

SQL Financial Accounting

SQL Business Suite is designed to support applications that deliver business-critical functionality to large deployment of network environment. It is build and optimized for mission-specific application.

At the core SQL Business Suite lies a robust Client-Server architecture that allows it to deliver significant advantages in flexibility, reliability, performance and stability. Self-tuning features include cost-based query optimization and dynamic re-balancing of report structures enhance performance and provides a wide range of business reports.

More important, SQL Business Suite is an open period solution that enables you to collect more data over a wider time frame for better decision-base analysis.

- eStream Software
Updated 22 July 2007

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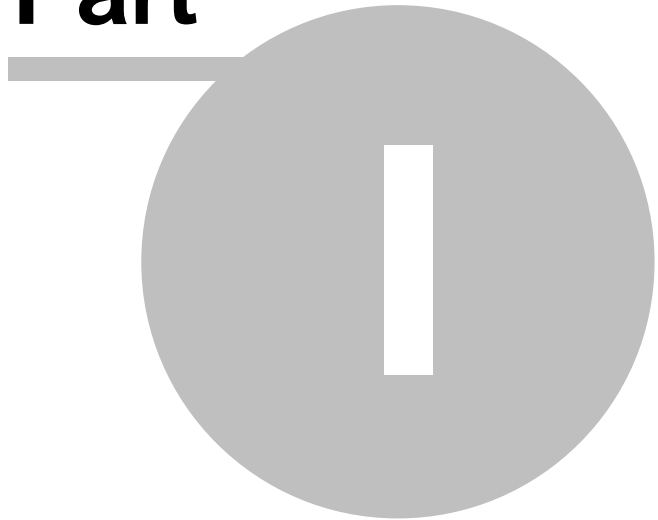
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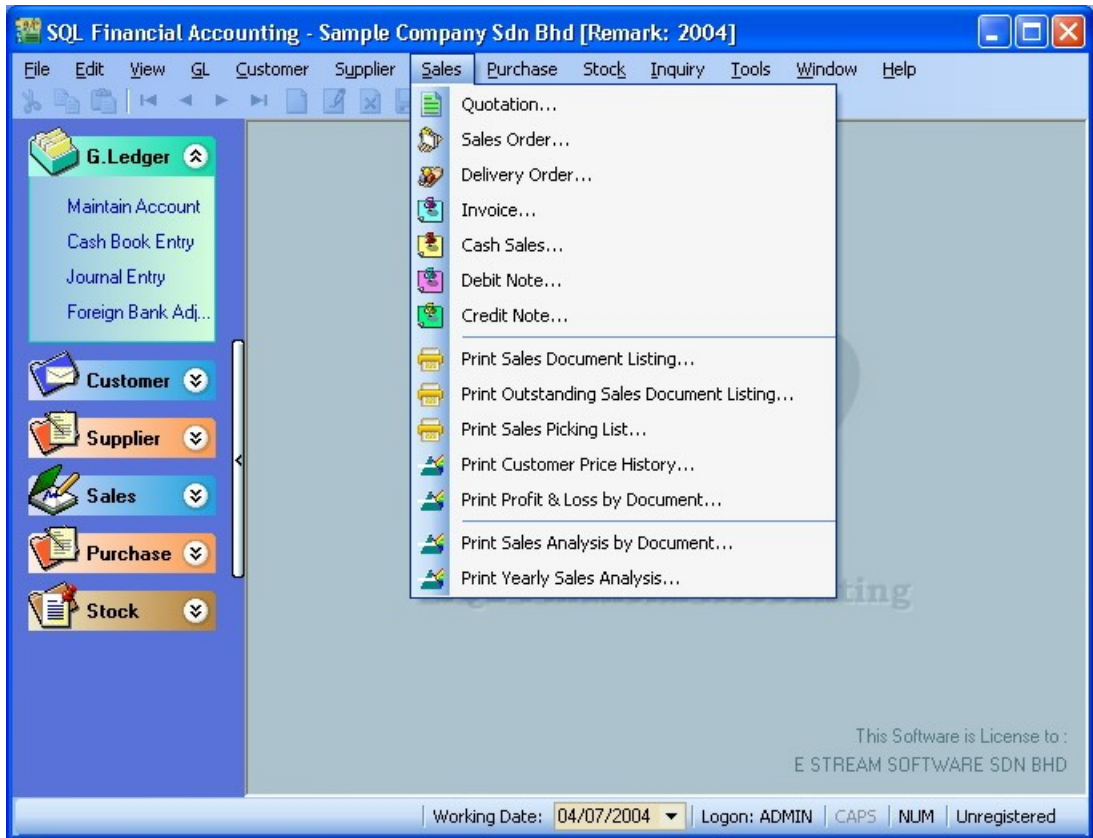
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Product Introduction

Part



1 Product Introduction



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1.1 System Requirements

The following are the minimum requirements needed in order to run **SQL Financial Accounting**:

for **Standalone or Client (Workstation) PC**

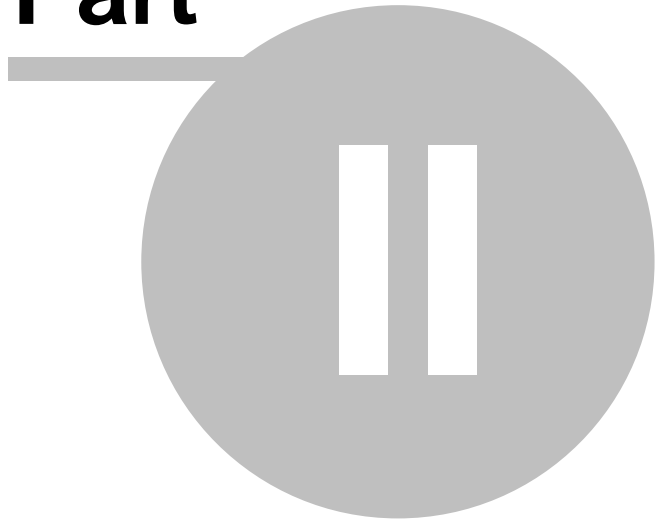
- Microsoft Windows 7 or Windows 8.
- Intel Core i5
- 2 GB of RAM.
- 2 GB of available hard disk space.

for **Server PC**

- Microsoft Window 7 (64bit) or Windows 8 (64bit).
- Intel Core i7
- 8 GB of RAM.
- 10 GB of available hard disk space.
- Solid-state drive as Hard Disk

Installation

Part



2 Installation

There are two type of installation, which are

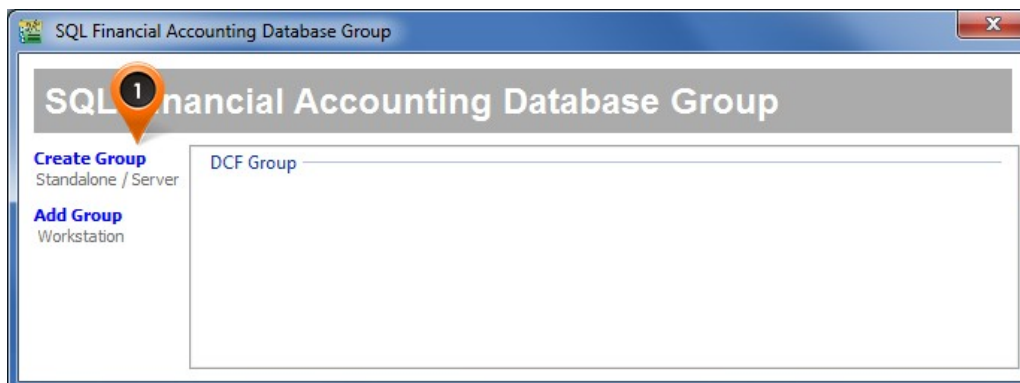
- [Standalone Installation](#)
- [Network Installation](#)

Before you install the **SQL Financial Accounting**, make sure you:

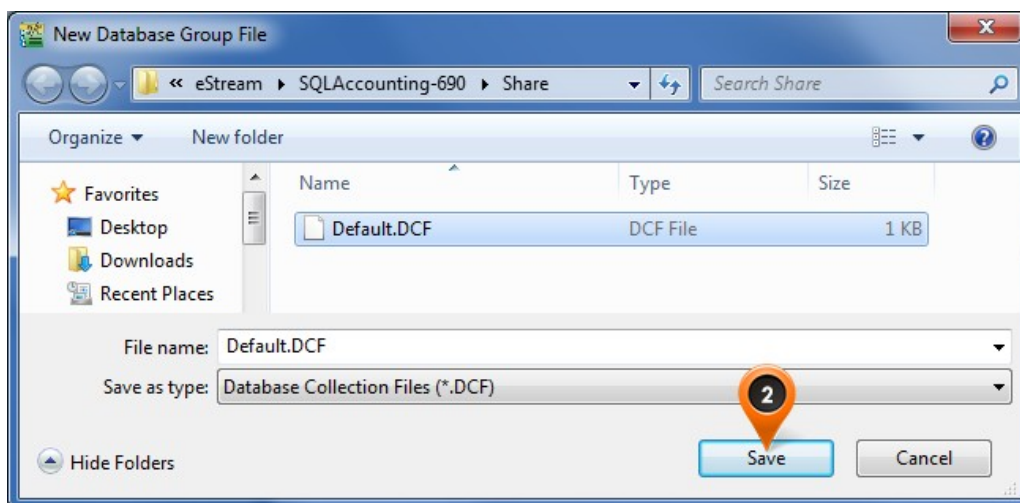
1. Set your system regional date format to **dd/mm/yyyy**. (You may change at Control Panel -> Region and Language -> Format -> English (United Kingdom).
2. Install the Firebird on the main PC (the Server PC). In the CD it self will provide the database server.

2.1 Standalone Installation

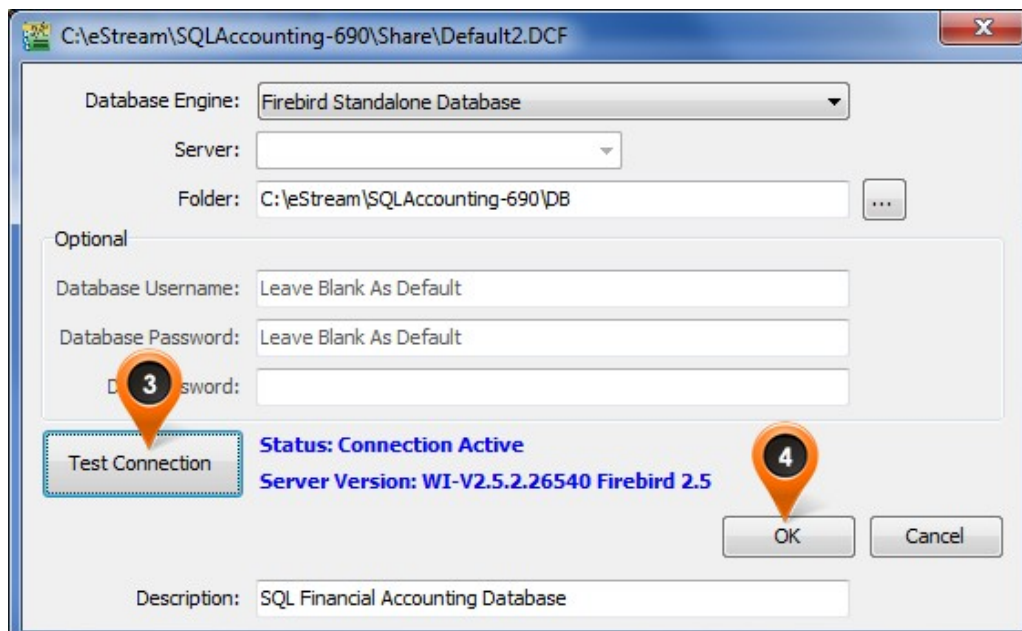
Once you installed **SQL Financial Accounting**, double click the **SQL Financial Accounting** icon at the desktop and the below dialog will appear.



1. Select **Create Group**.

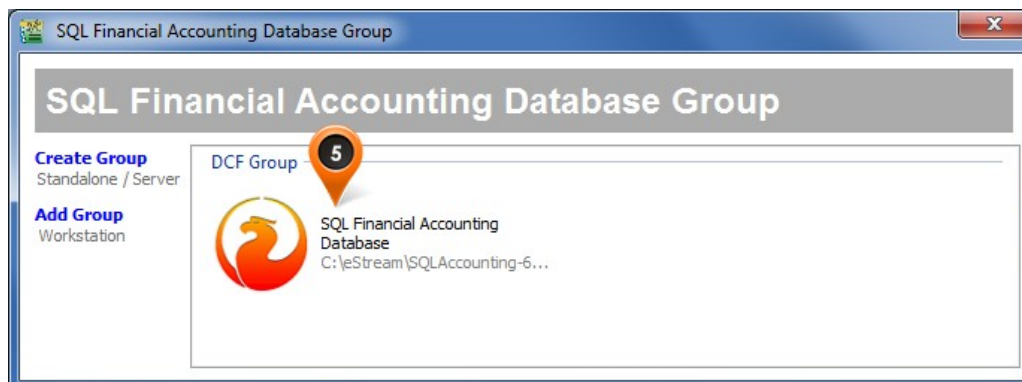


2. You may save the DCF file in the default location by clicking **Save** button.

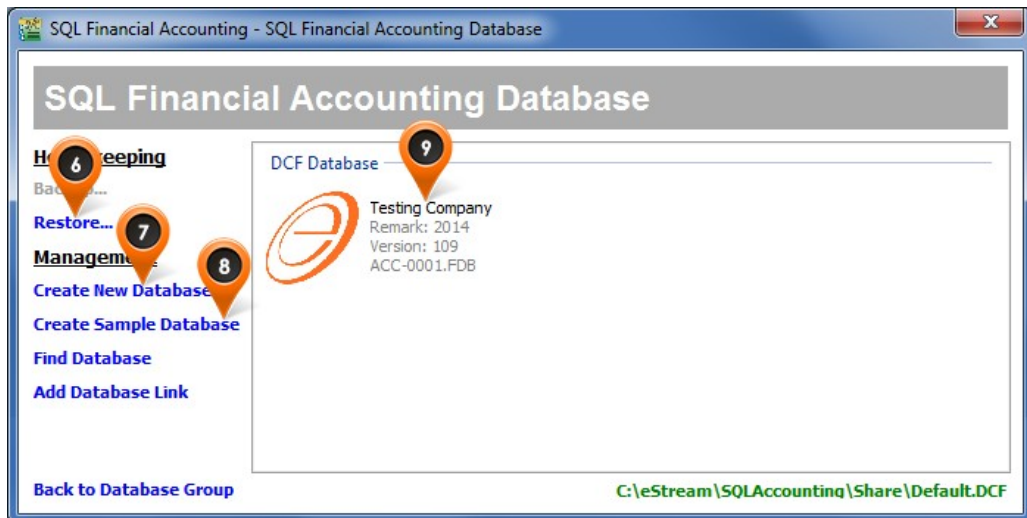


3. Click on **Test Connection**, make sure the status is Connection Active

4. Click **OK**.



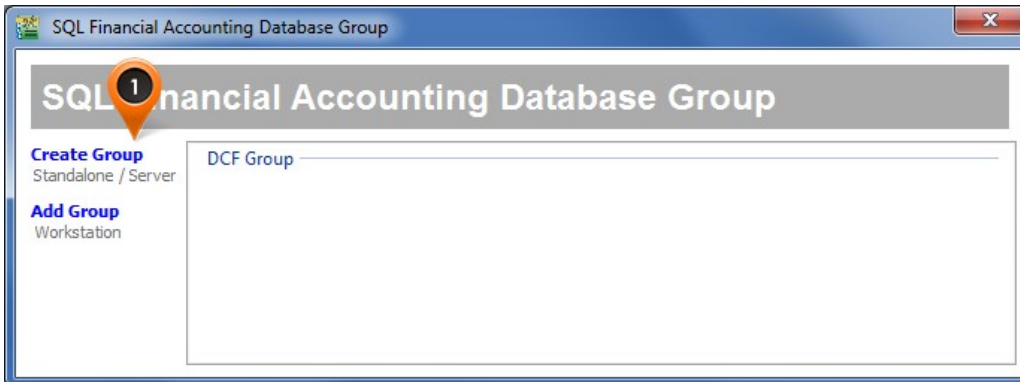
5. Double click into the Database Group you have just created.



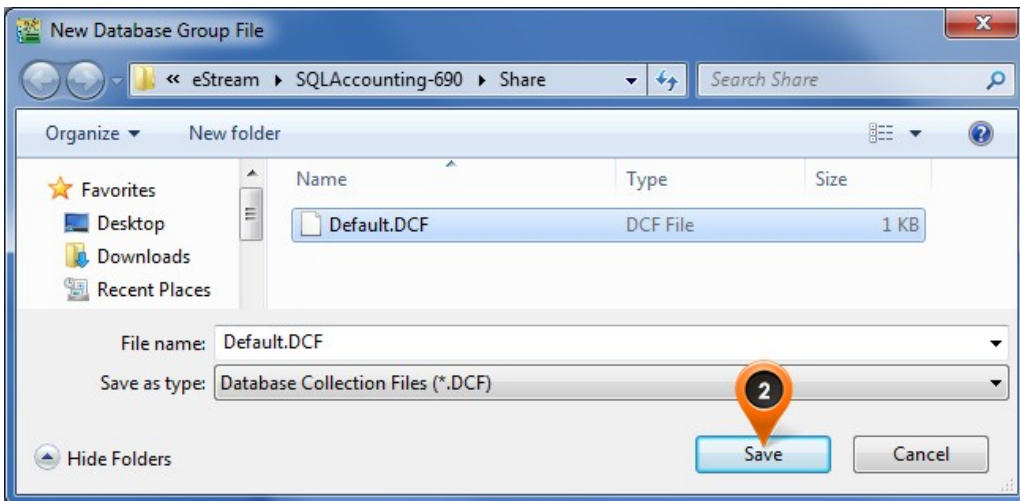
6. **Restore** if you have an existing database.
7. **Create New Database** if you are ready to start your own company's account.
8. **Create Sample Database** if you want a sample data to try the software.
9. Double click into the database once you added.

2.2 Network Installation**

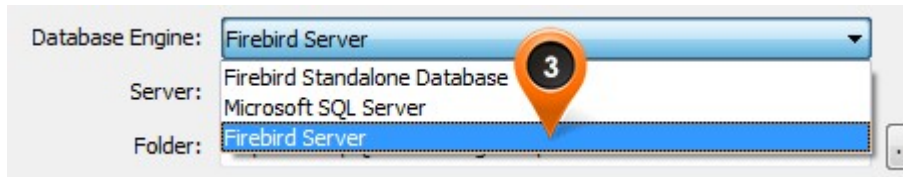
At the Server PC



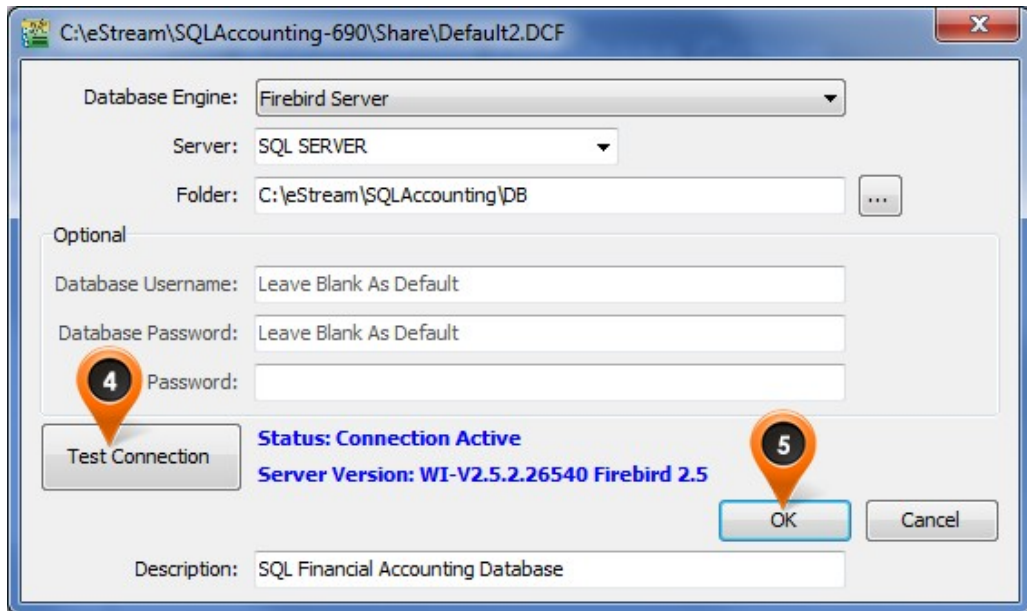
1. Click **Create Group**.



2. Click **Save**.



3. In Database Engine, please change to **Firebird Server**.



4. Click on **Test Connection**, make sure the status is Connection Active

5. Click **OK**.

6. At **My Computer**, browse for **eStream** Folder. Share the folder, allow other users to **Read & Write**.

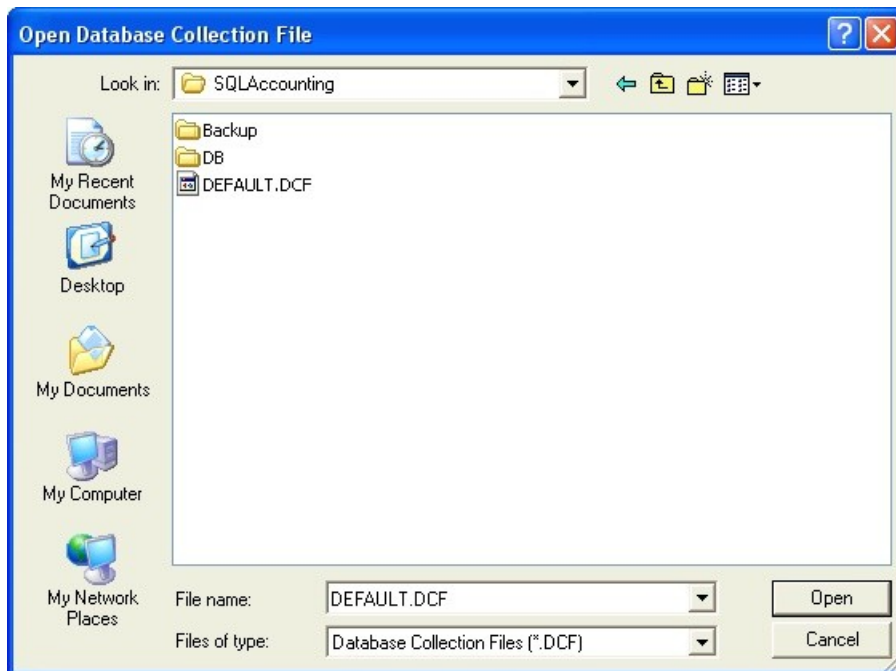
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At the Workstation

1. Follow the [Standalone Installation](#) except the **Step 1** select **Network**.



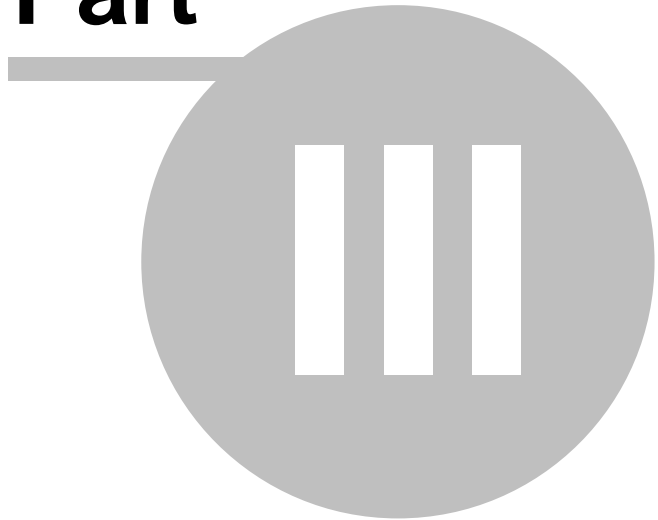
2. In the **Choose DCF option** select **Open Existing DCF** and click OK.



3. In the **Look in** Field browse it to the **Entire Network (Network Neighborhood)** and look for your Server PC Name.
4. In the Server PC folder, double click the **eStream | SQLAccounting | Default.dcf** File.

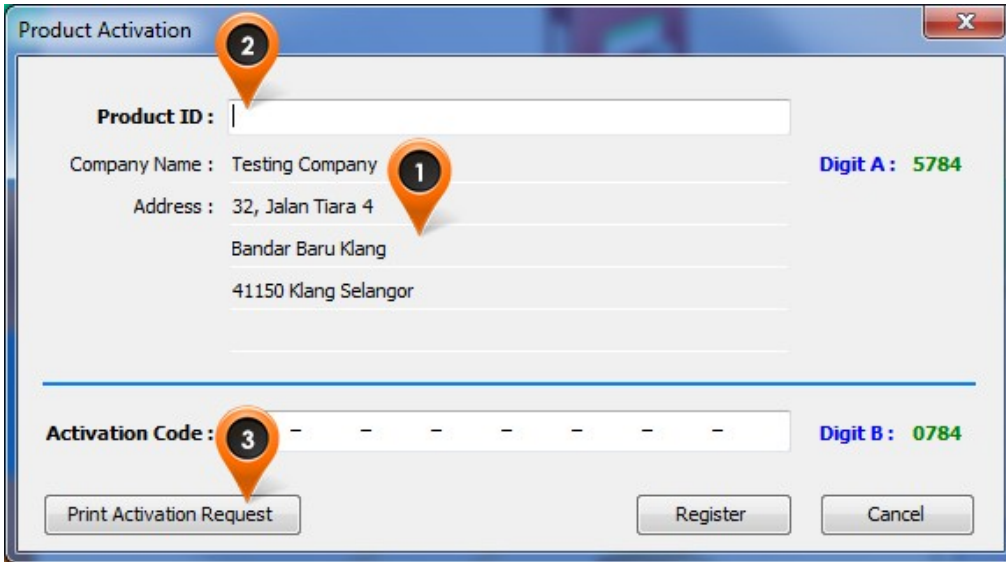
Product Registration

Part



3 Product Registration

You may register the product anytime after installation. Unregistered product only allows up to 500 transactions.

A screenshot of a 'Product Activation' window. The window has a title bar with 'Product Activation' and a close button. Inside, there are three orange callout bubbles with numbers 1, 2, and 3. Bubble 1 points to the 'Company Name' and 'Address' fields. Bubble 2 points to the 'Product ID' field. Bubble 3 points to the 'Activation Code' field. The 'Company Name' is 'Testing Company' and the 'Address' is '32, Jalan Tiara 4, Bandar Baru Klang, 41150 Klang Selangor'. The 'Product ID' field is empty. The 'Activation Code' field is empty and has seven dashes. To the right of the 'Company Name' field, it says 'Digit A : 5784'. To the right of the 'Activation Code' field, it says 'Digit B : 0784'. At the bottom, there are three buttons: 'Print Activation Request', 'Register', and 'Cancel'.

1. Click *File | Product Activation* and make sure the **Company Name & Address** are correct.
2. Key in the **Product ID**.
3. Click **Print Activation Request** to print out and fax it to us.
4. Wait for 1 to 2 working days for the **Activation Code** reply form.

Overview

Part



4 Overview

4.1 Features

Build-in Features :

- Open Period, auto calculation of b/f figures to provide yearly comparative reports. (No Need Year End)
- Budget, multi years and multi time intervals (monthly, quarterly, half-yearly and yearly).
- Export to external file format : Text files, MS Word, MS Excel, Lotus, Quattropro, PDF, JPEG, HTML, XHTML & etc
- Simple drill down to source document.
- Copy & Paste on document level and detail records.
- File Attachment.
- Unlimited customer shipping / branch address.
- Post-dated cheque report.
- SQL Power Search (search anything anywhere).
- Build in Report Builder.

Add-on Modules :

Accounting

- **Basic Currency** - Keep track of **Foreign Currency Customer and Supplier Account** (Exchange gain/loss auto calculate & GL posting)
- **Advance Currency** - Maintain **Foreign Currency Bank Account**. & Foreign bank adjustment for adjustment on the carrying value of foreign currency. You can also perform **difference currency knock off** (e.g. S\$50 to knock of USD 20) with auto calculation on exchange gain/loss.
- **Project / Departmental** - To handle **Project or Departmental** accounting.
- **Advance Credit Control** - Capable of **Controlling** not only credit limit but also **Overdue Account**, and user definable documents to lock with supervisor password option.
- **Document Date, Posting Date** - A supplier bill **dated 25th Dec 2003** is received on 4th Jan 2004, but you want to **charge it into 2004 account** (year 2003 a/c is closed) and **aging report follow back the original document date**.
- **Multiple Document Number Set** - **Unlimited Sets of Running Number** (e.g. invoice number for local, export, inter-company sales etc.)
- **Odd Financial Date** - **Abnormal Accounting Start & End Date** (e.g. 25th Jan till 24th Jan of the following year)
- **Special Aging** - **Aging & Statement report display in e.g.. 0-14 days, 15-21 days etc format** in addition of typical 0-30, 30-60 days (current month , 1 month, 2 month etc) format.

Sales / Purchase

- **Deposit** - To keep track of **Deposit Received** before goods delivered. Invoice will show net payable amount. It is also applicable to purchase of goods with **Deposit Paid**.
- **Sales Tax** - **Sales Tax** at predefined rate in **both % and value**
- **Multiple Pricing** - **Unlimited level** of selling price. you can set **different pricing and discount rate base on Quantity, UOM (carton, box etc) and Customer**. It is also applicable to purchase Module.
- **Picking List** - **Stock Picking for Delivery** with **item quantity grouping** by any parameter. (e.g. area, agent etc)
- **Advance Price History** - It will generate the listing of **Price History** (e.g. agent, area, customer & etc), analyze the **Pricing Trend base on any time interval** (daily, weekly, monthly, quarterly, half yearly and yearly) **in both tabular (high, low, average) & graphical format**. It is a "must have" tools for a Sales Manager. It is also applicable for Purchase Pricing
- **Sales, Purchase Price Assistant** - It is a very helpful features when working on any sales/purchase document with **setting on the number of last records to be shown and from which document types**.
- **Stock Status Assistant** - Current **Stock Status** with **Back Order Summary & Detail** information.
- **Maintain Font Style** - Feel free to assign the font **Color**, font **Type**, **bold**, **underline** to give your **business documents a new look**.
- **Item Template** - Setup the **Product Package Combinations** for easy billing and referring.
- **Landing Cost** - Cost apportionment on **Indirect Cost to charge into the Item Costing**.
- **Partial Delivery** - Multiple Delivery Tracking with **Comprehensive Back Order Reports**.
- **User Defined Script** - User defined fields with ability to support **VB & Pascal script** for calculations.
- **Invoice ---> DO** - Especially for business to **issue Invoice (for payment collection) before delivery (DO)**. It will also provides **Back Order Reports, stock status of quantity pending for delivery**. Also applicable for purchase module.
- **Profit Estimator** - It is a very helpful features when working on any sales document with **estimation on profit margin & amount up to individual item level, with breakdown of on hand available quantity and stock costing**.

Stock

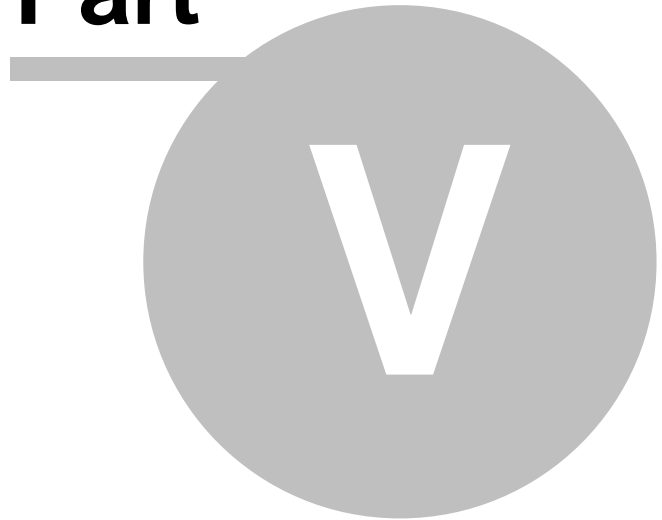
- **Multi Stock Location** - Multiple **Location, Warehouse, Consignment** & etc.
- **Stock Matrix** - **Item matrix combinations** (e.g., shirt with variety of color & sizes).
- **Stock Category** - **Unlimited Level of Category Settings** on stock items, and capable with **any combination of category** in stock reports.
- **Secondary UOM** - An unique feature for **Industries with Double Unit of Measurement**. (e.g. jewelry shops)

Management

- **Cash Flow Forecast** - It is particularly useful on **Helping Top Management to Forecast on the Cash Flow requirement** base on any time interval (daily, weekly, monthly, quarterly, half yearly and yearly) **in both tabular & graphical format**.
- **Advance Drill Down** - It is the **Information Highway** within the system **linking all the reports tracing down to the source document level** with simple mouse click.

General Ledger

Part

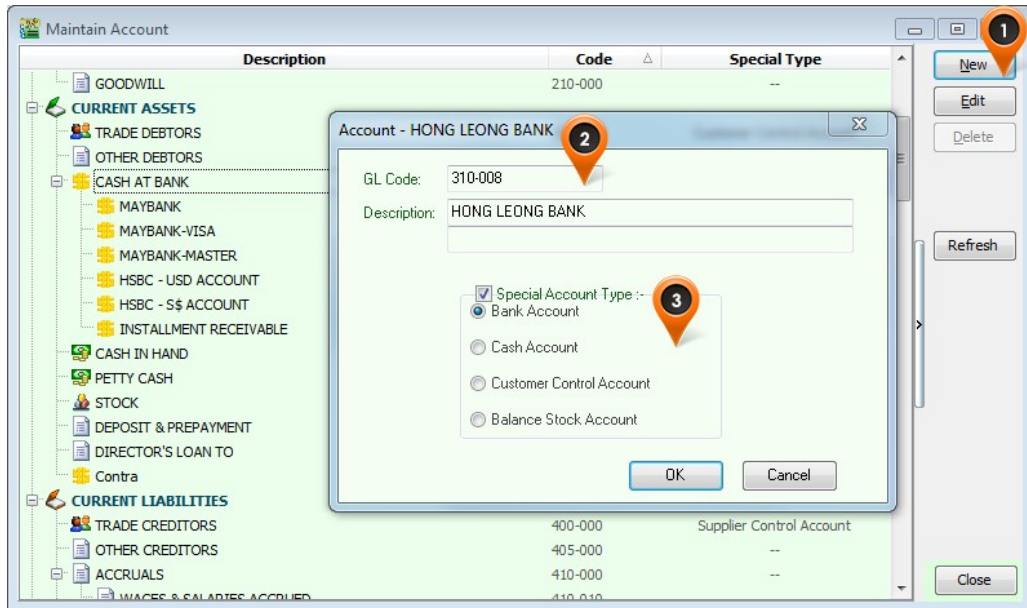


5 General Ledger



5.1 Maintain Account

Maintain Account allows user to maintain all the **GL Account** (e.g. Fixed Assets Account, Expenses Account, etc) **except** for individual **Debtor** and **Creditor** Account.



1. User can create **New** account, **Edit** existing account and **Delete** the account. (User may not delete the account with transaction in it)
2. Enter **GL Code** and **Description**.
3. Check the **Special Account Type** if the account added is belongs to Bank / Cash / Customer Control (used in Maintain Customer) or Stock Account.

5.2 Cash Book Entry

Cash Book Entry

Receipt Voucher

Cancelled ☐

Voucher No: OR-00058

Next No: OR-00065

Date: 12/07/2014

Project: ---

Received From: SETIA ALAM OFFICE

Received In: HONG LEONG BANK

Currency: --- Agent: ---

Bank Charge: 0.00 Cheque No: HLB 556677

Document Grid

G/L Code	GL Description	Description	Amount
531-000	RENTAL	HONG LEONG BANK - SETIA ALAM OFFICE	8,000.00
1 records			Total: 8,000.00

Buttons: New, Save, Cancel, Refresh, Browse, Close

1. Enter the description in the **Received From** field.
2. In **Received In** field select to which account the payment was made. (GL account to debit).
3. Enter **Bank Charges** amount, if applicable. (Auto double entry posting will be done by the system).
4. Select **GL Code** (GL account to credit) and enter all the available field (e.g. Description, Amount).
5. Click on **Save** once you are done.

Cash Book Entry

Payment Voucher

Cancelled ☐

Voucher No: PV-00054

Next No: PV-00060

Date: 12/07/2014

Project: ---

Pay To: POSLAJU MALAYSIA BERHAD

Payment By: HONG LEONG BANK

Currency: --- Agent: ---

Bank Charge: 0.00

Cheque No: HLB 223344

Document: All Grid

G/L Code	GL Description	Description	Amount
910-000	TELEPHONE & FAX CHA...	MAYBANK - POSLAJU MALAYSIA BERHAD	500.00
907-000	WATER & ELECTRICITY	MAYBANK - POSLAJU MALAYSIA BERHAD	800.00
2 records			Total: 1,300.00

Buttons: New, Save, Cancel, Refresh, Browse, Close

1. Enter the description in the **Pay To** field.
2. In **Payment By** field select from which account the payment was made.(GL account to credit).
3. Enter **Bank Charges** amount, if applicable. (Auto double entry posting will be done by the system).
4. Select **GL Code** (GL account to debit) and enter all the available field (e.g. Description, Amount).
5. Click on **Save** once you are done.

5.3 Journal Entry

Journal Entry

Cancelled ☐

Journal No: JV-00004
 Next No: JV-07001
 Date: 12/07/2014

Description: ACCRUALS

Document List Grid

G/L Code	GL Description	Description	Local DR	Local CR
410-080	WATER ACCRUED	ACCRUALS	350.00	
907-000	WATER & ELECTRICITY	ACCRUALS		350.00
2 records			Total: 350.00	350.00

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

1. Enter the description of the journal in the **Description** field.
2. Select **G/L Code** and enter all the available field (e.g. Description, Amount).
3. The system will only allow you to save when the total DR amount **equals** the CR amount.

5.4 Opening Balance

Maintain Opening Balance

Project ☒ 1 ---

Description	Code	Local DR	Local CR
FIXED ASSETS			
INVESTMENT			
OTHER ASSETS			
CURRENT ASSETS		0.00	147,508.78 2
TRADE DEBTORS	300-000		
OTHER DEBTORS	305-000		
CASH AT BANK	310-000	0.00	145,000.00
MAYBANK	310-001	0.00	58,000.00
MAYBANK-VISA	310-002		
MAYBANK-MASTER	310-003		
HSBC - USD ACCOUNT	310-004		
HSBC - S\$ ACCOUNT	310-006		
HONG LEONG BANK	310-008	0.00	87,000.00
INSTALLMENT RECEIVABLE	4534		
CASH IN HAND	320-000	0.00	700.00
PETTY CASH	325-000	0.00	1,808.78 3
STOCK	330-000		
DEPOSIT & PREPAYMENT	340-000		
Total		0.00	147,508.78

Buttons: Edit, Save, Cancel, Refresh, Close

1. Select the **Project**. (This field will only be visible if you purchased the **Project Module**).
2. Highlight on the **Account** (e.g. Accum Deprn. - Motor Vehicle) you want to enter the amount and click **Edit**.
3. Make sure the Total Amount is **Balance** (e.g. Total DR = Total CR).

5.5 Bank Reconciliation

Bank Reconciliation allows user to monitor their system records with the actual bank transactions. The system accepts bank reconciliation at any date (based on your Bank Statement date) and multiple intervals (eg. weekly bank reconciliation)

Reconcile Bank Transactions

Bank Statement Date: 30/06/2014
 Account: 310-001
 Display Period: 01/01/2014 to 31/07/2014
☒ Show Unticked Transactions
☒ Show Current Recon Transactions
☐ Merge Bank Charges
 Apply

Bank Statement Bank Closing: 69,690.00
 System Calculate Bank Closing: 69,690.00
 Out of Balance by: 0.00

Recon At	Date	Description	Voucher No	Cheque No.	Debit	Credit	Tick
	12/01/2013	KITTY SECURITY SDN BHD (Bounced)	OR-00003	OBB 124358	0.00	4,000.00	
	13/01/2013	ALPHA & BETA COMPUTER	OR-00036		2.00	0.00	
	22/01/2013	KITTY SECURITY SDN BHD	OR-00004	EBB 124789	6,000.00	0.00	
30/06/2014	19/02/2013	CELCOM (M) COMMUNICATION BHD	PV-00045	22222	0.00	1,000.00	<input checked="" type="checkbox"/>
	19/02/2013	CELCOM (M) COMMUNICATION BHD (Bank...)	PV-00045	22222	0.00	1.00	<input type="checkbox"/>
	20/02/2013	KITTY SECURITY SDN BHD	OR-00005	MBB 393000	10,000.00	0.00	<input type="checkbox"/>
	20/02/2013	ALPHA & BETA COMPUTER	OR-00006	MBB 388900	5,000.00	0.00	<input type="checkbox"/>
30/06/2014	20/02/2013	AB ENTERPRISE SDN BHD	OR-00008	MBB 399921	6,000.00	0.00	<input checked="" type="checkbox"/>
30/06/2014	09/07/2013	MAXIS COMMUNICATION BHD	PV-00049	MBB 1231	0.00	1,310.00	<input checked="" type="checkbox"/>
	30/12/2013	A'BEST TELECOMMUNICATION PTE LTD	OR-00019	1234	80.00	0.00	<input type="checkbox"/>
30/06/2014	11/06/2014	SETIA ALAM OFFICE	OR-00059	MBB 765678	8,000.00	0.00	<input checked="" type="checkbox"/>

Count = 19 49,182.00 56,322.00

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Check Bank Recon, Close

1. Enter the **Bank Statement Date**, select the **Bank Account** you want to reconcile, and **Display Period** (e.g. the range of date to be display in the grid).
2. Tick **Show Unticked Transactions**, if you want to show unreconciled transactions only.
3. Enter the **Bank Statement Bank Closing** field. **Out of Balance** field will guide you on the different between the **System** calculated amount and the **Actual** amount shown in the Bank Statement. If the **Out of balance** field Amount is equal to 0 (zero), it means the **System** reconciled amount is equal to the **Bank Statement** amount.
4. Tick on the transaction to reconcile.

To Enter **Opening Bank Reconciliation**

1. **Right** click on anywhere outside the grid the and you will see the popup menu below.

Bank Statement Bank Closing : 69,690.00

System Calculate Bank Closing : 69,690.00

Out of Balance by : 0.00

Opening Bank Reconciliation...

- Mark Highlighted
- Mark All
- Clear Highlighted
- Clear All

description				Credit
IN BHD (Bounced)			0.00	4,000.00
IPUTER			0.00	0.00
IN BHD			0.00	0.00
UNIFICATION BHD	PV-00045	22222	0.00	1,000.00
UNIFICATION BHD (Bank...)	PV-00045	22222	0.00	1.00
IN BHD	OR-00005	MBB 393000	10,000.00	0.00
IPUTER	OR-00006	MBB 388900	5,000.00	0.00
N BHD	OR-00008	MBB 399921	6,000.00	0.00

2. Select **Opening Bank Reconciliation...** and click **New**.

Opening Bank Reconciliation

Bank : 310-008

Voucher No: PV-00087 Date: 01/06/2012

Cheque No: HLB 234987

Description: MS TOH (LANDLORD)

Debit: 0.00 Credit: 7,000.00

Buttons: New, Add, Delete, Save, Cancel, Refresh, Browse, Close

3. Select the **Bank Account** and enter on the available field
4. Click **Save**.

5.6 Maintain Stock Value

- Maintain Stock Value -

P & L Opening Stock A/C : 600-000 **STOCKS AT THE BEGINNING OF YEAR**

P & L Closing Stock A/C : 620-000 **STOCKS AT THE END OF THE YEAR**

Balance Sheet Stock A/C : 330-000 **STOCK**

Please enter Closing Stock Value below :-

Project ☒ **Year** : 2014

Month	Stock Value
31-Jan	48,000.00
28-Feb	40,000.00
31-Mar	32,000.00
30-Apr	50,000.00
31-May	45,000.00
30-Jun	38,000.00
31-Jul	
31-Aug	
30-Sep	
31-Oct	
30-Nov	
31-Dec	

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

1. The **P & L Opening, Closing Stock A/C** and **Balance Sheet Stock A/C** is preselected by the system.
2. Select the **Year**.
3. Enter the amount in the **Closing Stock Value** field for the particular period.
4. Select the **Project**. (This field will be visible if you purchased the **Project Module**).

5.7 Maintain Budget

The screenshot shows the 'Budget Maintenance' window. Callout 1 points to the 'Edit' button. Callout 2 points to the 'Project' dropdown menu. Callout 3 points to the 'Monthly' tab. Callout 4 points to the 'Year' dropdown menu.

Account	31/01/2014	28/02/2014	31/03/2014	30/04/2014	31/05/2014	30/06/2014	31/07/2014
PURCHASE-HANDPHONES	50,000.00			50,000.00			50,000.00
PURCHASE-ACCESSORIES	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00
PURCHASE-PREPAID	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00
PURCHASE RETURNED							
PURCHASE RETURNED-HANDPHONES							
PURCHASE RETURNED-ACCESSORIES							
PURCHASE RETURNED-PREPAID							
CARRIAGE INWARDS							
STOCK LOSS							
STOCKS AT THE END OF THE YEAR							
OTHER INCOME							
GAIN ON FOREIGN EXCHANGE							
RENTAL	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00	18,000.00
EXTRA ORDINARY INCOME							
EXPENSES							
ADVERTISEMENT	20,000.00	1,000.00	1,000.00	1,000.00	10,000.00	1,000.00	1,000.00
BANK CHARGES							
CONSUMABLE							
SALARIES							
TRAVELLING EXPENSES							
UPKEEP OF MOTOR VEHICLE							
WATER & ELECTRICITY	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00	1,500.00

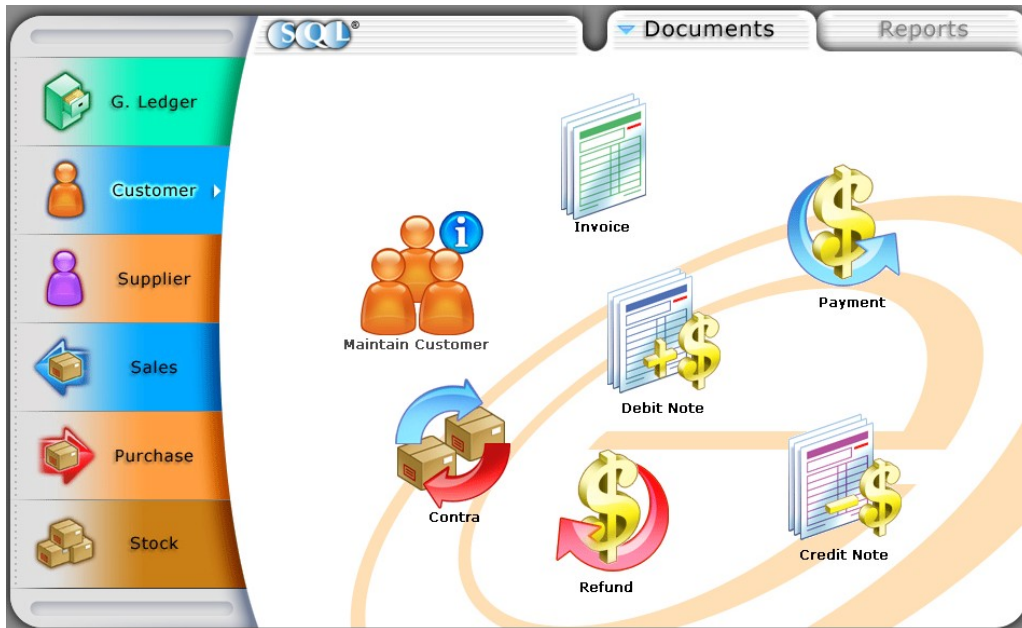
1. Select the **Year** and click **Edit**.
2. Select the **Project**. (This field will be visible if you purchased the **Project Module**).
3. In the **Monthly** tab, enter the amount for the particular period and account (positive figure for CR balance, negative figure for DR balance).
4. You may only enter the figures at **Monthly** tab. Quarter, Half Year or Full Year is a Summary.

Customer

Part



6 Customer



6.1 Maintain Customer

Maintain Customer

- Maintain Customer -

Company:

Control A/C: Code: Cust. Category:

General | Credit Cont. | Note | Sales Tax

Branch:

BILLING

DELIVERY

2 branches

Branch Name: **BILLING**

Address: 32, JALAN TIARA 4
BANDAR BARU KLANG
41150, KLANG
SELANGOR, MALAYSIA

Attention:

Phone: Fax:

Email:

Area:

Agent:

Currency:

Credit Terms:

Statement:

Aging On:

Price Tag:

1. Enter **Customer Name** and all other information.
2. Click to add a different address.
3. In the **Currency** field, select the currency you deal with the particular customer.
(Optional Module: Basic Currency).
4. In the **Price Tag** field, select the price category for the particular customer.
(Optional Module: Multiple Pricing).

Control A/C: 300-000 Code: 300-C0002 Cust. Category: ---

General Credit Control Note Sales Tax

Credit Limit: 30,000.00 Overdue Limit: 0.00

☒ Add PD Cheque to Credit Limit

	All	QT	SO	DO	IV	CS	DN
Apply to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exceed Credit Limit				Block	Block		
Exceed Overdue Limit				Block	Block		
Suspended				<input type="checkbox"/>	<input type="checkbox"/>		
Suspended Message							

5. Click **Credit Control** Tab to enter the credit limit amount for the particular customer.
(Optional Module: **Advance Credit Control**).
6. In the **Overdue Limit**, enter the maximum limit allowed for the particular customer.
7. Select the document that needs action if customer exceeds the limit.

6.2 Customer Invoice

Customer Invoice

Customer Code: 300-C0002 Currency: ---

Area: KLANG

Customer Invoice

Cancelled ☐

Inv No : IV-00099

Next No : IV-00100

Date : 12/07/2014

Agent : MS LOW

Terms : 30 Days

Ext. No :

Bill To : COOKIE FACTORY SDN BHD

Document Data

Sales A/C	Description	Amount
500-000	SALES	8,000.00
500-1000	SALES-ACCESSORIES	700.00
2 records		Total: 8,700.00

Local Net Total : 8,700.00

Net Total: 8,700.00

Invoice Description: Sales Outstanding: 8,700.00

1. Select **Customer Code**.
2. Select **Sales A/C** and enter all the available field (e.g. Description, Amount).
3. This is the **outstanding** amount for this document.

6.3 Customer Payment

Customer Payment Entry

Customer Code: 300-C0002 1

Project: ----

Currency: ----

Customer Payment

Cancelled ☐

Paid By: 2 COOKIE FACTORY SDN BHD

Received In: HONG LEONG BANK

Bank Charge: 0.00

Cheque No: HLB 500878

O/R No: OR-00063

Next No: OR-00064

Date: 01/07/2014

Agent: MS LOW

Area: KLANG

Paid Amount: 10,000.00

Description: Payment For Account Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes

Knock Off Grid 3

Type	Date	Doc No.	Amount	Outstanding	Pay	
IV	17/03/2014	IV-00101	650.00	0.00	650.00	<input checked="" type="checkbox"/>
IV	28/03/2014	IV-00102	750.00	100.00	650.00	<input checked="" type="checkbox"/>
IV	04/04/2014	IV-00103	1,250.00	0.00	1,250.00	<input checked="" type="checkbox"/>
IV	06/05/2014	IV-00100	350.00	350.00	0.00	<input type="checkbox"/>
IV	12/05/2014	IV-00104	650.00	0.00	650.00	<input checked="" type="checkbox"/>
IV	10/06/2014	IV-00105	250.00	250.00	0.00	<input type="checkbox"/>
IV	12/07/2014	IV-00099	8,700.00	1,900.00	6,800.00	<input checked="" type="checkbox"/>
7 doc			Total:	12,600.00	2,600.00	10,000.00

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

1. In **Customer Code**, search for the customer.
2. At **Received In** field select to which account the payment was made and insert **Bank Charges** amount, if available.
3. Tick which **Invoices or Debit Notes** to be knock-off by this payment.

6.4 Customer Debit Note

Customer Debit Note Entry

Customer Code: 300-C0002 Currency: ----

Area: KLANG

Customer Debit Note

Cancelled ☐

D/N No: DN-00006

Next No: DN-00007

Date: 12/07/2014

Agent: MS LOW

Terms: 30 Days

Ext. No:

Bill To: COOKIE FACTORY SDN BHD

Document Details

Sales A/C	Description	Amount
530-100	OVERDUE INTEREST CHARGE	45.88
1 records		Total: 45.88

Local Net Total: 45.88

Net Total: 45.88

D/N Description: Debit Note Outstanding: 45.88

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

1. Select **Customer Code**.
2. Select **Sales A/C** and enter all the available field (e.g. Description, Amount)
3. This is the **outstanding** amount for this document.

6.5 Customer Credit Note

Customer Credit Note Entry

Customer Code: 300-C0002 1 Currency: ----

Area : KLANG

Customer Credit Note C/N No : <<New>>

Cancelled ☐ Next No : CN-00020

Customer : COOKIE FACTORY SDN BHD Date : 12/07/2014

Agent : MS LOW

Ext. No :

GL Account	Description	Amount
500-1000	SALES-ACCESSORIES	700.00

1 records

Local Net Total: 700.00 **Net Total:** 700.00

C/N Description: Credit Note Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes

Knock Off Grid

Type	Date	Doc No.	Amount	Outstanding	Pay
IV	10/06/2014	IV-00105	250.00	250.00	0.00
DN	12/07/2014	DN-00006	45.88	45.88	0.00
IV	12/07/2014	IV-00099	8,700.00	1,200.00	700.00
5 records			Total:	10,095.88	1,945.88

3

Close

1. Select **Customer Code**.
2. Select **GL Account** and enter all the available field (e.g. Description, Amount).
3. Tick the **Invoice / Debit Note** to be knock-off by this payment.

6.6 Customer Refund

Customer Refund Entry

Customer Code: 300-C0002 Currency: ----

Project : ----

Customer Refund

Cancelled ☐

Pay to : 2 COOKIE FACTORY SDN BHD

Payment By : HONG LEONG BANK

Bank Charge : 0.00

Cheque No : HLB 750001

C/F No : PV-00055

Next No : PV-00056

Date : 01/07/2014

Agent : MS LOW

Area : KLANG

Refund Amt: 500.00

Description: Refund Unapplied Amt: 0.00

Payment Knock Off

Knock Off Grid

Type	Date	Doc No.	Amount	Unapplied Amt	Refund Amt
CN	12/07/2014	CN-00020	700.00	0.00	500.00

1 records Total: 700.00 0.00 500.00

1. Select **Customer Code**.
2. In **Payment By** field select which payment method and enter **Bank Charges** amount, if available.
3. Tick which **Invoice / Debit Notes** to be knock-off by this payment.

6.7 Customer Contra

Customer Contra

Customer Code: 300-C0002 Currency: ----

Project: ----

Customer Contra

Cancelled ☐

C/T No: <<New>>

Next No: CT-00006

Date: 07/07/2014

Agent: MS LOW

Area: KLANG

Contra Amount: 1,700.00

Local Amount: 1,700.00

Customer: COOKIE FACTORY SDN BHD

Description: Contra Unapplied Amt: 0.00

Type	Date	Doc No.	Amount	Outstanding	Pay
IV	28/03/2014	IV-00102	750.00	100.00	0.00
IV	06/05/2014	IV-00100	350.00	350.00	0.00
IV	10/06/2014	IV-00105	250.00	250.00	0.00
DN	12/07/2014	DN-00006	45.88	45.88	0.00
IV	12/07/2014	IV-00099	8,700.00	0.00	1,700.00
5 records			Total:	10,095.88	745.88

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

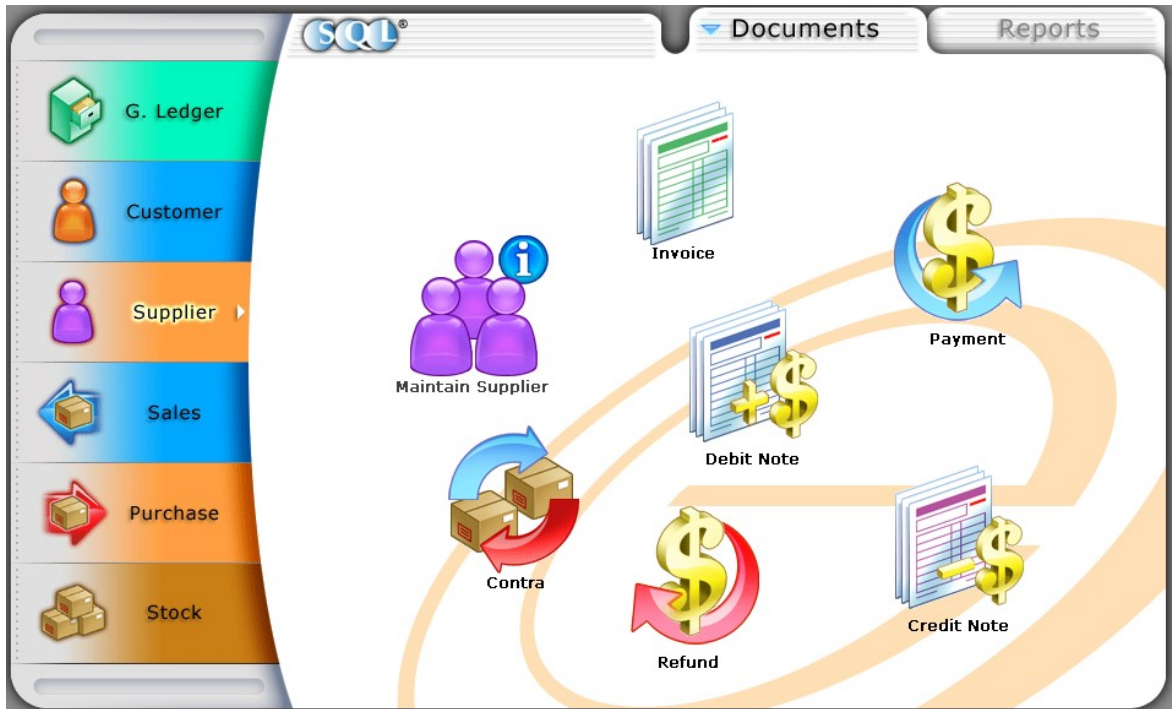
1. Select **Customer Code**.
2. Enter the **Contra Amount**.
3. Tick which **Invoice / Debit Notes** to be knock-off by this payment.

Supplier

Part



7 Supplier



7.1 Maintain Supplier

- Maintain Supplier -

Company: CHOCOLATE FACTORY PTE LTD

Control A/C: 400-000 Code: 400-C0002 Supp. Category: ----

General Note Pur Tax

Branch:

Branch Name: BILLING

Address: 188 JURONG TOWN HALL ROAD
#01-68 THE JTC SUMMIT
SINGAPORE 609434

Attention: MS CIVY

Phone: 02 9875678 Fax: 02 9875677

Email: mail@chocolatefactory.com.sg

Area: SING Credit Terms: 30 Days Statement: Open

Agent: ANG Credit Limit: 30,000.00 Aging On: Invoice

Currency: S\$ Allow Exceed Credit Limit Price Tag:

Close

1. Enter Supplier Name, Code, etc information.
2. Click **+** to add new branch to the particular supplier.

Optional Module

3. In the **Currency** field select the currency you deal with the particular supplier. (**Basic Currency Module**).
4. In the **Price Tag** field select the price category for the particular supplier. (**Multiple Pricing Module**).

7.2 Supplier Invoice

Supplier Invoice Entry

Supplier Code: 400-C0002 1 Currency: SGD 4
 Area : SINGAPORE 2 Rate: 2.5000

Supplier Invoice

Cancelled ☐ Inv No : PI-00029
 Next No : PI-00030
 Date : 14/07/2014
 Agent : ANG
 Terms : 30 Days
 Ext. No :

Bill From : CHOCOLATE FACTORY PTE LTD

Document Data 2

Purchase A/C	Description	Amount
610-000	PURCHASE	4,000.00

1 records Total: 4,000.00

Local Net Total : 10,000.00 5 **Net Total:** 4,000.00 3

Invoice Description: Purchase Outstanding: 4,000.00 3

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

1. Select **Supplier Code**.
2. Select **Purchase A/C** and enter all the available field (e.g. Description, Amount).
3. This is an amount of **outstanding** for this document.

Optional Module - Basic Currency Module

4. Enter the **Currency Rate** (e.g. the rate you buy from the supplier).
5. **Local Net Total** is Total x Rate (e.g. 4000 x 2.5000).

7.3 Supplier Payment

Supplier Payment Entry

Supplier Code: 400-C0002 1 Currency: SGD 4
 Project : ---- Rate: 2.5000

Supplier Payment

Cancelled ☐ P/V No : <<New>>
 Next No : PV-00056
 Date : 14/07/2014
 Agent : ANG
 Area : SINGAPORE
 Paid Amount : 13,662.50
 Local Amount : 13,662.50

Pay to : 2 CHOCOLATE FACTORY PTE LTD
 Payment By : MAYBANK
 Bank Charge : 0.00
 Cheque No : DBS 110001

Description: Payment For Account Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes

Knock Off Grid

T...	Date	Post Date	Doc No.	Amount	Outstanding	Pay	
PI	04/04/2014	04/04/2014	PI-00029	4,000.00	0.00	4,000.00	<input checked="" type="checkbox"/>
PI	09/06/2014	09/06/2014	PI-00030	400.00	200.00	200.00	<input checked="" type="checkbox"/>
PI	18/06/2014	18/06/2014	PI-00031	700.00	200.00	500.00	<input checked="" type="checkbox"/>
PI	20/06/2014	20/06/2014	PI-00032	650.00	150.00	500.00	<input checked="" type="checkbox"/>
PI	25/06/2014	25/06/2014	PI-00033	115.00	115.00	0.00	<input type="checkbox"/>
PI	01/07/2014	01/07/2014	PI-00034	1,100.00	835.00	265.00	<input checked="" type="checkbox"/>
7 doc				Total:	7,315.00	1,850.00	5,465.00

3

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

1. Select **Supplier Code**.
2. In **Payment By** field select which payment method.
3. Tick which **Invoice / Debit Notes** to be knock-off by this payment.

Optional Module

4. Enter the **Currency Rate**. (Basic Currency Module).

7.4 Supplier Debit Note

Supplier Debit Note

Supplier Code: 400-C0002 (1) Currency: SGD (4)
 Area: SINGAPORE Rate: 2.5000

Supplier Debit Note DN No: SD-00003
 Cancelled ☐ Next No: SD-00004
 Date: 10/07/2014
 Agent: ANG
 Terms: 30 Days
 Ext. No:

Bill From CHOCOLATE FACTORY PTE LTD

Document Grid (2)

Purchase A/C	Description	Amount
500-000	SALES	300.00
1 records		Total: 300.00

Local Net Total: 750.00 (5) **Net Total:** 1,875.00 (3)
 D/N Description: Debit Note Outstanding: 300.00

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

1. Select **Supplier Code**.
2. Select **Purchase A/C** and enter all the available field (e.g. Description, Amount)
3. This is an amount of **outstanding** for this document.

Optional Module - Basic Currency Module

4. Enter the **Currency Rate** (e.g. the rate you buy from the supplier)
5. **Local Net Total** = Foreign Amount x Currency Rate (e.g. 300 x 2.500).

7.5 Supplier Credit Note

Supplier Credit Note Entry

Supplier Code: 400-C0002 1

Area: SINGAPORE

Currency: SGD 4

Rate: 2.5000

Supplier Credit Note

Cancelled ☐

C/N No: SC-00004

Next No: SC-00005

Date: 12/07/2014

Agent: ANG

Ext. No:

Supplier: CHOCOLATE FACTORY PTE LTD

2

GL Account	Description	Project	Amount
510-000	RETURN INWARDS	----	115.00

1 records

Local Net Total: 287.50 Net Total: 115.00

C/N Description: Credit Note Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes

Knock Off Grid

Type	Date	Doc No.	Amount	Outstanding	Pay	
PI	09/06/2014	PI-00030	400.00	200.00	0.00	<input type="checkbox"/>
PI	18/06/2014	PI-00031	700.00	200.00	0.00	<input type="checkbox"/>
PI	20/06/2014	PI-00032	650.00	150.00	0.00	<input type="checkbox"/>
PI	25/06/2014	PI-00033	115.00	0.00	115.00	<input checked="" type="checkbox"/>
PI	01/07/2014	PI-00034	1,100.00	835.00	0.00	<input type="checkbox"/>
7 records			Total:	3,615.00	2,035.00	115.00

3

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

1. Select **Supplier Code**.
2. Select **GL Account** and enter all the available field (e.g. Description, Amount).
3. Tick the **Invoice / Debit Note** to be knock-off by this payment.

Optional Module - Basic Currency Module

4. Enter the **Currency Rate**.

7.6 Supplier Refund

Supplier Refund Entry

Supplier Code: 400-C0002 **1** Currency: SGD Rate: 2.5000 **4**

Project : ----

Supplier Refund

Cancelled ☐

Paid By : CHOCOLATE FACTORY PTE LTD **2**

Received In : HONG LEONG BANK

Bank Charge : 0.00

Cheque No : DBS 170005

C/F No : OR-00064

Next No : OR-00065

Date : 14/07/2014

Agent : ANG

Area : SINGAPORE

Refund Amt: 1,625.00

Local Amt : 1,625.00

Description: Refund Unapplied Amt: 0.00

Payment Knock Off

Knock Off Grid

Type	Date	Doc No.	Amount	Unapplied Amt	Refund Amt
SC	14/07/2014	SC-00005	650.00	0.00	650.00

1 records Total: 650.00 0.00 650.00 **3**

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

1. Select **Supplier Code**.
2. In **Received In** field select which payment method and enter **Bank Charges** amount, if available.
3. Tick which **Invoice / Debit Notes** to be knock-off by this payment.

Optional Module

4. Enter the **Currency Rate**. (**Basic Currency Module**).

7.7 Supplier Contra

Supplier Contra Entry

Supplier Code: 400-C0002 1 Currency: SGD 4
 Project: ---- Rate: 2.6000

Supplier Contra

Cancelled ☐ C/T No: CT-00006
 Next No: CT-00007
 Date: 14/07/2014
 Agent: ANG
 Area: SINGAPORE 2
 Supplier: CHOCOLATE FACTORY PTE LTD
 Contra Amount: 400.00
 Local Amount: 1,040.00

Description: Contra Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes

Type	Date	Doc No.	Amount	Outstanding	Pay	
PI	09/06/2014	PI-00030	400.00	0.00	200.00	<input checked="" type="checkbox"/>
PI	18/06/2014	PI-00031	700.00	0.00	200.00	<input checked="" type="checkbox"/>
PI	01/07/2014	PI-00034	1,100.00	835.00	0.00	<input type="checkbox"/>
SD	10/07/2014	SD-00003	300.00	300.00	0.00	<input type="checkbox"/>
4 records			Total:	2,500.00	1,135.00	400.00

3

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

1. Select **Supplier Code**.
2. enter the **Contra Amount**.
3. Tick which **Invoice / Debit Notes** to be knock-off by this payment.

Optional Module - Basic Currency Module

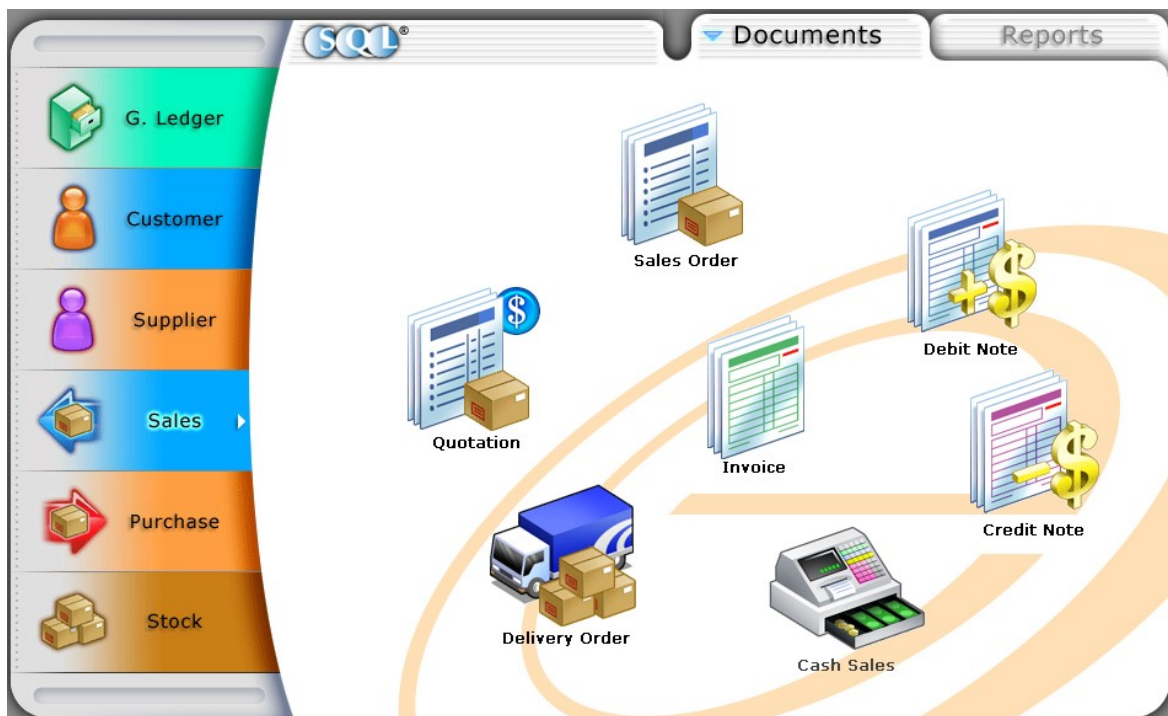
4. Enter the **Currency Rate**.

Sales

Part



8 Sales



8.1 Quotation

Quotation

Customer :- 300-00001
 OWL BAKERY SDN BHD
Address :- 32, JALAN TIARA 4
 BANDAR BARU KLANG
 41150, KLANG
 SELANGOR, MALAYSIA

Description :- Quotation

Quot No : QT-00012
Next No :- QT-00013
Date :- 14/07/2014
Agent :- MS ONG
Terms :- 30 Days
Ref 1 :-
Ext. No :-

Item Code **Description** **Qty** **UOM** **U/Price** **Discount** **Sub Total**

500G CAKE	500G CAKE	10.00	UNIT	12.00		120.00
BAGUETTE	BAGUETTE	50.00	UNIT	2.50		125.00
BRIOCHE	BRIOCHE	100.00	UNIT	1.00		100.00
CREPE	CREPE	200.00	UNIT	0.50		100.00
CROISSANT	CROISSANT	100.00	UNIT	1.20		120.00
ICE CREAM C...	ICE CREAM CAKE	10.00	UNIT	20.00		200.00
6 records						470.00

Local Net Total: 765.00 **Net Total:** 765.00

1. Select **Customer Code**.
2. Select **Item Code** and enter all the available field (e.g. Description, Qty, U/Price).
3. This is **Net Total** for this document.

8.2 Sales Order

Sales Order

Customer :- 300-00001
 OWL BAKERY SDN BHD
 Address :- 32, JALAN TIARA 4
 BANDAR BARU KLANG
 41150, KLANG
 SELANGOR, MALAYSIA

Description: Sales Order

S/O No : SO-00029
 Next No :- SO-00030
 Date :- 14/07/2014
 Agent :- MS ONG
 Terms :- 30 Days
 Ref 1 :-
 Ext. No :-

Item Code	Description	Qty	UOM	U/Price	Discount	Sub Total
500G CAKE	500G CAKE	10.00	UNIT	12.00		120.00
BAGUETTE	BAGUETTE	50.00	UNIT	2.50		125.00
BRIOCHE	BRIOCHE	100.00	UNIT	1.00		100.00
CREPE	CREPE	200.00	UNIT	0.50		100.00
CROISSANT	CROISSANT	100.00	UNIT	1.20		120.00
ICE CREAM C...	ICE CREAM CAKE	10.00	UNIT	20.00		200.00
6 records						470.00
Local Net Total:						765.00
Net Total:						765.00

Deposit Received :-

Deposit into: Chq No: Payment Project: Bank Charges: 0.00 Doc No: Amount: 0.00

1. Select **Customer Code**.
2. Select **Item Code** and enter all the available field (e.g. Description, Qty).
3. This is **Net Total** for this document.

Optional Module - Deposit Module

4. In the **Deposit Received** section enter the all the particular field (e.g. Cash/Bank Account, Chq No).

8.3 Delivery Order

Delivery Order

D/Order

Cancelled ☐

Customer : 300-00001

OWL BAKERY SDN BHD

Address :- 32, JALAN TIARA 4
BANDAR BARU KLANG
41150, KLANG
SELANGOR, MALAYSIA

Description :- Delivery Order

D/O No : DO-00021

Next No :- DO-00022

Date :- 14/07/2014

Agent :- MS ONG

Terms :- 30 Days

Ref 1 :-

Ext. No. :-

Profit Estimator

Delivery Order

Item Code	Description	Issue Qty	Return Qty	Qty	UOM	U/Price	Discount	Sub Total
500G CAKE	500G CAKE	10.00	0.00	10.00	UNIT	12.00		120.00
BAGUETTE	BAGUETTE	50.00	0.00	50.00	UNIT	2.50		125.00
BRIOCHE	BRIOCHE	100.00	0.00	100.00	UNIT	1.00		100.00
CREPE	CREPE	200.00	0.00	200.00	UNIT	0.50		100.00
CROISSANT	CROISSANT	100.00	0.00	100.00	UNIT	1.20		120.00
ICE CREAM CAKE	ICE CREAM CAKE	10.00	0.00	10.00	UNIT	20.00		200.00

6 records

Deposit Amount: 0.00

Local Net Total: 765.00

Net Total: 765.00

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

1. Select **Customer Code**.
2. Select **Item Code** and enter all the available field (e.g. Description, Qty).
3. This is **Net Total** for this document.

Optional Module - Deposit Module

4. Enter the **Deposit Amount** (e.g. how much you want the deposit amount to be allocated to this document).

8.4 Invoice

Invoice

Customer: 300-00001
 OWL BAKERY SDN BHD
 Address: 32, JALAN TIARA 4
 BANDAR BARU KLANG
 41150, KLANG
 SELANGOR, MALAYSIA

Description: Sales

Inv No: <<New>>
 Next No: IV-00106
 Date: 14/07/2014
 Agent: MS ONG
 Terms: 30 Days
 Ref 1:
 Ext. No:

Item Code	Description	Qty	UOM	U/Price	Discount	Sub Total
500G CAKE	500G CAKE	10.00	UNIT	12.00		120.00
BAGUETTE	BAGUETTE	50.00	UNIT	2.50		125.00
BRIOCHE	BRIOCHE	100.00	UNIT	1.00		100.00
CREPE	CREPE	200.00	UNIT	0.50		100.00
CROISSANT	CROISSANT	100.00	UNIT	1.20		120.00
ICE CREAM CAKE	ICE CREAM CAKE	10.00	UNIT	20.00		200.00

6 records 470.00 765.00

Deposit Amount: 0.00
 Local Net Total: 765.00
 Net Total: 765.00

1. Select **Customer Code**.
2. Select **Item Code** and enter all the available field (e.g. Description, Qty).
3. This is **Net Total** for this document.

Optional Module - Deposit Module

4. Enter the **Deposit Amount** (e.g. how much you want the deposit amount to be allocated to this document).

8.5 Cash Sales

The screenshot shows the 'Cash Sales' window. It includes a sidebar with 'More...', 'Attachments...', 'Note...', and 'Item Template...'. The main area contains a 'Customer' section (1) with details for OWL BAKERY SDN BHD, a 'Description' section (2) with 'Cash Sales', and a 'Cash Sales' table (3) listing items like BRIOCHE and BAGUETTE. At the bottom, there are sections for 'Local Net Total' (5), 'Deposit Amount', 'Outstanding', and 'Payment Received' (4). A 'Payment Received' section at the very bottom shows payment details and amounts.

Item Code	Description	Qty	UOM	U/Price	Discount	Sub Total
BRIOCHE	BRIOCHE	300.00	UNIT	1.00		300.00
BAGUETTE	BAGUETTE	150.00	UNIT	2.50		375.00
2 records		450.00				675.00

Local Net Total: 675.00
 Deposit Amount: 0.00
 Outstanding: 0.00
 Payment Received: 675.00

Payment into: 310-008, Chq No: HLB 567777, Payment Project: ----, Bank Charges: 0.00, Amount: 675.00

1. Select **Customer Code**.
2. Select **Item Code** and enter the available fields (e.g. Description, Qty).
3. This is **Net Total** for this document.
4. In the **Payment Received** section enter the all the particular field (e.g. Cash/Bank Account, Chq No).

Optional Module - Deposit Module

5. Enter the **Deposit Amount** (e.g. how much you want the deposit amount to be allocated to this document).

8.6 Debit Note

Debit Note

Customer :- 300-00001
 OWL BAKERY SDN BHD
 Address :- 32, JALAN TIARA 4
 BANDAR BARU KLANG
 41150, KLANG
 SELANGOR, MALAYSIA

Description :- Debit Note

Profit Estimator

Debit Note M

Item Code	Description	Qty	UOM	U/Price	Discount	Sub Total
B-FLOUR	BAKING FLOUR	10.00	UNIT	10.00		100.00
1 records		10.00				100.00

Local Net Total: 100.00 Net Total: 100.00

DN No : <<New>>
 Next No :- DN-00007
 Date :- 14/07/2014
 Agent :- MS ONG
 Terms :- 30 Days
 Ref 1 :
 Ext. No :

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

1. Select **Customer Code**.
2. Select **Item Code** and enter all the available field (e.g. Description, Qty, U/Price).
3. This is **Net Total** for this document.

8.7 Credit Note

Credit Note Cancelled ☐

Customer :- 300-00001
 OWL BAKERY SDN BHD
Address :- 32, JALAN TIARA 4
 BANDAR BARU KLANG
 41150, KLANG
 SELANGOR, MALAYSIA

Description :- Sales Returned

CN No : CN-00021
Next No :- CN-00022
Date :- 14/07/2014
Agent :- MS ONG
Terms :- 30 Days
Ref 1 :-
Ext. No :-

Item Code	Description	Qty	UOM	U/Price	Discount	Sub Total
BAGUETTE	BAGUETTE	10.00	UNIT	2.50		25.00

1 records 10.00 25.00

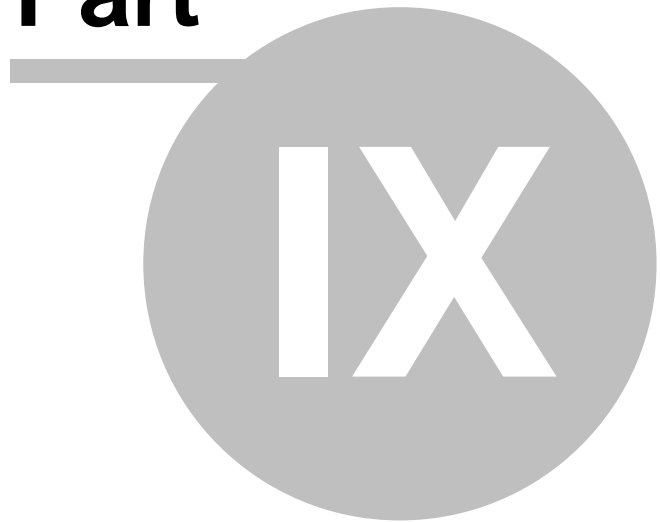
Local Net Total: 25.00 **Net Total:** 25.00

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

1. Select **Customer Code**.
2. Select **Item Code** and enter all the available field (e.g. Description, Qty, U/Price).
3. This is **Net Total** for this document.

Purchase

Part



9 Purchase



9.1 Purchase Request

The screenshot shows the 'Purchase Request' window. Callout 1 points to the 'Supplier' dropdown menu. Callout 2 points to the 'Item Code' column header in the table. Callout 3 points to the 'Net Total' field at the bottom right.

Purchase Request Cancelled ☐

Supplier :- 400-S0002
 FLOUR QUEEN SDN BHD
Address :- LOT 20
 JALAN PELABUHAN UTARA
 PORT KLANG 42005
 SELANGOR

Description :- Purchase Request

Req. No: PQ-00007
Next No :- PQ-00008
Date :- 14/07/2014
Agent :- ----
Terms :- 30 Days
Ref 1 :- _____
Ext. No :- _____

Purchase Request **Matrix**

Item Code	Description	Qty	UOM	U/Price	Disc	Sub Total
B-FLOUR	BAKING FLOUR	1,000.00	UNIT	10.00		10,000.00

1 records 1,000.00 10,000.00

Local Net Total: 10,000.00 **Net Total:** 10,000.00

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

1. Select **Supplier Code**.
2. Select **Item Code** and enter all the available field (e.g. Description, Qty, U/Price).
3. This is **Net Total** for this document.

9.2 Purchase Order

Purchase Order

Supplier :- 400-S0002
FLOUR QUEEN SDN BHD
Address :- LOT 20
JALAN PELABUHAN UTARA
PORT KLANG 42005
SELANGOR

Description: Purchase Order

P/O No : PO-00022
Next No :- PO-00023
Date :- 14/07/2014
Agent :-
Terms :- 30 Days
Ref 1 :-
Ext. No :-

Item Code	Description	Loca...	Qty	UOM	U/Price	Disc	Sub Total
B-FLOUR	BAKING FLOUR	---	1,000.00	UNIT	10.00		10,000.00

1 records 1,000.00 10,000.00

Local Net Total: 10,000.00 **Net Total:** 10,000.00

Deposit Paid :-

Deposit Paid By: Chq No: Payment Project: Bank Charges: Doc No:
0.00 Amount: 0.00

1. Select **Supplier Code**.
2. Select **Item Code** and enter all the available field (e.g. Description, Qty).
3. This is **Net Total** for this document.

Optional Module - Deposit Module

4. In the **Deposit Paid** section enter the all the particular field (e.g. Cash/Bank Account, Chq No etc).

9.3 Goods Received Note

Goods Received

G/R Note

Supplier :- 400-S0002
FLOUR QUEEN SDN BHD
Address :- LOT 20
JALAN PELABUHAN UTARA
PORT KLANG 42005
SELANGOR
Description :- Goods Received

G/R No : GR-00046
Next No :- GR-00047
Date :- 14/07/2014
Agent :-
Terms :- 30 Days
Ref 1 :-
Ext. No :-

Item Code	Description	Receive Qty	Return Qty	Qty	UOM	U/Price	Disc	Sub Total
B-FLOUR	BAKING FLOUR	1,000.00	0.00	1,000.00	UNIT	10.00		10,000.00

1 records 1,000.00 10,000.00

Local Net Total: 10,000.00
Deposit Amount: 0.00

Net Total: 10,000.00
Landing Cost 1: 0.00
Landing Cost 2: 0.00

1. Select **Supplier Code**.
2. Select **Item Code** and enter all the available field (e.g. Description, Qty).
3. This is **Net Total** for this document.

Optional Module - Deposit Module

4. Enter the **Deposit Amount** (e.g. how much you want the deposit amount to be allocated to this document).

9.4 Purchase Invoice

Purchase Invoice Cancelled ☐

P. Invoice

Supplier :- 400-S0002 FLOUR QUEEN SDN BHD

Address :- LOT 20
JALAN PELABUHAN UTARA
PORT KLANG 42005
SELANGOR

Description :- Purchase

Inv No :- <<New>>
Next No :- PI-00036
Date :- 14/07/2014
Agent :- ----
Terms :- 30 Days
Ref 1 :- _____
Ext. No :- _____

Item Code	Account	Description	Qty	UOM	U/Price	Disc	Sub Total
B-FLOUR	610-000	BAKING FLOUR	1,000.00	UNIT	10.00		10,000.00
1 records			1,000.00				10,000.00

Local Net Total: 10,000.00
Deposit Amount: 0.00

Net Total: 10,000.00
Landing Cost 1: 500.00
Landing Cost 2: 0.00

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

1. Select **Supplier Code**.
2. Select **Item Code** and enter all the available field (e.g. Description, Qty).
3. This is **Net Total** for this document.

Optional Module - Deposit Module

4. Enter the **Deposit Amount** (e.g. how much you want the deposit amount to be allocated to this document).

9.5 Cash Purchase

Cash Purchase

Supplier :- 400-S0002
FLOUR QUEEN SDN BHD
Address :- LOT 20
JALAN PELABUHAN UTARA
PORT KLANG 42005
SELANGOR

Description :- Cash Purchase

Cash Purchase Matrix

Item Code	Description	Qty	UOM	U/Price	Disc	Sub Total
B-FLOUR	BAKING FLOUR	1,000.00	UNIT	10.00		10,000.00
1 records						1,000.00

Net Total: 10,000.00

Local Net Total: 10,000.00
Deposit Amount: 0.00

Payment Paid :-

Payment by:	Chq No:	Payment Project:	Bank Charges:	Amount:	PV-00059
310-008	HLB 100500	----	0.00	5,000.00	

CP No : CP-00006
Next No :- CP-00007
Date :- 14/07/2014
Agent :- ----
Terms :- 30 Days
Ref 1 :- _____
Ext. No :- _____

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

1. Select **Supplier Code**.
2. Select **Item Code** and enter all the available field (e.g. Description, Qty).
3. This is **Net Total** for this document.
4. In the **Payment Received** section enter the particulars

Optional Module - Deposit Module

5. Enter the **Deposit Amount** (e.g. how much you want the deposit amount to be allocated to this document).

9.6 Purchase Debit Note

Purchase Debit Note

Supplier :- 400-S0002
 FLOUR QUEEN SDN BHD
 Address :- LOT 20
 JALAN PELABUHAN UTARA
 PORT KLANG 42005
 SELANGOR

Description :- Debit Note

DN No : SD-00004
 Next No :- SD-00005
 Date :- 14/07/2014
 Agent :-
 Terms :- 30 Days
 Ref 1 :-
 Ext. No :-

Invoice

Item Code	Description	Qty	UOM	U/Price	Disc	Sub Total
B-FLOUR	BAKING FLOUR	10.00	UNIT	10.00		100.00
1 records		10.00				100.00

Net Total: 100.00
 Landing Cost 1: 5.00
 Landing Cost 2: 0.00

Local Net Total: 100.00

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

1. Select **Supplier Code**.
2. Select **Item Code** and enter all the available field (e.g. Description, Qty, U/Price).
3. This is **Net Total** for this document.

9.7 Purchase Return

Purchase Return Cancelled ☐

Supplier :- 400-S0002
FLOUR QUEEN SDN BHD

Address :- LOT 20
JALAN PELABUHAN UTARA
PORT KLANG 42005
SELANGOR

Description :- Purchase Returned

PR No :- SC-00006
Next No :- SC-00007
Date :- 14/07/2014
Agent :- ----
Terms :- 30 Days
Ref 1 :-
Ext. No :-

Credit Note

Item Code	Description	Qty	UOM	U/Price	Disc	Sub Total
B-FLOUR	BAKING FLOUR	100.00	UNIT	10.00		1,000.00
1 records		100.00				1,000.00

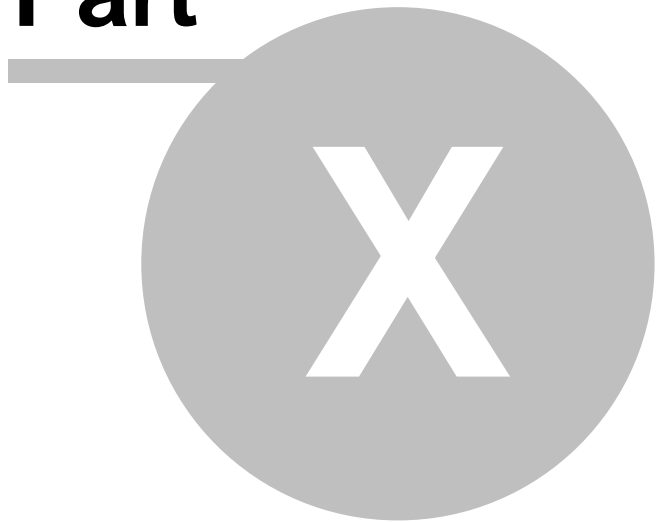
Local Net Total: 1,000.00 **Net Total:** 1,000.00

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

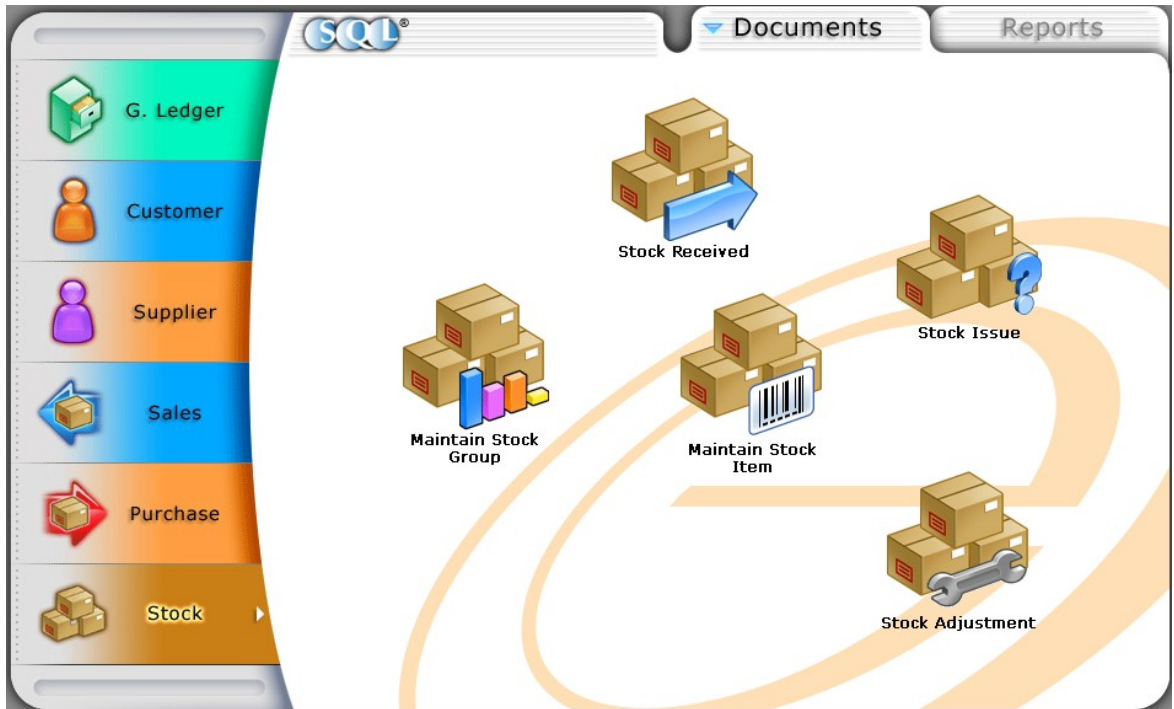
1. Select **Supplier Code**.
2. Select **Item Code** and enter all the available field (e.g. Description, Qty, U/Price).
3. This is **Net Total** for this document.

Stock

Part



10 Stock



10.1 Maintain Stock Group

Maintain Stock Group allows user to set the default account posting for the particular group of items.

1. Enter **Group Code** and **Description**.

2. Select the **GL Account code** :

- Select the default **Sales Account** for the particular group of items. (e.g. where to **Credit** if the user issue **Invoice** or **Debit Note**).
- Select the default **Cash Sales Account** for the particular group of items. (e.g. where to **Credit** if the user issue **Cash Sales**).
- Select the default **Sales Return Account** for the particular group of items. (e.g. where to **Debit** if the user issue **Credit Note**).
- Select the default **Purchase Account** for the particular group of items. (e.g. where to **Debit** if the user enter **Purchase Invoice** or **Supplier Debit Note**).
- Select the default **Cash Purchase Account** for the particular group of items. (e.g. where to **Debit** if the user enter **Cash Purchase**).
- Select the default **Purchase Return Account** for the particular group of items. (e.g.

where to **Credit** if the user enter **Purchase Return**).

10.2 Maintain Stock Item

Maintain Stock Item allows user to set the individual items information.

The screenshot shows the 'Maintain Stock Item' window. The fields and options are numbered as follows:

- 1: Code field (B-FLOUR)
- 2: Description field (BAKING FLOUR)
- 3: Item Group dropdown (BAKE)
- 4: Sales Tax dropdown
- 5: UOM table (UOM, RATE, Ref. Cost, Ref. Price, Min Price, Base)
- 6: Stock Control checkbox (checked)
- 7: Active checkbox (checked)

Other visible fields include: Reorder Level (0.00), Reorder Qty (1.00), Lead Time (0), Remark 1, Remark 2, Barcode, Ref. Cost (10.00), Ref. Price (10.00), Shelf, Purchase Tax, Bal Qty (899.00), and various buttons (New, Edit, Delete, Save, Cancel, Refresh, Browse, Close).

UOM	RATE	Ref. Cost	Ref. Price	Min Price	Base
GRAMS	0.01	0.15	0.15		
KG	1.00	10.00	10.00		<input checked="" type="checkbox"/>
BOX	10.00	85.00	85.00		
CONTAINER	500.00	0.00	0.00		

1. Enter **Item Code** and **Description**.
2. Select **Item Group** (e.g. to which group the particular item for) and enter all the available fields (e.g. Ref Cost etc)
3. If you have multiple **UOM** (e.g. sometime you may buy or sell in different sizes eg Carton or Box) you may specified it here.
4. Select the **Tax Type** for the particular item (**GST Module**).
5. Enter the **Secondary UOM** for the particular item (**Secondary UOM Module**).
6. Untick **Stock Control** option if the item is non-controllable item (e.g service charge)
7. Untick **Active** option if the item is no longer active.

10.3 Stock Received

Stock Received Entry

Cancelled ☐

Stk Rec No : RC-00003

Next No :- RC-00004

Date :- 14/07/2014

Description :- Stock Received

Update Cost

Item Code	Description	Location	Project	Qty	UOM	Unit Cost	Sub Total
B-FLOUR	BAKING FLOUR	---	---	1.00	KG	10.00	10.00

Reason :

Authorised By : Remark :

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

1. Enter the **Description** (will shown in Stock Card).
2. Select **Item Code** and enter all the available field (e.g. Description, Qty).

Optional Module - Multi Location (Warehouse) Module

3. Select the **location** for the particular item (e.g. to where the item should in to).

Optional Module - Project Module

4. Select the **Project** for the particular item (e.g. for which project the item for).

10.4 Stock Issue

Stock Issue Entry

Cancelled ☐

Stk Issue No : IS-00003

Next No :- IS-00004

Date :- 14/07/2014

Description :- Stock Issue

Update Cost

Item Code	Description	UOM	Qty	Unit Cost
B-FLOUR	BAKING FLOUR	KG	10.00	10.00

Reason : _____

Authorised By : _____ Remark : _____

New
Edit
Delete
Save
Cancel
Refresh
Browse
Close

1. Enter the **Description** (will shown in Stock Card).
2. Select **Item Code** and enter all the available field (e.g. Description, Qty).

10.5 Stock Transfer

Stock Transfer Entry

Stock Transfer

Code: 300-00001 OWL BAKERY SDN BHD

Stk Trans No : <<New>>

Next No: XF-00002

Date :- 14/07/2014

Description :- Stock Transfer

Update Cost

Item Code	Description	From Location	To Location	UOM	Qty	Unit Cost
B-FLOUR	BAKING FLOUR	KL	BALAKONG	KG	20.00	
						20.00

Reason :

Authorised By :

Remark :

Close

Optional Module - Multi Location (Warehouse) Module

1. Select **Item Code** and enter all the available field (e.g. Description, Qty, U/Cost).
2. Select the **From Location** and **To Location** the following items should move to.

10.6 Stock Adjustment

Stock Adjustment Entry

Cancelled ☐

Stk Adj No : AJ-00004

Next No :- AJ-00005

Date :- 14/07/2014

Description :- Stock Adjustment

Update Cost

Item Code	Description	Qty	UOM	Unit Cost	Sub Total
B-FLOUR	BAKING FLOUR	1.00	KG	10.00	10.00

Reason :

Authorised By : Remark :

Close

1. Enter the **Description** (will shown in Stock Card).
2. Select **Item Code** and enter all the available field (e.g. Description, Qty, U/Cost).

Example:

If you currently hold 10 units of Baking Flour, but system shows 0 unit. In stock adjustment, under QTY, key in 10, so system will add 10 units in.

If you currently hold 10 units of Baking Flour, but system shows 20 units. In stock adjustment, under QTY, key in -10, so system will deduct 10 units out.

Tools

Part



XI

11 Tools

11.1 Maintain User

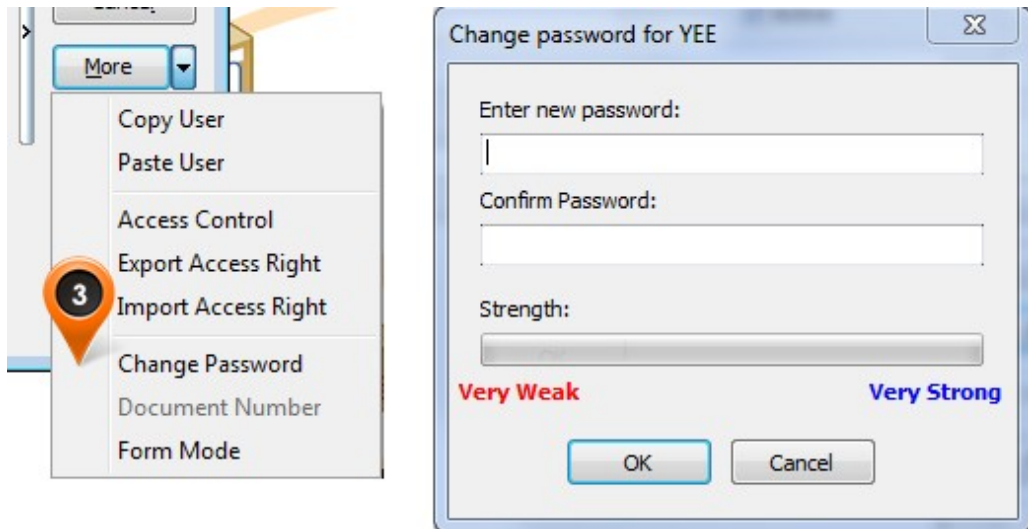
Maintain User allows user to maintain the particular access right for the particular User

The screenshot shows the 'User' maintenance window. It includes the following elements:

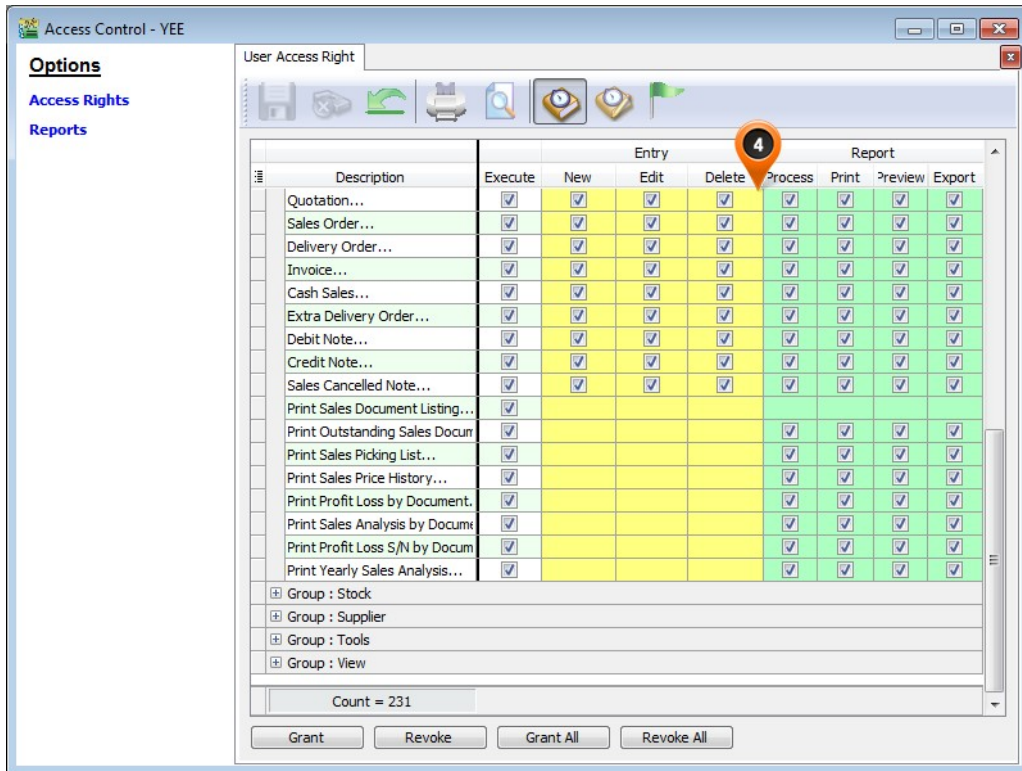
- Code:** YEE
- Name:** MS YEE
- Groups:** Signature
- Signature:** A button to load a signature image.
- Table:**

Group	Name
ADMINISTRATORS	ADMINISTRATORS
- Buttons:** New, Edit, Delete, Save, Cancel, More, Preview, Refresh, Browse.

1. Enter all the available field (e.g. Login Name, Name and Groups).
2. **Signature** field allow you to load a image signature which can be printed on in the document eg. Quotation. To load your signature, right click your mouse in the **Signature** field and select Load and look for the file.



3. To change password, click **More**. Then click **Change Password** and enter the new password.



4. Click **Access Right**. In access right, you can tick and/or untick which function can or can't be access by the user.

11.2 Maintain Scripts

Maintain Scripts allows user to maintain the formula or calculation for the data entry.



Optional Module - User Defined Script Module

1. Enter the **Code** and **Description**.
2. In the **Script** field you can enter the formula using either **Pascal** or **VB Script**.

11.3 Maintain Document Number

Document Number

Description: Customer Invoice

Document Type: Customer Invoice

Format: IV-{@mm}% .4d

Script:

Frequency: Reset Monthly

Year	Month	Next Number	Sample
2014	7	1	IV-070001
2014	8	1	IV-080001
2014	9	1	IV-090001
2014	10	1	IV-100001
2014	11	1	IV-110001

Count = 5

Buttons: New, Edit, Delete, Save, Cancel, More, Preview, Refresh, Browse

Optional Module - Multiple Document Number Set Module

1. Select the **Document Type** (e.g. Customer Invoice) and enter the Description for the particular set of document (e.g. Invoice No. with Agent Code).
2. Enter **Format** * (e.g. the display format for the particular set of number).
3. Frequency allows user to choose how frequent to reset the running number.
4. **Output Sample.**

Example: Format:- **IV-{@mm}% .4d**

- **IV-** Invoice
- **{@mm}** - current month. (if format is {@dd/mm/yyyy}, (current date 1st Jan 2014) it will display as 01/01/2014).
- **% .4d** - decimal point (e.g. **% .4d** means 4 decimal points).
- **{hh:mm:ss}** This will display the current system time. (e.g. **{hh:mm:ss}** and current

time is **8:15:30AM**, then the will show as **08:15:30**.

- If you using the **Script** field then the **Format** field will be ignored.

11.4 Maintain Agent

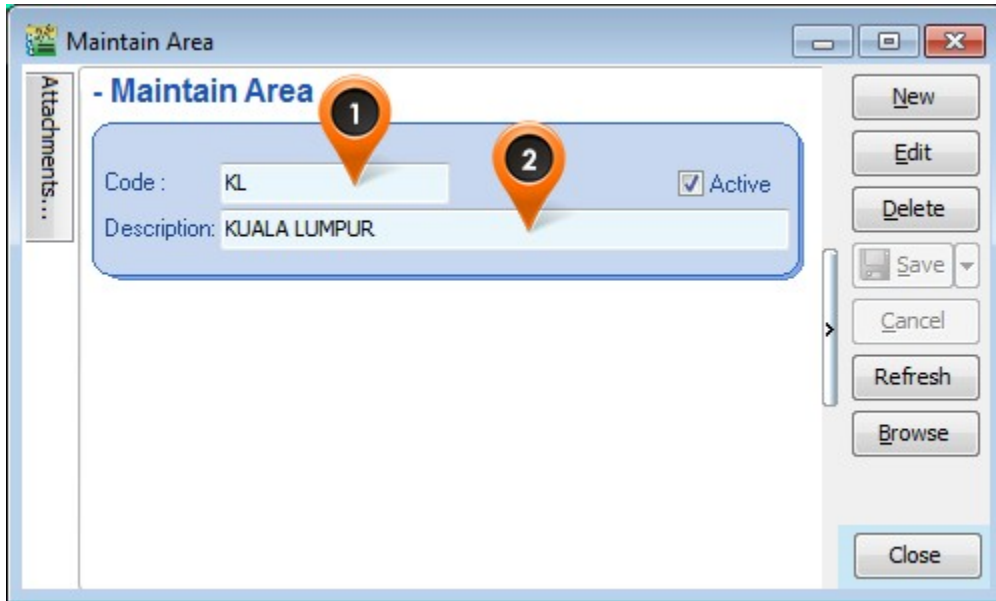
Maintain Agent allows user to maintain the Agent or Salesman name and code.

The screenshot shows a window titled "Maintain Agent". On the left is a sidebar with "Attachments...". The main area is titled "- Maintain Agent" and contains a form with two fields: "Code:" with the value "MS TOH" and "Description:" with the value "TOH PEI THENG". There is an "Active" checkbox which is checked. Two orange callout bubbles with numbers 1 and 2 point to the "Code" and "Description" fields respectively. On the right side of the window is a panel with buttons: "New", "Edit", "Delete", "Save" (with a floppy disk icon), "Cancel", "Refresh", "Browse", and "Close".

1. Enter the Agent **Code**.
2. **Description** allows you to enter agent's description.

11.5 Maintain Area

Maintain Area allows user to maintain their Customer or Supplier by Area or Territory



The screenshot shows a software window titled "Maintain Area". On the left is a vertical sidebar labeled "Attachments...". The main area is titled "- Maintain Area" and contains a form with two input fields: "Code :" with the value "KL" and "Description:" with the value "KUALA LUMPUR". An "Active" checkbox is checked. Two orange callout bubbles with numbers 1 and 2 point to the "Code" and "Description" fields respectively. On the right side of the window, there is a vertical stack of buttons: "New", "Edit", "Delete", "Save" (with a dropdown arrow), "Cancel", "Refresh", "Browse", and "Close".

1. Enter the Area **Code**.
2. **Description** allows you to enter area's description.

11.6 Maintain Terms

Maintain Terms allows user to maintain their Customer or Supplier Sales or Purchase Terms.

1. Enter the Terms **Code**.
2. **Description** allows you to enter term's description.

- **Due in number of Days** - How many days the document due. (e.g. if you set as 60 Days, the document will due on the 60th day from the document date).
- **Due on specific day of the month** - Which day of the document due. (e.g. if you set as 2 Month 6 Days the document will due on the 6th of the 2nd month).
- **Due in the month end** - How many month the document is due. (e.g. if you set as 2 Months mean the document will due at the end of 2nd month).

11.7 Maintain Currency

Maintain Currency allows user to maintain Foreign Currency Customer and Supplier.

- Maintain Currency -

Currency: SGD
 Symbol: S\$
 Description: SINGAPORE DOLLAR

we BUY at rate: 2.5000
 we SELL at rate: 2.6000 Color:

Date From	Date To	Buying Rate	Selling Rate
<No data to display>			

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

Optional Module - Basic Currency Module or Advance Currency Module.

1. Enter all the available field (e.g. Code, Symbol & Description).
2. Enter the **we BUY at rate** (e.g. the rate when we purchase goods) and **we SELL at rate** (e.g. the rate when we sell the goods) fields.
3. Select the color for the particular currency - for display in all the grid layout.

11.8 Maintain Journal

Maintain Journal allows user to maintain the Account Journal. Normally the system will auto generate for once you had create a new account book.

1. Enter the **Journal** Name.
2. **Description** allows you to enter the specific journal's description.

11.9 Maintain Payment Method

Maintain Payment Method allows user to maintain Cash and Bank setting e.g. Journal, Bank charges account and etc.

The screenshot shows a software window titled "Maintain Payment Method". On the left is a vertical sidebar labeled "Attachments...". The main area is titled "- Maintain Payment Method -" and contains several input fields. Four orange callout bubbles with numbers 1 through 4 point to specific fields: 1 points to the "Method" field (containing "310-004"), 2 points to the "Bank Charge Acc:" field (containing "902-000"), 3 points to the "Journal:" field (containing "BANK"), and 4 points to the "OR Number Set:" field (containing "Master Card OR"). Other visible fields include "Currency:" (USD), "Overdraft Limit:" (500,000), and "PV Number Set:" (37). On the right side of the window is a vertical column of buttons: "New", "Edit", "Delete", "Save" (with a floppy disk icon), "Cancel", "Refresh", "Browse", and "Close".

1. Select the **Journal** for the particular payment method.
2. Select the **Bank Charge Account** for the particular payment method.

Optional Module

3. In the **Currency** field select the currency for the particular payment method (**Advance Currency Module**).
4. In the **OR Number Set** and **PV Number Set** field select the default set document number for the particular payment method (**Multiple Document Number Set Module**).

11.10 Maintain Project

Maintain Project allows user to maintain the project accounting as the branch or departmental basis.

Optional Module - Project Module

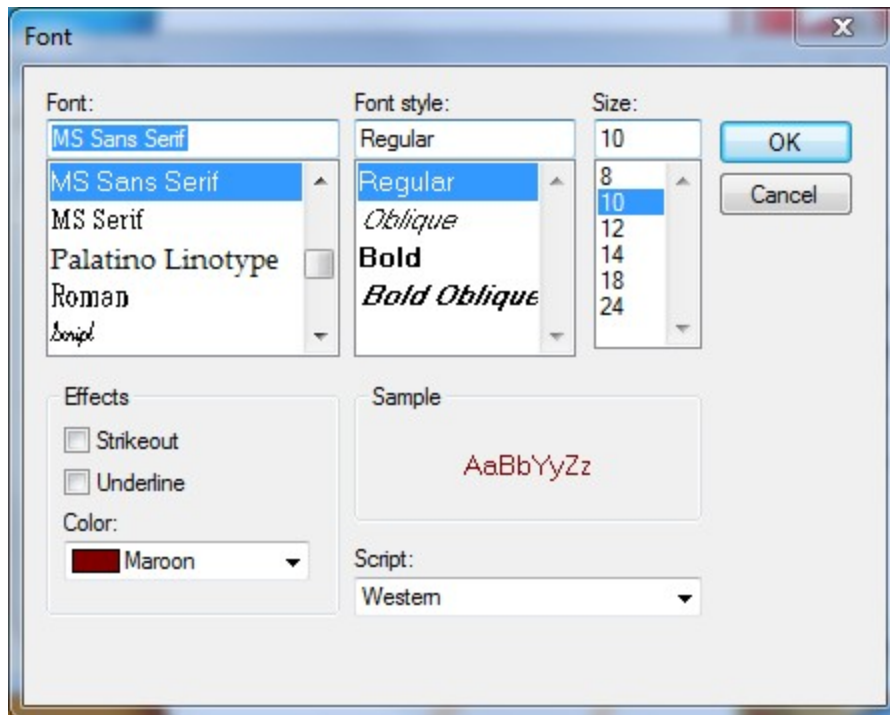
1. Enter the project **Code**.
2. **Description** allows you to enter the project' description.
3. Enter the project **Value**.

11.11 Maintain Style

Maintain Style allows users to decorate their own style for Sales, Purchase and Stock Entry.



1. Click the **Font** button and the below dialog will popup and select what type, style and size of font you prefer and click OK



Government Service Tax

Part



XII

12 Government Service Tax

12.1 Introduction



12.2 Maintain Tax

Code	Description	Tax Account	Tax Rate	Active
TX6	Purchases with GST incurred at 6% and directly attributable to taxable supplies	360-000	6%	<input checked="" type="checkbox"/>
NR	Purchase from non GST-registered supplier with no GST incurred	360-000	0%	<input checked="" type="checkbox"/>
ZP	Purchase from GST-registered supplier with no GST incurred	360-000	0%	<input checked="" type="checkbox"/>
SR	Standard-rated supplies with GST charged	460-000	6%	<input checked="" type="checkbox"/>
OS	Out-of-scope supplies	460-000	0%	<input checked="" type="checkbox"/>
ES	Exempt supplies under GST	460-000	0%	<input checked="" type="checkbox"/>
IM	GST incurred for import of goods	360-000	6%	<input type="checkbox"/>
IS	Imports under special scheme with no GST incurred	360-000	6%	<input type="checkbox"/>
BL	Purchases with GST incurred but not claimable	360-000	6%	<input type="checkbox"/>
EP	Purchases exempted from GST	360-000	0%	<input type="checkbox"/>
OP	Purchase transactions which is out of the scope of GST legislation	360-000	0%	<input type="checkbox"/>
TX-E43	GST incurred directly attributable to incidental exempt supplies	360-000	6%	<input type="checkbox"/>
TX-N43	GST incurred directly attributable to non-incidental exempt supplies	360-000	6%	<input type="checkbox"/>
TX-RE	GST incurred that is not directly attributable to taxable or exempt supplies	360-000	6%	<input type="checkbox"/>
28				

Code	SR	<input checked="" type="checkbox"/> Active	New
Description	Standard-rated supplies with GST charged		Edit
Tax Account	460-000		Delete
Tax Type	SR (Standard-rated supplies with GS		Save
Tax Rate	6%		Cancel
			More
			Preview
			Refresh
			Browse

☐ Tax Inclusive

12.3 Maintain Customer

Maintain Customer

- Maintain Customer -

Company:

Con : Code: Cust. Category:

300-C0001

General Note Sales Tax

Sales Tax Exemption No :

Expiry Date :

Tax :

Code	Description	Rate
ES	Exempt supplies under GST	0%
OS	Out-of-scope supplies	0%
SR	Standard-rated supplies with GST charged	6%

3

Fetch All A-- A=a New

1. Click on **Sales Tax** Tab.
2. Define Customer with specific **Tax** code.

12.4 Maintain Supplier

- Maintain Supplier -

Company: CHOCOLATE FACTORY PTE LTD

Control A/C: 400-000 Code: 400-C0002 Supp. Category: ----

Purchase Tax Exemption No.:

Expiry Date: //

Tax: TX6

Code	Description	Rate
NR	Purchase from non GST-registered supplier with no GST incurred	0%
TX6	Purchases with GST incurred at 6% and directly attributable to taxat	6%
ZP	Purchase from GST-registered supplier with no GST incurred	0%

3

Fetch All A-- A=a New

1. Click on **Purchase Tax** Tab.
2. Define Supplier with specific **Tax** code.

12.5 Invoice

Invoice

Customer: 300-C0002
 COOKIE FACTORY SDN BHD
 Address :- 32, JALAN TIARA 4
 BANDAR BARU KLANG
 41150, KLANG
 SELANGOR, MALAYSIA

Description :- Sales

Profit Estimator

Inv No : IV-0207
 Next No :- 0208
 Date :- 04/04/2016
 Agent :-
 Terms :- 30 Days
 Ref 1. :-
 Ext. No. :-

Item Code	Description	Qty	UOM	U/Price	Tax	Tax Amount	Tax Inclusive	Sub Total (Tax)
007 BAKING	BAKING POWDER	100.00	UNIT	20.00	SR	120.00	<input type="checkbox"/>	2,120.00
010 BUTTER	AUSTRALIA BUTTER	25.00	UNIT	8.00	SR	12.00	<input type="checkbox"/>	212.00
018 HONEY	ORGANIC HONEY	10.00	UNIT	80.00	SR	48.00	<input type="checkbox"/>	848.00
020 BAKING	POLENTA	100.00	UNIT	25.00	SR	150.00	<input type="checkbox"/>	2,650.00
4 records		235.00				330.00		5,830.00

Deposit Amount: 0.00
 Local Net Total: 5,830.00
 Net Total: 5,830.00

1. Select **Customer**.
2. Select **Item Code** and enter all the available field (e.g. Description, Qty).
3. Select **Tax** Code.
4. **Tax Amount** from that item.
5. **Sub Total** displays the final figure including tax.

ice	Disco...	Tax	Tax Amount	Tax Inclu...	Sub Total...
0.00		SR	120.00	<input type="checkbox"/>	2,120.00
8.00		SR	12.00	<input type="checkbox"/>	212.00
0.00		SR	48.00	<input type="checkbox"/>	848.00
5.00					

Code	Description	Rate
ES	Exempt supplies under GST	0%
OS	Out-of-scope supplies	0%
SR	Standard-rated supplies with GST charged	6%

6. User may still choose different tax code based on item.

U/Price	Tax	Tax Amount	Tax Inclusive	Sub Total (Tax)
20.00	SR	113.21	<input checked="" type="checkbox"/>	2,000.00
8.00	SR	11.32	<input checked="" type="checkbox"/>	200.00
80.00	SR	45.28	<input checked="" type="checkbox"/>	800.00
25.00	SR	141.51	<input checked="" type="checkbox"/>	2,500.00
		319.81		5,650.00

7. Tick to include tax with Sub total price, system will auto capture and calculate.



The Awesome Cake Maker

No 29- 88, Jalan PJU 5/27
Dataran Sunway
Kota Damansara
47810 Petaling Jaya

Tax Invoice

Billing Address

COOKIE FACTORY SDN BHD

32, JALAN TIARA 4
BANDAR BARU KLANG
41150, KLANG
SELANGOR, MALAYSIA

Attn MS LISA
Tel 03 3341 6909
Fax 03 3341 2909

Delivery Address

04A-00-10, JALAN BATU NILAM 1E
BANDAR BUKIT TINGGI
41200, KLANG
SELANGOR, MALAYSIA

Attn MS LISA
Tel 03 3341 6909
Fax 03 3341 2909

Customer Account	Sales Executive	Currency Rate	Name	Page No	Invoice No.	Date
300-C0002	----	1.0000	ADMIN	1 of 1	IV-0207	04/04/2016

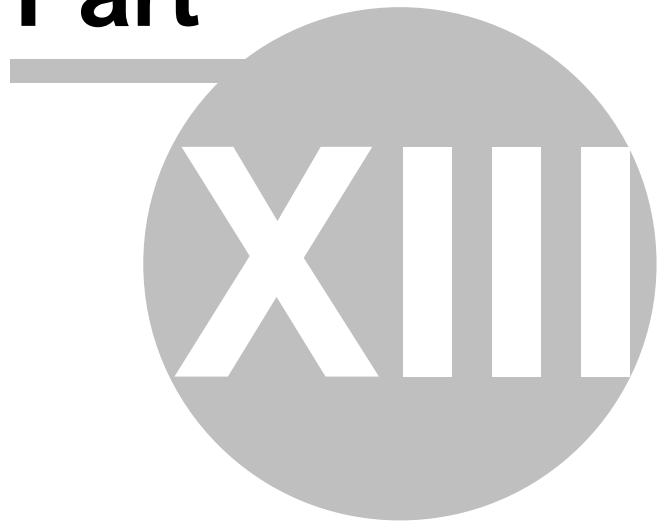
No	Description	Qty	Price/Unit	Discount	Sub Total	Total Excl. GST (RM)	GST Amt @ 6% (RM)	Total Incl. GST (RM)	Tax
1	BAKING POWDER	100.00	UNIT	20.00	2,000.00	2,000.00	120.00	2,120.00	SR
2	AUSTRALIA BUTTER	25.00	UNIT	8.00	200.00	200.00	12.00	212.00	SR
3	ORGANIC HONEY	10.00	UNIT	80.00	800.00	800.00	48.00	848.00	SR
4	POLENTA	100.00	UNIT	25.00	2,500.00	2,500.00	150.00	2,650.00	SR

RINGGIT MALAYSIA : FIVE THOUSAND EIGHT HUNDRED AND THIRTY ONLY

Total Amount Due		5,500.00	5,500.00	330.00	5,830.00
Payment Terms	GST Amount (RM)		Total Payable (RM)		
30 Days	330.00		5,830.00		

Report Designer

Part

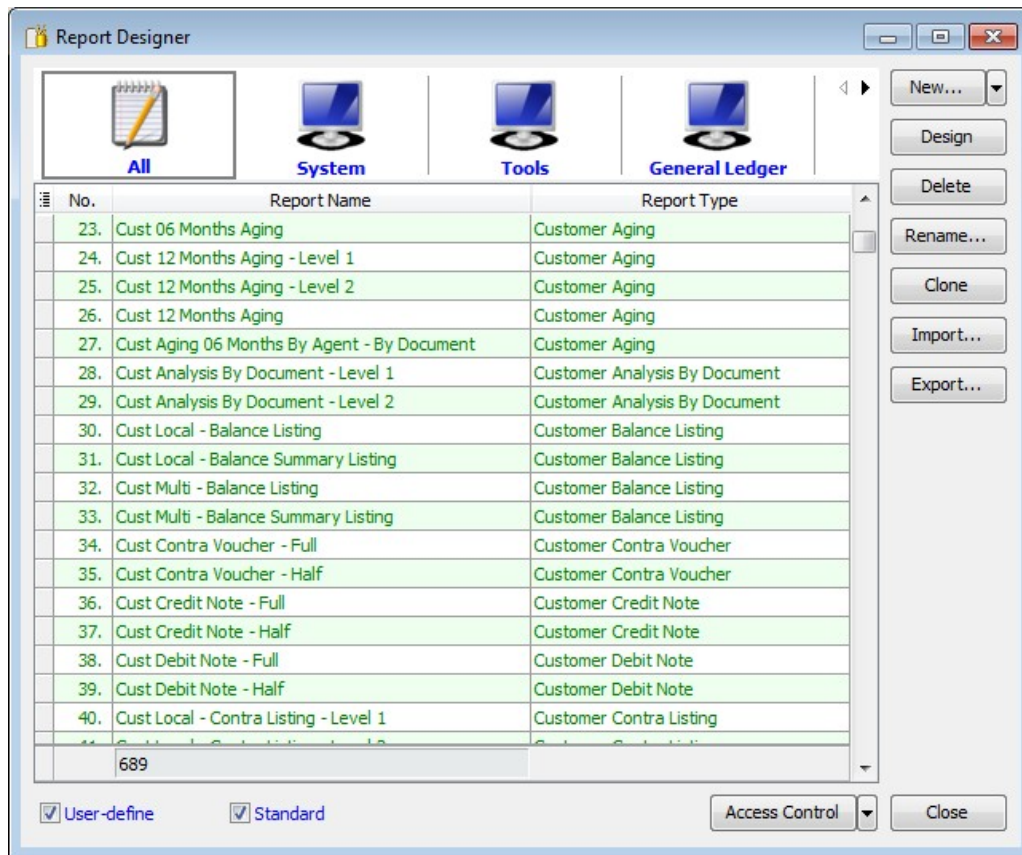


13 Report Designer

In the **SQL Financial Accounting** it allows user to customize almost all report except **Financial Report** (e.g. Profit & Loss Statement and Balance Sheet Statement) to suit the user company requirements.

To design the report just click **Tools -> Report Designer**.

Click on the report you wanted to redesign and click **Design**.



13.1 Designer Layout

The screenshot displays the Report Designer software interface. The top toolbar includes various icons for design and formatting. Below the toolbar is a ruler and a font selection area showing 'Tahoma' and size '10'. The main workspace is divided into three sections: Header, Detail, and Footer.

Header Section: Contains a 'Note' area with a '(Logo)' placeholder. Below this is an 'Invoice' title. To the left of the 'Invoice' title is a box containing fields: 'CompanyName', 'Address1', 'Address2', 'Address3', 'Address4', 'Attn : Attention', 'TEL : Phone1', and 'FAX : Fax1'. To the right of the 'Invoice' title is a box containing fields: 'No.', 'DocNo', 'Your Ref.', 'DocRef1', 'Our D/O No.', 'FromDocNo', 'Terms', 'Te', 'Date', 'DocDate', and 'Page', '1 of 1'. The 'Header' label is at the bottom right of this section.

Detail Section: Contains a table with columns: 'No.', 'Item Code', 'Description', 'Qty', 'Price/Unit', 'Discount', and 'Amount'. The 'Detail' label is at the bottom right of this section.

Footer Section: Contains a 'Variable1' box with 'Notes :'. The notes are: '1. All cheques should be crossed and made payable to CompanyName' and '2. Goods sold are neither returnable nor refundable.'. To the right of the notes is a box containing 'Total' and 'DocAmt'. The 'Footer' label is at the bottom right of this section.

At the bottom of the interface, there is a status bar showing the path: 'Main : Main / SubRptNorm: Document Detail / SubReport1: Document SerialNumber / SubRptMerge: pISQL_2 / _ _ _'.

This report consist 3 parts:

- 1) Header (Top Part) - Edit information such as Company Logo, Header, Company name and address and so on.
- 2) Detail (Middle Part) - To edit this part, you need to click on the "SubRptNorm: Document_Detail" at the bottom
- 3) Footer (Bottom Part) - Edit information such as Total Amount, Terms Text, Signature and so on.

13.2 Usage of Report Designer Toolbar

The following sub-topics will explain the usage of the Report Designer toolbar.

There are including: -

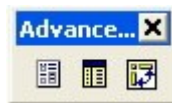
[Standard Component Toolbar](#)



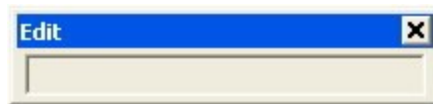
[Data Component Toolbar](#)



[Advance Component Toolbar](#)



[Edit Toolbar](#)



13.2.1 Standard Component Toolbar

The following table will explain the usage of each icon in the **Standard Component Toolbar**. This toolbar will assist in creating the most commonly used report components.




















Component	Icon	Description
Label		Used to display text. Assign the Caption property to control the text value. You can have the label resize automatically to fit a changing caption if you set the AutoSize property to True.
Memo		Used to print multiple lines of plain text in a report. To set the value, assign a string list to the Lines property. To dynamically resize the memo during printing, set the Stretch property to True. Use the ShiftRelativeTo property to define dynamic relationships with other stretchable objects.
Rich Text		Used to print formatted text. To set the value, assign the RichText property or use the LoadFromFile or LoadFromRTFStream methods. Use the ShiftRelativeTo property to define dynamic relationships with other stretchable objects. At design-time you can use the Report Builder's built-in RTF Editor to load, modify, and save rich text data stored in files.
System Variable		Used to display common report information such as page number, page count, print date and time, date, time, etc. The type of information displayed is controlled by the VarType property. The format is controlled by the DisplayFormat property.
Variable		Used for calculations via an Object Pascal event handler assigned to the OnCalc event or a RAP event handler assigned to the OnCalc event. Access the Calculations dialog (via the speed menu) or the Calc tab of the Report Designer to code a RAP calculation for this component.

Image		Used to display bitmaps and windows metafiles in reports. Assign the Picture property of this component in order to place an image in your report. Use the Report Designer's built-in picture dialog to load images at design-time
Shape		Use this component to print various shapes (squares, rectangles, circles, ellipses). Set the Shape property to select a type of shape. Use the Brush and Pen properties to control the color and border respectively.
Line		Displays single and double lines (either vertical or horizontal.) Set the Style property to control whether the line is single or double. Set the Weight property to control the line thickness in points. Set the Position property to control whether the line is vertical or horizontal.
Chart		Used to display standard (non-data-aware) Tee-Charts. This component enables you to use Tee-Chart inside the Report Designer. You can access the TeeChart editor via a popup menu.
Bar Code		Used to render bar codes. The string value assigned to the Data property is encoded based on the Bar-Code Type. If the data to be encoded is in a database, use DBBarcode. The following symbologies are supported: Codabar, Code 128, Code 39, EAN-13, EAN-8, FIM A,B,C, Interleaved 2 of 5, Post-Net, UPC-A, UPC-E.
Check Box		Displays a check box using the WingDings font.

13.2.2 Data Component Toolbar




The following table will explain the usage of each icon in the **Data Component Toolbar**. This toolbar will assist in creating data-aware report components.

Component	Icon	Description
DBText		Used for displaying values from all types of database fields. Use the <i>Display Format</i> property to format the value.
DBMemo		Used to print plain text from a memo field of a database table. This control will automatically word-wrap the text. Set the Stretch property to True and the component will dynamically resize to print all of the text. Use the <i>Shift Relative To</i> property to define dynamic relationships with other stretchable objects.
DBRichText		Used to print formatted text from a memo or BLOB field of a database table. This control will automatically word-wrap the text. Set the Stretch property to True and the component will dynamically resize to print all of the text. Use the <i>Shift Relative To</i> property to define dynamic relationships with other stretchable objects.
DBCalc		Used for simple database calculations (Sum, Min, Max, Count and Average.) The value can be reset when a group breaks using the <i>Reset Group</i> property.
DBImage		Used to print bitmaps or windows metafiles, which are stored in a database BLOB field.
DBBarcode		Used to render bar codes based on the <i>Bar Code Type</i> and the value supplied via the <i>Data Field</i> property. The following symbologies are supported: <i>Coda bar</i> , Code 128, Code 39, EAN-13, EAN-8, FIM A,B,C, Interleaved 2 of 5, Post Net, UPC-A, UPC-E.

DBChart		Allows data-aware TeeCharts to be placed within a report.
DBCheckBox		Displays a check box based on the value of the field specified in the DataField property. Can be used with a Boolean field (or any other type of field via the BooleanTrue, BooleanFalse properties).

13.2.3 Advance Component Toolbar

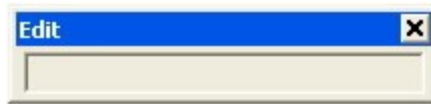
The following table will explain the usage of each icon in the **Data Component Toolbar**. This toolbar will assist in creating advanced report components.

Component	Icon	Description
Region		Used to logically group components together. Use the <i>Shift Relative To</i> property to move the region in relation to another dynamically resizing component (such as Memo, Rich Text or child-type Sub-Report.)
SubReport		Used to handle multiple master details, create side-by-side reporting effects and hook reports together as one. If you need a report to print within the context of a band, use a child-type sub-report. If you need to hook reports together use a section type sub-report. The <i>Print Behavior</i> property determines the sub-report type. Normally the programmers use this function.
CrossTab		Used to present summarized data in a grid format.

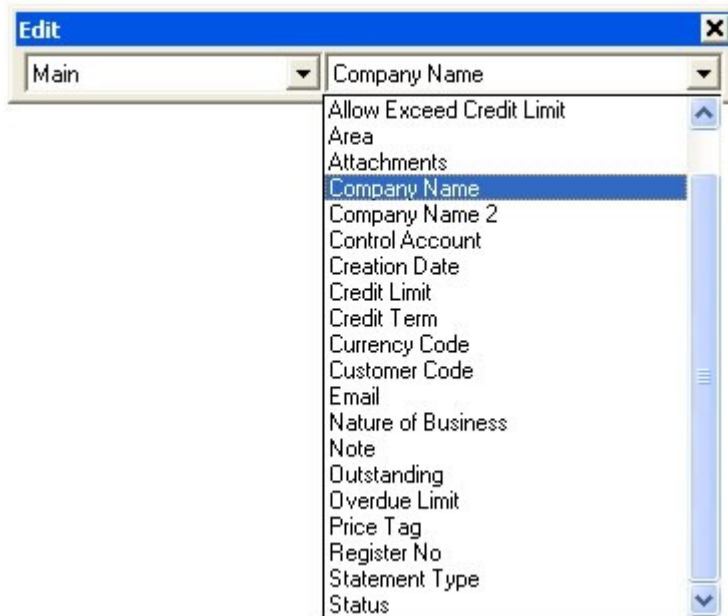
13.2.4 Edit Toolbar

This toolbar will assist in setting the most important property or properties for the currently selected component.

1. No component selected.

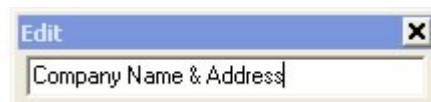


2. **Data-aware** component selected.

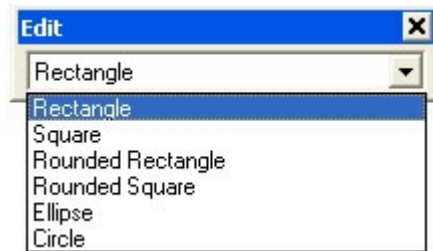


This configuration allows the **data pipeline** and **data field** for the component to be set. The dropdown list on the left shows the **data pipeline**. The drop-down list on the right shows the **field name**.

3. **Label** component selected.



Here a label component has been selected in the Report Designer. The Edit toolbar displays an edit box from which the label's caption can be set.

4. **Shape** component selected

Here a shape component has been selected in the Report Designer.
The Edit toolbar displays the different shape types.

5. **Line** component selected.

This configuration allows you to move the line to the top, bottom, left, or right within the line's selection handles.

Appendix

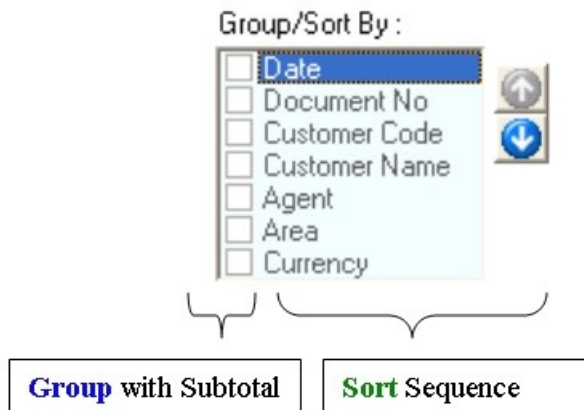
Part



14 Appendix

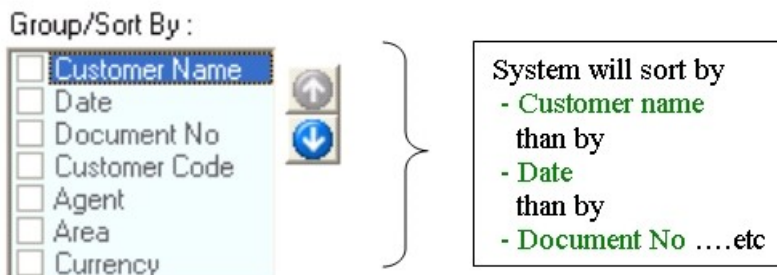
14.1 Appendix I - SQL Power Report Tools

A typical report box can be seen in all reporting screen in SQL Account. The parameter (Date, Document No etc) will be different for each reporting needs.

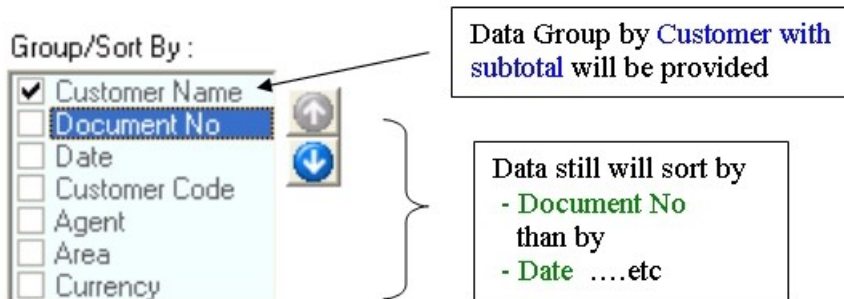


In any report presentation, SQL Account our user can Freely manipulate on data **SORT**ing & **GROUP**ing any combination in report presentation

Data Sorting : In every reports, the default sorting sequence will be by date. For instant, if you want your report to **sort by <Customer Name>** , than just highlight on <Customer Name>, use arrow key to arrange on the sequence you. Click on <apply> button.



Data Grouping : Normally the default setting does not group by any parameter. But if you want your report to **group by e.g.. <Customer Name>** , than just check on <Customer Name>, Click on <apply> button to view result in print preview.



14.2 Appendix II - SQL Power Grid

How SQL GRID can help you throughout the system :

1) Build-in MS Excel® Style Data Filtering

To activate this function : Click on 'Filter' button under the menu bar.

The screenshot shows the 'Maintain Supplier' window with a table of suppliers. A 'Custom Filter' dialog box is open, allowing users to filter the data based on the 'Phone 1' field.

Company Name	Code	Attention	Phone 1	C...	Outsta
ABCD CO.	400-A0001		(All)	S\$	
CELCOM (M) COMMUNICATI...	400-C0001	MS SIM	(Custom...)		
DIGI COMMUNICATION BHD	400-D0001	MR DELFO	(Blanks)		
ERICSON SUPPLIER BHD	400-E0001	MR ERIC	(NonBlanks)		
LION HPHONE ACCESSORIE...	400-L0001	MR WOO	00 029 948476		
MAXIS COMMUNICATION BHD	400-M0002	MR MAX	03-3342 9898		
MOTOROLA SUPPLIER BHD	400-M0001	MS MAY	03-5601 6016		
NOKIA CORP LTD	400-N0001	MR ANDERSON	03-5609 9877		
WORLDLINE COMMUNICATI...	400-W0001	MS HO	03-56801313		
			03-5798 9487	USD	
			03-5901 2012		
			03-9021 0987		

Custom Filter

Show rows where:

Phone 1

like 3342%

☒ AND ☐ OR

Use _ to represent any single character

Use % to represent any series of characters

OK Cancel

2) **Automatic Sorting Against an Unlimited Number of Columns**

All the grid in our system allows you to sort against one or more columns.

To activate this function : Simply hold your SHIFT key and click on the column header.

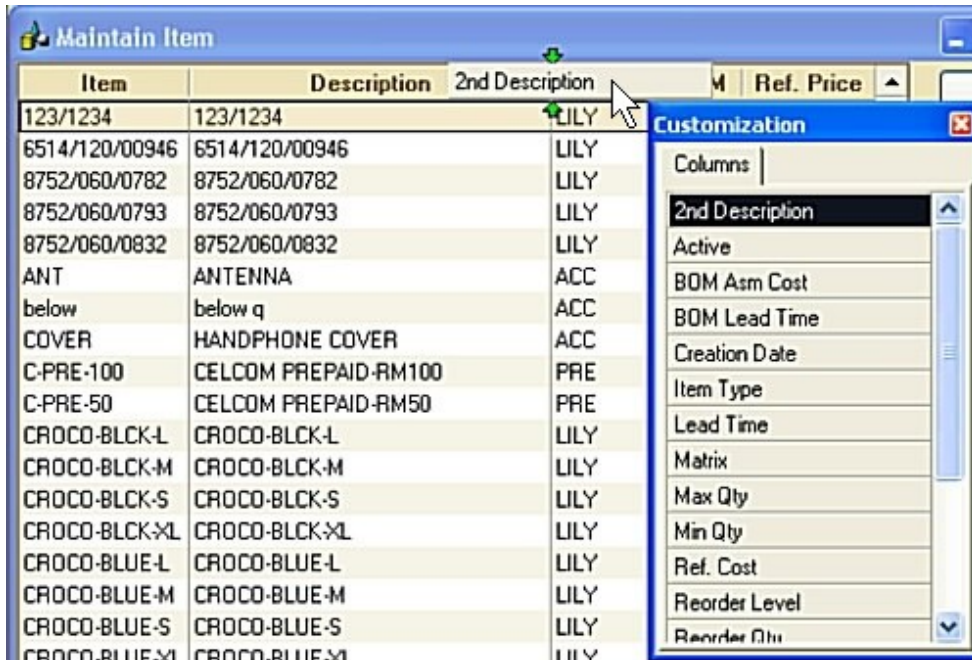


Invoice No ▲	Date ▼	
IV-00008	17/12/2004	301
IV-00056	04/06/2004	301
IV-00051	18/03/2004	301
IV-00052	18/03/2004	301
IV-00053	18/03/2004	301

3) Automatic Runtime Column Selection

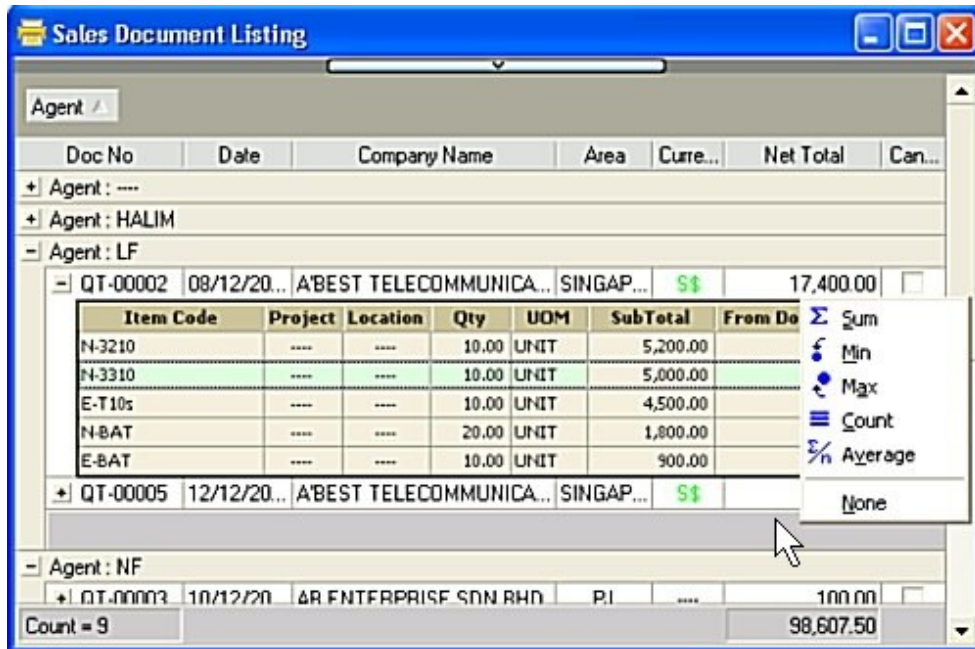
You can easily customize the columns visible on-screen with intuitive drag and drop, just as they can in MS Outlook®.

To activate this function : Right click at the column header, choose "Field Chooser".



4) Instant Runtime Summaries for All Grouped Nodes and Summaries Footer

To activate this function : You can summarize information by Right click at the footer, choose the formula you want.



5) Data Grouping

To activate this function : Simply click on the column header which you wanted to group, drag it and drop it in the Group By Box.

Doc No	Date	Company Name	Agent	Area	Curr...	Net Total	C
+ QT-00009	09/01/2...	ALPHA & BETA COMPUT...	SY	RAWA...	----	5.00	
+ QT-00001	22/01/2...	KITTY SECURITY SDN B...	HALIM	WW	----	80,000.00	
+ QT-00011	15/06/2...	Testing - CR Ctrl	----	----	----	50.00	
- QT-00002	08/12/2...	A'BEST TELECOMMUNI...	LF	SINGA...	S\$	17,400.00	

Item Code	Project	Location	Qty	UOM	SubTotal	From Doc...	From Do
N-3210	----	----	10.00	UNIT	5,200.00		
N-3310	----	----	10.00	UNIT	5,000.00		

6) Export to external file format (excel, text, jpeg, html etc.)

To activate this function : Right click at the column header, choose "Grid Export".

7) Drill Down to source documents

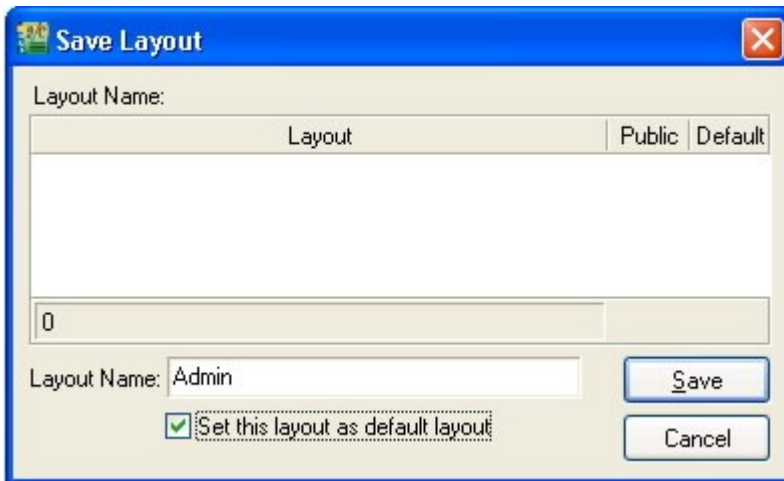
To activate this function : Simply double click at the document you want to drill down.

8) Standard and Extended Multi-Selection Support

To activate this function : Simply hold your CTRL or SHIFT key and click on the record in the grid.

9) **Save and Load Customise Grid**

To activate this function : Right click at the column header, choose "Save Grid Layout" or "Load Grid Layout".



The "Save Layout" dialog box has a blue title bar with a close button. It contains a "Layout Name:" label above a table. The table has three columns: "Layout", "Public", and "Default". The "Layout" column contains the text "Layout". Below the table is a text box containing the number "0". At the bottom, there is a "Layout Name:" label followed by a text box containing "Admin", a checked checkbox labeled "Set this layout as default layout", and "Save" and "Cancel" buttons.

Layout	Public	Default
Layout		

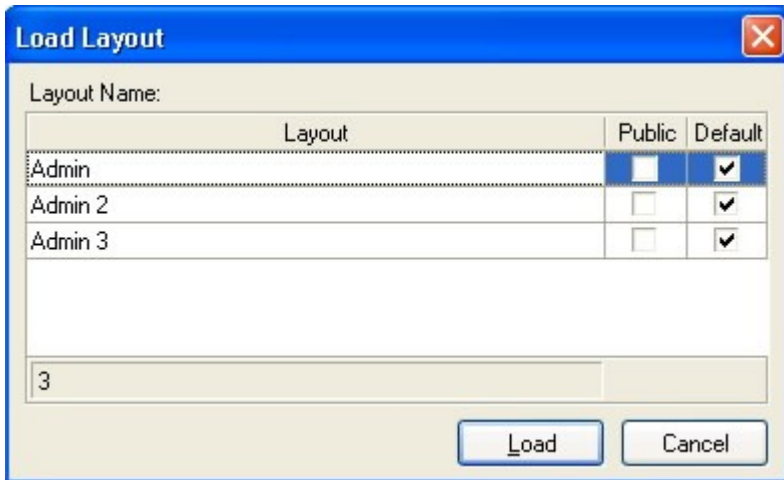
0

Layout Name: Admin

☒ Set this layout as default layout

Save Cancel

- a) In the Layout Name enter the layout name.
- b) Tick "Set this layout as default layout", if you wanted to use as the default layout.



The "Load Layout" dialog box has a blue title bar with a close button. It contains a "Layout Name:" label above a table. The table has three columns: "Layout", "Public", and "Default". The "Layout" column contains the text "Admin", "Admin 2", and "Admin 3". The "Public" column contains checkboxes, and the "Default" column contains checkboxes. Below the table is a text box containing the number "3". At the bottom, there are "Load" and "Cancel" buttons.

Layout	Public	Default
Admin	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Admin 2	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Admin 3	<input type="checkbox"/>	<input checked="" type="checkbox"/>

3

Load Cancel

10) Incremental Search for each Column

You can instantly locate any information displayed within individual columns without the need to scroll the entire contents of the grid.

To activate this function : Just click on the column you wanted to search and start enter your keywords.

Maintain Item

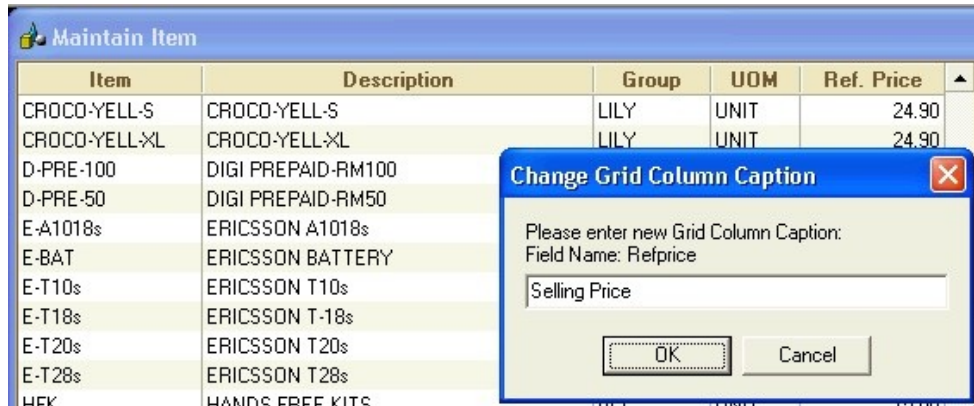
Item	Description	Group	UOM	Ref. Price
CROCO-YELL-S	CROCO-YELL-S	LILY	UNIT	24.90
CROCO-YELL-XL	CROCO-YELL-XL	LILY	UNIT	24.90
D-PRE-100	DIGI PREPAID-RM100	PRE	UNIT	100.00
D-PRE-50	DIGI PREPAID-RM50	PRE	UNIT	50.00
E-A1018s	ERICSSON A1018s	HP	UNIT	500.00
E-BAT	ERICSSON BATTERY	ACC	UNIT	150.00
E-T10s	ERICSSON T10s	HP	UNIT	800.00
E-T18s	ERICSSON T-18s	HP	UNIT	1,100.00
E-T20s	ERICSSON T20s	HP	UNIT	2,000.00
E-T28s	ERICSSON T28s	HP	UNIT	2,400.00
HFK	HANDS FREE KITS	ACC	UNIT	15.00
HSEG	HOUSING	ACC	UNIT	9.90
KP-RAIN	KEYPAD - RAINBOW	ACC	UNIT	1.50
LCLIP	LEATHER CLIP	ACC	UNIT	1.20
M-BAT	MOTOLORA BATTERY	ACC	UNIT	150.00
M-P7689	MOTOLORA P7689	HP	UNIT	988.00
M-PRE-120	MAXIS PREPAID-RM120	PRE	UNIT	120.00
M-PRE-60	MAXIS PREPAID-RM60	PRE	UNIT	60.00
M-R-GP300	MOTOLORA RADIUS GP300	HP	UNIT	1,000.00
M-STV	MOTOLARA STAR TAC V SERIES	HP	UNIT	2,988.00
M-STX	MOTOLARA STAR TAC X SERIES	HP	UNIT	1,988.00
M-TB LS	MOTOLORA TRI-BAND L - SERIES	HP	UNIT	3,500.00
N-3210	NOKIA 3210	HP	UNIT	900.00

69 Items

Buttons: New, Edit, Delete, Save, Cancel, Detail, Close

11) Change the Column Header Caption

To activate this function : You can instantly change the column header caption by Right click at the column header, choose "Change Grid Column Caption".



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Company Name :

Product ID :

Channel Partner :

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