EC Client's Accounts

Frequently Asked Questions

1. Question
What is so special about EC Clients' Accounts ?

Answer
It is a very simple Windows-based full-featured Clients' Accounts Program.

2. Question
How soon can I start using EC Clients' Accounts ?

Answer
Immediately. Just click "Readme" and you can start right away.

3. Question
Where do I enter the opening balance the first time I use EC Clients' Accounts ?

Answer
In Maintenance->Others->Opening Balance.

4. Question
Is there a backup facility ?

Answer
Click 'Housekeeping->Backup And Restore->Zip Files' or 'Housekeeping->Backup And Restore->Copy Data Files'.

5. Question
What reports are generated by EC Clients' Accounts ?

Answer
EC Clients' Accounts has a very comprehensive range of reports. For detail, please click "Readme".

6. Question
How do I edit transactions ?

Answer
Click Transaction->Edit->Edit. Click the batch required. Click the transaction you want to edit.

7. Question
How do I delete Transactions ?

Answer
Click ‘Transaction->Edit->Delete’. Click the batch required. Click the transaction you want to delete.

8. 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’.

9. 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.

10. 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 exiting 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 form 200mm to say, 200mm. This also apply to statement (choose area 17).

11. Question
Do I have to enter Debit and Credit ?.

Answer
No.

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

Answer
Click Transaction->Edit->Print.

13. Question
How do I change my Password ?

Answer
Click Housekeeping->Change Password.

14. Question
Can I use my company's real data now and when I enter the key code, my data is still there ?

Answer
YES.

15. Question
How do I add a client 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'.

16. Question
How do I change the font type in my printout ?

Answer
In 'Housekeeping->Report Designer'.

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

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

18. Question
How do I change the font size?

Answer
In 'Housekeeping->Report Designer'.

19. Question
How do I change the position of my company name ?

Answer
In 'Housekeeping->Report Designer'.

20. 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 'Housekeeping->Setting->General Setting', enable `Multiple Tran. Per Ref.'. (Note: This is a default setting. If you disable it, then you can have only one debit and one credit)

21. Question
How do I change my left margin ?

Answer
In 'Housekeeping->Report Designer'.

22. Question
How do I use Clients as Master Account when entering transactions ?

Answer
In 'Housekeeping->Setting->General Setting->Page 3', enable `Use Client As Master Account'. (Note: This is a default setting. If you disable it, your clients will appear in the lowest listbox)

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

Answer
In 'Housekeeping->Setting->General Setting->Page 3', enable `Retain Master Account Listbox'. (Note: This is a default setting. If you disable it, the Master Account will disappear after you click it)

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

Answer
In 'Housekeeping->Setting->General Setting->Page 3', enable `With Client Open Item Button'. Click button `G' after you have selected the customer when you do `Add' transactions. You can also do Knock Off' in 'Utilities->Open Item Clients'. You can also print your open item statements from here.

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

Answer
In 'Housekeeping->Setting->General Setting->Page 3 and Page 4'.

26. Question

How do I find out all my transactions for a particular month when I `Add' transactions ?

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

27. Question
How do I find out all my transactions for a client or account when I `Add' transactions ?

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

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

Answer
In ‘Utilities->Audit Trail’.

29. Question
How do I print out documents (eg. statement, official receipt or payment voucher) for transactions many years ago ?

Answer
In ‘Utilities->Document Manager’.

30. Question
Can I use the same hard disk key-code for my EC Clients' Accounts for other EC programs. ?

Answer
NO

31. Question
What is the maximum number of companies I can install in a single hard disk ?

Answer
1000

32. 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.

33. 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.

34. Question
Can I lock the transactions ?

Answer
YES. A management password is required to unlock.

35. Question
How do I search for my client when I `Add' invoice ?

Answer
Right click on the client listbox.

36. 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.

37. 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.

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

Answer
Click the item in the lowest listbox.

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

Answer
In ‘Utilities->Invoicing->Invoice Setup->Setup’, enable `With Deposit'.

40. 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’.

41. Question
How do I enter Bank Charges when I do `Add' transactions ?

Answer
In Housekeeping->Setting->S. Tax and Bank Charges, enter the Account Number for Bank Charges.

42. Question
How do I enter set my reference number (eg. Invoice Number, Payment Voucher Number or Official Receipt Number) for the transactions ?

Answer
In ‘Housekeeping->Setting->Automatic Bill Numbering’.

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

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

44. Question
When entering new client, what must I observe ?

Answer
The last eight characters of the client's account number should be unique.

45. Question
Must I do `Year End Processing' as soon as I finish doing transactions for December ?

Answer
NO. You can enter transactions up to 18 months

46. Question
After doing `Year End Processing', will the program automatically update my opening balance.

Answer
YES.

47. Question
I am now using other program, how do I my clients' file into this program ?

Answer

In ‘Utilities->Import From Other Program->Client File->Excel File’.

48. Question
How do I automatically generate the client's account number when I enter a new client ?

Answer
In ‘Maintenance->Client->Client->Client->New’, say you organize the first character `L' for litigation, 101 for lawyer `X' and 1001 for his first case (ie. L1011001). When you want to enter the second case for this lawyer, enter L1011 in the account number, then click `GEN' button. The account number will automatically generated as L1011002.

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

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

50. Question
How do I print the GST Summary Sheet ?

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

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

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

52. Question
Where can I print the major industries code ?

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

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

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

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

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

55. Question
Where can I print the major industries code ?

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

56. Question
Where can I print SST-02 ?

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

57. 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->Client->Client->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'.