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Chapter 6 Reports







Chapter 1: Getting Started

1.1 System Requirements

- Intel Core i7 3.5 Ghz Server Computer CPU or above
- Asustek / Gigabyte H87M-D3H Intel Chipset Mainboard
- 8 GB DD RAM 3- PC 1666 1st grade Kingston
- Hard disk 120 GB Solid State Kingston KC300 Sata 3 Memory Stick Drive
- Operating System = Window 7 / Window 8 , 32 or 64 bit

1.2 Installation

Video Guide link : http://www.sql.com.my/video/sqlacc_tutorial/1-01_Start_Installation.mp4

1.2.1 Always get the latest CD or latest installer from your dealer



1.2.2 Select "I accept the agreement" and click on "Next

Setup - SQL Financial Accounting	
License Agreement Please read the following important information before continuing.	
Please read the following License Agreement. You must accept the terms of this agreement before continuing with the installation.	
IMPORTANT-READ CAREFULLY: This End-User License Agreement ("EULA") is a legal agreement between you (either an individual or a single entity) and eStream Software Sdn Bhd (eStream) for the SQL software product identified above, which includes computer software and may include associated media, printed materials, "online" or electronic documentation, and Internet-based services ("Product"). An amendment or addendum to this EULA may accompany the Product. YOU AGREE TO BE BOUND BY THE TERMS OF THIS EULA BY INSTALLING, COPYING, OR OTHERWISE USING THE PRODUCT. IF YOU DO NOT AGREE, DO NOT INSTALL OR USE THE PRODUCT; YOU MAY RETURN IT TO YOUR PLACE OF PURCHASE FOR A FULL REFUND.	
 I accept the agreement I do not accept the agreement 	
< Back Next > Cancel	
1.2.3 Click on "Next"	
Select Destination Location Where should SQL Financial Accounting be installed?	
Setup will install SQL Financial Accounting into the following folder.	
To continue, click Next. If you would like to select a different folder, click Browse.	<u>_</u>
C:NeStream\SQLAccounting Browse	
At least 241.4 MB of free disk space is required.	.my
< Back Next > Cancel	

1.2.4 Click on "Next"

ł

select Share and Database Location Where should Share and Database folder of SQL Financi installed ?	al Accounting be		
Bin Folder			
C:\Program Files\eStream\SQLAccounting\bin			
Include application version. Recommended for experi	enced users.		
Share Folder			B.
C:\eStream\SQLAccounting\Share			100
Database Folder			1.00
C:\eStream\SQLAccounting\DB			1 20
< Back	Next >	Cancel	
Click on "Install"			
Click on "Install" etup - SQL Financial Accounting			
Click on "Install" etup - SQL Financial Accounting teady to Install		×	
Click on "Install" etup - SQL Financial Accounting Ready to Install Setup is now ready to begin installing SQL Financial Acco computer.	unting on your		
Click on "Install" etup - SQL Financial Accounting teady to Install Setup is now ready to begin installing SQL Financial Acco computer. Click Install to continue with the installation, or click Back change any settings.	unting on your if you want to review	or	
Click on "Install" etup - SQL Financial Accounting Ready to Install Setup is now ready to begin installing SQL Financial Acco computer. Click Install to continue with the installation, or click Back change any settings. Destination location: C:\eStream\SQLAccounting	unting on your if you want to review	or	
Click on "Install" etup - SQL Financial Accounting Ready to Install Setup is now ready to begin installing SQL Financial Acco computer. Click Install to continue with the installation, or click Back change any settings. Destination location: C:\eStream\SQLAccounting Additional tasks:	unting on your if you want to review	or	
Click on "Install" etup - SQL Financial Accounting teady to Install Setup is now ready to begin installing SQL Financial Acco computer. Click Install to continue with the installation, or click Back change any settings. Destination location: C:\eStream\SQLAccounting Additional tasks: Additional icons: Create a desktop icon	unting on your if you want to review	or	
Click on "Install" etup - SQL Financial Accounting Cleady to Install Setup is now ready to begin installing SQL Financial Acco computer. Click Install to continue with the installation, or click Back change any settings. Destination location: C:\eStream\SQLAccounting Additional tasks: Additional icons: Create a desktop icon	unting on your	or	

< Back

Install

Þ

Cancel

3

1.2.6 Click on "Finish"



1.2.8 To generate a NEW DATABASE, after created database, system will login, you will need to go on File | Logon...



1.2.9 Click on "three dot button"

C:\eStream\S	QLAccounting\Share\Defau	al Accounting	
		Version 4.2014.730.703	
		Enterprise Edition	
		www.sql.com.my 🥏	m.mv
Company:	Testing Company		
User:	ADMIN		
Password:	Ĩ.	Log on 👻	
	Remember password		

1.2.10 To create New Database

<u>Housekeeping</u> Backup Restore	DCF Database Testing Company Remark: 2014 Version: 115 ACC-0001.FDB	
Management Create New Database Create Sample Database Find Database Add Database Link	Click to create New Database	
Back to Database Group ename the compan New Database Informa	C:\eStream\SQLAccounting\Shar name tion	e\Default.DCF
Database: Company Name: Remark:	ACC-0002.FDB ABC Company 2014	
Admin Password:	ADMIN Change Password	

Database will created, and double click to login the database with ID & Password

SQL Financi	al Accounting D	atabase	
ousekeeping ackup estore	DCF Database Testing Company Remark: 2014 Version: 115 ACC-0001.FDB	ABC Company Remark: 2014 Version: 115 ACC-0002.FDB	
<mark>anagement</mark> reate New Database reate Sample Database		Double click to log on con	npany
nd Database Id Database Link			
n with ID =ADMIN ,	password = admin	C:\eStream\SQLAccounting	Share\Default.DCF
n with ID =ADMIN	password = admin	C:\eStream\SQLAccounting	Share Default.DCF
n with ID =ADMIN , SQL Financial Accounting Er	password = admin nterprise Edition Stream\SQLAccounting\Share\Default	C:\eStream\SQLAccounting	Share\Default.DCF
in with ID =ADMIN, SQL Financial Accounting Er	password = admin Interprise Edition Stream\SQLAccounting\Share\Default SQL Financia	C:\eStream\SQLAccounting	Share\Default.DCF

1.3 Language Regional Settings

- a. Start | Control Panel
- b. Region and Language
- c. Set Format as : English (United Kingdom)

Format: English (United King	gdom) 🗸	
Date and time form	nats	
Short date:	dd/MM/yyyy	
Long date:	dd MMMM yyyy	
Short time:	HH:mm 🗸	
Long time:	HH:mm:ss 🗸	
First day of week:	Monday 🗸	
What does the not	ation mean?	
Examples		
Short date:	25/12/2014	
Long date:	25 December 2014	
Short time:	14:16	
Long time:	14:16:01	
Go opling to learn at	Additional settings	

• SQL support UK date format which is "dd/MM/yyyy"



1.4 How to Set Financial Period & System Conversation Date

Video Guide link: http://www.sql.com.my/video/sqlacc_tutorial/9-13_Financial_Period.mp4

*very important, once setup, cannot change again, and it set only once when you create a NEW database a. Go to tools | Options



 b. Financial Start Period = First day of accounting period, normally it consists of 12 month System Conversion Date = First day to apply transaction in SQL

Situation 1: my financial period drop on 1/1 every year, and 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 drop on 1/5 every year, and I start using SQL from 1/6/2015. (first year consist more than 12 months) Financial Start Period = 1/5/2015 System Conversion Date = 1/6/2015



1.5 Setting for Company Profile

a. File | Company Profile

	× 5							
		This Software i	s Licensed to Company	Name an	d Add	Iress stated below	<u></u>	
		Company Name	ABC Company	-			_	
		Reg. No.	123456-W	Rei	mark	2014		
		GST. No.	1234567890123					
		Country	Others					
		Biz Nature	Trading Company					
<u>Billing</u>	Mr. Ali			Phone	02-2	2416000		
Billing Attention	Mr.Ali			Phone	03-3	3416909		ירח. ה
Billing Attention Address	Mr.Ali 32, 1st Floo	яr, Jalan Tiara 4,		Phone	03-3	3416909		n. m
Billing Attention Address	Mr.Ali 32, 1st Floo Bandar Ban	or, Jalan Tiara 4, u Klang,		Phone Fax	03-3	3416909 3412909		1.119
Billing Attention Address	Mr.Ali 32, 1st Floo Bandar Ban 41150 Klan	or, Jalan Tiara 4, u Klang, g, Selangor		Phone Fax	03-3	3416909 3412909		1.111
Billing Attention Address	Mr.Ali 32, 1st Floo Bandar Ban 41150 Klan	or, Jalan Tiara 4, u Klang, g. Selangor		Phone Fax	03-3	3416909 3412909		1.11

b. Report Header

😚 Company Profile					×	
12 🔒 😣 🖉	G - 6					
	This Software	is Licensed to Company Na	ame and Ad	dress stated below :-	-	
	Company Name	ABC Company				
	Reg. No.	123456-W	Remark	2014		
	GST. No.	1234567890123				
	Country	Others				and the second se
	Biz Nature	Trading Company				
General Report Heade ABC Compa 32, 1st Floor, Jalan Bandar Baru Klang 41150 Klang, Selar Phone: 03-3341690 (GST No: 123456 Set Report Header	r IIIY (123456-W) Tiara 4, 5, 9 Fax: 03-33412 7890123)	2909 email: sql@sql.con	n.my	Edit		

c. How to load company logo? (Right Click on the square box and click on "Load")

😚 Company Profile						
🖾 💾 🔞 🖉	G 4 · 6					
	This Software	is Licensed to Company	Name and Add	dress stated below :-		
	Company Name	ABC Company				
	Reg. No.	123456-W	Remark	2014		
×	Cut	1234567890123]			
Ph.	Сору	Others				
2	Paste	Trading Company				
×	Delete					
General Report	Load					
ABC Cor	Save As					
32, 1st Floor, Jalan Bandar Baru Klan	Tiara 4, o					
41150 Klang, Selar	ngor					
Phone: 03-3341690 (CST No: 123450)9 Fax: 03-3341 67890123)	2909 email: sql@sql.o	com.my			
(001110.120404	,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,					
Set Report Header	r			Edit	1	
	,					<u>nn nn</u>
N 16						

Chapter 2: Master Data Creation

2.1 General Ledger (Maintain Chart of Account)

Video Guide Link: http://www.sql.com.my/video/sqlacc_tutorial/3-01_GL_Chart_of_Account.mp4



1. Click on GL | Maintain Account | New

2. Enter the **GL Code** and **Description** (*alphanumeric are acceptable*)

3. Check the **Special Account Type** if the account is belongs to Accumulated Deprn Account (Fixed Assets)



4. You can create sub account as sample attached.



5. You are allowed to create *unlimited level* of sub account, always pointing on the "mother account" to create the child account.

6. You are allowed to Drag and Drop account too! How?

Step 1: Highlight the account you wish to drag drop

Step 2: Left Click on mouse and drag it to the account you wish to drop and release your mouse

Step 3: You will see this message "Do you want to drop accounts under XXXX", Yes or No " Click Yes, if it's correct!

🚰 Maintain Account					
Descriptio	'n	Code 🛆	Special Type	-	New
ACCUM DEPRN, - FURNITURE & FITTINGS		200-205	Accumulated Deprn. Account		
OFFICE EQUIPMENT		200-300	-		Edit
ACCUM. DEPRN OFFICE EQUIPMENT		200-305	Accumulated Deprn. Account		Delete
MOTOR VEHICLE		200-400	-		
ACCUM DEPRN, - MOTOR VEHICLE		200-405	Accumulated Deprn. Account	=	
🖻 🌜 OTHER ASSETS					Defrech
GOODWILL		210-000	-		Refresh
	Confirm	-x]		
TRADE DEBTORS			Customer Control Account	ľ	1
···· 📄 OTHER DEBTORS	Do you want to drop accounts u	under "CURRENT			
🖻 👙 CASH AT BANK	ASSETS"?		Bank Account		
···· 🟪 MAYBANK			Bank Account		
HONG LEONG BANK		Yes No	Bank Account		>
Second Cash In Hand			Cash Account		
···· 😴 PETTY CASH		325-000	Cash Account		
- 🎂 стоск		330-000	Balance Stock Account		
E DEPOSIT & PREPAYMENT		340-000			
DIRECTOR'S LOAN TO		350-000		ľ	,
CURRENT LIABILITIES					
TRADE CREDITORS		400-000	Supplier Control Account		
		405-000			
		410-000			
WAGES & SALARIES ACCRUED		410-010			
EMPLOYEES WITHHOLDING TAX		410-020			
COMMISSION ACCRUED		410-030			
0.T. ACCRUED		410-040			
OFFICE & WAREHOUSE ACCRUED		410-050			Close
TELEPHONE & FAX CHARGES ACCRUED		410-060		-	



2.2 Maintain Customer

S 🚰 🛚	Maintain Customer	- • •
Attachments	Company: COOKIE FACTORY SDN BHD Control A/C: 300-000 Code: 300-C0001 2 pory: Factory	<u>N</u> ew Edit Delete Save ▼ Cancel
	Branch: Image: Branch Name: BILLING BILLING Address: 1, Jalan Tiara 4, Bandar Baru Klang, 41150 Klang, Selangor Attention: Ms.Abby Phone: 03-3341 6909 Fax: 03-3341 2909 Email: Email: Image: Fax: Fax: 03-3341 2909	Refresh Browse
	Area: Klang Terms: 30 Days Statement: Open Item Aging On: Invoice Date 4 Agent: Leong 3 Price Tag: Invoice Date 4	Close

Video Guide Link: http://www.sql.com.my/video/sqlacc_tutorial/4-01_Maintain_Customer.mp4

- 1. Enter **Customer Name** accordingly.
- 2. Customer Code auto generate by system, it follow the first alphabet of the company name you key.
- 3. You can categorize your customer into different grouping, eg : Category, Agent, Area, Terms,



How to do? For Example, you need to *create a new agent*. (same step for Area / Category)

Tools	l Maintain	Aaent
		<i>,</i>

🚰 N	/laintain Agent			
Attac	- Maintain Agent -	Step 1 : New	New	
hments	Code : Neo Description: Neo	Active	Edit Delete	
	Step 2 : Create your code and description	Step 3	: Save	
			Close	

4. There are different options for viewing Customer Statement & Customer Aging

<u>1</u>		Maintain Customer	- • ×
Attac	- Maintain Custo	mer -	New
thmen	Company: COOKIE FACTOR	RY SDN BHD	<u>E</u> dit
ts			. <u>D</u> elete
	Control A/C: 300-	-000 🔽 Code: 300-C0002 Cust. Category: 🔽 😶	Save 🔻
Γ	General Credit Control Note	Tax	Cancel
	Branch: 💠 =	Branch Name: BILLING	Refresh
	▶ BILLING	Address: 1, Jalan Tiara 4,	Browse
		Bandar Baru Klang,	•
		41150 Nang,	1
		Attention: Ms Abby	:>
		Phone: 03-3341 6909 Fax: 03-3341 2909	
	1 branches		1
		Email:	1
	Area: Klang 💌 🚥	Credit i erms: 30 Days ▼ ···· Statement: Open Item ▼	
		Price Tag:	
			Close

4 (a) Customer Statement

Brought Forward – Summary Statement

Open Item – Detail Statement

4 (b) Customer Aging

- Maintain Cus	tomer -	New
Company: COOKIE FA	CTORY SDN BHD 300-000 Code: 300-C0002 Cust. Category:	Edit Delete
General Credit Control No	e Tax	⊆ancel
Branch:	Branch Name: BILLING Address: 1, Jalan Tiara 4, Bandar Baru Klang, 41150 Klang, Selangor 5elangor Attention: Ms.Abby Phone: 03-3341 6909 Fax: 03-3341 2909 Emait:	Browse
Area: Klang V Agent: Leong V Currency: V	Credit Terms: 30 Days Statement: Open Item Aging On: Invoice Date Price Tag: Uue Date 4 (b)	Close

 Invoice Date – Base on Invoice Date
 Due Date – Base on after due date (terms)

 ** Supplier side will be the same with customer....

2.3 (a) Maintain Stock Group

Video Guide Link: http://www.sql.com.my/video/sqlacc_tutorial/8-01_Maintain_Stock_Item.mp4

Allow user to set default account posting for the particular group of items. (Stock | Maintain Stock Group)

2	Maintain Group	- • •
Attac	-Maintain Stock Group	New
thmen	Codo: HP	Edit
ts	2.3a.1 - Code, Description,	Delete
	Costing Method: FIFO	<u>Save</u>
		Cancel
	<u>GL Account Code :-</u>	> Refresh
	Cash Sales Code: 500-0000 V Cash Purchase Code: 610-0000 V 23a 2 Account	Browse
	S. Return Code: 510-0000 V P. Return Code: 612-0000 V Code	
		Close

2.3a.1 You can enter your **code** and **description**; by the way you can assign your **costing method** eg: FIFO, Weighted Average & Fixed Cost

2.3a.2 Assign the account accordingly by sales, cash sales, sales return, purchase, cash purchase and purchase return.

<u>1</u>						Maintain Iter	n					
Atta	_	Maintair	1 Stock	t Ite	<u>m</u>							New
chmer	1	Code:	IP6					Serial No. 🛛 🗖	Stock Contr	ol 🔽 Active		Edit
lts		Description	IPHONE 6	;								Delete
											기	Save -
	_	Item Group:	ACC	•	• ••• Reorde	r Level: 0.00	Remark 1:					<u>C</u> ancel
2.3b.	.1	Base UOM	UNIT		Reorde	r Qty: 1.00	Remark 2:				0	Refresh
		Ref. Cost:	1,5	00.000	0 Lead T	ime: 0 🜩	2.3b.2					Browse
		Ref. Price:	2	,399.0	0 Output	Tax:						
		Shelf:			Input T	ax:	Bal Qty : 98.00	D			>	
	L	JOM Cust. F	Price Supp). Price	BOM More	Desc. Opn Bal. Cate	egory Alternative	Cust. Item	Supp. Item	Barcode 💶		
		+ =							2nd UOM: [IJ	
	3	UOM	RAT	E	Ref. Cost	Ref. Price	Min Price	Base	Default UON	1:		
			10	1.00	1,500.000	0 2,399.00	2363		Sales:	<u> </u>		
		CTN	12	2.00	16,000.000	0 23,900.00	2.50.5		Purchase:			
						· · · · · · · · · · · · · · · · · · ·			Stock:			
		2.36.4										
	L											Close

2.3 (b) Maintain Stock Item (Stock | Maintain Stock Item)

2.3b.1 You can assign your item by group as what you had maintain under maintain stock group

2.3b.2 We categorize **Reorder Level**, **Reorder Qty and Lead Time** as one group, due to setting here, you can preset all this detail, in order when stock quantity reach reorder level, can generate report as a reminder to purchase.

Reorder Level = When stock balance drop 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

2.3b.3 You can set MIN PRICE, in order your sales person won't sell in the below min price.

2.3b.4 **2nd UOM** purpose is useful for <u>different packaging</u>, give a scenario

Scenario A

I am selling blue pen, blue pen have different package, I sell by *pcs*, by *box* or by *carton*. Now, I can preset as this way :

Maintair Code: Description:	Blue Pen Blue Pen		🗌 Serial No.	V Stock Control V Active	<u>New</u> Edit
Item Group: Base UOM Ref. Cost: Ref. Price: Shelf: UOM Cust. P	DEFAULT CS	Reorder Level: 0.0 Reorder Qty: 1.0 Lead Time: 0 Output Tax: 1 Input Tax: 1 More Desc. Opn Bal.	P Remark 1: P Remark 2: Barcode:	n Supp. Item Barcode Note	Cance Refree Brows
UOM PCS BOX CARTON	RATE R 1.00 10.00 24.00 10.00	ef. Cost Ref. Price 0.50 1 2.00 7 5.00 13	Min Price Base	Default UOM : Sales: Purchase: Stock:	I

So, you can see here, I have different Unit of Measurement (UOM) and different rate, Base Rate = PCS = 1

Box = 10 PCS Carton = 24 PCS



Chapter 3: Sales & Purchase

3.1 Purchase Order

2		Purchase Order		
More Attachments Note Item Template	Supplier :- 400-C0001 CELCOM (M) COMMUNICATION BHD Address :- 33-37 MENARA CELCOM 7 JALAN 89 KAW PERUSAHAAN 54098 SJ Description: Purchase Order Purchase Order Step 2 User Description CELCOM PREPAID-RM100	More Descrip Location Qty UO	Cancelled P/0 No : 3 Next No :- Po-00022 Date :: 13/12/2011 Agent :- Terms :- 45 Days Ref 1 :- Ext. No :- M U/Price Disc Sub Total 100.00 5%+2%+0.10 93.0	Edit Delete Save + Incel R resh Br wse
	1 records	1.00	93.0	0
	Local Net Total: 93.00	_Deposit Paid :-	Net Total: 93. Doc No:	00
	Deposit Haid By: Ung No: Payment Pro	O.00	Amount: 0.0	00 Close

Step 1. Select Supplier Code.

** You may navigate the search column by using **KEYBOARD "TAB**" button so you are able to search by CODE, COMPANY NAME, COMPANY NAME 2 & CURRENCY that you want.





Step 2.2: ** You may customize the column that you want view on screen:

-Step 2.2: Look for **the small icons as per attached picture**--> **tick and untick** column that you want and don't want. If you want fix the layout so that you able to view those column every time you open the document ,you just have to Right Click again the title bar then look for **GRID LAYOUT** -- >**Save Layout** -- > **Insert Layout Name** (Any label will do) then SAVE.

Step 3. **Discount** can be key-in **by value** (RM 5) and can be **by percentage** (5%) or even multiple disc level eg: 5% + 2% + RM 0.10, you just have to insert the discount rate that you want then system will auto calculate the sub total after discount for you.

Step 4. Save the purchase order.



**	S	QL Financial Accounting Enterprise Edition - Testing Company [2012]	_ 🗆 🗙
Eile	Edit View GL Customer Supplier Sales Purchase Sto	c <u>k</u> Pr <u>o</u> duction <u>G</u> ST Inquiry <u>T</u> ools <u>W</u> indow <u>H</u> elp	
to	🖣 🛱 🙆 🔕 💿 💿 🛃 🛃 🔓 I	🗄 🛞 🔍 🗐 🚔 • 🔍 💳 🔶 Step 5	
		Purchase Order	
More At	Supplier :- 400-C0001 CELCOM (M) COMMUNICATION BHD	P/Order	Cancelled New
tachments	Address :- 33-37 MENARA CELCOM 7 JALAN 89 KAW PERUSAHAAN 54098 SJ	Select Report ×	Date :- 13/12/2011
Note	Description: Purchase Order	Purchase Order 2 Purchase Order 3 (Simple)	Ref1: Ext No: Browse
Item Template	I Item Code Description ▶C-PRE-100 CELCOM PREPAID-RM100	J/Price	Disc Sub Total 0.00 5% +2% +0.10 93.00
		Select All OK Cancel	5
	1 records	1.00	93.00
	Local Net Total: 93.00	Depend Daidy	Net Total: 93.00
	Deposit Paid By: Chq No: Payment Project: Bank I	Deposit Para Ca harges: 0.00	Doc No: Amount: 0.00
Versio	4.2014.728.703 x86 Working Date: 10/01/2015 V Log		WI-V2.5.3.26778 Firebird 2.5

Step 5. Click on the **preview** icon and choose which format that you want to print.

3.2 Purchase Goods Received

		SQL Financial Accounting Enter	rprise Edition - Testing Company [2012]	. 8 💌
	jile	Edit View 61, Customer Supplier Sales Purchase Stock Production GST Inquiry Iools Window H	jelp	
ŝ	3	Goods Rec	ceived Step 2	
:	ore Attachments Note Item T	Supplier : Step 1 CELCOM (M) COMMUNICATION BHD Address : 33-37 MENARA CELCOM 7 JALAN 99 KAW PERUSAHAAN 50998 53 Description : Goods Received Coods Received Time Code Description Location Remark 1 Receive Qty	Transfer From Purchase Request G/R No : GR-0004 Transfer From Purchase Crder Barcode Barcode F8 Update Unit Price F8 Set Posting Date Insett Bank Line Insett Bank Line Image Set Posting Received Patte Goods Received I/Price	New Edit Delete Save Cancel Refresh Browse
	emplate	CERCION PREPAD-RM100 1.00	Paste From Sales Items 100.00 [5%+2%+0.10 93.00 Goods Received Batch Print Audit Trail	

Step 1: Select Supplier Code.

Step 2: Right Click on the title of G/ R Note then choose transfer from Purchase Order then tick which document that you want to transfer over to this purchase goods received.

** Make sure you point on the correct position. Must be right click at the top title G/R Note else you can't get the result.

Step 3: After transfer from purchase order your item will show in **GREEN** colour.

Step 4: Save the goods received.

** P/S: Once you save this purchase goods received, system will automatic update the stock quantity and costing.

3.3 Purchase Invoice

		SQL Finance	cial Accounting Ente	erprise Edition - Testing Company [2012	2] - [Purchase Invoice]	- 8 🗾
📲 E	ile <u>E</u> dit <u>V</u> iew G <u>L</u> <u>C</u> usto	mer Supplier Sales Purchase Stock Product	tion <u>G</u> ST <u>I</u> nquiry <u>T</u> o	ols <u>W</u> indow <u>H</u> elp		
8	A A A A	0 0 2 2 2 2	L G 🖨 • 🔯			
More Attachments Note	Supplier :- SOULDOOS V LICN HPHONE AC Address :- WISHA WOO STH TAMAN WOO 59089 SJ Description :- Purchase	Step 1 CESSORIES SON BHD IFLOOR		P. Invoice Step 2 Transfer From Purchase Request Transfer From Ourchase Order Transfer From Goods Received Barcode Barcode F8 Update Unit Price Set Posting Date	-	Cancelled Blow Inv No : P1-00004 Next No : P1-00007 Date : 07/01/2011 Terms : 30 Days Ext. No : Ext. No :
ii	Invoice Matrix	1		Set Tax Date		
a Te	I Item Code	Description	Location	Insert Blank Line	ice Disc S	ub Total Tax Indus
mpla	HEK	HANDS ERFE KITS		Copy Purchase Invoice	7.50	375.00
te	COVER	HANDPHONE COVER		Paste Purchase Invoice	1.50	37.50
<u> </u>	HSEG	HOUSING		Paste From Sales Items	5.00	150.00
¢	KP-RAIN	KEYPAD - RAINBOW			0.80	16.00
	LCLIP	LEATHER CLIP		Invoice Batch Print	0.50	12.00
<	Step 3)		Audit Trail		
<						>

Step 1: Select Supplier Code.

Step 2: Right Click on the title of Purchase Invoice then choose transfer from Purchase Goods Received then tick which document that you want to transfer over to this purchase invoice

Step 3: After transfer from purchase goods received your item will show in GREEN colour.

Step 4: Save the purchase invoice

** P/ S : Please do remember that if you have key-in purchase good received, please make sure that you have transfer to purchase invoice else your stock costing and quantity will update twice.



3.4 Sales Quotation

Video Guide Link: <u>http://www.sql.com.my/video/sqlacc_tutorial/6-01_Sales_Quotation.mp4</u>

2			C	Quotation						• ×
More	Customer :- 300-4	A0002 V Step 1		Quotati	on		Quot No :	Cancelled QT-00011		<u>N</u> ew Edit
Attachments	Address :- 838 J 4048: SELAI	IALAN WORLD 5 RAWANG NGOR DE					Next No :- Date :- Agent :- Terms :-	QT-00012 ▼ 13/03/2015 ▼ FFF ▼ 45 Days ▼		<u>D</u> elete Save ▼ Cancel
Note Ite	Description :- Sales	Order Profit Estimator	1			~	Ext. No :-	Step 3	4	Refresh <u>B</u> rowse
mTe	Item Code	Description	Location	Qty U		U/Price Dis	count S	Sub Total Tax	ı í	
olate	Step 2	2		15.00				37 50		
	Local Net Total:	39.75		13.00		N	et Total:	39.75	1	Close
Step	1: Same thin	g select your Custo	omer Co	de.		11		·	-	

Step 2: Insert the item customer enquiry.

- Step 3: After confirm everything, **SAVE** the quotation.
- Step 4: At standard bar, go **PREVIEW** button to view the format



	Select Report	×	
Sales Quotation 1			
Sales Quotation 2 Sales Quotation 3 (Sales Disc)			
Sales Quotation 3 (Simple)			
Select All	OK Car	icel	

Step 6: Format Previewed, you can either Print or Export

- a. Print with your printer
- b. Export your format either by PDF / Email / RTF (Microsoft Words) / Excel

	Report Bui	lder		
1 🔁 💽 🔫 🔍 1		+ 68% 🗸 📿 🔁	-1	" 🗋 🕉
a Export to PDF file Export to E-Mail Client Export to Microsoft Excel Export to RTF file Export to JPEG image Export to Text file Export to Archive file Native Preview	ing Company In Floor Jalan Tara 4 Bandar Baru H 150 Klang Selangor me: 03-334 16909 Fax: 03-334 12909 COMPUTER LD FAX : 03-48573690	Slang, QUOTATION : QT-000 Your Ref. : Our Ref. : C. C. : Date : 13/03/2019 Page : 1 of 1	11 5	^
Item Item Code	Description	Qty Unit Price Di	sc Amount	
1 AMT	ΑΝΤΕΝΝΑ.	15.00 UNIT 2.50	39.75	
Ų				
1				2
Page 1 of 1 13.03.2015 11	:54:30 S	ales Quotation 3 (Simple).rtm		

3.5 Sales Order

Video Guide Link: <u>http://www.sql.com.my/video/sqlacc_tutorial/6-02_Sales_Order.mp4</u>

	-	Sales Order	
More Attachments Note Item Template	Customer :- \$00-A0002 Step 1 ALPHA & BETA COMPUTER Address :- 838 JALAN WORLD 40485 RAWANG SELANGOR DE Description: Sales Order The Code Description	Sales Transfer From Step 2 Barcode Update Unit Pi Set Posting Da Insert Blank Lii Copy Sales Or Qty UOM U/Price Qty UOM U/Price Disc Sales Order Ba Audit Trail	Cancelled New Cuotation F8 F8 F8 F8 Cuotation Edit Delete Save Cancel Refresh Browse urchase Items otal (
Stor	records Local Net Total: 0.00 Deposit into: Chq No: Paymen I: Soloct your customor	<no data="" display="" to=""></no>	Net Total: 0.00 Amount: 0.00

Step 2: Mouse pointing on Sales Order, right click and select "Transfer from Quotation"

Document Transfer -												
Do	ocum	nents Ite	ems									
1		X/F Qty	Bal	Org	Code	Doc. No	Doc. Date	Item Code	Description	UOM		
			10.00	10.00	300-A0	1	19/12/2013	C-PRE-50	CELCOM PREPAID-R	UNIT		
			10.00	10.00	300-A0	1	19/12/2013	C-PRE-50	CELCOM PREPAID-R	UNIT		
			1.00	1.00	300-A0	QT-00008	20/12/2013	ANT	ANTENNA	UNIT		
			1.00	1.00	300-A0	QT-00009	09/01/2013	COVER	HANDPHONE COVER	UNIT		
ĩ	~	10.00	15.00	15.00	300-A0	QT-00011	13/03/2015	ANT	ANTENNA	UNIT		
L	_											
						5			ОК	Cancel		
		TICK Sel	ection	Untick	< selection		HCK ALL			_		

Step 3: Select the Qty you wish to transfer into Sales Order and press OK

Step 4: Transferred Item will show in GREEN colour, any additional add on item and insert at Sales Order instead of go back to Sales Quotation rekey and transfer again

		Sales Order				
More.		Sales O	rder	Cancelled		New
:	Customer :- 300-A0002 -		S/0) No : 50-00031		<u>E</u> dit
Act.	ALPHA & BETA COMPUTER		Next	t No :- <u>50-00032</u>	-	Delete
achn	Address :- 838 JALAN WORLD 40485 RAWANG		Date	e:- 20/04/201	.5 🔻	
Tents	SELANGOR DE		Age	nt:- FFF		<u>Save</u> ▼
:			Terr	ns:- 45 Days		⊆ancel
Z	Description: Sales Order		▼ ··· Evt	Note		0 Defrech
te .	💠 😑 🕢 🕐 Profit Estimator			140.5)	Kenesi
•	Sales Order					Browse
Item	Item Code Description	Oty U U/Price Disc	Sub Total [Ta	Tax Amo Sub	Total	
Tem		10.00 U., 2.50	25.00 SR	1.50	26.50	
plate	Step 4					
	1 records	10.00	25.00	1.50	26.50	
	Local Net Total: 26.50		Net Tota	k	26.50	
		Deposit Receive	<u>d :-</u>			
	Deposit into: Chq No: Pay	yment Project: Bank Charge	S: Doc	NO:		
	_	▼ 0.0	00 Amo	unt:	0.00	Close
Step	5: Save the Sales Order					

Tips : For additional reference regarding on check Outstanding Sales Order, please view our video for more information.



3.6 Sales Delivery Order

Video Guide Link: <u>http://www.sql.com.my/video/sqlacc_tutorial/6-03_Sales_Delivery_Order.mp4</u>

2		Delivery Order		- • ×
More	Customer : 300-A0002 🗨	D/Ord	Cancelled Transfer From Quotation	New Edit
Attachments	ALPHA & BETA COMPUTER Address :- 838 JALAN WORLD 40485 RAWANG SELANGOR DE		Transfer From Sales Order Barcode F8 Update Unit Price	Delete Save ▼
. Note Iter	Description :- Delivery Order	Ohu II II/Drice	Insert Blank Line Copy Delivery Order Paste Delivery Order	Aefresh Browse Step 3
n Template		15.00 U 2.50 10.00 U 2.50	Paste From Purchase Items Delivery Order Batch Print Audit Trail	
	2 records	25.00	62.50 3.75 66.25	
	Deposit Amount: 0.00 Local Net Total: 66.25	-	Net Total:66.25	Close

Step 1: Select Customer Code

Step 2: Mouse pointing on Sales Delivery Order, right click select "Transfer from Sales Order" Step 3: Save

av

Tips: Bear in mind, once Delivery Order save, Stock will be update, for this Delivery Order, Stock will be reduce.

3.7 Sales Invoice

Video Guide Link: http://www.sql.com.my/video/sqlacc_tutorial/6-04_Sales_Invoice.mp4

1		Invoice	
More	Customer: 300-A0002	Invoice	Cancelled [New
Attachments	ALPHA & BETA COMPUTER Address :- 838 JALAN WORLD 40485 RAWANG SELANGOR DE		Next No :- IV-00115 ▼ Date :- 25/04/2015 ▼ Agent :- FFF ▼ Terms :- 45 Days ▼
Note It	Description :- Sales		Ext. No. :-
em Template	Item Code Description ANT ANTENNA ANT ANTENNA	Qty UOM U/Price Sub Total 10.00 UNIT 2.50 25. 15.00 UNIT 2.50 37.	I Tax Tax I Tax Amount Sub Total (Tax) 5.00 SR 1.50 26.50 7.50 SR 2.25 39.75 Step 3 Step 3 1.50 1.50
	2 records Deposit Amount: 0.00 ···· Local Net Total: 66.25	25.00 62.	2.50 3.75 66.25 Net Total: 66.25

Step 1: Select **Customer Code**, do the same step as previous document.

Step 2: Before you save the invoice, if you wish to check whether this deal have bring any profit / loss may click on the *Profit Estimator* Button then we will get the result as below:

<u>7</u>				Sale	s Prof	it Estimat	or			×	
You car Note: L	n perform ' Jser are nol	What if ' a t allowed	analysi: to ente	s at the resp er % when 1	oective f otal Cos	ields: st = 0	Use	Ref. Cost Wł	nen Qty <=		
🗄 Ite	em Code	Loca	Qty	Unit Pr	DISC	Total sales	Unit Cost	Total Cost	Profit	%	
► ANT			10.00	0 2.50		25.00	2.0000	20.0000	5.00	20.00	
ANT			15.00	2.50		37.50	2.0000	30.0000	7.50	20.00	
				(62.50 ¥		50.0000	12.50	20	
	0		3.	Qty	Ur	nit Cost	SubTotal	_			
	COSTI	ng Deta	ш : Р	-179.0	00	0.0000	0.000	00			
				189.0	00	2.0000	378.000	00			
											1 I I I I I I V
				10.0	00		378.000	0			
							Update	e Unit Price	Clo	se	

-As per screen you are able to view the <u>real time costing</u> and profit base on the price that you offer, if the profit is not the figure that you want then you may amend it then just click on the update unit price then system will follow the profit that you want and set the unit price.

Tips: On 01/04/2015 SQL Account will auto update GST code SR on sales side & TX on purchase side. No amendment or key in required unless the GST code is not SR & TX.

Question 1: Do you still remember we had done the minimum price setting under Maintain Stock Item? How does it reflect on your Invoice?

Ref	efresh the screen now	
2	🖀 Maintain Item	
Attachments	Maintain Stock Item Code: 196 Description: IPHONE 6	No. V Stock Control V Active
	Item Group: ACC •••• Reorder Level: 0.00 Remark 1: Base UOM UNIT Reorder Qty: 1.00 Remark 2: Ref. Cost: 1,500.0000 Lead Time: 0 + Barcode: Ref. Price: 2,399.00 Output Tax: • Bal Qty : 98.00	Cancel Refresh Browse
	UOM Cust. Price Supp. Price BOM More Desc. Opn Bal. Category Alternative Image: Supple Control of the section of	Cust. Item Supp. Item Barc • • • • • • • • • • • • • • • • • • •
		Stock: Close

If you have setup *minimum price* under *maintain stock item* \rightarrow *min price*, once your unit price is *below the minimum price* then system will auto prompt out the message for remind purpose as below:

		Invoice	C										
More.	Invoice Cancelled												
Attac	Customer: 300-A0002 ALPHA & BETA COMPUTE Address - 838 JALAN WORLD	Confirm	< <new>> IV-00115</new>	<u>E</u> dit <u>D</u> elete									
hments	40485 RAWANG SELANGOR DE	Unit price for item "IP6" falls outside the range. Unit price should greater than or equal to 2200 Do you want to continue ?	13/03/2015 FFF 45 Days	Cancel									
Note	Description :- Sales	Yes No		Refresh Browse									
Item Template	Item Code Description	Qty UOM U/Price Sub Total Tax Tax I Tax Amou 1.00 UNIT 2100 2,100.00	unt Sub Total (Tax) 0.00 2,100.00	>									
	1 records	1.00 2,399.00	0.00 2,399.00										
	Local Net Total: 2,399.0	net Total:	2,399.00	Close									

System will prompt the message if you had key in lower than your minimum price. But of course access rights setting will influence also. What should you set in access rights?

r Access Right									
-l 💿 🗠 📛		()	> 🏲						
			Entry			Re	port		^
Description	Execute	New	Edit	Delete	Process	Print	Preview	Export	
🗄 Group : Purchase	-								
🖃 Group : Sales									
Edit Document No - Custom	ier 🔽								
Edit Document No - Custom	ier 🔽								
Edit Document No - Custom	ier 🔽								
Edit Document No - Custom	ier 🔽								
Edit Document No - Sales C	an 🔽								
View Profit Estimator	✓								
View Sales Price Tag	✓								
Prompt Replace Unit Price [Dialı 🔽								
Show Deposit in Sales Orde	er 🔽								
Save Price Below Cost									
Show Price in Delivery Orde	er 🔽								
Show Payment / Change D	ialo 🔽								
Override Sales Min/Max Pri	ce 🗌								
Quotation	✓		✓	✓	✓	✓	-	~	
Sales Order	 Image: A start of the start of	✓	✓	✓	v	✓	-	~	
Delivery Order	✓	✓	✓	✓	✓	-	-	✓	
• ·								-	

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

es	ti	on	2:	How	does s	system rer	nind	you y	our s	tock	is run	belo	w the reor	der lev	/el?	
							М	aintai	n Iten	n						
244-5			VIa	intai	in St	ock Iten	1									New
Ī			Cod	le:	N-32	210				Seria	al No. 🛛	Stoc	:k Control 🛛 🔽 /	Active	- C	Edit
1		۵	Des	criptio	n: NOK	IA 3210										<u>D</u> elete
_	ļ														J.	Save 👻
			ten	n Grouj	p: HP	•		Reorde	er Leve	l:	5.00	Re	emark 1:			Cancel
		E	Base	e UOM	UNIT	Γ		Reorde	er Qty:		10.00	Re	emark 2:		j	Refresh
		F	Ref.	Cost:		400.0000		Lead 1	lime:		0 🗘	Ba	rcode:			Browce
		F	Ref.	Price:		900.00		Output	t Tax:		-				>	Drowse
		Ş	Shel	f:				Input 1	Гах:		-	E	3al Qty : -22.00			
		UC	ом	Cust	. Price	Supp. Price	BOM	More	Desc.	Opn i	Bal. Cat	egory	Alternative	Cu 🔹 🕨	U I	
			÷	-								2nd l	UOM:] `	
		1	ι	JOM	RATE	Ref. Cost	Ref	Price	Min	Price	Base	D.(-				
		Þ	l	JNIT	1.00	400.0000		900.00			 Image: A start of the start of	<u>Dera</u>	<u>iuitoom :</u>		ŝ	
												5ale	es:			_
												J Pure	chase:		1	Close

If you have setup *reorder level* under *maintain stock item →reorder level*, once your quantity is *below the reorder level* then system will auto prompt out the message to remind you as below:

2				Invoice						
More.				Invoice	2			Cancelled		New
:	Customer: 300-					(Inv No :	IV-00115		<u>E</u> dit
Attach	Address :- 838 .	IALAN WORLD					Next No :-	IV-00116	-	<u>D</u> elete
Iment	4048 SEL A	5 RAWANG					Agent :-	FFF	• •	📄 <u>S</u> ave 🔻
s	JELA	NGOR DE					Terms :-	45 Days	•	⊆ancel
Note	Description :- Sale	**	Ste	oc <mark>k Quan</mark> tity (Control			×	—) []	Refresh
:		Item Code	Description	Location B	atch Out Qty	Qty On H	Reord	Min Qty	<u> </u>	Browse
tem Template	Item Code ► N-3210					22.00		iot	al (Tax) 4,500.00	
			There are Items Below	Qty On Hand, Belo Do you want to sa	ow Reorder Level o ave it?	r Below Min. (lty.			
				Yes	<u>N</u> o					
	1 records		5.00		4,500.00			0.00 4	,500.00	
	Deposit Amount: Local Net Total:	0.00 •• 4,500.0	2			Net	Total:		4,500.00	Close

If you have access rights to get over this step, you are allowed to save. By the way, if you found no this dialog box show properly is because your settings had taken off, may go to <u>Tools | Options</u>

		Options		×		
4	Miscellaneous					
General Numeric Value Display Format:-						
a sair	I Numbering Type	Display Format	Number	Sample		
	Accounting Value	#,0.00;(#,0.00)	123456789.12345	123,456,789.12		
- BarCodo	Currency Rate	#,0.0000	1234.12345	1,234.1235		
	Stock Quantity	#,0.00;-#,0.00	1234.12345	1,234.12		
1 🤤	Item Selling Price	#,0.00;-#,0.00	1234.12	1,234.12		
Miscellanecus	Item Purchase Price / Costing	#,0.0000;-#,0.0000	1234.1234	1,234.1234		
Unit Price	Unit Price Image: Prompt Negative Stock Quantity Dialog Box Image: General Ledger Image: Show Document Project Image: General Ledger Image: Runtime Stock Costing Calculation for Stock Document Image: General Ledger Image: Runtime Stock Costing Calculation for Stock Document Image: General Ledger Image: Runtime Stock Costing Calculation for Stock Document Image: General Ledger Image: Runtime Stock Costing Calculation for Stock Document Image: General Ledger Image: Runtime Stock Costing Calculation for Stock Document Image: General Ledger Image: Runtime Stock Costing Calculation for Stock Document Image: General Ledger Image: Runtime Stock Costing Calculation for Stock Document Image: General Ledger Image: Runtime Stock Costing Calculation for Stock Document Image: General Ledger Image: Runtime Stock Costing Calculation for Stock Document Image: General Ledger Image: Runtime Stock Costing Calculation for Stock Document Image: General Ledger Image: Runtime Stock Costing Calculation for Stock Document Image: General Ledger Image: Runtime Stock Costing Calculation for Stock Parence Detail Image: General Ledger Image: Runtime Stock Parence Detail Image: General Ledger Image: Runtime Stock Parence Detail Image: General					
		0	K Cancel	Help		
1	Pa	VIZA				

3.8 Cash Sales

2	Cash Sales	
	Cash Sales Customer :- 300-C0001 Step 1 CASH SALES Address :- Description :- Cash Sales Cash Sales CS No :- Next No :- Date :- Agent :- Terms :- Ref 1 :- Ext. No :- Cash Sales Terms :- Ref 1 :- Ext	Cancelled Cancel
Ste	1 records 10.00 25.00 Local Net Total: 26.50 Net Total: Deposit Amount: 0.00 Payment into: Chq No: Payment Project: Bank Charges: Payment into: Chq No: Payment Project: Bank Charges: P 1: Select your customer as usual 0.00 Amount: p 2: Select your item as usual DOS curtam dialog hav	1.50 26.50 26.50 0.00 Close
Ste	A 3: Opon SAVE, system will prompt a POS system dialog box 26.50 Paid Change Payment Method 310-001 ↓ MAYBANK	
	Chq /Credit Card No: <u> O</u> K <u>Cancel</u>	m.my

Key the figure you received accordingly, if this is a cheque, you may also key in the cheque number.
	Cash Sales	• ×
More	Cash Sales Cancelled	<u>N</u> ew
·	Customer :- 300-C0001 CS No : C5-00012	Edit
Attac	Address :- Next No :- C5-00013	<u>D</u> elete
hmen	Agent - NSI	<u>_ S</u> ave -
5	Terms :- 30 Days 💌	Cancel
Z	Description :- Cash Sales	Refresh
te	🔹 = 🕢 🕐 Profit Estimator	Durauman
Ħ	Cash Sales	browse
em Te	Item Code Description Qty UOM U/Price Sub Total T Tax Tax Amount Sub Total >	
emplate	►ANT ANTENNA 10.00 UNIT 2.50 25,00 SP 1 1.50 26,50 Upon save, system will auto update paymer	nt
		_
	1 records 10.00 25.00 1.50 26.50	
	Local Net Total: 26.50 Net Total: 26.50	
	Deposit Amount: 0.00 ···· Outstanding: 0.00 ···· Payment Beceived ···	
	Payment into: Chq No: Payment Project: Bank Charges: CS-00012	Class
	<u>310-001</u> ▼ • ▼ <u>0.00</u> Amount: <u>26.50</u>	Close

3.9 Sales Credit Note

Video Guide Link: http://www.sql.com.my/video/sqlacc_tutorial/6-07_Sales_Credit_Note.mp4

			Credit Note	
More	Customer :-	300-A0002 Step 1	Credit N	Transfer From Sales Invoice
Attachments	Address :-	838 JALAN WORLD 40485 RAWANG SELANGOR DE		Barcode Step 2 F8 Update Unit Price Step 2 F8 Insert Blank Line
Note Ite	Description :-	Sales Returned		Copy Credit Note Paste Credit Note Paste From Purchase Items
m Template	Item Con ► N-3210	le Description NOKIA 3210	Qty UOM U/Price 2.00 UNIT 900.00	Sut Credit Note Batch Print Audit Trail
	1 records		2.00	1,800.00 108.00 1,908.00
	Local Net T	otal: 1,908.00		Net Total: 1,908.00 Close

Step 1: Select customer as usual

Step 2: Mouse point under Credit Note, right click and select "transfer from sales invoice" Step 3: After transfer, the detail will be in GREEN colour

Chapter 4: Customer & Supplier

4.1 Customer Invoice

Question: What is the different between Customer Invoice vs Sales Invoice?

Answer:

<u>Customer Invoice</u> only reflect on account posting, do not have any Qty / Unit Price to insert <u>Sales Invoice</u> reflect between stock and account together, so we advise if user have stock item incur, we will suggest to use Sales Invoice to key and customer Invoice will update too. See the sample here:

8		Cus	tomer Invoice I	Entry					ł	<u>9</u> 20			Invoice		-	
🗄 Invoice 🗹	Date	Code	Customer	Curren	Amount	Outstandi	^	New	Π	Invoice No	Date	Code	Company	Curr	Amount	New
₽ IV%		Cus	tomer Invoice	、				E alta	1ŀ	2			Sales Invoice			r Ja
IV-00058	14/05/2013	300	conter involee	·	1,000.00	1,000.00		Eald		V-00003	04/01/2013	300-CI			5,225.00	Eald
IV-00007	25/10/2013	300-A0003	AB ENTERPRISE		5,900.00	5,900.00		Delete		IV-00002	19/01/2013	300-A0001	A'BEST TELECOMMUN	5\$	7,500.00	Delete
IV-00012	03/12/2013	300-A0001	A'BEST TELECO	S\$	500.00	500.00		The sure of the second		IV-00001	11/02/2013	300-K0001	KITTY SECURITY SDN		16,000.00	III com
IV-00008	17/12/2013	300-A0003	AB ENTERPRISE		1,955.00	1,955.00		Dave 💌		IV-00004	20/02/2013	300-A0002	ALPHA & BETA COMP		9,380.00	Dave -
IV-00010	18/12/2013	300-A0002	ALPHA & BETA		2.50	2.50		⊆ancel		IV-00006	21/02/2013	300-A0002	ALPHA & BETA COMP		360.00	Cancel
IV-00011	22/12/2013	300-A0002	ALPHA & BETA		50.00	50.00				IV-00005	20/04/2013	300-A0003	AB ENTERPRISE SDN		8,988.00	
IV-00107	05/02/2014	300-A0002	ALPHA & BETA		10,000.00	0.00		Refresh		IV-00007	25/10/2013	300-A0003	AB ENTERPRISE SDN		5,900.00	Refresh
IV-00100	20/04/2014	300-A0004	AB ENTERPRISE		5,000.00	0.00		Detail		IV-00008	17/12/2013	300-A0003	AB ENTERPRISE SDN		1,955.00	Detail
IV-00099	15/05/2014	300-A0002	ALPHA & BETA		225.00	225.00				IV-00010	18/12/2013	300-A0002	ALPHA & BETA COMP		2.50	-
IV-00102	22/05/2014	300-A0004	AB ENTERPRISE		2,000.00	2,000.00				IV-00011	22/12/2013	300-A0002	ALPHA & BETA COMP		50.00	
IV-00103	18/07/2014	300-A0004	AB ENTERPRISE		5.00	5.00				IV-00107	05/02/2014	300-A0002	ALPHA & BETA COMP		10,000.00	
IV-00104	14/08/2014	300-A0002	ALPHA & BETA		55.00	55.00				IV-00100	20/04/2014	300-A0004	AB ENTERPRISE SDN		5,000.00	
IV-00105	04/09/2014	300-A0002	ALPHA & BETA		917.05	917.05				IV-00099	15/05/2014	300-A0002	ALPHA & BETA COMP		225.00	
IV-00106	08/09/2014	300-C0001	CASH SALES		31,350.00	31,350.00	>			IV-00102	22/05/2014	300-A0004	AB ENTERPRISE SDN		2,000.00	•
IV-00108	31/10/2014	300-A0002	ALPHA & BETA		18.00	0.00				IV-00103	18/07/2014	300-A0004	AB ENTERPRISE SDN		5.00	
IV-00109	22/11/2014	300-A0002	ALPHA & BETA		9.00	0.00				IV-00104	14/08/2014	300-A0002	ALPHA & BETA COMP		55.00	
IV-00110	21/01/2015	300-A0002	ALPHA & BETA		25.00	17.50	11			IV-00105	04/09/2014	300-A0002	ALPHA & BETA COMP		917.05	
IV-00111	21/01/2015	300-A0001	A'BEST TELECO	5\$	250.00	0.00				IV-00106	08/09/2014	300-C0001	CASH SALES		31,350.00	
IV-00112	22/01/2015	300-A0002	ALPHA & BETA		0.00	0.00				IV-00108	31/10/2014	300-A0002	ALPHA & BETA COMP		18.00	
IV-00115	13/03/2015	300-A0002	ALPHA & BETA		4,500.00	4,500.00				IV-00109	22/11/2014	300-A0002	ALPHA & BETA COMP		9.00	
IV-00114	25/04/2015	300-A0002	ALPHA & BETA		66.25	66.25				IV-00110	21/01/2015	300-A0002	ALPHA & BETA COMP		25.00	
IV-00113	30/04/2015	300-A0002	ALPHA & BETA		14,600.00	14,600.00				IV-00112	22/01/2015	300-A0002	ALPHA & BETA COMP		0.00	
										IV-00115	13/03/2015	300-A0002	ALPHA & BETA COMP		4,500.00	
35 invoices	_	_		_	129,423.80	87,139.30				IV-00114	25/04/2015	300-A0002	ALPHA & BETA COMP		66.25	
🗙 🗹 (Invoice	No. LIKE IV%					Customize				IV-00113	30/04/2015	300-A0002	ALPHA & BETA COMP		14,600.00	
							~									

How to key Customer Invoice?

Go to Customer | Customer Invoice and press on "New"

		Ci	usto <mark>mer In</mark> voic	e Entry			
	Customer Code: 300 Area : RAV	A0002 💌 Step 1			Currency:		<u>N</u> ew <u>E</u> dit
E	Customer Inve Cancelled Bill To : ALPHA & BETA	Dice A COMPUTER			Inv No: IV-00116 Next No: IV-00117 Date: 01/05/2015 Agent: FFF Terms: 45 Days Ext. No:	V V V	Deleta
	Sales A/C 500-000 SALES	Description	Project Total:	Amount T 5,000.00 S Ste 5,000.00	Tax Am Tax Inclu Si SR 300.00	ub Tota 5,300.00	
l	Local Net Total :	5,300.00 es		T	Net Total:	5,300.00 5,300.00	Close

- Step 1: Select your Customer
- Step 2: Assign your detail account code and tax accordingly.

Step 3: Save



4.2 Customer Payment

Video Guide Link:<u>http://www.sql.com.my/video/sqlacc_tutorial/403a_Customer_Payment_Local_Payment.mp4</u>

A) Local Bank Payment

- i. Customer | Customer Payment
- ii. Click New

Customer Project :	Code: 300-A0002				Currency:		
Custo	mer Payment			0	/R No : OR-00065]
Cancelled		•		Ne	ext No: OR-00066	•	
				D	ate : 05/02/2015	5 🔻	
				A	gent: SY	•	
Paid By	: ALPHA & BETA C	OMPUTER		Ar	ea: RAWANG	•	
Received		2		P	touom bie	10.000.00	
neceiveu						10,000.00	4
Descript	ion: Payment For Acc	ount		v Unar	onlied Amt:	0.00	
Descript Knock Off	ion: Payment For Acc	iount Knock-	off Invoices / Debit Notes	▼ Unap	oplied Amt:	0.00	
Descript Knock Off	ion: Payment For Acc Grid Date	Doc No.	olf Invoices / Debit Notes Amount	▼ Unaţ Outstanding	pplied Amt:	0.00	5
Descript Knock Off	Grid Date	Doc No.	olf Invoices / Debit Notes Amount 100.00	Outstanding	Pay 100.00	0.00	5
Descript	ion: Payment For Acc Grid Date 01/01/2013 12/01/2013	Doc No. 4 IV-00021	Amount 100.00 100.00	• •	Pay 100.00 100.00	0.00	5
Descript Knock Off II Type ▼IV IV IV	ion: Payment For Acc Grid 01/01/2013 12/01/2013 13/01/2013	Doc No. 4 1V-00021 CS-00007	Off Invoices / Debit Notes Amount 100.00 100.00 7.50	Outstanding 0.00 0.00 0.00	Pay 100.00 100.00 5.50	0.00	5
Descript Knock Off II Type IV IV IV IV IV	ion: Payment For Acc Grid Date 01/01/2013 12/01/2013 12/01/2013 20/01/2013	Doc No. Knock- 4 1V-00021 CS-00007 DN-00004	Amount 100.00 100.00 100.00 12.50	• • Unag Outstanding 0.00 0.00 0.00 0.00 0.00	Pay Pay 100.00 100.00 5.50 12.50	0.00	5
Descript Knock Off I IV IV IV IV IV IV IV	ion: Payment For Acc Grid 01/01/2013 12/01/2013 13/01/2013 20/01/2013 16/02/2013	Doc No. Knock-r 4 1V-00021 CS-00007 DN-00004 DN-00004 CS-00010	Amount 100.00 100.00 7.50 12.50 12.50	• • Unag Outstanding 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Pay 100.00 100.00 5.50 12.50 1,595.00		5
Descript Knock Off I Type ► IV IV IV IV IV IV IV	ion: Payment For Acc Grid 01/01/2013 12/01/2013 20/01/2013 20/01/2013 15/02/2013 20/02/2013	Doc No. Knock-r 4 1V-00021 CS-00007 DN-00004 DN-00004 CS-00010 IV-00004 IV-00004	Amount 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 9,380.00	• • Unag Outstanding 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	Pay 100.00 100.00 5.50 12.50 1,595.00 4,380.00		5
Descript Knock Off II Type ►IV IV IV IV IV IV IV IV	Grid Date 01/01/2013 12/01/2013 13/01/2013 20/01/2013 15/02/2013 16/02/2013 18/12/2013	Doc No. Knock- 4 IV-00021 CS-00007 DN-00004 IV-00010	Amount 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 100.00 12.50 1,595.00 9,380.00 2.50	• • Unap Outstanding 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	Pay 100.00 100.00 5.50 12.50 1,595.00 4,380.00 2.50		5
Descript Knock Off III Type ▶ IV IV IV IV IV IV IV IV IV IV IV	ion: Payment For Acc Grid 01/01/2013 12/01/2013 13/01/2013 20/01/2013 20/02/2013 20/02/2013 18/12/2013 01/08/2015	Doc No. Knock- 4 IV-00021 CS-00007 DN-00004 CS-00007 IV-00004 IV-00004 IV-00004 IV-00010 XXXXX	Amount 100.00 100.00 100.00 7.50 12.50 1,595.00 9,380.00 2.50 1,060.00	• • Unap Outstanding 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	Pay 100.00 100.00 5.50 1,595.00 4,330.00 2.50 1,060.00		5
Image: second	ion: Payment For Acc Grid 01/01/2013 12/01/2013 13/01/2013 20/01/2013 16/02/2013 18/12/2013 01/08/2015 01/09/2015	Doc No. 4 1V-00021 CS-00007 DN-00004 CS-00010 IV-00004 IV-00004 IV-00010 IV-00010 XXXXX IV-00104	Amount 100.00 100.00 100.00 100.00 12.50 1,595.00 9,380.00 2.50 1,060.00 10,450.00	• • Unag Outstanding 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 0.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00	Pay 100.00 100.00 5.50 1.2.50 1,595.00 4,380.00 2.50 1,060.00 2,744.50		5

- 1. Select your customer
- 2. Select the bank your account
- 3. Key in your bank charge amount and cheque number
- 4. Insert your pay amount
- 5. Tick which invoice you wish to knocked off

Scenario 1: PD Cheque (Post Date Cheque)

Go back to the payment, click on EDIT and right click on customer payment, you will found "set posting date"

Customer Pa	ayment Entry					
Custome Project	er Code: 300-A0002	•			Currency:	New Edit
Cust Cancelle Paid By Receive Bank Ch Cheque Descrip	omer Payment	Set Posting Date Set Tax Date Bounced Status Copy Customer Payment Paste Customer Payment Open Bank Deposit Receipt Voucher Batch Print Audit Trail	Right click ar	O/R No Next No Date : nd "set posting date"	D : OR-00065 : OR-00066 05/02/2015 SY RAWANG 10,0	
		Knock-off	Invoices / Debit Notes			>
Knock Of	f Grid e Date	Doc No.	Amount	Outstanding	Pay	
►IV	01/01/2013	4	100.00	0.00	100.00	
IV	12/01/2013	IV-00021	100.00	0.00	100.00	
IV	13/01/2013	CS-00007	7.50	0.00	5.50	V
DN	20/01/2013	DN-00004	12.50	0.00	12.50	

After key the PD Cheque, you can always check on PD Cheque Listing as a reminder.



Scenario 2: Bounced Cheque (Cancel Cheque)

Step 1: Go back to the customer payment

Step 2: Click on EDIT

Step 3: Right Click, select "Bounced Status"

Step 4: Set the Bounced Date and Save



Upon save, system will auto revert the payment out, you can view your ledger

	Date 🗹 01/ Account: Project: Area:	02/2015 ♥ to 310-001 General Ledger Sales Ledger (Custor Purchase Ledger (S	28/02/2015	Group By: Account D Post Date Ref1 Project Agent Area V Merge D Exclu Use 2nd V Include V Local Curr	ode lescription AL Code fo ude Projec d Descriptio Zero Closii Zero Trans ency	r same document t When Merging on ng Balance saction	Deply		
:	Date	Ref 1	Descript	tion	Pr △	Description 2	Local DR	Local CR	Local Balance
Þ	Code : 310-	001 (MAYBANK)							
			Balance B/F						640.00
	09/02/2015	OR-00056	ALPHA & BETA COMPU	JTER		Payment For Acco	5,000.00	0.00	5,640.00
	10/02/2015	OR-00056	ALPHA & BETA COMPU	JTER (Bounced)			0.00	5,000.00	640.00
							5,000.00	5,000.00	

B) Foreign Currency Customer pay to RM bank

Video Guide Link:

http://www.sql.com.my/video/sqlacc_tutorial/403b_Customer_Payment_BasicCurrency_AdvanceCurrency.mp4

Step 1: Create an Invoice in USD

2			Invoice					
More.			Invoic	•		Cancelled		New
:	Customer:	300-T0006 🔻 USD @ 3	.7400		Inv No :	IV-00117		Edit
Atta	Address	US CORPORATION PELTU	_		Next No :-	IV-00118	-	Delete
chme	Address				Date :-	28/04/2015	-	Save 💌
ints					Agent :-	 30 Dave	•	2010
<u> </u>					Ref 1. :-	30 Days		
Note,	Description :-	Sales		• ••	Ext. No. :-			Refresh
:	+ = (~)	V Profit Estimator						Browse
Item		bre						>
Terr			Qty UOM U/Price	Sub Total	Tax Ta Ta	ax Amo 5ub	15 00	
plate	K EUN		10.00 0/411 1.00	13.00		0,00	10,00	J
÷								
	1 records		10.00	15.00		0.00	15.00	
	Trecords		10.00	15.00		0.00	15.00	
	Deposit Am	ount: 0.00 ···			Net Total		15.00	Close
	Local Net 1	otal: 56.10			-		10,00	Ciose

Step 2: Customer Payment

		Cu	stomer Payment	: Entry	_		
Custom Project	er Code: 300-T00	06 -			1 Currency: [Rate: [USD 3.7000	<u>N</u> ew <u>E</u> dit
Cust Cancelle	omer Payme ₅d	ent			O/R No : < <new< th=""> Next No : OR-000 Date : 15/05/2</new<>	64 • 2015 •	Delete
Paid B Receive Bank C	v : US CORPOR ed In : MAYBANK harge :	RATION PE LTD)	3	Agent : Area : Paid Amount :	▼ ▼ 55.50	Cancel Refresh Browse
Cheque Descrij	No: TT ption: Payment Fo	Pr Account		• •••	Local Amount :	55.50 0.00	>
Knock O	if Grid	Kno	ck-off Invoices / D	ebit Notes			
	Date	Doc No.	Amount	Outstanding	Pay	Project	1
▶ IV	28/04/2015	19-00117	15.00	0.00	15.00		
	1 doc	Total:	15.00	0.00	15.00		Close

1. You are not allowed to change the Currency rate yourself, refer step below first

2. Make sure you are selecting your local currency bank

3. Paid Amount is depends on currency which bank selected at step 2, so for this paid amount must key in RM since we are choosing Maybank (RM)

*After key in at bottom part tick knocked off, and now you will realize step 1, currency rate its <u>auto</u> update.

*For more different currency payment, please visit our reference guide: http://www.sql.com.my/document/sqlacc_docs/PDF/04-03-Customer_Payment_LocalMultiPayment.pdf

4.3 Customer Credit Note

Look onto customer credit note, you will found actually it's the same concept with Invoice, you will found the <u>same Credit Note number</u> in customer credit note, what you should do? Just double click the credit note go edit, system will prompt you this screen:

	Customer Credit Note Entry	
Customer Code: 300-A0002	Currency:	New
Alca.		Edit
Customer Credit Note	C/N No : CN-00022	Delete
Gancelled 🗌	Next No : CN-00023 Date : 28/04/2015	Save -
Customer : ALPHA & BETA COMP	Confirm FFF 🔽	<u>C</u> ancel
GL Acco D ▶510-0000 NOKIA 3210	This document was posted from Sales Credit Note Do you want to edit this document?	Refresh Browse
1 records	Yes No	>
Local Net Total:	1,908.00 Net Total: 1,908.00	U
C/N Description: Sales Returned	▼ ··· Unapplied Amt: 1,908.00	
Knock Off Grid	Knock-off Invoices / Debit Notes	
🗄 Type 🛛 Date	Doc No. Amount Outstanding Pay	
records	<ivu to="" uata="" uspiay=""> Total:</ivu>	
		Close

It will inform you the document is posted from sales credit note, click on yes, what you do? You will request to knocked off the invoice which you wish to contra.



		Custome	er Credit Note Ent	ry			
Custon Area :	ner Code: 300-A00 RAWANG	102 v G v			Currency:		<u>N</u> ew
Cust	omer Credit I	Note		C/	N No : CN-00022		Delete
Cancell	ed 🗌			Ne>	(t No : <u>CN-00023</u>	•	
				Dal	te : 28/04/2015	•	<u> S</u> ave
Custome	er: ALPHA & BETA C	OMPUTER		Age	ent : FFF	•	⊆ance
+ =	• 🕜 🕑 🚟			Ext	. No :		Refres
GL A	icco	Description	Project Amoun	t Tax Tax	🗵 Tax Incl Sub 1	fota	Browse
▶ 510-0	0000 NOKIA 3210		1,800	.00 SR 108.0	0 . 1,9	908.00	2
C/N D	escription: Sales Re	eturned		✓ ··· Unapplied Ar	nt:	0.00	
C/N D	escription: Sales Re	eturned <mark>Knock-of</mark> f	Invoices / Debit N	 Unapplied An otes 	nt:	0.00	
C/N D Knock C	escription: Sales Re	eturned Knock-off Doc No.	Invoices / Debit N	▼ ···· Unapplied An otes Outstanding	Pay	0.00	
C/N De Knock C I Type	escription: Sales Re Off Grid Date 25/04/2015	eturned Knock-off Doc No. IV-00114	Amount 66.25	▼ ···· Unapplied An bles Outstanding 66,25	Pay 0.00	0.00	
C/N D Knock C II Type IV	escription: Sales Re Off Grid 25/04/2015 30/04/2015	eturned Knock-off Doc No. IV-00114 IV-00113 V0.00113	Amount 66.25 14,600.00	▼ ···· Unapplied An otes Outstanding 66.25 12,692.00	Pay 0.00 1,908.00 0	0.00	
C/N D Knock C II IV IV IV	escription: Sales Re off Grid 25/04/2015 30/04/2015 01/05/2015	Doc No. IV-00114 IV-00113 IV-00116	Amount 66.25 14,600.00 5,300.00	▼ ···· Unapplied An otes Outstanding 66,25 12,692.00 5,300.00	Pay 0.00 1,908.00 0.00		
C/N D Knock C II IV IV IV	escription: Sales Re Diff Grid 25/04/2015 30/04/2015 01/05/2015 15 records	eturned	Amount 66.25 14,600.00 5,300.00 36,885.80	 ✓ ···· Unapplied Anoles Outstanding 66.25 12,692.00 5,300.00 29,968.30 	Pay 0.00 1,908.00 1,908.00 1,908.00		



4.4 Customer Contra vs Supplier Contra

		Custor	mer Contra Entr	y			
Custo Proje	omer Code: 300- ct:	A0002 🔻 📘	Curr	Currency:			
Cus	stomer Con	itra		C/T No:	< <new>></new>	Delete	
Cano	elled			Next No:	СТ-00006	 Save 	
				Date:	01/04/2015	▼	
				Agent :	FFF	✓ <u>Cancel</u>	
Custo	omer: ALPHA & B	ETA COMPUTER		Area :	RAWANG	- Refresh	
			_	Contra Amount:	100.0	<u>B</u> rowse	
2.540 0.244 T = 2.1				Local Amount:	100.0	20	
Desc	ription: Contra		• ••	Unapplied Amt:	0.0	00	
		Knock-off	Invoices / Debit I	lotes			
🗄 Тур	e Date	Doc No.	Amount	Outstanding	Pay		
IV	04/09/2014	IV-00105	917.05	917.05	0.00		
IV	21/01/2015	IV-00110	25.00	17.50	0.00		
IV	13/03/2015	IV-00115	4,500.00	4,500.00	0.0		
IV	25/04/2015	IV-00114	66.25	66.25	0.01 3		
IV	30/04/2015	IV-00113	14,600.00	14,600.00	0.00		
▶IV	01/05/2015	IV-00116	5,300.00	5,200.00	100.00 🔽		
	15 records	Total:	36,885.80	31,776.30	100.00	¥	

This is a situation where company ABC is your customer and supplier too. You can contra each other Invoice.

Step 1: Customer | Customer Contra | New

Step 2: Key in the contra amount

Step 3: Tick knocked off to contra which Invoice

Now, go to Supplier | Supplier Contra

2		Su	upplier	Contra E	ntry					×
🗄 C/T No.	Date	Supplier	Cur	Amount	Customer	Curr	Amoun	U/A Amt	New	
8			Click here	to define a	filter				Edit	5
►CT-00006	01/04/2015			0.00	ALPHA & B		100.00	0.00	- Delete	=
_									Delete	
									<u> </u>	Ŧ
									⊆ancel	
									Refresh	
									De <u>t</u> ail	
									>	
1 Contra				0.00			100.00	0.00		
		Invoid	ce/ Deb	it Note Kn	ock Off					

Edit it, and repeat the same step as above.

4.5 Customer Statement

You can send your customer statement of account by monthly, to remind them if overdue. Go to Customer | Print Customer Statement

		Custor	mer Statement				- 0 🗾	3
Date O1/04/20 Statement Date: 30 Customer: [Agent: [Area: [Doc Project: [Currency: [Control A/C: [Co. Cate.; []	15 v to 30/04/2015 v /04/2015 v 	Lustome Custome Agent Area Currency Control A Default Sta Open Item Brought For	y Category r Code r Name Account tement Type tement Type Statement rward Statement	Export Nari Cust-Multi- Cust-Multi- Cust-Multi- Cust-Multi-1	ne F1-06 Mths Statem F2-06 Mths Statem =1-12 Mths Stateme =2-12 Mths Stateme	ent-Current,1 Mth ent-Current,1 Mth ent-Current,1 Mth ent-Current,1 Mth		
∃ Code	Company Name	Curren	. Agent		Area	Balance		^
• 🗄 300-A0001	A'BEST TELECOMMUNICAT	ION 5\$	LF	SINGAF	ORE		5,329.70	
1 300-A0002	ALPHA & BETA COMPUTER		FFF	RAWAN	IG		24,327.80	
	AB ENTERPRISE SDN BHD		NF	PJ			23,381.00	
1 300-A0004	AB ENTERPRISE SDN BHD1			PJ			2,000.00	
300-C0001 □ 200 50001	CASH SALES		NSL	SA			36,575.00	
■ 300-F0001	FAUNG TECK WAI						3.084.00	_
Count = 9 Knock Off Detail :-	E Doc No D	ate CNo data to c	escription Kn display >	ock Off Amount			111,312.50	~

Step 1: Always filter the date range within 1 month period

Step 2: There have 3 options for you

- 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 lump-sum figure for previous month outstanding, this month with details Step 3: Click on "Apply", all the outstanding show will accordingly by customer

* Preview the report , email or fax to your customer.

4.6 Customer Aging

It's use as a collection report to your agent, they will collect the debt by customer

Go to Customer | Customer Aging

		Customer	Aging Repor	t				×
Aging Date: 30/04/2015 Customer: Agent: Area: Project:		iroup/Sort By: ✓ Customer Code ✓ Customer Name Agent Area Currency Control Account Company Catego	I Rep Cus Cus Cus Cus Cus Cus Cus	ort Name t-Multi-LO-04 Mths / t-Multi-LO-06 Mths / t-Multi-LO-04 Mths / t-Multi-LO-06 Mths / t-Local&Multi-LO-04	Aging-Current,1 Mth Aging-Current,1 Mth Aging-Jun 2004, Ma Aging-Jun 2004, Ma Mths Aging-Curren	n n y 2004 y 2004 t,1 Mth	3) •
Currency:	✓ ✓ ✓ ✓ 2	ging On: Default Aging Include PDC Info Include Knock-C Include zero bak	o Off Detail ance			4		
E Company Name	Pay (MTD)	Current Mth	1 Month	2 Months	3 Mths & Above	Total	Col.06	^
A'BEST TELECOMMUNICA					5,329.70	5,329.70		
ALPHA & BETA COMPUTER		12,658.25	4,500.00		7,169.55	24,327.80		
AB ENTERPRISE SDN BHD					23,381.00	23,381.00		
AB ENTERPRISE SDN BHD1					2,000.00	2,000.00		
E CASH SALES	26.50				36,575.00	36,575.00		
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		
Count = 9	26.50	12,673.25	4,500.00	0.00	94,139.25	111,312.50	0.00	~

Step 1: Filter your date

Step 2: Filter your information you wish to see

Step 3: Select your report name either by 4months, 6 months or 12 months

Step 4: Click on Apply

* Preview the report, email or fax to your customer.

Chapter 5: General Ledger

5.1) Maintain Opening Balance for General Ledger

Video Guide Link: http://www.sql.com.my/video/sqlacc_tutorial/3-04_GL_Opening_Balance.mp4



Step 2: Highlight the account you wish to put in opening balance and click EDIT

Step 3: Insert the figure

Step 4: Make sure Dr. and Cr. Always tally

5.2) Maintain Opening Balance for Customer & Supplier

Video Guide Link: <u>http://www.sql.com.my/video/sqlacc_tutorial/3-04_GL_Opening_Balance.mp4</u>

🖉 Maintain Opening Balance 🗆 🗉 🖾	🖀 Customer Invoice Entry 🗖 🕻	• 🔀
Project V ····· V Description Code Local DR Local CR Fride	G Customer Code: 300-A0002 V Currency:	<u>N</u> ew Edit
FIXED ASSETS IQ.345.00 IQ.345.0	Area : RAWANG Customer Invoice Inv No : < <new>> Canceled Next No : IV-00099 Date : 01/01/2012 2 Bill To : ALPHA & BETA COMPUTER Agent : SY Bill To : ALPHA & BETA COMPUTER SY 3 Past Invoice Document Detail Grid</new>	Edit Delete Qancel Refresh Browse
PETTY CASH 325-000 <u>A</u> STOCK 330-000 <u>DEPOSIT & PREPAYMENT</u> <u>A</u> DIRECTOR'S LOAN TO	Local Net Total : 500.00 Total: 4 500.00	
12,345.00 12,345.00 V Close	Invoice Description: pales view Outstanding: 500.00	Close

- 1. Highlight on Customer/ Supplier click EDIT
- 2. Make sure your date is before system conversion date (tools | Options)
- 3. Must see got "Past Invoice"
- 4. Key in the **OUTSTANDING AMOUNT** only
- ** the same step for overpay, but you have to key under Payment as "Past Payment"



5.3) Maintain Opening Balance for Stock Value

Video Guide Link: <u>http://www.sql.com.my/video/sqlacc_tutorial/3-04_GL_Opening_Balance.mp4</u>

Step 1: GL | Maintain Stock Value

GL <u>C</u> ustomer S <u>u</u> pplier <u>S</u> ales <u>P</u> urchase	Stoc <u>k</u> Pr <u>o</u> duction <u>G</u>	ST <u>I</u> nquiry <u>T</u> ools <u>W</u> ind	dow <u>H</u> elp	
🚰 Maintain Account		G 🛎 - 🔯		
 🔄 Cash Book Entry				
📝 Journal Entry	*	Maintain Stock Val	ue	
🌌 Foreign Bank Adjustment	🗄 Op. Stk Op. De	sc Cl. St Cl. Desc	Bal. S Bal.	Desc New
🞢 Maintain Opening Balance				
🖉 Bank Reconciliation	FIDU-UUU STUCKS F	11 620-000 STOCKS AT .	330-000 STOCK	 Delete
🛃 Maintain Stock Value 🛛 🔒				
🌆 Maintain Budget				Save 💌
🚐 Print G/L Document Listing				
Print Journal of Transaction Listing				Refresh
Print Transaction Summary Listing				> Detail
Print Bank Reconciliation Listing				
 — Drint Ledger Report				J
Print Trial Palance				
Print Receipt & Dayment Report				
Print Profit & Loss Statement				
Print Balance Sheet Statement	Count = 1			Close
🥢 Print Cash Flow Statement			_	
Step 2: Click on EDIT				
Maintain Stock Value		🖆 Stock Mo	onth End Balance	
- Maintain Stock Value -	. <u>N</u> ew	Date To 31/12/2014 🗸	Stock Print Stock	Month End Balance
P & L Opening Stock A/C : 600-000 V STOCKS AT THE BE	GINNING OF YEA	Stock Group:		In-Active Item
Balance Sheet Stock A/C: 330-000 V STOCK	Save -	Location:	<u> </u>	Merge Same Cost (FIFO Only)
Places havin Chains Charle Makes halows	Cancel	Batch:	<u> </u>] Include Zero Balance
Tiesse key in clusing stock value below.	Refresh	Category Tpl :	 ✓ 	Calculate Serial Number
Project V V J John Jook V	Browse		^	
3 Zoreu 3 Januar 30 Januar	•	Stock Month End Balance		×
31-May 20 Jun				Preview -
30-301 31-301 21 Aug		Drag a column header here to group by th	nat column	^
51-400		StockGroup ItemCode	Location Batch	UTD Oby UTD Code
30-Sep		ACC ANT		21.00 48.00
30-5ep 31-Oct 30-May	1972 72	ACC ANT ACC BOMBOM ACC COVER		21.00 48.00 31.00 700.00 72.00 167.80

Step 3: Apply Stock Month Balance to check Total UTD Cost (Stock Module Required) & Set the YEAR Step 4: Insert the figure of Opening figure

Close

38

114,823.72

5.4) Opening Bank Reconciliation

- 1. GL | Bank Reconciliation
- 2. New
- 3. Right Click on empty space, refer picture

Reconcile Bank Transactions				-	
Bank Statement Date: Account: Vappay Period ♥ 01/08/2014 to 28/02/2015 ♥ Show Unicked Transactions	Bank Statement Bank Closing : System Calculate Bank Closing : 0.00 Out of Balance by : 0.00	Right click on empty space	Opening Bank Reconciliation Mark Highlighted Mark All Clear Highlighted		New Edit Delete Save Cancel Refresh
Recon At Date 🛆	Description	Voucher No Cheque No.	Clear All	Tick	Browse Check Bank Recon
	<no data<="" td=""><td>ı to display></td><td></td><td></td><td></td></no>	ı to display>			
Count =					Close

4. Key in the opening by transaction

	Options
Opening Bank Reconciliation Opening Bank Reconciliation Bank : 310-001 Voucher No: PV-1234 Description: Payment for XXXX Debit: 235.65 Credit: 0.00 Crecue PU-1234 Debit: 235.65 Credit: 0.00 Concelent Concelent	General Ledger General Ledger Francial Stat Period: 01/01/2012 • BarCole Francial Stat Period: 01/01/2012 • Default Journal Journal Practineexa Default Account: • Default Journal BANK Cash Journal BANK Virial Default Account: • Default Account Cash Journal BANK Cash Journal CASH Cash Journal CASH Cash Journal CASH Unit Price Sales Account 500:000 Contra Account Source/Supple Contra Sales Account Cash Contra Sales Account
Opening Bank Reconc Date must always earlier than system conversion date	General Ledger Sale Return Account 510-0000 General Ledger Sales Return Account 610-0000 Purchase Account 610-0000 Customer Credk Note SALES Customer Customer Credk Note Purchase Return Account 612-0000 Purchase Return Account 612-0000 Purchase Return Account 612-0000 Suppler Cash Purchase PURCHASE Suppler Credk Note PURCHASE Suppler Orebit Note PURCHASE Suppler Debit Note PURCHASE Suppler Credk Note PURCHASE Suppler Orebit Note PURCHASE

5.5) Journal Entry

GL <u>C</u> ustomer S <u>upplier</u> <u>S</u> ales <u>P</u> urchase	Stoc <u>k</u>	<u>k</u> Pr <u>o</u> duction <u>G</u> ST Inquiry <u>T</u> ools <u>W</u> indow <u>H</u> elp	
🔚 Maintain Account		⊗ ⊆ ⊑ =	
🔄 Cash Book Entry			
📝 Journal Entry 1	1	Journal Entry	
📝 Foreign Bank Adjustment 🦳	Note.		New
🕋 Maintain Opening Balance	:	Journal Entry Journal No: DV-00004	Edit
💯 Bank Reconciliation	Atta	Next No: JV-00005	Delete
🗼 Maintain Stock Value	h h	Date: 09/02/2015 🔻	
🦬 Maintain Budget	ants	Description:	2ave V
믊 Print G/L Document Listing	·	+ = 0 0	Cancel
📻 Print Journal of Transaction Listing		Document Detail Grid	Refresh
름 Print Transaction Summary Listing			Browse
Print Bank Reconciliation Listing		a GL Code GL Description Local DR Local CR Tax Tax Indusive Local Tax	
📻 Print Ledger Report		▶ 200-305 ACCUM. DEPRN OFFICE EQUIP 500.00 2 0.00	
📻 Print Trial Balance			
🧼 Print Receipt & Payment Report			
🧼 Print Profit & Loss Statement			
🧼 Print Balance Sheet Statement		2 record: 500.00 500.00 3	Close
🧼 Print Cash Flow Statement			0.000

Step 1: GL | Journal Entry

Step 2: Insert your double entry

Step 3: You must make sure Dr. & Cr. Must be tally

			L	lournal Entry					
_	Jou	rnal	Entry			Jou	rnal No: 🔍	Cancelled 🗌	<u>N</u> ew Edit
1						Nex	t No: JV-C	0005 👻	Delete
						Date	e: 09/0	2/2015 👻	
De	escription	: Capital	by Director					• ···	j⊒ ⊇ave
									Cancel
	0		1						Refresh
	Document D	etail Grid							> Browse
3	G/L Code		GL Description	Local DR	Local CR	Tax	Tax Inclusive	Local Tax	Diomac
	310-001	MAYBANK	(1,500.00				0.00	
	150-501	LOAN FR	OM DIRECTOR - KITTEN 1		250.00			0.00	U
	150-502	LOAN FR	OM DIRECTOR - KITTEN 2		250.00			0.00	
	150-502 150-503	LOAN FRO	OM DIRECTOR - KITTEN 2 OM DIRECTOR - KITTEN 3		250.00 1,000.00			0.00	
	150-502 150-503	LOAN FR	OM DIRECTOR - KITTEN 2 OM DIRECTOR - KITTEN 3		250.00 1,000.00			0.00	

Sample has more than 2 account posting....



			J	ournal Entry							
Ĩ.	Jour	nal F	Set Posting Date			Jou	ırnal No: 🔍	Cancelled		<u>N</u> ew	
A FF and			Copy Journal Entr	у		Next No:		• • •	•	Delete	
	L		Paste Journal Entr	у		Dati	e: <u>09/</u>	02/2015	-	Save -	
5	Description:	Capital b	Journal Entry Bate	:h Print				▼	•		
	+ - 🕜	Ø	Audit Trail							Refresh	
	Document D	etail Grid							_	>	
	🗄 G/L Code	GL	Description	Local DR	Local CR	Tax	Tax Inclusive	Local Tax		browse	
	▶ 310-001	MAYBANK		1,500.00				0.00]		
	150-501	LOAN FROM (DIRECTOR - KITTEN 1		250.00			0.00		J	
	150-502	LOAN FROM (DIRECTOR - KITTEN 2		250.00			0.00			
	150-503	if this is on "Cop	a recurring journ y Journal Entry"	al entry, you	ı can always	right	click and	click		Close	

Account

You can always copy paste the journal entry by right click " Copy Journal Entry"



5.6 Cash Book Entry

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

Cash book entry normally uses for a non-customer/ supplier payment or receipt purpose. Eg: you pay for salary, utilities payment and etc.

2	Cash Book Entry									
Voucher No.	Date	Description	Cheque No	Local DR	Local CR	1 New 🔻				
3		Click here to d	efine a filter			Parment Voucher				
PV-00002	06/01/2013	ERICSON SUPPLIER BHD	MBB 100002	0.00	30,000.00					
PV-00046	06/01/2013	CELCOM (M) COMMUNICATI	11111	0.00	1.00	Official Receipt				
OR-00030	07/01/2013	ALPHA & BETA COMPUTER	87678868	100.00	0.00	Save -				
PV-00005	07/01/2013	MOTOROLA SUPPLIER BHD	MBB 100005	0.00	10,000.00	20vc V				
PV-00006	07/01/2013	NOKIA CORP LTD	MBB 100006	0.00	10,000.00					
OR-00027	09/01/2013	KITTY SECURITY SDN BHD		10,000.00	0.00	0 Refresh				
OR-00003	11/01/2013	KITTY SECURITY SDN BHD	OBB 124358	4,000.00	0.00					
OR-00036	13/01/2013	ALPHA & BETA COMPUTER		2.00	0.00	De <u>t</u> ail				
OR-00047	18/01/2013	A'BEST TELECOMMUNICATIO	MBB 123456	2,503.00	0.00					
OR-00004	22/01/2013	KITTY SECURITY SDN BHD	EBB 124789	6,000.00	0.00					
PV-00045	19/02/2013	CELCOM (M) COMMUNICATI	22222	0.00	1,000.00					
OR-00005	20/02/2013	KITTY SECURITY SDN BHD	MBB 393000	10,000.00	0.00					
OR-00006	20/02/2013	ALPHA & BETA COMPUTER	MBB 388900	5,000.00	0.00	9				
OR-00008	20/02/2013	AB ENTERPRISE SDN BHD	MBB 399921	6,000.00	0.00					
PV-00049	09/07/2013	MAXIS COMMUNICATION BHD	MBB 1231	0.00	1,310.00					
MCOR-00010	12/09/2013	CASH SALES	1240 3154 3419 0451	1,500.00	0.00					
MCOR-00011	15/12/2013	ALPHA & BETA COMPUTER		10.00	0.00					
OR-00012	17/12/2013	ALPHA & BETA COMPUTER		2.50	0.00					
OR-00014	17/12/2013	ALPHA & BETA COMPUTER		5.00	0.00					
36 vouchers				67,493.00	69,535.00	✓ Close				

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

Step 2:

			Casil DC	JOK EHU	у					1	
Pann		mehen							Cancelled		<u>N</u> ew -
						V	oucher No	: PV-00	054		Edit
						N	lext No:	PV-00	055 👻		Delete
						D) ate:	15/04	/2015 🔹 👻		
						F	Project :		•		lave ▼
Pau To	POS MALAVSI	(A 2a									⊆ancel
1 dy 10	1 OD MALATO								<u> </u>	n	Refresh
Payment By:	MAYBANK		▼ C:	urrency:				Agent:	🔻	Ш	Browse
+ - 🕜	C S	Bank Charge :	0.00 CI	heque No:	PBB 1234567	2	b	Area:	🔻	>	
Document D	etail Grid										
🗄 G/L Code	GL Descrip	Description		Project	Amount	Tax	Tax Ta	× Am	Sub Total (Tax)	Ш	
▶ 910-000	TELEPHON M	AYBANK - POS MALAYSIA			345.80	ΤX		20.75	366.55	9	
410-070	ELECTRICI M	AYBANK - POS MALAYSIA			569.45	ΤX		34.17	603.62		
		2c									

a. Insert your payable name (not you trade supplier)

b. Key your cheque number if have

c. Select your G/L code and also assign your GST Tax if have

Chapter 6: Reports

6.1 Sales Document Listing

Go to Sales | Print Sales Document Listing

2		Sale	s Docume	ent Listing	9					×
Documents: Inv	roice Listing	1 v them	n Project:		~	•	Group/Sort By :	4		
Date 🔲 01/02/	/2015 🐱 to 28	/02/2015 🗸 2 🧔	Group:		~		Date			
Document:		~ Item	1:		~		Customer Co	ide 🕐		
Customer:		V Local	ation:		~		Agent	ame		
Agent:		V Batc	:h:		~		Area Currency			
Area: 3		V Cate	POORV				Doc Project			
Ginner and	<u></u>	V Cata	sgory. 				Company Ca Shipper	itegory		
currency:		→ Cate	eyory (pl: L							
Co. Category:		<u> </u>	nclude Cance	elled Docume	ents		Appl	5		
Doc Project:		✓ … □ P	Print Documer	nt Style						
				^						
Drag a colump bea	ader bere to grou	in by that column		^						^
Drag a column hea	ader here to grou	ip by that column		^						^
Drag a column hea	ader here to grou Date	p by that column	me	Agent	Area	Projec	t Curre	Net Total	Canc	Â
Drag a column hea Doc No • 🕀 IV-00003	ader here to grou Date 04/01/2013	p by that column Company Nan CASH SALES	me	Agent NSL	Area SA	Projec	t Curre	Net Total 5,225.00	Canc	
Drag a column hea Doc No I IV-00003 I IV-00002	Date 04/01/2013 19/01/2013	p by that column Company Nan CASH SALES A'BEST TELECOMMUNIC	me CATION P	Agent NSL LF	Area SA SINGAPORE	Projec	t Curre 5\$	Net Total 5,225.00 7,500.00	Canc	^
Drag a column hea Doc No IV-00003 V-00002 V-00001	Date 04/01/2013 19/01/2013 11/02/2013	Company Nar Company Nar CASH SALES A'BEST TELECOMMUNIC KITTY SECURITY SDN BI	me CATION P	Agent NSL LF HALIM	Area SA SINGAPORE WW	Projec	t Curre 5\$ 	Net Total 5,225.00 7,500.00 16,000.00	Canc	^
Drag a column hea Doc No TV-00003 TV-00002 TV-00001 TV-00001 TV-00004	Date Date 04/01/2013 19/01/2013 11/02/2013 20/02/2013	p by that column Company Nar CASH SALES A'BEST TELECOMMUNIC KITTY SECURITY SDN BI ALPHA & BETA COMPUT	me CATION P BHD TER 6	Agent NSL LF HALIM SY	Area SA SINGAPORE WW RAWANG	Projec	t Curre 5\$ 	Net Total 5,225.00 7,500.00 16,000.00 9,380.00	Canc	^
Drag a column hea Doc No I IV-0003 I IV-0002 I IV-0001 I IV-0004 I IV-0005	Date 04/01/2013 19/01/2013 11/02/2013 20/02/2013 20/04/2013	Company Nan Company Nan CASH SALES A'BEST TELECOMMUNIC KITTY SECURITY SDN BI ALPHA & BETA COMPUT AB ENTERPRISE SDN BH	me CATION P 3HD TER 6 HD	Agent NSL LF HALIM SY NF	Area SA SINGAPORE WW RAWANG PJ	Projec	t Curre 5\$ 	Net Total 5,225.00 7,500.00 16,000.00 9,380.00 8,988.00	Canc 0 0 0 0 0	^
Drag a column hea Doc No TV-00003 Doc No TV-00002 TV-00001 TV-00004 TV-00005 D TV-00005	Date 04/01/2013 19/01/2013 11/02/2013 20/02/2013 20/04/2013 25/10/2013	P by that column Company Nar CASH SALES A'BEST TELECOMMUNIC KITTY SECURITY SDN BI ALPHA & BETA COMPUT AB ENTERPRISE SDN BH AB ENTERPRISE SDN BH	me CATION P BHD TER 6 HD	Agent NSL LF HALIM SY NF	Area SA SINGAPORE WW RAWANG PJ PJ	Project	t Curre 5\$ 	Net Total 5,225.00 7,500.00 9,380.00 8,988.00 5,900.00	Canc D Canc D C C C C C C C C C C C C C C C C C	
Drag a column hea Doc No (1) [V-00003 (2) IV-00002 (2) IV-00001 (2) IV-00004 (3) IV-00005 (4) IV-00007 (4) IV-00008	Date 04/01/2013 19/01/2013 11/02/2013 20/02/2013 20/04/2013 25/10/2013 17/12/2013	p by that column Company Nar CASH SALES A'BEST TELECOMMUNIC KITTY SECURITY SDN BI ALPHA & BETA COMPUT AB ENTERPRISE SDN BI- AB ENTERPRISE SDN BI- AB ENTERPRISE SDN BI-	me CATION P SHD TER HD HD HD	Agent NSL LF HALIM SY NF NF	Area SA SINGAPORE WW RAWANG PJ PJ PJ	Project	t Curre 5\$ 	Net Total 5,225.00 7,500.00 16,000.00 9,380.00 8,988.00 5,900.00 1,955.00	Canc 0 0 0 0 0 0 0 0 0 0 0 0 0	
Drag a column hes Doc No 2 [V-00003 1 IV-00002 2 IV-00001 2 IV-00004 2 IV-00005 1 IV-00007 2 IV-00008 2 IV-00010	Date 04/01/2013 19/01/2013 11/02/2013 20/02/2013 20/04/2013 25/10/2013 17/12/2013 18/12/2013	Company Nan Company Nan CASH SALES A'BEST TELECOMMUNIC KITTY SECURITY SDN BI ALPHA & BETA COMPUT AB ENTERPRISE SON BH AB ENTERPRISE SON BH AB ENTERPRISE SON BH AB ENTERPRISE SON BH	me CATION P BHD TER HD HD HD TER	Agent NSL LF HALIM SY NF NF NF SY	Area SA SINGAPORE WW RAWANG PJ PJ PJ RAWANG	Project	t Curre S\$ 	Net Total 5,225.00 7,500.00 16,000.00 9,380.00 8,988.00 5,900.00 1,955.00 2.55	Canc 2	
Drag a column hea Doc No Doc No NDOC NO DOC NO DOC NO DOC NO DOC NO DOC NO DOC NO DOC NO DOC	Date D4(01/2013 19/01/2013 11/02/2013 20/02/2013 25/10/2013 25/10/2013 17/12/2013 18/12/2013 05/02/2014	Company Nar Company Nar CASH SALES A'BEST TELECOMMUNIC KITTY SECURITY SDN BI ALPHA & BETA COMPUT AB ENTERPRISE SDN BI AB ENTERPRISE SDN BI ALPHA & BETA COMPUT ALPHA & BETA COMPUT	me SATION P HD HD HD HD TER TER	Agent NSL HALIM SY NF NF NF SY SY	Area SA SINGAPORE WW RAWANG PJ PJ PJ RAWANG RAWANG	Project	t Curre S\$ 	Net Total 5,225.00 7,500.00 9,380.00 8,988.00 5,900.00 1,955.00 2,50 10,000.00	Canc 2	
Drag a column hee Doc No (2) [V-00003 (2) IV-00002 (2) IV-00001 (2) IV-00004 (2) IV-00004 (2) IV-00008 (2) IV-00008 (2) IV-00107 (4) IV-00107 (4) IV-00100	Date 04/01/2013 19/01/2013 20/02/2013 20/04/2013 25/10/2013 17/12/2013 18/12/2013 05/02/2014 20/04/2014	p by that column Company Nar CASH SALES A'BEST TELECOMMUNIC KITTY SECURITY SDN BI ALPHA & BETA COMPUT AB ENTERPRISE SDN BH AB ENTERPRISE SDN BH ALPHA & BETA COMPUT ALPHA & BETA COMPUT ALPHA & BETA COMPUT	me CATION P HD HD HD HD TER HD1	Agent NSL LF HALIM SY NF NF NF SY SY SY	Area SA SINGAPORE WW RAWANG PJ PJ PJ RAWANG RAWANG PJ	Project	t Curre S\$ 	Net Total 5,225.00 7,500.00 9,380.00 8,988.00 5,900.00 1,955.00 2,55 10,000.00 5,000.00	Canc D Canc D Canc.	
Drag a column hee Doc No 2 [V-00003 1 IV-00002 2 IV-00001 2 IV-00004 2 IV-00005 1 IV-00007 2 IV-00008 2 IV-00008 2 IV-00100 2 IV-00107 1 V-00100 2 IV-00000	Date 04/01/2013 19/01/2013 11/02/2013 20/02/2013 20/04/2013 25/10/2013 17/12/2013 18/12/2013 05/02/2014 20/04/2014	APP by that column Company Nan CASH SALES A'BEST TELECOMMUNIC KITTY SECURITY SDN BI ALPHA & BETA COMPUT AB ENTERPRISE SDN BH AB ENTERPRISE SDN BH ALPHA & BETA COMPUT ALPHA & BETA COMPUT AB ENTERPRISE SDN BH	me CATION P HD HD HD TER TER HD1 TER HD1 TER	Agent NSL LF HALIM SY NF NF SY SY SY NF	Area SA SINGAPORE WW RAWANG PJ PJ RAWANG RAWANG PJ DAUWANG	Projec	t Curre S\$ 	Net Total 5,225.00 7,500.00 9,380.00 8,988.00 5,900.00 1,955.00 2.55 10,000.00 5,000.00	Canc 3 3 3 3 3 3 4 3 3 3 4 5	

1. You can filter which document type you want: Eg, Sales Quotation /Sales Order/ Deliver Order/ Invoice Listing

2. Filter the date you wish to see, if untick means ALL period

3. Filter area by pipelines : It's an optional

4. Grouping : System can generate by group and can give you a summary on each diff group

- 5. Once done filter, click APPLY to generate, whenever you change any setting under part 3 or 4, please redo APPLY
- 6. Results after apply (either you can ongrid export or go preview the report) see the picture at page 56

Documents: Invoice Listing V Item Prc Z A Date 01/02/2015 to 28/02/2015 V Stk Grou	Sort Ascending	
Document: Item: Customer: Item: Agent: Item: Area: Item: Currency: Item:	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: Co	Remove This Column Field Chooser Best Fit Best Fit (all columns)	Step 2: Grid Export Export to Excel Step 3 : Export to a location(folder)
□ Doc No □ Dace Company Name ■ IV-00003 04/01/2013 CASH SALES ■ IV-00002 19/01/2013 BEST TELECOMMUNICATI ■ IV-00004 20/02/2013 Step 1: Right click ■ IV-00005 20/04/2013 AB ENTERPRISE SDN BHD ■ IV-00007 25/10/2013 AB ENTERPRISE SDN BHD ■ IV-00008 17/12/2013 AB ENTERPRISE SDN BHD ■ IV-00010 18/12/2013 ALPHA & BETA COMPUTER ■ IV-00107 05/02/2014 ALPHA & BETA COMPUTER ■ IV-00100 20/04/2014 AB ENTERPRISE SDN BHD ■ IV-00100 20/04/2014 ALPHA & DETA COMPUTER ■ IV-00100 20/04/2014 ADUA & DETA COMPUTER	Filter Row Filter Row Filter Box Quick Column Customization Columns Auto Width Hide Column On Grouping Full Expand Full Collapse Find Text in Grid Find Text in Grid Grid Layout Print Grid	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 Export to Text

6.2 Balance Sheet Statement

How to go Print Balance Sheet Statement? (GL | Print Balance Sheet)

🖉 👝 Balance Sheet Statement					
Date : 31/12/2014 1 Project: Agent: Area: Report Title : Balance Sheet As At 31/12/2014 Show Up to Level 2 3 Image: Select Balance Sheet Format - Show Up to Level 2 3 Image: This Work vs Last Month Display Trade Debtor in Details 0 Image: This Year - 3 Column Display Trade Creditor in Details 0 Image: This Year vs Last Year Comparison - Monthly (12 Months) Apply					
	Vear To Date				
► Account					
MOTOR VEHICLE	200,000.00				
	200,000.00				
CURRENT ASSETS					
TRADE DEBTORS	104,547.26				
CASH AT BANK	(3,073.25)				
CASH IN HAND	5.00				
PETTY CASH	1,434.00				
	102,913.01				
account of the second of the s	93,045.30				
	(4,990.00)				

1. Select your date

2. Choose your preference format

3. Level mentioned here is about leveling on your Maintain Chart of Account, value higher more detail

- 4. Several options here:
- a. Use second description use second description which maintain under GL | Maintain Chart of Account
- b. Zero Balance Account even amount is 0, still want to it show in report
- c. Display Trade Debtor/Creditor in Details show per customer account in detail
- 5. a. Print Sub Account Only Selected 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

wind - Common Marshham and - Marshham - O	
rioa: Current Month V Month Index : U	Percentage Budget
Font : The Tahoma 🗸 8 🗧 🔳 🐨 🛛 🖌 🖳 🖳	Header Script : 📄 🗸 🚱
ate : 31/12/2014 Project: Value Area: Val	Options :- Show Up to Level 2 Use Second Description Zero Balance Account. Display Trade Debtor in Details Display Trade Creditor in Details Print Sub Account Only Print Project Comparison Image Column Contracts

6. Apply filter everything, click on APPLY, then you will get the results. You are allowed to preview and print the report out.



6.3 Profit and Loss Statement

Step 1: GL | Maintain Account



Print Profit and loss statement

Bige manetal / recounting enterprise earlier resulting company (Eorb) (Front & Eorb	Statementj
File Edit View GL Customer Supplier Sales Purchase Stock Production GST Inquiry Tools	<u>W</u> indow <u>H</u> elp
% È C O O O B E B B B S S S ≛ • Q	
Date : 31/12/2015 V Project: V Agent: Area: V Report Title : Trading Profit and Loss for the period 01/01/2015 to 31/12/2015	4
Account	Amount 🔨
SALES	
SALES-HANDPHONES	925.00
SALES-ACCESSORIES	
SALES AGESSORES	500.00
SALES-PREPAID	500.00 170.00
SALES-PREPAID	500.00 170.00 1,595.00
SALES PREPAID	500.00 170.00 1,595.00 1,595.00
SALES PREPAID NET SALES COST OF GOODS SOLD	500.00 170.00 1,595.00 1,595.00
SALES ARECESSALES SALES ARECESSALES NET SALES COST OF GOODS SOLD PURCHASE-ACCESSORIES	500.00 170.00 1,595.00 1,595.00 10.00
SALES ARECEDONALES SALES-PREPAID NET SALES COST OF GOODS SOLD PURCHASE-ACCESSORIES	500.00 170.00 1,595.00 1,595.00 10.00 10.00
SALES ARCESSON ALLS SALES PREPAID NET SALES COST OF GOODS SOLD PURCHASE-ACCESSORIES GROSS PROFIT/(LOSS)	500.00 170.00 1,595.00 1,595.00 10.00 10.00 1,585.00
SALES ARCELOSALES SALES ARCELOSALES NET SALES COST OF GOODS SOLD PURCHASE-ACCESSORIES GROSS PROFIT/(LOSS) EXPENSES	500.00 170.00 1,595.00 1,595.00 10.00 10.00 1,585.00
SALES ARCELOSATED SALES ARCELOSATED NET SALES COST OF GOODS SOLD PURCHASE-ACCESSORIES GROSS PROFIT/(LOSS) EXPENSES SALARIES SALARIES	500.00 170.00 1,595.00 1,595.00 10.00 10.00 1,585.00 100.00
SALES ARCELSON ALLS SALES ARCELSON ALLS NET SALES COST OF GOODS SOLD PURCHASE-ACCESSORIES GROSS PROFIT/(LOSS) EXPENSES SALARIES SALARIES TOLL, PARKING & FINED	500.00 170.00 1,595.00 1,595.00 10.00 10.00 1,585.00 100.00 300.00
SALES ARCELSON ALLS SALES ARCELSON ALLS NET SALES COST OF GOODS SOLD PURCHASE-ACCESSORIES GROSS PROFIT/(LOSS) EXPENSES SALARIES TOLL, PARKING & FINED PETROL	500.00 170.00 1,595.00 1,595.00 10.00 1,585.00 100.00 300.00 150.00
SALES ARCELSON ALLS SALES ARCELSON ALLS NET SALES COST OF GOODS SOLD PURCHASE-ACCESSORIES GROSS PROFIT/(LOSS) EXPENSES SALARIES TOLL, PARKING & FINED PETROL	500.00 170.00 1,595.00 1,595.00 10.00 10.00 1,585.00 100.00 300.00 150.00 550.00
SALES ARCELSON ALLS SALES ARCELSON ALLS NET SALES COST OF GOODS SOLD PURCHASE-ACCESSORIES GROSS PROFIT/(LOSS) EXPENSES SALARIES TOLL, PARKING & FINED PETROL NET PROFIT/(LOSS)	500.00 170.00 1,595.00 1,595.00 10.00 10.00 1,585.00 100.00 300.00 150.00 550.00 1,035.00
SALES ARCELSON ALLS SALES ARCELSON ALLS NET SALES COST OF GOODS SOLD PURCHASE-ACCESSORIES GROSS PROFIT/(LOSS) EXPENSES SALARIES TOLL, PARKING & FINED PETROL NET PROFIT/(LOSS) NET PROFIT/(LOSS) AFTER TAX	500.00 170.00 1,595.00 1,595.00 10.00 1,585.00 100.00 300.00 150.00 550.00 1,035.00 ↓,035.00

Step 3: Select your preference format

Step 4: Several options here:

- a. Use second description use second description which maintain under GL | Maintain Chart of Account
- b. Zero Balance Account even amount is 0, still want to it show in report
- c. Display Trade Debtor/Creditor in Details show per customer account in detail
- d. Print Sub Account Only Selected certain account to view
- e. Print Project Comparison you are allowed to view your report by project (project module requested)

f. Show Column Options - you can preset setting as attached

Profit & Loss Statement	
Period : Current Month V Month Index : 0	Percentage Budget
Font : 17 Tahoma 🗸 8 🔹 🔳 🖬 🖉 😕	Header Script : 💿 🗸 🥳
Date : 23/02/2015 Project: Agent: Area: Report Title : Trading Profit and Loss for the period 01/02/2015 to 23/02/2015 Image: Trading Profit and Loss for the period 01/02/2015 to 23/02/2015 Image: Trading Profit and Loss for the period 01/02/2015 to 23/02/2015 Image: Trading Profit and Loss for the period 01/02/2015 to 23/02/2015 Image: Trading Profit and Loss for the period 01/02/2015 to 23/02/2015 Image: Trading Profit and Loss for the period 01/02/2015 to 23/02/2015 Image: Trading Profit and Loss for the period 01/02/2015 to 23/02/2015 Image: Trading Profit and Loss for the period 01/02/2015 to 23/02/2015 Image: Trading Profit and Loss for the period 01/02/2015 to 23/02/2015 Image: Trading Profit and Loss for the period 01/02/2015 to 23/02/2015 Image: Trading Profit and Loss for the period 01/02/2015 to 23/02/2015 Image: Trading Profit and Loss for the period 01/02/2015 to 23/02/2015 Image: Trading Profit and Loss for the period 01/02/2015 to 23/02/2015 Image: Trading Profit and Loss for the period 01/02/2015 to 23/02/2015 Image: Trading Profit and Loss for the period	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
Main Grid Transform	

5. Apply filter everything, click on APPLY, then you will get the results. You are allowed to preview and print the report out.



Refer the step as picture attached

🖀 🛛 🚺 1. Filte	r your date		- • ×
Date ☑ 11/01/2015 v to 31/12/2015 Account: □ Project: □ Agent: □ Area: □	Group By: Account Code Account Description Post Date Ref1 Project Agent Area Merge GL Code for same document Evolute Project When Merging	S. Apply	ply
General Ledger Sales Ledger (Customer Control) Purchase Ledger (Supplier Control) Litter between General Ledger / Setter set Ledger (Supplier Ledger /	□ Use 2nd Description 4. Chec ✓ Include Zero Closing Balance which is ✓ Include Zero Transaction • ✓ Include Zero Transaction • ✓ Local Currency □ ✓ Local Currency □	k the options s relevant to	
Customer Ledger / Supplier Ledger Date Date	3. You can also filter by different currency	DR Local CR	Local Balance 🔺
Code : 100-001 (ORDINARY SHARE CAPITAL) Balance B/F			(883.50)
		0.00 0.0	0
Code : 100-500 (SHARE PREMIUM ACCOUNT)			
Balance B/F			(50.00)
		0.00 0.0	0
Code : 150-000 (RETAINED EARNING)			
Balance B/F			32,208.37
		0.00 0.0	0
Code : 200-400 (MOTOR VEHICLE)	6. Results	.661.02 1.661.0	2



6.5 Others Report

a. General Ledger



i)Ledger Report - a report to record all business transaction Dr/ Cr
ii)GL Doc Listing -a summary/detail listing report for all GL Transaction eg : Journal , PV, OR
iii)Receipt & Payment -the summarize in flow or outflow report by payment method
iv)P&L Statement -the summarize report that shows company's revenue & expenses at a certain period
v) Balance Sheet Statement - A statement of assets, liabilities, and capital of business at certain period
vi)Trial Balance - statement of summary Dr & Cr in a double entry account book

5 M

b. Customer



i) Customer Document Listing - a summary/detail listing report for all Customer Transaction eg: Invoice, Payment, Debit Note & Credit Note

ii) Aging Report - It's use as a collection report to your agent, they will collect the debt by customer

iii) Statement of Account – A summarize report of outstanding for all invoices by customer with payment info

- iv) Post Dated Cheque Listing A reminder report for user check for postdated cheque
- v) Sales & Collection Analysis Summary Report for Total Sales & Collection by month

vi) Due Document Report – A listing to SUM the credits sales by customer and overdue letter are available in level1 report

ayroll

*** SUPPLIER IS MIRROR OF CUSTOMER....

c. Sales



i) Sales Document Listing - a summary/detail listing report for all Sales Transaction eg: Quotation, Sales Order, Deliver Order, Invoice, Cash Sales, Debit Note & Credit Note

ii) Back Order Report - to trace the outstanding status of document which already transfer to or haven transfer

iii) Sales Price History – Generate the listing of Price History (eg item, agent, area, customer etc)

iv) Sales Analysis by Document – A report that able provide the summarize of total document figure issues on certain period by document eg: Invoice/ Cash sales / Credit Note/ Debit Note and etc

v) Yearly Sales Analysis – a summarize report by year for all sales transaction

vi) Profit & Loss by Document – A report provide the margin earn/ loss in a particular deal in detail by item



d. Stock



i) Stock Document Listing - a summary/detail listing report for all Stock Transaction eg: Stock Received, Stock Issue, Stock Adjustment and etc

ii) Stock Card – A detail report where included the inflow and out flow of stock by location/batch

iii) Stock Month End Balance - A summarize report for total Qty & Cost by item

iv) Reorder Advice - A reminder report to advise which item goes reorder level and user easily to trace it

v) Stock Physical Worksheet – A report to keep track system physical qty by item

vi) Stock Aging Report – a report for practice to check inventory periodically and to work in a process to liquidate aged inventory first.

Chapter 7: Backup & Others

7.1 Backup Database

Backup is **very important**, user are advised to do **<u>DAILY</u>** backup and if you can save your backup copy at different location eg: external hard disk or thumb drive, please do it to avoid data lost or data corrupted



Backup To	×
C:\Users\SQL-Ong\Desktop	remove
Add another location OK	Cancel
Remove Temp Tables	
Compress backup file	
Maximize compression ratio	



Browse For Folder ×	
Pesktop Perker Pe	
Backup To ×	
C:\Users\MeiWei\Desktop remove	
Add another location OK Cancel	
Remove Temp Tables	
Compress backup file	
Maximize compression ratio	

Step 4: Press OK

	Backup Database: ACC-0017.FDB	×	
gbak:writing gbak:writing gbak:writing gbak:writing gbak:writing	constraint INTEG_518 constraint INTEG_519 constraint INTEG_520 constraint INTEG_521 constraint INTEG_522	^	
gba gba	Information	×	
gba gba gba gba	Backup Database: ACC-0017.FDB completed.		
gba gba gba gba		ОК	
gbak:writing gbak:closing Elapsed time	file, committing, and finishing. 862208 bytes written : 0.9380 seconds		
<		>	
Copy to Clip	board	Close	

Tips: If you have more than 1 company in SQL, login 1 by 1 company and do backup follow below step.

Account



7.2 Maintain Acceptable Transaction Date

SQL can no need do year end, it will auto doing cut off. Once account closed, if you wish to block the period to avoid your users changed the account figure, you may do this setting.

Date that sets between allowed transaction date are **ALLOWING** the document to be edited in between the dates. Vice-versa, date that falls outside the transaction period are not allowed to be edit or created.

Scenario A:

My Financial Period is on (1/1/20XX - 31/12/20XX), I have close the financial year for 2014, I wish to block the period to avoid user edit or created, what should I do?

Step as below:

Step 1: Tools > Maintain Acceptable Transaction Date



I Date From	Date To			
 > 01/01/2015 ✓ January ✓ 	31/12/2015 2015 ►			
M T W T F 29 30 31 1 2 5 6 7 8 9	<u>55</u> 34 1011			
12 13 14 15 16 19 20 21 22 23	17 18 24 25			
2 6 27 28 29 30 2 3 4 5 6	7 8			h
				100
				- 10

Step 2: Click on Append (Icon with + symbol) then select the date from and date to.

· · · · · · · · · · · · · · · · · · ·	AllowDate	- • •
ا 🌮 🐨] 💿 🖆 🚔 🚺 🐼 🍄 🍳) 🚩
E Date From 01/01/2015	Date To 31/12/2015	
		>

After do the setting, this is the results: It will show the message that shows out if user try to save a document that are not in acceptable transaction period.
82	8					Invo	bice]
101 0	More.									Cancelled		New	
	•	Customer:	300-A000	102 👻				Inv No :	IV-00108		Edit		
Actor	₽ Ŧ	Address :-	ALPHA & BETA COMPUTER						Next No :-	IV-00113	-	Delete	
	achments N		838 JALAN WORLD						Date :-	31/10/2014	-	Ellipto	
			40485 RA	10485 RAWANG						SY	-	: 🛃 Save 💌	
			SELANGO	R DE					Terms :-	45 Days	-	Cancel	1
		Description	Color						Ref 1. :-				
	ote -	Description :-	Sales			Confirm		×	Ext. No. :-		—)	Refresh	
-				P		Comim	[]					Browse	
and the second second	Item Template	Invoice Mi ≣ Item Coo ▶ 123	bre de 123	123	Transaction Date 31/10/2014 falls outside accept transaction date. Do you want to save it?			ceptable	UDF_QT	Y Sub Total	Ta	->	
							Yes	No				J	
		1 records	;		100.00					36.00	2		
		Deposit Amount:			0.00 36.00			Net Total:			36.00	Close	1

Thus, you are **<u>not allowed</u>** to edit the document which is fall outside of the period...

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

For More guidelines, please visit <u>www.sql.com.my</u>



www.SQL.com.my