

PINNACLE ONE ACCOUNTING

USER MANUAL

Version 1.0

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Glossary

Abbreviation	Description
COA	Chart of Accounts
GL	General Ledger
GST	Goods and Services Tax
IRAS	Inland Revenue of Singapore
P&L	Profit and Loss

1.0 Overview

The Pinnacle One Accounting software is designed to assist company to record their business transactions in a user-friendly and straight forward way, to meet accounting requirements and financial reporting.

The solution has been designed to segregate the different transaction types and the recording of these transactions, in view that each transaction type and financial reporting has different requirements and approach. We have designed 9 modules within Pinnacle One Accounting system to support the overall accounting requirements:

- Dashboard
- Reports
- Invoice
- Income
- Expenses
- Customers
- Vendors
- Journal Entries
- Settings

Following sections within this user manual will clarify the purpose of each of the above module, including the various data entry fields and screens that supports accounting requirements, and ultimately enables financial reporting that would provide an insight of the financial position to the management for their informed decision making.

This solution is designed to support internal controls required within the accounting and financial reporting process, with the setup of segregation of duties in recording and approving transactions, limiting certain users' access on confidential financial position of the company and audit trails of all actions undertaken within the system.

2.0 Dashboard

The Dashboard provides a quick overview of the key financial figures of your company.

On the left side, the net income for the year is shown. Upcoming receivables & payables are shown below the net income tab. A financial snapshot is shown at the bottom of the page. Under the recent activities and announcement tab, the latest items that require your attention is shown. A quick overview of the business expenses shows you where money is being spent for your business.

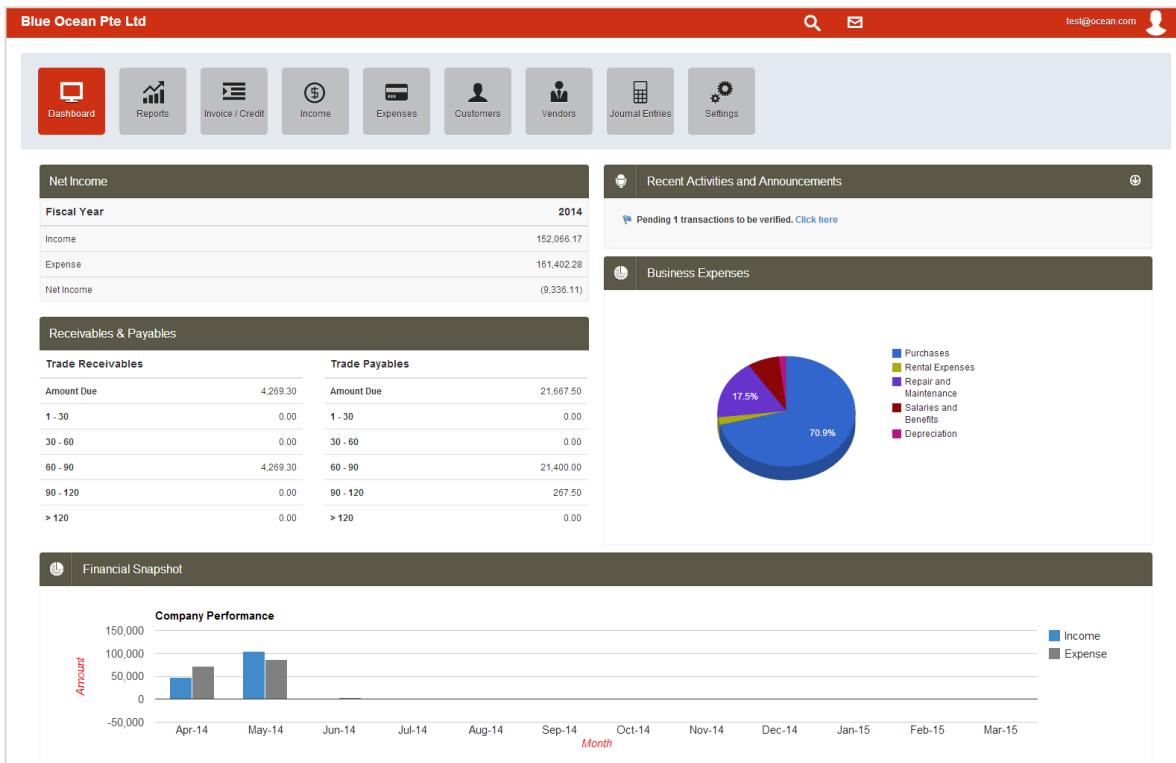


Figure 1: Dashboard Main Page

2.1 Approving Transactions

In Pinnacle One Accounting, transactions created by the user will need to be approved by the manager. When a transaction is sent for approval, an email notification is sent to the approver & an item appears on the dashboard for the manager to click below.

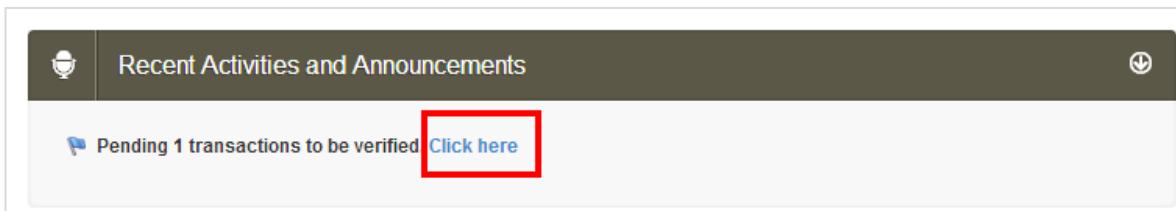


Figure 2: Recent Activities and Announcements

On the dashboard, click on the "Click Here" link to go to a list of transactions for approval as shown below.

The screenshot shows a web-based accounting application interface. At the top, there's a red header bar with the company name "Blue Ocean Pte Ltd". On the right side of the header, there are icons for a magnifying glass (search), an envelope (email), and a user profile. Below the header is a navigation menu with eight items: Dashboard, Reports, Invoice / Credit, Income, Expenses, Customers, Vendors, Journal Entries, and Settings. The "Dashboard" item is highlighted with a red background. The main content area has a light gray background. At the top left of the content area, it says "Pending for Approval". Below this is a search bar with placeholder text "Search:" and a dropdown for "Entries per page: 10". A table follows, showing one entry: a checkbox next to "05-25-2014", "Income", "Admin Fees Income", "INC-0000000002", "Melinium Sdn Bhd", and "2,675.00". At the bottom of the table are buttons for "For Approval" and "Cancel". Above the table, a breadcrumb trail shows "/ Transaction Notification".

Figure 3: Transaction Notification - Pending for Approval

Select the checkbox on the left most side of the row for the items to be approved and hit the for approval buttons.

To view the details of the transaction, click on the transaction information and it would bring the user to the detail transaction information for review prior to approval.

2.2 Searching for Transactions/Customers/Vendors

At the top right corner, click the magnifying glass icon to open up the search interface. The search is a very powerful tool to help you find customers, vendors or previous transactions easily. Key in your search term and the search results will be shown.

This screenshot shows the same application interface as Figure 3, but with a different focus. The search bar at the top right now contains the text "admin". The rest of the interface, including the navigation menu and the pending transaction table, remains the same.

Figure 4: Search Function

Based on the text inserted in the Search data field, the system would generate the transactions related to the search result, as shown below.

This screenshot shows the search results for the term "admin". The search bar at the top right still contains "admin". The main content area displays a table titled "Search Results for \"admin\"". The table has columns: S.No., Type, Date, No., Customer / Vendor / Product, and Action. It shows two entries: a row for "Income" on 04-25-2014 with ref no. INC-0000000001 and another for "Income" on 05-25-2014 with ref no. INC-0000000002, both from "Melinium Sdn Bhd". Each row has a "View Details" button. The table includes a search bar at the top and a dropdown for "Entries per page: 10". A breadcrumb trail at the top left shows "/ Search Results".

Figure 5: Sample of Search Result

2.3 Viewing Announcements

Periodically, announcements will be made by the administrator to distribute important message, such as system downtime schedules etc. These announcements can be viewed by clicking on the mail icon at the top right corner of the screen.

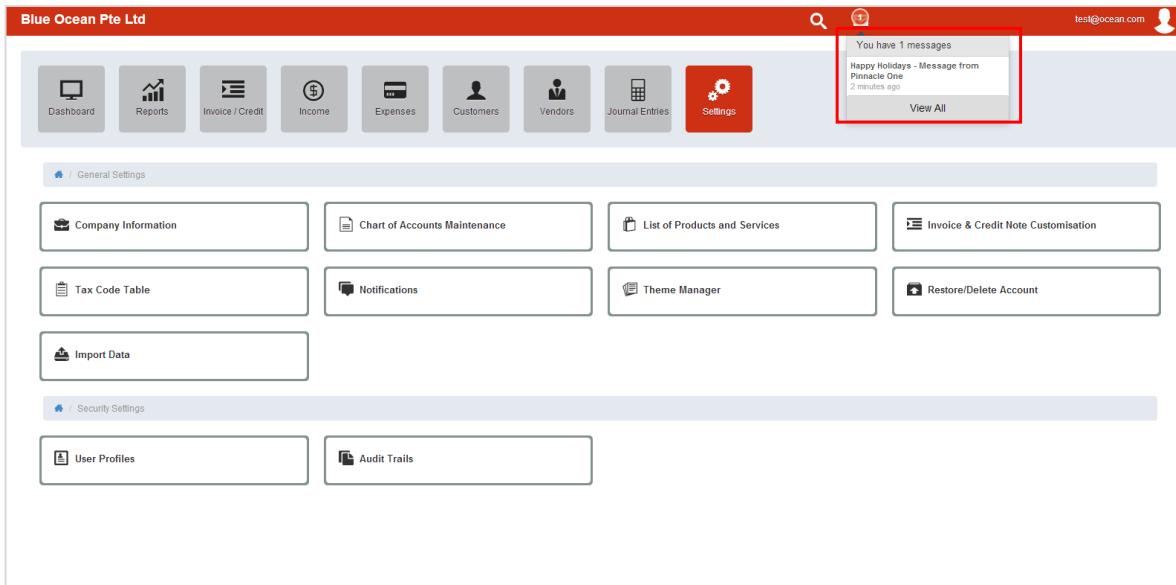


Figure 6: Announcement Summary

The user can click on the message to view the announcement message details, as shown below:

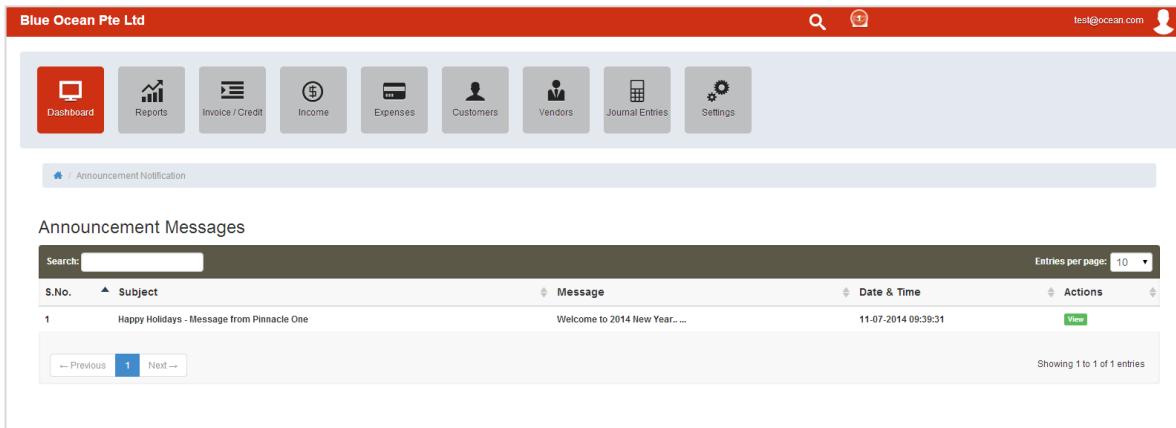


Figure 7: Display of Announcement Message

3.0 Settings

The Settings page contains options to configure how the Pinnacle One Accounting software works. Below is the Settings module main menu, consisting of 2 key areas:

- General Settings
 - Company Information
 - Chart of Accounts Maintenance
 - List of Products and Services
 - Invoice and Credit Note Customisation
 - Tax Code Table
 - Notification
 - Theme Manager
 - Restore/ Delete Account
 - Import Data
- Security Settings
 - User Profiles
 - Audit Trails

The following sections within this chapter will clarify the functionality of each setting, including print screens of the relevant setting for easy reference.

Note that this page is only available if you have administrator access for your company.

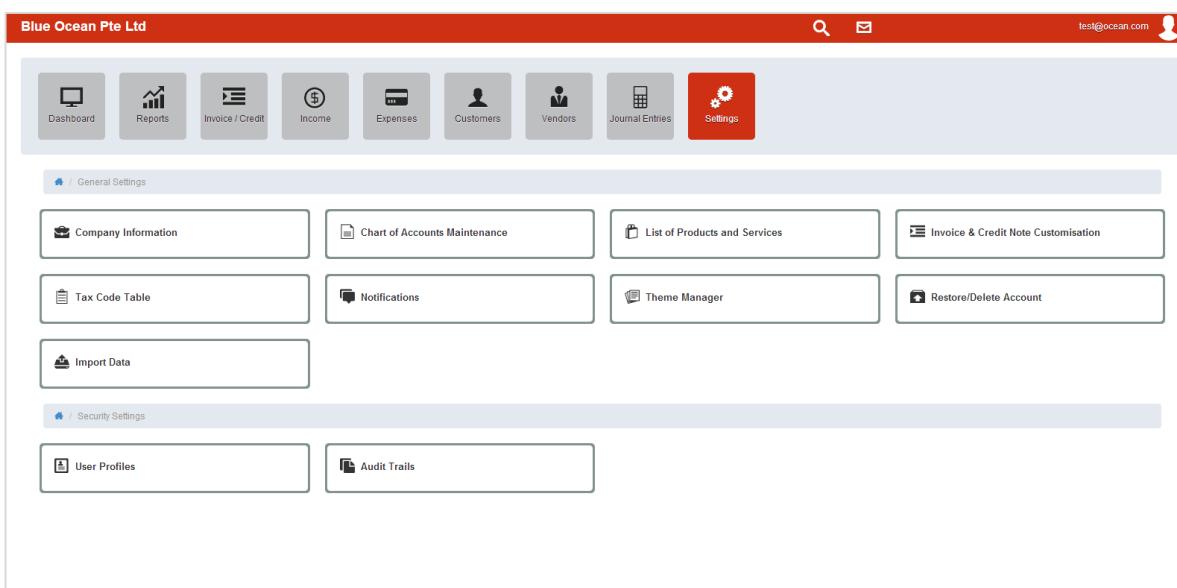


Figure 8: Settings Main Menu

3.1 Setup Company Information

This setting enables user to setup relevant company information that would be the basis of the software, e.g. financial year period/ dates and default currency.

To setup/ edit Company Information,

- Users to click on Settings module, and select “Company Information” button to open up the main page of Company Information

- Users to enter all the relevant/ mandatory data fields and select “Submit”
- If there be any mandatory fields are not updated, the system will prompt an error.

Pinnone Pte Ltd

admin@pinnone.com

Dashboard Reports Invoice / Credit Income Expenses Customers Vendors Journal Entries Settings

Settings Company Details

Company Details

Company Name	Pinnone Pte Ltd	Company Unique Entity Number	201402000Z
GST Registration Number	201402000Z	Phone Number	Enter phone number
Block No	Enter block number	Street Name	Street
Level	Enter Level	Unit No	Enter Unit No
City	Enter City	Postal Code	Enter Postal Code
Region	Enter Region	Country	Singapore
Financial Year Start Date	01-Jan	Financial Year End Date	31-Dec
Default Currency Set	Singapore Dollars		

Submit Reset

Figure 9: Company Information

3.2 Setup Chart of Accounts

The Chart of Accounts (COA) setting is an important process to be established, where the structure and type of accounts to be incorporated requires proper planning to ensure that effective financial reporting to support management in their business strategy and decision-making. The structure and selection of accounts would drive the financial reporting and analysis, including the level of granularity of transaction groups.

To setup/ edit Chart of Accounts,

- Users to click on Settings module, and select “Chart of Accounts Maintenance” button to open up the main page of Chart of Accounts Maintenance
- Click on “Add An Account” button to open up a list of chart of accounts to be selected and added/ customised
- A new window “Select an Account” would be opened to provide a list of COA for the user to select

The screenshot shows the 'Chart Of Accounts' section of the software. At the top, there's a navigation bar with icons for Dashboard, Reports, Invoice / Credit, Income, Expenses, Customers, Vendors, Journal Entries, and Settings. Below the navigation bar, a breadcrumb trail shows 'Settings / Chart Of Accounts'. There are two buttons at the top: 'Add an account' (highlighted with a red box) and 'Opening Balance'. Underneath, there are three tabs: 'List of Accounts', 'Balance Sheet', and 'Income & Expenses'. The main area displays a table of GL numbers and their descriptions, categorized under 'Assets', 'Current Assets', 'Cash and Cash Equivalents', etc. Each row has edit and delete icons in the 'Actions' column.

GL Number	Chart of Accounts	Actions
1-0000-00	Assets	
1-0100-00	Current Assets	
1-0101-00	Cash and Cash Equivalents	
1-0101-01	Cash in Hand	
1-0101-02	Petty Cash	
1-0101-03	UOB Bank	
1-0101-04	Fixed Deposits	
1-0101-05	OCBC Bank	
1-0103-00	Inventories	
1-0103-01	Inventory	
1-0104-00	Trade Receivables	
1-0104-01	Trade Receivables	
1-0105-00	Other Receivables	
1-0105-01	Account Receivables - Others	
1-0105-02	Interest Receivable	
1-0105-03	Staff Loan	
1-0105-04	Rent Receivable	
1-0106-00	Other Current Assets	
1-0106-01	Rental Deposit	
1-0106-02	Security Deposit	

Figure 10: Chart of Accounts Maintenance Main Page

Below is the example of the list of COA available to be selected or customised for the business use. The COA is segregated by the following 5 key categories (known as Level 1 of the COA):

- Assets
- Liabilities
- Income
- Expenses
- Equity

Within each of the above Level 1 COA, users can click on the Level 2 and 3 to access the final detail account (Level 4) to be added for transaction posting and financial reporting. To add in the preferred Level 4 accounts,

- Click on the preferred account, and a new window “Edit Account” would be opened
- Review the information, if required, user can edit the description and currency
- To confirm and add to the company’s COA, click on “Submit”

Refer to diagrams below that depicts on the above steps.

Within Level 3 COA, the system allows customisation of Level 4 account description through the last item identifiable through the naming convention of “Other xxx” where “xxx” is the Level 3 COA description or something similar.

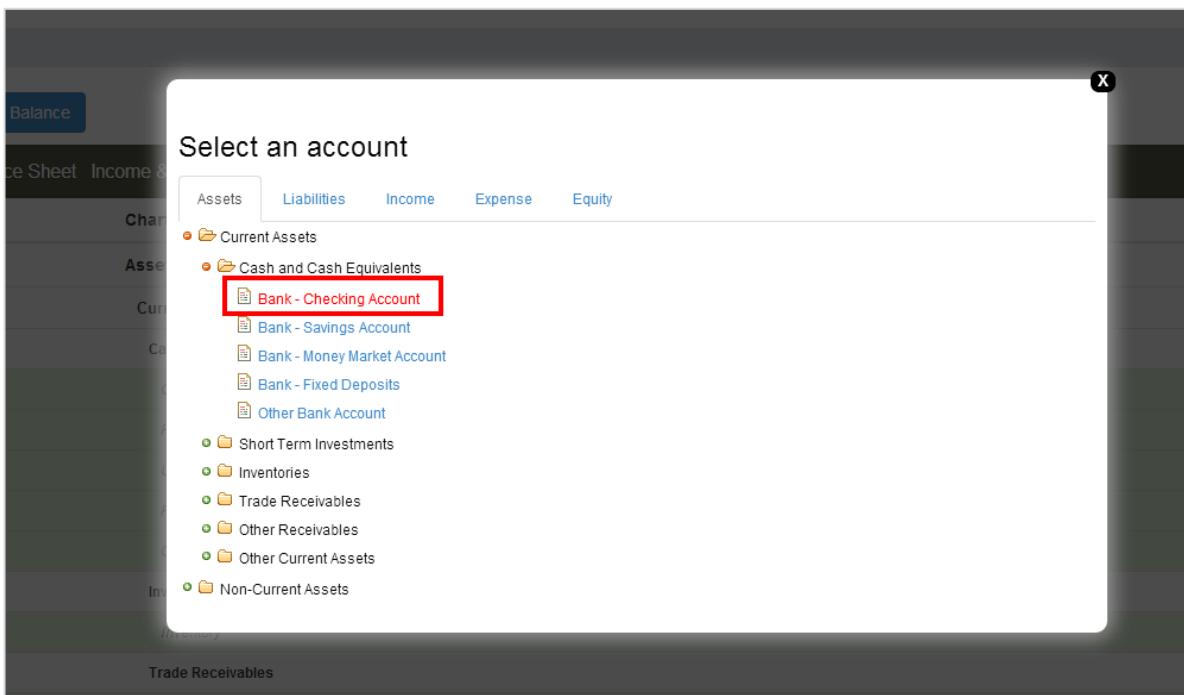


Figure 11: List of Chart of Accounts Options

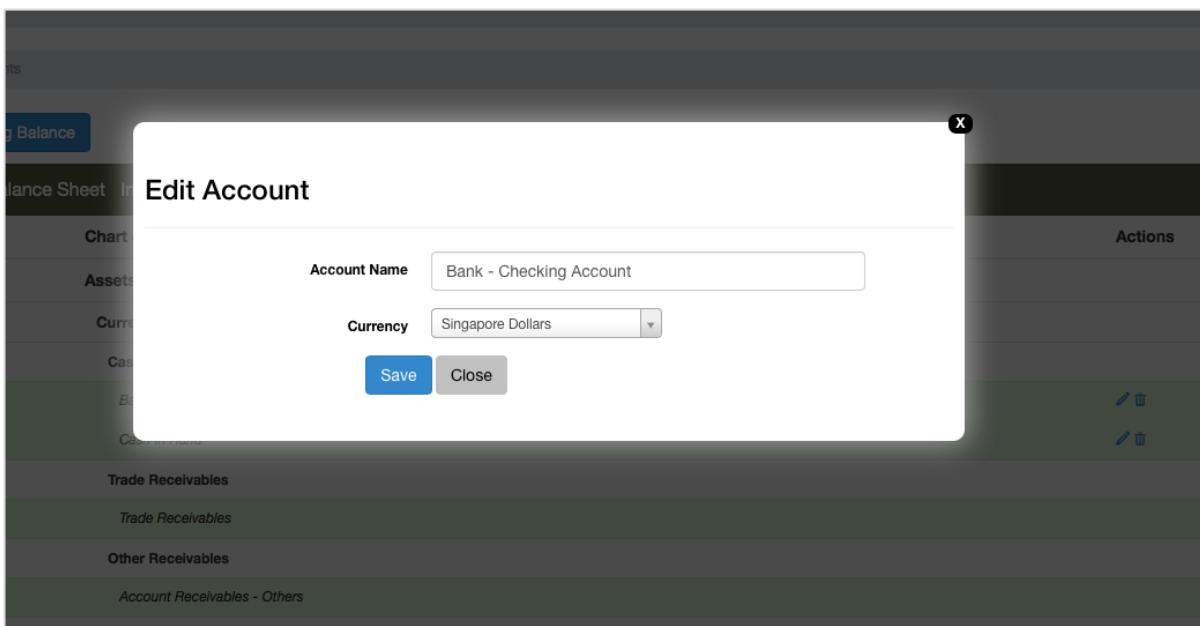


Figure 12: Review and Confirm Preferred Account

For companies with existing accounting records, users have the option to manually update the opening balance of the applicable accounts within the COA. To update/ input Opening Balance,

- Click on “Opening Balance”, and a new window “List of Accounts” would be opened
- Enter the opening balances for each of the applicable accounts in either debit or credit data fields
- Once all completed, click “Submit” to update the system with the opening balances

GL Number	Chart of Accounts	Debit	Credit
1-0000-00	Assets		
1-0100-00	Current Assets		
1-0101-00	Cash and Cash Equivalents		
1-0101-01	Bank - Checking Account DBS	0.00	0.00
1-0101-02	Cash In Hand	0.00	0.00
1-0104-00	Trade Receivables		
1-0104-01	Trade Receivables	0.00	0.00
1-0105-00	Other Receivables		
1-0105-01	Account Receivables - Others	0.00	0.00
1-0200-00	Non-Current Assets		
1-0203-00	Fixed Assets - Machinery and Equipment		
1-0203-01	Furniture and Fittings	0.00	0.00

Figure 13: Input for Accounts Opening Balances

3.3 Setup List of Products and Services

The list of products and services that your company offers can be created here and users can review and update the list through this setting. Items have to be created here before they appear in the product list for the creation of invoices/ income transactions. To create/ setup the list of Products and Services offered by the company,

- Users to click on Settings module, and select “List of Products and Services” button to open up the main page of List of Products and Services
- Click on “Add New Product” button

Product ID	Product Name	Product Description	Income Type	Unit Price	Actions
HMP - USD	Home Made Pasta	Home Made Pasta	Sales - Misc	50.00	<input checked="" type="checkbox"/> <input type="checkbox"/>
P12	Pizza 12"	Pizza 12"	Sales - Food	35.00	<input checked="" type="checkbox"/> <input type="checkbox"/>
P8	Pizza 8"	Pizza 8"	Sales - Food	25.00	<input checked="" type="checkbox"/> <input type="checkbox"/>
PA01	Pasta 01	Pasta 01	Sales - Food	20.00	<input checked="" type="checkbox"/> <input type="checkbox"/>
PA02	Pasta 02	Pasta 02	Sales - Food	30.00	<input checked="" type="checkbox"/> <input type="checkbox"/>
PD - USD	Pizza Dong	Pizza Dong	Sales - Misc	10.00	<input checked="" type="checkbox"/> <input type="checkbox"/>
R - 113B	Rental - Unit 113B		Rental Income	2,500.00	<input checked="" type="checkbox"/> <input type="checkbox"/>
SC100	Service Charge - \$100	Service Charge - \$100	Service Charge	100.00	<input checked="" type="checkbox"/> <input type="checkbox"/>
SC50	Service Charge - \$50	Service Charge - \$50	Service Charge	50.00	<input checked="" type="checkbox"/> <input type="checkbox"/>
Test 1	Test 1		Test Income	100.00	<input checked="" type="checkbox"/> <input type="checkbox"/>

Figure 14: List of Products and Services Main Page

Once the Add New Product button is activated, a new window “Add Product” is opened for the users to update and add in products and services offered by the company.

The screenshot shows the 'Add Product' form. The product name is 'Test Product', product ID is 'Testing 01', income account type is 'Sales - Food', unit price is '1.0000', currency is 'Singapore Dollars', and there is an additional note field. The 'Submit' button is highlighted.

Figure 15: Add Product Data Input Page

Upon filling up the relevant details, hit the “Submit” button, and the newly added products/ services will appear on the main page of the List of Products and Services immediately, as shown below.

The screenshot shows the main products page after a successful addition. It includes a search bar, a table with columns for Product ID, Product Name, Product Description, Income Type, Unit Price, and Actions, and a message banner indicating success.

Product ID	Product Name	Product Description	Income Type	Unit Price	Actions
test12	TestId		Misc. Rpts.	2.500.00	
Testing 01	Test Product		Sales - Food	1.000.00	
Whisky	Whisky	Whisky	Sales - BV	12.00	
Wine	Wine	Wine	Sales - BV	10.00	

Figure 16: Display of Updated Product on the Main Page

Users can edit or delete any of the listed Products and Services, by selecting the following icons located on the far right column “Actions” on the screen and as shown below:

- Edit
- Delete

3.4 Customise Invoice and Credit Note

This setting enables customisation on the look and feel of the invoice and credit note generated, in addition to other settings that would support a more streamline data input experience and generation of invoices and credit notes.

This setting enables the user to

- Select the template – Contemporary, Original or Standard
- Upload Company Logo
- Select Product Title – Product, Services or Product and Services
- Customise Invoice Prefix, i.e. invoice 3-letter abbreviation. User can change the default “INV” to any other preferred 3-letters.
- Invoice Next Running Sequence – to enable companies who already have existing numbered invoices sequencing
- Credit Note Prefix
- Credit Note Next Running Sequence
- Default Credit Terms
- Default Tax Code
- Default Currency

User to click on “Save” once all the data field/ preferences have been updated. This will update the system immediately with the latest settings and customisation for invoice and credit note.

The screenshot shows the 'Invoice and Credit Note Customization' page. At the top, there's a navigation bar with icons for Dashboard, Reports, Invoice / Credit, Income, Expenses, Customers, Vendors, Journal Entries, and Settings (which is highlighted). Below the navigation bar, the breadcrumb path is 'Home / Settings / Invoice and Credit Note Customization'. The main content area contains the following fields:

- Template ***: Radio buttons for Contemporary (selected), Original, and Standard.
- Company Logo**: A file input field labeled 'Choose File' with the placeholder 'No file chosen'.
- Default Product Title ***: A dropdown menu showing 'Product'.
- Invoice Prefix**: An input field containing 'INV'.
- Invoice Next Running Sequence**: An input field containing 'INV-0000000022'.
- Credit Note Prefix**: An input field containing 'CR'.
- Credit Note Next Running Sequence**: An input field containing 'CR-0000000005'.
- Default Credit Term ***: A dropdown menu showing '30 Days'.
- Default Tax Code ***: A dropdown menu showing 'NA'.
- Default Currency**: A dropdown menu showing 'Singapore Dollars'.

At the bottom of the form are two buttons: 'Save' (in blue) and 'Cancel'.

Figure 17: Invoice & Credit Note Customisation

3.5 Setup Tax Codes

The tax codes settings allow the user to set up tax codes that the company uses for the sale, purchase, import and export of goods and services.

To setup/ edit Tax Codes,

- Users to click on Settings module, and select “Tax Code Table” button to open up the main page of Tax Code Table
- Click on “Add Tax” button to open up a list of tax codes to be added

The screenshot shows the 'Sales Tax' section of the 'Tax Code Table' page. At the top, there is a navigation bar with icons for Dashboard, Reports, Invoice / Credit, Income, Expenses, Customers, Vendors, Journal Entries, and Settings. Below the navigation bar, the URL is shown as 'Settings / Sales Tax'. A blue 'Add Tax' button is visible. The main content area has a dark header 'Tax Codes' with tabs for 'All' and 'Tax Codes'. A table lists two tax codes:

Tax Type	Tax Code	Percentage	Description	Actions
Supply	SR	7.00 %	Standard-rated supplies with GST charged ..	<input checked="" type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>
Purchase	TX	7.00 %	Purchases with GST incurred at 7% and directly attributable to taxable supplies ..	<input checked="" type="checkbox"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Figure 18: Tax Code Table Main Page

Below is the Add Tax main page that would allow the user to select and add new tax codes that are applicable to the business/ company. To add new tax codes,

- Select the “Tax Type” – either purchase or supply tax codes
- Select the “Tax Code” from the list of drop down options
- Both “Tax Percentage” and “Description” would be auto-populated based on the tax code selected above
- Click “Submit” to activate/ add in the tax code

User is to repeat the “Add Tax” input process for each tax code to be activated for the company.

The screenshot shows the 'Add Tax' page. At the top, there is a navigation bar with icons for Dashboard, Reports, Invoice / Credit, Income, Expenses, Customers, Vendors, Journal Entries, and Settings. Below the navigation bar, the URL is shown as 'Settings / Sales Tax / Add'. The main content area has a form titled 'Add Tax' with the following fields:

Tax Type *	Purchase
Tax Code *	IM
Tax Percentage *	7.00
Description *	GST incurred for import of goods

At the bottom of the form are 'Submit' and 'Cancel' buttons.

Figure 19: Add Tax Data Input Page

A list of pre-defined tax code has been created based on Inland Revenue of Singapore (IRAS) guidelines. For more information on how these tax codes should be used for Goods and Services Tax (GST), please refer to the following link

<http://www.iras.gov.sg/irasHome/page04.aspx?id=10816>

3.6 Notifications

In Pinnacle One accounting, email notifications are sent to the approver once the transaction has been created and sent for approval by the user.

The email notifications setting can be turned off and on. Two options are given for email setting: To notify the approver immediately for each transaction sent for approval, or to have the email consolidated and be sent out at the end of the day.

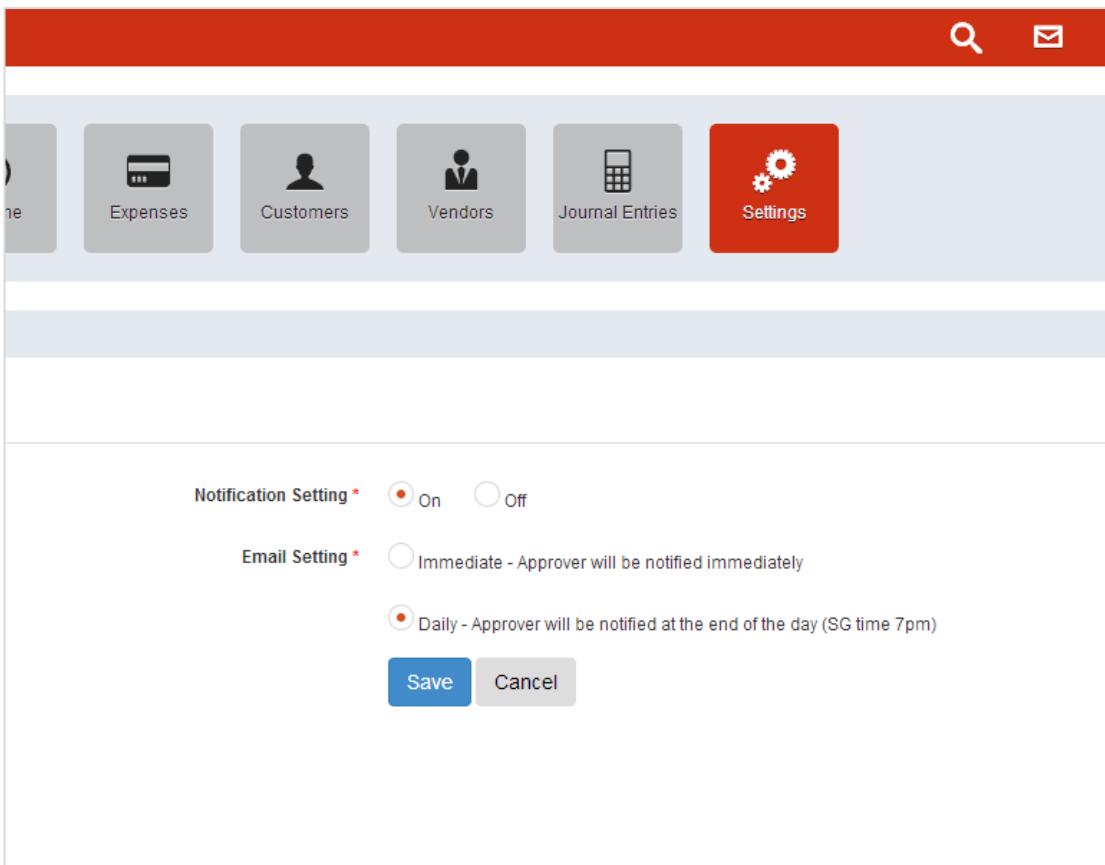


Figure 20: Notifications Setting

3.7 Theme Settings (Company Logo and Design Customisation)

The company logo can be uploaded here, and it will appear on the top left corner of the page. The default theme colour can also be changed. Pinnacle One accounting currently offers 3 colours schemes (black, blue & red).

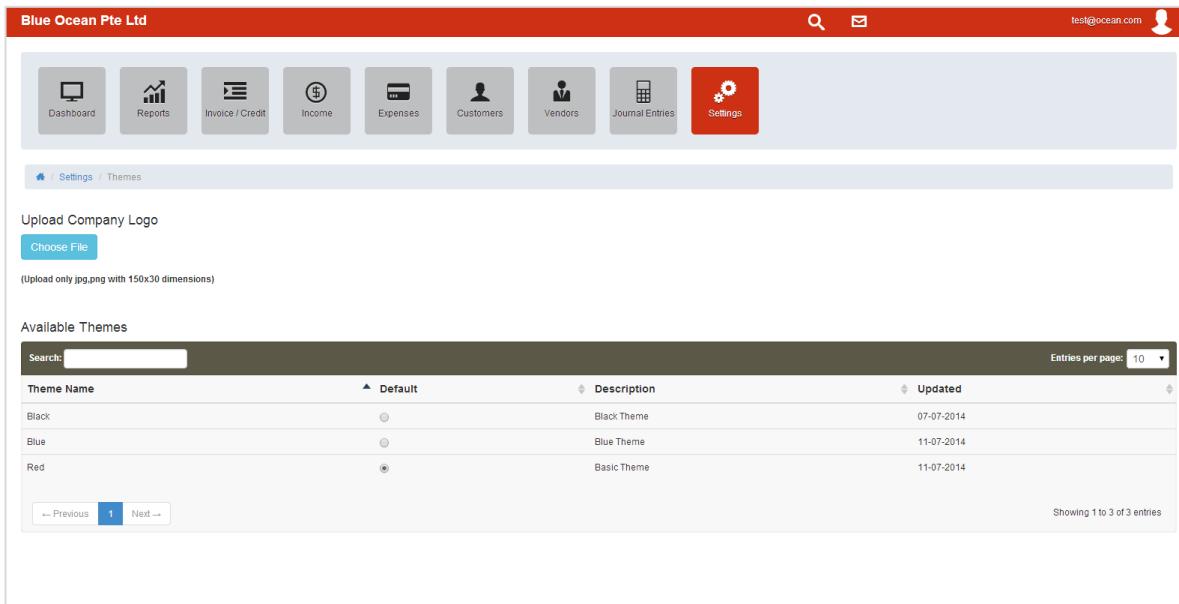


Figure 21: Setup of Company Logo and Theme

3.8 Backup and Restore account

Pinnacle One accounting allows you to create backup and restore data easily. To create a backup of the data, click the “Backup Database” button. The backup will automatically be created and appear in the list below.

To restore from the backup, hit the “Restore” button.

Important Note: Using the restore button will restore the data to the state it was when the backup was created. Any changes made after the backup was created will not be saved.

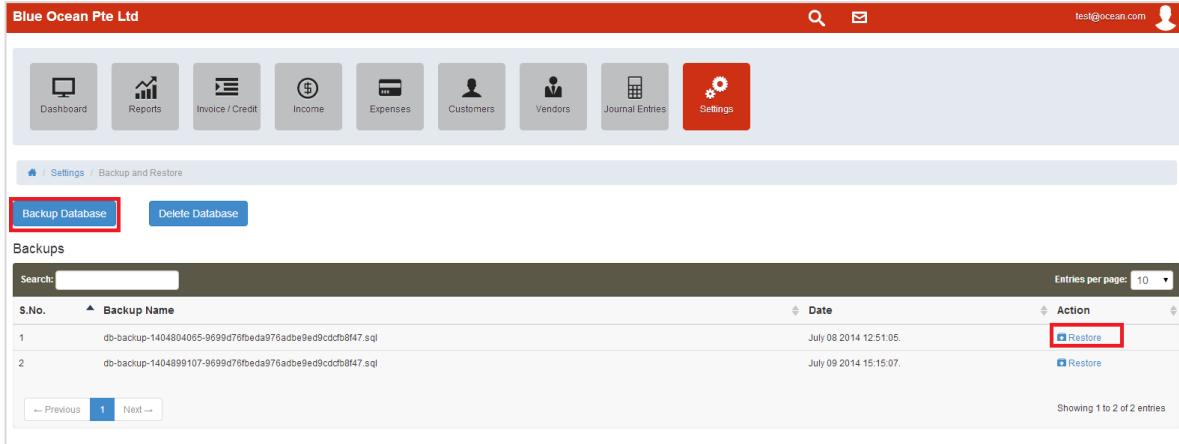


Figure 22: Backup and Restore Database

3.9 Bulk Data Import

Bulk import of transactional data from excel is supported by the system for the following information/data:

- Customers
- Vendors

- Chart of Accounts
- Products and Services
- Income
- Expense
- Invoice

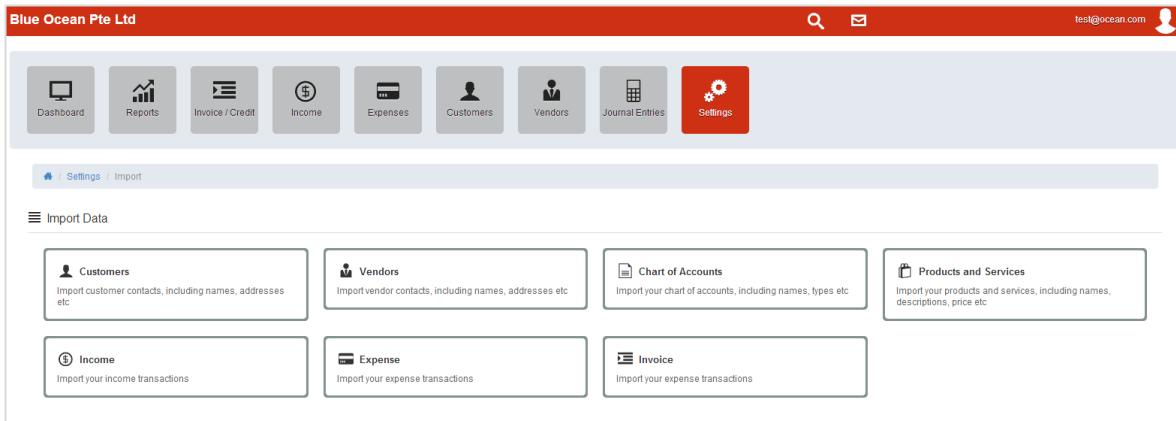


Figure 23: Import Data Page

To import the data for the first time,

- Select the relevant information category that will be imported, and a new window “Import <category> Transaction” would be opened.
- Click on “Download the Sample File” to have access to the import template
- Populate the sample file with actual data. Ensure that the columns and headers are not changed
- Save the file once all data has been populated
- Return to the Import Data page and select the category to import the data
- In the “Import <category> Transaction” window, click on “Browse” button to select the sample/ import template
- Click “Import” button to load the data into the system.

Repeat the above steps for each category of transaction to be imported.

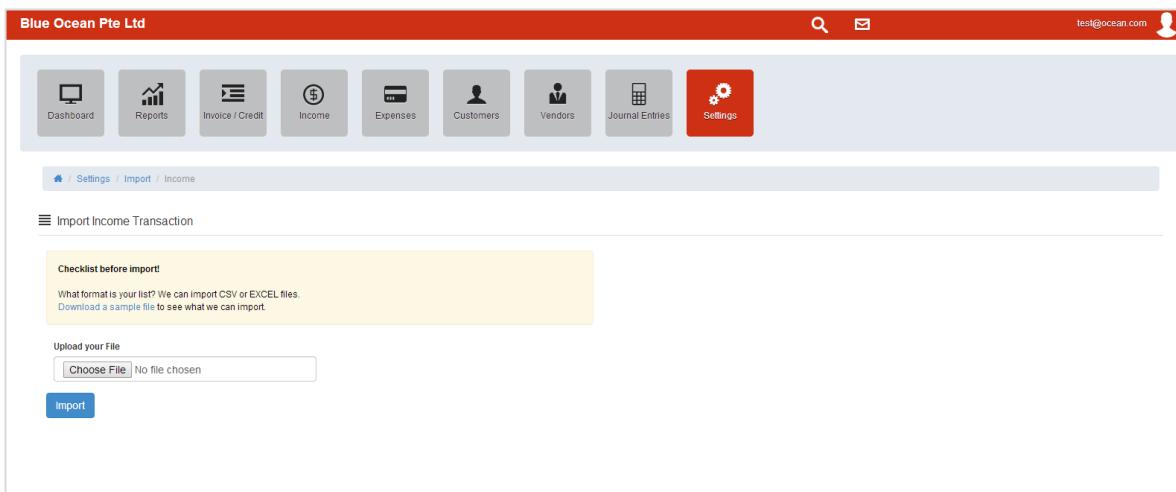


Figure 24: Import Transaction Page

3.10 Setup User Access

There are 4 levels of user access, with the access rights shown below:

Role	Access Description
Super User	A super user can maintain the company settings. They are authorised to create, edit & approve any transactions. It is recommended that only 1 user in the company has a super user access
Manager	A manager can create, edit & approve transactions. However, they are not able to maintain any company settings.
User	A user can only create & edit transactions. They are not able to approve any transactions
Viewer	A viewer is only able to view transactions in the system.

With the above 4 level of user access, we have put in place the segregation duties control as part of the internal control process where an assigned approver will review and validate/ verify the transactions, i.e. approval process, before the transaction would be posted to the relevant GL accounts for financial reporting. “Manager” and “Super User” will have the ability to approve transactions created by the User and User would not be able to approve his/ her own or peer’s transactions.

To create/ setup the user access for the software,

- Click on Settings module, and select “User Access” button to open up the main page of User Access as show below
- Click on “Create User” button

S.No.	User ID	Account Type	Access Controls	Actions
1	blue@ocean.com	Super User	Transaction Access (Read, Create/Edit, Approve) and Admin Settings	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
2	user@ocean.com	User	Transaction Access (Read, Create/Edit)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
3	view@ocean.com	Viewer	Transaction Access (Read)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
4	manager@ocean.com	Manager	Transaction Access (Read, Create/Edit, Approve)	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
5	admin@ocean.com	Super User	Transaction Access (Read, Create/Edit, Approve) and Admin Settings	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
6	test@ocean.com	Super User	Transaction Access (Read, Create/Edit, Approve) and Admin Settings	<input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>

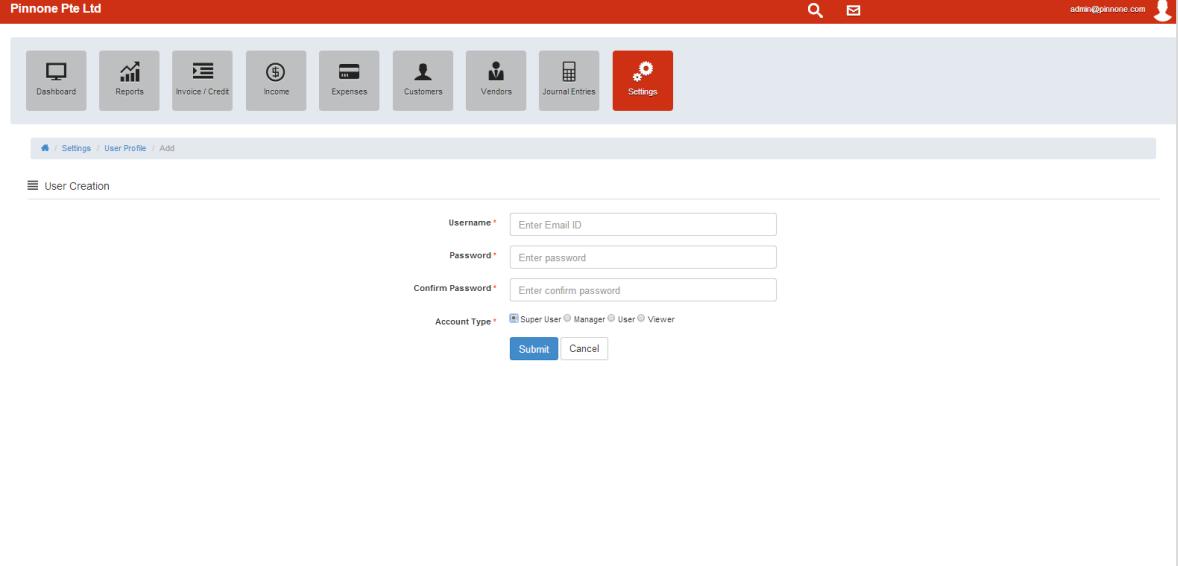
Figure 25: User Access Listing

Within the User Access main page, the user is also able to edit or delete users access and to reset user password. These actions are located at the far right column “Actions” and as shown below:

- 1) : Edit user access
- 2) : Reset user password

- 3)  : Delete user

Once the Create User button is activated, a new window “User Creation” is opened to input new user details and its access level, as shown in the diagram below. Once all the mandatory data fields are completed, click “Submit” to update the system with the new user access.



The screenshot shows the 'User Creation' form within the Pinnacle One Accounting application. At the top, there's a navigation bar with icons for Dashboard, Reports, Invoice / Credit, Income, Expenses, Customers, Vendors, Journal Entries, and Settings. The 'Settings' icon is highlighted in red. Below the navigation is a breadcrumb trail: Home / Settings / User Profile / Add. The main form has fields for 'Username' (labeled 'Enter Email ID'), 'Password' (labeled 'Enter password'), and 'Confirm Password' (labeled 'Enter confirm password'). There's also a dropdown for 'Account Type' with options: Super User (selected), Manager, User, and Viewer. At the bottom are 'Submit' and 'Cancel' buttons.

Figure 26: User Creation Data Input Page

3.11 Audit Trail

The audit trail is to record the key actions and changes undertaken by each user. The audit trail log is split into two types: System Log and Transaction Log.

System log refers to system actions such as user logins. Transaction log stores information related to transaction creation, modification & deletion. User can filter the by selecting the appropriate filter type, as listed in drop down options.

The screenshot shows the Blue Ocean Pte Ltd software interface. At the top, there is a navigation bar with icons for Dashboard, Reports, Invoice / Credit, Income, Expenses, Customers, Vendors, Journal Entries, and Settings. The Settings icon is highlighted with a red border. Below the navigation bar, the URL is shown as [/ Settings / Audit Trail](#). A filter dropdown labeled "Filter Type" is set to "All". There are two tabs: "System Log" (selected) and "Transaction Log". On the right, there are "Print" and "Excel" export buttons. The main area is titled "System Logs" and contains a table with the following data:

Updated On	User	Event	Name
07-07-2014 19:19:17	blue@ocean.com (Super User)	Logged In	
07-07-2014 19:24:18	blue@ocean.com (Super User)	Added : Account	Cash in Hand
07-07-2014 19:24:18	blue@ocean.com (Super User)	Added : Account	Petty Cash
07-07-2014 19:24:18	blue@ocean.com (Super User)	Added : Account	UOB Bank
07-07-2014 19:24:18	blue@ocean.com (Super User)	Added : Account	Fixed Deposits
07-07-2014 19:24:18	blue@ocean.com (Super User)	Added : Account	OCBC Bank
07-07-2014 19:24:19	blue@ocean.com (Super User)	Added : Account	Inventory
07-07-2014 19:24:19	blue@ocean.com (Super User)	Added : Account	Rental Deposit
07-07-2014 19:24:19	blue@ocean.com (Super User)	Added : Account	Security Deposit
07-07-2014 19:24:19	blue@ocean.com (Super User)	Added : Account	Interest Receivables
07-07-2014 19:24:19	blue@ocean.com (Super User)	Added : Account	Staff Loan
07-07-2014 19:24:19	blue@ocean.com (Super User)	Added : Account	Machinery
07-07-2014 19:24:19	blue@ocean.com (Super User)	Added : Account	Acc. Depn - Machinery
07-07-2014 19:24:19	blue@ocean.com (Super User)	Added : Account	F & F
07-07-2014 19:24:19	blue@ocean.com (Super User)	Added : Account	Computers
07-07-2014 19:24:19	blue@ocean.com (Super User)	Added : Account	Acc. Depn - Computers

Figure 27: Audit Trail – System Log Sample

4.0 Creating Invoice and Credit Note

This module supports the daily sales operation of the company, providing users with the flexibility to create Invoices and Credit Note automatically through the software, and posted into the GL entries once the transaction is approved. The invoices and credit notes created, can be printed or exported for the purpose of sending to customers.

The module is segregated to 2 main sections, namely:

- Invoice
- Credit Note

4.1 Creation of Invoice

Transactions created in the Invoice tab will impact the Income Account, as identified based on income account type assigned to each product or services maintained in the List of Products and Services settings.

To create an invoice,

- Click on “Invoice” module icon and the main page of Invoice would be opened, as shown below. The Invoice main page is the default screen upon clicking on the invoice module icon
- Click on “Add Invoice” to open the data input page for creation of new invoice

Date	Invoice No	Customer	Amount Due	Total Amount	Status	Actions
15-05-2014	INV-0000000006	EZH & QH	Nil	50,290.00	Approved	<input type="button" value="Edit"/>
15-05-2014	INV-0000000007	Dome - Dubai	Nil	54,679.57	Approved	<input type="button" value="Edit"/>
05-05-2014	INV-0000000005	OPH	4,269.30	4,712.28	Approved	<input type="button" value="Edit"/>
01-05-2014	INV-0000000008	Green Ocean Pte Ltd	Nil	2,675.00	Approved	<input type="button" value="Edit"/>
30-04-2014	INV-0000000004	EZH & QH	Nil	13,910.00	Approved	<input type="button" value="Edit"/>
15-04-2014	INV-0000000002	OPH	Nil	24,075.00	Approved	<input type="button" value="Edit"/>
15-04-2014	INV-0000000003	Dome - Dubai	Nil	20,062.50	Approved	<input type="button" value="Edit"/>
01-04-2014	INV-0000000001	Green Ocean Pte Ltd	Nil	2,675.00	Approved	<input type="button" value="Edit"/>

Figure 28: Invoice Main Page

In the data input page, the user has to complete the mandatory fields (as indicated with red asterisk *) before sending the transaction for approval. The following data fields allows the user to input last minute relation transaction details:

- Customer Name – user can add in new customer if the name is not found in the drop down list
- Product Description – user can add in new product or services if it is not found in the product/ services listing

4.1.1 Multiple Product Listing

The invoice creation allows multiple products to be included in a single invoice. The user would need to click on “Add Row” (green button) to record multiple products in the invoice.

Figure 29: Invoice Data Input Page

4.1.2 Save as Draft

The user has the option to “Save as Draft” if the user need to exit the software without losing the information updated and prior to completing all the mandatory fields. A message will appear to confirm that the transaction has been saved in the system.

4.1.3 Submission for Approval

Once all the mandatory fields have been updated and the user is ready to submit the transaction for approval, the user should

- Click on “For Approval” drop down field to select the manager/ admin personnel to approve the transaction
- Click on the “For Approval” button, to send the transaction for approval
- A message will appear to notify/ confirm that the transaction has been sent for approval

4.1.4 Copy Invoice for Recurring Transactions

As there may be recurring sales order for same product, the system allows the user to copy an historical invoice and replicate the transaction information for a new invoice. This is to enable an easier and effective approach towards creating invoices of similar or same content. To copy an invoice,

- Search by Invoice Number or Customer Name in the Invoice Main Page
- Once the transaction is identified, click on the “Action” button on the far right column – “Actions” and select “Copy” from the drop down list (as shown in Figure 31: Selecting Transaction to Record Payment)
- Invoice Data Input page would be opened, and data fields would be auto populated with the same information as the selected invoice
- Update the relevant data fields with the current transaction details
- Once all the information has been updated, send for approval.

4.2 Recording Payment

4.2.1 Payment for Cash/ Upon Receipt Transactions

For cash transactions, the user can record the cash payment received within the invoice creation page, as long as the user has selected “Upon Receipt (Cash)” option in the Credit Term data field. The payment section would be visible for data input at the bottom of the invoice data input page, as shown below:

The screenshot shows the 'Invoice Data Input' page with the 'Add Payment' section highlighted. The 'Add Payment' section includes fields for Payment Date (14-07-2014), Cash / Bank Account (Bank - Checking Account DBS), Amount (0.00), Payment Method (Select), and Bank Cheque / Draft No (Enter Cheque / Draft No). Below these, there are fields for Prompt Payment Discount (No), Discount Amount (0), and Additional Description / Notes. A checkbox labeled 'Check this to confirm the full payment received' is present. At the bottom, there are buttons for Save as Draft, For Approval, Approve, and Cancel. The main table above the payment section shows columns for Product / Service ID, Product / Service Description, Quantity, Unit Price, Discount, Tax Code, and Amount, with one row currently listed.

Figure 30: Add Payment within Invoice Data Input Page

4.2.2 Payment for Credit Term Transactions

For credit term transactions, payment received at a later date can be updated in the system and linked to the transaction, by selecting “Add Payment” in the far right “Actions” column for the specified transaction, as shown below:

Date	Invoice No	Customer	Amount Due	Total Amount	Status	Actions
28-02-2014	INV-0000000008	Customer 3	5,136.00	5,136.00	Approved	<input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Add Payment <input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> Copy <input checked="" type="checkbox"/> Delete
13-02-2014	INV-0000000005	Customer 2	0.00	10,000.00	Approved	<input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Add Payment <input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> Copy <input checked="" type="checkbox"/> Delete
13-02-2014	INV-0000000006	Customer 2	12,000.00	12,000.00	Approved	<input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Add Payment <input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> Copy <input checked="" type="checkbox"/> Delete
12-02-2014	INV-0000000007	S-Partn (US)	Nil	25,000.00	Approved	<input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Add Payment <input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> Copy <input checked="" type="checkbox"/> Delete
20-01-2014	INV-0000000004	Customer 1	Nil	21,400.00	Approved	<input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Add Payment <input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> Copy <input checked="" type="checkbox"/> Delete
02-01-2014	INV-0000000001	Customer 3	Nil	535.00	Approved	<input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Add Payment <input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> Copy <input checked="" type="checkbox"/> Delete
02-01-2014	INV-0000000002	Customer 1	Nil	5,350.00	Approved	<input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Add Payment <input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> Copy <input checked="" type="checkbox"/> Delete
02-01-2014	INV-0000000003	Customer 2	10,700.00	10,700.00	Approved	<input checked="" type="checkbox"/> View <input checked="" type="checkbox"/> Add Payment <input checked="" type="checkbox"/> Edit <input checked="" type="checkbox"/> Copy <input checked="" type="checkbox"/> Delete

Figure 31: Selecting Transaction to Record Payment

Once “Add Payment” is selected, the following window would be opened to input the relevant payment details. If full payment has been received for the transaction, the user is required to “tick” the check box – “Check this to confirm the full payment received”.

The screenshot shows the 'Add Payment' form. The 'Payment Date' is set to 14-07-2014. The 'Cash / Bank Account' is selected as 'Bank - Checking Account DBS'. The 'Amount' is entered as 12,000. The 'Payment Method' dropdown is set to 'Select'. The 'Bank Cheque / Draft No' field contains the placeholder 'Enter Cheque / Draft No'. The 'Prompt Payment Discount' dropdown is set to 'No'. The 'Discount Amount' is 0. The 'Additional Description / Notes' field is empty. A checkbox labeled 'Check this to confirm the full payment received' is present. At the bottom, there are 'Add Payment' and 'Cancel' buttons.

Figure 32: Add Payment Page (applicable mostly for credit term transactions)

The recording of payment approach described above is applicable for transactions recorded within the Income and Expense module, i.e. recording of cash/ upon receipt transactions and credit term transactions.

4.3 Creation of Credit Note

In the event that there is an error in the invoice, the user can create a credit note to be issued to the customer, prior to creating a new invoice for the rectified transaction, if required. To create a credit note,

- Click on “Invoice” module icon and the main page of Invoice would be opened, as shown below. The Invoice main page is the default screen upon clicking on the invoice module icon
- To switch to the Credit Note function, click on the “Credit Note” tab next to the red “invoice” tab
- Click on “Add Credit Note” to open a new window “New Credit Note”

Date	Credit Note No	Customer	Description	Ref Invoice no	Total Amount	Status	Actions
05-05-2014	CR-0000000003	OPH	Order Changed	INV-0000000005	442.98	Approved	<input type="button" value="View"/> <input checked="" type="checkbox"/>
30-04-2014	CR-0000000002	EZH & QH	Order Changed	INV-0000000004	2,434.25	Approved	<input type="button" value="View"/> <input checked="" type="checkbox"/>
15-04-2014	CR-0000000001	OPH	Order Modified	INV-0000000002	909.50	Approved	<input type="button" value="View"/> <input checked="" type="checkbox"/>
15-04-2014	CR-0000000004	Dome - Dubai	Order Changed	INV-0000000007	7,335.08	Approved	<input type="button" value="View"/> <input checked="" type="checkbox"/>

Showing 1 to 4 of 4 entries

Figure 33: Credit Note Main Page

As credit notes are related to a particular invoice, the system has the capability to filter and extract the invoice information in creating the credit note. In the New Credit Note page as shown below, to filter for the impacted invoice,

- Select the impacted Customer Name
- Select the impacted Invoice No. (the invoice no. listing would have been filtered according to the customer name)
- Click “Copy Invoice” button

New Credit Note

Date *: 11-07-2014

Customer Name *: Select [Add New Customer](#)

Currency *: Singapore Dollars

Invoice No *: Select

Memo *:

Figure 34: New Credit Note - To Filter Page

Once the invoice has been identified for copy, a new window “Copy Invoice” would be opened for user to update the related information. It is good practice to input the justification for the credit note in the “memo” text box provided. Once all information has been updated, submit the credit note for approval.

Figure 35: Credit Note Data Update Page

4.4 Approve Transaction

Once “manager” or “super user” received notifications on transactions to be approve, he/ she can approve the transaction either through the 3 methods

- Dashboard notification page (refer to 2.1 Approving Transactions);
- Approve/ Verify from the Invoice/ Credit Note Main Page; or
- Approve within the Invoice/ Credit Note transaction detail page

Approve/ Verify from Invoice/ Credit Note Page

- Go to the far right column “Actions” and click on to approve/ verify the transaction
- Upon approval, the transaction would be posted for accounting entries and financial reporting

Date	Invoice No	Customer	Amount Due	Total Amount	Status	Action
28-02-2014	INV-0000000008	Customer 3	5,136.00	5,136.00	Pending Approval	<input type="checkbox"/> Verify
13-02-2014	INV-0000000005	Customer 2	0.00	10,000.00	Approved	<input checked="" type="checkbox"/>
13-02-2014	INV-0000000006	Customer 2	12,000.00	12,000.00	Approved	<input checked="" type="checkbox"/>
12-02-2014	INV-0000000007	S-Partn (US)	Nil	25,000.00	Approved	<input checked="" type="checkbox"/>
20-01-2014	INV-0000000004	Customer 1	Nil	21,400.00	Approved	<input checked="" type="checkbox"/>
02-01-2014	INV-0000000001	Customer 3	Nil	535.00	Approved	<input checked="" type="checkbox"/>
02-01-2014	INV-0000000002	Customer 1	Nil	5,350.00	Approved	<input checked="" type="checkbox"/>
02-01-2014	INV-0000000003	Customer 2	10,700.00	10,700.00	Approved	<input checked="" type="checkbox"/>

Figure 36: Approve/ Verify from Invoice Main Page

Approve/ Verify within Invoice/ Credit Note Transaction page

- Click on the transaction in the Invoice/ Credit Note Main Page, and the “Invoice/ Credit Note Transaction” page would be opened
- Review the transaction details and click “Approve” button, as shown below

Figure 37: Approve Invoice Transaction

5.0 Recording Income and Expenses

This chapter will demonstrate how the company can record other income received and expenses incurred in the course of daily business activities. Two separate modules are designed to enable the user to access and record income and expenses transaction, namely:

- Income module
- Expenses module



Figure 38: Income and Expenses Module

The detailed data input requirements and capabilities within these 2 modules would be clarified in the sections below.

5.1 Income Transactions

This section will focus on how the user can record income transactions, other than sales/ revenue which has been covered within Invoice module above. Income transactions can be recorded via 2 ways, either through Journal Entries that is described in the subsequent chapter or to record within the Income Module. Income module enables the user to record more transaction details/information as compared to Journal Entries.

To access Income Module:

- Click on “Income” module icon (Figure 38: Income and Expenses Module) and the main page of Income would be opened, as shown below.
- To search for a particular income transaction, user can input keywords in the search data field on the top left corner, above the transaction summary table

Figure 39: Income Main Page

To create/ record a new income transaction,

- Click on “Add Income” to open the data input page for creation of new income transaction
- Update/ complete all the mandatory fields (*)
- For any “Upon Receipt (Cash)” transaction, the “Add Payment” section would be made visible and available to input payment receipt details (Refer to 5.1.4 Payment for Cash/ Upon Receipt Transactions for details)
- Once all mandatory fields have been completed, select the approver and submit for approval. (Refer to 5.1.2 Submission for Approval for details)

Figure 40: New income Transaction Data Input Page

5.1.1 Save as Draft

The user has the option to “Save as Draft” if the user need to exit the software without losing the information updated and prior to completing all the mandatory fields. A message will appear to confirm that the transaction has been saved in the system.

5.1.2 Submission for Approval

Once all the mandatory fields have been updated and the user is ready to submit the transaction for approval, the user should

- Click on “For Approval” drop down field to select the manager/ admin personnel to approve the transaction
- Click on the “For Approval” button, to send the transaction for approval
- A message will appear to notify/ confirm that the transaction has been sent for approval

5.1.3 Copy Income for Recurring Transactions

As there may be recurring income incurred (e.g. rental income), the system allows the user to copy an historical income transaction and replicate the transaction information for a new record. This is to enable an easier and effective approach towards recording income transaction of similar or same content. To copy an income transaction,

- Search by payee/ Customer Name in the Income Main Page
- Once the transaction is identified, click on the “Action” button on the far right column – “Actions” and select “Copy” from the drop down list (as shown in Figure 31: Selecting Transaction to Record Payment)
- “Copy Income Transaction” page would be opened, and data fields would be auto populated with the same information as the selected income record
- Update the relevant data fields with the current transaction details, e.g. current date and updated transaction description
- Once all the information has been updated, send for approval.

5.1.4 Payment for Cash/ Upon Receipt Transactions

For cash transactions, the user can record the cash payment received within the income creation page, as long as the user has selected “Upon Receipt (Cash)” option in the Credit Term data field. The payment section would be visible for data input at the bottom of the income data input page, as shown below:

Add Payment

Payment Date *	Cash / Bank Account *	Amount *	Payment Method *
15-07-2014	Bank - Checking Account DBS		Select
Prompt Payment Discount *	Discount Amount *	Additional Description / Notes	
No	0		
<input type="checkbox"/> Check this to confirm the full payment received			
<input type="button" value="Save as Draft"/> <input type="button" value="For Approval"/>		<input type="button" value="For Approval"/> <input type="button" value="Approve"/>	<input type="button" value="Cancel"/>
<small>Save Draft Income</small> <small>Approve Income for account posting</small>			

Figure 41: Add Payment within New Income Transaction Data Input Page

5.1.5 Payment for Credit Term Transactions

For credit term transactions, payment received at a later date can be updated in the system and linked to the transaction, by selecting “Add Payment” in the far right “Actions” column for the specified transaction, as shown below:

Date	Receipt No.	Type of Income	Description	Customer / Payee	Amount Due	Total Amount	Actions
14-07-2014	156	Strategic Partnerships	zdsfasdgdasg	S - Partner (AU)	2,099.34	2,332.60	<input type="button" value="View"/> <input type="button" value="Add Payment"/> <input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>
20-01-2014	SP01	Strategic Partnerships	Strategic Partnerships - Marketing collaboration	S - Partner (AU)	0.00	23,000.00	<input type="button" value="View"/> <input type="button" value="Add Payment"/> <input type="button" value="Edit"/> <input type="button" value="Copy"/> <input type="button" value="Delete"/>

Figure 42: Selecting Transaction to Record Payment

Once “Add Payment” is selected, the following window would be opened to input the relevant payment details. If full payment has been received for the transaction, the user is required to “tick” the check box – “Check this to confirm the full payment received”.

Add Payment

Payment Date *	14-07-2014
Cash / Bank Account *	Bank - Checking Account DBS
Amount *	12,000
Payment Method *	Select
Bank Cheque / Draft No	Enter Cheque / Draft No
Prompt Payment Discount *	No
Discount Amount *	0
Additional Description / Notes	

Check this to confirm the full payment received

Add Payment **Cancel**

Sort By

Status

- Approved (x8)

Figure 43: Add Payment Page (applicable mostly for credit term transactions)

5.1.6 Approve Transaction

Once “manager” or “super user” received notifications on transactions to be approve, he/ she can approve the transaction either through the 3 methods

- Dashboard notification page (refer to 2.1 Approving Transactions);
- Approve/ Verify from the Income Main Page; or
- Approve within the Income transaction detail page

Approve/ Verify from Income Main Page

- Go to the far right column “Actions” and click on to approve/ verify the transaction
- Upon approval, the transaction would be posted for accounting entries and financial reporting

Date	Receipt No	Type of Income	Description	Customer / Payee	Amount Due	Total Amount	Action
14-07-2014	156	Strategic Partnerships	zdsfasdgdasg	S - Partner (AU)	2,099.34	2,332.60	<input type="checkbox"/>
20-01-2014	SP01	Strategic Partnerships	Strategic Partnerships - Marketing collaboration	S - Partner (AU)	0.00	23,000.00	<input checked="" type="checkbox"/>

Figure 44: Approve/ Verify from Income Main Page

Approve/ Verify within Income Transaction page

- Click on the transaction in the Income Main Page, and the “Update Income Transaction” page would be opened
- Review the transaction details and click “Approve” button, as shown below

Figure 45: Approve Income Transaction

5.2 Expenses Transactions

This section will focus on how the user can record expenses transactions, covering both capital expenditures and operational expenses. Expenses transactions can be recorded via 2 ways, either through Journal Entries that is described in the subsequent chapter or to record within the Expenses Module. Expenses module enables the user to record more transaction details/information as compared to Journal Entries.

To access Expenses Module:

- Click on “Expenses” module icon (Figure 38: Income and Expenses Module) and the main page of Expenses would be opened, as shown below.
- To search for a particular expenses transaction, user can input keywords in the search data field on the top left corner, above the transaction summary table

Date	Receipt No.	Expense Type	Transaction Description	Vendor	Amount Due	Total Amount	Actions
31-05-2014	13	Cleaning Contractor	May 2014 - Cleaning Services	Evergreen Cleaning Services	Nil	16,050.00	
14-05-2014	PC02	Shop Maintenance	Warehouse Maintenance - May 14	MCST 835	Nil	1,070.00	
01-05-2014	7	Purchases - Food	Food Items - May 14	Natrad Foods	Nil	16,478.00	
01-05-2014	8	Purchases - B/V	Bear - May 2014	APB	21,400.00	42,800.00	
01-05-2014	9	Purchases - B/V	Wines - May 14	Magnum Wines	Nil	10,700.00	
01-05-2014	10	Purchases - Misc.	Misc Purchases - May 14	FoodServices	Nil	5,350.00	
01-05-2014	15	Warehouse Rental	May 14	MCST 835	Nil	2,140.00	
30-04-2014	11	Cleaning Contractor	Apr 2014 - Cleaning Services	Evergreen Cleaning Services	Nil	16,050.00	
15-04-2014	12	Renovation in Progress	Initial Design and Plan Processing	ID Ranger	Nil	2,500.00	
14-04-2014	P1	Shop Maintenance	Warehouse Maintenance	MCST 835	Nil	535.00	

Figure 46: Expenses Main Page

To create/ record a new expenses transaction,

- Click on “Add Expense” to open the data input page for creation of new expenses transaction
- Update/ complete all the mandatory fields (*)
- For multiple expenses incurred with the same vendor/ supplier, click on “Add Row” (green) button to enable multiple entries of expenses
- For any “Upon Receipt (Cash)” transaction, the “Add Payment” section would be made visible and available to input payment receipt details (Refer to **Error! Reference source not found.** Payment for Cash/ Upon Receipt Transactions for details)
- Once all mandatory fields have been completed, select the approver and submit for approval. (Refer to 5.2.2 Submission for Approval for details)

The screenshot shows the 'New Expense Transaction' form. At the top, there's a navigation bar with icons for Dashboard, Reports, Invoice / Credit, Income, Expenses (which is highlighted in red), Customers, Vendors, Journal Entries, and Settings. Below the navigation bar, the URL is shown as '/Expense'. A blue button labeled 'Add Expense' is visible. The main form area is titled 'New Expense Transaction'. It contains several groups of input fields:

- Mandatory Fields:** Date (11-07-2014), Receipt No. (Enter Receipt No.), Vendor Name (Select, Add New Vendor), Credit Term (30 Days), Due Date (10-08-2014).
- Currency and Permits:** Currency (Singapore Dollars), Prompt Payment Discount (No), Permit No. (Enter Permit No.), D.O./S.O. No. (Enter D.O./S.O. No.).
- Product Details:** Expense Type (Select), Product ID (Enter Product ID), Product Description (Enter Product Description), Quantity, Unit Price, Tax Code, Amount.
- Summary and Buttons:** Sub Total, Total GST, Grand Total, Exchange Rate, SGD GST, Grand Total SGD. Buttons include Add Row, Choose File, Save as Draft, For Approval (dropdown menu with 'Save Expense for approval'), Approve (button with 'Approve Expense for account posting'), and Cancel.

Figure 47: New Expense Transaction Data Input Page

5.2.1 Save as Draft

The user has the option to “Save as Draft” if the user need to exit the software without losing the information updated and prior to completing all the mandatory fields. A message will appear to confirm that the transaction has been saved in the system.

5.2.2 Submission for Approval

Once all the mandatory fields have been updated and the user is ready to submit the transaction for approval, the user should

- Click on “For Approval” drop down field to select the manager/ admin personnel to approve the transaction
- Click on the “For Approval” button, to send the transaction for approval
- A message will appear to notify/ confirm that the transaction has been sent for approval

5.2.3 Copy Expenses for Recurring Transactions

As there may be recurring expenses incurred (e.g. rental or utilities expense), the system allows the user to copy an historical expenses transaction and replicate the transaction information for a new record. This is to enable an easier and effective approach towards recording expenses transaction of similar or same content. To copy an expense transaction,

- Search by Vendor/ Supplier Name in the Expenses Main Page

- Once the transaction is identified, click on the “Action” button on the far right column – “Actions” and select “Copy” from the drop down list (as shown in Figure 31: Selecting Transaction to Record Payment)
- “Copy Expense Transaction” page would be opened, and data fields would be auto populated with the same information as the selected expense record
- Update the relevant data fields with the current transaction details, e.g. current date and updated transaction description
- Once all the information has been updated, send for approval.

5.2.4 Payment for Cash/ Upon Receipt Transactions

For cash transactions, the user can record the cash payment received within the expense creation page, as long as the user has selected “Upon Receipt (Cash)” option in the Credit Term data field. The payment section would be visible for data input at the bottom of the expense data input page, as shown below:

The screenshot shows the 'New Expense Transaction Data Input' page. At the top, there are various input fields for transaction details: Date (28-02-2014), Invoice No (INV-000000008), Customer Name (Customer 3), Shipping Address (Default Shipping Address), Credit Term (Upon Receipt (Cash)), and Due Date (28-02-2014). Below these are fields for Currency (Singapore Dollars), Prompt Payment Discount (No), Non-Revenue Supply (Tax) (No), D.O / S.O No (Enter D.O / S.O No), and Memo. The main body of the page contains a table for Product / Service details, showing one row for 'PM-GOLD' with a description of 'Participant Memberships - Gold', quantity 4, unit price 1,200.00, discount 0.00, tax code 'SR - 7.00 %', and amount 4,800.00. To the right of the table, financial summary totals are displayed: Sub Total: 4,800.00, Total GST: 336.00, Grand Total: 5,136.00, Exchange Rate: 0.00000, and Grand Total SGD: 0.00. At the bottom left is a green 'Add Row' button. The 'Add Payment' section follows, featuring fields for Payment Date (15-07-2014), Cash / Bank Account (Bank - Checking Account DBS), Amount (empty), Payment Method (Select), and Bank Cheque / Draft No (Enter Cheque / Draft No). It also includes fields for Prompt Payment Discount (No), Discount Amount (0), Additional Description / Notes (empty), and a checkbox for 'Check this to confirm the full payment received'. Below this is a 'Payment Details' section with columns for Date, Payment Method, Bank Cheque / Draft No, Amount, and Actions. A note at the bottom states 'No Payment has been received yet'.

Figure 48: Add Payment within New Expense Transaction Data Input Page

5.2.5 Payment for Credit Term Transactions

For credit term transactions, payment received at a later date can be updated in the system and linked to the transaction, by selecting “Add Payment” in the far right “Actions” column for the specified transaction, as shown below:

The screenshot shows a software interface for managing expenses. At the top, there's a navigation bar with icons for Dashboard, Reports, Invoice / Credit, Income, Expenses (which is highlighted in red), Customers, Vendors, Journal Entries, and Settings. Below the navigation bar is a toolbar with a search icon, a lock icon, and a refresh icon. The main area is titled 'Expense' and contains a sub-titled 'Add Expense'. There are buttons for 'Sort By', 'Verified', and 'Unverified'. A search bar is present, along with a dropdown for 'Entries per page' set to 10. The main content is a table listing expense transactions. The columns include Date, Receipt No., Expense Type, Transaction Description, Vendor, Amount Due, Total Amount, and Actions. The table lists several entries from 2014, such as Office Rental, Event Venue Booking, Furniture and Fittings, Office Equipment, Computer Equipment, Advertising Fees, etc. At the bottom of the table, there are buttons for 'Previous', 'Next', and 'Next >'. A context menu is open over the last row, with options: View, Add Payment (highlighted in blue), Edit, Copy, and Delete. The message 'Showing 1 to 7 of 7 entries' is at the bottom right.

Figure 49: Selecting Transaction to Record Payment

Once “Add Payment” is selected, the following window would be opened to input the relevant payment details. If full payment has been received for the transaction, the user is required to “tick” the check box – “Check this to confirm the full payment received”.

The screenshot shows a modal dialog box titled 'Add Payment'. It contains the following fields:

- Payment Date ***: 14-07-2014
- Cash / Bank Account ***: Bank - Checking Account DBS
- Amount ***: 12,000
- Payment Method ***: Select
- Bank Cheque / Draft No**: Enter Cheque / Draft No
- Prompt Payment Discount ***: No
- Discount Amount ***: 0
- Additional Description / Notes**: (empty text area)

At the bottom of the dialog, there is a checkbox labeled "Check this to confirm the full payment received". Below the checkbox are two buttons: "Add Payment" (in blue) and "Cancel". To the right of the dialog, there is a sidebar with sections for "Sort By" (with "Status" expanded), and a list of transactions labeled 08, 05, 06, 07, 04, 01, 02, and 03, all marked as "Approved".

Figure 50: Add Payment Page (applicable mostly for credit term transactions)

5.2.6 Approve Transaction

Once “manager” or “super user” received notifications on transactions to be approve, he/ she can approve the transaction either through the 3 methods

- Dashboard notification page (refer to 2.1 Approving Transactions);

- Approve/ Verify from the Income Main Page; or
- Approve within the Income transaction detail page

Approve/ Verify from Expense Main Page

- Go to the far right column “Actions” and click on to approve/ verify the transaction
- Upon approval, the transaction would be posted for accounting entries and financial reporting

The screenshot shows the Pinnone Pte Ltd application interface. At the top, there is a navigation bar with icons for Dashboard, Reports, Invoice / Credit, Income, Expenses (highlighted in red), Customers, Vendors, Journal Entries, and Settings. Below the navigation bar, a sub-menu for 'Expense' is shown with a message 'Transaction unverified successfully'. A table lists expense transactions with columns for Date, Receipt No., Expense Type, Transaction Description, Vendor, Amount Due, Total Amount, and Actions. The 'Actions' column contains icons for 'Verify' (checkmark) and 'Unverified' (checkbox). The table includes sorting options, a search bar, and pagination controls. A note at the bottom indicates 'Showing 1 to 7 of 7 entries'.

Figure 51: Approve/ Verify from Expenses Main Page

Approve/ Verify within Expenses Transaction page

- Click on the transaction in the Expenses Main Page, and the “Update Expense Transaction” page would be opened
- Review the transaction details and click “Approve” button, as shown below

The screenshot shows the 'Update Expense Transaction' page. It includes fields for Date, Receipt No., Vendor, Credit Terms, Due Date, Currency, Permit No., D.O./S.O. No., and various expense details like Product ID, Description, Quantity, Unit Price, Tax Code, and Amount. At the bottom, there are buttons for 'Add Row', 'Attach Invoice or Receipt', 'Choose File', 'For Approval', 'Save Expense for Approval', and 'Approve' (which is highlighted with a red box). A dropdown menu shows 'manager@pinrone.com - Manager'. Summary totals at the bottom include Sub Total, Total GST, Grand Total, Exchange Rate, SGD GST, and Grand Total SGD.

Figure 52: Approve Income Transaction

6.0 Journal Entries

Journal Entries module allows the users to record business transactions for account posting, where Invoice, Income and Expenses modules are not able to meet the transaction requirements, due to complexity of these transactions or the unsuitable data fields.

For any adjustments to posted accounting entries, the user can opt to revise/ update the transaction through Journal Entries module. This module requires basic transaction information such as date of transaction, impacted GL accounts, transaction description and amount. Note that payer/ payee information is not required for journal entries but the user can add this information either in the memo box or within the transaction description.

6.1 Create New Journal Entry

To create a new journal entry:

- Click on the “Journal Entries” module icon
- Click on “Add Journal Entry” (blue) button

If the user wishes to search for a certain journal entries transaction, the user can input the keywords in the search data field on the top left corner, above the transaction summary table

The screenshot shows the main page of the Journal Entries module. At the top, there is a navigation bar with icons for Dashboard, Reports, Invoice / Credit, Income, Expenses, Customers, Vendors, Journal Entries (which is highlighted in red), and Settings. Below the navigation bar, the URL is shown as / Journal Entry and there is a blue 'Add Journal Entry' button. A search bar is present, along with 'Sort By' and 'Entries per page' dropdowns. The main content area displays a table of transactions:

Date	Description	Total Debit	Total Credit	Actions
30-06-2014	Depreciation for the Year	3,400.00	3,400.00	<input checked="" type="checkbox"/>
25-05-2014	Fund Transfer	1,500.00	1,500.00	<input checked="" type="checkbox"/>
30-04-2014	Payroll - Apr 2014	13,311.25	13,311.25	<input checked="" type="checkbox"/>

At the bottom of the table, there are buttons for 'Previous', 'Next', and a page number indicator '1'. A note at the bottom right says 'Showing 1 to 3 of 3 entries'.

Figure 53: Journal Entries Main Page

In the New Journal Entry page,

- Update/ complete all the mandatory fields (*)
- For each entry, click on “Add Row” (green) button to enable multiple entries of the impacted GL accounts
- The system will auto check to ensure Total Debit and Credit balances are the same,
- Once all mandatory fields have been completed and both total debit and credit is equal, select the approver and submit for approval. (Refer to 6.1.2 Submission for Approval for details)

The screenshot shows the 'New Journal Entry' page of the Blue Ocean Pte Ltd software. At the top, there's a navigation bar with icons for Dashboard, Reports, Invoice / Credit, Income, Expenses, Customers, Vendors, Journal Entries (which is highlighted in red), and Settings. The main area has a header 'New Journal Entry'. It contains fields for 'Date *' (11-07-2014) and 'Description *'. Below this is a table with columns 'Account Type', 'Description', 'Debit', and 'Credit'. A dropdown menu 'Select' is open under 'Account Type'. There's a link 'Add New Account'. At the bottom of the table is a 'Total:' field. To the left of the table is a green 'Add Row' button. Below the table is a section for attaching files with a 'Choose File' button. At the very bottom are several buttons: 'Save as Draft', 'For Approval' (with a dropdown menu 'Save Journal Entries for approval'), 'Approve' (with a dropdown menu 'Approve Journal Entries for account posting'), and 'Cancel'.

Figure 54: New Journal Entry Page

6.1.1 Save as Draft

The user has the option to “Save as Draft” if the user need to exit the software without losing the information updated and prior to completing all the mandatory fields. A message will appear to confirm that the transaction has been saved in the system.

6.1.2 Submission for Approval

Once all the mandatory fields have been updated and the user is ready to submit the transaction for approval, the user should

- Click on “For Approval” drop down field to select the manager/ admin personnel to approve the transaction
- Click on the “For Approval” button, to send the transaction for approval
- A message will appear to notify/ confirm that the transaction has been sent for approval

6.2 Copy Journal Entry for Recurring Transactions

As there may be recurring transactions (e.g. depreciation or salaries expense), the system allows the user to copy an historical journal entry and replicate the transaction information for a new record. This is to enable an easier and effective approach towards recording journal entry transaction of similar or same content. To copy a journal entry transaction,

- Search by keyword(s) in the Journal Entry summary table
- Once the transaction is identified, click on the “Action” button on the far right column – “Actions” and select “Copy” from the drop down list (as shown in Figure 31: Selecting Transaction to Record Payment)
- “Copy Journal Entry” page would be opened, and data fields would be auto populated with the same information as the selected journal entry record
- Update the relevant data fields with the current transaction details, e.g. current date and updated transaction description

- Once all the information has been updated, send for approval.

6.3 Approve Transaction

Once “manager” or “super user” received notifications on transactions to be approve, he/ she can approve the transaction either through the 3 methods

- Dashboard notification page (refer to 2.1 Approving Transactions);
- Approve/ Verify from the Journal Entries Main Page; or
- Approve within the Journal Entry transaction detail page

Approve/ Verify from Journal Entries Main Page

- Go to the far right column “Actions” and click on to approve/ verify the transaction
- Upon approval, the transaction would be posted for accounting entries and financial reporting

Date	Description	Total Debit	Total Credit	Actions
28-02-2014	Salary Personnel - Feb 2014	3,300.00	3,300.00	
31-01-2014	Depreciation for Furnitures	100.00	100.00	
31-01-2014	Investment Interest Income - Capital Land	200.00	200.00	
03-01-2014	Investment - Bonds (Capital Land)	20,000.00	20,000.00	
02-01-2014	Cash Investment - Owners Capital	100,000.00	100,000.00	

Figure 55: Approve/ Verify from Journal Entries Main Page

Approve/ Verify within Journal Entries Transaction page

- Click on the transaction in the Journal Entries Main Page, and the “Edit Journal Entry” page would be opened
- Review the transaction details and click “Approve” button, as shown below

The screenshot shows the 'Edit Journal Entry' screen in the Blue Ocean Pte Ltd application. The journal entry details a depreciation transaction for the year. The 'Approve' button is highlighted with a red box.

Account Type	Description	Debit	Credit
Acc. Depn - Machinery	Depreciation for the Year	0.00	3,400.00
Depreciation	Depreciation for the Year	3,400.00	0.00

Total: 3,400.00 3,400.00

Approve Journal Entry Transaction

7.0 Customers and Vendor Information

This chapter will demonstrate how the company can keep a database of their customers and vendors, both for trade purpose and account receivables/ payables. Through the information stored here and the transactions recorded in Invoice, Income and Expenses modules, the system is able to generate a number of reports to support the analysis of business relationships with these customers and vendors.

Two separate modules are designed to enable the user to access and build a database of customer and vendors information, namely:

- Customers module
- Vendors module

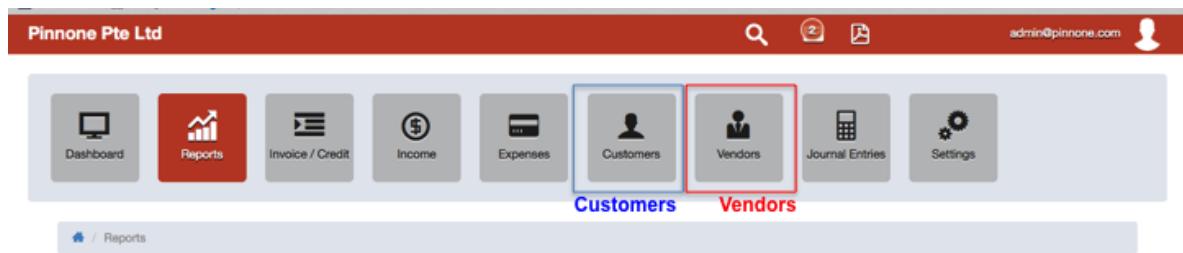


Figure 57: Customers and Vendors Module

The detailed data input requirements and capabilities within these 2 modules would be clarified in the sections below.

7.1 Customer Information

This section will focus on how the user can record and store customer information for the purpose of building a customer database and to be used for recording business transactions.

To access Customers Module:

- Click on “Customers” module icon (Figure 57: Customers and Vendors Module) and the main page of Customers module would be opened, as shown below.
- To search for a particular customer, user can input keywords in the search data field on the top left corner, above the customers summary table

Customer ID	Customer Name	Main Office Number	Key Contact Person	Designation	Actions
CUS-0000000004	OPH	69453482			
CUS-0000000005	EZH & OH	69453483			
CUS-0000000006	Dome - Dubai	69453484			
CUS-0000000007	Ciao Cafe - Vietnam	69453485			
CUS-0000000008	Melinium Sdn Bhd	69453486			
CUS-0000000009	Temasek LLC	69453487			
CUS-0000000010	Green Ocean Pte Ltd	69453488			
CUS-0000000018	Indian Bank	69453489			
CUS-0000000019	Indian Overseas Bank	69453489			
CUS-0000000020	Gorman Ho	69453482			

Figure 58: Customers Main Page

To create a new customer:

- Click on “Add New Customer” (blue) button, and the “Add Customer” page will be opened
- Update/ complete all the mandatory fields (*)
- For the COA (Chart of Account purposes) data field, the user to select the type of GL account associated with the customer
 - Trade Receivables: For customers whom the company has credit term trade relationship, i.e. sales and revenue related transactions, receivable at a later date
 - Account Receivables – Others: For customers or payers who may have payment commitment towards the company, e.g. advances given
- If the customer has more than one (1) shipping address, click on “Add Shipping Address” (green) button to add in the details of the other shipping addresses
- Click on “Key Contact Person” to input contact persons within the customer company. The user is also able to tag one of the individuals as the default key contact.
- Once all the mandatory fields have been complete, click “Save” to store the new customer information

The screenshot shows the 'Add Customer' form in the Blue Ocean Pte Ltd application. The form contains the following fields:

- Customer / Company Name*
- Address Line 1*
- Address Line 2
- City*
- State
- Country* Select Country
- Company GST No
- Date GST Status Verified
- Customer ID CUS-0000000021
- Customer Company Reg No*
- Main Office Number*
- Fax Number
- Website
- General Email
- Postcode*
- COA* Select COA
- Add Account
- Shipping Address Add Shipping Address
- Key Contact Person(s) Add Key Contact Person

Buttons at the bottom: Save, Cancel.

Figure 59: Add Customer Data Input Page

The screenshot shows additional details for a customer, specifically for a shipping address and key contact persons. The form includes the following sections:

- Shipping Address - 1** (with a delete icon):
 - Address Line 1*
 - Address Line 2
 - Country* Select Country
 - City*
 - State*
 - Postal Code*
- Key Contact Person(s)** (with a delete icon):
 - Contact Person Name*
 - Designation/Title*
 - Email
 - Contact Number - Office
 - Contact Number - Mobile
 - Default Key Person to Contact? Select

Buttons at the bottom: Save, Cancel.

Figure 60: Customer - Additional Shipping Address and Key Contact Person Details

7.2 Vendor Information

This section will focus on how the user can record and store vendor information for the purpose of building a vendor/ supplier database and to be used for recording business transactions.

To access Vendors Module:

- Click on “Vendors” module icon (Figure 57: Customers and Vendors Module) and the main page of Vendors module would be opened, as shown below.
- To search for a particular vendor/ supplier, user can input keywords in the search data field on the top left corner, above the customers summary table

Vendor ID	Vendor Name	Main Office Number	Key Contact Person	Designation	Actions
VEN-0000000005	Natrad Foods	69453481			
VEN-0000000006	FoodServices	69453482			
VEN-0000000007	APB	69453483			
VEN-0000000008	Magnum Wines	69453484			
VEN-0000000009	AA Corporation - Vietnam	69453485			
VEN-0000000010	Bakers & Chef - Italy	69453485			
VEN-0000000011	UMM Technologies	69453481			
VEN-0000000012	MCST 835	69453482			
VEN-0000000013	ID Ranger	69453483			
VEN-0000000014	Evergreen Cleaning Services	69453484			

Figure 61: Vendors Main Page

To create a new vendor/ supplier:

- Click on “Add New Vendor” (blue) button, and the “Add Vendor” page will be opened
- Update/ complete all the mandatory fields (*)
- For the COA (Chart of Account purposes) data field, the user to select the type of GL account associated with the vendor/ supplier:
 - Trade Creditors: For vendors whom the company has credit term trade relationship, i.e. goods purchases for the generation of revenue/ sales, payable at a later date
 - Account Payables – Others: For vendors or suppliers whom the company who may have payment commitment towards, e.g. credit terms fixed assets purchases
- Click on “Key Contact Person” to input contact persons within the vendor/ supplier company. The user is also able to tag one of the individuals as the default key contact.
- Once all the mandatory fields have been complete, click “Save” to store the new customer information

The screenshot shows the 'Add Vendor' form. At the top, there's a navigation bar with icons for Dashboard, Reports, Invoice / Credit, Income, Expenses, Customers, Vendors (which is highlighted in red), Journal Entries, and Settings. The user is logged in as 'test@ocean.com'. Below the navigation is a breadcrumb trail: Home / Vendor / Add. The main form has sections for Vendor / Company Name, Address Line 1-2, City, State, Country, Vendor ID, Vendor Company Reg No, Main Office Number, Fax Number, Website, General Email, Postcode, Company GST No, Date GST Status Verified, COA, and Key Contact Person(s). Buttons for Save and Cancel are at the bottom.

Figure 62: Add Vendor Data Input Page

This screenshot shows a detailed view of a key contact person for a vendor. It includes fields for Address Line 1-2, City, State, Country, Vendor Company Reg No, Main Office Number, Fax Number, Website, General Email, Postcode, Company GST No, Date GST Status Verified, COA, and Key Contact Person(s). Below this, a specific key contact person is detailed with fields for Contact Person Name, Designation/Title, Contact Number - Office, Email, Contact Number - Mobile, and Default Key Person to Contact? (with a dropdown menu). Buttons for Save and Cancel are at the bottom.

Figure 63: Vendor - Key Contact Person

8.0 Reports

Reports module generates a number of financial reports that provide an overview of the financial position of the company to enable informed decision-making and where relevant, tax reporting. The following are the reports generated within this module:

- Balance Sheet
- Income Statement
- Cash Flow Analysis
- Bank Reconciliation
- IRAS Audit File
- Sales Tax Report
- Ageing Report – Receivables
- Ageing Report – Payables
- General Ledger
- Income by Customer
- Expenses by Vendor
- Account Transactions
- Gain/ Loss on Foreign Currency.

Section below will describe each of the above reports, their content and/ or setting within the report. Below shows the main page of the reports module, and user can click on the action button to access the reports.

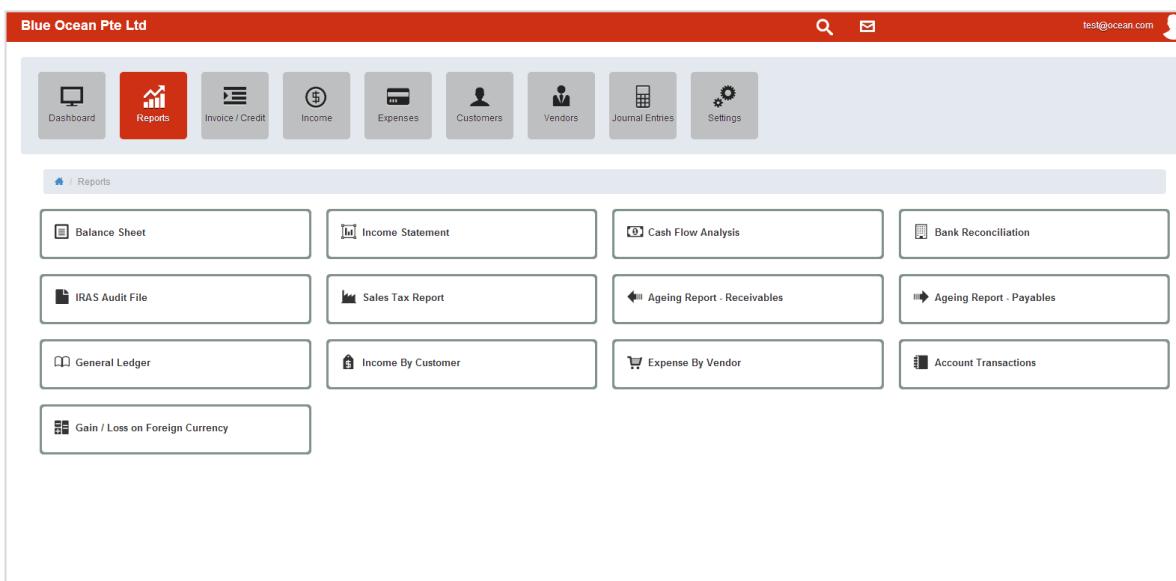


Figure 64: Report Module Main Page

8.1 Balance Sheet

The Balance Sheet provides the summary of financial position of the company, at a point in time of the business financial year, providing a snapshot of the assets owned, liabilities and ownership equity/ shareholders fund of the company as of the reporting date.

To access the Balance Sheet report,

- Users to click on “Reports” module, followed by the “Balance Sheet” button in the Reports Module main page.
- Select/input the desired report date. (The date is defaulted to the current date)

- Click on “Update” button to generate the report

Click on the action buttons on the right corner to either print or export the report.

Account	Amount
Assets	
Current Assets	

Figure 65: Balance Sheet Main Page

Below display an extract of the Balance sheet after the user has clicked on “Update” to generate the Balance Sheet on the indicated reporting date, providing the summary of Assets, Liabilities and Owners Equity details.

Chapter 8: Reports

The screenshot shows the Blue Ocean Pte Ltd software interface. At the top, there is a navigation bar with icons for Dashboard, Reports (highlighted in red), Invoice / Credit, Income, Expenses, Customers, Vendors, Journal Entries, and Settings. Below the navigation bar, a breadcrumb trail shows 'Reports > Balance Sheet'. A search bar and user information ('test@blueocean.com' and a profile icon) are also at the top.

Below the toolbar, there is a form with fields for 'Report Date' (set to '11-07-2014') and an 'Update' button. To the right of the form are 'Print' and 'Excel' export buttons.

The main content area displays a 'Balance Sheet' report for 'Blue Ocean Pte Ltd' dated 'Report Date 11-07-2014'. The report is organized into sections: Assets, Liabilities/Creditors, and Equity. The 'Assets' section includes Current Assets (Cash and Cash Equivalents, Inventories, Trade Receivables, Other Receivables, Other Current Assets, Non-Current Assets - Fixed Assets - Buildings, and Non-Current Assets - Fixed Assets - Machinery and Equipment) and Total Assets. The 'Liabilities/Creditors' section includes Current Liabilities (Trade Creditors, Tax Payables, Other Creditors, and Total Current Liabilities) and Total Liabilities. The 'Equity' section includes Paid Share Capital, Surplus, Earnings, and Total Equity. The 'Total Liabilities and Equity' section shows a balance of 474,469.10.

Account	Amount
Assets	
Current Assets	
Cash and Cash Equivalents	
Cash in Hand	2,500.00
Fixed Deposits	200,000.00
OCBC Bank	66,672.50
Poly Cash	2,430.00
UOB Bank	102,997.30
Total Current Assets - Cash and Cash Equivalents	374,599.80
Inventories	
Inventory	10,000.00
Total Current Assets - Inventories	10,000.00
Trade Receivables	
Trade Receivables	4,269.31
Total Current Assets - Trade Receivables	4,269.31
Other Receivables	
Rent Receivable	0.00
Staff Loan	9,000.00
Total Current Assets - Other Receivables	9,000.00
Other Current Assets	
Rental Deposit	60,000.00
Security Deposit	500.00
Total Current Assets - Other Current Assets	60,500.00
Total Current Assets	458,369.11
Non-Current Assets	
Fixed Assets - Buildings	
Renovation in Progress	2,500.00
Total Non-Current Assets - Fixed Assets - Buildings	2,500.00
Fixed Assets - Machinery and Equipment	
Acc. Depn - Machinery	(3,400.00)
Machinery	17,000.00
Total Non-Current Assets - Fixed Assets - Machinery and Equipment	13,600.00
Total Non-Current Assets	16,100.00
Total Assets	474,469.11
Liability/Credit Card	
Current Liabilities	
Trade Creditors	
Trade Creditors	21,867.50
Total Current Liabilities - Trade Creditors	21,867.50
Tax Payables	
Sales Tax Payables	(673.54)
Total Current Liabilities - Tax Payables	(673.54)
Other Creditors	
Account Payables - Others	0.00
CPI Board Payable	1,611.25
Staff Payables	10,500.00
Total Current Liabilities - Other Creditors	12,311.25
Total Current Liabilities	33,305.21
Total Liabilities	33,305.21
Equity	
Paid Share Capital	
Ordinary Shares	
Capital Account	300,000.00
Total Paid Share Capital - Ordinary Shares	300,000.00
Total Paid Share Capital	300,000.00
Surplus	
Earnings	
Retained Earnings	150,000.00
Total Surplus - Earnings	150,000.00
Total Surplus	150,000.00
Earnings	
Retained Earnings	0.00
Current Year Earnings	(8,636.11)
Total Earnings	(8,636.11)
Total Equity	441,163.89
Total Liabilities and Equity	474,469.10

Figure 66: Sample of Balance Sheet Report

8.2 Income Statement

An income statement is a profit and loss statement (P&L) that shows the company's revenue and expenses during a particular period. It indicates the profitability of the business in managing the sales/ revenue received as compared to expenses directly related to the generation of the revenue, and other income and expenses related to overall operations of the company. The objective of the income statement is to provide the management a view whether the company is making or losing money during the period, based on their business decisions and market demand.

To access the Income Statement report,

- Users to click on “Reports” module, followed by the “Income Statement” button in the Reports Module main page.
- Input the desired reporting period, i.e. from and to date. (The report is defaulted to show year-to-date information)
- Click on “Update” button to generate the report

Click on the action buttons on the right corner to either print or export the report.

Particulars	Amount
Revenue	
Sales Products & Services	
Sales - B/V	55,940.00
Sales - Food	12,700.00
Sales - Misc	62,997.20
Service Charge	14,725.00
Total Sales Products & Services	146,362.20

Figure 67: Income Statement Main Page

Below display an extract of the Income Statement after the user has clicked on “Update” to generate the Income Statement on the indicated reporting period, providing the summary of revenue, Cost of Goods, Other Income and Operating Expenses details.

Chapter 8: Reports

The screenshot shows the Blue Ocean Pte Ltd application interface. At the top, there is a navigation bar with icons for Dashboard, Reports (highlighted in red), Invoice / Credit, Income, Expenses, Customers, Vendors, Journal Entries, and Settings. The main content area shows a breadcrumb path: Home / Reports / Income Statement. Below this are date selection fields: 'From Date' set to 01-04-2014 and 'To Date' set to 11-07-2014, with an 'Update' button. To the right are 'Print' and 'Excel' export buttons.

The title of the report is "Blue Ocean Pte Ltd Income Statement" with a subtitle "Dated From 01-04-2014 To 11-07-2014".

The report table has a header row with "Particulars" and "Amount". The data is categorized into various sections:

- Revenue**
 - Sales Products & Services**
 - Sales - BV: 55,940.00
 - Sales - Food: 12,700.00
 - Sales - Misc: 62,997.20
 - Service Charge: 14,725.00
 - Total Sales Products & Services**: 146,362.20
 - Discounts Given**: (271.03)
 - Total Revenue**: 146,091.17
- Cost of Goods**
 - Purchases**
 - Purchases - BV: 80,000.00
 - Purchases - Food: 22,105.00
 - Purchases - Misc: 10,000.00
 - Total Purchases**: 112,105.00
 - Discounts Received**: (2,946.73)
 - Total Cost of Goods**: 109,158.27
- Gross Profit**: 36,932.90
- Non Operating Income**
 - Fees and Charges**
 - Admin Fees Income: 975.00
 - Total Fees and Charges**: 975.00
 - Total Non Operating Income**: 975.00
- Other Income**
 - Rental Income**: 5,000.00
 - Total Other Income**: 5,000.00
 - Total Other Income**: 5,000.00
- Operating Expenses**
 - Rental Expenses**
 - Warehouse Rental: 4,000.00
 - Total Rental Expenses**: 4,000.00
 - Repair and Maintenance**
 - Cleaning Contractor: 30,000.00
 - Shop Maintenance: 1,000.00
 - Total Repair and Maintenance**: 31,000.00
 - Salaries and Benefits**
 - CPF: 800.00
 - Overtime: 1,500.00
 - Salary & Wages: 10,000.00
 - Sales Promotion: 1,000.00
 - SDL: 1125
 - Total Salaries and Benefits**: 13,311.25
 - Total Operating Expenses**: 48,311.25
- Non-Operating Expenses**
 - Depreciation**
 - Depreciation: 3,400.00
 - Total Depreciation**: 3,400.00
 - Foreign Exchange Gain/(Loss)**: 32.76
 - Total Non-Operating Expenses**: 3,432.76
- Total Profit**: (8,836.11)

Figure 68: Sample of Income Statement Report

8.3 Cash Flow Analysis

The Cash Flow Analysis report is to provide management on the cash flow position of the company, including the details of business transactions impacting the inflow and outflow of cash and cash equivalents. It enables the management to understand the key transactions, which impact the liquidity of the company and the action to be taken to improve the cash flow of the company.

To access the Cash Flow Analysis report,

- Users to click on “Reports” module, followed by the “Cash Flow Analysis” button in the Reports Module main page.
- Input the desired reporting period, i.e. from and to date. (The report is defaulted to show year-to-date information)
- Click on “Update” button to generate the report

Click on the action buttons on the right corner to either print or export the report.

The screenshot shows the 'Reports' module with a red header bar. Below it, there are seven buttons: 'Invoice / Credit', 'Income', 'Expenses', 'Customers', 'Vendors', 'Journal Entries', and 'Settings'. A sub-menu titled 'Analysis' is open, showing 'Cash Flow Analysis'. The main content area has a grey header with 'From Date *' set to '01-04-2014' and 'To Date *' set to '11-07-2014'. A blue 'Update' button is below these fields. To the right are 'Print' and 'Excel' export buttons. The report title 'Blue Ocean Pte Ltd' and 'Cash Flow Analysis' is displayed, along with the date range 'Dated From 01-04-2014 To 11-07-2014'. The report table has a dark grey header row with columns for 'Category' and 'Amount'. The body of the table shows two rows under 'Assets': 'Trade Receivables' with an amount of '152,001.25' and 'Rent Receivable' with an amount of '5,350.00'. There is also a row for 'Liability/Credit Card'.

Category	Amount
Trade Receivables	152,001.25
Rent Receivable	5,350.00
Liability/Credit Card	

Figure 69: Cash Flow Analysis Main Page

Below display an extract of the Cash Flow Analysis report after the user has clicked on “Update” to generate the Cash Flow Analysis on the indicated reporting period, providing the summary of transactions impacting the inflow and outflow cash and cash equivalents of the company.

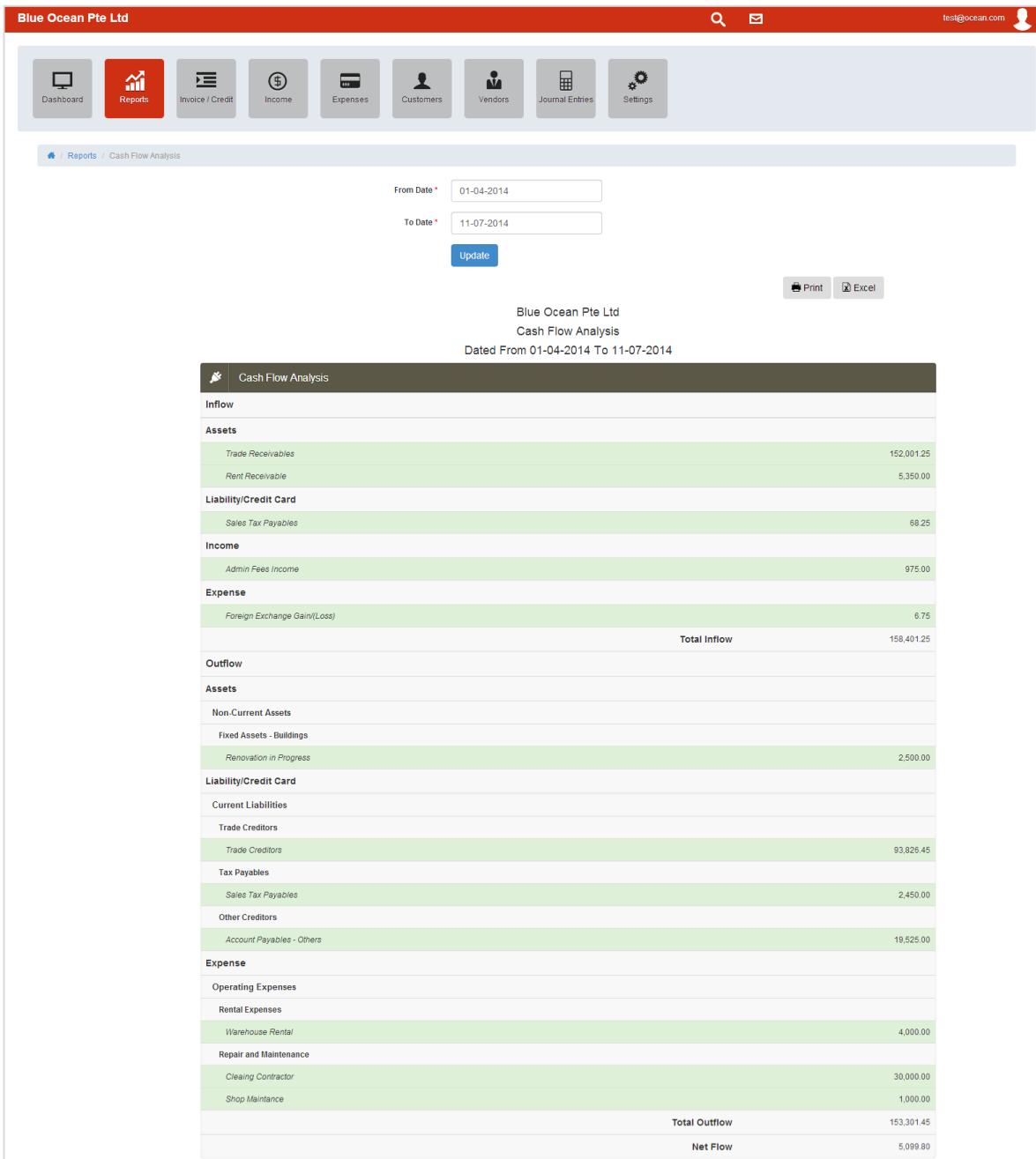


Figure 70: Sample of Cash Flow Analysis Report

8.4 Bank Reconciliation

Bank Reconciliation report is to enable user to track the transactions, which have been credited or debited, into the banking accounts. This will enable the user to monitor the status of cheque issued and cheque deposited and to reconcile with the transaction postings within the relevant banking account.

To perform bank reconciliation:

- Users to click on “Reports” module, followed by the “Bank Reconciliation” button in the Reports Module main page.
- Users need to select “Account”, i.e. the applicable bank GL account for the reconciliation exercise

- Input the desired reporting period, i.e. from and to date. (The report is defaulted to show year-to-date information)
- Click “Update” button to generate the report
- Based on the bank statement received, match each of the transaction to the listing here
- For each matched transaction, enter the date as recorded in the bank statement at “Bank Date”

At the bottom of the report, user can see the total amount pending to be paid or received as shown in the row “Amount Note Reflected in Bank”. Any blank “Bank Date” would mean that these cheques or transfers have not been received/ paid by the bank. The last row “Bank Balance” should have the same balance as the closing balance of the bank statement for the reconciliation period.

Click on the action buttons on the right corner to either print or export the report.

Date	Transaction Description	Counterparties	Vch No.	Debit	Credit	Debit	Credit	Bank Date
	Opening Balance			60,000.00		60,000.00		-
02-04-2014	Payment for Invoice No INV-0000000001	Green Ocean Pte Ltd	PMT1	2,675.00	0.00	62,675.00		
25-04-2014	Payment for Expense No EXP-0000000003	Natrad Foods	PMT17	0.00	5,868.95	56,806.05		
25-04-2014	Payment for Expense No EXP-0000000004	APB	PMT18	0.00	21,400.00	35,406.05		
30-04-2014	Payment for Invoice No INV-0000000002	OPH	PMT2	23,165.50	0.00	58,571.55		
02-05-2014	Payment for Invoice No INV-0000000008	Green Ocean Pte Ltd	PMT7	2,675.00	0.00	61,246.55		
25-05-2014	Fund Transfer	-	JEN-0000000003	0.00	1,500.00	59,746.55		
31-05-2014	Payment for Expense No EXP-0000000001	Bakers & Chef - Italy	PMT30	0.00	18,225.00	41,521.55		
01-06-2014	Payment for Invoice No INV-0000000004	EZH & QH	PMT4	11,475.75	0.00	52,997.30		
01-06-2014	Payment for Invoice No INV-0000000006	EZH & QH	PMT5	50,000.00	0.00	102,997.30		
						Company Balance	102,997.30	
						Amounts not Reflected in Bank	89,991.25	46,993.95
						Bank Balance	60,000.00	-

Figure 71: Bank Reconciliation Report

8.5 IRAS Audit File

IRAS Audit File report is designed to comply with IRAS requirements of providing transactions related to the reporting period of the financial year. As prescribed in the IRAS requirements, the transactions can be extracted either in XML or in MS Excel format.

To access the IRAS Audit File,

- Users to click on “Reports” module, followed by the “IRAS Audit File” button in the Reports Module main page.
- Input the desired reporting period, i.e. from and to date. (The report is defaulted to show year-to-date information)
- Select the relevant reports/ sections or all to be generated
- Click on “Update” button to generate the report

Click on the action buttons on the left corner to either export as Excel or XML format file.

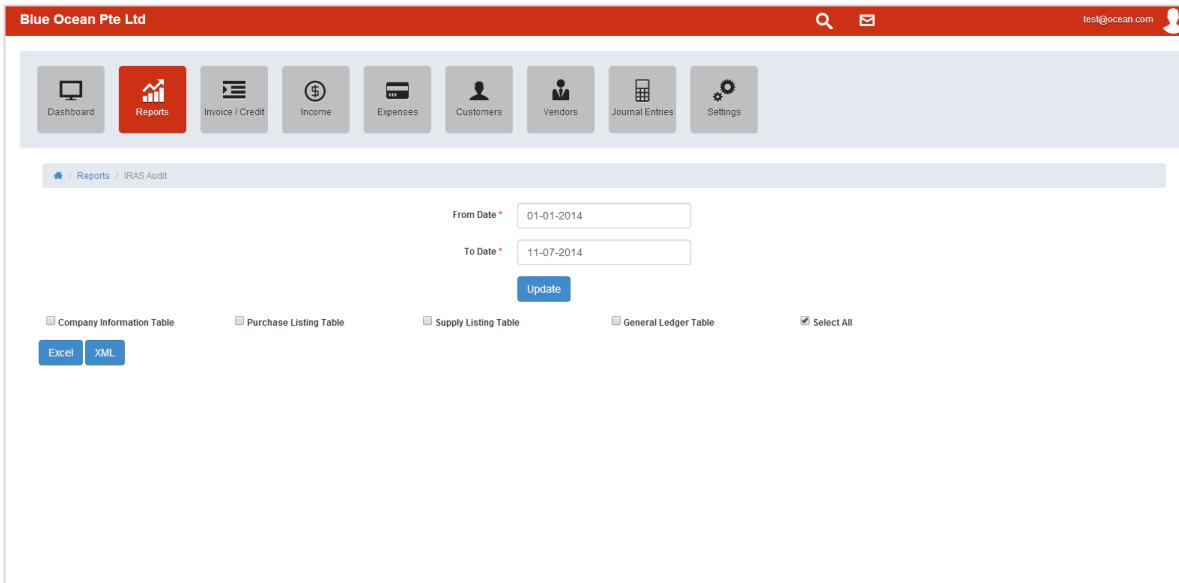


Figure 72: IRAS Audit File Main Page

Below is the sample of the IRAS Audit file in XML format:

```
This XML file does not appear to have any style information associated with it. The document tree is shown below.

<><Company>
  <><CompanyName>Blue Ocean Pte Ltd</CompanyName>
  <><CompanyUEN>20140555A</CompanyUEN>
  <><GSTNo>20140555A</GSTNo>
  <><PeriodStart>2014-01-01</PeriodStart>
  <><PeriodEnd>2014-07-11</PeriodEnd>
  <><IAFCreationDate>2014-07-11</IAFCreationDate>
  <><ProductVersion>Accurate Accounting Software</ProductVersion>
  <><IAFVersion>IAFV1.0.0</IAFVersion>
</Company>
<><Purchase PurchaseTotalSGD="166605.00" GSTTotalSGD="11524.45" TransactionCountTotal="16">
  <><PurchaseLines>
    <><SupplierName>
      <><SupplierUEN>201301587A-PTE-15</SupplierUEN>
      <><InvoiceDate>2014-04-01</InvoiceDate>
      <><InvoiceNo>1</InvoiceNo>
      <><PermitNo>N/A</PermitNo>
      <><LineNo>1</LineNo>
      <><ProductDescription>Fasta Machines</ProductDescription>
      <><PurchaseValueSGD>17000.00</PurchaseValueSGD>
      <><GSTValueSGD>1225.00</GSTValueSGD>
      <><FCVCode>EDR</FCVCode>
      <><PurchaseFCY>100.00</PurchaseFCY>
      <><GSTFCY>700.00</GSTFCY>
    </PurchaseLines>
    <><PurchaseLines>
      <><SupplierName>MCST 88%</SupplierName>
      <><SupplierUEN>201301587A-PTE-18</SupplierUEN>
      <><InvoiceDate>2014-04-01</InvoiceDate>
      <><InvoiceNo>14</InvoiceNo>
      <><PermitNo>N/A</PermitNo>
      <><LineNo>1</LineNo>
      <><ProductDescription>Apr 14</ProductDescription>
      <><PurchaseValueSGD>2000.00</PurchaseValueSGD>
      <><GSTValueSGD>140.00</GSTValueSGD>
      <><FCVCode>XXX</FCVCode>
      <><PurchaseFCY>0.00</PurchaseFCY>
      <><GSTFCY>0.00</GSTFCY>
    </PurchaseLines>
    <><PurchaseLines>
      <><SupplierName>FoodServices</SupplierName>
      <><SupplierUEN>201301587A-PTE-06</SupplierUEN>
  </Purchase>
</>
```

Figure 73: Sample of the IRAS Audit File in XML format

Below is the sample of the IRAS Audit File in MS Excel format, segregated with the following tabs of information:

- Company Information
- Purchase
- Purchase Lines
- Supply
- Supply Lines
- GL Data
- GL Data Lines

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	SupplierName	SupplierIDEN	InvoiceDate	InvoiceNo	PermitNo	LineNo	ProductDescription	PurchaseValueSGD	GSTValueSGD	TaxCode	FCYCode	PurchaseFCY	GSTFCY	Purchase_id		
2	XYZ GmbH	2980000005	2011-10-28	1142	N/A	1	Consultancy Services	30500.00	0.00	OP	USD	25000.00	0.00	0		
3	Storage Pte Ltd	2980000006	2011-11-01	A1245	N/A	1	PS54 game sets	5000.00	350.00	TX	XXX	0.00	0.00	0		
4	Storage Pte Ltd	2980000007	2011-11-01	A1246	N/A	1	PS54 game sets	12000.00	840.00	TX	USD	10000.00	700.00	0		
5	Sheng Sheng Pte Ltd	2980000009P	2011-11-10	1138	N/A	1	Unit 5-2 at The Patterson Edge	50000.00	3500.00	EP	XXX	0.00	0.00	0		
6	Peng Peng B.V.	298000000R	2011-11-10	1140	N/A	1	1000 desks	50000.00	3500.00	OP	XXX	0.00	0.00	0		
7	Sheng Sheng GmbH	298000000H	2011-11-10	1136	ME10101233Y	1	Tony Maio Computer sets	100000.00	7000.00	IG05	XXX	0.00	0.00	0		
8	CIC Pte Ltd	298000000G	2011-11-10	85263	N/A	1	Travel Insurance	5000.00	0.00	ZP	XXX	0.00	0.00	0		
9	King King B.V.	298000000F	2011-11-10	135286	IG30023514H	1	Office Chair	50000.00	3500.00	IM	XXX	0.00	0.00	0		
10	Sheng Sheng GmbH	298000000H	2011-11-10	1134	ME10101233Y	1	Tony Maio Computer sets	100000.00	7000.00	ME	XXX	0.00	0.00	0		
11	Merrari Pte Ltd	298000000M	2011-11-10	7555888	N/A	1	1 Merrari 599 GTO	2000000.00	70000.00	BL	XXX	0.00	0.00	0		
12																
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Figure 74: Sample of IRAS Audit File in Excel format

8.6 Sales Tax Report

The Sales Tax Report is designed for IRAS tax reporting, compute the amount payable to IRAS after considering the tax payables due to income received and tax receivables from purchases. The report is applicable to company with GST.

To access the Sales Tax Report,

- Users to click on “Reports” module, followed by the “Sales Tax Report” button in the Reports Module main page.
- Input the desired reporting period, i.e. from and to date. (The report is defaulted to show year-to-date information)
- Click on “Update” button to generate the report

Click on the action buttons on the right corner to either print or export the report.

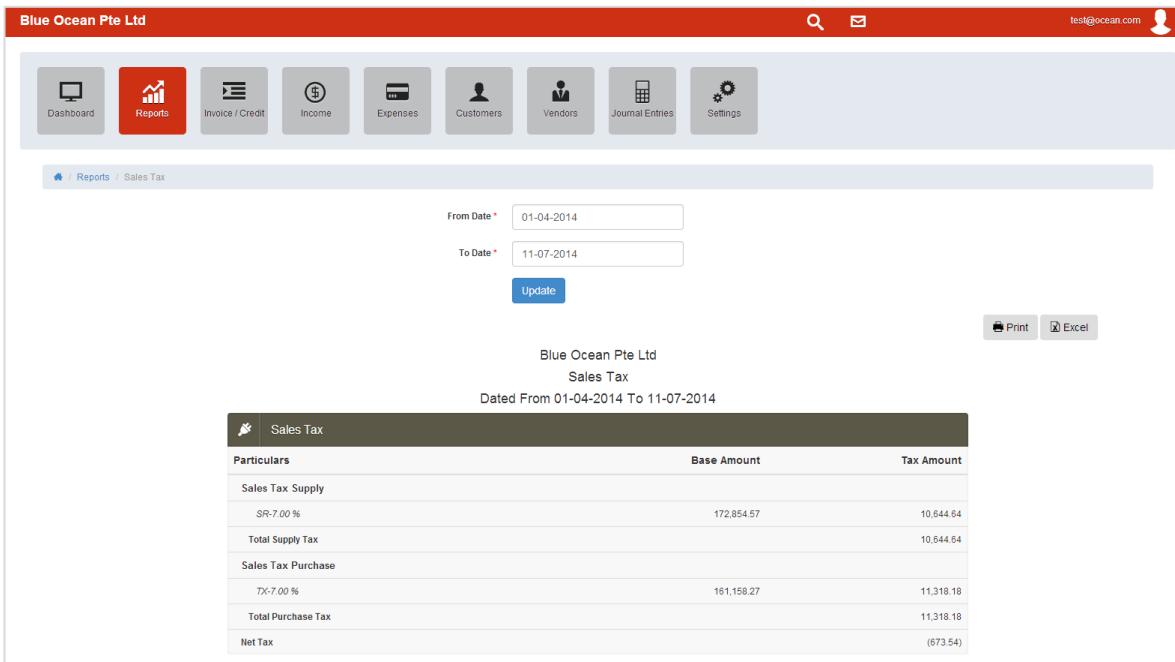


Figure 75: Sales Tax Main Page and Sample of the Report

8.7 Ageing Report – Receivables

The Ageing Report – Receivables is generated to provide management the snapshot of the amount owed to them by their customers, analysed in tenure buckets of

- 1 - 30 days
- 30 - 60 days
- 60 - 90 days
- 90 - 120 days
- More than 120 days

The report will enable management to determine the accounts, which require to be written off as bad debts and the accounts to provide provision of doubtful debts, in addition to managing their liquidity position and concerns.

To access the Ageing Report - Receivables,

- Users to click on “Reports” module, followed by the “Ageing Report - Receivables” button in the Reports Module main page.
- Input the desired reporting date. (The date is defaulted to the current date)
- Click on “Update” button to generate the report

Click on the action buttons on the right corner to either print or export the report.

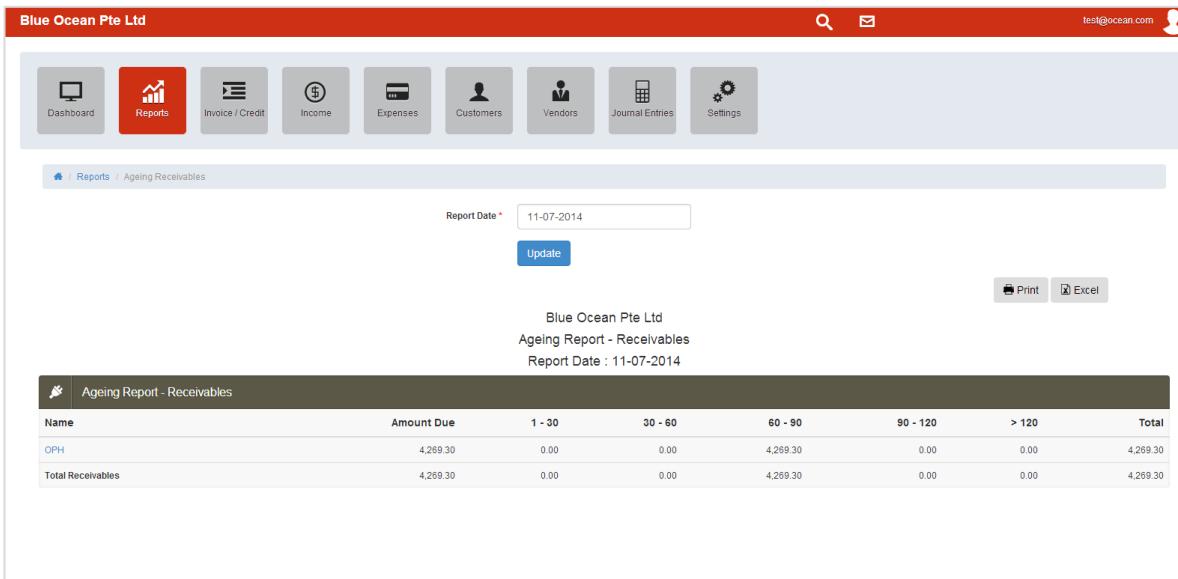


Figure 76: Ageing Report - Receivables

8.8 Aging Report – Payables

The Ageing Report – Payables is generated to provide management the snapshot of the amount owed by them to their vendors/ suppliers, analysed in tenure buckets of

- 1 - 30 days
- 30 - 60 days
- 60 - 90 days
- 90 - 120 days
- More than 120 days

The report will assist management to manage their cash flow and upcoming commitments towards their vendors/ suppliers credit terms.

To access the Ageing Report - Payables,

- Users to click on “Reports” module, followed by the “Ageing Report - Payables” button in the Reports Module main page.
- Input the desired reporting date. (The date is defaulted to the current date)
- Click on “Update” button to generate the report

Click on the action buttons on the right corner to either print or export the report.

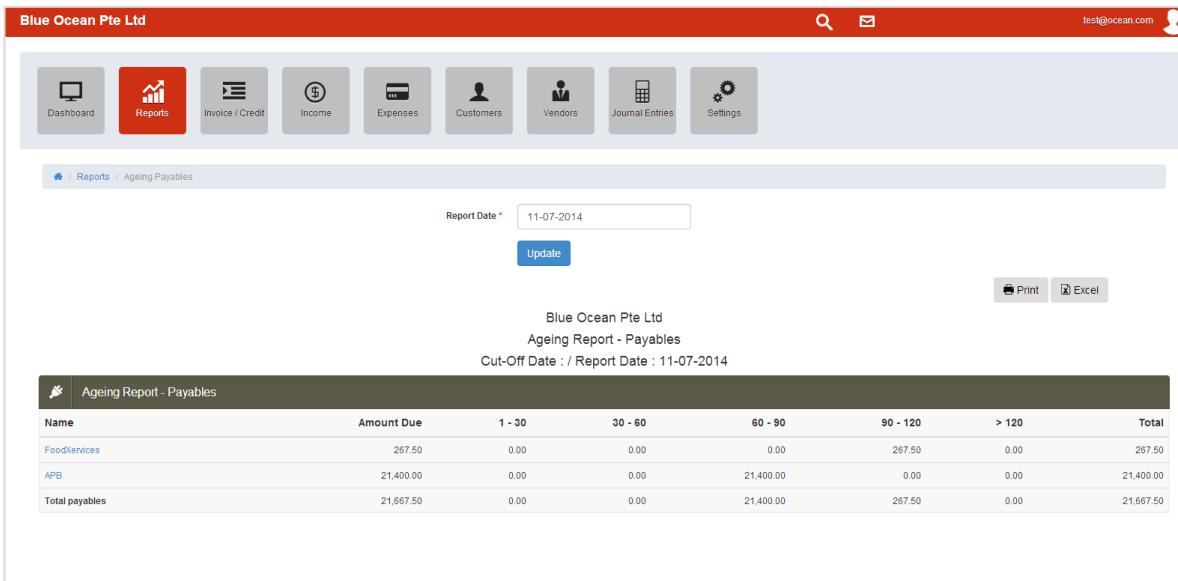


Figure 77: Ageing Report - Payables

8.9 General Ledger

The General Ledger (GL) records all the transactions occurred during the indicated reporting period. The GL report provides the details of each transaction, in addition to providing the opening balance and closing balance of the GL account.

To access the GL report,

- Users to click on “Reports” module, followed by the “General Ledger” button in the Reports Module main page.
- Input the desired reporting period, i.e. from and to date. (The report is defaulted to show year-to-date information)
- Click on “Update” button to generate the report

Click on the action buttons on the right corner to either print or export the report.

The screenshot shows the software's main menu bar with "Blue Ocean Pte Ltd" and user information ("test@ocean.com"). Below is a navigation bar with icons for Dashboard, Reports (highlighted in red), Invoice / Credit, Income, Expenses, Customers, Vendors, Journal Entries, and Settings. The main content area shows a breadcrumb path: Home / Reports / General Ledger. It includes date filters ("From Date: 01-04-2014" and "To Date: 13-07-2014"), an "Update" button, and action buttons for "Print" and "Excel". The title "General Ledger" is displayed above the report table, along with the date range "Dated From 01-04-2014 To 13-07-2014". The report table has three sections: "Acc. Depn - Machinery", "Cash in Hand", and "Fixed Deposits". Each section contains a table with columns for Date, Description, Entry Description 2, Counterparties, Type, Vch No., Debit, Credit, and Balance.

Acc. Depn - Machinery								
Date	Description	Entry Description 2	Counterparties	Type	Vch No.	Debit	Credit	Balance
30-06-2014	Journal No JEN-0000000002	Depreciation for the Year	-	Journal Entry	JEN-0000000002	0.00	3,400.00	3,400.00 Cr

Cash in Hand								
Date	Description	Entry Description 2	Counterparties	Type	Vch No.	Debit	Credit	Balance
	Opening Balance					2,500.00		2,500.00 Dr

Fixed Deposits								
Date	Description	Entry Description 2	Counterparties	Type	Vch No.	Debit	Credit	Balance
	Opening Balance							

Figure 78: General Ledger Report

8.10 Income By Customer

The report consolidates all income incurred with customers stored in the database. This report does not contain other expenses incurred and recorded via journal entries. If user requires detail information of other income transactions, users are to go to the respective account, either through General Ledger or Account Transactions report.

To access the Income by Customer report:

- Users to click on “Reports” module, followed by the “Income by Customer” button in the Reports Module main page.
- Input the desired reporting period, i.e. from and to date. (The report is defaulted to show year-to-date information)
- Click “Update”

Click on the action buttons on the right corner to either print or export the report.

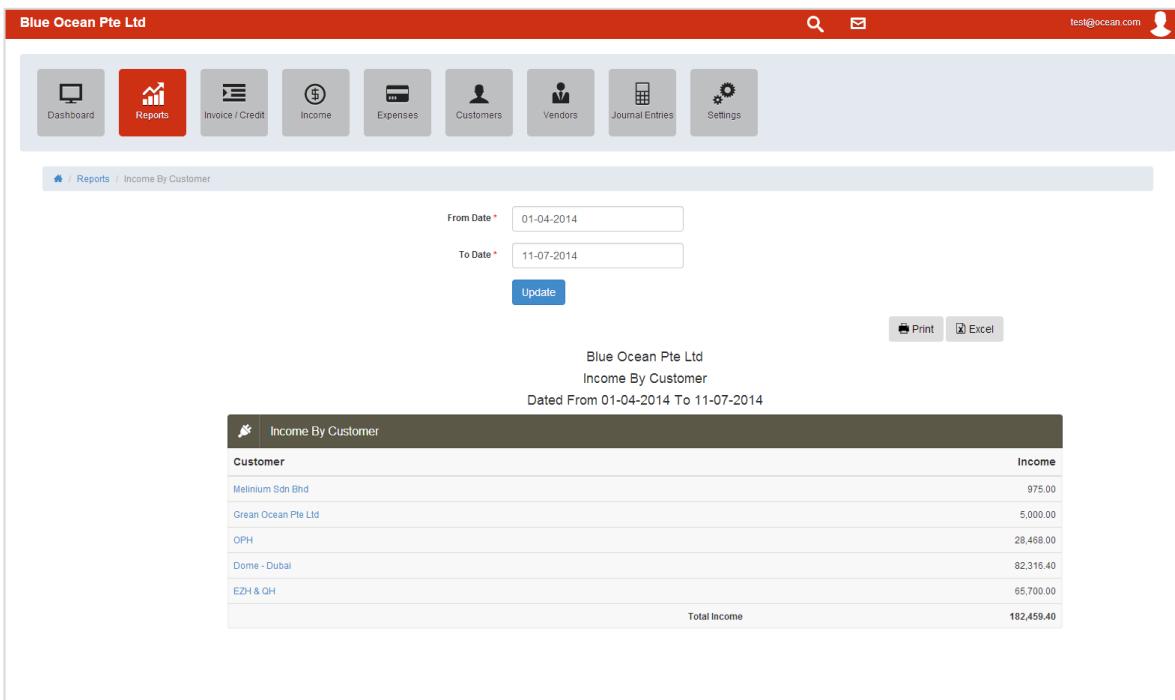


Figure 79: Income by Customer

8.11 Expenses by Vendor

The report consolidates all operational expenses incurred with vendors stored in the database. This report does not contain any capital expenses incurred, and if need such information, users are to go to each Non-Current Asset account, either through General Ledger or Account Transactions report.

To access the Expenses by Vendor report:

- Users to click on “Reports” module, followed by the “Expenses by Vendor” button in the Reports Module main page.
- Input the desired reporting period, i.e. from and to date. (The report is defaulted to show year-to-date information)
- Click “Update”

Click on the action buttons on the right corner to either print or export the report.

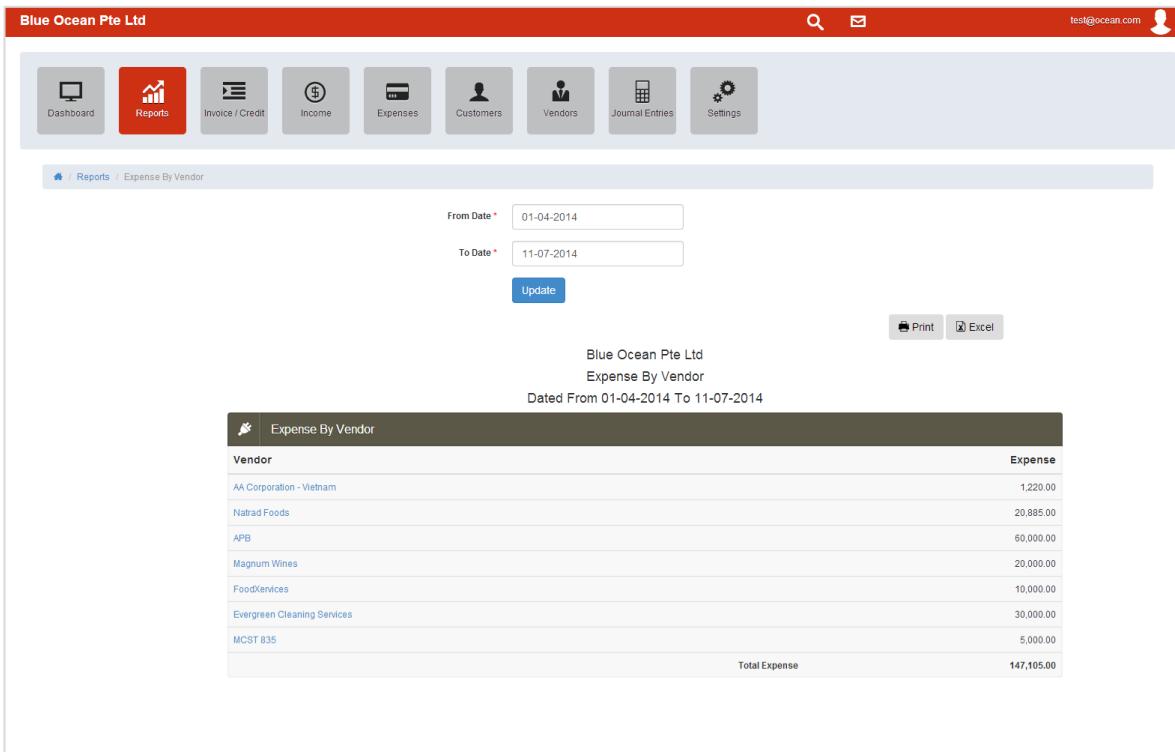


Figure 80: Expense by Vendor Report

8.12 Accounts Transaction

Account Transaction report provides the ability to view the details of each account individually outside of the GL report. This enable the user to focus on a single GL account for analysis instead of reviewing the long list of GL accounts within the GL report.

The Account Transaction of a single GL account records the details similar to the GL report, providing the user the details of each of the transaction posted into the GL account.

To access the Account Transaction report:

- Users to click on “Reports” module, followed by the “Account Transaction” button in the Reports Module main page.
- Users need to select “Account”, i.e. the applicable GL account which the user intend to view
- Input the desired reporting period, i.e. from and to date. (The report is defaulted to show year-to-date information)
- Click “Update”

Click on the action buttons on the right corner to either print or export the report.

The screenshot shows the software's main menu bar with "Blue Ocean Pte Ltd" and user information ("test@ocean.com"). Below the menu is a toolbar with icons for Dashboard, Reports (highlighted in red), Invoice / Credit, Income, Expenses, Customers, Vendors, Journal Entries, and Settings. The main content area shows a breadcrumb path: Home / Reports / Account Transactions. A search and filter section allows setting the account to "OCBC Bank", the "From Date" to "01-04-2014", and the "To Date" to "11-07-2014". An "Update" button is present. To the right are "Print" and "Excel" export buttons. The title of the report is "OCBC Bank Transactions" with the subtitle "Dated From 01-04-2014 To 11-07-2014". The main table displays transaction details for the specified period.

Date	Description	Entry Description 2	Counterparties	Type	Vch No.	Debit	Credit	Balance
	Opening Balance					105,000.00		105,000.00 Dr
01-04-2014	Payment for Expense No EXP-0000000014		MCST 835	Payment	PMT13	0.00	2,140.00	102,860.00 Dr
15-04-2014	Payment for Expense No EXP-0000000012		ID Ranger	Payment	PMT11	0.00	2,500.00	100,360.00 Dr
25-04-2014	Payment for Income No INC-0000000001		Melinium Sdn Bhd	Payment	PMT8	1,050.00	0.00	101,410.00 Dr
25-04-2014	Payment for Expense No EXP-0000000006		FoodServices	Payment	PMT20	0.00	5,082.50	96,327.50 Dr
25-04-2014	Payment for Expense No EXP-0000000005	10% Discount	Magnum Wines	Payment	PMT19	0.00	9,630.00	86,697.50 Dr
30-04-2014	Payment for Expense No EXP-0000000011		Evergreen Cleaning Services	Payment	PMT10	0.00	18,050.00	70,647.50 Dr
01-05-2014	Payment for Expense No EXP-0000000015		MCST 835	Payment	PMT14	0.00	2,140.00	68,507.50 Dr
12-05-2014	Payment for Invoice No INV-0000000003		Dome - Dubai	Payment	PMT3	20,060.00	0.00	88,567.50 Dr
25-05-2014	Payment for Expense No EXP-0000000010		FoodServices	Payment	PMT27	0.00	5,350.00	83,217.50 Dr
25-05-2014	Payment for Expense No EXP-0000000009	15% Discount	Magnum Wines	Payment	PMT25	0.00	8,095.00	74,122.50 Dr
25-05-2014	Payment for Expense No EXP-0000000002	Final Pymt Less Exchange Loss	AA Corporation - Vietnam	Payment	PMT16	0.00	1,300.00	72,822.50 Dr
25-05-2014	Payment for Expense No EXP-0000000008		APB	Payment	PMT22	0.00	21,400.00	51,422.50 Dr
25-05-2014	Payment for Expense No EXP-0000000007	\$478.00 Discount Received	Natrad Foods	Payment	PMT21	0.00	16,000.00	35,422.50 Dr
31-05-2014	Payment for Expense No EXP-0000000013		Evergreen Cleaning Services	Payment	PMT12	0.00	18,050.00	19,372.50 Dr
30-06-2014	Payment for Invoice No INV-0000000007	Final Payment Less Exchange Loss	Dome - Dubai	Payment	PMT6	47,300.00	0.00	66,672.50 Dr

Figure 81: Account Transaction Report – Sample of OCBC Bank Account

8.13 Gain/ Loss on Foreign Currency

The Gain/ Loss on Foreign Currency report records gain/ loss in foreign currency transactions on credit terms where the foreign currency (FX) rate has moved or changed from the date of sale/ purchase to the date of payment incurred. The difference in the amount payable or receivable as expected during the transaction date would be recorded in this report.

To access the Gain/ Loss on Foreign Currency report:

- Users to click on “Reports” module, followed by the “Gain/ Loss on Foreign Currency” button in the Reports Module main page.
- Input the desired reporting period, i.e. from and to date. (The report is defaulted to show year-to-date information)
- Click “Update”

Click on the action buttons on the right corner to either print or export the report.

The screenshot shows the software's main navigation bar with options like Dashboard, Reports (highlighted in red), Invoice / Credit, Income, Expenses, Customers, Vendors, Journal Entries, and Settings. Below the navigation is a breadcrumb trail: Home / Reports / Foreign Currency Gain / (Loss). A search and email icon are on the right, along with a user profile for test@ocean.com.

Filtering fields for 'From Date' (01-04-2014) and 'To Date' (11-07-2014) are present, with an 'Update' button below them. To the right are 'Print' and 'Excel' export buttons.

The main content area displays a title 'Blue Ocean Pte Ltd' and 'Gain/Loss on Foreign Currency Exchange' with a note 'Dated From 01-04-2014 To 11-07-2014'. Below this is a table titled 'Gain/Loss on Foreign Currency Exchange' with the following data:

Date	Reference No	Counterparties	Amount	Exchange Rate	Amt in Base Currency	Receipt / Payment Amount	Realised Gain/(Loss)
25-04-2014	INC-0000000001	Melinium Sdn Bhd	2,675.00	0.39000	1,043.25	1,050.00	6.75
12-05-2014	INV-0000000003	Dome - Dubai	16,050.00	1.25000	20,062.50	20,060.00	(2.50)
25-05-2014	EXP-0000000002	AA Corporation - Vietnam	1,070.00	1.22000	1,307.50	1,300.00	7.50
30-06-2014	INV-0000000007	Dome - Dubai	43,870.00	1.24640	47,344.51	47,300.00	(44.51)
Total Realised Gain/(Loss)							\$ (32.76)

Figure 82: Gain/ Loss on Foreign Currency Report

End of Document