

Chapter 14 Maintenance

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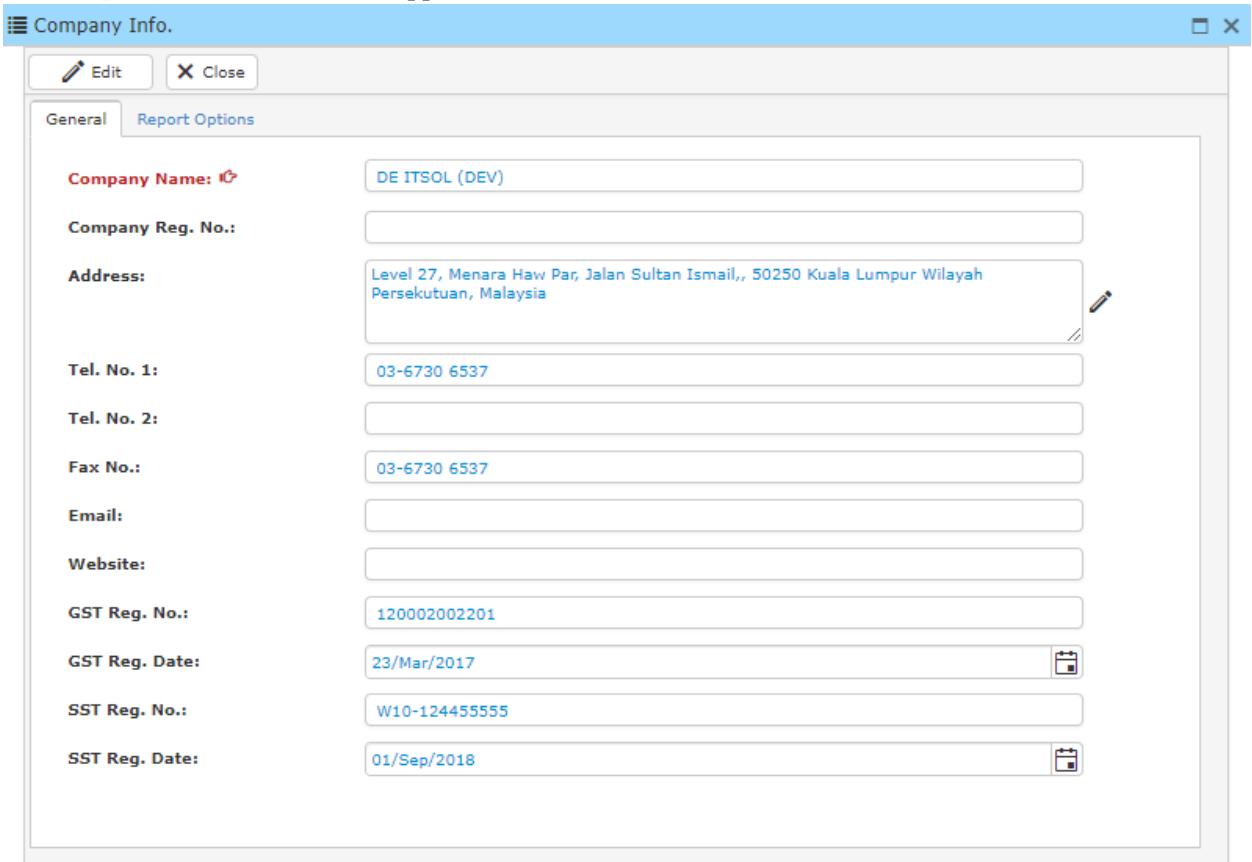
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14.1 Maintenance

14.1.1 Company Info

This option enables you to edit your company information in the system.

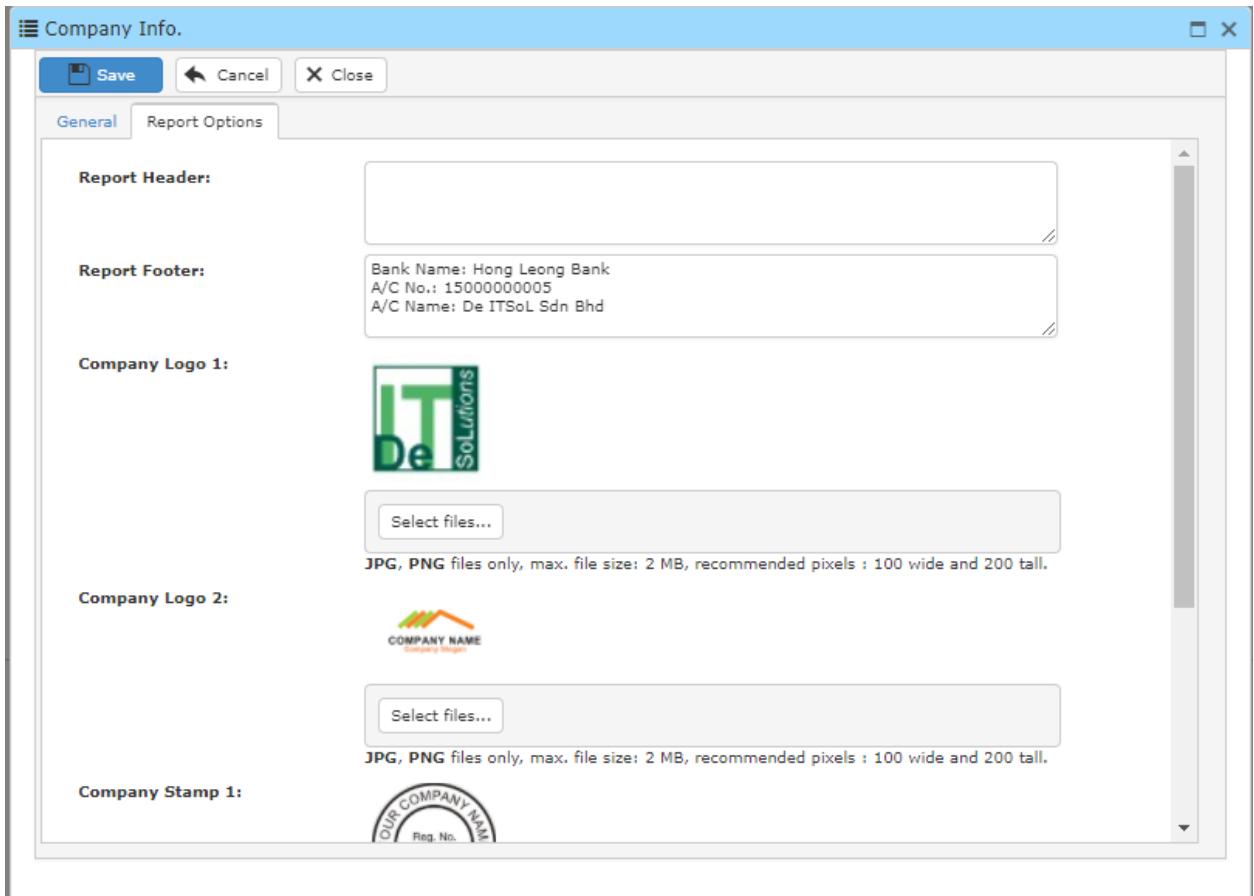
- To open ‘Company Info’ window, go to maintenance Menu  and click ‘Company Info’.
- A ‘Company Info’ window will appear as below.



The screenshot shows the 'Company Info' window with the following details:

Field	Value
Company Name:	DE ITSOL (DEV)
Company Reg. No.:	
Address:	Level 27, Menara Haw Par, Jalan Sultan Ismail,, 50250 Kuala Lumpur Wilayah Persekutuan, Malaysia
Tel. No. 1:	03-6730 6537
Tel. No. 2:	
Fax No.:	03-6730 6537
Email:	
Website:	
GST Reg. No.:	120002002201
GST Reg. Date:	23/Mar/2017
SST Reg. No.:	W10-124455555
SST Reg. Date:	01/Sep/2018

-
- Click **Edit** and enter your company’s name, address, telephone number etc.
 - You can also modify the printed report by clicking ‘Report option’. You may upload information and logo for reporting printing purposes.

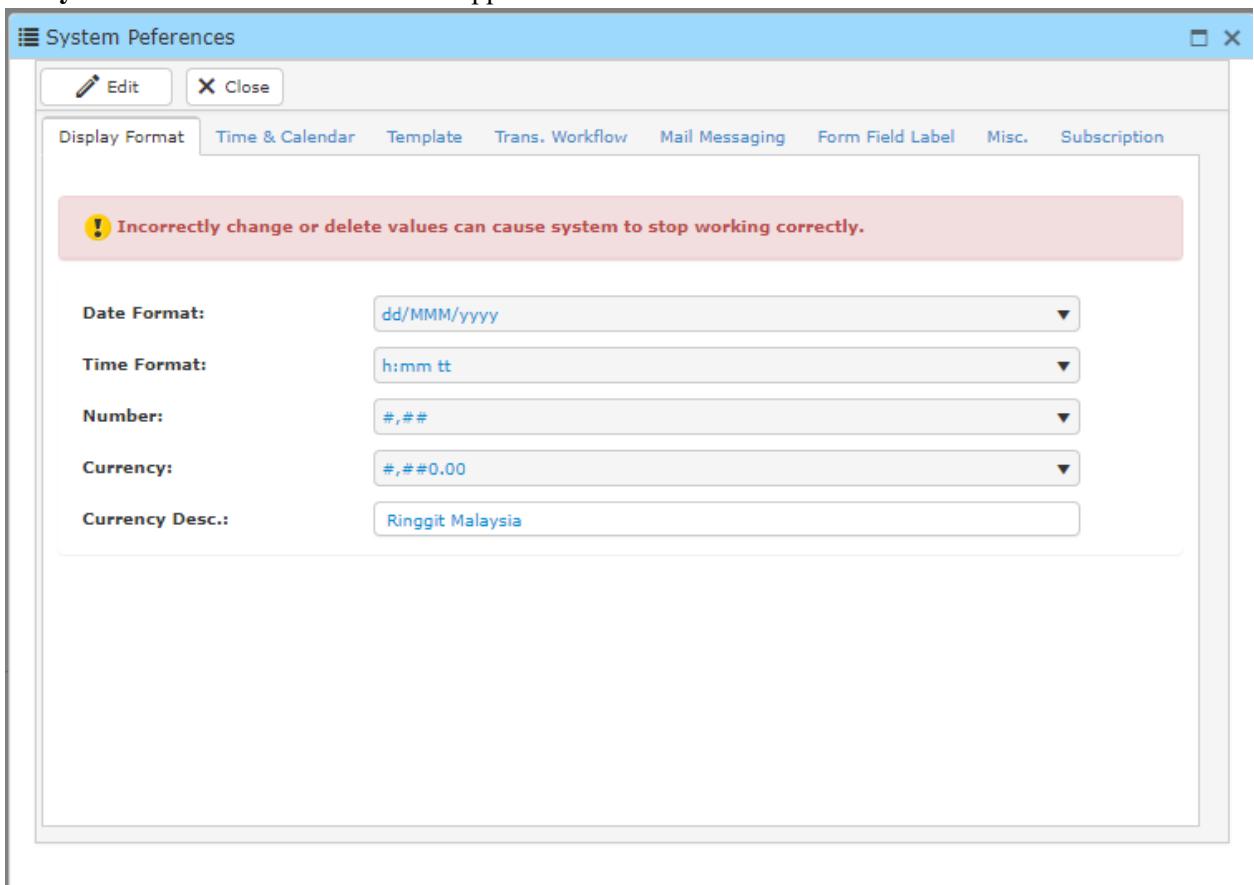


- And also can click **Report Options** to edit the report details once the details edit in here the details will be displayed in all the reports. For example, if you changed the company logo inside the report generated by users will also change.
- Once you have completed, click **Save**.

14.1.2 System Preferences

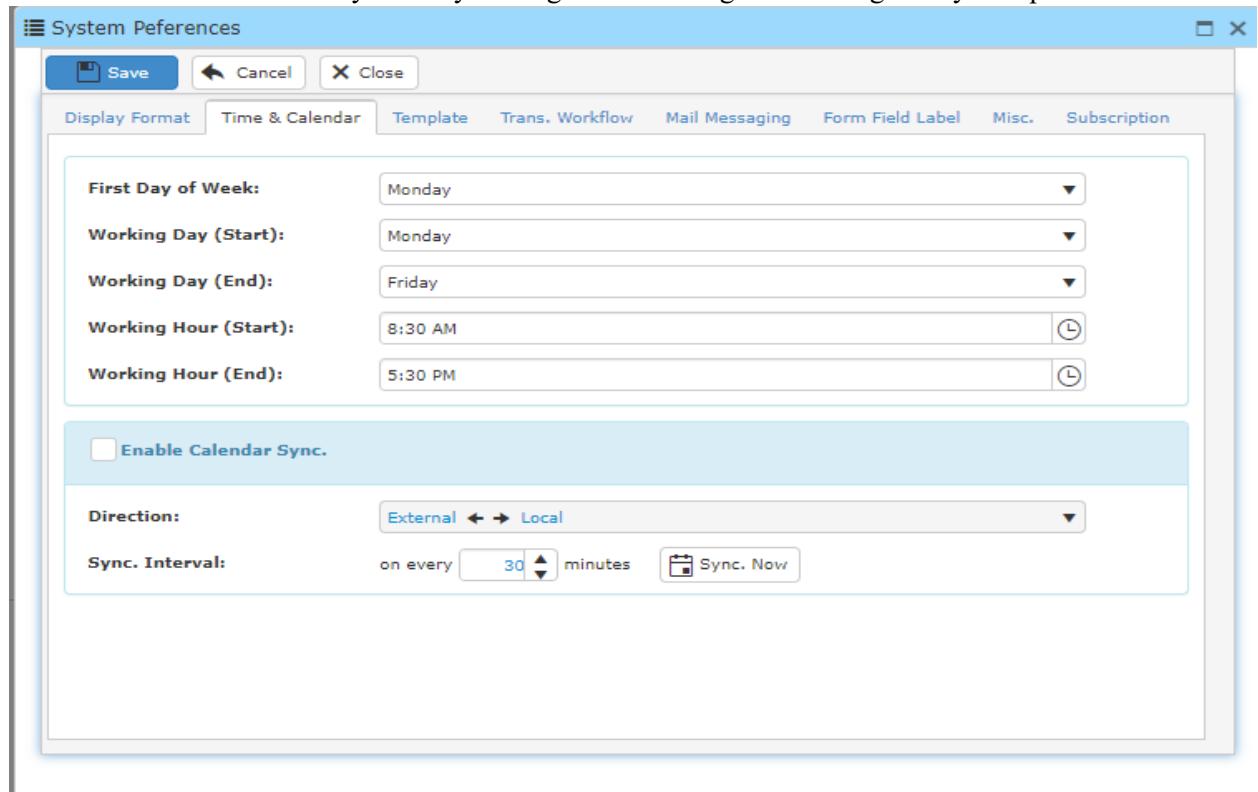
This option enables you to edit your system preferences which means you can customize your system.

- To open ‘System Preferences’ window, go to maintenance Menu  and click ‘System Preferences’.
- A ‘System Preferences’ window will appear as below.



- In ‘Display Format’ , you may change the date format, time format, ways to present numbers (EG: 1,234 / 1234), Currency (EG: RM 1,234.00 / RM1234.00) and Currency Description.

- In ‘Time & Calendar’ you may change the settings according to your preference.

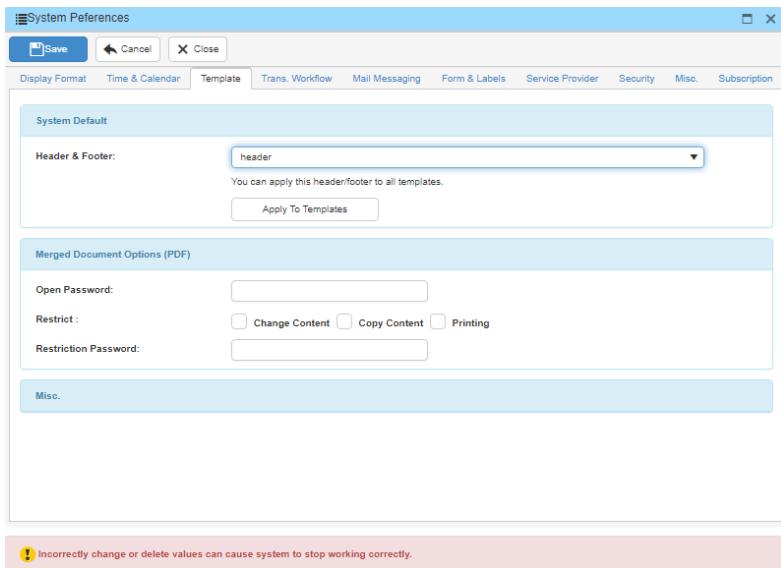


- In ‘Trans. Workflow’ you may change the workflow level of the trans. type. Either (None) or (Approval) if changed to approval means the following transaction type will need to be approved by specific users.

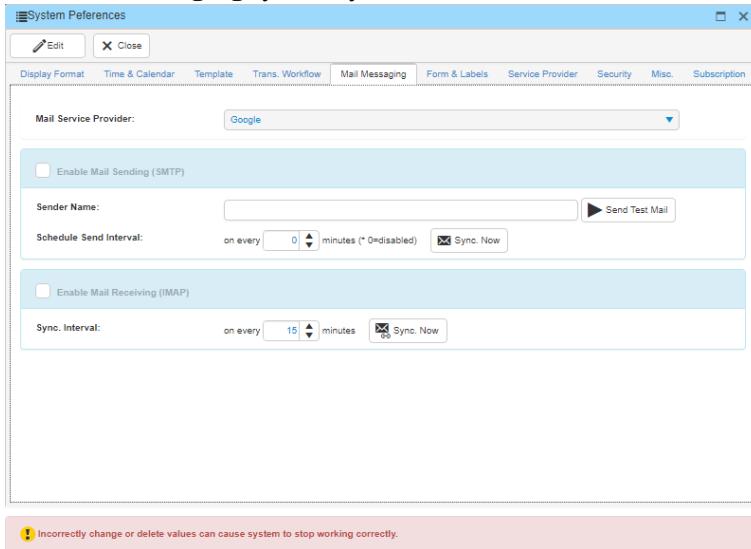
The screenshot shows the 'System Preferences' dialog box with the 'Trans. Workflow' tab selected. The interface includes a toolbar with 'Save', 'Cancel', and 'Close' buttons, and a menu bar with 'Display Format', 'Time & Calendar', 'Template', 'Trans. Workflow' (selected), 'Mail Messaging', 'Form Field Label', 'Misc.', and 'Subscription'. The main content area is a table titled 'Trans. Type' with a 'Workflow Level' column. The table lists various transaction types, all currently set to '(None)' in the workflow level.

Trans. Type	Workflow Level
PV (Clients' Account) - Others	(None)
PV (Clients' Account) - DIS RIB	(None)
PV (Clients' Account) - FD	(None)
PV (Clients' Account) - MHIT	(None)
PV (Office Account) - Others	(None)
PV (Office Account) - Cash	(None)
PV (Office Account) - Commission Payout	(None)
PV (Office Account) - Incentive Payout	(None)
PV (Office Account) - DIS RIB	(None)
PV (Office Account) - FD	(None)
Quotation	(None)

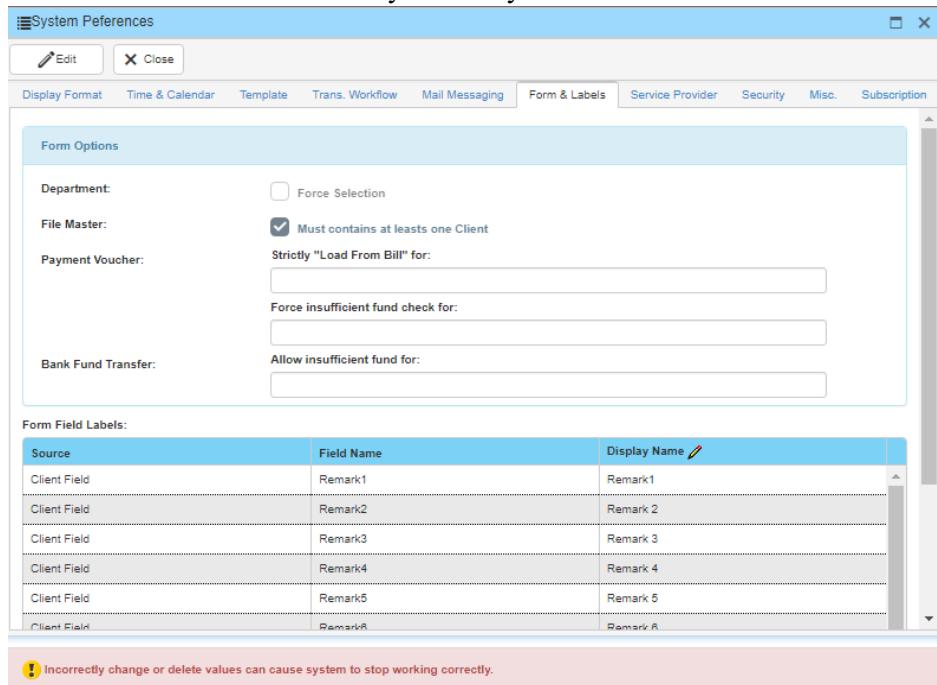
- In ‘Template’ you may change the header and footer and also set up the password to restrict users to change content/copy content/printing. For header and footer when applied all templates will use the same header and footer.



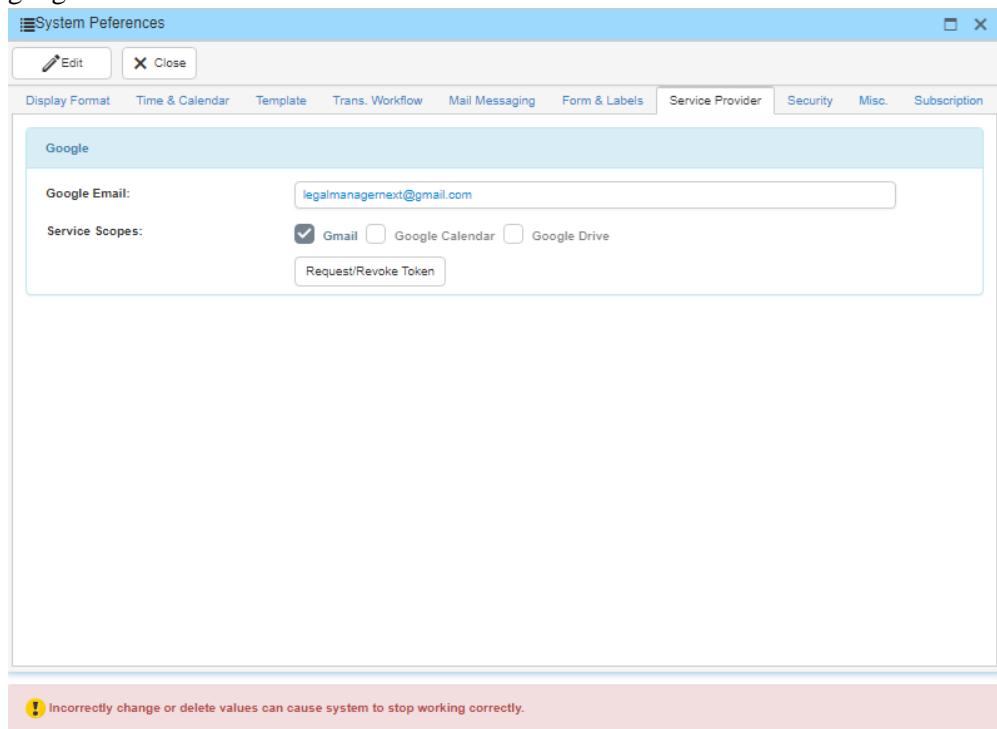
- In ‘Mail Messaging’ you may set the email send interval to the email you set.



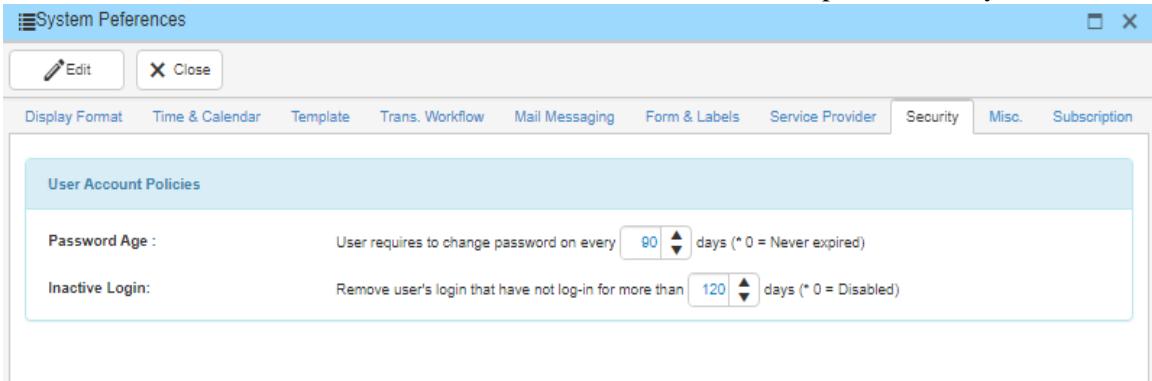
- In ‘Form & Labels’ you may edit the field name inside the files.



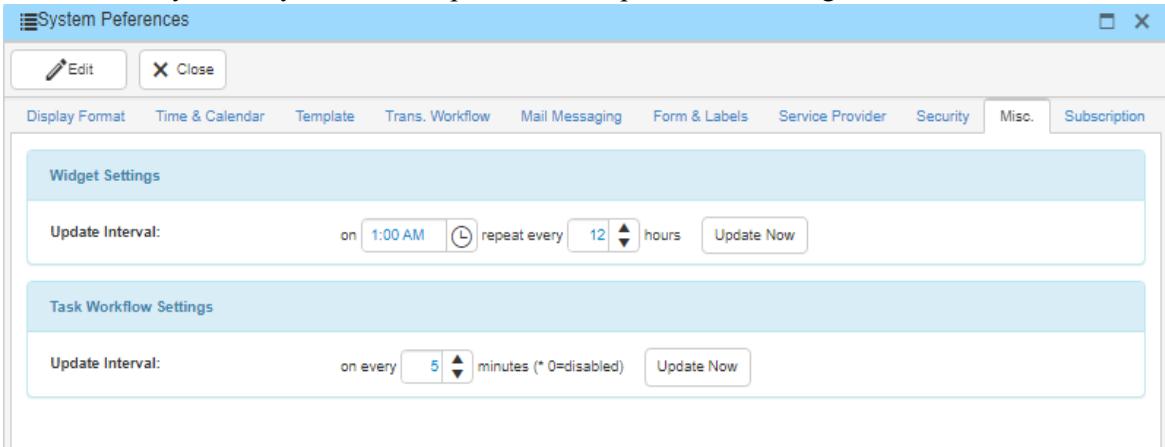
- In ‘Service Provider’ you may set the google email to apply to gmail, google calendar and also google drive for backup.



- In ‘**Security**’ you may set the period to force the user to reset the password and clear the inactive users which is more than the period you set.



- In ‘**Misc.**’ you may set the period to update the widget and task workflow.



14.1.3 Data Lookup

This option enables you to edit the system's data.

- To open ‘Data Lookup’ window, go to maintenance Menu  and click ‘Data Lookup’.
- A ‘Data Lookup’ window will appear as below.

Data Lookup Maintenance					
Data List					
Lookup Type:		Value		Description	Icon
	Remove	1.		Adjudication Fee	Adjudication Fee
		2.		Tax	Tax
	Remove	3.		Transfer	Transfer
	Remove	4.		Affirmation Fee	Affirmation Fee
		5.		Fee Transfer	Fee Transfer
	Remove	6.		Filing Fee	Filing Fee
	Remove	7.		N/A	N/A
	Remove	8.		Postage and Courier	Postage and Courier
	Remove	9.		Printing and Photocopy	Printing and Photocopy
		10.		Rounding Adjustment	RA
	Remove	11.		Registration Fee	Registration Fee
	Remove	12.		Searches Fee	Searches Fee
	Remove	13.		Stamp Duty	Stamp Duty
	Remove	14.		Telephone and Facsimile	Telephone and Facsimile
	Remove	15.		Transportation	Transportation

- At the Lookup Type, you may select any data type you want to view.

Data List					
Lookup Type: Activity Type					
	#		Value	Description	
	1.		Adjudication Fee	Adjudication Fee	

- After locating the data you are looking for, you may click **Remove** to delete the data, **Edit** to edit the data (EG: Changing description) and Insert new data.
- Click **Update** once you have finished editing the data.

Data List					
Lookup Type: Activity Type					
	#		Value	Description	Icon
	1.		Adjudication Fee	Adjudication Fee	
					

- To sort data, click **Record Sorting** to change the arrangement of data.

Record Sorting

	Value	Description
	Adjudication Fee	Adjudication Fee
	Affirmation Fee	Affirmation Fee
	Fee Transfer	Fee Transfer
	Filing Fee	Filing Fee
	Filing Fee 2	Filing Fee 2
	GST	GST
	N/A	N/A
	Postage and Courier	Postage and Courier
	Printing and Photocopy	Printing and Photocopy
	RA	Rounding Adjustment
	Registration Fee	Registration Fee
	Searches Fee	Searches Fee

You can reorder row by using drag and drop.

- You may reorder the row by using drag and drop.
- Click **Save Sorting** once you have completed sorting.

14.1.4 Holiday

This option enables you to edit the existing holidays in the system.

- To open ‘**Holiday**’ window, go to maintenance Menu  and click ‘**Holiday**’
- A ‘**Holiday**’ window will appear as below.

Holiday Maintenance			
Holiday List			
Year:	Description	Date	States
	New Year's Day	Mon 01/Jan/2018	Malacca, Negeri Sembilan, Pahang, Penang, Perak, Selangor Darul Ehsan, Wilayah Persekutuan, Sabah, Sarawak
	Thaipusam	Wed 31/Jan/2018	(All States)
	Federal Territory Day	Thu 01/Feb/2018	Wilayah Persekutuan
	Chinese New Year Day 1	Fri 16/Feb/2018	(All States)
	Chinese New Year Day 2	Sat 17/Feb/2018	(All States)
	Labour Day	Tue 01/May/2018	(All States)
	Holiday Test	Fri 18/May/2018	(All States)
	Wesak Day	Tue 29/May/2018	(All States)
	Natal Al-Quran	Sat 02/Jun/2018	Wilayah Persekutuan, Selangor Darul Ehsan, Kelantan, Pahang, Perak, Penang, Perlis, Terengganu
	Hari Raya Aidilfitri Day 1	Fri 15/Jun/2018	(All States)
	Hari Raya Aidilfitri Day 2	Sat 16/Jun/2018	(All States)
	Hari Raya Haji	Wed 22/Aug/2018	(All States)
	Mardika Day	Fri 31/Aug/2018	(All States)
	Agong's Birthday	Sun 09/Sep/2018	(All States)
	Agong's Birthday (Replacement Holiday)	Mon 10/Sep/2018	Malacca, Negeri Sembilan, Pahang, Penang, Perak, Perlis, Sabah, Sarawak, Selangor Darul Ehsan, Wilayah Persekutuan
	Aval Muhamar	Tue 11/Sep/2018	(All States)
	Malaysia Day	Sun 16/Sep/2018	(All States)

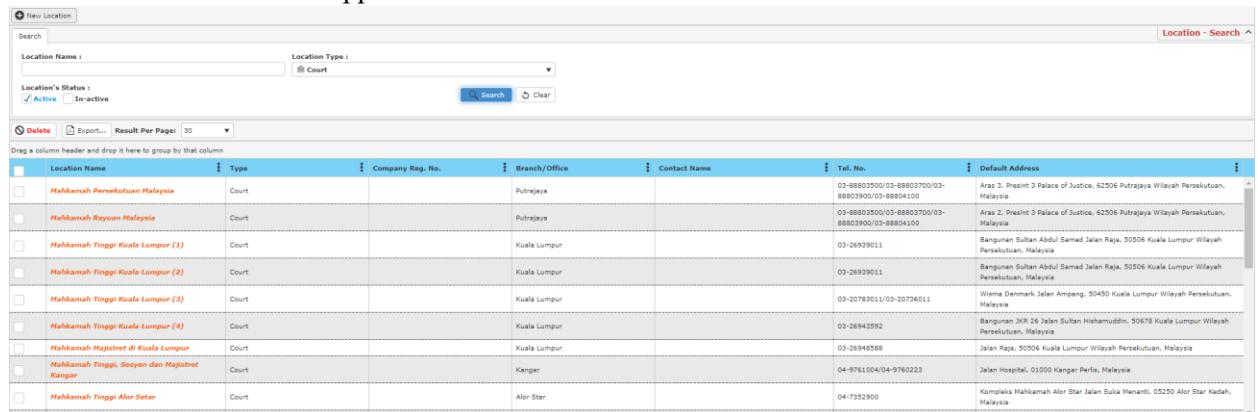
- You may add a new holiday by clicking **Add New** and fill in the relevant information.
- Click **Update** once you have finished.
- You may also delete the holiday by clicking **Delete**.
- Click **Edit** to edit the description of holiday and the date of the holiday. You may also edit the states that will be having the holiday as well.

Holiday List			
Description Date States			
	New Year's Day	Mon 01/Jan/2018	Malacca X Negeri Sembilan X Pahang X Penang X Perak X Selangor Darul Ehsan X Wilayah Persekutuan X Sabah X Sarawak X
	Thaipusam	Wed 31/Jan/2018	Kelantan
	Federal Territory Day	Thu 01/Feb/2018	Malacca Negeri Sembilan Pahang Penang Perak Selangor Darul Ehsan Wilayah Persekutuan Sabah Sarawak
	Chinese New Year Day 1	Fri 16/Feb/2018	
	Chinese New Year Day 2	Sat 17/Feb/2018	
	Labour Day	Tue 01/May/2018	Perlis
	Holiday Test	Fri 18/May/2018	Sabah Sarawak

14.1.5 Location

This option enables you to search and edit the existing location in the system. After inserting the location can make users easily select the location without typing.

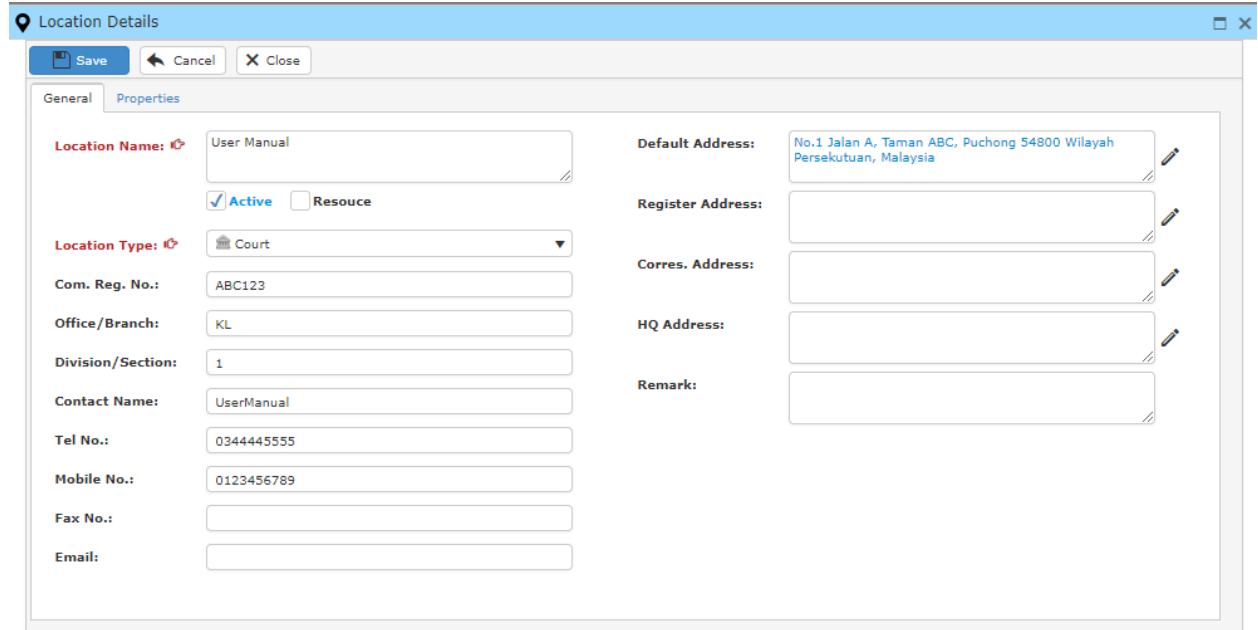
- To open ‘Location’ window, go to maintenance Menu  and click ‘Location’.
- A ‘Location’ window will appear as below



The screenshot shows a search results table titled 'New Location'. The columns include: Location Name, Type, Company Reg. No., Branch/Office, Contact Name, Tel. No., and Default Address. The table lists several locations, all categorized as 'Court'. The first few entries are:

Location Name	Type	Company Reg. No.	Branch/Office	Contact Name	Tel. No.	Default Address
Mahkamah Persekutuan Malaysia	Court		Putrajaya	03-88803500/03-88803700/03-88803900/03-88804100	Ara 3, Precinct 3 Palace of Justice, 62506 Putrajaya Wilayah Persekutuan, Malaysia	
Mahkamah Rayuan Malaysia	Court		Putrajaya	03-88803500/03-88803700/03-88803900/03-88804100	Ara 3, Precinct 3 Palace of Justice, 62506 Putrajaya Wilayah Persekutuan, Malaysia	
Mahkamah Tinggi Kuala Lumpur (1)	Court		Kuala Lumpur	03-26939011	Bangunan Sultan Abdul Samad Jalan Raja, 30006 Kuala Lumpur Wilayah Persekutuan, Malaysia	
Mahkamah Tinggi Kuala Lumpur (2)	Court		Kuala Lumpur	03-26939011	Bangunan Sultan Abdul Samad Jalan Raja, 30006 Kuala Lumpur Wilayah Persekutuan, Malaysia	
Mahkamah Tinggi Kuala Lumpur (3)	Court		Kuala Lumpur	03-20783011/03-20736011	Wisma Demak Jalan Ampang, 50450 Kuala Lumpur Wilayah Persekutuan, Malaysia	
Mahkamah Tinggi Kuala Lumpur (4)	Court		Kuala Lumpur	03-26943592	Bangunan IJK 26 Jalan Sultan Hishamuddin, 50678 Kuala Lumpur Wilayah Persekutuan, Malaysia	
Mahkamah Majistret di Kuala Lumpur	Court		Kuala Lumpur	03-26948588	Jalan Raja, 50306 Kuala Lumpur Wilayah Persekutuan, Malaysia	
Mahkamah Tinggi, Seberang dan Majistret Kangar	Court		Kangar	04-9761004/04-9760223	Jalan Hospital, 01000 Kangar Perlis, Malaysia	
Mahkamah Tinggi Alor Setar	Court		Alor Star	04-7352900	Kompleks Mahkamah Alor Star Taman Suka Meranti, 05220 Alor Star Kedah, Malaysia	

- To add a new location, click **New Location** and a new window will appear as below.



The screenshot shows the 'Location Details' dialog box. It has tabs for 'General' and 'Properties'. The 'General' tab contains the following fields:

Location Name: <input type="text" value="User Manual"/>	Default Address: <input type="text" value="No.1 Jalan A, Taman ABC, Puchong 54800 Wilayah Persekutuan, Malaysia"/>
<input checked="" type="checkbox"/> Active <input type="checkbox"/> Resource	Register Address: <input type="text"/>
Location Type: <input type="text" value="Court"/>	Corres. Address: <input type="text"/>
Com. Reg. No.: <input type="text" value="ABC123"/>	HQ Address: <input type="text"/>
Office/Branch: <input type="text" value="KL"/>	Remark: <input type="text"/>
Division/Section: <input type="text" value="1"/>	
Contact Name: <input type="text" value="UserManual"/>	
Tel No.: <input type="text" value="0344445555"/>	
Mobile No.: <input type="text" value="0123456789"/>	
Fax No.: <input type="text"/>	
Email: <input type="text"/>	

- Enter relevant information and click save to proceed.

Search Location

- To search for a location, type in location name and choose the type of location and click **Search**. You may also tick the checkbox for the location’s status.

The screenshot shows a search interface for locations. At the top, there is a search bar labeled "Search". Below it, there are three filter sections: "Location Name :" with a text input containing "Mahkamah", "Location Type :" with a dropdown set to "Court", and "Location's Status :" with two options: "Active" (checked) and "In-active". To the right of these filters are "Search" and "Clear" buttons. The main area displays a table of location records, with the first few rows shown below:

Location Name	Type	Company Reg. No.	Branch/Office	Contact Name	Tel. No.	Default Address
Mahkamah Persekutuan Malaysia	Court		Putrajaya		03-88803500/03-88803700/03-88803900/03-88804100	Aras 3, Presint 3 Palace of Justice, 62506 Putrajaya Wilayah Persekutuan, Malaysia
Mahkamah Rayuan Malaysia	Court		Putrajaya		03-88803200/03-88803700/03-88803900/03-88804100	Aras 2, Presint 3 Palace of Justice, 62506 Putrajaya Wilayah Persekutuan, Malaysia
Mahkamah Tinggi Kuala Lumpur (1)	Court		Kuala Lumpur		03-26939011	Bangunan Sultan Abdul Samad Jalan Raja, 50506 Kuala Lumpur Wilayah Persekutuan, Malaysia
Mahkamah Tinggi Kuala Lumpur (2)	Court		Kuala Lumpur		03-26939011	Bangunan Sultan Abdul Samad Jalan Raja, 50506 Kuala Lumpur Wilayah Persekutuan, Malaysia
Mahkamah Tinggi Kuala Lumpur (3)	Court		Kuala Lumpur		03-20783011/03-20726011	Wisma Demark Jalan Ampang, 50450 Kuala Lumpur Wilayah Persekutuan, Malaysia
Mahkamah Tinggi Kuala Lumpur (4)	Court		Kuala Lumpur		03-26942592	Bangunan JKR 26 Jalan Sultan Hishamuddin, 50678 Kuala Lumpur Wilayah Persekutuan, Malaysia
Mahkamah Majistret di Kuala Lumpur	Court		Kuala Lumpur		03-26948588	Jalan Raja, 50506 Kuala Lumpur Wilayah Persekutuan, Malaysia
Mahkamah Tinggi, Sesyen dan Majistret Kanger	Court		Kanger		04-9761004/04-9760223	Jalan Hospital, 01000 Kanger Perlis, Malaysia
Mahkamah Tinggi Alor Setar	Court		Alor Star		04-7321900	Kompleks Mahkamah Alor Star Jalan Buka Menanti, 05220 Alor Star Kedah, Malaysia

At the bottom of the table, there are navigation buttons (back, forward, etc.) and a status message: "1 - 20 of 346 items".

- A result list will be displayed as below.

The screenshot shows a modal dialog titled "Location Details" with tabs for "General" and "Properties". Under the "General" tab, there are fields for "Location Name" (set to "Mahkamah Persekutuan Malaysia"), "Active" (checked), "Resource" (unchecked), "Location Type" (set to "Court"), and several other contact details like "Com. Reg. No.", "Office/Branch", "Division/Section", "Contact Name", "Tel No.", "Mobile No.", "Fax No.", and "Email". On the right side of the dialog, there are four address-related fields: "Default Address" (set to "Aras 3, Presint 3 Palace of Justice, Putrajaya 62506 Wilayah Persekutuan, Malaysia"), "Register Address", "Corres. Address", and "HQ Address". There is also a "Remark" field at the bottom.

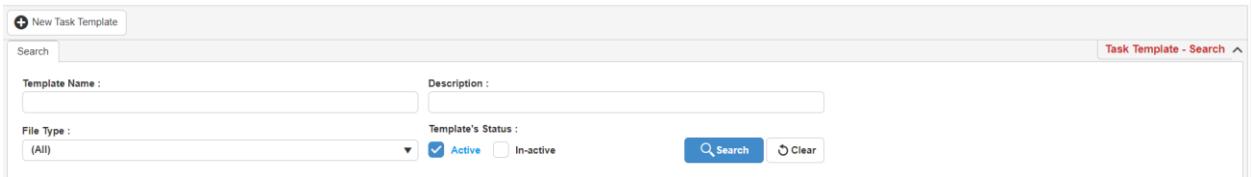
- You may double click to view the details of the location.
- Press **Edit** to edit the information of the location.
- After you have completed, press **Save**.

This screenshot is identical to the one above, showing the "Location Details" dialog with the "General" tab selected. It displays the same form fields for location details and address configurations.

14.1.6 Task Template

This option enables you to edit or create task templates in the system.

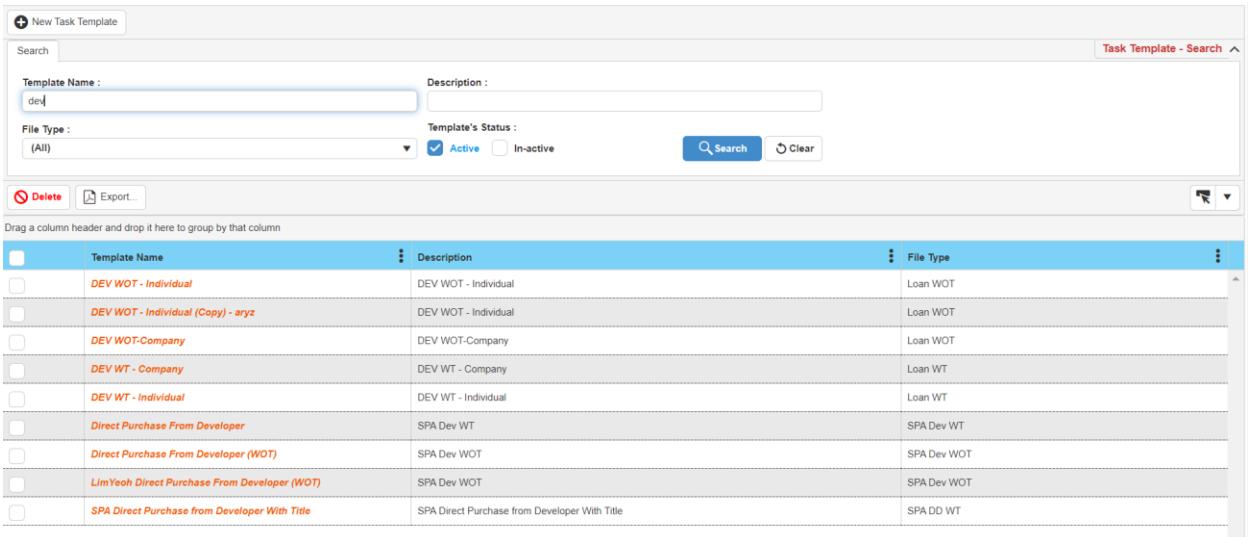
- To open ‘Task Template’ window, go to maintenance Menu  and click ‘Task Template’.
- A ‘Task Template’ window will show as below.



The screenshot shows the 'Task Template - Search' interface. It includes fields for 'Template Name' (with placeholder 'Search'), 'Description', 'File Type' (set to '(All)'), and 'Template's Status' (with 'Active' checked). Below these are 'Search' and 'Clear' buttons.

Search Task

- To search for a task, you may type in your search criteria and click the **Search** button and a result will be displayed.



The screenshot shows the search results for 'Task Template - Search'. The results table has columns: 'Template Name', 'Description', and 'File Type'. The 'Template Name' column contains entries like 'DEV WOT - Individual', 'DEV WOT - Individual (Copy) - aryz', 'DEV WOT-Company', etc. The 'Description' column provides a brief description of each template. The 'File Type' column shows categories like 'Loan WOT', 'Loan WT', 'SPA Dev WT', etc. At the top of the results table, there are buttons for 'Delete' and 'Export...'. Below the table, there is a note: 'Drag a column header and drop it here to group by that column'.

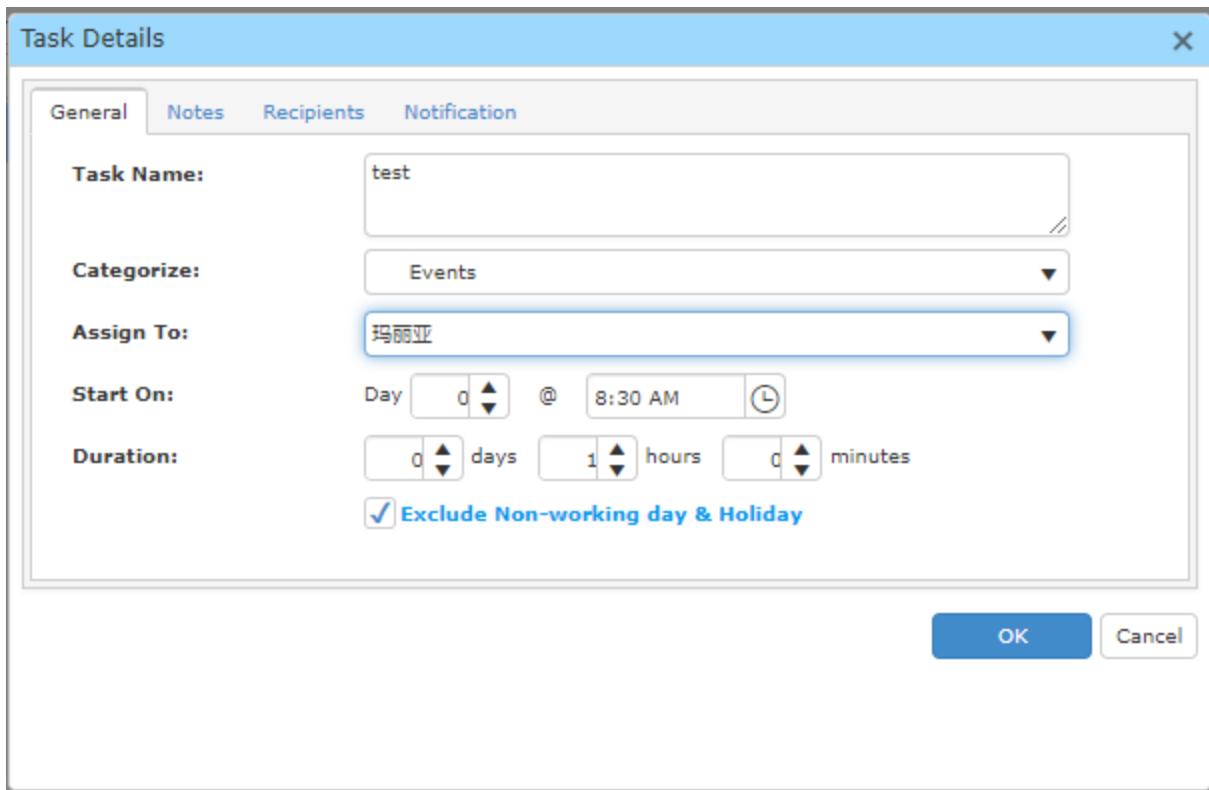
Template Name	Description	File Type
DEV WOT - Individual	DEV WOT - Individual	Loan WOT
DEV WOT - Individual (Copy) - aryz	DEV WOT - Individual	Loan WOT
DEV WOT-Company	DEV WOT-Company	Loan WOT
DEV WT - Company	DEV WT - Company	Loan WT
DEV WT - Individual	DEV WT - Individual	Loan WT
Direct Purchase From Developer	SPA Dev WT	SPA Dev WT
Direct Purchase From Developer (WOT)	SPA Dev WOT	SPA Dev WOT
LimYeah Direct Purchase From Developer (WOT)	SPA Dev WOT	SPA Dev WOT
SPA Direct Purchase from Developer With Title	SPA Direct Purchase from Developer With Title	SPA DD WT

Creating New Task Template

- To create a new task template, click **New Task Template**.
- A window will show as below.

The screenshot shows the 'Task Template Details' window. At the top, there are buttons for Save, Cancel, and Close. Below these are fields for 'Template Name' (set to 'Test') and 'File Type' (set to 'Additional loan'). There is also a checked checkbox for 'Active'. A large text area for 'Description' contains the word 'Test'. Below this is a toolbar with buttons for Add, Add a Copy, Edit, and Remove. A table titled 'Task Name' is present, with columns for Task Name, Categorize, Start On, and Duration. A message at the bottom of the table says 'No record. Click on 'Add' button to add task.'.

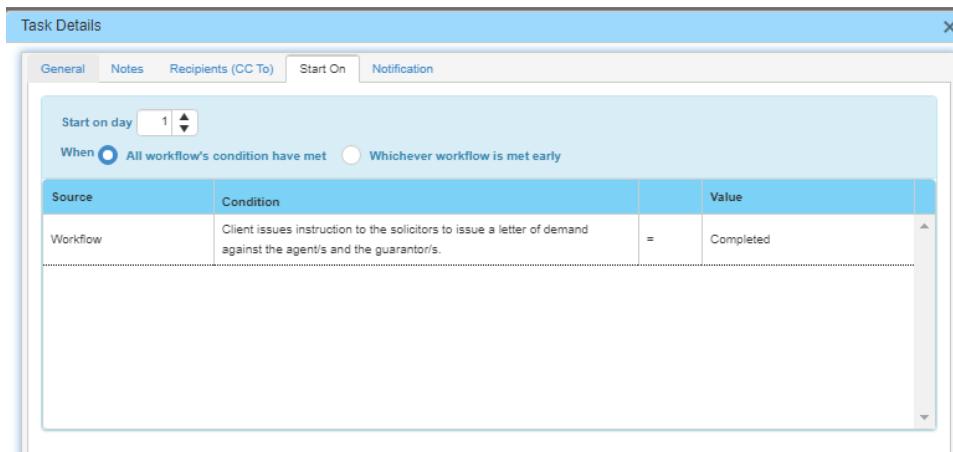
- Click **add** to add in task to the task template.
- A window will show as below.



- Fill in the form below and click **ok**.
- When you are done, click **Save** and the task template will be saved.

Extra:

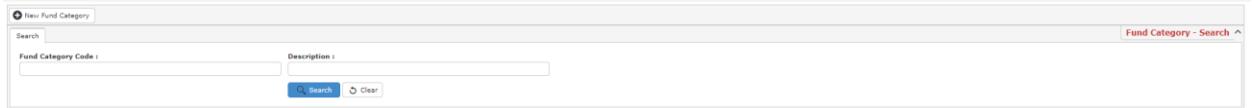
- Users also can double click on the task details and select **Start On** to customize the task following the user's requirements. For example the below one is task 2 and it will start on when task 1 completed.



14.1.7 Fund Category

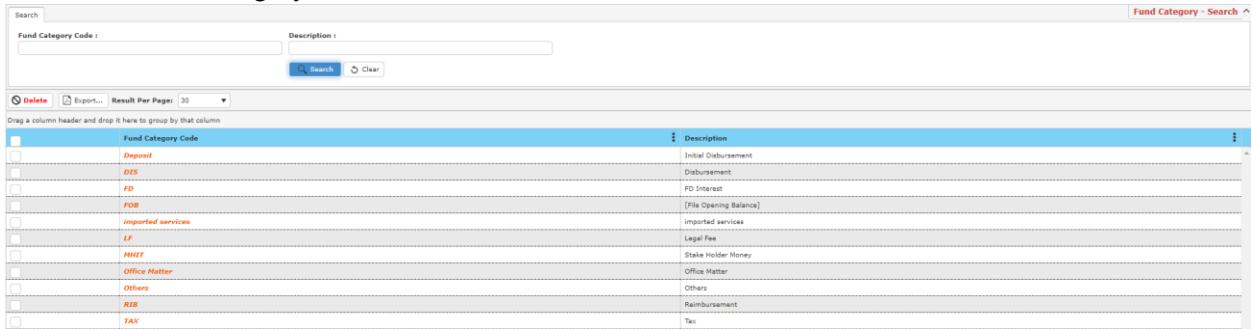
This option enables you to edit or create a fund category in the system.

- To open ‘Fund Category’ window, go to maintenance Menu  and click ‘Fund Category’.
- A ‘Fund Category’ window will show as below.



Search Fund Category

- To search a fund category, fill in the search criteria and click **Search**.



<input type="checkbox"/>	Fund Category Code	Description
<input type="checkbox"/>	Deposit	Initial Disbursement
<input type="checkbox"/>	DIS	Disbursement
<input type="checkbox"/>	FD	FD Interest
<input type="checkbox"/>	FOB	[File Opening Balance]
<input type="checkbox"/>	imported services	Imported services
<input type="checkbox"/>	LF	Legal Fee
<input type="checkbox"/>	HHT	Stake Holder Money
<input type="checkbox"/>	Office Matter	Office Matter
<input type="checkbox"/>	Others	Others
<input type="checkbox"/>	RIB	Reimbursement
<input type="checkbox"/>	TAX	Tax

Creating New Fund Category

- To create a new fund category, click **New Fund Category** and a window will pop up as below.

Fund Category Details

Save Close

General Control Properties

Fund Category Code:

Description:

Service Tax Imposed: Yes

Output Tax: Input Tax:

Bill's Account Type: Clients' Account Office Account

Bill's Clients' CR A/C:

Bill's Office CR A/C:

Invoice's Office DR A/C:

Pv's Clients' DR A/C:

Pv's Office DR A/C:

Receipt's Clients' CR A/C:

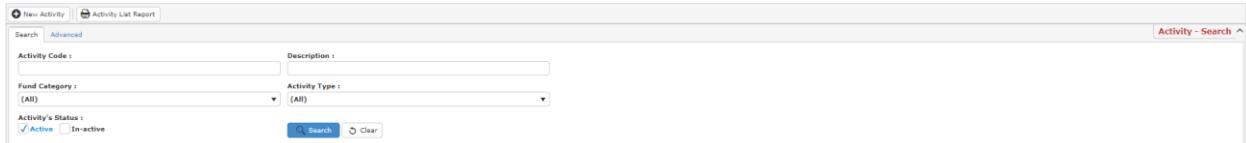
Receipt's Office CR A/C:

- Fill in all the fields below and click **Save** once you have done.

14.1.8 Activity

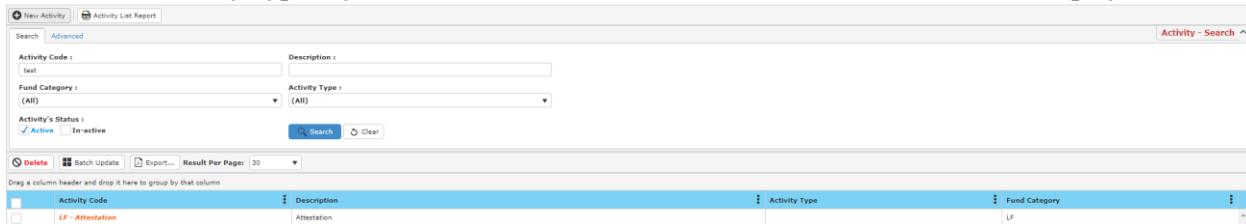
This option enables you to edit or create activity codes in the system. Activity code will show at every specific file you create such as create new Payment Voucher.

- To open ‘Activity’ window, go to maintenance Menu  and click ‘Activity’.
- A window will show as below.



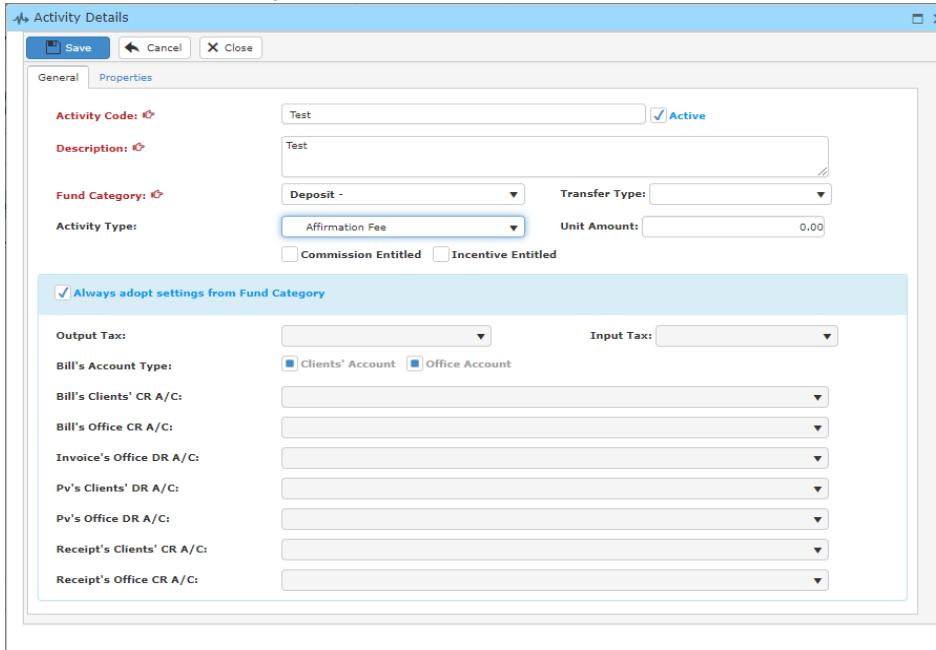
Search Activity

- To search an activity, type in your search criteria and click **Search** and a result list will be displayed.



Creating New Activity

- To create a new activity, click **New activity** and a window will show as below.

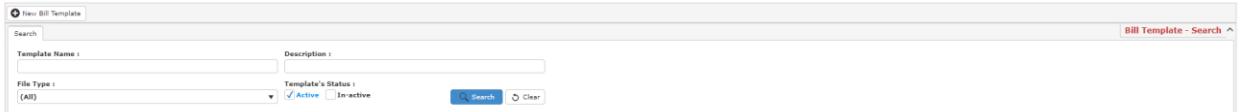


- Fill in the fields below and click save. Always tick the checkbox to **always adopt settings from Fund Category** to allow the system to automatically find the correct accounts. If need customize the account no need to tick it users can manually fill in.

14.1.9 Bill Template

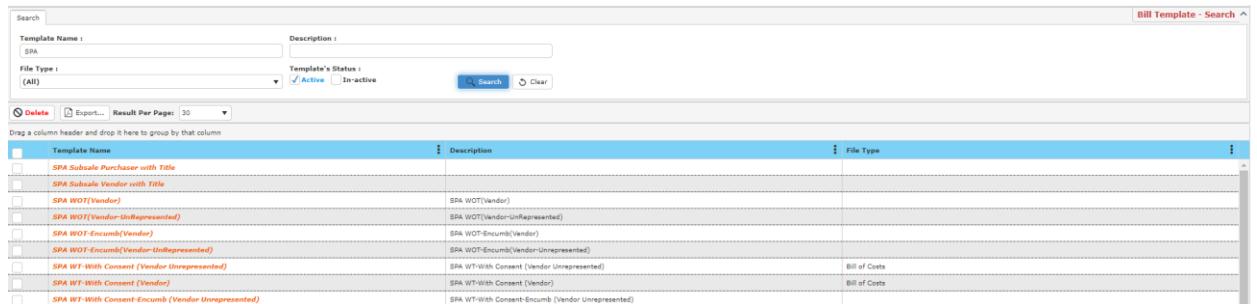
This option enables you to edit or create bill templates in the system.

- To open ‘Bill template’ window, go to maintenance Menu  and click ‘Bill template’.
- A window will show as below.



Search bill template

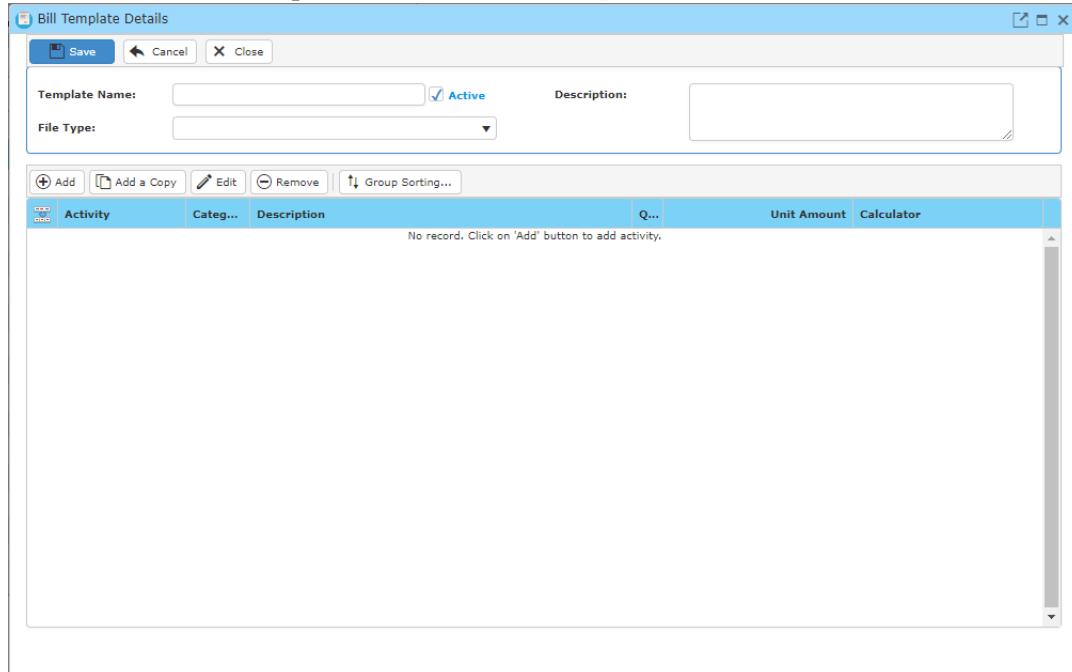
- To search a bill template, type in your search criteria and click **Search** and a result list will display as below.



Template Name	Description	File Type
SPA		
SPA Subscale Purchaser with Title		
SPA Subscale Vendor with Title		
SPA WOT(Vendor)		
SPA WOT(Vendor-Unrepresented)		
SPA WOT-Encumb(Vendor)		
SPA WOT-Encumb(Vendor-Unrepresented)		
SPA WOT-With Consent (Vendor Unrepresented)		Bill of Costs
SPA WOT-With Consent (Vendor)		Bill of Costs
SPA WOT-With Consent-Encumb (Vendor Unrepresented)		

Creating Bill Template

- To create a new bill template, click **New Bill Template** and a window will show as below



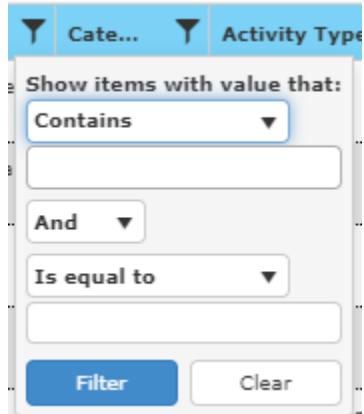
Activity	Categ...	Description	Q...	Unit Amount	Calculator
No record. Click on 'Add' button to add activity.					

- To add activities into the bill, click **add** and a window will appear as below.

Drag a column header and drop it here to group by that column					
	Activity	Date...	Activity Type	Description	Unit Amount
<input type="checkbox"/>	Transfer Disbursement To Office Account	DIS		Transfer Disbursement To Office Account	0.00
<input type="checkbox"/>	Transfer Legal Fees Between Bank Account	LF	N/A	Transfer Legal Fees Between Bank Account	0.00
<input type="checkbox"/>	Transfer Legal Fees To Office Account	LF	N/A	Transfer Legal Fees To Office Account	0.00
<input type="checkbox"/>	Rounding Adjustment on Legal Fees	LF	N/A	Rounding Adjustment on Legal Fees	0.00
<input type="checkbox"/>	Travelling Charges	RIB	Transportation	Travelling Charges	300.00
<input type="checkbox"/>	Travelling Charges :To and fro to LHDN	RIB	Transportation	Travelling Charges :To and fro to LHDN	0.00
<input type="checkbox"/>	Travelling Charges: To and fro to Bank	RIB	Transportation	Travelling Charges: To and fro to Bank	0.00
<input type="checkbox"/>	Travelling Charges: To and fro to Client's Premise	RIB	Transportation	Travelling Charges: To and fro to Client's Premises/Office	0.00
<input type="checkbox"/>	Travelling Charges: To and fro to Land Office	RIB	Transportation	Travelling Charges:To and fro to Land Office	0.00
<input type="checkbox"/>	Travelling Charges: To and fro to ROC	RIB	Transportation	Travelling Charges:To and fro to ROC	0.00
<input type="checkbox"/>	SSM Search on Vendor	RIB	Searches Fee	SSM Search on Vendor	0.00
<input type="checkbox"/>	Swearing - Statutory Declaration	RIB	N/A	Swearing of Statutory Declaration	0.00
<input type="checkbox"/>	Telephone and Fascimile Charges	RIB	Telephone and Fascimile	Telephone and Fascimile Charges	100.00

OK**Cancel**

- Tick any checkbox of the activity you would like to choose.
- To quickly locate activity you are looking for, click  at activity and change your search option to 'Contains' to find any activity that has this word.



- Click filter and the activity list will be filtered.

Drag a column header and drop it here to group by that column					
	Activity	Date...	Activity Type	Description	Unit Amount
<input type="checkbox"/>	LF - 1st party 2nd Legal Charge over Property (4)	LF		First party Second Legal Charge over Property (4) - (Subsidiary Instrument)	0,00
<input type="checkbox"/>	LF - 1st party 2nd Legal Charge over Property (5)	LF		First party Second Legal Charge over Property (5) - (Subsidiary Instrument)	0,00
<input type="checkbox"/>	LF - 1st party 5th legal charge over Property (6)	LF		First party Fifth legal charge over Property (6) - (Subsidiary Instrument)	0,00
<input type="checkbox"/>	LF - 3rd party 2nd Legal Charge over Property (1)	LF		Third party Second Legal Charge over Property (1) - (Subsidiary Instrument)	0,00
<input type="checkbox"/>	LF - Application of Bankruptcy Report	LF		Application of Bankruptcy Report	0,00
<input type="checkbox"/>	LF - Application of Consent to Charge	LF		Application of Consent to Charge	0,00
<input type="checkbox"/>	LF - Asset Purchase Agreement	LF		Asset Purchase Agreement	0,00
<input type="checkbox"/>	LF - Asset Purchase Agrmnt / Ijarah Agreement	LF		LF - Asset Purchase Agreement / Ijarah Agreement	0,00
<input type="checkbox"/>	LF - Attendance & taking instruction	LF	N/A	Attendance & taking instruction	0,00
<input type="checkbox"/>	LF - Attestation	LF		Attestation	0,00
<input type="checkbox"/>	LF - Change of Name	LF		Change of Name	0,00
<input type="checkbox"/>	LF - Charge (Annexue)	LF		Charge (Annexue)	0,00
<input type="checkbox"/>	LF - Confirmation from Developer	LF		Confirmation from Developer	0,00
<input type="checkbox"/>	LF - Consent to Charge	LF		Application to State Authority for consent to charge	0,00

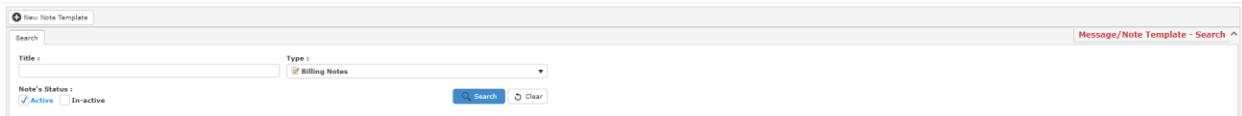
OK**Cancel**

- Once you have done, click **Save** to proceed.

14.1.10 Message/Notes Template

This option enables you to edit or create message/notes templates in the system.

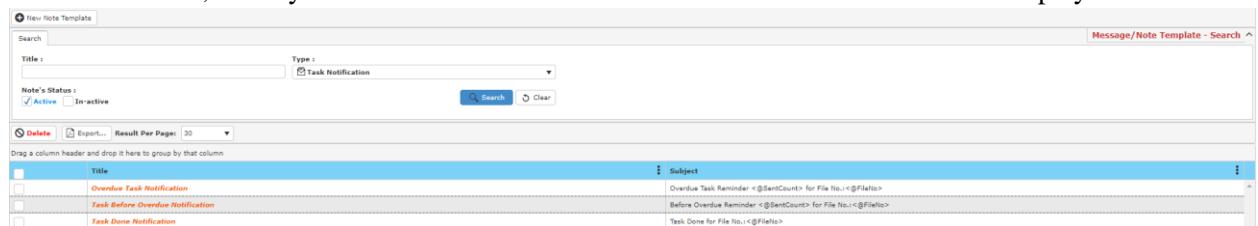
- To open ‘Message/Notes Template’ window, go to maintenance Menu  and click ‘Message/Notes Template’.
- A window will show as below.



Title	Type	Subject
Overdue Task Notification	Task Notification	Overdue Task Reminder <@SentCount> for File No.:<@FileNo>
Task Before Overdue Notification	Task Notification	Before Overdue Reminder <@SentCount> for File No.:<@FileNo>
Task Done Notification	Task Notification	Task Done for File No.:<@FileNo>

Search Note

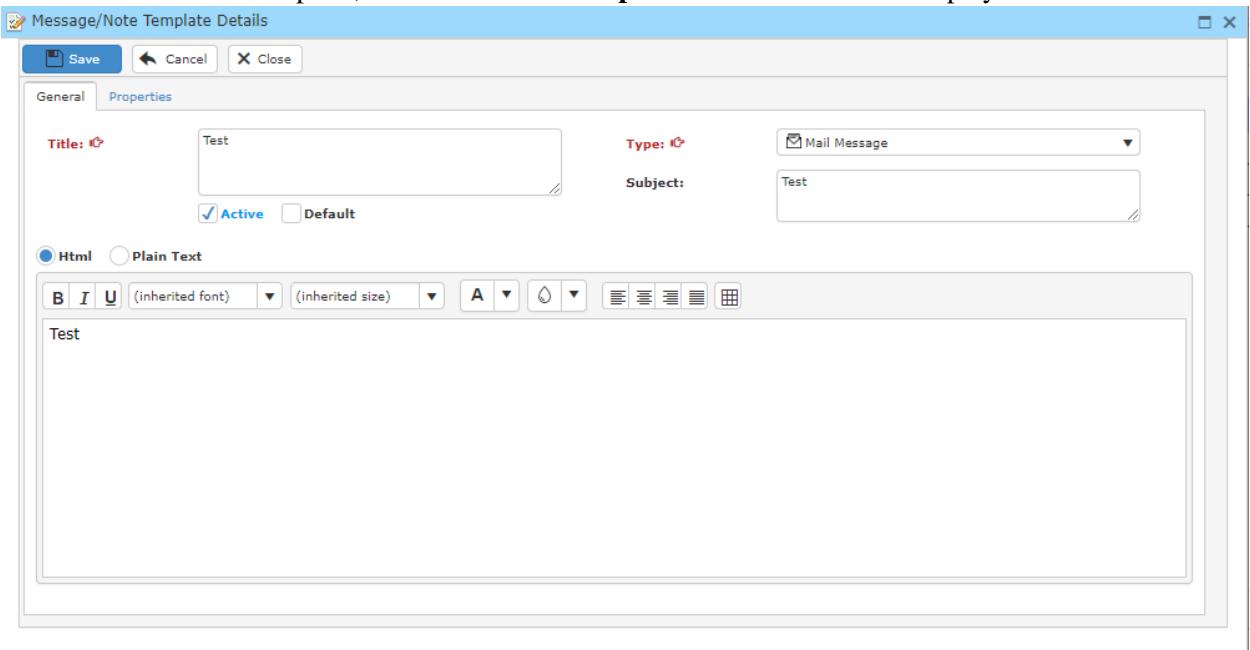
- To search a note, fill in your search criteria and click **Search** and a result list will be displayed.



Title	Type	Subject
Overdue Task Notification	Task Notification	Overdue Task Reminder <@SentCount> for File No.:<@FileNo>
Task Before Overdue Notification	Task Notification	Before Overdue Reminder <@SentCount> for File No.:<@FileNo>
Task Done Notification	Task Notification	Task Done for File No.:<@FileNo>

Creating New Note Template

- To create a new note template, click **New Note Template** and a window will display as below.



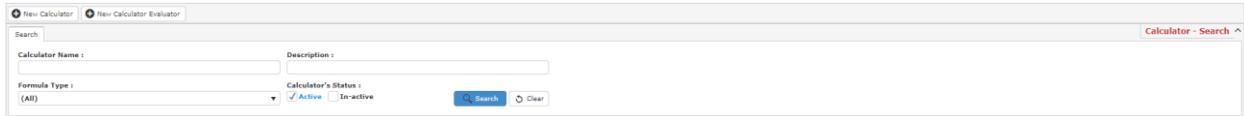
Title:	Test	Type:	Mail Message
<input checked="" type="checkbox"/> Active		<input type="checkbox"/> Default	
<input checked="" type="radio"/> HTML <input type="radio"/> Plain Text <div style="border: 1px solid #ccc; padding: 5px; height: 150px;"> <p>Test</p> </div>			

- Fill in the fields below and click **Save** once you have completed.

14.1.11 Calculator

This option enables you to edit or create a calculator in the system. **Calculator** is for generating a formula to calculate the fee.

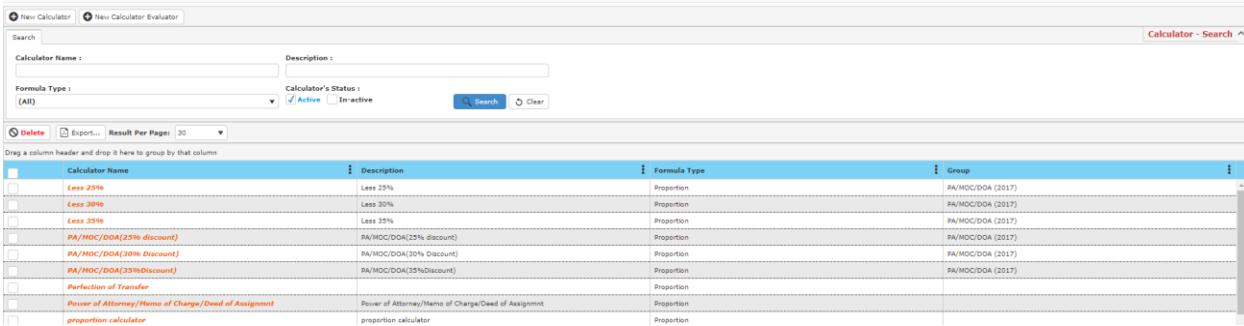
- To open ‘**Calculator**’ window, go to maintenance Menu  and click ‘**Calculator**’.
- A window will show as below.



The screenshot shows a search interface for calculators. At the top, there are fields for 'Calculator Name' and 'Description'. Below these are dropdowns for 'Formula Type' (set to '(All)') and 'Calculator's Status' (with 'Active' checked). There are also 'Search' and 'Clear' buttons. The main area displays a table of search results with columns: 'Calculator Name', 'Description', 'Formula Type', and 'Group'. The results include various calculators like 'Less 25%', 'Less 30%', 'Less 35%', etc., each with its corresponding description, type (Proportion), and group (PA/MOC/DOA (2017)).

Search Calculator

- To search for a calculator, fill in the search criteria and click **Search** and a result list will display below.

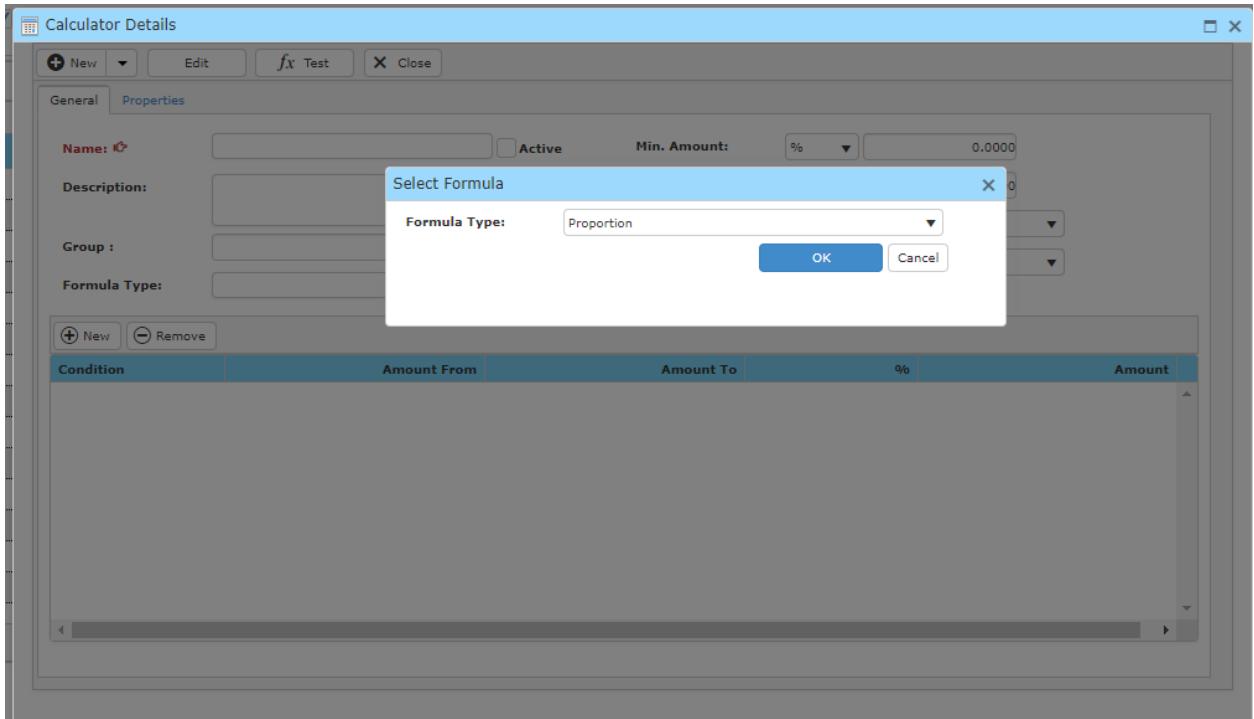


The screenshot shows the search results table from the previous interface. It includes columns for 'Calculator Name', 'Description', 'Formula Type', and 'Group'. The results are as follows:

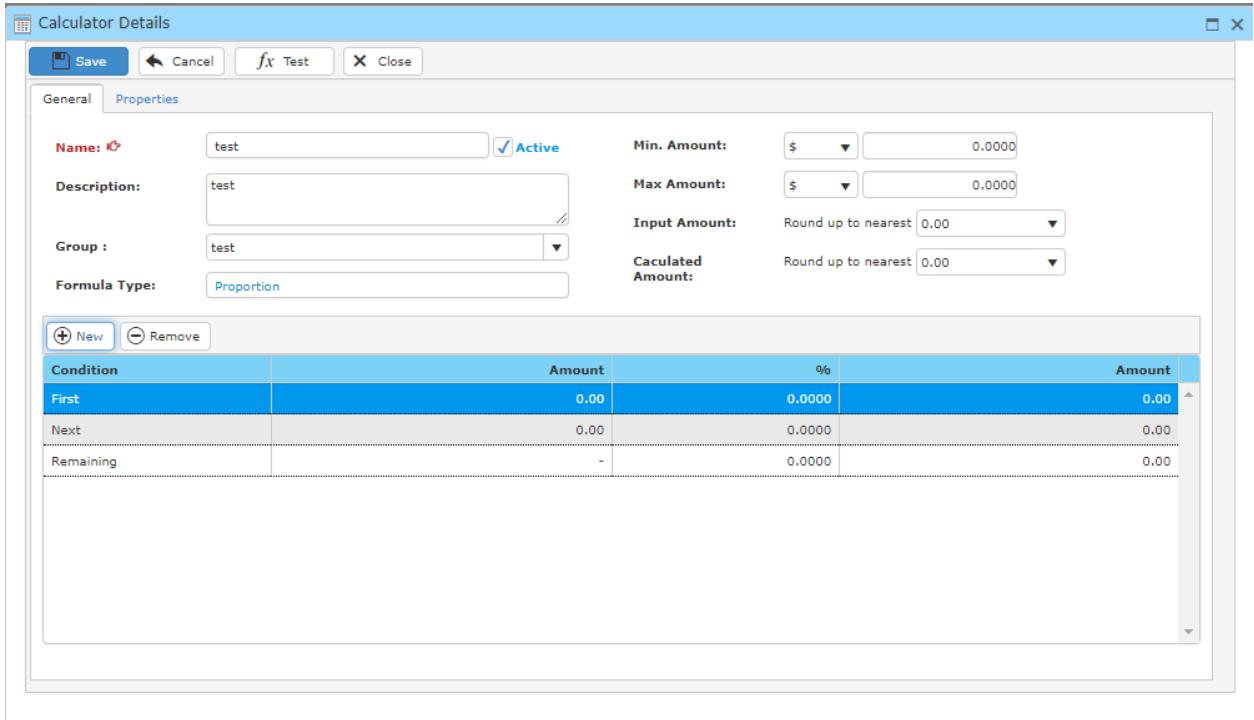
Calculator Name	Description	Formula Type	Group
Less 25%	Less 25%	Proportion	PA/MOC/DOA (2017)
Less 30%	Less 30%	Proportion	PA/MOC/DOA (2017)
Less 35%	Less 35%	Proportion	PA/MOC/DOA (2017)
PA/MOC/DOA(25% discount)	PA/MOC/DOA(25% discount)	Proportion	PA/MOC/DOA (2017)
PA/MOC/DOA(30% Discount)	PA/MOC/DOA(30% Discount)	Proportion	PA/MOC/DOA (2017)
PA/MOC/DOA(35%Discount)	PA/MOC/DOA(35%Discount)	Proportion	PA/MOC/DOA (2017)
Perfection of Transfer	Perfection of Transfer	Proportion	
Power of Attorney/Memo of Charge/Deed of Assignment	Power of Attorney/Memo of Charge/Deed of Assignment	Proportion	
proportion calculator	proportion calculator	Proportion	

Creating New Calculator

- To create a new calculator, click **New Calculator** and a window will display as below.



- To begin, choose a formula type and click **OK**.
- Then, fill in all the fields.

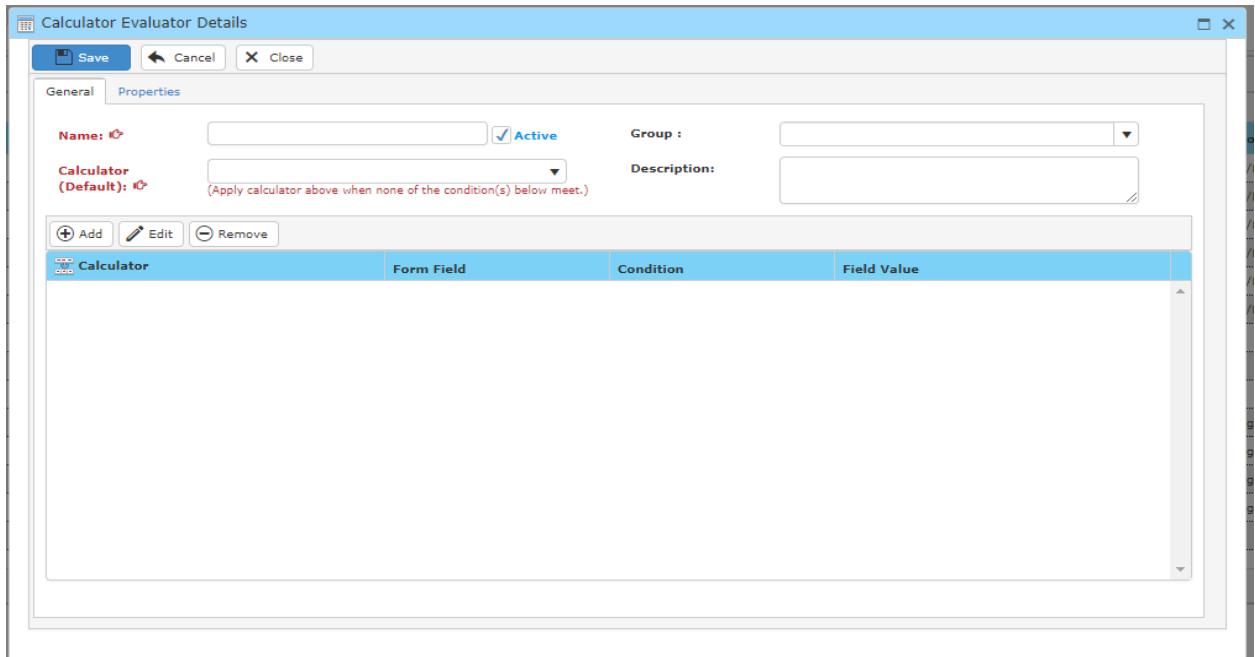


- To add a condition, click **New** and a condition will be added to the calculator. You may also edit the value of the condition by double clicking the value you wish to edit.

- For example, users can either use the range/proportion/rental as a condition, which means that for range can customize it within the range to charge a specific amount or percentage.
- Once you have completed, click **Save**.

Evaluating a Calculator

- To evaluate a calculator, click **New Calculator Evaluator**.



- Fill in the field below.
- Click **Add** to add in any calculator that meets the condition you filled into the field previously.
- Once you have completed, click **Save**.

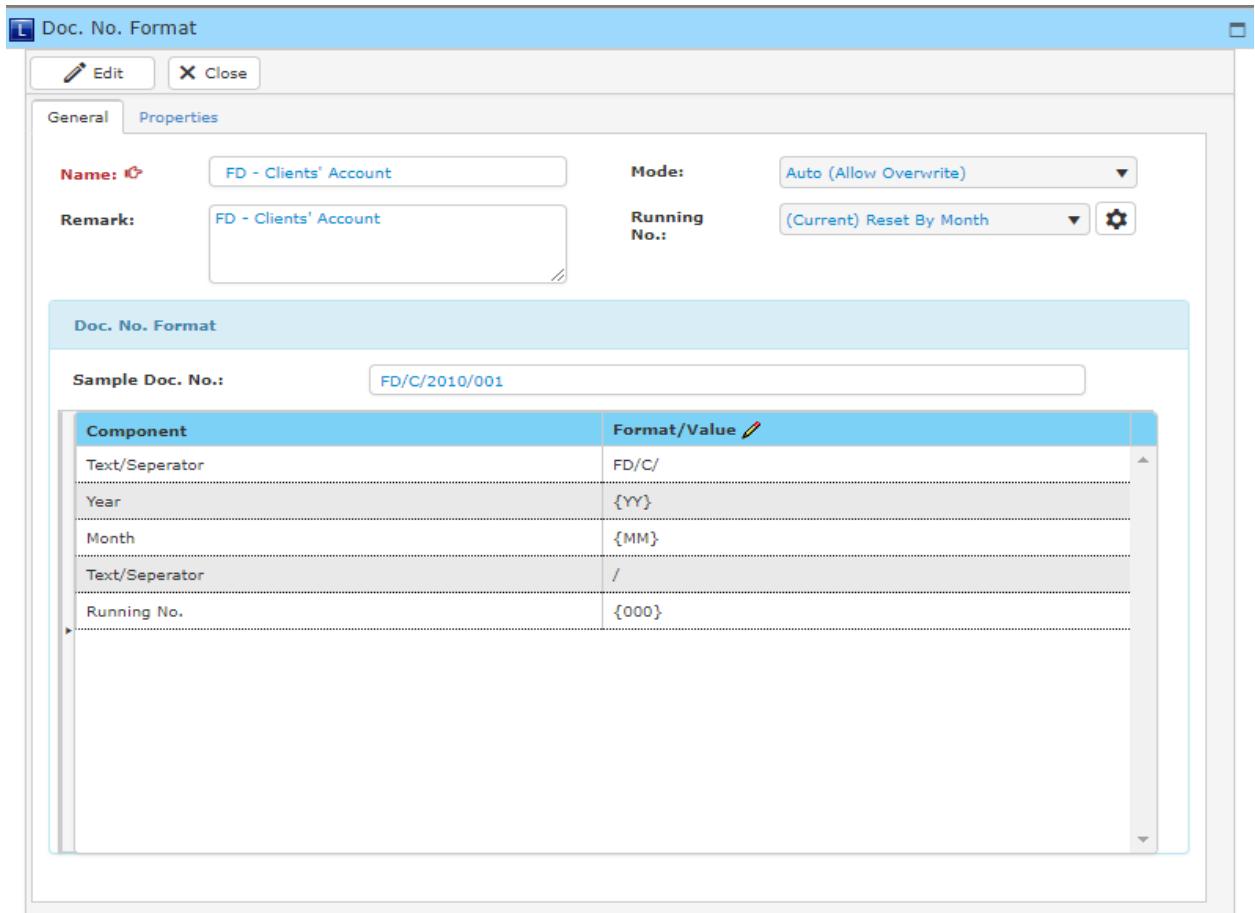
14.1.12 Doc. No./File No. Format

This option enables you to edit the doc. no./file no. format in the system.

- To open ‘Doc. No./File No. Format’ window, go to maintenance Menu  and click ‘Doc. No./File No. Format’.
- A window will show as below.

Doc. No./File No. Format Maintenance			
Type Doc. No.	Mode	Format	Remark
FD - Clients' Account	Auto (Allow Overwrite)	PO/FC/{YY}{MM}/{000}	PO - Clients' Account
A/P CH	Auto (Allow Overwrite)	AP/CN/{YY}{MM}/{000}	AP (CN)
A/P DN	Auto (Allow Overwrite)	AP/DN/{YY}{MM}/{000}	AP (DN)
A/P Payment	Auto (Allow Overwrite)	APPV/{YY}{MM}/{000}	AP Payment
A/R CN (Clients' Account)	Auto (Allow Overwrite)	ARCN/{YY}{MM}/{000}	AR (CN)
A/R CN (Office Account)	Auto (Allow Overwrite)	ARCN/0/{YY}{MM}/{000}	AR (CN)
A/R CH (Office Account) - GST	Auto (Allow Overwrite)	ARCN/0/{YY}{MM}/{000}	A/R CH (Office Account) - GST
A/R CH (Office Account) - SST	Auto (Allow Overwrite)	ARCN/0/{YY}{MM}/{000}	A/R CH (Office Account) - SST
A/R DN (Clients' Account)	Auto (Allow Overwrite)	ARDN/{YY}{MM}/{000}	AR (DN)
A/R DN (Office Account)	Auto (Allow Overwrite)	ARDN/0/{YY}{MM}/{000}	AR (DN)
A/R DN (Office Account) - GST	Auto (Allow Overwrite)	ARDN/0/{YY}{MM}/{000}	A/R DN (Office Account) - GST
A/R DN (Office Account) - SST	Auto (Allow Overwrite)	ARDN/0/{YY}{MM}/{000}	A/R DN (Office Account) - SST
A/R Receipt (Clients' Account)	Auto (Allow Overwrite)	ARRC/C/{YY}{MM}/{000}	A/R Receipt (Clients')
A/R Receipt (Office Account)	Auto (Allow Overwrite)	ARRC/D/{YY}{MM}/{000}	A/R Receipt (Office)
AP Bad Debt	Auto (Allow Overwrite)	APBD/{YY}{MM}/{000}	AP Bad Debt
AP Bad Debt Recovery	Auto (Allow Overwrite)	APBDV/{YY}{MM}/{000}	AP Bad Debt Recovery
AP Bad Debt Relief	Auto (Allow Overwrite)	APBDR/{YY}{MM}/{000}	AP Bad Debt Relief
AR Bad Debt	Auto (Allow Overwrite)	ARBD/{YY}{MM}/{000}	AR Bad Debt
AR Bad Debt Recovery	Auto (Allow Overwrite)	ARBDV/{YY}{MM}/{000}	AR Bad Debt Recovery
AR Bad Debt Relief	Auto (Allow Overwrite)	ARBDR/{YY}{MM}/{000}	AR Bad Debt Relief
Bill	Auto (Allow Overwrite)	BIL/{YY}{MM}/{000}	Bill
Bill - GST	Auto (Allow Overwrite)	BIL/{YY}{MM}/{000}	Bill - GST
Bill - SST	Auto (Allow Overwrite)	BIL/{YY}{MM}/{000}	Bill - SST

- To edit a format for a doc. type, double click the doc. type to view its detail.

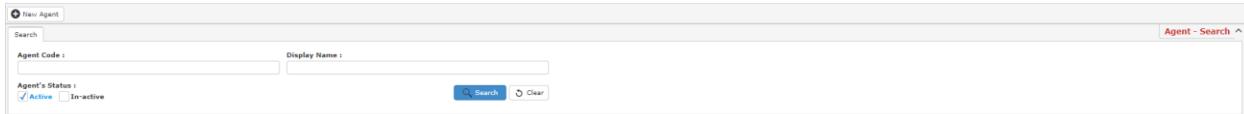


- Click edit and change any information you wish to change.
- For running number options users can select which one they prefer. Running number is used to avoid duplicate files.
- Once you have done, click **Save** to proceed.

14.1.13 Agent

This option enables you to edit or create agents in the system.

- To open ‘Agent’ window, go to maintenance Menu  and click ‘Agent’.
- A window will show as below.



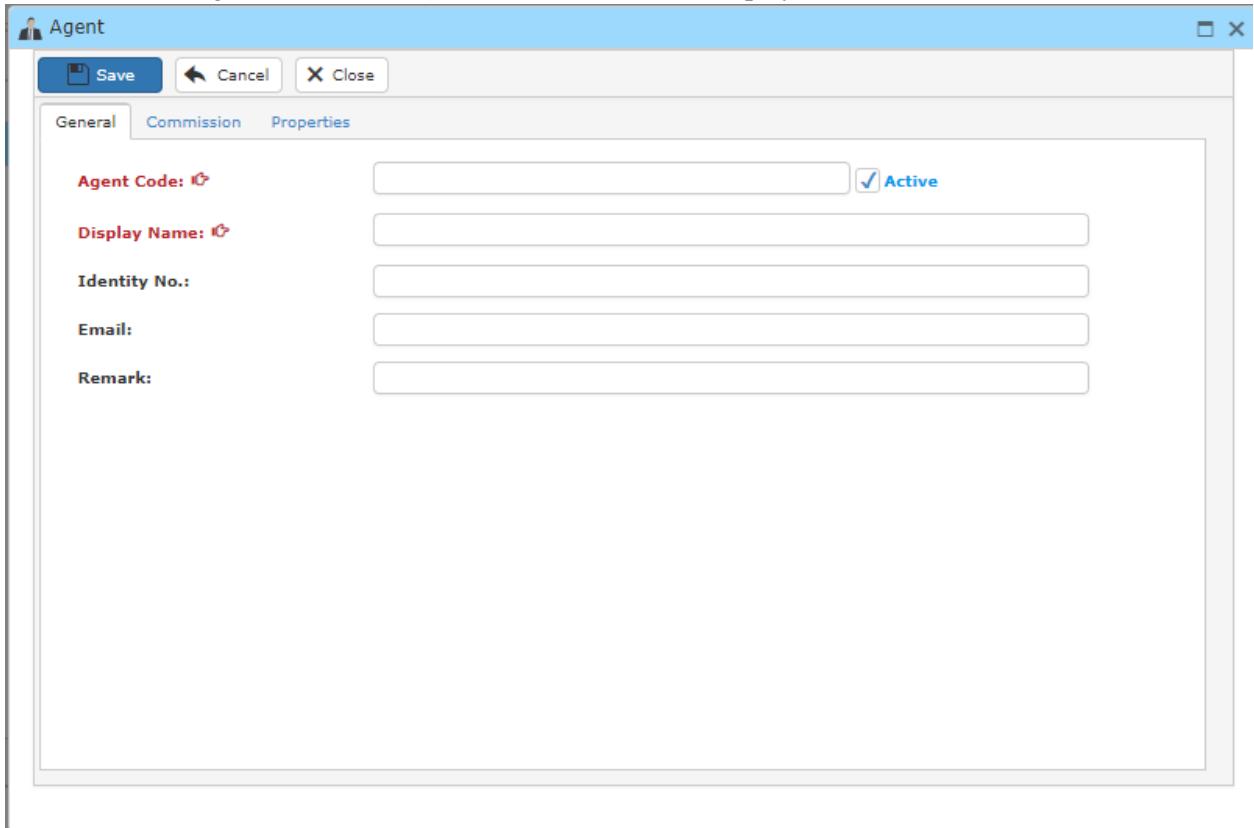
The screenshot shows a search interface titled 'Agent - Search'. It includes fields for 'Search' and 'Display Name', and a dropdown menu for 'Agent's Status' with options 'Active' (selected) and 'In-active'. There are also 'Search' and 'Clear' buttons.

Search Agent

- To search for an agent, fill in the search criteria and click **Search** and a result list will be displayed.

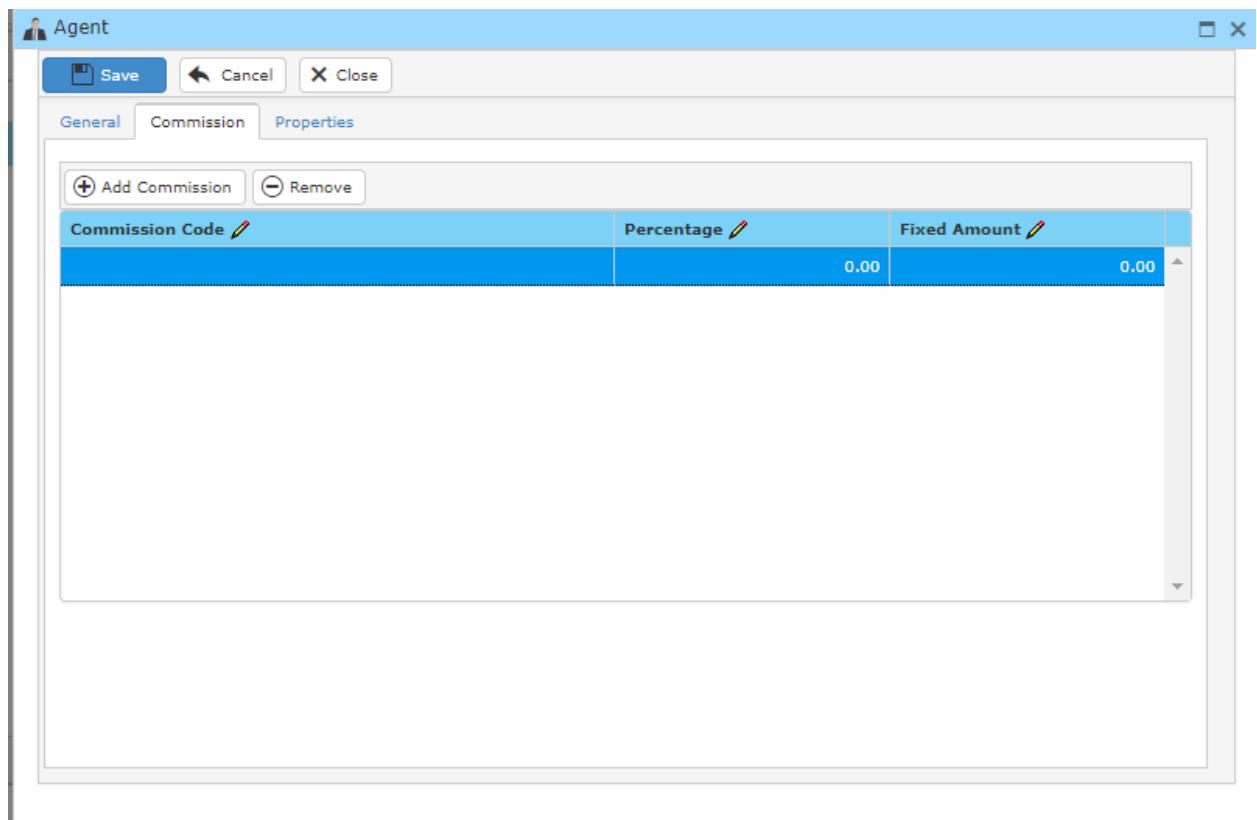
Creating New Agent

- To create a new agent, click **New Agent** and a window will display as below.



The screenshot shows a 'Agent' creation window. It has tabs for 'General', 'Commission', and 'Properties'. The 'General' tab is active, displaying fields for 'Agent Code' (with a red warning sign), 'Display Name' (with a red warning sign), 'Identity No.', 'Email', and 'Remark'. A 'Save' button is visible at the top left, and a 'Cancel' button is at the top center. A status checkbox labeled 'Active' is checked.

- Fill in any necessary information and click save once you have done.
- To add commission to an agent, go to **Commission** and click **Add Commission**.



- The commission code can bring the specific percentage and fixed amount of commission.

14.2 Users and Groups

14.2.1 User Account

This option enables you to edit or create user accounts in the system.

- To open ‘User Account’ window, go to maintenance Menu  and click ‘User Account’.
- A window will show as below.

The screenshot shows a search interface for user accounts. At the top, there are buttons for 'New User Account', 'Unlock User', 'Change Ownership', and 'Online Users'. Below these are search fields for 'User ID' and 'Display Name'. Underneath the search fields is a section for 'User Account's Status' with two options: 'Active' (checked) and 'In-active'. At the bottom right are 'Search' and 'Clear' buttons.

Search User Account

- To search for an user account, fill in search criteria and click **Search** and a result list will be displayed.

The screenshot shows the search results for user accounts. The results are presented in a table with the following columns: User ID, Display Name, Member Of, Departments, and Designation. The data is as follows:

User ID	Display Name	Member Of	Departments	Designation
Jay	Jay	Lawyer, Lawyers, Partners, PICs	Conveyancing, Corporate, Intellectual Property, Litigation, Loan	
Lawyer A	Lawyer A	Lawyer, Lawyers, PICs	Conveyancing, Corporate, Intellectual Property, Litigation, Loan	
Sa	Super Administrator	Administrators, Lawyers, Partners, PICs	Conveyancing, Corporate, Intellectual Property, Litigation, Loan	System Admin
user	Super Administrator	Administrators, Lawyers, Partners, PICs	Conveyancing, Corporate, Intellectual Property, Litigation, Loan	System Admin

Creating New User Account

- To create a new user account, click **New User Account** and a window will be displayed as below.

User Account Details

General Details Mail & Calendar Settings Time Cost Incentive Properties

User ID: Active Remote Access

Display Name: Initials:

Password:
Passwords must be at least 6 characters. Passwords must have at least one non letter or digit character, at least one lowercase ('a'-'z'), at least one uppercase ('A'-'Z').

Confirm Password: User must change password on next logon

Allow Login Using:

Social Login Id:

Security Groups:

	Group Name	Description
<input type="checkbox"/>	Account	Account
<input type="checkbox"/>	Administrators	Administrators
<input type="checkbox"/>	Lawyer	Lawyer
<input type="checkbox"/>	Normal Users	Normal Users

System Roles:

	Role Name	Description
<input type="checkbox"/>	Lawyers	Lawyers (System Role)
<input type="checkbox"/>	Partners	Partners
<input checked="" type="checkbox"/>	PICs	Person In Charges

- Fill in all the fields below. You may also add more information related to this user account in the following tabs:

General Details Settings Time Cost Incentive Properties

Details

- Users can customize the user's details and choose the department they are incharge. The users only can edit and do some action to their own department file and details.

User Account Details

General Details Mail & Calendar Settings Time Cost Incentive Properties

Identity No.:

Designation:

Departments:

Main Department:

Email:

Contact No.:

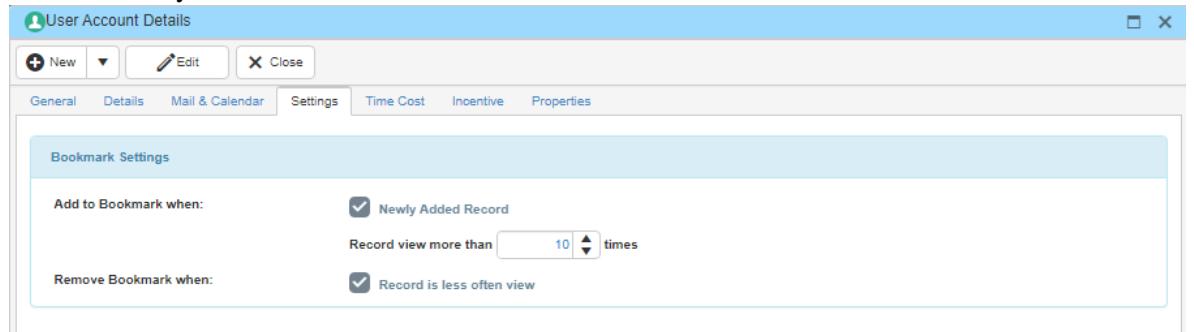
Remark:

Signature :

JPG, PNG files only, max. file size: 2 MB, recommended pixels : 100 wide and 200 tall.

Settings

- In **Settings** users can add and remove bookmarks when the view is more than the times you set.



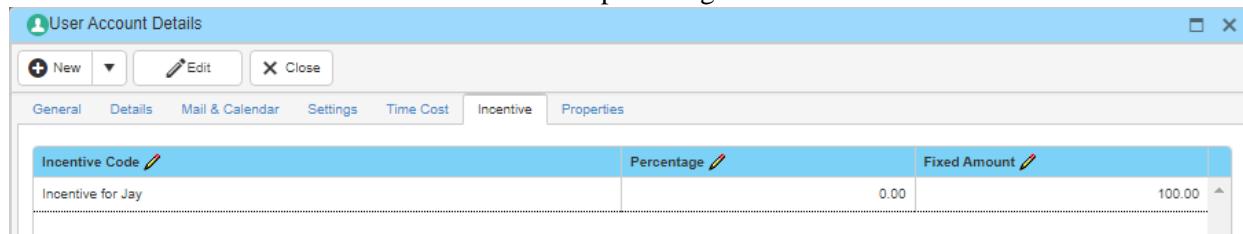
Time cost

- Users can add hourly rates to the users. For example, can add the rate when the users do the consultant work.



Incentive

- Users can customize the staff incentive in percentage or fixed amount.



- Click **Save** once you have done.

Unlock User

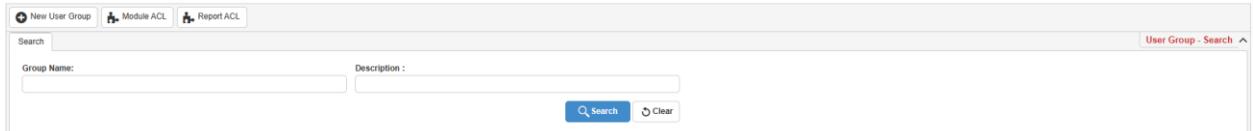
- To unlock an user, click **Unlock User** and a window will be displayed as below.

Locked Users List		
User ID	Name	Lock End At
No records available.		

14.2.2 User Groups & Roles

This option enables you to edit or create user groups in the system.

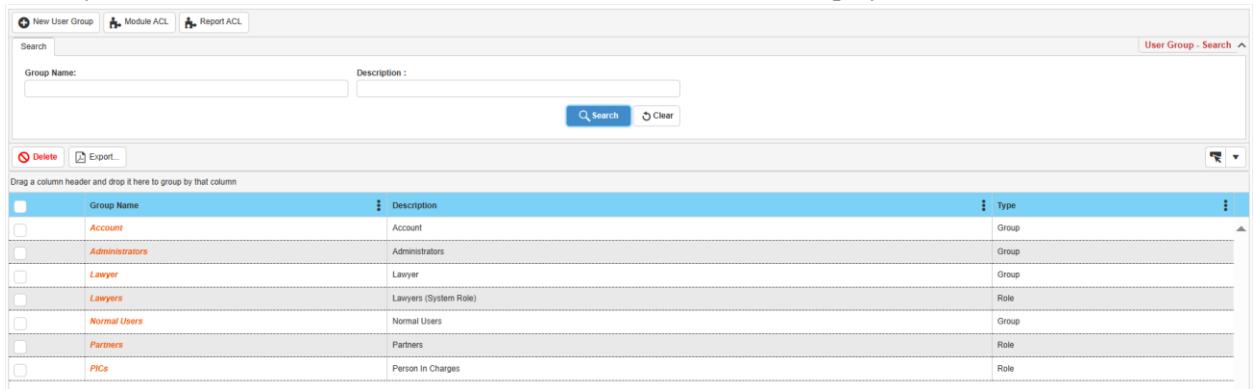
- To open ‘User Groups & Roles’ window, go to maintenance Menu  and click ‘User Groups & Roles’.
- A window will show as below.



The screenshot shows a search interface for user groups. At the top, there are three buttons: 'New User Group', 'Module ACL', and 'Report ACL'. Below these are two input fields: 'Group Name:' and 'Description:', each with a corresponding text input box. Underneath the fields are two buttons: 'Search' and 'Clear'. The title bar of the window reads 'User Group - Search'.

Search User Group

- Fill in your search criteria and click **Search** and a result list will be displayed as below.

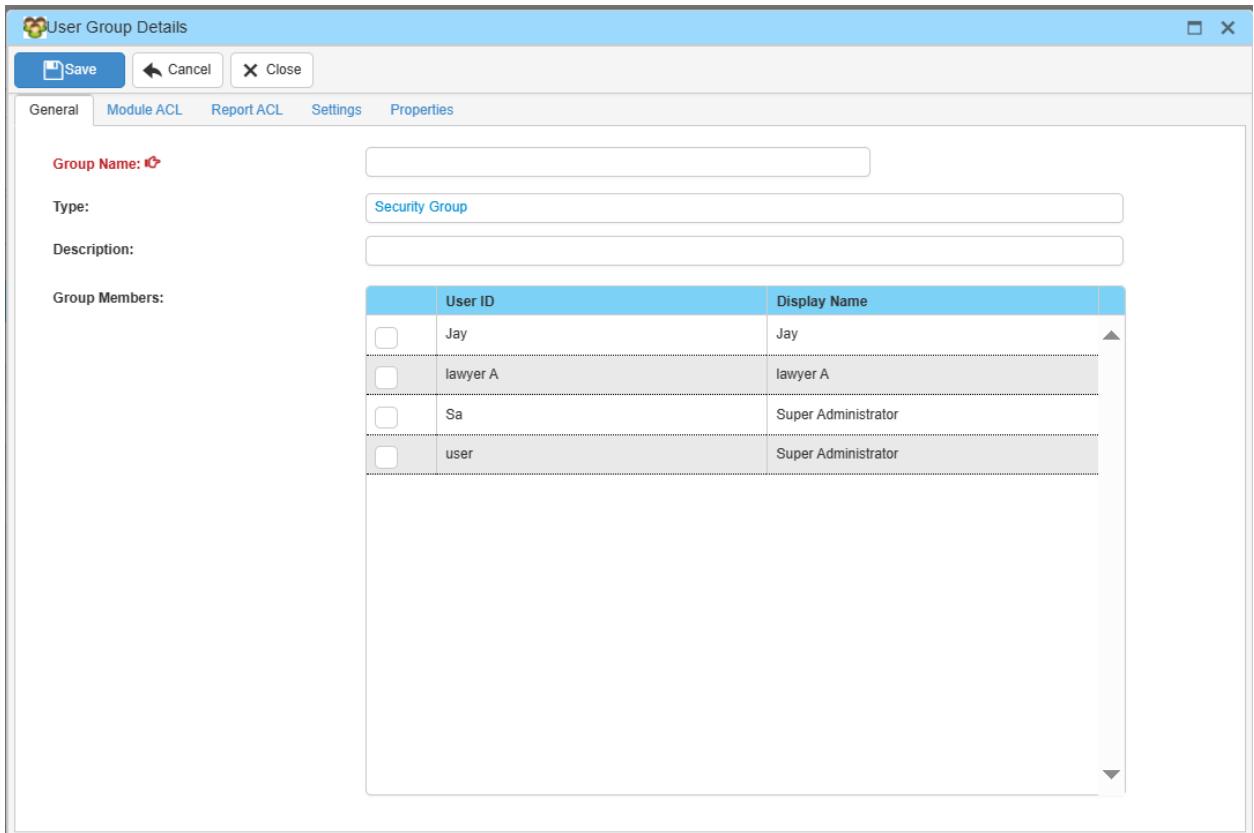


The screenshot shows the search results for user groups. At the top, it has the same search fields and buttons as the search window. Below the search area is a table with the following data:

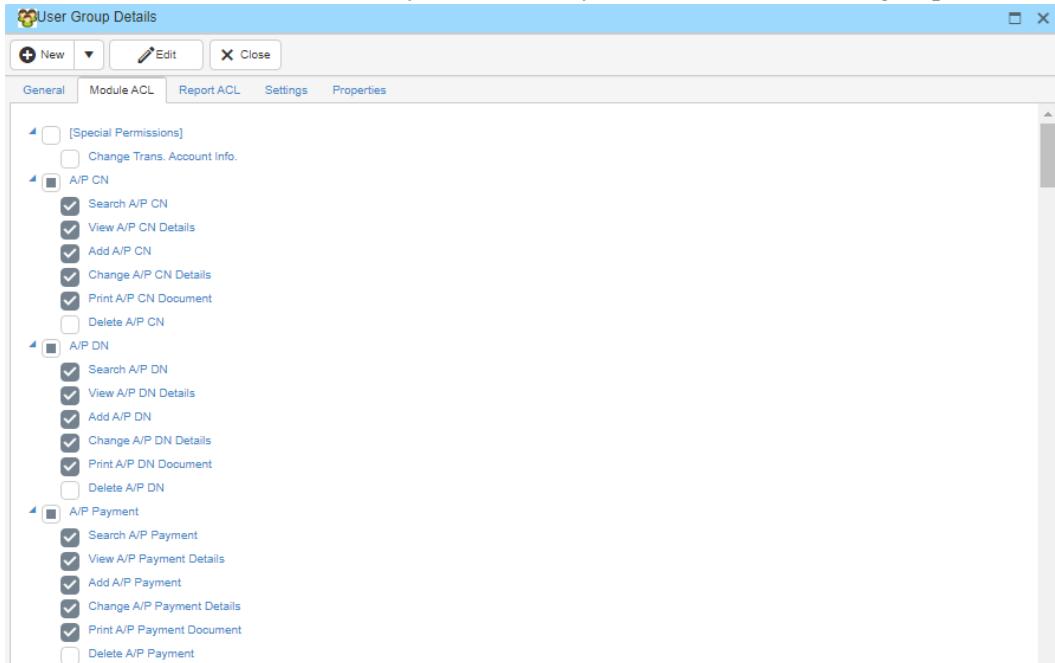
<input type="checkbox"/>	Group Name	Description	Type
<input type="checkbox"/>	Account	Account	Group
<input type="checkbox"/>	Administrators	Administrators	Group
<input type="checkbox"/>	Lawyer	Lawyer	Group
<input type="checkbox"/>	Lawyers	Lawyers (System Role)	Role
<input type="checkbox"/>	Normal Users	Normal Users	Group
<input type="checkbox"/>	Partners	Partners	Role
<input type="checkbox"/>	PICs	Person In Charges	Role

Creating New User Group

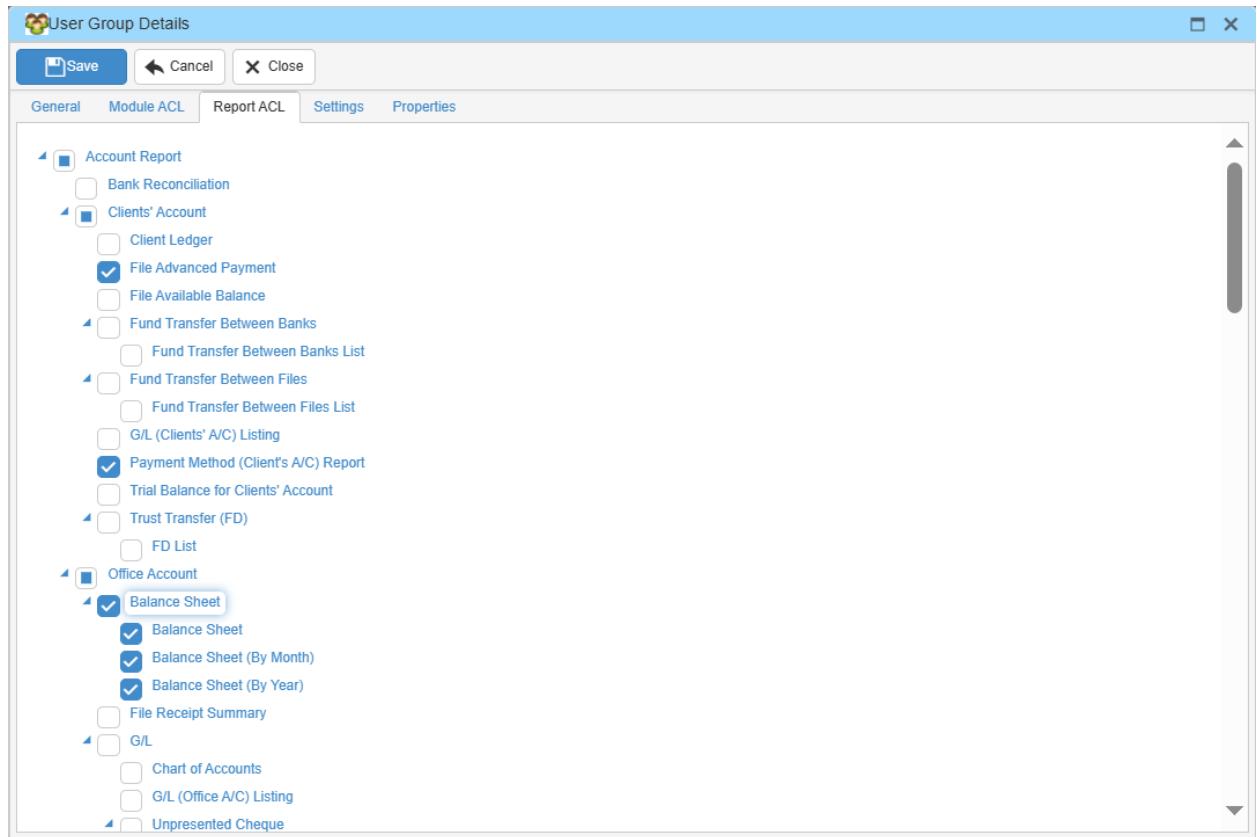
- To create a new user group, click **New User Group** and a window will be displayed as below



- Fill in the fields below and tick any User ID that you want to add into this group.



- In **Module ACL**, you may give any related access rights to the following user by ticking the checkbox.



- In **Report ACL**, you may give any related access rights to the following user by ticking the checkbox.
- Click **Save** once you have completed.

14.2.3 Module ACL/Report ACL

This option enables you to edit the accounts' access rights in the system.

- To open '**Module ACL**' window, go to maintenance Menu  and click '**Module ACL**'.
- A window will show as below.

Module	Account	Lawyer	Normal Users
[Special Permissions]			
Change Trans. Account Info.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▲ A/P CN			
Search A/P CN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View A/P CN Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add A/P CN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Change A/P CN Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Print A/P CN Document	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete A/P CN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▲ A/P DN			
Search A/P DN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View A/P DN Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add A/P DN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Change A/P DN Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Print A/P DN Document	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete A/P DN	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▲ A/P Payment			
Search A/P Payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View A/P Payment Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add A/P Payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Change A/P Payment Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Print A/P Payment Document	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Delete A/P Payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▲ A/R CN			
Search A/R CN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
View A/R CN Details	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Add A/R CN	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- To open '**Report ACL**' window, go to maintenance Menu  and click '**Report ACL**'.
- A window will show as below.

Report	Account	Lawyer	Normal Users
[Report Permissions]			
Account Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bank Reconciliation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▲ Client Account			
Client Ledger	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
File Advanced Payment	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
File Available Balance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▲ Fund Transfer Between Banks			
Fund Transfer Between Banks List	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▲ Fund Transfer Between Files			
Fund Transfer Between Files List	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G/L (Clients A/C) Listing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payment Method (Clients A/C) Report	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trial Balance for Clients' Account	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▲ Trust Transfer (FD)			
FD List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▲ Office Account			
Balance Sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance Sheet	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance Sheet (By Month)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Balance Sheet (By Year)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
File Receipt Summary	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▲ G/L			
Chart of Accounts	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G/L (Office A/C) Listing	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▲ Unpresented Cheque			
Unpresented Cheque List	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
▲ Journal Entry			
Client Account	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

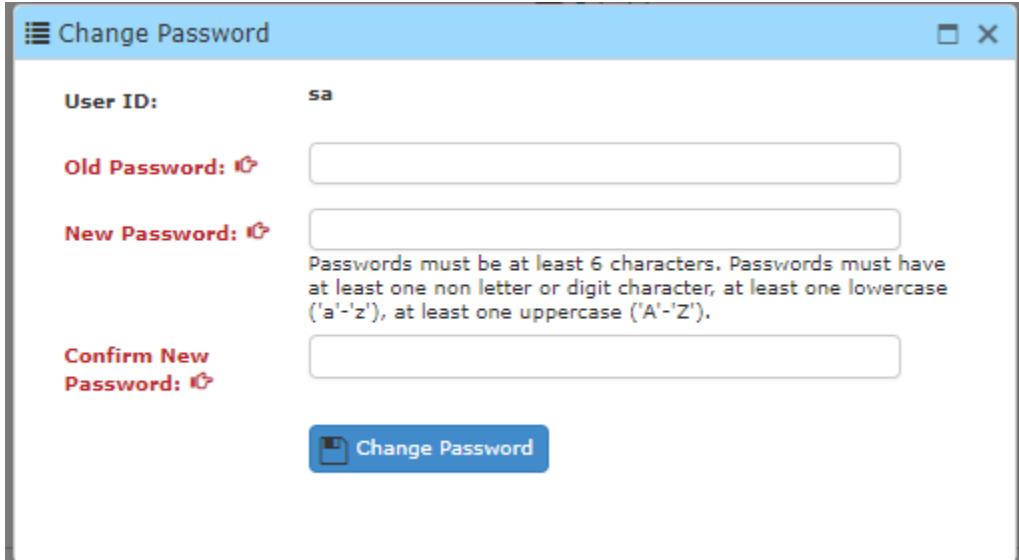
- You may tick/untick the checkboxes to give access rights to users or restrain them from accessing the related subject.
- Click **Save Changes** once you have completed.

14.3 User Settings

14.3.1 Change Password

This option enables you to change passwords in the system.

- To open ‘Change Password’ window, go to maintenance Menu  and click ‘Change Password’.
- A window will show as below.



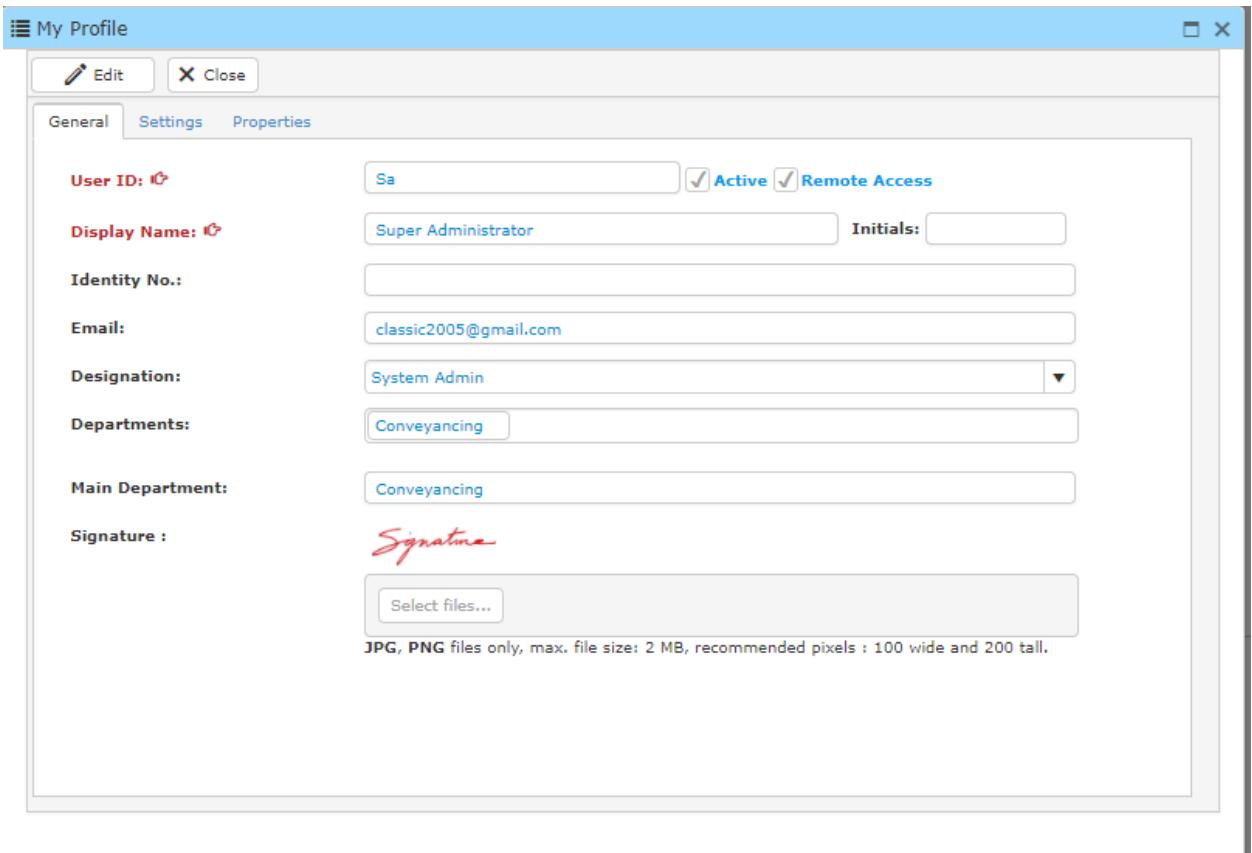
The screenshot shows a 'Change Password' dialog box. At the top, it says 'User ID: sa'. Below that are four input fields: 'Old Password', 'New Password', and 'Confirm New Password', each preceded by a red error message. Between the 'New Password' and 'Confirm New Password' fields is a note about password requirements: 'Passwords must be at least 6 characters. Passwords must have at least one non letter or digit character, at least one lowercase ('a'-'z'), at least one uppercase ('A'-'Z').' At the bottom is a blue 'Change Password' button.

- Type in your **Old Password** and **New Password** and click **Change Password** to proceed.

14.3.2 My Profile

This option enables you to edit your profile in the system.

- To open ‘**My Profile**’ window, go to maintenance Menu  and click ‘**My Profile**’.
- A window will show as below.

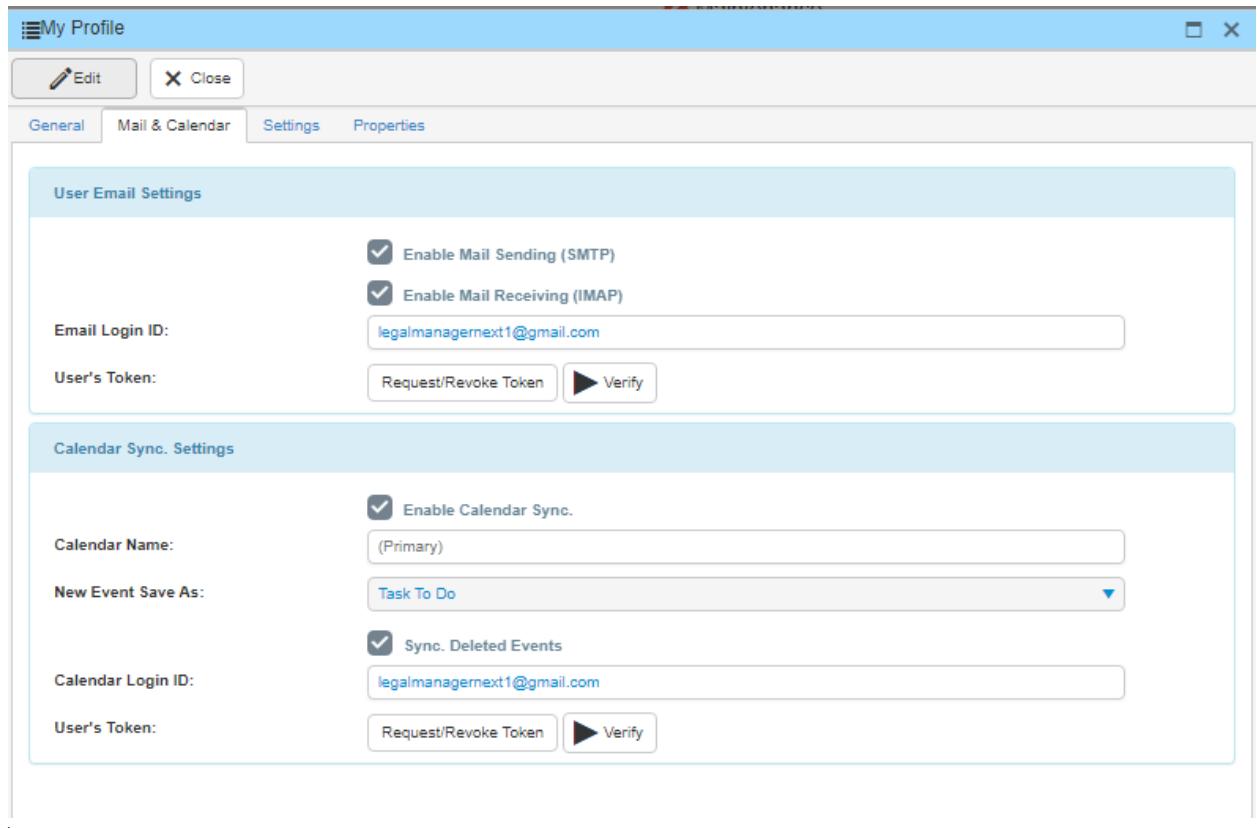


The screenshot shows the 'My Profile' window with a blue header bar containing the title 'My Profile' and standard window controls (minimize, maximize, close). Below the header is a toolbar with an 'Edit' button (pencil icon) and a 'Close' button (cross icon). The main area has three tabs: 'General' (selected), 'Settings', and 'Properties'. The 'General' tab contains the following fields:

- User ID:
- Display Name:
- Identity No.:
- Email:
- Designation:
- Departments:
- Main Department:
- Signature : 
- Select files...

A note at the bottom states: 'JPG, PNG files only, max. file size: 2 MB, recommended pixels : 100 wide and 200 tall.'

- Click **Edit** and edit any information you wish to change. But some properties only can be edited by the admin level users.



- In **Mail & Calendar** users can insert the gmail to sync to the google calendar but need to request revoke token to set up the link system with google.
- Click **Save** once you have finished.

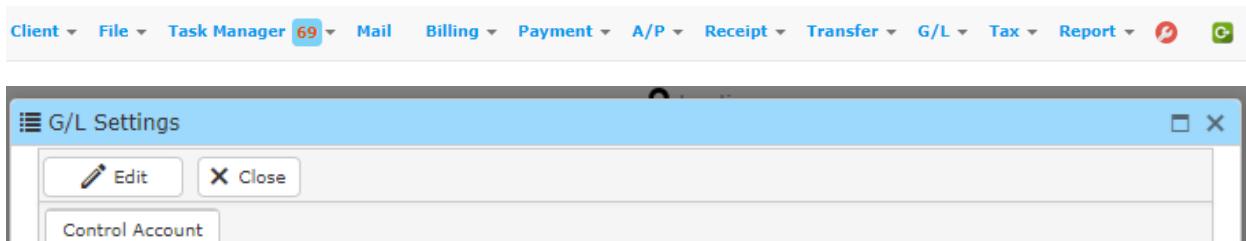
14.3.3 Theme Color

This option enables you to edit your system theme color.

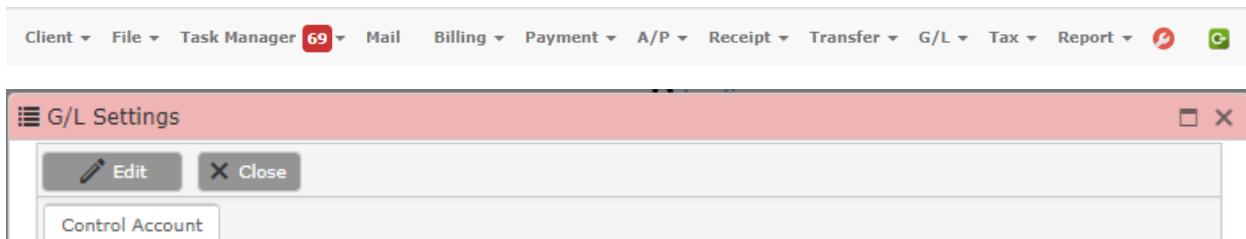
- To change the **Theme Color**, go to maintenance Menu  and choose the color you prefer.



Sky Blue



Warm Red

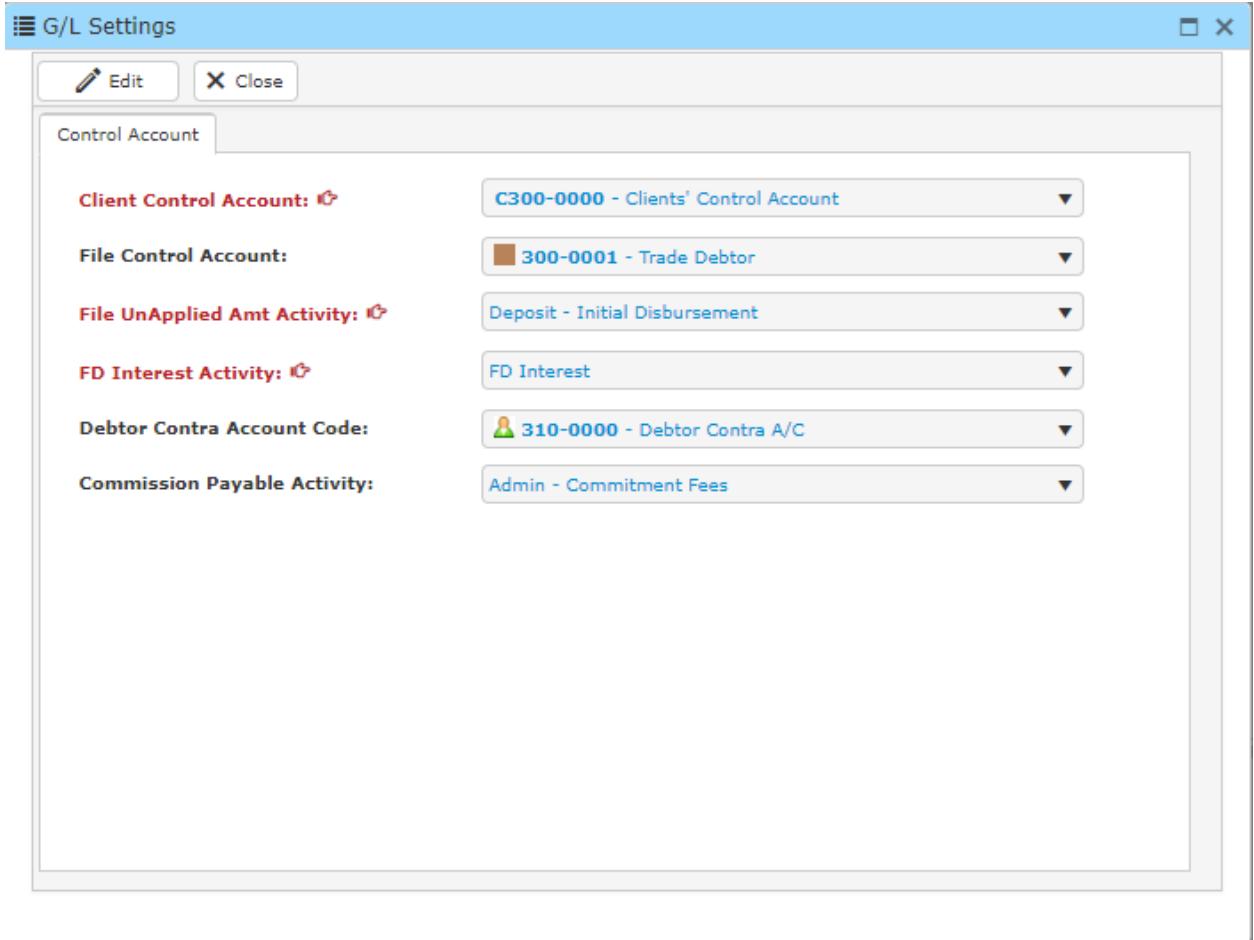


14.4 Accounting

14.4.1 G/L Settings

This option enables you to edit the G/L settings in the system.

- To open ‘G/L Settings’ window, go to maintenance Menu  and click ‘G/L Settings’.
- A window will show as below.



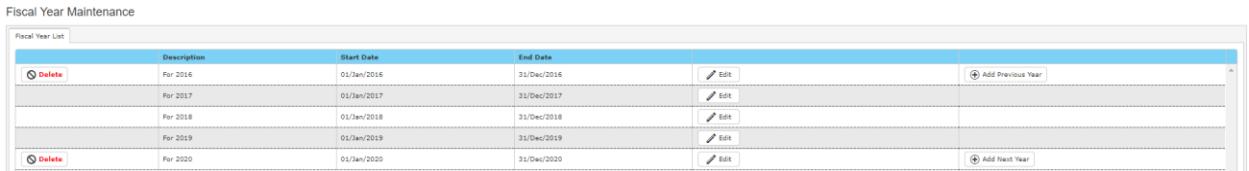
- Click **Edit** to make changes to the current settings.
- Click **Save** to proceed.

14.4.2 Fiscal Year

This option enables you to edit the fiscal year and lock the transaction in the specific fiscal year in the system.

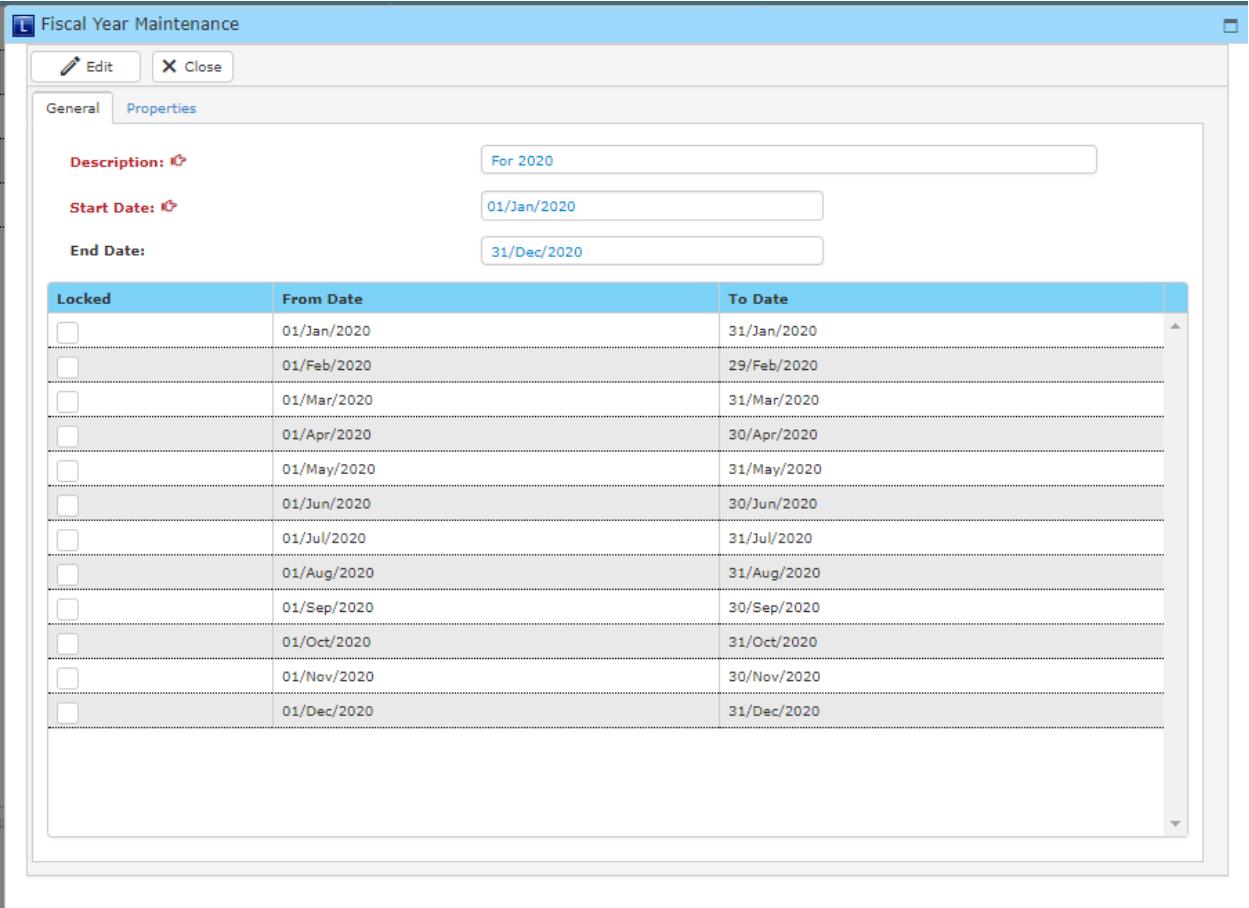
- To open ‘**Fiscal Year**’ window, go to maintenance Menu  and click ‘**Fiscal Year**’.
- A window will show as below.

Fiscal Year Maintenance



Fiscal Year List				
	Description	Start Date	End Date	
	For 2016	01/Jan/2016	31/Dec/2016	
	For 2017	01/Jan/2017	31/Dec/2017	
	For 2018	01/Jan/2018	31/Dec/2018	
	For 2019	01/Jan/2019	31/Dec/2019	
	For 2020	01/Jan/2020	31/Dec/2020	

- To edit, click **Edit** and a window will be displayed as below.



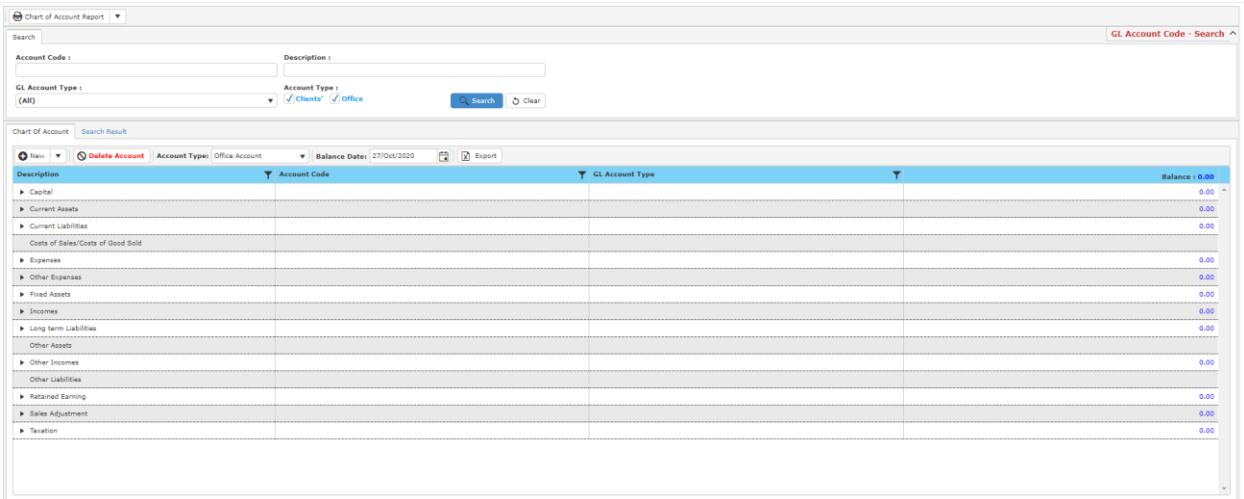
General Properties		
Description:	For 2020	
Start Date:	01/Jan/2020	
End Date:	31/Dec/2020	
Locked	From Date	To Date
<input type="checkbox"/>	01/Jan/2020	31/Jan/2020
<input type="checkbox"/>	01/Feb/2020	29/Feb/2020
<input type="checkbox"/>	01/Mar/2020	31/Mar/2020
<input type="checkbox"/>	01/Apr/2020	30/Apr/2020
<input type="checkbox"/>	01/May/2020	31/May/2020
<input type="checkbox"/>	01/Jun/2020	30/Jun/2020
<input type="checkbox"/>	01/Jul/2020	31/Jul/2020
<input type="checkbox"/>	01/Aug/2020	31/Aug/2020
<input type="checkbox"/>	01/Sep/2020	30/Sep/2020
<input type="checkbox"/>	01/Oct/2020	31/Oct/2020
<input type="checkbox"/>	01/Nov/2020	30/Nov/2020
<input type="checkbox"/>	01/Dec/2020	31/Dec/2020

- Click **Edit**, to edit in this window.
- Tick any checkbox you want and click **Save** when you are done.

14.4.3 GL Account Code

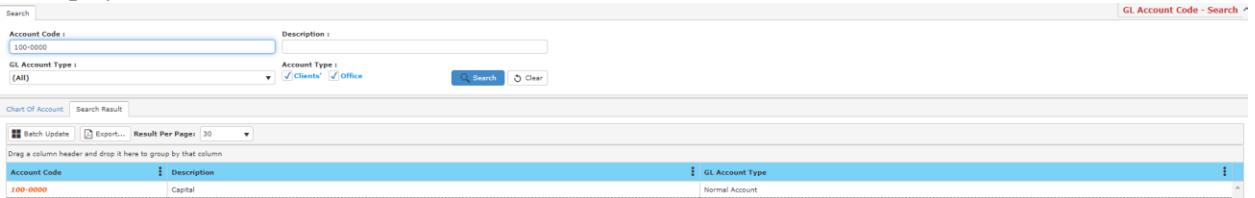
This option enables you to edit or create account code in the system for account usage.

- To open ‘**GL Account Code**’ window, go to maintenance Menu  and click ‘**GL Account Code**’.
- A window will show as below.



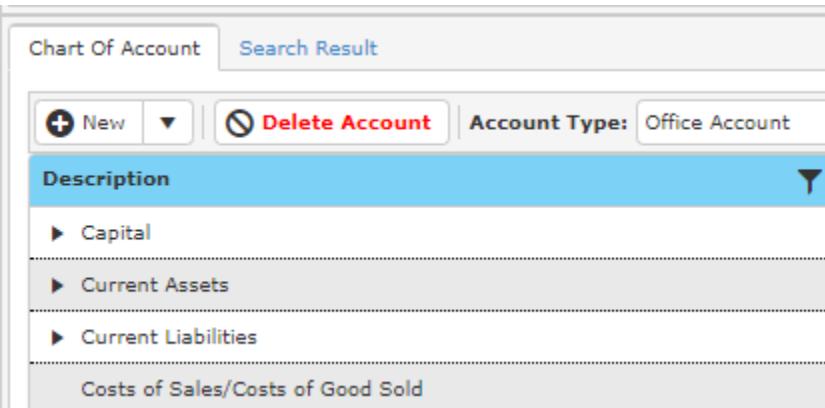
Search Account Code

- To find details of an account code, fill in the search criteria and click **Search** and a result list will be displayed below.



Creating New Account Code

- To create a new account code, click **New** in **Chart of Account** and a new window will be displayed.



The screenshot shows the 'GL Account Code Details' window. At the top are buttons for Save, Cancel, and Close. Below is a tabbed section with 'General' selected. The 'General' tab contains the following fields:

- Account Code:** (with a red warning icon)
- Description:**
- Parent Account:** Current Assets
- Account Type:** Clients' Office
- GL Account Type:** Normal Account

At the bottom right of the window is a blue 'Save' button.

- Fill in the fields below and click **Save** once you have completed.

Create Fixed Asset Code for Fixed Asset/Depreciation of Fixed Asset/Accumulated Depreciation of Fixed Asset

The screenshot shows the 'Chart Of Account' screen. At the top, there are buttons for New, Delete Account, Account Type (Office Account), Balance Date (18/Dec/2023), and Export. A dropdown menu shows 'Normal Account' and 'Fixed Asset Account'. The main table lists account codes, GL Account Type, and balance. The 'Fixed Assets' section is expanded, showing various asset categories and their corresponding account numbers and types.

Account Code	GL Account Type	Balance : 0.00
FURNITURE AND FITTINGS	Fixed Asset Account	0.00
ACCUMULATED DEPRECIATION - FURNITURE AND FITTINGS	Accum Deprn Account	0.00
OFFICE EQUIPMENT	Fixed Asset Account	0.00
ACCUMULATED DEPRECIATION - OFFICE EQUIPMENT	Accum Deprn Account	0.00
MOTOR VEHICLES	Fixed Asset Account	0.00
ACCUMULATED DEPRECIATION - MOTOR VEHICLE	Accum Deprn Account	0.00

- Select Fixed Assets. Then, click on “+New” and select “+Fixed Asset Account”

New Fixed Asset Account

General **Accum. Deprn. A/C Details** **Activity Mapping** **Properties**

Account Code: 100-9110 **Active:**

Description: Mobile Phone

Parent Account: Fixed Assets **A:**

Account Type: Clients' Office

GL Account Type: Fixed Asset Account

Deprn. A/C Code: 900-9100 - DEPRECIATION - PHONE SYSTEM

Show New Activity Form after I save the changes.

Mobile Phone

General **Accum. Deprn. A/C Details** **Activity Mapping** **Properties**

Account Code: 200-9110 **Active:**

Description: Mobile Phone

Parent Account: Fixed Assets **A:**

Account Type: Clients' Office

GL Account Type: Fixed Asset Account

Deprn. A/C Code: 900-9100 - DEPRECIATION - PHONE SYSTEM

Show New Activity Form after I save the changes.

- In general, fill in the required fields accordingly. Then, click on Accum. Depm. A/C Details tab.

Mobile Phone

Save Cancel Close

General Accum. Deprn. A/C Details Activity Mapping Properties

Account Code: 200-9112

Description: Accumulated Depreciation of Mobile Phone

Parent Account: Fixed Assets ▾ A

- In Accum. Depm. A/C Details, fill in the 2 required fields which are account code and description. Then, click the “Save” button.

Activity

- Go to maintenance and select activity.
- Find the account code that has been created before if you want to make any update on the **fund category** etc.

New Activity Activity List Report

Search Advanced

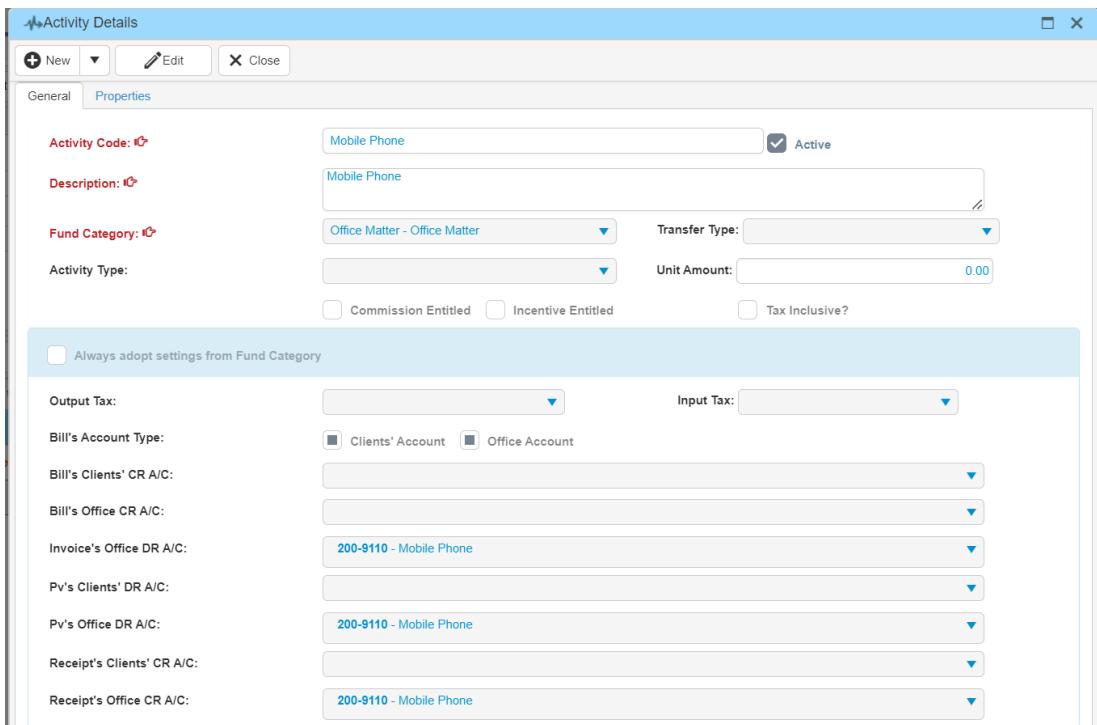
Activity - Search ^

Activity Code : mobile phone Description :

Fund Category : (All) Activity Type : (All)

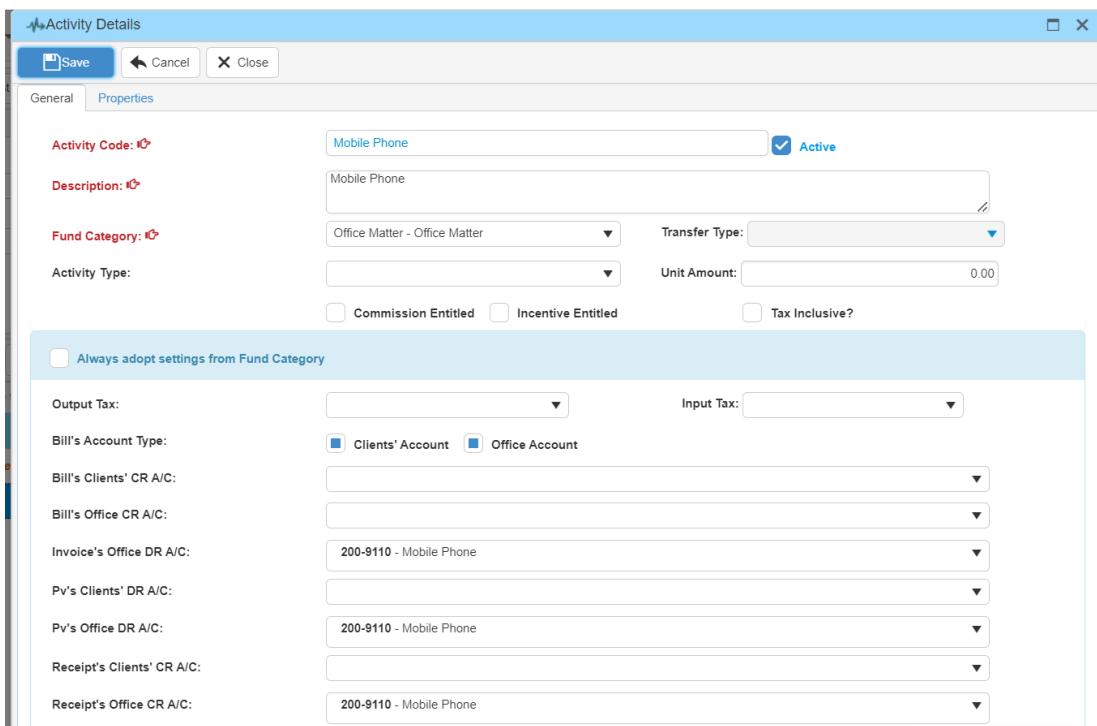
Activity's Status : Active In-active

Search Clear



The screenshot shows the 'Activity Details' window with the title bar 'Activity Details'. The window has tabs 'General' and 'Properties', with 'General' selected. The form fields include:

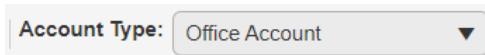
- Activity Code:** Mobile Phone (highlighted in red)
- Description:** Mobile Phone
- Fund Category:** Office Matter - Office Matter
- Transfer Type:** (dropdown menu)
- Activity Type:** (dropdown menu)
- Unit Amount:** 0.00
- Commission Entitled:** (checkbox)
- Incentive Entitled:** (checkbox)
- Tax Inclusive?** (checkbox)
- Always adopt settings from Fund Category:** (checkbox)
- Output Tax:** (dropdown menu)
- Input Tax:** (dropdown menu)
- Bill's Account Type:** Clients' Account (selected)
- Bill's Clients' CR A/C:** (dropdown menu)
- Bill's Office CR A/C:** (dropdown menu)
- Invoice's Office DR A/C:** 200-9110 - Mobile Phone
- Pv's Clients' DR A/C:** (dropdown menu)
- Pv's Office DR A/C:** 200-9110 - Mobile Phone
- Receipt's Clients' CR A/C:** (dropdown menu)
- Receipt's Office CR A/C:** 200-9110 - Mobile Phone



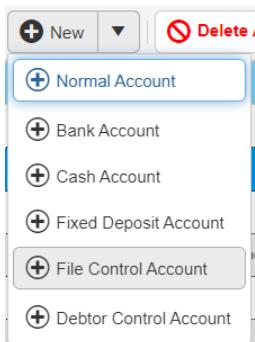
The screenshot shows the 'Activity Details' window with the title bar 'Activity Details'. The window has tabs 'Save' and 'Cancel', with 'Save' selected. The form fields are identical to the first window, indicating the record has been saved.

Create Account Code for New Office Bank Account

- Select “**Current Asset**” with **Account Type** “Office Account”



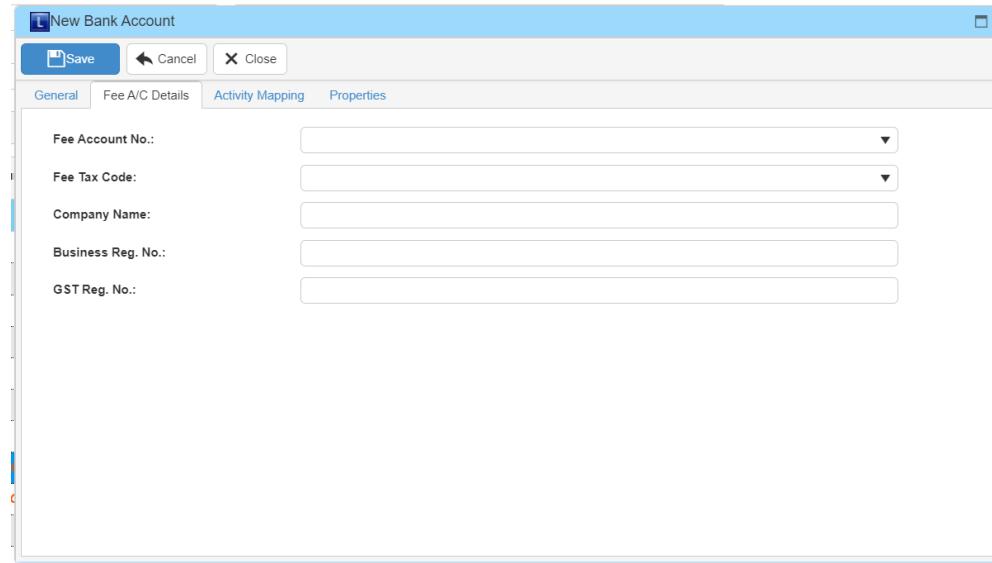
- Click from , select “**Bank Account**” or any account you like.



The screenshot shows the 'New Bank Account' dialog box. At the top, there are buttons for Save, Cancel, and Close. Below that is a tab bar with General, Fee A/C Details, Activity Mapping, and Properties tabs. The General tab is active. The form contains the following fields:

- Account Code:**
- Description:**
- Parent Account:**
- Account Type:** Clients' Office
- GL Account Type:**
- Show New Activity Form after I save the changes.**

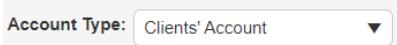
- Fill in the required information/fields with appropriate code & description.



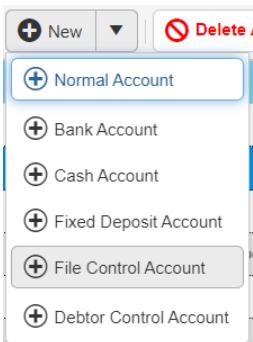
- If there are any fee A/C details, you can click on the “Fee A/C Details” tab and fill in all the information. Then, click the “Save” button.

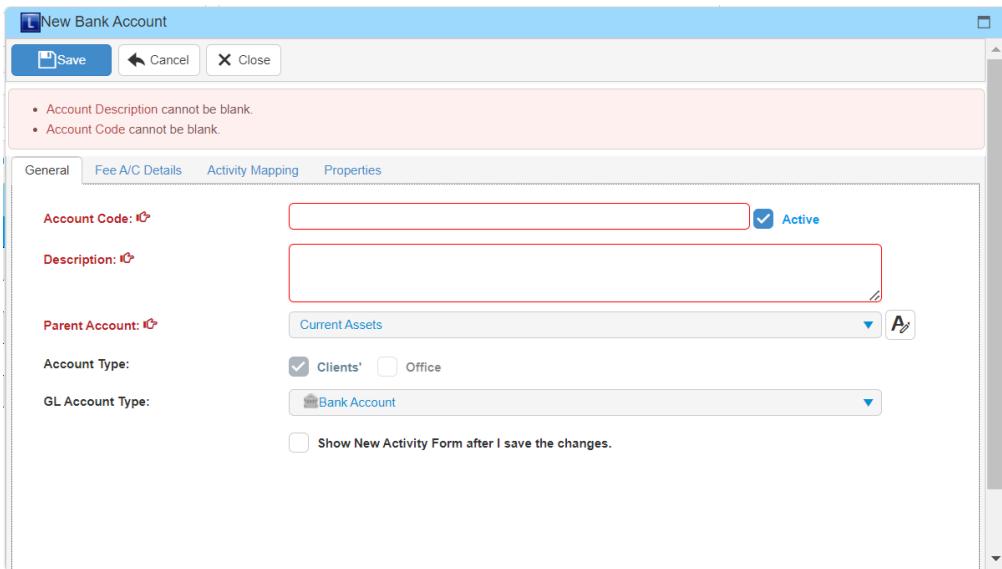
Create Account Code for New Clients’ Bank Account

- Select “Current Asset” with Account Type “Client Account”

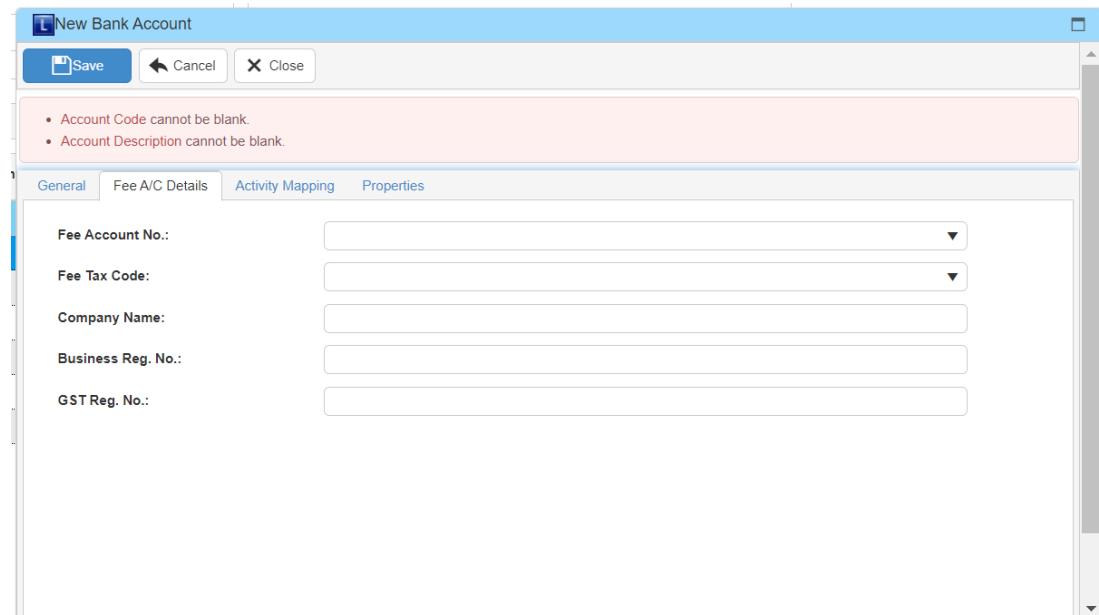


- Click from , select “**Bank Account**” or any account you like.





- Fill in the account information (account code & description) with appropriate information. Then, click the “Save” button.



- If there are any fee A/C details, you can click on the “Fee A/C Details” tab and fill in all the information. Then, click the “Save” button.

14.4.4 Account Balance

This option enables you to edit the number value of the accounts in the system.

- To open ‘Account Balance’ window, go to maintenance Menu  and click ‘Account Balance’.
- A window will show as below.

Account Opening Balance					
Account Type: Office Account	Opening Date: 01/Feb/2015	Update	Export		
Description	Account Code	GL Account Type	Debit : 0.00	Credit : 0.00	Diff. : 0.00
▲ Capital			0.00	0.00	
Capital	100-0000	Normal Account	0.00	0.00	
Drawing - Partner A	100-1000	Normal Account	0.00	0.00	
Drawing - Partner B	100-1001	Normal Account	0.00	0.00	
▲ Current Assets			0.00	0.00	
▲ Trade Debtors			0.00	0.00	
■ Trade Debtor	300-0001	File Control Account	0.00	0.00	
△ Deposit	301-1000	Normal Account	0.00	0.00	
DEPOSIT - SVABAS	301-1500	Normal Account	0.00	0.00	
DEPOSIT - MOBILE PHONE	301-2000	Normal Account	0.00	0.00	
DEPOSIT - RENTAL	301-2500	Normal Account	0.00	0.00	
DEPOSIT - TNB	301-3000	Normal Account	0.00	0.00	
DEPOSIT - TELEKOM	301-3500	Normal Account	0.00	0.00	
DEPOSIT - PHOTOCOPIER	301-3600	Normal Account	0.00	0.00	
DEPOSIT - OTHERS	301-3700	Normal Account	0.00	0.00	
△ Debtor Contra A/C	310-0000	Debtor Control Account	0.00	0.00	
■ Hong Leong Bank Office Acc	310-1000	Bank Account	0.00	0.00	
■ Hong Leong Bank Office Acc (BD)	310-1001	Bank Account	0.00	0.00	
■ Public Bank Disbursement Account	310-2000	Bank Account	0.00	0.00	
○ Petty Cash	320-0000	Cash Account	0.00	0.00	
○ Fixed Deposit	340-0000	Fixed Deposit Account	0.00	0.00	
Prepayment for Indemnity Insurance	350-0000	Normal Account	0.00	0.00	
(AP) Bad Debt Relief Control A/C	360-0000	Normal Account	0.00	0.00	
GST for Deposit	370-0000	Normal Account	0.00	0.00	
Contra A/C	571-0000	Normal Account	0.00	0.00	

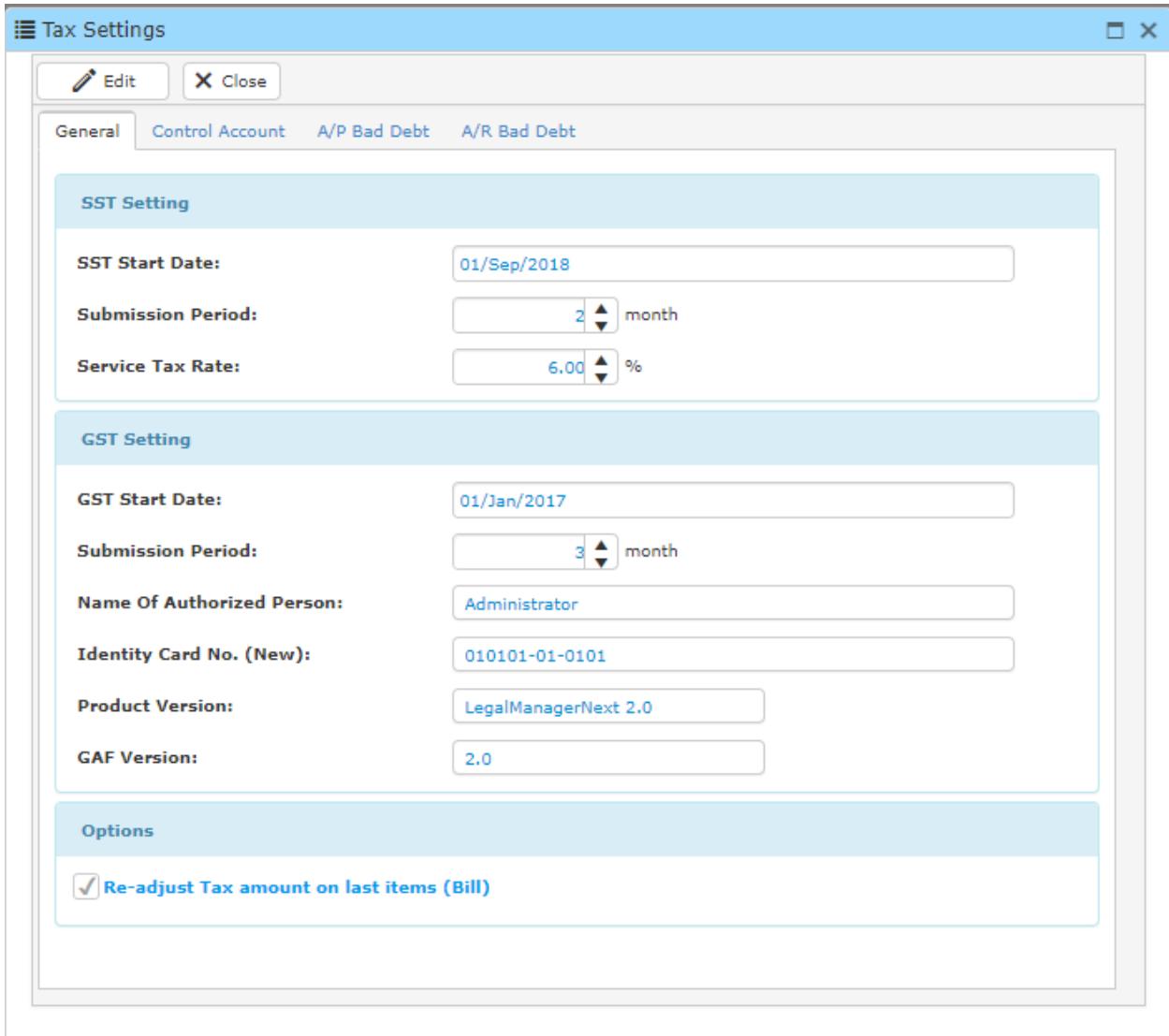
- Click **Edit** to edit the number value for the respective accounts.
- Once you have done, click **Update** to save.
- To export, click **Export** and an Excel file will be downloaded through the browser.

14.5 Tax

14.5.1 Tax Settings

This option enables you to edit the tax settings in the system.

- To open ‘**Tax Settings**’ window, go to maintenance Menu  and click ‘**Tax Settings**’.
- A window will show as below.



The screenshot shows the 'Tax Settings' window with three tabs at the top: General (selected), Control Account, A/P Bad Debt, and A/R Bad Debt. The General tab contains three sections: SST Setting, GST Setting, and Options.

SST Setting:

- SST Start Date: 01/Sep/2018
- Submission Period: 2 month
- Service Tax Rate: 6.00 %

GST Setting:

- GST Start Date: 01/Jan/2017
- Submission Period: 3 month
- Name Of Authorized Person: Administrator
- Identity Card No. (New): 010101-01-0101
- Product Version: LegalManagerNext 2.0
- GAF Version: 2.0

Options:

- Re-adjust Tax amount on last items (Bill)

- Click **Edit** to make any changes to the current setting. You may also edit information in the following tabs:

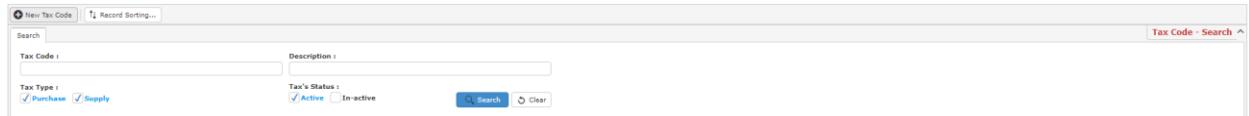


- Click **Save** once you have done.

14.5.2 Tax Code Maintenance

This option enables you to edit or create tax codes in the system.

- To open ‘**Tax Code Maintenance**’ window, go to maintenance Menu  and click ‘**Tax Code Maintenance**’.
- A window will show as below.



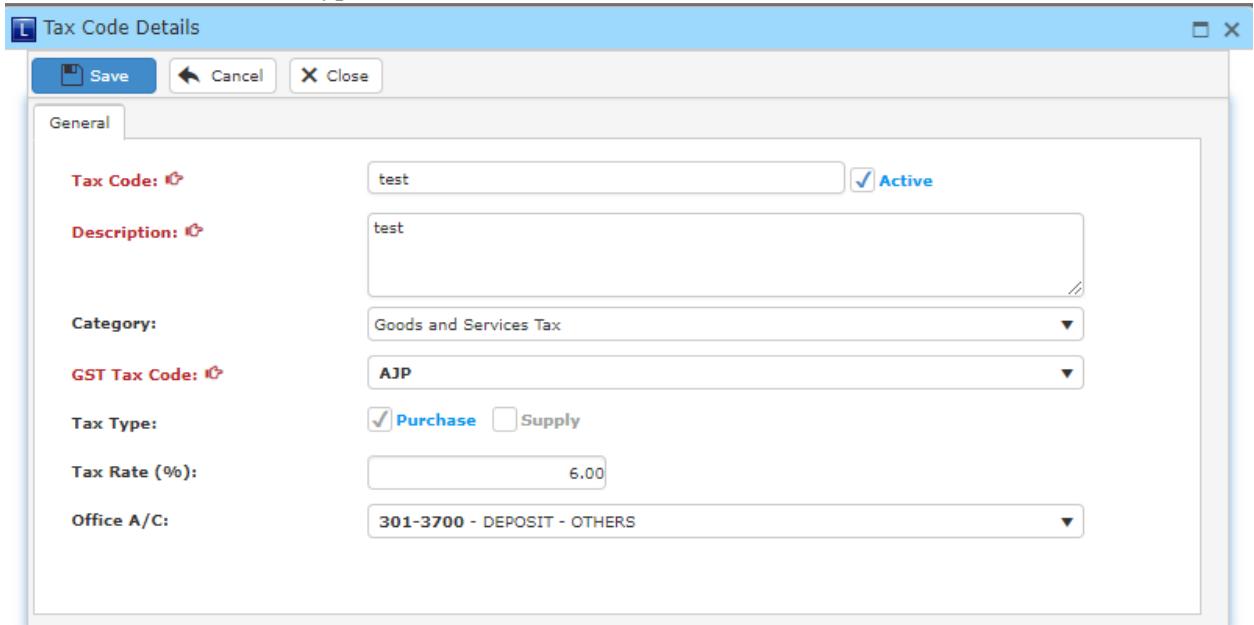
Search Tax Code

- To search for a tax code, fill in the search criteria and click **Search**. A result list will be displayed below.

Creating New Tax Code

Tax Code :		Description :	Tax's Status :		Tax Rate(%):	
			<input checked="" type="checkbox"/> Active	<input type="checkbox"/> In-active	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	SR	Standard-rated supplies with GST Charged.			0.00	
<input type="checkbox"/>	TX	Purchases with GST incurred at 6% and directly attributable to taxable supplies.			6.00	
<input type="checkbox"/>	AJP	Any adjustment made to Input Tax e.g., Bad Debt Relief & other input tax adjustment.			6.00	
<input type="checkbox"/>	AJS	Any adjustment made to Output Tax e.g., Longer period adjustment, Bad Debt recover, outstanding invoice > 6 months & other output tax adjustments.			6.00	
<input type="checkbox"/>	BE	Purchases with GST incurred but not claimable (Disallowance of Input Tax)(e.g. medical expenses for staff).			6.00	
<input type="checkbox"/>	DS	Deemed supplies (e.g. transfer or disposal of business assets without consideration).			6.00	

- To create a new tax code, click **New Tax Code** and a new window will be displayed as below and can insert the tax rate and type.



- Fill in the fields below and click **Save** once you have done.

14.6 File Type & Templates

14.6.1 File Type Designer

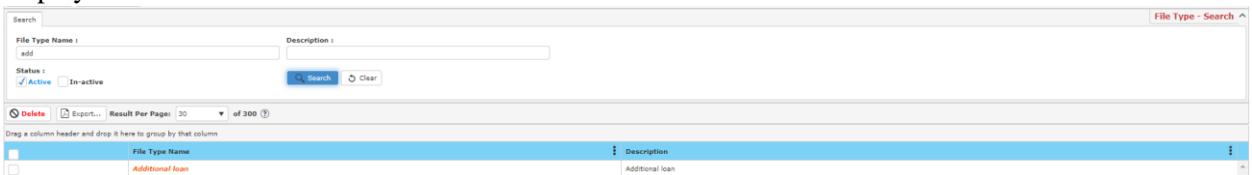
This option enables you to create and manage file types in the system. Can add and delete the field in the file.

- To open ‘File Type Designer’ window, go to maintenance Menu  and click ‘File Type Designer’.
- A window will show as below.



Search File Type

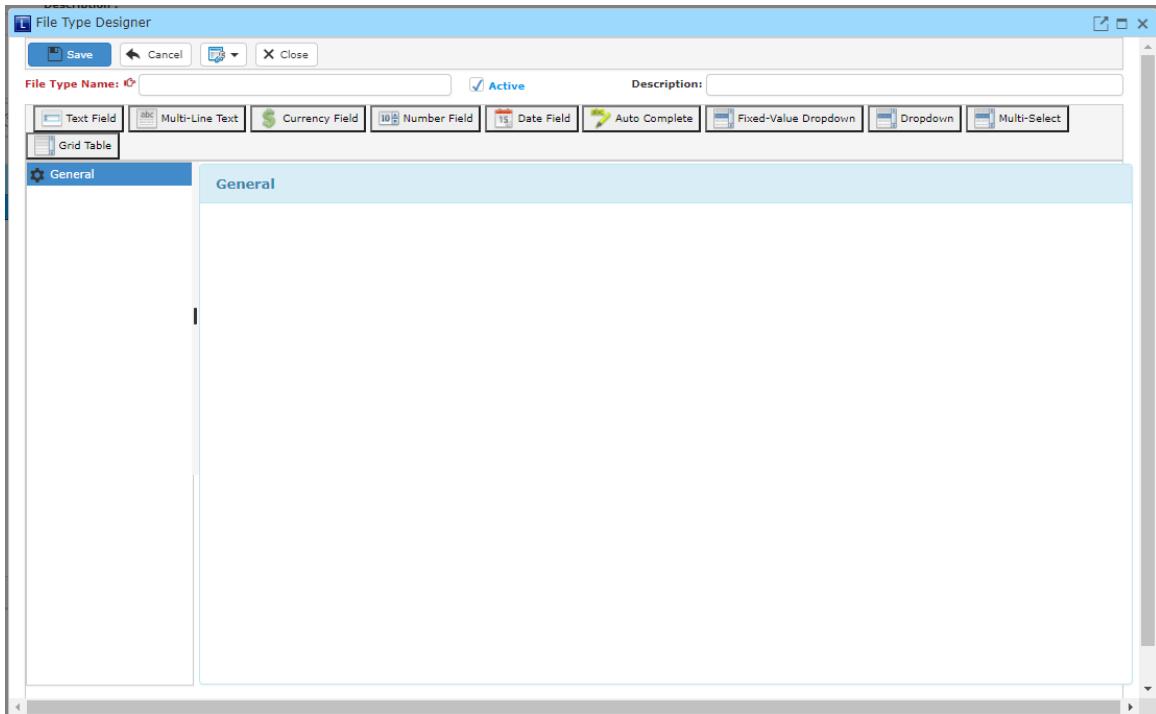
- To search for a file type, type in your search criteria and click **Search** and a result list will be displayed below.



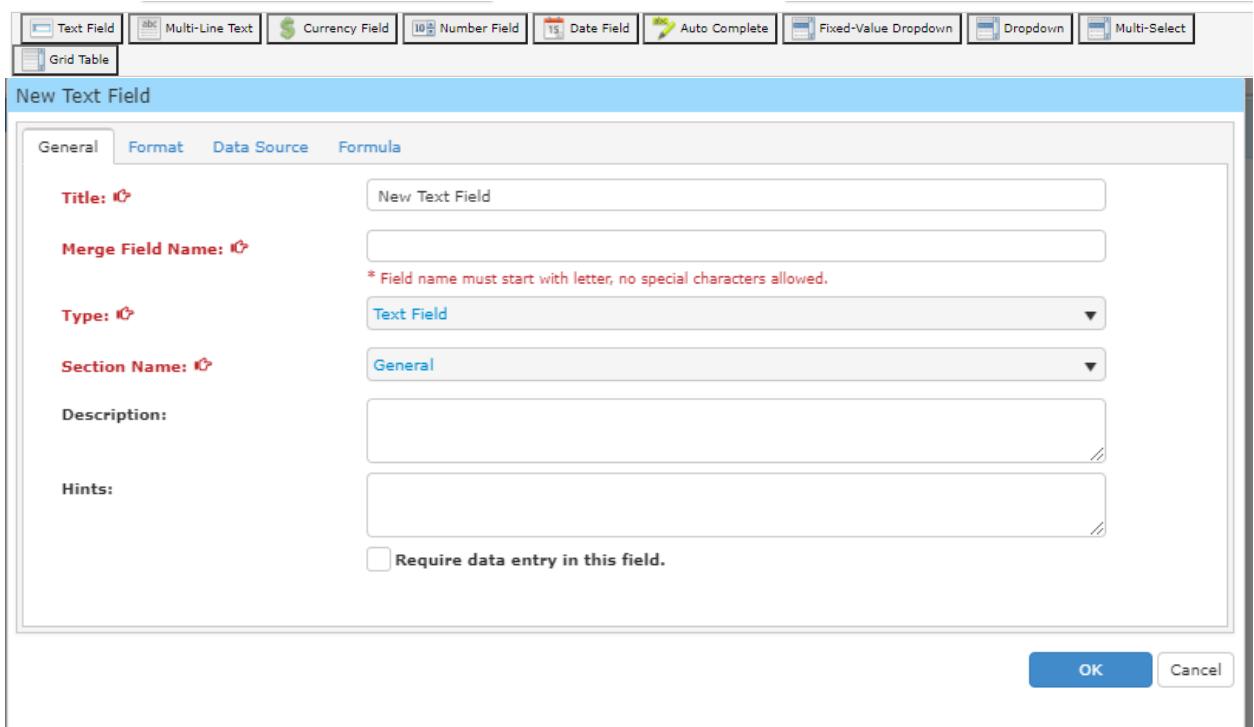
File Type Name	Description
add	Additional loan

Creating New File Type

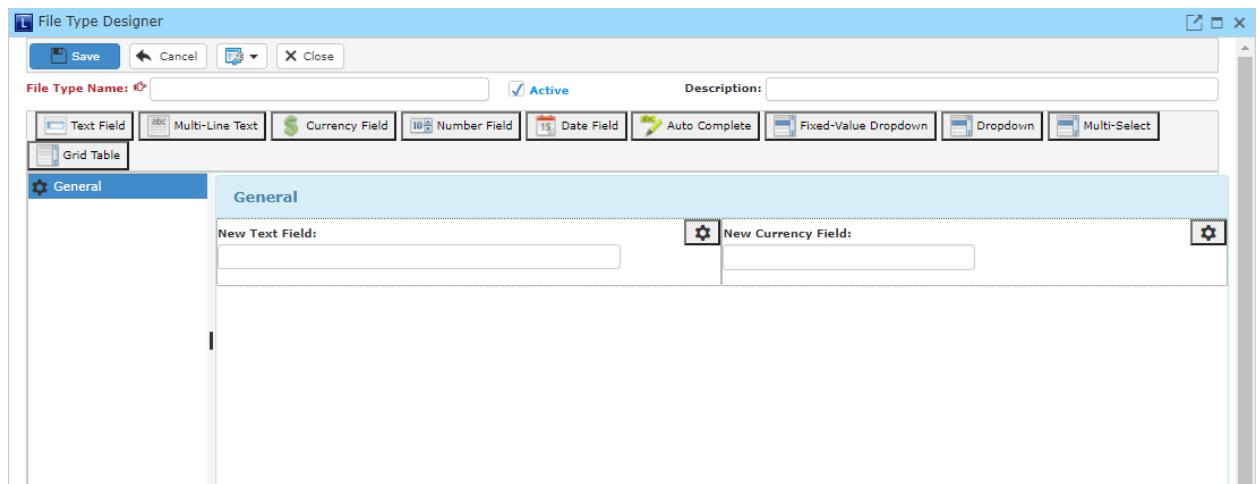
- To create a new file type, click **New File Type** and a new window will be displayed as below.



- To add in any fields into the designer, choose any of the options below and a new window will be displayed.



- Fill in the fields below and click **OK** to proceed.
- To add in a new field into the designer, choose and repeat the steps as above.



- Click **Save** once you have finished.

- To modify the section can click -> properties to edit the section's field.

The screenshot shows a dialog box titled 'Loan General' with a tab bar at the top. The 'General' tab is selected. Below it is a table with columns: Title, Merge Field Name, Type, and Data Source. The table contains five rows of data:

Title	Merge Field Name	Type	Data Source
Date Letter of Offer	Date_Letter_of_Offer	Text Field	
Instruction letter	Instruction_letter	Text Field	
Date Power of Attorney	Date_Power_of_Attorney	Text Field	
Date of Facilities Agreement	Date_of_Facilities_Agreement	Text Field	
Date of Charge	Date_of_Charge	Text Field	

- To add new section click -> new section .

The screenshot shows a dialog box titled 'New Section (10)' with a tab bar at the top. The 'General' tab is selected. On the left is a sidebar with a tree view of sections: Property Particulars, Loan General, Loan Details, Loan Details 2, Purchaser Details, Borrower Details, Guarantor Details, Borrower Bank, Corporate Guarantor, and New Section (10). The 'New Section (10)' item is highlighted. The main area has two input fields: 'Section Name:' with the value 'New Section (10)' and 'Description:' with an empty text area. At the bottom right are 'OK' and 'Cancel' buttons.

File Type :

Text Field

New Text Field

General		Format	Data Source	Formula
Title:	New Text Field			
Merge Field Name:	New_Text_Field * Field name must start with letter, no special characters allowed.			
Type:	Text Field			
Section Name:	Property Particulars			
Description:				
Hints:				
<input type="checkbox"/> Require data entry in this field.				
<input type="button" value="OK"/> <input type="button" value="Cancel"/>				

- Text field is the field containing a line of text.

Multi-Line Text

New Multi-Line Text

General		Format	Data Source	Formula
Title:	New Multi-Line Text			
Merge Field Name:	 * Field name must start with letter, no special characters allowed.			
Type:	Multi-Line Text Height: 80 px			
Section Name:	Property Particulars			
Description:				
Hints:				
<input type="checkbox"/> Require data entry in this field.				
<input type="button" value="OK"/> <input type="button" value="Cancel"/>				

- Multi Line Text field can contain multiple lines of the text.
- Users can set the height of the field.

Currency Field

New Currency Field

General	Format	Data Source	Formula
Title: <input type="text" value="New Currency Field"/>			
Merge Field Name: <input type="text" value="New_Currency_Field"/>	<small>* Field name must start with letter, no special characters allowed.</small>		
Type: <input type="button" value="Currency Field"/>			
Section Name: <input type="button" value="Property Particulars"/>			
Description:	<input type="text"/>		
Hints:	<input type="text"/>		
<input type="checkbox"/> Require data entry in this field.			
<input type="button" value="OK"/> <input type="button" value="Cancel"/>			

- Currency field is for the decimal number.

Number Field

New Number Field

General		Format	Data Source	Formula
Title:	New Number Field			
Merge Field Name:	New_Number_Field * Field name must start with letter, no special characters allowed.			
Type:	Number Field			
Section Name:	Property Particulars			
Description:				
Hints:				
<input type="checkbox"/> Require data entry in this field.				
<input type="button" value="OK"/> <input type="button" value="Cancel"/>				

- Number fields contain numbers only.

Date Field

New Date Field

General		Format	Data Source	Formula
Title:	New Date Field			
Merge Field Name:	New_Date_Field * Field name must start with letter, no special characters allowed.			
Type:	Date Field			
Section Name:	Property Particulars			
Description:				
Hints:				
<input type="checkbox"/> Require data entry in this field.				
<input type="button" value="OK"/> <input type="button" value="Cancel"/>				

- Date fields contain dates only.

Auto Complete

New Auto Complete

General	Format	Data Source
Title: *	New Auto Complete	
Merge Field Name: *	New_Auto_Complete	
* Field name must start with letter, no special characters allowed.		
Type: *	Auto Complete	
Section Name: *	Property Particulars	
Description:		
Hints:		
<input type="checkbox"/> Require data entry in this field.		
<input type="button" value="OK"/> <input type="button" value="Cancel"/>		

- Auto complete fields contain data from the file directly.

Fixed-value dropdown

New Fixed-Value Dropdown

General	Format	Data Source
Title: *	New Fixed-Value Dropdown	
Merge Field Name: *	New_Fixed_Value_Dropdown	
* Field name must start with letter, no special characters allowed.		
Type: *	Fixed-Value Dropdown	
Section Name: *	Property Particulars	
Description:		
Hints:		
<input type="checkbox"/> Require data entry in this field.		
<input type="button" value="OK"/> <input type="button" value="Cancel"/>		

- Fixed-value dropdown fields is the dropdown selection menu for users to fix the data that is set by users.

Dropdown

New Dropdown

General		Format	Data Source
Title:	New Dropdown		
Merge Field Name:	New_Dropdown		
Type:	Dropdown		
Section Name:	Property Particulars		
Description:			
Hints:			
<input type="checkbox"/> Require data entry in this field.			
<input type="button" value="OK"/> <input type="button" value="Cancel"/>			

- Dropdown fields is the dropdown menu for users to select the data that is set by users.

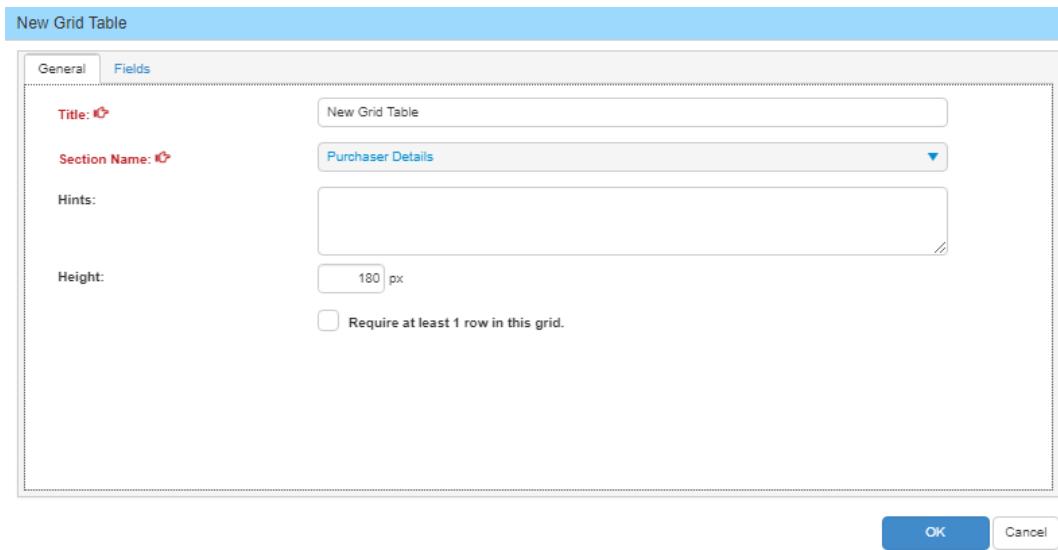
Multi-Select

New Multi-Select

General		Format	Data Source
Title:	New Multi-Select		
Merge Field Name:	New_Multi_Select		
Type:	Multi-Select		
Section Name:	Property Particulars		
Description:			
Hints:			
<input type="checkbox"/> Require data entry in this field.			
<input type="button" value="OK"/> <input type="button" value="Cancel"/>			

- Multi-select fields is the dropdown menu for users to select the multiple data that is set by users.

Grid Table



- Grid table fields is the table for users to add an entity with many attributes. For example, add the purchaser table.

Format

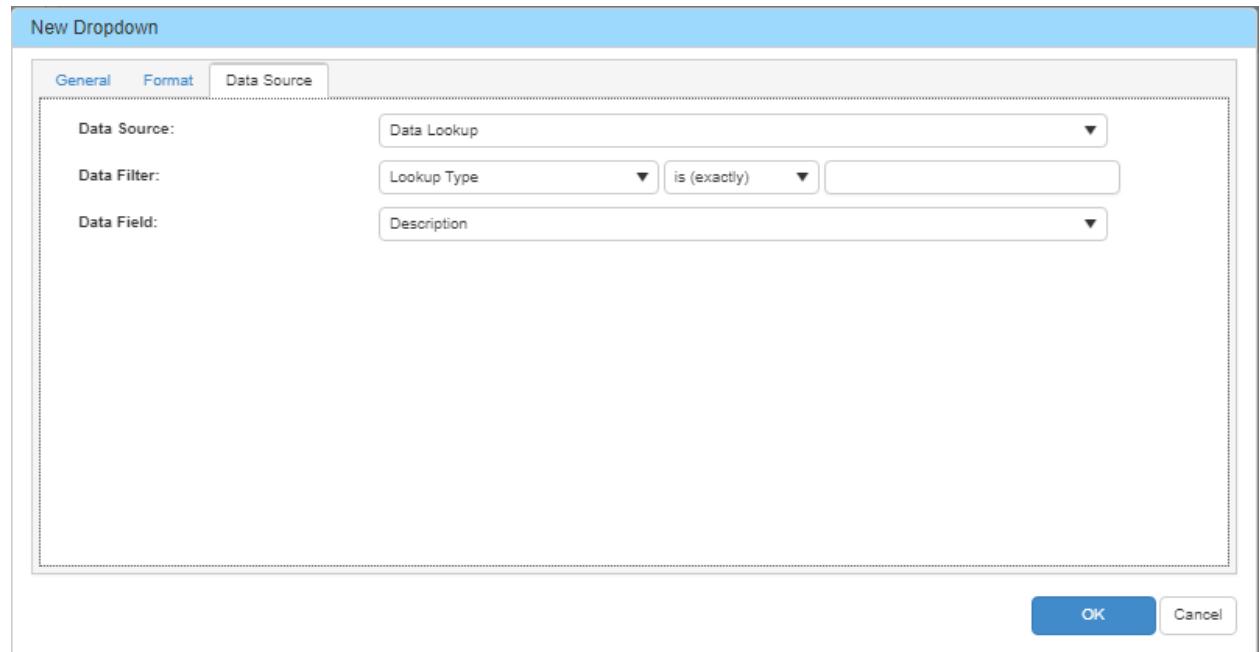
The image displays four separate dialog boxes, each titled with the type of field being customized:

- New Date Field:** Shows settings for date format (2020-01-13 - year-month-day), min. value, max. value, and default value.
- New Currency Field:** Shows settings for data format (Sample : 1000.00), min. value, max. value, and default value.
- New Multi-Line Text:** Shows settings for data format (System default), max. characters (50), and default value. A note at the bottom states: "For Multi-select field, value entered must match with lookup data. Use comma (,) for separator."
- New Multi-Select:** Shows settings for data format (System default), max. selection (50), and default value. A note at the bottom states: "For Multi-select field, value entered must match with lookup data. Use comma (,) for separator."

Each dialog box includes tabs for General, Format, Data Source, and Formula, and contains OK and Cancel buttons.

- Users can customize the field's format such as data format , maximum character , maximum selection , maximum and minimum value.
- **Data format** - can customize by follow the specific field such as date (dd-mm-yyyy), currency (####.00) and number (##00).

Data Source

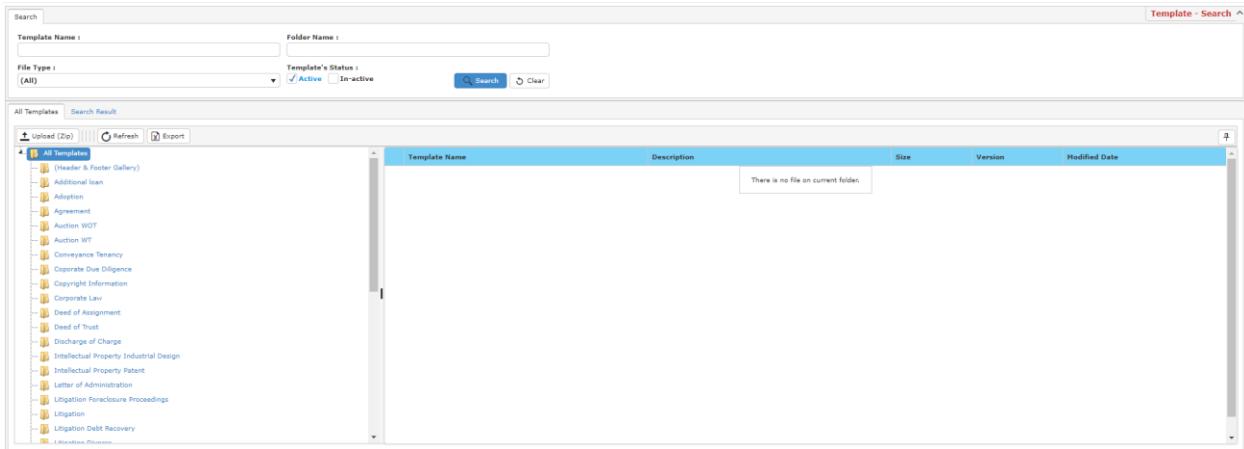


- Data source is commonly used in dropdown and can select the source from data lookup, client master and others to get the selection from the source.

14.6.2 Template Explorer

This option enables you to edit or create templates in the system.

- To open ‘Template Explorer’ window, go to maintenance Menu  and click ‘Template Explorer’.
- A window will show as below.



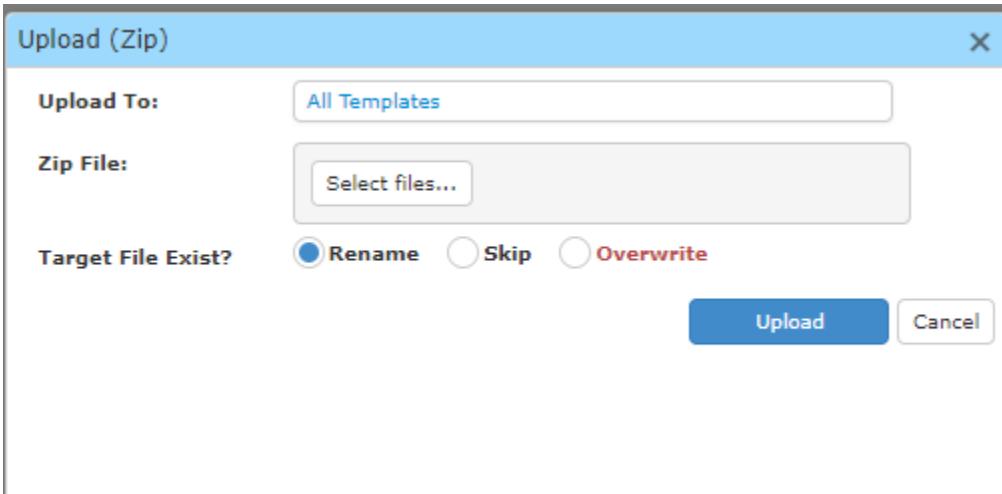
The screenshot shows the 'Template - Search' window. At the top, there are search fields for 'Template Name', 'Folder Name', and dropdowns for 'File Type' (set to '(All)') and 'Template's Status' (set to 'Active'). Below the search bar is a toolbar with 'All Templates' and 'Search Result' buttons, and icons for 'Unlist (20)', 'Refresh', and 'Export'. The main area displays a tree view of 'All Templates' containing numerous document types such as 'Header & Footer Gallery', 'Additional Icon', 'Adoption', 'Agreement', 'Auction WOT', 'Auction WT', 'Conveyance Tenancy', 'Corporate Due Diligence', 'Copyright Information', 'Corporate Lev', 'Deed of Assignment', 'Deed of Trust', 'Discharge of Charge', 'Intellectual Property Industrial Design', 'Intellectual Property Patent', 'Letter of Administration', 'Litigation Foreclosure Proceedings', 'Litigation', 'Litigation Debt Recovery', and 'Litigation Phasus'. To the right of the tree view is a table with columns: 'Template Name', 'Description', 'Size', 'Version', and 'Modified Date'. A message in the table states: 'There is no file on current folder.'

Search Template Name

- To search for a template, fill in your search criteria and click **Search** and a result list will be displayed below.

Upload Template

- To upload a template, click **Upload (ZIP)** in All Template and a new window will be displayed as below.



The screenshot shows the 'Upload (Zip)' dialog box. It has fields for 'Upload To:' (set to 'All Templates'), 'Zip File:' (with a 'Select files...' button), and 'Target File Exist?' (with radio buttons for 'Rename', 'Skip', and 'Overwrite', where 'Rename' is selected). At the bottom are 'Upload' and 'Cancel' buttons.

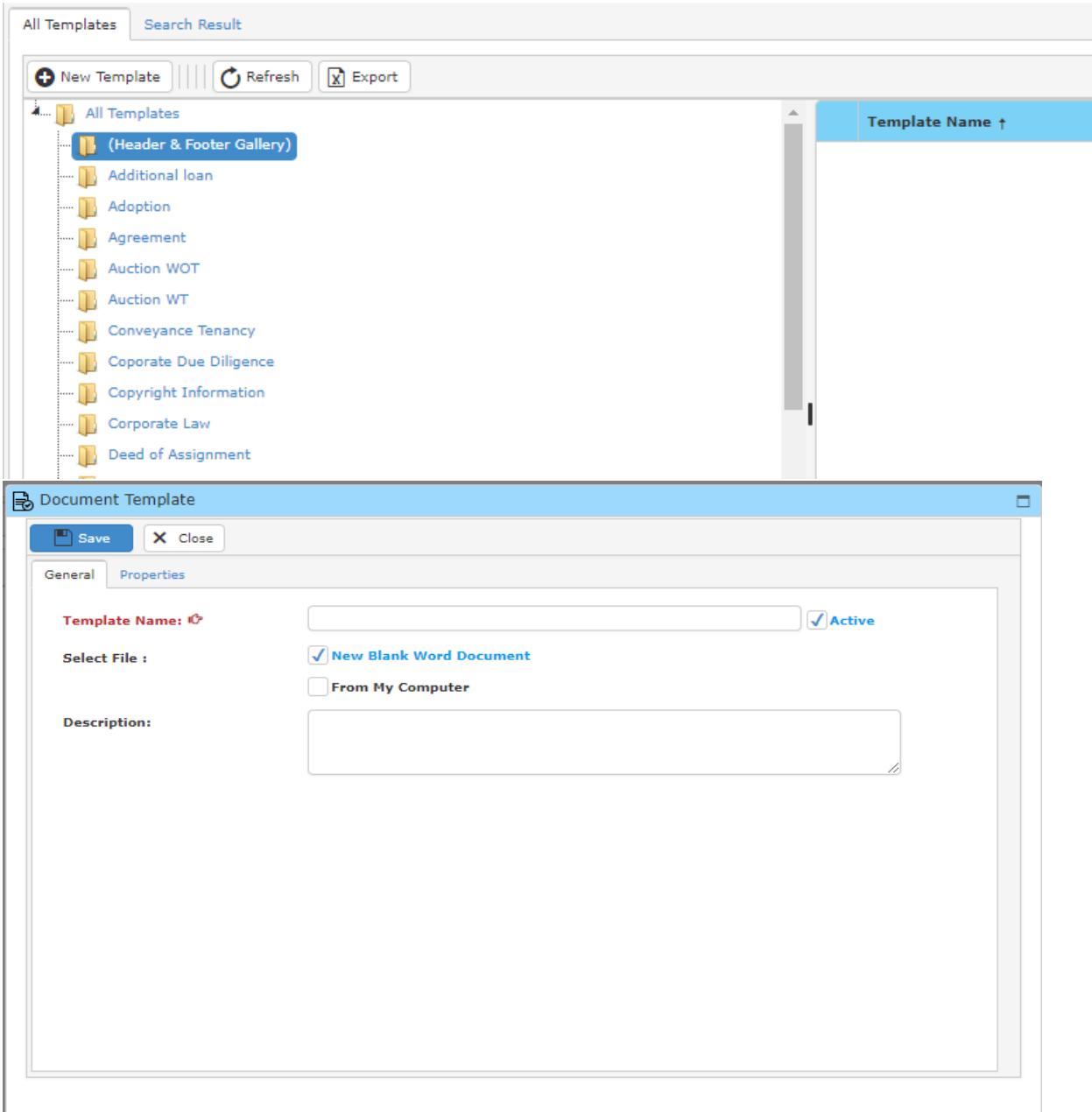
- Click **Select Files** to choose a template from your computer and click **Upload** to upload.

Export Template

- To export a template, select a file you wish to export and click Export and an Excel file will be downloaded through the browser.

Creating New Template

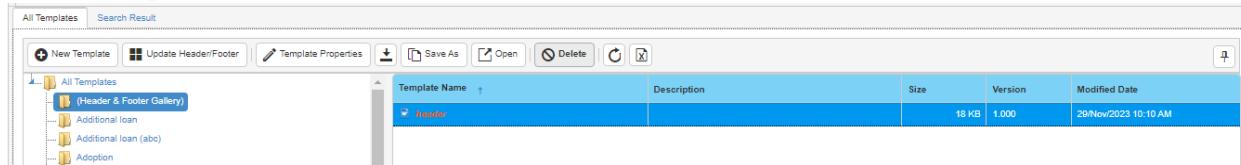
- To create a new template, select a folder and click **New Template** a window will be displayed as below.



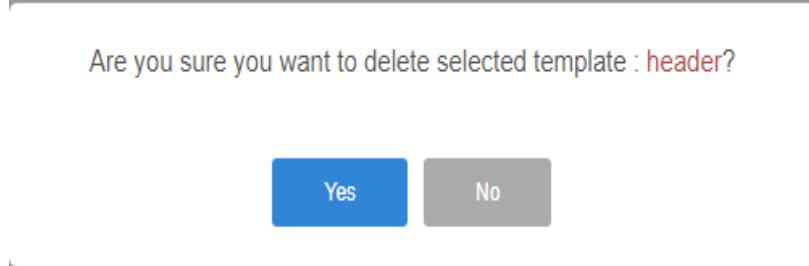
- Fill in the field below.

- If you have any template to upload from your computer. Tick “**From My Computer**” and select the file from your computer. Click **Save** once you have finished.

Delete Template



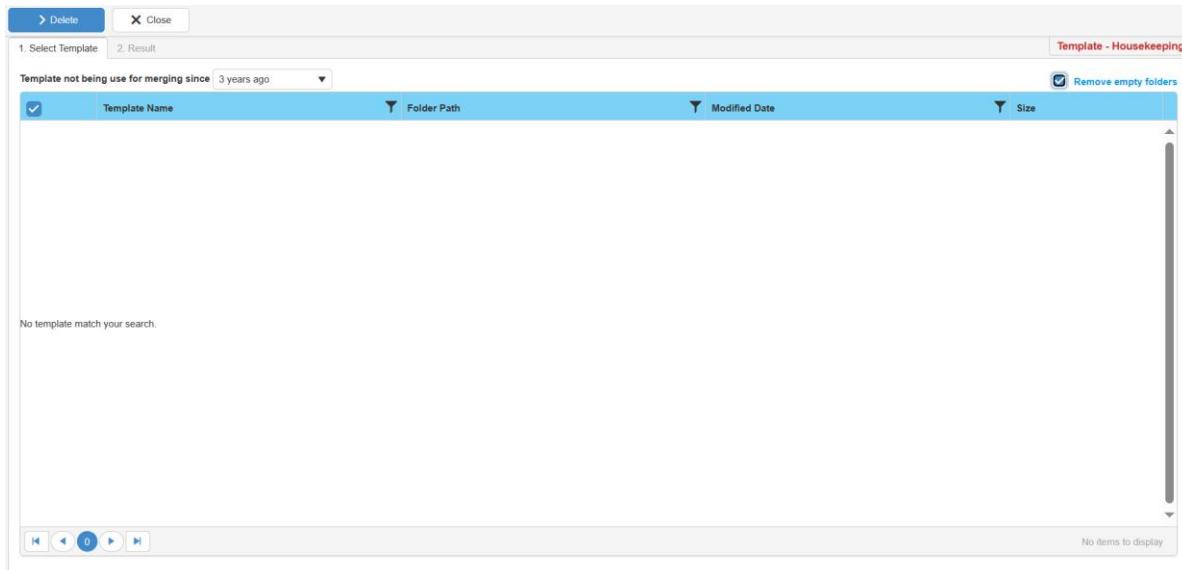
- To delete a template, select a folder and click **Delete** a window will be displayed as below.



- Then click **Yes** to confirm the deletion.

14.6.3 Housekeeping

- To delete unused folders or templates.
- Users can select to delete the folders or templates which do not use more than a period.
- After selecting the particular folder/template, press the ‘>Delete’ button.

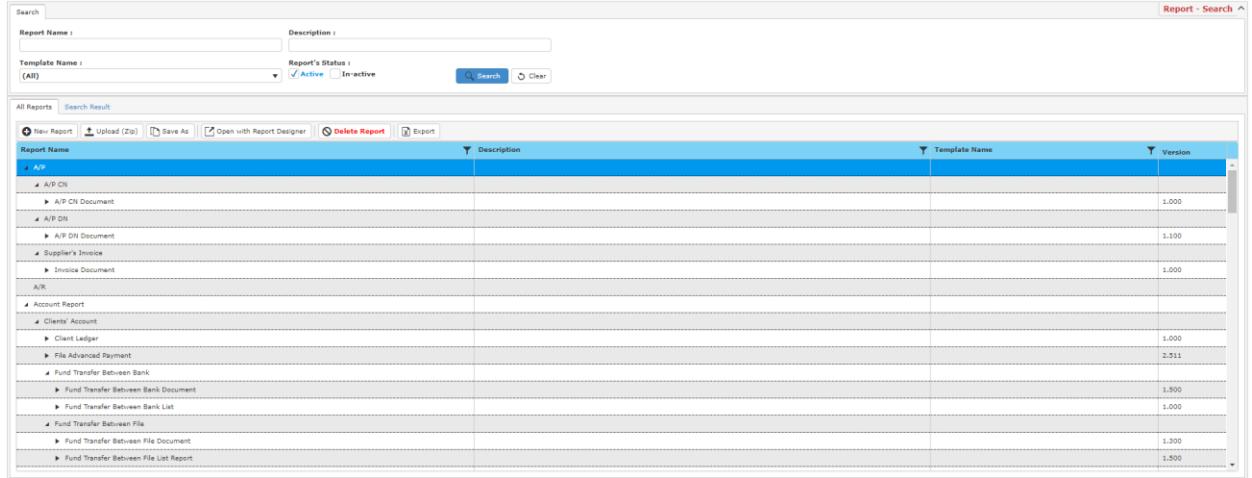


14.7 Reporting

14.7.1 Manage Reports

This option enables you to manage reports in the system.

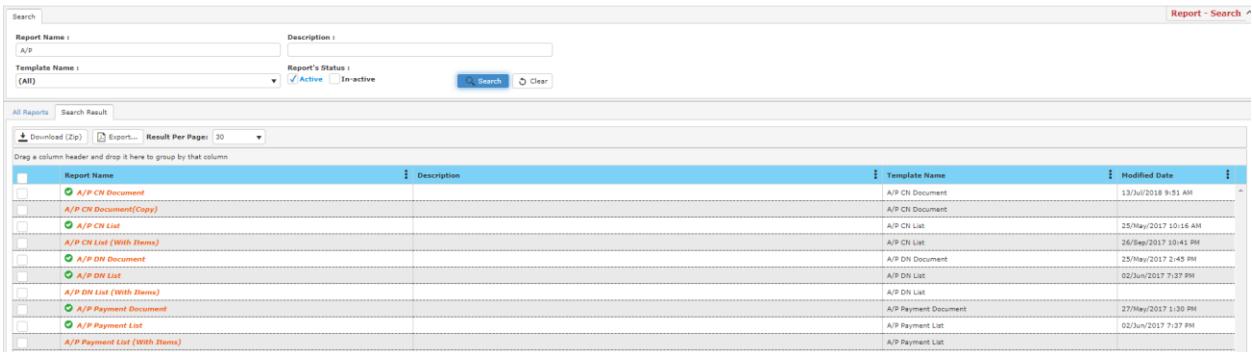
- To open ‘Manage Reports’ window, go to maintenance Menu  and click ‘Manage Reports’.
- A window will show as below.



Report Name	Description	Template Name	Version
A/P			
A/P CN			1.000
A/P CN Document			
A/P DN			1.100
A/P DN Document			
Supplier's Invoice			
Invoice Document			
A/R			
Account Report			
Client Account			1.000
Client Ledger			2.511
File Advanced Payment			
Fund Transfer Between Bank			
Fund Transfer Between Bank Document			1.500
Fund Transfer Between Bank List			1.000
Fund Transfer Between File			
Fund Transfer Between File Document			1.200
Fund Transfer Between File List Report			1.500

Search Report

- To search for a report, type in your search criteria and click **Search** and a result list will be displayed as below.



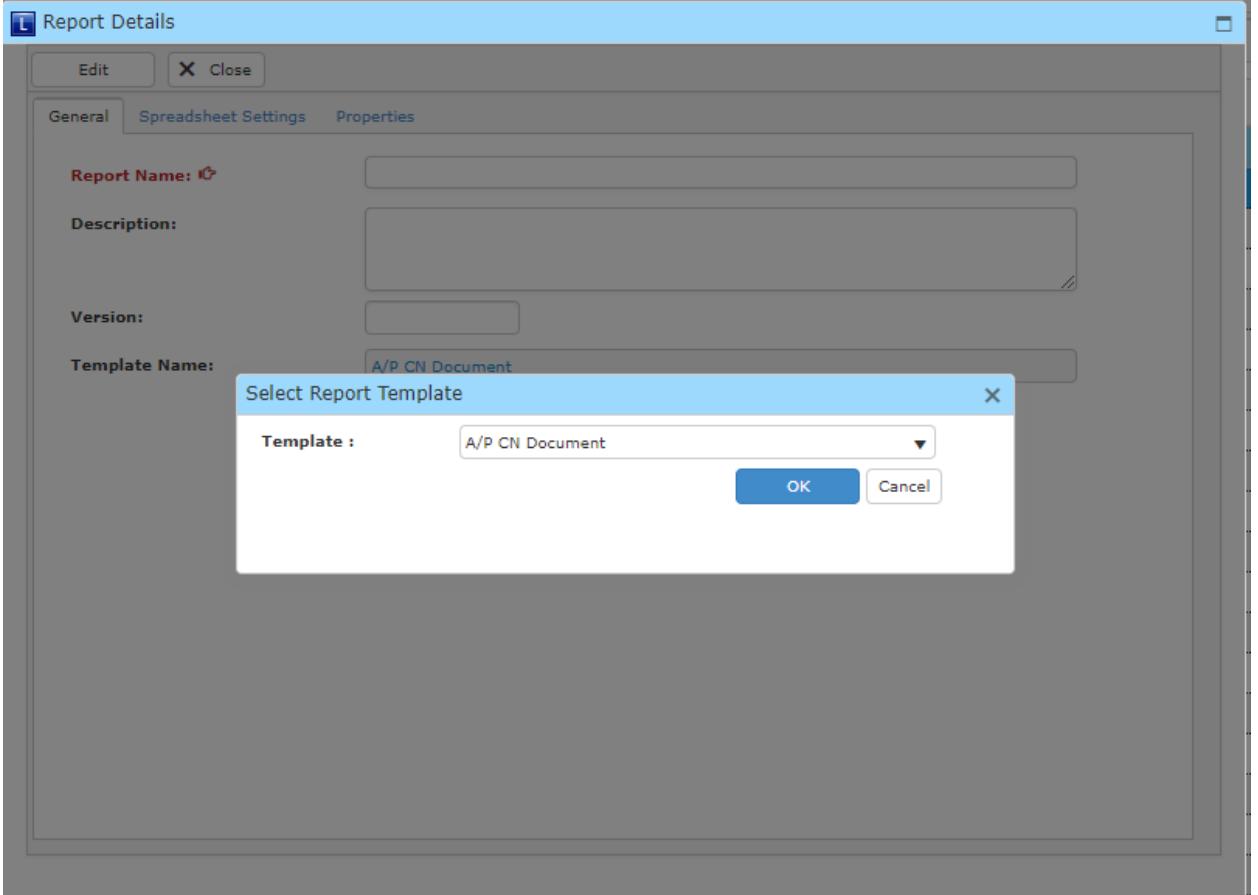
Report Name	Description	Template Name	Modified Date
A/P			
A/P CN Document(Copy)		A/P CN Document	13/Jun/2018 9:51 AM
A/P CN List		A/P CN List	25/May/2017 10:16 AM
A/P CN List (With Items)		A/P CN List	26/May/2017 10:41 PM
A/P DN Document		A/P DN Document	25/May/2017 2:45 PM
A/P DN List		A/P DN List	02/Jun/2017 7:37 PM
A/P DN List (With Items)		A/P DN List	
A/P Payment Document		A/P Payment Document	27/May/2017 1:00 PM
A/P Payment List		A/P Payment List	02/Jun/2017 7:37 PM
A/P Payment List (With Items)		A/P Payment List	

Creating New Report

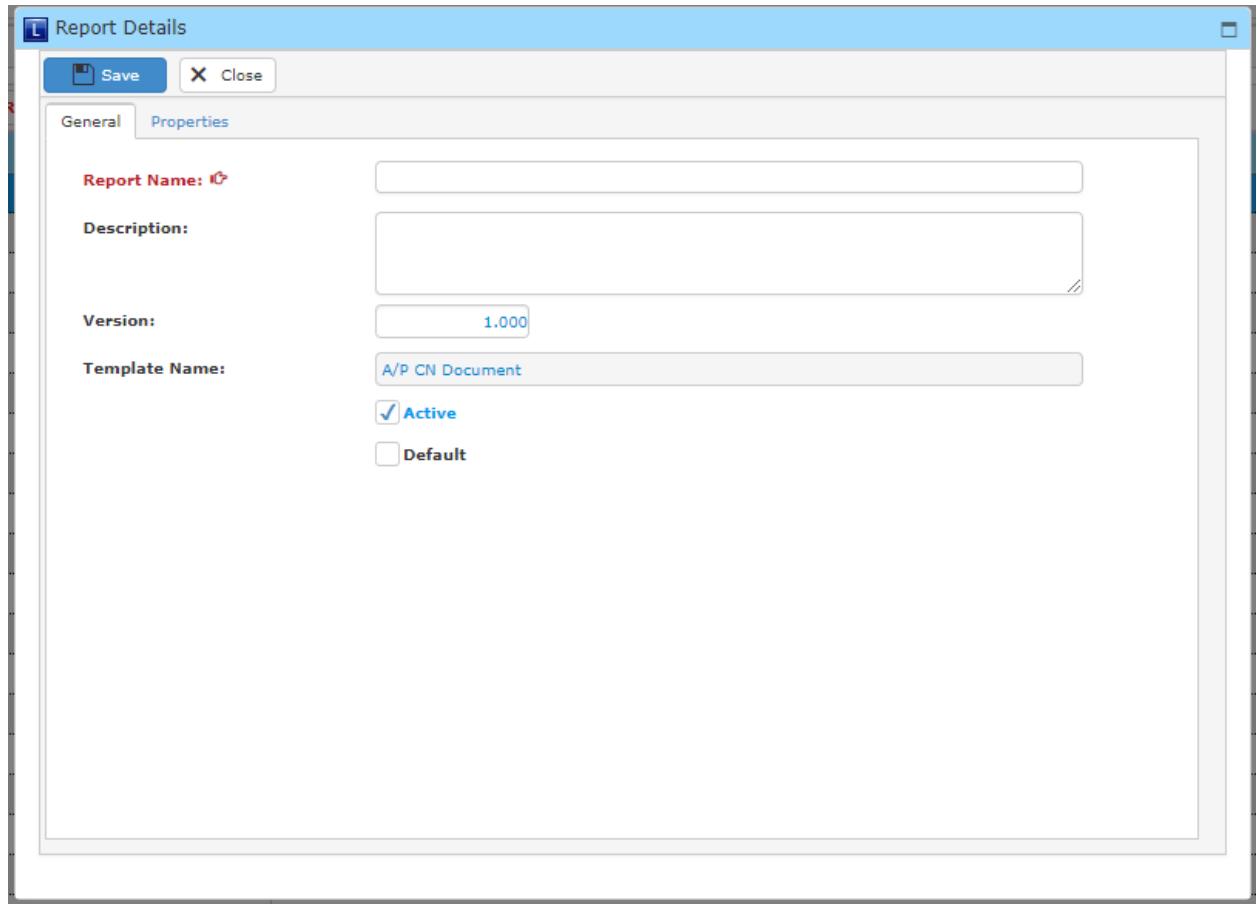
- To create a new report, click **New Report** in the **All Report** tab.

All Reports	Search Result
New Report Upload (Zip) Save As Open with Report Designer Delete Report Export	
Report Name	Description
▲ A/P	
▲ A/P CN	
▶ A/P CN Document	
▲ A/P DN	

- A new window will be displayed.



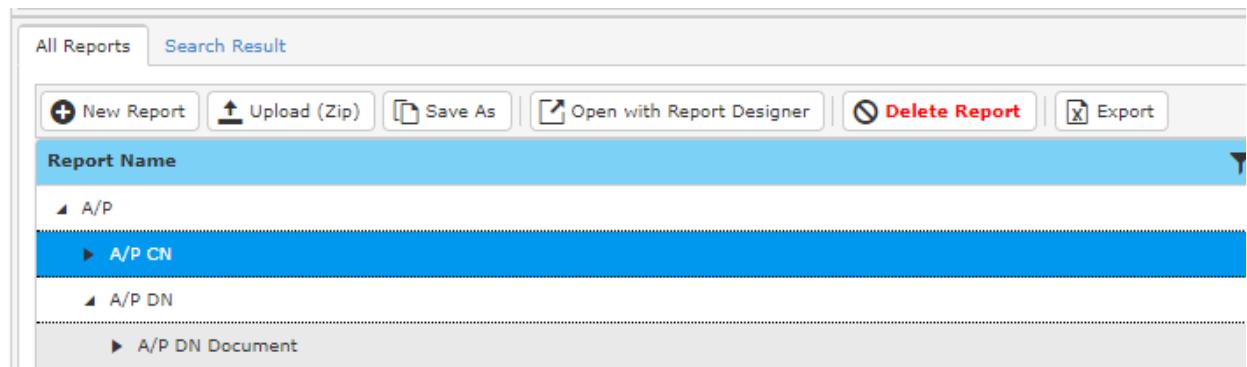
- To begin, choose a template type.

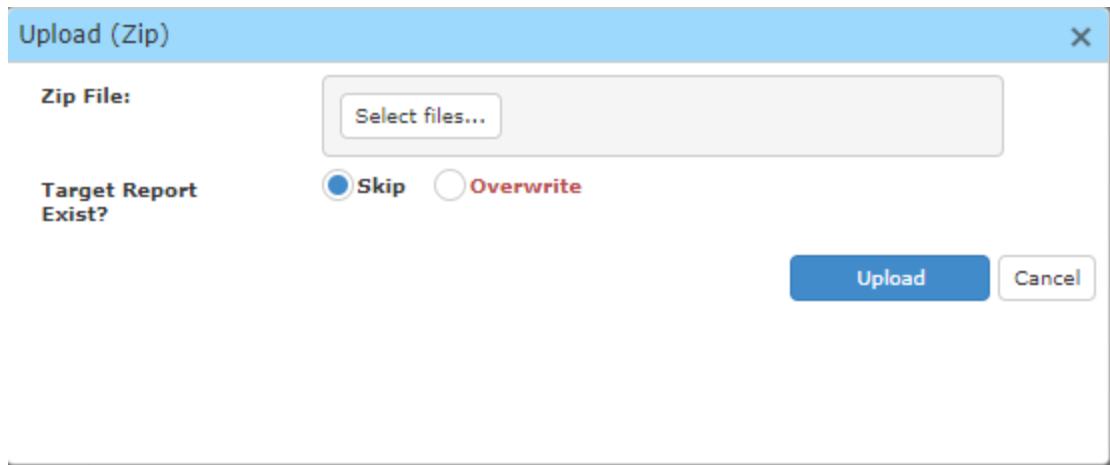


- Fill in the fields below and click **Save** once you have completed.

Upload Report

- To upload a report, click **Upload (ZIP)** in the All Reports tab and a new window will be displayed as below.



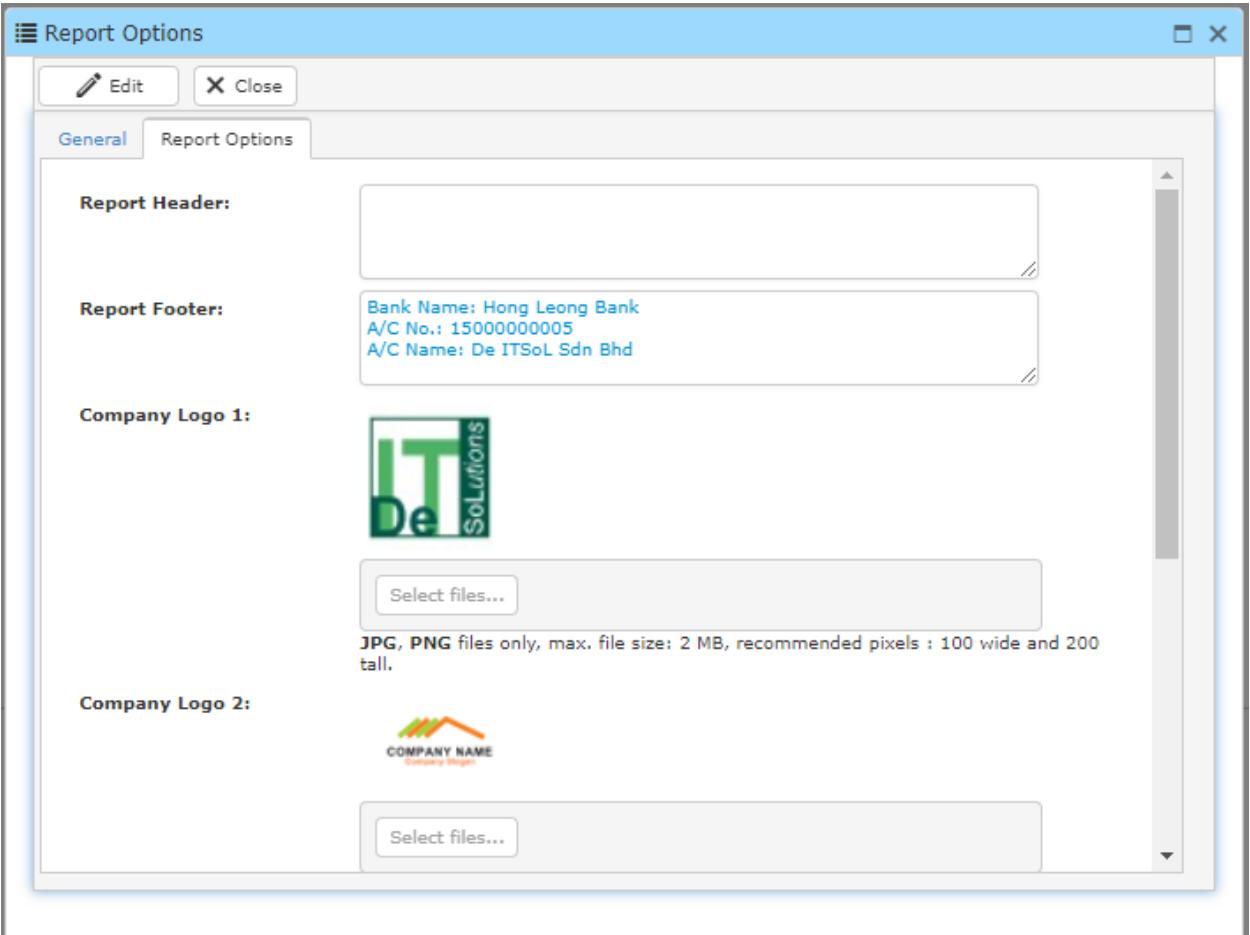


- Click **Select Files** to choose a file from your computer.
- **You** may choose skip if you wish to keep the existing report and the to-be-uploaded report.
- Click **Upload** to upload the report.

14.7.2 Report Options

This option enables you to edit the footer and header of the reports in the system.

- To open ‘Report Options’ window, go to maintenance Menu  and click ‘Report Options’.
- A window will show as below.



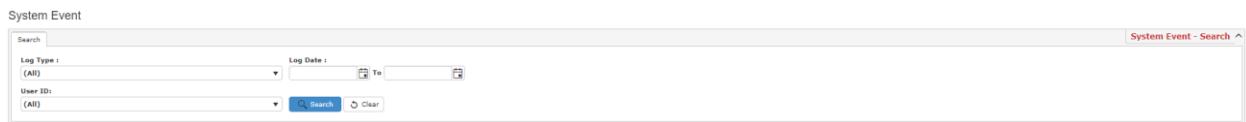
- Click **Edit** to edit any information you wish to change and all templates will use the same information.
- Click **Save** once you have finished.

14.8 System

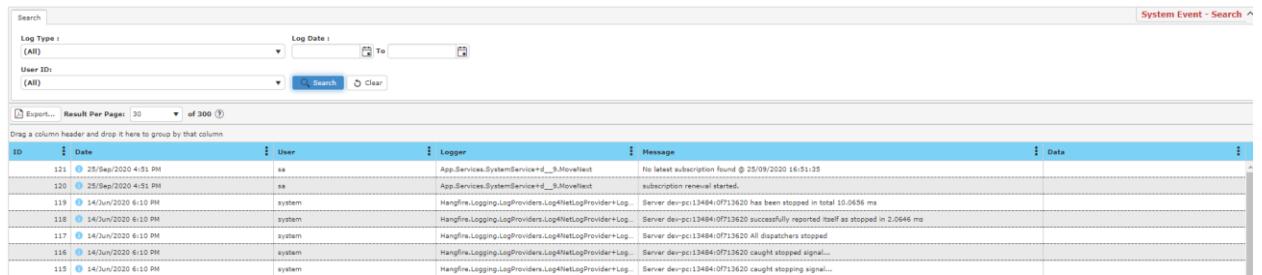
14.8.1 System Event

This option enables you to view system events.

- To open ‘System Event’ window, go to maintenance Menu  and click ‘System Event’.
- A window will show as below.



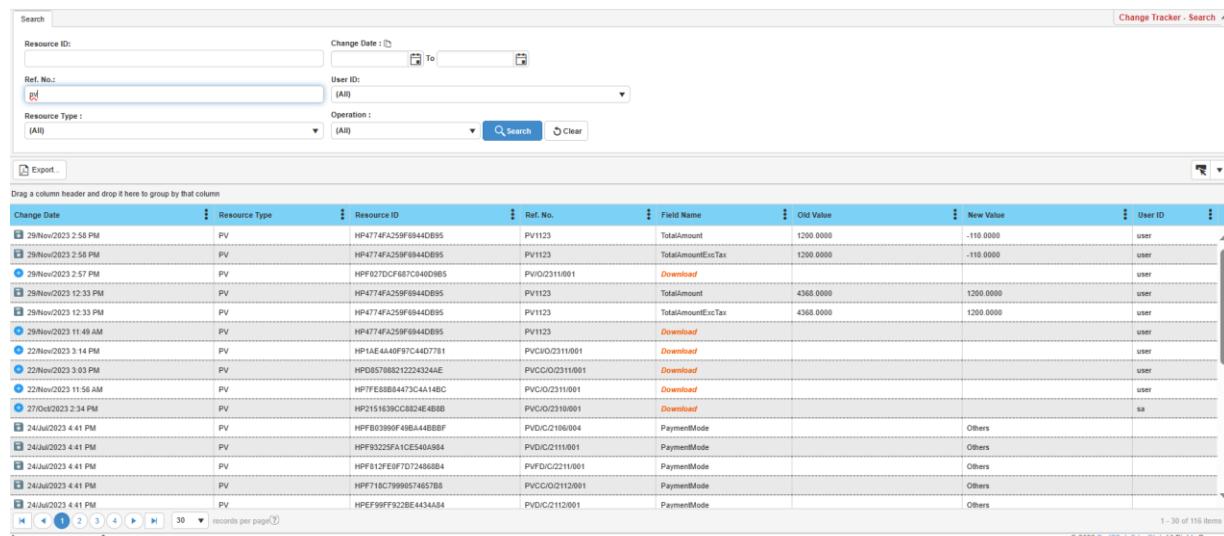
- To search for an event, fill in your search criteria and click **Search** and a result list will be displayed.



14.8.2 Change Tracker

This option enables you to track all the changes made on a particular template/document.

- To track changes made, input your search criteria and click **Search** and a result list will be displayed below.



14.8.3 Restart

This option enables you to restart the system.

- To open ‘**Restart**’ window, go to maintenance Menu  and click ‘**Restart**’.
- A window will show as below.



- Click **Confirm Restart** to restart the system.