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Introduction

Here are some of the highlights of the many features available in EC Clients' Accounts.

* 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. There is an audit report for all changes made.

* 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. EC Clients' Accounts 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 Clients' Accounts was developed for the local market in mind.
  - i) Comprehensive statement printing and support for pre-printed forms.
  - ii) General Ledger, Trial Balance, Cash/Bank Balance, Receipts And Payments and Bank Reconciliation.
  - iii) Clients' Transactions, Aging, Balances and Analysis.
  - iv) Debit Note, Credit Note, Payment Voucher, Official Receipt, Journal Voucher, Invoicing and many more.

System Requirements

Intel pentium or higher, one hard disk, one pen drive, one CD-ROM drive and Windows XP or higher.

Installation

Put in the CD-ROM or pen drive containing EC Software. Click on EC Clients' Accounts and follow directions.

To start EC Clients' Accounts, double-click on EC Clients' Accounts 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 Clients' Accounts 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

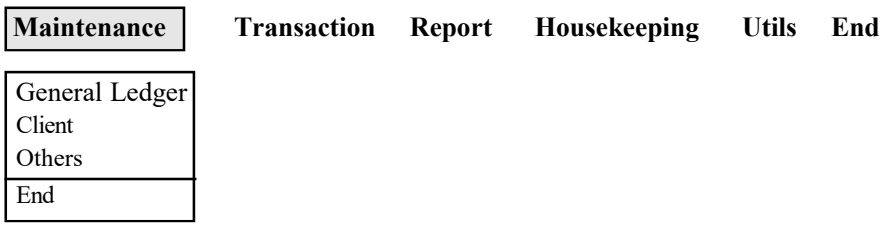


Fig. 1a (Password)

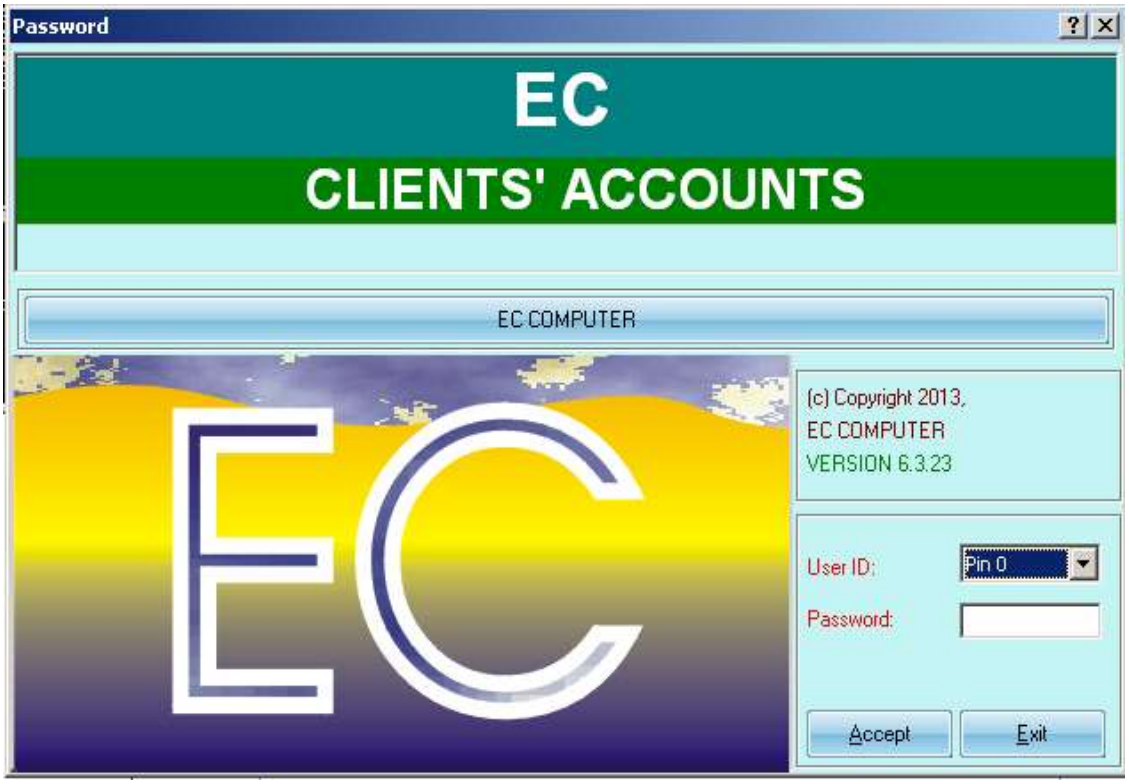
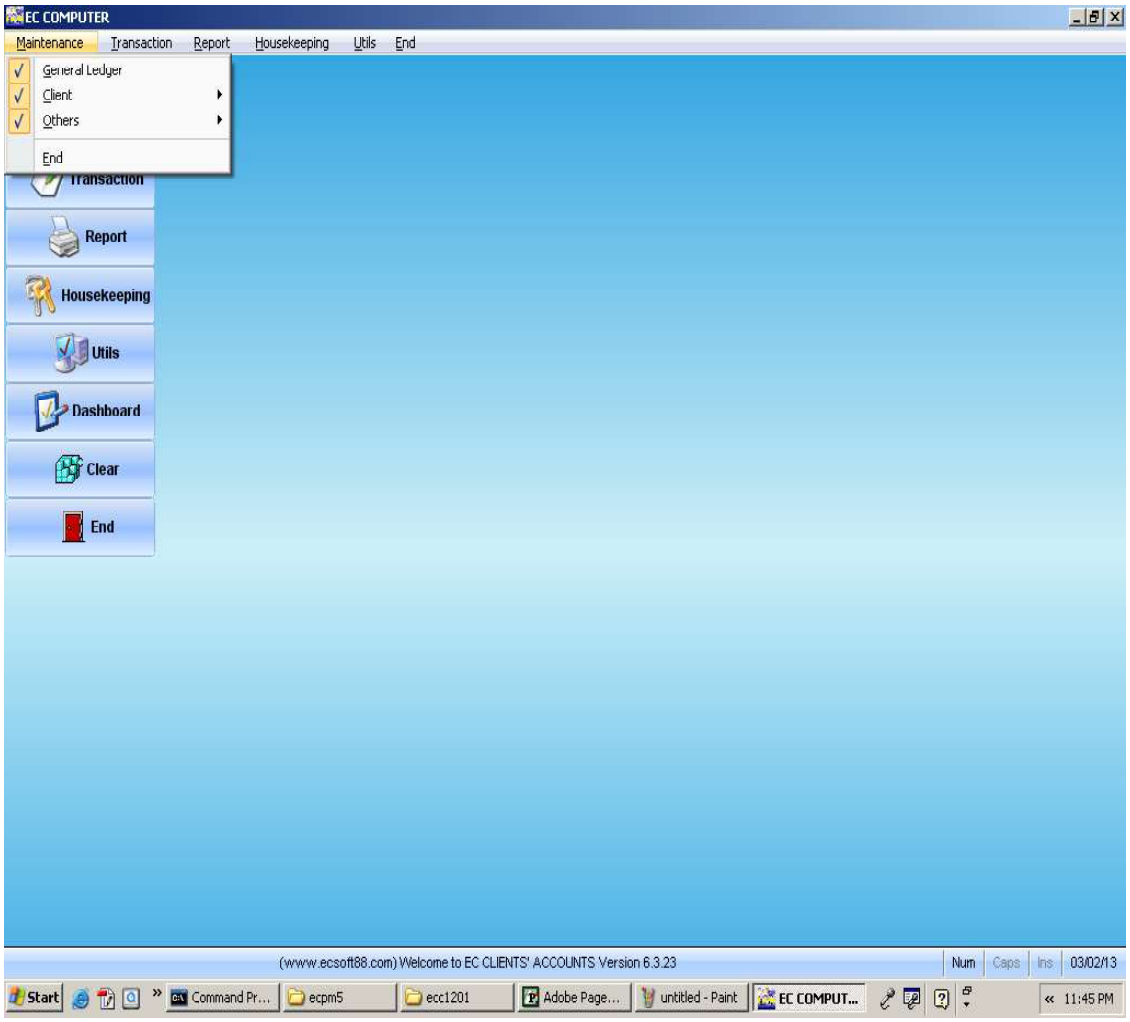


Fig 1b (Main Menu)



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: Enter an Account Number. Plan your Account Number properly. Do not leave any blank space in between.

Description: Type in the name of your account.

Account Type: Type in the `alphabet' representing the account type . Ensure that the type of account is entered correctly. 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)

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 : [3080/001]
DESCRIPTION : [PUBLIC BANK BERHAD]

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	
G. CURRENT LIABILITIES	
R. RETAINED EARNINGS	T. APPROPRIATION A/C

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

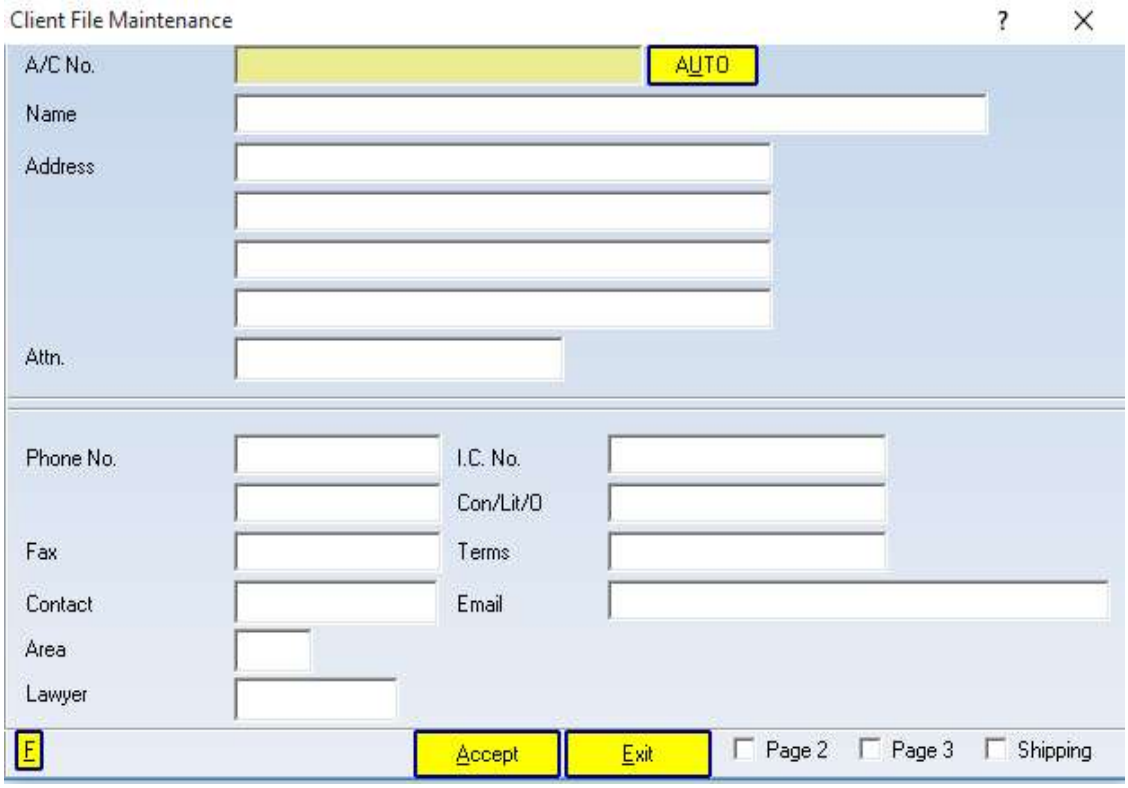
TOP NEXT PREV BOTTOM END

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 Clients List. 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.


Client File Maintenance
A/C No.
AUTO
Name
Address
Attn.
Phone No.
I.C. No.
Con/Lit/O
Fax
Terms
Contact
Email
Area
Lawyer
F
Accept
Exit
Page 2
Page 3
Shipping

Client File Maintenance

1. Add Client Account

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

ii. Click "NEW".

NB.

A/C Number:	Enter Client Number. Ensure that the account grouping is the same as what you have entered in the Client Account Group in Setting, Housekeeping.
Address:	Type in the address of the Client. 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.
Area:	Type in the area of the Client. You can sort your reports such as Monthly Statements according to Area Code. Leave blank if not necessary.
Lawyer:	Type in the lawyer who is in charge of this Client. You can sort your reports such as Monthly Statements according to Lawyer Code. Leave blank if not necessary.
I.C. No.:	Type in the I.C. number. Leave blank if none.
Con/Lit/O:	Type `C' or `CON' for Conveyancing, etc. Leave blank if not required.
Email:	Type in the email address. Leave blank if none.

iii. Click "ACCEPT" to accept entry.

Add Client 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 Client 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 Client 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 Client 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 END

4. Delete Client 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 Client Account

To print Clients' Accounts, click "PRINT". Click "PRINT' again if you want to print all clients.If you want to print, say, from C121 to C128, first click C128. Then right click on C128. Then click C121. Type in the Area Code or leave blank. Type in the Lawyer Code or leave blank.

Fig. 4

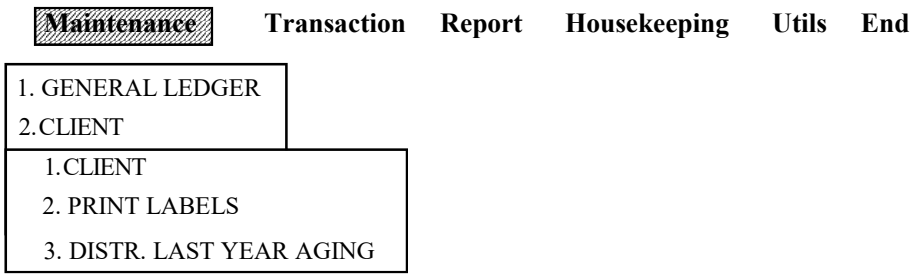


Fig. 5

Client File Maintenance

CLIENT NUMBER	: [3000/M01]		
NAME	: [MEGA COMPUTER TRADING SDN BHD]		
ADDRESS	: [50, JALAN HIJAU]		
	: [OFF JALAN KUNING]		
	: [TAMAN PUTIH]		
	: [58000 KUALA LUMPUR]		
ATTENTION	: [MARY]	I.C. NO.	: [834567242354]
PHONE NUMBERS	: [5252111]	CON/LIT/O	: [CON]
	: [5252112]	TERMS	: [30 days]
FAX	: [5155522]	EMAIL	: [mg@yahoo.com]
CONTACT	: [CHAN]		
AREA	: [KL]		
LAWYER	: [AMY]		

Print Client's Labels

To print Client's Labels, click "PRINT LABELS" (Figure 4). Type in the starting Account Number or leave blank to print from first record. Type in the ending Account Number or leave it to print until the last record. Type in Area Code or leave blank. Type in the Lawyer Code or leave blank. Enter "Y" if you want Client Code Number in your labels or "N" if not. Type in the left margin. Type in the vertical spacing between labels. Enter the number of labels per line. Enter the horizontal spacing between labels.
(Note: If you want to print, say, from "C121" to "C128", click on "C128", then right click on "C128". Then click on "C121".)

Update Last Year Aging - Client

To update last year aging , click "DISTR. LAST YEAR AGING" (Figure 4). Click the client required and click "EDIT". The display for "UPDATE LAST YEAR AGING" will appear (Figure 6). The system will display out the Client 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

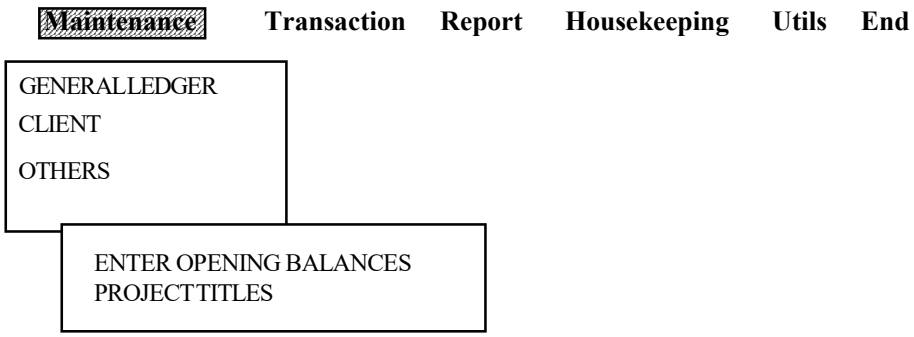
Update Last Year Aging - Client

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

Others

i. From the Account Main Menu (Figure 1), click "OTHERS". The options for "Others" Maintenence will appear (Figure 7).

Fig. 7



Enter Opening Balances

Click "ENTER OPENING BALANCES" (Figure 7). Click on the Account Number required. The screen for Opening Balances will appear (Figure 8). Enter the debit or credit value of the opening balance. To lock 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 8

Opening Balance

Accno Desp Debit Open Credit Open

[/] [ ][ ][ ]

Maintain Project Titles

Click "OTHERS" (figure 7). Click "MAINTAIN PROJECT TITLES". Click "NEW" to add Project Titles. The screen for Maintain Project Titles will appear (Figure 9). 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".

Figure 9

Maintain Project Titles

Source Code Project
[ ] [ ]

Source-Job Opening Balance

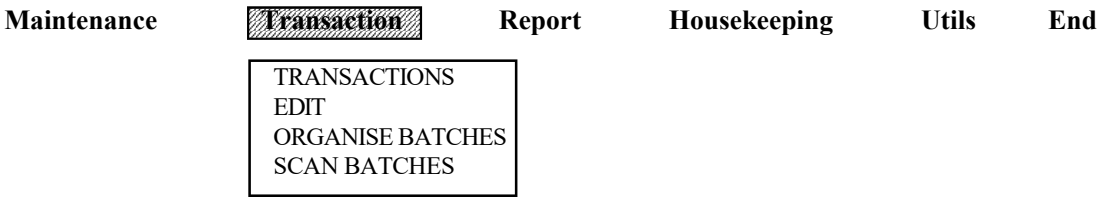
Click "OHERS" (figure 7). Click "MAINTAIN PROJECT TITLES" . Click "OPENING BALANCE". To edit, click the Account Number required. Click "EDIT". Enter the Source Code. Enter the Job Code. Enter the opening balance value. To delete, click "DELETE". Click "YES" to delete. To print, click "PRINT"

CHAPTER 2

TRANSACTION

From the Account Main Menu (Figure 1), click "TRANSACTION". The option for Transactions will be displayed (Figure 10).

Fig. 10



Transactions

Click "TRANSACTIONS". Click INVOICE, DEBIT NOTE, CREDIT NOTE, JOURNAL, PAYMENT or RECEIPTS. The Transaction menu will appear (Figure 11)

Add Transactions

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. Click "SAME REFERENCE" to accept entry. Click "NEW REFERENCE" to go on to new reference. The double entry will automatically be completed using the Master Account as the other account. To find an Account Number, double click on the left listbox. Enter the Account Number in full or enter something like 'C1' so that all accounts starting with 'C1' will appear. If you right click 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 'SONY' will appear. 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 on Button 'C', then all transactions for the account select on the left listbox will appear.

(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.)

Fig. 11a (Transaction - Add)

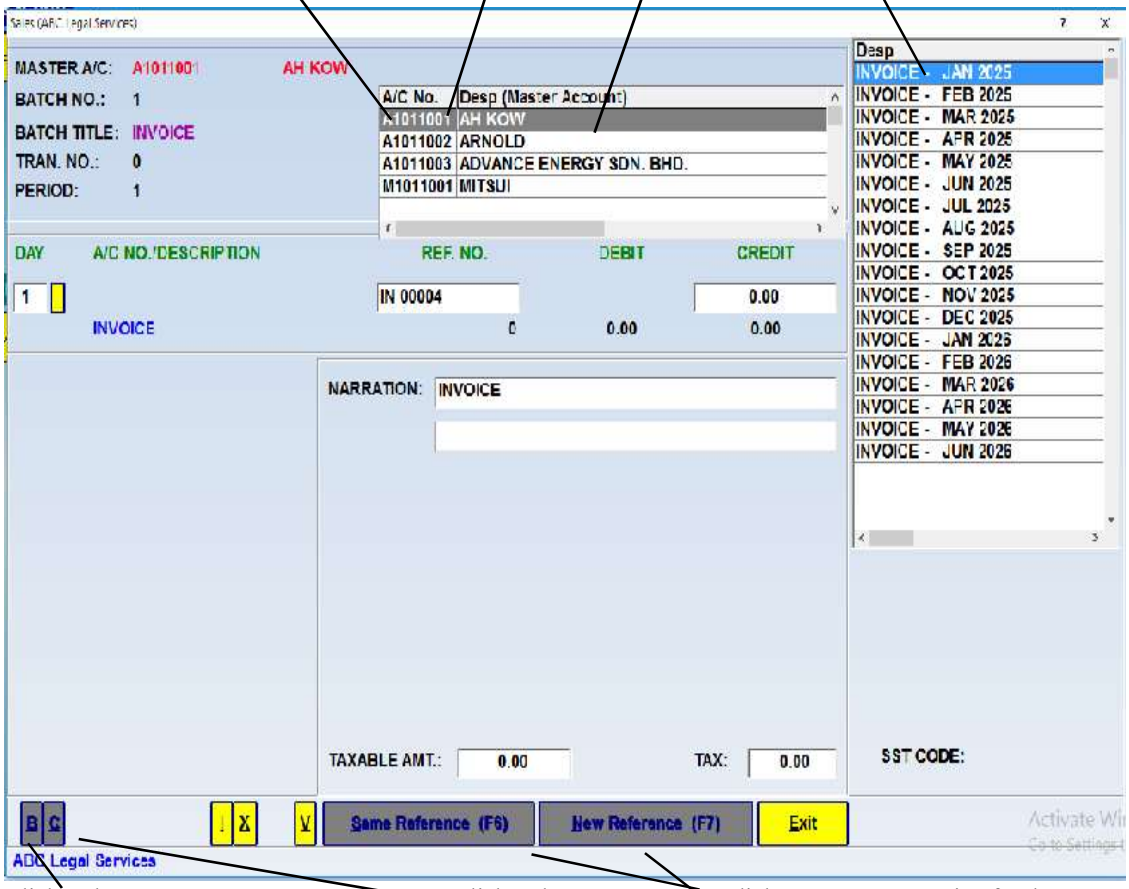
.

Double click to search for account by account number.
(Enter full account number or enter '5000/' to search for account with account number starting with '5000/...')

Right click to search for client by name.
(e.g. enter 'AR' to search for client with name starting 'AR'.)

Click to select 'C1011002' as Master Account.

Click to do Invoice for Jan.



Click on button 'B' to see all transactions for INVOICE - JAN 2013.

Click on button 'C' to see all transactions for account selected.

Click to accept transaction for the same reference or go on to a new reference.

Fig. 11b (After clicking '1011002' for MASTER ACCOUNT and 'INVOICE - JAN 2013' for BATCH NO.)

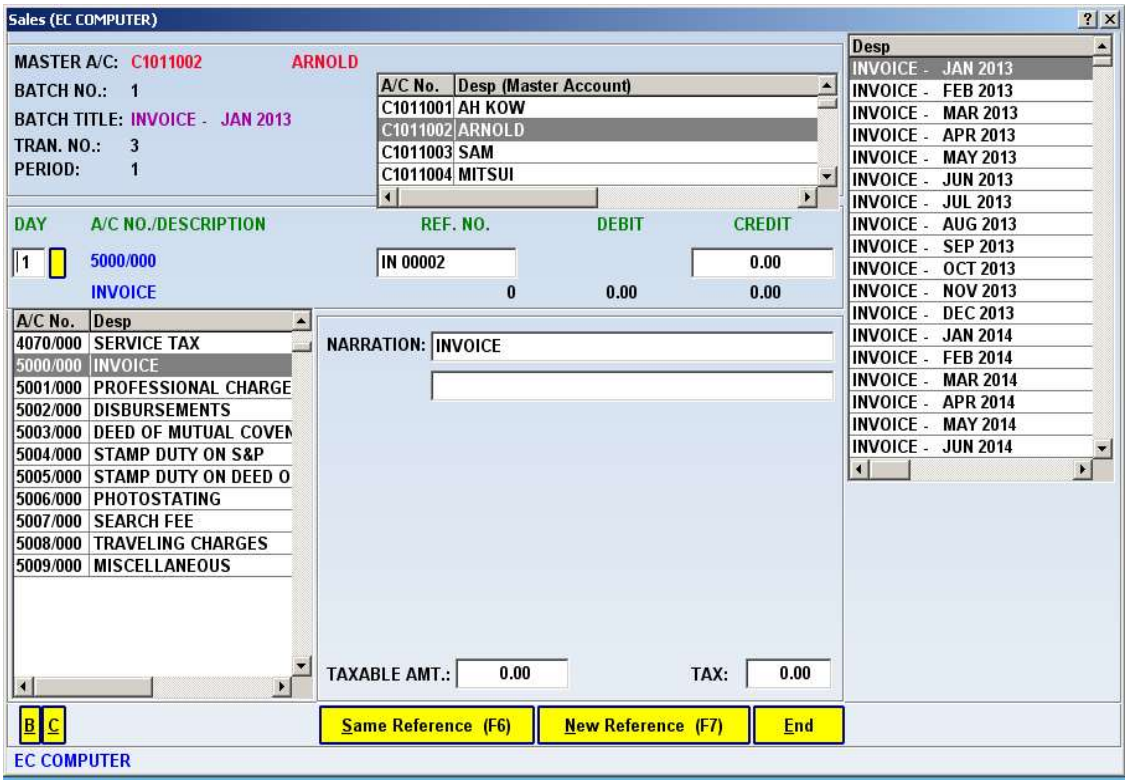


Fig. 11c (When in 'Debit Note' etc, Double Click On Lower Listbox. Enter 'C1011' for All Accounts Starting 'C1011...')

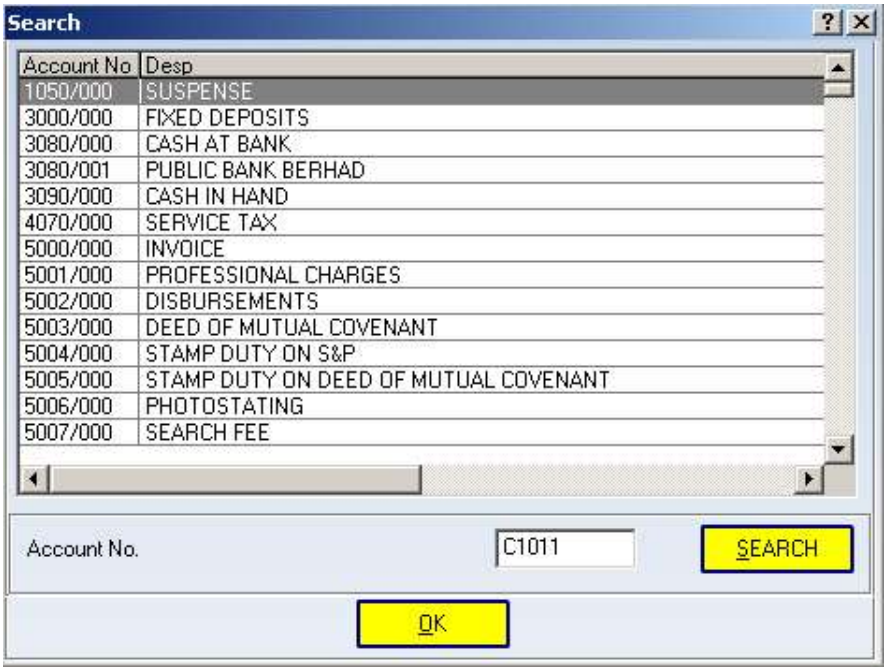


Fig. 11d (All Accounts With Account Number Starting 'C1011..')

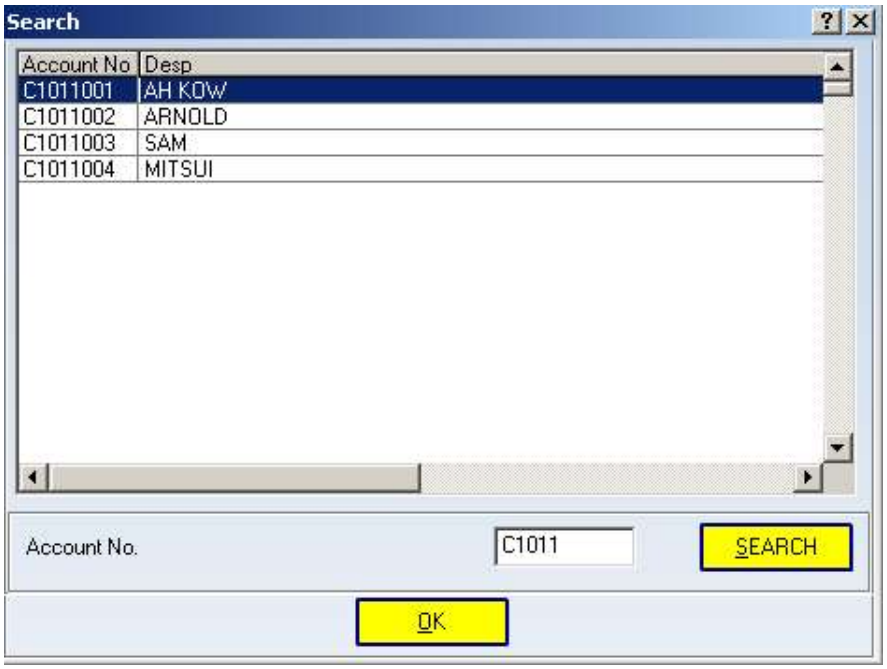


Fig. 11e (Right Click On Clients' Listbox. Enter 'AH' For Names Starting 'AH.....')

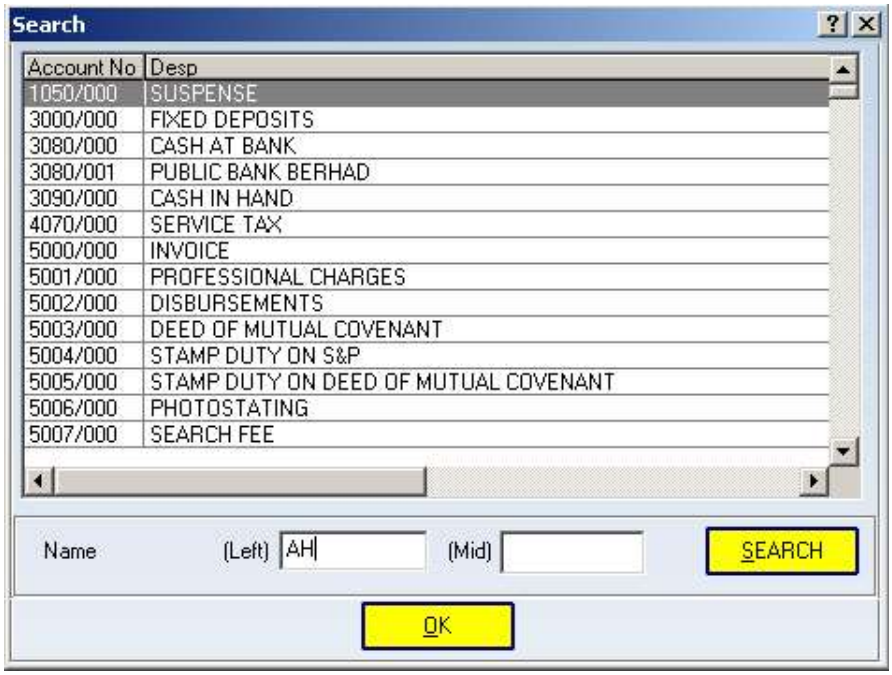


Fig. 11f (Client With Name Starting 'AH.....')



Fig. 11g (Enter Day And Amount. Change Reference No. And Narration If Necessary)

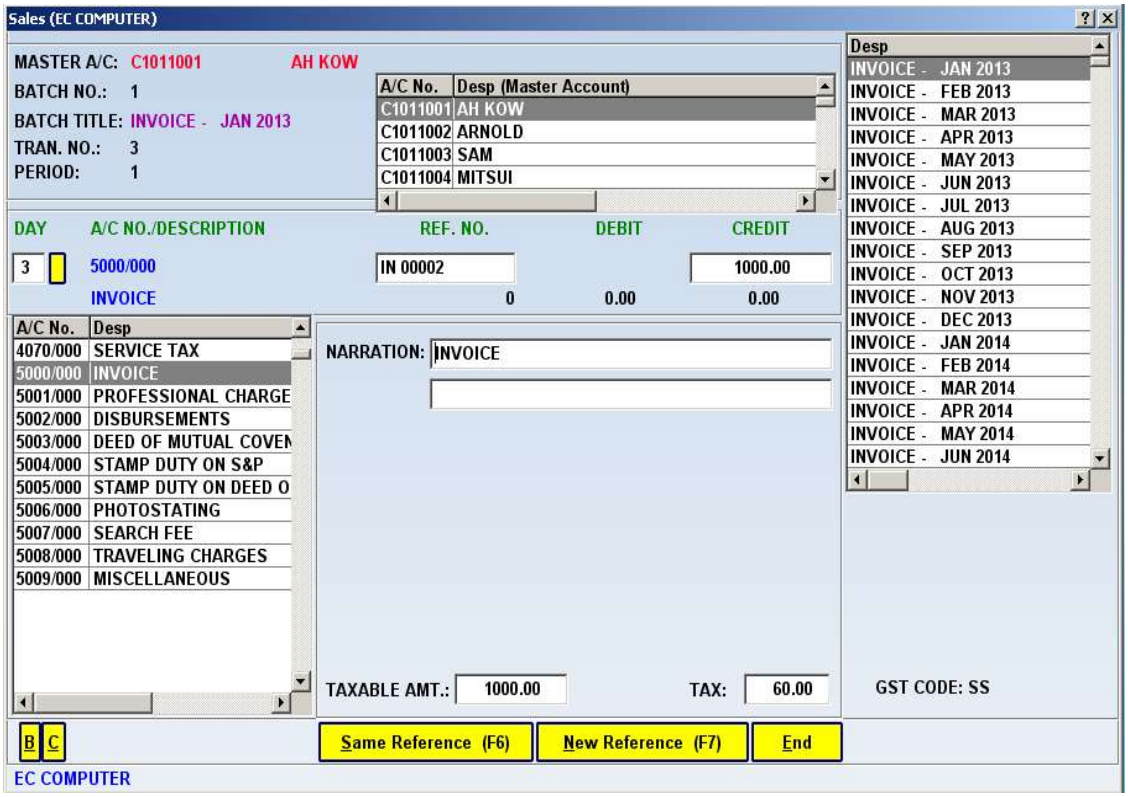


Fig. 11h (Click On Button 'B' On Lower Left hand Corner. All Transactions For INVOICE - JAN 2013 Appear)

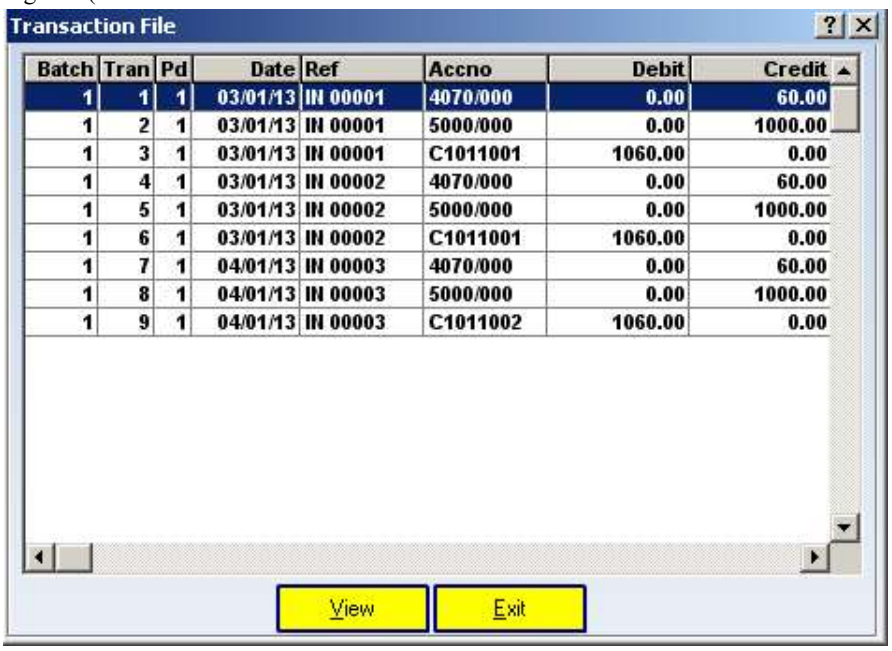


Fig. 11i (Click On Button 'C' On Lower Left Hand Corner. All Transactions For account selected Appear)

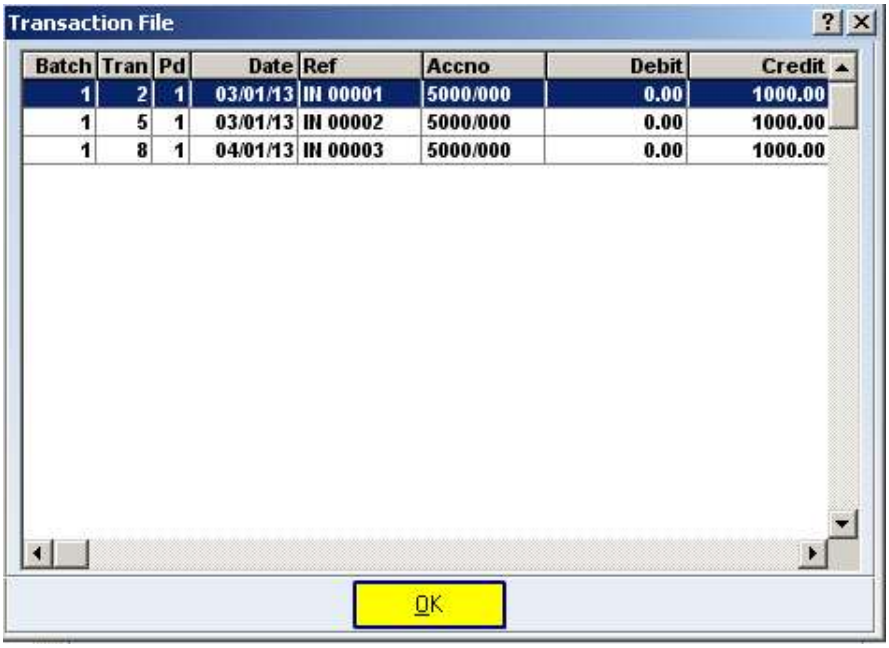


Fig. 11

Transaction

Master Account :

Batch No, :

Batch Title :

Transaction No. :

Period :

Day	A/C No.	A/C Description	Ref	Debit	Credit

Narration : [ ]

[ ]

Edit Transactions

From the Transaction menu (Figure 10), click "EDIT". Click "EDIT TRANSACTION". Click the Batch you want to edit. Click "NEXT". Click the record (transaction number) required.

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 29/02/10 or 31/04/10. 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 in 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 change the account number, click on the account number required and click 'OK'.

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 10), click "EDIT". Click "VIEW". Click "VIEW SINGLE BATCH", "VIEW ALL BATCHES" or "BROWSE". For "SINGLE BATCH", click the Batch Number required followed by "NEXT". Click "NEXT" again to view the records.

Delete Transactions

From the Transaction menu (Figure 10), click "EDIT". Click "DELETE". Click the Batch Number required followed by "NEXT". Click the record required. 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.

Print Transactions

From the Transaction menu (Figure 10), click "EDIT". Click "PRINT". Enter the starting Batch Number or leave blank to start from first batch. Enter the last Batch Number or leave it to select until the last batch.

Organise Batches - Edit

From the "TRANSACTION" main menu (Figure 10), 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 "INVOICE" can be changed to "FEE". If your last Batch Number is not 108, you are allowed to Add more batches.

Organise Batches - Print

From the "TRANSACTION" main menu (Figure 10), click "ORGANISE BATCHES". Click "PRINT". The number of transactions in each batch and the description of each batch will be printed.

Organise Batches - Lock

From the "TRANSACTION" main menu (Figure 10), 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.

Scan Batches

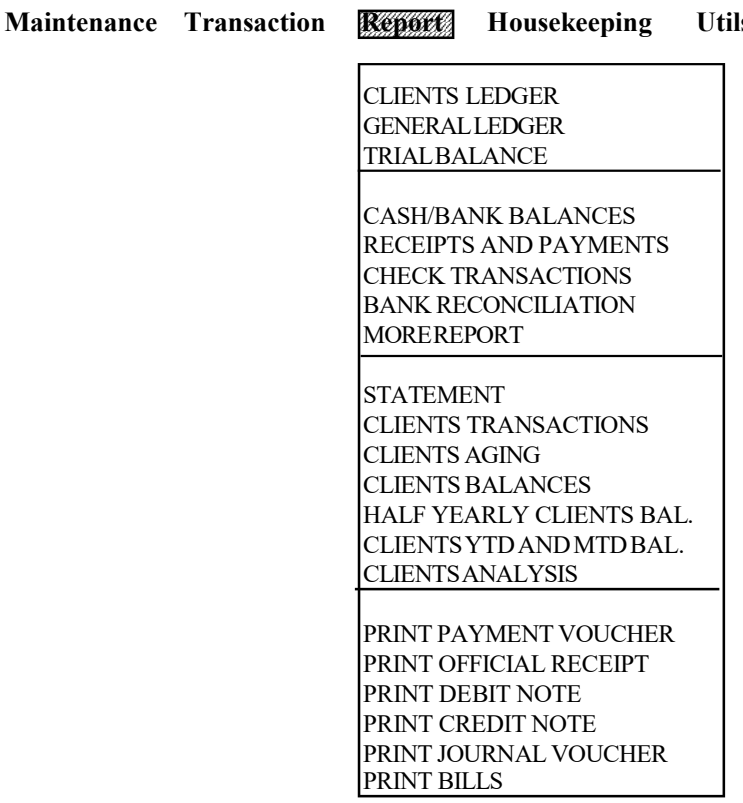
From the "TRANSACTION" main menu (Figure 10), click "SCAN BATCHES". A summary of the batches such as period(s), error message, batch balance, period balance and number of transactions in a batch with "0.00" for both debit and credit. Ensure that there is only one period in each batch. If a batch is not 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 12).

Fig. 12



Clients Ledger

From the Report menu (Figure 12), click "CLIENTS LEDGER". Enter the starting and ending periods. To print , say, from C121 to C128, first click C128. Then right click C128. Then click C121. If you want to edit any transaction, note the batch and transaction number and go to "TRANSACTION", "EDIT", "EDIT TRANSACTION".

Print G/L Listing

From the Report menu (Figure 12), click "GENERAL LEDGER". Enter the starting and ending periods. Select Client, General Ledger or All Accounts. Enter the starting Account Number. Enter 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".

Trial Balance

From the Report menu (Figure 12), click "TRIAL BALANCE". If your trial balance is not balanced, go to "TRANSACTION", "SCAN BATCHES" and check which batch (or opening balance) is not balanced. Print the batch from "TRANSACTION", "EDIT", "PRINT". If you can't find any problem with the batch, click "HOUSE-KEEPING", "RECOVER DATA AFTER POWER FAILURE".

Cash/Bank Balances

From the Report menu (Figure 12), click "CASH/BANK BALANCES". Enter the Account Number required. Enter the periods required or leave them.

Receipts & Payments

From the Report menu (Figure 12), 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". Enter a number for Period. Select "YES" if you want to adjust for the Account Numbers for multiple accounts. For multiple accounts, you must ensure that all Cash/Bank Accounts are included.

Check Transactions

From the Report menu (Figure 12), click "CHECK TRANSACTIONS". Enter a number for Period or leave it. Enter a Source Code or leave it. Enter a Job Code or leave it. Enter the Cheque Number or leave it. Enter the Reference Number or leave it.. Enter a range for Date or leave it. Enter a range for Account Number leave it. Enter a range for Debit or leave it. Enter a range for Credit or leave it. Enter the Journal Title. Enter 1 for sort by Account Number, 2 for Batch Number, 3 for Date and 4 for Reference Number.

Bank Reconciliation

From the Report menu (Figure 12), click "BANK RECONCILIATION".

Enter Last Year Transactions

From the Report menu (Figure 12), 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. Fee). Enter either the Debit or Credit Value. Click "MODIFY" to edit. Click "DELETE" to delete. Click "MARK" to mark the transaction. Click "REMOVE MARK" to remove marked transactions.

Mark This Year Transactions

From the Report menu (Figure 12), click "BANK RECONCILIATION". Click "MARK THIS YEAR TRANSACTIONS". Enter the starting and ending periods. Enter the Account Number (bank account number).Click "NEXT". Click transaction (this year's cheque) cleared.

Print Bank Reconciliation

From the Report menu (Figure 12), click "BANK RECONCILIATION". Click "PRINT BANK RECONCILIATION". Enter the period. Enter the Account Number (Bank Account Number) required.

More Report

From the Report menu (Figure 12), click "MORE REPORT". Select "TRANSACTION SUMMARY", "TRANSACTION VOUCHER", "GRAPH", "GROUP", "BROWSE TRANSACTIONS", "GST/SALES AND SERVICE TAX (SALES ACCOUNT)", "GST/SALES AND SERVICE TAX - QUARTERLY", "GST/SALES AND SERVICE TAX - 12 MONTH" or "PROGRAM ACCESS RECORD". Select range for period and account number if necessary. Select bill type if necessary. For "GRAPH", you can select graph for income or for receipts and payments for single account or group of accounts. For "GROUP", if you enter, say, "C1" for account number, then all accounts with account number starting "C1" will be included.

Print Statements

From the Report menu (Figure 12), click "STATEMENTS". Enter a number for starting and ending Periods. Enter the Statement Date. Enter starting Client Number or leave it. Enter ending Client Number or leave it to print until the last client. Enter the area code or leave it. Enter the lawyer code or leave it. Change the format of the statement if necessary. The format for the statement can also be changed in "HOUSEKEEPING', "SETTING", "STATEMENT SETTING". If you want to print statement with transaction only for the period(s) chosen, enter 'Y' for 'TRANSACTION ONLY'. Enable 'INCLUDE 0 BALANCE' if you want to print statement with zero balance also. (If you want to print from, say, 'C121' to 'C128', first click on 'C128'. Then right click on 'C128'. Then click on 'C121'.)

List Clients Transactions

From the Report menu (Figure 12), click "CLIENTS 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). Enter area code or leave it. Enter lawyer code or leave it. Enter source code or leave it. Enter starting Account Number or leave it to print from first record. Enter ending Account Number or leave it to select until the last record. Enter the starting and ending periods. Enter starting and ending dates.

Print Clients Aging

From the Report menu (Figure 12), click "CLIENTS AGING". Enter a number for period. Enter starting Client Number or leave it. Enter ending Client Number or leave it to print until the last client.

Print Clients Balances

From the Report menu (Figure 12), click "CLIENTS BALANCES". Enter a number for period. Enter the area code or leave it. Enter the lawyer code or leave it. Enter starting Client Number or leave it. Enter ending Client Number or leave it. Enter "Y" if you want to print clients with zero balances.

Half Yearly Clients Balances

From the Report menu (Figure 12), click "HALF YEARLY CLIENTS BALANCES". Enter starting Client Number or leave it. Enter ending Client Number or leave it to print until the last client. (If you want to print from, say, 'C121' to 'C128', first click on 'C128'. Then right click on 'C128'. Then click on 'C121'.)

Clients YTD And MTD Balances

From the Report menu (Figure 12), click "CLIENTS YTD AND MTD BALANCES". Select period. Enter area code or leave it. Enter lawyer code or leave it. Enter starting Account Number or leave it to print from first record. Enter ending Account Number or leave it to select until the last record. Enable "With Zero Balance" if necessary.

Print Clients Analysis

From the Report menu (Figure 12), click "CLIENTS ANALYSIS". Click "12 MONTHS SALES REPORT", "TOP 50 CLIENTS", "REMITTANCE ADVICE", "OVERDUE ACCOUNT", "ALL TRANSACTIONS", "NO TRANSACTIONS" or "S. TAX/GST BILLED AND RECEIVED". Enter a number for period. Enter the area code or leave it. Enter the lawyer code or leave it. Enter starting Client Number or leave it. Enter ending Client Number or leave it. For 'REMITTANCE ADVICE', change the format if necessary.

Print Payment Voucher

From the Report menu (Figure 12), 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'.)

Print Official Receipt

From the Report menu (Figure 12), click "OFFICIAL RECEIPT". Enter the starting Official Receipt number. Enter the ending Official Receipt number .

Print Debit Note

From the Report menu (Figure 12), click "DEBIT NOTE". Enter the starting Debit Note number. Enter the ending Debit Note number .

Print Credit Note

From the Report menu (Figure 12), click "CREDIT NOTE". Enter the starting Credit Note number. Enter the ending Credit Note number .

Print Journal Voucher

From the Report menu (Figure 12), click "JOURNAL VOUCHER". Enter the starting Journal Voucher number. Enter the ending Journal Voucher number .

Print Bills

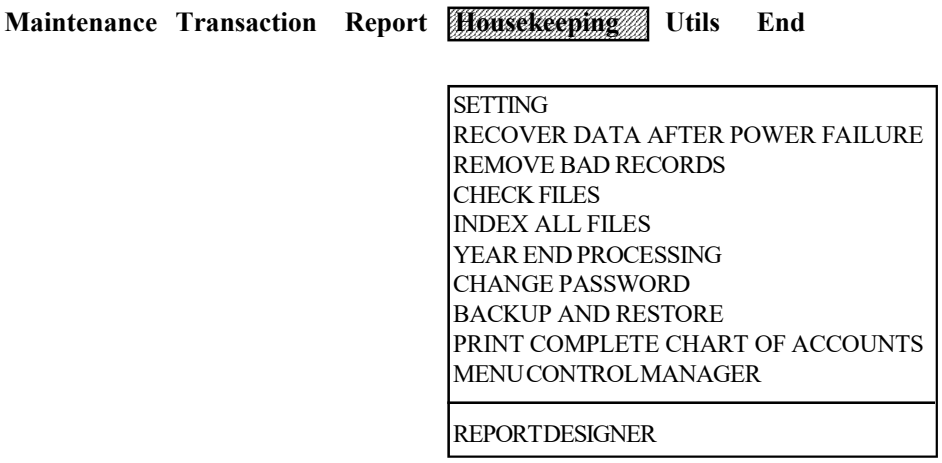
From the Report menu (Figure 12), click "Print Bills". Select "Print Bills" or "Bill Setup". Select Statement, Debit Note, Credit Note, Payment Voucher, Official Receipt, Journal Voucher or Cheque.
(Note: If you want to print, say, from "OR 00005" to "OR 00008", first click on "OR 00008". Then right click on "OR 00008". Then click "OR 00005". If you want a description of the fields in the bill setup, click "Utilities", "Format File Field Description".)

CHAPTER 4

HOUSEKEEPING

From the Account Main Menu (Figure 1), click "HOUSEKEEPING". The option for Housekeeping will be displayed (Figure 13).

Fig 13



Run Setup

From the Housekeeping menu (Figure 13), click "SETTING".

General Setting

From the Housekeeping menu (Figure 13), click "SETTING". Click "GENERAL SETTING" .Enter Company Name. Enter Company Number and Company Address. Enable "New Page For G/L Listing" if you want a new page for every account. Enable "Two Documents Per Page" if you want two Receipts or Payment Vouchers to be printed on the same page. 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".

For 'PAGE 2", Change the page length if necessary. (e.g. 0.0 to 1.0. Two additional records will be printed in a page for some reports). Change the font size if necessary. (e.g. 0.0 to -0.2, your report font size will be bigger. 0.0 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. Enable "With Add New Account No. Button" if you want to add new client while doing transactions or while doing invoicing. Change the format for "Payment Voucher", "Official Receipt", "Debit Note", "Credit Note" and "Journal Voucher" if necessary. Change the format for "Auto Generate Client No." if necessary. Enter the drive for your USB backup. Disable "Change Menu Look" if necessary. Disable "Enter S. Tax/GST Billed/Received" 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. 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. Your current directory for EC Clients' Accounts is shown at the bottom.

General Setting - Page 3

For "PAGE 3", change the "FORMAT, LETTER TO CLIENT" if necessary.

Enable "WITH CLIENT AS MASTER ACCOUNT" if you want to use client as master account in transactions.

Enable "RETAIN MASTER ACCOUNT LISTBOX" if you want to retain the master account listbox in transaction.

Enable "WITH CLIENT OPEN ITEM BUTTON" if you want the "CLIENT 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 CLIENT". In "UTILITIES, OPEN ITEM CLIENT", 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".

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.

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.

If you do not want tooltip for listbox while entering transactions or invoicing, disable "TOOLTIP FOR LISTBOX".

Enable "Dotted Lines Report" if you want to print dotted horizontal lines instead of solid lines for reports which are not using report designer.

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 13), click "SETTING". Click "STATEMENT SETTING". Click "STATEMENT FORMAT". Enter Statement Format. Formats 0 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). Type in the currency symbol (eg. RM). Type in the currency word (2).

Account Type Description

From the Housekeeping menu (Figure 13), click "SETTING". Click "ACCOUNT TYPE DESCRIPTION". Change the description if necessary.

Clients A/C Groups

From the Housekeeping menu (Figure 13), click "SETTING". Click "CLIENTS A/C GROUP". Change the group (eg zzz to ZZZ) if necessary.

Cash /Bank Accounts

From the Housekeeping menu (Figure 13), 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.

Automatic Bill Numbering

From the Housekeeping menu (Figure 13), click "SETTING". Click "AUTOMATIC BILL NUMBERING". Enter "Y" and the Prefix and Starting Number if you want automatic numbering for Sales Invoices, etc.

Automatic Transaction Narration

From the Housekeeping menu (Figure 13), click "SETTING". Click "AUTOMATIC TRANSACTION NARRATION". Change the description if necessary.

S. Tax and Bank Charges

From the Housekeeping menu (Figure 13), click "SETTING". Click "S. TAX AND BANK CHARGES". Enter the Account Number if you want to activate Bank Charges, S. Tax (Cash Sales) or S. Tax (Credit Sales). You can only activete either Bank Charges or S. Tax (Cash Sales) and not both at the same time.

GST/VAT Account

From the Housekeeping menu (Figure 13), click "GST/VAT ACCOUNT". Change the account numbers if necessary.

Recover Data After Power Failure

From the Housekeeping menu (Figure 13), click "RECOVER DATA AFTER POWER FAILURE". Select "YES" to proceed.

Remove Bad Records

From the Housekeeping menu (Figure 13), click "REMOVE BAD RECORDS". Select "YES" to proceed.

Check Files

From the Housekeeping menu (Figure 13), 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 13), click "INDEX ALL FILES". Select "YES" to proceed.

Year End Processing

From the Housekeeping menu (Figure 13), click "YEAR END PROCESSING". Type in the Password. 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 before doing YEAR END PROCESSING)

Change Password

From the Housekeeping menu (Figure 13), 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 13), select "ZIP DATA FILES" or "COPY DATA FILES" . We recommed that you backup your data regularly. All your data in hard disk will be overwritten once you do Restore.

Print Complete Chart of Accounts

From the Housekeeping menu (Figure 13), click "PRINT COMPLETE CHART OF ACCOUNTS". Select Clients or Complete Chart Of Accounts. This option will print your Chart of Accounts sorted according to Account Number. To sort alphabetically, use "UTILITIES", "CHECK ACCOUNT BY DESCRIPTION".

Manu Control Manager

From the Housekeeping menu (Figure 13), click "MENU CONTROL MANAGER". This menu is only accessible to PIN 0. Click the function to enable or disable access by other PINS.

Report Designer

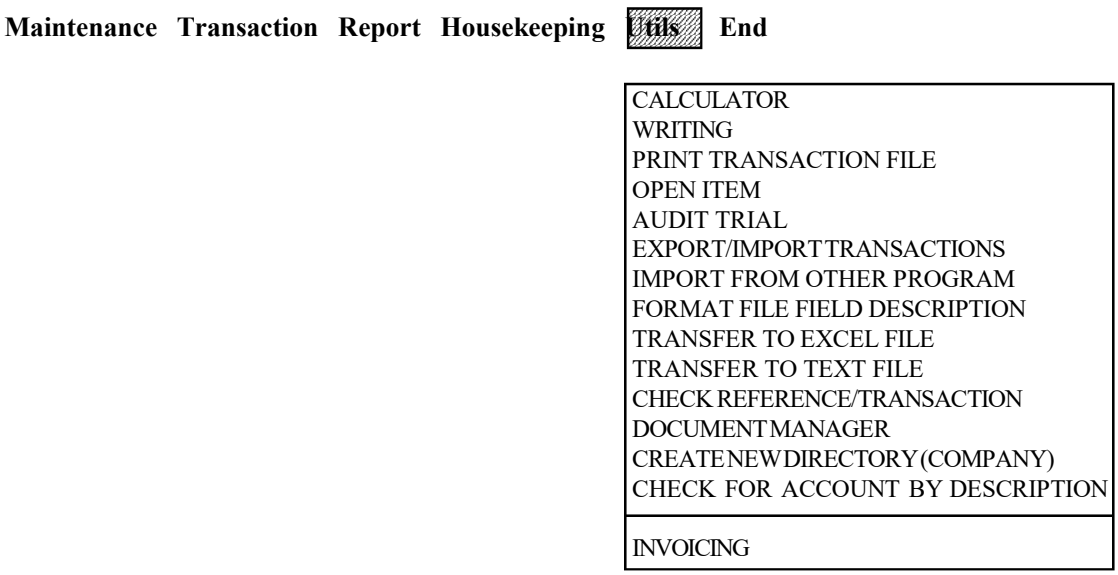
From the Housekeeping menu (Figure 13), click "REPORT DESIGNER". Select the report required. You can change the font type, font size, alignment, etc. (eg. To change the font size of your company name in statement, click "Statement". Right click on `Company Name'. Select `Item Property'. Click `Font' 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 14).

Fig. 14



Calculator

From the Utilities menu (Figure 14), click "CALCULATOR". You can do some simple calculations here.

Writing

From the Utilities menu (Figure 14), click "WRITING". You can write you own memo or any settings here.

Print Transaction File

From the Utilities menu (Figure 14), click "PRINT TRANSACTION FILE". Click "PRINT". If you select, say 1, then all transactions (all the months) for INCOME will be printed.

Print Past Years' Data

From the Utilities menu (Figure 14), click "PAST YEARS' DATA". Click "COPY DATA FILES TO SUB-DIRECTORY" to Backup your data to hard disk. Click "GENERAL LEDGER", etc to print past years' data. We recommend you back up your data to hard disk and floppy regularly.

Open Item - List Bills In Accounts

From the Utilities menu (Figure 14), click "OPEN ITEM CLIENTS". 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 14), click "OPEN ITEM CLIENTS". Click "POST FROM ACCOUNTS". Transactions will be posted to Open Item.

Open Item - Add More Bills / Edit lampiran A

From the Utilities menu (Figure 14), click "OPEN ITEM CLIENTS". Click "ADD MORE BILLS". Click "NEW" if you want to add more bills. To edit, click on the transaction required and click "MODIFY". To change the taxable amount and tax , click "MODIFY (2)". To delete, click on the transaction required and click "DELETE". Click "NEXT" and "YES" to delete. To print, click "PRINT". To check bill status, click "PRINT (2)". It is necessary to enter all transactions to tally with your b/f balances for your clients for first time user.

Open Item - Knock Off Bills

From the Utilities menu (Figure 14), click "OPEN ITEM CLIENTS". Click "KNOCK OFF BILLS". Click the Client required and click "ACCEPT". First click "Receipt" from the client. Enter amount concern. Enter negative if negative value is selected. Click "ACCEPT". Next click positive bills such as "Invoice" to the client or "Debit Notes" for the client. Enter any amount you want to knock off. This knock off value must not be greater than the "Receipt" from client 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 14), click "OPEN ITEM CLIENTS". 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 you 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" if you want to check transactions, select "7" if you want to check paid amount, select "8" if you want to delete all cleared billes, select "9" if you want to print lampiran A and select "A" if you want to print CJP No. 1. For all above, enter the "From Account Number". Enter "To Account Number". Enter the "Area" code. Enter the "Lawyer" code. Enter the date of you report

Audit Trail

From the Utilities menu (Figure 14), 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. Enter starting and ending period.

Export/Import Transactions

From the "UTILITIES" menu , click "EXPORT/IMPORT TRANSACTIONS". Select "Export/Import Transactions In EC Clients' Accounts" if you want to import/export transactions using diskette from/to another computer.

Import From Other Program

From the "UTILITIES" menu , click "IMPORT FROM OTHER PROGRAM". Select "CLIENT FILE (EXCEL FILE)", "CHART OF ACCOUNT (EXCEL FILE)", "TRANSACTION (EXCEL FILE)", "OPENING BALANCE (EXCEL FILE)" or "CLIENT FILE (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 "CLIENT FILE (TEXT FILE)", first you must have your data in TEXT (.txt) format in a floppy or in current directory. Next, click "CONVERT TEXT FILE IN FLOPPY 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 client 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"). If you leave "0" for account number, that the system will generate the new account numbers. Click "PRINT DATA FILE" to print out the temporary converted data. Click "MODIFY" if necessary. Click "APPEND CLIENTS FILE FROM DATA FILE". Remeber to backup your data before performing this function. Once you have done this "APPEND", your client file will have these new clients. Click "DELETE DATA FILE" if necessary. Click "CHECK CLIENT NO. IN EC CLIENTS' ACCOUNTS BUT NOT IN DATA FILE" if necessary. Click "CHECK CLIENT NO. IN DATA FILE BUT NOT IN EC CLIENTS' ACCOUNTS" if necessary. Click "CHECK FOR REPEATED CLIENT NO. IN CLIENT TEXT FILE" if necessary. Click "CHECK FOR CLIENTS WITH EXACTLY SAME NAME" if necessary.

Format File Field Description

From the "UTILITIES" menu , click "FORMAT FILE FIELD DESCRIPTION". Select Statement, Debit Note, Credit Note, Payment Voucher, Cheque, Official Receipt, Journal Voucher or Invoicing. By adding these fields, you can setup your document the way you like it.

Transfer To EXCEL FILE

From the "UTILITIES" menu , click "TRANSFER TO EXCEL FILE". Select the report required. Note the file name so that you can format the report in Microsoft EXCEL.

Transfer To TEXT FILE

From the "UTILITIES" menu , click "TRANSFER TO TEXT FILE". Select the report required. Note the file name so that you can format the report in "WORDPAD" or Microsoft WORDS.

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 NUMBER (BY TYPE AND RANGE)" or "CHECK MISSING CHEQUE 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 "FEES", 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 CUSTOMER". You can also check number of transactions for each cheque number. 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:\ECC\DOCUMENT", you can see the report when you click "Document". By saving your report such as in WORDS format in directory such as "C:\ECC\DOCUMENT", you can easily select and print out any report such as your "Clients Ledger" of earlier years. The "Search" function allows you to search easily any report you saved in the directory.

Create New Directory (Company)

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.). If you want to print Clients in alphabetical order, select 1 for the second option (bottom option).

Fig. 15 (Screen For 'ADD' Invoice)

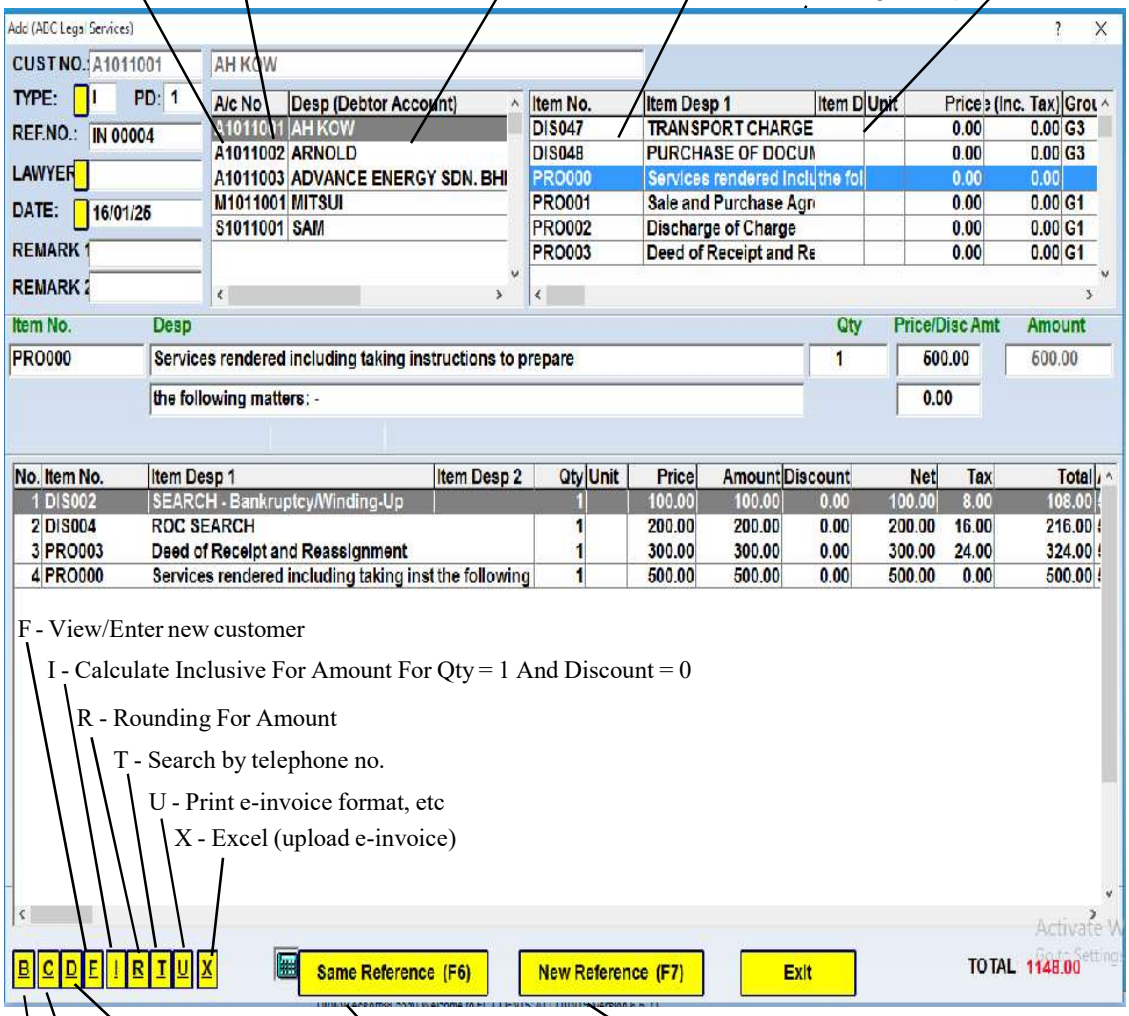
Click to invoice the customer.

Double click to search for customer by account number (e.g. enter 'C1011' to search for client with account number starting 'C1011..')

Right click to search for customer by name. (e.g. enter 'AR' to search for client with name starting 'AR')

Click to select the item.

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



F - View/Enter new 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 billed.

Click button 'C' to check the last price for the item billed to the customer.

Click button 'B' to see all invoices.

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

Click to save the the transaction and go on to new reference. (Lower listbox will be cleared.)

Fig. 15a (Double Click On Client Listbox. Enter 'C1011' For Account Number Starting 'C1011...')

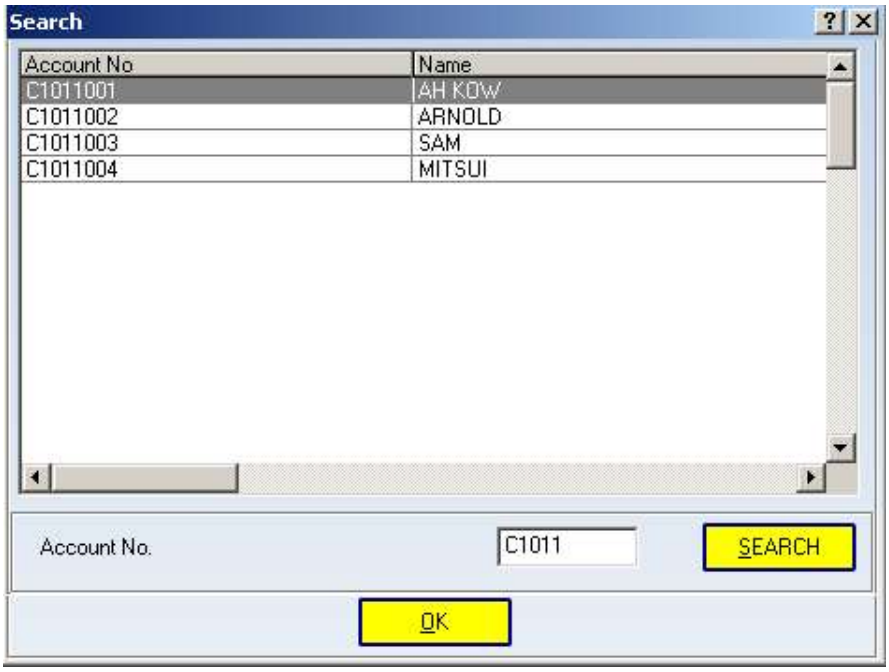


Fig. 15b (All Clients Starting With Account Number 'C1011...')

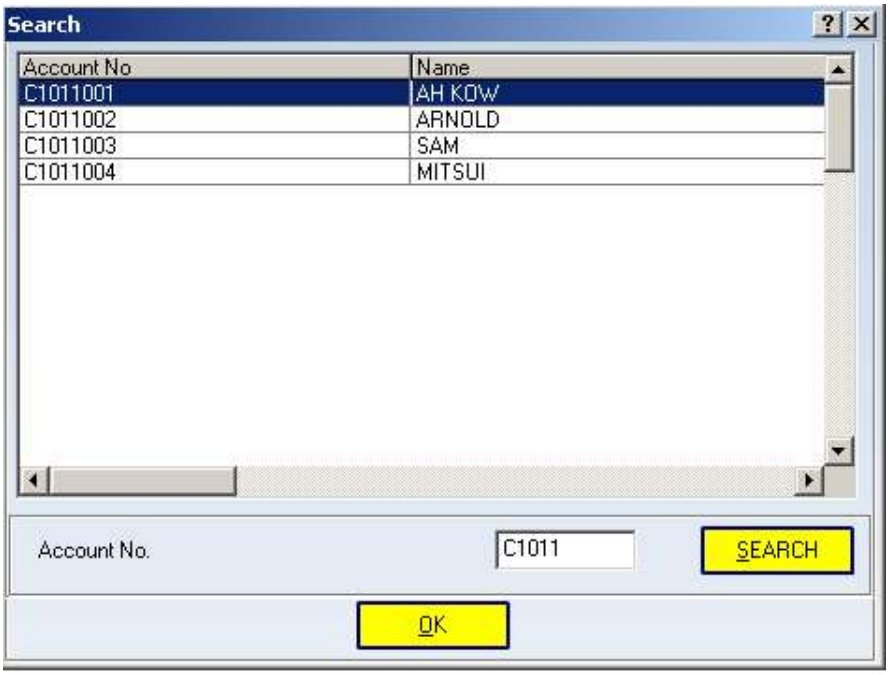


Fig.15c (Right Click On Client Listbox. Enter 'AH' For Description Starting 'AH.....')

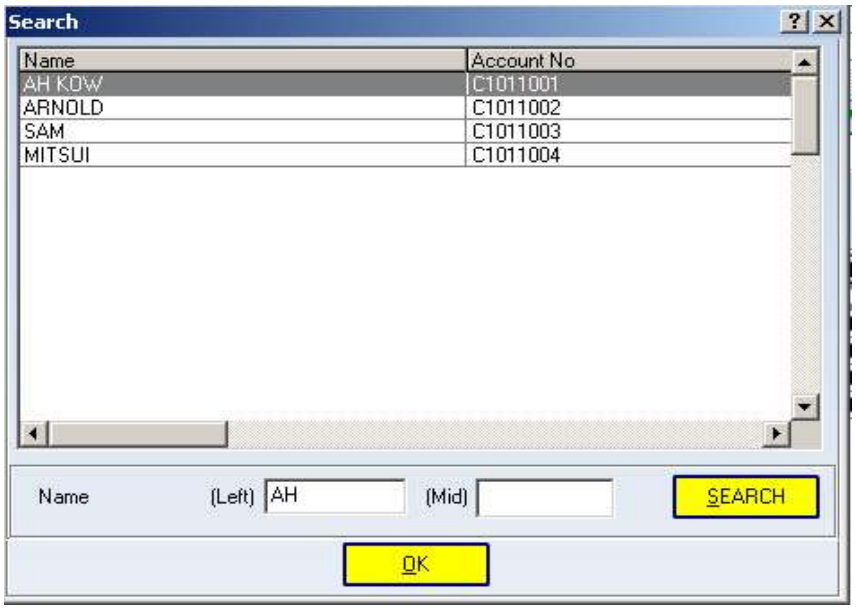


Fig. 15d (Clients With Name Starting 'AH.....')

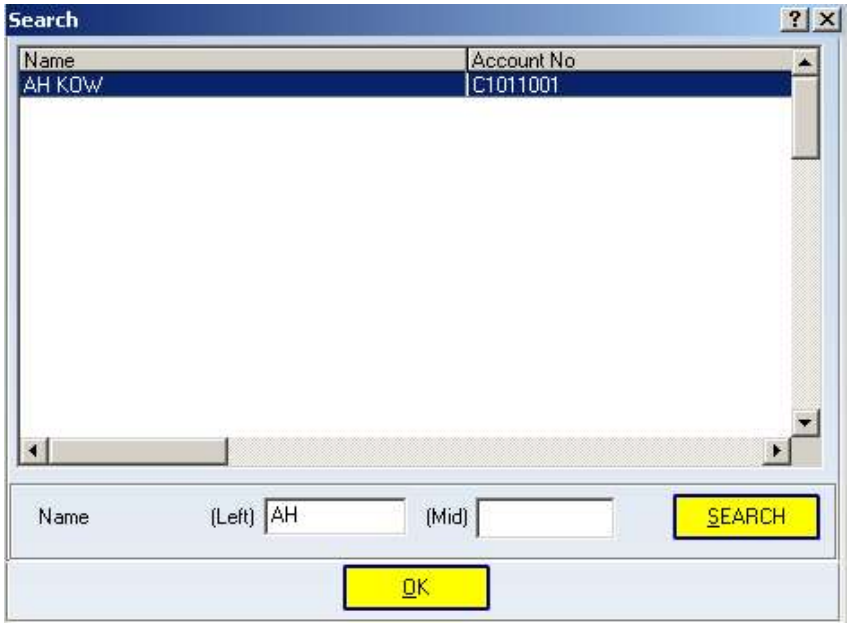


Fig.15e (Double Click On Item Listbox. Enter 'ST' For Description Starting 'ST.....')

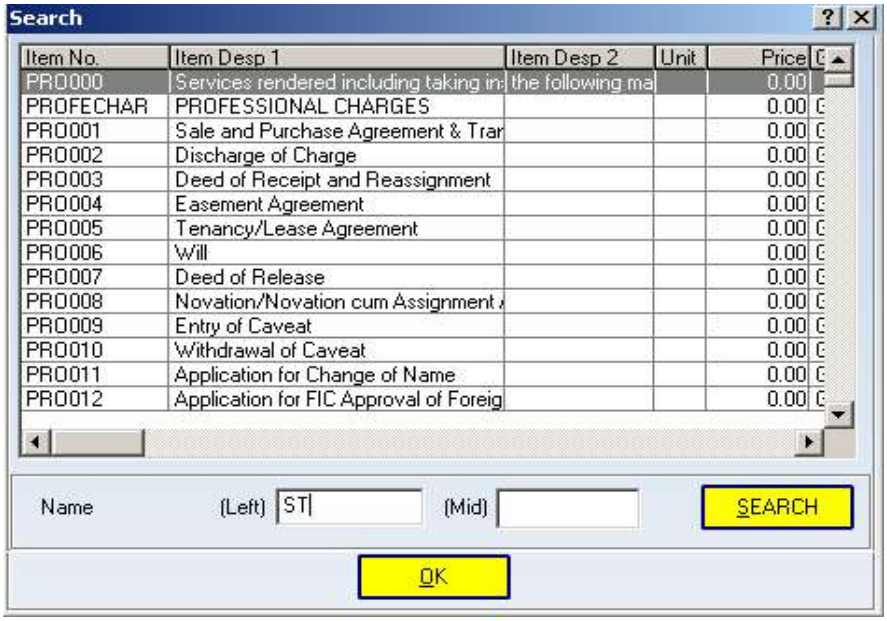


Fig. 15f (Items With Description Starting 'ST.....')

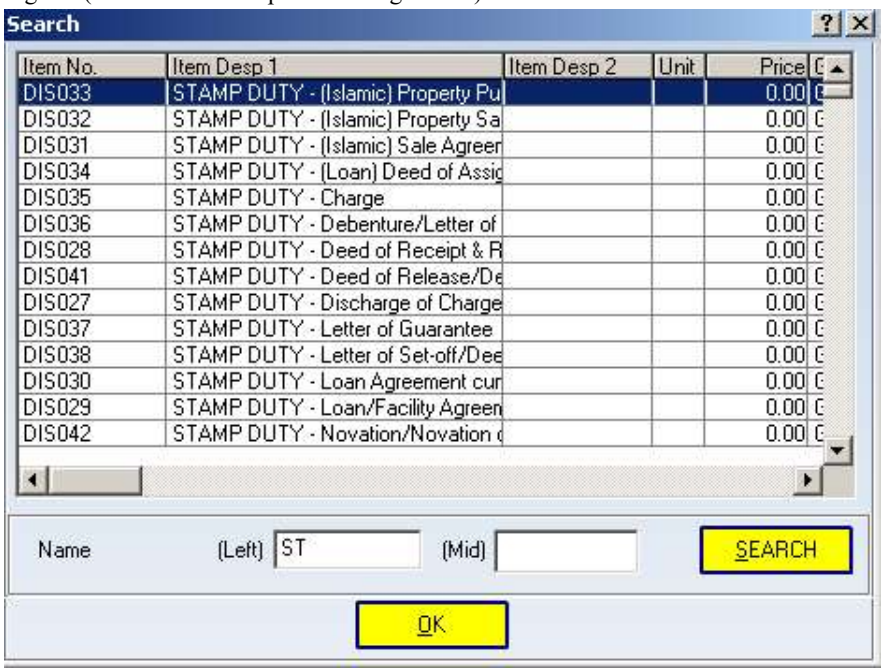


Fig. 15g (Right Click On Item Listbox. Enter 'PRO' For Item Numbers Starting With 'PRO')

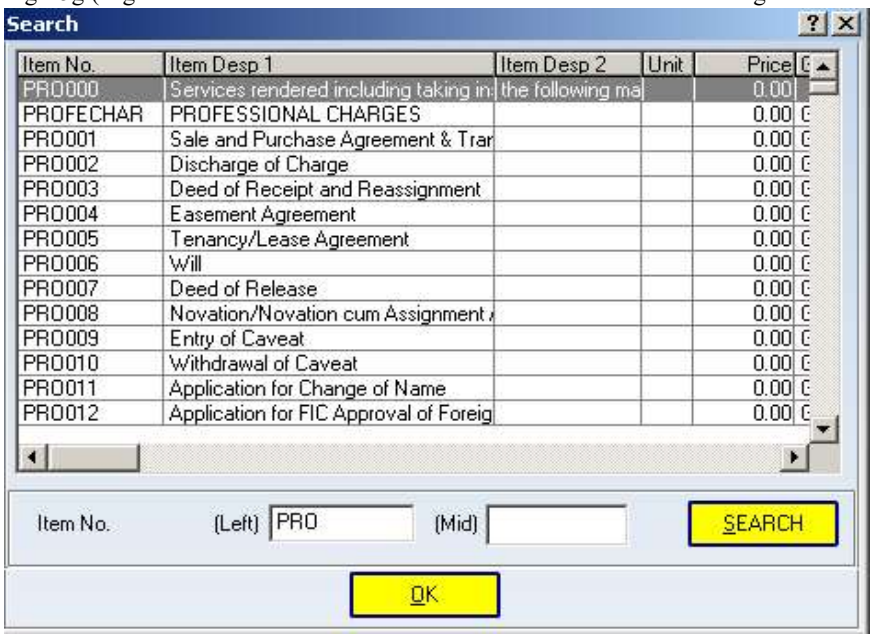


Fig. 15h (Items With Item Number Number Starting With 'PRO')

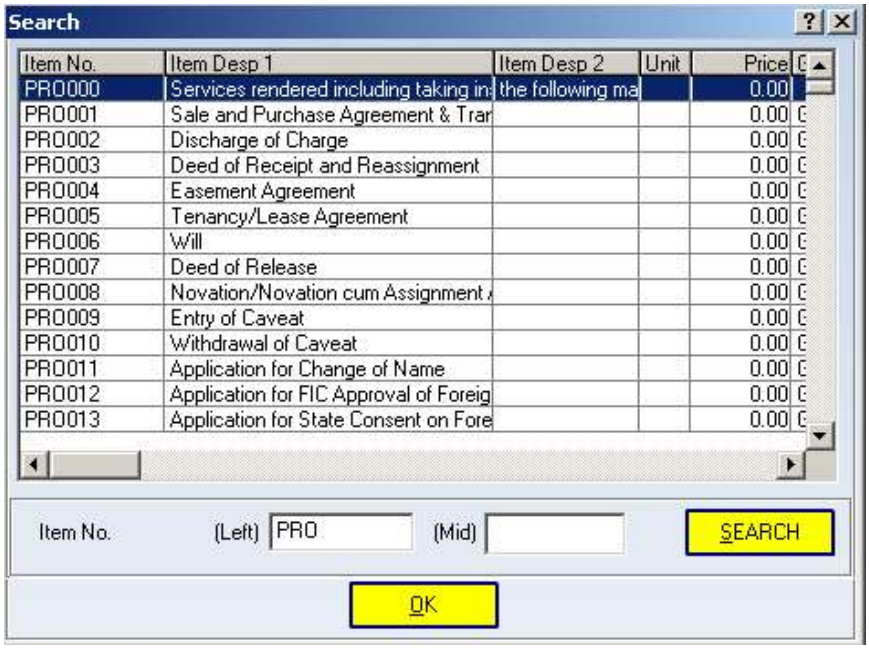


Fig. 15k (Click Button 'B' On Lower Left Hand Corner To See All Invoices)

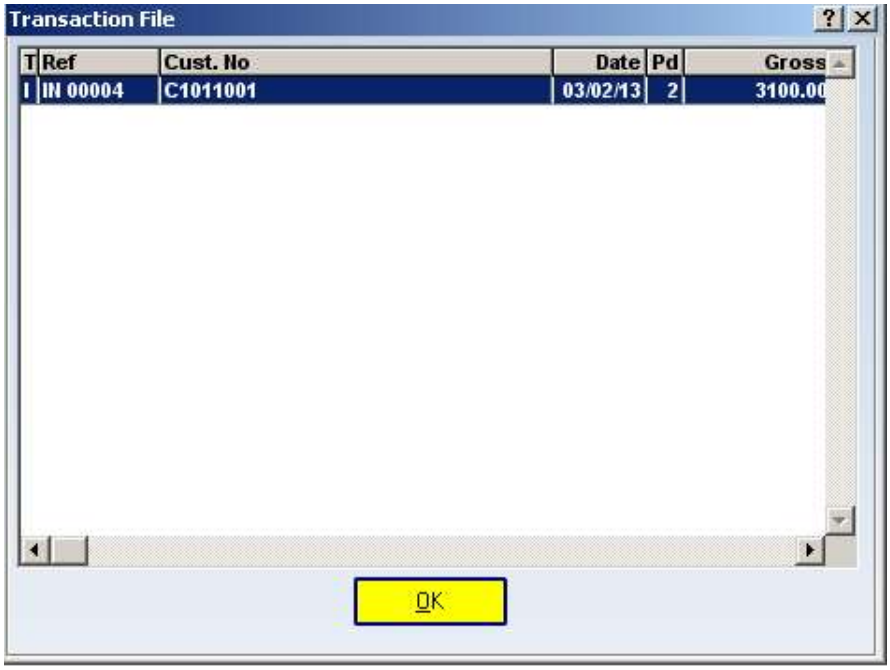


Fig.15l (Click Button 'C' To Check The Last Price Billed The Client)

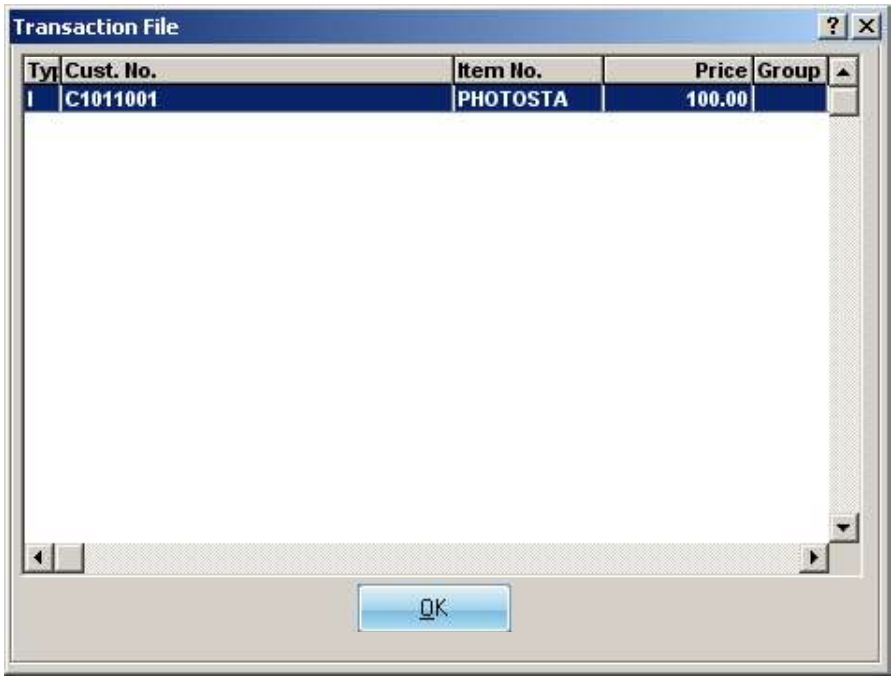
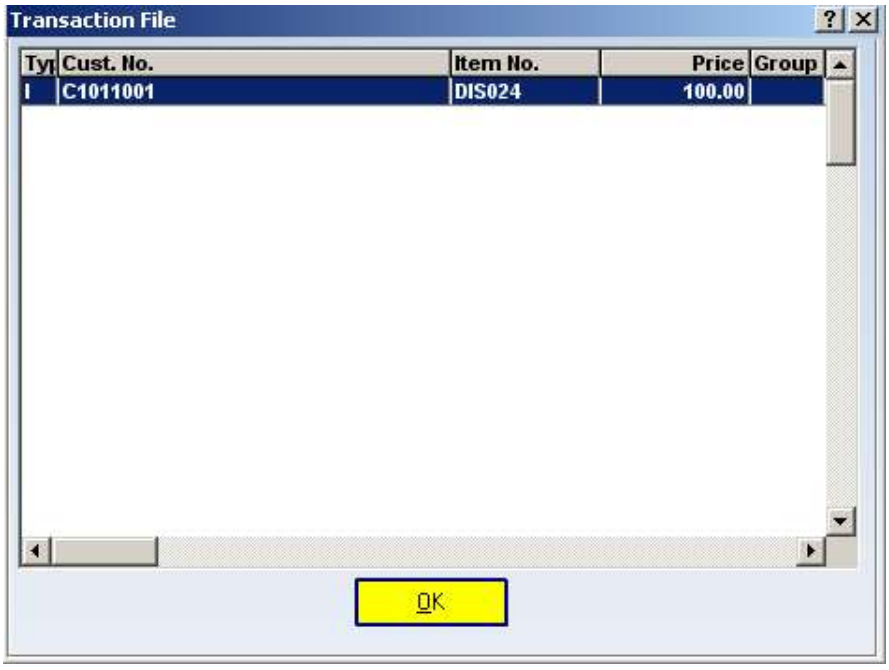


Fig. 15m (Click Button 'D' To Check All Transactions For The Item Selected)



Invoicing

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

Invoicing - Add Invoice

From the "UTILITIES" menu, click "INVOICING". Click "ADD INVOICE". Click Client 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 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, tax and discount, click "NEW REFERENCE". Click on buttons 'B', 'C' and 'D' and double click and right click on the upper listboxes if necessary. (Enter "SPACING1", "SPACING2" and "SUBTOTAL" for item number for spacing and subtotal). Click on "PRINTER" if you want to print out the invoice immediately.
(Note: To search for a client, right click on the client listbox. Then enter the first few characters (eg. "JO" for John) for the name of the client 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 selfbilled, 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 / EInvoice"->"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". 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 "Laeyer", "A/C No.", "Remark 1" and "Remark 2" 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 Description And Amount Only", "Print Invoice With No Item Number (2 col)", "Print Invoice Witn No Item Number (Tax Inclusive). 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 QTY, UNIT, U. PRICE' if you want quantity, unit and unit price when entering invoice. Enable 'WITH SALES DISTRIBUTION' if you want to identity your income such as 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) (A button "H" will appear in "ADD" invoice transaction) . 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. Enable 'FOLLOW LAST PRICE FOR EACH CUSTOMER' if you want to set different price for different customer. Change the invoice format if necessary. Enable 'WITH ITEM DISCOUNT' if necessary. Enable 'WITH ITEM S. TAX' if necessary. Enter the discount % if necessary. Change the bill discount % if necessary. Enable `WITH BILL DISCOUNT BUTTON" if necessary. A button "G" will appear besides "DISC:" when you do "ADD INVOICE". Enable "FIRST DISCOUNT ONLY" if necessary. If this is enabled, the bill discount will be calculated based on the first discount % in "BILL DISCOUNT". Change the bill tax % if necessary. Enable `WITH BILL TAX BUTTON" if necessary. A button "I" will appear besides "TAX:" when you do "ADD INVOICE". Enable "FIRST TAX ONLY" if necessary. If this is enabled, the bill tax will be calculated based on the first tax % in "BILL TAX".

Click "GENERAL SETUP - PAGE 2". Change the bill titles if necessary. "Print 2 Column Invoice" enable you to have two columns in your invoice. One column for 'Fees' and one column for 'Disbursement'. 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". Disable "Automatic Time Cost Transaction Numbering" if necessary. Change "Prefix" and "Starting Number" for time cost billing if necessary.

Click "GENERAL SETUP - PAGE 3". Change the description of bill type if necessary (eg. change "INVOICE" to "BILL"). Change the description of "S. TAX" if necessary (eg. change S. TAX to "SERVICE TAX"). Change "ADD 5% SERVICE TAX" and "INCLUSIVE OF GST" if necessary (eg. change "ADD 5% SERVICE TAX" to "ADD 4% GST).

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. Click "POST". The transactions will be posted to a temporary file. To see the transactions in this temporary, 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 post to accounts from this temporary file, click "POST TO ACCOUNTS". Change Group to Export, Period to Export, Import into Batch Number if necessary.

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 LAWYER" to check transactions for the lawyer.
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".

Time Cost

From the "UTILITIES" menu , click "INVOICING". Click "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. 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" or "IMPORT TIME COST TRANSACTIONS". Click "ACCEPT".

Invoicing - Print Clients Ledger

From the "UTILITIES" menu, click "INVOICING". Click "PRINT CLIENTS 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 Clients Balances

From the "UTILITIES" menu, click "INVOICING". Click "PRINT CLIENTS 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 Items

From the "UTILITIES" menu, click "INVOICING". Click "MAINTAIN ITEMS". Click "NEW" to enter new items. Enter Item Number, Description, Unit and Unit Price. Click "MODIFY" and the Item Number to edit. Click "DELETE" and Item Number to delete. Click "PRINT" to print.

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 transactions. Click "IMPORT TRANSACTIONS" and "YES" to import transactions from pen drive. (Remember to backup your data before importing).

Invoicing - Export/Append Invoice Items

From the "UTILITIES" menu, click "INVOICING". Click "EXPORT/APPEND INVOICE ITEMS". Click "EXPORT INVOICE ITEMS" to export invoice items and customers. Click 'APPEND INVOICE ITEMS" to import only invoice items with item number not found in the system. Click 'APPEND INVOICE ITEMS AND CUSTOMERS FILE" to import only invoice items and customers 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 BILSS" or "BILLS SETUP". Select Invoice, Invoice (With No Tax And Discount), 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", "FORMAT FILE FIELD DESCRIPTION".)