EC Accounting

Frequently Asked Questions

1. Question
What is so special about EC Accounting ?

Answer
EC Accounting can export data to MBRS. EC Accounting is GST approved by JKDM. It is a very simple Windows-based full-featured Accounting Program. So simple that unlike other Accounting Programs, you don't have to go to an institute or learning centre and spend a few months to learn how to use the program.

2. Question
How soon can I start using EC Accounting ?

Answer
Immediately. Just click "Readme" in 'EC ACCOUNTING' and you can start right away.

3. Question
Where do I enter the opening balance the first time I use EC Accounting ?

Answer
Click 'Maintenance->Others->Opening Balance'. Click the account number you want to edit. Press ‘Enter’ to edit. (Note: Opening balance can be done even after many months you have started using EC Accounting.)

4. Question
Is there a backup facility ?

Answer
You can backup your data into hard disk or pen drive Click 'Housekeeping->Backup And Restore->Zip Files' or 'Housekeeping->Backup And Restore->Copy Data Files'.

5. Question
What reports are generated by EC Accounting ?

Answer
EC Accounting has a very comprehensive range of reports. For detail, please click "Readme" in 'EC ACCOUNTING'.

6. Question
How do I edit transactions ?

Answer

Click 'Transaction->Edit->Edit'. Click the batch required. Click the transaction you want to edit. (Note: Both debit and credit will have to be edited)

7. Question
How do I delete transactions ?

Answer
Click 'Transaction->Edit->Delete'. Click the batch required. Click the transaction you want to delete.(Note: Both debit and credit will have to be deleted)

8. Question (Departmental Account)
I am dealing with Computer Hardware. How can I know the Profit & Loss Account for Sales of Hardware and Profit & Loss Account for Repairs ?

Answer
Click 'Maintenance->Others->Project'. Click "New". Enter 'HW' for Code and 'Sales of Hardware' for description. Click "Accept". Click "New" again. Enter 'RE' for Code and "Repairs/Servicing' for description. Click "Accept". Click 'Housekeeping->Setting->General Setting'. Enable 'Source Code'. When you do transaction, to select your Project/Source, click button 'D' at the bottom.

9. Question
For Accounting Firm, how can I know the Profit & Loss Account for 'Auditing', 'Secretarial Service', 'Consultancy' and 'Tax' ?

Answer
Follow the same steps as 8 above.

10. Question
After one of the power failures, I see the message 'Corruption Detected'. What should I do ?

Answer
Click 'Housekeeping->Recover Data After Power Failure'.

11. Question
How often must I do backup ?

Answer
Depend on your number of transactions entered. It could be monthly or weekly. It could even be daily.

12. Question
How do I create a quotation ?

Answer
Click 'Utils->Invoicing->Add'. Enter as an ordinary invoice. Then print as quotation. (Click

'Format' in 'Utils->Invoicing->Print'). You can also enter 'S' for type when adding invoice. Duplicate to an invoice when quotation is accepted by customer.

13. Question
Can I use barcode reader for Cash Sales ?

Answer
YES. Click 'Housekeeping->Setting->General Setting'. Enable 'C. Sales Barcode'.

14. Question
How do I enter the details for my invoice items.

Answer
In 'Utils->Invoicing->Maintain Invoice Stock'.

15. Question
How do I pre-set certain type of items with certain discount percentage or tax percentage?

Answer
In 'Utils->Invoicing->Maintain Invoice Stock'.

16. Question
How do I pre-set the price for different customers ?

Answer
In 'Utils->Invoicing->Setup->General Setup - Page 1', enable `Follow Last Price For Each Customer'. In 'Check Transactions->Edit Last Price Transacted For An Item', enter the price for the customer. You can also set the percentage discount or percentage tax for the customer here.

17. Question
Can I change my report (e.g. invoice) layout ?

Answer
YES. Click 'Housekeeping->Report Designer->Invoice'. To enter company logo, click 'Insert'. To change the font type or font size, first click the item you want to change. Click "Edit'. Click 'Item Properties'. If you want to put in your own formula, click 'Formula' (on the right side of 'Text'). You also need to change the ID number (to any number as long as it is not the same as an existing ID number in the same area. E.g. 13 to 813). Please see 'Utils->Format File Field Description' for the formula to use. Disable 'Visible' if you do not want the item to appear. To change the text colour, click 'Text Color'. To change the background, click 'Background Color'. To add your own font/colour, click 'Edit'. Click 'Fonts and Colors'. To change the page break or margin, click 'Extras'. Click ' Report Setting '. You can select the invoice format in 'Utils->Invoicing->Print'. Click 'Format'.
If you are using a dot matrix printer and if you want to shorten the page, click area 18 (18. Amount In Word) on the top right hand corner. Click the small box on the top left hand corner.

Change top from 200mm to say, 180mm. This also apply to statement (choose area 17).

18. Question
How can I print my company logo on my invoice ?

Answer
Please see above.

19. Question
How do I view the photo of my invoice stock ?

Answer
In 'Utils->Invoicing->View Invoice Stock'. (To enter the picture, go to 'Utils->Invoicing->Maintain Invoice Stock')

20. Question
How do I print my invoice using my company letter head ?

Answer
Click 'Utils->Invoicing->Print'. Click 'Format'. Select 'Letter Head'.

21. Question
How do I print my invoice using my pre-printed form ?

Answer
Please see above.

22. Question
How do I find out my previous invoices when I `Add' invoice ?

Answer
Click button `B' at the bottom.

23. Question
How do I find out the price for a certain item for a particular customer when I `Add' invoice ?

Answer
Click button `C' at the bottom after you have selected the customer and the item.

24. Question
How do I find out the different selling price for a certain item for all customers when I `Add' invoice

Answer
Click button `D' at the bottom after you have selected the item.

25. Question

How do I add customers on the fly when I `Add' invoice and when I `Add' transactions ?

Answer
In 'Housekeeping->Setting->General Setting->Page 2', enable `With Add New Account No. Button'.

26. Question
How do I change the font type in my report ?

Answer
In 'Housekeeping->Report Designer'.

27. Question
How do I print half-page invoice ?

Answer
Click 'Utils->Invoicng->Print'. Click 'Format'. Select 'Save Paper'.

28. Question
What do I solve the problem 'Account Not Balance'.

Answer
Check whether your opening balance is balanced (In 'Maintenance->Others->Opening Balance'). Click 'Transaction->Scan Batches'. If one of the batches is not balanced, click 'Transaction->Edit->Edit Transaction' to edit. Click 'Utils->Check Reference/Transaction->Page 2'. Click 'Check For Single Reference Number (Transaction With Only Single Entry)' or 'Check For Debit Not Equal Credit With Same Reference Number'. You can also click 'Housekeeping->Recover Data After Power Failure', 'Housekeeping->Remove Bad Records' and 'Housekeeping->Index All Files'.

29. Question
How do I change the position of my company name in my report ?

Answer
In 'Housekeeping->Report Designer'.

30. Question
How do I enter one debit and a few credits or vice versa (eg. when I need to pay a few expenses using the same payment voucher) ?

Answer
In 'Transaction->Add->Setting', enable `Multiple Transactions Per Reference.'.

31. Question
How do I change the left margin of my printouts ?

Answer
In 'Huusekeeping->Report Designer->Extras-> Report Setting '.

32. Question
How do I use Debtors/Creditors as Master Account when entering transactions ?

Answer
In 'Transaction->Add->Setting', enable `Use Debtor/Creditor As Master Account'. (Note: This will enable you to enter S. Tax together with your sales/income)

33. Question
How do I retain the Master Account Listbox when I `Add' transactions ?

Answer
In 'Transaction->Add->Setting', enable `Retain Master Account Listbox'.

34. Question
How do I do `Knock Off' a receipt from a customer and find out the unpaid balance for a particular invoice ?

Answer
In 'Transaction->Add->Setting', enable `With Debtor Open Item Button'. Click button `G' after you have selected the customer when you do `Add' transactions. You can also do `Knock Off' in 'Utils->Open Item Debtors'. You can also print your open item statements from here.

35. Question
How do I change the format and the content of my letter to my customer to request for payment ?

Answer
In 'Housekeeping->Report Designer'.

36. Question
How do I find out all my transactions (eg. payments) for a particular month when I `Add' transactions ?

Answer
Click button `B' at the bottom after you have selected the month.

37. Question
How do I find out all my transactions for a customer/creditor or account when I `Add' transactions ?

Answer
Click button `C' at the bottom after you have selected the account number.

38. Question

How do I find out all my transactions which have been modified ?

Answer
In 'Utils->Audit Trail'.

39. Question
How do I find out who modified certain transactions ?

Answer
In 'Utils->Audit Trail'.

40. Question
Do I have to enter Debit and Credit in `Add' transactions ?.

Answer
No.

41. Question
How can I see all my double entries ?

Answer
Click 'Transaction->Edit->Print'.

42. Question
How do I change my Password ?

Answer
Click 'Housekeeping->Change Password'.

43. Question
Can I use my company's real data now and when I register my program, I can just continue from there ?

Answer
YES.

44. Question
Can I use the same hard disk key code for my EC Accounting for other EC programs. ?

Answer
NO.

45. Question
Can I link my EC Accounting with my EC Payroll and EC Inventory ?

Answer

YES.

46. Question
What is the maximum number of companies I can install in my computer ?

Answer
No limit.

47. Question
How do I check for an account number by typing the first few characters of its description when I `Add' transactions ?

Answer
Right click on the required listbox.

48. Question
How do I check for an account number by typing the first few characters of its account number when I do `Add' transactions?

Answer
Double click on the lowest listbox.

49. Question
Can I lock the transactions ?

Answer
YES. A management password is required to unlock.

50. Question
How can I put in some details for my fixed assets. ?

Answer
In 'Maintenance->Others->Fixed Assets Register'.

51. Question
How do I search for my customer when I `Add' invoice ?

Answer
Right click on the customer listbox.

52. Question
How do I search for an item using the first few characters of its description when I `Add' invoice ?

Answer
Right click on the item listbox.

53. Question
How do I search for an item using the first few characters of its item number when I `Add' invoice ?

Answer
Double click on the item listbox.

54. Question
How do I delete an item which has been wrongly entered when I `Add' invoice ?

Answer
Click on the item in the lowest listbox.

55. Question
How do I enter deposit from a customer when I `Add' invoice ?

Answer
In 'Utilities->Invoicing->Setup->General Setup - Page 1', enable `With Deposit'.

56. Question
How do I enter a new bank account ?

Answer
Enter the account number in 'Maintenance->General Ledger' and in 'Housekeeping->Setting->Cash/Bank Accounts'.

57. Question
How do I enter the Tax Code ?

Answer
In 'Housekeeping->Setting->GST/VAT Account'. Click 'Enter Tax Code'.

58. Question
How do enter the major industry code ?

Answer
In 'Housekeeping->Setting->GST/VAT Account'. Click 'Major Industry Code'.

59. Question
How do I consolidated my Profit & Loss Account ?

Answer
In 'Utils->Consolidated Account->Save File For Consolidation->Profit & Loss Account', enter PAL01 for `File Name For Conso A/C. Repeat for PAL02 and so on (depending on the number of departments/Projects/Companies).Then do 'Utils->Consolidated Account->Consolidate-

>Profit & Loss Account'. You can also consolidate the accounts to pen drive.

60. Question
Can I do consolidation for balance sheet ?

Answer
YES. Use same procedure as above.

61. Question
How do I print a document with account number, say, from 3000/K03 to 3000/T06 ?

Answer
Left click on 3000/T06, right click on 3000/T06, then left click on 3000/K03.

62. Question
I have 2 motor vehicles, WWW 1 and WWW 2, how do I enter them in the General Ledger Account Maintenance ?

Answer
In 'Maintenance->General Ledger->New', click 'AUTO'. Enter detail for the motor vehicle. Repeat for `Acc. Depn,'. Repeat for second motor vehicle.

63. Question
I am now using other program, how do I import my customer and creditor file into this program ?

Answer
In 'Utils->Import From Other Program->Debtor/ (Excel file)' or 'Utils->Import From Other Program->Debtor (Business Card / Text File'.

64. Question
How do I automatically generate the account number when I enter a new G/L account ?

Answer
In 'Maintenance->General Ledger->New', click the `AUTO' button.
(For Cash/Bank Account, please also enter this account in 'Housekeeping->Setting->Cash Bank Account').

65. Question
How do I automatically generate the account number when I enter a new debtor/creditor ?

Answer
In 'Maintenance->Debtor->Debtor->New', click the `AUTO' button.

66. Question
How do I select the format for my statement ?

Answer
Click 'Report->Statement'. Click 'Format'. For selection of statement aging, click 'Housekeeping->Statement Setting->Aging Months'.

67. Question
How do I issue the various types of warning letter to my customer ?

Answer
Click 'Report->Debtor Analysis->Remittance Advice'. Click 'Format'.

68. Question
How can I estimate my cash flow ?

Answer
Create a new directory. Enter the transactions. In 'Report->Receipts And Payments', change the title to 'Cash Flow Statement'.

69. Question
In a tuition centre or cooperative environment, how do I know who has not paid his fee ?

Answer
Click 'Report->Debtors Analysis->No Transactions'.

70. Question
How do I enter foreign currency ?

Answer
In 'Maintenance->Debtor->Debtor', enter the foreign currency code (e.g. US). Enter the currency symbol (e.g. USD). Enter the currency word (e.g. DOLLARS or USD). In 'Utils->Foreign Currency->Rate Maintenance', enter the currency rate (e.g. 3.80). In 'Utils->Foreign Currency->Add Transactions', first enter the foreign currency amount. Then click the customer. The local currency amount will be calculated and displayed.

71. Question
How do I check my statutory income ?

Answer
Click 'Utils->EC Tax->Form B->EC Tax – HK1'.

72. Question
I purchased a Lenovo computer in the year. How do I enter the depreciation ?

Answer
If your computer code is, say, 2040/100 for your fixed asset (eg. with description 'Lenovo 1'), you need to create an account (2040/105) called 'ACCU. DEPRECIATION -Lenovo 1'. You can

enter the depreciation amount in 'Transaction->Add->Journal'. Select 'ACCU. DEPRECIATION - Lenovo 1' as your master account. In the bottom listbox, select 'DEPRECIATION OF OFFICE EQUIPMENT '. Enter the depreciation amount on the debit side. You can also do this in 'Maintenance->Others->Fixed Assets Register'. Click ' Lenovo 1'. Click 'Edit'. Enter the cost of the computer. Enter 'No. Of Years For Depn'. Click '12 Mth' to calculate the annual depreciation charge. Click 'Aceept'. Click 'Post Depn'. Change the 'Reference', 'Desp 1' and 'Desp 2' if necessary. Click button for 'Import Into Period'. Select period 12. Click 'Post'. You can print your report in 'Report->Fixed Assets'. Select period 12.

73. Question
How do I enter and issue cash bill ?

Answer
Click 'Maintenance->Debtor->Debtor'. Create a 'CASH SALES' account. In 'Utils->Cash Sales->Setup', click button 'Cash Sales Customer Account No.' and select 'CASH SALES'. Click 'Utils->Cash Sales->Add' to enter and print cash bill. If you want to select the format, click 'Format' in 'Utils->Cash Sales->Print'.

74. Question
How do I enter my customer name in my cash bill ?

Answer
Click 'Utils->Cash Sales->Setup'. Enable 'With Customer A/C No.'.

75. Question
In a car repair business, how do I enter and check the vehicle registration number ?

Answer
Click 'Housekeeping->Report Designer->Invoice'. Change 'Your P. O. No.' to 'Vehicle No.'. Change the right 'Your P.O. No.' to 'Vehicle No.' and the Item ID to 88 (or any ID number not already exist in the same area). Enter 'xpono1' for 'Formula' (on the right side of 'Text'). Click 'Utils->Cash Sales->Add'. Enter the vehicle number in 'P.O. No.'. To check the registration number, click 'Utils->Check Transactions'. Click 'Check D.O. And P.O. No.'. Enter the first few characters of the registration number in 'P.O. No.' to search.

76. Question
How do I change the footer of my invoce from `Computer generated document. No signature required' to `Chop And Sign' and `Authorised Signature' ?

Answer
Click 'Housekeeping->Report Designer->Invoice'. Change areas 16, 20, 21 , 22, 23 and 24 depending on your requirement.

77. Question
How do I produce an invoice suitable for a `Copier Rental' business ?

Answer
Copy all the files in `c:\ec\invoice' into the folder `C:\ec\report'. To do transactions for `Copier Rental', go to `Utils->Invoicing->Specialized Business->Copier Rental'.

78. Question
How do I produce documents to charge my clients based on `Time Cost', `Mileage', `Printing', etc ?

Answer
Go to `Utils->Invoicing->Specialized Business->Time Cost'.

79. Question
How do I change the footer of my statement to one with `Authorised Signature' ?

Answer
Click 'Housekeeping->Report Designer->Statement'. Change area 21.

80. Question
How do I change the footer of my invoice to one with `Overdue Interest' ?

Answer
Click 'Housekeeping->Report Designer->Invoice'. Type in any comment/changes in area 9.

81. Question
How do I change my Profit & Loss Account and Balance Sheet to one that is the same as in `Form B' or `Form C' ?

Answer
Go to `Utils->EC Tax->Form B' or `Utils->EC Tax->Form C'.

82. Question
How do I print my capital allowances for my tax computation ?

Answer
Go to `Utils->EC Tax->Capital Allowances'.

83. Question
How do I enter an item left out earlier in an invoice ?

Answer
First insert a blank line in `Utils->Invoicing->Insert'. Then go to `Utils->Edit' to make the changes.

84. Question
How do I print the GST-03 form ?

Answer
Go to `Report->More Report->GST/Sales And Service Tax'.

85. Question
How do I export my data in `More Report->Graph' to Excel format ?

Answer
Click `Data To Excel' when you are in `More Report->Graph'.

86. Question
How do I print a payment voucher with many lines of description ?

Answer
Enable `Multiple Tran. Per Reference' in `Housekeeping->Setting->General Setting'. While doing transactions in `Transaction->Add->Payment', type in the description required with amount 0 and click `New Reference'. You can put in many lines of description as long as you enter 0 for amount (debit). Select `Variable Length' when you want to print the payment voucher.

87. Question
How do I print an official receipt with many lines of description ?

Answer
Enable `Multiple Tran. Per Reference' in `Housekeeping->Setting->General Setting'. While doing transactions in `Transaction->Add->Receipt', type in the description required with amount 0 and click `New Reference'. You can put in many lines of description as long as you enter 0 for amount (credit). Select `Variable Length' when you want to print the official receipt.

88. Question
How do I check any missing payment voucher number or cheque number ?

Answer
Go to `Utils->Check Reference/Transaction->Page 1'.

89. Question
How do I check for transactions with only debit amount and no credit amount and vice versa ?

Answer
Go to `Utils->Check Reference/Transaction->Page 2'.

90. Question
How do I check for transactions with debit not equal to credit ?

Answer
Go to `Utils->Check Reference/Transaction->Page 2'.

91. Question

How do I check the detail of each transaction ?

Answer
Go to `Report->More Report->Browse Transactions'. Click the account number required in the upper listbox. Click on the item required in the lower listbox for the detail.

92. Question
How do I let the system calculate gain or loss on disposal of fixed assets ?

Answer
Go to `Maintenance->Others->Fixed Assets Register'.

93. Question
How do I check the transaction summary of each account ?

Answer
Go to `Report->More Report->Transaction Summary'.

94. Question
How do I print the transaction voucher to be signed by all the people involved ?

Answer
Go to `Report->More Report->Transaction Voucher'.

95. Question
How do I print a group of expenses or the balances of a group of debtors ?

Answer
Go to `Report->More Report->Group'.

96. Question
How do I check a 12-months transactions of a group of accounts ?

Answer
Go to `Report->More Report->Group'.

97. Question
How do I check my top 50 customers ?

Answer
Go to `Report->Debtors Analysis->Top 50 Customers'.

98. Question
How do I check my 12-months Sales Report ?

Answer

Go to `Report->Debtors Analysis->12 Months Sales Report'.

99. Question
How do I print Overdue Account Statement to my customer ?

Answer
Go to `Report->Debtors Analysis->Overdue Account'.

100. Question
How do I export my Profit & Loss Account to Excel ?

Answer
Go to `Utils->Transfer To Excel'.

101. Question
What can I do with the function `Utils->Document Manager' ?

Answer
It allows you to print all documents for a particular customer in any format eg. PDF, DOC, BMP, JPG, XLS, MDB, etc without having to open the document one by one. You can select the type of document. You can also sort the documents by date or by reference number or select a range for the date.

102. Question
How do I print GST Summary Report' ?

Answer
Go to 'Report->More Report->GST/Sales And Service Tax->Page 2.

103. Question
How do I print statement with total debit and total credit ?

Answer
Enable `With Debit And Credit Total' in `Report->Statement'.

104. Question
How do I print invoice with total quantity ?

Answer
Click `Housekeeping->Report Designer->Invoice'. Select area 20 from the top right corner checkbox. Click `Item->Insert Text'. Type `Total Quantity' for `Text'. Enter for `Position/Size': Top – 3, Left – 94, Width – 24, Height – 5. Select `Alignment – Right'. Select `Font – Times New Roman – 10'. Click `OK'. Click `Item->Insert Text' again. Type `Total Quantity' for `Text'. Enter for `Position/Size': Top – 3, Left – 113, Width – 10, Height – 5. Select `Alignment – Right'. Select `Font – Times New Roman – 10'. Click `Tick Box' on the right of `Text'. Type `tqty' for formula. Click `OK'. Click `OK' again. Click `File->Save'. Click `File->Exit'. (If you

have `S. Tax' and/or `Discount' in your invoice, repeat procedure for areas 21, 22, 23 and 24 where necessary.)

105. Question
How do I print my Chart of Account/Debtors/Creditors in alphabetical order ?

Answer
Click `Utils->Check For Account By Description'. Click `G/L' or `Debtors' or `Creditors'. Click `Accept'. Click `Print'. (For Debtors and Creditors, you can also print the list in `Maintenance->Debtor->Debtor->Print' or `Maintenance->Creditor-> Creditor ->Print'.)

106. Question
How do I enter transactions with GST ?

Answer
In `Transactions->Add', click `Setting'. Enable `Multiple Transactions Per Reference', `With Debtor/Creditor As Master Account', 'Total For Multiple Transactions Per Reference', 'Enter S. Tax/GST Billed/Received'.

107. Question
How do I enter debit/credit note with GST ?

Answer
Go to 'Utils->Invoicing->Add'. Click 'Type'.

108. Question
How do I print finance costs after profit/(loss) from operations ?

Answer
In `Report->More Report->Profit And Loss Account (2) and Report->More Report->Classify Expenses'

109. Question
How do I print expenses in alphabetical order ?

Answer
In `Report->More Report->Classify Expenses'

110. Question
How do get the balance outstanding for an asset under hire purchase ?

Answer
Go to `Utils->EC Tax->Hire Purchase / Leasing->Schedule of Assets Under Hire Purchase'.

111. Question
How do get the amount for qualifying expenditure for an asset under hire purchase ?

Answer
Go to `Utils->EC Tax->Hire Purchase / Leasing->Qualifying Expenditure Of Assets Under Hire Purchase'.

112. Question
How do get the report on addition in qualifying expenditure ?

Answer
Go to `Utils->EC Tax->Capital Allowances->Qualifying Expenditure - Addition'.

113. Question
How do get the report on reconciliation of qualifying expenditure ?

Answer
Go to `Utils->EC Tax->Capital Allowances->Qualifying Expenditure - Reconciliation'.

114. Question
How do get the report on schedule of capital allowances ?

Answer
Go to `Utils->EC Tax->Capital Allowances->Schedule of Capital Allowances'.

115. Question
How do get the report on balancing charge / balancing allowance ?

Answer
Go to `Utils->EC Tax->Capital Allowances->Balancing Charge / Balancing Allowance'.

116. Question
I am now not GST-registered. What do I do when I want to do GST transactions ?

Answer
In `Transactions->Add', click `Setting'. Enable 'Enter S. Tax/GST Billed/Received'.

117. Question
I am now GST-registered. What do I do when I decide to de-register for GST ?

Answer
In `Transactions->Add', click `Setting'. Disable 'Enter S. Tax/GST Billed/Received'.

118. Question
I am now GST-registered. What do I do when I decide to de-register for GST ?

Answer
In `Transactions->Add', click `Setting'. Disable 'Enter S. Tax/GST Billed/Received'.

119. Question
Is it possible to do automatic knock-off ?

Answer
Yes. Go to `Open Item->Open Item Debtors->Knock Off Bills'.

120. Question
Where can I print invoices more than six months ?

Answer
Yes. Go to `Open Item->Open Item Debtors->Reports->Print Detail Aging'.

121. Question
Where can I check for De Minimis Rule ?

Answer
Go to `Utils->Transfer To Excel->Transfer To Excel (Page 2)->Longer Period Adjustment'.

122. Question
Where can I check for IRR (Input Tax Recoverable Ratio) ?

Answer
Go to `Utils->Transfer To Excel->Transfer To Excel (Page 2)->Longer Period Adjustment' or `Utils->Transfer To Excel->Transfer To Excel (Page 2)->GST-03'.

123. Question
Where can I check for IRR (Input Tax Recoverable Ratio) ?

Answer
Go to `Utils->Transfer To Excel->Transfer To Excel (Page 2)->Longer Period Adjustment' or `Utils->Transfer To Excel->Transfer To Excel (Page 2)->GST-03'.

124. Question
Where can I print GAF (GST Audit File) ?

Answer
Go to `Utils->Transfer To Text File->GST Audit File (GAF)'.

125. Question
Where can I print GST Tap Return File ?

Answer
Go to `Utils->Transfer To Text File->GST Tap Return File'.

126. Question

Where can I print the major industries code ?

Answer
Go to `Utils->Transfer To Text File->Major Industries Code'.

127. Question
What Tax Forms are available ?

Answer
Form B, Form C, Form P and Form PT.

128. Question
Can I calculate adjusted income for Form B, Form C and Form PT ?

Answer
YES.

129. Question
Can I calculate divisible income for Form P ?

Answer
YES.

130. Question
Can I calculate statutory income for Form B, Form C and Form PT ?

Answer
YES.

131. Question
Where can I get a listing of the non-allowable expenses ?

Answer
Go to Utils->EC Tax->Non-Allowable Expenses.

132. Question
How do I limit the qualifying expenditure to RM100,000 or RM50,000 ?

Answer
Go to Utils->EC Tax->Hire Purchase / Leasing->General Particulars or Utils->EC Tax->Capital Allowance->Plant And Machinery->Edit->Edit/Classify. Click "Vehicle".

133. Question
How do I calculate the balancing allowance or balancing charge if I dispose a motor within 2 years ?

Answer
Go to Utils->EC Tax->Hire Purchase / Leasing->General Particulars or Utils->EC Tax->Capital Allowance->Plant And Machinery->Edit->Edit/Classify. Click "Vehicle".

134. Question
Where can I print SST-02 ?

Answer
Go to `Report->More Report->SST.

135. Question
How do I print POS receipt ?

Answer
Go to 'Utils->Cash Sales->Print->Setting->Print POS Receipt'

136. Question
How do I export data for MBRS ?

Answer
Go to 'Utils->Transfer To Excel File->Transfer To Excel File (Page 2)', select 'MBRS' Click 'MBRS'. Click 'Include Data From EC Secretarial'. Click 'Accept'. Save the Excel file(s) generated. Go to 'Utils->Transfer To Text File', select FS-MPERS', click 'Accept' (Click 'First Preparation' for first year). Click 'Save As'. Enter '.xml' for file type. Open MBRS and import this xml file. (For subsequent years, click 'Load Prior Period Data'. Click 'Import XBRL Data'. Click 'Import XBRL for all periods'. Click 'No' to overwrite existing data).

137. Question
How do I upload data for e-invoice ?

Answer
Before you can upload data for e-invoice, you need to make sure that the required information of the customer is properly filled. Go to 'Maintenance->Debtor->Debtor->Modify', fill in "Name, Address Line 1, Address Line 2, Address Line 3, Post Code, Town / City, State Code, Phone No., Email, SST Reg. No. (If Any), Business Reg. No. (If Any), Tax Identification No. (TIN) (If Any), Identification / Passport No. (For Individual Only), MSIC (If Any) and Business Activity Desp. (If Any)". Go to 'Housekeeping->Setting->General Setting->Page 4', fill in Tax Identification No. (TIN).
Go to 'Utils->Invoicing->Add'. Enter an invoice. Click button "X". This will generate an excel file which can be used to upload the invoice data. While online in the process to upload the data, go to 'New Document->Drafts->Batch Upload->Choose File->Start Processing'. Then click the invoice and click 'Sign & Submit'. Then go to "Documents", click the "UUID" of the invoice. Click "Print" and forward this document to the buyer. Click "Download" to download the Json file so that you can extract its "UUID".
You can also upload an invoice data in 'Utils->Invoicing->Print>Excel'.

To print ‘Self-Billed Invoice’, go to ‘Utils->Invoicing->Check Transactions/E-Invoice->Self-Billed Invoice->Excel’.
For ‘Consolidated E-Invoice’ go to ‘Utils->Invoicing->Check Transactions/E-Invoice->E-Invoice->Consolidate. Then use ‘Consolidated Invoice To Excel’.
To extract the UUID of an e-invoice, click ‘Extract UUID From Json File.
To extract more information of an e-invoice, use ‘Extract Uploaded Detail’.