

SQL Account User Manual

Contents

1	Getting Start With SQL Account System	5
1.1	How to set Financial Period & System Conversion Date	5
1.2	Starting GST	7
1.3	Setting of Company Profile.....	10
2	Master Data Creation	12
2.1	General Ledger (Maintain Chart of Account).....	12
2.1.1	Creating a New Account	12
2.1.2	Creating a Sub Account	13
2.2	Maintain Customer.....	14
2.2.1	General (Maintenance).....	14
2.2.2	Advance Credit Control (*Pro Package Inclusive)	16
2.2.3	Tax	17
2.3	Maintain Supplier.....	18
2.4	Maintain Stock Group.....	18
2.5	Maintain Stock Item.....	19
3	Sales & Purchase.....	21
3.1	Purchase Order.....	21
3.2	Purchase Goods Received.....	22
3.3	Purchase Invoice	23
3.4	Sales Quotation	24
3.5	Sales Order.....	25
3.6	Sales Delivery Order.....	25
3.7	Sales Invoice	26
3.8	Sales Cash Sales.....	27
3.9	Sales Credit Note	28
3.10	Sales Cancelled Note (required partial delivery module)	28
4	Customer & Supplier	29
4.1	Customer Invoice	29
4.2	Customer Payment	30
4.2.1	Local Bank Payment	30
4.2.2	Post Dated Cheque	31
4.2.3	Bounced Cheque	33
4.3	Customer Credit Note	34
4.4	Customer Refund	35
4.5	Customer Contra	35
5	General Ledger.....	39

5.1	Opening Balance	39
5.1.1	General Ledger.....	39
5.1.2	Customer and Supplier.....	39
5.1.3	Stock Value	40
5.1.4	Bank Reconciliation.....	40
5.2	Journal Entry	41
5.3	Cash Book Entry	42
6	Inventory	43
6.1	Stock Receive :.....	43
6.2	8.5 Stock Issue :	43
6.3	8.6 Stock Adjustment / Stock Take :	44
7	Report.....	47
7.1	General Ledger Report.....	47
7.1.1	Balance Sheet.....	47
7.1.2	Profit & Loss Statement	47
7.1.3	Trial Balance	48
7.1.4	Ledger Report	48
7.2	Customer Report	49
7.2.1	Customer Aging	49
7.2.2	Customer Statement	50
7.2.3	Customer Due Document Listing.....	51
7.2.4	Customer Analysis By Document.....	54
7.3	Sales Report	55
7.3.1	Sales Document Listing	55
7.3.2	Export report into Excel.....	55
7.3.3	Batch Printing Invoices	56
7.3.4	Outstanding Sales Document Listing (Required Partial Delivery Module).....	56
7.4	Inventory Report	59
7.4.1	Stock Card :.....	59
7.4.2	Stock Card Qty :.....	59
7.4.3	Stock Month End Balance :.....	59
7.4.4	Stock Reorder Advice :.....	60
8	GST.....	62
8.1	GST-03 Draft	62
8.2	How to submit GST-03 Tap Online?	63
8.3	Set Tax Date.....	70
8.4	GAF File	71

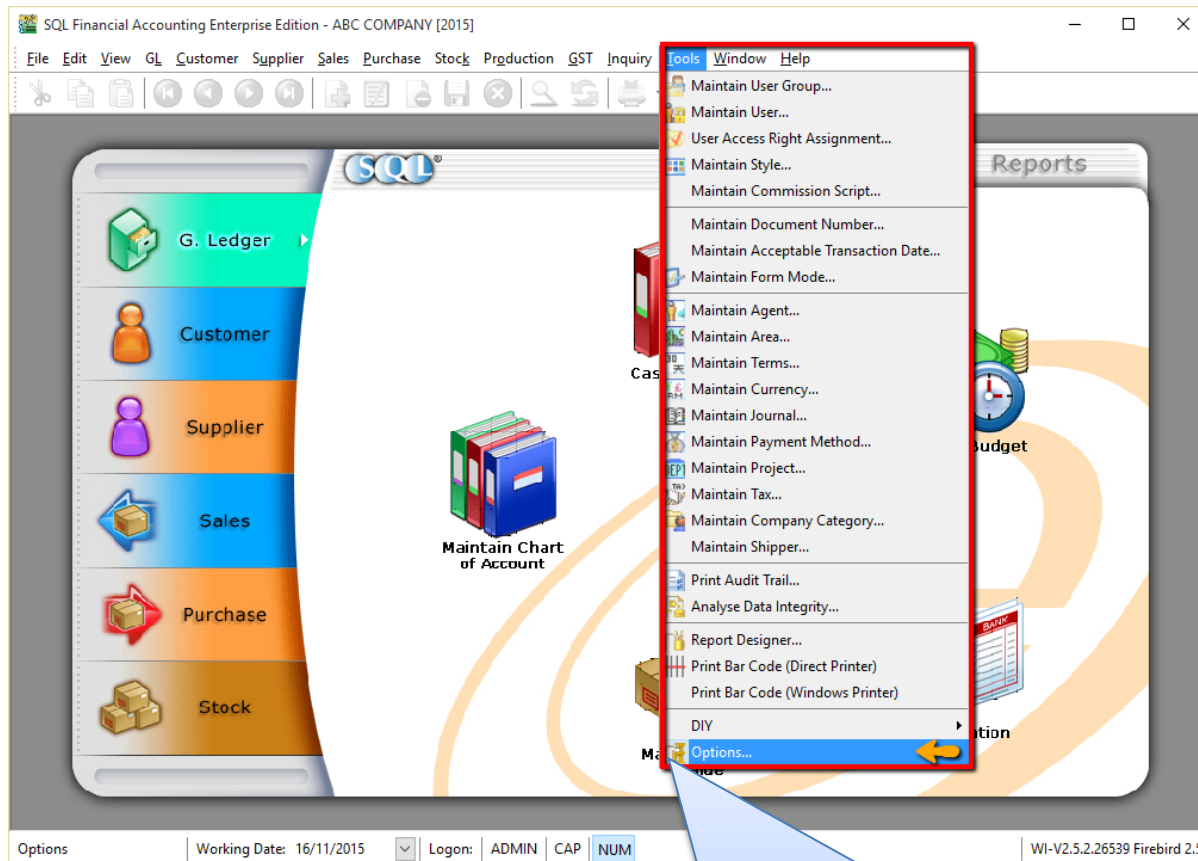
8.5	GST Listing Report.....	75
9	Tools	76
9.1	Maintain User.....	76
9.1.1	User Access Right.....	76
9.2	Maintain Document Number	77
9.3	Maintain Acceptable Transaction Date	78
9.3.1	Override Acceptable Transaction Date	79
9.4	Maintain Form Mode	81
9.4.1	Form Mode VS User	84
9.5	Maintain Terms	85
9.6	Maintain Currency	87
9.7	Maintain Payment Method.....	88
9.8	Maintain Project (Required Project Module).....	89
9.9	5 Cents Rounding.....	95

1 Getting Started SQL Account System

1.1 How to set Financial Period & System Conversion Date

http://www.sql.com.my/video/sqlacc_tutorial/09-13_Financial_Period.mp4

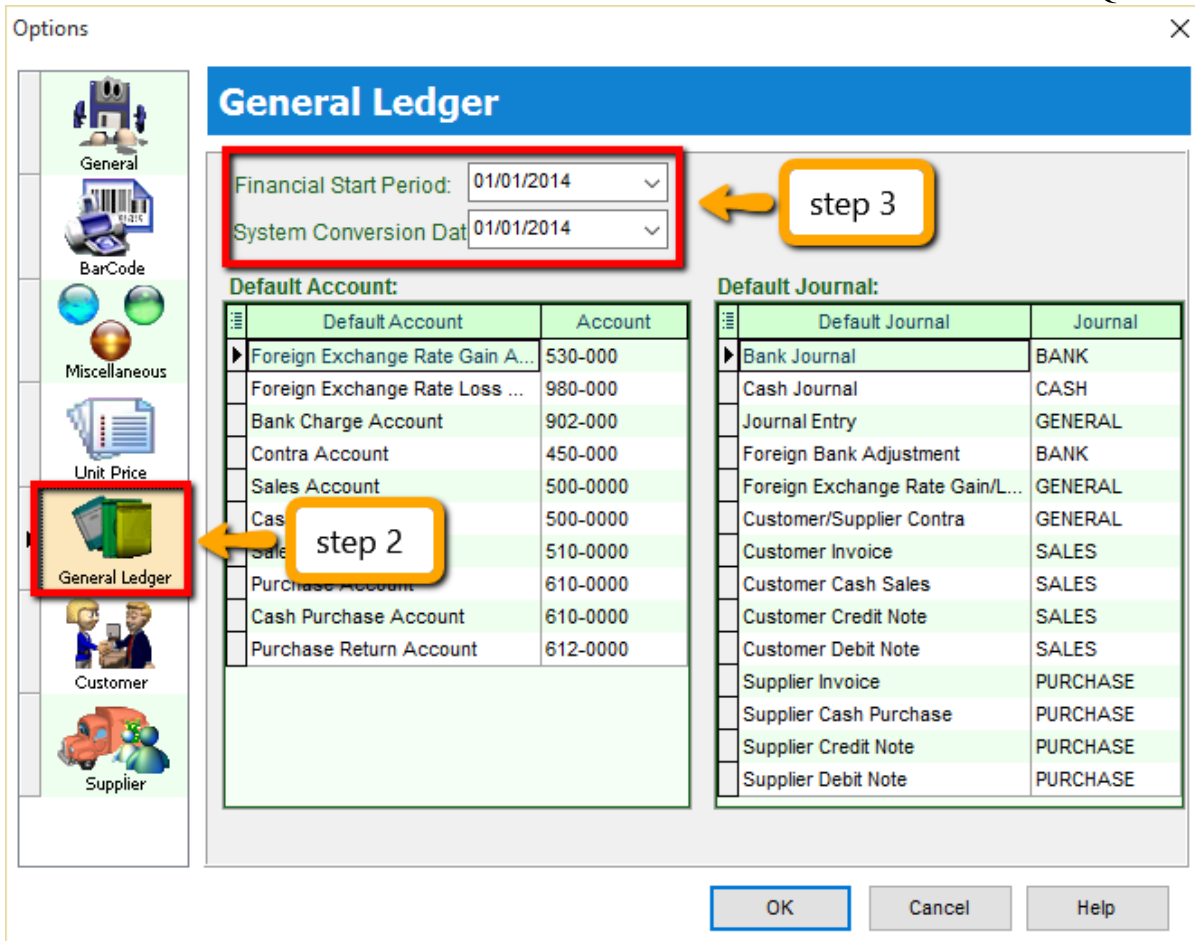
Step 1: Tools | Options



Once you setup your Financial Start Period & System Conversion Date it is not easy to change it again. It is set only once when you create a NEW database.

Step 2: Select **General Ledger**

Step 3: Select **Financial Start Period & System Conversion Date**

**Situation 1:**

My financial period starts on 1st January every year, I start using SQL from 1/1/2015.

Financial Start Period = 1/1/2015

System Conversion Date = 1/1/2015

Situation 2:

My financial period starts on 1st January every year, I start using SQL from 1/4/2015.

Financial Start Period = 1/1/2015

System Conversion Date = 1/4/2015

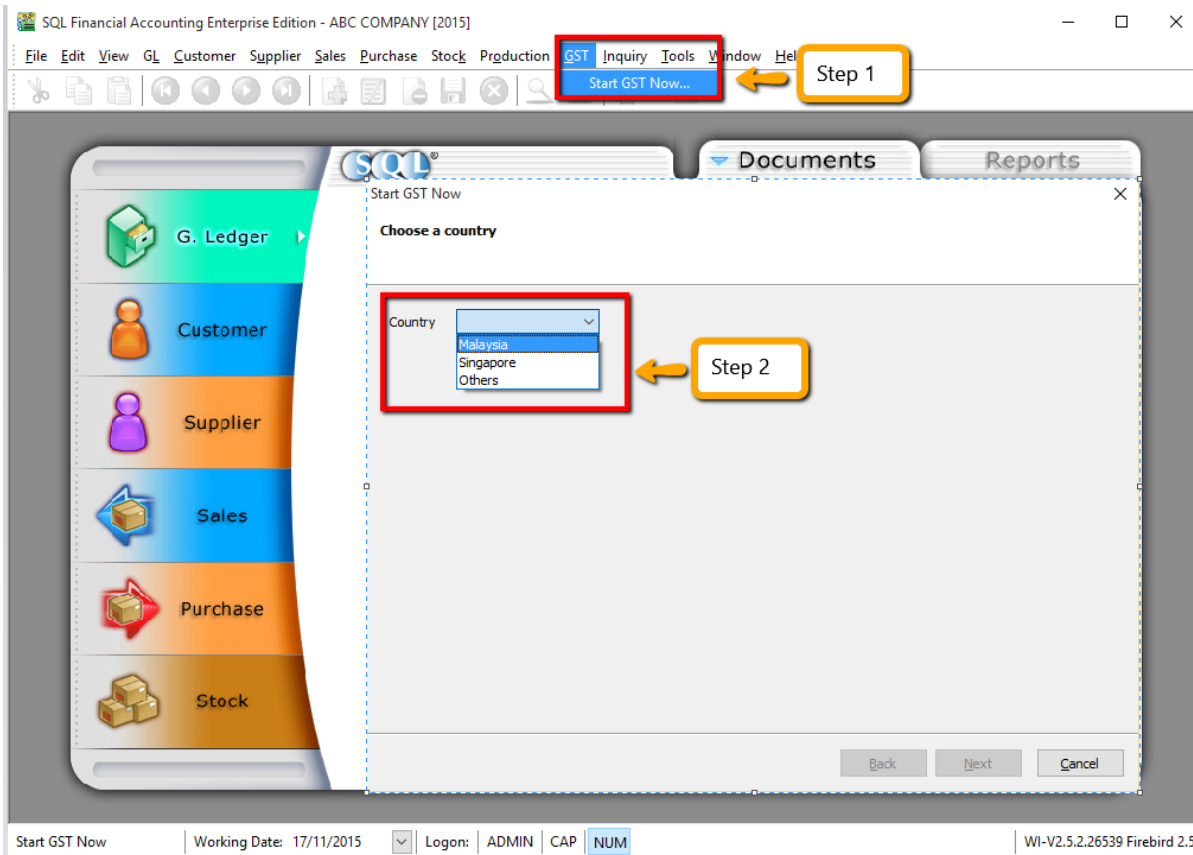
1.2 Starting GST

http://www.sql.com.my/video/sqlacc_tutorial/GST-01_Setup.mp4

This is to initiate setup of the GST Malaysia Module in SQL Accounting System.

Step 1: Go to **GST | Start GST Now**

Step 2: Select **Malaysia**



Step 3: Select **Malaysia Flag** and checked on acknowledgement

Start GST Now

Select the national flag for chosen country

Step 3

I hereby acknowledge that I have chosen the right country and I understand the changes is permanent and not revertible after successful save.

Once GST country profile is set. It **cannot be reversed**

Back Next Cancel

Step 4: Set **GST effective date** for your company

Start GST Now

Set GST effective date

GST Effective Date 01 Apr 2015


Step 4

In general, GST in Malaysia starts on 1st April 2015, different companies may have different GST effective dates due to their financial year-end dates and other reasons. Please refer to your GST approval letter to get the correct effective date.

Back Next Cancel

Step 5: Key in your company's 12 digit **GST registration number**.

Start GST Now ×


Set GST Registration No. 

GST Registration No. ← Step 5

If you key in incorrectly, you can still amend under **File | Company Profile**, refer 1.2 Setting for Company Profile.

Step 6: Select **Finish**

Start GST Now ×

Maintain GL Account 

Current Assets

GST - Claimable

GST - Purchase Deferred Tax

GST - Output Tax Prepaid

Current Liabilities

GST - Payable

GST - Sales Deferred Tax

GST - Payable (Kastam)


Expenses

GST - Unclaimable

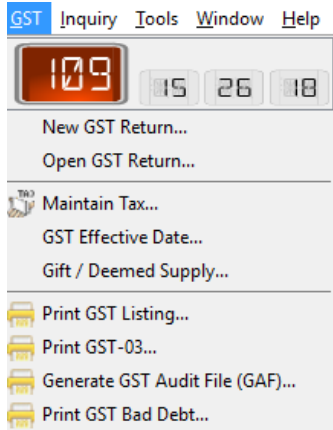
Step 6

Step 7: It will prompt you with this message, please log on again to complete the GST Profile setup

Information ×

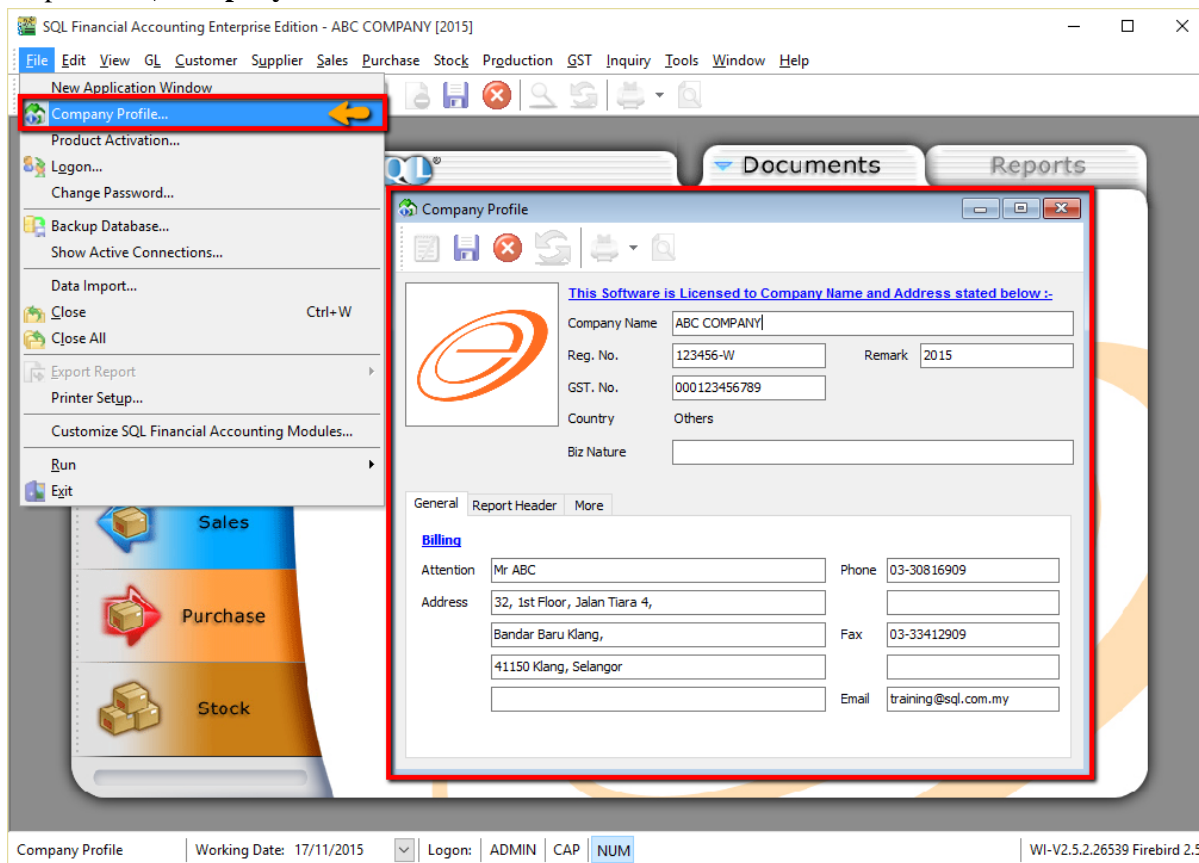
 You must re-login for these changes to take effect.

Step 8: After logging in again, you should see a new drop down list with GST functions, the GST setup is now complete.



1.3 Setting of Company Profile

Step 1: File | Company Profile



Step 2: Select **Report Header**

Company Profile

This Software is Licensed to Company Name and Address stated below :-

Company Name: ABC COMPANY

Reg. No.: 123456-W Remark: 2015

GST. No.: 000123456789

Country: Others

Biz Nature:

General **Report Header** More

ABC COMPANY (123456-W)
32, 1st Floor, Jalan Tiara 4, Bandar Baru Klang,
41150 Klang, Selangor,
Phone: 03-30816909 Fax: 03-33412909 email: training@sql.com.my
(GST No: 000123456789)

Set Report Header Edit

2 Master Data Creation

2.1 General Ledger (Maintain Chart of Account)

http://www.sql.com.my/video/sqlacc_tutorial/03-01_GL_Chart_of_Account.mp4

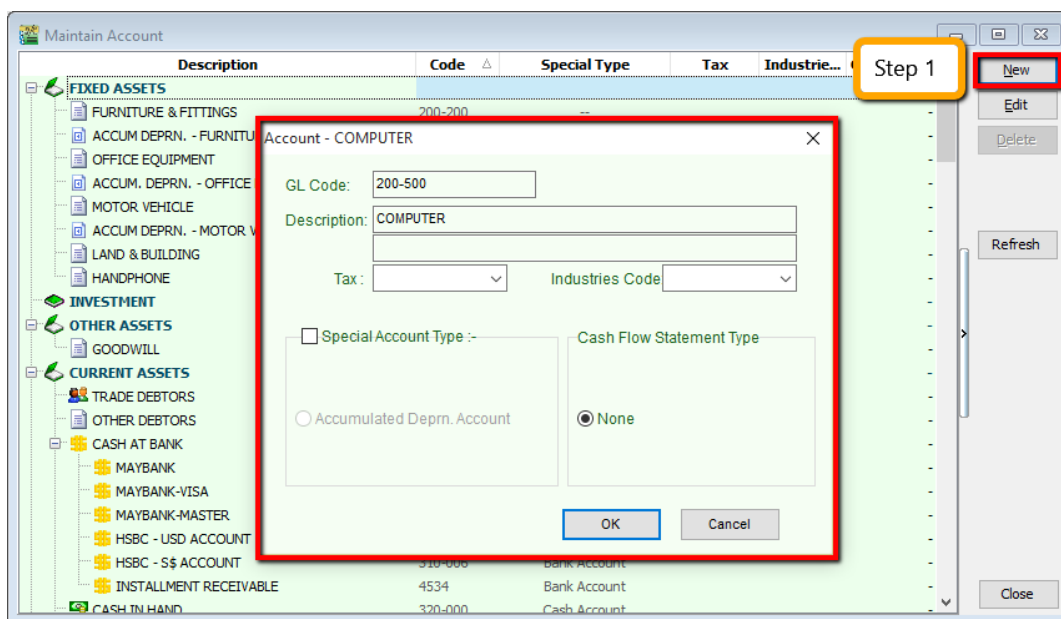
2.1.1 Creating a New Account

Step 1: Select **GL | Maintain Account | Select category (e.g. Fixed Assets) | New**

Step 2: Enter the **GL Code** and **Description** (*alphanumeric characters are acceptable*)

Step 3: Check the **Special Account Type** if applicable, e.g. the account is belonging to Accumulated Deprn Account (Fixed Assets)

Step 4: Click **OK**. Your new account is now created.



Account - COMPUTER

GL Code: 200-500

Description: COMPUTER

Tax: Industries Code

Special Account Type

Cash Flow Statement Type

Accumulated Deprn. Account None

OK Cancel

2.1.2 Creating a Sub Account

Step 1: Point to the parent account (e.g. Cash at Bank)

Step 2: Follow the same steps from 2.1.1 Create New Account

Description	Code	Special Type	Tax	Industrie...	Cash Flow...
ACCUM DEPRN. - MOTOR VEHICLE	200-405	Accumulated Deprn. Accu...			
LAND & BUILDING	200-500	--			
HANDPHONE	200-600	--			
INVESTMENT					
OTHER ASSETS					
GOODWILL	210-000	--			
CURRENT ASSETS					
TRADE DEBTORS	300-000	Customer Control Account			
OTHER DEBTORS	305-000	--			
CASH AT BANK	310-000	Bank Account			
MAYBANK	310-001	Bank Account			
MAYBANK-VISA	310-002	Bank Account			
MAYBANK-MASTER	310-003	Bank Account			
HSBC - USD ACCOUNT	310-004	Bank Account			
HSBC - S\$ ACCOUNT	310-006	Bank Account			
INSTALLMENT RECEIVABLE	4534	Bank Account			
CASH IN HAND	320-000	Cash Account			
PETTY CASH	325-000	Cash Account			
STOCK	330-000	Bank Stock Account			
DEPOSIT & PREPAYMENT	340-000	--			
DIRECTOR'S LOAN TO	350-000	--			
GST - CLAIMABLE	GST-101				
GST - PURCHASE DEFERRED TAX	GST-102				

You are allowed to create an *unlimited level* of sub accounts. Just point to any account, and add a sub or sub-sub account to it.

2.2 Maintain Customer

http://www.sql.com.my/video/sqlacc_tutorial/04-01_Maintain_Customer.mp4

There are 4 main tabs under Maintain Customer, let's look at them

2.2.1 General (Maintenance)

Create New Customer

Step 1: **Customer | Maintain Customer | New**

Step 2: **Enter the customer's name and other information accordingly.**

Step 3: You can categorize your customers into different groups, e.g. Category, agents, area

Step 4: You can also insert more than one billing / delivery addresses (unlimited)

Step 5: There are different options for viewing a customer aging and customer statement

Customer Statement

Brought Forward: Summary Statement

Open Item: Detail Statement

Customer Aging

Invoice Date: based on IV Date

Due Date: Based on after due date (terms)

Maintain Customer

Company: **Step 2**

Control A/C: Code: **Step 2**

Customer Category:

Step 1

General | Credit Control | Note | Tax

Branch:

Branch Name: BILLING

Address: 1, Jalan Tiara 4,
Bandar Baru Klang,
41150 Klang

Attention:

Phone: Fax:

Email:

Area: **Step 3**

Agent:

Currency:

Credit Terms:

Statement:

Aging On:

Price Tag:

Customer Code is auto-generated by the system; it is based on the first letter of the company name you choose.

Maintain Customer

- Maintain Customer -

Company:

Control A/C: Code: Cust. Category:

General | Credit Control | Note | Tax

Branch: Branch Name: BILLING

BILLING

Address: 1, Jalan Tiara 4,
Pondar Baru Klang,
50 Klang

Attention: Ms. Abby

Phone: Fax:

Email:

Area: Credit Terms: Statement: **Step 5**

Agent: Aging On: **Step 5**

Currency: Price Tag:

1 branches

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

For step 3, how do you create your new agent/ area? Refer to the step below:

Maintain Customer

- Maintain Customer -

Company:

Control A/C: Code: Cust. Category:

General | Credit Control | Note | Tax

Branch: Branch Name: BILLING

BILLING

Address:

Attention:

Phone: Fax:

Email:

Area: Credit Term:

Agent: **Step 3**

Currency: Price Tag:

1 branches

Maintain Agent

Agent	Description	Acti...
----	DEFAULT AGENT	<input checked="" type="checkbox"/>
FFF	FONG FONG	<input checked="" type="checkbox"/>
HALIM	HALIM BIN AHMAD	<input checked="" type="checkbox"/>
Leong	Leong	<input checked="" type="checkbox"/>
LF	LIP FONG	<input checked="" type="checkbox"/>
MATRIX	MATRIX	<input checked="" type="checkbox"/>
NF	NIE FAUNG	<input checked="" type="checkbox"/>
NSL	NG SEE LEE	<input checked="" type="checkbox"/>
SY	SAI YOKE	<input checked="" type="checkbox"/>

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

1. Click on “...” button to maintain agent
2. New
3. Insert Code & Description

2.2.2 Advance Credit Control (*Pro Package Inclusive)

Company: COOKIE FACTORY SDN BHD

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

General **Credit Control** Note 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 checked="" type="checkbox"/>						
Exceed Credit Limit	Block						
Exceed Overdue Limit	Unblock						
Suspended	Block						
Suspended Message	Override						

You can set the credit limit and overdue limit amounts as well as blocking a certain transaction entry for specific customers. What does the document include and for the following documents: Quotation(QT), Sales Order(SO), Delivery Order(DO), Invoice (IV), Cash Sales (CS) and Debit Note(DN)

We can also set once exceed limit & overdue limit,

- i. **Unblock – No restrictions**
- ii. **Block – Blocked for all users**
- iii. **Override – Certain users which have access rights can key in their username & password to override.**
- iv. **Suspended – Blocked with suspended message**

2.2.3 Tax

The screenshot shows the 'Maintain Customer' window with the 'Tax' tab selected. The 'GST. No.' field is highlighted with a red box and contains the value '1231231211'. The 'Tax' dropdown menu is also highlighted with a red box and shows the value 'ZRL'. Other fields include 'Company: KITTY SECURITY SDN BHD', 'Control A/C: 300-000', 'Code: 300-K0001', and 'Cust. Category: ----'. The right sidebar contains buttons for 'New', 'Edit', 'Delete', 'Save', 'Cancel', 'Refresh', 'Browse', and 'Close'.

For the **Tax** tab, you are advised to update the customer's GST registration number and to input the tax code. The tax exemption number and expiry date **DO NOT** need to be updated for the GST period.

You **DO NOT** need to key in the SR as output tax code for every customer. You can preset it at **Tools | Options | Customer**.

2.3 Maintain Supplier

Maintain Supplier it's just a mirror of Maintain Customer, please refer to 2.2 Maintain Customer.

Additional features: GIRO (beta version)

http://www.sql.com.my/document/sqlacc_docs/PDF/13-05-GIRO_SupplierPayment.pdf

2.4 Maintain Stock Group

Allows the user to set default account posting for the a particular group of items.

http://www.sql.com.my/video/sqlacc_tutorial/08-01_Maintain_Stock_Item.mp4

Step 1: **Stock | Maintain Stock Group | New**

Step 2: You can enter your **code** and **description**; you can also assign your **costing method** e.g. FIFO, Weighted Average & Fixed Cost.

Step 3: Assign the account accordingly to sales, cash sales, sales return, purchase, cash purchase and purchase return.

In this case, you can create a different stock group for a different costing method, to apply on a different item code.

2.5 Maintain Stock Item

Allows user to maintain an item or service that you provide for your business.

http://www.sql.com.my/video/sqlacc_tutorial/08-01_Maintain_Stock_Item.mp4

Step 1: **Stock | Maintain Stock Item | New.**

Maintain Item

Maintain Stock Item

Code: Step 2 Serial No. Stock Control Active

Description:

Item Group: Reorder Level: Remark 1:

Base UOM: Reorder Qty: Remark 2:

Ref. Cost: Lead Time: Step 5

Ref. Price: Output Tax:

Shelf: Input Tax: Bal Qty : 98.00

UOM	RATE	Ref. Cost	Ref. Price	Min Price	Base
UNIT	1.00	1,500.0000	2,399.00		<input checked="" type="checkbox"/>
BOX	10.00	12,000.0000	23,900.00		
CTN	12.00	16,000.0000	0.00		

2nd UOM:

Default UOM:

Sales:

Purchase:

Stock:

Step 7

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

Step 2: You can enter your **code** and **description**.

Step 3: You can assign your item to a **group** (see 2.4 Maintain Stock Group to create a new group)

Step 4: You can insert **Base UOM** as default / **smallest unit of measurement**. **Ref Cost** and **Ref Price** are used as **default purchase and sales price**.

Step 5: We categorize **Reorder Level, Reorder Qty and Lead Time** as one group. The settings here; allow you to pre-set all these details, so that if the stock quantity drops to the reorder level, report is generated as a reminder to reorder.

Reorder Level = When stock balance drops to a certain level, system will be able to prompt you to re-order your stock

Reorder Qty = The quantity you wish to reorder when you print reorder advice report

Lead Time = The number of days required for your stock item to arrive.

Output Tax = Default output tax code for an item (only need to define if different from the system default output tax in **Tools | Option | Customer**)

Input Tax = Default input tax code for an item (only need to define if different from the system default output tax in **Tools | Option | Supplier**)

Step 6: You can set **MIN PRICE**, so that your sales personnel won't sell *below min price*.

Step 7: **Multiple UOM purpose is useful for different packaging, as illustrated by the scenario below:**

Scenario A:

I am selling blue pens, blue pens have different packaging, I can sell by *pcs*, by *box* or by *carton*. Now, I can pre-set them this way:

UOM	RATE	Ref. Cost	Ref. Price	Min Price	Base
PCS	1.00	0.50	1.50		<input checked="" type="checkbox"/>
BOX	10.00	2.00	7.50		
CARTON	24.00	5.00	13.00		

As you can see above, I have different Units of Measurement (UOM) and different rates,

Base Rate = PCS = 1

Box = 10 PCS

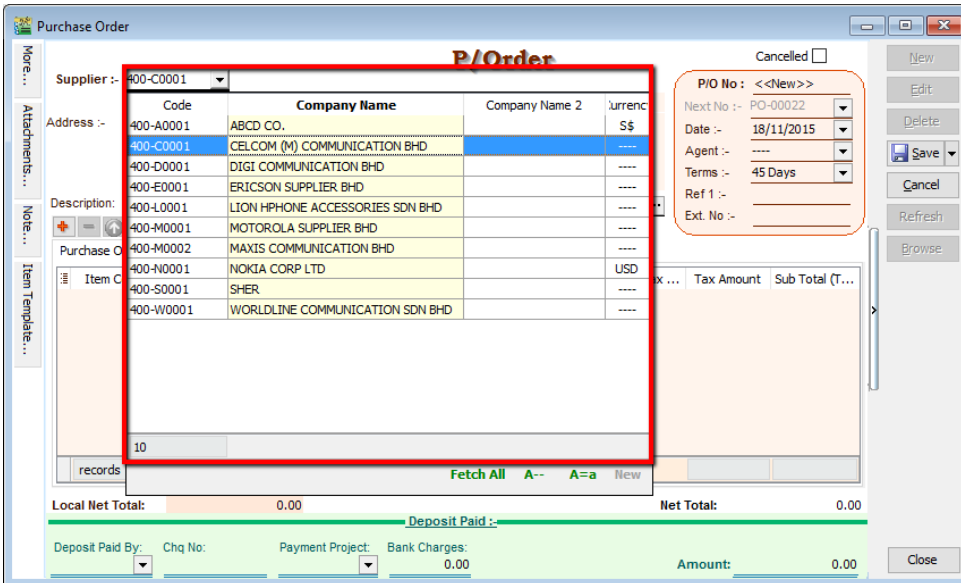
Carton = 24 PCS

3 Sales & Purchase

3.1 Purchase Order

Step 1: Purchase | Purchase Order | New

Step 2: Select Supplier

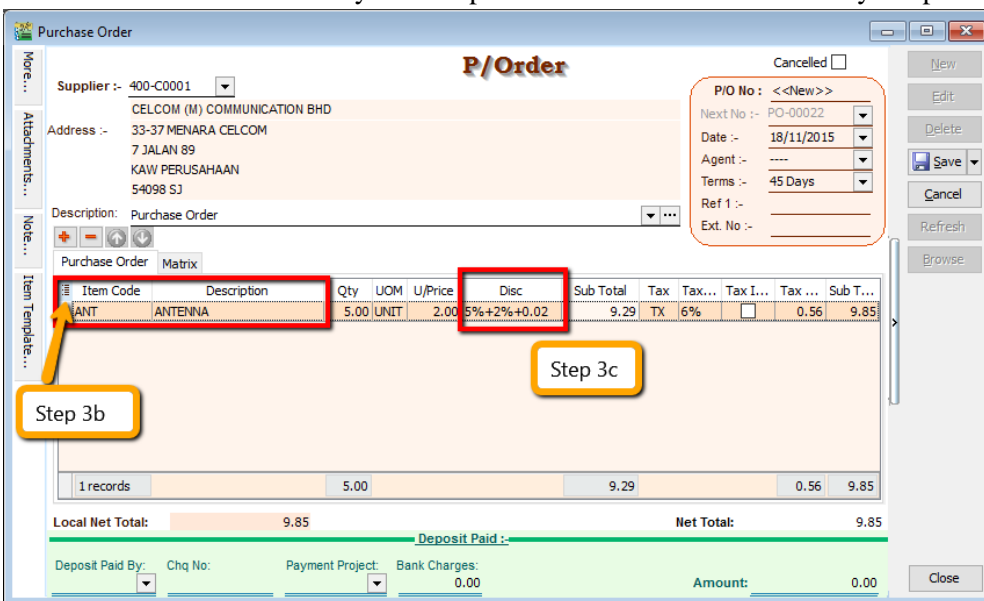


Step 3a: Insert Item Code and details (e.g. Qty, Unit Cost)

Tips: You can navigate the search column by using the “TAB” button on your keyboard. It will apply to all drop down tables.

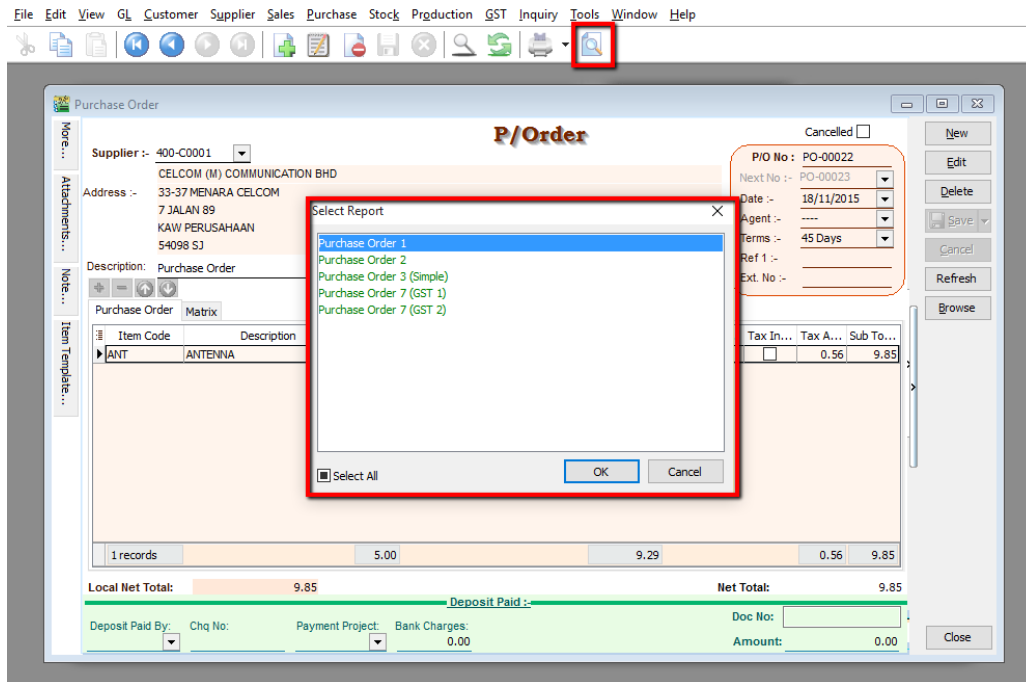
Step 3b: Click on the show/hide/move column icon to customize your column layout.

Step 3c: If you want to key in for a discount amount, you may tick the discount field by following step 3b and update the discount field. You can key in multiple levels of discount as shown by the picture attached.



Step 4: After updating, click Save.

Step 5: To preview the report, you may click on the preview button and select the format you wish to print.

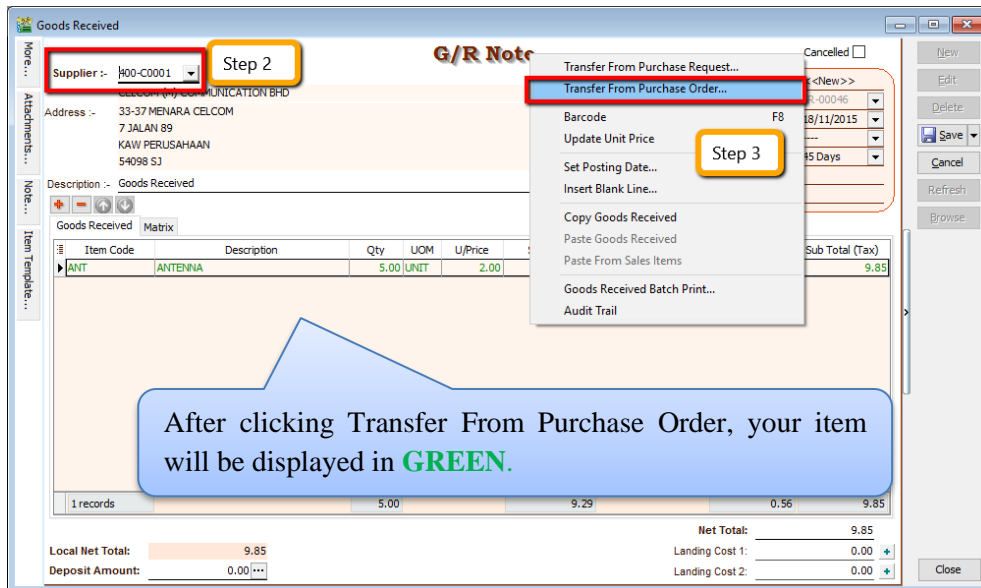


3.2 Purchase Goods Received

Step 1: Purchase | Goods Received | New

Step 2: Select Supplier Code

Step 3: Right Click on G/R Note title, select **Transfer from Purchase Order**, tick the document that you wish to transfer



Step 4: Save the Goods Received Note

Once you save the Goods Received Note, the system will automatically update the stock quantity and costing.

3.3 Purchase Invoice

Step 1: **Purchase | Purchase Invoice | New**

Step 2: **Select Supplier Code**

Step 3: **Right Click on Purchase Invoice title**, select **Transfer from Goods Received**, tick the document that you wish to transfer

Step 4: **Save the Purchase Invoice**

Supplier :- 40040001
 CELCOM (M) COMMUNICATION BHD
 Address :- 33-37 MENARA CELCOM
 7 JALAN 89
 KAW PERUSAHAAN
 54098 SJ
 Description :- Purchase

Inv No : P1-00029
 Next No :- P1-00030
 Date :- 18/11/2015
 Agent :-
 Terms :- 45 Days
 Ref 1 :-
 Ext. No :-

Item Code	Description	Qty	UOM	U/Price	Sub Total	Tax	Ta...	Tax In...	Tax Amount	Sub Total (Tax)
ANT	ANTENNA	5.00	UNIT	2.00	9.29	TX	6%		0.56	9.85

1 records

Local Net Total
 Deposit Amou

1. Please remember that if you have keyed-in purchase goods received, make sure that you **transfer it** to Purchase Invoice or else your stock costing and quantity will be updated twice.

2. The Purchase Invoice number must follow the supplier's tax invoice number and; it will appear in **GAF File** and **Lampiran 2**.

3.4 Sales Quotation

http://www.sql.com.my/video/sqlacc_tutorial/06-01_Sales_Quotation.mp4

Step 1: Sales | Quotation | New

Step 2: Select Customer Code

Step 3: Insert the item that is requested by the customer, and you can estimate your profit & loss in this transaction by checking on **Profit Estimator**

The screenshot shows the 'Quotation' application window with a 'Profit Estimator' dialog box open. The 'Profit Estimator' window displays a table with columns: Item Code, Loc..., Qty, Unit..., DISC, Total s..., Tax, Tax R..., Tax..., Tax..., Unit..., Total C..., Profit, and %.

Item Code	Loc...	Qty	Unit...	DISC	Total s...	Tax	Tax R...	Tax...	Tax...	Unit...	Total C...	Profit	%	
ANT	----	2.00	2.50		5.00	SR	6%	0.30			1.50	3.00	2.00	40.00
FTW	----	5.00	0.00		0.00	SR	6%	0.00			0.00	0.00	0.00	
COVER	----	10...	10.00		100.00	SR	6%	6.00			1.50	15.00	85.00	85.00

Below the main table, there is a 'Costing Detail' table:

Qty	Unit Cost	SubTotal
2.00	1.50	3.00
10.00	1.50	15.00
3.00	2.00	6.00
26.00		57.29

Step 4: After everything is keyed in correctly, save the **Sales Quotation**

Step 5: **Preview** the report and you can **print** or **export** it into PDF/ Email/ RTF(Microsoft Word)/Excel or others.

The screenshot shows the 'Fast Report' application window with the 'export' menu open. The menu items include: Export to PDF file, Export to Microsoft Excel, Export to Microsoft Excel - Open XML, Export to HTML 5 Layered, Export to E-Mail Client, Export to E-Mail Client (Batch), Export to Text file, Export to CSV file, Export to RTF file, Export to Microsoft Excel via OLE, Export to Microsoft Word - Open XML, Export to Microsoft PowerPoint - Open XML, Export to Excel table (XML), Export to Open Document Text, Export to Open Document Spreadsheet, Export to dBase (DBF) file, Export to HTML file, Export to HTML 4 Layered, Export to E-Mail (Native), Export to BMP image, Export to EMF image, Export to GIF image, Export to JPEG image, Export to PNG image, Export to TIFF image, and Native Preview.

The background shows a preview of the sales quotation report with the following details:

Delivery Address:
838 JALAN WORLD
40485 RAWANG
SELANGOR DE

Attn: MR ALPHA
Tel: 03-48573689
Fax: 03-48573690

Name	Page No	Dist No	Date
ADMIN	1 of 1	QT-00011	18/11/2015

follows:

Price/Unit	Discount	Sub Total	Total Incl. GST (RM)	GST Amt. @ 6% (RM)	Total Incl. GST (RM)	Tax
2.50		5.00	5.00	0.30	5.30	SR
0.00		0.00	0.00	0.00	0.00	SR
10.00		100.00	100.00	6.00	106.00	SR

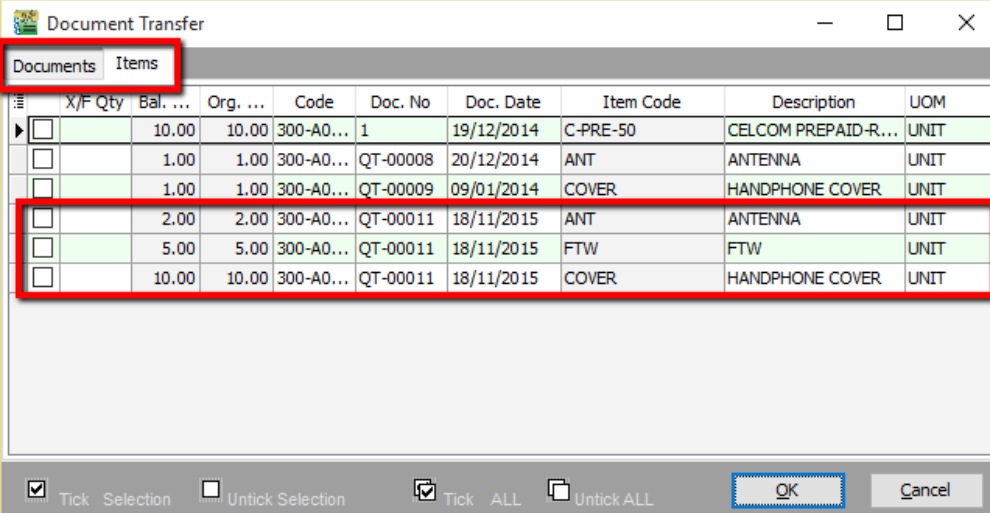
3.5 Sales Order

http://www.sql.com.my/video/sqlacc_tutorial/06-02_Sales_Order.mp4

Step 1: **Sales | Sales Order | New**

Step 2: Select **Customer Code**

Step 3: **Right Click on Sales Order title**, select **Transfer from Quotation**. You can either transfer the whole quotation or only part of the quotation document (*Partial Delivery Module requested)



X/F Qty	Bal. ...	Org. ...	Code	Doc. No	Doc. Date	Item Code	Description	UOM
	10.00	10.00	300-A0...	1	19/12/2014	C-PRE-50	CELCOM PREPAID-R...	UNIT
	1.00	1.00	300-A0...	QT-00008	20/12/2014	ANT	ANTENNA	UNIT
	1.00	1.00	300-A0...	QT-00009	09/01/2014	COVER	HANDPHONE COVER	UNIT
	2.00	2.00	300-A0...	QT-00011	18/11/2015	ANT	ANTENNA	UNIT
	5.00	5.00	300-A0...	QT-00011	18/11/2015	FTW	FTW	UNIT
	10.00	10.00	300-A0...	QT-00011	18/11/2015	COVER	HANDPHONE COVER	UNIT

Step 4: Save the **Sales Order**.

For additional reports showing outstanding sales orders, you can access **Sales | Print Outstanding Sales Document Listing**, and select **Sales Order** to view. This also applies to other sales documents.

3.6 Sales Delivery Order

Step 1: **Sales | Delivery Order | New**

Step 2: Select **Customer Code**

Step 3: **Right Click on D/Order title**, select **Transfer from Sales Order**.

Step 4: Save the **Delivery Order**.

1. Once the delivery order is saved, the stock will be deducted.
2. This is the document that determines the **21 Days Rules (GST)**

3.7 Sales Invoice

http://www.sql.com.my/video/sqlacc_tutorial/06-04_Sales_Invoice.mp4

Step 1: **Sales | Invoice | New**

Step 2: Select **Customer Code**

Step 3: **Right Click on Invoice** title, select **Transfer from Delivery Order**.

Step 4: **Save** the Invoice.

Reminder:

A **valid tax invoice** format; must include the information below:

- Company Register GST No & Company Name & Address
- The word "Tax Invoice"
- Each item and their respective tax codes.
- Document Number & Date
- Total Amount Payable & GST Amount

Customer Account		Sales Executive	From Doc. Date	From Doc. No	Name	Page No	Doc. No.	Date
300-A0002		SY	18/11/2015	DO-00021	ADMIN	1 of 1	IV-00099	18/11/2015

No	Description	Qty	Price/Unit	Discount	Sub Total	Total Incl. GST (RM)	GST Rate (%) (RM)	Total Incl. GST (RM)	SR
1	ANTENNA	2.00	UNIT	2.50	5.00	5.00	0.30	5.30	SR
2	FTW	5.00	UNIT	55.00	275.00	275.00	16.50	291.50	SR
3	HANDPHONE COVER	10.00	UNIT	10.00	100.00	100.00	6.00	106.00	SR

RINGGIT MALAYSIA : FOUR HUNDRED TWO AND CENTS EIGHTY ONLY

Total Amount Due		380.00	380.00	22.80	402.80
Payment Terms	45 Days	GST Amount (RM)		Total Payable (RM)	
		22.80		402.80	

Authorized Signature
ABC COMPANY (123456-W)

3.8 Sales Cash Sales

Step 1: Sales | Cash Sales | New

Step 2: Select Customer Code

Step 3: Insert item and Save the Cash Sales.

Step 4: When saving, the system will prompt a Payment/ Change dialog box

A dialog box titled 'Payment/ Change' with a close button (X) in the top right corner. It contains the following information:

- A large green display showing **26.50**.
- Label 'Paid' next to a green display showing **50.00**.
- Label 'Change' next to a green display showing **23.50**.
- Label 'Payment Method' next to a dropdown menu showing '310-001' and the text 'MAYBANK' below it.
- A text field for 'Chq /Credit Card No :'. Below it are 'OK' and 'Cancel' buttons.

The main 'Cash Sales' window displays the following details:

- Customer:** 800-C0001 (CASH SALES)
- Description:** Cash Sales
- CS No:** CS-00012
- Next No:** CS-00013
- Date:** 01/04/2015
- Agent:** NSL
- Terms:** 30 Days
- Ref 1:**
- Ext. No:**

Item Code	Description	Qty	UOM	U/Price	Sub Total	T...	Tax...	Tax Amount	Sub Total ...
▶ANT	ANTENNA	10.00	UNIT	2.50	25.00	SP		1.50	26.50

Summary Totals:

- Local Net Total: 26.50
- Deposit Amount: 0.00
- Outstanding: 0.00
- Net Total: **26.50**

Payment Received :-

Payment into:	Chq No:	Payment Project:	Bank Charges:	Amount:	CS-00012
310-001		----	0.00	26.50	

Upon save, system will auto update payment

Key in the figure you received accordingly. If you received a cheque, you may also key in the cheque number under the Chq No column.

3.9 Sales Credit Note

http://www.sql.com.my/video/sqlacc_tutorial/06-07_Sales_Credit_Note.mp4

Step 1: **Sales | Credit Note | New**

Step 2: Select **Customer Code**

Step 3: **Right Click on Credit Note title**, select **Transfer from Sales Invoice/ Cash Sales**.

Step 4: **Save** the Credit Note.

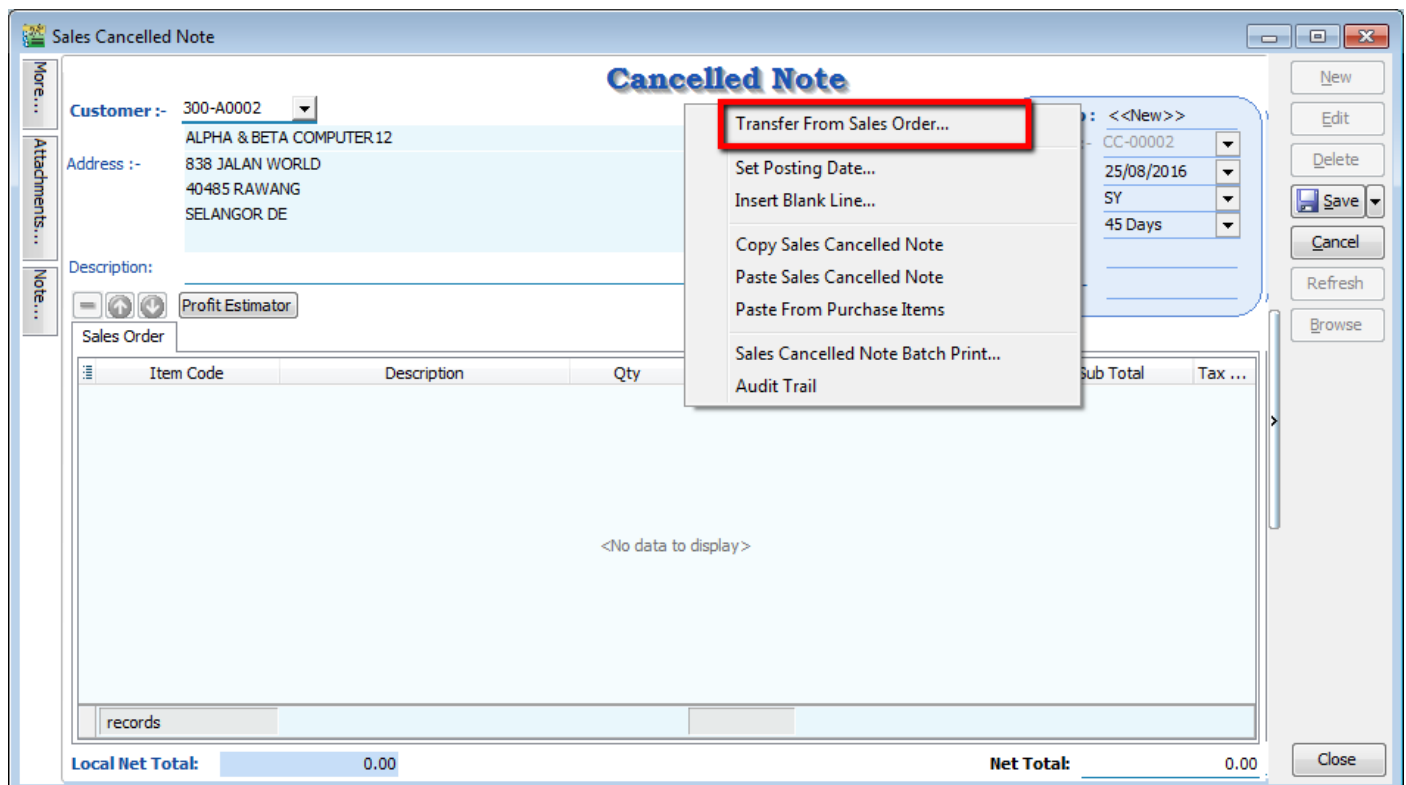
In any GST period, there **must** be a **tax invoice** for the issuance of a sales credit note. You are required to knock off the credit note with Invoice or Cash Sales. This can be done by going to **Customer | Credit Note**

3.10 Sales Cancelled Note (required partial delivery module)

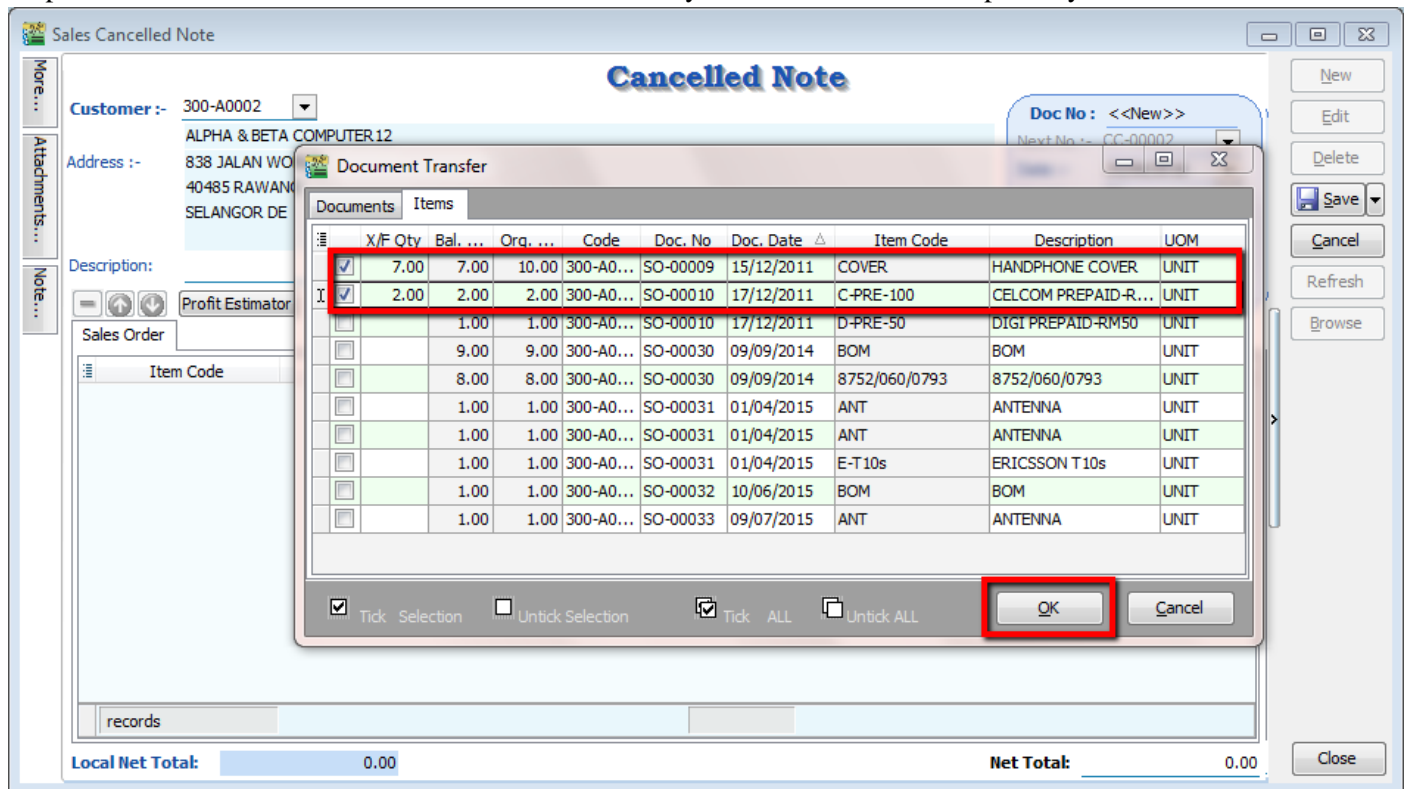
Sales Cancelled Note is used for the cancelling of any outstanding Sales Order.

Step 1: **Sales | Sales Cancelled Note | New**.

Step 2: **Right Click on the Cancelled Note title**, select **Transfer from Sales Order**; (in Sales Cancelled Note, items can only be inserted by transferring from Sales Order)



Step 3: You can choose to transfer the sales order either by the whole document or partially.



Step 4: **Save** the Cancelled Note.

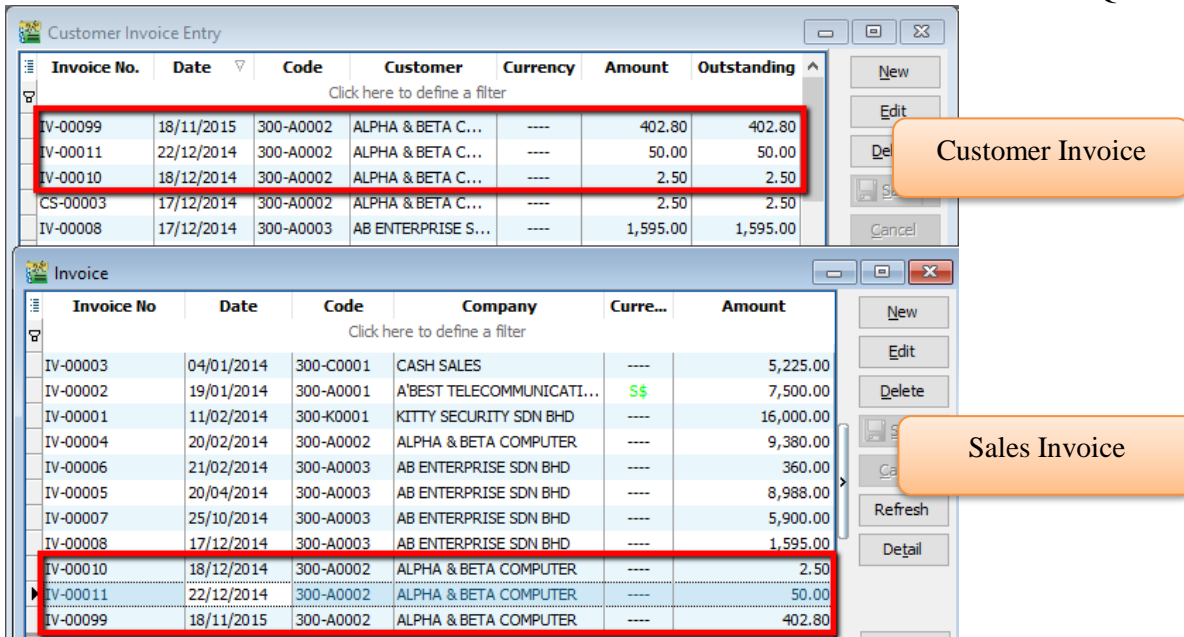
4 Customer & Supplier

4.1 Customer Invoice

The difference between Customer Invoice and Sales Invoice:

Customer Invoice shows only the accounts code and does not show Qty / Unit Price.

Sales Invoice is linked to the stock and account modules. Hence, we advise users who need to key in stock items to use Sales Invoice. Once the information in the Sales Invoice is updated, the information in the Customer Invoice will automatically be updated by the system.

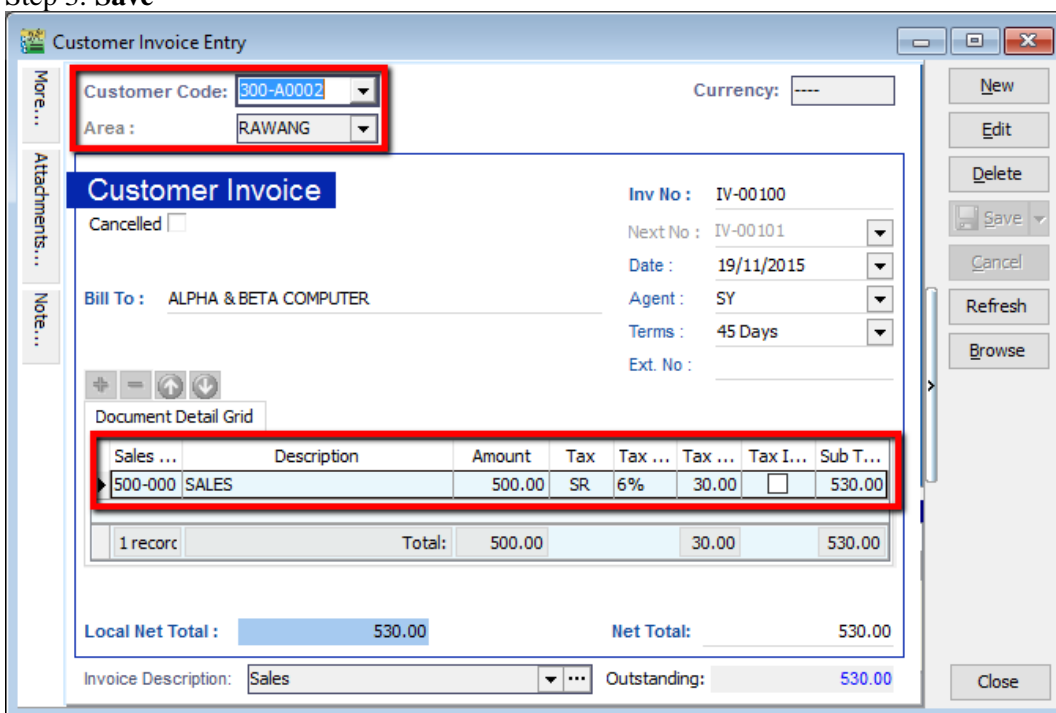


Create a new **Customer Invoice**?

Step 1: **Customer** | **Customer Invoice** | **New**

Step 2: Select **Customer Code** | insert transaction and amount

Step 3: **Save**



4.2 Customer Payment

4.2.1 Local Bank Payment

http://www.sql.com.my/video/sqlacc_tutorial/04-03a_Customer_Payment_Local_Payment.mp4

Step 1: **Customer | Customer Payment | New**

Step 2: Select your **Customer**

Step 3: Select the **bank for your account and cheque no** if applicable

Step 4: Key in the **customer payment amount**

Step 5: **Tick the corresponding invoice/debit note to be knocked off**

The screenshot shows the 'Customer Payment Entry' window. The 'Customer Code' is set to '300-A0002' (Step 2). The 'Date' is '19/11/2015'. The 'Paid By' is 'ALPHA & BETA COMPUTER'. The 'Received In' is 'MAYBANK' (Step 3). The 'Paid Amount' is '530.00' (Step 4). The 'Cheque No' is 'PBB 128392'. The 'Description' is 'Payment For Account'. The 'Knock Off Grid' table is shown below.

Type	Date	Doc No.	Amount	Outstanding	Pay	
DN	20/01/2014	DN-00004	12.50	12.50	0.00	<input type="checkbox"/>
IV	16/02/2014	CS-00010	1,595.00	1,595.00	0.00	<input type="checkbox"/>
IV	20/02/2014	IV-00004	9,380.00	4,380.00	0.00	<input type="checkbox"/>
IV	17/12/2014	CS-00003	2.50	2.50	0.00	<input type="checkbox"/>
IV	18/12/2014	IV-00010	2.50	2.50	0.00	<input type="checkbox"/>
IV	22/12/2014	IV-00011	50.00	50.00	0.00	<input type="checkbox"/>
IV	18/11/2015	IV-00099	402.80	402.80	0.00	<input type="checkbox"/>
IV	19/11/2015	IV-00100	530.00	0.00	530.00	<input checked="" type="checkbox"/>
11 doc			Total:	12,182.80	6,650.80	530.00

4.2.2 Post Dated Cheque

Step 1: Search for the payment that you want to edit, click on **Edit**, right click on Customer Payment, you will see **Set Posting Date**

Customer Payment Entry

Customer Code: 300-A0002 Currency: ----

Project: ----

Customer Payment

Cancelled Non-Refundable **Set Posting Date...**

Posting Date: 30/11/2015

Paid By: ALPHA & BETA

Received In: MAYBANK

Bank Charge: 0.00

Cheque No: PBB 128392

O/R No: OR-00056

Next No: OR-00058

Date: 19/11/2015

Agent: SY

Area: RAWANG

Paid Amount: 530.00

Description: Payment For Account Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes

Type	Date	Doc No.	Amount	Outstanding	Pay
IV	01/01/2014	4	100.00	100.00	0.00
IV	12/01/2014	IV-00021	100.00	100.00	0.00
IV	13/01/2014	CS-00007	7.50	5.50	0.00
DN	20/01/2014	DN-00004	12.50	12.50	0.00
IV	16/02/2014	CS-00010	1,595.00	1,595.00	0.00
IV	20/02/2014	IV-00004	9,380.00	4,380.00	0.00
IV	17/12/2014	CS-00003	2.50	2.50	0.00
IV	18/12/2014	IV-00010	2.50	2.50	0.00
IV	22/12/2014	IV-00011	50.00	50.00	0.00
11 doc Total:			12,182.80	6,650.80	530.00

Customer Payment Entry

Customer Code: 300-A0002 Currency: ----

Project: ----

Customer Payment

Cancelled Non-Refundable

Posting Date: 30/11/2015

Paid By: ALPHA & BETA COMPUTER

Received In: MAYBANK

Bank Charge: 0.00

Cheque No: PBB 128392

O/R No: OR-00056

Next No: OR-00058

Date: 19/11/2015

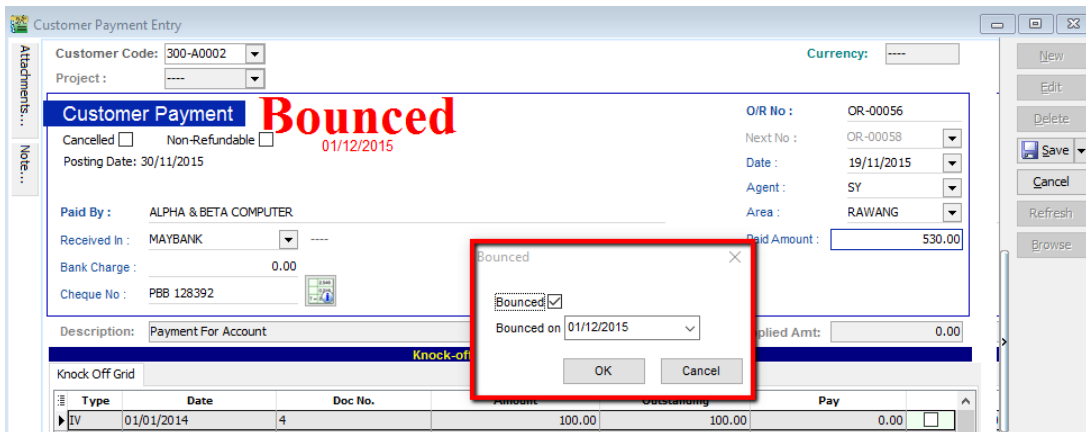
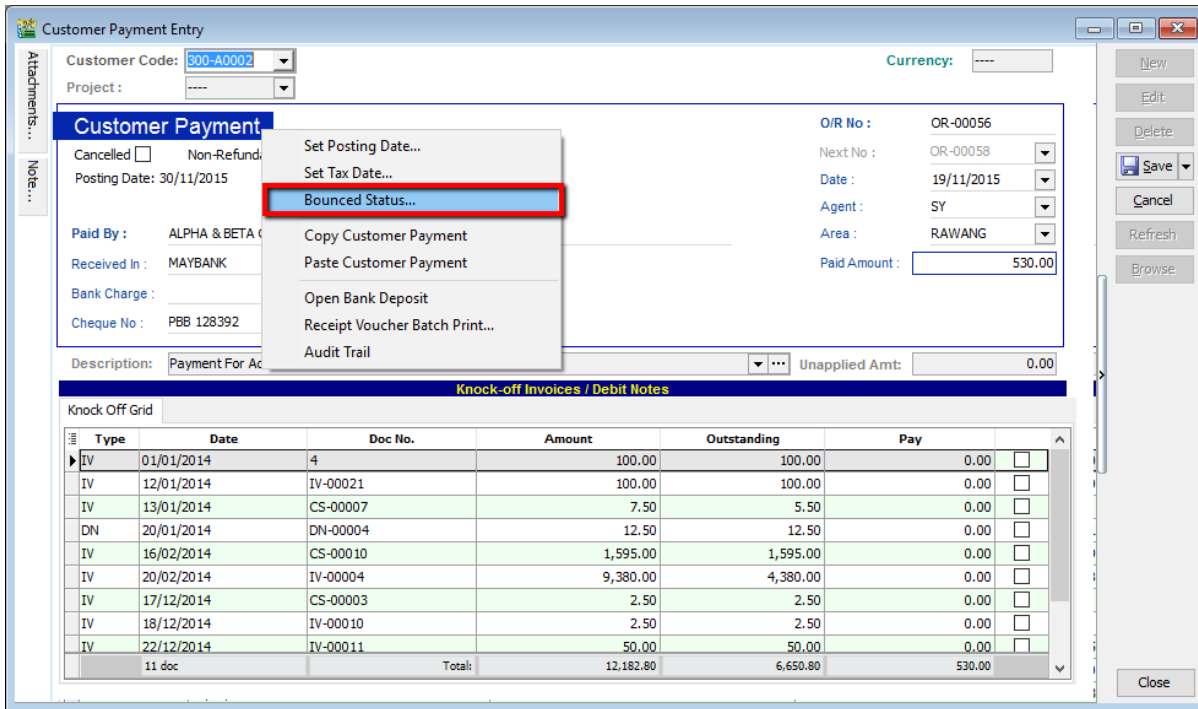
Agent: SY

Area: RAWANG

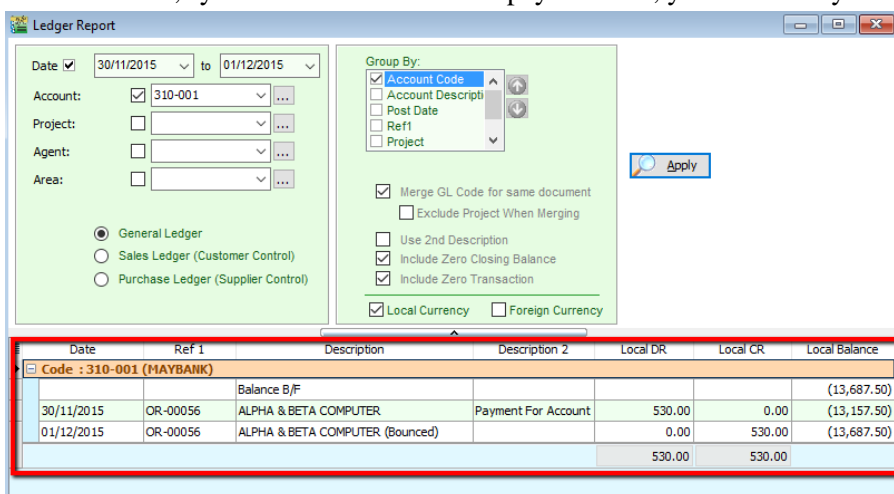
Paid Amount: 530.00

4.2.3 Bounced Cheque

Step 1: Search for the payment that you want to edit, click on **Edit**, right click on Customer Payment, you will see **Bounced Status**



After bounced, system will auto revert the payment out, you can view your ledger.



4.3 Customer Credit Note

If the situation involves return stock from customer, please do Sales Credit Note.

Step 1: Customer | Customer Credit Note

Step 2: Edit | Click Yes

Step 3: Knocked off accordingly.

The screenshot shows the 'Customer Credit Note Entry' window. A 'Confirm' dialog box is overlaid on the main window, asking: 'This document was posted from Sales | Credit Note... Do you want to edit this document?' with 'Yes' and 'No' buttons. The main window displays the following information:

- Customer Code: 300-A0002, Area: RAWANG, Currency: ---
- Customer Credit Note: C/N No: CN-00022, Next No: CN-00023, Date: 28/04/2015, Agent: FFF
- Customer: ALPHA & BETA COMP
- GL Account: 510-0000 NOKIA 3210, Amount: 1,908.00
- Local Net Total: 1,908.00, Net Total: 1,908.00
- C/N Description: Sales Returned, Unapplied Amt: 1,908.00

If it does not involve with returned stock, e.g. discount given with

Step 1: Customer | Customer Credit Note

Step 2: New | Select Customer | Select GL Account | Amount

Step 3: Knocked off accordingly.

The screenshot shows the 'Customer Credit Note Entry' window. The 'Knock-off Invoices / Debit Notes' grid is highlighted with a red box. The grid contains the following data:

Type	Date	Doc No.	Amount	Outstanding	Pay
IV	25/04/2015	IV-00114	66.25	66.25	0.00
IV	30/04/2015	IV-00113	14,600.00	12,692.00	1,908.00
IV	01/05/2015	IV-00116	5,300.00	5,300.00	0.00
Total:			36,885.80	29,968.30	1,908.00

The main window also displays the following information:

- Customer Code: 300-A0002, Area: RAWANG, Currency: ---
- Customer Credit Note: C/N No: CN-00022, Next No: CN-00023, Date: 28/04/2015, Agent: FFF
- Customer: ALPHA & BETA COMPUTER
- GL Account: 510-0000 NOKIA 3210, Amount: 1,800.00, Tax: 108.00, Sub Total: 1,908.00
- Local Net Total: 1,908.00, Net Total: 1,908.00
- C/N Description: Sales Returned, Unapplied Amt: 0.00

Please state the Invoice number, Invoice Date and Reason in the description as per GST requirement. Please state the Invoice number,

4.4 Customer Refund

You can use this document to refund a customer. You can knock off with Customer Payment or Credit Note which have unapplied amounts.

Step 1: **Customer | Customer Refund.**

Step 2: **Update the information accordingly.**

Step 3: **Knock off the payment or credit note and save.**

Customer Refund Entry

Customer Code: 500-A0002 Currency: ----

Project: ----

Customer Refund

Cancelled

Pay to: ALPHA & BETA COMPUTER 12

Payment By: MAYBANK C/F No: PV-00072

Bank Charge: 0.00 Next No: PV-00073

Cheque No: Date: 25/08/2016

Agent: SY

Area: RAWANG Refund Amt: 1,500.00

Description: Refund Unapplied Amt: 0.00

Payment Knock Off

Type	Date	Doc No.	Amount	Unapplied Amt	Refund Amt	
PM	01/01/2010	OR-00058	1,500.00	0.00	1,500.00	<input checked="" type="checkbox"/>
PM	01/01/2011	4	106.00	100.00	0.00	<input type="checkbox"/>
PM	07/01/2011	OR-00030	100.00	100.00	0.00	<input type="checkbox"/>
CN	14/11/2011	CN-00002	2.50	2.50	0.00	<input type="checkbox"/>
PM	15/12/2011	MCOR-00011	10.00	10.00	0.00	<input type="checkbox"/>
PM	17/12/2011	VCOR-00013	50.00	50.00	0.00	<input type="checkbox"/>
PM	17/12/2011	OR-00014	5.00	5.00	0.00	<input type="checkbox"/>
PM	01/01/2015	OR-00061	100.00	100.00	0.00	<input type="checkbox"/>
11 records			Total:	5,159.50	1,544.10	1,500.00

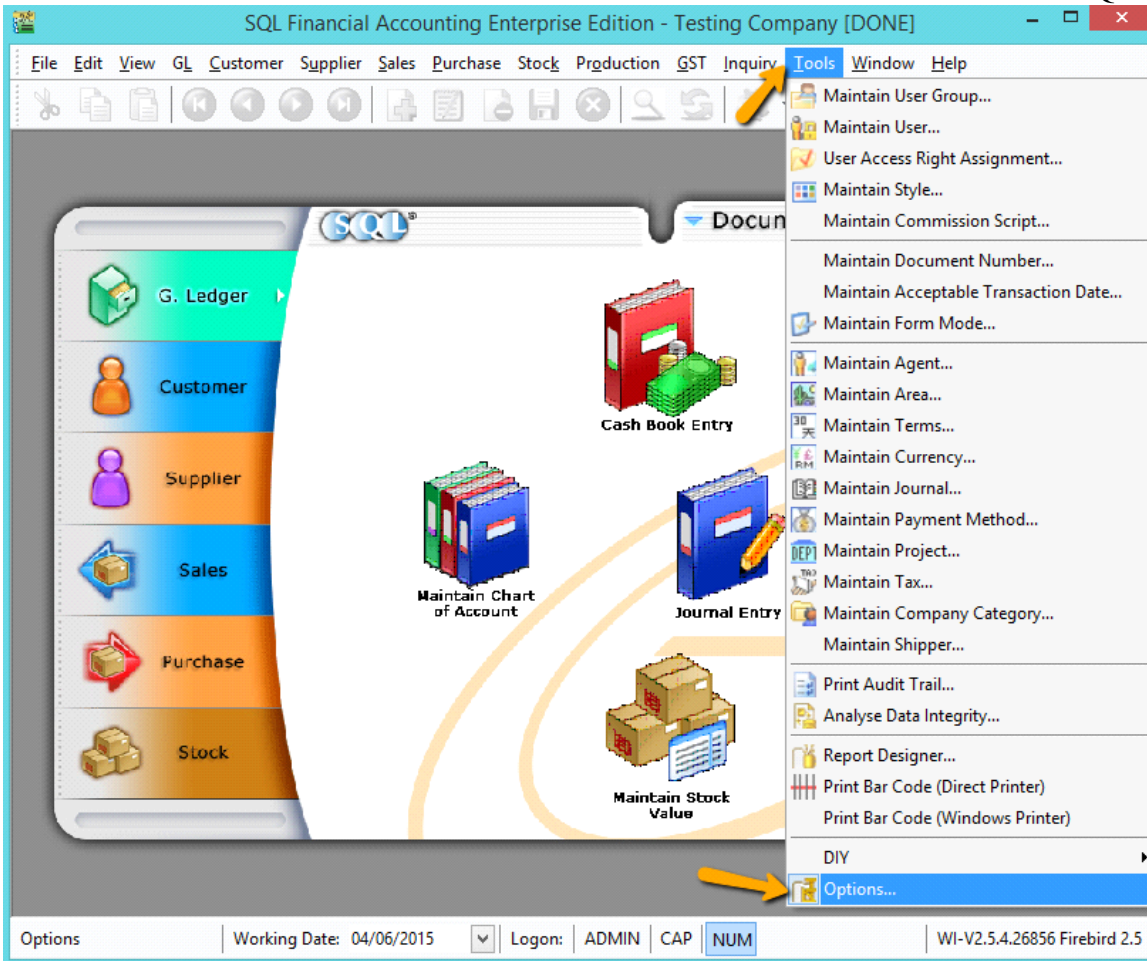
4.5 Customer Contra

If you have a customer who is also a supplier, you may want to offset the outstanding customer and supplier invoices. This is known as a contra entry. You can offset the two invoices by using Customer Contra and Supplier Contra. This means that when you record the invoices as being paid, it will not affect your current bank account balance.

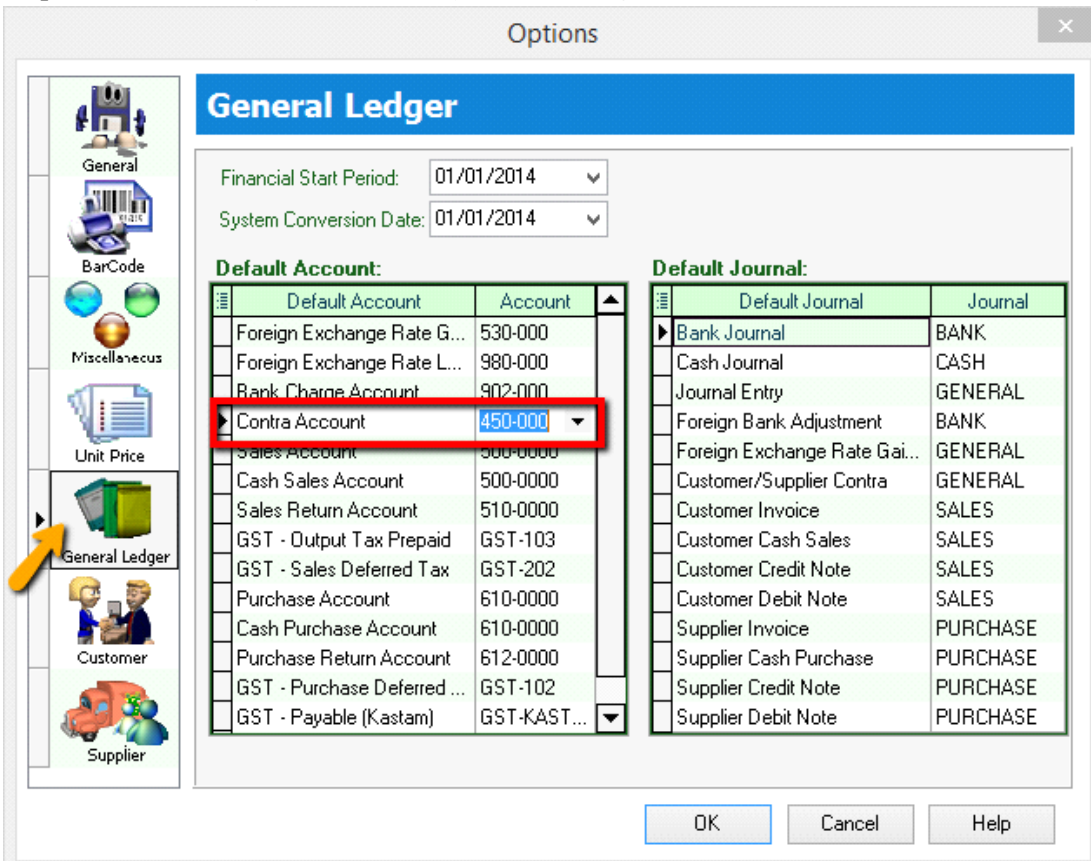
Scenario:

If you have an outstanding sales invoice for RM200 and a purchase invoice for RM150 for the same customer or company, the actual amount owed to you is RM50 and the contra entry amount is RM150.

Step 1: **Tools | Options.**



Step 2: General Ledger | Make sure you have assigned a contra account.



Step 3: **Customer** | **Customer Contra** | Click **New**.

Step 4: Select **Customer Code** and key-in the **contra amount**.

Step 5: **Knock off the corresponding invoice and Save**.

Customer Contra Entry

Customer Code: 300-A0002 Currency: ----

Project: ----

Customer Contra

Cancelled

Customer: ALPHA & BETA COMPUTER.12

C/T No: CT-00008

Next No: CT-00009

Date: 25/08/2016

Agent: SY

Area: RAWANG

Contra Amount: 500.00

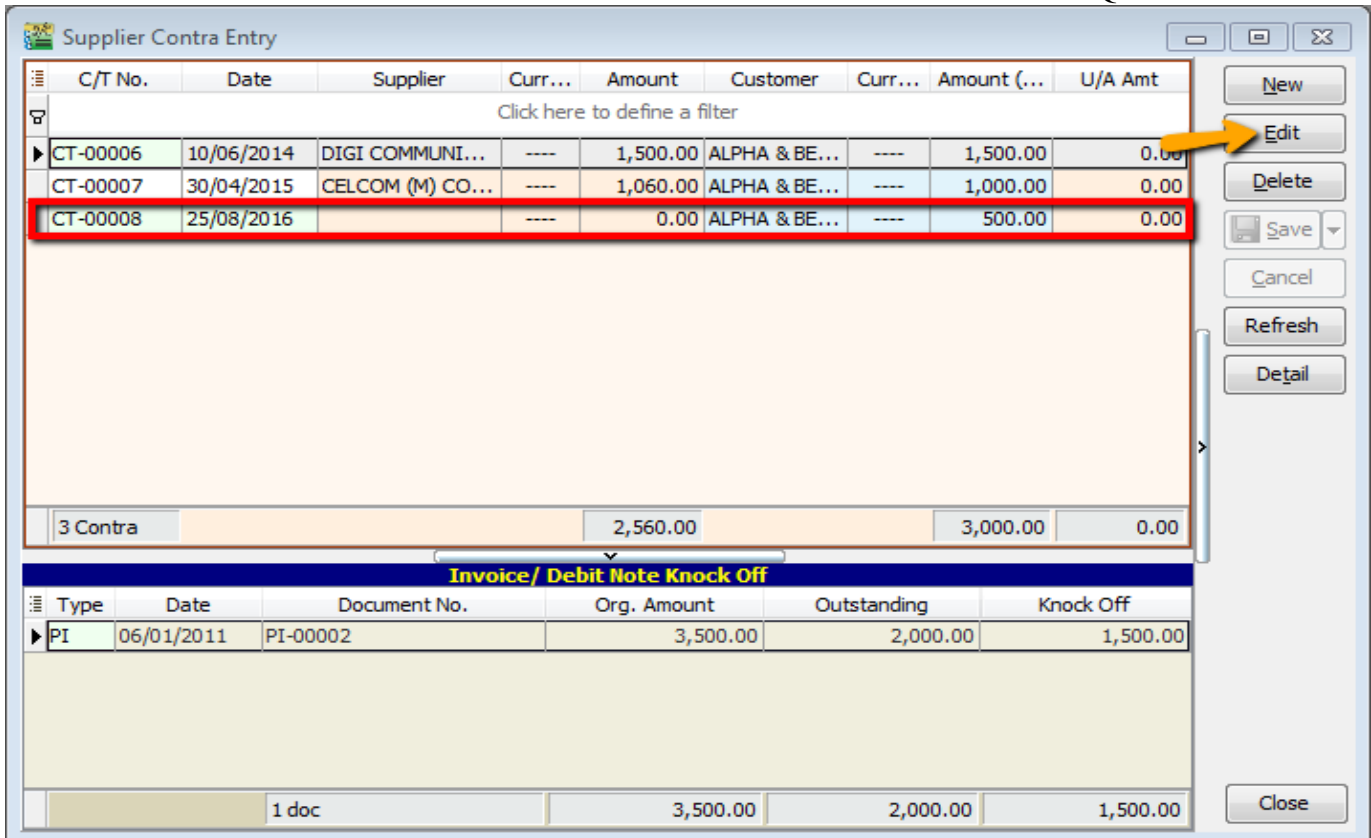
Local Amount: 500.00

Description: Contra Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes						
Type	Date	Doc No.	Amount	Outstanding	Pay	
IV	20/02/2011	IV-00004	9,420.00	3,733.00	500.00	<input checked="" type="checkbox"/>
IV	18/12/2011	IV-00010	2.50	2.50	0.00	<input type="checkbox"/>
IV	16/10/2012	IV-00100	26.00	26.00	0.00	<input type="checkbox"/>
IV	07/07/2014	IV-00113	21.00	21.00	0.00	<input type="checkbox"/>
IV	30/12/2014	test	12.45	12.45	0.00	<input type="checkbox"/>
IV	04/04/2015	CS-00013	159.00	159.00	0.00	<input type="checkbox"/>
30 records		Total:	151,688.35	143,698.45	500.00	

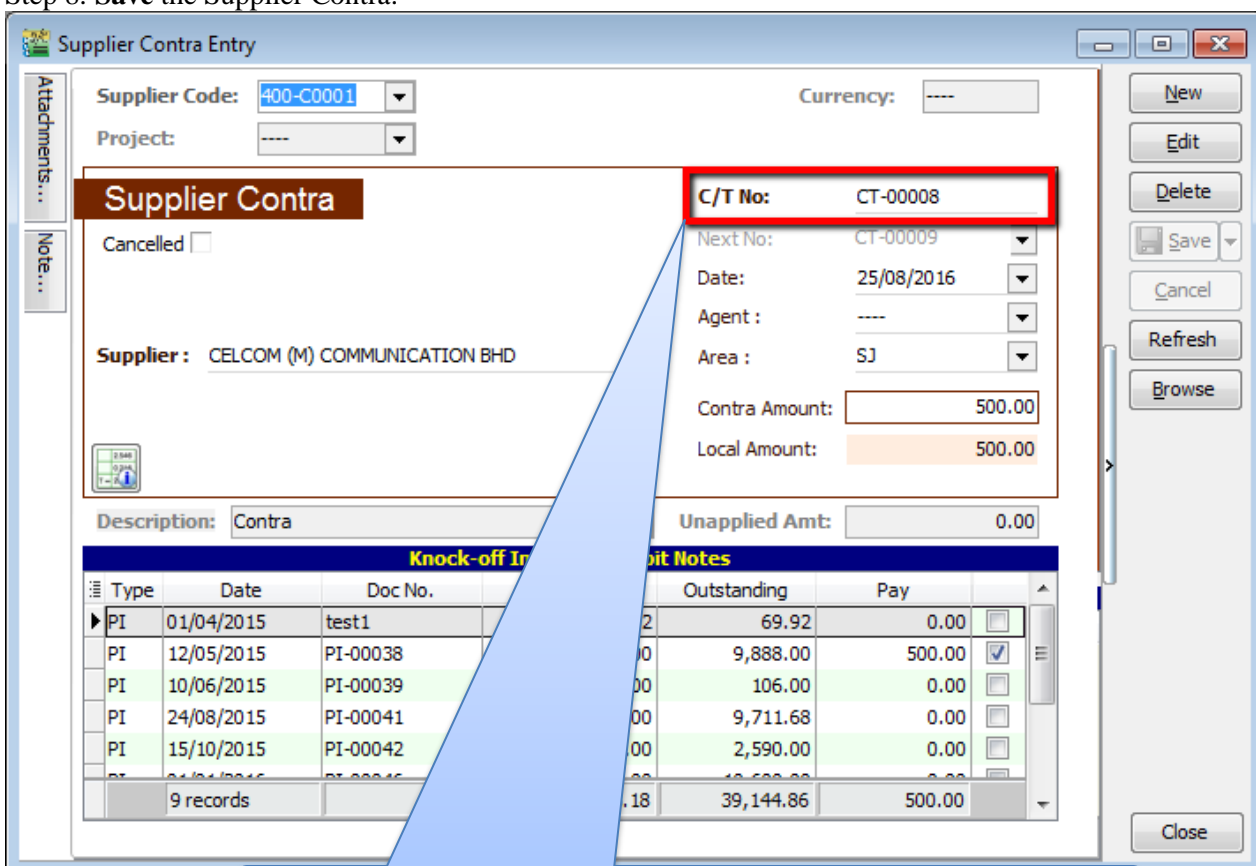
Step 6: Go to **Supplier** | **Supplier Contra**.

Step 7: You will realize that the **SAME transaction will appear at Supplier Contra Screen**, you just have to **EDIT** the supplier contra.



Step 7: After Editing you need to update the supplier contra info accordingly and knock off the outstanding invoices of supplier.

Step 8: Save the Supplier Contra.



Make sure the contra number is the same as the customer contra number.

5 General Ledger

5.1 Opening Balance

http://www.sql.com.my/video/sqlacc_tutorial/03-04_GL_Opening_Balance.mp4

5.1.1 General Ledger

Step 1: **GL | Maintain Opening Balance**

Step 2: Highlight the account that you wish to key in as opening balance, and click **Edit**.

Step 3: **Insert the figure in local Dr or local Cr.** Then **Save**.

Step 4: **Make sure the Dr and Cr figures tally**

Description	Code	Local DR	Local CR
INVESTMENT			
OTHER ASSETS			
CURRENT ASSETS		15,000.00	0.00
TRADE DEBTORS	300-000		
OTHER DEBTORS	305-000		
CASH AT BANK	310-000	15,000.00	0.00
MAYBANK	310-001	15,000.00	0.00
MAYBANK VISA	310-002		
MAYBANK-MASTER	310-003		
HSBC - USD ACCOUNT	310-004		
HSBC - S\$ ACCOUNT	310-006		
INSTALLMENT RECEIVABLE	4534		
CASH IN HAND	320-000		
PETTY CASH	325-000		
STOCK	330-000		
DEPOSIT & PREPAYMENT	340-000		
DIRECTOR'S LOAN TO	350-000		
GST - CLAIMABLE	GST-101		
GST - PURCHASE DEFERRED TAX	GST-102		
GST - OUTPUT TAX PREPAID	GST-103		
CURRENT LIABILITIES			
OTHER LIABILITIES			
		15,000.00	15,000.00

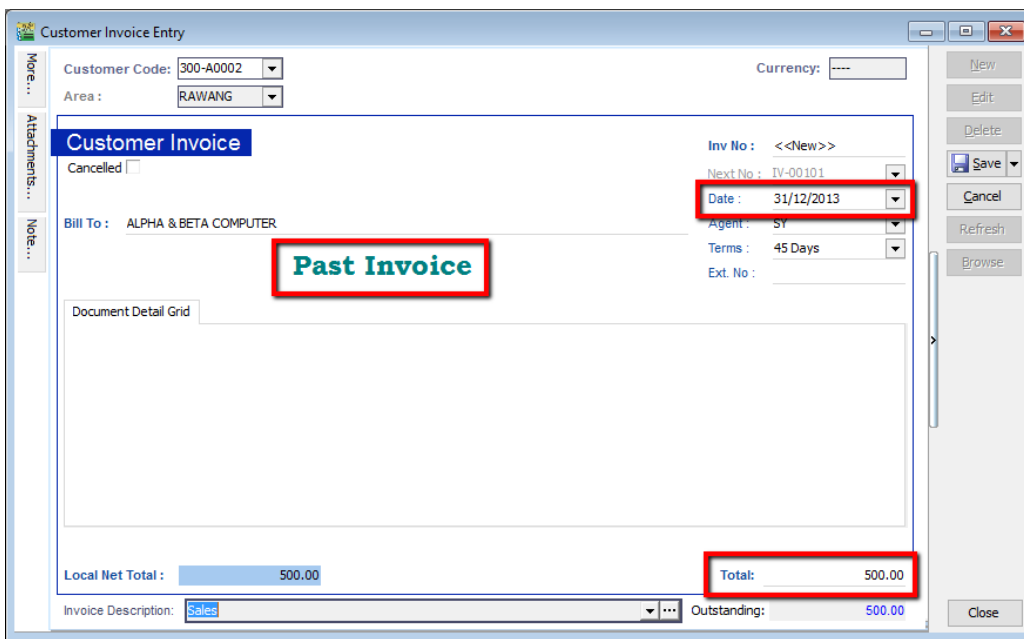
5.1.2 Customer and Supplier

Step 1: **Customer(Supplier) | New**

Step 2: Set the **Date** (before system conversion date)

Step 3: Key in only the **outstanding amount**.

Step 4: The words "Past Invoice" must appear; (they will not appear if the inserted date is after system conversion date) Click **Save**.

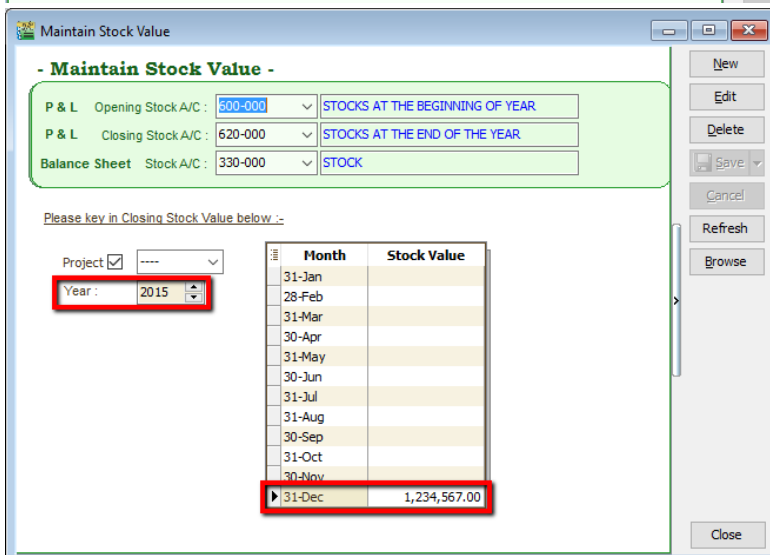
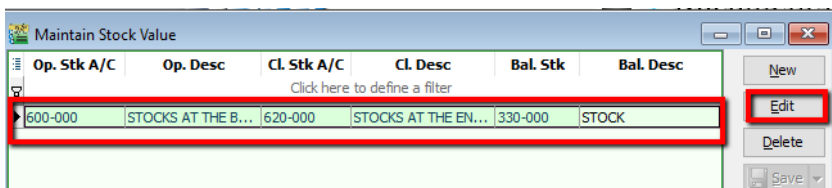


5.1.3 Stock Value

Step 1: GL | Maintain Stock Value| Edit

Step 2: Set the year

Step 3: **Insert the Opening Balance**

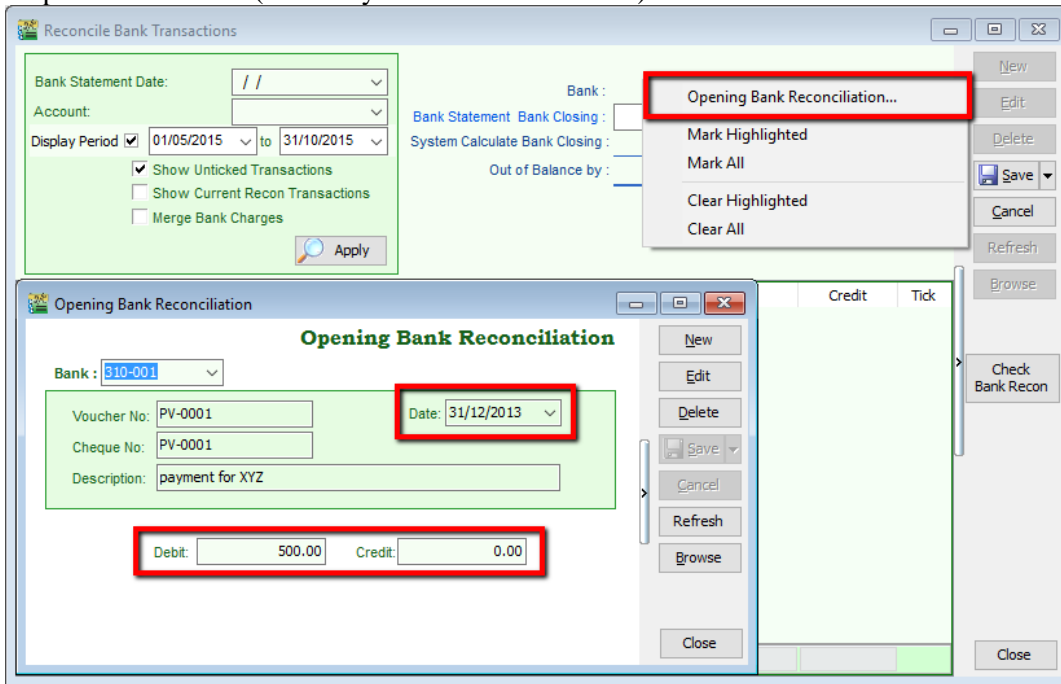


5.1.4 Bank Reconciliation

Step 1: GL | Bank Reconciliation | New

Step 2: **Right click, to see Opening Bank Reconciliation**

Step 3: **Set the Date** (before System Conversion Date)



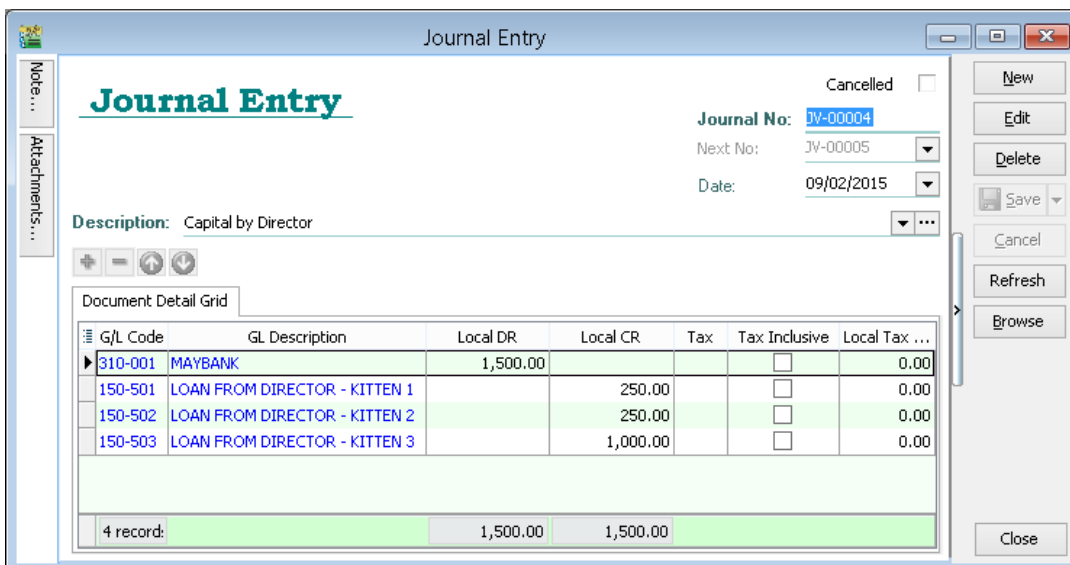
5.2 Journal Entry

http://www.sql.com.my/video/sqlacc_tutorial/03-03_JournalEntry.mp4

Step 1: **GL | Journal Entry**

Step 2: **Key in your double entry**

Step 3: Click on **Save** (both Dr & Cr are tally before you are allowed to save)



5.3 Cash Book Entry

http://www.sql.com.my/video/sqlacc_tutorial/03-02_Cash_Book.mp4

Cash book entry is normally used for a non-customer/ supplier payment or receipt e.g. payment for salaries, utilities etc.

Step 1: **GL | Cash Book Entry | New** (choose between Payment Voucher or Official Receipt)

Voucher No.	Date	Description	Cheque No	Local DR	Local CR
PV-00002	06/01/2014	ERICSON SUPPLIER BHD	MBB 100002	0.00	30,000.00
PV-00046	06/01/2014	CELCOM (M) COMMUNICATION BHD	11111	0.00	1.00
OR-00030	07/01/2014	ALPHA & BETA COMPUTER	87678868	100.00	0.00
PV-00005	07/01/2014	MOTOROLA SUPPLIER BHD	MBB 100005	0.00	10,000.00
PV-00006	07/01/2014	NOKIA CORP LTD	MBB 100006	0.00	10,000.00
OR-00027	09/01/2014	KITTY SECURITY SDN BHD		10,000.00	0.00
OR-00003	11/01/2014	KITTY SECURITY SDN BHD	088 124358	4,000.00	0.00
OR-00036	13/01/2014	ALPHA & BETA COMPUTER		2.00	0.00
OR-00047	18/01/2014	A'BEST TELECOMMUNICATION PTE...	MBB 123456	2,503.00	0.00
OR-00004	22/01/2014	KITTY SECURITY SDN BHD	EBB 124789	6,000.00	0.00

Step 2: **Insert Payable Name | Select GL Code /Tax /Amount**

Payment Voucher

Cancelled

Voucher No: PV-00052
 Next No: PV-00053
 Date: 19/11/2015
 Project: ----

Pay To: POS MALAYSIA

Payment By: MAYBANK Currency: ---- Agent: ----
 Bank Charge: 0.00 Cheque No: MBB 0192182 Area: ----

G/L Code	GL Description	Description	Tax Ref	Amount	Tax	Tax R...	Tax In...	Tax Amount	Sub Total (Tax)
910-000	TELEPHONE & FAX CH...	MAYBANK - POS MALAYSIA		250.00	TX	6%	<input type="checkbox"/>	15.00	265.00
907-000	WATER & ELECTRICITY	MAYBANK - POS MALAYSIA		1,500.00	TX	6%	<input type="checkbox"/>	90.00	1,590.00

2 records Total: 1,750.00 105.00 1,855.00

6 Inventory

6.1 Stock Received:

Allows user to increase stock quantity without purchasing. It is normally used when you have assembled or manufactured finished goods. Just key-in the item code, quantity IN and cost that you want.

Step 1: **Stock | Stock Received | New.**

Stock Received Entry

Cancelled

Stk Rec No : <<New>>

Next No :- RC-00003

Date :- 16/11/2015

Description :- Stock Received

Update Cost

Item Code	Description	Location	Project	Qty	UOM	Unit Cost	Sub Total
123	123	----	----	10.00	UNIT	0.00	0.00
BOMBOM	BOM of BOM	----	----	5.00	UNIT	10.00	50.00
D-PRE-50	DIGI PREPAID-RM50	----	----	3.00	UNIT	50.00	150.00
COVER	HANDPHONE COVER	----	----	2.00	UNIT	6.00	12.00
E-BAT	ERICSSON BATTERY	----	----	10.00	UNIT	100.00	1,000.00
				30.00			1,212.00

Reason : _____

Authorised By : _____ Remark : _____

6.2 Stock Issue:

Allows user to **decrease stock quantity without selling**. It is normally used when you consume raw material during assembly or when manufacturing finished goods or even sometimes for internal usage. Just key-in the item code, quantity OUT and cost and you may also click on the Update Cost, then the system will auto-detect the actual costing base on your document date.

Step 1: **Stock | Stock Issue | New.**

Stock Issue Entry

Cancelled

Stk Issue No : <<New>>

Next No :- IS-00003

Date :- 16/11/2015

Description :- Stock Issue

Update Cost

Item Code	Description	Location	Project	UOM	Qty	Unit Cost
123	123	----	----	UNIT	10.00	0.00
BOMBOM	BOM of BOM	----	----	UNIT	5.00	10.00
D-PRE-50	DIGI PREPAID-RM50	----	----	UNIT	3.00	40.00
COVER	HANDPHONE COVER	----	----	UNIT	2.00	1.50
E-BAT	ERICSSON BATTERY	----	----	UNIT	10.00	100.00
					30.00	

Reason : _____

Authorised By : _____ Remark : _____

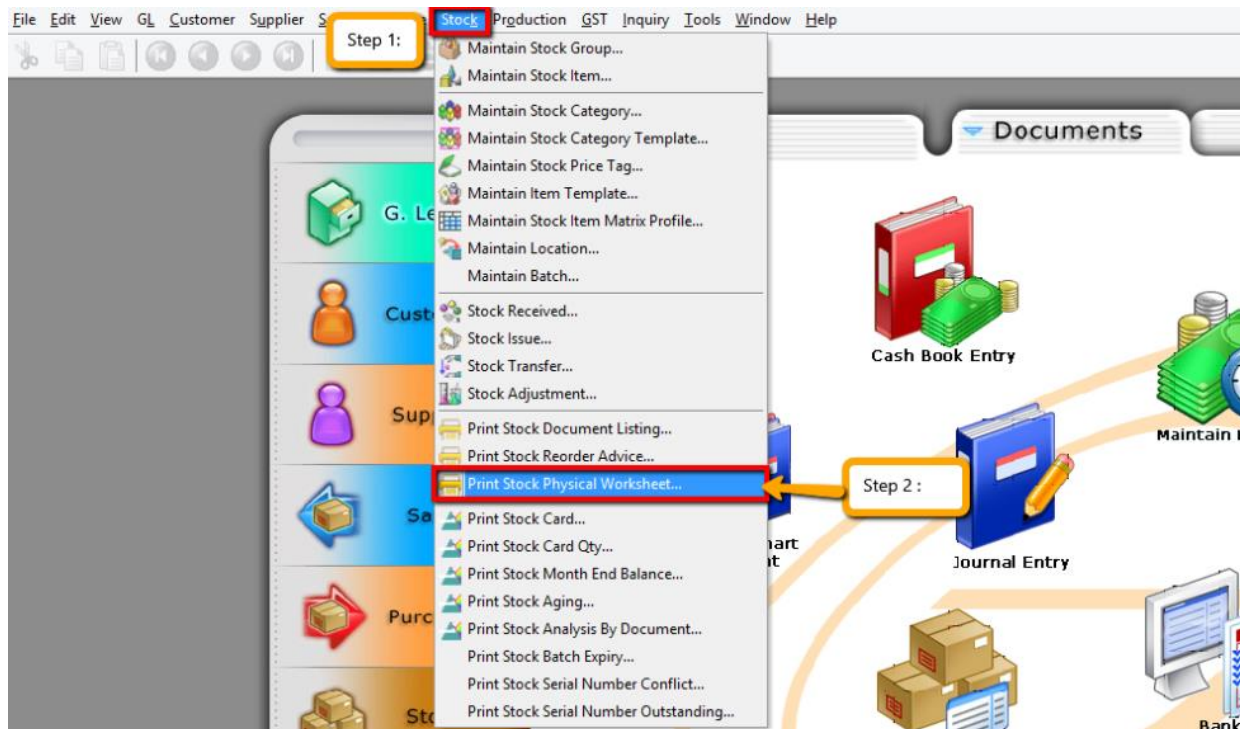
Click on the update cost so that sytem will auto capture the real time costing base on the document date.

6.3 Stock Adjustment / Stock Take:

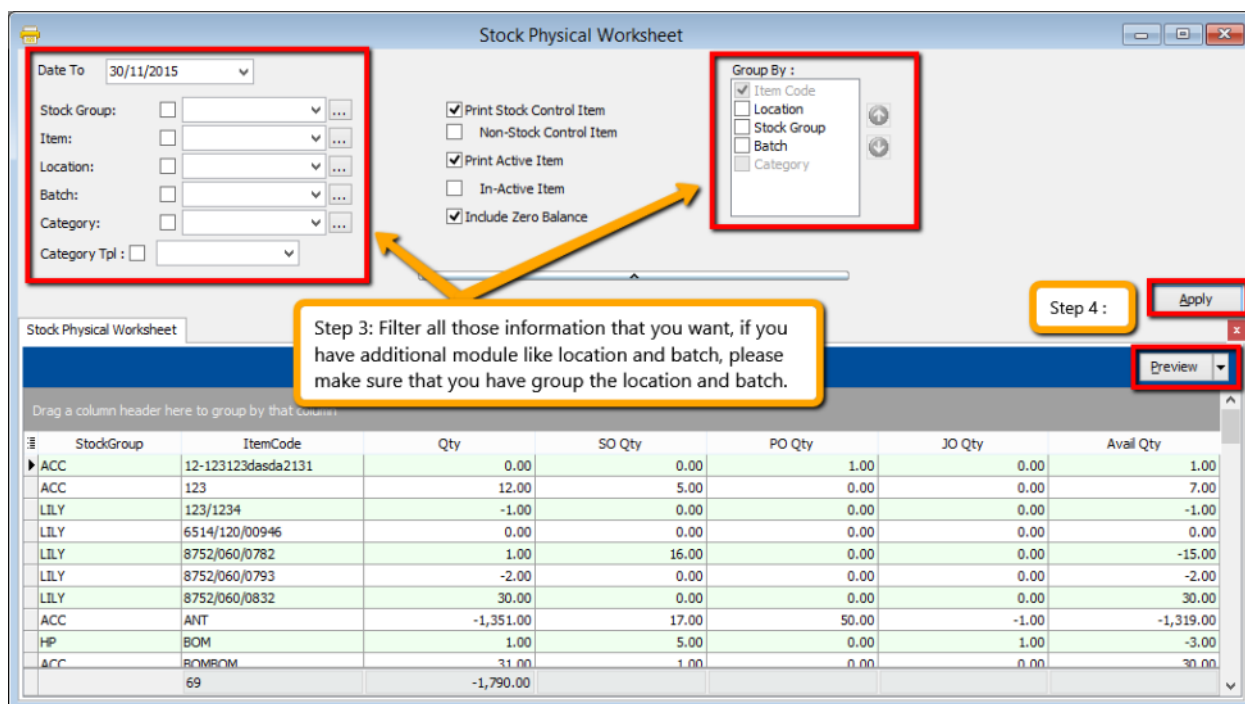
Allows user to key-in quantity in and quantity out from the system, just like a combination of stock received and stock issue. Normally used for stock take purposes. (Stock | Stock Adjustment | New)

http://www.sql.com.my/video/sqlacc_tutorial/GST-03_StockTax.mp4

How SQL System can help during Stock Take?

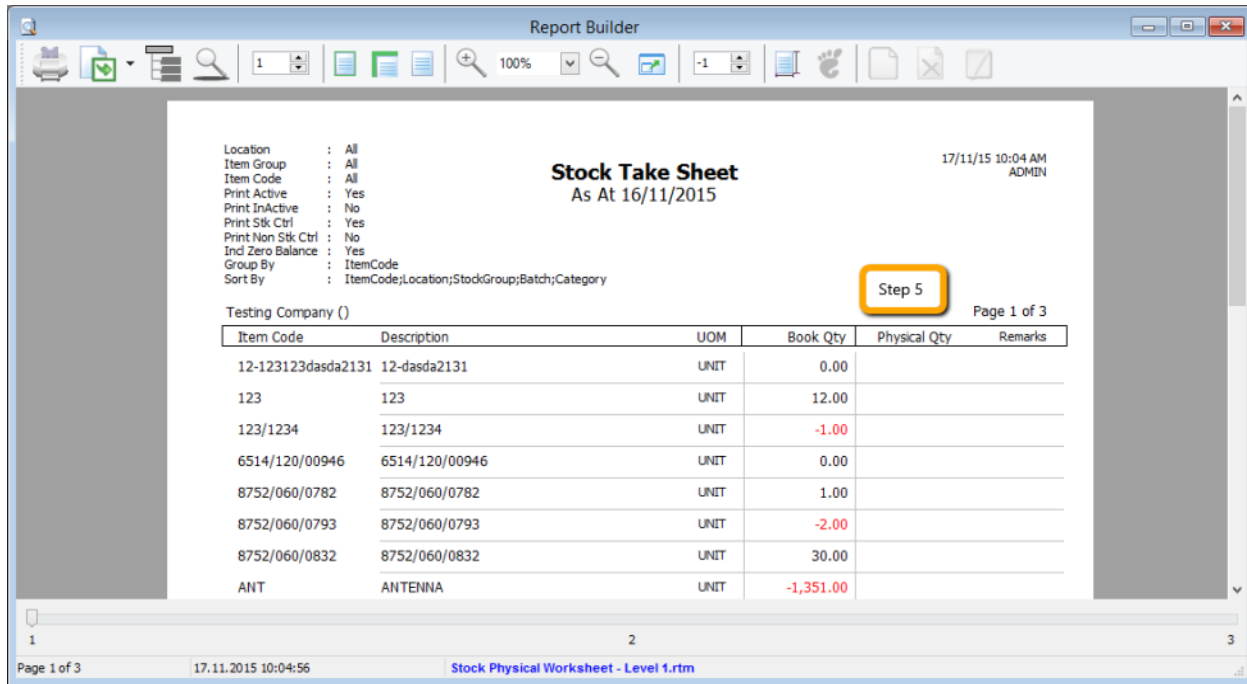


Step 1 & 2: Click on **Stock** then choose **Print Stock Physical Worksheet**.

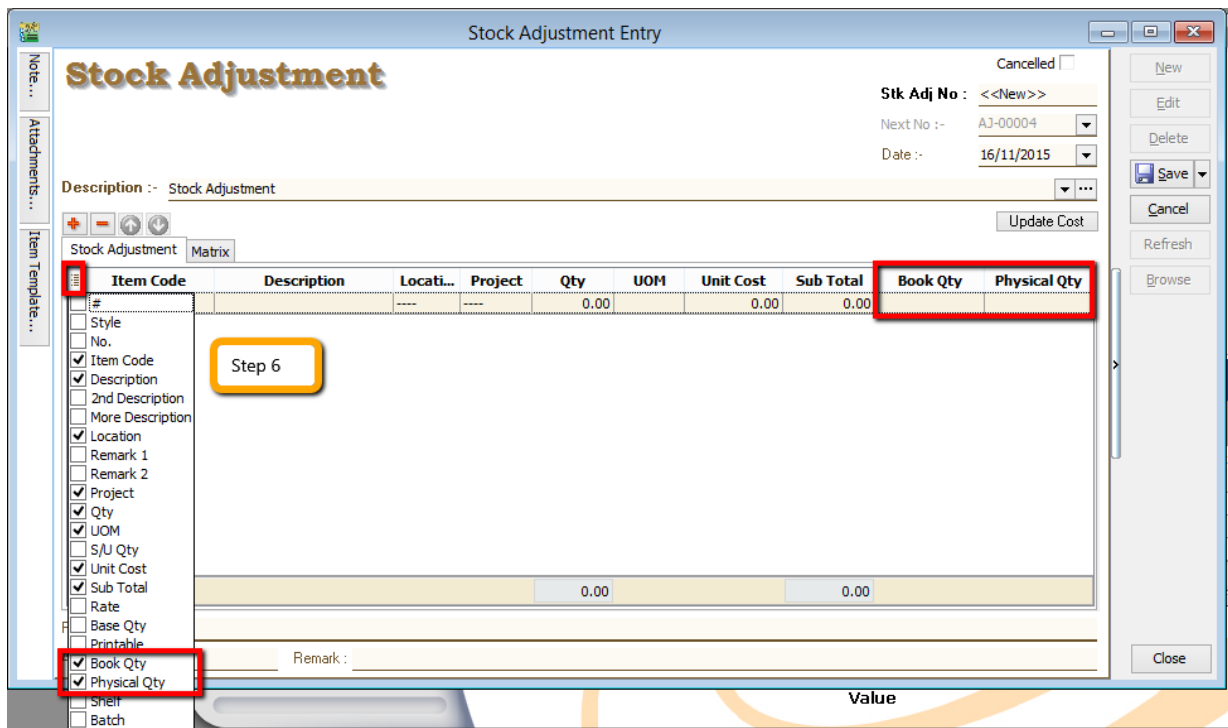


Step 3: **Filter** by date, stock group or others **information** that you want to do for the stock take, please **make sure that you choose the correct location and batch if you have these two modules.**

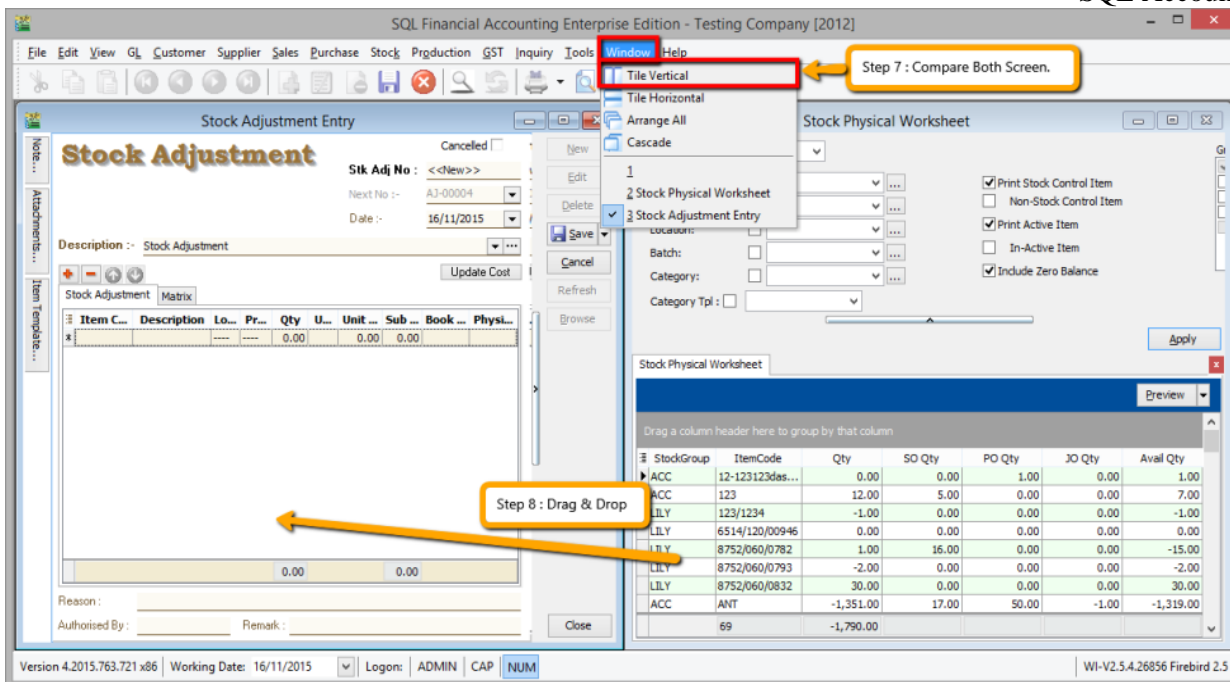
Step 4: Click on **Apply and Preview.**



Step 5: **Print out the “Stock Take Sheet”** for stock keeper. The stock keeper should manually **fill in the actual quantity** into the “physical qty” column.

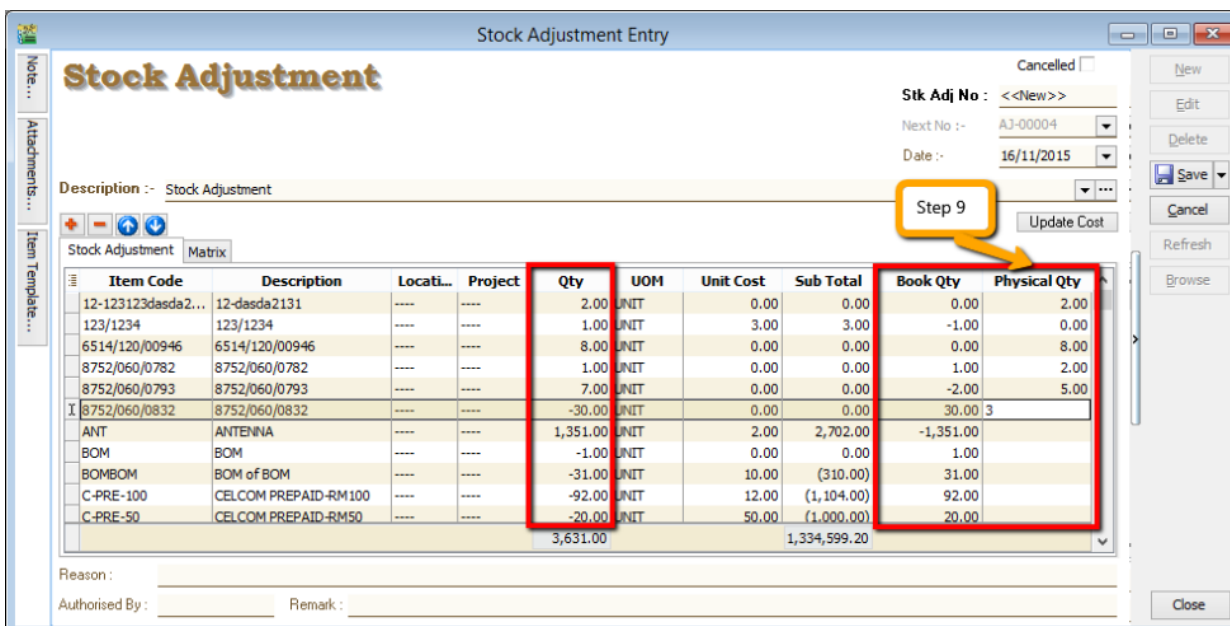


Step 6: After complete updating the stock take report, click on **Stock | Stock Adjustment |** and drag out **Book Qty and Physical Qty.**



Step 7: Repeat Steps 1 & 2 to display the Stock Physical Worksheet again, opening 2 windows simultaneously, “stock adjustment” and “stock physical worksheet”, then click on **Window | Tile Vertical**.

Step 8: Click on the first item in **Stock Physical Worksheet**, press on **Ctrl + A** on the keyboard to select all items. Then **Drag & Drop** into **Stock Adjustment**.



Step 9: Based on the stock keeper’s Stock Take Report, **fill in the actual physical quantity** in your warehouse into the Stock Adjustment **Physical Qty** column, the system will calculate the variance based on the Book Qty and apply a correction to the Qty column.

Book Qty = Quantity that is recorded in system.

Physical Qty = Actual Quantity at your warehouse.

Qty = Variance between Physical and Book Quantity, system will auto-adjust then update accordingly. (Physical Qty – Book Qty)

7 Reports

7.1 General Ledger Report

7.1.1 Balance Sheet

Go to **GL** | **Print Balance Sheet**

Step 1: Select your date

Step 2: Choose your preferred format

Step 3: “Show Up to Level” under Option refer to the depth of sub-accounts in your Maintain Chart of Account, the higher the value, the more level of detail will be shown.

Step 4:

- a. **Use second description** – use second description which is controlled at GL | Maintain Chart of Account
- b. **Zero Balance Account** – choose to show accounts in the report even if their amount is 0.
- c. **Display Trade Debtor/Creditor in Details** – show per customer account in detail

Step 5:

- a. **Print Sub Account Only** – Select a certain account to view
- b. **Print Project Comparison** – you are allowed to view your report by project (project module requested)
- c. **Show Column Options** – you can preset setting as attached

Step 6: **Apply**

7.1.2 Profit & Loss Statement

Go to **GL** | **Print Profit and Loss Statement**

Step 1: Select your date

Step 2: Choose your preferred format

Step 3:

- a. **Use second description** – use second description which is maintained under GL | Maintain Chart of Account
- b. **Zero Balance Account** – choose to show accounts in the report even if their amount is 0

Step 4:

- a. **Print Sub Account Only** – Select a certain account to view
- b. **Print Manufacturing Account** – you are only allowed to view manufacturing account if you have set it up under Maintain Chart of Account
- c. **Print Project Comparison** – you are allowed to view your report by project (project module requested)

d. Show Column Options – refer Balance Sheet

Step 5: **Apply**

7.1.3 Trial Balance

Go to **GL** | **Print Trial Balance**

Step 1: Select your date

Step 2: Filter by project, area, agent (optional)

Step 3: Tick whether you want to view General Ledger, Sales Ledger(Customer) or Purchase Ledger (Supplier)

Step 4:

a. **use second description** – use second description is which maintained under GL | Maintain Chart of Account

b. **Zero Balance Account** – choose to show accounts in the report even if their amount is 0

Step 5: **Apply**

Code	Description	Month To Date		Year To Date	
		DR	CR	DR	CR
100-001	ORDINARY SHARE CAPITAL			0.00	883.50
100-002	5% PREFERENCE SHARE CAPITAL			0.00	1,003.03
100-500	SHARE PREMIUM ACCOUNT			0.00	270.00
150-000	RETAINED EARNING			0.00	7,173,131.27

7.1.4 Ledger Report

Go to **GL** | **Print Ledger Report**

Step 1: Select your date

Step 2: Filter by account, project, area, agent (optional)

Step 3: Tick whether you want to view General Ledger, Sales Ledger(Customer) or Purchase Ledger (Supplier)

Step 4: System can generate by group and give you a summary of each group (group/sort by)

Step 5:

- a. **Merge GL Code for same document** – if you have the same account in one single transaction, the system will automatically merge, if you want to separate the account code for the same document, please un-tick.
- b. **Exclude Project when merging** – exclude project when merge GL Account.
- c. **Use second description** – use second description which is maintained under GL | Maintain Chart of Account
- d. **Include Zero Closing Balance** – choose to show accounts in the report even if their amount is 0
- e. **Include Zero Transaction** – choose to show accounts in the report even if there are 0 transactions.
- f. **Local Currency & Foreign Currency** – If you have foreign currency transactions, you can tick the foreign currency so that the system will show the figures in foreign currency compare versus local currency.

Step 6: **Apply.**

The screenshot shows the 'Ledger Report' window with the following settings:

- Date:** 01/08/2016 to 31/08/2016
- Account:** [Empty]
- Project:** [Empty]
- Agent:** [Empty]
- Area:** [Empty]
- General Ledger:** Selected (radio button)
- Group By:**
 - Account Code
 - Account Description
 - Post Date
 - Ref1
 - Project
 - Agent
 - Area
- Merge GL Code for same document
- Exclude Project When Merging
- Use 2nd Description
- Include Zero Closing Balance
- Include Zero Transaction
- Local Currency
- Foreign Currency

The 'Apply' button is highlighted with a red box.

Date	Ref 1	Description	Description 2	Local DR	Local CR	Local Balance	Tax
Code : 325-000 (PETTY CASH)							
		Balance B/F				1,434.00	
				0.00	0.00		
Code : 405-000 (OTHER CREDITORS)							
		Balance B/F				100.00	
				0.00	0.00		
Code : 420-000 (EPF - STAFF)							
		Balance B/F				54,000.00	
				4,650.00	3,060.00		

7.2 Customer Report

7.2.1 Customer Aging

Step 1: **Customer | Print Customer Aging | Filter Aging Date**

Step 2: Choose your preferred report format options.

Step 3: You can select either 4 months, 6 months or 12 months aging

Step 4: Click on **Apply**

Company Name	Pay (MTD)	Current Mth	1 Month	2 Months	3 Mths & Above	Total	Col.06
ABEST TELECOMMUNICATION P...	500.00				4,829.70	4,829.70	
ALPHA & BETA COMPUTER		252.80			6,078.00	6,330.80	
AB ENTERPRISE SDN BHD					23,381.00	23,381.00	
CASH SALES					5,225.00	5,225.00	
FAUNG TECK WAI					3,084.00	3,084.00	
KITTY SECURITY SDN BHD					15,600.00	15,600.00	
STAR TRADING SDN BHD					1,000.00	1,000.00	
Count = 7	500.00	252.80	0.00	0.00	59,197.70	59,450.50	0.00

7.2.2 Customer Statement

Step 1: **Customer | Print Customer Statement | Set Date Range**

Step 2: Choose your preferred options.

a. **Default Statement Type** – The default Setting preset under Maintain Customer

b. **Open Item Statement** – Show all outstanding transaction row by row

c. **Brought Forward Statement** – Show outstanding amount from previous months as a lump-sum

Step 3: You can select either 6 months or 12 months' statement

Step 4: Click on **Apply**

The screenshot shows the 'Customer Statement' window. Three steps are annotated with yellow boxes:

- Step 1:** Points to the 'Date' field showing a range from 01/11/2015 to 30/11/2015.
- Step 2:** Points to the 'Statement Type' dropdown menu, which is currently set to 'Default Statement Type'.
- Step 3:** Points to the 'Report Name' list, which contains several report titles like 'Cust-Multi-F1-06 Mths Statement-Current, 1 Mth...'.

Below the window, a blue callout box contains the following instructions:

1. Always filter the date range within the current month.
2. You can preview the report with print, send/ email to customer.

7.2.3 Customer Due Document Listing

In this report, you can print a reminder letter to remind customers of outstanding amounts.

Step 1: **Filter by Date, Document** (Invoice, Debit Note, Credit Note, Contra)

Step 2: Overdue or Undue document.

Step 3: System can generate by group and give you a summary on each group (group/sort by)

Step 4: **Apply**.

The screenshot shows the 'Customer Due Document Listing' window. Three steps are annotated with red boxes:

- Step 1:** Points to the 'Date' field (27/08/2016) and the document type checkboxes (Invoice, Debit Note, Credit Note, Contra, Overdue, Undue).
- Step 2:** Points to the 'Group/Sort By' list, which includes options like 'Document Date', 'Due Date', 'Document No', etc.
- Step 4:** Points to the 'Apply' button.

The table below shows the data displayed in the window:

Doc No	Doc D...	Company Name	C...	Local Amount	Terms	Local Payment	Local ...	Local ...	Local Outsta...	Age
IV-00...	13/11...	ALPHA & BETA C...	----	45,719.50	45 Days	0.00	0.00	0.00	45,719.50	243
IV-00...	01/01...	AB ENTERPRISE ...	----	300.00	30 Days	0.00	0.00	0.00	300.00	209
IV-00...	01/01...	ALPHA & BETA C...	----	300.00	45 Days	100.00	0.00	0.00	200.00	194
IV-00...	05/01...	ALPHA & BETA C...	----	300.00	45 Days	0.00	0.00	0.00	300.00	190
IV-00...	12/01...	ALPHA & BETA C...	----	42.40	45 Days	0.00	0.00	0.00	42.40	183
IV-00...	01/03...	US CORPORATIO...	USD	15.28	30 Days	0.00	0.00	0.00	15.28	149
IV-00...	18/03...	ALPHA & BETA C...	----	106.00	45 Days	0.00	0.00	0.00	106.00	117
1231...	01/04...	ALPHA & BETA C...	----	42.40	45 Days	0.00	0.00	0.00	42.40	103
IV-00...	01/04...	ALPHA & BETA C...	----	300.00	45 Days	0.00	0.00	0.00	300.00	103
IV-00...	01/04...	ALPHA & BETA C...	----	200.35	45 Days	0.00	0.00	0.00	200.35	103
Count = 8				7,235,165.18		12,630.24	2,102.90	500.00	7,222,246.29	

Step 5: If you want to **print a reminder letter**, make sure you tick the customer code under “group / sort by” and **Apply**.

Doc No	Doc D...	Company Name	C...	Local Amount	Terms	Local Payment	Local ...	Local ...	Local Outsta...	Age
IV-00...	13/11...	ALPHA & BETA C...	----	45,719.50	45 Days	0.00	0.00	0.00	45,719.50	243
IV-00...	01/01...	AB ENTERPRISE ...	----	300.00	30 Days	0.00	0.00	0.00	300.00	209
IV-00...	01/01...	ALPHA & BETA C...	----	300.00	45 Days	100.00	0.00	0.00	200.00	194
IV-00...	05/01...	ALPHA & BETA C...	----	300.00	45 Days	0.00	0.00	0.00	300.00	190
IV-00...	12/01...	ALPHA & BETA C...	----	42.40	45 Days	0.00	0.00	0.00	42.40	183
IV-00...	01/03...	US CORPORATIO...	USD	15.28	30 Days	0.00	0.00	0.00	15.28	149
IV-00...	18/03...	ALPHA & BETA C...	----	106.00	45 Days	0.00	0.00	0.00	106.00	117
1231...	01/04...	ALPHA & BETA C...	----	42.40	45 Days	0.00	0.00	0.00	42.40	103
IV-00...	01/04...	ALPHA & BETA C...	----	300.00	45 Days	0.00	0.00	0.00	300.00	103
IV-00...	01/04...	ALPHA & BETA C...	----	200.35	45 Days	0.00	0.00	0.00	200.35	103
Count = 8				7,235,165.18		12,630.24	2,102.90	500.00	7,222,246.29	

Step 6: Preview the report and you will see **Cust Overdue Letter**, choose your preferred format.

Testing Company 0

Date: 27/08/2016

Page: 1 of 1

To: ALPHA & BETA COMPUTER
 838 JALAN WORLD
 40485 RAWANG
 SELANGOR, DE

RE : OVERDUE ACCOUNT

Our record shows that an amount of RM 10.60 is now overdue. A list of overdue invoices is shown as below :

DATE	TYPE	INV/DN NO.	TERMS	DUE DATE	AGE	AMOUNT DUE
13/05/2015	IV	IV-00127	45 Days	27/06/2015	427	10.60

Total Amount: 10.60

We shall be grateful if you could let us have your payment soonest possible.

This is a computer generated document. Please ignore this reminder should you have made the aforesaid payment.

Thank you and best regards,

Yours faithfully,

Account Dept.

7.2.4 Customer Analysis By Document

This report is used to analyse all customer documents in one report. You can check total Invoice, Credit Note, Debit Note, Payment and the rest of the document amount.

Step 1: Customer | Customer Analysis By Document

Step 2: Filter by Document Date and any others optional field to display.

Step 3: Apply.

Company Name	B/F Local Amt	Inv Local	Payment Local	CN Local Amt	DN Local Amt	Contra Local	Bounced Payment Local	Bounced Refund Local	Refund Local	C/F Local Amt
▶ ABEST TELECOMMUNICATION PTE...	15,655.21									15,655.21
ALPHA & BETA COMPUTER	10.60									10.60
ALPHA & BETA COMPUTER.12	138,232.86	4,309.99	(2,266.00)	(1,060.00)		(500.00)			1,500.00	140,216.85
AB ENTERPRISE SDN BHD	6,961,454.50	300.00								6,961,754.50
ali enterprise	0.00	26.93	(13.33)	(530.00)						(516.40)
CASH SALES-A	(1,498.50)									(1,498.50)
chris	106,106.00									106,106.00
FAUNG TECK WAI	3,084.00									3,084.00
KITTY SECURITY SDN BHD	(4,700.00)									(4,700.00)
STAR TRADING SDN BHD	1,000.00									1,000.00
US CORPORATION PE LTD	(762.75)	389.28								(373.47)
Count = 11	7,218,581.92	5,026.20	(2,279.33)	(1,590.00)	0.00	(500.00)			1,500.00	7,220,738.79

7.3 Sales Report

7.3.1 Sales Document Listing

Go to Sales | Print Sales Document Listing

Step 1: You can filter which type of document you want: e.g, **Sales Quotation /Sales Order/ Deliver Order/ Invoice Listing**

Step 2: Filter by **date**, if left untick means all periods will be shown

Step 3: Filter area by pipelines (It's optional)

Step 4: System can generate by group and can give you a summary on each diff group (group/sort by)

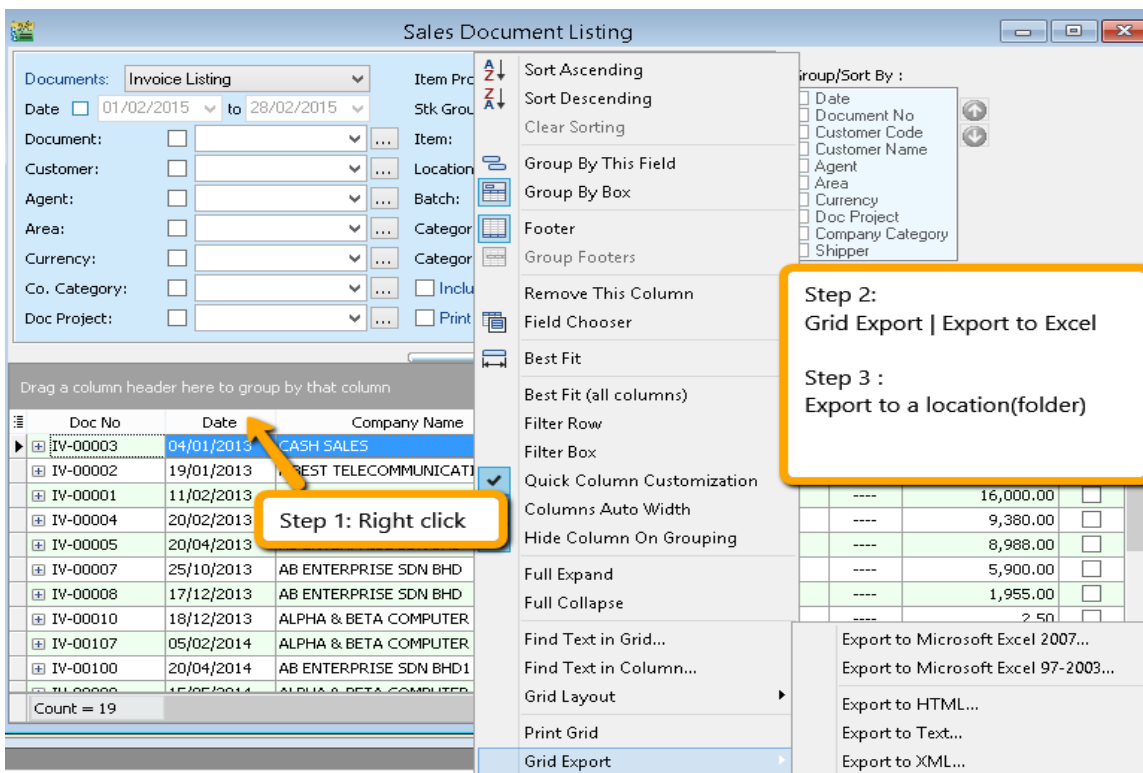
Step 5: Click **Apply** to generate, whenever you change any setting under Step 3 or 4, please redo by clicking Apply

Doc No	Date	Company Name	Agent	Area	Project	Currenc...	Net Total	Cancel...
QT-00009	09/01/2014	ALPHA & BETA COMPUTER	SY	RAWANG	----	----	5.00	<input type="checkbox"/>
QT-00001	22/01/2014	KITTY SECURITY SDN BHD	HALIM	WW	----	----	80,000.00	<input type="checkbox"/>
QT-00002	08/12/2014	A'BEST TELECOMMUNICATION PTE LTD	LF	SINGAPORE	----	S\$	17,400.00	<input type="checkbox"/>
QT-00003	10/12/2014	AB ENTERPRISE SDN BHD	NF	PJ	----	----	100.00	<input type="checkbox"/>
QT-00004	10/12/2014	AB ENTERPRISE SDN BHD	NF	PJ	----	----	500.00	<input type="checkbox"/>
QT-00005	12/12/2014	A'BEST TELECOMMUNICATION PTE LTD	LF	SINGAPORE	----	S\$	50.00	<input type="checkbox"/>
1	19/12/2014	ALPHA & BETA COMPUTER	SY	RAWANG	----	----	500.00	<input type="checkbox"/>
QT-00008	20/12/2014	ALPHA & BETA COMPUTER	SY	RAWANG	----	----	2.50	<input type="checkbox"/>
QT-00011	18/11/2015	ALPHA & BETA COMPUTER	SY	RAWANG	----	----	111.30	<input type="checkbox"/>
Count = 9							98,668.80	

7.3.1.1 Export report into Excel

Step 1: **Right click on any title bar**

Step 2: **Click on Grid Export | Export to Excel.**

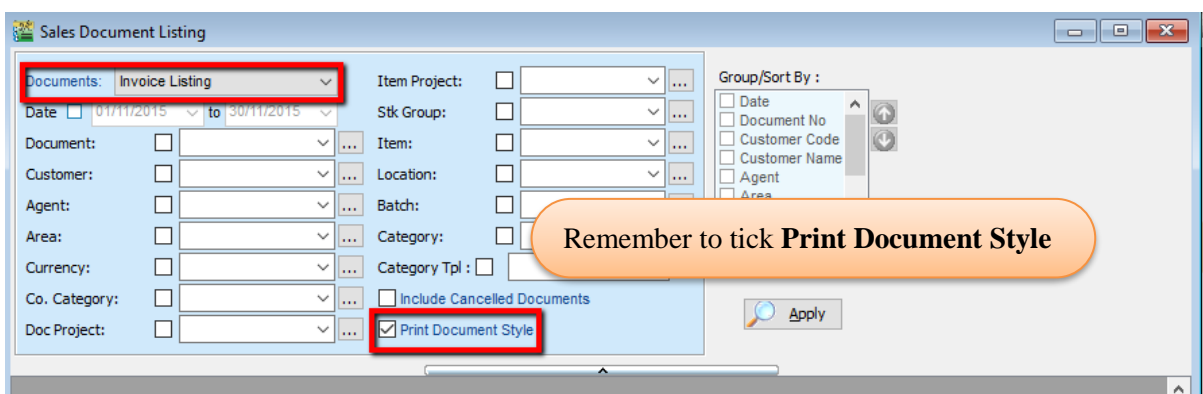


7.3.1.2 Batch Printing Invoices

If you want to print out entire month invoices by batch and into a page-by-page format,

Step 1: Sales | Print Sales Document Listing.

Step 2: Tick “Print Document Style”



7.3.2 Outstanding Sales Document Listing (Require Partial Delivery Module)

This report can help you check the transfer document’s info, such as the amount of outstanding items for the particular document and; which invoices the DO have been transferred to.

Step 1: Sales | Print Outstanding Sales Document Listing.

Step 2: Filter the information that you want and apply.

Step 3:

- Print Outstanding Item** – to check outstanding items which have not yet been transferred.
- Print Fulfilled Item** – to check those documents which have been fully transferred and transferred to which document.
- Include cancelled documents** – tick to show cancelled documents in the report.
- Outstanding SO & PO** – to check the number of outstanding items from sales order and purchase order
- Transfer Doc Date Follow Filtered Date** – tick this if you want the document transfer date (e.g. transfer document Sales Order to Invoice both will followed filtered date).

Step 4: **Apply**.

Outstanding Sales Document Listing

Documents: Outstanding Delivery Order

Doc Date 01/08/2016 to 31/08/2016

Delivery Date / / to / /

Delivery Order: Stk Group:

Customer: Item:

Agent: Batch:

Area: Category:

Doc Project: Category Tpl:

Item Project:

Co. Category:

Location:

Group/Sort By :

- Date
- Delivery Date
- Document No
- Customer
- Agent
- Area
- Doc Project
- Item Project
- Item Code
- Seq
- Location
- Batch
- StockGroup
- Company Category
- Shipper
- Category

Print Outstanding Item

Print Fulfilled Item

Include Cancelled Documents

Calculate Outstanding SO & POO

Transfer Doc Date Follow Filtered Date

Apply

Doc No	Date	Company Name	Agent	Proj...	Category	Item Code	Orig. Qty	Transfer ...	O/S Qty
DO-00001	11/01/2011	KITTY SECURITY SD...	HALIM	----		M-R-GP300	40.00	16.00	24.00
DO-00002	19/01/2011	A'BEST TELECOMM...	LF	----		E-BAT	5.00	5.00	0.00
DO-00002	19/01/2011	A'BEST TELECOMM...	LF	----		E-T10s	5.00	0.00	5.00
DO-00002	19/01/2011	A'BEST TELECOMM...	LF	----		N-3210	5.00	5.00	0.00
DO-00002	19/01/2011	A'BEST TELECOMM...	LF	----		N-3310	10.00	0.00	10.00
DO-00002	19/01/2011	A'BEST TELECOMM...	LF	----		N-BAT	15.00	0.00	15.00
DO-00006	20/02/2011	ALPHA & BETA COM...	SY	----		N-8250	2.00	2.00	0.00
DO-00006	20/02/2011	ALPHA & BETA COM...	SY	----		N-8850	2.00	2.00	0.00
DO-00007	20/02/2011	KITTY SECURITY SD...	HALIM	----		M-R-GP300	20.00	15.00	5.00
DO-00007	20/02/2011	KITTY SECURITY SD...	HALIM	----		N-BAT	4.00	4.00	0.00
DO-00008	20/02/2011	AB ENTERPRISE SD...	NF	----		N-7110	1.00	1.00	0.00
DO-00008	20/02/2011	AB ENTERPRISE SD...	NF	----		N-8850	2.00	2.00	0.00
Count = 36							5,744.00		2,886.00

Step 5: If you want to know where this document has already been transferred to, you just **Preview** the report.

Sales Outstanding Delivery Order Listing.rtm

1 81% -1

Date : All
 Delivery Date: All
 Document : All
 Company : All
 Co Category : All
 Agent : All
 Area : All
 Doc Project : All
 Project : All
 Item : All
 Location : All
 Category : All
 Incl Cancelled: No
 Sort By : DocDate;DocNo;Code

27/08/16 11:34 AM
ADMIN

Outstanding Delivery Order Listing

As At 27/08/2016

Page 1 of 2

Testing Company ()

Seq.	Code	Description	U/Price	Delivry date	Orig Qty	O/Stding	Date	Doc No	Tfer Qty
DO-00001 KITTY SECURITY SDN BHD									
1	M-R-GP300	MOTOLORA RADIUS GP300	1,000.0000	11/01/11	40.00	24.00	11/02/11	IV-00001	16.00
DO-00002 A'BEST TELECOMMUNICATION PTE LTD									
2	E-BAT	ERICSSON BATTERY	150.0000	19/01/11	5.00	0.00	19/01/11	IV-00002	5.00
3	E-T10s	ERICSSON T10s	800.0000	19/01/11	5.00	5.00	19/01/11	IV-00002	5.00
4	N-3210	NOKIA 3210	900.0000	19/01/11	5.00	0.00	19/01/11	IV-00002	5.00
5	N-3310	NOKIA 3310	988.0000	19/01/11	10.00	10.00			
6	N-BAT	NOKIA BATTERY	150.0000	19/01/11	15.00	15.00			
DO-00006 ALPHA & BETA COMPUTER12									
7	N-8250	NOKIA 8250	890.0000	20/02/11	2.00	0.00	20/02/11	IV-00004	2.00
8	N-8850	NOKIA 8850	3,800.0000	20/02/11	2.00	0.00	20/02/11	IV-00004	2.00
DO-00007 KITTY SECURITY SDN BHD									
9	M-R-GP300	MOTOLORA RADIUS GP300	1,000.0000	20/02/11	20.00	5.00	09/12/11	CS-00002	15.00
10	N-BAT	NOKIA BATTERY	150.0000	20/02/11	4.00	0.00	09/12/11	CS-00002	4.00
DO-00008 AB ENTERPRISE SDN BHD									
11	N-7110	NOKIA 7110	1,388.0000	20/02/11	1.00	0.00	20/04/11	IV-00005	1.00
12	N-8850	NOKIA 8850	3,800.0000	20/02/11	2.00	0.00	20/04/11	IV-00005	2.00
DO-00003 KITTY SECURITY SDN BHD									
13	M-R-GP300	MOTOLORA RADIUS GP300	1,000.0000	22/02/11	20.00	10.00	09/12/11	CS-00002	10.00

1 2

Page 1 of 2 27.08.2016 11:34:12 Sales Outstanding Delivery Order Listing.rtm

7.4 Inventory Report

A subsidiary report where each individual movement of stock is recorded, including stock movements from Purchases, Sales and Returns.

7.4.1 Stock Card:

Step: **Stock | Print Stock Card | Apply.**

Post Date	Doc No	Doc Description	U. Cost	U. Price	Qty In	Qty Out	Bal Qty	Cost
01/01/2011		(Balance b/d)					0.00	0.00
02/01/2011	RC-00001	Stock Received	2.00	0.00	10.00	0.00	10.00	20.00
02/01/2011	IS-00001	Stock Issue	2.00	0.00	0.00	10.00	0.00	0.00
07/01/2011	GR-00004	LION HPHONE AC...	1.50	0.00	50.00	0.00	50.00	75.00
33 trans(s)					91.00	1,444.00		

7.4.2 Stock Card Qty:

Same purpose with stock card but stock card qty is without costing and pricing, this is useful for customers who want to block specific users from viewing stock costing.

Step: **Stock | Print Stock Card Qty | Apply.**

Post Date	Doc No	Doc Description	Qty In	Qty Out	Bal Qty
01/01/2011		(Balance b/d)			0.00
02/01/2011	RC-00001	Stock Received	10.00	0.00	10.00
02/01/2011	IS-00001	Stock Issue	0.00	10.00	0.00
07/01/2011	GR-00004	LION HPHONE AC...	50.00	0.00	50.00
35 trans(s)			92.00	1,445.00	

7.4.3 Stock Month End Balance:

The Monthly Stock Balance Report summarizes the stock balances of the participant as of a calendar month end. The report also shows the monthly custody fee charged for each stock.

Step: Stock | Print Stock Card Qty | Apply.

The screenshot shows the 'Stock Month End Balance' window. At the top, there are filters for Date To (31/12/2015), Stock Group, Item, Location, Batch, and Category. There are also checkboxes for 'Print Active Item', 'In-Active Item', 'Merge Same Cost (FIFO Only)', 'Include Zero Balance', and 'Calculate Serial Number'. A 'Group By' dropdown is set to 'Stock Group'. The main table has columns: StockGroup, ItemCode, Location, Batch, UTD Qty, and UTD Cost. The table lists several items with their respective quantities and costs. A red box highlights the total UTD Cost of 116,405.84. A red arrow points from a text box below to this total.

StockGroup	ItemCode	Location	Batch	UTD Qty	UTD Cost
ACC	123	----		12.00	92.39
ACC	ANT	----		-1,351.00	0.00
ACC	BOMBOM	----		31.00	700.00
ACC	COVER	----		72.00	167.80
ACC	E-BAT	----		-3.00	0.00
ACC	FTW	----		-1.00	0.00
	44				116,405.84

You may get the final figure from here and then update at accounting stock value so that P&L and Balance Sheet Report will capture.

7.4.4 Stock Reorder Advice:

This report is to show reorder advice according to stock level, normally used to trace pending Purchase Orders and Sales Orders. You may compare as seen below:

Step: Stock | Print Stock Reorder Advice | Apply.

The screenshot shows the 'Stock Reorder Advice' window. A dropdown menu is open for 'On Hand Qty', showing several options: 'On Hand Qty', 'On Hand +PO Qty', 'On Hand -SO Qty', 'On Hand +PO Qty -SO Qty', 'On Hand +PO Qty (+/-)JO Qty', 'On Hand -SO Qty (+/-)JO Qty', and 'On Hand +PO Qty -SO Qty (+/-)JO Qty'. A red box highlights the dropdown menu.

VS

The screenshot shows the 'Stock Reorder Advice' window. A section titled 'Compare to :-' is highlighted with a red box. It contains a 'Reorder Level' dropdown menu with 'Reorder Level' selected, and two checkboxes: 'Min Level' (checked) and 'Max Level' (unchecked).

Stock Reorder Advice

Date To: 16/11/2015

On Hand Qty

Compare to :- Reorder Level

Group By :

- Item Code
- Location
- Stock Group
- Batch
- Category
- Supplier

Stock Group: []

Item: []

Location: []

Batch: []

Supplier: []

Category: []

Category Tpl: []

Print Stock Control Item

Non-Stock Control Item

Print Active Item

In-Active Item

Include Zero Level

Apply

Stock Reorder Advice

Preview

Drag a column header here to group by that column

ItemCode	Qty	SO Qty	PO Qty	JO Qty	Avail Qty
▶ ANT	-1,351.00	17.00	50.00	-1.00	-1,319.00
E-BAT	-3.00	0.00	85.00	0.00	82.00
JSON2	10.00	0.00	0.00	0.00	10.00
M-BAT	0.00	0.00	0.00	0.00	0.00
M-P7689	0.00	0.00	0.00	0.00	0.00
M-PRE-120	-12.00	0.00	0.00	0.00	-12.00
M-PRE-60	0.00	10.00	0.00	0.00	-10.00
M-R-GP300	-1,079.00	0.00	0.00	0.00	-1,079.00
M-STV	-1.00	0.00	0.00	0.00	-1.00
M-STX	0.00	0.00	0.00	0.00	0.00
23	-2,486.00				

P/S: This report item code will only display when a particular item qty reaches the reorder level, otherwise the item will not show in the list.

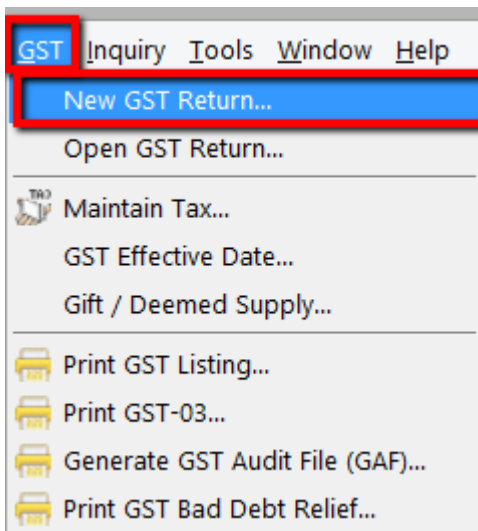
8 GST

8.1 GST-03 Draft

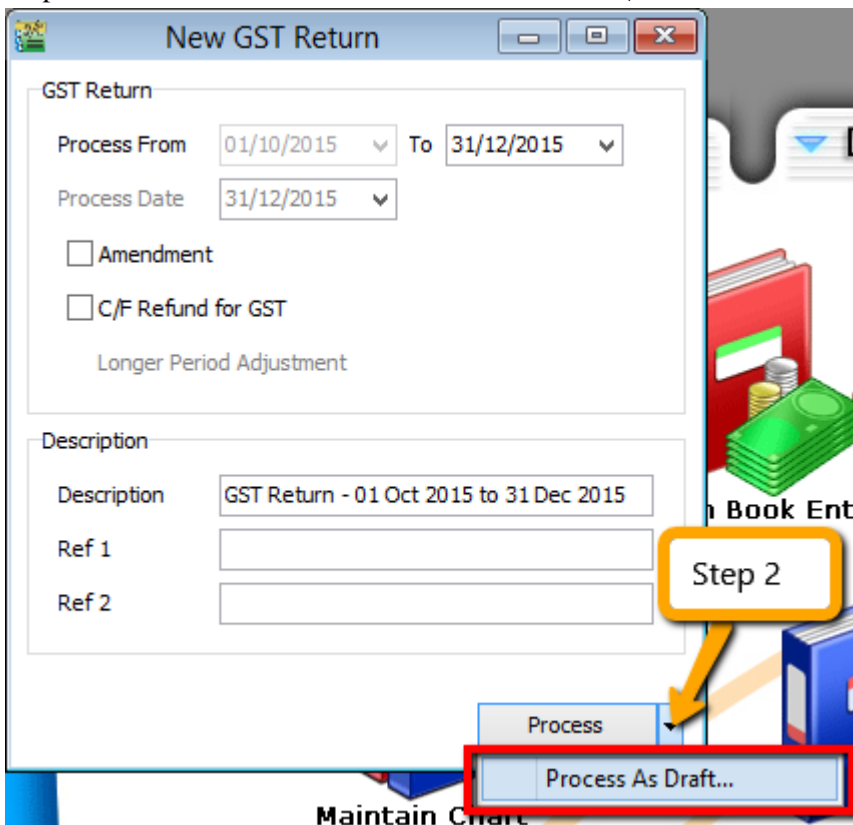
http://www.sql.com.my/video/sqlacc_tutorial/GST-48_GST03_Draft_720HD.mp4

GST-03 Draft feature is available for SQL Account version 721 and onwards, you can process a draft GST Return before you process the actual GST-03 that is to be submitted.

Step 1: **GST | New GST Return.**



Step 2: Select the arrow down button beside Process | then click on **“Process as Draft”**.



The Result is as below:

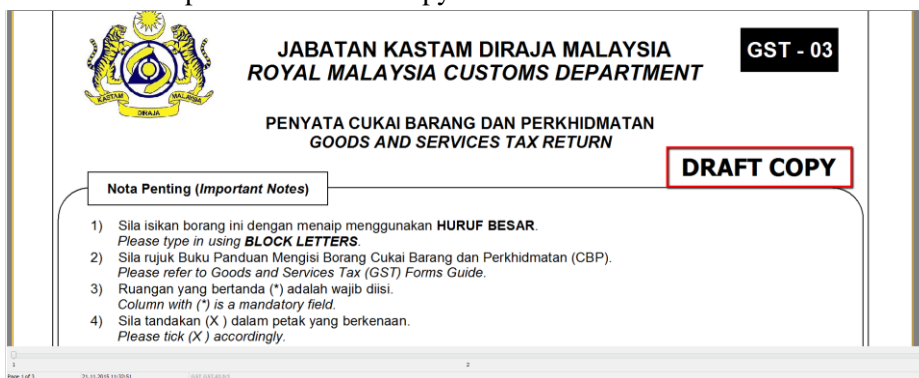
Status	Date From	Date To	Description	Σ Output Tax	Σ Input Tax	GST Amount Payable	Journal No.
	01/04/2015	30/06/2015	GST Return - 01 Apr 201...	6,365.73	95.40	6,270.33	JV-00014
	01/07/2015	30/09/2015	GST Return - 01 Jul 201...	33.30	288.00	Claimable: 254.70	JVGST-201509
DRAFT	01/10/2015	31/12/2015	DRAFT GST Return - 01 ...	3,100.80	3,534.11	Claimable: 433.31	

Count = 2 6,399.03 383.40 6,015.63

Status will highlighted as " DRAFT ".

Empty for Journal No because draft will not have any account posting.

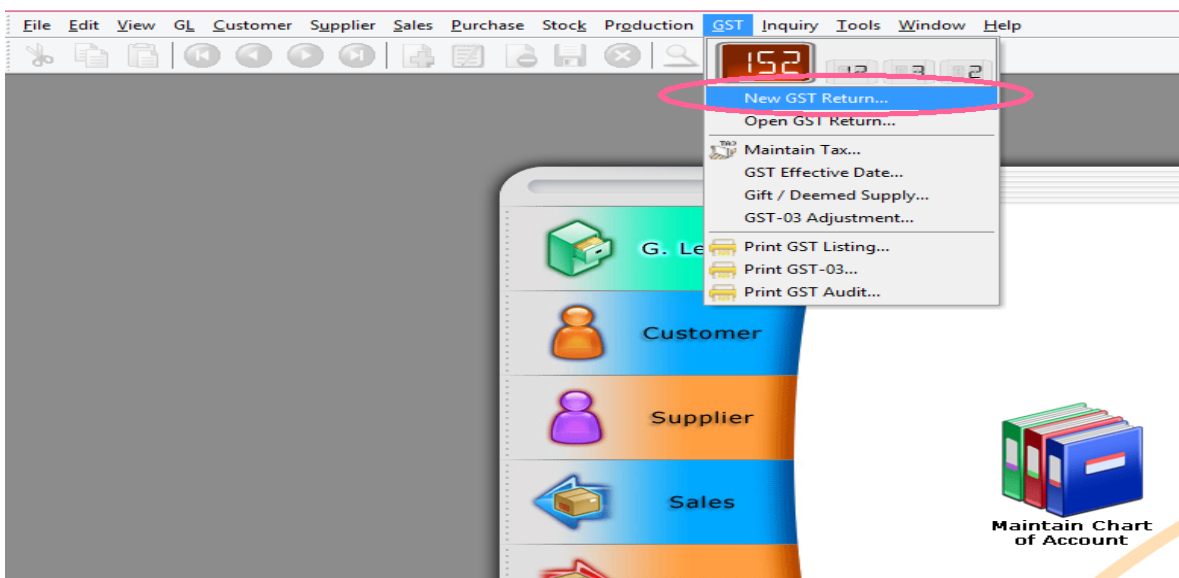
GST Draft can print out GST-03 copy and drill down as usual.



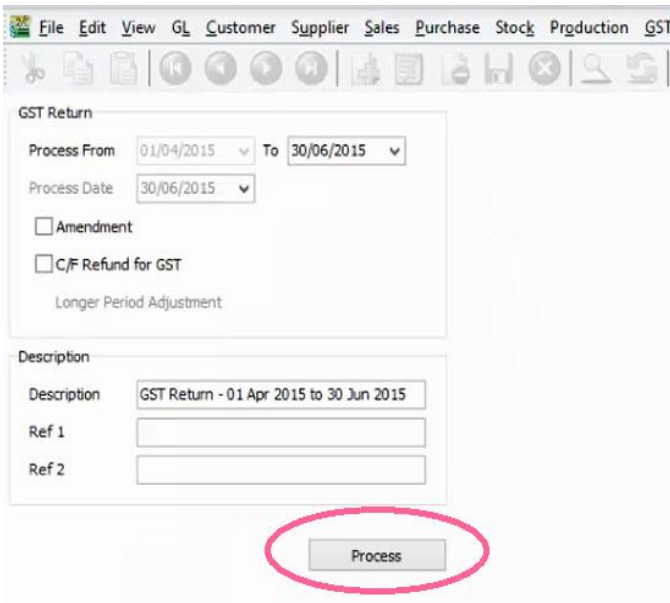
8.2 How to submit GST-03 Tap Online?

http://www.sql.com.my/video/sqlacc_tutorial/GST-32-First Accounting Software in Malaysia to Show GST03 Submission.mp4

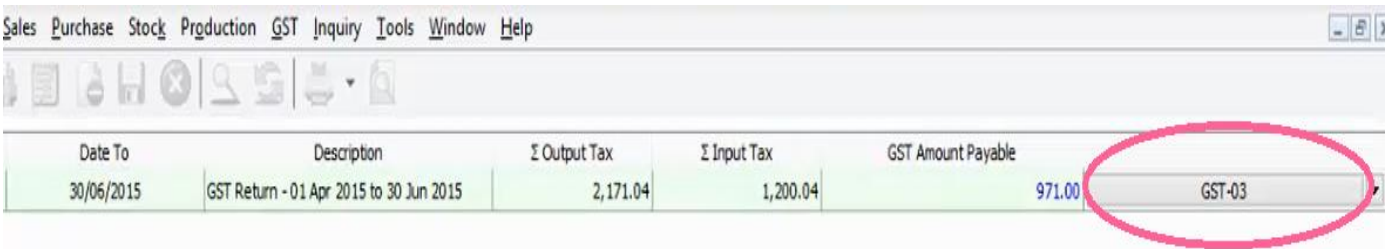
Step 1: GST | New GST Return.



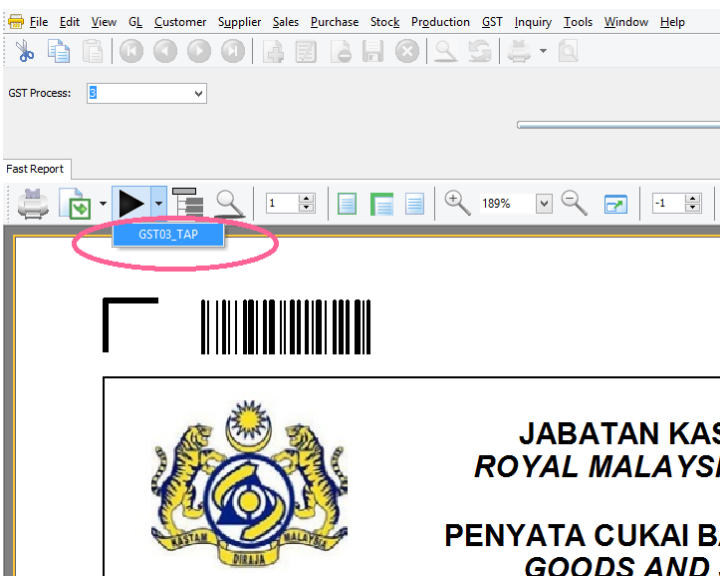
Step 2: **Process** monthly or every 3 months based on your company’s registration with Custom.



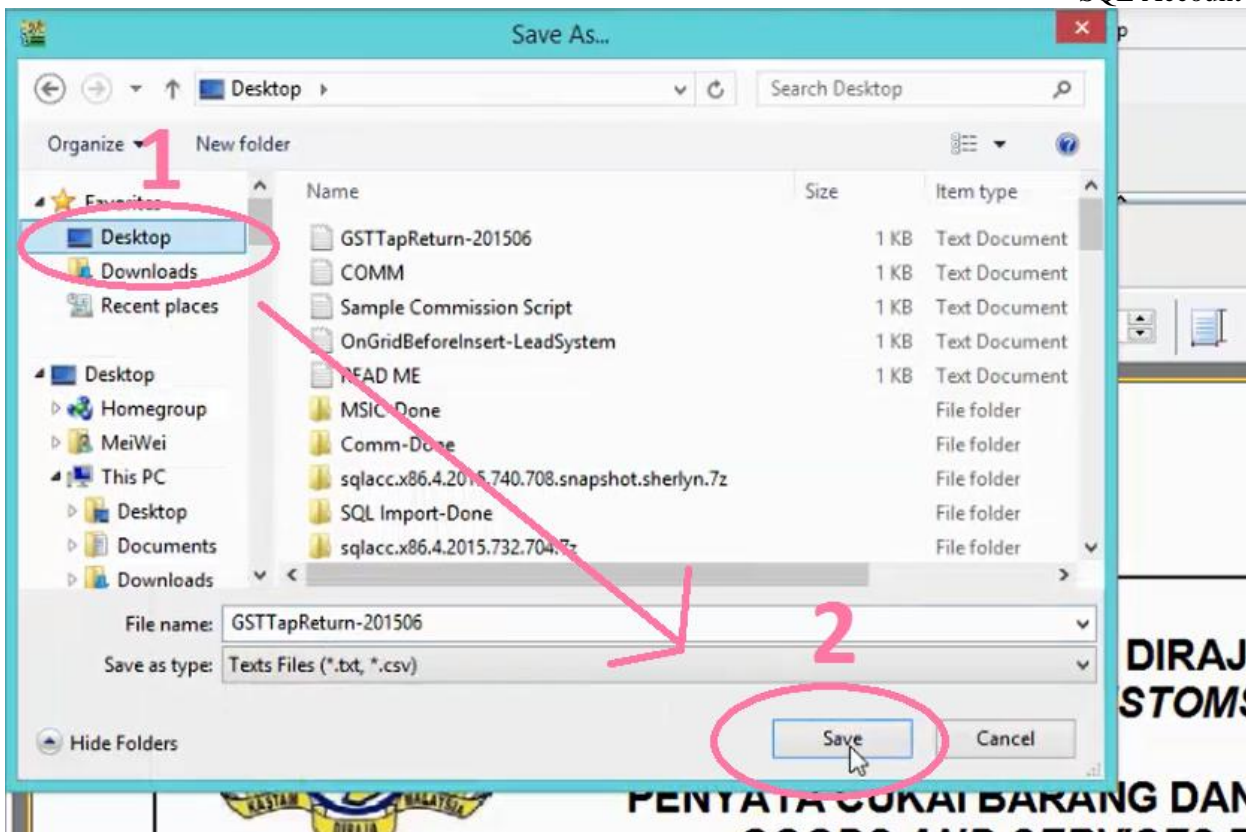
Step 3: Click on **GST-03**.



Step 4: Click on the **play button** then select **GST03_Tap**.



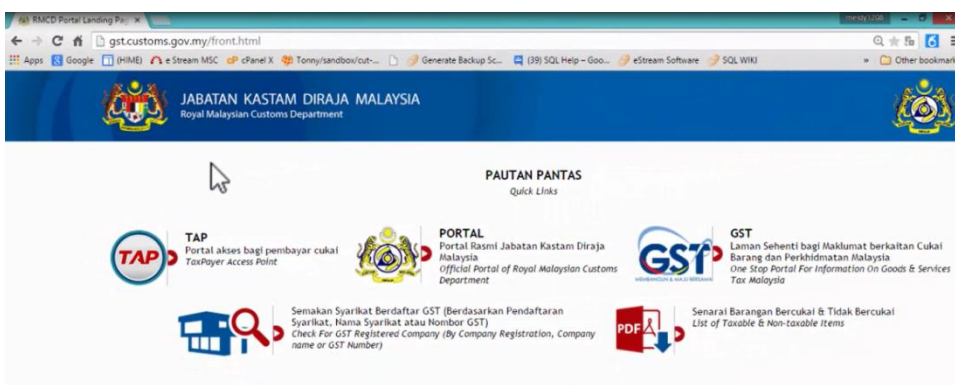
Step 5: **Export to DESKTOP** and **SAVE**.



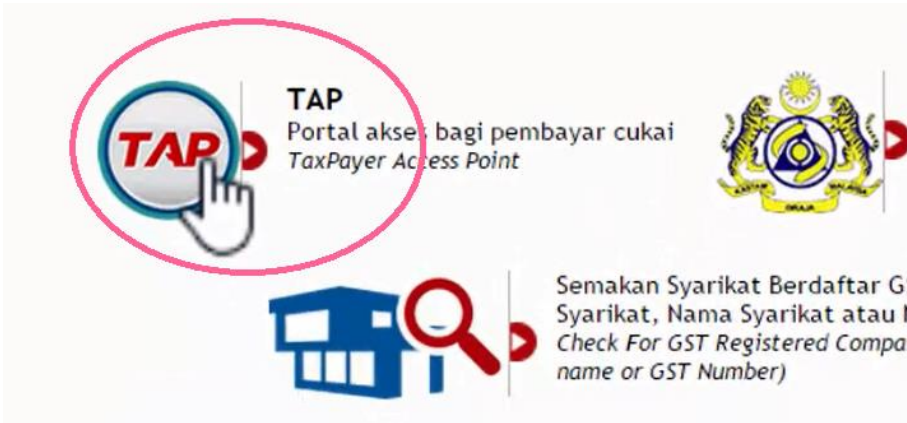
Step 6: Click **OK** for the message “File Export Done”



Step 7: Logon into <http://gst.customs.gov.my/front.html>



Step 8: Select **TAP**.



Step 9: Enter email address & password, then logon.

Login

I Want To

Email Address

Password

Mandatory

Forgot My Password

Logon

Sign up

- Register For GST
- Apply for Registra
- File GST Non-Regi
- Make a Payment
- Apply for Flat Rate
- Apply for Review

Step 10: Click on Account id.

Navigation

My Accounts

Registration

Apply for Branch Registration

Manage Designated Persons

Miscellaneous

Apply for Review

ACCOUNTS¹ REQUESTS⁰ NOTICES⁰ LETTERS¹

MY ACCOUNTS¹

Account Id	Account Type	Frequency	Address
000479723520	Goods and Services Tax	3 Monthly	32, 1ST FLOOR, JALAN TIARA 4, BANDAR

Step 11: Click on File Now.

Navigation

My Accounts

Act: 000479723520

Registration

Apply for Special Scheme

Simplified Tax Invoice

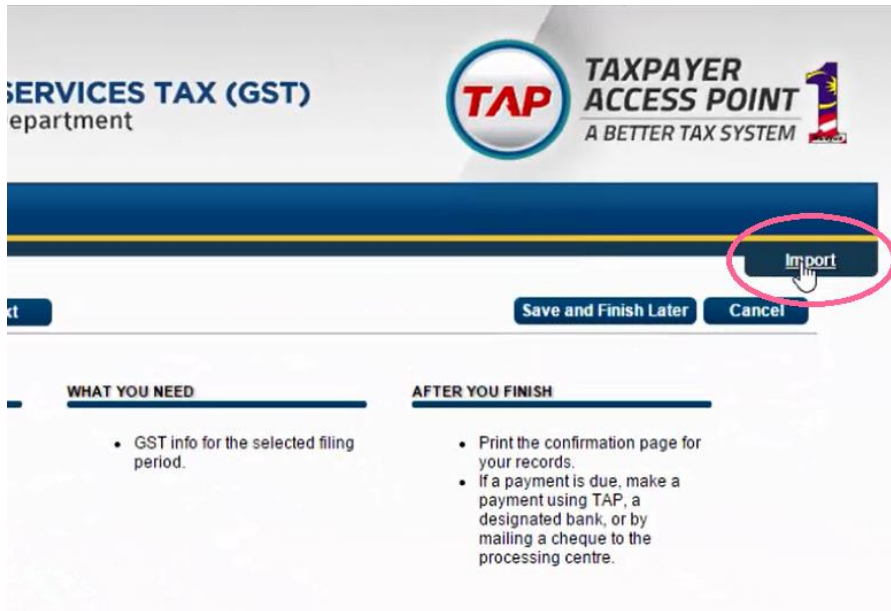
PERIODS REQUESTS⁰ ACTIVITY NOTICES⁰ LETTERS¹ SCHEMES⁰

ATTENTION NEEDED¹ SEARCH

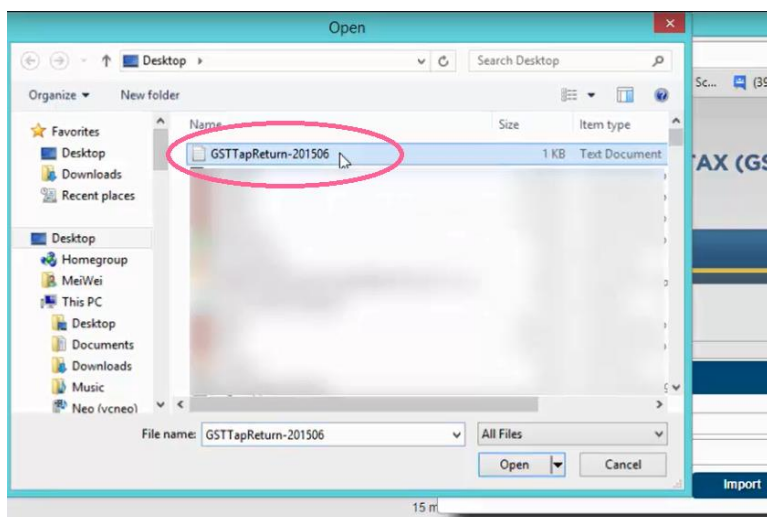
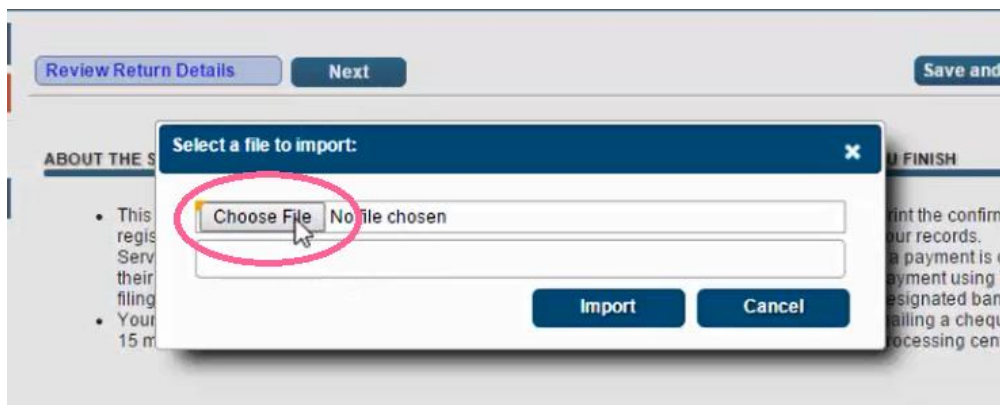
PERIODS REQUIRING ATTENTION

Period	Return Status		Tax (RM)	Penalty (RM)	Credit (RM)	Balance (RM)
30-Jun-2015	Generated	File Now	Pay	0.00	0.00	0.00

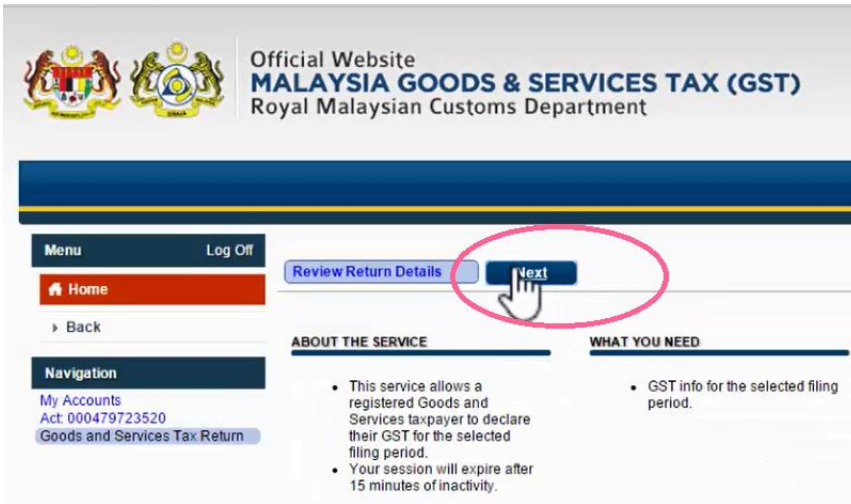
Step 12: Select Import.



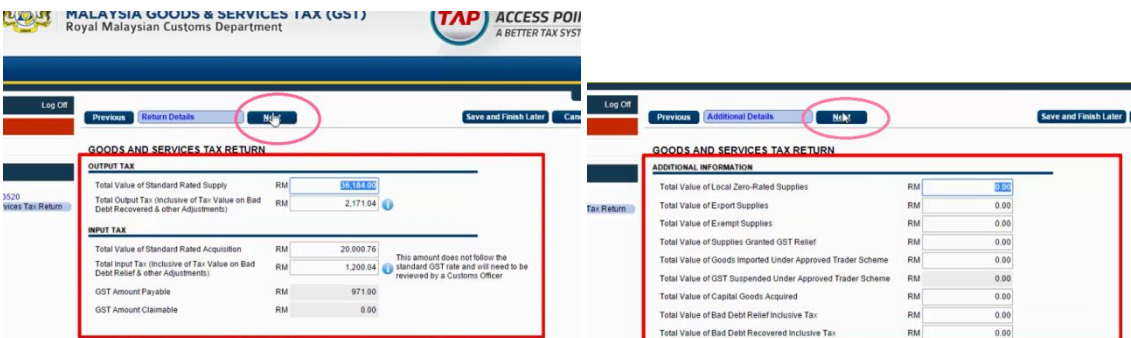
Step 13: Select **Choose File** and choose the GSTTapReturn-201506 that you exported from SQL.



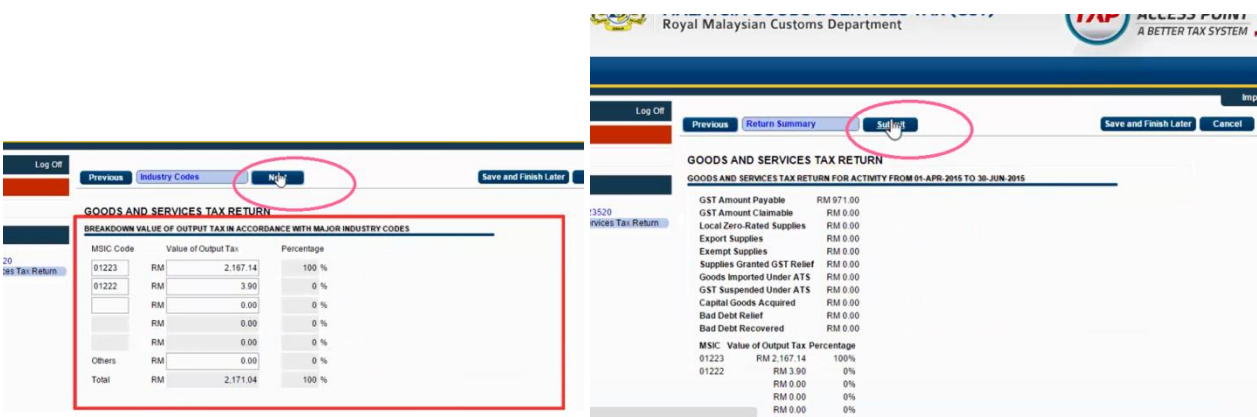
Step 14: Click on **Import and Next**.



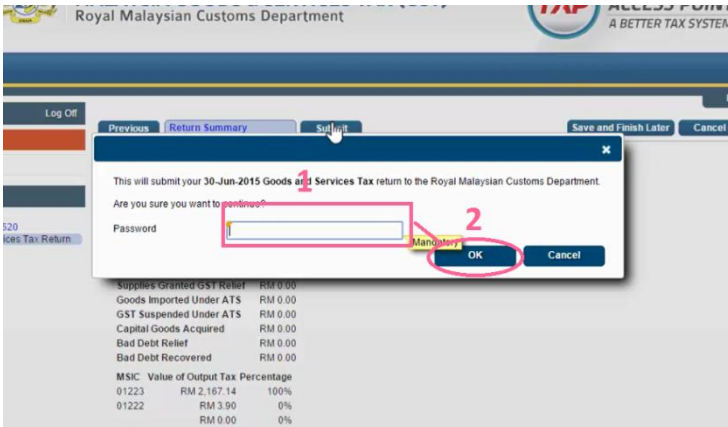
Step 15: Click on **Next** again and you should see that all the information is filled automatically.



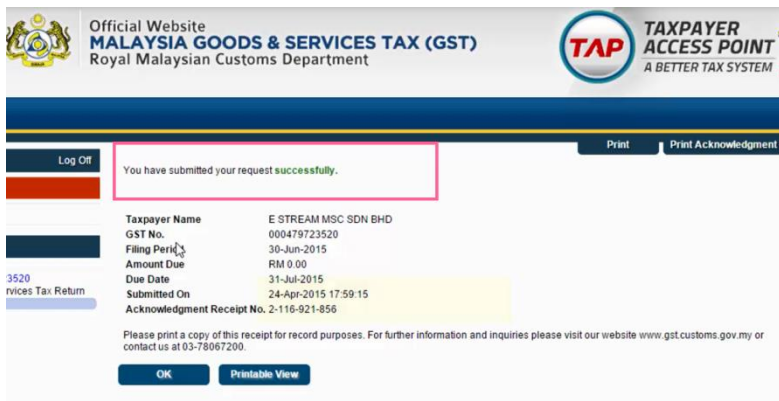
Step 16: Click **Next** until you see **Submit** button. Click **Submit**.



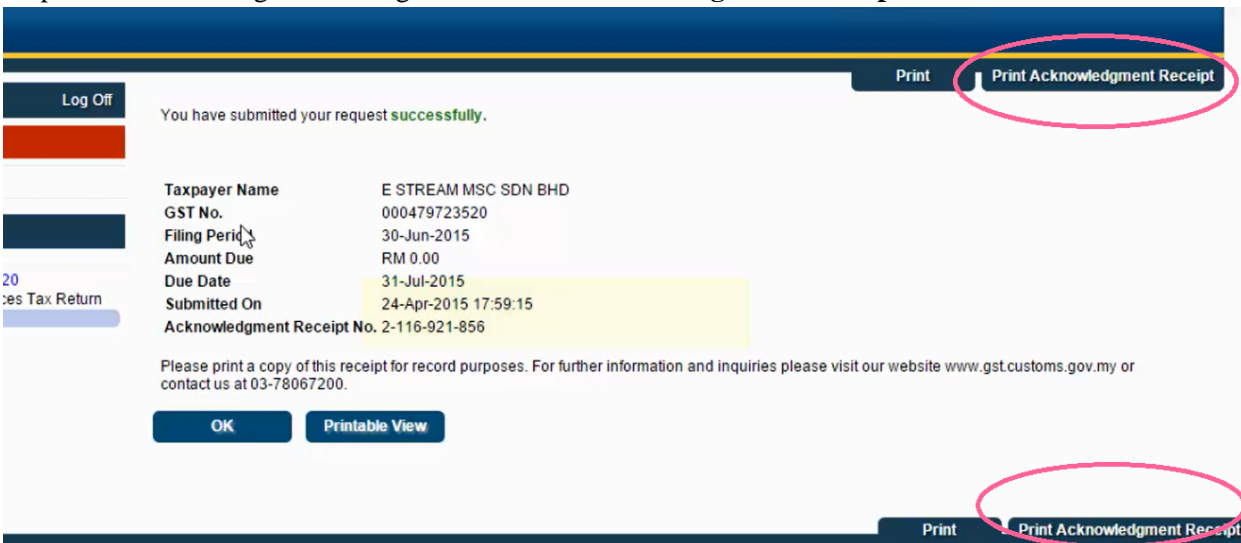
Step 17: **Re-enter your password** for final confirmation and click **OK**.



Step 18: There will be a message showing that “You have submitted your request successfully”.



Step 19: The final stage is clicking on the **Print Acknowledgement Receipt**.



8.3 Set Tax Date

http://www.sql.com.my/video/sqlacc_tutorial/GST-47-Set_Tax_Date.mp4

When you received a Purchase Tax Invoice which is dated in the previous taxable period (back-dated) and you want to claim that input tax in your current GST Return.

Step 1: Key in your purchase invoice as usual. **Right Click on Purchase Invoice Title.**

Step 2: Select **Set Tax Date.**

The screenshot shows the 'Purchase Invoice' window. The supplier is '400-C0001 CELCOM (M) COMMUNICATION BHD'. The description is 'Purchase'. A context menu is open over the 'Purchase Invoice' title, with 'Set Tax Date...' highlighted. The menu options include: Transfer From Purchase Request..., Transfer From Purchase Order..., Transfer From Goods Received..., Barcode (F8), Update Unit Price, Set Posting Date..., Set Tax Date..., Insert Blank Line..., Copy Purchase Invoice, Paste Purchase Invoice, Paste From Sales Items, Invoice Batch Print..., and Audit Trail. The invoice table shows one item: 8752/06... 8752/060/0782, Qty 1.00, UOM UNIT, U/Price 1.00. The Net Total is 1,060.00. The Local Net Total is 1,060.00 and the Deposit Amount is 0.00.

Step 3: **Insert the date** that you want to claim the input tax. This is normally the date when that you received the tax invoice. Then click **OK**.

The screenshot shows the 'Set Tax Date' dialog box. The current posting date is '09/05/2015'. A date picker is open, showing '01/07/2015' selected. The 'OK' button is highlighted.

Step 4: **When you process the next cycle of New GST Return**, it will show in Part 6 **“Input tax”** as usual.

Amaun (*Amount*)

- 6) Cukai Input / *Input Tax*
- a) Jumlah Nilai Perolehan Berkadar Standard *
Total Value of Standard Rated Acquisition
 - b) Jumlah Cukai Input (Termasuk Hutang Lapuk dan Pelarasan lain) *
*Total Input Tax (Inclusive of Bad Debt Relief & other Adjustments) **

RM	1,000.00
RM	60.00

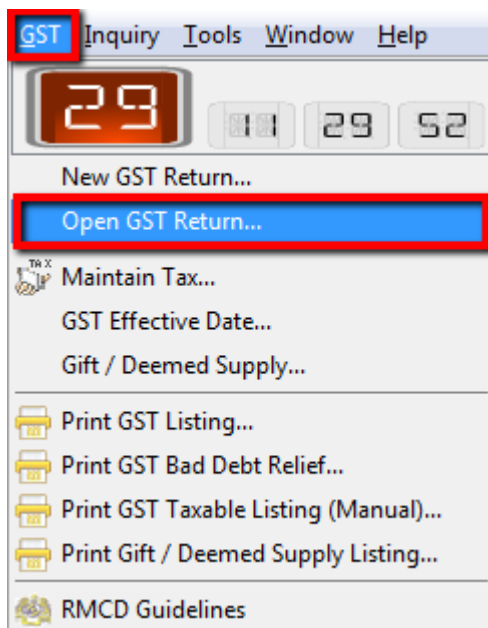
8.4 GAF File

http://www.sql.com.my/video/sqlacc_tutorial/GST-08_GAF.mp4

GAF = GST Audit File.

The purpose of a GAF is for Customs to audit the accuracy of your GST Return but GAF submission is only required upon request. It is not required to be submitted with GST-03.

Step 1: Click on **GST | Open GST Return**.



Step 2: Select the cycle for the GAF that you want to generate. Then click on the **arrow down button** and select **Generate GST Audit File(GAF)**.

Open GST Return

Status	Date From	Date To	Description	Σ Outpu...	Σ Input ...	GST Amount Pa...	Journal ...
	01/04/2015	30/06/2015	GST Return - 01 A...	232.50	2,929.92	Claimable: 2,697.42	JVGST-2...
	01/07/2015	30/09/2015	GST Return - 01 J...	11,412.76	6.30	11,406.46	JVGST-2...
	01/10/2015	31/12/2015	GST Return - 01 O...	673.47	1,282.94	Claimable: 609.47	JVGST-2...
	01/01/2016	31/03/2016	GST Return - 01 J...	436.78	12,261.30	Claimable: 11,824.52	JVGST-2...

Count = 4 12,755.51 16,480.46 (3,724.95)

New GST Return

Print GST Listing...
Generate GST Audit File (GAF)...

Click on the arrow down button and select "Generate GST Audit File (GAF)"

Step 3: The result is generated based on **General, Sales & Purchase Ledger** for you to check your transactions before submitting to Customs for auditing purposes.

GST Audit

General Ledger Sales Purchase

Trans Date	Account	Acc Desc	Acc Type	Name	Trans ID	Source Doc ID	Journal	Local DR	Local CR	Local Balance
01/10/2015	100-001	Balance B/F	CP					0.00	0.00	(883.50)
01/10/2015	100-002	Balance B/F	CP					0.00	0.00	0.00
01/10/2015	100-002		CP		300	JV-00033	GENERAL	0.00	1,000.00	(1,000.00)
01/10/2015	100-002		CP	Reverse of (5% PREFER...	301	JV-00034	GENERAL	0.00	0.03	(1,000.03)
30/10/2015	100-002		CP	Reverse of (5% PREFER...	330	JV-00037	GENERAL	0.00	3.00	(1,003.03)
01/10/2015	100-500	Balance B/F	RV					0.00	0.00	(370.00)
08/10/2015	100-500		RV		328	JV-00035	GENERAL	100.00	0.00	(270.00)
01/10/2015	150-501	Balance B/F	LT					0.00	0.00	0.00
08/10/2015	150-501		LT		328	JV-00035	GENERAL	0.00	100.00	(100.00)
01/10/2015	150-502	Balance B/F	LT					0.00	0.00	100.00
01/10/2015	200-200	Balance B/F	FA					0.00	0.00	1,250.00
01/10/2015	200-205	Balance B/F	FA					0.00	0.00	0.00
02/12/2015	200-205		FA	HSBC - USD ACCOUNT - ...	406	OR-00073	BANK	0.00	374.00	(374.00)
01/10/2015	200-400	Balance B/F	FA					0.00	0.00	200,000.00
01/10/2015	200-400		FA		300	JV-00033	GENERAL	943.40	0.00	200,943.40
01/10/2015	200-600	Balance B/F	FA					0.00	0.00	0.00
29/10/2015	200-600		FA		350	JV-00039	GENERAL	100.00	0.00	100.00
01/10/2015	310-001	Balance B/F	CA					0.00	0.00	(14,686.90)
08/10/2015	310-001	Payment For Account	CA	DIGI COMMUNICATION ...	316	PV-00065	BANK	0.00	150.00	(14,836.90)
12/11/2015	310-001	Payment For Account	CA	chris	353	OR-00070	BANK	2.65	0.00	(14,834.25)
07/12/2015	310-001		CA	Tan Ali	407	PV-00067	BANK	0.00	100.00	(14,934.25)
01/10/2015	310-002	Balance B/F	CA					0.00	0.00	50.00
01/10/2015	310-003	Balance B/F	CA					0.00	0.00	1,510.00
01/10/2015	310-004	Balance B/F	CA					0.00	0.00	(576.00)
02/12/2015	310-004		CA	12312	406	OR-00073	BANK	374.00	0.00	(202.00)
01/10/2015	310-006	Balance B/F	CA					0.00	0.00	2,478.95
01/10/2015	320-000	Balance B/F	CA					0.00	0.00	5.00
01/10/2015	325-000	Balance B/F	CA					0.00	0.00	1,434.00
01/10/2015	405-000	Balance B/F	CL					0.00	0.00	100.00
01/10/2015	420-000	Balance B/F	CL					0.00	0.00	54,000.00
01/10/2015	430-000	Balance B/F	CL					0.00	0.00	(254,000.00)
01/10/2015	450-000	Balance B/F	CL					0.00	0.00	(60.00)
01/10/2015	500-000	Balance B/F	SL					0.00	0.00	(5,205.01)
120 trans(s)								74,573.62	74,473.62	

Save As Text

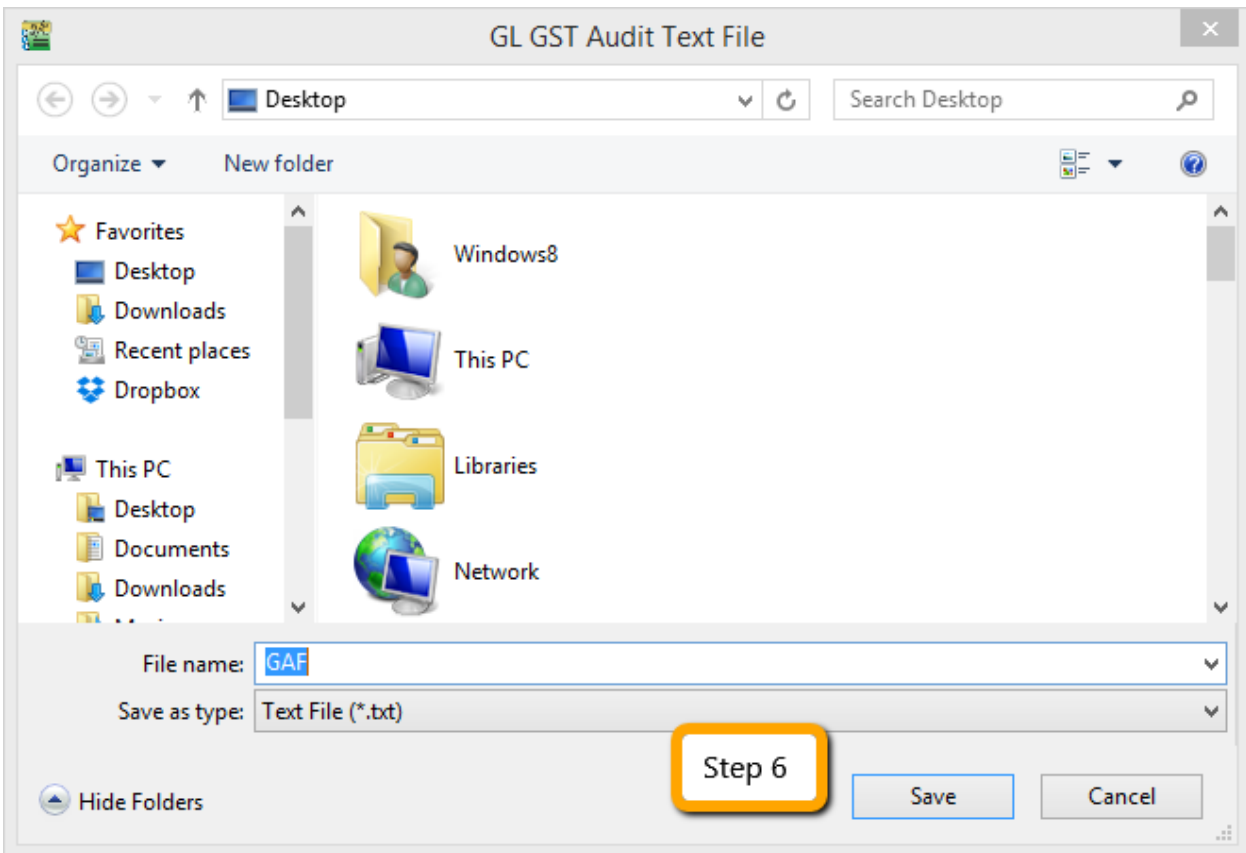
Step 4: You may check the report.

Step 5: Click on **Save as Text**.

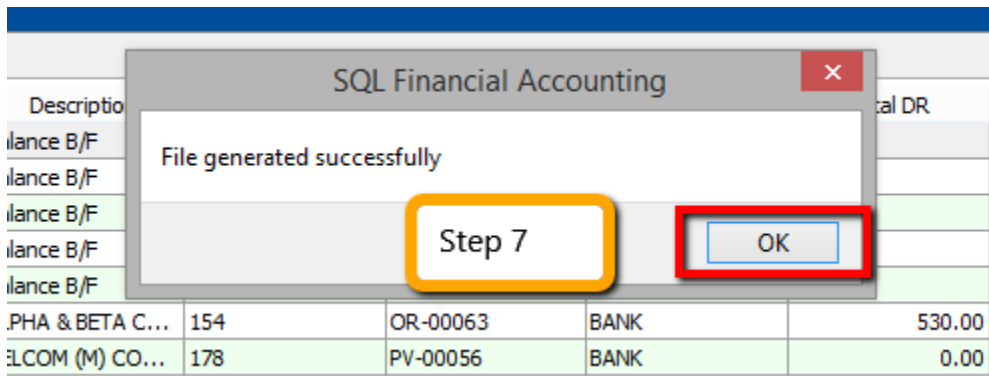
GST Audit										
General Ledger										
Trans D...	Account	Acc Desc	Acc T...	Name	Trans ID	Source ...	Journal	Local DR	Local CR	Local Bal...
01/10/2...	100-001	Balance B/F	CP					0.00	0.00	(883.50)
01/10/2...	100-002	Balance B/F	CP					0.00	0.00	0.00
01/10/2...	100-002		CP		300	JV-00033	GENERAL	0.00	1,000.00	(1,000.00)
01/10/2...	100-002		CP	Reverse of (5...	301	JV-00034	GENERAL	0.00	0.03	(1,000.03)
30/10/2...	100-002		CP	Reverse of (5...	330	JV-00037	GENERAL	0.00	3.00	(1,003.03)
01/10/2...	100-500	Balance B/F	RV					0.00	0.00	(370.00)
08/10/2...	100-500		RV		328	JV-00035	GENERAL	100.00	0.00	(270.00)
01/10/2...	150-501	Balance B/F	LT					0.00	0.00	0.00
08/10/2...	150-501		LT		328	JV-00035	GENERAL	0.00	100.00	(100.00)
01/10/2...	150-502	Balance B/F	LT					0.00	0.00	100.00
01/10/2...	200-200	Balance B/F	FA					0.00	0.00	1,250.00
01/10/2...	200-205	Balance B/F	FA					0.00	0.00	0.00
02/12/2...	200-205		FA	HSBC - USD AC...	406	OR-00073	BANK	0.00	374.00	(374.00)
01/10/2...	200-400	Balance B/F	FA					0.00	0.00	200,000.00
01/10/2...	200-400		FA		300	JV-00033	GENERAL	943.40	0.00	200,943.40
01/10/2...	200-600	Balance B/F	FA					0.00	0.00	0.00
29/10/2...	200-600		FA		350	JV-00039	GENERAL	100.00	0.00	100.00
01/10/2...	310-001	Balance B/F	CA					0.00	0.00	(14,686.90)
08/10/2...	310-001	Payment For A...	CA	DIGI COMMUN...	316	PV-00065	BANK	0.00	150.00	(14,836.90)
120 trans(74,573.62	74,473.62	

Save As Text

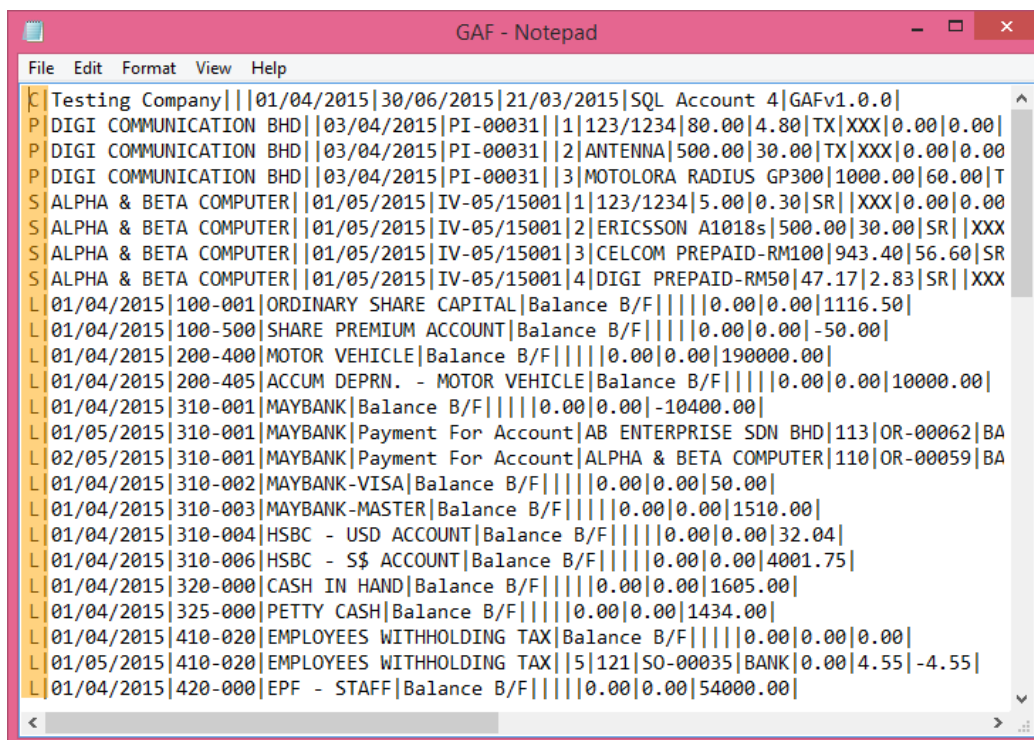
Step 6: Save your GAF text file to desktop.



Step 7: After saving, the message “File generated successfully” will automatically pop-up, just click **OK**.



Go to desktop to select the GAF.txt file. The output will be similar to the image below:



The above is the exported file that has fulfilled all requirements by Customs, you may submit to (<https://gst.customs.gov.my/TAP>) :

C= Company Name

P = Purchase Transaction

S = Sales Transaction

L = General Ledger transaction

You have to submit GAF File upon request by Customs.

8.5 GST Listing Report

This report is to analyse the detail of GST transactions grouped by tax type. It can be used to check against GST-03.

Step 1: GST | Print GST Listing.

Step 2: Filter the date range that you want to apply or you can filter by GST Process, tax code.

Step 3: Click **Apply**.

01 Jan 2016 to 31 Mar 2016 Preview

Tax Type	Local Amount	Local Tax Amount
Category : Sales		
SR (Standard-rated supplies with GST charged)	279.83	316.78
DS (Deemed supplies (e.g. transfer or disposal of business assets without co...))	1,000.01	60.00
		376.78
Category : Purchase		
TX (Purchases with GST incurred at 6% and directly attributable to taxable s...)	20,105.00	1,209.00
IS (Imports of goods under Approved Trader Scheme (ATS) whereas the pay...)	1,000.00	0.00
		Claimable: 1,209.00
Category : Others		
AJS-BD (Any adjustment made to Output Tax (e.g. Bad Debt recover & outs...))	1,000.00	60.00
AJP-BD (Any adjustment made to Input Tax (e.g. Bad Debt Relief))	184,205.01	11,052.30
		Claimable: 10,992.30
		Claimable: 11,824.52

Doc Date	Tax Date	Doc No	Tax	Local Amount	Local Tax Amount
28/03/2016	28/03/2016	242342	SR	12.80	0.77
01/01/2016	01/01/2016	CS-00016	SR	94.34	5.66
28/03/2016	28/03/2016	CS-00018	SR	12.58	0.76
28/03/2016	28/03/2016	CS-00018	SR	0.02	0.00
				279.83	316.78

[Pivot Table](#)

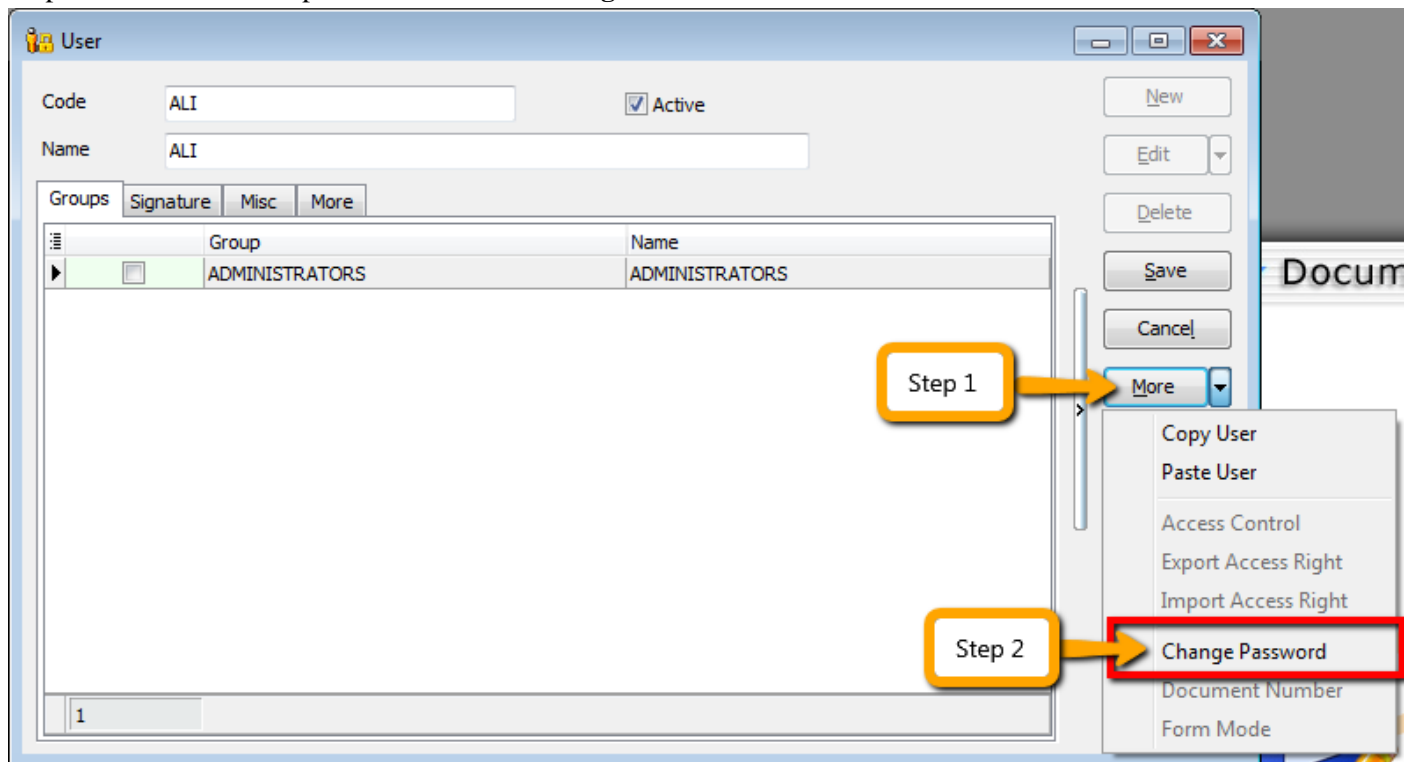
9 Tools

9.1 Maintain User

Step 1: Select **Tools | Maintain User | New**

Step 2: Enter the **Code and Name** (both can be the same e.g. Code = ALI, Name = ALI)

Step 3: Click on **More Options** and look for **Change Password**.



Step 4: Click **Save**. Your new user account is now created.

SQL User license is per concurrent basis (i.e. how many users can login to the system at the same time). This mean that if you have 5 staffs in the office who can access SQL but you only 3 license for 3 concurrent users, you can still maintain all 5 users in the system but only 3 users can login and access at the same time.

9.1.1 User Access Right

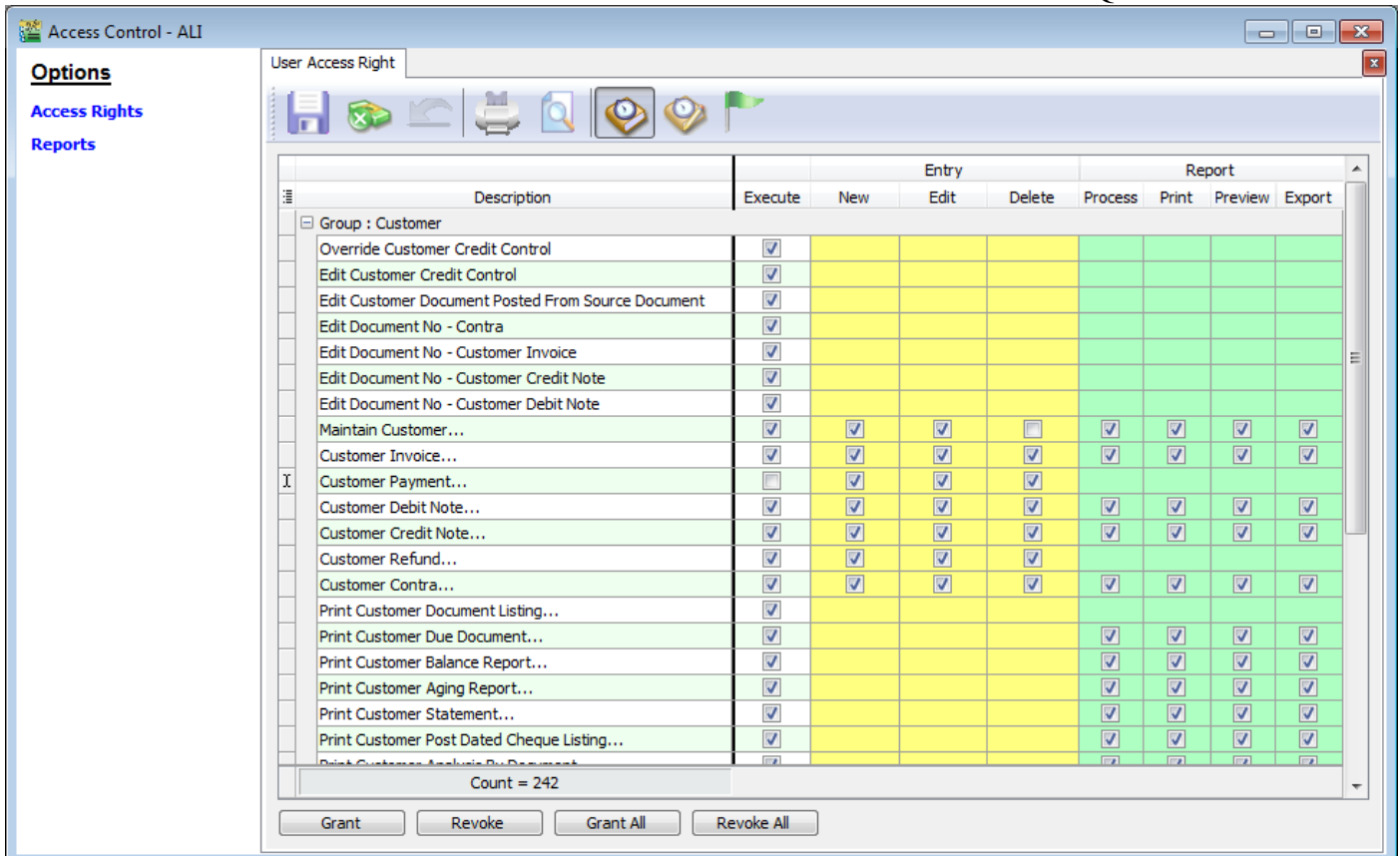
http://www.sql.com.my/video/sqlacc_tutorial/09-01_AccessRight01.mp4

Not every user is going to have the same access rights as ADMIN, and ADMIN user might want to set security control settings in system.

Step 1: Select **Tools | Maintain User | Edit for the user that you want to set the access right fors**.

Step 2: Click on **More Options** and look for **Access Right**.

Step 4: You need to check the transactions / functions (row), compare with the user (column) and **tick = Allowed** or **untick = Disallowed**, the action for a particular user for particular transactions. For example, base on the setting in the following images, the user is not allowed to delete Customers or to view Customer Payments.



9.2 Maintain Document Number

You can maintain document number format and next number.

http://www.sql.com.my/video/sqlacc_tutorial/09-03_Multiple_Document_Number.mp4

Step 1: **Tools | Maintain Document Number.**

Step 2: Insert **description** for the particular set of document and select a **document type** (e.g. Payment Voucher)

Step 3: The system's defaults is the **Format** `%.5d`, where “%” is the formula which allows the function to auto-run for the document number while 5d stands for 5 digits.

Standard Numbering format:

<code>%.nd</code>	n is the numeric value (i.e. the number of character to be shown e.g. <code>%.5d</code> = 5 character)
<code>{@dd/mm/yyyy}</code>	This will follow the document date. E.g. If the document date is 15 Jan 2016 then it will show as 15//01/2016 followed by the running format eg <code>{@dd/mm/yyyy}-%.5d</code> , next number is 12345 then output will be 15/01/2016-12345

Step 4: You can select the **Frequency** option as Never Reset or others.

Step 5: Set the **Next Number** for this document.

The screenshot shows a 'Document Number' dialog box with the following fields and values:

- Description: Payment Voucher
- Document Type: Payment Voucher
- Format: PV-%.5d
- Script: (empty)
- Frequency: Never Reset (dropdown menu is open showing options: Never Reset, Reset Monthly, Reset Yearly)
- Next Number: 72

The preview at the bottom shows the resulting document number: PV-00072.

9.3 Maintain Acceptable Transaction Date

Maintain Acceptable Transaction Date allows you to control which documents you are allowed to maintain (New, Edit) based on their dates.

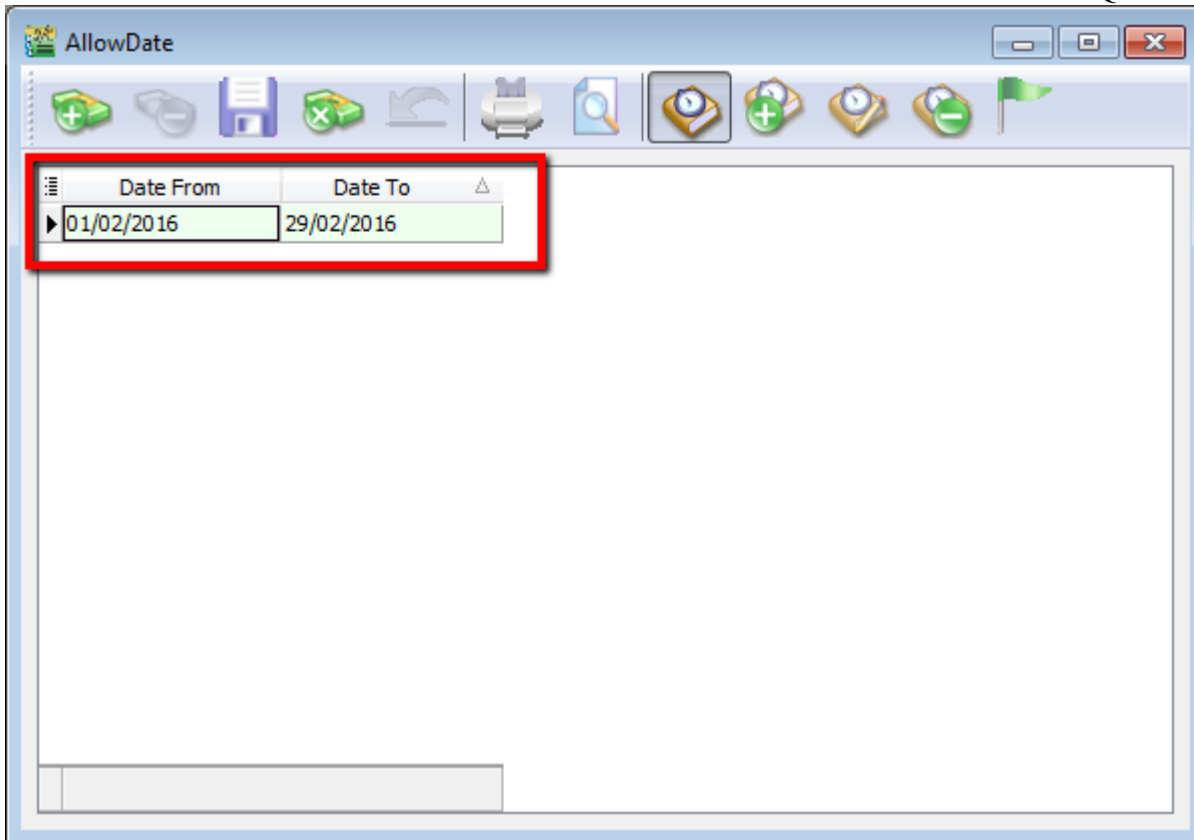
Brief – Any document which date falls within the allowed transaction dates. CAN be edited vice-versa, any document which date falls outside the allowed transaction dated CANNOT be edited/created.

Step 1: **Tools | Maintain Acceptable Transaction Date**

Step 2: Click on **Append** (Icon with + symbol)

Step 3: Choose the period which you want to **allow transactions**

Step 4: **Save.**



Example: Date From (**01/02/2016**) & Date To (**29/02/2016**) allows an Invoice with date (08/02/2016) to be edited/created.

If a user tries to enter the date of an Invoice as (01/01/2016) which falls outside the allowed period, it will be blocked. An error message of “Transaction date {dd/mm/yyyy} falls outside acceptable transaction date. Do you want to save it?” If the user click “Yes” a dialogue box will request override permission by ID/PW with rights to override it.

Friendly reminder:

Please maintain access rights before allowing any user to override the acceptable transaction date.

9.3.1 Override Acceptable Transaction Date

To override i.e. save a document that falls outside the acceptable transaction dates, you will need to be logged-in as a user with the right to override acceptable transactions dates.

Step 1: **Tool | Maintain User**. Double click on the user that you want to **edit**.

Step 2: Click on **More | Access Control**

Step 3: Under **Group Tools**, tick or untick the option of **Override Acceptable Transaction Date** to allow or deny the user from having the overriding right to save a document out of the acceptable transaction period.

Step 4: **Save** the access right.

Options
 Access Rights
 Reports

User Access Right

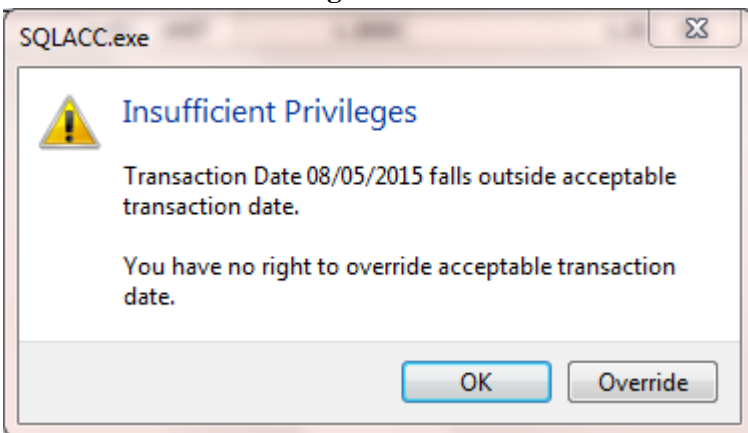
Description	Execute	Entry				Report			
		New	Edit	Delete	Process	Print	Preview	Export	
Group : Tools									
Maintain Acceptable Transaction Date	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain User	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain User Group	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Report Designer	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Document Number	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Analyse Data Integrity	<input checked="" type="checkbox"/>								
Maintain DIY	<input checked="" type="checkbox"/>								
Print Bar Code (Direct Printer)...	<input checked="" type="checkbox"/>								
Print Bar Code (Windows Printer)	<input checked="" type="checkbox"/>								
Override Acceptable Transaction Date	<input type="checkbox"/>								
User Access Right Assignment	<input checked="" type="checkbox"/>								
Maintain Form Mode...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Agent...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Area...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Currency...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Journal...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Payment Method...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Project...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Terms...	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Tax...	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Maintain Currency Set...	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Grant Rev

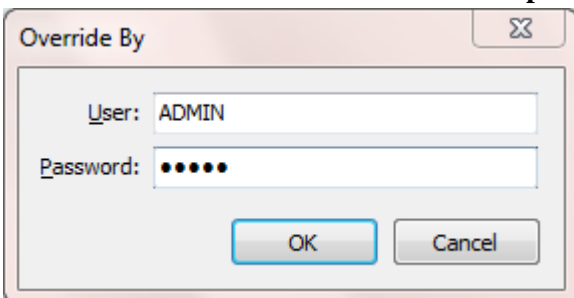
Tick = Allow user to override
Un-tick = Disallow user to override.

If the user is not permitted to override, the system will prompt with an option and you can choose either

- **OK = cancel saving**



- **Override = Enter user the ID and password of a user who can override then save the transaction.**



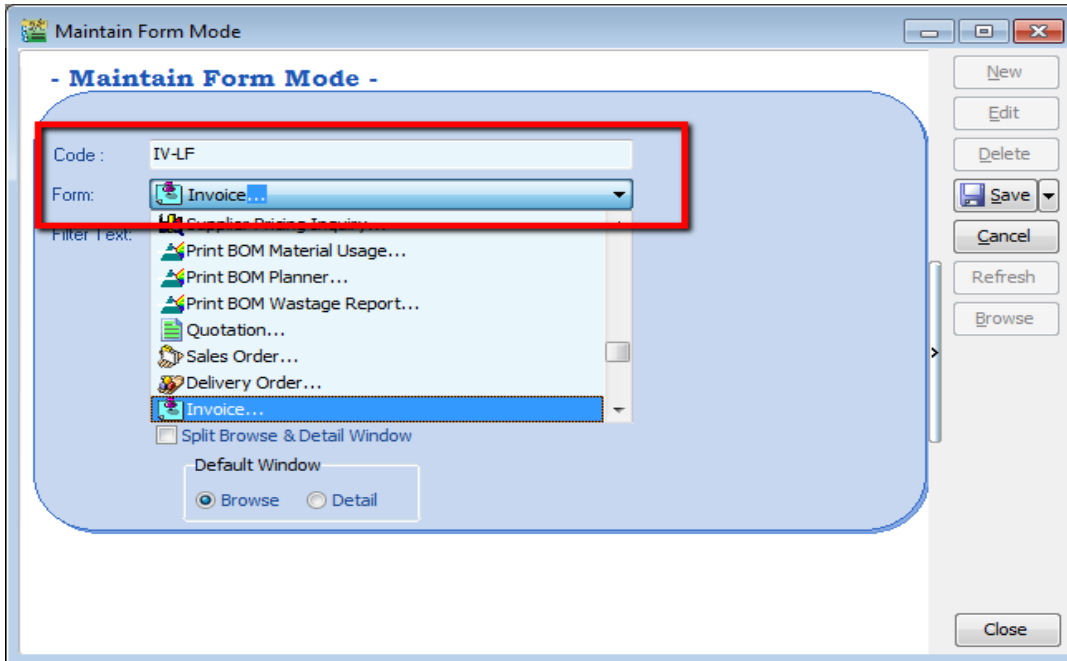
9.4 Maintain Form Mode

Form Mode helps to filter data based on defined criteria. It is used to restrict users to view only specific sets of data for a certain document. For example, agent **Lip Fong** *can view and access the sales invoices belonging to his agent code LF ONLY*.

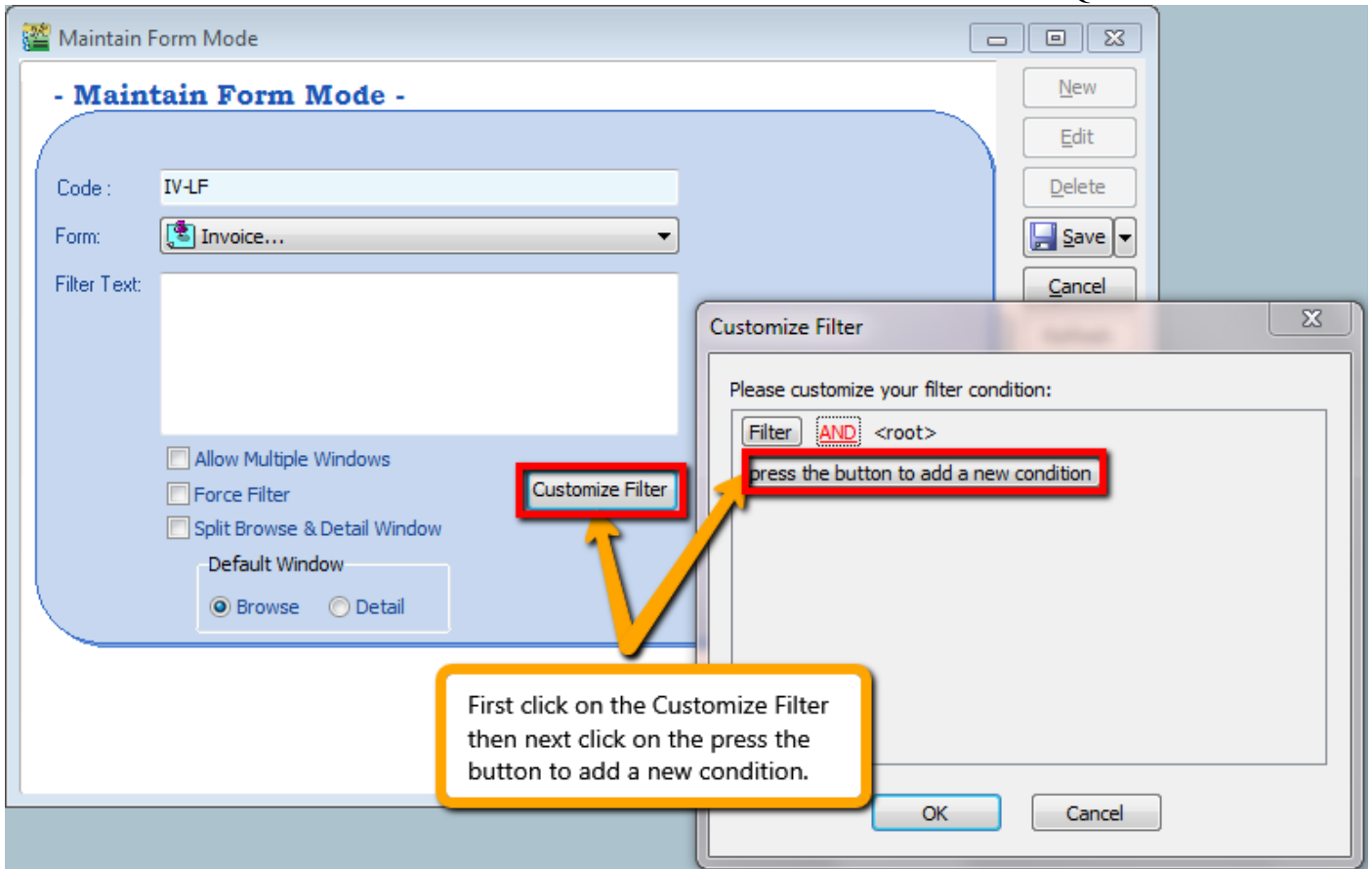
http://www.sql.com.my/video/sqlacc_tutorial/09-14b_FormMode_byAgent.mp4

Step 1: **Tools | Maintain Form Mode | New.**

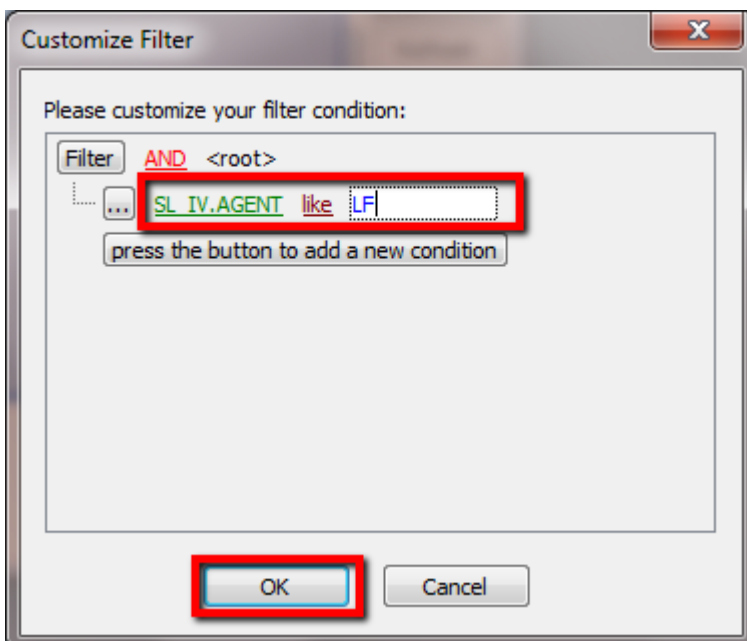
Step 2: **Enter Code & Select the document form that you want to filter, e.g. Invoice**



Step 4: Click on the **Customize Filter** and then click on the **press the button to add a new condition**.



Step 5: Change the “SL_IV.DOCKEY” to “SL_IV.Agent” because right now I need to filter based on sales invoice agent field, then change the “= equals” to “like” after that **enter the agent code** that you want to filter and click on **OK**.



Step 6: Make sure the info is updated correctly then you can **Save**.

Maintain Form Mode

- Maintain Form Mode -

Code : IV-LF

Form: Invoice...

Filter Text: (SL_IV.AGENT LIKE 'LF')

Allow Multiple Windows

Force Filter

Split Browse & Detail Window

Default Window

Browse Detail

Customize Filter

New

Edit

Delete

Save

Cancel

Refresh

Browse

Close

Other optional setting:

Maintain Form Mode

- Maintain Form Mode -

Code : IV-LF

Form: Invoice...

Filter Text: (SL_IV.AGENT LIKE 'LF')

Allow Multiple Windows

Force Filter

Split Browse & Detail Window

Default Window

Browse Detail

Customize Filter

New

Edit

Delete

Save

Cancel

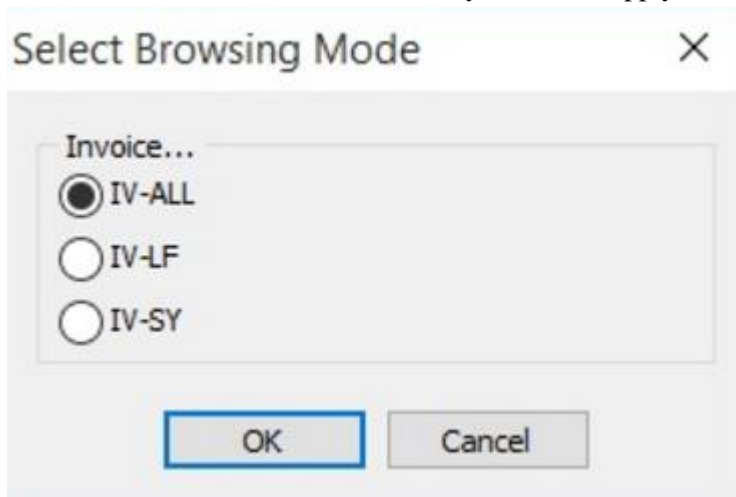
Refresh

Browse

Close

Options	Explanation
Allow Multiple Windows	To allow duplicate Windows screen by click from the menu list.
Force Filter	Force filter.
Split Browse & Detail Windows	Enable to split the Windows when click on Browse and Detail button.
Default Windows * Browse * Detail	To set the default mode.

Step 10: If you have set **more than 1 form mode**, once you click Sales | Invoice | you will get the prompt browse mode to choose which form mode that you want to apply.



9.4.1 Form Mode VS User

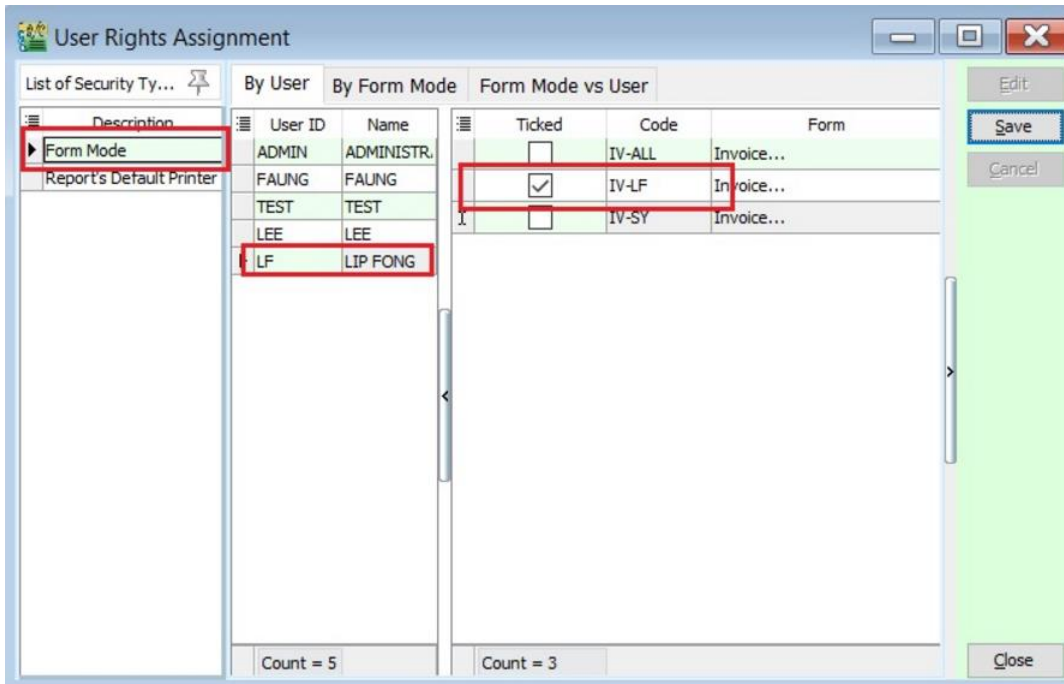
How do I apply the format mode on a specific user?

Step 1: **Tools | User Access Right Assignment...**

Step 2: Under the list of security, click on **form mode**

Step 3: Select the user, eg: user code: LF (Lip Fong)

Step 4: Tick to apply the **form mode**, e.g. tick **form mode: IV-LF** and click Save

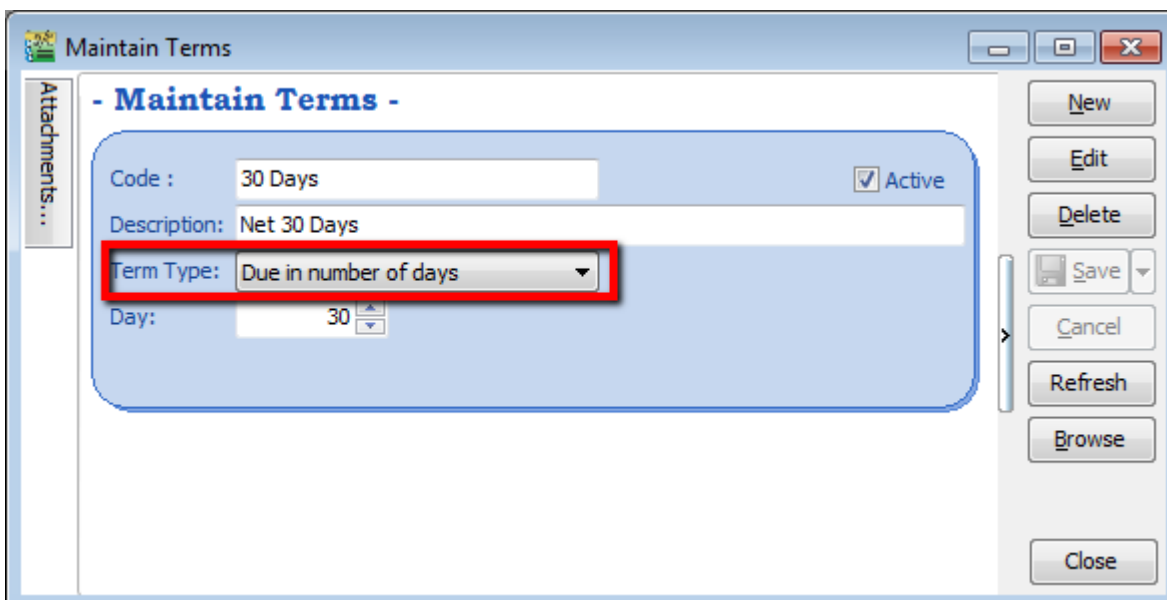


9.5 Maintain Terms

Maintain Terms allows the user to maintain their Customer and Supplier terms. In SQL there are 3 types of different terms for you to assign.

Step 1: **Tools | Maintain Terms | New**

Step 2: **Insert Code, Description and allocated Term Type.**



- **Due in number of days** – Means how many days until document is due, e.g. if you set 30 days then the document will be due on the 30th day from the document date.

The screenshot shows the 'Maintain Terms' window with the following details:

- Code: 6th 1mth
- Description: 6th of the next month
- Term Type: Due on specific day of the month (highlighted with a red box)
- Day: 6
- Month: 1
- Active:

Buttons on the right include: New, Edit, Delete, Save, Cancel, Refresh, Browse, and Close.

- **Due on specific day of the month** – Means how many months and which day the document is due, e.g. if you set it as 1 Month 6 Days the document will be due on the 6th of the next month.

The screenshot shows the 'Maintain Terms' window with the following details:

- Code: 2 months
- Description: 2 months
- Term Type: Due in the month end (highlighted with a red box)
- Month: 2
- Active:

Buttons on the right include: New, Edit, Delete, Save, Cancel, Refresh, Browse, and Close.

- **Due in the month end** – Means how many months until the document is due at the end of the final month, e.g. if you set it as 2 months, the document will be due at the end of 2nd month.

9.6 Maintain Currency

http://www.sql.com.my/video/sqlacc_tutorial/09-07_Maintain_Currency.mp4

You can bill overseas customers & suppliers in foreign currencies e.g. USD, SGD, Euro & etc. **(Prof Package Inclusive)**

Step 1: **Tools | Maintain Currency | New**

Step 2: **Maintain Customer / Supplier to assign the currency**

Step 3: Sales document, select the customer, sample as below:

Invoice

Customer: 300-T0006 USD @ 4.1500
US CORPORATION PE LTD

Inv No: <<New>>
Next No: IV-00100
Date: 19/11/2015

Description: Sales

Item	Description	Qty	J..	U/...	Sub Total	T...	Tax A...	Sub To...
ANT	ANTENNA	10...	...	1.50	15.00	SR 6...	0.90	15.90

Local Net Total: 65.99 Net Total: 15.90

Annotations:

- you are still allowed to change your currency rate
- unit price in foreign currency
- system auto convert into home currency(RM)

9.7 Maintain Payment Method

Maintain Payment Method allows user to maintain cash and bank account, you cannot create new entries under maintain payment method because its follows the setting of GL | Maintain Chart of Account, you are only able to change some settings in maintain payment method.

Step 1: **Tools | Maintain Payment Method | Edit.**

Maintain Payment Method

- Maintain Payment Method -

Method: 310-001 MAYBANK

Journal: BANK

Currency: ---

Overdraft Limit: 1,000,000.00

Bank Charge Acc: 902-000

OR Number Set:

PV Number Set:

Bank Info.

Annotations:

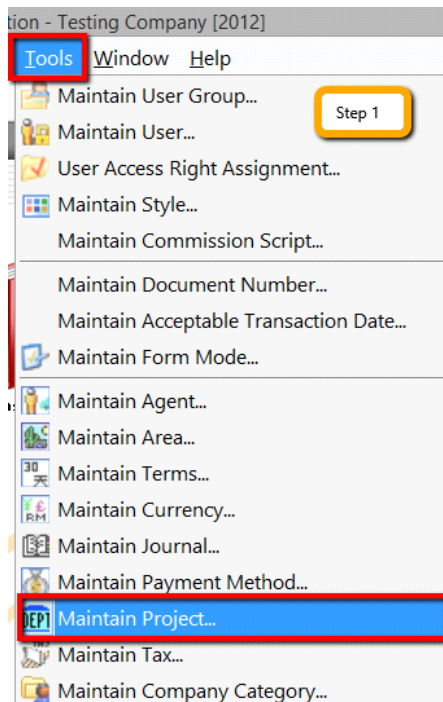
- 1
- 2
- 3

- **Currency** – You can select the currency for the particular payment method, so that the payment method will be in foreign currency payment. **(Requires Advance Currency Module)**
- **Bank Charge Acc** – You can pre-set bank charges account to the payment method accordingly.
- **OR & PV Number Set** – Set default running document number for the particular payment method.

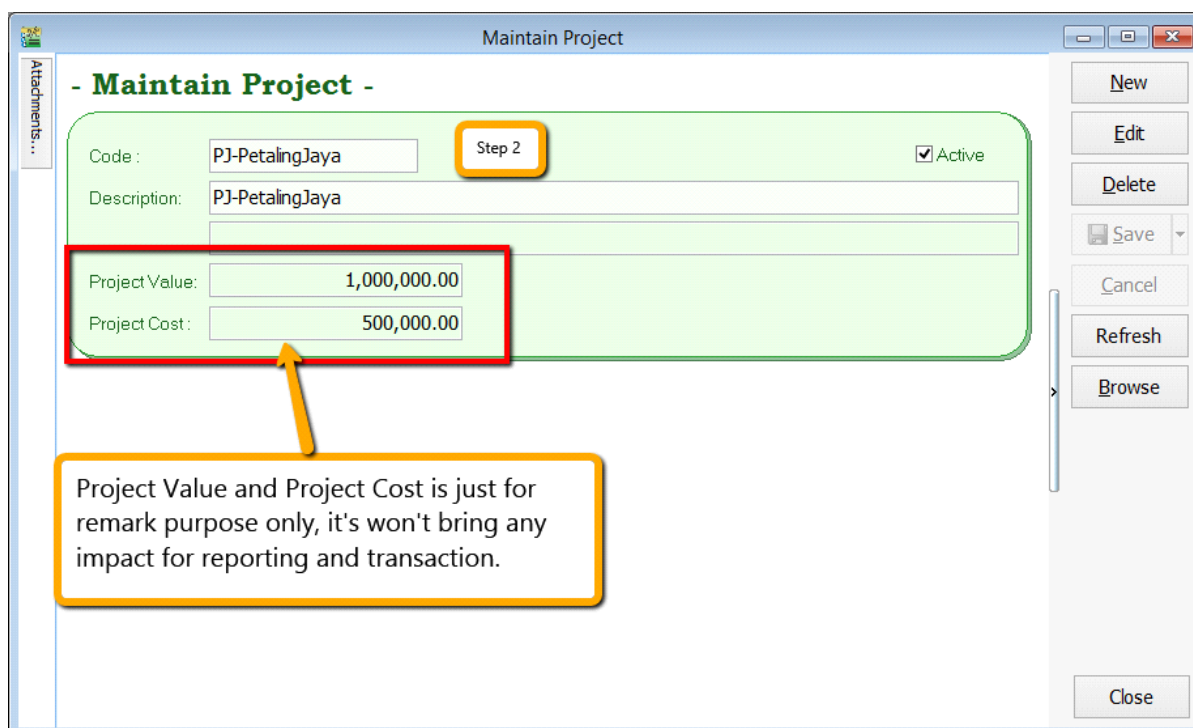
9.8 Maintain Project (Required Project Module)

This module allows the user to maintain the project accounting on a branch or departmental basis, the user can use this module for simple construction business as they get to view Profit and Loss / Balance Sheet by Project.

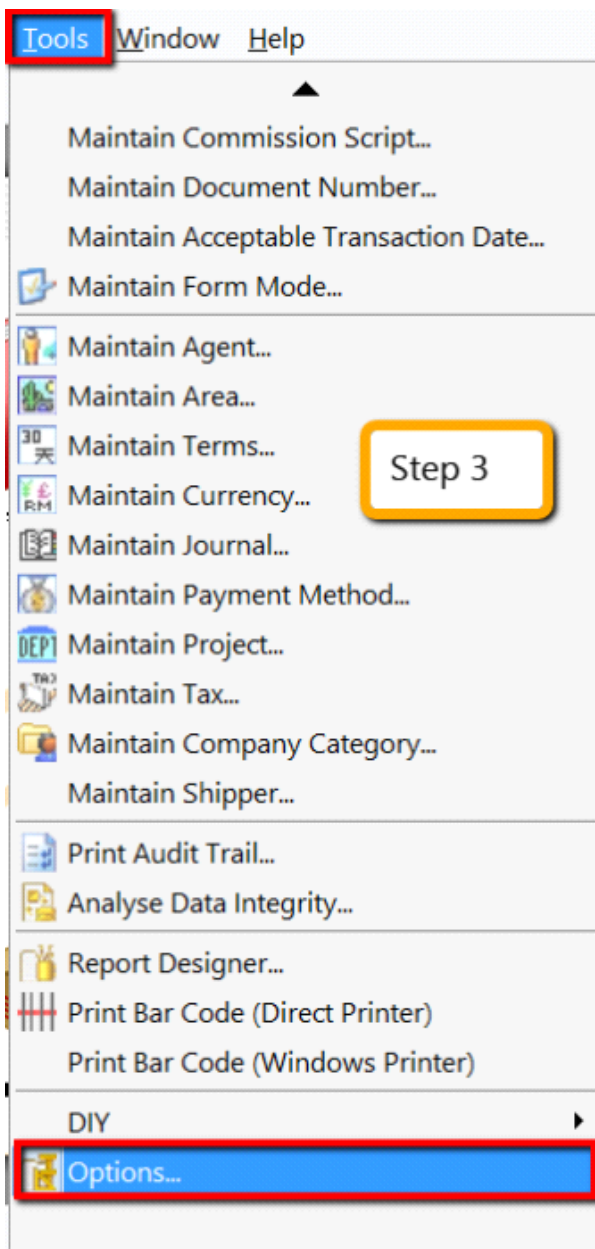
Step 1: Click on **Tools | Maintain Project**.



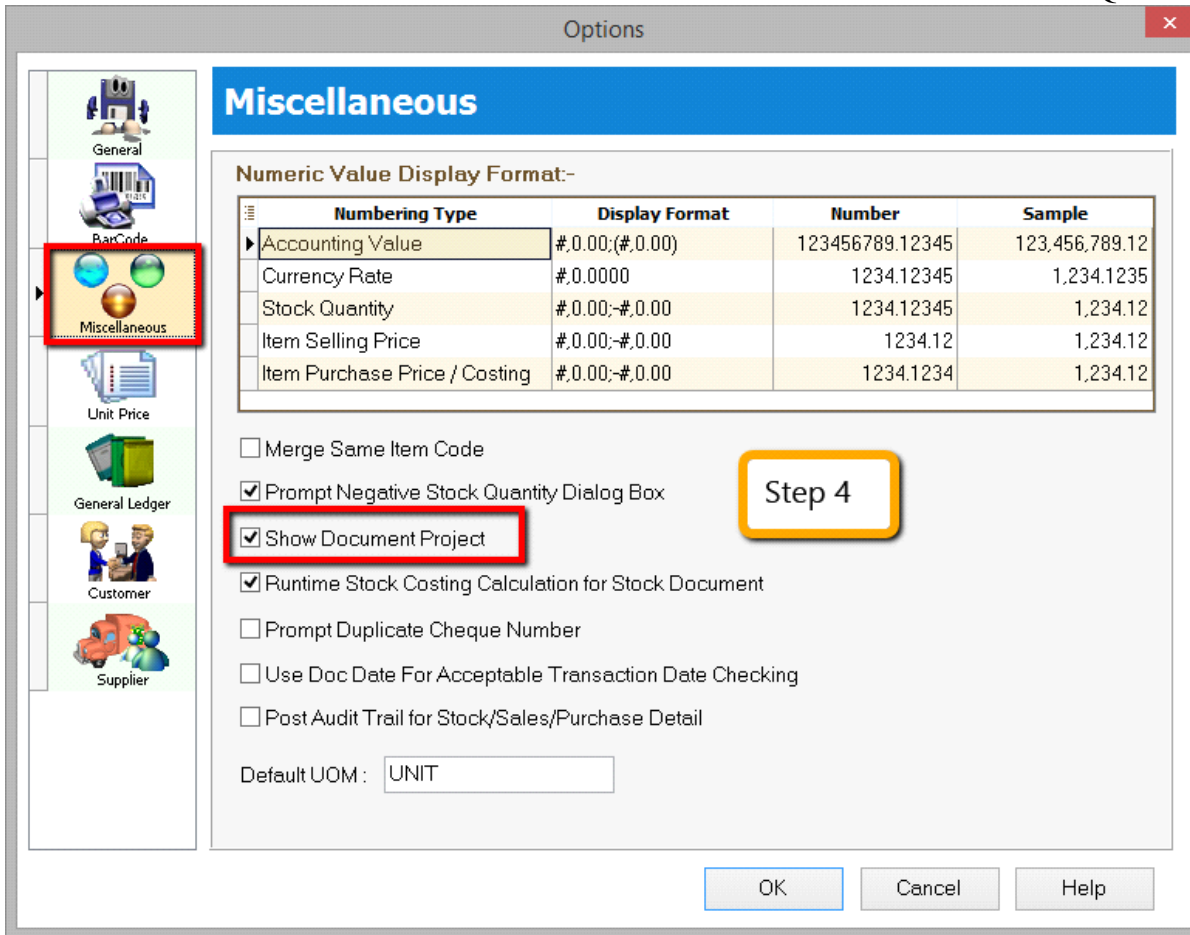
Step 2: Insert **Project Code & Description**. Project Value and Project Cost is not compulsory fields to fill in, if you have filled in then it is for remark purpose.



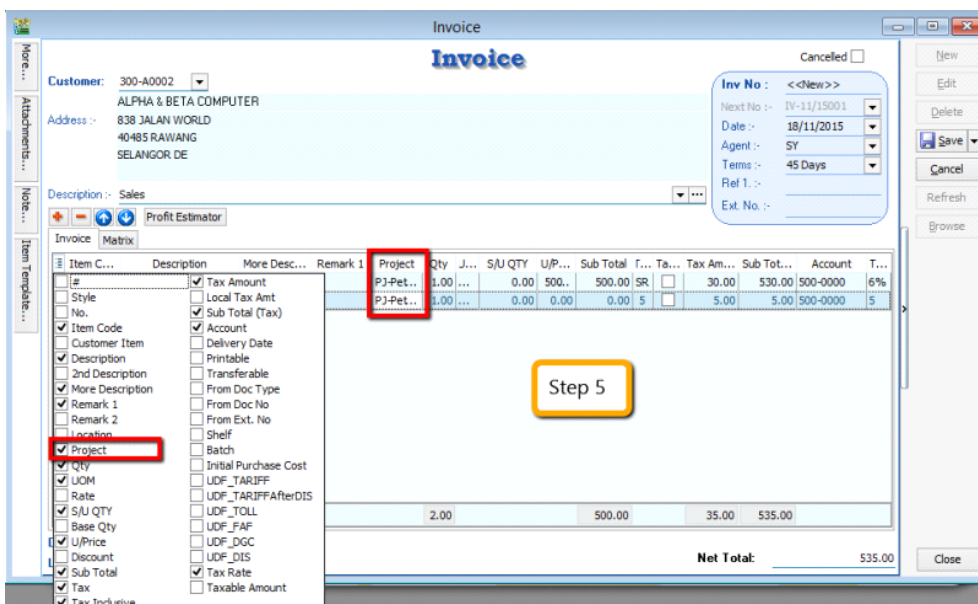
Step 3: Click on **Tools | Options**.



Step 4: Then look for **Miscellaneous** | Make sure the option “**Show Document Project**” is ticked.

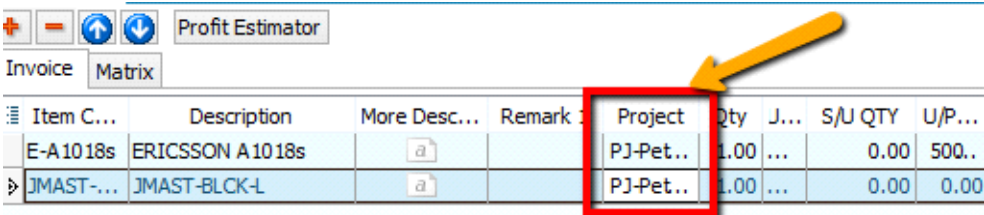
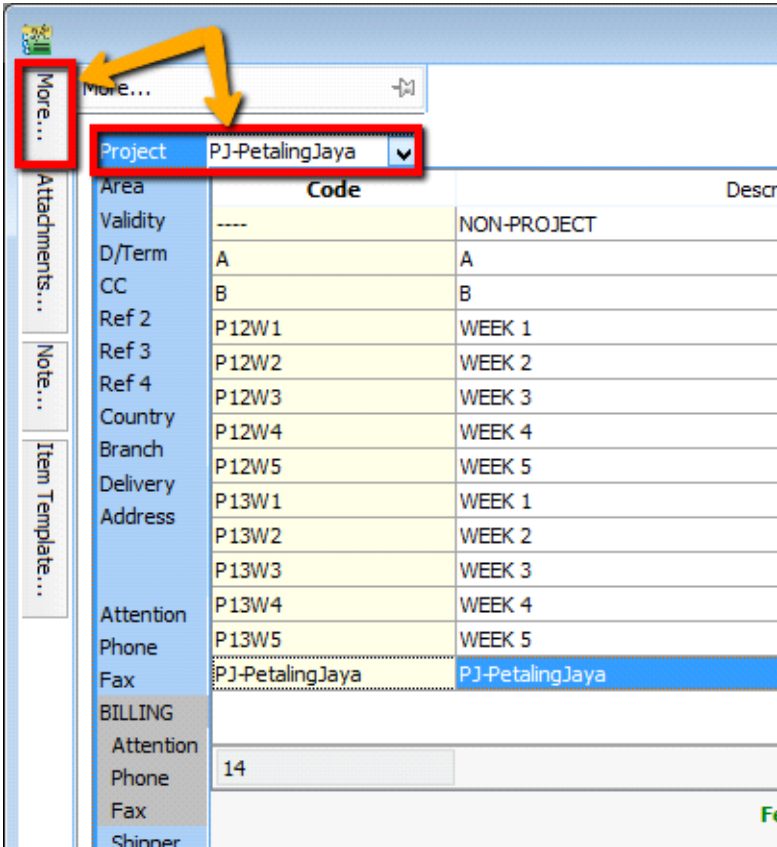


Step 5: During sales and purchase transactions, make sure you can the project column, then update accordingly.



When keying-in a transaction, some users will ask why is there a project at item detail and another beside the Customer | More tab?

What is the difference between More | Project (Document Project) and Item Detail | Project (Item Project)?



Cash Book Entry

Payment Voucher

Cancelled

Voucher No: PV-00059
 Next No: PV-00060
 Date: 18/11/2015
 Project: ----

Pay To: TAN ALI

Payment By: CASH IN HAND
 Currency: ----
 Agent: ----
 Bank Charge: 0.00
 Cheque No: ----
 Area: ----

Document Detail Grid

G/L C...	GL Descri...	Description	Project	Amount	Tax	Tax...	Tax Am...	Sub Total (...	Ta...
904-000	SALARIES	MAYBANK - TAN ALI	PJ-PetalingJaya	1,000.00			0.00	1,000.00	

1 record Total: 1,000.00 0.00 1,000.00

The project feature is also available for GL | Cash Book Entry.

After updating the document with project, how to view report with project and compare by project? For example: **GL | Print Profit & Loss Statement.**

Step 6: Filter by the date that you want to view for the P&L report, then if you want to perform a project-to-project comparison then choose “**Comparison – Project (6 columns)**”

Profit & Loss Statement

Date: 18/11/2015
 Project: ...
 Agent: ...
 Area: ...

Report Title: Trading Profit and Loss for the period 01/01/2015 to 18/11/2015

Options:

- Show Up to Level: 2
- Use Second Description.
- Zero Balance Account.
- Print Sub Account Only
- Print Manufacturing Account
- Print Project Comparison
- Show Column Options

Apply

Main Grid Transform

Account Year 2015

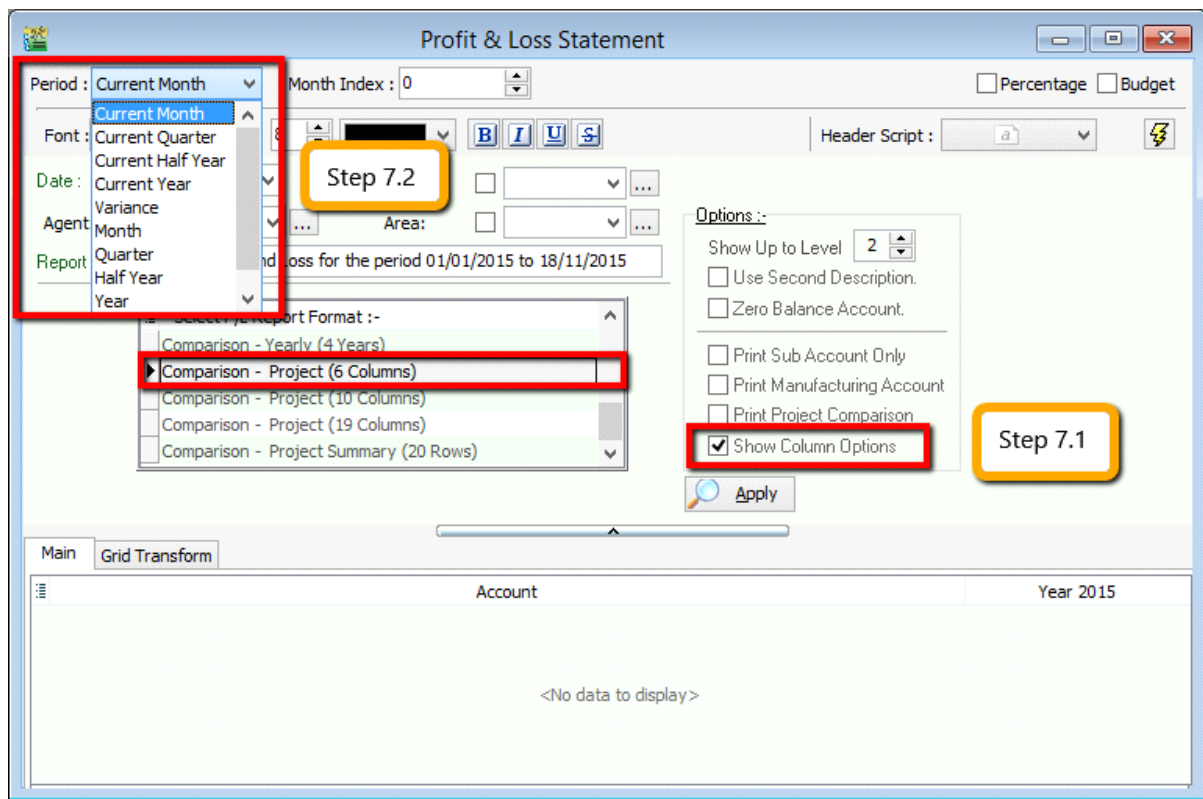
<No data to display>

*6 Columns = up to 6 projects
 10 Columns = up to 10 projects
 19 Columns = up to 19 projects.*

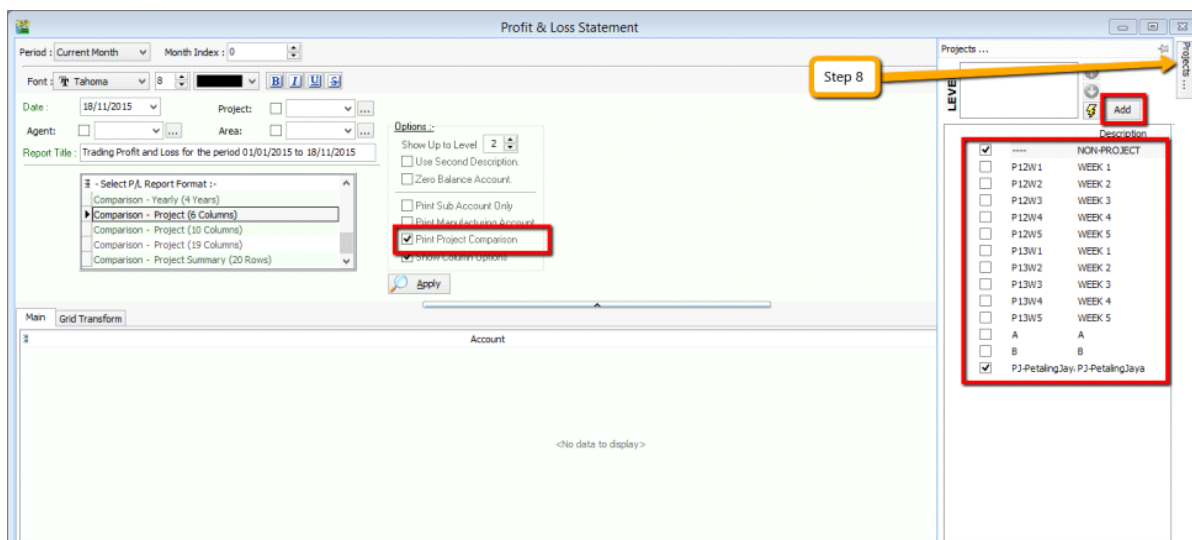
Step 7:

Step 7.1: After selecting the report that you need, make sure to tick the “**Show Column Options**”, then the top of the report will show column options.

Step 7.2: You may change the period that you want to view, e.g. by default it will be “**Current Month**”. If you want to view the whole year figures, then you have to **change to “Current Year”**.



Step 8: After changing the column options, you have to **tick the “Print Project Comparison”**, then the project tab will appear on the **right hand site**, you can select which project that you want to view then click on **Add**.



Step 9: Click on **Apply** and you will see the result. The P&L report will compare each project that you select.

The screenshot shows the 'Profit & Loss Statement' window. The 'Apply' button is highlighted with a red box and a yellow arrow labeled 'Step 9'. The report table is as follows:

Account	Project Total	Project Total (%)	Year 2015	----	PJ-PetalingJaya
SALES					
SALES	0.00	0.00	5.00	0.00	0.00
SALES-HANDPHONES	50,000.00	100.00	51,099.99	0.00	50,000.00
SALES-ACCESSORIES	0.00	0.00	109,684.21	0.00	0.00
SALES-PREPAID	0.00	0.00	990.57	0.00	0.00
	50,000.00	100.00	161,779.77	0.00	50,000.00
SALES ADJUSTMENT					
RETURN INWARDS-HANDPHONES	0.00	0.00	(2,000.00)	0.00	0.00
	0.00	0.00	(2,000.00)	0.00	0.00
NET SALES	50,000.00	100.00	159,779.77	0.00	50,000.00
COST OF GOODS SOLD					

9.9 5 Cents Rounding

We can pre-set the system to automatically round your invoice or cash sales amounts to the nearest 5 cents.

http://www.sql.com.my/video/sqlacc_tutorial/09-15_Activate_5_Cents_Rounding.mp4

Step 1: **Tools | Options | Customer**

Step 2: **Tick 5 Cents Rounding for Sales Invoice/ Cash Sales**

The screenshot shows the 'Options' dialog box, Customer tab. The '5 Cents Rounding (Sales Invoice)' and '5 Cents Rounding (Cash Sales)' checkboxes are highlighted with a red box.

Customer

Default Control Account: 300-000 Default Output Tax: SR

Default Credit Terms: 30 Days

Default Credit Limit: 30000

Customer Account Code Format:

Company Name	Format	Sample
ABC COMPANY	%3s-%.1s%.4d	300-A0888

Default Customer Aging Format:

Use Cash Sales No. for Payment Received

One Cent Different Rounding (Local Currency Fields) for all AR/SL Documents (Recommended)

5 Cents Rounding (Sales Invoice)

5 Cents Rounding (Cash Sales)

OK Cancel Help

Invoice

Invoice

Cancelled

Customer: 300-A0002
ALPHA & BETA COMPUTER
Address: 838 JALAN WORLD
40485 RAWANG
SELANGOR DE

Description: Sales

Profit Estimator

Invoice Matrix

Item Code	Description	Project	Qty	UOM	U/Price	Discount	Sub Total	Tax	Tax ...	Tax Amount	Sub Total (T... From Doc No
ANT	ANTENNA	----	100.00	UNIT	2.50		236.00	SR	<input type="checkbox"/>	14.16	250.16
RTNSCents	5 Cents Rounding	----	1.00	UNIT	-0.01		(0.01)		<input type="checkbox"/>	0.00	(0.01)

2 records 101.00 235.99 14.16 250.15

Deposit Amount: 0.00
Local Net Total: 250.15

Net Total: 250.15

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