

## 7. Setting Up Sales Details

- (A) Sales Order
- (B) Delivery Order
- (C) Sales Invoice
- (D) Cash Sales
- (E) Sales Return
- (F) Point Of Sales (Normal Retail, Retail Touch, Restaurant)
- (G) Point Redemption



**(A) Sales Order**

- Order from customer

The screenshot shows the 'Sales Order' window. The main form contains the following fields:

- (1)** Bill No.: SO/00001 (dropdown) with an 'Auto' button.
- (2)** Date: 29/11/16
- (3)** Customer Code: WIC (dropdown)
- (4)** Customer Name: WALK IN CUSTOMER (dropdown)
- (5)** Notes: (text area)
- (6)** Ref No.:
- (7)** Sales Person: (dropdown)
- (8)** Term: (dropdown)
- (9)** Location: CO001 (dropdown)

Below the form is a table with the following data:

	Code	Description	Qty	UOM	S.Price	Dis1%	Dis2%	Disc \$	Amount
<b>(10)</b>	99	children toys	100	Unit	10.0000	0.00	0.00	0.00	1,000.00

At the bottom, summary fields are shown: Gross Total: 1,000.00, Deposit Paid: 0.00, Net Total: 1,000.00.

The toolbar on the right includes the following buttons and their functions:

- Create new record**: NEW button
- To delete a record**: DELETE button
- To search a record**: SEARCH button
- To print a record**: PRINT button
- To Import Bill Entries**: Import button
- Select to Key-in deposit paid**: Deposit button
- To close this window**: CLOSE button

Additional callouts include: 'To generate code automatically' pointing to the 'Auto' button, and navigation arrows at the top of the toolbar.

- (1) Assign a New Order No
- (2) Date for the Sales Order
- (3) Click on the Arrow Button for selection of Customer Code
- (4) Click on the Arrow Button for selection of Customer Name
- (5) Notes for the Sales Order

- (6) Reference No. for the sales order
- (7) Click on the Arrow Button for the selection of Salesman
- (8) Select payment term for Sales Order
- (9) Click on the Arrow Button for selection of Location
- (10) Entry of current Sales Order. Key in Stock code, Quantity, Price & etc

## A.1 How to make Deposit

- Click on 'Deposit' button

Customer Payment

**Customer Payment** Nonrefundable  Deposit of S.Order: **SO/0001** Bill reference

Receipt No: OR/00001  Location: CO001

Receipt Date: 29/11/16 Sales Person:

Customer Code: WIC WALK IN CUSTOMER

Notes: Deposit of Sales Order

Payment Type: Cash

Deposit To: DRAWER CASH 700/002

Received: 300.00 Key in received amount

Match all Clear all

Bill No.	Date	Ref No./Desc	Type	Total	Balance	Matched

Total Balance: -300.00 Amount received Total Unmatched: 0.00

To close this window

- Close this window after received deposit.
- Click on print button to print this bill.

## A.2 How to make Deposit

**Sales Order**

Bill No: SO/00001 Auto      Ref No.:  
 Date: 29/11/16      Sales Person:  
 Customer Code: WIC      Term:  
 Customer Name: WALK IN CUSTOMER      Location: CO001  
 Notes:

Code	Description	Qty	UOM	S.Price	Dis1%	Dis2%	Disc \$	Amount
99	children toys	100	Unit	10.0000	0.00	0.00	0.00	1,000.00

Gross Total: 1,000.00      Deposit Paid: 300.00      Net Total: 1,000.00

Buttons: NEW, DELETE, SEARCH, PRINT, Import, Deposit, CLOSE

Annotations:  
 - Amount received (points to Deposit Paid: 300.00)  
 - Actual Total amount (points to Net Total: 1,000.00)  
 - To close this window (points to CLOSE button)

- Click on print button to print this bill.
- All 'Deposit' from Sales Order must be clear using 'Cash Sales' & 'Sales Invoice' by importing bill reference.

**(B) Delivery Order**

- Delivery customer order

The screenshot shows the 'Delivery Order' window. It includes a header with 'Delivery Order' and a 'Ref Bill -->' dropdown. A 'Round Adjustment' checkbox is checked. The main form contains fields for DO No., Date, Customer Code, Customer Name, Ref No., Sales Person, Term, and Location. A table lists items with columns for Code, Description, Qty, UOM, S.Price, Dis1%, and Dis2%. At the bottom, there are fields for Gross Total, Tax, and Net Total. A vertical toolbar on the right contains buttons for NEW, DELETE, SEARCH, PRINT, Import, and CLOSE. Red callout boxes with arrows point to various elements, and red-bordered boxes on the right contain text labels for each toolbar button.

**To generate code automatically**

**Click to use rounding**

**To post Sales Order bill to current Delivery Order**

**Create new record**

**To delete a record**

**To search a record**

**To print a record**

**To Import Bill Entries**

**To close this window**

Code	Description	Qty	UOM	S.Price	Dis1%	Dis2%	D
8888021200126	ENE AA X4 BATTERY	1	PACI	11.6000	0.00	0.00	
8888021100112	EVEREADY AAA X4	2	PCS	6.9000	0.00	0.00	
9555167700061	50MM 2D RING FILE A502T	20	PCS	6.5000	0.00	0.00	
*							

Gross Total: 155.40      Tax: 9.33      Net Total: 164.75

(1) Assign a New Order No

(2) Date for the Delivery Order

(3) Click on the Arrow Button for selection of Customer Code

(4) Click on the Arrow Button for selection of Customer Name

(5) Notes for the Delivery Order

(6) Reference No. for the Delivery order

(7) Click on the Arrow Button for the selection of Salesman

(8) Select payment term for Delivery Order

(9) Click on the Arrow Button for selection of Location

(10) Entry of current Delivery Order. Key in Stock code, Quantity, Price &amp; etc

**(C) Sales Invoice**

- A document sent to a customer with a list of products or services they have bought and their prices, any sales tax, the total amount, and the date before which the customer must pay.

The screenshot shows a 'Sales Invoice' window with the following components and callouts:

- Header Fields:**
  - Bill No.:** SI/00001 (Callout: To generate code automatically)
  - Date:** 23/05/16 (Callout: To generate code automatically)
  - Customer Code:** WIC (Callout: To generate code automatically)
  - Customer Name:** WALK IN CUSTOMER (Callout: To generate code automatically)
  - Notes:** (Callout: To generate code automatically)
  - Ref No.:** (Callout: To post Sales Order bill/Delivery Order to current Invoice)
  - Sales Person:** (Callout: To post Sales Order bill/Delivery Order to current Invoice)
  - Term:** (Callout: To post Sales Order bill/Delivery Order to current Invoice)
  - Location:** CO001 (Callout: To post Sales Order bill/Delivery Order to current Invoice)
  - Round Adjustment:** (Callout: Tick to activate rounding)
- Table:**

Code	Description	Qty	UOM	S.Price	Dis1%	Dis2%	Disc \$	Amount	Armt +Tax	Tax C	Tax Rate	Tax Amt	Tax Adj	Tax Incl.	Sales Pers	Location	From Bill
ST00001	Paper Roll	1	Unit	41.5094	0.00	0.00	0.00	141.51	150.00	SR	6.00	8.49	0.00	<input checked="" type="checkbox"/>		CO001	
ST00002	Plastic Bag	1	Unit	4.7170	0.00	0.00	0.00	4.72	5.00	SR	6.00	0.28	0.00	<input checked="" type="checkbox"/>		CO001	
ST00003	Blanket	1	Unit	39.6226	0.00	0.00	0.00	39.62	42.00	SR	6.00	2.38	0.00	<input checked="" type="checkbox"/>		CO001	
*											0.00			<input type="checkbox"/>			
- Footer:**
  - Gross Total:** 185.85
  - Tax:** 11.15
  - Discount:** 0.00
  - Net Total:** 197.00
- Navigation Panel (Right):**
  - NEW:** Create new record
  - DELETE:** To delete a record
  - SEARCH:** To search a record
  - PRINT:** To print a record
  - Import:** To Import Bill Entries
  - Packing Slip:** To print packing slips (Postage purpose)
  - Courier Slips:** To print courier slips (Postage purpose)
  - CLOSE:** To close this window
- Other Callouts:**
  - Select to manually set item with tax inclusive/exclusive:** Points to the 'Tax Incl.' checkbox in the table.

(1) Assign a New Invoice Number

(2) Date for the Sales Invoice

(3) Click on the Arrow Button for selection of Customer Code

(4) Click on the Arrow Button for selection of Customer Name

(5) Notes/remarks for Sales Invoice

(6) Reference No. for the Sales Invoice

(7) Click on the Arrow Button for the selection of Salesman

(8) Select payment term for Sales Invoice

(9) Click on the Arrow Button for selection of Location

(10) Entry of current Sales Invoice. Key in Stock code, Quantity, Price & etc

**(D) Cash Sales**

- Direct payment received from customer.

**To generate code automatically**

**To post Sales Order bill/Delivery Order to current Invoice**

**Click to use rounding**

**Tax Adjustment**

**Manually select for Tax inclusive**

**Key in received amount**

**To print courier slips (Postage purpose)**

**Open drawer manually**

**To close this window**

**Create new record**

**To delete a record**

**To search a record**

**To print a record**

**To Import Bill Entries**

(10)de	Description	Qty	UOM	S.Price	Dis1%	Dis2%	Disc \$	Amount	Amt +Tax	Tax C	Tax Rate	Tax Amt	Tax Adj.	Tax Incl.	Sales Pers	Locatio	From Bill
ST00001	Paper Roll	1	Unit	141.5094	0.00	0.00	0.00	141.51	150.00	SR	6.00	8.49	0.00	<input checked="" type="checkbox"/>		COO	
ST00002	Plastic Bag	1	Unit	4.7170	0.00	0.00	0.00	4.72	5.00	SR	6.00	0.28	0.00	<input checked="" type="checkbox"/>		COO	
ST00003	Blanket	1	Unit	39.6226	0.00	0.00	0.00	39.62	42.00	SR	6.00	2.38	0.00	<input checked="" type="checkbox"/>		COO	
											0.00						

- (1) Assign a NEW Cash Sales No
- (2) Date of Cash Sales
- (3) Click on the Arrow Button for selection of Customer Code
- (4) Click on the Arrow Button for selection of Customer Name
- (5) Notes for the Cash Sales
- (6) Reference No. for the Cash Sales
- (7) Click on the Arrow Button for the selection of Salesman
- (8) Select payment term for Cash Sales

- (9) Click on the Arrow Button for selection of Location
- (10) Entry of current Cash Sales. Key in Stock code, Quantity, Price & etc
- (11) Select from the dropdown menu for the payment method, either by Cash, Cheque, ATM, Bank In, Visa, Master, Amex, Diners Club & etc
- (12) Cash received from this Cash Sales & the cash draw in account
- (13) Card/Cheque received from this Cash Sales & the bank account
- (14) Key in the Cheque or Card No
- (15) Select to key-in tips collect

**(E) Sales Return**

- Return sales or goods.

The screenshot shows the 'Sales Return' window with the following fields and values:

- (1) Bill No: SR/00004 (Auto)
- (2) Date: 29/05/15 (GST)
- (3) Customer Code: SM001
- (4) Customer Name: PENGETUA SMK USJ 4
- (5) Notes: CANCEL INV
- (6) Ref No.: SI/00036
- (7) Sales Person: (empty)
- (8) Term: (empty)
- (9) Location: CO001

The 'Round Adjustment' checkbox is checked. A table of items is displayed below the form:

	Code	Description	Qty	UOM	S.Price	Dis1%	Dis2%	Disc \$	Amount	Amt +Tax	Tax
(10)	49609997	CANON LS-101H	1	PCS	29.9000	0.00	0.00	0.00	29.90	31.69	SR
	77	RUBBER STAMP	9	PCS	6.0000	0.00	0.00	0.00	54.00	57.24	SR
	77041088	4.5X9.5 ENV WHITE	1	BOX	40.0000	0.00	0.00	0.00	40.00	42.40	SR
	77	RUBBER STAMP-W17	1	PCS	8.0000	0.00	0.00	0.00	8.00	8.48	SR

Summary fields at the bottom: Gross Total: 131.90, Tax: 7.91, Discount: 0.00, Net Total: 139.80.

Callouts on the right side of the window:

- Click to use rounding (points to Round Adjustment checkbox)
- To generate code automatically (points to Bill No field)
- Create new record (points to NEW button)
- To delete a record (points to DELETE button)
- To search a record (points to SEARCH button)
- To print a record (points to PRINT button)
- To Import Bill Entries (points to Import button)
- To close this window (points to CLOSE button)

- Assign a New Sales Return Number
- Date for the Sales Return
- Click on the Arrow Button for selection of Customer Code
- Click on the Arrow Button for selection of Customer Name
- Notes for the Sales Return

- Reference No. for the Sales Return
- Click on the Arrow Button for the selection of Salesman
- Select payment term for Sales Return
- Click on the Arrow Button for selection of Location
- Entry of current Sales Return. Key in Stock code, Quantity, Price & etc



**(F) Point of Sales(Normal Retail, Retail Touch, Restaurant) [CASHIER]**

\* Normal Point of Sales (Retail)

**Price summary**

**DSBS POS**

(1) Customer Code: WIC | WALK IN CUSTOMER  
 (2) Sales Person: | Location: CO001  
 (3) Notes: |

(5) Hold  
 (6) Recall  
 (7) Set Discount

Gross Total: 105.68  
 Tax : 6.34  
 Svr Tax ( 0%): 0.00

**Net Total (9)**  
**112.00**

#	Code	Description	Qty	UOM	S.Price	Dis1%	Dis2%	Disc \$	Amount	Amt +Tax	Tax Code	Tax Rate	Tax Amt	Tax Incl.	Sales Person
1	051122172625	IMATION CDR- 100pcs	1	PKT	95.0000	10.00	0.00	0.00	85.50	90.63	SR	6.00	5.13	<input type="checkbox"/>	
2	051122202995	CD-RW 700MB	1	PCS	5.5660	5.00	0.00	0.00	5.29	5.61	SR	6.00	0.32	<input type="checkbox"/>	
3	074299536410	UNO CARD	1	PCS	6.5094	0.00	0.00	0.85	5.66	6.00	SR	6.00	0.34	<input type="checkbox"/>	
4	2600000248150	4" 101 SCISSORS	1	PCS	1.2300	0.00	0.00	0.00	1.23	1.30	SR	6.00	0.07	<input type="checkbox"/>	
5	2901060611435	METAL CLIP	1	BOX	8.0000	0.00	0.00	0.00	8.00	8.48	SR	6.00	0.48	<input type="checkbox"/>	
*															

Discount by percent %  
 Discount by price RM \$  
 Select to manually set item with tax inclusive/exclusive

Total quantity item sold

(1) F1 Check Item Info  
 (10) F3 Item Search  
 (11) F4 List Choose  
 (12) F5 Cancel Bill  
 (13) F8 Open Drawer  
 (14) F9 Hold Bill  
 (15) F10 Recall Bill  
 (16) F12 Reprint Receipt

T. Qty 5

- (1) Customer Code/Name for current POS Sales
- (2) Salesman for current POS & Sales location
- (3) Notes for current sales/bill
- (4) Entry of current POS Sales. Key in/Scan Stock code, Quantity, Price & etc
- (5) Hold current bill for future Sales [F9]
- (6) Recall previous hold bill [F10]
- (7) Set discount for the bill
- (8) Bill net amount

- (10) Check stock remain qty, selling price & etc [F1]
- (11) Search stock by stock name filter [F3]
- (12) Drop down list choose [F4]
- (13) To cancel current bill [F5]
- (14) Open cash drawer by Password [F8]
- (15) Hold current bill for future Sales [F9]
- (16) Recall previous hold bill [F10]
- (17) Reprint previous receipt [F12]

\* Normal Point of Sales (Retail bill tender)

The screenshot displays a retail POS interface. At the top, a dark grey box shows the bill summary: 'Nett Total : 96.85', 'Received : 100.00', and 'Change : 3.15'. Below this, a light green box contains the payment selection screen. It has six numbered fields: (1) Payment Type: Cash; (2) Cash pay: 100.00; (3) Card/Cheque Pay: 0.00; (4) Card/Cheque No: two empty boxes; (5) Cash In To: DRAWER CASH; (6) Bank In To: BANK. To the right of the main screen, two dropdown menus are shown in red boxes. The first dropdown, linked to field (1), lists 'Cash', 'Cheque', 'Master', 'Visa', 'Amex', 'Diners Club', and 'Bank In/Transfer'. The second dropdown, linked to field (5), lists 'DRAWER CASH', 'DRAWER CASH', 'PETTY CASH', and 'BANK'. A red box on the left contains the text 'To confirm sales & return to entry', with an arrow pointing to a blue box that says 'Press [Ctrl] to confirm sales' and 'Press [Esc] to return'.

- (1) Select to choose payment type
- (2) Key-in paid amount in cash
- (3) Key-in paid amount in card or cheque
- (4) Key-in card or cheque no
- (5) Select to choose cash in location
- (6) Select to choose bank in location

## \* Touch Screen Point of Sales (Retail) [CASHIER]

The screenshot displays the DeepSky Touch POS interface. At the top, it shows the store name and a barcode (ST00007) with description (BERAS). Transaction details include date (19/09/16), time (12:00:44 PM), and a net total of 28.00. A list of items is shown, with '1 x BERAS' selected. A numeric keypad is visible on the right, and a bottom toolbar contains various action buttons like 'Cancel Item', 'Reprint Receipt', and 'Bill Cancel'. Red boxes and arrows highlight specific features: 'To close this POS' (Close button), 'Sales item' (item list), 'Scan barcode' (Barcode input), 'Key-in stock code, search items manually' (numeric keypad), and 'Confirm sales' (Tender button).

- (1) Select customer by Customer code & member card
- (2) Select sales person/in charge or staff
- (3) Click to add item quantity
- (4) Click to reduce item quantity
- (5) Select to add total by quantity amount
- (6) Click to cancel item
- (7) Move selection upward

- (8) Move selection downward
- (9) Select to clear unpaid bill by customer
- (10) Reprint duplicate bill
- (11) Select to cancel bill
- (12) Select item to put remark (setting in stock information)
- (13) Take away with
- (14) To hold tender bill – key-in hold remark by

- (15) To recall tender bill – select remark number
- (16) Select to discount items
- (17) Select items to FOC item
- (18) Item return
- (19) Total bill discount

## \* Touch Screen Point of Sales (Restaurant) [CASHIER]

The screenshot displays the DeepSky Touch POS interface. At the top, there are navigation buttons for COFFEE, SOFT DRINKS, PIES, PIZZA (S), PIZZA (L), and SNOOKER. The main area shows a list of sales items with their quantities and prices. A bottom toolbar contains various function buttons, each with a numbered callout from 1 to 20. A red box on the right side of the interface is labeled 'Confirm sales' and points to the 'Tender' button.

**To close this POS** (Callout 1)

**Sales item** (Callout 4)

**Confirm sales** (Callout 20)

- (1) Select to assign table
- (2) Select customer by Customer code & member card
- (3) Select sales person/in charge or staff
- (4) Click to add item quantity
- (5) Click to reduce item quantity
- (6) Select to add total by quantity amount
- (7) Click to cancel item
- (8) Move selection upward

- (9) Move selection downward
- (10) Select to clear unpaid bill by customer
- (11) Reprint duplicate bill
- (12) Select to cancel bill
- (13) Select to put remarks (setting in Stock Information)
- (14) Add on amount/extra charges
- (15) To hold tender bill – key-in hold remark by number

- (16) To recall tender bill – select remark number
- (17) Select to discount items
- (18) Select items to FOC item
- (19) Sales return
- (20) Total bill discount

\* Touch Screen Point of Sales (Restaurant& Retail bill tender)

The screenshot shows a 'Payment' screen with the following layout:

- Summary:**
  - Nett Total: 30.00
  - Received: 50.00
  - Change: 20.00
- Payment Type Selection:**
  - (1) Cash
  - (2) Cash Pay (50.00)
  - (3) Card Pay (0.00)
  - (4) Card No. (Credit Card)
  - (5) Tips Pay (Cash) (0.00)
  - (6) Tips Pay (Card) (0.00)
- Keypad:**
  - 30.00
  - 5.00
  - 10.00
  - 50.00
  - 100.00
  - 1, 2, 3, 4, 5, 6, 7, 8, 9, <, 0, .
- Bottom Bar:**
  - UnPaid (with bill icon)
  - Confirm bill (with green checkmark)
  - Cancel bill (with red X)

Callouts and their functions:

- Current bill amount/paid:** Points to the 'Nett Total' and 'Received' values.
- Key-in tips paid:** Points to the 'Tips Pay (Cash)' field.
- Touch to key-in paid amount:** Points to the keypad.
- Convert current bill to debtor bill:** Points to the 'UnPaid' button.
- Confirm bill:** Points to the green checkmark button.
- Cancel bill:** Points to the red X button.

- (1) Select to choose payment type
- (2) Key-in paid amount in cash
- (3) Key-in paid amount in card or cheque
- (4) Key-in card or cheque no
- (5) Key-in tips paid by cash
- (6) Key-in tips paid by card

**Know Your Receipt**

**COMPANY ENTERPRISE**  
(001030935-A)  
(GST ID No : 000689995776)  
30, JLN SS 19/6,  
47500, SUBANG JAYA, SELANGOR.  
Tel/Fax 03-5621 1906

**Tax Invoice**

Bill No : POS/20856  
Date : 23/06/16 6:43:29 PM  
Cashier : admin  
Payment : Cash

Item	Qty	Price	Amount	
IMATION CDR-100pcs @85.50 0511221	1	100.70 10%	90.63	SR
CD-RW 700MB @5.29 0511222	1	5.90 5%	5.61	SR
UNO CARD @5.66 0742995	1	6.85 0.85	6.00	SR
4" 101 SCISSORS @1.23 2600000	1	1.30	1.30	SR
METAL CLIP @8.00 2901060	1	8.48	8.48	SR
		Gross Amt :	105.68	
		GST (6%) :	6.34	
		<b>Net Amt :</b>	<b>112.00</b>	
		Received :	112.00	
		Change :	0.00	
		Round Adj. :	-0.02	
GST Summary	Amount(RM)	Tax(RM)		
SR @ 6%	105.68	6.34		

THANK YOU  
PLEASE COME AGAIN

**Stock description with unit price**

**Company Information**

**Amount inclusive GST**

**Tax Code**

**Total Amount**

**Bill summary**

**(G) Point redemption**

- Redeem membership points.

Point Redemption

**Point Redemption**

To generate code automatically

Bill No.: RDM/00001 Auto Date: 18/02/17 Date of redemption Ref No.: Location: C0001

Customer Code: CU00001 Enter customer name Customer Name: ALI

Notes:

Code	Description	Qty	UOM	Point Require	Total Point	Locatio
ST00001	PAINT BRUSH	1	Unit	2,500.00	2,500.00	COO

Select item

Point Remain: 5,000.00 Point Redeem: 2,500.00

1/1

NEW

DELETE

SEARCH

PRINT

To create new record

To delete a record

To search a record

To print a record

TO CLOSE

To close this window

- Enter bill no by auto
- Select customer code/name
- Insert stock description

## 8. Setting Up Accounting Information

- (A) Accounts Group
- (B) Account Code
- (C) Account Opening
- (D) Journal Entry

- (E) Official Receipt
- (F) Payment Voucher
- (G) GST Bad Debt
- (H) Bank Reconciliation





**(A) Accounts Group**

- The account group is a summary of accounts based on criteria that effects how master records are created.

The screenshot shows the 'Account Group' window with the following fields and controls:

- (1) Acc Code: 900/020 \*
- (2) Description: ACCUMULATED PROFIT & LOSS \*
- (3) Account Type: EQUITY \*
- (4) Side:  Debit  Credit
- (5) Special Type: ACCUMULATED PROFIT & LOSS ACCOUN \*

On the right side, there is a toolbar with the following buttons and their functions:

- NEW: Create new record
- DELETE: To delete a record
- SEARCH: To search a record
- PRINT: To print a record
- CLOSE: To close this window

- (1) Code of Account Group
- (2) Description of Account Group
- (3) Click on the Arrow Button for selection of Account Type
- (4) Set current Account is Debit or Credit account
- (5) Click on the Arrow Button for selection of Special Account Type

**(B) Account Journal Code**

- A code that represents a criteria of an account.

The screenshot shows a software window titled "Account Code". The window has a blue header and a main content area. On the left, there are five numbered input fields: (1) "Acc Code:" with the value "400/004", (2) "Description:" with the value "ELETRICITY", (3) "Description 2:" which is empty, (4) "Group:" with a dropdown menu showing "EXPENSES" and a secondary value "400/000", and (5) "Side:" with radio buttons for "Debit" (selected) and "Credit". On the right side of the window, there is a vertical toolbar with a page indicator "14/50", navigation arrows, and buttons for "NEW", "DELETE", "SEARCH", "PRINT", and "CLOSE". Red arrows point from text boxes on the right to each of these buttons: "NEW" (Create new record), "DELETE" (To delete a record), "SEARCH" (To search a record), "PRINT" (To print a record), and "CLOSE" (To close this window).

- (1) Account Code
- (2) Description of Account Code
- (3) Description 2 of Account Code
- (4) Click on the Arrow Button for selection of Account Group
- (5) Set current Account is Debit or Credit account

**(C) Account Opening**

- Bring forward last year balance(balance sheet)

Account Opening

**Account Opening**

(1) Opening No: AO/00001  Ref No:  (4)

(2) Date: 31/12/14 Location: CO001  (5)

(3) Notes: Closing transfer

Acc Code	Acc Name	Debit	Credit
600/003	FURNITURE & FITTING	15,000.00	0.00
600/001	OFFICE EQUIPMENT	30,000.00	0.00
600/002	ACC. DEPRN - OFFICE EQUIPMENT	0.00	16,000.00
600/004	ACC. DEPRN - FURNITURE & FITTING	0.00	4,500.00
*			

Debit 45,000.00 Credit 20,500.00

\*/0

NEW

DELETE

SEARCH

PRINT

CLOSE

To generate code automatically

Create new record

To delete a record

To search a record

To print a record

To close this window

- (1) Assign a New Account Opening Number or Click on the Auto button to Create Account Opening Number automatically
- (2) Date of closing
- (3) Notes or remarks for Account Opening
- (4) Reference Number for current Account Opening
- (5) Click on the Arrow Button for selection of Location for current Account Opening
- (6) Entry of current Account Opening. Key in Account code, Debit Amount & Credit Amount

**(D) Journal Entry**

- Is a record that keeps accounting transactions in chronological order
- To record double entry, eg. Depreciation, inter-bank transfer fund, etc.

**To generate code automatically**

**Locked**

**This entry is not made by this Journal Entry**

**Create new record**

**To delete a record**

**To search a record**

**To print a record**

**To close this window**

Acc Code	Acc Name	Ref No	Description	Debit	Credit	Tax Code
100/011	SALES RETURN		PUSAT TUISYEN MERIDIAN	242.72	0.00	
TT001	PUSAT TUISYEN MERIDIAI		SALES RETURN	0.00	242.70	
100/011	SALES RETURN		ROUND ADJUSTMENT	0.00	0.02	
*						

Debit: 242.72    Credit: 242.72

- (1) Assign a New Journal Entry Number or Click on the Auto button to Create Journal Entry Number automatically
- (2) Date of Journal Entry
- (3) Notes of Journal Entry
- (4) Reference Number for current Journal Entry
- (5) Click on the Arrow Button for selection of Location for current Journal Entry
- (6) Entry of current Journal Entry. Key in Account code, Description, Debit Amount & Credit Amount

**(E) Official Receipt**

- Record payment received from customer.

The screenshot shows the 'Official Receipt' window with the following fields and callouts:

- (1)** Receipt No: OR/00002 (with an 'Auto' button callout: "To generate code automatically")
- (2)** Receipt Date: 15/04/16
- (3)** Receive From: BSN
- (4)** Notes: Official Receipt
- (5)** Payment Type: Bank In/Transfer
- (6)** Deposit To: BANK 700/011
- (7)** Location: CO001
- (8)** Sales Person: (empty)
- (9)** Cheque/Card No: XXXXXXXXX

At the bottom, a table shows the receipt entry:

Acc Code	Acc Name	Description	Amount
300/002	COMMISSION	Official Receipt	100.00

On the right side, there is a toolbar with buttons: NEW, DELETE, SEARCH, PRINT, and CLOSE. Callouts point to these buttons:

- NEW: "Create new record"
- DELETE: "To delete a record"
- SEARCH: "To search a record"
- PRINT: "To print a record"
- CLOSE: "To close this window"

At the bottom right, it says "Total Receive: 100.00".

- Assign a New Official Receipt Number or Click on the Auto button to Create Official Receipt Number automatically
- Date of Official Receipt
- Name of the payment received from
- Description for this Official Receipt
- Click on the dropdown button to select Payment Method of the Official Receipt

- Deposit into Account Code
- Click on the Arrow Button for selection of Location for current Official Receipt
- Click the button Arrow selection the salesman
- Card or Cheque No of the payment received
- Entry of current Official Receipt. Key in Account code, Description & Amount received

**(F) Payment Voucher**

- Record supplier payment and make payment for expenses.

The screenshot shows the 'Payment Voucher' window. It features a header with the title 'Payment Voucher' and a page indicator '204/205'. Below the header are several input fields for voucher details, followed by a table for recording the payment entries. On the right side, there is a vertical toolbar with icons for 'NEW', 'DELETE', 'SEARCH', and 'PRINT', along with a 'CLOSE' button at the bottom. Red boxes with arrows point to specific elements, and numbered callouts (1-10) identify key fields.

**To generate code automatically** (points to the 'Auto' button next to the PV No field)

**Create new record** (points to the 'NEW' button)

**To delete a record** (points to the 'DELETE' button)

**To search a record** (points to the 'SEARCH' button)

**To print a record** (points to the 'PRINT' button)

**To close this window** (points to the 'CLOSE' button)

	Acc Code	Acc Name	Description	Amount	Tax Code	Tax Rate	Tax Amt	Tax Adj.
(10) ▶	400/003	WATER	Payment Voucher	36.00	TX	6.00	2.16	0.00
*						0.00		

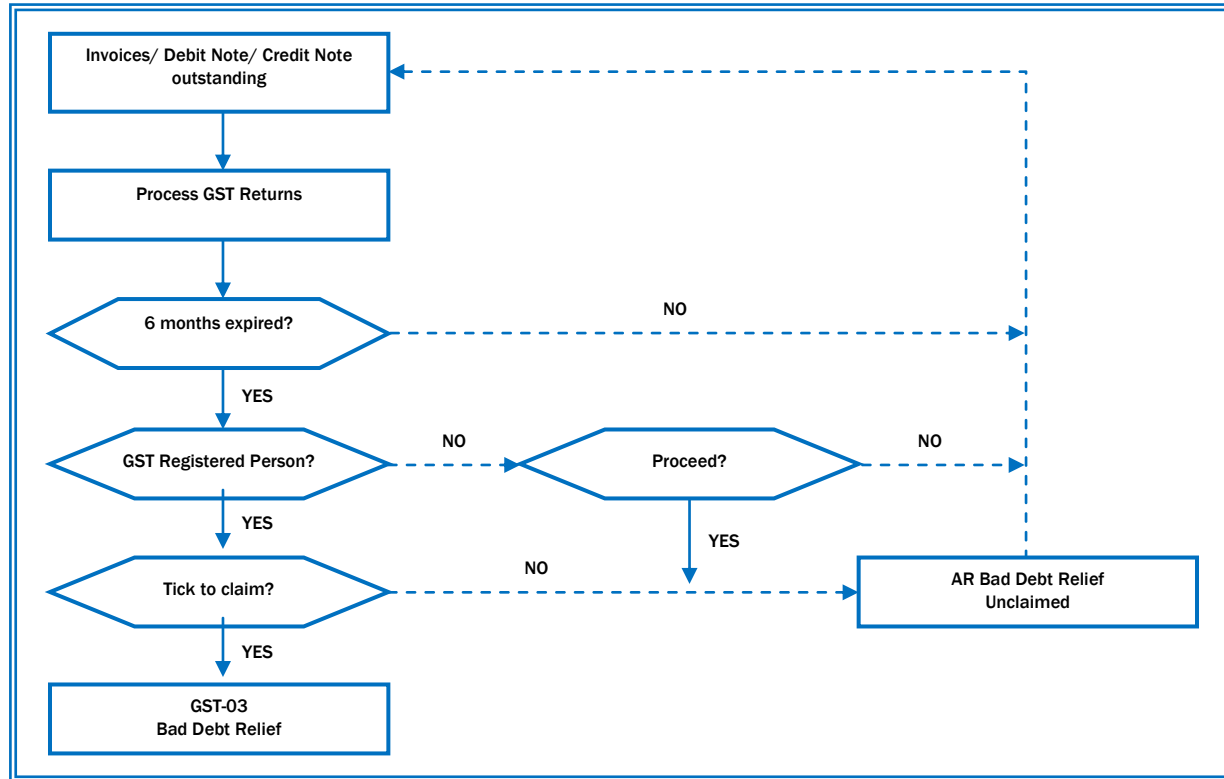
Tax: 2.16      Total Paid: 38.16

- (1) Assign a New Payment Voucher Number or Click on the Auto button to Create Payment Voucher Number automatically
- (2) Date of Payment Voucher
- (3) Name of the payment to
- (4) Description for this Payment Voucher
- (5) Click on the dropdown button to select Payment Method of the Payment Voucher
- (6) Payment from Account Code

- (7) Click on the Arrow Button for selection of Location for current Payment Voucher
- (8) Click the button Arrow selection the salesman
- (9) Card or Cheque No of the payment
- (10) Entry of current Payment Voucher. Key in Account code, Description & Amount pay

## (G) GST Bad Debt

## Overview of Bad Debt Relief Process Flow



### GST Bad Debt

- Must set customer "Is Tax Registered" and fill up customer "Tax Start Date" at **Customer Information**.
- Supply bills that outstanding over 6 month only can be declared as Bad Debt.

### Bad Debt Relief:

(1) New Bad Debt Relief Transaction

**Click to use GST Bad Debt Relief**

**Outstanding Invoice**

**Click to create new GST Bad Debt Relief**

**Click to cancel GST Bad Debt Relief**

**To save transaction**

**To close this window**

**Bad Debt Relief Transaction**

\*\* Double click for detail

Bill No.	Type	Date	Outstanding	Taxable Amt	Tax Amt
DEM01	SI	10/04/15	1,395.15	1,316.18	78.97

**Outstanding Supply Bills Over 6 Months**

Bill No.	Type	Date	Total	Taxable Amt	Tax Amt
----------	------	------	-------	-------------	---------

**Bills Paid after Bad Debt Recover**

**New Bad Debt Transaction**

Location: CO001  
 Acc Code: 830/001  
 Acc Desc: GST - BAD DEBT RELIEF

Ok Cancel

New Delete Close



(2) To confirm transaction

**GST Bad Debt**

Date: 28/06/16     Relief     Recover

**Bad Debt Relief Transaction**    \*\* Double click for detail

Bill No.	Date	Taxable Amt	Tax Amt	Total Amt

**Outstanding Supply Bills Over 6 Months**

Bill No.	Type	Date	Outstanding	Taxable Amt	Tax Amt	<input type="checkbox"/>
DEM01	SI	10/04/15	1,395.15	1,316.18	78.97	<input checked="" type="checkbox"/>

**Bills Paid after Bad Debt Recover**

Bill No.	Type	Date	Total	Taxable Amt	Tax Amt

**Info** Create transaction?

Yes    No

Total Taxable Amt: 1,316.18    **Total Tax: 78.97**

Save    Cancel    Close

Click to select invoice

Click to confirm "Yes"

Click to cancel GST Bad Debt Relief

To close this window

Amount to be claim

(3) Transaction done

**GST Bad Debt** \*\* Double click for detail

Date: 28/06/16     Relief     Recover

Bad Debt Relief Transaction					
Bill No.	Date	Taxable Amt	Tax Amt	Total Amt	
BDRL/00001	28/06/16	1,316.18	78.97	1,395.15	

Transaction saved

Outstanding Supply Bills Over 6 Months						
Bill No.	Type	Date	Outstanding	Taxable Amt	Tax Amt	

Bills Paid after Bad Debt Recover						
Bill No.	Type	Date	Total	Taxable Amt	Tax Amt	

Click to create new GST Bad Debt Relief

Click to delete GST Bad Debt Relief

To close this window

New    Delete    Close

**GST Bad Debt Recover:**

(1) New Bad Debt Recover Transaction

The screenshot shows the 'GST Bad Debt' application window. At the top right, a callout box says 'Click to use GST Bad Debt Recover' with an arrow pointing to the 'Recover' radio button. Below this, the 'Date' is set to '28/06/16' and the 'Relief' radio button is selected. A table titled 'Outstanding Purchase Bills Over 6 Months' contains one entry: PI/DEMO01, PI, 20/04/15, 5,748.40, 5,423.02, 325.38. A callout box labeled 'Outstanding Invoice' points to this row. Below the table is another table titled 'Payment Received after Bad Debt Relief' which is currently empty. At the bottom left, a 'New Bad Debt Transaction' dialog box is open, showing 'Location: CO001', 'Acc Code: 730/001', and 'Acc Desc: GST - BAD DEBT RECOVER'. A callout box points to the 'New' button with the text 'Click to create new GST Bad Debt Recover'. Another callout box points to the 'Delete' button with the text 'Click to cancel GST Bad Debt Recover'. A final callout box points to the 'Close' button with the text 'To close this window'.

(2) To confirm transaction

**GST Bad Debt** \*\* Double click for detail

Date: 28/06/16     Relief     Recover

Outstanding Purchase Bills Over 6 Months					
Bill No.	Type	Date	Outstanding	Taxable Amt	Tax Amt
PI/DEMO01	PI	20/04/15	5,748.40	5,423.02	325.38

Payment Received after Bad Debt Relief					
Bill No.	Type	Date	Total	Taxable Amt	Tax Amt

Info: Create transaction?

Total Taxable Amt: 5,423.02    Total Tax: 325.38

Amount to be claim

Click to select invoice

Click to confirm "Yes"

Click to cancel GST Bad Debt Recover

To close this window

(3) Transaction done

**GST Bad Debt** Date: 28/06/16     Relief     Recover

**GST Bad Debt** \*\* Double click for detail

Bad Debt Recover Transaction					
Bill No.	Date	Taxable Amt	Tax Amt	Total Amt	
BDRC/00001	28/06/16	5,423.02	325.38	5,748.40	

Transaction saved

Outstanding Purchase Bills Over 6 Months						
Bill No.	Type	Date	Outstanding	Taxable Amt	Tax Amt	
PI/02481	PI	19/01/15	1,308.88	1,234.80	74.08	

Payment Received after Bad Debt Relief						
Bill No.	Type	Date	Total	Taxable Amt	Tax Amt	

Click to create new GST Bad Debt Recover      Click to delete GST Bad Debt Recover

To close this window

New    Delete    Close

**(H) Bank Reconciliation**

- To reconcile the account book bank balance and bank statement balance.

Bank Reconciliation

(1) Bank Account Code: 700/011 BANK

(2) Cleared Date: 15/04/16

(3) (4) (5) Clear All UnClear All  Show unclear only

(6)	Date	Doc No	Description	Debit	Credit	Cleared Date	Ref No
	15/04/16	PV/00003	STAFF	0.00	1,000.00	15/04/16	XXXXXX
	15/04/16	OR/00002	BSN	100.00	0.00	15/04/16	XXXXXXXXX
	15/04/16	OR/00001	CUSTOMER	10.00	0.00	15/04/16	

Balance As Ledger: (7) -890.00  
 + Unpresented: (8) 0.00  
 - Uncredited: (9) 0.00  
 Balance As Statement: (10) -890.00

Bank Reconciliation Opening

PRINT CLOSE

To Print Bank Recon of the month

To close this window

- (1) Select the Bank Account Code or Click on the Arrow button to choose for the Bank Account Code
- (2) Date of the bank statement
- (3) To clear all cheque of the statement date
- (4) To Unclear All cheque
- (5) Show unclear cheque only
- (6) List of the cheque paid & received before statement date. Double click or press space bar on Clear Date to clear the cheque
- (7) Balance of statement after all cheque are cleared
- (8) Total amount of the cheque out haven't bank in
- (9) Total amount of the cheque received haven't bank in
- (10) Balance of statement. Must same as bank statement after clear all cleared cheque

## H.1 Bank Reconciliation Opening

- Allows users to input not reconciled bank transactions before the System Conversion Date.

Bank Reconciliation Opening

Acc Code	Date	Doc No	Description	Debit	Credit	Ref No
700/011	31/12/13	CASH	Opening PV	0.00	2,000.00	PV/00123
700/011	31/12/14	HLB105704	Opening PV	0.00	500.00	PV/00152
(1)	(2)	(3)	(4)	(5)	(6)	(7)

To close this window

- (1) Select Account Code
- (2) Date of the cheque
- (3) Document of the cheque
- (4) Description for cheque
- (5) Debit amount
- (6) Credit amount
- (7) Reference / Cheque Number

## 9. Report

- (A) Sales Report
- (B) Purchase Report
- (C) Stock Report
- (D) Serial Number Report

- (E) Account Report
- (F) Debtor Report
- (G) Creditor Report
- (H) GST Report

- (I) Stock Comparison
- (j) Barcode Printing





**(A) Sales Report**

- Check sales report by summary or details

The screenshot shows the 'Sales Report' application window. The window title is 'Sales Report'. The main content area has a blue header with the text 'Sales Report' and a 'View Report' button. Below the header, there are several sections for configuring the report:

- Report Type:** Radio buttons for 'Summary' (selected) and 'Detail'.
- Report:** A dropdown menu currently showing 'Sales Summary'.
- Date From:** Text boxes for '16/04/16' and 'To 16/04/16'.
- POS Time From:** Dropdowns for '12:00 AM' and 'To 11:59 PM'.
- Date As At:** Text box for '16/04/16'.
- Location From:** Dropdowns for 'CO001' and 'To CO001'.
- Bill Type:** Dropdown menu showing 'All'.
- Customer From:** Dropdown for 'Customer From' and 'To' with '////////'.
- Staff From:** Dropdown for 'Staff From' and 'To' with '////////'.
- Stock From:** Dropdown for 'Stock From' and 'To' with '////////'.
- Category From:** Dropdown for 'Category From' and 'To' with '////////'.
- Group From:** Dropdown for 'Group From' and 'To' with '////////'.
- Class From:** Dropdown for 'Class From' and 'To' with '////////'.

Callouts in the image:

- (1) Points to the 'Report Type' radio buttons.
- (2) Points to the 'Report' dropdown menu.
- (3) Points to the 'Date From' text boxes.
- (4) Points to the 'POS Time From' dropdowns.
- (5) Points to the 'Date As At' text box.
- (6) Points to the 'Location From' dropdowns.
- (7) Points to the 'Bill Type' dropdown menu.
- (8) Points to the 'Customer From' dropdown.
- (9) Points to the 'Staff From' dropdown.
- (10) Points to the 'Stock From' dropdown.
- (11) Points to the 'Category From' dropdown.
- (12) Points to the 'Group From' dropdown.
- (13) Points to the 'Class From' dropdown.

A separate window titled 'Sales Summary' is shown to the right, listing various report options:

- Sales Summary
- Sales Summary By Day
- Sales Summary By Month
- Sales Summary By Bill
- Sales Summary By Payment Type
- Sales Summary By Customer
- Sales Summary By Customer with Bills
- Sales Summary By Customer with Item
- Sales Summary By Customer Area
- Sales Summary By Staff
- Sales Summary By Staff with Customer
- Sales Summary By Staff with Customer Type
- Sales Summary By Staff with Item
- Sales Summary By User
- Sales Summary By Category
- Sales Summary By Category (w/o package)
- Sales Summary By Group
- Sales Summary By Item
- Sales Summary By Item with Balance Stock
- Sales Summary By Item (w/o package)
- Sales Summary By Item (w/o package)
- Drawer Open Info
- Customer Payment Summary
- Payment Received by Staff
- Customer Last Visit Report
- Sales Summary By Hour

A red box labeled 'To show print view' points to the 'View Report' button in the main window.

- (1) Select Report Type either Summary or Detail
- (2) Choose Report to be view
- (3) Select Date from & Date to view the report
- (4) Select time
- (5) Select Date As At for the report view
- (6) Select Location from & Location to view the report
- (7) Select Bill Type either Sales invoice, Cash Sales, POS & etc for the report

- (8) Select Customer from & Customer To for the report view
- (9) Select Staff from & Staff To for the report view
- (10) Select Stock from & Stock To for the report view
- (11) Select Category from & Category To for the report view
- (12) Select Group From & Group To for the report view
- (13) Select Class from & Class To for the report view

## A.1 Sales Report Examples:

- To check daily total amount sales.

<b>Sales Summary</b>		
Date From :	01/12/16	To 01/12/16
Loc From :		To <del>zzzzzz</del>
Type :	All	
<hr/>		
Total Bills Issued		5
Total Drawer Opened		1
<b><u>Summary</u></b>		
Sales		793.41
Sales Return		0.00
<b>Total Sales (Excl. Tax)</b>		<b>793.41</b>
<hr/>		
Total GST		47.59
Total Svr. Tax		0.00
Total Card Charge		0.00
Total R.Adjustment		0.00
<b>Total Sales (Incl. Tax)</b>		<b>841.00</b>
<b><u>Sales Received</u></b>		
<b>Type</b>	<b>Qty</b>	<b>Amount</b>
Cash	5	841.00
Total Received		841.00
<b><u>Drawer</u></b>		
<b>Type</b>	<b>Qty</b>	<b>Amount</b>
Cash Received	5	841.00
Total Drawer		841.00
<hr/>		
Date Printed : 01/12/16 3:27:49 pm		

- Select date to check daily sales summary.

## Sales Summary By Day

Date From : 01/12/16 To 01/12/16

Loc From : CO001 To CO001

Type : All

Date	Sales Amount	Tax Amount	R.Adj	Oth.Charge	Total	Percent
<b>Location : CO001 - MY DEMO</b>						
01/12/16 Thursday	793.41	47.59	0.00	0.00	841.00	100.00%
<b>Total</b>	<b>793.41</b>	<b>47.59</b>	<b>0.00</b>	<b>0.00</b>	<b>841.00</b>	<b>100.00%</b>
<b>Nett Total</b>	<b>793.41</b>	<b>47.59</b>	<b>0.00</b>	<b>0.00</b>	<b>841.00</b>	

- To check items sales by staff.

## Sales Summary By Staff with Item

Date From : 01/12/16 To 01/12/16 Stock From : To         
 Loc From : CO001 To CO001 Category From : To         
 Staff From : To        Group From : To         
 Type : All Class From : To       

Code	Description	UOM	Sales	Return	N.Sales	Amount (Excl. Tax)	Amount (Incl. Tax)
<b>Location : CO001 - MY DEMO</b>							
( )			<b>124</b>	<b>0</b>	<b>124</b>	<b>793.41</b>	<b>841.00</b>
00001	AYAM	Kg	31	0	31	248.59	263.50
00002	IKANKEMBONG	Kg	11	0	11	124.53	132.00
00003	BAWANG MERAH INDIA	Kg	31	0	31	131.61	139.50
ST00001	Carrot	KG	51	0	51	288.68	306.00
<b>Total</b>			<b>124</b>	<b>0</b>	<b>124</b>	<b>793.41</b>	<b>841.00</b>
Total			124	0	124	793.41	841.00
Total Bill Discount						0.00	0.00
Round Adjustment							0.00
Nett Amount						793.41	841.00

**(B) Purchase Report**

- Check purchase report details.

The screenshot shows a window titled "Purchase Report" with a "View Report" button. Below the title bar, there are several filter fields:

- (1) Report: Purchase Summary By Supplier with Item
- (2) Date From: 01/12/16 To: 01/12/16
- (3) Location From: CO001 To: CO001
- (4) Supplier From: SU00001 To: SU00001
- (5) Stock From: ST00002 To: ST00002
- (6) Category From: OTH To: OTH
- (7) Group From: To: zzzzzzzz
- (8) Class From: To: zzzzzzzz

A red arrow points from the "View Report" button to a text box that says "To show print view". Another red arrow points from the "Report:" dropdown menu to a list of report options:

- Purchase Summary By Bill
- Purchase Summary By Item
- Purchase Summary By Supplier with Item
- Purchase Detail By Bill
- Purchase Detail By Supplier
- UnTransferred Purchase Order

- (1) Choose Report to be view
- (2) Select Date from & Date to view the report
- (3) Select Location from & Location to view the report
- (4) Select Supplier Code from & Supplier Code to view the report
- (5) Select Stock from & Stock to view the report
- (6) Select Category from & Category to view the report
- (7) Select Group From & Group to view the report
- (8) Select Class from & Class to view the report

## B.1 Purchase Report Examples:

- To check purchase amount by bills.

## Purchase Summary By Bills

Date From : 01/12/16 To 01/12/16

Loc From : CO001 To CO001

Date	Bill No	Customer Name	Ref Do	Ref Inv	Nett Amt	Tax Amt
<b>Location : CO001 - MY DEMO</b>						
<b>Purchase</b>						
01/12/16	PI/00002	KIKO TRADING			318.00	18.00
<b>Total of MY DEMO</b>					<b>318.00</b>	<b>18.00</b>
<b>Nett Total</b>					<b>318.00</b>	<b>18.00</b>

- To check purchase items with amount by supplier.

## Purchase Summary By Supplier with Item

Date From : 01/12/16 To 01/12/16 Stock From : ST00002 To ST00002  
 Loc From : CO001 To CO001 CategoryFrom : OTH To OTH  
 Supplier From : SU00001 To SU00001 Group From : To *zzzzzz*  
 Class From : To *zzzzzz*

Code	Description	UOM	Purchase	Return	N.Purchase	Amount
<b>Location : CO001 - MY DEMO</b>						
<b>(SU00001) KIKO TRADING</b>						
ST00002	KIDDO TOY'S CAR	Unit	2	0	2	300.00
<b>Total</b>			2	0	2	300.00
<b>Total</b>			2	0	2	300.00

**(C) Stock Report**

- Check stock report details.

The screenshot shows the 'Stock Report' window with the following fields and values:

- (1) Report: Stock Closing Balance
- (2) Date As At: 27/12/16
- (3) Date From: 01/01/15 To 31/12/16
- (4) Loc From: [dropdown] To [dropdown]
- (5) Zero Balance: NO
- (6) With No Entry: NO
- (7) Costing Method: FIFO
- (8) Acc Code From: [dropdown] To [dropdown]
- (9) Stock From: [dropdown] To [dropdown]
- (10) Category From: [dropdown] To [dropdown]
- (11) Group From: [dropdown] To [dropdown]
- (12) Class From: [dropdown] To [dropdown]

A red arrow points from the 'View Report' button to a callout box that says 'To show print view'. Another red arrow points from the 'Report:' dropdown menu to a larger callout box listing report options:

- Stock Closing Balance
- Stock Closing Balance Grouping by Category
- Stock Closing Balance Grouping by Group
- Stock Closing Balance Grouping by Class
- Stock Closing Balance Detail
- Stock Movement Summary
- Stock Movement Detail
- Stock Reorder Advice
- Stock History Price
- Stock Gross Profit Detail
- Stock Closing Balance Grouping by Class (Photo)
- Stock Closing Balance with 6 Month Sales
- Stock Movement Summary by Category with Group
- Stock Movement Summary by Group
- Stock Closing Balance by Last Purchase Supplier

- (1) Choose Report to be view
- (2) Select Date As At to view the report
- (3) Select Date from & Date to view the report
- (4) Select Location from & Location to view the report
- (5) Select "Yes" to show all stock, "No" to show stock balance not zero only
- (6) Select "Yes" to show stock with transaction, "No" to without transaction

- (7) Select Costing Method either Blank, Retail Price, Average or FIFO
- (8) Select Account Code from & Account Code to view the report
- (9) Select Stock from & Stock to view the report
- (10) Select Category from & Category to view the report
- (11) Select Group From & Group to view the report
- (12) Select Class from & Class to view the report



## C.1 Stock Report Examples:

- Check stock current balance.

## Stock Closing Balance

Date As At : 31/12/16

Loc From : CO001 To CO001

Zero Bal : Yes

Stock From : To //

Category From : To //

Group From : To //

Class From : To //

Code	Description	UOM	QTY	Avg U. Cost	Amount
<b>Location : CO001 - MY DEMO</b>					
00001	AYAM	Kg	69	6.50	448.50
00002	IKAN KEMBONG	Kg	29	7.00	203.00
00003	BAWANG MERAH INDIA	Kg	19	2.00	38.00
99	children toys	Unit	50	0.00	0.00
ST00001	Carrot	KG	99	0.00	0.00
ST00002	KIDDO TOY'S CAR	Unit	2	150.00	300.00
Total of Location			268		989.50
Nett Total			268		989.50

- Check stock in and out details.

## Stock Movement Detail

Date From : 01/01/15 To 31/12/16

Stock From : ST00001 To ST00001

Loc From : CO001 To CO001

Category From : To ////Group From : To ////Class From : To ////

Date	Bill No. Description	Qty UOM	Bal Qty	U.Cost/Price
<b>LOCATION : CO001 - MY DEMO</b>				
<i>ST00001 ~ Carrot</i>				
01/01/15	BALANCE B/F BALANCE QUANTITY REMAIN BEFORE 01/01/15	0 KG	0	
29/11/16	PI/00001 PURCHASE FROM KIKO TRADING	50 KG	50	2.5000
01/12/16	POS/00001 SALES TO WALK IN CUSTOMER	-1 KG	49	5.6600
01/12/16	POS/00004 SALES TO WALK IN CUSTOMER	-50 KG	-1	5.6604
01/12/16	AJ/00001 STOCK ADJUSTMENT	100 KG	99	0.0000
	<b>BALANCE QUANTITY</b>	<b>99 KG</b>		
<b>TOTAL QUANTITY OF LOCATION : (CO001) MY DEMO</b>				<b>99</b>
<b>GRAND TOTAL BALANCE OF ALL LOCATION</b>				<b>99</b>

- Check item profit details.

## Stock Gross Profit Details

Date From : 01/01/15 To 31/12/16

Stock From : ST00002 To ST00002

Loc From : CO001 To CO001

Category From : To /

Group From : To /

Class From : To /

Code	Description UOM	QTY	Avg Sales	Total Sales	Avg Cost	Total Cost	Gross Profit	%
<b>Location : CO001 - MY DEMO</b>								
ST00002	KIDDO TOY'S CAR Unit	1	235.85	235.85	150.00	150.00	85.85	36.40
Total of Location				235.85		150.00	85.85	
Nett Total		1		235.85		150.00	85.85	

**(D) Serial Number Report**

- Check serial no report by listing and movement.

The screenshot shows a window titled "Serial No. Report" with a blue header. The main area contains a form with the following fields:

- Report:** A dropdown menu currently showing "Serial No. Listing". A red arrow points to this dropdown with the text "To show print view". A callout box next to it shows two options: "Serial No. Listing" (highlighted in dark red) and "Serial No. Movement" (highlighted in light blue).
- Location From:** A dropdown menu showing "CO001".
- To:** A dropdown menu showing "CO001".
- Stock From:** A dropdown menu showing "ST00002".
- To:** A dropdown menu showing "ST00002".
- Serial No.:** A text input field.
- Acc Code From:** A dropdown menu showing "SU00001".
- To:** A dropdown menu showing "SU00001".

A "View Report" button is located in the top right corner of the form area.

- (1) Choose Report to be view
- (2) Select Company Location
- (3) Select stock
- (4) Select stock if applicable
- (5) Select account code

## D.1 Serial Number Report Examples:

- Listing all stock serial number.

<b>Serial No. Listing</b>	
Loc From	: CO001 To CO001
Stock From	: ST00002 To ST00002
Item	Balance Qty
Serial No.	
<b>Location : CO001 - MY DEMO</b>	
<b>Item :</b>	<b>ST00002 - KIDDO TOY'S CAR</b>
001245545	1

- Serial No. Movement

<b>Serial No. Movement</b>	
<b>Location : CO001 - MY DEMO</b>	
<b>Item : ST00002 - KIDDO TOY'S CAR</b>	
<b>Serial No.:</b>	<b>001245545</b>
PI/00002	01/12/16 KIKO TRADING IN
<b>Serial No.:</b>	<b>35154125</b>
PI/00002	01/12/16 KIKO TRADING IN

**(E) Account Report**

- Check account report details.

The screenshot shows the 'Account Report' window with the following fields and values:

(1)	Report:	Profit and Loss	
(2)	Date As At:	08/01/16	
(3)	Date From:	08/01/16	To 31/12/16
(4)	Loc From:	CO001	To CO001
(5)	Account From:		To ZZZZZZZZ
(6)	Type:	All	
(7)	Costing Method:	FIFO	
(8)	Opening Stock:	297.00	
(9)	Closing Stock:	297.00	
(10)	Rpt Header Loc:	CO001	MY DEMO

Annotations:

- 'View Report' button: To show print view
- 'Calculate Stock Value' button: To count Opening & Closing Stock value by system automatically

Account Ledger Report List:

- Account Ledger \*Closing
- Account Ledger Detail
- Account Ledger Detail \*Closing
- Account Journal List
- Bank & Cash Flow Analysis
- Trial Balance Summary
- Trial Balance Summary (Date Between)
- Trial Balance Summary (Date Between) \*Closing
- Trial Balance Detail
- Trial Balance Detail (Date Between)
- Trial Balance Detail (Date Between) \*Closing
- Profit and Loss
- Profit and Loss (Date Between)
- Profit and Loss Detail
- Profit and Loss Detail (Date Between)
- Balance Sheet
- Balance Sheet Detail

- Choose Report to be view
- Select Date As At to view the report
- Select Date from & Date to view the report
- Select Location from & Location to view the report
- Select Account Code from & Account Code To for the report view
- Select report type
- Select Costing Method either Blank, Retail Price, Average or FIFO
- Opening Stock value
- Closing Stock value
- Select Location for the report header

## E.1 Account Report Examples:

- Account Ledger

**ACCOUNT LEDGER**

Date From : 01/01/16 To 30/12/16 Account From : 100/001 To 100/001  
 Loc From : To ///// Acc.Group From : To /////

**(100/001) SALES**

Date	Bill No.	Ref No	Description	Debit	Credit	Balance
01/12/16	CS/00001		WALK IN CUSTOMER		150.00	150.00
01/12/16	CS/00002		WALK IN CUSTOMER		100.00	250.00
01/12/16	CS/00003		WALK IN CUSTOMER		550.00	800.00
02/12/16	CS/00004		WALK IN CUSTOMER		1,000.00	1,800.00
02/12/16	CS/00005		WALK IN CUSTOMER		850.00	2,650.00
BALANCE C/D				0.00	2,650.00	2,650.00

## - Profit and Loss

**DEMO COMPANY SDN BHD**

**Profit and Loss**  
01/01/16 ~ 30/12/16

Loc. From .	To <del>xxxxxxx</del>		
DESCRIPTION		AMOUNT	RATION %
	SALES	2,650.00	100.00
	LESS SALES ADJUSTMENT	0.00	0.00
	<b>NET SALES</b>	<b>2,650.00</b>	<b>100.00</b>
	OPENING STOCK	0.00	
	PURCHASE	0.00	
	LESS PURCHASE ADJUSTMENT	0.00	
	LESS CLOSING STOCK	0.00	
	<b>COST OF SALES</b>	<b>0.00</b>	<b>0.00</b>
	<b>GROSS PROFIT</b>	<b>2,650.00</b>	<b>100.00</b>
	ADD OTHER INCOME	0.00	0.00
	LESS EXPENSES	0.00	0.00
	<b>NET PROFIT</b>	<b>2,650.00</b>	<b>100.00</b>
	LESS TAXATION	0.00	0.00
	<b>NET PROFIT AFTER TAX</b>	<b>2,650.00</b>	<b>100.00</b>
	ADD EXTRA ORDINARY INCOME	0.00	0.00
	LESS EXTRA ORDINARY EXPENSES	0.00	0.00
	<b>NET PROFIT AFTER EXTRA ORDINARY ITEM</b>	<b>2,650.00</b>	<b>100.00</b>
	LESS APPROPRIATION	0.00	0.00
	<b>NET PROFIT AFTER APPR OPRISTION</b>	<b>2,650.00</b>	<b>100.00</b>



## - Balance Sheet

**DEMO COMPANY SDN BHD****Balance Sheet**

01/01/16 ~ 30/12/16

Loc From : To zzzzzzzz

DESCRIPTION	AMOUNT
<b>CURRENT ASSETS</b>	
CASH IN HAND	2,650.00
	2,650.00
	<b>2,650.00</b>
 <b>FINANCED BY:</b>	
<b>EQUITY</b>	
ACCUMULATED PROFIT & LOSS	0.00
PROFIT & LOSS ACCOUNT	2,650.00
	2,650.00
	<b>2,650.00</b>

**(F) Debtor Report (Customer)**

- Check debtor report by details.

The screenshot shows a window titled "Debtor Report" with a "View Report" button. A red arrow points from the text "To show print view" to the "View Report" button. A red callout box points to a dropdown menu in the "Report:" field, which is currently set to "Debtor Statement (6 Mth)". The dropdown menu lists the following options:

- Debtor Statement (6 Mth)
- Debtor Aging (6 Mth)
- Debtor Aging Detail (6 Mth)
- Debtor Aging by Staff (6 Mth)
- Debtor Aging Detail by Staff (6 Mth)
- Debtor Statement (12 Mth)
- Debtor Statement - Outstanding Bill (12 Mth)
- Debtor Aging (12 Mth)
- Debtor Outstanding Invoice
- Debtor Bill Payment Detail
- Debtor Outstanding Bill by Term

The form fields are numbered 1 through 7:

- Report: Debtor Statement (6 Mth)
- Date As At: 08/01/16
- Date From: 08/01/16 To 31/12/16
- Customer From: CU00001 To CU00001
- Staff From: To ZZZZZZZZ
- Zero Balance: NO
- Rpt Header Loc: CO001 USER MANUAL

- (1) Choose Report to be view
- (2) Select Date As At to view the report
- (3) Select Date from & Date to view the report
- (4) Select Customer Code from & Customer Code to view the report
- (5) Select Staff from & Staff To for the report view
- (6) Select "Yes" to show statement with zero balance, "No" to show statement balance not zero only
- (7) Select Location for the report header

## F.1 Debtor Report Examples:

- Debtor Statement (6 month)

## STATEMENT OF ACCOUNT

ATTN : CUSTOMER A

Date From : 08/01/16

Date To : 31/12/16

A/C Code : CU00001

Terms :

Page : 1 of 1

TEL/FAX : /

Date	Bill No.	Ref No	Description	Debit	Credit	Balance
28/11/16	SI/00001		SALES	1,000.00		1,000.00
30/11/16	SI/00002		SALES	1,500.00		2,500.00
01/12/16	SI/00003		SALES	800.00		3,300.00

BALANCE C/D			3,300.00	0.00	3,300.00	
Balance	Current	1 Mth	2 Mth	3 Mth	4 Mth	>5 Mth
3,300.00	800.00	2,500.00	0.00	0.00	0.00	0.00

This is a computer generated statement. No signature required.

- Debtor Aging (12 month)

## Debtor Aging

Date As At : 30/12/16

Customer From : CU00001 To CU00001

Debtor Info	Dec 16	Nov 16	Oct 16	Sep 16	Aug 16	Jul 16
	Jun 16	May 16	Apr 16	Mar 16	Feb 16	Jan 16+
<b>(CU00001) CUSTOMER A</b>						
Tel :	800.00	2,500.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
			UnMatched:	0.00	Balance:	3,300.00
<b>Grand Total</b>	800.00	2,500.00	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
			UnMatched:	0.00	Balance:	3,300.00

- Debtor Bill Payment Detail

## Debtor Bill Payment Detail

Date From : 08/01/16 To 31/12/16

Customer From : CU00001 To CU00001

Staff From : To *//////*

Bill No.	Date	Ref No./Desc Payment Bill No.	Payment Date	Matched	Total	Paid	Balance
<b>(CU 00001) CUSTOMER A</b>							
SI/00001	28/11/16	SALES			1,000.00	0.00	1,000.00
SI/00002	30/11/16	SALES			1,500.00	1,500.00	0.00
		<i>OR/00003</i>	<i>01/12/16</i>	<i>1,500.00</i>			
SI/00003	01/12/16	SALES			800.00	0.00	800.00
<b>Unmatched Amount:</b>			<b>0.00</b>		<b>Outstanding Amount:</b>		<b>1,800.00</b>

**(G) Creditor Report (Supplier)**

- Check creditor report details.

**Creditor Report**

View Report

(1) Report: Creditor Statement (6 Mth)

(2) Date As At: 08/01/16

(3) Date From: 08/01/16 To 31/12/16

(4) Supplier From: To zzzzzzzz

(5) Zero Balance: NO

(6) Rpt Header Loc: CO001 USER MANUAL

To show print view

- Creditor Statement (6 Mth)
- Creditor Aging (6 Mth)
- Creditor Aging Detail (6 Mth)
- Creditor Statement (12 Mth)
- Creditor Aging (12 Mth)
- Creditor Outstanding Invoice
- Creditor Bill Payment Detail

- (1) Choose Report to be view
- (2) Select Date As At for the report view
- (3) Select Date from & Date To for the report view
- (4) Select Supplier Code from & Supplier Code To for the report view
- (5) Select "Yes" to show statement with zero balance, "No" to show statement balance not zero only
- (6) Select Location for the report header

## G.1 Creditor Report Examples:

- Creditor Statement (6 month)

<b>STATEMENT OF ACCOUNT</b>							
ATTN : KIKO TRADING				Date From : 08/01/16			
				Date To : 31/12/16			
				A/C Code : SU00001			
				Terms :			
TEL/FAX : /				Page : 1 of 1			
Date	Bill No.	Ref No	Description	Debit	Credit	Balance	
29/11/16	PI/00001		PURCHASE		1,224.30	1,224.30	
29/11/16	SCN/00001		CREDIT NOTE		224.30	1,448.60	
01/12/16	PI/00002		PURCHASE		318.00	1,766.60	
BALANCE C/D				0.00	1,766.60	1,766.60	
	Balance	Current	1 Mth	2 Mth	3 Mth	4 Mth	>5 Mth
	1,766.60	318.00	1,448.60	0.00	0.00	0.00	0.00
This is a computer generated statement No signature required.							

- Creditor Aging 12 month

## Creditor Aging

Date As At : 30/12/16

Customer From : To       

Debtor Info	Dec 16	Nov 16	Oct 16	Sep 16	Aug 16	Jul 16
	Jun 16	May 16	Apr 16	Mar 16	Feb 16	Jan 16+
<b>(SU00001) KIKO TRADING</b>						
Tel :	318.00	1,448.60	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
			UnMatched:	<b>0.00</b>	Balance:	<b>1,766.60</b>
<b>Grand Total</b>	318.00	1,448.60	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00	0.00	0.00
			UnMatched:	<b>0.00</b>	Balance:	<b>1,766.60</b>



## - Creditor Bill Payment Detail

**Creditor Bill Payment Detail**

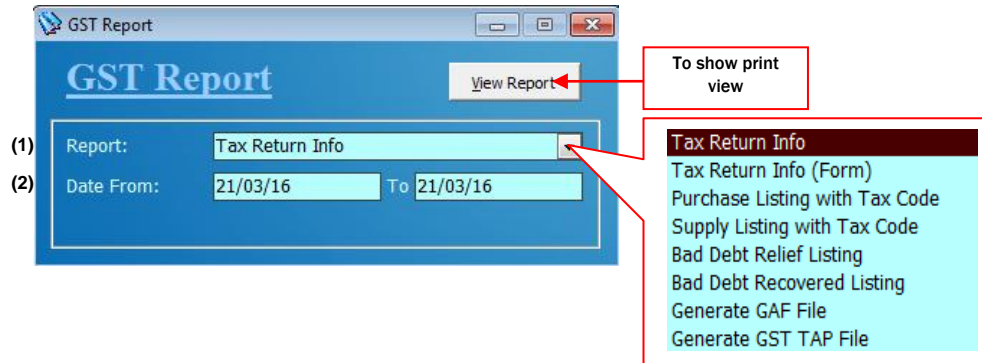
Date From : 08/01/16 To 31/12/16

Supplier From : To *zzzzzz*

Bill No.	Date	Ref No./Desc Payment Bill No.	Payment Date	Matched	Total	Paid	Balance
<b>(SU 00001) KIKO TRADING</b>							
PI/00001	29/11/16	PURCHASE			1,224.30	1,224.30	0.00
		<i>PV/00001</i>	<i>01/12/16</i>	<i>1,224.30</i>			
SCN/00001	29/11/16	CREDIT NOTE			224.30	0.00	224.30
PI/00002	01/12/16	PURCHASE			318.00	0.00	318.00
<b>Unmatched Amount:</b>			0.00		<b>Outstanding Amount:</b>		542.30

**(H) GST Report**

- GST report details, print tax return info.



(1) Choose Report to be view

(2) Select Date from & Date to view the report

## H.1 GST Report Examples:

- Purchase Listing by Tax Code

## Purchase Listing by Tax Code

Date From : 01/10/16 To 31/12/16

Tax Code From : To zzzzzz

### TX - Purchases with GST incurred at 6% and directly attributable to taxable supplies.

Type	Date	Bill No.	Code	Name	Tax	Taxable Amt	Tax Amt	Total Amt
PI	29/11/16	PI/00001	SU00001	KIKO TRADING	6 %	1,155.00	69.30	1,224.30
PI	01/12/16	PI/00002	SU00001	KIKO TRADING	6 %	300.00	18.00	318.00
						1,455.00	87.30	1,542.30

### ZP - Purchase from GST-registered supplier with no GST incurred. (e.g. supplier provides transportation of goods that qua

Type	Date	Bill No.	Code	Name	Tax	Taxable Amt	Tax Amt	Total Amt
SCN	29/11/16	SCN/00001	SU00001	KIKO TRADING	0 %	224.30	0.00	224.30
						224.30	0.00	224.30
						1,679.30	87.30	1,766.60

- Supply Listing by Tax Code

## Supply Listing by Tax Code

Date From : 01/10/16 To 31/12/16

Tax Code From : To       


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**SR - Standard-rated supplies with GST Charged.**

Type	Date	Bill No.	Code	Name	Tax	Taxable Amt	Tax Amt	Total Amt
SI	28/11/16	SI/00001	CU00001	CUSTOMER A	6 %	943.40	56.60	1,000.00
DO	29/11/16	DO/00001	CU00001	CUSTOMER A	6 %	471.70	28.30	500.00
SI	30/11/16	SI/00002	CU00001	CUSTOMER A	6 %	1,415.09	84.91	1,500.00
POS	01/12/16	POS/00001	WIC	WALK IN CUSTOMER	6 %	29.25	1.75	31.00
POS	01/12/16	POS/00002	WIC	WALK IN CUSTOMER	6 %	113.21	6.79	120.00
POS	01/12/16	POS/00003	WIC	WALK IN CUSTOMER	6 %	240.57	14.43	255.00
POS	01/12/16	POS/00004	WIC	WALK IN CUSTOMER	6 %	283.02	16.98	300.00
POS	01/12/16	POS/00005	WIC	WALK IN CUSTOMER	6 %	127.36	7.64	135.00
POS	01/12/16	POS/00006	WIC	WALK IN CUSTOMER	6 %	235.85	14.15	250.00
SI	01/12/16	SI/00003	CU00001	CUSTOMER A	6 %	754.72	45.28	800.00
						4,614.17	276.83	4,891.00
						4,614.17	276.83	4,891.00

**(I) Stock Comparison**

- Compare stock balance quantity.

The screenshot shows a window titled "Stock Comparison" with a table and a control panel. The table has three columns: Code, Description, and Physical Count Qty. Below the table are three dropdown menus labeled (1), (2), and (3). The control panel includes buttons for "Clear all", "Import", "Compare", and "Transfer Variance to Stock Adjustment" (with sub-options "All Stock" and "Physical Count Only"). A date field is labeled (4) and a location dropdown is labeled (5). Red boxes with arrows point to specific elements: "To Clear All entries" points to the "Clear all" button; "To Import Bill Entries" points to the "Import" button; "To View Compare Report" points to the "Compare" button; "Key-in secondary password to auto transfer stock adjustment for all stock" points to the "All Stock" button; and "Key-in secondary password to auto transfer stock adjustment for physical count" points to the "Physical Count Only" button.

Code	Description	Physical Count Qty
ST00002	STOCK 1	4
ST00003	STOCK 2	2
ST00004	STOCK 3	3
		0

(1) (2) (3)

Total Code: 3  
Total Qty: 8

(4) Stock check date: 16/04/16  
(5) Location: CO001

Transfer Variance to Stock Adjustment:  
All Stock Physical Count Only

To Clear All entries  
To Import Bill Entries  
To View Compare Report

Key-in secondary password to auto transfer stock adjustment for all stock  
Key-in secondary password to auto transfer stock adjustment for physical count

- (1) Key in stock code or select stock code from the list by click on the arrow button
- (2) Key in stock name or select stock name from the list by click on the arrow button
- (3) Input physical count quantity
- (4) Date of stock check
- (5) Location of stock check

**(J) Barcode Printing**

- Print your own barcode.

Example:

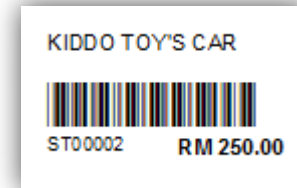
The screenshot shows the 'Barcode Printing' window with the following fields and controls:

- (1) Type: Stock
- (2) Code: ST00001
- (3) Quantity: 10
- (4) Print Price: Retail Price
- (5) Print Name 2: [checked]
- (6) Money Sign: RM
- (7) Cost Code: Cost Price
- (8) Printout Type: Type 1
- (9) Pending list table:
 

Code	Description	Qty
ST00001	STOCK INFORMATION	10
- Barcode Type: Code 39 (selected), Code 128, EAN-13
- Buttons: PRINT, View, Send, ISC Print, CLOSE
- Total Barcode: 10

Callouts for the buttons:

- To set Barcode Bar Type
- To Print Barcode of pending list
- To View Barcode of pending list
- To Send pending list to Bar Tender
- Print to TSC Barcode Printer
- To close this window

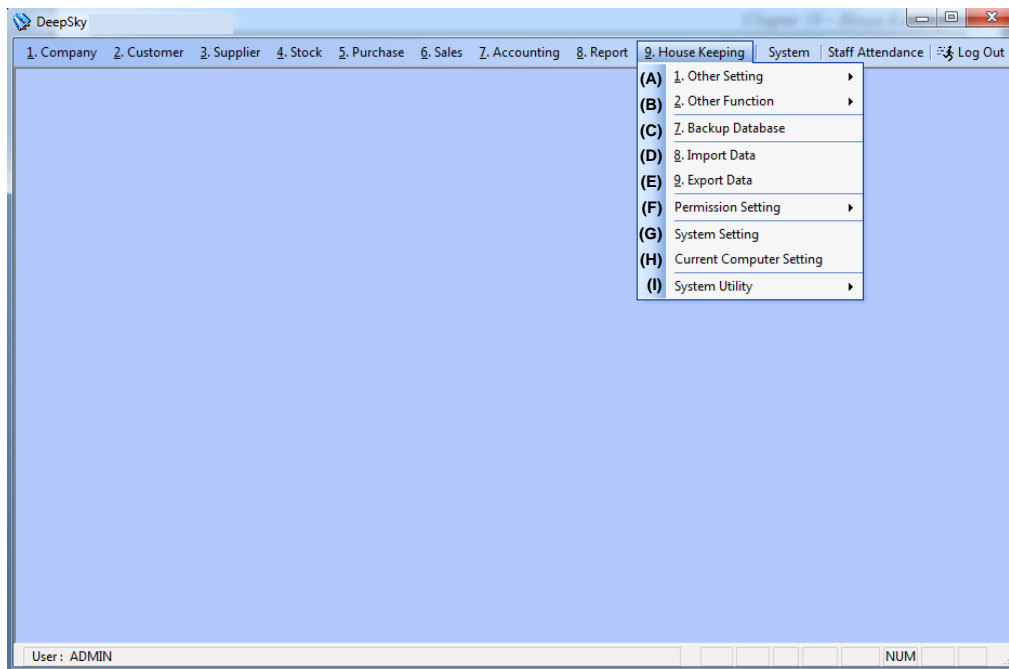


- (1) Select Type either Stock or Customer
- (2) Key in stock code or select stock code from the list by click on the arrow button
- (3) Quantity of barcode
- (4) Select Print Price Blank, Retail Price, Price 2 or Price 3
- (5) Tick for Print Name 2 on Barcode
- (6) Money Sign print on Barcode. E.g.: RM, USD & etc
- (7) Choose to print cost price code

- (8) Print out set by multiple printing types
- (9) List of pending barcode to be print
- (10) To add items to pending list
- (11) Select item in pending list and click deduct to reduce quantity
- (12) Select item in pending list and click remove to remove item
- (13) Select item in pending list and click remove all to clear all item in pending list

**10. House Keeping**

- (A) Other Setting**
- (B) Other Function**
- (C) Backup Database**
- (D) Import Data**
- (E) Export Data**
- (F) Permission Setting**
- (G) Current Computer Setting**



**(A) Other Setting**

## A.1 Payment Setting (set charges and account posting)

Payment Desc	Type	Charges (%)		Credit Acc	Charge to Acc	Sorting	Show
		On Amt	After Amt				
Cash	Cash	0.00	0.00			1	<input checked="" type="checkbox"/>
Cheque	Bank	0.00	0.00			2	<input checked="" type="checkbox"/>
Master	Card	0.00	0.00			3	<input checked="" type="checkbox"/>
Visa	Card	0.00	0.00			4	<input checked="" type="checkbox"/>
Amex	Card	0.00	0.00			5	<input checked="" type="checkbox"/>
Diners Club	Card	0.00	0.00			6	<input checked="" type="checkbox"/>
Bank In/Transfer	Card	0.00	0.00			8	<input checked="" type="checkbox"/>
ATM	Card	0.00	0.00			9	<input type="checkbox"/>
TnG	Card	0.00	0.00			10	<input type="checkbox"/>
		0.00	0.00			0	<input type="checkbox"/>

(1) (2) (3) (4) (5) (6) (7) (8)

- (1) Payment Description
- (2) Type of Payment (Cash, Card or Bank)
- (3) Payment charges % on amount
- (4) Choose payment charges % after amount
- (5) Account Posting for the Credit
- (6) Account Posting for the payment charges
- (7) Payment sorting while choosing from list
- (8) Show/Hide on payment list



## A.2 Hidden Price Code Setting (hide cost price)

(1) Value	(2) Code
0	T
1	S
2	I
3	N
4	G
5	A
6	P
7	O
8	R
9	E

- (1) Value of price  
 (2) Set hidden price code

## A.3 Auto Numbering Setting (main code numbering)

Form Name	Header	Running No.	Digit
Company	CO	2	3
Staff_Info	EM	2	3
Customer	CU	2	5
Supplier	SU	2	5
Stock_Info	ST	5	5

(1) (2) (3) (4)

- (1) Form Description  
 (2) Code Header  
 (3) Running number start from  
 (4) Code digit, exp: ST00001

**(B) Other Function****B.1 Multi Code Generator**

- Generate code by running number.

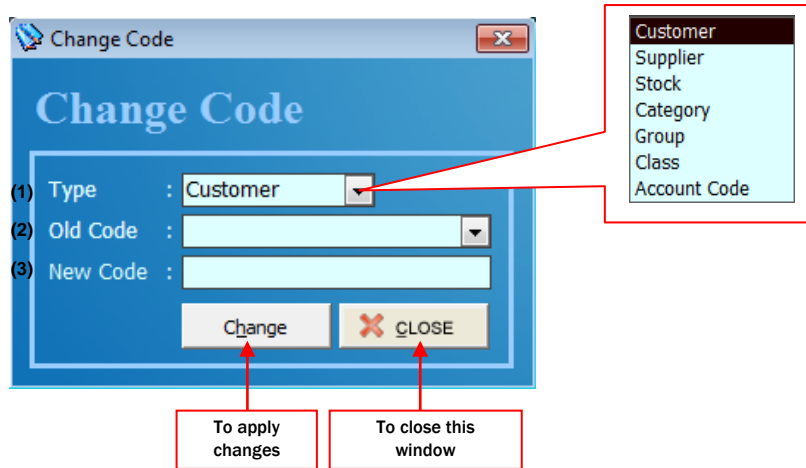
The screenshot shows the 'Multi Code Generator' window with the following fields and callouts:

- (1) Template Code: TOYS### \* replace # to the running number place
- (2) From No.: 1 To 100 \* Result : TOYS001 to TOYS100
- (3) Name: PLASTIC TOYS \*
- (4) Name 2: [Empty]
- (5) Category: OTH \* OTHERS
- (6) Group: [Empty]
- (7) Class: [Empty]
- (8) Based UOM: PACK \*
- (9) Retail Price: 20.0000 Note: Children 5 year above
- (10) Price 2: 18.0000
- (11) Price 3: 16.0000
- (12) Min Price: 10.0000
- (13) Cost Price: 5.0000
- (14) Min Qty: 3
- Point: [Empty]
- Redeemable:  Point Require: 1,000.00
- Serial No. Control:  (15)
- Allow Zero Bal:  (16)
- New: [Button] (To create new stock code)
- Generate: [Button] (Generate this code into stock information)
- CLOSE: [Button] (To close this window)
- Notes or remark for this item: [Text box]
- Set point require for redemption: [Text box]

- (1) Assign stock code
- (2) Assign running number start and last
- (3) Stock Name Line 1
- (4) Stock Name Line 2
- (5) Click on the Arrow Button for selection of Category
- (6) Click on the Arrow Button for selection of Stock Group
- (7) Click on the Arrow Button for the selection of Class Group
- (8) To assign the UOM of the stock details (Example: Unit, Pc and etc)

- (9) Assign a retail price for the stock / Selling Price
- (10) Assign a price 2 for the stock
- (11) Assign a Price 3 for the stock
- (12) Assign a Minimum Price for the stock
- (13) Assign a Cost Price for the stock
- (14) Minimum Quantity for stock availability
- (15) Click to use stock serial no control
- (16) Click to allow zero balance to allow sales without stock balance

- B.2 Change Code  
- Change old code to new code.



- (1) Select code type
- (2) Select old code
- (3) Create new code

## B.3 Change Stock Price (change old price to new retail price)

Code	Description	Original R.Price	R.Price	Variance	Price 2	Price 3	Min Price	Cost Price
ABC01	STOCK	10.00	10.00	0.00	0.00	0.00	0.00	0.00
ABC02	STOCK	10.00	10.00	0.00	0.00	0.00	0.00	0.00
ABC03	STOCK	10.00	10.00	0.00	0.00	0.00	0.00	0.00
(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)

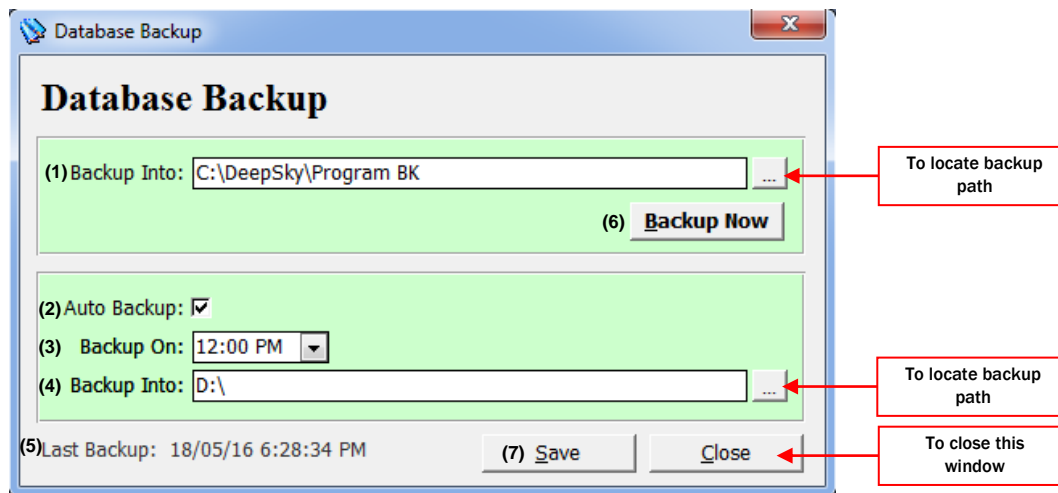
(14) Import All Item    (15) Clear all     Update Variance to Customer Fixed Price    (16) Change    (17) CLOSE

- (1) To set new retail price automatically by key-in price in percent%
- (2) To set new price 2 automatically by key-in price in percent%
- (3) To set new price 3 automatically by key-in price in percent%
- (4) To set new minimum price automatically by key-in price in percent%
- (5) Select stock price
- (6) Stock description
- (7) Original retail price
- (8) New retail price
- (9) Price variance

- (10) Selling price 2
- (11) Selling price 3
- (12) Minimum selling price
- (13) Stock cost price
- (14) To import all stock to this form
- (15) To clear all stock in this form
- (16) Click to apply change
- (17) To close this form

**(C) Backup Database**

- Get your database backup by system to your drive.



- (1) Database backup location
- (2) To assign auto backup
- (3) To set auto backup time
- (4) Database backup location
- (5) To show last backup date and time
- (6) To apply current backup manually
- (7) To save your setting

**(D) Import Data**

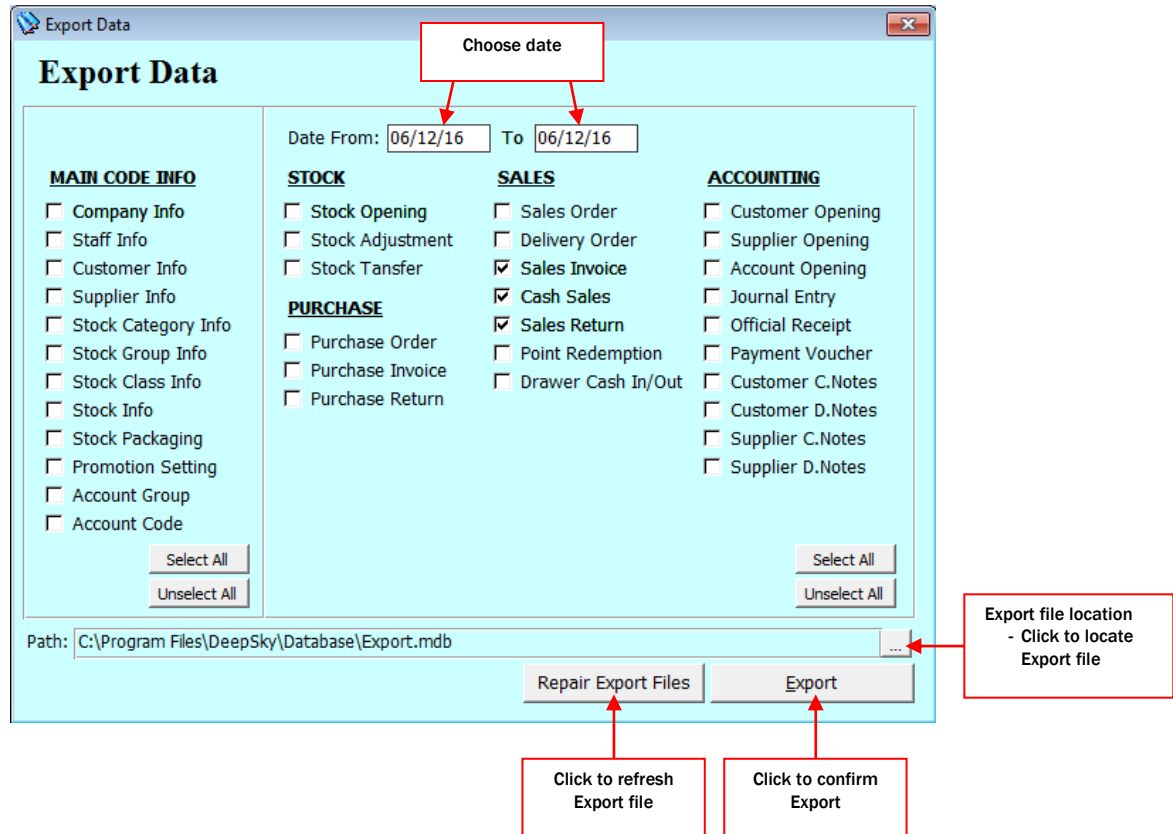
- Import data from other pc or branch.

The diagram illustrates the steps to import data through the 'Import Data' dialog box. It consists of three sequential screenshots:

- Top Screenshot:** Shows the 'Import Data' dialog box with the 'Path' field containing 'C:\Program Files\DeepSky\Database\Export.mdb'. A red box highlights the path field with the callout: 'Export file location - Click to locate Export file'. Below the path field are two checked checkboxes: 'Import data' and 'Update stock info'. A smaller dialog box is overlaid on top, showing the 'Target' field with the same path and a 'Close' button. A red box points to the 'Close' button with the callout: 'Close after locate Export file'. Another red box points to the '...' button in the 'Target' field with the callout: 'Export file location - Click to locate Export file'.
- Bottom Screenshot:** Shows the 'Import Data' dialog box with the 'Path' field containing 'C:\Program Files\DeepSky\Database\Export.mdb'. A red box points to the 'Update stock info' checkbox with the callout: 'Click to auto update stock info'. Below the checkboxes are two checked checkboxes: 'Import data' and 'Update stock info'. A red box points to the 'Import data' checkbox with the callout: 'Click to import data'. A red box points to the 'Import' button with the callout: 'Click to confirm Import'.

**(E) Export Data**

- Export data to HQ or Branch.



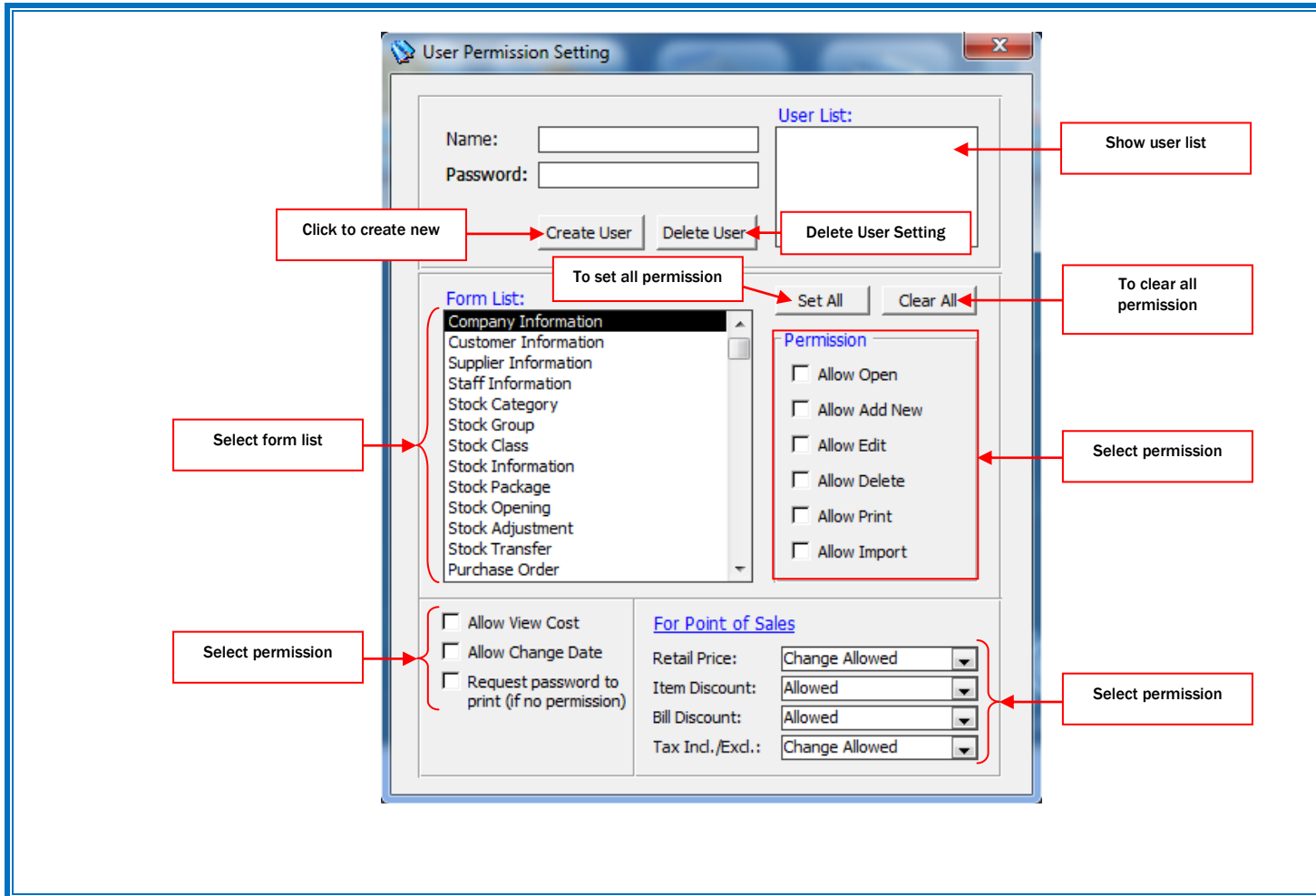
**(F) Permission Setting** (Set security level)

- Admin Setting
- User Permission Setting

The image shows a screenshot of a dialog box titled "Admin Setting". The dialog box contains three input fields and a "Save" button. The first field is labeled "Name" and contains the text "admin". The second field is labeled "Login Password" and contains six asterisks "\*\*\*\*\*". The third field is labeled "Secondary Password" and also contains six asterisks "\*\*\*\*\*". A "Save" button is located at the bottom right of the dialog box. Four red arrows point from external text boxes to the input fields and the "Save" button. The text boxes are: "User name" pointing to the "Name" field, "Enter new password" pointing to the "Login Password" field, "2nd new password" pointing to the "Secondary Password" field, and "Save setting" pointing to the "Save" button.

Name	:	<input type="text" value="admin"/>	→ User name
Login Password	:	<input type="password" value="*****"/>	→ Enter new password
Secondary Password	:	<input type="password" value="*****"/>	→ 2nd new password
<input type="button" value="Save"/>			→ Save setting





**(G) Current Computer Setting**

- Setup Drawer & Customer Display

The screenshot shows the 'Current Computer Setting' dialog box with the following sections and settings:

- POS / Cash Drawer:**
  - Bill No: POS/
  - Customer Code: CU00001
  - Hold Bill Head: A
  - Use Cash Drawer:
  - Drawer Password: \*\*\*\*\*
  - Drawer Type:  USB  Com Port
  - Com Port Number: 1
  - Open Limit: 999
  - Cash Account: PETTY CASH
  - Bank Account: BANK
  - Show 3 S.Price:
  - With Rec Amount:
  - Show Photo:
  - Price Scale Active:  Initial No.: 99
  - Tab Sequence: Stock Code
  - Show Bill on CCTV:  .....
- Customer Display:**
  - Use Cust Display:
  - Welcome Title: Welcome to DeepSky
  - Display Type:  Real  On Screen  Dua Screen
  - Com Port Number: 2
  - D.Screen Resolution: 1366 x 768
  - D.Screen Interval: 10 Sec
- Other Setting:**
  - Show Photo:  Sales Invoice  Cash Sales
  - Show Hidden Code:  (\*Show on Check Price form[F1])
  - Print Serial No. on Bill:
  - Delay Timer: 80000000
  - Auto System Backup:  28/03/17 10:14:43 AM
  - Record System Log:
  - Current Sys Location: [Dropdown]
- Printout Setting:**
  - Cash Sales: Full Pages (A4, Letter, ...) [Margin Setting]
  - Point Of Sales: Receipt (Receipt Printer) [Margin Setting]
- Customer Point:**
  - Deactivate Auto Point:
  - Print Point at Bill:
  - Link HQ Point:
  - Path: C:\Program Files\DeepSky\Database\HQ\Data.1 [...]

Annotations in the image:

- A red box labeled 'Cash drawer setting' points to the 'Use Cash Drawer' and 'Drawer Type' options.
- A red box labeled 'Customer display setting' points to the 'Use Cust Display' and 'Welcome Title' options.

## 11. Staff Attendance

### i. Create staff information at (Company Information)

The screenshot displays the 'Staff Information' application window. The main form area contains the following fields and controls:

- Staff Code:** EM001 (with an 'Auto' button and a red asterisk)
- Name:** ALI KHAN (with a red asterisk)
- Name2:** (empty field)
- Title:** (empty field)
- Age:** 30
- IC No.:** (empty field)
- Phone:** (empty field)
- Address 1:** (empty field)
- Address 2:** (empty field)
- Address 3:** (empty field)
- Address 4:** (empty field)
- Password:** \*\*\* (with a red asterisk)
- Gender:** Radio buttons for Male (selected) and Female
- Disactivate:** unchecked checkbox

The sidebar on the right contains the following controls:

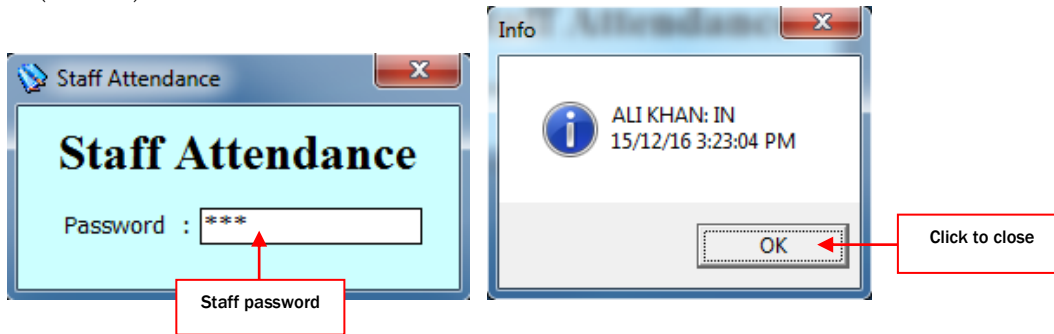
- Page indicator: 1/1
- Navigation buttons: Previous, Next, Home, Refresh
- NEW** button
- DELETE** button
- SEARCH** button
- CLOSE** button

Red callout boxes provide additional context:

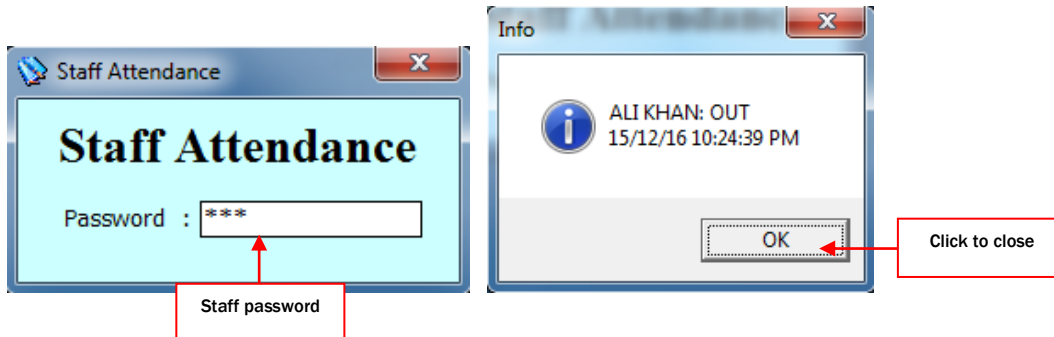
- 'Create staff information' points to the form area.
- 'Create staff password' points to the Password field.
- 'Close this window' points to the CLOSE button in the sidebar.

ii. **Staff attendance**

- Staff In (1<sup>st</sup> Enter)



- Staff Out (2<sup>nd</sup> Enter)



**iii. Staff Attendance Histories**

- Check staff in/out histories.

Staff Attendance History

Staff:  Date From:  to

Date	Staff Code	Staff Name	Notes	Time
15/12/16	EM001	ALI KHAN	IN	15:23:04
15/12/16	EM001	ALI KHAN	OUT	22:24:39

Report Delete Close

Staff attendance

Staff attendance report

To delete history report

Close this window

- History report example:

## Staff Attendance Report

(MY DEMO)

Date From: : 15/12/16 To 15/12/16

Staff Code: : EM001

DATE	CODE	NAME	IN / OUT	TIME
15/12/16	EM001	ALI KHAN	IN	15:23:04
			OUT	22:24:39