

Chapter 2 Client

This section enables you to set up the client's details and manage client based on company requirement.

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2.1 New Client

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2.1 New Client

This function enables you to set up the general information of your client, in case client maybe a person or a company so that if that is a company client information may including some statistical details about company. These data will be used by various routines in the system.

- To open New Client, on the **SmartLeg@1** navigation, click **Client** and go to **New Client** then click the tab you want to type in information.

New Client – General Information

- Red Highlighted text box like Client Name, Category and Register Date cannot be blank
- It is advisable for individual client to key in the New IC No. because system will detect whether the IC No. already registered or not.
- Key in all the neccessary information.

Figure: New Client – General

- In case for individual client you can select Mr., Ms. or Madam title before entering client's name

Figure: New Client -General – Client's title

- You can select a category of your client from the drop-down box when you click to category

The screenshot shows the 'New Client - General' form. The 'Category' dropdown menu is open, displaying a list of client categories. The 'Client' category is selected and highlighted in blue. The categories listed are: Agent, Bank, Client, Corporate, Developer, Insurance Company, Hospital, Law Firm, and Police Station. The form also includes fields for 'Register Date', 'Tags', 'Personal Info.', 'New IC No.', 'Old IC No.', 'Nationality', and 'Passport No.'.

Figure: New Client -General - Category

- Register date will auto fill the date you create new client by default other than key in the register date, as a prevention for key in wrongly you can fill the date with using calendar

The screenshot shows the 'New Client - General' form. The 'Register Date' field is highlighted, and a calendar dropdown is open, displaying the date '22/Nov/2023'. The calendar shows the month of November 2023, with the 22nd highlighted. The form also includes fields for 'Tags', 'Personal Info.', 'New IC No.', 'Old IC No.', 'Nationality', 'Passport No.', 'Birth Date', and 'Gender'.

Figure: New Client -General – Register Date - Calendar

New Client – More Details

- Fill more details about your client.

The screenshot shows a software window titled "New Client" with a standard Windows-style title bar (minimize, maximize, close buttons). Below the title bar is a menu bar with options: Save, Cancel, and Close. The main area of the window is divided into two columns. The left column contains a list of fields for client details: Alias Name, Income, Income Tax No., Income Tax Branch (with a dropdown arrow), Father's Name, Occupation (with a dropdown arrow), Marital Status (with a dropdown arrow), No. of Dependent, and Remark. The right column is titled "Spouse Info." and contains fields for Name, Relationship (with a dropdown arrow), Identity No., Place of Birth, and Occupation (with a dropdown arrow). The window also features a tabbed interface at the top with tabs for General, More Details (which is currently selected), Statutory Requirements, Contact Details, Documents, Quotation, Billing, Receipt, Payment Voucher, Login Info, and Properties. A "Client" button is visible in the top right corner of the window.

Figure: New Client – More Details

New Client – Statutory Requirements

- Select the correct client type based on requirement.

The screenshot displays the 'New Client' form with the 'Statutory Requirements' tab selected. The form includes a 'Client Type' dropdown menu and a section for 'If a customer is acting on behalf of a person as trustee/ nominee/ PA:'. This section contains three dropdown menus for 'Must obtain satisfactory documentary evidence of its legal status, eg: documentary proof:', 'Identify of said trustee, settlor or nominee:', and 'Identify of Authorised signatories/ beneficiaries:'. Below these is a 'Type for Customer:' dropdown and an 'Introduced by:' text field. The form also features a 'Save' button and a 'Cancel' button at the top left, and a 'Close' button at the top right. The 'Client' tab is highlighted in red at the top right.

New Client

Save Cancel Close | Client

General More Details **Statutory Requirements** Contact Details Documents Quotation Billing Receipt Payment Voucher Login Info Properties

Customer/ Client Due Dilligence Measures
In compliance with Anti-Money Laundering and Anti-Terrorism Financing Act 2001 (AMLA) all staffs shall take note of the following and to fill in the checklist attached and keep in the file of each of every new clients for Sale and Purchase/ Share Sale Agreement.

Client Type:
Please choose...

If a customer is acting on behalf of a person as trustee/ nominee/ PA:

Must obtain satisfactory documentary evidence of its legal status, eg: documentary proof:
(Choose one)

Identify of said trustee, settlor or nominee:
(Choose one)

Identify of Authorised signatories/ beneficiaries:
(Choose one)

Type for Customer:
(Choose one)

Introduced by :

Figure: New Client – Statutory Requirements

New Client – Contact Details

- You are required to have an existing client record or create a new client before adding client contact.
- There are 6 remarks fields provided for user to input useful data.

New Client

Save Cancel Close

General More Details Statutory Requirements Contact Details Documents Quotation Billing Receipt Payment Voucher Login Info Properties Client

+ New Contact Edit Remove

#	Contact Name	Tel. No.	Mobile No.	Fax No.	Email	New IC
1.	(Mr) Bossku	03123456789	0123456789			
2.	(Mr) Tey	03234567891	01234567891			

Remark 1:

Remark 2:

Remark 3:

Remark 4:

Remark 5:

Remark 6:

Figure: New Client – Contact Details

- Every contact provided by client can be added in with the '**New Contact**' button, after you click that, 'Figure:New Client – Contact Details – New Contact Input Form' will show up. In addition, the contact can be '**Edit**' or '**Remove**' as well.

The screenshot displays the 'New Client' application interface. A modal window titled 'New Contact Details' is open, overlaying the main application. The modal contains the following fields:

- Contact Name: (Dropdown menu and text input)
- Tel No.: (Text input)
- Mobile No.: (Text input)
- Fax No.: (Text input)
- Email: (Text input)
- Location: (Text input with a small edit icon)
- Old IC No.: (Text input)
- New IC No.: (Text input)
- Date of Birth: (Text input with a calendar icon)
- Remark: (Text input with a small edit icon)

At the bottom of the modal are 'OK' and 'Cancel' buttons. In the background, the 'New Client' window shows a 'Contact Name' table with a 'New Contact' button highlighted by a red box and a red arrow pointing to the modal.

Figure: New Client – Contact Details – New Contact Input Form

New Client – File & Documents

Register New File Master at Client Master

- You are required to have an existing client record or create a new client before opening a new file.
- Click **'New File Master'**.
- Please refer to 'chapter 2 – Create new File'.

Documents at Client Master

- First, you are required to search an existing client.
- Select **'File & Document'** tab.
- Client files will be displayed at the tree view.
- Click **'Download(zip)'** to download files in zip version

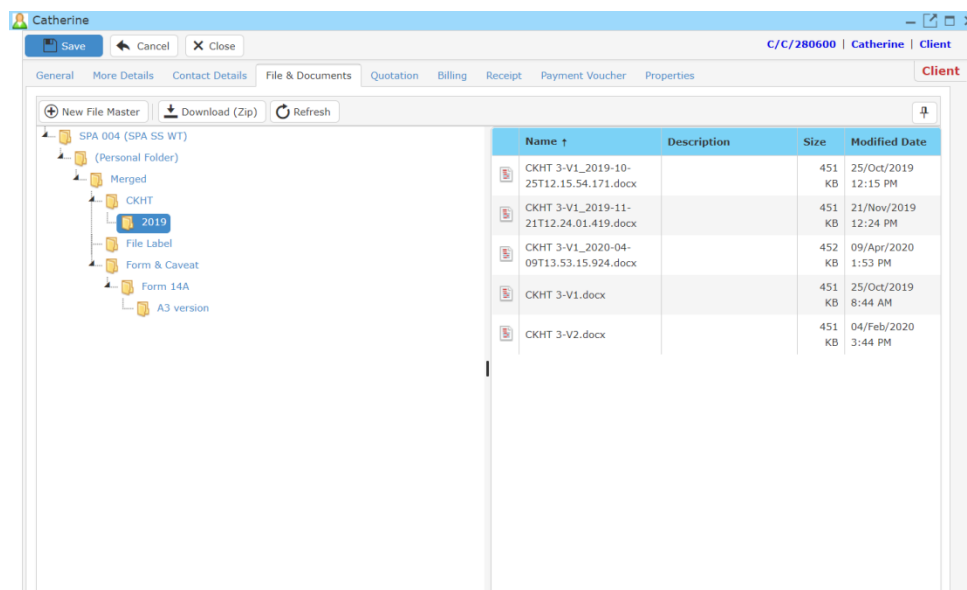


Figure: New Client – File & Documents

New Client – Quotation

- You are required to search an existing client or create a new client before adding a new quotation.
- Click ‘**Quotation**’ tab.
- You can add new quotation, edit, delete or preview the quotation.

Quotation No.	Quotation Date	File No.		Total...	Total Amount	Remark
QUO/1910/001	24/Oct/2019	SPA 004	✓	18.00	318.00	
QUO/1910/002	24/Oct/2019	SPA 004	✓	30,635.40	541,305.40	
Total :				541,623.40		

Figure: New Client – Quotation

New Client – Billing

- You are required to search an existing client or create a new client before adding a new bill.
- Click 'Billing' tab
- You can view, preview, view file account statement, and refresh to make sure the latest bill and preview before print or print the bill.

Bill No.	Bill Date	File No.	Total...	Total Amount	Remark
BIL/2002/001	04/Feb/2020	SPA 004	474.60	14,534.60	
BIL/1910/003	25/Oct/2019	SPA 004	30,635.40	541,305.40	
PBIL/201501/004	31/Jan/2015	SPA 004	0.00	1,000.00	
			Total : 556,840.00		

Figure: New Client – Billing

File Account Statement Report

Filters Options

File No. :

File's Default Client Name:

Bill Date As At:

Client Category:

Department:

Report:

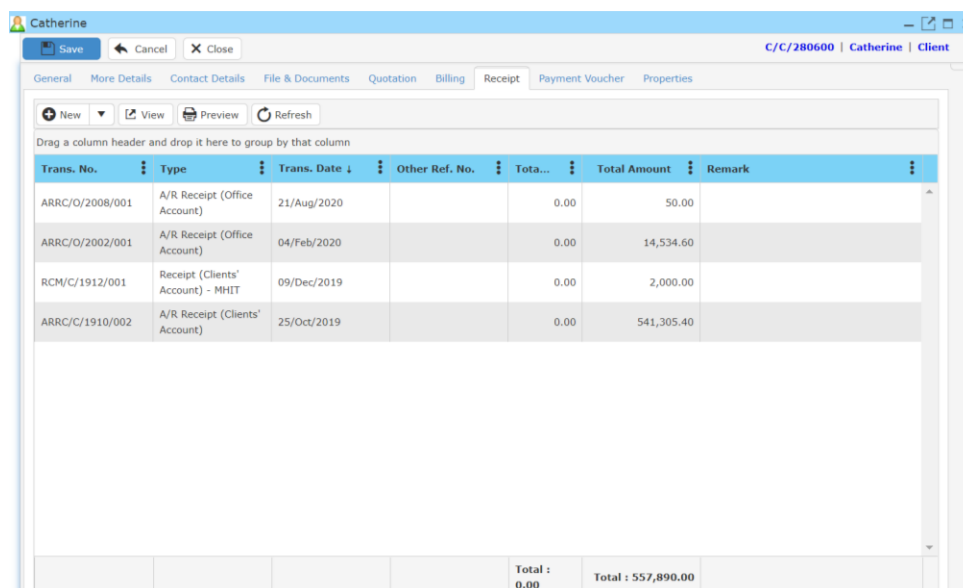
Interest Rate (%):

☐ Including Quotation ☐ Outstanding Bill Only

Figure: New Client – Billing – File Account Statement

New Client – Receipt

- You are required to search an existing client or create a new client before adding a new receipt.
- Click ‘**Receipt**’ tab
- You can add new, view, preview and refresh to make sure the latest receipt and preview before print or print the receipt.
- You can add any receipt for the client.



The screenshot shows a software window titled 'Catherine' with a 'Receipt' tab selected. The window contains a table of transactions. The table has columns: Trans. No., Type, Trans. Date, Other Ref. No., Total..., Total Amount, and Remark. The data rows are as follows:

Trans. No.	Type	Trans. Date	Other Ref. No.	Total...	Total Amount	Remark
ARRC/O/2008/001	A/R Receipt (Office Account)	21/Aug/2020		0.00	50.00	
ARRC/O/2002/001	A/R Receipt (Office Account)	04/Feb/2020		0.00	14,534.60	
RCM/C/1912/001	Receipt (Clients' Account) - MHIT	09/Dec/2019		0.00	2,000.00	
ARRC/C/1910/002	A/R Receipt (Clients' Account)	25/Oct/2019		0.00	541,305.40	
				Total : 0.00	Total : 557,890.00	

Figure: New Client – Receipt

- New receipt can be added though the selection shown by ‘Figure: New Client- Receipt – New’ below

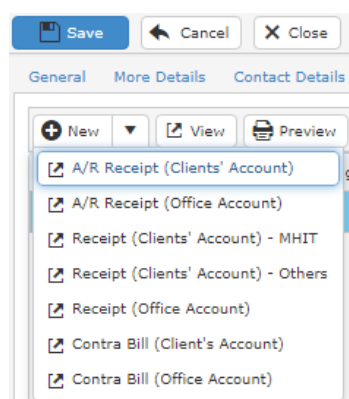


Figure: New Client – Receipt – New

New Client – Payment Voucher

- You are required to search an existing client or create a new client before adding a new payment voucher.
- Click '**Payment Voucher**' tab.
- You can add new, view, preview and refresh to make sure the latest payment voucher and preview before print or print the payment voucher.

Trans. ...	Type	Trans. ...	Other R...	Cheque ...	Depart...	T...	Total A...	Remark
PVD/O/2002/...	PV (Office Account) - DIS RIB	04/Feb/2020				0.00	40.00	
PVFD/C/1912...	PV (Clients' Account) - FD	12/Dec/2019	332132		Bill to Developer	0.00	1,000.00	
PVFD/C/1912...	PV (Clients' Account) - FD	09/Dec/2019		312321		0.00	1,000.00	
PVD/O/1911/...	PV (Office Account) - DIS RIB	08/Nov/2019				0.00	100.00	
						Total :	0.00	
						Total :	2,140.00	

Figure: New Client – Payment Voucher

- New receipt can be added though the selection shown by 'Figure: New Client- Payment Voucher – New' below

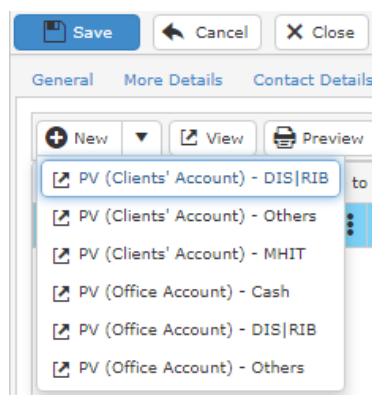


Figure: New Client – Payment Voucher – New

New Client – Properties

- You can view the information of the record once who modify the record then there will show the last modified and modified by who

Once you finished to fill all the information, click ‘**Save**’.

Note: It is advisable to fill in the details because if those fields are being used at the mail merge function, the system will be affected when you edit the information half way.

2.2 Manage Client

This function enables you to modify existed customer in the system.

- To open Manage Client, on the **SmartLeg@I** navigation, click **Client** and go to **Manage Client** then search the client you want to modify.

Manage Client

- Search the client you wish to manage through filling client’s details or search by advanced.

Figure: Manage Client – Search

Advanced Find

- This function can be used to find a client by searching other information that is not captured in the 'General' section.

- Click '**Advanced**' tab.
- Define search criteria:
 - o **Field** - Choose the field you want to search.
 - o **Condition** - Search condition
 - o **Value** - Type the details you want to find.
- Click '**Add to list**', to define more than one criteria.
- Click '**Find**', search results will be displayed at search record list. You can open an item in the search results list by double-clicking.
- To start a new search or to clear the search results, click '**Clear**'.
- Click '**Export**' to print the desired search results in txt, excel or html format.

Figure: Manage Client – Advanced

Note: You can straightly type the Client Name to search the client

Figure: Client – Client Name

Searched Result

- Click **'Search'** once, to show all client
- The Searched result will appear at below, otherwise it will shown no record available if the client you searched do not exist.
- Click **'Export'** to print the desired search results in txt, excel or html format.
- Click **'Delete'** to delete the selected record.

The screenshot shows the SMARTLEG@L Client Search interface. The top navigation bar includes links for Client, File, Task Manager, Mail, Billing, Payment, A/P, Receipt, Transfer, G/L, Tax, and Report. Below the navigation bar, there are buttons for 'New Client' and 'Client List Report'. The search area is titled 'Advanced' and includes fields for Client Code, Client Name, File No., Client Category (set to '(All)'), New IC No., and Company Reg. No. There are also checkboxes for 'Client's Status' (Active and In-active). A 'Search' button and a 'Clear' button are present. Below the search area, there are buttons for 'Delete', 'Batch Update', and 'Export...'. The 'Result Per Page' is set to 30, and the total number of records is 300. The table below shows a list of clients with columns for Client Code, Client Name, Register Date, Cate..., New IC No., Com. Reg. No., Office/Branch, and Remark.

Client Code	Client Name	Register Date	Cate...	New IC No.	Com. Reg. No.	Office/Branch	Remark
C/AT/33397	A Team	28/Sep/2017	Client				
ABB4	affin bank berhad	19/Apr/2015	Bank			jalan ipoh	
ABB3	Affin Bank Berhad	02/Aug/2013	Bank			HQ	
ATBB	Affin Islamic Bank Berhad	02/Aug/2013	Bank			HQ	
C/ABA/33391	Ahmad Bin Ali Salam	21/Sep/2017	Client	123456-01-2345			7
ARB	Al Rajhi Banking & Investment Corporation (Malaysia) Berhad	02/Aug/2013	Bank			HQ	
AB	Alliance Bank	05/Nov/2013	Bank				
ABB	Alliance Bank Berhad	11/Jun/2013	Bank		12345-W	Jalan Klang Lama	s
ATBB2	Alliance Islamic Bank Berhad	11/Jun/2013	Bank			HQ	

Figure: Manage Client – Search All Clients

The screenshot shows the SMARTLEG@L Client Search interface with search results for 'Catherine'. The search area is titled 'Advanced' and includes fields for Client Code, Client Name (set to 'Catherine'), File No., Client Category (set to '(All)'), New IC No., and Company Reg. No. There are also checkboxes for 'Client's Status' (Active and In-active). A 'Search' button and a 'Clear' button are present. Below the search area, there are buttons for 'Delete', 'Batch Update', and 'Export...'. The 'Result Per Page' is set to 30, and the total number of records is 300. The table below shows a list of clients with columns for Client Code, Client Name, Register Date, Cate..., New IC No., Com. Reg. No., Office/Branch, and Remark.

Client Code	Client Name	Register Date	Cate...	New IC No.	Com. Reg. No.	Office/Branch	Remark
C/C/280600	Catherine	24/Oct/2019	Client				
C/CY/280602	Catherine Yap	25/Oct/2019	Client	750505-10-5504			

Figure: Manage Client – Search Result

- After the client you searched appeal, you can choose to view and manage to edit those details.

The screenshot displays the SMARTLEG@L Client Management application. On the left, a sidebar contains a search bar and a list of clients. The main window shows the details for a client named Catherine. The interface is divided into several sections: General, Personal Info., Company Info., and Contact Info. The General section includes fields for Client Code, Client Name, Category, and Register Date. The Personal Info. section includes fields for New IC No., Old IC No., Nationality, Passport No., Birth Date, and Gender. The Company Info. section includes fields for Com. Reg. No., Office/Branch, GST Reg. No., GST Status Verified, and GST Status Deregistration. The Contact Info. section includes fields for Tel No., Mobile No., Fax No., Email, Billing Address, Register Address, and Corres. Address. The client is currently marked as Active.

SMARTLEG@L Client Catherine

New Client Client List

Search Advanced

Client Code :

File No. :

New IC No. :

Client's Status : ☒ Active ☐ In-active

Delete Batch Update

Drag a column header and drop

Client Code
C/C/280600
C/CY/280602

Client Code: C/C/280600 ☒ Active

Client Name: Catherine

Category: Client

Register Date: 24/Oct/2019

Personal Info.

New IC No.:

Old IC No.:

Nationality: Malaysia

Passport No.:

Birth Date:

Gender:

Company Info.

Com. Reg. No.:

Office/Branch:

GST Reg. No.:

GST Status Verified:

GST Status Deregistration:

Contact Info.

Tel No.:

Mobile No.:

Fax No.:

Email:

Billing Address:

Register Address:

Corres. Address:

Client - Search

mark

Figure: Manage Client – Search Result, Client Info