# SQL Account User Manual

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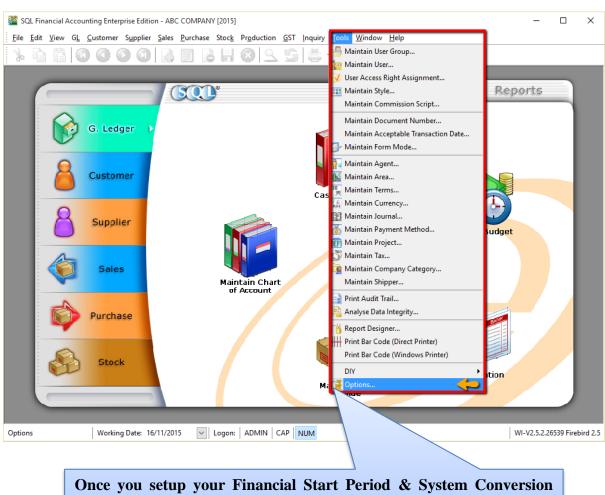
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# 1 Getting Started SQL Account System

## 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

 $\times$ 

Options **General Ledger** ¢ 💾 01/01/2014 Financial Start Period: step 3 System Conversion Dat 01/01/2014 Default Account: Default Journal: ≣ Default Account Account 3 Default Journal Journal Foreign Exchange Rate Gain A. 530-000 Bank Journal BANK Miscellaneous 980-000 CASH Foreign Exchange Rate Loss ... Cash Journal GENERAL Bank Charge Account 902-000 Journal Entry Contra Account 450-000 Foreign Bank Adjustment BANK Unit Price Foreign Exchange Rate Gain/L... Sales Account 500-0000 GENERAL Cas GENERAL 500-0000 Customer/Supplier Contra step 2 Sale 510-0000 Customer Invoice SALES General Ledger Purch 610-0000 Customer Cash Sales SALES Cash Purchase Account 610-0000 Customer Credit Note SALES Purchase Return Account 612-0000 Customer Debit Note SALES PURCHASE Supplier Invoice Supplier Cash Purchase PURCHASE Supplier Credit Note PURCHASE PURCHASE Supplier Debit Note Supp ок Cancel Help

#### Situation 1:

My financial period starts on 1<sup>st</sup> 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 1<sup>st</sup> 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 N	/Ialaysia											
SQL Financial Accounti	ing Enterprise Ed	ition - ABC CC	OMPANY [2015]							-		×
Eile Edit View GL Co	ustomer Suppli	er <u>S</u> ales <u>P</u> u	rchase Stoc <u>k</u>	Pr <u>o</u> duction		Inquiry <u>T</u> ools <u>V</u> ind art GST Now	ow <u>H</u> el Ste	ep 1				
	_		CCC Start GST Now				Docume	nts	Rej	ports	×	
	6. Ledger		Choose a count	rγ								
6	Customer			aysia Japore ers	~	Ste	p 2					
8	Supplier											
<b>Q</b>	Sales										c	
<b>\$</b>	Purchase											
	Stock										_	
	_				_		-0	<u>B</u> ack	<u>N</u> ext	Cancel		
Start GST Now	Working Date:	17/11/2015	<ul> <li>✓ Logon:</li> </ul>	ADMIN	CAP	UM				WI-V2.5.2.26	539 Firebi	ird 2.5

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

Start GST Now	×
Select the national flag for chosen country	
Once C	GST country profile is set. It <u>cannot be reversed</u>
Step 3	
☐ I hereby acknowledge that I have chosen the right country and I un changes is permanent and not revertible after successful save.	nderstand the
Back	<u>N</u> ext <u>C</u> ancel
Step 4: Set GST effective date for your company	
Start GST Now	×
Set GST effective date	

Set GST effective date	
GST Effective Date 01 Apr 2015 Step 4 In general, GST in Malaysia starts on 1 <sup>st</sup> April 2015, companies may have different GST effective dates due financial year-end dates and other reasons. Please references GST approval letter to get the correct effective date.	to their
Back Next Cancel	

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

Start GST Now X	
Set GST Registration No.	
GST Registration No. 000123456789 Step 5	
If you key in incorrectly, you can still amend under <b>File</b>   <b>Company Profile</b> , refer 1.2 Setting for Company Profile.	
Company Frome.	
Back Next Cancel	

#### Step 6: Select Finish

Start GST Now	×
Maintain GL Account	C
Current Assets         GST-101       GST - Claimable         GST-102       GST - Purchase Deferred Tax         GST-103       GST - Output Tax Prepaid         Current Liabilities       GST - Payable	
GST-202     GST - Sales Deferred Tax       GST-KASTAM     GST - Payable (Kastam)       Expenses     GST-301       GST - Unclaimable	Step 6
Back	Einish Cancel

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

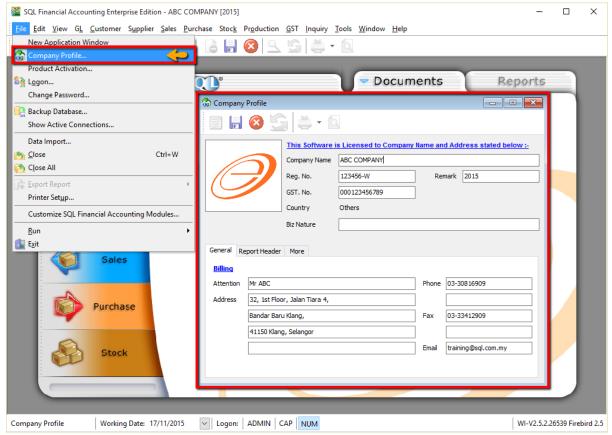


Step 8: After logging in again, you should see a new drop down list with GST functions, the GST setup is now complete.



# 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 Ad	dress stated below :-
	Company Name	ABC COMPANY		
	Reg. No.	123456-W	Remark	2015
	GST. No.	000123456789		
	Country	Others		
	Biz Nature			
General Report Header ABC COMP 32, 1st Floor, Jalan 41150 Klang, Selang Phone: 03-30816909 (GST No: 000123)	<b>ANY</b> (123456- Fiara 4, Bandar gor, ) Fax: 03-3341		sql.com.my	
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.

🎬 Maintain Account							
Description		Code 🛆	Special Type	Tax	Industrie	Step 1	New
E S FIXED ASSETS						<u> </u>	
···· 📄 FURNITURE & FITTINGS		200-200				-	<u>E</u> dit
🔤 ACCUM DEPRN FURNITU д	ccount - COMPUTE	R			×	-	Delete
					_	-	
ACCUM. DEPRN OFFICE	GL Code: 200-	500				-	
MOTOR VEHICLE	Description: COM	PUTER				-	
ACCUM DEPRN MOTOR V						-	Refresh
LAND & BUILDING						-	
	Tax :	~	Industries Code		~	-	
						-	
OTHER ASSETS	Special Acco	unt Type :-	Cash Flow St	atement Typ	pe 🔤	-	>
						-	
CURRENT ASSETS						-	
	Accumulated	Depro Account	None			-	J
CASH AT BANK	Accumulated	Depin: Account	Cinquie			-	
MAYBANK-VISA							
MAYBANK-MASTER					_	-	
HSBC - USD ACCOUNT			ОК	Cance	el 👘	-	
HSBC - S\$ ACCOUNT		310-006	вапк ассоцит		_		
INSTALLMENT RECEIVABL	E	4534	Bank Account			-	Class
		320-000	Cash Account			. *	Close

Account - COMPUTER	×
GL Code: 200-500 Step 2	
Tax : V Industries Code V	
Cash Flow Statement Type	
Accumulated Deprn. Account     None	
Step 4	
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	$\triangle$	Special Type	Tax	Industrie	Cash Flow.	. ^	New
ACCUM DEPRN MOTOR VEHICLE	200-405		Accumulated Deprn. Acc				-	_
LAND & BUILDING	200-500						-	Edit
HANDPHONE	200-600						-	Delete
INVESTMENT							-	_
💪 OTHER ASSETS							-	
GOODWILL	210-000						-	
CURRENT ASSETS							-	Defeet
STRADE DEBTORS	300-000		Customer Control Account				- 1	Refresh
OTHER DEBTORS	305-000						-	
🖹 🚟 CASH AT BANK	310-000		Bank Account				-	
···· 띀 MAYBANK	310-001		Bank Account				- ,	
MAYBANK-VISA	310-002		Bank Account				-	
···· 🍰 MAYBANK-MASTER	310-003		Bank Account				-	
	310-004		Bank Account					
📁 HSBC - S\$ ACCOUNT	310-006		Bank Account				- 4	
5 INSTALLMENT RECEIVABLE	4534		Bank Account				-	
S CASH IN HAND	320-000		Cash Account				-	
PETTY CASH	325-000		Cash Account				-	
- 🎂 STOCK	330-000		B Stock Account				-	
DEPOSIT & PREPAYMENT	340-000		/ \				-	
DIRECTOR'S LOAN TO	350-000						-	
GST - CLAIMABLE	GST-101						-	Close
GST - PURCHASE DEFERRED TAX	GST-102	_					. Y	

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		• 💌
Maintain Customer	Step 1	New
Company: COOKIE FACTORY SDN BHD Step 2		<u>E</u> dit
	1	Delete
Control A/C: 300-000 🔽 Code: 300-C0002 ust. Category: 💌 🚥		Save -
General Credit Control Note Tax	oted by	Cancel
Branch:  Branch Name: BILLING Customer Code is auto-gener the sustamy it is based on the f	-	Refresh
BILLING Address: 1, Jalan Tiara 4, the System, it is based on the r		Browse
Bandar Baru Klang, of the company name you cho	use.	
Attention: Ms.Abby		
Phone:         03-33416909         Fax:         03-33418808		
Email: cookiefactory@gmail.com	I /	
Area: Klang V ···· Credit Terms: 30 Days V ··· Statement: Open Item V		
Agent: Leong ▼ ···· Aging On: Invoice Date ▼ Currency ▼ ···· Price Tag: ▼		
Step 3		
		-
		Close

🎬 м	aintain Customer		-	
Attac	- Maintain Custo	omer -		New
Attachments	Company: COOKIE FACTO	RY SON BHD		<u>E</u> dit
5				<u>D</u> elete
	Control A/C: 30	0-000 🗸 Code: 300-C0002 Cust. Category: 🗶		📃 Save 🔻
	General Credit Control Note	Tax		Cancel
	Branch: 💠 🖛	Branch Name: BILLING		Refresh
	BILLING	Address: 1, Jalan Tiara 4, ndar Baru Klang,	n	Browse
		Step 4 ISO Klang		
			>	
		Attention: Ms.Abby Phone: 03-33416909 Fax: 03-33418808		
	1 branches	Pax 03-33410000		
		Email: cookiefactory@gmail.com	ľ	
	Area: Klang V ···· Agent: Leong V ····	Credit Terms: 30 Days	4	
	Currency: 🔻 🚥	Price Tag:		
				Close

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

100 Marca	atala Custanaa						
Attachments	ntain Customer  - Maintain Cust Company: COOKIE FACT						Edit     Delete
	Control A/C:		Code: 300-C0002	Cust. Category: 💌 🚥			Save -
G	Branch:	Tax Branch Name	BILLING				<u>C</u> ancel Refresh
	BILLING	Address:	🚰 Maintain Agent	:			Browse
	1 branches       Area:       Klang       Agent:       Leong       Currency:	Attention: Phone: Email: Credit Tern	Image: Agent       Image: Agent	Description Click here to define a filter PONG FONG HALIM BIN AHMAD Leong LIP FONG MATRIX NIE FAUNG NG SEE LEE SAI YOKE	Acti	<u>N</u> ew Edit Delete Save ▼ Cancel Refresh Detail	
			." button to	maintain agent			Close
		ew isert Code	& Descripti	on			

#### 2.2.2 Advance Credit Control (\*Pro Package Inclusive)

2 N	laintain Customer							- • •
Attachments.	- Maintain Custo Company: COOKIE FACTO							<u>N</u> ew Edit
ents	Control A/C: 300		C0002 Cust. C	Category:	<b>•</b> •••			Delete
	General Credit Control Note Credit Limit: 30,0	Tax 000.00 Over	due Limit:	0.00				<u>C</u> ancel Refresh
	Add PD Cheque to Credit	Limit All QT	SO	DO	IV	CS	DN	Browse
	Apply to		50					
	Exceed Overdue Limit Unbl Suspended Bloc							>
				•		-	-	J
								Close

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)

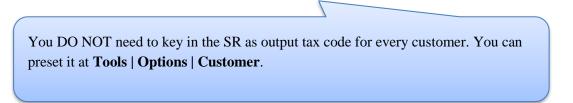
We can also set once exceed limit & overdue limit,

- 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

🦉 N	Maintain Customer		
Atta	- Maintain Customer -		New
Attachments	Company: KITTY SECURITY SDN BHD		Edit
ts	GST. No. : 1231231211		Delete
	Control A/C: 300-000 🔽 Code: 300-K0001 Cust. Category: 🔽 🛄		Save -
	General Credit Control Note Tax		<u>C</u> ancel
	Tax Exemption No :		Refresh
	Expiry Date : //	>	Browse
	Tax: ZRL		
			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.



## 2.3 Maintain Supplier

🕍 Maintain Supplier			
- Maintain Supplier - Company: CELCOM (M) COMMUNICATIO			New
Company: CELCOM (M) COMMUNICATIO	N BHD		Edit
			<u>D</u> elete
Control A/C: 400-000	Code: 400-C0001 Supp. Category: 💌 🕶	╢	Save 🗸
General Note Tax Bank Account			<u>C</u> ancel
Branch: 💠 🗕 Branch Name	BILLING	٦h	Refresh
BILLING Address:	33-37 MENARA CELCOM	ш	Browse
	7 JALAN 89	ш	
	KAW PERUSAHAAN	>	
	54098 SJ	ш	
Attention:	MS SIM	ш	
Phone:	03-56801313 Fax: 03-56831313		
1 branches			
Email:			
Area: SJ 🗸 Credit Terms	45 Days  Statement: Brought Forw		
Agent: 🗸 ••• Credit Limit:	30,000.00 Aging On: Invoice Date 🔻		
Currency  Allow E	xceed Credit Limit Price Tag:		
			Close

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

	Maintain Group	- • ×
Attac	-Maintain Stock Group	New
Attachments	Code:       HP       Step 2 : Update Code, Description         Description:       HANDPHONE       and Costing Method.         Costing Method:       FIFO       Image: Costing Method.	<u></u> Delete Save ▼
	GL Account Code :-	Cancel
	Sales Code: 500-0000 V Purchase Code: 610-0000 V	Refresh
	Cash Sales Code: 500-0000 V Cash Purchase Code: 610-0000 V	Browse
	S. Return Code: 510-0000 V P. Return Code: 612-0000 V Step 3	
	·	Close

SQL Account User Manual 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.

<b>**</b>					٩	Maintain	Item						
Attachments	Code	_	•	n	Step 2			<u> </u>	ierial No. 🛛	Stock Contr	ol 🔽 Active		<u>N</u> ew Edit Delete
-		· _										J	Save -
Step		Group: ACC			Reorder Leve		_	emark 1:					<u>C</u> ancel
3 & 4					Reorder Qty:			emark 2:				n	Refresh
	Ref. ( Ref. F Shelf:	Price:	1,500.0000 2,399.00		Lead Time: Output Tax: Input Tax:			Step 5 Bal Qty : 98.00				>	Browse
	UOM	Cust. Price	Supp. Price	BOM	More Desc.	Opn Bal.	Category	Alternative	Cust. Item	Supp. Item	Barcode 💶		
	\$	-								2nd UOM:		U	
	3	UOM	RATE	Ref. C		Ref. Price		1in Price	Base	Default UON	<u>4 :</u>		
		BOX	1.00	· ·	00.0000	2,399 23,900		Step	✓	Sales:			
		CTN	12.00		000.000		0.00	6		Purchase:			
		Step 7								Stock:			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 haves different packaging, I can sell by *pcs*, by *box* or by *carton*. Now, I can pre-set them this way:

🦉 N	laintain Item							(	_ • •
Attac	Maintair	Stock Item							New
Attachments	Code:	Blue Pen			Γ	Serial No.	🔽 Stock Control 🛛	Active	Edit
nts	Description:	Blue Pen		-					) Delete
									1 Jave -
	Item Group:	DEFAULT V	Reorder Level	0.00	Remark 1:				
	Base UOM	PCS	Reorder Qty:	1.00	Remark 2:				<u>C</u> ancel
	Ref. Cost:	0.50	Lead Time:	0	Barcode:				Refresh
	Ref. Price:	1.50	Output Tax:	• •					Browse
	Shelf:	1.50	Input Tax:		Bal Qty : 0.00				
			mpar ran.	•	barayy. 0.00				>
	UOM Cust. P	rice Supp. Price BOM	More Desc.	Opn Bal. Categ	gory Alternative	Cust. Item	Supp. Item Barco	de Note	
	+ -						2nd UOM:		
	UOM		Cost	Ref. Price	Min Price	Base	Default UOM :		U
	PCS BOX	1.00	0.50	1.50			Sales:	-	
	CARTON	24.00	5.00	13.00			Purchase:		
							Stock:		
									Close

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

_	urchase Orde	r				-	
More				/Order		Cancelled 🗌	New
1	Supplier :-	400-C0001 🗸				P/O No : <>	Edit
A		Code	Company Name	Company Name 2	urrenc	Next No :- PO-00022 👻	-
đ	Address :-	400-A0001	ABCD CO.		S\$	Date :- 18/11/2015 👻	Delete
Attachments		400-C0001	CELCOM (M) COMMUNICATION BHD			Agent : 🔻	Save -
nts.		400-D0001	DIGI COMMUNICATION BHD			Terms :- 45 Days 💌	
•		400-E0001	ERICSON SUPPLIER BHD			Ref 1 :-	Cancel
Note	Description:	400-L0001	LION HPHONE ACCESSORIES SDN BHD			Ext. No :-	Refresh
R.	+ - 🕜	400-M0001	MOTOROLA SUPPLIER BHD				
÷.,	Purchase O	400-M0002	MAXIS COMMUNICATION BHD				Browse
Item	Item C	400-N0001	NOKIA CORP LTD		USD	x Tax Amount Sub Total (T	
л те	Item e	400-S0001	SHER				
Template		400-W0001	WORLDLINE COMMUNICATION SDN BHD				>
e		10				;	
	records		Fe	tch All A A=a	New		
	Local Net To	tal:	0.00 Deposit F	aid :-		Net Total: 0.00	
	Deposit Paid	By: Chq No:	Payment Project: Bank Charges			Amount:0.00	Close

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.

🦉 F	Purchase Order				
More	Supplier :- 400-C0001 💌	P/Order	·	Cancelled  < <new>&gt;</new>	New Edit
Attachments Note Item Template	CELCOM (M) COMMUNICATION E Address - 33-37 MENARA CELCOM 7 JALAN 9 KAW PERUSAHAAN 54098 SJ Description: Purchase Order Purchase Order I Item Code Description ANT ANTENNA	Qty UOM U/Price Disc 5.00 UNIT 2.00 5%+2%+0.02	Agent :- Terms :- Ref 1 :- Ext. No :-	20-00022 ▼ 18/11/2015 ▼ 45 Days ▼ Tax Sub T 0.56 9.85	Delete Save V Cancel Refresh Browse
	1 records	5.00	9.29	0.56 9.85	
	Local Net Total: 9.85	Deposit Paid :-	Net Total:	9.85	
	Deposit Paid By: Chq No: Payr	nent Project: Bank Charges:	Amount:	0.00	Close

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.

_	Purchase Ord	er											
More Attachments Note Item Template	Supplier :- Address :- Description: Purchase C ANT	CELC 33-3 7 JAL KAW 5409 Purch Purch Order	COM (M) COM 7 MENARA CE AN 89 PERUSAHAAN 8 SJ nase Order Matrix	LCOM	Select Report Purchase Ord Purchase Ord Purchase Ord Purchase Ord Purchase Ord Purchase Ord Purchase Ord Purchase Ord Purchase Ord	er 2 er 3 (Simple) er 7 (GST 1)	P/Qr	ск	Cancel	Next No :- Date :- Agent :- Terms :- Ref 1 :- Ext. No :-	Cancelled   PO-00022 PO-00023 I8/11/2015 45 Days Tax A Si 0.56		New Edt Delete Sancel Refresh Browse
	1 record	ls			5.0	0			9.29		0.56	9.85	
	Local Net T				.85					Net Total:		9.85	

## **3.2** Purchase Goods Received

Step 1: Purchase | Goods Received | New

Step 2: Select Supplier Code

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

🕍 O	ioods Received				
More	Supplier :- H00-C0001 Step 2	G/R Note	Transfer From Purchase Request Transfer From Purchase Order	Cancelled	<u>N</u> ew Edit
Attachments Note	Address - 33-37 MENARA CELCOM 7 JALAN 9 KAWY PERUSAHAAN 54098 5J Description -: Goods Received Goods Received Matrix		Barcode F8 Update Unit Price Step 3 Set Posting Date Insert Blank Line Copy Goods Received	R-00046 18/11/2015 • • 45 Days •	Delete Save ▼ Cancel Refresh Browse
Item Template	Item Code Description     ANTENNA	Qty UOM U/Price : 5.00 UNIT 2.00	Paste Goods Received Paste From Sales Items Goods Received Batch Print Audit Trail	Sub Total (Tax) 9,85	, ,
	After clicking will be displaye		Purchase Order, you		J
	Local Net Total: 9.85 Deposit Amount: 0.00 •••		Net Total: Landing Cost 1: Landing Cost 2:	9.85 0.00 + 0.00 +	Close

Step 4: Save the Goods Received Note

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

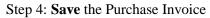
#### SQL Account User Manual

## 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



🚰 F	urchase Invoice				_		
More			P. Invoice		Cancelled 🗌	New	
÷				Inv No		Edit	
Attad		ELCOM (M) COMMUNICATION BHD 3-37 MENARA CELCOM		Next No : Date :-	- PI-00030 - 18/11/2015 -	Delete	
hmer		JALAN 89		Agent :-		Save 👻	
nts		W PERUSAHAAN 1098 SJ		Terms :-	45 Days 💌	Cancel	
z	Description :- P	urchase		▼ ••• Ref1:-		Refresh	
Note	+ - 🕜 🤇			Ext. No :-	)		
It	Invoice Matri	x				Browse	
Item Te	I Item Coo		Qty UOM U/Price Sub Total	Tax Ta Tax In Tax Amount	Sub Total (Tax)		
Template	ANT	ANTENNA	5.00 UNIT 2.00 9.2	9 TX 6%0.	56 9.85		
:						· 1	
		I. Please reme	mber that if you have ke	eyed-in purchase	goods rece	ived, ma	ke sure that you
		transfer it to	Purchase Invoice or el	se your stock cos	sting and o	quantity	will be updated
	1 records	twice.			-		_
	Local Net Total Deposit Amou	2. The Purchas	e Invoice number must	follow the suppli	er's tax inv	voice nu	mber 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** 

_	uotation									-		8								
More	Customer :-	300-A0002 💌	•	Quota	tion		Sales Pro	Cancel	_		N	ew					1	_		×
Attachments	Address :-	ALPHA & BETA COMPUTER 838 JALAN WORLD 40485 RAWANG SELANGOR DE					You can perfor Note: User are I Item Code	m ' Wha not allo	t if ' ana wed to Qty	enter % Unit	when '	Total Cost = Total s	= 0 Tax			Tax	. Unit	ef. Cost Wh	en Qty < Profit	= 0) ~ %
ote		Quotation Profit Estimator Intrix				•	FTW COVER		2.00 5.00 10	2.50 0.00 10.00		5.00 0.00 100.00	SR SR SR	6% 6% 6%	0.30		1.50 0.00 1.50	0.00	2.00 0.00 85.00	
Item Template	Item Code	e Description ANTENNA FTW HANDPHONE COVER	Qty UC 2.00 UN 5.00 UN 10.00 UN	IT 2.50 IT 0.00	0.00	Tax T 1 SR 6% SR 6% SR 6%			_			105.00					_	18.00	87.00	82.85
•										Costi	ng De	3	10	.00 .00 .00	nit Cost 1.50 1.50 2.00	Sub	Total 3.00 15.00 6.00 57.29			Î
	3 records		17.00		105.00								20	//			Update L	Init Price	C	ose

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.

Export to PDF file         Export to PDF file         Export to Microsoft Excel         port to HTML 5 Layered         Export to E-Mail Client         Export to E-Mail Client (Batch)         Export to Tot Text file         Export to Microsoft Excel via OLE         Export to Excel table (XML)         Export to Open Document Text         Export to Open Document Text         Export to Obsec (DBF) file         Export to TMML 4 Layered         Export to E-Mail (Native)         Export to E-Mail (Native)         Export to BMP image	🖞 Fast Report		×
Export to Microsoft Excel port to Microsoft Excel - Open XML port to HTML 5 Layered Export to E-Mail Client Export to E-Mail Client (Batch) Export to Text file Export to Text file Export to Str File Export to Microsoft Excel via OLE Export to Microsoft Excel via OLE Export to Microsoft PowerPoint - Open XML Export to Microsoft PowerPoint - Open XML Export to Open Document Text Export to Open Document Spreadsheet Export to Open Document Spreadsheet Export to HTML file Export to HTML file Export to HTML file Export to F-Mail (Native) Step 5	🚔 💽 🔫 export 📔 🔳 🛯	📄 🔍 81% 🔽 🔍 🛃 🗐 🕂	Į
Export to CSV file Export to RTF file Export to Microsoft Excel via OLE Export to Microsoft Vord - Open XML Export to Microsoft PowerPoint - Open XML Export to Dex Document Text Export to Open Document Spreadsheet Export to dBase (DBF) file Export to HTML file Export to HTML file Export to THML 4 Layred Export to E-Mail (Native) Step 5	Export to Microsoft Excel port to Microsoft Excel - Open XML port to HTML 5 Layered export to E-Mail Client		
Export to EMF image Export to GIF image Export to JPEG image Export to PNG image Export to TIFF image Native Preview	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 Excel table (XML) Export to Open Document Text Export to Open Document Spreadsheet Export to dBase (DBF) file Export to HTML file Export to E-Mail (Native) Export to E-Mail (Native) Export to BMP image Export to BMP image Export to GIF image Export to GIF image Export to JPEG image Export to PNG image Export to TIFF image	833 JALAN WORLD 40455 RAWWING SELANGOR DE Attn         MR ALPHA Tel         03-4857369           Tel         03-4857369         Control           Mark         April         1of1         Option           Followsi         Mark and	v
1 Page 1 of 1 18,11,2015 15:38:40 Sales Quotation 7 (GST 1),fr3	-	Sales Quotation 7 (GST 1).fr3	2

## 3.5 Sales Order

http://www.sql.com.my/video/sqlacc\_tutorial/06-02\_Sales\_Order.mp4

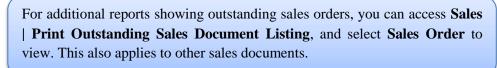
#### Step 1: Sales | Sales Order | New

#### 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)

8	ne E	Documen	t Transfe	r					- [	ı ×
D	oci	uments It	ems							
		X/F Qty	Bal	Org	Code	Doc. No	Doc. Date	Item Code	Description	UOM
Þ			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
	C		10.00	10.00	300-A0	QT-00011	18/11/2015	COVER	HANDPHONE COVER	UNIT
L	_									
	•	Tick Sel		Untick			Tick ALL	Untick ALL	<u>O</u> K	<u>C</u> ancel

Step 4: Save the Sales Order.



#### 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.** 

Once the delivery order is saved, the stock will be deducted.
 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:
- a. Company Register GST No & Company Name & Address
- b. The word "Tax Invoice"
- c. Each item and their respective tax codes.
- d. Document Number & Date
- e. Total Amount Pavable & GST Amount

32, 1st Floor, 1 41150 Klang,	16909 Fax: 03-334129	-	ning@sq1.com	my		
Tax Invoice		838 J/ 40485 SELA	(Address ALAN WORLD RAWANG NGOR DE			
Attn MR ALPHA Tel 03-48573689 Fax 03-48573690	From Dat Dela	Attn Tel Fax	MR ALPHA 03-48573689 03-48573690	Page No	Dae No.	De
300-A0002 SY	18/11/2015	DO-00021	ADMIN	1 of 1		18/11/201
No Desemption 1 ANTENNA 2 FTW 3 HANDPHONE COVER	2.00 UNI 5.00 UNI 10.00 UNI	T 55.00	count Sub Total 5.00 275.00 100.00	5.00 275.00	0.30	7621562.037 (RM) 5,30 291,50 106.00
RINGGIT MALAYSIA : FOUR HUNDR	ed Two and cents eigh	4TY ONLY				
Total Am	ount Due		380.00	380.00	22.80	402,80
Peymoni Toma 45 Days			[	GST Amount (RM) 22.80		otal Payable (RM) 402.80
					ASC CI	Author a of Signaturo OMPANY (125458-W)

#### SQL Account User Manual

## 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

	×	
	26.50	
Paid	50.00	
Change	23.50	
Payment Method	310-001 V	
Chq /Credit Card No :		
	<u>O</u> K <u>C</u> ancel	
		4

2	Cash Sales	- • ×
More	Cash Sales Cancelled	New
	Customer :- 300-C0001  CASH SALES CS No : C5-00012 CASH SALES	Edit
Attachments	Address :- Next No :- C5-00013 Date :- 01/04/2015	▼ Delete
nts	Agent :- NSL Terms :- 30 Days	<u>Cancel</u>
Note	Description :- Cash Sales	Refresh
	Cash Sales	Browse
om Tem	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	tal >
Item Template	Upon save, system will auto upo	date payment
	1 records 10.00 25.00 1.50 2	26.50
	Deposit Anount. 0.00 Hurstanding II III	5.50
	Payment Received :- Payment into: Chq No: Payment Project: Bank Charges: CS-	00010
		-00012 26.50 Close
	Key in the figure you received accordingly. If you received you may also key in the cheque number under the Chq No colu	

## 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)

🎬 S	ales Cancelled	Note		_	, • 💌
More			elled Note		New
	Customer :-	300-A0002  ALPHA & BETA COMPUTER 12	Transfer From Sales Order	- CC-00002	Edit
Attachments	Address :-	838 JALAN WORLD 40485 RAWANG SELANGOR DE	Set Posting Date Insert Blank Line	25/08/2016 ▼ SY ▼ 45 Days ▼	<u>D</u> elete <u> S</u> ave ▼ <u> C</u> ancel
Note	Description:	Profit Estimator	Copy Sales Cancelled Note Paste Sales Cancelled Note Paste From Purchase Items	,	Refresh
		n Code Description Qty	Sales Cancelled Note Batch Print Audit Trail	Sub Total Tax	
		<no data="" th="" to<=""><th>display&gt;</th><th></th><th></th></no>	display>		
	records				
	Local Net To	tal: 0.00	Net To	otal: 0.00	Close

1							•	meell	ed Not	•			New
	Customer :-	300-A0002	•				<u> </u>	moon			Doc No: < <net< th=""><th>w&gt;&gt;</th><th>Edit</th></net<>	w>>	Edit
i.		ALPHA & BETA C	OMPUT	ER 12							Next No :- CC-000	02	
ľ	Address :-	838 JALAN WO 40485 RAWANG	🚰 Do	ocument <sup>*</sup>	Transfer								Delet
		SELANGOR DE	Docu	ments It	ems								📙 Sav
			3	X/F Qty	Bal					Item Code	Description	UOM	Cance
٦Ľ	Description:		<b>V</b>	7.00	7.00	10.00	300-A0	SO-00009	15/12/2011	COVER	HANDPHONE COVER	UNIT	Refre
		Profit Estimator	I	2.00	2.00	2.00	300-A0	SO-00010	17/12/2011	C-PRE-100	CELCOM PREPAID-R	. UNIT	Keirea
	Sales Order				1.00	1.00	300-A0	SO-00010	17/12/2011	D-PRE-50	DIGI PREPAID-RM50	UNIT	Brows
				]	9.00	9.00	300-A0	SO-00030	09/09/2014	BOM	BOM	UNIT	
	Iten Iten	Code		]	8.00	8.00	300-A0	SO-00030	09/09/2014	8752/060/0793	8752/060/0793	UNIT	
				]	1.00	1.00	300-A0	SO-00031	01/04/2015	ANT	ANTENNA	UNIT	
				]	1.00	1.00	300-A0	SO-00031	01/04/2015	ANT	ANTENNA	UNIT	1
				]	1.00	1.00	300-A0	SO-00031	01/04/2015	E-T10s	ERICSSON T10s	UNIT	
				]	1.00	1.00	300-A0	SO-00032	10/06/2015	BOM	BOM	UNIT	
				]	1.00	1.00	300-A0	SO-00033	09/07/2015	ANT	ANTENNA	UNIT	U
				Tick Sele	ction	Untick	: Selection	Ø	Tick ALL	Untick ALL	<u>o</u> k	Çancel	
	records												

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.

Customer Inve	pice Entry						
Invoice No.	Date 🛛	Code Click h	Customer ere to define a filt	Currency er	Amount	Outstanding ^	
IV-00099	18/11/2015 3	00-A0002 AL	PHA & BETA C		402.80	402.80	Edit
IV-00011	22/12/2014 3	00-A0002 AL	PHA & BETA C		50.00		Customer Invoice
IV-00010	18/12/2014 3	00-A0002 AL	PHA & BETA C		2.50	2.50	
CS-00003	17/12/2014 3	00-A0002 AL	PHA & BETA C		2.50	2.50	
IV-00008	17/12/2014 3	00-A0003 AE	ENTERPRISE S		1,595.00	1,595.00	Cancel
🕍 Invoice						[	
Invoice No	o Date	Code		ipany	Curre	Amount	New
2		Clic	k here to define a	filter			Edit
IV-00003	04/01/2014	300-C0001	CASH SALES			5,225.0	
IV-00002	19/01/2014	300-A0001	A'BEST TELEC	OMMUNICATI.	S\$	7,500.0	00 <u>D</u> elete
IV-00001	11/02/2014	300-K0001	KITTY SECURI	TY SDN BHD		16,000.0	
IV-00004	20/02/2014	300-A0002	ALPHA & BETA	COMPUTER		9,380.0	Sales Invoice
IV-00006	21/02/2014	300-A0003	AB ENTERPRIS	SE SDN BHD		360.0	
IV-00005	20/04/2014	300-A0003	AB ENTERPRIS	SE SDN BHD		8,988.0	
IV-00007	25/10/2014	300-A0003	AB ENTERPRIS	SE SDN BHD		5,900.0	00 Refresh
IV-00008	17/12/2014					1,595.0	
IV-00010	18/12/2014		ALPHA & BETA	COMPUTER		2.5	
IV-00011	22/12/2014	300-A0002	ALPHA & BETA	COMPUTER		50.0	DO
IV-00099	18/11/2015	300-A0002	ALPHA & BETA	COMPUTER		402.8	B0

Create a new **Customer Invoice**? Step 1: **Customer | Customer Invoice | New** 

Step 2: Select Customer Code | insert transaction and amount

Step	3: Save		
🕍 c	ustomer Invoice Entry		
More	Customer Code: 300-A0002  Area : RAWANG	Currency:	<u>N</u> ew Edit
Attachments Note	Cancelled  Bill To: ALPHA & BETA COMPUTER	Inv No:         IV-00100           Next No:         IV-00101           Date :         19/11/2015           Agent :         SY           Terms :         45 Days	
	Image: state	Ext. No :           Amount         Tax         Tax         Tax         Tax I         S           500.00         SR         6%         30.00	Sub T
	1 recorc Total:	500.00 30.00	530.00
	Invoice Description: Sales	Vutstanding:	530.00 Close

## 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

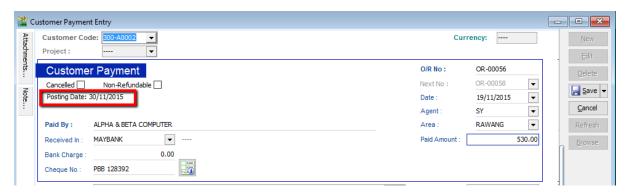
	ustomer Pay Customer	ment Entry Code: 300-A0002 🔽	Step 2			Currency:	New
Attachments	Project :	1					Edit
ents	Custo	mer Payment			C	D/R No : OR-00056	
	Cancelled	Non-Refundable			N	lext No: OR-00057	▼
Note					0	Date : 19/11/201	5 💌
:					A	Agent : SY	
	Paid By :	ALPHA & BETA COM	PUTER		A	Area : RAWANG	▼ Refresh
	Received I		▼ Step 3		F	Paid Amount :	530.00
	Bank Char Cheque No	-	0.00 Step 3			Ste	ep 4
	Descripti	on: Payment For Accou	nt		👻 😶 Una	pplied Amt:	0.00
			Kno	ock-off Invoices / Debit Note	S		
	Knock Off (						
	Type DN	Date 20/01/2014	Doc No. DN-00004	Amount 12.50	Outstanding 12.50	Pay 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	
	IV	18/11/2015	IV-00099	402.80	402.80	0.00	
	IV	19/11/2015	IV-00100	530.00	0.00	530.00	Step 5
		11 doc	Total:	12,182.80	6,650.80	530.00	Close

#### 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** 

#### SQL Account User Manual

Custome Project :		- -			Currency:	
Cancelled	ALPHA & BETA In : MAYBANK rge :	Set Posting Date         Set Tax Date         Bounced Status         Copy Customer Payment         Paste Customer Payment         Open Bank Deposit         Receipt Voucher Batch Print         Audit Trail			D/R No :         OR-00056           lext No :         OR-00058           Date :         19/11/2011           Agent :         SY           Area :         RAWANG           Paid Amount :	▼
Descripti	on: Payment For Acces	a 11.		▼ ··· Una	pplied Amt:	0.00
Knock Off	Grid	Knock-o	off Invoices / Debit Notes			
🗄 Туре	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	
10		Total:	12,182.80	6,650.80	530.00	v i



## 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** 

Customer Code:       000400000	🖀 Ci	ustomer Pay	ment Entry						×
Cancelled Non-Refund Posting Date: 30/11/2015       Set Posting Date Set Tax Date Paid By: ALPHA & BETA ( Paid By: ALPHA & BETA ( Received In : MAYBANK Bank Charge : Cheque No : PBB 128392       Copy Customer Payment Paste Customer Payment       Next No :: OR-00058 ▼       Cancell Agent :: SY ▼         Date :: 19/11/2015       Copy Customer Payment       Area :: RAWANG ▼       Received In :: MAYBANK       Paste Customer Payment       Paid Amount :: 530.00       Set Org         Description: Payment For Ac       Open Bank Deposit Receipt Voucher Batch Print Audit Trail       VIIII Doublet Notes       Non-Refund Payment For Ac       0.00         Knock-off Invoices / Debit Notes       Knock-off Invoices / Debit Notes       0.00       0.00       0.00         IV 12/01/2014       1V-00021       100.00       100.00       0.00       0.00       0.00         IV 12/01/2014       Divoco4       12.50       12.50       0.00       0.00       0.00         IV 12/01/2014       Divoco4       12.50       12.50       0.00       0.00       0.00         IV 12/02/2014       Divoco4       2.50       2.50       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.00       0.	Attachme						Currency:		-
IV         01/01/2014         4         100.00         100.00         0.00         1           IV         12/01/2014         IV-00021         100.00         100.00         0.00         1           IV         13/01/2014         CS-0007         7.50         5.50         0.00         1           DN         20/01/2014         DN-0004         12.50         0.00         1         1           IV         16/02/2014         CS-00010         1,595.00         1,595.00         0.00         1           IV         20/02/2014         IV-00004         9,380.00         4,380.00         0.00         1           IV         17/12/2014         CS-0003         2.50         2.50         0.00         1           IV         18/12/2014         IV-00010         2.50         2.50         0.00         1           IV         21/22014         IV-00010         2.50         0.00         1           IV         22/12/2014         IV-00011         50.00         0.00         1	1	Cancelled Posting D Paid By : Received I Bank Char Cheque No Descripti	Non-Refund           ate: 30/11/2015           ALPHA & BETA (           in :         MAYBANK           ge :           o:         PBB 128392           on:         Payment For Ac	Set Tax Date Bounced Status Copy Customer Payment Paste Customer Payment Open Bank Deposit Receipt Voucher Batch Prin Audit Trail			Next No :         OR-00058           Date :         19/11/201           Agent :         SY           Area :         RAWANG           Paid Amount :	Signature Signat	elete eave ▼ incel
IV         01/01/2014         4         100.00         100.00         0.00         1           IV         12/01/2014         IV-00021         100.00         100.00         0.00         1           IV         13/01/2014         CS-00007         7.50         5.50         0.00         1           DN         20/01/2014         DN-00004         12.50         12.50         0.00         1           IV         16/02/2014         CS-00010         1,595.00         1,595.00         0.00         1           IV         20/02/2014         IV-00004         9,380.00         4,380.00         0.00         1           IV         17/12/2014         CS-00003         2.50         2.50         0.00         1           IV         18/12/2014         IV-00010         2.50         2.50         0.00         1           IV         22/12/2014         IV-00011         50.00         50.00         0.00         1		🗄 Type	Date	Doc No.	Amount	Outstanding	Pay		
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         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			01/01/2014	4	100.00	100.00	0.00		
DN         20/01/2014         DN-00004         12.50         0.00            IV         16/02/2014         CS-00010         1,595.00         0.00            IV         20/02/2014         IV-00004         9,380.00         4,380.00         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		IV	12/01/2014	IV-00021	100.00	100.00	0.00		
IV         16/02/2014         CS-00010         1,595.00         1,595.00         0.00            IV         20/02/2014         IV-0004         9,380.00         4,380.00         0.00            IV         17/12/2014         CS-0003         2.50         0.00            IV         18/12/2014         IV-00010         2.50         0.00            IV         22/12/2014         IV-00011         50.00         0.00		IV	13/01/2014	CS-00007	7.50	5.50	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		DN	20/01/2014	DN-00004	12.50	12.50	0.00		
IV         17/12/2014         CS-00003         2.50         0.00		IV	16/02/2014	CS-00010	1,595.00	1,595.00	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		IV	20/02/2014	IV-00004	9,380.00	4,380.00	0.00		
IV 22/12/2014 IV-00011 50.00 50.00 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		
11 doc Total: 12,182.80 6,650.80 530.00 V		IV	22/12/2014		50.00	50.00	0.00		
Close			11 doc	Total:	12,182.80	6,650.80	530.00		

ustomer Paymer		-				
Customer Co	de: 300-A0002 🗸			C	Irrency:	Nev
Project :						Edi
Custome	r Pavment	Bounced		O/R No :	OR-00056	Dele
Cancelled	Non-Refundable	01/12/2015		Next No :	OR-00058 💌	
Posting Date:	30/11/2015	01/12/2013		Date :	19/11/2015 💌	🔙 Sa
				Agent :	SY 💌	Cano
Paid By :	ALPHA & BETA COM	PUTER		Area :	RAWANG 👻	Refre
Received In :	MAYBANK	▼		Daid Amount :	530.00	Brow
Bank Charge :		0.00	Bounced	×		
Cheque No :	PBB 128392		Bounced 🗸			
Description:	Payment For Accour	ıt	Bounced on 01/12/2015	✓ plied Amt	0.00	
		Knock				
Knock Off Grid			ОК	Cancel		
🗄 Type	Date	Doc No.	Amount	utstanung	Pay	

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

	Ledger Report							- • •
	⊖ Sale			Exclude Pi	de for same document roject When Merging cription Closing Balance Transaction	Apply	-	
F	Date	Ref 1		Description	Description 2	Local DR	Local CR	Local Balance
	Code : 310-001	(MAYBANK)						
			Balance B/F					(13,687.50)
	30/11/2015	OR-00056	ALPHA & BETA (	COMPUTER	Payment For Account	530.00	0.00	(13, 157.50)
	01/12/2015	OR-00056	ALPHA & BETA (	COMPUTER (Bounced)		0.00	530.00	(13,687.50)
L						530.00	530.00	

## 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.

<u> </u>			Cus	tomer Credit Note Er	ntry				• 🛛
More	Custome Area :	r Code: 300-A0002 RAWANG	2 •			Currency:			New
Attachments Note	Custo Cancellec Customer	mer Credit N           I <t< th=""><th>MP D This (</th><th>Confirm document was posted fron ou want to edit this docum</th><th>N C n Sales   Credit Note</th><th>Ciricitit Bab</th><th>▼ ▼ ▼ Tota 908.00</th><th>~</th><th>Edit Delete Save Cancel Refresh Browse</th></t<>	MP D This (	Confirm document was posted fron ou want to edit this docum	N C n Sales   Credit Note	Ciricitit Bab	▼ ▼ ▼ Tota 908.00	~	Edit Delete Save Cancel Refresh Browse
	Local Ne	et Total:	1,908.00		Net Tota		08.00 908.00	J	
	Knock Off			ck-off Invoices / Debit I			500.00		
	🗄 Туре	Date	Doc No.	Amount <no data="" display="" to=""></no>	Outstanding	Pay			
		records	Т	otal:					Close
If	it does	not involv	e with retu	rned stock, e.g	. discount g	given with			

Step 1: Customer | Customer Credit Note

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

#### Step 3: Knocked off accordingly.

<b>7</b>		Custome	er Credit Note E	ntry		
More	Customer Code: 300-A00 Area : RAWAN				Currency:	<u>N</u> ew Edit
Attachments N	Customer Credit Cancelled Customer: ALPHA & BETA C					
Note	GL Acco > 510-0000 NOKIA 3210 1 records Local Net Total: C/N Description: Sales R	Description	Project Amou		🗹 Tax Incl Sub Tota 08.001,908	 Erowse
	Knock Off Grid		Invoices / Debit			
	Type         Date           IV         25/04/2015           IV         30/04/2015	Doc No. IV-00114 IV-00113	Amount 66.25 14,600.00	Outstanding 66.25 12,692.00	Pay 0.00 1,908.00	
	IV 01/05/2015 15 records	IV-00116 Total:	5,300.00	5,300.00	0.00	<b>~</b>
		/				Close

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.

Custor	ner Code: 300-A0002	-		Currency		
Projec	t:	<b>~</b>				
Cust	omer Refund			c	/F No: PV-00072	
Cancel		-		N	ext No: PV-00073	
Cancel				D	ate : 25/08/2016	
				A	gent : SY	
Pay to	: ALPHA & BETA	COMPUTER 12		A	rea : RAWANG	
Paymen	t By : MAYBANK	▼		R	efund Amt:	1,500.00
Bank Ch	narge :	0.00				
Cheque	No :					
Descri	ption: Refund			▼ ··· Unapp	lied Amt:	0.00
		P	ayment Knock Off			
Knock O	ff Grid	P	ayment Knock Off			
Knock O		P Doc No.	ayment Knock Off	Unapplied Amt	Refund Amt	
				Unapplied Amt	Refund Amt 1,500.00	
.≣ Туре	e Date	Doc No.	Amount			
≣ Type ▶PM	e Date 01/01/2010	Doc No.	Amount 1,500.00	0.00	1,500.00	
≣ Type PM PM	Date 01/01/2010 01/01/2011	Doc No. OR-00058	Amount 1,500.00 106.00	0.00	1,500.00 0.00	
E PM PM PM	Date 01/01/2010 01/01/2011 07/01/2011	Doc No. OR-00058 4 OR-00030	Amount 1,500.00 106.00 100.00	0.00 100.00 100.00	1,500.00 0.00 0.00	
PM PM PM CN	Date 01/01/2010 01/01/2011 07/01/2011 14/11/2011	Doc No.           OR-00058           4           OR-00030           CN-00002	Amount 1,500.00 106.00 100.00 2.50	0.00 100.00 100.00 2.50	1,500.00 0.00 0.00 0.00	
PM PM PM CN PM	Date 01/01/2010 01/01/2011 07/01/2011 14/11/2011 15/12/2011	Doc No.           OR-00058           4           OR-00030           CN-00002           MCOR-00011	Amount 1,500.00 106.00 100.00 2.50 10.00	0.00 100.00 100.00 2.50 10.00	1,500.00 0.00 0.00 0.00 0.00	

## 4.5 Customer Contra

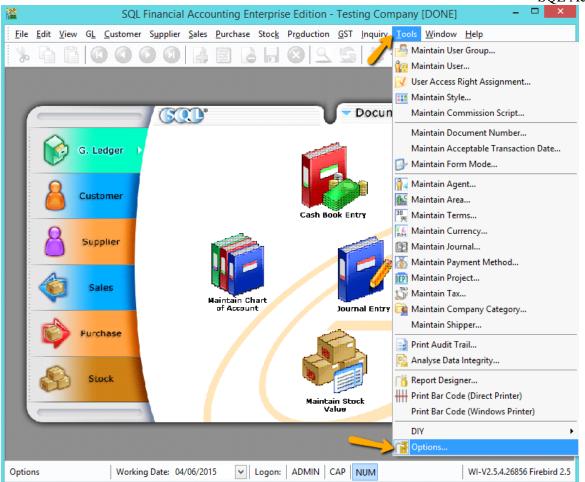
If you have a customer who is also a supplier, you may want to offset the outstanding customer and supplier invoices. This is known as a contra entry. You can offset the two invoices by using Customer Contra and Supplier Contra. This means that when you record the invoices as being paid, it will not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

#### SQL Account User Manual



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

	General Ledger					
General	Financial Start Period: 01/0	01/2014	~			
a sur	System Conversion Date: 0170	01/2014				
	oyatali conversion plate.		·			
BarCode	Default Account:			D	efault Journal:	
	Default Account	Account		1	Default Journal	Journal
	Foreign Exchange Rate G	530-000	11	₽	Bank Journal	BANK
Miscellanecus	Foreign Exchange Rate L	980-000		Г	Cash Journal	CASH
<u>د ا</u> ک	Bank Charge Account	902-000	11	Г	Journal Entry	GENERAL
N.	Contra Account	450-000 💌	11	Г	Foreign Bank Adjustment	BANK
Unit Price	Sales Account	000-0000	۴L	Г	Foreign Exchange Rate Gai	GENERAL
	Cash Sales Account	500-0000		Г	Customer/Supplier Contra	GENERAL
	Sales Return Account	510-0000		Г	Customer Invoice	SALES
	GST - Output Tax Prepaid	GST-103		Г	Customer Cash Sales	SALES
General Ledger	GST - Sales Deferred Tax	GST-202		Г	Customer Credit Note	SALES
V	Purchase Account	610-0000		Г	Customer Debit Note	SALES
	Cash Purchase Account	610-0000		Г	Supplier Invoice	PURCHAS
Customer	Purchase Return Account	612-0000		Г	Supplier Cash Purchase	PURCHAS
	GST - Purchase Deferred	GST-102	Н	Г	Supplier Credit Note	PURCHAS
	GST - Payable (Kastam)	GST-KAST	<b>–</b>	Г	Supplier Debit Note	PURCHASI
Supplier			_			

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						
Custo Projec		-A0002 💌		Cı	irrency:		New Edit
Cus	tomer Cor	ntra		C/T No:	CT-00008		Delete
	elled			Next No:	CT-00009	•	Save
				Date:	25/08/2016	-	
				Agent :	SY	-	<u>C</u> ancel
Custo	mer: ALPHA & E	BETA COMPUTER 12		Area :	RAWANG	•	Refresh
				Contra Amoun	t:	500.00	Browse
2.546 0.2546 7 - 2, 1				Local Amount:		500.00	
Descr	iption: Contra		<b>~</b>	Unapplied Am	t:	0.00	
		Knock-o	ff Invoices / Debi	t Notes			
.≣_Туре	Date	Doc No.	Amount	Outstanding	Pay	<u>^</u>	J
►IV	20/02/2011	IV-00004	9,420.00	3,733.00	500.00		
IV	18/12/2011	IV-00010	2.50	2.50	0.00		
IV	16/10/2012	IV-00100	26.00	26.00	0.00		
IV	07/07/2014	IV-00113	21.00	21.00	0.00		
IV	30/12/2014	test	12.45	12.45	0.00		
IV	04/04/2015	CS-00013	159.00	159.00	0.00		
	30 records	Total:	151,688.35	143,698.45	500.00	-	
							Close

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.

274	Suppl	ier Cont	ra Entry							C	
1	С/Т	No.	Date	Supplier	Curr	Amount	Customer	Curr	Amount (	U/A Amt	New
8					Click here	e to define a f	îlter				
Þ	CT-000	06 10	0/06/2014	DIGI COMMUNI		1,500.00	ALPHA & BE		1,500.00	0.00	<u>E</u> dit
	CT-000	07 30	0/04/2015	CELCOM (M) CO		1,060.00	ALPHA & BE		1,000.00	0.00	<u>D</u> elete
	CT-000	08 23	5/08/2016			0.00	ALPHA & BE		500.00	0.00	Save 🔻
											Cancel
											Refresh
											De <u>t</u> ail
											>
h	3 Cont	ra				2,560.00			3,000.00	0.00	
	D Com			(		×			0,000,000	0.00	
	-				ice/ Del	bit Note Kno					
	Туре	Date Date	-	Document No.		Org. Amour		utstanding		(nock Off	
1	PI	06/01/20	011  PI-00	1002		3,5	00.00	2,00	00.00	1,500.00	
			1 do	c		3.5	00.00	2.00	0.00	1,500.00	Close
			1 00	-				2,00		2,000.00	

# SQL Account User Manual

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.

🎦 Sເ	upplier C	Contra Entry						- • ×
Atta	Supp	lier Code: 40	0-C0001 👻		Cu	rrency:		New
Attachments	Proje	ct:	- 🗸					Edit
ts	Su	pplier Co	ntra		C/T No:	CT-00008		Delete
Note	Cance	elled			Next No:	CT-00009	•	Save 🔻
:				/	Date:	25/08/2016	•	Cancel
					Agent :		-	Refresh
	Supp	lier: CELCOM	(M) COMMUNICATION BHD	<u>}</u>	Area :	SJ	-	
					Contra Amoun	t:	500.00	Browse
	2.546				Local Amount:		500.00	J
	2,540 0,244 T = 2.							1
	Desci	ription: Contra	a		Unapplied Am	5	0.00	
			Knock-off	v 🖡	it Notes			
	.≣ Туре		Doc No.	/ L	Outstanding	Pay		
	▶ PI	01/04/2015	test1	2	69.92	0.00		
	PI	12/05/2015	PI-00038	0	9,888.00	500.00		
	PI	10/06/2015	PI-00039	00	106.00	0.00		
	PI	24/08/2015	PI-00041	00	9,711.68	0.00		
	PI	15/10/2015	PI-00042	00	2,590.00	0.00		
		9 records		. 18	39,144.86	500.00	-	
								Close
`								
		M	ake sure the contra	number is th	e same as the	customer co	ntra nun	iber.

# 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

ject 🗹 🔤 🛶				1
Description	Code 🛆	Local DR	Local CR ^	<u>E</u> di
				_
OTHER ASSETS				
CURRENT ASSETS		15,000.00	0.00	Sav
TRADE DEBTORS	300-000			Conc
OTHER DEBTORS	305-000			Cano
CASH AT BANK	310-000	15,000.00	0.00	Refre
	310-001	15,000.00	0.00	n
	210.002		_	
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			
A STOCK	330-000			u i
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				

## 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.** 

C 🎬 C	ustomer Invoice Entry			
More	Customer Code: 300-A0002 Area : RAWANG	Currency:		New Edit
Attachments Note	Customer Invoice Cancelled Bill To: ALPHA & BETA COMPUTER Document Detail Grid	Inv No : < <new>&gt; NextNo : IV-00101 Date : 31/12/2013 Agent : SY Terms : 45 Days Ext. No :</new>	V	Delete Save V Cancel Refresh Browse
	Local Net Total : 500.00	Total: 500	0.00	
	Invoice Description: Sales	Outstanding: 50	0.00	Close

# 5.1.3 Stock Value

Step 1: GL | Maintain Stock Value| Edit

Step 2: Set the year

# Step 3: Insert the Opening Balance

0p. Stk A/C	Op. Desc	Cl. Stk A/C Click here to	Cl. Desc define a filter	Bal. Stk	Bal. Desc	N	ew
00-000	STOCKS AT THE B	. 620-000 S	TOCKS AT THE EN	330-000	STOCK		dit
						<u>D</u> e	lete
						<b>_</b> 5	ave
Maintain Stock	(Value						
. Maintai	n Stock Valu	0 -				New	
						Edit	
	ng Stock A/C : 600-0		S AT THE BEGINNING				
P&L Closi	ng Stock A/C : 620-0	ооо 🗸 стоск	S AT THE END OF THE	YEAR		<u>D</u> elete	
Balance Sheet	Stock A/C : 330-0	000 ~ STOCK				_ Save -	
·						<u>C</u> ancel	
Please key in C	losing Stock Value be	elow :-			n	Refresh	
Project 🗸	~	🗄 Month	Stock Value	1		Browse	
Year :	2015 🚔	31-Jan					
		28-Feb 31-Mar			>		
		30-Apr					
		31-May					
		30-Jun					
		31-Jul					
		31-Aug 30-Sep					
		31-Oct					
		30-Nov					
		31-Dec	1,234,567.00				

## 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)

Opening Bank Reconciliation		Refresh
Bank : <u>B10-001</u> Voucher No: <u>PV-0001</u> Cheque No: <u>PV-0001</u> Description: payment for XYZ Debit: 500.00 Credit: 0.00 Browse	Credit Tick	Erowse Check Bank Recon

# 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)

<u>111</u>	J	ournal Entry						
Note	Journal Entry				(	Cancelled [		New
	Journal Entry			Jour	nal No: 📴	00004	_	Edit
Atta				Next	No: JV-0	0005	•	<u>D</u> elete
Attachments.				Date:	09/	02/2015	•	Save 🔻
ints	Description: Capital by Director					-		
:	+ - 0 0						- r	
								Refresh
	Document Detail Grid						_	Browse
	E G/L Code GL Description	Local DR	Local CR	Tax	Tax Inclusive	Local Tax	•	<u> </u>
	▶ 310-001 MAYBANK	1,500.00				0.0	0	
Í	150-501 LOAN FROM DIRECTOR - KITTEN 1		250.00			0.0	0	1
	150-502 LOAN FROM DIRECTOR - KITTEN 2		250.00			0.0	0	
	150-503 LOAN FROM DIRECTOR - KITTEN 3		1,000.00			0.0	0	
	4 record:	1,500.00	1,500.00					Close

# 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)

🖀 Cash Book Entry											
Voucher No.	Date	Description	Cheque No	Local DR	Local CR ^	<u>N</u> ew <del>▼</del>					
2		Click here to de	efine a filter			Payment Voucher					
PV-00002	06/01/2014	ERICSON SUPPLIER BHD	MBB 100002	0.00	30,000.00	Official Receipt					
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	_ Save -					
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	Cancel					
OR-00027	09/01/2014	KITTY SECURITY SDN BHD		10,000.00	0.00	Refresh					
OR-00003	11/01/2014	KITTY SECURITY SDN BHD	OBB 124358	4,000.00	0.00						
OR-00036	13/01/2014	ALPHA & BETA COMPUTER		2.00	0.00	De <u>t</u> ail					
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

🦉 C	ash Book Entry												- [	• ×
Note	Paum	ent Vouche									C	ancelled		<u>N</u> ew -
:	radiu	ent ventue	<b>24</b>						Vo	ucher No:	PV-00052	2		<u>E</u> dit
Atta									Ne	xt No:	PV-00053	3		Delete
Attachments.									Da	te:	19/11/20	15 💌		
ents									Pro	ject :		•	le	Save 🔻
- F														Cancel
	Pay To	POS MALAYSIA										<b>▼</b>		Refresh
	Payment By:	MAYBANK	<ul> <li>Currency:</li> </ul>								Agent:	•		Browse
	+ = 🕜 🤇	C S Bank Charg	ge : 0.00 Cheque No:	MBB 0192182							Area:			
	Document Det	tail Grid												
	G/L Code	GL Description	Description		Tax Ref	Amount	Tax	Tax D	. Tax In	Tax Amou	et Cub	Total (Tax)		
	910-000		MAYBANK - POS MALAYSIA		Idx Kei	250.00	TX	6%		13X Amou 15.		265.00	>	
	907-000		MAYBANK - POS MALAYSIA			1,500.00	ТХ	6%		90.	_	1,590.00		
	-							-						
													U	
	2		[	Tatala		1 750 00				105	20	1.055.00		
	2 records			Total:		1,750.00				105.	00	1,855.00		Close

# 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 Recei	ved Entry					
S	tock Re	ceived					Stk Rec No Next No :- Date :-	Cancelled : < <new>&gt; RC-00003 16/11/2015</new>	<u>N</u> e Ed Dek
	cription :- Stock Rece	eived						<b>•</b> ····	Can
	ek Received Matrix							Update Cost	Refr
3	Item Code	Description	Location	Project	Qty	UOM	Unit Cost	Sub Total	Brov
1	23	123			10.00	UNIT	0.00	0.00	
В	OMBOM	BOM of BOM			5.00	UNIT	10.00	50.00	
D	-PRE-50	DIGI PREPAID-RM50			3.00	UNIT	50.00	150.00	>
С	OVER	HANDPHONE COVER			2.00	UNIT	6.00	12.00	
E	-BAT	ERICSSON BATTERY			10.00	UNIT	100.00	1,000.00	
									J
Reas	son :				30.00			1,212.00	ļ
	orised By :	Remark :							Clo

# 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.

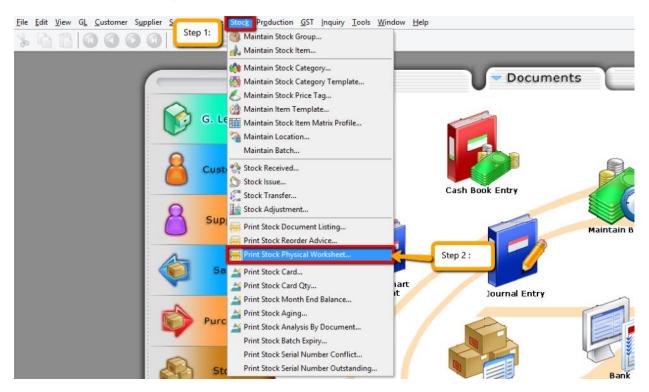
<b>*</b>			Stock Issue Entry				-	
Note.	Stock I	ssue					Cancelled	New
:	Second C	0000				k Issue No : <		Edit
Attachments								Delete
hme					U	ate :- 16	/11/2015 💌	Save -
ts	Description :- Stock	Issue					•	Cancel
7	• - • •						Update Cost	Refresh
Item Template	Stock Issue Matrix					/		
empla	Item Code 123	Description 123	Location	Project	UOM	10.00	Unit Cost	Browse
ate.	123 BOMBOM	BOM of BOM			UNIT	5.00		
•	D-PRE-50	DIGI PREPAID-RM50			UNIT	3.00		
	COVER	HANDPHONE COVER			UNIT	2.00		>
	E-BAT	ERICSSON BATTERY				10.00		
				the real time of	ost so that sytem costing base on t			
	Reason : Authorised By :	Bemark :						Close
	Authorised By :	Remark :						Close

# 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.

		Stock Phys	sical Worksheet			
Date To 30/11/20: Stock Group: Item: Location: Batch: Category: Category Tpl : Category Tpl :	v       v       v       v       v       v       v	Print Stock Cont Non-Stock Con Print Active Item In-Active Item In-Active Item Include Zero Bal Filter all those inform	rol Item ntrol Item n lance	Group By :	]	Step 4 :
tock Physical Workshee	have a make	additional module like l sure that you have gro	location and batch,	please		Preview
Drag a column header l	have a	additional module like l sure that you have gro	location and batch, oup the location and	please batch.	v10 QL	
Drag a column header l StockGroup	have a make	additional module like l	location and batch,	please	JO Qty 0.00	Preview Avail Qty
Drag a column header l StockGroup	have a make here to group by that common ItemCode	additional module like l sure that you have gro <sub>Qty</sub>	location and batch, j oup the location and so Qty	please batch. PO Qty		Avail Qty
Drag a column header l StockGroup ACC ACC	have a make here to group by that comment ItemCode 12-123123dasda2131	additional module like l sure that you have gro <sub>Qty</sub> 0.00	location and batch, pup the location and so Qty 0.00	PO Qty 1.00	0.00	Avail Qty 1.00
Drag a column header l StockGroup ACC ACC LILY	have a make here to group by that count ItemCode 12-123123dasda2131 123	additional module like l sure that you have gro Qty 0.00 12.00	location and batch, joup the location and so Qty 0.00 5.00	PO Qty 1.00 0.00	0.00	Avail Qty 1.00 7.00
Drag a column header l StockGroup ACC	have a make here to group by that count ItemCode 12-123123dasda2131 123 123/1234	Additional module like sure that you have gro Qty 0.00 12.00 -1.00	location and batch, joup the location and so of the location and so	PO Qty PO Qty 1.00 0.00 0.00	0.00 0.00 0.00	Avail Qty 1.00 7.00 -1.00
Drag a column header l StockGroup ACC ACC LILY LILY	have a make here to group by that countries 12-123123dasda2131 123 123/1234 6514/120/00946	Qty Qty 0.00 12.00 -1.00 0.00	SO Qty 0.00 5.00 0.00 0.00 0.00	PO Qty PO Qty 1.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	Avail Qty 1.00 7.00 -1.00 0.00
rag a column header l StockGroup ACC ACC LILY LILY LILY LILY	have a make here to group by that counce ItemCode 12-123123dasda2131 123 123/1234 6514/120/00946 8752/060/0782	Qty Qty 0.00 -1.00 0.00 -1.00 0.00 0.00	location and batch, jup the location and SO Qty 0.00 5.00 0.00 0.00 0.00 16.00 0.00 0.00 0.00	PO Qty PO Qty 1.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	Avail Qty 1.00 -1.00 0.00 -15.00
rag a column header l StockGroup ACC ACC LILY LILY LILY LILY LILY	have a make here to group by that councer ItemCode 12-123123dasda2131 123 123/1234 6514/120/00946 8752/060/0782 8752/060/0793	Qty Qty 0.00 12.00 0.00 0.00 0.00 0.00 0.00 0.0	location and batch, j pup the location and SO Qty 0.00 5.00 0.00 0.00 16.00 0.00	PO Qty PO Qty 1.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	Avail Qty 1.00 -1.00 0.00 -1.50 -2.00
rag a column header l StockGroup ACC ACC LILY LILY LILY LILY LILY ACC	have a make here to group by that count 12-123123dasda2131 123 123/1234 6514/120/00946 8752/060/0782 8752/060/0783 8752/060/0783	Additional module like           sure that you have gro           Qty           0.00           12.00           -1.00           0.00           1.00           -2.00           30.00	SO Qty         0.00           5.00         0.00           5.00         0.00           16.00         0.00           0.00         0.00	PO Qty PO Qty 1.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	Avail Qty 1.00 7.00 -1.00 0.00 -15.00 -2.00 30.00
orag a column header l StockGroup ACC LILY LILY LILY	have a make here to group by that count 12-123123dasda2131 123 123/1234 6514/120/00946 8752/060/0782 8752/060/0793 8752/060/0832 ANT	Additional module like sure that you have gro Qty 0.00 12.00 -1.00 0.00 1.00 -2.00 30.00 -1,351.00	SO Qty         0.00           5.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           0.00         0.00           16.00         0.00           0.00         17.00	PO Qty PO Qty 1.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.0	Avail Qty 1.00 7.00 -1.00 -15.00 -2.00 30.00 -1,319.00

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.

		R	eport Builder				
🚔 💽 - 🖥	9 1 🖻 📃	100%	v 🔍 🛃 🖃	🎽 📕 📲			
	Location : All Item Group : All Item Code : All Print Active : Yes Print InActive : Yes Print Non SK Ctrl : No Ind Zero Balance : Yes		Stock Take Sheet As At 16/11/2015			11/15 10:04 AM ADMIN	Î
	Testing Company ()	Code;Location;StockGroup;Bate			Step 5	Page 1 of 3	
	Item Code	Description	UOM	Book Qty	Physical Qty	Remarks	
	12-123123dasda2131	12-dasda2131	UNIT	0.00			
	123	123	UNIT	12.00			
	123/1234	123/1234	UNIT	-1.00			
	6514/120/00946	6514/120/00946	UNIT	0.00			
	8752/060/0782	8752/060/0782	UNIT	1.00			
	8752/060/0793	8752/060/0793	UNIT	-2.00			
	8752/060/0832	8752/060/0832	UNIT	30.00			
	ANT	ANTENNA	UNIT	-1,351.00			v.
0							
1			2				3
Page 1 of 3	17.11.2015 10:04:56	Stock Physical	Worksheet - Level 1.rtm				

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.** 

2				Stock Ac	ljustment	Entry						• 💌
Note	Stock A	djustment								Cancelled		New
									Stk Adj No :			<u>E</u> dit
Attad									Next No :- Date :-	AJ-00004 16/11/2015		<u>D</u> elete
Attachments	Description :- Stock	Adjustment							Date .	<u>10/11/2013</u> ▼		<u>∃</u> <u>S</u> ave ▼
:	+ - 00									Update Cost		<u>C</u> ancel
Item	Stock Adjustment M	latrix										Refresh
Item Template	Item Code	Description	Locati		Qty	UOM	Unit Cost	Sub Total	Book Qty	Physical Qty		Browse
ate	# Style				0.00		0.00	0.00				
	No. Vitem Code Description 2nd Description Arrow Description Cocation Remark 1 Remark 2 Vite Project V Qty UOM S/U Qty V UOM S/U Qty V Unit Cost Sub Total Rate	Step 6			0.00			0.00			>	
	F Base Qty											
	✓ Book Qty	Remark :										Close
	Physical Qty Shelf Batch							Val	ue			

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

						QL Financi				ioning compar	iy [2012]				
ile	Edit View G	i <u>L</u> <u>C</u> ustomer	Supplier	Sales Pu	urchase Stoc	Production	<u>G</u> ST In	quiry Iools			Step	7 : Compare	Both Screen.		
8		000		46	3 6 6	🔇   🖳	G	🚐 - 🔼	Tile Vertical Tile Horizontal						
*		C+	ock Adju	stmont	Entry				Arrange All		Stock Physica	Workshoot		ſ	
-						Cance	_		Cascade			ii worksneet		l	
linta	Stock	r Adju	stm	ent				New			~				
					Stk Adj I	to : < <new></new>	>>	Edit	1		¥		Print Stock	Control Item	
	Next No :- AJ-00004			4 💌	Delete	2 Stock Physica		×			ck Control Item				
-	Date :- 16/11/2011 Description :- Stock Adjustment				15 💌	1	<ul> <li><u>3</u> Stock Adjustn</li> </ul>				Print Active				
					<b>v</b>	Save 👻			×		In-Active				
						Cancel	Batch:		~						
	• - O O Updat					date Cost	_	Category:		~		<ul> <li>Include Zer</li> </ul>	o Balance		
	Stock Adjustme	ent Matrix						Refresh	Category Tp	pl : 🗆	~				
Template	3 Item C 8	Description .	Lo Pr	Qty U 0.00	J Unit Su 0.00	<b>b Book</b> 0.00	Physi	Browse	Stock Physical	Worksheet		^			Apply
	Item C						Physi	Browse	Stock Physical	Worksheet	oup by that column	• •			
	Item C						Physi	Browse	Stock Physical Drag a colum	n header here to g			PO Oty	JO Otv	Breview •
	3 Item C 8						Physi	Browse	Stock Physical	n header here to g	oup by that colum Qty 0.00	SO Qty 0.00	PO Qty 1.00	JO Qty 0.00	Preview -
	i Item C								Stock Physical Drag a colum StockGroup	n header here to g	Qty	SO Qty			Preview -
	# Item C *							8 : Drag & Dr	Stock Physical Drag a colum 3 StockGroup ACC ACC IILY	n header here to g D ItemCode 12-123123das 123 123/1234	Qty 0.00 12.00 -1.00	SO Qty 0.00 5.00 0.00	1.00	0.00	Preview + Avail Qty 1.00
	# Item C *								Stock Physical Drag a colum 3 StockGroup ACC ACC ILY LLY	n header here to g D ItemCode 12-123123das 123 123/1234 6514/120/00946	Qty 0.00 12.00 -1.00 0.00	SO Qty 0.00 5.00 0.00 0.00	1.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00	Preview   Avail Qty  1.00  7.00  -1.00  0.00
	3 Item C x								Stock Physical Drag a colum 3 StockGroup ACC ILY LLY	<ul> <li>header here to g</li> <li>ItemCode</li> <li>12-123123das</li> <li>123</li> <li>123/1234</li> <li>6514/120/00946</li> <li>8752/060/0782</li> </ul>	Qty 0.00 12.00 -1.00 0.00 1.00	SO Qty 0.00 5.00 0.00 0.00 16.00	1.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00	Preview   Avail Qty  1.00  7.00  -1.00  0.00  -15.00
	3 Item C 3				0.00				Stock Physical Drag a colum StockGroup ACC ACC ILY LLY LLY LLY	n header here to g TtemCode 12-123123das 123 123/1234 6514/120/00946 8752/060/0782 8752/060/0793	Qty 0.00 12.00 -1.00 0.00 1.00 -2.00	SO Qty 0.00 5.00 0.00 0.00 16.00 0.00	1.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	Preview  Avail Qty 1.00 7.00 0.00 -1.00 0.00 -15.00 -2.00
				0.00	0.00	0.00			Stock Physical Drag a colum 3 StockGroup ACC ACC ILLY LLY LLY	header here to p ItemCode 12-123123das 123 123/1234 6514/120/00946 8752/060/0782 8752/060/0783	Qty 0.00 12.00 -1.00 0.00 1.00 -2.00 30.00	SO Qty 0.00 5.00 0.00 0.00 16.00 0.00 0.00	1.00 0.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00 0.00	Preview ▼ Avail Qty 1.00 7.00 -1.00 0.00 -15.00 -2.00 30.00
	The function of the function o			0.00	0.00	0.00			Stock Physical Drag a colum StockGroup ACC ACC ILY LLY LLY LLY	n header here to g TtemCode 12-123123das 123 123/1234 6514/120/00946 8752/060/0782 8752/060/0793	Qty 0.00 12.00 -1.00 0.00 1.00 -2.00	SO Qty 0.00 5.00 0.00 0.00 16.00 0.00	1.00 0.00 0.00 0.00 0.00 0.00	0.00 0.00 0.00 0.00 0.00 0.00	Preview  Avail Qty 1.00 7.00 0.00 -1.00 0.00 -15.00 -2.00

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.** 

Stock A	djustment								Cancelled		N
	of success one							Stk Adj No :	< <new>&gt;</new>		E
								Next No :-	AJ-00004		-
								Date :-	16/11/2015		De
											📙 s
Description :- Stock	Adjustment							Stern 0	· · ·	1: 6	
+ - 🕜 🔮								Step 9	Update Cost	1	Ca
Stock Adjustment Ma	triv								· · · ·		Ref
Item Code	Description	Locati	Project	Qty	UOM	Unit Cost	Sub Total	Book Qty	Physical Qty	a il i	Bro
12-123123dasda2		LOCALI			UNIT	0.00	0.00	0.00	2,00		Did
123/1234	123/1234			1.00		3.00	3.00	-1.00	0.00	11	
6514/120/00946	6514/120/00946			8.00		0.00	0.00	0.00	8.00	>	
8752/060/0782	8752/060/0782				UNIT	0.00	0.00	1.00	2.00		
8752/060/0793	8752/060/0793			7.00		0.00	0.00	-2.00	5.00		
I 8752/060/0832	8752/060/0832			-30.00		0.00	0.00	30.00			
ANT	ANTENNA			1,351.00	UNIT	2.00	2,702.00	-1,351.00		0	
BOM	BOM			-1.00		0.00	0.00	1.00			
BOMBOM	BOM of BOM			-31.00	UNIT	10.00	(310.00)	31.00			
C-PRE-100	CELCOM PREPAID-RM100			-92.00	UNIT	12.00	(1,104.00)	92.00			
C-PRE-50	CELCOM PREPAID-RM50			-20.00	UNIT	50.00	(1.000.00)	20.00			
				3,631.00			1,334,599.20				
hand a second se										-	

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

Period : Current Month V Month Index : 0
Font : The Tahoma V 8 💽 🖪 🚺 🔄 Header Script : a V 🚱
Date :       19/11/2015 V       Project:       V         Agent:       V       Image: V       V         Agent:       V       Image: V       V         Report Title :       Balance Sheet As At 19/11/2015       V       Show Up to Level 2         Image: V       Image: V       V       V         Image: V       V       V       Show Up to Level 2         Image: V       V       V       V         Image: V       V

## 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

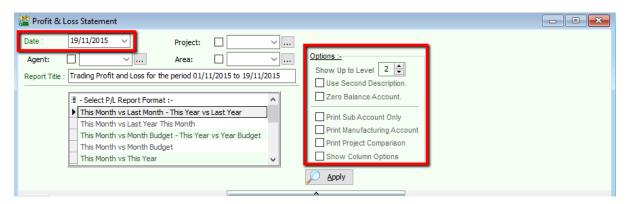
Step 4:

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

🖆 Trial Balance	2					×
Date: 01, Project: Agent: Area:	/01/2016 v to 25/08/2016 v v v General Ledger Sales Ledger (Customer) Purchase Ledger (Supplier)	Accour	t Code to Description		Apply	
		^	)			
		Month	To Date	Year To	o Date	
Code	Description	DR	CR	DR	CR	=
100-001	ORDINARY SHARE CAPITAL			0.00	883.50	H
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.

🎬 Ledger Report							ĸ	
Date <table-cell>  01/08/2016 🗸 to 3 Account: Project: Agent: Area:</table-cell>	v v	roup By: Account Code Account Description Post Date Ref1 Project Agent Area Merge GL Code for Exclude Project Use 2nd Description Include Zero Closin Local Currency	When Merging n g Balance		Apply			
🗄 Date Ref 1	Description	Description 2	Local DR	Local CR	Local Balance	Tax	*	
Code : 325-000 (PETTY CASH)								
Bala	ance B/F				1,434.00			
			0.00	0.00				
Code : 405-000 (OTHER CREDITOR								
Bala	ance B/F				100.00			
			0.00	0.00				
Code : 420-000 (EPF - STAFF)								
Ral:	ance R/F		4 650 00	3 060 00	54 000 00			
			4,650.00	3,060.00			Ŧ	

# 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

Area:	Step 1         Agent           Area         Currency            Default Ag           Default Ag         Include N		Report Name Lust-Multi-L0-06 Mths Agii Lust-Multi-L0-06 Mths Agii Lust-Multi-L0-06 Mths Agii Lust-Multi-L0-06 Mths Agii Lust-Local&Multi-L0-04 Mth Lust-Local&Multi-L0-04 Mth	ng-Current, 1 Mth ng-Jun 2004, May 2004 ng-Jun 2004, May 2004	1	p 3	
Company Name	Pay (MTD)	(by Post Date)	1 Month	2 Months	3 Mths & Above	Total	Col.06
A'BEST TELECOMMUNICATION P	500.00	Current Mur	Inoriui	2 Mortuis	4,829.70	4,829.70	01.00
ALPHA & BETA COMPUTER	500.00	252.80			6,078.00	6,330.80	
AB ENTERPRISE SDN BHD		252.00			23,381.00	23,381.00	
CASH SALES					5,225.00	5,225.00	
E FAUNG TECK WAI					3,084.00	3,084.00	
E KITTY SECURITY SDN BHD					15,600.00	15,600.00	
E STAR TRADING SDN BHD					1,000.00	1,000.00	

## 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

## SQL Account User Manual

🞬 Customer Statement					
Date     ♥ 01/11/2015       Statement Date:     30/11/20       Customer:     □       Agent:     □       Doc Project:     □       Currency:     □       Control A/C:     □       Co. Cate.:     □	to 30/11/2015 Step 1 Step 1 Step 1 Step 1 Step 1 Sort By: Company Cate Customer Cod Customer Nan Agent Area Currency Control Accou Statement Type: Default Statemen Default Statemen Denut Rotata Default Statemen Default Statemen Denut Rotata Statement Forward	e ne mt v	E Report Name Cust-Multi-F1-06 Mths Statem Cust-Multi-F1-12 Mths Statem Cust-Multi-F1-12 Mths Stateme Cust-Multi-F2-12 Mths Stateme Cust-Multi-F2-12 Mths Stateme Step 2	ent-Current, 1 Mth ent-Current, 1 Mth	Step 3
I Code	Company Name	Currency	Agent	Area	Balance
▶ ± 300-A0001	A'BEST TELECOMMUNICATION PTE LTD	S\$	LF	SINGAPORE	4,829.70
1 300-A0002	ALPHA & BETA COMPUTER		SY	RAWANG	6,330.80
1 300-A0003	AB ENTERPRISE SDN BHD		NF	PJ	23,381.00
	CASH SALES		NSL	SA	5,225.00
	FAUNG TECK WAI				3,084.00
	KITTY SECURITY SDN BHD		HALIM	ww	15,600.00
± 300-T0001	STAR TRADING SDN BHD		LF	RAWANG	1,000.00
Count = 7 Knock Off Detail :-	1.Always filter the da 2. You can preview th	Ũ			59,450.50

# 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.

🚰 Cue	🞬 Customer Due Document Listing 💿 💷 💌											
5	ate: 27/08/20 Invoice Debit Note Credit Note Contra Include PE	Age Area Curr Doc Item Co.	Customer: Custom			Acont						
∃ Do	c No Doc D	. Company Name	C	Local Amount	Terms	Local Payment	:	Local	Local	Local Outsta	Age	
	-00 13/11	ALPHA & BETA C		45,719.50	45 Days	0	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	0.00	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	
		ALPHA & BETA C			45 Days		0.00	0.00	0.00	42.40	183	
		US CORPORATIO	USD		30 Days		0.00	0.00	0.00	15.28	149	
	,	ALPHA & BETA C			45 Days		0.00	0.00	0.00	106.00	117	
		ALPHA & BETA C			45 Days		0.00	0.00	0.00	42.40	103	
		ALPHA & BETA C			45 Days		0.00	0.00	0.00	300.00	103	Ξ
		ALPHA & BETA C			45 Days	_	0.00	0.00	0.00	200.35	103	
	nt = 8			7,235,165.18		12,630	1.24	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.

1	Custome	r Due Do	cument Listing								•	×
	Date: 27/08/2016			Age Area Curr Doc Item Co.		preign Curi	<ul> <li>▼</li> <li>▼</li> <li>■</li> <li>&gt;</li></ul>	Group/Sort By Customer Document Due Date Document Agent Area Currency Doc Proje Company	Code Name Date No Type			
:	Doc No	Doc D	Company Name	C	Local Amount	Terms	Local Payment	Local	Local	Local Outsta	Age	-
		13/11	ALPHA & BETA C		45,719.50	45 Days	0	.00 0.00	0.00	45,719.50	243	
1		01/01	AB ENTERPRISE		300.00	30 Days	0	.00 0.00	0.00	300.00	209	
			ALPHA & BETA C			45 Days	100			200.00	194	
			ALPHA & BETA C			45 Days		.00 0.00		300.00	190	
			ALPHA & BETA C			45 Days	-	.00 0.00		42.40	183	
			US CORPORATIO	USD		30 Days		.00 0.00		15.28	149	
			ALPHA & BETA C			45 Days		.00 0.00		106.00	117	
			ALPHA & BETA C ALPHA & BETA C			45 Days 45 Days		.00 0.00		42.40	103 103	
						45 Days		.00 0.00		200.35	103	
I I	IV-00         01/04         ALPHA & BETA C            Count = 8				7,235,165.18	15 0075	-	.24 2,102.90		7,222,246.29	100	-

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

Select Report	X
Cus Due Document Listing Cust Due Document Listing - Level 1 Cust Local - Due Document Listing - Level 1 (GS Cust Local - GST BDR Analysis (Forecast) - Leve Cust Overdue Letter Cust Overdue Letter-(with other Info)	-
Select All	OK Cancel

	Tes	sting Comp any	7 o			
To: ALPHA 8	BETA COM	4PUTER				te: 27/08/2016 ge: 1 of 1
838 JALA 40485 RJ SELANGO	AN WORLD AWANG DR DE					
RE : OVERD Our record sh			10.60 Is now overd	ued. A list of overdued in	volces is sho	wn as below :
DATE	TYPE	INV/DN NO.	TERMS	DUE DATE	AGE	AMOUNT DUE
13/05/2015		IV-00127	45 Days	27/06/2015	427	10.60
				Total A	Amount:	10.60
We shall be gr	ateful if you	could let us have your pa	syment soonest possible.			
This is a comp	uter generat	ed document. Please Ign	ore this reminder should you	u have made the aforesal	id payment.	
Thank you and	best regard	s,				
Yours faithfully	6					
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.

Customer Analysis By Document										
Date 🗸 01/01/2016 🔻 to 31/0	8/2016 🔻	Group/Sort By:								
Customer:	▼	Customer Co								
Agent:	▼	📃 Agent	me 💽							
Area:		Area			-1.					
		Company Ca	tegory		ply					
Project:	<b>-</b>	Doc Project								
Currency:	▼	✓ Local Curren	cy							
Co. Category:	▼	Foreign Curre								
			(		^		)			
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
A'BEST TELECOMMUNICATION PTE	15,655.21									15,655
ALPHA & BETA COMPUTER	10.60									10
ALPHA & BETA COMPUTER 12	138,232.86	4,309.99	(2,266.00)	(1,060.00)		(500.00)			1,500.00	140,216
AB ENTERPRISE SDN BHD	6,961,454.50	300.00								6,961,754
ali enterprise	0.00	26.93	(13.33)	(530.00)						(516.
CASH SALES-A	(1,498.50)									(1,498
	106,106.00									106,106
chris										3,084
FAUNG TECK WAI	3,084.00									
										(4,700.
FAUNG TECK WAI	3,084.00									(4,700.
AUNG TECK WAI	3,084.00 (4,700.00)	389.28								(4,700

# 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

2/2	Sales Documer	nt Listing								
ł	ate 🗌 01/11/2	otation Listing	015 🧹 Stk Gr	·	~	Date	ument No	0		
0 4 0 0	Vocument: Customer: Vgent: Vrea: Currency: Co. Category: Voc Project:		✓ □ Inc	ion:	~ ~ ~ ents	Cus     Cus     Age     Area	tomer Name			
D	rag a column head	der here to group by	that column	(	^		-			
D	rag a column head	der here to group by Date		company Name	Agent	Area	Project	Currenc	Net Total	Cancel
3						Area RAWANG	Project	Currenc	Net Total 5.00	
3	Doc No	Date	Comp	MPUTER	Agent					
1	Doc No	Date 09/01/2014	Comp ALPHA & BETA COM KITTY SECURITY SI	MPUTER	Agent SY	RAWANG			5.00	
1	Doc No + QT-00009 + QT-00001	Date 09/01/2014 22/01/2014	Comp ALPHA & BETA COM KITTY SECURITY SI	MPUTER DN BHD UNICATION PTE LTD	Agent SY HALIM	RAWANG WW			5.00 80,000.00	
∃ ►	Doc No + QT-00009 + QT-00001 + QT-00002	Date 09/01/2014 22/01/2014 08/12/2014	Comp ALPHA & BETA COI KITTY SECURITY SI A'BEST TELECOMM	MPUTER DN BHD UNICATION PTE LTD DN BHD	Agent SY HALIM LF	RAWANG WW SINGAPORE		  S\$	5.00 80,000.00 17,400.00	
∃ ►	Doc No	Date 09/01/2014 22/01/2014 08/12/2014 10/12/2014	Comp ALPHA & BETA COI KITTY SECURITY SI A'BEST TELECOMM AB ENTERPRISE SC AB ENTERPRISE SC	MPUTER DN BHD UNICATION PTE LTD DN BHD	Agent SY HALIM LF NF	RAWANG WW SINGAPORE PJ	  	 S\$	5.00 80,000.00 17,400.00 100.00	
	Doc No (T-00009 QT-00001 QT-00002 QT-00003 QT-00004	Date 09/01/2014 22/01/2014 08/12/2014 10/12/2014 10/12/2014	Comp ALPHA & BETA COI KITTY SECURITY SI A'BEST TELECOMM AB ENTERPRISE SC AB ENTERPRISE SC	MPUTER DN BHD UNICATION PTE LTD DN BHD UNICATION PTE LTD	Agent SY HALIM LF NF NF	RAWANG WW SINGAPORE PJ PJ	  	 S\$	5.00 80,000.00 17,400.00 100.00 500.00	
	Doc No (T-00009 QT-00001 QT-00002 QT-00003 QT-00004 QT-00005	Date 09/01/2014 22/01/2014 08/12/2014 10/12/2014 10/12/2014 12/12/2014	Comp ALPHA & BETA COD KITTY SECURITY SI A'BEST TELECOMM AB ENTERPRISE SI A'BEST TELECOMM	MPUTER DN BHD UNICATION PTE LTD DN BHD DN BHD UNICATION PTE LTD MPUTER	Agent SY HALIM LF NF NF LF	RAWANG WW SINGAPORE PJ PJ SINGAPORE	  	 S\$  S\$	5.00 80,000.00 17,400.00 100.00 500.00 500.00	
	Doc No (QT-00009 QT-00001 QT-00002 QT-00003 QT-00004 QT-00004 QT-00005 1	Date 09/01/2014 22/01/2014 08/12/2014 10/12/2014 10/12/2014 12/12/2014 19/12/2014	Comp ALPHA & BETA COD KITTY SECURITY SI A'BEST TELECOMM AB ENTERPRISE SI A'BEST TELECOMM ALPHA & BETA COD	MPUTER DN BHD UNICATION PTE LTD DN BHD DN BHD UNICATION PTE LTD MPUTER MPUTER	Agent SY HALIM LF NF NF LF SY	RAWANG WW SINGAPORE PJ PJ SINGAPORE RAWANG	   	S\$  S\$  S\$	5.00 80,000.00 17,400.00 100.00 500.00 50.00 500.00	

#### 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.

<b>2</b>		Sales Docu	ment Listing	
Documents:     Invoice       Date     01/02/2019       Document:	5 v to 28/02/2015 v 1 v 1 v 1 v 1 v 1 v 1 v 1 v 1	Item Prc 2↓ Stk Grou 4↓ Item: Location 8 Batch: 11 Categor 11 Categor 11	Sort Ascending Sort Descending Clear Sorting Group By This Field Group By Box Footer Group Footers	iroup/Sort By : Date Document No Customer Code Customer Name Agent Area Currency Doc Project Company Category Shipper
Co. Category: Doc Project: Drag a column header I Drag boc No ► 17-00003 04	here to group by that colum Date Con /01/2013 CASH SALES	Inclu Print	Remove This Column Field Chooser Best Fit Best Fit (all columns) Filter Row Filter Box	Step 2: Grid Export   Export to Excel Step 3 : Export to a location(folder)
Image: With the second secon	Application         Application           1/02/2013         Step 1: Ri           1/02/2013         Ab ENTERPRIS           1/10/2013         Ab ENTERPRIS           1/12/2013         Ab ENTERPRIS           1/12/2013         Ab ENTERPRIS           1/12/2013         Alpha & BETA           1/12/2013         Alpha & BETA           1/02/2014         Alpha & BETA           1/04/2014         Ab ENTERPRIS           1/04/2014         Ab ENTERPRIS           1/04/2014         Ab ENTERPRIS	ight click SE SDN BHD SE SDN BHD A COMPUTER A COMPUTER SE SDN BHD1	Quick Column Customization Columns Auto Width Hide Column On Grouping Full Expand Full Collapse Find Text in Grid Find Text in Column Grid Layout	16,000.00            9,380.00            8,988.00            5,900.00            1,955.00            2.50           Export to Microsoft Excel 2007           Export to Microsoft Excel 97-2003
Count = 19			Print Grid Grid Export	Export to HTML Export to Text Export to XML

#### 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"

http://www.sql.com.my/video/sqlacc_tutorial/06-04b_Batch_Print_Invoices.mp4
🐮 Sales Document Listing
Documents:       Invoice Listing       Item Project:
Co. Category:

#### 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:

a. Print Outstanding Item – to check outstanding items which have not yet been transferred.

b. **Print Fulfilled Item** – to check those documents which have been fully transferred and transferred to which document.

c. Include cancelled documents – tick to show cancelled documents in the report.

d. Outstanding SO & PO - to check the number of outstanding items from sales order and purchase order

e. **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.

Cutstanding	g Sales Docu	ment Listing							
Documents: Doc Date Delivery Date Delivery Order: Customer: Agent: Area: Doc Project: Item Project: Co. Category: Location:	01/08/20	ding Delivery Order 016 v to 31/08/2016 v to / / v	Prin Prin Ince Cal	ory: ory Tpl : nt Outst nt Fulfille clude Ca lculate C	anding Item ed Item ncelled Docum Outstanding Si	0 & POO	Category	Date Int No r ect ject de y Category	
				anster D	oc Date Follov	v Filtered Date			
E Doc No	Date	Company Name		_	^		Oria Oby	Transfer	0/5 0tv
☐ Doc No	Date	Company Name	Agent		Category	Item Code	Orig. Qty 40.00	Transfer 16.00	0/S Qty ^
∃ Doc No ★ DO-00001 ★ DO-00002	11/01/2011	Company Name KITTY SECURITY SD A'BEST TELECOMM		Proj	^		Orig. Qty 40.00 5.00	Transfer 16.00 5.00	O/S Qty ^ 24.00
▶ ± DO-00001	11/01/2011 19/01/2011	KITTY SECURITY SD	Agent HALIM	Proj	^	Item Code M-R-GP300	40.00	16.00	24.00
► ± DO-00001 ± DO-00002	11/01/2011 19/01/2011 19/01/2011	KITTY SECURITY SD A'BEST TELECOMM	Agent HALIM LF	Proj	^	Item Code M-R-GP300 E-BAT	40.00	16.00 5.00	24.00 0.00
<ul> <li>▶ ⊕ DO-00001</li> <li>⊕ DO-00002</li> <li>⊕ DO-00002</li> </ul>	11/01/2011 19/01/2011 19/01/2011 19/01/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM	Agent HALIM LF LF	Proj 	^	Item Code M-R-GP300 E-BAT E-T10s	40.00 5.00 5.00	16.00 5.00 0.00	24.00 0.00 5.00
<ul> <li>★ DO-00001</li> <li>★ DO-00002</li> <li>★ DO-00002</li> <li>★ DO-00002</li> </ul>	11/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM	Agent HALIM LF LF LF	Proj  	^	Item Code M-R-GP300 E-BAT E-T10s N-3210	40.00 5.00 5.00 5.00	16.00 5.00 0.00 5.00	24.00 0.00 5.00 0.00
<ul> <li>DO-00001</li> <li>DO-00002</li> <li>DO-00002</li> <li>DO-00002</li> <li>DO-00002</li> <li>DO-00002</li> </ul>	11/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM	Agent HALIM LF LF LF LF	Proj  	^	Item Code M-R-GP300 E-BAT E-T10s N-3210 N-3310	40.00 5.00 5.00 5.00 10.00	16.00 5.00 0.00 5.00 0.00	24.00 0.00 5.00 0.00 10.00
<ul> <li>★ DO-00001</li> <li>★ DO-00002</li> <li>★ DO-00002</li> <li>★ DO-00002</li> <li>★ DO-00002</li> <li>★ DO-00002</li> </ul>	11/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 20/02/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM	Agent HALIM LF LF LF LF LF	Proj    	^	Item Code M-R-GP300 E-BAT E-T10s N-3210 N-3310 N-BAT	40.00 5.00 5.00 5.00 10.00 15.00	16.00 5.00 5.00 5.00 0.00 0.00	24.00 0.00 5.00 0.00 10.00 15.00
<ul> <li>★ DO-00001</li> <li>★ DO-00002</li> </ul>	11/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 20/02/2011 20/02/2011 20/02/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM ALPHA & BETA COM ALPHA & BETA COM KITTY SECURITY SD	Agent HALIM LF LF LF LF LF SY SY	Proj     	^	Item Code M-R-GP300 E-BAT E-T10s N-3210 N-3310 N-BAT N-8250	40.00 5.00 5.00 10.00 15.00 2.00	16.00 5.00 0.00 5.00 0.00 0.00 2.00	24.00 0.00 5.00 0.00 10.00 15.00 0.00
<ul> <li>★ DO-00001</li> <li>★ DO-00002</li> <li>★ DO-00002</li> <li>★ DO-00002</li> <li>★ DO-00002</li> <li>★ DO-00002</li> <li>★ DO-00006</li> <li>★ DO-00006</li> <li>★ DO-00007</li> <li>★ DO-00007</li> </ul>	11/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 20/02/2011 20/02/2011 20/02/2011 20/02/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM ALPHA & BETA COM ALPHA & BETA COM KITTY SECURITY SD KITTY SECURITY SD	Agent HALIM LF LF LF LF LF SY SY HALIM HALIM	Proj     	^	Item Code M-R-GP300 E-BAT E-T10s N-3210 N-3310 N-BAT N-8250 N-8850 M-R-GP300 N-BAT	40.00 5.00 5.00 10.00 15.00 2.00 2.00 2.00 4.00	16.00 5.00 0.00 5.00 0.00 2.00 2.00 15.00 4.00	24.00 0.00 5.00 10.00 15.00 0.00 0.00 5.00 0.00
<ul> <li>★ DO-00001</li> <li>★ DO-00002</li> <li>★ DO-00002</li> <li>★ DO-00002</li> <li>★ DO-00002</li> <li>★ DO-00002</li> <li>★ DO-00006</li> <li>★ DO-00006</li> <li>★ DO-00006</li> <li>★ DO-00007</li> <li>★ DO-00008</li> </ul>	11/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 20/02/2011 20/02/2011 20/02/2011 20/02/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM ALPHA & BETA COM ALPHA & BETA COM KITTY SECURITY SD KITTY SECURITY SD AB ENTERPRISE SD	Agent HALIM LF LF LF LF SY SY HALIM HALIM	Proj       	^	Item Code M-R-GP300 E-BAT E-T10s N-3210 N-3310 N-BAT N-8250 N-8850 M-R-GP300 N-BAT N-7110	40.00 5.00 5.00 10.00 15.00 2.00 2.00 20.00 4.00 1.00	16.00 5.00 0.00 5.00 0.00 2.00 2.00 15.00 4.00	24.00 0.00 5.00 10.00 15.00 0.00 0.00 5.00 0.00 0.00 0.00
<ul> <li>★ DO-00001</li> <li>★ DO-00002</li> <li>★ DO-00002</li> <li>★ DO-00002</li> <li>★ DO-00002</li> <li>★ DO-00002</li> <li>★ DO-00006</li> <li>★ DO-00006</li> <li>★ DO-00007</li> <li>★ DO-00007</li> </ul>	11/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 19/01/2011 20/02/2011 20/02/2011 20/02/2011 20/02/2011	KITTY SECURITY SD A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM A'BEST TELECOMM ALPHA & BETA COM ALPHA & BETA COM KITTY SECURITY SD KITTY SECURITY SD	Agent HALIM LF LF LF LF LF SY SY HALIM HALIM	Proj      	^	Item Code M-R-GP300 E-BAT E-T10s N-3210 N-3310 N-BAT N-8250 N-8850 M-R-GP300 N-BAT	40.00 5.00 5.00 10.00 15.00 2.00 2.00 2.00 4.00	16.00 5.00 0.00 5.00 0.00 2.00 2.00 15.00 4.00	24.00 0.00 5.00 10.00 15.00 0.00 0.00 5.00 0.00

Step 4: Apply.

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

🔍 Sales (	Outstanding Del	ivery Order Listing.rtm								83
j. 14				$\oplus$	01.0/	ΠG				»
	<b>N</b>	<u> </u>		14	81%	- e	< 🖂	-1	•	-
				1				1		
										-
	Date : A									
	Delivery Date: A									
	Document : A Company : A									
	Co Category : A									
	Agent : A Area : A									
	Doc Project : A Project : A									
	Item : A		<b>D U</b>	~ 1				27/08/16	11:34 AM	E
	Location : A Category : A				er List	ing			ADMIN	
	Incl Cancelled: N	o ocDate;DocNo;Code	As At 27/0	8/2016						
	Testing Company						_		age 1 of 2	
	Seq. Code	Description	U/Price	Deliv∨ date	Orig Qty	O/Stdine	Date	Doc No	Tfer Qty	
			OfFlice	Delivy date	ong Quy	O/Stalli	Date	DOCINO	the guy	
	DO-00001 1 M-R-GP300	KITTY SECURITY SDN BHD 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								
	2 E-BAT 3 E-T10s	ERICSSON BATTERY ERICSSON T10s	150.0000 800.0000	19/01/11 19/01/11	5.00 5.00	0.00	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		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		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	
	9 M-R-GP300	KITTY SECURITY SDN BHD MOTOLORA RADIUS GP300	1,000,0000	20/02/11	20.00	5.00	09/12/11	C5-00002	15.00	
	10 N-BAT	NOKIA BATTERY	150.0000	20/02/11	4.00	0.00		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		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 13 M-R-GP300	KITTY SECURITY SDN BHD MOTOLORA RADIUS GP300	1.000.0000	22/02/11	20.00	10.00	00/12/11	CS-00002	10.00	-
	13 M-K-GP300	MOTOLOKA RADIOS GP300	1,000.0000	22/02/11	20.00	10.00	05/12/11	05-0002	10.00	
0										
1										2
Page 1 of 2	2	27.08.2016 11:34:12		Sales O	utstandin	g Delive	ry Order	Listing.r	tm	ŧ
Page 1 of 2	2	27.08.2016 11:34:12		Sales O	utstandin	g Delive	ery Order	· Listing.r	tm	t

# 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.
-------------	-------------	------	--------

					Stoc	k Card					- • •
Date 🗌	01/11/2015	✓ to 30/11/2015	~								
Stock Group:		✓ Bate	th:		¥	✓ Print Active	Item	Include Zero B	alance		
Item:		✓ Cata	egory:		×	In-Active It	tem	Calculate Seria	Number		
Location:			egory Tpl:		~	✓ Merge Sam	e Cost (FIFO Only)				
				[		_					
											Apply
Stock Card St	cock Card Sto	ck Card									×
											Preview 💌
3	Location		St	ockGroup				ItemCode		Bat	tch
		ACC				ANT					
BC		ACC				ANT					
						2					
Post Date	Doc No	Doc Description	U. Cost	U. Price	Qty In	Qty Out	Bal Qty	Cost			
01/01/2011	DOCINO	(Balance b/d)	O. COSC	0. FILE	Qty III	Qty Out	0.00	0.00			<u> </u>
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					~
I Qty	Cost										
▶ 10.00	2.00										

# 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.

4					Stock Card	Qty	
Stock Group: Item: Location: Batch: Project: Category:		v To 30/11/2015 v r v v v v v	•	Print Activ In-Activ In-Activ Calculate 5	e Item ro Balance	Croup By : Utem Code Location Stock Group Batch Project Cohegory	
Category Tpl	ock Cand	Y				*	Apply Preview V
Thag a column	neauer nere u	group by that column				(temCode	
▶ ANT							
1							
Post Date	Doc No	Doc Description	Qty In	Qty Out	Bal Qty		^
01/01/2011	0.0 00001	(Balance b/d) Stock Received	10.00	0.00	0.00		
02/01/2011 02/01/2011	RC-00001 IS-00001	Stock Received Stock Issue	10.00	0.00	10.00		
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.

2		Stock Month End Balance	e		- • •
Date To 31/12/2015 Stock Group: Item: Location: Batch: Category: Category Tpl: Stock Month End Balance Drag a column header here 1		Print Active Item In-Active Item Merge Same Cost (FIFO Only) Indude Zero Balance Calculate Serial Number	Batch	3	Apply Preview
StockGroup ACC ACC ACC ACC ACC ACC ACC ACC ACC AC	ItemCode 123 ANT BOMBOM COVER E-BAT FTW	Location	Batch	UTD Qty 12.00 -1,351.00 31.00 72.00 -3.00 -1.00	UTD Cost 92.39 0.00 700.00 167.80 0.00 0.00
Qty         Cost           10.00         0.00           2.00         46.20	44				116,405.84
		update a	t accountin	nal figure from g stock value s eet Report will	so that P&L ar

## 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.

Stock Reorder Advice			
On Hand Oty	Gr		Stock Reorder A
On Hand Qty	*		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 On Hand +PO Qty -SO Qty (+/-)JO Qty		VS	Compare to :- Reorder Level Reorder Level Pri Min Level Max Level

١d

## SQL Account User Manual

•	Ste	ock Reorder Advice			
Date To 16/11/2015   Stock Group: Item: Location: Batch: Category: Category Tpl:	On Hand Qty Compare to :- Compare to :- Reorder L Compare to :-	evel	oup By : I tem Code Location Stock Group Batch Category Supplier		Δροίγ
ock Reorder Advice					Preview
ock Reorder Advice					_
ag a column header here to group t ItemCode	Qty	SO Qty	PO Qty	JO Qty	Avail Qty
ag a column header here to group l ItemCode	Qty -1,351.00	17.00	50.00	-1.00	Avail Qty -1,319.00
ag a column header here to group t ItemCode NT -BAT	Qty -1,351.00 -3.00	17.00	50.00 85.00	-1.00	Avail Qty -1,319.00 82.00
ag a column header here to group t ItemCode NT -BAT SON2	Qty -1,351.00 -3.00 10.00	17.00 0.00 0.00	50.00 85.00 0.00	-1.00 0.00 0.00	Avail Qty -1,319.00 82.00 10.00
ag a column header here to group l ItemCode NT -BAT SON2 1-BAT	Qty -1,351.00 -3.00 10.00 0.00	17.00 0.00 0.00 0.00	50.00 85.00 0.00 0.00	-1.00 0.00 0.00 0.00	Avail Qty -1,319.00 82.00 10.00 0.00
ag a column header here to group l ItemCode NT -BAT SON2 -BAT -P7689	Qty -1,351.00 -3.00 10.00 0.00 0.00	17.00 0.00 0.00 0.00 0.00	50.00 85.00 0.00 0.00 0.00	-1.00 0.00 0.00 0.00 0.00	Avail Qty -1,319.00 82.00 10.00 0.00 0.00
ag a column header here to group l ItemCode NT :BAT SON2 1-BAT 1+P7689 1+PRE-120	Qty -1,351.00 -3.00 10.00 0.00 0.00 -12.00	17.00 0.00 0.00 0.00 0.00 0.00	50.00 85.00 0.00 0.00 0.00 0.00	-1.00 0.00 0.00 0.00 0.00 0.00	Aval Qty -1,319.00 82.00 10.00 0.00 0.00 -12.00
ag a column header here to group t ItemCode NT -BAT SON2 I-BAT I-P7689 I-P7689 I-PRE-120 I-PRE-60	Qty -1,351.00 -3.00 10.00 0.00 -12.00 0.00	17.00 0.00 0.00 0.00 0.00 0.00 10.00	50.00 85.00 0.00 0.00 0.00 0.00 0.00	-1.00 0.00 0.00 0.00 0.00 0.00 0.00	Avail Qty -1,319.00 82.00 10.00 0.00 0.00 -12.00 -12.00
ag a column header here to group t ItemCode NT E-BAT ISON2 4-BAT 4-P7689 4-PRE-120 4-PRE-60 4-R-GP300	Qty -1,351.00 -3.00 10.00 0.00 -0.00 -12.00 0.00 -1,079.00	17.00 0.00 0.00 0.00 0.00 0.00 10.00 0.00	50.00 85.00 0.00 0.00 0.00 0.00 0.00 0.0	-1.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Avail Qty -1,319.00 82.00 0.00 0.00 -12.00 -12.00 -10.00 -1,079.00
rag a column header here to group t	Qty -1,351.00 -3.00 10.00 0.00 -12.00 0.00	17.00 0.00 0.00 0.00 0.00 0.00 10.00 0.00 0.00	50.00 85.00 0.00 0.00 0.00 0.00 0.00	-1.00 0.00 0.00 0.00 0.00 0.00 0.00	Avail Qty -1,319.00 82.00 10.00 0.00 0.00 -12.00 -10.00

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.

GST Inquiry <u>T</u> ools <u>W</u> indow <u>H</u> elp								
New GST Return								
Open GST Return								
💭 Maintain Tax								
GST Effective Date								
Gift / Deemed Supply								
🖶 Print GST Listing								
🖶 Print GST-03								
📻 Generate GST Audit File (GAF)								
름 Print GST Bad Debt Relief								

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

🖀 Nev	w GST Returi	n		• ×	
GST Return					
Process From	01/10/2015	∨ To 3	1/12/2015	~	
Process Date	31/12/2015	<b>~</b>			-
Amendment	:				
C/F Refund	for GST				
Longer Perio	od Adjustment				
Description					
Description	GST Return - 0	1 Oct 2019	5 to 31 Dec	2015	Book Enti
Ref 1					Step 2
Ref 2					Step 2
			Proce		
	Mair	ntain C		ocess As D	

#### The Result is as below:

<u>1</u>				Open	GST Return								
:	Status	Date From	Date To	Description	Σ Output Tax	Σ Input Tax	GST Amount Paya	ble Journal No.					
		01/04/2015	30/06/2015	GST Return - 01 Apr 201	6,365.73	95.40	6,2	70.33 <u>JV-00014</u>	GST-03				
		01/07/2015	30/09/2015	GST Return - 01 Jul 201	33,30	288.00	Claimable: 2	54.70 JVGST-201509	GST-03				
	DRAFT	01/10/2015	31/12/2015	DRAFT GST Return - 01	3,100.80	3,534.11	Claimable: 43	33.31	GST-03 🔻				
	atus wil	l highlited a						Empty for Journ No because dra will not have ar account postin	aft ny				
			Count = 2		6,399.03	383.40	6,01	.5.63					
Nev	v GST Ret	urn		Count - 2         0,055,05         0001,00         0,013,05           New GST Return         0,055,05         0001,00         0,013,05         0,013,05									

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

Y	JABATAN KASTAM DIRA ROYAL MALAYSIA CUSTOM PENYATA CUKAI BARANG DAN PI GOODS AND SERVICES TAX	
	Nota Penting (Important Notes)	DRAFT COPY
1) 2) 3) 4)	Sila isikan borang ini dengan menaip menggunakan HURUF BESAR Please type in using <b>BLOCK LETTERS</b> . Sila rujuk Buku Panduan Mengisi Borang Cukai Barang dan Perkhidr Please refer to Goods and Services Tax (GST) Forms Guide. Ruangan yang bertanda (*) adalah wajib diisi. Column with (*) is a mandatory field.	

# 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.mp4First\_Accounting\_Soft ware\_in\_Malaysia\_to\_Show\_GST03\_Submission.mp4

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

<u>F</u> ile	<u>E</u> dit	<u>V</u> iew	GL	<u>C</u> ustome	r S <u>u</u> pplier	<u>S</u> ales	<u>P</u> urchase	Stoc <u>k</u>	Pr <u>o</u> ductio	n <u>G</u> ST <u>I</u> nq	uiry	<u>T</u> ools	<u>W</u> indow	<u>H</u> e	łp
Å	È	G			00				<b>8</b>			9	<b>- -</b>	2	
												Return Return			
										🛒 Maint					
								_		GST E	ffecti	ive Dat	e		
												ned Su			
								0		GST-0	)3 Ad	justme	nt		
									🧿 G. I			isting.			
										e Print o					
								2	Cus	tomer		Audit			
								2	Su	pplier					
									js	ales				M	laintain Chart
									Due	chaca					of Account

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

GST Return						
Process From	01/04/2015	√ То	30/06/201	5 ¥		
Process Date	30/06/2015	•				
Amendmer	t					
Longer Per	iod Adjustment					
Description						
Description Description	GST Return - 0	LApr 20	015 to 30 J	un 2015		
Description Description Ref 1	GST Return - 0	L Apr 20	015 to 30 J	un 2015		

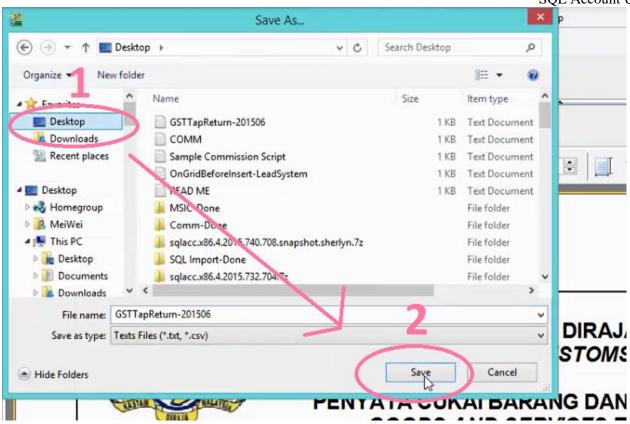
#### Step 3: Click on GST-03.

ales <u>P</u> urch	ase Stoc <u>k</u> P	roduction GST Inquiry Tools Window	Help					- 8
	660	12 G 4 · 6						
D	ate To	Description	Σ Output Tax	Σ Input Tax	GST Amount Payable	1		~
30/	06/2015	GST Return - 01 Apr 2015 to 30 Jun 2015	2,171.04	1,200.04		971.00	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		Register For GST
Password		Mandatory O Apply for Registra
Mandatory	1	File GST Non-Reg
Forgot My Password		
Logon	Sign up	Make a Payment

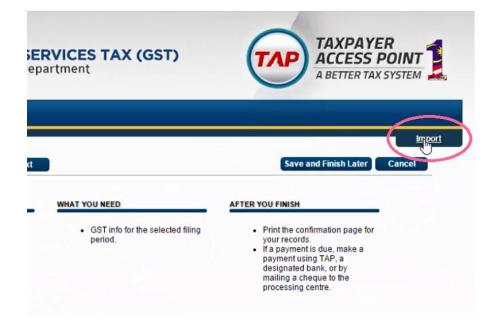
Step 10: Click on Account id.

Navigation				
My Accounts	ACCOUNTS1 REG	UESTS <sup>0</sup> NOTICES <sup>0</sup> LETTERS <sup>1</sup>		
Registration	MY ACCOUNTS <sup>1</sup> MY ACCOUNTS			
Apply for Branch Registration	Account Id	Account Type	Frequency	Address
Manage Designated Persons	000479723520	Goods and Services Tax	3 Monthly	32, 1ST FLOOR, JALAN TIARA 4, BANDAR
Miscellaneous	Jim			
Apply for Review				

# Step 11: Click on File Now.

Navigation								
My Accounts	PERIODS R	EQUESTS <sup>0</sup> ACTIVITY	NOTICES0	LETTERS <sup>1</sup>	SCHEMES <sup>0</sup>			
Act: 000479723520	ATTENTION	NEEDED <sup>1</sup> SEARCH						
Registration	PERIODS REQU	JIRING ATTENTION						
	Period	Return Status		-	Tax (RM)	Penalty (RM)	Credit (RM)	Balance (RIV
Apply for Special Scheme	30-Jun-2015	Generated	File Nov	Pay	0.00	0.00	0.00	0.00
Simplified Tax Invoice			< D					

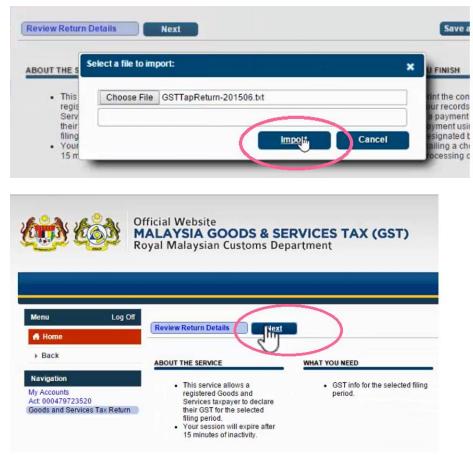
Step 12: Select Import.



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

Select a file to	import:				
ABOUT THE S					U FINISH
This regis Servent their their their their terms the servent terms the servent terms the servent terms terms to the servent terms terms to the servent terms	No file chosen				rint the con our record a paymen ayment us
filing • Your 15 m			Import	Cancel	esignated ailing a ch rocessing
	Open			×	
🔄 🎯 🔹 🏌 🔳 Desktop 🕨	Open v C	Search Des			
⑤ ⊕ ∽ ↑ ■ Desktop → Organize ▼ New folder		Search Des	ktop 🔎		
		Search Des Size	ktop P	Sc 🖪 (39)	
Organize  New folder	v C		ktop p	Sc 📮 (39)	
Organize  Vew folder  Favorites Desktop Downloads Recent places	v C		ktop p III • III •	Sc 📮 (39)	
Organize  New folder Favorites Desktop Recent places Desktop Reference places Reference places Desktop Reference places Reference places Reference places Desktop Reference places Referenc	v C		ktop p III • III •	Sc 📮 (39)	
Organize  New folder  Favorites  Desktop  Recent places  Desktop  MeiWei	v C		ktop ﷺ ♥ 11 m Item type 1 KB Text Document	Sc 📮 (39)	
Organize  Vew folder  Favorites  Desktop Recent places  Desktop Meivei Finis PC	v C		ktop , p ﷺ ♥ 11 M Item type 1 KB Text Document	≥ (39)	
Organize Vew folder  Favorites  Desktop  Oewnloads  Recent places  Desktop  Name SThis PC  Desktop Documents	v C		ktop , p ﷺ ♥ 11 M Item type 1 KB Text Document	Sc (39)	
Organize  New folder Favorites Desktop Besktop Besktop Besktop Besktop Besktop Desktop Desktop Desktop Documents Documents Documents Documents Documents	v C		ktop , p ﷺ ♥ III (kem type 1 KB Text Document	Sc (39)	
Organize  Vew folder  Favorites  Desktop Becent places  Desktop Mewi This PC Desktop Documents Documents Music	v C		ktop , p ﷺ ♥ III (kem type 1 KB Text Document	Sc (39)	
Organize  Vew folder  Favorites Desktop Becent places  Desktop Mewi Mewi Finis PC Desktop Documents Documents Music	201506		ktop ,⊄ ﷺ ♥ III (Item type 1 KB Text Document	Sc (GS	

Step 14: Click on Import and Next.



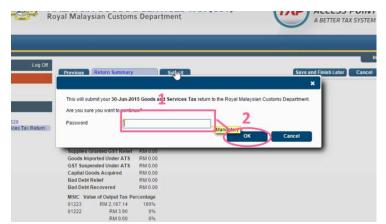
Step 15: Click on Next again and you should see that all the information is filled automatically.

Roy	ALAYSIA GOODS & SERVIC yal Malaysian Customs Departme	ant	CCESS POII BETTER TAX SYST			
Log Off	Previous Return Details		inish Later Can	Previous Additional Details		Save and Finish Later
	OUTPUT TAX			ADDITIONAL INFORMATION		
Tax Return	Total Value of Standard Rated Supply Total Output Tax (Inclusive of Tax Value on Bad Debt Recovered & other Adjustments)	RM 5050500 RM 2,171.04 ()	Tax Return	Total Value of Local Zero-Rated Supplies Total Value of Export Supplies Total Value of Exempt Supplies	RM 0.0 RM 0.0	
	INPUT TAX Total Value of Standard Rated Acquisition Total Input Tax (Inclusive of Tax Value on Bad	RM 20,000.76 This amount does not follow the		Total Value of Supplies Granted GST Relief Total Value of Goods Imported Under Approved Trader Scheme	RM 0.0 RM 0.0	0
	Debt Relief & other Adjustments) GST Amount Payable	RM         1,200.04         ① standard GSTrate and will need reviewed by a Customs Officer           RM         971.00	1 00 DW	Total Value of GST Suspended Under Approved Trader Scheme Total Value of Capital Goods Acquired	RM 0.0 RM 0.0	
	GST Amount Claimable	RM 0.00		Total Value of Bad Debt Relief Inclusive Tax Total Value of Bad Debt Recovered Inclusive Tax	RM 0.0 RM 0.0	

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

						R	oyal Malaysian Custom	is Department	A BETTER TAX SYSTEM
						Log Off	Previous Return Summary		Save and Finish Later Cancel
Log Off							GOODS AND SERVICES		
	Previous	ndustry Code			Save and F	inish Later		URN FOR ACTIVITY FROM 01-APR-2015 TO 30-JUN-2015	
	GOODS AN		S TAX RETURN			:3520	GST Amount Payable GST Amount Claimable	RM 971.00 RM 0.00	
	and the second se	and the second		ANCE WITH MAJOR INDUSTRY	CODES	rvices Tax Return	Local Zero-Rated Supplies	RM 0.00	
	-				CODES		Export Supplies	RM 0.00	
	MSIC Code	Value of	Output Tax	Percentage			Exempt Supplies	RM 0.00	
ax Return	01223	RM	2,167.14	100 %			Supplies Granted GST Relief		
	01222	RM	3.90	0 %			Goods Imported Under ATS GST Suspended Under ATS	RM 0.00 RM 0.00	
		RM	0.00	0 %			Capital Goods Acquired	RM 0.00	
		RM	0.00	0.55			Bad Debt Relief	RM 0.00	
							Bad Debt Recovered	RM 0.00	
		RM	0.00	0 %			MSIC Value of Output Tax P		
	Others	RM	0.00	0 %			01223 RM 2,167.14	100%	
	Total	RM	2,171.04	100 %			01222 RM 3.90 RM 0.00	0%	
							RM 0.00	0%	
							RM 0.00	0%	
							PM 0.00	05	

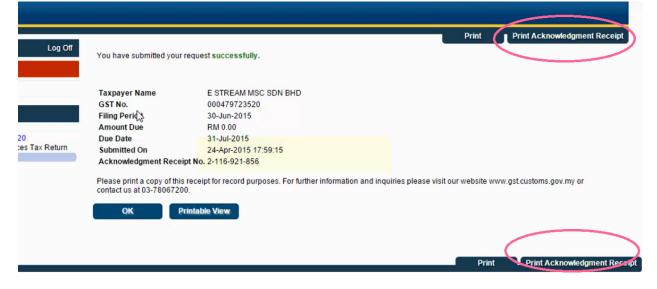
Step 17: Re-enter your password for final confirmation and click OK.



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

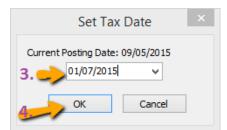
When you received a Purchase Tax Invoice which is dated in the previous taxable period (back-dated) and you want to claim that input tax in your current GST Return.

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

Step 2: Select Set Tax Date.

	Purchase Invoi	ice 📃	• 💌
More Attachments Note Item Template	Image: Supplier :-       400-C0001         CELCOM (M) COMMUNICATION BHD         Address :-       33-37 MENARA CELCOM         7 JALAN 89         KAW PERUSAHAAN         54098 SJ         Description :-         Purchase         Invoice Matrix         Item Code       Description         Qty       UOM         VPrice         8752/06       8752/060/0782         1 records       1.00	Cancelled Cancelled Transfer From Purchase Request Transfer From Purchase Order Transfer From Goods Received	New   Edit   Delete   Save   Cancel   Browse
	Deposit Amount: 0.00 ····	Landing Cost 2: 0.00 +	Close

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**.



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

#### SQL Account User Manual

6) Cukai Input /Input Tax

```
Amaun (Amount)
```

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) \*

# 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.

<u>GST</u> Inquiry <u>T</u> ools <u>W</u> indow <u>H</u> elp
New GST Return
Open GST Return
🔊 Maintain Tax
GST Effective Date
Gift / Deemed Supply
🖶 Print GST Listing
🖶 Print GST Bad Debt Relief
🖶 Print GST Taxable Listing (Manual)
🖶 Print Gift / Deemed Supply Listing
🍓 RMCD Guidelines

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).** 

24	Open	GST Return								
:	Statu	s 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	GST-03 🔻	
		01/07/2015	30/09/2015	GST Return - 01 J	11,412.76	6.30	11,406.46	JVGST-2	GST-03	
I		01/10/2015	31/12/2015	GST Return - 01 O	673.47	1,282.94	Claimable: 609.47	JVGST-2	GST-03	
		01/01/2016	31/03/2016	GST Return - 01 J	436.78	12,261.30	Claimable11,824.52	JVGST-2	GST-03	Print GST Listing
									/ L	Generate GST Audit File (GAF)
							_			
							Click	on the an	row down button a	nd
							selee	t "Genera	te GST Audit File (G	(AF)"
			Count = 4		12,755.51	16,480.46	(3,724.95)			
	lew GS	ſ Return								

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	0.0
01/10/2015	100-002		CP		300	JV-00033	GENERAL	0.00	1,000.00	(1,000.0
01/10/2015	100-002		CP	Reverse of (5% PREFER	301	JV-00034	GENERAL	0.00	0.03	(1,000.0
30/10/2015	100-002		CP	Reverse of (5% PREFER	330	JV-00037	GENERAL	0.00	3.00	(1,003.0
01/10/2015	100-500	Balance B/F	RV					0.00	0.00	(370.0
08/10/2015	100-500		RV		328	JV-00035	GENERAL	100.00	0.00	(270.0
01/10/2015	150-501	Balance B/F	LT					0.00	0.00	0.0
08/10/2015	150-501		LT		328	JV-00035	GENERAL	0.00	100.00	(100.0
01/10/2015	150-502	Balance B/F	LT					0.00	0.00	100.0
01/10/2015	200-200	Balance B/F	FA					0.00	0.00	1,250.0
01/10/2015	200-205	Balance B/F	FA					0.00	0.00	0.0
02/12/2015	200-205		FA	HSBC - USD ACCOUNT	406	OR-00073	BANK	0.00	374.00	(374.0
01/10/2015	200-400	Balance B/F	FA					0.00	0.00	200,000.0
01/10/2015	200-400		FA		300	JV-00033	GENERAL	943.40	0.00	200,943.
01/10/2015	200-600	Balance B/F	FA					0.00	0.00	0.0
29/10/2015	200-600		FA		350	JV-00039	GENERAL	100.00	0.00	100.0
01/10/2015	310-001	Balance B/F	CA					0.00	0.00	(14,686.9
08/10/2015	310-001	Payment For Account	CA	DIGI COMMUNICATION	316	PV-00065	BANK	0.00	150.00	(14,836.9
12/11/2015	310-001	Payment For Account	CA	chris	353	OR-00070	BANK	2.65	0.00	(14,834.2
07/12/2015	310-001		CA	Tan Ali	407	PV-00067	BANK	0.00	100.00	(14,934.2
01/10/2015	310-002	Balance B/F	CA					0.00	0.00	50.0
01/10/2015	310-003	Balance B/F	CA					0.00	0.00	1,510.0
01/10/2015	310-004	Balance B/F	CA					0.00	0.00	(576.0
02/12/2015	310-004		CA	12312	406	OR-00073	BANK	374.00	0.00	(202.0
01/10/2015	310-006	Balance B/F	CA					0.00	0.00	2,478.
01/10/2015	320-000	Balance B/F	CA					0.00	0.00	5.0
01/10/2015	325-000	Balance B/F	CA					0.00	0.00	1,434.0
01/10/2015	405-000	Balance B/F	CL					0.00	0.00	100.0
01/10/2015	420-000	Balance B/F	CL					0.00	0.00	54,000.0
01/10/2015	430-000	Balance B/F	CL					0.00	0.00	(254,000.0
01/10/2015	450-000	Balance B/F	CL					0.00	0.00	(60.0
01/10/2015	500-000	Balance B/F	SL					0.00	0.00	(5,205.0
120 trans(s)		1		1				74,573.62	74,473.62	
										Save As Te

# Step 4: You may check the report.

Step 5: Click on Save as Text.

General Ledg	ger Sales	Purchase								
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	

Step 6: Save your GAF text file to desktop.

<b>2</b>	GL GST A	Audit Text File	×
	Desktop	✓ C Search Desktop	Q,
Organize 👻 New	folder		
☆ Favorites ■ Desktop ▶ Downloads	Windows8		^
<ul> <li>Booming as</li> <li>Recent places</li> <li>Dropbox</li> </ul>	This PC		
🖳 This PC	Libraries		
Documents	Vetwork		~
File name:	GAF		~
Save as type: 1	Fext File (*.txt)		~
) Hide Folders		Step 6 Save	Cancel

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

Descriptio	SQL	Financial Acco	ounting	× al DR	
lance B/E	File generated successfully				
lance B/F lance B/F		Step 7	ОК		
PHA & BETA C	154	OR-00063	BANK	530.00	
LCOM (M) CO	178	PV-00056	BANK	0.00	

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

	GAF - Notepad 🛛 🗕 🔍 🗙
Fi	le Edit Format View Help
þ	Testing Company   01/04/2015 30/06/2015 21/03/2015 SQL Account 4 GAFv1.0.0
P	
	DIGI COMMUNICATION BHD  03/04/2015 PI-00031  2 ANTENNA 500.00 30.00 TX XXX 0.00 0.00
	DIGI COMMUNICATION BHD  03/04/2015 PI-00031  3 MOTOLORA RADIUS GP300 1000.00 60.00 T
	ALPHA & BETA COMPUTER   01/05/2015 IV-05/15001 1 123/1234 5.00 0.30 SR  XXX 0.00 0.00
	ALPHA & BETA COMPUTER   01/05/2015 IV-05/15001 2 ERICSSON A10185 500.00 30.00 SR  XXX
	ALPHA & BETA COMPUTER   01/05/2015 IV-05/15001 3 CELCOM PREPAID-RM100 943.40 56.60 SR
	ALPHA & BETA COMPUTER  01/05/2015 IV-05/15001 4 DIGI PREPAID-RM50 47.17 2.83 SR  XXX
	01/04/2015/100-001/ORDINARY SHARE CAPITAL Balance B/F    0.0000.0001116.50
	01/04/2015 100-500 SHARE PREMIUM ACCOUNT Balance B/F    0.00 0.00 -50.00
	01/04/2015/200-400/MOTOR VEHICLE/Balance B/F////0.00/0.00/190000.00/
	01/04/2015/200-405/ACCUM DEPRN MOTOR VEHICLE/Balance B/F////0.00/0.00/10000.00/
	01/04/2015 310-001 MAYBANK Balance B/F    0.00 0.00 -10400.00  01/05/2015 310-001 MAYBANK Payment For Account AB ENTERPRISE SDN BHD 113 OR-00062 BA
	02/05/2015/310-001/MAYBANK/Payment For Account/ALPHA & BETA COMPUTER/110/OR-00059/BA
	01/04/2015/310-002/MAYBANK-VISA/Balance B/F////0.00/0.00/50.00/
	01/04/2015 310-003 MAYBANK-MASTER Balance B/F       0.00   0.00   1510.00
	01/04/2015/310-004/HSBC - USD ACCOUNT/Balance B/F////0.00/0.00/32.04/
	01/04/2015 310-006 HSBC - S\$ ACCOUNT Balance B/F    0.00 0.00 4001.75
	01/04/2015/320-000/CASH IN HAND/Balance B/F    0.00/0.00/1605.00
	01/04/2015 325-000 PETTY CASH Balance B/F    0.00 0.00 1434.00
	01/04/2015 410-020 EMPLOYEES WITHHOLDING TAX Balance B/F       0.00 0.00 0.00
	01/05/2015 410-020 EMPLOYEES WITHHOLDING TAX  5 121 SO-00035 BANK 0.00 4.55 -4.55
	01/04/2015 420-000 EPF - STAFF Balance B/F    0.00 0.00 54000.00
<	· · · · · · · · · · · · · · · · · · ·
<u>`</u>	

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.

ate 01/01/2016 v to 31 ST Process		ro Local Tax Amount						
ST Listing GST Listing			*				Apply	
01 Jan 2016 to 31 Mar	2016						Preview	
	Тах Туре		Local	Amount		Local T	ax Amount	
Category : Sales							316	
SR (Standard-rated suppli					279.83	83		
DS (Deemed supplies (e.g.	transfer or disposal of business ass	ets without co	1,000.01			1 6		
Category : Purchase								
TX (Purchases with GST in	curred at 6% and directly attributab	le to taxable s			20,105.00	.00		
IS (Imports of goods unde	r Approved Trader Scheme (ATS) wi	hereas the pay			1,000.00	J		
							Claimable: 1,209	
Category : Others								
AJS-BD (Any adjustment n	nade to Output Tax (e.g : Bad Debt	recover & outs			1,000.00	2		
AJP-BD (Any adjustment n	nade to Input Tax (e.g: Bad Debt Re	elief))			184,205.01		11,05	
							Claimable: 10,992	
							Claimable: 11,824	
Doc Date	Tax Date	Doc N	۵ ۵	Tax		Local Amount	Local Tax Amount	
28/03/2016	28/03/2016	242342	SR			12.80	0.7	
01/01/2016	01/01/2016	CS-00016	SR			94.34	5.6	
28/03/2016	28/03/2016	CS-00018	SR			12.58	0.7	
28/03/2016	28/03/2016	CS-00018	SR			0.02	0.0	
						279.83	316.78	

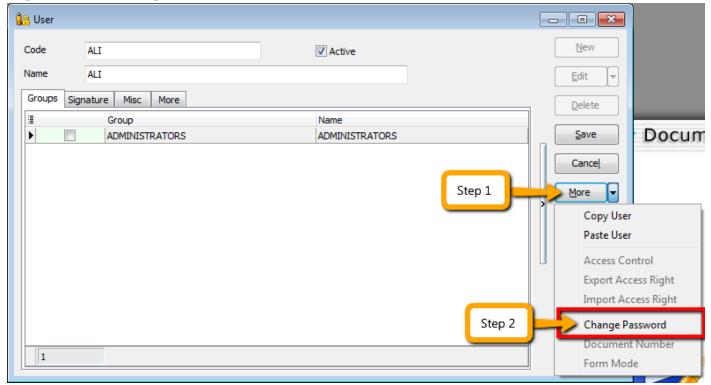
# 9 Tools

## 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.

ions	Use	r Access Right									
ss Rights		- 🗞 🖄	- 🚢 🔕 📀 🧇								
rts						Entry			Re	port	
	3		Description	Execute	New	Edit	Delete	Process		Preview	Expor
		Group : Custome	r	•							
		Override Custom	er Credit Control	<b>V</b>							
		Edit Customer Cr	edit Control	<b>V</b>							
		Edit Customer Do	ocument Posted From Source Document	<b>V</b>							
		Edit Document N	o - Contra	<b>V</b>							
		Edit Document N	o - Customer Invoice	<b>V</b>							
		Edit Document N	o - Customer Credit Note	<b>V</b>							
		Edit Document N	o - Customer Debit Note	<b>V</b>							
		Maintain Custom	er	<b>V</b>	<b>V</b>	<b>V</b>		<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>
		Customer Invoid	e	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>
	I	Customer Payme	nt		<b>V</b>	<b>V</b>	<b>V</b>				
		Customer Debit I	Note	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>
		Customer Credit	Note	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>
		Customer Refun	d	<b>V</b>	<b>V</b>	<b>V</b>					
		Customer Contra	i	<b>V</b>	<b>V</b>	<b>V</b>			<b>V</b>		<b>V</b>
		Print Customer D	ocument Listing	<b>V</b>							
		Print Customer D	ue Document	<b>V</b>				<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>
		Print Customer B	alance Report	<b>V</b>				<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>
		Print Customer A	ging Report	<b>V</b>					<b>V</b>		<b>V</b>
		Print Customer S	tatement	<b>V</b>					<b>V</b>		
		Print Customer P	ost Dated Cheque Listing	<b>V</b>					<b>V</b>		<b>V</b>
		D.:	!····· D·· D·······	-				100	112	100	
			Count = 242								
		Grant	Revoke Grant All	Revoke All							

## 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:	
	%.nd	n is the numeric value (i.e. the number of character
		to be shown e.g. $\%$ .5d = 5 character
	{@dd/mm/yyyy}	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 <u>{@dd/mm/yyyy}-%.5d</u> , next number is 12345
		then output will be 15/01/2016-12345
1		

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

Step 5: Set the Next Number for this document.

🚰 Document Num	ber		- • •
			New
Description	Payment Voucher		Edit 🗸
Document Type	Payment Voucher 👻		
Format	PV-%.5d		Delete
Script	-		Save
Frequency	Never Reset 🔻		Cancel
	Never Reset Reset Monthly		
Next Number	Reset Yearly 72		Pre <u>v</u> iew 👻
NextNumber	PV-00072		
	FV-00072		Refresh
		-	Browse
			U

# 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.

		bQLIIC
🚰 AllowDate		
🍅 🛸 🔚 📀 🍩	🔍 📀 🚱	🎱 🍋 🏲
<ul> <li>Bate From</li> <li>Date To</li> <li>△</li> <li>△</li> <li>01/02/2016</li> <li>29/02/2016</li> </ul>		

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.

ccess Control - TOH <b>tions</b>	User	Access Right								
ess Rights orts	l	-) 📀 🖆 🚢 💽 🌍	🧼 🟲 👘							
lores					Entry			Re	port	
	3	Description	Execute	New	Edit	Delete	Process	Print	Preview	Export
		Group : Tools								
		Maintain Acceptable Transaction Date	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>				
		Maintain User	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>
		Maintain User Group	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>
		Report Designer	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>
		Maintain Document Number	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>
		Analyse Data Integrity	<b>V</b>							
		Maintain DIY	<b>V</b>							
		Print Bar Code (Direct Printer)	$\checkmark$							
		Print Bar Code (Windows Printer)								
	I	Override Acceptable Transaction Date								
		User Access Right Assignment		\						
		Maintain Form Mode	<b>V</b>		<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>
		Maintain Agent			<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>
		Maintain Area		V	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>
		Maintain Currency			<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>
		Maintain Journal			<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	
		Maintain Payment Method				<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>
		Maintain Project	$\checkmark$	,		<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>
		Maintain Terms					<b>V</b>	<b>V</b>	<b>V</b>	<b>V</b>
		Maintain Tax Tick = All	ow user to	overri	de		<b>V</b>	<b>V</b>		<b>V</b>
		Maintain Company Cat				100		-		
		Un-tick = Dis	allow user	to over	rride.					
		Grant Rev	unow user		l luc.					

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

 $\succ$  OK = cancel saving

SQLACC	C.exe 🛛 🕅
	Insufficient Privileges
	Transaction Date 08/05/2015 falls outside acceptable transaction date.
	You have no right to override acceptable transaction date.
	OK Override

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

Override By	
<u>U</u> ser:	ADMIN
Password:	•••••
	OK Cancel

# 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

🎬 Main	tain Form Mode	
- M	aintain Form Mode -	New
		Edit
Code	: IV-LF	Delete
Form:	😰 Invoice	<u> Save</u> ▼
Filter	ext:  Print BOM Material Usage Print BOM Planner Print BOM Wastage Report Quotation Sales Order Delivery Order Split Browse & Detail Window Default Window @ Browse @ Detail	Cancel Refresh Browse
		Close

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

🚰 Maintain For	rm Mode				
- Mainta	in Form Mode -			New	
				Edit	
Code : I	V-LF			Delete	
Form:	🟝 Invoice	•		Save -	
Filter Text:				Cancel	
			Customize Filter	-	
			Please customize your fi	ter condition:	
			Filter AND <root></root>		
	Allow Multiple Windows	Customize Filter	press the button to ac	dd a new condition	
	Split Browse & Detail Window				
	Default Window				
	🖲 Browse 🔘 Detail				
	(				
		First click on the Cu then next click on th			
		button to add a nev			
				K Cancel	]

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.

Customize Filter	×
Please customize your filter condition:	
Filter     AND <root>       Image: Imag</root>	
press the button to add a new condition	
OK Cancel	

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

SQL Account User Manual
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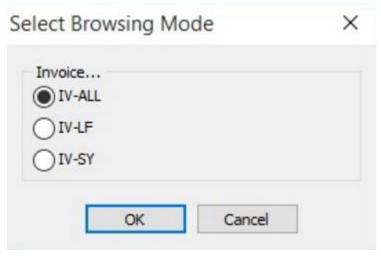
2	Maintain F	Form Mode		
	- Main	tain Form Mode -		New
I,				Edit
l	Code :	IV-LF		Delete
	Form:	Invoice		<u> </u>
	Filter Text:	(SL_IV.AGENT LIKE 'LF')		<u>C</u> ancel
			Î	Refresh
				Browse
		Allow Multiple Windows	>	
		Force Filter     Customize Filter		
		Split Browse & Detail Window Default Window	U	
ľ		Browse O Detail		
				Close

## Other optional setting:

8	🖁 Maintain F	Form Mode	
	- Maint	tain Form Mode -	New
			Edit
	Code :	IV-LF	Delete
	Form:	Invoice 🗸	Save 🗸
	Filter Text:	(SL_IV.AGENT LIKE 'LF')	Cancel
			Refresh
			Browse
		Allow Multiple Windows	>
		Force Filter Customize Filter	
		Split Browse & Detail Window Default Window	J
		Browse      Detail	
			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

堂 User Rights Assign List of Security Ty 平	By User By Form Mod	le Form Mode	vs User		- C
■ Description Form Mode Report's Default Printer	User ID     Name       ADMIN     ADMINISTR,       FAUNG     FAUNG       TEST     TEST       LEE     LEE       LF     LIP FONG	Count = 3	Code IV-ALL IV-LF IV-SY	Form Invoice Invoice	Save Cancel

# 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.

🚰 Maintain Terms 📃		- • •		
Attac	- Mainta	in Terms -		New
Attachments	Code :	30 Days	✓ Active	Edit
:		Net 30 Days		Delete
	Term Type: Day:	Due in number of days		→ <u>Cancel</u> Refresh
				Browse

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 30<sup>th</sup> day from the document date.

🚰 N	Maintain Terms		[	
Attac	- Mainta	in Terms -		New
Attachments	Code :	6th 1mth	Active	
:		6th of the next month Due on specific day of the month		Delete
	Day:	6		<u>Cancel</u>
	Month:			Refresh
				Browse
				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 6<sup>th</sup> of the next month.

🚰 N	Maintain Terms	;			
Attac	- Mainta	in Terms -			New
Attachments	Code : Description:	2 months		C Active	<u>E</u> dit <u>D</u> elete
		Due in the month end	T		<u>Save</u>
	Month:	2			<u>Cancel</u> Refresh
					Browse
					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 2<sup>nd</sup> 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

	- Maintain Currency -	New
Attachments	Currency: USD Symbol: USD Description: US DOLLAR we BUY at rate: 4.0000 we SELL at rate: 4.0000 Color: .	Edit Delete Save Cancel Refresh
	.≣ Date From Date To Buying Rate Selling Rate	Browse
	<no data="" display="" to=""></no>	
	HI 4I 4 7 77 77 77 77 77 77 77 77 77 77 77 77	Close

Step 2: Maintain Customer / Supplier to assign the currency

Maintain Customer	
- Maintain Customer -	New
- Maintain Customer -     Company: US CORPORATION PE LTD	Edit
	Delete
Control A/C: 300-000 🔽 Code: 300-70006 Cust. Category: 🔍	Save -
General Credit Control Note Tax	<u>C</u> ancel
Branch: The Branch Name: BILLING	Refresh
BILLING Address:	Browse
Attention:	
2 branches Phone: Fax:	
Email:	
Area: V Credit Terms: 30 Days V Statement: Open Item V	
Agent: Aging On: Invoice Date 💌	
Currency:USD V III Price Tag:	
	Close

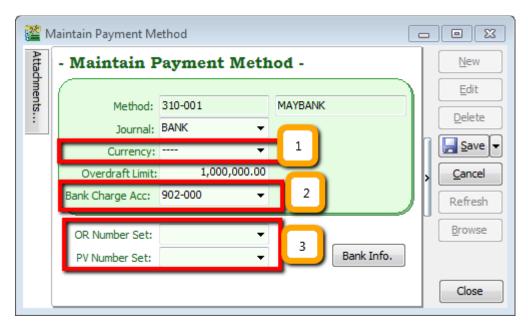
Step 3: Sales document, select the customer, sample as below:

i 🚰 I	nvoice		[	- • •		
More		Invoice	Cancelled 🗌	New		
	Customer: 300-T0006 US CORPORA Address :-	TION PE LTD	Inv No : < <new>&gt;</new>	Edit Delete		
Attachments Not	Description :- Sales	you are still allowed to your currency rate		<u>⊆</u> ancel Refresh		
Note Iten	+ - O Profit E		xt. NO	Browse		
Item Template	Image: Second					
•		unit price in foreign cu	rrency	J		
	system auto conv home currency(RN		0.90 15.90			
	Local Net Total:	65.99 Net	Total: 15.9	0 1 Close		

# 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.





- 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.

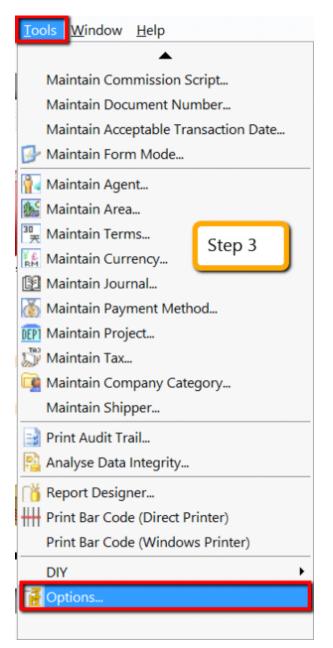
Step 1: Click on **Tools | Maintain Project.** 

ion - Testing Company [2012]
<u>T</u> ools <u>W</u> indow <u>H</u> elp
🚰 Maintain User Group Step 1
🙀 Maintain User
刻 User Access Right Assignment
🔠 Maintain Style
Maintain Commission Script
Maintain Document Number
Maintain Acceptable Transaction Date
📴 Maintain Form Mode
🙀 Maintain Agent
💒 Maintain Area
™ Maintain Terms
🔝 Maintain Currency
📴 Maintain Journal
📷 Maintain Payment Method
PP Maintain Project
Maintain Tax
📴 Maintain Company Category

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.

<u>194</u>	Maintain Project	- • ×
Attachments	- Maintain Project -	New
nents	Code : PJ-PetalingJaya Step 2	<u>E</u> dit
	Description: PJ-PetalingJaya	Delete
		<u>S</u> ave •
	Project Value: 1,000,000.00	Cancel
	Project Cost: 500,000.00	Refresh
		> <u>B</u> rowse
	Project Value and Project Cost is just for remark purpose only, it's won't bring any impact for reporting and transaction.	J
		Close

Step 3: Click on Tools | Options.



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

ease .	Numeric Value Display Form	Display Format	Number	Sample
BarCode	Accounting Value	#,0.00;(#,0.00)	123456789.12345	123,456,789.12
	Currency Rate	#,0.0000	1234,12345	1.234.1235
	Stock Quantity	#,0.00;-#,0.00	1234.12345	1,234.12
Miscellaneous	Item Selling Price	#,0.00;-#,0.00	1234.12	1,234.12
1.	Item Purchase Price / Costing	#,0.00;-#,0.00	1234.1234	1,234.12
General Ledger	<ul> <li>Merge Same Item Code</li> <li>Prompt Negative Stock Quar</li> <li>Show Document Project</li> <li>Runtime Stock Costing Calcu</li> </ul>		Step 4	

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

1		Invoice		
More		Invoice	Cancelled 🗌	New
More Attachments Note Item Template	Customer: 300-40002  ALPHA & BETA CDMPUTER Address : 833 SIALN WORLD 40485 RAWANG SELANGOR DE Description : Sales  Description : Sales  Description : More Desc Remark 1  Extra Code Customer Item Delivery Date	▼… Project Qty J S/U QTY U/P Sub Total f Ta Tax	Inv No :         < <new>&gt;           Next No :-         IV-11/1500.1         V           Date :-         18/11/2015         V           Agent :-         SY         V           Terms :-         45 Days         V           Ref 1. :-         Est. No. :-</new>	Edit Delete Save • Cancel Refresh Browse
	✓ Project         Batch           ✓ Qty         Initial Purchase Cost           ✓ UOM         UOF_TARIFF           Rate         UOF_TARIFFAterDIS           Ø sly         UOF_TARIFFAterDIS           Ø sly         UOF_FAF           ✓ UOF_C         UOF_DCC           Bacount         UOF_DSC           ✓ Sub Total         ✓ Tax Rate		35.00 535.00 et Total:535.	00 Close
	Tax Taxable Amount			

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 )?

More	More	14- 14-		
	Project	PJ-PetalingJaya 🗸		
H	Area	Code	•	Des
Attachments	Validity		NON-PROJECT	
	D/Term	A	A	
đ	CC	В	В	
	Ref 2	P12W1	WEEK 1	
Note	Ref 3	P12W2	WEEK 2	
D	Ref 4	P12W3	WEEK 3	
	Country Branch	P12W4	WEEK 4	
ŧ.		P12W5	WEEK 5	
p <sup>1</sup>	Delivery Address	P13W1	WEEK 1	
	Auuress	P13W2	WEEK 2	
Item Temnlate		P13W3	WEEK 3	
	Attention	P13W4	WEEK 4	
	Phone	P13W5	WEEK 5	
	Fax	PJ-PetalingJaya	PJ-PetalingJaya	
	BILLING			
	Attention			
	Phone	14		
	Fax			

Profit Estimator Invoice Matrix								
🗄 Item C	Description	More Desc	Remark :	Project	Qty	J	S/U QTY	U/P
E-A1018s	ERICSSON A1018s	a		PJ-Pet	1.00		0.00	500
≱ JMAST	JMAST-BLCK-L	a		PJ-Pet	1.00		0.00	0.00

*		Cash Book Entry		
Paym.	ent Voucher	Doc Project	Cancelled         :           Voucher No:         PV-00059           Next No:         PV-00060         ▼           Date:         18/11/2015         ▼           Project:          ▼	<u>N</u> ew ▼ Edit Delete
Pay To Payment By:	TAN ALI	Currency:		Cancel Refresh Browse
+ = O C	CSBank Charge :	0.00 Cheque No:	Area: 🔻	>
∃ G/L C G ▶ 904-000 S/		Project Amount Tax PJ-PetalingJaya 1,000.00	Tax         Tax Am         Sub Total (         Ta         I           0.00         1,000.00 <td>J</td>	J
		Item Project		
1 record	Tota	: 1,000.00	0.00 1,000.00	Close

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 V       Project:       V       Options :-         Agent:       V       Area:       V       Show Up to Level       2         Report Title :       Trading Profit and Loss for the period 01/01/2015 to 18/11/2015       B/11/2015       Use Second Description	in.
Image: Select P/L Report Format :-       Image: Comparison - Yearly (4 Years)       Image: Comparison - Project (6 Columns)         Image: Comparison - Project (10 Columns)       Image: Comparison - Project (10 Columns)       Image: Comparison - Project (10 Columns)         Image: Comparison - Project Summary (20 Rows)       Image: Comparison - Project Summary (20 Rows)       Image: Comparison - Project Summary (20 Rows)         Image: Comparison - Project Summary (20 Rows)       Image: Comparison - Project Summary (20 Rows)       Image: Comparison - Project Summary (20 Rows)         Image: Comparison - Project Summary (20 Rows)       Image: Comparison - Project Summary (20 Rows)       Image: Comparison - Project Summary (20 Rows)	, Step 6
Account	Year 2015
<no data="" display="" to=""></no>	

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**".

Profit & Loss Statement	
Period : Current Month V Month Index : 0	Percentage Budget
Current Month         Font : Current Quarter         Current Half Year         Date : Current Year	Header Script : a 🗸 🥳
Agent Month       Variance Month       Area:       Variance         Quarter Half Year Year       doss for the period 01/01/2015 to 18/11/2015         Comparison - Yearly (4 Years)         Comparison - Project (6 Columns)         Comparison - Project (10 Columns)         Comparison - Project (19 Columns)         Comparison - Project Summary (20 Rows)	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         Step 7.1
Main Grid Transform	
Account	Year 2015
<no data="" displa<="" td="" to=""><td>γ&gt;</td></no>	γ>

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.** 

**	Profit & Loss Statement		
Period :         Current Month         Month Index :         0         0           Font (         *         Tahona         8         *         B         2         S           Date :         18/11/2015         Project:         *         *         . <th>Delina : Show Up to Level Z O</th> <th>Step 8</th> <th>Projects</th>	Delina : Show Up to Level Z O	Step 8	Projects
Select PJ. Report Format :-     Comparison - Yearly (4 Yosn)     Comparison - Yearly (3 Yosn)     Comparison - Project (19 Columna)     Comparison - Project (19 Columna)     Comparison - Project (Summary (20 Rows)     v  Man Grid Transform	Cere Balance Account.  Print Sub Account Unly  Field Manufacturing account Source Account Only  Source Account Options		P12W1 WEEK 1     P12W2 WEEK 2     P12W3 WEEK 3     P12W4 WEEK 4     P12W5 WEEK 5     P13W1 WEEK 1     P13W2 WEEK 2     P13W3 WEEK 3     P13W4 WEEK 4     P13W5 WEEK 5
a a a a a a a a a a a a a a a a a a a	Account <no data="" display="" to=""></no>		☐ PLIN'S THEK'S ☐ A A ☐ B B ☑ P3-Petaling3ay:P3-Petaling3aya

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

🖀 Profit & I	Loss Statement					×
Period : Current Month V Month Index : 0 🔹				Perc	centage 🗌 Budget	Projects
Font : Tahoma V 8 🐳 🖪 🛛 🗳 🖁			Header S	cript : a	v 😽	
Date:       18/11/2015 V       Project:       V         Agent:       V       Area:       V         Report Title:       Trading Profit and Loss for the period 01/01/2015 to 18/11/2015       Image: Select P/L Report Format :-       V         Comparison - Yearly (4 Years)       Comparison - Project (6 Columns)       Comparison - Project (10 Columns)         Comparison - Project (10 Columns)       Comparison - Project Summary (20 Rows)       V	. <u>Options :-</u> Show Up to Le Use Secon Zero Balan	d Description. ce Account. ccount Only facturing Account et Comparison	9			
Account	Project Total	Project Total (%)	Year 2015	F	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		
NET SALES	0.00 50,000.00	0.00 100.00	(2,000.00) 159,779,77	0.00	0.00 50,000.00	

# 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
---------	--------------	----------	-----------	----------	------------

Options			×		
4 <b>H</b> +	Customer				
General BarCode	Default Control Account: 300-000 Default Credit Terms: 30 Days Default Credit Limit: 300	Default Output     v	Tax: SR 🗸		
Miscellanecus	Customer Account Code Format:	Format	Sample		
Unit Price	ABC COMPANY	%.3s-%.1s%.4d	300-A0888		
	Default Customer Aging Format:		~		
General Ledger       Use Cash Sales No. for Payment Received         One Cent Different Rounding (Local Currency Fields) for all AR/SL Documents (Recommended)         Customer       5 Cents Rounding (Sales Invoice)					
Supplier	5 Cents Rounding (Cash Sales)				
		ОК	Cancel Help		

		Invoice	- • ×
More	Customer: 300-A0002 🔻	Invoice	Cancelled
Attachments	ALPHA & BETA COMPUTER Address :- 838 JALAN WORLD 40485 RAWANG SELANGOR DE		Next No :-         IV-04/15003         ▼           Date :-         20/04/2015         ▼           Agent :-         SY         ▼           Terms :-         45 Days         ▼           Bef 1.         Cancel
Note	Description :- Sales     The second sec		Ext. No. :-
Item Template	Invoice Matrix Item Code Description ANT ANTENNA RTN5Cents 5 Cents Rounding	100.00 UNIT         2.50         236.00 SR            1.00 UNIT         -0.01         (0.01)	x Amount Sub Total (T From Doc No 14.16 250.16 0.00 (0.01)
	2 records Deposit Amount: 0.00 ····	101.00 235.99	14.16 250.15
	Local Net Total: 250.15		Net Total: 250.15 Close