SQL Account

User Manual

Contents

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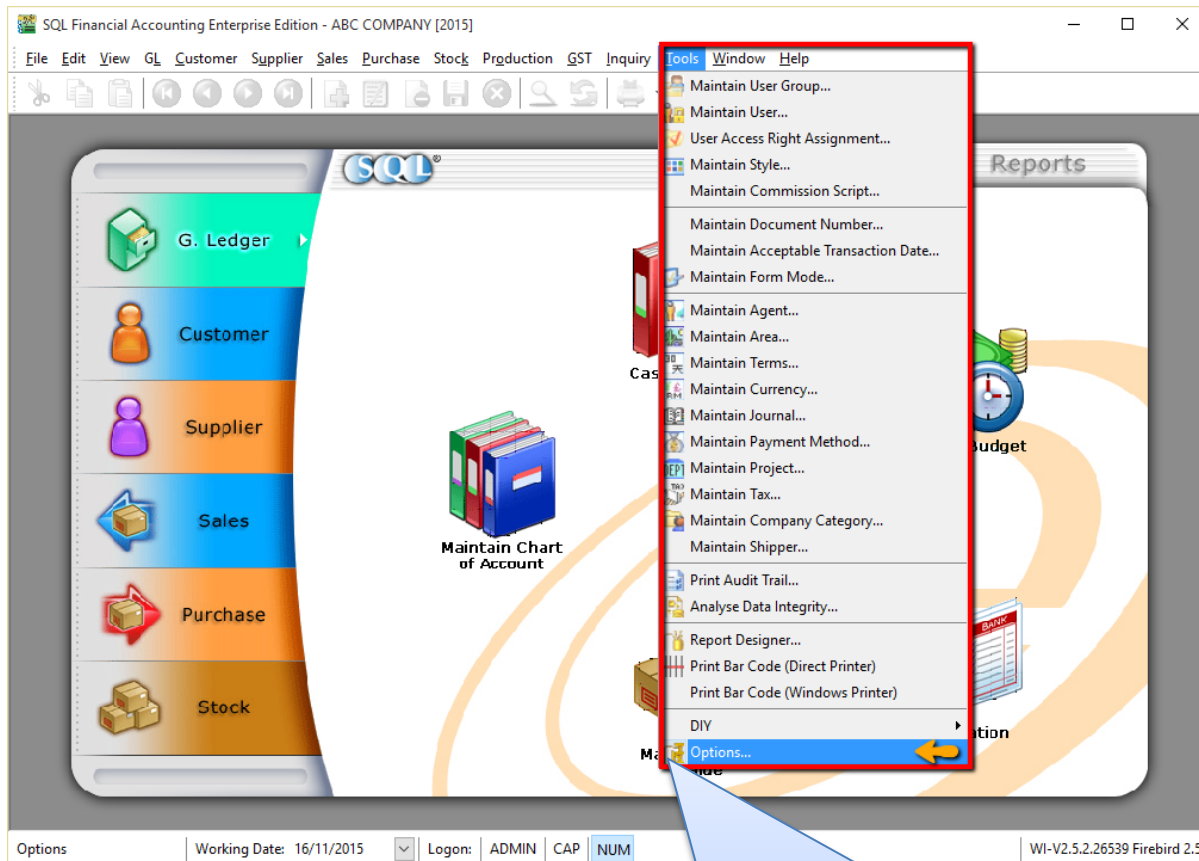
Once you setup your Financial Start Period & System Conversion Date it is not easy to change it again. It is set only once when you create a NEW database.

Step 2: Select **General Ledger**

Step 3: Select **Financial Start Period & System Conversion Date**
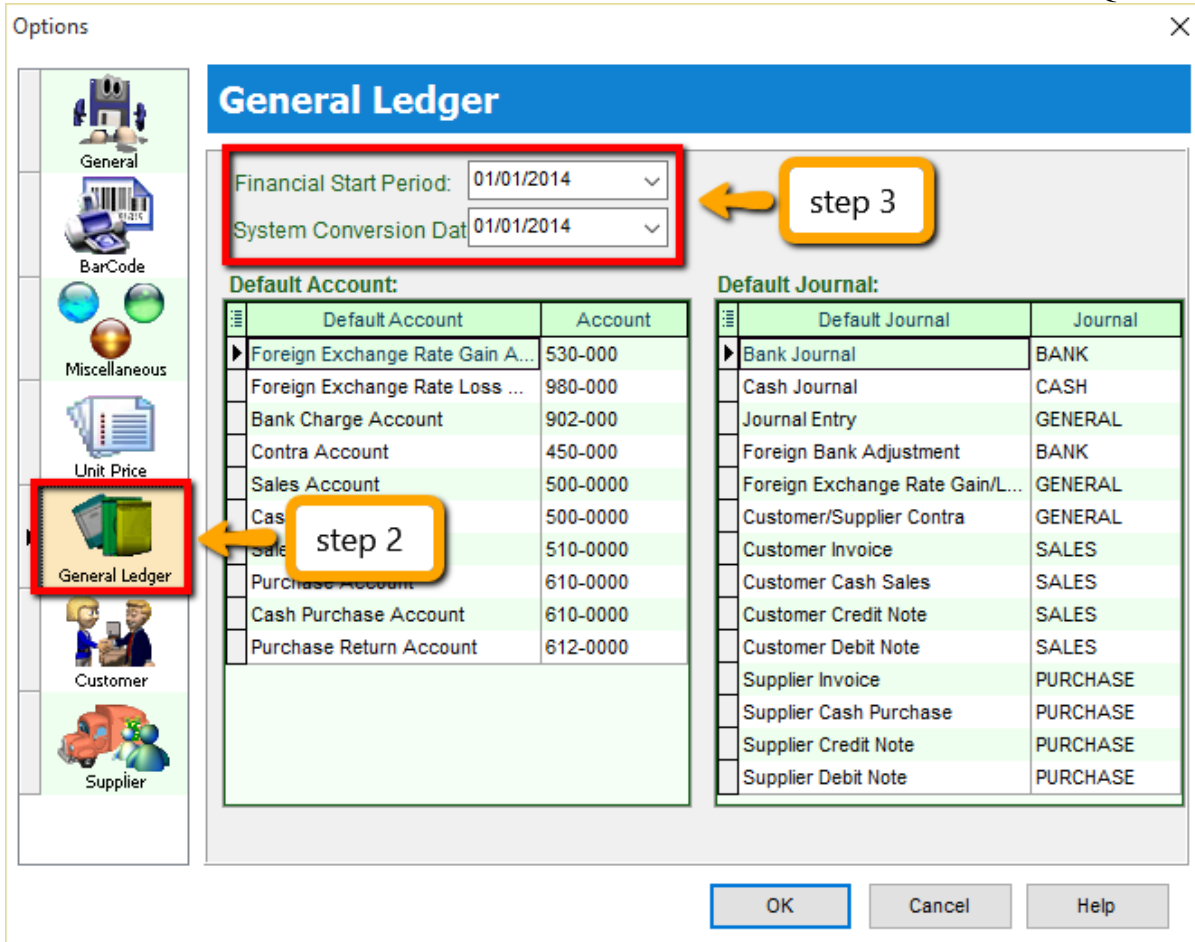
Situation 1:

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**
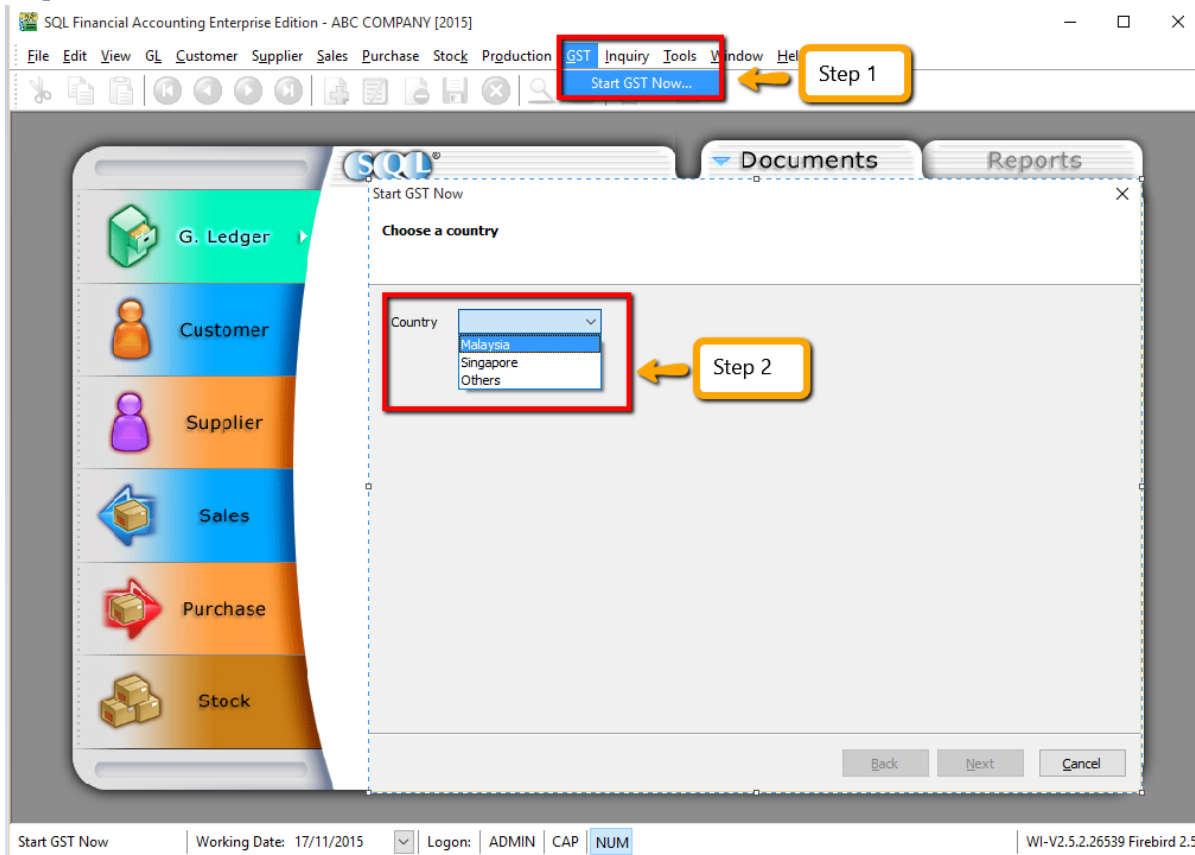
Step 3: Select **Malaysia Flag** and **checked on acknowledgement**
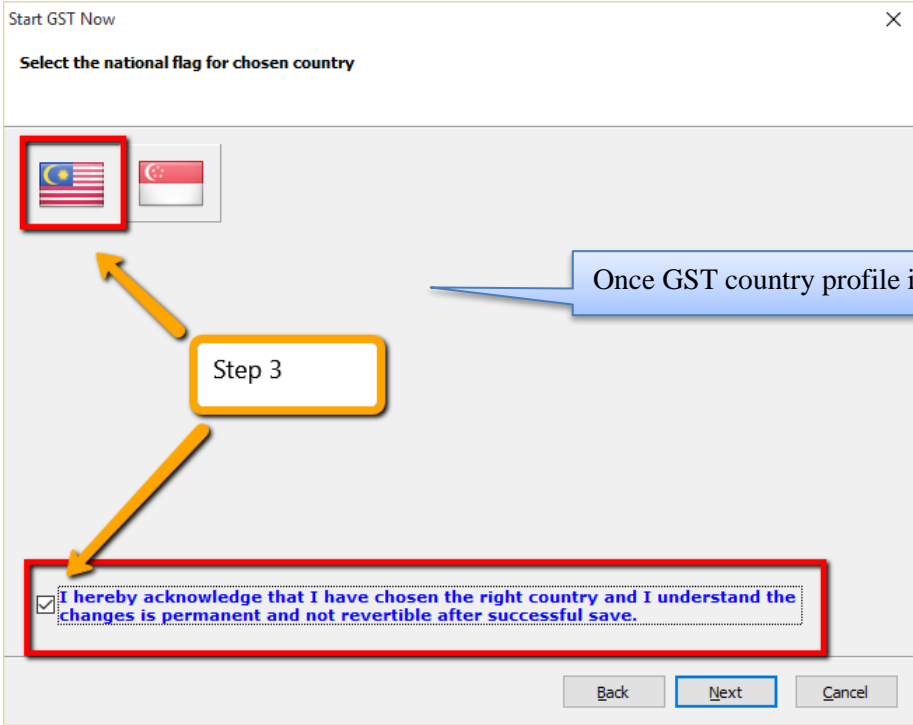
Step 4: Set **GST effective date** for your company
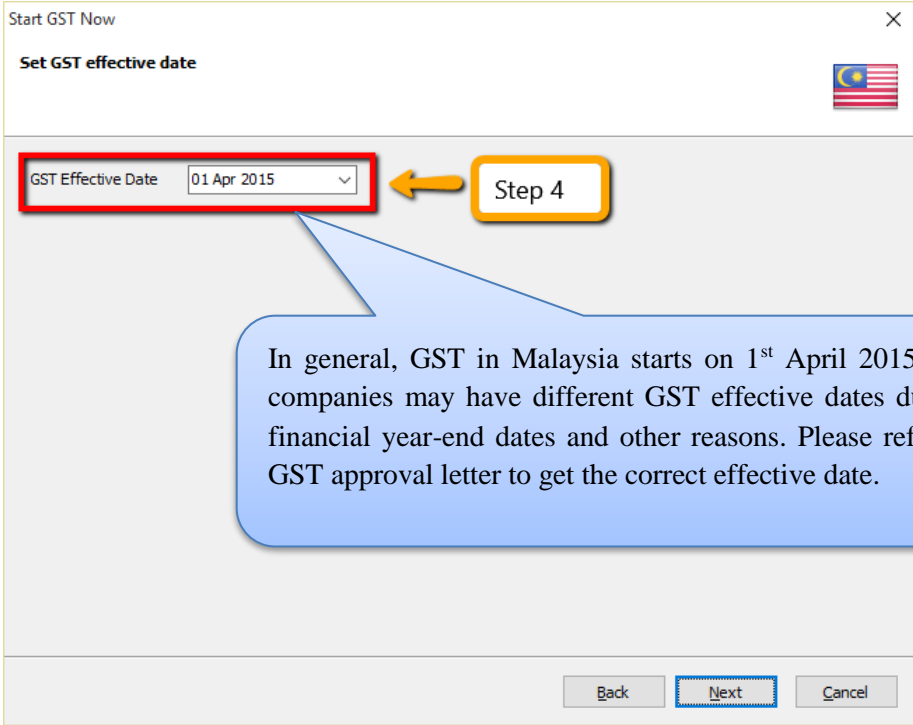
Step 5: Key in your company's 12 digit **GST registration number**.

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.
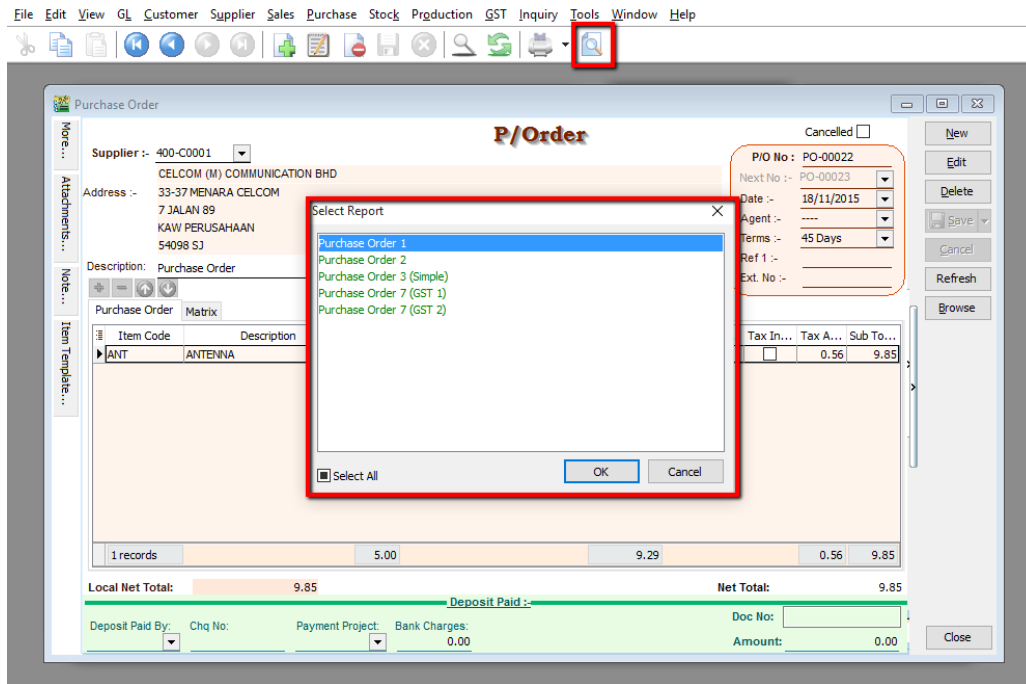
3.2 Purchase Goods Received

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

After clicking Transfer From Purchase Order, your item will be displayed in **GREEN**.
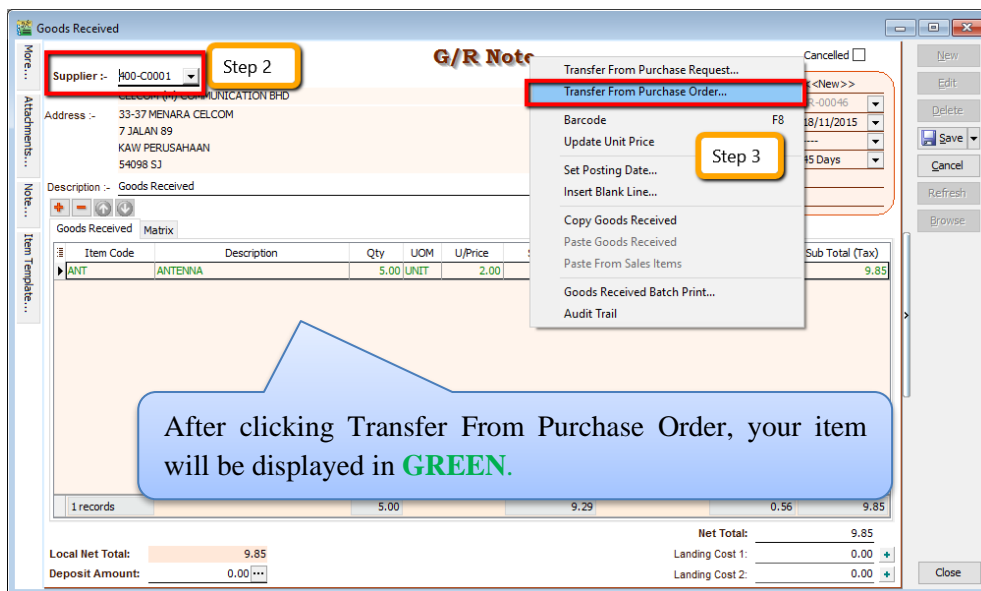
Step 4: **Save** the Goods Received Note

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

Delivery Address
838 JALAN WORLD
40485 RAWANG
SELANGOR DE

Attn	MR ALPHA		Attn	MR ALPHA
Tel	03-48573689		Tel	03-48573689
Fax	03-48573690		Fax	03-48573690

Customer Account	Sales Executive	From Doc Date	From Doc No	Name	Page No	Doc No.	Date
300-A0002	SY	18/11/2015	DO-00021	ADMIN	1 of 1	IV-00099	18/11/2015

No	Description	Qty		Price/Unit	Discount	Sub Total	Total Excl. GST (RM)	GST Amt @ 6% (RM)	Total Incl. GST (RM)	Tax
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)	Total Payable (RM)
22.80	**402.80**

Authorised Signature
ABC COMPANY (123456-W)

3.8 Sales Cash Sales

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

Step 2: Select **Customer Code**

Step 3: Insert item and **Save** the **Cash Sales.**

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

Upon save, system will auto update payment

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)
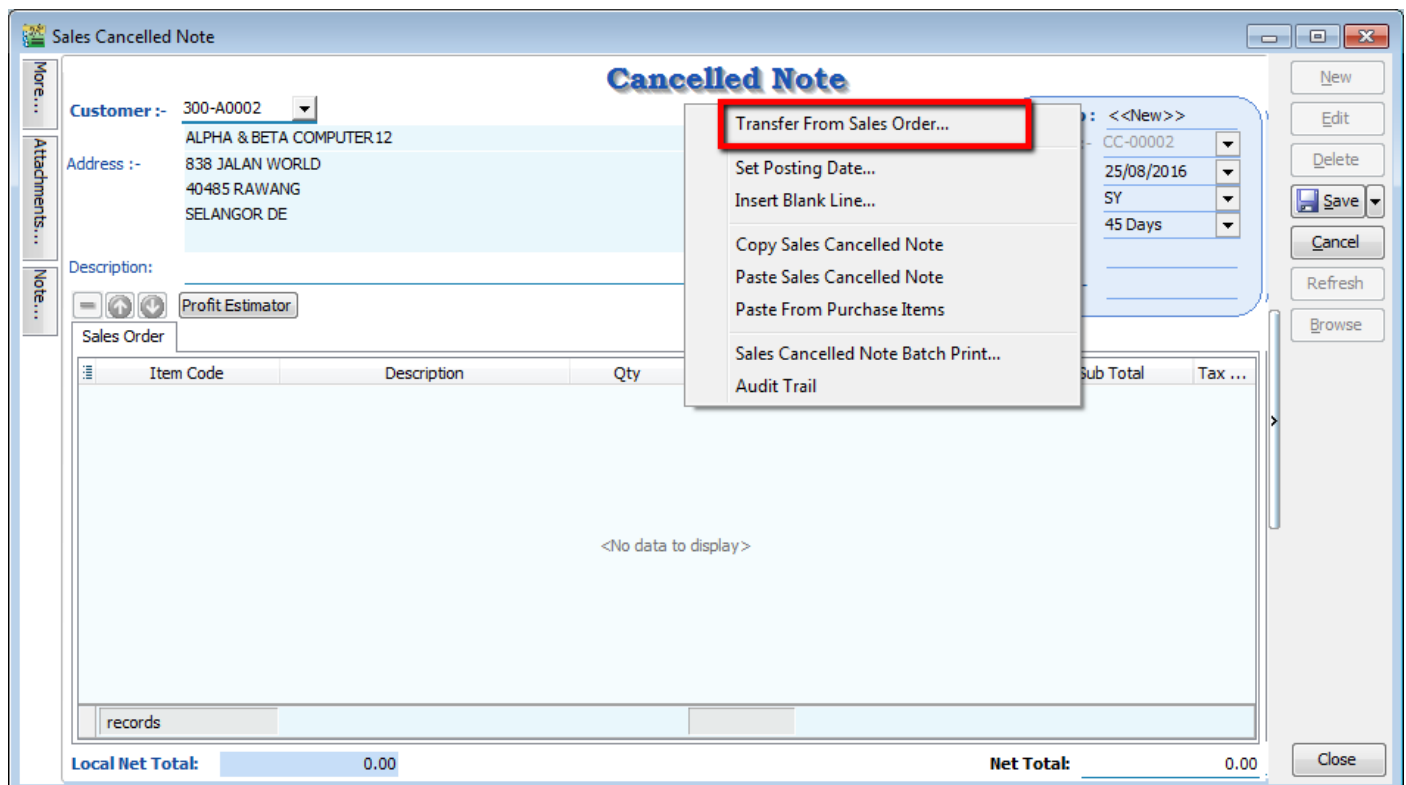
Step 3: You can choose to transfer the sales order either by the whole document or partially.
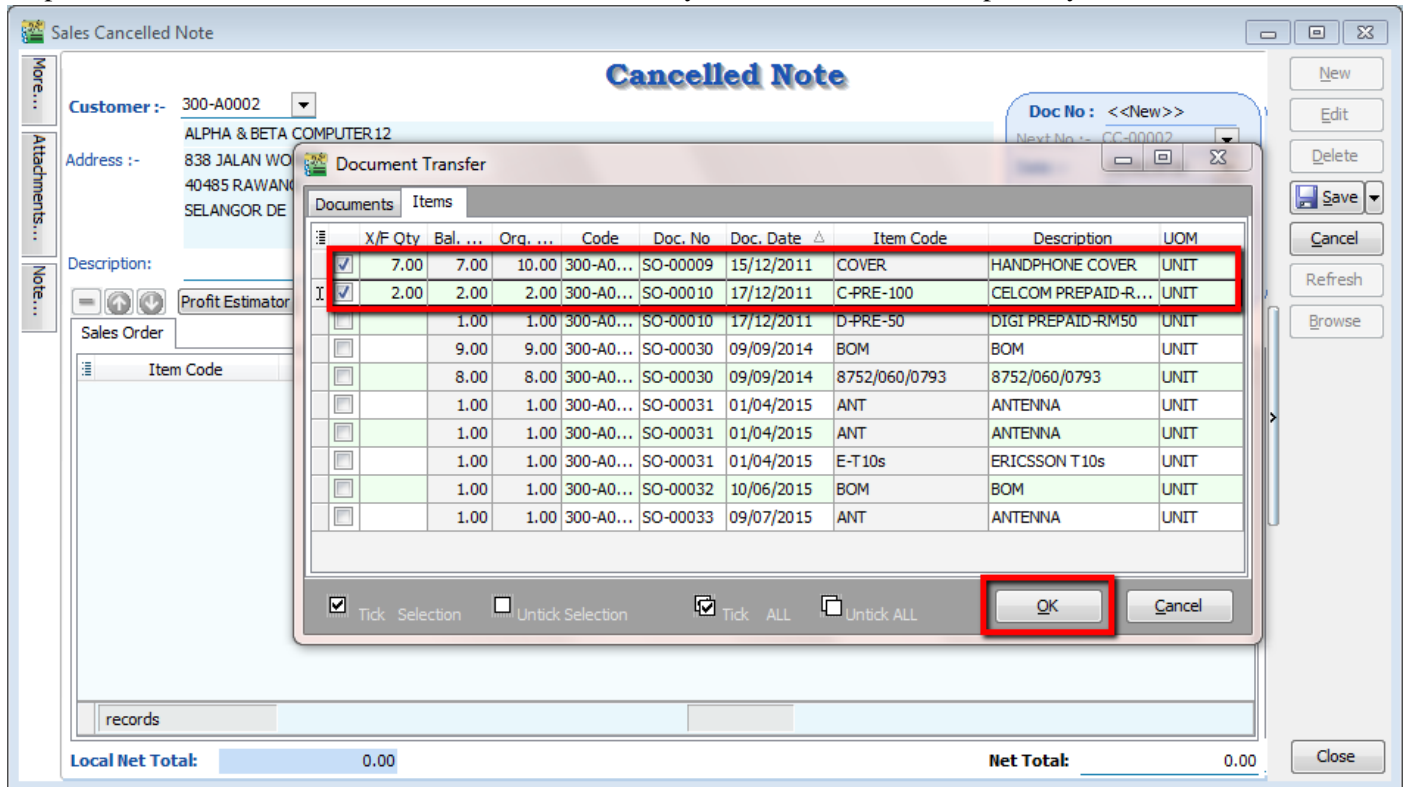
Step 4: **Save** the Cancelled Note.

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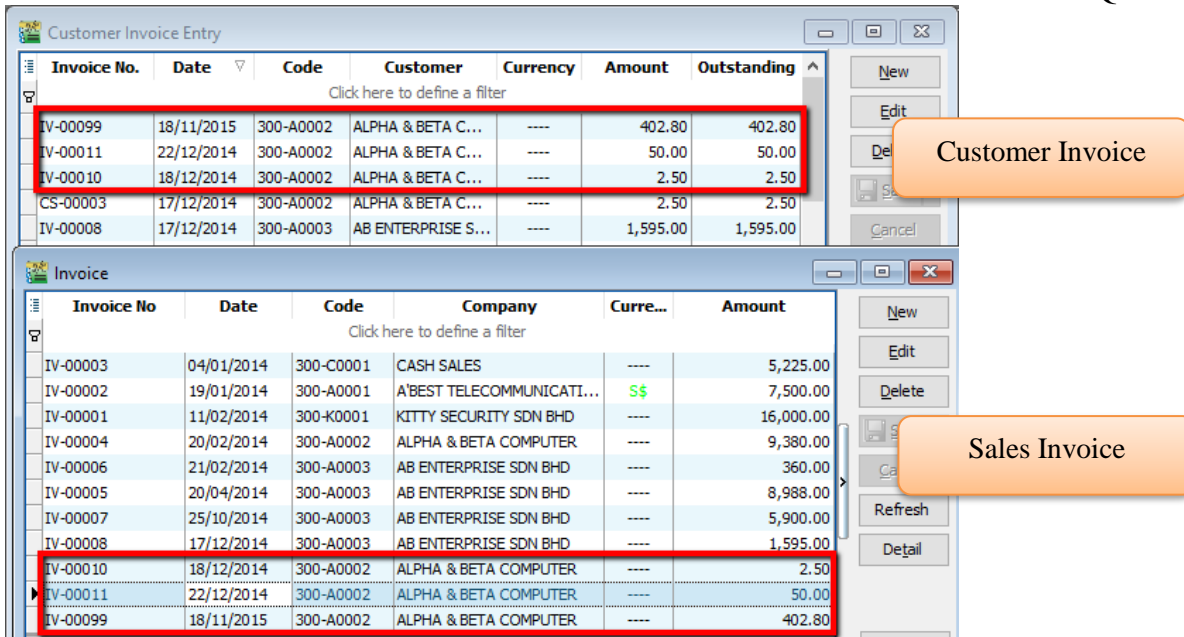
Create a new **Customer Invoice**?
Step 1: **Customer | Customer Invoice | New**

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**
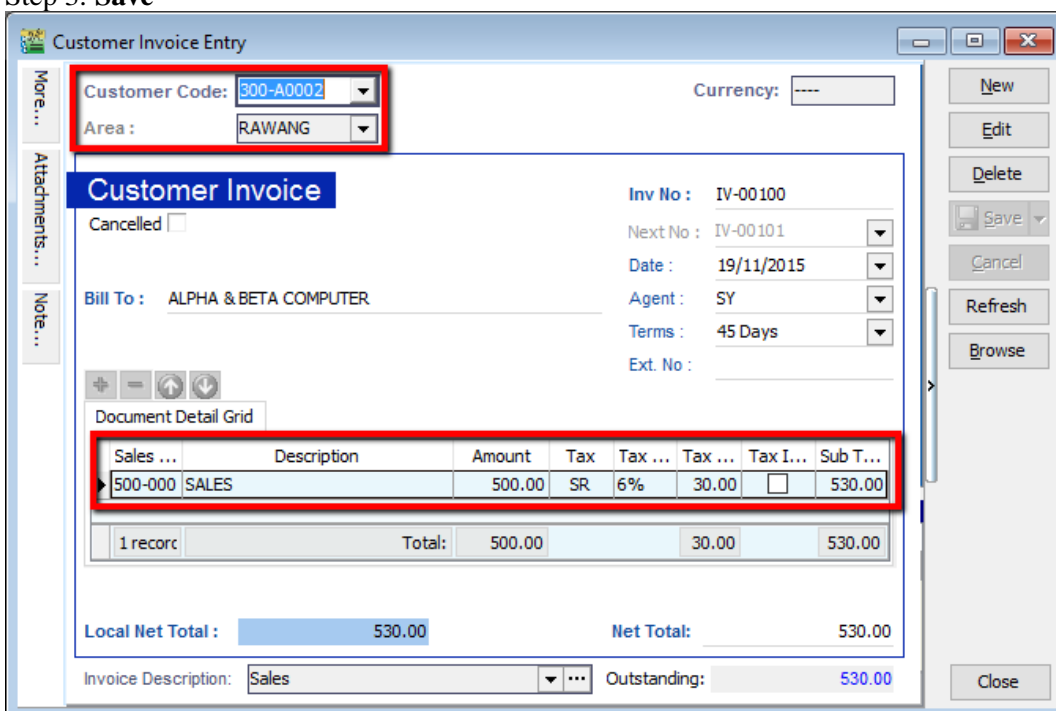
Step 2: Select your **Customer**

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**

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**
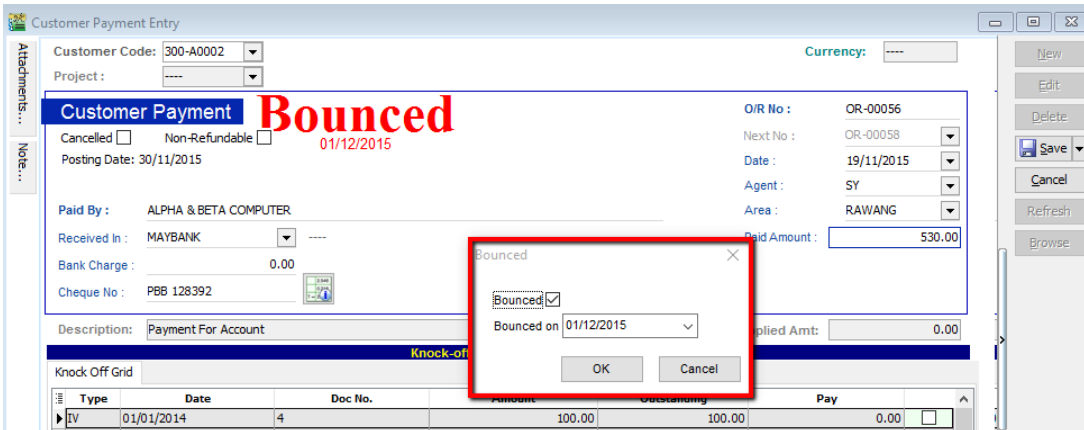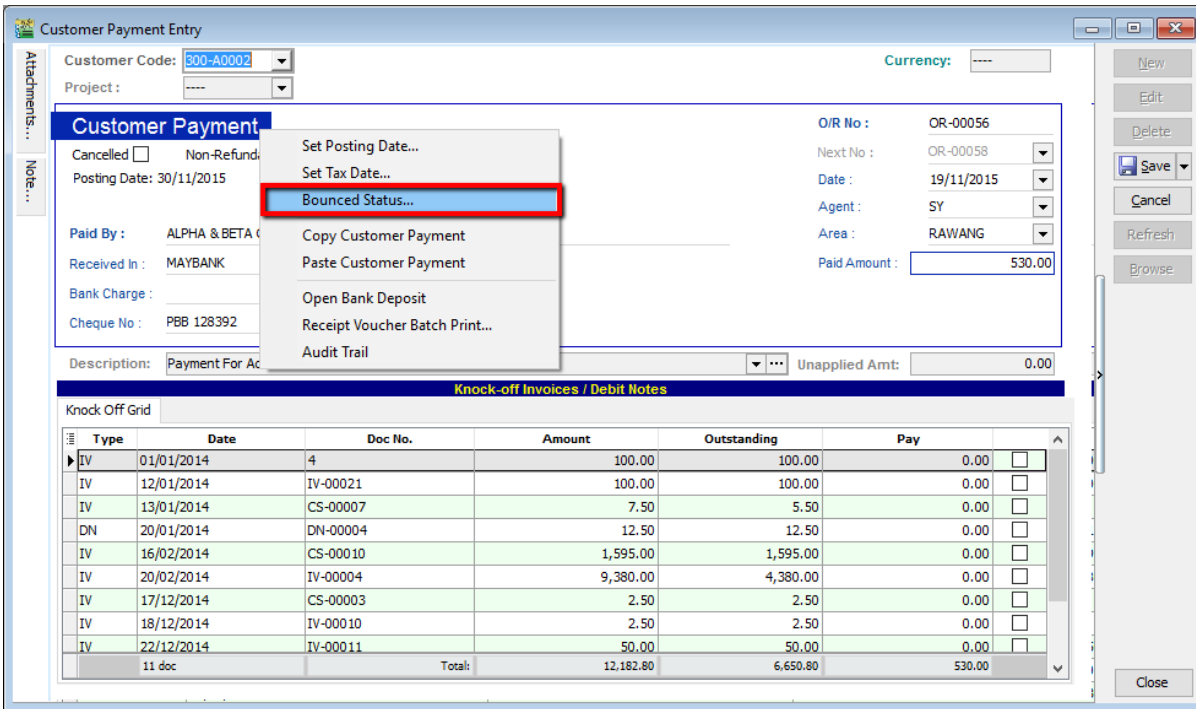
After bounced, system will auto revert the payment out, you can view your ledger.
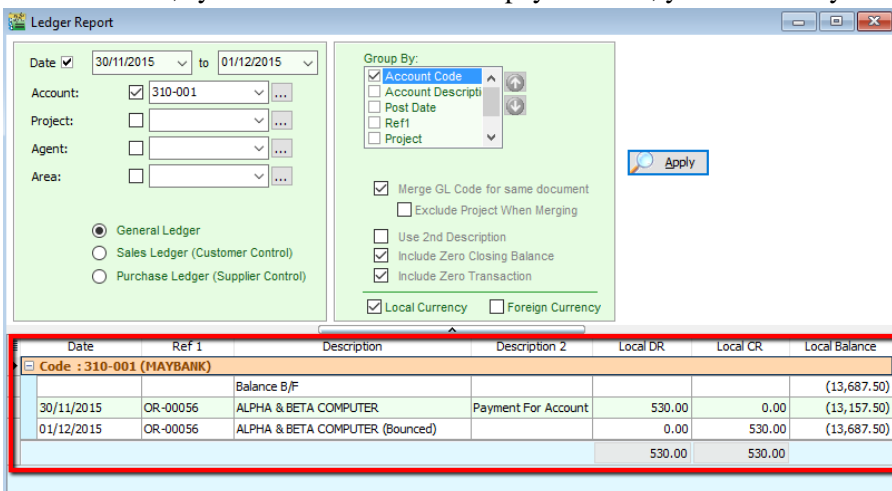
4.3 Customer Credit Note

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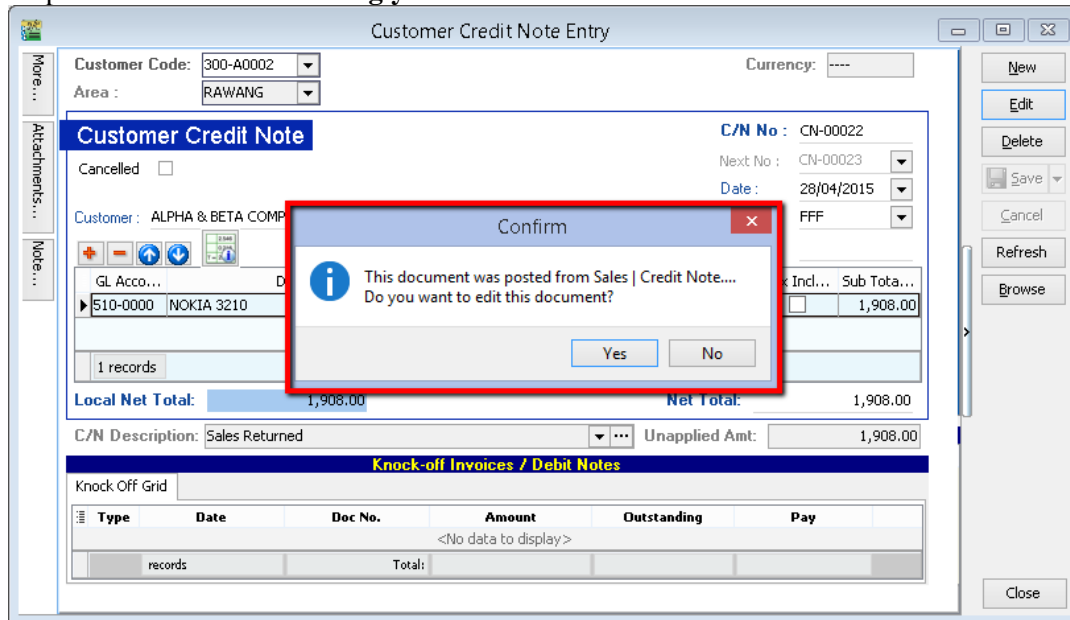
> If it does not involve with returned stock, e.g. discount given with

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

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

Step 3: **Knocked off accordingly.**
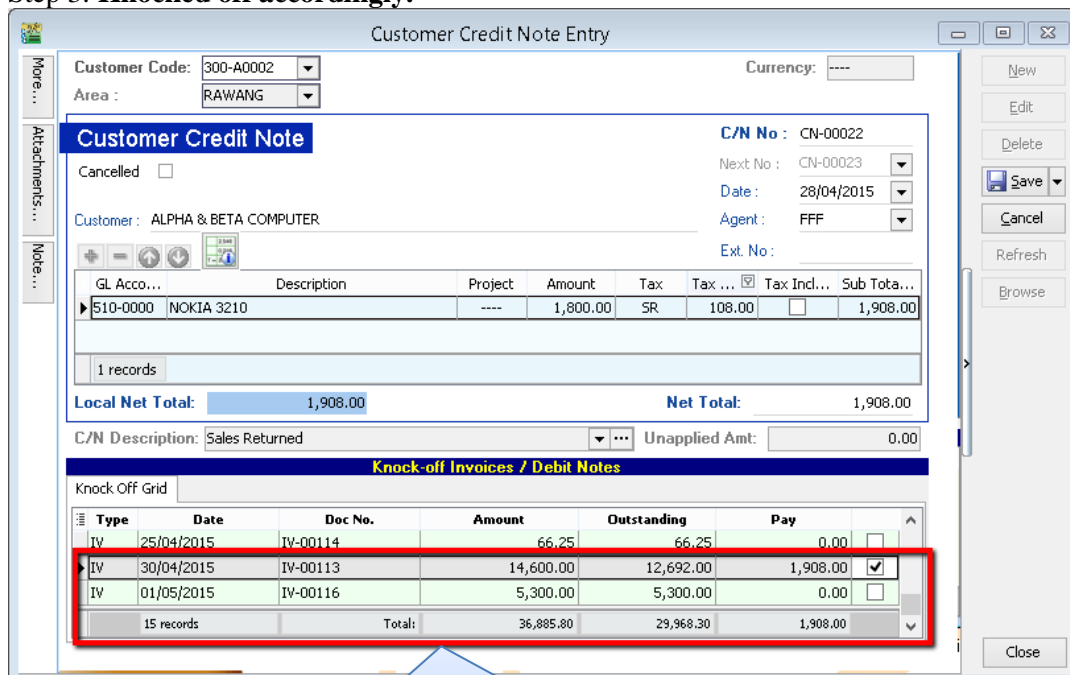
Please state the Invoice number, Invoice Date and Reason in the description as per GST requirement.Please state the Invoice number,

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.**
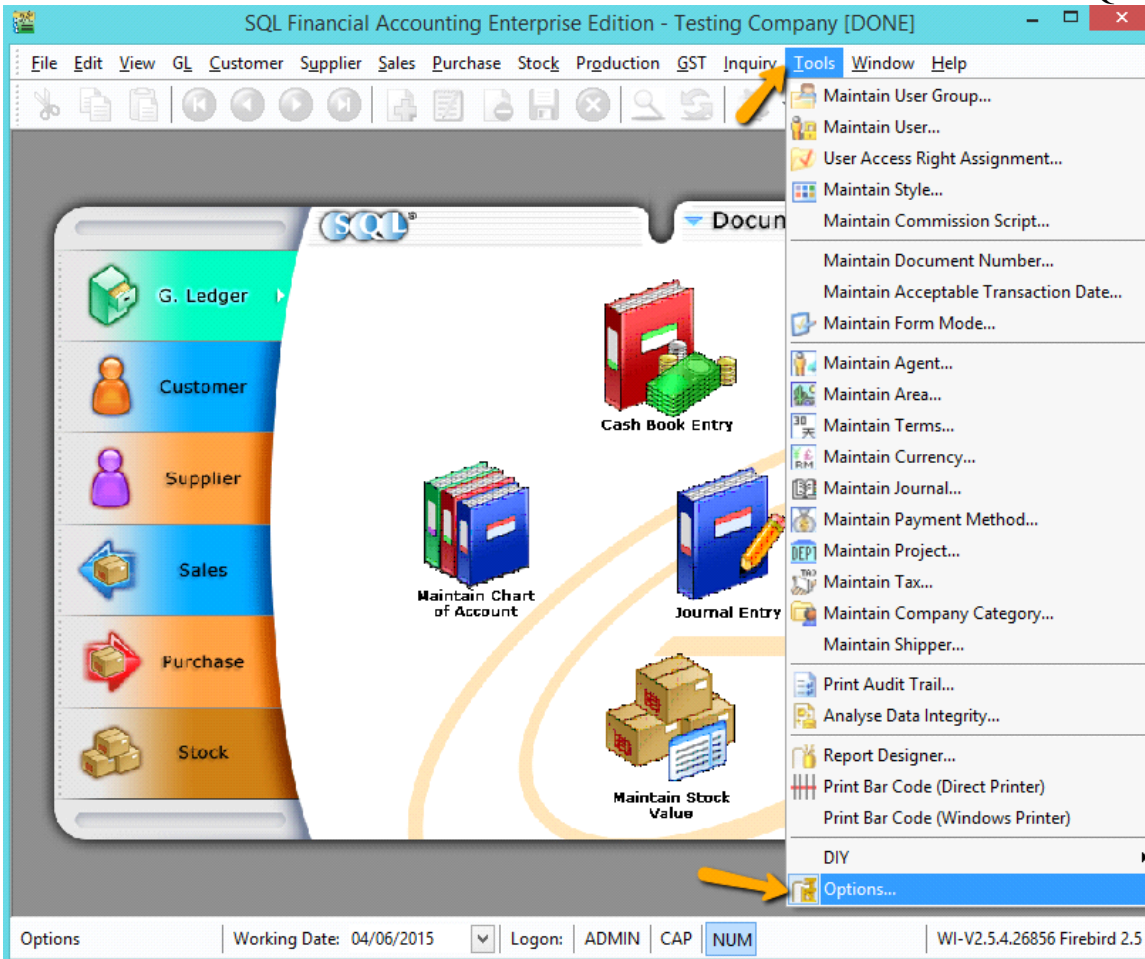
Step 2: **General Ledger | Make sure you have assigned a contra account.**
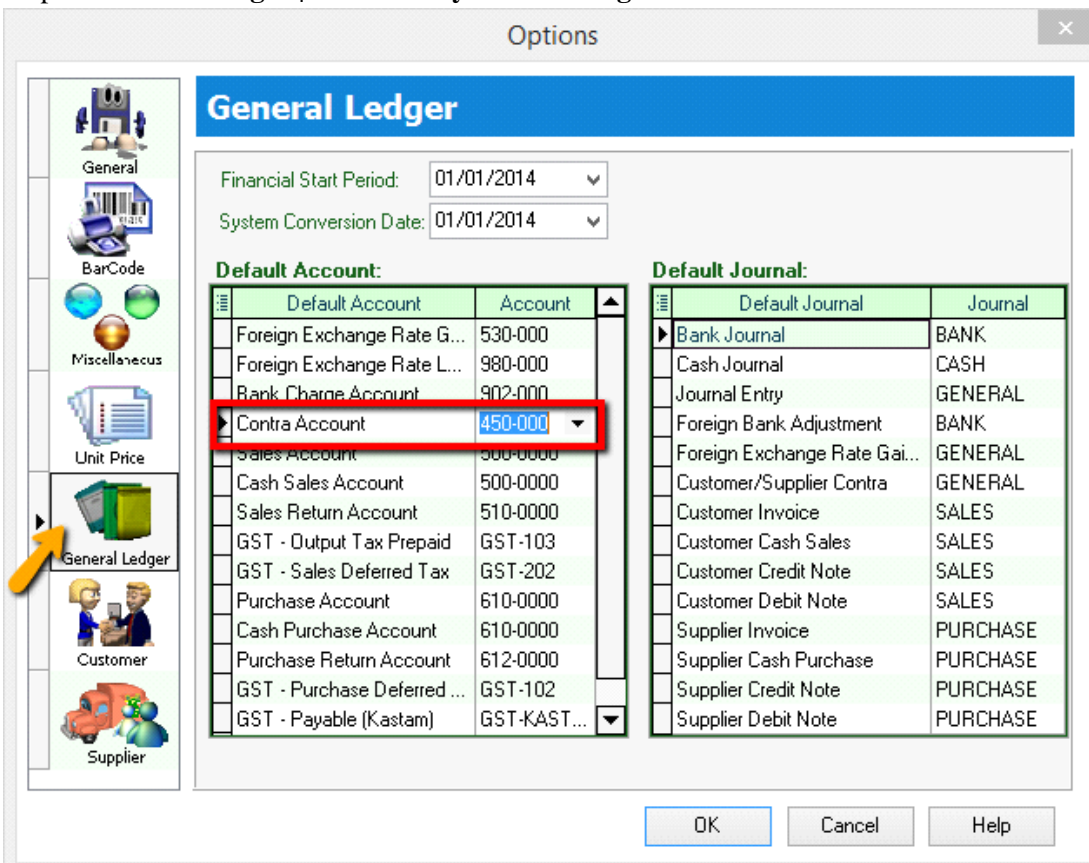
Step 3: Customer | Customer Contra | Click **New.**

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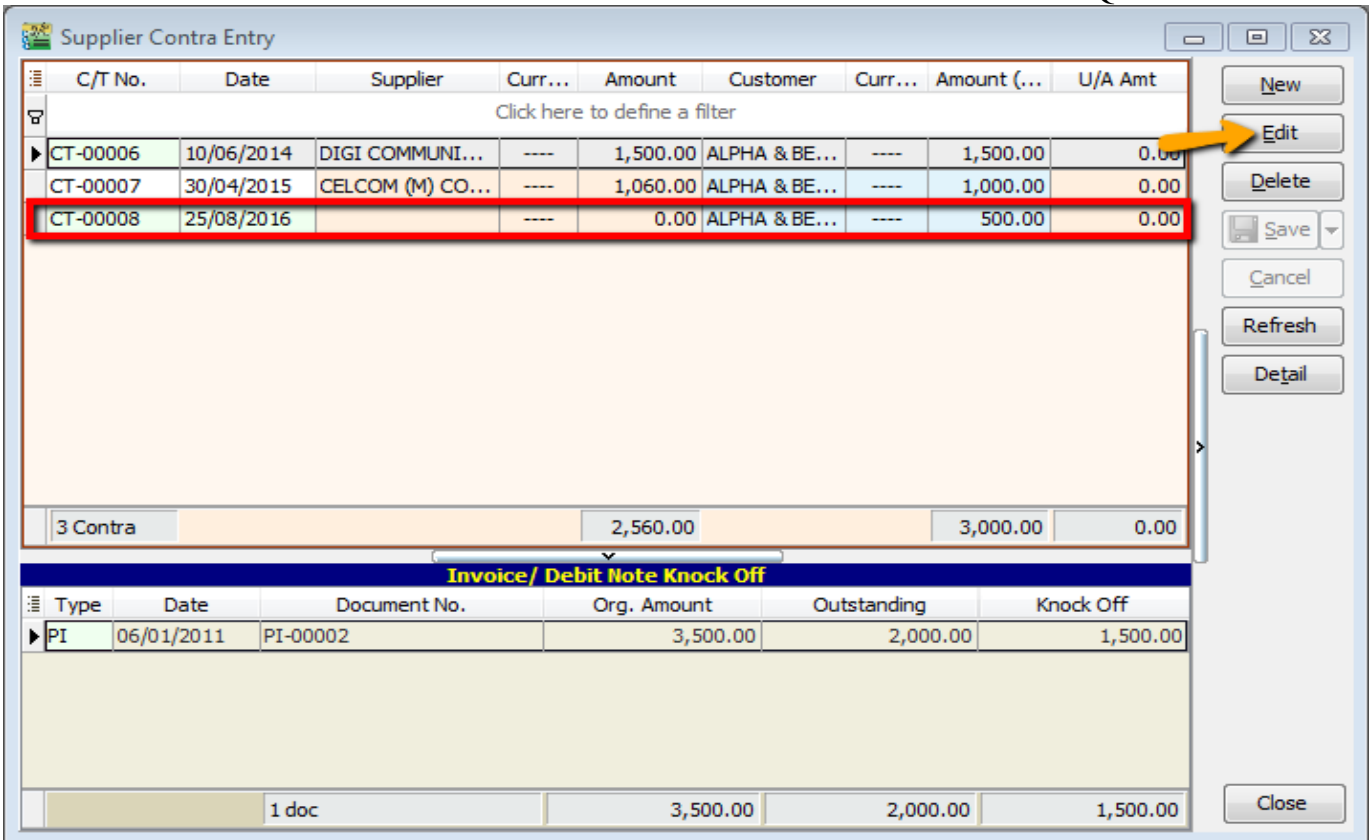
Step 7: **After Editing** you need to **update the supplier contra info accordingly and knock off the outstanding invoices** of supplier.

Step 8: **Save** the Supplier Contra.
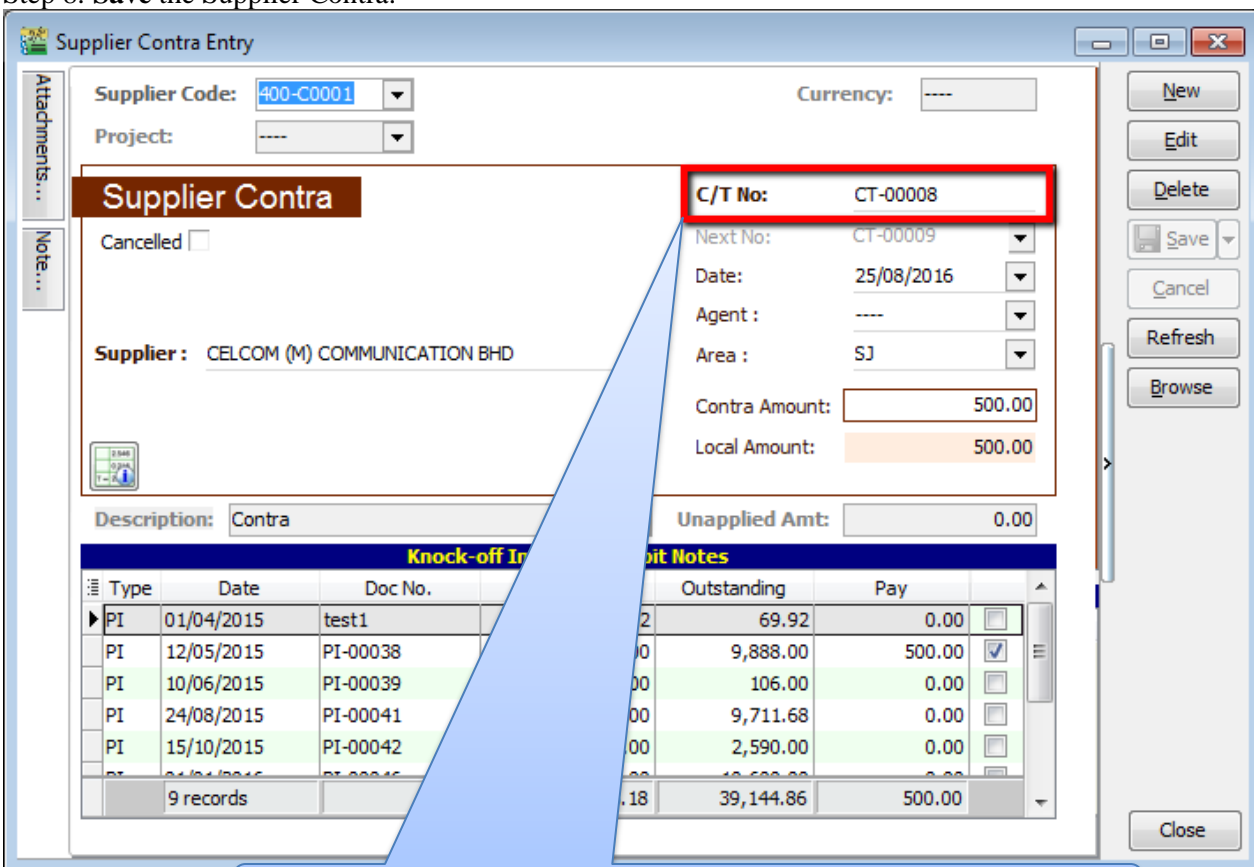
Make sure the contra number is the same as the customer contra number.

4.6   Supplier

Supplier module is the similarly feature with Customer Module. You can repeat the Supplier Module same as Customer (4.1 -4.5).

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.**
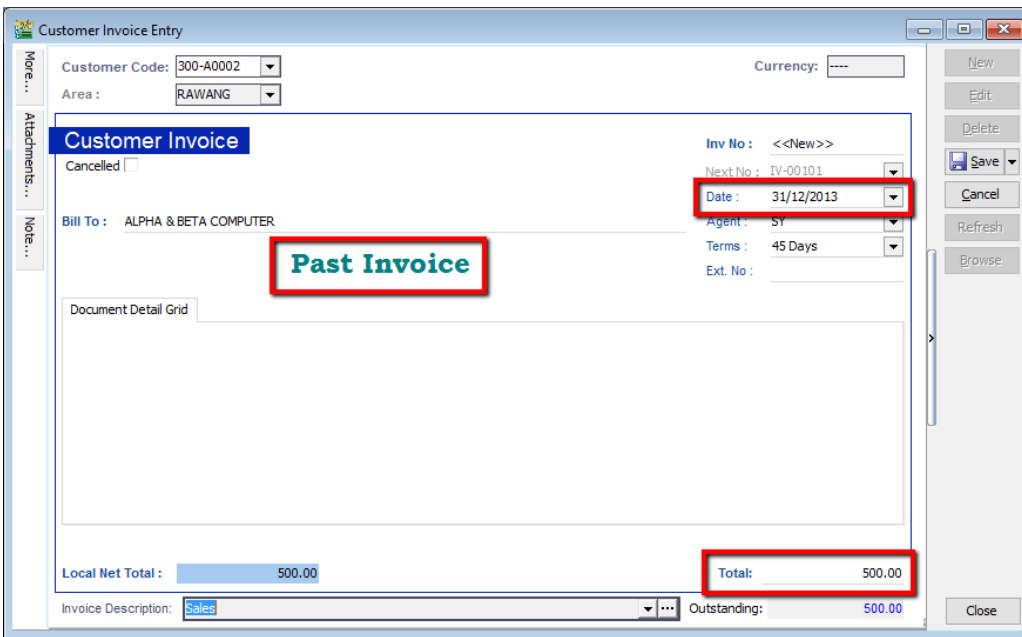
5.1.3 Stock Value

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

Step 2: Set the year

Step 3: **Insert the Opening Balance**
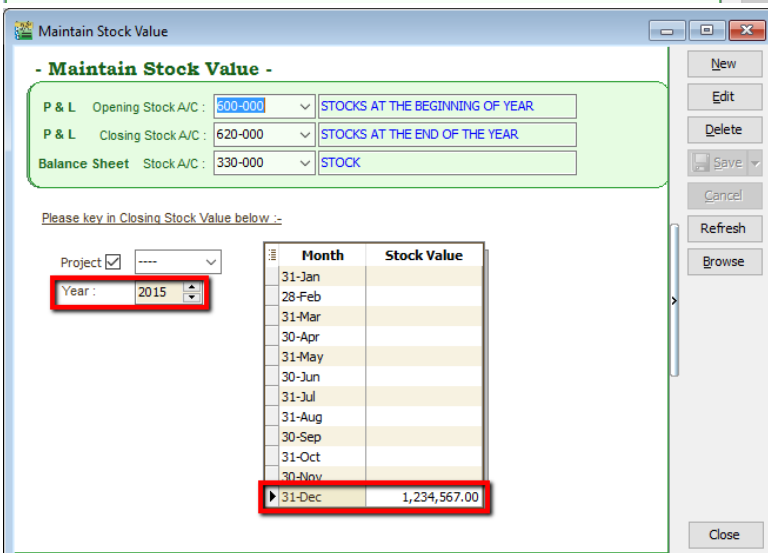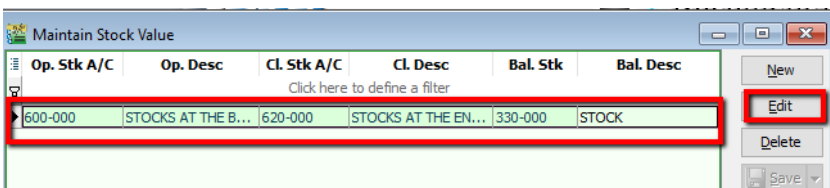
5.1.4 Bank Reconciliation

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

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

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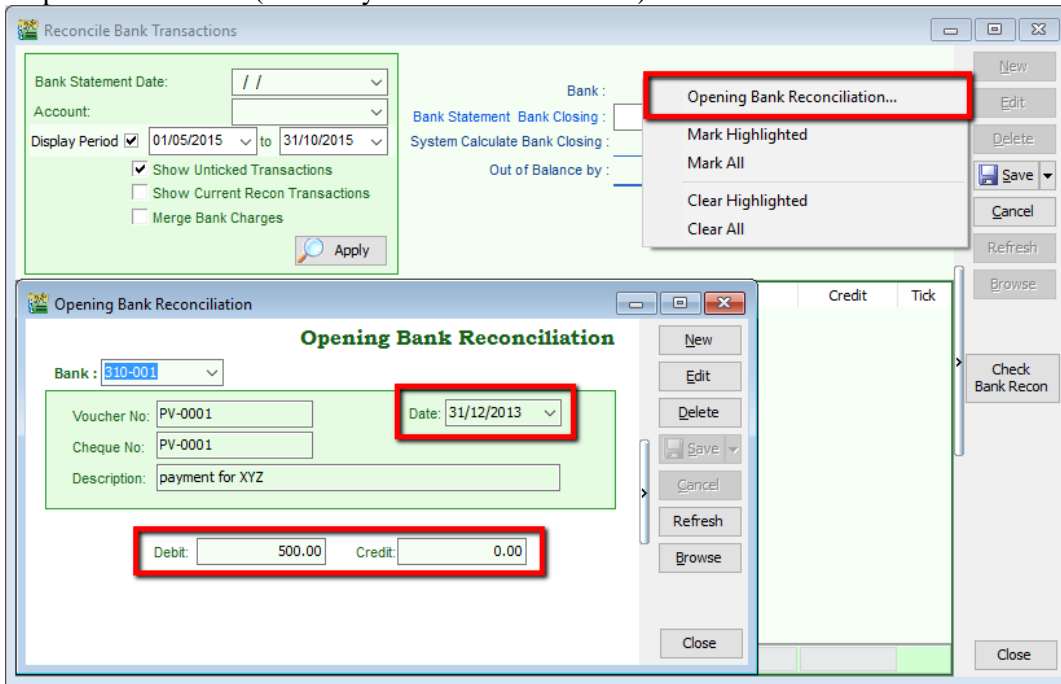
5.2 Journal Entry

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)
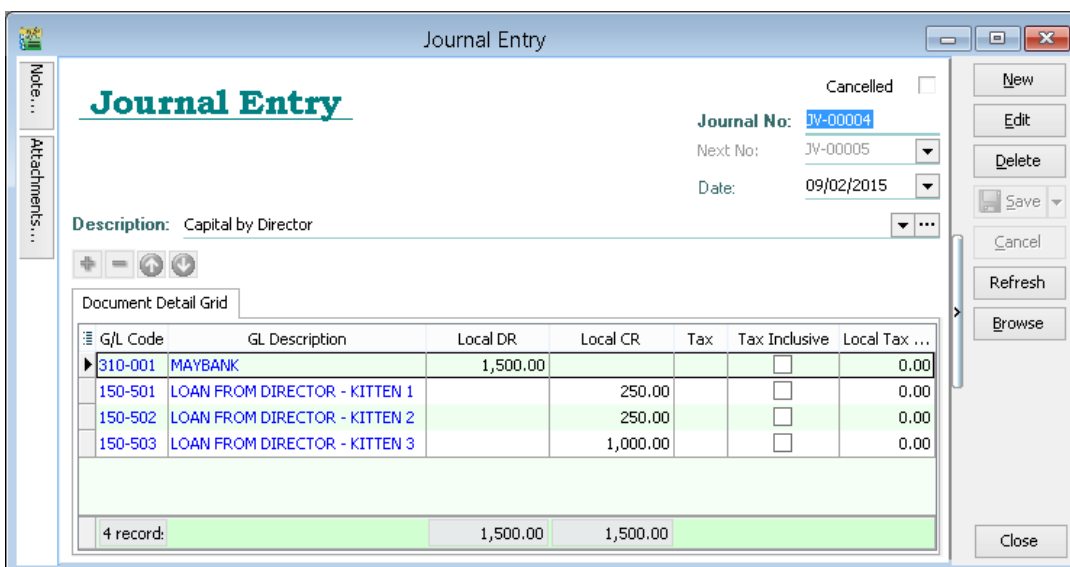
5.3 Cash Book Entry

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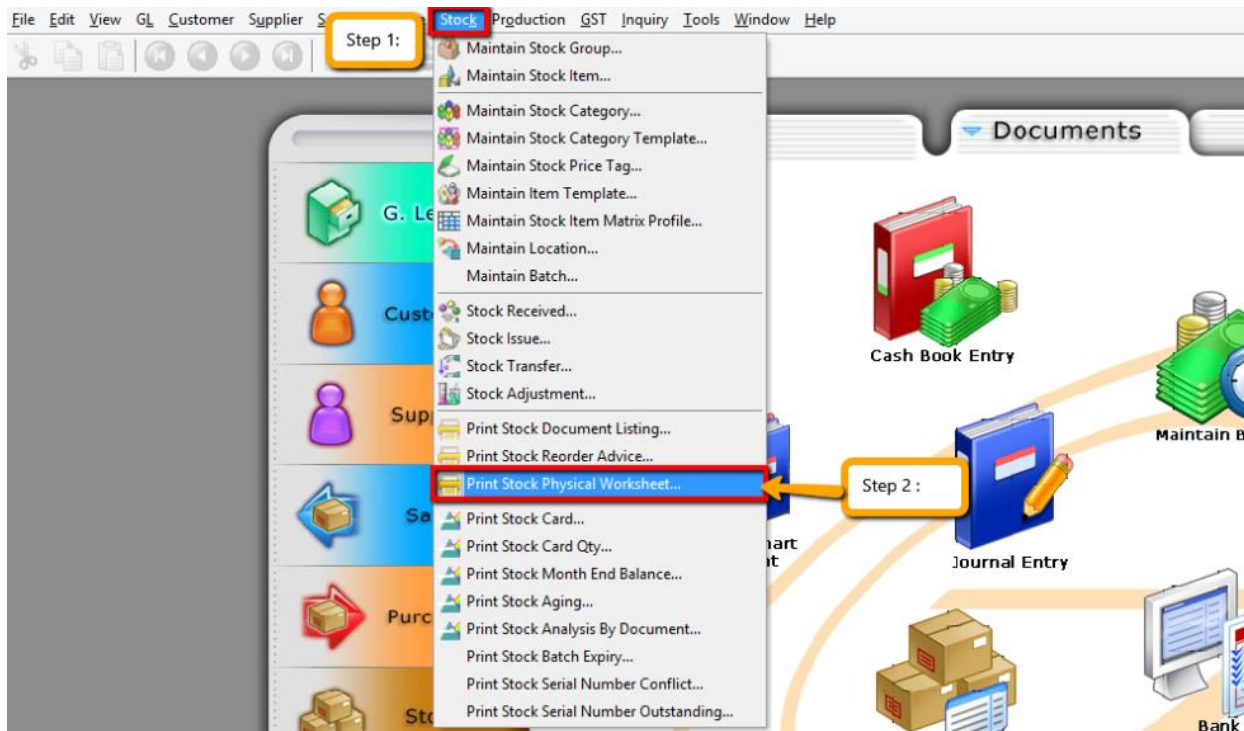
Step 1 & 2: Click on **Stock** then choose **Print Stock Physical Worksheet.**

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

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

Step 4: Click on **Apply and Preview.**
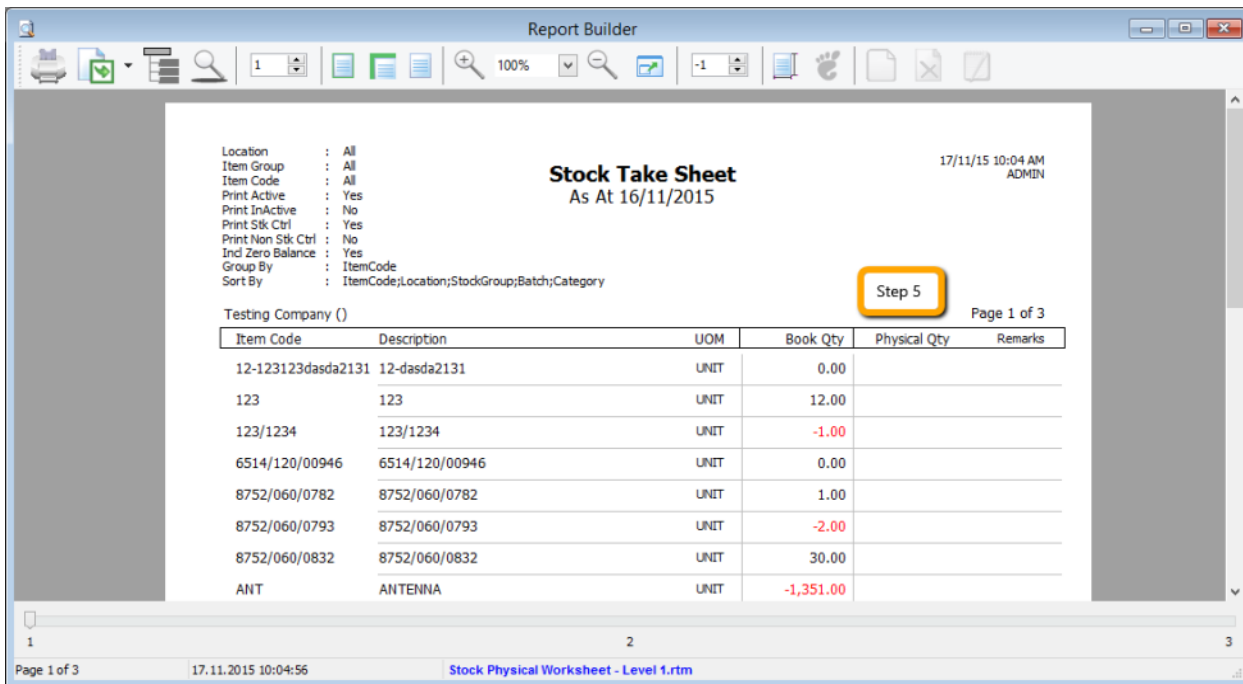
Step 5: **Print out the "Stock Take Sheet"** for stock keeper. The stock keeper should manually **fill in the actual quantity into the "physical qty" column.**
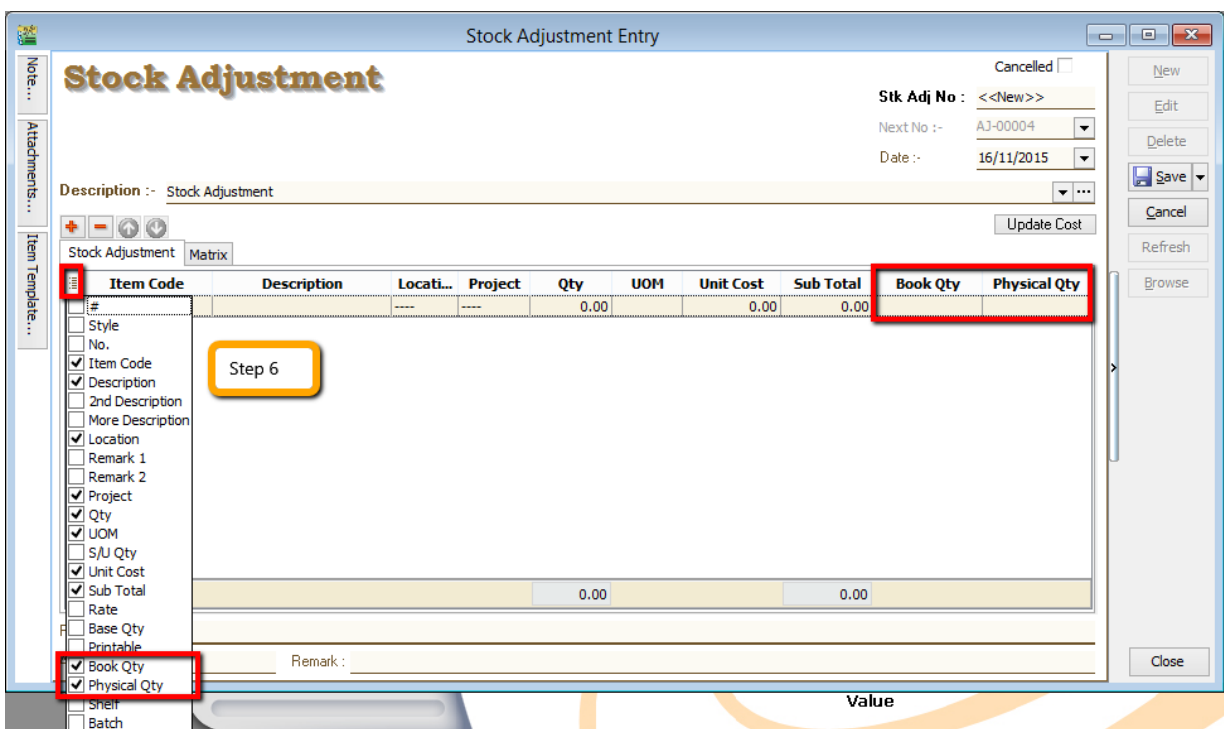
Step 6: After complete updating the stock take report, click on **Stock | Stock Adjustment | and drag out Book Qty and Physical Qty.**
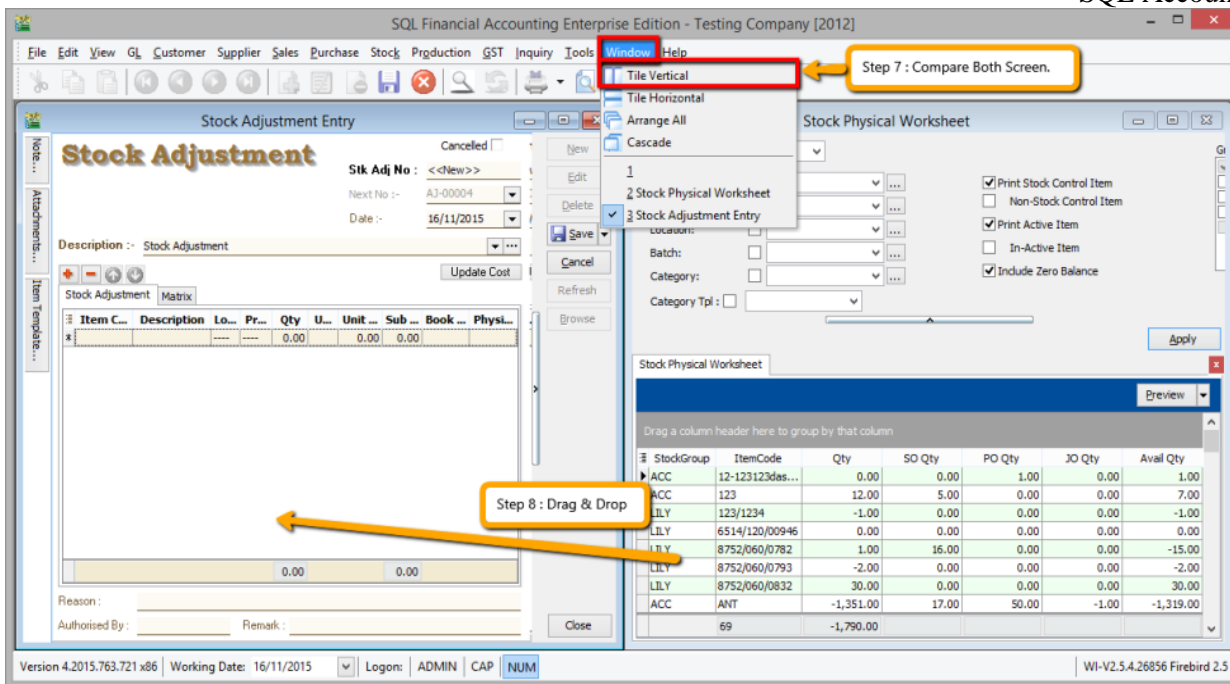
Step 7: **Repeat Steps 1 & 2** to display the Stock Physical Worksheet again, opening 2 windows simultaneously, "stock adjustment" and "stock physical worksheet", then click on **Window | Tile Vertical.**

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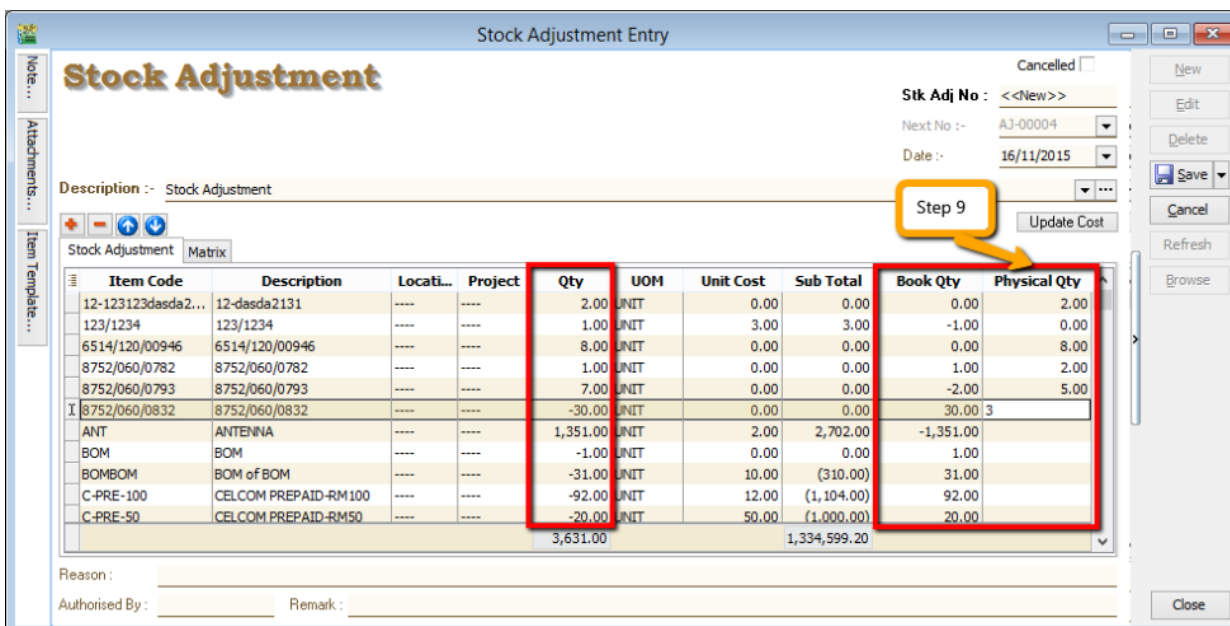
Step 9: Based on the stock keeper's Stock Take Report, **fill in the actual physical quantity** in your warehouse into the Stock Adjustment **Physical Qty column**, the system will calculate the variance based on the Book Qty and apply a correction to the Qty column.

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)
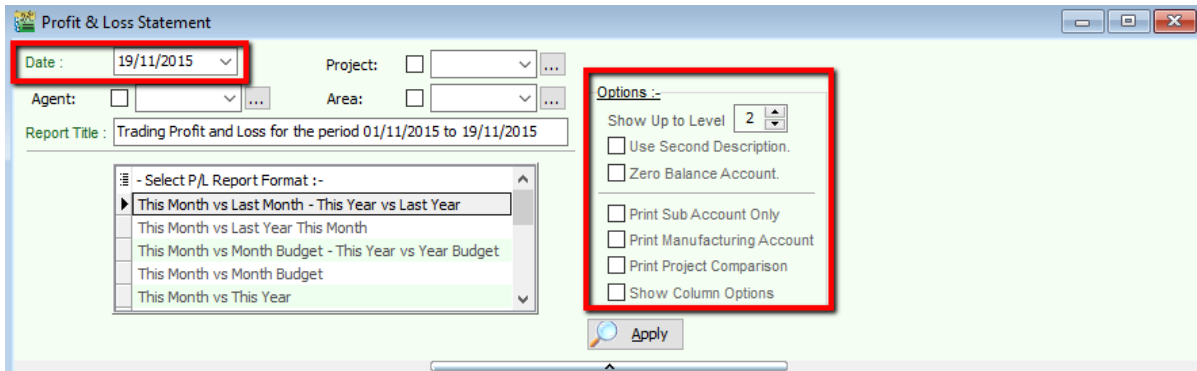
Step 4:
a. **Use second description** – use second description is which maintained under GL | Maintain Chart of Account
b. **Zero Balance Account** – choose to show accounts in the report even if their amount is 0
Step 5: **Apply**

7.1.4   Ledger Report
Go to **GL | Print Ledger Report**

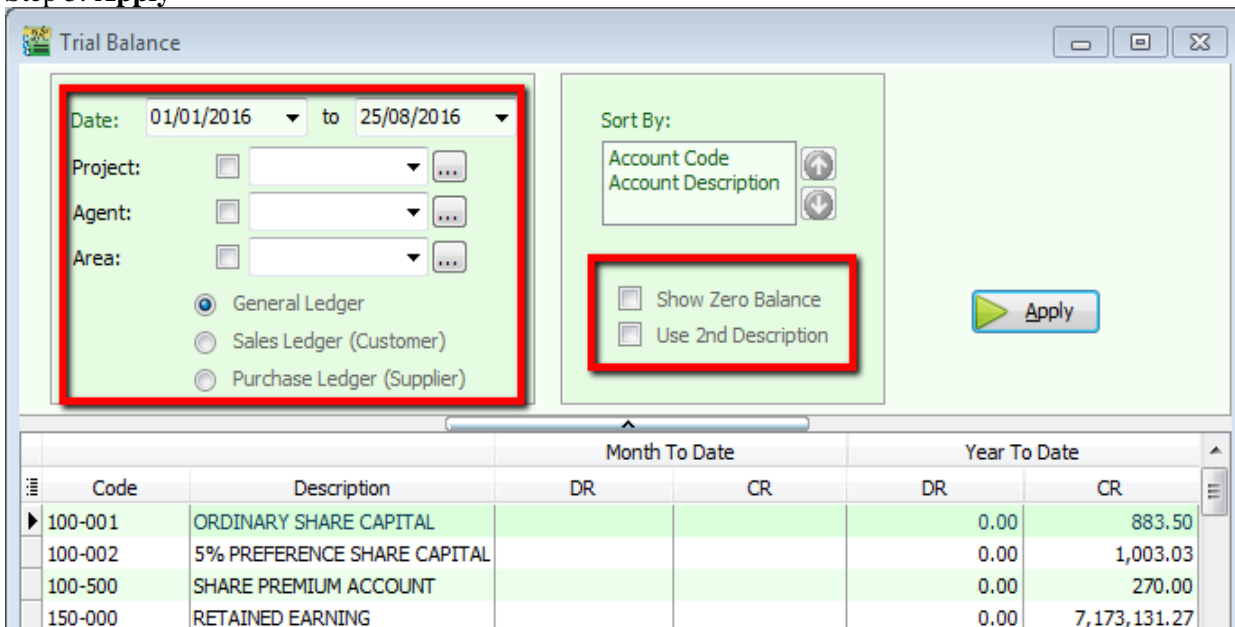Step 1: Select your date

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**

1. Always filter the date range within the current month.
2. You can preview the report with print, send/ email to customer.

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 o

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)

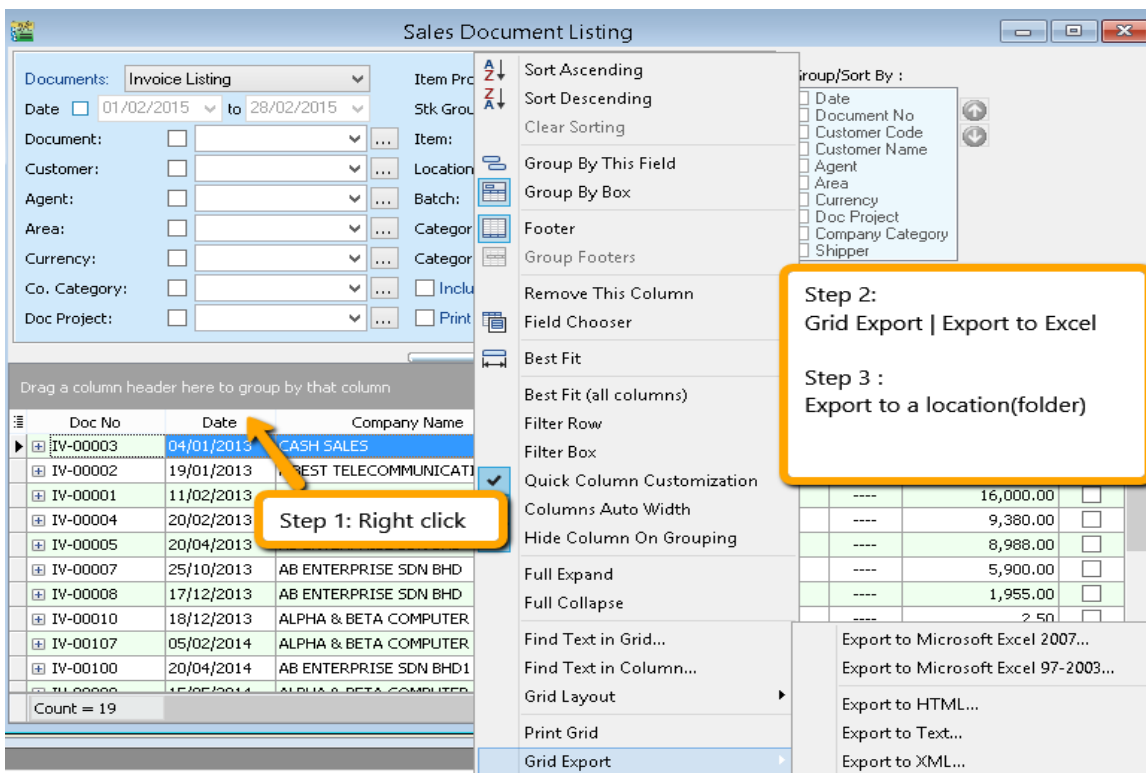Step 5: Click **Apply** to generate, whenever you change any setting under Step 3 or 4, please redo by clicking Apply

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: T**ick "Print Document Style"**

http://www.sql.com.my/video/sqlacc_tutorial/06-04b_Batch_Print_Invoices.mp4
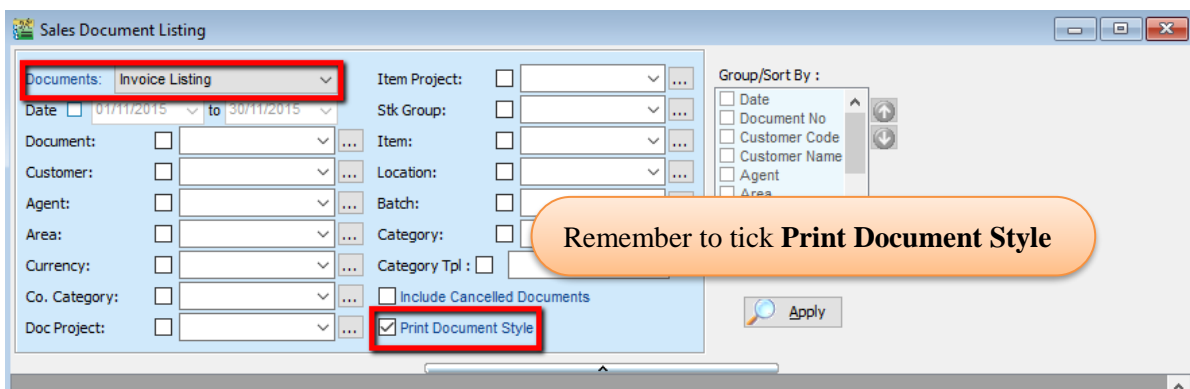
7.3.2   Outstanding Sales Document Listing (Require Partial Delivery Module)

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

| 1 | 81% | -1 |

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

Testing Company ()

Outstanding Delivery Order Listing
As At 27/08/2016

27/08/16 11:34 AM
ADMIN

Page 1 of 2

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.**

ItemCode	Qty	SO Qty	PO Qty	JO Qty	Avail Qty
ANT	-1,351.00	17.00	50.00	-1.00	-1,319.00
E-BAT	-3.00	0.00	85.00	0.00	82.00
JSON2	10.00	0.00	0.00	0.00	10.00
M-BAT	0.00	0.00	0.00	0.00	0.00
M-P7689	0.00	0.00	0.00	0.00	0.00
M-PRE-120	-12.00	0.00	0.00	0.00	-12.00
M-PRE-60	0.00	10.00	0.00	0.00	-10.00
M-R-GP300	-1,079.00	0.00	0.00	0.00	-1,079.00
M-STV	-1.00	0.00	0.00	0.00	-1.00
M-STX	0.00	0.00	0.00	0.00	0.00
23	-2,486.00				

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.
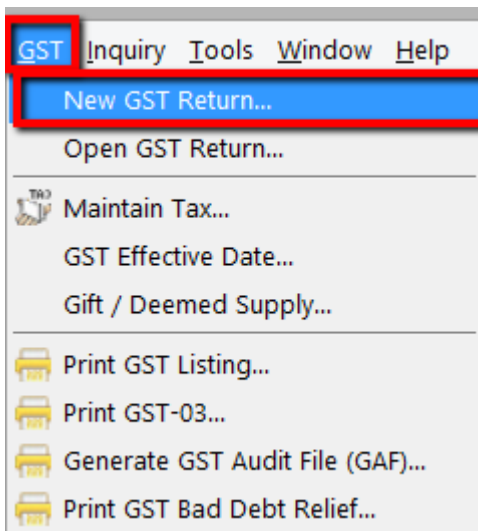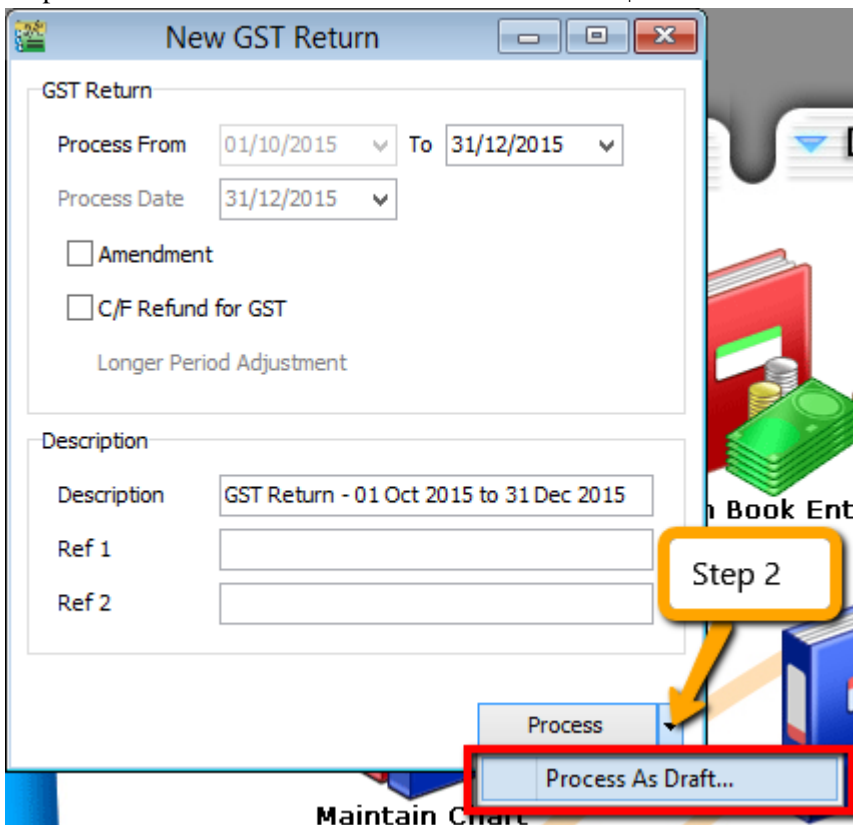
8 GST

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".**
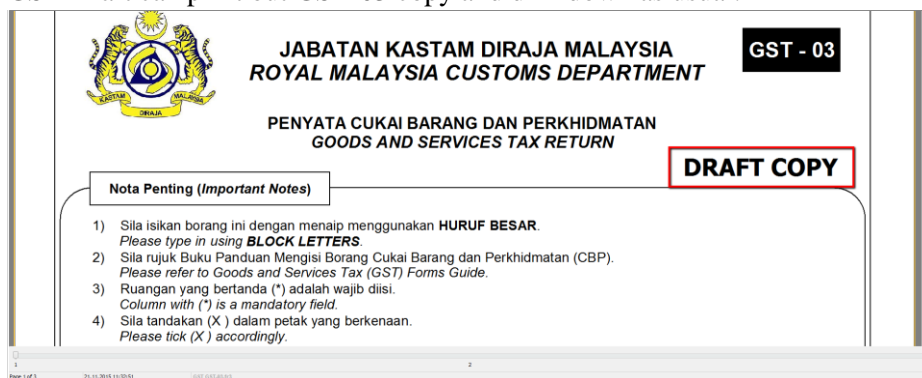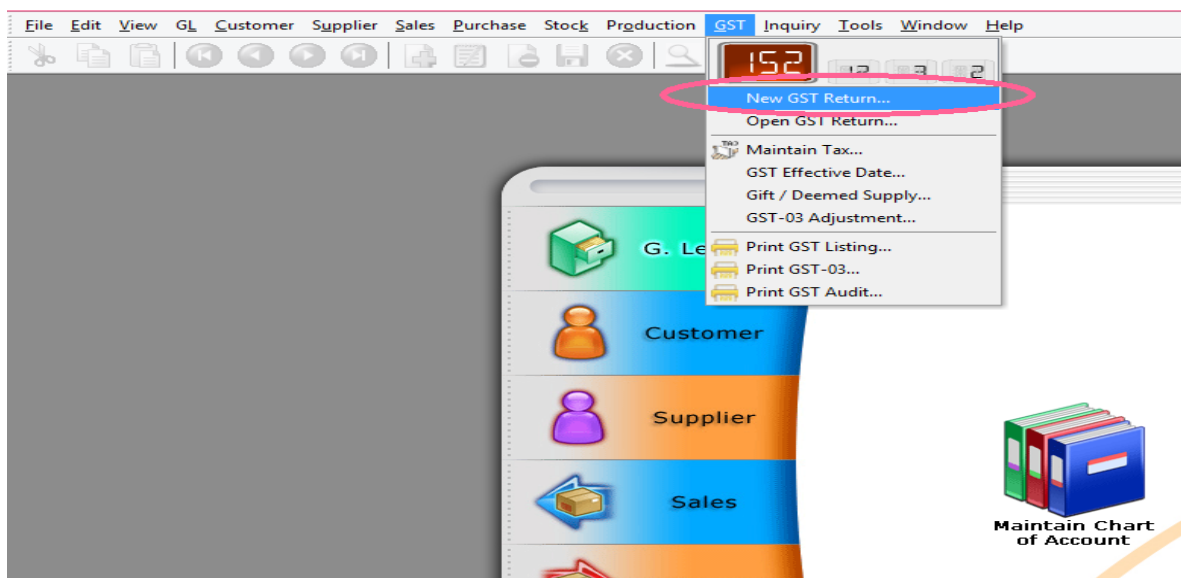
The Result is as below:

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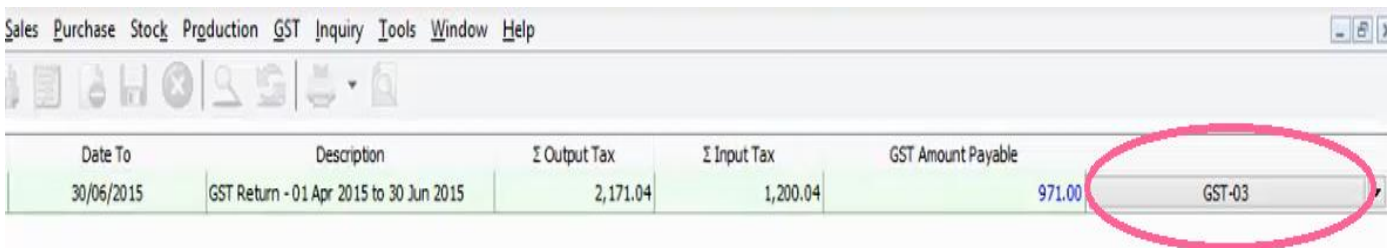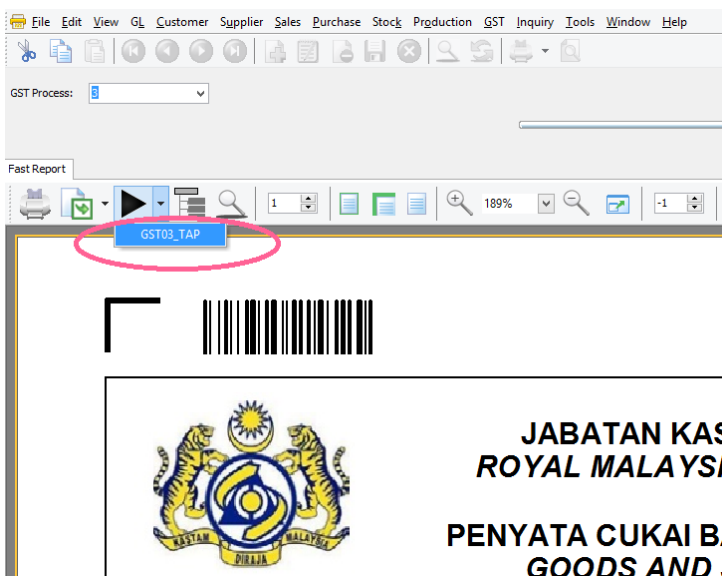
Step 1: **GST | New GST Return.**

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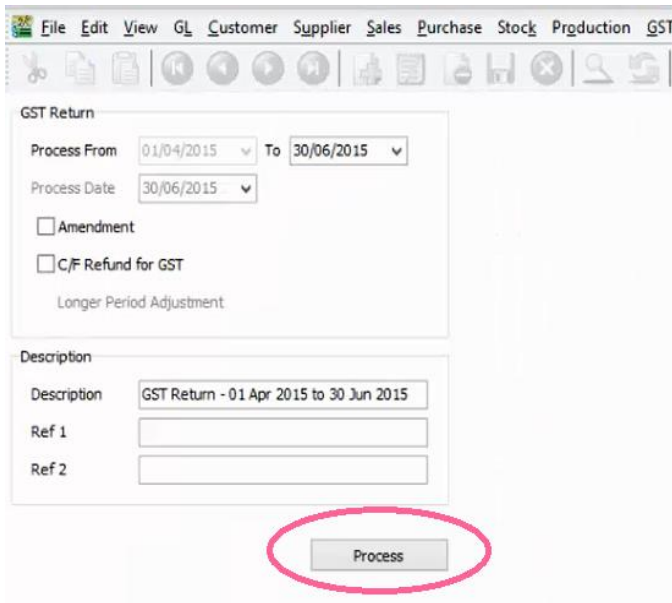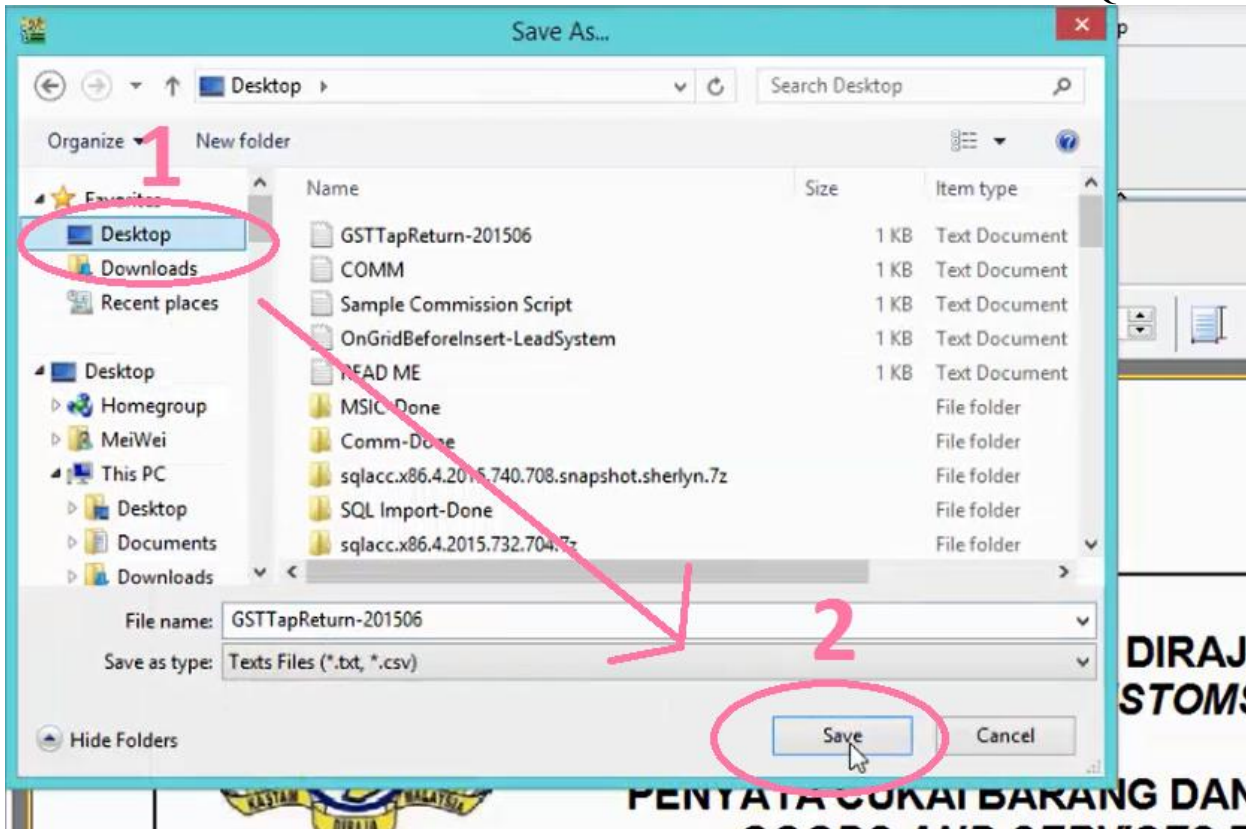

Step 3: Click on **GST-03.**

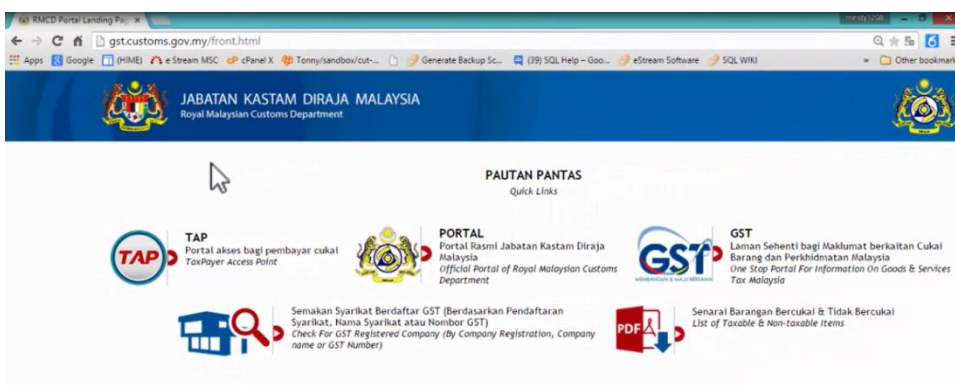Step 4: Click on the **play button** then select **GST03_Tap.**

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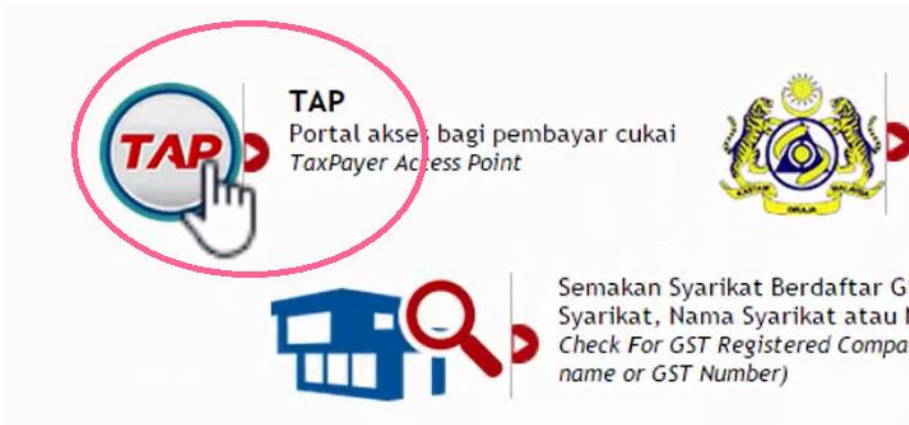
Step 9: **Enter email address & password, then logon**.

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.
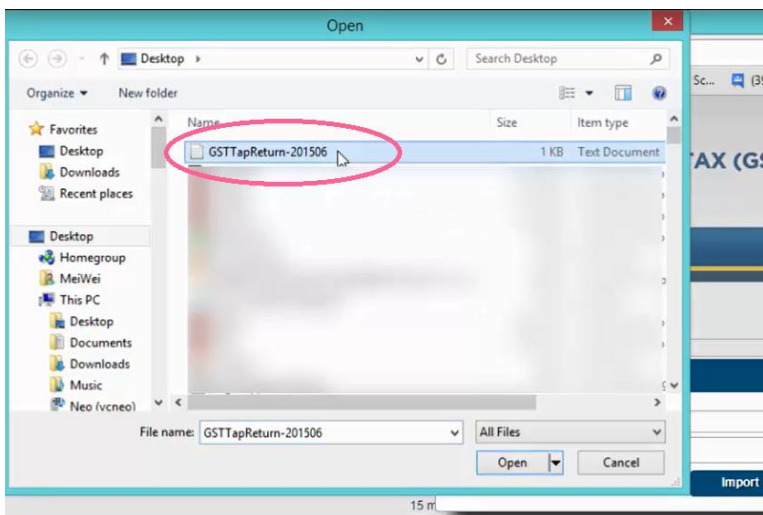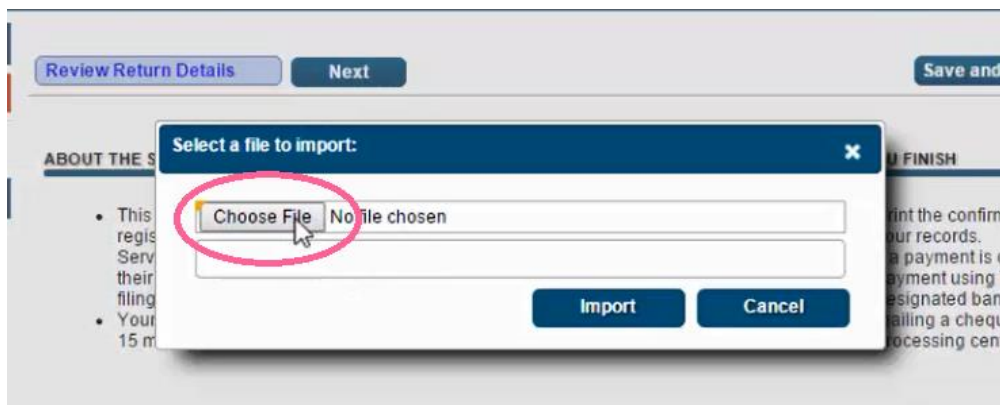
Step 14: Click on **Import and Next.**
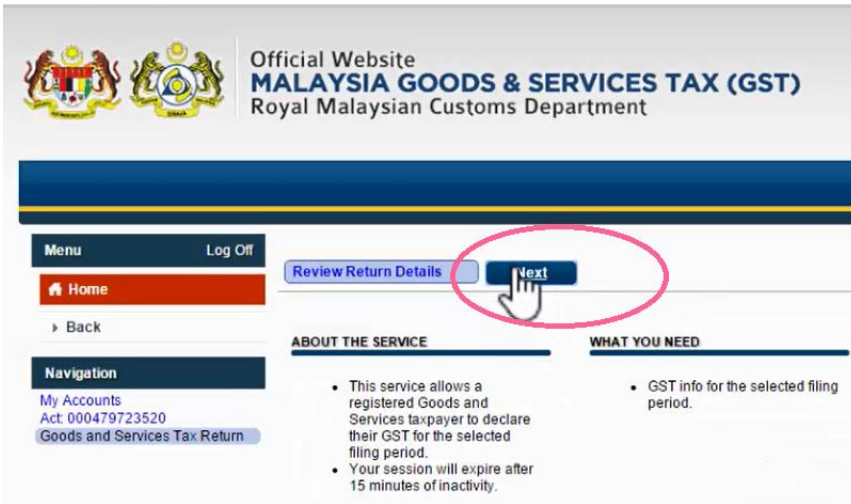
Step 15: Click on **Next** again and you should see that all the information is filled automatically.
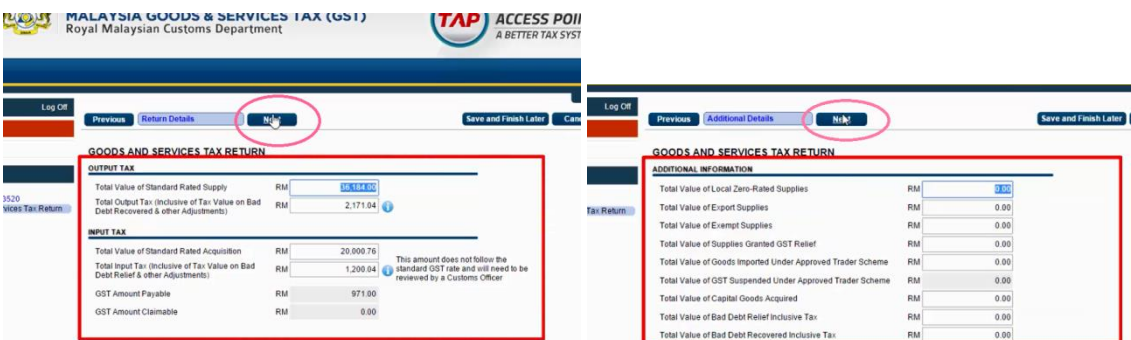
Step 16: Click **Next** until you see **Submit button. Click Submit.**
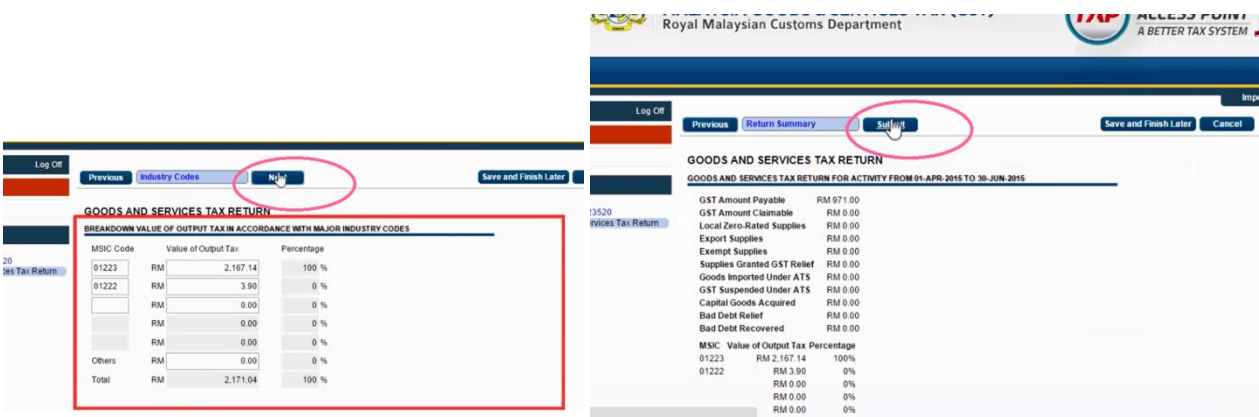
Step 17: **Re-enter your password** for final confirmation and click OK.
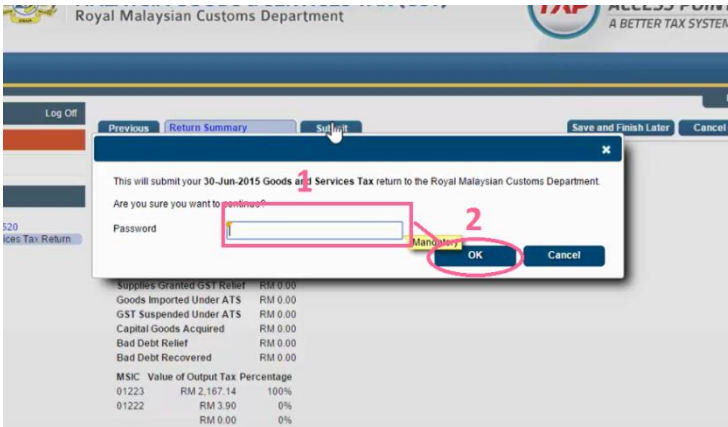
Step 18: There will be a message showing that "**You have submitted your request successfully**".
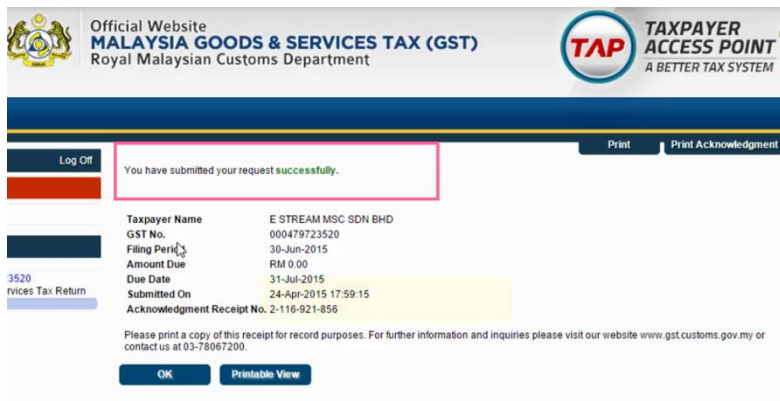
Step 19: The final stage is clicking on the **Print Acknowledgement Receipt**.
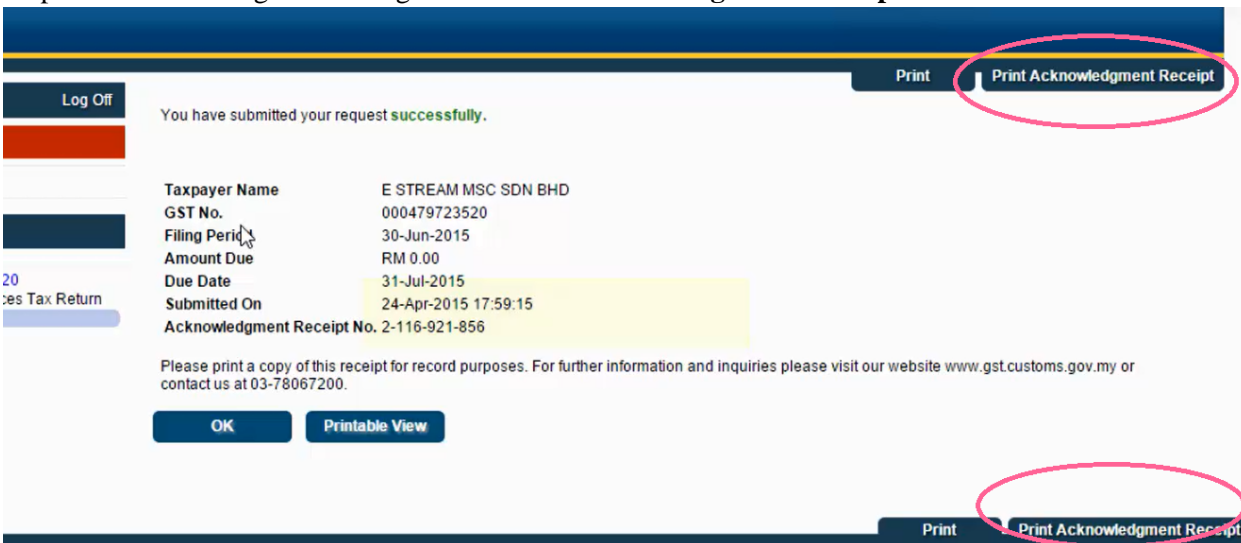
8.3 Set Tax Date

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

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

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

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

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

6) Cukai Input /*Input Tax*   **Amaun *(Amount)***

   a) Jumlah Nilai Perolehan Berkadar Standard *   RM | 1,000.00
      Total Value of Standard Rated Acquisition

   b) Jumlah Cukai Input (Termasuk Hutang Lapuk dan   RM | 60.00
      Pelarasan lain) *
      *Total Input Tax (Inclusive of Bad Debt Relief & other Adjustments) *

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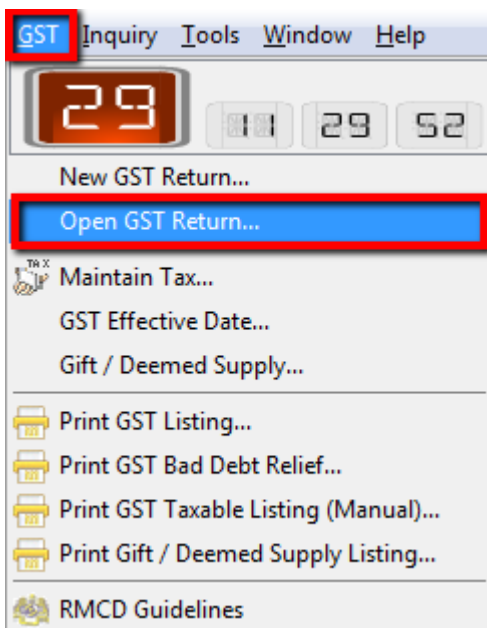
Step 2: Select the cycle for the GAF that you want to generate. Then click on the **arrow down button** and select **Generate GST Audit File(GAF).**

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**.

Step 6: Save your GAF text file to desktop.
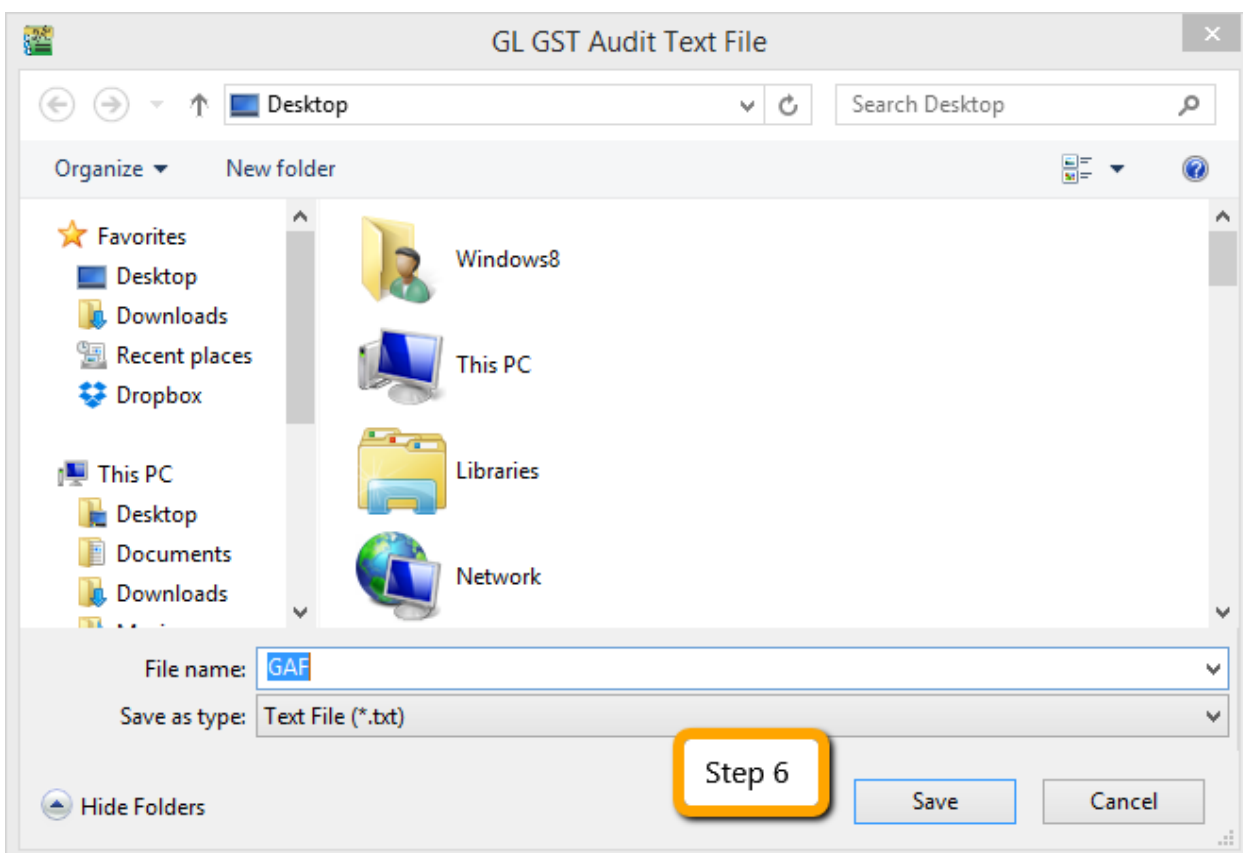
Step 7: After saving, the message "File generated successfully" will automatically pop-up, just click **OK**.
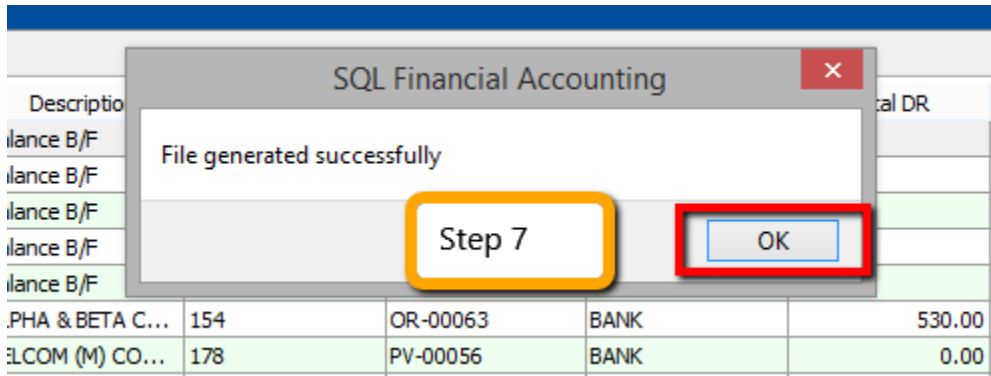
Go to desktop to select the GAF.txt file. The output will be similar to the image below:
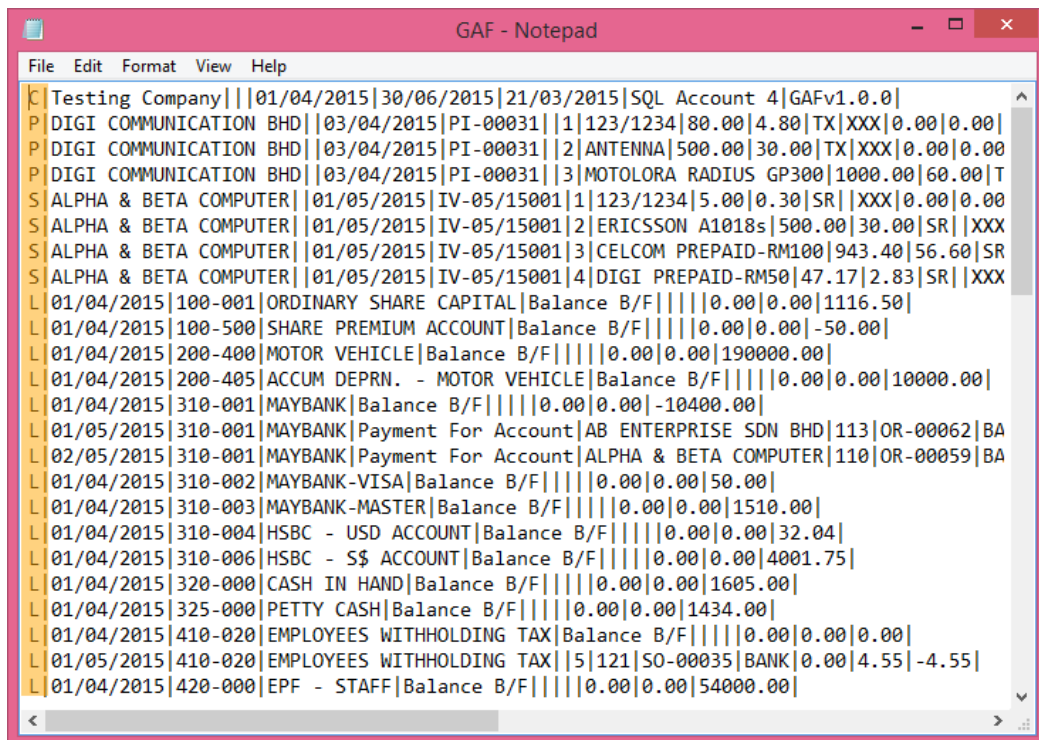
The above is the exported file that has fulfilled all requirements by Customs, you may submit to (https://gst.customs.gov.my/TAP) :

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   Advance GST Info :

9.1   Bank Charges Reversal

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

There are two methods to handle for bank charges GST Reversal :

9.1.1   Direct key bank charges during payment receipt.

Step 1 : Supplier | Supplier Payment | Bank Charges = Bank Charge Amount (RM 0.50) + GST Amount (RM 0.03).

At the month end, you have to reverse back total how much for bank charge Tax Amount, may get it from bank Statement. May refer your bank statement as below:

Maybank

Malayan Banking Berhad (3813-K) (GST ID NO. : 000141295616)

14th Floor, Menara Maybank, 100 Jalan Tun Perak, 50050 Kuala Lumpur, Malaysia

MUKA 页 /PAGE :

NO INVOIS CUKAI 税务发票号 TAX INVOICE NO	CBS150430512398030655

E STREAM SOFTWARE SDN BHD

TARIKH PENYATA 结单日期 : STATEMENT DATE	30/04/15

NOMBOR AKAUN 户号 : ACCOUNT NUMBER	512398030655

ELIGIBLE FOR PROTECTION BY PIDM / TAX INVOICE

CORPORATE CURRENT ACCOUNT

URUSNIAGA AKAUN/ 户口进支项 /ACCOUNT TRANSACTIONS

TARIKH MASUK 进支日期 ENTRY DATE	TARIKH NILAI 反通账日期 VALUE DATE	BUTIR URUSNIAGA 进支项说明 TRANSACTION DESCRIPTION	JUMLAH URUSNIAGA 银 码 TRANSACTION AMOUNT	BAKI PENYATA 结单存余 STATEMENT BALANCE
		IV51276 89		
		BEBK04 6288		
30/04		CLEARING CHQ DEP	.00+	49.80
30/04		CLEARING CHQ DEP	.00+	49.80
30/04		CLEARING CHQ DEP	.00+	49.80
30/04		CLEARING CHQ DEP	.40+	07.20
30/04		INTER-BANK PAYMENT INTO A/C	.00+	49.20
		SDN BHD		
		SO 5740 FEE		
		SQL MAINTENACE		
		ENDING BALANCE :		
		LEDGER BALANCE :		
		TOTAL DEBIT :		
		TOTAL CREDIT :		
		TOTAL GST DEBITS		.81
		TOTAL GST CREDITS		.00

SNAP EVERYTHING, SELL ANYTHING! WITH M2U PAY "SNAP&SELL" APP, NOW YOU
CAN SELL ALMOST ANYTHING. JUST TAKE A PHOTO OF THE ITEM AND SHARE THE
LINK ON YOUR FACEBOOK OR TWITTER TO SELL IT! DOWNLOAD THIS FREE APP
FROM THE APP STORE OR GOOGLE PLAY. T&C APPLY.
.
.
CURRENT ACCOUNT HOLDERS ARE ENCOURAGED TO REGISTER VIA MAYBANK2U TO

BAKI LEGAR 可应用存余	=	BAKI AKHIR - CEK BELUM JELAS 截止结余减未过账仄
LEDGER BALANCE	=	ENDING BALANCE - UNCLEARED CHEQUES

Perhatian / Note
(1) Segala bilangan dan baki tersebut akan dianggap betul terkecuali Bank
ini diberitahu atas sebarang perbezaan dalam tempoh 14 hari.
此对账单所誌之账项及结馀额应挍对，
如有差誤請在十四天內通知本行。
All items and balances shown will be considered correct unless the
Bank is notified of any discrepancy within 14 days.
(2) Sila beritahu kami sebarang pertukaran alamat secara bertulis
請通知本行任何地址更换。
Please notify us of any change of address in writing

Wang yang keluar berlebihan
ditandakan dengan DR
本欄內誌DR者為結欠
Overdrawn balances are
denoted by DR

Step 2 : GL | Journal Entry | New | Select Bank Charges – GST Reversal.
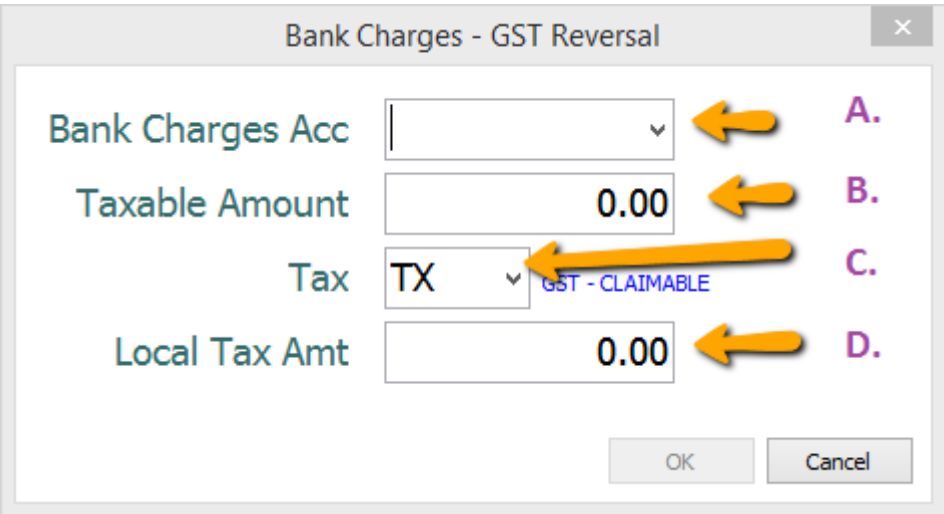
A : Select Bank Charges Account to reverse out.
B : Enter Bank Charges Taxable Amount. (The total bank charges before GST)
C : Select the Tax Code.
D : Enter Bank Charges Tax Amount. (May get it from Bank Statement)

9.1.2   Key Bank Charges Using Payment Voucher.

You may use Payment Voucher to capture the bank charges with GST after you received your monthly bank statement. With this method, you don't have to do GST Reversal at Journal Entry anymore.

Step : GL | Cash Book Entry | Payment Voucher key in as below :

9.2 Import Goods Treatment :

IM - "Import of goods with GST incurred". It means there is an input tax claimable. Tax rate is 6%.

Purchase of goods from oversea supplier, the supplier invoice received will not incurred GST. However, the GST will be taken place when the goods are discharged out from the port to forwarder warehouse or direct to the buyer. Custom will incurred the GST on the total value stated in K1 form.

[GST | Maintain Tax…]

You can found the following tax code available in SQL Financial Accounting.

Tax Code	Description	Tax Rate %
IM-0	Import of goods with no GST incurred (for Foreign Supplier Account)	0%
IM	Import of goods with GST incurred	6%

Video Guide Link: http://www.sql.com.my/video/sqlacc_tutorial/GST-29-Import_Goods_Treatment.mp4

Oversea Supplier Invoice :

Step 1 : **Purchase | Purchase Invoice. Select the tax code " IM-0 ". Tax amount = 0.00**.

When your item discharge from Customs, you will received the K1 Form, which consists of the following detail, example :

Goods value   = 96,250 (USD25,000 x 3.8500)
Freight   =   1,000
Insurance   =   500
Total (MYR) = 97,750

Therefore, the forwarder will raised their invoice for details as shown in below:-

	Net(MYR)	GST	Gross (MYR)
Est. Duties (Import&/Excise Duty)	0.00		
Est. GST on Import (97,750 x 6%)	5865.00		
Est Duties and GST on Import	5865.00		5865.00
Duty Processing Fee	100.00	6.00	106.00
Total Payable			5971.00

Forwarder Invoice Input :

Step 2 : Select the **forwarder supplier code in Purchase Invoice**. Then call out **Import Purchase Amt**, then click on the Import Purchase Amt.
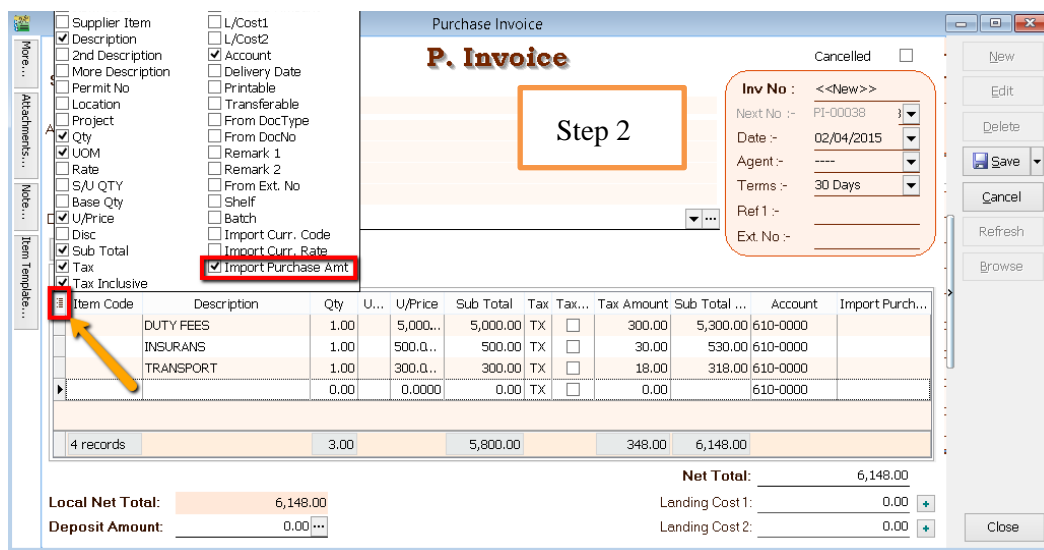
Step 3 : You have to **input** the information according to the **K1 Form** and press OK. How to make sure you update correctly? May refer below :
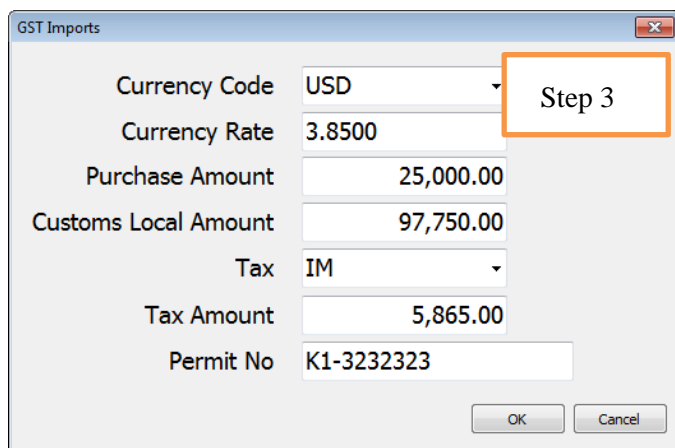
	Input Value	**Explanation**
Currency Code	USD	Currency on the goods
Currency Rate	3.85	Follow K1 exchange rate
Purchase Amount	25,000.00	Goods value in foreign currency
Custom Local Amount	97,750.00	Follow K1 total value taxable (after freight, Insurance,…etc)
Tax	IM	6%
Tax Amount	5,865.00	97,750.00 x 6%
Permit No	K1-3232323	Key-in K1 no.

Step 4 : After press **OK** to GST Import screen, purchase invoice item description will be updated with GST Import info.
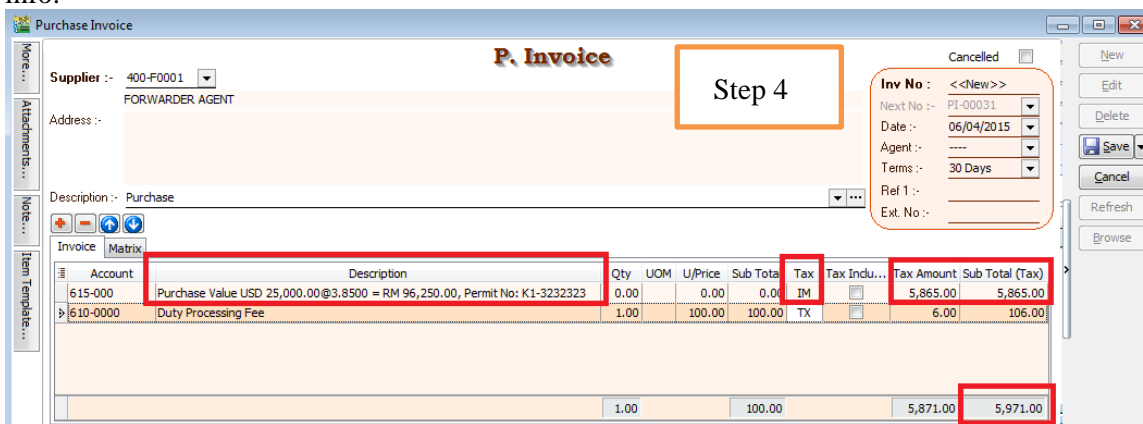
9.3 Import Service Treatment :

GST on Imported Services (Sec 13) is accounted by way of the reverse charge mechanism.

Reverse Charge Mechanism (also known as Self Recipient Accounting-RSA)

A supplier who does not belong in Malaysia and supplies services to a customer in Malaysia does not have to charge GST. However, the customer who received the services is required to account for GST by a reverse charge mechanism. The recipient have to pay tax for the imported services he received and the same time claim input tax in his GST return. Reverse charge mechanism is an accounting procedure where a recipient (as the customer) of the supply, acts as both, the supplies and the recipient of the services.

Video Guide Link: http://www.sql.com.my/video/sqlacc_tutorial/GST-21-Imported_Services(RSA).mp4

Example:

1. Royalty fee charged in Malaysia by non resident business situated outside Malaysia from Jan - Dec 2016 = USD 200,000

2. Date of invoice = 10 March 2016

3. Bank prevailing rate = Rm2.50 (Date: 10 March 2016)

Calculation for GST:

1. Consideration for the supply @Rm2.50 = Rm500,000.00 + GST 6%

2. GST to be accounted by recipient @6% GST = Rm30,000.00

RSA:

Account GST output = Rm30,000.00
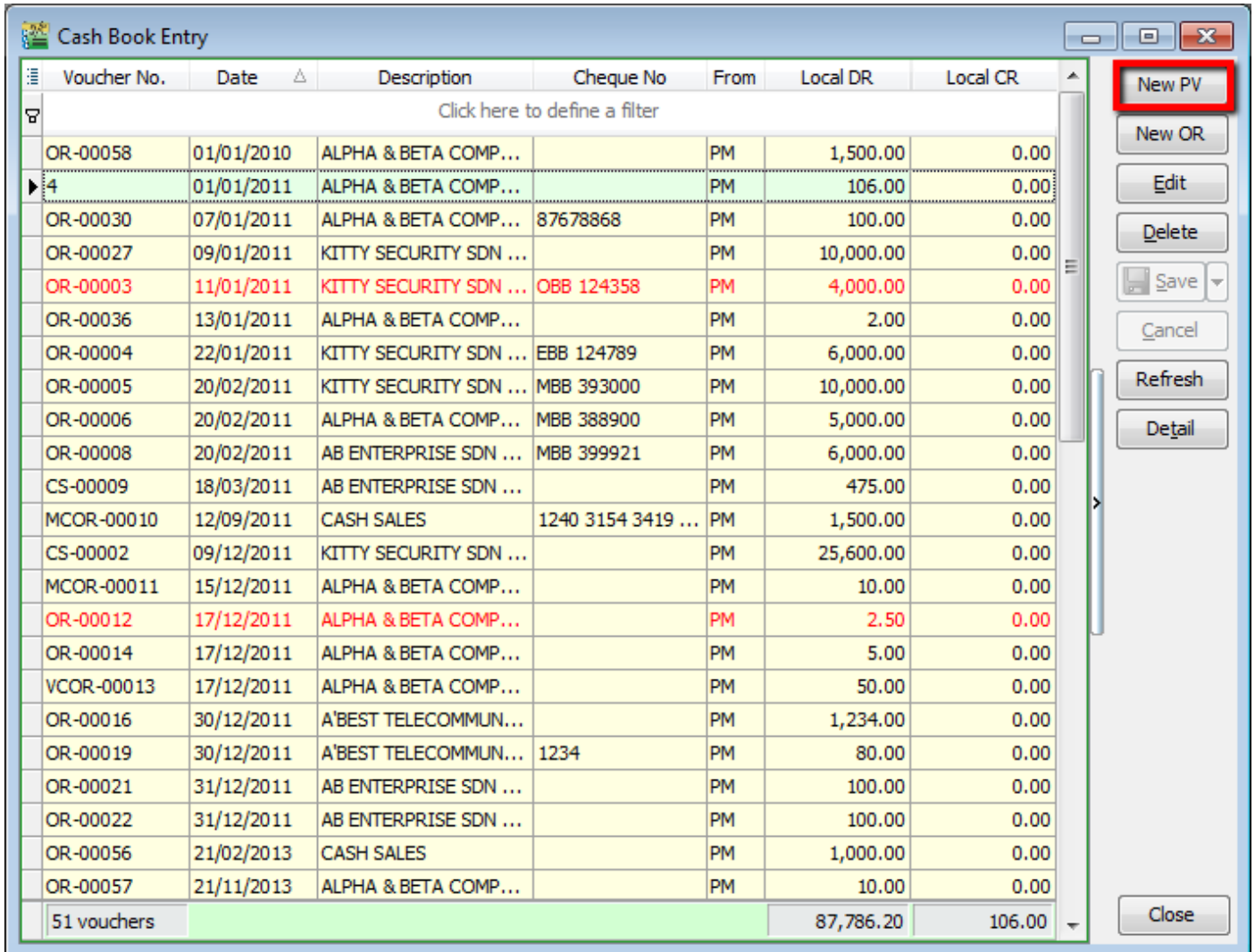
Claim GST Input = Rm30,000.00

Time of Supply

1. When supply are paid for (Date of payment made) - no longer

2. Since 01 Jan 2016, which ever is the earlier:-

a. Payment made; or

b. Invoice date.

Step 1 : Make sure you have create a tax coder which under **RSA** and Tax type is under **Easy GST- Recipient Self-Accounting**, Input Tax = TX, Output Tax = DS.

9.3.1   Payment made before the invoice

Step 1 : Click GL | Cash Book Entry (PV) | New PV.

Voucher No.	Date	Description	Cheque No	From	Local DR	Local CR
		Click here to define a filter				
OR-00058	01/01/2010	ALPHA & BETA COMP…		PM	1,500.00	0.00
4	01/01/2011	ALPHA & BETA COMP…		PM	106.00	0.00
OR-00030	07/01/2011	ALPHA & BETA COMP…	87678868	PM	100.00	0.00
OR-00027	09/01/2011	KITTY SECURITY SDN …		PM	10,000.00	0.00
OR-00003	11/01/2011	KITTY SECURITY SDN …	OBB 124358	PM	4,000.00	0.00
OR-00036	13/01/2011	ALPHA & BETA COMP…		PM	2.00	0.00
OR-00004	22/01/2011	KITTY SECURITY SDN …	EBB 124789	PM	6,000.00	0.00
OR-00005	20/02/2011	KITTY SECURITY SDN …	MBB 393000	PM	10,000.00	0.00
OR-00006	20/02/2011	ALPHA & BETA COMP…	MBB 388900	PM	5,000.00	0.00
OR-00008	20/02/2011	AB ENTERPRISE SDN …	MBB 399921	PM	6,000.00	0.00
CS-00009	18/03/2011	AB ENTERPRISE SDN …		PM	475.00	0.00
MCOR-00010	12/09/2011	CASH SALES	1240 3154 3419 …	PM	1,500.00	0.00
CS-00002	09/12/2011	KITTY SECURITY SDN …		PM	25,600.00	0.00
MCOR-00011	15/12/2011	ALPHA & BETA COMP…		PM	10.00	0.00
OR-00012	17/12/2011	ALPHA & BETA COMP…		PM	2.50	0.00
OR-00014	17/12/2011	ALPHA & BETA COMP…		PM	5.00	0.00
VCOR-00013	17/12/2011	ALPHA & BETA COMP…		PM	50.00	0.00
OR-00016	30/12/2011	A'BEST TELECOMMUN…		PM	1,234.00	0.00
OR-00019	30/12/2011	A'BEST TELECOMMUN…	1234	PM	80.00	0.00
OR-00021	31/12/2011	AB ENTERPRISE SDN …		PM	100.00	0.00
OR-00022	31/12/2011	AB ENTERPRISE SDN …		PM	100.00	0.00
OR-00056	21/02/2013	CASH SALES		PM	1,000.00	0.00
OR-00057	21/11/2013	ALPHA & BETA COMP…		PM	10.00	0.00
51 vouchers					87,786.20	106.00

Buttons: New PV, New OR, Edit, Delete, Save, Cancel, Refresh, Detail, Close

Step 2 : Enter the payment date eg. 02/06/2016
Step 3 : Select RSA in tax column.

Note: Tax amount will be calculated after process the GST Return.

Step 4 : After GST Return processed, you can check the double entry posting from **GL | Print Journal of Transaction Listing.**

Double Entry - RSA:

Account Code	Account Description	Tax Code	Local DR	Local CR	Taxable Period
GST-101	GST - Claimable	TX	2,460.00	0.00	June 2016 **(follow payment date)**
GST-201	GST - Payable	DS	0.00	2,460.00	June 2016 **(follow payment date)**

9.3.2 **Invoice first payment after**

Step 1 : Create a **purchase invoice** and select the tax code is under **RSA**.

Note: Tax amount will be calculated after process the GST Return.

Step 4 : After GST Return processed, you can check the double entry posting from **GL | Print Journal of Transaction Listing.**

Double Entry - RSA:

Account Code	Account Description	Tax Code	Local DR	Local CR	Taxable Period
GST-101	GST - Claimable	TX	5,040.00	0.00	June 2016 **(follow invoice date)**
GST-201	GST - Payable	DS	0.00	5,040.00	June 2016 **(follow invoice date)**

9.4   Gift / Deemed Supply :

Gift Rule apply when you are giving gift to your customer or employee which the total amount is more than RM 500 per person on a yearly basis. SQL will also handle the Gift Rule automatically.

Video Guide Link: http://www.sql.com.my/video/sqlacc_tutorial/GST-20_Gift.mp4

Step 1 : Click on **GST | Gift / Deemed Supply.**
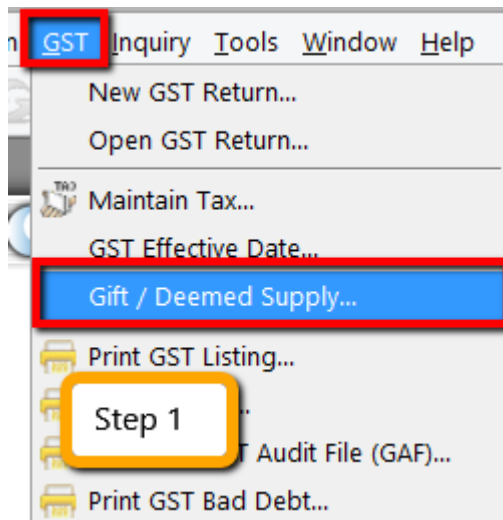
Step 2 : Select the document type either **Gift or Deem Supply.**

Step 3 : Select **Customer / staff.**

Step 4 : Key-in your item code or else actually you can key-in description directly instead of maintain the item code then treat as gift so is optional for you. Please enter your preferred **expenses account code.**

Step 5 : System will **auto detect the yearly amount** as per financial year for the particular customer/Staff so once the customer / staff have received the gift amount exceed RM 500 then system will **auto calculate the tax amount.**

Step 6 : During process of GST-03 Return, if the system detects there are deemed supplies (DS) under gift, it will add this GST Tax under DS as output Tax, the tax amount will auto capture.

Doc Date	Tax Date	Tax	Local Amount	Local Tax Amount	Doc No	From Doc Type
05/07/2015	05/07/2015	SR	0.00	0.00	IV-07/15001	IV
01/08/2015	01/08/2015	SR	28.30	1.70	IV-08/15001	IV
08/08/2015	08/08/2015	DS	550.00	33.00	GI-00002	GI
			578.30	34.70		

- *Base on the latest updated info from Kastam the figure should be $ 42, Kastam rules will according to the **previous Gift amount** and **sum up total X 6%,** whenever the **figure exceed $ 500 and above**.*
- *Yearly limit 500 as per **FINANCIAL YEAR.***

9.5 1 Cent Rounding :

The total GST payable on all goods and services shown on a tax invoice may be **rounded off to the nearest whole cent** (i.e. two decimal places). With the discontinuation of the issuing of 1 cent coins, some businesses may round their bills to the nearest 5 cents to facilitate cash payment by their customers. Whether a bill should be rounded up or rounded down to the nearest 5 cents is a business decision.

When a tax invoice contains several line items of standard-rated supplies, the total GST amount on your invoice may be computed based on:
Summing the GST amount for each line item; or
Total amount payable (excluding GST) for all line items x 6%
The total GST amount computed may differ due to the method used. Both methods of computing the total GST amount are acceptable so long as you apply the chosen method **consistently**.

Example:
You are a stationery retailer. Your customer purchased 3 pens and pay for all her items collectively. The tax invoice issued to your customer will contain the following 3 line items.

Item	Amount payable (excluding GST)	GST Amount for each item
Green Pen	RM 1.77	RM 0.11 (0.1062)
Red Pen	RM 1.77	RM 0.11 (0.1062)
Blue Pen	RM 1.77	RM 0.11 (0.1062)

Method 1: GST is computed based on summing the GST amount for each line item:
Total GST amount = RM0.11 + RM0.11 + RM0.11 = RM 0.33

Method 2: GST is computed based on total amount payable (excluding GST) for all line items X 6%
Total GST amount = (RM 1.77 + RM 1.77 + RM 1.77) X 6% = RM 0.3

System Auto Correct with 1 Cent Different :

Step 1 : **Tools | Option | Customer**.

1.1 **Tick One Cent Different Rounding** (Local Currency Fields) for all /AR/SL Documents(Recommend)

1.2 : Press OK
Sales Invoice | New | Refer below screen :

But once you save you will notice the first line of the Tax Amount will be different, this is because system using Total Amount of IV to calculate 6%. Refer below Screen:

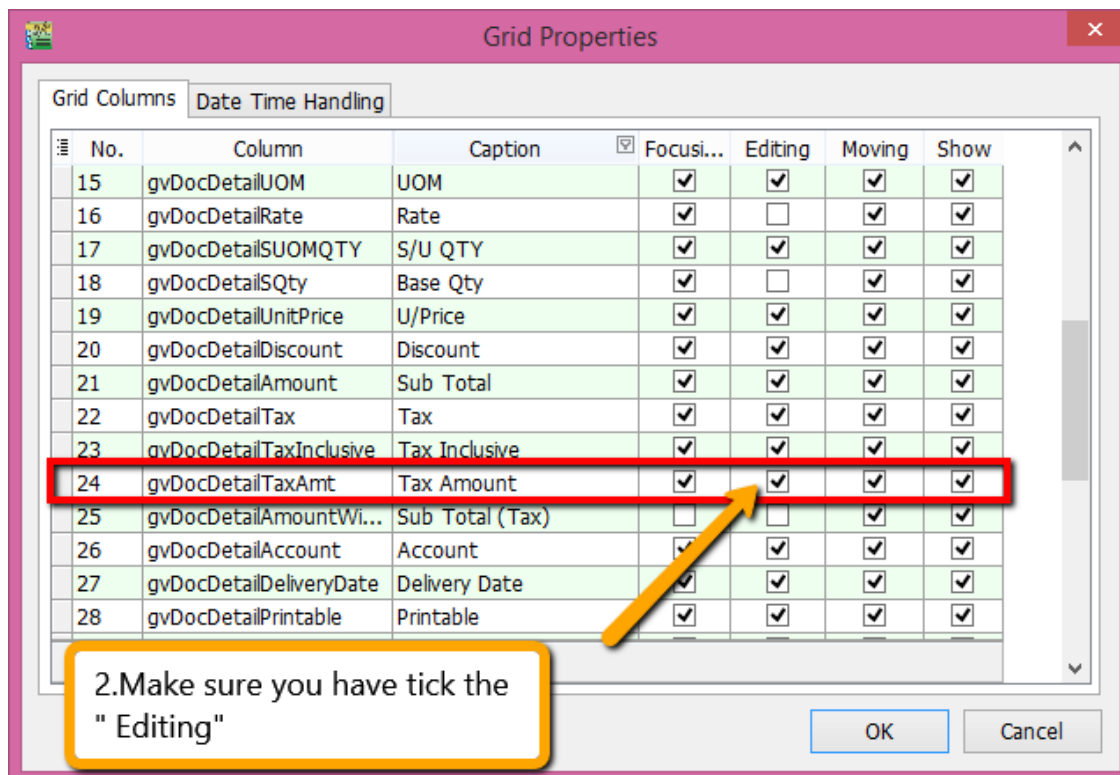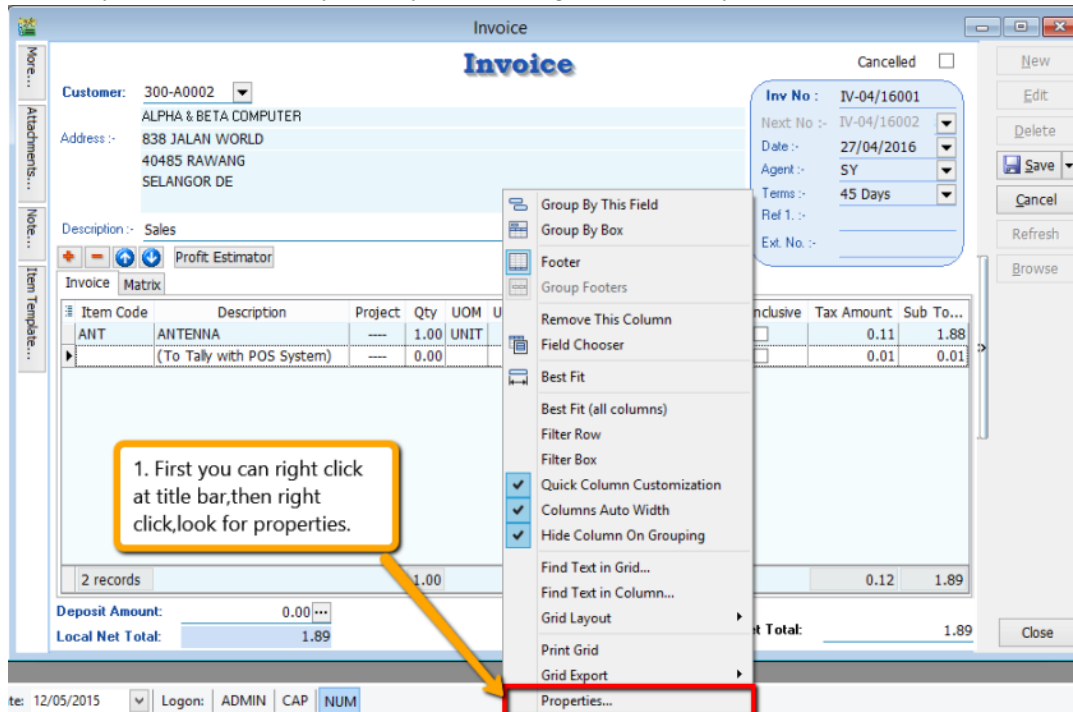*Formula: Sum up SubTotal with Tax, Multiple with 6%(Note : system will exclude the Subtotal if the Tax Rate is 0%)*

Tax Amount Calc = RM 15.54 * 6% = 0.93, mostly system will reverse on first line of the Item.

Note: If you don't want system to help you to do the One Cent Rounding, please refer Step 1 to un-tick the option will do.

Manually Insert the Cents Different in system :

So once you post into SQL there is going to have few cents different (due to combine all the rounding issue for daily transaction), in version 710 above we have new feature of able to **amend tax amount** for those transaction **without ITEM CODE :**

You may follow below way to tally with the figure of POS System :

Then you may refer to below screen to key-in tax amount directly:

so you can key-in in this way as per above, key-in the different into the **Tax Amount** column.

1. Key-in Description, make sure without Item Code.

2. Key-in the figure directly into tax amount column will do.

There is only allowed when without item code and make sure you have **disable the 1 cent** rounding under (Tools->Options->Customer->Un-tick the 1 cent rounding option.)

10 6 Months Bad Debt :

What is 6 Months "Bad Debt" Relief?

A GST registered business can claim bad debt relief (GST Tax amount paid earlier to Kastam) if they have not received any payment or part of the payment from their debtor after 6th months from the date of invoice. The business should also have made sufficient efforts to recover the debt. Look at the scenario A below:

Company issued an Invoice at 15th January 2016. The 6th month expires as at end of 15th June 2016. The bad debt relief **must be claimed immediately** in July taxable period.

1	2	3	4	5	6	7
15/01/2016	February	March	April	May	June	July
Invoice					Expired	Claim Bad Debt Relief

The definition of "*Bad Debt*" in this scenario is NOT the outstanding amount has been written off from the accounts. It is just a mechanism use by Kastam to help business recover the output tax they have paid earlier, which customer not fully /partially pay the outstanding. In more simple way, is the customer delay their payment.

What happen if the bad debt relief not claimed immediately after the export 6th month? The taxable person must apply in writing for Director General's (DG) approval on his intention to claim at such later date.

What is 6 Months "Bad Debt" Recover?

When a GST registered business have recovered the amount be it full or partial from their debtor, they must pay back to Kastam the GST Tax amount that have claim as Bad Debt Relief earlier. This GST tax amount will be calculated in proportion to the payment recovered from debtor. Refer scenario B :

Invoice issued at 15th January 2016. The 6th month expires at the end of Jun and the bad debt relief claim in July. Payment recovered from debtor in 20th December 2014. Then Bad Debt recovered GST **must be paid immediately** in December taxable period.

1	2|3|4|5	6	7	8|9|10|11	12	13
15/01/2016	Feb| Mac| Apr |May	June	July	Aug| Sep| Oct| Nov	20/12/2016	Jan 2017
Invoice		Expired	Claim Bad Debt Relief		Pay Bad Debt Recovered	

WARNING : "Bad Debt" goes **both** ways. If you dint pay your supplier, then 6 months later you must payback Kastam then input tax that your business have claim earlier

10.1.1 Bad Debt Relief

Video Guide Link: http://www.sql.com.my/video/sqlacc_tutorial/GST-16_BadDebtRelief.mp4

In GST era, you are required to take sufficient efforts to recover your customers' outstanding payment before you claim Bad Debts Relief.

How to be more effort to avoid "bad debt" relief?

Customer Statement

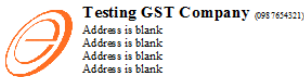Step : Customer | Print Customer Statement | Filter the options accordingly | Apply | Preview | Print.

Customer Overdue Letter

Step : Customer Print Customer Due Document Listing | Filter the options accordingly | Select Group By " Customer Name" | Apply | Preview | Select report " Customer Overdue Letter" | OK.

The scenario below illustrates how system handle Bad Debt Relief automatically. Refer to the listing below there are few invoices in April, assuming your **GST starts 1 April 2015** and you are **submitting your GST Return Quarterly.**

When you process 3rd process which is from 1/10/2015 until 31/12/2015, the screen below wil prompt out :

Bad Debt Relief apply in both ways, Sales & Purchase. You are compolsory to refund to Customs for Input Tax which you have claimed six months ago for those outstanding Purchase Invoice. But no worry, system will again handle the issue for you automatically, as below :

And you can see those outstanding purchase invoice will appear in the list under Purchase | Billing(Payable)

10.1.2 Bad Debt Recover

Video Guide Link: http://www.sql.com.my/video/sqlacc_tutorial/GST-17_BadDebtRecover.mp4

Bad Debt Recovery is when a customer makes his outstanding payment after you have processed the Bad Debt Relief, same apply to Supplier. Let's say, customer pay partial RM 5,300 on 1/1/2016 and also another full payment as at 1/2/2016, refer below:

Step 1 : Issue Customer | Customer Payment | and knock off the invoice which have 6 months bad debt relief.

Step 2 : Repeat the same for supplier side…After this we process to GST Return from 1/1/2016 until 31/3/2016.

So, system will auto list you the both payment with the tax recover figure, it's the total amount you will need to pay back, supplier side payment where will list you too… as well as GST-03, refer item no 7 & 8.

10.1.3   Print GST Bad Debt Relief :

This report is help you to analyse the GST Bad Debt Relief happenings on each invoices.

A taxable person may claim bad debt relief subject to the requirements and conditions set forth under sec.58 of the GSTA 2014 and the person has not received any payment or part of the payment in respect of the taxable supply from the debtor after the sixth month from the date of supply.

The bad debt relief may be claimed if - (amended on 28 Oct 2015 from DG Decision)
(a) requirements under s.58 GSTA and Part X of GST Regulations 2014 are fulfilled; and
(b) the supply is made by a GST registered person to another GST registered person

The bad debt relief shall be claimed immediately in the taxable period after the expiry of the sixth month from the date of supply. If the bad debt relief is not claimed by the supplier in the immediate taxable period immediately after the expiry of the sixth month, then the taxable person has to notify the Director General (DG) within 30 days after the expiry of the sixth month on his intention to claim at a later date.

A GST registered person who has made the input tax claim but fails to pay his supplier within six months from the date of supply shall account for output tax immediately after the expiry of the sixth month (s.38(9) GSTA).

The word 'month' in sec.58 refers to calendar month or complete month –
Example: Invoice issued at 15 th January 2017. For monthly taxable period, the sixth month expires at the end of June and the bad debt relief shall be claimed in July taxable period.

Step 1 : **GST | Print GST Bad Debt Relief**

Sales

Checkbox	Explanation
Bad Debt Relief Claimed	GST bad debt relief that you HAVE TICKED to claim on outstanding invoices when process your GST returns.
Bad Debt Relief Not Claim	GST bad debt relief that you DO NOT TICKED to claim on outstanding invoices when process your GST returns.
Bad Debt Relief Not Happen	Outstanding invoices the GST Amount not expired at 6 months GST bad debt relief.
Include Zero Outstanding	To include the outstanding invoices are zero.

Purchase

Checkbox	Explanation
Bad Debt Relief Paid	GST bad debt relief have paid on the outstanding supplier invoices when process your GST returns.
Bad Debt Relief Not Pay	GST bad debt relief not pay yet on the outstanding supplier invoices. It could be due to late receive the supplier invoice.
Bad Debt Relief Not Happen	Outstanding invoices the GST Amount not expired at 6 months GST bad debt relief.
Include Zero Outstanding	To include the outstanding invoices are zero.

If you decided not to claim Bad Debt Relief, you need to apply to Customs within 5 days from the last day of that taxable period if you not claiming your Bad Debt Relief. Bear in mind that whether you claim your Bad Debt Relief or not, your Customers still need to do the Bad Debt Relief (Payable).

How SQL can help to print the bad debt relief unclaimed letter?

Step 1 : GST | **Print GST Bad Debt Relief** | **Filter Bad Debt Relief Not Claim and Bad Debt Relief Not Happen.**
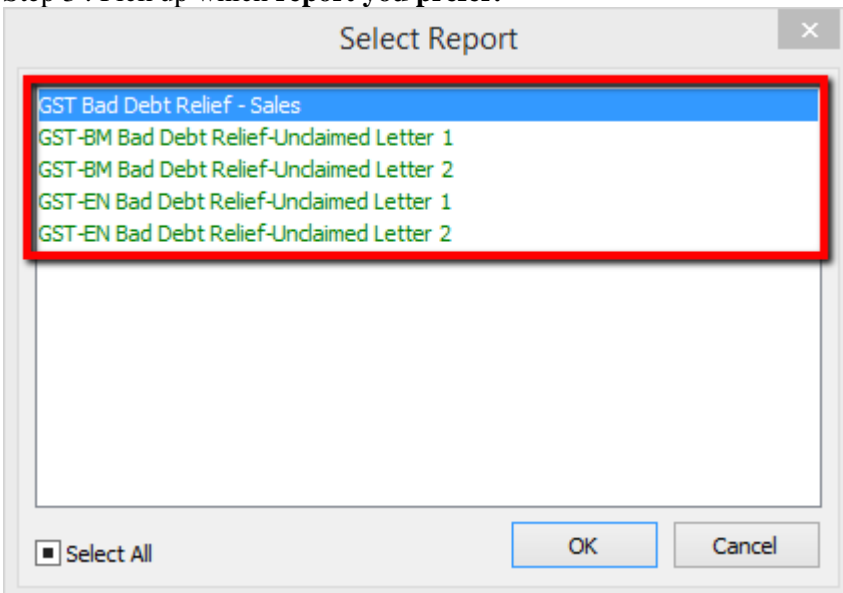
Step 2 : Click on **Apply and Preview.**
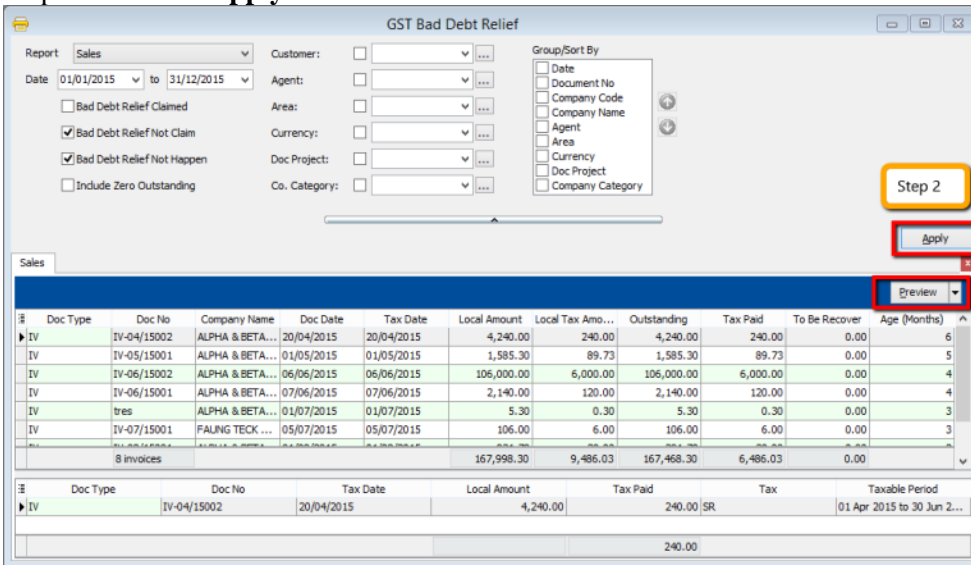
Step 3 : Pick up which **report you prefer.**

#	Report Name	Usage
1	GST Bad Debt Relief - Sales	GST Bad Debt Relief Listing with detail based on the checkbox ticked.
2	GST-BM Bad Debt Relief-Unclaimed Letter 1	Bahasa Malaysia bad debt relief unclaimed letter format 1 to Director General
3	GST-BM Bad Debt Relief-Unclaimed Letter 2	Bahasa Malaysia bad debt relief unclaimed letter format 2 to Director General
4	GST-EN Bad Debt Relief-Unclaimed Letter 1	English version bad debt relief unclaimed letter format 1 to Director General
5	GST-EN Bad Debt Relief-Unclaimed Letter 2	English version bad debt relief unclaimed letter format 2 to Director General

11 21 Days Rules:

Value of goods/services delivered to customer & non-refundable deposits from customer become taxable income in 21 days even if **invoice** is not issued.

> **Refer to "Time of Supply" in Kastam General Guide:**
> **http://gst.customs.gov.my/en/rg/Pages/rg_gg.aspx**

Video Guide Link: http://www.sql.com.my/video/GST-12_21DaysGST.mp4

Good delivered to customer & non-refundable deposits from customer become taxable in 21 days even if invoice is not issued.

* Refer to "Time of Supply" in Kastam General Guide http://gst.customs.gov.my/en/rg/Pages/rg_gg.aspx

Below are 3 different scenario

DO Date(Basic Tax Point)	Invoice Date with 21 Days Rules (Actual Tax Point)	GST Return Closing Date	Last Dat for GST Submission
01/03/2016	22/03/2016	31/03/2016	30/04/2016
11/03/2016	01/04/2016	30/04/2016	30/05/2016

If the Company submit GST Return every month, Delivery order issued on 01/03/2016, invoice date and GST Return also in march.

Or if delivery order issued on 11/03/2016, invoice date and GST Return will also on april.

DO Date(Basic Tax Point)	Invoice Date with 21 Days Rules (Actual Tax Point)	GST Return Closing Date	Last Dat for GST Submission
11/03/2016	Din't invoice on 1/4/2016	31/03/2016	30/05/2016

Now 3rd scenario, Delivery order in march, no invoice in April, then refer to delivery order , therefore, delivery order in march, GST Return also in march .

Delivery order or non-refundable deposit even without an invoice and generate tax, in order to comply 21 days rules. It is not compulsory to issue an invoice within 21 days, but is compulsory to submit tax within 21 days.

SQL Account solution with confirmation from KASTAM MALAYSIA

Option1   : Generate DO Listing to be converted to invoice.

Option2   : Prepayment of GST from DO & non-refundable deposit before invoice is issued to comply with 21 days rule.

- Prepayment Acount

It is commonly stated that invoice need to be issued within 21 days. If it is compulsory to issue invoice within 21 days then why do we need a revert back to basic tax point?

Option 2 exist because GST is required to be calculated within 21 days NOT invoice need to be issued within 21 days.

- Refer to "Time of Supply" in Kastam General Guide http://gst.customs.gov.my/en/rg/Pages/rg_gg.aspx
- Refer to "Time of Supply" in Kastam Handbook for GST for Businesses http://gst.customs.gov.my/en/rg/Pag

Businesses That Don't or Not Practical to Invoice in 21 Days

Collection of Non-Refundable Deposits

Advance : **Travel Agency, Event Management, Restaurant, Caterings, Hotels, Automobile Trading, School, Labour Supply…etc.**

Services Rendered Upon Deposits : **Opticians, Repair Works, Project Based Work, Advertising Agencies…etc.**

Delivery of Goods/Services

Supply to Large Businesses or Sites

Courier Service, Transport

Others

Businesses with weak internal control

This is one of the most "leceh" rule to comply without a system to auto detect or auto calculate

11.1 21 Days Non-Refundable Deposit:

Under time of supply rules, non-refundable deposit will be taxable even before invoice is issued within 21 days. It would consider a form of GST prepayment before billing. SQL Account will clearly distinguish non-refundable deposit by utilizing the deposit function in Sales Order. The logic of behind using Sales Order is because a non-refundable deposit should be clearly documented with stock or service item defined and also terms & conditions clearly stated. A normal official receipt is not able to include all these information especially on stock supplies. All deposits from Sales Order will automatically generate an official receipt.

Video Guide Link: http://www.sql.com.my/video/sqlacc_tutorial/GST-14_21DaysDeposit.mp4

11.2 Option A : Proforma Invoice first to collect deposit.

Step 1 : Click **New** to create a new sales order.

Step 2 : **Choose which customer** that you want to generate for this sales order.

Step 3 : Please make sure **the date is under GST Effective Date.**

Step 4 : **Insert which item code** that you want to bill the customer.

Step 5 : Please **update the deposit received info** accordingly that you received how much from your customer so system will generate the Official Receipt Number above the Amount.

Step 5-1 : **Double click** on the Official Receipt that auto generate from the system.
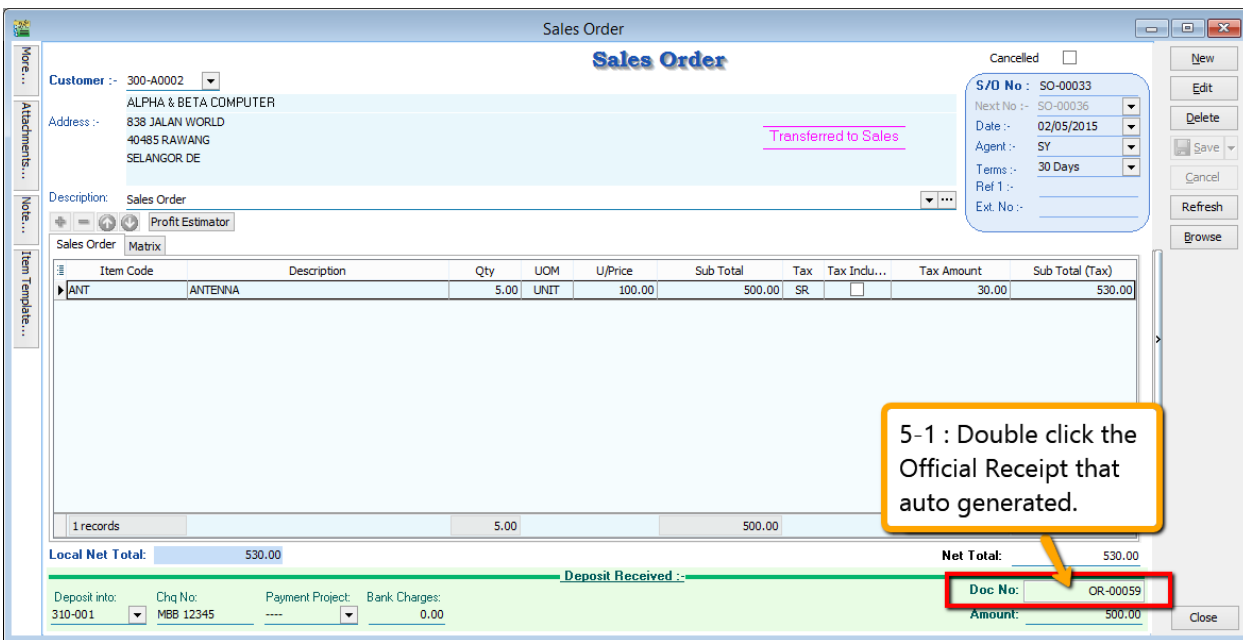
Step 5-2 : System will auto access into customer payment, you just have to click on **EDIT**.

Step 5-3 : Once you click on Edit then system will prompt you reminder that " This document was posted from Sales | Sales Order (SO-xxxxx).Do you want to edit this document ?" You just have to click on **YES.**
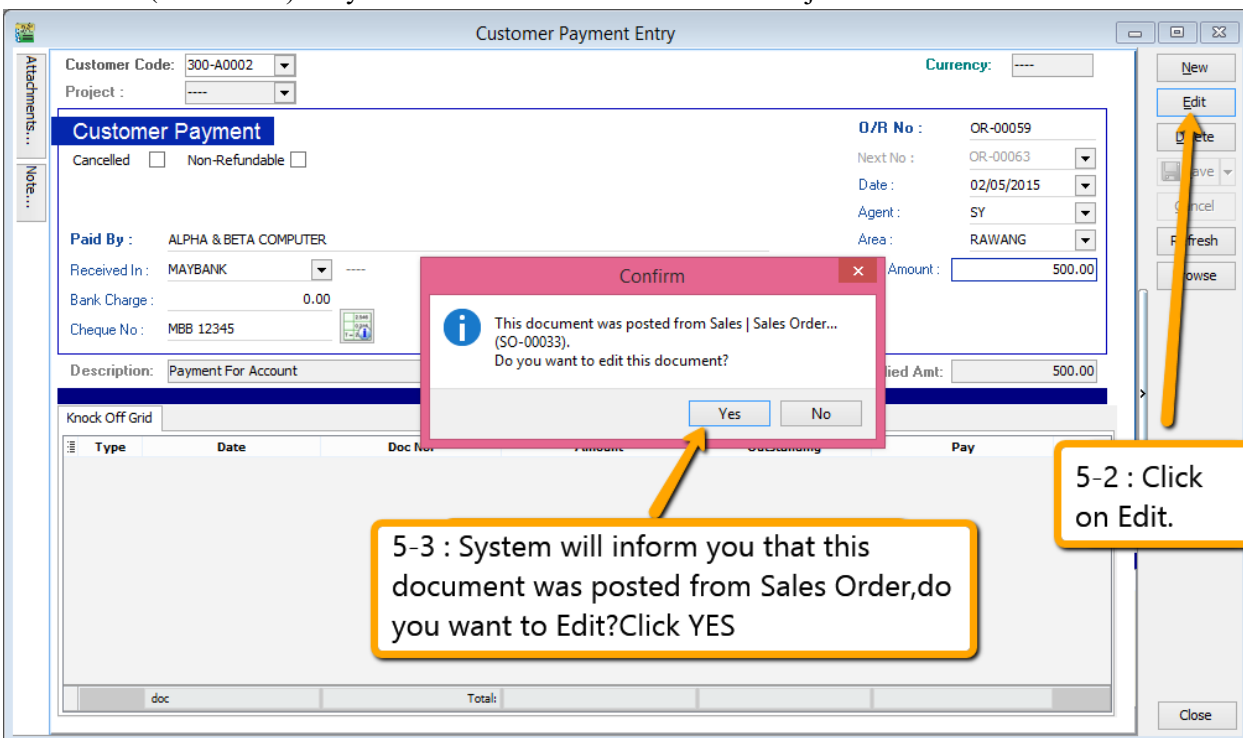
Step 5-4 : Kindly **tick / check** on the option of Non- Refundable and **Save**.

Step 5-5 : Once you need *raise the invoice to the customer*, may *transfer from sales order* after that *go Customer Payment look for the Sales Order's Official Receipt Number EDIT and Knock-off the invoice*

11.3 Opion B : Directly key-in deposit payment received.

Step 1 : Select Customer Customer Payment Click on NEW to create new Customer Payment.

Step 2 : Ticked / Checked on the option of Non-Refundable.

Step 3 : Update all the info of the payment that you received from Customer and Save.

Step 4 : Once you have raise the invoice to the customer, then go Customer Payment look for the same Official Receipt Number EDIT and Knock-off the invoice.

Let process GST Return and See :

Step 6 : Click on **GST**
Step 7 : Click **New GST Return.**

Step 8 : Insert the period that you want to process.
Step 9 : Click on the Process.

Step 10 : Wondering where is the figure come from?

Step 11 : **Click on the GST – 03.**

Step 12 : From the GST-03 report,you are able to see the figure,just double click the figure then system will show out the break down.

System will auto detect the deposit amount(tax inclusive) the official receipt that without issue invoice within 21 Days.

How if I have the invoice after that?

Let process and see :

Step 1 : Click New to create invoice.

Step 2 : Choose the Customer.

Step 3 : Right click at the wording of "Invoice" then look for transfer from Sales Order.

Step 4 : **Checked on the Sales Order** that you created just now.

Step 5 : Click **OK.**
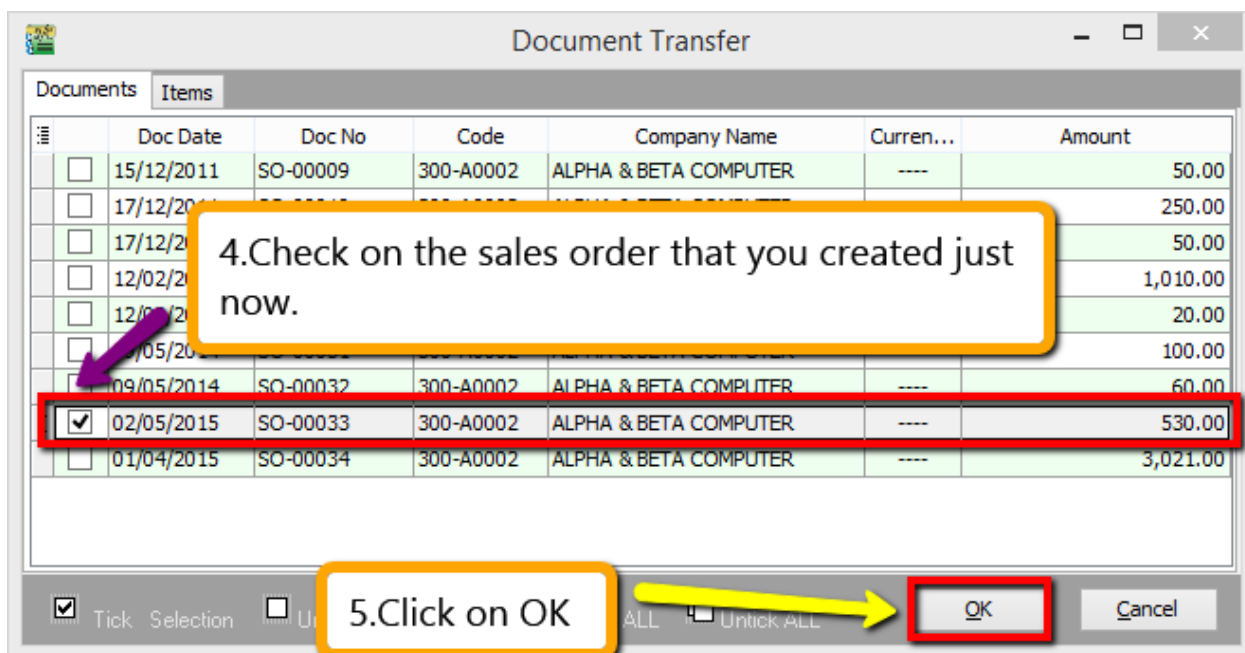
Step 6 : All the info of sales order will auto capture at the sales invoice including the tax info.Then is it will deduct twice?
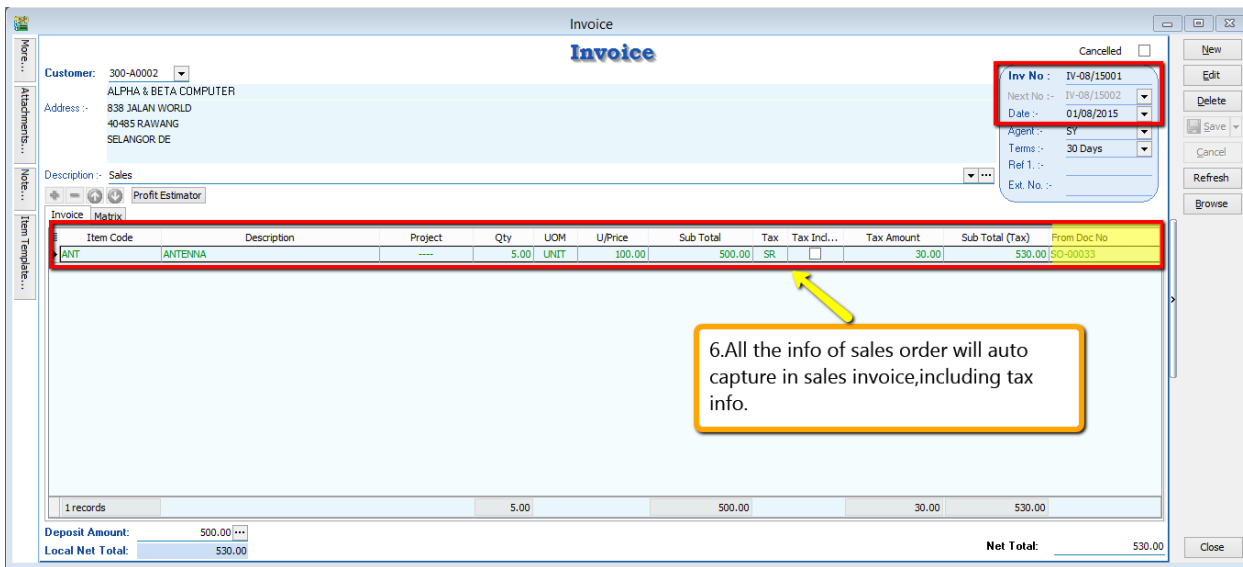
Step 7 : Once you have raise the invoice to the customer, then go Customer Payment look for the same Official Receipt Number EDIT and Knock-off the invoice
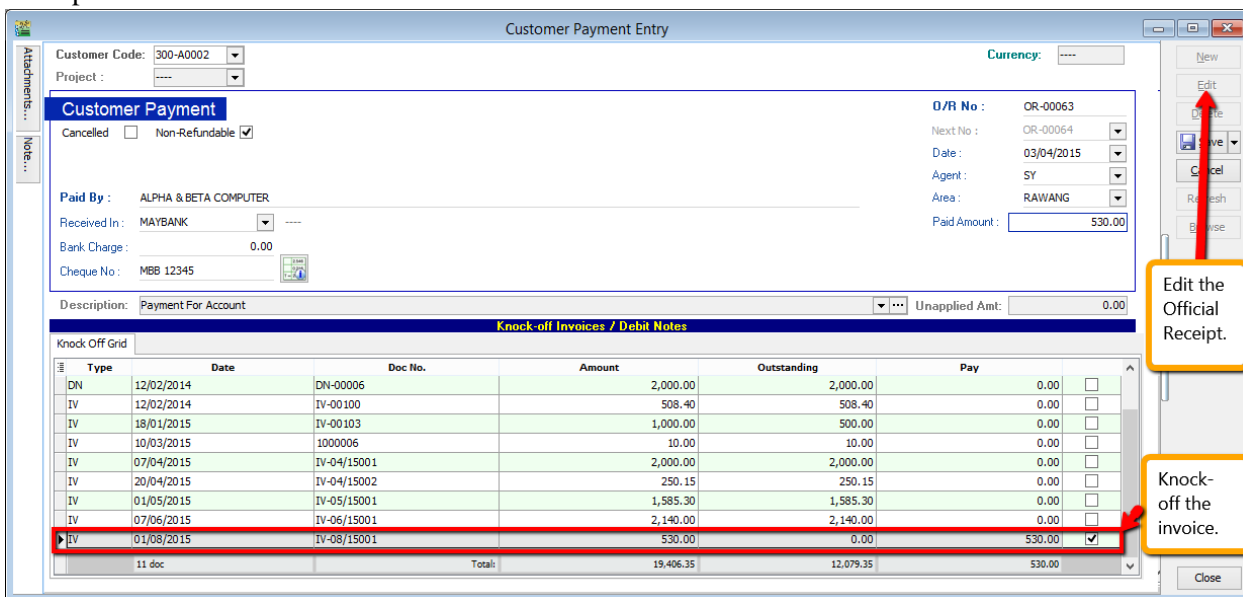
Let process GST Return and See :

If Sales Order with deposit within 21days rule no invoice issue, system will automatic calculate 6% GST and declare GST03 to avoid any penalty cause. Invoice issue later will not declare for GST03 for that period after exceed 21days, refer below screen :

Open GST Return

Status	Date From	Date To	Description	Σ Output...	Σ Input Tax	GST Amount Pay...	
	01/04/2015	30/06/2015	GST Return - 01 Ap...	139.89	94.80	45.09	GST-03 ▼
▶	01/07/2015	30/09/2015	GST Return - 01 Jul...	33.00	0.00	33.00	GST-03 ▼
		Count = 2		172.89	94.80	78.09	

New GST Return

GST-03 - Field_5b

Doc Date	Tax Date	Tax	Local Amount	Local Tax Amount	Doc No	From Doc Type
▶ 03/04/2015	01/08/2015	SR	(500.00)	(30.00)	OR-00063	PM
05/07/2015	05/07/2015	SR	100.00	6.00	IV-07/15001	IV
05/07/2015	05/07/2015	SR	(100.00)	(6.00)	DO-00028	DO
01/08/2015	01/08/2015	SR	500.00	30.00	IV-08/15001	IV
08/08/2015	08/08/2015	DS	550.00	33.00	GI-00002	GI
			550.00	33.00		

11.4 21 Days DO:

Step 1 : Click on the **New.**

Step 2 : Choose the **Customer** that you want to create for the Delivery Order.

Step 3 : Please make sure that the **Delivery Order Date is under GST Effective Date**.

Step 4 : **Insert which item code** that you want to send over to the customer.

Step 5 : All the **tax code will auto assign accordingly**.

Let process for GST Return and see the result :

Step 6 : Click on **GST**

Step 7 : Click **New GST Return.**

Step 8 : Insert the period that you want to process.

Step 9 : Click on the Process.
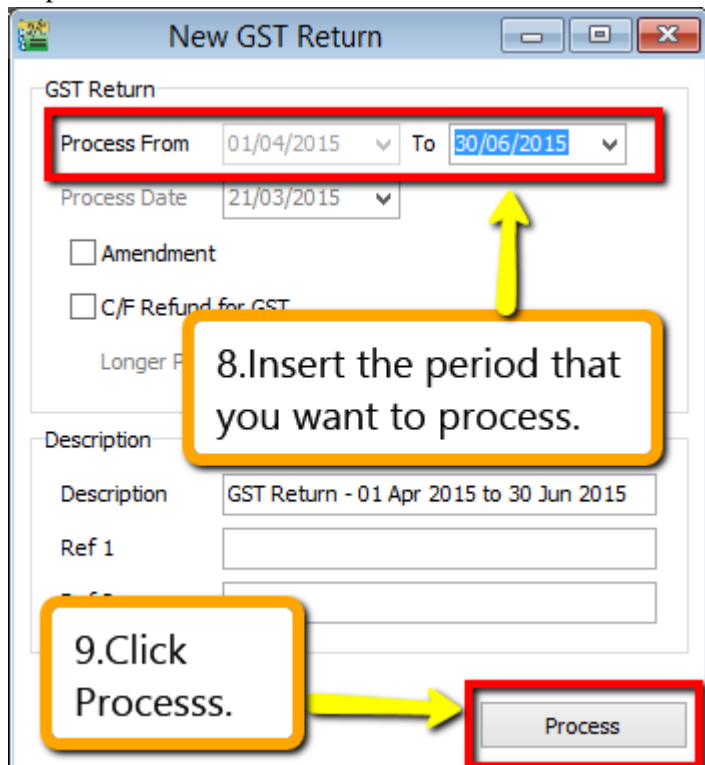
Step 10 : Wondering where is the figure come from?
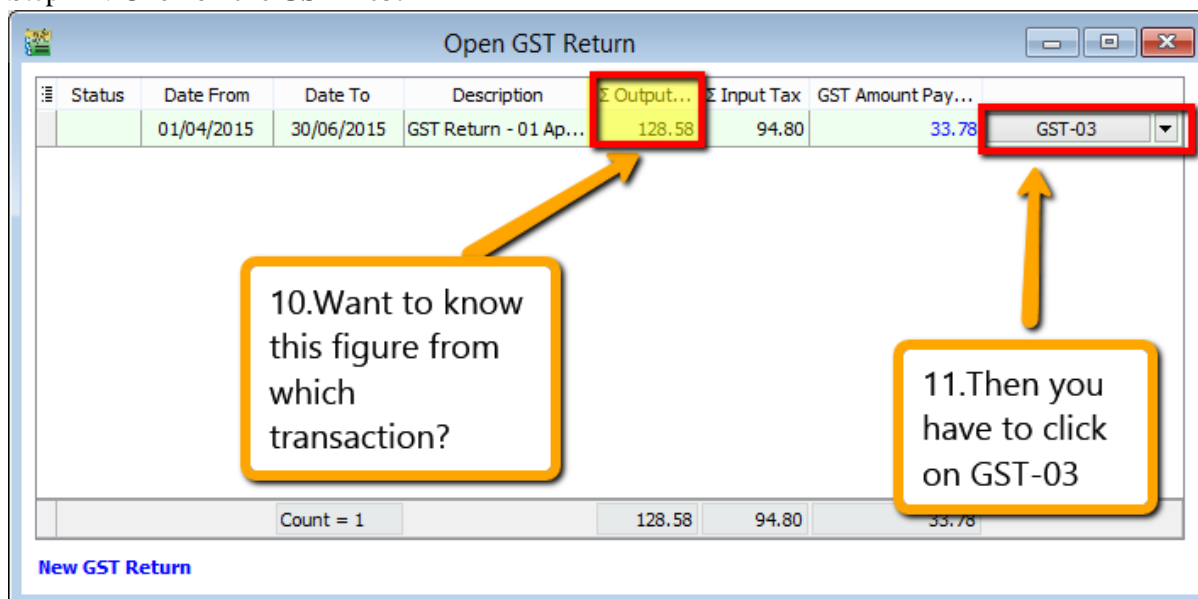
Step 11 : **Click on the GST – 03.**

Step 12 : From the **GST-03 report**,you are able to see the figure,just **double click** the figure then system will **show out the break down.**

System will auto detect those tax amount of Delivery Order without issue invoice within 21 Days.

How if I have the invoice after that?

Let process and see :

Step 1 : Click New to create invoice.
Step 2 : Choose the Customer.
Step 3 : Right click at the wording of "Invoice" then look for transfer from Delivery Order.

Step 4 : **Checked on the delivery order** that you created just now.
Step 5 : Click **OK.**
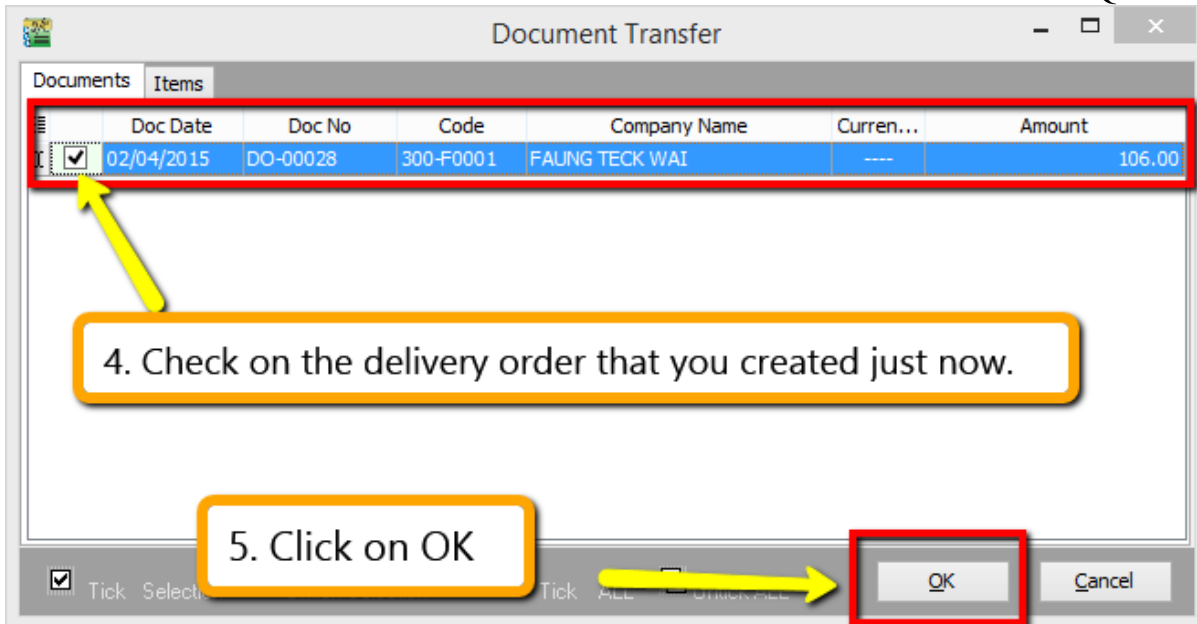
Step 6 : All the info of delivery order will auto capture at the sales invoice,including the tax info.Then is it will deduct twice?
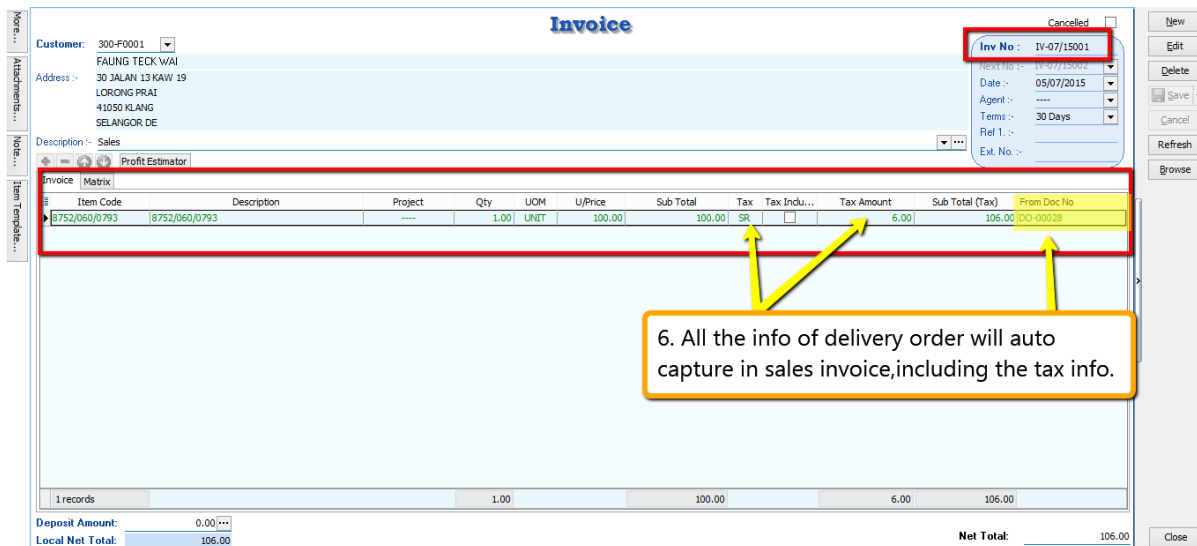
Let process GST Return and See :

If Delivery order issue first and within 21days rule no invoice issue, system will automatic calculate 6% GST and declare GST03 to avoid any penalty cause. Invoice issue later system will auto deduct out the earlier DO that PAID then revise again on the invoice, may refer screen below :

So as per you view from screen system will auto deduct the tax that you declare earlier and once the invoice transfer from the delivery order, system will auto revise again at the invoice.

12 Tools

12.1 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**.
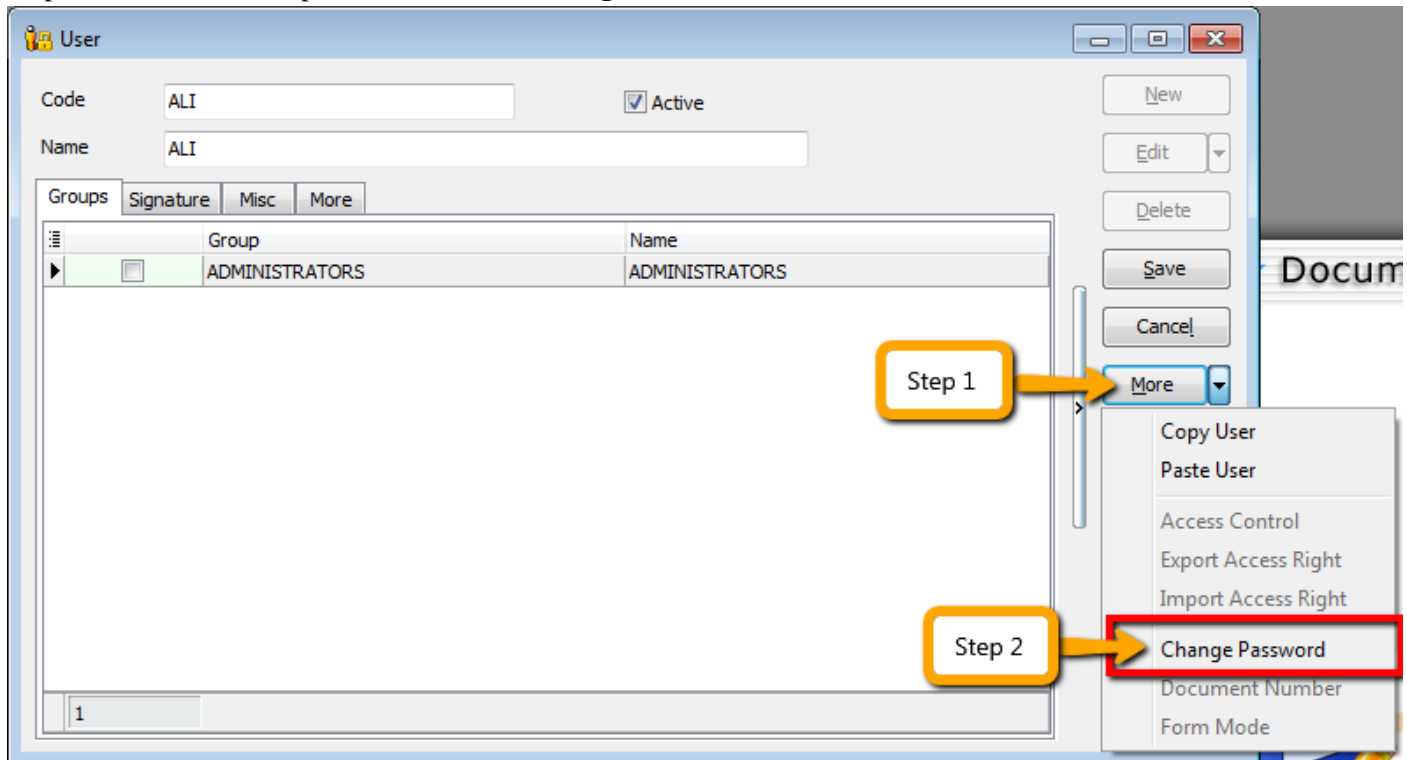
Step 4: Click **Save.** Your new user account is now created.

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.

12.1.1   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.
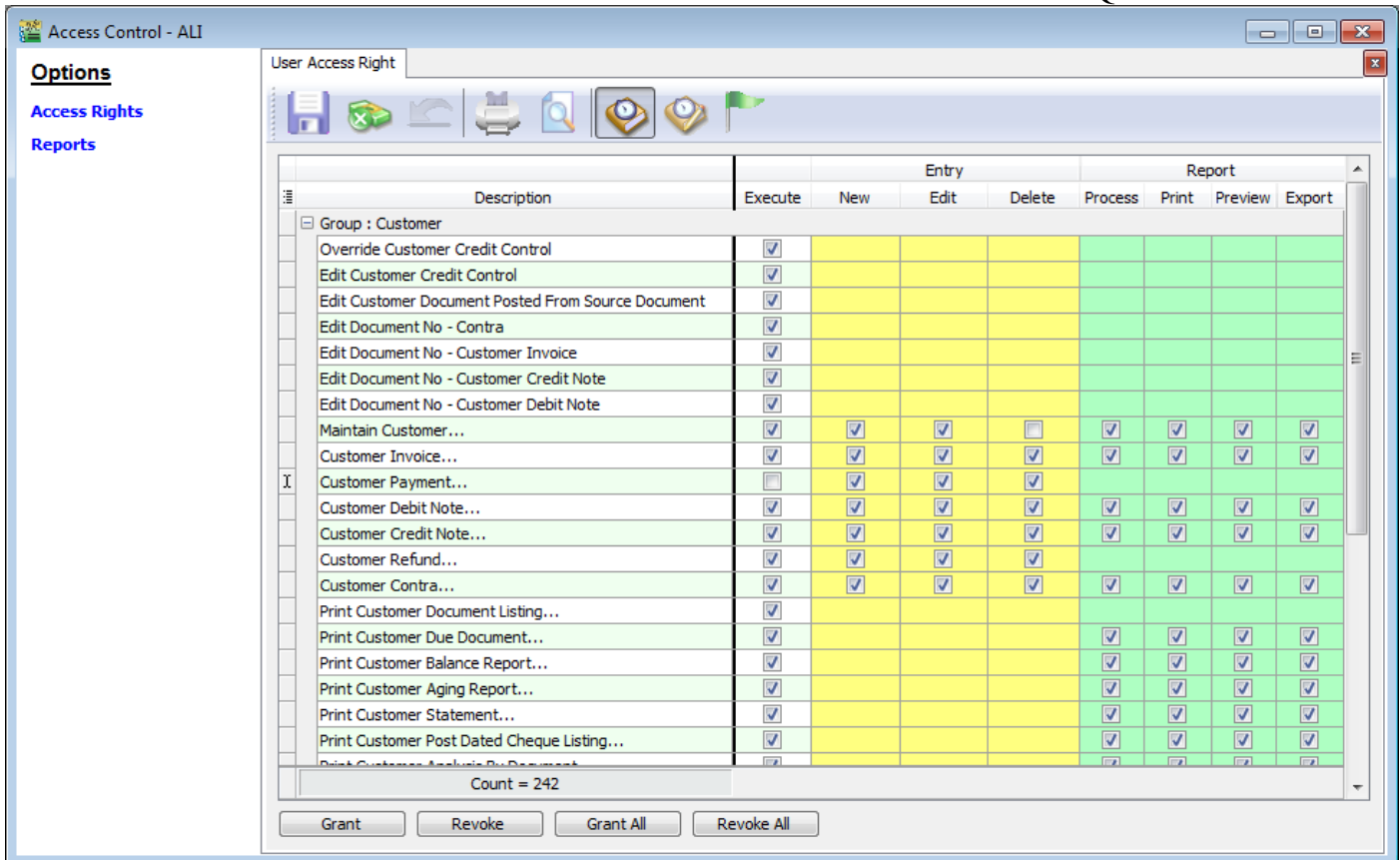
12.2 Maintain Document Number

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.

12.3 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.**
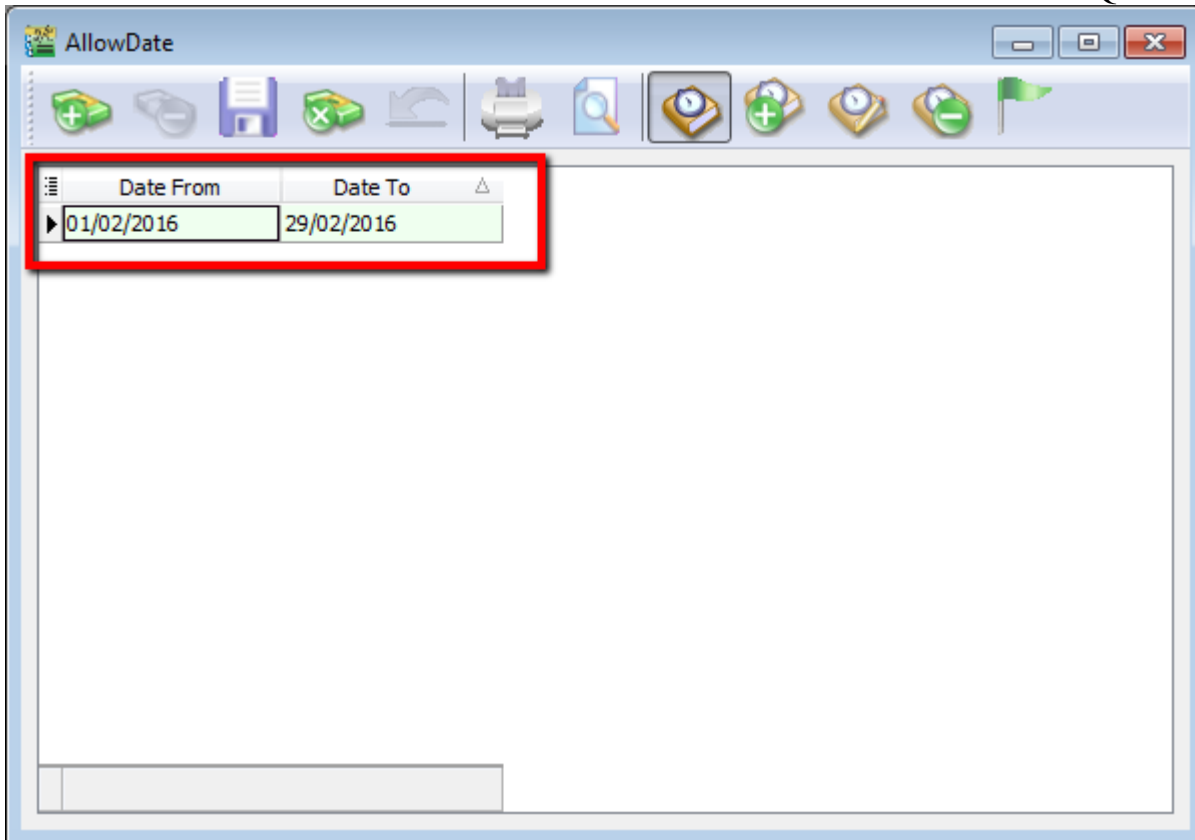
Example: Date From **(01/02/2016) & Date To (29/02/2016)** allows an Invoice with date (08/02/2016) to be edited/created.

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.

12.3.1 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.
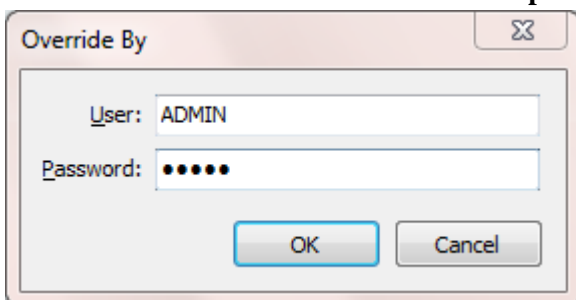
Step 4: **Save** the access right.

Tick = Allow user to override

Un-tick = Disallow user to override.

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

➢ **OK = cancel saving**
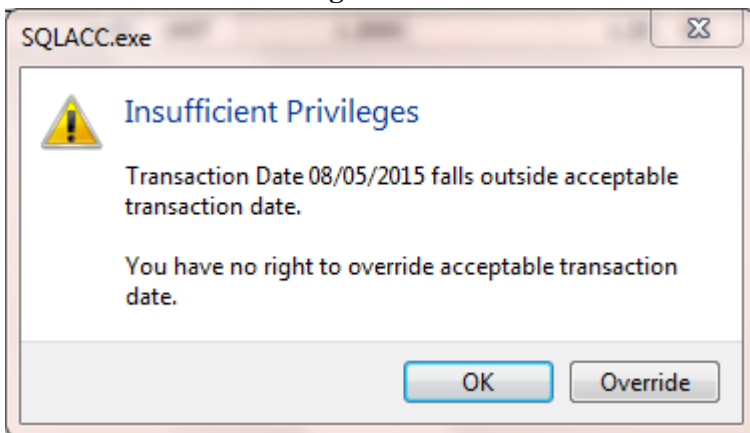
➢ **Override = Enter user the ID and password of a user who can override then save the transaction.**

12.4 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.
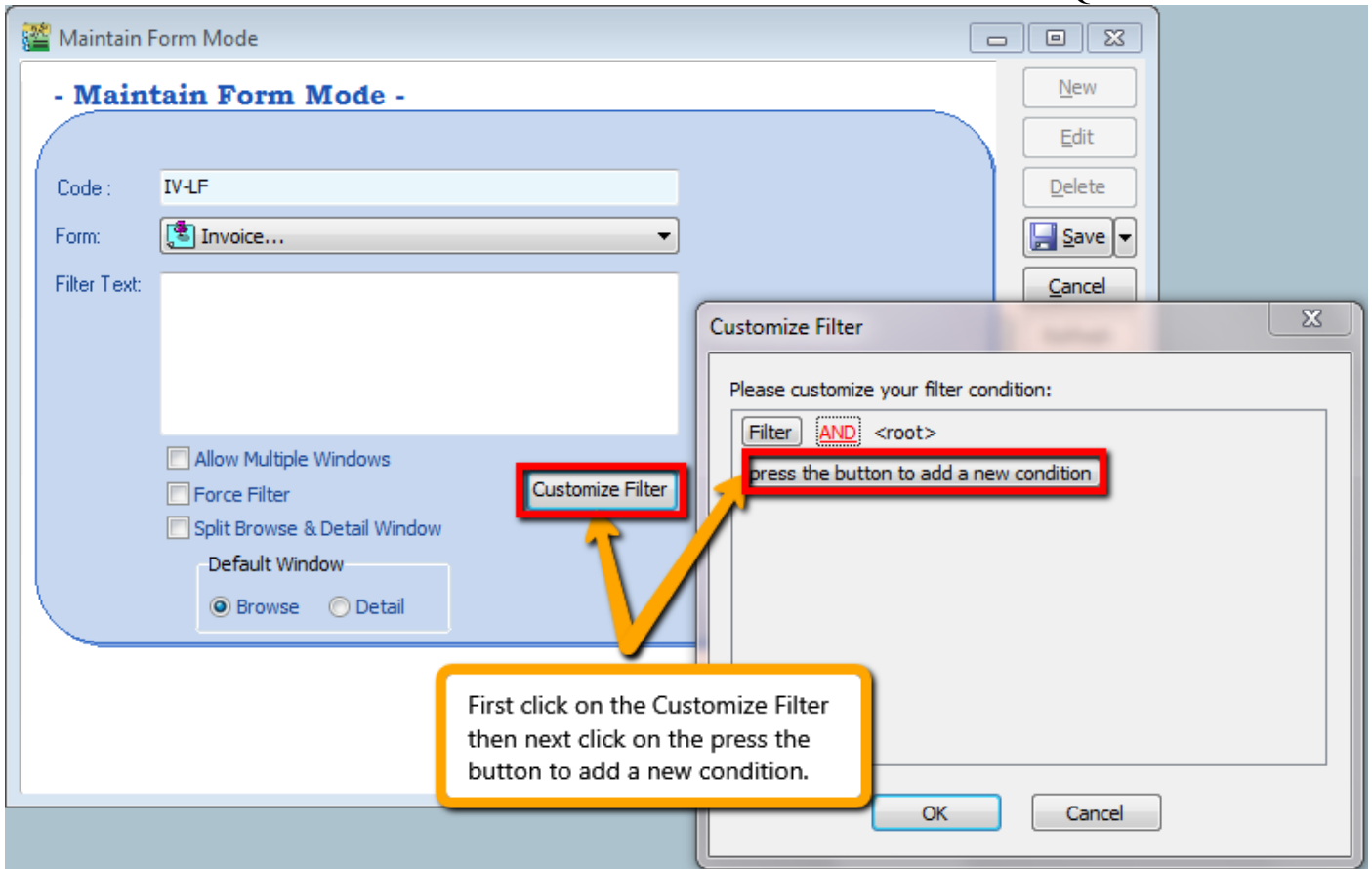
http://www.sql.com.my/video/sqlacc_tutorial/09-14b_FormMode_byAgent.mp4
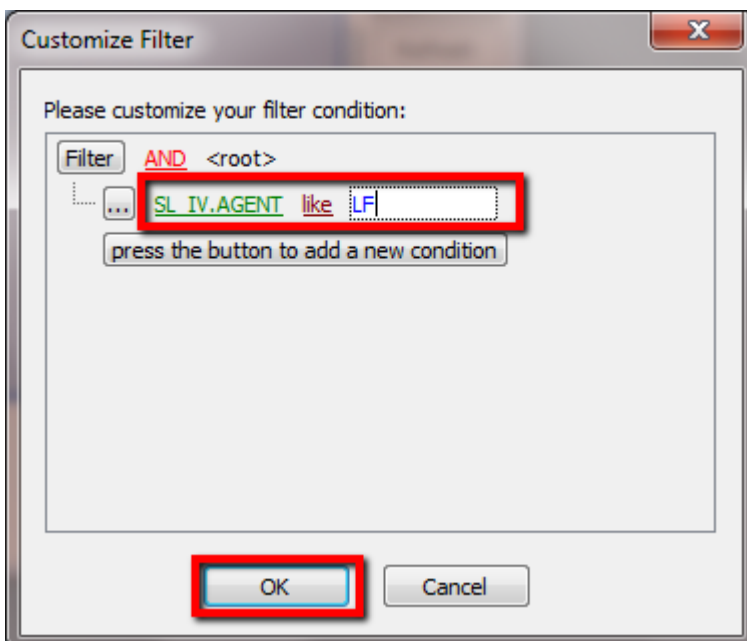
Step 1: **Tools | Maintain Form Mode | New**.

Step 2: **Enter Code & Select the document** form that you want to filter, e.g. Invoice
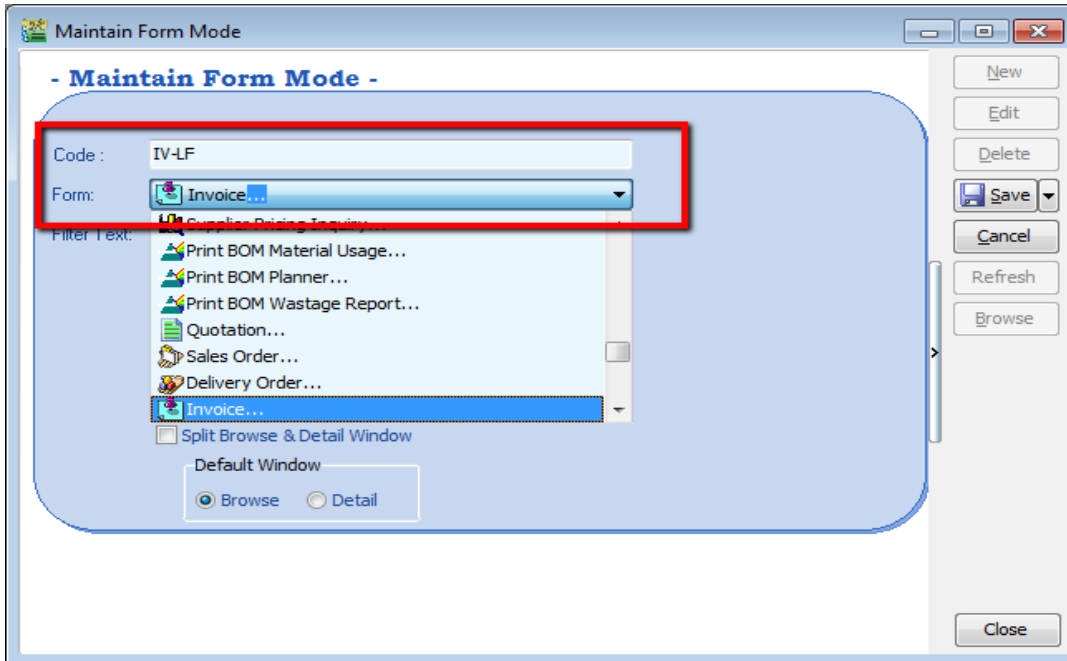
Step 4: Click on the **Customize Filter** and then click on the **press the button to add a new condition**.

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.
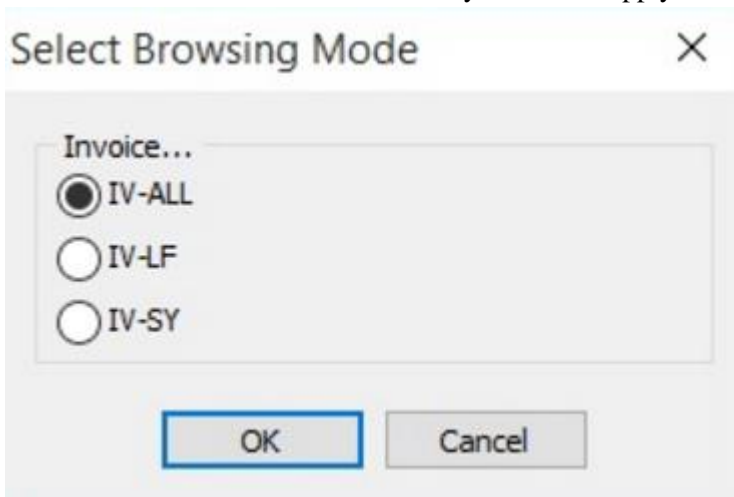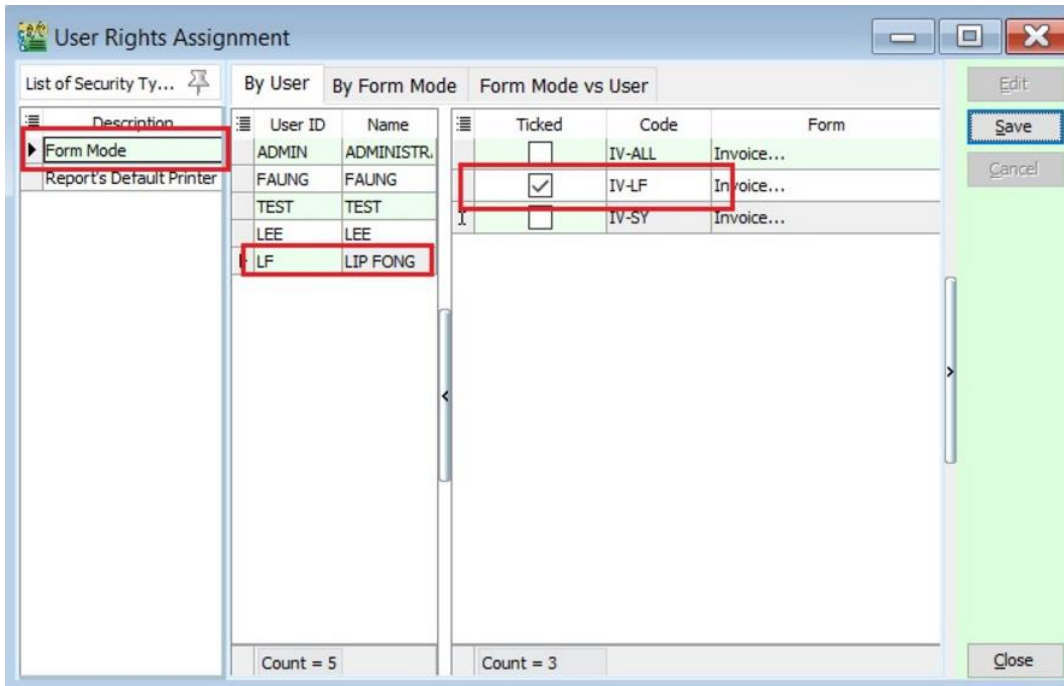

12.4.1 Form Mode VS User

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)

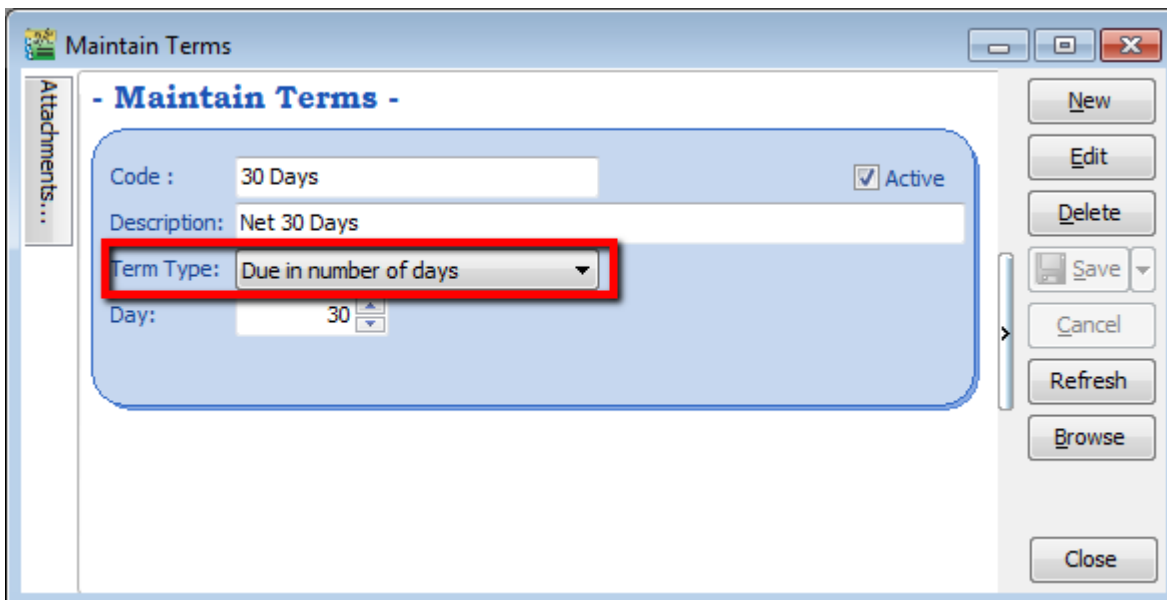Step 4: Tick to apply the **form mode**, e.g. tick **form mode: IV-LF** and click Save

12.5 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.

12.6 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:

you are still allowed to change your currency rate

unit price in foreign currency

system auto convert into home currency(RM)

12.7 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.

12.8 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.
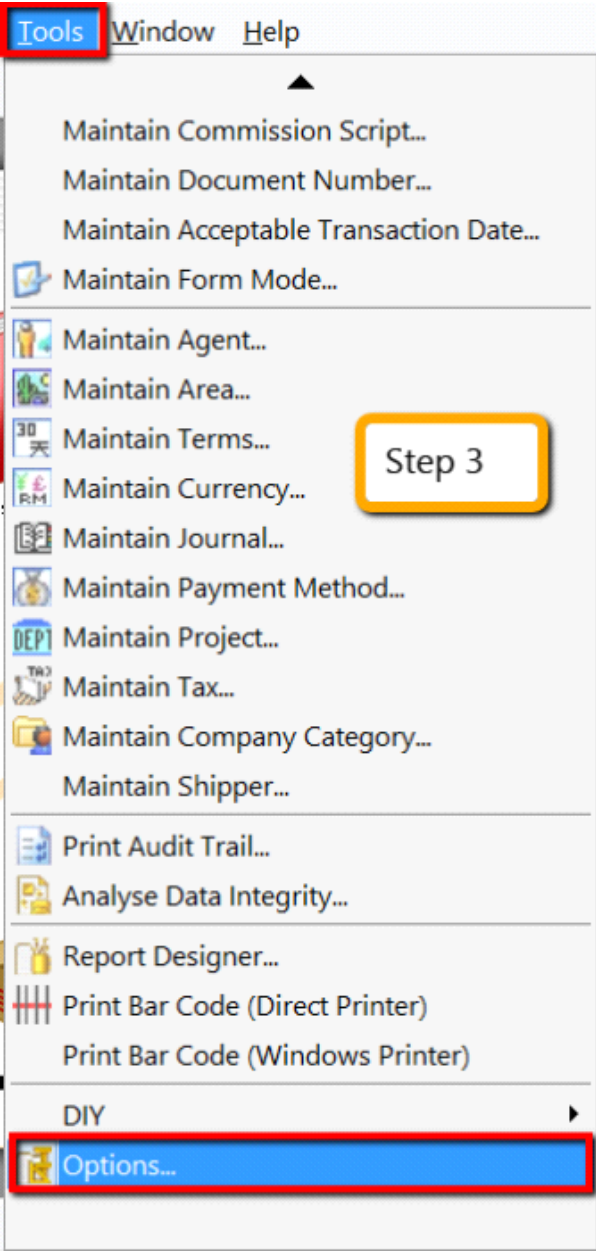
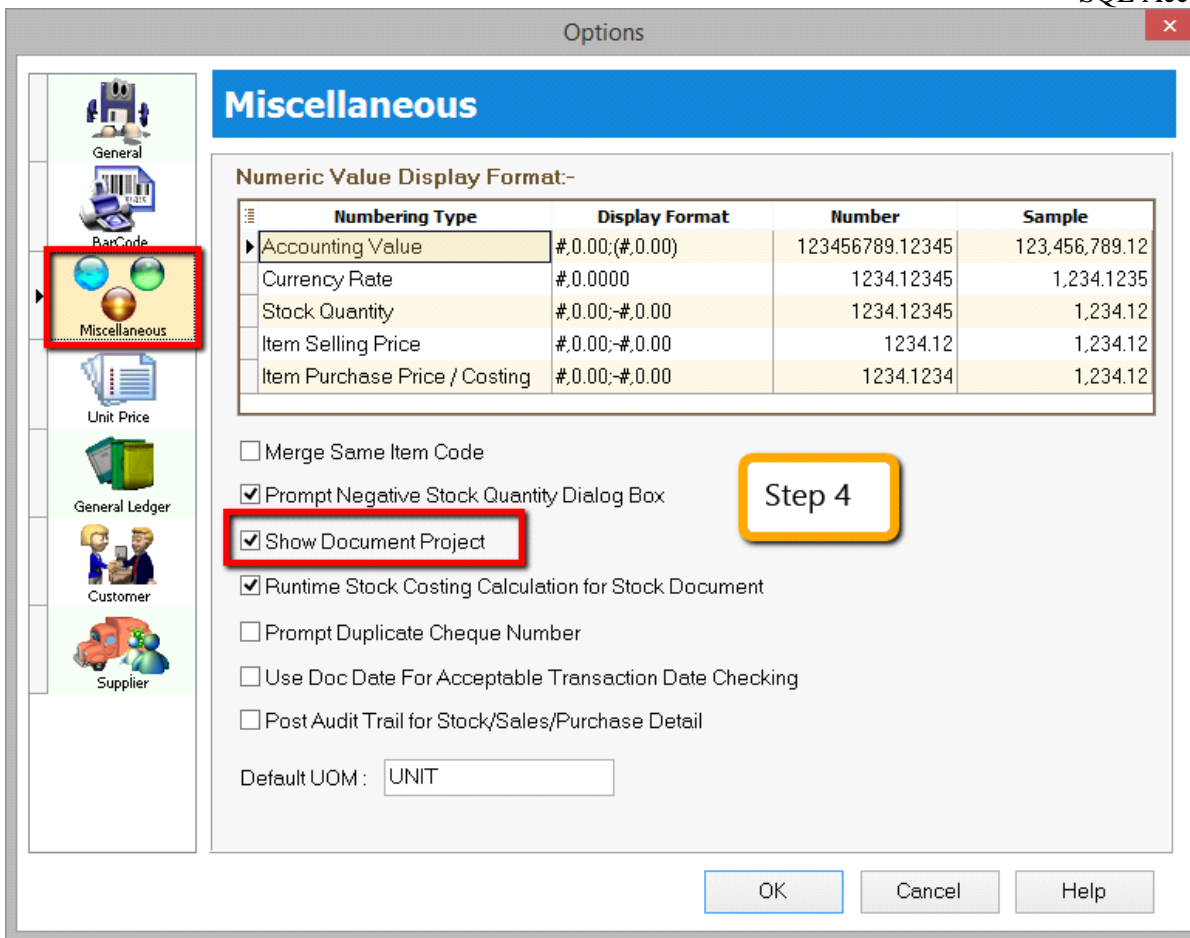Step 1: Click on **Tools | Maintain Project.**
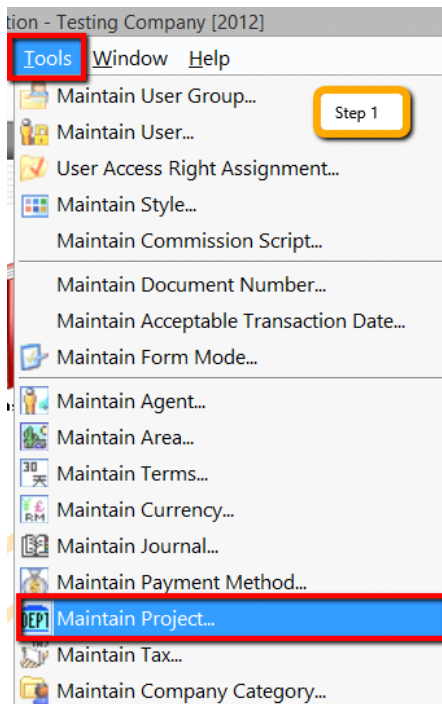
Step 2: Insert **Project Code & Description**. Project Value and Project Cost is not compulsory fields to fill in, if you have filled in then it is for remark purpose.
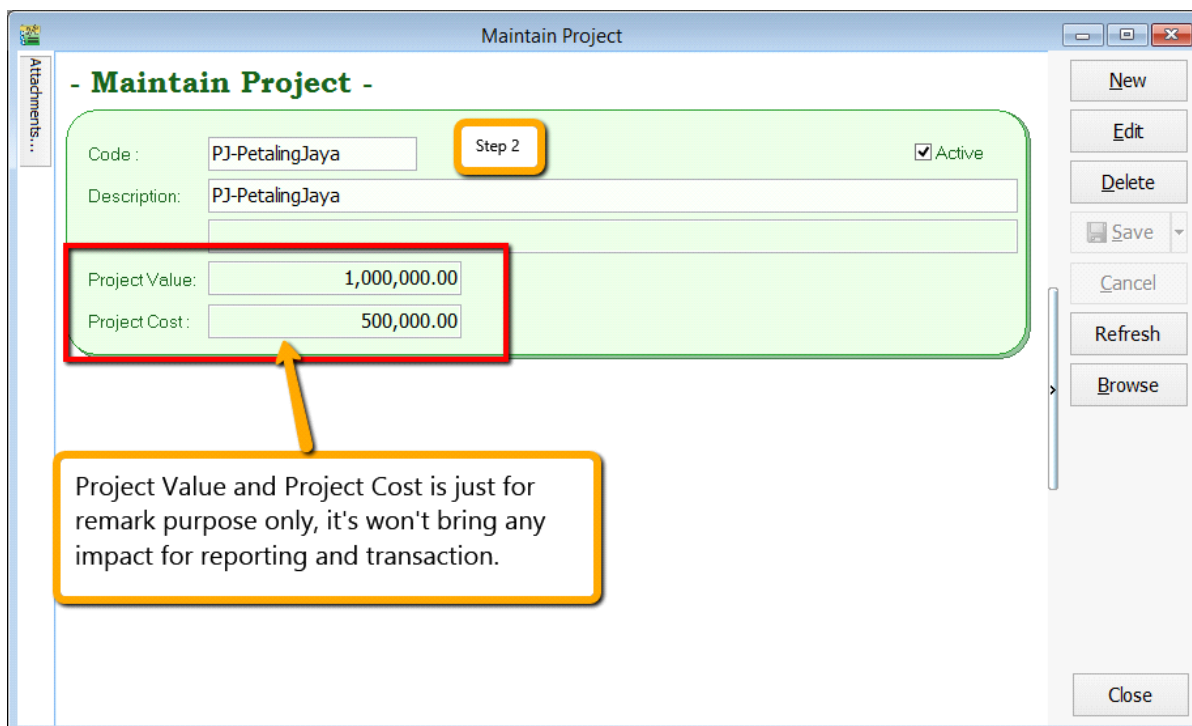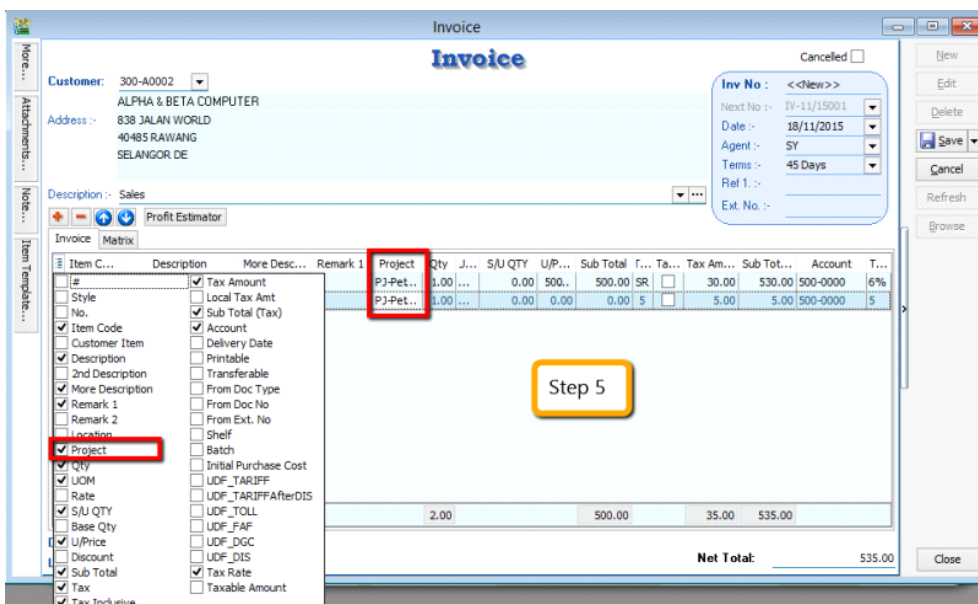
Step 3: Click on **Tools | Options.**

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)?

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

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

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

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

Step 7:

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

Step 7.2: You may change the period that you want to view, e.g. by default it will be **"Current Month".**
If you want to view the whole year figures, then you have to **change to "Current Year".**
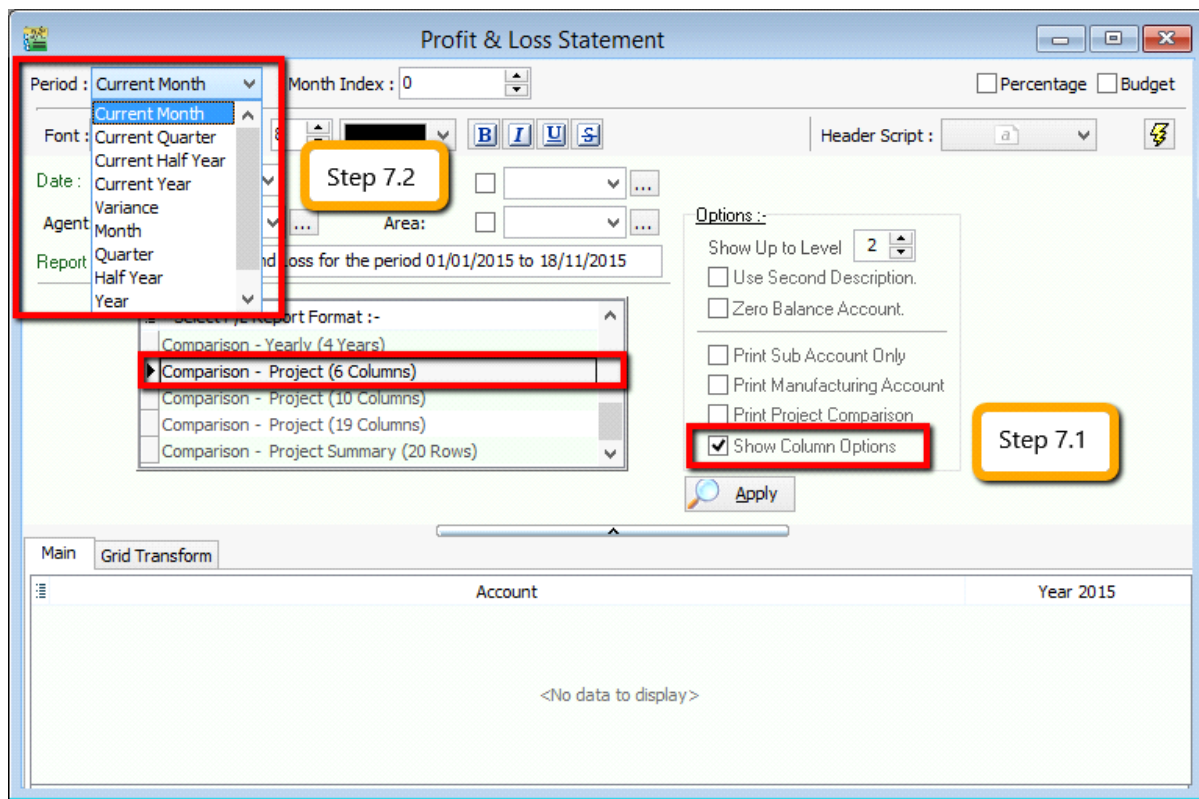
Step 8: After changing the column options, you have to **tick the "Print Project Comparison",** then the project tab will appear on the **right hand site,** you can select which project that you want to view then click on **Add.**
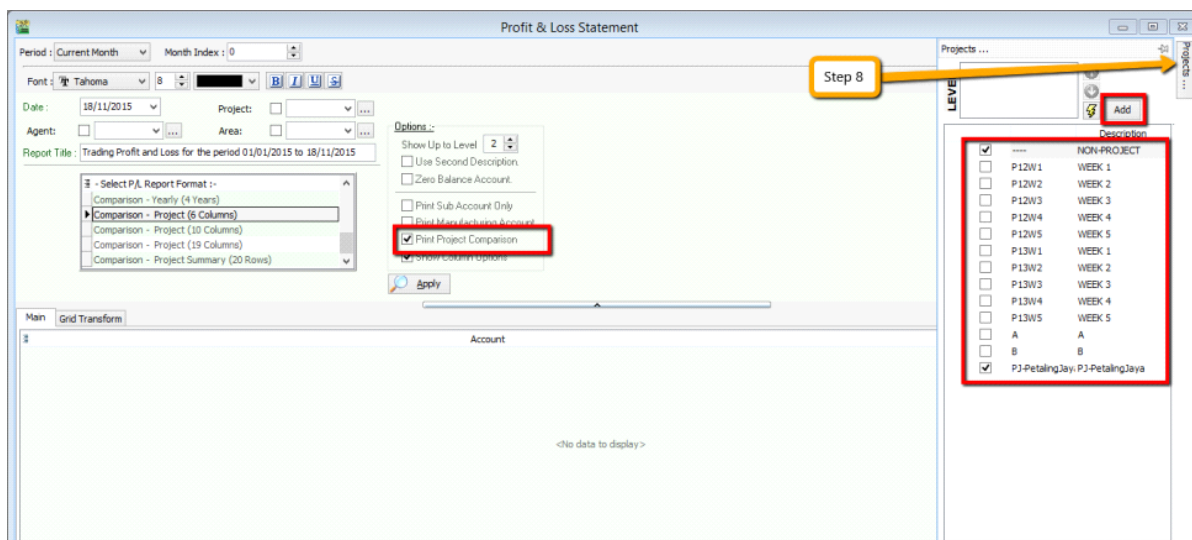
Step 9: Click on **Apply** and you will see the result. The P&L report will compare each project that you select.

12.9 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