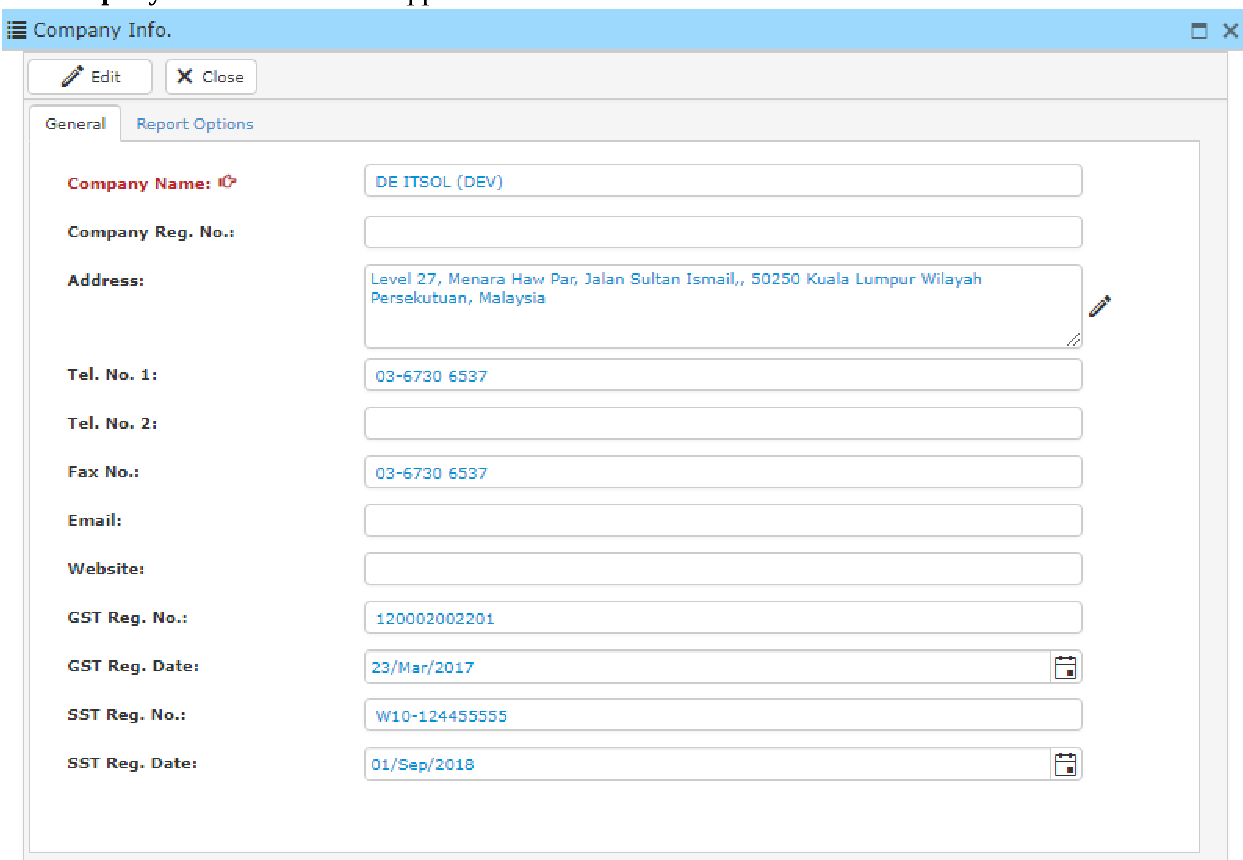
Chapter 14 Maintenance

14.1 Maintenance

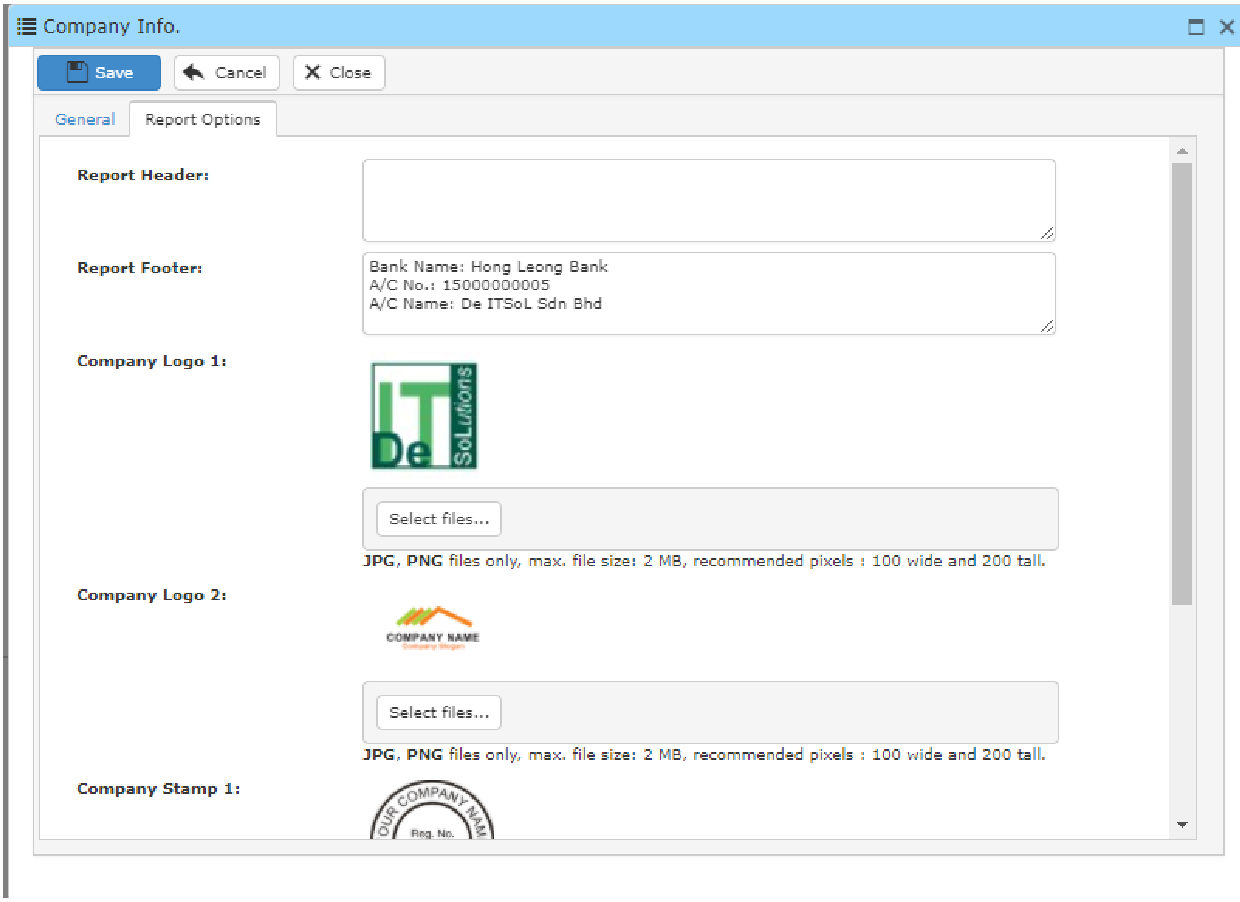
14.1.1 Company Info

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.



- 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.

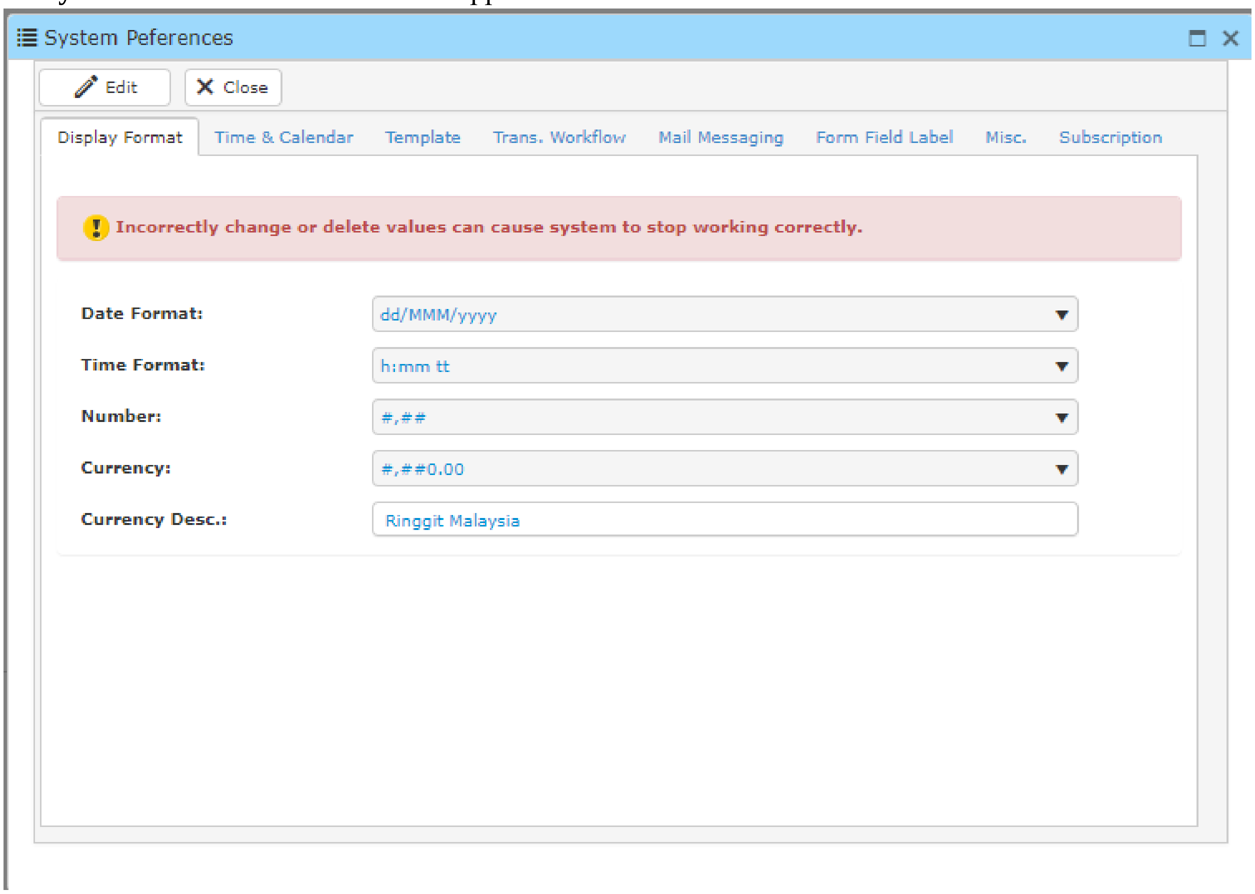
- Once you have completed, click **Save.**

14.1.2 System Preferences

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

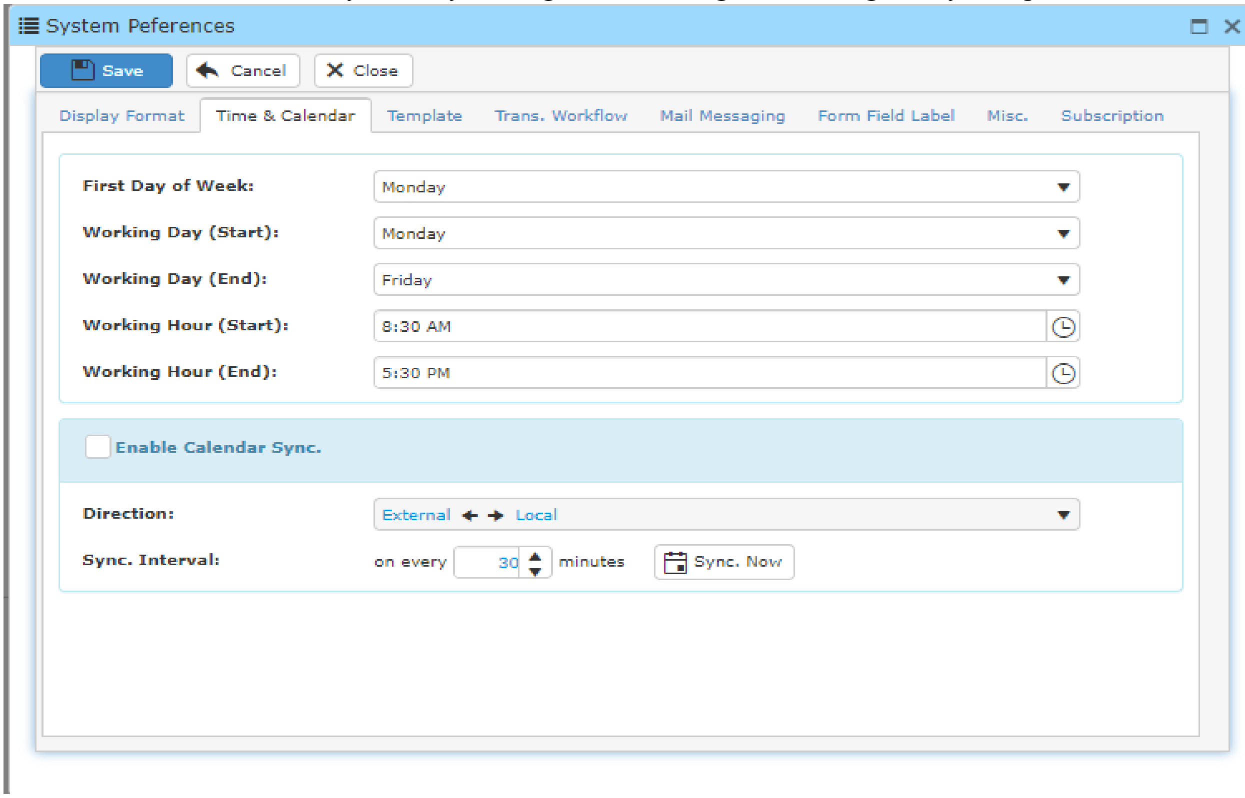
- To open '**System Preferences**' window, go to maintenance Menu  and click '**System Preferences**'.

- A '**System Preferences**' window will appear as below.

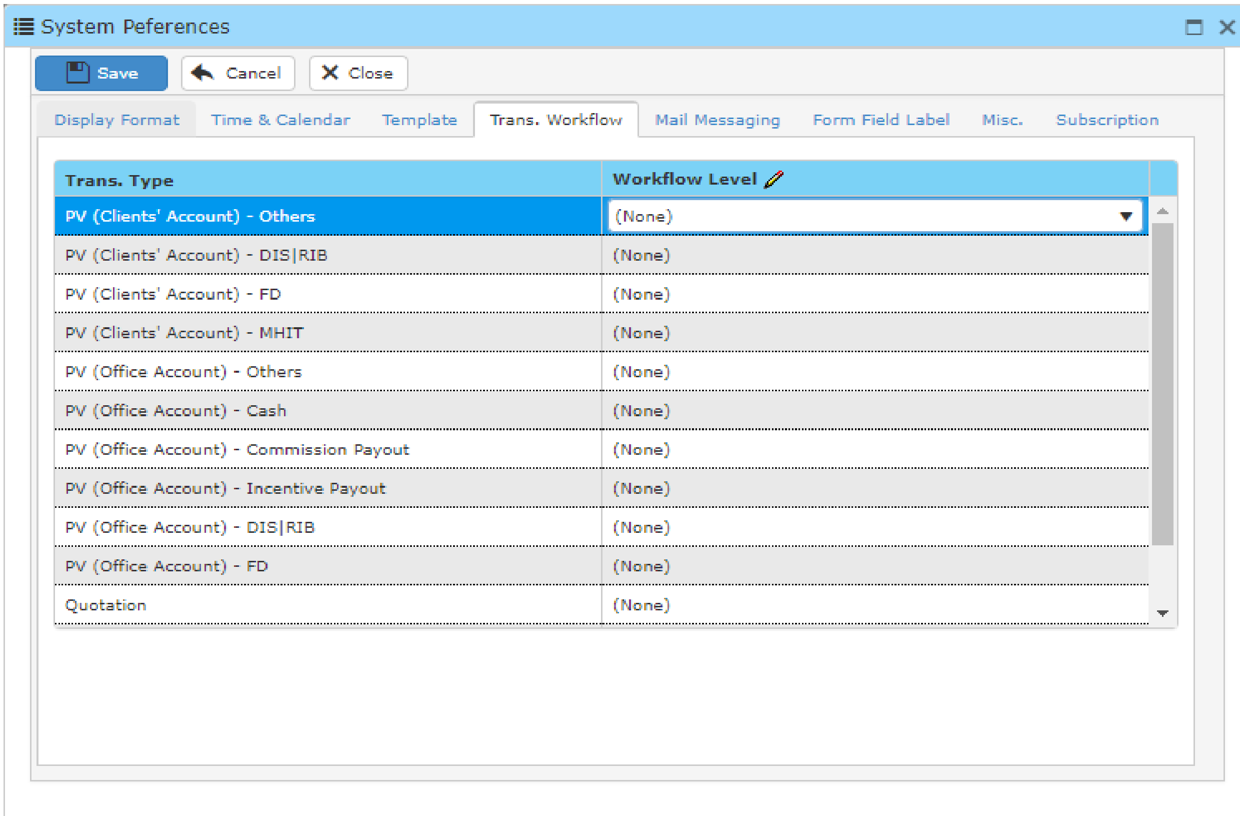


- In '**Display Format**' , you may change the date format, time format,ways to present numbers (EG: 1,234 / 1234), Currency (EG: RM 1,234.00 / RM1234.00) and Currency Description.

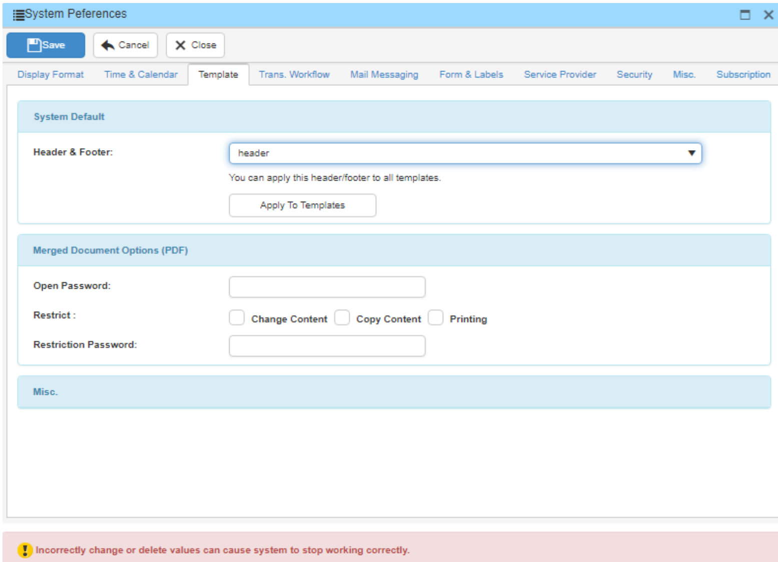
- In '**Time & Calendar**' you may change the settings according to your preference.



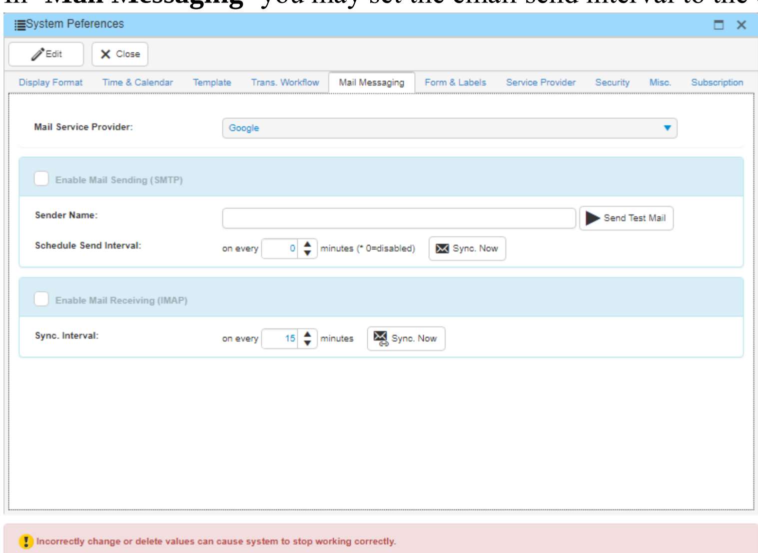
- In '**Trans. Workflow**' you may change the workflow level of the trans. type. Either (**None**) or (**Approval**) if changed to approval means the following transaction type will need to be approved by specific users.



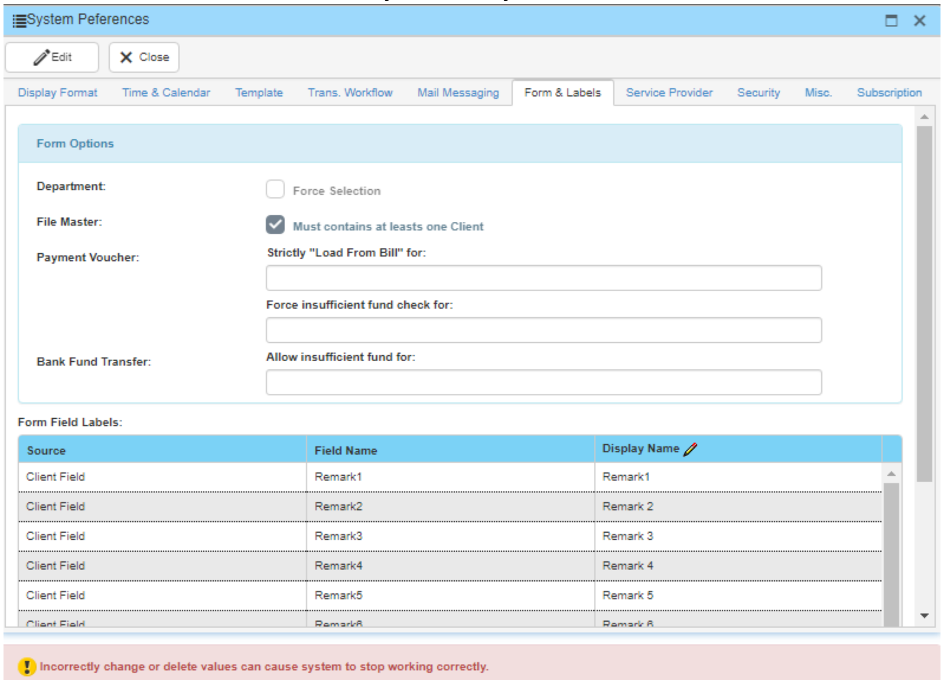
- In '**Template**' you may change the header and footer and also set up the password to restrict users to change content/copy content/printing. For header and footer when applied all templates will use the same header and footer.



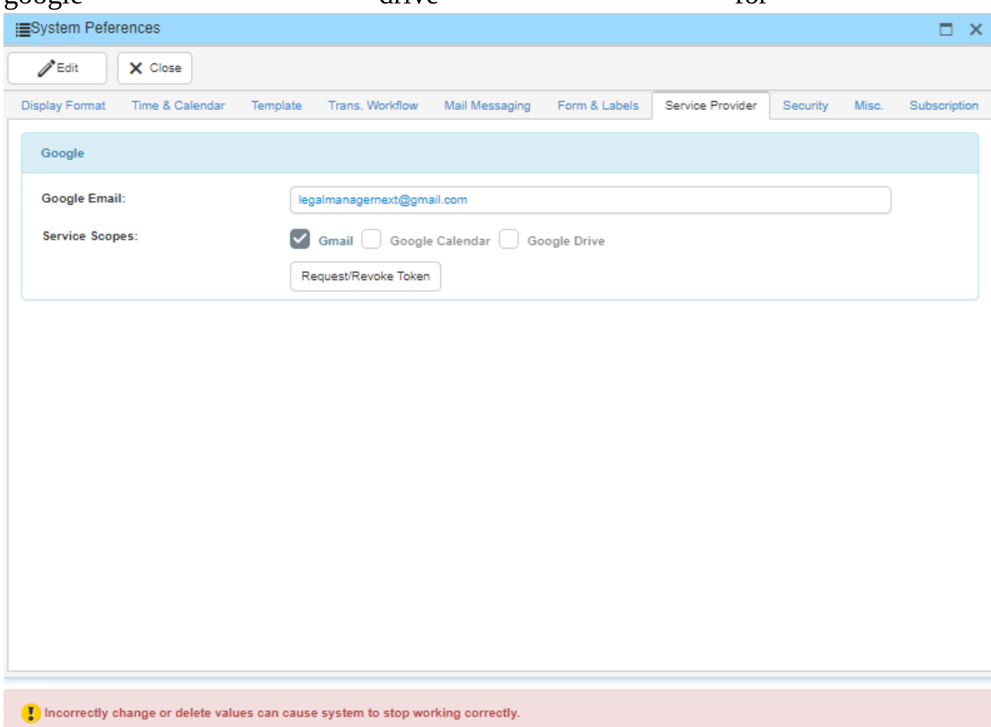
- In '**Mail Messaging**' you may set the email send interval to the email you set.



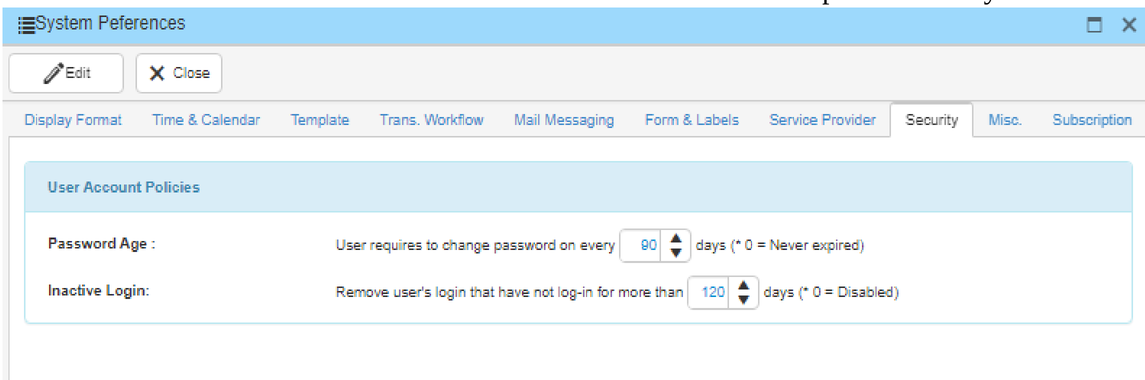
- In '**Form & Labels**' you may edit the field name inside the files.



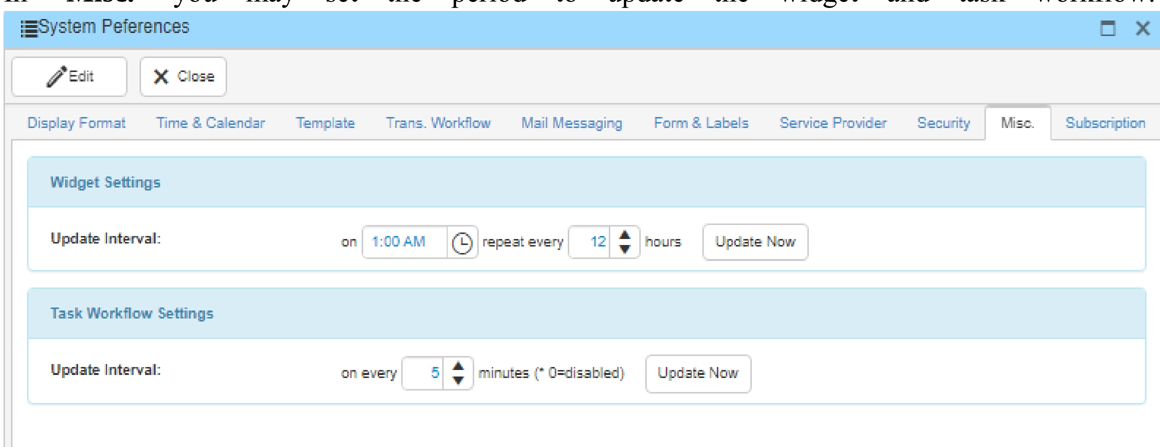
- In '**Service Provider**' you may set the google email to apply to gmail, google calendar and also google drive for backup.



- 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.



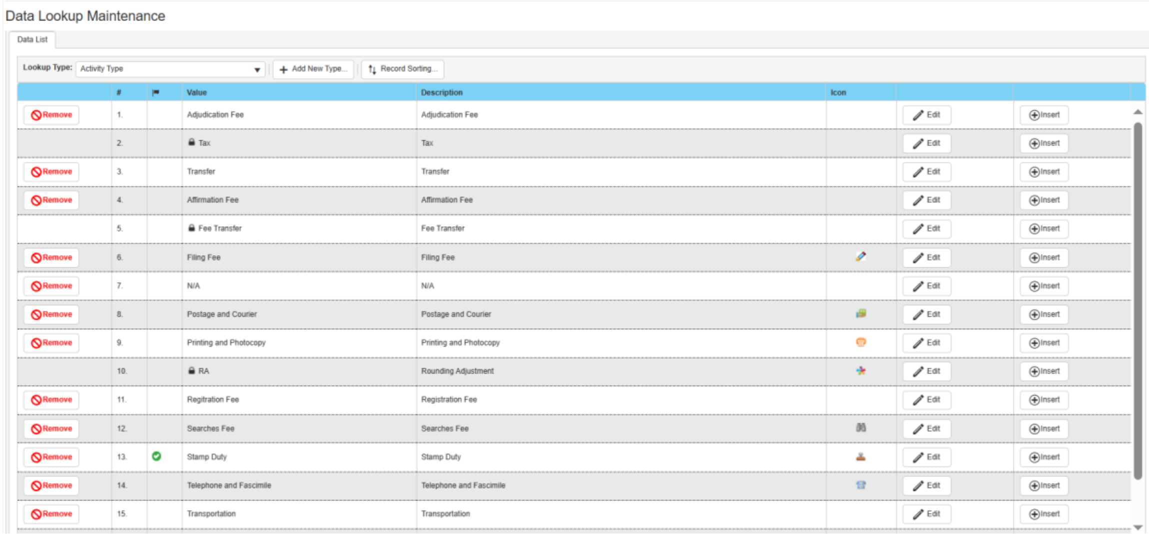
- In '**Misc.**' you may set the period to update the widget and task workflow.



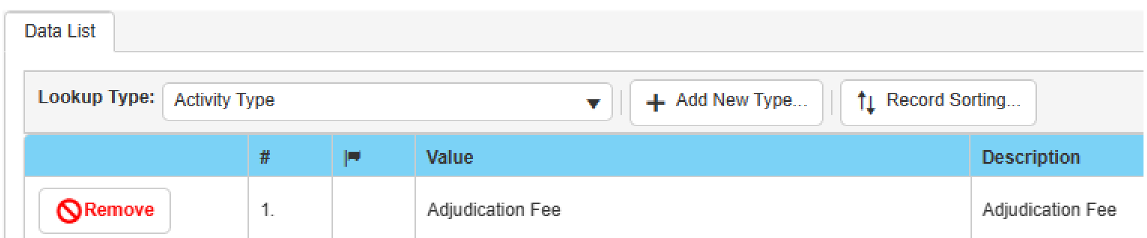
14.1.3 Data Lookup

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

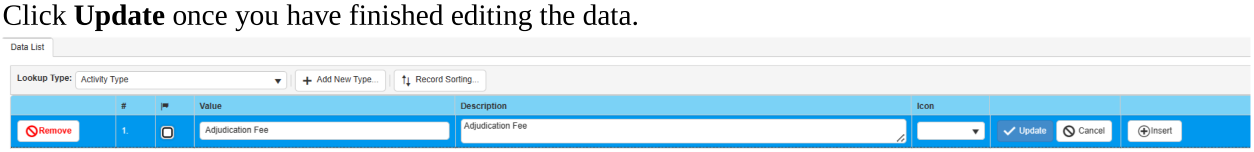
- To open '**Data Lookup**' window, go to maintenance Menu and click '**Data Lookup**'.
- A '**Data Lookup**' window will appear as below.



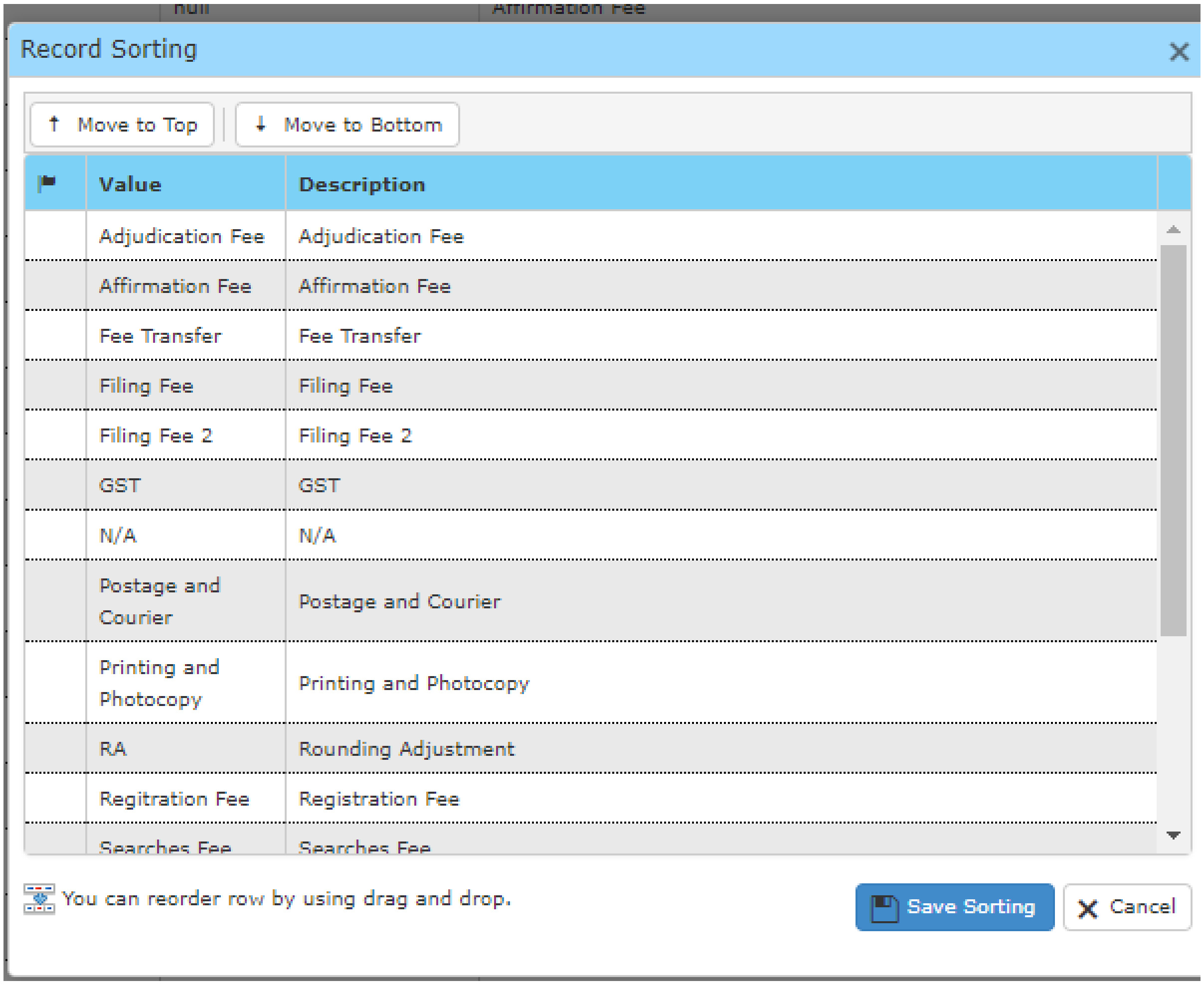
- At the Lookup Type, you may select any data type you want to view.



- 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.



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

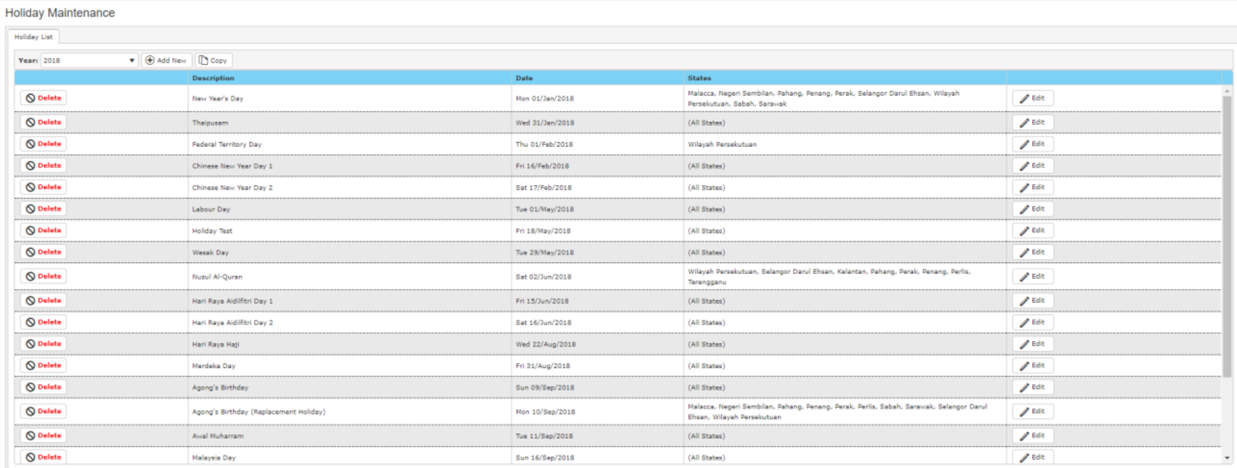


- You may reorder the row by using drag and drop.
- Click **Save Sorting** once you have completed sorting.

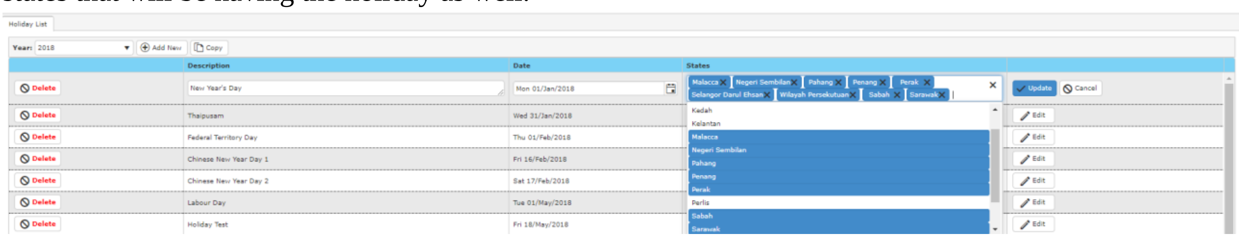
14.1.4 Holiday

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.



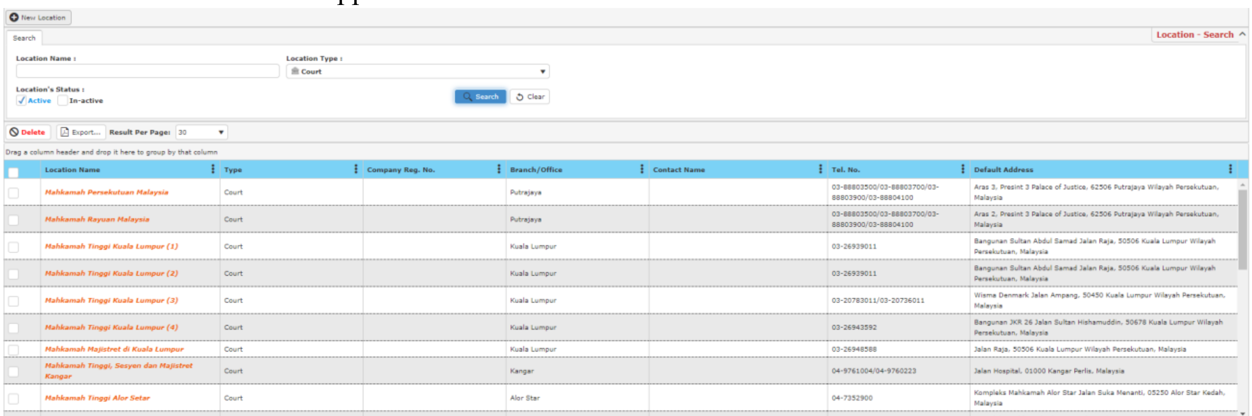
- You may add a new holiday by clicking **Add New** and fill in the relevant information.
- Click **Update** once you have finished.
- You may also delete the holiday by clicking **Delete**.
- Click **Edit** to edit the description of holiday and the date of the holiday. You may also edit the states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



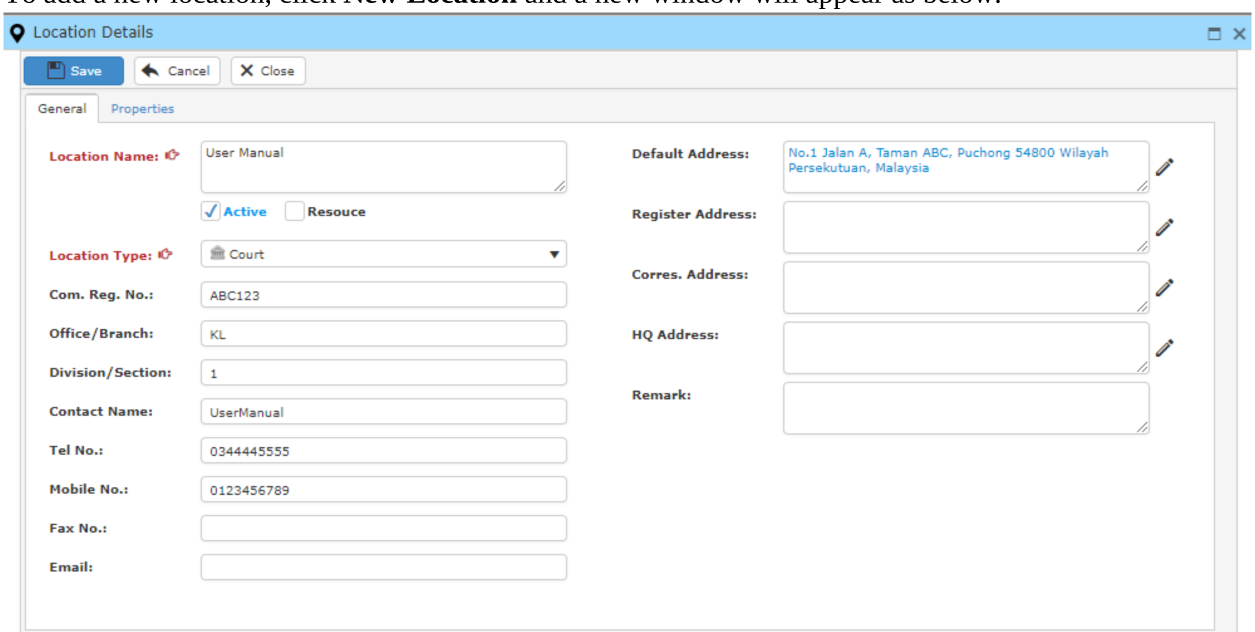
14.1.5 Location

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



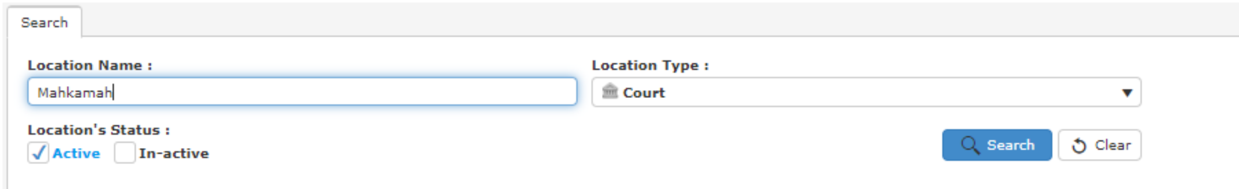
- To add a new location, click **New Location** and a new window will appear as below.



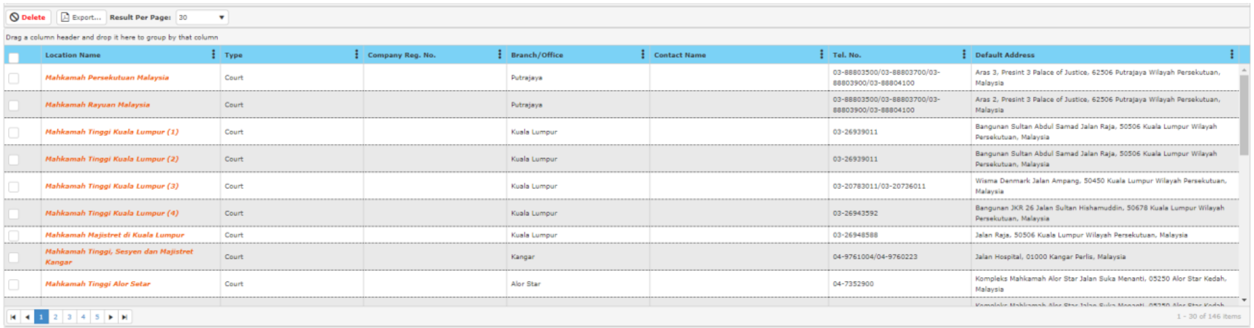
- Enter relevant information and click save to proceed.

Search Location

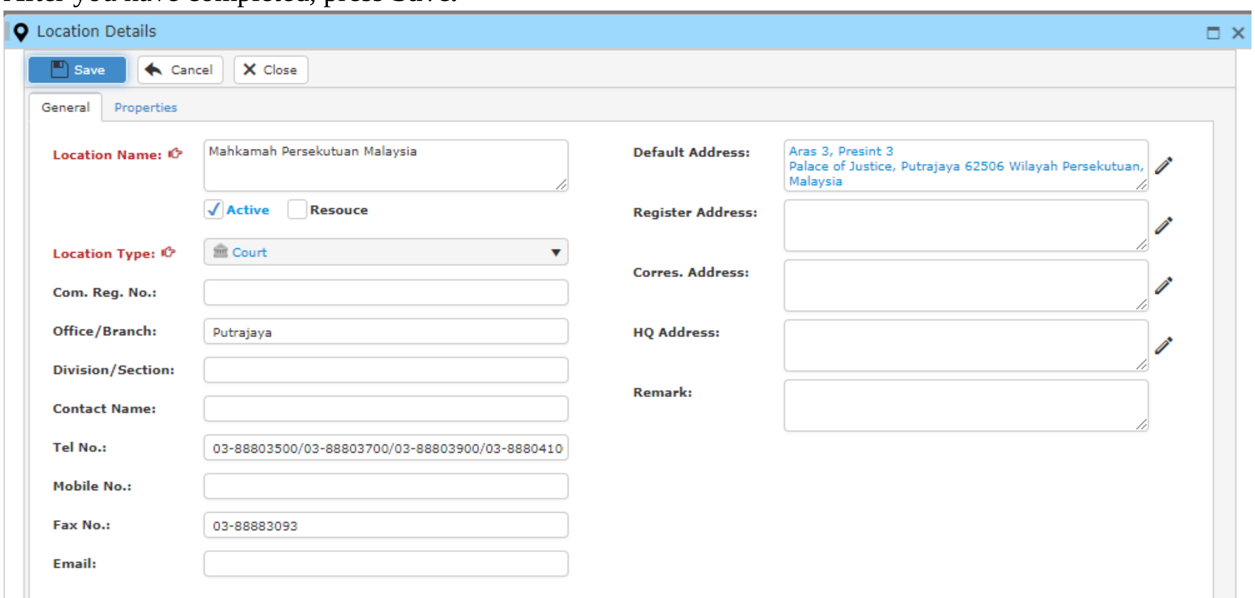
- To search for a location, type in location name and choose the type of location and click **Search**. You may also tick the checkbox for the location's status.



- A result list will be displayed as below.



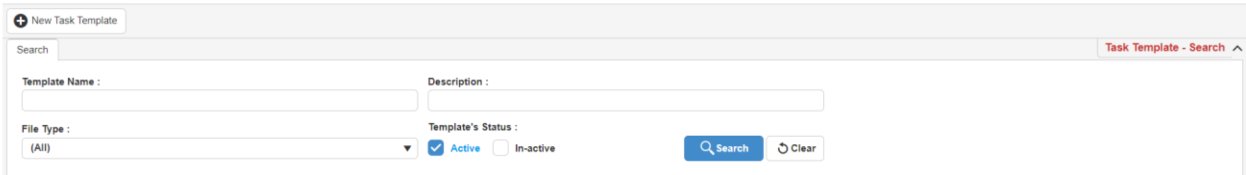
- You may double click to view the details of the location.
- Press **Edit** to edit the information of the location.
- After you have completed, press **Save.**



14.1.6 Task Template

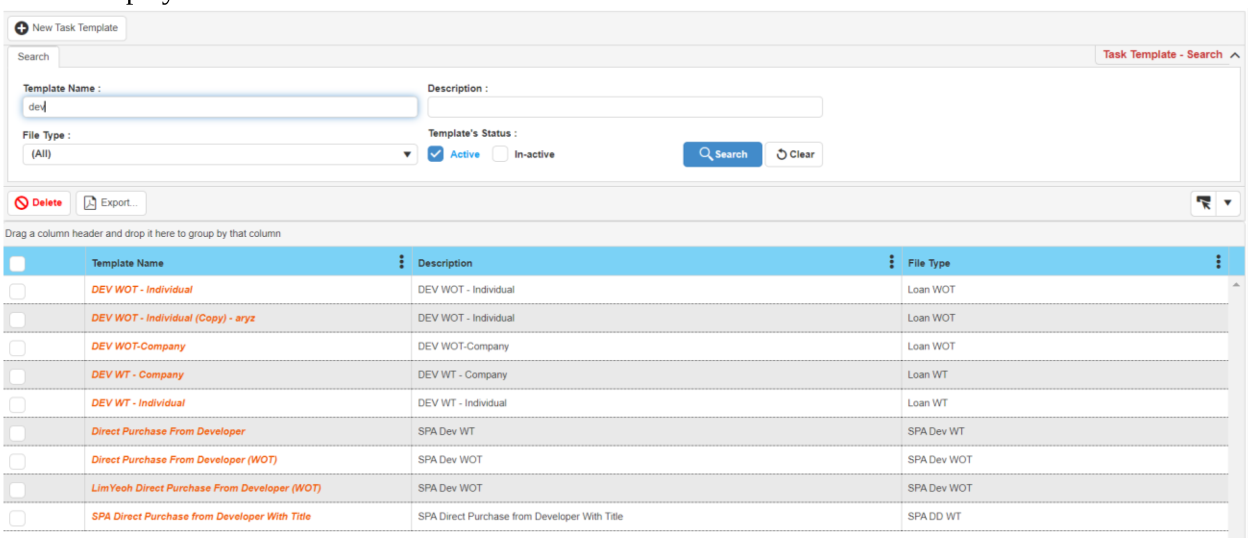
This option enables you to edit or create task templates in the system.

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



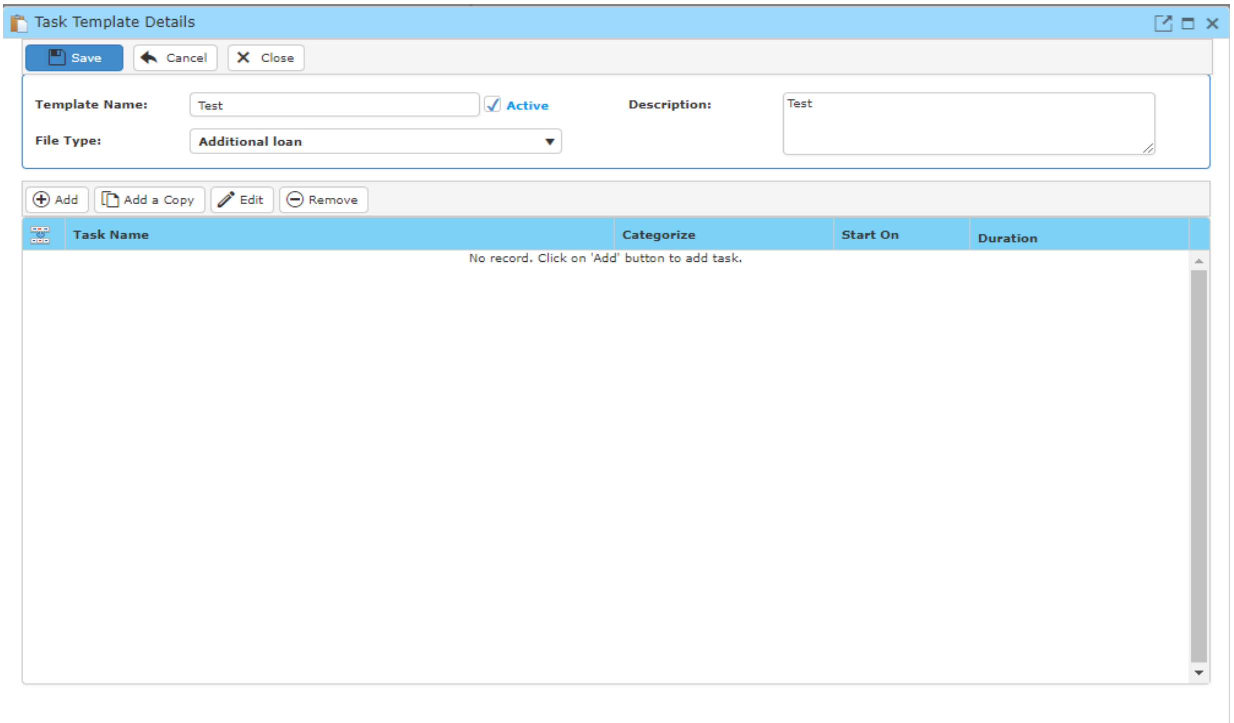
Search Task

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

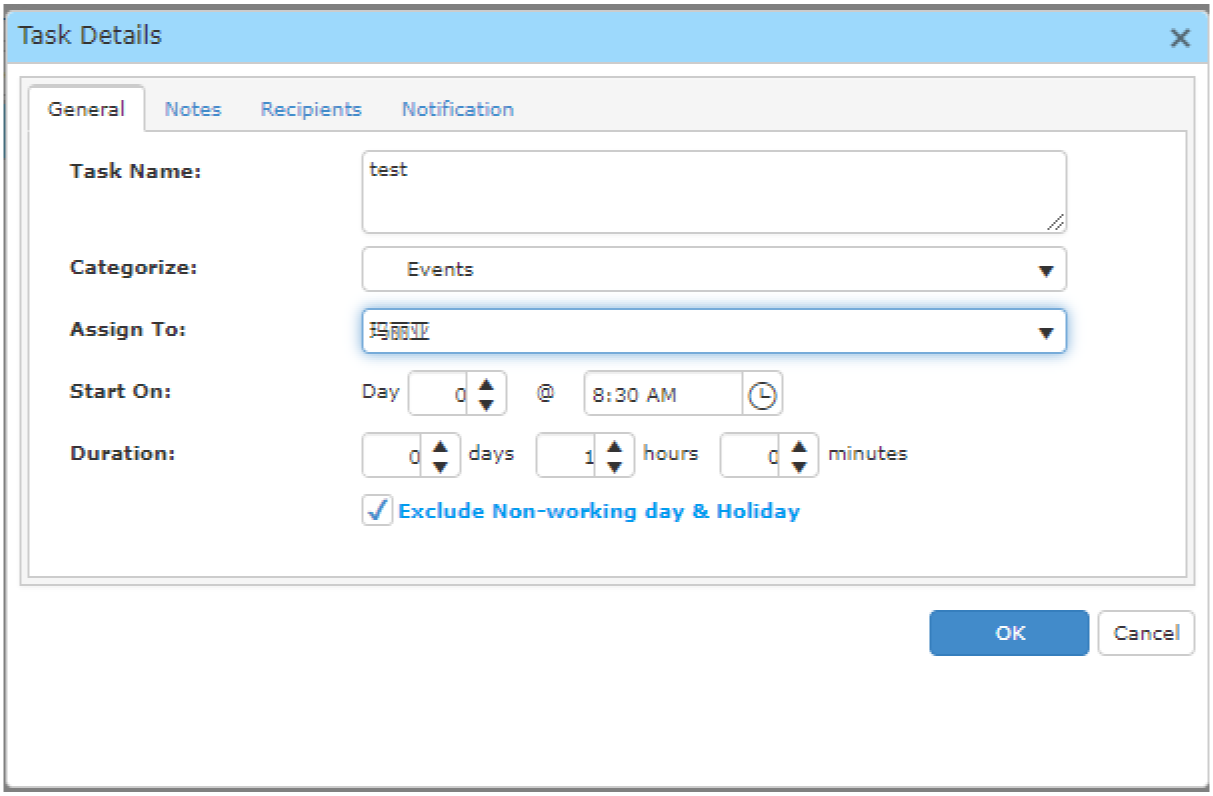


Creating New Task Template

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



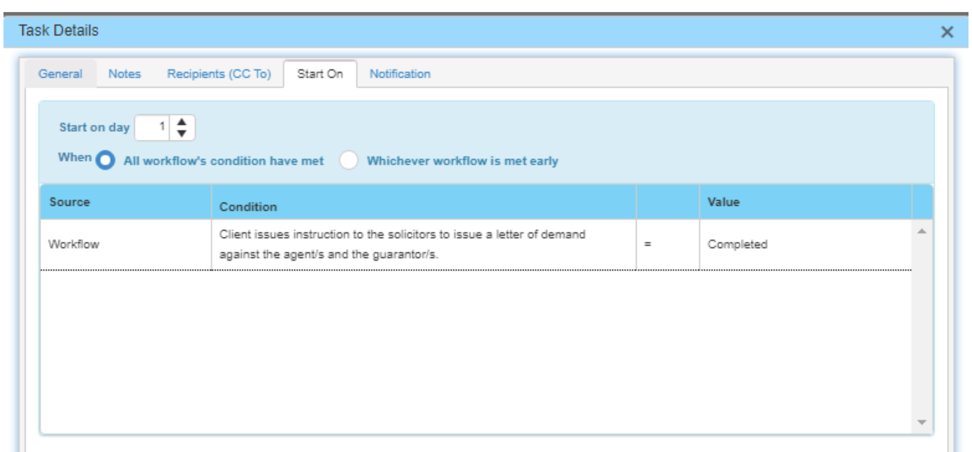
- Click **add** to add in task to the task template.
- A window will show as below.



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

Extra:

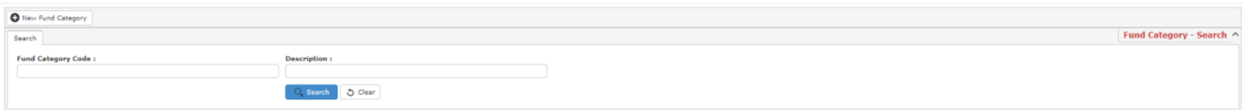
- Users also can double click on the task details and select **Start On** to customize the task following the user's requirements. For example the below one is task 2 and it will start on when task 1 completed.



14.1.7 Fund Category

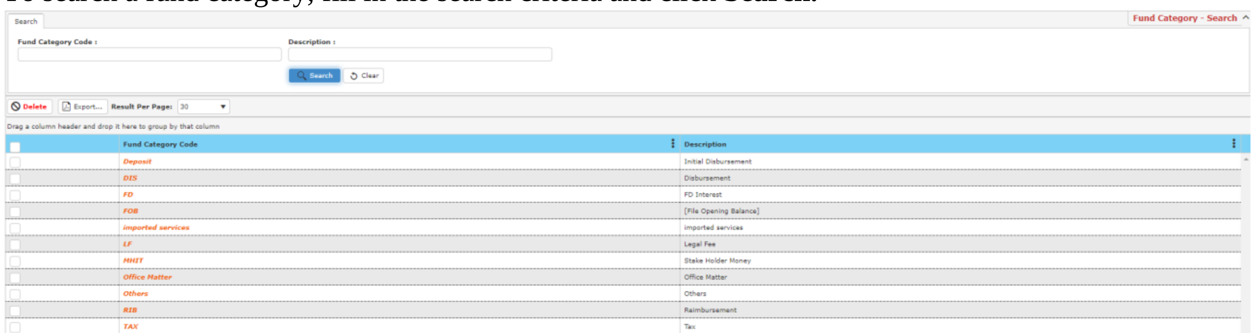
This option enables you to edit or create a fund category in the system.

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



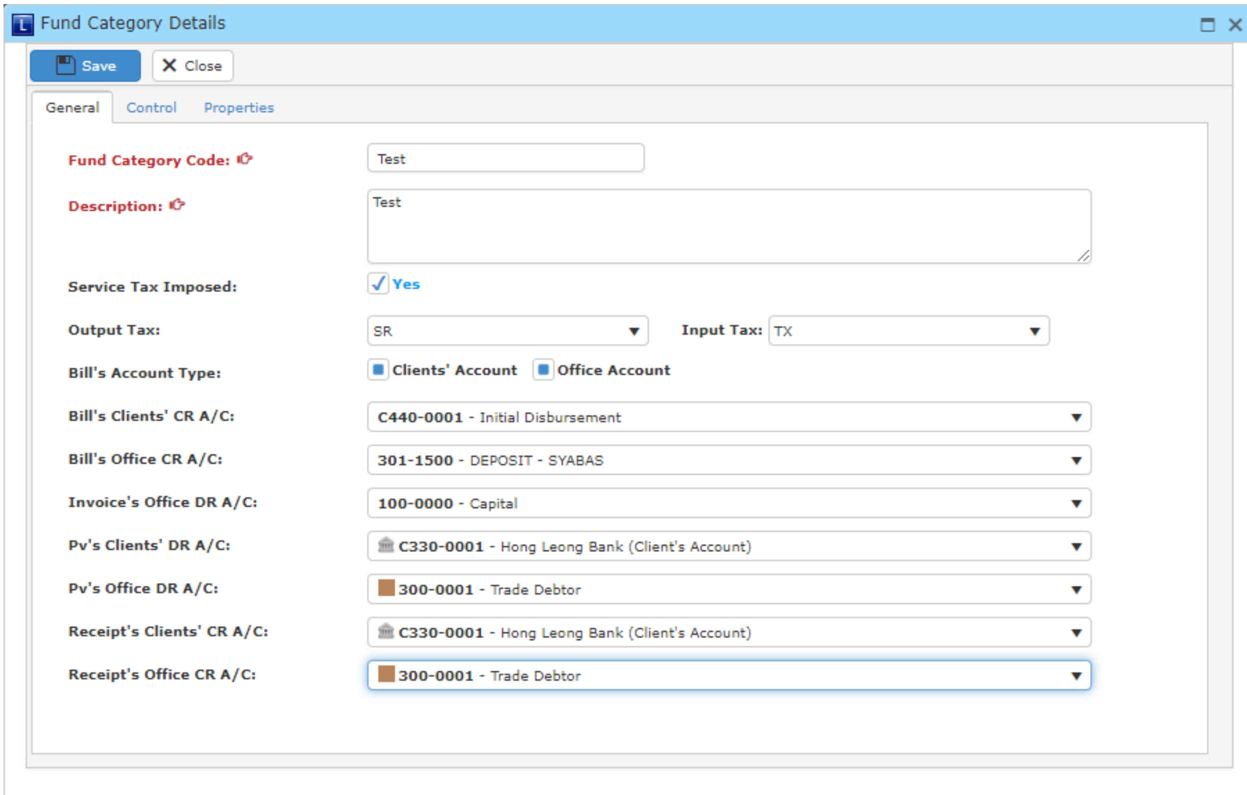
Search Fund Category

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



Creating New Fund Category

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

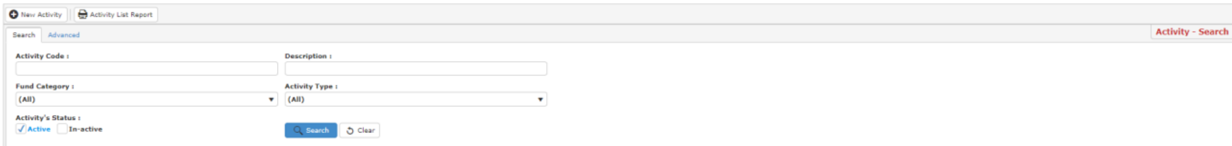


- Fill in all the fields below and click **Save** once you have done.

14.1.8 Activity

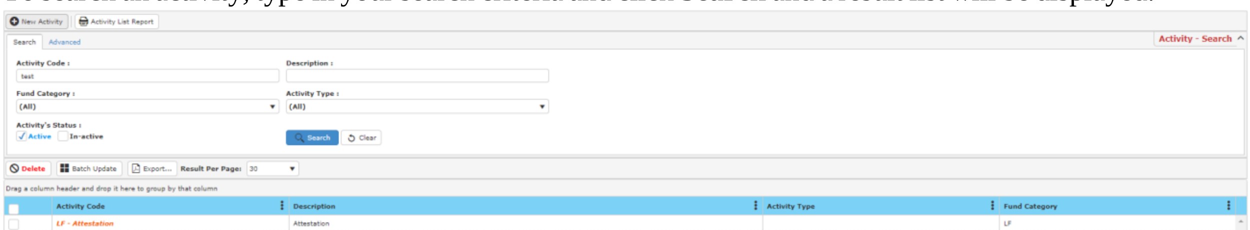
This option enables you to edit or create activity codes in the system. Activity code will show at every specific file you create such as create new Payment Voucher.

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



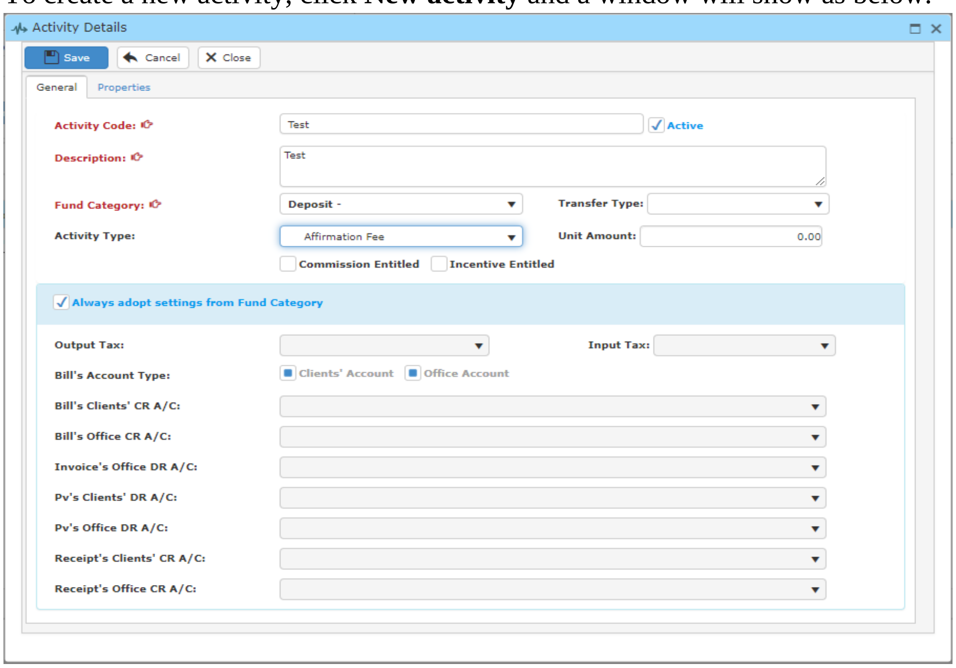
Search Activity

- 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.

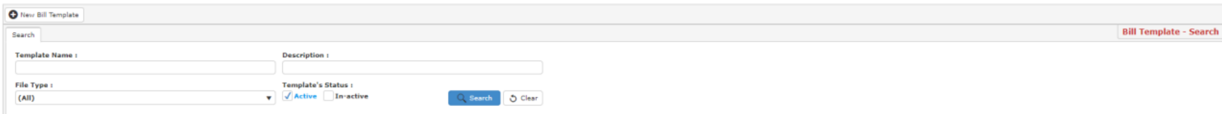


- Fill in the fields below and click save. Always tick the checkbox to **always adopt settings from Fund Category** to allow the system to automatically find the correct accounts. If need customize the account no need to tick it users can manually fill in.

14.1.9 Bill Template

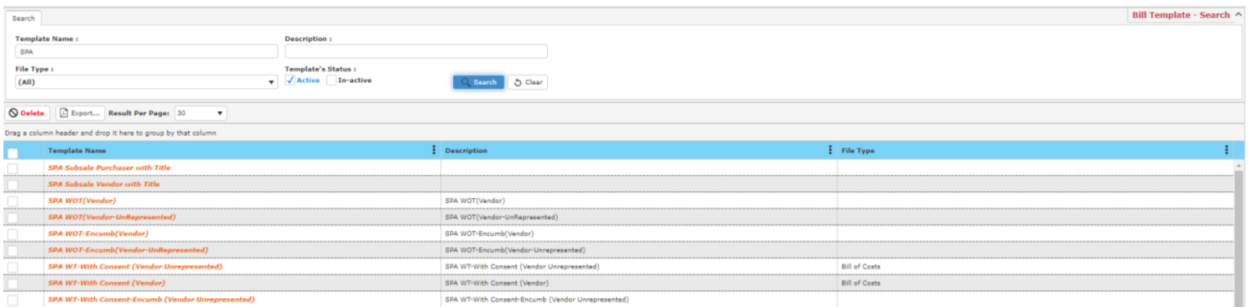
This option enables you to edit or create bill templates in the system.

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



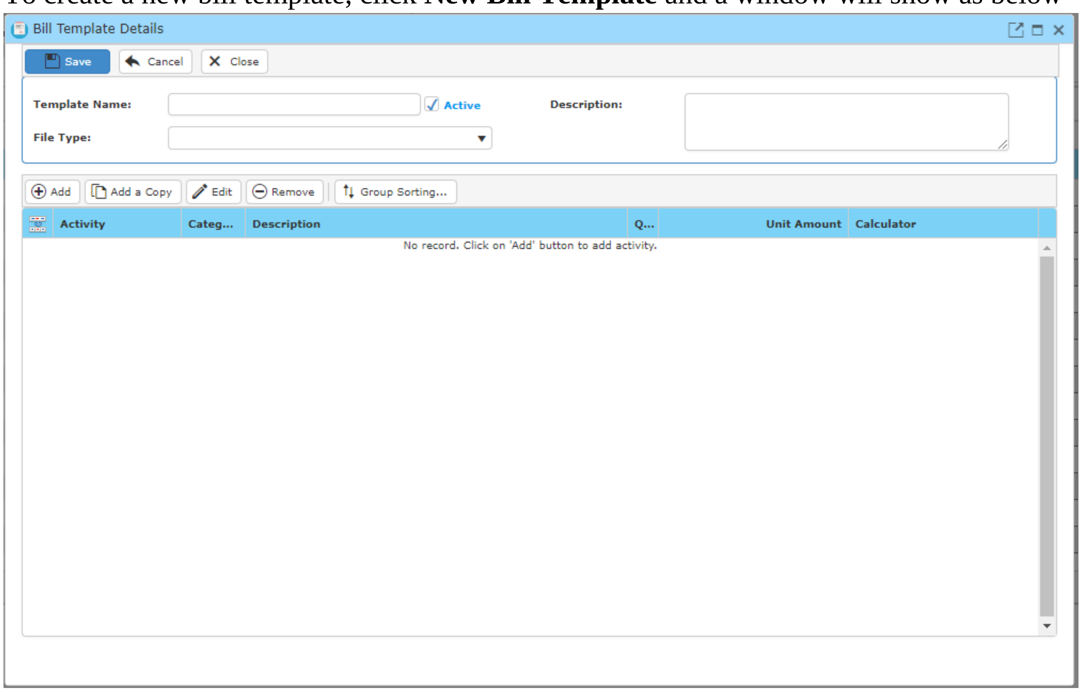
Search bill template

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

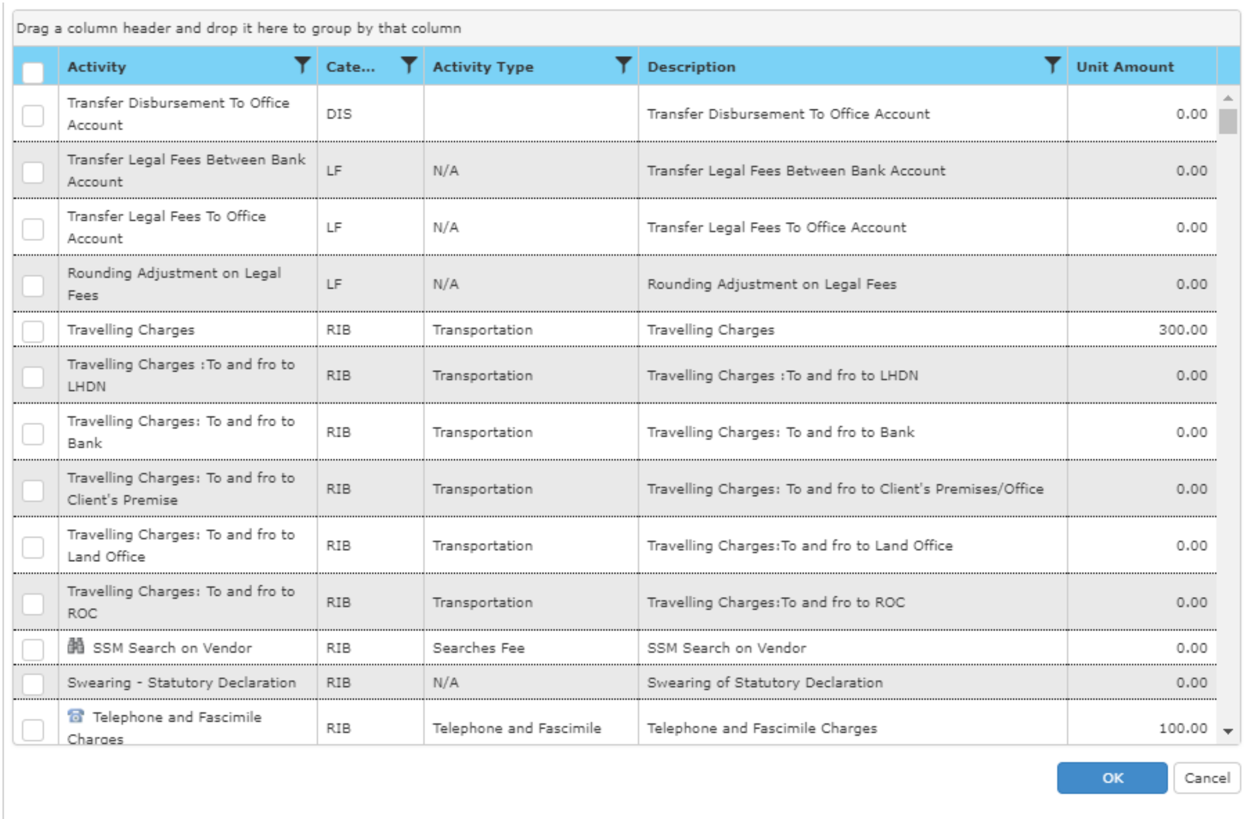


Creating Bill Template

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



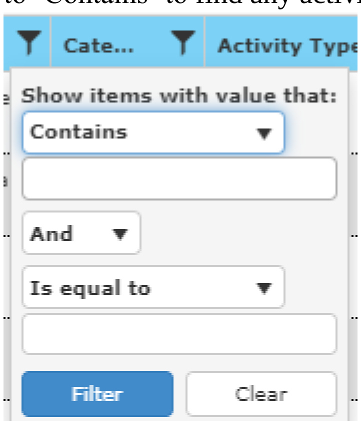
- To add activities into the bill, click **add** and a window will appear as below.


Drag a column header and drop it here to group by that column

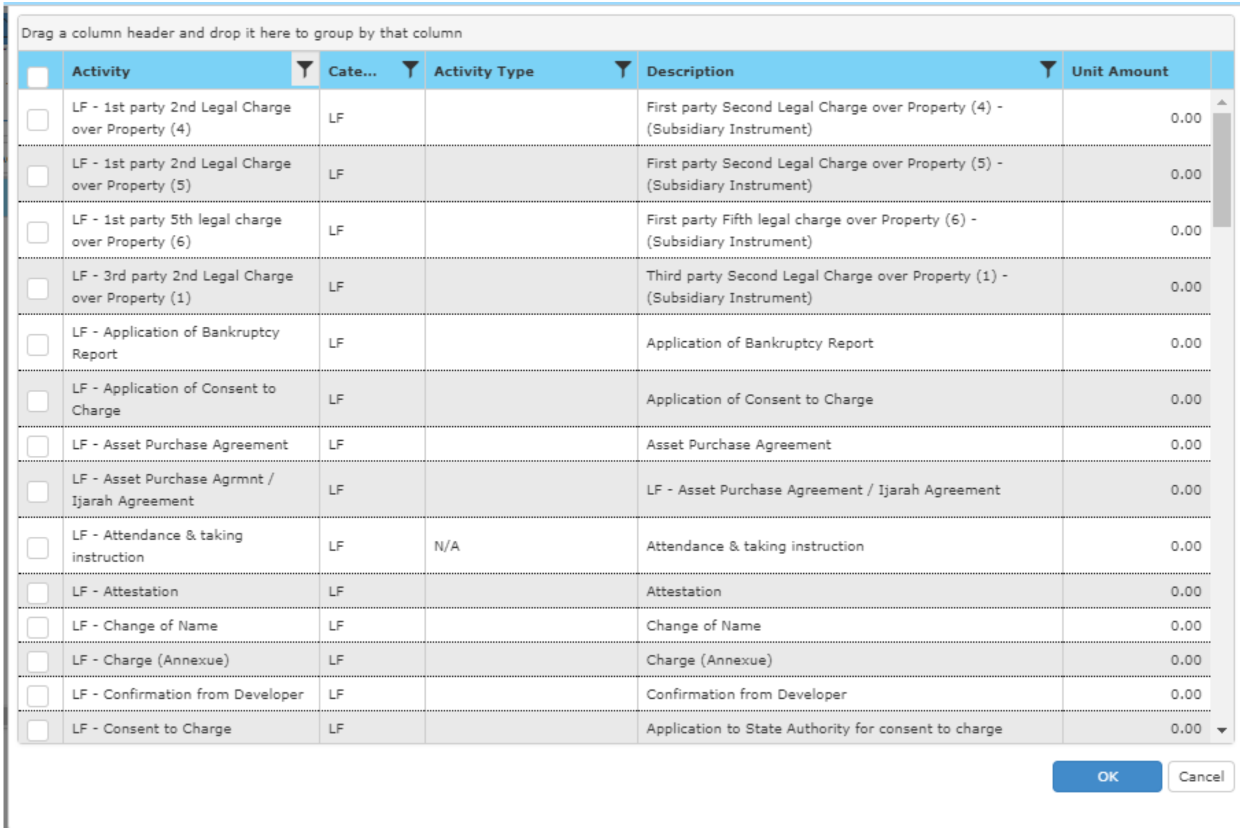
Activity	Cate...	Activity Type	Description	Unit Amount
Transfer Disbursement To Office Account	DIS		Transfer Disbursement To Office Account	0.00
Transfer Legal Fees Between Bank Account	LF	N/A	Transfer Legal Fees Between Bank Account	0.00
Transfer Legal Fees To Office Account	LF	N/A	Transfer Legal Fees To Office Account	0.00
Rounding Adjustment on Legal Fees	LF	N/A	Rounding Adjustment on Legal Fees	0.00
Travelling Charges	RIB	Transportation	Travelling Charges	300.00
Travelling Charges :To and fro to LHDN	RIB	Transportation	Travelling Charges :To and fro to LHDN	0.00
Travelling Charges: To and fro to Bank	RIB	Transportation	Travelling Charges: To and fro to Bank	0.00
Travelling Charges: To and fro to Client's Premise	RIB	Transportation	Travelling Charges: To and fro to Client's Premises/Office	0.00
Travelling Charges: To and fro to Land Office	RIB	Transportation	Travelling Charges:To and fro to Land Office	0.00
Travelling Charges: To and fro to ROC	RIB	Transportation	Travelling Charges:To and fro to ROC	0.00
SSM Search on Vendor	RIB	Searches Fee	SSM Search on Vendor	0.00
Swearing - Statutory Declaration	RIB	N/A	Swearing of Statutory Declaration	0.00
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	Cate...	Activity Type	Description	Unit Amount
	LF - 1st party 2nd Legal Charge over Property (4)	LF		First party Second Legal Charge over Property (4) - (Subsidiary Instrument)	0.00
	LF - 1st party 2nd Legal Charge over Property (5)	LF		First party Second Legal Charge over Property (5) - (Subsidiary Instrument)	0.00
	LF - 1st party 5th legal charge over Property (6)	LF		First party Fifth legal charge over Property (6) - (Subsidiary Instrument)	0.00
	LF - 3rd party 2nd Legal Charge over Property (1)	LF		Third party Second Legal Charge over Property (1) - (Subsidiary Instrument)	0.00
	LF - Application of Bankruptcy Report	LF		Application of Bankruptcy Report	0.00
	LF - Application of Consent to Charge	LF		Application of Consent to Charge	0.00
	LF - Asset Purchase Agreement	LF		Asset Purchase Agreement	0.00
	LF - Asset Purchase Agrmnt / Ijarah Agreement	LF		LF - Asset Purchase Agreement / Ijarah Agreement	0.00
	LF - Attendance & taking instruction	LF	N/A	Attendance & taking instruction	0.00
	LF - Attestation	LF		Attestation	0.00
	LF - Change of Name	LF		Change of Name	0.00
	LF - Charge (Annexue)	LF		Charge (Annexue)	0.00
	LF - Confirmation from Developer	LF		Confirmation from Developer	0.00
	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.

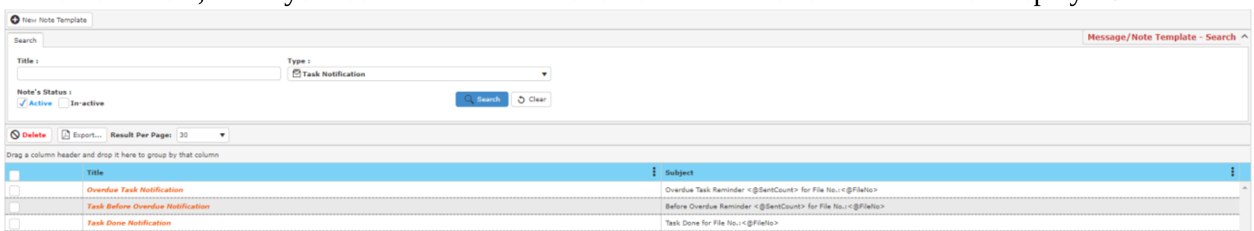
14.1.10 Message/Notes Template

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.

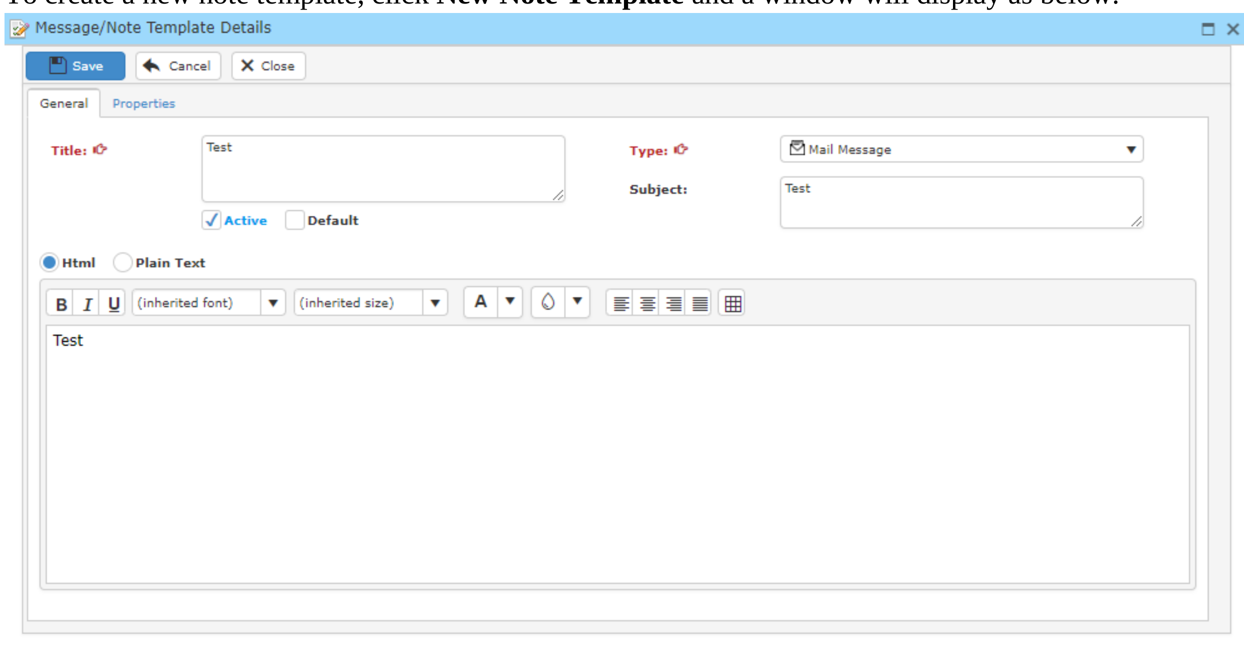
Search Note

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



Creating New Note Template

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



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

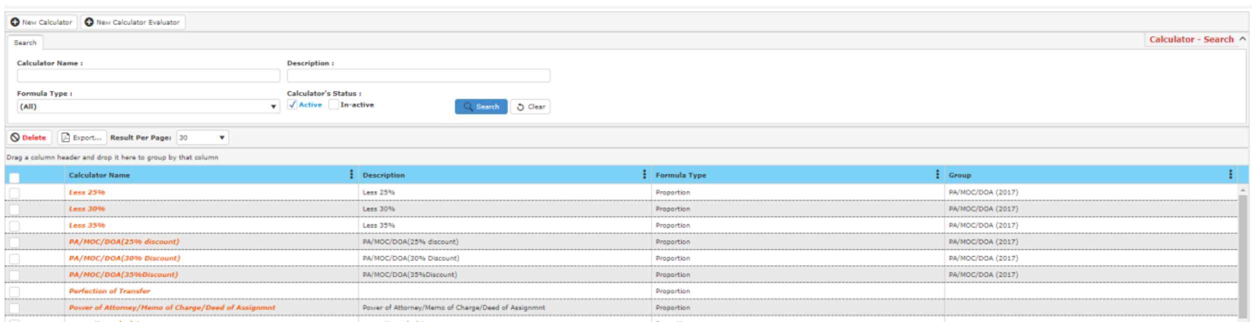
14.1.11 Calculator

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.

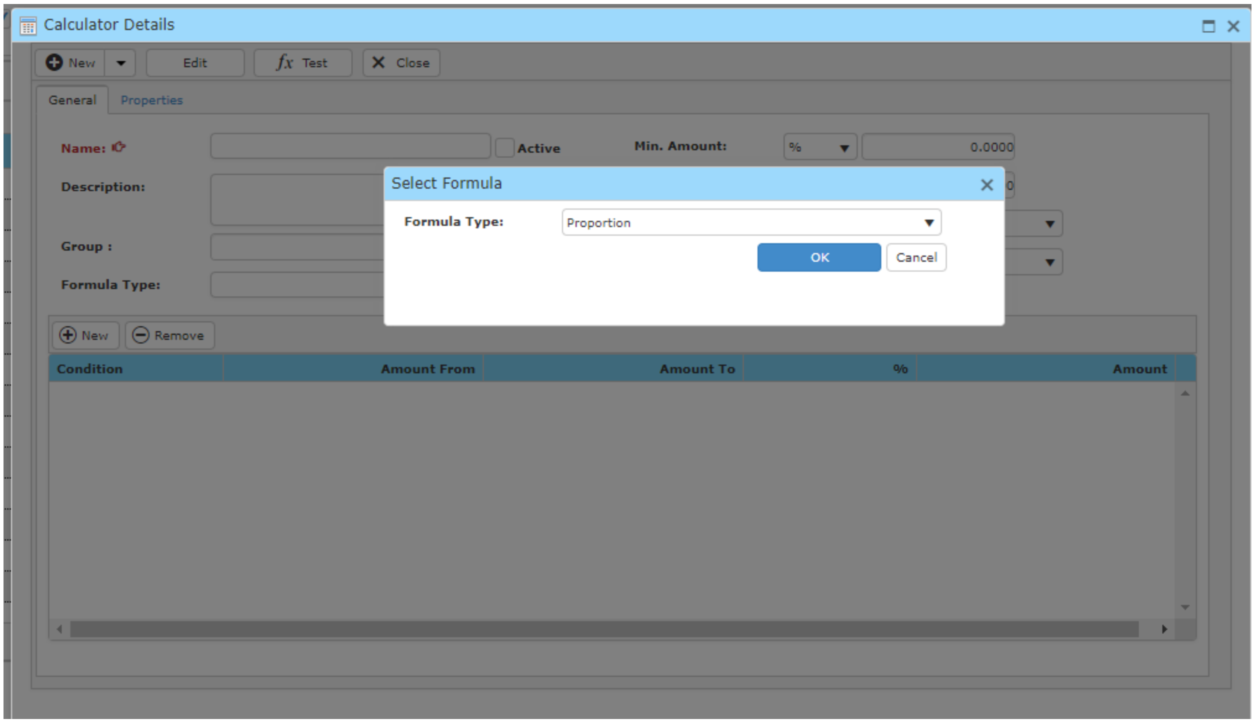
Search Calculator

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

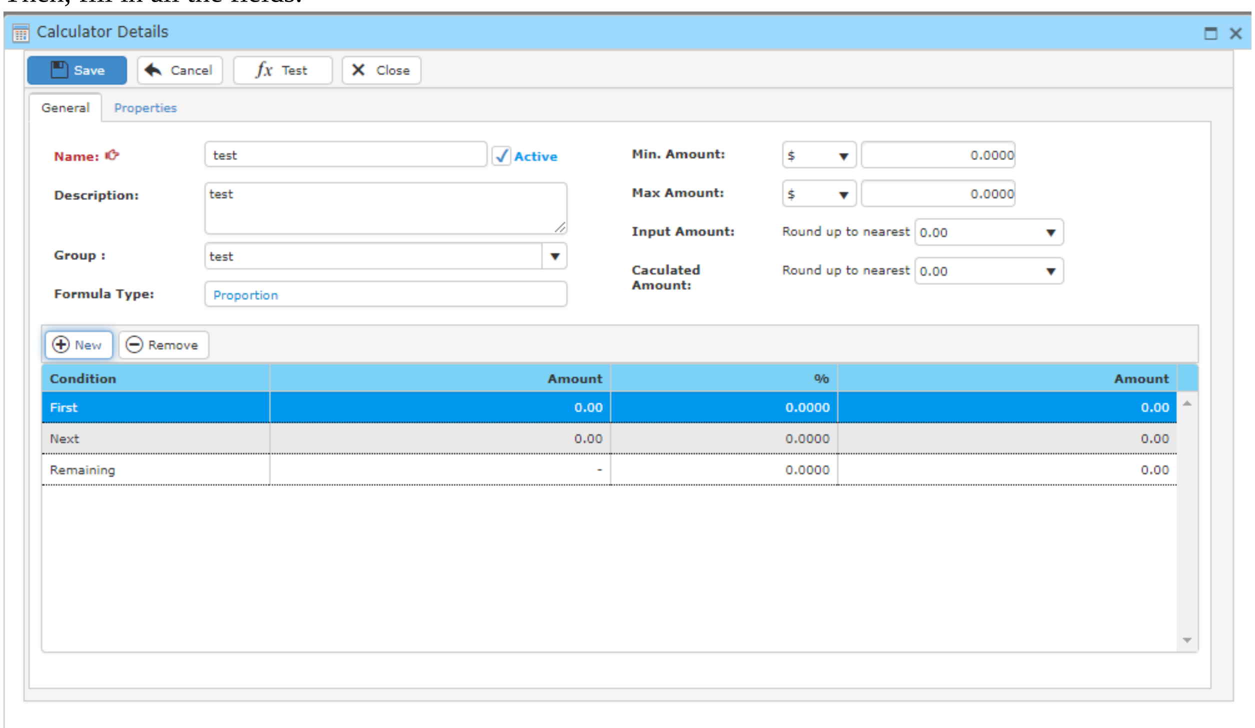


Creating New Calculator

- 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.

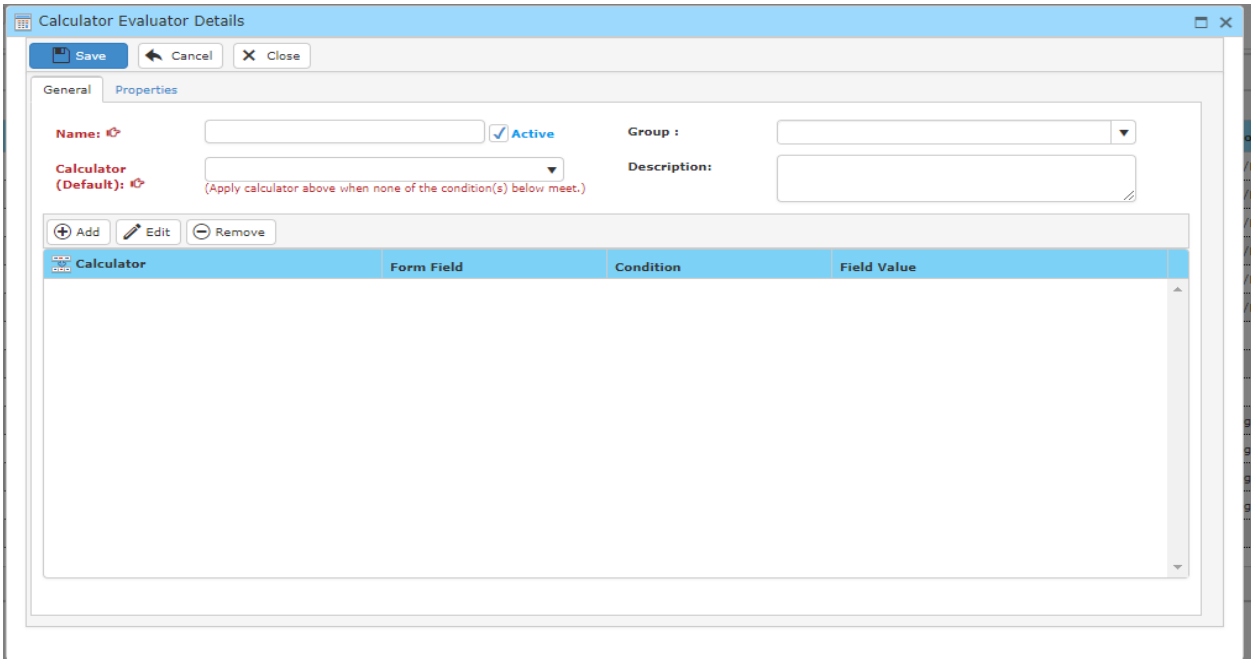


- To add a condition, click **New** and a condition will be added to the calculator. You may also edit the value of the condition by double clicking the value you wish to edit.

- 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**.

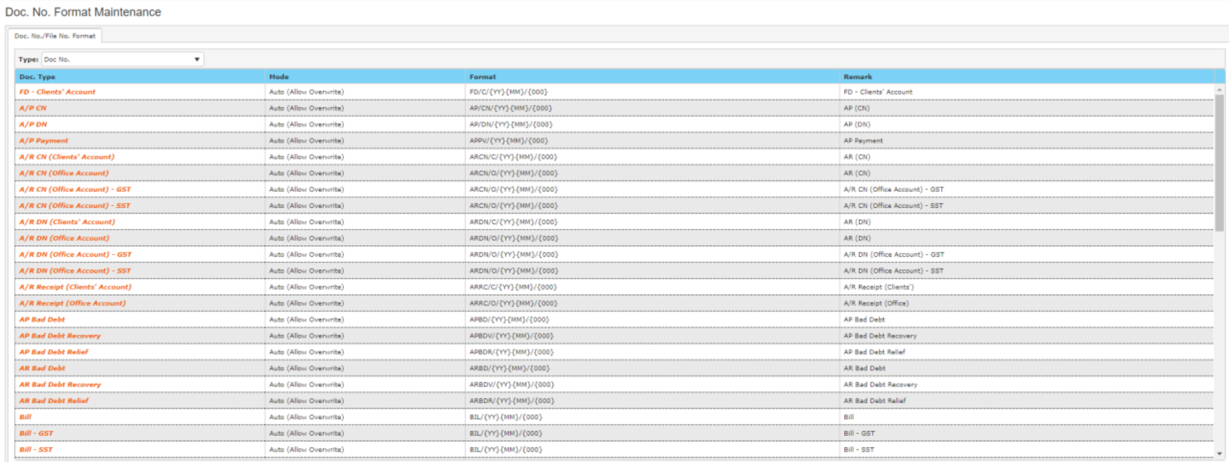


- Fill in the field below.
- Click **Add** to add in any calculator that meets the condition you filled into the field previously.
- Once you have completed, click **Save**.

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.



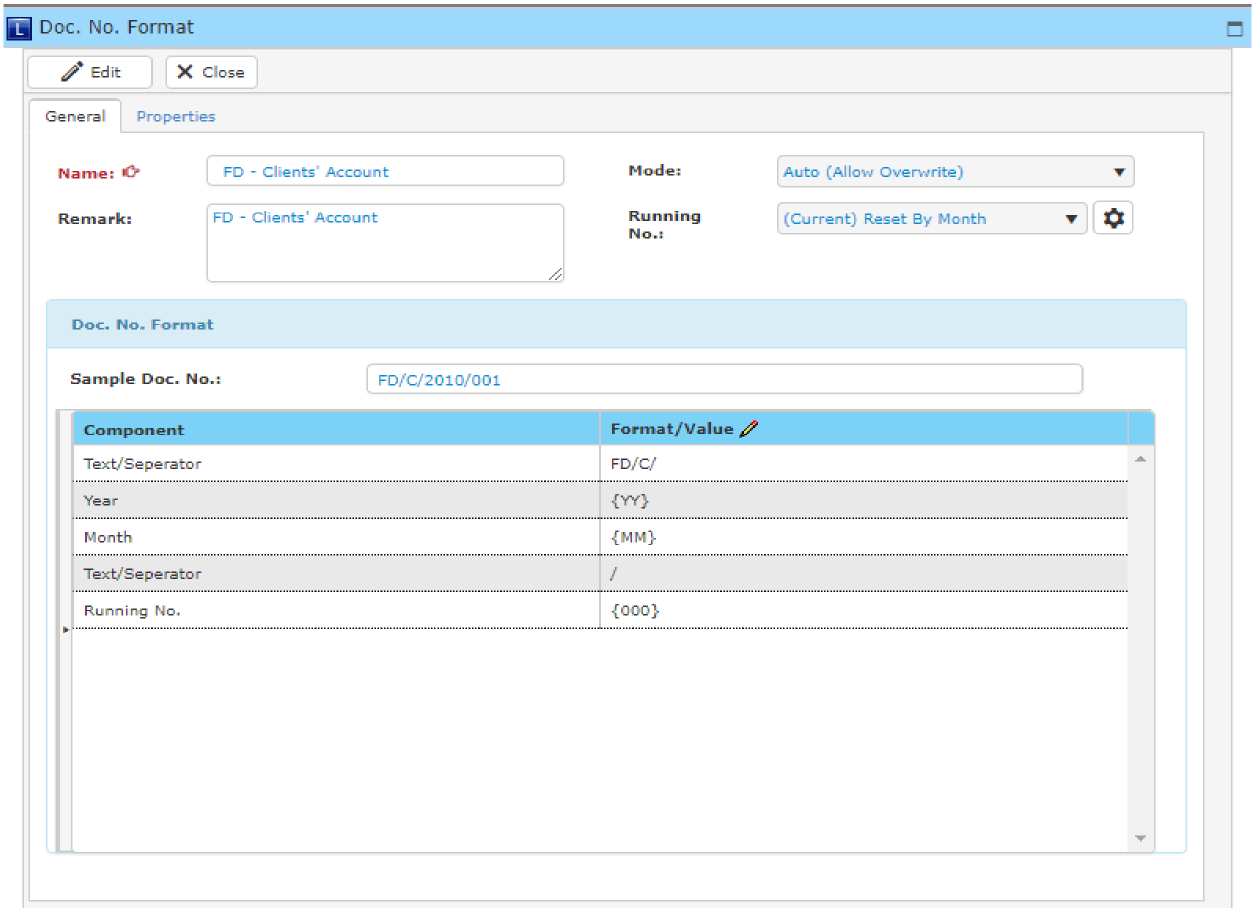
Doc. No. Format Maintenance

Doc. No./File No. Format

Type: Doc No.

Doc. Type	Mode	Format	Remark
FD - Clients' Account	Auto (Allow Overwrite)	FD/C/{YY}{MM}/{000}	FD - Clients' Account
A/P CN	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/C/{YY}{MM}/{000}	AR (CN)
A/R CN (Office Account)	Auto (Allow Overwrite)	ARCN/O/{YY}{MM}/{000}	AR (CN)
A/R CN (Office Account) - GST	Auto (Allow Overwrite)	ARCN/O/{YY}{MM}/{000}	A/R CN (Office Account) - GST
A/R CN (Office Account) - SST	Auto (Allow Overwrite)	ARCN/O/{YY}{MM}/{000}	A/R CN (Office Account) - SST
A/R DN (Clients' Account)	Auto (Allow Overwrite)	ARDN/C/{YY}{MM}/{000}	AR (DN)
A/R DN (Office Account)	Auto (Allow Overwrite)	ARDN/O/{YY}{MM}/{000}	AR (DN)
A/R DN (Office Account) - GST	Auto (Allow Overwrite)	ARDN/O/{YY}{MM}/{000}	A/R DN (Office Account) - GST
A/R DN (Office Account) - SST	Auto (Allow Overwrite)	ARDN/O/{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/O/{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.

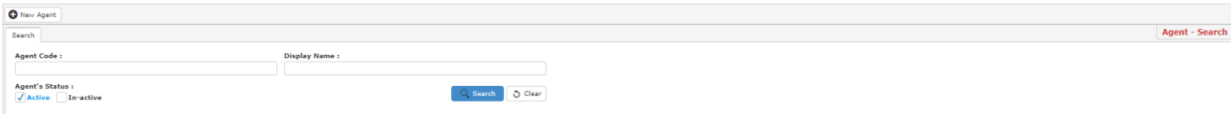


- Click edit and change any information you wish to change.
- For running number options users can select which one they prefer. Running number is used to avoid duplicate files.
- Once you have done, click **Save** to proceed.

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.

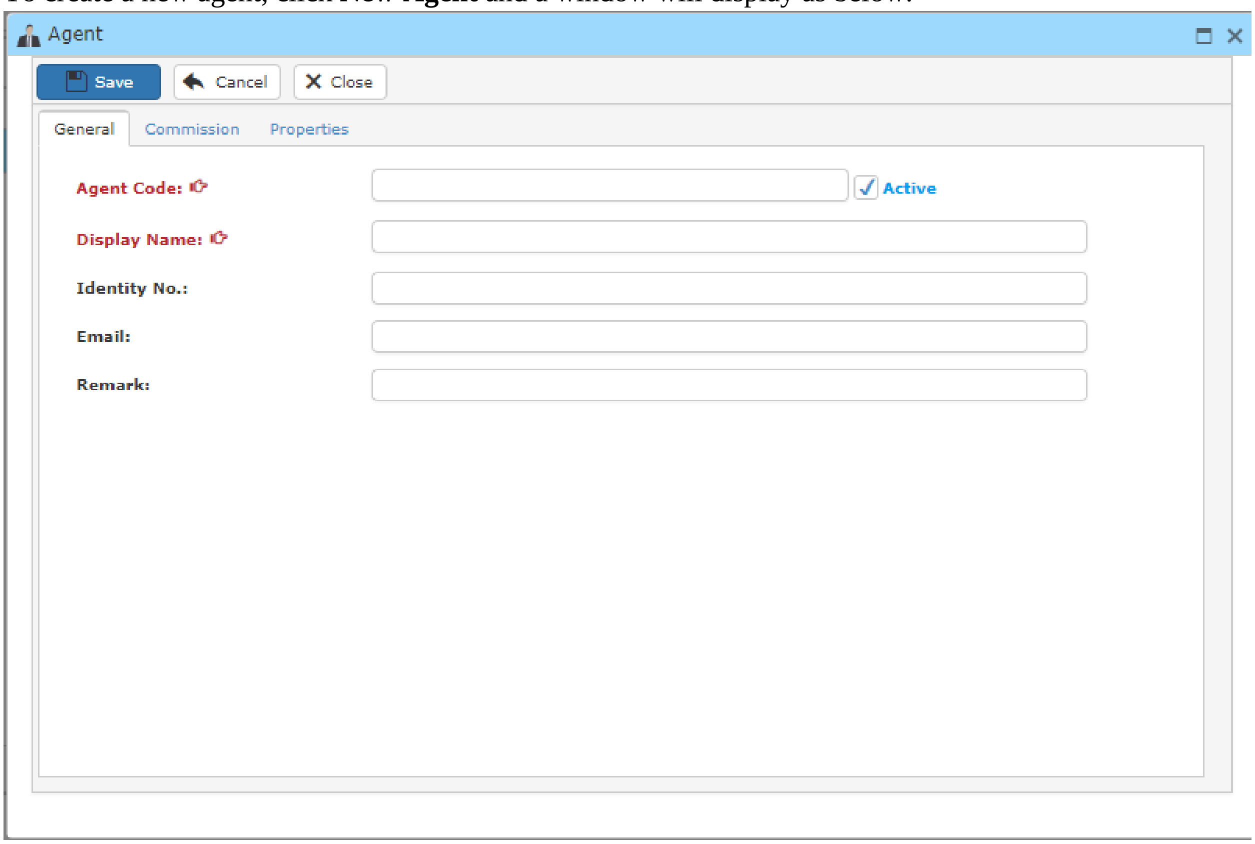


Search Agent

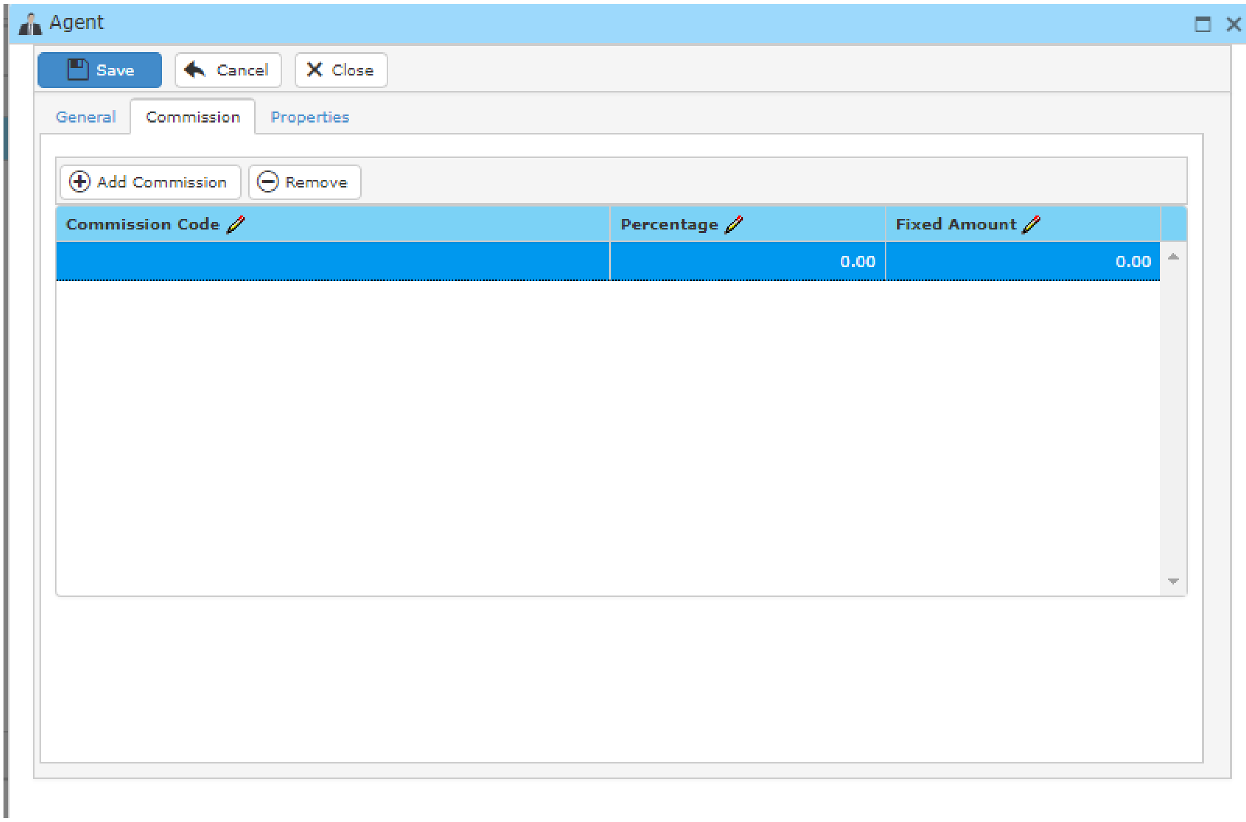
- To search for an agent, fill in the search criteria and click **Search** and a result list will be displayed.

Creating New Agent

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



- 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.**



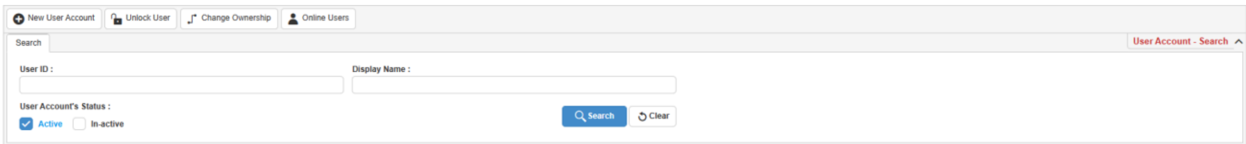
- The commission code can bring the specific percentage and fixed amount of commission.

14.2 Users and Groups

14.2.1 User Account

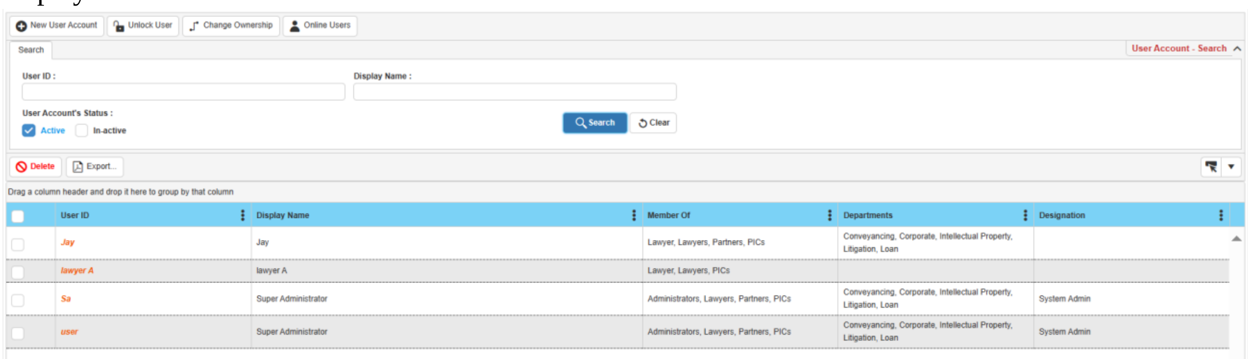
This option enables you to edit or create user accounts in the system.

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



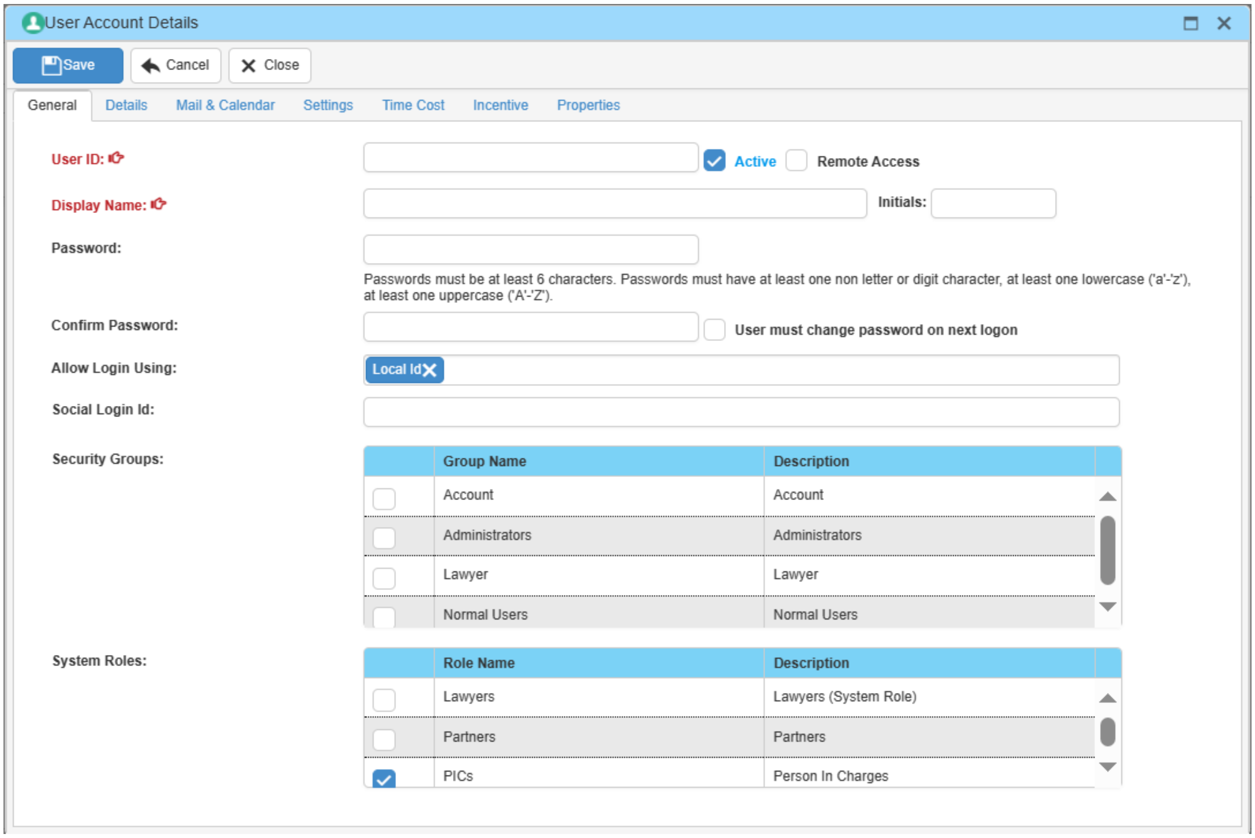
Search User Account

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

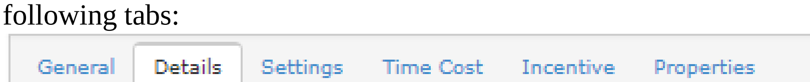


Creating New User Account

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

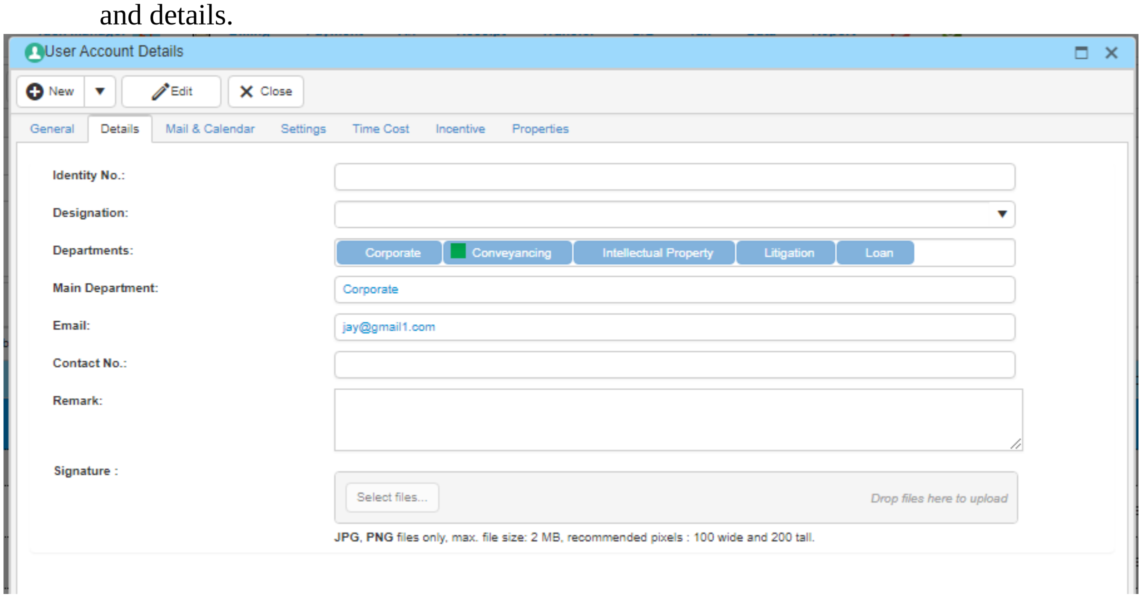


- Fill in all the fields below. You may also add more information related to this user account in the following tabs:



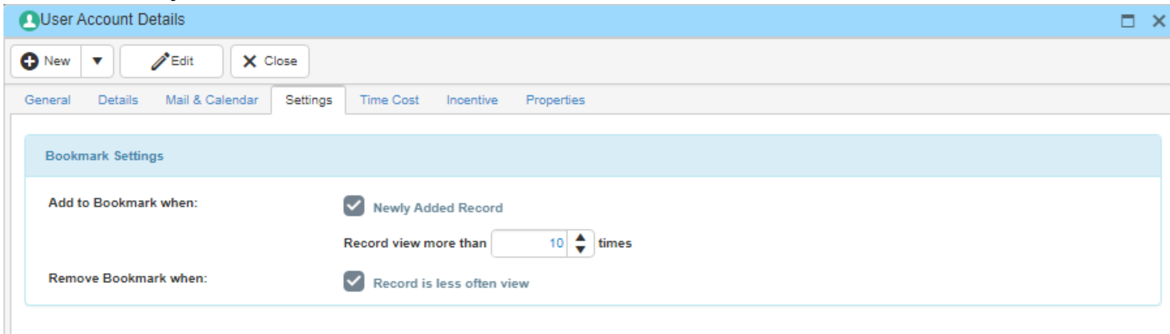
Details

- 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.



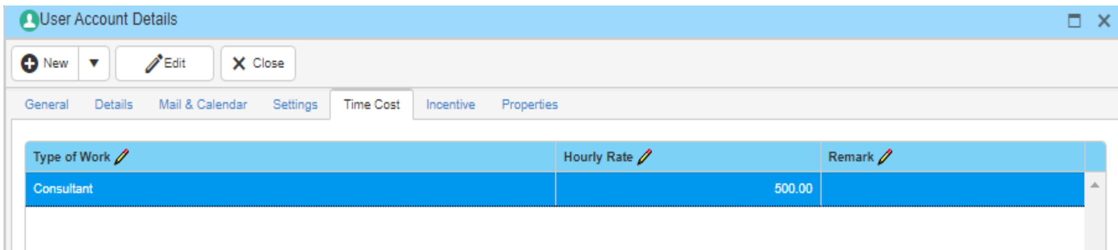
Settings

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



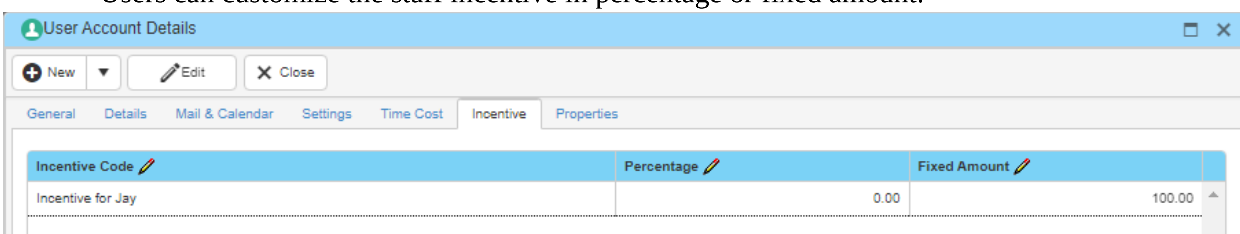
Time cost

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



Incentive

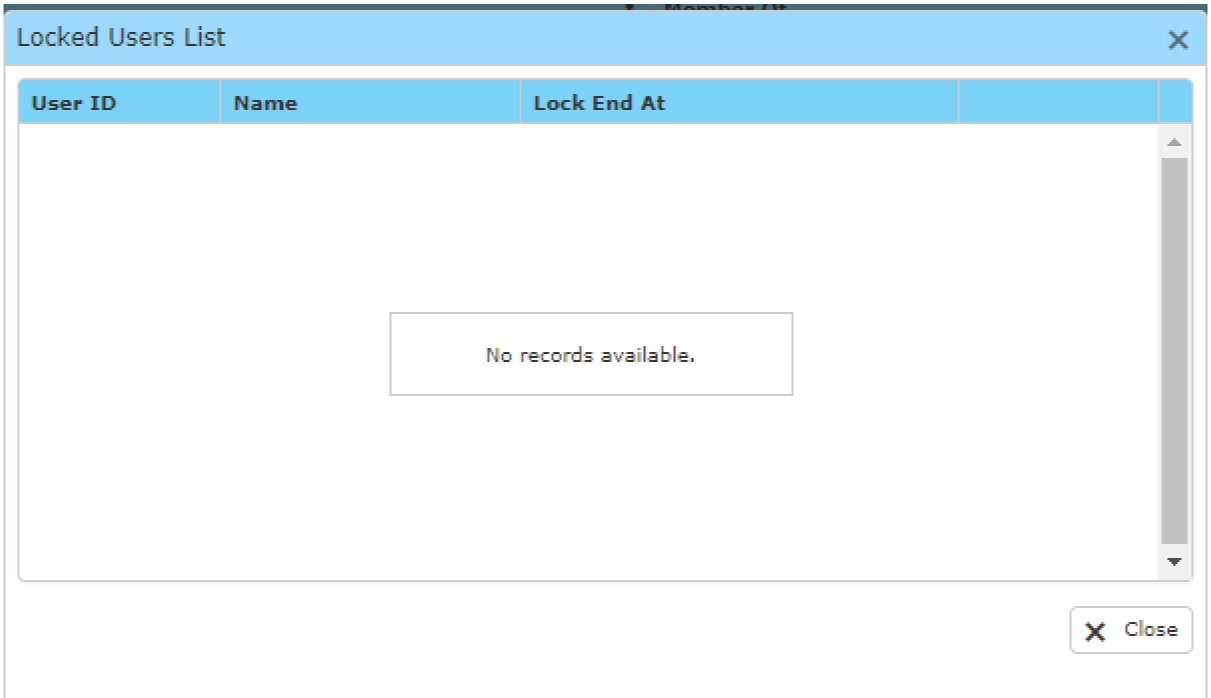
- Users can customize the staff incentive in percentage or fixed amount.



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

Unlock User

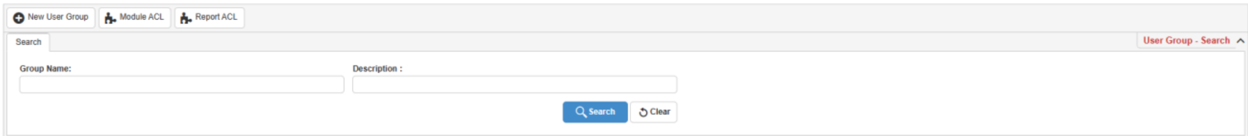
- To unlock an user, click **Unlock User** and a window will be displayed as below.


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

14.2.2 User Groups & Roles

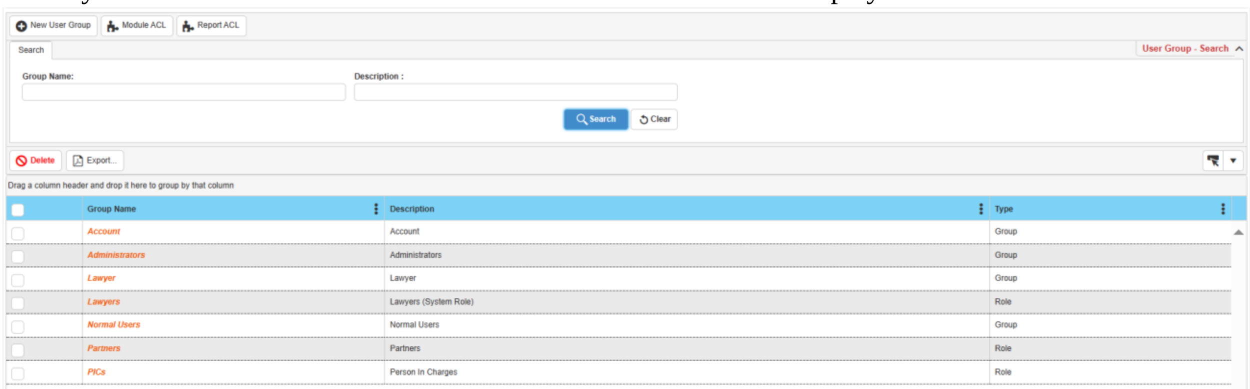
This option enables you to edit or create user groups in the system.

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



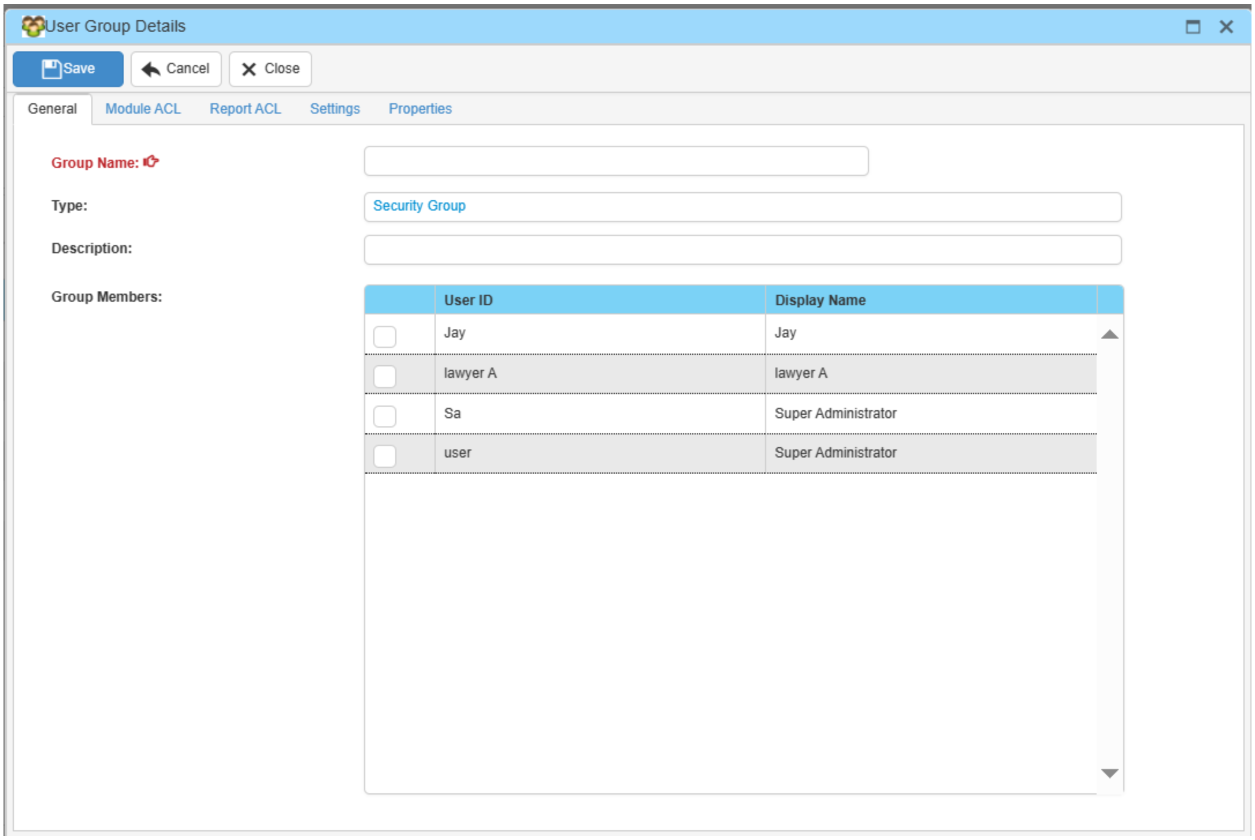
Search User Group

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

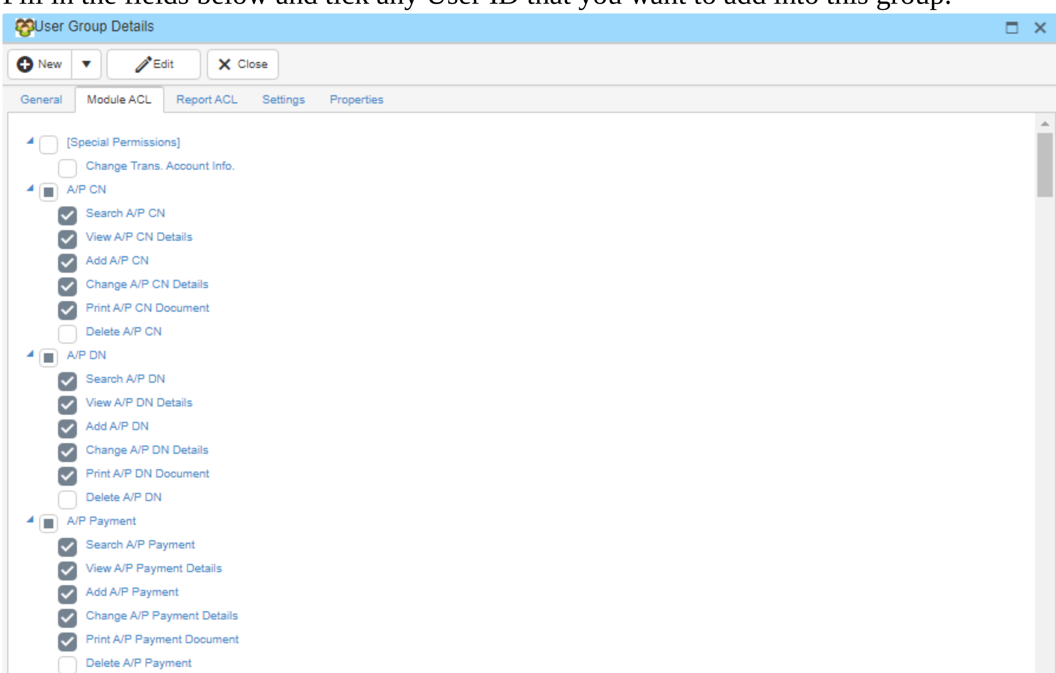


Creating New User Group

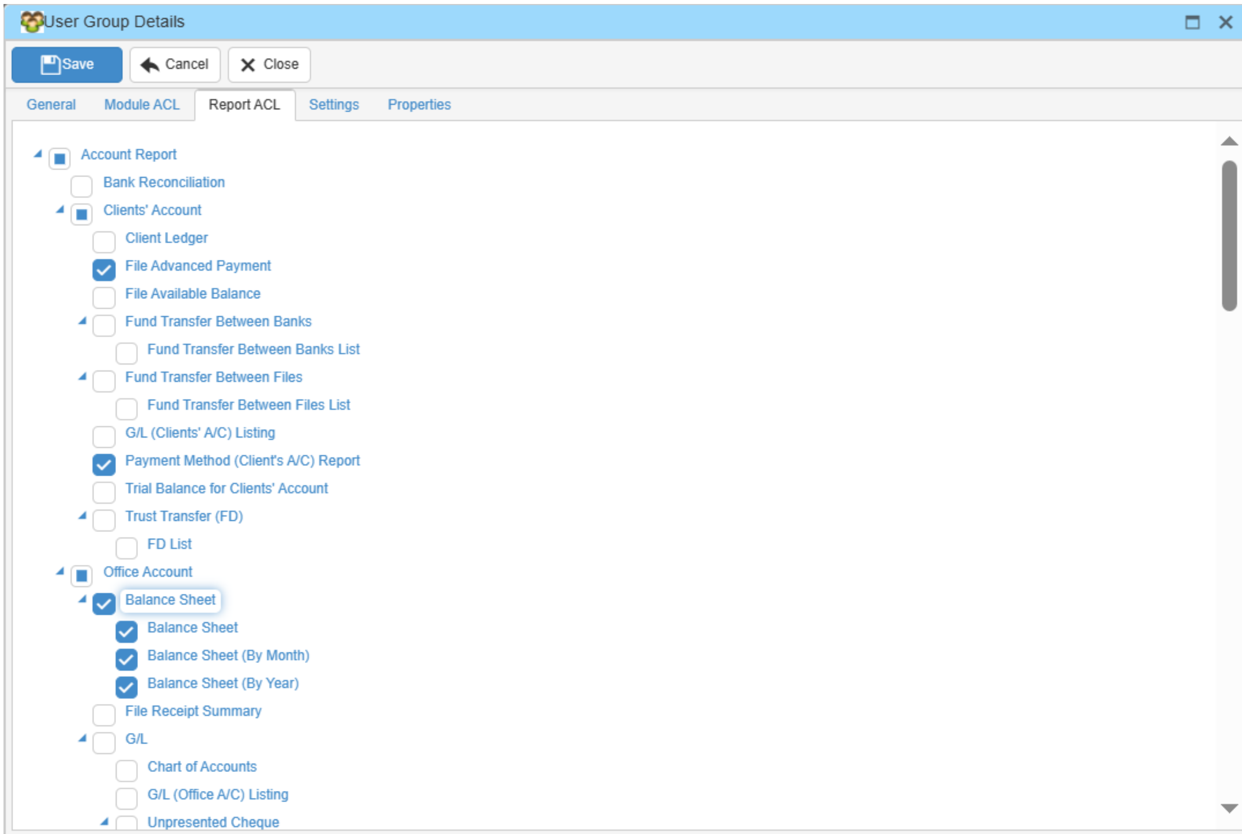
- To create a new user group, click **New User Group** and a window will be displayed as below



- 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.

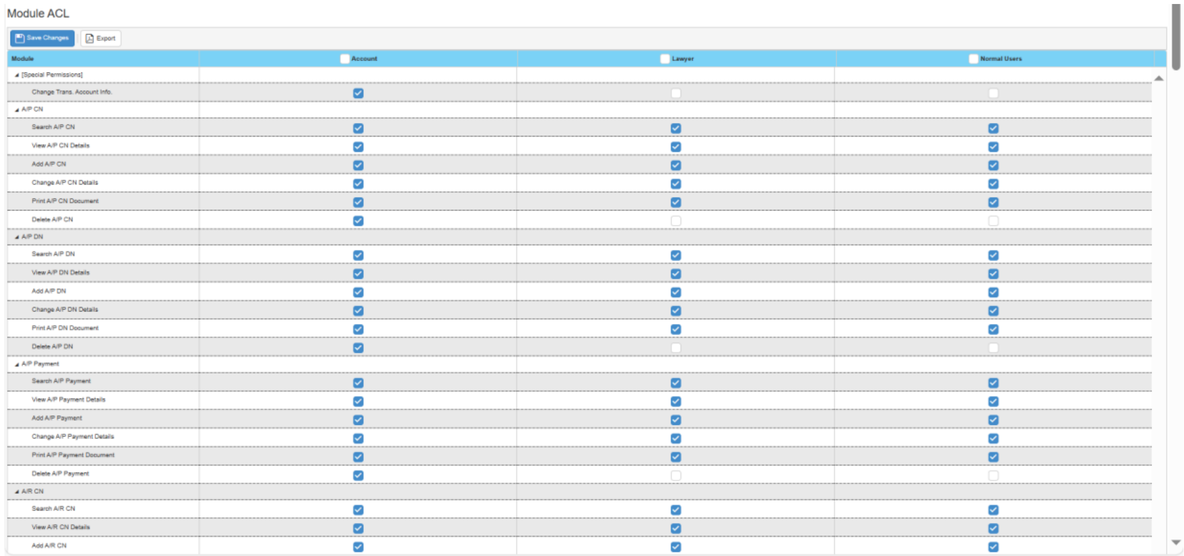


- In **Report ACL**, you may give any related access rights to the following user by ticking the checkbox.
- Click **Save** once you have completed.

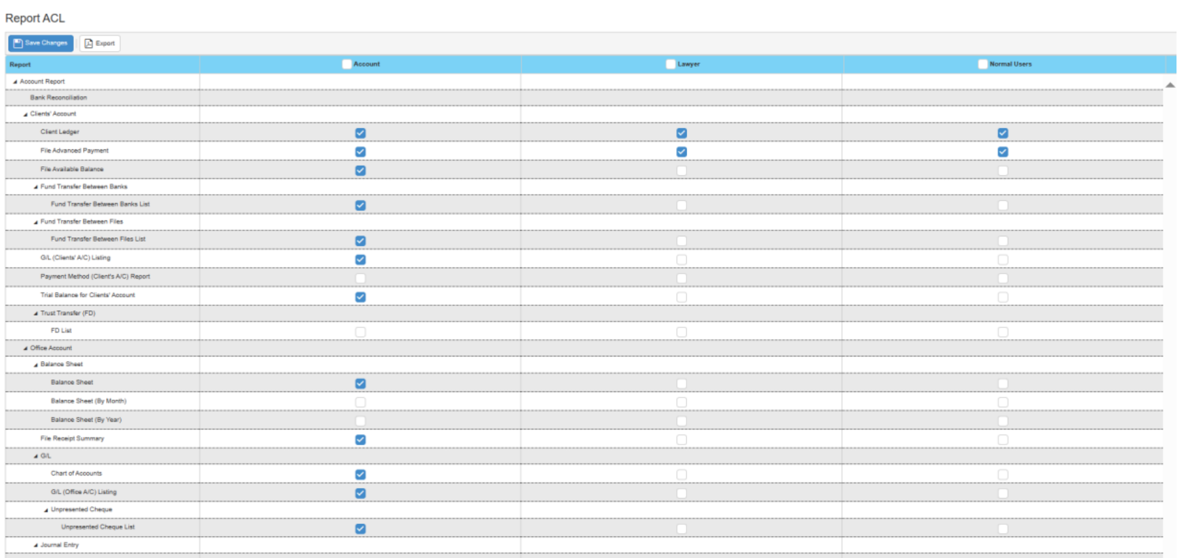
14.2.3 Module ACL/Report ACL

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.



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



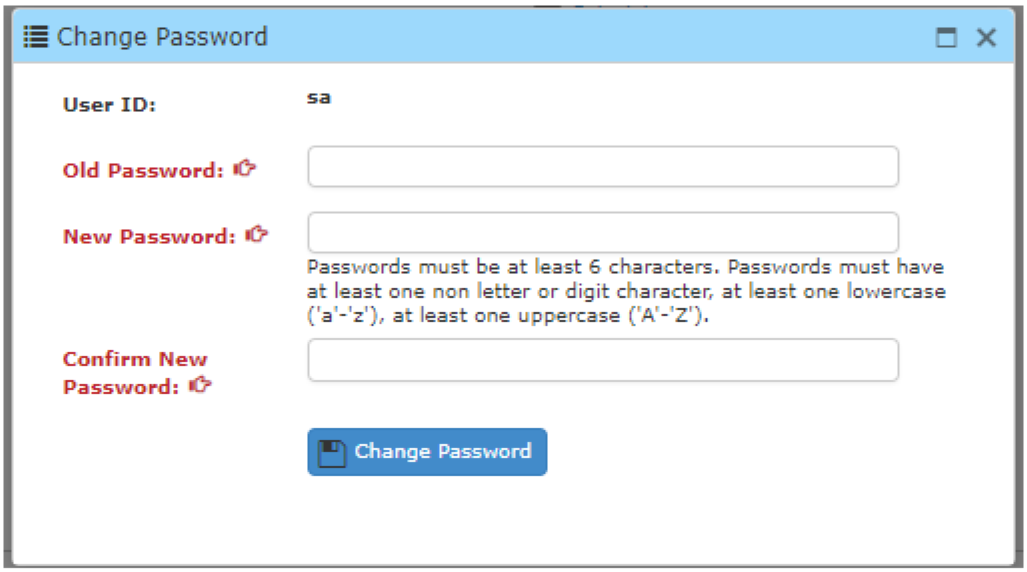
- You may tick/untick the checkboxes to give access rights to users or restrain them from accessing the related subject.
- Click **Save Changes** once you have completed.

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.

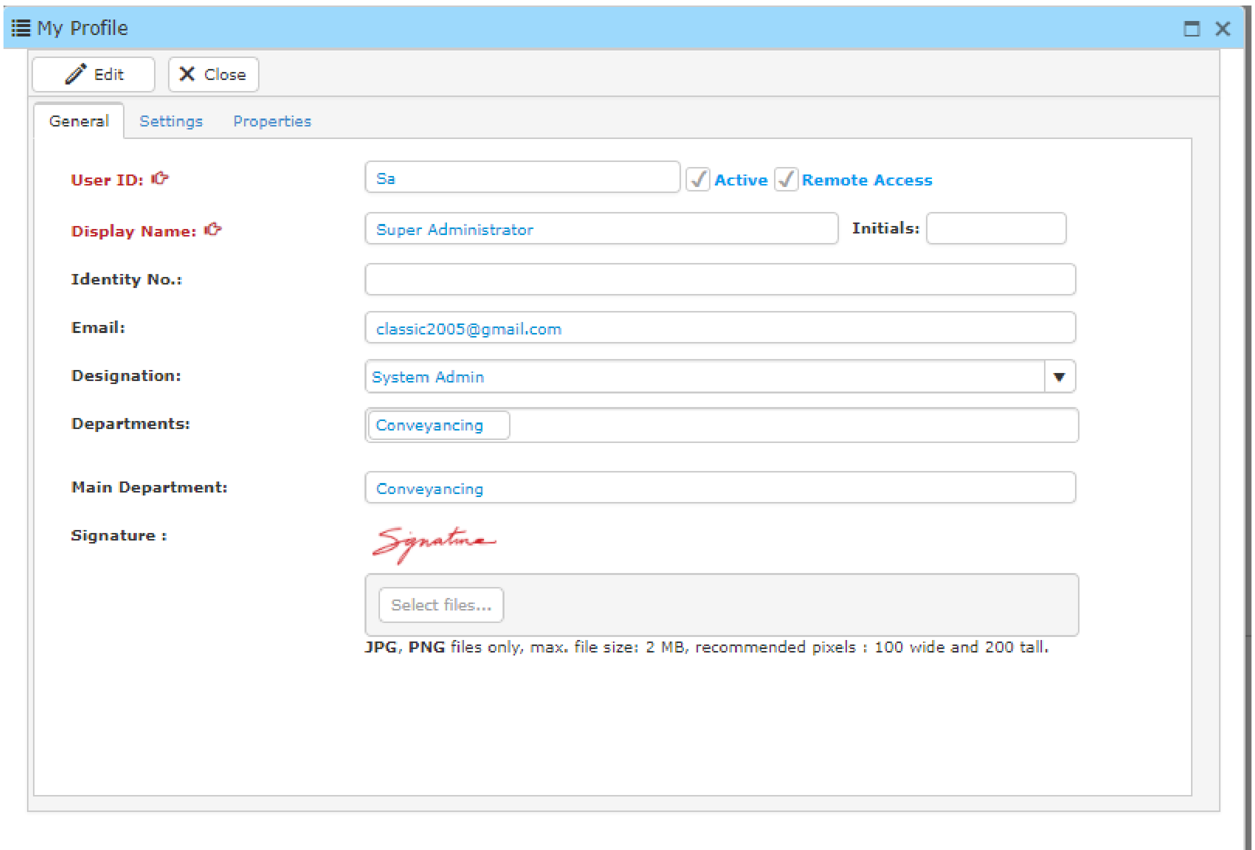


- Type in your **Old Password and New Password** and click **Change Password** to proceed.

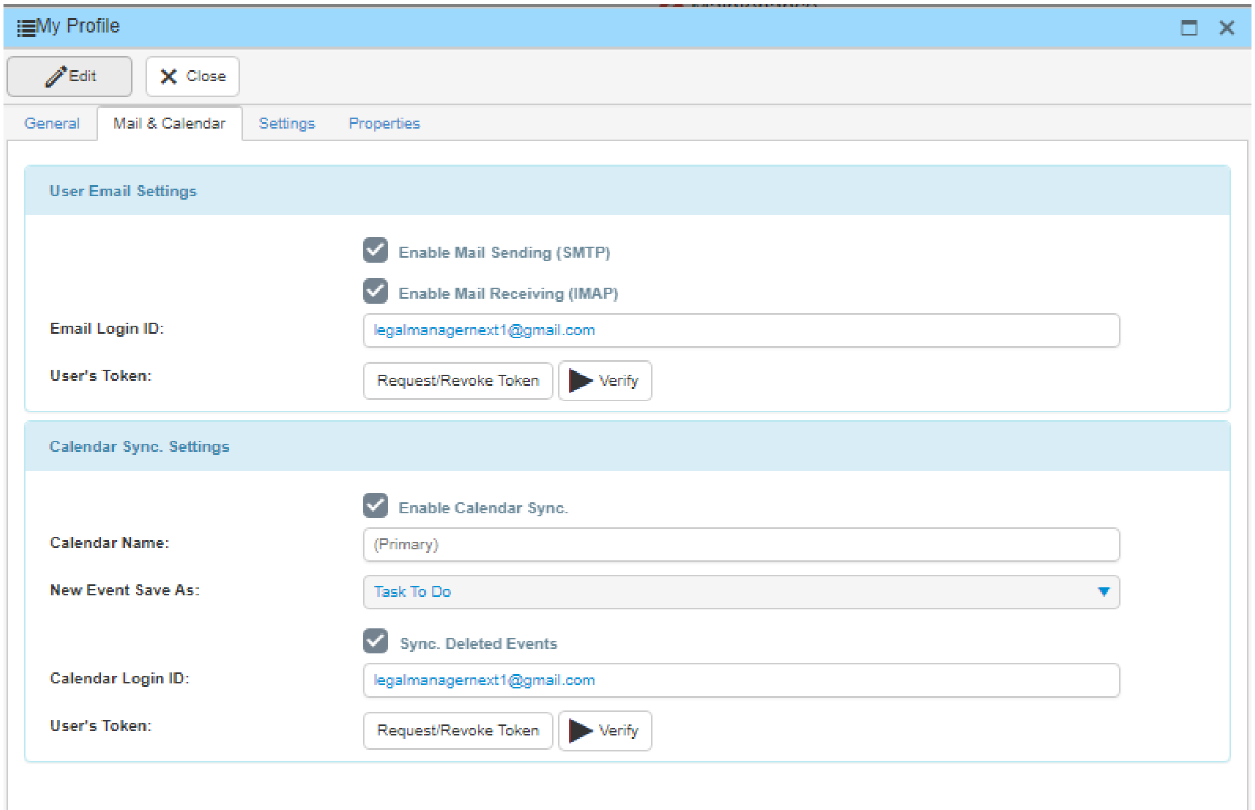
14.3.2 My Profile

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.



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



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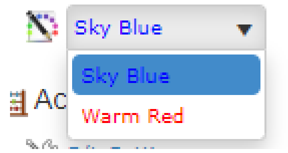
- In **Mail & Calendar** users can insert the gmail to sync to the google calendar but need to request revoke token to set up the link system with google.

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

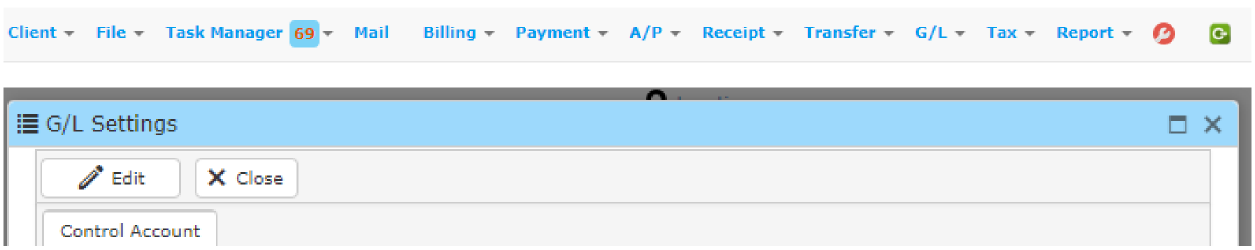
14.3.3 Theme Color

This option enables you to edit your system theme color.

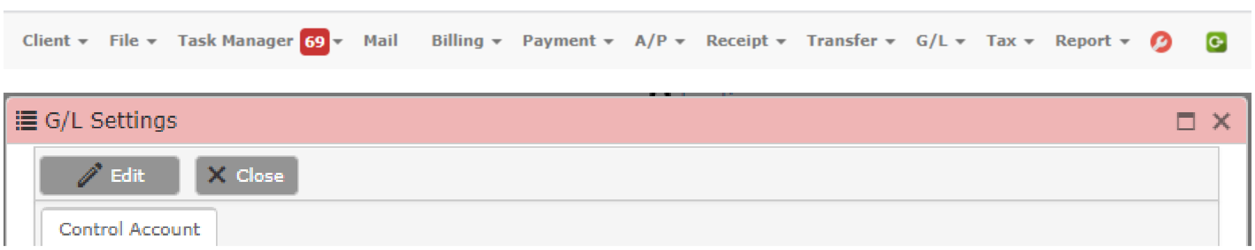
- To change the **Theme Color**,go to maintenance Menu and choose the color you prefer.



Sky Blue



Warm Red

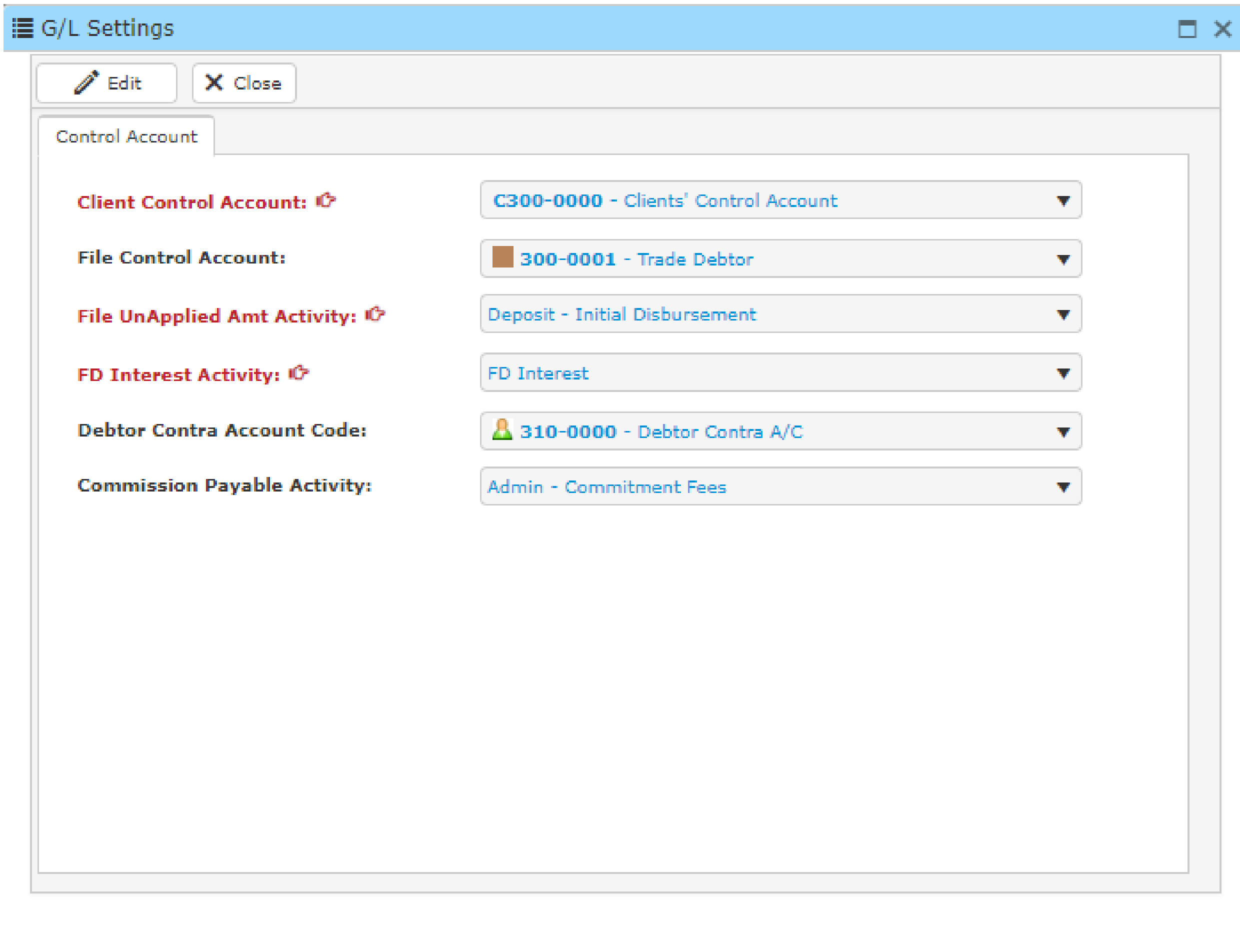


14.4 Accounting

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.

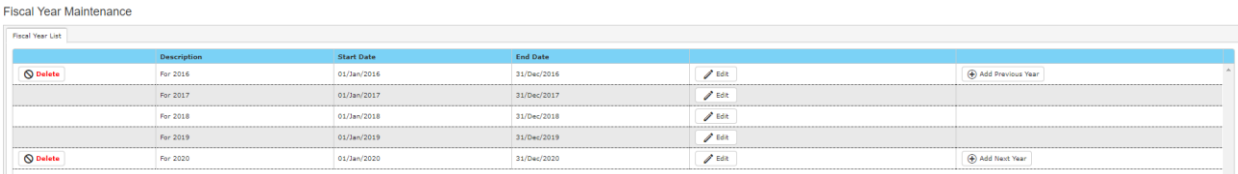


- Click **Edit** to make changes to the current settings.
- Click **Save** to proceed.

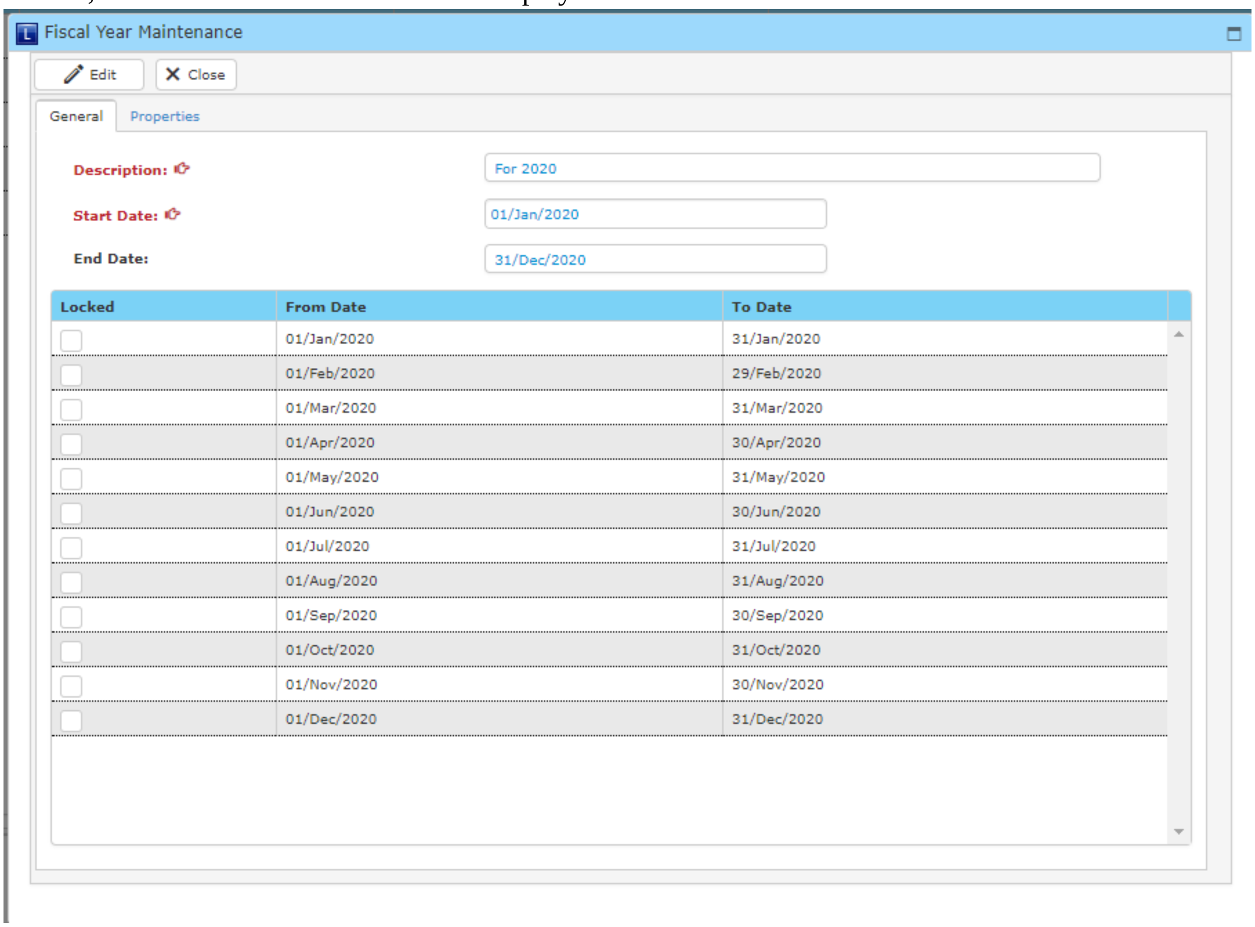
14.4.2 Fiscal Year

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.



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

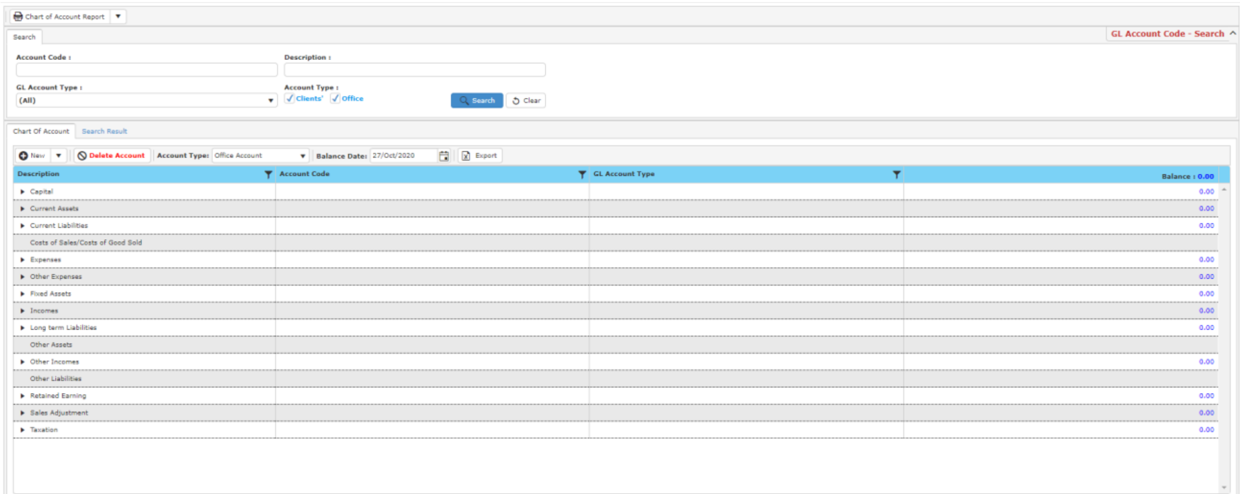


- Click **Edit**, to edit in this window.
- Tick any checkbox you want and click **Save** when you are done.

14.4.3 GL Account Code

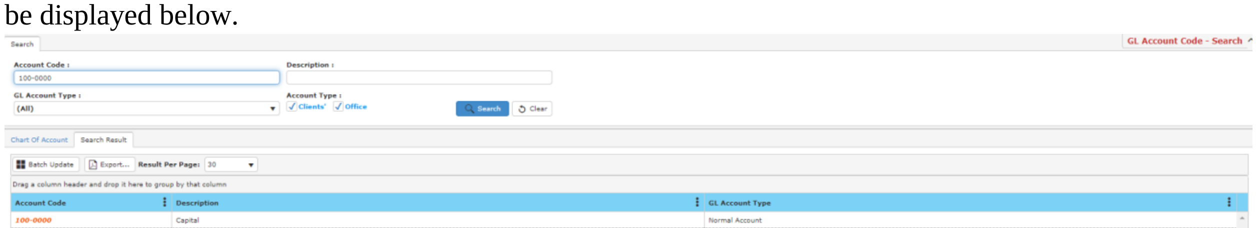
This option enables you to edit or create account code in the system for account usage.

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



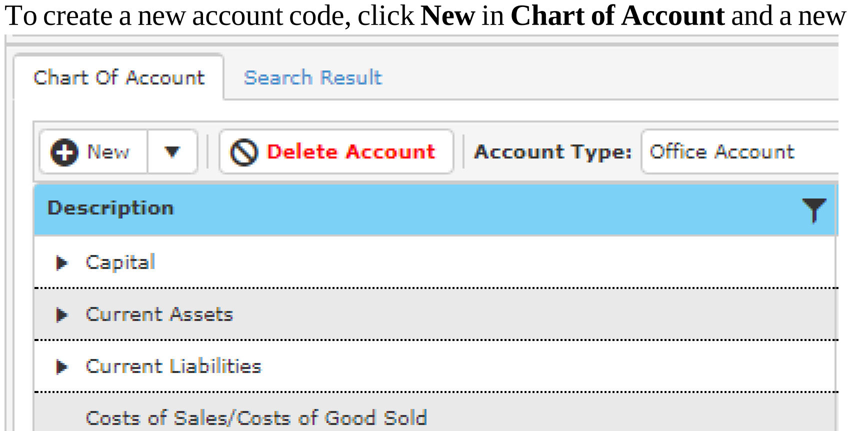
Search Account Code

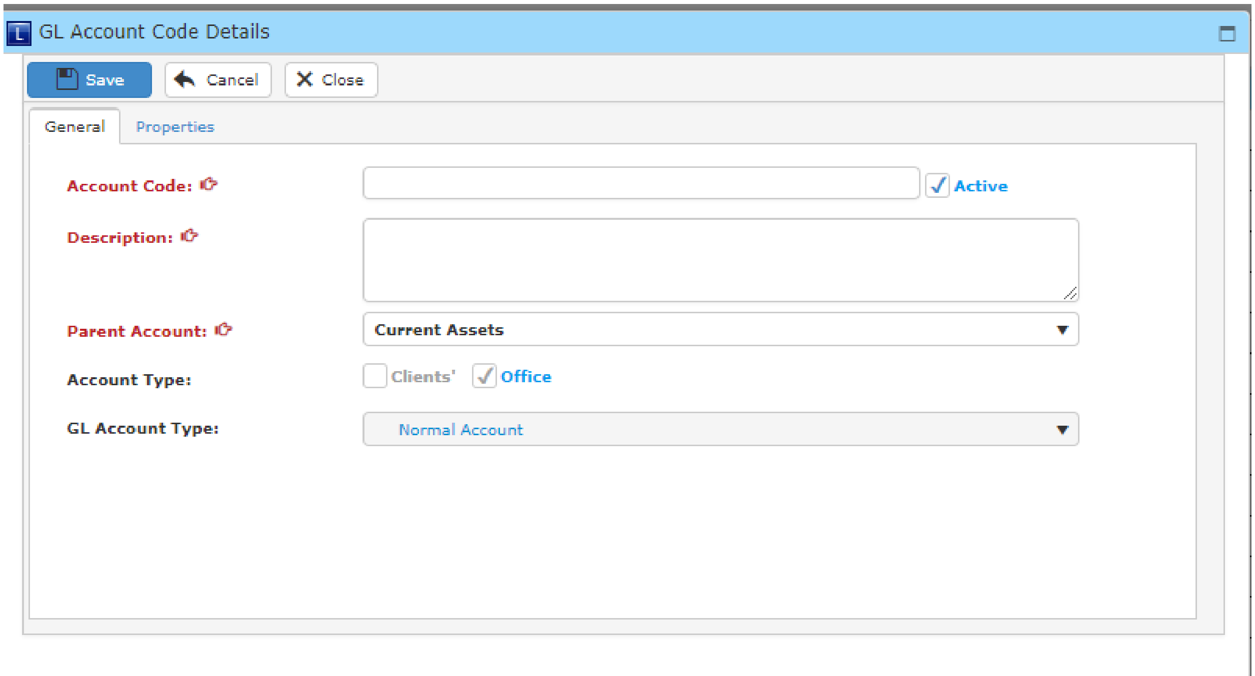
- To find details of an account code, fill in the search criteria and click **Search** and a result list will be displayed below.



Creating New Account Code

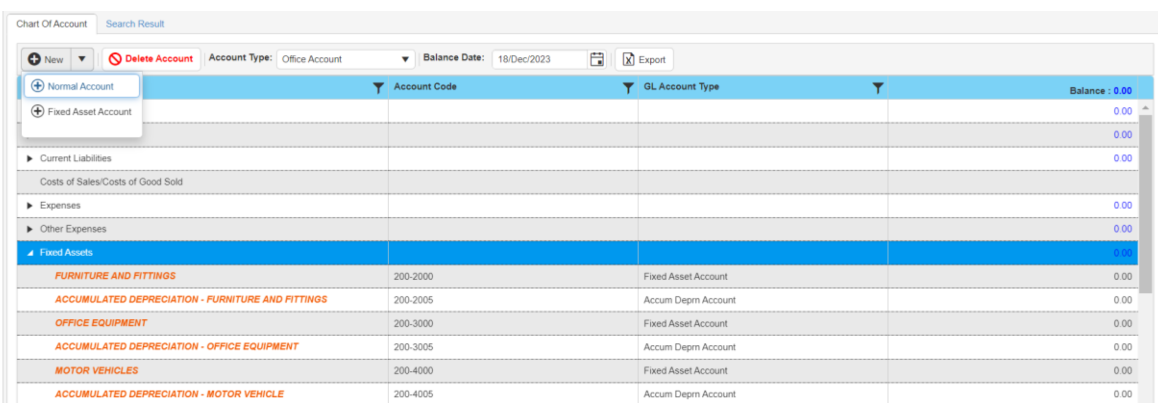
- To create a new account code, click **New** in **Chart of Account** and a new window will be displayed.



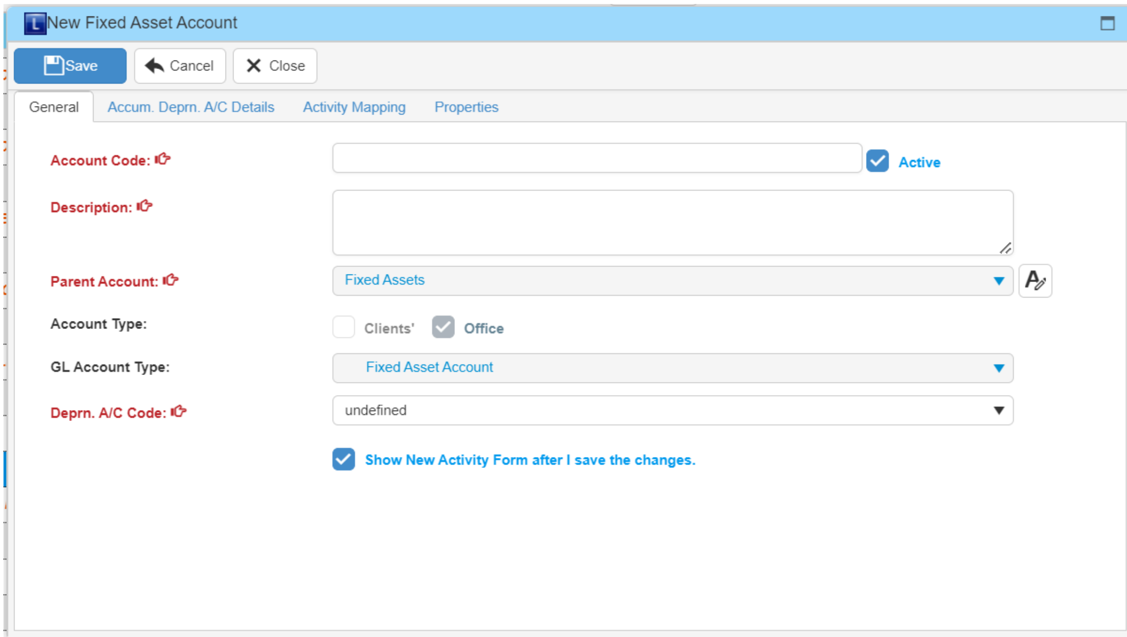


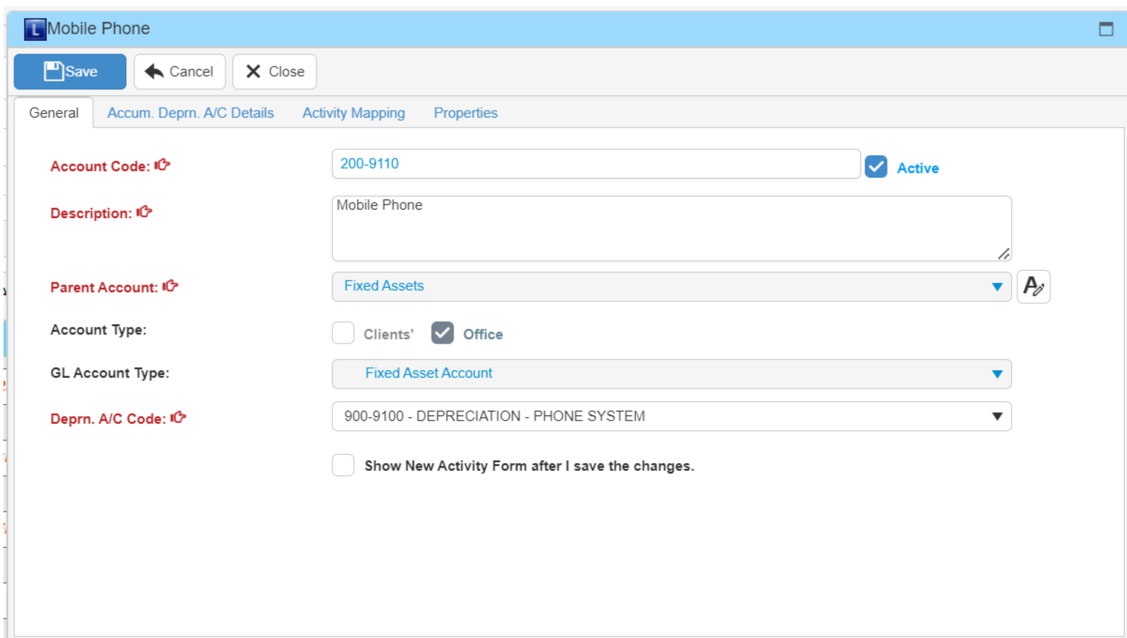
- Fill in the fields below and click **Save** once you have completed.

<u>Create Fixed Asset Code for Fixed Asset/Depreciation of Fixed Asset/Accumulated Depreciation of Fixed Asset</u>

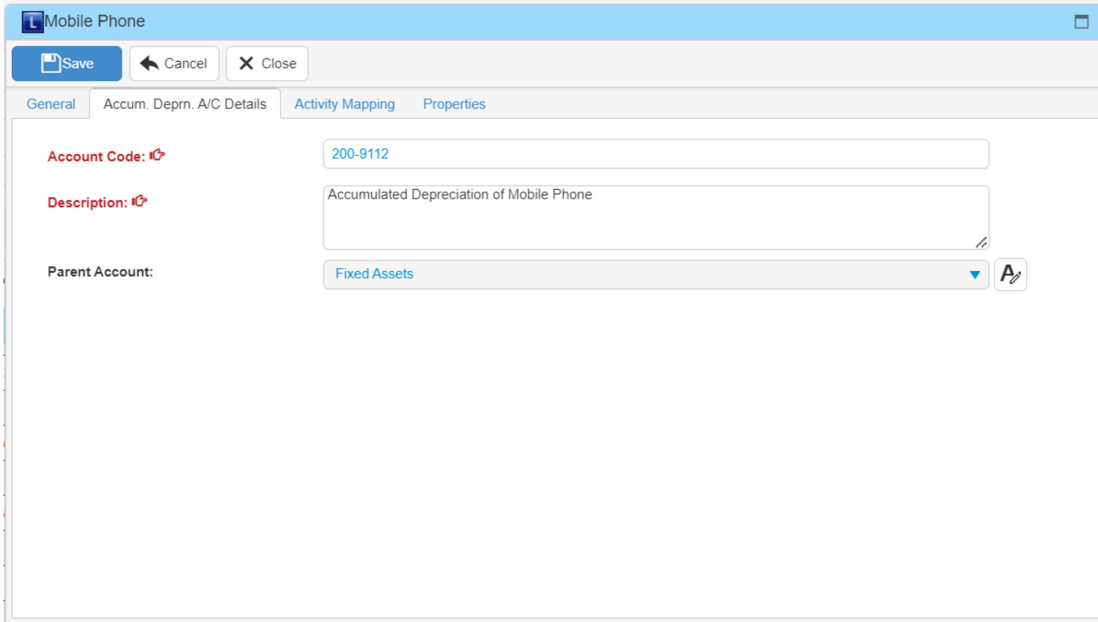


- Select Fixed Assets. Then, click on **"+New"** and select **"+Fixed Asset Account"**





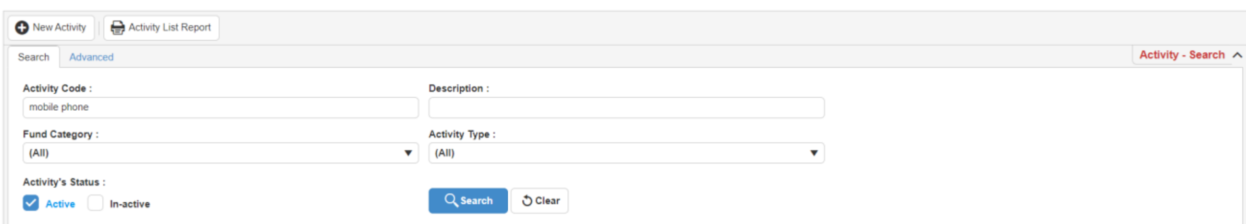
- In general, fill in the required fields accordingly. Then, click on Accum. Depm. A/C Details tab.

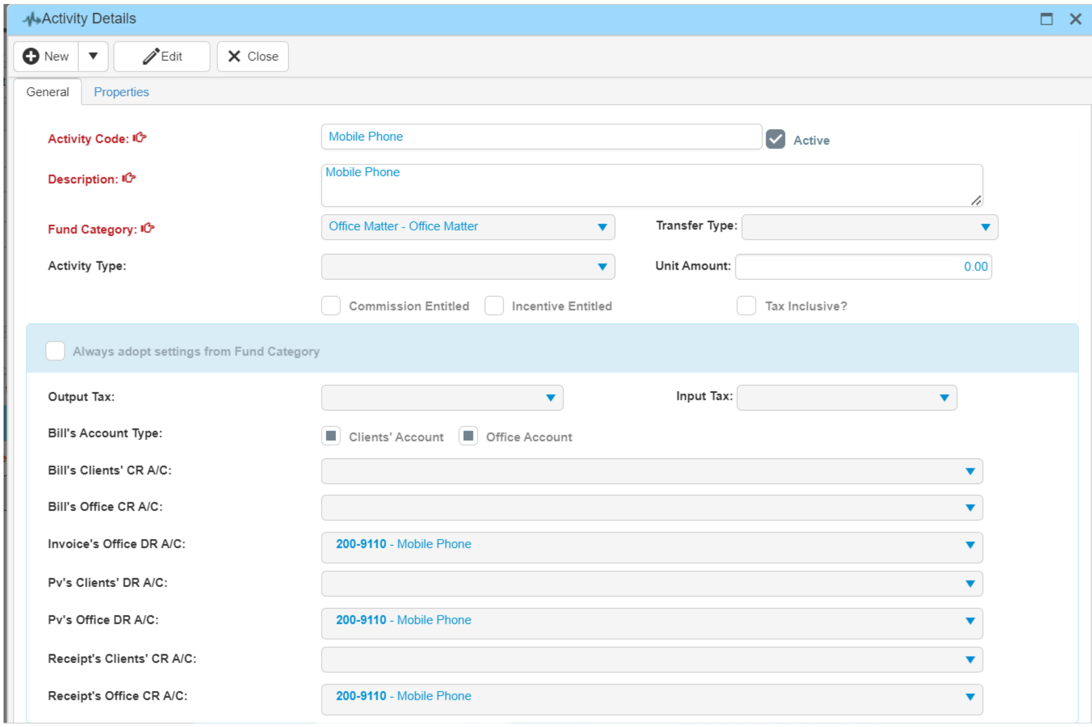


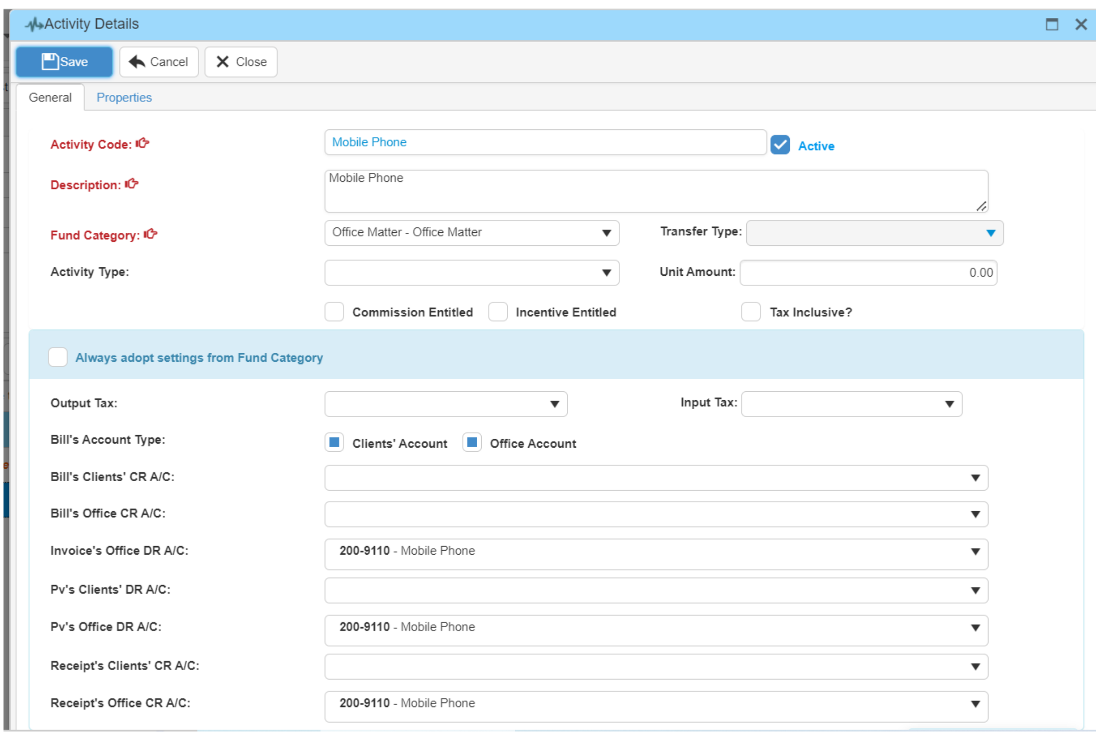
- In Accum. Depm. A/C Details, fill in the 2 required fields which are account code and description. Then, click the **"Save"** button.

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.

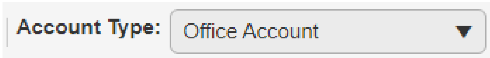


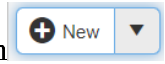




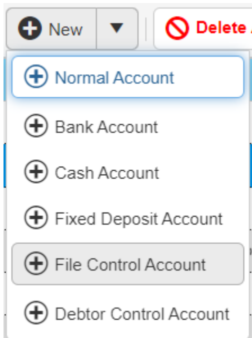
Create Account Code for New Office Bank Account

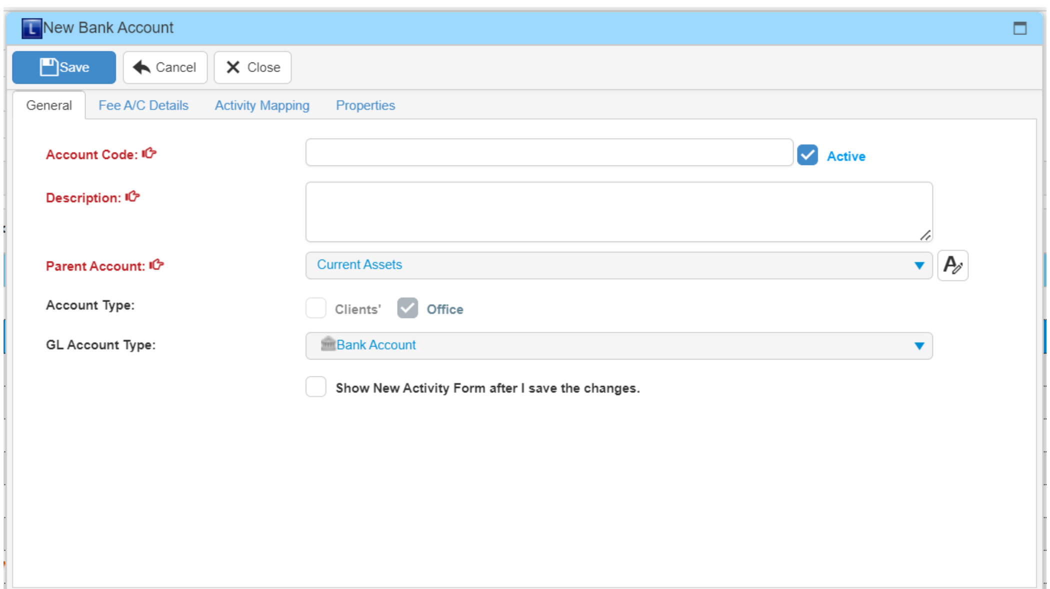
- Select **“Current Asset”** with **Account Type** “Office Account”



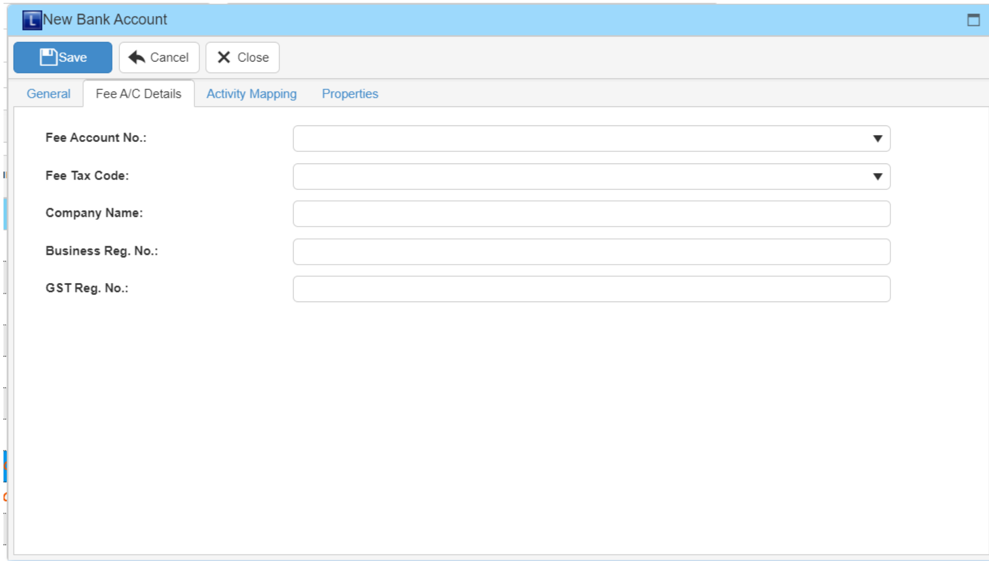
- Click  from 

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





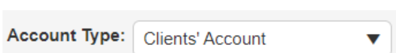
- Fill in the required information/fields with appropriate code & description.

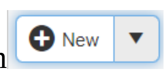


- If there are any fee A/C details, you can click on the **"Fee A/C Details"** tab and fill in all the information. Then, click the **"Save"** button.

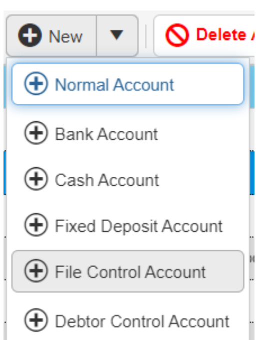
<u>Create Account Code for New Clients' Bank Account</u>

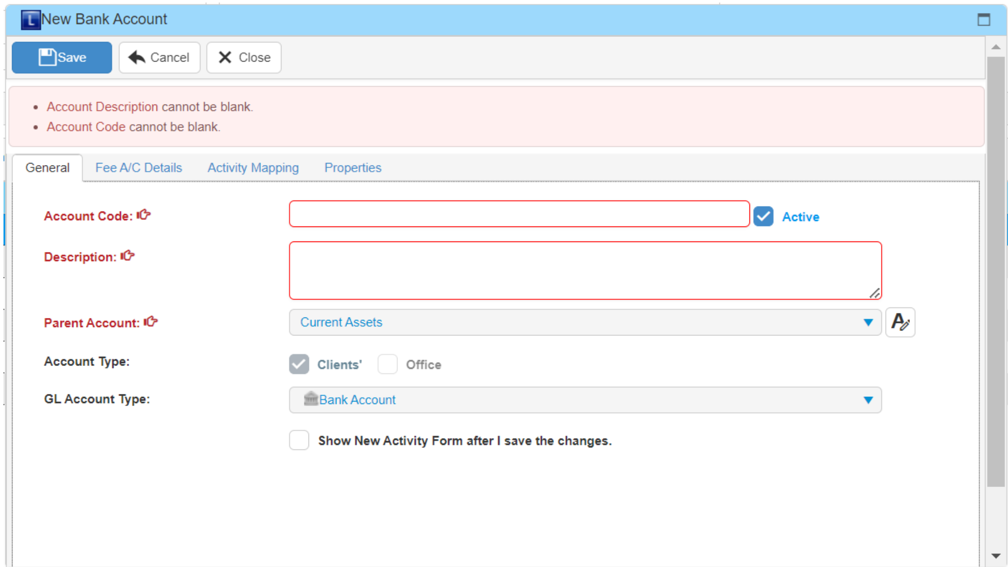
- Select **"Current Asset"** with **Account Type** "<u>Client Account</u>"



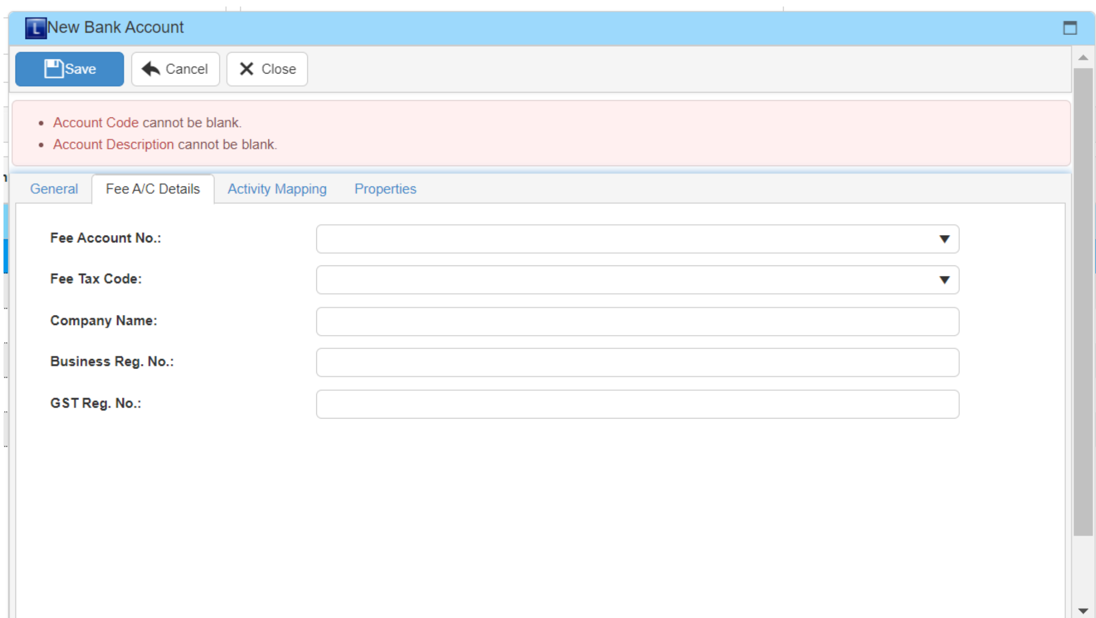
- Click  from 

, select **"Bank Account"** or any account you like.





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

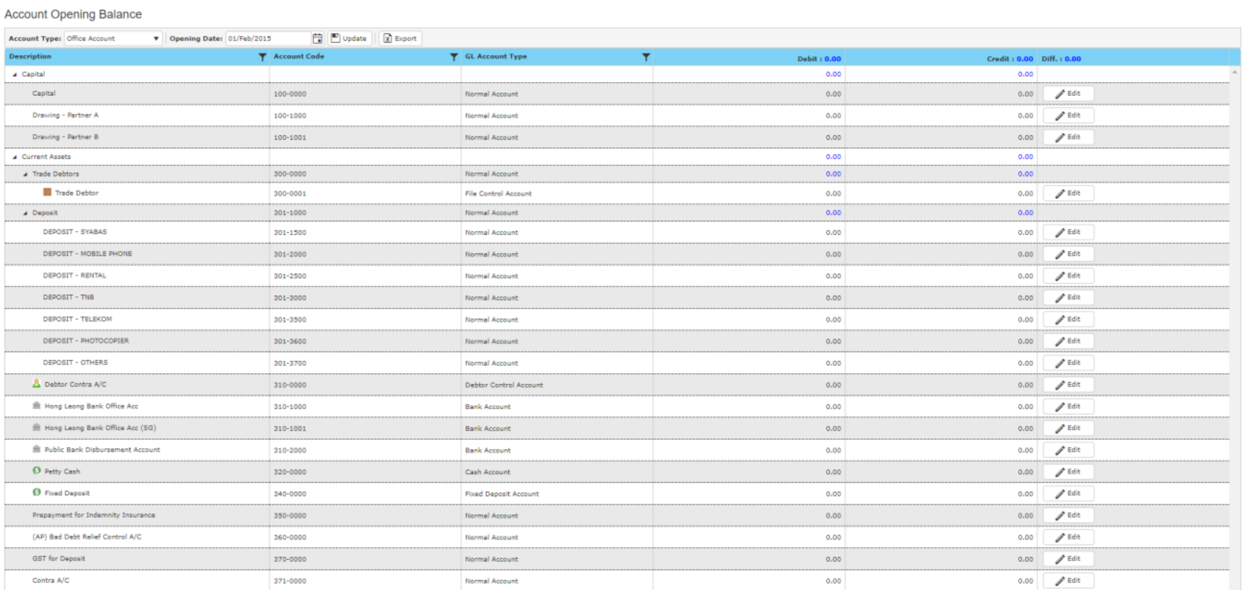


- If there are any fee A/C details, you can click on the **"Fee A/C Details"** tab and fill in all the information. Then, click the **"Save"** button.

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	Edit
Drawing - Partner A	100-1000	Normal Account	0.00	0.00	Edit
Drawing - Partner B	100-1001	Normal Account	0.00	0.00	Edit
Current Assets			0.00	0.00	
Trade Debtors	300-0000	Normal Account	0.00	0.00	
Trade Debtor	300-0001	File Control Account	0.00	0.00	Edit
Deposit	301-1000	Normal Account	0.00	0.00	
DEPOSIT - SYABAS	301-1500	Normal Account	0.00	0.00	Edit
DEPOSIT - MOBILE PHONE	301-2000	Normal Account	0.00	0.00	Edit
DEPOSIT - RENTAL	301-2500	Normal Account	0.00	0.00	Edit
DEPOSIT - TNB	301-3000	Normal Account	0.00	0.00	Edit
DEPOSIT - TELEKOM	301-3500	Normal Account	0.00	0.00	Edit
DEPOSIT - PHOTOCOPIER	301-3600	Normal Account	0.00	0.00	Edit
DEPOSIT - OTHERS	301-3700	Normal Account	0.00	0.00	Edit
Debtor Contra A/C	310-0000	Debtor Control Account	0.00	0.00	Edit
Hong Leong Bank Office Acc	310-1000	Bank Account	0.00	0.00	Edit
Hong Leong Bank Office Acc (SG)	310-1001	Bank Account	0.00	0.00	Edit
Public Bank Disbursement Account	310-2000	Bank Account	0.00	0.00	Edit
Petty Cash	320-0000	Cash Account	0.00	0.00	Edit
Fixed Deposit	340-0000	Fixed Deposit Account	0.00	0.00	Edit
Prepayment for Indemnity Insurance	350-0000	Normal Account	0.00	0.00	Edit
(AP) Bad Debt Relief Control A/C	360-0000	Normal Account	0.00	0.00	Edit
GST for Deposit	370-0000	Normal Account	0.00	0.00	Edit
Contra A/C	371-0000	Normal Account	0.00	0.00	Edit

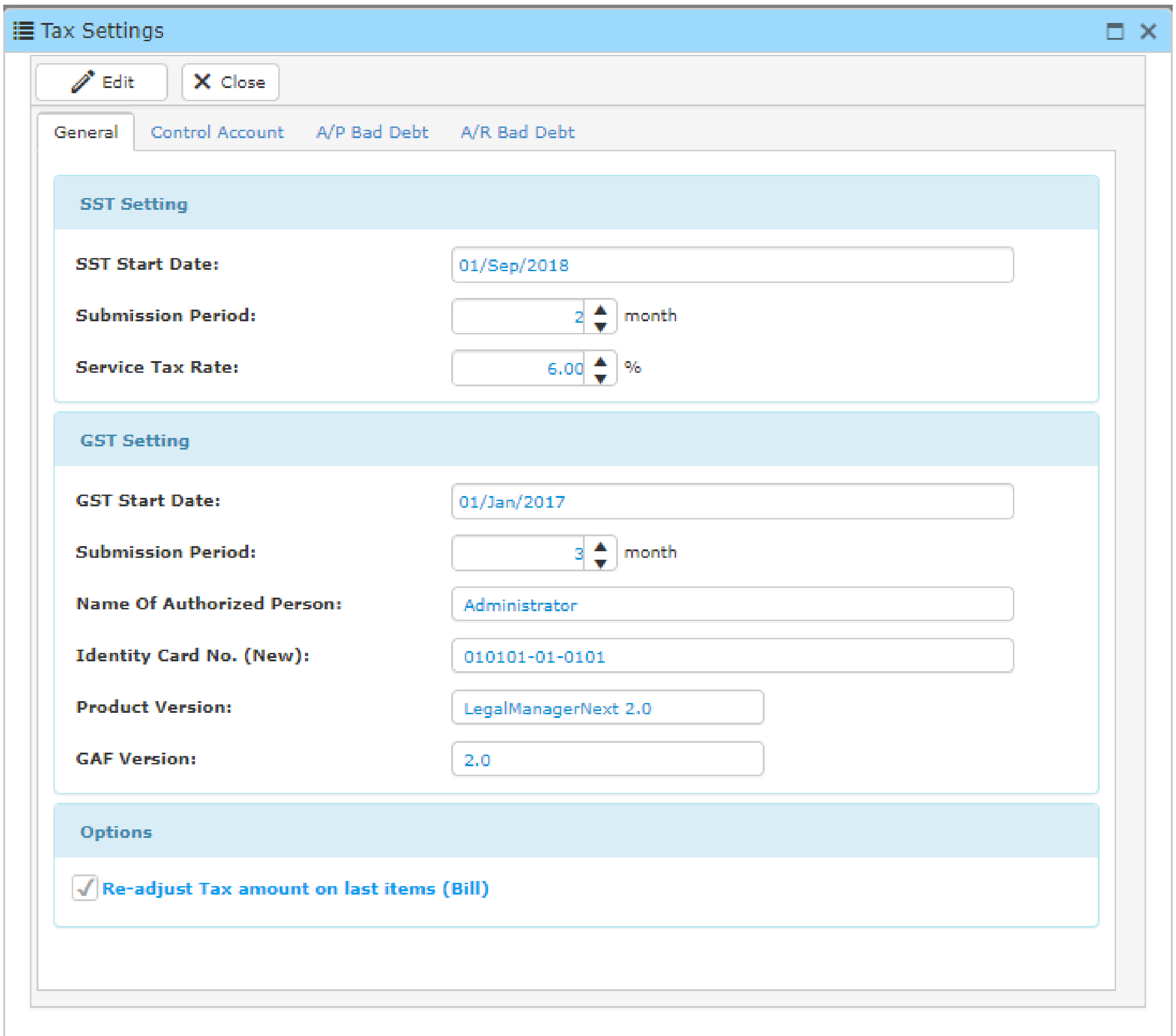
- Click **Edit** to edit the number value for the respective accounts.
- Once you have done, click **Update** to save.
- To export, click **Export** and an Excel file will be downloaded through the browser.

14.5 Tax

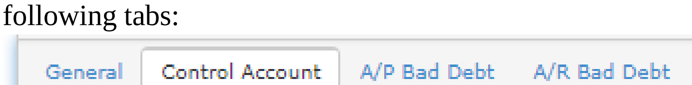
14.5.1 Tax Settings

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.



- 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

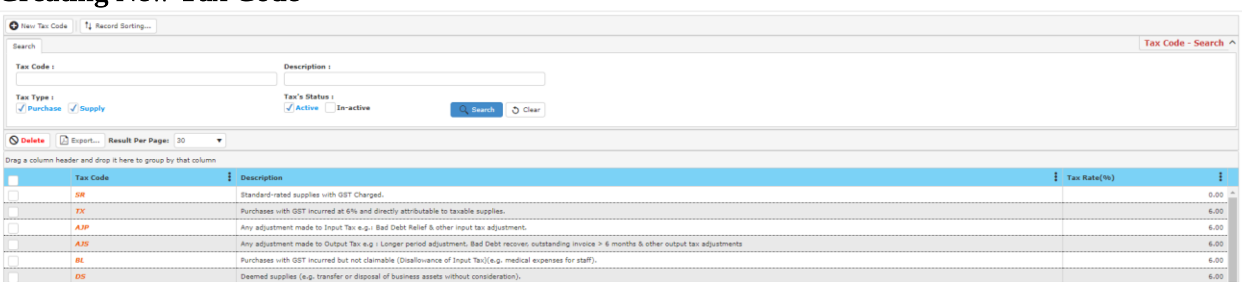
This option enables you to edit or create tax codes in the system.

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

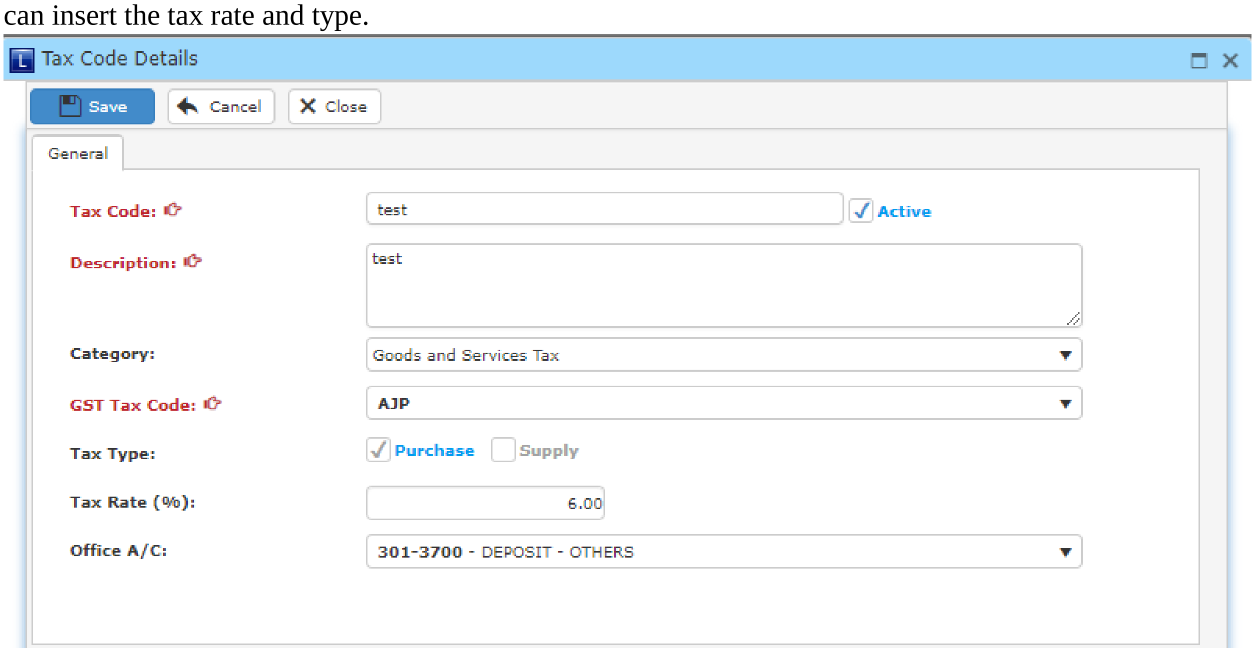
Search Tax Code

- 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



- 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

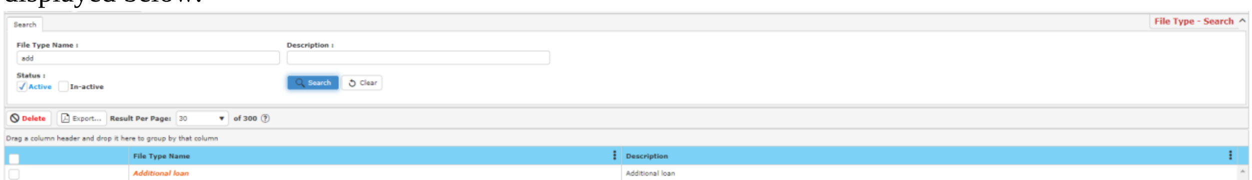
14.6.1 File Type Designer

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.

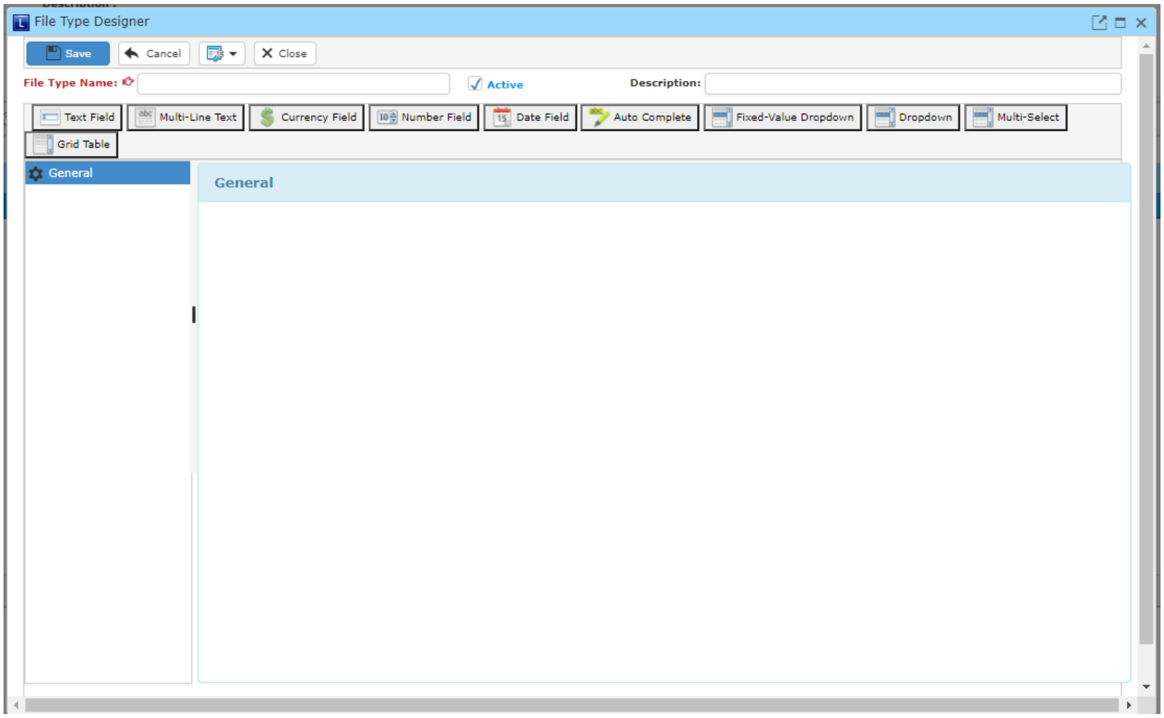
Search File Type

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

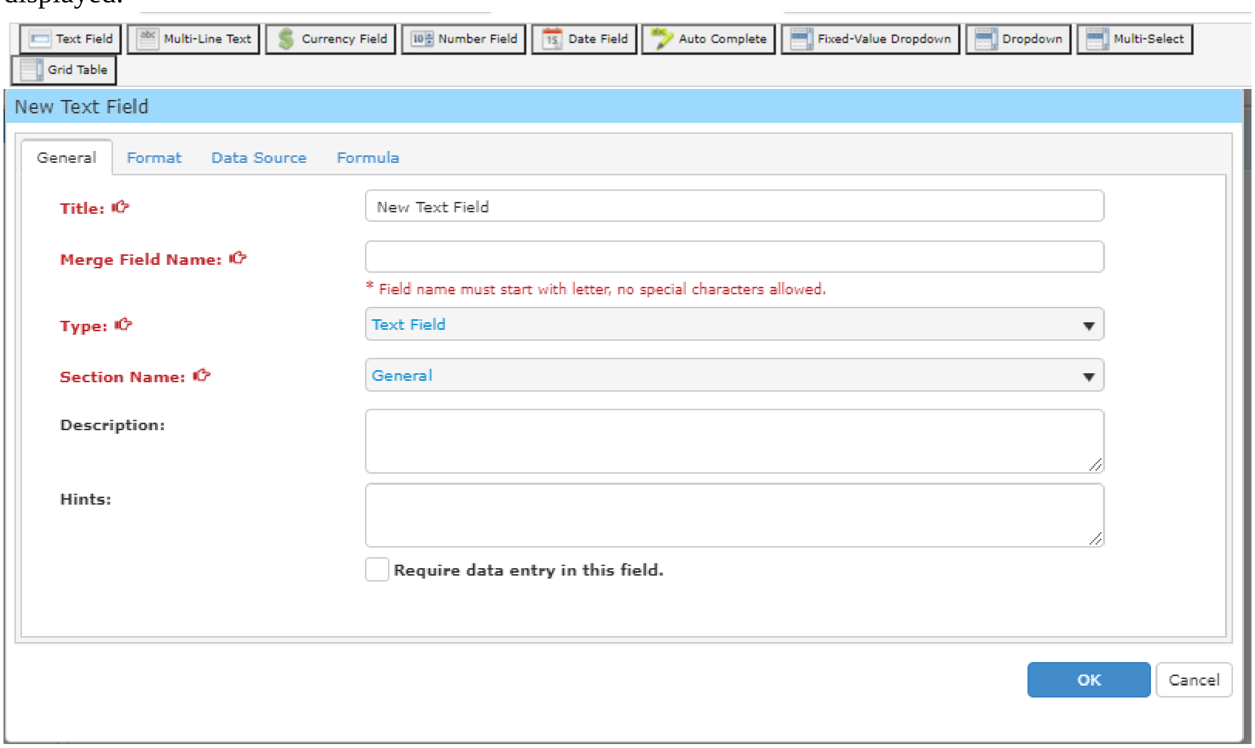


Creating New File Type

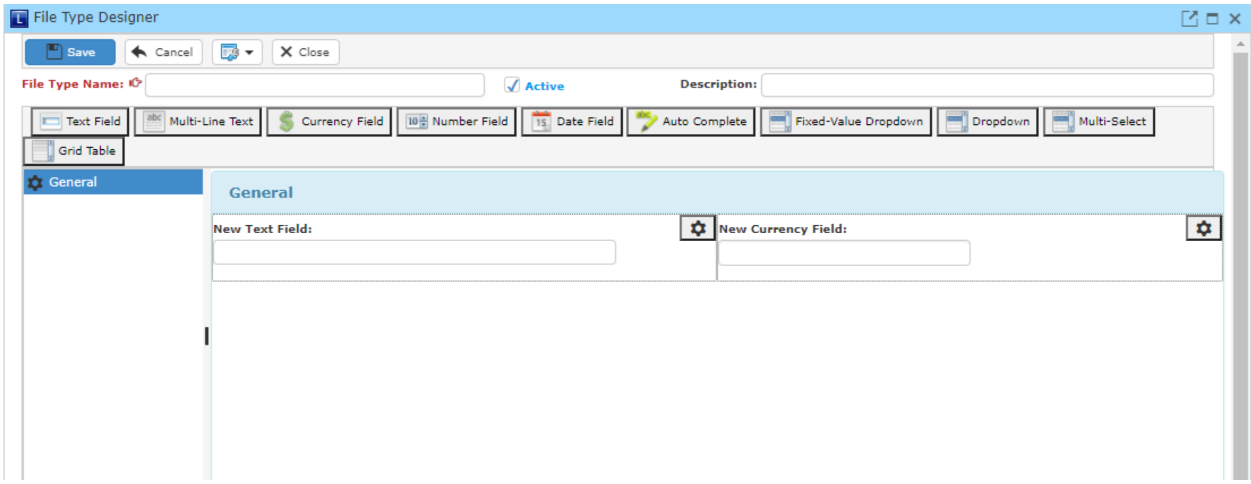
- To create a new file type, click **New File Type** and a new window will be displayed as below.



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

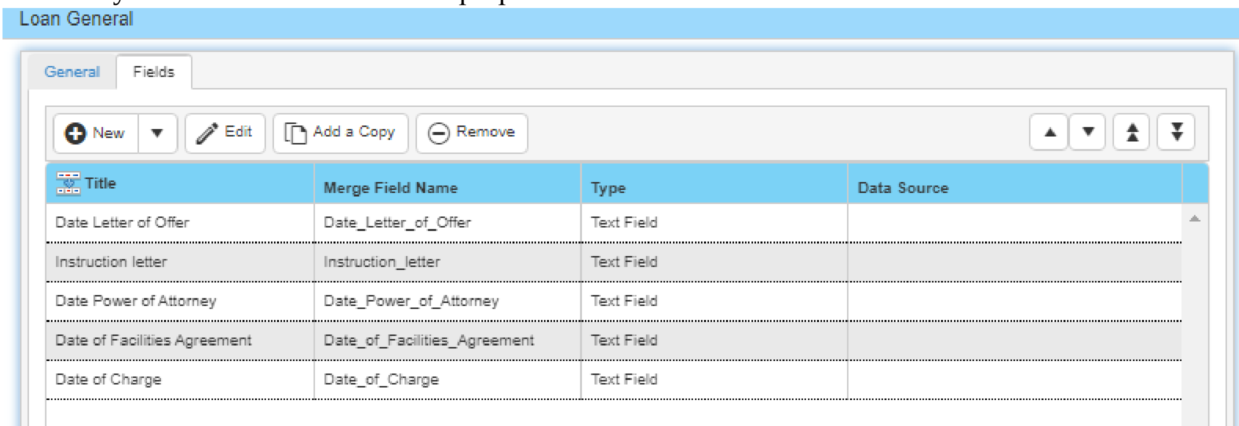


- Fill in the fields below and click **OK** to proceed.
- To add in a new field into the designer, choose and repeat the steps as above.

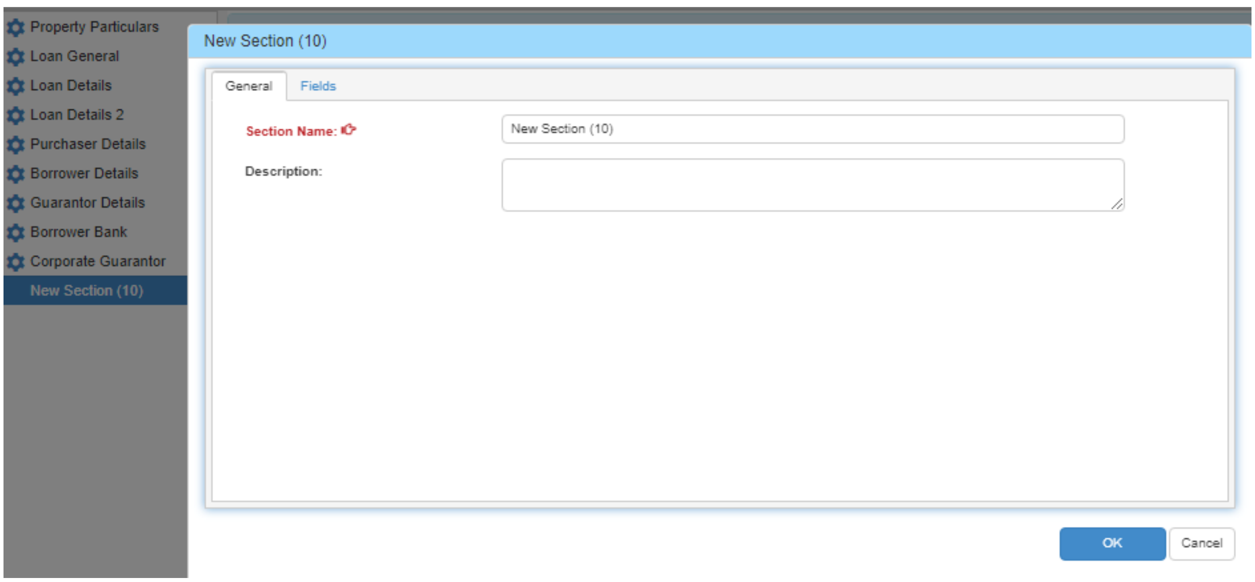


- Click **Save** once you have finished.

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

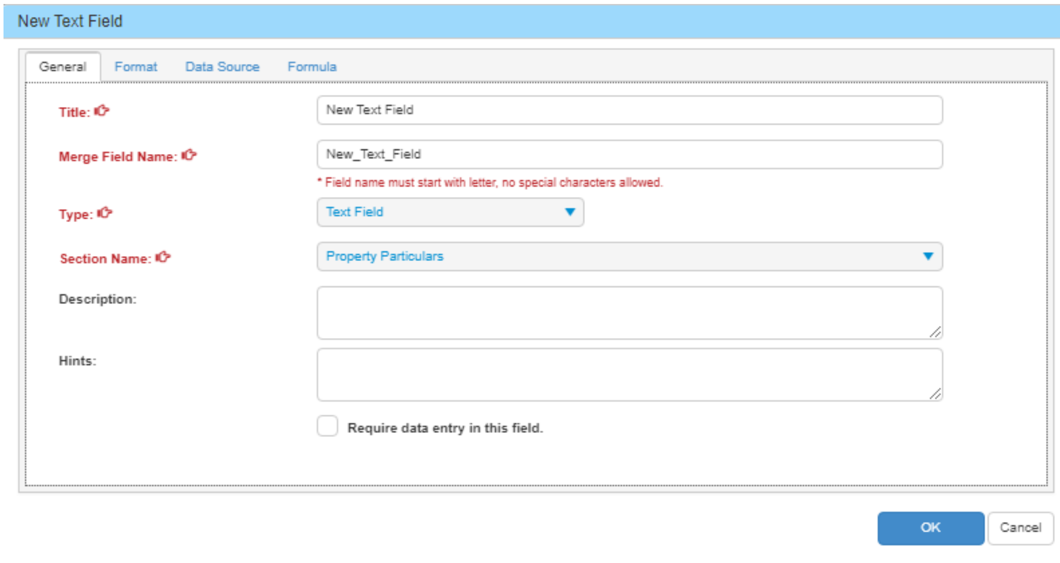


- To add new section click -> new section .



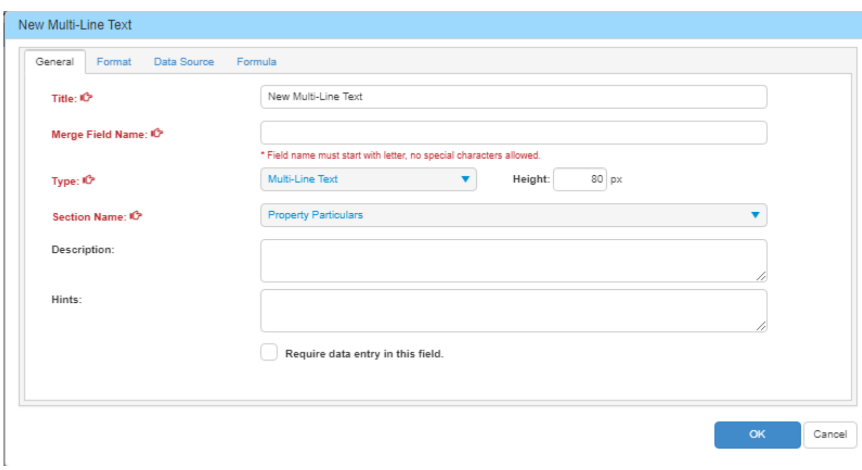
File Type :

Text Field



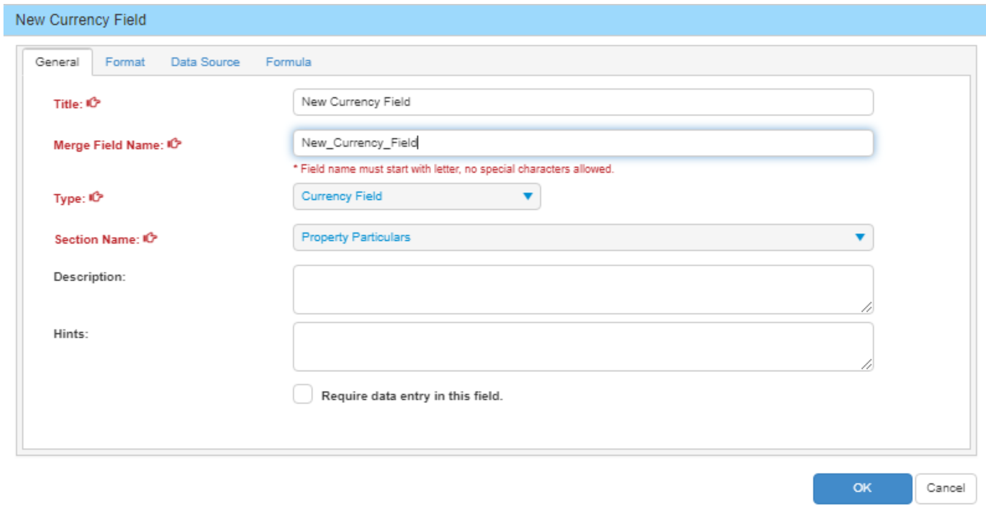
- Text field is the field containing a line of text.

Multi-Line Text



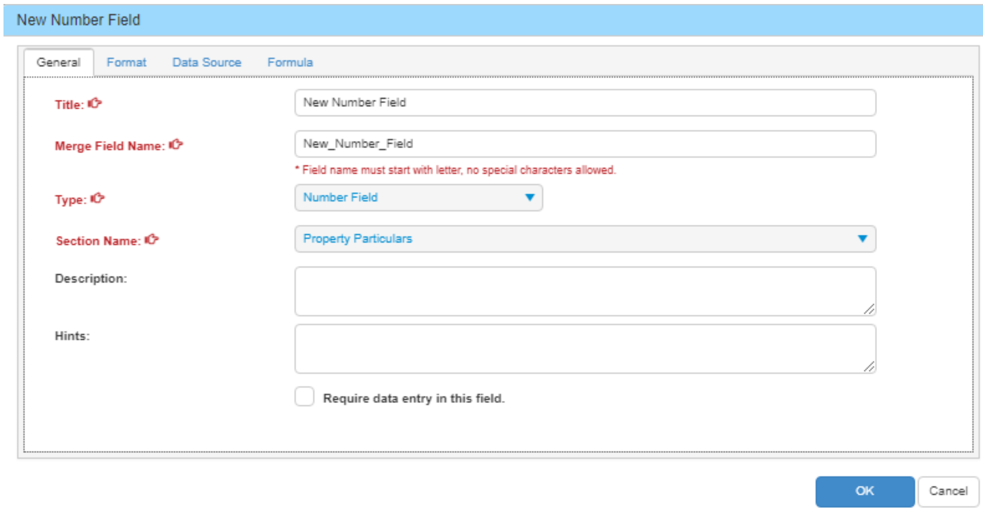
- Multi Line Text field can contain multiple lines of the text.
- Users can set the height of the field.

Currency Field



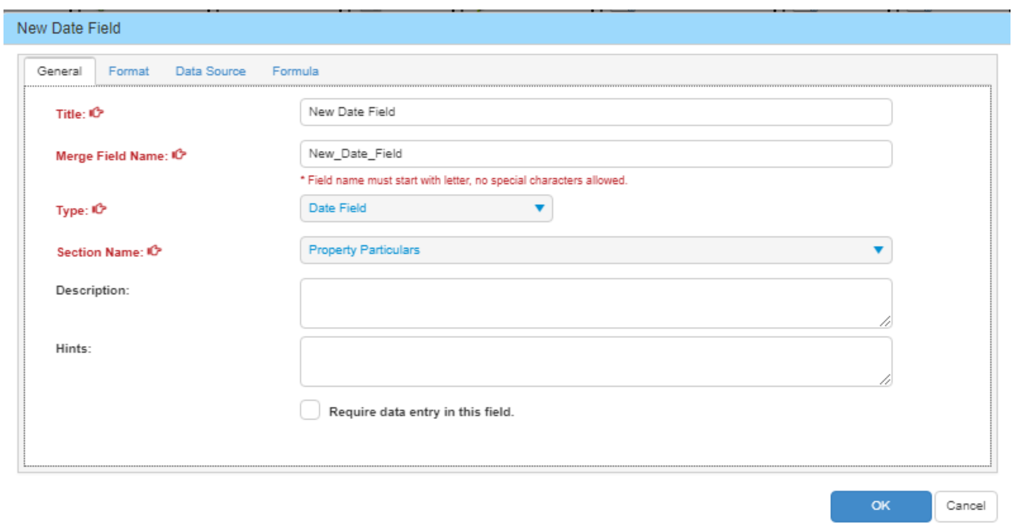
- Currency field is for the decimal number.

Number Field



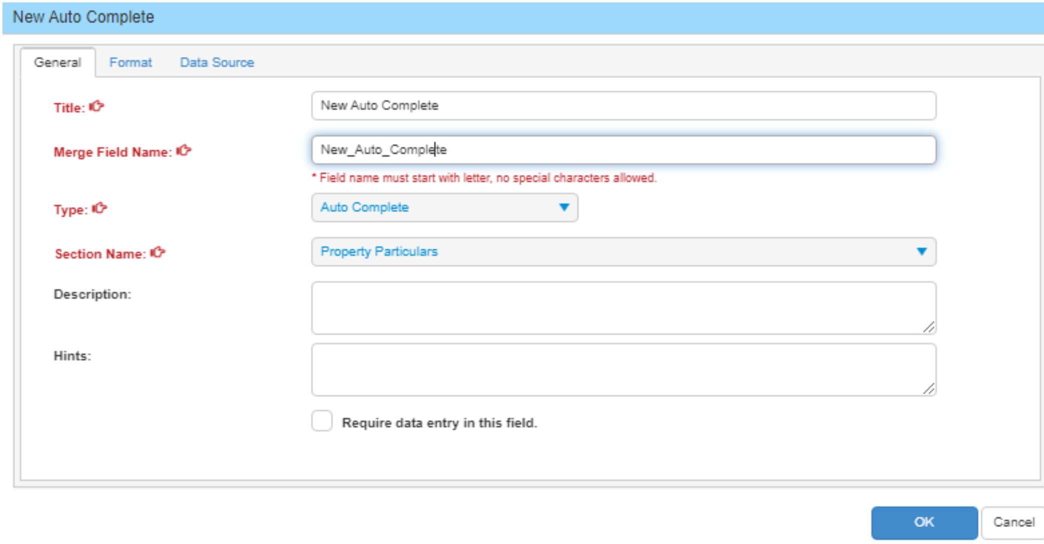
- Number fields contain numbers only.

Date Field



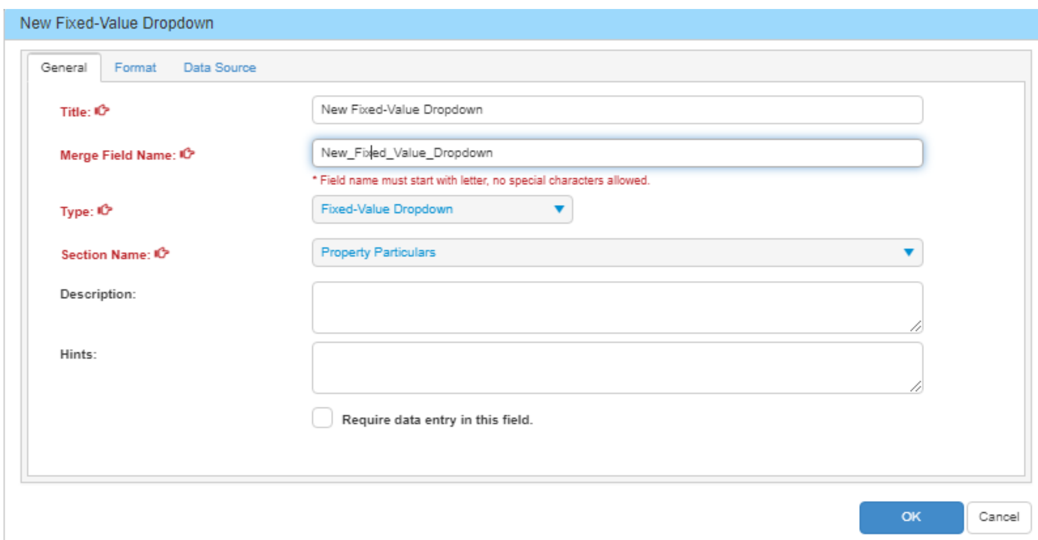
- Date fields contain dates only.

Auto Complete



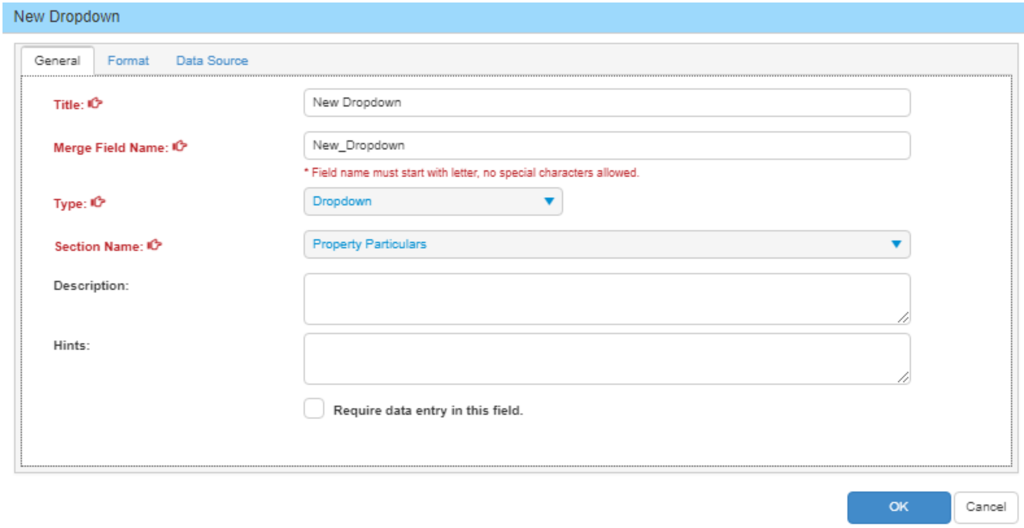
- Auto complete fields contain data from the file directly.

Fixed-value dropdown



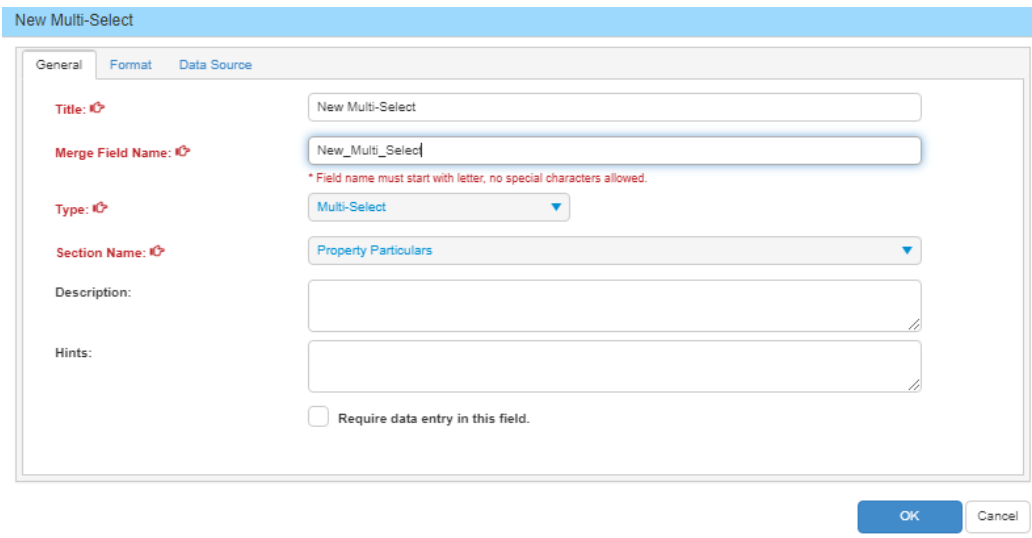
- Fixed-value dropdown fields is the dropdown selection menu for users to fix the data that is set by users.

Dropdown



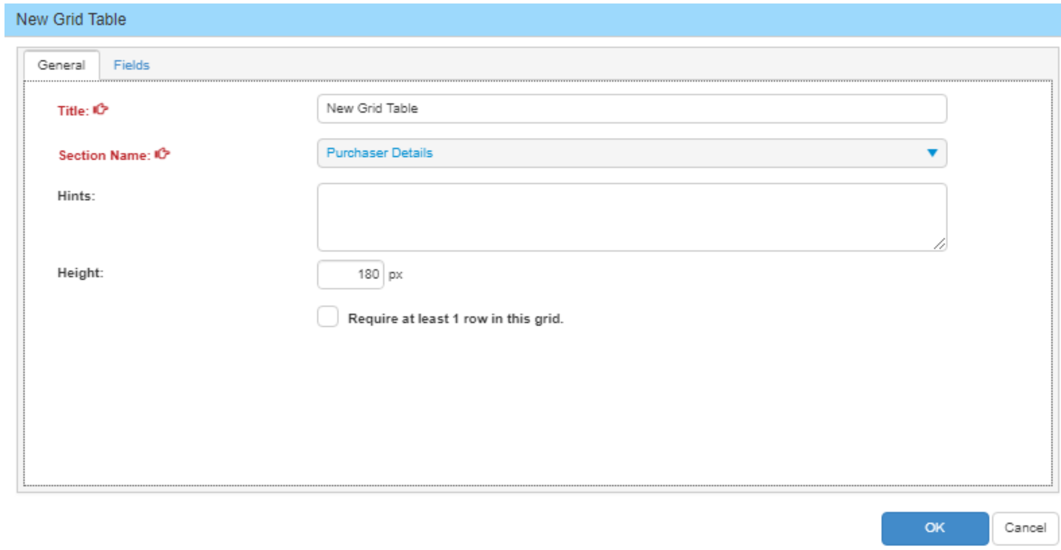
- Dropdown fields is the dropdown menu for users to select the data that is set by users.

Multi-Select



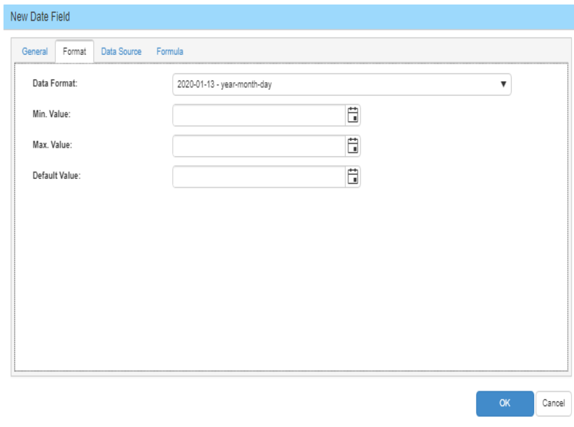
- Multi-select fields is the dropdown menu for users to select the multiple data that is set by users.

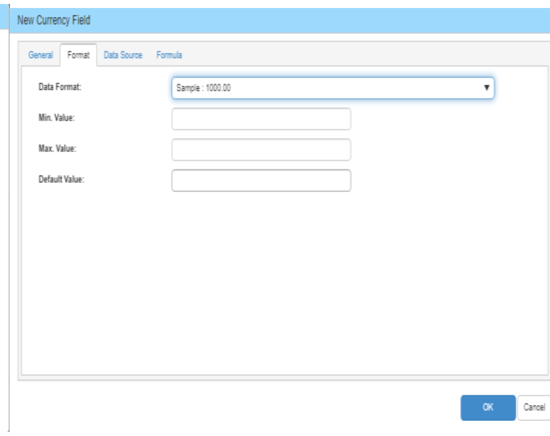
Grid Table

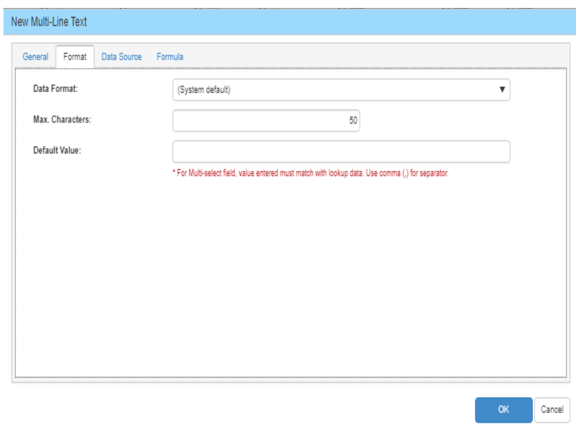


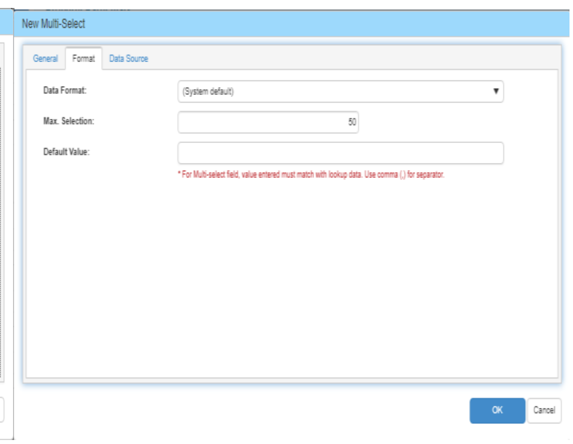
- Grid table fields is the table for users to add an entity with many attributes. For example, add the purchaser table.

Format





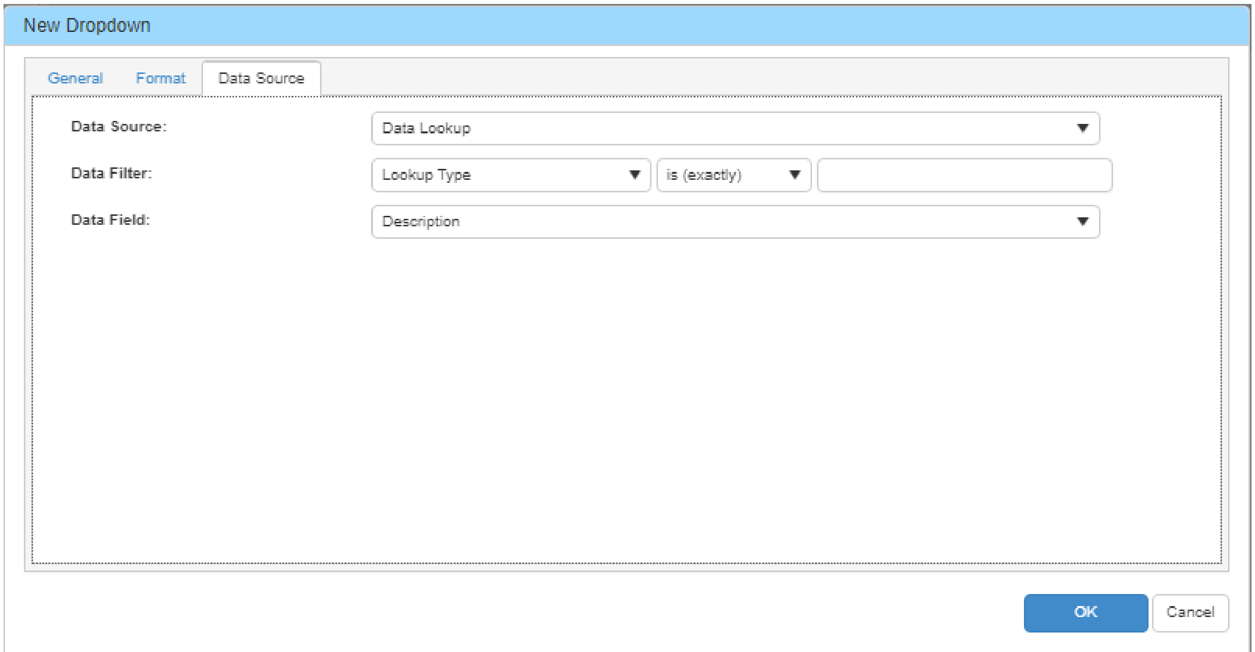




- Users can customize the field's format such as data format , maximum character , maximum selection , maximum and minimum value.

- **Data format -** can customize by follow the specific field such as date (dd-mm-yyyy), currency (####.00) and number (##00).

Data Source

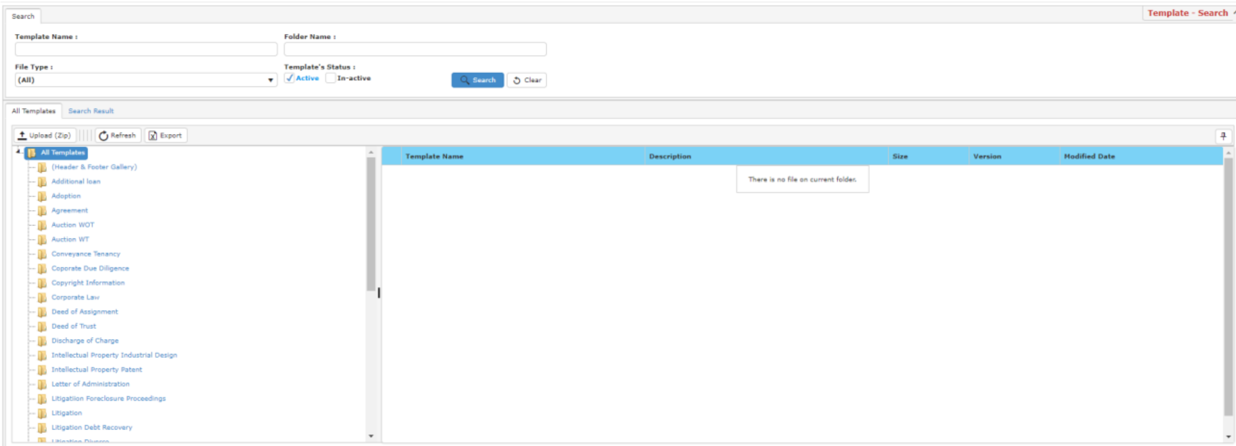


- Data source is commonly used in dropdown and can select the source from data lookup, client master and others to get the selection from the source.

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.

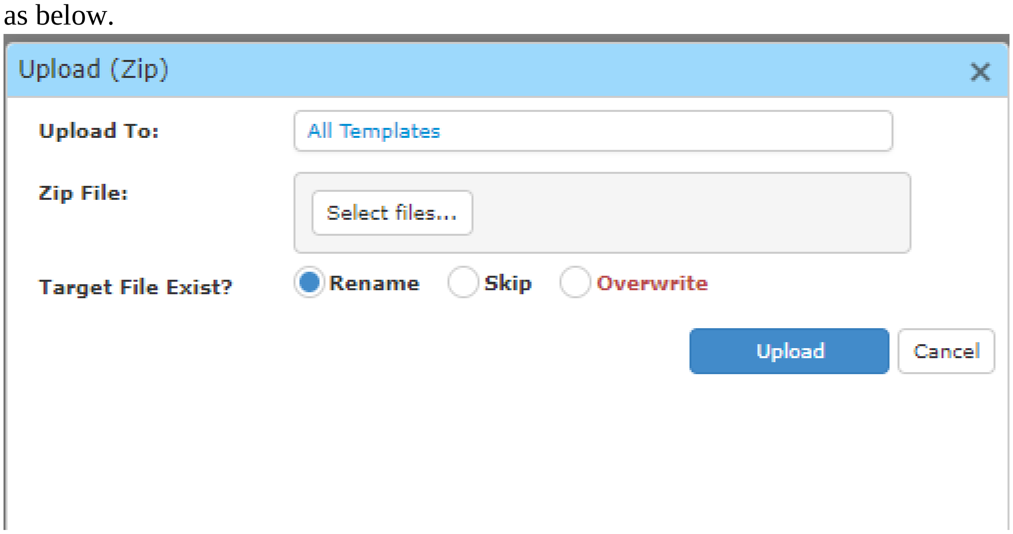


Search Template Name

- 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.



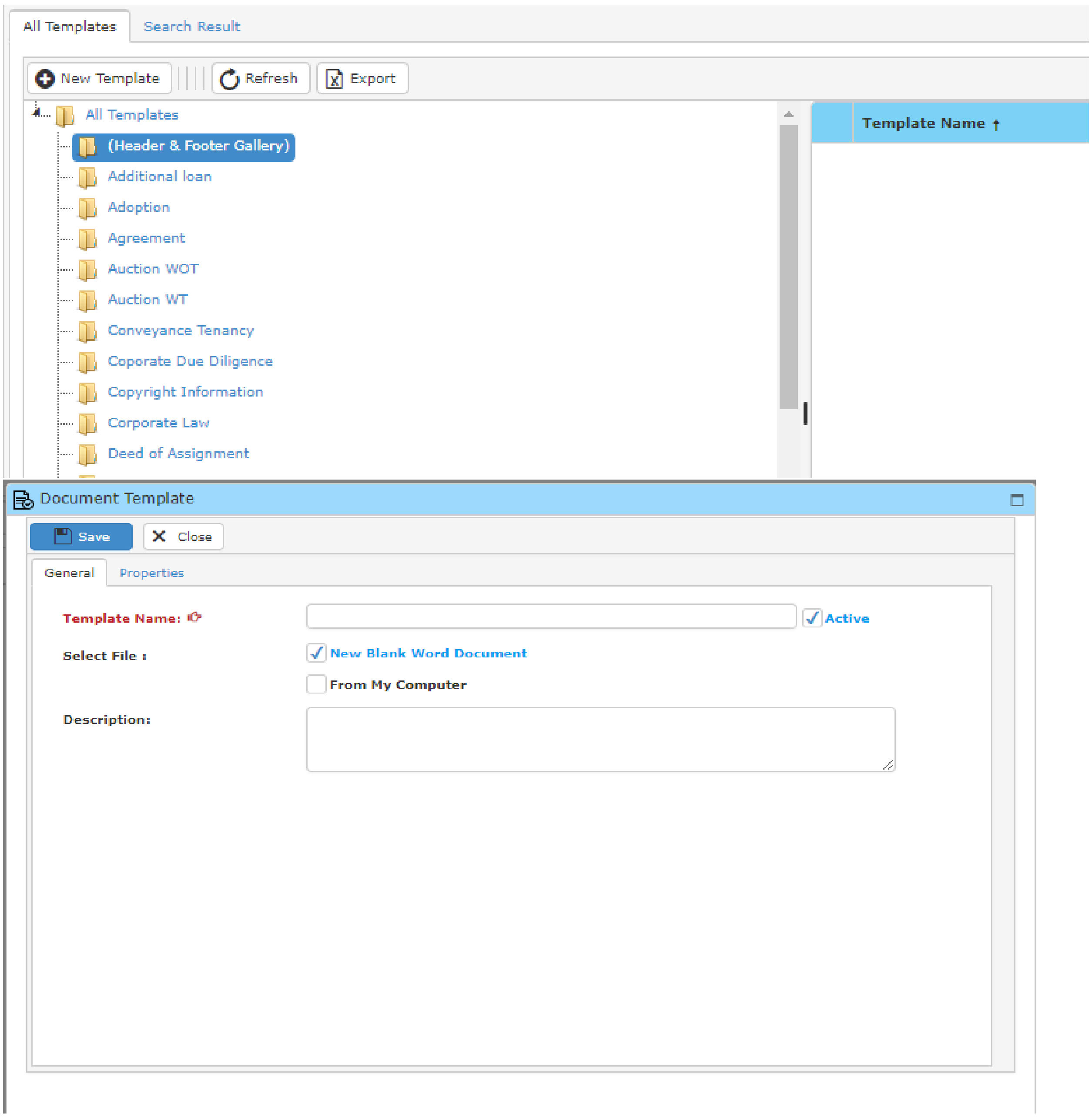
- Click **Select Files** to choose a template from your computer and click **Upload** to upload.

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

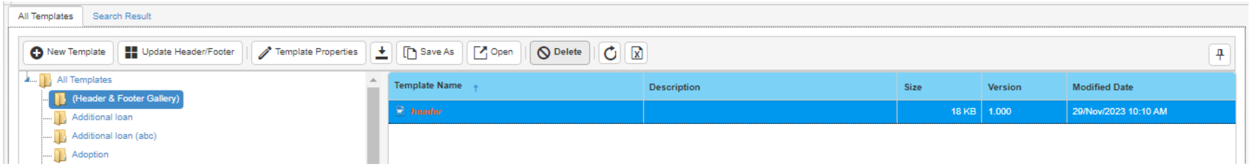
- To create a new template, select a folder and click **New Template** a window will be displayed as below.



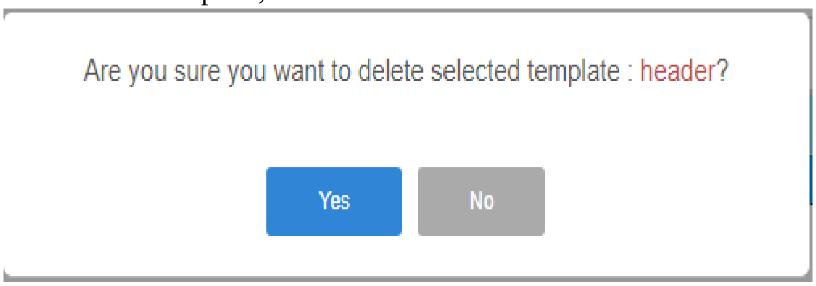
- Fill in the field below.

- 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



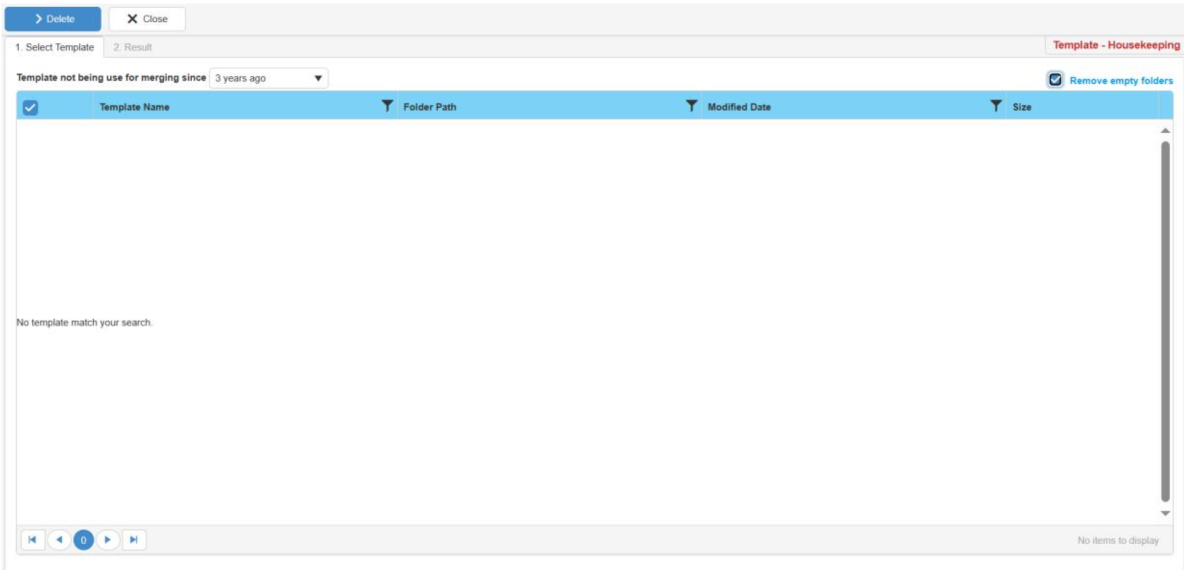
- To delete a template, select a folder and click **Delete** a window will be displayed as below.



- 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.

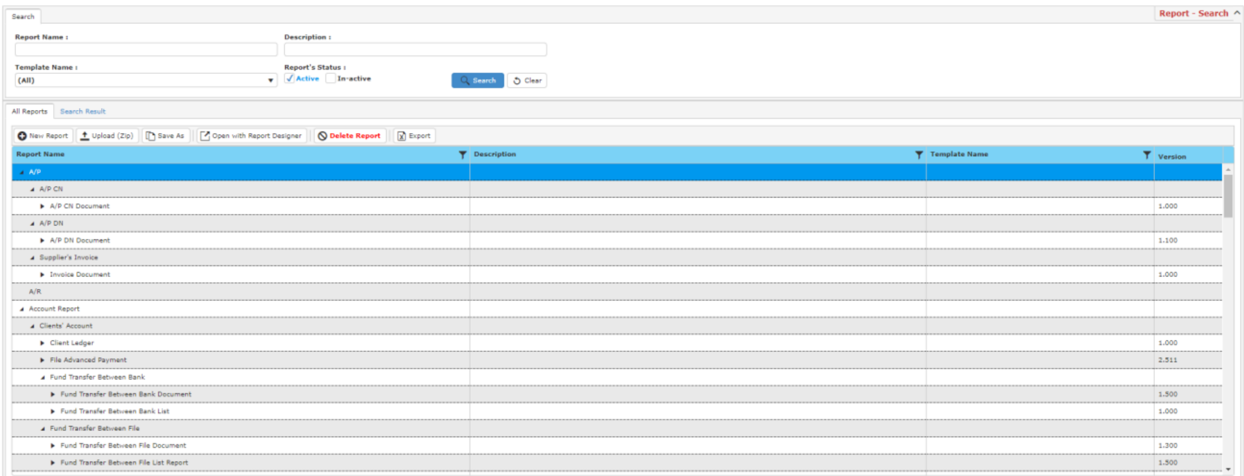


14.7 Reporting

14.7.1 Manage Reports

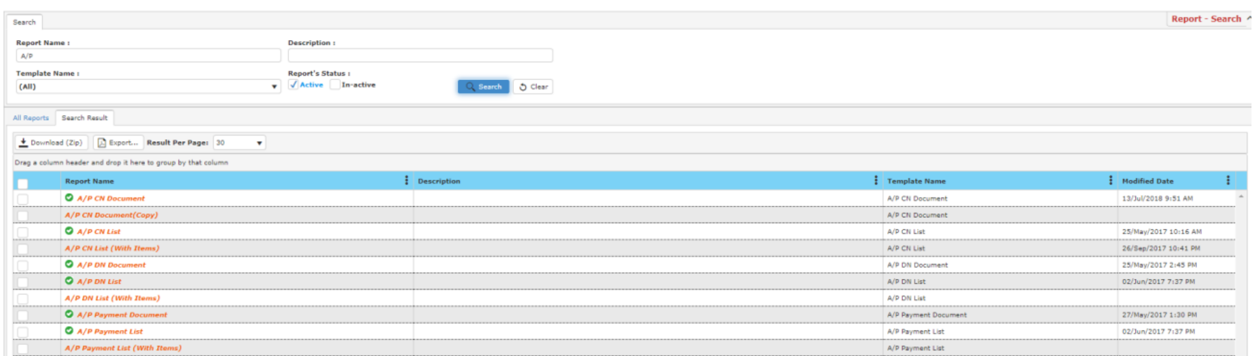
This option enables you to manage reports in the system.

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



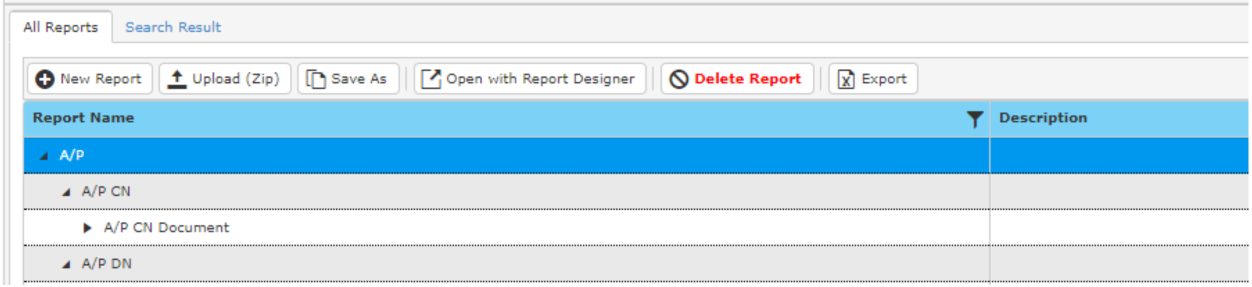
Search Report

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

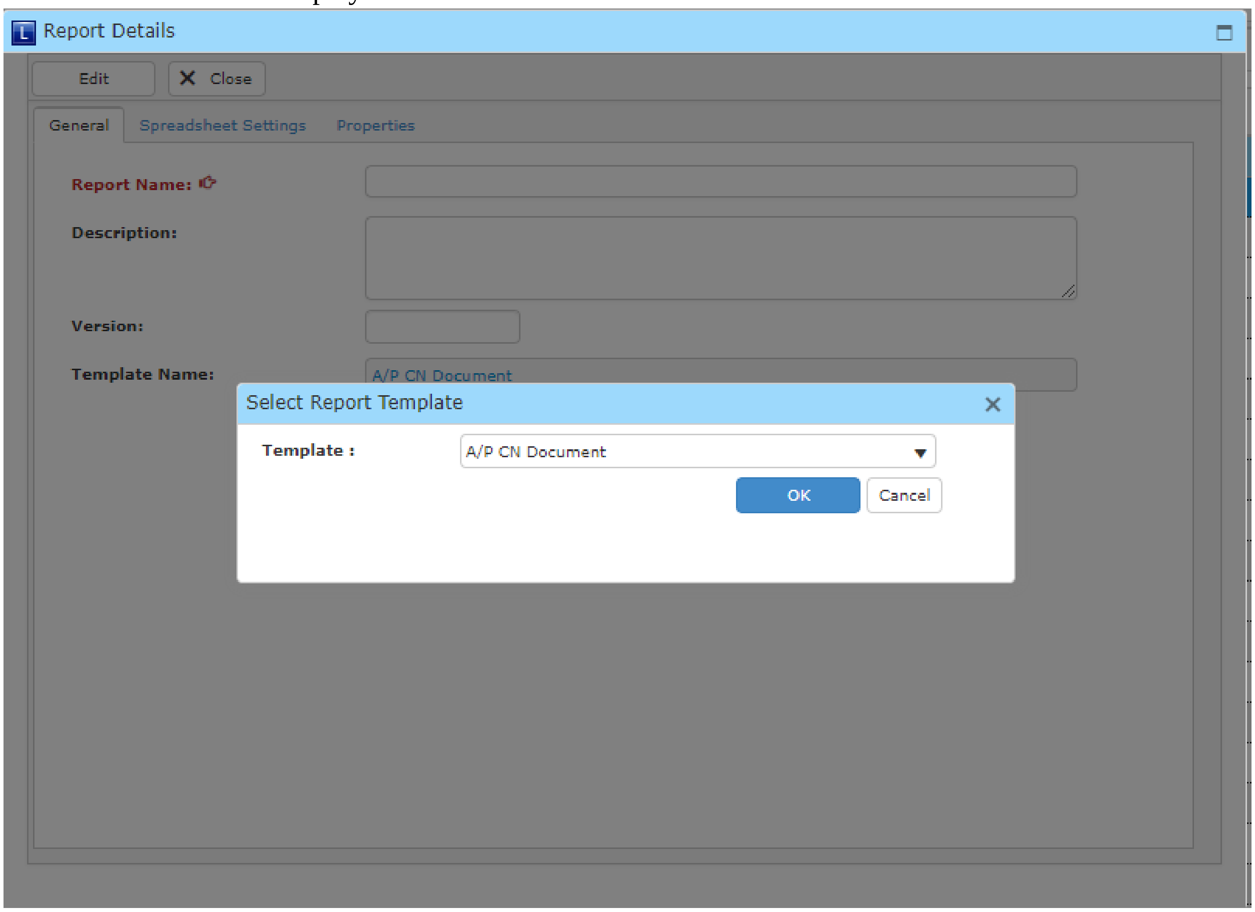


Creating New Report

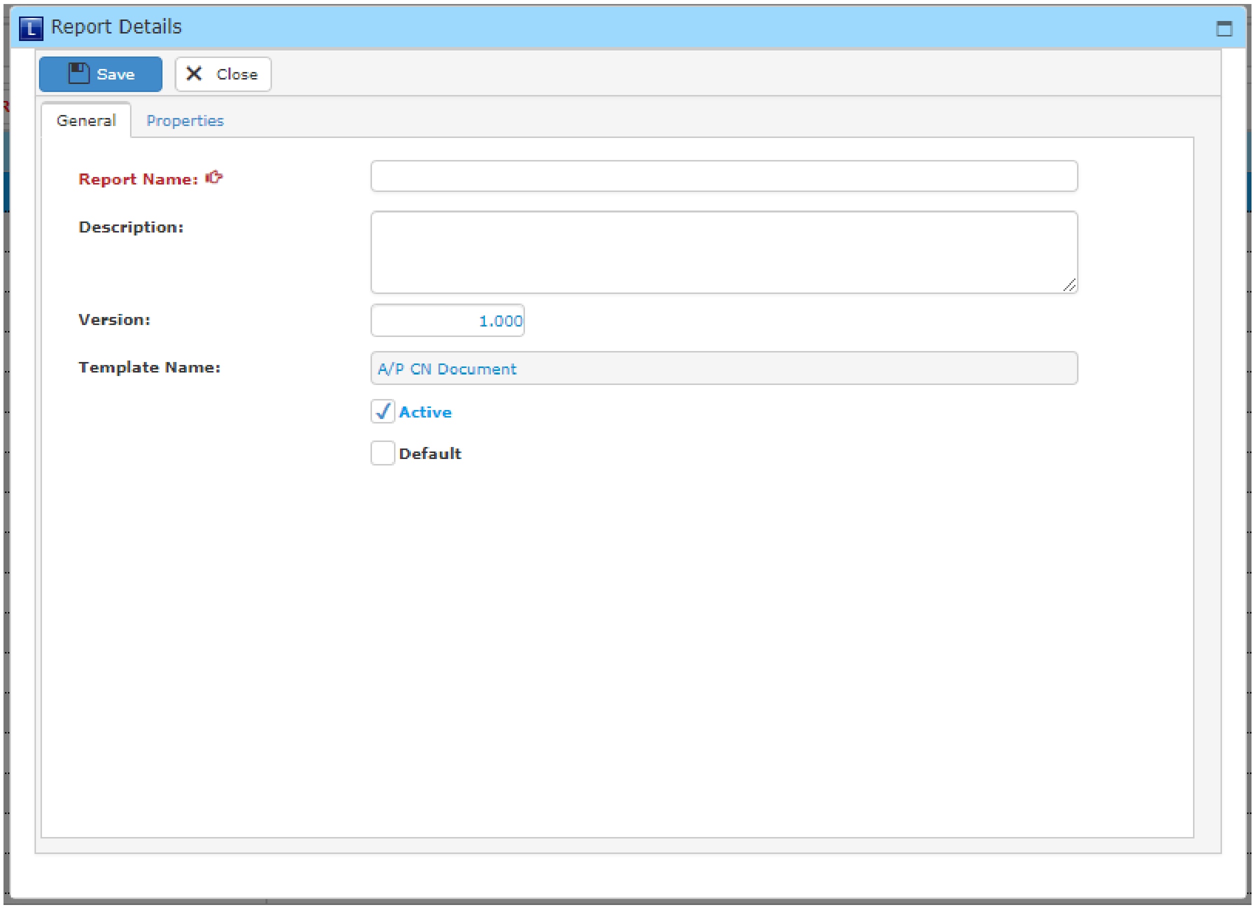
- To create a new report, click **New Report** in the **All Report** tab.



- A new window will be displayed.



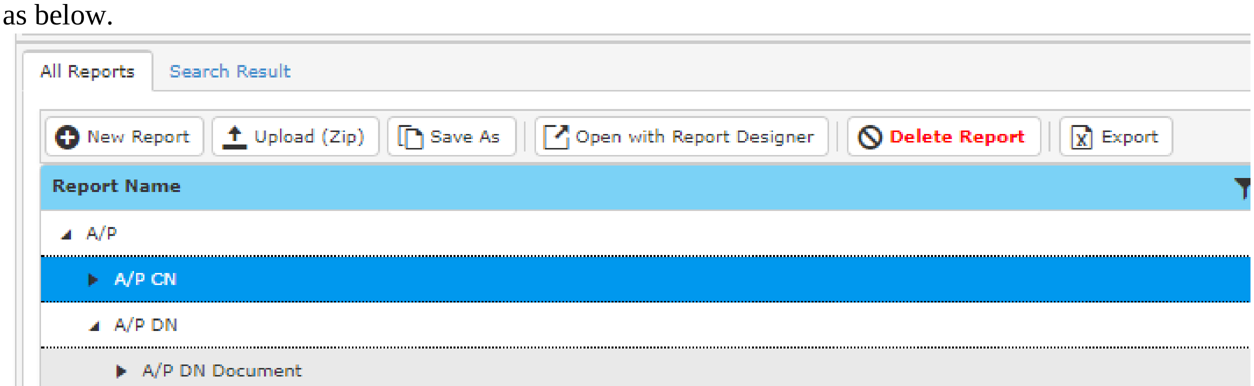
- To begin, choose a template type.

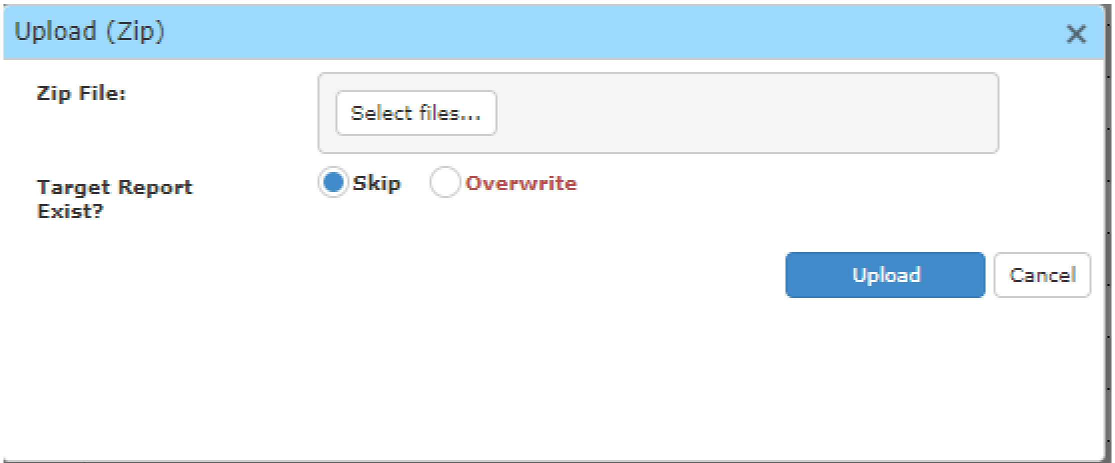


- Fill in the fields below and click **Save** once you have completed.

Upload Report

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



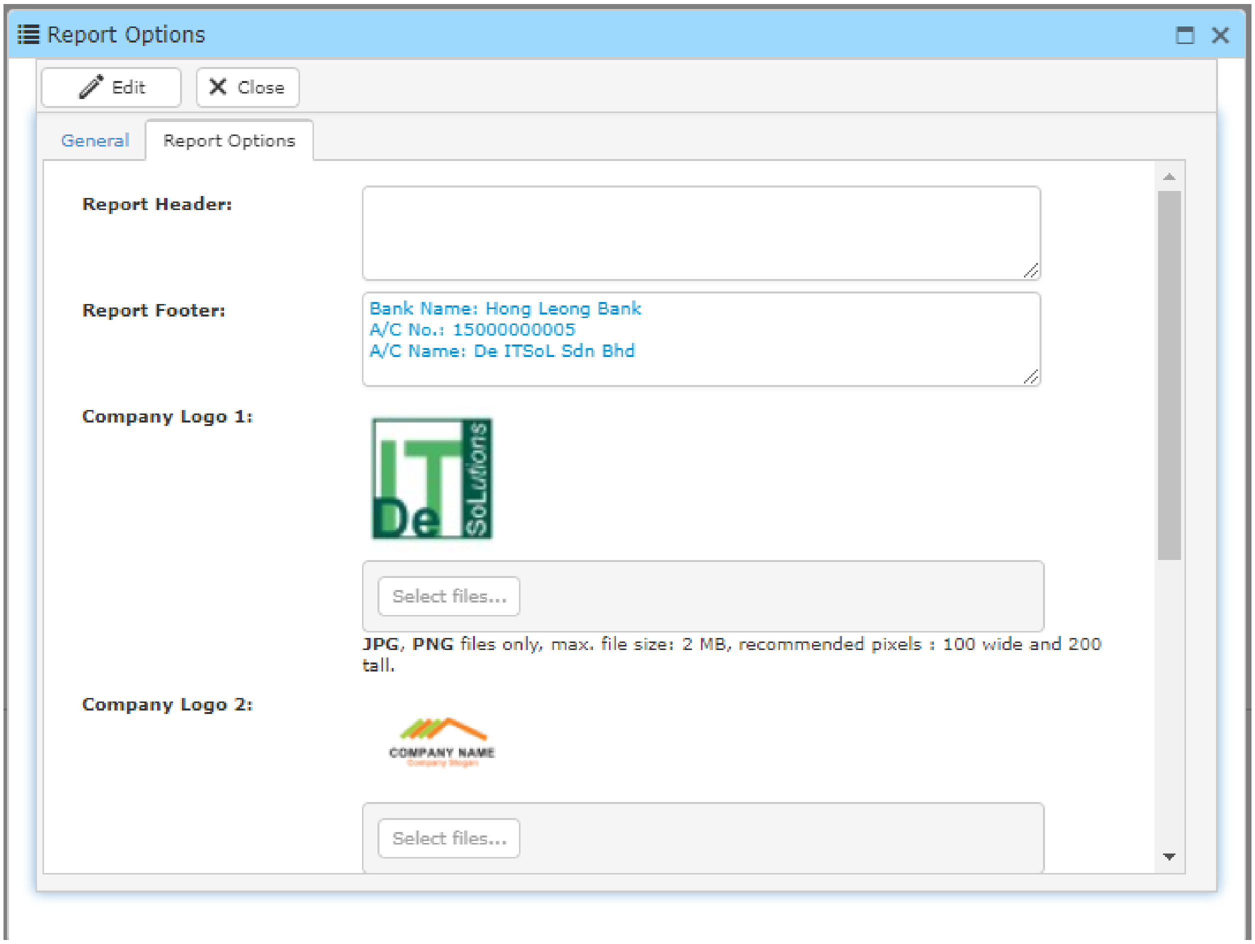


- Click **Select Files** to choose a file from your computer.
- **You** may choose skip if you wish to keep the existing report and the to-be-uploaded report.
- Click **Upload** to upload the report.

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.



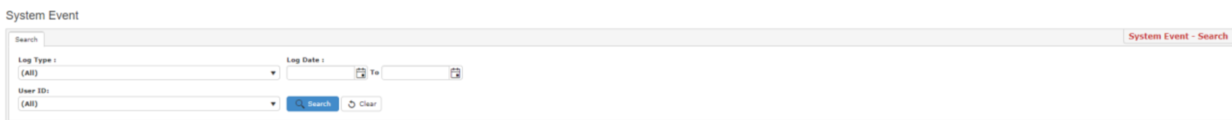
- Click **Edit** to edit any information you wish to change and all templates will use the same information.
- Click **Save** once you have finished.

14.8 System

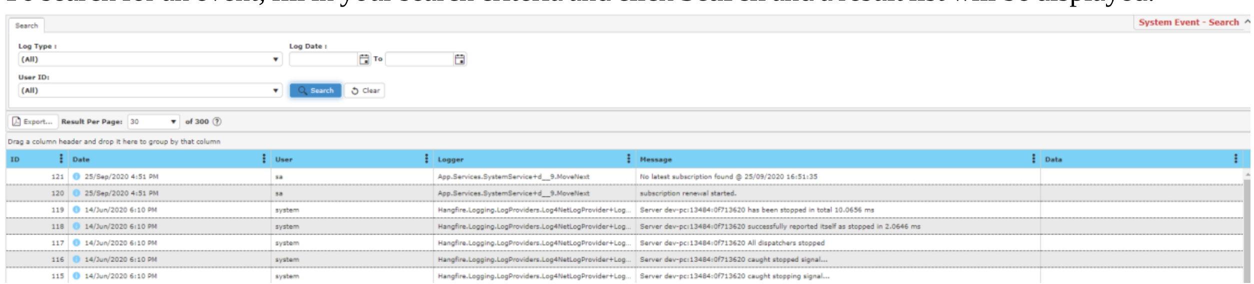
14.8.1 System Event

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.



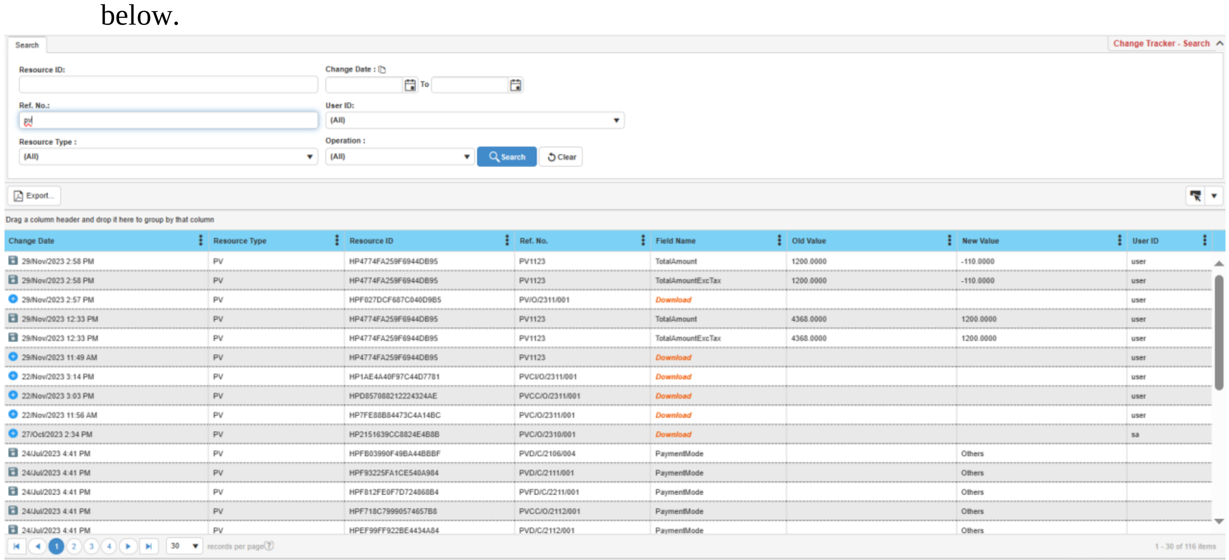
- To search for an event, fill in your search criteria and click **Search** and a result list will be displayed.



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.