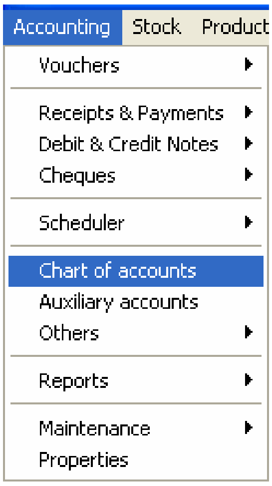
Quick Guide to PIMS2

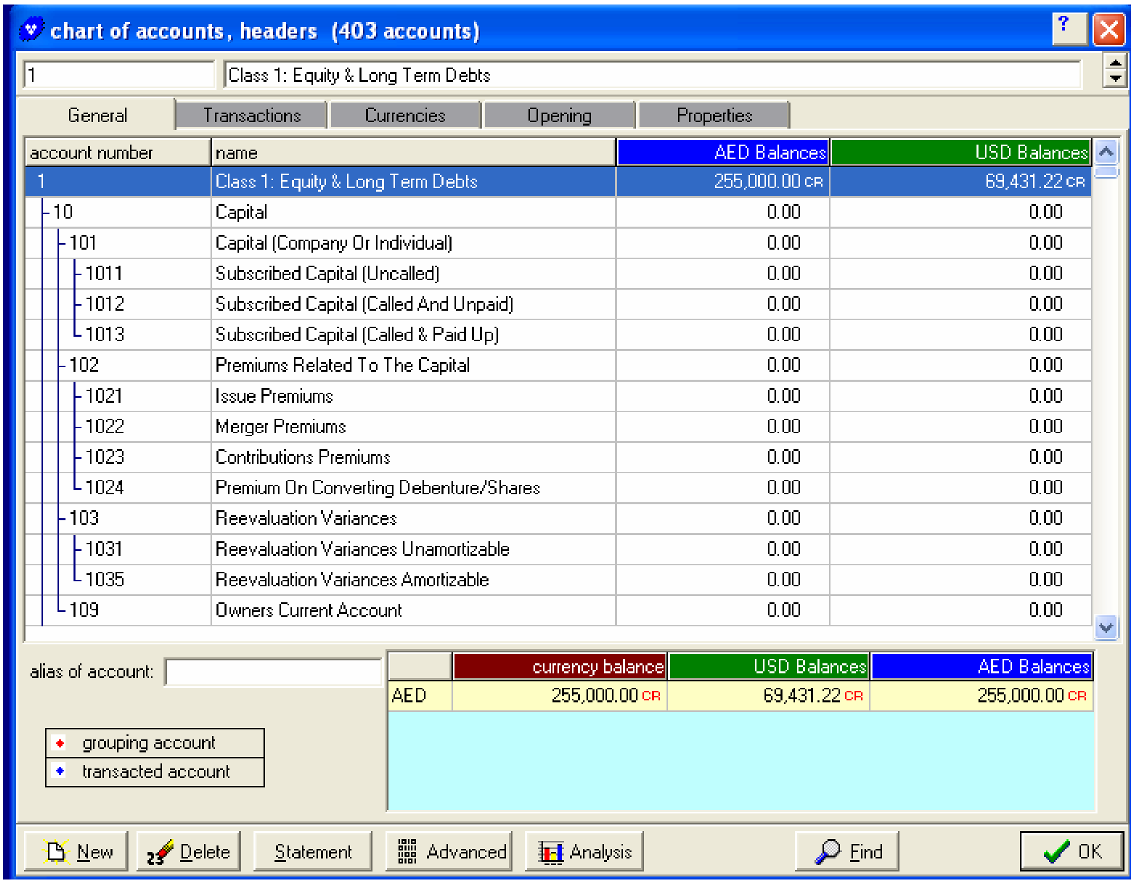
Pims2 stands for Profiles Integrated Management System. It is divided into modules: Accounting, Stock control, Fixed Assets, Production jobs, Human Resources and Payroll.

Accounting:

Chart of accounts:

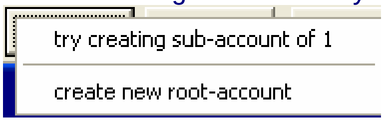
To open the chart of accounts go to: Accounting → Chart of accounts.





➢ New account:

When clicking this button you will be able to create a new account through 2 ways

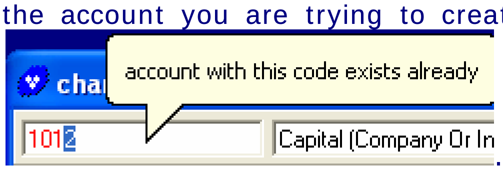


Either you create a new root account or you create a sub-account for the selected one in the chart.

In both cases, you should assign a code for the newly created account which is of maximum 8 characters and a name.

In case you are creating a root account, assign a normal code. 

In case you are creating a sub-account of the selected one, you will have to add the sub-code for the father account. 

If the code is highlighted in red, this means that the account you are trying to create already exists and you will be alerted by the system. 

After the creation, press 'Apply' 

to confirm or 'Cancel' 

to discard all changes.

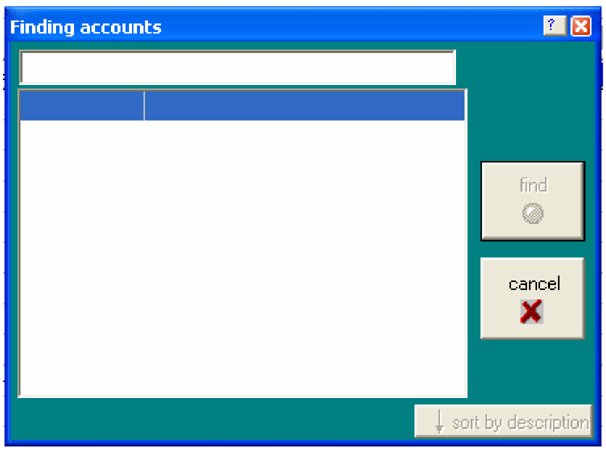
Whenever you get a 'Problem' button 

, just click on this button and the system will lead you to the source of the problem, it may be something that should be filled and you didn't fill it.

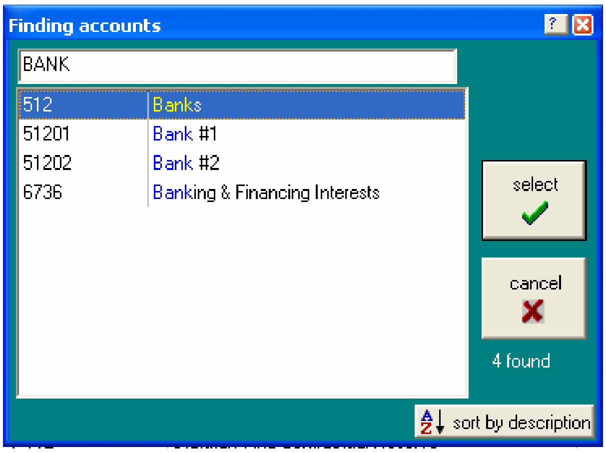
➢ Search for account:

To search for an account, just type its code in case you know it and it will be located on the desired account. In case you only remember the name of the account, click on Find button 

which will open a new window where you can put the name of the account you want to search for.



In this case the system will look for all the accounts having the typed word existing in their names thus you can select the wanted one.



For more information, whenever you locate to an account, you can see its current balance in Local and Base currencies.

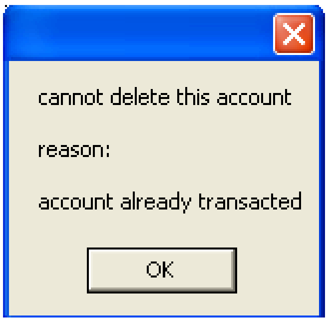
account number	name	AED Balances
12	Brought Forward Results	255,000.00 CR
121	Profit Brought Forward	255,000.00 CR

➢ <u>**Delete account:**</u>

An account can be deleted in one case one it is not transacted. To do so, select the account you need to delete and just click on the 'Delete' button 

. To delete a father account, you should delete all its children in order to delete it. If you try to delete a father account, the system will warn you that this is a father account that cannot be deleted.

If you try to delete a transacted account, the system will also warn you that this account cannot be deleted.

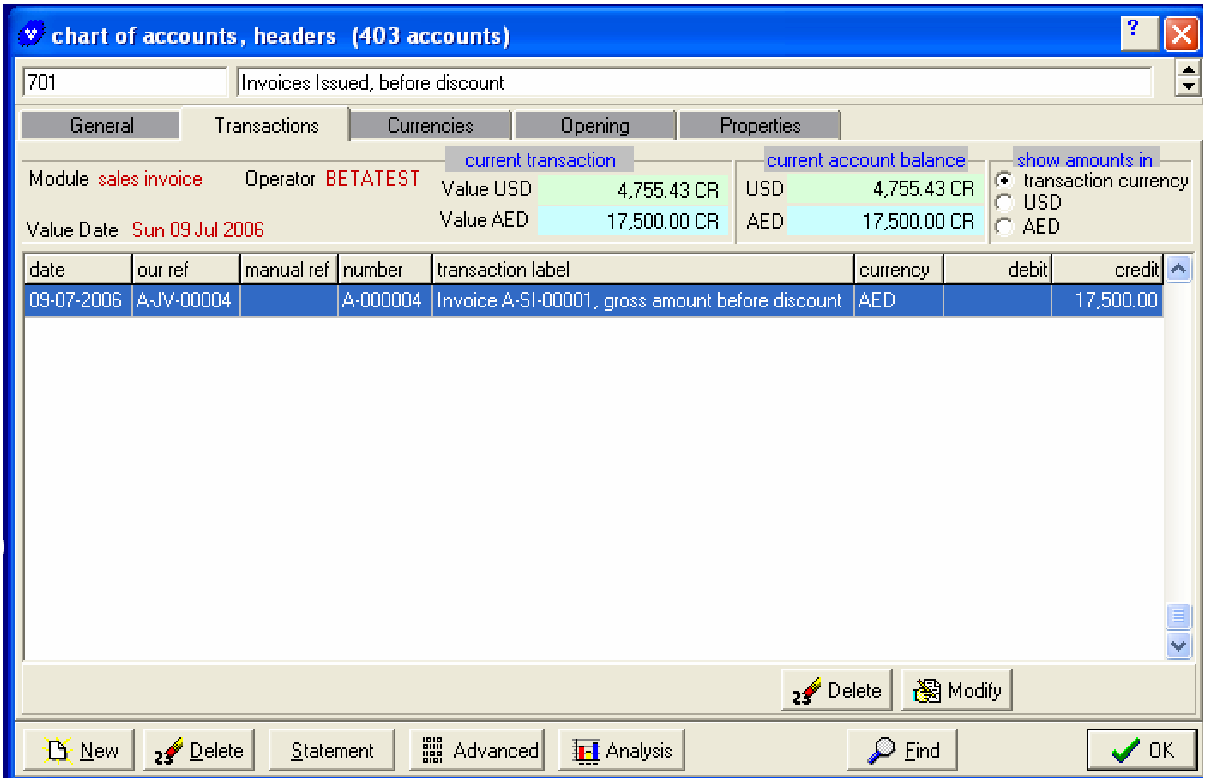


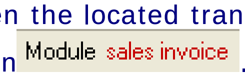
➢ Modify account:

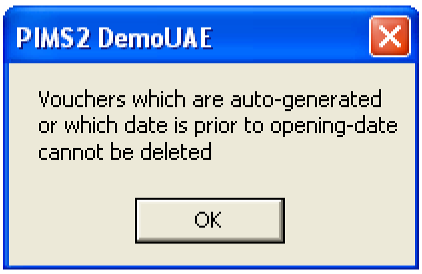
You can only modify the name of the account and its properties. For sure, you cannot modify its code thus you should delete it and create a new one with the desired code.
To modify the name, just click the mouse on the name and type a new one then click on ‘Apply’ button to save changes.

➢ Transactions page:

This page will list the transactions of the selected account.



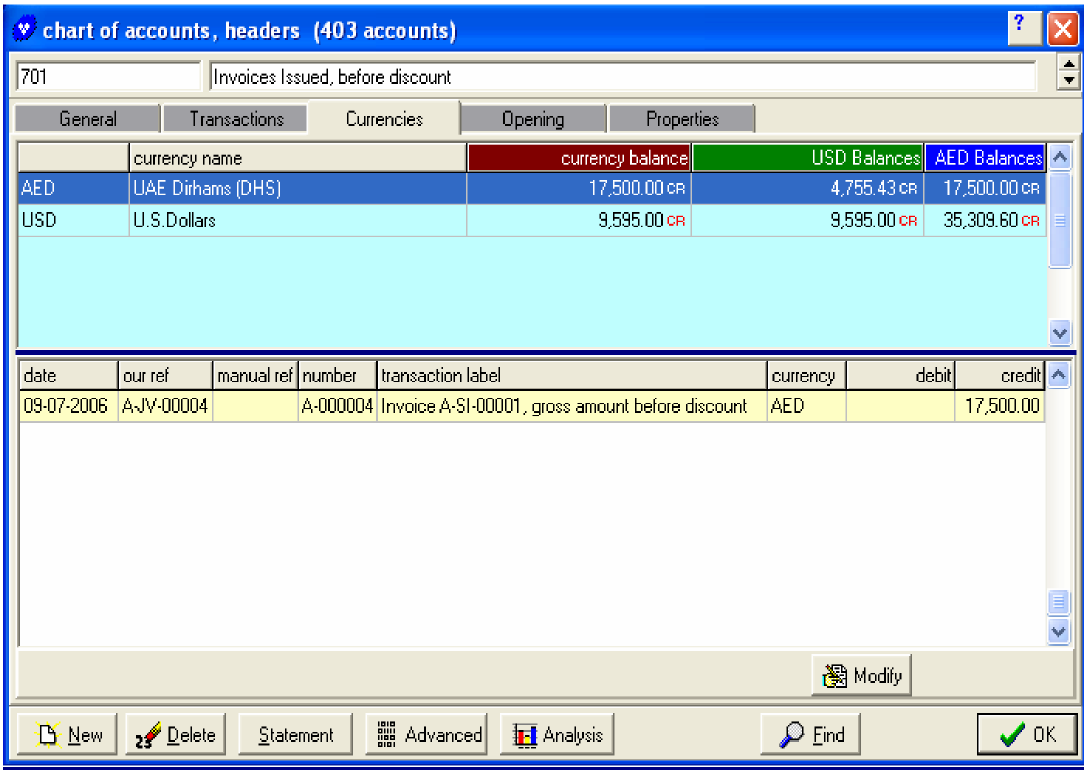
From this page, if you click on ‘Modify’ button, Pims2 will open the located transaction to be modified. This page displays the type of the transaction shown  . The ‘Delete’ button  serves to delete only accounting vouchers otherwise it will warn you that the transaction you want to delete cannot be deleted since it is an auto-generated voucher.



Moreover, this page lists the transactions in all currencies.

➢ Currencies page:

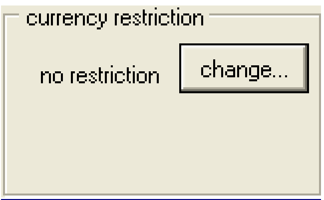
This page displays the transactions of the selected account grouped by currency.



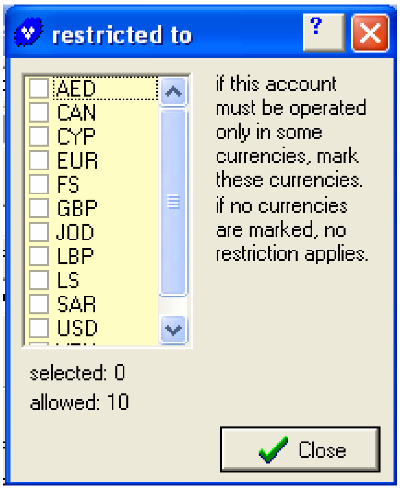
Select a transacted currency and it will list all its related transactions.

➢ Properties page:

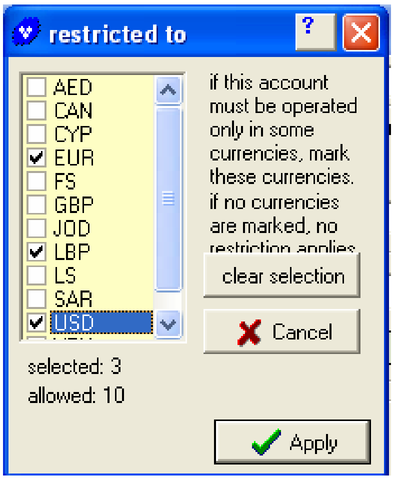
You can limit a currency for a certain account to be transacted with. Initially, the system is multi-currency and allows the accounts to be transacted in all currencies. But you can limit an account to be transacted from 1 to 10 currencies.



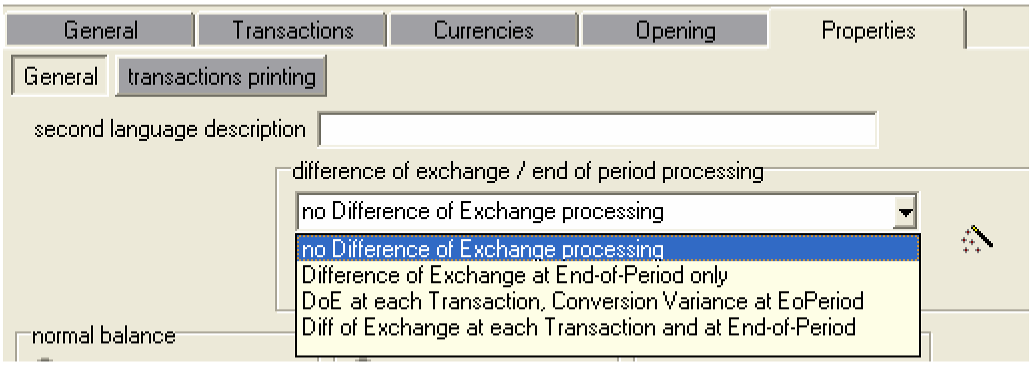
Just click on the 'Change' button, Pims2 will list all the currencies of your system and asks you to select the currencies to which the account will be restricted.
In this case the account would be allowed to be transacted else then the restricted currencies.



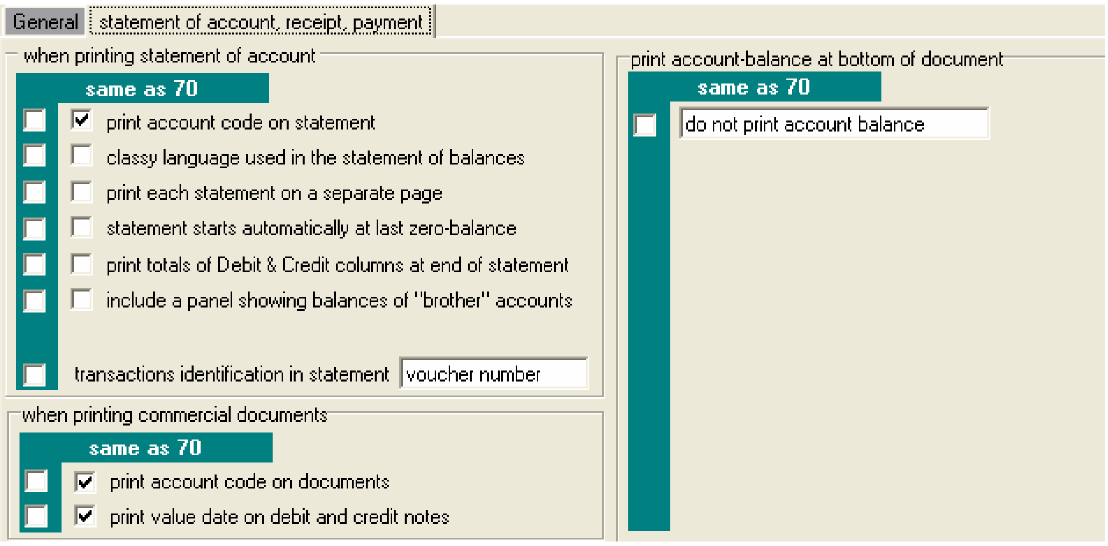
If you need to clear currency restriction from an account, just click on 'Clear selection' button or uncheck the selected currencies.



Also in the properties page, you can define the difference of exchange method for the account.



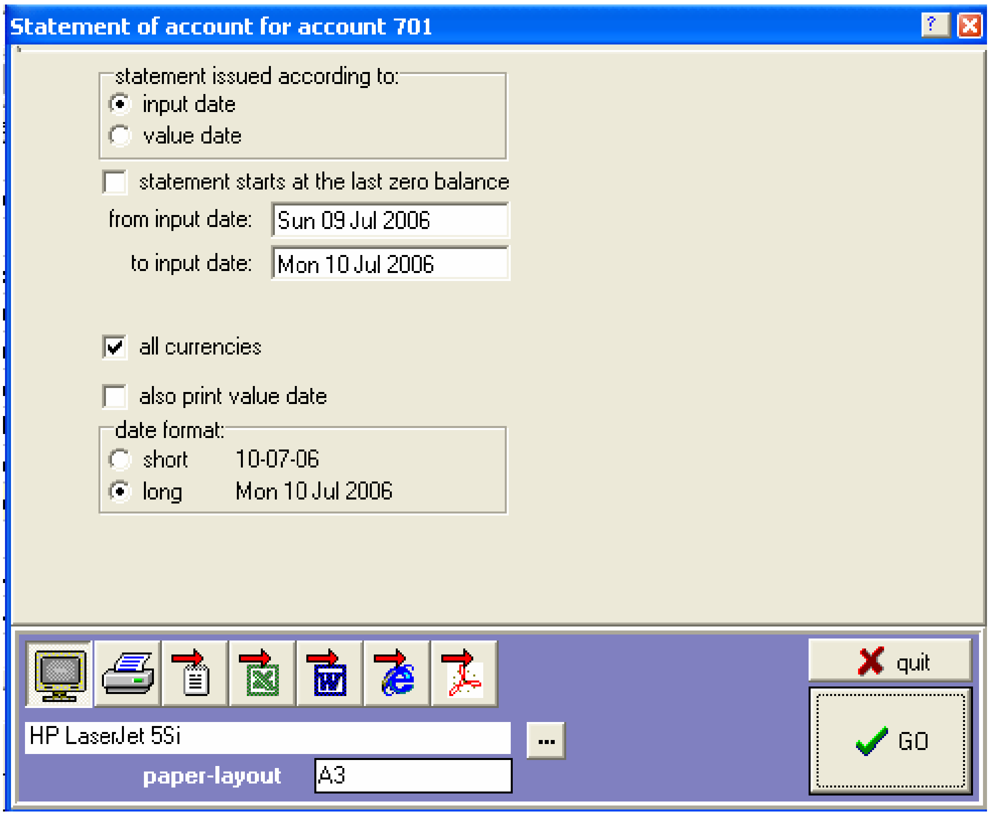
You can see a button captioned ‘Transactions printing’ where you can set the printing properties of the selected account in statements of accounts, receipts and payments.



You may figure out that there is a green band of check boxes that assigns the printing properties of the father account to its child whatever was the property of the child account.

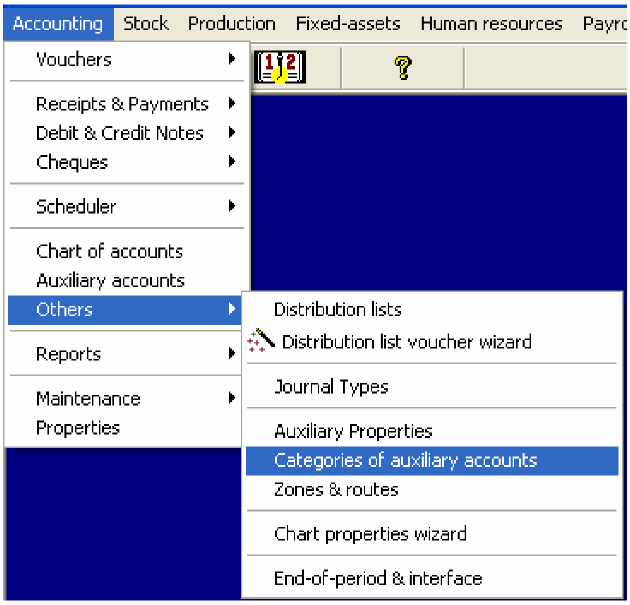
➢ Statement button:

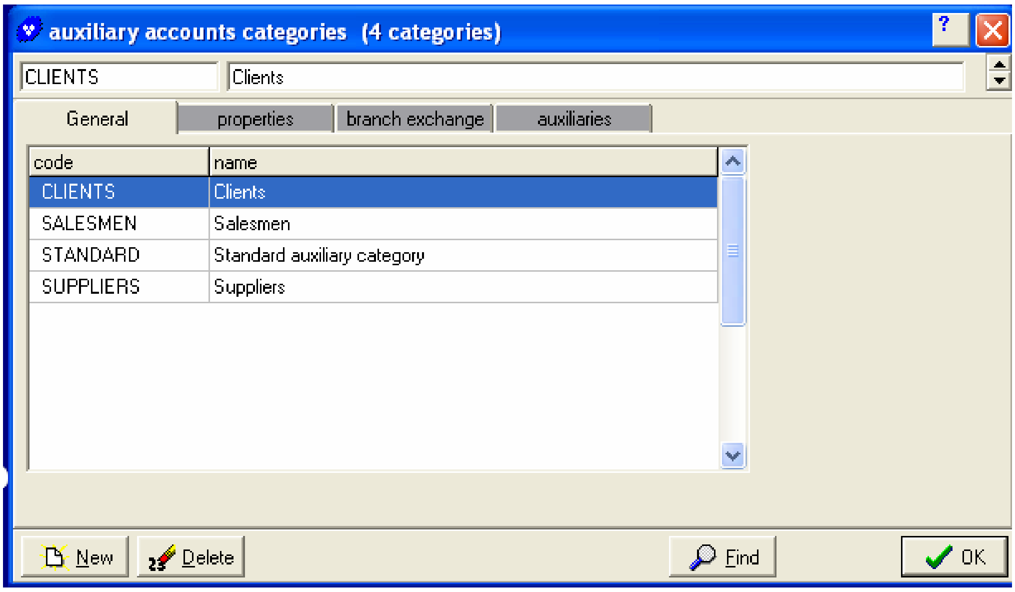
You can print a statement of account for the selected account by pressing on the ‘Statement’ button Statement.
It will open the following window to select the date brackets, the currency for which you want to print the statement…



Categories of auxiliary accounts:

To open the categories of auxiliaries' page go to: Accounting → Others → Categories of auxiliary accounts.





What would the 'Categories' help you in?

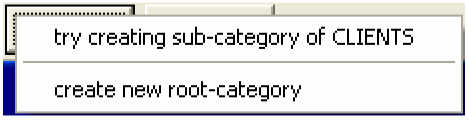
Different from other systems, instead of creating clients accounts and suppliers (vendors) accounts in the chart of accounts, Pims2 allows you to categorize all your third party accounts in a module named auxiliary accounts where you can create your clients, suppliers, salesmen, Employees… so it serves for multi purposes.

That's why before creating your auxiliaries accounts, you should create categories for them where each auxiliary account should be assigned to one and only one category.

➢ New category:

Click on button 'New' 

, you will get 2 options for creation.



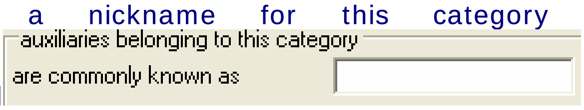
So you can create a new root category or you can create a sub-category for the selected one.

When you chose one of both methods, you will have to input a code for the newly created category then press enter to fill the name of the category. Now, this window will display a button 'Problem' 

which indicates that there still something missing to be filled in the properties of the category. Thus, press on the 'Problem' button and it will lead automatically to the missing part to be filled.

At this stage, you should fill the price list to be applied when selling to an auxiliary member of this category. Let us admit that you have chosen the 'Standard' price list which is the default created price list by the system 

.

Fill a nickname for this category in the 'Are commonly known as' field 

. Example: If you are creating a category for the Cash clients different than the on account clients, both of them are known as clients. So you can fill 'Clients' in the 'Are commonly known as' field for both of them.

The most important thing in this page is to fill the grouping account of this category.

In other words, all the auxiliaries members of this category are grouped on the filled account from the chart of accounts, so whenever you transact the auxiliary automatically Pims2 will transact its grouping account too in order to have an accurate trial balance and balance sheet.

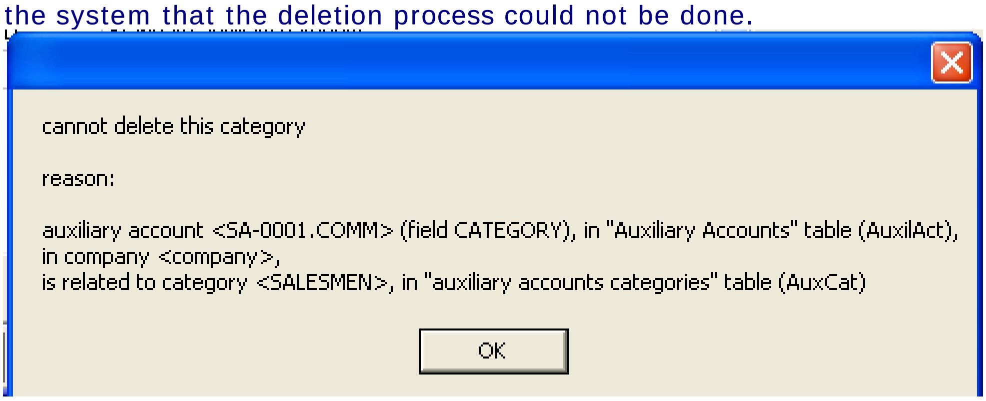
After filling this information, click on the 'Apply' button 

.

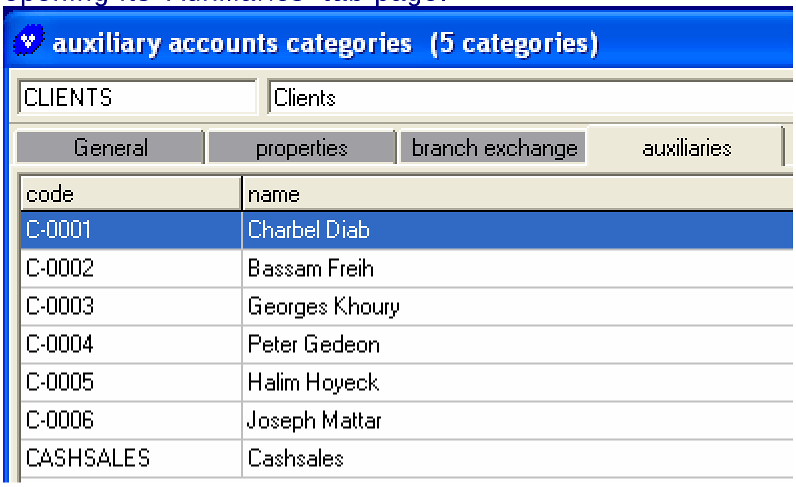
➢ Delete category:

To delete a category, click on 'Delete' button 

. But to be noted that the category will be deleted in case when there is no auxiliaries related to it otherwise you will warned by the system that the deletion process could not be done.

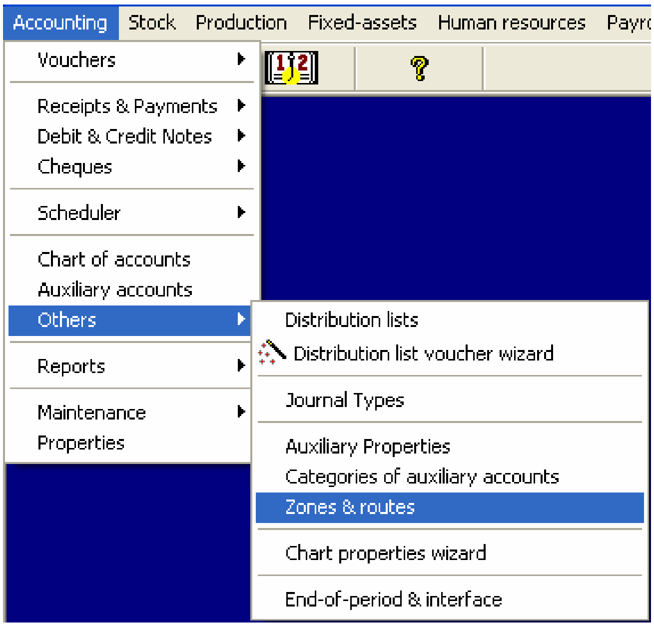


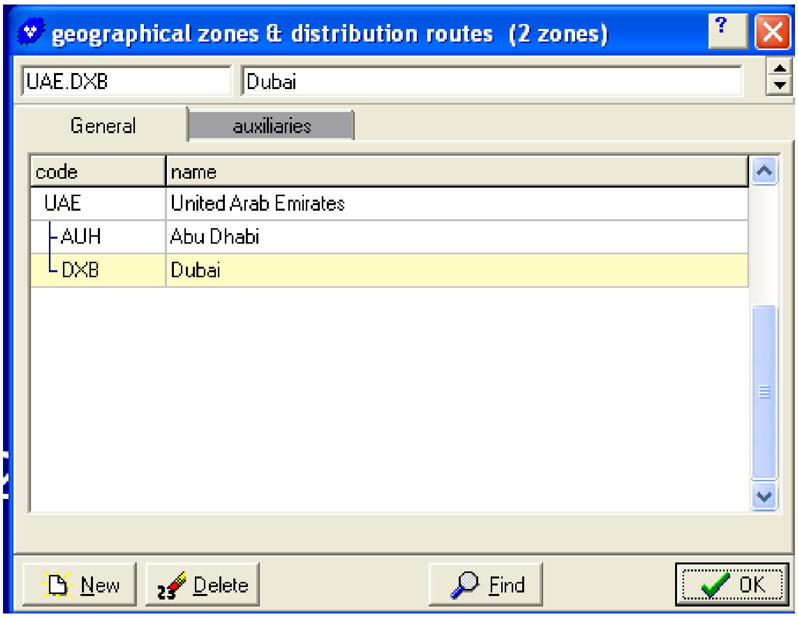
You can see the auxiliaries, members of the category, by selecting the category and by opening its 'Auxiliaries' tab page.



Zones and Routes:

Each auxiliary account COULD be assigned to a zone and only one, so to open the zones & routes page, go to Accounting → Others → Zones & routes.





➢ New Zone:

Click on button 'New' 

, then as usual you will get 2 options or methods of creation; either it is a root zone or a sub-zone of the selected one.

You will have only to fill a code 

and a description 

.

Zones & routes will have you in distribution and money collecting. You can assign a Salesman for each zone; you can have sales reports per zones...

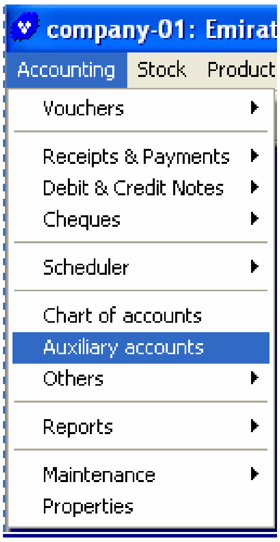
➢ Delete Zone:

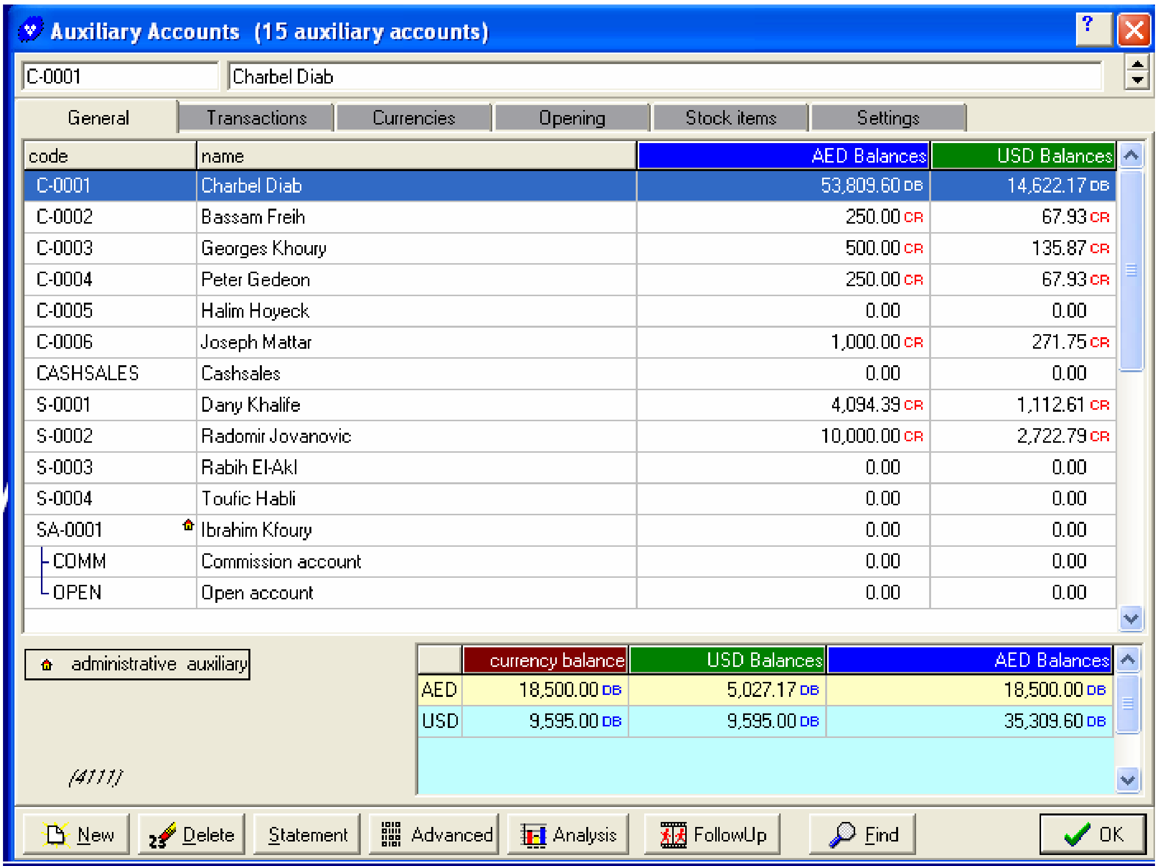
Click on 'Delete' button 

, but Pims2 will not allow deleting any zone if there is auxiliaries accounts related to it otherwise you will be warned.

Auxiliaries Accounts:

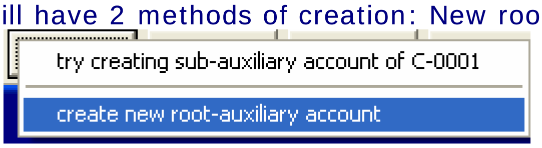
To open the auxiliaries accounts page, go to Accounting → Auxiliary accounts



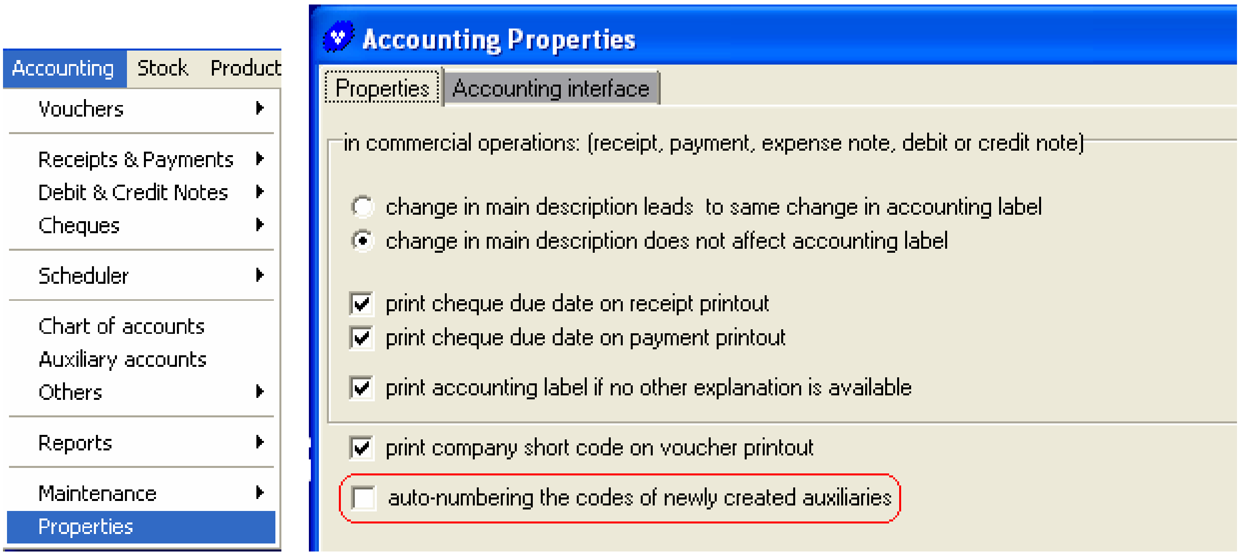


➢ New auxiliary:

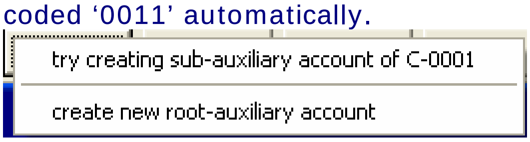
Click on 'New' button 

, also you will have 2 methods of creation: New root account or a sub-account for the selected auxiliary. 

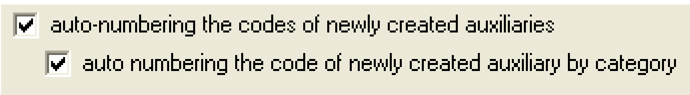
Now it is very important that we have an option that will <u>Auto-number</u> the code of the newly created auxiliary account.
To activate this option you have to go to: Accounting → Properties.

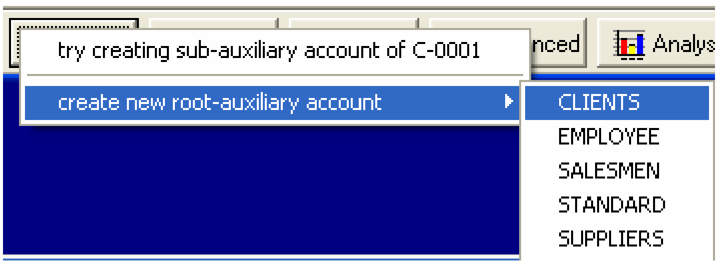


At this page you will see the auto-numbering check box, to activate it just check it.
Through this option, Pims2 will assign new codes for the newly created auxiliaries through the last number existing for ALL auxiliaries' accounts.
Example: If your last auxiliary is coded as '0010', if you will create a new auxiliary it will be coded '0011' automatically.



You will see another option displayed also which will help you to auto-number the code of newly created auxiliary through its category type, to activate it just check the second check box.





I will figure it out in a small example the difference between 'Auto-numbering' and 'Auto-numbering by category'. Whenever you created a certain system for your created codes like 'C-0001' for clients, 'S-0001' for suppliers, 'E-0001' for employees and if the last auxiliary account in your list is a supplier coded 'S-0010' and if you are using the 'auto-numbering' method (1st one), Pims2 will suggest a new code 'S-0011' while maybe you need to create a client so you will be obliged to modify the filled code and input one manually.
While if you are using the second method 'Auto-numbering by category', Pims2 will ask you what kind of auxiliary account you need to create regarding the categories that you have, so

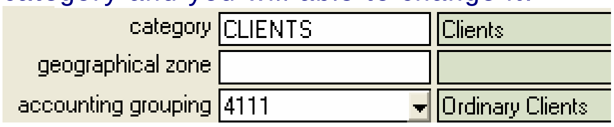
if you need to create a client PIms2 will look in the code of the last client existing and then it will increase it by one.

Be noted that even though you selected that the code be created automatically, you still be able to modify the code during filling process.

After filling the code C-0007, press 'Enter' to move to the name field Richard Jacobson.

You have to pay attention that we have 3 cases in the creation of new auxiliary accounts:

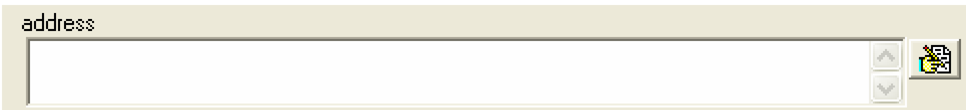
- If you are creating a new auxiliary account through the normal method without using the 'Auto-numbering' of the code, after you fill the code and the name of the auxiliary you will have to click on the 'Problem' problem button to lead you to the 'Settings' page where you have to fill the category to which the auxiliary is related then automatically Pims2 will fill the grouping account of the auxiliary through its category and you will able to change it.



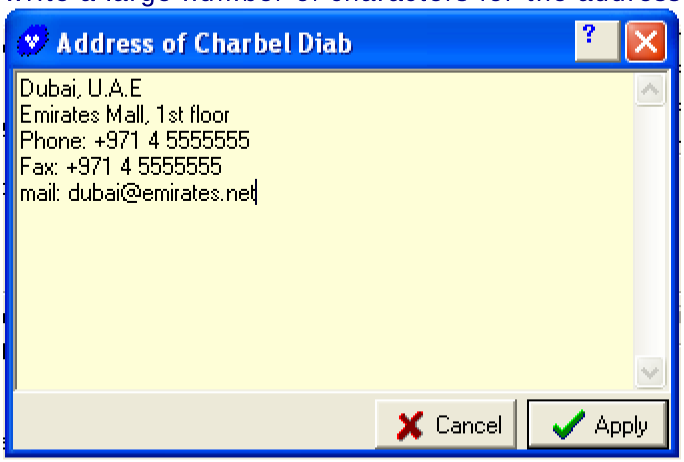
  Category and grouping account are mandatory fields to be filled while the geographical zone is an optional field where you are not obliged to use it.

- If you are creating a new auxiliary account through the method of 'Auto-renumbering' of the code but without relying on the category, after filling the code and the name fields, Pims2 will show you the 'Problem' button too and you will have to follow the same process as in previous case.
- If you are creating a new auxiliary account through the method of 'Auto-renumbering' of the code BY CATEGORY, after filling the code and the name of the auxiliary, Pims2 will show you the 'Apply' button and not the 'Problem' since it fills automatically the category and the grouping account of the auxiliary.

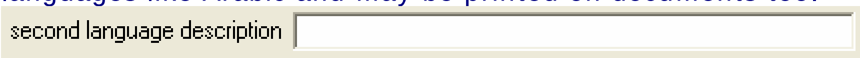
In the settings page, you can also set many properties for each auxiliary account. You can fill his address in the memo field reserved for it.



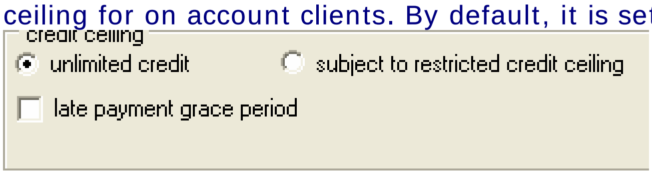
Thus, press on the button on the right edge; it will open the address window where you can write a large number of characters for the address, mail, phone numbers...



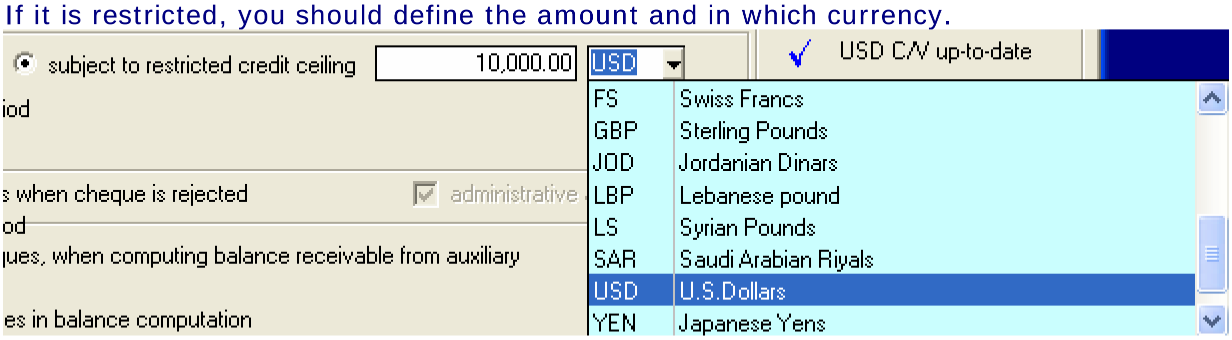
The second language description field is reserved to fill the name of the auxiliary in other languages like Arabic and may be printed on documents too.



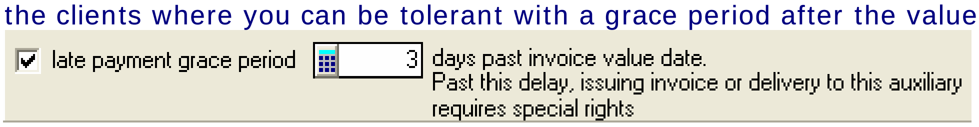
On the same page, you can see a box for the credit ceilings where you can limit the credit ceiling for on account clients. By default, it is set as open credit 'Unlimited'.



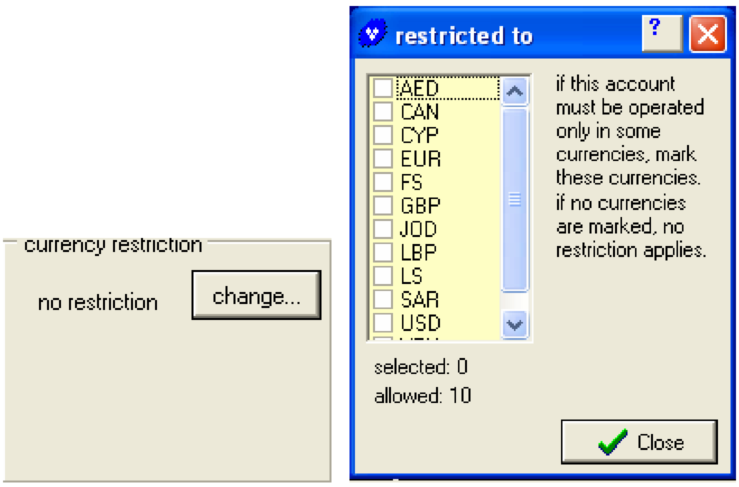
If it is restricted, you should define the amount and in which currency.



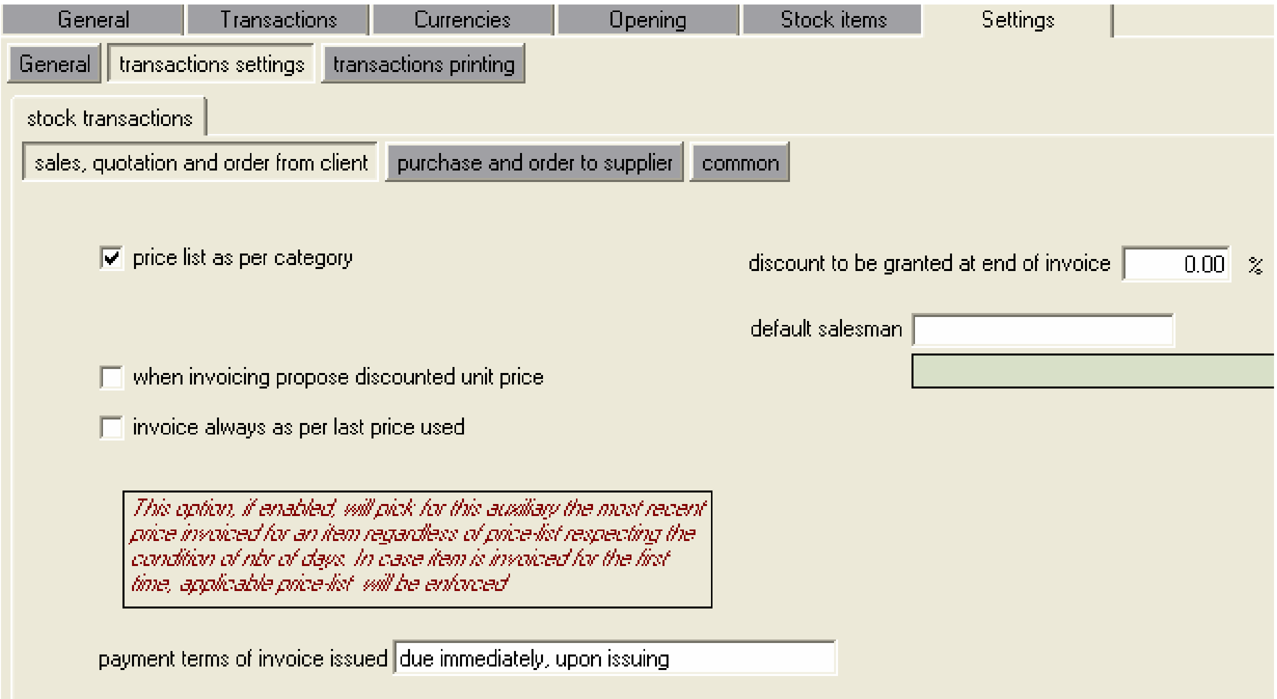
Also you can provide the auxiliary with a late payment grace period; this applies usually for the clients where you can be tolerant with a grace period after the value date of the invoice.



The newly created auxiliary accounts are set to default to be multi-currency. In case you need to restrict the account in order to be transacted in one or more currencies, click on the 'Change' button to restrict the currencies.



When you open the 'Settings' page in 'auxiliaries accounts', you will see 3 sub-tab pages. In the transactions settings page, you can define the payment terms for the clients, the discount to be granted on invoice...



➢ Delete Auxiliary:

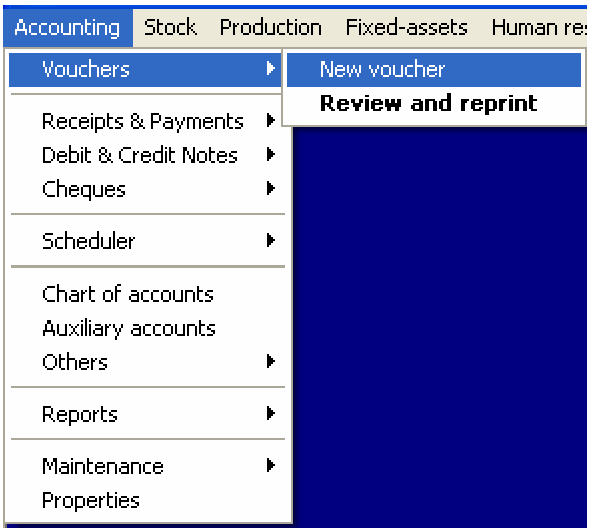
To delete an auxiliary account, click on the 'Delete' button 

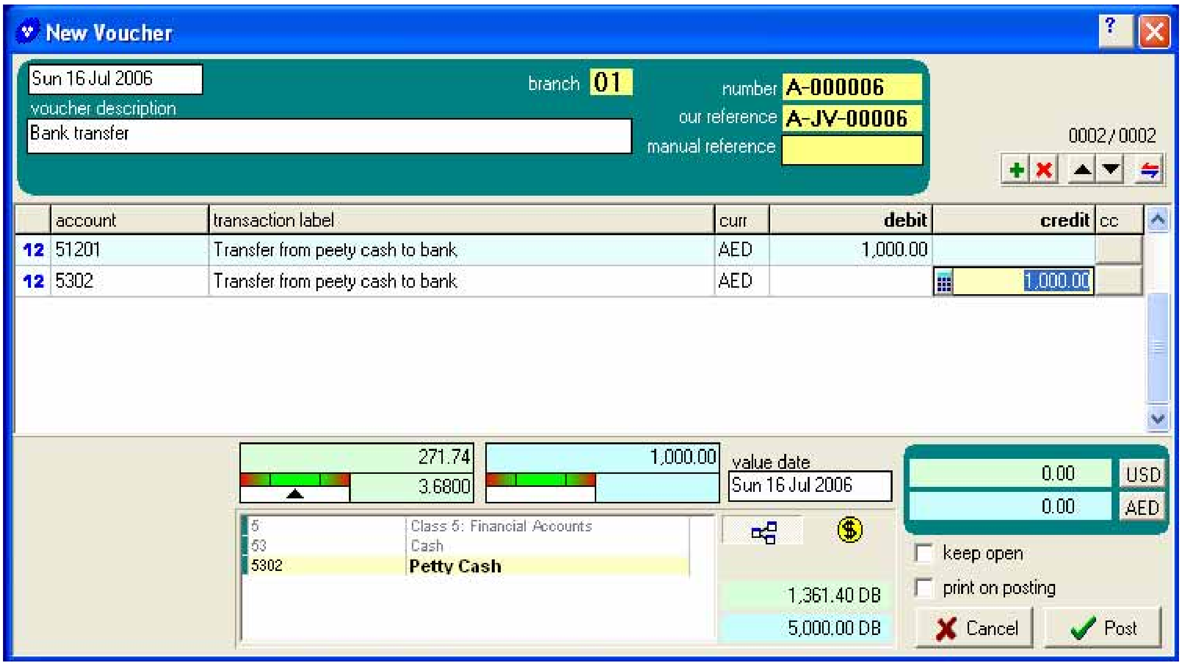
. The auxiliary will be deleted in case it is not transacted otherwise the software will raise a warning.

Accounting vouchers:

➢ New voucher:

To issue a new voucher, go to Accounting → Vouchers → New Voucher

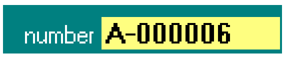


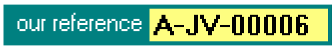


These are the parts of an accounting voucher:

Issuing date: 

Voucher description: 

Legal number (Sequential given by the system): 

Our Reference (Either Random or Sequential given by the system): 

Manual Reference (Filled by the user, optional): 

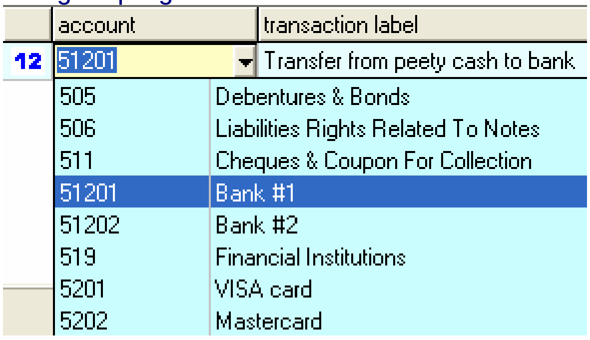
In the grid, you will fill the accounts and amounts transacted.

Means you are transacting a chart of accounts. If you need to transact an auxiliary account, just double click on 

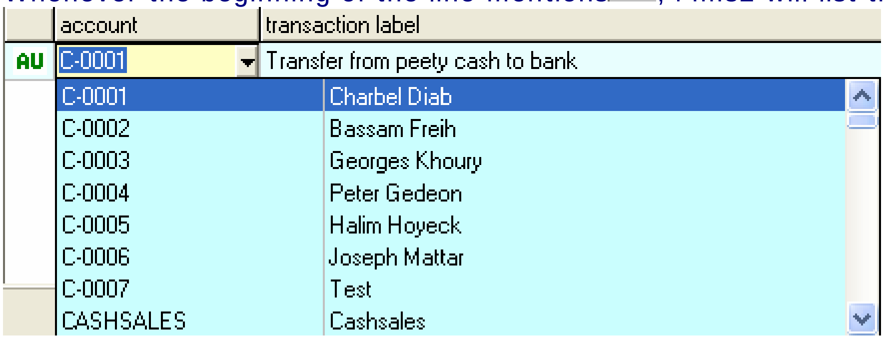
or press space whenever you are located on it.

Means you are transacting an auxiliary account.

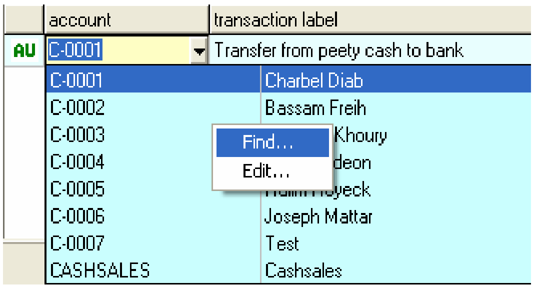
So whenever the beginning of the line mentions 12, it will list the chart of accounts except the grouping accounts related to auxiliaries and the father accounts.

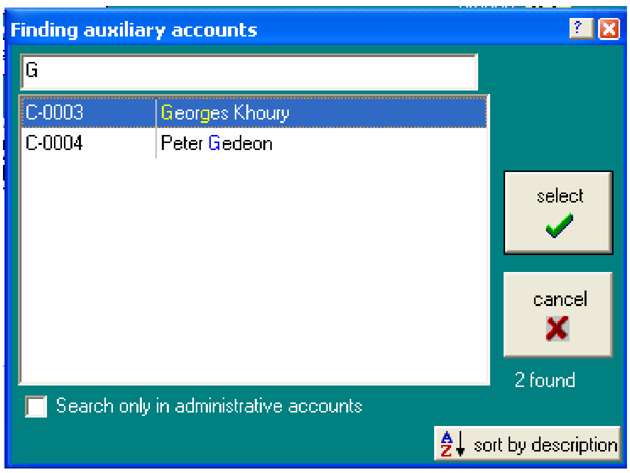


Whenever the beginning of the line mentions AU, Pims2 will list the auxiliaries' accounts



In both cases, you can locate an account by typing the code. If you don't know the code of the account you want to locate, Right-click on the open list so that you will get a button 'Find'.

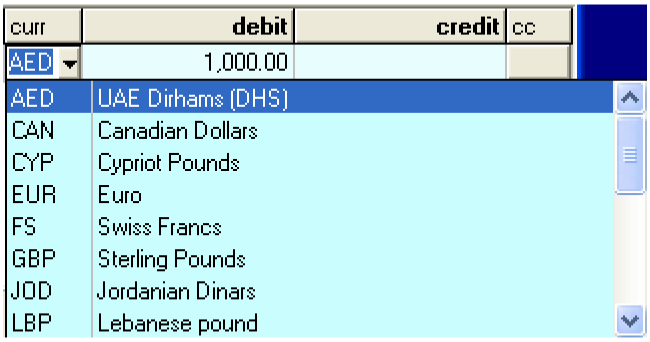




The search can be made partially, in other words just type any letter of t he name and Pims2 will list all the accounts having that letter in their name so that you can select the concerned one.

If you need to transact a non created account or auxiliary, just double click in the code field which will open either the chart of accounts or the auxiliary accounts to create a new one.

In the currency field, you can choose the currency that you need to transact it for the located line.



Press the 'Enter' button to move between cells.

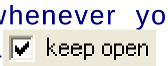
You can set the value date, of the selected line 

.

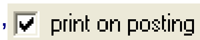
To delete a filled line, click on .

If there is a difference between the total of Debits and total of Credits in the voucher, the JV will be not closed and it will indicate the difference 

.

If you are working in a simultaneous way and you need to issue sequential vouchers, whenever you are issuing the first voucher, click on 'Keep open' check box to check it 

.

If you need to print the voucher after posting it, check 'Print on posting' 

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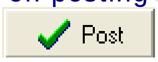
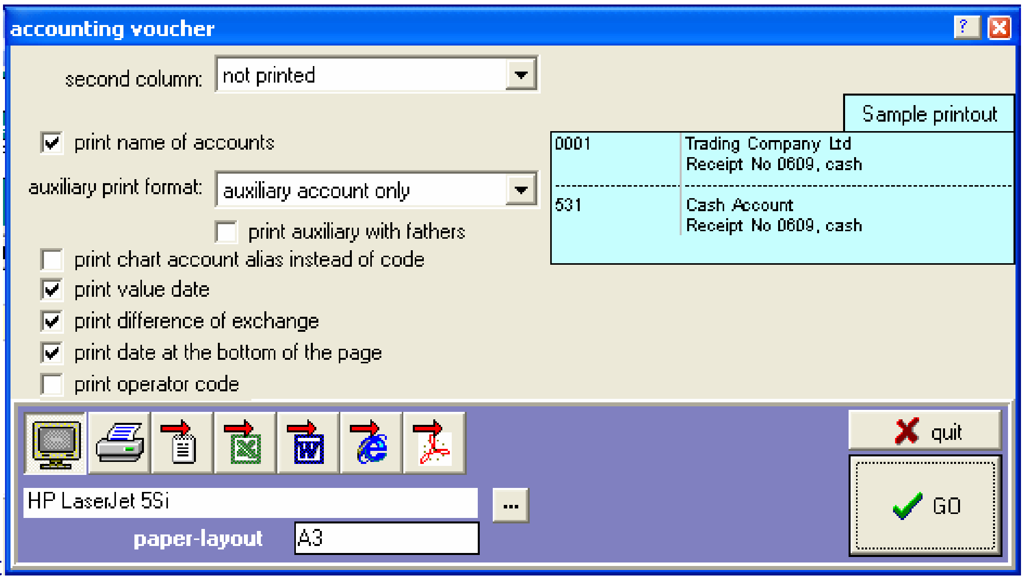
When you finished issuing the voucher, click on 'Post' button 

.

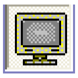
If the 'Post' button is disabled, check the difference in balance or any compulsory information missing in the voucher.

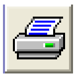
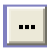
After posting the voucher, if you already checked to print on posting Pims2 will open a window to select what and how to

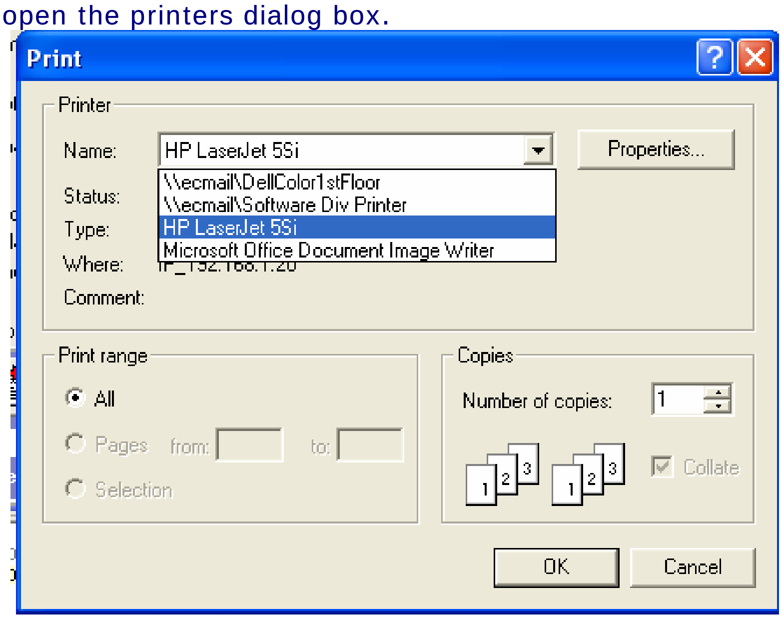


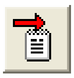
print

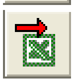
Printing in ALL DOCUMENTS in Pims2 can be done through the 7 available methods:

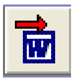
: Display on screen only.

: Print on printer and you can choose which printer to use by clicking on  which will open the printers dialog box.

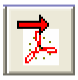


: Export to text file (.txt)

: Export to Excel sheets (.xls)

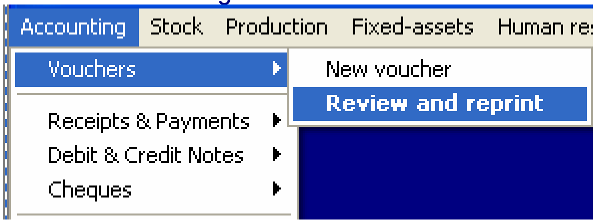
: Export to Word (.doc)

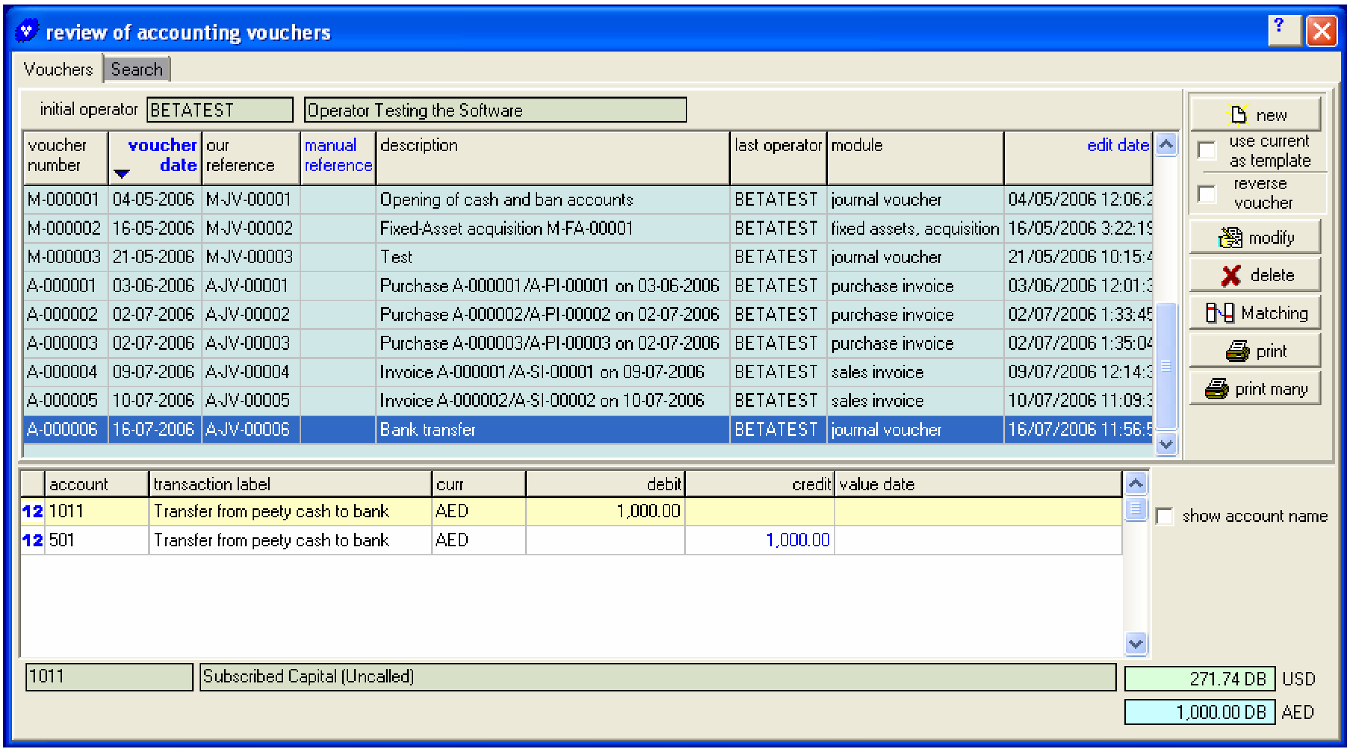
: Export to HTML file

: Export to Adobe Acrobat (.PDF)

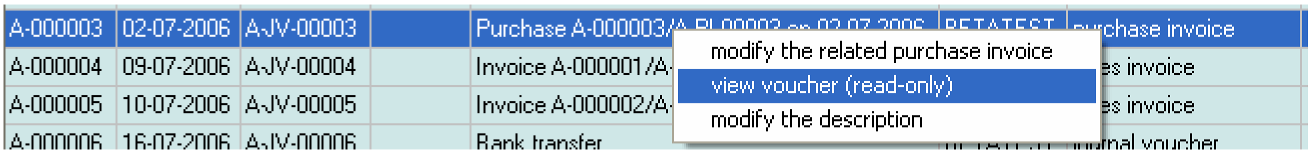
➢ **Modify or Reprint accounting vouchers:**

Go to Accounting → Vouchers → Review and Reprint.





Moreover, there are 2 types of accounting vouchers: the manually issued voucher and the auto-generated vouchers that are generated from other commercial and stock transactions like receipts, payments, sales invoices, purchase invoices…
In the 'module' column, Pims2 displays what is the origin of the voucher.
Also, be notified that auto-generated vouchers cannot be modified but you can view it in a read only mode. Thus either double-click the manual voucher or click on 'Modify' button and the voucher will be opened again for modification.
If you click on an auto-generated voucher, it will open directly the original document. In other words, if you click on a voucher related to the module 'Sales invoice', Pims2 will directly open the sales invoice to be modified and each modification on the invoice will automatically update its voucher.
If you need to view an auto-generated voucher in read only mode, right-click on it and click on the 'view voucher (read-only)'.
You will be not able to modify anything in this case inside the voucher, it is opened but it is deisabled.


A-000003
02-07-2006
A-JV-00003
purchase invoice
A-000004
09-07-2006
A-JV-00004
A-000005
10-07-2006
A-JV-00005
modify the related purchase invoice
view voucher (read-only)
modify the description
Bank transfer