

AutoCount Accounting Video Series (WMV files)

By Peter Tan

No	Topic	Length	Size	Contents
01	Introduction	04:57	14.94 MB	<ul style="list-style-type: none"> • Malaysian brand since 1996 • Using .NET and C# • Expandable and customizable • Seamlessly integrated Accounting, Billing and Inventory Control system • Main screen • Rearrange shortcuts • My Favorite
02	Common Layout	11:03	51.48 MB	<ul style="list-style-type: none"> • Invoice listing grid... • Introduction to Common functions/tool bar • Rearrange grid layout, grouping, sorting, filtering, rename, save, assign, export.... • Column Chooser • Common function in Preview mode
03	Common Layout - Reports	04:55	16.97 MB	<ul style="list-style-type: none"> • Filtering options (No Filter, Filter By Range, Filter By Multi Select) • More Options and Other Options • Inquiry and Result grid • '+' sign and transaction details • Preview and select report type • Drill in to see source document
03a	Common Layout - Document Entry	06:31	17.94 MB	<ul style="list-style-type: none"> • Create a new Invoice • Select personal account • Auto-running document number • '+' button to add items • Insert, Remove, Move Up, Move Down,, Undo, Change buttons • Show Instant Info • F9 and Item Search • Full and Partial Document Transfer • Data Entry by Past Sales Records • Types of discounts • Drag and Paste to copy a document
04	First Time Start	04:35	12.30 MB	<ul style="list-style-type: none"> • First time start after fresh installation • How to create the first account book • Account book control file • Login to new account book using ADMIN password
05	Manage Account Book	06:09	18.63 MB	<ul style="list-style-type: none"> • Introduction to Database and Account Book • Standalone and Networking environment • How to create, attach, detach, delete account book • How to install sample account book...
06	Company Profile	01:53	6.35 MB	<ul style="list-style-type: none"> • Maintain company profile • Use of Remark • Delivery info • Load logo • Set Default Report Header...
07	Manage Fiscal Year	05:37	19.54 MB	<ul style="list-style-type: none"> • Current Fiscal Year • Edit Fiscal Year • New Previous Fiscal year • New Next Fiscal Year • Manage Period Lock • Manage Exception • Lock Opening Balance • Actual Data Start Date

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08	Chart of Account	09:58	36.16 MB	<ul style="list-style-type: none"> • Create chart of account by modifying a sample chart of account... • Show All Account or show selected account type • Up to date balance • Account Code format • Normal Account vs Special Account • Fixed Asset account • Bank, Cash, Deposit account and Payment Method • Stock accounts • Debtor/Creditor Control account • Retained Earnings account • Edit/Delete account • Print Chart of Account
09	Debtor & Creditor Maintenance	09:16	33.59 MB	<ul style="list-style-type: none"> • How to create a new debtor account, with credit control and other details... • Debtor Type • Debtor Account Code • Group Company • Area, Email, Sales Agent, Currency, Statement Type • Aging type, Credit Term, Credit Control • Contact, Branches, GST, Price Category, Account Group
10	Enter Opening Balance 1	04:27	15.33 MB	<ul style="list-style-type: none"> • 3 possible scenarios • Scenario 1: Enter opening balance when the Actual Data Start Date is the same as Current Fiscal Year Start Date ...
11	Enter Opening Balance 2	02:40	8.87 MB	<ul style="list-style-type: none"> • Scenario 2: Enter opening balance when the Actual Data Start Date is not the same as Current Fiscal Year Start Date, using YTD balance ...
12	Enter Opening Balance 3	02:59	10.73 MB	<ul style="list-style-type: none"> • Scenario 3: Enter opening balance when the Actual Data Start Date is not the same as Current Fiscal Year Start Date, using MTD balance ...
13	Document Numbering Format	03:26	12.56 MB	<ul style="list-style-type: none"> • How to set your own auto-run document numbering format (unlimited sets)... • Add new numbering format • Set Each Month different running number • Set Default Document Number Format • Assign Document Number Format to Users • During transaction: select format and Free format
14	GL Module Overview	01:46	5.33 MB	<ul style="list-style-type: none"> • General introduction to G/L module • Basic maintenance • Main transaction: Cash Book Entry and Journal Entry • Other related features • Popular G/L reports
15	Cash Book Entry	06:30	22.30 MB	<ul style="list-style-type: none"> • Introduction to Cash Book Entry • New Receipt Voucher • Voucher No., Date, Payment Method, Returned Cheque, G/L Accounts, Post Detail Description to G/L, View Posting Details, Preview Official Receipt • New Payment Voucher of Salary Payment • Use of Select All Details • '-ve' and '+ve' amount • Cash Book Listing

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16	Journal Entry	04:12	13.23 MB	<ul style="list-style-type: none"> • Introduction to journal entry and how to create journal entries... • Document Description and Detail Description • Journal Voucher Number • Select G/L accounts • Preview Journal Voucher • Journal Voucher Listing
17	Bank Reconciliation	03:46	11.89 MB	<ul style="list-style-type: none"> • How to create unlimited numbers of bank reconciliation statement... • Maintain Previous Year Uncleared Bank Transactions • Add new bank reconciliation • Filter options: Date Range, Show Un-ticked transaction only, Show transaction cleared at other date • Account Balance, Actual Bank Statement Balance, System Bank Statement Balance, Difference • 2 formats of Bank Reconciliation Statement
18	Profit & Loss Statement	04:40	13.85 MB	<ul style="list-style-type: none"> • Preview Profit & Loss Statement with choices of report types and options... • Report Title • Report Formats • Show multi-level, show account no., show zero balance, use 2nd description, with percentage, Appropriation on new page, Net Profit & Loss only, has accumulated Profit & Loss, show actual/budget %.... • Preview and drill down
19	Balance Sheet	01:31	4.74 MB	<ul style="list-style-type: none"> • Preview Balance Sheet with choices of report types and options ... • Report title • Report formats • Preview and drill down
20	Manufacturing Account	02:08	8.18 MB	<ul style="list-style-type: none"> • Use of multi-level chart of account to produce Manufacturing Account ... • Organize chart of account in multi-level • All under account type of Cost of Goods Sold • Preview Manufacturing Account and drill down
21	AR Module Overview	01:42	4.93 MB	<ul style="list-style-type: none"> • General introduction to A/R module and its transaction • A/R module is different from Sales module • A/R reports
22	AR Invoice Entry & AR Debit Note Entry	04:50	16.57 MB	<ul style="list-style-type: none"> • A/R Invoice Entry is different form Sales Invoice • Create new A/R Invoice Entry • View Posting Details • Invoice Entry listing grid and Payment History • Create new Debit Note Entry • Use of 'Is Debit Journal'
23	AR Receive Payment & AR Credit Note Entry	04:59	18.71 MB	<ul style="list-style-type: none"> • Create new A/R Receive Payment • 3 sections: Header, Payment, Knock-Off. • Partial/Fully Knock Off, Unapplied amount • Early payment discount • Returned cheque payment • Post Dated cheque • Create A/R Credit Note Entry • Use of 'Is Credit Journal'

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24	AR Refund, Deposit & Contra Entry	05:38	18.55 MB	<ul style="list-style-type: none"> • A/R Refund of unapplied payment received and credit notes • A/R Refund is different from Deposit Refund • Deposit special account and Deposit entries • Deposit and its transfer, forfeit and refund • A/R and A/P Contra entry...
25	AP Module Overview	02:32	7.18 MB	<ul style="list-style-type: none"> • General introduction to A/P module • A/P module is different from Purchase module • A/P reports • Introduction to A/P Entries
26	Stock Module Overview	03:52	9.73 MB	<ul style="list-style-type: none"> • General introduction to Stock module • Stock Adjustment • Stock Issue and Stock Receive • Stock Write Off • Stock Update Cost • Stock reports
27	Stock Item Maintenance	09:38	30.92 MB	<ul style="list-style-type: none"> • Create Stock Item • Item code format • Stock Group and Item Type • Discontinue • Costing method • Pricing and Color indication • Standard Cost and Up-To-Date Cost • Stock level • Barcode, Replacement Item, Alternative Item code • Maintain Stock opening balance
28	Sales Module Overview	12:18	40.06 MB	<ul style="list-style-type: none"> • General introduction to Sales module • Document transfer • Document modification • Posting option • Quotation and Automatic Approve Quotation • Sales Order, SO Transfer by Value to Invoice, Cancel SO • DO and Delivery Return • Invoice, DN and CN • Cash Sale, Mini POS style, multiple payment modes • Sales reports...
29	Purchase Module Overview	05:15	15.89 MB	<ul style="list-style-type: none"> • General introduction to Purchase module • Posting setting • Request Quotation • PO and Cancel PO • Goods Received Note and Goods Return • Purchase Invoice and Purchase Return • Cash Purchase • Purchase reports...
30	Posting to GL Account	03:56	14.63 MB	<ul style="list-style-type: none"> • How to maintain G/L account for posting purpose • 4 levels to assign G/L account: General Option, by Stock Group, by Debtor/Creditor, during transaction... • G/L Posting Option: post document description or detail description
31	User Maintenance	04:44	15.53 MB	<ul style="list-style-type: none"> • How to maintain user and user group • Add or remove access rights of a particular item and a group topic • Search access rights item • Export and print access rights reports • Column Lock

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32	Backup & Restore	06:46	24.41 MB	<ul style="list-style-type: none"> • How to backup database/account book • Password protection • Backup to several destination • Setting 'Always Prompt Backup when exit application' • How to restore database using the backup file • Set Remark to today date • Mark as Old Version
33	Budget	01:59	7.65 MB	<ul style="list-style-type: none"> • Create and maintain monthly budget for income and expenses accounts... • Selecting Fiscal year • Preview budget reports • Preview Profit & Loss Statement with Budget
34	Advanced Financial Report	04:31	16.78 MB	<ul style="list-style-type: none"> • To produce cash flow forecast report based on cash balance, receivables, expenses and payables • Filter options: Starting Date, No. of column, Frequency. • Maintain Adjustment, Maintain Expenses, Maintain AR/AP Forecast Due Date. • Preview cash flow forecast report
35	User Defined Field	05:43	19.09 MB	<ul style="list-style-type: none"> • Create your own defined fields in more than 70 tables • Logon to AutoCount Accounting Management Studio • Create a new UDF in Invoice Master and Invoice Detail • User Defined List Maintenance at General Maintenance • UDF Types: Text, Decimal, Integer, Date, Boolean, Memo, Image Link, Rich Text, System. • Copy and Paste UDF
36	Project	08:09	30.29 MB	<ul style="list-style-type: none"> • Use of projects and sub-projects in transaction entries and its posting options • Project maintenance – multi-level • Account book default project • Default project by user • Assign project during transaction • Reports filtered by project • Project opening balance and Year-To-Date balance • Budget maintenance by project • Allow not balance by project in Journal Entry • Post by project in Payment, Contra, Refund, CN • Post reallocate purchase by project • Project profit margin report
37	Multi Currency	13:08	47.33 MB	<ul style="list-style-type: none"> • Currency maintenance • Account and Journal type setting for Currency Exchange Gain/Loss • Maintain currency rate • Debtor in foreign currency • Assign currency rate during transaction • Journal of transaction reports • Debtor statement in local/foreign currency • Auto-generate gain/loss in foreign exchange • Foreign currency bank account • Item price by currency
38	Advanced Multi Currency	07:33	23.81 MB	<ul style="list-style-type: none"> • Method 1: Foreign Currency Revaluation • Auto-generate Journal entries of unrealized gain/loss • Effects on subsequent revaluation • Method 2: Unrealized Gain/Loss • Reverse of Journal entry • Effects on subsequent revaluation

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39	Landing Cost	03:59	13.01 MB	<ul style="list-style-type: none"> • Setting of landing cost calculation method • Pro-rated by sub-total • Pro-rated by Stock item weight/Volume • Landing cost in purchase transaction • Duty rate and duty charge
40	Multi Location Stock	04:58	18.81 MB	<ul style="list-style-type: none"> • Location maintenance • Default location setting • Ignore location in costing calculation • Stock item opening balance by location • Assign location during transaction • Sales location vs stock location • Stock transfer • Stock reports by location
41	FOC Quantity	05:17	18.86 MB	<ul style="list-style-type: none"> • FOC quantity column during transaction • Report designer to display FOC quantity • FOC quantity as a transaction row • Default FOC quantity setting • FOC quantity analysis by document report
42	Basic Multi UOM	04:55	17.69 MB	<ul style="list-style-type: none"> • Create item with multi-UOM • Sales UOM, Purchase UOM and Report UOM • Transaction in multi-UOM • Stock card report and default report UOM
43	Advanced Multi UOM	07:51	26.62 MB	<ul style="list-style-type: none"> • Use of Repost Sales/Purchase/Stock transaction • Stock card in multi-UOM • Stock UOM Conversion • Auto UOM Conversion • Item setting of Automatic UOM Conversion
44	Consignment	09:24	32.24 MB	<ul style="list-style-type: none"> • Create sales consignment • Preview consignment note • Stock balance quantity after Consignment • Create invoice on the sales of consignment items • Returned and loss items • Consignment outstanding reports • Inventory physical worksheet by consignment
45	Serial Number	09:18	31.71 MB	<ul style="list-style-type: none"> • Maintain items with serial number • Opening balance of items with serial number • Purchase of items with serial number • Select serial number during sales transaction • Available serial number inquiry • How to handle –ve quantity in serial number item • Serial number transaction inquiry • Reports with serial number
46	Item Batch Number	05:18	19.96 MB	<ul style="list-style-type: none"> • Create item with batch number & maintain opening balance • Manufactured date, Expiry date and last sales date • Editing batch details, change of batch number • Purchase and sales of items with batch number • Batch number transaction inquiry • Expiry item batch listing report • Stock card report with batch numbers
47	Filter By Salesman	02:48	10.03 MB	<ul style="list-style-type: none"> • User setting and Document control by agent • The effects on transaction • Apply filter by agent in lookup editor

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48	Remote Credit Control	04:56	12.71 MB	<ul style="list-style-type: none"> • Debtor setting on credit control with password • Access rights setting on Remote Credit Control • Credit limit violation: requester's screen • Manager's screen: reject and approve • Effects of manager's decision on requester's screen • Example of Overdue limit control
49	Bill Of Material	14:00	30.62 MB	<ul style="list-style-type: none"> • Finished goods and raw materials item maintenance • Create a bill of material • Assembly cost and Overhead cost • BOM Optional maintenance • Stock Assembly Order and Stock assembly • Apply BOM Optional • Dismantled quantity • Stock card reports, BOM listing report • Max manufacturing quantity and Ratio • BOM material usage inquiry • Check BOM material inquiry
50	Multi-Level Assembly	04:46	11.88 MB	<ul style="list-style-type: none"> • Multi-level item BOM maintenance • Multi-level Stock Assembly • Child item and BOM Optional in multi-level assembly • Raw material status
51	Item Package	04:58	16.59 MB	<ul style="list-style-type: none"> • Compare Item Package with Item Assembly • Item package maintenance • Purchase and sales of item package • Document showing component items and user UOM • Item package transaction inquiry
52	Bonus Point	05:53	20.47 MB	<ul style="list-style-type: none"> • Selecting bonus point calculation method • Based on item quantity, subtotal or Invoice total • Setting in Item Maintenance: calculate, redeem and awarding bonus point • Bonus point account maintenance • Bonus point in sales documents • Bonus point redemption • Bonus point transaction listing report
53	Multi-Dimensional Analysis	03:58	14.51 MB	<ul style="list-style-type: none"> • Define filtering options and document options • Select data area options • Fields available to construct you own analysis reports • Drag and drop fields onto rows/columns area • Set sorting and top value count • Export and Layout menus
54	Multi-Dimensional Price Book	05:25	17.19 MB	<ul style="list-style-type: none"> • Create new price rules • Various combination of rules criteria • Rules option (assign weight level) • Create new Price Book matrix • Pricing policy in AutoCount Accounting • Auto Price setting
55	Product Edition	04:21	12.80 MB	<ul style="list-style-type: none"> • List of packaged editions • Express Account, Express Stock and Express Complete • AutoCount Account edition • AutoCount Basic edition • AutoCount Pro edition • AutoCount Premium edition • AutoCount Ultimate edition • Optional modules and Plug-Ins
99	The Answer	00:27	1.15 MB	<ul style="list-style-type: none"> • AutoCount is the answer to your accounting application.
		5:13:09	0.99 GB	