



# Accounting

## Quick Start

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[www.autocountsoft.com](http://www.autocountsoft.com)

## Introduction

AutoCount Accounting, one of the most popular business applications in Malaysia, is the flagship product of Auto Count Sdn Bhd.

Formed in 1996, formerly known as BCE Software Sdn Bhd, Auto Count Sdn Bhd has successfully built a strong and dedicated distribution network that provides full range of service and consultation on business automation and application. As at today, AutoCount has many thousands of company users mainly in Malaysia and Singapore, as well as in other countries such as Brunei, Indonesia, Vietnam, China, Hong Kong, Thailand, Philippine, Australia, South Africa...

AutoCount Accounting is a fully integrated business application comprises of Accounting, Invoicing, Purchasing, Inventory Control and more than 30 other modules. It runs on Microsoft .NET framework and Microsoft SQL Server database engine; developed in Microsoft C#.NET, it supports VB.NET and C#.NET scripting, with unlimited User-Defined fields and allows multiple Plug-Ins.

**Thank you for choosing AutoCount** as many others do. Congratulation! You have made a wise decision. And for those who are evaluating, AutoCount is not only the Answer to a well-integrated accounting software which is rich in features and low in price, it is also the Choice of best-seller in Malaysia ideal for your long-run prosperous business.

This booklet serves as quick tour to this wonderful software. For those who wish to explore further, please make full use of other learning and training resources in AutoCount DVD (which includes the complete installers, AutoCount Help files, technical documents, FAQs and AutoCount Video series.).

Happy AutoCounting!

Cheers!

*Peter Tan*

01 October, 2010.

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## The Developer

<i>Company Name</i>	Auto Count Sdn Bhd (751600-A)
<i>Year of Incorporation</i>	1996
<i>Nature of Business</i>	Software Developer and distributor.
<i>Ownership</i>	100% owned by Malaysian.
<i>Key Person</i>	Mr. CP Choo (Director, Chief Programmer); Mr. YT Choo (Managing Director)
<i>Website</i>	<a href="http://www.autocountsoft.com/">http://www.autocountsoft.com/</a>

## Introduction to AutoCount Accounting

A well-integrated business application of modules related to Accounting, Inventory Control, Purchasing and Invoicing....with its 6 basic modules (GL, AR, AP, Stock, Sales, Purchase) plus more than 30 additional modules to meet various needs and practices of different industries.

- The first generation of AutoCount Accounting was produced in 1996, and the current generation was launched in 2006.
- Available in 5 package editions:
  - AutoCount Account (Accounting + 4 modules)
  - AutoCount Basic (Accounting + Stock Control + 7 modules )
  - AutoCount Pro (Accounting + Stock Control + 13 modules )
  - AutoCount Premium (Accounting + Stock Control + 21 modules )
  - AutoCount Ultimate (Accounting + Stock Control + 25 modules )
  - + Other optional modules (10 modules)
- The light version is called AutoCount Accounting Express:
  - Express Stock (Stock, Sales, Purchase)
  - Express Account (GL, AR, AP)
  - Express Invoicing (GL, AR, AP, Sales, part of Stock and Purchase)
  - Express Complete (GL, AR, AP, Stock, Sales, Purchase )

## Product Licensing

There are 2 types of license for AutoCount Accounting:

- (1) USB Key:**
  - Software licence will be the USB key (hardware device). It must be plugged at a PC running Microsoft SQL Server 2005/2008.
  - USB Key is mobile and flexible, suitable for accountants, auditors, users with several companies and centralized accounting.
- (2) License Code:**
  - License code ties with database (account book). It can be restored on any SQL Server 2005/2008.
  - Suitable for users with several companies registered under a same address, also if accounting is decentralized.

## Getting Started

The following steps serve as a general guide for those who are new to AutoCount Accounting:  
(Extracted from *AutoCount Accounting Help File > Getting Started*)

1. **Installation** of AutoCount Accounting (Installing AutoCount Accounting)
2. Create your very **first account book** (First Time Start)
3. Quick tour on **Common Functions** of Transaction and Report
4. **Company setting** (Company Profile) and Fiscal Years Maintenance (Manage Fiscal Year)
5. **Add users** and assign access rights (User Maintenance)
6. **Chart of Account** - G/L Accounts, Debtors and Creditors
7. **Enter Opening Balance** - Opening Balance of G/L Accounts, Opening Balance of Debtors/Creditors
8. Maintain **stock item** (Stock Item Maintenance)
9. Maintain **Opening Stock Quantity** and Value (Item Opening Balance Maintenance)
10. Monthly **Closing Stock Value** (Stock Value Maintenance)
11. **Purchase related transaction**
  - Request Quotation - to request/maintain quotation from supplier
  - Purchase Order - to place order
  - Cancel Purchase Order - to partially or fully cancel purchase order
  - Goods Received Note - to record receiving of goods delivered by supplier
  - Goods Return - to record goods returned to supplier before receiving the supplier invoice
  - Purchase Invoice - to record invoices received from supplier
  - Cash Purchase - to record cash purchase
  - Purchase Return - to record goods returned to supplier after receiving supplier invoice
12. **Purchase related reports**
  - Document Listing & Outstanding Report - listing of respective documents and outstanding status
  - Monthly Purchase Analysis Report - listing of suppliers & total amount of monthly purchase (12 mths)
  - Purchase Analysis by Document Report - listing of suppliers and total purchase by document types
  - Supplier Price List Report - listing of creditors and price list.
13. **Sales related transaction**
  - Quotation - to issue price quotation
  - Sales Order - to issue sales order
  - Cancel Sales Order - to partially or fully cancel sales order
  - Delivery Order - to record the delivery of goods to customer
  - Delivery Return - record the goods returned before invoice is issued
  - Invoice - to issue sales invoice
  - Cash Sale - to issue cash sale
  - Credit Note - to issue credit note or record goods returned after issuance of invoice
  - Debit Note - to issue debit note after issuance of invoice
14. **Sales related reports**
  - Document Listing & Outstanding Report - listing of respective documents and outstanding status
  - Monthly Sales Analysis Report - listing of customers and total amount of monthly sales (for 12 mths)
  - Sales Analysis by Document Report - listing of customers and total sales by document types
  - Profit & Loss of Document Report - showing profit margin of each documents and details
  - Top/Bottom Sales Ranking Report - showing top/bottom sales ranking by agent, item, debtor, area...
  - Customer Price List Report - listing of customers and price list.
  - Price History Report - showing price histories by item, debtor, creditor...
  - Sales Agent Contribution Report - showing contribution of sales agents
15. **Stock/Inventory transaction**
  - Stock Adjustment - make adjustment to stock quantity/value
  - Stock Issue - issuance of stock (non-sales)
  - Stock Receive - receiving of stock (non-purchase)
  - Stock Write-Off - recording of damaged, expired or obsolete stock.
  - Stock Transfer - moving of stock from one location to another
  - Stock Update Cost - to update the standard cost of stock
16. **Stock/Inventory reports**
  - Stock Card Report - to show transaction and balance of each stock item
  - Stock Balance Report - to show the balance and average cost of each stock item
  - Stock Balance By Location Report - to show the stock balance of each location
  - Stock Movement Report - summary of stock movement by transaction types
  - Stock Item Profit Margin Report - showing profit margin of each item
  - Stock Status Report - to show the available quantity
  - Reorder Advice Report - to show reorder advice according to stock level
  - Inventory Physical Worksheet - for stock take purpose

- Stock Aging Report - to show stock aging by quantity
17. **A/R Entries**
    - AR Invoice Entry - to record credit sales
    - AR Receive Payment - to record payment received from debtors
    - AR Debit Note Entry - to debit into debtor account
    - AR Credit Note Entry - to credit into debtor account
    - AR Refund Entry - to knock off unapplied amount of Received Payment or Credit Note
    - AR & AP Contra Entry - to offset debtor account with creditor account
    - AR Deposit Entry - to record, forfeit or refund deposit.
  18. **A/R Reports**
    - Outstanding AR Invoice Report - listing of invoices that are not fully settled
    - Outstanding AR Deposit Report - listing of deposits that are not fully transferred/forfeited/refunded.
    - Debtor Aging Report - aging report of debtors
    - Debtor Aging by Agent Report - aging report of debtors filtered by agents
    - Debtor Balance Report - debtors outstanding balance and details
    - Debtor Statement Report - debtors statement and payment details
    - Debtor Collection Report - debtors payment details
    - Debtor Collection by Agent Report - debtors payment details filtered by agents
    - AR Monthly Sales and Collection Analysis Report – debtors’ monthly sales and collection for 12 mths.
    - AR Analysis by Document Report - debtors transaction analysis by document types
    - Overdue Letter Report - to produce overdue letters of debtors
    - Commission by Collection Report - to show agent's commission according to collection
    - AR Credit Note Analysis Report - analysis report according to CN types
    - AR Debit Note Analysis Report - analysis report according to DN Types
  19. **A/P Entries**
    - AP Invoice Entry - to record credit purchase
    - AP Payment - to record payment made to creditors
    - AP Debit Note Entry - to Credit into creditor account
    - AP Credit Note Entry - to Debit into creditor account
    - AP Refund Entry - to knock off unapplied amount of Payment or Credit Note
    - AP Deposit Entry - to record, forfeit or refund deposit.
  20. **A/P Reports**
    - Outstanding AP Invoice Report - listing of invoices that are not fully settled
    - Outstanding AP Deposit Report - listing of deposits that are not fully transferred/forfeited/refunded.
    - Creditor Aging Report - aging report of creditors
    - Creditor Aging by Agent Report - aging report of creditors filtered by agents
    - Creditor Balance Report - creditors outstanding balance and details
    - Creditor Statement Report - creditor statement and payment details
    - AP Monthly Purchase and Payment Analysis Report – creditors’ monthly purchase and payment for 12 months.
    - AP Analysis by Document Report - creditors transaction analysis by document types
    - AP Credit Note Analysis Report - analysis report according to CN types
    - AP Debit Note Analysis Report - analysis report according to DN Types
  21. **G/L Entries**
    - Cash Book Entry - receipt voucher and payment voucher
    - Journal Entry - general journal entries
  22. **G/L Reports**
    - Bank Reconciliation - reconciliation of bank statement and bank account
    - View Transaction Summary - monthly summary by journal types
    - Ledger Report - detail ledger accounts
    - Journal of Transaction Report - transaction listing by journal types
    - Bank Book Analysis - available balance of each payment method
    - Receipt & Payment Report - receipt and payment summary of each cash/bank account
    - Cheque Listing Report - listing of cheques by payment methods
    - Returned Cheque Listing Report - listing of returned cheques
    - Sales Agent Expenses Report - summary listing of agents and their expenses
    - Trial Balance Report - trial balance for all accounts
    - Profit & Loss Statement - profit and loss statement as at certain date
    - Balance Sheet Statement - balance sheet statement as at certain date
    - Account Detail Report - balances of group account and detail accounts
    - Cash Flow Statement - cash flow statement as at certain date
    - Transactional Profit & Loss Report - detailed profit and loss statement with all transactional activities.
  23. **Backup** the database/account book (Backup)

## System Requirement

(For Standalone Installation)

<b>Component</b>	<b>Minimum Requirement</b>
<i>Operating System</i>	Windows XP / Vista / 7.
<i>Processor</i>	Pentium 4, 2.4 GHz (Recommended Core 2 Duo)
<i>Memory</i>	512 MB (Recommended 1GB).
<i>Monitor</i>	1024 x 768 resolution with 24-bit colors
<i>DVD-ROM Drive</i>	Required for installation
<i>Free Disk Space</i>	10 GB
<i>Pointing Device</i>	Mouse supported by Windows

(For Networking Installation)

<b>Component</b>	<b>Client Workstation</b>	<b>Server</b>
<i>Operating System</i>	Windows XP / Vista / 7.	Windows XP / Vista / 7, or Windows Server 2003 / 2008.
<i>Database</i>	Workstation component of Microsoft SQL Server	Microsoft SQL Server 2005 / 2008 or SQL Express
<i>Framework</i>	Microsoft .Net Framework 2.0	Microsoft .Net Framework 2.0
<i>Processor</i>	P4, 1.0 GHz (Recommended Core 2 Duo)	P4, 2.4 GHz (Recommended Core 2 Duo)
<i>Memory</i>	512 MB (Recommended 1 GB)	1 GB. (Recommended 2 to 4 GB)
<i>Monitor</i>	1024 x 768 resolution with 24-bit colors	1024 x 768 resolution with 24-bit colors
<i>DVD-ROM</i>	Required for installation	Required for installation
<i>LAN</i>	10 Mbps (Recommended 100 Mbps)	100 Mbps (Recommended 1 Gbps)
<i>Free Disk Space</i>	500 MB	10 GB
<i>Pointing Device</i>	Mouse supported by Windows	Mouse supported by Windows

## Installation - Standalone

1. **Insert DVD**, autorun screen appears (or double click on DVD drive) – click **AutoCount Accounting**.
2. Choose installation type: **Standalone Installation, Next**.
3. Check **'I accept the terms.....'**, **Next**. (start installing Microsoft SQL Server 2005 Express Edition...)
4. At welcoming screen of AutoCount Accounting Installation Wizard, click **Next**
5. License Agreement... check **'I accept the license agreement'**, **Next**
6. User Information.... **Next**
7. Destination Folder ... **Next**
8. Ready to install the application ... **Next**
9. AutoCount Accounting has been successfully installed...**Finish** ... wait for the message 'Setup has successfully installed...' click **OK**
10. Setup has successfully opened Firewall..... click **OK**

(Close the auto-run screen. You may remove the DVD now. The SQL Server 2005 Express Edition and AutoCount Accounting are installed. Now you may proceed to create your very first account book.)

11. Double click on AutoCount Accounting shortcut icon on desktop.
12. Choose Product Edition: **Pro Edition... OK**
13. First Time Start.... check **'Create Account Book Control File in the default folder in this machine' ....Next**
14. First Time Manage Account Book ..... check **'Create a new account book'.... Next**
15. Create Account Book Wizard ...
  - (1) **key in** your company name (in CAPITAL)... e.g. ABC(M) SDN BHD
  - (2) select **'Create a default account book in this PC'** ... click **Next**,
  - (3) assign Start date...or accept the default date...
  - (4) Local currency setting: accept the default currency...
  - (5) Goods & Service Tax (**ignore** this part)... click **Next**,
  - (6) Main Package: accept the default setting... click **Next**,
  - (7) Account code: accept the default format...
  - (8) Sample chart of account: accept the default setting...
  - (9) Copy Master Files (ignore this part)... click **Finish**. (wait for the message 'The account book is created successfully' ...and then click on **OK**.

(AutoCount Accounting login screen will be prompted. You are now ready to login to your first account book)

16. At Login screen, User ID is **ADMIN**, key in password: **Admin**, click on **Login**.
17. Click on **OK** (few times) to accept all updates/information/windows pop up....
18. The main menu screen will be displayed. You are now ready to use the program.  
To Logout, simply click on the 'X' button on top right...and select **Exit Anyway**.

## Installation - Network

(For the Server)

1. **Insert DVD**, autorun screen appears (or double click on DVD drive) – click **AutoCount Accounting**.
2. Choose installation type: **Network Installation**, option 1 ... **Next**.
3. Check **'I accept the terms.....'**, **Next**. (start installing Microsoft SQL Server 2005 Express Edition ...)
4. At welcoming screen of AutoCount Accounting Installation Wizard, click **Next**
5. License Agreement... check **'I accept the license agreement'**, **Next**
6. User Information.... **Next**
7. Destination Folder ... **Next**
8. Ready to install the application ... **Next**
9. AutoCount Accounting has been successfully installed...**Finish** ... wait for the message 'Setup has successfully installed...' click **OK**
10. Setup has successfully opened Firewall..... click **OK**

(Close the auto-run screen. You may remove the DVD now. The SQL Server 2005 Express Edition and AutoCount Accounting are installed. Now you may proceed to create your very first account book.)

11. Double click on AutoCount Accounting shortcut icon on desktop.
12. Choose Product Edition: **Pro Edition... OK**
13. First Time Start.... check **'Create Account Book Control File in the default folder in this machine' ....Next**
14. First Time Manage Account Book ..... check **'Create a new account book'.... Next**



## 15. Create Account Book Wizard ...

- (1) **key in** your company name (in CAPITAL)... e.g. ABC(M) SDN BHD
- (2) select '**Create a default account book in this PC**' ... click **Next**,
- (3) assign Start date...or accept the default date...
- (4) Local currency setting: accept the default currency...
- (5) Goods & Service Tax (**ignore** this part)... click **Next**,
- (6) Main Package: accept the default setting... click **Next**,
- (7) Account code: accept the default format...
- (8) Sample chart of account: accept the default setting...
- (9) Copy Master Files (ignore this part)... click **Finish**. (wait for the message 'The account book is created successfully' ...and then click on **OK**.

(AutoCount Accounting login screen will be prompted. You are now ready to login to your first account book)

16. At Login screen, User ID is **ADMIN**, key in password: **Admin**, click on **Login**.

17. Click on **OK** (few times) to accept all updates/information/windows pop up...

18. The main menu screen will be displayed. You are now ready to use the program.  
To Logout, simply click on the 'X' button on top right...and select **Exit Anyway**.

**(For the Client / Workstation)** – do the same for each of client PCs.

1. **Insert DVD**, autorun screen appears (or double click on DVD drive) – click **AutoCount Accounting**.
2. Choose installation type: **Network Installation, option 3: Client Installation ... Next**.
3. At welcoming screen of AutoCount Accounting Installation Wizard, click **Next**
4. License Agreement... check '**I accept the license agreement**', **Next**
5. User Information.... **Next**
6. Destination Folder ... **Next**
7. Ready to install the application ... **Next**
8. AutoCount Accounting has been successfully installed...**Finish** ... wait for the message 'Setup has successfully installed...' click **OK**
9. Setup has successfully opened Firewall..... click **OK**

(Close the auto-run screen. You may remove the DVD now. You may proceed to attach account book.)

10. Double click on AutoCount Accounting shortcut icon on desktop.

11. Choose Product Edition: **Pro Edition... OK**

12. First Time Start.... check '**Create Account Book Control File in the default folder in this machine**' ....**Next**

13. First Time Manage Account Book ..... check '**Attach an existing account book**'.... **Next**

14. Select Database server and account book.... **OK**

(AutoCount Accounting login screen will be prompted. You may now login to the attached account book)

15. At Login screen, User ID is **ADMIN**, key in password: **Admin**, click on **Login**. (OR use the User ID and password created and supplied by Administrator).

16. Click on **OK** (few times) to accept all updates/information/windows pop up...

17. The main menu screen will be displayed. You are now ready to use the program.  
To Logout, simply click on the 'X' button on top right...and select **Exit Anyway**.

## AutoCount Accounting Help File

The help file is installed with AutoCount Accounting software. You may press the button of **F1** on your keyboard to bring up the help topics. If it does not work, run the following file from your AutoCount installer DVD: ...

**E:\Accounting\SetupAutoCountHelp.exe**

The help file can be updated by downloading the latest version of help file from AutoCount website. To do so, go to **Tools > Options > General > Help File**, and click on **Download Local Help File**.

For new users, after installation, you are encouraged to take a look on the following topics of Help File:

1. Overview
2. Getting Started
3. Installation

## AutoCount Accounting Video Series (WMV files)

The complete series of learning videos can be found at AutoCount Installer DVD: **E:\Video**.

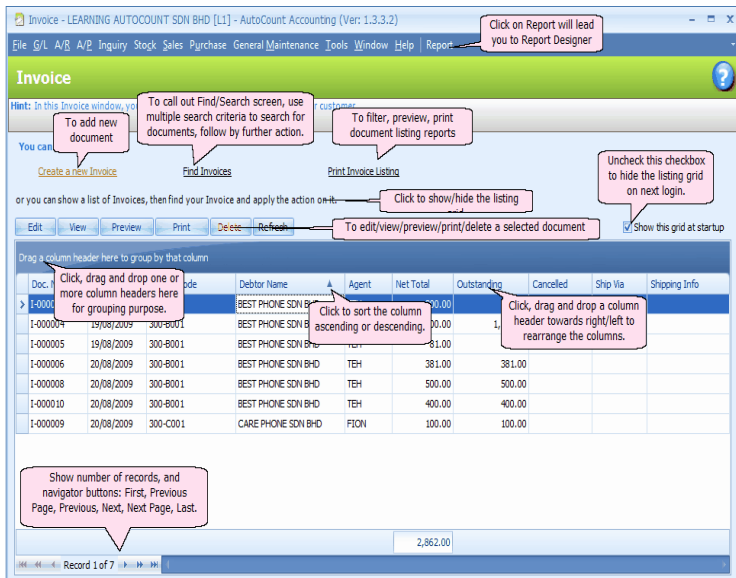
These videos are best viewed using Windows Media Player version 11 and above which will display the subtitles.

No	Topic	Length	Size
01	Introduction	04:57	14.94 MB
02	Common Layout	11:03	51.48 MB
03	Common Layout - Reports	04:55	16.97 MB
03a	Common Layout - Document Entry	06:31	17.94 MB
04	First Time Start	04:35	12.30 MB
05	Manage Account Book	06:09	18.63 MB
06	Company Profile	01:53	6.35 MB
07	Manage Fiscal Year	05:37	19.54 MB
08	Chart of Account	09:58	36.16 MB
09	Debtor & Creditor Maintenance	09:16	33.59 MB
10	Enter Opening Balance 1	04:27	15.33 MB
11	Enter Opening Balance 2	02:40	8.87 MB
12	Enter Opening Balance 3	02:59	10.73 MB
13	Document Numbering Format	03:26	12.56 MB
14	GL Module Overview	01:46	5.33 MB
15	Cash Book Entry	06:30	22.30 MB
16	Journal Entry	04:12	13.23 MB
17	Bank Reconciliation	03:46	11.89 MB
18	Profit & Loss Statement	04:40	13.85 MB
19	Balance Sheet	01:31	4.74 MB
20	Manufacturing Account	02:08	8.18 MB
21	AR Module Overview	01:42	4.93 MB
22	AR Invoice Entry & AR Debit Note Entry	04:50	16.57 MB
23	AR Receive Payment & AR Credit Note Entry	04:59	18.71 MB
24	AR Refund, Deposit & Contra Entry	05:38	18.55 MB
25	AP Module Overview	02:32	7.18 MB
26	Stock Module Overview	03:52	9.73 MB
27	Stock Item Maintenance	09:38	30.92 MB
28	Sales Module Overview	12:18	40.06 MB
29	Purchase Module Overview	05:15	15.89 MB
30	Posting to GL Account	03:56	14.63 MB
31	User Maintenance	04:44	15.53 MB
32	Backup & Restore	06:46	24.41 MB
33	Budget	01:59	7.65 MB
34	Advanced Financial Report	04:31	16.78 MB
35	User Defined Field	05:43	19.09 MB
36	Project	08:09	30.29 MB

<i>No</i>	<i>Topic</i>	<i>Length</i>	<i>Size</i>
37	Multi Currency	13:08	47.33 MB
38	Advanced Multi Currency	07:33	23.81 MB
39	Landing Cost	03:59	13.01 MB
40	Multi Location Stock	04:58	18.81 MB
41	FOC Quantity	05:17	18.86 MB
42	Basic Multi UOM	04:55	17.69 MB
43	Advanced Multi UOM	07:51	26.62 MB
44	Consignment	09:24	32.24 MB
45	Serial Number	09:18	31.71 MB
46	Item Batch Number	05:18	19.96 MB
47	Filter By Salesman	02:48	10.03 MB
48	Remote Credit Control	04:56	12.71 MB
49	Bill Of Material	14:00	30.62 MB
50	Multi-Level Assembly	04:46	11.88 MB
51	Item Package	04:58	16.59 MB
52	Bonus Point	05:53	20.47 MB
53	Multi-Dimensional Analysis	03:58	14.51 MB
54	Multi-Dimensional Price Book	05:25	17.19 MB
55	Product Edition	04:21	12.80 MB
99	The Answer	00:27	1.15 MB
<b>Total</b>		<b>5:13:09</b>	<b>0.99 GB</b>

## Common layout and function of Transaction/Entry Listing screen

(For more details, refer to Help File topic: *Overview > Common Function in Transaction.*)



Invoice - LEARNING AUTOCOUNT SDN BHD [L1] - AutoCount Accounting (Ver: 1.3.3.2)

File G/L A/R A/P Inquiry Stock Sales Purchase General Maintenance Tools Window Help Report

**Invoice**

Hint: In this Invoice window, you can:

- To add new document
- To call out Find/Search screen, use multiple search criteria to search for documents, follow by further action.
- To filter, preview, print document listing reports

You can:

- Create a new Invoice
- Find Invoices
- Print Invoice Listing

or you can show a list of Invoices, then find your Invoice and apply the action on it.

Click to show/hide the listing

Click to edit/view/preview/print/delete a selected document

Uncheck this checkbox to hide the listing grid on next login.

Show this grid at startup

Drag a column header here to group by that column

Doc.	Date	Code	Debtor Name	Agent	Net Total	Outstanding	Cancelled	Ship Via	Shipping Info
I-000004	19/08/2009	300-8001	BEST PHONE SDN B		39.00	00.00	1		
I-000005	19/08/2009	300-8001	BEST PHONE SDN B		81.00				
I-000006	20/08/2009	300-8001	BEST PHONE SDN BHD	TEH	381.00	381.00			
I-000008	20/08/2009	300-8001	BEST PHONE SDN BHD	TEH	500.00	500.00			
I-000010	20/08/2009	300-8001	BEST PHONE SDN BHD	TEH	400.00	400.00			
I-000009	20/08/2009	300-C001	CARE PHONE SDN BHD	FIOM	100.00	100.00			

Click, drag and drop one or more column headers here for grouping purpose.

Click to sort the column ascending or descending.

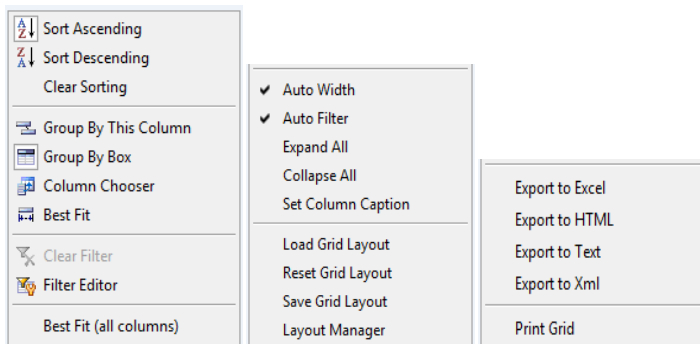
Click, drag and drop a column header towards right/left to rearrange the columns.

Show number of records, and navigator buttons: First, Previous Page, Previous, Next, Next Page, Last.

Record 1 of 7

## Column Functions

Right click on any of the column headers, you have more options related to the column(s):

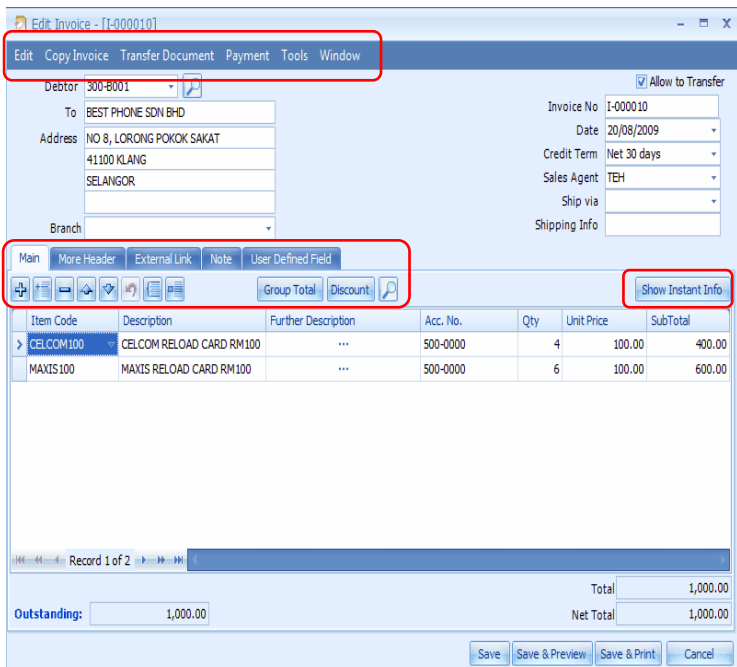


- Sort Ascending
- Sort Descending
- Clear Sorting
- Group By This Column
- Group By Box
- Column Chooser
- Best Fit
- Clear Filter
- Filter Editor
- Best Fit (all columns)
- Auto Width
- Auto Filter
- Expand All
- Collapse All
- Set Column Caption
- Load Grid Layout
- Reset Grid Layout
- Save Grid Layout
- Layout Manager
- Export to Excel
- Export to HTML
- Export to Text
- Export to Xml
- Print Grid

- Sort Ascending:** sort ascending for this column. You may also click on the ascending button on the column header.
- Sort Descending:** sort descending for this column. You may also click on the descending button on the column header.
- Clear Sorting:** clear sorting for this column.
- Group By This Column:** this will place the column header onto grouping bar (dark blue bar above column header), same effect as drag and drop the column header there.
- Group By Box:** this is to hide/show the grouping bar.
- Column Chooser:** to show a list of available column headers so that you may drag and add column(s) onto the column headers. To remove a column, just drag and move the column header downwards, release the mouse when a cross sign is displayed.
- Best Fit:** to set the width best fit the column.
- Best Fit (All Columns):** to set the width best fit all columns.
- Clear Filter:** to clear the filter (if any)
- Filter Editor:** to set filter using filter builder.
- Auto Width:** to automatically set the column width according to the size of windows
- Auto Filter:** to automatically set the filter
- Expand All:** to expand all the records
- Collapse All:** to collapse all the records
- Set Column Caption:** to rename the caption of column header
- Load Grid Layout:** to load (select) from a list of grid layout that were saved earlier.
- Reset Grid Layout:** to set the grid layout to system default layout
- Save Grid Layout:** to name and save the current grid layout, you may also set it to be the default grid layout.
- Layout Manager:** to set default layout, to delete a layout, and to assign different layout to each users.
- Export to Excel/HTML/Text/XML:** to send the current grid contents to Excel/HTML/Text/XML files.
- Print Grid:** to print the current grid contents.

## Common layout and function of Document Transaction screen (e.g. Sales Invoice)

(For more details, refer to Help File topic: *Overview > Common Function in Transaction.*)



Debtor: 300-B001

To: BEST PHONE SDN BHD

Address: NO 8, LORONG POKOK SAKAT  
41100 KLANG  
SELANGOR

Branch:

Invoice No: I-000010

Date: 20/08/2009

Credit Term: Net 30 days

Sales Agent: TEH

Ship via:

Shipping Info:

Main | More Header | External Link | Note | User Defined Field

Group Total | Discount | Show Instant Info

Item Code	Description	Further Description	Acc. No.	Qty	Unit Price	SubTotal
CELCOM100	CELCOM RELOAD CARD RM100	...	500-0000	4	100.00	400.00
MAXIS100	MAXIS RELOAD CARD RM100	...	500-0000	6	100.00	600.00

Record 1 of 2

Outstanding: 1,000.00

Total: 1,000.00

Net Total: 1,000.00

Save | Save & Preview | Save & Print | Cancel

**Main:** this is the main page of transaction details.





**More Header:** to provide additional information about this document.

**External Link:** allows to maintain cross reference links in other formats, such as Excel, Word documents, Image files...

**Notes:** allows to type in additional notes.

**Cancel Document:** Click on *View*, observe the action button at the bottom, other than Preview, Print, Edit and Delete, here you may Cancel Document. The cancelled document can be 'Un-cancelled' later.

### Functional Buttons

-  to add / insert a detail row. (Insert)
-  to insert a detail row before the highlighted row. (Ctrl + Insert)
-  to delete highlighted row. (Ctrl + Delete)
-  to move the detail row up/down. (Alt + Shift + Up/Down)



undo (Ctrl + Z)



to select all detail rows (Ctrl + Alt + A) to be deleted or modified in one shot (using Range Set)



range set (F12)... to apply changes to several/all selected detail rows.



to add a subtotal row, showing the subtotal amount.



to add a discount row, and for you to define the group discount (percentage % or Value).

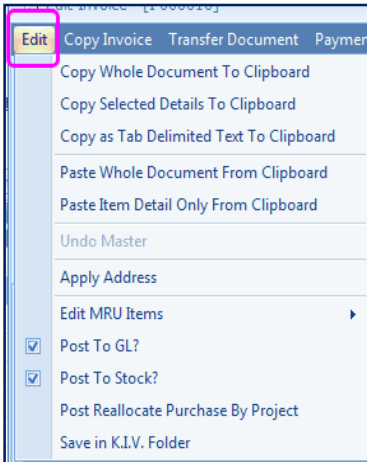


to prompt the item search screen (F9)



to display (at bottom section) instant information related to the highlighted item, such as Price History, Stock Balance ...

## Functional Menus



**Copy/paste** the whole documents/only details to/from clipboard. For example, go to *Sales > Cash Sale*, select a document, click on *Copy Whole Document to Clipboard*, then create a new Invoice and click on *Paste Whole Document from Clipboard*.

**Copy as Tab Delimited Text to Clipboard:** copy in this way allows you to paste it onto Excel worksheet.

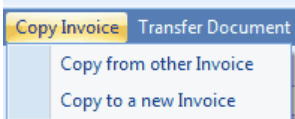
**Edit MRU Items:** to edit/delete historical descriptions (which was keyed in previously). MRU = Most Recently Used.

**Undo Master:** to undo (reverse one step) the header section.

**Apply Address:** to choose between billing address and delivery address.

**Post To GL/Stock?:** to define either to post or not to post upon saving the document/transaction.

**Save in K.I.V. Folder:** save the incomplete or temporary bill/transaction to K.I.V. Folder (can later be retrieved at *Tools>Open K.I.V. Folder*). K.I.V. Folder is also used in **Auto-Save** function, see *Tools > Current Users Setting*. Whenever there is a document saved under K.I.V. Folder, reminder message will be prompted upon login to this account book.



You may also copy from other transaction or copy to a new transaction.

Transfer Document	Payment	Tools	Window
Transfer From Quotation			Ctrl+Alt+Q
Transfer From Sales Order			Ctrl+Alt+S
Transfer From Delivery Order			Ctrl+Alt+D
Transfer By Value From Sales Order			Ctrl+Alt+V
Check Transferred To Status			Ctrl+Alt+C

**Document Transfer:** The transfer can be either Full Document Transfer or Partial Item Transfer.

**Full Document Transfer:** to list out all the documents available for transfer and you may check the documents to be transferred. Transfer options include: Copy Full Details, One Document Into One Item, and All Documents Into One Item.

**Partial Item Transfer:** to list out all outstanding items available for transfer and you may check the item rows and key in the quantity to transfer. Other options are: Filter By This Debtor, Filter By This Doc. No, and Transfer Document Information.

(For more details, refer to Help File topic: *Overview > Common Function in Transaction.*)

Tools	Window
Refresh Account No	Ctrl+Alt+F
Profit Calculator	Ctrl+Alt+L
Change Unit Price	Ctrl+U
Data Entry by Past Sales Records	Ctrl+E

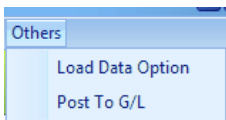
**Refresh Account No:** to refresh G/L account code according to Stock Group or Default G/L Posting setting.

**Profit Calculator:** to calculate the profit margin for each transacted item.

**Change Unit Price:** to change the unit price with authority password (should the access rights is granted); this feature is used when the 'Unit Price' field is barred from edition (refer to *Edit Column Lock* at *Tools > Options > Invoicing > Customize Invoicing.*)

**Data Entry By Past Sales Records:** to show and use the records of previously transacted items for this customer.



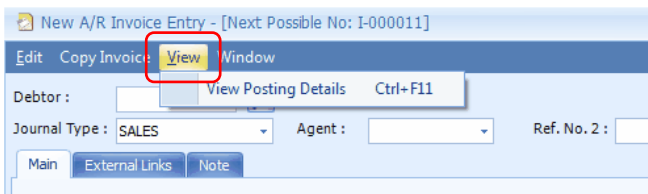


**Load Data Option:** to specify the number of recent days when loading data instead of to load all data, so that the loading speed can be further improved.

**Post To G/L:** to post several document at one go.

## Common Function of G/L, A/R and A/P Transaction Screen

On the Create New / Edit transaction screen, click on *View*, you may View Posting Details (showing the complete double entries) of the selected document.



## Common layout and function of Report screen (e.g. Debtor Statement)

(For more details, refer to Help File topic: *Overview > Common Function in Report Screen.*)

**Debtor Statement**
?

<b>Basic Options</b>		<b>Other Options</b>	
Date Range:	01/09/2009 to 06/10/2009	Statement Type:	Open Item Only
Debtor:	Filter by multi-select <span style="color: blue;">1 was selected</span>	Normal/KnockOff:	KnockOff Statement

<b>Report Options</b>
Sort By: Debtor Code
<input checked="" type="checkbox"/> Show Criteria In Report

More Options

Inquiry
Preview
Print
Batch Mail
Hide Options
Close

Result
Criteria

Drag

Debtor	Company Name	Agent	Debtor Type	Phone1	Currency Code	Balance
300-B001	BEST PHONE SDN BHD	TEH	EXCLUSIVE	03-33240098	MYR	5,819.00

Debtor Code	Doc Date	Doc No	Ref No 2	Description	Cheque No	Debit	Credit	Balance	Doc Type
300-B001	05/11/2008	INV 0801		2008 SALES		5,000.00		5,000.00	IN
	05/10/2009	OR-B00003		ACCOUNT PAYMENT		1,500.00	3,500.00	ABB 12321	MYR
	05/10/2009	JV-000004		CONTRA					MYR
300-B001	30/11/2008	DN 0801		2008 SALES				500.00	DN
300-B001	23/09/2009	I-000001		SALE				9.00	IN
300-B001	23/09/2009	I-000002		SALE			4,440.00	4,440.00	IN
300-B001	05/10/2009	I-000005		2009 SALES			2,400.00	5,949.00	IN
300-B001	05/10/2009	DN-000001		2009 SALES			120.00	5,819.00	DN
300-B001	05/10/2009	OR-000002		ACCOUNT PAYMENT	BBB 22122		1,500.00	4,319.00	OR

Record 7 of 7

1. define the options

2. click on Inquiry

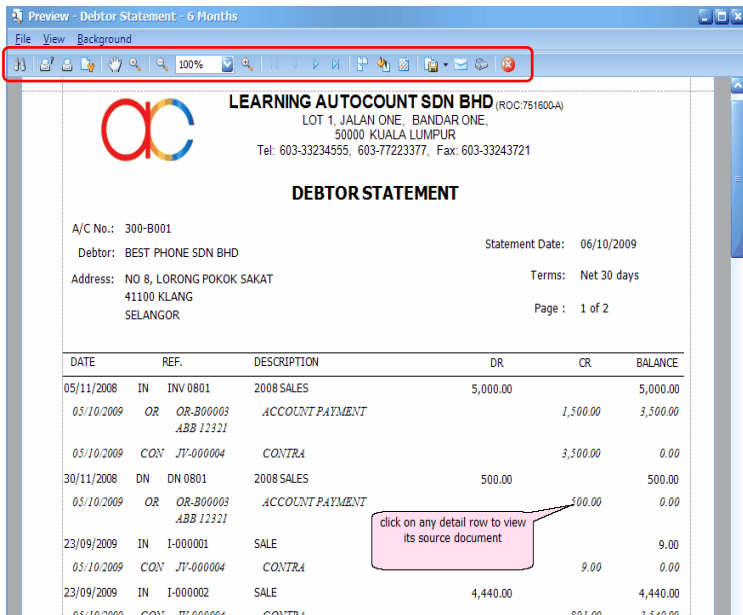
3. click on '+' to expand the debtor and its transaction details

double click on detail row to view the source document

Preview - Debtor Statement - 6 Months

File View Background

100%



**LEARNING AUTOCOUNT SDN BHD** (ROC:751600A)  
 LOT 1, JALAN ONE, BANDAR ONE,  
 50000 KUALA LUMPUR  
 Tel: 603-33234555, 603-77223377, Fax: 603-33243721

**DEBTOR STATEMENT**

A/C No.: 300-B001  
 Debtor: BEST PHONE SDN BHD  
 Address: NO 8, LORONG POKOK SAKAT  
 41100 KLANG  
 SELANGOR

Statement Date: 06/10/2009  
 Terms: Net 30 days  
 Page : 1 of 2

DATE	REF.	DESCRIPTION	DR	CR	BALANCE
05/11/2008	IN INV 0801	2008 SALES	5,000.00		5,000.00
05/10/2009	OR OR-B00003 ABB 12321	ACCOUNT PAYMENT		1,500.00	3,500.00
05/10/2009	CON JV-000004	CONTRA		3,500.00	0.00
30/11/2008	DN DN 0801	2008 SALES	500.00		500.00
05/10/2009	OR OR-B00003 ABB 12321	ACCOUNT PAYMENT		500.00	0.00
23/09/2009	IN I-000001	SALE			9.00
05/10/2009	CON JV-000004	CONTRA		9.00	0.00
23/09/2009	IN I-000002	SALE	4,440.00		4,440.00
05/10/2009	CON JV-000004	CONTRA		801.00	3,639.00

click on any detail row to view its source document



Find/Search components of the report content.



Print (F7). Click on this button will prompt a print dialog screen.



Print (F8). This will send directly to printer.



Page Setup (F5).



Hand Tool



Magnifier



100%



zoom out, zoom, zoom in.



Multiple pages



Colour



Watermark



Export Document (F2) to following formats:



Send e-mail (F3)



Send Fax (F4)

PDF Document  
 HTML Document  
 Text Document  
 CSV Document  
 MHT Document  
 Excel Document  
 Rich Text Document  
 Graphic Document

## How to Create a Sales/Purchase Document

(e.g. Sales Invoice)

(For details, refer to Help File topic: *Sales Menu* and *Purchase Menu*)

Edit Invoice - [I-000010]

Edit Copy Invoice Transfer Document Payment Tools Window

Debtor: 300-B001

To: BEST PHONE SDN B

Address: NO 8, LORONG  
41100 KLANG  
SELANGOR

Branch:

Invoice No: I-000010

Date: 20/08/2009

Credit Term: Net 30 days

Sales Agent: TEH

Ship via:

Shipping Info:

1. Select Customer/Supplier

2. Doc.No. and Date are auto-run/detected. Modify it if needed.

3. Several ways to input details:  
 - use Document Transfer  
 - use '+' button to add row by row  
 - use F9 search to add multiple rows  
 - use Copy Invoice

Item Code	Description	Further Description	Acc. No.	Qty	Unit Price	SubTotal
CELCOM100	CELCOM RELOAD CARD RM100	...	500-0000	4	100.00	400.00
MAXIS100	MAXIS RELOAD CARD RM100	...	500-0000	6	100.00	600.00

Record 1 of 2

Outstanding: 1,000.00

Total: 1,000.00

Net Total: 1,000.00

Save Save & Preview Save & Print Cancel

## How to record a Payment Received/Made

(e.g. A/R Receive Payment)

(For details, refer to Help File topic: *A/R Menu > A/R Receive Payment* and *A/P Menu > A/P Payment*)

New A/R Receive Payment - [Next Possible No: OR-B00003]

Edit Copy Payment View Window

Debtor: 300-B001

Project No. : 1. assign debtor a/c (to be credited)

Department No. :

Main External Links Note

Paid By : BEST PHONE SDN BHD Official Receipt No. : <<New>>

Description : ACCOUNT PAYMENT Date : 05/10/2009

Payment Method	Cheque No.	Payment Amount	Bank Charge	Payment By	Is RCHQ	RCHQ Date
CHEQUE-MBB	ABB 12321	2,000.00	0.00	CHEQUE	<input type="checkbox"/>	

2. select payment method (to be debited)
3. key in payment amount
5. unapplied amount = payments that not yet knock off

Bank Account Balance for CHEQUE-MBB as at 05/10/2009 is RM 70,809.75

Amount : 2,000.00

Unapplied Amount : 0.00

Knock-off Invoices/Debit Notes

Type	Date	No.	Org. Amt.	Outstanding	Discount Due	With Disc.	Disc. Amt.	Pay
RD	30/11/2008	DN 0801	500.00	0.00		<input type="checkbox"/>	0.00	500.00 <input checked="" type="checkbox"/>
RI	05/11/2008	INV 0801	5,000.00	3,500.00		<input type="checkbox"/>	0.00	1,500.00 <input checked="" type="checkbox"/>
RI	23/09/2009	I-000001	9.00	9.00		<input type="checkbox"/>	0.00	0.00 <input type="checkbox"/>
RI	23/09/2009	I-000002	4,440.00	4,440.00		<input type="checkbox"/>	0.00	0.00 <input type="checkbox"/>
RI	05/10/2009	I-000005	2,400.00	2,400.00		<input type="checkbox"/>	0.00	0.00 <input type="checkbox"/>

4. knock off bills

After save, proceed with new receive payment

Save Save & Preview Save & Print Cancel

## How to record a Credit Note Entry

(e.g. A/R Credit Note Entry)

(For details, refer to Help File topic: *A/R Menu > A/R Credit Note Entry* and *A/P Menu > A/P Credit Note Entry*)

New A/R Credit Note Entry - [Next Possible No: CN-000001]

Edit Copy Credit Note View Window

Debtor: 300-8001  
 Journal Type: SALES  
 CN Type: RETURN Ref.: I-000005 Ref. No. 2:   Is Credit Journal

Main External Links Note

To: BEST PHONE SDN BHD  
 Description: GOODS RETURN  
 CN No.: <<New>>  
 Date: 05/10/2009

1. assign debtor a/c (to be credited); assign Journal Type and CN Type.

Debit A/C	Description	Amount
311-2000	SALES RETURN	250.00
Total:		250.00
Net Total:		250.00
Unapplied Amount:		0.00

2. select account to be debited, e.g. Sales Return

3. key in amount

5. unapplied amount = amount that not yet knock off

Knock-off Invoices/Debit Notes

Type	Date	No.	Org. Amt.	Outstanding	Pay	
RD	05/10/2009	DN-000001		120.00	120.00	0.00
RI	05/10/2009	I-000005	2,400.00	2,150.00	250.00	<input checked="" type="checkbox"/>
RI	23/09/2009	I-000002	4,440.00	4,440.00	0.00	<input type="checkbox"/>
RI	23/09/2009	I-000001	9.00	9.00	0.00	<input type="checkbox"/>
RI	05/11/2008	INV 0801	5,000.00	3,500.00	0.00	<input type="checkbox"/>

4. knock off bills

## How to Record a Cash Book Entry (Cash Receipt)

(For details, refer to Help File topic: *G/L Menu > Cash Book Entry*)

Edit Receipt Voucher - [OR-B00001]

Receive From: 
 Voucher No:

Date: 
 2nd Voucher No:

**Receipt Voucher**

Payment Method	Cheque No.	Payment Amount	Bank Charge	Payment By	Is RCHQ.	RCHQ. Date
CHEQUE-MBB	ABB23432	4,500.00	0.00	CHEQUE	<input type="checkbox"/>	

Record 1 of 1

Bank Account Balance for CHEQUE-MBB as at 29/09/2009 is RM 34,500.00
 Total Payment: 4,500.00

Main External Link Note

Post Detail Description to G/L

Acc. No.	Account Desc.	Description	Further ...	Amount
561-1000	RENTAL RECEIVED	RENTAL 09/2009	...	4,500.00

Record 1 of 1

**Net Total** 4,500.00

Save Save & Preview Save & Print Cancel

1. define the payment method, the related cash/bank account will be debited. May involve >1 payment method.

2. use '+' sign to realted add G/L accounts (except cash/bank)

here, positive amount is to be credited, negative amount will be debited.

## How to Record a Cash Book Entry (Cash Payment)

(For details, refer to Help File topic: *G/L Menu > Cash Book Entry*)

New Payment Voucher - [Next Possible No: PV-000001]

Edit Copy Voucher View Window

Pay To: MICKY SCOFIELD

Voucher No: <<New>>

Date: 29/09/2009

2nd Voucher No:

**Payment Voucher**

This is PV, thus the related cash/bank account will be credited.

Payment Method	Cheque No.	Payment Amount	Bank Charge	Payment By	Is RCHQ.	RCHQ. Date
CHEQUE-MBB	12345	2,660.25	0.00	CHEQUE	<input type="checkbox"/>	

Record 1 of 1

Bank Account Balance for CHEQUE-MBB as at 29/09/2009 is RM 34,500.00

Total Payment: 2,660.25

Main External Link Note

Post Detail Description to G/L

Acc. No.	Account Desc.	Description	Further ...	Amount
904-0000	SALARIES	SALARY 09/2009	...	3,000.00
421-0000	EPF ACCRUAL	SALARY 09/2009	...	-330.00
422-0000	SOCSCO ACCRUAL	SALARY 09/2009	...	-9.75

positive amount will be Debited, negative amount Credited.

Record 3 of 3

Net Total: 2,660.25

After save, proceed with new Payment Voucher

Save Save & Preview Save & Print Cancel



## How to create a Journal Entry

(For details, refer to Help File topic: *G/L Menu > Journal Entry*)

New Journal Entry - [Next Possible No: JV-000001]

Edit Copy Journal Entry View Window

Description: DEPRECIATION 09/2009 Document description

Journal Voucher No: <<New>>

Journal Type: GENERAL

Date: 30/09/2009

2nd Voucher No:

Main External Link Note

Post Detail Description to G/L

Acc. No.	Account Desc.	Description	Fu...	Ref. 2	DR	CR
903-0000	DEPRECIATION OF FIXED ASSETS	DEPRECIATION 09/2009	...		900.00	
200-2005	ACCUM. DEPRN. - FURNITURES & FITTINGS	DEPRECIATION 09/2009	...			300.00
200-3005	ACCUM. DEPRN. - OFFICE EQUIPMENT	DEPRECIATION 09/2009	...			200.00
200-1005	ACCUM. DEPRN. MOTOR VEHICLES	DEPRECIATION 09/2009	...			400.00

Detail description

Use '+' button to add accounts to be debited or/and credited.

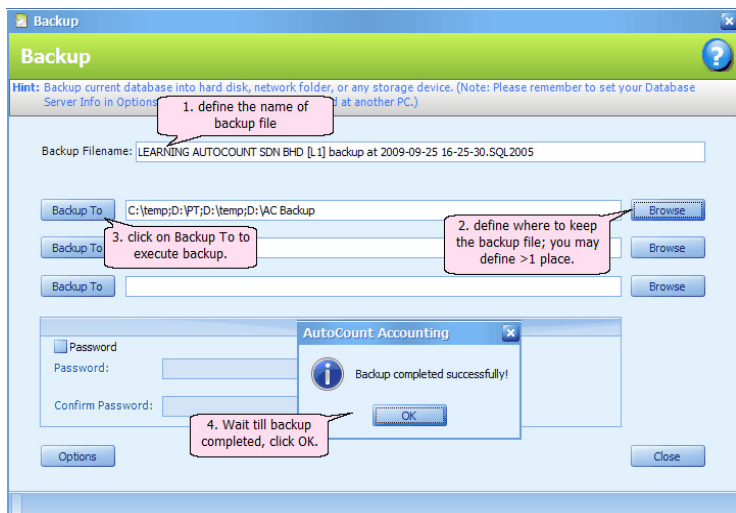
Record 4 of 4

Total DR: 900.00 Total CR: 900.00

After save, proceed with new Journal Entry

Save Save & Preview Save & Print Cancel

## How to Backup (For details, refer to Help File topic: *Tools Menu > Backup*)



**Backup**

Hint: Backup current database into hard disk, network folder, or any storage device. (Note: Please remember to set your Database Server Info in Options... at another PC.)

1. define the name of backup file

Backup Filename: LEARNING AUTOCOUNT SDN BHD [L1] backup at 2009-09-25 16-25-30.SQL2005

Backup To: C:\temp;D:\PT;D:\temp;D:\AC Backup Browse

2. define where to keep the backup file; you may define >1 place.

3. click on Backup To to execute backup.

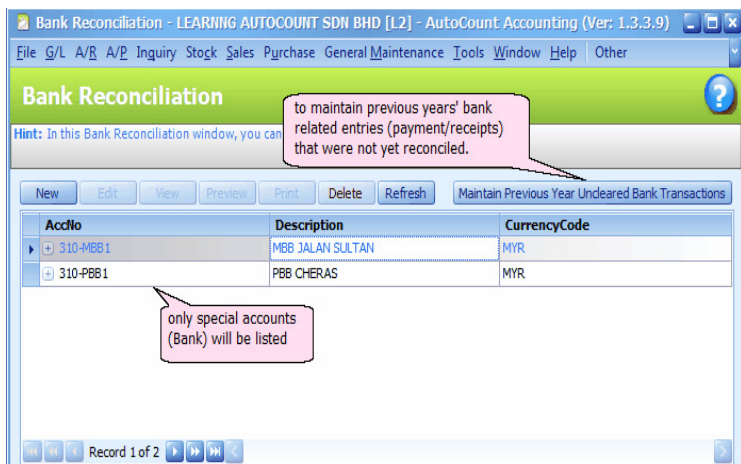
4. Wait till backup completed, click OK.

AutoCount Accounting

Backup completed successfully!

Options Close

## How to do Bank Reconciliation (Also refer to Help File topic: *G/L Menu > Bank Reconciliation*)



Bank Reconciliation - LEARNING AUTOCOUNT SDN BHD [L2] - AutoCount Accounting (Ver: 1.3.3.9)

File G/L A/R A/P Inquiry Stock Sales Purchase General Maintenance Tools Window Help Other

**Bank Reconciliation**

Hint: In this Bank Reconciliation window, you can...

to maintain previous years' bank related entries (payment/receipts) that were not yet reconciled.

only special accounts (Bank) will be listed

AccNo	Description	CurrencyCode
310-MBB1	MBB JALAN SULTAN	MYR
310-PBB1	PBB CHERAS	MYR

Record 1 of 2

To create a new Bank Reconciliation, highlight a bank account, click on **New**, define the Bank Statement Date, Click on **OK**.

**New - [Bank Reconciliation : 310-MBB1]**

Report Window

Bank Account No: 310-MBB1      Description: MBB JALAN SULTAN

Currency Code: MYR

Bank Statement Date: 30/09/2009

Filter

Filter by Date:  Show All Date      Show Date Range: 31/08/2009 to 30/09/2009

Show unticked transactions only

Show transactions cleared at other date

Check All    Uncheck All

Tick	Debit	Credit	Cheque No.	Doc. No.	Date	Description	Statement Date
<input type="checkbox"/>		500.00	MBB 999000	PV 8800	05/12/2008	ALBERT ALBIE	
<input checked="" type="checkbox"/>	3,000.00		ABB 122122	OR 9002	26/12/2008	AB COMPANY	30/09/2009
<input type="checkbox"/>	125.00		233232323	OR-800001	18/08/2009	BEST PHONE SDN BHD	
<input checked="" type="checkbox"/>		100.00		PV-000003	19/08/2009	CELCOM SDN BHD	30/09/2009
<input checked="" type="checkbox"/>	300.00			OR-000003	20/08/2009	BEST PHONE SDN BHD	30/09/2009
<input type="checkbox"/>	10,500.00		12345	OR-000012	12/09/2009	USD CUSTOMER 1	
<input type="checkbox"/>	7,000.00		1222233	PV-000010	12/09/2009	MYR BANK ACCOUNT	
		600.00					

Record 5 of 7

Account Balance : 47,825.00

Actual Bank Statement Balance : 30,700.00

System Bank Statement Balance : 30,700.00

Difference : 0.00

Preview    Print    OK    Cancel

**1. check to reconcile**

**2. the date if reconciliation appears with the entries that were checked**

**3. reconciliation is completed when the Difference = 0.00**

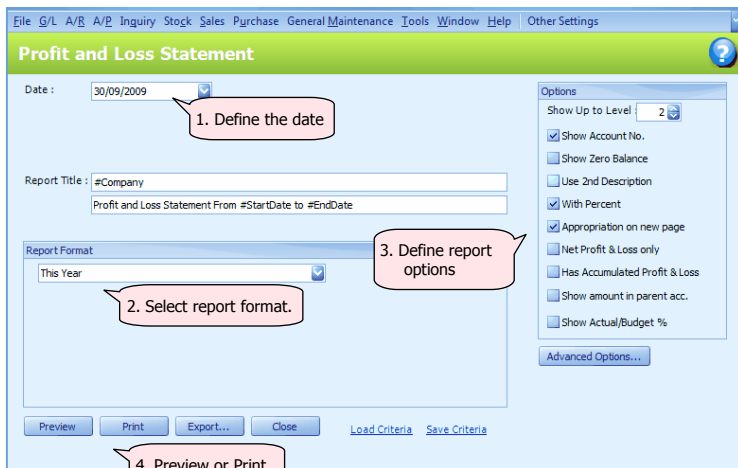
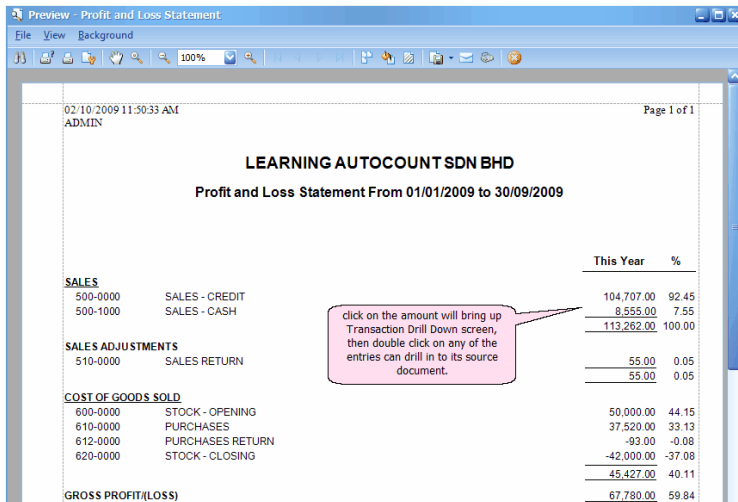
**Account Balance:** current balance amount of this bank account

**Actual Bank Statement Balance:** key in this balance amount as printed on bank statement (closing balance)

**System Bank Statement Balance:** balance amount of reconciled bank account (detected by the system); this amount will change when you start reconcile (tick the check-boxes). If all the entries are reconciled (ticked), this amount should be the same as Account Balance. In case of the first month of reconciliation, this balance is = Opening Bank Balance + / - the Uncleared Transaction (+Credit amount and - Debit amount), and it should be the same as the closing Balance of previous month's bank statement.

**Difference:** difference between Actual Bank Statement Balance and System Bank Statement Balance; this amount should be zero (0.00) if the entries are correctly reconciled.

**How to View/Print Financial Statements** (Also refer to Help File topic: *G/L Menu > Profit and Loss Statement, Balance Sheet Statement.*)

02/10/2009 11:50:33 AM  
ADMIN

Page 1 of 1

**LEARNING AUTOCOUNT SDN BHD**

**Profit and Loss Statement From 01/01/2009 to 30/09/2009**

	This Year	%
<b>SALES</b>		
500-0000 SALES - CREDIT	104,707.00	92.45
500-1000 SALES - CASH	8,555.00	7.55
	<b>113,262.00</b>	<b>100.00</b>
<b>SALES ADJUSTMENTS</b>		
510-0000 SALES RETURN	55.00	0.05
	<b>55.00</b>	<b>0.05</b>
<b>COST OF GOODS SOLD</b>		
600-0000 STOCK - OPENING	50,000.00	44.15
610-0000 PURCHASES	37,520.00	33.13
612-0000 PURCHASES RETURN	-93.00	-0.08
620-0000 STOCK - CLOSING	-42,000.00	-37.08
	<b>45,427.00</b>	<b>40.11</b>
<b>GROSS PROFIT/(LOSS)</b>	<b>67,780.00</b>	<b>59.84</b>