WITH % IN PROFIT AND LOSS A/C" if you want to print your P & L with %. Enable "TWO DOCUMENTS PER PAGE" if you want two Receipts or Payment Vouchers to be printed on the same page. Enable "SOURCE CODE" if you require individual Profit & Loss Account for each project (eg. Taman Desa and Taman Faber). Enable "JOB CODE" if you require individual Profit & Loss Account for each Source Code mentioned above. Enable "INV. BARCODE" if you want to use Barcode for "INVOICING". Enable "Simple POS (Cash Sales)" if you want to use Barcode for "CASH SALES" or a simple version of "CASH SALES". If you want to change your last year closing date, please refer to your dealer. The last year closing date will be automatically updated when you do "YEAR END PROCESSING". Select "BALANCE SHEET START WITH CAPITAL" or "BALANE SHEET START WITH FIXED ASSET". Enable "SST ID Instead Of SST Reg. No." if necessary. Enable "SST ID In Bracket" if necessary.

General Setting - Page 2

For "PAGE 2", Change the page length if necessary. (e.g. If you change it form 0.0 to 1.0, two additional records will be printed on a page for some reports). Change the font size if necessary. (e.g. if you change it from 0.0 to -0.2, your report font size will be bigger. If you change it to 0.5, your report font size will be smaller). "FONT SIZE, LARGE" will affect the font size of you Company Name. "FONT SIZE, BOLD" will affect font size of title in your reports. For documents printed with report designer format, please use "HOUSEKEEPING, REPORT DESIGNER". Enable "WITH ADD NEW ACCOUNT NO. BUTTON" if you want to add new debtors/creditors while doing transactions or while doing invoicing. Change the formats for "Payment Voucher", "Official Receipt", "Debit Note", "Credit Note" and "Payment Voucher" if necessary. Change your USB backup drive if necessary. Disable "Preview Report" if necessary. Change "Daily Overdue Interest" if necessary. This interest rate is used in "Utils", "Open Item", "Debtors". Enable "Prompt Adjust Stock" if necessary. If this is disabled, your report such as "Profit and Loss Account" will use the stock values in "Maintenance->Others->Maintain Stock Values". Your current directory for EC ACCOUNTING is shown at the bottom. To display your own background image, click "Dashboard Image". If you use "Metro Display", you can change the background image in "Metro Image" and select your own functions in "Metro Function" for quick assess. Disable "Change Button Colour' if you want a different colour the all the buttons. Disable "Change Get Colour" if you want a different colour when you enter data. Change "With Inclusive And Exclusive Calculation" if necessary. This will "Change Debit Or Credit Amount With Inclusive And Exclusive Calculation" when you are doing "Transactions". Change "Set Unicode" if necessary. This will enable you to "Enter Chinese Characters, etc". Please Re-enter "System" for this to take effect. Change "GST Instead OF SST" if necessary. Enter "Bank, etc, line 1" with "Bank Account No., etc". Similarly for "Bank, etc, line 2".

General Setting - Page 3

For "PAGE 3", change the "FORMAT, LETTER TO DEBTORS" if necessary. Enable "WITH DEBOR/CREDITOR AS MASTER ACCOUNT" if you want to use debtors/creditors as master account in transactions for "SALES" and "PURCHASES". Enable "RETAIN MASTER ACCOUNT LISTBOX" if you want to retain the master account listbox in transaction. Enable "WITH DEBTOR/CREDITOR OPEN ITEM BUTTON" if you want the "DEBTOR OPEN ITEM BUTTON" and/or "CREDITOR OPEN ITEM BUTTON" to appear in transaction. After enabling, you will be able to select payment for which invoice while doing "RECEIPTS" in transaction. You can also check the balance of each bill and bills which are fully paid if you do "KNOCK OFF". If you disable it, to "KNOCK OFF" the transactions, you must use "UTILITIES, OPEN ITEM DEBOTRS/CREDITORS". In "UTILITIES, OPEN ITEM DEBOTRS/CREDITORS", you can use automatic "KNOCK OFF". Change the "NON REPORT DESIGNER FONT" if necessary. "Non Report Designer" reports are reports which are not in "Maintenance->Report Designer". Enable "ENTER S. TAX/GST BILLED/RECEIVED" if necessary. Change "NO. OF ROWS IN REPORT (-VE TO REDUCE)" if necessary. This only apply to "Non Report Designer" reports. Enable "GENERAL LEDGER, SAVE PAPER" if necessary. Enable "GENERAL LEDGER, SAVE PAPER WITH TOTAL" if necessary. Change "Transaction Screen Size", "Add Invoice Screen Size", "Add Cash Sales Screen Size" and "Graph Screen Size" if necessary. Click "Default / Max" if you want to set the screen size to default or set the screen size to maximum. Enable "TOTAL FOR MULTIPLE TRAN. PER REFERENCE" if you want a total figure when you are doing transactions. Enable "REPEATED REFERENCE NUMBER WARNING" if you want the warning when you are doing transactions. Enable "REPEATED CHEQUE NUMBER WARNING" if you also want a warning for repeated cheque number. "Use Profits In Accounts For Tax Computation" in "Utils->EC Tax". Change the "Graph, Bar Colour/QR Code Colour" for your graph and QR Code if necessary (1 - Cyan, 2 - Red, 3 - Green, 4 - Light Blue, 5 - Light Red, 6 - Light Green, 7 - Black, 8 - Yellow, 9 - Blue, 10 - Magenta, 11 - Light Magenta, 12 - Gray, 13 - Light Gray, 14 - Light Cyan). "Graph, Bar Colour 2" is for those graphs which have two variables (e.g. Receipts And Payments). Change the enlargement factor when printing graph for "GRAPH, PRINT FACTOR" if necessary. "Print Bills, All Bold" will affect your reports with heading "Print Bills". Enable "Dotted Lines Report" if you want to print dotted horizontal lines instead of solid lines for reports which are not using report designer. If you do not want tooltip for listbox while entering transactions or invoicing, disable "TOOLTIP FOR LISTBOX". Disable "CHANGE MENU LOOK" if necessary. To take effect, you need to exit and re-enter the system. Change "MPERS" (Malaysian Private Entities Reporting Standard) if necessary. Change "Non-Report Designer Left Margin " if necessary.

General Setting - Page 4

For "PAGE 4", type in "Email". Enter "MSIC Code", "Tax Identification No. (TIN)", "Phone No.", "e-Invoice Version". You can change "No discount" to "NA" or any other description. You can change "Trade discount" to "VIP discount" or "Member discount", etc. Enter "Tourism Registration No." if necessary. Select "01 Sales Tax", "02 Service Tax", "03 Tourism Tax" , "04 High-Value Goods Tax", "05 Sales Tax on Low Value Goods", "06 Not Applicable", "E Tax exemption (where applicable)". Enable "Upload Payment Mode" if you want it to be displayed in e-invoice. Enter "Address". Click button to select "State Code". The "Country Code" for Malaysia is "MYS". Enrer "e-Invoice Link", "Client ID", "Client Secret", "e-Invoice Share Link" and "Business Description". Click "Sandbox" if you want to test the data. Click "Prod" if you want to upload to actual location.

Statement Setting

From the Housekeeping menu (Figure 18), click "SETTING". Click "STATEMENT AND CURRENCY". Click "STATEMENT FORMAT AND CURRENCY". Enter Statement Format. Formats 1 to 10 are for Blank Form. Formats 11 to 15 to print on your Company Letter Head. Format 6 and 7 print aging in enclosed box. Format 6 print aging in 1 Month, 2 Months, etc. Format 7 print aging in actual months. Other formats give slight variation in heading. Type in the currency used in words (eg. RINGGIT) (Only for some reports). Type in the currency symbol (eg. RM). Type in the currency word (2) (e.g. Ringgit Malaysia) (for most reports). Click "Change To Symbol (2)" and "Change To Symbol" if necessary. Select "REVERSE AGING" in "STATEMENT SETTING-> AGING MONTHS" if want to change the order of aging in your statement. Change the aging months if necessary.

Account Type Description

From the Housekeeping menu (Figure 18), click "SETTING". Click "ACCOUNT TYPE DESCRIPTION". Change the description if necessary (eg. change CAPITAL to SHARE CAPITAL and change SALES to INCOME). Click "LOWER" to change all to lower case if necessary. Click "UPPER" to change all to upper case if necessary.

Financial Report Headings

From the Housekeeping menu (Figure 18), click "SETTING". Click "FINANCIAL REPORTS HEADINGS". Change the description if necessary (eg. "TRADING & PROFIT & LOSS ACCOUNT" changes to "INCOME & EXPENDITURE ACCOUNT").

Debtors/Creditors Groups

From the Housekeeping menu (Figure 18), click "SETTING". Click "DEBTORS/CREDITORS GROUP". Change the debtors or creditors groups (eg. 3005 to 3006) if necessary.

Cash /Bank Accounts

From the Housekeeping menu (Figure 18), click "SETTING". Click "CASH/BANK ACCOUNTS". Enter the Account Numbers of ALL your Petty Cash and Bank Accounts. These Accounts will be used for the Receipts & Payments Transactions.

Deferred Tax Accounts

From the Housekeeping menu (Figure 18), click "SETTING". Click "DEFERRED TAX ACCOUNTS". Enter the Account Numbers for you deferred tax accounts. Enter the account group for "Freehold Property Group" and "Leasehold Property Group".

Automatic Bill Numbering

From the Housekeeping menu (Figure 18), click "SETTING". Click "AUTOMATIC BILL NUMBERING". Enable/disable the auto numbering if necessary. Enter the Prefix and Starting Number if you want automatic numbering for Sales Invoices, etc. Change "No. Of Charactors" for your inoices, etc, if necessary.

Automatic Transaction Narration

From the Housekeeping menu (Figure 18), click "SETTING". Click "AUTOMATIC TRANSACTION NARRATION". Change "SALES" to "INCOME", etc, if necessary.

Bank Charges

From the Housekeeping menu (Figure 18), click "SETTING". Click "BANK CHARGES". Enter the Account Number if you want to activate Bank Charges, Tax (For Receipt) or Tax (Credit Sales). You can only activete either Bank Charges or Tax (For Receipt) and not both at the same time.

GST

From the Housekeeping menu (Figure 18), click "SETTING". Click "GST/VAT Account". Change "Standard GST Tax Rate" if necessary. Change the Account Numbers shown if necessary. To change the tax code (e,g, from standard rated to zero rated), the tax rate, supply or acquisition, taxable or not taxable, claimable or not claimable, click "Enter Tax Code". To see the symbol for the tax code, click "Tax Code" at the bottom. Click "Print All", "Check", "Supply", "Acquisition", "Taxable Supply", "Not Taxable Supply", "Claimable Acquisition" or "Not Claimable Acquisition" if necessary.

MPERS

Change the account numbers if necessary.

SST

Change the tax rate if necessary. Change the account numbers if necessary. For Serviec Tax, enable "Use Tax Received From Debtors For Service Tax. Click "Enter Tax Code". This will enable you to "Enter Taxable Accounts, Zero-Rated Accounts, Exempt Accounts, Tax Rate, Discount And Return". Click "Print All". This will enable you to t "Print Taxable Accounts, Zero-Rated Accounts, Exempt Accounts, Tax Rate, Discount And Return". Click "Taxable Supply". This will enable you to "Print Tax Code For Taxable Supply". Click "Customs Tariff Code / Service Type Code". This will enable you to "Enter Customs Tariff Code / Service Type Code". Click "Enter Customs Tariff Code / Service Type Code". This will enable you to "Enter Customs Tariff Code / Service Type Code" for each account number.

Recover Data After Power Failure

From the Housekeeping menu (Figure 18), click "RECOVER DATA AFTER POWER FAILURE". Select "YES" to proceed.

Remove Bad Records

From the Housekeeping menu (Figure 18), click "REMOVE BAD RECORDS". Select "YES" to proceed.

Check Files

From the Housekeeping menu (Figure 18), click "CHECK FILES". This option will tell you whether you files are OK or you need to key in some missing Account Number or whether you need to restore you files.

Index All Files

From the Housekeeping menu (Figure 18), click "INDEX ALL FILES". Select "YES" to proceed.

Year End Processing

From the Housekeeping menu (Figure 18), click "YEAR END PROCESSING". Type in the Password. You need to key in the Closing Stock. Select "YES" to proceed. Once this is done, all batches from periods 1 to 12 will be removed. Transactions for Period 13 will be updated accordingly to Period 1. Batch 13 onwards will be updated accordingly starting from Batch 1.
(Note: Remember to backup your data (in Housekeeping->Backup And Restore->Zip Files) before doing YEAR END PROCESSING. You can alse open a new directory, restore this backup file and do year end from here.)

Change Password

From the Housekeeping menu (Figure 18), click "CHANGE PASSWORD". Type in the Old Password. Type in the New Password. Type in the New Password again to verify.

Backup And Restore

From the Housekeeping menu(Figure 18), click "BACKUP AND RESTORE". Select "ZIP FILES" or "COPY DATA FILES". Select "YES" to proceed. Select "UNZIP(RESTORE) FILES" or "RESTORE DATA FILES". All your data in the directory selected will be overwritten once you do Restore.

Print Complete Chart of Accounts

From the Housekeeping menu (Figure 18), click "PRINT COMPLETE CHART OF ACCOUNTS". Select Debtors, Creditors, General Ledger or All. This option will print your Chart of Accounts sorted according to Account Number. To sort alphabetically, use "UTILITIES", "CHECK FOR ACCOUNT BY DESCRIPTION".

Menu Control Manager

From the Housekeeping menu (Figure 18), click "MENU CONTROL MANAGER". This menu is only accessible to PIN 0. Click the function to enable or disable access by other PINS. For more control, click "Transaction"..

Report Designer

From the Housekeeping menu (Figure 18), click "REPORT DESIGNER". Select the report required. You can change the font type, font size, alignment, etc. (eg. To change the font size of your company name in statement, click "Statement". Right click on "Company Name". Select "Item Property". Click "Font" to change the font size.)

CHAPTER 5

UTILITIES

From the Account Main Menu (Figure 1), click "UTILS". The option for Utilities will be displayed (Figure 19).

Fig. 19

Maintenance Transaction Report Housekeeping Utils End

CALCULATOR
WRITING
PRINT TRANSACTION FILE
OPEN ITEM
AUDIT TRIAL
CONSOLIDATED ACCOUNTS
FOREIGN CURRENCY
EXPORT/IMPORT TRANSACTIONS
IMPORT FROM OTHER PROGRAM
EC TAX
TRANSFER TO EXCEL FILE
TRANSFER TO TEXT FILE
CHECK REFERENCE/TRANSACTION
DOCUMENT MANAGER
CREATE NEW DIRECTORY (COMPANY)
CHECK FOR ACCOUNT BY DESCRIPTION
INVOICING
CASH SALES

Calculator

From the Utilities menu (Figure 19), click "CALCULATOR". You can do some simple calculations here. Copy and paste the result if necessary.

Writing

From the Utilities menu (Figure 19), click "WRITING". You can write you own memo (eg. changes to a setting) here.

Print Transaction File

From the Utilities menu (Figure 19), click "PRINT TRANSACTION FILE". If you select, say 'SALES', then all transactions (all the months) for SALES will be printed. Change the sorting method and date range if necessary. If instead of "SALES", you select "ALL", enable "With Subtotal", click "Right Column" and select "Expenses", then the transactions of all the expenses will be shown.

Open Item - List Bills In Accounts

From the Utilities menu (Figure 19), click "OPEN ITEM". Click "DEBTORS". Click "LIST BILLS IN ACCOUNTS". Details of Transactios not posted to "Open Item" such as Date, Account Number, Reference Number, Description, Debit and Credit will appear.

Open Item - Post From Accounts

From the Utilities menu (Figure 19), click "OPEN ITEM". Click "DEBTORS". Click "POST FROM ACCOUNTS". Transactions will be posted to Open Item. Allow the system to add extension if necessary.

Open Item - Add More Bills/Edit Lampiran A

From the Utilities menu (Figure 19), click "OPEN ITEM". Click "DEBTORS". Click "ADD MORE BILLS". Click "NEW" if you want to add more bills. To edit, click on the transaction required and click "MODIFY". To modify the taxable amount and tax for lampiran A, click "MODIFY 2". To delete, click on the transaction required and click "DELETE". Click "NEXT" and "YES" to delete. To print, click "PRINT". To print taxable amount and tax, click "PRINT 2". Click "Modify 3" and "Modify 4" if necessary. It is necessary to enter all transactions to tally with your b/f balances for your debtors for first time user.

Open Item - Knock Off Bills

From the Utilities menu (Figure 19), click "OPEN ITEM". Click "DEBTORS". Click "KNOCK OFF BILLS". Click "Auto" if you want the system to do automatic knock off. For "Manual", click the debtor required and click "ACCEPT". For "Debtors", first click "Receipt" from the debtor. Enter amount concern. Enter negative if negative value is selected. Click "ACCEPT". Next click positive bills such as "Sales" to the debtor or "Debit Notes" for the debtor. Enter any amount you want to knock off. This knock off value must not be greater than the "Receipt" from debtor just selected. Click "ACCEPT". When "Amount" knocked off becomes zero (shown at bottom of screen), click "FINISH".

Open Item - Reports

From the Utilities menu (Figure 19), click "OPEN ITEM". Click "DEBTORS". Click "REPORTS". Select "1" if you want to List Unpaid "Open Item" Bills, select "2' if you want to print 'REMITTANCE ADVICE", select "3" if you want to print "Open Item" Statements, select "4" if you want to print twelve months aging, select "5" if you want to print detail aging, select "6" to check transactions, select "7" to check paid amount, select "8" to delete all cleared bills, select "9" to check missing reference number, select "A" to check statutory barred bills, select "B" to print overdue interest, select "C" to print Overdue Interest - (Interest on Interest), select "D" to print Lampiran A (S. Tax) and select "F" to print CJP No. 1 (S. Tax). Select "G" to "K" to search for knock off detail, etc. (Note: The above also apply to OPEN ITEM CREDITOR). Click "Tax Billed And Received" to check amount shown in SST.

Audit Trail

From the Utilities menu (Figure 19), click "AUDIT TRAIL". Select first option if you want to see Transactions in Accounts and second option if you want to see Transactions Modified or Deleted. Select starting and ending period.

Consolidated Accounts

From the Utilities menu (Figure 19), click "CONSOLIDATED ACCOUNTS". Click "SAVE FILES FOR CONSOLIDATION". You must save files as PAL1, PAL2, etc. Select option for monthly accounts if you want to consolidate monthly P & L. Select option for yearly accounts if you want to consolidate yearly P & L. These files will be saved into the hard disk. Click "PRINT CONSOLIDATED ACCOUNTS" to print the consolidated accounts. Enter the number of companies or departments. If you have PAL1 and PAL2, then enter 2. Enable "WITH TOTAL" if you want to have a total for the various months/years/depts/sources (usually disabled for Profit & Loss Accounts of various sources since your last file in "SAVE FILES FOR CONSOLIDATION" is the overall Profit & Loss Account). Select "CONSOLIDATE - TO EXCEL" if you want your report in excel format.

Foreign Currency - Transactions

From the "UTILITIES" menu, Click "FOREIGN CURRENCY". Click SALES, PURCHASES, DEBIT NOTE, CREDIT NOTE, JOURNAL, PAYMENT or RECEIPTS. The Transaction menu will appear. It is the same as the main transaction except that you can enter the foreign currency amount. Click the Account Number for Master Account. Click the month of transaction. The Batch Number, Batch Title, Transaction Number and the Period will automatically be filled. Change the date of transaction. Click the Account Number required. Change the Reference Number if necessary. Enter amount for foreign currency. A conversion box will pop up for the foreign currency. Click "Local To Foreign" if necessary. The local currency can still be changed after you click "OK". Click "ACCEPT" to accept entry. The double entry will automatically be completed using the Master Account as the other account.
(Note: If you enter the transactions here, you don't have to enter the transactions again in main transaction.)

Foreign Currency - Edit Transactions

This is the same as the main transaction, edit transaction. Change both the local and foreign currency amount if necessary.

Foreign Currency - View Transactions

From the Foreign Currency menu, click "VIEW TRANSACTIONS". Select "1. - View Single Batch", "2. - View All Batches" or "3. - say "Browse". Click "Search" or "F" if necessary. For "Browse", click "View Same Type" if necessary.

Foreign Currency - Rate Maintenance

From the Foreign Currency menu, click "RATE MAINTENENCE". Select "NEW". Enter Currency Code (eg. USD or SGD). Enter the rate to each unit of local currency (eg. 3.8000 for US currency). To modify, click on the Corrency Code you want to modify and click "MODIFY". To delete, click on the Corrency Code you want to delete and click "DELETE". Select "NEXT" and "YES" to delete. To print, click "PRINT".

Foreign Currency - Opening Balance

From the Foreign Currency menu, click "OPENING BALANCE". A listbox containing all debtors with Currency Code not blank will be shown. If your listbox is empty, enter the currency code in "MAINTENANCE", "DEBTORS". To enter the opening balance, click on the Account Number and click "EDIT". Enter the debit or credit value of the opening balance in foreign currency. To print, click "PRINT".

Foreign Currency - Distribute Last Year Aging

From the Foreign Currency menu, click "DIST. LAST YEAR AGING". Click the Account Number required and click "EDIT". The system will display the Debtor name and last year balance figure. Enter the figures for periods 2 to 11 last year. The balance for period 12 last year will be calculated by the computer. To view, click "VIEW". To print, click "PRINT".

Foreign Currency - Bank Reconciliation

From the Foreign Currency menu, click "Bank Reconciliation". Follow the same procedure as in the main transaction.

Foreign Currency - Listing

From the Foreign Currency menu, click "LISTING". Select "Account No. From" and "Account no. To". Enter a range for the period. Click "PRINT".

Foreign Currency - Ledger

From the Foreign Currency menu, click "LEDGER". Select "Account No. From" and "Account No. To". Enter a range for the period. Click "Include Local Currency" if necessary. Click "PRINT".

Foreign Currency - Statement

From the Foreign Currency menu , click "STATEMENT". Select starting and ending Periods. Enter the Statement Date. Select starting Debtor Number. Select ending Debtor Number. Select area code. Select agent code. Enable "WITH TRANSACTIONS ONLY" if you want only those with transactions for the period(s) to be printed.

Foreign Currency - Open Item/Foreign Exchange

From the Foreign Currency menu , click "OPEN ITEM/FOREIGN EXCHANGE". Select "Debtor" or "Creditor". Select "1. - List Bills In Accounts", "2. - Post From Accounts", "3. - Add More Bills", "4. - Knock Off Bills" or "5. - Reports". Click "1. - List Bills In Accounts" to list local and foreign amount. Select "2. - Post From Accounts" to get transactions to this function. Click "3. - Add More Bills" if necessary. In "4. - Knock Off Bills", select "Auto", or "Manual". Click "Print (Excel) / Edit" if necessary. Click "5. - Reports". Select "1. -List Unpaid Bills", "2. - Print Statement", "3. - Print 12 Months Aging", "4. - Print Detail Aging", "5. - Check Transaction", "6. - Check Paid Amount", "7. - Delete All Cleared Bills (Fully Knocked)", "8. - Check Missing Reference No.", "9 - Search Knock Off Transaction Detail", "A. - Check For Repeated Open Item Reference No.", "B. - Check Balance Not Zero But Marked Fully Paid", "C. - Check Balance Zero But Not Marked Fully Paid", "D. - Realised Loss / Gain In Exchange - Single Account" or "F. - Realised Loss / Gain In Exchange - Multiple Accounts".

Foreign Currency - Transaction File

From the Foreign Currency menu , click "TRANSACTION FILE". This will display the amount in local and foreign currency.

Foreign Currency - Payment Voucher/Official Receipt/Debit Note/Credit Note/Journal Voucher

From the Foreign Currency menu , click "PAYMENT VOUCHER", "OFFICIAL RECEIPT", "DEBIT NOTE", "CREDIT NOTE" or "JOURNAL VOUCHER". Select starting Reference Number. Select ending Reference Number.

Export/Import Transactions

From the "UTILITIES" menu , click "EXPORT/IMPORT TRANSACTIONS". Select "Export/Import Transactions In EC Accounting" if you want to import/export transactions using pen drive from/to another computer. Select "Import From EC Inventory" if you want to import transactions using pen drive fron EC Inventory. Select "Import From EC Payroll" if you want to import transactions using pen drive fron EC Payroll.

Import From Other Program

From the "UTILITIES" menu , click "IMPORT FROM OTHER PROGRAM". Select "DEBTOR (EXCEL FILE)", "CREDITOR (EXCEL FILE)", "CHART OF ACCOUNT (EXCEL FILE)", "TRANSACTION (EXCEL FILE)", "OPENING BALANCE (EXCEL FILE)", "MAJOR FILES (ACCOUNTING PROGRAM (1))", "DEBTORS (TEXT FILE)", "CREDITORS (TEXT FILE)", "CHART OF ACCOUNT (TEXT FILE)", "TRANSACTION(TEXT FILE)", "MAJOR FILES (TEXT FILES)", "INVOICE (TEXT FILE)", "CASH BILL (TEXT FILE)" or "INVOICE ITEM (TEXT FILE)". For some of these functions, you must have your data in EXCEL (.xls) or TEXT (.txt). For excel file, state the starting and ending row of your data. Enter the column position of any data you want to import. Enter a large number (eg. 99) if you do not want a certain field to be imported. For text file such as for 'DEBTOR' or "CREDITOR', click "CONVERT TEXT FILE IN PEN DRIVE TO DATA FILE" or "CONVERT TEXT FILE IN CURRENT DIRECTORY TO DATA FILE". Change the file name if necessary. Enter the column position for the fields required. Leave as "0" if not required. (e.g. if you have customer such as ABLE Trading appearing in column 8 to 50 in your text file, enter "8" for "FROM" and "50" for "TO" in "NAME/DESCRIPTION". If the column position for address line 1 is 71 to 110, enter "71" for "FOR" and "110" for "TO" in "ADDRESS LINE 1"). We recommend that you leave "0" for account number so that the system can systematically generate the new account numbers. Click "PRINT DATA FILE" to print out the temporary converted data. Click "MODIFY" if necessary. Click "APPEND DEBTOR FILE FROM DATA FILE". Remeber to backup your data before performing this function. Once you have done this "APPEND", your debtor file will have these new debtors. Click "DELETE DEBTOR DATA FILE" if necessary. Click "CHECK DEBTOR NO. IN EC ACCOUNTING BUT NOT IN DATA FILE" if necessary. Click "CHECK DEBTOR NO. IN DATA FILE BUT NOT IN EC ACCOUNTING" if necessary. Click "CHECK FOR REPEATED DEBTOR NO. IN DEBTOR TEXT FILE" if necessary. Click "CHECK FOR DEBTORS WITH EXACTLY SAME NAME" if necessary. Similar steps apply for other text files.

EC Tax

From the "UTILITIES" menu, click "EC TAX". Select "FORM B", "FORM C", "FORM P", "HIRE PURCHASE/ LEASING", "CAPITAL ALLOWANCES", "NON-ALLOWABLE EXPENSES" or "EXPORT DATA TO PEN DRIVE".

Form B

Select "GENERAL PARTICULARS". Click "NEW". Enter "Year Of Assessment", "Basis Period", "Name" and "TAX REFERENCE NUMBER". Select "EC Tax - Form B". Select "Code For EC Tax". Click "Edit" to change the "Tax Code". If you select an expense account, you can specify it as "Fully Allowable Expense", "Fully Non-Allowable Expense", "Half Allowable Expense", "One-Third Allowable Expense" or "Two-Third Allowable Expense". Click "Tax Code" button if you want to specify the tax code for the account. Click "Example" button for examples of allowable and non-allowable expenses. Select "Transfer Profit and Loss Account Data For EC Tax" to transfer the Profit And Loss Account to the format as appear in "Form B". Select "Transfer Balance Sheet Data For EC Tax" to transfer the Balance Sheet to the format as appear in "Form B". Select "Edit Data For Profit And Loss Account For EC Tax" to change the data if necessary. Select "Edit Data For Balance Sheet For EC Tax" to change the data if necessary. If you select "Print Data For EC Tax", the Profits and Loss Account and the Balance Sheet will be arranged in the order as in "Form B". For an analysis of the expenses, select "Print Expenses". To import your data, use the "EC Tax" programme.

Form C

Select "GENERAL PARTICULARS". Click "NEW". Enter "Year Of Assessment", "Basis Period", "Name" and "TAX REFERENCE NUMBER". Select "EC Tax - Form C". Select "Code For EC Tax". Click "Edit" to change the "Tax Code". If you select an expense account, you can specify it as "Fully Allowable Expense", "Fully Non-Allowable Expense", "Half Allowable Expense", "One-Third Allowable Expense" or "Two-Third Allowable Expense". Click "Tax Code" button if you want to specify the tax code for the account. Click "Example" button for examples of allowable and non-allowable expenses. Select "Transfer Profit and Loss Account Data For EC Tax" to transfer the Profit And Loss Account to the format as appear in "Form C". Select "Transfer Balance Sheet Data For EC Tax" to transfer the Balance Sheet to the format as appear in "Form C". Select "Edit Data For Profit And Loss Account For EC Tax" to change the data if necessary. Select "Edit Data For Balance Sheet For EC Tax" to change the data if necessary. If you select "Print Data For EC Tax", the Profits and Loss Account and the Balance Sheet will be arranged in the order as in "Form C". For an analysis of the expenses, select "Print Expenses". To import your data, use the "EC Tax" programme.

Form C - Lampiran A1

For this option, please make sure that you have completed "GENERAL PARTICULARS" in "EC Tax - Form C" and have completed "Transfer Profit and Loss Account Data For EC Tax". Click "Code For Lampiran A1". Click "Edit" to change the "Tax Code". Select "Whole Amount Apply", "Apply Half", "Apply One-Third" or "Apply Two-Third". Click "Tax Code" to change to a new tax code. Select "Transfer Profit And Loss Account Data For EC Tax- Lampiran A1" to get your data for your Lampiran A1. Select "Edit" if you want to change the data converted. Click "Print Lampiran A1" to see the report. Click "Print Analysis" and "Print Analysis - Use Description Entered"' for the analysis of the Lampiran A1. To import your data, use the "EC Tax" programme.

Form C - HK-PC1 (Computation Of Statutory Income From Business)

Click "Update From Lampiran A1 And Capital Allowances Files". Click "Edit" to change and print report.

Form C - EC Secretarial

This will show the Balance Sheet Items And Profit And Loss Accounts Items in EC Secretararial format.

Form P

Please refer to form C.

EC Tax - Hire Purchase/Leasing

Select "General Particulars". Click "Edit/Classify". Enter the particulars as required. Click "Payment". Select the item required. Click "Next". Click "New". Change the particulars if necessary. Click "Accept". Click "Print" to see your transactions. Select "Schedule Of Assets Under Hire Purchase". Change year of assessment if necessary. Click "Accept" to print. Select "Schedule Of Assets Under Leasing" if there is any asset under leasing. Select "Qualifying Expenditure Of Assets Under Hire Purchase" to check your qualifying expenditure.

EC Tax - Capital Allowances

Select "Industrial Building Allowances" or "Plant And Machinery". Click "Update Addition To Qualifying Expenditure From Hire Purchase File" if necessary. To change particulars, click "Edit". Click "Eidt/Classify". Enter the particulars of the fixed asset. Click "Compute". This will compute figures such as Initial Allowances, Annual Allowances, Balancing Allowances and Balancing Charge. Click "Print" to see the report. The report can be imported by using the "EC Tax" programme. Click "Carry Forward Residual Expenditure" to carry forward to a new year of assessment. Click reports such as "Qualifying Expenditure - Disposal / Written Off", "Qualifying Expenditure - Reconciliation", "Schedule Of Capital Allowances" or "Balancing Charge/Balancing Allowance". To compare your capital allowances and depreciation, click "Capital Allowances And Depreciation". To find out the deferred tax amount, click "Deferred Tax". Change the tax rate and year of assessment if necessary. Click "Post" to post the double entry for deferred tax to your accounts.

EC Tax - Export Data To Pen Drive

Select this function so that you can import your data such as capital allowances when you are using EC Tax.

Transfer To EXCEL FILE

From the "UTILITIES" menu, click "TRANFER TO EXCEL FILE". Select the report required. Note the file name so that you can format the report in Microsoft EXCEL. For MBRS, go to Page 2. Click "MBRS". If you have entered new assets, select "2". Click the asset required. Select The row number for account. Do the same for accumulated depreciation account. Click "MBRS". Click "Include Notes" Clcik "Include Data From EC Secretarial". Sales the excel files.

Transfer To TEXT FILE

From the "UTILITIES" menu, click "TRANFER TO TEXT FILE". Select the report required. Note the file name so that you can format the report in "WORDPAD" or Microsoft WORDS. All your reports can be saves in WORDS format. For any report, click "File"->"Save As". For MBRS, click "FS-MPERS". Click "Directory" to select the excel file saved earlier in "Transfer To Excal File". Click "File->Save As". Please remember to save as .XML file.

Check Reference/Transaction

From the "UTILITIES" menu, click "CHECK REFERENCE/TRANSACTION". For page 1, you can select "CHECK MISSING REFERENCE NO. (BY TYPE)", "CHECK MISSING REFERENCE NO. (BY TYPE AND RANGE)", "CHECK MISSING CHEQUE NUMBER", "CHECK MISSING DEBTOR NUMBER" or "CHECK MISSING CREDITOR NUMBER". For page 2, select "CHECK FOR SINGLE REFERENCE NUMBER (TRANSACTION WITH ONLY SINGLE ENTRY)" if you want to check transactions with no corresponding debit or credit. Click "CHECK FOR DEBIT NOT EQUAL TO CREDIT WITH SAME REFERENCE NUMBER" if you want to check debit not equal to credit but with same reference number. If you want to check number of expenses paid for a particular payment voucher,etc, click "CHECK NUMBER OF TRANSACTIONS FOR EACH REFERENCE". Please check those transactions marked with "*". If you want to check all transactions for a particular account number, click "CHECK TRANSACTIONS FOR AN ACCOUNT RELATED BY REFERENCE NUMBER". If you want to check all transactions with narration "SALES", etc, click "TRANSACTIONS WITH SAME NARRATION". You can browse "ALL TRANSACTIONS FOR AN ACCOUNT NUMBER", "ALL INVOICES FOR A CUSTOMER", "ALL OFFICIAL RECEIPTS FOR A CUSTOMER" and "ALL PAYMENTS FOR A CREDITOR". You can also check number of transactions for each cheque number. The option "FORMAT FILE FIELD DESCRIPTION' is used to design your own report. For page 3, select "CHECK FOR SAME REFERENCE NUMBER BUT WITH DIFFERENT DATES", "PERIOD NOT SAME AS DEFAULT PERIOD", "MONTH NOT SAME AS DEFAULT MONTH", "BILL TYPE NOT SAME AS DEFAULT BILL TYPE" or "AGE NOT SAME AS DEFAULT AGE".

Document Manager

From the "UTILITIES" menu , click "DOCUMENT MANAGER". Click "New". Enter the particulars required. If you have saved the document such as in WORDS format in "C:\EC\DOCUMENT", you can see the report when you click "Document". By saving your report such as in WORDS format in directory such as "C:\EC\DOCUMENT", you can easily select and print out any report such as your "Profit and Loss Account" of earlier years. The "Search" function allows you to search easily any report you saved in the directory. If you want to see your reports in PDF format, please use the PDF WRITER in the CD containing the EC Program or from our website - www.ecsoft88.com.

Create New Directory

From the "UTILITIES" menu, click "CREATE NEW DIRECTORY (COMPANY)". Select "Yes" to proceed. This function enables you to have report format different form the current directory. Any changes in your report will not have an effect on this new directory.

Check For Account By Description

From the "UTILITIES" menu , click "CHECK FOR ACCOUNT BY DESCRIPTION". Enter the first few characters of the account you want to find. (eg. to find Advance Entry Sdn. Bhd., enter "AD"). If you leave it blank, ALL the Account Numbers will be printed in ALPHABETICAL ORDER. If you select the first option as option 2, then all Account Numbers containing "AD" ANYWHERE will be printed (eg. NAD Sdn. Bhd.). Select "DEBTOES", "CREDITORS", "G/L" or "ALL". Select "SORT BY DESCRIPTION", "SORT BY ACCOUNT NO." or "SORT BY TYPE".

Fig. 20 (Screen For "ADD" Invoice)

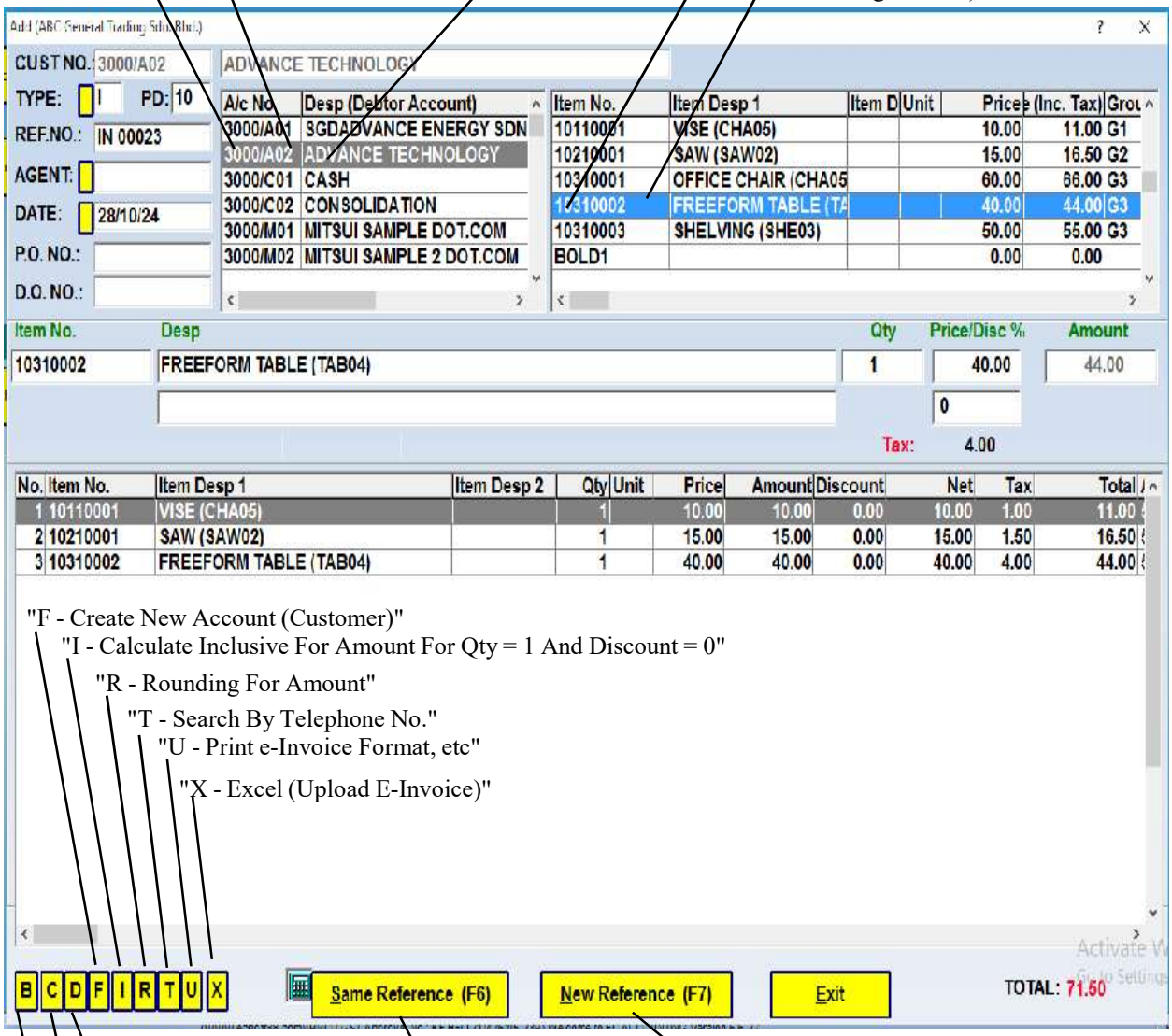
Click to invoice the customer.

Double click to search for customer by account number (e.g. enter "3000/A" to search for customer with account number starting "3000/A..")

Right click to search for customer by name. (e.g. enter "AD" to search for customer with name starting "AD")

Click to select the item.

Right click to search for item by item description. (e.g. enter "COM" to search for item with item description starting "COM")



"F - Create New Account (Customer)"

"I - Calculate Inclusive For Amount For Qty = 1 And Discount = 0"

"R - Rounding For Amount"

"T - Search By Telephone No."

"U - Print e-Invoice Format, etc"

"X - Excel (Upload E-Invoice)"

Click button "D" to check all transactions for the item sold.

Click button "C" to check the last price for the item sold to the customer.

Click button "B" to see and print all invoices.

Click to accept the item. (Item accepted will appear in the lower box)

Click to save the the transaction and go on to a new reference.

Fig. 20a (Double Click On Debtors Listbox. Enter "3000/A" For Account Number Starting "3000/A..")

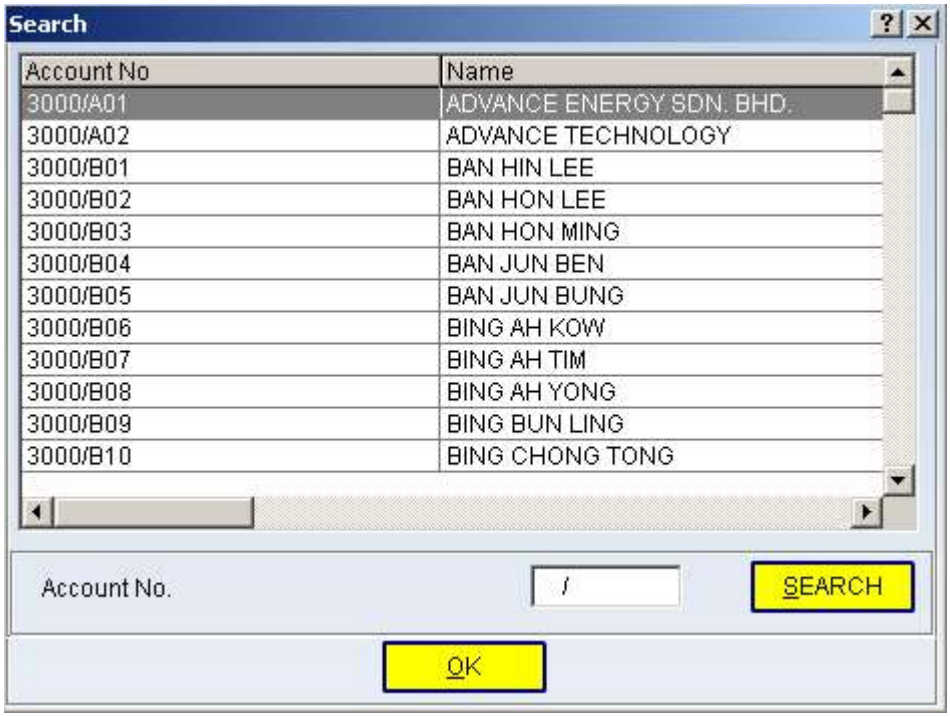


Fig. 20b (All Customers Starting With Account Number "3000/A..")

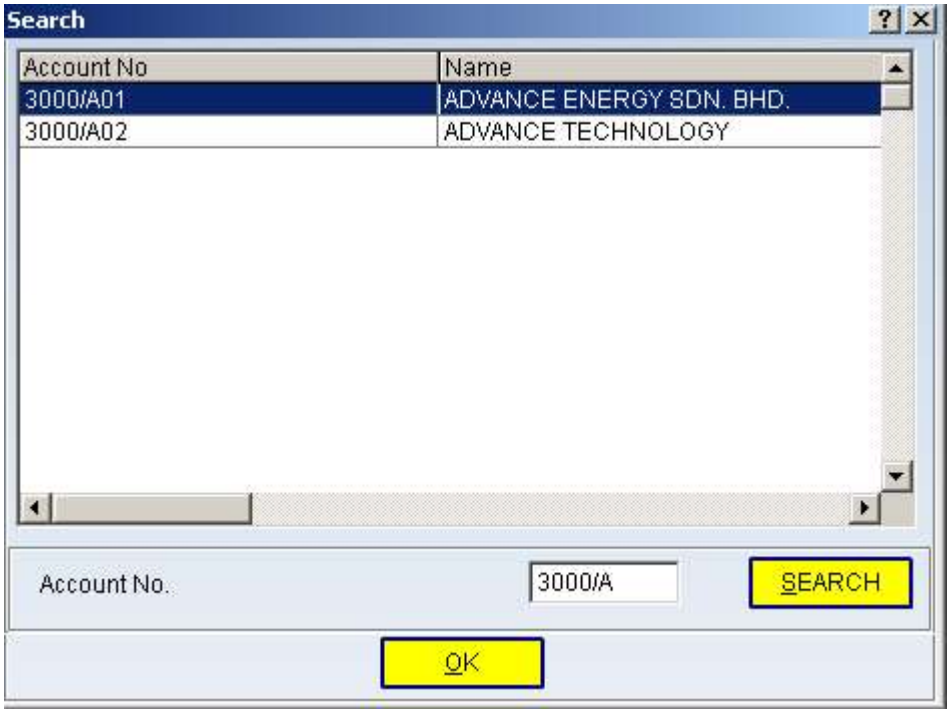


Fig. 20c (Right Click On Debtors Listbox. Enter "AD" For Description Starting "AD.....")

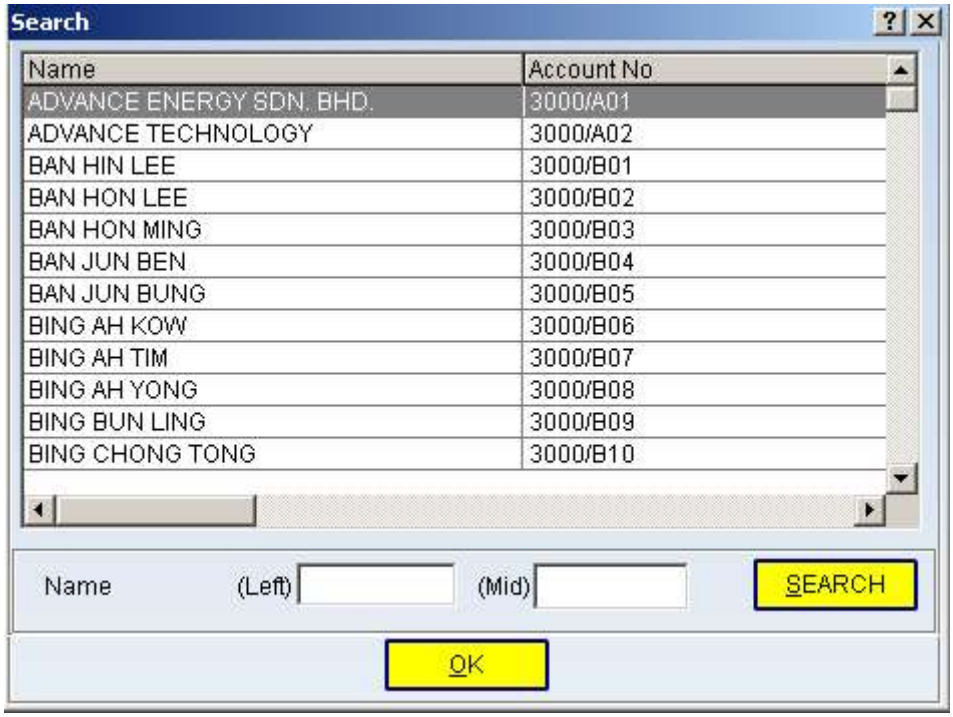


Fig. 20d (Debtors With Name Starting "AD.....")

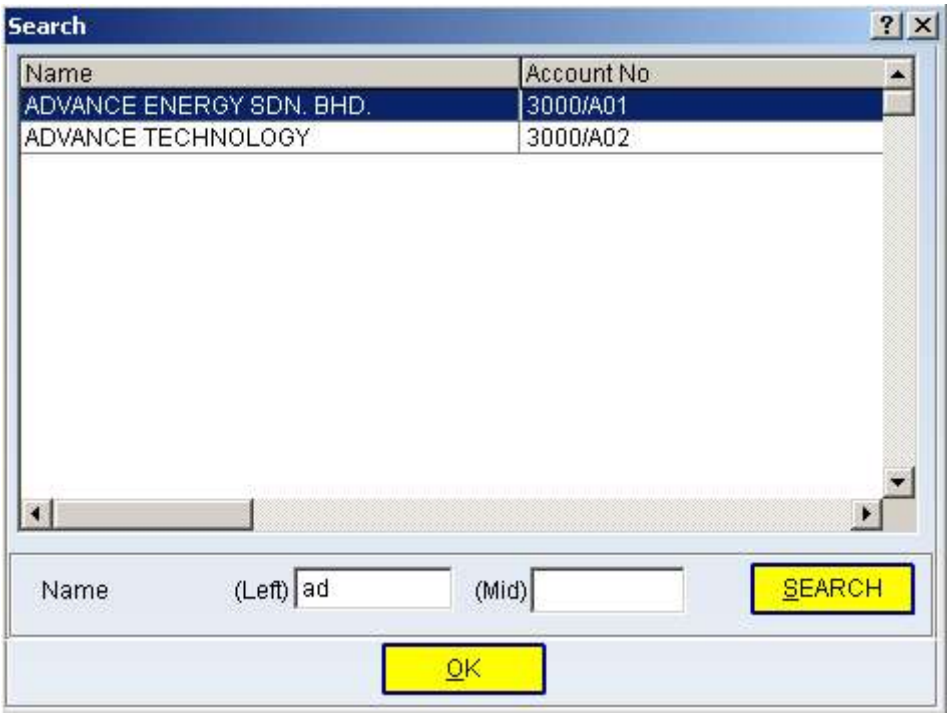


Fig. 20e (Double Click On Item Listbox. Enter "103" For Item No. Starting "103.....")

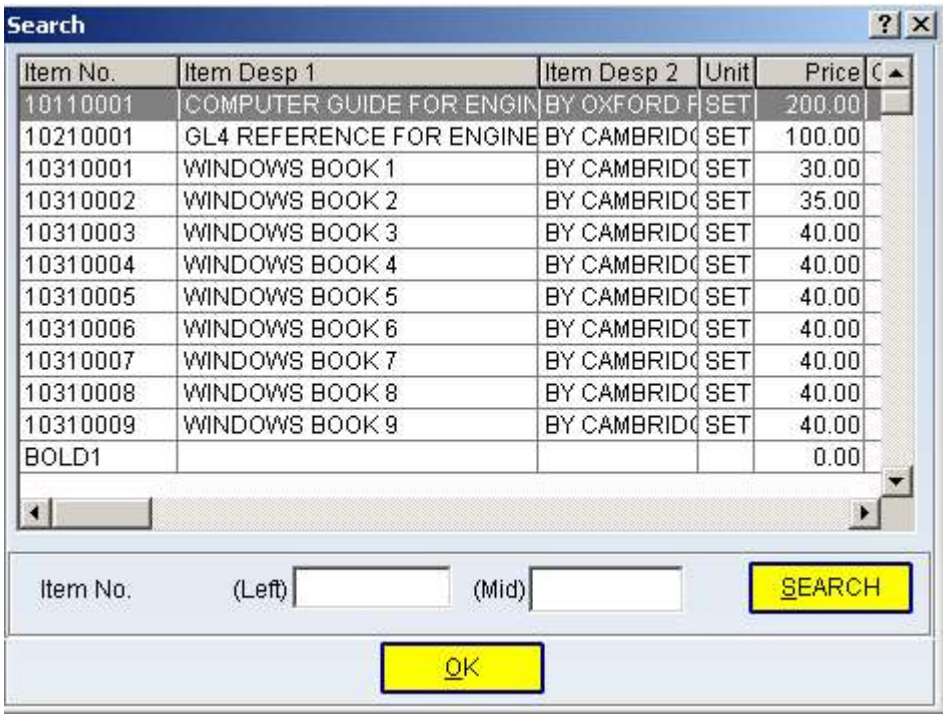


Fig. 20f (Items With Item Number Starting "103.....")

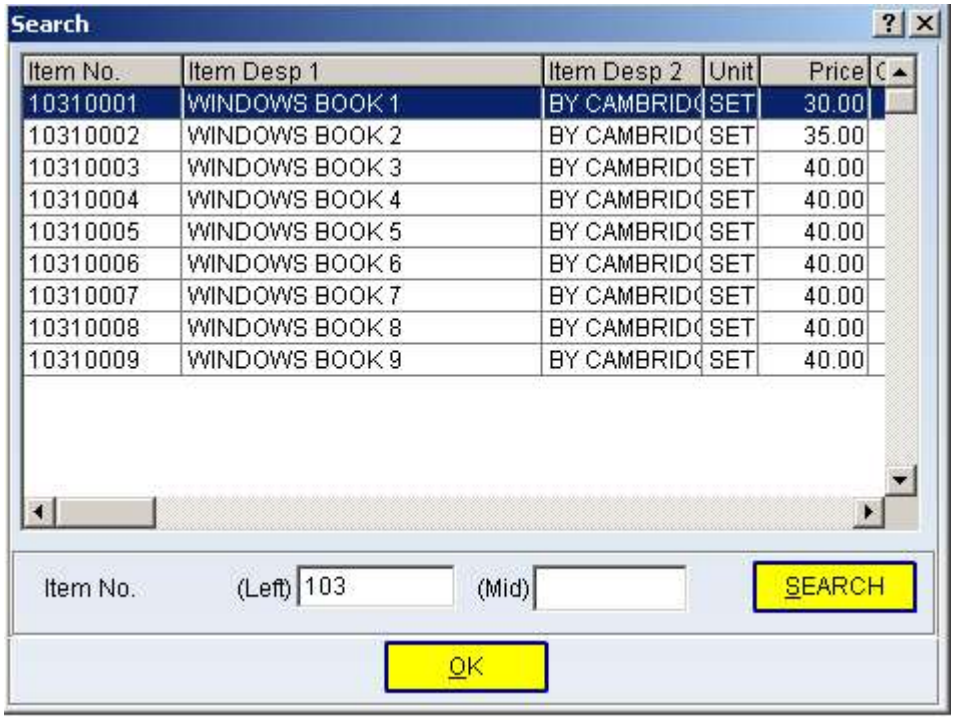


Fig. 20g (Right Click On Item Listbox. Enter "WIN" For Item Description Starting With "WIN")

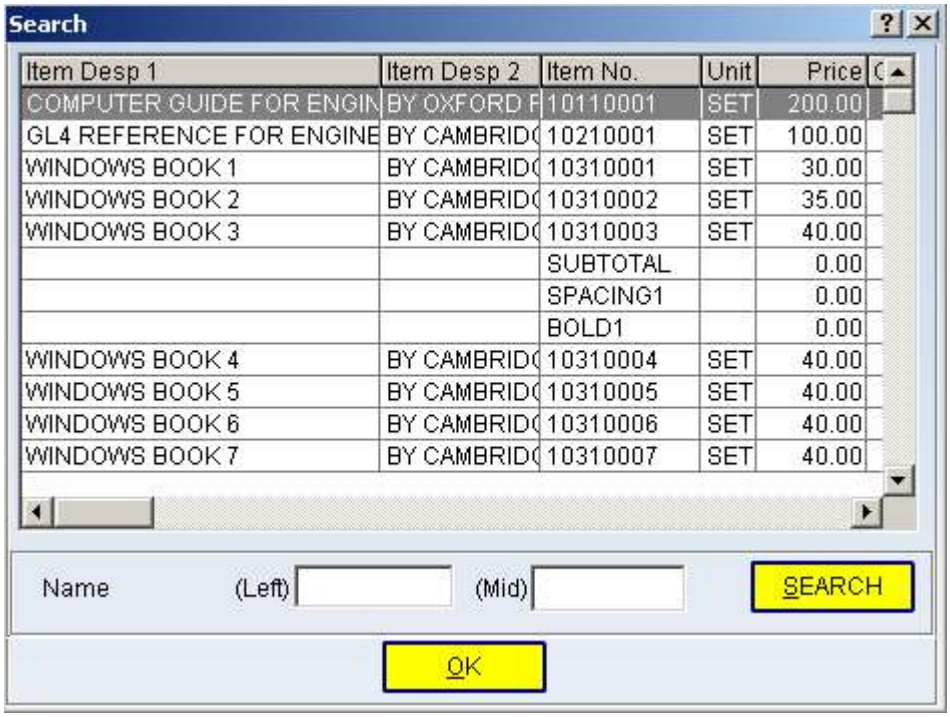


Fig. 20h (Items With Item Description Starting With "WIN")

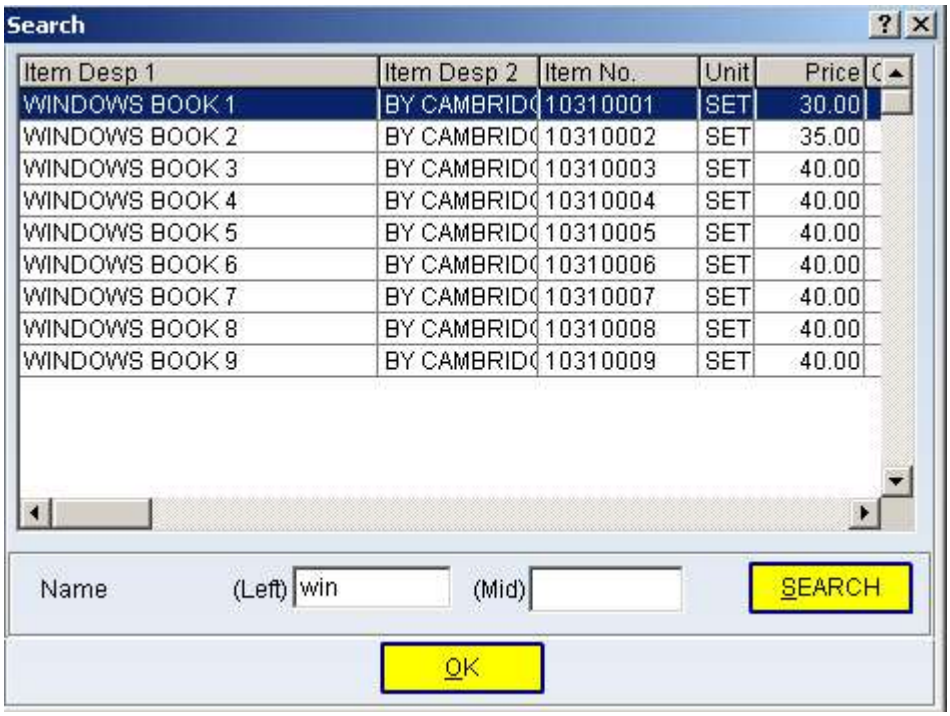


Fig. 20i (Enter Quantity Required. Change Others Such As Description If Necessary.)

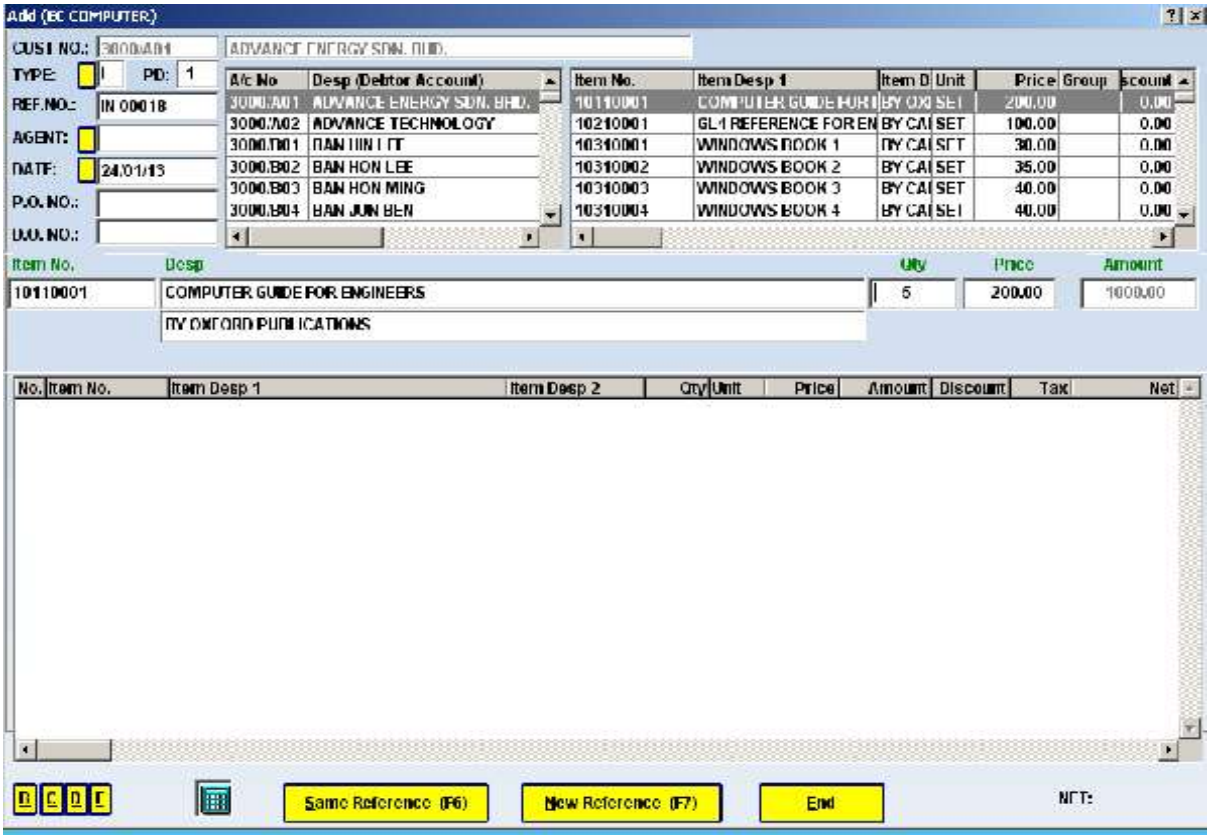


Fig. 20j (Click "SAME REFERENCE" To Accept The Item. Item Appears In Lower Listbox.)



Fig. 20k (Click Button "B" On Lower Left Hand Corner To See All Invoices)

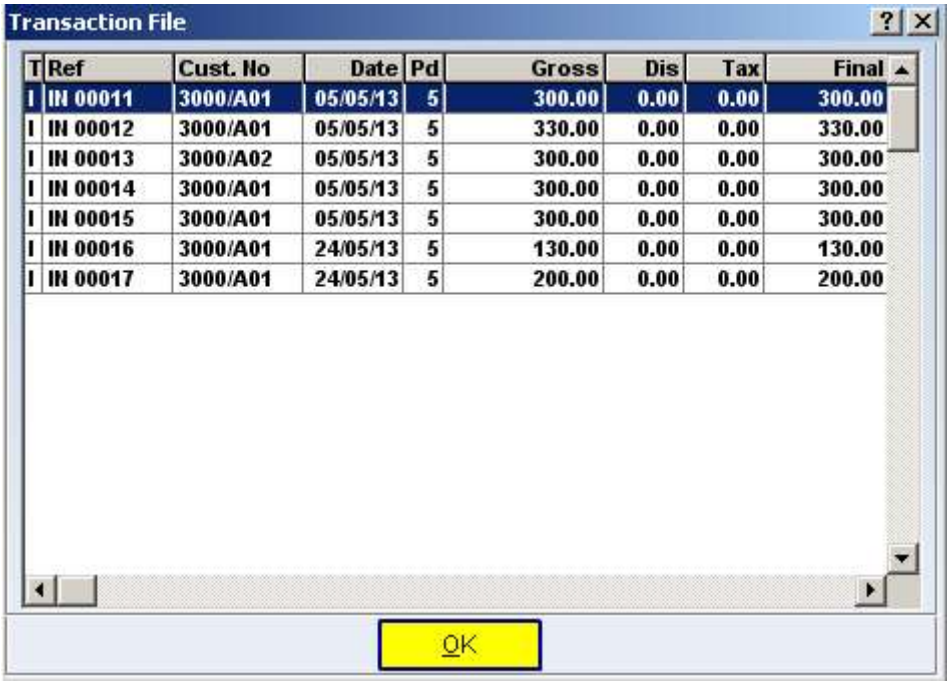


Fig. 20l (Click Button "C" To Check The Last Price Sold To The Customer)

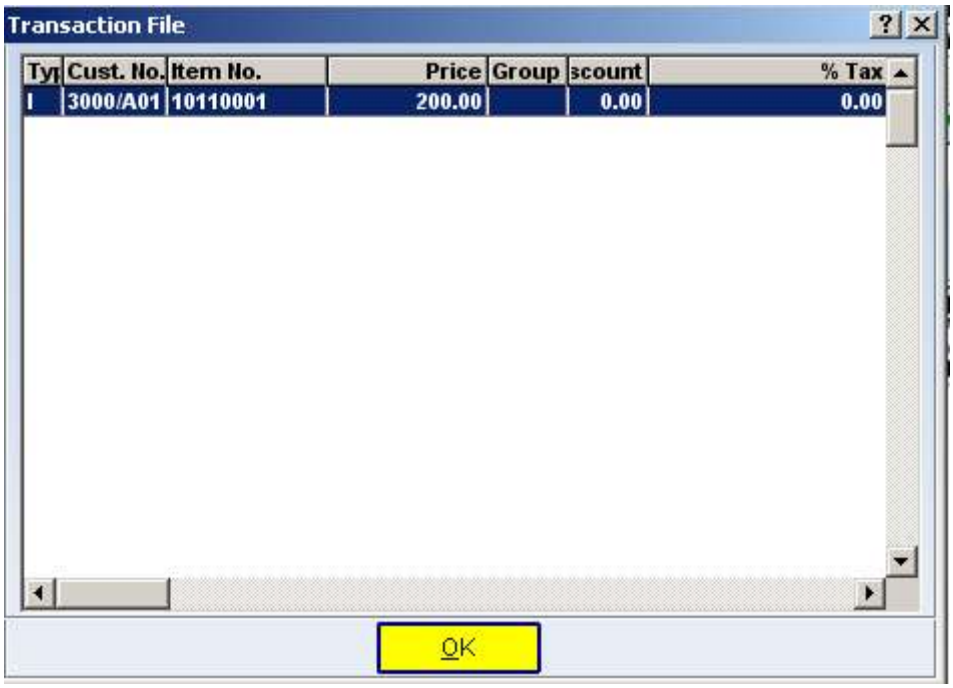


Fig. 20m (Click Button "D" To Check All Transactions For The Item Selected)

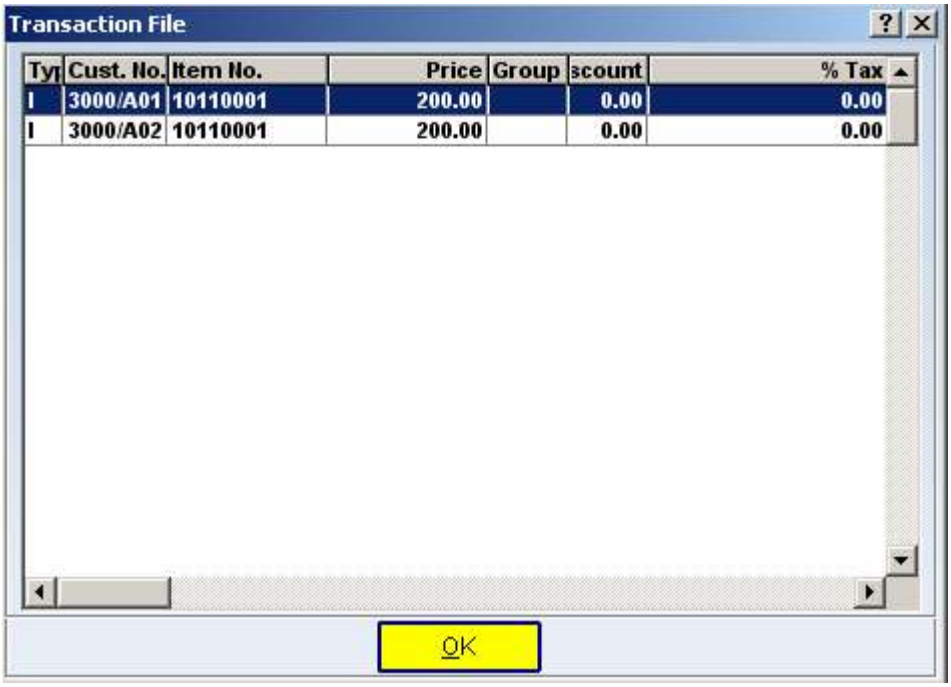


Fig. 20n (Click "NEW REFERENCE" After All Items Are Entered. Lower Listbox Becomes Blank)



Invoicing

From the "UTILITIES" menu , click "INVOICING".

Invoicing - Add Invoice

From the "UTILITIES" menu , click "INVOICING". Click "ADD INVOICE". Click Debtor Account. Enter type (I - Invoice, D - Debit Note, C - Credit Note, S - Sample). The Invoice Number is auto-running. To enter more items for existing invoice, enter the Invoice Number. Enter Date. Enter P.O. number if necessary. Enter D.O. number if nessary. Enter Item Number or click from Item Listbox. Enter or change Description. Enter Quantity. Enter or change unit price. If you enter a new item, it will be stored in the item listbox. Click "SAME REFERENCE" to add more items. Items entered will be shown at bottom box. Click on the Item in the bottom box if you want to delete the item. After you have entered all items, click "NEW REFERENCE". Click on buttons "B", "C", "D", "F", "I", "R", "T","U" and "X" and double click and right click on the upper listboxes if necessary. (Enter "SPACING1", "SPACING2" and "SUBTOTAL" for item number for spacing and subtotal. Enter "BOLD1",..., "BOLD9", for item number to print with different font.). Click on "PRINTER" if you want to print out the invoice immediately.
(Note: To search for a debtor, right click on the debtor listbox. Then enter the first few characters (eg. "JO" for John) for the name of the debtor you want to find. To search for an item, right click on the item listbox. Then enter the first few characters (eg. "Wi" for "Windows Book 1") for the description of the item. You can also double click on the item listbox. Then enter the first few characters (eg. "Wi" for "WIN10001") for the item number. Click button "B" or "Printer" icon to print the invoice. To upload to "E-Invoice", click button "X". This will generate an excel file. Click "Save AS" to save the file. Then in the myinvois portal, go to "New Document"->"Drafts"->"Batch Upload"->"Choose File"->"Start Processing" to upload the excel file saved. Click the invoice uploaded and click "Sign & Submit". Click "Documents" and click "UUID" of the invoice to check whether the invoice is "Valid". Click "Print" to get the pdf version of the e-invoice. This e-invoice is to be shared with the buyer. Click "Cancel" if you want to cancel the e-invoice. Enter "Reason for Cancellation". Click "Copy as Draft" for draft copy. Click "Get Validation Link" if you want to share the e-invoice with the buyer. Click "Download" to get the Json file of the e-invoice. Click "Dashboard" if you want to see the number of invoices issued (including self-billed, credit note, "Total Excluding Tax" and "Total Tax Amount"). To extract the "UUID" of an e-invoice, go to "Invoicing"->"B - Check Transactions / E-Invoice"->"K - E-Invoice"->"Extract UUID From JSON File". Click "Extact Uploaded Detail" if you want extract the "Submission ID", "longID", "Status" and "Date Validated and Time".)

Invoicing - Edit Invoice

From the "UTILITIES" menu , click "INVOICING". Click "EDIT INVOICE". Click "Validate" to mark whether an invoice is validated or not. Normally, for validation, it is done in "Invoicing"->"B - Check Transactions / E-Invoice"->"K - E-Invoice"->"Extract UUID From JSON File". Click "Invoice Date & Time" if you want to change the date and time of validation. Normally, this is done in "Invoicing"->"B - Check Transactions / E-Invoice"->"K - E-Invoice"->"Extact Uploaded Detail". Click the invoice required and click "ACCEPT" to edit. To search for the invoice, click button "F". Click "EDIT/DELETE ITEM" to edit or delete the item. Click button "B" to see customer account number. Click button "U" to edit e-invoice items. Click "Space" if you want an empty line to accept mote items. Click "ACCEPT" or "DELETE". Click "ACCEPT" and change the Tax or Discount. Click "ACCEPT".

Invoicing - Delete Invoice

From the "UTILITIES" menu , click "INVOICING". Click "DELETE INVOICE". To search for the invoice, click button "F". Click the invoice required and click "ACCEPT". Click "DELETE" and "YES" to delete.

Invoicing - List Invoice

From the "UTILITIES" menu , click "INVOICING". Click "LIST INVOICE". Select the account number required. Select "Date From" and "Date To". Select the type of invoice required. Click "Detail" if you want "Amount Excluding Tax" and "Tax Amount". "Validated", "Conso To" and "Payment Mode" will also be displayed. Click "Validated" or "Noy Validated" if necessary. Click "Conco To Blank" or "Conso To Not Blank" if necessary. Click "Print".

Invoicing - Print Invoice

From the "UTILITIES" menu , click "INVOICING". Click "PRINT INVOICE". Enter type (I - Invoice, D - Debit Note, C - Credit Note, S - Sample). Select "From" Invoice Number. Select "To" Invoice Number. Select "Date From" and "Date To". Select Format required. Click "Agent", "A/C No.", "P.O. No." and "D.O. No." if necessary. Click "Setting" if you want "Print e-invoice format", "Item Tax Percentage In e_invoice" and "Summary In e-Invoice". If you disable "Print e-invoice format", you can select "Print Invoice With Desp., Qty, Price & Amount", "Print Invoice With Taxable & Not Taxable Items", "Print Invoice With Item Discount Column", "Print Invoice With Item Tax Column", "Print Invoice With Description And Amount Only", "Print Invoice With No Item Number (2 col)", "Print Foreign Currency Invoice", "Print POS Receipt (Tax Inclusive)", "Print Tax Inclusive Invoice (With Qty)", "Print Tax Inclusive Invoice (No Qty)" and "Print Invoice With Auto Numbering". Click "Customize" to change the layout of the invoice. To search for the invoice, click button "F". Click button "B" to "Backup Report Designer For Invoice". Click button "S" for "Online Communication (SMS and Email)". Click button "R" to "Restore Report Designer For Invoice". Click "Excel" to generate an excel file so that you can upload the data for e-invoice. (Note: To print, say, from IN 00015 to IN 00036, first click on "IN 00036". Then right click "IN 00036". Then click "IN 00015". Alternatively, press "Enter" on "IN 00015" followed by "IN 00036").

Invoicing - Search

From the "UTILITIES" menu , click "INVOICING". Click "SEARCH". Click the top listbox to select the invoice. To search an invoice, click "SEARCH". Click "Setting" if you want "Print e-Invoice Format". To print the invoice, click "PRINT". Use keyboard if necessary.

Invoicing - Insert

From the "UTILITIES" menu , click "INVOICING". Click "INSERT". Click the top listbox to select the invoice. Click "Interchange", "Move" or "Append". Enter the line number to interchange. Click "Move Record No." and "To Row" to move. Select the "Rec No." to append a blank line. Click "Last Record" if you want the blank line to be appended to the last line. Click "Accept". Click "Yes". A blank line will be inserted with item number entered as "SPACING1". After this, you can edit this line by entering the quantity and unit price in "EDIT" if necessary.

Invoicing - Duplicate

From the "UTILITIES" menu , click "INVOICING". Click "DUPLICATE". Select "Duplicate Single Invoice, Single Customer)", "Duplicate (Single Invoice, Multiple Customers (1))","Duplicate (Single Invoice, Multiple Customers (2))", "Duplicate (Last Invoice Of Each Customer)" or "Duplicate (Change Type)". Click the invoice you want to duplicate. Change the date if necessary. Select option required. Enter type (I - Invoice, D - Debit Note, C - Credit Note, S - Sample). The detail of the customer in the new invoice will change according to the customer you click. "Duplicate (Change Type)" will allow you to duplicate an invoice to type "S" so that this duplicated document will not affect your accounts (it will not be posted).

Invoicing - Setup

From the "UTILITIES" menu, click "INVOICING". Click "INVOICE SETUP". Click "GENERAL SETUP - PAGE 1". Enter minimum number of decimal places in quantity. Enter number of decimal places in unit price (2 or 4). Enable "DESCRIPTION TO FOLLOW A/C NAME" for description to follow account name like main transaction. Enter the G/L account for Sales, Discount, Tax and Cash/Bank Account. Enable "WITH TOTAL DISCOUNT AND TAX" if you want to change the total discount and tax. Enable "WITH BILL DISTRIBUTION" if you want to identify the whole bill with various type of income (not individual item) (A button "H" will appear in "ADD" invoice transaction). Enable "WITH ITEM DISTRIBUTION" if you want to identity your income such as Audit Fee, Secretarial Fee, Consultancy, etc. Enable "WITH ITEM D.O." if you want Item D.O. Enable "WITH DEPOSIT" if you want to enter deposit while entering invoice. Enter the Temporary Receipt Prefix and the Temporary Receipt Starting Number if necessary. Change the invoice format if necessary. Enable "WITH ITEM DISCOUNT %" if necessary. Enable "WITH ITEM DISCOUNT AMOUNT" if necessary. Enable "WITH ITEM S. TAX" if necessary. Change the "DISCOUNT % DECIMAL" if necessary. Enable "WITH UNIT" if necessary. Enable "WITH ITEM D.O." if necessary. Enable "USE DISTRIBUTION FROM MAINTAIN INVOICE STOCK" if necessary. Enable "DISTRIBUTE USING ITEM DETAIL ONLY" if necessary. Click "Distribute Tax" if necessary.

Click "GENERAL SETUP - PAGE 2". Enable "FOLLOW LAST PRICE FOR EACH CUSTOMER" if necessary. Enable "WITH EXCEEDED CREDIT LIMIT WARNING" if necessary. If this is enabled, a warning will appear if the credit limit is exceeded. To set the credit limit amount, go to "MAINTENANCE"->"DEBTOR"->"DEBTOR". Enable "PRINT ONLY FINAL FIGURE FOR SAVE PAPER FORMAT" if necessary. Save paper formats are format 9 and format 10 when you do "PRINT INVOICE". Enable "PRINT BOX FOR BODY" if you want to box the content of your invoice. Select "Print Invoice With Desp., Qty, Price & Amount", "Print Invoice With Taxable & Not Taxable Items", "Print Invoice With Item Discount Column", "Print Invoice With Item Tax Column", "Print Invoice With Description And Amount Only", "Print Invoice With No Item Number (2 col)", "Print Foreign Currency Invoice", "Print POS Receipt (Tax Inclusive)", "Print Tax Inclusive Invoice (With Qty)", "Print Tax Inclusive Invoice (No Qty)" and "Print Invoice With Auto Numbering". If you choose "Print Foreign Currency Invoice", the conversion to foreign currency box will appear when you click "Same Reference". To do "Foreign Currency", you need to enter the "Currency Code" in "Debtors Maintenance" and enter the "Rate" in "Rate Maintenence" in "Utils->Foreign Currency". Change "View Item, Landscape" if necessary. Change "Auto Print Invoice" to print the invoice automatically after you click "New Reference" if necessary. Enable "Print Indicator For Type Of Supply" if you want the type of supply to be shown in the invoice. Enable "Print GST Summary In Foreign Currency" if you want to show the summary to be shown in the invoice. If you enable "Disable Change In Reference No.", then the reference number cannot be changed while doing invoicing. If you enable "Auto Round Item Amount", then "Auto Round Item Amount After Tax And Discount When Adding New Invoice" will occur. Change "Auto Print Format (1 - 9)" - "1 - Report Designer", "2 - Big Size, With Rounding", "3 - Big Size, Quotation", "4 - Big Size, Delivery Order", "5 - Big Size, Sales Order", "6 - POS Receipt Printer, With Rounding", "7 - POS Receipt Printer, Tax Inclusive", "8 - Big Size, Tax Inclusive (Print Bill)", "9 - Big Size, With Tax And Discount (Print Bill)" if necessary. Change "Auto Generate Item No. Group Length" if necessary. (eg. If the last item in the group "1021" is "1002", i.e. "10211002", if you click "AUTO" in "INVOICING->MAINTAIN INVOICE STOCK", a new item with item number "10211003" will be generated. Change "Auto Generate Item Number Length" if necessary. If you enable "Recalculate Tax", then tax will be recalcualated for the item selected in order to tally with expected total tax. If you enable "Print Shaded Rows", then the invoice will have alternate shaded rows. Click "+/- No. Of Shaded Rows" for your invoice if necessary. If you enable "Post P.O. No. To Narration Line 2", then the P.O. No. will be posted to narration line 2. If you enable "Print e-Invoice Format", then the invoice printed will be the same format as illutrated in "Specific Quideline" as in e-invoice portal. If you enable "Item Tax Percentage In e-Invoice", then item tax percentage will be shown in the invoice. If you enable "Summary In E-Invoice", then a summary such as total tax will be shown in the invoice.

Invoicing - Setup (Page 3)

Click "GENERAL SETUP - PAGE 3". Change the description of bill type if necessary (eg. change "INVOICE" to "BILL", "E-INVOICE" to "INVOICE"). Change the description of "S. TAX" if necessary (eg. change S. TAX to "SERVICE TAX" or "GST"). Change the desctiotion of "AGENT" if necessary (eg. change "AGENT" to "SALES-MAN"). Change description of "P.O. NO." and "D.O. NO." if necessary (eg. change P.O. NO. to "VEHICLE NO."). Change "ADD 6% SERVICE TAX" and "INCLUSIVE OF GST" if necessary (eg. change "ADD 6% SERVICE TAX" to "ADD 4% GST").
Change the description of "Disc." if necessary. Change the description of "S. Tax" if necessary. If you enable "Automatic Own Sales Invoice Numbering", then the invoice reference number will be continous. Enable "AUTOMATIC TIME COST TRANSACTION NUMBERING" if necessary. To do "TIME COST", please go to "INVOICING"->"SPECIALIZED BUSINESS"->"TIME COST".

Invoicing - Setup (Page 4)

Click "GENERAL SETUP - PAGE 4". Change the indicator for "Standard Rated". "Zero Rated" or "Exempt / Nor A Supply For GST Purpoose" if necessary. Change tax type if necessary ("01 - Sales Tax", "02 - Service Tax", "03 - Tourism Tax", "04 - High-Value Goods Tax", "05 - Sales Tax on Low Value Goods", "06 - Not Applicable", "E - Tax exemption (where applicable)". Change "Self-Billed Invoice" to "SELF-BILLED INVOICE" if necessary. If you enable "Check Credit Card Expiry", "Check Self-Billed Approval Expiry" or "Check GST Regsitration No.", then you will be prompted with a message if the customer's credit card has expired, etc, when doing invoicing. If you enable "Use Reference No. In Customer File", then the invoice reference number will be replaced by the reference number in the customer file.

Invoicing - Post To Accounts

From the "UTILITIES" menu , click "INVOICING". Click "POST TO ACCOUNTS". Click "EXPORT FROM INVOICE". Change the period, last date to export and type to export if necessary. Period is written as "PD" in the listbox. Bill type is written as "T" in the listbox. Click "POST". The transactions will be posted to a temporary file. To see the transactions in this temporary file, click "LIST TRANSACTIONS IN EXPORTED FILE". If you want to change the Account Number in this temporary file, click "EDIT ACCOUNT NUMBER IN TEMPORARY(EXPORT) FILE" and click on the transaction. To delete the transaction, click "DELETE". To post to accounts from this temporary file, click "POST FORM TEMPORARY(EXPORT) FILE TO ACCOUNTS". Change Group to Export, Period to Export, Import into Batch Number if necessary. Refer to the top listbox for "Group" and "Period (Pd)". Refer to bottom listbox for "Batch Number".

Invoicing - Check Transactions / E-Invoice

From the "UTILITIES" menu , click "INVOICING". Click "CHECK TRANSACTIONS". Select "CHECK DEPOSIT RECEIVED" if you want to check details for deposits. Select "CHECK ITEMS - SORT BY ITEM NO.", "CHECK ITEMS - SORT BY BILL NO." or "CHECK ITEMS - (BY ITEM NO., SUMMARY)" to check details for items transacted. Select "EDIT LAST PRIICE TRANSACTED FOR AN ITEM" to change the different prices to be sold for the same item. You can also set the % discount and % tax for an item. Select "REMITTANCE ADVICE" if you want to print remittance advice for the convenience of your customer. Click "BILL SUMMARY" if you want to see the total of all invoices for a particular customer. Click "CHECK MISSING INVOICE NUMBER" to check invoice number(s) not used/deleted. Click "CHECK D.O. AND P.O. NO." to check D.O. and P.O. numbers. Theses numbers can be modified to suit your business (eg. in car repair/service business, the D.O. number can be changed to vehicle registration number). Click "CHECK AGENT" to check the salesman/agent involved (eg. for commission purpose). Select "CHECK NUMBER OF ITEMS AND LINES" to see the number of items for each invoice and number of lines for each invoice. Click "PRINT G/L SALES ACCOUNT" if you want to see the transactions for "SALES ACCOUNT" (including transactions not posted to accounts). Click "Tax" if you want to check the tax amount for each bill. Click "Debit Note" or "Credit Note" if you want to see the related invoices.Click "Self-Billed Invoice" to print an invoice as "Self-Billed Invoice". Click "Setting" to change invoice format. Click "Customize" to "Open Report Designer To Customize Report". Click "F" to "Find Invoice". Click "B" to "Backup Report Designer For Self-Billed Invoice". Click "R" to "Restore Report Designer For Invoice". Click "Excel (INV)", "Excel (CN)" or "Excel (DN)" to "Upload - Self-Billed Invoice". Click "Repeated Item" to check whether any item is repeated in an invoice if neceaasry. Click "Check Bills" to all bills if neceaasry. Click "E-Invoice" - "1. Consolidate", "2. - Check Repeated Consolidation", "3. - Check Repeated e-Invoice Code", "4. - Check Reference No. Different From e-Invoice Code", "5. - Delete Consolidation", "6. - Restore Consolidation", "7. - Invoice No. Missing In Consolidation", "8. - Original Document Not Found", "9. - Search", "A. - "Concolidated Invoice To Excel", "B. - Extract UUID From JSON File", "C. - Extract Uploaded Detail". To generate "Consolidated E-Invoice", click "1. Consolidate". Click 'Exclude Those Marked "Validated"'. Click "Search" if necessary. Click "Search By Reference No.", "Search By Date", "Search By Unique Identifier No. (UIN/UUID)", "Search By Buyer Name", "Search By Buyer Contact No.", "Search By e-Invoice Code" or "Search By Remark" if necessary. To upload data, click "Consolidated Invoice To Excel". Click "Extract UUID From JSON File" to get the UUID of an invoice. This function also will mark your invoice as "Validated". Click "Extract Uploaded Detail". Select "Extract From Uploaded File" or "Do Not Extract From Uploaded File". For "Extract From Uploaded File", select "Extract Submission ID", "Extract longID", "Extract Status" and "Extract Date Validated and Time". If you have the "Client ID" and "Client Secret" entered in "Housekeeping->Setting->General Setting->Page 4", click "Do Not Extract From Uploaded File". Select "Display Data In Submitted File (Text)" or "Display Data In Submitted File (Excel)" or "Generate Validation Link" or "Check Document Submitted" or "Show Tax Amount (Excel)" or "Validation Link QR Code" or "Document Submitted QR Code".

Invoicing - Specialized Business (Copier Rental)

From the "UTILITIES" menu , click "INVOICING". Click "SPECIALIZED BUSINESS". Select "COPIER RENTAL". Select "CUSTOMER DETAIL". Click "NEW". Select "ACCOUNT NUMBER". Enter "DATE START", "REF. NO.", "MIN. CHARGE", "MIN. COPY" and "RENTAL'. Select "APPLICABLE TO ALL MACHINES" or "APPLICABLE TO INDIVIDUAL MACHINE". Select "COMPARE WITH MINIMUM COPY", "COMPARE WITH MINIMUM CHARGE", "NO MINIMUM" or "DEDUCT FROM MINIMUM" for charging customer. Enter "DATE STOP" and "REF. NO.:" if necessary. Enter "REMARK 1" and "REMARK 2" to appear in your invoice if necessary. If you charge according to a scale, enter "NO. OF COPIES" and "CHARGE". Click "ACCEPT". Click "CHARGE". Click "NEW". Select "ACCOUNT NO.". Enter "DATE", "REF. NO.", "READING", "SPOIL COPIES %". Click "COMPUTE" to calculate "SPOIL QUANTITY" if it is not the first time taking reading. Enter "REMARK 1" and "REMARK 2" to appear in your invoice. Enter "MODEL". Click "ACCEPT". Click "READING" to print out all readings taken for a copier. Click "CUMULATIVE" to print out the cumulative copies used. Click "CHARGE" to print out the charge. Click "TRANSFER TO INVOICE". Change "TRANFER TO REF. NO." if necessary. Select "ACCOUNT NO.". Enter 'METER READING DATE FROM" and "TO". Change "PERIOD" if necessary. Select "USE GENERAL RAMARK", "USE INDIVIDUAL REMARK", "USE BOTH" or "NO REMARK". Change "INVOICE DATE" if necessary. Change "RENTAL FROM/TO" if necessary. Click "TRANSFER". (To print copier format invoice, please copy all the file in "REPORT/COPIER" from the EC Software CD).

Invoicing - Specialized Business (Time Cost)

From the "UTILITIES" menu, click "INVOICING". Click "SPECIALIZED BUSINESS". Select "TIME COST". Click 'SETUP". Click "SETUP FOR CHARGEABLE AND NON-CHARGEABLE ITEMS". Click "EDIT" to edit or add new items. Click "SETUP FOR AGENT (STAFF) DETAIL". Click "NEW". Select "AGENT CODE". Enter "NAME". Enter the mileage and time claim. Select "Partner", "Manager", "Senior" or "Assisstant". Click "ENTER TRANSACTIONS". Click "NEW". Select "AGENT CODE". Select "ACCOUNT NO.". Select "JOB CODE". Enter "YEAR END", "DATE", "REF.", "KM", and "HR". Enter the additional field provided if necessary. Enter the "CHARGEABLE ITEMS' and "NON-CHARGEABLE ITEMS". Click "PRINT" to print out the "JOB CARD". Click "ACCEPT". Click "LIST" to print out 'TIME COST LISTING". Click "KM and HR" to print out total mileage and time charged. Click "TIME COST" to print out the amount charged. Click "SEARCH/DELETE" to search the charge to a particular customer or from a particular agent/staff. Click "REPORTS - SORT BY AGENT/STAFF". Select "PRINT OTHER CLAIMS", "MILEAGE AND OTHER CLAIMS", "MILEAGE AND OTHER CLAIMS (APPORTIONED)", "TIME COST AND OTHER CLAIMS", "TIME COST AND OTHER CLAIMS (APPORTIONED", "SINGLE ITEM", "SINGLE ITEM (NON-CHARGEABLE)", "TIME SHEET - WEEKLY", "TIME SHEET - MONTHLY", "MILEAGE CLAIM - WEEKLY" or "MILEAGE CLAIM - MONTHLY". Click "REPORTS - SORT BY CUSTOMER". Click "KM AND HR", "MILEAGE", "TIME COST", "SINGLE ITEM" or "LIST". Click "TRANSFER TO INVOICE". Select "ACCOUNT NO.". Enter "TIME COST FROM" and "TO". Change "TRANFER TO REF. NO." if necessary. Select "JOB CODE/SOURCE" if necessary. Change "PERIOD" and "INVOICE DATE" if necessary. Click "TRANSFER". Click "EXPORT/APPEND". Select "EXPORT AGENT (STAFF) DETAIL", "EXPORT TIME COST TRANSACTIONS", Select "IMPORT AGENT (STAFF) DETAIL", "IMPORT TIME COST TRANSACTIONS" or "IMPORT AGENT/EMPLOYEE/STAFF DETAIL FROM EC PAYROLL PERSONNEL FILE". Click 'EXPORT TO EC PAYROLL". Enter "COPY FILES TO:". Click "ACCEPT".

For "JOB CONTROL", select "1. Audit". Click "F" to search. Click "B" to control access such as "Deadline" or "Start Date". Click "New". Enter the account no. and year end. Enter other particulars if necessary. Disable "PIN" if access is not allowed for a particular pin. Click "More Info" if necessary. Click "Accept". Click "Edit" to make changes. Click "Delete" if you want to delete a record. Click "View" to view and search. Click "Print" to print your report. If you enable "Print Selected Staff Only", only the information relating to this staff will be shown. You can sort the report by "A/C No.", "Date Start", "Deadline" or "Doc. In". Click "Passed Deadline", "More Info", "No. Of Days To Deadline" or "Add Position To Staff Code". Select Job "Released (Completed)" or "Not Released (Not Completed}". Select "Doc. In" or "Doc. Not In". Select "Started" or "Not Startrd". Select "Ready For Review" or "Not Ready For Review". Select "Reviewed" or "Not Reviewed". Select "Signed" or "Not Signed".
Select "2" for "Accounting", "3" for "Tax - Company", "4" for "Tax - Others / Other Services", select "5" for "Secretarial" and "6" for "All". Follow the same procedure as for "Audit". For "All", if you click "Check", you can know whether a particular client is a client for certain services.

Invoicing - Modify Delivery Address

From the "UTILITIES" menu, click "INVOICING". Click "MODIFY DELIVERY ADDRESS". Select "MODIFY" or "PRINT". For "MODIFY", select "COPY" to copy from the mailing address to the delivery address.

Fig. 21 (Screen For Entering Cash Sales)

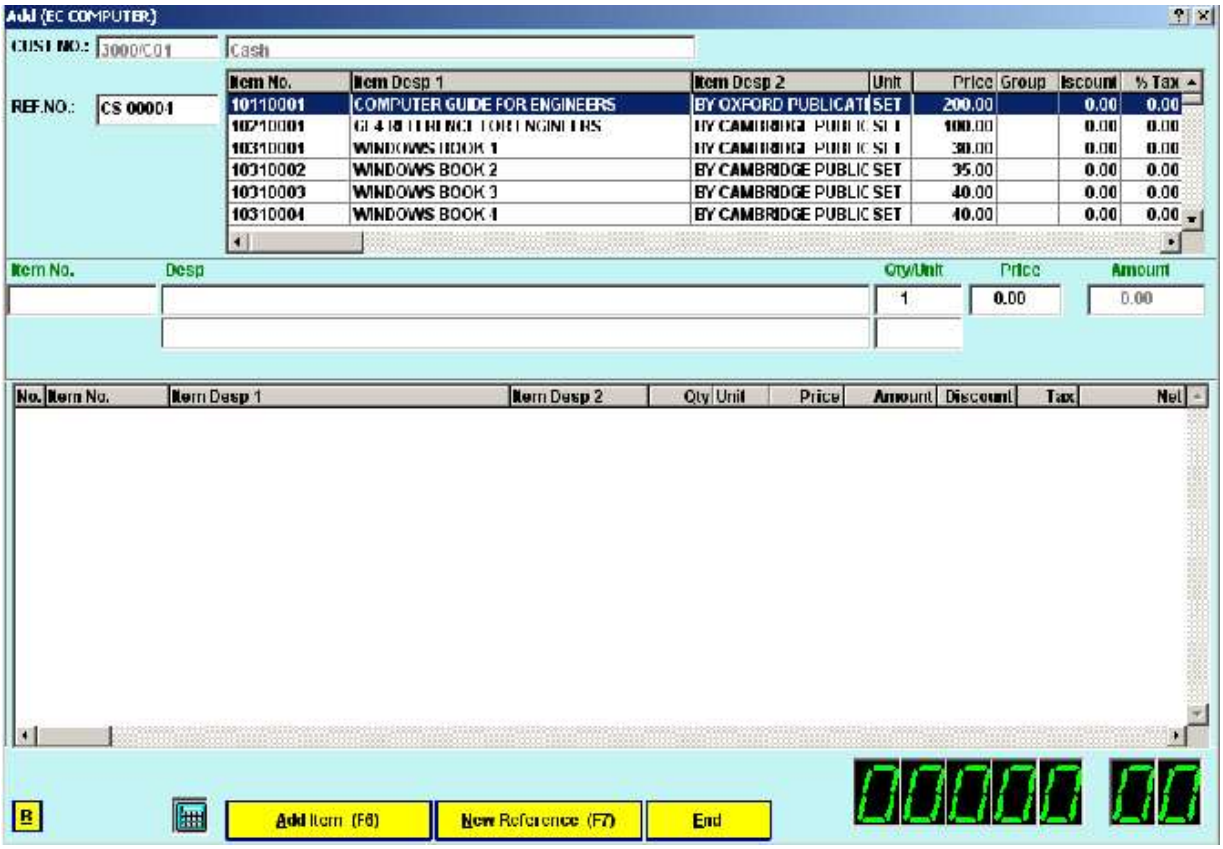


Fig. 21a (Cash Sales Amount Appears On The Bottom. Use Cash Sales, Setup For Other Details Such As Tax)

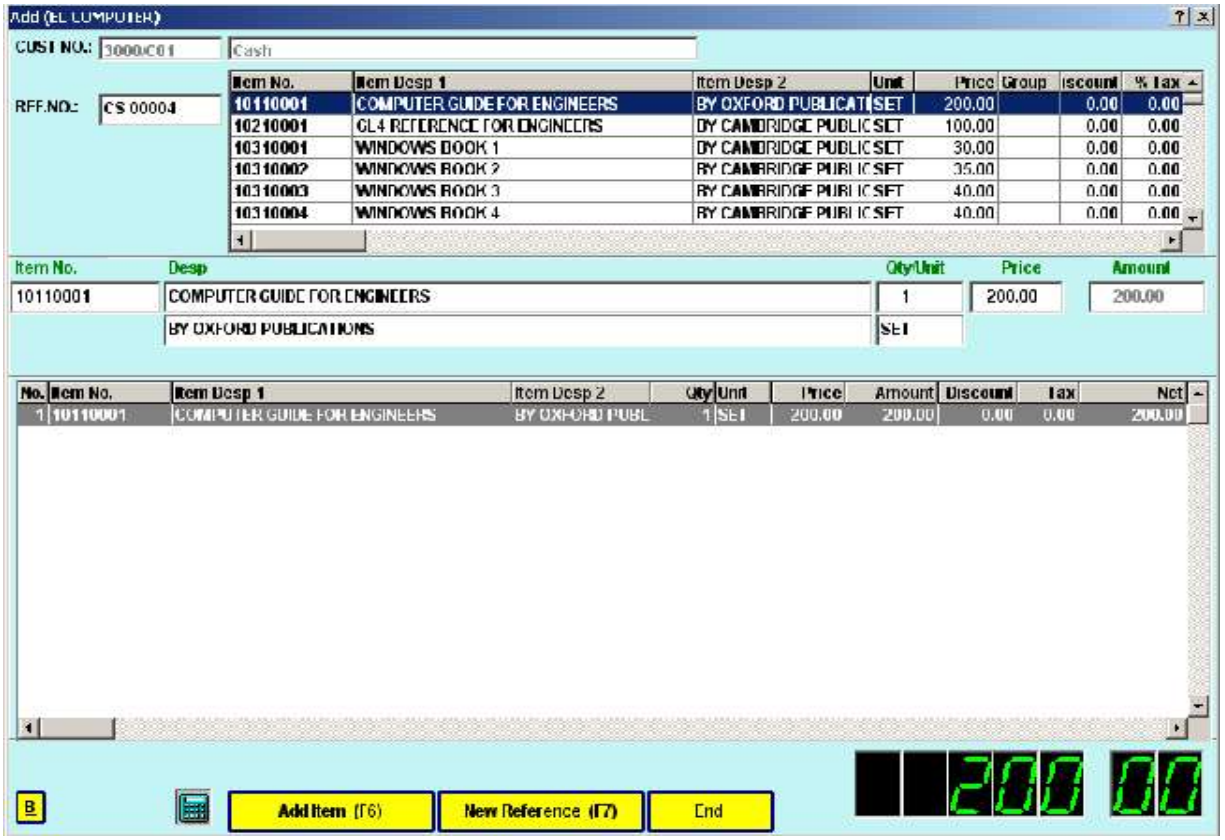


Fig. 21b (Click On The Small Button On The Lower Left Hand Corner To See All Cash Bills)

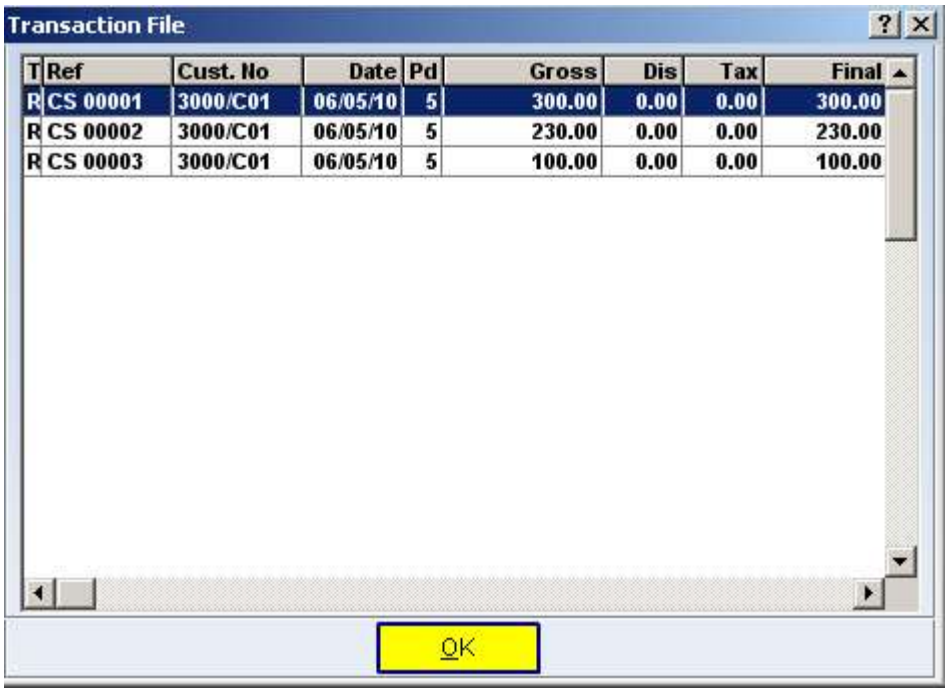


Fig. 21c (Screen For Entering Cash Sales - Simple POS)



Invoicing - Print Debtors Ledger

From the "UTILITIES" menu , click "INVOICING". Click "PRINT DEBTORS LEDGER". Enter Period from and Period to. Enter Account Number from and Account Number to. The transactions in the report include those invoices not posted to the accounts.

Invoicing - Print Debtors Balances

From the "UTILITIES" menu , click "INVOICING". Click "PRINT DEBTORS BALANCES". Enter Period from and Period to. Enter Account Number from and Account Number to. The transactions in the report include those invoices not posted to the accounts.

Invoicing - Remove All Posted Invoices

From the "UTILITIES" menu , click "INVOICING". Click "REMOVE ALL POSTED INVOICES". Enter Period. Click "REMOVE" to remove.

Invoicing - Maintain Invoice Stock

From the "UTILITIES" menu , click "INVOICING". Click "MAINTAIN INVOICE STOCK". Click "NEW" to enter new items. Enter Item Number, Description, Unit and Unit Price. Click "COPY" and the Item Number to copy to an item with a new item number. Click "MODIFY" and the Item Number to edit. Click "DELETE" and Item Number to delete. Click "PRINT" to print. Click "GENERATE" to generate a tax or discount percentage for the items. Use barcode reader if necesary.

Invoicing - View Invoice Stock

From the "UTILITIES" menu , click "INVOICING". Click "VIEW INVOICE STOCK". A photograph, if any, will appear together with the item details. Click "TOP, NEXT, PREV, BOTTOM, SEARCH" if necessary. If you click "SEARCH', enter the first few characters (eg. "COM" for "COMPUTER GUIDE") for the item description.

Invoicing - Print Barcode (Same Item)

From the "UTILITIES" menu, click "INVOICING". Click "PRINT BARCODE/PHOTO". Click "PRINT BARCODE (SAME ITEM)". Select the item required. Enter starting and ending column numbers. Enter starting and ending row numbers. Enter the number of pages required.

Invoicing - Print Barcode (Different Items)

From the "UTILITIES" menu, click "INVOICING". Click "PRINT BARCODE/PHOTO". Click "PRINT BARCODE (DIFFERENT ITEMS)". Select starting and ending items. Enter starting and ending column numbers. Enter starting and ending row numbers.

Invoicing - Print Barcode (Repeat Items)

From the "UTILITIES" menu, click "INVOICING". Click "PRINT BARCODE/PHOTO". Click "PRINT BARCODE (REPEAT ITEMS)". Select starting and ending items. Enable 'WITH PRICE' if necessary. Enter starting and ending column numbers. Enter starting and ending row numbers. Enter number per item.

Invoicing - Print Photo (Same Item)

From the "UTILITIES" menu, click "INVOICING". Click "PRINT BARCODE/PHOTO". Click "PRINT PHOTO (SAME ITEM). Select starting and ending items.

Invoicing - Print Photo (Different Items)

From the "UTILITIES" menu, click "INVOICING". Click "PRINT BARCODE/PHOTO". Click "PRINT PHOTO (DIFFERENT ITEMS). Enter starting and ending items.

Invoicing - Print Photo (Repeat Items)

From the "UTILITIES" menu, click "INVOICING". Click "PRINT BARCODE/PHOTO". Click "PRINT PHOTO (REPEAT ITEMS). Enter starting and ending items. Enter "NUMBER PER ITEM".

Invoicing - QR Code (One)

Change "Left Margin", "Top Margin" and "Size" if necessary. Click "Show QR Code Text" if necessary. Select "1. - CYAN", "2. - RED", "3. - GREEN", " 4. - HBLUE", "5. - HRED", "6. - HGREEN", "7. - BLACK", "8. - YELLOW", "9. - BLUE", "10. - MAGENTA", "11. - HMAGENTA", "12. - GRAY", "13. - HGRAY" or "14. - HCYAN". Click "Print" to display thr QR code. Click "Go" to assess the website.

Invoicing - QR Code (Many)

Change "Left Margin", "Top Margin" and "Size" if necessary. Click "Show QR Code Text" if necessary. Change "Horizontal Spacing", "Vertical Spacing", "Number Per Row" and "Number Per Column" if necessary. Select "1. - CYAN", "2. - RED", "3. - GREEN", " 4. - HBLUE", "5. - HRED", "6. - HGREEN", "7. - BLACK", "8. - YELLOW", "9. - BLUE", "10. - MAGENTA", "11. - HMAGENTA", "12. - GRAY", "13. - HGRAY" or "14. - HCYAN". Click "Print" to display thr QR code. Click "Go" to assess the website.

Invoicing - Signature Capture

From the "UTILITIES" menu, click "INVOICING". Click "PRINT BARCODE/PHOTO/QR CODE". Click ""Signature Capture". Click "F" to search. Click the customer required. Enter the file name for "Signature (.bmp)". In the box "Click And Write With Mouse Or Write With Stylus Below", write the signature required. You can also use "Click to select bitmap." for the signature stored in your system. Click "Save" to save the signature. Click "View/ Edit Picture Using Default Program", "Open Windows Paint", "Copy File To ", "Save As .bmp" or "Check File" if necessary. Click "Accept" to save the file name.

Invoicing - Export/Import Transactions

From the "UTILITIES" menu, click "INVOICING". Click "EXPORT/IMPORT TRANSACTIONS". Click "LIST UNEXPORTED TRANSACTIONS" to see transactions in invoicing not exported. Click "EXPORT TRANSACTIONS" and "YES" to export. Click "IMPORT TRANSACTIONS" and "YES" to import. (Remember to backup your data before importing).

Invoicing - Export/Append Stock Items

From the "UTILITIES" menu, click "INVOICING". Click "EXPORT/APPEND STOCK ITEMS". Click "EXPORT STOCK ITEMS" to export stock items, debtors and creditors. Click "APPEND STOCK ITEMS" to import only stock items with item number not found in the system. Click "APPEND STOCK ITEMS, DEBTORS AND CREDITORS FILE" to import only stock items, debtors and creditors with item number and account number not found in the system. (Remember to backup your data before importing).

Invoicing - Print Bills

From the "UTILITIES" menu, click "INVOICING". Click "PRINT BILLS". Select "PRINT BILLS" or "BILLS SETUP". Select Invoice, Invoice (With Rounding), Quotation, Delivery Order, Sales Order, Debit Note, Credit Note or Temporary Receipt.
(Note: To print, say, from IN 00015 to IN 00036, first click on "IN 00036". Then right click "IN 00036". Then click "IN 00015". For Bills Setup, you can print out the field description in "UTILITIES", "CHECK REFERENCE/ TRANSACTIONS","FORMAT FILE FIELD DESCRIPTION".)

Cash Sales

From the "UTILITIES" menu , click "CASH SALES".

Cash Sales - Add Cash Sales

From the "UTILITIES" menu , click "CASH SALES". Click "ADD CASH SALES". The Cash Bill Number is auto-running. To enter more items for existing Cash Bill, enter the Cash Bill Number. Enter Item Number or click from Item Listbox. Enter or change Description. Enter Quantity. Enter or change Unit. Enter or change unit price. If you enter a new item, it will be stored in the item listbox. Click "SAME REFERENCE" to add more items. Items entered will be shown at bottom box. Click on the Item in the bottom box if you want to delete the item. After you have entered all items, click "NEW REFERENCE". Click on the small button at the bottom to see all your cash bills if necessary. Double click and right click on the upper listbox if necessary for item and description search.
(Note: To enter Cash Sales, you must first enter the Account Numbers For Bank/Cash and Cash Sales Customer in Cash Sales, Setup. Please ensure that they are also entered in the debtors file and general ledger file in "Maintenance->Debtors" and "Maintenance->General Ledger". Eg. enter "3000/C01" for "Cash Sales" Customer in "Cash Sales->Setup->General Setting - Page 1", "Maintenance->Debtors" and "Maintenance->General Ledger".)

Cash Sales - Edit Cash Sales

From the "UTILITIES" menu , click "CASH SALES". Click "EDIT CASH SALES". Click the bill required and click "ACCEPT". Click "EDIT/DELETE ITEM" to edit or delete the item. Click "ACCEPT" or "DELETE". Click "ACCEPT" and change the Tax or Discount. Click "ACCEPT".

Cash Sales - Delete Cash Sales

From the "UTILITIES" menu , click "CASH SALES". Click "DELETE CASH SALES". Click the bill required and click "ACCEPT". Click "DELETE" and "YES" to delete.

Cash Sales - List

From the "UTILITIES" menu , click "CASH SALES". Click "LIST CASH SALES". Select the account number required. Select "Date From" and "Date To". Click "Print".

Cash Sales - Print Cash Sales

From the "UTILITIES" menu , click "CASH SALES". Click "PRINT CASH SALES". Select "From" Cash Sales Number. Select "To" Cash Sales Number. Select Format required. (Note: To print, say, from CS 00015 to CS 00036", first click on "CS 00036". Then right click "CS 00036". Then click "CS 00015".)

Cash Sales - Search

From the "UTILITIES" menu , click "CASH SALES". Click "SEARCH". Click the top listbox to select the cash bill. To search a cash bill, click "SEARCH". To print the cash bill, click "PRINT".

Cash Sales - Insert

From the "UTILITIES" menu , click "CASH SALES". Click "INSERT". Click the top listbox to select the cash bill. Click "Append". Enter a number for "Blank Line To Be Record No.". Click "Accept". Click "Yes". A blank line will be inserted with item number entered as "SPACING1". After this, you can edit this line by entering the quantity and unit price in "EDIT" if necessary.

Cash Sales - Duplicate

From the "UTILITIES" menu , click "CASH SALES". Click "Duplicate (Cash Sales To Cash Sales)" or "Duplicate (Change Type)". Enter 'From' Reference Number. Enter 'To' Reference Number. Change "New Date" if necessary. Select "Cash Sales To Cash Sales" or "Cash Sales To Sample" or "Sample To Cash Sales or "Sample To Sample. ""Click "ACCEPT" to duplicate.

Cash Sales - Setup

From the "UTILITIES" menu , click "CASH SALES". Click "SETUP". Click "GENERAL SETUP - PAGE 1". Enter minimum number of decimal places in quantity. Enter number of decimal places in unit price (2 or 4). Change "DESCRIPTION TO FOLLOW A/C NAME" for description to follow account name like main transaction if necessary. Enter the G/L account for Sales, Discount, Tax and Cash/Bank Account. Enter The "Cash Sales Customer Account No.". If you leave this blank, you will not be able to do "Cash Sales - Add". Enable "WITH ITEM SALES DISTRIBUTION" if you want to identity your income such as Audit Fee, Secretarial Fee, Consultancy, etc. Enable "WITH SOURCE AND JOB" if you want to identify the whole bill with various type of income (not individual item). Enable "WITH ITEM D.O." if you want Item D.O. Enable "WITH TOTAL DISCOUNT AND TAX" if you want to enter bill discount and tax. Disable "WITH DESCRIPTION CHANGE" if you do not want to change the description of an item. Disable "WITH PRICE CHANGE" if you do not want to change the price of an item. Disable "4-DIGIT YEAR" if you want a two-digit year. Enable "WITH DEPOSIT" if you want to enter deposit while entering invoice. Enter the Temporary Receipt Prefix and the Temporary Receipt Starting Number if necessary. Change the cash bill format if necessary. Enable "WITH CUSTOMER A/C NO." if you want customer number to appear. Enable "WITH CHANGE (NO DEPOSIT)" if you want to display the amount received and change. Enable "WITH ITEM DISCOUNT %" if necessary. Enable "WITH ITEM DISCOUNT AMOUNT" if necessary. Enable "WITH ITEM S. TAX" if necessary. Change the "DISCOUNT % DECIMAL" if necessary. Rename "CASH BILL" if necessary.
Click "GENERAL SETUP - PAGE 2". Click the big button to put in your company logo. Click "SIMPLE POS" if you want a simplified version of the cash sales. Click "AUTO PRINT" if you want a preview and print the cash bill immediately after saving. Change the "AUTO PRINT FORMAT (1 - 5)" if necessary. Disable "PREVILL BILL" if you do not want a preview. Rename "S. Tax" if necessary (eg. change "S. Tax" to "GST"). Change "Smallest Unit (Cents, Bill Amount)" or "Round Bill Amount (Up, Down, Off)" if necessary.

Cash Sales - Post To Accounts

From the "UTILITIES" menu , click "CASH SALES". Click "POST TO ACCOUNTS". Click "EXPORT FROM CASH SALES". Change the period and last date to export if necessary. Click "POST". The transactions will be posted to a temporary file. To see the transactions in this temporary file, click "LIST TRANSACTIONS IN EXPORTED FILE". If you want to change the Account Number in this temporary file, click "EDIT ACCOUNT NUMBER" and click on the transaction. To delete the transaction, click "DELETE". To post to accounts from this temporary file, click "POST TO ACCOUNTS". Change Group to Export, Period to Export, Import into Batch Number if necessary.

Cash Sales - Check Transactions/E-Invoice

From the "UTILITIES" menu , click "CASH SALES". Click "CHECK TRANSACTIONS". Select "CHECK DEPOSIT RECEIVED" if you want to check details for deposits. Select "CHECK ITEMS - SORT BY ITEM NO.", "CHECK ITEMS - SORT BY BILL NO." or "CHECK ITEMS - (BY ITEM NO., SUMMARY)" to check details for items transacted. Click "BILL SUMMARY" if you want to see the total of all cash sales for a particular customer. Click "CHECK MISSING BILL NUMBER" to check cash bill number(s) not used/deleted. Click "CHECK D.O. AND P.O. NO." to check D.O. and P.O. numbers. Theses numbers can be modified to suit your business (eg. in car repair/service business, the D.O. number can be changed to vehicle registration number). Click "CHECK AGENT" to check the salesman/agent involved (eg. for commission purpose). Click "Check Discrepancies" to check whether items such as "Total Detail Tax" is the same as "Bill Tax". Click "Fix" if you find any discrepancy. Click "Tax" to check whether total of item tax is equal to bill tax. Click "Repeated Item" to check any item repeated in an invoice. For detail of "E-Invoice", please refer to "Invoicing->Check Transactions/E-Invoice->E-Invoice".

Cash Sales - Modify Delivery Address

From the "UTILITIES" menu , click "CASH SALES". Click "MODIFY DELIVERY ADDRESS". Select "MODIFY" or "PRINT". For "MODIFY", select "COPY' to copy from the mailing address to the delivery address.

Cash Sales - Print G/L Cash Account

From the "UTILITIES" menu , click "CASH SALES". Click "PRINT G/L CASH ACCOUNT". Enter Period from and Period to. Enter Account Number from and Account Number to. The transactions in the report include those cash bills not posted to the accounts.

Cash Sales - Print G/L Sales Account

From the "UTILITIES" menu , click "CASH SALES". Click "PRINT G/L SALES ACCOUNT". Enter Period from and Period to. Enter Account Number from and Account Number to. The transactions in the report include those cash bills not posted to the accounts.

Cash Sales - Remove All Posted Cash Sales

From the "UTILITIES" menu , click "CASH SALES". Click "REMOVE ALL POSTED CASH SALES". Enter Period. Click "REMOVE" to remove.

Cash Sales - Maintain Invoice Stock

From the "UTILITIES" menu , click "CASH SALES". Click "MAINTAIN INVOICE STOCK". Click "NEW" to enter new items. Enter Item Number, Description, Unit and Unit Price. Click "COPY" and the Item Number to copy to an item with a new item number. Click "MODIFY" and the Item Number to edit. Click "DELETE" and Item Number to delete. Click "PRINT" to print. Click "GENERATE" to generate a tax or discount percentage for the items. Use barcode reader if necesary.

Cash Sales - View Invoice Stock

From the "UTILITIES" menu , click "CASH SALES". Click "VIEW INVOICE STOCK". A photograph, if any, will appear together with the item details. Click "TOP, NEXT, PREV, BOTTOM, SEARCH" if necessary. If you click "SEARCH", enter the first few characters (eg. "COM" for "COMPUTER GUIDE") for the item description.

Cash Sales - Print Barcode (Same Item)

From the "UTILITIES" menu, click "CASH SALES". Click "PRINT BARCODE/PHOTO". Click "PRINT BARCODE (SAME ITEM)". Select the item required. Enter starting and ending column numbers. Enter starting and ending row numbers. Enter the number of pages required.

Cash Sales - Print Barcode (Repeat Items)

From the "UTILITIES" menu, click "CASH SALES". Click "PRINT BARCODE/PHOTO". Click "PRINT BARCODE (REPEAT ITEMS)". Select starting and ending items. Enable "WITH PRICE" if necessary. Enter starting and ending column numbers. Enter starting and ending row numbers. Enter number per item.

Cash Sales - Print Photo (Same Item)

From the "UTILITIES" menu, click "CASH SALES". Click "PRINT BARCODE/PHOTO". Click "PRINT PHOTO (SAME ITEM). Select starting and ending items.

Cash Sales - Print Photo (Different Items)

From the "UTILITIES" menu, click "CASH SALES". Click "PRINT BARCODE/PHOTO". Click "PRINT PHOTO (DIFFERENT ITEMS). Enter starting and ending items.

Cash Sales - Print Photo (Repeat Items)

From the "UTILITIES" menu, click "CASH SALES". Click "PRINT BARCODE/PHOTO". Click "PRINT PHOTO (REPEAT ITEMS)". Enter starting and ending items. Enter "NUMBER PER ITEM".

Cash Sales - QR Code (One)

Change "Left Margin", "Top Margin" and "Size" if necessary. Click "Show QR Code Text" if necessary. Select "1. - CYAN", "2. - RED", "3. - GREEN", "4. - HBLUE", "5. - HRED", "6. - HGREEN", "7. - BLACK", "8. - YELLOW", "9. - BLUE", "10. - MAGENTA", "11. - HMAGENTA", "12. - GRAY", "13. - HGRAY" or "14. - HCYAN". Click "Print" to display thr QR code. Click "Go" to assess the website.

Cash Sales - QR Code (Many)

Change "Left Margin", "Top Margin" and "Size" if necessary. Click "Show QR Code Text" if necessary. Change "Horizontal Spacing", "Vertical Spacing", "Number Per Row" and "Number Per Column" if necessary. Select "1. - CYAN", "2. - RED", "3. - GREEN", "4. - HBLUE", "5. - HRED", "6. - HGREEN", "7. - BLACK", "8. - YELLOW", "9. - BLUE", "10. - MAGENTA", "11. - HMAGENTA", "12. - GRAY", "13. - HGRAY" or "14. - HCYAN". Click "Print" to display thr QR code. Click "Go" to assess the website.

Cash Sales - Signature Capture

From the "UTILITIES" menu, click "INVOICING". Click "PRINT BARCODE/PHOTO/QR CODE". Click ""Signature Capture". Click "F" to search. Click the customer required. Enter the file name for "Signature (.bmp)". In the box "Click And Write With Mouse Or Write With Stylus Below", write the signature required. You can also use "Click to select bitmap." for the signature stored in your system. Click "Save" to save the signature. Click "View/ Edit Picture Using Default Program", "Open Windows Paint", "Copy File To ", "Save As .bmp" or "Check File" if necessary. Click "Accept" to save the file name.

Cash Sales - Export/Import Transactions

From the "UTILITIES" menu, click "CASH SALES". Click "EXPORT/IMPORT TRANSACTIONS". Click "LIST UNEXPORTED TRANSACTIONS" to see transactions in "CASH SALES" not exported. Click "EXPORT TRANSACTIONS" and "YES" to export. Click "IMPORT TRANSACTIONS" and "YES" to import. (Remember to backup your data before importing).

Cash Sales - Export/Append Stock Items

From the "UTILITIES" menu, click "CASH SALES". Click "EXPORT/APPEND STOCK ITEMS". Click "EXPORT STOCK ITEMS" to export stock items, debtors and creditors. Click "APPEND STOCK ITEMS" to import only stock items with item number not found in the system. Click "APPEND STOCK ITEMS, DEBTORS AND CREDITORS FILE" to import only stock items, debtors and creditors with item number and account number not found in the system. (Remember to backup your data before importing).

Cash Sales - Print Bills

From the "UTILITIES" menu, click "CASH SALES". Click "PRINT BILLS". Select "PRINT BILSS" or "BILLS SETUP". Select "Cash Bill", "Cash Bill (With Rounding)", "Temporary Receipt", "POS Receipt Printer (Tax And Discount)", "POS Receipt Printer (No Tax And Discount)", "POS Receipt Printer (No Discount)", "POS Receipt Prinrer (With Cust. Name 1)", "POS Receipt Printer (With Cust. Name 2)", "POS Receipt Printer (With Rounding)" or "POS Receipt Printer (With Change)".
(Note: To print, say, from CS 00015 to CS 00036, first click on "CS 00036". Then right click "CS 00036". Then click "CS 00015". Alternatively, press "Enter" on "CS 00015" followed by "CS 00036". For Bills Setup, you can print out the field description in "UTILITIES", "CHECK REFERENCE/TRANSACTIONS","FORMAT FILE FIELD DESCRIPTION".)