LESSON 1

This Lesson covers:

- ❑ Maintain Chart of Account
    - ▪ GL Account
    - ▪ AR Account
    - ▪ AP Account
        - o Code Maintenance
            - ▪ Service
            - ▪ Group
            - ▪ Sub-Group
            - ▪ Item
- ❑ Maintain Location Code
- ❑ Enter Location Quantity
- ❑ View Report
    - o Inventory Report

LESSON 1

SureWin Pharmacy Sdn Bhd is a company, which is selling the health and beauty product. The company is using "Fixed Cost" as its costing method. Their accounting year is from 1st January to 31st December for its stock control.

1. **To key in the company profile and accounting period, go to**

   (System → General Setup → Company)

   Company Name : SureWin Pharmacy Sdn Bhd

   Address : 12, Jalan Seroja 40, Taman Johor Jaya,81100 Johor Bahru, Johor.

   Registration No : 5566788-A

   This Year Accounting Period

   From Date : 01/01/201X To 31/12/201X

   Actual Start Date : 01/01/201X

2. *(System → General Setup → Options)*

   Account No Format : XXXX/**XXX**

3. **To key in the Chart of Account, go to**

   (General → GL Accounts →Add)

A/C Number	Description	Account Group	Classified As
3000/000	Trade Debtor	Current Assets	Debtor
3010/000	Bank	Current Assets	Bank
3020/000	Cash In Hand	Current Assets	Cash
4000/000	Trade Creditor	Current Liabilities	Creditor
5010/000	Sales of Health Food Products	Revenue	Sales
5020/000	Sales of Beauty Care Products	Revenue	Sales
5100/000	Sales Return	Revenue	Sales Adjustment
6010/000	Purchases of Health Food Products	Cost Of Goods Sold	Purchases
6020/000	Purchases of Beauty Care Products	Cost Of Goods Sold	Purchases
6100/000	Purchases Return	Cost Of Goods Sold	Purchases Adjustment
8200/000	Transport Charges (Income)	Other Revenue	-
9100/000	Discount Allowed	Expenditure	-
3300/000	Stock	Current Assets	Closing Stock
6000/000	Opening Stock	Cost Of Goods Sold	Opening Stock
6200/000	Closing Stock	Cost Of Goods Sold	Closing Stock
9200/000	Transport Charges (Expenses)	Expenditure	
9300/000	Water & Electricity	Expenditure	
9400/000	Salary	Expenditure	

4. **Add the following Customers in Customer File Maintenance**

(Debtors → Debtors Maintenance → Add)

A/C No.	Name	Address	Tel
3000/B02	Best Beauty Sdn Bhd	4, Jln. Kuning 2, Tmn. Pelangi, 80400 JB, Johor	07-3201200
3000/N01	Nally Shop	132, Jln. Perdagangan 1, Tmn. University, 81300 Skudai, Johor.	07-5201911

5. **Add the following Suppliers in Supplier File Maintenance**

(Creditors → Creditors Maintenance → Add)

A/C No.	Name	Address	Tel
4000/G01	Golden Health Sdn Bhd	12, Jln. Maju Jaya, Tmn. Maju Jaya, 80400 JB, Johor.	07-2500333
4000/T01	Tang Beauty Co.	P.T.D 353-C, Jln. Sengkang, 81000 Kulai, Johor.	07-6634242

6. **Create Group code as follow:**

(Stock → Group → Add)

Group	Description
H	Health Food
B	Beauty Care

7. **Create the Sub-Group codes as follow :**

(Stock →Sub-Group →Add)

Sub-Group	Description
VT	Vitamin
DT	Diet
HC	Hair Care
SC	Skin Care

8. **Create Service code as follow:**

(Stock → Product →Add)

Prod Code	Desp	Item Type	U.O.M	Purchases	Cash Purchases	Purchases Return	Sales	Cash Sales	Sales Return
TRP	Transport Charges	Service Item	Trip	9200/000	9200/000	8200/000	8200/000	8200/000	9200/000

- Go to Accounts tab to maintain GL Accounts

9. **Create item code as follow:**

(Stock → Product →Add)

Item Code	H-V001	H-V002	H-D002	B-S002	B-H001
Description	Orange Sugar (Vitamin C)	400 IU 150's (Vitamin E)	Fat Loss 25 Cachets	Gentle Foaming Gel	Sun Shampoo
Group	H	H	H	B	B
Sub-Group	VT	VT	DT	SC	HC
UOM	Box	Box	Box	Pack	Pack
Unit Cost	10.00	68.00	10.00	35.00	10.00
Price #1	11.90	88.00	11.90	55.00	22.00
Price #2	13.90	98.00	13.90	75.00	36.00
Account					
Purchases	6010/000	6010/000	6010/000	6020/000	6020/000
Cash Purchases	6010/000	6010/000	6010/000	6020/000	6020/000
Purchases Return	6100/000	6100/000	6100/000	6100/000	6100/000
Credit Sales	5010/000	5010/000	5010/000	5020/000	5020/000
Cash Sales	5010/000	5010/000	5010/000	5020/000	5020/000
Sales Return	5100/000	5100/000	5100/000	5100/000	5100/000
Balance Sheet Closing Stock	3300/000	3300/000	3300/000	3300/000	3300/000
P&L Opening Stock	6000/000	6000/000	6000/000	6000/000	6000/000
P&L Closing Stock	6200/000	6200/000	6200/000	6200/000	6200/000

10. **Create Location Code as follow:**

(Stock → Stock Location → Add)

Location	Description
US	Up Stair
DS	Down Stair

11. **Following are the Opening Quantity for each item.**

(Stock → Opening Stock → Edit → [icon] *)*

Item Code	US		DS	
	Opening Qty	Average Cost	Opening Qty	Average Cost
H-V001	10	10.00	15	10.00
H-V002	20	68.00	25	68.00
H-D002	14	10.00	22	10.00
B-S002	20	35.00	15	35.00
B-H001	20	10.00	20	10.00

Experiment

1. **Change the Debtor Code From 3000/B02 to 3000/B01**
   (System → Administrative Tools → Change Data)

View Reports:

Stock → Stock Reports → Stock Value Report

Stock Value Report

SUREWIN PHARMACY SDN BHD

From Date [01/01/2011] To [01/01/2011]   Page 1

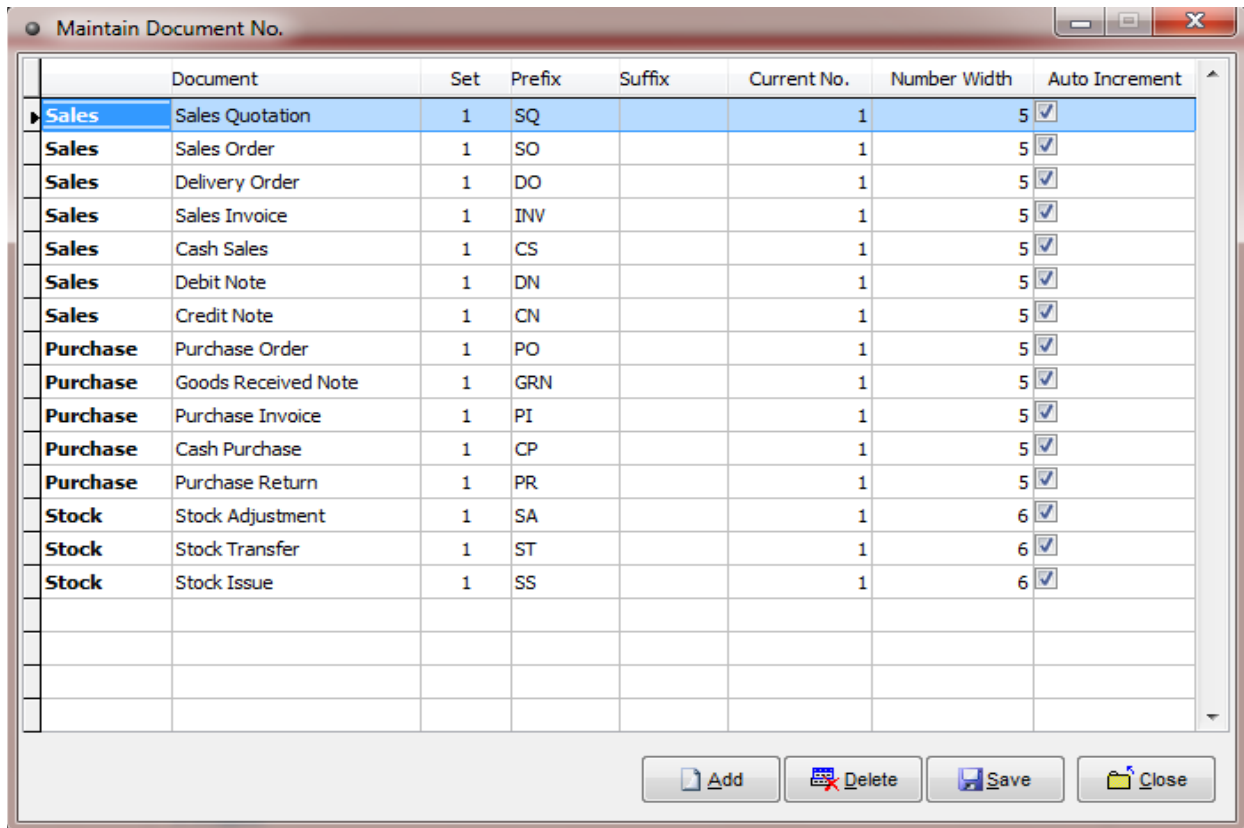| Product	Description	Qty B/F	Qty In	Qty Out	Balance	Stock Value
B-H001	SUN SHAMPOO	40.00			40.00	400.00
B-S002	GENTLE FOAMING GEL	35.00			35.00	1,225.00
H-D002	FAT LOSS 25 CACHETS	36.00			36.00	360.00
H-V001	ORANGE SUGAR (VITAMIN C)	25.00			25.00	250.00
H-V002	400 IU 150'S (VITAMIN E)	45.00			45.00	3,060.00
		181.00	0.00	0.00	181.00	5,295.00

LESSON 2

This Lesson covers:

- ❑ Setup Bill No.

- ❑ Issue Bill

  - o Purchases Order

  - o Receive (Update from PO)

  - o Purchases Return

- ❑ View Reports

  - o Outstanding PO

  - o Purchases Report

LESSON 2

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*(**Setup the last used no. for all bills.**

(System → Administrative Tools → Document No)

Generate Batch

(General → Batch →Add → Sample →Yes →OK →Choose "Month" & "Year" → Generate)

The following Purchases Orders issued in the month of January:

(Purchase → Purchase Order→Add)

Supplier	No.	Date	Item No.	Location	Qty	U.Price
4000/G01	PO 00001	02 Jan	H-V001	US	100	10.00
			H-V002	US	200	68.00
4000/T01	PO 00002	02 Jan	B-S002	DS	35	35.00
4000/G01	PO 00003	05 Jan	H-D002	DS	30	10.00
			B-S002	DS	20	35.00

Goods received from suppliers.

(Purchase → Purchase Invoice→Add, at bottom enter click "Generate" , then that will auto "Update from PO)

Supplier	No.	Reference No	Date	Item No.	Location	Qty	U.Cost
4000/G01	PI 00001	2311	10 Jan	H-V001	US	80	10.00
	☑ Generate PO 0001			H-V002	US	100	68.00
4000/T01	PI 00002	5210	12 Jan	B-S002	DS	35	35.00
	☑ Generate PO 0002			H-V002	DS	20	68.00

Goods returned to supplier.

(Purchases → Purchases Return)

Supplier	No.	Date	Item No.	Location	Qty	U.Cost
4000/T01	PR 00001	31 Jan	H-V002	DS	20	68.00

<u>View Reports</u>

1. ***Purchase → Purchase Reports → Outstanding PO***

Outstanding P/O

View Summary   SUREWIN PHARMACY SDN BHD

Page 1

Date	Type	No.	Supplier	Order	Shipped	Outstanding	Price	Amount
02/01/2011	PO	PO000001	4000/G01	GOLDEN HEALTH SDN BHD				
H-V001		ORANGE SUGAR (VITAMIN C)		100	80	20	10.00	200.00
H-V002		400 IU 150'S (VITAMIN E)		200	100	100	68.00	6,800.00
				300	180	120		7,000.00
05/01/2011	PO	PO000003	4000/G01	GOLDEN HEALTH SDN BHD				
H-D002		FAT LOSS 25 CACHETS		30	0	30	10.00	300.00
B-S002		GENTLE FOAMING GEL		20	0	20	35.00	700.00
				50	0	50		1,000.00
								8,000.00

2.   Purchase → Purchases Reports → Product Purchase Report By Supplier

Product Purchase Report By Supplier

SUREWIN PHARMACY SDN BHD

Supplier Code From [   ] To [zzzzzzzzzz]
From Date [01/01/2011] To [31/01/2011]

Page 1

Product Code	Description	Group	Quantity	Total
4000/G01	**GOLDEN HEALTH SDN BHD**			
H-V001	ORANGE SUGAR (VITAMIN C)	H	80.00	800.00
H-V002	400 IU 150'S (VITAMIN E)	H	100.00	6,800.00
			180.00	7,600.00
4000/T01	**TANG BEAUTY CO.**			
B-S002	GENTLE FOAMING GEL	B	35.00	1,225.00
H-V002	400 IU 150'S (VITAMIN E)	H	40.00	2,720.00
			75.00	3,945.00
			255.00	11,545.00

3.   Reports → Purchases Reports → Purchase Report

Purchase Report

View Summary

SUREWIN PHARMACY SDN BHD

From Date [01/01/2011] To [31/01/2011]

Page 1

Supplier	Name	Invoice	Cash Purchase	Purchase Return	Total
4000/G01	GOLDEN HEALTH SDN BHD	7,600.00	0.00	0.00	7,600.00
4000/T01	TANG BEAUTY CO.	2,585.00	0.00	1,360.00	1,225.00
		10,185.00	0.00	1,360.00	8,825.00

4.   Stock → Stock Reports → Stock Balance

Stock Balance

SUREWIN PHARMACY SDN BHD

Product From [   ] To [zzzzzzzzzzzzzzzzzzz]
From Date [01/01/2011] To [31/01/2011]

Page 1

Product Code	Description	Qty B/F	Qty In	Qty Out	Balance
B-H001	SUN SHAMPOO	40.00			40.00
B-S002	GENTLE FOAMING GEL	35.00	35.00		70.00
H-D002	FAT LOSS 25 CACHETS	36.00			36.00
H-V001	ORANGE SUGAR (VITAMIN C)	25.00	80.00		105.00
H-V002	400 IU 150'S (VITAMIN E)	45.00	120.00	20.00	145.00

Lesson 3

This Lesson Covers:
- ❑ Issue Bill

    - o Quotation

    - o Sales Order (Updated from SQ)

    - o Delivery Order (Updated from SO)

    - o Invoice (Update from DO)

    - o Invoice

        - ▪ With Service Charges

        - ▪ Per item discount

        - ▪ Total bill discount

    - o Cash Sales

- ❑ Internal Control

    - o Transfer

    - o Issue

    - o Adjustment – Reduce

- ❑ Maintain Stock Value

- ❑ AR - Received Payment

- ❑ AP - Bill Payment

- ❑ General Expenses

- ❑ Bank Reconciliation Statement

- ❑ View Reports

    - o Inventory Report

    - o Sales Report

LESSON 3

The company sent quotation to his customers.

(Sales → Quotation→Add)

Customer	Ref No	Date	Item No	Location	Qty	S.Price(RM)
3000/B01	SQ 00001	02 Feb	H-V001	US	30	11.90
			H-V002	US	20	88.00
3000/N01	SQ 00002	02 Feb	B-H001	DS	20	22.00

The company receives the sales order.

(Sales → Sales Order→Add , at bottom click "Generate" , then that will auto "Update from QO")

Customer	Ref No	Date	Item No	Location	Qty	S.Price(RM)
3000/B01	SO 00001	05 Feb	H-V001	US	30	11.90
	☑ Generate SQ00001		H-V002	US	20	88.00

Goods were delivered to customers

(Sales → Delivery Order→Add , at bottom   click "Generate", then that will auto "Update from SO")

Customer	Ref No.	Date	Item No	Location	Qty
3000/B01	DO 00001	06 Feb	H-V001	US	30
	☑ Generate SO00001		H-V002	US	20

Sent Invoice to Customers.

(Sales → Invoice→Add)

Customer	Ref No.	Date	Item No.	Location	Qty	U.Price(RM)
3000/B01	INV 00001	28 Feb	H-V001	US	30	11.90
	☑ Generate from DO 00001		H-V002	US	20	88.00
3000/N01	INV 00002	28 Feb	B-H001	DS	10	22.00

Customer	Ref No.	Date	Item No.	Location	Qty	U.Price(RM)
3000/S01	INV 00003	28 Feb	H-D002	DS	20	11.90
			TRP			100.00

Add new customer : Sunrise Pharmacy

Address : No.111, Jln Besar 12, Tmn Indah, 80250 Johor Bahru.

Customer	Ref No.	Date	Item No.	Location	Qty	U.Price(RM)
3000/N01	INV 00004	28 Feb	B-H001	DS	10	36.00*

* Less 10% Discount Per Item

Customer	Ref No.	Date	Item No.	Location	Qty	U.Price(RM)
3000/S01	INV 00005	28 Feb	H-D002	US	10	11.90
			B-S002	US	10	55.00

** Total Bill Discount 10%

Issue the following Cash Sales

(Sales → Cash Sales→Add)

Customer	Ref No.	Date	Item No.	Location	QTY	S.Price(RM)
-	CS 0000	20 Feb	H-V001	US	5	11.90
			H-V002	US	5	88.00

*System → Administrative Tools → Default Account → Cash Received From Sales → 3020/000

Add location transfer

(Stock → Stock Transfer→Add)

Customer	Ref No.	Date	Item No.	Location	Qty	U.Price(RM)
-	ST 0000	28 Feb	B-S002	US-DS	10	35.00

Issue for personnel use

(Stock → Stock Issue→Add)

Customer	Ref No.	Date	Item No.	Location	Qty	U.Price(RM)
-	SS00001	28 Feb	B-H001	US	1	10.00

Adjustment

(Stock→ Stock Adjustment (Reduce) →Add)

Customer	Ref No.	Date	Item No.	Location	Qty	U.Price(RM)
-	SA00001	28 Feb	H-V001	US	-1	10.00

Maintain Stock Value

(General→ Maintain Stock Value →Add)

Balance Sheet Closing Stock	P&L Opening Stock	P&L Closing Stock
3300/000	6000/000	**6200/000**

(General→ Maintain Stock Value →Enter Closing Stock→Add)

Month	January	February
Year	**201X**	**201X**
Amount	**4863**	**4848**

Issue the following Credit Note

Customer	Ref No.	Date	Item No.	Location	Qty	U.Price(RM)
3000/B01	CN 00001	02/03/201X	H-V001	US	30	11.90

- *Debtor → Knock Off Bill (Knock Off INV0001)*

Receive Debtor Payment

(Debtors→ Received Payment →Add)

Date	Customer	Ref No.	Chq No.	Amount	Pay For
01/03/201X	3000/N01	OR 0301	MBB123445	220.00	INV 0002
02/03/201X	3000/S01	OR 0302	RHB433225	338.00	INV 0003

Pay Bill To Creditor

(Creditors→Pay Bills →Add)

Date	Customer	Ref No.	Chq No.	Amount	Pay For
01/03/201X	4000/G01	PV 0301	PBB886606	2,000.00	PI 0001

General Expenses

(General →Cash Book →Spend Money)

Date	Description	Chq No.	Ref No.	Amount
05/01/201X	Water & Electricity	PBB886601	PV0101	180.00
28/01/201X	Salary	PBB886602	PV0102	1,800.00
28/02/201X	Salary	PBB886605	PV0201	2,000.00

Bank Reconcialiation

The following is the Bank Statement as at **31/03/201X**

*(General → Bank Reconciliation → Select '**Bank – PBB A/C**' → Edit → Select the*

*Statement Date = **March 2010** → Refresh)*

PUBLIC BANK BERHAD

(Johor Bahru)

Wong Long Sdn Bhd   **Statement**

123, Jalan Seroja 39,   *(Customer Copy)*

Taman Johor Jaya,

81100 Johor Bahru, Johor.

Date	Transaction Description		Transaction Amount (RM)	Balance (RM)
05/03/201X	Local Cheque Deposit	123445	220.00	220.00
10/03/201X	Debit Cheque Deposit	433225	338.00	558.00
20/03/201X	Debit Cheque	886601	180.00-	378.00
28/03/201X	Debit Cheque	886602	1,800.00-	-1,422.00
	Total of debit items :		558.00	2
	Total of credit items :		1,980.00	2

Note:
1. All items and balances shown above will be considered correct unless the Bank is notified of any discrepancy within 14 days.
2. Please notify us of any change of address in writing.

→ View the Bank Reconciliation Statement as at **March 2010**

Result:

    Balance as per Bank Statement = **RM -1,422.00**

    Balance as pet Bank Account   = **RM -5,422.00**

<u>View Reports</u>

1. **Sales → Sales Reports → Product Sales Report By Customer**

Product Sales Report By Customer

SUREWIN PHARMACY SDN BHD

Customer Code From [   ] To [zzzzzzzzzz]
From Date [01/01/2011] To [28/02/2011]

Page 1

Product Code	Description	Group	Quantity	Total
H-V001	ORANGE SUGAR (VITAMIN C)	H	5.00	59.50
H-V002	400 IU 150'S (VITAMIN E)	H	5.00	440.00
			10.00	499.50
3000/B01	**BEST BEAUTY SDN BHD**			
H-V001	ORANGE SUGAR (VITAMIN C)	H	30.00	357.00
H-V002	400 IU 150'S (VITAMIN E)	H	20.00	1,760.00
			50.00	2,117.00
3000/N01	**NALLY SHOP**			
B-H001	SUN SHAMPOO	B	20.00	544.00
			20.00	544.00
3000/S01	**SUNRISE PHARMACY**			
B-S002	GENTLE FOAMING GEL	B	10.00	550.00
H-D002	FAT LOSS 25 CACHETS	H	30.00	357.00
TRP	TRANSPORT CHARGES		1.00	100.00
			41.00	1,007.00
			121.00	4,167.50

2. **Sales → Sales Reports → Product Sales Report**

Product Sales Report

SUREWIN PHARMACY SDN BHD

Product From [   ] To [zzzzzzzzzzzzzzzzzz]
From Date [01/01/2011] To [28/02/2011]

Page 1

Product Code	Description	U/M	Qty Sold	Invoice	Cash Sales	Debit Note	Total	Credit Note
TRP	TRANSPORT CHARGES	TRIP	1	100.00			100.00	
			1	100.00	0.00	0.00	100.00	0.00
B	**BEAUTY CARE**							
B-H001	SUN SHAMPOO	PACK	20	544.00			544.00	
B-S002	GENTLE FOAMING GEL	PACK	10	550.00			550.00	
			30	1,094.00	0.00	0.00	1,094.00	0.00
H	**HEALTH FOOD**							
H-D002	FAT LOSS 25 CACHETS	BOX	30	357.00			357.00	
H-V001	ORANGE SUGAR (VITAMIN C)	BOX	35	357.00	59.50		416.50	
H-V002	400 IU 150'S (VITAMIN E)	BOX	25	1,760.00	440.00		2,200.00	
			90	2,474.00	499.50	0.00	2,973.50	0.00
			121	3,668.00	499.50	0.00	4,167.50	0.00