

SQL Financial Accounting

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

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

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

- eStream Software
Updated 22 July 2010

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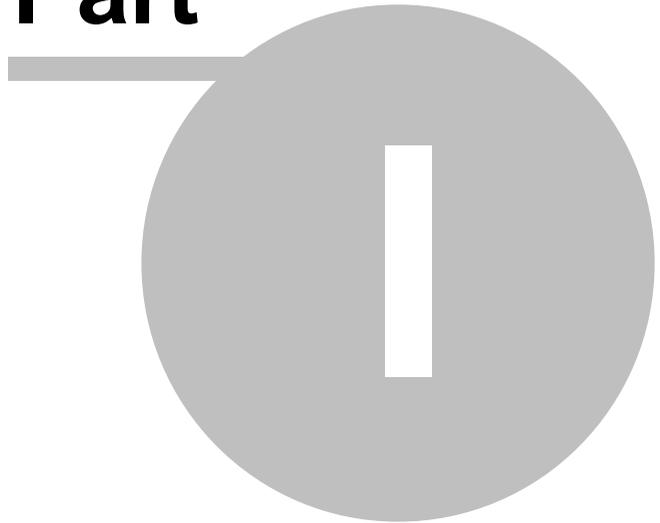
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Getting Started

Part



1 Getting Started

1.1 System Requirements

The following requirements are needed in order to run **SQL Financial Accounting**:
for **Standalone or Client (Workstation) PC**

- Microsoft Windows XP and above.
- SVGA - minimum of 16-bit colors recommended.
- Pentium IV and above computer.
- 1 GB of RAM.
- 1 GB of available hard disk space.
- Microsoft Windows Compatible Printer.

for **Server PC**

- Microsoft Windows XP and above.
- SVGA - minimum of 16-bit colors recommended.
- Intel Quad Core and above computer.
- 2 GB of RAM.
- 2 GB of available hard disk space.
- Microsoft Windows Compatible Printer.
- 100 Base-T NIC.

1.2 Installation

There are two type of installation, which are

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

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

1. Set your system regional date format to **dd/mm/yyyy**.
2. Install the database server on the main pc (server). In the CD it self we provide 2 types of database server
 - Interbase (for Windows 98se and above); and
 - Firebird (for Windows XP/2000/NT).You may install **EITHER** Interbase **OR** Firebird.

1.2.1 Standalone Installation

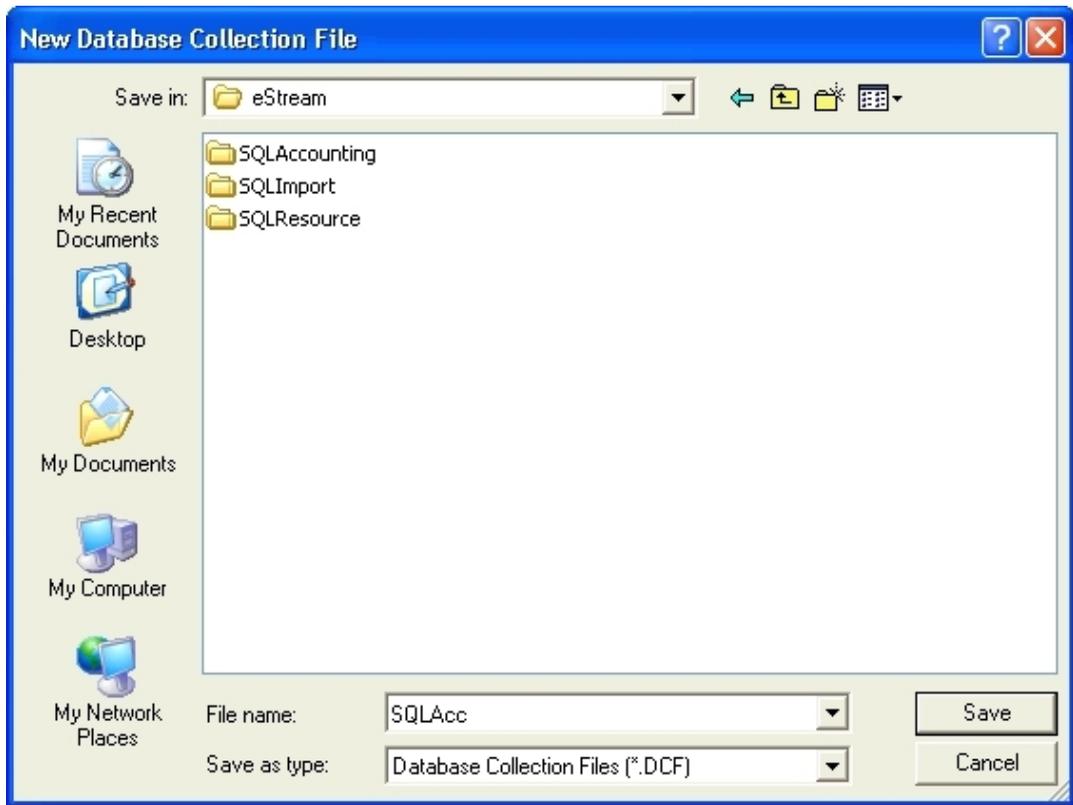
1. Once you finish install the **SQL Financial Accounting**, double click the **SQL Financial Accounting** icon at the desktop and the below dialog will appear.



2. Select **Standalone** and click OK.



3. Select type of database you have install. (We recommend Firebird Server for Windows 2000 / XP, Interbase Server for Win 98 / Me)



4. You may save the DCF file in the default location by clicking save button.



[Server Properties](#) can be access through *File | Account Book Manager... | Server Properties*

1.2.2 Network Installation

At the Server PC

Register Firebird Server Select Remote, system auto detect IP Address

Firebird Server Setting

Local (Standalone PC) Server Alias:

Remote (TCP/IP Network) Server Name or IP Address:

Enter SYSDBA password, leave blank if it is default or not known

Status: Connection Active Server Version: WI-V6.2.972 Firebird 1.0.3

FTP Server Setting (optional)

I have access to database server via FTP

FTP User Name: Port No:

FTP Password:

Status: Unknown

Folder Setting

Database Folder:

Server Backup Folder:

Use FTP to access network backup file

Network Backup Folder:

Status: You have access to backup folder

Click on TEST, status should be positive

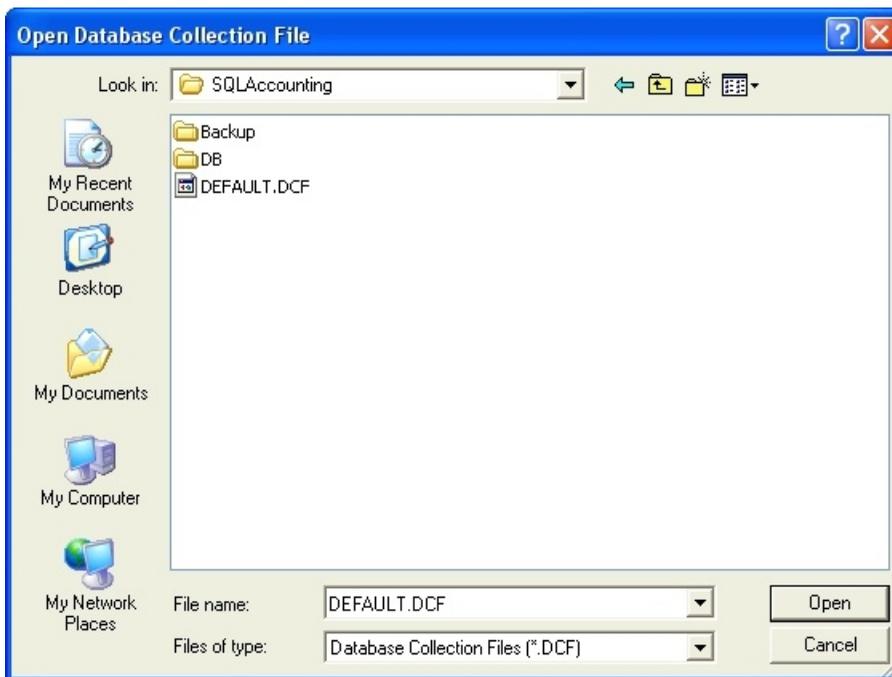
1. Follow the [Standalone Installation](#) .
2. Create a new database for your company.
3. Double Click **My Computer** and browse it to **eStream** folder and share it as **Full Control** (i.e. able to Read and Write).
4. Login to the system (User Name: **ADMIN**, Password: **ADMIN**).
5. Click **File | Account Book Manager... | Server Properties**.
6. In the **Server Setting** select **Remote(TCP/IP)** option and enter all the server information (i.e. Server Setting and the Folder Setting).
7. Click the Test... button to check the status is Success. If the Status font color is **Red** mean it that you had enter incorrect information.

At the Workstation

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



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



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

1.3 Product Registration

You may register the product anytime after installation. Unregistered account book is only allowed up to 1000 transactions. To register :

1. Click *File | Company Profile* and make sure the **Company Name & Address** are correct.
2. Click on <Register>, Key in the product ID as printed on the package.
3. Click <Print Activation Code Request Form> to print out in order to fax to your dealer.
4. Wait for 1 to 2 working days for the **Activation Code** reply form.

Product ID : 001.000999.1687.8824

Company Name : Sample Company Sdn Bhd

Address : 87, 1st Floor, NBC Business Center,
Off Jalan Meru,
41050 Klang,
Selangor DE

Fax : 03-33429068

Email : estream@estream.com.n

Phone : 03-33421788

Attention : Someone

Preferred Contact
 Fax Email

Digit A: 2722

Print Activation Code Request Form
Please fax to us for Activation Code

Registration

Activation Code : 3 6JK-QW7Y-6FJD-VFTT-Q3B4-DRDQ-TNMQ-BC56

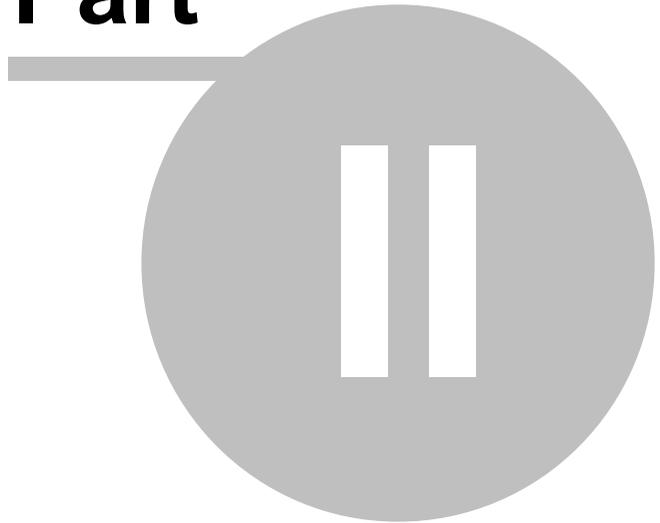
Digit B: 2150

Register **Modules**

Close

Overview

Part



2 Overview

2.1 Features

Build-in Features :

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

Add-on Modules :

Accounting

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

Sales / Purchase

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

Stock

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

Management

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

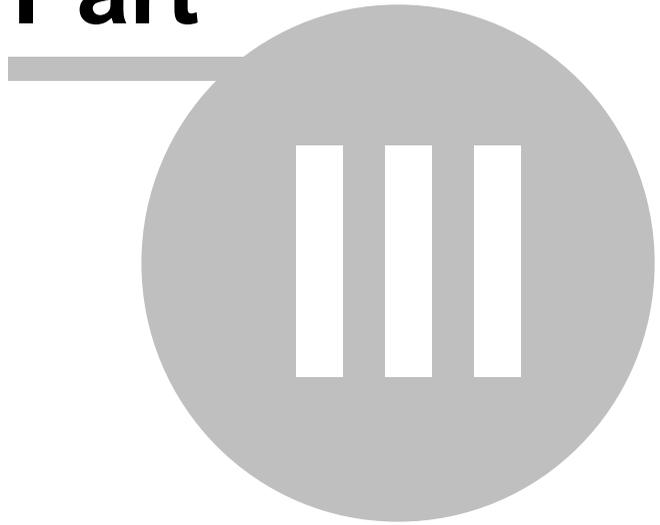
2.2 Standard Function & Button

Below is a list of the Standard button and their corresponding keyboard equivalents:

Button & Key	Description	Button & Key	Description
 or Ctrl + X	Cut	 or Ctrl + Del	Delete Current Record
 or Ctrl + C	Copy	 or F3	Save Current Record
 or Ctrl + V	Paste	 or Esc	Cancel
	First Record	 or F12	Browse Detail or Summary
	Previous Record	 or Ctrl + F	Find
	Next Record		Active or Deactivate Filter
	Last Record	 or F7	Print
 or Ins	New Record	 or F6	Preview
 or F2	Edit Record	 or F8	Export

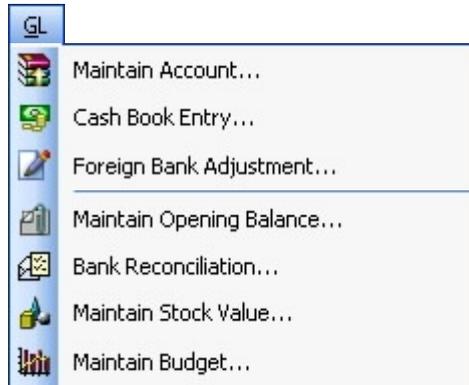
General Ledger

Part



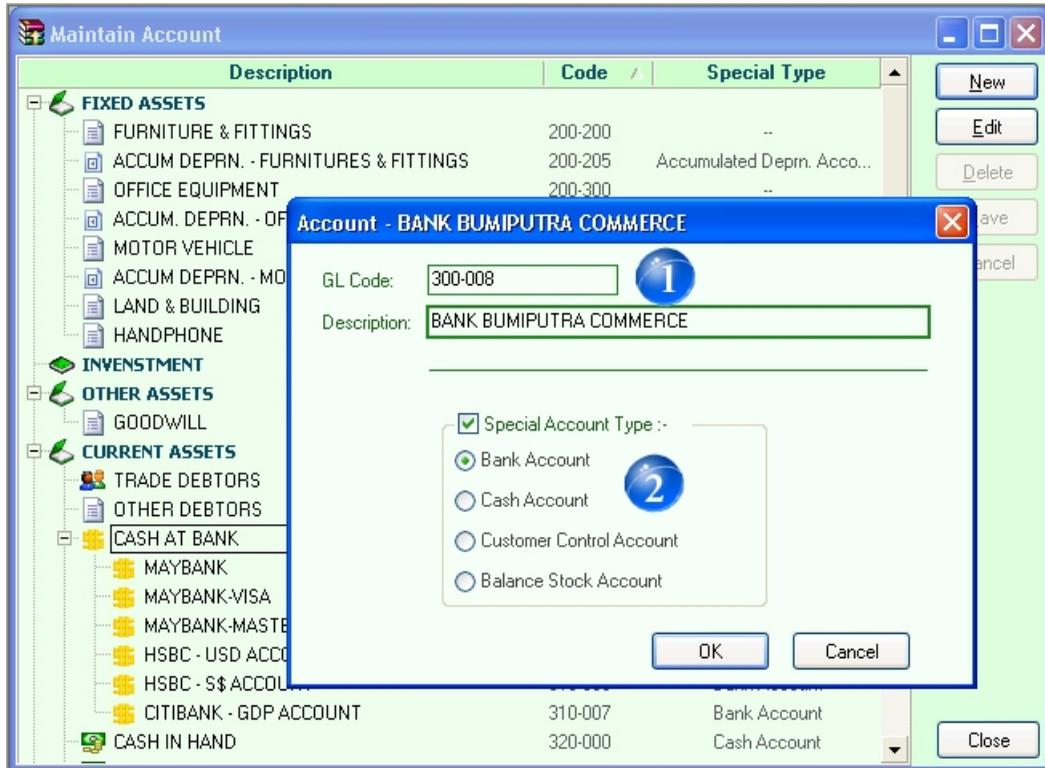
3 General Ledger

The commands for **General Ledger (GL)** menu are the following:



3.1 Maintain Account

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



1. Enter **GL Code** and **Description**.
2. Check the **Special Account Type** if the account added is belongs to Bank / Cash / Customer Control (use in [Maintain Customer](#)) or Stock Account.



Maintain Account can be access through [GL | Maintain Account ...](#)

3.2 Cash Book Entry

Cash Book Entry

Cancelled

Receipt Voucher

Voucher No: <<New>>
 Next No: OR-00052
 Date: 19/6/2004

Received From: OFFICE RENTAL RECEIVED
 Received In: HSBC - USD ACCOUNT
 Bank Charge :
 Cheque No:
 Currency: USD Rate: 3.7400

G/L Code	GL Description	Description	Project	Amount
531-000	RENTAL	HSBC - USD ACCOUNT - OFFICE RENTAL ...	---	1,200.00

1 records Total: 1,200.00

1. Enter the description in the **Received From** field.
2. In **Received In** field select which payment method. (GL account to debit)
3. Enter **Bank Charges** amount, if available. (Auto double entry posting will be done by the system)
4. Select **GL Code** (GL account to credit) and enter all the available field (i.e. Description, Amount).

Optional Module - Basic Currency Module

5. Enter the **Currency Rate**. (In order for the system to calculate the local equivalent value)

Cash Book Entry

Payment Voucher

Cancelled

Voucher No: <<New>>
 Next No: PV-00049
 Date: 19/6/2004

Pay To: POS MALAYSIA BERHAD

Payment By: HSBC - USD ACCOUNT Cheque No: HSBC 88888

Bank Charge: 0.00 Currency: USD Rate: 3.8000

G/L Code	GL Description	Description	Project	Amount
910-000	TELEPHON...	MAYBANK - POS MALAYSIA BERHAD	---	500.00
907-000	WATER & E...	MAYBANK - POS MALAYSIA BERHAD	---	200.00

2 records Total: 700.00

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

1. Enter the description in the **Pay To** field.
2. In **Payment By** field select which payment method.(GL account to credit)
3. Select **GL Code** (GL account to debit) and enter all the available field (i.e. Description, Amount).

Optional Module - Basic Currency Module

4. Enter the **Currency Rate**. (In order for the system to calculate the local equivalent value)



Cash Book Entry can be access through [GL | Cash Book Entry ...](#)

3.3 Journal Entry

Journal Entry

Cancelled

Journal Entry

Journal No: <<New>>
 Next No: JV-00004
 Date: 19/6/2004

Description: Accruals

G/L Code	GL Descri...	Description	Ref	Project	DR	CR
410-080	WATER A...	Accruals		---	300.00	
907-000	WATER & ...	Accruals		---		300.00

2 records Total: 300.00 300.00

1. Enter the **Description** in the **Description** field.
2. Select **G/L Code** and enter all the available field (i.e. Description, Amount).
3. The system only accept total DR amount **equals** to CR amount



Journal Entry can be access through [GL | Journal entry ...](#)

3.4 Opening Balance

Description	Code	DR	CR
FIXED ASSETS		105,000.00	21,500.00
INVESTMENT		-	-
OTHER ASSETS		-	-
CURRENT ASSETS		22,260.30	11,000.00
TRADE DEBTORS	300-000	10,260.30	-
OTHER DEBTORS	305-000	-	-
CASH AT BANK	310-000	3,000.00	-
CASH IN HAND	320-000	7,500.00	-
PETTY CASH	325-000	500.00	-
STOCK	330-000	1,000.00	-
DEPOSIT & PREPAYMENT	340-000	-	11,000.00
DIRECTOR'S LOAN TO	350-000	-	-
CURRENT LIABILITIES		-	-
OTHER LIABILITIES		-	-
CAPITAL		-	11,000.00
RESERVE		-	-
RETAINED EARNING		-	83,760.30
LONG TERM LIABILITIES		-	-
		127,260.30	127,260.30

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



Opening Balance can be accessed through [GL | Maintain Opening Balance...](#)

3.5 Bank Reconciliation

Bank Reconciliation allows user to monitor their system records with the actual bank transactions. The system accept bank recon at any date (Bank Statement cut off date) and multiple intervals (eg. weekly bank recon)

Reconcile Bank Transactions

Bank Statement Date: 30/6/2004

Bank Account: 310-001

Display Period: 1/6/2004 to 30/6/2004

Show Unticked Transactions Only

Amount from Bank Statement: 4,500,000.00

Amount Calculated by System: -4,363,253.00

Different: -8,863,253.00

Buttons: Edit, Save, Cancel, Apply

Recon At	Date /	Description	Voucher No	Cheque No.	Debit	Credit	Tick
31/1/2004	24/12/2000	sdfsdf	321	asdf	30.00	0.00	<input checked="" type="checkbox"/>
	24/12/2000		321	321	30.00	0.00	<input type="checkbox"/>
	24/12/2000	e gbghs	sdfdgf	rterger	30.00	0.00	<input type="checkbox"/>
31/12/2003	22/12/2001	123	12123	123	4.00	0.00	<input checked="" type="checkbox"/>
	22/12/2001	1233333	1231	123	444.00	0.00	<input type="checkbox"/>
31/1/2004	24/12/2001	123123123	1231231	123123	55.00	0.00	<input checked="" type="checkbox"/>
	6/1/2002	ERICSON SUPPLIE...	PV-00002	MBB 1000...	0.00	30,000.00	<input type="checkbox"/>
	7/1/2002	NOKIA CORP LTD	PV-00006	MBB 1000...	0.00	10,000.00	<input type="checkbox"/>
	7/1/2002	MOTOROLA SUPPLI...	PV-00005	MBB 1000...	0.00	10,000.00	<input type="checkbox"/>
	3/2/2002	NOKIA CORP LTD	PV-00012	MBB 1000...	0.00	20,000.00	<input type="checkbox"/>
	9/2/2002	NOKIA CORP LTD	PV-00013	MBB 1000...	0.00	15,000.00	<input type="checkbox"/>
	6/8/2002	PERILLY LAND & B...	PV-00001	MBB 1000...	0.00	2,000.00...	<input type="checkbox"/>
	7/8/2002	COMPACC SYSTEM	PV-00004	MBB 1000...	0.00	45,380.00	<input type="checkbox"/>
	7/8/2002	LKL FURNITURE S...	PV-00003	MBB 1000...	0.00	60,000.00	<input type="checkbox"/>
Count = 75					66,616.00	2,248,111.	

Buttons: Close

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

To Enter **Opening Bank Reconciliation**

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

Opening Bank Reconciliation...	
Undo	Ctrl+Z
Copy	Ctrl+C
Cut	Ctrl+X
Paste	Ctrl+V
Clear	
Select All	Ctrl+A

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

Opening Bank Reconciliation

Bank : 310-001

Voucher No: PV-12345 Date: 03/02/2004

Cheque No: MBB 321231

Description: MR WONG (LANDLORD)

Debit: Credit:

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

3. Select **Bank Account** and enter on the available field (i.e. Date, Amount, etc).



Bank Reconciliation can be access through [GL | Bank Reconciliation...](#)

3.6 Maintain Stock Value

- Maintain Stock Value -

P & L Opening Stock A/C : 600-000 STOCKS AT THE BEGINNING OF YEAR1

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

Balance Sheet Stock A/C : 330-000 STOCK

Please key in Closing Stock Value below :

Project [---] [v] 4

Year : 2004 [v] 2

Month	Stock Value
31-Jan	30,000.00
29-Feb	50,000.00
31-Mar	45,000.00
30-Apr	38,000.00
31-May	24,000.00
30-Jun	
31-Jul	
31-Aug	
30-Sep	
31-Oct	
30-Nov	
31-Dec	

3

Close

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



Maintain Stock Value can be access through [GL | Maintain Stock Value...](#)

3.7 Maintain Budget

Budget Maintenance

Year: 2004 1 Project: [---] 2

Monthly Quarterly Half Yearly Yearly

Account	31/01/2004	29/02/2004	31/03/2004	30/04/2004	31/05/2004	30/06/2004
SALES						
SALES-HANDPHONES		120,000.00				
SALES-ACCESSORIES		150,000.00				
SALES-PREPAID		50,900.00				
SERVICE CHARGE		23,000.00				
SALES ADJUSTMENT						
RETURN INWARDS-HAN...						
RETURN INWARDS-ACC...						
RETURN INWARDS-PRE...						
DISCOUNT ALLOWED						
OVERDUE INTEREST CHA...						
COST OF GOODS SOLD						
STOCKS AT THE BEGINN...		30,000.00				
PURCHASE-HANDPHONES		10,000.00				
PURCHASE-ACCESSORIES						
PURCHASE-PREPAID						
PURCHASE RETURNED-...						
PURCHASE RETURNED-...						
PURCHASE RETURNED-...						

Buttons: Edit, Save, Cancel, Close

1. Select the **Year** and click **Edit**.
2. Select the **Project**. (This field will only be visible if you have purchased the **Project Module**).
3. In the **Monthly** tab, enter the amount for the particular period and account (positive figure for CR balance, negative figure for DR balance). Summary by Quarter, Half Year or Full Year is available on their respective tabs.



Maintain Budget can be accessed through [GL | Maintain Budget...](#)

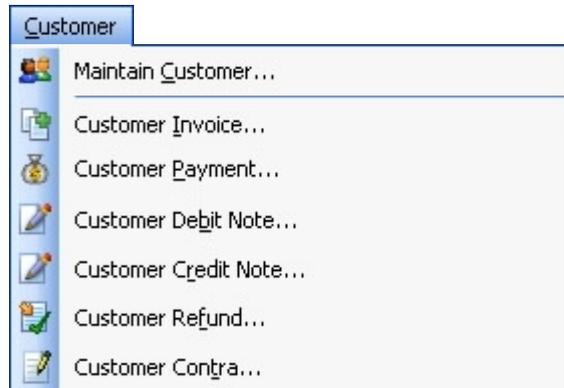
Customer

Part



4 Customer

The commands for **Customer** menu are the following:



4.1 Maintain Customer

Maintain Customer

- Maintain Customer -

Company: AB ENTERPRISE SDN BHD

Control A/C: 300-000 Code: <<New>> Status: Active

300-A0004

General | Credit Control | Note

Branch: BILLING1

Address: 48 FLOOR MENARA ARNOT
NO 98 JALN TANGJUNG
49587 PETALING JAYA
SELANGOR

Attention: MR ALF

Phone: 03-49380578 Fax: 03-49380590

Email:

Area: PJ Credit Terms: 30 Statement: Open Item

Agent: NF Aging On: Invoice Date

Currency: --- Price Tag: D

Close

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

Optional Module

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

General | **Credit Control** | Note

Credit Limit: **5** Overdue Limit: **7**

Add PD Cheque to Credit Limit

	All	QT	SO	DO	IV	CS	DN
Apply to	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exceed Credit Limit		Override	Override				
Exceed Overdue Limit		Unblock	Override	6			
Suspended		<input type="checkbox"/>	<input type="checkbox"/>				
Suspended Message							

5. Click **Credit Control** Tab to enter the credit limit for the particular customer. Enter the **Credit Limit** amount for the particular customer. (**Advance Credit Control Module**).
6. Enter the maximum allowable **Overdue Limit** for the particular customer.
7. Select the document that need checking to and action to take if exceed the limit.



Maintain Customer can be access through *Customer | Maintain Customer...*

4.2 Customer Invoice

Customer Invoice Entry

Customer Code: 300-A0001 1 Currency: S\$ Rate: 2.5030 4

Customer Invoice Inv No : <<New>>

Cancelled Next No : IV-00058

Bill To : A'BEST TELECOMMUNICATION PTE LTD Date : 19/06/2004

Agent : LF Area : SINGAPORE Terms : 30

Sales A/C	Description	Project	Amount
500-0000	SALES-HANDPHONES	---	400.00
500-2000 2	SALES-PREPAID	---	500.00
Total:			900.00

Local Net Total : 2,252.71 5 Net Total: 900.00

Invoice Description: Sales Outstanding: 900.00 3

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

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

Optional Module - Basic Currency Module

4. Enter the **Currency Rate** (i.e. the rate you sell to the customer).
5. **Local Net Total** = foreign amount x currency rate (e.g. 900 x 2.503).



Customer Invoice can be access through [Customer | Customer Invoice...](#)

4.3 Customer Payment

Customer Payment Entry

Customer Code: 300-A0001 1 Currency: S\$ Rate: 2.3750 4

Customer Payment O/R No <<New>>

Cancelled Next No : OR-00052

Date : 19/06/2004

Paid By : ABEST TELECOMMUNICATION PTE LTD Project : ---

Received In: HSBC - USD ACCOUNT 2 Paid Amount : 50.00 5

Bank Charge : 0.00 USD @ Rate 3.8000

Cheque No : Local Amount : 190.00

Description: Payment For Account Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes

Type	Date	Doc No.	Amount	Outstanding	Pay	
IV	3/12/03	IV-00012	500.00	340.00	80.00	<input checked="" type="checkbox"/>
IV	3/1/04	IV-00013	333.00	333.00	0.00	<input type="checkbox"/>
IV	5/1/04	IV-00016	12.50	12.50	0.00	<input type="checkbox"/>
IV	6/1/04	CS-00004	5.00	5.00	0.00	<input type="checkbox"/>
IV	19/1/04	IV-00002	23,632.50	2,252.50	0.00	<input type="checkbox"/>
DN	13/10/04	DN-00001	170.70	170.70	0.00	<input type="checkbox"/>
6 doc			Total:	24,653.70	3,113.70	80.00

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

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

Optional Module

4. Enter the **Currency Rate**. (**Basic Currency Module**).
5. Enter the **Bank Currency Rate**. (This field will only visible if different currency knock off). In this situation, instead of ticking which **Invoice / Debit Notes** to knock-off, you have to enter the amount to knock-off (i.e. **USD50** is worth **S\$80**). (**Advance Currency Module**).



Customer Payment can be access through *Customer | Customer Payment...*

4.4 Customer Debit Note

Customer Code: 300-A0001

Currency: S\$

Rate: 2.5000

Customer Debit Note

Cancelled

D/N No : <<New>>

Next No : DN-00007

Date : 19/06/2004

Agent : LF

Area : SINGAPORE

Terms : 30

Bill To : ABEST TELECOMMUNICATION PTE LTD

Sales A/C	Description	Project	Amount
530-100	OVERDUE INTEREST CHARGE	---	170.70

1 records

Total: 170.70

Local Net Total : 426.75

Net Total: 170.70

D/N Description: Debit Note

Outstanding : 170.70

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

Optional Module - Basic Currency Module

4. Enter the **Currency Rate** (i.e. the rate you sell to the customer)
5. **Local Net Total** = Foreign Amount x Currency Rate (e.g. 170.70 x 2.500).



Customer Debit Note can be access through [Customer | Customer Debit Note...](#)

4.5 Customer Credit Note

Customer Credit Note Entry

Customer Code: 300-A0001 1 Currency: S\$ Rate: 2.5030 4

Customer Credit Note

Cancelled C/N No : <<New>>
 Next No : CN-00020
 Customer : A'BEST TELECOMMUNICATION PTE LTD Date : 19/06/2004

GL Account	Description	Project	Amount
500-0000	SALES-HANDPHONES 2	----	300.00

1 records

Local Net Total: 750.90 Net Total: 300.00

C/N Description: Credit Note Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes

Type	Date	Doc No.	Amount	Outstanding	Pay	
IV	3/12/03	IV-00012	500.00	320.00	100.00	<input checked="" type="checkbox"/>
IV	3/1/04	IV-00013	333.00	133.00	200.00	<input checked="" type="checkbox"/>
IV	5/1/04	IV-00016	12.50	12.50	0.00	<input type="checkbox"/>
IV	6/1/04	CS-00004	5.00	5.00	0.00	<input type="checkbox"/>
IV	19/1/04	IV-00002	23,632.50	2,252.50	0.00	<input type="checkbox"/>
6 records		Total:	24,653.70	2,893.70	300.00	

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

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

Optional Module - Basic Currency Module

4. Enter the **Currency Rate**.



Customer Credit Note can be access through *Customer | Customer Credit Note...*

4.6 Customer Refund

Customer Refund Entry

Customer Code: 300-A0001 **1** Currency: S\$ Rate: 2.5333 **4**

Customer Refund

Cancelled C/F No : <<New>>
 Next No : PV-00049
 Date : 19/06/2004
 Project : ---
 Refund Amount: 100.00 **5**
 USD @ Rate 3.8000
 Local Amount : 380.00

Pay to : A'BEST TELECOMMUNICATION PTE LTD
 Payment By : HSBC - USD ACCOUNT **2**
 Bank Charge : 0.30
 Cheque No : _____

Description: Refund Unapplied Amt: 0.00

Payment Knock Off

Type	Date	Doc No.	Amount	Unapplied Amt	Refund Amt	
PM	18/1/04	OR-00047	1,000.00	850.00	150.00	<input checked="" type="checkbox"/>
CN	14/11/04	CN-00003	5.00	5.00	0.00	<input type="checkbox"/>
CN	19/11/04	CN-00007	60.00	60.00	0.00	<input type="checkbox"/>
CN	19/11/04	CN-00011	30.00	30.00	0.00	<input type="checkbox"/>
PM	24/11/04	OR-00009	25.00	15.00	0.00	<input type="checkbox"/>
CN	12/12/04	CN-00017	1,060.00	1,060.00	0.00	<input type="checkbox"/>
CN	18/12/04	CN-00008	7,550.00	6,550.00	0.00	<input type="checkbox"/>
PM	30/12/04	OR-00016	1,234.00	1,234.00	0.00	<input type="checkbox"/>
PM	30/12/04	OR-00018	90.00	90.00	0.00	<input type="checkbox"/>
10 records			Total:	11,377.00	10,217.00	150.00

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

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

Optional Module

4. Enter the **Currency Rate**. (**Basic Currency Module**).
5. Enter the **Bank Currency Rate**. (This field will only visible if different currency knock off). In this situation, instead of ticking which **Invoice / Debit Notes** to knock-off, you have to enter the amount to knock-off (i.e. **USD100** is worth **S\$150**). (**Advance Currency Module**).



Customer Refund can be access through [Customer](#) | [Customer Refund...](#)

4.7 Customer Contra

Customer Contra Entry

Customer Code: 300-A0001 1 Currency: S\$ Rate: 2.3098 3

Customer Contra

Cancelled

Customer : A'BEST TELECOMMUNICATION PTE LTD

C/T No: <<New>>
 Next No: CT-00006
 Date: 19/06/2004
 Project: ---

Contra Amount: 500.00
 Local Amount: 1,154.90

Description: Contra Unapplied Amt: 300.00

Knock-off Invoices / Debit Notes					
Type	Date	Doc No.	Amount	Outstanding	Pay
IV	3/12/03	IV-00012	500.00	220.00	200.00 <input checked="" type="checkbox"/>
IV	3/1/04	IV-00013	333.00	333.00	0.00 <input type="checkbox"/>
IV	5/1/04	IV-00016	12.50	12.50	0.00 <input type="checkbox"/>
IV	6/1/04	CS-00004	5.00	5.00	0.00 <input type="checkbox"/>
IV	19/1/04	IV-00002	23,632.50	2,252.50	0.00 <input type="checkbox"/>
DN	13/10/04	DN-00001	170.70	170.70	0.00 <input type="checkbox"/>
6 records			Total: 24,653.70	2,993.70	200.00

2

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

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

Optional Module - Basic Currency Module

3. Enter the **Currency Rate**.



Customer Contra can be access through *Customer | Customer Contra...*

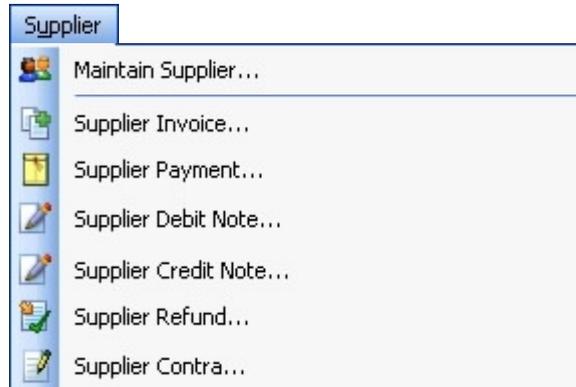
Supplier

Part



5 Supplier

The commands for **Supplier** menu are the following:



5.1 Maintain Supplier

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

Optional Module

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



Maintain Supplier can be access through [Supplier | Maintain Supplier...](#)

5.2 Supplier Invoice

Supplier Invoice Entry

Supplier Code: 400-N0001 Currency: USD Rate: 3.8300

Supplier Invoice Inv No : <<New>>
 Cancelled Next No : PI-00028
 Date : 19/06/2004
 Agent : SY
 Area : ---
 Terms : 60 Days

Bill To : NOKIA CORP LTD

Purchase A/C	Description	Project	Amount
610-0000	PURCHASE	P1Zw2	300.00

1 records Total: 300.00

Local Net Total : 1,149.00 Net Total: 300.00

Invoice Description: Purchase Outstanding: 300.00

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

Optional Module - Basic Currency Module

4. Enter the **Currency Rate** (i.e. the rate you buy from the supplier).
5. **Local Net Total** is Total x Rate (e.g. 300 x 3.8300).



Supplier Invoice can be access through [Supplier | Supplier Invoice...](#)

5.3 Supplier Payment

Supplier Payment Entry

Supplier Code: 400-N0001 **1** Currency: USD Rate: 3.8681 **4**

Supplier Payment P/V No : <<New>>
 Next No : PV-00049
 Date : 19/06/2004

Cancelled

Pay to : NOKIA CORP LTD **2** Project : ----
 Payment By : CITIBANK - GDP ACCO
 Bank Charge : 0.00 Paid Amount : 500.00
 Cheque No : GDP @ Rate 7.0400
 Local Amount : 3,520.00 **5**

Description: Payment For Account Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes

Type	Date	Doc No.	Amount	Outstanding	Pay	
PI	7/1/04	PI-00007	55,330.00	55,330.00	0.00	<input type="checkbox"/>
PI	9/2/04	PI-00008	132,878.40	132,878.40	0.00	<input type="checkbox"/>
SD	13/2/04	SD-00002	1,900.00	1,900.00	0.00	<input type="checkbox"/>
PI	13/2/04	PI-00026	1,900.00	1,900.00	0.00	<input type="checkbox"/>
PI	1/6/04	IV-3584	610.00	0.00	610.00	<input checked="" type="checkbox"/>
PI	19/6/04	PI-00028	300.00	0.00	300.00	<input checked="" type="checkbox"/>
6 doc			Total:	192,918.40	192,008.40	910.00

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

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

Optional Module

4. Enter the **Currency Rate**. (**Basic Currency Module**).
5. Enter the **Bank Currency Rate**. (This field will only visible if different currency knock off). In this situation, instead of ticking which **Invoice / Debit Notes** to knock-off, you have to enter the amount to knock-off (i.e. **GDP500** is worth **USD910**). (**Advance Currency Module**).



Supplier Payment can be access through [Supplier | Supplier Payment...](#)

5.4 Supplier Debit Note

Supplier Debit Note

Supplier Code: 400-N0001 Currency: USD Rate: 3.8000

Cancelled DN No : <<New>>
 Next No : SD-00003
 Date : 19/06/2004
 Agent : ---
 Area : ---
 Terms : 60 Days

Bill To : NOKIA CORP LTD

Purchase A/C	Description	Project	Amount
610-0000	PURCHASE-HANDPHONES	P12W4	350.00

1 records Total: 350.00

Local Net Total : 1,330.00 Net Total: 350.00

D/N Description: Debit Note Outstanding: 350.00

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

Optional Module - Basic Currency Module

4. Enter the **Currency Rate** (i.e. the rate you buy from the supplier)
5. **Local Net Total** = Foreign Amount x Currency Rate (e.g. 350 x 3.800).



Supplier Debit Note can be access through *Supplier | Supplier Debit Note...*

5.5 Supplier Credit Note

Supplier Credit Note Entry

Supplier Code: 400-N0001 1 Currency: USD Rate: 3.8000 4

Supplier Credit Note

Cancelled C/N No : <<New>>
 Next No : SC-00003
 Supplier : NOKIA CORP LTD Date : 19/06/2004

GL Account	Description	Project	Amount
510-0000	RETURN INWARDS-HANDPHONES 2	P12W1	400.00

1 records

Local Net Total: 1,520.00 **Net Total:** 400.00

C/N Description: Purchase Returned Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes

Type	Date	Doc No.	Amount	Outstanding	Pay	
PI	7/1/04	PI-00007	55,330.00	54,930.00	400.00	<input checked="" type="checkbox"/>
PI	9/2/04	PI-00008	132,878.40	132,878.40	0.00	<input type="checkbox"/>
SD	13/2/04	SD-00002	1,900.00	1,900.00	0.00	<input type="checkbox"/>
PI	13/2/04	PI-00026	1,900.00	1,900.00	0.00	<input type="checkbox"/>
PI	1/6/04	IV-3584	610.00	610.00	0.00	<input type="checkbox"/>
6 records			Total:	192,918.40	192,518.40	400.00

Close

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

Optional Module - Basic Currency Module

4. Enter the **Currency Rate**.



Supplier Credit Note can be access through [Supplier | Supplier Credit Note...](#)

5.6 Supplier Refund

Supplier Refund Entry

Supplier Code: 400-N0001 1 Currency: USD Rate: 3.5757 4

Supplier Refund C/F No : <<New>>

Cancelled Next No : OR-00052

Paid By : NOKIA CORP LTD Date : 19/06/2004

Received In : HSBC - S\$ ACCOUNT 2 Project : ...

Bank Charge : 0.50 Refund Amount: 500.00 5

Cheque No : MBB 123456 S\$ @ Rate 2.5030

Description: Refund Unapplied Amt: 0.00 Local Amount : 1,251.51

Payment Knock Off

Type	Date	Doc No.	Amount	Unapplied Amt	Refund Amt	
SP	7/1/02	PV-00006	10,000.00	9,650.00	350.00	<input checked="" type="checkbox"/>
SP	3/2/02	PV-00012	20,000.00	20,000.00	0.00	<input type="checkbox"/>
SP	9/2/02	PV-00013	15,000.00	15,000.00	0.00	<input type="checkbox"/>
SP	13/2/04	PV-00041	300.00	300.00	0.00	<input type="checkbox"/>
SC	16/12/04	SC-00002	1,900.00	1,900.00	0.00	<input type="checkbox"/>

5 records Total: 47,200.00 46,850.00 350.00

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

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

Optional Module

4. Enter the **Currency Rate**. (**Basic Currency Module**).
5. Enter the **Bank Currency Rate**. (This field will only visible if different currency knock off). In this situation, instead of ticking which **Invoice / Debit Notes** to knock-off, you have to enter the amount to knock-off (i.e. **S\$500** is worth **USD350**). (**Advance Currency Module**).



Supplier Refund can be access through *Supplier | Supplier Refund...*

5.7 Supplier Contra

Supplier Contra Entry

Supplier Code: 400-N0001 1 Currency: USD Rate: 3.7400 3

Supplier Contra C/T No: <<New>>
 Cancelled Next No: CT-00006
 Date: 19/06/2004
 Project:
 Supplier: NOKIA CORP LTD Contra Amount: 500.00
 Local Amount: 1,870.00

Description: Contra Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes						
Type	Date	Doc No.	Amount	Outstanding	Pay	
PI	7/1/04	PI-00007	55,330.00	54,830.00	500.00	<input checked="" type="checkbox"/>
PI	9/2/04	PI-00008	132,878.40	132,878.40	0.00	<input type="checkbox"/>
SD	13/2/04	SD-00002	1,900.00	1,900.00	0.00	<input type="checkbox"/>
PI	13/2/04	PI-00026	1,900.00	1,900.00	0.00	<input type="checkbox"/>
PI	1/6/04	IV-3584	610.00	610.00	0.00	<input type="checkbox"/>
PI	19/6/04	PI-00028	300.00	300.00	0.00	<input type="checkbox"/>

6 records Total: 192,918.40 192,418.40 500.00

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

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

Optional Module - Basic Currency Module

3. Enter the **Currency Rate**.



Supplier Contra can be access through [Supplier | Supplier Contra...](#)

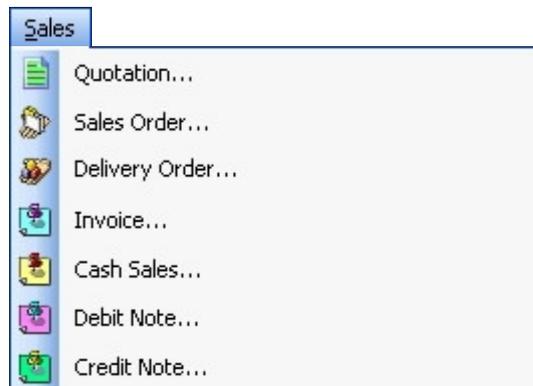
Sales

Part



6 Sales

The commands for **Sales** menu are the following:



6.1 Quotation

The screenshot shows a 'Quotation' window with the following details:

- Customer:** 300-A0001 (Callout 1)
- Address:** A/BEST TELECOMMUNICATION PTE LTD, 2134 SOUTH NORT ROAD, #98 & #100-NF100, NEWTON CITY CENTER, 59405 SINGAPORE
- Quot No:** <<New>>
- Next No:** QT-00011
- Date:** 21/06/2004 (Callout 4)
- Agent:** LF
- Terms:** 30
- Currency:** S\$
- Rate:** 2.5030

Item Code	Description	Locat...	Project	Qty	UOM	U/Price	Disco...	Sub Total
N-3210	NOKIA 3210	BC	P12w1	10	UNIT	520.00		5,200.00
N-3310	NOKIA 3310	----	----	10	UNIT	500.00		5,000.00
E-T10s	ERICSSON T10s	C-BT	P12w4	10	UNIT	450.00		4,500.00
N-BAT	NOKIA BATERY	----	----	20	UNIT	90.00		1,800.00
E-BAT	ERICSSON BATT...	----	----	10	UNIT	90.00		900.00

Summary:

- 5 records, 60 Qty, 17,400.00 Sub Total
- Local Net Total:** 43,552.37 (Callout 7)
- Net Total:** 17,400.00 (Callout 3)

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

Optional Module - Basic Currency Module

4. Enter the **Currency Rate** (i.e. the rate you sell to the customer).
7. **Local Net Total** is Total x Rate (e.g. 17,400 x 2.503).

Optional Module - Multi Location (Warehouse) Module

5. Select the **location** for the particular item (i.e. from which the item should out from).

Optional Module - Project Module

6. Select the **Project** for the particular item (i.e. for which project the item for).

6.2 Sales Order

Sales Order Canceled

Customer :- 300-A0001
 A'BEST TELECOMMUNICATION PTE LTD
 Address :- 2134 SOUTH NORT ROAD,
 #98 & #100-NF100,
 NEWTON CITY CENTER,
 59405 SINGAPORE

Description: Sales Order

S/O No :- <<New>>
 Next No :- 50-00029
 Date :- 21/06/2004
 Agent :- LF
 Terms :- 30
 Currency :- \$\$
 Rate :- 2.5030

Item Code	Description	Locati...	Project	Qty	UOM	U/Price	Disco...	Sub Total
N-3210	NOKIA 3210	BC	P12W1	5	UNIT	900.00		4,500.00
N-3310	NOKIA 3310	---	---	10	UNIT	988.00		9,880.00
E-T10s	ERICSSON T10s	C-BT	P12W4	5	UNIT	800.00		4,000.00
N-BAT	NOKIA BATTERY	---	---	15	UNIT	150.00		2,250.00
E-BAT	ERICSSON BATT...	---	---	5	UNIT	150.00		750.00

5 records 40 21,380.00

Local Net Total: 53,514.35 **Net Total:** 21,380.00

Deposit Received :-

Deposit into: 310-006 Chq No: MBB 123456 Bank Charges: 0.50 OR-00047
Amount: 1,000.00

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

Optional Module - Basic Currency Module

4. Enter the **Currency Rate** (i.e. the rate you sell to the customer).
7. **Local Net Total** is Total x Rate (e.g. 21,380 x 2.503).

Optional Module - Multi Location (Warehouse) Module

5. Select the **location** for the particular item (i.e. from which the item should out from).

Optional Module - Project Module

6. Select the **Project** for the particular item (i.e. for which project the item for).

Optional Module - Deposit Module

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

6.3 Delivery Order

Delivery Order Canceled

Customer :- 300-A0001 **1**

A'BEST TELECOMMUNICATION PTE LTD

Address :- 2134 SOUTH NORT ROAD,
#98 & #100-NF100,
NEWTON CITY CENTER,
59405 SINGAPORE

Description :- Sales Order

D/O No : DO-00017

Next No :- DO-00021

Date :- 09/01/2004

Agent :- LF

Terms :- 30

Currency :- S\$

Rate :- 2.5030 **4**

Item Code	Description	Location	Project	Qty	UOM	U/Price	Disco...	Sub Total
N-3210	NOKIA 3210	BC	P12W1	5	UNIT	900.00		4,500.00
N-3310	NOKIA 3310	----	----	10	UNIT	988.00		9,880.00
E-T10s	ERICSSON T10s	C-BT	P12W4	5	UNIT	800.00		4,000.00
N-BAT	NOKIA BATTERY	----	----	15	UNIT	150.00		2,250.00
E-BAT	ERICSSON BATT...	----	----	5	UNIT	150.00		750.00

5 records 40 21,380.00

Local Net Total: 53,514.35 **7**

Deposit Amount: 0.00 **8**

Net Total: 21,380.00 **3**

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

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

Optional Module - Basic Currency Module

4. Enter the **Currency Rate** (i.e. the rate you sell to the customer).
7. **Local Net Total** is Total x Rate (e.g. 21,380 x 2.503).

Optional Module - Multi Location (Warehouse) Module

5. Select the **location** for the particular item (i.e. from which the item should out from).

Optional Module - Project Module

6. Select the **Project** for the particular item (i.e. for which project the item for).

Optional Module - Deposit Module

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

6.4 Invoice

The screenshot shows an 'Invoice' application window. The title bar says 'Invoice' and there are window control buttons. The main area is divided into several sections:

- Customer Information:** Customer code '300-A0001' (callout 1), company name 'A/BEST TELECOMMUNICATION PTE LTD', and address '2134 SOUTH NORT ROAD, #98 & #100-NF100, NEWTON CITY CENTER, 59405 SINGAPORE'.
- Invoice Details:** 'Inv No' is '<<New>>', 'Next No' is 'IV-00058', 'Date' is '21/06/2004', 'Agent' is 'LF', 'Terms' is '30', 'Currency' is 'S\$', and 'Rate' is '2.5030' (callout 4).
- Description:** 'Sales Order'.
- Table:** A table with columns: Item Co..., Description, Location, Project, Qty, UOM, U/Price, Disc..., Sub Total. It contains 5 rows of items.
- Summary:** '5 records', '40' (total Qty), and '21,380.00' (Sub Total).
- Totals:** 'Local Net Total: 53,514.35' (callout 7), 'Deposit Amount: 0.00' (callout 8), and 'Net Total: 21,380.00' (callout 3).

Item Co...	Description	Location	Project	Qty	UOM	U/Price	Disc...	Sub Total
N-3210	NOKIA 3210	BC	P12W1	5	UNIT	900.00		4,500.00
N-3310	NOKIA 3310	---	---	10	UNIT	988.00		9,880.00
E-T10s	ERICSSON T10s	C-BT	P12W4	5	UNIT	800.00		4,000.00
N-BAT	NOKIA BATTERY	---	---	15	UNIT	150.00		2,250.00
E-BAT	ERICSSON BATT...	---	---	5	UNIT	150.00		750.00

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

Optional Module - Basic Currency Module

4. Enter the **Currency Rate** (i.e. the rate you sell to the customer).
7. **Local Net Total** is Total x Rate (e.g. 21,380 x 2.503).

Optional Module - Multi Location (Warehouse) Module

5. Select the **location** for the particular item (i.e. from which the item should out from).

Optional Module - Project Module

6. Select the **Project** for the particular item (i.e. for which project the item for).

Optional Module - Deposit Module

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

6.5 Cash Sales

Cash Sales Canceled

Customer :- 300-A0001 **1**

A'BEST TELECOMMUNICATION PTE LTD

Address :- 2134 SOUTH NORT ROAD,
#98 & #100-NF100,
NEWTON CITY CENTER,
59405 SINGAPORE

Description :- Sales Order

CS No :- <<New>>

Next No :- CS-00011

Date :- 21/06/2004

Agent :- LF

Terms :- 30

Currency :- S\$ **4**

Rate :- 2.5030

Item Code	Description	Loc...	Project	Qty	UDM	U/Price	Disc..	Sub Total
N-3210	NOKIA 3210	BC	P12W1	5	UNIT	900.00		4,500.00
N-3310	NOKIA 3310	----	----	10	UNIT	988.00		9,880.00
E-T10s	ERICSSON T10s	C-BT	P12W4	5	UNIT	800.00		4,000.00
N-BAT	NOKIA BATTERY	----	----	15	UNIT	150.00		2,250.00
E-BAT	ERICSSON BATTE...	----	----	5	UNIT	150.00		750.00

5 records 40 21,380.00

Local Net Total: 53,514.35 **7**

Deposit Amount: 0.00 **8**

Net Total: 21,380.00 **3**

Payment Received :-

Payment into: 310-001 **Chq No:** MBB 124595 **Bank Charges:** 0.00 **Amount:** 1,000.00 **9**

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

Optional Module - Basic Currency Module

4. Enter the **Currency Rate** (i.e. the rate you sell to the customer).
7. **Local Net Total** is Total x Rate (e.g. 21,380 x 2.503).

Optional Module - Multi Location (Warehouse) Module

5. Select the **location** for the particular item

Optional Module - Project Module

6. Select the **Project** for the particular item (i.e. for which project the item for).

Optional Module - Deposit Module

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

6.6 Debit Note

Debit Note Cancelled

Customer :- 300-A0001 1

A'BEST TELECOMMUNICATION PTE LTD

Address :- 2134 SOUTH NORT ROAD,
#98 & #100-NF100,
NEWTON CITY CENTER,
59405 SINGAPORE

Description :- Sales Order

DN No :- <<New>>
Next No :- DN-00007
Date :- 21/06/2004
Agent :- LF
Terms :- 30
Currency :- S\$ 4
Rate :- 2.5030

Profit Estimator

Item Code	Description	Loca...	Project	Qty	UDM	U/Price	Disco...	Sub Total
N-3210	NOKIA 3210	BC	P12W1	5	UNIT	900.00		4,500.00
N-3310	NOKIA 3310	----	----	10	UNIT	988.00		9,880.00
E-T10s	ERICSSON T10s	C-BT	P12W4	5	UNIT	800.00		4,000.00
N-BAT	NOKIA BATTERY	----	----	15	UNIT	150.00		2,250.00
E-BAT	ERICSSON BAT...	----	----	5	UNIT	150.00		750.00

5 records 40 21,380.00

Local Net Total: 7 53,514.35 **Net Total:** 3 21,380.00

Close

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

Optional Module - Basic Currency Module

4. Enter the **Currency Rate** (i.e. the rate you sell to the customer).
7. **Local Net Total** is Total x Rate (e.g. 21,380 x 2.503).

Optional Module - Multi Location (Warehouse) Module

5. Select the **location** for the particular item (i.e. from which the item should out from).

Optional Module - Project Module

6. Select the **Project** for the particular item (i.e. for which project the item for).

6.7 Credit Note

Credit Note Canceled

Customer :- 300-A0001 **1**

A'BEST TELECOMMUNICATION PTE LTD

Address :- 2134 SOUTH NORT ROAD,
#98 & #100-NF100,
NEWTON CITY CENTER,
59405 SINGAPORE

Description :- Sales Returned

CN No :- <<New>>
Next No :- CN-00020
Date :- 25/6/2004
Agent :- LF
Terms :- 30
Currency :- S\$ **4**
Rate :- 2.30980

Item Code	Description	Location	Project	Qty	UOM	U/Price	U/Cost	Disc...	Sub Total
D-PRE-100	DIGI PREPAID-...	BC	P12W1	1	UNIT	100.00	<AUTO>		100.00
E-BAT	ERICSSON BAT...	----	----	1	UNIT	150.00	130.000		150.00
E-T10s	ERICSSON T10s	C-BT	P12W3	1	UNIT	800.00	750.000		800.00
COVER	HANDPHONE C...	----	----	1	UNIT	10.00	<		10.00

4 records 4 1,060.00

Local Net Total: 2,448.39 **7** **Net Total:** 1,060.00 **8**

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

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

Optional Module - Basic Currency Module

4. Enter the **Currency Rate** (i.e. the rate you sell to the customer).
7. **Local Net Total** is Total x Rate (e.g. 1,060 x 2.3098).

Optional Module - Multi Location (Warehouse) Module

5. Select the **location** for the particular item (i.e. to where the item should in to).

Optional Module - Project Module

6. Select the **Project** for the particular item (i.e. for which project the item for).

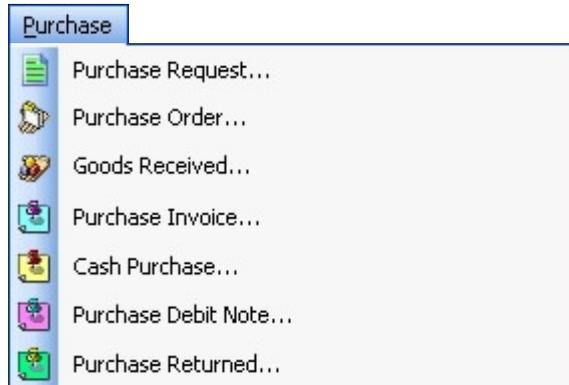
Purchase

Part



7 Purchase

The commands for **Purchase** menu are the following:



7.1 Purchase Request

Purchase Request Cancelled

Supplier :- 400-N0001 1
 NOKIA CORP LTD

Address :- SUITE 210
 COMPLEX NOKIA
 NO 234 NOKIA ROAD
 30489 LA

Req. No : <<New>>
 Next No :- PQ-00007
Date :- 21/6/2004
Agent :- ----
Terms :- 60 Days
Currency :- USD 4
Rate :- 3.8000

Description :- Purchase Request

Item Code	Description	Loc...	Project	Qty	UOM	U/Price	Disc	Sub Total
D-PRE-...	NGI PREPAID-RM...	BC	P12w1	1	UNIT	100.000		100.00
E-BAT...	ERICSSON BATTE...	----	----	1	UNIT	150.000		150.00
E-T10s	ERICSSON T10s	C-BT	P12w3	1	UNIT	800.000		800.00
COVER	HANDPHONE COV...	---	---	1	UNIT	10.000		10.00

4 records 5 6

Local Net Total: 7 4,028.00 **Net Total:** 3 1,060.00

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

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

Optional Module - Basic Currency Module

4. Enter the **Currency Rate** (i.e. the rate you buy from supplier).
7. **Local Net Total** is Total x Rate (e.g. 1,060 x 3.800).

Optional Module - Multi Location (Warehouse) Module

5. Select the **location** for the particular item (i.e. to where the item should in to).

Optional Module - Project Module

6. Select the **Project** for the particular item (i.e. for which project the item for).

7.2 Purchase Order

Purchase Order Canceled

Supplier :- 400-N0001
NOKIA CORP LTD
Address :- SUITE 210
COMPLEX NOKIA
NO 234 NOKIA ROAD
30489 LA
Description: Purchase Request

P/O No :- <<New>>
Next No :- PO-00022
Date :- 21/6/2004
Agent :- ---
Terms :- 60 Days
Currency :- USD
Rate :- 3.8000

Item Code	Description	Loca...	Project	Qty	UOM	U/Price	Disc	Sub Total
N-3210	NOKIA 3210	BC	P12W1	1	UNIT	400.000		400.00
N-3310	NOKIA 3310	---	---	1	UNIT	600.000		600.00
N-5130	NOKIA 5130	C-BT	P12W3	1	UNIT	800.000		800.00
N-BAT	NOKIA BATTERY	---	---	1	UNIT	100.000		100.00

4 records 4 1,900.00

Local Net Total: 7,220.00 **Net Total:** 1,900.00

Deposit Paid :-
Deposit Paid By: Chq No: Bank Charges: 0.00 Amount: 0.00

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

Optional Module - Basic Currency Module

4. Enter the **Currency Rate** (i.e. the rate you buy from supplier).
7. **Local Net Total** is Total x Rate (e.g. 1,900 x 3.800).

Optional Module - Multi Location (Warehouse) Module

5. Select the **location** for the particular item (i.e. to where the item should in to).

Optional Module - Project Module

6. Select the **Project** for the particular item (i.e. for which project the item for).

Optional Module - Deposit Module

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

7.3 Goods Received Note

Goods Received Cancelled

Supplier :- 400-N0001
NOKIA CORP LTD

Address :- SUITE 210
COMPLEX NOKIA
NO 234 NOKIA ROAD
30489 LA

Description :- Purchase Request

G/R No : <<New>>
Next No :- GR-00046
Date :- 21/06/2004
Agent :-
Terms :- 60 Days
Currency :- USD
Rate :- 3.8000

Item Co...	Description	Loc...	Proj...	L/Cost1	Qty	UDM	U/Price	Disc	Sub Total
N-3210	NOKIA 3210	BC	P12...	125.00	1	UNIT	400.000		400.00
N-3310	NOKIA 3310	----	----	125.00	1	UNIT	600.000		600.00
N-5130	NOKIA 5130	C-BT	P12...	125.00	1	UNIT	800.000		800.00
N-BAT	NOKIA BATTERY	----	----	125.00	1	UNIT	100.000		100.00

4 records 4 1,900.00

Net Total: 1,900.00

Landing Cost 1: 500.00

Landing Cost 2: 0.00

Local Net Total: 7,220.00

Deposit Amount: 0.00

Total (Local): 7,220.00

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

Optional Module - Basic Currency Module

4. Enter the **Currency Rate** (i.e. the rate you buy from supplier).
7. **Local Net Total** is Total x Rate (e.g. 1,900 x 3.800).

Optional Module - Multi Location (Warehouse) Module

5. Select the **location** for the particular item (i.e. to where the item should in to).

Optional Module - Project Module

6. Select the **Project** for the particular item (i.e. for which project the item for).

Optional Module - Deposit Module

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

7.4 Purchase Invoice

Purchase Invoice Cancelled

Supplier :- 400-N0001 1

NOKIA CORP LTD
 Address :- SUITE 210
 COMPLEX NOKIA
 NO 234 NOKIA ROAD
 30489 LA

Inv No :- <<New>>
 Next No :- PI-00029
 Date :- 21/06/2004
 Agent :-
 Terms :- 60 Days
 Currency :- USD 4
 Rate :- 3.8000

Description :- Purchase Request

Item C...	Description	Location	Project	L/Cost1	Qty	UOM	U/Price	Disc	Sub Total
N-3210	NOKIA 3210	BC	P12W1	125.00	1	UNIT	400.000		400.00
N-3310	NOKIA 3310	---	---	125.00	1	UNIT	600.000		600.00
N-5130	NOKIA 5130	C-BT	P12W3	125.00	1	UNIT	800.000		800.00
N-BAT	NOKIA BATTERY	---	---	125.00	1	UNIT	100.000		100.00
4 record:					4				1,900.00

Net Total: 3 1,900.00

Landing Cost 1: 9 500.00

Landing Cost 2: 0.00

Local Net Total: 7 7,220.00

Deposit Amount: 8 0.00

Total (Local): 7,220.00

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

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

Optional Module - Basic Currency Module

4. Enter the **Currency Rate** (i.e. the rate you buy from supplier).
7. **Local Net Total** is Total x Rate (e.g. 1,900 x 3.800).

Optional Module - Multi Location (Warehouse) Module

5. Select the **location** for the particular item (i.e. to where the item should in to).

Optional Module - Project Module

6. Select the **Project** for the particular item (i.e. for which project the item for).

Optional Module - Deposit Module

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

7.5 Cash Purchase

Cash Purchase

Supplier :- 400-N0001
NOKIA CORP LTD
Address :- SUITE 210
COMPLEX NOKIA
NO 234 NOKIA ROAD
30489 LA

Description :- Purchase Request

CP No :- <<New>>
Next No :- CP-00006
Date :- 25/6/2004
Agent :- ----
Terms :- 60 Days
Currency :- USD
Rate :- 3.80000

Item Code	Description	Location	Project	Qty	UOM	U/Price	Disc	Sub Total
N-3310	NOKIA 3310	----	----	1	UNIT	600.000		600.00
N-5130	NOKIA 5130	C-BT	P12W3	1	UNIT	800.000		800.00
N-BAT	NOKIA BATTERY	----	----	1	UNIT	100.000		100.00
4 records								1,900.00

Net Total: 1,900.00
Landing Cost 1: 0.00
Landing Cost 2: 0.00
Total (Local): 7,220.00

Local Net Total: 7,220.00
Deposit Amount: 0.00

Payment Paid :-
Payment into: 310-003
Chq No: MBB 123456
Bank Charges: 0.00
Amount: 300.00

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

Optional Module - Basic Currency Module

4. Enter the **Currency Rate** (i.e. the rate you buy from supplier).
7. **Local Net Total** is Total x Rate (e.g. 1,900 x 3.800).

Optional Module - Multi Location (Warehouse) Module

5. Select the **location** for the particular item (i.e. to where the item should in to).

Optional Module - Project Module

6. Select the **Project** for the particular item (i.e. for which project the item for).

Optional Module - Deposit Module

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

7.6 Purchase Debit Note

Purchase Debit Note Cancelled

Supplier :- 400-N0001 1

NOKIA CORP LTD
 Address :- SUITE 210
 COMPLEX NOKIA
 NO 234 NOKIA ROAD
 30489 LA

Inv No :- <<New>>
 Next No :- SD-00003
 Date :- 21/06/2004
 Agent :-
 Terms :- 60 Days
 Currency :- USD 4
 Rate :- 3.8000

Description :- Purchase Request

Item C...	Description	Location	Project	L/Cost1	Qty	UDM	U/Price	Disc	Sub Total
N-3210	NOKIA 3210	BC	P12W1	125.00	1	UNIT	400.000		400.00
N-3310	NOKIA 3310	---	---	125.00	1	UNIT	600.000		600.00
N-5130	NOKIA 5130	C-BT	P12W3	125.00	1	UNIT	800.000		800.00
N-BAT	NOKIA BATTERY	---	---	125.00	1	UNIT	100.000		100.00

4 record: 4 1,900.00

Net Total: 1,900.00 3

Landing Cost 1: 500.00 8

Landing Cost 2: 0.00

Local Net Total: 7,220.00 7

Total (local): 0.00

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

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

Optional Module - Basic Currency Module

4. Enter the **Currency Rate** (i.e. the rate you buy from supplier).
7. **Local Net Total** is Total x Rate (e.g. 1,900 x 3.800).

Optional Module - Multi Location (Warehouse) Module

5. Select the **location** for the particular item (i.e. to where the item should in to).

Optional Module - Project Module

6. Select the **Project** for the particular item (i.e. for which project the item for).

7.7 Purchase Return

Purchase Return Cancelled

Supplier :- 400-N0001 1

NOKIA CORP LTD

Address :- SUITE 210
COMPLEX NOKIA
NO 234 NOKIA ROAD
30489 LA

Description :- Purchase Request

PR No :- <<New>>

Next No :- SC-00003

Date :- 21/06/2004 4

Agent :- ----

Terms :- 60 Days

Currency :- USD

Rate :- 3.8000

Item Code	Description	Location	Project	Qty	UOM	U/Price	Disc	Sub Total
N-3210 2	NOKIA 3210	BC	P12W1	1	UNIT	400.000		400.00
N-3310	NOKIA 3310	----	----	1	UNIT	600.000		600.00
N-5130	NOKIA 5130	C-BT	P12W3	1	UNIT	800.000		800.00
N-BAT	NOKIA BATTERY	----	----	1	UNIT	100.000		100.00

5 6

4 records 4 1,900.00

Local Net Total: 7 7,220.00 **Net Total:** 3 1,900.00

Close

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

Optional Module - Basic Currency Module

4. Enter the **Currency Rate** (i.e. the rate you buy from supplier).
7. **Local Net Total** is Total x Rate (e.g. 1,900 x 3.800).

Optional Module - Multi Location (Warehouse) Module

5. Select the **location** for the particular item (i.e. from which the item should out from).

Optional Module - Project Module

6. Select the **Project** for the particular item (i.e. for which project the item for).

Stock

Part



8 Stock

The commands for **Stock** menu are the following:



8.1 Maintain Stock Group

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

The screenshot shows the 'Maintain Group' dialog box. The 'Code' field contains 'ACC' and the 'Description' field contains 'ACCESSORIES'. Below these are 'GL Account Code :-' fields: 'Sales Code: 500-1000', 'Purchase Code: 610-1000', 'Cash Sales Code: 500-1000', 'Cash Purchase Code: 610-1000', 'S. Return Code: 510-1000', and 'P. Return Code: 510-1000'. On the right side, there are buttons: 'New', 'Edit', 'Delete', 'Save', 'Cancel', 'Browse', and 'Close'. Blue circles with numbers 1 through 7 are overlaid on the fields to indicate the sequence of steps for data entry.

1. Enter **Group Code** and **Description**.
2. Select the default **Sales Account** for the particular group of items. (i.e. where to **Credit** if the user issue **Invoice** or **Debit Note**).
3. Select the default **Cash Sales Account** for the particular group of items. (i.e. where to **Credit** if the user issue **Cash Sales**).
4. Select the default **Sales Return Account** for the particular group of items. (i.e. where to **Debit** if the user issue **Credit Note**).
5. Select the default **Purchase Account** for the particular group of items. (i.e. where to **Debit** if the user enter **Purchase Invoice** or **Supplier Debit Note**).
6. Select the default **Cash Purchase Account** for the particular group of items. (i.e. where to **Debit** if the user enter **Cash Purchase**).
7. Select the default **Purchase Return Account** for the particular group of items. (i.e. where to **Credit** if the user enter **Purchase Return**).

8.2 Maintain Stock Item

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

Maintain Item

Code: Stock Control Active

Description:

Item Group: Item Matrix: Picture: 

Base UOM: Reorder Level:

Ref. Cost: Reorder Qty:

Ref. Price: Shelf:

Tax Type: Lead Time: Scripts:

UOM | S. Price | P. Price | BOM | More Desc. | Opn Bal. | Category | Alternative | Note

Secondary UOM:

UOM	RATE	Ref. Cost	Ref. Price
UNIT	1	2.000	2.50
CARTON	12	30.000	40.00
BOX	60	92.000	105.00

1. Enter **Item Code** and **Description**.
2. Select **Item Group** (i.e. to which group the particular item for) and enter all the available fields (i.e. Ref Cost etc)
3. If you have multiple UOM (i.e sometime you may buy or sell in different sizes eg Carton or Box) you may specified it here.

Optional Module - Sales Tax Module

4. Select the **Tax Type** for the particular item.

Optional Module - Stock Matrix Module

5. Select the **Item Matrix** for the particular item.

Optional Module - User Defined Script Module

6. Select the **Script** for the particular item.

Optional Module - Secondary UOM Module

7. Enter the **Secondary UOM** for the particular item.

* Note:

If the item you enter is non-controllable item e.g service charge then you may tick off the **Stock Control** option and the particular item will not shown in stock card.

If the particular item is no longer active you may tick off the **Active** option and the particular item will not shown in the item list selection.

8.3 Stock Received

Stock Received Entry

Cancelled

Stock Received

Stk Rec No : <<New>>
 Next No :- RC-00003
 Date :- 21/06/2004

Description :- Stock Received

Item Code	Description	Loca...	Proj...	Qty	UOM	Unit C...	Sub Total
ANT	ANTENNA	BC	P12W1	1	UNIT	2.000	2.00
COVER	HANDPHONE COVER	C-BT	P12W3	1	UNIT	6.000	6.00
C-PRE-100	CELCOM PREPAID-R...	---	---	1	UNIT	12.000	12.00
C-PRE-50	CELCOM PREPAID-R...	---	---	1	UNIT	50.000	50.00

Reason :
 Authorised By : Remark :

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

Optional Module - Multi Location (Warehouse) Module

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

Optional Module - Project Module

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

8.4 Stock Issue

Stock Issue Entry

Cancelled

Stock Issue

Stk Issue No : <<New>>

Next No :- 15-00003

Date :- 21/06/2004

Description :- INTERNAL USE

Item Code	Description	Location	Project	UOM	Qty
ANT	ANTENNA	BC	P12w1	UNIT	1
COVER	MOBILE PHONE COVER	C-BT	P12w3	UNIT	1
C-PRE-100	CELCOM PREPAID-RM...	---	---	UNIT	1
C-PRE-50	CELCOM PREPAID-RM50	---	---	UNIT	1

Reason : _____

Authorised By : _____ Remark : _____

Close

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

Optional Module - Multi Location (Warehouse) Module

3. Select the **location** for the particular item (i.e. from where the item should out from).

Optional Module - Project Module

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

8.5 Stock Transfer

Stock Transfer Entry

Cancelled

Stock Transfer

Stk Trans No : <<New>>

Next No: XF-00002

From Location : --- **1**

To Location : BC

Date : 21/06/2004

Description :- INTERNAL USE

+ - ↻ ↺

Item Code	Description	Project	UOM	Qty
ANT	ANTENNA	P12W1	UNIT	1
COVER 2	HANDPHONE COVER	P12W3	UNIT	1
C-PRE-100	CELCOM PREPAID-RM100	---	UNIT	1
C-PRE-50	CELCOM PREPAID-RM50	---	UNIT	1

4

Reason : _____

Authorised By : _____ Remark : _____

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

Optional Module - Multi Location (Warehouse) Module

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

8.6 Stock Adjustment

Stock Adjustment Entry

Cancelled

Stock Adjustment

Stk Adj No : <<New>>

Next No :- AJ-00004

Date :- 21/06/2004

Description :- Stock Adjustment

Write-Off

Item Code	Description	Loc...	Proj...	Qty	UDM	Unit Cost	Sub To...
N-3210	NOKIA 3210	BC	P12W1	10	UNIT	400.000	4,000.00
N-3310	NOKIA 3310	----	----	-4	UNIT	600.000	-2,400.00
N-5130	NOKIA 5130	C-PC	P12W3	-12	UNIT	800.000	-9,600.00
N-BAT	NOKIA BATERY	----	----	1	UNIT	100.000	100.00
				-5			-7,900.00

Reason : _____

Authorised By : _____ Remark : _____

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

1. Enter the **Description** (will shown in Stock Card).
2. Tick **Write-Off** if you wanted the stock loss cost to be absorb to other quantity of item.
3. Select **Item Code** and enter all the available field (i.e. Description, Qty, U/Cost, etc).
6. Enter negative quantity mean stock out.

Optional Module - Multi Location (Warehouse) Module

4. Select the **location** for the particular item (i.e. to or from where the item should in to or out from).

Optional Module - Project Module

5. Select the **Project** for the particular item (i.e. for which project the item for).

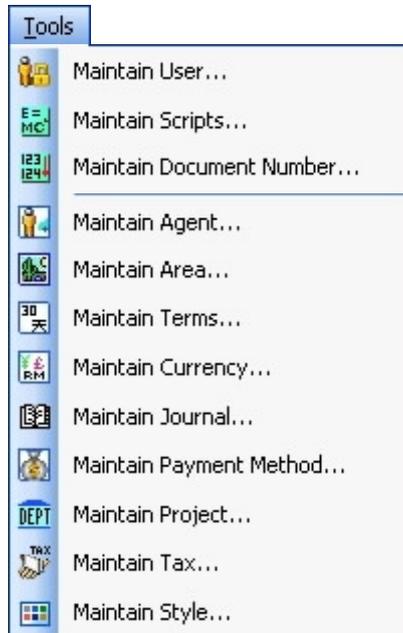
Tools

Part



9 Tools

The commands for **Tools** menu are the following:



9.1 Maintain User

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

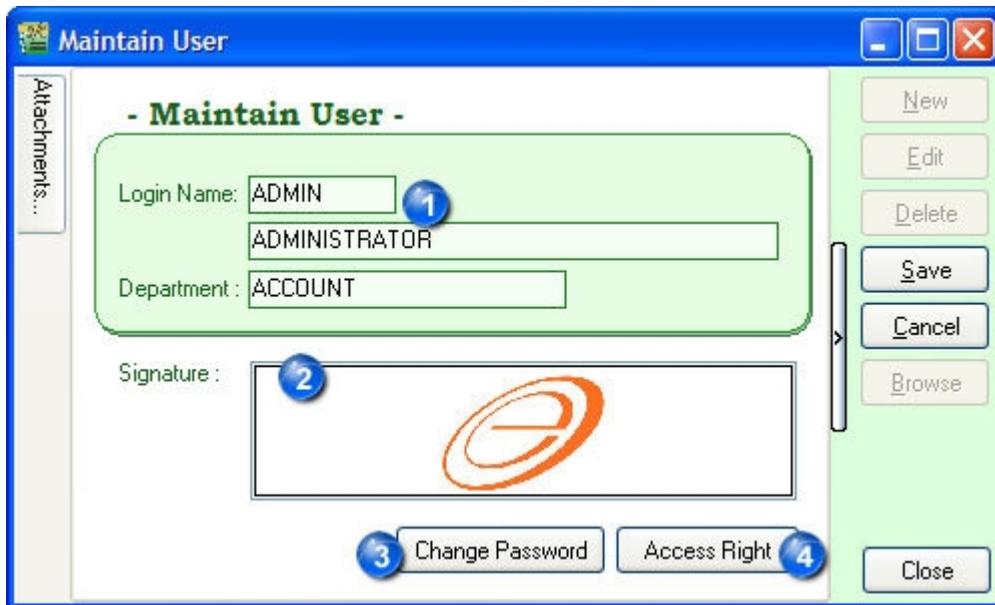


Figure 1

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

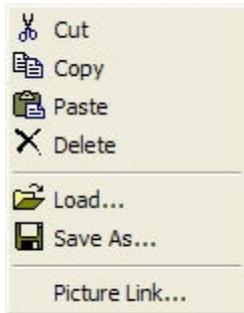


Figure 2



Figure 3

3. Click **Change Password** and enter your password and click OK.

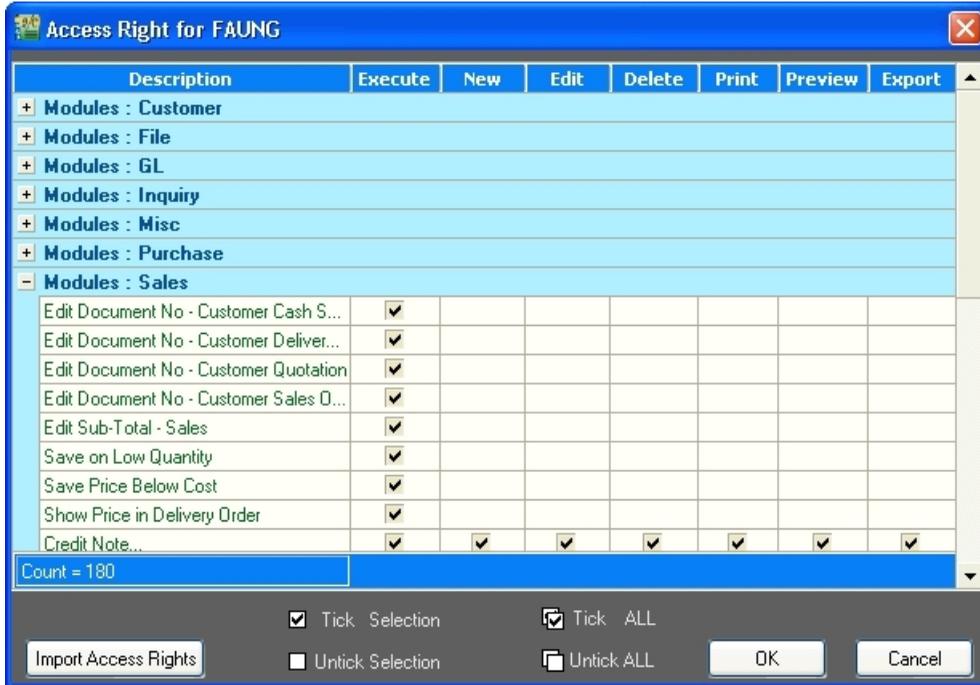
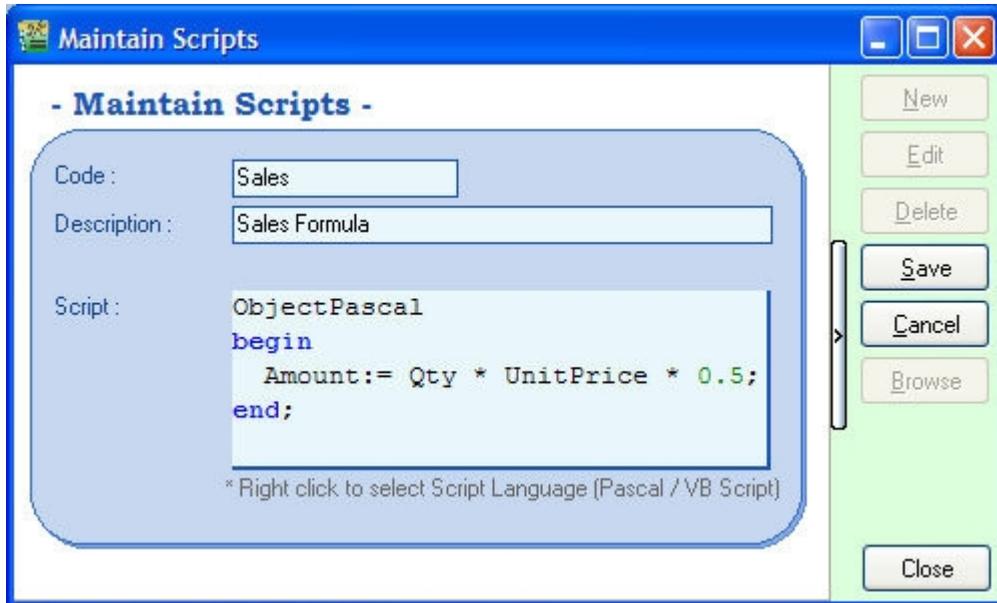


Figure 4

4. Click **Access Right**. In this access right you can tick and/or untick which function can or can't be access or use by the particular user. You may Import the Access Right from one user to another user by clicking the **Import Access Right** and select from which user you wanted to import from.

9.2 Maintain Scripts

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



Optional Module - User Defined Script Module

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

9.3 Maintain Document Number

- Maintain Document Number -

Document Type : Customer Invoice

Description : Invoice No. with Agent Code

Next Number : 3

Format : %.5d Sample : 00003

Script :

```
begin
  Value := Format('%s-%.5d',
    [Agent, NextNumber]);
end
```

* Right click to select Script Language (Pascal / VB Script)

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

Optional Module - Multiple Document Number Set Module

1. Select the **Document Type** (e.g. Customer Invoice) and enter the Description for the particular set of document (e.g. Invoice No. with Agent Code).
2. Enter **Next Number** (i.e. the next document number), **Format *** (i.e. the display format for the particular set of number).
3. **Script** field allow to maintain flexible running number by coding.(example above).

Note : Standard numbering format:-

1. `%.nd` *n* is the numeric value (i.e. the number of character to be shown e.g. `%.5d` mean **5** character).
2. `{@dd/mm/yyyy}` This will follow the document date. Eg. If document date is 15 Jan 2004 then it will show as 15/01/2004 follow by the running format eg `{@dd/mm/yyyy}-%.5d`, next number is **12346** the output will be **15/01/2004-12346**.
3. `{hh:mm:ss}` This will show the current system time. E.g. `{hh:mm:ss}` and current time is **3:15:30PM**, then the will show as **06:15:30**.

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

9.4 Maintain Agent

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

The screenshot shows a Windows-style dialog box titled "Maintain Agent". The main area contains a form with two fields: "Code :" with the value "HALIM" and "Description:" with the value "HALIM BIN AHMAD". To the right of the form is a vertical stack of buttons: "New", "Edit", "Delete", "Save", "Cancel", "Browse", and "Close". On the left side of the dialog, there is a vertical button labeled "Attachments...". The dialog box has a blue title bar and standard window control buttons (minimize, maximize, close) in the top right corner.

Code : Specify a code for the company's respective agent.

Description : Name of the Agent.

9.5 Maintain Area

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

The screenshot shows a software window titled "Maintain Area". The window has a blue title bar with standard minimize, maximize, and close buttons. The main content area is titled "- Maintain Area -" and contains two text input fields. The first field is labeled "Code :" and contains the text "KL". The second field is labeled "Description:" and contains the text "KUALA LUMPUR". To the right of the input fields is a vertical stack of buttons: "New", "Edit", "Delete", "Save", "Cancel", "Browse", and "Close". On the left side of the window, there is a vertical button labeled "Attachments...".

Code : Specify a code for the Area.

Description : Name of the Area.

9.6 Maintain Terms

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

The screenshot shows a software window titled "Maintain Terms". The window has a blue title bar with standard minimize, maximize, and close buttons. On the left side, there is a vertical sidebar labeled "Attachments...". The main content area is titled "- Maintain Terms -" and contains a light blue rounded rectangle with the following fields:

- Code :** A text box containing "60 Days".
- Description:** A text box containing "Net 60 Days".
- Term Type:** A dropdown menu with "Due in number of days" selected. A blue circle with the number "1" is overlaid on the dropdown arrow.
- Day:** A spinner box containing the number "60".

On the right side of the window, there is a vertical stack of buttons: "New", "Edit", "Delete", "Save", "Cancel", "Browse", and "Close".

1. **Due in number of Days** - Means that how many day the document due. Eg. if you set as 60 Days the document will due on the 60th day from the document date.

- Maintain Terms -

Code : 6th 1mth

Description: 6th of Next Month

Term Type: Due on specific day of the month 2

Day: 6

Month: 1

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

2. **Due on specific day of the month** - Means that which day of the document due.
Eg. if you set as 2 Month 6 Days the document will due on the 6th of the 2nd month.

Maintain Terms

Attachments...

- Maintain Terms -

Code : 2 months

Description: 2 months

Term Type: Due in the month end 3

Month: 2

New

Edit

Delete

Save

Cancel

Browse

Close

3. **Due in the month end** - Means how many month the document is due. Eg. if you set as 2 Months mean the document will due at the end of 2nd month.

9.7 Maintain Currency

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

- Maintain Currency -

Currency: S\$

Symbol: S\$

Description: SINGAPORE DOLLOR

we BUY at rate: 2.3400

we SELL at rate: 2.3000

Color: ...

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

Optional Module - Basic Currency Module or Advance Currency Module

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

9.8 Maintain Journal

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

Maintain Journal

- Maintain Journal -

Journal: GENERAL

Description: GENERAL JOURNAL

Attachments...

New

Edit

Delete

Save

Cancel

Browse

Close

9.9 Maintain Payment Method

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

The screenshot shows a software window titled "Maintain Payment Method". The window contains a form with the following fields and values:

- Method: 310-004 (Text field)
- Journal: BANK (Dropdown menu, highlighted with a blue circle and number 1)
- Currency: USD (Dropdown menu, highlighted with a pink circle and number 3)
- Overdraft Limit: 500,000.00 (Text field)
- Bank Charge Acc: 902-000 (Dropdown menu, highlighted with a blue circle and number 2)
- OR Number Set: Master Card OR (Dropdown menu, highlighted with a pink circle and number 4)
- PV Number Set: Visa Card PV (Dropdown menu)

On the right side of the window, there are several buttons: "New", "Edit", "Delete", "Save", "Cancel", "Browse", and "Close". On the left side, there is an "Attachments..." button.

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

Optional Module

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

9.10 Maintain Project

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

The screenshot shows a software window titled "Maintain Project". The window has a blue title bar with standard Windows window controls (minimize, maximize, close). On the left side, there is a vertical sidebar with the text "Attachments...". The main content area is titled "- Maintain Project -" and contains a form with the following fields:

- Code :
- Description:
- Building Material
- Project Value:

On the right side of the window, there are several buttons: "New", "Edit", "Delete", "Save", "Cancel", "Browse", and "Close".

Optional Module - Project Module

- Code : Specify a code for the project
- Description : Description for the project
- Project Value : Enter the project value for the particular project

9.11 Maintain Tax

Maintain Tax allows user to maintain Sales & Purchase Tax.

- Maintain Tax -

Code : 10%

Description: 10% SALES TAX

Tax Account: 410-081

Tax Rate: 10%

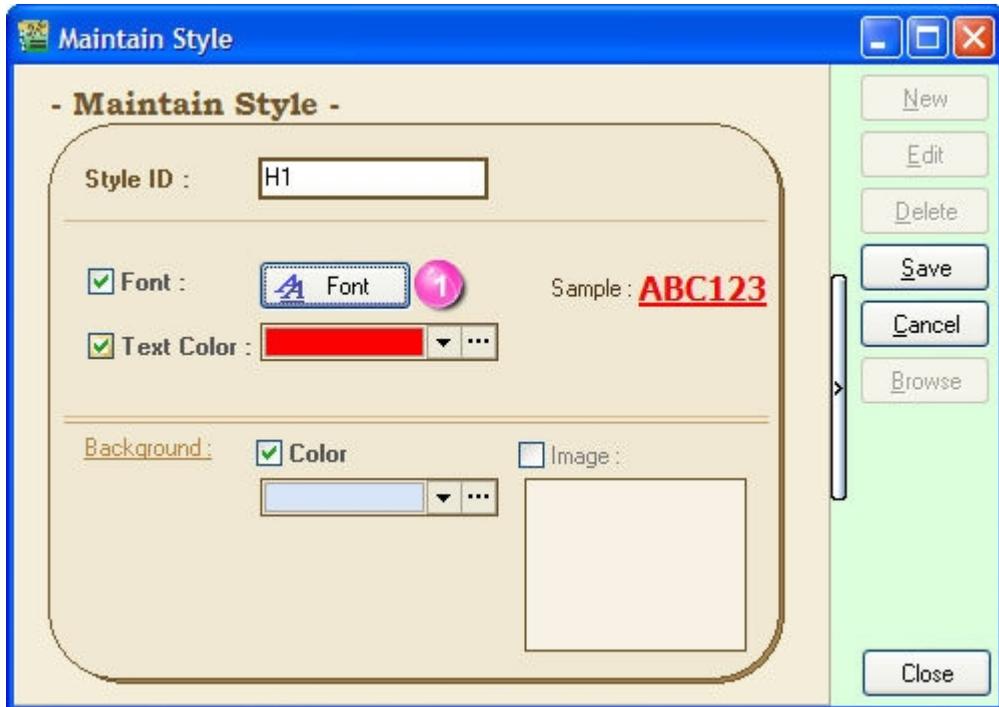
Buttons: New, Edit, Delete, Save, Cancel, Browse, Close

Optional Module - Sales Tax Module

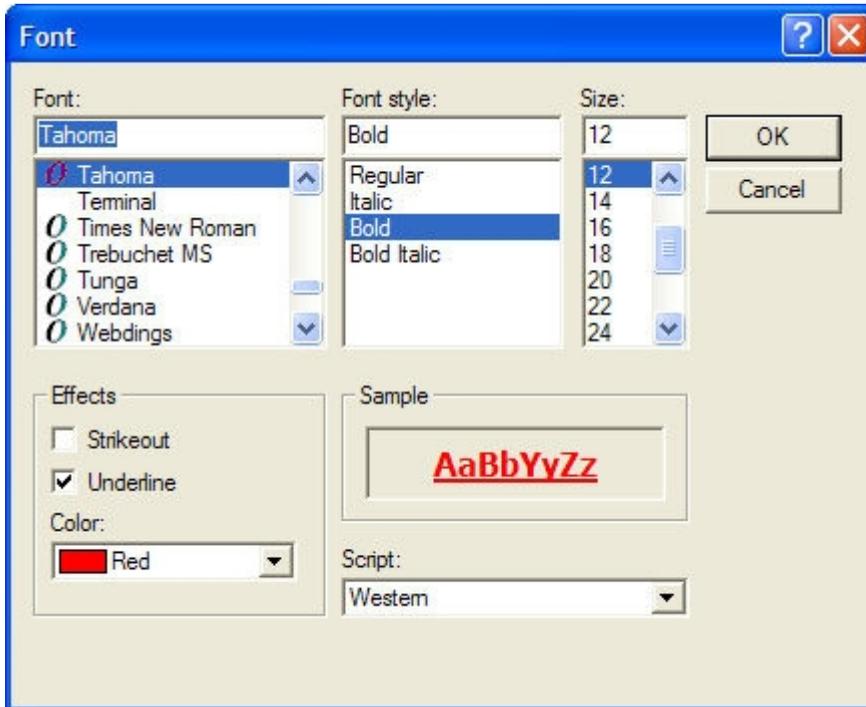
1. Enter all the available field (e.g. Code, Description, etc)
2. **Tax Account** is the Accrual of Sales Tax Account (i.e. Liability)

9.12 Maintain Style

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

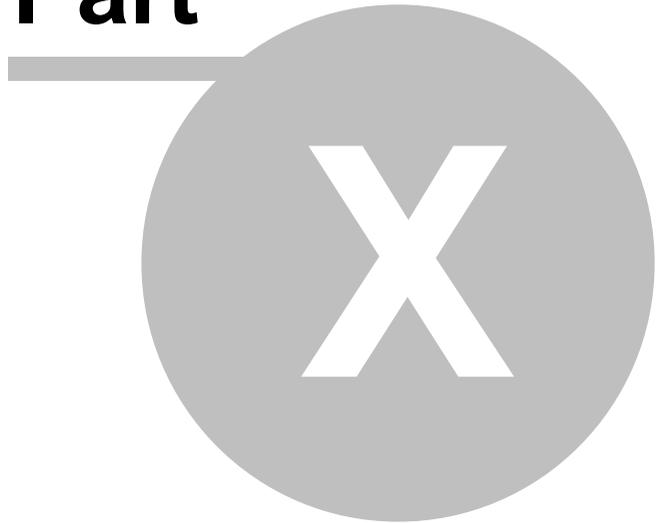


1. Click the Font button and the below dialog will popup and select what type, style and size of font you prefer and click OK



Report Designer

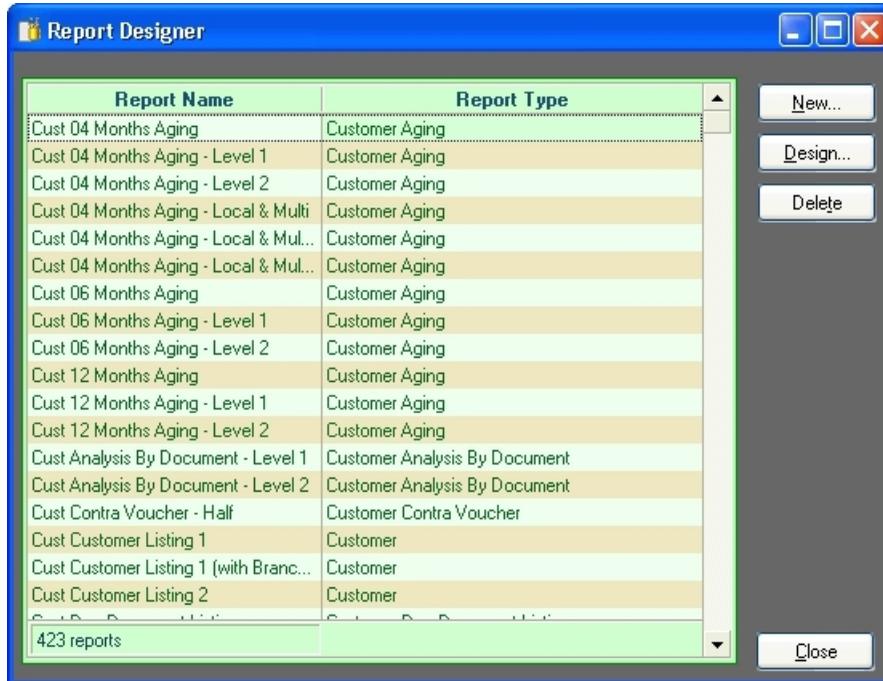
Part



10 Report Designer

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

To design the report just click **Tools | Report Designer...** and you will see the following dialog



Highlight the report you wanted to design and click **Design...** button.

10.1 Designer Layout

The diagram illustrates the layout of a report in Report Designer. It shows three distinct bands: a **Header band** at the top, a **Detail band** in the middle, and a **Footer band** at the bottom. Each band is represented by a large oval with a ruler on the left side. Red arrows point from these ovals to a sample report layout on the right, showing how the bands are populated with data.

The sample report layout on the right is titled "eStream Software Billing" and includes the following information:

Invoice

From Account: 204 SOUTH HIGHT ROAD, NEW YORK CITY CENTER, NEW YORK, NY 10038
 To Account: 100 SOUTH HIGHT ROAD, NEW YORK CITY CENTER, NEW YORK, NY 10038
 Bill To: 100 SOUTH HIGHT ROAD, NEW YORK CITY CENTER, NEW YORK, NY 10038
 Bill From: 100 SOUTH HIGHT ROAD, NEW YORK CITY CENTER, NEW YORK, NY 10038

Invoice Item #	Invoice Item	Quantity	Rate	Product	Amount	Tax
204-0001	INV	10	100.00		1,000.00	100.00
1	204-0001	10	100.00		1,000.00	100.00
2	204-0002	10	100.00		1,000.00	100.00
3	204-0003	10	100.00		1,000.00	100.00
4	204-0004	10	100.00		1,000.00	100.00
5	204-0005	10	100.00		1,000.00	100.00
6	204-0006	10	100.00		1,000.00	100.00

Invoice Total: 1,000.00
 Tax: 100.00
 Total Due: 1,100.00

Invoice Date: 2006-06-20
 Invoice Time: 22:00:00
 Invoice User: [User Name]

Once you click design you will see the above dialog (the left one).

The white rectangular areas with the gray bars below are called **bands**.

This report has a **Header band**, **Detail band**, and **Footer band**.

When Report Builder generates a document from this layout, the objects in the **Header band** will appear at the **top of each page**. The objects in the **Footer band** will appear at **bottom of each page**. And the objects in the **Detail band** will repeat down the page until no more page space is available, at which point a new page will be started. The **Detail band** prints once for each row of your data selection.

This is how a document is created from the layout. You can generate a different document from the same layout by simply changing your data selection.

10.2 Usage of Report Designer Toolbar

The following sub-topics will explain the usage of the Report Designer toolbar. There are including: -

Standard component toolbar



Data component toolbar



Advance component toolbar



Edit toolbar



10.2.1 Standard Component Toolbar

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

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

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

10.2.2 Data Component Toolbar

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

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

10.2.3 Advance Component Toolbar

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

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

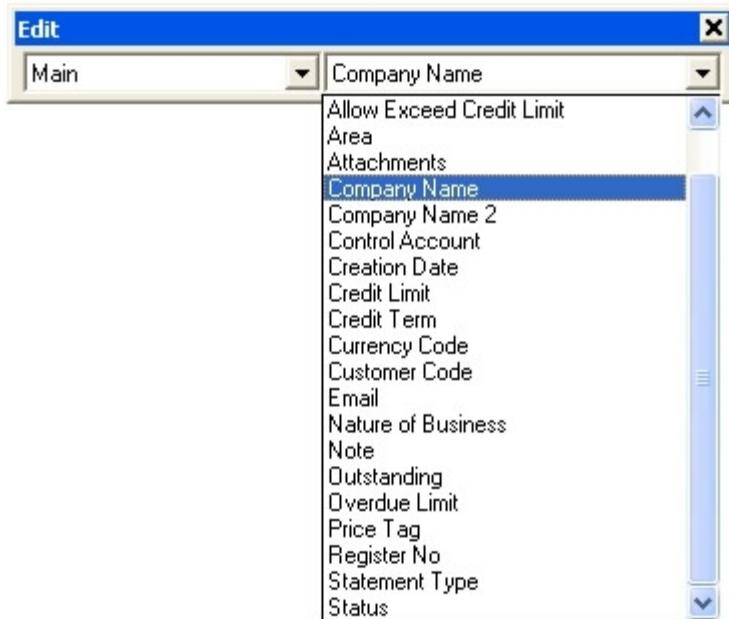
10.2.4 Edit Toolbar

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

1. No component selected.



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

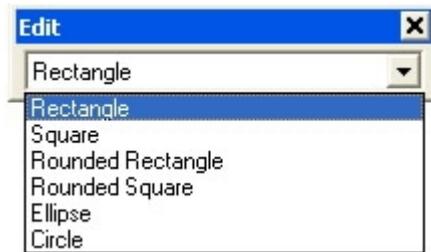


This configuration allows the **data pipeline** and **data field** for the component to be set. The dropdown list on the left shows the **data pipeline**. The drop-down list on the right shows the **field name**.

3. **Label** component selected.



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

4. **Shape** component selected

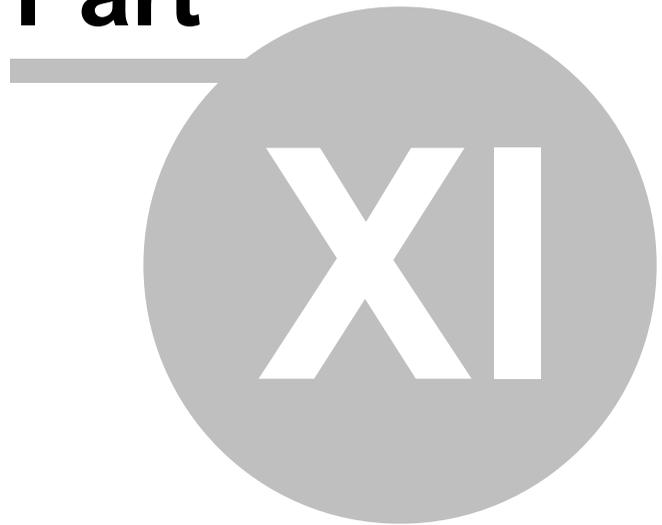
Here a shape component has been selected in the Report Designer. The Edit toolbar displays the different shape types.

5. **Line** component selected.

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

Appendix

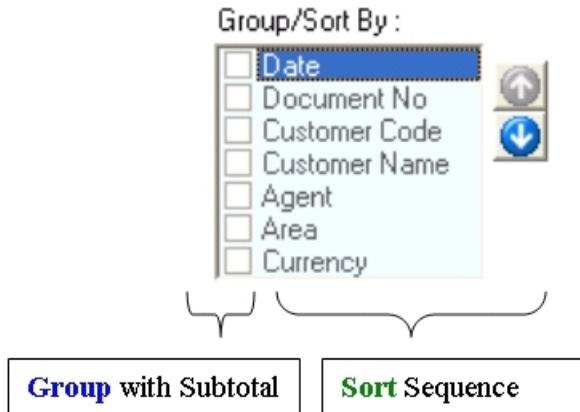
Part



11 Appendix

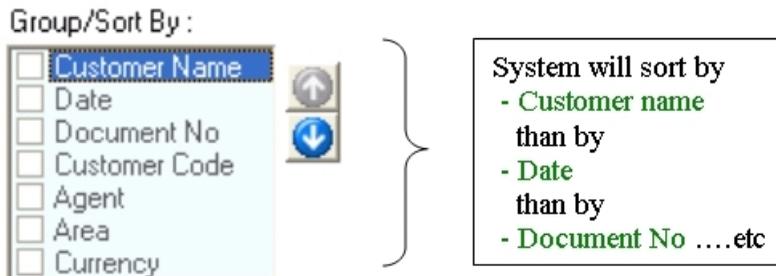
11.1 Appendix I - SQL Power Report Tools

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



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

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



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

Group/Sort By :



Customer Name

Document No

Date

Customer Code

Agent

Area

Currency

↑

↓

Data Group by **Customer** with **subtotal** will be provided

Data still will sort by

- **Document No**
- than by
- **Date**etc

11.2 Appendix II - SQL Power Grid

How SQL GRID can help you throughout the system :

1) **Build-in MS Excel® Style Data Filtering**

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

The screenshot shows the 'Maintain Supplier' application window. The main window contains a data grid with the following columns: Company Name, Code, Attention, Phone 1, C..., and Outsta. The data rows are as follows:

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

Overlaid on the bottom of the main window is a 'Custom Filter' dialog box. It contains the following fields and options:

- Text: Show rows where:
- Field: Phone 1
- Operator: like
- Value: 3342%
- Logic: AND OR
- Additional field: (empty)
- Additional value: (empty)
- Instructions: Use _ to represent any single character; Use % to represent any series of characters
- Buttons: OK, Cancel

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

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

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

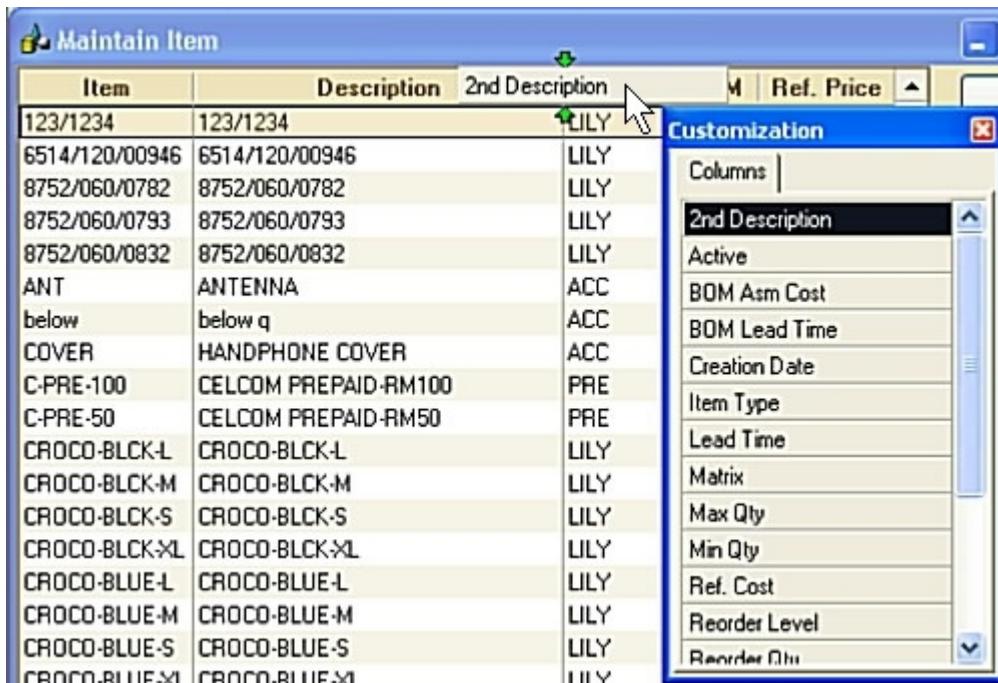


Invoice No ▲	Date ▼	
IV-00008	17/12/2004	30
IV-00056	04/06/2004	30
IV-00051	18/03/2004	30
IV-00052	18/03/2004	30
IV-00053	18/03/2004	30

3) Automatic Runtime Column Selection

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

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



The screenshot shows the 'Maintain Item' window with a table of items. The table has columns for 'Item', 'Description', '2nd Description', 'M', and 'Ref. Price'. A mouse cursor is hovering over the '2nd Description' column header, and a 'Customization' dialog box is open over it. The dialog box shows a list of columns to be displayed, with '2nd Description' selected. The list includes: Columns, 2nd Description, Active, BOM Asm Cost, BOM Lead Time, Creation Date, Item Type, Lead Time, Matrix, Max Qty, Min Qty, Ref. Cost, Reorder Level, and Reorder Qty.

Item	Description	2nd Description	M	Ref. Price
123/1234	123/1234	LILY		
6514/120/00946	6514/120/00946	LILY		
8752/060/0782	8752/060/0782	LILY		
8752/060/0793	8752/060/0793	LILY		
8752/060/0832	8752/060/0832	LILY		
ANT	ANTENNA	ACC		
below	below q	ACC		
COVER	HANDPHONE COVER	ACC		
C-PRE-100	CELCOM PREPAID-RM100	PRE		
C-PRE-50	CELCOM PREPAID-RM50	PRE		
CROCO-BLCK-L	CROCO-BLCK-L	LILY		
CROCO-BLCK-M	CROCO-BLCK-M	LILY		
CROCO-BLCK-S	CROCO-BLCK-S	LILY		
CROCO-BLCK-XL	CROCO-BLCK-XL	LILY		
CROCO-BLUE-L	CROCO-BLUE-L	LILY		
CROCO-BLUE-M	CROCO-BLUE-M	LILY		
CROCO-BLUE-S	CROCO-BLUE-S	LILY		
CROCO-BLUE-XL	CROCO-BLUE-XL	LILY		

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

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

The screenshot shows the 'Sales Document Listing' application window. The main data table has columns: Doc No, Date, Company Name, Area, Curre..., Net Total, and Can... The data is grouped by Agent. A context menu is open over the footer, showing options: Sum, Min, Max, Count, Average, and None. The footer displays 'Count = 9' and a total value of '98,607.50'.

Doc No	Date	Company Name	Area	Curre...	Net Total	Can...
+ Agent : ---						
+ Agent : HALIM						
- Agent : LF						
QT-00002	08/12/20...	A'BEST TELECOMMUNICA...	SINGAP...	S\$	17,400.00	<input type="checkbox"/>
Item Code	Project	Location	Qty	UOM	SubTotal	From Do
N-3210	----	----	10.00	UNIT	5,200.00	
N-3310	----	----	10.00	UNIT	5,000.00	
E-T10s	----	----	10.00	UNIT	4,500.00	
N-BAT	----	----	20.00	UNIT	1,800.00	
E-BAT	----	----	10.00	UNIT	900.00	
+ QT-00005 12/12/20... A'BEST TELECOMMUNICA... SINGAP... S\$ <input type="checkbox"/>						
- Agent : NF						
+ QT-00003 10/12/20... &R ENTERPRISE SDN BHD P.I. ... 100.00 <input type="checkbox"/>						
Count = 9					98,607.50	

5) **Data Grouping**

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

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

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

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

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

7) **Drill Down to source documents**

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

8) **Standard and Extended Multi-Selection Support**

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

9) **Save and Load Customise Grid**

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

Save Layout

Layout	Public	Default
Layout		

0

Layout Name: Admin

Set this layout as default layout

Save Cancel

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

Load Layout

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

3

Load Cancel

10) **Incremental Search for each Column**

You can instantly locate any information displayed within individual columns without the need to scroll the entire contents of the grid. To activate this function : Just click on the column you wanted to search and start enter your keywords.

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

11) Change the Column Header Caption

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



The screenshot shows a software window titled "Maintain Item" with a table of items. A dialog box titled "Change Grid Column Caption" is overlaid on the table. The dialog box contains the text "Please enter new Grid Column Caption:" and "Field Name: Refprice". A text input field contains the text "Selling Price". There are "OK" and "Cancel" buttons at the bottom of the dialog box.

Item	Description	Group	UOM	Ref. Price
CROCO-YELL-S	CROCO-YELL-S	LILY	UNIT	24.90
CROCO-YELL-XL	CROCO-YELL-XL	LILY	UNIT	24.90
D-PRE-100	DIGI PREPAID-RM100			
D-PRE-50	DIGI PREPAID-RM50			
E-A1018s	ERICSSON A1018s			
E-BAT	ERICSSON BATTERY			
E-T10s	ERICSSON T10s			
E-T18s	ERICSSON T-18s			
E-T20s	ERICSSON T20s			
E-T28s	ERICSSON T28s			
HFK	HANDS FREE KITS			

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Company Name :

Product ID :

Channel Partner :

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