SQL Account User Manual

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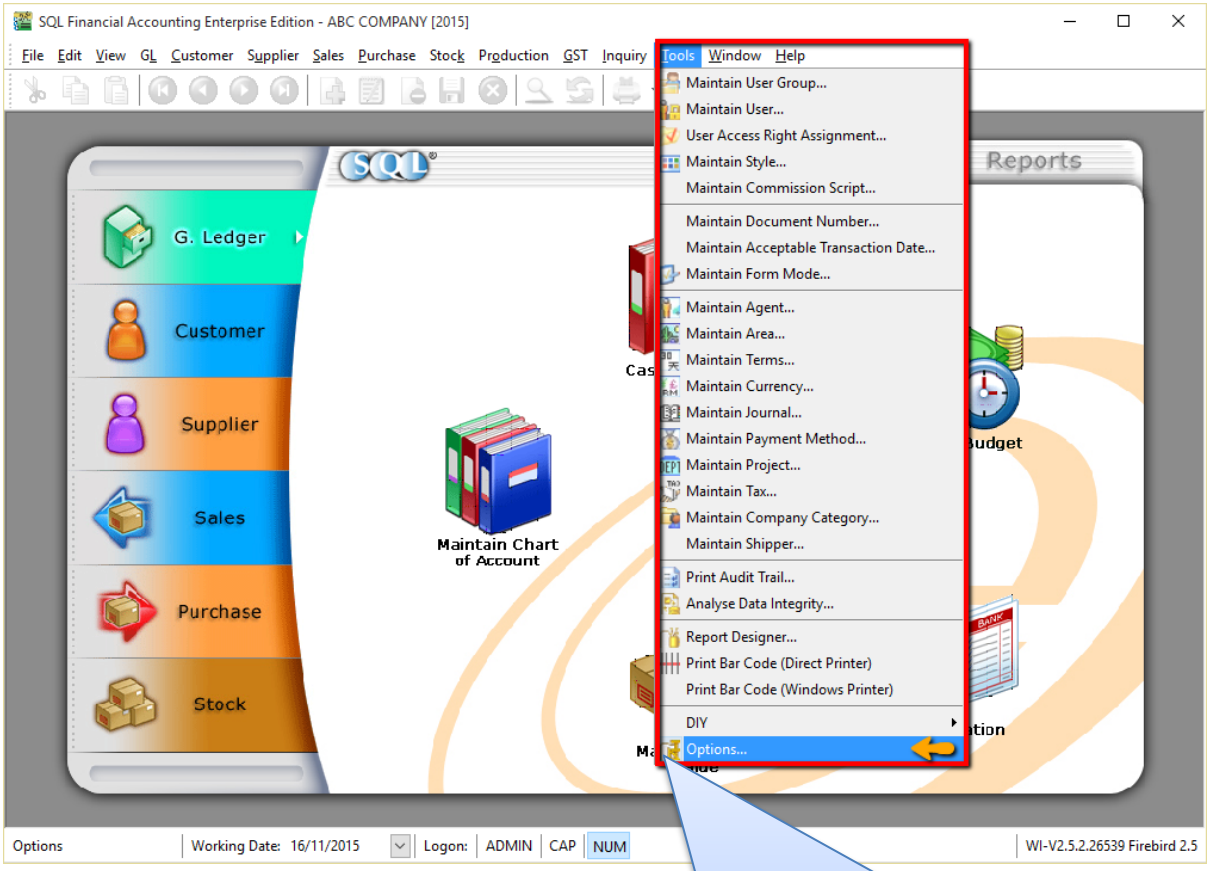
1 Getting Started SQL Account System

1.1 How to set Financial Period & System Conversion Date

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

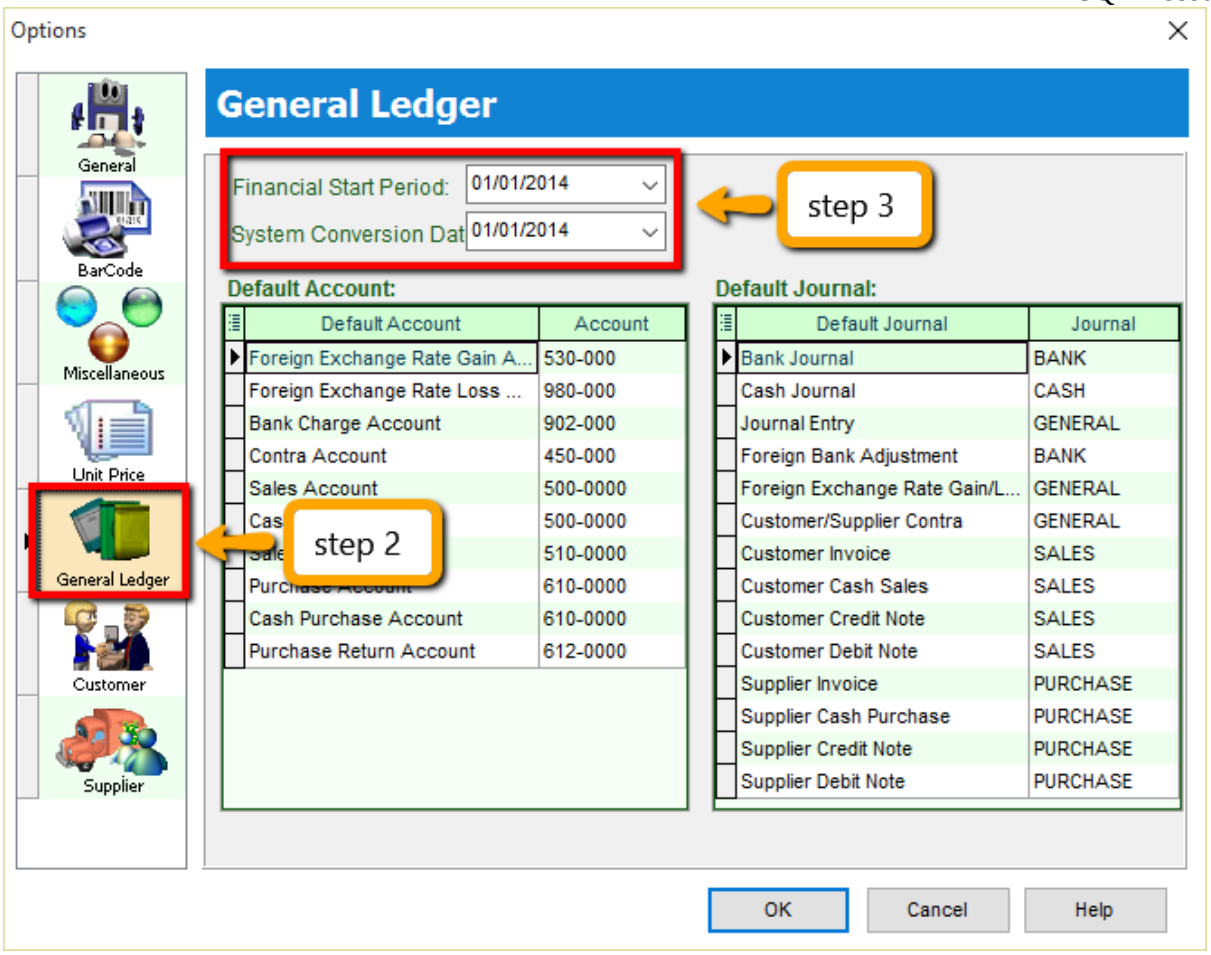
Step 1: **Tools | Options**



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**



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

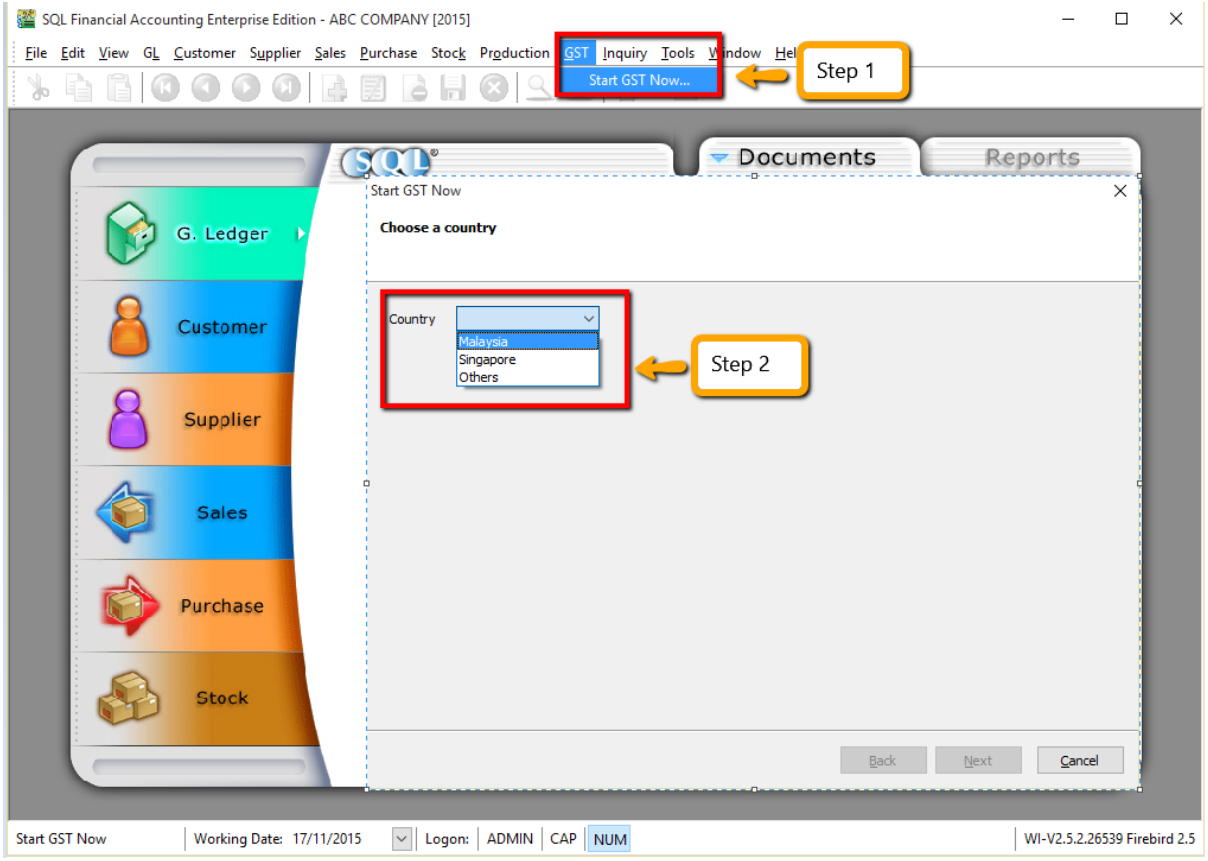
1.2 Starting GST

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

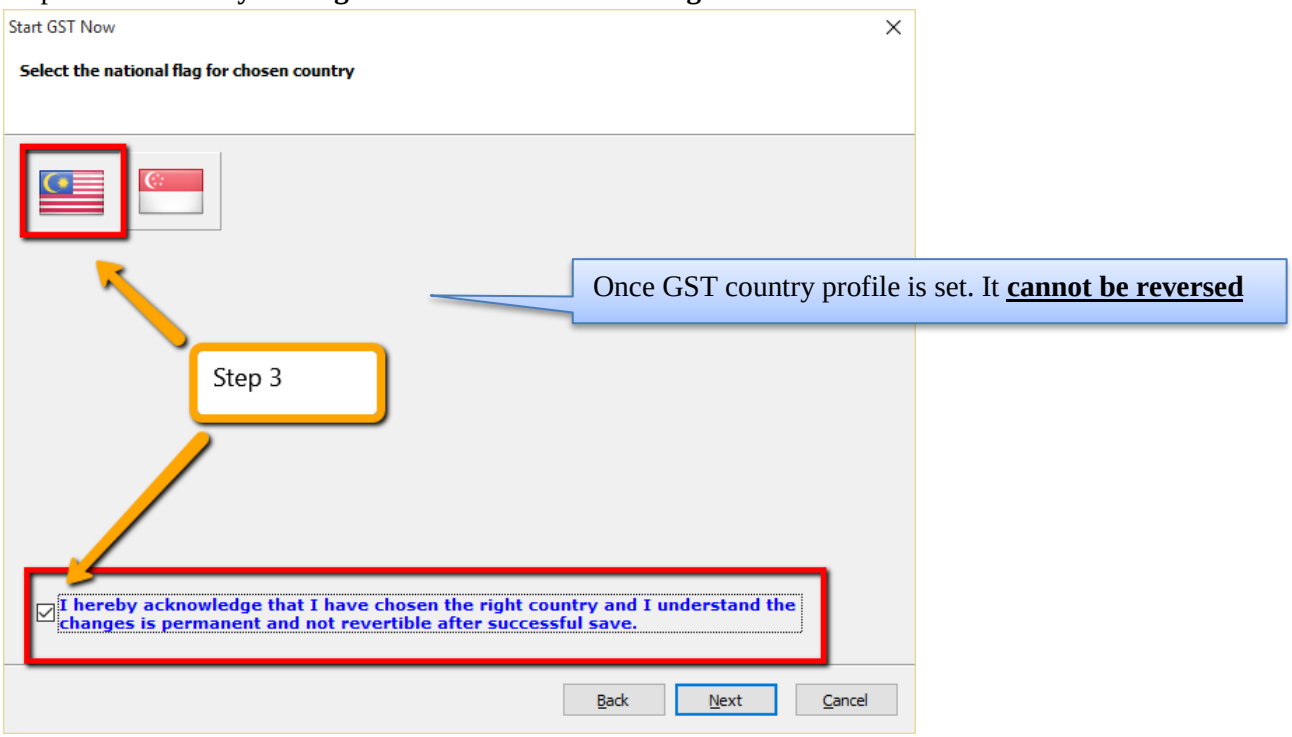
This is to initiate setup of the GST Malaysia Module in SQL Accounting System.

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

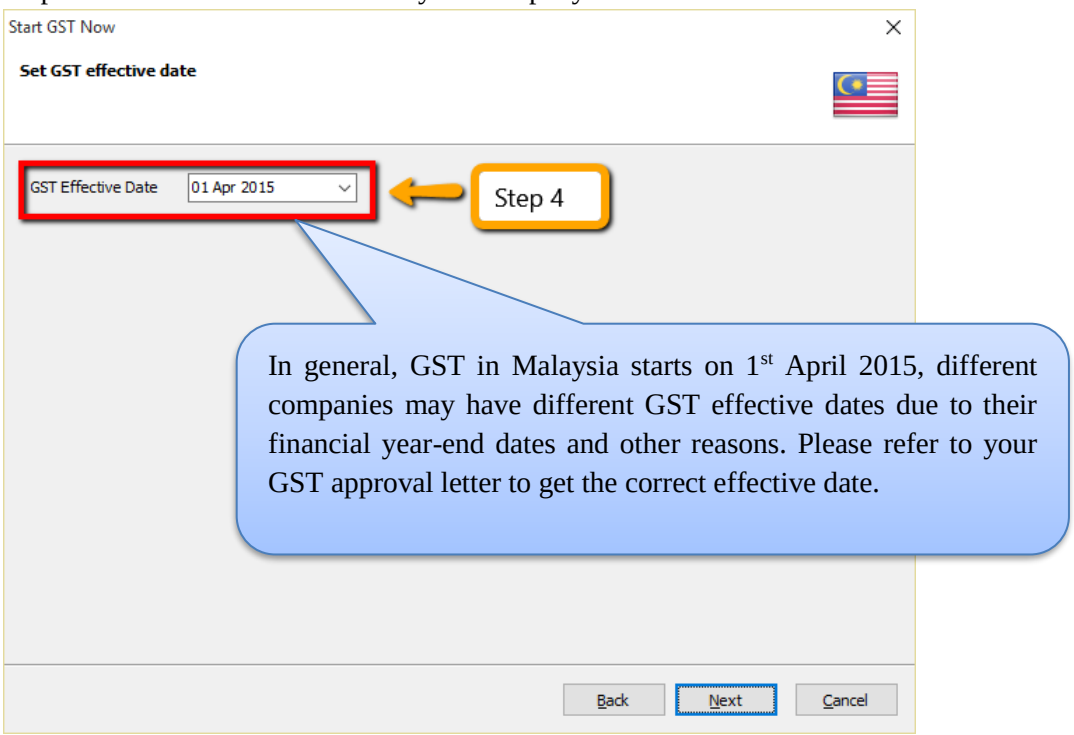
Step 2: Select **Malaysia**



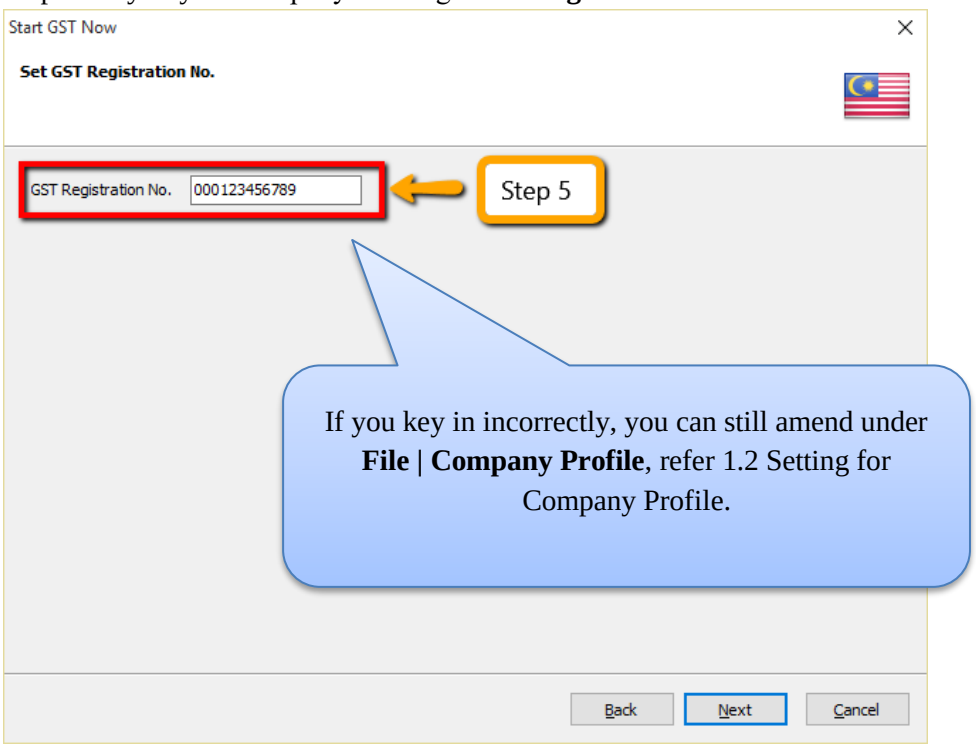
Step 3: Select **Malaysia Flag** and **checked on acknowledgement**



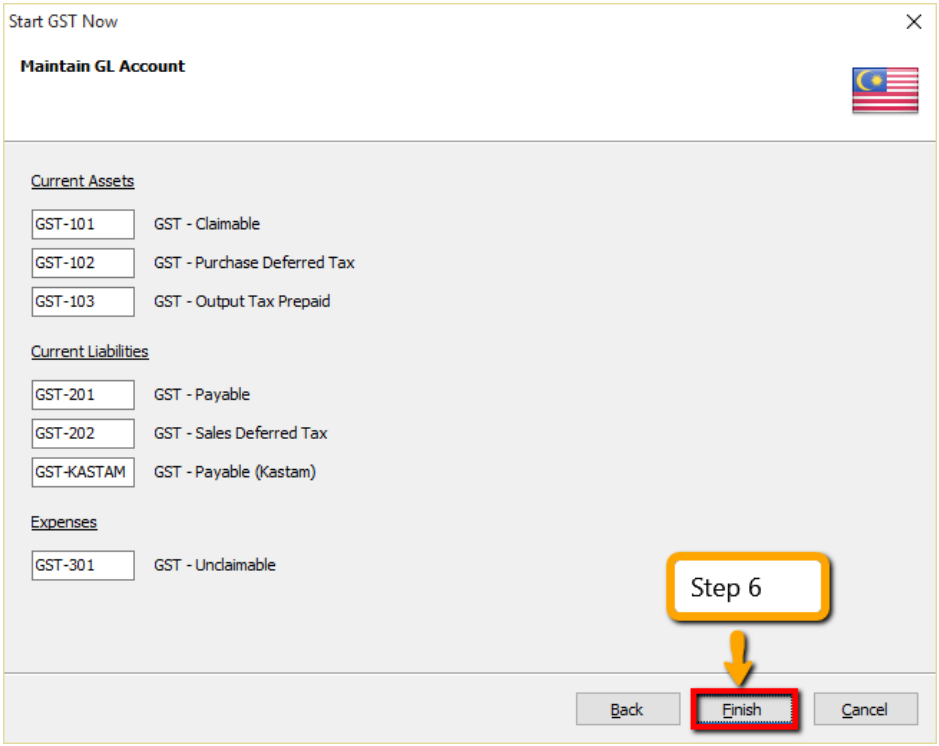
Step 4: Set **GST effective date** for your company



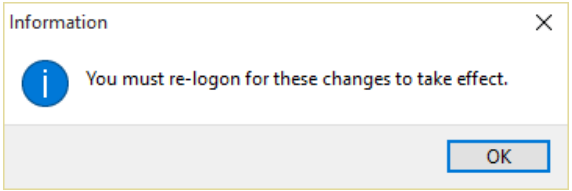
Step 5: Key in your company's 12 digit **GST registration number**.



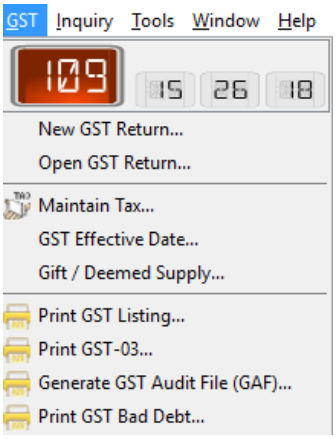
Step 6: Select **Finish**



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

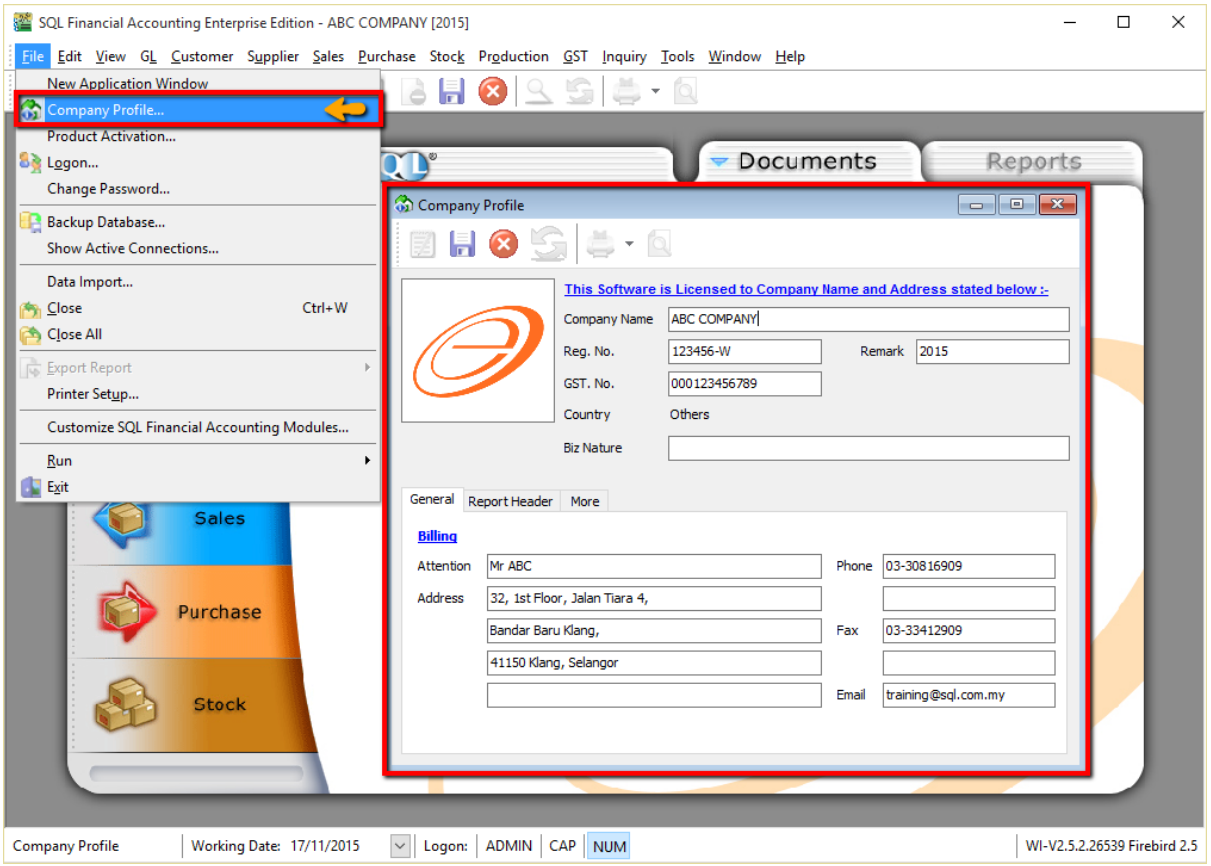


Step 8: After logging in again, you should see a new drop down list with GST functions, the GST setup is now complete.

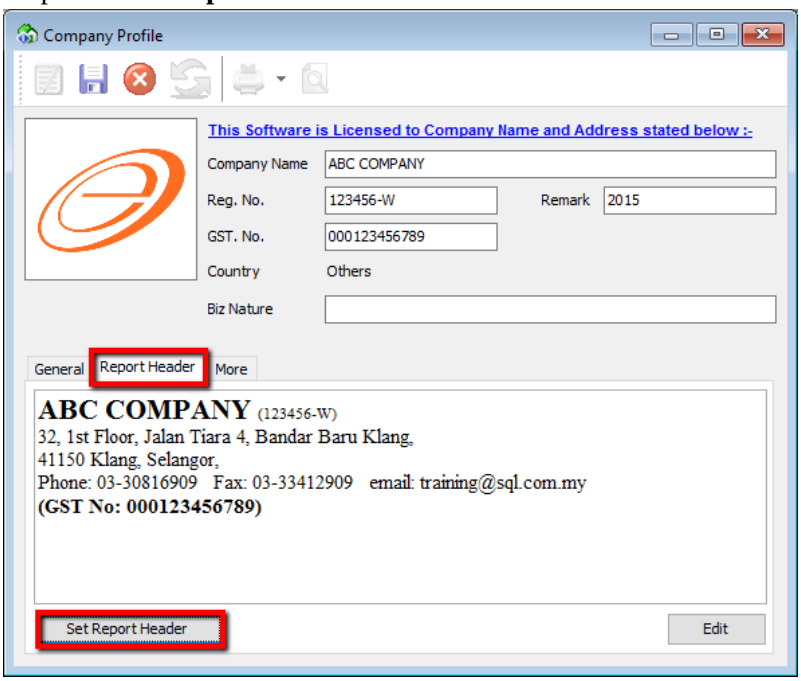


1.3 Setting of Company Profile

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

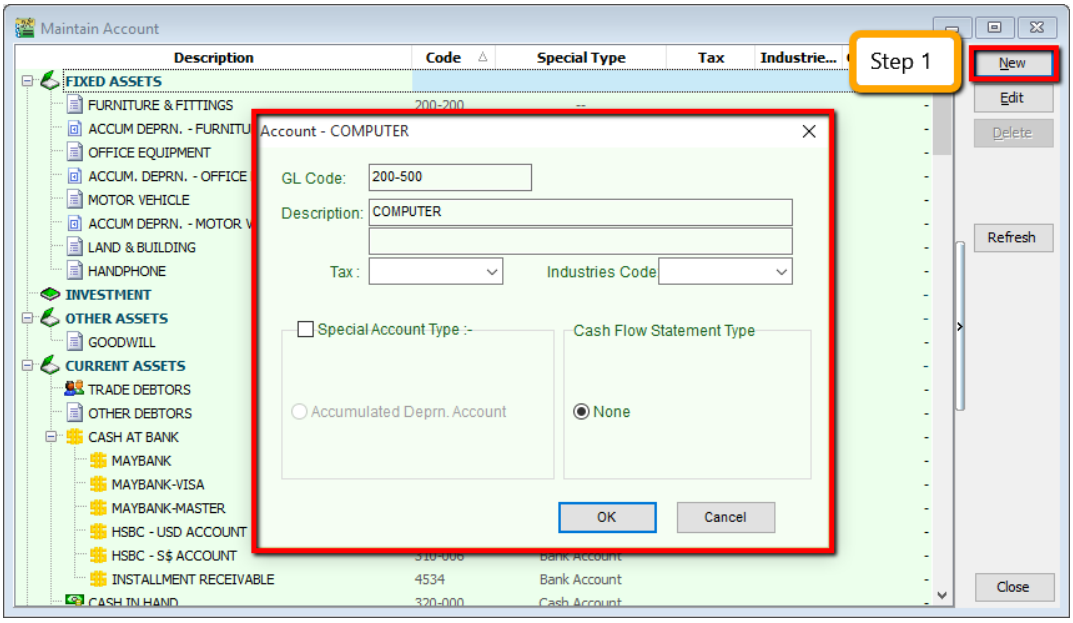
2.1.1 Creating a New Account

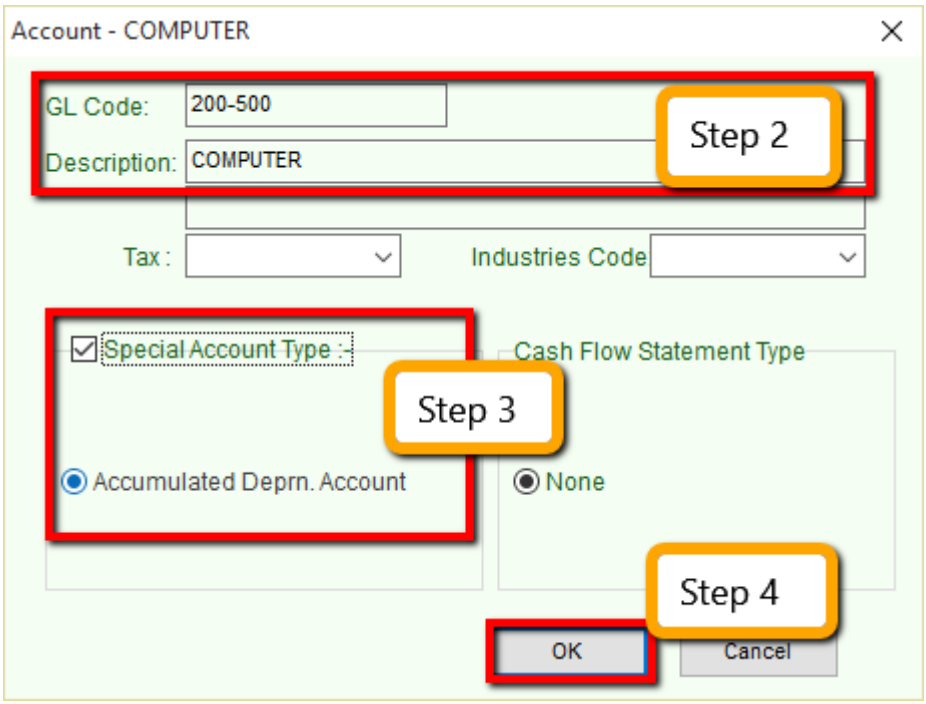
Step 1: Select **GL | Maintain Account | Select category (e.g. Fixed Assets) | New**

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.

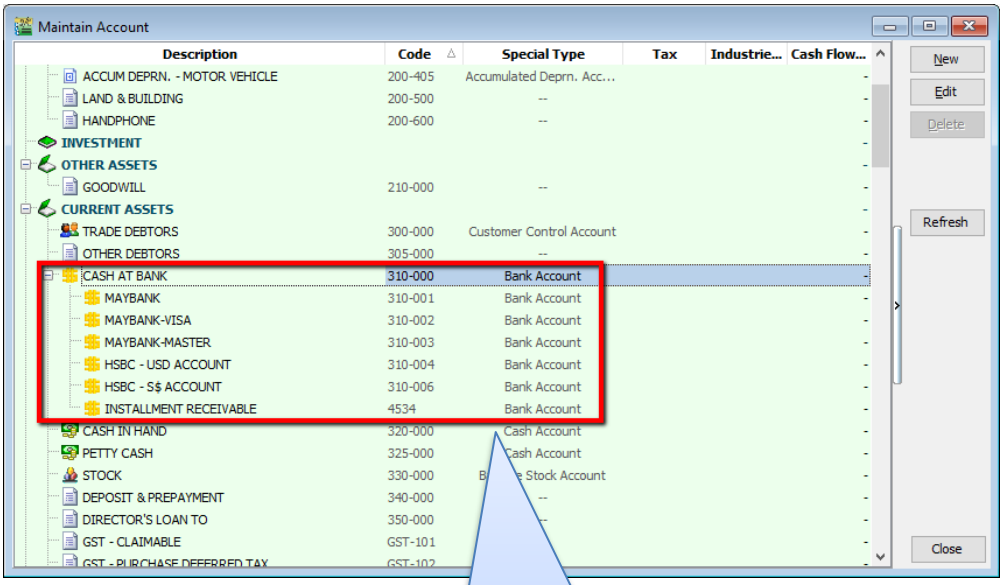




2.1.2 Creating a Sub Account

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**



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

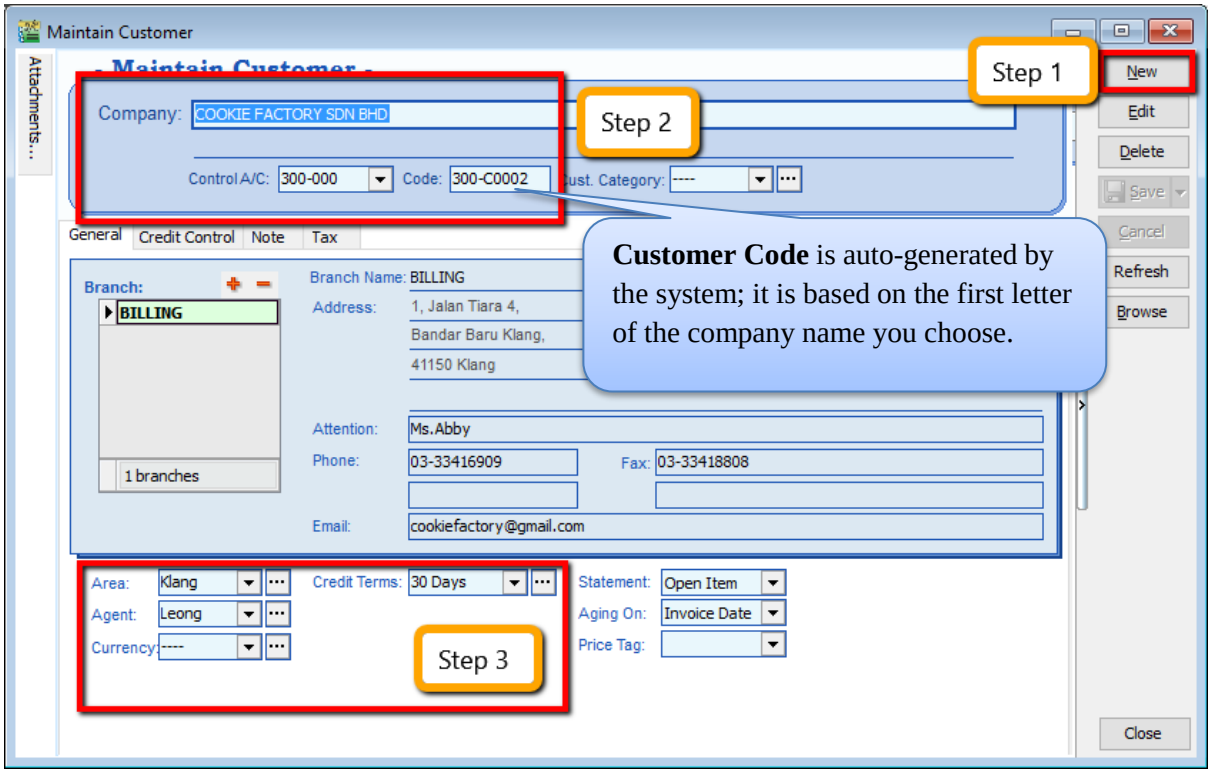
Brought Forward: Summary Statement

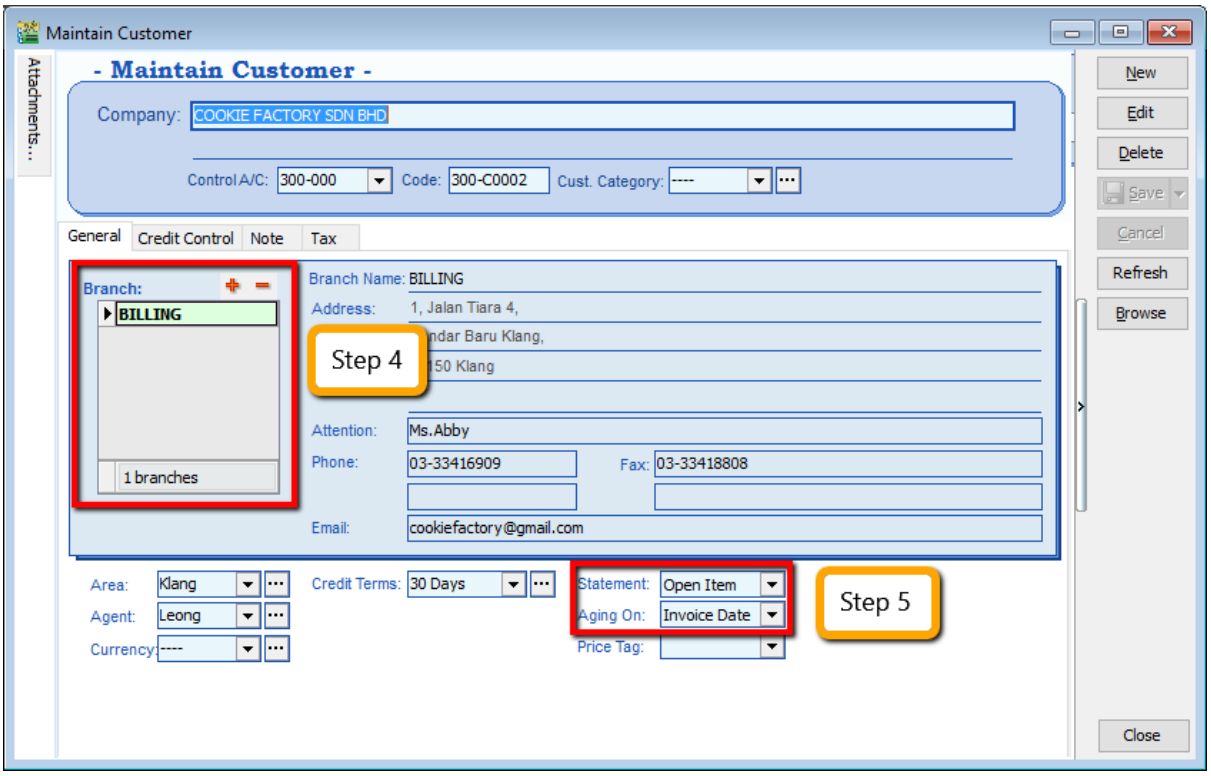
Open Item: Detail Statement

Customer Aging

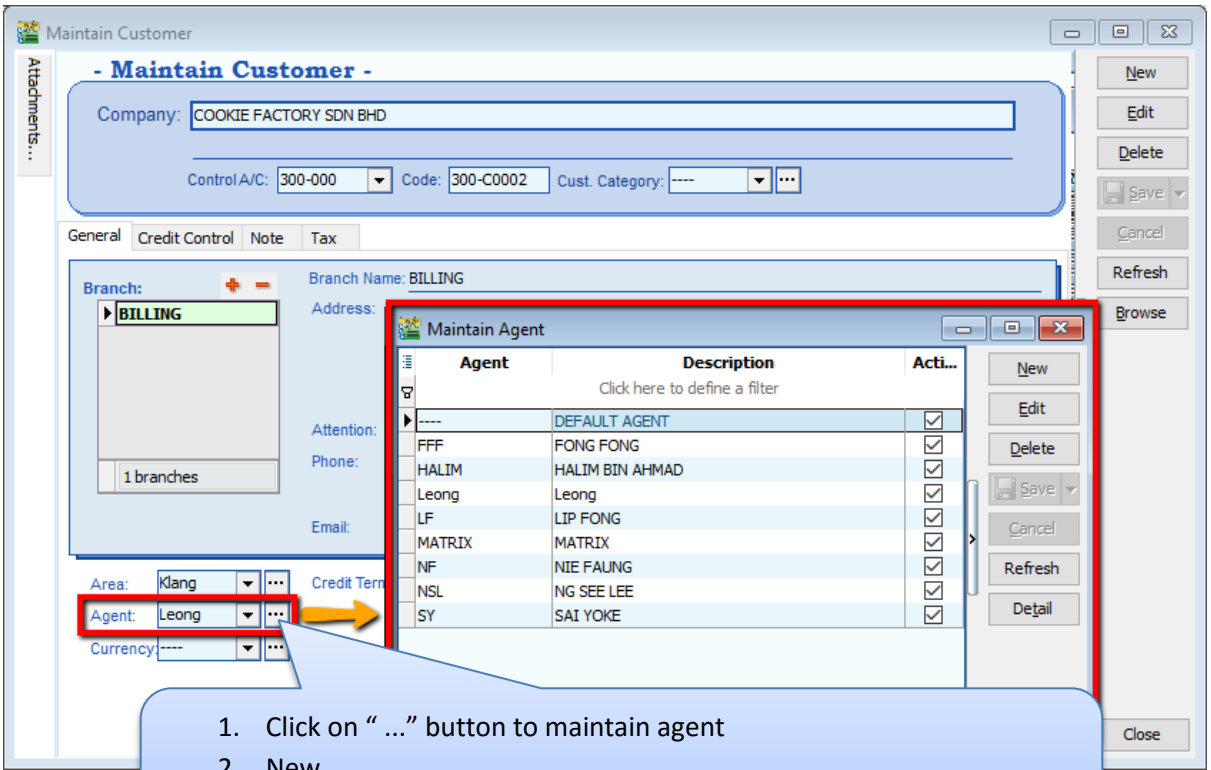
Invoice Date: based on IV Date

Due Date: Based on after due date (terms)



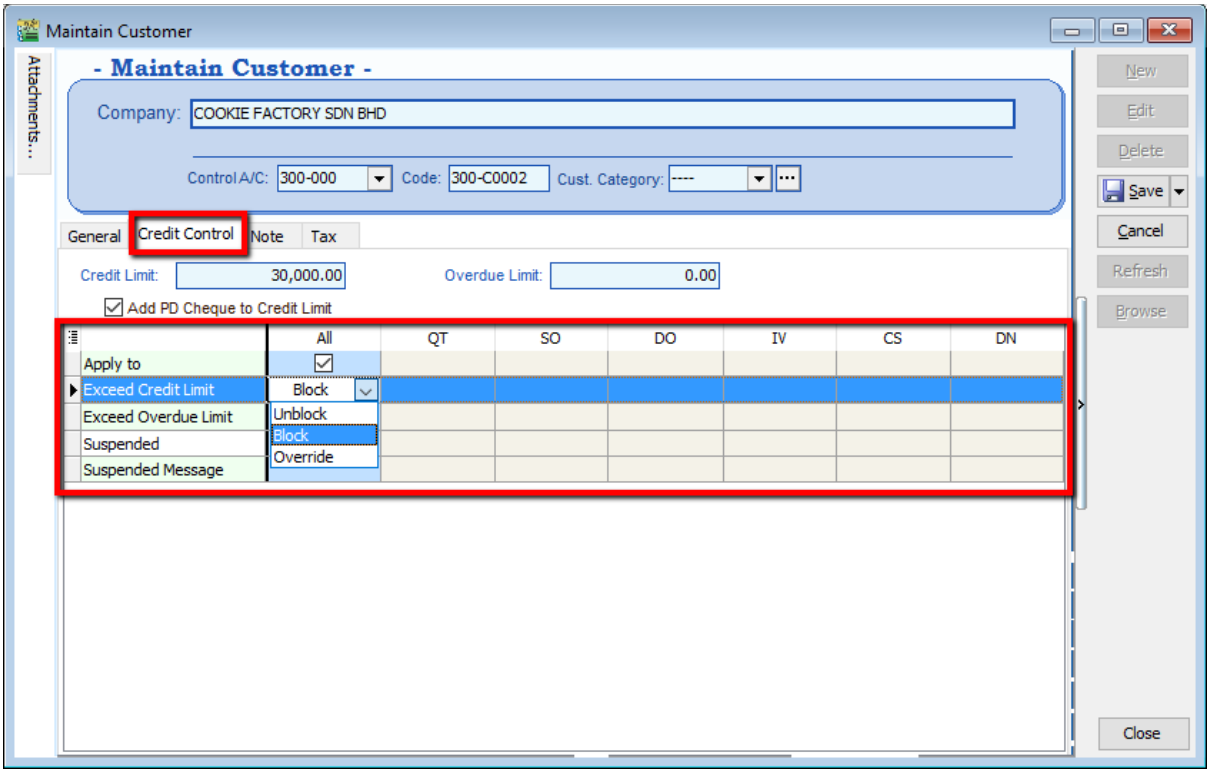


For step 3, how do you create your new agent/ area? Refer to the step below:



1. Click on " ..." button to maintain agent
2. New
3. Insert Code & Description

2.2.2 Advance Credit Control (*Pro Package Inclusive)

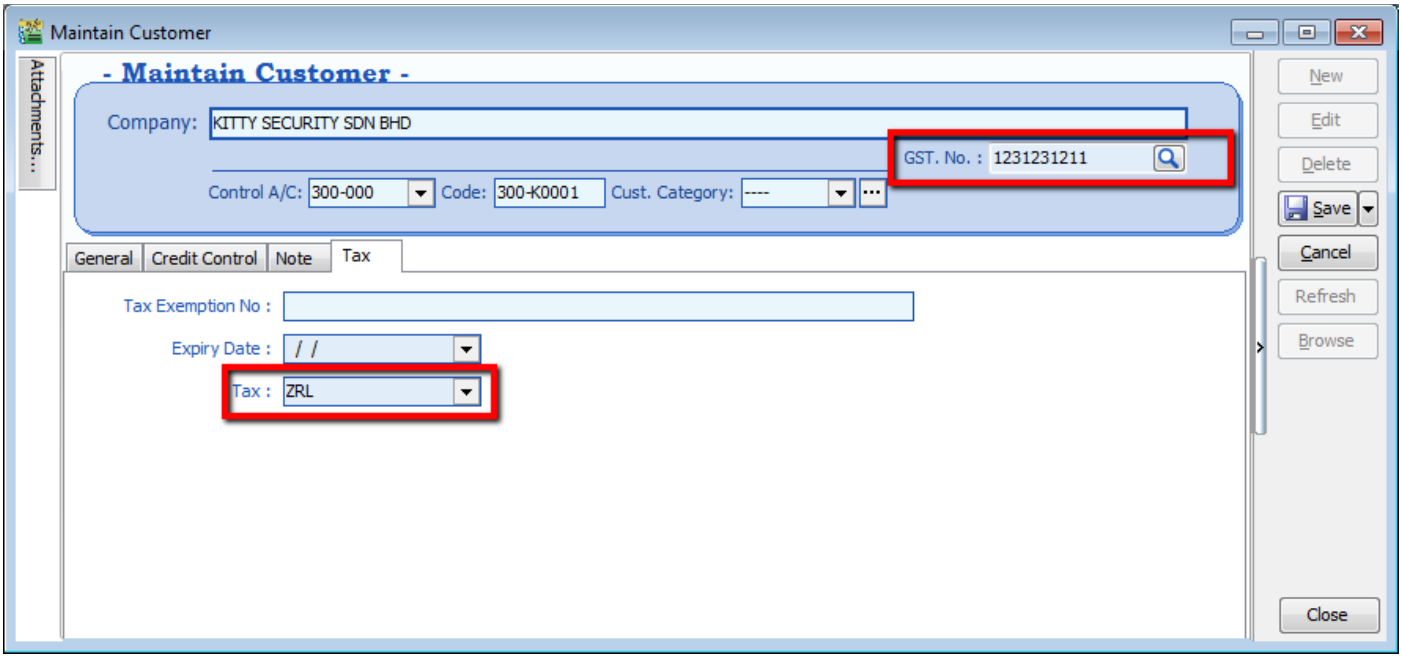


You can set the credit limit and overdue limit amounts as well as blocking a certain transaction entry for specific customers. What does the document include and for the following documents: Quotation(QT), Sales Order(SO), Delivery Order(DO), Invoice (IV), Cash Sales (CS) and Debit Note(DN)

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**

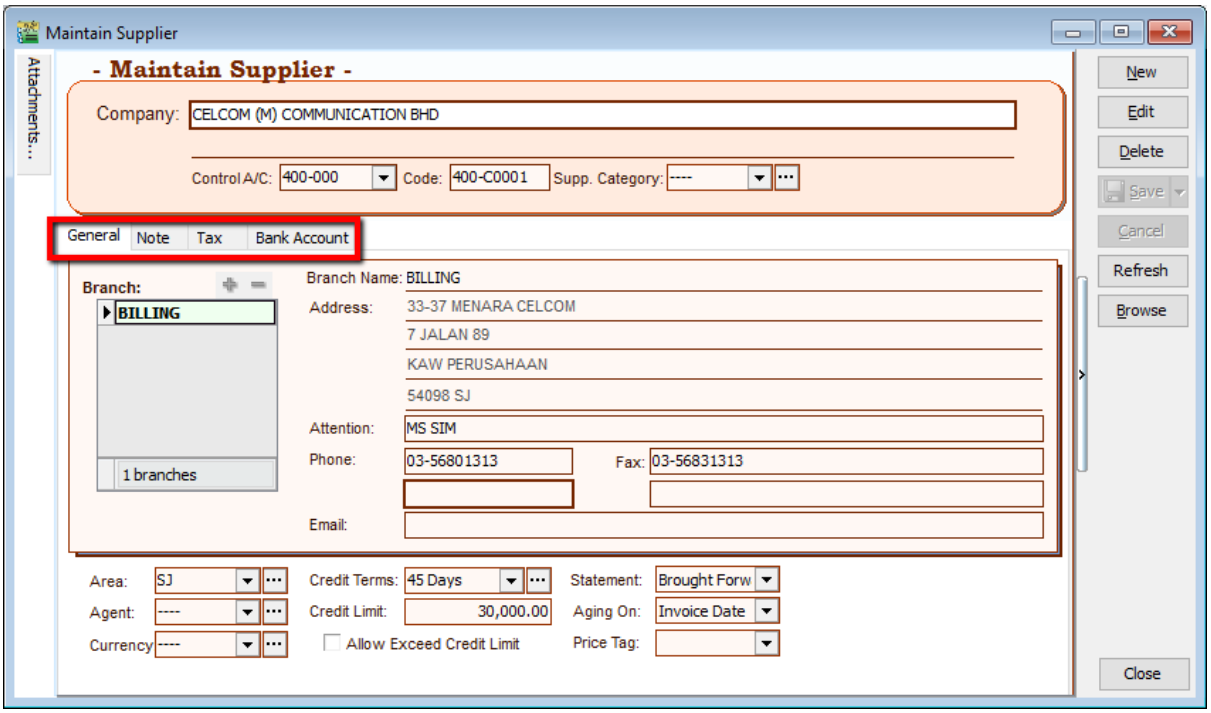
2.2.3 Tax



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



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

Additional features: GIRO (beta version)

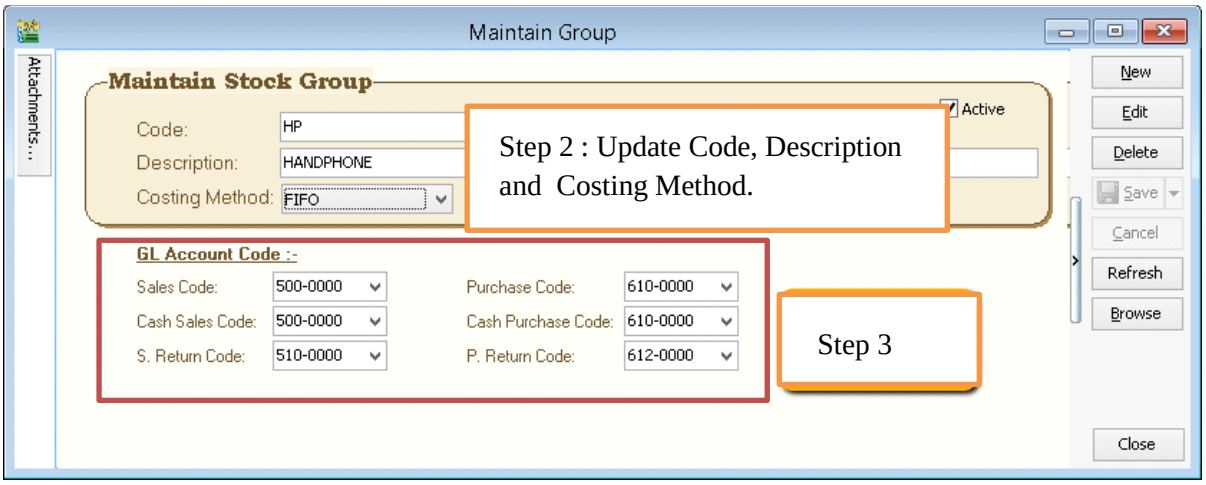
http://www.sql.com.my/document/sqlacc_docs/PDF/13-05-GIRO_SupplierPayment.pdf

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**



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.

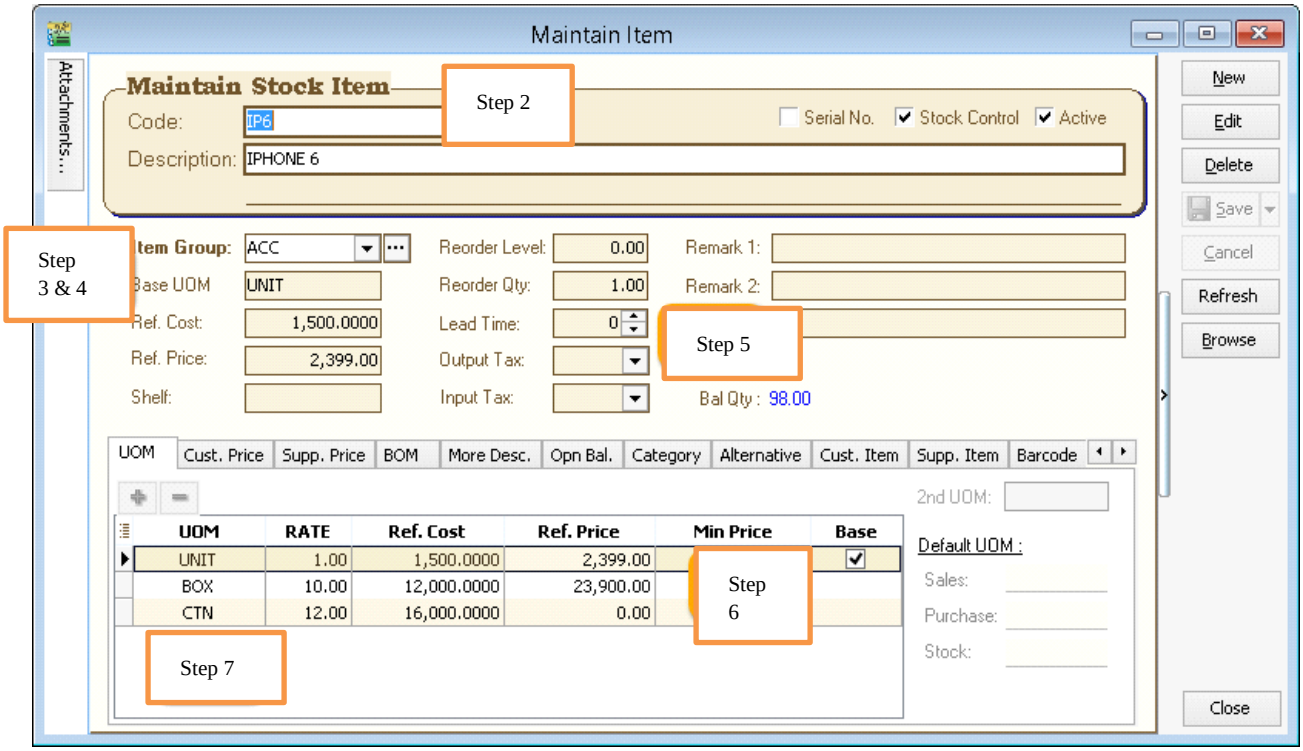
In this case, you can create a different stock group for a different costing method, to apply on a different item code.

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.**



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.

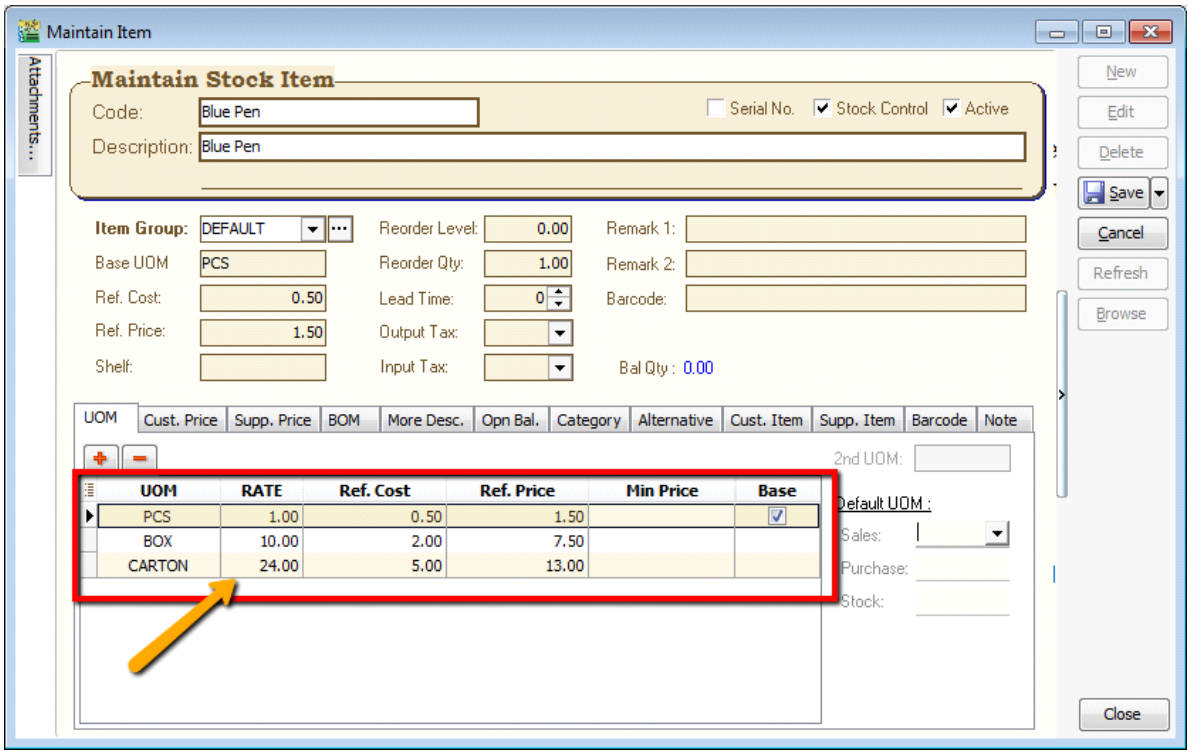
Reorder Level = When stock balance drops to a certain level, system will be able to prompt you to re-order your stock
Reorder Qty = The quantity you wish to reorder when you print reorder advice report
Lead Time = The number of days required for your stock item to arrive.
Output Tax = Default output 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 haves different packaging, I can sell by *pcs*, by *box* or by *carton*. Now, I can pre-set them this way:



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

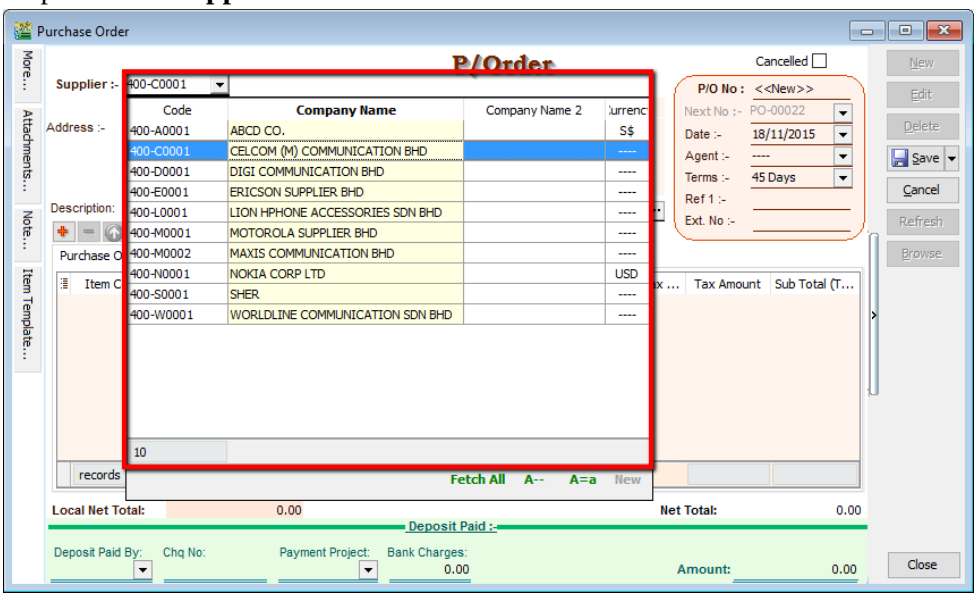
Base Rate = PCS = 1
Box = 10 PCS
Carton = 24 PCS

3 Sales & Purchase

3.1 Purchase Order

Step 1: **Purchase | Purchase Order | New**

Step 2: **Select Supplier**

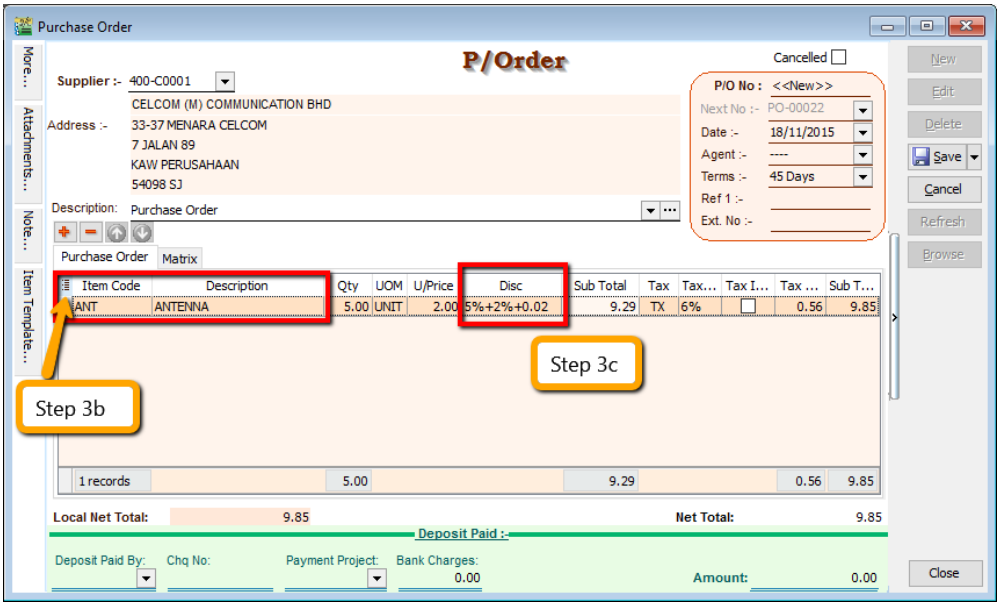


Step 3a: **Insert Item Code and details** (e.g. Qty, Unit Cost)

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

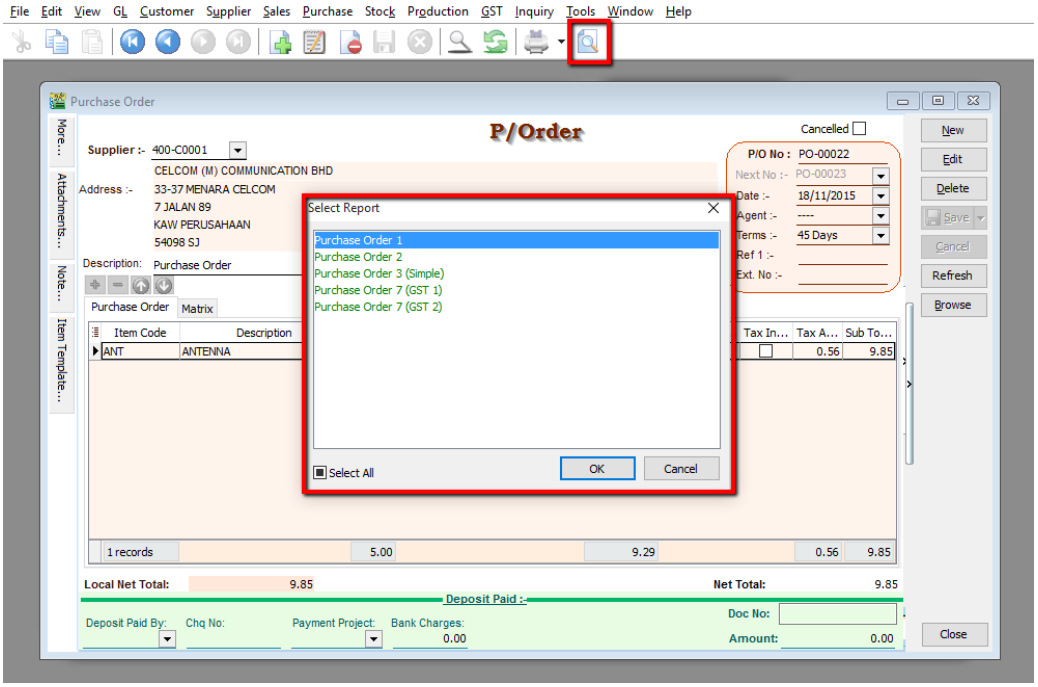
Step 3b: **Click on the show/hide/move column icon to customize your column layout.**

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.



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.

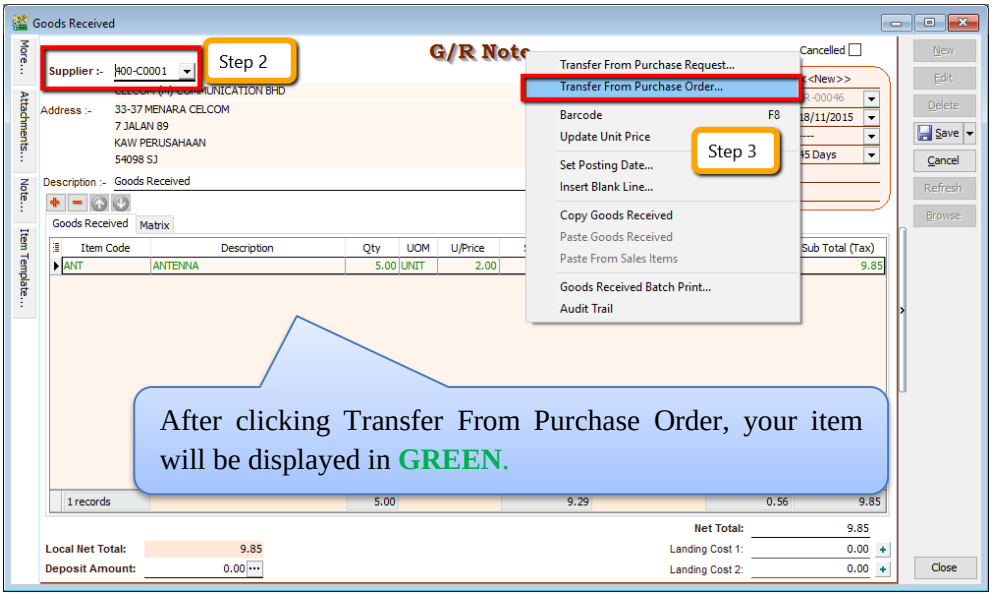


3.2 Purchase Goods Received

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.

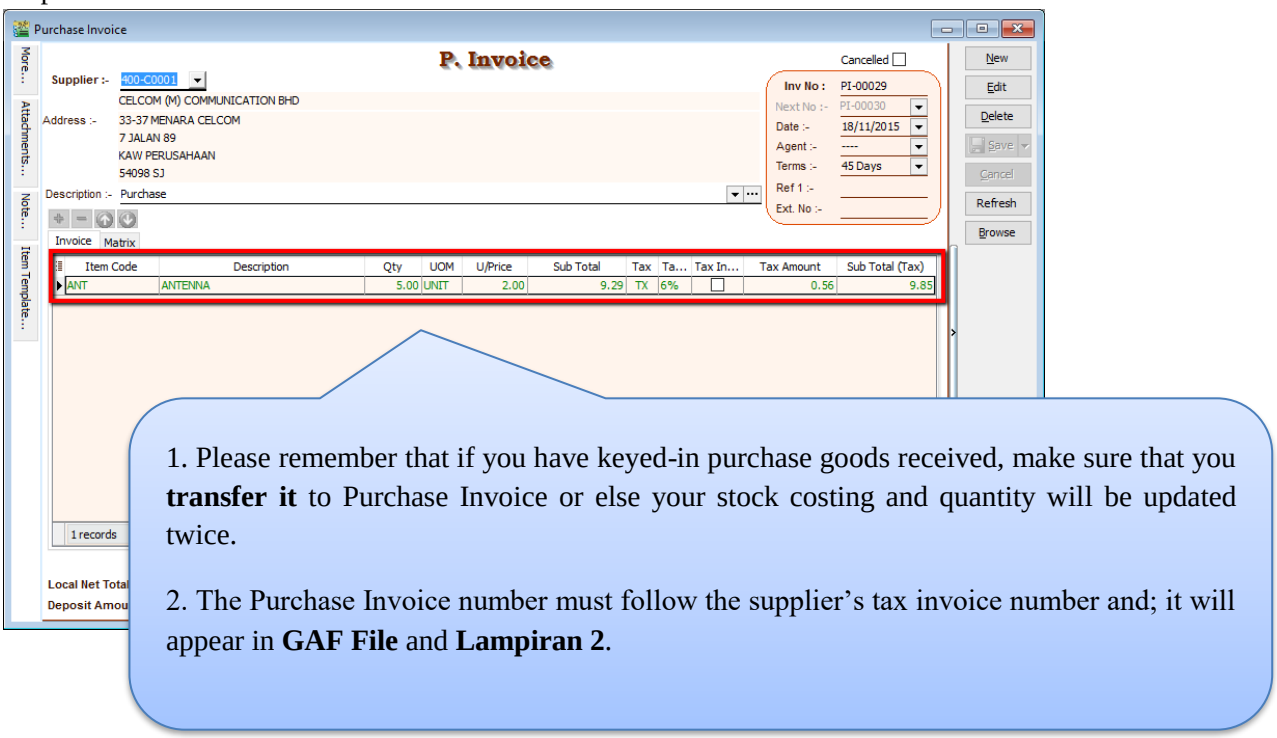
3.3 Purchase Invoice

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



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**.

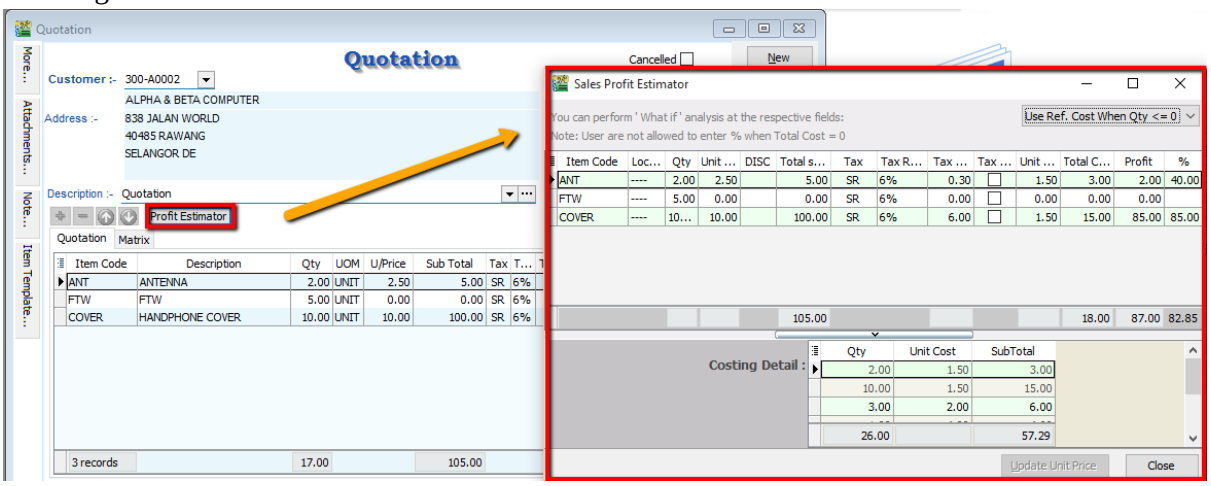
3.4 Sales Quotation

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

Step 1: **Sales | Quotation | New**

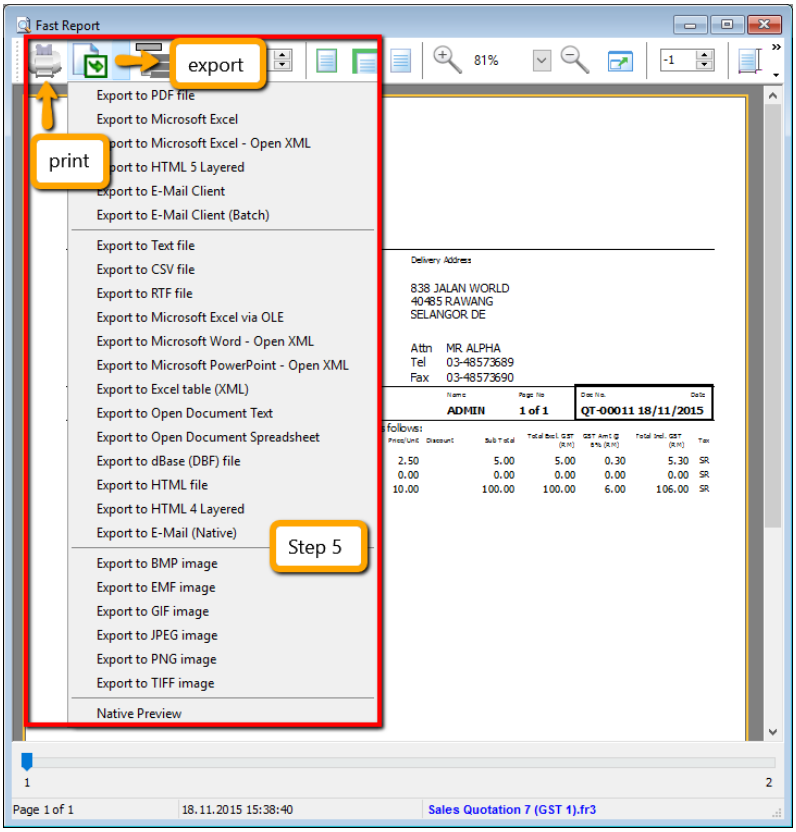
Step 2: Select **Customer Code**

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**



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.



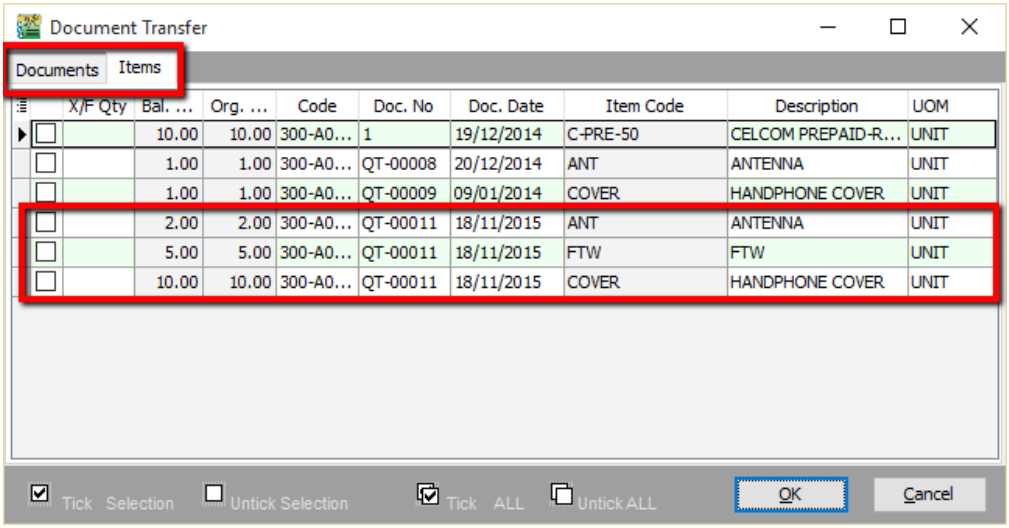
3.5 Sales Order

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

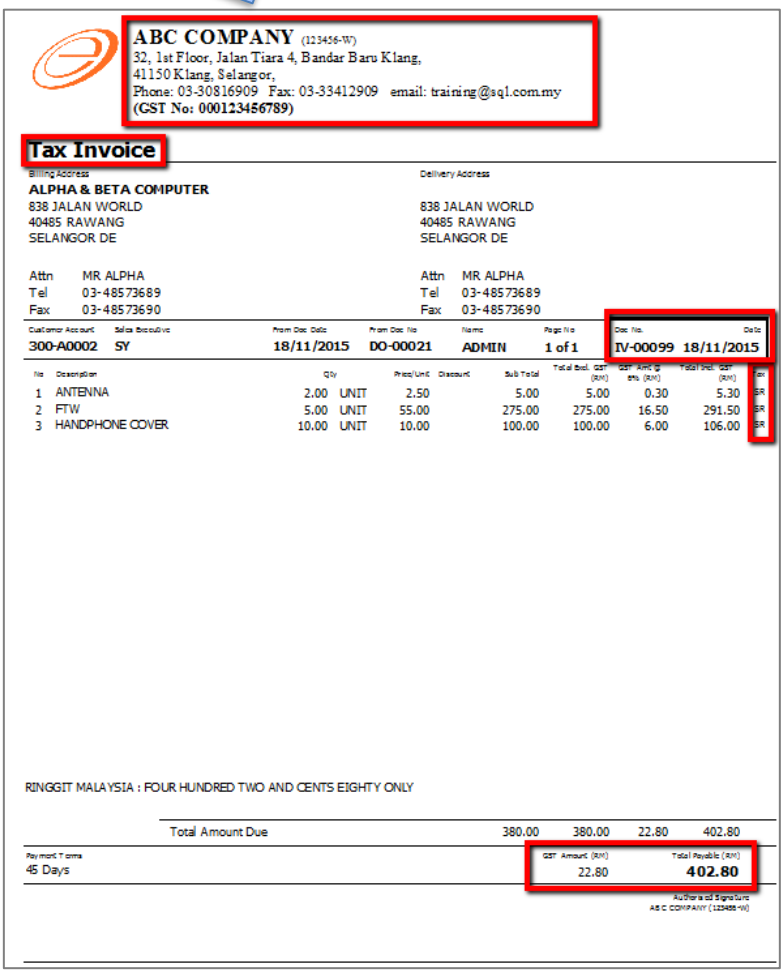
Step 1: **Sales | Invoice | New**

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 Pavable & 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
ALPHA & BETA COMPUTER
838 JALAN WORLD
40485 RAWANG
SELANGOR DE

Attn MR ALPHA
Tel 03-48573689
Fax 03-48573690

Delivery Address
838 JALAN WORLD
40485 RAWANG
SELANGOR DE

Attn MR ALPHA
Tel 03-48573689
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 Excl. GST (RM)	GST Amt @ 6% (RM)	Total Incl. GST (RM)	GR
1	ANTENNA	2.00 UNIT	2.50		5.00	5.00	0.30	5.30	SR
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) 22.80
Total Payable (RM) **402.80**

Authorised Signature
ABC COMPANY (123456-W)

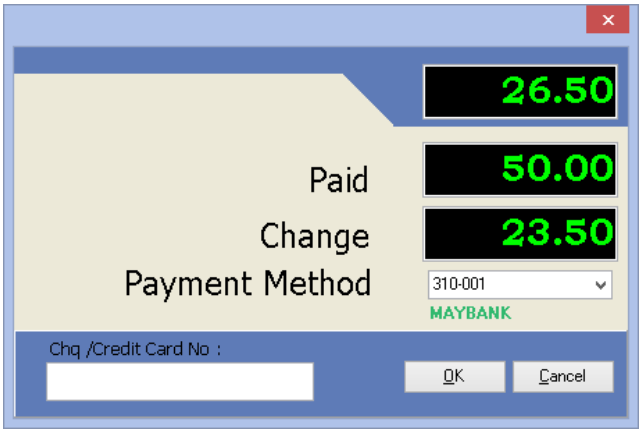
3.8 Sales Cash Sales

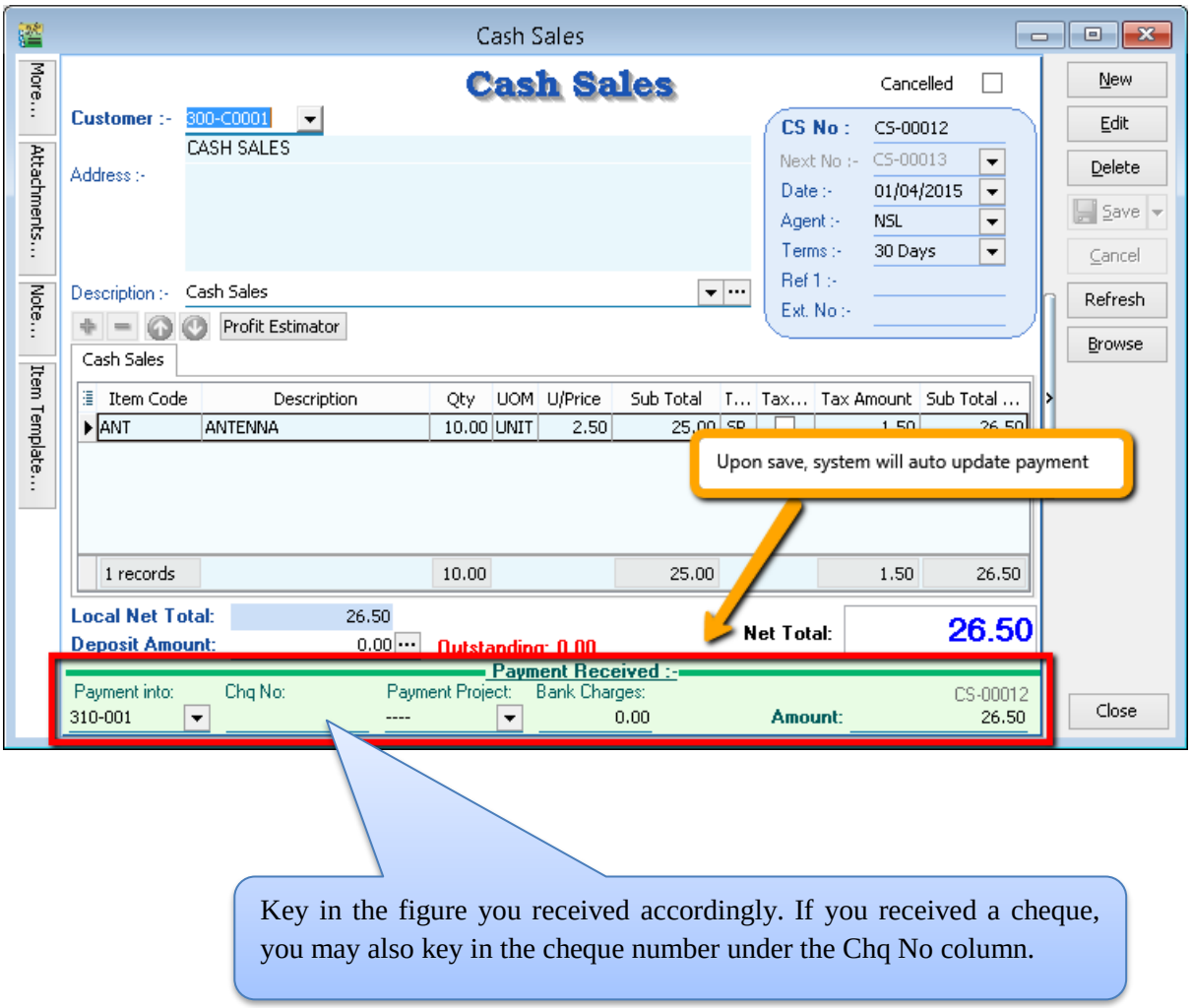
Step 1: **Sales | Cash Sales | New**

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





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.

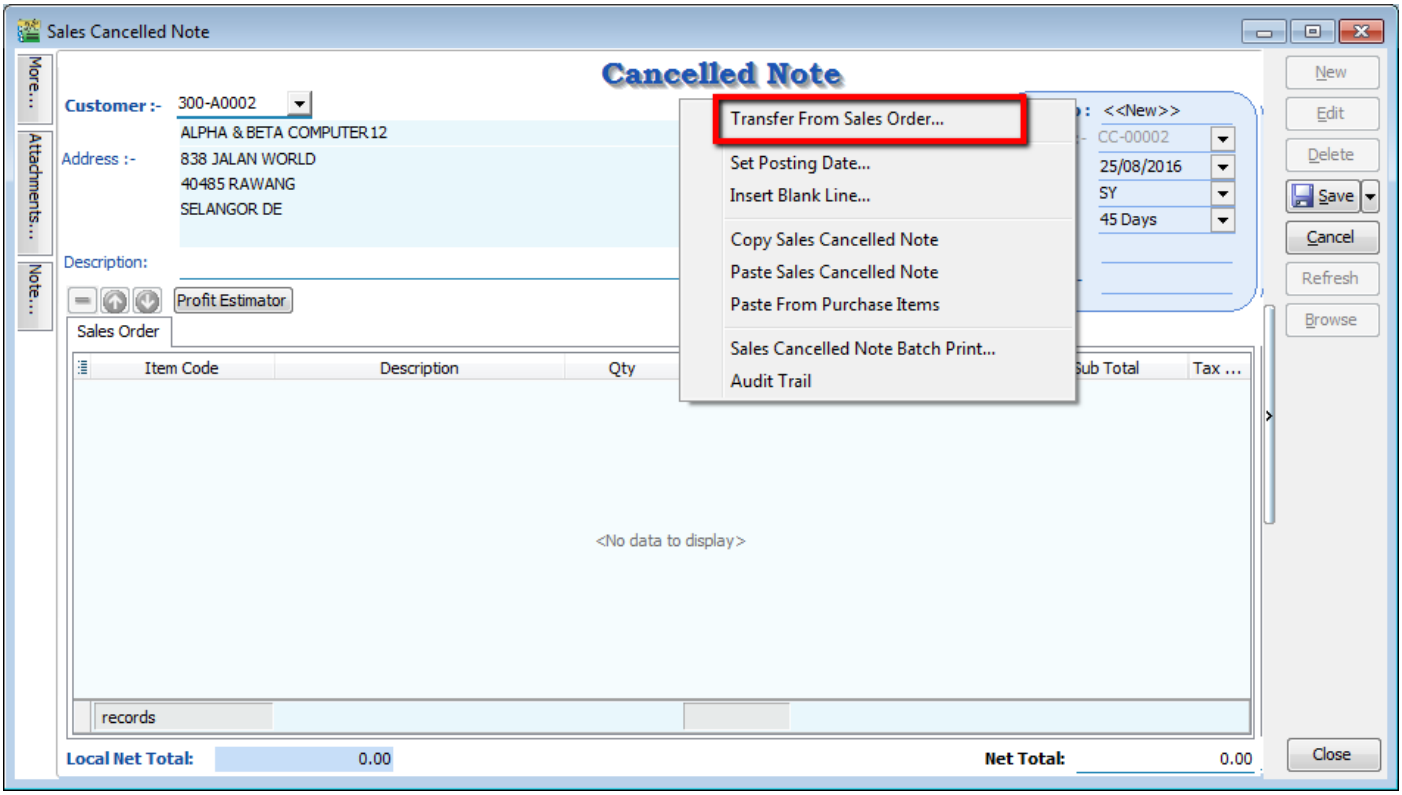
In any GST period, there **must** be a **tax invoice** for the issuance of a sales credit note. You are required to knock off the credit note with Invoice or Cash Sales. This can be done by going to **Customer | Credit Note**

3.10 Sales Cancelled Note (required partial delivery module)

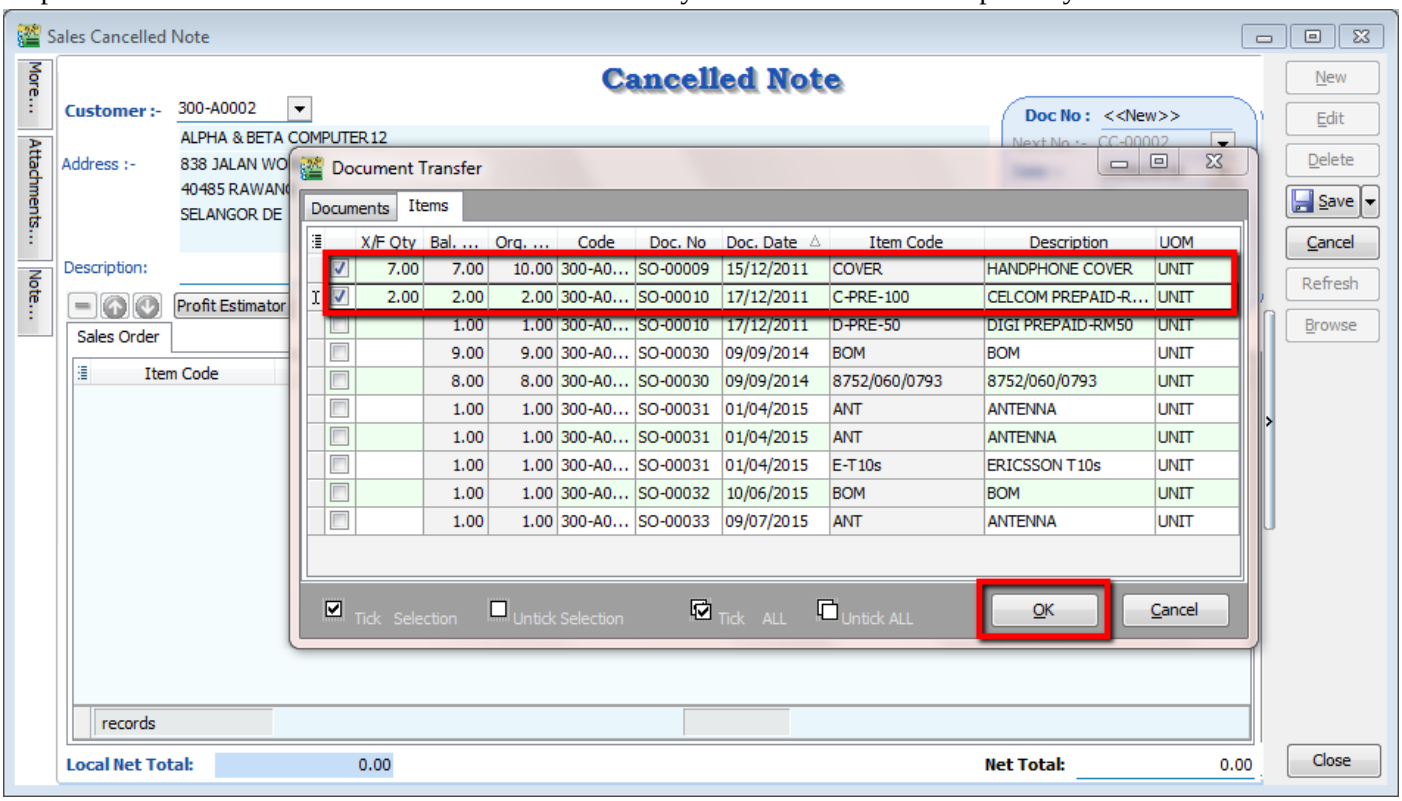
Sales Cancelled Note is used for the cancelling of any outstanding Sales Order.

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.

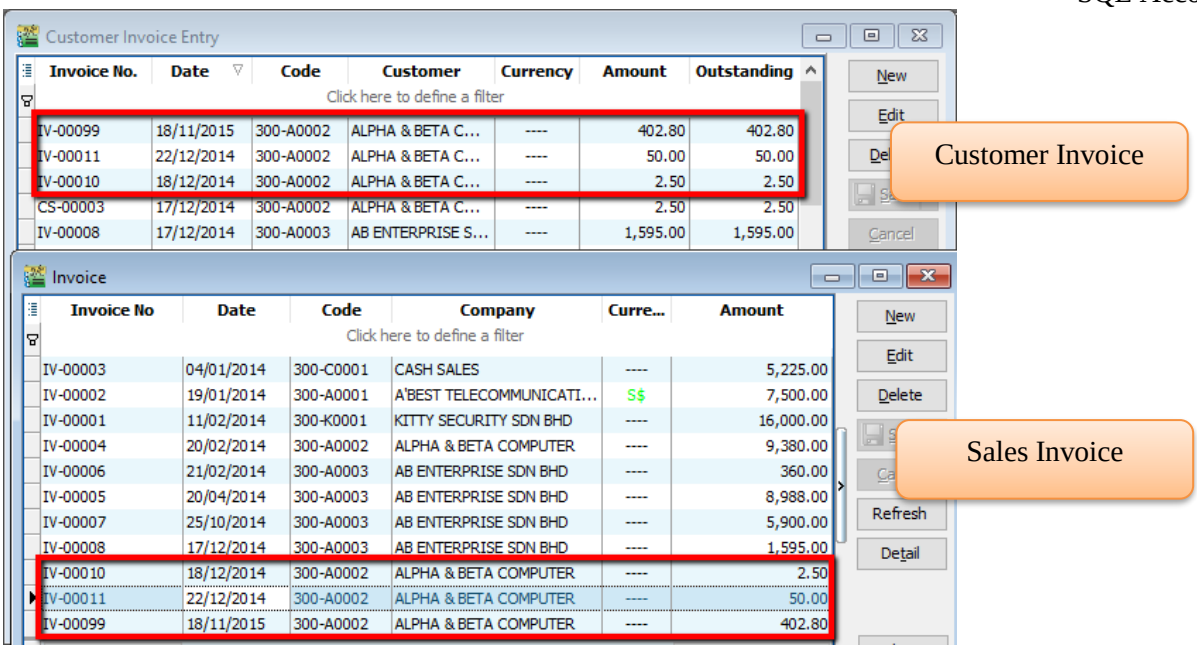
4 Customer & Supplier

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.

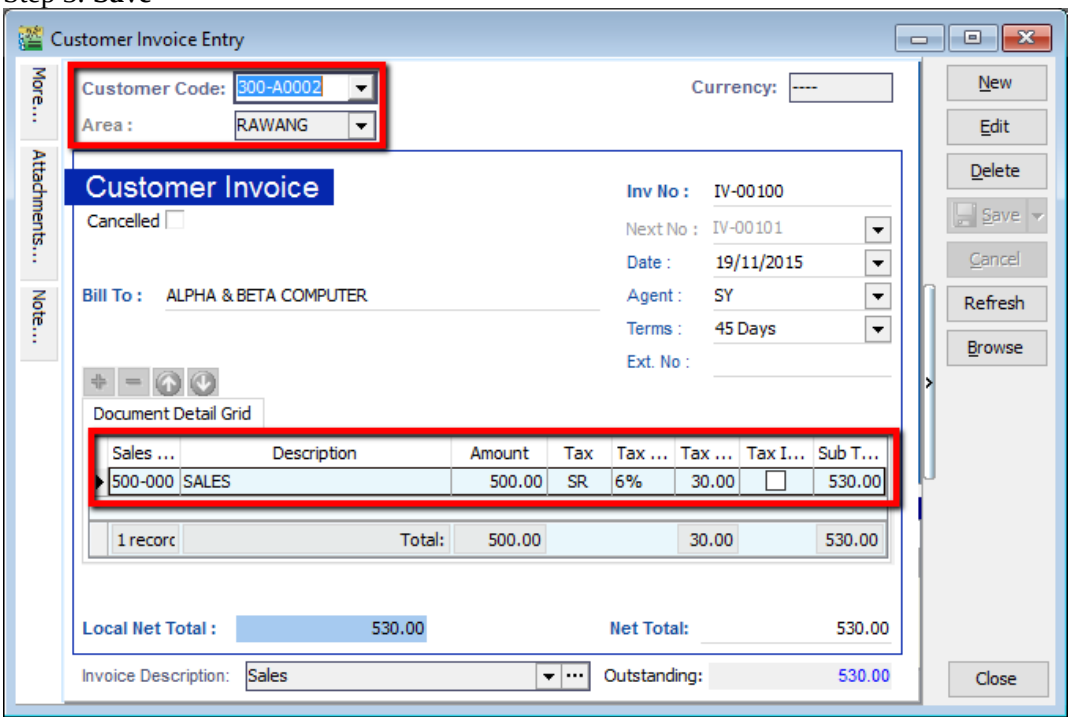
Sales Invoice is linked to the stock and account modules. Hence, we advise users who need to key in stock items to use Sales Invoice. Once the information in the Sales Invoice is updated, the information in the Customer Invoice will automatically be updated by the system.



Create a new **Customer Invoice**?
Step 1: **Customer | Customer Invoice | New**

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

Step 3: **Save**



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

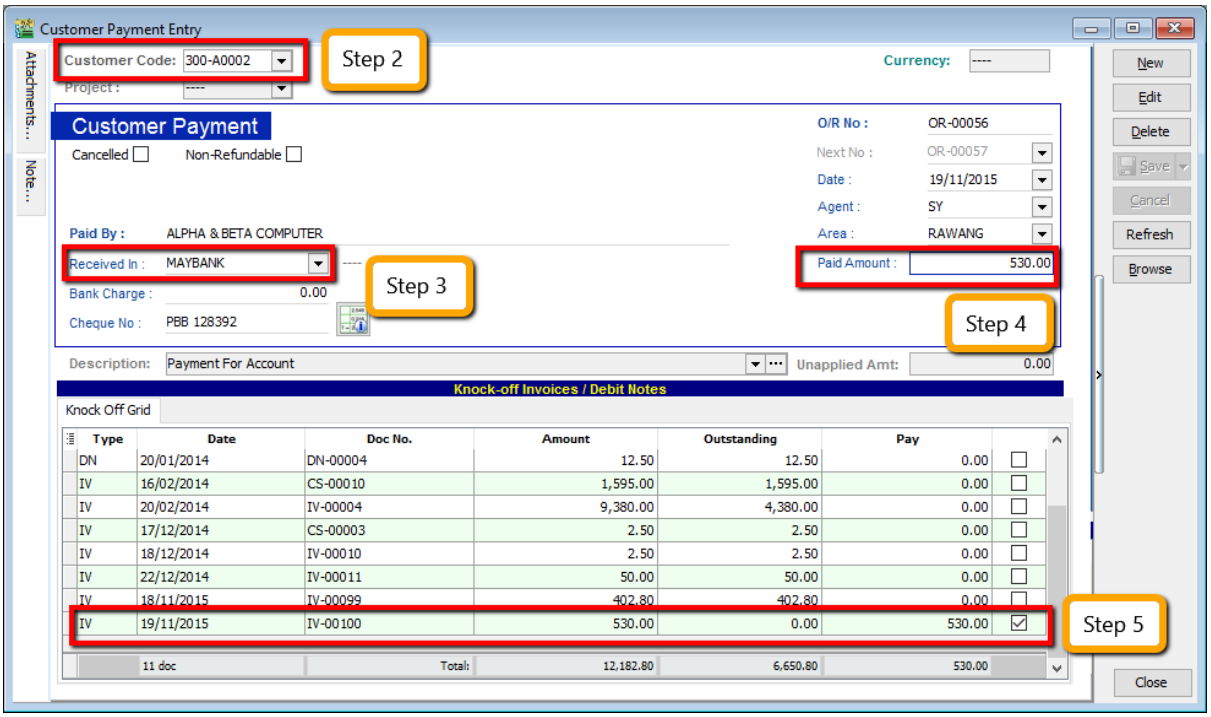
Step 1: **Customer | Customer Payment | New**

Step 2: Select your **Customer**

Step 3: Select the **bank for your account and cheque no** if applicable

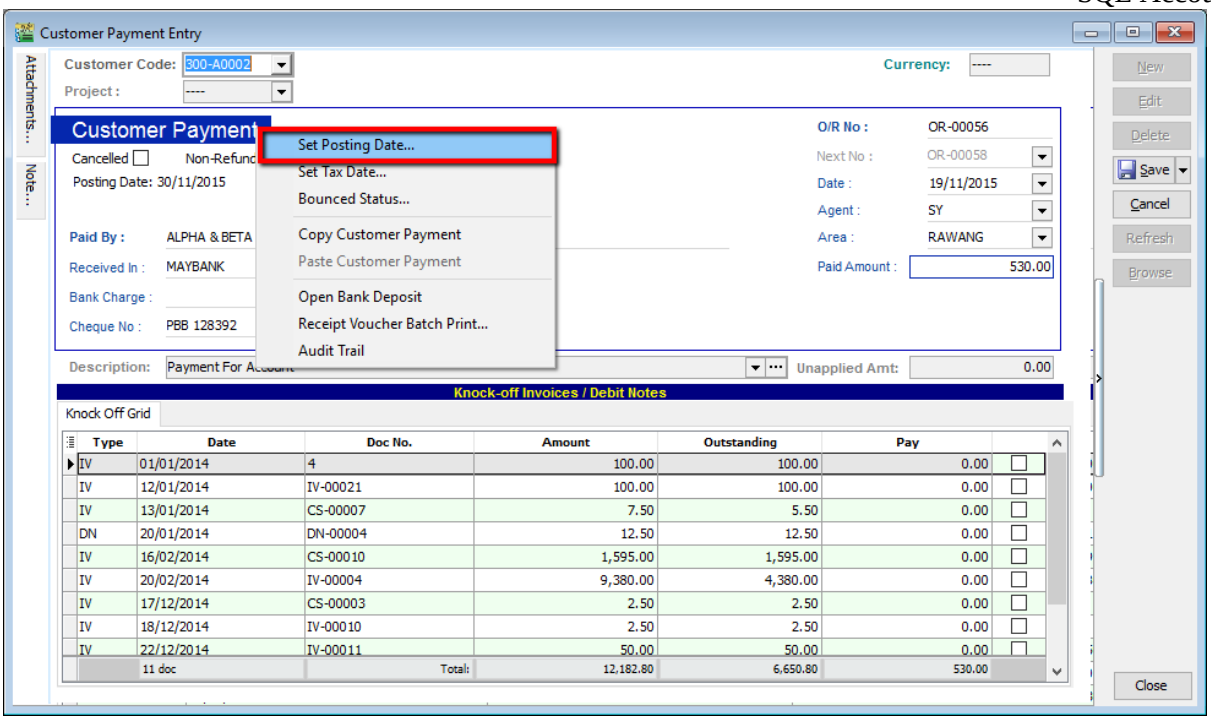
Step 4: Key in the **customer payment amount**

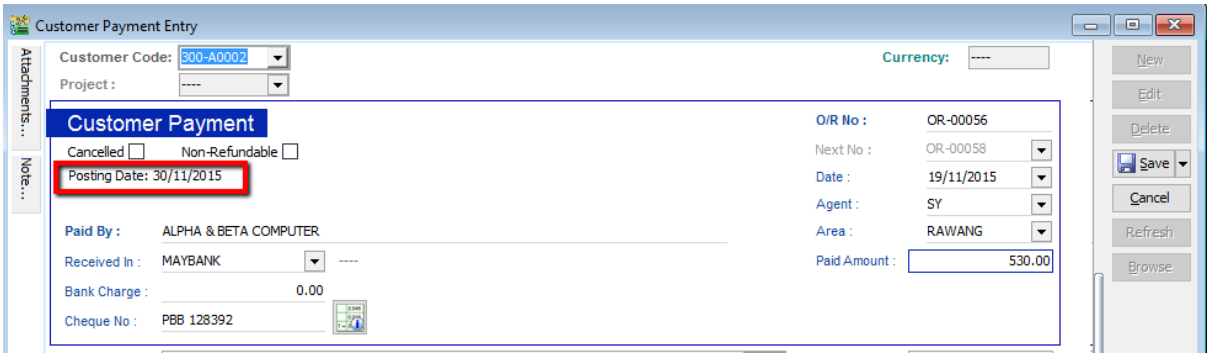
Step 5: **Tick the corresponding invoice/debit note to be knocked off**



4.2.2 Post Dated Cheque

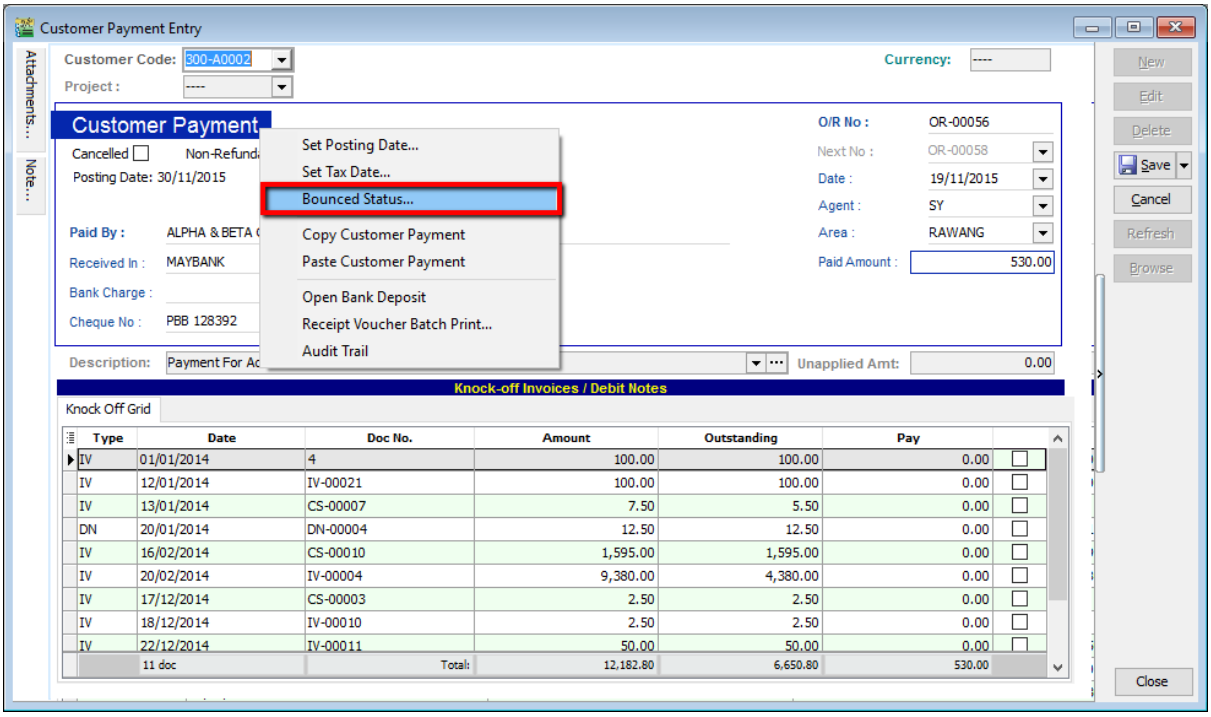
Step 1: Search for the payment that you want to edit, click on **Edit**, right click on Customer Payment, you will see **Set Posting Date**

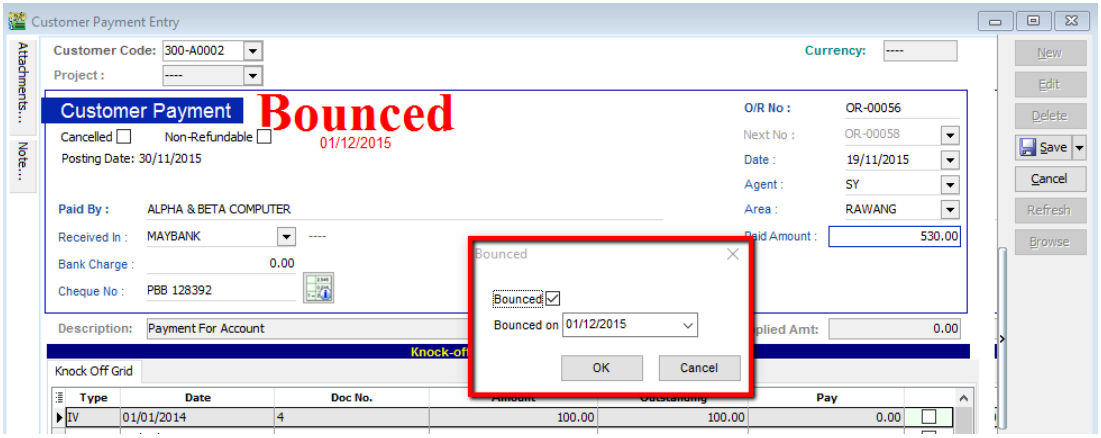

Customer Payment Entry
Customer Code: 300-A0002
Project :
Currency:
Customer Payment
Cancelled
Non-Refund
Posting Date: 30/11/2015
Paid By : ALPHA & BETA
Received In : MAYBANK
Bank Charge :
Cheque No : PBB 128392
Set Posting Date...
Set Tax Date...
Bounced Status...
Copy Customer Payment
Paste Customer Payment
Open Bank Deposit
Receipt Voucher Batch Print...
Audit Trail
O/R No : OR-00056
Next No : OR-00058
Date : 19/11/2015
Agent : SY
Area : RAWANG
Paid Amount : 530.00
Description: Payment For
Unapplied Amt: 0.00
Knock-off Invoices / Debit Notes
Knock Off Grid
Type Date Doc No. Amount Outstanding Pay
IV 01/01/2014 4 100.00 100.00 0.00
IV 12/01/2014 IV-00021 100.00 100.00 0.00
IV 13/01/2014 CS-00007 7.50 5.50 0.00
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
11 doc Total: 12,182.80 6,650.80 530.00
Attachments...
Note...
New
Edit
Delete
Save
Cancel
Refresh
Browse
Close


Customer Payment Entry
Customer Code: 300-A0002
Project :
Currency:
Customer Payment
Cancelled
Non-Refundable
Posting Date: 30/11/2015
Paid By : ALPHA & BETA COMPUTER
Received In : MAYBANK
Bank Charge : 0.00
Cheque No : PBB 128392
O/R No : OR-00056
Next No : OR-00058
Date : 19/11/2015
Agent : SY
Area : RAWANG
Paid Amount : 530.00
Attachments...
Note...
New
Edit
Delete
Save
Cancel
Refresh
Browse

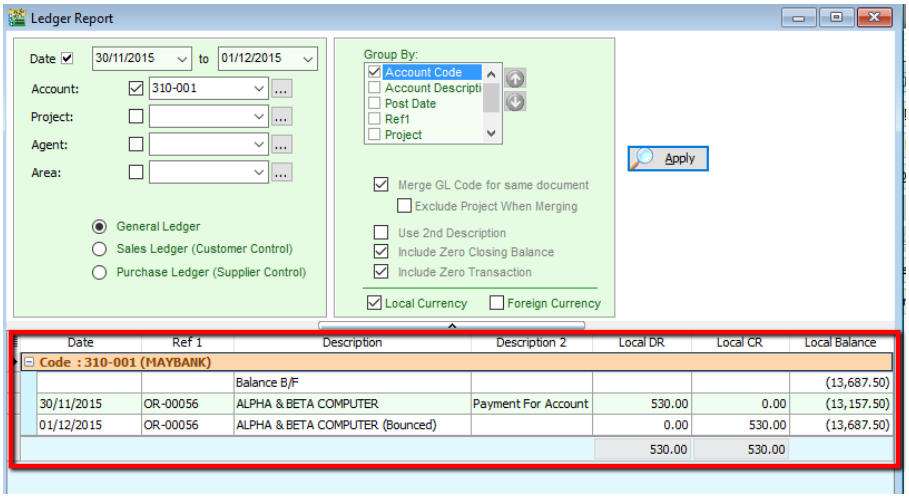
4.2.3 Bounced Cheque

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.



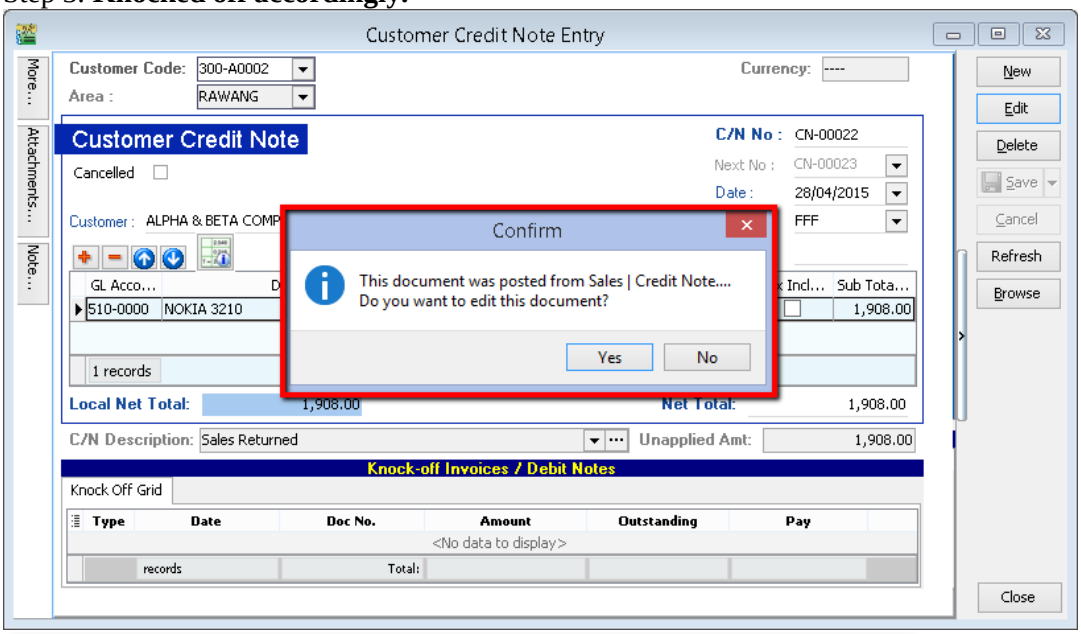
4.3 Customer Credit Note

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.**

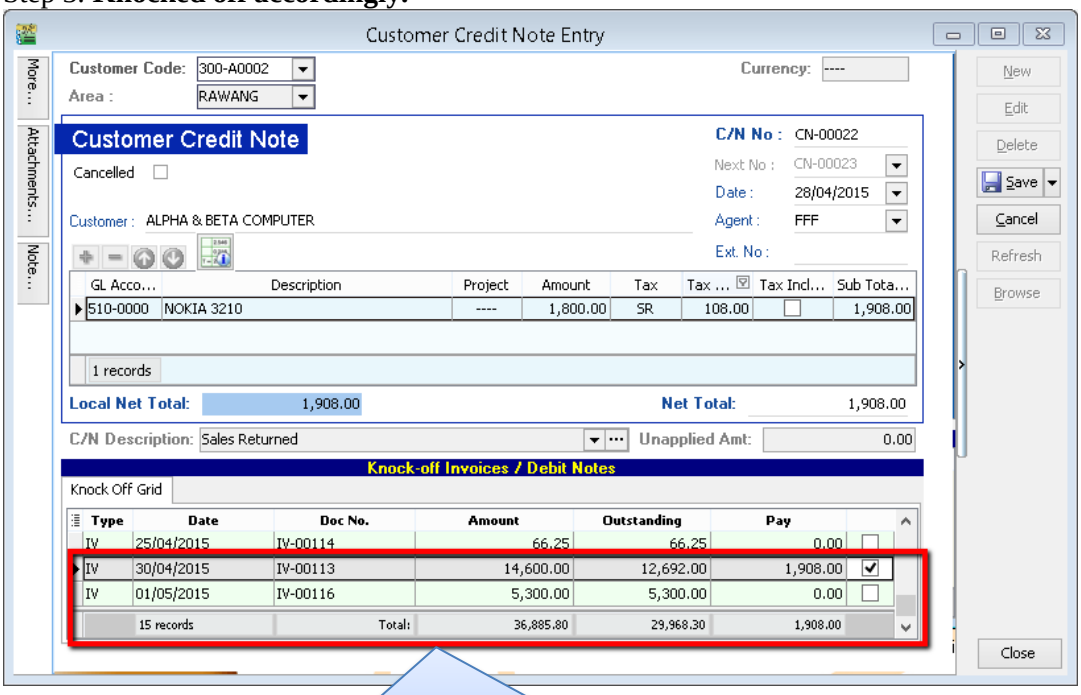


If it does not involve with returned stock, e.g. discount given with

Step 1: **Customer | Customer Credit Note**

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

Step 3: **Knocked off accordingly.**



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

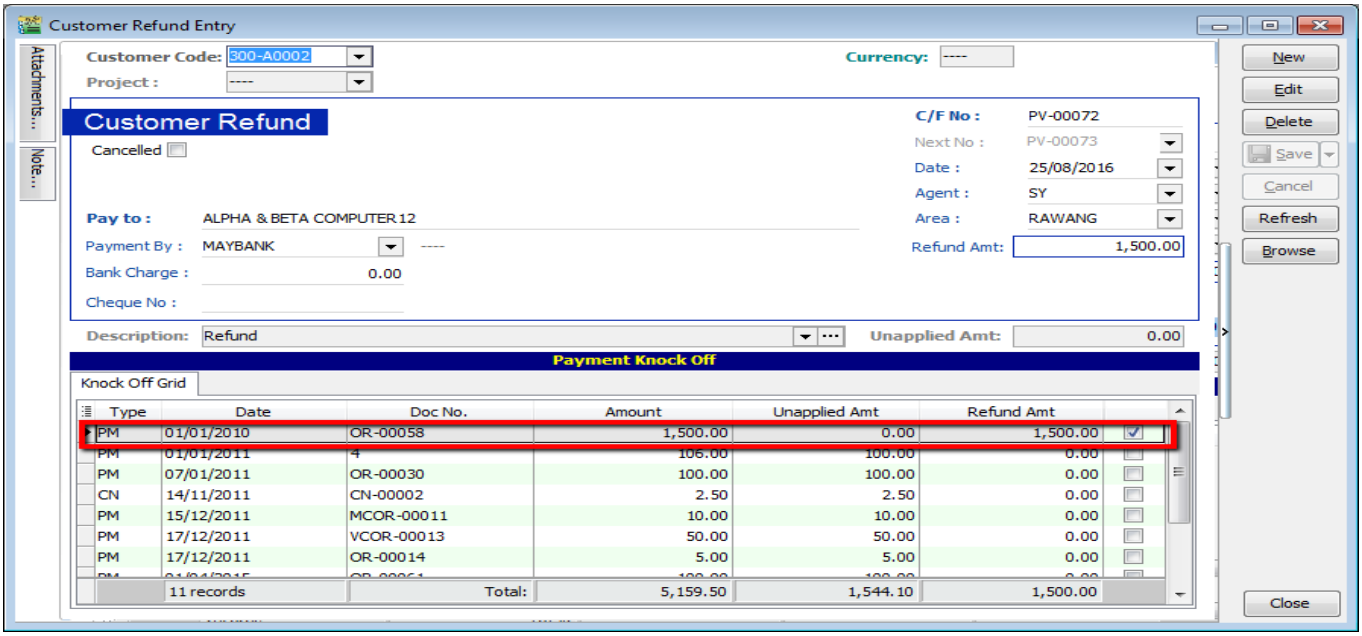
4.4 Customer Refund

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.**



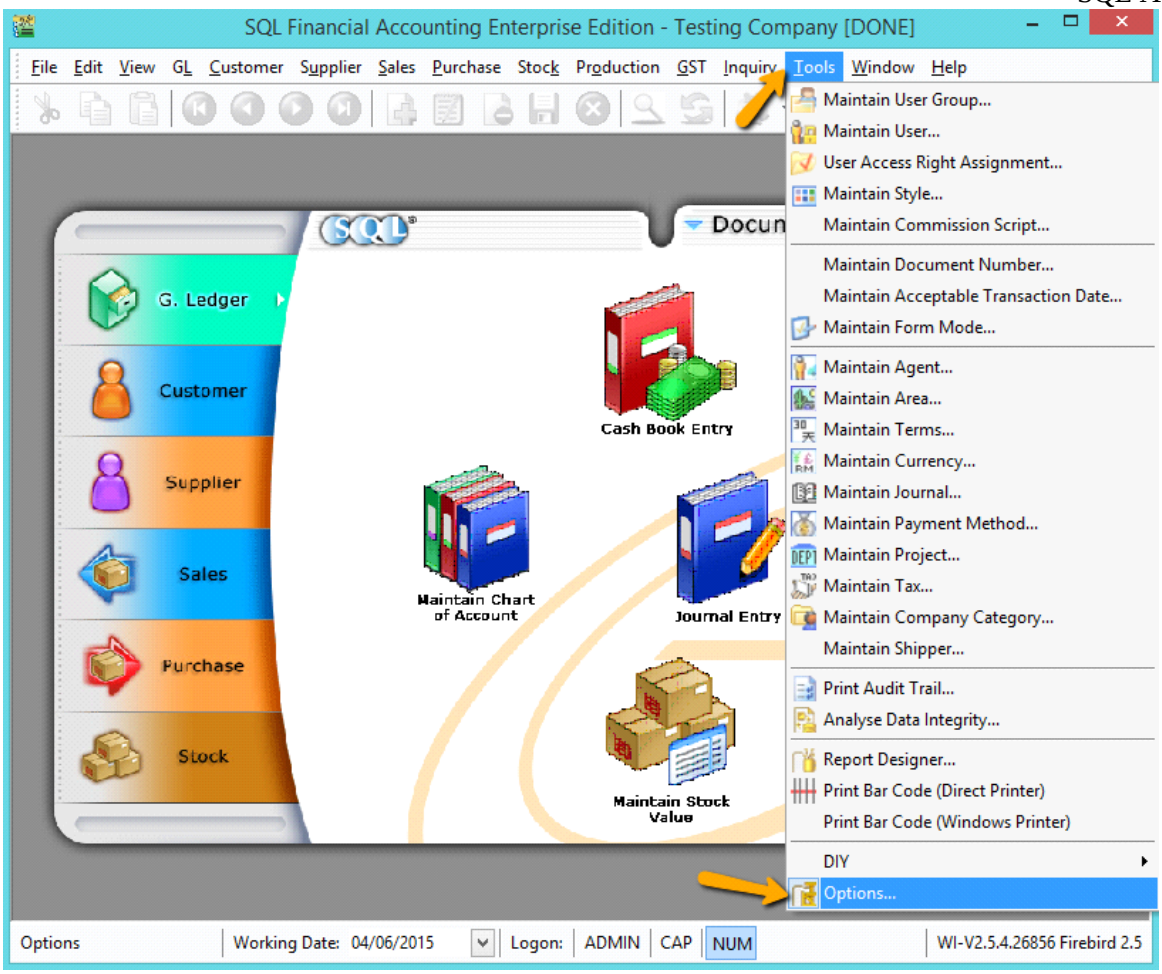
4.5 Customer Contra

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.

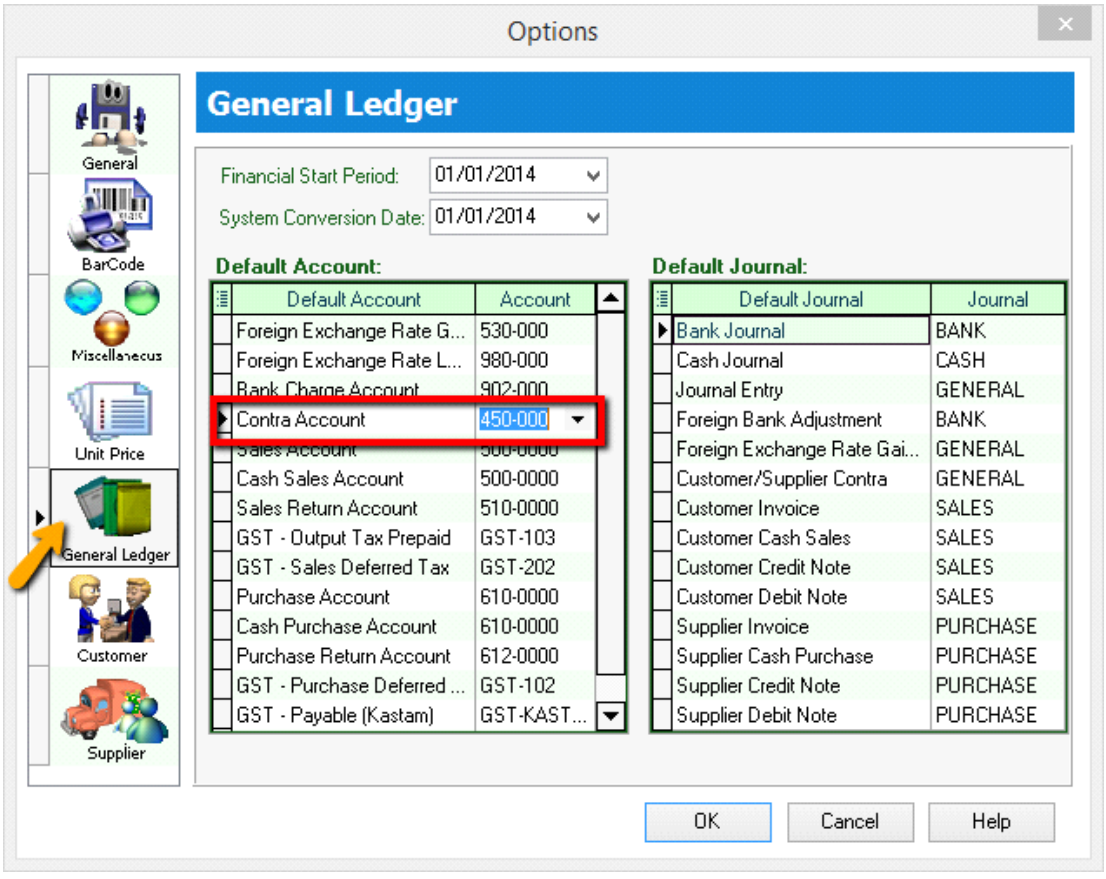
Scenario:

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.**



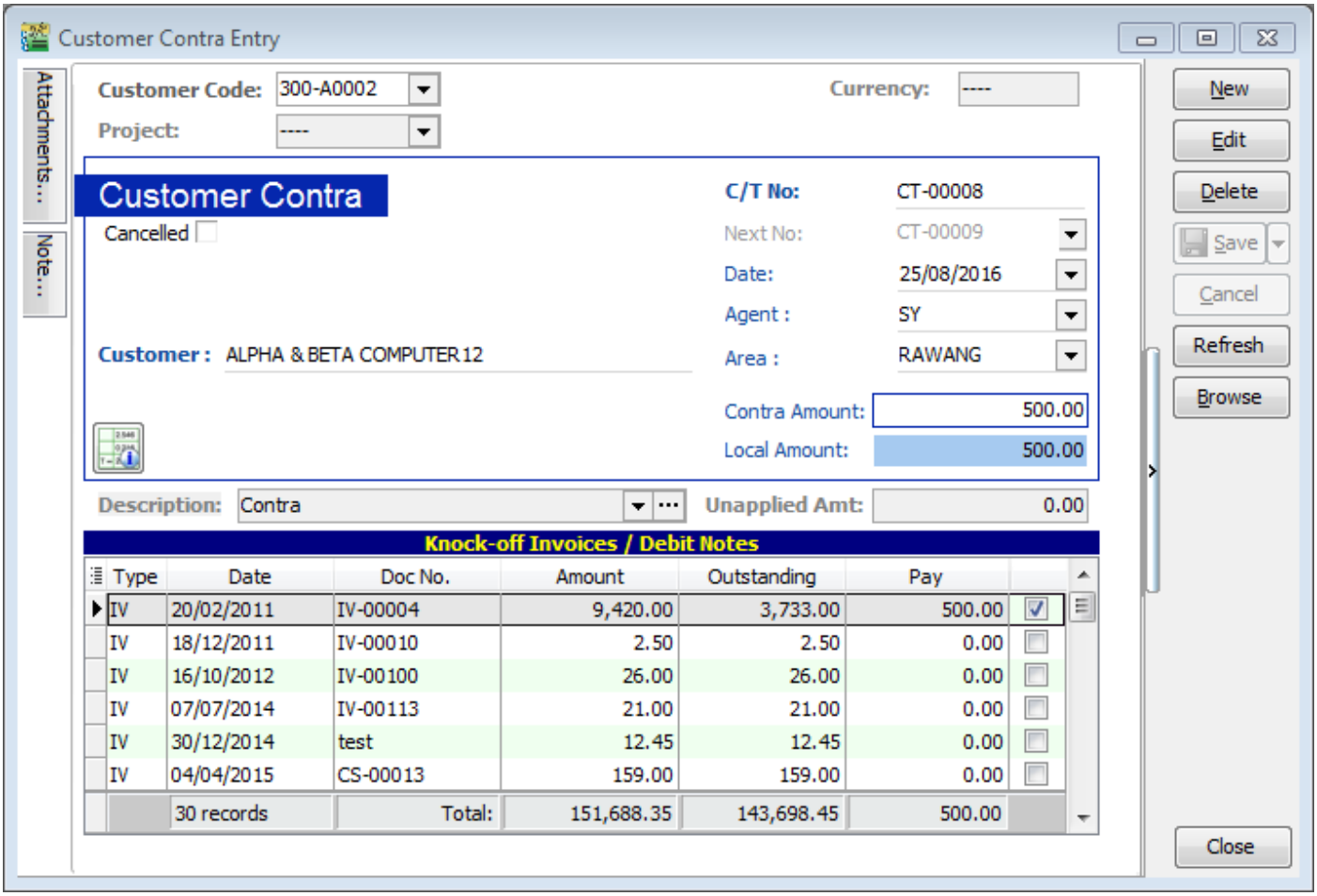
Step 2: **General Ledger | Make sure you have assigned a contra account.**



Step 3: **Customer | Customer Contra** | Click **New.**

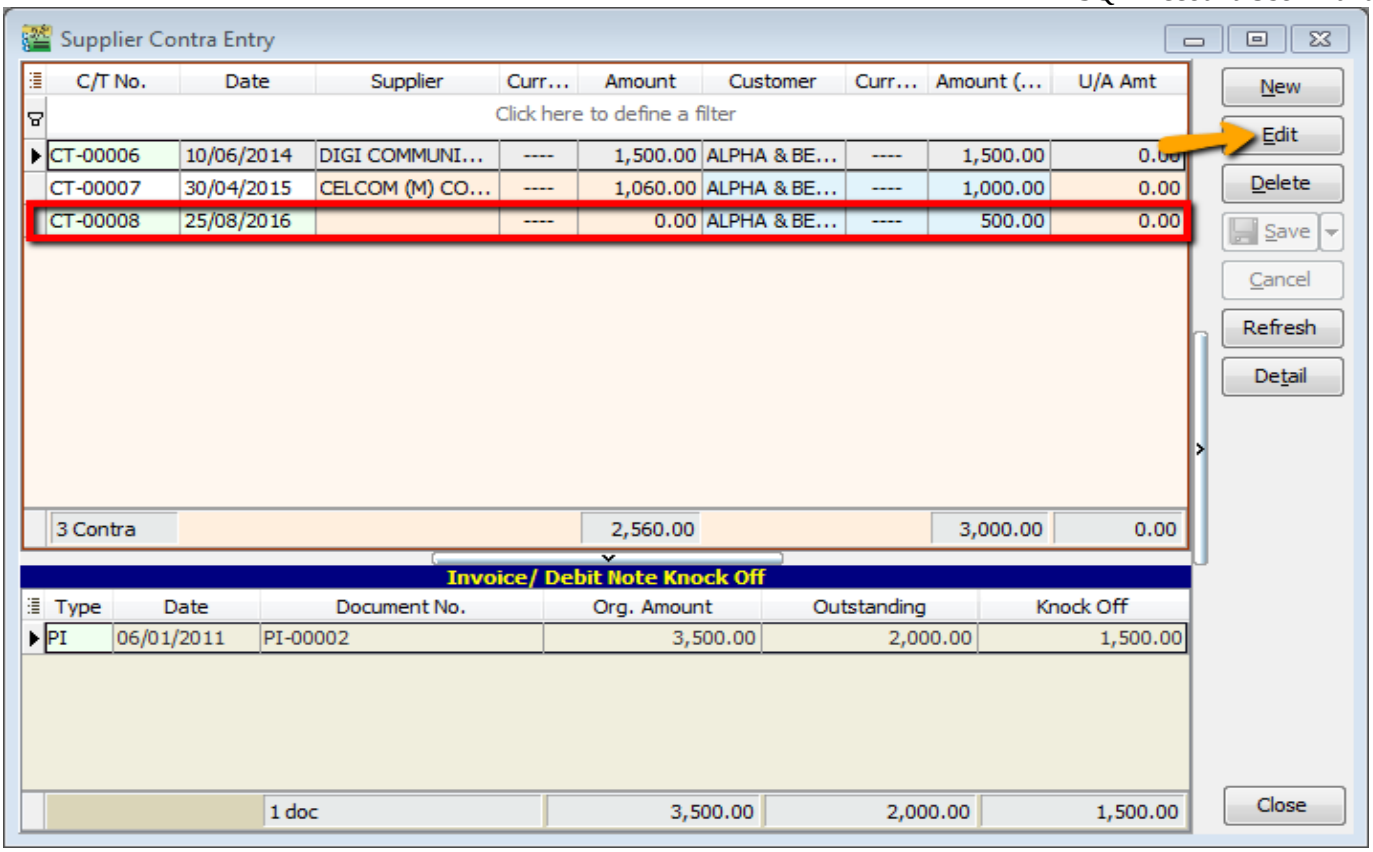
Step 4: Select **Customer Code and key-in the contra amount.**

Step 5: **Knock off the corresponding invoice and Save**.



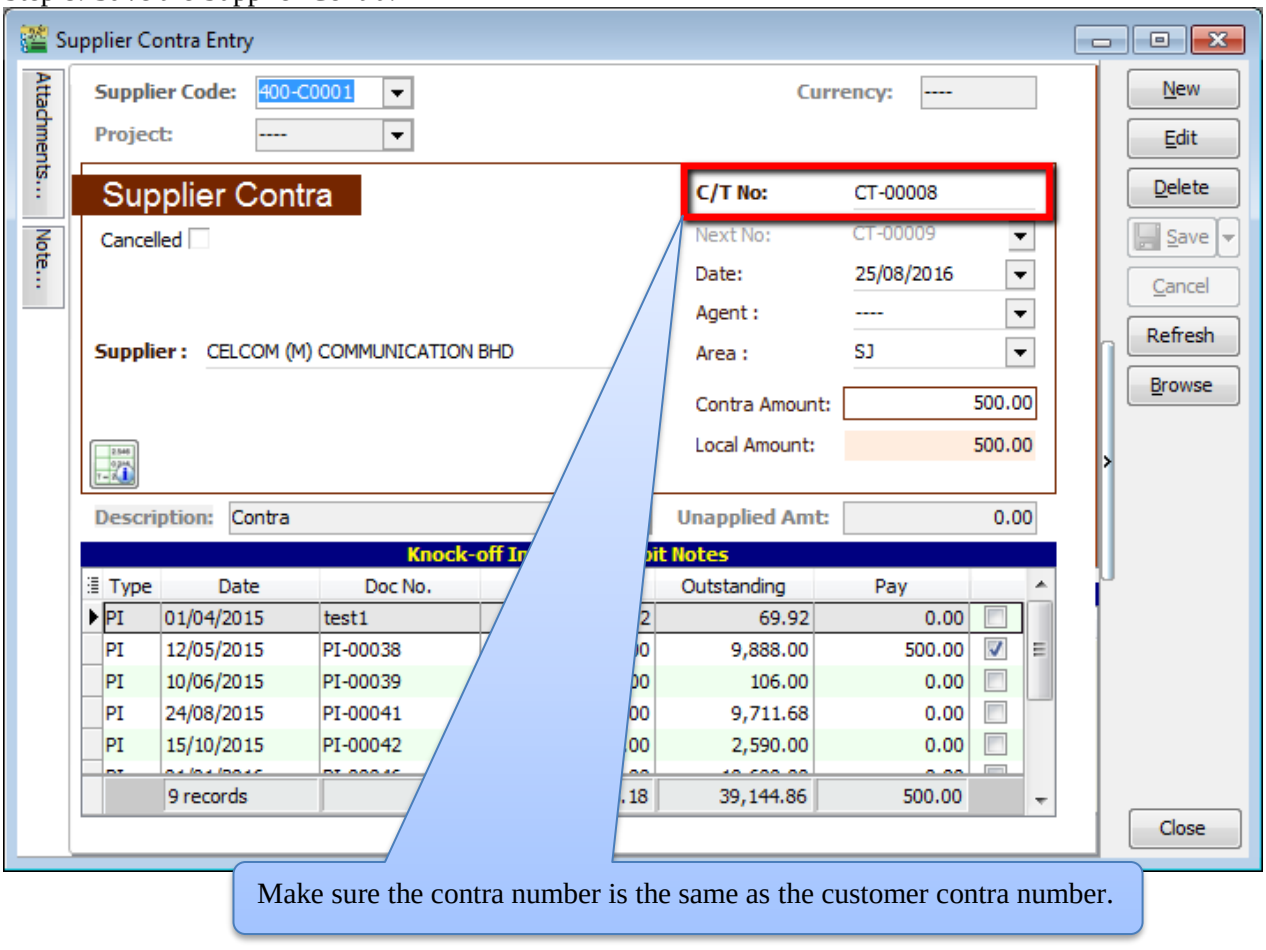
Step 6: Go to **Supplier | Supplier Contra.**

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



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.



5 General Ledger

5.1 Opening Balance

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

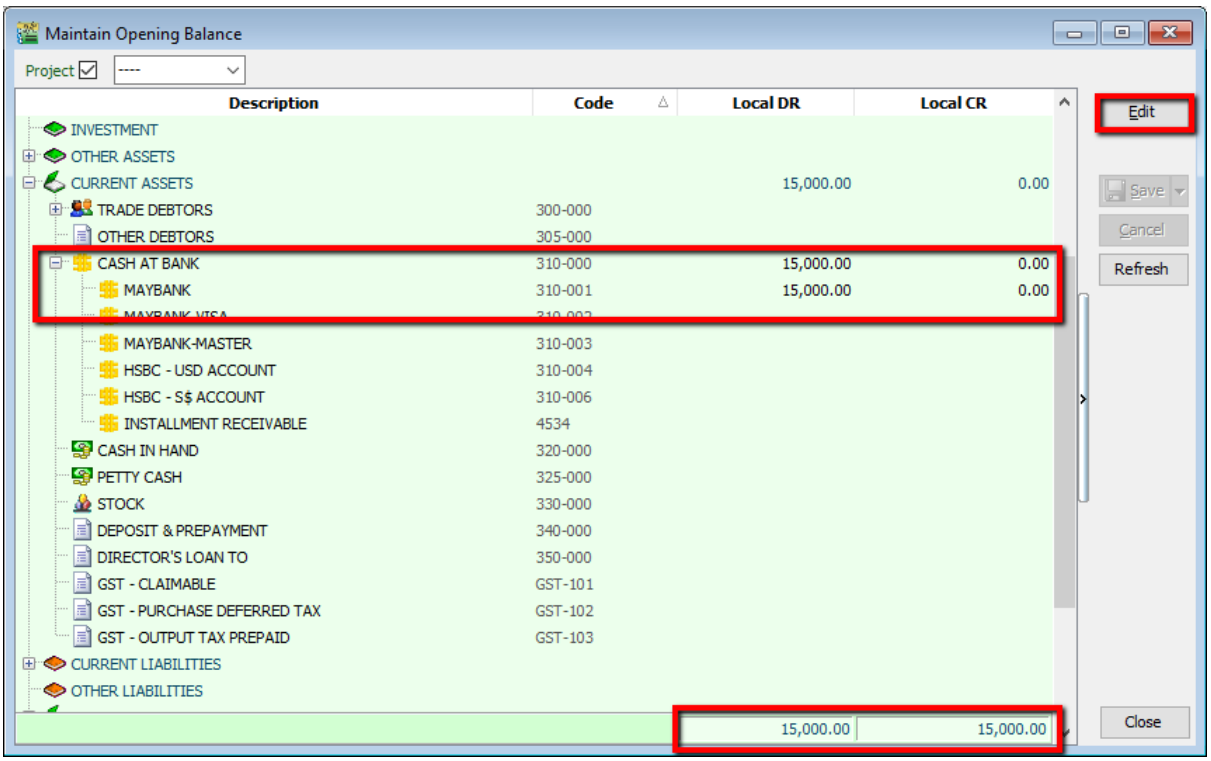
5.1.1 General Ledger

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**



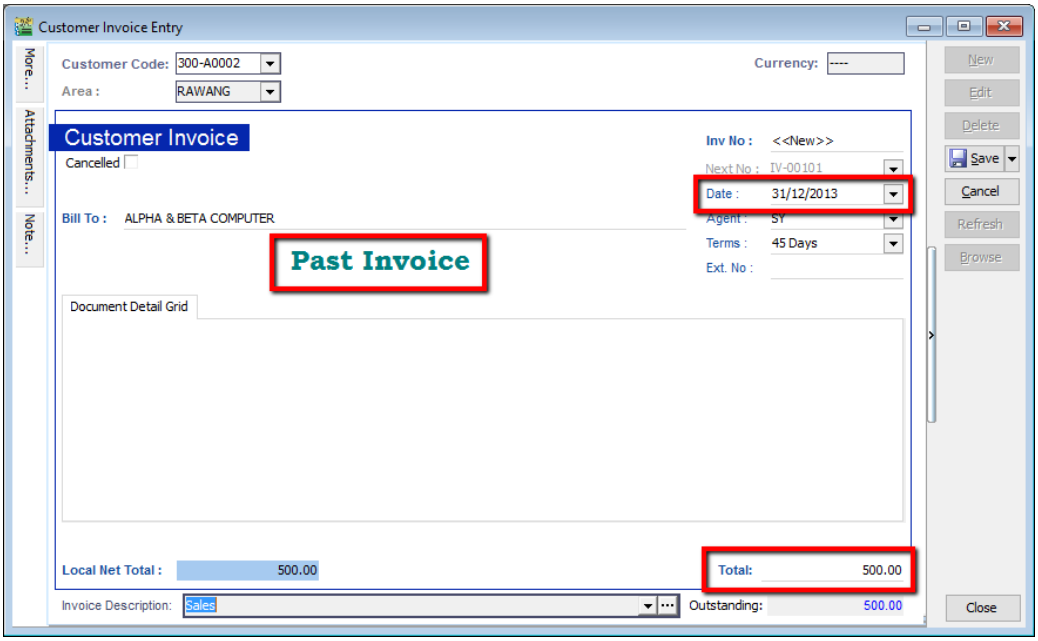
5.1.2 Customer and Supplier

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.**

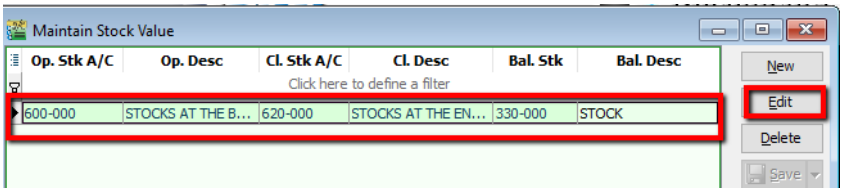


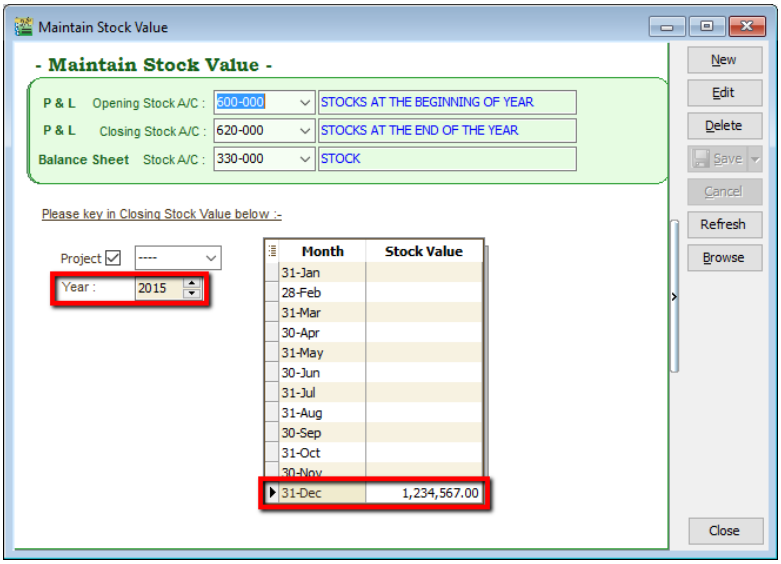
5.1.3 Stock Value

Step 1: **GL | Maintain Stock Value| Edit**

Step 2: Set the year

Step 3: **Insert the Opening Balance**



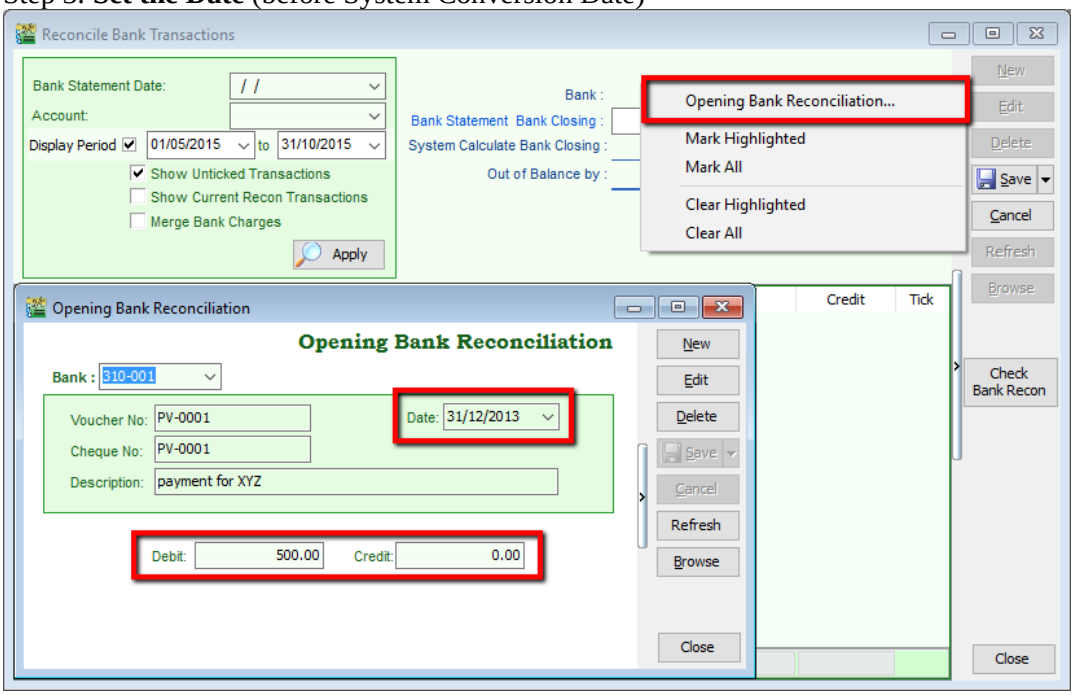


5.1.4 Bank Reconciliation

Step 1: **GL | Bank Reconciliation | New**

Step 2: **Right click, to see Opening Bank Reconciliation**

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



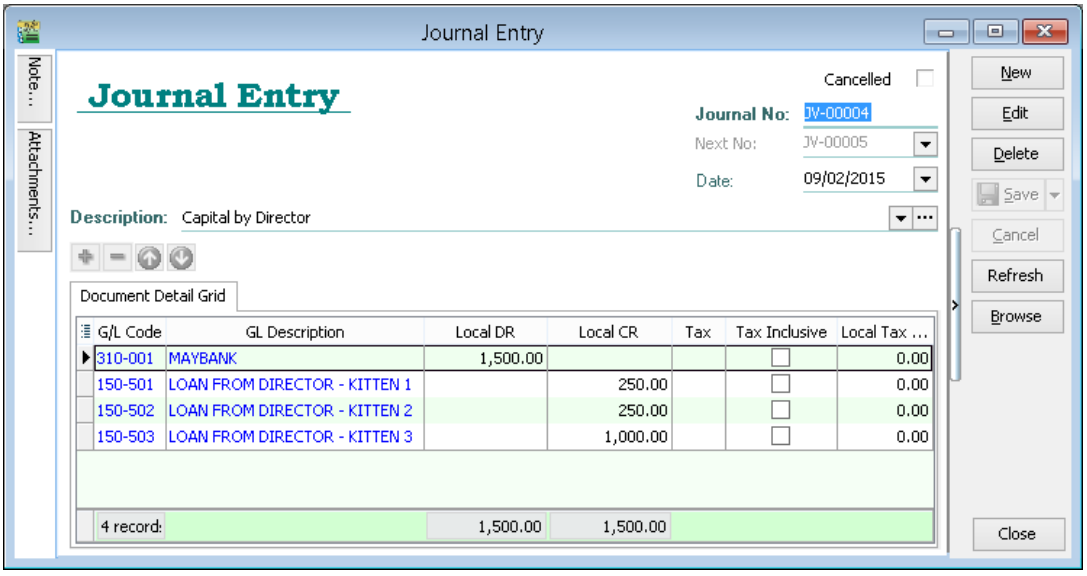
5.2 Journal Entry

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)

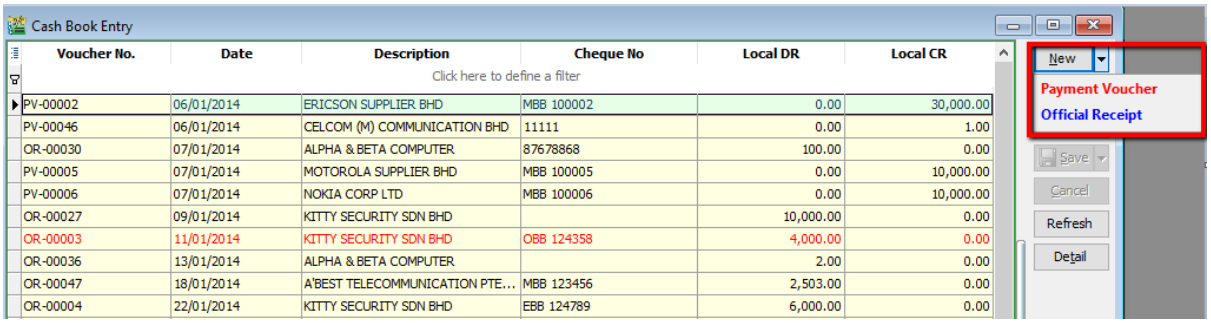


5.3 Cash Book Entry

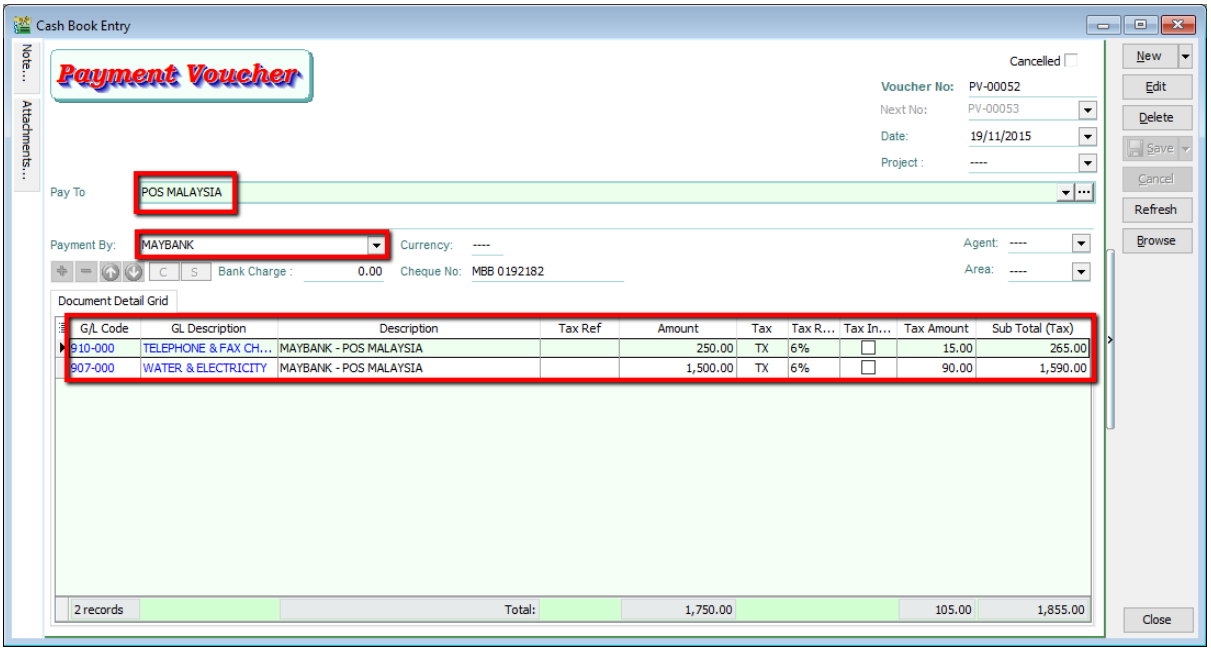
http://www.sql.com.my/video/sqlacc_tutorial/03-02_Cash_Book.mp4

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**

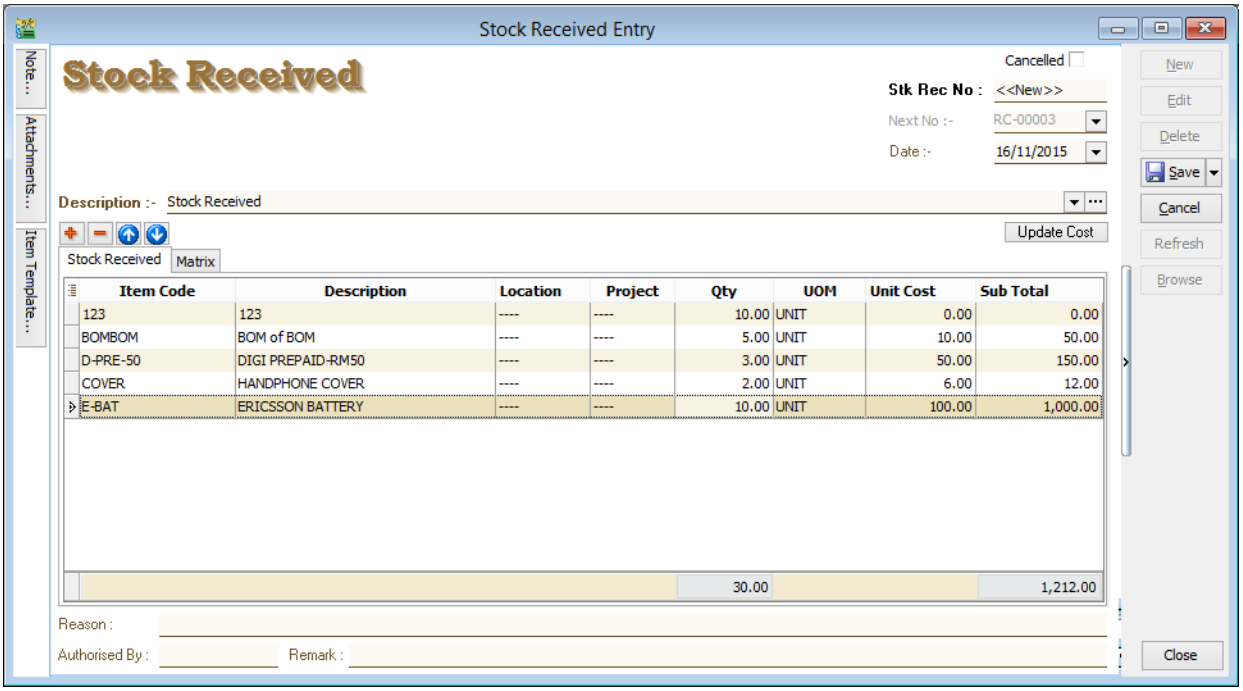


6 Inventory

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.

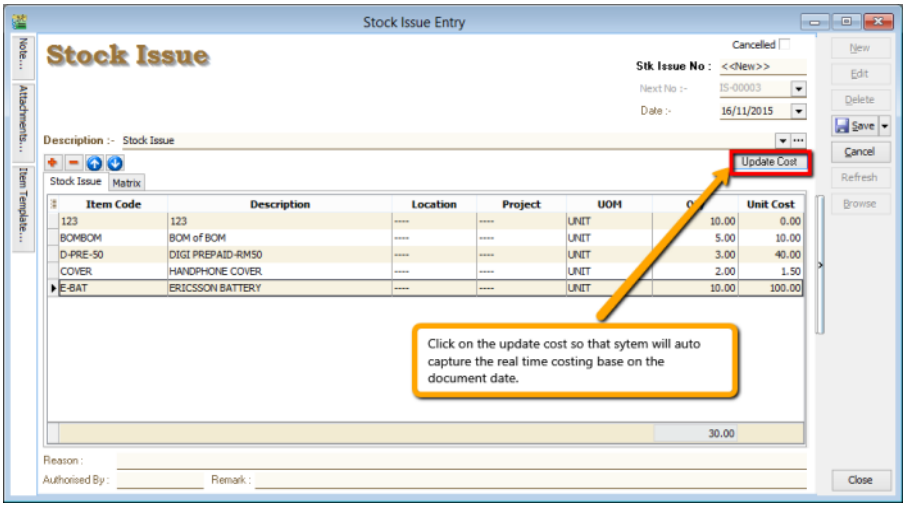
Step 1: **Stock | Stock Received | New.**



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.**

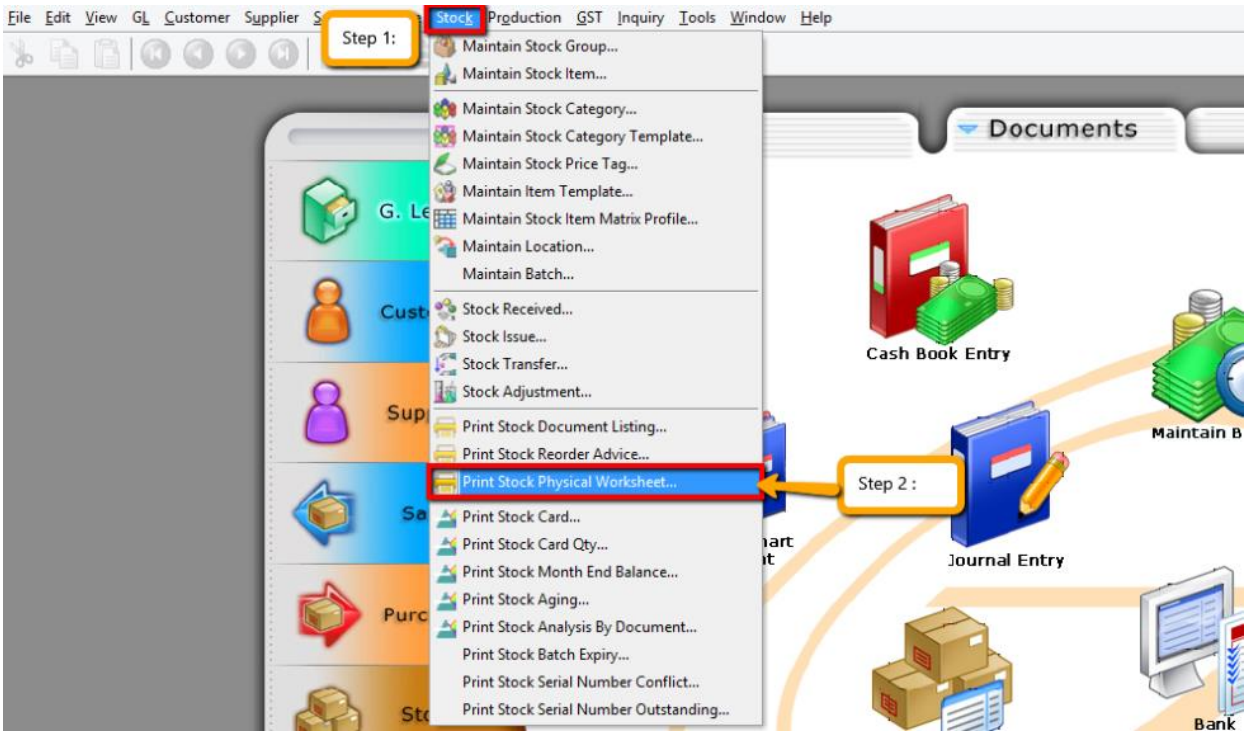


6.3 Stock Adjustment / Stock Take:

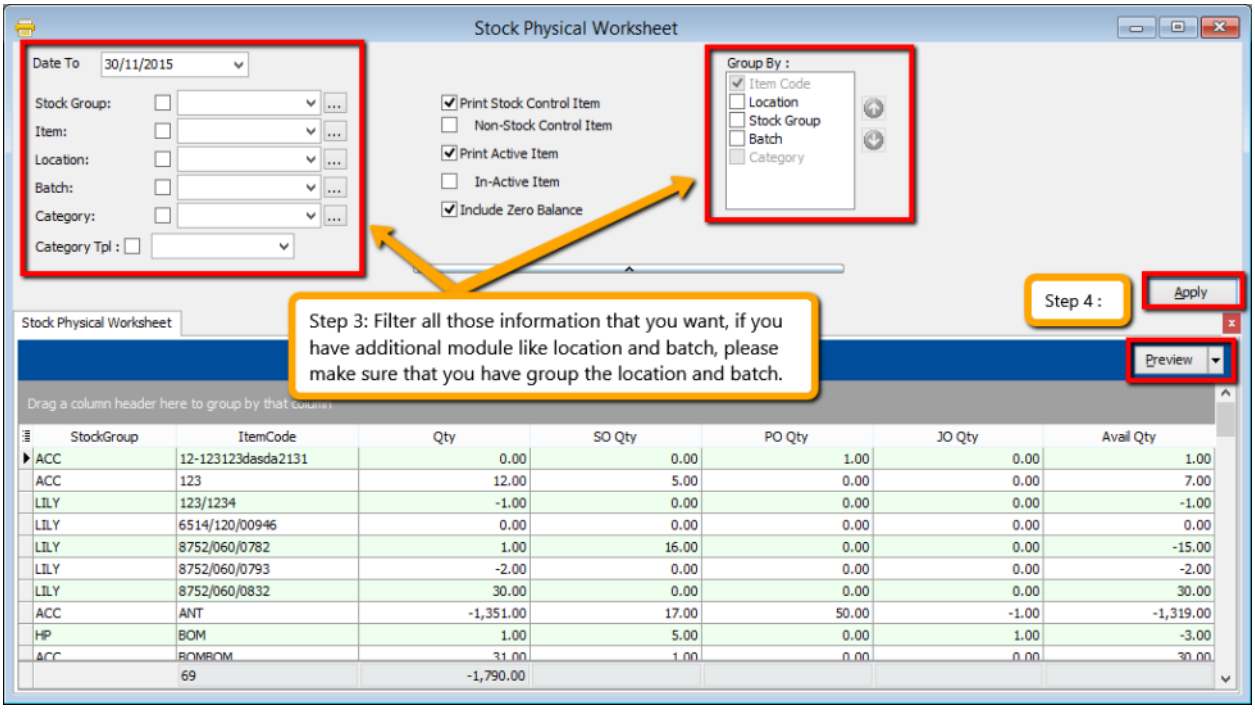
Allows user to key-in quantity in and quantity out from the system, just like a combination of stock received and stock issue. Normally used for stock take purposes. **(Stock | Stock Adjustment | New)**

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

How SQL System can help during Stock Take?

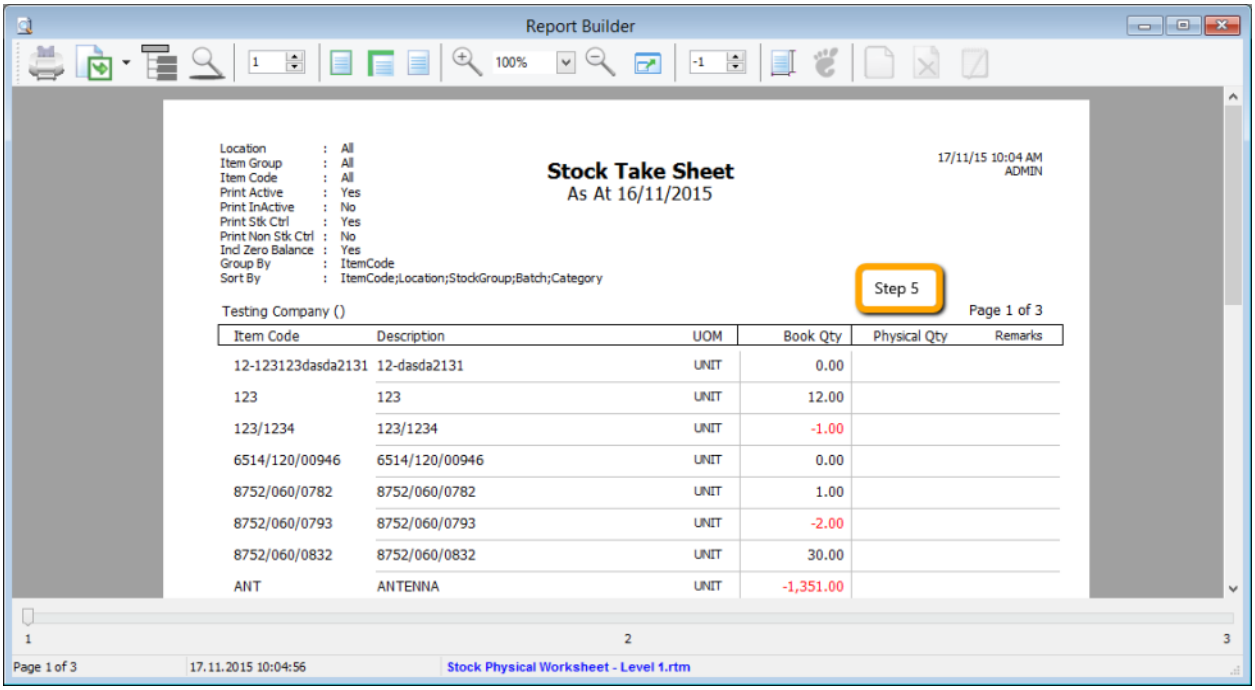


Step 1 & 2: Click on **Stock** then choose **Print Stock Physical Worksheet.**

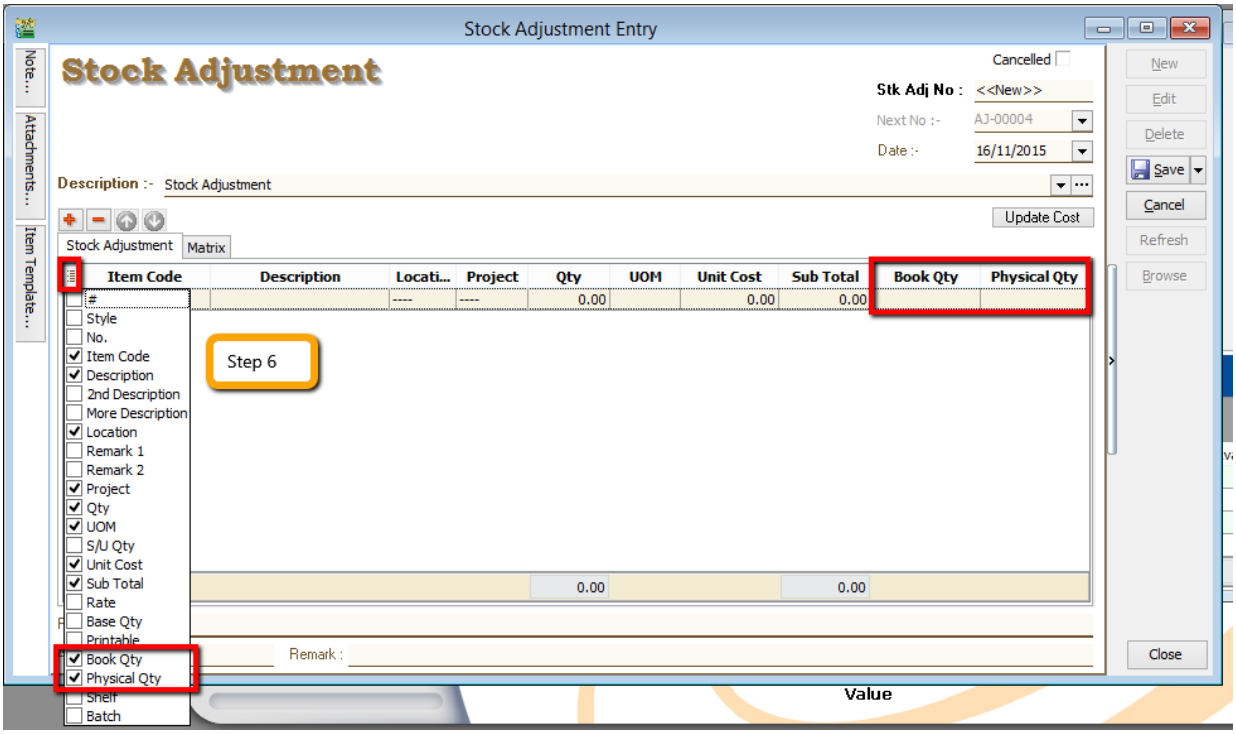


Step 3: **Filter** by date, stock group or others **information** that you want to do for the stock take, please **make sure that you choose the correct location and batch if you have these two modules.**

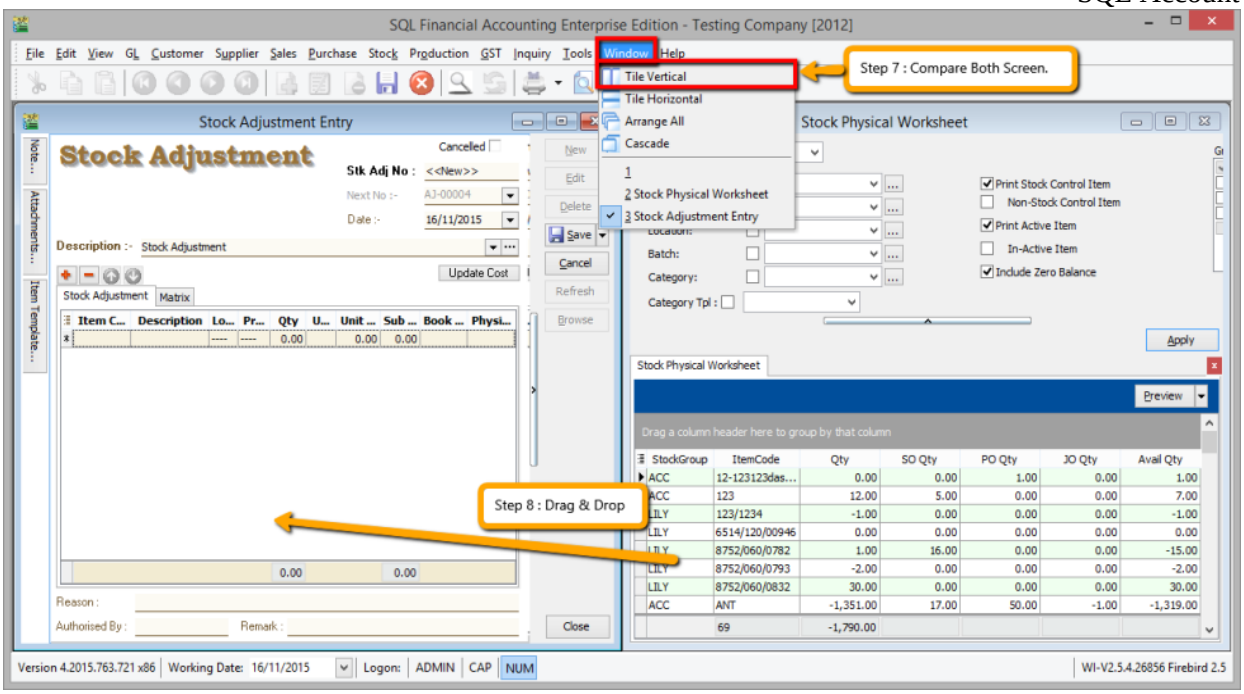
Step 4: Click on **Apply and Preview.**



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.**

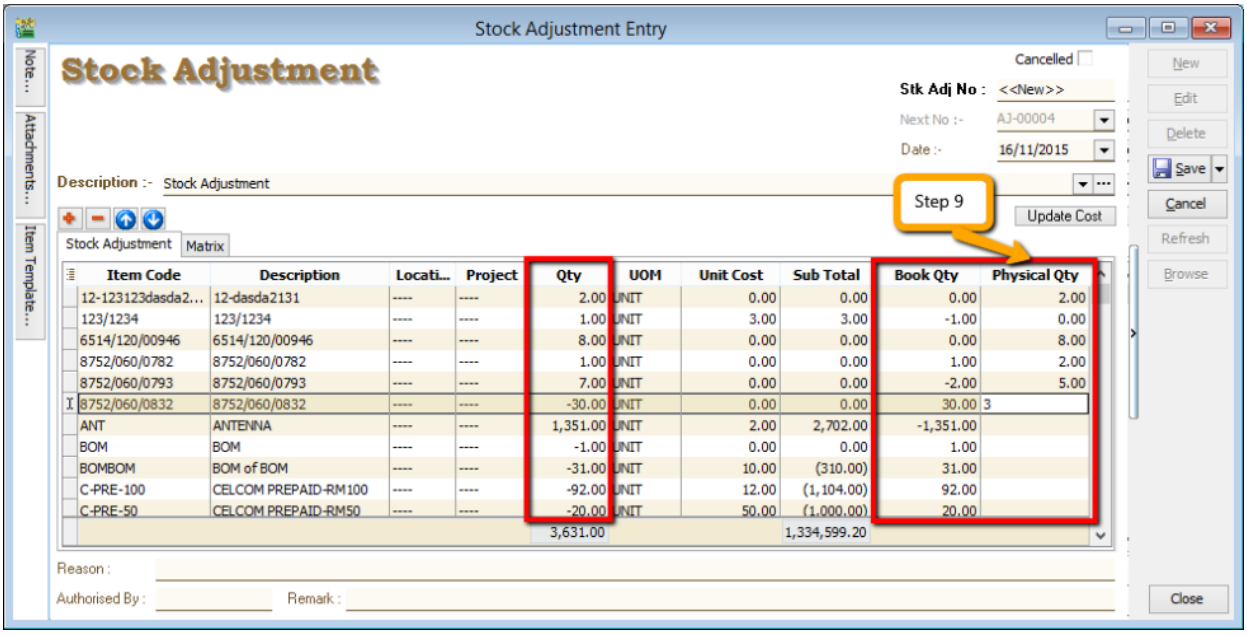


Step 6: After complete updating the stock take report, click on **Stock | Stock Adjustment | and drag out Book Qty and Physical Qty.**



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**

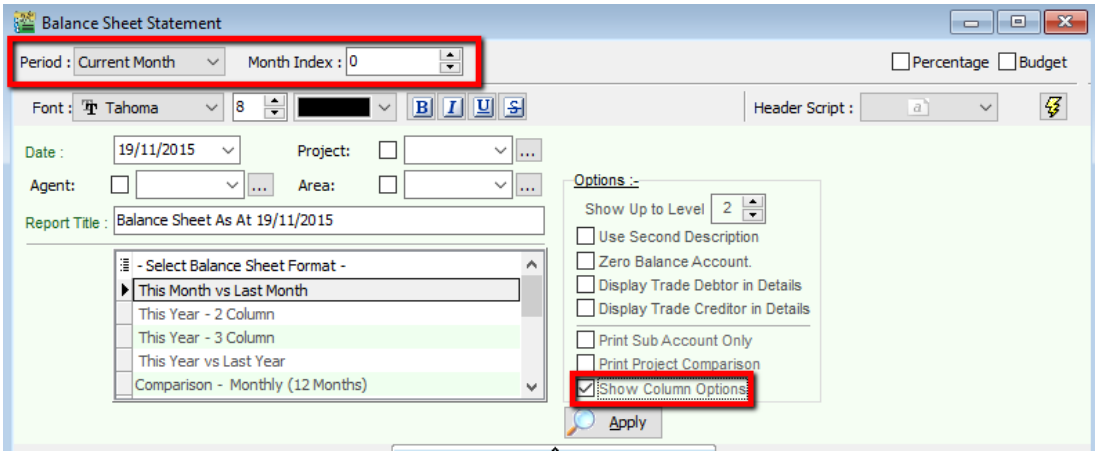
Step 1: Select your date

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

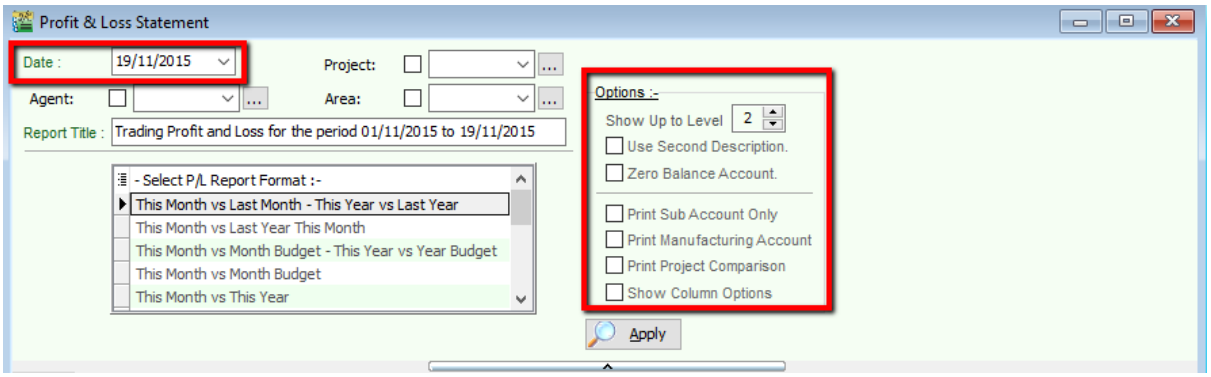
Go to **GL | Print Profit and Loss Statement**

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**



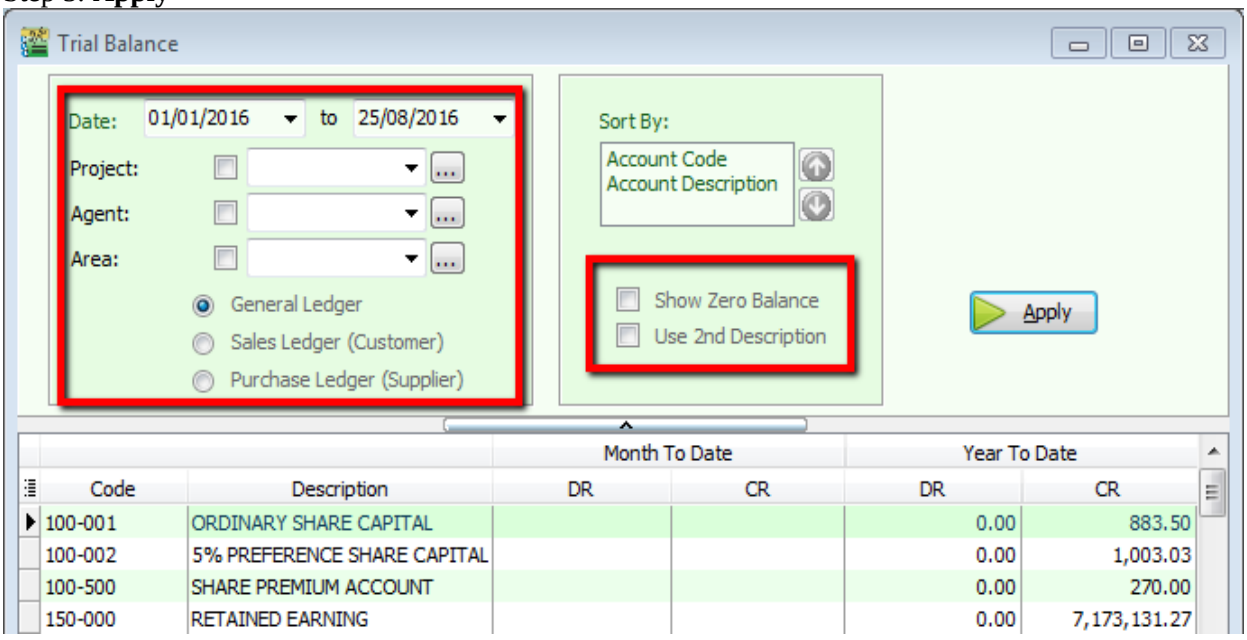
7.1.3 Trial Balance

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:
a. **Use second description** – use second description is which 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 5: **Apply**



7.1.4 Ledger Report

Go to **GL | Print Ledger Report**

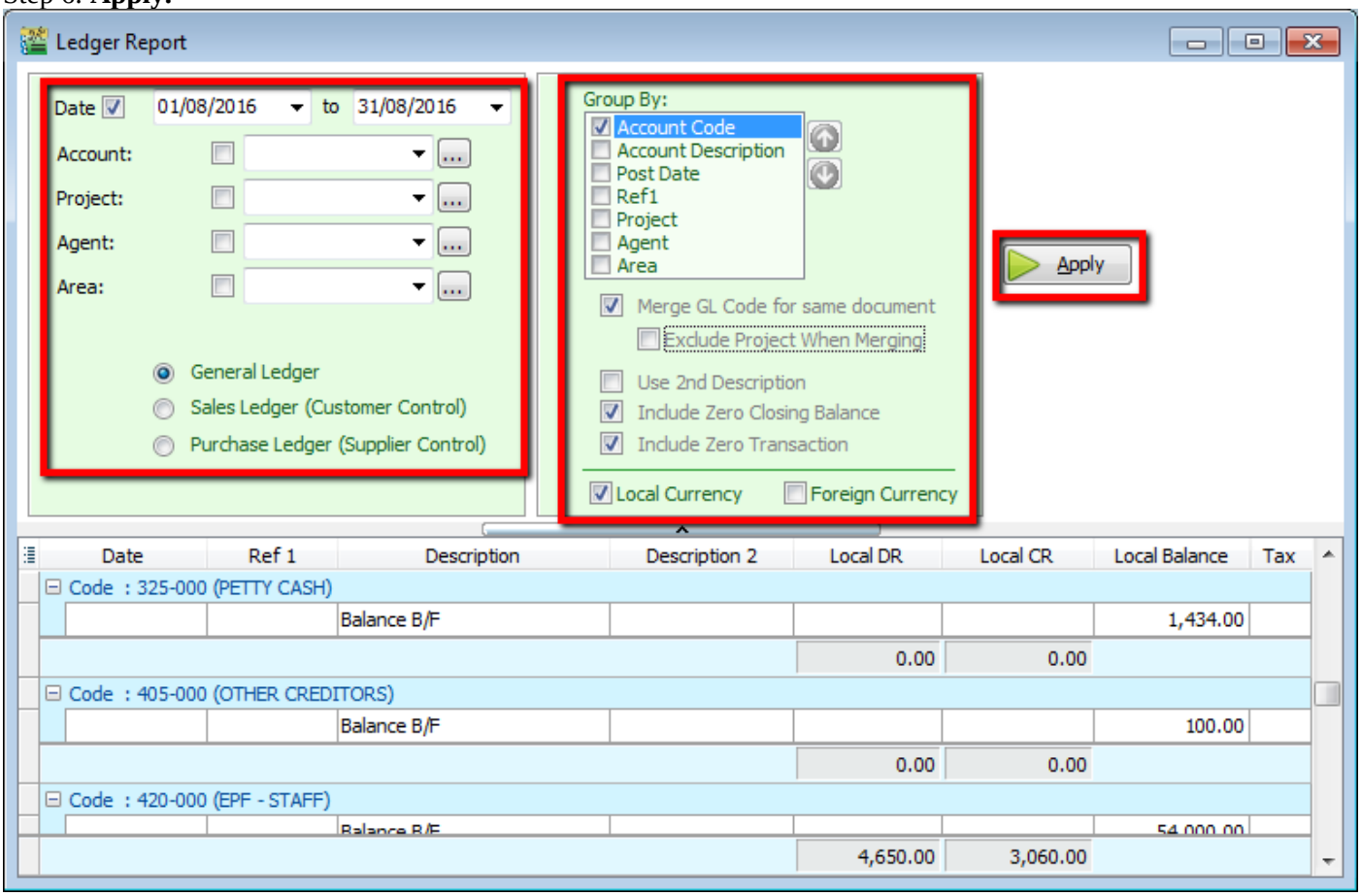
Step 1: Select your date

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:
a. **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.
b. Exclude Project when merging – exclude project when merge GL Account.
c. **Use second description** – use second description which is maintained under GL | Maintain Chart of Account
d. **Include Zero Closing Balance** – choose to show accounts in the report even if their amount is 0
e. **Include Zero Transaction** – choose to show accounts in the report even if there are 0 transactions.
f. **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.**



7.2 Customer Report

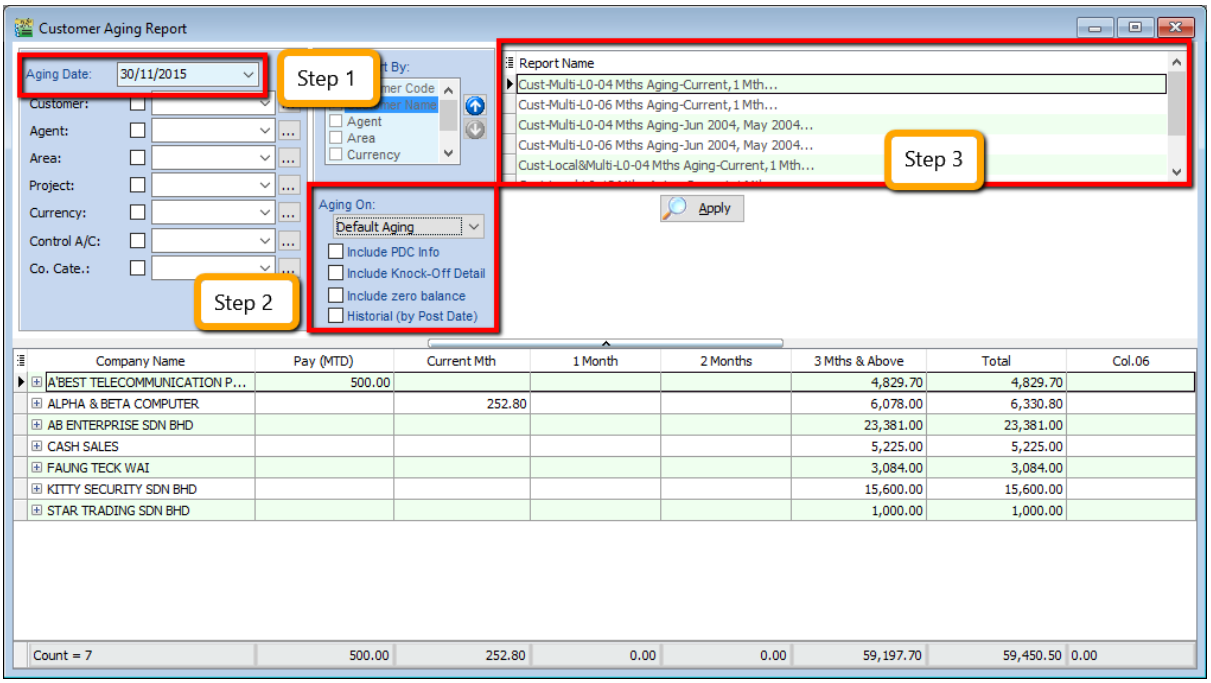
7.2.1 Customer Aging

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**



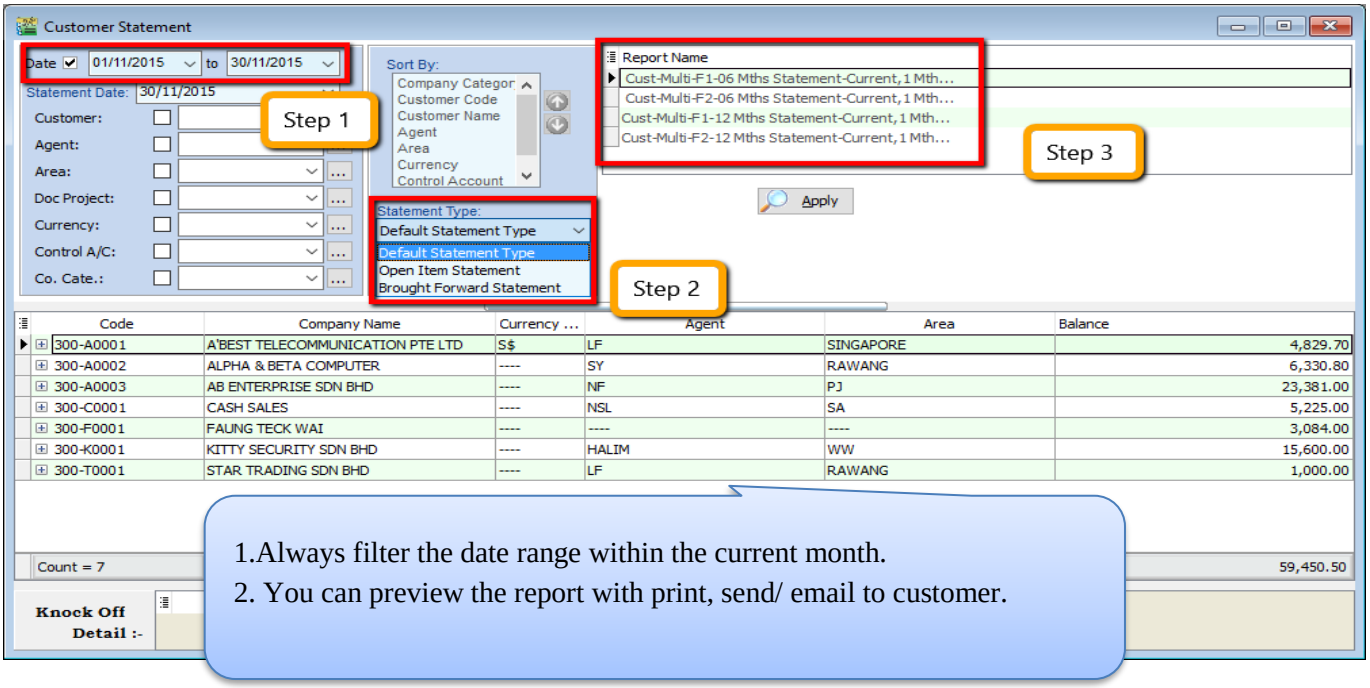
7.2.2 Customer Statement

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

Step 2: Choose your preferred options.
a. **Default Statement Type** – The default Setting preset under Maintain Customer
b. **Open Item Statement** – Show all outstanding transaction row by row
c. **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

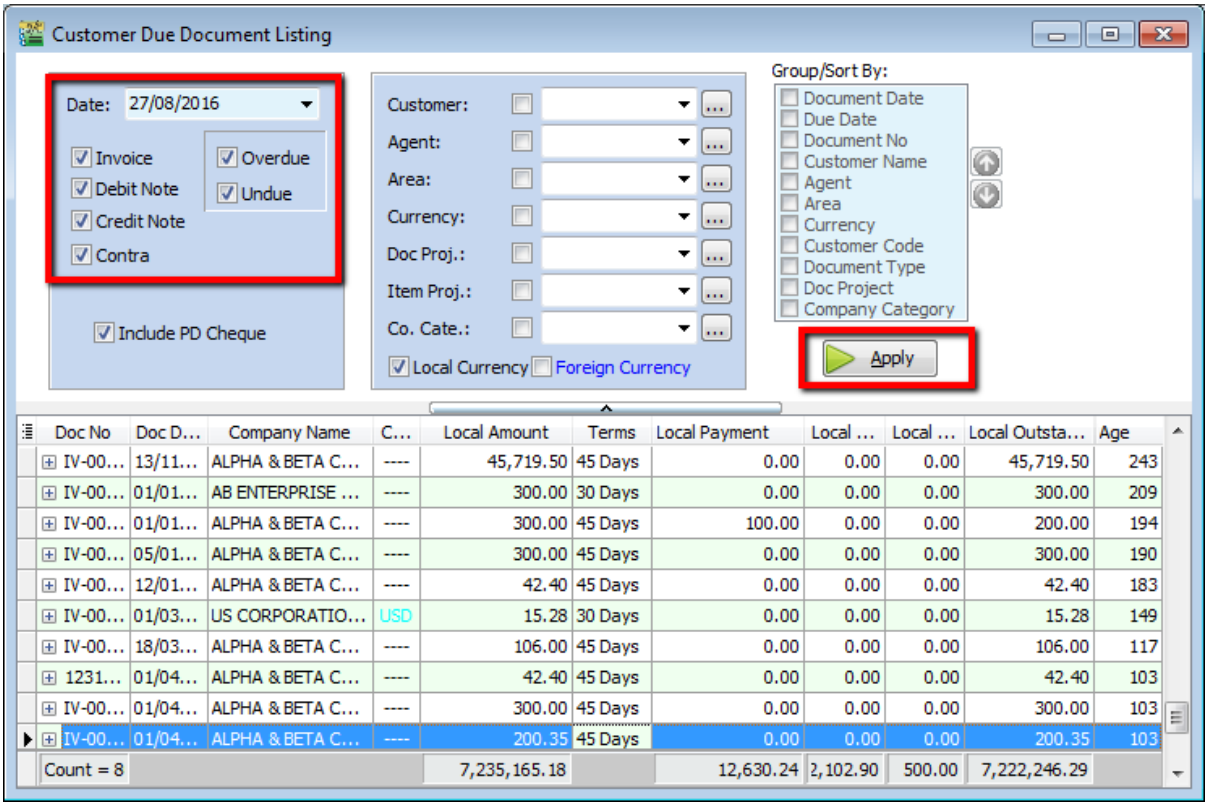
In this report, you can print a reminder letter to remind customers of outstanding amounts.

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

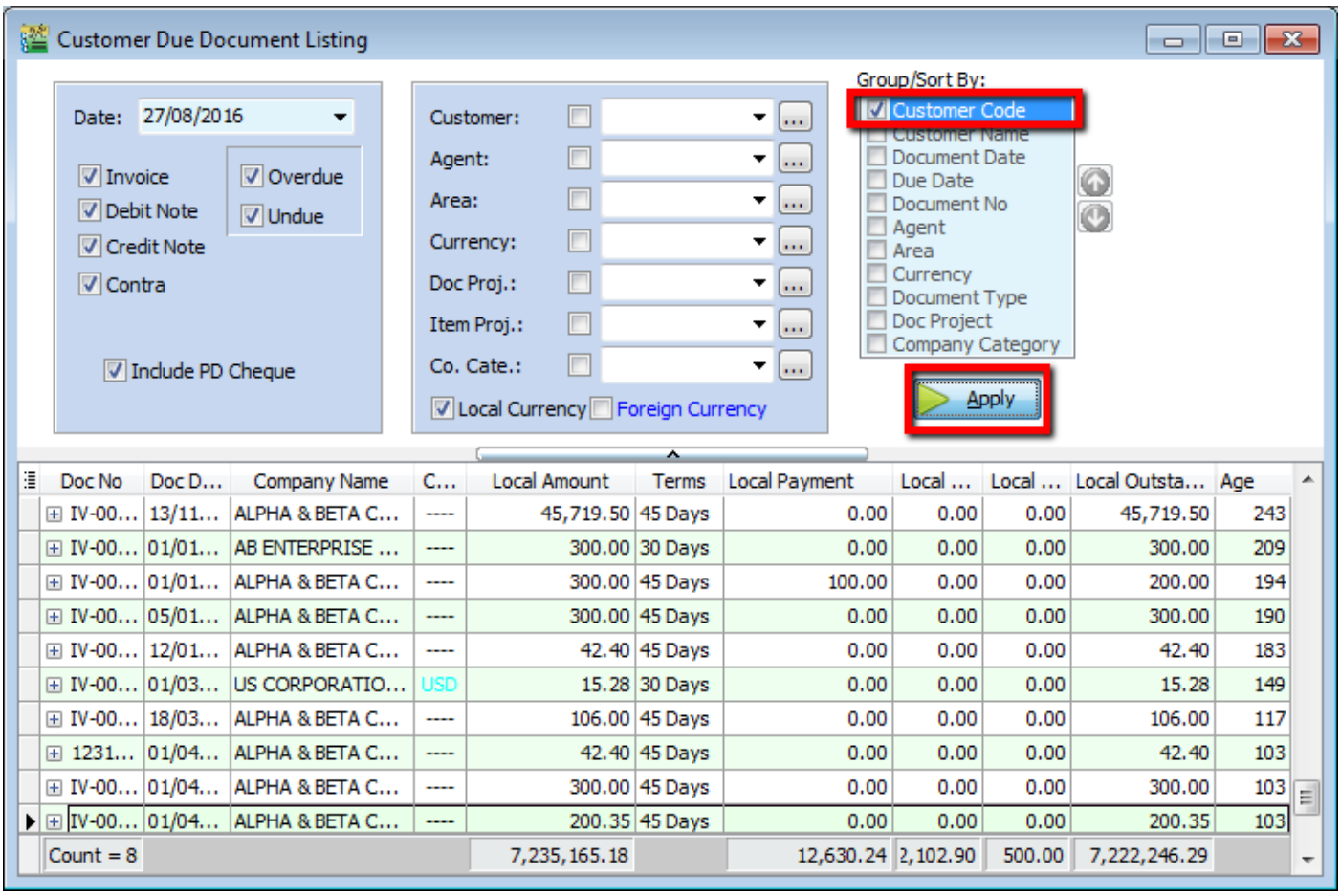
Step 2: Overdue or Undue document.

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

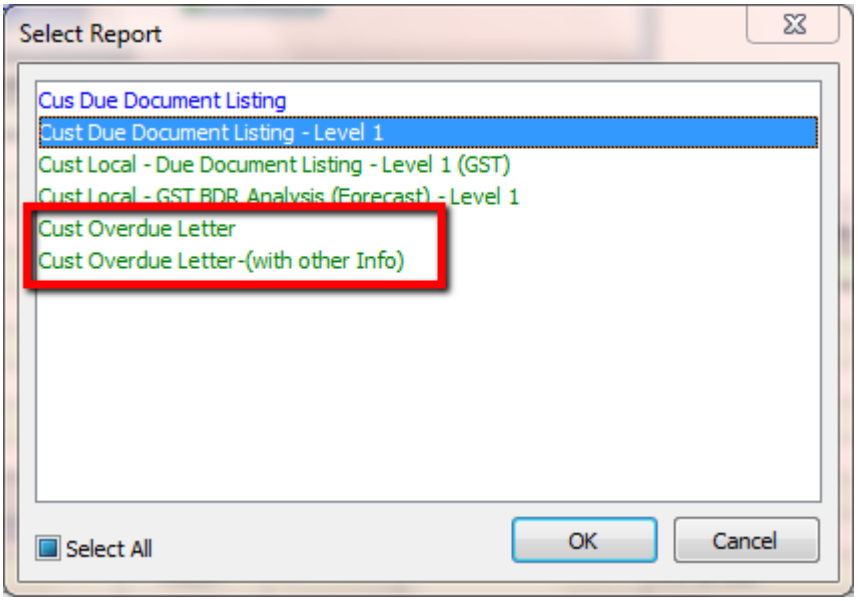
Step 4: **Apply.**



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



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



Testing Company

Date: 27/08/2016
Page: 1 of 1

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

RE : OVERDUED ACCOUNT

Our record shows that an amount of RM 10.60 is now overdued. A list of overdued 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.

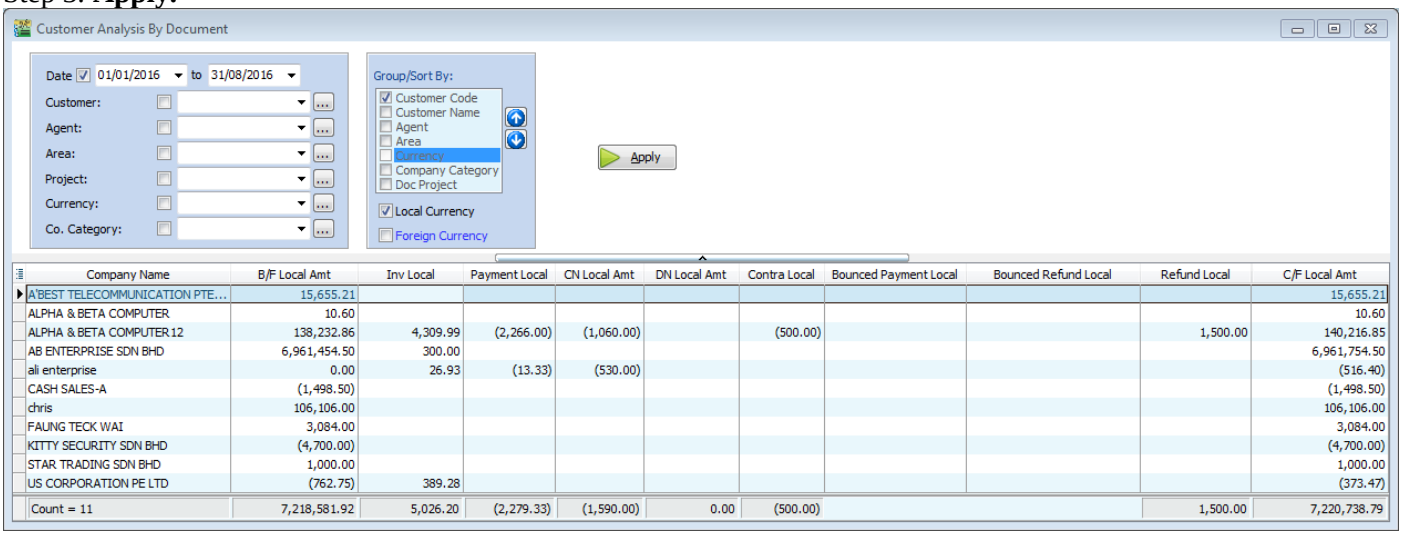
7.2.4 Customer Analysis By Document

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
A'BEST TELECOMMUNICATION PTE...	15,655.21									15,655.21
ALPHA & BETA COMPUTER	10.60									10.60
ALPHA & BETA COMPUTER 12	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

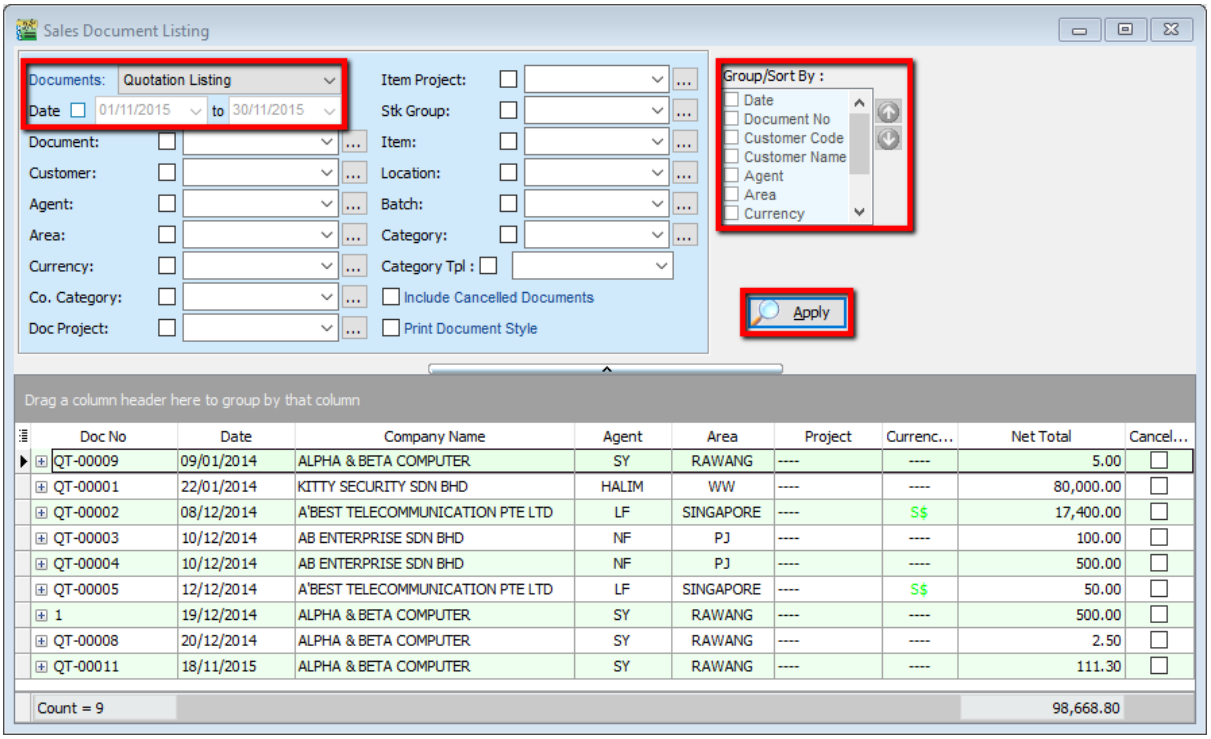
Step 1: You can filter which type of document you want: e.g, **Sales Quotation /Sales Order/ Deliver Order/ Invoice Listing**

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)

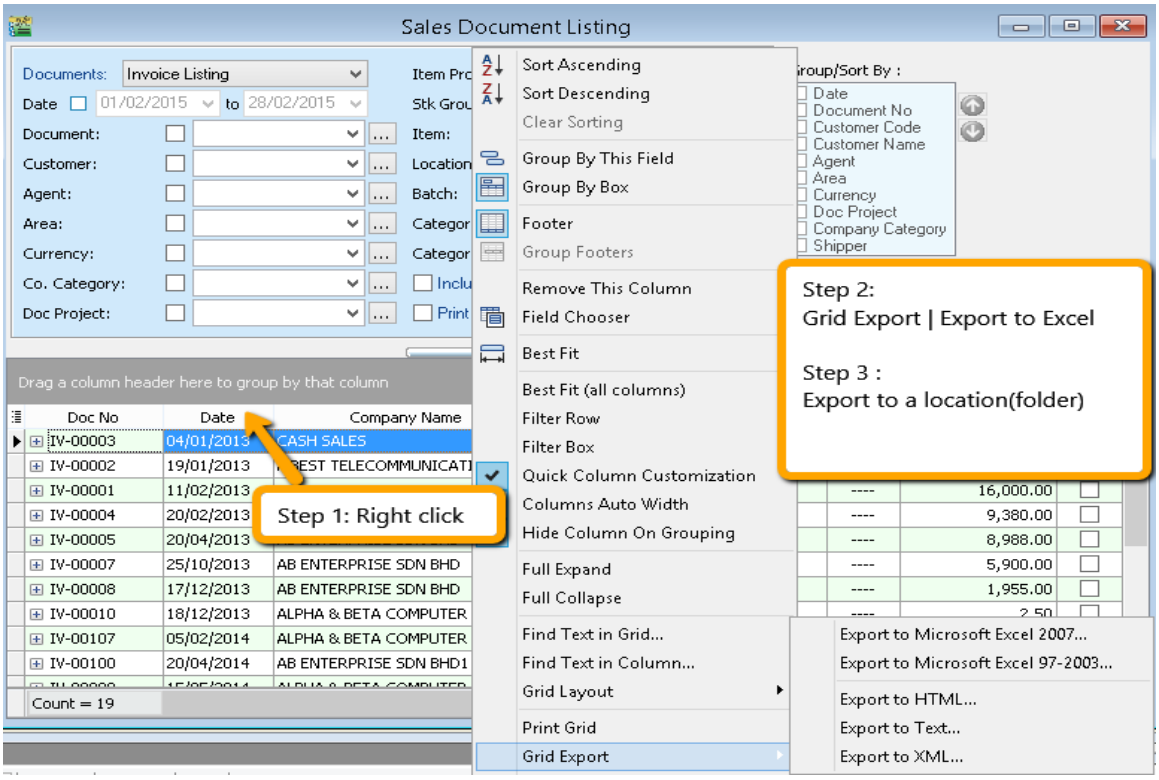
Step 5: Click **Apply** to generate, whenever you change any setting under Step 3 or 4, please redo by clicking Apply



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.**



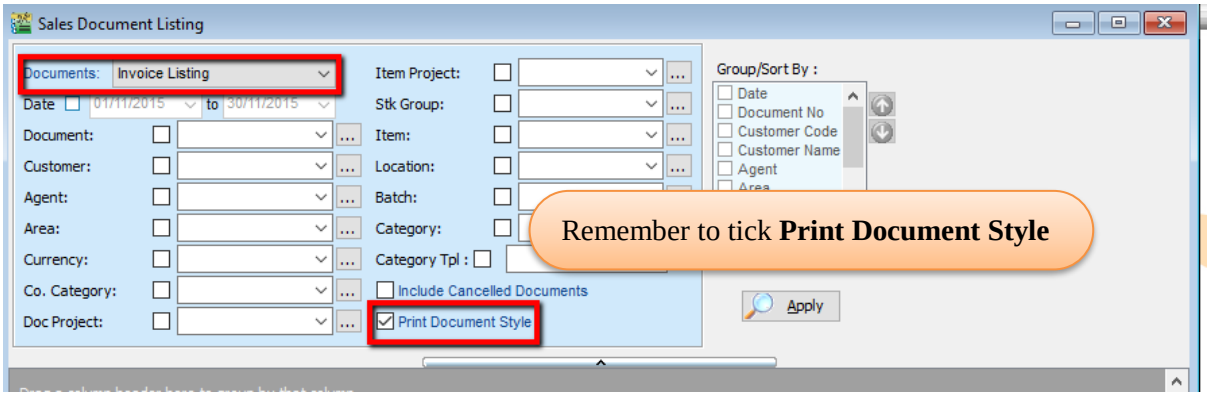
7.3.1.2 Batch Printing Invoices

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)

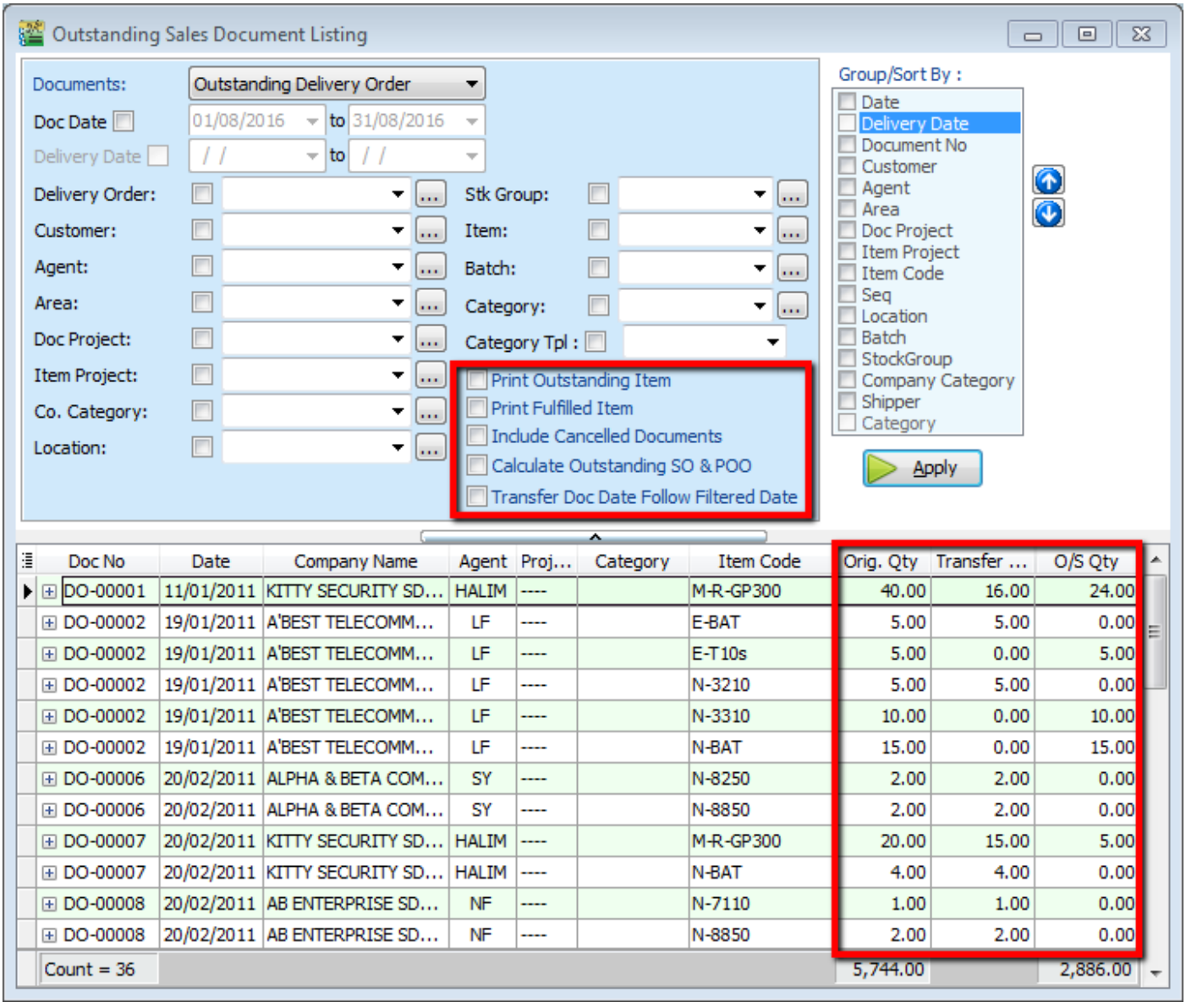
This report can help you check the transfer document's info, such as the amount of outstanding items for the particular document and; which invoices the DO have been transferred to.

Step 1: **Sales | Print Outstanding Sales Document Listing.**

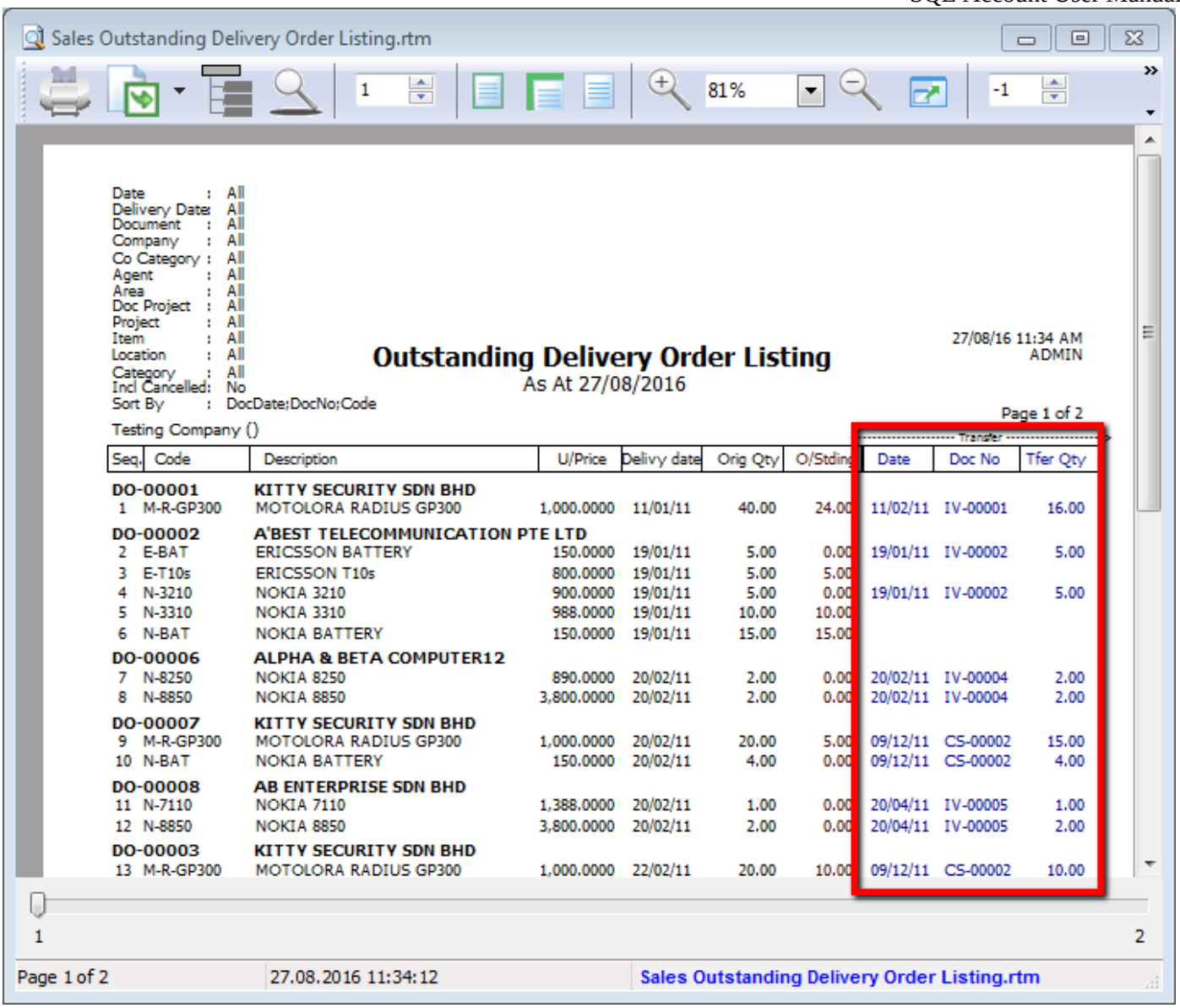
Step 2: Filter the information that you want and apply.

Step 3:
a. **Print Outstanding Item** – to check outstanding items which have not yet been transferred.
b. **Print Fulfilled Item** – to check those documents which have been fully transferred and transferred to which document.
c. **Include cancelled documents** – tick to show cancelled documents in the report.
d. **Outstanding SO & PO** – to check the number of outstanding items from sales order and purchase order
e. **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.**



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

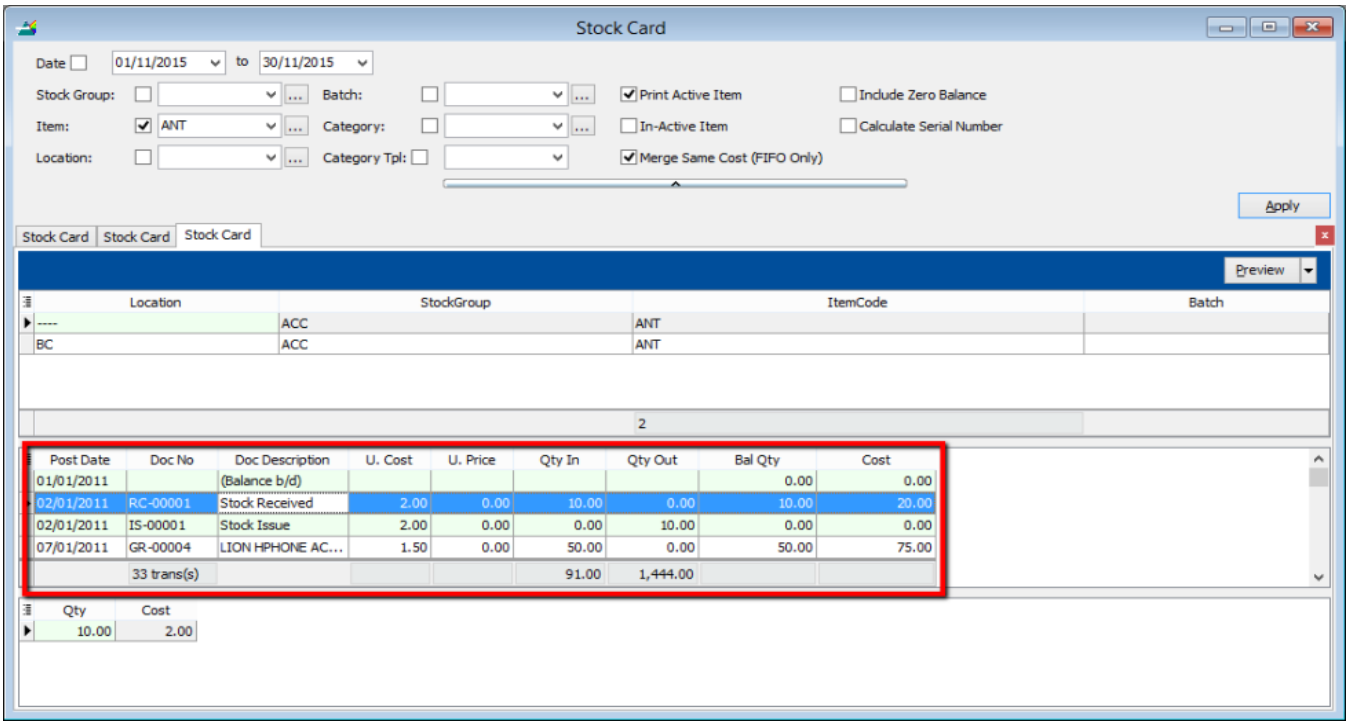

Sales Outstanding Delivery Order Listing.rtm
81%
Date : All
Delivery Date: All
Document : All
Company : All
Co Category : All
Agent : All
Area : All
Doc Project : All
Project : All
Item : All
Location : All
Category : All
Incl Cancelled: No
Sort By : DocDate;DocNo;Code
Outstanding Delivery Order Listing
As At 27/08/2016
27/08/16 11:34 AM
ADMIN
Page 1 of 2
Testing Company ()
Transfer
Seq. Code Description U/Price Delivy date Orig Qty O/Stding 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:

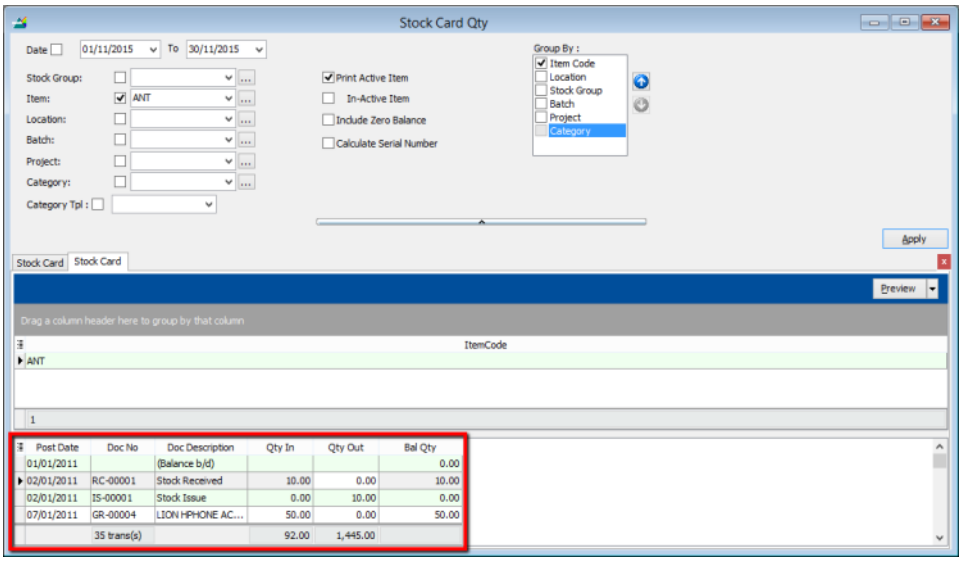
Step: **Stock | Print Stock Card | Apply.**



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.

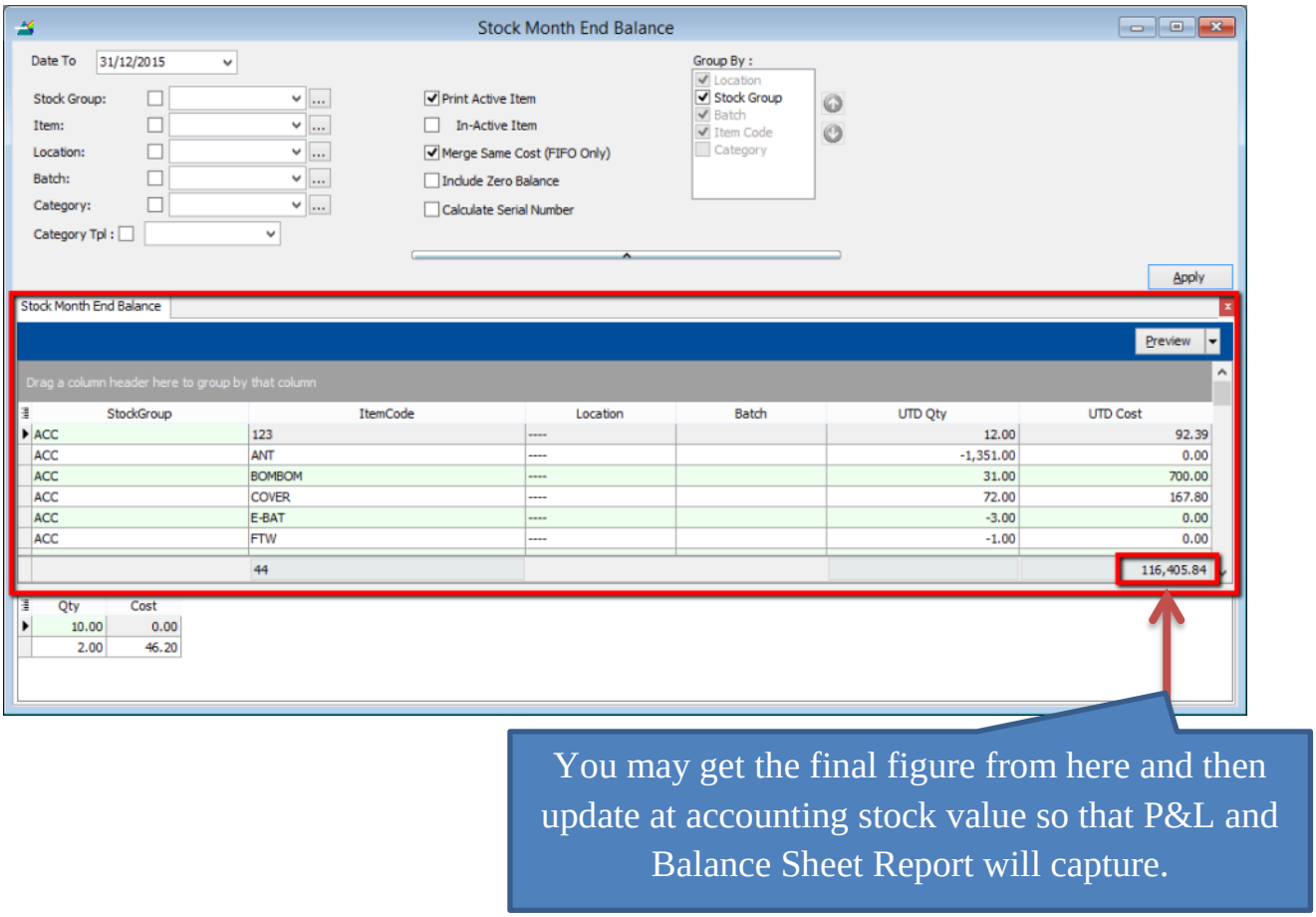
Step: **Stock | Print Stock Card Qty | Apply.**



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.**

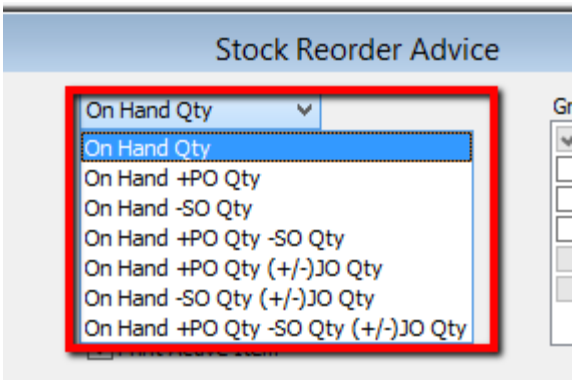


You may get the final figure from here and then update at accounting stock value so that P&L and Balance Sheet Report will capture.

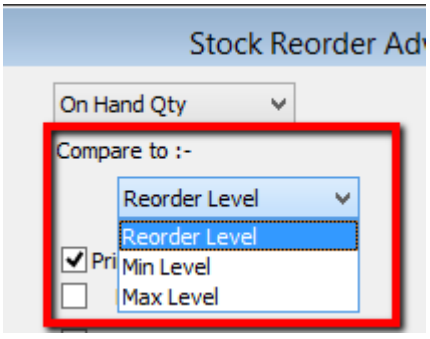
7.4.4 Stock Reorder Advice:

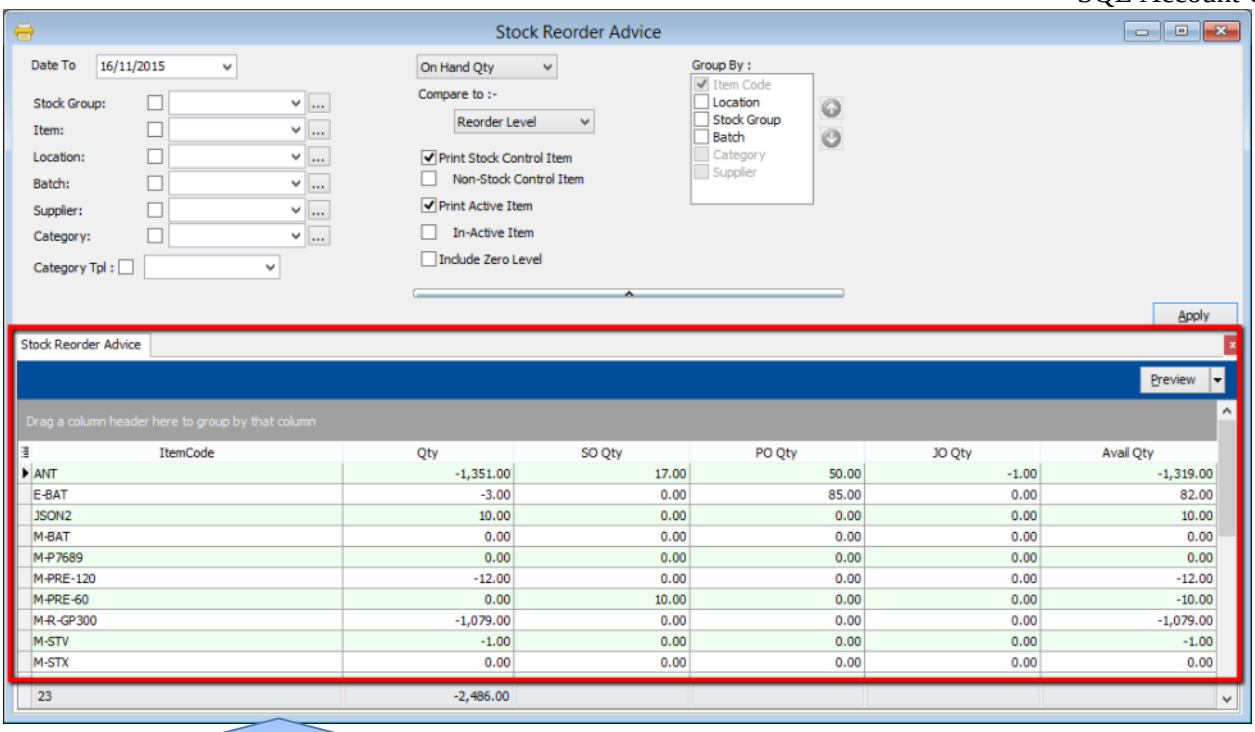
This report is to show reorder advice according to stock level, normally used to trace pending Purchase Orders and Sales Orders. You may compare as seen below:

Step: **Stock | Print Stock Reorder Advice | Apply.**



VS





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.

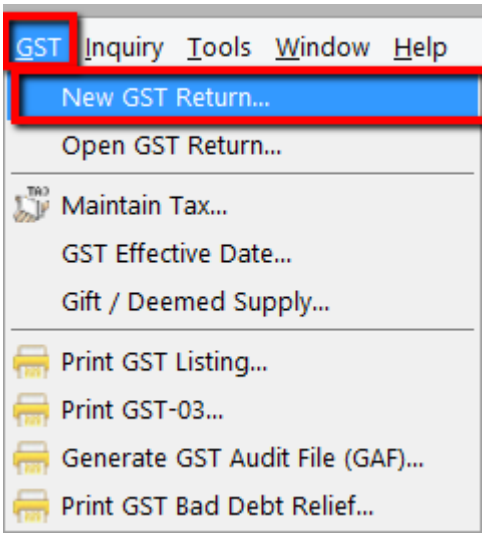
8 GST

8.1 GST-03 Draft

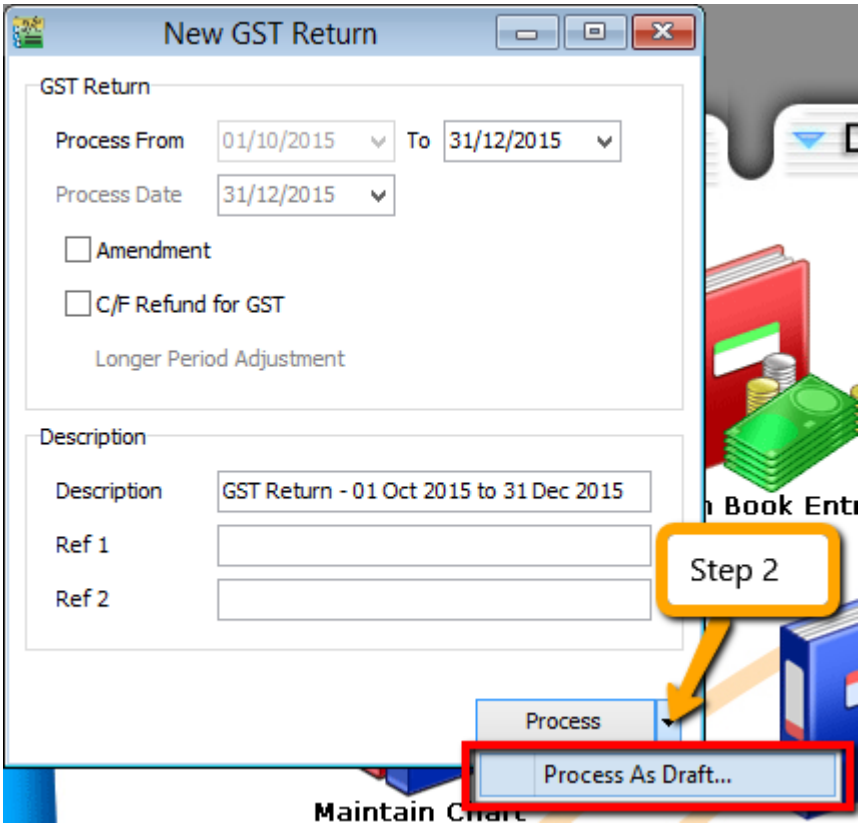
http://www.sql.com.my/video/sqlacc_tutorial/GST-48_GST03_Draft_720HD.mp4

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.

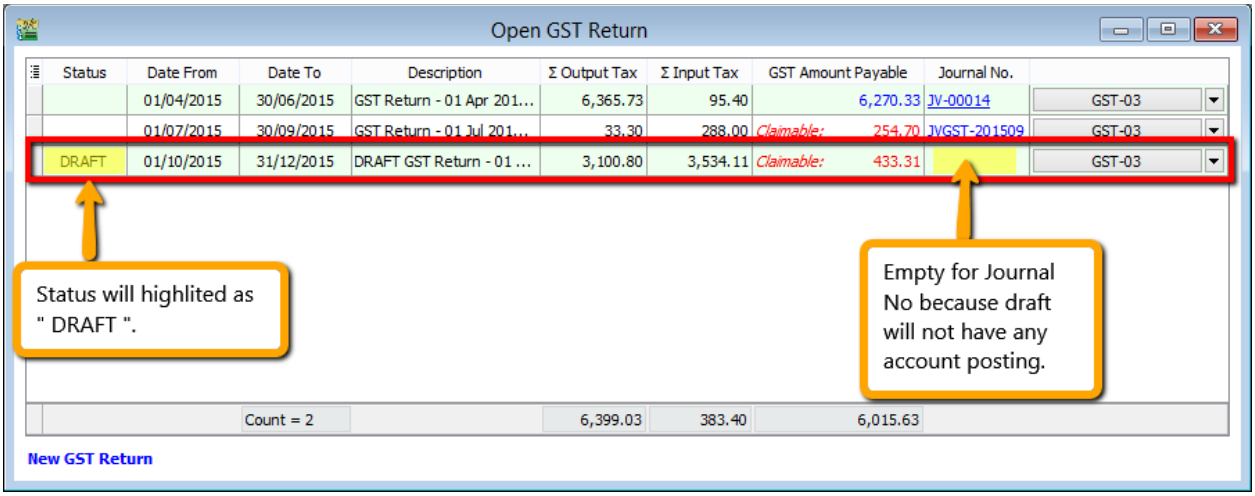
Step 1: **GST | New GST Return.**



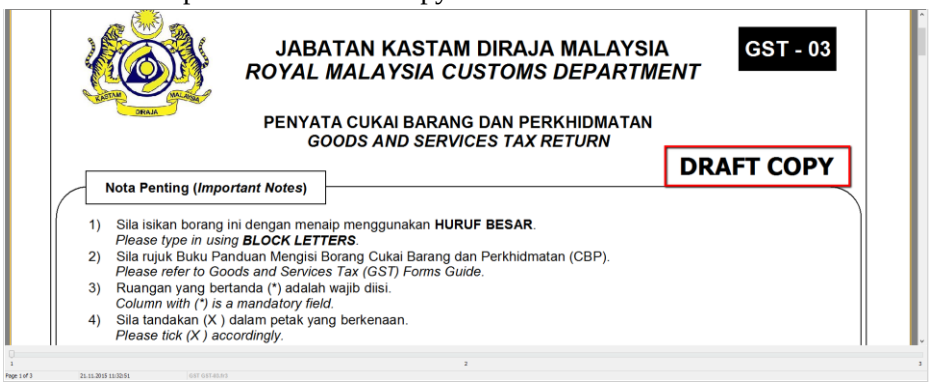
Step 2: Select the arrow down button beside Process | then click on **"Process as Draft".**



The Result is as below:



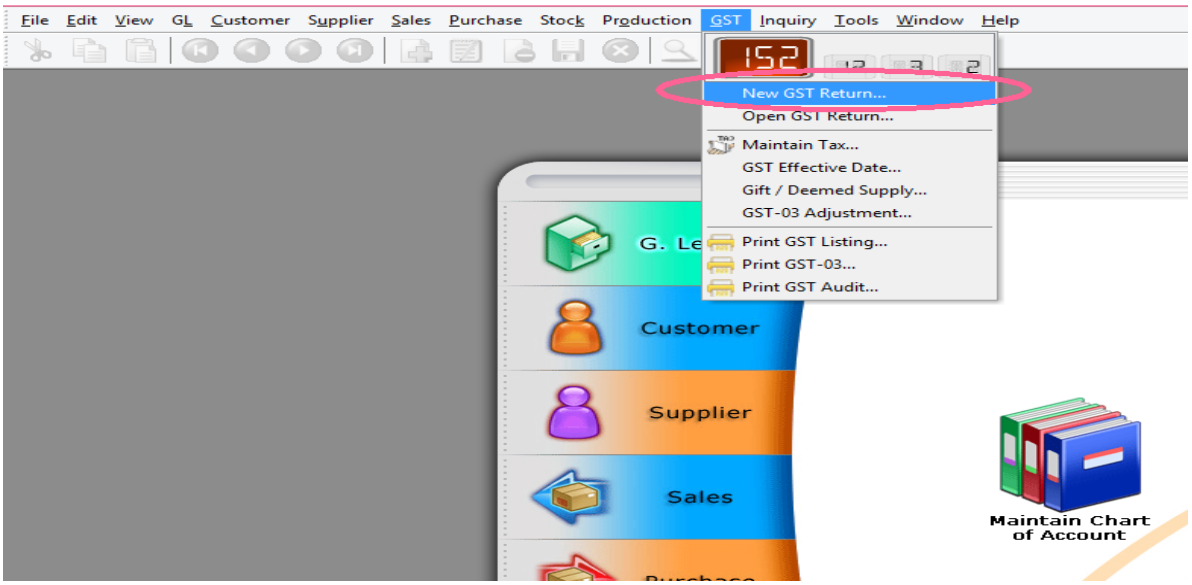
GST Draft can print out GST-03 copy and drill down as usual.



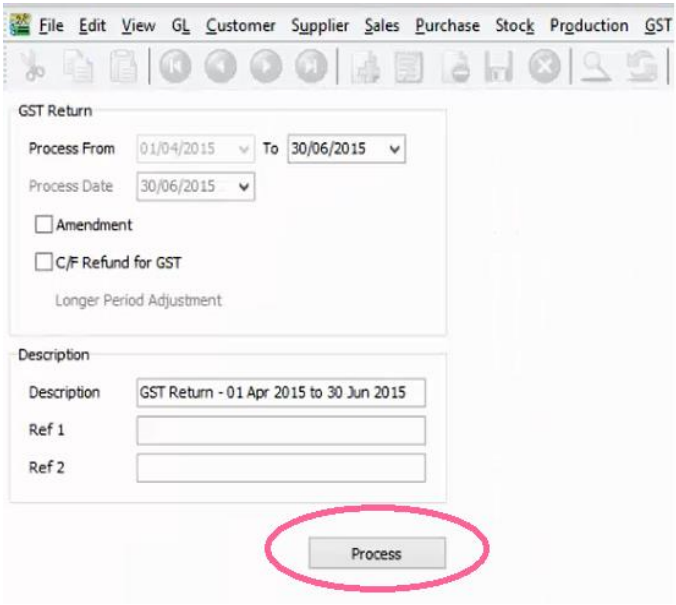
8.2 How to submit GST-03 Tap Online?

http://www.sql.com.my/video/sqlacc_tutorial/GST-32-First_Accounting_Software_in_Malaysia_to_Show_GST03_Submission.mp4First_Accounting_Software_in_Malaysia_to_Show_GST03_Submission.mp4

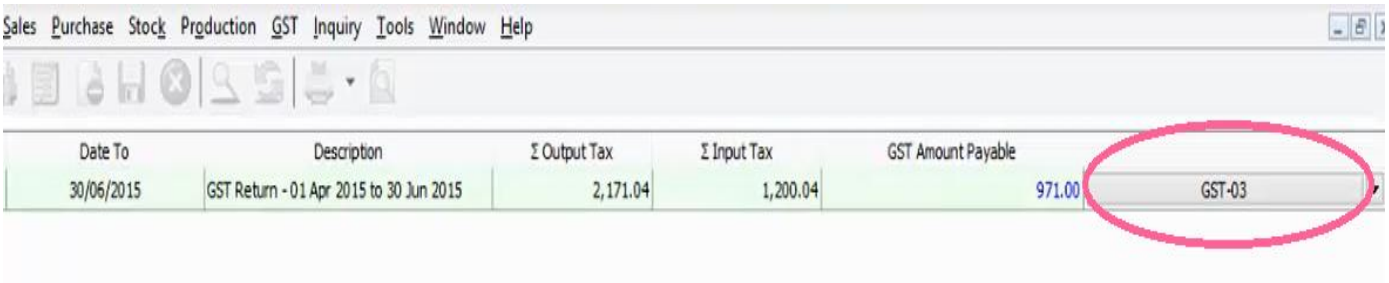
Step 1: **GST | New GST Return.**



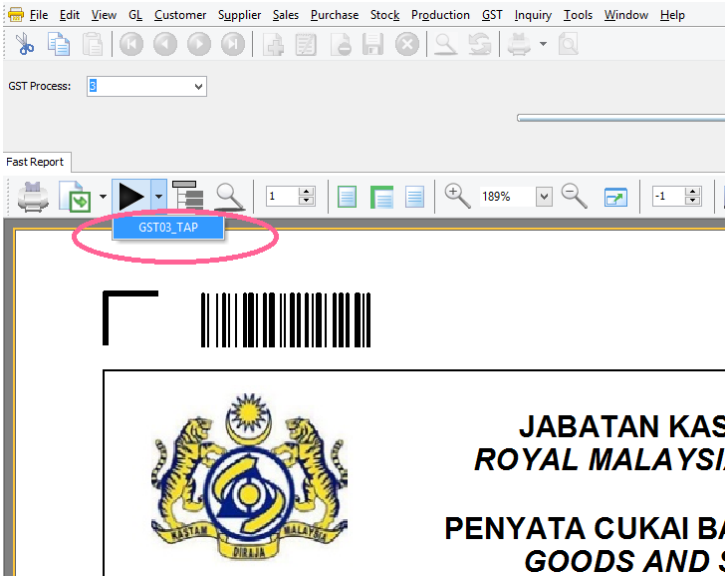
Step 2: **Process** monthly or every 3 months based on your company's registration with Custom.



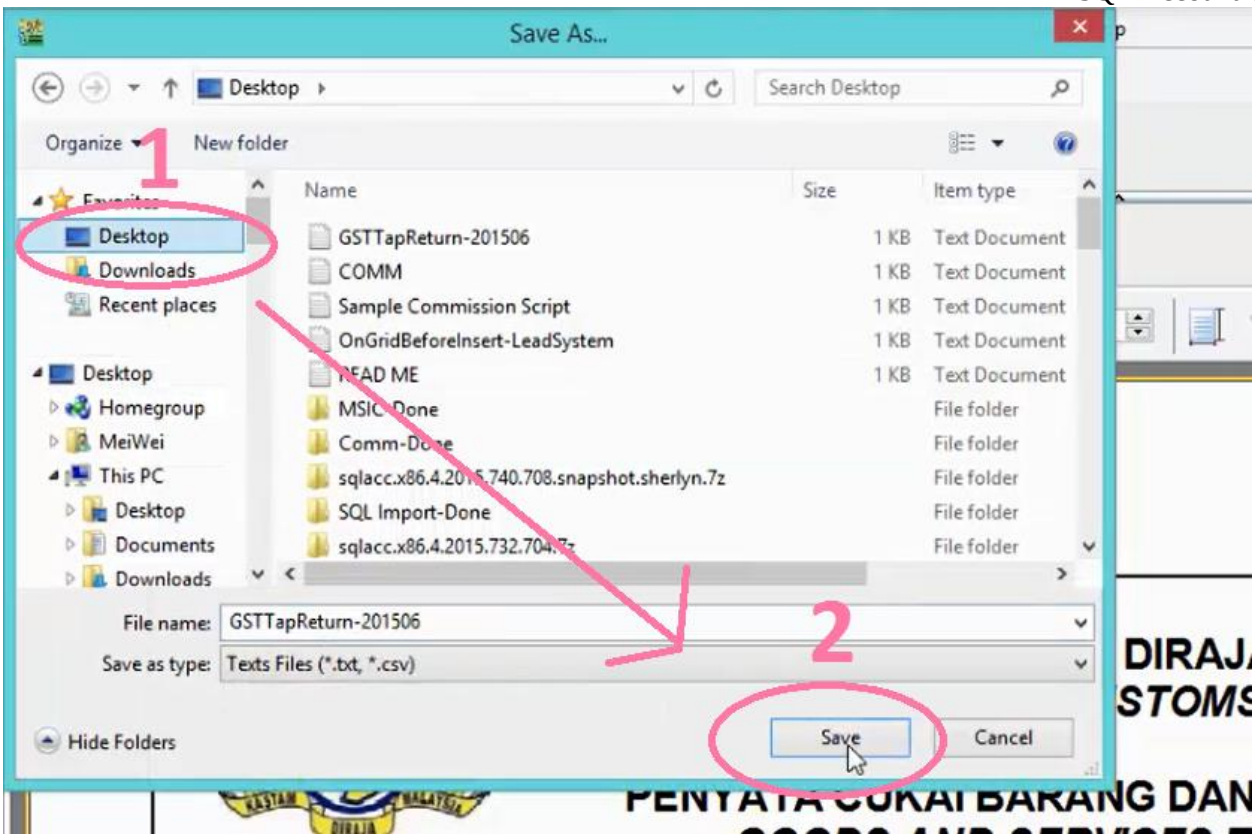
Step 3: Click on **GST-03.**



Step 4: Click on the **play button** then select **GST03_Tap.**

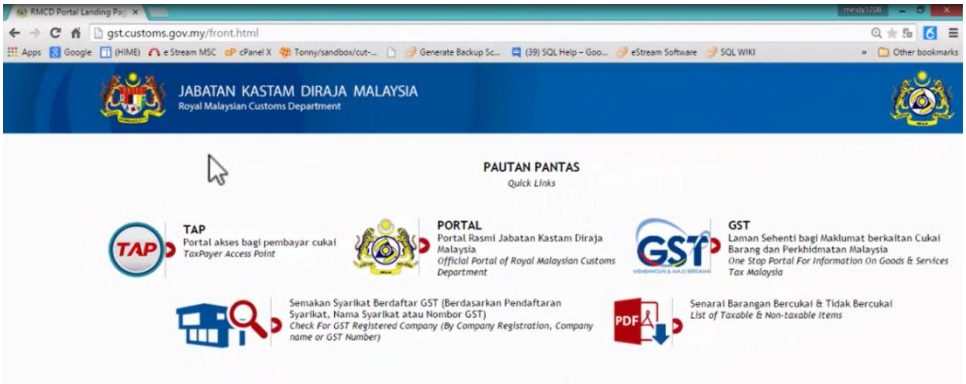


Step 5: **Export to DESKTOP** and **SAVE.**

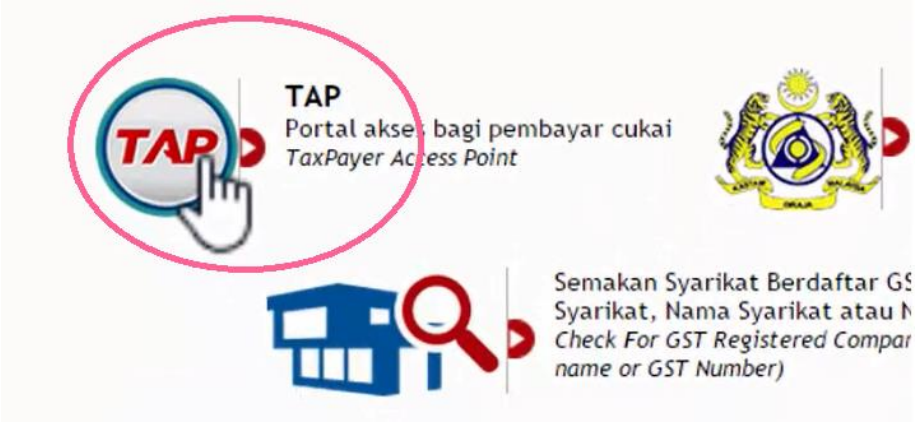


Step 6: Click **OK** for the message "File Export Done"

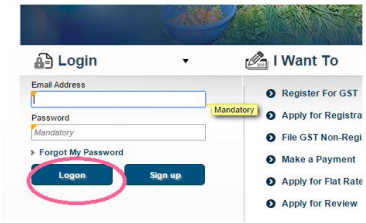
Step 7: Logon into **http://gst.customs.gov.my/front.html**



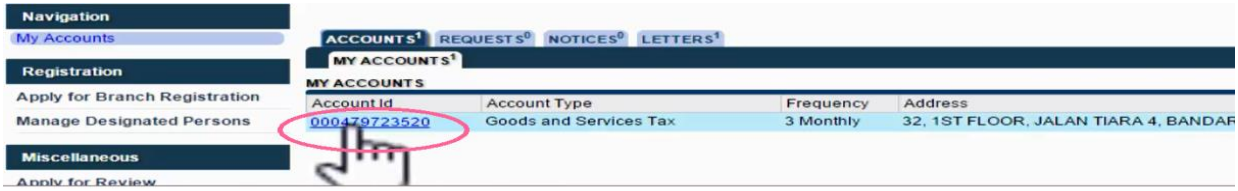
Step 8: Select **TAP.**



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

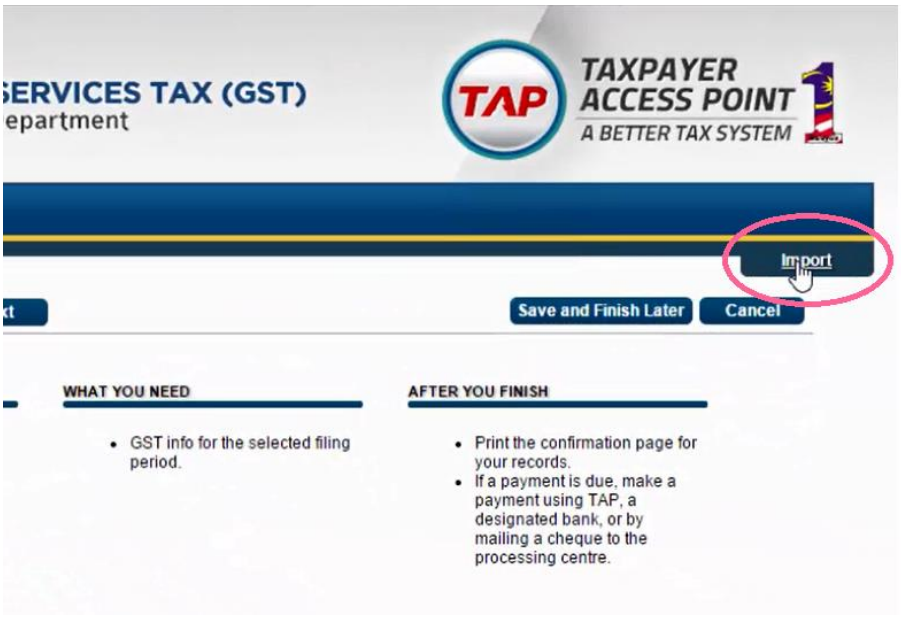


Step 10: Click on **Account id.**

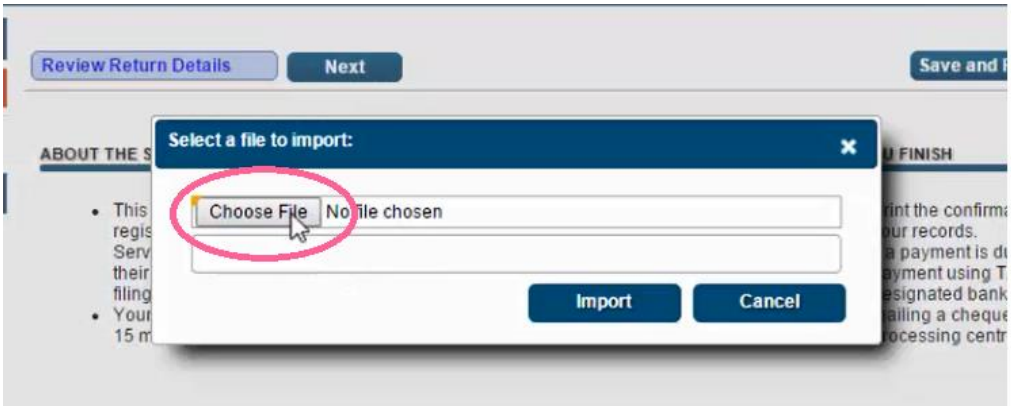


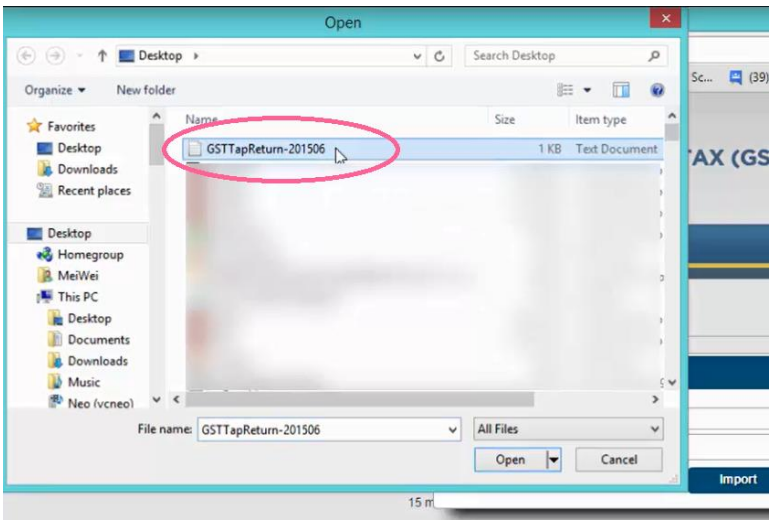
Step 11: Click on **File Now**.

Step 12: Select **Import.**

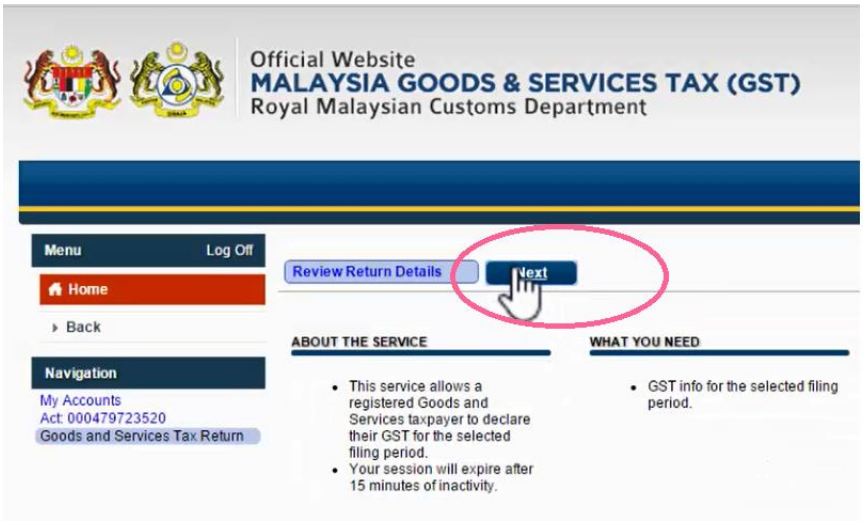


Step 13: Select **Choose File** and choose the GSTTapReturn-201506 that you exported from SQL.

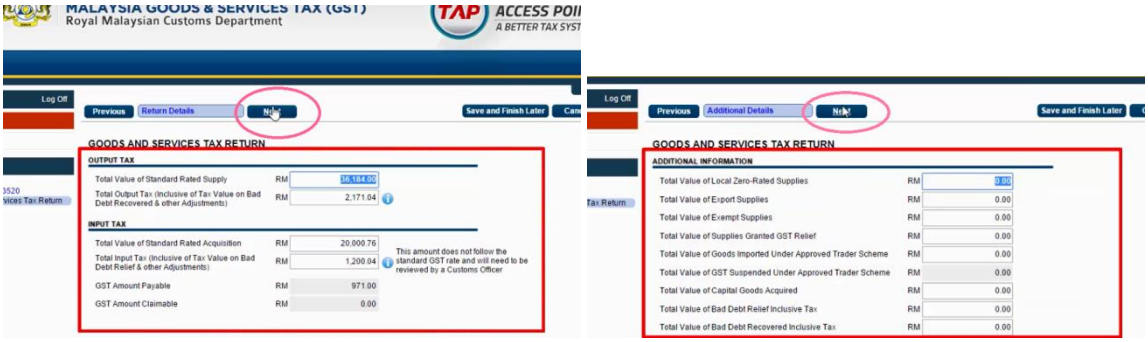




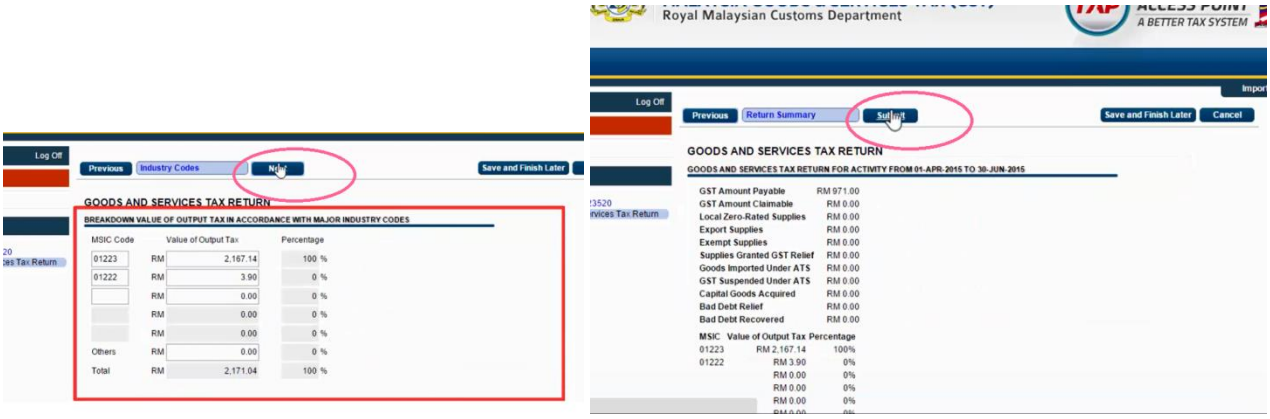
Step 14: Click on **Import and Next.**



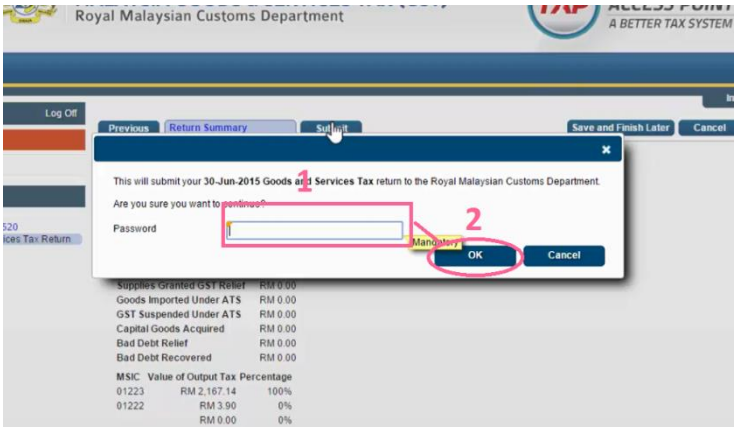
Step 15: Click on **Next** again and you should see that all the information is filled automatically.



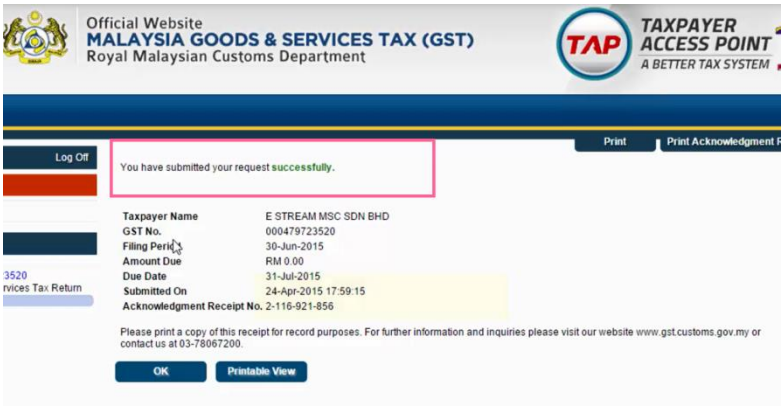
Step 16: Click **Next** until you see **Submit button. Click Submit.**



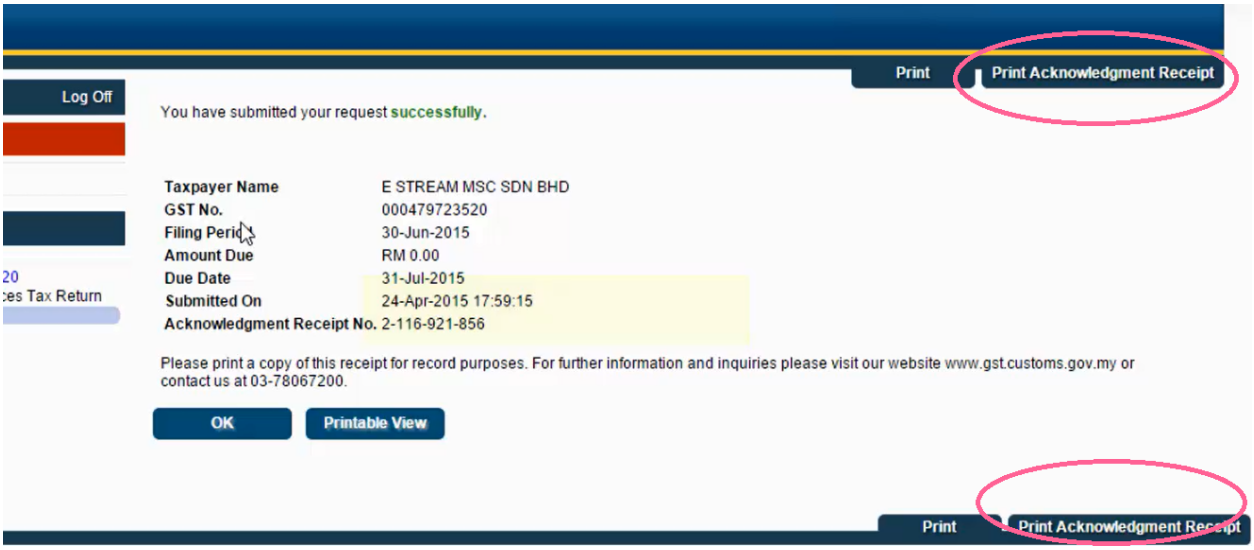
Step 17: **Re-enter your password** for final confirmation and click OK.



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**.



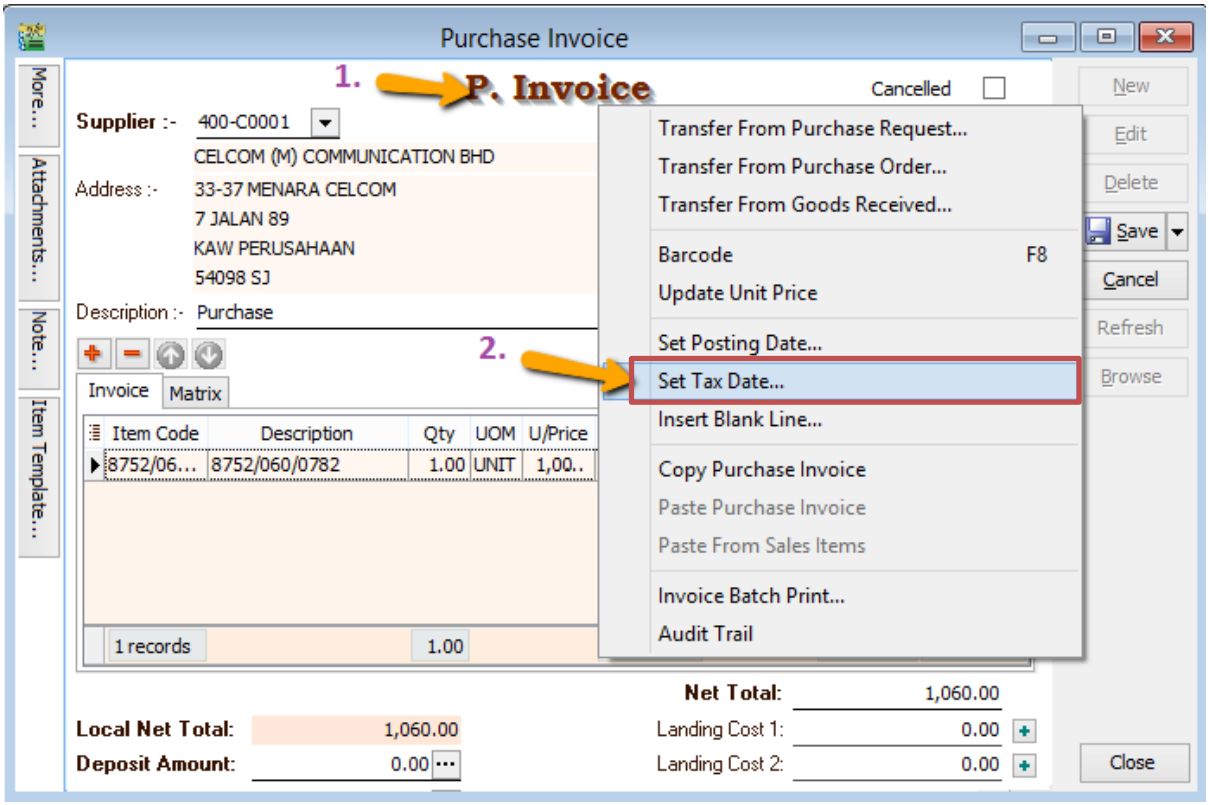
8.3 Set Tax Date

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

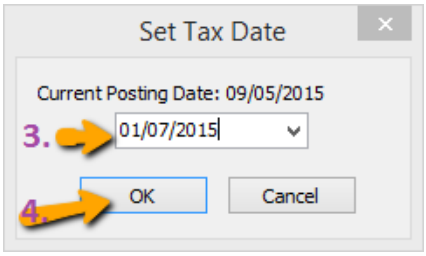
When you received a Purchase Tax Invoice which is dated in the previous taxable period (back-dated) and you want to claim that input tax in your current GST Return.

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

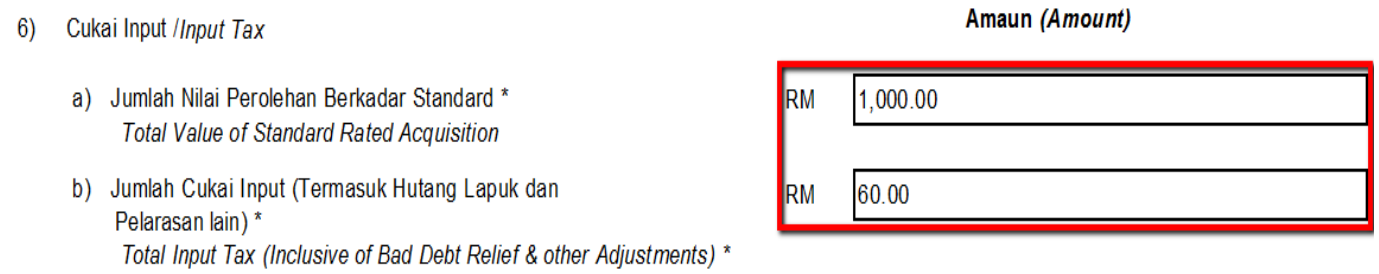
Step 2: Select **Set Tax Date.**



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.



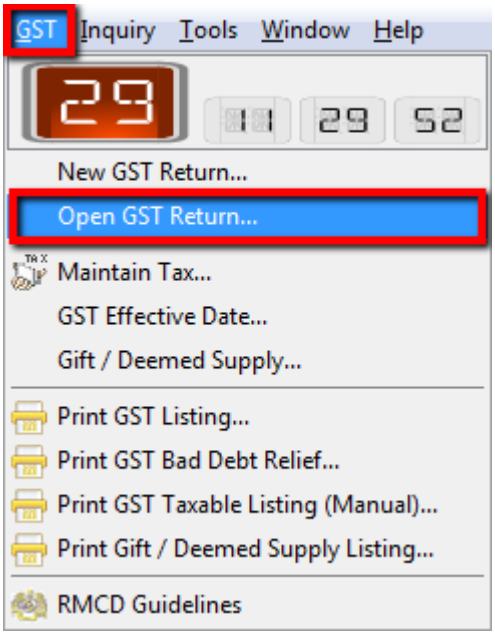
8.4 GAF File

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

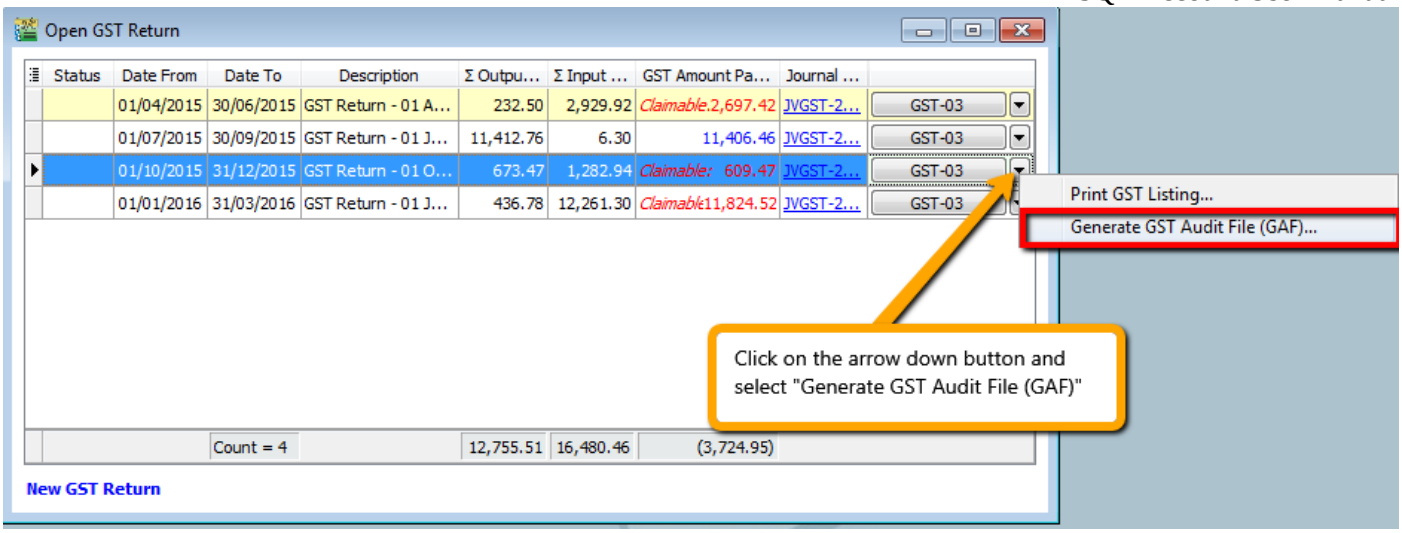
GAF = GST Audit File.

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.

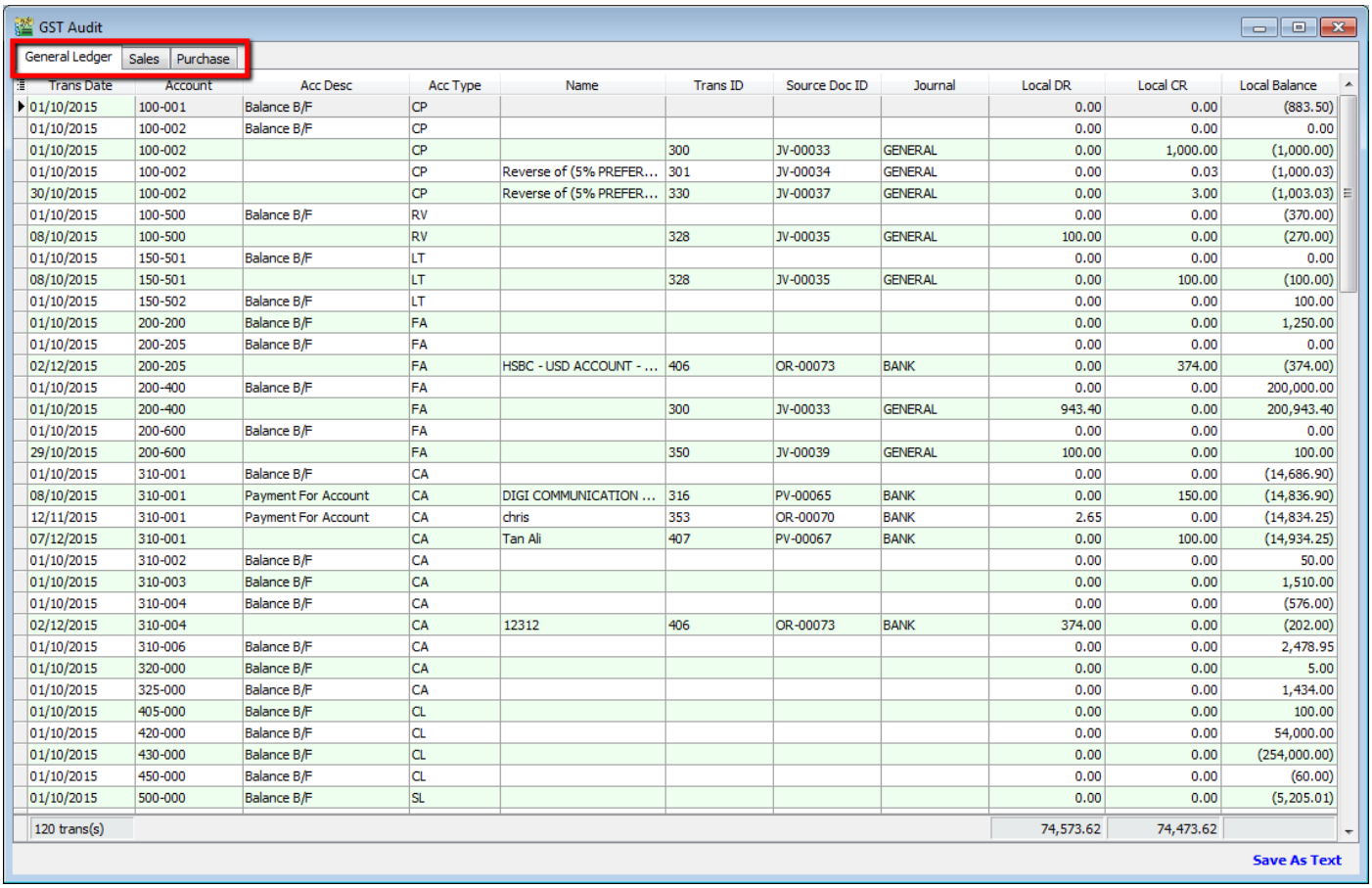
Step 1: Click on **GST | Open GST Return.**



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).**

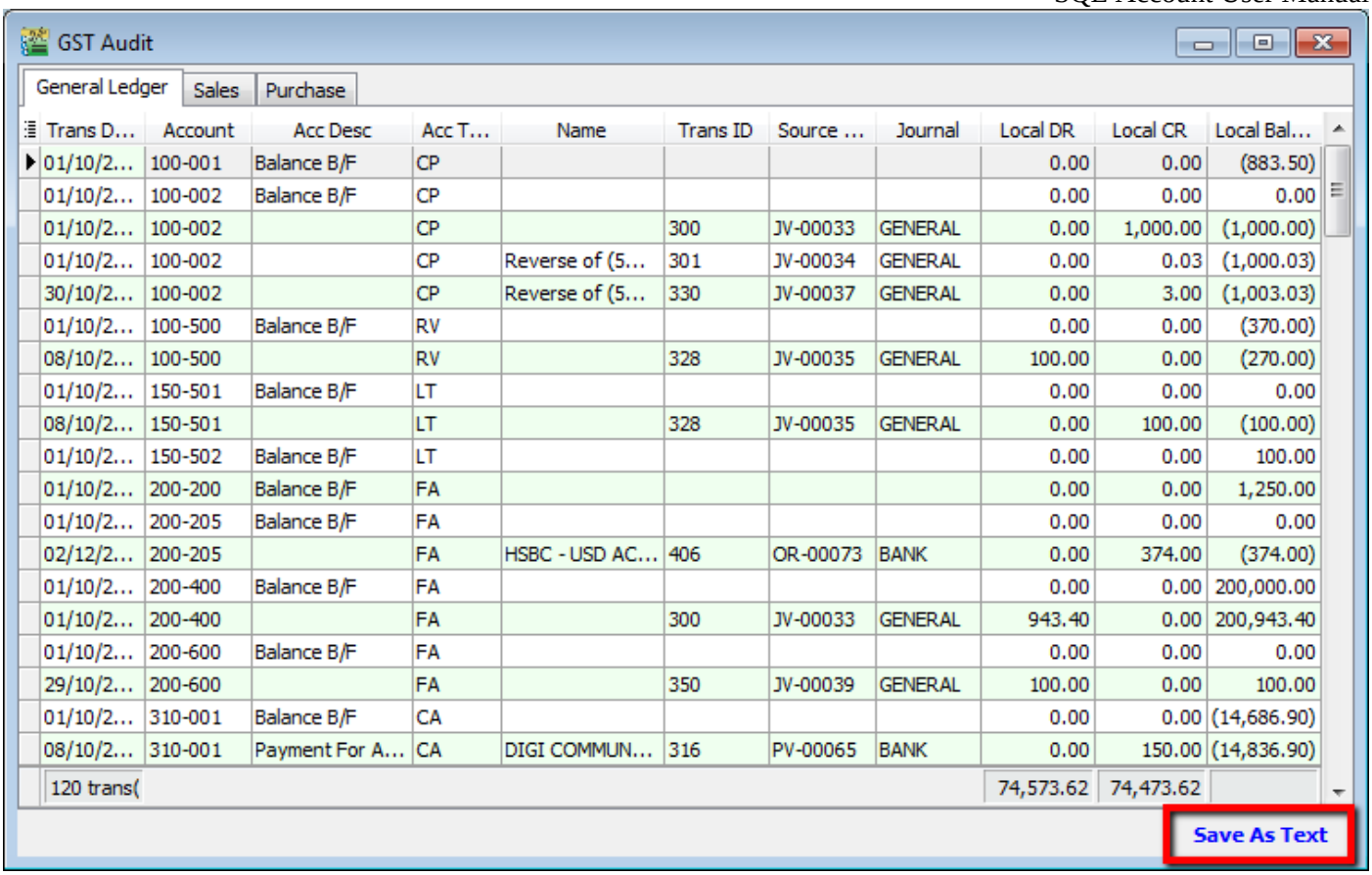


Step 3: The result is generated based on **General, Sales & Purchase Ledger** for you to check your transactions before submitting to Customs for auditing purposes.



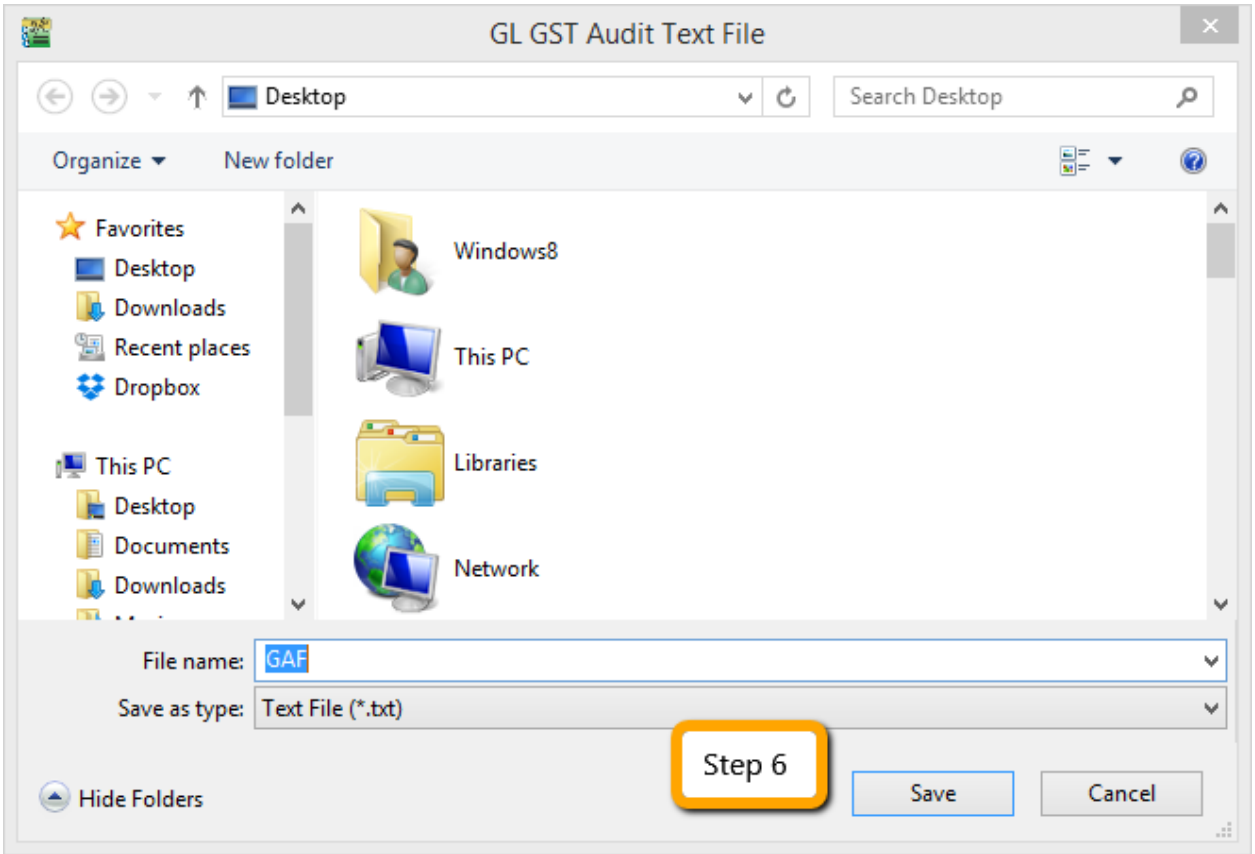
Step 4: You may check the report.

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

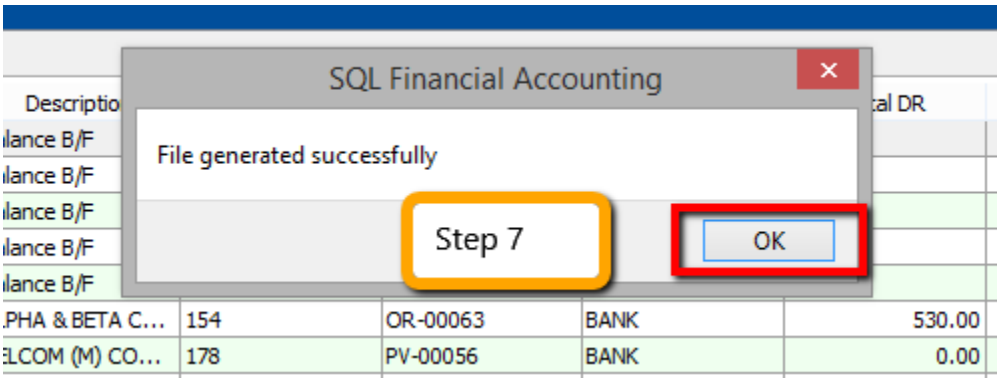


Trans D...	Account	Acc Desc	Acc T...	Name	Trans ID	Source ...	Journal	Local DR	Local CR	Local Bal...
01/10/2...	100-001	Balance B/F	CP					0.00	0.00	(883.50)
01/10/2...	100-002	Balance B/F	CP					0.00	0.00	0.00
01/10/2...	100-002		CP		300	JV-00033	GENERAL	0.00	1,000.00	(1,000.00)
01/10/2...	100-002		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	

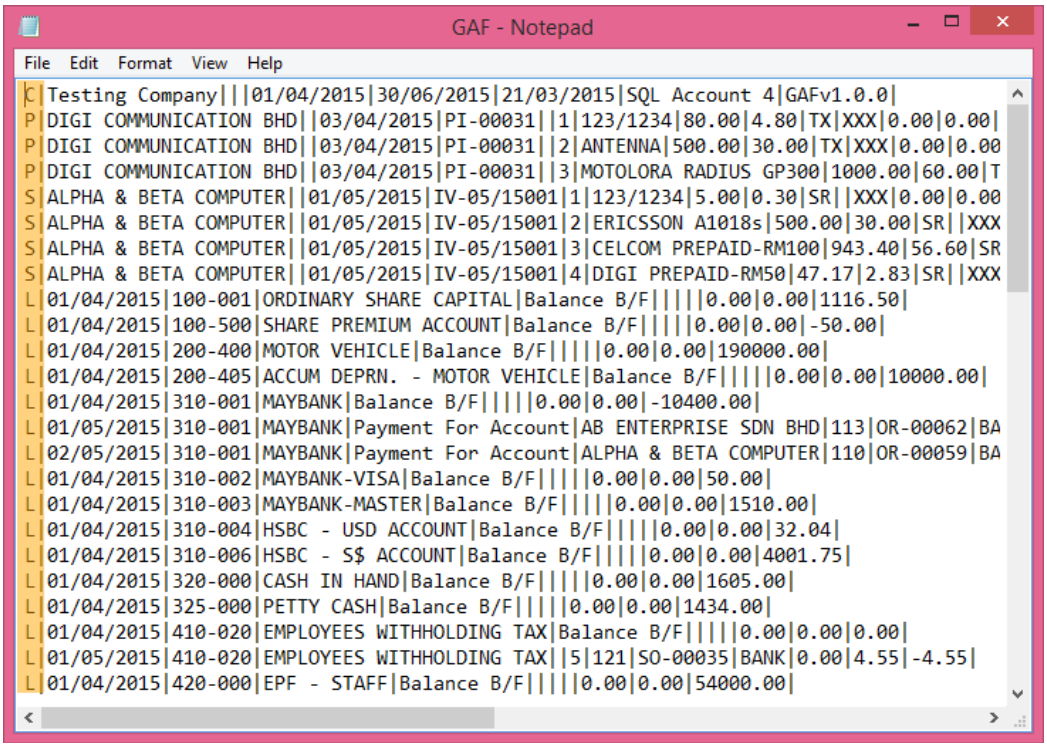
Step 6: Save your GAF text file to desktop.



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:



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.

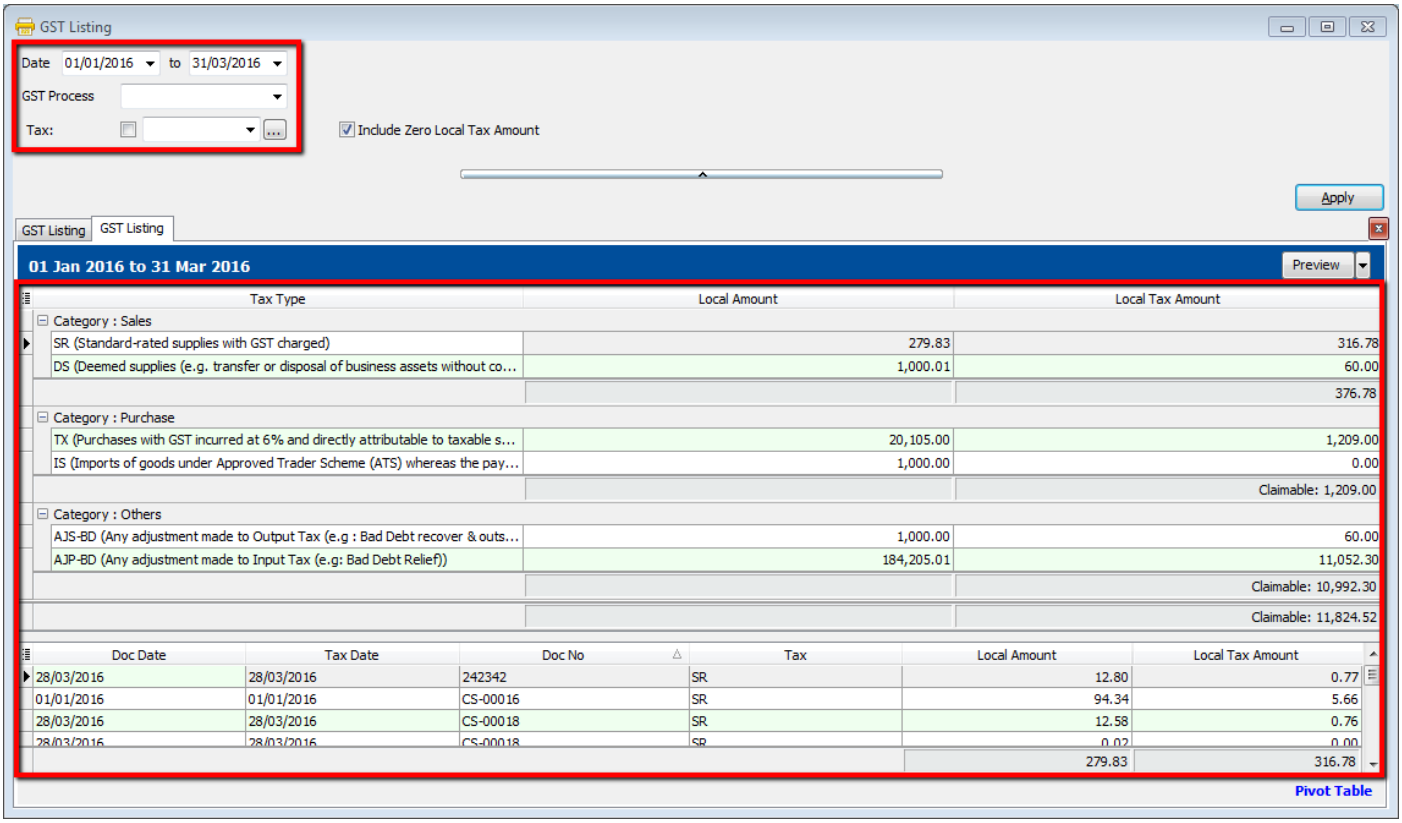
8.5 GST Listing Report

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**.



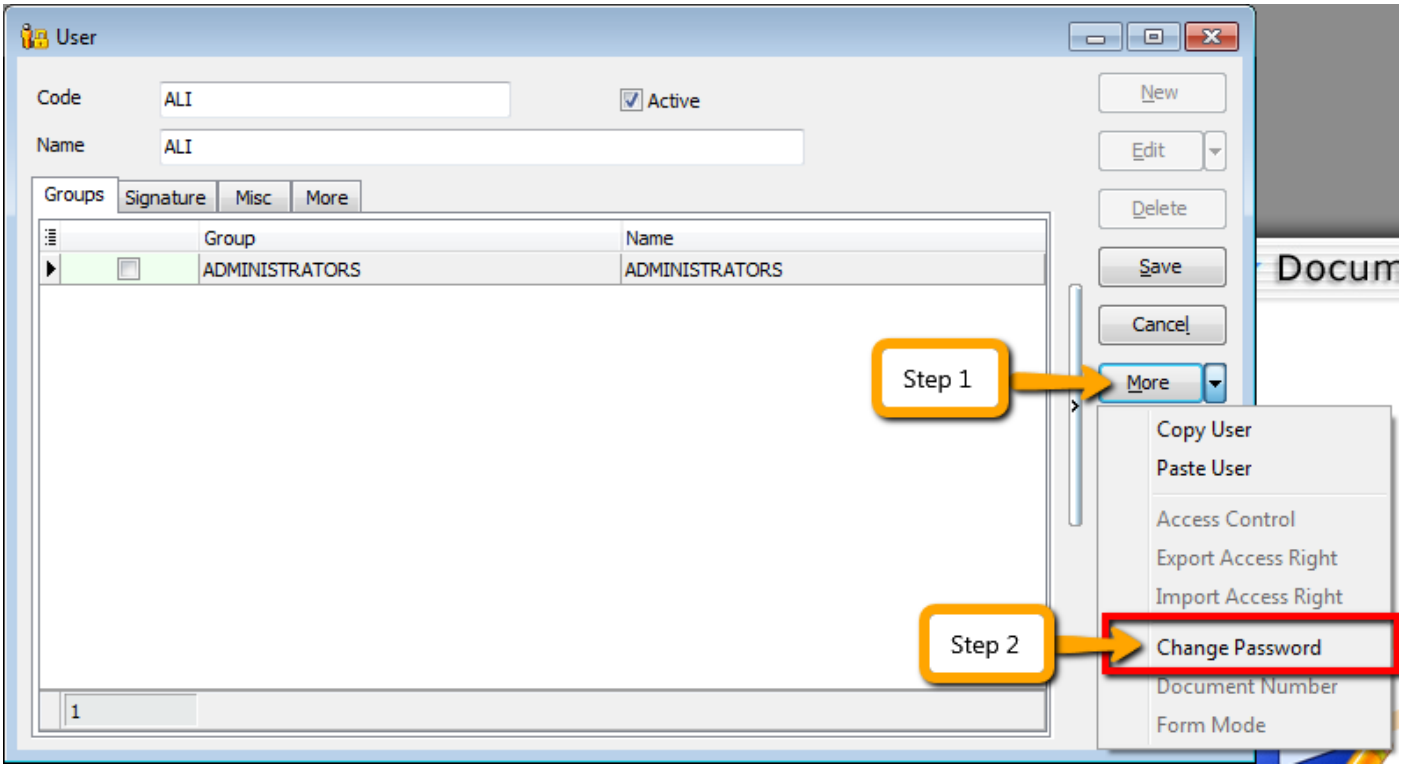
9 Tools

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

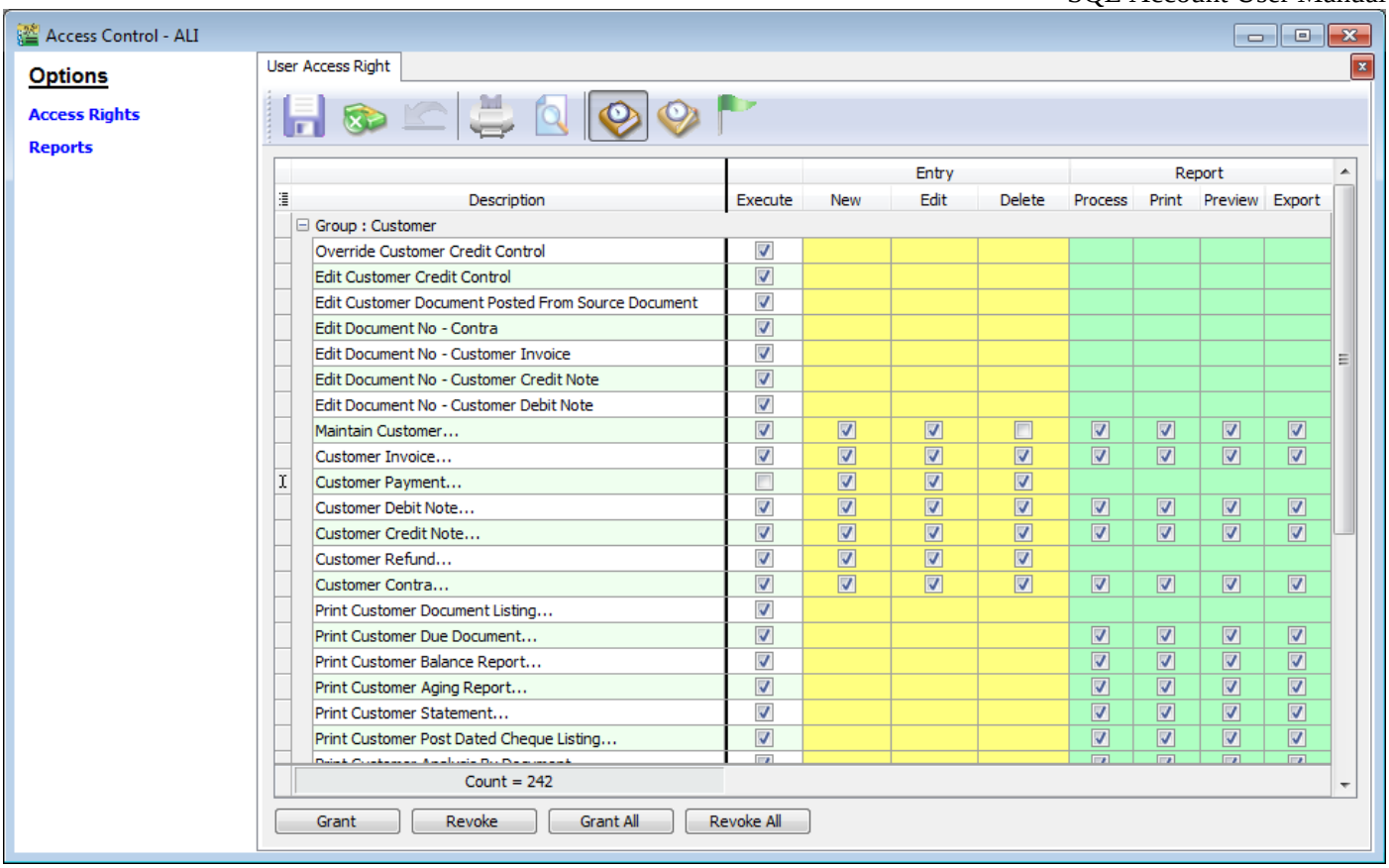
http://www.sql.com.my/video/sqlacc_tutorial/09-01_AccessRight01.mp4

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 fors.**

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)

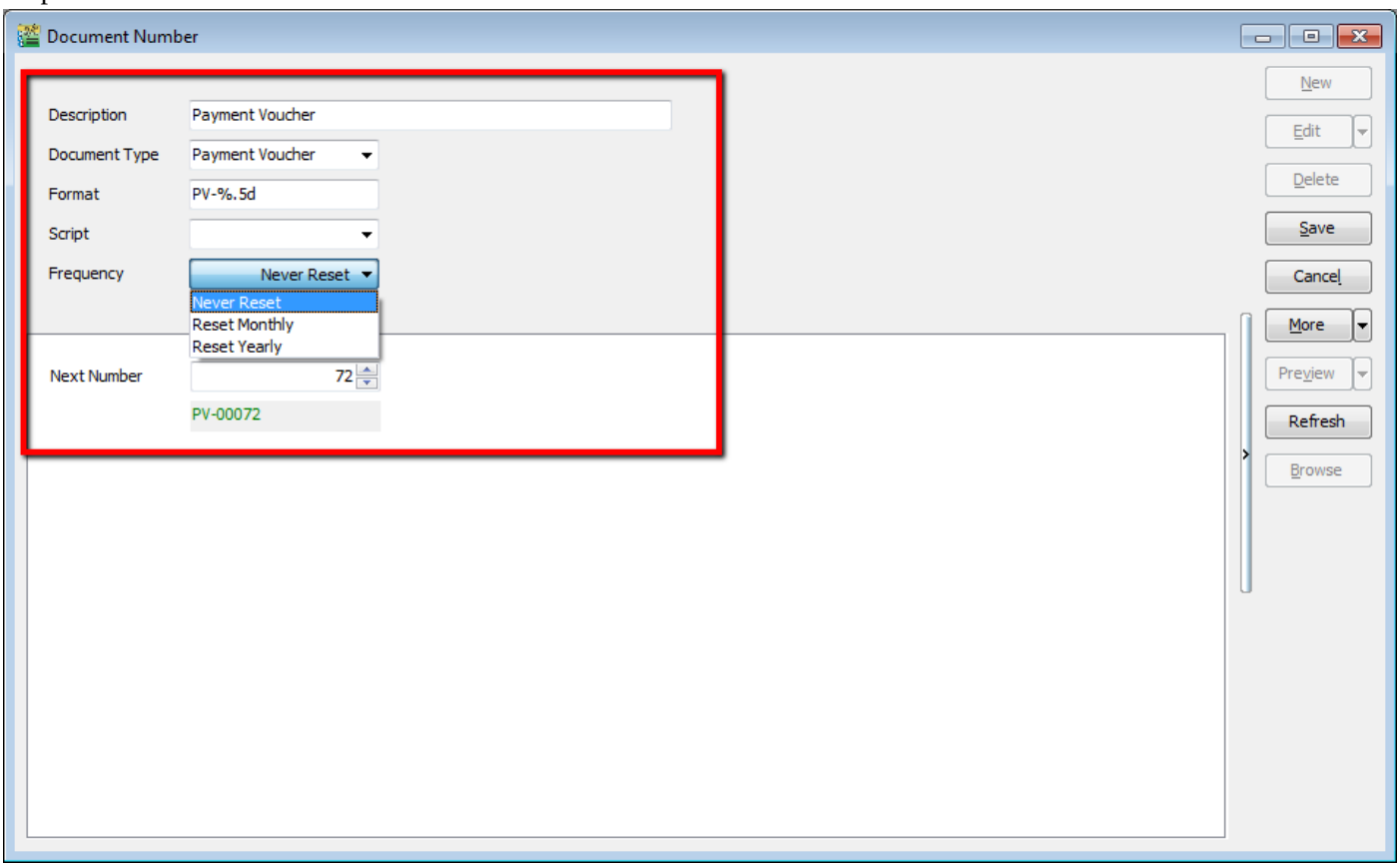
Step 3: The system's defaults is the **Forma**t %.5d, where "%" is the formula which allows the function to auto-run for the document number while 5d stands for 5 digits.

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.

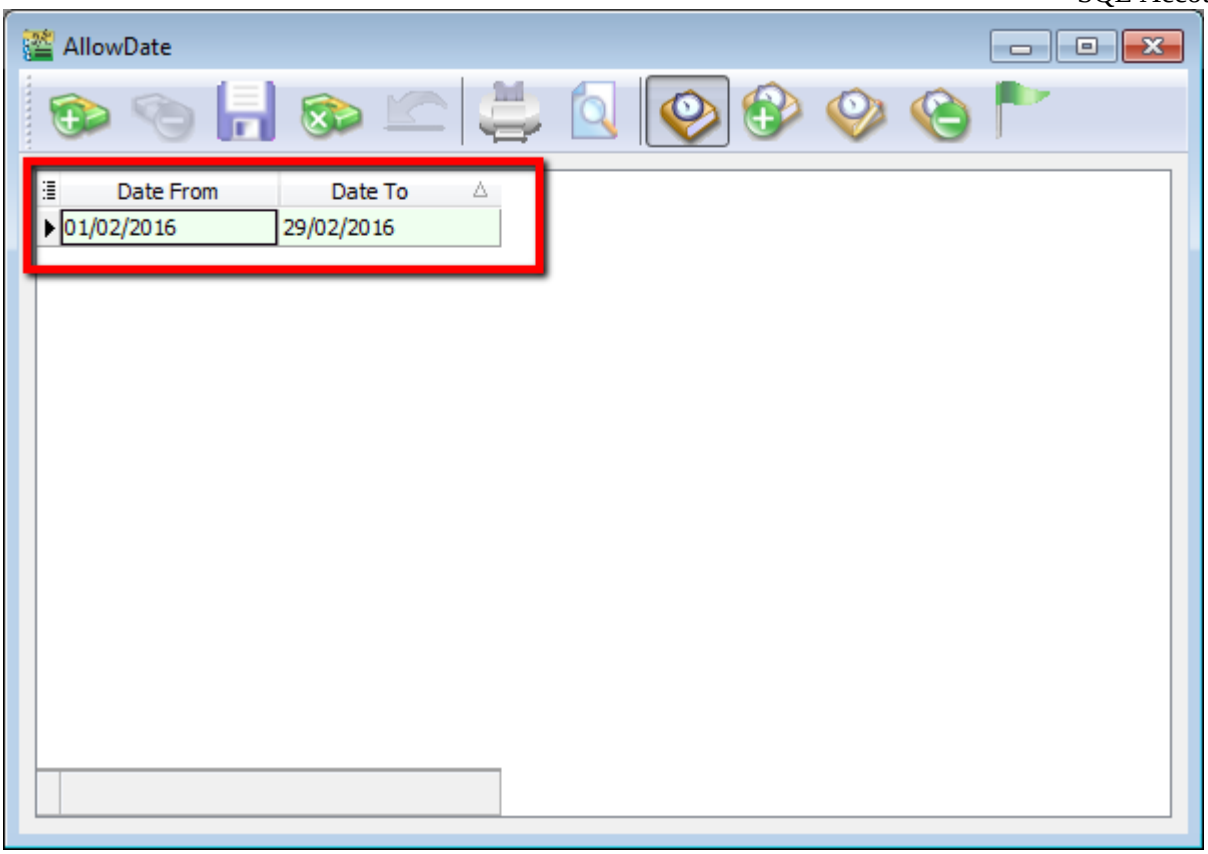
Brief – Any document which date falls within the allowed transaction dates. CAN be edited vice-versa, any document which date falls outside the allowed transaction dated CANNOT be edited/created.

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

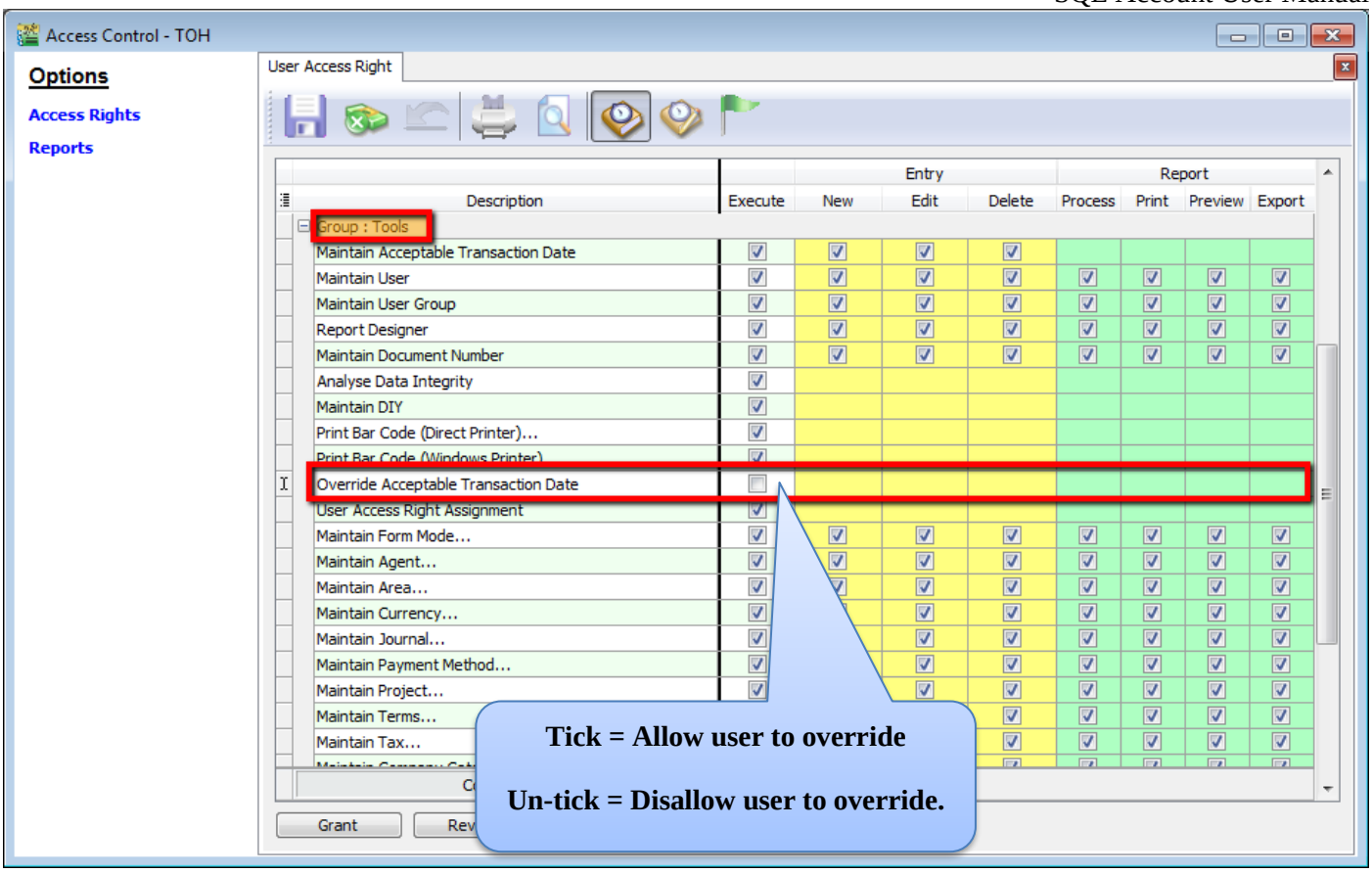
To override i.e. save a document that falls outside the acceptable transaction dates, you will need to be logged-in as a user with the right to override acceptable transactions dates.

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

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

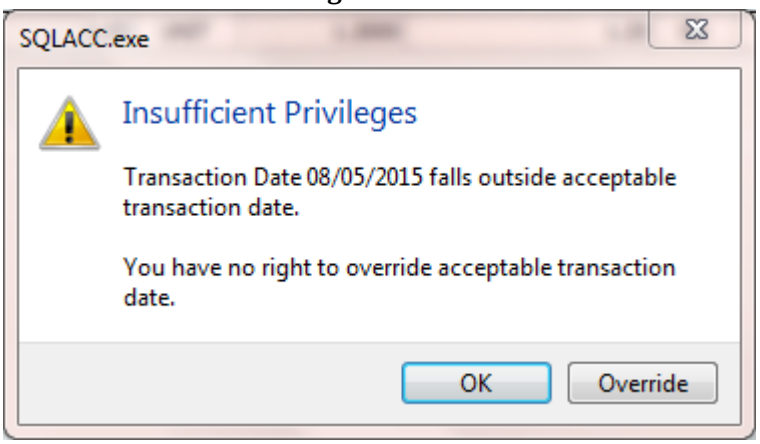
Step 3: Under **Group Tools**, tick or untick the option of **Override Acceptable Transaction Date** to allow or deny the user from having the overriding right to save a document out of the acceptable transaction period.

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

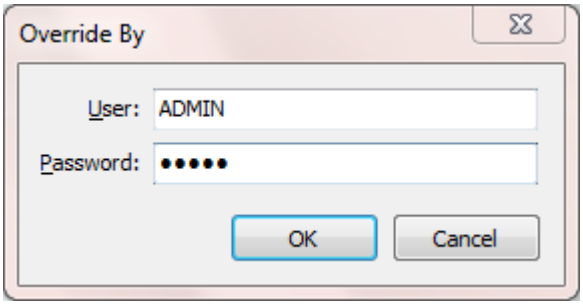


If the user Is not permitted to override, the system will prompt with an option and you can choose either

- **OK = cancel saving**



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



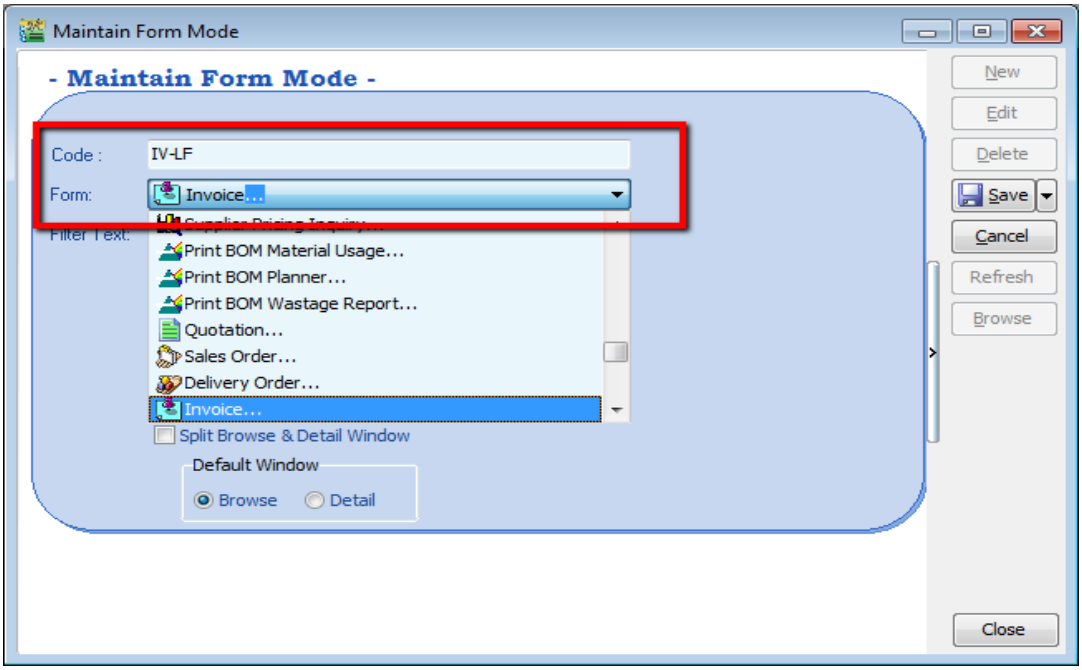
9.4 Maintain Form Mode

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.

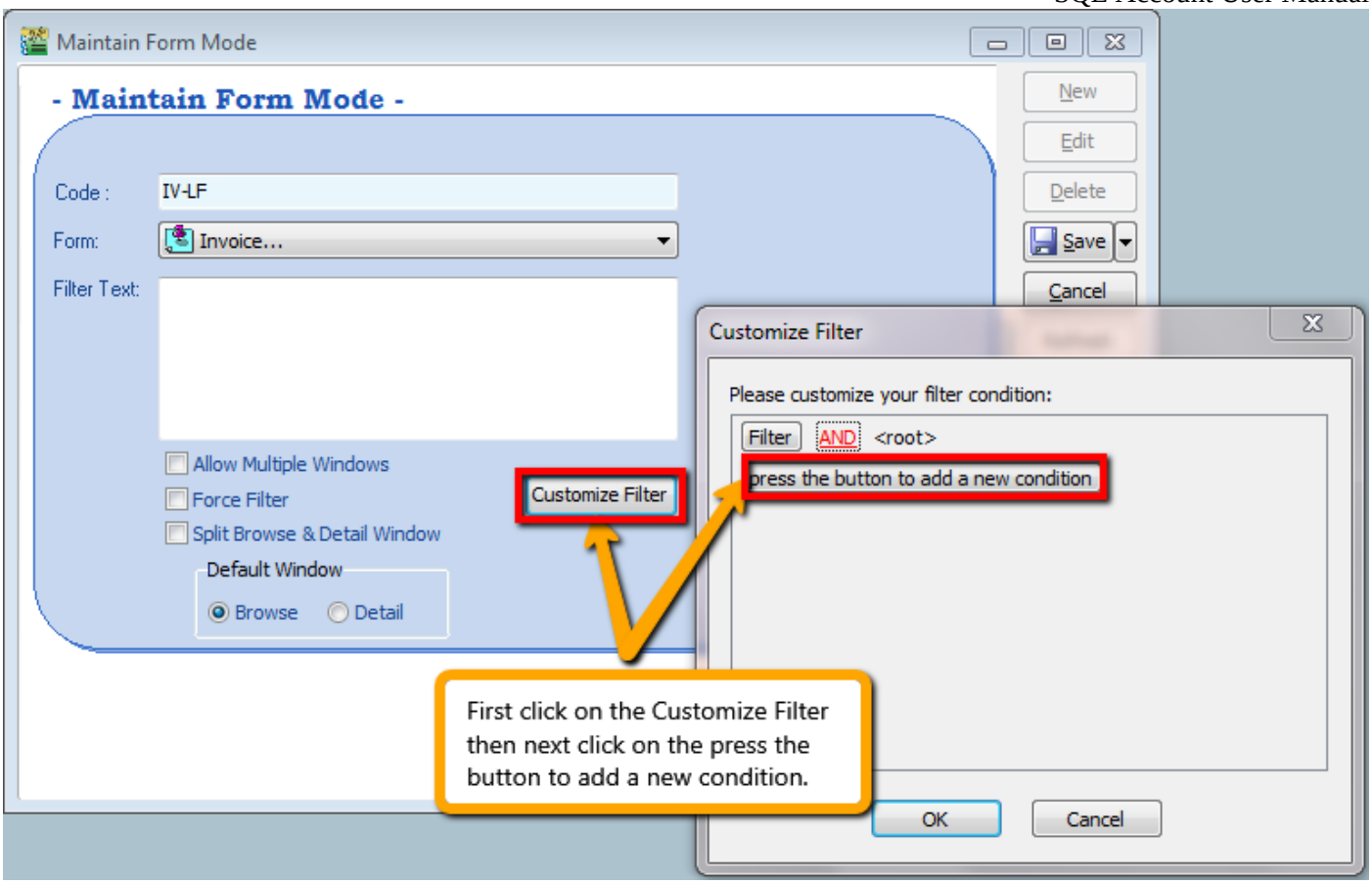
http://www.sql.com.my/video/sqlacc_tutorial/09-14b_FormMode_byAgent.mp4

Step 1: **Tools | Maintain Form Mode | New**.

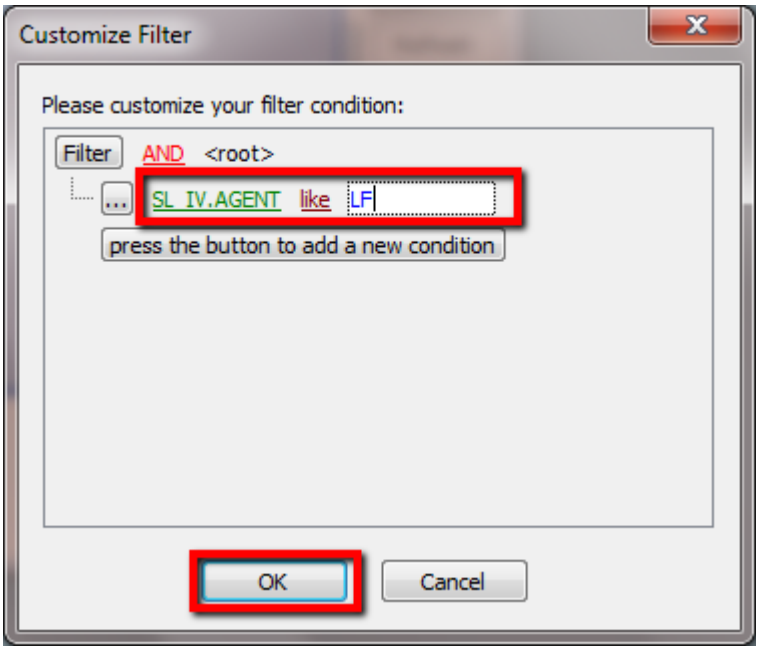
Step 2: **Enter Code & Select the document** form that you want to filter, e.g. Invoice



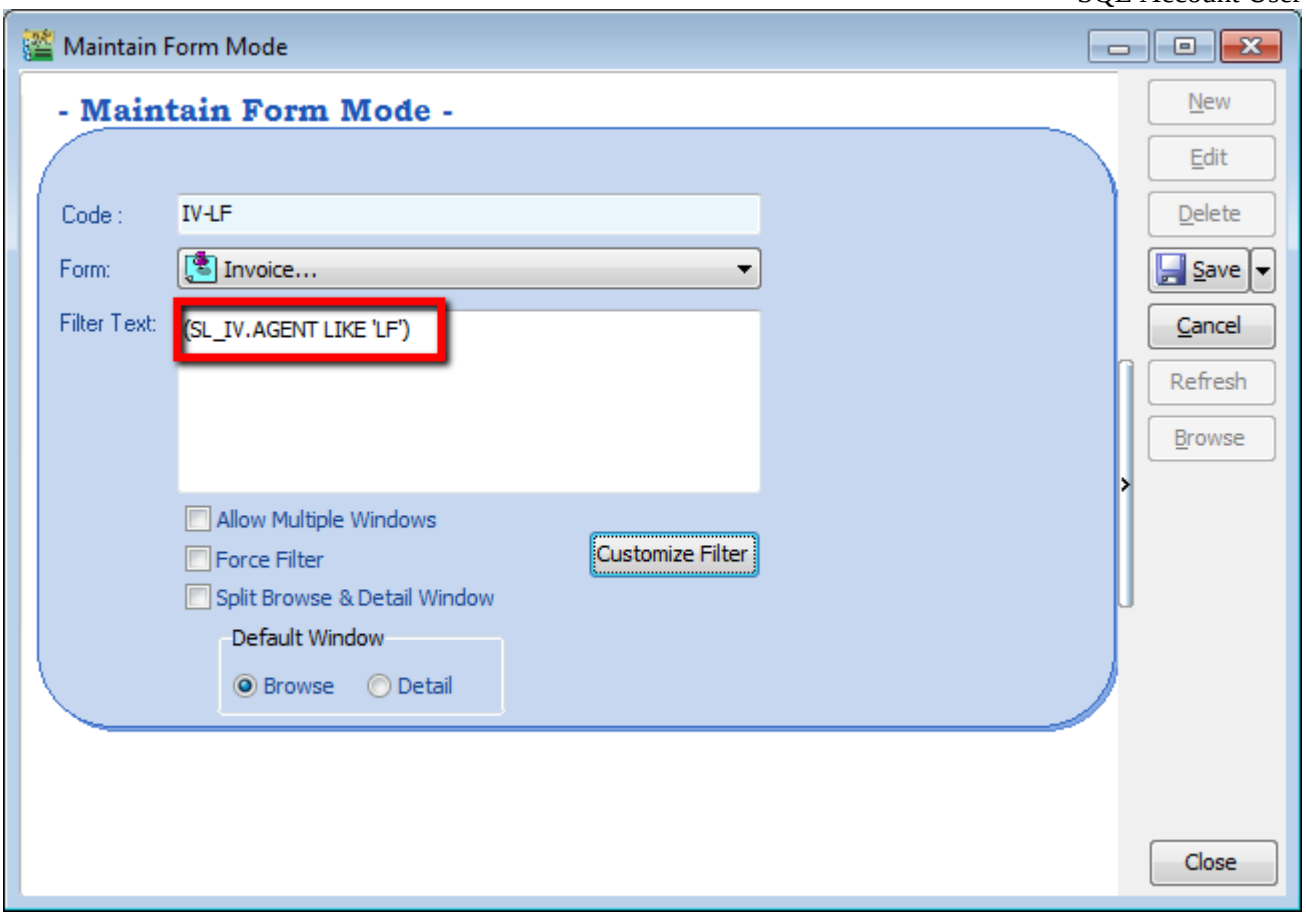
Step 4: Click on the **Customize Filter** and then click on the **press the button to add a new condition**.



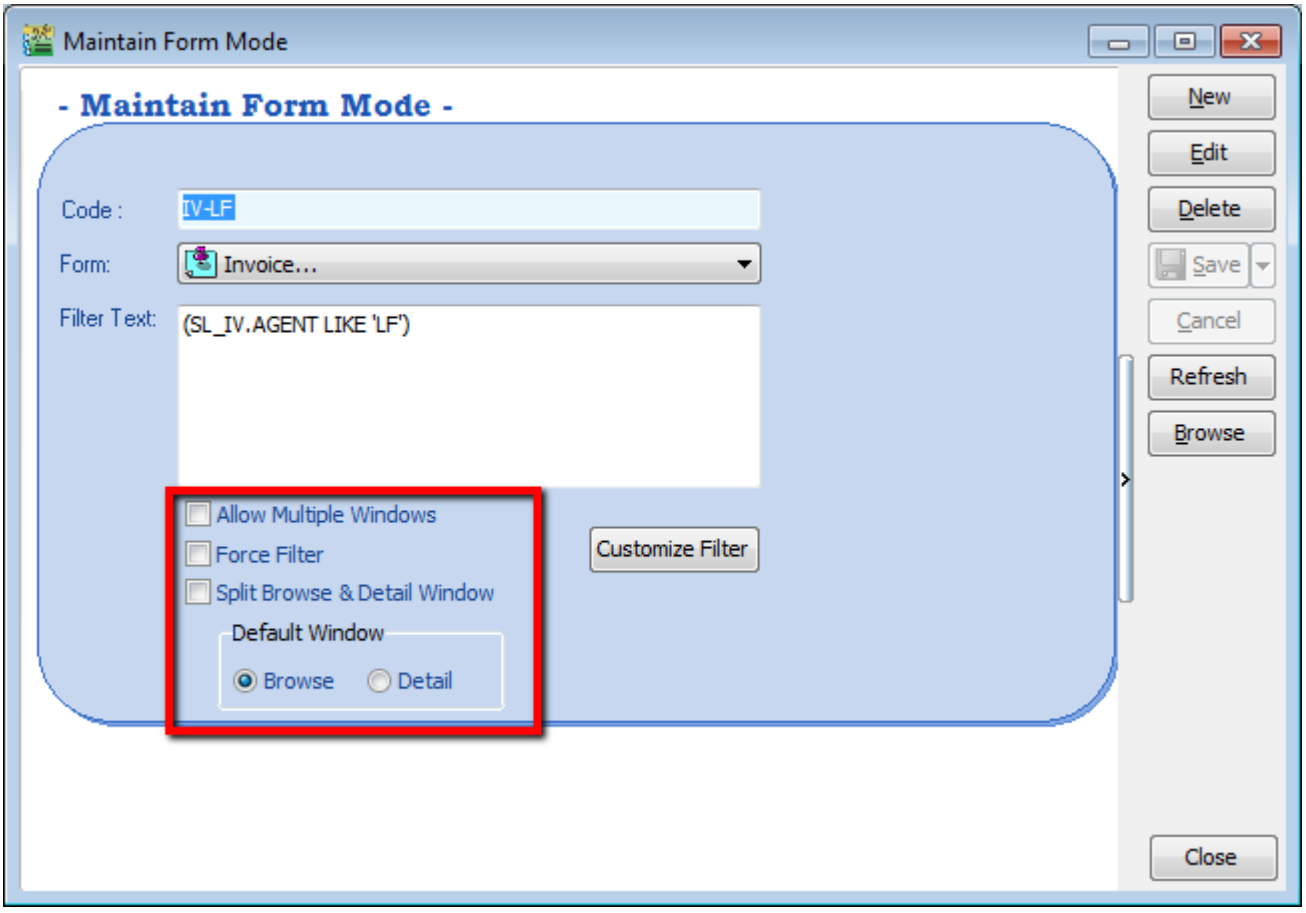
Step 5: Change the **"SL_IV.DOCKEY" to "SL_IV.Agent"** because right now I need to filter based on sales invoice agent field, then change **the "= equals" to "like"** after that **enter the agent code** that you want to filter and click on **OK**.



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

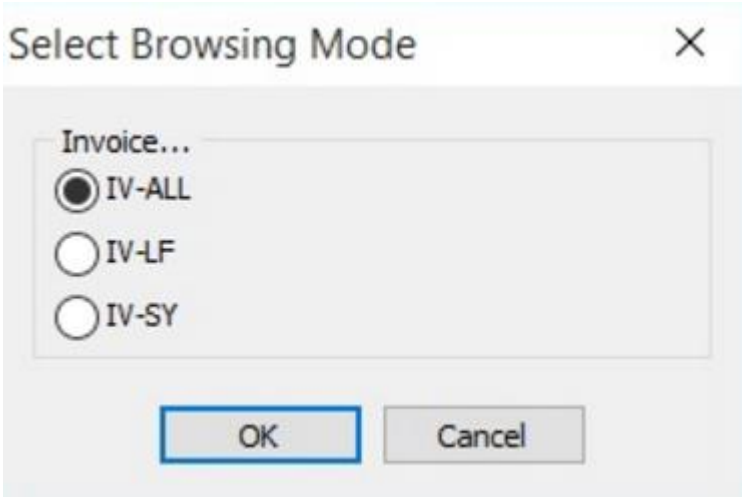


Other optional setting:



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 * Browse * Detail	To set the default mode.

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

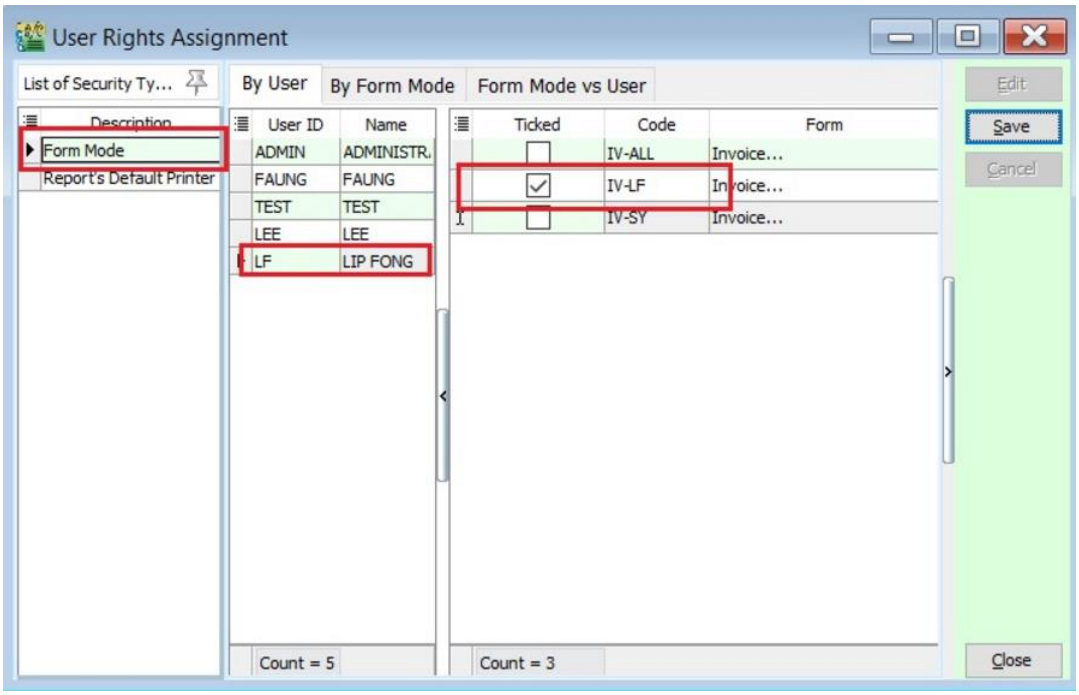
How do I apply the format mode on a specific user?

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

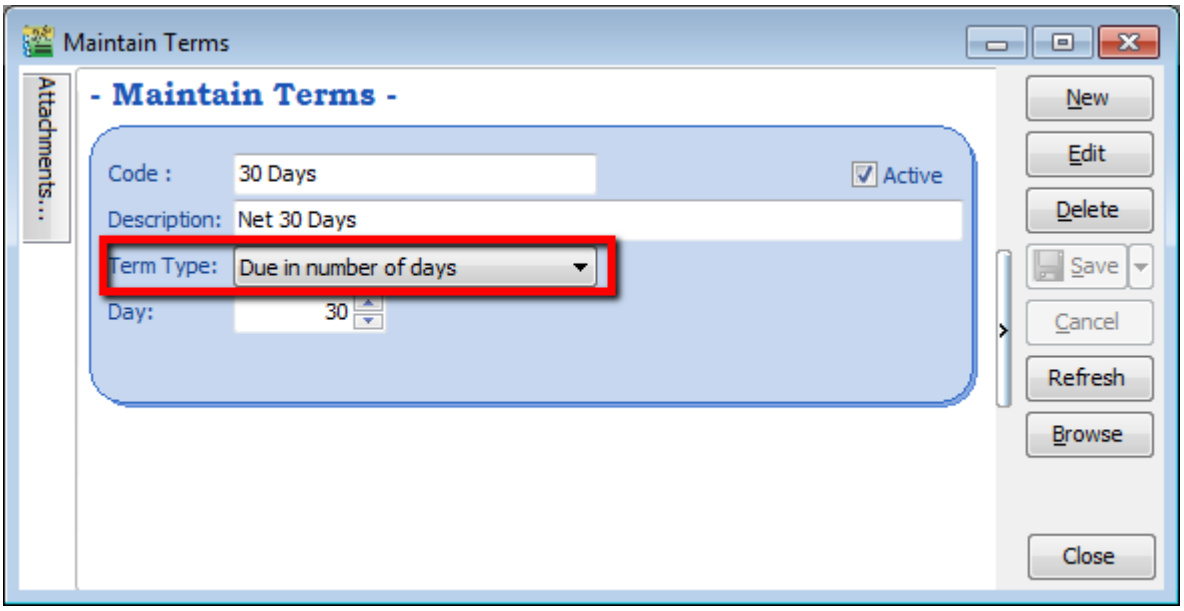


9.5 Maintain Terms

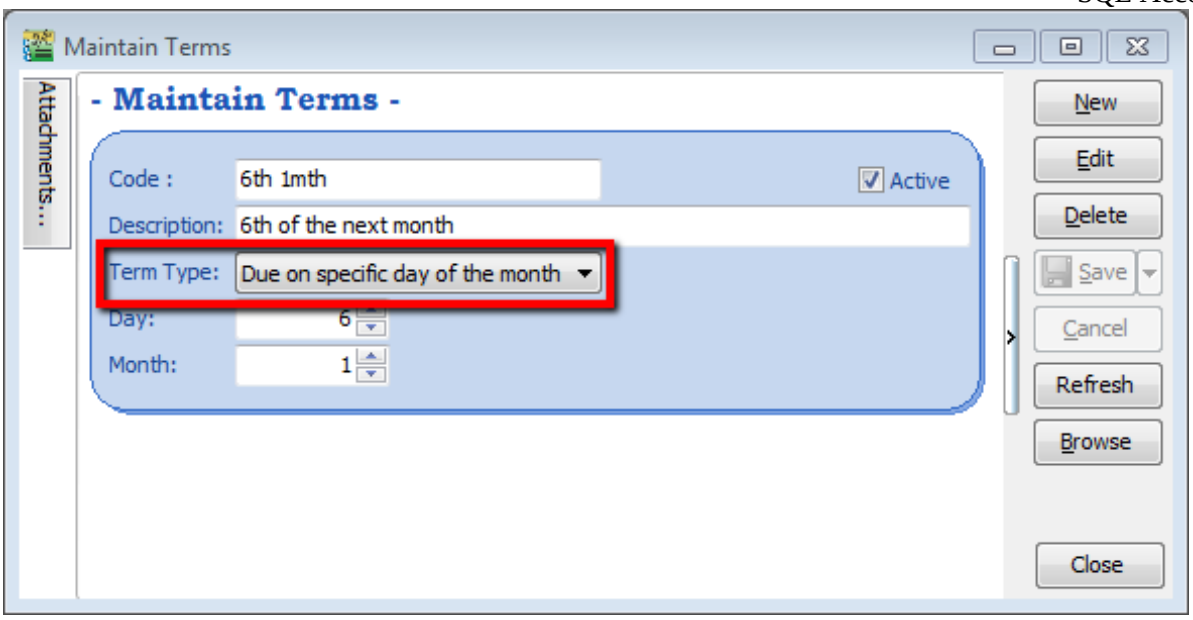
Maintain Terms allows the user to maintain their Customer and Supplier terms. In SQL there are 3 types of different terms for you to assign.

Step 1: **Tools | Maintain Terms | New**

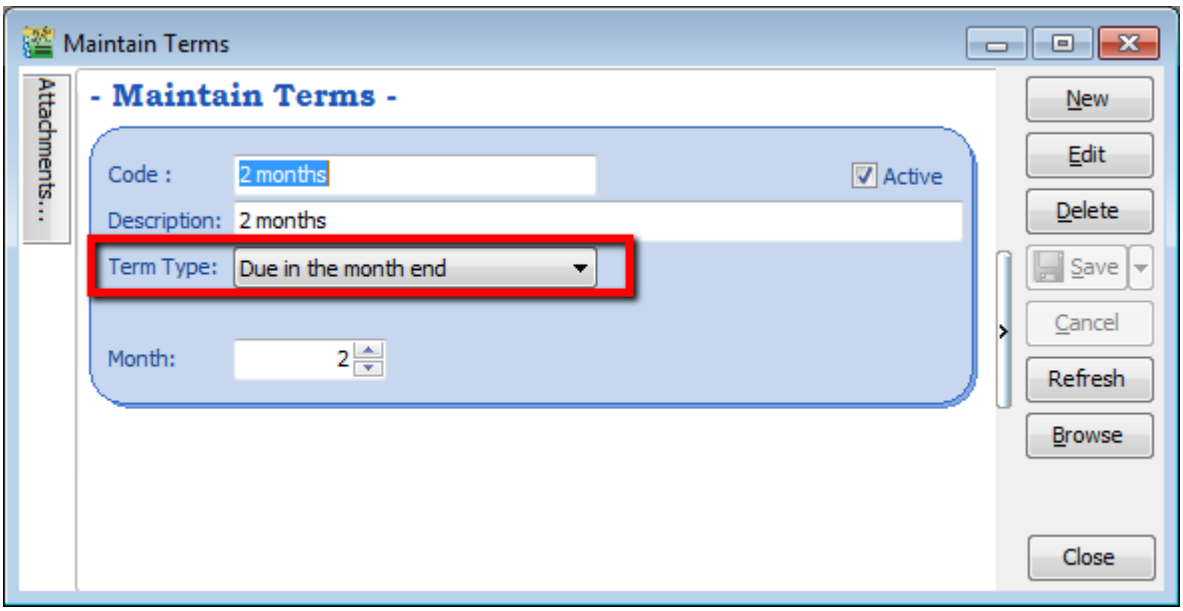
Step 2: **Insert Code, Description and allocated Term Type.**



- **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.



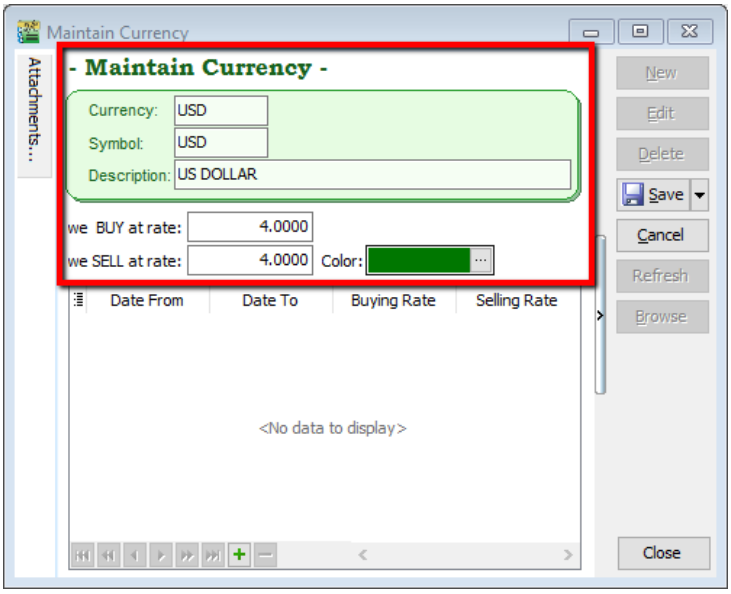
- **Due in the month end** – Means how many months until the document is due at the end of the final month, e.g. if you set it as 2 months, the document will be due at the end of 2nd month.

9.6 Maintain Currency

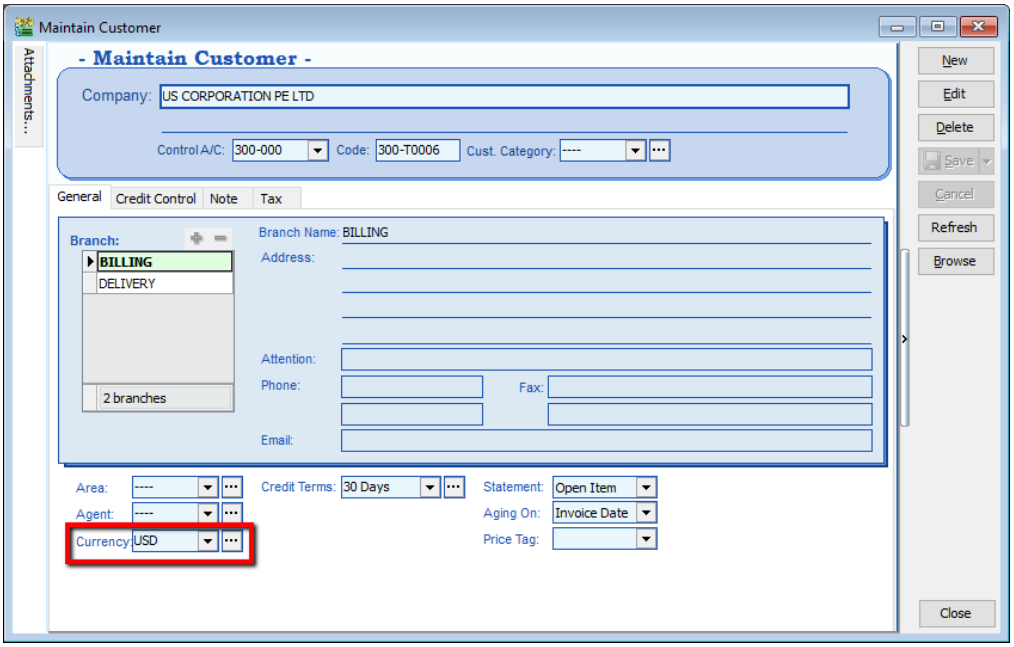
http://www.sql.com.my/video/sqlacc_tutorial/09-07_Maintain_Currency.mp4

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**

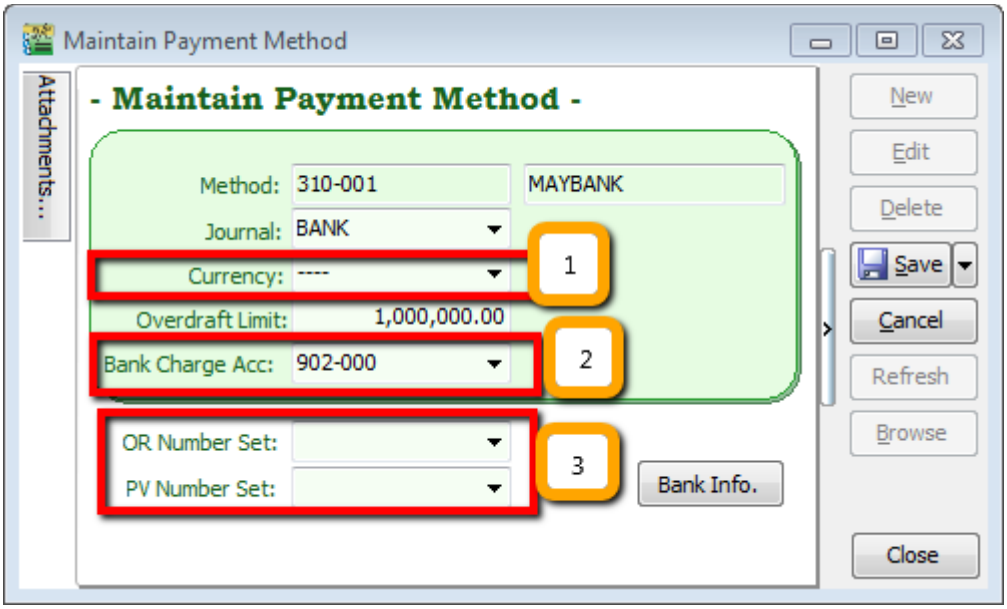


Step 3: Sales document, select the customer, sample as below:

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.**

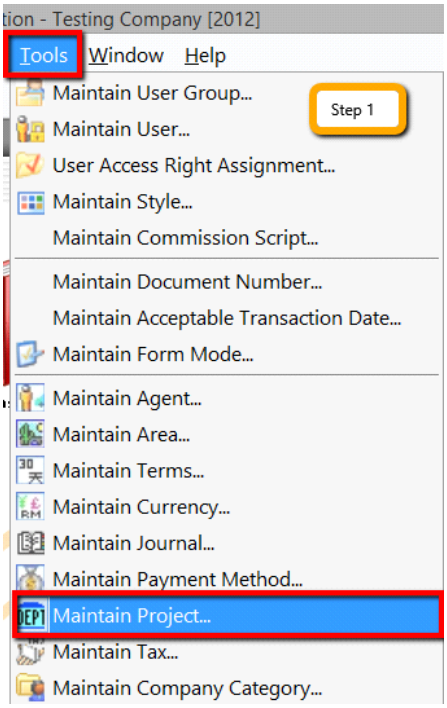


- **Currency** – You can select the currency for the particular payment method, so that the payment method will be in foreign currency payment. **(Requires Advance Currency Module)**
- **Bank Charge Acc** – You can pre-set bank charges account to the payment method accordingly.
- **OR & PV Number Set**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

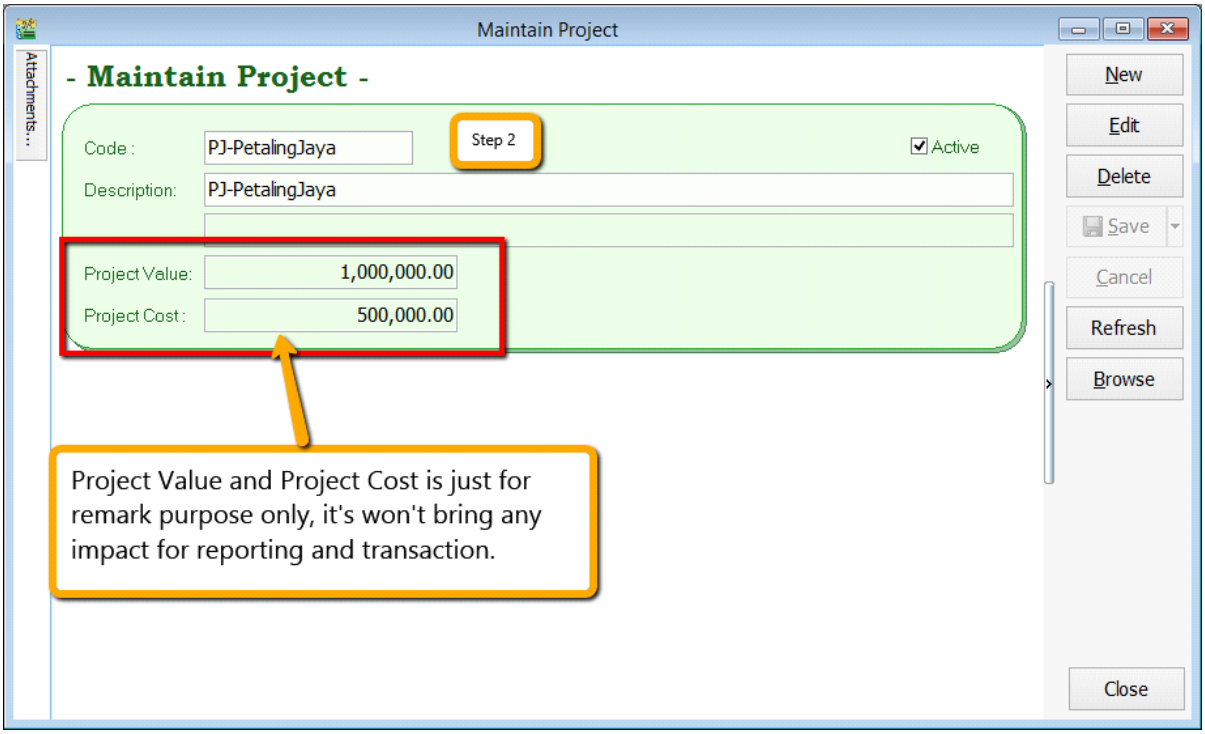
9.8 Maintain Project (Required Project Module)

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.

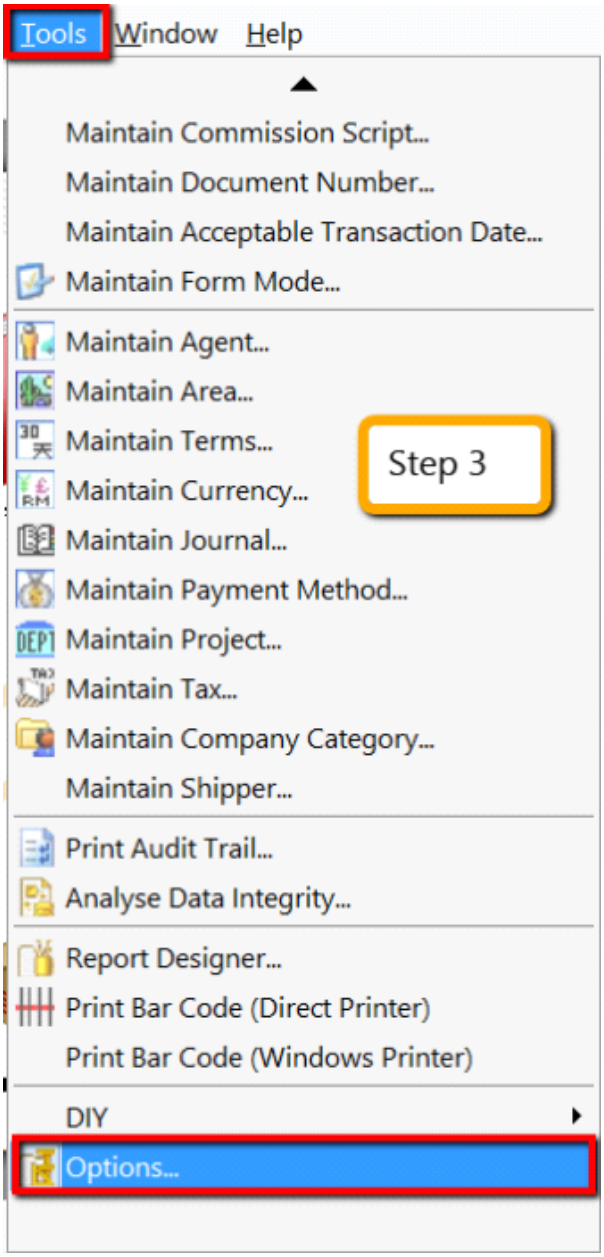
Step 1: Click on **Tools | Maintain Project.**



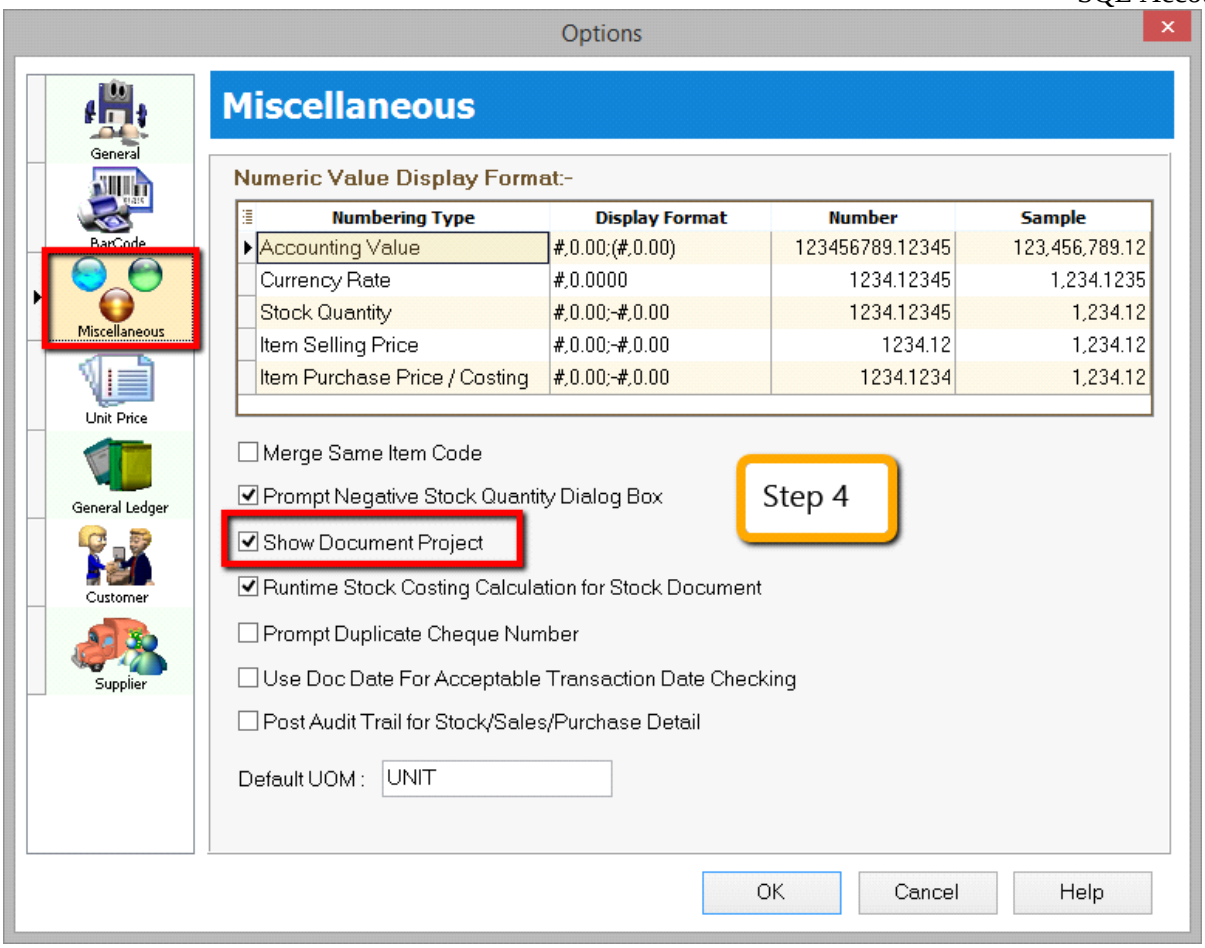
Step 2: Insert **Project Code & Description**. Project Value and Project Cost is not compulsory fields to fill in, if you have filled in then it is for remark purpose.



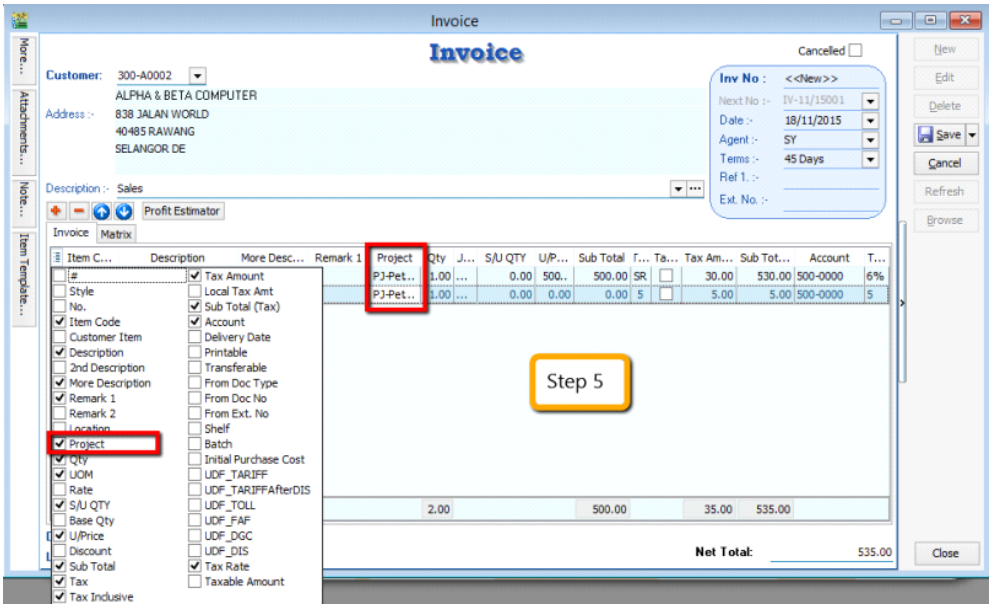
Step 3: Click on **Tools | Options.**



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

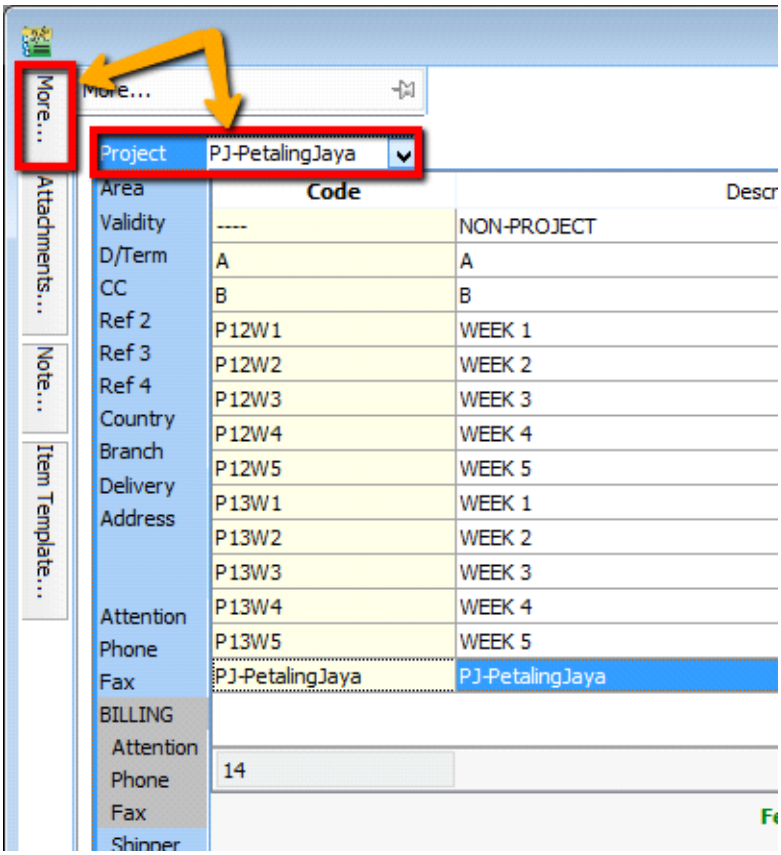


Step 5: During **sales and purchase** transactions, make sure you can **the project column**, then **update** accordingly.

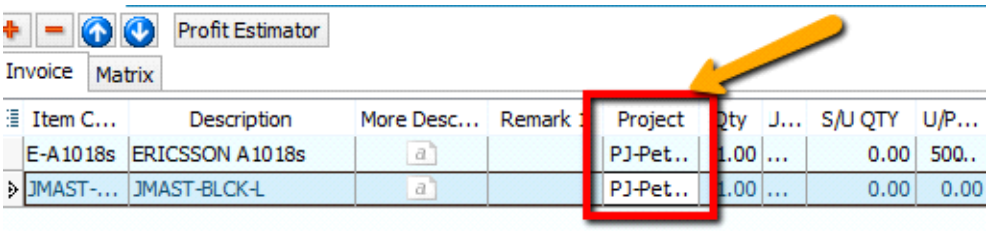


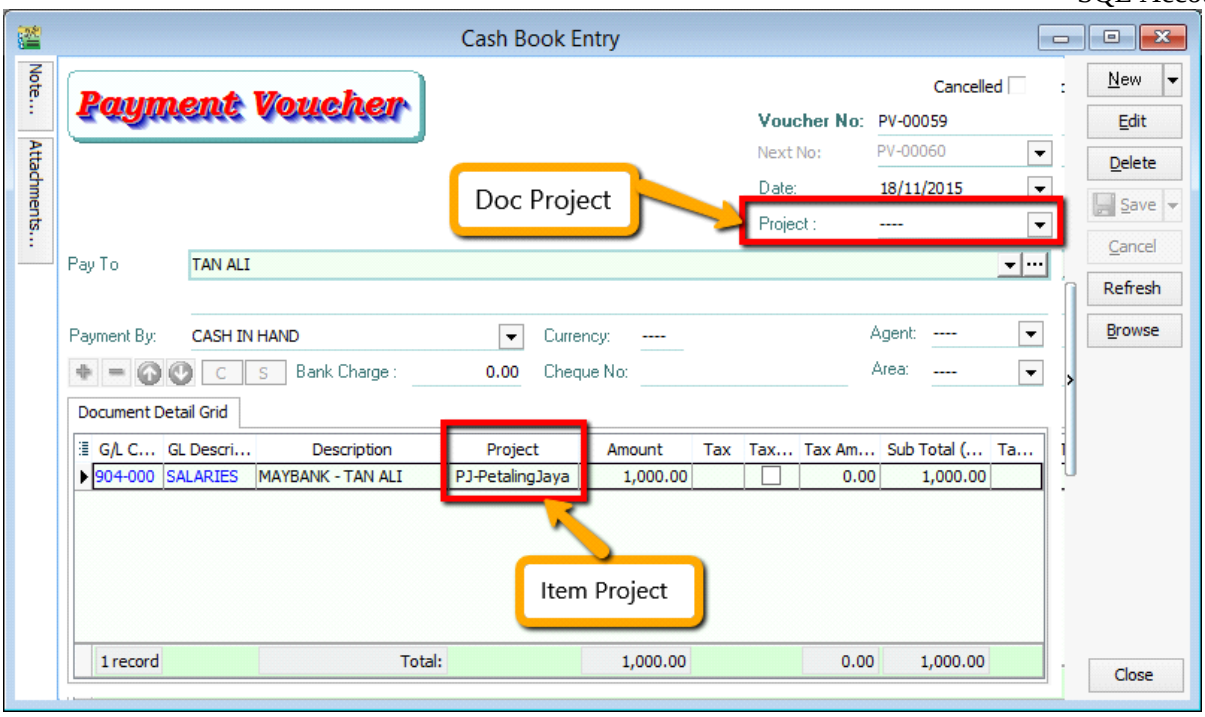
When keying-in a transaction, some users will ask why is there a project at item detail and another beside the Customer | More tab?

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


More...
Attachments...
Note...
Item Template...
More...
Project
PJ-PetalingJaya
Area
Validity
D/Term
CC
Ref 2
Ref 3
Ref 4
Country
Branch
Delivery
Address
Attention
Phone
Fax
BILLING
Attention
Phone
Fax
Shipper
Code
Descr

NON-PROJECT
A
A
B
B
P12W1
WEEK 1
P12W2
WEEK 2
P12W3
WEEK 3
P12W4
WEEK 4
P12W5
WEEK 5
P13W1
WEEK 1
P13W2
WEEK 2
P13W3
WEEK 3
P13W4
WEEK 4
P13W5
WEEK 5
PJ-PetalingJaya
PJ-PetalingJaya
14

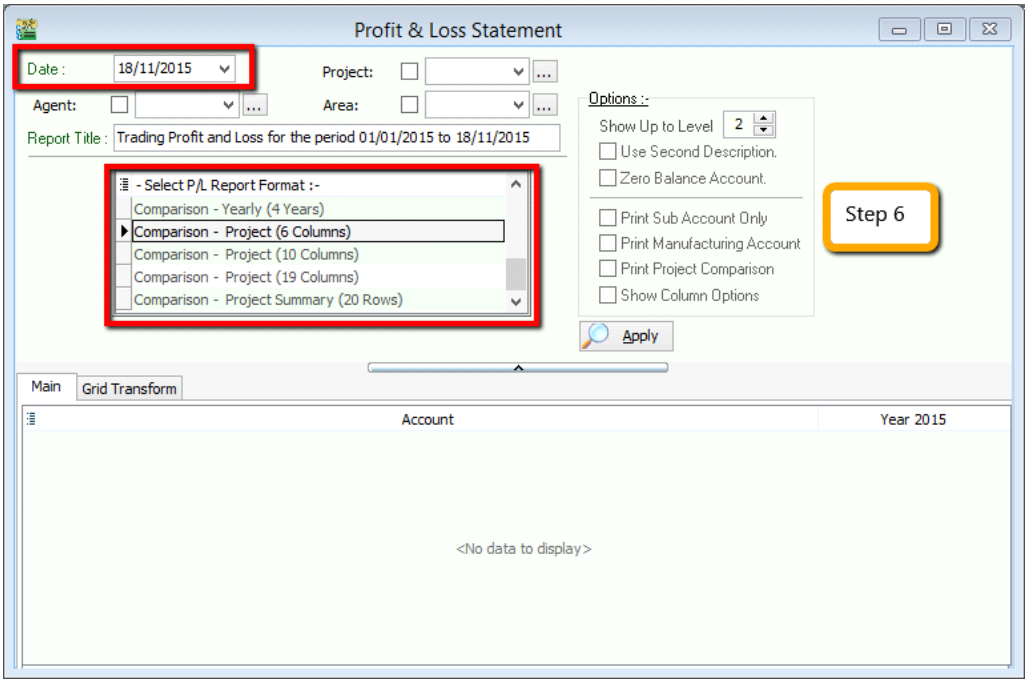

Profit Estimator
Invoice
Matrix
Item C...
Description
More Desc...
Remark 1
Project
Qty
J...
S/U QTY
U/P...
E-A1018s
ERICSSON A1018s
PJ-Pet..
1.00
...
0.00
500..
JMAST-...
JMAST-BLCK-L
PJ-Pet..
1.00
...
0.00
0.00



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

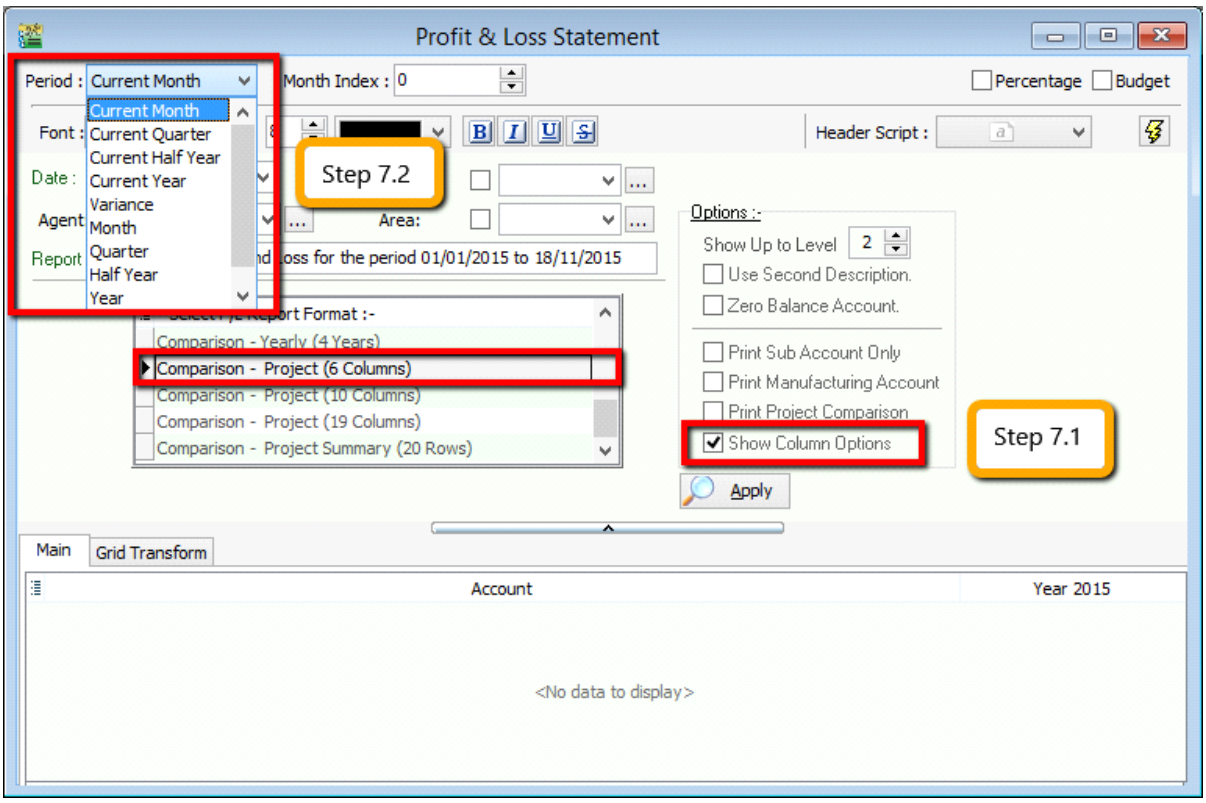
<u>After updating the document with project, how to view report with project and compare by project? For example: **GL | Print Profit & Loss Statement.**</u>

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)"**

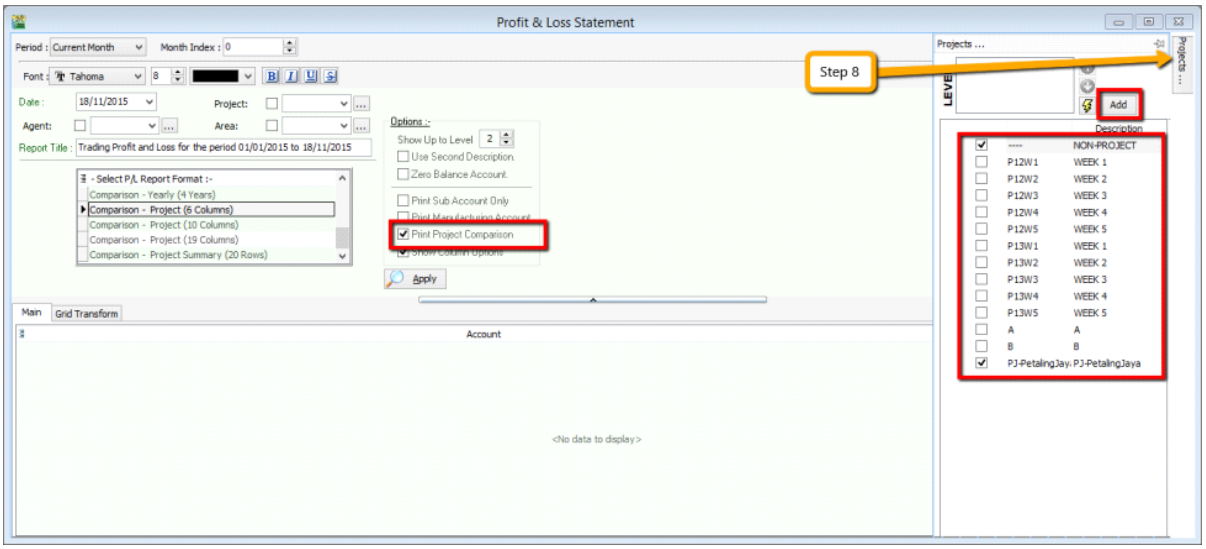


6 Columns = up to 6 projects
10 Columns = up to 10 projects
19 Columns = up to 19 projects.

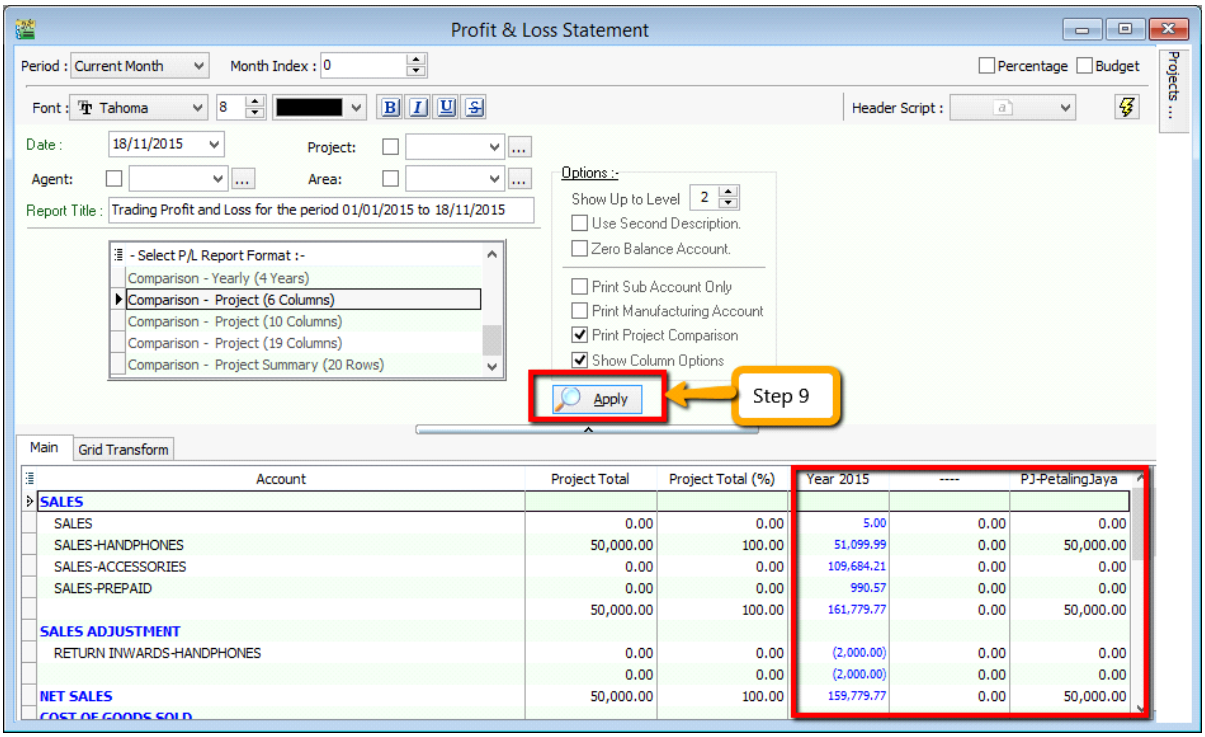
Step 7:
Step 7.1: After selecting the report that you need, make sure to tick the **"Show Column Options",** then the top of the report will show column options.
Step 7.2: You may change the period that you want to view, e.g. by default it will be **"Current Month".**
If you want to view the whole year 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.



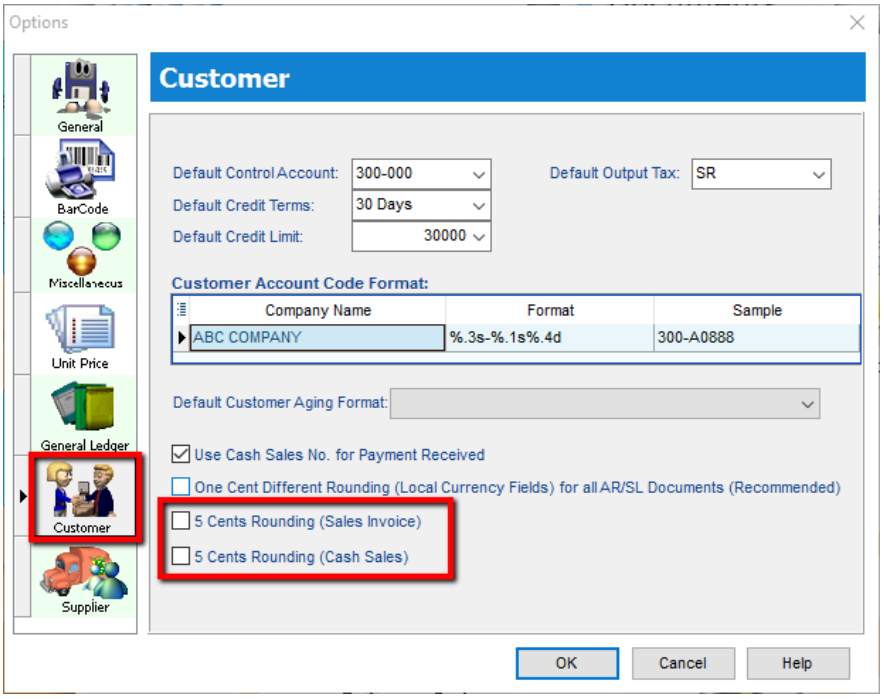
9.9 5 Cents Rounding

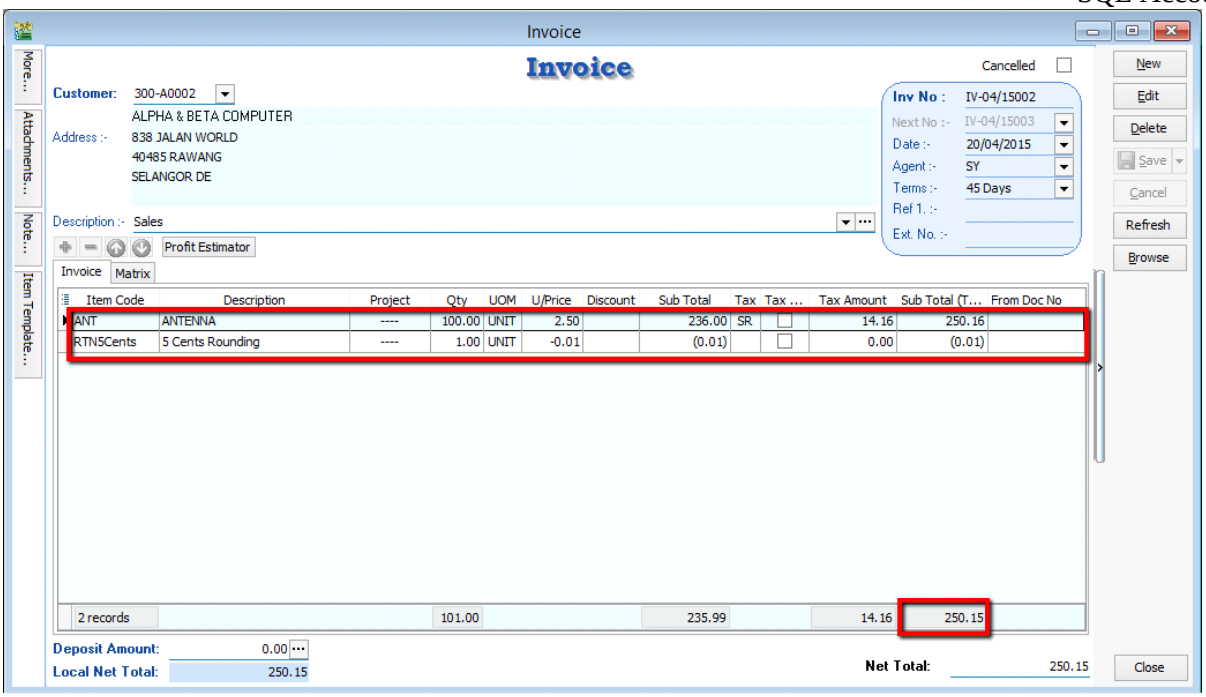
We can pre-set the system to automatically round your invoice or cash sales amounts to the nearest 5 cents.

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




Invoice
Invoice
Cancelled
Customer: 300-A0002
ALPHA & BETA COMPUTER
Address :- 838 JALAN WORLD
40485 RAWANG
SELANGOR DE
Inv No : IV-04/15002
Next No :- IV-04/15003
Date :- 20/04/2015
Agent :- SY
Terms :- 45 Days
Ref 1. :-
Ext. No. :-
Description :- Sales
Profit Estimator
Invoice
Matrix
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 | | 14.16 | 250.16 |
RTN5Cents | 5 Cents Rounding | ---- | 1.00 | UNIT | -0.01 | | (0.01) | | | 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
More...
Attachments...
Note...
Item Template...
New
Edit
Delete
Save
Cancel
Refresh
Browse
Close