

SPS Micro Software

Introduction

- Log in Pages

SPSTCORP System

Username

Password

Amir Enterprise

Hasil Jualan

Kos Jualan

Perbelanjaan

Pemindahan

Laporan

Tetapan

Sales

Senario

1. Hasil Jualan per customer
2. Hasil Jualan per day

Sales

Sales

Cost of
Goods Sold

Expenditure

Transfer

Report

setup

List of Sales

Date from

:

01/02/2016



Date to

:

01/02/2016



Submit

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P

No	Date	Form No.	Amount	Print	☐
					☐
					☐
					☐
					☐
					☐

Print
detail

Sales

Sales

Cost of
Goods Sold

Expenditure

Transfer

Report

setup

Date:

01/02/2016

Form No. : Auto-generated

Bank

:

Bank

Type of sales: Sales 1

+

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P

No	Description	Amount	☐
1	Tudung neelofa 3 bundles	900.00	☐
2	Tudung Bawal 2 bundles	600.00	☐
3	Tudung half month 1 bundles	300.00	☐

Grand total 1,800.00

Journal Entry

Go to List

Save

Sales

Description

Amount

Add & update

Sales

Sales

Cost of
Goods Sold

Expenditure

Transfer

Report

setup

List of Sales

Date from

:

01/02/2016



Date to

:

01/02/2016



Submit

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P

No	Date	Form No.	Amount	Print	☐
1	01/02/2016	CS00001	1,800.00		☐
					☐
					☐
					☐
					☐

Print
detail

Cost of Goods Sold

Senario

1. Pembelian bahan mentah (cost of goods sold)

Cost of Goods Sold

Sales

Cost of
Goods Sold

Expenditure

Transfer

Report

setup

List of Goods of Sold

Date from

: 01/02/2016



Date to

: 01/02/2016



Submit

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No	Date	Form No.	Amount	Print	☐
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					☐
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Print
detail

Cost of Goods Sold

Sales

Cost of
Goods Sold

Expenses

Transfer

Report

setup

Date

: 01/01/2016



Form No. :

Auto-generated

Bank

: Bank



Type of COGS :

Cost of Goods Sold

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P

No	Description	Amount	☐
1	Tudung neelofa 3 bundles	300.00	☐
2	Tudung Bawal 2 bundles	400.00	☐
3	Tudung half month 1 bundles	300.00	☐

Grand total

1,000.00

Journal Entry

Go to List

Save

Cost of Goods Sold

Description

Amount

Add & update

Cost of Goods Sold

Sales

Cost of
Goods Sold

Expenditure

Transfer

Report

setup

Journal No. : AP201602010001 Total Debit : 1,000.00

Butiran : Perbelanjaan Total Credit : 1,000.00

Tarikh : 01/01/2016 ▼

Account Number	Description	Amount (Debit)	Amount (Credit)
2200-100-00 Bank	Tudung neelofa 2 bundles	00.00	200.00
5000-000-00 COGS	Tudung neelofa 2 bundles	200.00	00.00
2200-100-00 Bank	Tudung Bawal 5 bundles	00.00	500.00
5000-000-00 COGS	Tudung Bawal 5 bundles	500.00	00.00
2200-100-00 Bank	Tudung half month 3 bundles	00.00	300.00
5000-000-00 COGS	Tudung half month 3 bundles	300.00	00.00

Cost of Goods Sold

Sales

Cost of
Goods Sold

Expenditure

Transfer

Report

setup

List of Goods of Sold

Date from

: 01/02/2016



Date to

: 01/02/2016



Submit

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No	Date	Form No.	Amount	Print	☐
1	01/01/2016	CP00001	1,000.00		☐
					☐
					☐
					☐
					☐

Print
detail

Expenditure

Senario

1. Pembayaran belanja harian (General Expenses)
2. Pembayaran gaji/allowance/Upah
3. Pembayaran pinjaman (Tekun/Mara/Bank)
4. Pembelian Aset

Expenditure/ Operating Expenses

Sales

Cost of
Goods Sold

Expenditure

Transfer

Report

setup

List of Operating Expenses

Date from

: 01/02/2016



Date to

: 01/02/2016



Submit

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No	Date	Form No.	Remarks	Amount	Print	☐
						☐
						☐
						☐
						☐
						☐

Print
detail

Expenditure/ Operating Expenses

Sales Cost of Goods Sold **Expenditure** Transfer Report setup

Date : 04/01/2016 ▼ Form No. : Auto-generated

Bank : Petty Cash ▼

Remarks : General

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Type of Expenses	Description	Amount	☐
Bil Telephone	Maxis	125.50	☐
Sewa Tapak	Bulan 5	250.00	☐
Bil Elektrik	TNB-Bulan 6	125.37	☐

Grand total 500.87

Journal Entry

Go to List

Save

Operating Expenses

Type of Expenses

Description

Amount

Add & update

JL_Expenditure/Operating Expenses

Sales Cost of Goods Sold Expenditure Transfer Report setup

Journal No. : AP201602010002 Total Debit : 500.87

Description : Operating Expenses Total Credit : 500.87

Date : 04/01/2016 ▼

Account Number	Description	Amount (Debit)	Amount (Credit)
2200-300-00 Petty Cash	Maxis	00.00	125.50
8100-000-00 Bil Telehpone	Maxis	125.50	00.00
2200-300-00 Petty Cash	Bulan 5	00.00	250.00
8200-000-00 Sewa Tapak	Bulan 5	250.00	00.00
2200-300-00 Petty Cash	TNB-Bulan 6	00.00	125.37
8300-000-00 Bil Elektrik	TNB-Bulan 6	125.37	00.00

Expenditure/ Opeating Expenses

Sales

Cost of
Goods Sold

Expenditure

Transfer

Report

setup

List of Operating Expenses

Date from

: 01/02/2016



Date to

: 01/02/2016



Submit

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No	Date	Form No.	Remarks	Amount	Print	☐
						☐
						☐
						☐
						☐
						☐

Print
detail

Expenditure/ Loan Repayment

Expenditure/ Loan Repayment

Sales

Cost of
Goods Sold

Expenditure

Transfer

Report

setup

List of Loan Repayment

Date from

: 01/02/2016



Date to

: 01/02/2016



Submit

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No	Date	Form No.	Remarks	Amount	Print	☐
						☐
						☐
						☐
						☐
						☐

Print
detail

Expenditure/ Loan Repayment

Sales

Cost of
Goods Sold

Expenditure

Transfer

Report

setup

Date

: 08/01/2016



Form No. :

Auto-generated

Bank

: Bank



Remarks

: Tekun

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Type of Loan	Description	Amount	☐
Pinjaman Mara	Bulan Dec/15	300.00	☐
			☐
			☐

Grand total

300.00

Journal Entry

Go to List

Save

Loan

Type of Loan

Description

Amount

Add & update

Expenditure/ Loan Repayment

Sales

Cost of
Goods Sold

Expenditure

Transfer

Report

setup

List of Loan Repayment

Date from

: 01/02/2016



Date to

: 01/02/2016



Submit

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No	Date	Form No.	Remarks	Amount	Print	☐
						☐
						☐
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						☐

Print
detail

Expenditure/ Purchase of Asset

Expenditure/ Purchase of Asset

Sales	Cost of Goods Sold	Expenditure	Transfer	Report	setup
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List of Purchase of Asset

Date from : 01/02/2016 ▼ Date to : 01/02/2016 ▼ Submit

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No	Date	Form No.	Remarks	Amount	Print	☐
						☐
						☐
						☐
						☐
						☐

Print
detail

Expenditure/ Purchase of Asset

Sales

Cost of
Goods Sold

Expenditure

Transfer

Report

setup

Date

: 10/01/2016



Form No. :

Auto-generated

Bank

: Bank



Remarks

: Beli Khemah

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Type of Asset	Description	Amount	☐
Kelengkapan Kedai	Payung,Khemah	500.00	☐
			☐
			☐

Grand total

500.00

Journal Entry

Go to List

Save

Purchase of Asset

Type of Asset

Description

Amount

Add & update

Expenditure/ Purchase of Asset

Sales

Cost of
Goods Sold

Expenditure

Transfer

Report

setup

List of Asset

Date from

:

01/02/2016



Date to

:

01/02/2016



Submit

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No	Date	Form No.	Remarks	Amount	Print	☐
1	10/1/2015	CP		500.00		☐
						☐
						☐
						☐
						☐

Print
detail

Money Transfer

Senario

1. Pindahan dari petty Cash ke Bank
2. Pindahan dari Bank ke Petty Cash
3. Pindahan dari bank ke bank lain
4. Pindahan dari lain-lain ke Petty cash/Bank
5. Pindahan dari Petty cash/Bank ke lain-lain

Money Transfer

Sales

Cost of
Goods Sold

Expenditure

Transfer

Report

setup

List of Money Transfer

Date from

: 01/02/2016



Date to

: 01/02/2016



Submit

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No	Date	Form No.	Remarks	Amount	Print	☐
						☐
						☐
						☐
						☐
						☐

Money Transfer

Sales

Cost of
Goods Sold

Expenditure

Transfer

Report

setup

Date

: 10/01/2016



Form No. : Auto-generated

Print Icon

Description : Pindahan hasil jualan ke Bank

Transfer From

Transfer to

Amount

Journal Entry

Go to List

Save

JL_Money Transfer

Sales

Cost of
Goods Sold

Expenditure

Transfer

Report

setup

Journal No. : TR201602010001

Total Debit : 3,000.00

Description : Transfer Money

Total Credit : 3,000.00

Tarikh : 10/01/2016 ▼

Account Number	Description	Amount (Debit)	Amount (Credit)
2200-100-00 Bank	Pindahan hasil jualan ke Bank	3,000.00	00.00
2200-300-00 Petty Cash	Pindahan hasil jualan ke Bank	00.00	3,000.00

Money Transfer

Sales

Cost of
Goods Sold

Expenditure

Transfer

Report

setup

List of Money Transfer

Date from

: 01/02/2016



Date to

: 01/02/2016



Submit

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No	Date	Form No.	Description	Amount	Print	☐
1	10/1/2015	TR0001		3,000.00		☐
						☐
						☐
						☐
						☐

SETUP

- Company Setup
- Bank Setup
- Loan Setup
- Asset Setup
- Expenses Setup

Company setup

Company name:

Address :

Phone No :

Person contact :

Email :

Upload Logo :

Type of Business :



No	List of Sectors
1	General
2	Retail & Trading
3	Services
4	Agriculture
5	Manufacturing

Setup/ Bank Setup

Sales	Cost of Goods Sold	Expenditure	Transfer	Report	setup
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Bank&Cash	Name	Balance	Date	COA	Status
Bank 1	Maybank	0.00		2200-001-00	Active
Bank 2	Bank 2	0.00		2200-002-00	Active
Bank 3	Bank 3	0.00		2200-003-00	Inactive
Petty cash 1	Petty cash 1	0.00		2200-004-00	Active
Petty cash 2	Petty cash 2	0.00		2200-005-00	Inactive
Advancement	Advancement	0.00		1400-000-00	Active

Bank Setup

Bank 1

Maybank

Balance

0.00

Date

Chart Of Account

2200-001-00



Active



Inactive

Add & update

Setup/ Loan Setup

Sales

Cost of
Goods Sold

Expenditure

Transfer

Report

setup

Print Icon

No Loan	Name loan	Balance	Date	COA	Status
Loan 1	Mara	0.00		3700-001-00	Active
Loan 2	Loan 2	0.00		3700-002-00	Active
Loan 3	Loan 3	0.00		3700-003-00	Inactive
Loan 4	Loan 4	0.00		3700-004-00	Inactive
Loan 5	Loan 5	0.00		3700-005-00	Inactive

Loan Setup

Loan 1

Mara

Balance

0.00

Date

Chart Of Account

3700-001-00



Active



Inactive

Add & update

Setup/ Asset

Sales

Cost of
Goods Sold

Expenditure

Transfer

Report

setup

Print Icon

No of Asset	Name of Asset	Balance	Date	COA	Status
Asset 1	Furniture & Fixtures	0.00		2000-001-00	Active
Asset 2	Office Equipment	0.00		2000-002-00	Active
Asset 3	Computer & Software	0.00		2000-003-00	Inactive
Asset 4	Motor Vehicle	0.00		2000-004-00	Inactive
Asset 5	Machinery & Engine	0.00		2000-005-00	Active
Asset 6	Renovation	0.00		2000-006-00	Active
Asset 7	Store Equipment	0.00		2000-007-00	Active
Asset 8	Asset 8	0.00		2000-008-00	Active
Asset 9	Asset 9	0.00		2000-009-00	Active
Asset 10	Other Asset	0.00		2000-010-00	Inactive

Asset Setup

Asset 1

Furniture & Fixtures

Balance

0.00

Date

Chart Of Account

2000-001-00



Active



Inactive

Add & update

Setup/ Operating Expenses

Sales

Cost of
Goods Sold

Expenditure

Transfer

Report

setup

Print Icon

No	Name of Expenses	Account Group	Account Type	COA	Status
1	Accounting & Legal	Operating Expenses	Expenses	8100-001-00	Active
2	Advertising & Marketing	Operating Expenses	Expenses	8100-002-00	Active
3	Commissions	Operating Expenses	Expenses	8100-003-00	Active
4	Depreciation Expense	Operating Expenses	Expenses	8100-004-00	Active
5	Electricity & water	Operating Expenses	Expenses	8100-005-00	Active
6	GST- Non Claimable	Operating Expenses	Expenses	8100-006-00	Active
7	Insurance Premium	Operating Expenses	Expenses	8100-007-00	Active
8	Late Payment Charges	Operating Expenses	Expenses	8100-008-00	Active
9	Medical fee	Operating Expenses	Expenses	8100-009-00	Active
10	Miscellaneous Expenses	Operating Expenses	Expenses	8100-010-00	Active
11	Motor Vehicle Repair & maintenance	Operating Expenses	Expenses	8100-011-00	Active
12	Office expenses	Operating Expenses	Expenses	8100-012-00	Active
13	Petrol,Parking & Toll	Operating Expenses	Expenses	8100-013-00	Active
14	Postage & Courier	Operating Expenses	Expenses	8100-014-00	Active
15	Quit Rent & Assessment	Operating Expenses	Expenses	8100-015-00	Active
16	Registration Fee	Operating Expenses	Expenses	8100-016-00	Active
17	Rental of Equipment	Operating Expenses	Expenses	8100-017-00	Active

Cont.. Setup/ Operating Expenses

Sales	Cost of Goods Sold	Expenditure	Transfer	Report	setup
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No	Name of Expenses	Account Group	Account Type	COA	Status
18	Rental of office	Operating Expenses	Expenses	8100-001-00	Active
19	Rental of store	Operating Expenses	Expenses	8100-002-00	Active
20	Seminarr & Training	Operating Expenses	Expenses	8100-003-00	Active
21	Store expenses	Operating Expenses	Expenses	8100-004-00	Active
22	Telephone	Operating Expenses	Expenses	8100-005-00	Active
23	Travel, Meals & Entertainment	Operating Expenses	Expenses	8100-006-00	Active
24	Salary & wages	Operating Expenses	Expenses	8100-007-00	Active
25	EPF & Socso	Operating Expenses	Expenses	8100-008-00	Active
26	Bank Charges	Operating Expenses	Expenses	8100-009-00	Active
27	Interest on loan	Operating Expenses	Expenses	8100-010-00	Active
28	Income Tax Expense	Operating Expenses	Expenses	8100-011-00	Active

Operating Expenses

Expenses

Rental of office

Account Group

Operating Expenses

Account Type

Expenses

Chart Of Account

8100-001-00



Active



Inactive

Add & update