

Table of Contents

Chapter 1: Getting Started	1
1.1. System Requirements	1
1.2. Installation	2
1.3. Language Regional Settings	9
1.4. How to Set Financial Period & System Conversation Date	10
1.5. Setting for Company Profile	11
Chapter 2: Master Data Creation	13
2.1. General Ledger (Maintain Chart of Account)	13
2.2. Maintain Customer	16
2.3 (a) Maintain Stock Group	18
2.3 (b) Maintain Stock Item	19
Chapter 3: Sales & Purchase	21
3.1. Purchase Order	21
3.2. Purchase Goods Received	23
3.3. Purchase Invoice	23
3.4. Sales Quotation	24
3.5. Sales Order	26
3.6. Sales Delivery Order	28
3.7. Sales Invoice	29
3.8. Cash Sales	34
3.9. Sales Credit Note	35
Chapter 4: Customer & Supplier	36
4.1. Customer Invoice	36
4.2. Customer Payment	38
4.3. Customer Credit Note	43
4.4. Customer Contra vs Supplier Contra	45
4.5. Customer Statement	46
4.6. Customer Aging	47
Chapter 5: General Ledger	48
5.1. Maintain Opening Balance for General Ledger	48
5.2. Maintain Opening Balance for Customer & Supplier	49
5.3. Maintain Opening Balance for Stock Value	50

5.4.	Opening Bank Reconciliation	51
5.5.	Journal Entry	52
5.6.	Cash Book Entry	54
Chapter 6: Reports		
6.1.	Sales Document Listing	56
6.2.	Balance Sheet Statement.....	58
6.3.	Profit and Loss Statement	59
6.4.	Ledger Report	62
6.5.	Others Report	64
Chapter 7: Backup & Others.....		68
7.1.	Backup Database.....	68
7.2.	Maintain Acceptable Transaction Date.....	71

Account

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Chapter 1: Getting Started

1.1. System Requirements

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

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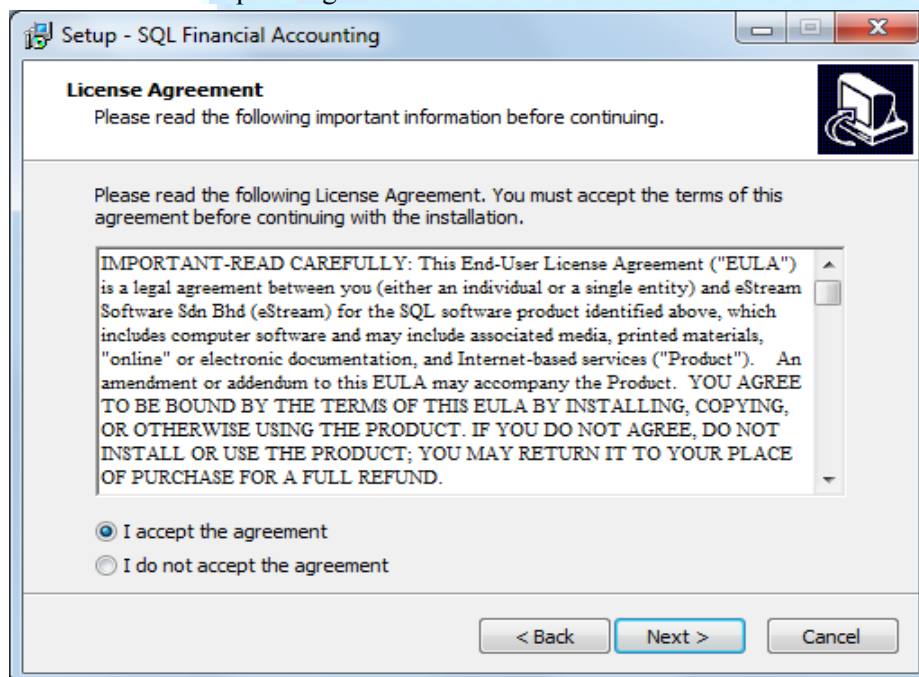
1.2. Installation

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

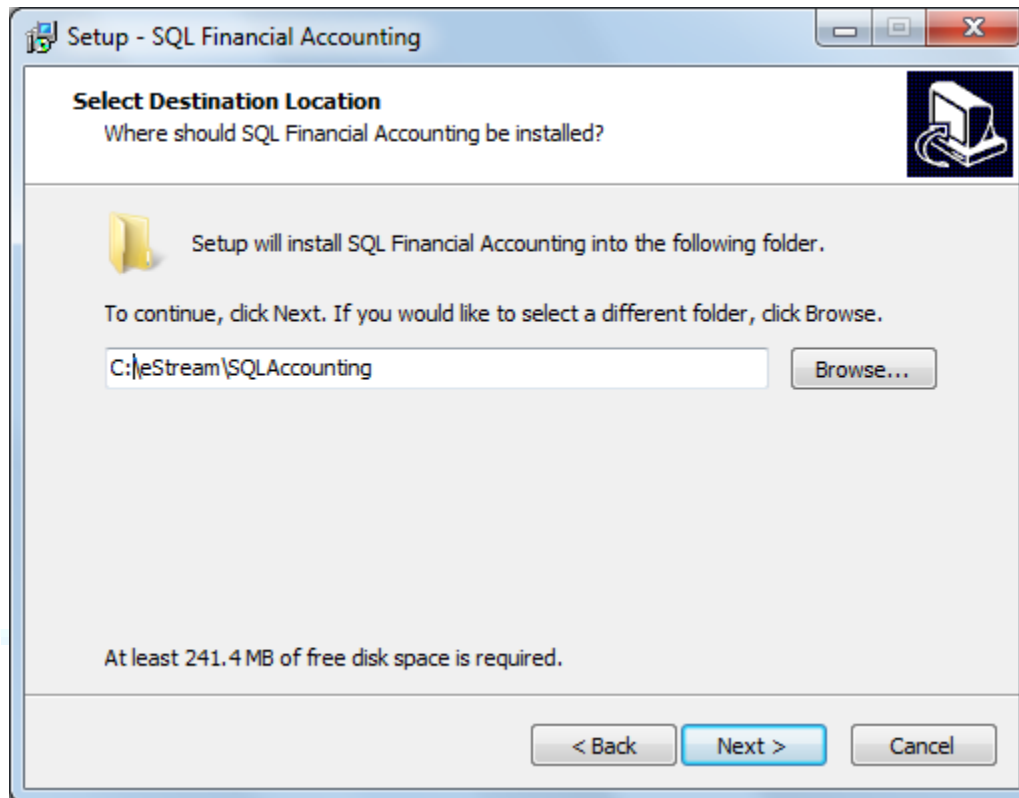
1.2.1 Always get the latest CD or latest installer from your dealer



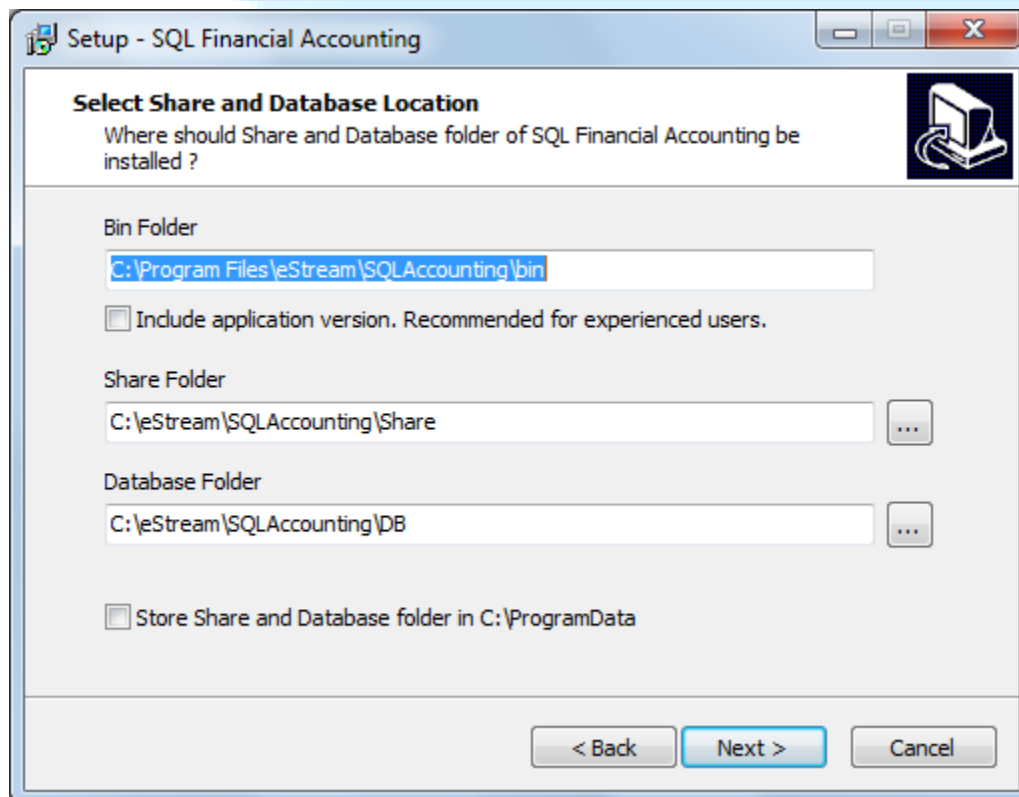
1.2.2 Select "I accept the agreement" and click on "Next"



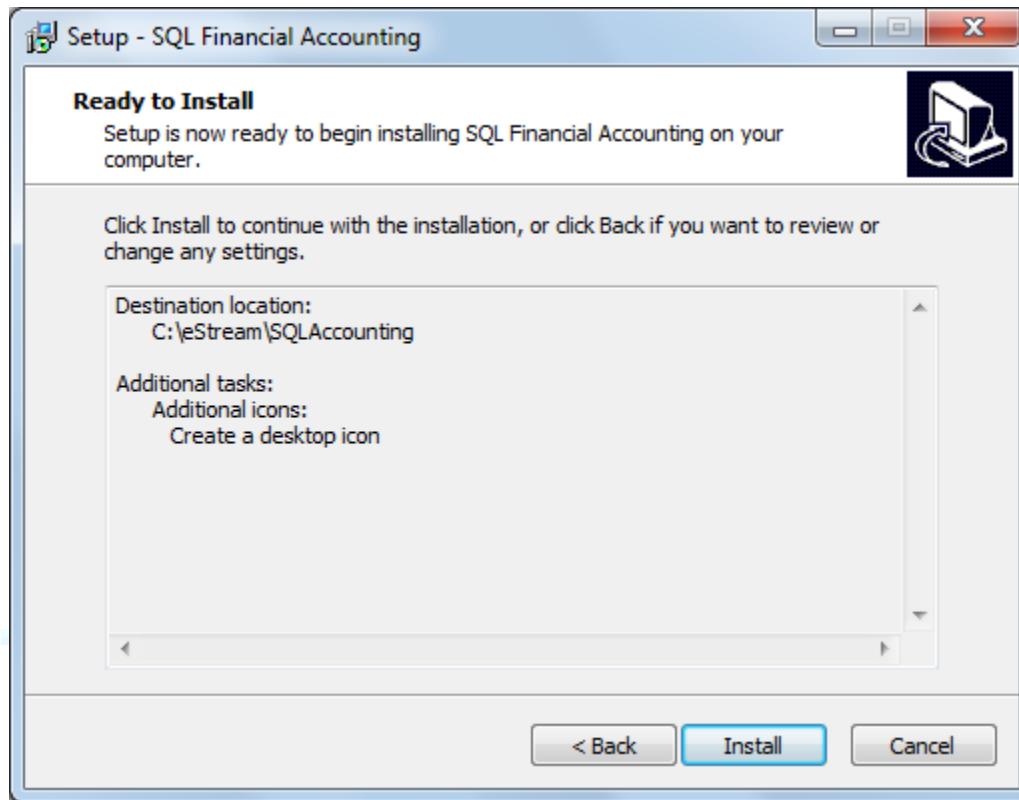
1.2.3 Click on “Next”



1.2.4 Click on “Next”



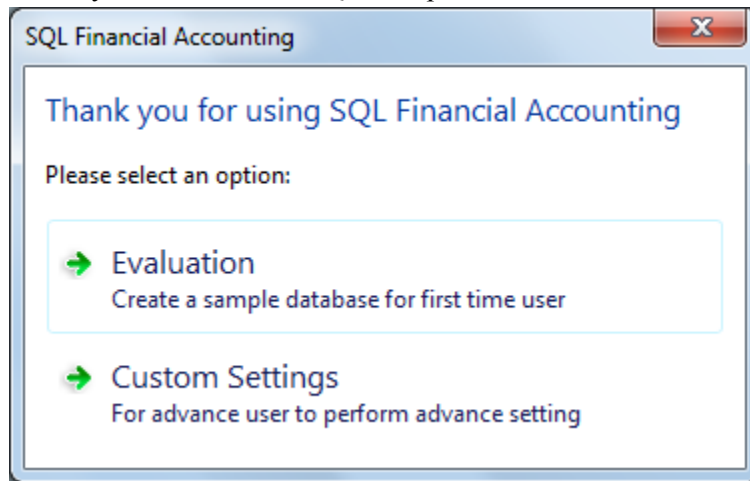
1.2.5 Click on “Install”



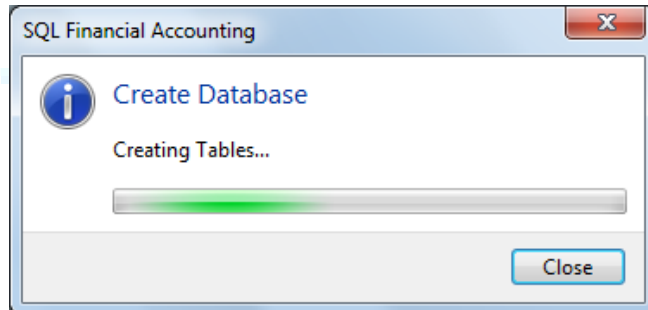
1.2.6 Click on “Finish”



1.2.7 System will launch SQL, and please select “Evaluation”

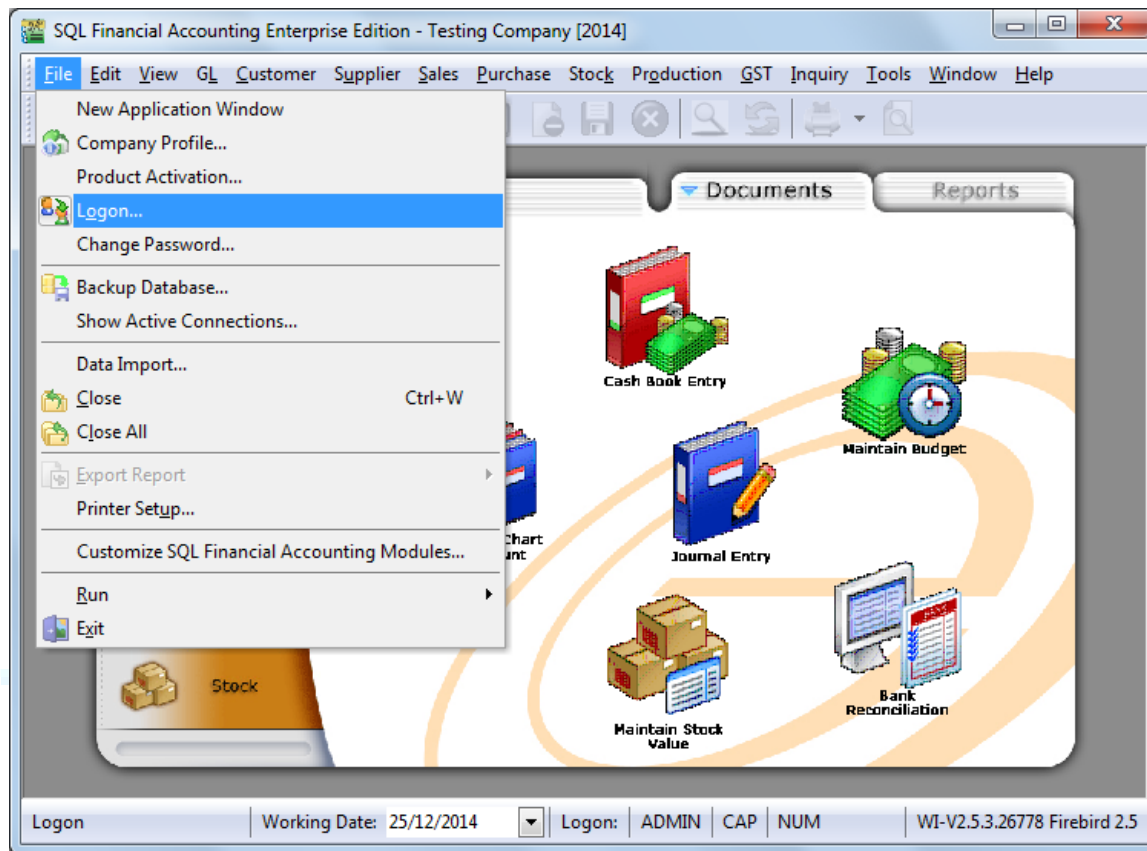


System will auto generates the Database...it might take some minute



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





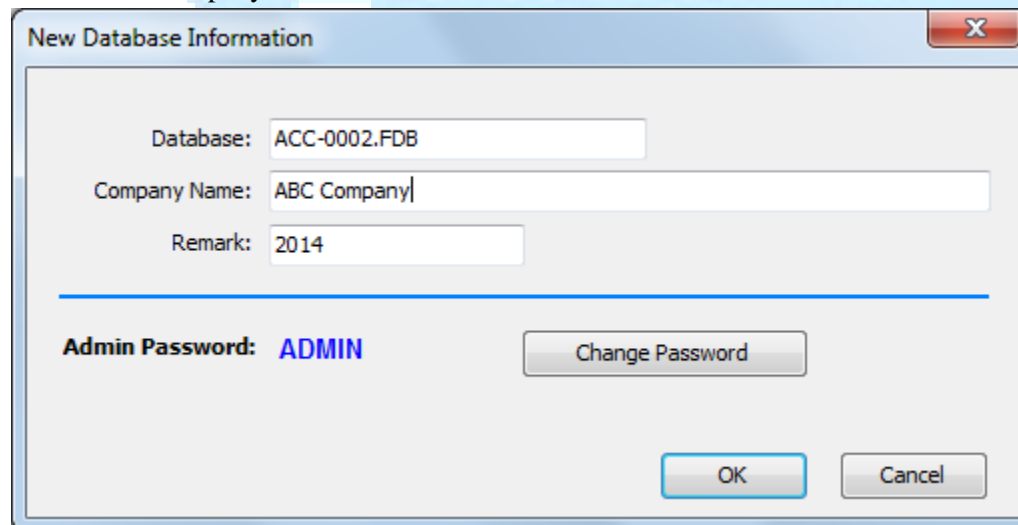
1.2.9 Click on “three dot button”



1.2.10 To create New Database



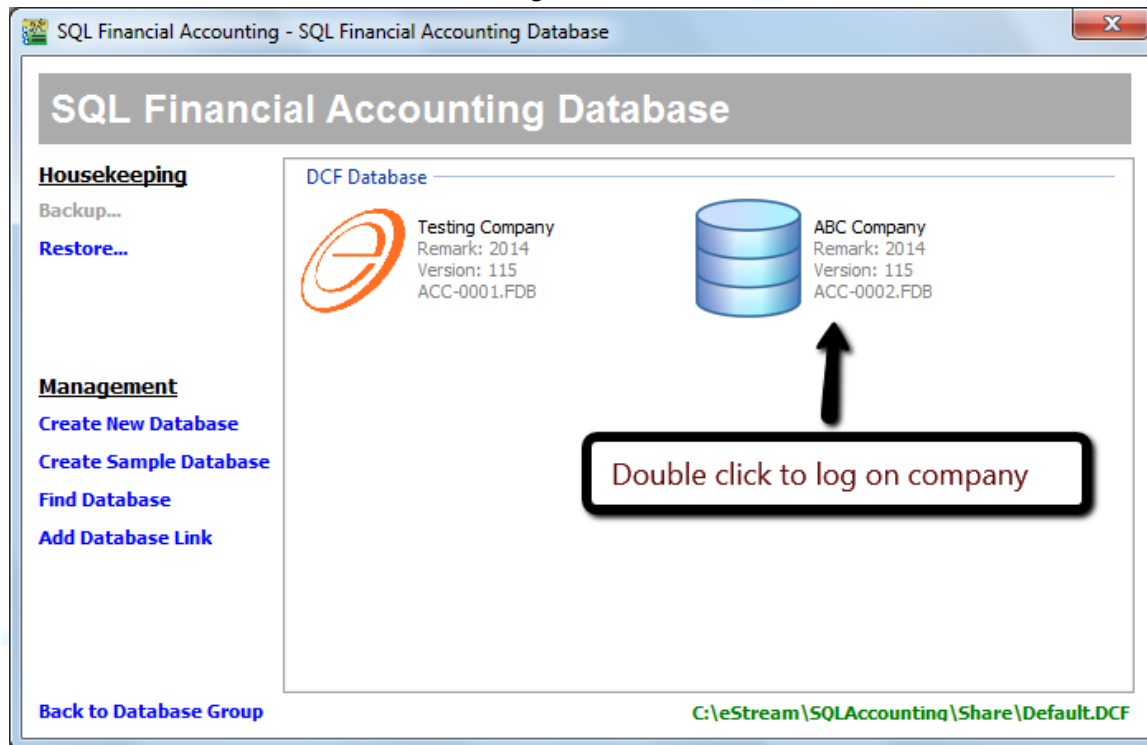
Rename the company name



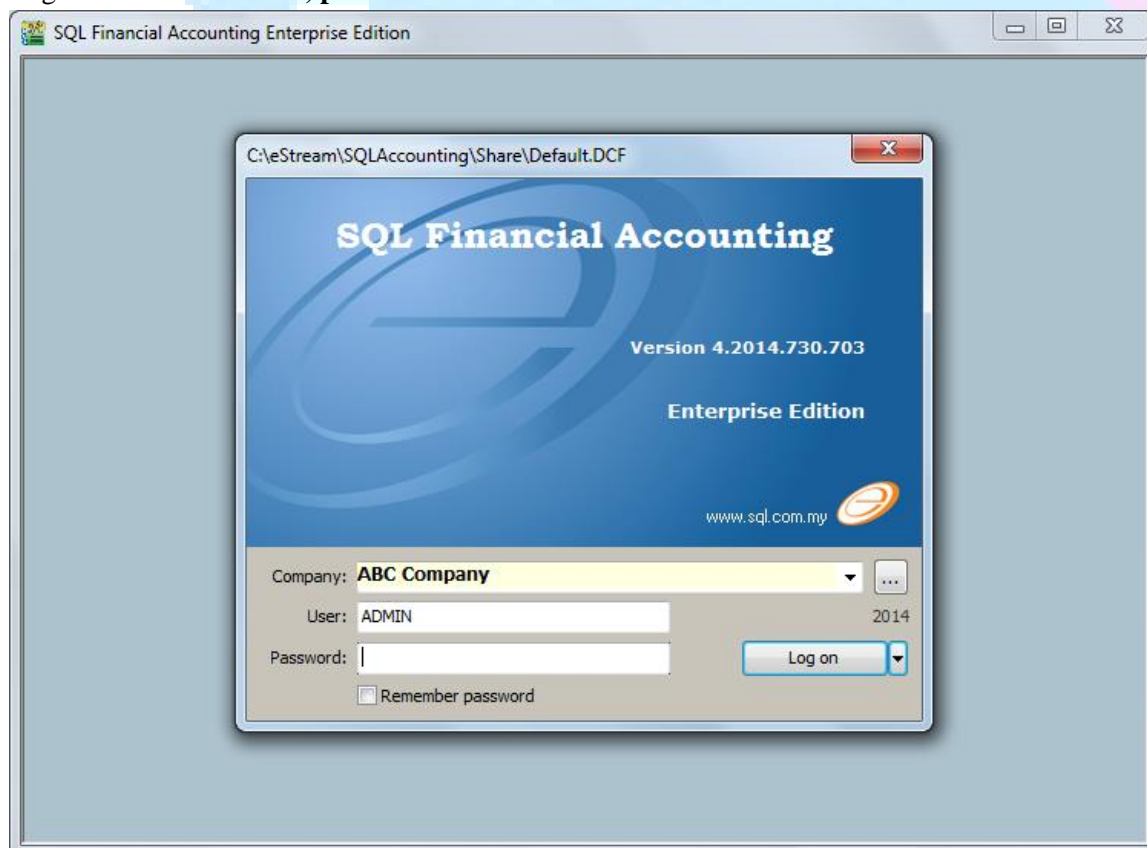
Press "OK"

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

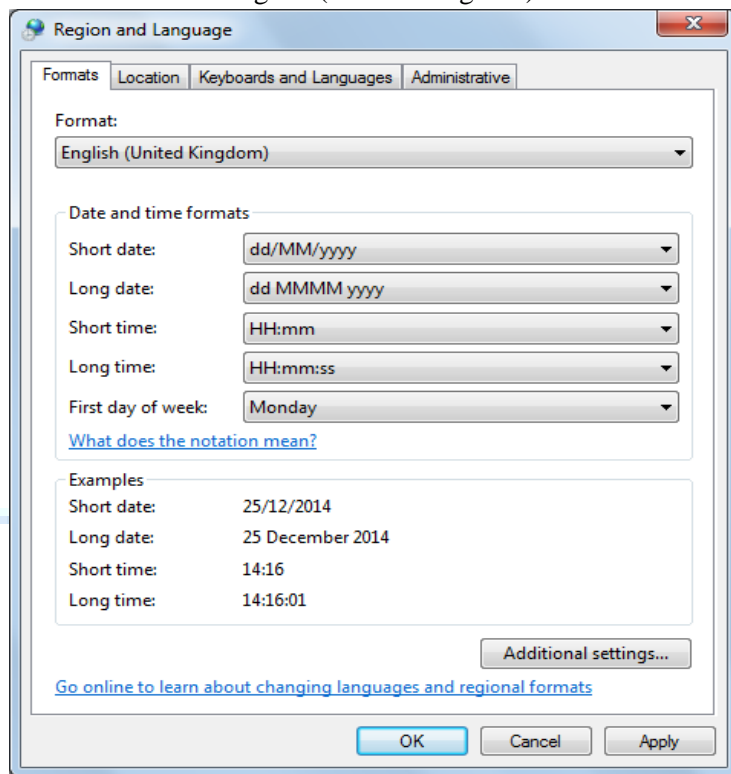


Login with ID =ADMIN, password = admin



1.3. Language Regional Settings

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



- SQL support UK date format which is “dd/MM/yyyy”

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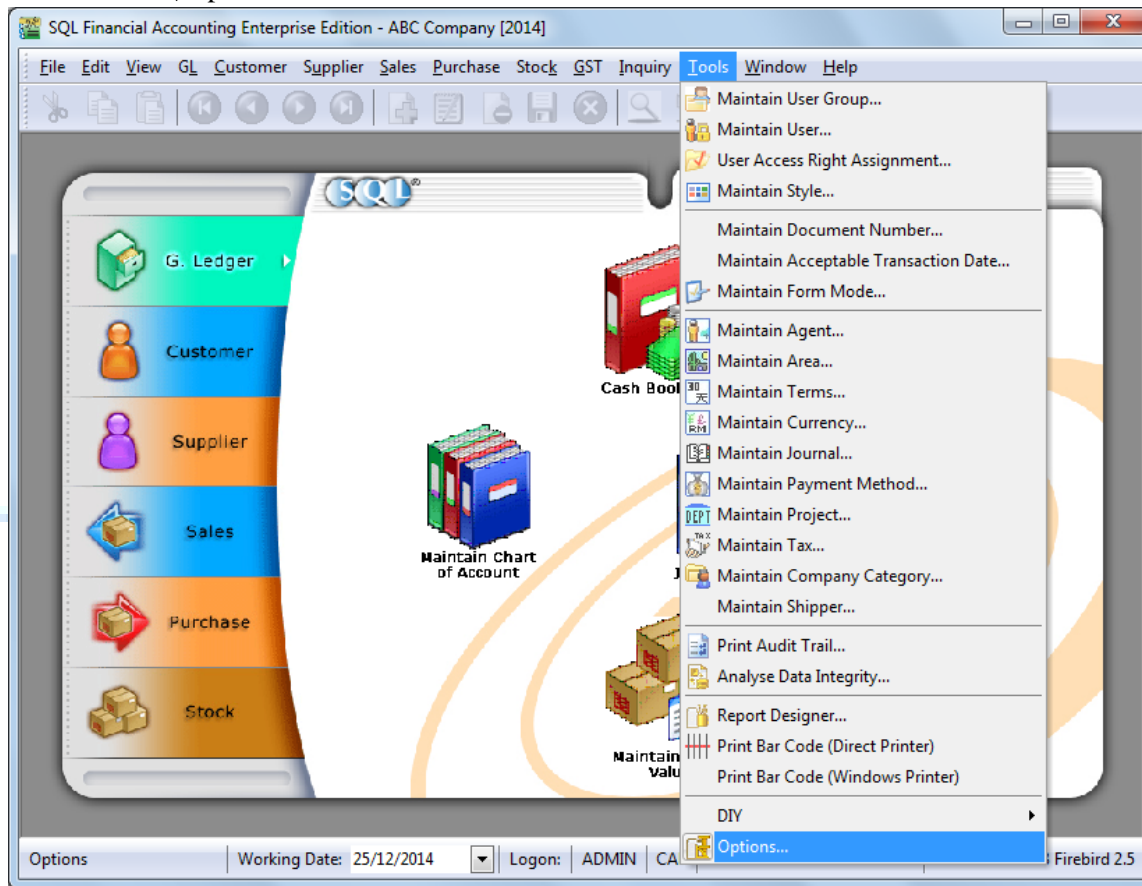
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1.4. How to Set Financial Period & System Conversation Date

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

**very important, once setup, cannot change again, and it set only once when you create a NEW database*

a. Go to tools | Options



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

Situation 1: my financial period drop on 1/1 every year, and I start using SQL from 1/1/2015.

Financial Start Period = 1/1/2015

System Conversion Date = 1/1/2015

Situation 2: my financial period drop on 1/5 every year, and I start using SQL from 1/6/2015. (first year consist more than 12 months)

Financial Start Period = 1/5/2015

System Conversion Date = 1/6/2015

Options

General Ledger

Financial Start Period: 01/01/2014
System Conversion Date: 01/01/2014

Default Account:

Default Account	Account
Foreign Exchange Rate Gain...	530-000
Foreign Exchange Rate Loss...	980-000
Bank Charge Account	902-000
Contra Account	450-000
Sales Account	500-000
Cash Sales Account	500-000
Sales Return Account	510-000
Purchase Account	610-000
Cash Purchase Account	610-000
Purchase Return Account	612-000

Default Journal:

Default Journal	Journal
Bank Journal	BANK
Cash Journal	CASH
Journal Entry	GENERAL
Foreign Bank Adjustment	BANK
Foreign Exchange Rate Gai...	GENERAL
Customer/Supplier Contra	GENERAL
Customer Invoice	SALES
Customer Cash Sales	SALES
Customer Credit Note	SALES
Customer Debit Note	SALES
Supplier Invoice	PURCHASE
Supplier Cash Purchase	PURCHASE
Supplier Credit Note	PURCHASE
Supplier Debit Note	PURCHASE

OK Cancel Help

Step 1 : Click on General Ledger

Step 2 : Set Financial Start Period and System Conversion Date

1.5. Setting for Company Profile

a. File | Company Profile

Company Profile

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

Company Name: ABC Company
Reg. No.: 123456-W Remark: 2014
GST. No.: 1234567890123
Country: Others
Biz Nature: Trading Company

General Report Header

Billing

Attention: Mr. Ali Phone: 03-33416909
Address: 32, 1st Floor, Jalan Tiara 4,
Bandar Baru Klang,
41150 Klang, Selangor Fax: 03-33412909
Email: sql@sql.com.my

b. Report Header

Company Profile

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

Company Name: ABC Company

Reg. No.: 123456-W Remark: 2014

GST. No.: 1234567890123

Country: Others

Biz Nature: Trading Company

General Report Header

ABC Company (123456-W)
32, 1st Floor, Jalan Tiara 4,
Bandar Baru Klang,
41150 Klang, Selangor
Phone: 03-33416909 Fax: 03-33412909 email: sql@sql.com.my
(GST No: 1234567890123)

Set Report Header Edit

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

Company Profile

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

Company Name: ABC Company

Reg. No.: 123456-W Remark: 2014

GST. No.: 1234567890123

Country: Others

Biz Nature: Trading Company

General Report

ABC Company (123456-W)
32, 1st Floor, Jalan Tiara 4,
Bandar Baru Klang,
41150 Klang, Selangor
Phone: 03-33416909 Fax: 03-33412909 email: sql@sql.com.my
(GST No: 1234567890123)

Set Report Header Edit

Context Menu:

- Cut
- Copy
- Paste
- Delete
- Load...
- Save As...

Chapter 2: Master Data Creation

2.1. General Ledger (Maintain Chart of Account)

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

The screenshot shows the 'Maintain Account' window with a tree view on the left and a table of accounts. A dialog box titled 'Account - COMPUTER' is open, showing fields for 'GL Code' (200-500), 'Description' (COMPUTER), and 'Tax'. The 'Special Account Type' section has two radio buttons: 'Special Account Type' (selected) and 'Accumulated Deprn. Account'. The 'New' button in the top right corner of the 'Maintain Account' window is highlighted with a red box and the number 1. The 'GL Code' field in the dialog box is highlighted with a red box and the number 2. The 'Special Account Type' radio button in the dialog box is highlighted with a red box and the number 3.

Description	Code	Special Type
FIXED ASSETS		
FURNITURE & FITTINGS	200-200	--
ACCUM DEPRN. - FURNITURE & FITTINGS	200-205	Accumulated Deprn. Account
OFFICE EQUIPMENT	200-300	--
ACCUM. DEPRN. - OFFICE EQUIPMENT		Accumulated Deprn. Account
MOTOR VEHICLE		Accumulated Deprn. Account
ACCUM DEPRN. - MOTOR VEHICLE		--
INVESTMENT		
OTHER ASSETS		
GOODWILL		--
CURRENT ASSETS		
TRADE DEBTORS		Control Account
OTHER DEBTORS		--
CASH AT BANK		Bank Account
CASH IN HAND		Cash Account
PETTY CASH		Cash Account
STOCK		Stock Account
DEPOSIT & PREPAYMENT		--
DIRECTOR'S LOAN TO		--
CURRENT LIABILITIES		
TRADE CREDITORS		Control Account
OTHER CREDITORS		--
ACCRUALS	405-000	--
WAGES & SALARIES ACCRUED	410-000	--
EMPLOYEES WITHHOLDING TAX	410-010	--
COMMISSION ACCRUED	410-020	--
O.T. ACCRUED	410-030	--
OFFICE & WAREHOUSE ACCRUED	410-040	--
TELEPHONE & FAX CHARGES ACCRUED	410-050	--

1. Click on GL | Maintain Account | **New**

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

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

The 'Maintain Account' window displays a list of accounts with columns for Description, Code, and Special Type. The 'Account - PUBLIC BANK' dialog box is open, showing the following details:

- GL Code: 310-003
- Description: PUBLIC BANK
- Tax: (empty dropdown)
- Special Account Type:
 - ☒ Bank Account
 - ☐ Cash Account
 - ☐ Customer Control Account
 - ☐ Balance Stock Account

An orange box with the number 4 highlights the 'Special Account Type' section in the dialog box.

4. You can create **sub account** as sample attached.

The 'Maintain Account' window displays a list of accounts with columns for Description, Code, and Special Type. The 'Account - Lim' dialog box is open, showing the following details:

- GL Code: 904-01-1-C
- Description: Lim
- Tax: (empty dropdown)
- Special Account Type:
 - ☐ Special Account Type

An orange box with the number 5 highlights the 'Special Account Type' section in the dialog box. An orange arrow points to the 'Senior Accountant' account in the list.

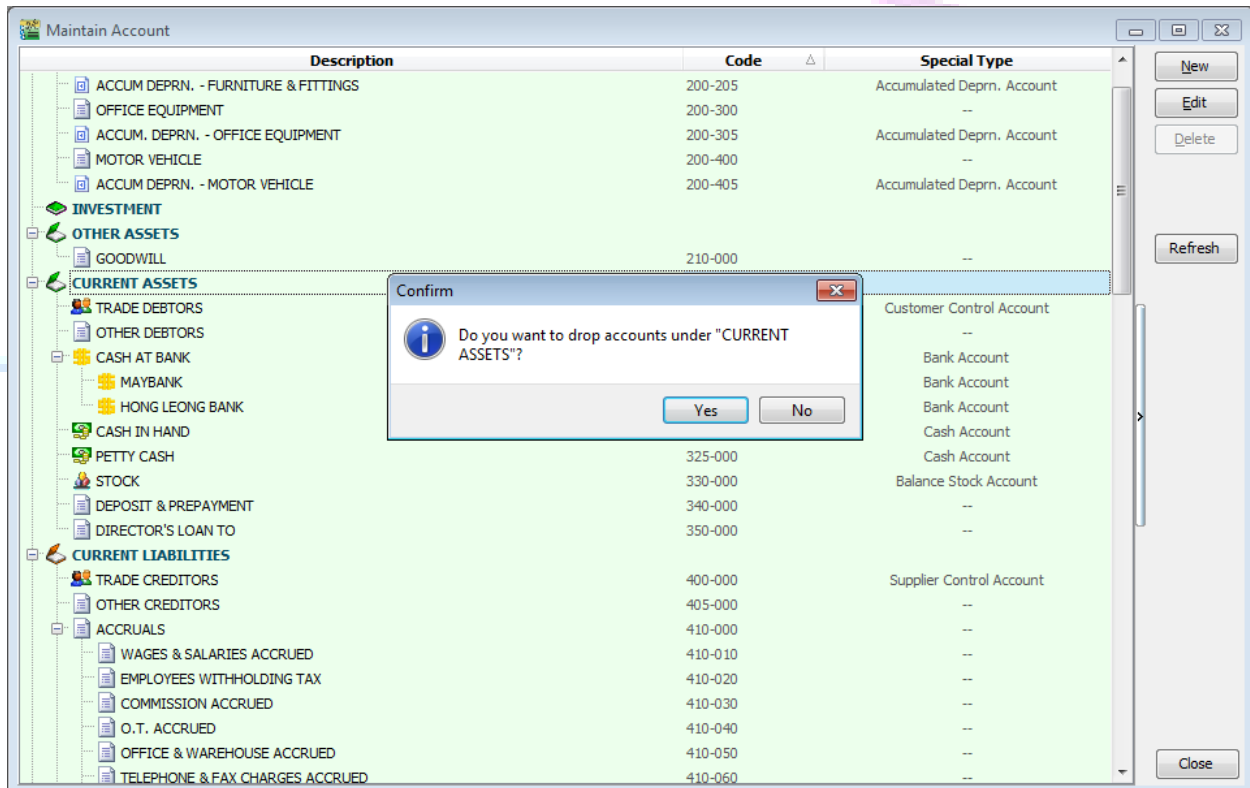
5. You are allowed to create **unlimited level** of sub account, always pointing on the “mother account” to create the child account.

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

Step 1: Highlight the account you wish to drag drop

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

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



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2.2. Maintain Customer

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

Maintain Customer

- Maintain Customer -

Company: COOKIE FACTORY SDN BHD

Control A/C: 300-000 Code: 300-C0001 Category: Factory

General Credit Control Note Sales Tax

Branch: BILLING

Branch Name: BILLING

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

Attention: Ms. Abby

Phone: 03-3341 6909 Fax: 03-3341 2909

Email:

Area: Klang Credit Terms: 30 Days Statement: Open Item

Agent: Leong Aging On: Invoice Date

Currency: Price Tag:

1 branches

Attachments...

New Edit Delete Save Cancel Refresh Browse Close

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

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

Tools / Maintain Agent

The screenshot shows the 'Maintain Agent' window with the following fields and buttons:

- Code:** Neo
- Description:** Neo
- Active:** ☒
- Buttons:** New, Edit, Delete, Save, Browse, Close

Three steps are highlighted with orange boxes:

- Step 1 : New** (points to the 'New' button)
- Step 2 : Create your code and description** (points to the 'Code' and 'Description' fields)
- Step 3 : Save** (points to the 'Save' button)

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

4 (a) Customer Statement

The screenshot shows the 'Maintain Customer' window with the following fields and buttons:

- Company:** COOKIE FACTORY SDN BHD
- Control A/C:** 300-000
- Code:** 300-C0002
- Cust. Category:** ----
- Buttons:** New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

The 'General' tab is selected, showing the following fields:

- Branch:** BILLING
- Address:** 1, Jalan Tiara 4, Bandar Baru Klang, 41150 Klang, Selangor
- Attention:** Ms. Abby
- Phone:** 03-3341 6909
- Fax:** 03-3341 2909
- Email:**

At the bottom, there are dropdown menus for:

- Area:** Klang
- Agent:** Leong
- Currency:** ----
- Credit Terms:** 30 Days
- Statement:** Open Item
- Aging On:** Brought Forward
- Price Tag:** Open Item

A yellow box labeled '4 (a)' is placed next to the 'Statement' dropdown menu.

Brought Forward – Summary Statement

Open Item – Detail Statement

4 (b) Customer Aging

- Maintain Customer -

Company: COOKIE FACTORY SDN BHD

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

General Credit Control Note Tax

Branch: **BILLING**

Branch Name: BILLING

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

Attention: Ms. Abby

Phone: 03-3341 6909 Fax: 03-3341 2909

Email:

Area: Klang Credit Terms: 30 Days Statement: Open Item

Agent: Leong Aging On: Invoice Date

Currency: --- Price Tag: Invoice Date

4 (b)

Invoice Date – Base on Invoice Date

Due Date – Base on after due date (terms)

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

5. Unlimited Branch Address you can fill in, the branch name must be unique.

2.3 (a) Maintain Stock Group

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

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

Maintain Stock Group

Code: HP

Description: HANDPHONE

Costing Method: FIFO

☒ Active

GL Account Code :-

Sales Code: 500-0000 Purchase Code: 610-0000

Cash Sales Code: 500-0000 Cash Purchase Code: 610-0000

S. Return Code: 510-0000 P. Return Code: 612-0000

2.3a.1 - Code, Description, Costing Method

2.3a.2 Account Code

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

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

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

Maintain Item

Maintain Stock Item

Code: ☐ Serial No. ☒ Stock Control ☒ Active

Description:

Item Group: Reorder Level: Remark 1:

Base UOM: Reorder Qty: Remark 2:

Ref. Cost: Lead Time: **2.3b.2**

Ref. Price: Output Tax: **2.3b.3**

Shelf: Input Tax: Bal Qty:

UOM	Cust. Price	Supp. Price	BOM	More Desc.	Opn Bal.	Category	Alternative	Cust. Item	Supp. Item	Barcode
UNIT	1.00	1,500.0000								
BOX	10.00	12,000.0000								
CTN	12.00	16,000.0000								

2.3b.4

2nd UOM:

Default UOM:

Sales:

Purchase:

Stock:

Close

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

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

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

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

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

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

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

Scenario A

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

Maintain Item

Maintain Stock Item

Code: ☐ Serial No. ☒ Stock Control ☒ Active

Description:

Item Group: Reorder Level: Remark 1:

Base UOM: Reorder Qty: Remark 2:

Ref. Cost: Lead Time: Barcode:

Ref. Price: Output Tax: Bal Qty:

Shelf: Input Tax:

UOM

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

2nd UOM:

Default UOM:

Sales:

Purchase:

Stock:

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

So, you can see here, I have different Unit of Measurement (UOM) and different rate,

Base Rate = PCS = 1

Box = 10 PCS

Carton = 24 PCS

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Chapter 3: Sales & Purchase

3.1. Purchase Order

The screenshot shows the 'Purchase Order' form. Annotations include:

- Step 1:** Points to the 'Supplier' dropdown menu.
- Step 2:** Points to the 'Purchase Order' table header.
- Step 3:** Points to the table body containing one record for 'CELCOM PREPAID-RM100'.
- Step 4:** Points to the 'Save' button on the right-hand side.

Form details:

- Supplier:** 400-C0001, CELCOM (M) COMMUNICATION BHD
- Address:** 33-37 MENARA CELCOM, 7 JALAN 89, KAW PERUSAHAAN, 54098 SJ
- Description:** Purchase Order
- P/O No:** 3
- Next No:** PO-00022
- Date:** 13/12/2011
- Agent:** ---
- Terms:** 45 Days
- Ref 1:** ---
- Ext. No:** ---

Item Code	Description	More Descrip...	Location	Qty	UOM	U/Price	Disc	Sub Total
C-PRE-100	CELCOM PREPAID-RM100		----	1.00	UNIT	100.00	5%+2%+0.10	93.00

Local Net Total: 93.00 Net Total: 93.00

Deposit Paid By: Chq No: Payment Project: Bank Charges: 0.00 Doc No: Amount: 0.00

Step 1. Select **Supplier Code**.

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

Step 2. Select **Item Code** and enter all the detail (e.g. Description, Qty)

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

The 'Matrix' dialog box allows users to select which columns to display. An arrow points to the 'Item Code' checkbox, which is checked. The 'Step 2.2' annotation points to this area.

Item Code	Description
<input checked="" type="checkbox"/> Item Code	<input checked="" type="checkbox"/> Sub Total
<input checked="" type="checkbox"/> Description	<input checked="" type="checkbox"/> Sub Total (Tax)
<input checked="" type="checkbox"/> Delivery Date	<input type="checkbox"/> From DocType
<input checked="" type="checkbox"/> More Description	<input type="checkbox"/> From DocNo
<input checked="" type="checkbox"/> Location	<input type="checkbox"/> Remark 1
<input checked="" type="checkbox"/> Project	<input type="checkbox"/> Remark 2
<input checked="" type="checkbox"/> Qty	<input type="checkbox"/> From Ext. No
<input checked="" type="checkbox"/> UOM	<input type="checkbox"/> Shelf
<input type="checkbox"/> Rate	<input type="checkbox"/> Batch
<input type="checkbox"/> Base Qty	<input type="checkbox"/> Permit No
<input type="checkbox"/> S/U QTY	<input type="checkbox"/> Tax Inclusive
<input checked="" type="checkbox"/> U/Price	<input type="checkbox"/> Local Tax Amount

Local Net Total: 93.00

-Step 2.2: Look for the small icons as per attached picture--> tick and untick column that you want and

don't want. If you want fix the layout so that you able to view those column every time you open the document ,you just have to Right Click again the title bar then look for **GRID LAYOUT -- >Save Layout -- > Insert Layout Name (Any label will do) then SAVE.**

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

Step 4. **Save** the purchase order.

SQL Financial Accounting Enterprise Edition - Testing Company [2012]

File Edit View GL Customer Supplier Sales Purchase Stock Production GST Inquiry Tools Window Help

Purchase Order

Supplier :- 400-C0001
 CELCOM (M) COMMUNICATION BHD
 Address :- 33-37 MENARA CELCOM
 7 JALAN 89
 KAW PERUSAHAAN
 54098 SJ

Description: Purchase Order

Purchase Order Matrix

Item Code	Description	J/Price	Disc	Sub Total
C-PRE-100	CELKOM PREPAID-RM 100	100.00	5%+2%+0.10	93.00

1 records

Local Net Total: 93.00

Net Total: 93.00

Deposit Paid By: Chq No: Payment Project: Bank Charges: 0.00

Doc No: 0.00

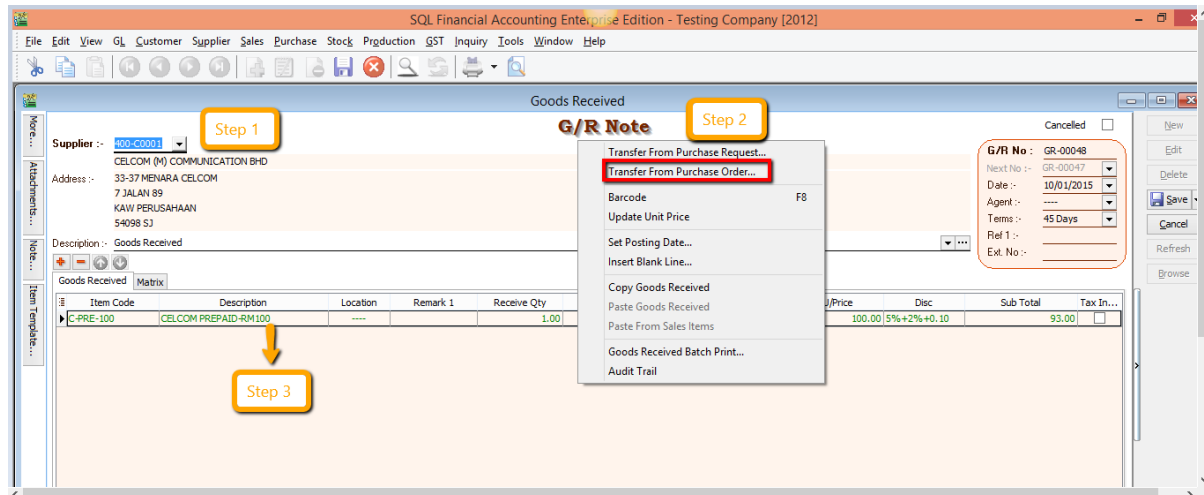
Amount: 0.00

Version 4.2014.728.703 x86 Working Date: 10/01/2015 Logon: ADMIN CAP NUM WI-V2.5.3.26778 Firebird 2.5

Step 5

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

3.2. Purchase Goods Received



Step 1: Select Supplier Code.

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

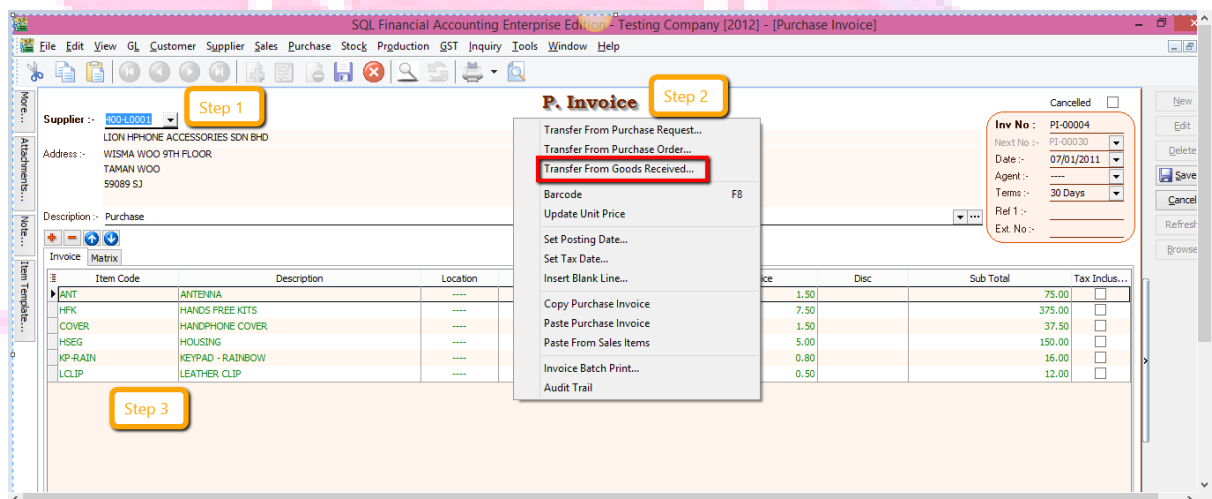
*** Make sure you point on the correct position. Must be right click at the top title G/R Note else you can't get the result.*

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

Step 4: Save the goods received.

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

3.3. Purchase Invoice



Step 1: Select Supplier Code.

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

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

Step 4: **Save** the purchase invoice

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

3.4. Sales Quotation

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

The screenshot shows the 'Quotation' window in the SQL software. The window has a title bar 'Quotation' and a 'Cancelled' checkbox. The main area is divided into sections for customer information, quotation details, and a table of items. The 'Customer' section shows 'Customer :- 300-A0002' (labeled Step 1), 'Address :- 838 JALAN WORLD, 40485 RAWANG, SELANGOR DE', and 'Description :- Sales Order'. The 'Quotation' section shows 'Quot No :- QT-00011', 'Next No :- QT-00012', 'Date :- 13/03/2015', 'Agent :- FFF', 'Terms :- 45 Days', 'Ref 1 :-', and 'Ext. No :-' (labeled Step 3). The 'Item' table has columns: Item Code, Description, Location, Qty, UOM, U/Price, Discount, Sub Total, Tax. It contains one row: 'ANT', 'ANTENNA', '----', '15.00', 'UNIT', '2.50', '37.50'. The 'Local Net Total' is 39.75 and the 'Net Total' is 39.75. The 'Save' button is highlighted with a yellow arrow (labeled Step 2).

Item Code	Description	Location	Qty	UOM	U/Price	Discount	Sub Total	Tax ...
ANT	ANTENNA	----	15.00	UNIT	2.50		37.50	

Step 1: Same thing select your **Customer Code**.

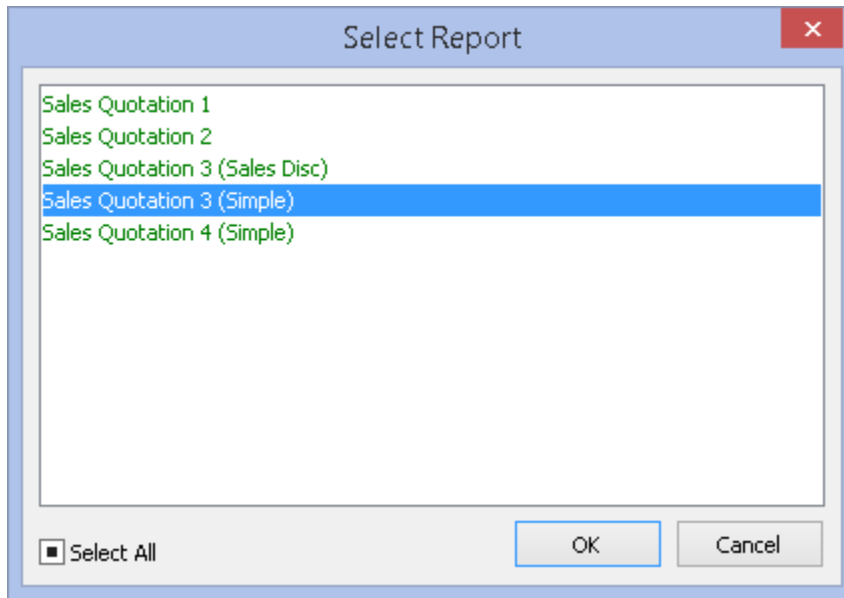
Step 2: Insert the item customer enquiry.

Step 3: After confirm everything, **SAVE** the quotation.

Step 4: At standard bar, go **PREVIEW** button to view the format

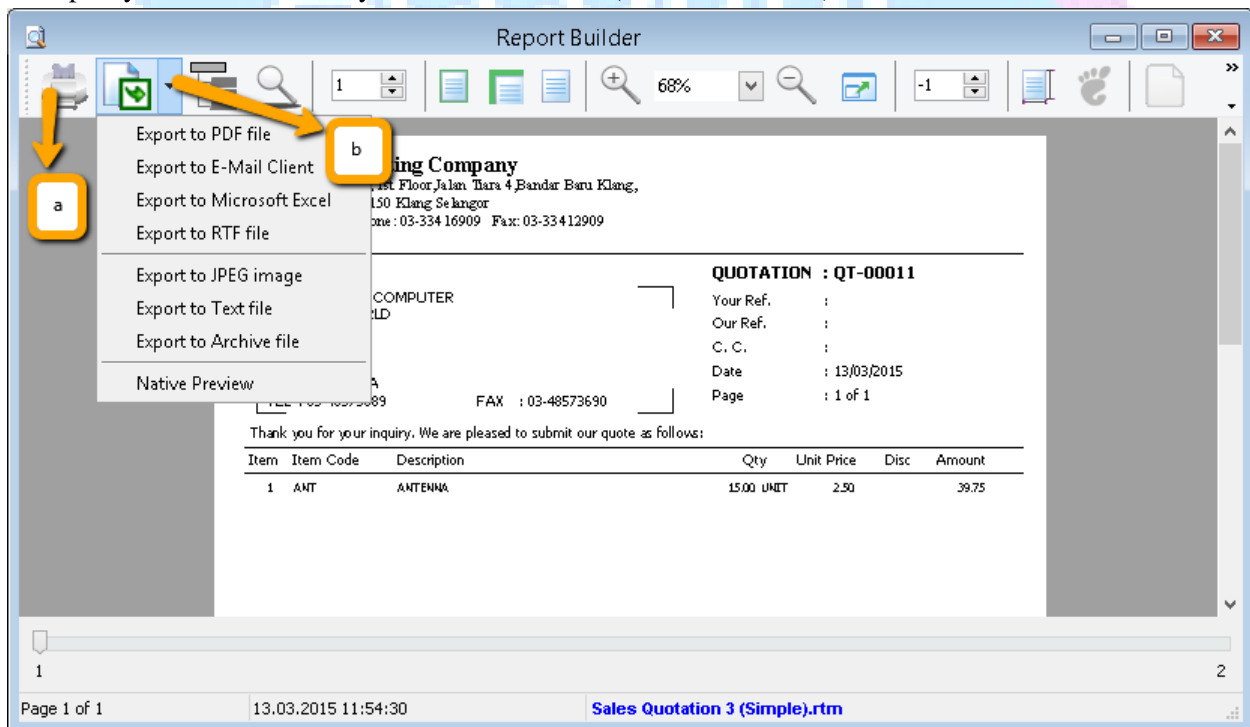


Step 5: Choose the Format



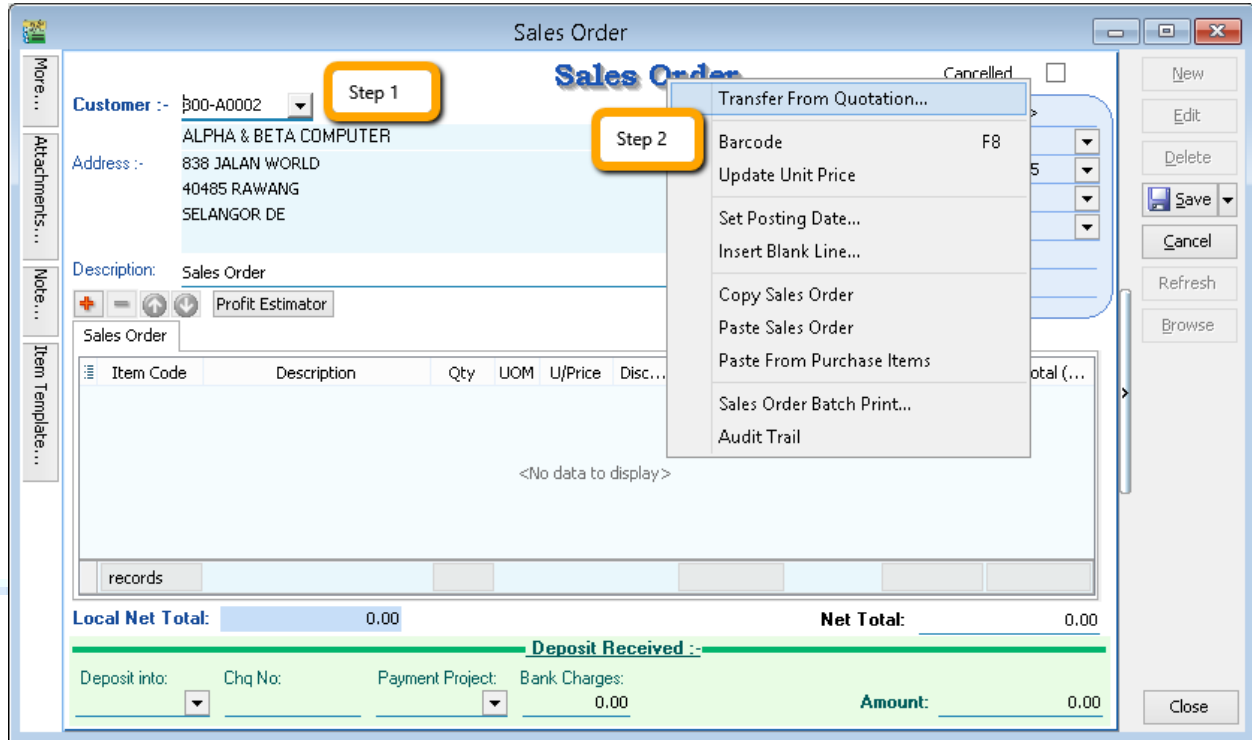
Step 6: Format Previewed, you can either Print or Export

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



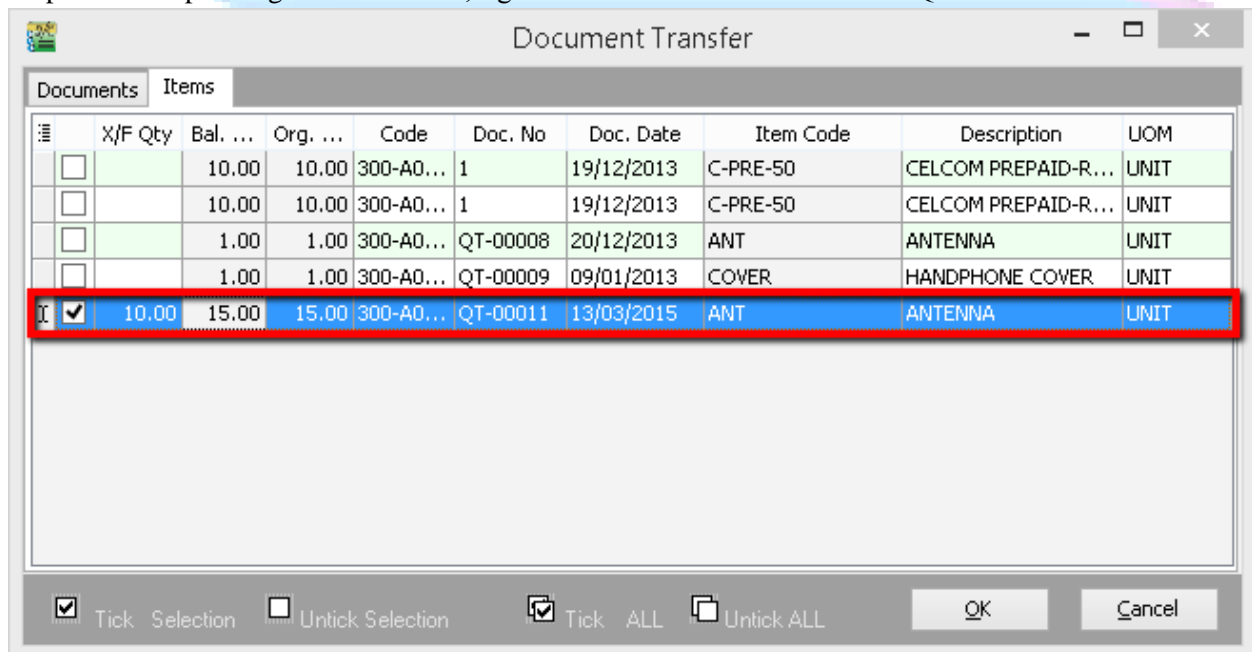
3.5. Sales Order

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



Step 1: Select your customer

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



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

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

Sales Order

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

Description: Sales Order

Profit Estimator

S/O No : SO-00031
 Next No :- SO-00032
 Date :- 20/04/2015
 Agent :- FFF
 Terms :- 45 Days
 Ref 1 :-
 Ext. No :-

Item Code	Description	Qty	U...	U/Price	Disc...	Sub Total	T...	Ta...	Tax Amo...	Sub Total...
▶ ANT	ANTENNA	10.00	U..	2.50		25.00	SR		1.50	26.50

1 records 10.00 25.00 1.50 26.50

Local Net Total: 26.50 **Net Total:** 26.50

Deposit Received :-

Deposit into: Chq No: Payment Project: Bank Charges: 0.00 Doc No: Amount: 0.00

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

Step 5: Save the Sales Order

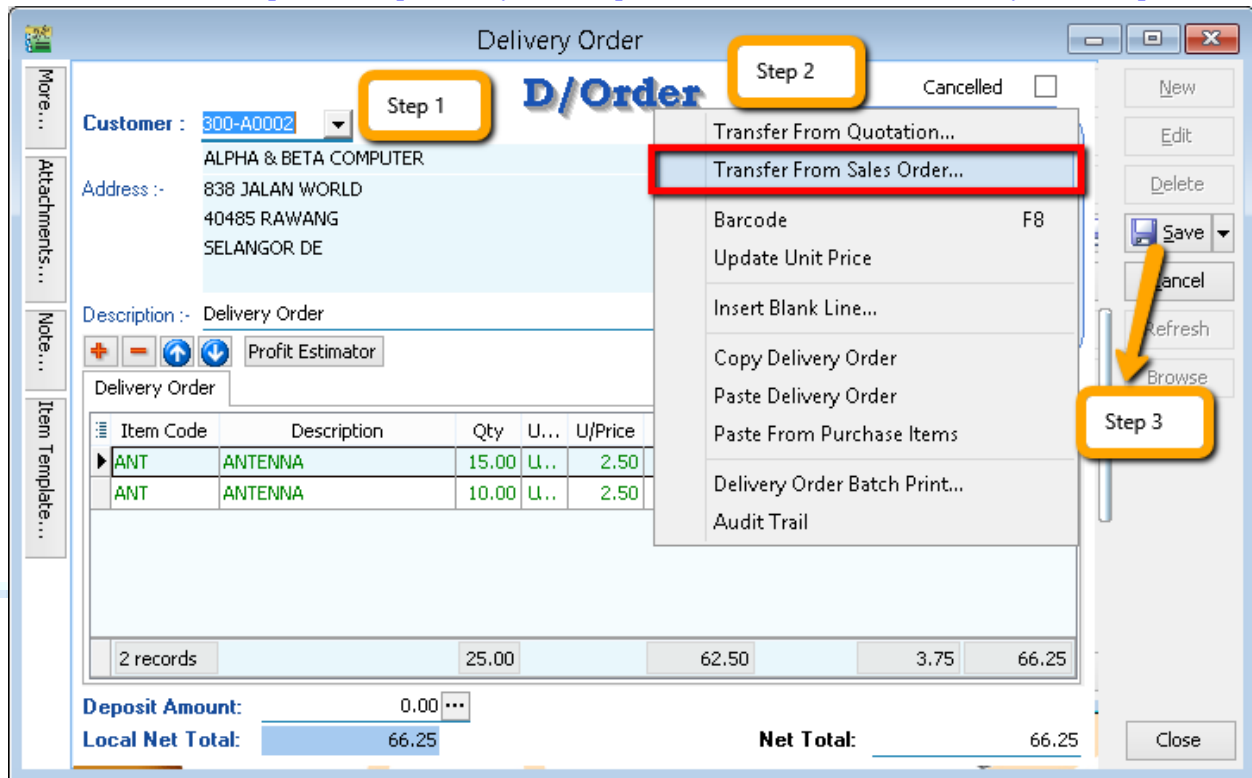
Tips : For additional reference regarding on check Outstanding Sales Order, please view our video for more information.

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3.6. Sales Delivery Order

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



The screenshot shows the 'Delivery Order' window in SQL ACC. The form is divided into several sections. On the left, there are buttons for 'More...', 'Attachments...', 'Note...', and 'Item Template...'. The main area contains fields for 'Customer' (300-A0002), 'Address' (838 JALAN WORLD, 40485 RAWANG, SELANGOR DE), and 'Description' (Delivery Order). Below these is a 'Profit Estimator' button. A table lists items with columns for Item Code, Description, Qty, U..., and U/Price. The table contains two rows for 'ANT' (ANTENNA) with quantities 15.00 and 10.00, and unit prices 2.50 and 2.50. At the bottom, there are fields for 'Deposit Amount' (0.00), 'Local Net Total' (66.25), and 'Net Total' (66.25). A right-hand panel contains buttons for 'New', 'Edit', 'Delete', 'Save', 'Cancel', 'Refresh', 'Browse', and 'Close'. A context menu is open over the 'Save' button, showing options like 'Transfer From Quotation...', 'Transfer From Sales Order...', 'Barcode', 'Update Unit Price', 'Insert Blank Line...', 'Copy Delivery Order', 'Paste Delivery Order', 'Paste From Purchase Items', 'Delivery Order Batch Print...', and 'Audit Trail'. Three orange boxes with arrows indicate the steps: Step 1 points to the Customer dropdown, Step 2 points to the 'Transfer From Sales Order...' menu item, and Step 3 points to the 'Save' button.

Item Code	Description	Qty	U...	U/Price
ANT	ANTENNA	15.00	U..	2.50
ANT	ANTENNA	10.00	U..	2.50

2 records 25.00 62.50 3.75 66.25

Deposit Amount: 0.00
Local Net Total: 66.25 Net Total: 66.25

Step 1: Select Customer Code

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

Step 3: Save

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

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3.7. Sales Invoice

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

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

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

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

Step 3: Assign the Tax Code accordingly

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

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

Refresh the screen now

Maintain Item

Maintain Stock Item

Code: ☐ Serial No. ☒ Stock Control ☒ Active

Description:

Item Group: Reorder Level: Remark 1:

Base UOM: Reorder Qty: Remark 2:

Ref. Cost: Lead Time: Barcode:

Ref. Price: Output Tax:

Shelf: Input Tax: Bal Qty:

UOM Cust. Price Supp. Price BOM More Desc. Opn Bal. Category Alternative Cust. Item Supp. Item Barc

UOM	RATE	Ref. Cost	Ref. Price	Min Price	Base
UNIT	1.00	1,500.0000	2,399.00	2,200.00	<input checked="" type="checkbox"/>
BOX	10.00	12,000.0000	23,900.00		
CTN	12.00	16,000.0000	0.00		

2nd UOM:

Default UOM:

Sales:

Purchase:

Stock:

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

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

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Invoice

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

Description: Sales

Profit Estimator

Confirm

Unit price for item "IP6" falls outside the range.
 Unit price should greater than or equal to 2200
 Do you want to continue?

Yes **No**

Inv No: <<New>>
Next No: IV-00115
Date: 13/03/2015
Agent: FFF
Terms: 45 Days
Ref 1.:
Ext. No.:

Item Code	Description	Qty	UOM	U/Price	Sub Total	Tax	Tax I...	Tax Amount	Sub Total (Tax)
IP6	IPHONE 6	1.00	UNIT	2100	2,100.00			0.00	2,100.00

1 records

Deposit Amount: 0.00
Local Net Total: 2,399.00
Net Total: 2,399.00

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

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

User Access Right

Description	Execute	Entry				Report			
		New	Edit	Delete	Process	Print	Preview	Export	
Group : Purchase									
Group : Sales									
Edit Document No - Customer	<input checked="" type="checkbox"/>								
Edit Document No - Customer	<input checked="" type="checkbox"/>								
Edit Document No - Customer	<input checked="" type="checkbox"/>								
Edit Document No - Customer	<input checked="" type="checkbox"/>								
Edit Document No - Sales Canc	<input checked="" type="checkbox"/>								
View Profit Estimator	<input checked="" type="checkbox"/>								
View Sales Price Tag	<input checked="" type="checkbox"/>								
Prompt Replace Unit Price Dial	<input checked="" type="checkbox"/>								
Show Deposit in Sales Order	<input checked="" type="checkbox"/>								
Save Price Below Cost	<input type="checkbox"/>								
Show Price in Delivery Order	<input checked="" type="checkbox"/>								
Show Payment / Change Dialo	<input checked="" type="checkbox"/>								
Override Sales Min/Max Price	<input type="checkbox"/>								
Quotation...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Sales Order...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
Delivery Order...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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

Question 2: How does system remind you your stock is run below the reorder level?

Maintain Item

Maintain Stock Item

Code: N-3210 Serial No. ☒ Stock Control ☒ Active

Description: NOKIA 3210

Item Group: HP Base UOM: UNIT Ref. Cost: 400.0000 Ref. Price: 900.00 Shelf:

Reorder Level: 5.00 Reorder Qty: 10.00 Lead Time: 0 Output Tax: Input Tax: Remark 1: Remark 2: Barcode: Bal Qty: -22.00

UOM Cust. Price Supp. Price BOM More Desc. Opn Bal. Category Alternative Cu

UOM	RATE	Ref. Cost	Ref. Price	Min Price	Base
UNIT	1.00	400.0000	900.00		<input checked="" type="checkbox"/>

2nd UOM: Default UOM: Sales: Purchase:

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

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

Invoice

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

Inv No: IV-00115
Next No: IV-00116
Date: 13/03/2015
Agent: FFF
Terms: 45 Days

Description: N-3210 NOKIA 3210

Item Code: N-3210

Item Code: N-3210

1 records

Deposit Amount: 0.00
Local Net Total: 4,500.00

Net Total: 4,500.00

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

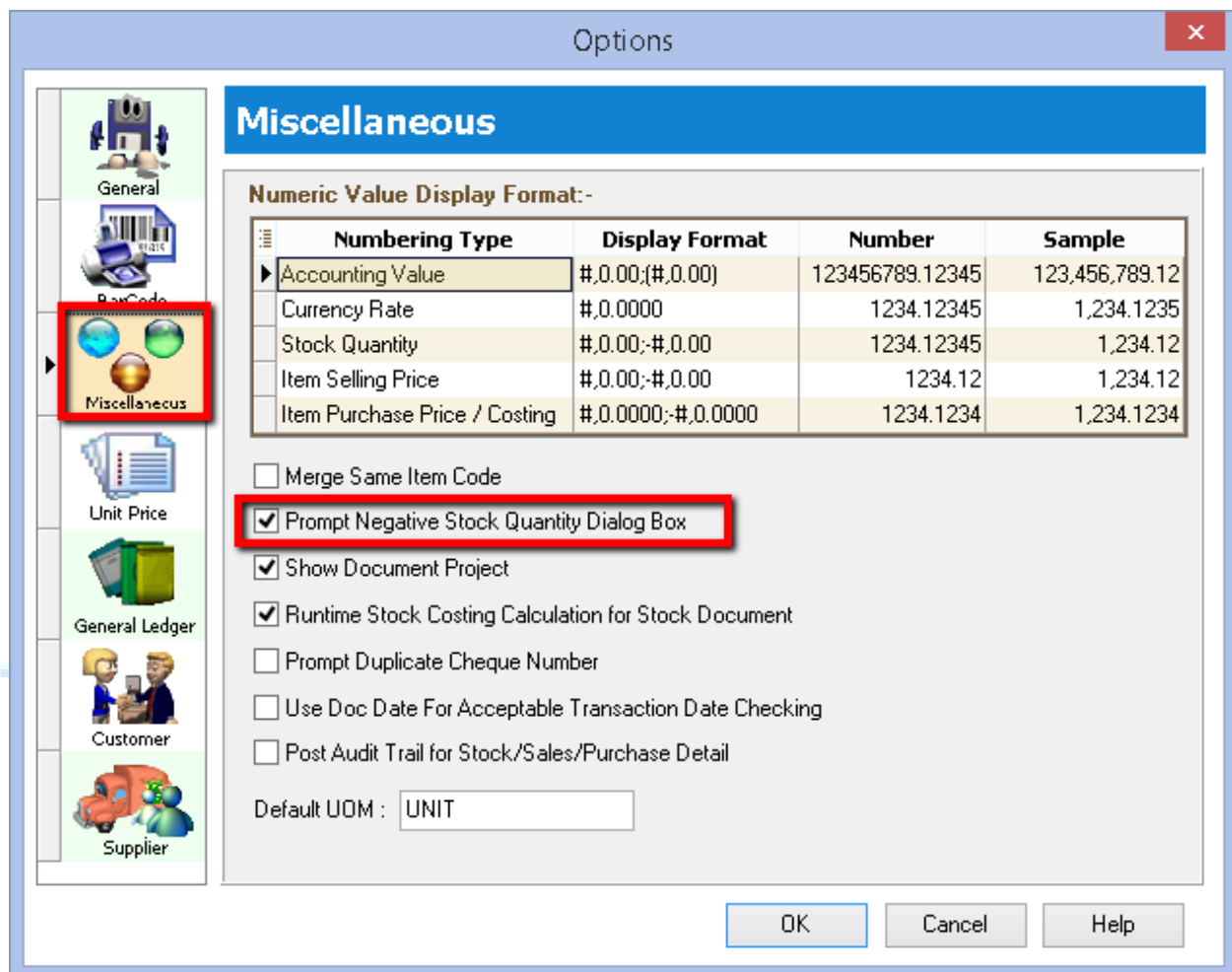
Stock Quantity Control

Item Code	Description	Location	Batch	Out Qty	Qty On H...	Reord...	Min Qty
N-3210	NOKIA 3210			5.00	-22.00	5.00	5.00

There are Items Below Qty On Hand, Below Reorder Level or Below Min. Qty.
Do you want to save it?

Buttons: Yes, No

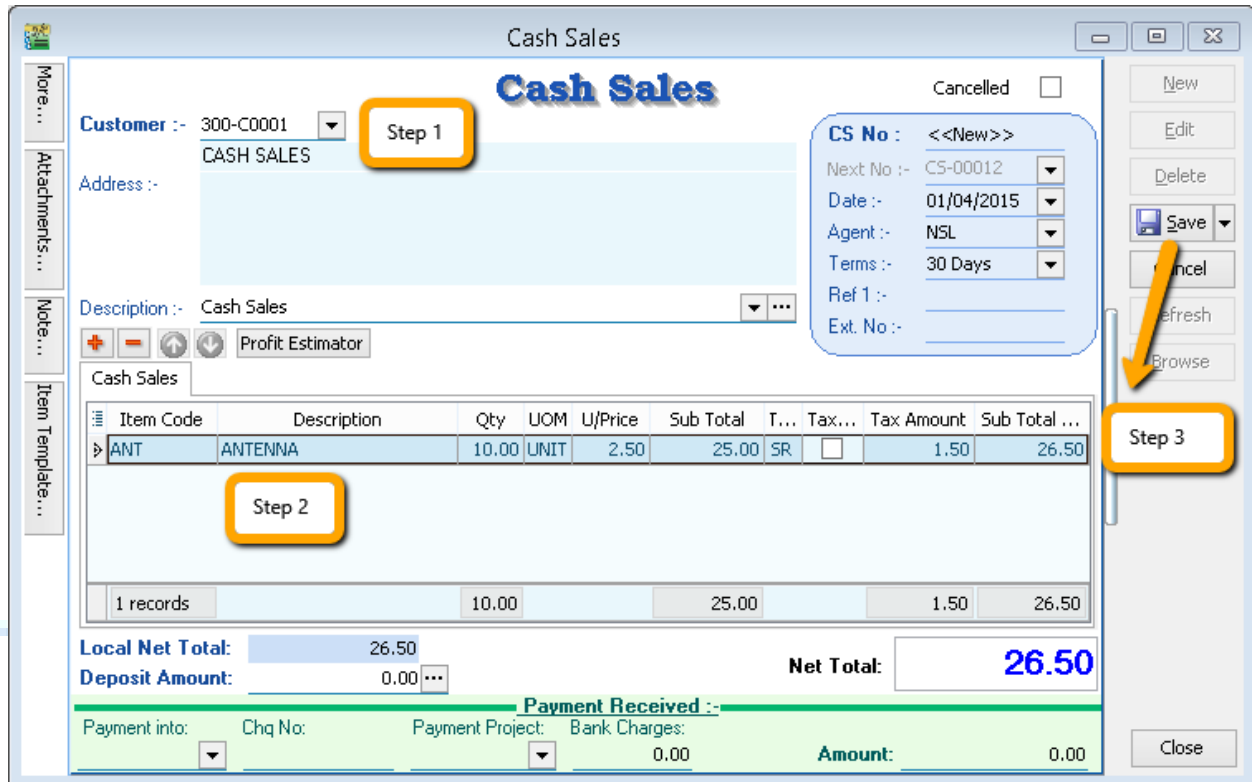
If you have access rights to get over this step, you are allowed to save. By the way, if you found no this dialog box show properly is because your settings had taken off, may go to Tools | Options



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3.8. Cash Sales



Cash Sales

Customer :- 300-C0001 **Step 1**

Address :- CASH SALES

Description :- Cash Sales

CS No : <<New>>

Next No :- CS-00012

Date :- 01/04/2015

Agent :- NSL

Terms :- 30 Days

Ref 1 :-

Ext. No :-

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

Step 2

1 records 10.00 25.00 1.50 26.50

Local Net Total: 26.50

Deposit Amount: 0.00

Net Total: **26.50**

Payment Received :-

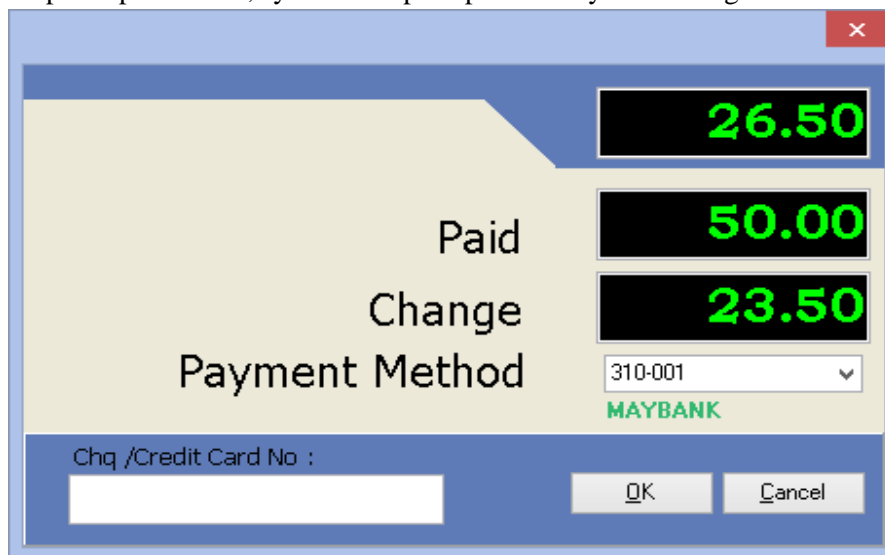
Payment into: Chq No: Payment Project: Bank Charges: Amount: 0.00

Close

Step 1: Select your customer as usual

Step 2: Select your item as usual

Step 3: Upon SAVE, system will prompt a POS system dialog box



26.50

50.00

23.50

Paid

Change

Payment Method

310-001

MAYBANK

Chq /Credit Card No :

OK Cancel

Key the figure you received accordingly, if this is a cheque, you may also key in the cheque number.

Cash Sales

Customer :- 800-C0001
Address :- CASH SALES

Description :- Cash Sales

CS No :- CS-00012
Next No :- CS-00013
Date :- 01/04/2015
Agent :- NSL
Terms :- 30 Days
Ref 1 :-
Ext. No :-

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

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

Item Code Description Qty UOM U/Price Sub Total T... Tax... Tax Amount Sub Total ...

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

1 records 10.00 25.00 1.50 26.50

Upon save, system will auto update payment

3.9. Sales Credit Note

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

Credit Note

Customer :- 800-A0002
Address :- ALPHA & BETA COMPUTER
838 JALAN WORLD
40485 RAWANG
SELANGOR DE

Description :- Sales Returned

Item Code Description Qty UOM U/Price Sub Total

Item Code	Description	Qty	UOM	U/Price	Sub Total
N-3210	NOKIA 3210	2.00	UNIT	900.00	1,800.00

1 records 2.00 1,800.00 108.00 1,908.00

Local Net Total: 1,908.00
Net Total: 1,908.00

Step 1: Select customer as usual

Step 2: Mouse point under Credit Note, right click and select "transfer from sales invoice"

Step 3: After transfer, the detail will be in GREEN colour

Step 1: Select customer as usual

Step 2: Mouse point under Credit Note, right click and select "transfer from sales invoice"

Step 3: After transfer, the detail will be in GREEN colour

Chapter 4: Customer & Supplier

4.1. Customer Invoice

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

Answer:

Customer Invoice only reflect on account posting, do not have any Qty / Unit Price to insert

Sales Invoice reflect between stock and account together, so we advise if user have stock item incur, we will suggest to use Sales Invoice to key and customer Invoice will update too. See the sample here:

Invoice No.	Date	Code	Customer	Current Amount	Outstanding Amount
IV-00058	14/05/2013	300	Customer Invoice	1,000.00	1,000.00
IV-00007	25/10/2013	300-A0003	AB ENTERPRISE...	5,900.00	5,900.00
IV-00012	03/12/2013	300-A0001	ABEST TELECO...	500.00	500.00
IV-00008	17/12/2013	300-A0003	AB ENTERPRISE...	1,955.00	1,955.00
IV-00010	18/12/2013	300-A0002	ALPHA & BETA ...	2.50	2.50
IV-00011	22/12/2013	300-A0002	ALPHA & BETA ...	50.00	50.00
IV-00107	05/02/2014	300-A0002	ALPHA & BETA ...	10,000.00	0.00
IV-00100	20/04/2014	300-A0004	AB ENTERPRISE...	5,000.00	0.00
IV-00099	15/05/2014	300-A0002	ALPHA & BETA ...	225.00	225.00
IV-00102	22/05/2014	300-A0004	AB ENTERPRISE...	2,000.00	2,000.00
IV-00103	18/07/2014	300-A0004	AB ENTERPRISE...	5.00	5.00
IV-00104	14/08/2014	300-A0002	ALPHA & BETA ...	55.00	55.00
IV-00105	04/09/2014	300-A0002	ALPHA & BETA ...	917.05	917.05
IV-00106	08/09/2014	300-C0001	CASH SALES	31,350.00	31,350.00
IV-00108	31/10/2014	300-A0002	ALPHA & BETA ...	18.00	0.00
IV-00109	22/11/2014	300-A0002	ALPHA & BETA ...	9.00	0.00
IV-00110	21/01/2015	300-A0002	ALPHA & BETA ...	25.00	17.50
IV-00111	21/01/2015	300-A0001	ABEST TELECO...	250.00	0.00
IV-00112	22/01/2015	300-A0002	ALPHA & BETA ...	0.00	0.00
IV-00115	13/03/2015	300-A0002	ALPHA & BETA ...	4,500.00	4,500.00
IV-00114	25/04/2015	300-A0002	ALPHA & BETA ...	66.25	66.25
IV-00113	30/04/2015	300-A0002	ALPHA & BETA ...	14,600.00	14,600.00

Invoice No.	Date	Code	Company	Current Amount	Amount
IV-00003	04/01/2013	300-C	Sales Invoice	---	5,225.00
IV-00002	19/01/2013	300-A0001	ABEST TELECOMMUN...	\$	7,500.00
IV-00001	11/02/2013	300-K0001	KITTY SECURITY SDN ...	---	16,000.00
IV-00004	20/02/2013	300-A0002	ALPHA & BETA COMP...	---	9,380.00
IV-00006	21/02/2013	300-A0002	ALPHA & BETA COMP...	---	360.00
IV-00005	20/04/2013	300-A0003	AB ENTERPRISE SDN ...	---	8,988.00
IV-00007	25/10/2013	300-A0003	AB ENTERPRISE SDN ...	---	5,900.00
IV-00008	17/12/2013	300-A0003	AB ENTERPRISE SDN ...	---	1,955.00
IV-00010	18/12/2013	300-A0002	ALPHA & BETA COMP...	---	2.50
IV-00011	22/12/2013	300-A0002	ALPHA & BETA COMP...	---	50.00
IV-00107	05/02/2014	300-A0002	ALPHA & BETA COMP...	---	10,000.00
IV-00100	20/04/2014	300-A0004	AB ENTERPRISE SDN ...	---	5,000.00
IV-00099	15/05/2014	300-A0002	ALPHA & BETA COMP...	---	225.00
IV-00102	22/05/2014	300-A0004	AB ENTERPRISE SDN ...	---	2,000.00
IV-00103	18/07/2014	300-A0004	AB ENTERPRISE SDN ...	---	5.00
IV-00104	14/08/2014	300-A0002	ALPHA & BETA COMP...	---	55.00
IV-00105	04/09/2014	300-A0002	ALPHA & BETA COMP...	---	917.05
IV-00106	08/09/2014	300-C0001	CASH SALES	---	31,350.00
IV-00108	31/10/2014	300-A0002	ALPHA & BETA COMP...	---	18.00
IV-00109	22/11/2014	300-A0002	ALPHA & BETA COMP...	---	9.00
IV-00110	21/01/2015	300-A0002	ALPHA & BETA COMP...	---	25.00
IV-00112	22/01/2015	300-A0002	ALPHA & BETA COMP...	---	0.00
IV-00115	13/03/2015	300-A0002	ALPHA & BETA COMP...	---	4,500.00
IV-00114	25/04/2015	300-A0002	ALPHA & BETA COMP...	---	66.25
IV-00113	30/04/2015	300-A0002	ALPHA & BETA COMP...	---	14,600.00

How to key Customer Invoice?

Go to Customer | Customer Invoice and press on “New”

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Customer Invoice Entry

Customer Code: 800-A0002 **Step 1** Currency: -----

Area: RAWANG

Customer Invoice

Cancelled ☐

Inv No: IV-00116

Next No: IV-00117

Date: 01/05/2015

Agent: FFF

Terms: 45 Days

Ext. No:

Bill To: ALPHA & BETA COMPUTER

Document Detail Grid

Sales A/C	Description	Project	Amount	Tax	Tax Am...	Tax Inclu...	Sub Tota...
500-000	SALES	----	5,000.00	SR	300.00	<input type="checkbox"/>	5,300.00
1 records			Total:	5,000.00			

Local Net Total: 5,300.00 **Net Total:** 5,300.00

Invoice Description: Sales Outstanding: 5,300.00

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

Step 2

Step 1: Select your Customer

Step 2: Assign your detail account code and tax accordingly.

Step 3: Save

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4.2. Customer Payment

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

A) Local Bank Payment

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

The screenshot shows the 'Customer Payment Entry' window. It includes fields for Customer Code (300-A0002), Project, Currency, O/R No (OR-00065), Next No (OR-00066), Date (05/02/2015), Agent (SY), Area (RAWANG), and Paid Amount (10,000.00). The 'Paid By' field is set to ALPHA & BETA COMPUTER. The 'Received In' field is set to MAYBANK. The 'Bank Charge' field is set to 0.00. The 'Cheque No' field is set to PBB 12345678. The 'Description' field is set to Payment For Account. The 'Unapplied Amt' field is set to 0.00. The 'Knock-off Grid' table is visible, showing a list of invoices with columns for Type, Date, Doc No., Amount, Outstanding, Pay, and a checkbox. The first row is highlighted, and the checkbox is checked. The 'Total' row shows a total amount of 23,767.50, an outstanding amount of 8,765.50, and a pay amount of 10,000.00.

Type	Date	Doc No.	Amount	Outstanding	Pay	
IV	01/01/2013	4	100.00	0.00	100.00	<input checked="" type="checkbox"/>
IV	12/01/2013	IV-00021	100.00	0.00	100.00	<input checked="" type="checkbox"/>
IV	13/01/2013	CS-00007	7.50	0.00	5.50	<input checked="" type="checkbox"/>
DN	20/01/2013	DN-00004	12.50	0.00	12.50	<input checked="" type="checkbox"/>
IV	16/02/2013	CS-00010	1,595.00	0.00	1,595.00	<input checked="" type="checkbox"/>
IV	20/02/2013	IV-00004	9,380.00	0.00	4,380.00	<input checked="" type="checkbox"/>
IV	18/12/2013	IV-00010	2.50	0.00	2.50	<input checked="" type="checkbox"/>
IV	01/08/2015	XXXX	1,060.00	0.00	1,060.00	<input checked="" type="checkbox"/>
IV	01/09/2015	IV-00104	10,450.00	7,705.50	2,744.50	<input checked="" type="checkbox"/>
IV	01/09/2015	YYYY	1,060.00	1,060.00	0.00	<input type="checkbox"/>
10 doc		Total:	23,767.50	8,765.50	10,000.00	

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

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Scenario 1: PD Cheque (Post Date Cheque)

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

Customer Payment Entry

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

Customer Payment

Cancelled ☐

Paid By : ALPHA & BETA
Received In : MAYBANK
Bank Charge :
Cheque No : PBB 12345678

Description: Payment For Ac

O/R No : OR-00065
Next No : OR-00066
Date : 05/02/2015
SY
RAWANG
Paid Amount: 10,000.00

Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes

Type	Date	Doc No.	Amount	Outstanding	Pay
IV	01/01/2013	4	100.00	0.00	100.00
IV	12/01/2013	IV-00021	100.00	0.00	100.00
IV	13/01/2013	CS-00007	7.50	0.00	5.50
DN	20/01/2013	DN-00004	12.50	0.00	12.50

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

Customer Supplier Sales Purchase Stock Product

- Maintain Customer...
- Customer Invoice...
- Customer Payment...
- Customer Debit Note...
- Customer Credit Note...
- Customer Refund...
- Customer Contra...
- Print Customer Document Listing...
- Print Customer Balance Report...
- Print Customer Due Document...
- Print Customer Aging Report...
- Print Customer Statement...
- Print Customer Post Dated Cheque Listing...**
- Print Customer Analysis By Document...
- Print Customer Sales and Collection Analysis...

Customer | Print Cust Post Dated Cheque Listing

Scenario 2: Bounced Cheque (Cancel Cheque)

Step 1: Go back to the customer payment

Step 2: Click on EDIT

Step 3: Right Click, select "Bounced Status"

Step 4: Set the Bounced Date and Save

The screenshot shows the 'Customer Payment Entry' window. The 'Customer Code' is 300-A0002 and the 'Project' is empty. The 'Currency' is set to '---'. The 'Customer Payment' section shows 'Paid By: ALPHA & BETA', 'Received In: MAYBANK', 'Bank Charge: 0.00', and 'Cheque No: PBB 1234567'. The 'Description' is 'Payment For Account'. The 'Knock-off Invoices / Debit Notes' table is visible below.

A right-click context menu is open over the 'Customer Payment' section, with the 'Bounced Status...' option highlighted. An orange arrow points to this option, and a callout box says 'Right Click and "Bounced Status"'. The 'Bounced' status is also indicated by a large red text overlay on the screen.

The 'Knock-off Invoices / Debit Notes' table is as follows:

Type	Date	Doc No.	Amount	Outstanding	Pay
IV	01/01/2013	4	100.00	0.00	100.00
IV	12/01/2013	IV-00021	100.00	0.00	100.00
IV	13/01/2013	CS-00007	7.50	0.00	5.50

A 'Bounced' dialog box is open, showing 'Bounced' checked and 'Bounced on' set to 10/02/2015. The dialog has 'OK' and 'Cancel' buttons.

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

Date: 01/02/2015 to 28/02/2015

Account: 310-001

Project:

Agent:

Area:

General Ledger
Sales Ledger (Customer Control)
Purchase Ledger (Supplier Control)

Group By:
☒ Account Code
☐ Account Description
☐ Post Date
☐ Ref1
☐ Project
☐ Agent
☐ Area

☒ Merge GL Code for same document
☐ Exclude Project When Merging
☐ Use 2nd Description
☒ Include Zero Closing Balance
☒ Include Zero Transaction
☒ Local Currency ☐ Foreign Currency

Apply

Date	Ref 1	Description	Pr...	Description 2	Local DR	Local CR	Local Balance
Code : 310-001 (MAYBANK)							
		Balance B/F	----				640.00
09/02/2015	OR-00056	ALPHA & BETA COMPUTER	----	Payment For Acco...	5,000.00	0.00	5,640.00
10/02/2015	OR-00056	ALPHA & BETA COMPUTER (Bounced)	----		0.00	5,000.00	640.00
					5,000.00	5,000.00	

B) Foreign Currency Customer pay to RM bank

Video Guide Link:

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

Step 1: Create an Invoice in USD

Invoice

Customer: 300-T0006 **USD @ 3,7400**

Address :-

Description :- Sales

Profit Estimator

Invoice More

Item Code	Description	Qty	UOM	U/Price	Sub Total	Tax	Ta...	Tax Amo...	Sub Total...
ANT	ANTENNA	10.00	UNIT	1.50	15.00	ZRE		0.00	15.00

1 records 10.00 15.00 0.00 15.00

Deposit Amount: 0.00

Local Net Total: 56.10

Net Total: 15.00

Close

Inv No : IV-00117
Next No :- IV-00118
Date :- 28/04/2015
Agent :-
Terms :- 30 Days
Ref 1 :-
Ext. No. :-

Cancelled ☐

New
Edit
Delete
Save
Cancel
Refresh
Browse

Step 2: Customer Payment

Customer Payment Entry

Customer Code: 300-T0006
Project: ----

Customer Payment

Cancelled ☐

Paid By: US CORPORATION PE LTD

Received In: MAYBANK

Bank Charge: 0.00
Cheque No: TT

Description: Payment For Account

Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes

Knock Off Grid

Type	Date	Doc No.	Amount	Outstanding	Pay	Project
IV	28/04/2015	IV-00117	15.00	0.00	15.00	----

1 doc Total: 15.00 0.00 15.00

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

1. You are not allowed to change the Currency rate yourself, refer step below first
2. Make sure you are selecting your local currency bank
3. Paid Amount is depends on currency which bank selected at step 2, so for this paid amount must key in RM since we are choosing Maybank (RM)

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

*For more different currency payment, please visit our reference guide:

http://www.sql.com.my/document/sqlacc_docs/PDF/04-03-Customer_Payment_LocalMultiPayment.pdf

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4.3. Customer Credit Note

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

The screenshot shows the 'Customer Credit Note Entry' window. At the top, there are fields for 'Customer Code' (300-A0002), 'Area' (RAWANG), and 'Currency' (----). Below these is a 'Customer Credit Note' section with a 'Cancelled' checkbox. To the right, 'C/N No' is CN-00022, 'Next No' is CN-00023, and 'Date' is 28/04/2015. The 'Customer' is ALPHA & BETA COMP. A table below shows a single record: GL Acco... 510-0000 NOKIA 3210. The 'Local Net Total' and 'Net Total' are both 1,908.00. The 'C/N Description' is Sales Returned, and 'Unapplied Amt' is 1,908.00. A 'Knock-off Invoices / Debit Notes' section is at the bottom with a grid showing columns for Type, Date, Doc No., Amount, Outstanding, and Pay. A 'Confirm' dialog box is overlaid in the center, asking 'This document was posted from Sales | Credit Note.... Do you want to edit this document?' with 'Yes' and 'No' buttons.

Type	Date	Doc No.	Amount	Outstanding	Pay
<No data to display>					

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



Customer Credit Note Entry

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

Area : RAWANG

Customer Credit Note C/N No : CN-00022

Cancelled ☐ Next No : CN-00023

Customer : ALPHA & BETA COMPUTER Date : 28/04/2015

Agent : FFF

Ext. No :

GL Acco...	Description	Project	Amount	Tax	Tax ...	Tax Incl...	Sub Tota...
510-0000	NOKIA 3210	----	1,800.00	SR	108.00	<input type="checkbox"/>	1,908.00

1 records

Local Net Total: 1,908.00 **Net Total:** 1,908.00

C/N Description: Sales Returned Unapplied Amt: 0.00

Knock-off Invoices / Debit Notes

Knock Off Grid

Type	Date	Doc No.	Amount	Outstanding	Pay	
IV	25/04/2015	IV-00114	66.25	66.25	0.00	<input type="checkbox"/>
IV	30/04/2015	IV-00113	14,600.00	12,692.00	1,908.00	<input checked="" type="checkbox"/>
IV	01/05/2015	IV-00116	5,300.00	5,300.00	0.00	<input type="checkbox"/>
15 records			Total:	36,885.80	29,968.30	1,908.00

New
Edit
Delete
Save
Cancel
Refresh
Browse
Close

Account

Payroll

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4.4. Customer Contra vs Supplier Contra

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

Type	Date	Doc No.	Amount	Outstanding	Pay	
IV	04/09/2014	IV-00105	917.05	917.05	0.00	<input type="checkbox"/>
IV	21/01/2015	IV-00110	25.00	17.50	0.00	<input type="checkbox"/>
IV	13/03/2015	IV-00115	4,500.00	4,500.00	0.00	<input type="checkbox"/>
IV	25/04/2015	IV-00114	66.25	66.25	0.00	<input type="checkbox"/>
IV	30/04/2015	IV-00113	14,600.00	14,600.00	0.00	<input type="checkbox"/>
IV	01/05/2015	IV-00116	5,300.00	5,200.00	100.00	<input checked="" type="checkbox"/>
15 records			Total:	36,885.80	31,776.30	100.00

Step 1: Customer | Customer Contra | New

Step 2: Key in the contra amount

Step 3: Tick knocked off to contra which Invoice

Now, go to Supplier | Supplier Contra

C/T No.	Date	Supplier	Cur...	Amount	Customer	Curr...	Amount...	U/A Amt
CT-00006	01/04/2015	----	0.00	ALPHA & B...	----	100.00	0.00	

1 Contra 0.00 100.00 0.00

Edit it, and repeat the same step as above.

4.5. Customer Statement

You can send your customer statement of account by monthly, to remind them if overdue.

Customer Statement

Date ☒ 01/04/2015 to 30/04/2015

Statement Date: 30/04/2015

Customer: ☐

Agent: ☐

Area: ☐

Doc Project: ☐

Currency: ☐

Control A/C: ☐

Co. Cate.: ☐

Company Category: ☐

Customer Code: ☐

Customer Name: ☐

Agent: ☐

Area: ☐

Currency: ☐

Control Account: ☐

Statement Type:

Report Name:

Apply

Code	Company Name	Current...	Agent	Area	Balance
300-A0001	ABEST TELECOMMUNICATION...	S\$	LF	SINGAPORE	5,329.70
300-A0002	ALPHA & BETA COMPUTER	----	FFF	RAWANG	24,327.80
300-A0003	AB ENTERPRISE SDN BHD	----	NF	PJ	23,381.00
300-A0004	AB ENTERPRISE SDN BHD1	----	NF	PJ	2,000.00
300-C0001	CASH SALES	----	NSL	SA	36,575.00
300-F0001	FAUNG TECK WAI	----	----	----	3,084.00

Count = 9 111,312.50

Knock Off Detail :-

Doc No	Date	Description	Knock Off Amount
<No data to display>			

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

Step 2: There have 3 options for you

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

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

c. Brought Forward Statement – Show lump-sum figure for previous month outstanding, this month with details

Step 3: Click on “Apply”, all the outstanding show will accordingly by customer

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

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4.6. Customer Aging

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

Go to Customer | Customer Aging

The screenshot shows the 'Customer Aging Report' window. It includes a date filter (Aging Date: 30/04/2015), a list of filters (Customer, Agent, Area, Project, Currency, Control A/C, Co. Cate.), a 'Group/Sort By' section with checkboxes for Customer Code, Customer Name, Agent, Area, Currency, Control Account, and Company Category, and an 'Aging On' section with a 'Default Aging' dropdown and checkboxes for 'Include PDC Info', 'Include Knock-Off Detail', and 'Include zero balance'. A 'Report Name' list on the right shows various aging periods. An 'Apply' button is located below the report name list. The bottom section displays a table with columns: Company Name, Pay (MTD), Current Mth, 1 Month, 2 Months, 3 Mths & Above, Total, and Col.06. The table lists several companies and their respective aging amounts.

Company Name	Pay (MTD)	Current Mth	1 Month	2 Months	3 Mths & Above	Total	Col.06
A'BEST TELECOMMUNICA...					5,329.70	5,329.70	
ALPHA & BETA COMPUTER		12,658.25	4,500.00		7,169.55	24,327.80	
AB ENTERPRISE SDN BHD					23,381.00	23,381.00	
AB ENTERPRISE SDN BHD1					2,000.00	2,000.00	
CASH SALES	26.50				36,575.00	36,575.00	
FAUNG TECK WAI					3,084.00	3,084.00	
KITTY SECURITY SDN BHD					15,600.00	15,600.00	
STAR TRADING SDN BHD					1,000.00	1,000.00	
Count = 9	26.50	12,673.25	4,500.00	0.00	94,139.25	111,312.50	0.00

Step 1: Filter your date

Step 2: Filter your information you wish to see

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

Step 4: Click on Apply

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

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Chapter 5: General Ledger

5.1. Maintain Opening Balance for General Ledger

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

Step 1: GL | Maintain Opening Balance

Description	Code	Local DR	Local CR
FIXED ASSETS		12,345.00	123.45
FURNITURE & FITTINGS	200-200	12,345.00	0.00
ACCUM DEPRN. - FURNITURE...	200-205	0.00	123.45
OFFICE EQUIPMENT	200-300		
ACCUM. DEPRN. - OFFICE EQ...	200-305		
MOTOR VEHICLE	200-400		
ACCUM DEPRN. - MOTOR VEH...	200-405		
LAND & BUILDING	200-500		
HANDPHONE	200-600		
INVESTMENT			
OTHER ASSETS			
CURRENT ASSETS			
CURRENT LIABILITIES			
OTHER LIABILITIES			
EQUITY			
TOTAL		12,345.00	12,345.00

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

Step 3: Insert the figure

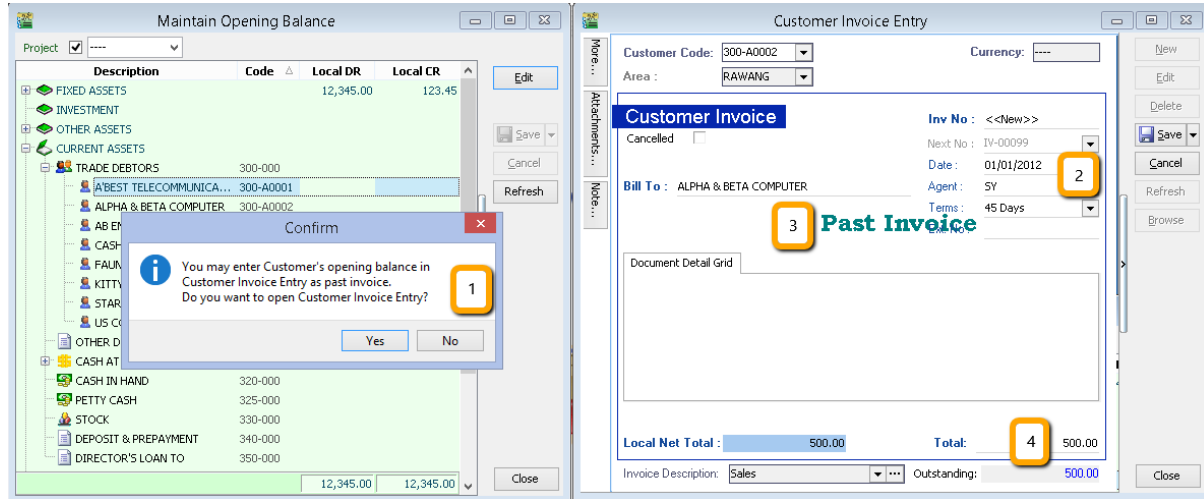
Step 4: Make sure Dr. and Cr. Always **tally**

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5.2. Maintain Opening Balance for Customer & Supplier

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



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

Account

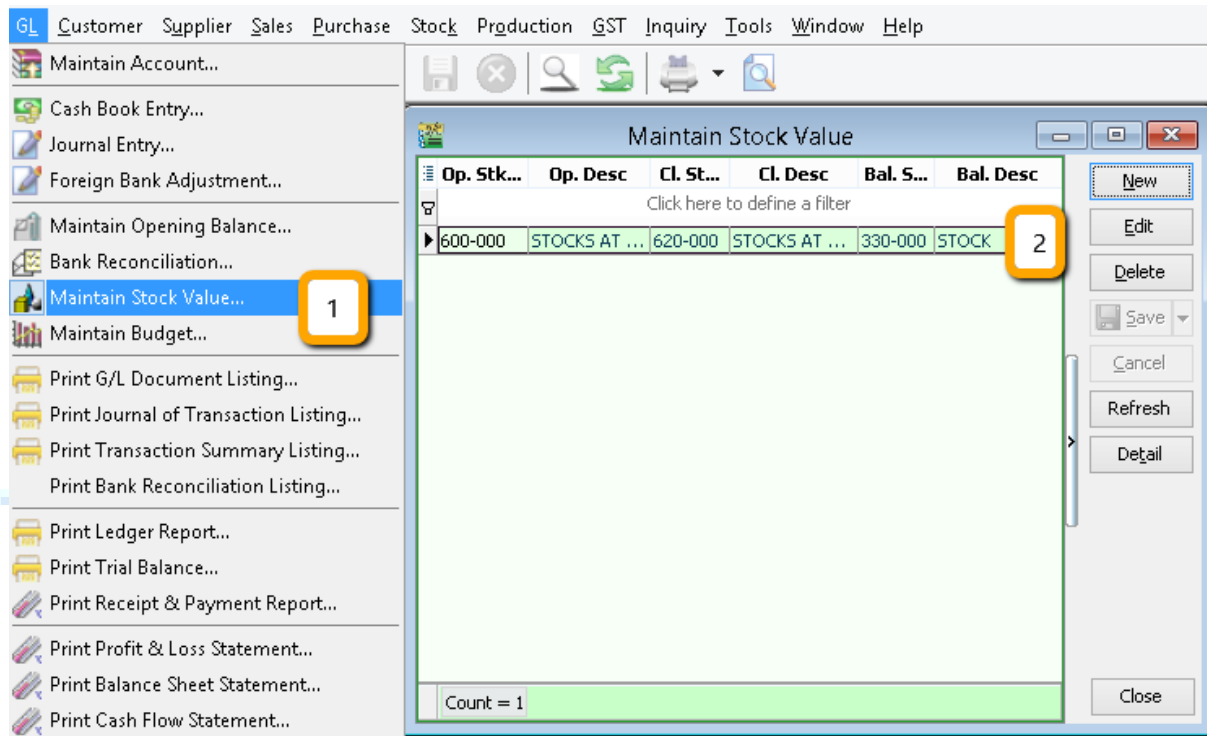
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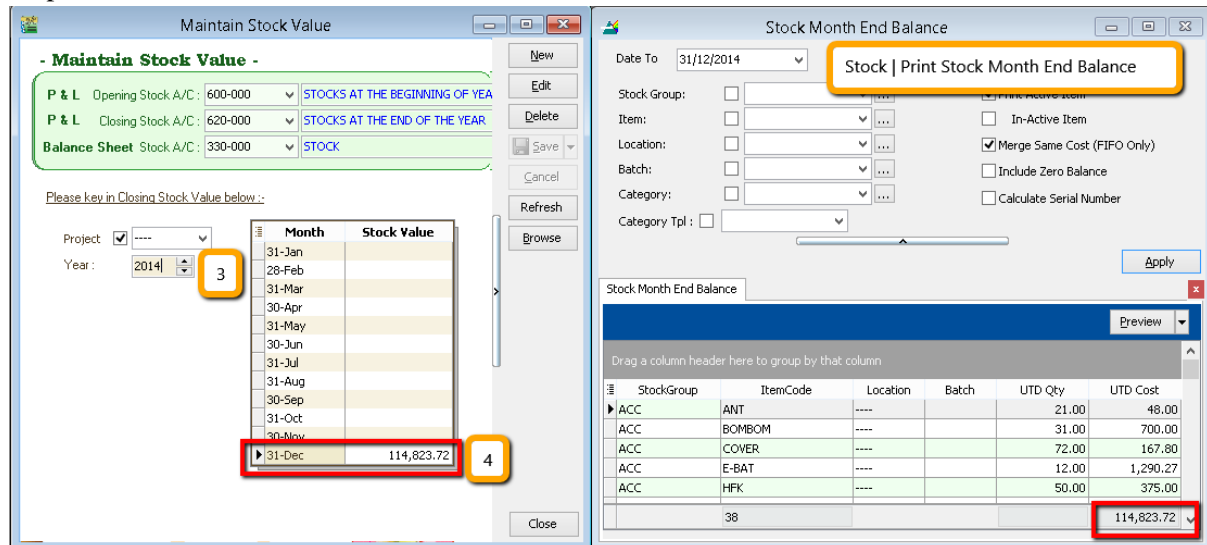
5.3. Maintain Opening Balance for Stock Value

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

Step 1: GL | Maintain Stock Value



Step 2: Click on EDIT

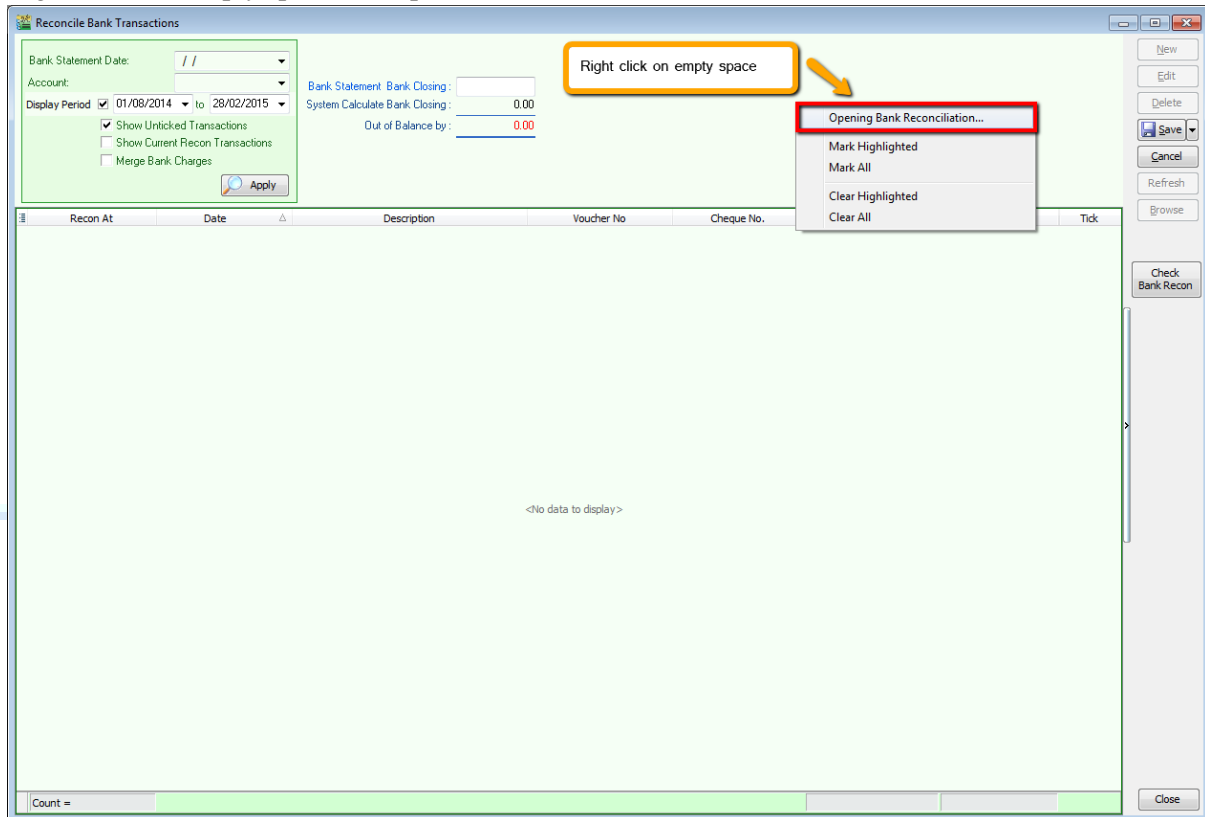


Step 3: Apply Stock Month Balance to check Total UTD Cost (Stock Module Required) & Set the YEAR

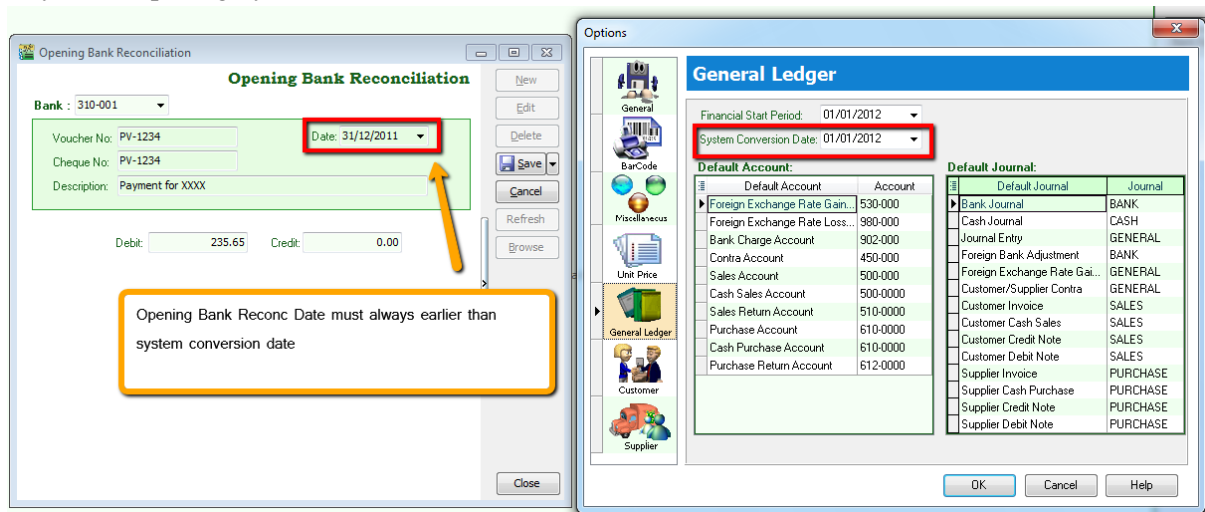
Step 4: Insert the figure of Opening figure

5.4. Opening Bank Reconciliation

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



4. Key in the opening by transaction



5.5. Journal Entry

Journal Entry

Journal No: JV-00004
Next No: JV-00005
Date: 09/02/2015

Description:

G/L Code	GL Description	Local DR	Local CR	Tax	Tax Inclusive	Local Tax ...
200-300	OFFICE EQUIPMENT	500.00				0.00
200-305	ACCUM. DEPRN. - OFFICE EQUIP...		500.00			0.00
2 record:		500.00	500.00			

Step 1: GL | Journal Entry

Step 2: Insert your double entry

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

Journal Entry

Journal No: JV-00004
Next No: JV-00005
Date: 09/02/2015

Description: Capital by Director

G/L Code	GL Description	Local DR	Local CR	Tax	Tax Inclusive	Local Tax ...
310-001	MAYBANK	1,500.00				0.00
150-501	LOAN FROM DIRECTOR - KITTEN 1		250.00			0.00
150-502	LOAN FROM DIRECTOR - KITTEN 2		250.00			0.00
150-503	LOAN FROM DIRECTOR - KITTEN 3		1,000.00			0.00
4 record:		1,500.00	1,500.00			

Sample has more than 2 account posting....

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Smart Tips : If recurring journal we can always copy paste

Journal Entry

Cancelled ☐

Journal No: JV-00004

Next No: JV-00005

Date: 09/02/2015

Description: Capital b

Document Detail Grid

G/L Code	GL Description	Local DR	Local CR	Tax	Tax Inclusive	Local Tax ...
310-001	MAYBANK	1,500.00			<input type="checkbox"/>	0.00
150-501	LOAN FROM DIRECTOR - KITTEN 1		250.00		<input type="checkbox"/>	0.00
150-502	LOAN FROM DIRECTOR - KITTEN 2		250.00		<input type="checkbox"/>	0.00
150-503						

4 records

if this is a recurring journal entry, you can always right click and click on "Copy Journal Entry"

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

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

Account

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5.6. Cash Book Entry

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

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

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

Cash Book Entry

Voucher No.	Date	Description	Cheque No	Local DR	Local CR
PV-00002	06/01/2013	ERICSON SUPPLIER BHD	MBB 100002	0.00	30,000.00
PV-00046	06/01/2013	CELCOM (M) COMMUNICATI...	11111	0.00	1.00
OR-00030	07/01/2013	ALPHA & BETA COMPUTER	87678868	100.00	0.00
PV-00005	07/01/2013	MOTOROLA SUPPLIER BHD	MBB 100005	0.00	10,000.00
PV-00006	07/01/2013	NOKIA CORP LTD	MBB 100006	0.00	10,000.00
OR-00027	09/01/2013	KITTY SECURITY SDN BHD		10,000.00	0.00
OR-00003	11/01/2013	KITTY SECURITY SDN BHD	0BB 124358	4,000.00	0.00
OR-00036	13/01/2013	ALPHA & BETA COMPUTER		2.00	0.00
OR-00047	18/01/2013	A'BEST TELECOMMUNICATIO...	MBB 123456	2,503.00	0.00
OR-00004	22/01/2013	KITTY SECURITY SDN BHD	EBB 124789	6,000.00	0.00
PV-00045	19/02/2013	CELCOM (M) COMMUNICATI...	22222	0.00	1,000.00
OR-00005	20/02/2013	KITTY SECURITY SDN BHD	MBB 393000	10,000.00	0.00
OR-00006	20/02/2013	ALPHA & BETA COMPUTER	MBB 388900	5,000.00	0.00
OR-00008	20/02/2013	AB ENTERPRISE SDN BHD	MBB 399921	6,000.00	0.00
PV-00049	09/07/2013	MAXIS COMMUNICATION BHD	MBB 1231	0.00	1,310.00
MCOR-00010	12/09/2013	CASH SALES	1240 3154 3419 0451	1,500.00	0.00
MCOR-00011	15/12/2013	ALPHA & BETA COMPUTER		10.00	0.00
OR-00012	17/12/2013	ALPHA & BETA COMPUTER		2.50	0.00
OR-00014	17/12/2013	ALPHA & BETA COMPUTER		5.00	0.00
36 vouchers				67,493.00	69,535.00

Buttons: New, Payment Voucher, Official Receipt, Save, Cancel, Refresh, Detail, Close

Step 2:

Cash Book Entry

Payment Voucher

Cancelled ☐

Voucher No: PV-00054
Next No: PV-00055
Date: 15/04/2015
Project: ----

Pay To: POS MALAYSIA

Payment By: MAYBANK
Currency: ----
Agent: ----
Bank Charge: 0.00
Cheque No: PBB 1234567
Area: ----

Document Detail Grid

G/L Code	GL Descrip...	Description	Project	Amount	Tax	Tax ...	Tax Am...	Sub Total (Tax)
910-000	TELEPHON...	MAYBANK - POS MALAYSIA	----	345.80	TX	<input type="checkbox"/>	20.75	366.55
410-070	ELECTRICI...	MAYBANK - POS MALAYSIA	----	569.45	TX	<input type="checkbox"/>	34.17	603.62

2 records Total: 915.25

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

- Insert your payable name (not you trade supplier)
- Key your cheque number if have
- Select your G/L code and also assign your GST Tax if have

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6.1. Sales Document Listing

[Go to Sales](#) | [Print Sales Document Listing](#)

[illegible]

1. You can filter which document type you want: Eg, Sales Quotation /Sales Order/ Deliver Order/ Invoice Listing
2. Filter the date you wish to see, if untick means ALL period
3. Filter area by pipelines : It's an optional
4. Grouping : System can generate by group and can give you a summary on each diff group
5. Once done filter, click APPLY to generate, whenever you change any setting under part 3 or 4, please redo APPLY
6. Results after apply (either you can ongrid export or go preview the report) - see the picture at page 56

6.2. Balance Sheet Statement

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

The screenshot shows the 'Balance Sheet Statement' window. It includes fields for Date (31/12/2014), Agent, Project, Area, and Report Title (Balance Sheet As At 31/12/2014). A list of balance sheet formats is shown, with 'This Year - 2 Column' selected. An 'Options' section contains several checkboxes: 'Show Up to Level' (set to 2), 'Use Second Description', 'Zero Balance Account', 'Display Trade Debtor in Details', 'Display Trade Creditor in Details', 'Print Sub Account Only', 'Print Project Comparison', and 'Show Column Options'. An 'Apply' button is at the bottom of the options. The main table displays the balance sheet with columns for 'Account' and 'Year To Date'. The table is divided into sections: FIXED ASSETS, CURRENT ASSETS, and CURRENT LIABILITIES. The 'TRADE CREDITORS' row is highlighted with a callout 6.

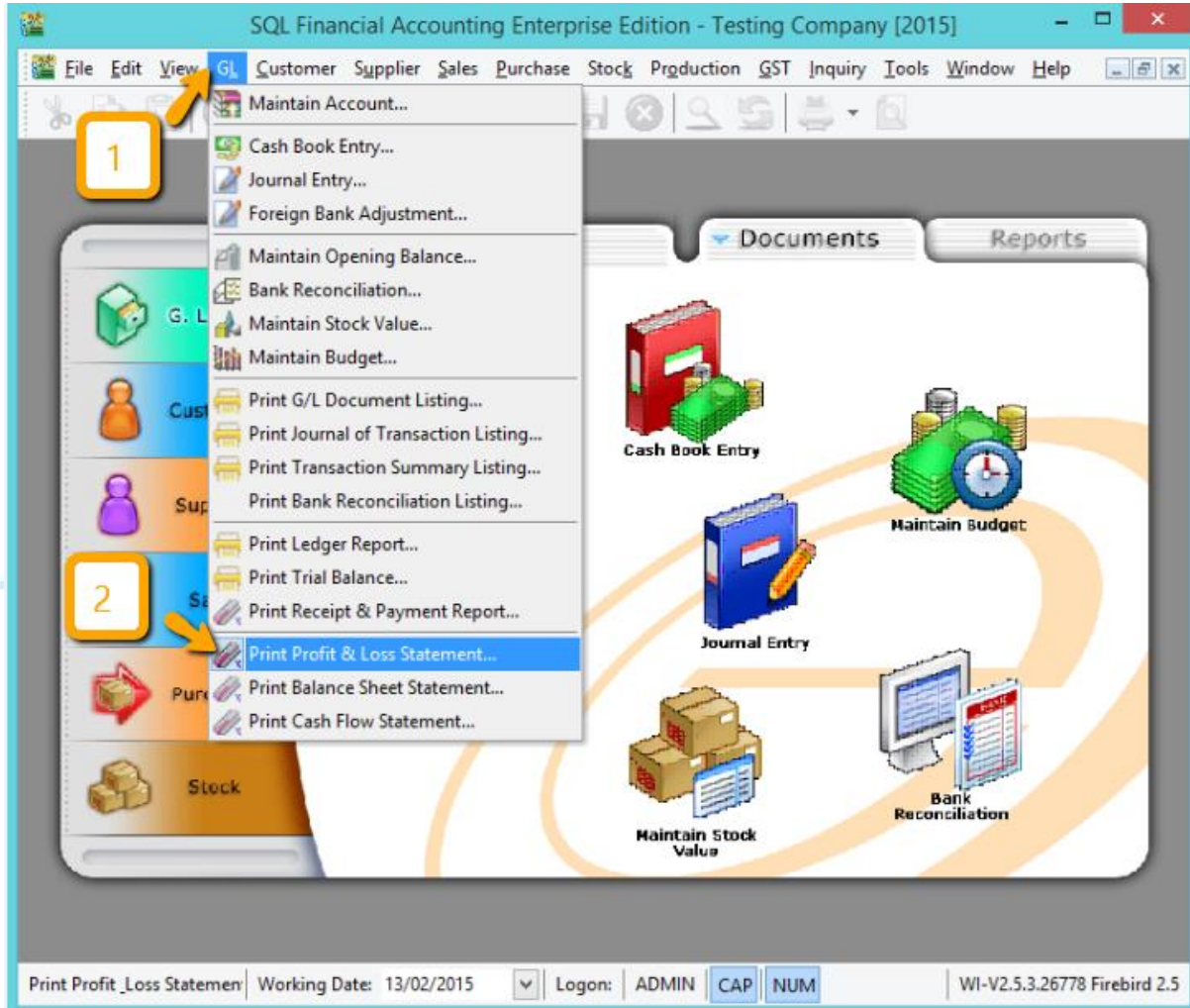
Account	Year To Date
FIXED ASSETS	
MOTOR VEHICLE	200,000.00
	200,000.00
CURRENT ASSETS	
TRADE DEBTORS	104,547.26
CASH AT BANK	(3,073.25)
CASH IN HAND	5.00
PETTY CASH	1,434.00
	102,913.01
CURRENT LIABILITIES	
TRADE CREDITORS	93,045.30
ACCRUALS	(4,990.00)
PREPAY	(51,000.00)

1. Select your date
2. Choose your preference format
3. Level mentioned here is about leveling on your Maintain Chart of Account, value higher more detail
4. Several options here:
 - a. Use second description – use second description which maintain under GL | Maintain Chart of Account
 - b. Zero Balance Account – even amount is 0, still want to it show in report
 - c. Display Trade Debtor/Creditor in Details – show per customer account in detail
5. a. Print Sub Account Only – Selected certain account to view
b. Print Project Comparison – you are allowed to view your report by project (project module requested)
c. Show Column Options – you can preset setting as attached

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6.3. Profit and Loss Statement

Step 1: GL | Maintain Account



Step 2: Click on “Print Profit & Loss Statement”

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Print Profit and loss statement

SQL Financial Accounting Enterprise Edition - Testing Company [2015] - [Profit & Loss Statement]

Date: 31/12/2015 Project: Area: Report Title: Trading Profit and Loss for the period 01/01/2015 to 31/12/2015

Select P/L Report Format :-

- This Month vs Month Budget
- This Month vs This Year
- This Year vs Last Year
- This Year - 2 Column**
- Comparison - Monthly (12 Months)

Options :-

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

Apply

Account	Amount
SALES	
SALES-HANDPHONES	925.00
SALES-ACCESSORIES	500.00
SALES-PREPAID	170.00
	1,595.00
NET SALES	1,595.00
COST OF GOODS SOLD	
PURCHASE-ACCESSORIES	10.00
	10.00
GROSS PROFIT/(LOSS)	1,585.00
EXPENSES	
SALARIES	100.00
TOLL, PARKING & FINED	300.00
PETROL	150.00
	550.00
NET PROFIT/(LOSS)	1,035.00
NET PROFIT/(LOSS) AFTER TAX	1,035.00

Version 4.2015.732.704 x86 Working Date: 13/02/2015 Login: ADMIN CAP NUM WI-V2.5.3.26778 Firebird 2.5

Step 3: Select your preference format

Step 4: Several options here:

- Use second description – use second description which maintain under GL | Maintain Chart of Account
- Zero Balance Account – even amount is 0, still want to it show in report
- Display Trade Debtor/Creditor in Details – show per customer account in detail
- Print Sub Account Only – Selected certain account to view
- Print Project Comparison – you are allowed to view your report by project (project module requested)
- Show Column Options – you can preset setting as attached

Profit & Loss Statement

Period : Current Month Month Index : 0 ☐ Percentage ☐ Budget

Font : Tahoma 8 Header Script :

Date : 23/02/2015 Project: ☐

Agent: ☐ Area: ☐

Report Title : Trading Profit and Loss for the period 01/02/2015 to 23/02/2015

- Select P/L Report Format :-

- ☒ This Month vs Last Month - This Year vs Last Year
- ☐ This Month vs Last Year This Month
- ☐ This Month vs Month Budget - This Year vs Year Budget
- ☐ This Month vs Month Budget
- ☐ This Month vs This Year

Options :-

Show Up to Level 2

☐ Use Second Description

☐ Zero Balance Account.

☐ Print Sub Account Only

☐ Print Manufacturing Account

☐ Print Project Comparison

☒ Show Column Options

Main Grid Transform

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

Account

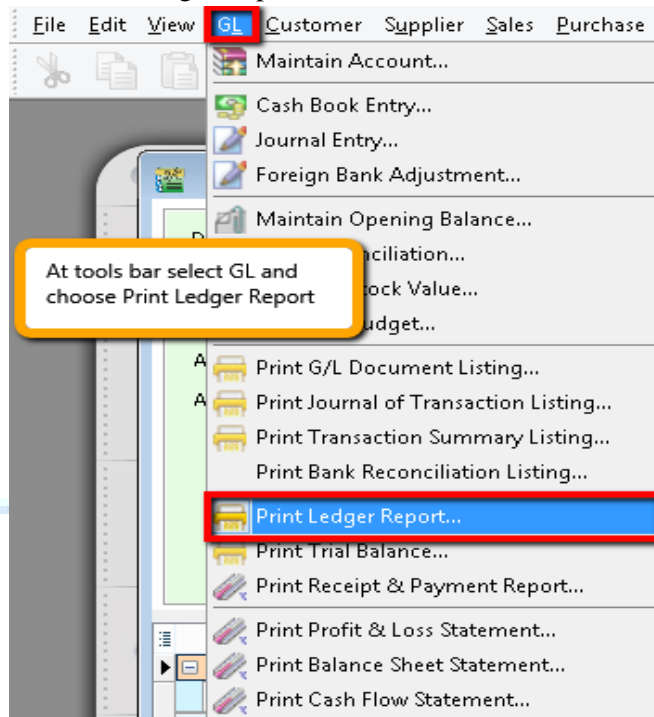
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6.4. Ledger Report

How to get ledger report?

GL | Print Ledger Report



Refer the step as picture attached

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1. Filter your date

Date ☒ 01/01/2015 to 31/12/2015

Account: ☐ ...

Project: ☐ ...

Agent: ☐ ...

Area: ☐ ...

☒ General Ledger
☐ Sales Ledger (Customer Control)
☐ Purchase Ledger (Supplier Control)

2. Filter between General Ledger / Customer Ledger / Supplier Ledger

Group By:

- ☒ Account Code
- ☐ Account Description
- ☐ Post Date
- ☐ Ref1
- ☐ Project
- ☐ Agent
- ☐ Area

☒ Merge GL Code for same document
☐ Exclude Project When Merging

☐ Use 2nd Description
☒ Include Zero Closing Balance
☒ Include Zero Transaction

☒ Local Currency ☐ Foreign Currency

4. Check the options which is relevant to

5. Apply

3. You can also filter by different currency

Date	Description	Local DR	Local CR	Local Balance
Code : 100-001 (ORDINARY SHARE CAPITAL)				
	Balance B/F			(883.50)
		0.00	0.00	
Code : 100-500 (SHARE PREMIUM ACCOUNT)				
	Balance B/F			(50.00)
		0.00	0.00	
Code : 150-000 (RETAINED EARNING)				
	Balance B/F			32,208.37
		0.00	0.00	
Code : 200-400 (MOTOR VEHICLE)				
		1,661.02	1,661.02	

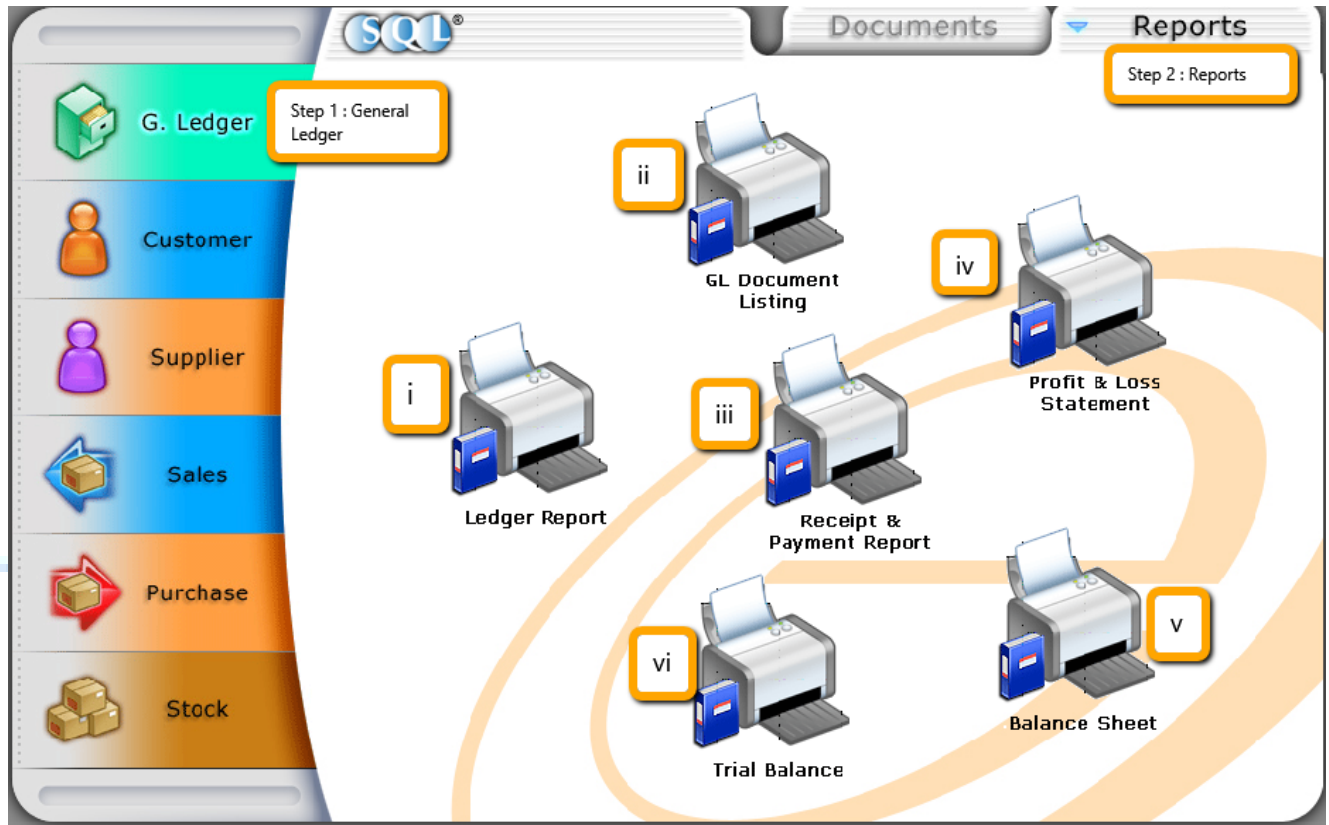
6. Results

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6.5. Others Report

a. General Ledger



i) Ledger Report - a report to record all business transaction Dr/ Cr

ii) GL Doc Listing -a summary/detail listing report for all GL Transaction eg : Journal , PV, OR

iii) Receipt & Payment -the summarize in flow or outflow report by payment method

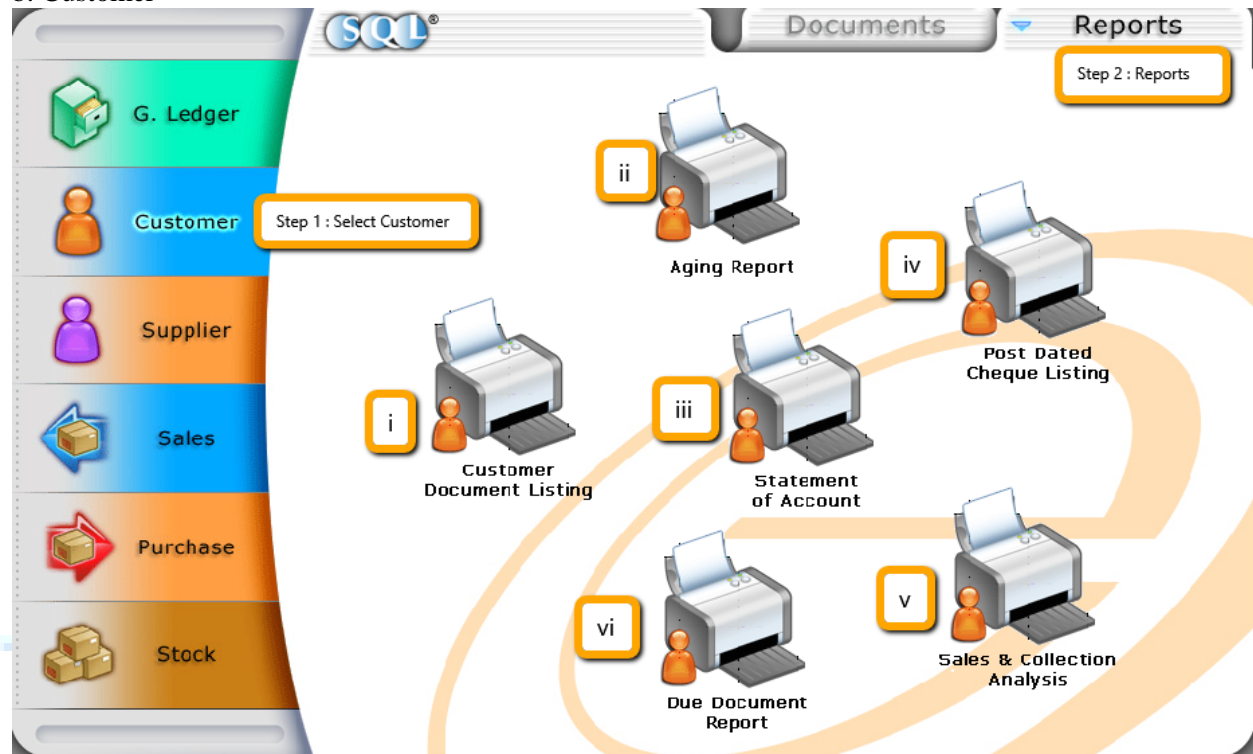
iv) P&L Statement -the summarize report that shows company's revenue & expenses at a certain period

v) Balance Sheet Statement - A statement of assets, liabilities, and capital of business at certain period

vi) Trial Balance - statement of summary Dr & Cr in a double entry account book

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b. Customer

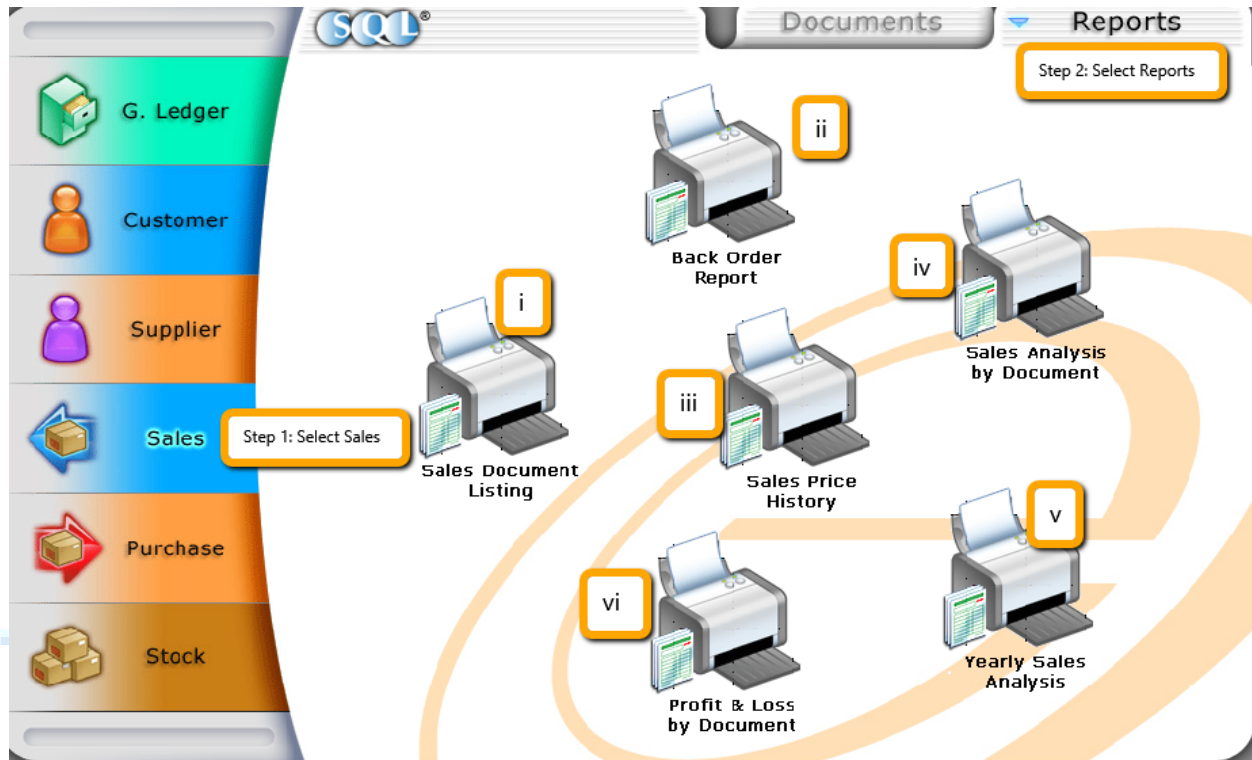


- i) Customer Document Listing - a summary/detail listing report for all Customer Transaction eg: Invoice, Payment, Debit Note & Credit Note
- ii) Aging Report - It's use as a collection report to your agent, they will collect the debt by customer
- iii) Statement of Account – A summarize report of outstanding for all invoices by customer with payment info
- iv) Post Dated Cheque Listing – A reminder report for user check for postdated cheque
- v) Sales & Collection Analysis – Summary Report for Total Sales & Collection by month
- vi) Due Document Report – A listing to SUM the credits sales by customer and overdue letter are available in level1 report

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

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c. Sales

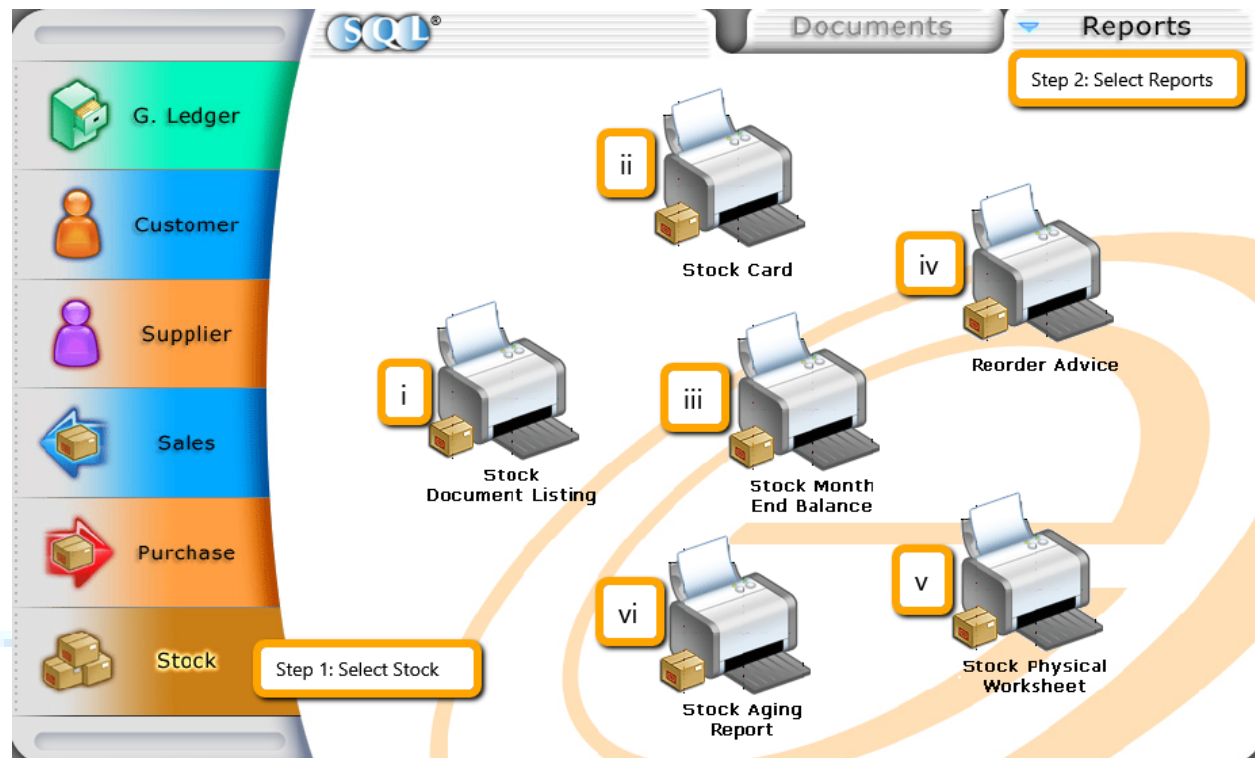


- i) Sales Document Listing - a summary/detail listing report for all Sales Transaction eg: Quotation, Sales Order, Deliver Order, Invoice, Cash Sales, Debit Note & Credit Note
- ii) Back Order Report – to trace the outstanding status of document which already transfer to or haven transfer
- iii) Sales Price History – Generate the listing of Price History (eg item, agent, area, customer etc)
- iv) Sales Analysis by Document – A report that able provide the summarize of total document figure issues on certain period by document eg: Invoice/ Cash sales / Credit Note/ Debit Note and etc
- v) Yearly Sales Analysis – a summarize report by year for all sales transaction
- vi) Profit & Loss by Document – A report provide the margin earn/ loss in a particular deal in detail by item

*** PURCHASE IS MIRROR OF SALES

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d. Stock



- i) Stock Document Listing - a summary/detail listing report for all Stock Transaction eg: Stock Received, Stock Issue, Stock Adjustment and etc
- ii) Stock Card – A detail report where included the inflow and out flow of stock by location/batch
- iii) Stock Month End Balance – A summarize report for total Qty & Cost by item
- iv) Reorder Advice – A reminder report to advise which item goes reorder level and user easily to trace it
- v) Stock Physical Worksheet – A report to keep track system physical qty by item
- vi) Stock Aging Report – a report for practice to check inventory periodically and to work in a process to liquidate aged inventory first.

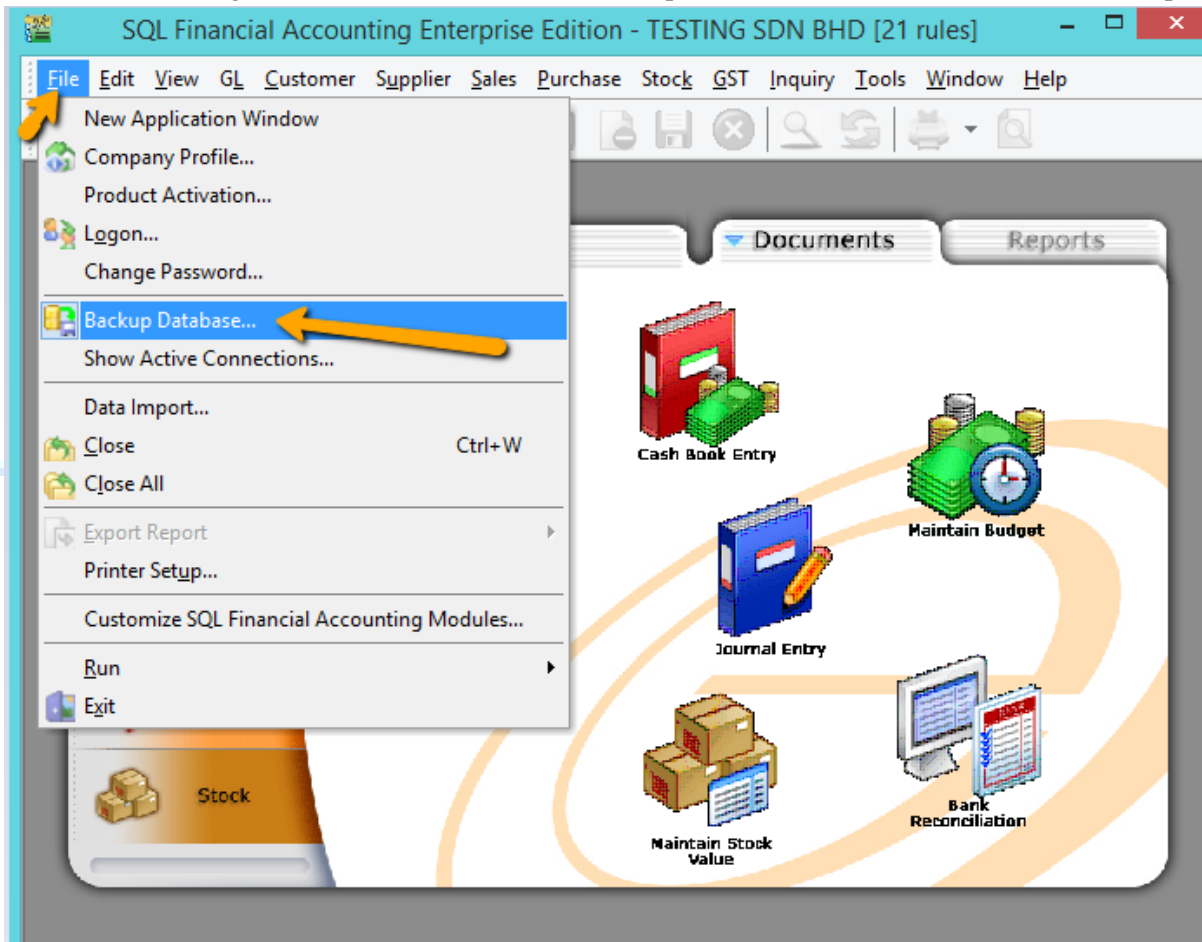
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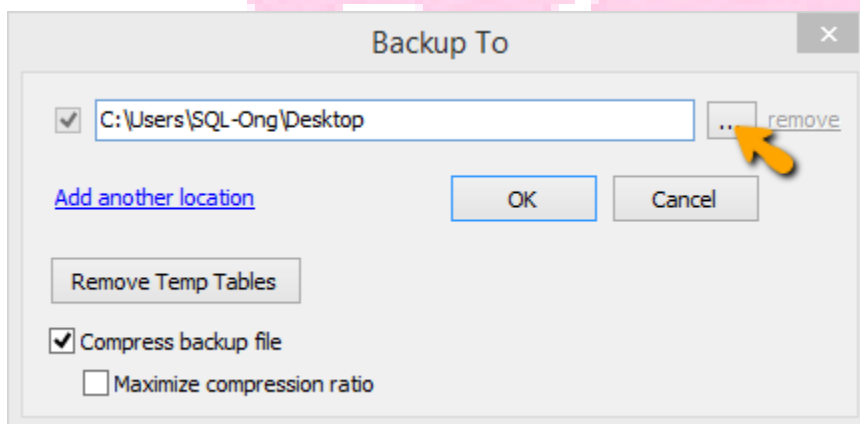
Chapter 7: Backup & Others

7.1. Backup Database

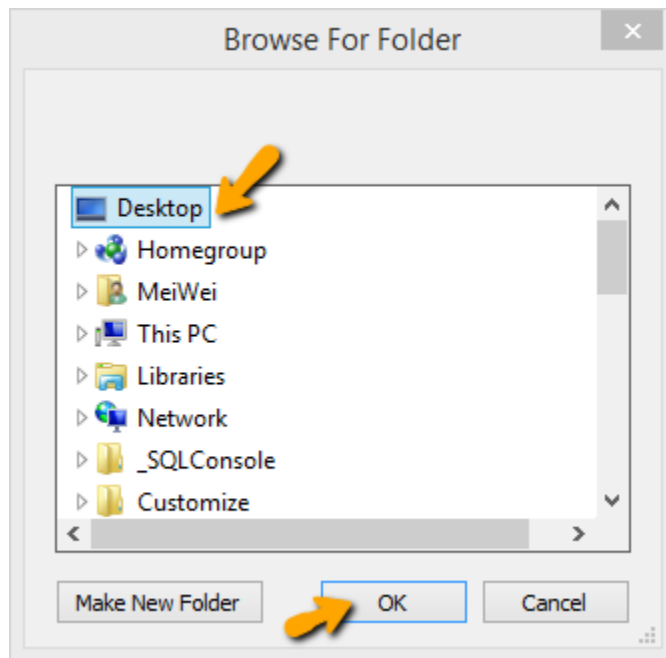
Backup is very important, user are advised to do DAILY backup and if you can save your backup copy at different location eg: external hard disk or thumb drive, please do it to avoid data lost or data corrupted



Step 1: File | Backup database

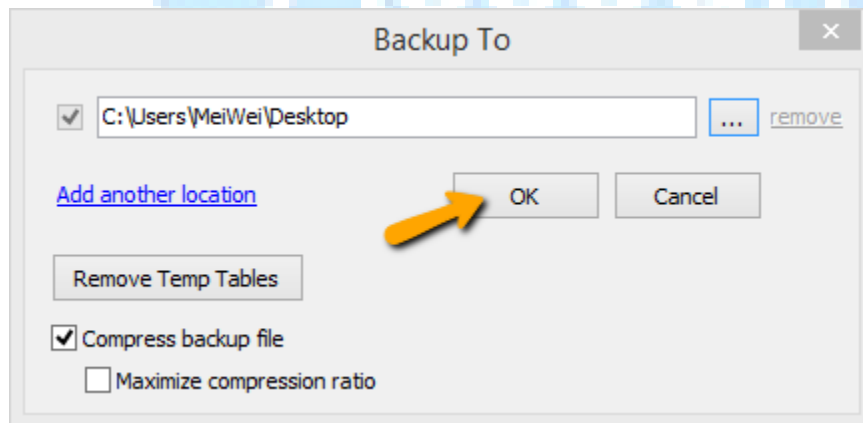


Step 2: Press on the 3 dot button



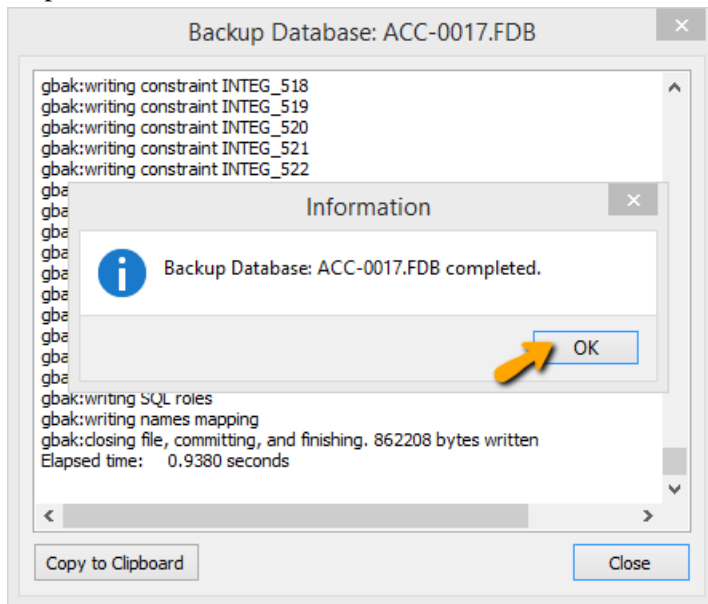
Step 3: Choose where you want to save your backup file and press OK

- Please save additional copy to your external drive



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Step 4: Press OK



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

Account

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7.2. Maintain Acceptable Transaction Date

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

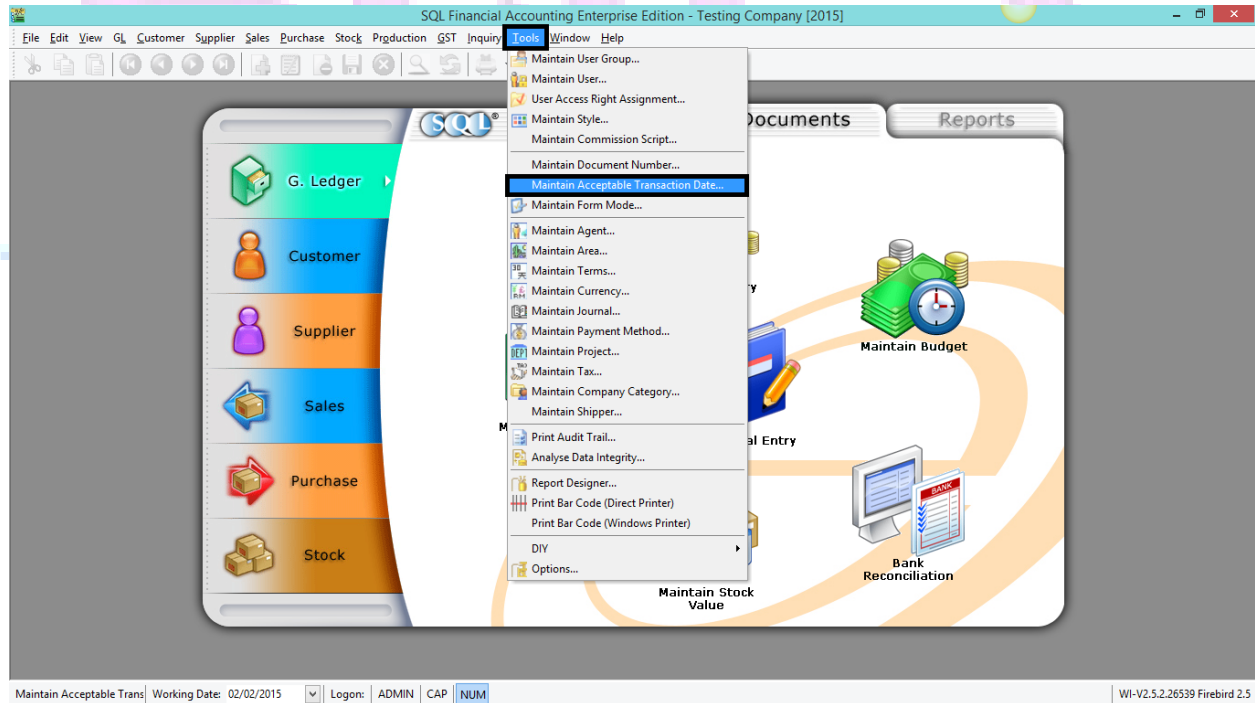
Date that sets between allowed transaction date are **ALLOWING** the document to be edited in between the dates. Vice-versa, date that falls outside the transaction period are not allowed to be edit or created.

Scenario A:

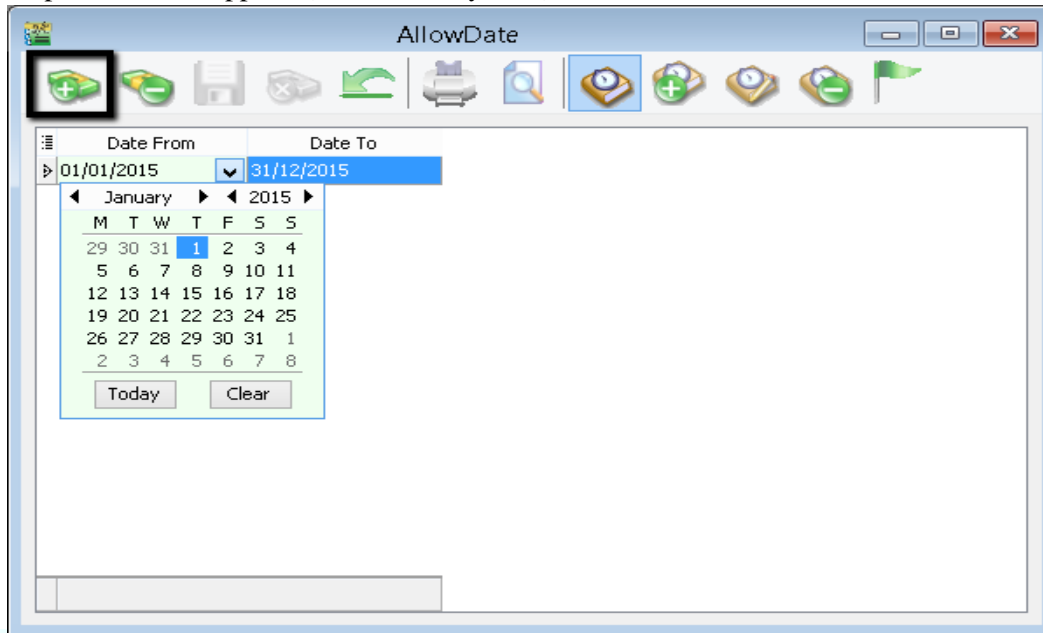
My Financial Period is on (1/1/20XX – 31/12/20XX), I have close the financial year for 2014, I wish to block the period to avoid user edit or created, what should I do?

Step as below:

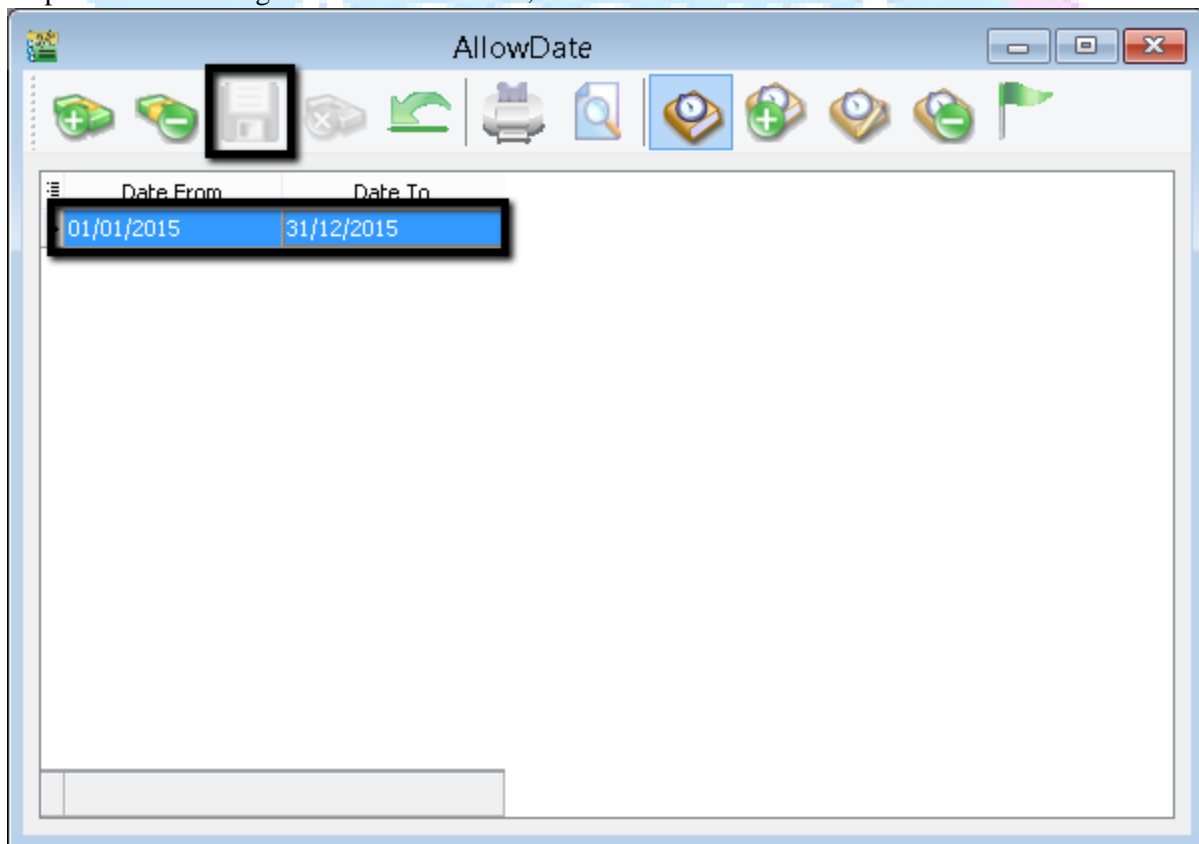
Step 1: Tools > Maintain Acceptable Transaction Date



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



Step 3: After selecting date from and date to, Save it



After do the setting, this is the results: It will show the message that shows out if user try to save a document that are not in acceptable transaction period.

Invoice

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

Inv No: IV-00108
 Next No: IV-00113
 Date: 31/10/2014
 Agent: SY
 Terms: 45 Days
 Ref 1:
 Ext. No:

Description: Sales

Item Code	UDF_QTY	Sub Total	Ta...
123	1.00	36.00	

1 records 100.00 36.00

Deposit Amount: 0.00
 Local Net Total: 36.00 Net Total: 36.00

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

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

For More guidelines, please visit www.sql.com.my

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