

SQL Account User Manual

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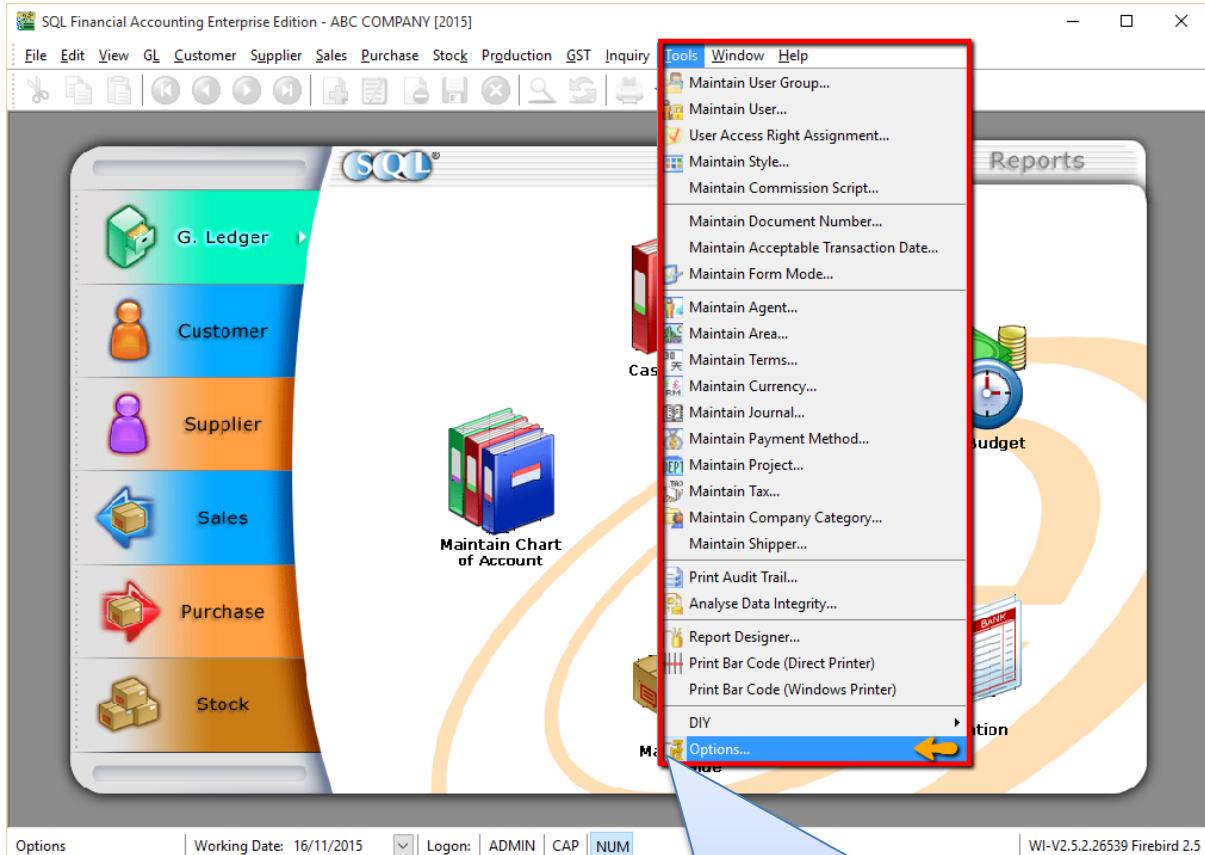
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1 Getting Started SQL Account System

1.1 How to set Financial Period & System Conversion Date

http://www.sql.com.my/video/sqlacc_tutorial/09-13_Financial_Period.mp4

Step 1: Tools | Options

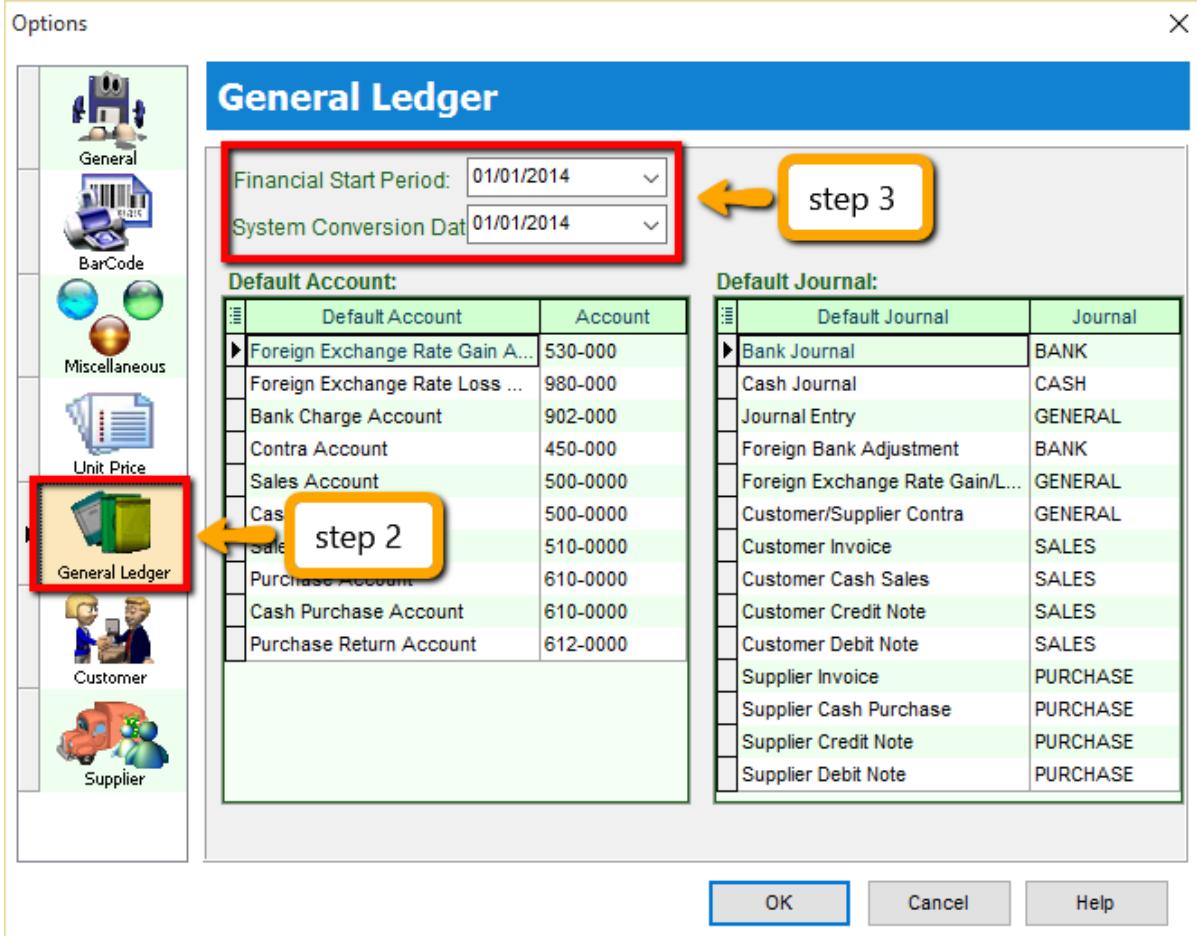


Once you setup your Financial Start Period & System Conversion Date it is not easy to change it again. It is set only once when you create a NEW database.

Step 2: Select General Ledger

Step 3: Select Financial Start Period & System Conversion Date

Options

**Situation 1:**

My financial period starts on 1st January every year, I start using SQL from 1/1/2015.

Financial Start Period = 1/1/2015

System Conversion Date = 1/1/2015

Situation 2:

My financial period starts on 1st January every year, I start using SQL from 1/4/2015.

Financial Start Period = 1/1/2015

System Conversion Date = 1/4/2015

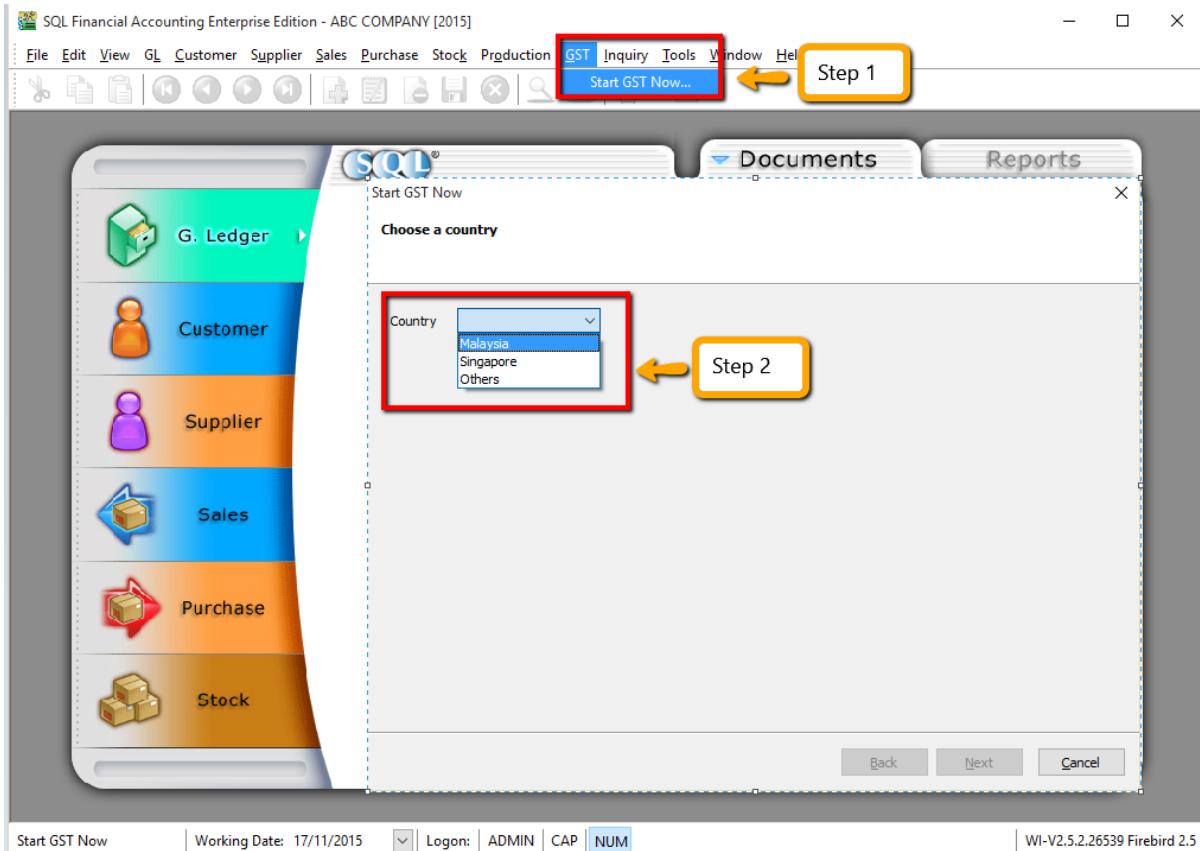
1.2 Starting GST

http://www.sql.com.my/video/sqlacc_tutorial/GST-01_Setup.mp4

This is to initiate setup of the GST Malaysia Module in SQL Accounting System.

Step 1: Go to **GST | Start GST Now**

Step 2: Select **Malaysia**



Step 3: Select Malaysia Flag and checked on acknowledgement

Start GST Now X

Select the national flag for chosen country

Step 3

Once GST country profile is set. It cannot be reversed

I hereby acknowledge that I have chosen the right country and I understand the changes is permanent and not revertible after successful save.

Back Next Cancel

Step 4: Set GST effective date for your company

Start GST Now X

Set GST effective date

Step 4

GST Effective Date 01 Apr 2015

In general, GST in Malaysia starts on 1st April 2015, different companies may have different GST effective dates due to their financial year-end dates and other reasons. Please refer to your GST approval letter to get the correct effective date.

Back Next Cancel

Step 5: Key in your company's 12 digit GST registration number.

Start GST Now

Set GST Registration No.

GST Registration No. 000123456789

Step 5

If you key in incorrectly, you can still amend under **File | Company Profile**, refer 1.2 Setting for Company Profile.

Back Next Cancel

Step 6: Select Finish

Start GST Now

Maintain GL Account

Current Assets

- GST-101 GST - Claimable
- GST-102 GST - Purchase Deferred Tax
- GST-103 GST - Output Tax Prepaid

Current Liabilities

- GST-201 GST - Payable
- GST-202 GST - Sales Deferred Tax
- GST-KASTAM GST - Payable (Kastam)

Expenses

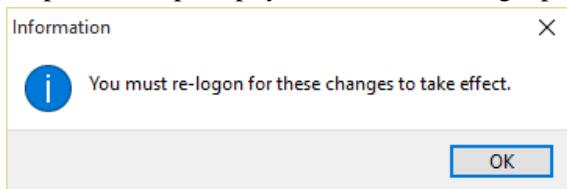
- GST-301 GST - Undeclaimable

Step 6

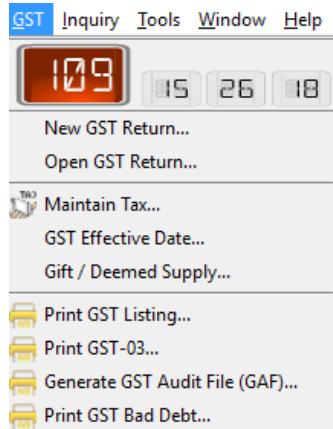
Finish

Back Cancel

Step 7: It will prompt you with this message, please log on again to complete the GST Profile setup

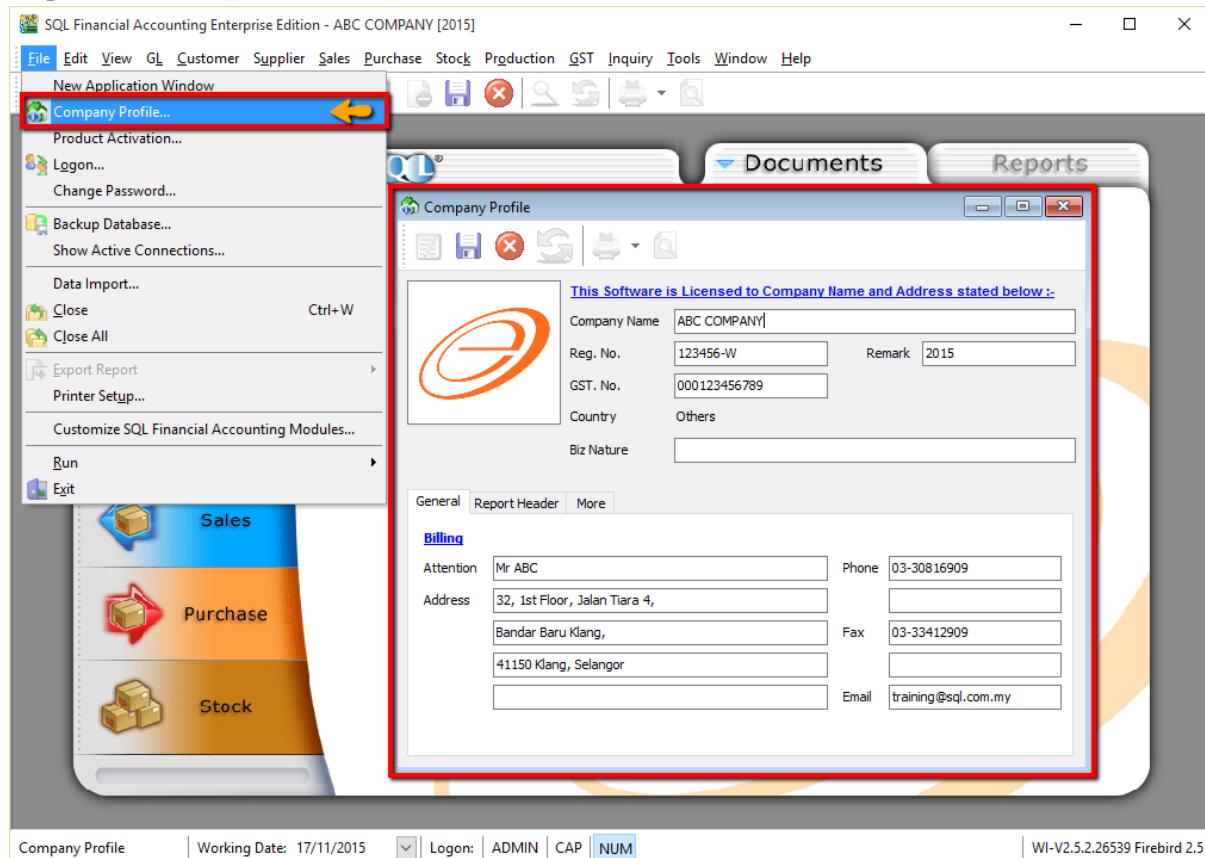


Step 8: After logging in again, you should see a new drop down list with GST functions, the GST setup is now complete.

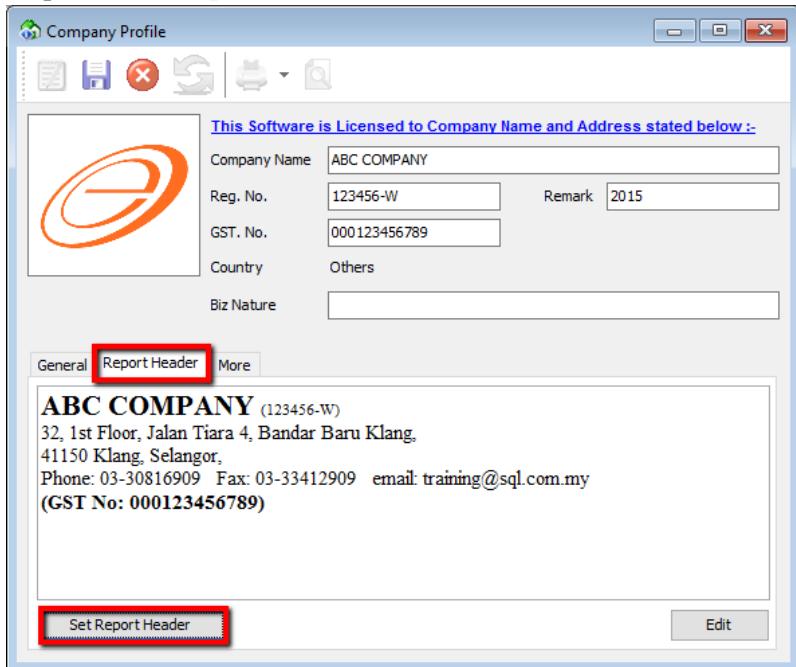


1.3 Setting of Company Profile

Step 1: File | Company Profile



Step 2: Select Report Header



2 Master Data Creation

2.1 General Ledger (Maintain Chart of Account)

http://www.sql.com.my/video/sqlacc_tutorial/03-01_GL_Chart_of_Account.mp4

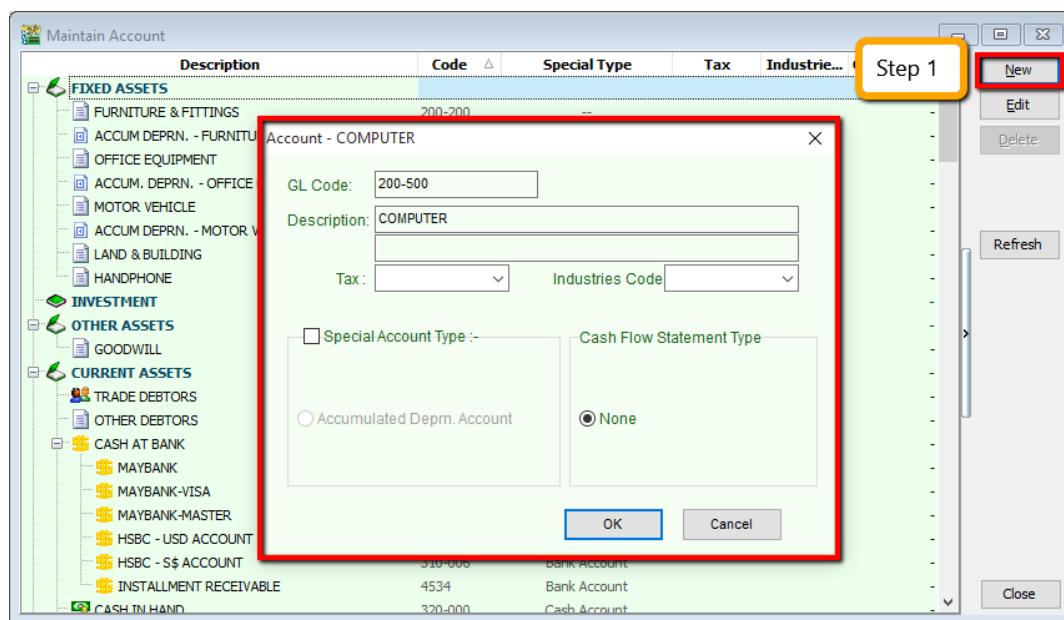
2.1.1 Creating a New Account

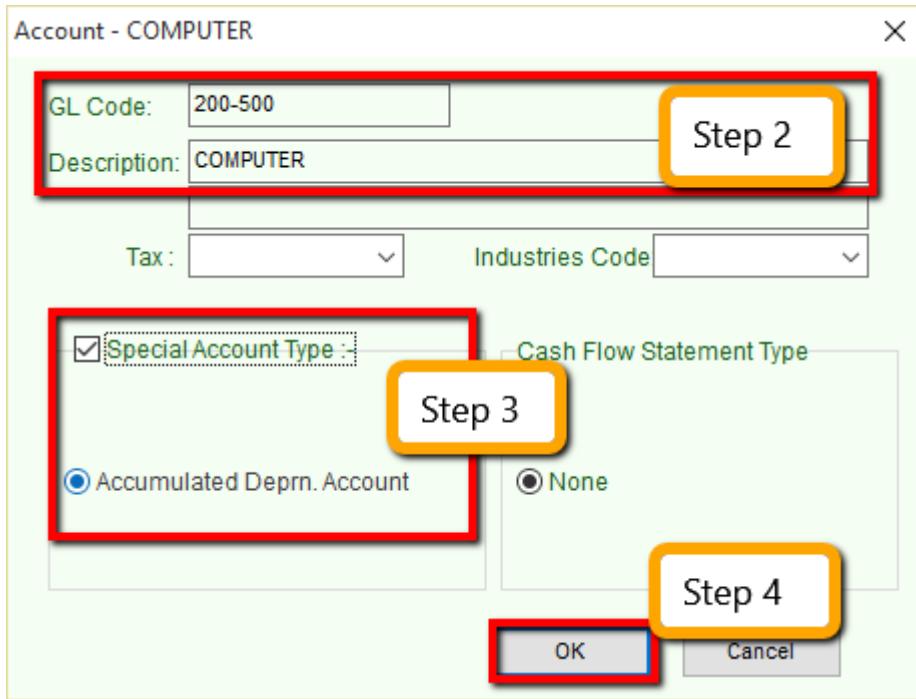
Step 1: Select **GL | Maintain Account | Select category (e.g. Fixed Assets) | New**

Step 2: Enter the **GL Code** and **Description** (*alphanumeric characters are acceptable*)

Step 3: Check the **Special Account Type** if applicable, e.g. the account is belonging to Accumulated Deprn Account (Fixed Assets)

Step 4: Click **OK**. Your new account is now created.





2.1.2 Creating a Sub Account

Step 1: Point to the parent account (e.g. Cash at Bank)

Step 2: Follow the same steps from **2.1.1 Create New Account**

| Maintain Account | | | | | | |
|------------------------------|----------------|---------------------------|-----|------------|--------------|---------|
| Description | Code | Special Type | Tax | Industries | Cash Flow... | |
| ACCUM DEPRN. - MOTOR VEHICLE | 200-405 | Accumulated Deprn. Acc... | | | | New |
| LAND & BUILDING | 200-500 | -- | | | | Edit |
| HANDPHONE | 200-600 | -- | | | | Delete |
| INVESTMENT | | | | | | Refresh |
| OTHER ASSETS | | | | | | |
| GOODWILL | 210-000 | -- | | | | |
| CURRENT ASSETS | | | | | | |
| TRADE DEBTORS | 300-000 | Customer Control Account | | | | |
| OTHER DEBTORS | 305-000 | -- | | | | |
| CASH AT BANK | 310-000 | Bank Account | | | | |
| MAYBANK | 310-001 | Bank Account | | | | |
| MAYBANK-VISA | 310-002 | Bank Account | | | | |
| MAYBANK-MASTER | 310-003 | Bank Account | | | | |
| HSBC - USD ACCOUNT | 310-004 | Bank Account | | | | |
| HSBC - S\$ ACCOUNT | 310-006 | Bank Account | | | | |
| INSTALLMENT RECEIVABLE | 4534 | Bank Account | | | | |
| CASH IN HAND | 320-000 | Cash Account | | | | |
| PETTY CASH | 325-000 | Cash Account | | | | |
| STOCK | 330-000 | Stock Account | | | | |
| DEPOSIT & PREPAYMENT | 340-000 | -- | | | | |
| DIRECTOR'S LOAN TO | 350-000 | -- | | | | |
| GST - CLAIMABLE | GST-101 | -- | | | | |
| GST - PURCHASE DEFERRED TAX | GST-102 | -- | | | | |

You are allowed to create an **unlimited level** of sub accounts. Just point to any account, and add a sub or sub-sub account to it.

2.2 Maintain Customer

http://www.sql.com.my/video/sqlacc_tutorial/04-01_Maintain_Customer.mp4

There are 4 main tabs under Maintain Customer, let's look at them

2.2.1 General (Maintenance)

Create New Customer

Step 1: Customer | Maintain Customer | New

Step 2: Enter the customer's name and other information accordingly.

Step 3: You can categorize your customers into different groups, e.g. Category, agents, area

Step 4: You can also insert more than one billing / delivery addresses (unlimited)

Step 5: There are different options for viewing a customer aging and customer statement

Customer Statement

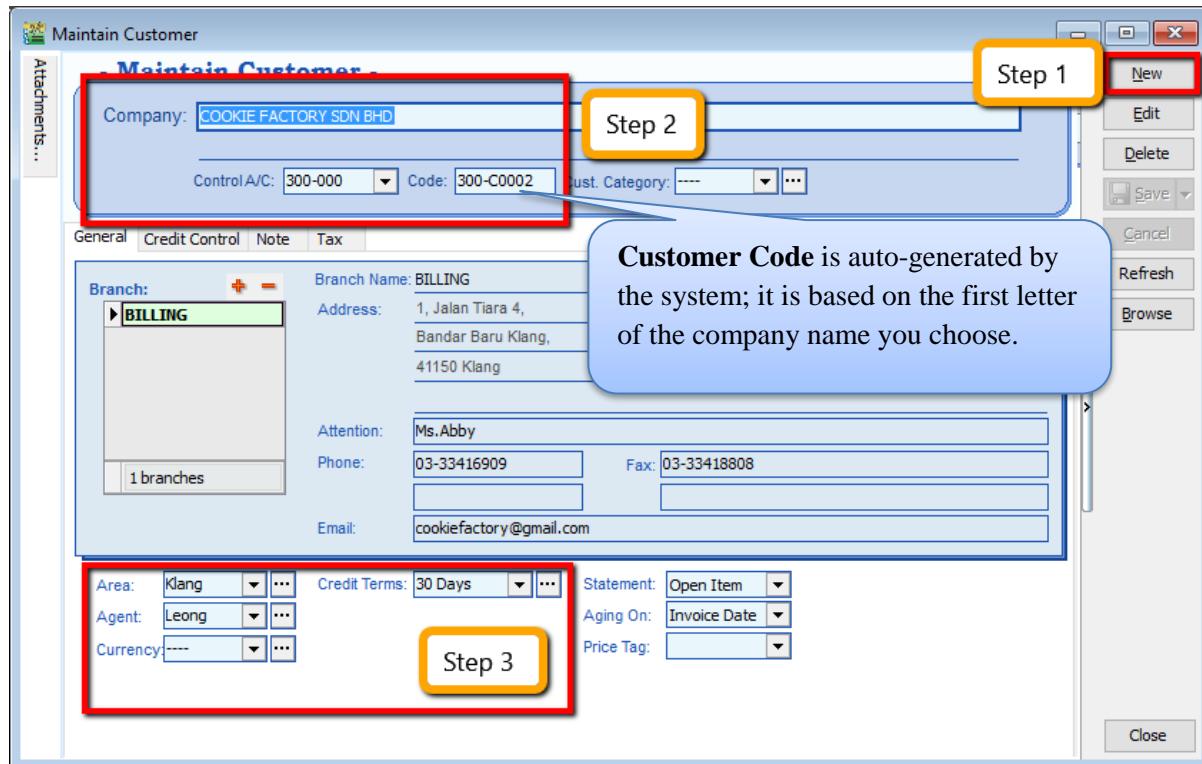
Brought Forward: Summary Statement

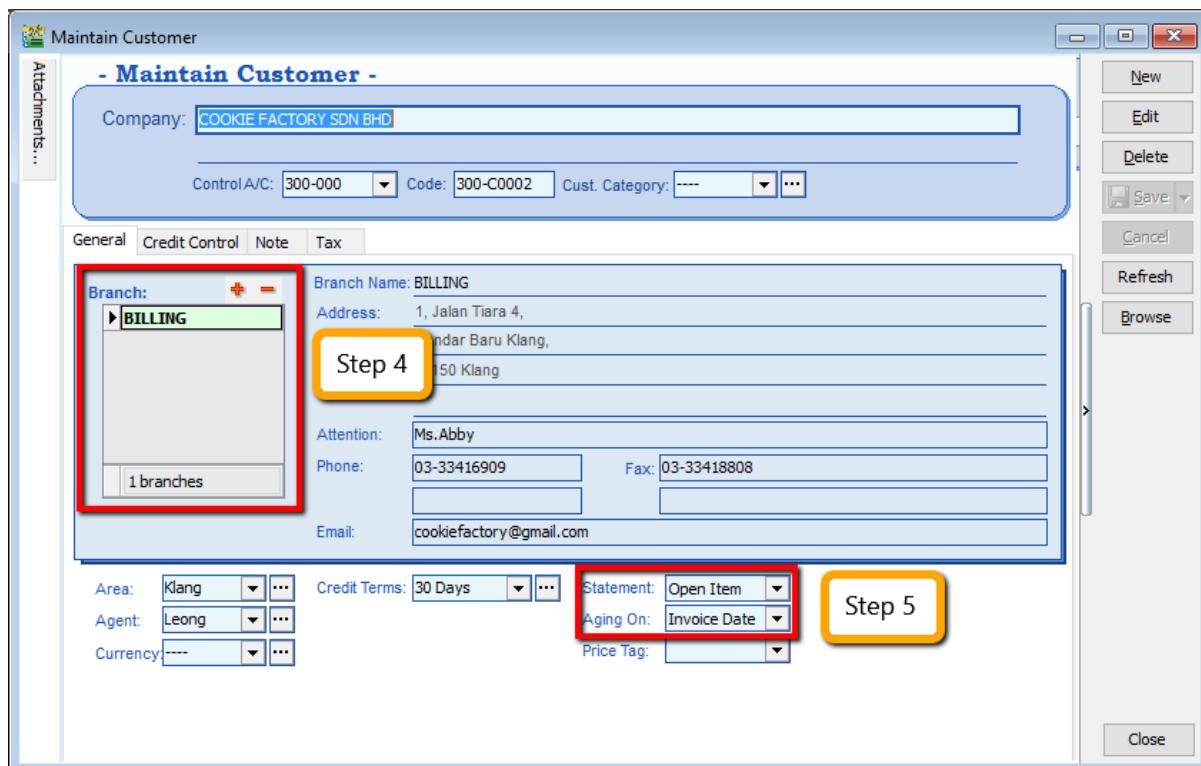
Open Item: Detail Statement

Customer Aging

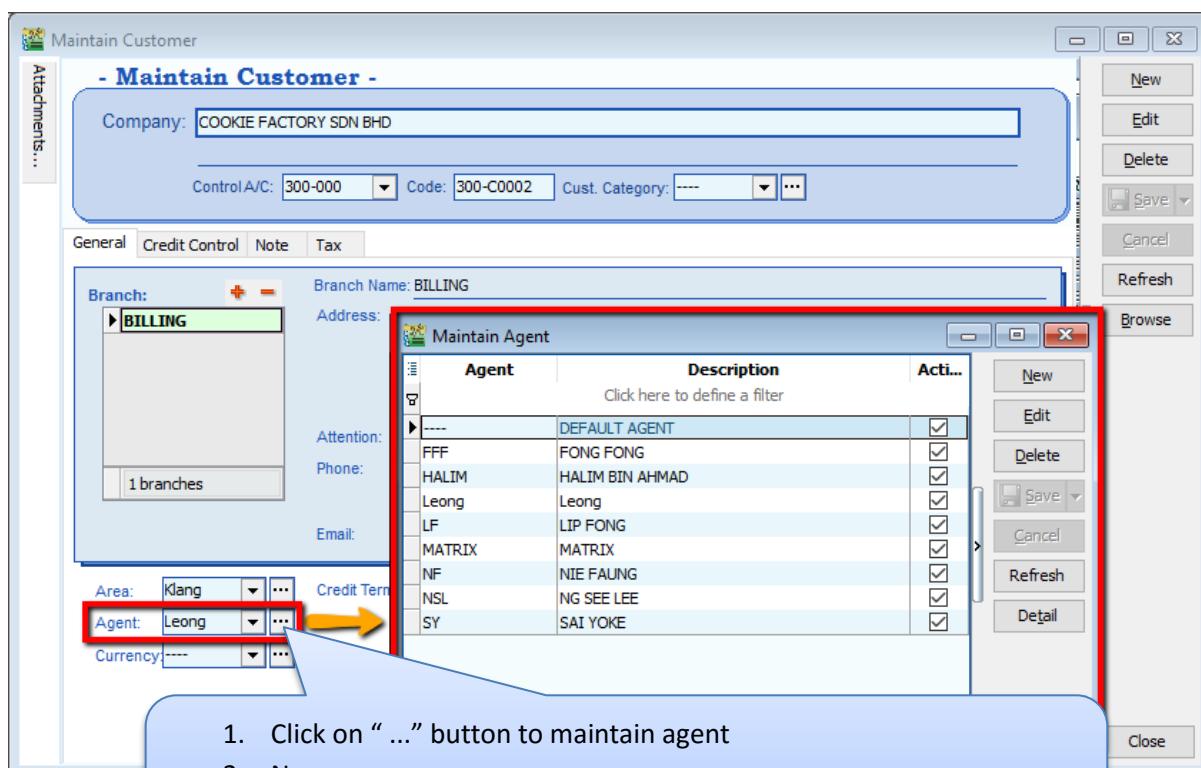
Invoice Date: based on IV Date

Due Date: Based on after due date (terms)

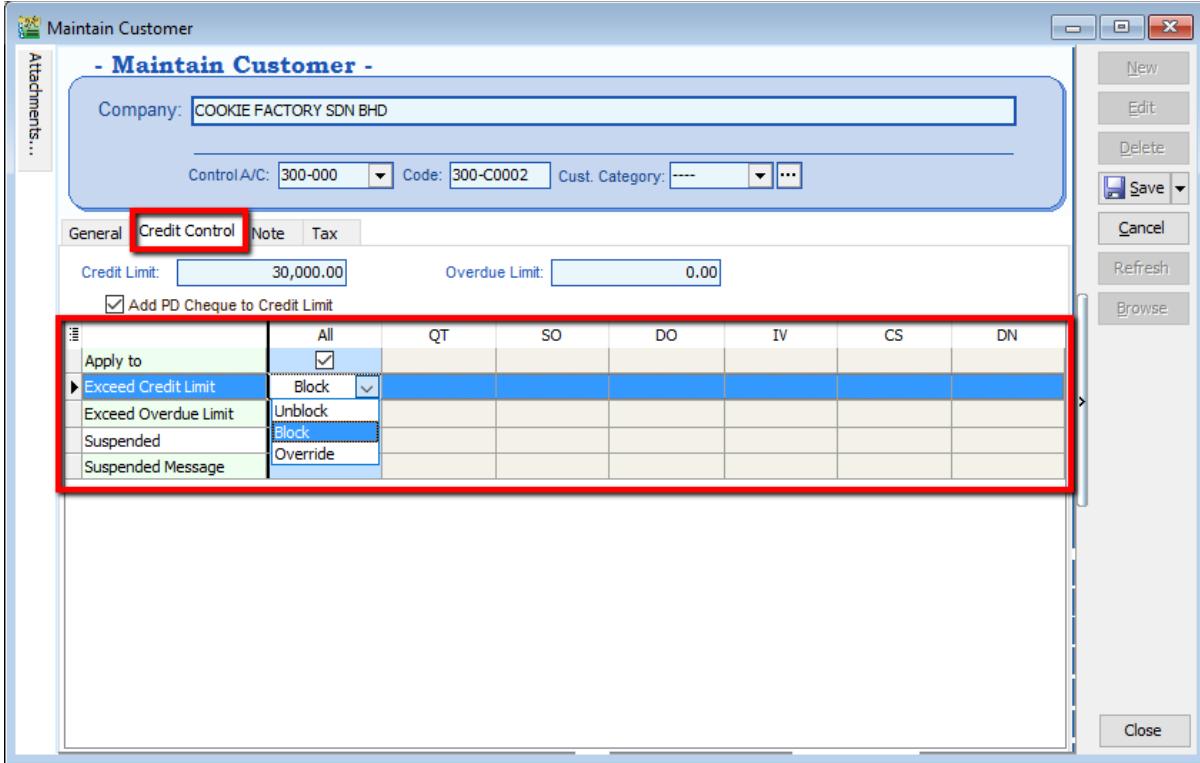




For step 3, how do you create your new agent/ area? Refer to the step below:



2.2.2 Advance Credit Control (*Pro Package Inclusive)

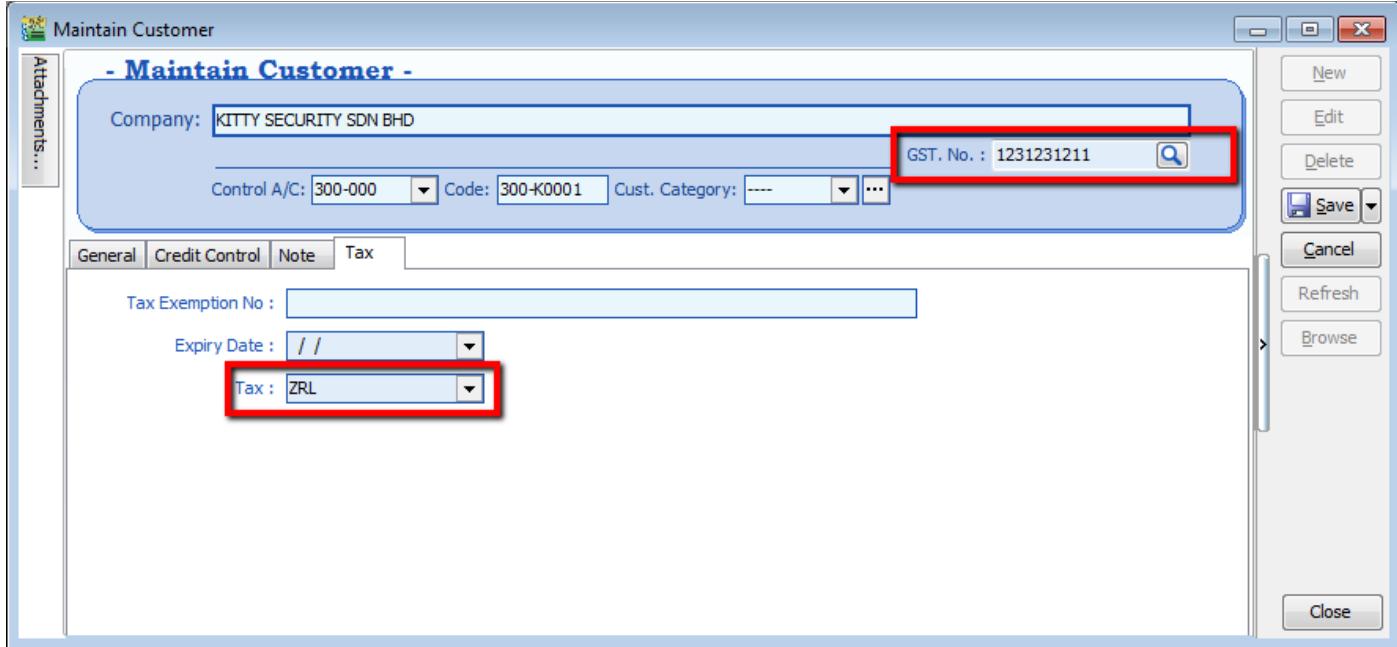


You can set the credit limit and overdue limit amounts as well as blocking a certain transaction entry for specific customers. What does the document include and for the following documents: Quotation(QT), Sales Order(SO), Delivery Order(DO), Invoice (IV), Cash Sales (CS) and Debit Note(DN)

We can also set once exceed limit & overdue limit,

- i. **Unblock – No restrictions**
- ii. **Block – Blocked for all users**
- iii. **Override – Certain users which have access rights can key in their username & password to override.**
- iv. **Suspended – Blocked with suspended message**

2.2.3 Tax



For the **Tax** tab, you are advised to update the customer's GST registration number and to input the tax code. The tax exemption number and expiry date **DO NOT** need to be updated for the GST period.

You DO NOT need to key in the SR as output tax code for every customer. You can preset it at **Tools | Options | Customer**.

2.3 Maintain Supplier

The screenshot shows the 'Maintain Supplier' application window. At the top, there's a toolbar with buttons for New, Edit, Delete, Save, Cancel, Refresh, and Browse. On the left, there's an 'Attachments...' button. The main area has a title '- Maintain Supplier -'. It displays company information: Company: CELCOM (M) COMMUNICATION BHD, Control A/C: 400-000, Code: 400-C0001, Supp. Category: (dropdown menu). Below this is a tab bar with 'General' (highlighted with a red box), 'Note', 'Tax', and 'Bank Account'. The 'General' tab contains fields for Branch Name (BILLING), Address (33-37 MENARA CELCOM, 7 JALAN 89, KAW PERUSAHAAN, 54098 SJ), Attention (MS SIM), Phone (03-56801313), Fax (03-56831313), Email, Area (SJ), Credit Terms (45 Days), Statement (Brought Forw), Agent, Credit Limit (30,000.00), Aging On (Invoice Date), Currency, and Price Tag. There's also a checkbox for 'Allow Exceed Credit Limit'. A sidebar on the right lists '1 branches'.

Maintain Supplier it's just a mirror of Maintain Customer, please refer to 2.2 Maintain Customer.

Additional features: GIRO (beta version)

http://www.sql.com.my/document/sqlacc_docs/PDF/13-05-GIRO_SupplierPayment.pdf

2.4 Maintain Stock Group

Allows the user to set default account posting for the a particular group of items.

http://www.sql.com.my/video/sqlacc_tutorial/08-01_Maintain_Stock_Item.mp4

Step 1: Stock | Maintain Stock Group | New

The screenshot shows the 'Maintain Group' application window for 'Stock | Maintain Stock Group | New'. At the top, there's a toolbar with buttons for New, Edit, Delete, Save, Cancel, Refresh, and Browse. On the left, there's an 'Attachments...' button. The main area has a title 'Maintain Stock Group'. It displays fields for Code (HP), Description (HANDPHONE), Costing Method (FIFO), and an Active checkbox (unchecked). A large orange box labeled 'Step 2 : Update Code, Description and Costing Method.' surrounds these fields. Below this is a section titled 'GL Account Code :-' with two rows of dropdown menus: Sales Code (500-0000), Purchase Code (610-0000); Cash Sales Code (500-0000), Cash Purchase Code (610-0000); S. Return Code (510-0000), P. Return Code (612-0000). A red box labeled 'Step 3' surrounds the GL Account Code section.

Step 2: You can enter your **code** and **description**; you can also assign your **costing method** e.g. FIFO, Weighted Average & Fixed Cost.

Step 3: Assign the account accordingly to sales, cash sales, sales return, purchase, cash purchase and purchase return.

In this case, you can create a different stock group for a different costing method, to apply on a different item code.

2.5 Maintain Stock Item

Allows user to maintain an item or service that you provide for your business.

http://www.sql.com.my/video/sqlacc_tutorial/08-01_Maintain_Stock_Item.mp4

Step 1: Stock | Maintain Stock Item | New.

| UOM | RATE | Ref. Cost | Ref. Price | Min Price | Base |
|------|-------|-------------|------------|-----------|-------------------------------------|
| UNIT | 1.00 | 1,500.0000 | 2,399.00 | | <input checked="" type="checkbox"/> |
| BOX | 10.00 | 12,000.0000 | 23,900.00 | | |
| CTN | 12.00 | 16,000.0000 | 0.00 | | |

Step 2: You can enter your **code** and **description**.

Step 3: You can assign your item to a **group** (see 2.4 Maintain Stock Group to create a new group)

Step 4: You can insert **Base UOM** as default / **smallest unit of measurement**. **Ref Cost** and **Ref Price** are used as **default purchase and sales price**.

Step 5: We categorize **Reorder Level**, **Reorder Qty** and **Lead Time** as one group. The settings here; allow you to pre-set all these details, so that if the stock quantity drops to the reorder level, report is generated as a reminder to reorder.

Reorder Level = When stock balance drops to a certain level, system will be able to prompt you to re-order your stock

Reorder Qty = The quantity you wish to reorder when you print reorder advice report

Lead Time = The number of days required for your stock item to arrive.

Output Tax = Default output tax code for an item (only need to define if different from the system default output tax in **Tools | Option | Customer**)

Input Tax = Default input tax code for an item (only need to define if different from the system default output tax in **Tools | Option | Supplier**)

Step 6: You can set **MIN PRICE**, so that your sales personnel won't sell *below min price*.

Step 7: **Multiple UOM purpose is useful for different packaging, as illustrated by the scenario below:**

Scenario A:

I am selling blue pens, blue pens have different packaging, I can sell by *pcs*, by *box* or by *carton*. Now, I can pre-set them this way:

The screenshot shows the 'Maintain Stock Item' dialog box. In the main area, there are fields for Code (Blue Pen), Description (Blue Pen), Item Group (DEFAULT), Base UOM (PCS), Reorder Level (0.00), Reorder Qty (1.00), Ref. Cost (0.50), Lead Time (0), Ref. Price (1.50), Output Tax, Input Tax, and Barcode. Below these, a table lists three UOM entries: PCS, BOX, and CARTON. An orange arrow points to the first row (PCS). The table has columns: UOM, RATE, Ref. Cost, Ref. Price, Min Price, and Base. The data is as follows:

| UOM | RATE | Ref. Cost | Ref. Price | Min Price | Base |
|--------|-------|-----------|------------|-----------|-------------------------------------|
| PCS | 1.00 | 0.50 | 1.50 | | <input checked="" type="checkbox"/> |
| BOX | 10.00 | 2.00 | 7.50 | | |
| CARTON | 24.00 | 5.00 | 13.00 | | |

As you can see above, I have different Units of Measurement (UOM) and different rates,

Base Rate = PCS = 1

Box = 10 PCS

Carton = 24 PCS

3 Sales & Purchase

3.1 Purchase Order

Step 1: Purchase | Purchase Order | New

Step 2: Select Supplier

The screenshot shows the 'Purchase Order' window. On the left, there's a sidebar with buttons for 'More...', 'Attachments...', 'Note...', 'Item Template...', and 'New'. The main area has a title 'P/Order'. On the right, there's a panel for 'Cancelled' status and a grid for 'P/O No.' with fields for 'Next No.', 'Date', 'Agent', 'Terms', 'Ref 1', and 'Ext. No.'. Below these are buttons for 'New', 'Edit', 'Delete', 'Save', 'Cancel', 'Refresh', and 'Browse'. In the center, there's a large list of suppliers with columns for 'Code', 'Company Name', 'Company Name 2', and 'Currency'. A red box surrounds this list. At the bottom, there are buttons for 'Fetch All', 'A--', 'A=a', and 'New'. Below the list, it says 'records 10'. At the very bottom, there are fields for 'Local Net Total: 0.00', 'Deposit Paid: _____', 'Net Total: 0.00', 'Deposit Paid By: Chq No: _____', 'Payment Project: Bank Charges: 0.00', 'Amount: 0.00', and a 'Close' button.

Step 3a: Insert Item Code and details (e.g. Qty, Unit Cost)

Tips: You can navigate the search column by using the “TAB” button on your keyboard. It will apply to all drop down tables.

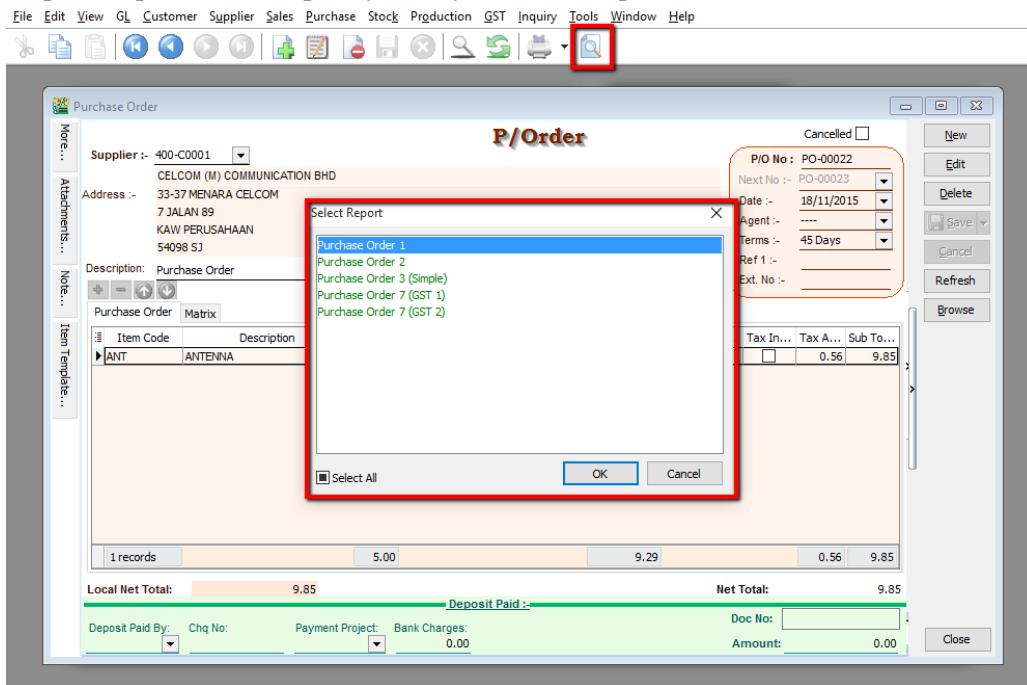
Step 3b: Click on the show/hide/move column icon to customize your column layout.

Step 3c: If you want to key in for a discount amount, you may tick the discount field by following step 3b and update the discount field. You can key in multiple levels of discount as shown by the picture attached.

The screenshot shows the same 'Purchase Order' window as before, but now with a table below the supplier list. The table has columns for 'Item Code', 'Description', 'Qty', 'UOM', 'U/Price', 'Disc', 'Sub Total', 'Tax', 'Tax I...', 'Tax ...', and 'Sub T...'. A red box highlights the first two columns ('Item Code' and 'Description'). An orange box highlights the 'Disc' column. A yellow box labeled 'Step 3b' points to the column headers. Another yellow box labeled 'Step 3c' points to the 'Disc' column. The table shows one record: ANI / ANTENNA, 5.00 / UNIT, 2.00, 5%+2%+0.02, 9.29, 1X, 6%, 0.56, 9.85. At the bottom, it says 'records 1' and 'Local Net Total: 9.85'. Below the table, there are fields for 'Deposit Paid: _____', 'Net Total: 9.85', 'Deposit Paid By: Chq No: _____', 'Payment Project: Bank Charges: 0.00', 'Amount: 0.00', and a 'Close' button.

Step 4: After updating, click Save.

Step 5: To preview the report, you may click on the preview button and select the format you wish to print.

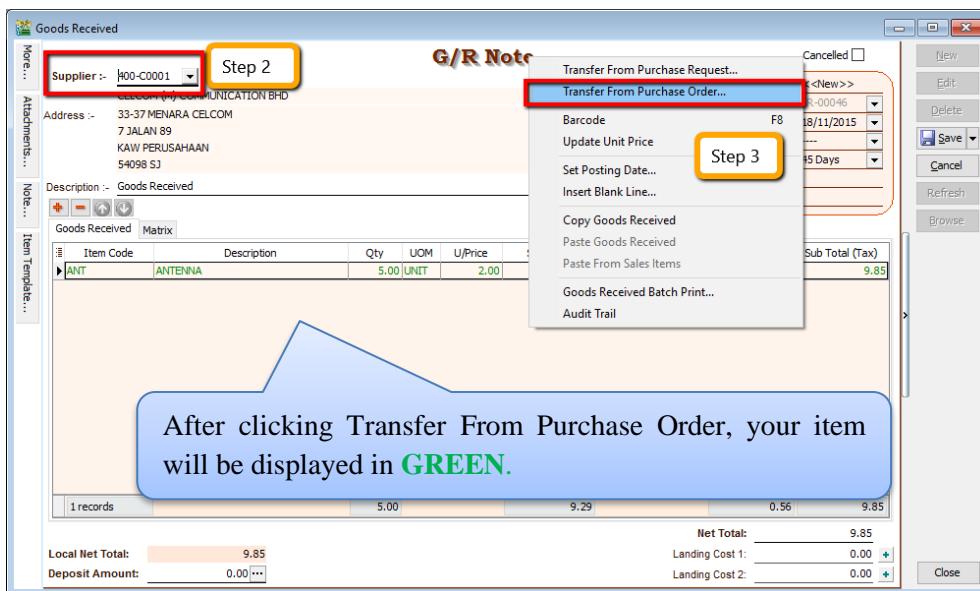


3.2 Purchase Goods Received

Step 1: Purchase | Goods Received | New

Step 2: Select Supplier Code

Step 3: Right Click on G/R Note title, select Transfer from Purchase Order, tick the document that you wish to transfer



Step 4: Save the Goods Received Note

Once you save the Goods Received Note, the system will automatically update the stock quantity and costing.

3.3 Purchase Invoice

Step 1: Purchase | Purchase Invoice | New

Step 2: Select Supplier Code

Step 3: Right Click on Purchase Invoice title, select Transfer from Goods Received, tick the document that you wish to transfer

Step 4: Save the Purchase Invoice

The screenshot shows the 'Purchase Invoice' application window. On the left, there's a sidebar with buttons for 'More...', 'Attachments...', 'Note...', and 'Item Template...'. The main area has tabs for 'Purchase' and 'Transfer'. The 'Transfer' tab is active, showing a grid titled 'Invoice Matrix' with one row of data:

| Item Code | Description | Qty | UOM | U/Price | Sub Total | Tax | Ta... | Tax In... | Tax Amount | Sub Total (Tax) |
|-----------|-------------|------|------|---------|-----------|-----|-------|-----------|------------|-----------------|
| ANT | ANTENNA | 5.00 | UNIT | 2.00 | 9.29 | TX | 6% | | 0.56 | 9.85 |

To the right of the grid, there's a panel with fields for 'Inv No : PI-00029', 'Next No : PI-00030', 'Date : 18/11/2015', 'Agent : ----', 'Terms : 45 Days', 'Ref 1 : _____', and 'Ext. No : _____._____'. A blue callout box contains two numbered instructions:

1. Please remember that if you have keyed-in purchase goods received, make sure that you **transfer it** to Purchase Invoice or else your stock costing and quantity will be updated twice.
2. The Purchase Invoice number must follow the supplier's tax invoice number and; it will appear in **GAF File** and **Lampiran 2**.

3.4 Sales Quotation

http://www.sql.com.my/video/sqlacc_tutorial/06-01_Sales_Quotation.mp4

Step 1: Sales | Quotation | New

Step 2: Select Customer Code

Step 3: Insert the item that is requested by the customer, and you can estimate your profit & loss in this transaction by checking on **Profit Estimator**

| Item Code | Loc... | Qty | Unit... | DISC | Total s... | Tax | Tax R... | Tax ... | Tax ... | Unit ... | Total C... | Profit | % |
|-----------|--------|-------|---------|------|------------|-------|----------|--------------------------|---------|----------|------------|--------|---|
| ANT | --- | 2.00 | 2.50 | | 5.00 | SR 6% | 0.30 | <input type="checkbox"/> | 1.50 | 3.00 | 2.00 | 40.00 | |
| FTW | --- | 5.00 | 0.00 | | 0.00 | SR 6% | 0.00 | <input type="checkbox"/> | 0.00 | 0.00 | 0.00 | 0.00 | |
| COVER | --- | 10... | 10.00 | | 100.00 | SR 6% | 6.00 | <input type="checkbox"/> | 1.50 | 15.00 | 85.00 | 85.00 | |

Step 4: After everything is keyed in correctly, save the **Sales Quotation**

Step 5: Preview the report and you can **print** or **export** it into PDF/ Email/ RTF(Microsoft Word)/Excel or others.

Step 5

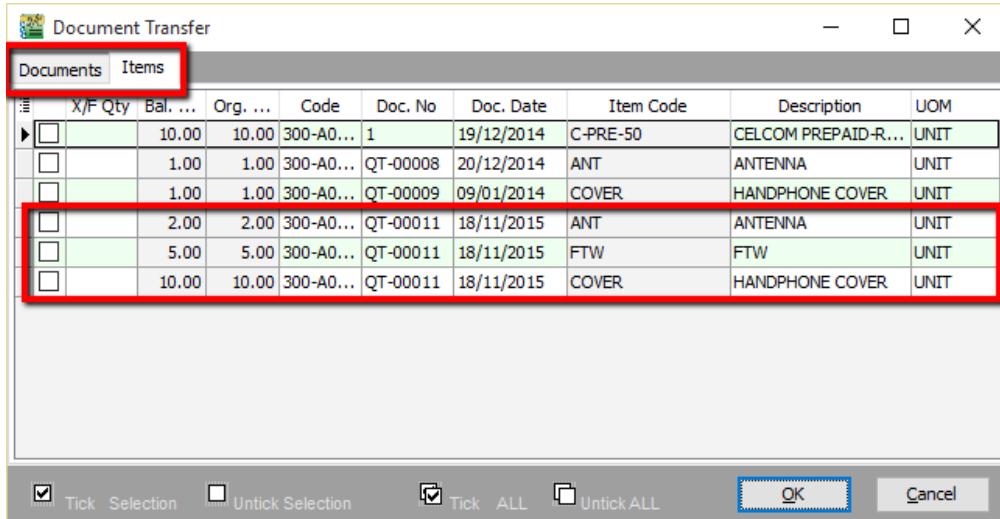
3.5 Sales Order

http://www.sql.com.my/video/sqlacc_tutorial/06-02_Sales_Order.mp4

Step 1: Sales | Sales Order | New

Step 2: Select Customer Code

Step 3: Right Click on Sales Order title, select Transfer from Quotation. You can either transfer the whole quotation or only part of the quotation document (*Partial Delivery Module requested)



Step 4: Save the Sales Order.

For additional reports showing outstanding sales orders, you can access Sales | Print Outstanding Sales Document Listing, and select Sales Order to view. This also applies to other sales documents.

3.6 Sales Delivery Order

Step 1: Sales | Delivery Order | New

Step 2: Select Customer Code

Step 3: Right Click on D/Order title, select Transfer from Sales Order.

Step 4: Save the Delivery Order.

1. Once the delivery order is saved, the stock will be deducted.
2. This is the document that determines the **21 Days Rules (GST)**

3.7 Sales Invoice

http://www.sql.com.my/video/sqlacc_tutorial/06-04_Sales_Invoice.mp4

Step 1: Sales | Invoice | New

Step 2: Select Customer Code

Step 3: Right Click on Invoice title, select Transfer from Delivery Order.

Step 4: Save the Invoice.

Reminder:

A **valid tax invoice** format; must include the information below:

- a. Company Register GST No & Company Name & Address
- b. The word “Tax Invoice”
- c. Each item and their respective tax codes.
- d. Document Number & Date
- e. Total Amount Putable & GST Amount

| ABC COMPANY (123456-W) | | | | | | | | | | |
|--|-----------------|----------------|--------------|-----------|--|--------------------|------------|--------------|----------|---------------|
| 32, 1st Floor, Jalan Tiara 4, Bandar Baru Klang, 41150 Klang, Selangor, Phone: 03-30816909 Fax: 03-33412909 email: training@sql.com.my (GST No: 000123456789) | | | | | | | | | | |
| Tax Invoice | | | | | | | | | | |
| Billing Address | | | | | Delivery Address | | | | | |
| ALPHA & BETA COMPUTER 838 JALAN WORLD 40485 RAWANG SELANGOR DE | | | | | 838 JALAN WORLD 40485 RAWANG SELANGOR DE | | | | | |
| Attn | MR ALPHA | Attn | MR ALPHA | | | | | | | |
| Tel | 03-48573689 | Tel | 03-48573689 | | | | | | | |
| Fax | 03-48573690 | Fax | 03-48573690 | | | | | | | |
| Customer Account | Sales Executive | From Doc. Date | From Doc. No | Name | Page No | Doc. No. | Date | | | |
| 300-A0002 | SY | 18/11/2015 | DO-00021 | ADMIN | 1 of 1 | IV-00099 | 18/11/2015 | | | |
| No | Description | Qty | Price/Unit | Discount% | Sub Total | Total Bld. | GST (%) | GST AMT (RM) | TGST (%) | TGST AMT (RM) |
| 1 | ANTENNA | 2.00 | UNIT | 2.50 | 5.00 | 5.00 | 0.30 | 5.30 | ER | |
| 2 | FTW | 5.00 | UNIT | 55.00 | 275.00 | 275.00 | 16.50 | 291.50 | SR | |
| 3 | HANDPHONE COVER | 10.00 | UNIT | 10.00 | 100.00 | 100.00 | 6.00 | 106.00 | SR | |
| RINGGIT MALAYSIA : FOUR HUNDRED TWO AND CENTS EIGHTY ONLY | | | | | | | | | | |
| Total Amount Due | | | | | 380.00 | 380.00 | 22.80 | 402.80 | | |
| Payment Terms 45 Days | | | | | GST Amount (RM) | Total Payable (RM) | | | | |
| | | | | | 22.80 | 402.80 | | | | |
| Authorised Signature ABC COMPANY (123456-W) | | | | | | | | | | |

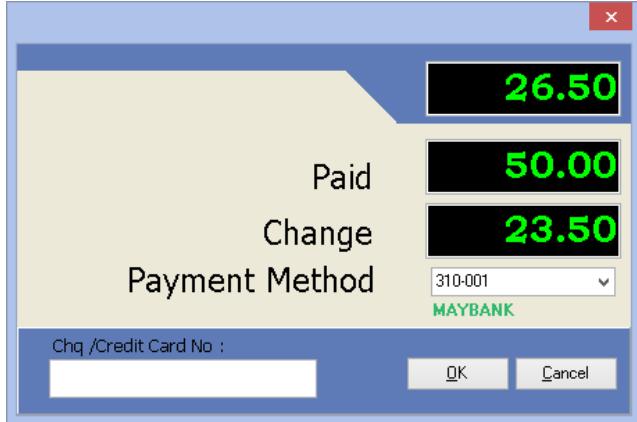
3.8 Sales Cash Sales

Step 1: Sales | Cash Sales | New

Step 2: Select Customer Code

Step 3: Insert item and Save the Cash Sales.

Step 4: When saving, the system will prompt a **Payment/ Change** dialog box



Cash Sales

| Customer :- | 300-C0001 CASH SALES | Cancelled | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | |
|--|-------------------------|------------------------|--------------------------|-----------|---------------|---------|---------------------|------------|---------------|------------------------|------------------|------------|--------------------|-------|---------|-------|------|------|-------|----|---|------|-------|
| Address :- | | | | | | | | | | | | | | | | | | | | | | | |
| Description :- | Cash Sales | | | | | | | | | | | | | | | | | | | | | | |
| <input type="button"/> <input type="button"/> Profit Estimator Cash Sales | | | | | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <thead> <tr> <th>Item Code</th> <th>Description</th> <th>Qty</th> <th>UOM</th> <th>U/Price</th> <th>Sub Total</th> <th>T...</th> <th>Tax...</th> <th>Tax Amount</th> <th>Sub Total ...</th> </tr> </thead> <tbody> <tr> <td>► ANT</td> <td>ANTENNA</td> <td>10.00</td> <td>UNIT</td> <td>2.50</td> <td>25.00</td> <td>SP</td> <td>□</td> <td>1.50</td> <td>26.50</td> </tr> </tbody> </table> | | | | Item Code | Description | Qty | UOM | U/Price | Sub Total | T... | Tax... | Tax Amount | Sub Total ... | ► ANT | ANTENNA | 10.00 | UNIT | 2.50 | 25.00 | SP | □ | 1.50 | 26.50 |
| Item Code | Description | Qty | UOM | U/Price | Sub Total | T... | Tax... | Tax Amount | Sub Total ... | | | | | | | | | | | | | | |
| ► ANT | ANTENNA | 10.00 | UNIT | 2.50 | 25.00 | SP | □ | 1.50 | 26.50 | | | | | | | | | | | | | | |
| Local Net Total: | | 26.50 | Net Total: | 26.50 | | | | | | | | | | | | | | | | | | | |
| Deposit Amount: | | 0.00 | Outstanding: | 0.00 | | | | | | | | | | | | | | | | | | | |
| <table border="1"> <tr> <td>Payment into:</td> <td>Chq No:</td> <td>Payment Received :-</td> </tr> <tr> <td>310-001</td> <td>---</td> <td>Amount: CS-00012 26.50</td> </tr> <tr> <td colspan="2">Payment Project:</td> <td>Bank Charges: 0.00</td> </tr> </table> | | | | | Payment into: | Chq No: | Payment Received :- | 310-001 | --- | Amount: CS-00012 26.50 | Payment Project: | | Bank Charges: 0.00 | | | | | | | | | | |
| Payment into: | Chq No: | Payment Received :- | | | | | | | | | | | | | | | | | | | | | |
| 310-001 | --- | Amount: CS-00012 26.50 | | | | | | | | | | | | | | | | | | | | | |
| Payment Project: | | Bank Charges: 0.00 | | | | | | | | | | | | | | | | | | | | | |

Upon save, system will auto update payment

Net Total: 26.50

Key in the figure you received accordingly. If you received a cheque, you may also key in the cheque number under the Chq No column.

3.9 Sales Credit Note

http://www.sql.com.my/video/sqlacc_tutorial/06-07_Sales_Credit_Note.mp4

Step 1: Sales | Credit Note | New

Step 2: Select Customer Code

Step 3: Right Click on Credit Note title, select Transfer from Sales Invoice/ Cash Sales.

Step 4: Save the Credit Note.

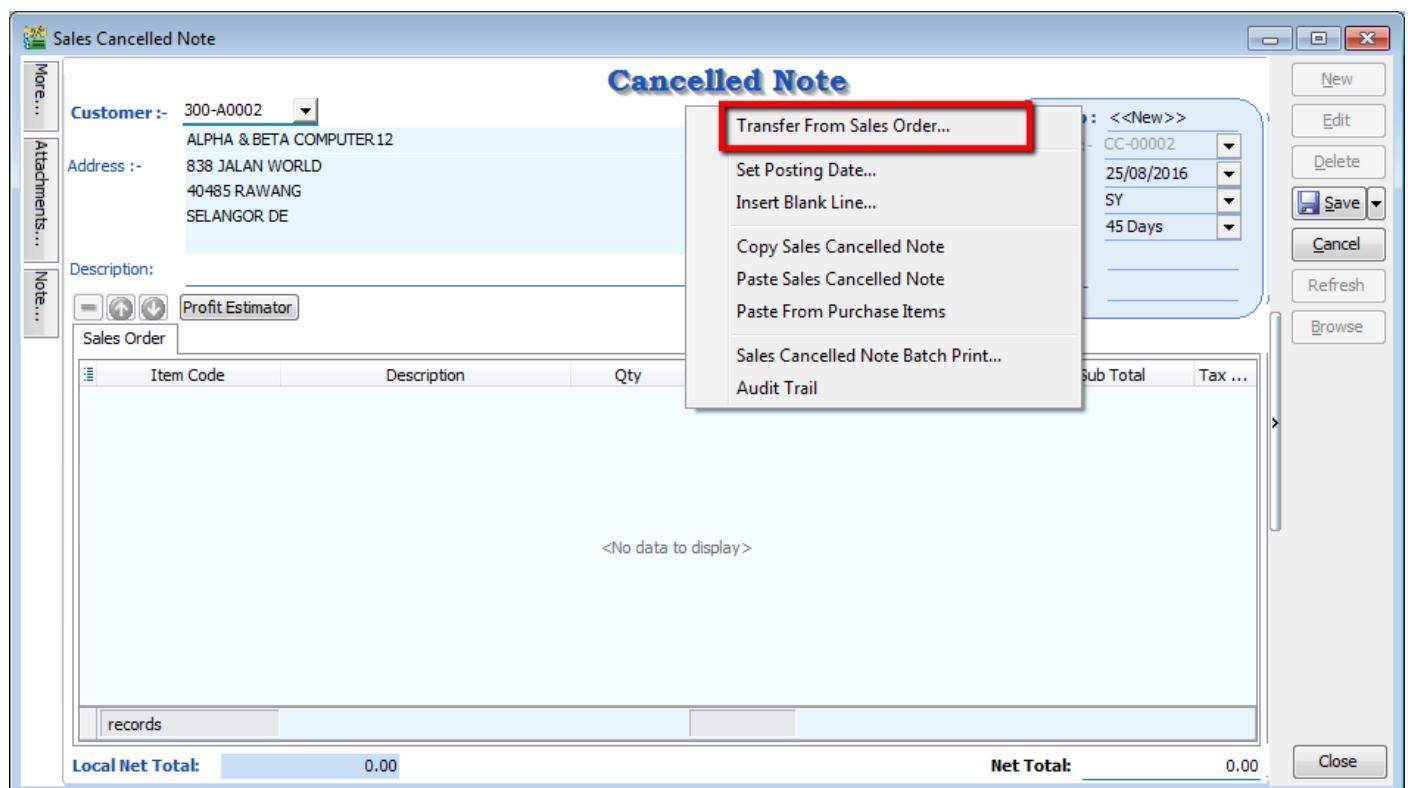
In any GST period, there **must** be a **tax invoice** for the issuance of a sales credit note. You are required to knock off the credit note with Invoice or Cash Sales. This can be done by going to **Customer | Credit Note**

3.10 Sales Cancelled Note (required partial delivery module)

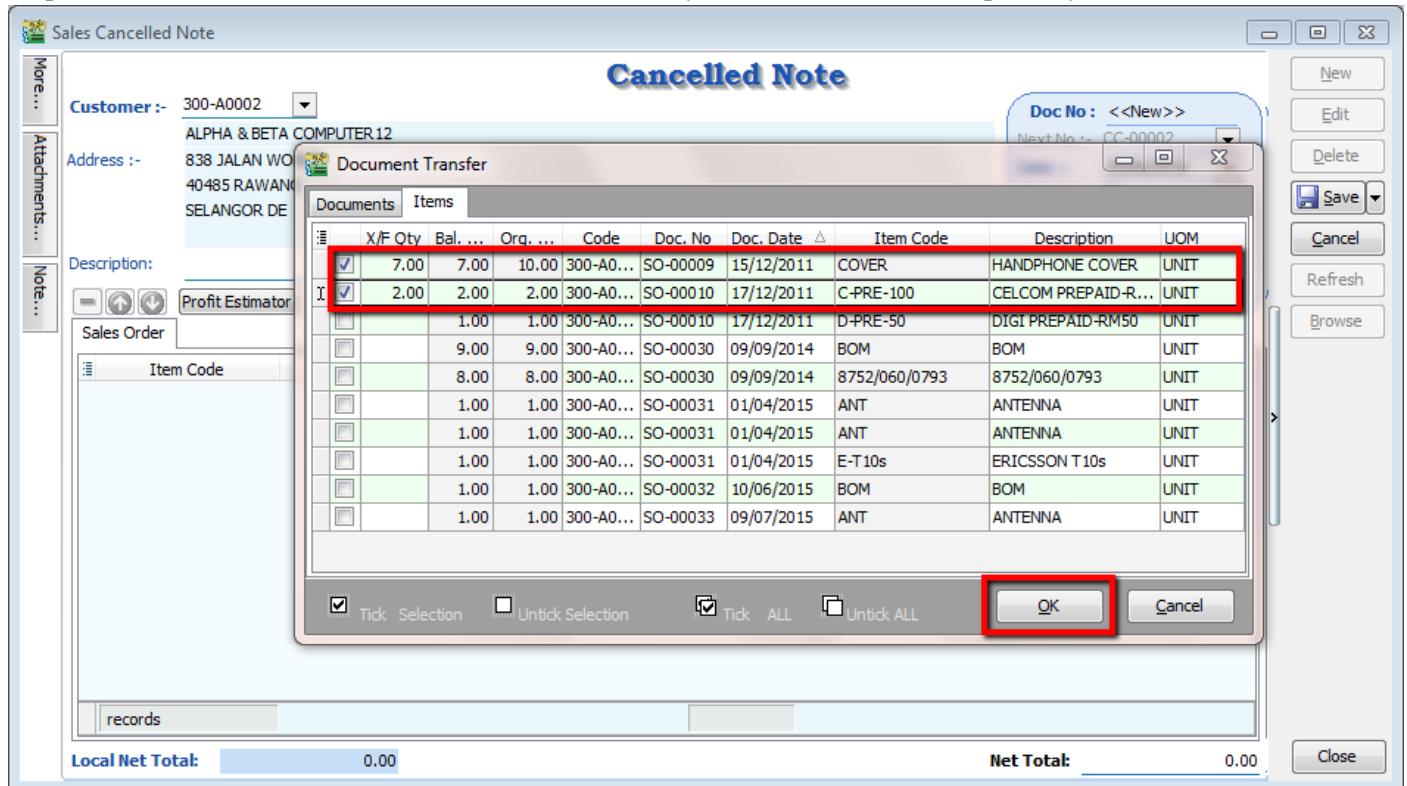
Sales Cancelled Note is used for the cancelling of any outstanding Sales Order.

Step 1: Sales | Sales Cancelled Note | New.

Step 2: Right Click on the Cancelled Note title, select Transfer from Sales Order; (in Sales Cancelled Note, items can only be inserted by transferring from Sales Order)



Step 3: You can choose to transfer the sales order either by the whole document or partially.



Step 4: Save the Cancelled Note.

4 Customer & Supplier

4.1 Customer Invoice

The difference between Customer Invoice and Sales Invoice:

Customer Invoice shows only the accounts code and does not show Qty / Unit Price.

Sales Invoice is linked to the stock and account modules. Hence, we advise users who need to key in stock items to use Sales Invoice. Once the information in the Sales Invoice is updated, the information in the Customer Invoice will automatically be updated by the system.

Customer Invoice Entry

| Invoice No. | Date | Code | Customer | Currency | Amount | Outstanding |
|-------------|------------|-----------|--------------------|----------|----------|-------------|
| IV-00099 | 18/11/2015 | 300-A0002 | ALPHA & BETA C... | --- | 402.80 | 402.80 |
| IV-00011 | 22/12/2014 | 300-A0002 | ALPHA & BETA C... | --- | 50.00 | 50.00 |
| IV-00010 | 18/12/2014 | 300-A0002 | ALPHA & BETA C... | --- | 2.50 | 2.50 |
| CS-00003 | 17/12/2014 | 300-A0002 | ALPHA & BETA C... | --- | 2.50 | 2.50 |
| IV-00008 | 17/12/2014 | 300-A0003 | AB ENTERPRISE S... | --- | 1,595.00 | 1,595.00 |

Invoice

| Invoice No. | Date | Code | Company | Curre... | Amount |
|-------------|------------|-----------|---------------------------|----------|-----------|
| IV-00003 | 04/01/2014 | 300-C0001 | CASH SALES | --- | 5,225.00 |
| IV-00002 | 19/01/2014 | 300-A0001 | A'BEST TELECOMMUNICATI... | S\$ | 7,500.00 |
| IV-00001 | 11/02/2014 | 300-K0001 | KITTY SECURITY SDN BHD | --- | 16,000.00 |
| IV-00004 | 20/02/2014 | 300-A0002 | ALPHA & BETA COMPUTER | --- | 9,380.00 |
| IV-00006 | 21/02/2014 | 300-A0003 | AB ENTERPRISE SDN BHD | --- | 360.00 |
| IV-00005 | 20/04/2014 | 300-A0003 | AB ENTERPRISE SDN BHD | --- | 8,988.00 |
| IV-00007 | 25/10/2014 | 300-A0003 | AB ENTERPRISE SDN BHD | --- | 5,900.00 |
| IV-00008 | 17/12/2014 | 300-A0003 | AB ENTERPRISE SDN BHD | --- | 1,595.00 |
| IV-00010 | 18/12/2014 | 300-A0002 | ALPHA & BETA COMPUTER | --- | 2.50 |
| IV-00011 | 22/12/2014 | 300-A0002 | ALPHA & BETA COMPUTER | --- | 50.00 |
| IV-00099 | 18/11/2015 | 300-A0002 | ALPHA & BETA COMPUTER | --- | 402.80 |

Create a new **Customer Invoice**?

Step 1: **Customer | Customer Invoice | New**

Step 2: Select **Customer Code** | insert transaction and amount

Step 3: **Save**

Customer Invoice Entry

Customer Code: 300-A0002 Currency: ---
Area: RAWANG

Customer Invoice

Cancelled

Bill To: ALPHA & BETA COMPUTER

Inv No.: IV-00100
Next No.: IV-00101
Date: 19/11/2015
Agent: SY
Terms: 45 Days
Ext. No.:

Document Detail Grid

| Sales ... | Description | Amount | Tax | Tax ... | Tax I... | Sub T... |
|-----------|-------------|--------|-----|---------|----------|---------------------------------|
| 500-000 | SALES | 500.00 | SR | 6% | 30.00 | <input type="checkbox"/> 530.00 |

1 record Total: 500.00 30.00 530.00

Local Net Total: 530.00 Net Total: 530.00

Invoice Description: Sales Outstanding: 530.00

4.2 Customer Payment

4.2.1 Local Bank Payment

http://www.sql.com.my/video/sqlacc_tutorial/04-03a_Customer_Payment_Local_Payment.mp4

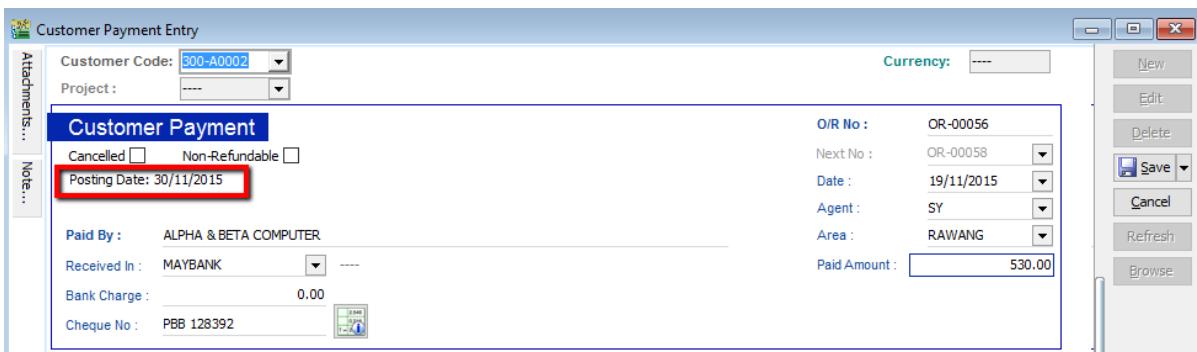
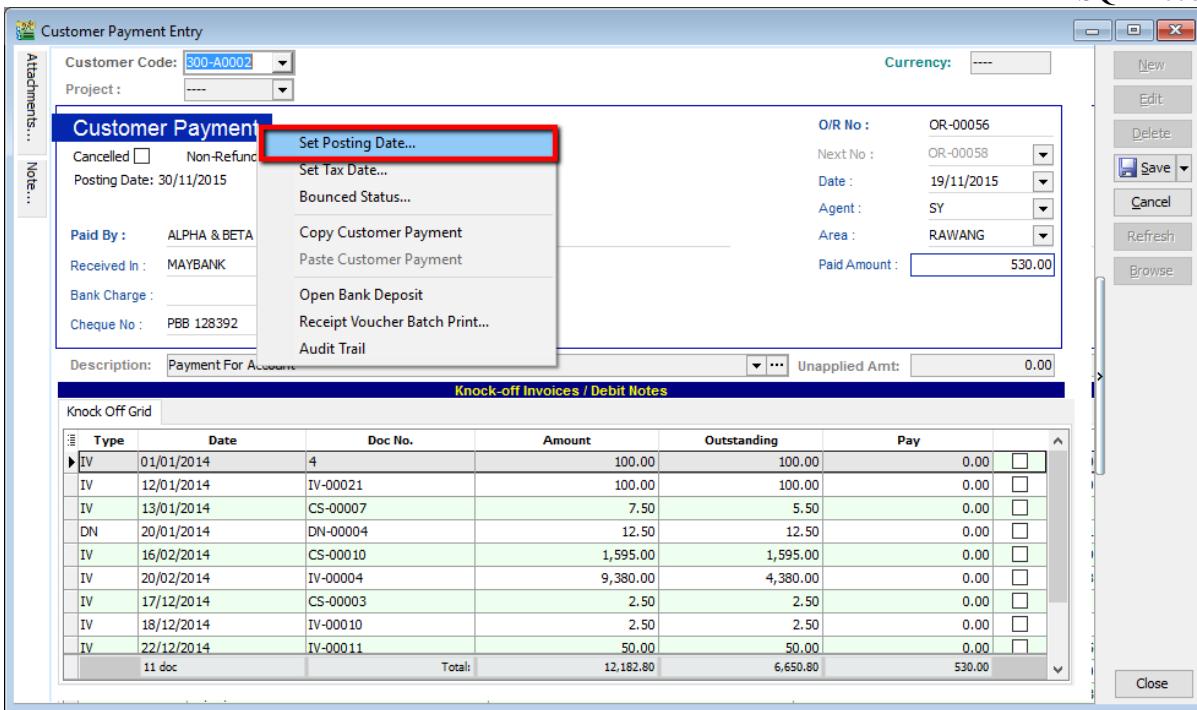
Step 1: Customer | Customer Payment | New**Step 2: Select your Customer****Step 3: Select the bank for your account and cheque no if applicable****Step 4: Key in the customer payment amount****Step 5: Tick the corresponding invoice/debit note to be knocked off**

The screenshot shows the 'Customer Payment Entry' window. Step 2 highlights the 'Customer Code' dropdown set to '300-A0002'. Step 3 highlights the 'Received In' dropdown set to 'MAYBANK'. Step 4 highlights the 'Paid Amount' field set to '530.00'. Step 5 highlights the 'Pay' column for the last row of the Knock Off Grid, which has a checked checkbox.

| Type | Date | Doc No. | Amount | Outstanding | Pay |
|------|------------|----------|----------|-------------|--------|
| DN | 20/01/2014 | DN-00004 | 12.50 | 12.50 | 0.00 |
| IV | 16/02/2014 | CS-00010 | 1,595.00 | 1,595.00 | 0.00 |
| IV | 20/02/2014 | IV-00004 | 9,380.00 | 4,380.00 | 0.00 |
| IV | 17/12/2014 | CS-00003 | 2.50 | 2.50 | 0.00 |
| IV | 18/12/2014 | IV-00010 | 2.50 | 2.50 | 0.00 |
| IV | 22/12/2014 | IV-00011 | 50.00 | 50.00 | 0.00 |
| IV | 18/11/2015 | IV-00099 | 402.80 | 402.80 | 0.00 |
| IV | 19/11/2015 | IV-00100 | 530.00 | 0.00 | 530.00 |

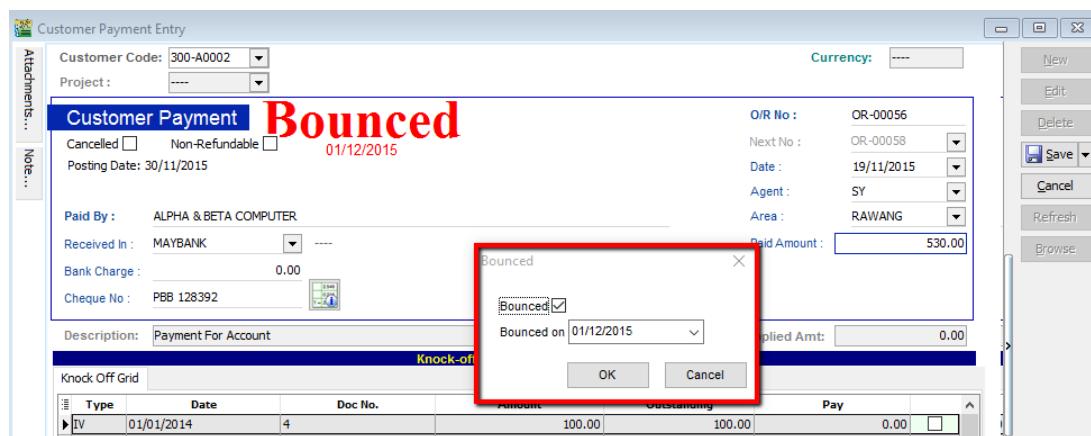
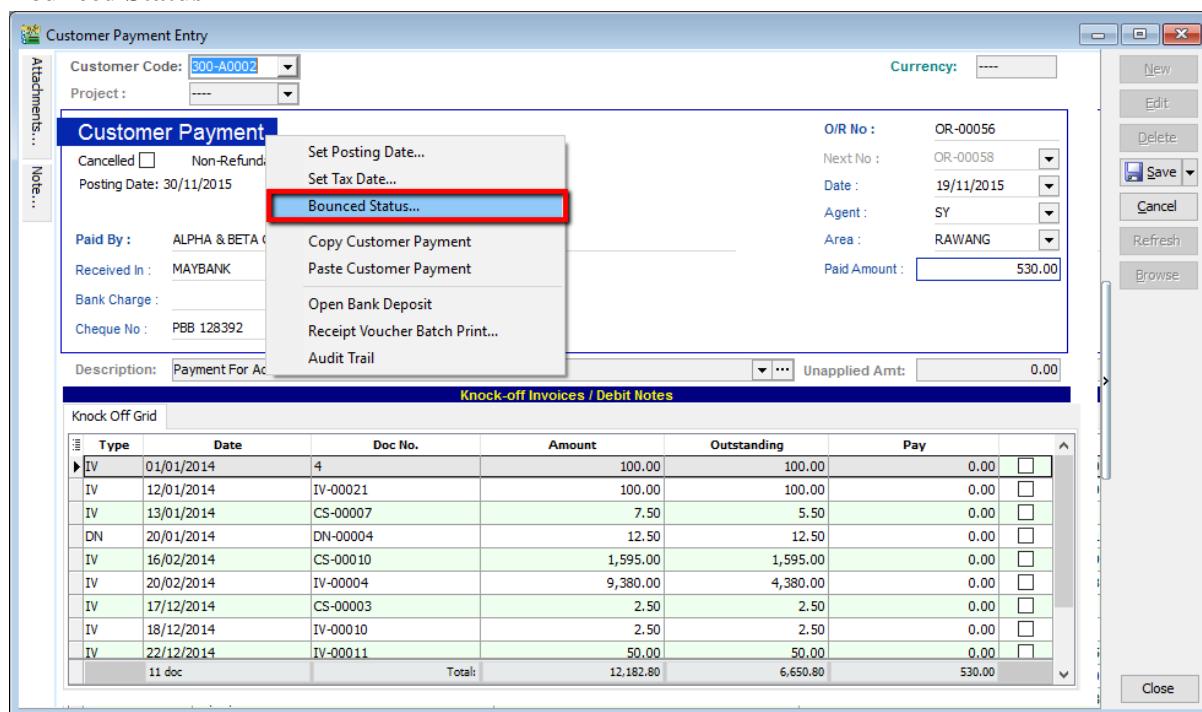
4.2.2 Post Dated Cheque

Step 1: Search for the payment that you want to edit, click on **Edit**, right click on Customer Payment, you will see **Set Posting Date**

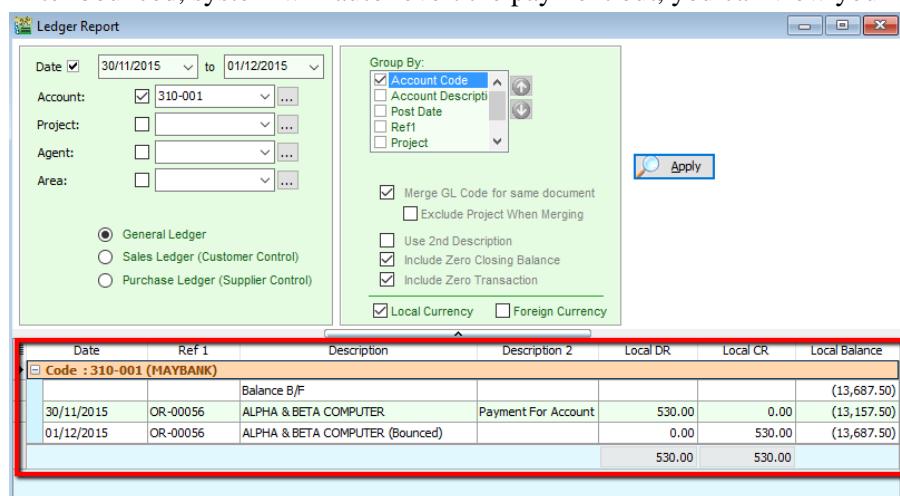


4.2.3 Bounced Cheque

Step 1: Search for the payment that you want to edit, click on **Edit**, right click on Customer Payment, you will see **Bounced Status**



After bounced, system will auto revert the payment out, you can view your ledger.



4.3 Customer Credit Note

If the situation involves return stock from customer, please do Sales Credit Note.

Step 1: Customer | Customer Credit Note

Step 2: Edit | Click Yes

Step 3: Knocked off accordingly.

The screenshot shows the 'Customer Credit Note Entry' window. In the center, a 'Confirm' dialog box is displayed with the message: 'This document was posted from Sales | Credit Note.... Do you want to edit this document?'. There are 'Yes' and 'No' buttons. A red box highlights this dialog box. The main window shows a grid of GL accounts with one record: 510-0000 NOKIA 3210. The local net total and net total are both 1,908.00. Below the grid is a 'Knock-off Invoices / Debit Notes' section which is currently empty.

If it does not involve with returned stock, e.g. discount given with

Step 1: Customer | Customer Credit Note

Step 2: New | Select Customer | Select GL Account | Amount

Step 3: Knocked off accordingly.

The screenshot shows the 'Customer Credit Note Entry' window. The 'Knock-off Invoices / Debit Notes' section at the bottom contains a grid with three rows of data. The columns are Type, Date, Doc No., Amount, Outstanding, and Pay. The data is as follows:

| Type | Date | Doc No. | Amount | Outstanding | Pay |
|------|------------|----------|-----------|-------------|----------|
| IV | 25/04/2015 | IV-00114 | 66.25 | 66.25 | 0.00 |
| IV | 30/04/2015 | IV-00113 | 14,600.00 | 12,692.00 | 1,908.00 |
| IV | 01/05/2015 | IV-00116 | 5,300.00 | 5,300.00 | 0.00 |

A red box highlights this grid. The local net total and net total are both 1,908.00. The C/N Description is set to 'Sales Returned'.

Please state the Invoice number, Invoice Date and Reason in the description as per GST requirement. Please state the Invoice number,

4.4 Customer Refund

You can use this document to refund a customer. You can knock off with Customer Payment or Credit Note which have unapplied amounts.

Step 1: **Customer | Customer Refund.**

Step 2: **Update the information accordingly.**

Step 3: **Knock off the payment or credit note and save.**

The screenshot shows the 'Customer Refund Entry' window. At the top, there are fields for 'Customer Code' (300-A0002), 'Currency' (---), and 'Project' (---). On the right side, there are buttons for 'New', 'Edit', 'Delete', 'Save', 'Cancel', 'Refresh', and 'Browse'. Below these buttons is a 'Close' button. The main area is titled 'Customer Refund' and contains sections for 'Pay to' (ALPHA & BETA COMPUTER.12), 'Payment By' (MAYBANK), 'Bank Charge' (0.00), 'Cheque No' (---), and 'Description' (Refund). To the right of these fields are dropdowns for 'C/F No' (PV-00072), 'Next No' (PV-00073), 'Date' (25/08/2016), 'Agent' (SY), and 'Area' (RAWANG). A field for 'Refund Amt' is set to 1,500.00. Below this is a 'Payment Knock Off' grid titled 'Knock Off Grid'. The grid has columns for Type, Date, Doc No., Amount, Unapplied Amt, and Refund Amt. It lists 11 records. The first record (Type PM, Date 01/01/2011, Doc No. OR-00058, Amount 1,500.00, Unapplied Amt 0.00, Refund Amt 1,500.00) has a checked checkbox in the last column. The grid also includes a 'Total' row at the bottom with values 5,159.50, 1,544.10, and 1,500.00 respectively.

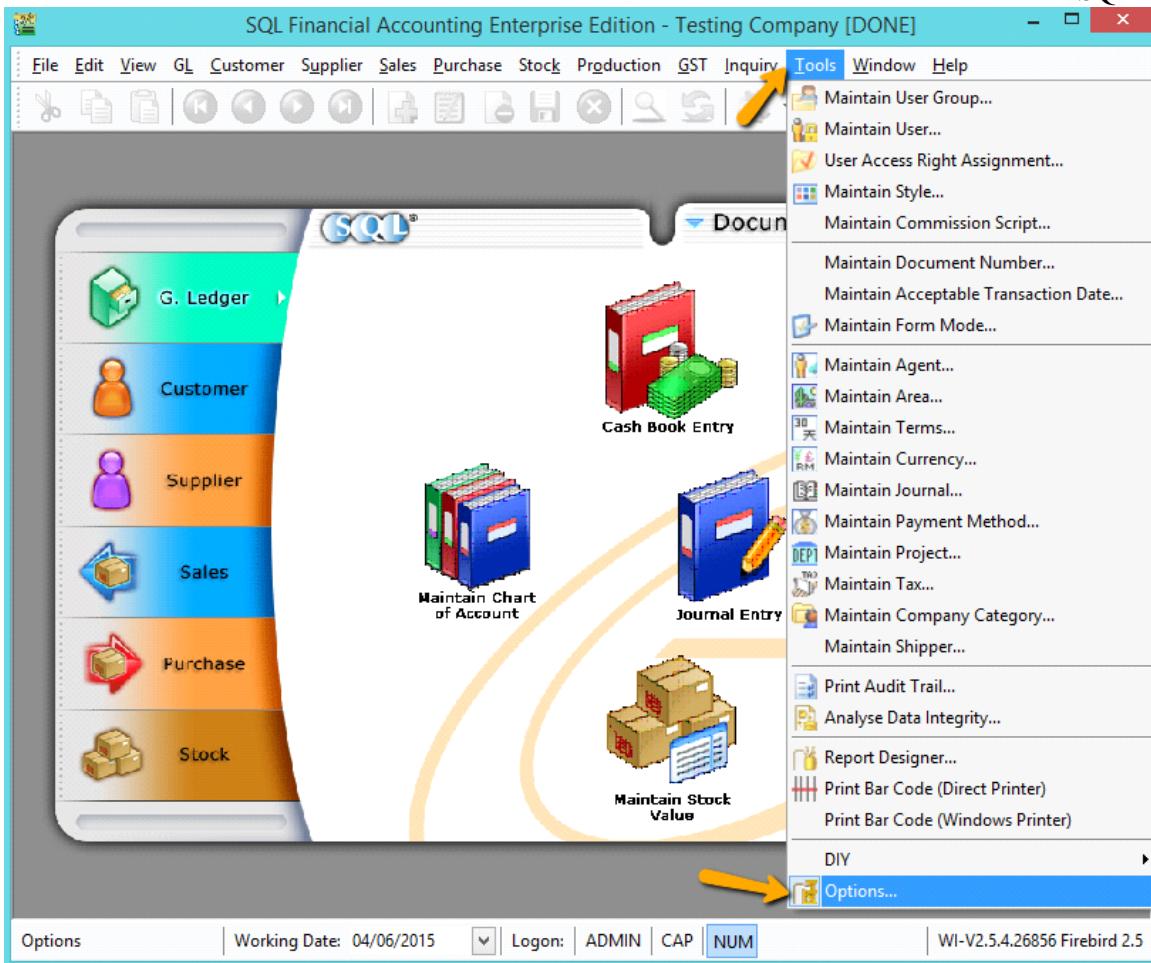
4.5 Customer Contra

If you have a customer who is also a supplier, you may want to offset the outstanding customer and supplier invoices. This is known as a contra entry. You can offset the two invoices by using Customer Contra and Supplier Contra. This means that when you record the invoices as being paid, it will not affect your current bank account balance.

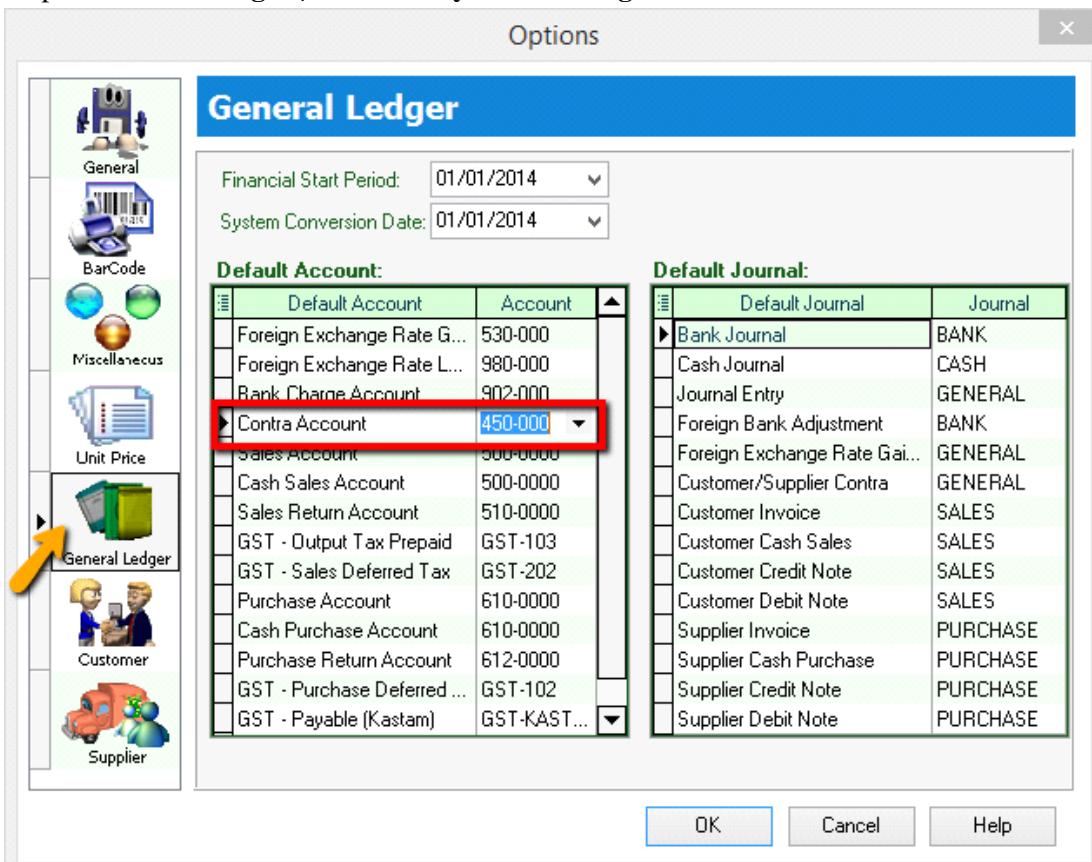
Scenario:

If you have an outstanding sales invoice for RM200 and a purchase invoice for RM150 for the same customer or company, the actual amount owed to you is RM50 and the contra entry amount is RM150.

Step 1: **Tools | Options.**



Step 2: General Ledger | Make sure you have assigned a contra account.



Step 3: Customer | Customer Contra | Click New.

Step 4: Select Customer Code and key-in the contra amount.

Step 5: Knock off the corresponding invoice and Save.

The screenshot shows the 'Customer Contra Entry' window. On the left, there are buttons for 'Attachments...' and 'Note...'. The main area has fields for 'Customer Code' (300-A0002) and 'Currency' (----). A 'Customer Contra' section displays 'Cancelled' status and a customer selection for 'ALPHA & BETA COMPUTER12'. To the right, there are buttons for 'New', 'Edit', 'Delete', 'Save', 'Cancel', 'Refresh', and 'Browse'. Below these buttons is a 'Close' button. The 'Customer Contra' section includes fields for 'C/T No.' (CT-00008), 'Next No.' (CT-00009), 'Date' (25/08/2016), 'Agent' (SY), 'Area' (RAWANG), 'Contra Amount' (500.00), and 'Local Amount' (500.00). A 'Description' field is set to 'Contra'. Below this is a 'Knock-off Invoices / Debit Notes' grid:

| Type | Date | Doc No. | Amount | Outstanding | Pay |
|------|------------|------------|-------------------|-------------|--|
| IV | 20/02/2011 | IV-00004 | 9,420.00 | 3,733.00 | 500.00 <input checked="" type="checkbox"/> |
| IV | 18/12/2011 | IV-00010 | 2.50 | 2.50 | 0.00 <input type="checkbox"/> |
| IV | 16/10/2012 | IV-00100 | 26.00 | 26.00 | 0.00 <input type="checkbox"/> |
| IV | 07/07/2014 | IV-00113 | 21.00 | 21.00 | 0.00 <input type="checkbox"/> |
| IV | 30/12/2014 | test | 12.45 | 12.45 | 0.00 <input type="checkbox"/> |
| IV | 04/04/2015 | CS-00013 | 159.00 | 159.00 | 0.00 <input type="checkbox"/> |
| | | 30 records | Total: 151,688.35 | 143,698.45 | 500.00 |

Step 6: Go to Supplier | Supplier Contra.

Step 7: You will realize that the SAME transaction will appear at Supplier Contra Screen, you just have to EDIT the supplier contra.

Supplier Contra Entry

| C/T No. | Date | Supplier | Curr... | Amount | Customer | Curr... | Amount ... | U/A Amt |
|----------|------------|------------------|---------|----------|---------------|---------|------------|---------|
| CT-00006 | 10/06/2014 | DIGI COMMUNI... | --- | 1,500.00 | ALPHA & BE... | --- | 1,500.00 | 0.00 |
| CT-00007 | 30/04/2015 | CELCOM (M) CO... | --- | 1,060.00 | ALPHA & BE... | --- | 1,000.00 | 0.00 |
| CT-00008 | 25/08/2016 | | --- | 0.00 | ALPHA & BE... | --- | 500.00 | 0.00 |

Click here to define a filter

Invoice/ Debit Note Knock Off

| Type | Date | Document No. | Org. Amount | Outstanding | Knock Off |
|------|------------|--------------|-------------|-------------|-----------|
| PI | 06/01/2011 | PI-00002 | 3,500.00 | 2,000.00 | 1,500.00 |

3 Contra 2,560.00 3,000.00 0.00

1 doc 3,500.00 2,000.00 1,500.00

Close

Step 7: After Editing you need to update the supplier contra info accordingly and knock off the outstanding invoices of supplier.

Step 8: Save the Supplier Contra.

Supplier Contra Entry

Supplier Code: 400-C0001 Currency: -----

Project: -----

Supplier Contra

Cancelled

Supplier: CELCOM (M) COMMUNICATION BHD

C/T No: CT-00008

Next No: CT-00009
Date: 25/08/2016
Agent : -----
Area : SJ
Contra Amount: 500.00
Local Amount: 500.00

Description: Contra

Knock-off Invoices

| Type | Date | Doc No. | Outstanding | Pay |
|------|------------|----------|-------------|--------|
| PI | 01/04/2015 | test1 | 69.92 | 0.00 |
| PI | 12/05/2015 | PI-00038 | 9,888.00 | 500.00 |
| PI | 10/06/2015 | PI-00039 | 106.00 | 0.00 |
| PI | 24/08/2015 | PI-00041 | 9,711.68 | 0.00 |
| PI | 15/10/2015 | PI-00042 | 2,590.00 | 0.00 |
| | | | 10,600.00 | 0.00 |
| | | | 39,144.86 | 500.00 |
| | | | .18 | |

Unapplied Amt: 0.00

Debit Notes

| Type | Date | Doc No. | Outstanding | Pay |
|------|------------|----------|-------------|--------|
| PI | 01/04/2015 | test1 | 69.92 | 0.00 |
| PI | 12/05/2015 | PI-00038 | 9,888.00 | 500.00 |
| PI | 10/06/2015 | PI-00039 | 106.00 | 0.00 |
| PI | 24/08/2015 | PI-00041 | 9,711.68 | 0.00 |
| PI | 15/10/2015 | PI-00042 | 2,590.00 | 0.00 |
| | | | 10,600.00 | 0.00 |
| | | | 39,144.86 | 500.00 |
| | | | .18 | |

Attachments...

Note...

New

Edit

Delete

Save

Cancel

Refresh

Browse

Close

Make sure the contra number is the same as the customer contra number.

5 General Ledger

5.1 Opening Balance

http://www.sql.com.my/video/sqlacc_tutorial/03-04_GL_Opening_Balance.mp4

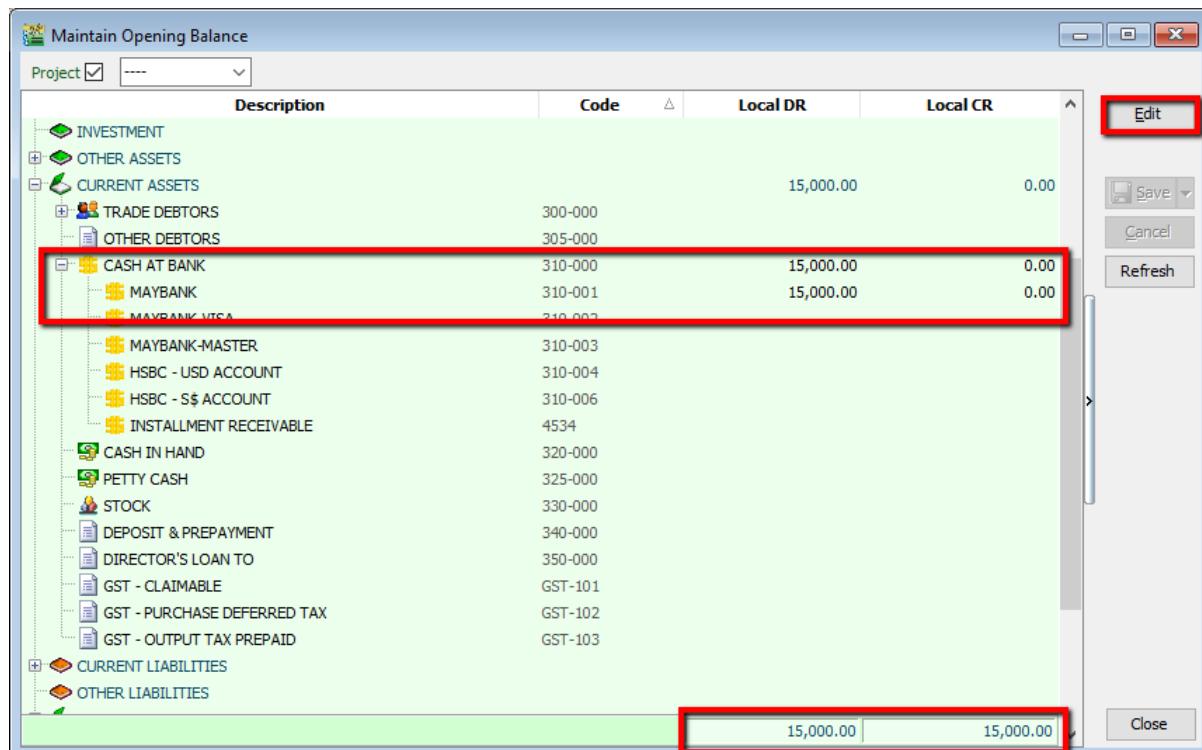
5.1.1 General Ledger

Step 1: GL | Maintain Opening Balance

Step 2: Highlight the account that you wish to key in as opening balance, and click **Edit**.

Step 3: Insert the figure in local Dr or local Cr. Then Save.

Step 4: Make sure the Dr and Cr figures tally



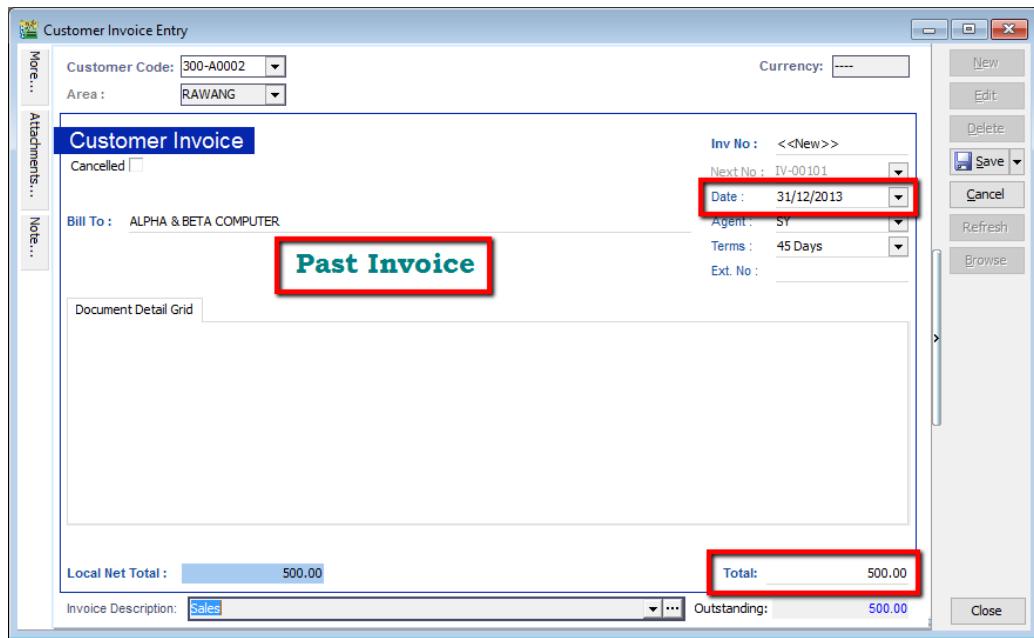
5.1.2 Customer and Supplier

Step 1: Customer(Supplier) | New

Step 2: Set the **Date** (before system conversion date)

Step 3: Key in only the **outstanding amount**.

Step 4: The words “Past Invoice” must appear; (they will not appear if the inserted date is after system conversion date)
Click **Save**.



5.1.3 Stock Value

Step 1: GL | Maintain Stock Value| Edit

Step 2: Set the year

Step 3: Insert the Opening Balance

The top screenshot shows the 'Maintain Stock Value' window with a list of stock entries. The first entry is highlighted with a red box and shows account numbers 600-000, 620-000, 330-000, and descriptions 'STOCKS AT THE BEGINNING OF YEAR', 'STOCKS AT THE END OF THE YEAR', and 'STOCK'. To the right of the list are buttons for 'New', 'Edit' (highlighted with a red box), 'Delete', 'Save', and 'Cancel'. A note above the list says 'Click here to define a filter'.

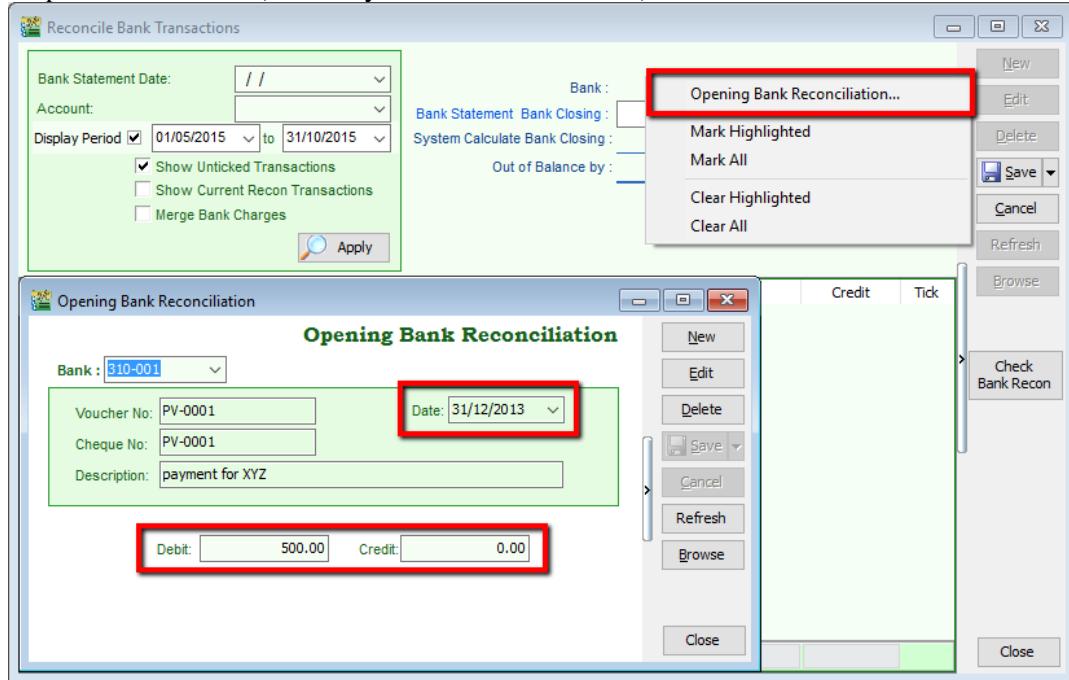
The bottom screenshot shows the 'Maintain Stock Value' window with a title '- Maintain Stock Value -'. It has three dropdowns under 'P & L': 'Opening Stock A/C : 600-000 STOCKS AT THE BEGINNING OF YEAR', 'Closing Stock A/C : 620-000 STOCKS AT THE END OF THE YEAR', and 'Balance Sheet Stock A/C : 330-000 STOCK'. Below these is a note 'Please key in Closing Stock Value below :-'. There is a table with columns 'Month' and 'Stock Value'. The 'Year' dropdown is set to '2015' (highlighted with a red box). The last row of the table is highlighted with a red box and shows '31-Dec' and '1,234,567.00'.

5.1.4 Bank Reconciliation

Step 1: GL | Bank Reconciliation | New

Step 2: Right click, to see Opening Bank Reconciliation

Step 3: Set the Date (before System Conversion Date)



5.2 Journal Entry

http://www.sql.com.my/video/sqlacc_tutorial/03-03_JournalEntry.mp4

Step 1: GL | Journal Entry

Step 2: Key in your double entry

Step 3: Click on Save (both Dr & Cr are tally before you are allowed to save)

| G/L Code | GL Description | Local DR | Local CR | Tax | Tax Inclusive | Local Tax ... |
|----------|-------------------------------|----------|----------|-----|---------------|---------------|
| 310-001 | MAYBANK | 1,500.00 | | | | 0.00 |
| 150-501 | LOAN FROM DIRECTOR - KITTEN 1 | | 250.00 | | | 0.00 |
| 150-502 | LOAN FROM DIRECTOR - KITTEN 2 | | 250.00 | | | 0.00 |
| 150-503 | LOAN FROM DIRECTOR - KITTEN 3 | | 1,000.00 | | | 0.00 |

5.3 Cash Book Entry

http://www.sql.com.my/video/sqlacc_tutorial/03-02_Cash_Book.mp4

Cash book entry is normally used for a non-customer/ supplier payment or receipt e.g. payment for salaries, utilities etc.

Step 1: GL | Cash Book Entry | New (choose between Payment Voucher or Official Receipt)



Step 2: Insert Payable Name | Select GL Code /Tax /Amount

| G/L Code | GL Description | Description | Tax Ref | Amount | Tax | Tax R... | Tax In... | Tax Amount | Sub Total (Tax) |
|----------|-----------------------|------------------------|---------|----------|-----|----------|--------------------------|------------|-----------------|
| 910-000 | TELEPHONE & FAX CH... | MAYBANK - POS MALAYSIA | | 250.00 | TX | 6% | <input type="checkbox"/> | 15.00 | 265.00 |
| 907-000 | WATER & ELECTRICITY | MAYBANK - POS MALAYSIA | | 1,500.00 | TX | 6% | <input type="checkbox"/> | 90.00 | 1,590.00 |

6 Inventory

6.1 Stock Received:

Allows user to increase stock quantity without purchasing. It is normally used when you have assembled or manufactured finished goods. Just key-in the item code, quantity IN and cost that you want.

Step 1: Stock | Stock Received | New.

The screenshot shows the 'Stock Received Entry' window. At the top right are buttons for 'Cancelled', 'New', 'Edit', 'Delete', 'Save', 'Cancel', 'Refresh', and 'Browse'. The main area has a title 'Stock Received' and a description field containing 'Stock Received'. Below is a table with columns: Item Code, Description, Location, Project, Qty, UOM, Unit Cost, and Sub Total. The table contains several rows of items, with the last row being a summary. At the bottom left are buttons for adding (+), deleting (-), and saving (Save). At the bottom right are fields for Reason, Authorised By, and Remark, along with a 'Close' button.

| Item Code | Description | Location | Project | Qty | UOM | Unit Cost | Sub Total |
|-----------|-------------------|----------|---------|-------|------|-----------|-----------|
| 123 | 123 | --- | --- | 10.00 | UNIT | 0.00 | 0.00 |
| BOMBOM | BOM OF BOM | --- | --- | 5.00 | UNIT | 10.00 | 50.00 |
| D-PRE-50 | DIGI PREPAID-RM50 | --- | --- | 3.00 | UNIT | 50.00 | 150.00 |
| COVER | HANDPHONE COVER | --- | --- | 2.00 | UNIT | 6.00 | 12.00 |
| E-BAT | ERICSSON BATTERY | --- | --- | 10.00 | UNIT | 100.00 | 1,000.00 |
| | | | | 30.00 | | | 1,212.00 |

6.2 Stock Issue:

Allows user to **decrease stock quantity without selling**. It is normally used when you consume raw material during assembly or when manufacturing finished goods or even sometimes for internal usage. Just key-in the item code, quantity OUT and cost and you may also click on the Update Cost, then the system will auto-detect the actual costing base on your document date.

Step 1: Stock | Stock Issue | New.

The screenshot shows the 'Stock Issue Entry' window. At the top right are buttons for 'Cancelled', 'New', 'Edit', 'Delete', 'Save', 'Cancel', 'Refresh', and 'Browse'. The main area has a title 'Stock Issue' and a description field containing 'Stock Issue'. Below is a table with columns: Item Code, Description, Location, Project, Qty, UOM, and Unit Cost. The table contains several rows of items. At the bottom left are buttons for adding (+), deleting (-), and saving (Save). At the bottom right are fields for Reason, Authorised By, and Remark, along with a 'Close' button. A callout bubble with an orange border points to the 'Update Cost' button with the text: 'Click on the update cost so that system will auto capture the real time costing base on the document date.'

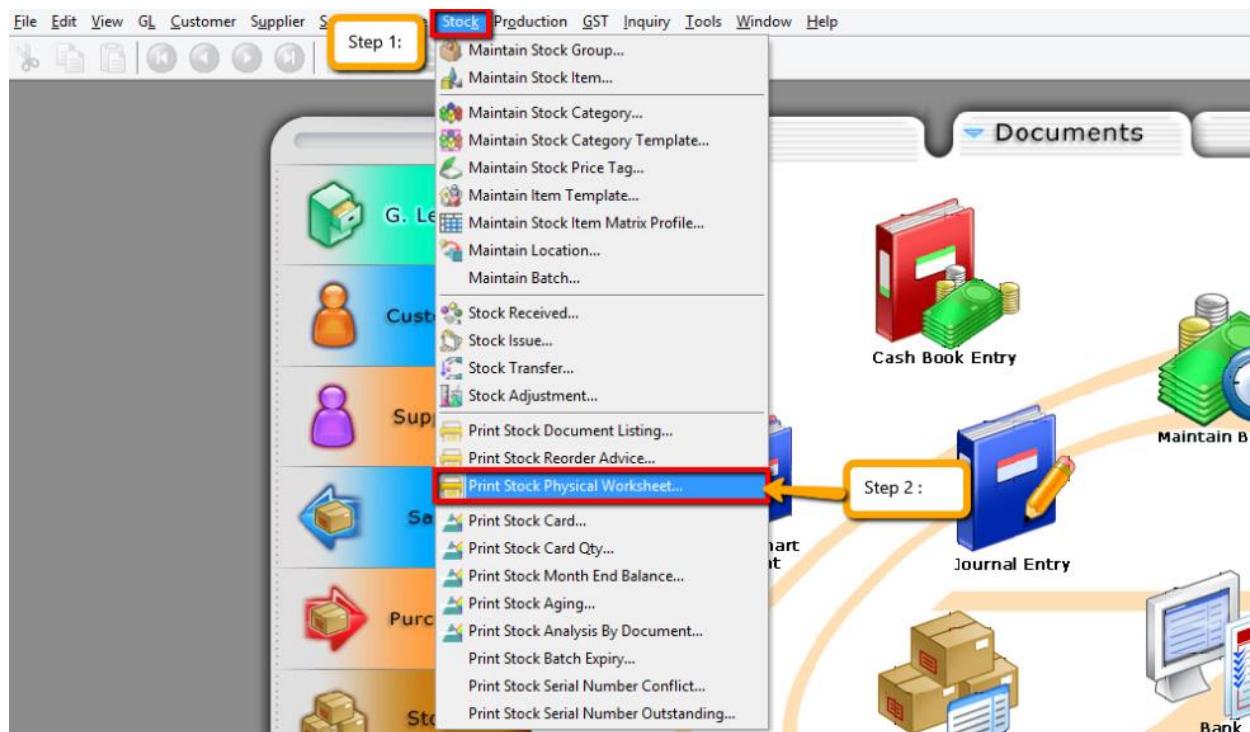
| Item Code | Description | Location | Project | Qty | UOM | Unit Cost |
|-----------|-------------------|----------|---------|-------|------|-----------|
| 123 | 123 | --- | --- | 10.00 | UNIT | 0.00 |
| BOMBOM | BOM OF BOM | --- | --- | 5.00 | UNIT | 10.00 |
| D-PRE-50 | DIGI PREPAID-RM50 | --- | --- | 3.00 | UNIT | 40.00 |
| COVER | HANDPHONE COVER | --- | --- | 2.00 | UNIT | 1.50 |
| E-BAT | ERICSSON BATTERY | --- | --- | 10.00 | UNIT | 100.00 |
| | | | | 30.00 | | |

6.3 Stock Adjustment / Stock Take:

Allows user to key-in quantity in and quantity out from the system, just like a combination of stock received and stock issue. Normally used for stock take purposes. (**Stock | Stock Adjustment | New**)

http://www.sql.com.my/video/sqlacc_tutorial/GST-03_StockTax.mp4

How SQL System can help during Stock Take?



Step 1 & 2: Click on Stock then choose Print Stock Physical Worksheet.

The screenshot shows the "Stock Physical Worksheet" dialog box. A large yellow arrow points from the text "Step 3: Filter all those information that you want, if you have additional module like location and batch, please make sure that you have group the location and batch." to the filter section. This section includes fields for "Date To" (30/11/2015), "Stock Group", "Item", "Location", "Batch", "Category", and "Category Tpl". It also contains several checkboxes: "Print Stock Control Item" (checked), "Non-Stock Control Item" (unchecked), "Print Active Item" (checked), "In-Active Item" (unchecked), and "Include Zero Balance" (checked). A red box labeled "Step 4:" highlights the "Apply" button. Another red box highlights the "Preview" button. A yellow box at the bottom left of the dialog box contains the same filtering instructions as the yellow arrow.

| StockGroup | ItemCode | Qty | SO Qty | PO Qty | JO Qty | Avail Qty |
|------------|--------------------|-----------|--------|--------|--------|-----------|
| ACC | 12-123123dasda2131 | 0.00 | 0.00 | 1.00 | 0.00 | 1.00 |
| ACC | 123 | 12.00 | 5.00 | 0.00 | 0.00 | 7.00 |
| LILY | 123/1234 | -1.00 | 0.00 | 0.00 | 0.00 | -1.00 |
| LILY | 6514/120/00946 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| LILY | 8752/060/0782 | 1.00 | 16.00 | 0.00 | 0.00 | -15.00 |
| LILY | 8752/060/0793 | -2.00 | 0.00 | 0.00 | 0.00 | -2.00 |
| LILY | 8752/060/0832 | 30.00 | 0.00 | 0.00 | 0.00 | 30.00 |
| ACC | ANT | -1,351.00 | 17.00 | 50.00 | -1.00 | -1,319.00 |
| HP | BOM | 1.00 | 5.00 | 0.00 | 1.00 | -3.00 |
| ACC | BOMBOM | 31.00 | 1.00 | 0.00 | 0.00 | 30.00 |
| | 69 | -1,790.00 | | | | |

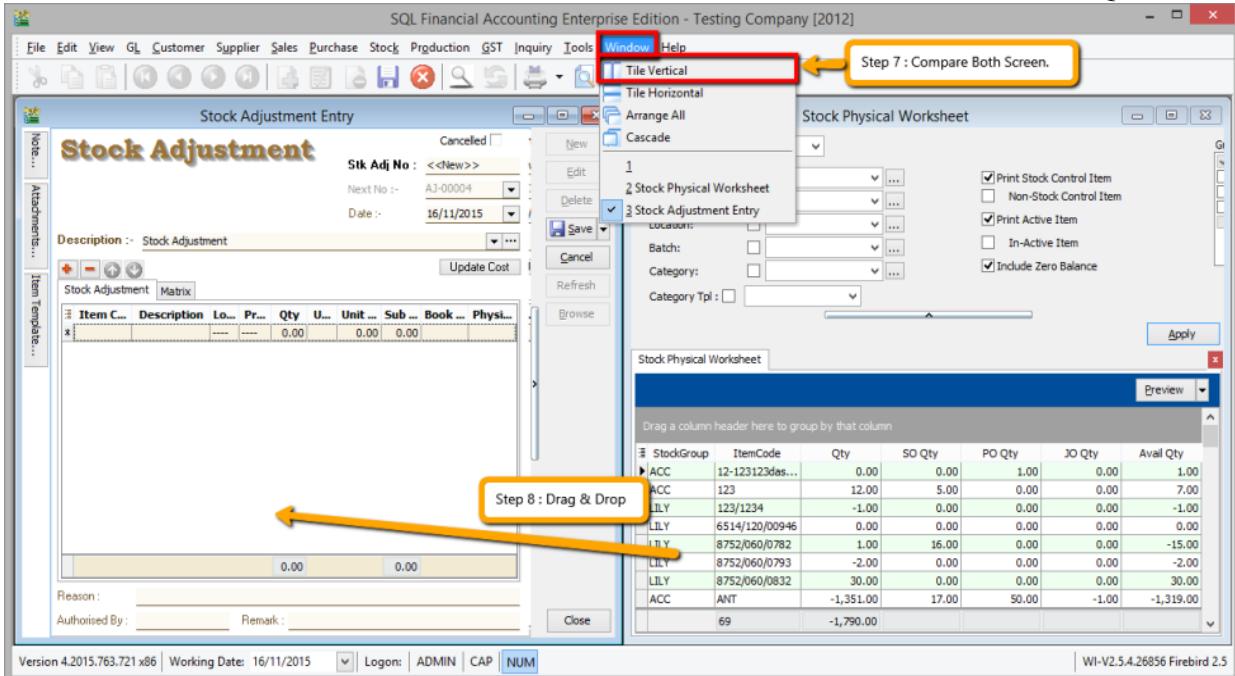
Step 3: Filter by date, stock group or others information that you want to do for the stock take, please **make sure that you choose the correct location and batch if you have these two modules.**

Step 4: Click on **Apply and Preview.**

| Item Code | Description | UOM | Book Qty | Physical Qty | Remarks |
|--------------------|----------------|------|----------|--------------|---------|
| 12-123123dasda2131 | 12-dasda2131 | UNIT | 0.00 | | |
| 123 | 123 | UNIT | 12.00 | | |
| 123/1234 | 123/1234 | UNIT | | -1.00 | |
| 6514/120/00946 | 6514/120/00946 | UNIT | 0.00 | | |
| 8752/060/0782 | 8752/060/0782 | UNIT | 1.00 | | |
| 8752/060/0793 | 8752/060/0793 | UNIT | | -2.00 | |
| 8752/060/0832 | 8752/060/0832 | UNIT | 30.00 | | |
| ANT | ANTENNA | UNIT | | -1,351.00 | |

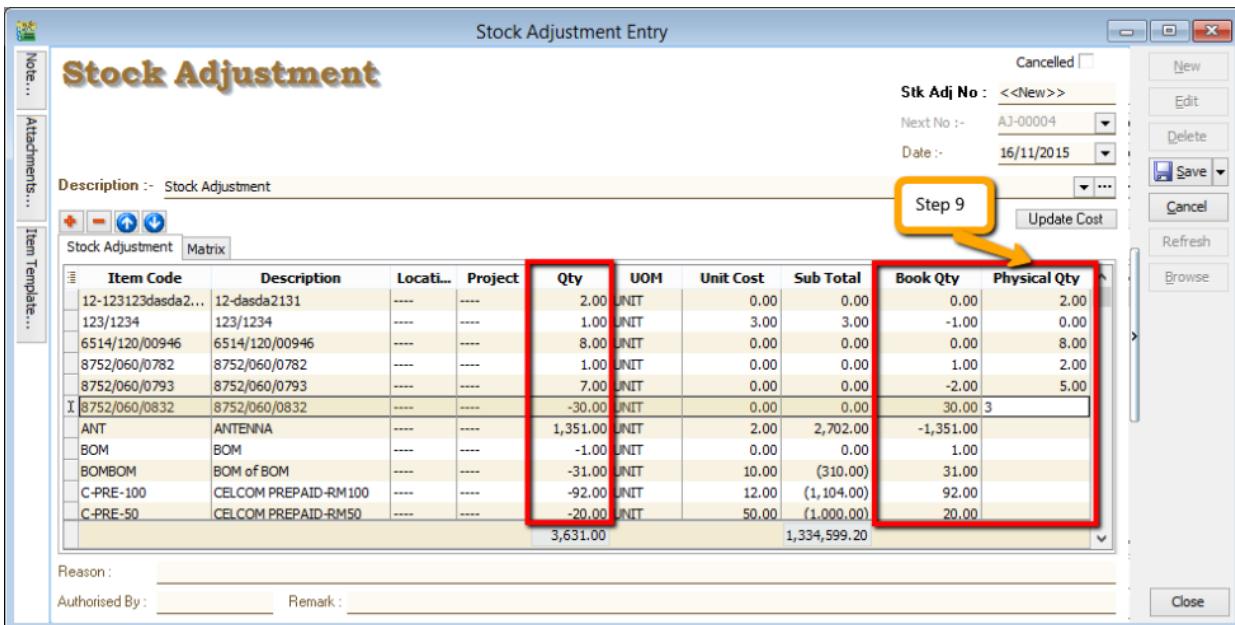
Step 5: Print out the “Stock Take Sheet” for stock keeper. The stock keeper should manually **fill in the actual quantity into the “physical qty” column.**

Step 6: After complete updating the stock take report, click on **Stock | Stock Adjustment | and drag out Book Qty and Physical Qty.**



Step 7: Repeat Steps 1 & 2 to display the Stock Physical Worksheet again, opening 2 windows simultaneously, “stock adjustment” and “stock physical worksheet”, then click on **Window | Tile Vertical**.

Step 8: Click on the first item in **Stock Physical Worksheet**, press on **Ctrl + A** on the keyboard to select all items. Then **Drag & Drop** into **Stock Adjustment**.



Step 9: Based on the stock keeper’s Stock Take Report, **fill in the actual physical quantity** in your warehouse into the Stock Adjustment **Physical Qty column**, the system will calculate the variance based on the Book Qty and apply a correction to the Qty column.

Book Qty = Quantity that is recorded in system.

Physical Qty = Actual Quantity at your warehouse.

Qty = Variance between Physical and Book Quantity, system will auto-adjust then update accordingly. (Physical Qty – Book Qty)

7 Reports

7.1 General Ledger Report

7.1.1 Balance Sheet

Go to GL | Print Balance Sheet

Step 1: Select your date

Step 2: Choose your preferred format

Step 3: “Show Up to Level” under Option refer to the depth of sub-accounts in your Maintain Chart of Account, the higher the value, the more level of detail will be shown.

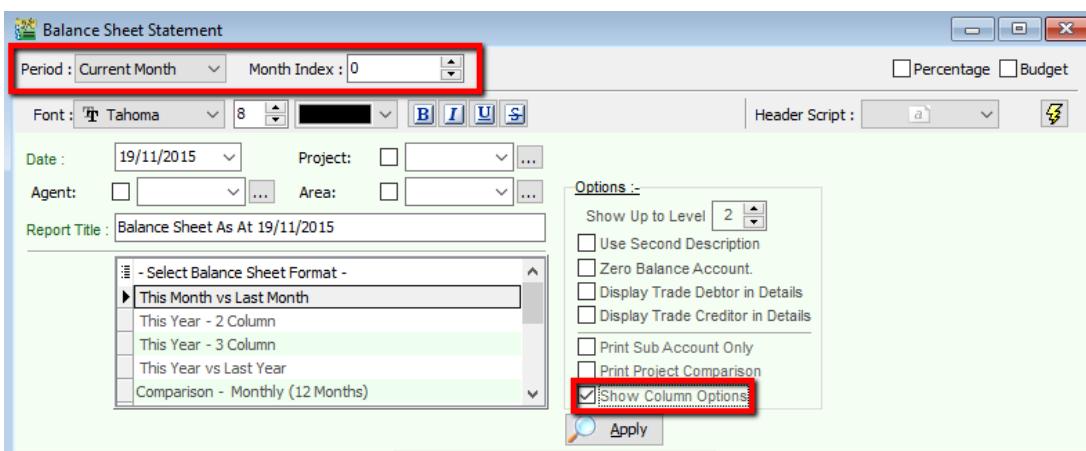
Step 4:

- a. **Use second description** – use second description which is controlled at GL | Maintain Chart of Account
- b. **Zero Balance Account** – choose to show accounts in the report even if their amount is 0.
- c. **Display Trade Debtor/Creditor in Details** – show per customer account in detail

Step 5:

- a. **Print Sub Account Only** – Select a certain account to view
- b. **Print Project Comparison** – you are allowed to view your report by project (project module requested)
- c. **Show Column Options** – you can preset setting as attached

Step 6: **Apply**



7.1.2 Profit & Loss Statement

Go to GL | Print Profit and Loss Statement

Step 1: Select your date

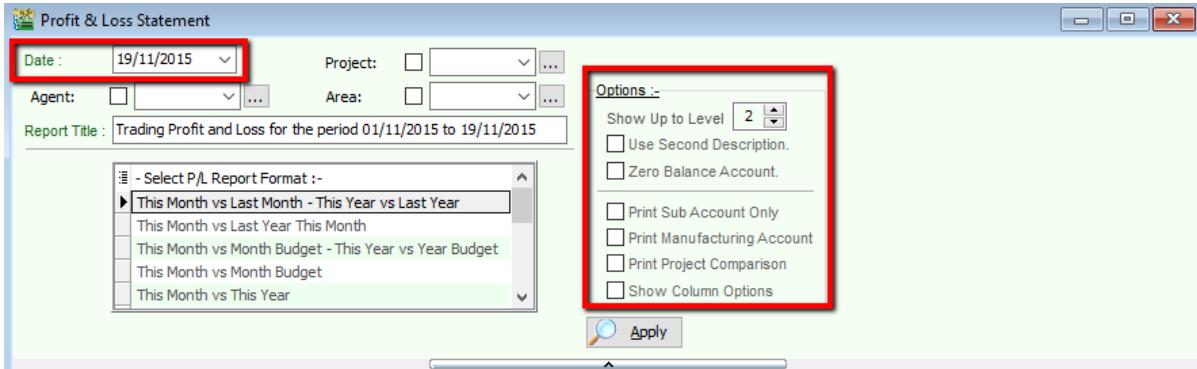
Step 2: Choose your preferred format

Step 3:

- a. **Use second description** – use second description which is maintained under GL | Maintain Chart of Account
- b. **Zero Balance Account** – choose to show accounts in the report even if their amount is 0

Step 4:

- a. **Print Sub Account Only** – Select a certain account to view
- b. **Print Manufacturing Account** – you are only allowed to view manufacturing account if you have set it up under Maintain Chart of Account
- c. **Print Project Comparison** – you are allowed to view your report by project (project module requested)

d. Show Column Options – refer Balance Sheet**Step 5: Apply****7.1.3 Trial Balance**

Go to GL | Print Trial Balance

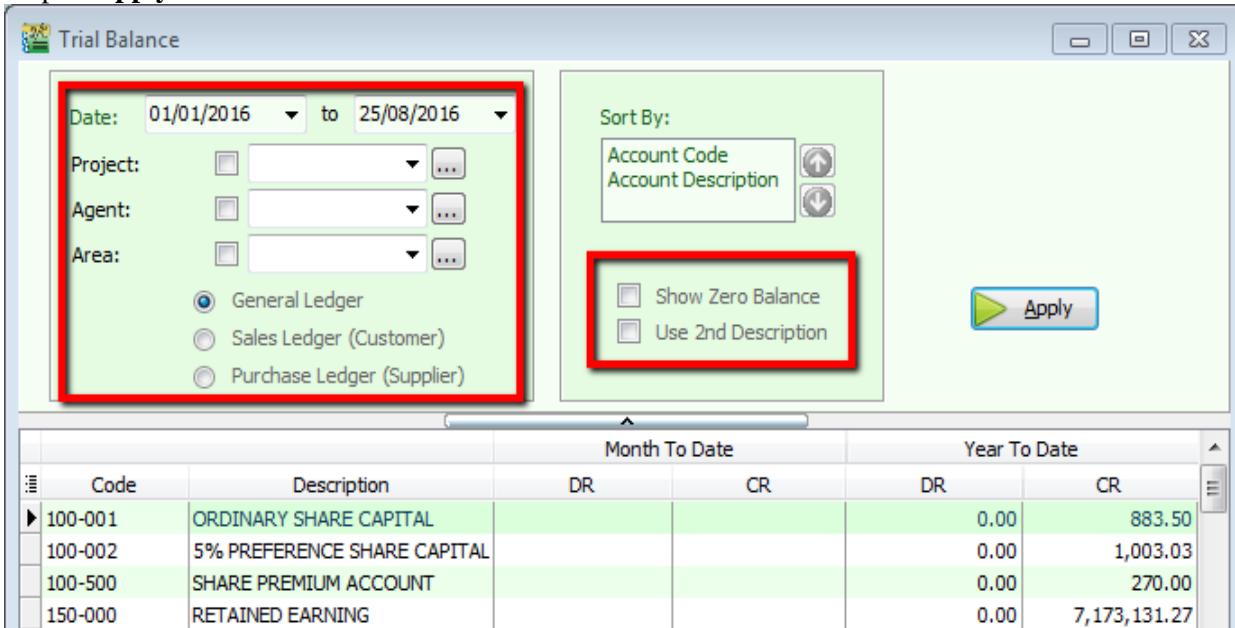
Step 1: Select your date

Step 2: Filter by project, area, agent (optional)

Step 3: Tick whether you want to view General Ledger, Sales Ledger(Customer) or Purchase Ledger (Supplier)

Step 4:

- Use second description** – use second description is which maintained under GL | Maintain Chart of Account
- Zero Balance Account** – choose to show accounts in the report even if their amount is 0

Step 5: Apply**7.1.4 Ledger Report**

Go to GL | Print Ledger Report

Step 1: Select your date

Step 2: Filter by account, project, area, agent (optional)

Step 3: Tick whether you want to view General Ledger, Sales Ledger(Customer) or Purchase Ledger (Supplier)

Step 4: System can generate by group and give you a summary of each group (group/sort by)

Step 5:

- Merge GL Code for same document** – if you have the same account in one single transaction, the system will automatically merge, if you want to separate the account code for the same document, please un-tick.
- Exclude Project when merging – exclude project when merge GL Account.
- Use second description – use second description which is maintained under GL | Maintain Chart of Account
- Include Zero Closing Balance – choose to show accounts in the report even if their amount is 0
- Include Zero Transaction – choose to show accounts in the report even if there are 0 transactions.
- Local Currency & Foreign Currency – If you have foreign currency transactions, you can tick the foreign currency so that the system will show the figures in foreign currency compare versus local currency.

Step 6: Apply.

The screenshot shows the 'Ledger Report' window. On the left, there are date filters ('Date' set to 01/08/2016 to 31/08/2016) and dropdowns for 'Account', 'Project', 'Agent', and 'Area'. Below these are three radio button options: 'General Ledger' (selected), 'Sales Ledger (Customer Control)', and 'Purchase Ledger (Supplier Control)'. In the center, a 'Group By:' section lists 'Account Code' (checked), 'Account Description', 'Post Date', 'Ref1', 'Project', 'Agent', and 'Area'. To the right of this is a list of checkboxes: 'Merge GL Code for same document' (checked), 'Exclude Project When Merging' (unchecked), 'Use 2nd Description' (unchecked), 'Include Zero Closing Balance' (checked), 'Include Zero Transaction' (checked), 'Local Currency' (checked), and 'Foreign Currency' (unchecked). A red box highlights the 'Group By:' section and the 'Apply' button (which has a green play icon). The bottom half of the window displays a grid of transaction data with columns: Date, Ref 1, Description, Description 2, Local DR, Local CR, Local Balance, and Tax. The data includes entries for PETTY CASH, OTHER CREDITORS, and EPF - STAFF.

| Date | Ref 1 | Description | Description 2 | Local DR | Local CR | Local Balance | Tax |
|------|-------|----------------------------------|---------------|----------|----------|---------------|-----|
| | | Code : 325-000 (PETTY CASH) | Balance B/F | | | 1,434.00 | |
| | | | | 0.00 | 0.00 | | |
| | | Code : 405-000 (OTHER CREDITORS) | Balance B/F | | | 100.00 | |
| | | | | 0.00 | 0.00 | | |
| | | Code : 420-000 (EPF - STAFF) | Balance B/F | | | 54,000.00 | |
| | | | | 4,650.00 | 3,060.00 | | |

7.2 Customer Report

7.2.1 Customer Aging

Step 1: Customer | Print Customer Aging | Filter Aging Date

Step 2: Choose your preferred report format options.

Step 3: You can select either 4 months, 6 months or 12 months aging

Step 4: Click on **Apply**

The screenshot shows the 'Customer Aging Report' window. The 'Aging Date' field is set to '30/11/2015'. The 'Report Name' dropdown shows several options, with 'Cust-Multi-L0-04 Mths Aging-Current, 1 Mth...' selected. The 'Aging On' dropdown shows 'Default Aging' selected. The main grid displays a list of customers with their outstanding amounts categorized by aging period. The grid columns include Company Name, Pay (MTD), Current Mth, 1 Month, 2 Months, 3 Mths & Above, Total, and Col.06. The total for '3 Mths & Above' is 59,197.70.

| Company Name | Pay (MTD) | Current Mth | 1 Month | 2 Months | 3 Mths & Above | Total | Col.06 |
|-------------------------------|-----------|-------------|---------|----------|----------------|-----------|--------|
| A'BEST TELECOMMUNICATION P... | 500.00 | | | | 4,829.70 | 4,829.70 | |
| ALPHA & BETA COMPUTER | | 252.80 | | | 6,078.00 | 6,330.80 | |
| AB ENTERPRISE SDN BHD | | | | | 23,381.00 | 23,381.00 | |
| CASH SALES | | | | | 5,225.00 | 5,225.00 | |
| FAUNG TECK WAI | | | | | 3,084.00 | 3,084.00 | |
| KITTY SECURITY SDN BHD | | | | | 15,600.00 | 15,600.00 | |
| STAR TRADING SDN BHD | | | | | 1,000.00 | 1,000.00 | |

7.2.2 Customer Statement

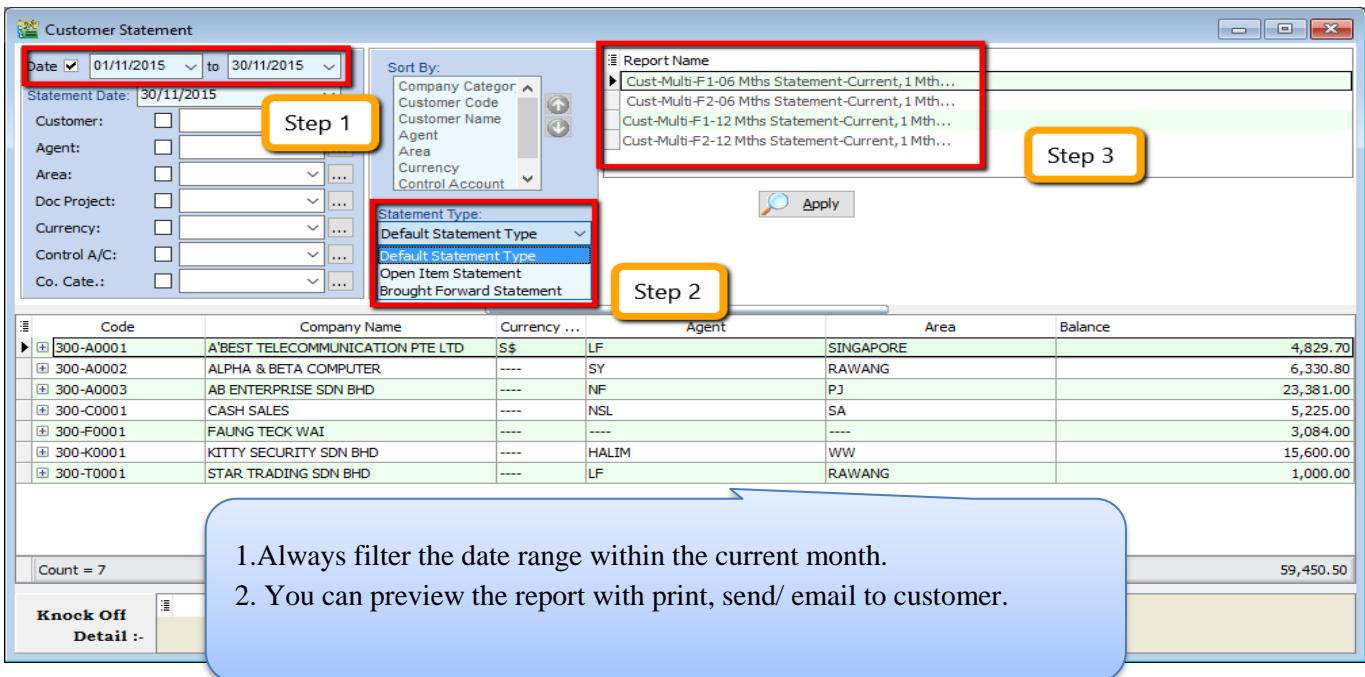
Step 1: **Customer | Print Customer Statement | Set Date Range**

Step 2: Choose your preferred options.

- Default Statement Type** – The default Setting preset under Maintain Customer
- Open Item Statement** – Show all outstanding transaction row by row
- Brought Forward Statement** – Show outstanding amount from previous months as a lump-sum

Step 3: You can select either 6 months or 12 months' statement

Step 4: Click on **Apply**



7.2.3 Customer Due Document Listing

In this report, you can print a reminder letter to remind customers of outstanding amounts.

Step 1: Filter by Date, Document (Invoice, Debit Note, Credit Note, Contra)

Step 2: Overdue or Undue document.

Step 3: System can generate by group and give you a summary on each group (group/sort by)

Step 4: Apply.

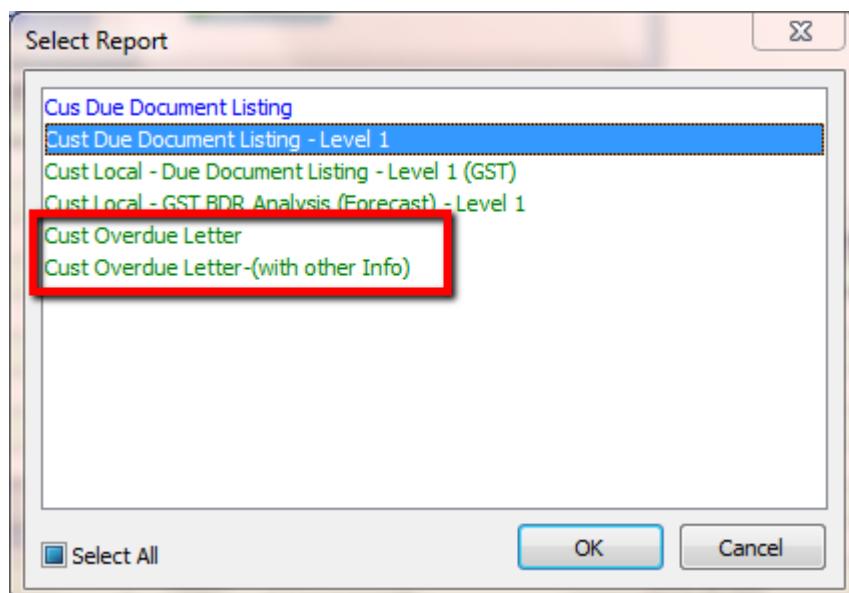
The screenshot shows the 'Customer Due Document Listing' window. The left side features a filter panel with 'Date: 27/08/2016' and checkboxes for 'Invoice', 'Debit Note', 'Credit Note', 'Contra', 'Overdue', and 'Undue'. Below this is a checkbox for 'Include PD Cheque'. The right side includes a 'Group/Sort By:' section with checkboxes for various fields like Document Date, Due Date, Document No, etc., and an 'Apply' button. The main area displays a table of documents with columns for Doc No, Doc D..., Company Name, C..., Local Amount, Terms, Local Payment, Local ..., Local ..., Local Outsta..., Age, and a summary row at the bottom.

Step 5: If you want to print a reminder letter, make sure you tick the customer code under “group / sort by” and Apply.

The screenshot shows the 'Customer Due Document Listing' window. On the left, there are filter options: Date (27/08/2016), Invoice, Debit Note, Credit Note, Contra, and Include PD Cheque. In the center, there are dropdowns for Customer, Agent, Area, Currency, Doc Proj., Item Proj., and Co. Cate., each with a '...' button. Below these are checkboxes for Local Currency and Foreign Currency. To the right is a 'Group/Sort By:' section with a red box around the 'Customer Code' checkbox. An 'Apply' button is also highlighted with a red box. The main area shows a grid of document details:

| Doc No | Doc D... | Company Name | C... | Local Amount | Terms | Local Payment | Local ... | Local ... | Local Outsta... | Age |
|----------|----------|-------------------|------|--------------|--------------|---------------|-----------|-----------|-----------------|-----|
| IV-00... | 13/11... | ALPHA & BETA C... | ---- | 45,719.50 | 45 Days | 0.00 | 0.00 | 0.00 | 45,719.50 | 243 |
| IV-00... | 01/01... | AB ENTERPRISE ... | ---- | 300.00 | 30 Days | 0.00 | 0.00 | 0.00 | 300.00 | 209 |
| IV-00... | 01/01... | ALPHA & BETA C... | ---- | 300.00 | 45 Days | 100.00 | 0.00 | 0.00 | 200.00 | 194 |
| IV-00... | 05/01... | ALPHA & BETA C... | ---- | 300.00 | 45 Days | 0.00 | 0.00 | 0.00 | 300.00 | 190 |
| IV-00... | 12/01... | ALPHA & BETA C... | ---- | 42.40 | 45 Days | 0.00 | 0.00 | 0.00 | 42.40 | 183 |
| IV-00... | 01/03... | US CORPORATIO... | USD | 15.28 | 30 Days | 0.00 | 0.00 | 0.00 | 15.28 | 149 |
| IV-00... | 18/03... | ALPHA & BETA C... | ---- | 106.00 | 45 Days | 0.00 | 0.00 | 0.00 | 106.00 | 117 |
| 1231... | 01/04... | ALPHA & BETA C... | ---- | 42.40 | 45 Days | 0.00 | 0.00 | 0.00 | 42.40 | 103 |
| IV-00... | 01/04... | ALPHA & BETA C... | ---- | 300.00 | 45 Days | 0.00 | 0.00 | 0.00 | 300.00 | 103 |
| IV-00... | 01/04... | ALPHA & BETA C... | ---- | 200.35 | 45 Days | 0.00 | 0.00 | 0.00 | 200.35 | 103 |
| | | | | Count = 8 | 7,235,165.18 | 12,630.24 | 2,102.90 | 500.00 | 7,222,246.29 | |

Step 6: Preview the report and you will see **Cust Overdue Letter**, choose your preferred format.



Testing Company

Date: 27/06/2016
Page: 1 of 1

To: ALPHA & BETA COMPUTER
838 JALAN WORLD
40485 RAWANG
SELANGOR. DE

RE : OVERDUE ACCOUNT

Our record shows that an amount of RM 10.60 is now overdue. A list of overdue invoices is shown as below :

| DATE | TYPE | INV/DN NO. | TERMS | DUE DATE | AGE | AMOUNT DUE |
|------------|------|------------|---------|------------|-----|------------|
| 13/05/2015 | IV | IV-00127 | 45 Days | 27/06/2015 | 427 | 10.60 |

Total Amount: 10.60

We shall be grateful if you could let us have your payment soonest possible.

This is a computer generated document. Please ignore this reminder should you have made the aforesaid payment.

Thank you and best regards,

Yours faithfully,

Account Dept.

7.2.4 Customer Analysis By Document

This report is used to analyse all customer documents in one report. You can check total Invoice, Credit Note, Debit Note, Payment and the rest of the document amount.

Step 1: Customer | Customer Analysis By Document

Step 2: Filter by Document Date and any others optional field to display.

Step 3: Apply.

| Company Name | B/F Local Amt | Inv Local | Payment Local | CN Local Amt | DN Local Amt | Contra Local | Bounced Payment Local | Bounced Refund Local | Refund Local | C/F Local Amt |
|--------------------------------|---------------------|-----------------|-------------------|-------------------|--------------|-----------------|-----------------------|----------------------|--------------|---------------------|
| ABEST TELECOMMUNICATION PTE... | 15,655.21 | | | | | | | | | 15,655.21 |
| ALPHA & BETA COMPUTER | 10.60 | | | | | | | | | 10.60 |
| ALPHA & BETA COMPUTER12 | 138,232.86 | 4,309.99 | (2,266.00) | (1,060.00) | | (500.00) | | | 1,500.00 | 140,216.85 |
| AB ENTERPRISE SDN BHD | 6,961,454.50 | 300.00 | | | | | | | | 6,961,754.50 |
| ali enterprise | 0.00 | 26.93 | (13.33) | (530.00) | | | | | | (516.40) |
| CASH SALES-A | (1,498.50) | | | | | | | | | (1,498.50) |
| chris | 106,106.00 | | | | | | | | | 106,106.00 |
| FAUNG TECK WAI | 3,084.00 | | | | | | | | | 3,084.00 |
| KITTY SECURITY SDN BHD | (4,700.00) | | | | | | | | | (4,700.00) |
| STAR TRADING SDN BHD | 1,000.00 | | | | | | | | | 1,000.00 |
| US CORPORATION PE LTD | (762.75) | 389.28 | | | | | | | | (373.47) |
| Count = 11 | 7,218,581.92 | 5,026.20 | (2,279.33) | (1,590.00) | 0.00 | (500.00) | | 1,500.00 | | 7,220,738.79 |

7.3 Sales Report

7.3.1 Sales Document Listing

Go to Sales | Print Sales Document Listing

Step 1: You can filter which type of document you want: e.g, **Sales Quotation /Sales Order/ Deliver Order/ Invoice Listing**

Step 2: Filter by **date**, if left untick means all periods will be shown

Step 3: Filter area by pipelines (It's optional)

Step 4: System can generate by group and can give you a summary on each diff group (group/sort by)

Step 5: Click **Apply** to generate, whenever you change any setting under Step 3 or 4, please redo by clicking Apply

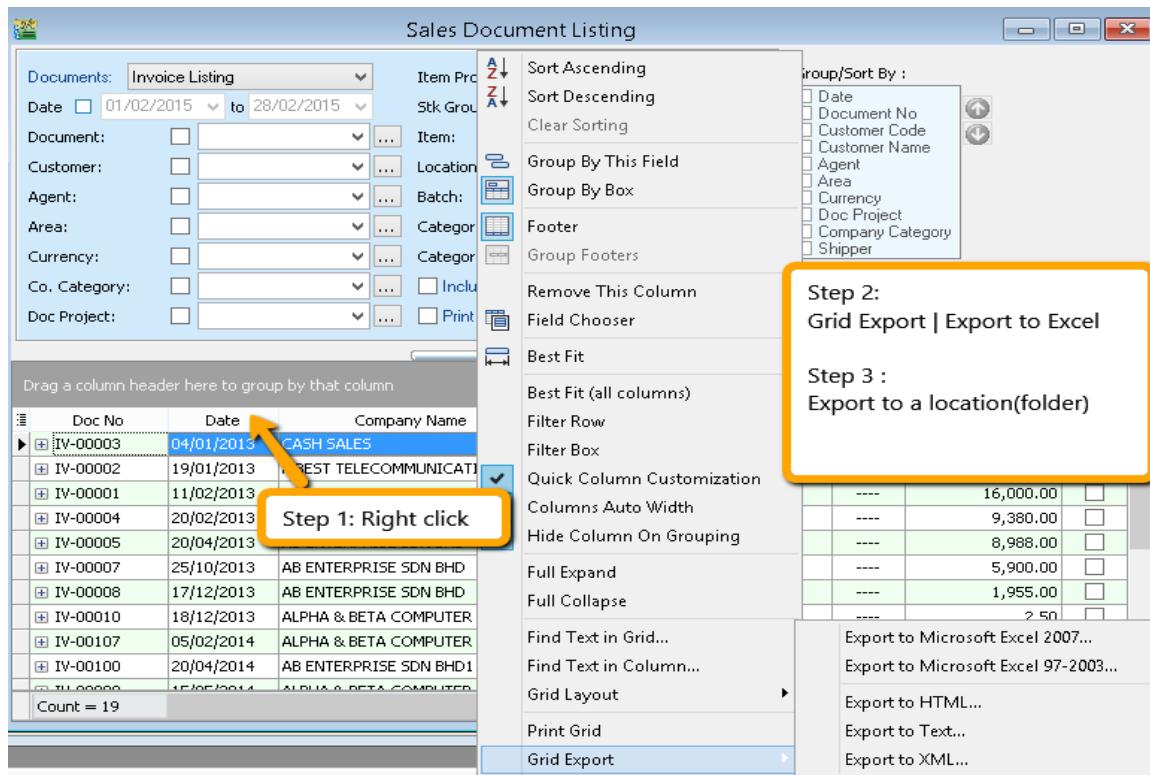
The screenshot shows the 'Sales Document Listing' window. At the top, there are filters for 'Documents' (set to 'Quotation Listing'), 'Date' (set from '01/11/2015' to '30/11/2015'), and various search fields for 'Item Project', 'Stk Group', 'Document', 'Customer', 'Agent', 'Area', 'Currency', 'Co. Category', and 'Doc Project'. To the right of these is a 'Group/Sort By' panel with checkboxes for Date, Document No, Customer Code, Customer Name, Agent, Area, and Currency. Below these panels is a large red box around the 'Apply' button. The main area contains a table with columns: Doc No, Date, Company Name, Agent, Area, Project, Currenc..., Net Total, and Cancel... (with a checkbox). The table has 9 rows of data. At the bottom, there is a status bar showing 'Count = 9' and a total 'Net Total' of '98,668.80'.

| Doc No | Date | Company Name | Agent | Area | Project | Currenc... | Net Total | Cancel... |
|----------|------------|----------------------------------|-------|-----------|---------|------------|-----------|--------------------------|
| QT-00009 | 09/01/2014 | ALPHA & BETA COMPUTER | SY | RAWANG | ---- | ---- | 5.00 | <input type="checkbox"/> |
| QT-00001 | 22/01/2014 | KITTY SECURITY SDN BHD | HALIM | WW | ---- | ---- | 80,000.00 | <input type="checkbox"/> |
| QT-00002 | 08/12/2014 | A'BEST TELECOMMUNICATION PTE LTD | LF | SINGAPORE | ---- | S\$ | 17,400.00 | <input type="checkbox"/> |
| QT-00003 | 10/12/2014 | AB ENTERPRISE SDN BHD | NF | PJ | ---- | ---- | 100.00 | <input type="checkbox"/> |
| QT-00004 | 10/12/2014 | AB ENTERPRISE SDN BHD | NF | PJ | ---- | ---- | 500.00 | <input type="checkbox"/> |
| QT-00005 | 12/12/2014 | A'BEST TELECOMMUNICATION PTE LTD | LF | SINGAPORE | ---- | S\$ | 50.00 | <input type="checkbox"/> |
| 1 | 19/12/2014 | ALPHA & BETA COMPUTER | SY | RAWANG | ---- | ---- | 500.00 | <input type="checkbox"/> |
| QT-00008 | 20/12/2014 | ALPHA & BETA COMPUTER | SY | RAWANG | ---- | ---- | 2.50 | <input type="checkbox"/> |
| QT-00011 | 18/11/2015 | ALPHA & BETA COMPUTER | SY | RAWANG | ---- | ---- | 111.30 | <input type="checkbox"/> |

7.3.1.1 Export report into Excel

Step 1: Right click on any title bar

Step 2: Click on Grid Export | Export to Excel.



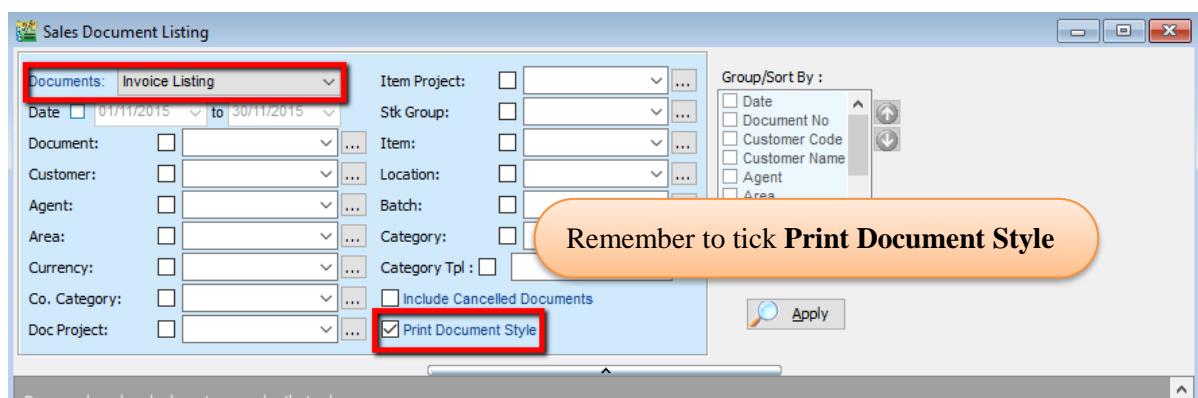
7.3.1.2 Batch Printing Invoices

If you want to print out entire month invoices by batch and into a page-by-page format,

Step 1: Sales | Print Sales Document Listing.

Step 2: Tick “Print Document Style”

http://www.sql.com.my/video/sqlacc_tutorial/06-04b_Batch_Print_Invoices.mp4



7.3.2 Outstanding Sales Document Listing (Require Partial Delivery Module)

This report can help you check the transfer document's info, such as the amount of outstanding items for the particular document and; which invoices the DO have been transferred to.

Step 1: Sales | Print Outstanding Sales Document Listing.

Step 2: Filter the information that you want and apply.

Step 3:

- Print Outstanding Item** – to check outstanding items which have not yet been transferred.
- Print Fulfilled Item** – to check those documents which have been fully transferred and transferred to which document.
- Include cancelled documents** – tick to show cancelled documents in the report.
- Outstanding SO & PO** – to check the number of outstanding items from sales order and purchase order
- Transfer Doc Date Follow Filtered Date** – tick this if you want the document transfer date (e.g. transfer document Sales Order to Invoice both will followed filtered date).

Step 4: Apply.

Outstanding Sales Document Listing

Documents: Outstanding Delivery Order

Doc Date: 01/08/2016 to 31/08/2016

Delivery Date: / / to / /

Delivery Order: Stk Group:

Customer: Item:

Agent: Batch:

Area: Category:

Doc Project: Category Tpl:

Item Project:

Co. Category:

Location:

Group/Sort By : Delivery Date

Date

Document No

Customer

Agent

Area

Doc Project

Item Project

Item Code

Seq

Location

Batch

StockGroup

Company Category

Shipper

Category

Print Outstanding Item

Print Fulfilled Item

Include Cancelled Documents

Calculate Outstanding SO & POO

Transfer Doc Date Follow Filtered Date

Apply

| Doc No | Date | Company Name | Agent | Proj... | Category | Item Code | Orig. Qty | Transfer ... | O/S Qty |
|------------|------------|----------------------|-------|---------|----------|-----------|-----------|--------------|---------|
| DO-00001 | 11/01/2011 | KITTY SECURITY SD... | HALIM | ---- | | M-R-GP300 | 40.00 | 16.00 | 24.00 |
| DO-00002 | 19/01/2011 | A'BEST TELECOMM... | LF | ---- | | E-BAT | 5.00 | 5.00 | 0.00 |
| DO-00002 | 19/01/2011 | A'BEST TELECOMM... | LF | ---- | | E-T10s | 5.00 | 0.00 | 5.00 |
| DO-00002 | 19/01/2011 | A'BEST TELECOMM... | LF | ---- | | N-3210 | 5.00 | 5.00 | 0.00 |
| DO-00002 | 19/01/2011 | A'BEST TELECOMM... | LF | ---- | | N-3310 | 10.00 | 0.00 | 10.00 |
| DO-00002 | 19/01/2011 | A'BEST TELECOMM... | LF | ---- | | N-BAT | 15.00 | 0.00 | 15.00 |
| DO-00006 | 20/02/2011 | ALPHA & BETA COM... | SY | ---- | | N-8250 | 2.00 | 2.00 | 0.00 |
| DO-00006 | 20/02/2011 | ALPHA & BETA COM... | SY | ---- | | N-8850 | 2.00 | 2.00 | 0.00 |
| DO-00007 | 20/02/2011 | KITTY SECURITY SD... | HALIM | ---- | | M-R-GP300 | 20.00 | 15.00 | 5.00 |
| DO-00007 | 20/02/2011 | KITTY SECURITY SD... | HALIM | ---- | | N-BAT | 4.00 | 4.00 | 0.00 |
| DO-00008 | 20/02/2011 | AB ENTERPRISE SD... | NF | ---- | | N-7110 | 1.00 | 1.00 | 0.00 |
| DO-00008 | 20/02/2011 | AB ENTERPRISE SD... | NF | ---- | | N-8850 | 2.00 | 2.00 | 0.00 |
| Count = 36 | | | | | | | 5,744.00 | 2,886.00 | |

Step 5: If you want to know where this document has already been transferred to, you just Preview the report.

Sales Outstanding Delivery Order Listing.rtm

Date : All
 Delivery Date : All
 Document : All
 Company : All
 Co Category : All
 Agent : All
 Area : All
 Doc Project : All
 Project : All
 Item : All
 Location : All
 Category : All
 Incl Cancelled: No
 Sort By : DocDate;DocNo;Code

27/08/16 11:34 AM
ADMIN

Outstanding Delivery Order Listing
As At 27/08/2016

Page 1 of 2

Testing Company ()

| Seq. | Code | Description | U/Price | Delivery date | Orig Qty | O/Stdng | Transfer | | |
|-----------------|---|-----------------------|------------|---------------|----------|---------|----------|----------|----------|
| | | | | | | | Date | Doc No | Tfer Qty |
| DO-00001 | KITTY SECURITY SDN BHD | | | | | | | | |
| 1 | M-R-GP300 | MOTOLORA RADIUS GP300 | 1,000.0000 | 11/01/11 | 40.00 | 24.00 | 11/02/11 | IV-00001 | 16.00 |
| DO-00002 | A'BEST TELECOMMUNICATION PTE LTD | | | | | | | | |
| 2 | E-BAT | ERICSSON BATTERY | 150.0000 | 19/01/11 | 5.00 | 0.00 | 19/01/11 | IV-00002 | 5.00 |
| 3 | E-T10s | ERICSSON T10s | 800.0000 | 19/01/11 | 5.00 | 5.00 | | | |
| 4 | N-3210 | NOKIA 3210 | 900.0000 | 19/01/11 | 5.00 | 0.00 | 19/01/11 | IV-00002 | 5.00 |
| 5 | N-3310 | NOKIA 3310 | 988.0000 | 19/01/11 | 10.00 | 10.00 | | | |
| 6 | N-BAT | NOKIA BATTERY | 150.0000 | 19/01/11 | 15.00 | 15.00 | | | |
| DO-00006 | ALPHA & BETA COMPUTER12 | | | | | | | | |
| 7 | N-8250 | NOKIA 8250 | 890.0000 | 20/02/11 | 2.00 | 0.00 | 20/02/11 | IV-00004 | 2.00 |
| 8 | N-8850 | NOKIA 8850 | 3,800.0000 | 20/02/11 | 2.00 | 0.00 | 20/02/11 | IV-00004 | 2.00 |
| DO-00007 | KITTY SECURITY SDN BHD | | | | | | | | |
| 9 | M-R-GP300 | MOTOLORA RADIUS GP300 | 1,000.0000 | 20/02/11 | 20.00 | 5.00 | 09/12/11 | CS-00002 | 15.00 |
| 10 | N-BAT | NOKIA BATTERY | 150.0000 | 20/02/11 | 4.00 | 0.00 | 09/12/11 | CS-00002 | 4.00 |
| DO-00008 | AB ENTERPRISE SDN BHD | | | | | | | | |
| 11 | N-7110 | NOKIA 7110 | 1,388.0000 | 20/02/11 | 1.00 | 0.00 | 20/04/11 | IV-00005 | 1.00 |
| 12 | N-8850 | NOKIA 8850 | 3,800.0000 | 20/02/11 | 2.00 | 0.00 | 20/04/11 | IV-00005 | 2.00 |
| DO-00003 | KITTY SECURITY SDN BHD | | | | | | | | |
| 13 | M-R-GP300 | MOTOLORA RADIUS GP300 | 1,000.0000 | 22/02/11 | 20.00 | 10.00 | 09/12/11 | CS-00002 | 10.00 |

1 2

Page 1 of 2 | 27.08.2016 11:34:12 | Sales Outstanding Delivery Order Listing.rtm

7.4 Inventory Report

A subsidiary report where each individual movement of stock is recorded, including stock movements from Purchases, Sales and Returns.

7.4.1 Stock Card:

Step: Stock | Print Stock Card | Apply.

The screenshot shows the 'Stock Card' application window. At the top, there are date range fields ('Date' and 'To') set to '01/11/2015' and '30/11/2015'. Below these are dropdowns for 'Stock Group', 'Item' (set to 'ANT'), 'Location', 'Batch', 'Category', and 'Category Tpl'. There are also several checkboxes: 'Print Active Item' (checked), 'In-Active Item', 'Include Zero Balance', 'Calculate Serial Number', and 'Merge Same Cost (FIFO Only)'. An 'Apply' button is located at the bottom right of the parameter area. The main interface consists of three tabs: 'Stock Card' (selected), 'Stock Card', and 'Stock Card'. The 'Stock Card' tab displays a table with columns: Location, StockGroup, ItemCode, and Batch. The table has two rows: one for 'ACC' with 'ANT' and another for 'BC' with 'ANT'. Below this is a large table titled '2' containing transaction details. The columns are: Post Date, Doc No, Doc Description, U. Cost, U. Price, Qty In, Qty Out, Bal Qty, and Cost. The table shows four entries: '01/01/2011 (Balance b/d)', '02/01/2011 RC-00001 Stock Received', '02/01/2011 IS-00001 Stock Issue', and '07/01/2011 GR-00004 LION HPHONE AC...'. A red box highlights the entire transaction table. At the bottom left, there is a summary table with 'Qty' and 'Cost' columns, showing values of 10.00 and 2.00 respectively. A 'Preview' button is located in the top right corner of the main window area.

7.4.2 Stock Card Qty:

Same purpose with stock card but stock card qty is without costing and pricing, this is useful for customers who want to block specific users from viewing stock costing.

Step: Stock | Print Stock Card Qty | Apply.

The screenshot shows the 'Stock Card Qty' application window. It has similar search parameters to the Stock Card window, including date range ('01/11/2015' to '30/11/2015'), dropdowns for 'Stock Group', 'Item' (set to 'ANT'), 'Location', 'Batch', 'Project', 'Category', and 'Category Tpl'. On the right, there is a 'Group By:' section with checkboxes: 'Print Active Item' (checked), 'In-Active Item', 'Include Zero Balance', 'Calculate Serial Number', and 'Category' (which is selected). An 'Apply' button is at the bottom right. The main interface includes tabs for 'Stock Card' and 'Stock Card'. The 'Stock Card' tab shows a table with a single row for 'ANT'. Below it is a larger table titled '1' with columns: Post Date, Doc No, Doc Description, Qty In, Qty Out, and Bal Qty. The table contains the same four transactions as the Stock Card table. A red box highlights the transaction table. At the bottom left, there is a summary table with 'Qty' and 'Bal Qty' columns, showing values of 92.00 and 1,445.00 respectively. A 'Preview' button is in the top right.

7.4.3 Stock Month End Balance:

The Monthly Stock Balance Report summarizes the stock balances of the participant as of a calendar month end. The report also shows the monthly custody fee charged for each stock.

Step: Stock | Print Stock Card Qty | Apply.

Stock Month End Balance

Date To: 31/12/2015

Stock Group: ...

Item: ...

Location: ...

Batch: ...

Category: ...

Category Tpl:

Print Active Item

In-Active Item

Merge Same Cost (FIFO Only)

Include Zero Balance

Calculate Serial Number

Group By :
 Location
 Stock Group
 Batch
 Item Code
 Category

Apply

Stock Month End Balance

Drag a column header here to group by that column

| | StockGroup | ItemCode | Location | Batch | UTD Qty | UTD Cost |
|-----|------------|----------|----------|-------|-----------|------------|
| ▶ | ACC | 123 | --- | | 12.00 | 92.39 |
| ACC | ANT | --- | | | -1,351.00 | 0.00 |
| ACC | BOMBOM | --- | | | 31.00 | 700.00 |
| ACC | COVER | --- | | | 72.00 | 167.80 |
| ACC | E-BAT | --- | | | -3.00 | 0.00 |
| ACC | FTW | --- | | | -1.00 | 0.00 |
| | | 44 | | | | 116,405.84 |
| | Qty | Cost | | | | |
| ▶ | 10.00 | 0.00 | | | | |
| | 2.00 | 46.20 | | | | |

Preview

You may get the final figure from here and then update at accounting stock value so that P&L and Balance Sheet Report will capture.

7.4.4 Stock Reorder Advice:

This report is to show reorder advice according to stock level, normally used to trace pending Purchase Orders and Sales Orders. You may compare as seen below:

Step: Stock | Print Stock Reorder Advice | Apply.

Stock Reorder Advice

On Hand Qty

- On Hand Qty
- On Hand +PO Qty
- On Hand -SO Qty
- On Hand +PO Qty -SO Qty
- On Hand +PO Qty (+/-)JO Qty
- On Hand -SO Qty (+/-)JO Qty
- On Hand +PO Qty -SO Qty (+/-)JO Qty

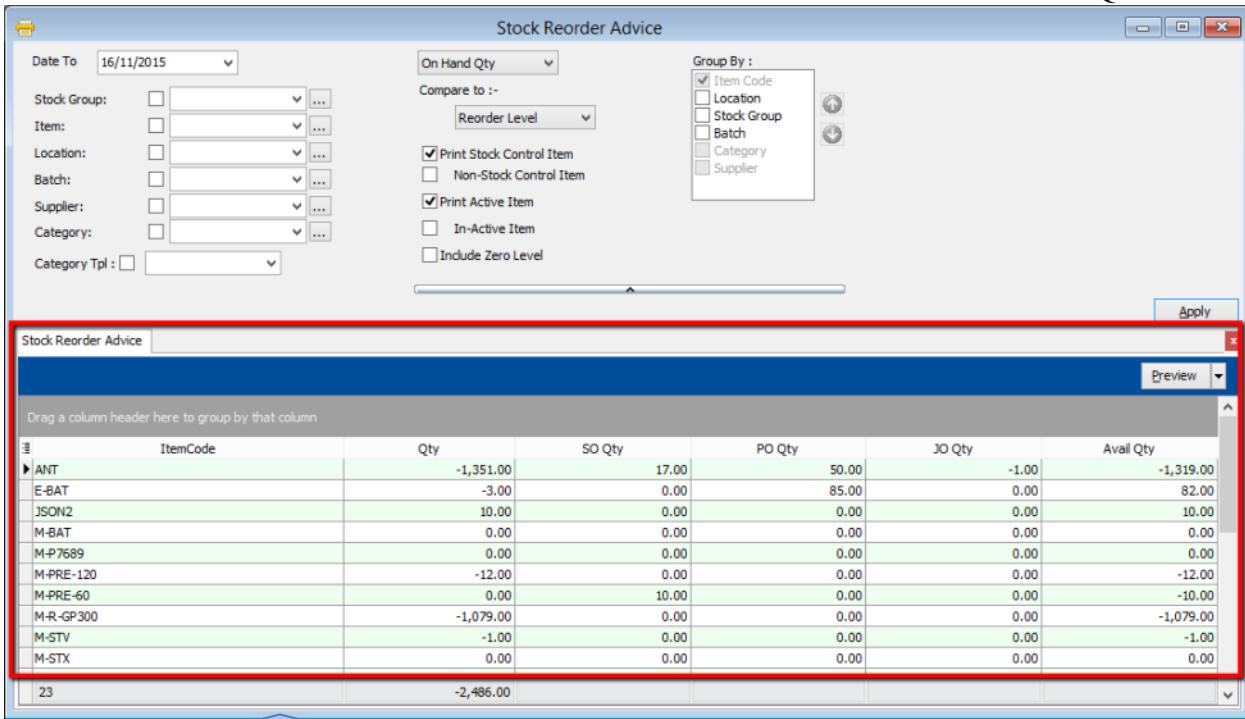
VS

Stock Reorder Advice

On Hand Qty

Compare to :-

- Reorder Level
- Reorder Level
- Pri Min Level
- Max Level



P/S: This report item code will only display when a particular item qty reaches the reorder level, otherwise the item will not show in the list.

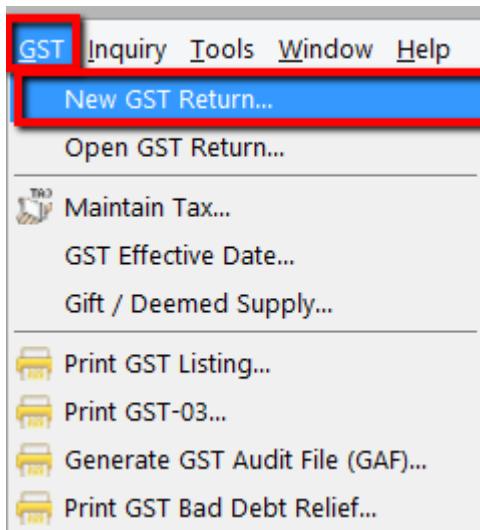
8 GST

8.1 GST-03 Draft

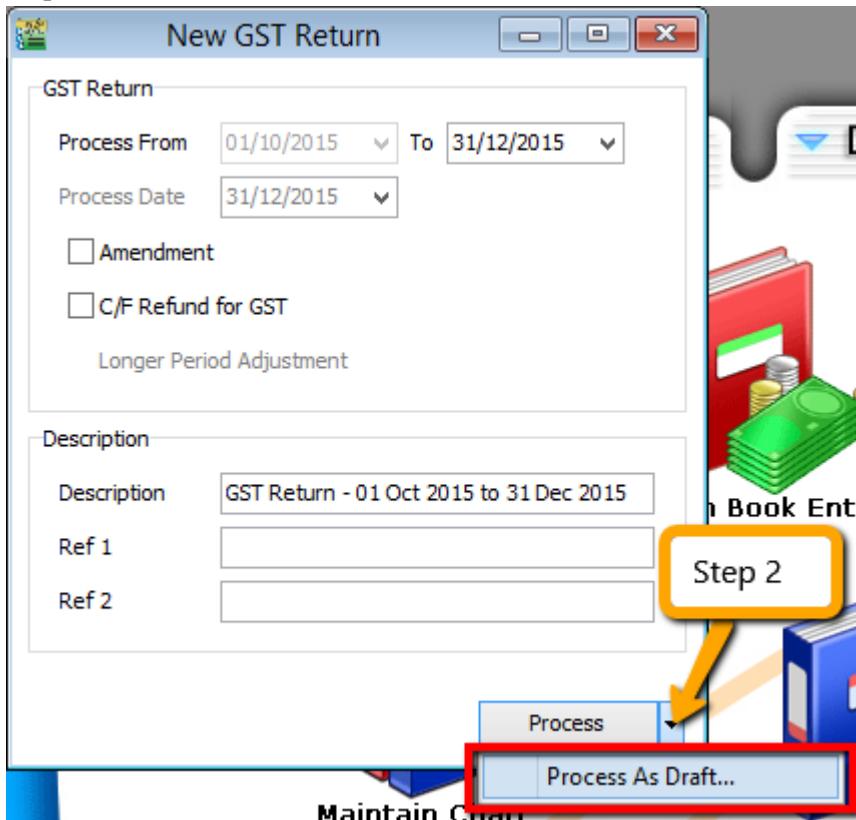
http://www.sql.com.my/video/sqlacc_tutorial/GST-48_GST03_Draft_720HD.mp4

GST-03 Draft feature is available for SQL Account version 721 and onwards, you can process a draft GST Return before you process the actual GST-03 that is to be submitted.

Step 1: GST | New GST Return.



Step 2: Select the arrow down button beside Process | then click on “Process as Draft”.



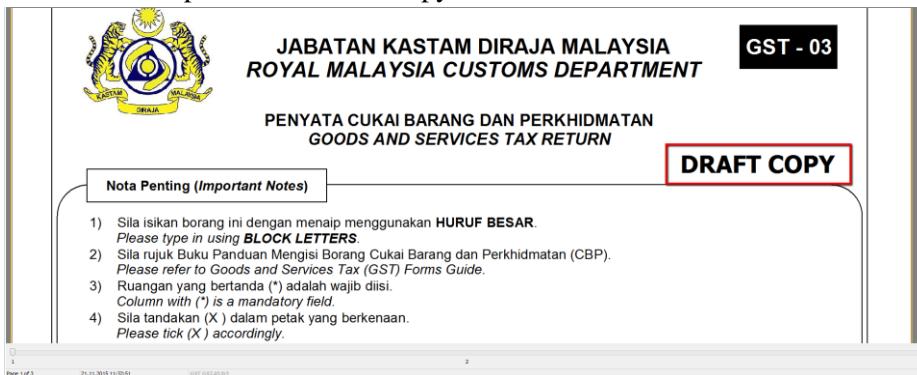
The Result is as below:

| Open GST Return | | | | | | | | |
|-----------------|------------|------------|----------------------------|--------------|-------------|--------------------------------|-------------|--|
| Status | Date From | Date To | Description | Σ Output Tax | Σ Input Tax | GST Amount Payable | Journal No. | |
| | 01/04/2015 | 30/06/2015 | GST Return - 01 Apr 201... | 6,365.73 | 95.40 | 6,270.33 JV-00014 | GST-03 | |
| | 01/07/2015 | 30/09/2015 | GST Return - 01 Jul 201... | 33.30 | 288.00 | Claimable: 254.70 JVGST-201509 | GST-03 | |
| DRAFT | 01/10/2015 | 31/12/2015 | DRAFT GST Return - 01 ... | 3,100.80 | 3,534.11 | Claimable: 433.31 | GST-03 | |

Status will highlight as "DRAFT".

Empty for Journal No because draft will not have any account posting.

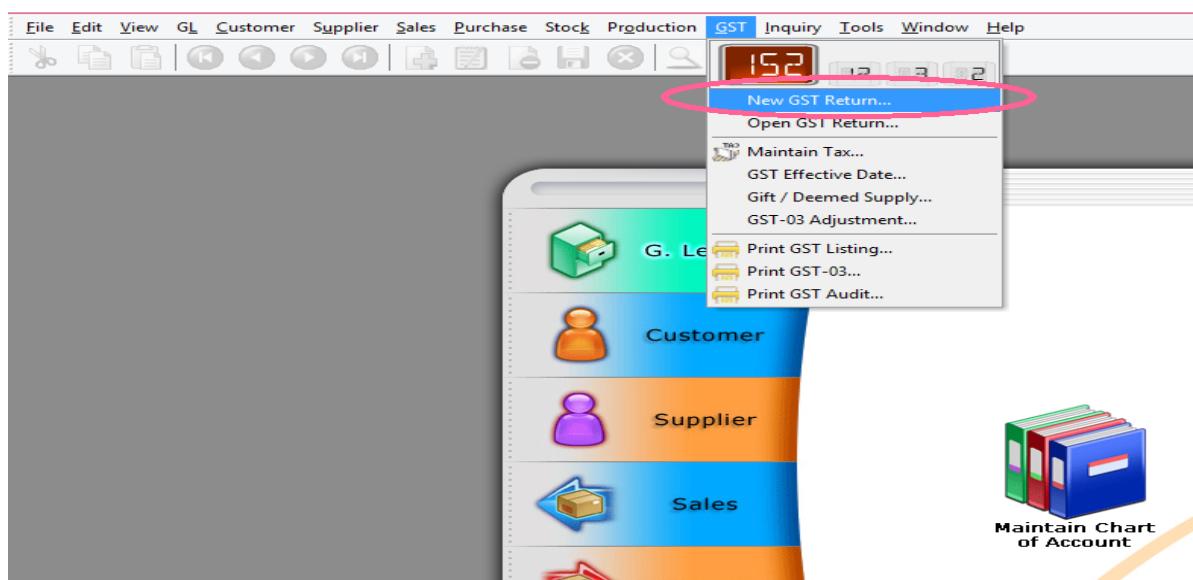
GST Draft can print out GST-03 copy and drill down as usual.



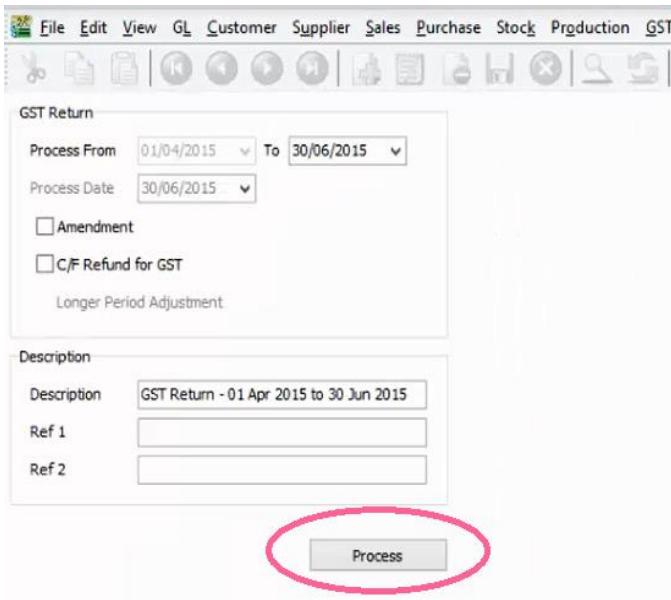
8.2 How to submit GST-03 Tap Online?

[http://www.sql.com.my/video/sqlacc_tutorial/GST-32-First Accounting Software in Malaysia to Show GST03 Submission.mp4](http://www.sql.com.my/video/sqlacc_tutorial/GST-32-First_Accounting_Software_in_Malaysia_to_Show_GST03_Submission.mp4)

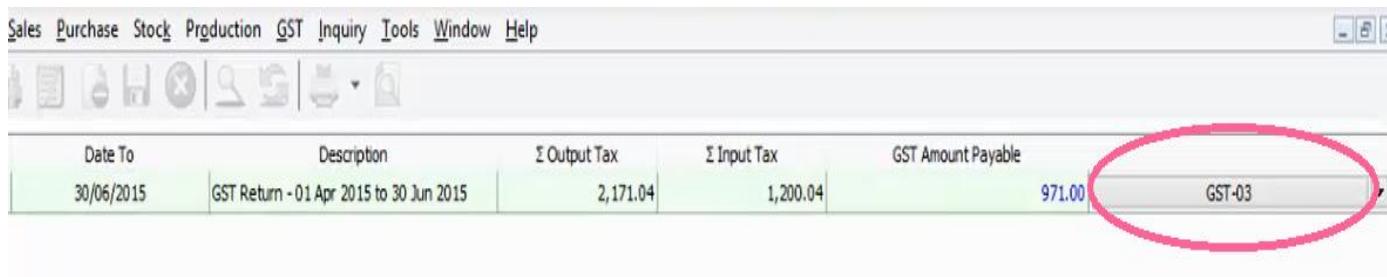
Step 1: GST | New GST Return.



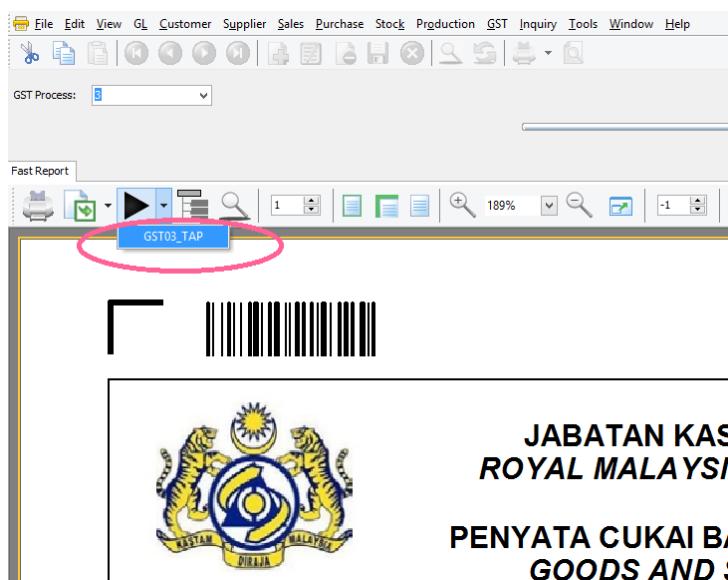
Step 2: Process monthly or every 3 months based on your company's registration with Custom.



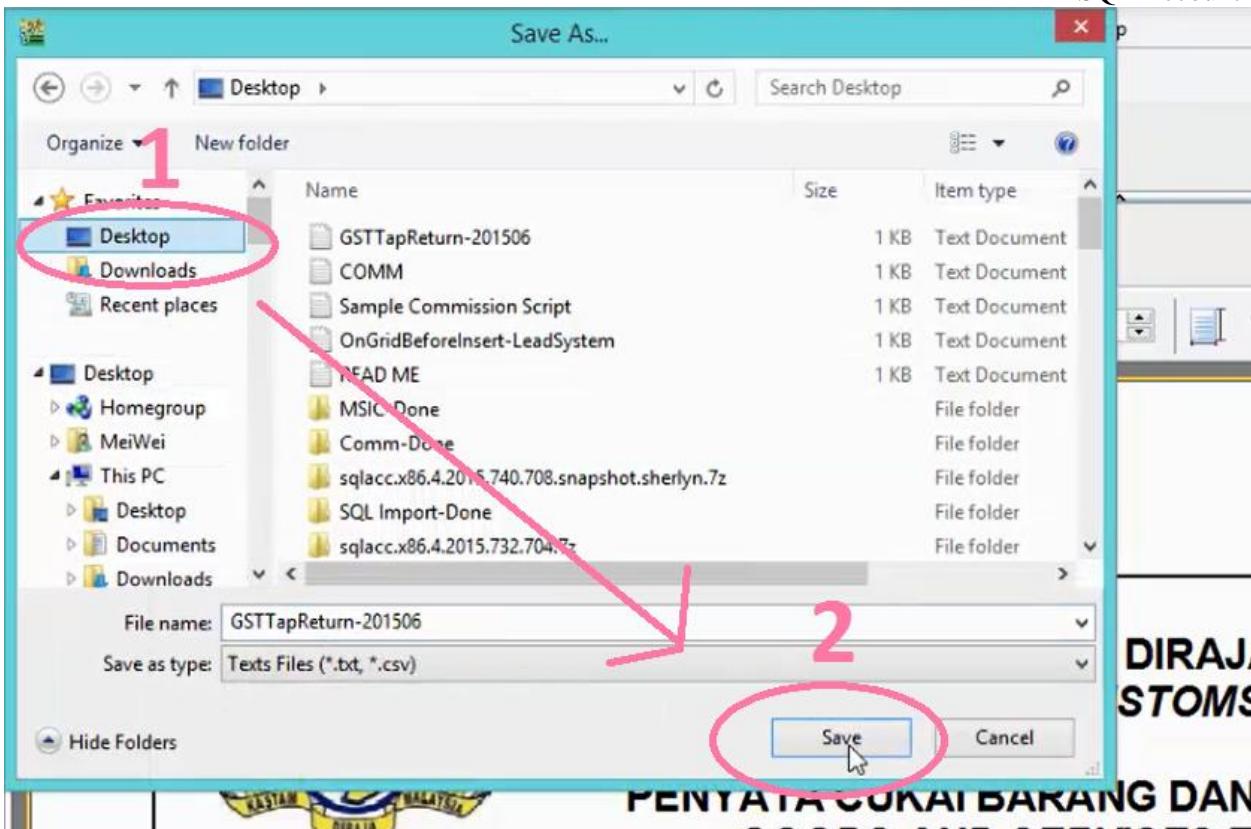
Step 3: Click on **GST-03**.



Step 4: Click on the play button then select **GST03_TAP**.



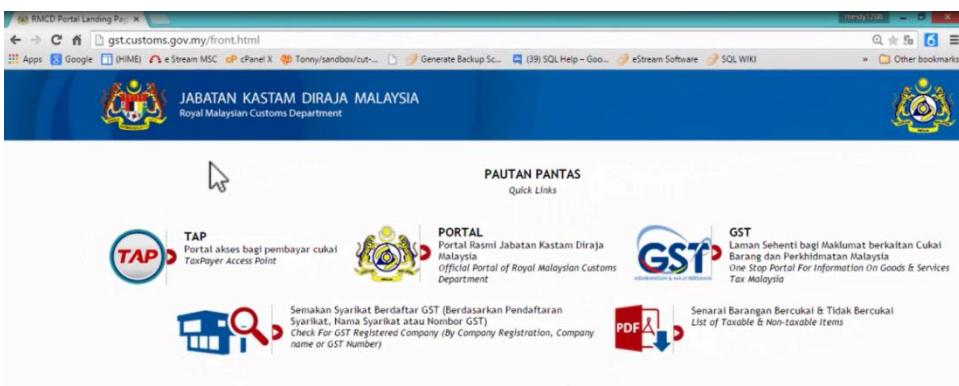
Step 5: Export to DESKTOP and SAVE.



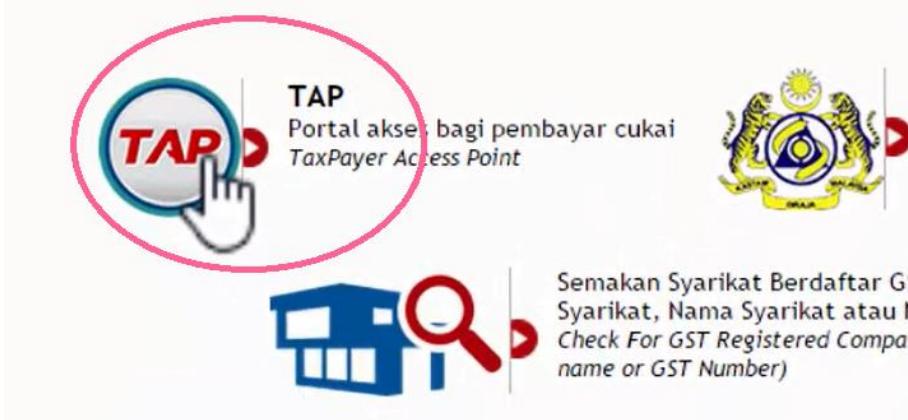
Step 6: Click **OK** for the message “File Export Done”



Step 7: Logon into <http://gst.customs.gov.my/front.html>



Step 8: Select **TAP**.



Step 9: Enter email address & password, then logon.

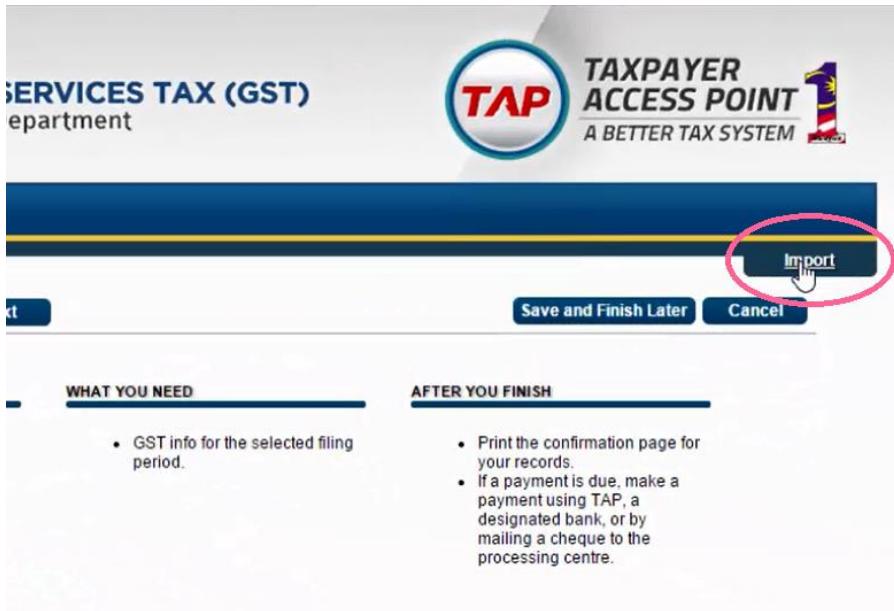
Step 10: Click on Account id.

| Account Id | Account Type | Frequency | Address |
|--------------|------------------------|-----------|--------------------------------------|
| 000479723520 | Goods and Services Tax | 3 Monthly | 32, 1ST FLOOR, JALAN TIARA 4, BANDAR |

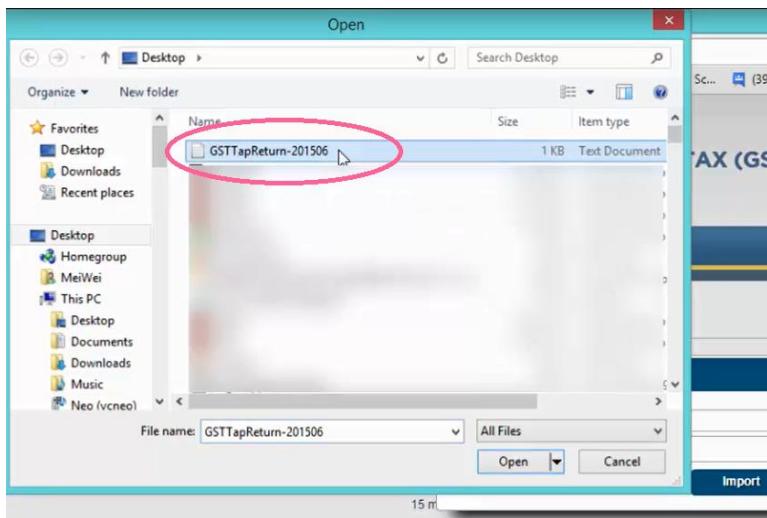
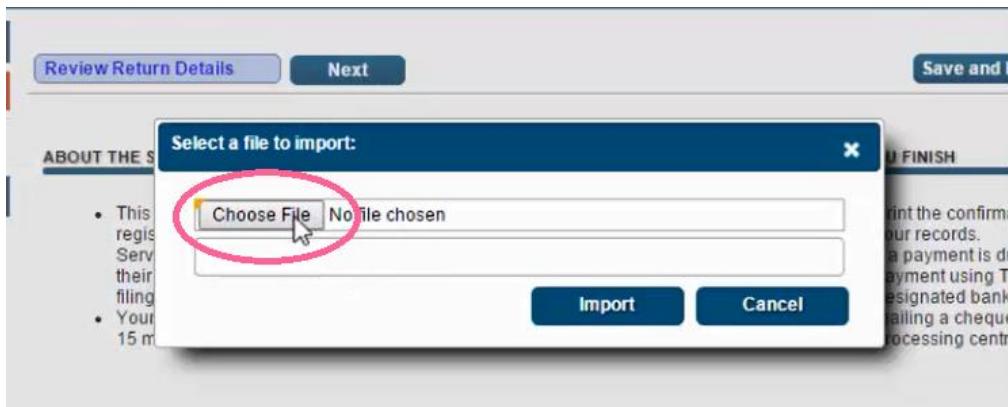
Step 11: Click on File Now.

| Period | Return Status | File Now | Pay | Tax (RM) | Penalty (RM) | Credit (RM) | Balance (RM) |
|-------------|---------------|----------|-----|----------|--------------|-------------|--------------|
| 30-Jun-2015 | Generated | | | 0.00 | 0.00 | 0.00 | 0.00 |

Step 12: Select Import.



Step 13: Select **Choose File** and choose the GSTTapReturn-201506 that you exported from SQL.



Step 14: Click on **Import and Next**.

ABOUT THE SERVICE

- This service allows a registered Goods and Services taxpayer to declare their GST for the selected filing period.
- Your session will expire after 15 minutes of inactivity.

Select a file to import:

Choose File: GSTTapReturn-201506.txt

Import (highlighted with a red circle) **Cancel**

Official Website
MALAYSIA GOODS & SERVICES TAX (GST)
Royal Malaysian Customs Department

Menu Log Off

Home (highlighted with a red circle) **Review Return Details** **Next** (highlighted with a red circle)

Back

Navigation

My Accounts
Act: 000479723520
Goods and Services Tax Return

ABOUT THE SERVICE

- This service allows a registered Goods and Services taxpayer to declare their GST for the selected filing period.
- Your session will expire after 15 minutes of inactivity.

WHAT YOU NEED

- GST info for the selected filing period.

Step 15: Click on **Next** again and you should see that all the information is filled automatically.

MALAYSIA GOODS & SERVICES TAX (GST)
Royal Malaysian Customs Department

ACCESS POINT
A BETTER TAX SYSTEM

Log Off Previous **Return Details** **Next** (highlighted with a red circle) Save and Finish Later Cancel

GOODS AND SERVICES TAX RETURN

OUTPUT TAX

| | |
|---|-------------|
| Total Value of Standard Rated Supply | RM 2,167.14 |
| Total Output Tax (Inclusive of Tax Value on Bad Debt Recovered & other Adjustments) | RM 2,171.04 |

INPUT TAX

| | | |
|---|--------------|--|
| Total Value of Standard Rated Acquisition | RM 20,000.76 | This amount does not reflect the standard GST rate and will need to be reviewed by a Customs Officer |
| Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments) | RM 1,200.04 | |
| GST Amount Payable | RM 971.00 | |
| GST Amount Claimable | RM 0.00 | |

GOODS AND SERVICES TAX RETURN

ADDITIONAL INFORMATION

| | |
|--|---------|
| Total Value of Local Zero-Rated Supplies | RM 0.00 |
| Total Value of Export Supplies | RM 0.00 |
| Total Value of Exempt Supplies | RM 0.00 |
| Total Value of Supplies Granted GST Relief | RM 0.00 |
| Total Value of Goods Imported Under Approved Trader Scheme | RM 0.00 |
| Total Value of GST Suspended Under Approved Trader Scheme | RM 0.00 |
| Total Value of Capital Goods Acquired | RM 0.00 |
| Total Value of Bad Debt Relief Inclusive Tax | RM 0.00 |
| Total Value of Bad Debt Recovered Inclusive Tax | RM 0.00 |

Step 16: Click **Next** until you see **Submit** button. Click **Submit**.

Royal Malaysian Customs Department

ACCESS POINT
A BETTER TAX SYSTEM

Log Off Previous **Return Summary** **Submit** (highlighted with a red circle) Save and Finish Later Cancel

GOODS AND SERVICES TAX RETURN

GOODS AND SERVICES TAX RETURN FOR ACTIVITY FROM 01-APR-2015 TO 30-JUN-2015

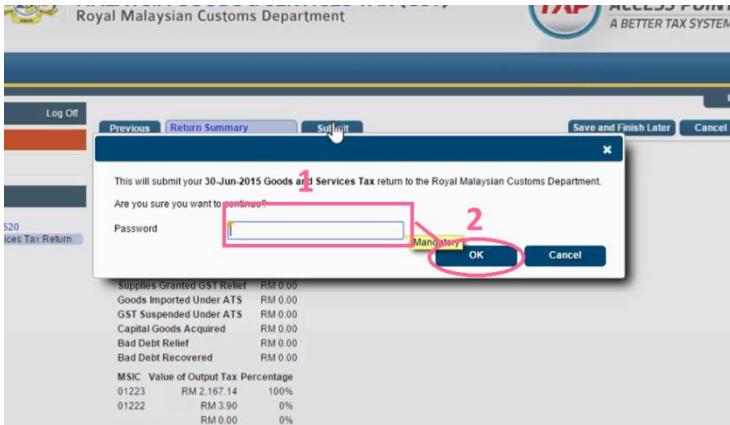
BREAKDOWN VALUE OF OUTPUT TAX IN ACCORDANCE WITH MAJOR INDUSTRY CODES

| MSIC Code | Value of Output Tax | Percentage |
|-----------|---------------------|------------|
| 01223 | RM 2,167.14 | 100 % |
| 01222 | RM 3.90 | 0 % |
| | RM 0.00 | 0 % |
| | RM 0.00 | 0 % |
| | RM 0.00 | 0 % |
| Others | RM 0.00 | 0 % |
| Total | RM 2,171.04 | 100 % |

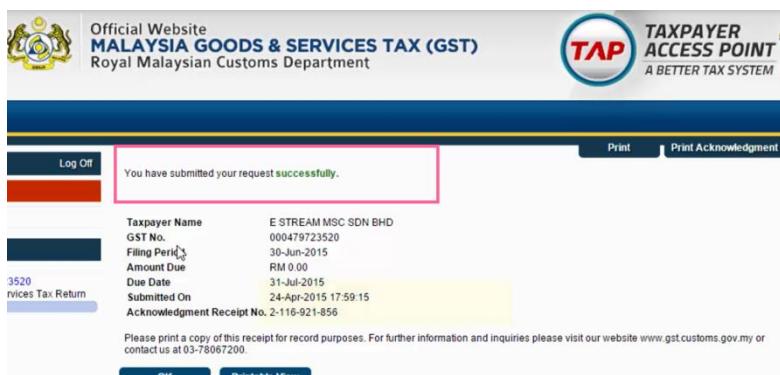
GOODS AND SERVICES TAX RETURN

| MSIC Code | Value of Output Tax | Percentage |
|-----------|---------------------|------------|
| 01223 | RM 2,167.14 | 100 % |
| 01222 | RM 3.90 | 0 % |
| | RM 0.00 | 0 % |
| | RM 0.00 | 0 % |
| | RM 0.00 | 0 % |
| Others | RM 0.00 | 0 % |
| Total | RM 2,171.04 | 100 % |

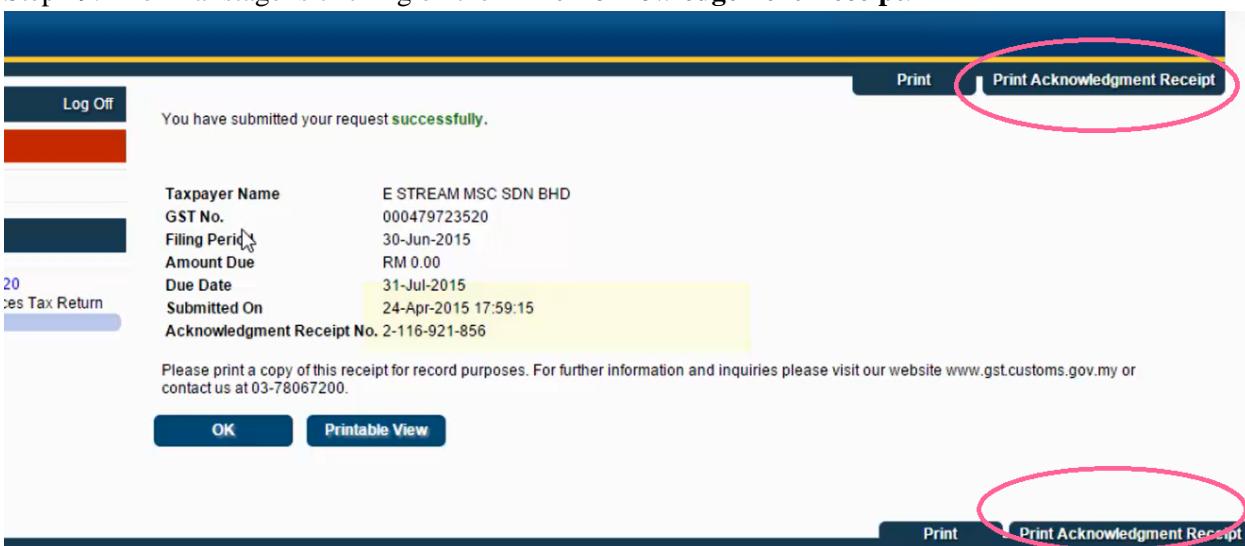
Step 17: Re-enter your password for final confirmation and click OK.



Step 18: There will be a message showing that “You have submitted your request successfully”.



Step 19: The final stage is clicking on the Print Acknowledgement Receipt.



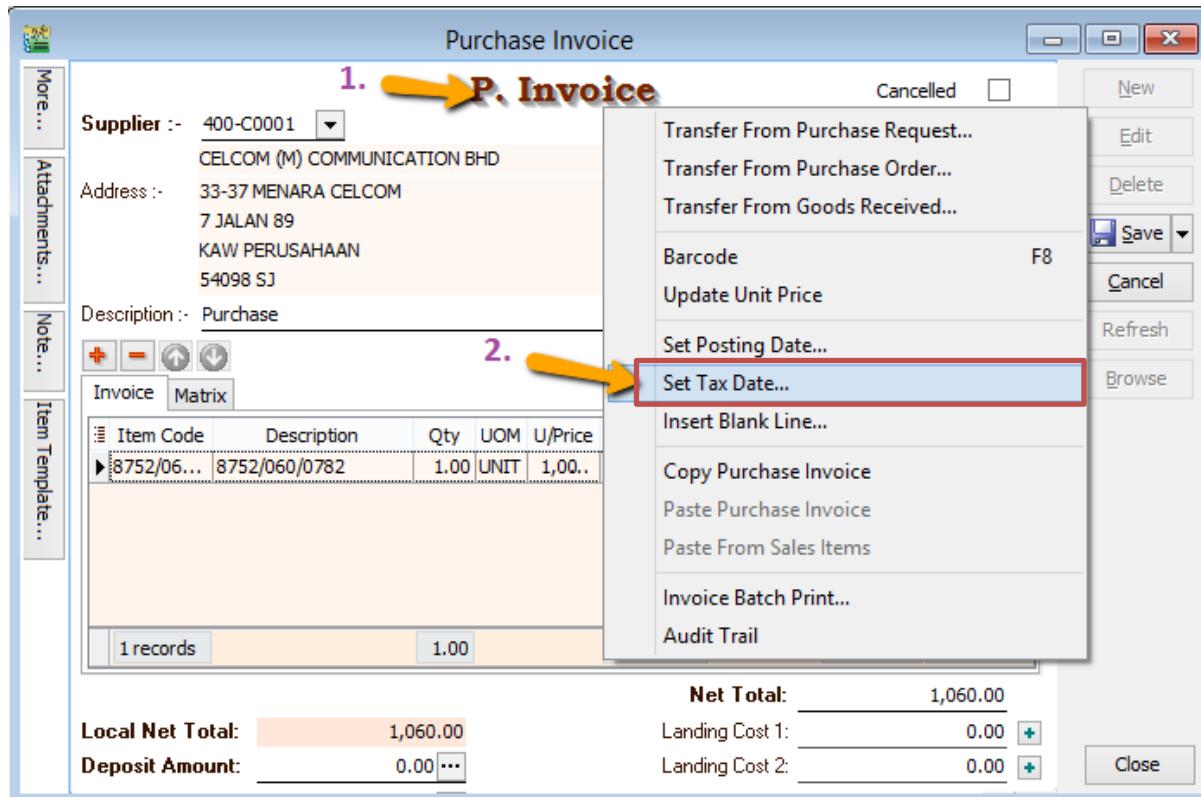
8.3 Set Tax Date

http://www.sql.com.my/video/sqlacc_tutorial/GST-47-Set_Tax_Date.mp4

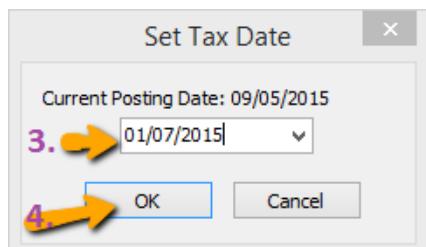
When you received a Purchase Tax Invoice which is dated in the previous taxable period (back-dated) and you want to claim that input tax in your current GST Return.

Step 1: Key in your purchase invoice as usual. **Right Click on Purchase Invoice Title.**

Step 2: Select **Set Tax Date**.



Step 3: **Insert the date** that you want to claim the input tax. This is normally the date when that you received the tax invoice. Then click **OK**.



Step 4: When you process the next cycle of New GST Return, it will show in Part 6 “Input tax” as usual.

6) Cukai Input /Input Tax

Amaun (Amount)

- a) Jumlah Nilai Perolehan Berkadar Standard *
Total Value of Standard Rated Acquisition
- b) Jumlah Cukai Input (Termasuk Hutang Lapuk dan Pelarasan lain) *
*Total Input Tax (Inclusive of Bad Debt Relief & other Adjustments) **

| | |
|----|----------|
| RM | 1,000.00 |
| RM | 60.00 |

8.4 GAF File

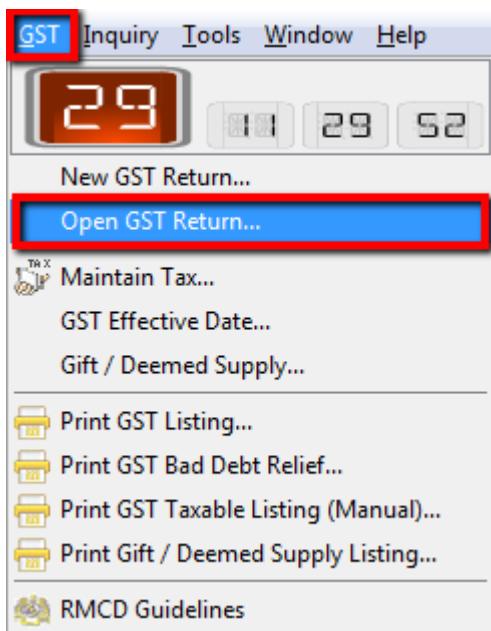
http://www.sql.com.my/video/sqlacc_tutorial/GST-08_GAF.mp4



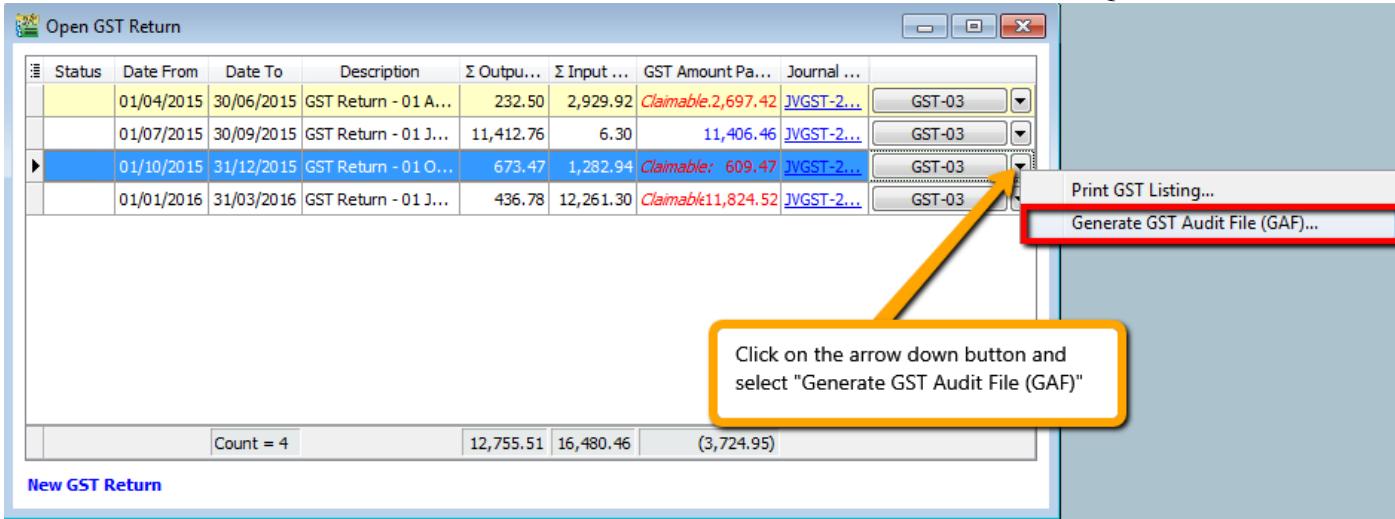
GAF = GST Audit File.

The purpose of a GAF is for Customs to audit the accuracy of your GST Return but GAF submission is only required upon request. It is not required to be submitted with GST-03.

Step 1: Click on **GST | Open GST Return.**



Step 2: Select the cycle for the GAF that you want to generate. Then click on the **arrow down button** and select **Generate GST Audit File(GAF)**.



Step 3: The result is generated based on **General, Sales & Purchase Ledger** for you to check your transactions before submitting to Customs for auditing purposes.

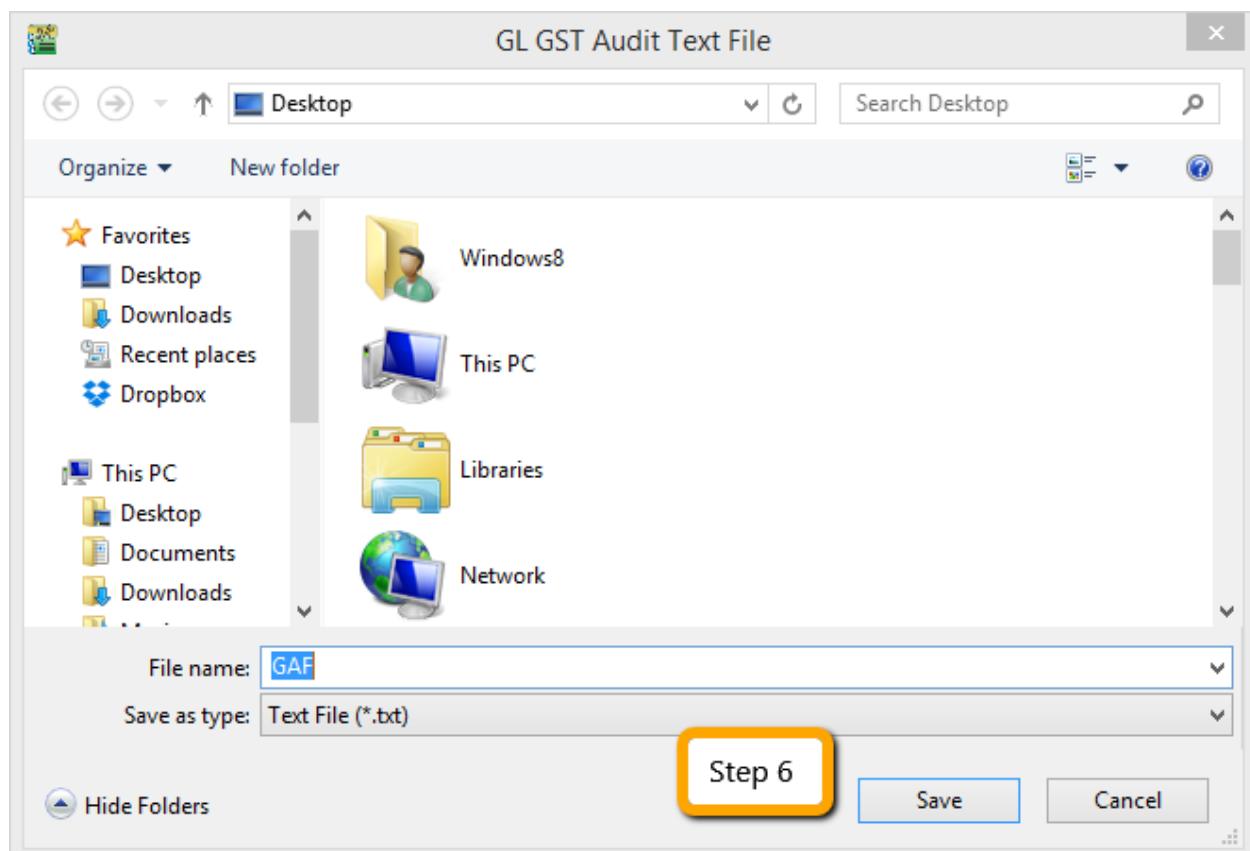
| | Trans Date | Account | Acc Desc | Acc Type | Name | Trans ID | Source Doc ID | Journal | Local DR | Local CR | Local Balance |
|------------------------------|------------|---------------------|-------------|----------|--------------------------|----------|---------------|---------|-----------|-----------|---------------|
| ► | 01/10/2015 | 100-001 | Balance B/F | CP | | | | | 0.00 | 0.00 | (883.50) |
| 01/10/2015 | 100-002 | Balance B/F | CP | | | | | | 0.00 | 0.00 | 0.00 |
| 01/10/2015 | 100-002 | | CP | | 300 | JV-00033 | GENERAL | | 0.00 | 1,000.00 | (1,000.00) |
| 01/10/2015 | 100-002 | | CP | | Reverse of (5% PREFER... | 301 | JV-00034 | GENERAL | 0.00 | 0.03 | (1,000.03) |
| 30/10/2015 | 100-002 | | CP | | Reverse of (5% PREFER... | 330 | JV-00037 | GENERAL | 0.00 | 3.00 | (1,003.03) |
| 01/10/2015 | 100-500 | Balance B/F | RV | | | | | | 0.00 | 0.00 | (370.00) |
| 08/10/2015 | 100-500 | | RV | | | 328 | JV-00035 | GENERAL | 100.00 | 0.00 | (270.00) |
| 01/10/2015 | 150-501 | Balance B/F | LT | | | | | | 0.00 | 0.00 | 0.00 |
| 08/10/2015 | 150-501 | | LT | | | 328 | JV-00035 | GENERAL | 0.00 | 100.00 | (100.00) |
| 01/10/2015 | 150-502 | Balance B/F | LT | | | | | | 0.00 | 0.00 | 100.00 |
| 01/10/2015 | 200-200 | Balance B/F | FA | | | | | | 0.00 | 0.00 | 1,250.00 |
| 01/10/2015 | 200-205 | Balance B/F | FA | | | | | | 0.00 | 0.00 | 0.00 |
| 02/12/2015 | 200-205 | | FA | | HSBC - USD ACCOUNT - ... | 406 | OR-00073 | BANK | 0.00 | 374.00 | (374.00) |
| 01/10/2015 | 200-400 | Balance B/F | FA | | | | | | 0.00 | 0.00 | 200,000.00 |
| 01/10/2015 | 200-400 | | FA | | | 300 | JV-00033 | GENERAL | 943.40 | 0.00 | 200,943.40 |
| 01/10/2015 | 200-600 | Balance B/F | FA | | | | | | 0.00 | 0.00 | 0.00 |
| 29/10/2015 | 200-600 | | FA | | | 350 | JV-00039 | GENERAL | 100.00 | 0.00 | 100.00 |
| 01/10/2015 | 310-001 | Balance B/F | CA | | | | | | 0.00 | 0.00 | (14,686.90) |
| 08/10/2015 | 310-001 | Payment For Account | CA | | DIGI COMMUNICATION ... | 316 | PV-00065 | BANK | 0.00 | 150.00 | (14,836.90) |
| 12/11/2015 | 310-001 | Payment For Account | CA | | chris | 353 | OR-00070 | BANK | 2.65 | 0.00 | (14,834.25) |
| 07/12/2015 | 310-001 | | CA | | Tan Ali | 407 | PV-00067 | BANK | 0.00 | 100.00 | (14,934.25) |
| 01/10/2015 | 310-002 | Balance B/F | CA | | | | | | 0.00 | 0.00 | 50.00 |
| 01/10/2015 | 310-003 | Balance B/F | CA | | | | | | 0.00 | 0.00 | 1,510.00 |
| 01/10/2015 | 310-004 | Balance B/F | CA | | | | | | 0.00 | 0.00 | (576.00) |
| 02/12/2015 | 310-004 | | CA | | 12312 | 406 | OR-00073 | BANK | 374.00 | 0.00 | (202.00) |
| 01/10/2015 | 310-006 | Balance B/F | CA | | | | | | 0.00 | 0.00 | 2,478.95 |
| 01/10/2015 | 320-000 | Balance B/F | CA | | | | | | 0.00 | 0.00 | 5.00 |
| 01/10/2015 | 325-000 | Balance B/F | CA | | | | | | 0.00 | 0.00 | 1,434.00 |
| 01/10/2015 | 405-000 | Balance B/F | CL | | | | | | 0.00 | 0.00 | 100.00 |
| 01/10/2015 | 420-000 | Balance B/F | CL | | | | | | 0.00 | 0.00 | 54,000.00 |
| 01/10/2015 | 430-000 | Balance B/F | CL | | | | | | 0.00 | 0.00 | (254,000.00) |
| 01/10/2015 | 450-000 | Balance B/F | CL | | | | | | 0.00 | 0.00 | (60.00) |
| 01/10/2015 | 500-000 | Balance B/F | SL | | | | | | 0.00 | 0.00 | (5,205.01) |
| 120 trans(s) | | | | | | | | | 74,573.62 | 74,473.62 | |
| Save As Text | | | | | | | | | | | |

Step 4: You may check the report.

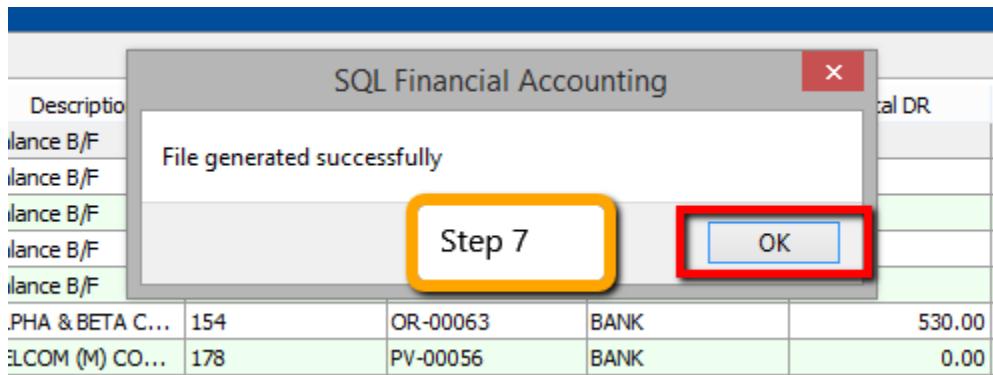
Step 5: Click on **Save as Text**.

| GST Audit | | | | | | | | | | |
|---------------------|---------|------------------|----------|------------------|----------|------------|---------|-----------|-----------|--------------|
| General Ledger | | Sales | Purchase | | | | | | | |
| Trans D... | Account | Acc Desc | Acc T... | Name | Trans ID | Source ... | Journal | Local DR | Local CR | Local Bal... |
| ► 01/10/2... | 100-001 | Balance B/F | CP | | | | | 0.00 | 0.00 | (883.50) |
| 01/10/2... | 100-002 | Balance B/F | CP | | | | | 0.00 | 0.00 | 0.00 |
| 01/10/2... | 100-002 | | CP | | 300 | JV-00033 | GENERAL | 0.00 | 1,000.00 | (1,000.00) |
| 01/10/2... | 100-002 | | CP | Reverse of (5... | 301 | JV-00034 | GENERAL | 0.00 | 0.03 | (1,000.03) |
| 30/10/2... | 100-002 | | CP | Reverse of (5... | 330 | JV-00037 | GENERAL | 0.00 | 3.00 | (1,003.03) |
| 01/10/2... | 100-500 | Balance B/F | RV | | | | | 0.00 | 0.00 | (370.00) |
| 08/10/2... | 100-500 | | RV | | 328 | JV-00035 | GENERAL | 100.00 | 0.00 | (270.00) |
| 01/10/2... | 150-501 | Balance B/F | LT | | | | | 0.00 | 0.00 | 0.00 |
| 08/10/2... | 150-501 | | LT | | 328 | JV-00035 | GENERAL | 0.00 | 100.00 | (100.00) |
| 01/10/2... | 150-502 | Balance B/F | LT | | | | | 0.00 | 0.00 | 100.00 |
| 01/10/2... | 200-200 | Balance B/F | FA | | | | | 0.00 | 0.00 | 1,250.00 |
| 01/10/2... | 200-205 | Balance B/F | FA | | | | | 0.00 | 0.00 | 0.00 |
| 02/12/2... | 200-205 | | FA | HSBC - USD AC... | 406 | OR-00073 | BANK | 0.00 | 374.00 | (374.00) |
| 01/10/2... | 200-400 | Balance B/F | FA | | | | | 0.00 | 0.00 | 200,000.00 |
| 01/10/2... | 200-400 | | FA | | 300 | JV-00033 | GENERAL | 943.40 | 0.00 | 200,943.40 |
| 01/10/2... | 200-600 | Balance B/F | FA | | | | | 0.00 | 0.00 | 0.00 |
| 29/10/2... | 200-600 | | FA | | 350 | JV-00039 | GENERAL | 100.00 | 0.00 | 100.00 |
| 01/10/2... | 310-001 | Balance B/F | CA | | | | | 0.00 | 0.00 | (14,686.90) |
| 08/10/2... | 310-001 | Payment For A... | CA | DIGI COMMUN... | 316 | PV-00065 | BANK | 0.00 | 150.00 | (14,836.90) |
| 120 trans(| | | | | | | | 74,573.62 | 74,473.62 | |
| Save As Text | | | | | | | | | | |

Step 6: Save your GAF text file to desktop.



Step 7: After saving, the message “File generated successfully” will automatically pop-up, just click **OK**.



Go to desktop to select the GAF.txt file. The output will be similar to the image below:

```

C|Testing Company|||01/04/2015|30/06/2015|21/03/2015|SQL Account 4|GAFv1.0.0|
P|DIGI COMMUNICATION BHD||03/04/2015|PT-00031||1|123/1234|80.00|4.80|TX|XXX|0.00|0.00|
P|DIGI COMMUNICATION BHD||03/04/2015|PI-00031||2|ANTENNA|500.00|30.00|TX|XXX|0.00|0.00|
P|DIGI COMMUNICATION BHD||03/04/2015|PI-00031||3|MOTOLORA RADIUS GP300|1000.00|60.00|T|
S|ALPHA & BETA COMPUTER||01/05/2015|IV-05/15001||1|123/1234|5.00|0.30|SR|XXX|0.00|0.00|
S|ALPHA & BETA COMPUTER||01/05/2015|IV-05/15001||2|ERICSSON A1018s|500.00|30.00|SR|XXX|
S|ALPHA & BETA COMPUTER||01/05/2015|IV-05/15001||3|CELCOM PREPAID-RM100|943.40|56.60|SR|
S|ALPHA & BETA COMPUTER||01/05/2015|IV-05/15001||4|DIGI PREPAID-RM50|47.17|2.83|SR|XXX|
L|01/04/2015|100-001|ORDINARY SHARE CAPITAL|Balance B/F|||||0.00|0.00|1116.50|
L|01/04/2015|100-500|SHARE PREMIUM ACCOUNT|Balance B/F|||||0.00|0.00|-50.00|
L|01/04/2015|200-400|MOTOR VEHICLE|Balance B/F|||||0.00|0.00|190000.00|
L|01/04/2015|200-405|ACCUM DEPRN. - MOTOR VEHICLE|Balance B/F|||||0.00|0.00|10000.00|
L|01/04/2015|310-001|MAYBANK|Balance B/F|||||0.00|0.00|-10400.00|
L|01/05/2015|310-001|MAYBANK|Payment For Account|AB ENTERPRISE SDN BHD|113|OR-00062|BA|
L|02/05/2015|310-001|MAYBANK|Payment For Account|ALPHA & BETA COMPUTER|110|OR-00059|BA|
L|01/04/2015|310-002|MAYBANK-VISA|Balance B/F|||||0.00|0.00|50.00|
L|01/04/2015|310-003|MAYBANK-MASTER|Balance B/F|||||0.00|0.00|1510.00|
L|01/04/2015|310-004|HSBC - USD ACCOUNT|Balance B/F|||||0.00|0.00|32.04|
L|01/04/2015|310-006|HSBC - S$ ACCOUNT|Balance B/F|||||0.00|0.00|4001.75|
L|01/04/2015|320-000|CASH IN HAND|Balance B/F|||||0.00|0.00|1605.00|
L|01/04/2015|325-000|PETTY CASH|Balance B/F|||||0.00|0.00|1434.00|
L|01/04/2015|410-020|EMPLOYEES WITHHOLDING TAX|Balance B/F|||||0.00|0.00|0.00|
L|01/05/2015|410-020|EMPLOYEES WITHHOLDING TAX||5|121|SO-00035|BANK|0.00|4.55|-4.55|
L|01/04/2015|420-000|EPF - STAFF|Balance B/F|||||0.00|0.00|54000.00|

```

The above is the exported file that has fulfilled all requirements by Customs, you may submit to (<https://gst.customs.gov.my/TAP>):

C= Company Name

P = Purchase Transaction

S = Sales Transaction

L = General Ledger transaction

You have to submit GAF File upon request by Customs.

8.5 GST Listing Report

This report is to analyse the detail of GST transactions grouped by tax type. It can be used to check against GST-03.

Step 1: **GST | Print GST Listing.**

Step 2: Filter the date range that you want to apply or you can filter by GST Process, tax code.

Step 3: Click **Apply**.

| Tax Type | | Local Amount | Local Tax Amount | | |
|--|------------|--------------|----------------------|--------------|------------------|
| Category : Sales | | | | | |
| SR (Standard-rated supplies with GST charged) | | 279.83 | 316.78 | | |
| DS (Deemed supplies (e.g. transfer or disposal of business assets without co...) | | 1,000.01 | 60.00 | | |
| | | | 376.78 | | |
| Category : Purchase | | | | | |
| TX (Purchases with GST incurred at 6% and directly attributable to taxable s... | | 20,105.00 | 1,209.00 | | |
| IS (Imports of goods under Approved Trader Scheme (ATS) whereas the pay... | | 1,000.00 | 0.00 | | |
| | | | Claimable: 1,209.00 | | |
| Category : Others | | | | | |
| AJS-BD (Any adjustment made to Output Tax (e.g : Bad Debt recover & outs... | | 1,000.00 | 60.00 | | |
| AJP-BD (Any adjustment made to Input Tax (e.g: Bad Debt Relief)) | | 184,205.01 | 11,052.30 | | |
| | | | Claimable: 10,992.30 | | |
| | | | Claimable: 11,824.52 | | |
| Doc Date | Tax Date | Doc No | Tax | Local Amount | Local Tax Amount |
| 28/03/2016 | 28/03/2016 | 242342 | SR | 12.80 | 0.77 |
| 01/01/2016 | 01/01/2016 | CS-00016 | SR | 94.34 | 5.66 |
| 28/03/2016 | 28/03/2016 | CS-00018 | SR | 12.58 | 0.76 |
| 28/03/2016 | 28/03/2016 | CS-00018 | SR | 0.02 | 0.00 |
| | | | | 279.83 | 316.78 |

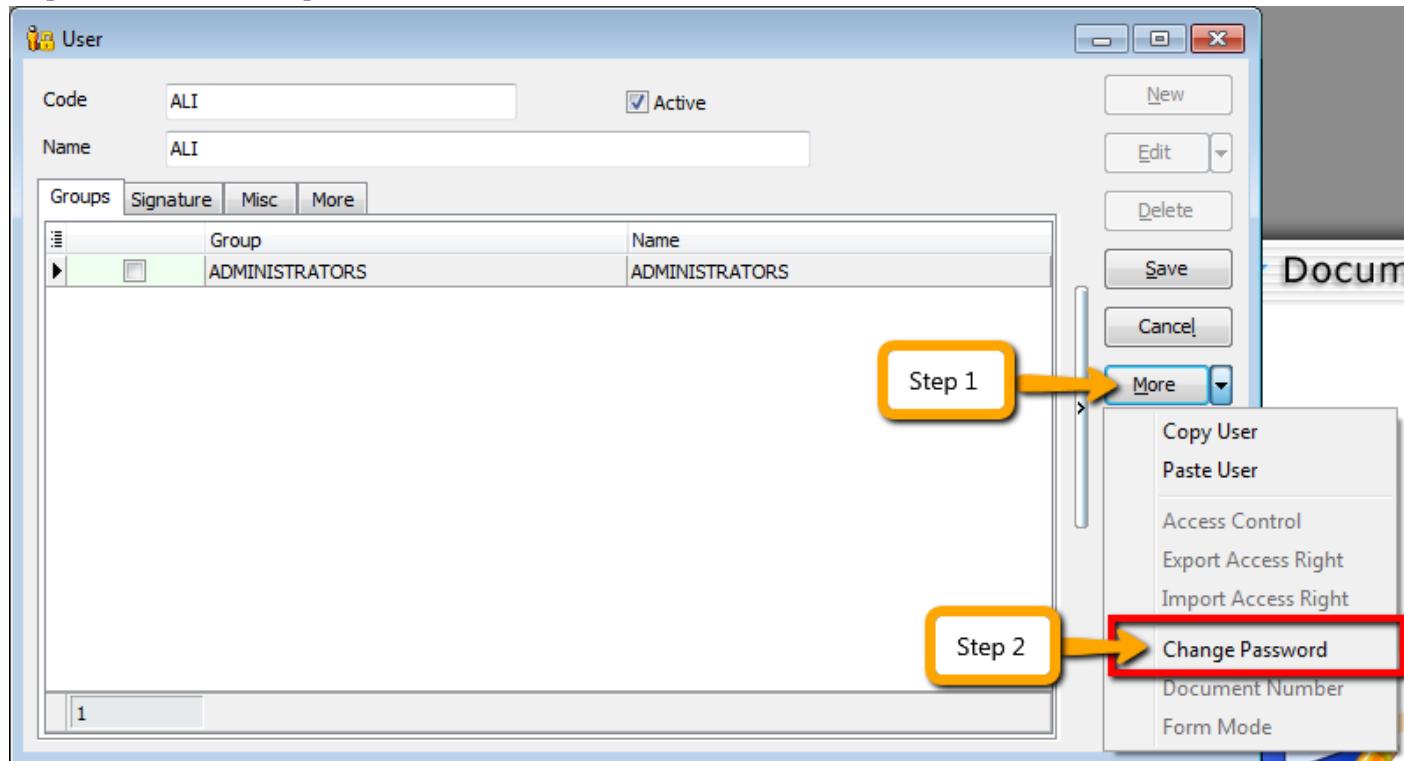
9 Tools

9.1 Maintain User

Step 1: Select Tools | Maintain User | New

Step 2: Enter the **Code and Name** (both can be the same e.g. Code = ALI, Name = ALI)

Step 3: Click on **More Options** and look for **Change Password**.



Step 4: Click **Save**. Your new user account is now created.

SQL User license is per concurrent basis (i.e. how many users can login to the system at the same time). This mean that if you have 5 staffs in the office who can access SQL but you only 3 license for 3 concurrent users, you can still maintain all 5 users in the system but only 3 users can login and access at the same time.

9.1.1 User Access Right

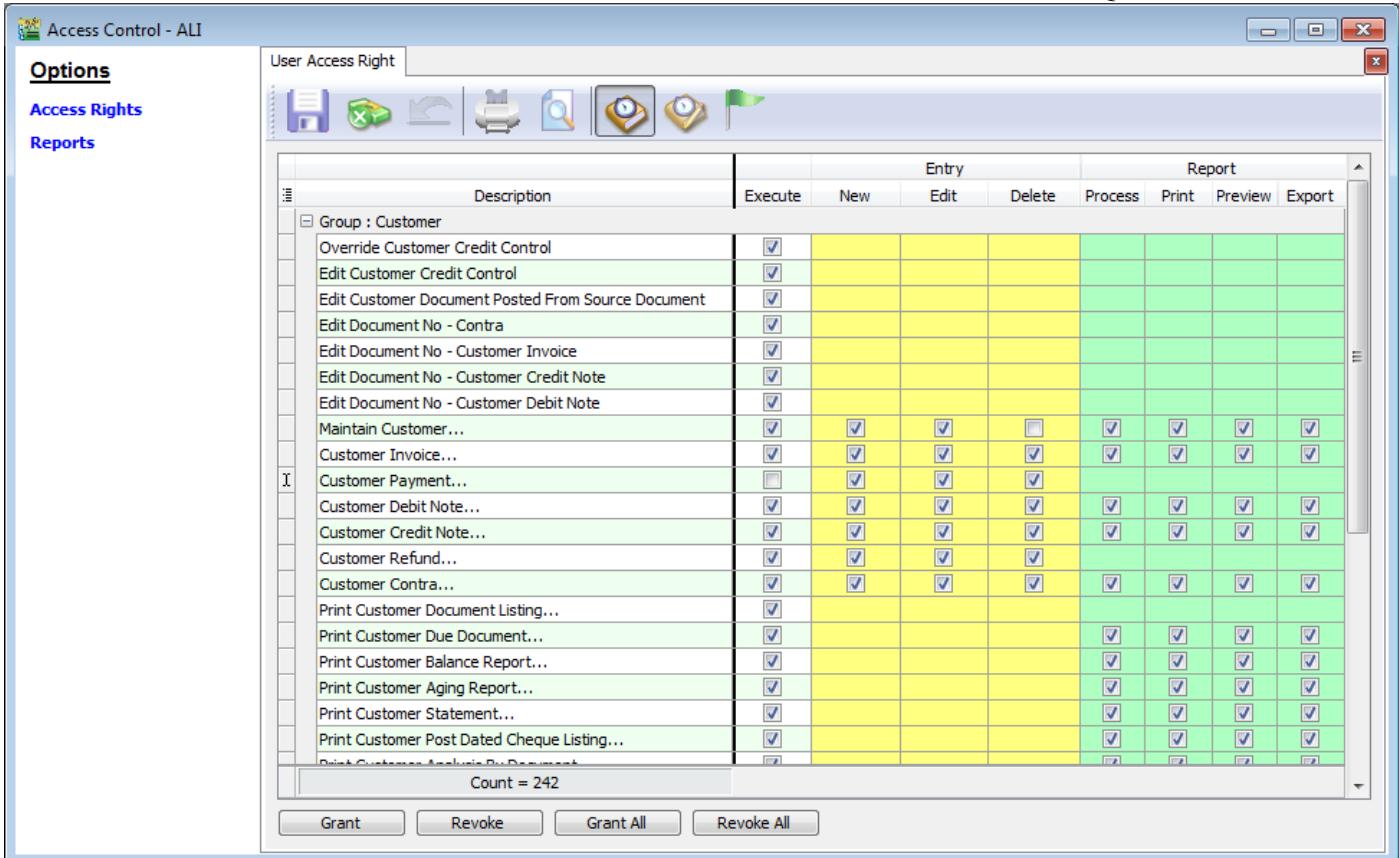
http://www.sql.com.my/video/sqlacc_tutorial/09-01_AccessRight01.mp4

Not every user is going to have the same access rights as ADMIN, and ADMIN user might want to set security control settings in system.

Step 1: Select Tools | Maintain User | Edit for the user that you want to set the access right for.

Step 2: Click on **More Options** and look for **Access Right**.

Step 4: You need to check the transactions / functions (row), compare with the user (column) and **tick = Allowed** or **untick = Disallowed**, the action for a particular user for particular transactions. For example, base on the setting in the following images, the user is not allowed to delete Customers or to view Customer Payments.



9.2 Maintain Document Number

You can maintain document number format and next number.

http://www.sql.com.my/video/sqlacc_tutorial/09-03_Multiple_Document_Number.mp4

Step 1: Tools | Maintain Document Number.

Step 2: Insert **description** for the particular set of document and select a **document type** (e.g. Payment Voucher)

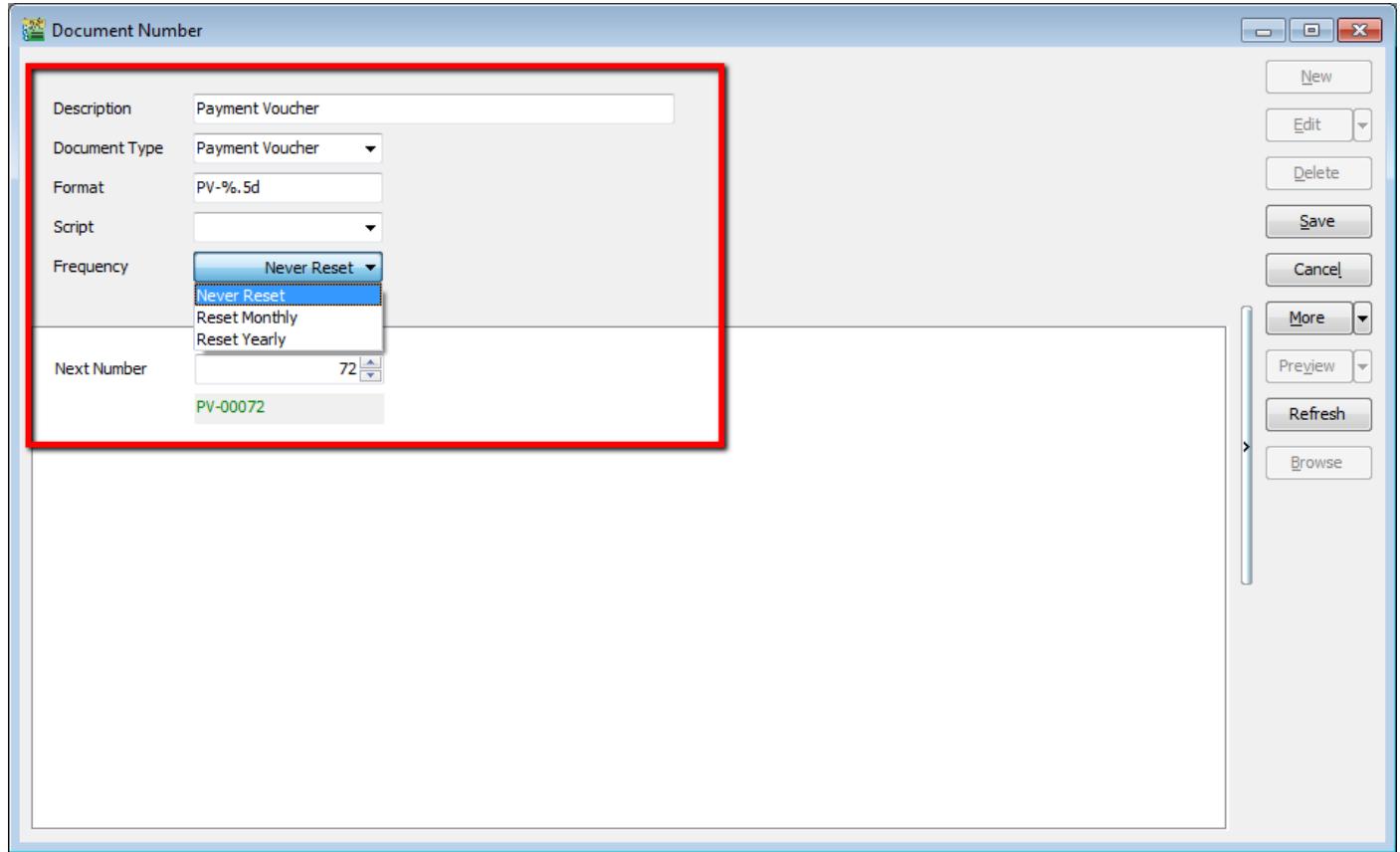
Step 3: The system's defaults is the **Format** %.5d, where “%” is the formula which allows the function to auto-run for the document number while 5d stands for 5 digits.

Standard Numbering format:

| | |
|---------------|---|
| %.nd | n is the numeric value (i.e. the number of character to be shown e.g. %.5d = 5 character |
| {@dd/mm/yyyy} | This will follow the document date. E.g. If the document date is 15 Jan 2016 then it will show as 15/01/2016 followed by the running format eg {@dd/mm/yyyy}-%.5d , next number is 12345 then output will be 15/01/2016-12345 |

Step 4: You can select the **Frequency** option as Never Reset or others.

Step 5: Set the **Next Number** for this document.



9.3 Maintain Acceptable Transaction Date

Maintain Acceptable Transaction Date allows you to control which documents you are allowed to maintain (New, Edit) based on their dates.

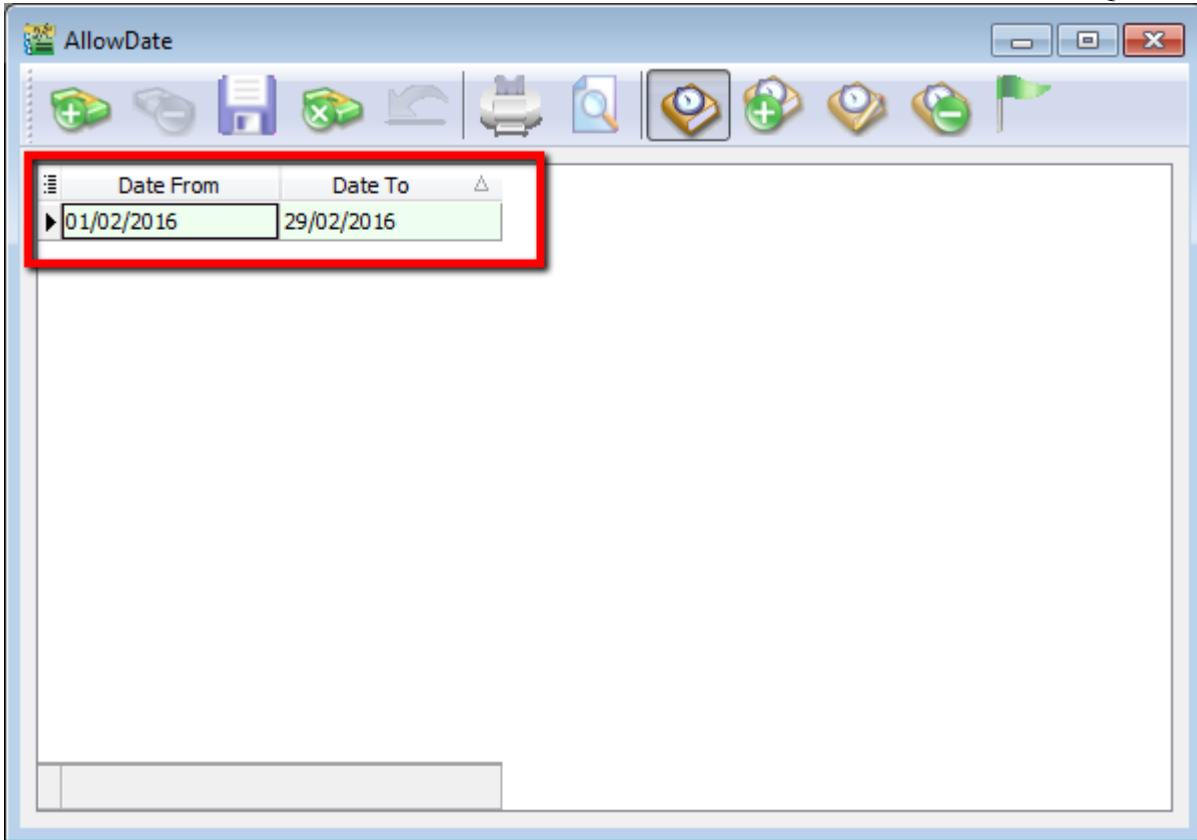
Brief – Any document which date falls within the allowed transaction dates. CAN be edited vice-versa, any document which date falls outside the allowed transaction dated CANNOT be edited/created.

Step 1: Tools | Maintain Acceptable Transaction Date

Step 2: Click on **Append** (Icon with + symbol)

Step 3: Choose the period which you want to **allow transactions**

Step 4: **Save**.



Example: Date From **(01/02/2016)** & Date To **(29/02/2016)** allows an Invoice with date (08/02/2016) to be edited/created.

If a user tries to enter the date of an Invoice as (01/01/2016) which falls outside the allowed period, it will be blocked. An error message of “Transaction date {dd/mm/yyyy} falls outside acceptable transaction date. Do you want to save it?” If the user click “Yes” a dialogue box will request override permission by ID/PW with rights to override it.

Friendly reminder:

Please maintain access rights before allowing any user to override the acceptable transaction date.

9.3.1 Override Acceptable Transaction Date

To override i.e. save a document that falls outside the acceptable transaction dates, you will need to be logged-in as a user with the right to override acceptable transactions dates.

Step 1: **Tool | Maintain User.** Double click on the user that you want to **edit**.

Step 2: Click on **More | Access Control**

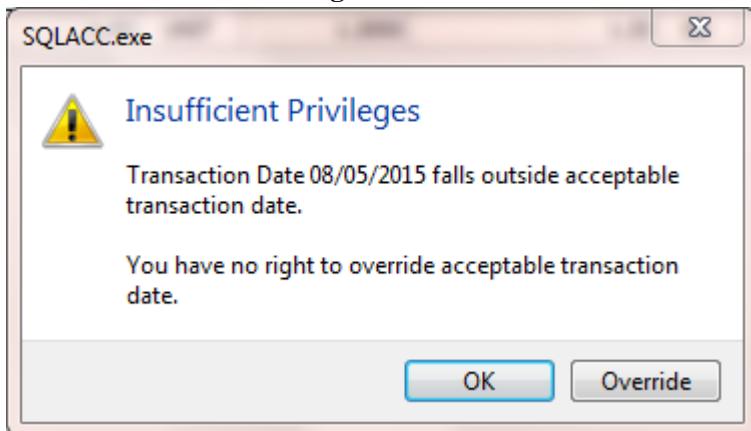
Step 3: Under **Group Tools**, tick or untick the option of **Override Acceptable Transaction Date** to allow or deny the user from having the overriding right to save a document out of the acceptable transaction period.

Step 4: **Save** the access right.

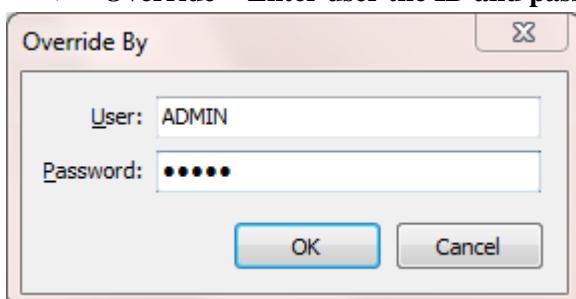
The screenshot shows a software interface titled "Access Control - TOH". On the left, there's a sidebar with "Options", "Access Rights", and "Reports". The main area is titled "User Access Right" and contains a grid table. The first column is "Description" and the second is "Group : Tools". The third column is "Execute" and the fourth is "New". The fifth column is "Edit" and the sixth is "Delete". The seventh column is "Process" and the eighth is "Print". The ninth column is "Preview" and the tenth is "Export". The grid rows include various system functions like "Maintain Acceptable Transaction Date", "Maintain User", etc. A red box highlights the "Group : Tools" header. A blue callout bubble points to the "Edit" column of the "Override Acceptable Transaction Date" row, explaining that a tick means "Allow user to override" and an un-tick means "Disallow user to override".

If the user Is not permitted to override, the system will prompt with an option and you can choose either

- **OK = cancel saving**



- **Override = Enter user the ID and password of a user who can override then save the transaction.**



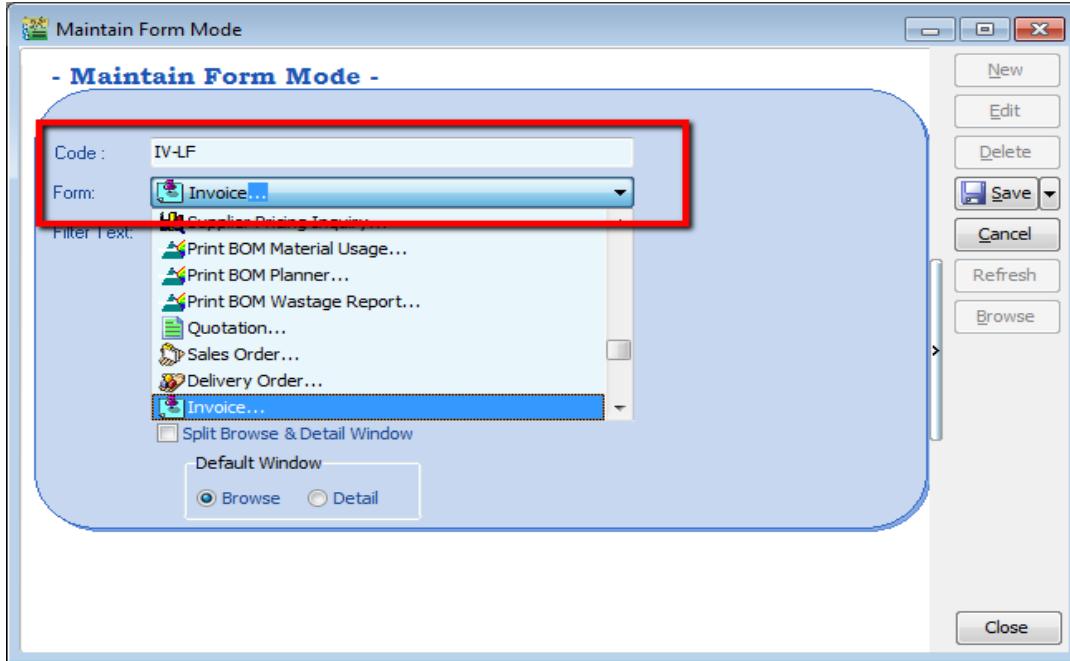
9.4 Maintain Form Mode

Form Mode helps to filter data based on defined criteria. It is used to restrict users to view only specific sets of data for a certain document. For example, agent **Lip Fong** can view and access the sales invoices belonging to his agent code **LF ONLY**.

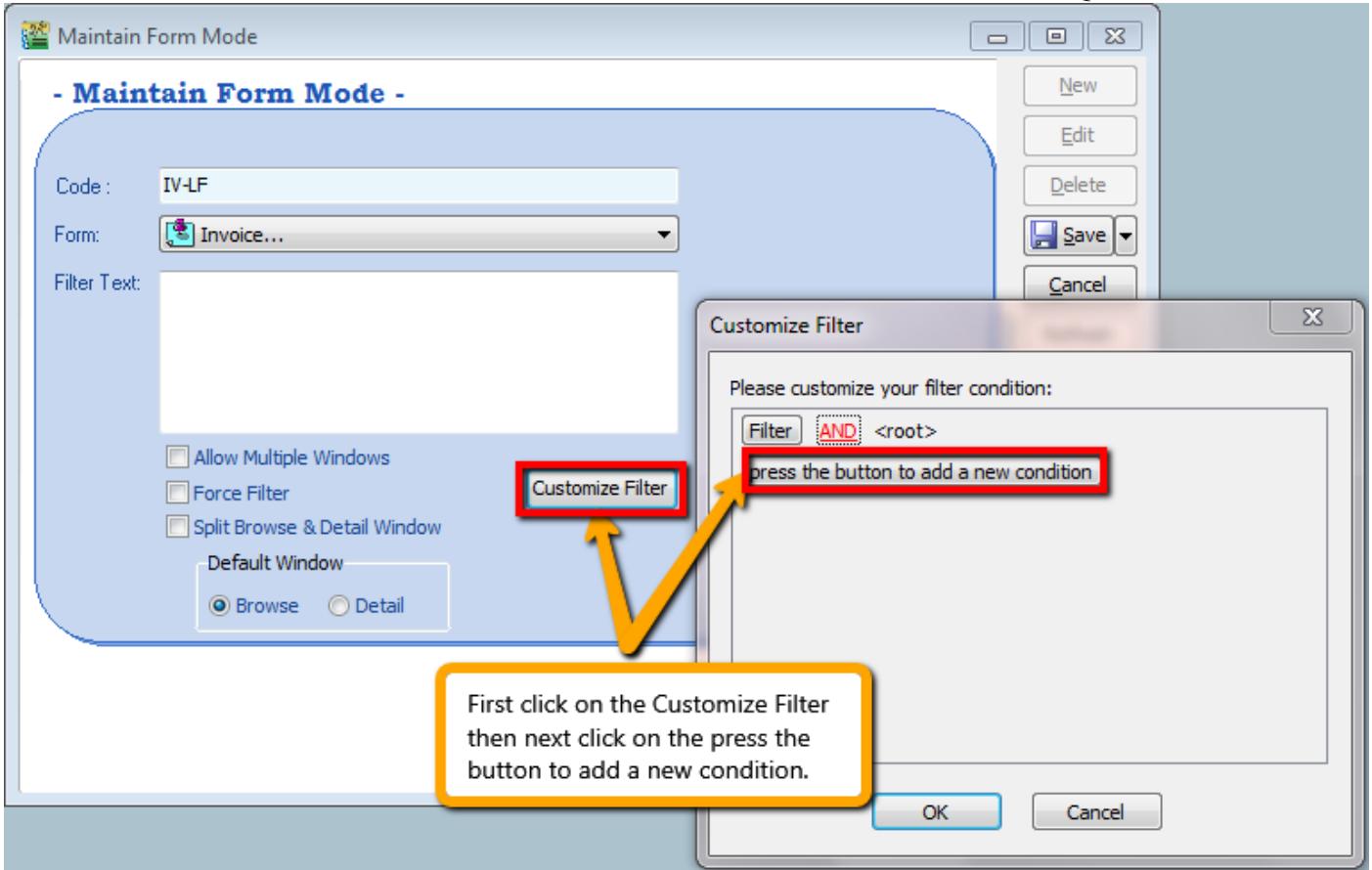
http://www.sql.com.my/video/sqlacc_tutorial/09-14b_FormMode_byAgent.mp4

Step 1: Tools | Maintain Form Mode | New.

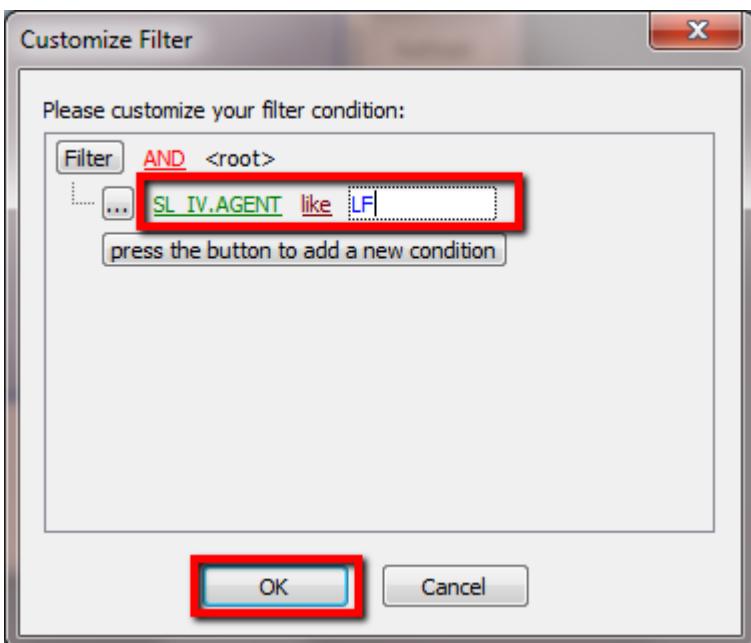
Step 2: Enter Code & Select the document form that you want to filter, e.g. Invoice



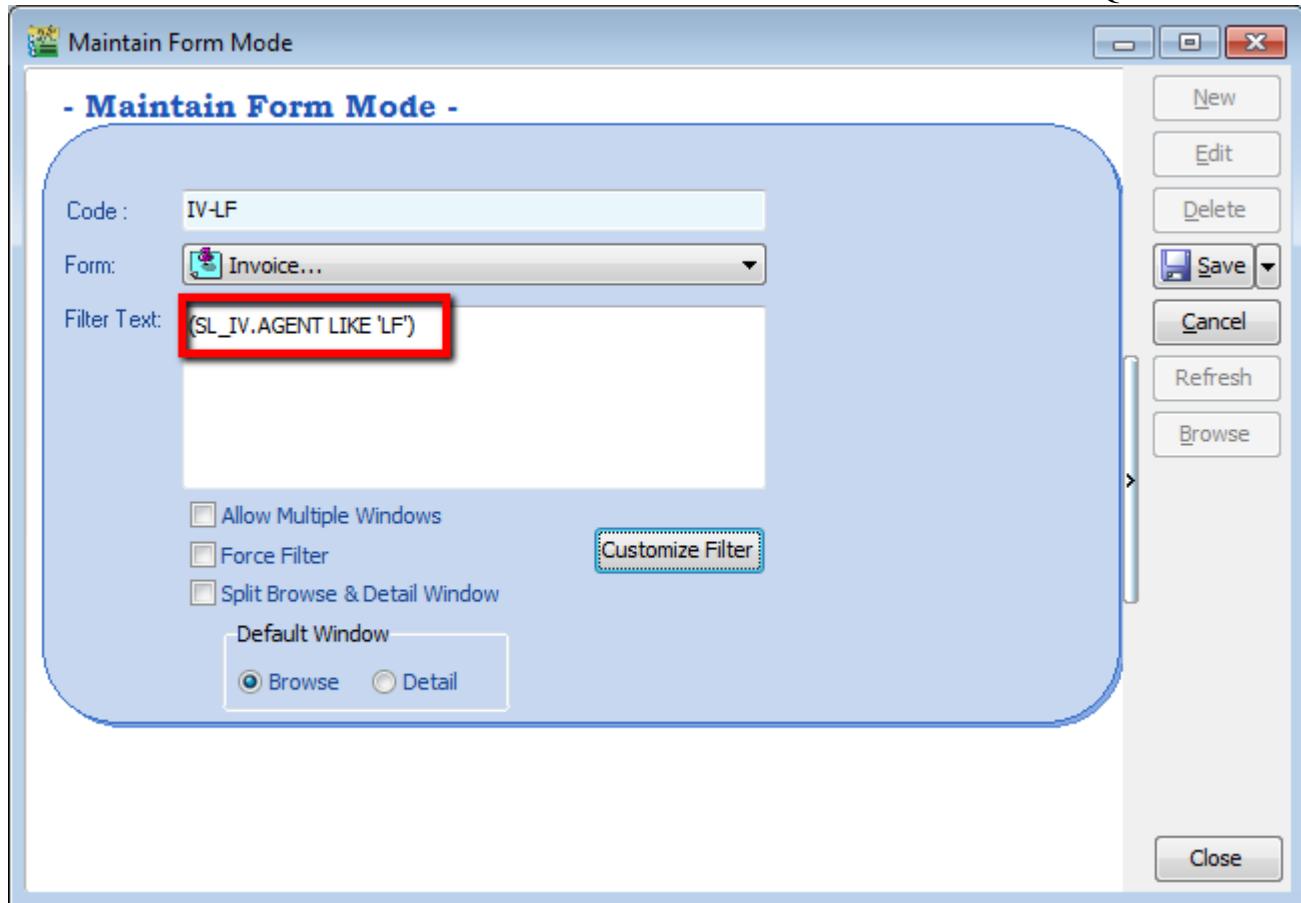
Step 4: Click on the **Customize Filter** and then click on the **press the button to add a new condition**.



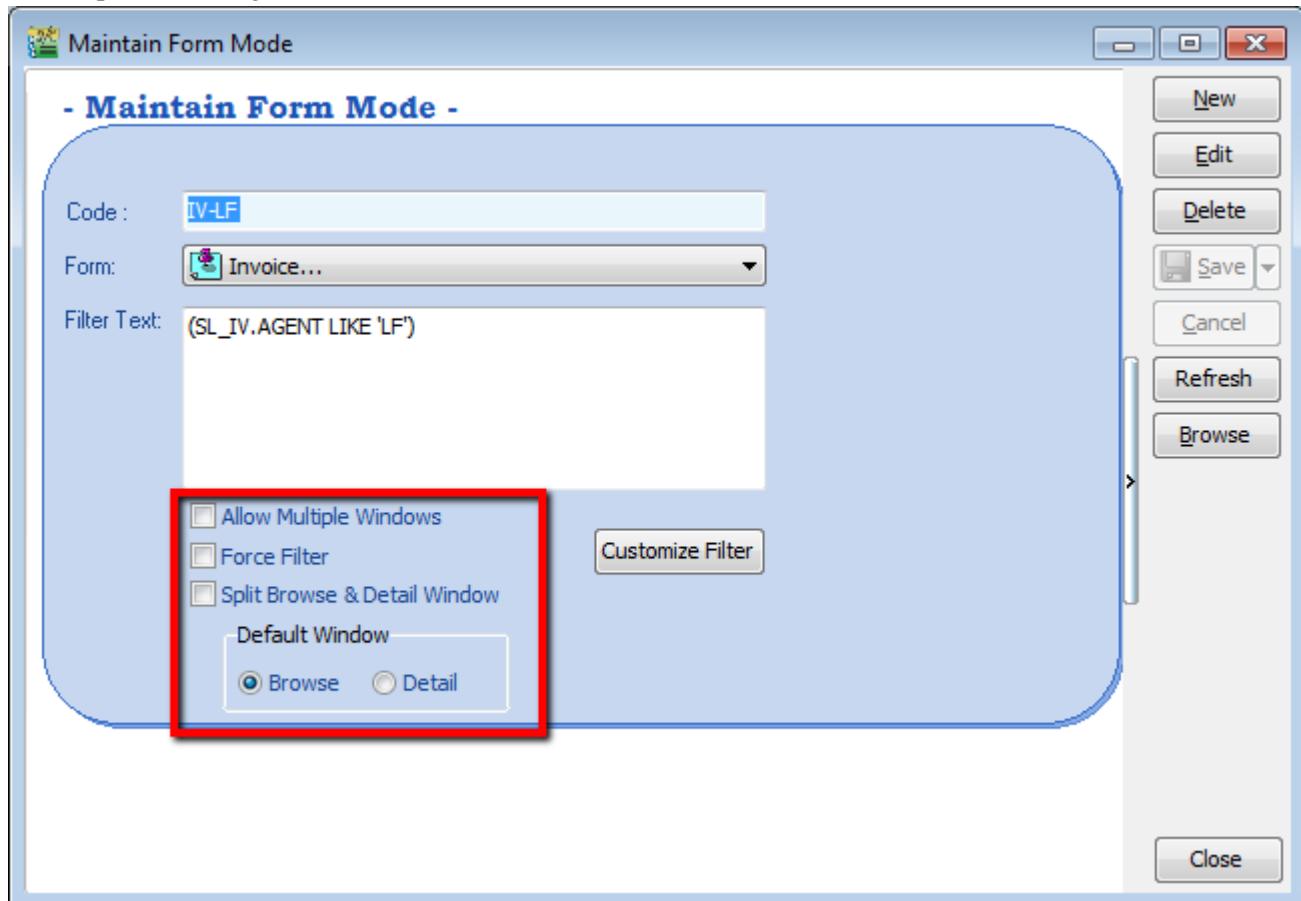
Step 5: Change the “SL_IV.DOCKEY” to “SL_IV.Agent” because right now I need to filter based on sales invoice agent field, then change the “= equals” to “like” after that enter the agent code that you want to filter and click on OK.



Step 6: Make sure the info is updated correctly then you can **Save**.

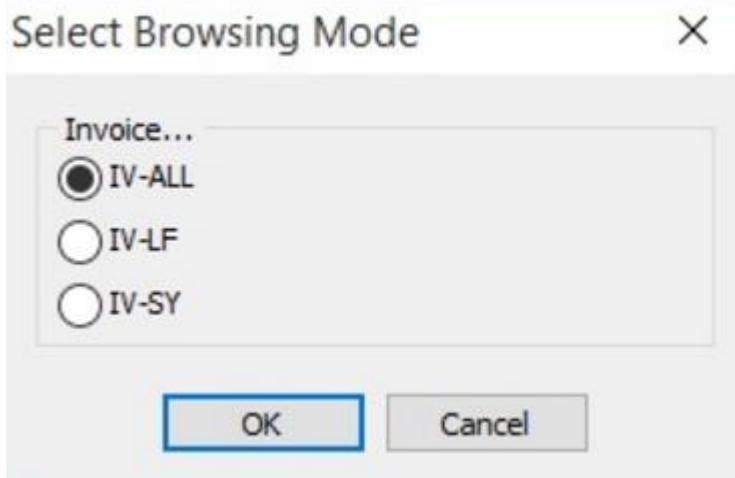


Other optional setting:



| Options | Explanation |
|-------------------------------|---|
| Allow Multiple Windows | To allow duplicate Windows screen by click from the menu list. |
| Force Filter | Force filter. |
| Split Browse & Detail Windows | Enable to split the Windows when click on Browse and Detail button. |
| Default Windows | To set the default mode. |
| * Browse | |
| * Detail | |

Step 10: If you have set **more than 1 form mode**, once you click Sales | Invoice | you will get the prompt browse mode to choose which form mode that you want to apply.



9.4.1 Form Mode VS User

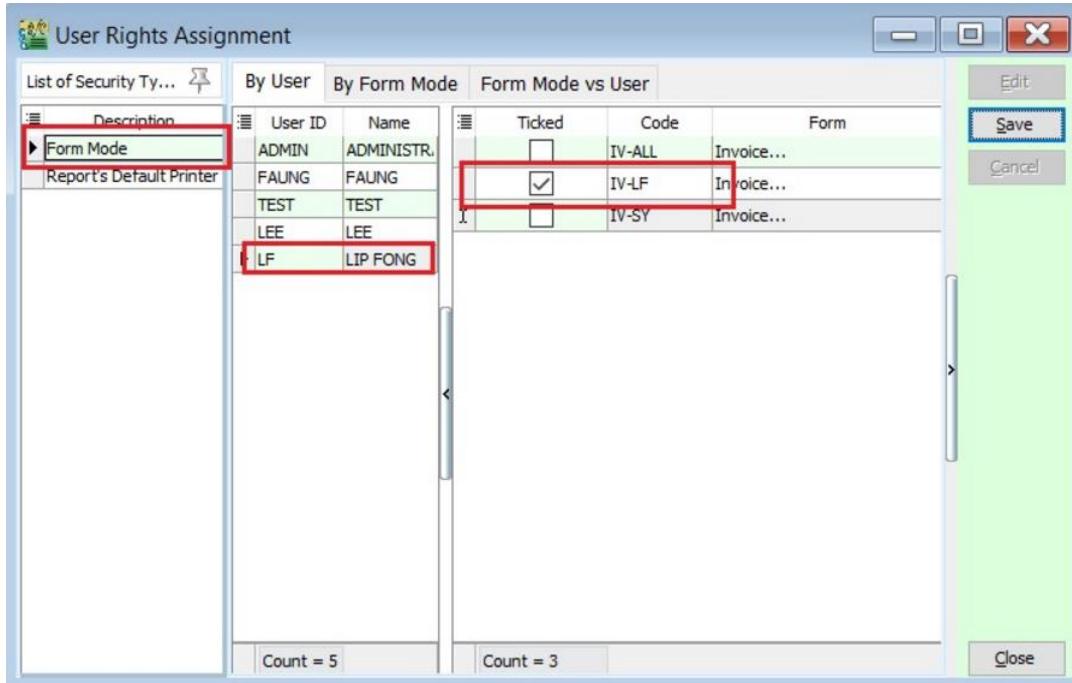
How do I apply the format mode on a specific user?

Step 1: Tools | User Access Right Assignment...

Step 2: Under the list of security, click on **form mode**

Step 3: Select the user, eg: user code: LF (Lip Fong)

Step 4: Tick to apply the **form mode**, e.g. tick **form mode: IV-LF** and click Save

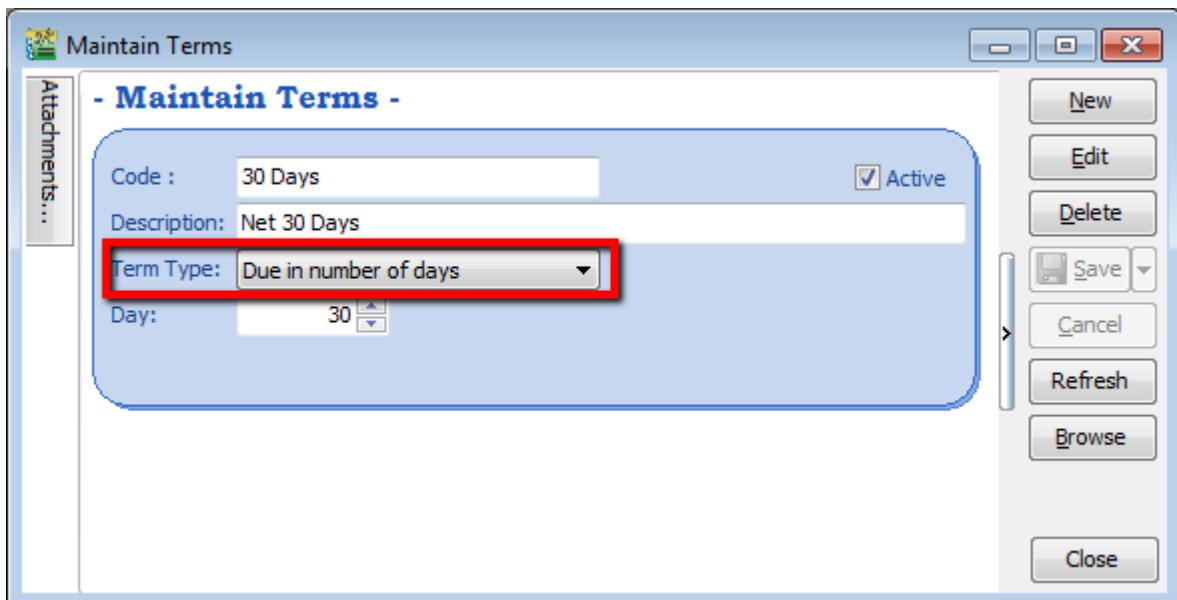


9.5 Maintain Terms

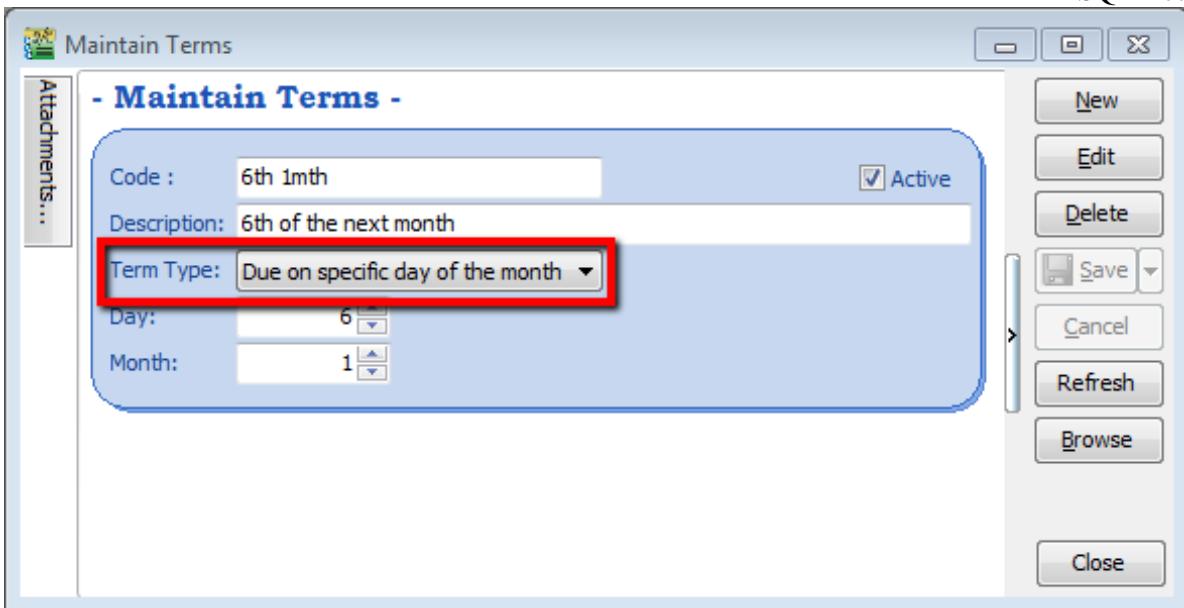
Maintain Terms allows the user to maintain their Customer and Supplier terms. In SQL there are 3 types of different terms for you to assign.

Step 1: Tools | Maintain Terms | New

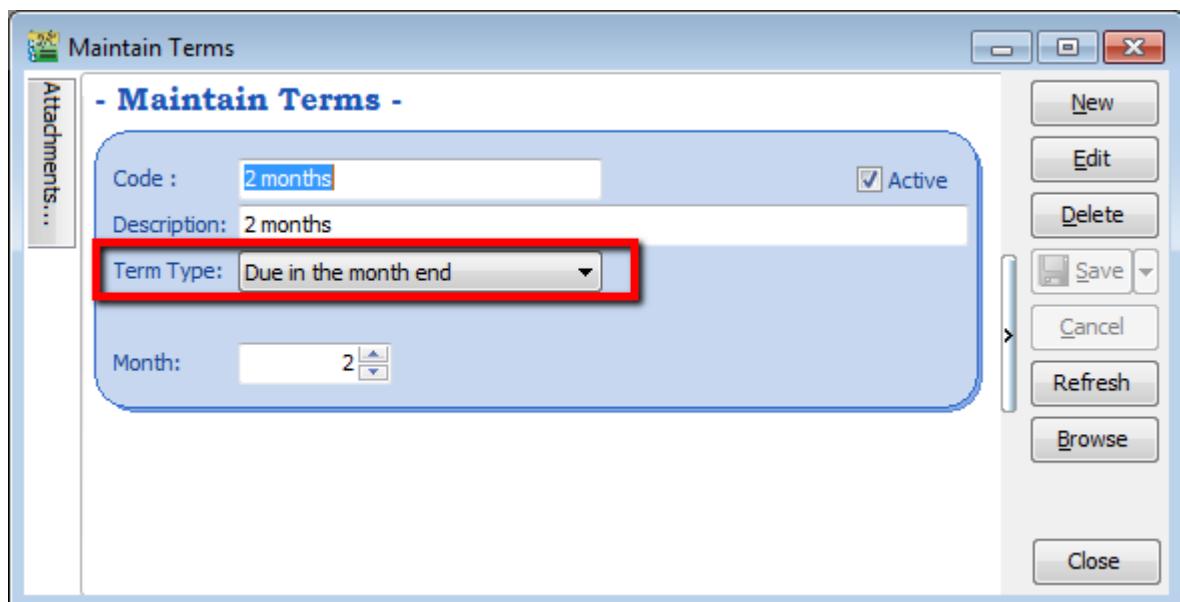
Step 2: Insert Code, Description and allocated Term Type.



- **Due in number of days** – Means how many days until document is due, e.g. if you set 30 days then the document will be due on the 30th day from the document date.



- **Due on specific day of the month** – Means how many months and which day the document is due, e.g. if you set it as 1 Month 6 Days the document will be due on the 6th of the next month.



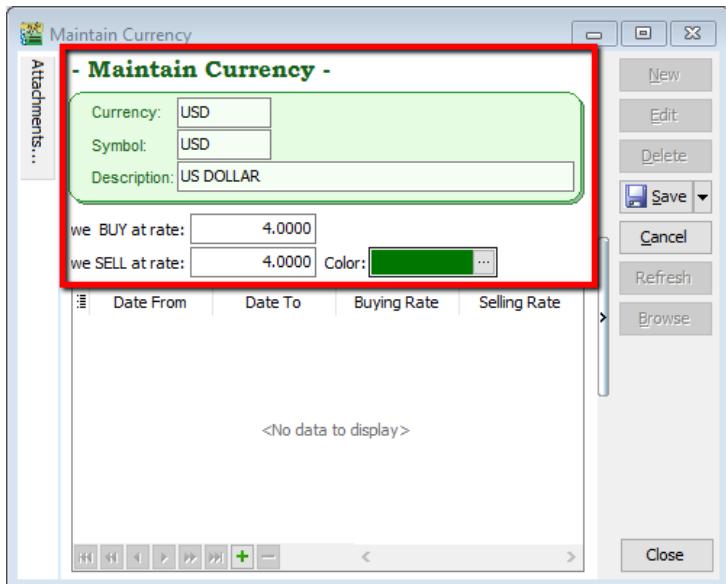
- **Due in the month end** – Means how many months until the document is due at the end of the final month, e.g. if you set it as 2 months, the document will be due at the end of 2nd month.

9.6 Maintain Currency

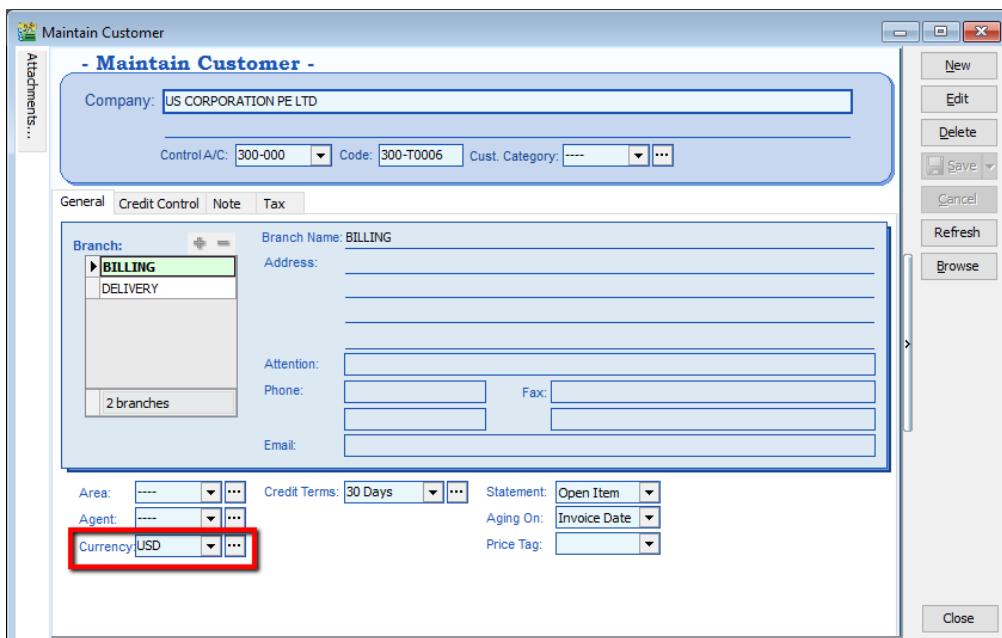
http://www.sql.com.my/video/sqlacc_tutorial/09-07_Maintain_Currency.mp4

You can bill overseas customers & suppliers in foreign currencies e.g. USD, SGD, Euro & etc. (**Prof Package Inclusive**)

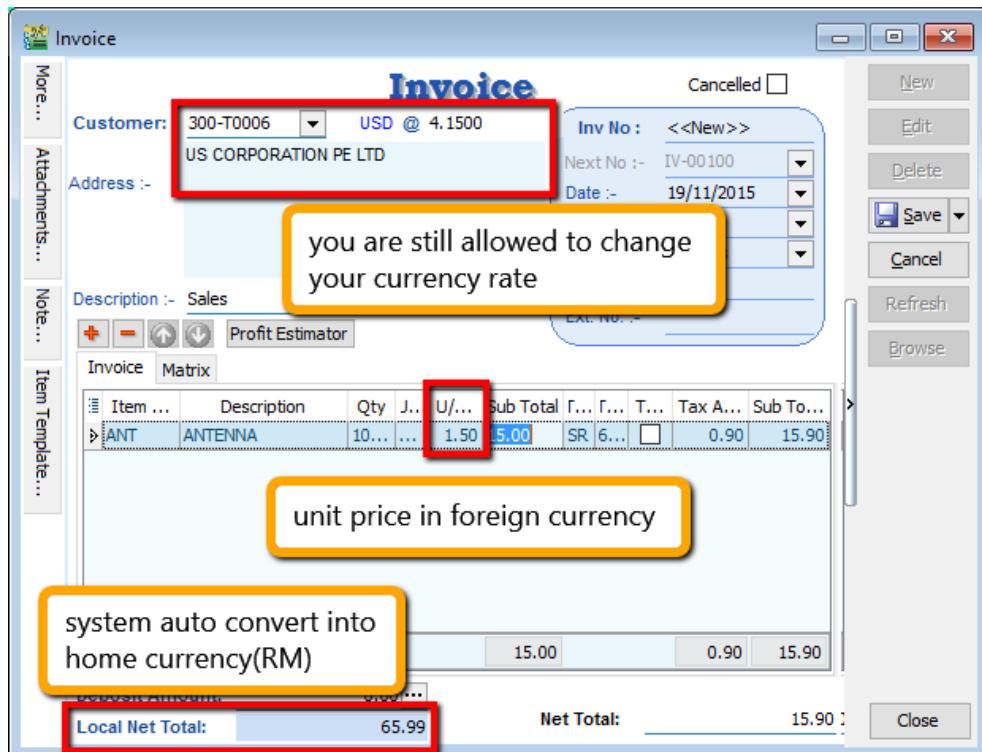
Step 1: Tools | Maintain Currency | New



Step 2: Maintain Customer / Supplier to assign the currency



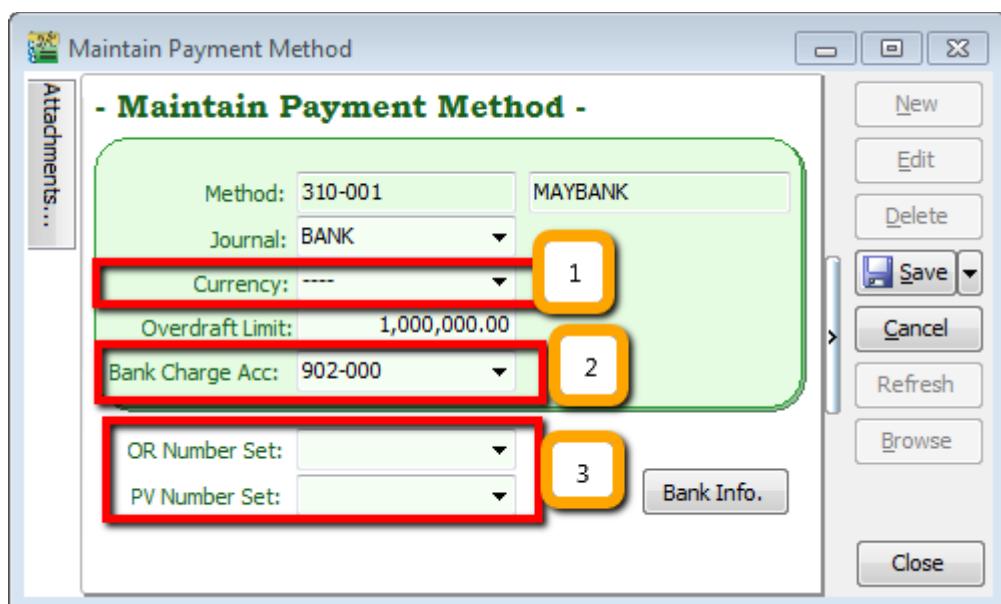
Step 3: Sales document, select the customer, sample as below:



9.7 Maintain Payment Method

Maintain Payment Method allows user to maintain cash and bank account, you cannot create new entries under maintain payment method because its follows the setting of GL | Maintain Chart of Account, you are only able to change some settings in maintain payment method.

Step 1: Tools | Maintain Payment Method | Edit.

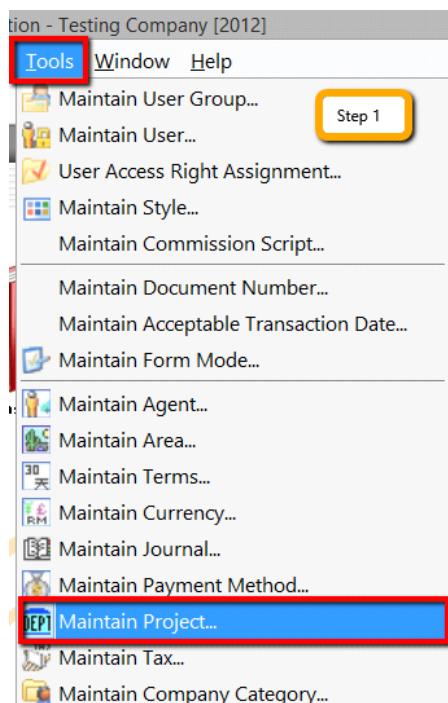


- **Currency** – You can select the currency for the particular payment method, so that the payment method will be in foreign currency payment. (**Requires Advance Currency Module**)
- **Bank Charge Acc** – You can pre-set bank charges account to the payment method accordingly.
- **OR & PV Number Set** – Set default running document number for the particular payment method.

9.8 Maintain Project (Required Project Module)

This module allows the user to maintain the project accounting on a branch or departmental basis, the user can use this module for simple construction business as they get to view Profit and Loss / Balance Sheet by Project.

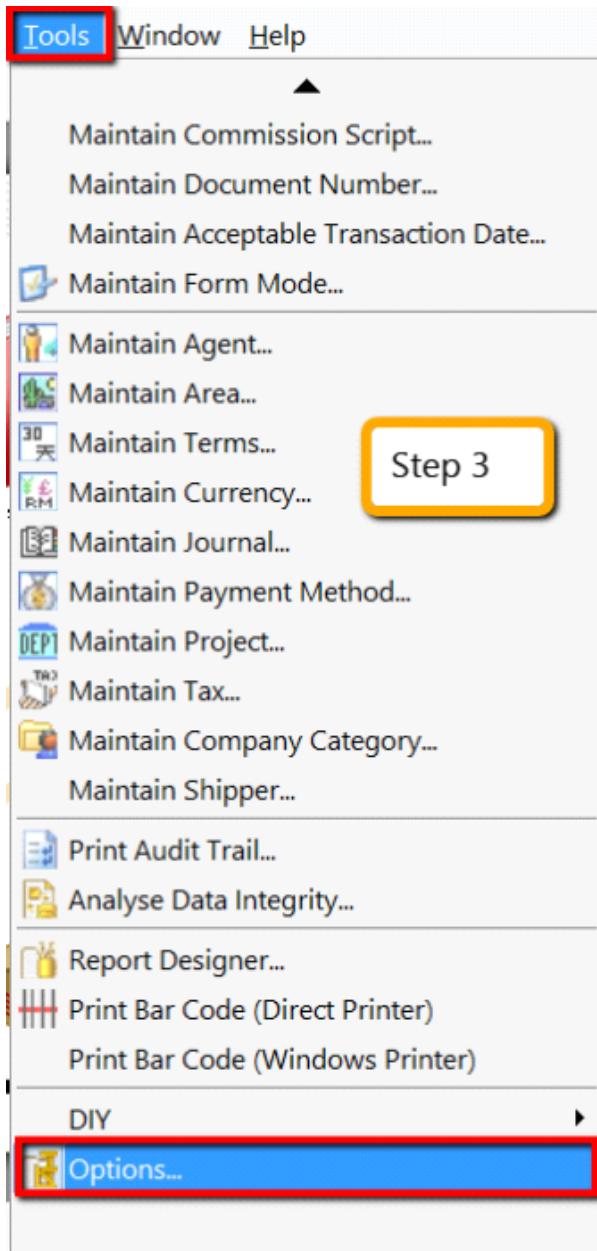
Step 1: Click on **Tools | Maintain Project**.



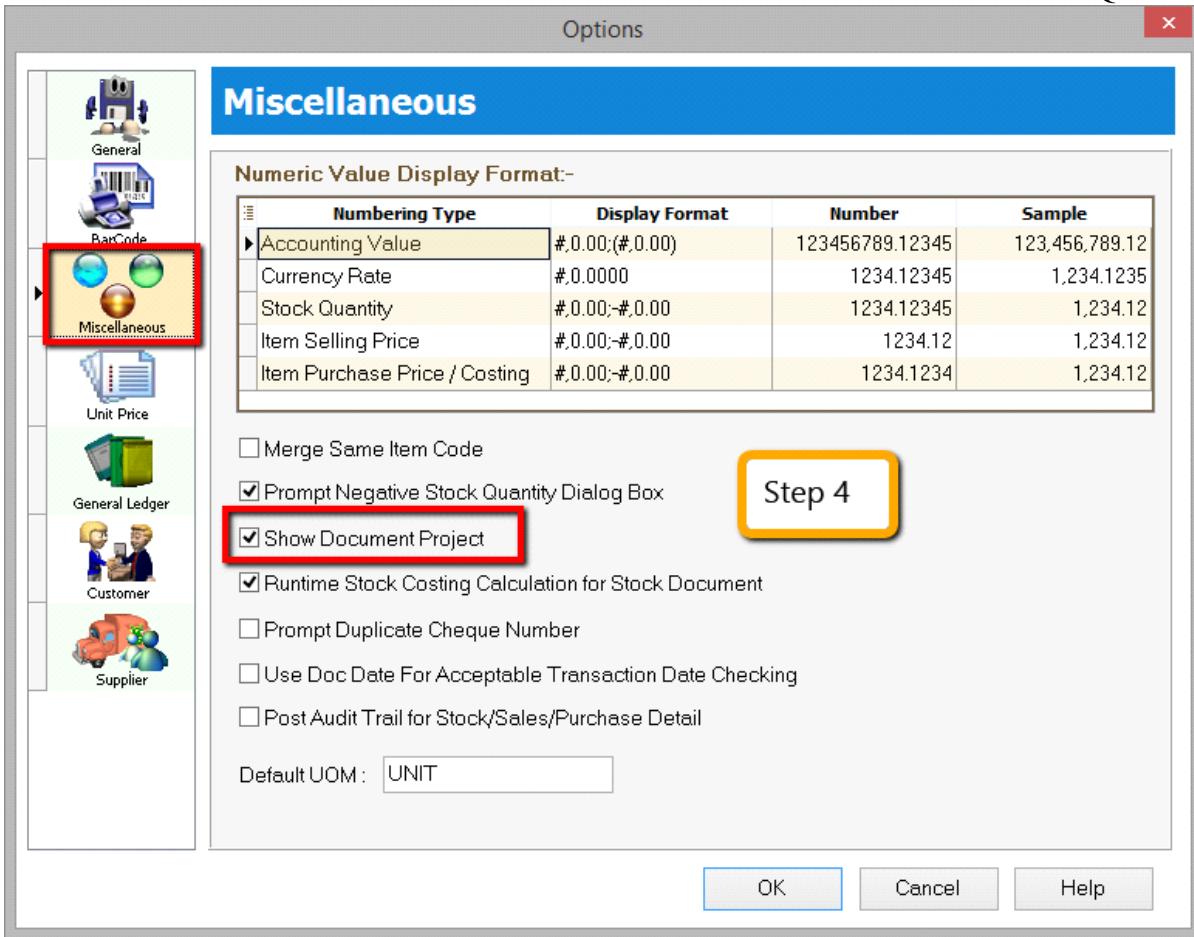
Step 2: Insert **Project Code & Description**. Project Value and Project Cost is not compulsory fields to fill in, if you have filled in then it is for remark purpose.

The screenshot shows the 'Maintain Project' dialog box. It has sections for 'Code' (PJ-PetalingJaya) and 'Description' (PJ-PetalingJaya). There is a checkbox for 'Active' which is checked. Below these are two input fields: 'Project Value' containing '1,000,000.00' and 'Project Cost' containing '500,000.00'. These fields are highlighted with a red box and labeled 'Step 2'. To the right of the dialog are standard buttons: New, Edit, Delete, Save, Cancel, Refresh, and Close. A callout box at the bottom left states: 'Project Value and Project Cost is just for remark purpose only, it's won't bring any impact for reporting and transaction.'

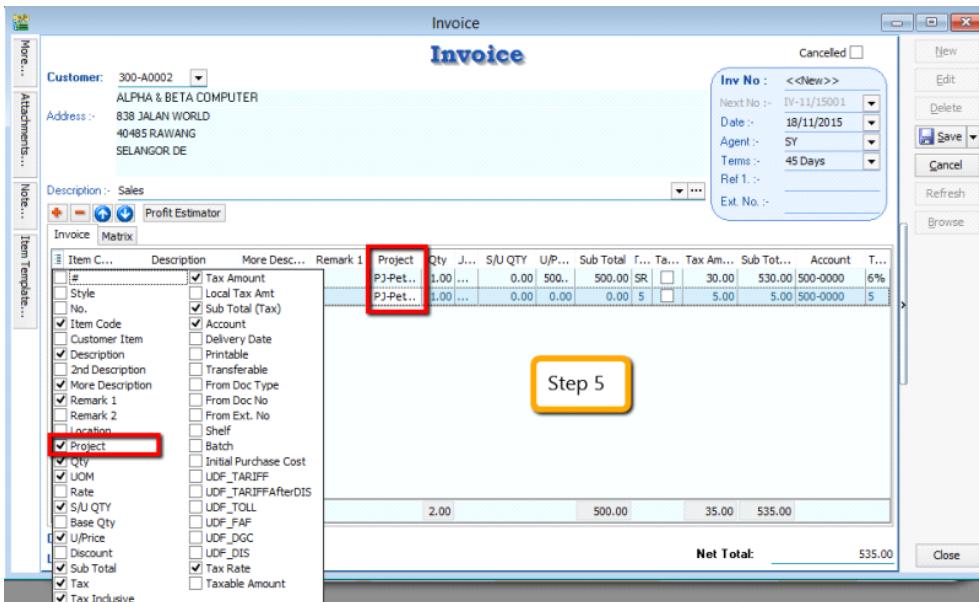
Step 3: Click on **Tools | Options**.



Step 4: Then look for **Miscellaneous** | Make sure the option “**Show Document Project**” is ticked.



Step 5: During sales and purchase transactions, make sure you can the project column, then update accordingly.



When keying-in a transaction, some users will ask why is there a project at item detail and another beside the Customer | More tab?

What is the difference between More | Project |(Document Project) and Item Detail | Project (Item Project)?

More...

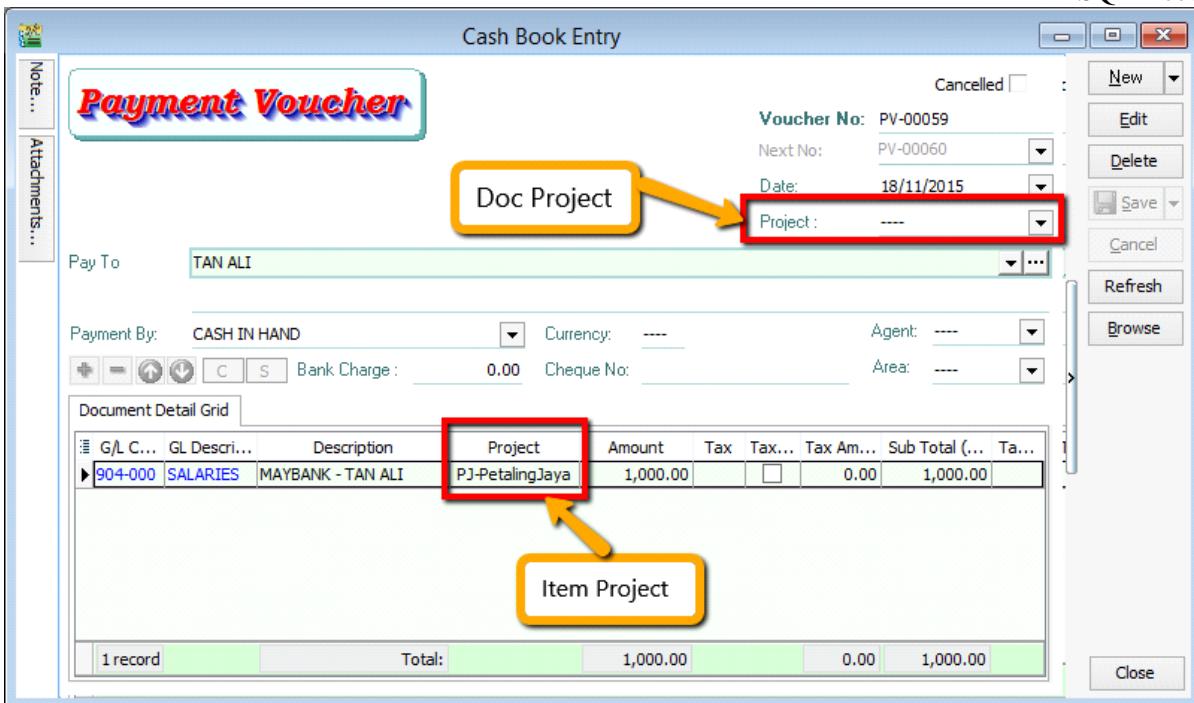
Project PJ-PetalingJaya

| Area | Code | Descr |
|-----------|-----------------|-----------------|
| Validity | ---- | NON-PROJECT |
| D/Term | A | A |
| CC | B | B |
| Ref 2 | P12W1 | WEEK 1 |
| Ref 3 | P12W2 | WEEK 2 |
| Ref 4 | P12W3 | WEEK 3 |
| Country | P12W4 | WEEK 4 |
| Branch | P12W5 | WEEK 5 |
| Delivery | P13W1 | WEEK 1 |
| Address | P13W2 | WEEK 2 |
| Attention | P13W3 | WEEK 3 |
| Phone | P13W4 | WEEK 4 |
| Fax | P13W5 | WEEK 5 |
| BILLING | PJ-PetalingJaya | PJ-PetalingJaya |
| Attention | | |
| Phone | | |
| Fax | | |
| Shinner | | |

Profit Estimator

Invoice Matrix

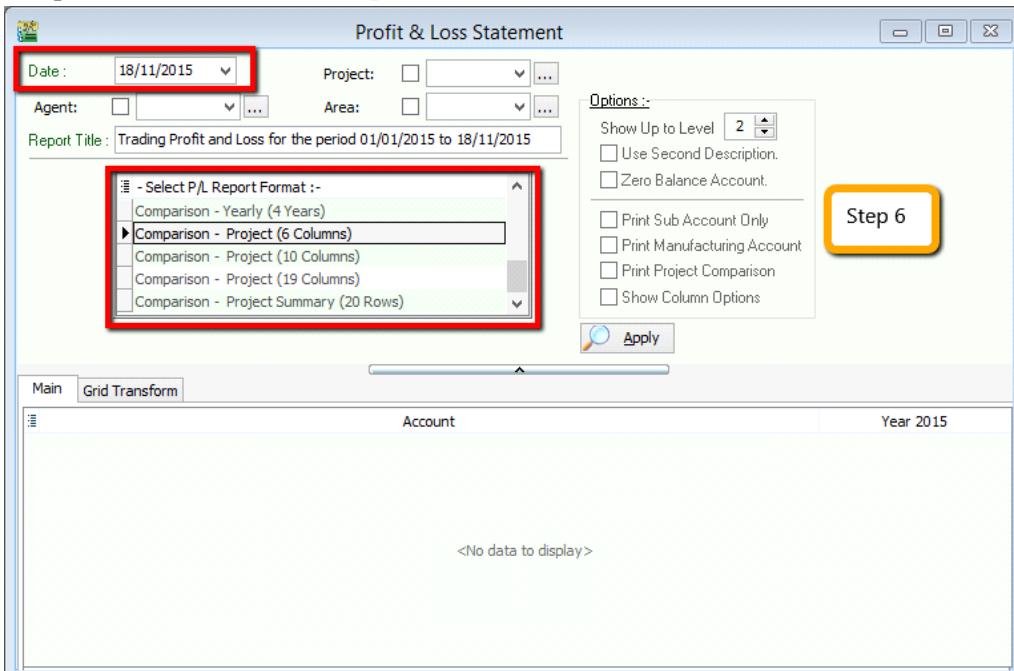
| Item C... | Description | More Desc... | Remark | Project | Qty | J... | S/U QTY | U/P... |
|-------------|-----------------|--------------|--------|----------|------|------|---------|--------|
| E-A1018s | ERICSSON A1018s | | | PJ-Pet.. | 1.00 | ... | 0.00 | 500.. |
| » JMAST-... | JMAST-BLCK-L | | | PJ-Pet.. | 1.00 | ... | 0.00 | 0.00 |



The project feature is also available for GL | Cash Book Entry.

After updating the document with project, how to view report with project and compare by project? For example: GL | Print Profit & Loss Statement.

Step 6: Filter by the date that you want to view for the P&L report, then if you want to perform a project-to-project comparison then choose “**Comparison – Project (6 columns)**”

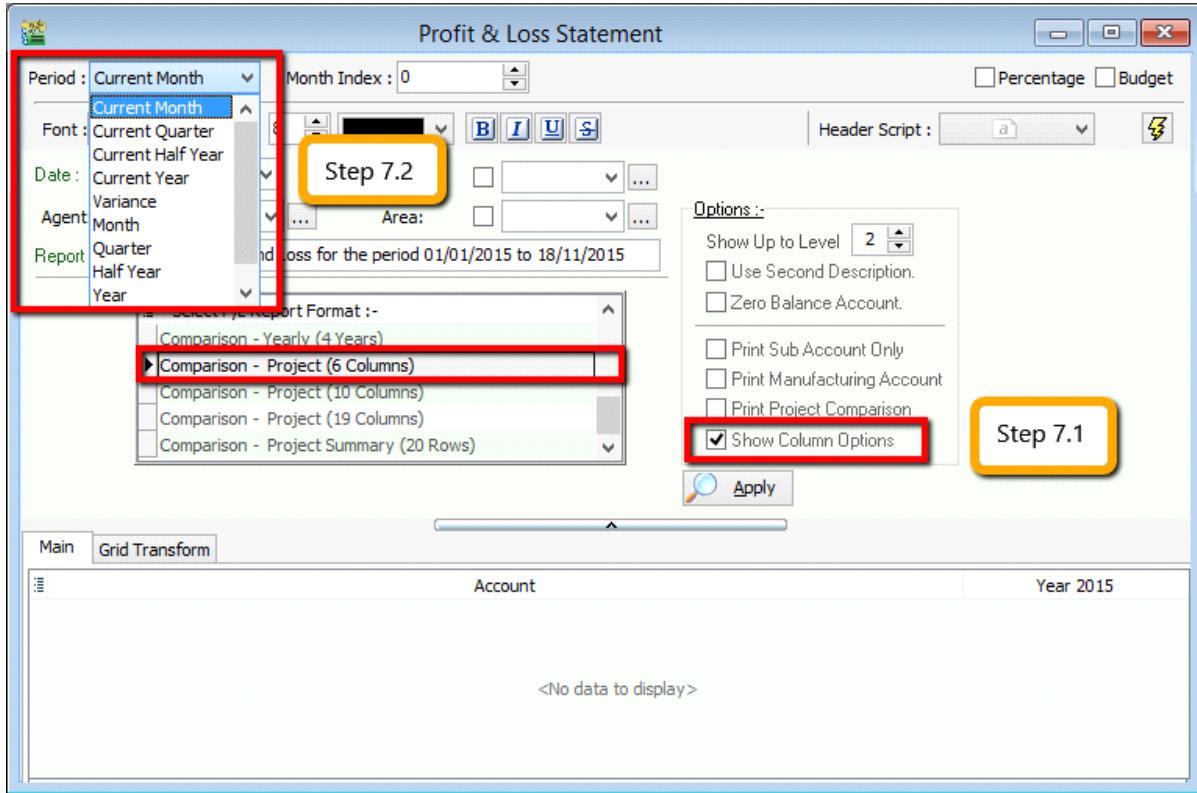


**6 Columns = up to 6 projects
10 Columns = up to 10 projects
19 Columns = up to 19 projects.**

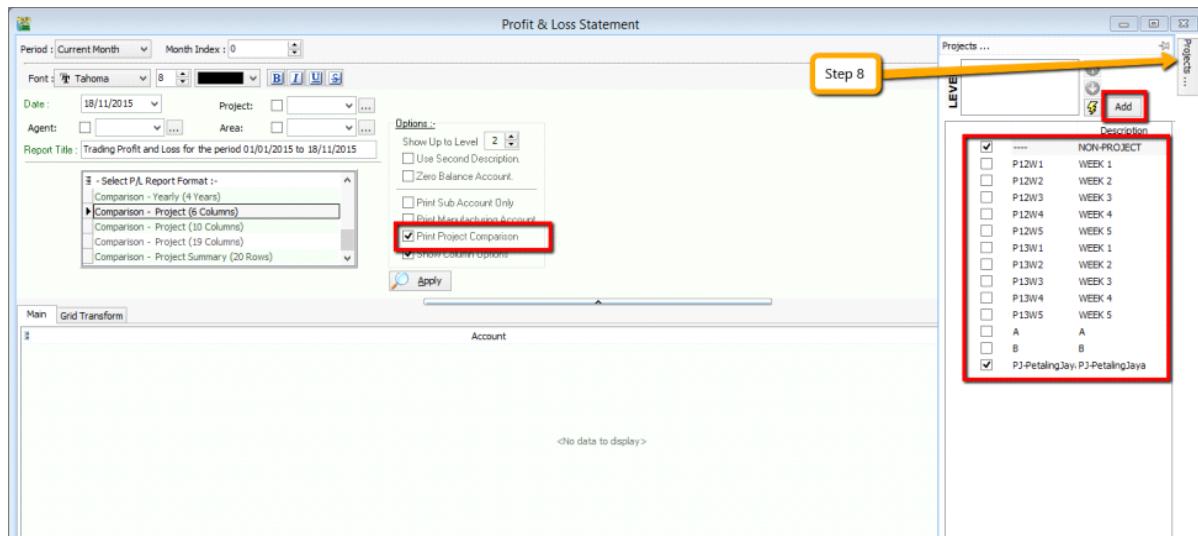
Step 7:

Step 7.1: After selecting the report that you need, make sure to tick the “Show Column Options”, then the top of the report will show column options.

Step 7.2: You may change the period that you want to view, e.g. by default it will be “Current Month”. If you want to view the whole year figures, then you have to change to “Current Year”.



Step 8: After changing the column options, you have to **tick the “Print Project Comparison”**, then the project tab will appear on the **right hand site**, you can select which project that you want to view then click on **Add**.



Step 9: Click on **Apply** and you will see the result. The P&L report will compare each project that you select.

The screenshot shows the 'Profit & Loss Statement' window. In the 'Options' section, the 'Comparison - Project (6 Columns)' option is selected. A yellow arrow points from the text 'Step 9' to the 'Apply' button, which is highlighted with a red box.

| Account | Project Total | Project Total (%) | Year 2015 | ---- | PJ-PetalingJaya |
|---------------------------|---------------|-------------------|------------|------|-----------------|
| SALES | 0.00 | 0.00 | 5.00 | 0.00 | 0.00 |
| SALES-HANDPHONES | 50,000.00 | 100.00 | 51,099.99 | 0.00 | 50,000.00 |
| SALES-ACCESSORIES | 0.00 | 0.00 | 109,684.21 | 0.00 | 0.00 |
| SALES-PREPARED | 0.00 | 0.00 | 990.57 | 0.00 | 0.00 |
| | 50,000.00 | 100.00 | 161,779.77 | 0.00 | 50,000.00 |
| SALES ADJUSTMENT | 0.00 | 0.00 | (2,000.00) | 0.00 | 0.00 |
| RETURN INWARDS-HANDPHONES | 0.00 | 0.00 | (2,000.00) | 0.00 | 0.00 |
| NET SALES | 50,000.00 | 100.00 | 159,779.77 | 0.00 | 50,000.00 |
| COST OF GOODS SOLD | | | | | |

9.9 5 Cents Rounding

We can pre-set the system to automatically round your invoice or cash sales amounts to the nearest 5 cents.

http://www.sql.com.my/video/sqlacc_tutorial/09-15_Activate_5_Cents_Rounding.mp4

Step 1: Tools | Options | Customer

Step 2: Tick 5 Cents Rounding for Sales Invoice/ Cash Sales

The screenshot shows the 'Customer' options dialog box. On the left, there is a sidebar with icons for General, BarCode, Miscellaneous, Unit Price, General Ledger, and Customer. The 'Customer' icon is highlighted with a red box. The main area shows customer settings like Default Control Account (300-000), Default Output Tax (SR), and Default Credit Terms (30 Days). Under 'Customer Account Code Format', it shows Company Name (ABC COMPANY) and Format (%.3s-%.1s%.4d). Under 'Default Customer Aging Format', there is a dropdown menu. At the bottom, there are several checkboxes:

- Use Cash Sales No. for Payment Received
- One Cent Different Rounding (Local Currency Fields) for all AR/SL Documents (Recommended)
- 5 Cents Rounding (Sales Invoice) (highlighted with a red box)
- 5 Cents Rounding (Cash Sales) (highlighted with a red box)

At the bottom right are OK, Cancel, and Help buttons.

Invoice

Invoice

| Item Code | Description | Project | Qty | UOM | U/Price | Discount | Sub Total | Tax | Tax ... | Tax Amount | Sub Total (T...) | From Doc No |
|-----------|------------------|---------|--------|------|---------|----------|-----------|-----|--------------------------|------------|------------------|-------------|
| ANT | ANTENNA | ---- | 100.00 | UNIT | 2.50 | | 236.00 | SR | <input type="checkbox"/> | 14.16 | 250.16 | |
| RTNSCents | 5 Cents Rounding | ---- | 1.00 | UNIT | -0.01 | | (0.01) | | <input type="checkbox"/> | 0.00 | (0.01) | |

2 records 101.00 235.99 14.16 250.15

Deposit Amount: 0.00 Local Net Total: 250.15 Net Total: 250.15

New Edit Delete Save Cancel Refresh Browse