

INTRODUCTION

The Salihin Premier Solution (SPS), the first intelligent software in the world that can manage numerous aspects of accounting including Goods and Services Tax (GST), Zakat calculation, and Waqf customized specially for Small and Medium Enterprises (SMEs).

SPS is an efficient and effective accounting software that accommodates changes affecting invoicing and billing system of the business process. The software is powered by the latest security features to secure data or information for optimal integrity and confidentiality. It is tailor made for small and medium industries by professional accountants. Timely accurate and complete returns, reports and forms can be generated without hassle to facilitate payments and refunds, audits and timely submissions of GST. SPS has innovative checking and auditing system to ensure that GST returns meet all the statutory requirements.

The Zakat module makes SPS the first comprehensive accounting software with Zakat solution. It will make it easier than ever for Muslim businesses, corporations and organizations to determine the amount payable of Zakat. With Zakat feature built in, it is simply the best accounting software yet.

SYSTEM REQUIREMENTS

Minimum System Requirements

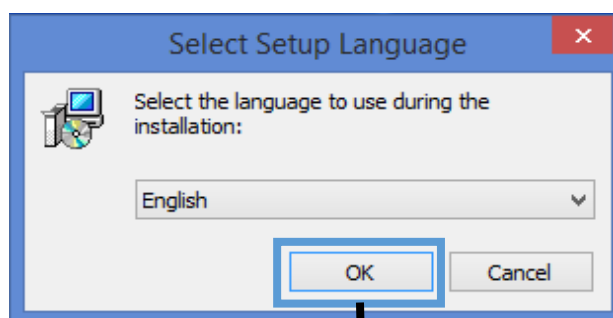
- Operating system must be Windows 7 and above
- Important note: Win XP and Win 2003 are not supported
- 1 GHz processor or higher
- 1GB or higher for RAM
- 10GB of hard disk space
- Microsoft Office 2010 and above
- A broadband internet connection will be required only for WAN environment and usage within an office will require a basic LAN configuration

INSTALLATION

This module provide users the steps to install the software in the user's machine.

STEP 1

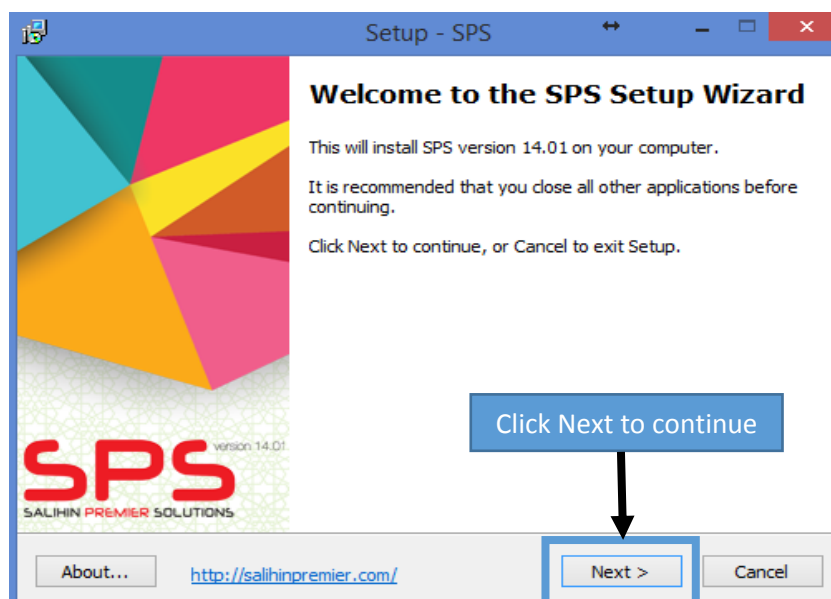
First of all, please insert or plug-in your SPS thumb drive into your machine. Select the language that you prefer to use during the installation either in English or Malay.



Click OK to proceed

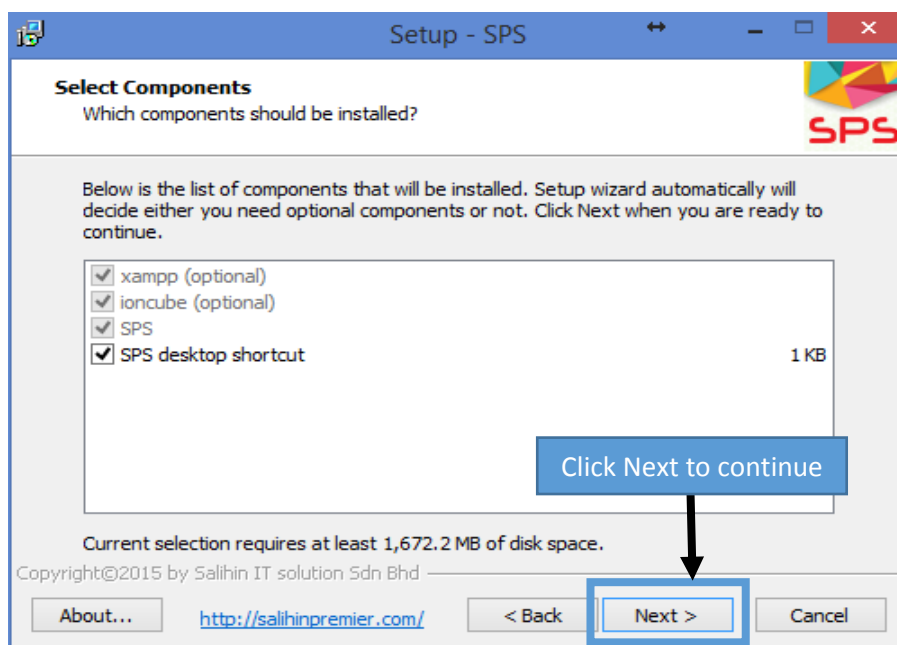
STEP 2

Welcome to the SPS Setup Wizard. This installer will install the SPS Version 14.01 on your computer. It is recommended that you close all the other applications before continuing. Click **Next to continue**, or **Cancel to exit** the installation setup.



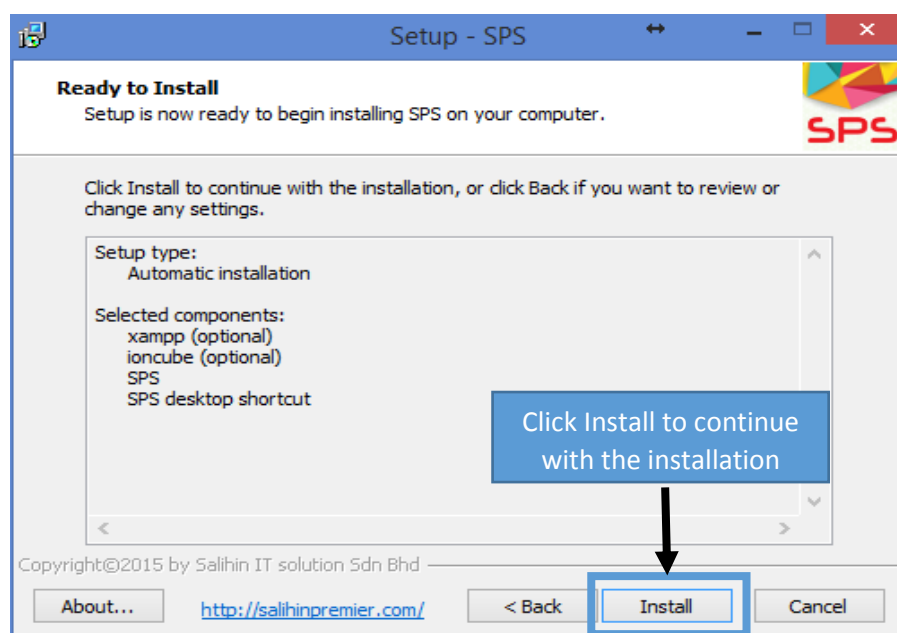
STEP 3

Welcome to the SPS Setup Wizard. This installer will install the SPS Version 14.01 on your computer. It is recommended that you close all the other applications before continuing. Click **Next to continue**, or **Cancel to exit** the installation setup.



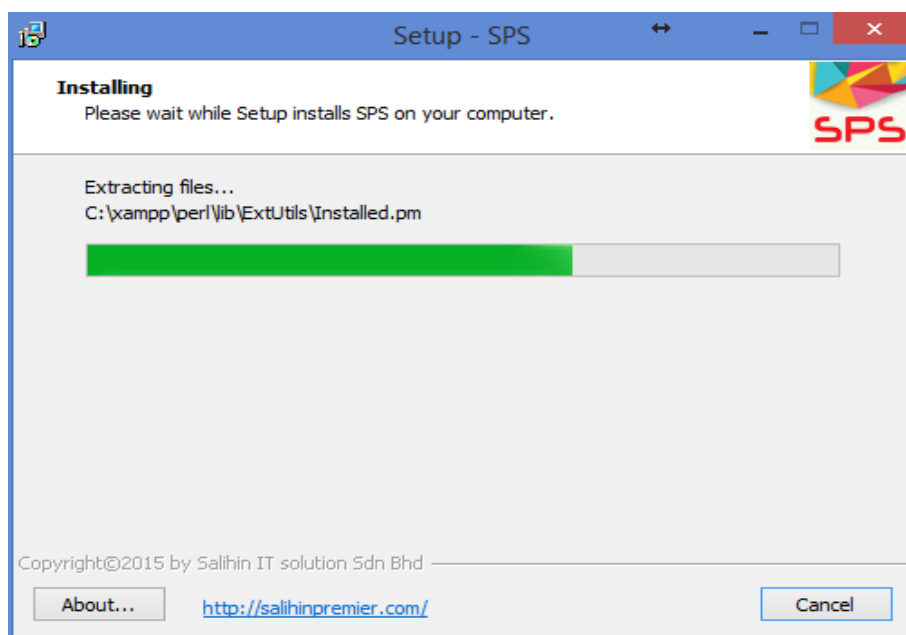
STEP 4

Click **Install button** to continue with the installation, or click Back button if you want to review or change any settings.



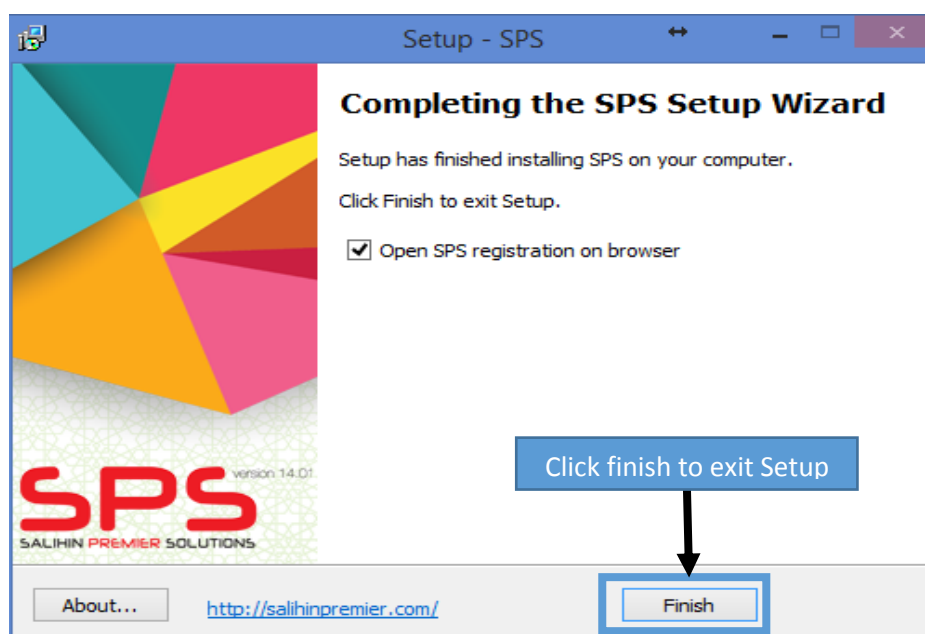
STEP 5

Please wait while Setup install SPS on your computer.



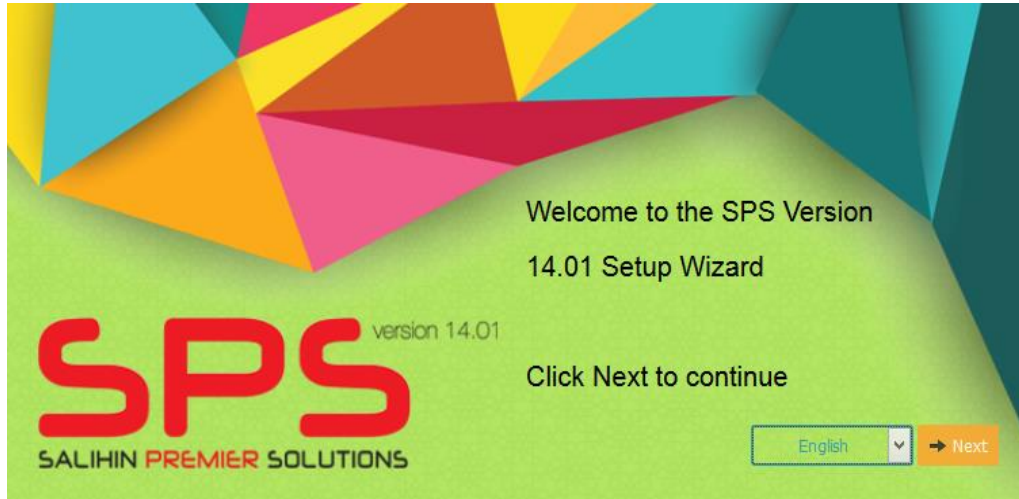
STEP 6

Congratulation! Setup has finished installing SPS on your computer. Please make sure that you **RESTART** your **XAMPP** before you tick the **Open SPS registration on browser** **localhost/spa/installation** option. Click Finish to exit Setup.



STEP 7

Type **localhost/sps/installation**. You will see the Welcome to the SPS Version 14.01 Setup Wizard. Click **Next to continue**.



STEP 8

To continue, you have to accept the software license agreement by clicking the box. If you do not agree with the license agreement, the Next button will be disabled.



Click and tick the checkbox button here

STEP 9

Check your email, we have send Username/Email and Password. You need to enter your **Username/Email**, **Password** and **Serial No** that located at your SPS Packaging. Then, click **Next button** to continue.

Note: Make sure there is no **SPACE** when you copy and paste. IF you are failed to validate, please contact your Dealer.

Installation Code
SPS-1TS0XMH

Username/Email *
put your username/email here

Password *
put your password here

Serial No *
put your serial no here

Activation Status
Status

← Previous → Next

Auto generate installation code

Activation status will be change to 'Active' with green colour if you enter the right information.

STEP 10

Check the Pre-Installation. Click **Confirm Install** button to continue.

Pre-Installation Check

PHP Version >= 5.5.11	Yes
Apache Version >= 2.4.9	Yes
Mysql Version >= 5.6.16	Yes
Recommended settings	
Use of Xampp veersion >=8.3.3	-
PHP Version >= 5.3.10	-

← Previous ✓ Confirm Install

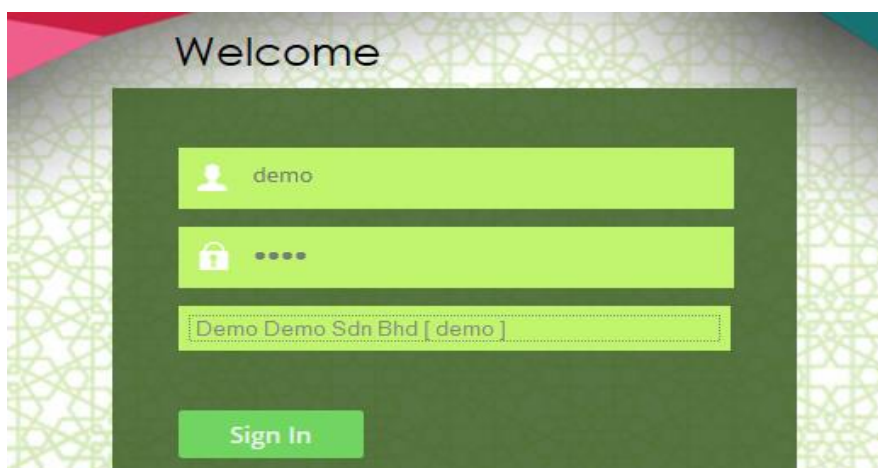
STEP 11

Once finished, you will see this interface. Here, you will enter the following details:

Username: demo

Password: demo

Company: Demo Demo Sdn Bhd [demo]



MODULE: GENERAL SETUP

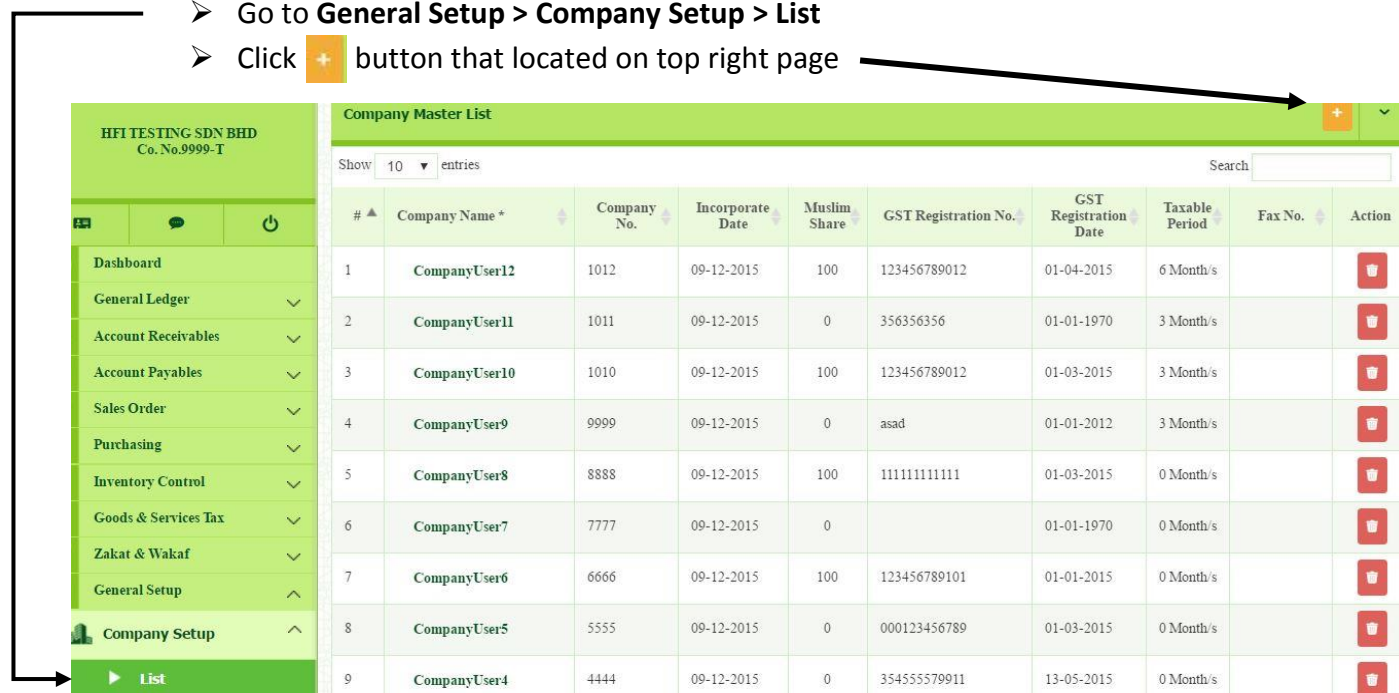
System setup allows you to maintain general setting of the software according to your company's requirements. It is highly recommended to setting up all the information before you start off with the system

1.0 How to Setup Your Company

After system installation, the first thing you have to setup is your company details. Company should function as the foundation of an accounting system that the business will use during future years.

1.0.1 Create/Add New Company

- Go to **General Setup > Company Setup > List**
- Click  button that located on top right page



Company Master List

Show 10 entries Search

#	Company Name *	Company No.	Incorporate Date	Muslim Share	GST Registration No.	GST Registration Date	Taxable Period	Fax No.	Action
1	CompanyUser12	1012	09-12-2015	100	123456789012	01-04-2015	6 Month/s		
2	CompanyUser11	1011	09-12-2015	0	356356356	01-01-1970	3 Month/s		
3	CompanyUser10	1010	09-12-2015	100	123456789012	01-03-2015	3 Month/s		
4	CompanyUser9	9999	09-12-2015	0	asad	01-01-2012	3 Month/s		
5	CompanyUser8	8888	09-12-2015	100	111111111111	01-03-2015	0 Month/s		
6	CompanyUser7	7777	09-12-2015	0		01-01-1970	0 Month/s		
7	CompanyUser6	6666	09-12-2015	100	123456789101	01-01-2015	0 Month/s		
8	CompanyUser5	5555	09-12-2015	0	000123456789	01-03-2015	0 Month/s		
9	CompanyUser4	4444	09-12-2015	0	354555579911	13-05-2015	0 Month/s		

Once click, you will be directed to company master pages. In this section, you need to fill in all the required information needed.

Company Master		▼
Company No *		Company Activation Key
Company Name *		
Incorporate Date	04-11-2015	
Address		
City		Post Code
Country	MALAYSIA	State -- Please Select --
Phone No.		Example: +603-2261 4180
Fax No.		Example: +603-2261 4182
Email		Example: sps@salihin.com.my

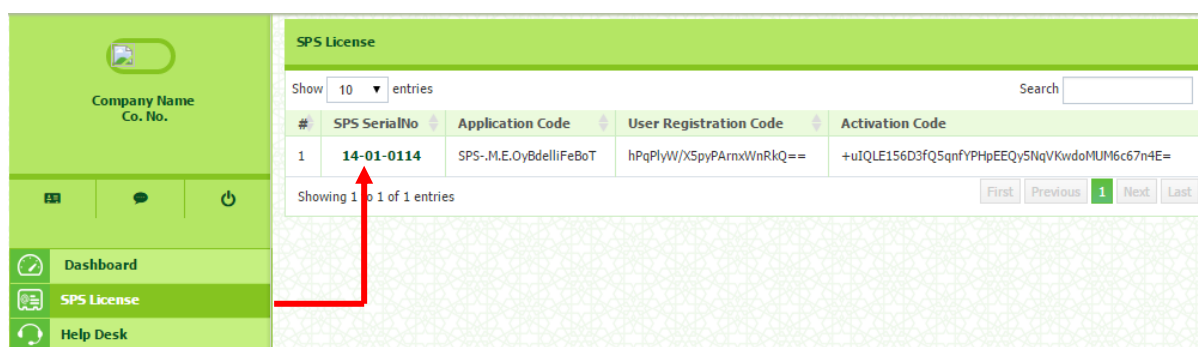
Before you continue to fill in all the required information, you need to get the **Company Activation Key** first. Please follows the following steps as below:-

1.0.1 How to get Company Activation Key

- Open new browser and type demo.salihinpremier.com/ss-ss/customerlogin
- Enter your username and password. (Please check your email OR contact SPS Support Team to get the details)
- Once login, you will be directed to Customer Login page.

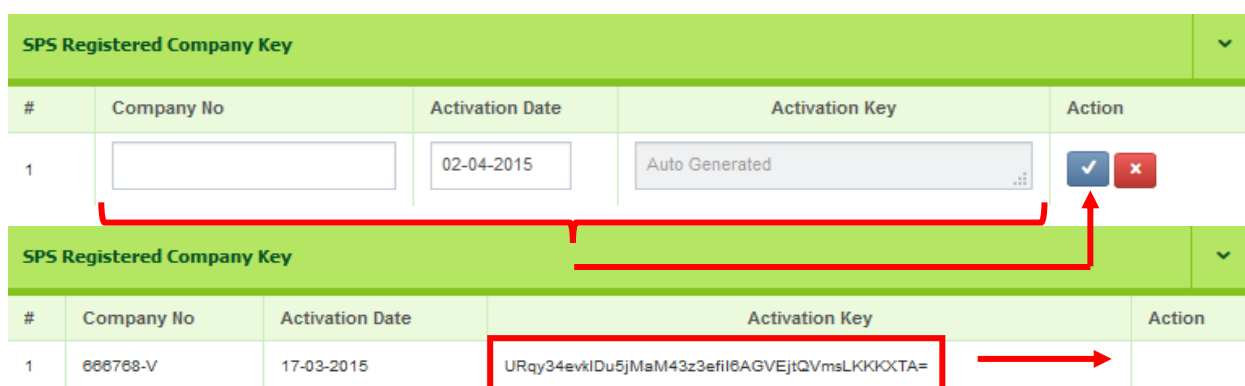
Below is the main interface of Customer Login page. Continue the following steps:-

- Click the **SPS License** from the menu
- Then, click the **SPS Serial No.**



Below is the main interface of your License and Company Registration details.

- Proceed to the SPS Registered Company Key
- Click **Add Company** button
- Once click, you need to entered **Company No. , Activation Date.**
- Then click the  button. Once click, the **Activation Key** will be automatically appear.
- Next copy the Activation Key as appeared
- Then, open your **Company Master** page in SPS. Paste your **Activation Key** and paste the code into **Company Activation Key** column besides Company No. (Please refer Company Master Interface)



WARNING!

1. Make sure there is no **SPACE** when you copy and paste. IF you are failed to validate, please contact your Dealer.
2. Please be careful before you remove the registered company. Charge may be implied for data recovery.

1.0.2 Failed to Add New Company

If you having this problem to adding new company registration, kindly please check again your company license that you already purchased. If you purchased for 1 Company, you are unable to proceed for any new company registration.

If you are wish to have more than 1 company license, do call your dealer or SPS Support Team to consult you on the volume of licensing according to your business activities.

Error! Number of company limited according the license

License

SPS Serial No

Registration Date

Installation Code

Number Of User

User Registration

Code

Number Of Company

+ulQLE156D3fQ5qnfYPHPeEQy5NqVKwdoMUM6c67n4E=

SPS Registered Company Key

#	Company No	Activation Date	Activation Key	Action
1	TR0002710A	23-03-2015	x6Jm5zIsIU91rXGzLXUmszPMt6U0VKg3D7Zhxfl0w=	

[➡ Add Company](#)

1.0.3 How to Upload Image/Company Logo

- Click the Choose File button
- Select images from your drive , where the logo is located and stored
- Images can be BMP, PNG, JPEG or GIF files and should measure 120 x 120.

Currency

MYR [Ringgit Malaysia]

▼

Upload Logo

Choose File

No file chosen

1.0.4 Goods & Services Tax

Information of your GST No, GST Registration Date, Taxable Period and MSIC Code.

- **GST Registration No** – Must be 12 digits
- **GST Registration Date** – Refer your references copy from Customs.
- **Taxable Period** – Only appeared when you select the Registration Date.
You can select taxable period from the drop down menu, either as Monthly, Every 3 Months, Every 6 Months or Yearly.
- **MSIC Code** – Refer your references copy from Customs. This MSIC Code will take effect in your GST 03.

Goods & Services Tax		▼
GST Registration No.	789264537643	
GST Registration Date	08-12-2015	
Taxable Period	Every 3 months	▼
MSIC Code	5555	

1.0.5 Zakat & Wakaf

Enter the amount (%) of your zakat & wakaf

Zakat & Wakaf		▼
Muslim Share (%)		%
		Hide prompts Submit

After Company Activation Key has been updated, you may proceed to click **Submit** button to save all the information.

1.1 How to View / Edit Company

1.1.1 How to View Company Details

To view your listing of registered company, please follow the following step:-

- Go to General Setup > Company Setup > List

Company Master List									
HFI TESTING SDN BHD Co.No.9999-T Show 10 entries Search									
#	Company Name *	Company No.	Incorporate Date	Muslim Share	GST Registration No.	GST Registration Date	Taxable Period	Fax No.	Action
1	CompanyUser12	1012	09-12-2015	100	123456789012	01-04-2015	6 Month/s		
2	CompanyUser11	1011	09-12-2015	0	356356356	01-01-1970	3 Month/s		
3	CompanyUser10	1010	09-12-2015	100	123456789012	01-03-2015	3 Month/s		
4	CompanyUser9	9999	09-12-2015	0	asad	01-01-2012	3 Month/s		
5	CompanyUser8	8888	09-12-2015	100	111111111111	01-03-2015	0 Month/s		
6	CompanyUser7	7777	09-12-2015	0		01-01-1970	0 Month/s		
7	CompanyUser6	6666	09-12-2015	100	123456789101	01-01-2015	0 Month/s		
8	CompanyUser5	5555	09-12-2015	0	000123456789	01-03-2015	0 Month/s		
9	CompanyUser4	4444	09-12-2015	0	354555579911	13-05-2015	0 Month/s		

1.1.2 How to Edit Company Details

- Go to General Setup > Company Setup > List
- To edit, click the link of Company Name
- Then, click Continue.

The screenshot shows the 'Company Master List' interface. On the left is a sidebar with navigation options: Dashboard, General Ledger, Account Receivables, Account Payables, Sales Order, Purchasing, Inventory Control, Goods & Services Tax, Zakat & Wakaf, General Setup, and Company Setup. The 'Company Setup' menu is expanded, showing 'Company Master List'. The main area displays a table with columns: #, Company Name *, Company No., Incorporate Date, Muslim Share, GST Registration No., GST Registration Date, Taxable Period, Fax No., and Action. The table lists five companies. A dialog box titled 'Edit ?' is open over the third row (AHMED FURNITURE SDN BHD), showing the text 'To editing page.....' and two buttons: 'Continue...' and 'Cancel'. A red arrow points from the 'Continue...' button in the dialog box to the 'Continue...' button in the 'Action' column of the table.

#	Company Name *	Company No.	Incorporate Date	Muslim Share	GST Registration No.	GST Registration Date	Taxable Period	Fax No.	Action
1	POS SYSTEM BERHAD	9999-T	23-09-2015	0	123456789012	01-04-2015	0 Month/s		
2	HFI TESTING SDN BHD	9999-T	20-09-2013	100	000012322231	01-04-2015	0 Month/s	+603-2261 4182	
3	AHMED FURNITURE SDN BHD	9999-T	01-01-2015						
4	Demo Customs Sdn Bhd	9999-T	01-01-2015						
5	cucibersih.com	4414	04-03-2015						



WARNING!

You are NOT ALLOWED to reedit the Company No.

- You will be directed to the company details page. Enter all required information, then click Submit button

2.0 How to Create New User

In this section, you can create your new user. The user can be 1 or more depends to the pattern of your business type. You are also enabled to set the User Access Right to control and prevent data from unauthorized user.

2.0.1 Creating New User

To create new user, please follow the following steps:-

- Go to Admin > User Master > User Master List
- Click + button that located on the top right page

User Master List

Show 5 entries Search

#	User ID	User Name	Position	Department	Section	Email	Office Phone	Action
1	yahaya	Yahaya Bin Abdullah	IS Manager	0	0	yahaya_abdullah@yahoo.com	23 (143) 423-5345 x33333	 
2	haziq	Haziq Asyraf Hamidi	Intern	0	0	haziqasyraf@live.com		 
3	husna1	Nur Aina Husna Binti Yahaya	manager	PURCHASE	0	yahaya_abdullah@yahoo.com		 
4	Liyana	Liyana	IS Manager	0	0	yahaya_abdullah@yahoo.com		 
5	hafizi	Hafizi		0	0	hafizi@salihin.com.my		 

Once click, you will be directed to the User Master page (as shown below). In this section you need to setup your user details.

User ID	Required. Min size = 3
Password	Required. Min size = 5, Max size = 10
Confirm Password	Required. Please make sure the password is same as created before

- Once completed, click Submit button to save.
- Click Clear Form button to reset all the information.

User Master

Clear Form

User ID :

Required, min size = 3

Password :

Required, min size = 5, max size = 10

Confirm Password :

Required, equals Password

Full Name :

Position :

Phone Office :

Example: +603-2261 4180

Mobile :

Example: +601-9339 3995

Email :

Example: sps@salihin.com.my

Language

English (International)

User Photo

Choose File

No file chosen

Hide Prompt

Submit

2.0.2 How to View/Edit User

To view the listing of User:-

- Go to Admin > User Master > User Master List
- To edit, click  button that located in Action column.

HFI TESTING SDN BHD
Co. No.9999-T

User Master List									
		Show	5 ▼	entries		Search			
#	User ID	User Name	Position	Department	Section	Email	Office Phone	Action	
1	yahaya	Yahaya Bin Abdollah	IS Manager	0	0	yahaya_abdullah@yahoo.com	23 (143) 423-5345 x33333		
2	haziq	Haziq Asyraf Hamidi	Intern	0	0	haziqasyraf@live.com			
3	husna1	Nur Aina Husna Binti Yahaya	manager	PURCHASE	0	yahaya_abdullah@yahoo.com			
4	Liyana	Liyana	IS Manager	0	0	yahaya_abdullah@yahoo.com			
5	hafizi	Hafizi		0	0	hafizi@salihin.com.my			

2.0.3 How to Delete User

To delete the listing of User:-

- Go to Admin > User Master > User Master List
- Select the identified user
- To delete, click  button that located in Action column.



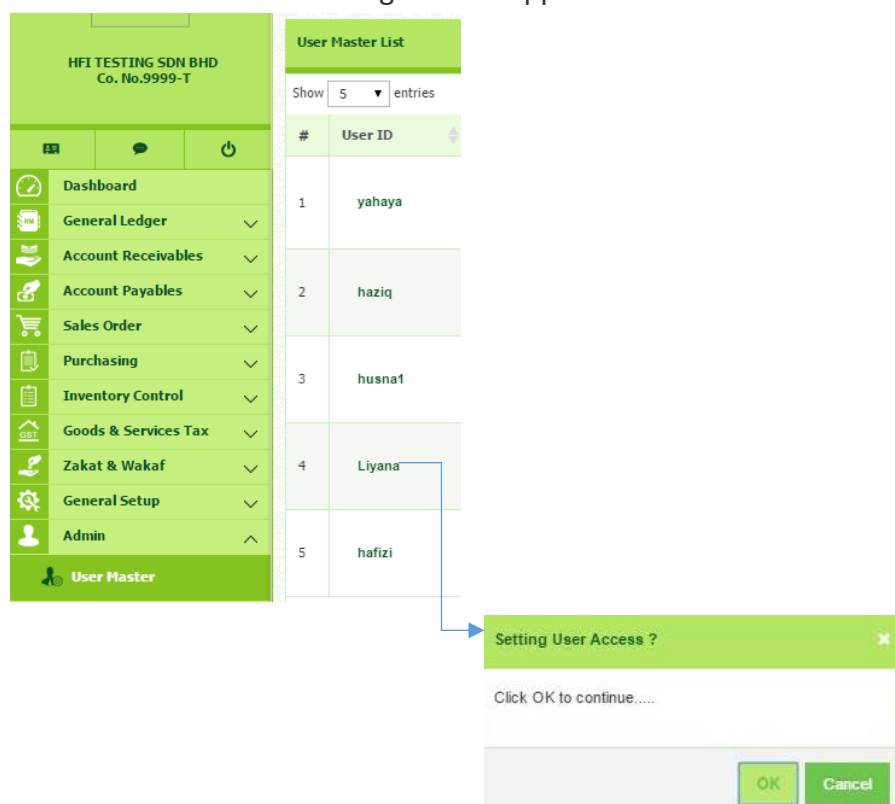
WARNING!

Please be careful before you remove the registered user. Charge may be implied for data recovery.

2.1 How to Grant User Access Right

This section is to guide you as admin to set the user access right. It will help you to control and prevent the data/information from unauthorized user. Please follow the following step:

- Go to Admin > User Master > User Master List
- Click the identified User ID / Username
- You will be directed to User Access for the user you have selected. The Setting User Access dialog box will appear. Click OK to continue



- You will be directed to User Access Right page. In this section, you need to select the company from the drop down menu.

User Access For Liyana [Liyana]

Company

Please Select

POS SYSTEM BERHAD [9999-T]

HFI TESTING SDN BHD [9999-T]

AHMED FURNITURE SDN BHD [9999-T]

Demo Customs Sdn Bhd [9999-T]

cucibersih.com [4414]

kualaTerengganuTest Sdn Bhd [367736771]

- Once selected, the User Access will be listed.
- In this part, you may choose which modules you want to grant a permission. If you wish to grant permission to all modules, tick the box under ALL column.
- Then, click submit button
- Please wait for a while, until the message box is prompt. (as shown below)

User Access Modules

Show 10 entries

Search

#	Module	All	Transaction	Reports	Setup
1	General Ledger	☐	☒	☒	☒
2	Account Receivables	☐	☒	☒	☒
3	Account Payables	☐	☒	☒	☒
4	Inventory Control	☐	☒	☒	☒
5	Sales Order	☐	☒	☒	☒
6	Goods & Services Tax	☐	☒	☒	☒
7	Zakat & Wakaf	☐	☒	☒	☒
8	Purchasing	☐	☒	☒	☒
9	Admin	☐	☒	☒	☒
10	Setup	☐	☒	☒	☒

Showing 1 to 10 of 10 entries

Previous Next

Submit

The page at demo.salihinpremier.com says:

User Access Updated ...

☐ Prevent this page from creating additional dialogs.

OK

Example 1

For example, if you want the user to access only the Goods & Services Tax and can execute transactions, you have to tick the box under Transaction menu.

6	Goods & Services Tax	☐	☒	☐	☒
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- Next, click the drop down button. You can see all the menus under Transaction.
- In this section you can choose which menu to allow them to access.
- Once selected, click Submit button to save.

User Access Modules

Show 10 entries

Search

#	Menu	
1	GAF Files Process	☒
2	Bad Debt Relief	☐
3	Bad Debt Relief Confirm	☐
4	Bad Debt Recover	☐
5	Bad Debt Recovered Confirm	☐
6	GST Journal	☒
7	GST Journal Confirm	☒
8	Supplier Bad Debt Relief	☒
9	Supplier Bad Debt Relief Confirm	☒
10	Supplier Bad Debt Recover	☒
11	Supplier Bad Debt Recover Confirm	☒

Showing 0 to 0 of 0 entries

Previous

Next

Back

Submit

WARNING!

- 1) Please make sure to limit the access right for User Demo. This is required after you already successful registered new company and assigned user.
- 2) If you are super admin for that selected company, please be careful and confirmed on which modules you want to give privilege.

2.2 How to Reset Password

If you are the user, you need to contact your admin to request for Reset Password. Reset password is request when, for example, the user no longer working at your company, so you need to set a new password to prevent from the unauthorized person or you forget the password.

Please follow the steps below:-

- Go to Admin > User Master > User Master List
- Select the identified user and click  button that located in action column

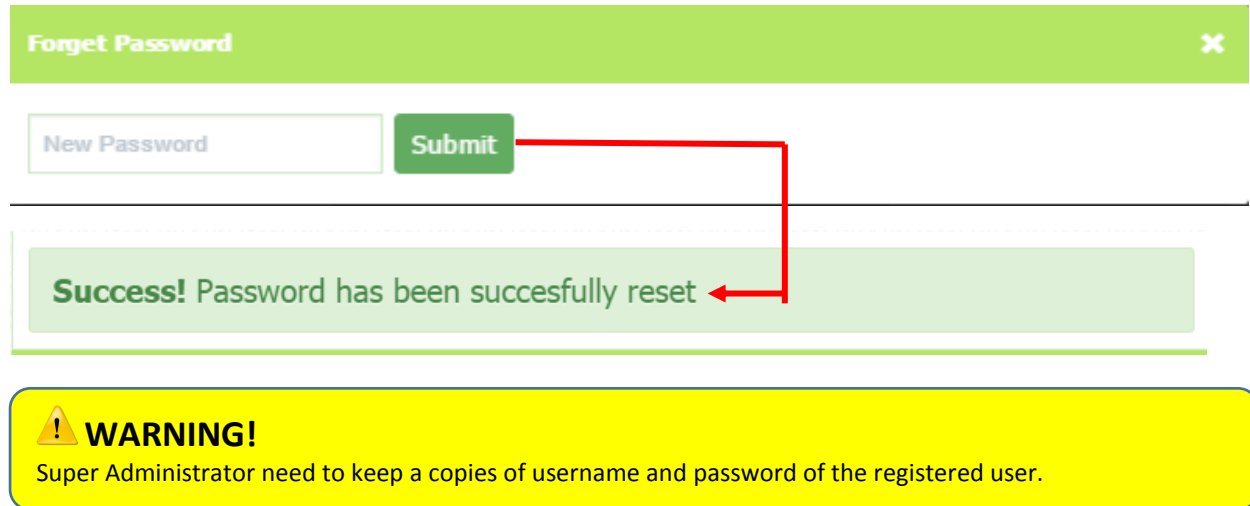
User Master List 								
Show	10	entries	Search					
#	User ID	User Name	Position	Department	Section	Email	Office Phone	Action
1	demo	Demo for Demo	IS Manager	IS	DC	info@salihin.com.my	23 (143) 423-5345 x33333	 
2	beez	Aqeeb	Manager	0	0			 
Showing 1 to 2 of 2 entries						First	Previous	1 Next Last

- You will be directed to the User Master page.

User Master		Clear form
User ID:	beez	Required, min size = 3
Name:	Aqeeb	
Position:	Manager	
Office Phone:		Example: +603-2261 4180
Mobile:		Example: 601-9339 3995
Email:		Example: sps@salihin.com.my
Language	English (International)	
User Photo	Choose File No file chosen	
		Hide prompts Reset Password Submit

- Click the Reset Password button.

- Once click, you will be directed to Forget Password page
- Insert your new password, then click Submit
- Once submitted, there is a message to prompt that reset password is success.



The screenshot shows a web interface for resetting a password. At the top is a green header bar with the text 'Forget Password' and a close button (X). Below the header is a form with a text input field labeled 'New Password' and a green 'Submit' button. A red line connects the 'Submit' button to a success message box below. The success message box is light green and contains the text 'Success! Password has been succesfully reset'. Below the success message is a yellow warning box with a warning icon and the text 'WARNING! Super Administrator need to keep a copies of username and password of the registered user.'

Forget Password ✕

New Password Submit

Success! Password has been succesfully reset

⚠ WARNING!
Super Administrator need to keep a copies of username and password of the registered user.

3.0 How to Setup Chart of Account

After you have registered your company and user master, next step is to setup your Chart of Account. In this part, you need to identify your Industry Classification and Type of Business.

- Go to **General Setup > Company Setup > Chart of Account Setup**
- You will be directed to page as shown below

- Next, select your **Industry Classification** and **Type of Business** from the dropdown menu
- Chart of Account List will be listed by default after Type of Business was selected.
- Then, click Save button

#	Account No.	Account Name	Account Group
1	1100-000-00		Capital/Retained Earnings
2	1200-000-00		Capital/Retained Earnings
3	1300-000-00		Capital/Retained Earnings
4	2000-000-00		Capital/Retained Earnings
5	2000-100-00		Fixed Assets
6	2000-100-10	Kitchen Equip at Cost	Fixed Assets
7	2000-100-20	Kitchen Equip Accum Dep'n	Fixed Assets
8	2000-200-00	Store Equipment	Fixed Assets
9	2000-200-10	Store Equipment at Cost	Fixed Assets
10	2000-200-20	Store Equipment Accum Dep'n	Fixed Assets

3.0.1 How to Add New Account Code

SPS have already set up Chart of Account by default. However, you can change chart of account as you prefer. For example, when you have a new customer, you need to create a new ledger for his/her account. Any related transaction to that customer will be recorded into the ledger that you have created.

You can see the different of this account ledger in **Statement of Financial Position Report** and **Statement of Comprehensive Income Report**.

- Go to **General Ledger > Setup > Chart of Account**.
- To add new account master, click + button that located on top right of page
- You will be directed to the page as shown below

The screenshot displays the 'Chart Of Account List' interface. On the left is a sidebar with navigation options: Dashboard, General Ledger, Home, Transaction, Reports, Setup, Financial Year Calendar, Financial Year Calendar List, Budget Entry, Currency Conversion, Chart Of Account (selected), Opening Balance, and Unpresented Cheque List. The main area shows a table titled 'Account Master: Statement Of Financial Position' with columns: Account No., Account Name, Account Group, and Account Type. The table lists various accounts such as 'Owner's/Shareholder's capital', 'Retained Earnings-Prior Year', 'Current Year Earnings', 'Fixed Assets', 'Manufacturing Plant', and 'Manufacturing Equipment'. At the bottom of the table, it says 'Showing 1 to 10 of 57 entries' with pagination controls. Below the table is another section titled 'Account Master: Statement Of Comprehensive Income' with similar controls.

- Next, select **Account Group** and **Chart of Account** from the dropdown menu
- Type your **Account Code** and **Account Name**
- Then click **Submit** button to save
- To delete, click the **Delete** button

The screenshot shows the 'Chart Of Account' form. It contains four input fields: 'Account Group' with a dropdown menu showing 'Current Assets', 'Chart Of Account' with a dropdown menu showing '2200-100-00 | Bank', 'Account Code' with a text input field containing '2200-100-xx', and 'Account Name' with a text input field containing 'Wholesale'. At the bottom right of the form are three buttons: 'Delete' (red), 'Hide Prompt' (orange), and 'Submit' (green).

4.0 How to Setup System General

- Go To **General Setup > Company Setup > System General Setup**. The General Setup window appears.
- In this section, the system set the default for all setup and customizes according to your company's suitability and needs.

Account No.	Related Account Group
1xxx/xxx/xx	➤ Retained earning ➤ Current year earning ➤ Owners/shareholders capital
2xxx/xxx/xx	➤ Fixed asset ➤ Trade receivable ➤ Cash & bank balance ➤ Inventories ➤ Other receivable ➤ Prepayment & deposit ➤ Tax claimable
3xxx/xxx/xx	➤ Trade payable ➤ Invoice/Good not receive ➤ Other payable ➤ Accruals ➤ Client deposit ➤ Deferred tax liabilities ➤ Borrowing
4xxx/xxx/xx	➤ Sales ➤ Wholesale ➤ Consignment ➤ Miscellaneous income
5xxx/xxx/xx	➤ Cost of goods sold ➤ Purchase price variance ➤ Purchases ➤ Wholesale cost of sales ➤ Consignment cost of sales ➤ Materials & supplier ➤ Freight ➤ Commission expenses ➤ Inventory adjust account

7xxx/xxx/xx	➤ Other operating income
8xxx/xxx/xx	➤ Administration expenses ➤ Employment expenses ➤ Finance cost ➤ Income tax expenses ➤ Other comprehensive income
9xxx/xxx/xx	➤ Finance income ➤ Interest income

- The main function of this section is to create the auto journal (the information are available by default).
- For the GST section, it will relate to Item Setup.

General Setup

Retained Earnings

1200-000-00 [Retained Earnings-Pric ▼

Profit/Loss Year

1300-000-00 [Current Year Earnings ▼

Exchange Variances Account

8700-000-00 [Other Comprehensive ▼

Bank Charges Account

8500-100-00 [Bank Charges] ▼

Banking Account

2200-100-00 [Bank] ▼

Customers And Sales Reports

Supplier And Purchasing

Inventory

GST

Zakat And Wakaf

Update Cancel

5.0 How to Set Form Setup

- Go To **General Setup > Company Setup > Form Setup**. The Form Setup List window appears.
- In this section, you can set your **Serial Startup No.**
- You also can set your **Special Coding** for each form type.

- To insert your special coding and serial startup number, **double click** at the selected field.
- Press **Enter** and click **Save** to save the data.

Dashboard - General Setup - **Company Form No. Setup**

Company Form No. Setup

#	Form Type	Form Code	Current Year	Month	Day	Special Coding	Serial Startup No.	Action
1	Purchase Order	PO	☒	☒	☒	01	1	
2	Purchase Invoice	RC	☐	☐	☐		1	
3	Purchase Debit Note	PDN	☐	☐	☐		1	
4	Purchase Credit Note	PCN	☐	☐	☐		1	
5	Purchase Payment	PV	☒	☒	☒		1	

6.0 How to Setup Employee

You need to setup a basic information of your employee. Employee is the person who will create an invoices.

- Go to General Setup > Employee Setup
- You will direct to the Employee Master List. Then, click + button that located on the top right page.

Employee Master List

Show entries

#	Employee Code	Employee Name	City	Phone No.	Email	Date Of Join	Action
No data available in table							

Showing 0 to 0 of 0 entries

- Next, you need to fill in all the required information.
- For an Employee Code, for example, you can entered Staff ID. It's depend on for your own company references.

Employee Master		Clear Form	▼
Employee Code			
Employee Name			
Employee Position			
Address Information		▼	
Address 1			
City		Post Code	
Country	MALAYSIA	State	--Please Select--

- Once completed, click Submit button to save.

Contact Information		▼
Phone No.		Example: 6012 3456789
Email		Example: accounts@salihin.com.my
Others Information		▼
Gender	--Please Select--	
Date Of Join		
		Hide prompts Submit

6.0.1 How to View/Edit Employee

- Go To **General Setup > Employee Setup**. The Employee Master List window appears.
- Fill up the requirement such as employee code (ID), employee name, employee position and other required information.

- Once filled up, click submit button to save the details.

Employee Master List							Print	+	▼
Show 10 ▼ entries		Search							
#	Employee Code	Employee Name	City	Phone No.	Email	Date Of Join	Action		
13	MD	Mohd Syazmil Bin Hussain	GOMBAK	017 - 6320978	mel_mel1988@yahoo.com	01-01-2015			
5	123	ali bin abu	kuching			18-03-2015			
23	AC-12	Testing 1	Gombak	+603-6185 9970	syazmil@salihin.com.my	01-12-2011			

- In the **Employee Name** field, identify the employee and select the particular employee's name. The Edit dialog box will appear.
- To edit, click the link of your Employee Code
- Click **Continue**, the Employee Master window appears. Edit the relevant information.
- Once completed, click **Submit** button to save.

Employee Master		Clear Form	▼
Employee Code	AC007		
Employee Name	Firdaus Bin Badron		
Employee Position	Junior Accountant		
Address Information			
Address 1	No.6 Jalan Panglima		
	Taman Pelangi		
City	Petaling	Post Code	47180
Country	MALAYSIA	State	SELANGOR

Contact Information	
Phone No.	+6017 3309721 Example: 6012 3456789
Email	firdaus3@yahoo.com Example: accounts@salihin.com.my

Others Information	
Gender	Male
Date Of Join	01-08-2013

6.0.2 How to Remove Existing Employee

- Go To **General Setup > Employee Setup**. The Employee Master List window appears.
- To remove employee from the list, identify the employee name row.
- In the Action field on the right-side of the row, click the **Delete** button (image).
- Dialog box of deletion confirmation appears, then click the **Delete** button.

Employee Master List

Print

+

▼

Show 10 entries

Search

#	Employee Code	Employee Name	City	Phone No.	Email	Date Of Join	Action
3	H01	HIDRAH				01-01-2015	
2	H02	HANIF	KUALA LUMPUR			01-09-2015	
4	I01	IZWAN	DAMANSARA			07-10-2015	
1	H04	fz	ttt			06-11-2015	

Showing 1 to 4 of 4 entries

First

Previous

1

Next

Last

Delete

6.0.3 How to Print Employee Details

- To print, click the **Print** button on the top right-side of the page.
- Employee list window appears.
- Click (print image) to print the data or (download image) to open/save the data in excel format (.xls)

7.0 How to Setup Agent

In this section, you need to setting up your Agent details. Basically this information will be use when you want to make a payment to your agent according to the commission rate.

- Go To **General Setup > Agent Setup**. The Agent Master List window appears.
- Click on **+** button on the top right-side of the page to add **New Agent**.
- You will be directed to the page where you can enter all the required information.
- After completed, click **Submit** button to save.

Agent Master List								Print	+	▼
Show		10	▼ entries		Search					
#	Agent Name	Position	Telephone (Office)	Telephone (Mobile)	Email	Commision Rate (%)	Remarks	Action		
1	Naim Bin Shukri	MARA Dealer	03-2485 0542	017-6174238	naimmalaya@mara.com.my	15	MARA Dealer Consultant			
Showing 1 to 1 of 1 entries								First	Previous	1
								Next	Last	

Agent Master		Clear Form	▼
Agent Code *	MK07		
Agent Name *	Naim Bin Shukri		
Position	MARA Dealer		
Others Information			
Telephone (Office)	03-2485 0542	:	+603-2261 4180
Telephone (Mobile)	017-6174238	:	+603-2261 4180
Email	naimmalaya@mara.com.my	:	accounts@salihin.com.my
Commision Rate (%) *	15		
Remarks	MARA Dealer Consultant		
		Hide prompts	Submit

7.0.1 How to View/Edit Agent Details

- Go To **General Setup > Agent Setup**. The Agent Master List window appears.
- In the **Agent Name** field, identify the agent and select the particular agent's name.
- Click the link of Agent Name. The Edit dialog box will appear.
- Click **Continue**, the Agent Master window appears. Edit the relevant information.
- Once completed, click **Submit** button to save.

Agent Master List								
Show 10 entries						Search		
#	Agent Name	Position	Telephone (Office)	Telephone (Mobile)	Email	Commision Rate (%)	Remarks	Action
1	fz	agent				15		
Showing 1 to 1 of 1 entries						First	Previous	1
							Next	Last

7.0.2 How to Delete Agent Details

- Go To **General Setup > Agent Setup**. The Agent Master List window appears.
- To remove agent from the list, identify the agent name row.
- In the Action field on the right-side of the row, click the **Delete** button (image).
- Dialog box of deletion confirmation appears, then click the **Delete** button.

7.0.3 How to Print Agent Details

- To print, click the **Print** button on the top right-side of the page.
- Agent list window appears.
- Click (print image) to print the data or (download image) to open/save the data in excel format (.xls)

8.0 How to set Terms Setup

You need to set your Credit Terms and Condition List. It will be appear when you create an invoices.

- Go to General Setup > Terms Setup
- To Add New, click + button on top right of page
- In this section, all the particulars must be filled in.
 - Term Name (the period/time frame given)
 - Description (based on user understanding/preference)
 - Due days (dateline given for the term to be completed)
- Once completed, then click Submit button to save.



8.0.1 How to View/Edit Terms

- Go to General Setup > Terms Setup
- To Edit, click the link of identified Terms
- You will be directed to the editing page. Once completed, click Submit to save.

8.0.2 How to Delete Terms List

- Go to General Setup > Terms Setup
- You will be directed to the Credit Terms and Condition List page.
- Identify the Terms that you want to remove.
- Click the delete button that located in Action column.

9.0 How to set Bank Setup

- Go To **General Setup > Bank Setup**. The Bank Master List window appears.
- Click on **+ Button** on the top right-side of the page to add **New Bank**.
- You will be directed to the page where you can enter all the required information.
- Once completed, click Submit button to save.

Bank Master		Clear Form	▼
*Bank Name			
Bank Short Name			
Branch			
Bank Account No.			
Current Balance			
Address Information		^	
Contact Information		^	
Others Information		^	
		Hide prompts	Submit

- Under others information section, user needs to choose linked account ID with the related chart of account.
- If company only have one bank, then it should be okay to choose Bank as a linked account ID.
- However, if company have more than one bank, user needs to add new chart of account to set every bank with related linked account ID.
- The example given below:

Bank Master		Clear Form	^
Address Information	2100-000-01 [Ikano Sdn Bhd]		^
	2100-000-02 [Mas Merah Sdn Bhd]		
Contact Information	2110-000-00 [Goods No Bill(Bill No Goods)]		^
	2200-000-00 [Cash and Bank Balances]		
Others Information	2200-100-00 [Bank]		v
	2200-100-01 [Maybank]		
General Note	2200-200-00 [Cash in Hand]		
Linked Account ID	2200-100-00 [Bank]		
Currency ID	MYR [Ringgit Malaysia]		
		Hide prompts	Submit

9.0.1 How to View/Edit Bank Listing

- Go To **General Setup > Bank Setup**. The Bank Master List window appears.
- In the search field, you can search any particular bank by entering the bank name.
- You can choose the number of entries of the Bank Name to be displayed.
- In the Bank Name field, identify the bank and select the particular bank name. The Edit dialog box appears.
- Click **Continue**, the Bank Master window appears. Edit the relevant information.
- Once completed, click **Submit** button to save.

9.0.2 How to Delete Bank Listing

- Go To **General Setup > Bank Setup**. The Bank Master List window appears.
- To remove the existing bank, identify the bank row.
- In the Action field on the right-side of the row, click the **Delete** button (image).
- Dialog box of deletion confirmation appears, then click the **Delete** button.

Bank Master List								Print	+	v
Show	10	entries	Search							
#	*Bank Name	Branch	Bank Account No.	Address	Phone No.	Fax No.	Email	Action		
1	CIMB BANK BERHAD	KL SENTRAL	8002409498							
2	Cash in Hand	Pertama Complex	1							
Showing 1 to 2 of 2 entries								First	Previous	1
								Next	Last	

10.0 How to Setup ShipTo

- Go to **General Setup > Ship To**. The Company Ship To windows appear.
- (This section is enable if the company has more than one (1) warehouse at different location.)
- To add new **Company Ship To**, click the + Button.
- Fill in the information required.
- To **Save**, click the Submit button.
- You are also able to edit the information by click the link of address.
- If the company ship to no longer available, you can remove the list by click the **Delete** button that situated in the same row of the list.

Company Shipto

Company No.

9999-T

Company Name

AHMED FURNITURE SDN BHD

Company Shipto List

Show

10

entries

Search

#	Address	State	Country	Action
1	No 46,Jalan Enggang Perindustrian Kinrara 47180 puchong	SELANGOR	MALAYSIA	

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

Company Shipto

Company No.

9999-T

Company Name

AHMED FURNITURE SDN BHD

Company Shipto New

Address

No 46,Jalan Enggang

Perindustrian Kinrara

City

puchong

Postcode

47180

Country

MALAYSIA

State

SELANGOR

Hide prompts

Submit

11.0 How to Setup Graph

- Go to **General Setup > Graph Setup**.
- To add, click at the + button.



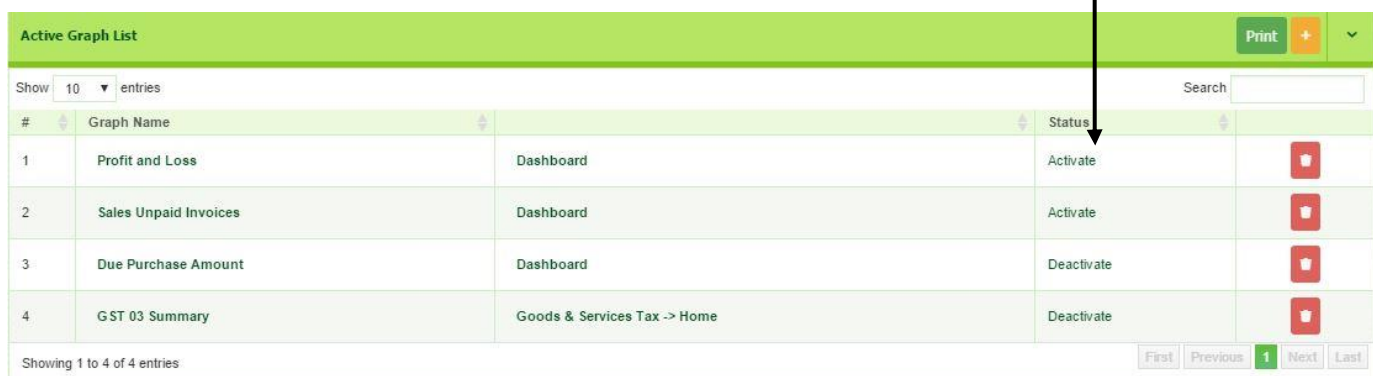
Active Graph List				Print	+	▼
Show	10	▼	entries	Search		
#	Graph Name		Status			
1	Profit and Loss	Dashboard	Activate			
2	Sales Unpaid Invoices	Dashboard	Activate			
3	Due Purchase Amount	Dashboard	Deactivate			
4	GST 03 Summary	Goods & Services Tax -> Home	Deactivate			
Showing 1 to 4 of 4 entries				First	Previous	1 Next Last

- You will be directed to the Add New Graph page. Enter the information required. Then, click Submit button.



Add New Graph		▼
Select Graph	Select Graph	▼
Select Page	Select Page	▼
Order		
		Submit

- Once you have submit, you can edit the status of the graph, either activate or deactivate by clicking at the status.



Active Graph List				Print	+	▼
Show	10	▼	entries	Search		
#	Graph Name		Status			
1	Profit and Loss	Dashboard	Activate			
2	Sales Unpaid Invoices	Dashboard	Activate			
3	Due Purchase Amount	Dashboard	Deactivate			
4	GST 03 Summary	Goods & Services Tax -> Home	Deactivate			
Showing 1 to 4 of 4 entries				First	Previous	1 Next Last

LESSON TWO

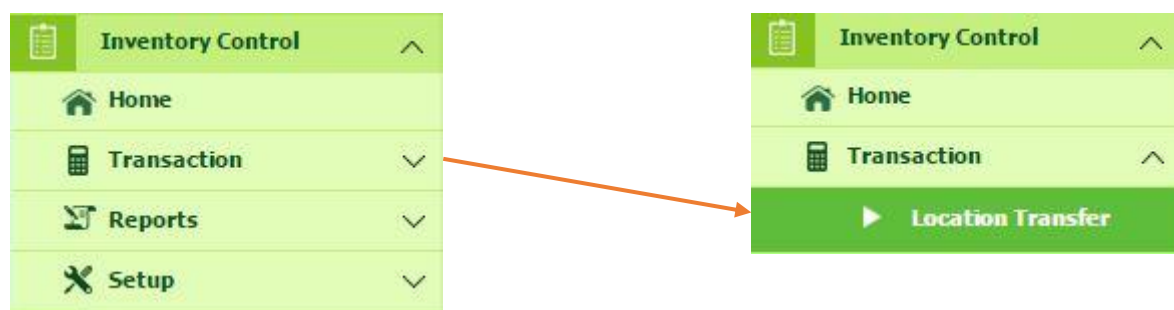
MODULE: INVENTORY CONTROL

Inventory control allow users to planning on its inventory, manage it and keep track on the inventory movement. It is vital to manage inventory as it can reduce cost and make the goods available when customers need it.

1.0 How to do Location Transfer

To account for any movement of your stock, kindly follow the steps below:

- ❖ Go to **Inventory Control > Transaction > Location Transfer**. The Location Transfer window appears.
- ❖ Select **From Location** and **To Location** from the drop down list.
- ❖ Enter your **Reference**.
- ❖ Select your **Movement Type** from the drop down list.
- ❖ Select **Date Transfer**.
- ❖ Enter **Memo**.



Location Transfer Add Information

From Location*	GOMBAK JLN SAMUDERA	Movement Type*	Please Select
To Location*	Johor Bahru Jalan Tampoi	Date Transfer	03-09-2015
Reference	LT 0000	Memo*	

- ❖ Click **“Add New Item”** button.
- ❖ Then you will be directed to a page to fill in the entries.
- ❖ Select your **Item Code** and **Item Description**.
- ❖ Enter your **Transfer Quantity**.
- ❖ Click (tick) button to save.
- ❖ Please be noted, to adding new item, you have to select location first.

Items				
Item Code	Item Description	Stock	Transfer Quantity	Action
Last Message! No Message...				
			Hide prompts + Add New Item	

Items				
Item Code	Item Description	Stock	Transfer Quantity	Action
	Item Description	Stock	Quantity	✓ ✗

1.1 How to Confirm Location Transfer

- ❖ Go to **Inventory Setup > Transaction > Location Transfer Confirm**. The Location Transfer List window appears.
- ❖ Click **+** button on the top right to add relevant information.
- ❖ Note that, make sure all relevant information given is correct before you proceed to **Confirm** transaction.
- ❖ To edit the information, click the link of selected Form No in the **Form No.** field. The **Edit** dialog box will appear, click **Continue** to edit.
- ❖ You will be directed to the page where you can edit the information.
- ❖ Once completed, click **Update Save** button to save.
- ❖ Once submitted, you will be directed to the **Location Transfer List**.
- ❖ You can choose either to confirm the entire list or selected list only. If you wish to confirm the entire list, tick the box on the top right-side of the page OR if you want to confirm selected list, tick the respective boxes of the related rows only.
- ❖ Then click **Confirm Transaction** button to proceed to confirm the transfer.
- ❖ Note that, once you proceed for transaction confirmation, editing information is disabled.

Dashboard - Location - Location Transfer Confirm

search...

Location Transfer Confirm

Show 10 entries

Search

#	Form No.	From Location	To Location	Movement Type	Memo	Date Transfer	
1	LT[00000068]	GOMBAK	GOMBAK	maybank berhad		04-09-2015	☒

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Confirm

Location Transfer Add Information

From Location* GOMBAK | JLN SAMUDERA ▼

To Location* Johor Bahru | Jalan Tampoi ▼

Reference LT 68

Movement Type* maybank berhad ▼

Date Transfer 2015-09-04

Memo* transfer

Items

Item Code	Item Description	Stock	Transfer Quantity	Action
Last Message! No Message...				

Hide prompts
+ Add New Item

Update Save

1.2 How to do Item Count and Adjust

- ❖ Go to Inventory **Setup > Transaction > Item Count and Adjust**.
- ❖ Select **Location** from the drop down list.
- ❖ Once selected, all the listing of item details will be displayed.
- ❖ Double click at Counted field to adjust.
- ❖ The total of Variance, Cost and Cost Variance will be automatically changes according to the counted adjustment.
- ❖ After completed, click **Save** button.

Select Location

Select Location: GOMBAK | JLN SAMU...

Form No.: IA 0000

Item Count and Adjust Save

Show 10 entries
Search

Item Code ▲	Item Name ▲	Qty On Hand ▲	Cost Qty On Hand	Counted (Double click to adjust) ▲	Variance ▲	Cost ▲	Cost Variance ▲
FF10	SOFA KAYU JATI	5	5,000.00	5	0	5,000.00	0.00

Showing 1 to 1 of 1 entries

First
Previous
1
Next
Last

1.3 How to Confirm Item Count and Adjust

- ❖ Go to **Inventory Setup > Transaction > Item Count and Adjust Confirm**.
- ❖ Please be noted that, before you proceed to confirm adjustment, please make sure that all information given is correct.
- ❖ You can modify adjustment by click the link of selected **Form No.**
- ❖ You will directed to the page where you can modify the information.
- ❖ After completed, Click **Update Save** button to save.
- ❖ Once submitted, you will directed back to the **Item Count and Adjust list**.
- ❖ You can select all the list or either selected list to proceed to confirm adjustment.
- ❖ After selected, click **Confirm Transaction** button to proceed transfer confirmation.

Item Count and Adjust

Show entries Search

#	Form No.	Location	Adjustment Date	
No data available in table				

Showing 0 to 0 of 0 entries First Previous Next Last

Confirm

2.0 How to Generate Item Details Reports

- Go to **Inventory Control > Reports > Item Details**. The Item Details List window appears.
- All the listing of Item Details will be listed.
- Fill in the entries such as:
 - Item Code e.g: FF10
 - Item Name e.g: Sofa Kayu Jati
 - Location e.g: Jln Samudera(Gombak)
 - Unit Measure e.g: UM
 - Quantity e.g: 4.00
- Click the **Print Button** that situated at the top right of page.
- You will be directed to the **Item Details** List Report.
- You are allow to **print** or **save** the report by clicking the button.
- Otherwise, you can close the report by click the Close Button

Dashboard - Inventory Control - Items Details

Items Details List **Print**

Show 10 entries

#	Item Code	Item Name	Location	Unit Measure	Quantity O/H
1	FF10	SOFA KAYU JATI	JLN SAMUDERA [GOMBAK]	UM	4.00

Showing 1 to 1 of 1 entries First Previous **1** Next Last

2.1 How to Generate Location Transfer List Reports

- Go to **Inventory Control > Reports > Location Transfer List**.
- Select the **Date From** and **Date To**.
- All the location transfer list will be listed.
- To print the summary report, click **Print** button that situated on the top right page.

Select Date

From  01-09-2015 To  09-09-2015

Location Transfer List 

Show 10 entries Search

#	Form No. ▲	From Location	To Location	Movement Type	Memo	Transfer Date	Confirm	Action
1	LT[00000068]	GOMBAK	Johor Bahru	maybank berhad	transfer	04-09-2015	No	

2.2 How to Generate Item Adjustment List Reports

- Go to **Inventory Control > Reports > Item Adjustment List**. The Item Adjustment List window appears.
- All the listing of Item Adjustment List will be listed under Item Adjustment List.
- Select the Adjustment List that you want to print by click the Print button that situated in the same row of the list.
- You will be directed to **the Item Adjustment List Report**.
- You are allow to print or save the report by clicking the button.
- Otherwise, you can close the report by click the Close Button

Select Date

From 01-09-2015 To 09-09-2015

Item Adjustment List Print

Show 10 entries Search

#	Form No.	Location	Adjustment Date	Confirm	Action
No data available in table					
Showing 0 to 0 of 0 entries					

First
Previous
Next
Last

2.3 How to Generate Inventory Planning Report

- Go to **Inventory Control > Reports > Inventory Planning Report**. The Inventory Planning Report List window appears.
- Select the **Location** from the list. Once selected, all the details will be listed under Inventory Status.
- Click the “Print” Button that situated at the top right of page.
- You will be directed to the Inventory Status Report.
- You are allow to print or save the report by clicking the button.
- Otherwise, you can close the report by click the Close Button.

Select Location

Select Location All

Inventory Status Print

Show 10 entries Search

#	Item Code	Name	Quantity On Hand	Outstanding Customer Order	Outstanding Supplier Order
1	FF10	SOFA KAYU JATI	4.00	0.00	1.00

Showing 1 to 1 of 1 entries
 First
Previous
1
Next
Last

2.4 How to Generate Inventory Valuation Report

- Go to **Inventory Control > Reports > Inventory Valuation Report**.
- All the Inventory Summary will be listed.
- To print the summary report, click **Print** button that situated on the top right page.

Dashboard - Inventory Report - **Inventory Valuation Report**

Inventory Summary List

Print

Show 10 entries

Search

#	Items	On Hand	U/M	Asset Value	% of Tot Asset	Sales Price	Retail Value	% of Tot Retail
1	[FF10] SOFA KAYU JATI	4.00	UNIT	4,000.00	100.00	0.00	0.00	0.00

Showing 1 to 1 of 1 entries

First

Previous

1

Next

Last

2.5 How to Generate Stock Count Sheet Report

- Go to **Inventory Control > Reports > Stock Count Sheet**.
- The Stock Count Sheet windows appear.
- Select your warehouse location from the list.
- Once selected, the details of stock count will be listed.
- To generate report, simply click the **Print** button. You will be directed to the Stock Count Report.
- In this report, you can see the details such **Item, Unit Measure (UM), Quality On Hand** and **Actual Quantity**.

Select Location

Select Location GOMBAK | JLN SAM...

Stock Count Sheet Print

Show 10 entries Search

#	Item	UM	Quantity on Hand	Actual Quantity
1	[FF10] SOFA KAYU JATI	UNIT	4.00	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

2.6 How to Generate Stock Check Report

- Go to **Inventory Control > Reports > Stock Check Report**.
- All the Item Master list will be listed.
- To print the summary report, click Print button that situated on the top right page.

Items Master List Print

Show 10 entries Search

#	Item Code	Item Name	Quantity	UM	Re-Order Level	Status
1	FF10	SOFA KAYU JATI	4.00	UNIT	0.00	Above Re-order Level

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

2.7 How to Generate Outstanding GRN Report

- Go to **Inventory Control > Reports > Outstanding GRN Report**.
- You can print the details, by click the **Print** button.

Outstanding GRN Report									Print
Show 10 entries		Search							
#	Item Code	Item Name	PO No.	PO Date	Unit Price	UM	Total Order	Outstanding Quantity	Total
1	FF10	SOFA KAYU JATI	PO[00000002]	04-09-2015	1,000.00	UM	2.00	1.00	1,000.00
Showing 1 to 1 of 1 entries							First	Previous	1
								Next	Last

2.8 How to Generate Inventory Transaction Report

- Go to **Inventory Control > Reports > Inventory Transaction Report**. The Inventory Transaction Report window appears.
- Please select **Date From** and **Date To**.
- Select the Location and Item.
- All the listing details will be listed under Inventory Transaction Report.
- To print all the details, click the Print Button that situated at the top right of page. You will be directed to the Inventory Movement Report.
- You are allow to print or save the report by clicking the button.
- Otherwise, you can close the report by click the Close Button.

Select Location

From 01-09-2015 To 09-09-2015
 Select Location GOMBAK | JLN SAMUDERA Select Item SOFA KAYU JATI

Inventory Transaction Report Print

Show 10 entries Search

#	Form No.	Supplier/Customer	Transaction Date	Unit of Measurement	Transaction Type	Quantity In	Quantity Out	Balance
1	GRN[00000001]	PERABOT BERSATU SDN BHD	03-09-2015	UNIT	Transfer In	5	0	5
2	GRN[00000002]	PERABOT BERSATU SDN BHD	04-09-2015	UNIT	Transfer In	1	0	6
3	PDN[00000556]	PERABOT BERSATU SDN BHD	04-09-2015	UNIT	Transfer Out	0	-2	4

Showing 1 to 3 of 3 entries

First
Previous
1
Next
Last

2.9 How to Generate Inventory List Report

- Go to **Inventory Control > Reports > Inventory List**. The Inventory List window appears.
- Select the Location from the list. Once selected, all the details will be listed under Inventory List By Location.
- Click the **Print** Button that situated at the top right of page.
- You will be directed to the Inventory List **By Location** Report.
- You are allow to print or save the report by clicking the button.
- Otherwise, you can close the report by click the Close Button.

Select Location

Select Location GOMBAK | JLN SAM...

Inventory List By Location Print

Show 10 entries Search

#	Name	Category	Description	Quantity On Hand
1	SOFA KAYU JATI	PERABOT JATI	ROYAL	4.00

Showing 1 to 1 of 1 entries

First
Previous
1
Next
Last

3.0 How to Setup Item Category

To setup Item category details, kindly follow the steps below:

- Click **Inventory Control > Setup > Item Category**.
- Click + button on the top right corner of the page to add a new item category.
- After filling out the Item category details, click submit to save the details.
- To edit the item's details, click on the item that you want to edit. You can also edit it by clicking on the blue colored icon in the action column.
- After done editing the details, click submit to save the changes.
- You can also delete the existing item category by selecting that particular item and click the delete button that is situated on the same row.
- To search an item category, type the name of the item category in the search field.

Item Category List						
Show 10 entries Search						
#	Code	Item Name	Short name	Description	Sequence Number	Action
1	FF01	PERABOT JATI	PERABOT	KAYU JATI	0	
Showing 1 to 1 of 1 entries						First Previous 1 Next Last

Item Category	
Code	FF01
Name	PERABOT JATI
Short Name	PERABOT
Description	KAYU JATI
Sequence No.	0
Hide Prompt Submit	

3.1 How to Setup Item Type

- This setup has been put under default setting.

Item Type List						
Show	10	▼	entries	Search		
# ▲	Code	Item Name	Shorname	Description	Sequence Number	Action
1	G	Goods	Product	Physical product range	1	
Showing 1 to 1 of 1 entries					First	Previous 1 Next Last

3.2 How to Setup Item

- Go to **Inventory Control > Setup > Item Setup**.
- Click the + button to add new Item Setup.
- Enter the Item Code, Item Name and Item Description.
- Select the Item Category, Item Type, Unit of Measure, and Item Status from the drop down list.
- Set your Reorder Level (Quantity of your item).
- Select Income, COGS, Inventories, Input Tax and Output Tax from the drop down list.
- You can upload your inventory image by click the Browse button.
- After completed, you may click **Submit** button to save.

Items Master List						
Show	10	▼	entries	Search		
# ▲	Item Code	Item Description	Item Status	Item Category	Item Type	Action
1	FF10	SOFA KAYU JATI	Active	PERABOT JATI	Goods	
Showing 1 to 1 of 1 entries					First	Previous 1 Next Last

Item Setup			
Item Code	FF10	Required, max size = 16	
Item Name	SOFA KAYU JATI		
Item Description	ROYAL		
Item Category	[FF01] PERABOT JATI	Item Type	[G] Goods
Unit Of Measure	[UM] UNIT	Item Status	[0] Active
Reorder Level	0	Income	[4000-000-00] Sales
C.O.G.S	5000-000-00 [Cost of Goods Sold]	Inventories	[2300-000-00] Inventories
Input Tax	TX 6 PURCHASE WITH GST INCURRE...	Output Tax	SR 6 STANDARD RATED SUPPLIES W...
Inventory Image	Choose File No file chosen 		
		Hide Prompt	Submit

3.3 How to Setup Opening Balance of Inventory

- Go to **Inventory Control > Setup > Opening Balance of Inventory**.
- Click the '+ Add New' button.
- Additional row will appear for you to put opening balance of inventory.
- Then, click  button to save.
- The amount of opening balance of inventory should equal with the amount stated at opening balance.

Opening Balance of Inventory ▼

#	Item	Description	Unit Price	UM	Balance	Total Amount	Location	Action
1	Queen Mattress	Vono	700.00	Unit/s	55	38,500.00	K001 GM Klang	
2	Pillow	Sweet Dream	30.00	Unit/s	50	1,500.00	K001 GM Klang	
3								✓ ✕

Last Message!
No Message...

Hide prompts
+ Add New

Total Amount
40,000.00

3.4 How to Setup Location Master

- Go To **Inventory Control > Setup > Location Master**. The Location Master List window appears.
- Click on + button on the top right-side of the page to add New Location Master.
- You will be directed to the page where you can enter all the required information, then click **Submit** button to save.

3.4.1 How to View/Edit List of Location

- Go to **Inventory Control > Setup > Location Master**. The Location Master List window appears.
- In the Search field, search the location by entering the location code or name.
- You can choose the number of entries of location to be displayed.
- To edit, click the Edit button that situated in the same of location row. The Edit dialog box will appear.
- Click Continue, the Location Master window appears. Edit the relevant information.
- Once completed, click **Submit** button to save

3.4.2 How to Delete List of Location

- Go to **Inventory Control > Setup > Location Master**. The Location Master List window appears.
- To remove location from the list, identify the location row.
- In the Action field on the right-side of the row, click the Delete button (image).
- Dialog box of deletion confirmation appears, then click the Delete button.

Location Master List							+	
Show 10 entries		Search						
#	Code	Name	Address	City	State	Country	Action	
1	GOMBAK	JLN SAMUDERA	JALAN SAMUDERA 555,	KUALA LUMPUR	KUALA LUMPUR	MALAYSIA		
2	Johor Bahru	Jalan Tampoi	Jalan Tampoi, Desa Rahmat ,	Johor Darul Takzim	JOHOR	MALAYSIA		
Showing 1 to 2 of 2 entries							First	Previous 1 Next Last

Location Master List Clear Form

Location Code	GOMBAK		
Description	JLN SAMUDERA		
Phone No.	+6012-987 3455	Fax No.	+603-6185 7788
Address	JALAN SAMUDERA 555, TAMAN SAMUDERA GOMBAK		
Postcode	55533	City	KUALA LUMPUR
Country	MALAYSIA	State	KUALA LUMPUR

Hide prompts
Submit

3.5 How to Setup Unit Measures

- Go to Inventory Control > Setup > Unit Measures. The Unit of Measure List window appears.
- Click on + button on the top right-side of the page to add New Unit of Measure.
- Enter **Code** and **Description**. Once entered, click **Save** button.
- To delete the list, click the delete button that situated in the same row of the Unit Measure List

Unit Of Measure List				+
Show		10	▼	entries
				Search
#	Code	Description	Action	
1	UM	UNIT	✕	
Showing 1 to 1 of 1 entries				
		First Previous 1 Next Last		

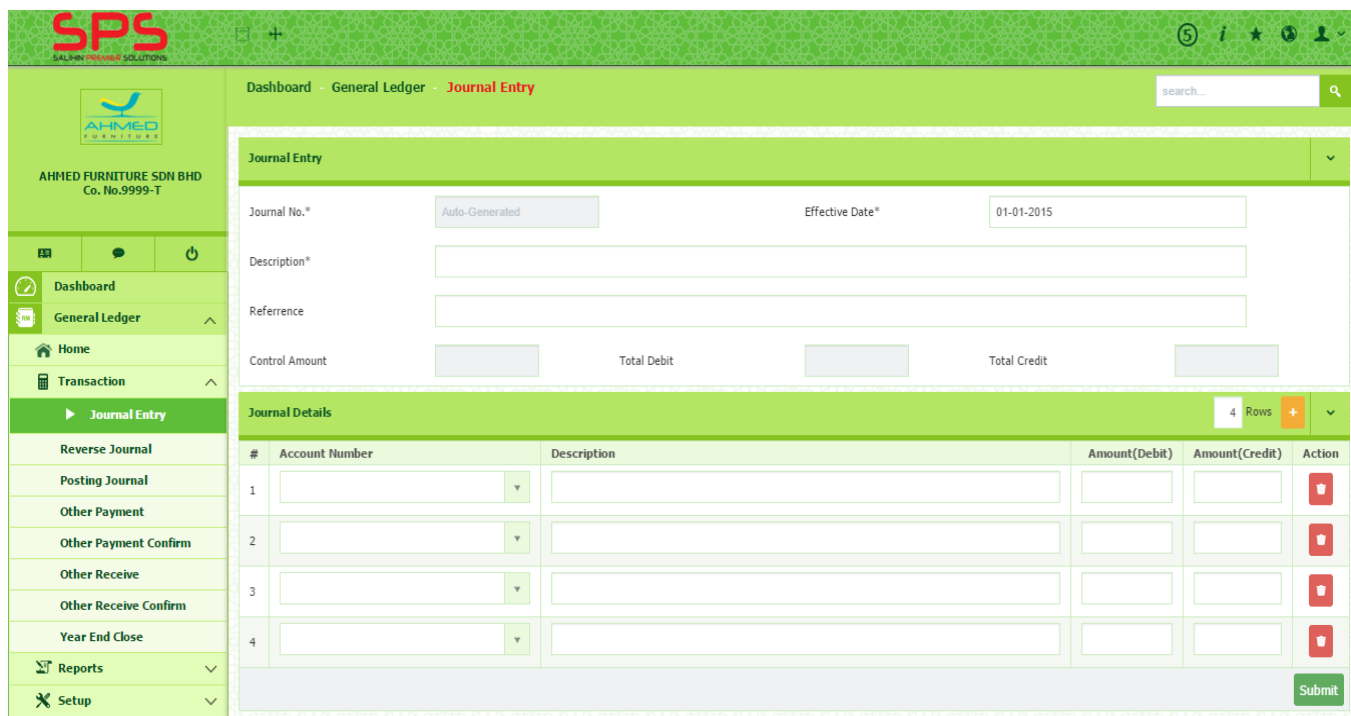
LESSON THREE

MODULE: GENERAL LEDGER

General ledger allow users to create Journal entry, record the payment made or received, produce various report and summary of the transaction. This modules need to be setup carefully as it will result in the financial reporting statement.

1.0 How to Create Journal Entry

- Go to **General ledger > Transaction > Journal Entry**
- Enter all the information required.
- Click on  **button** on the top of right corner of the journal details to add transaction.



Journal Entry

Journal No.*: Auto-Generated Effective Date*: 01-01-2015

Description*:

Reference:

Control Amount: Total Debit: Total Credit:

Journal Details (4 Rows) 

#	Account Number	Description	Amount(Debit)	Amount(Credit)	Action
1					
2					
3					
4					

Submit

- Select the **Account Number** from the drop down list. Insert the description and the amount of debit or credit.
- Click **Submit** button to save.
- Journal No. will be automatically generated once the user click **Submit** button.
- The transaction will be appeared in the **Posting Journal**.

1.1 How to Posting Journal

- Go to **General ledger > Transaction > Posting Journal**

Dashboard - General Ledger - **Posting Journal**

Search Parameter

Year: 2015 Period: Period Display Option: Unposted Journal

Submit

Search Result

Show 10 entries

#	Journal No.	Year	Period	Description	Action
No data available in table					

Showing 0 to 0 of 0 entries

First Previous Next Last

Post Journal

- Select **Year** and **Period** then click **Submit button**.
- You may see the journal details by clicking on the Journal No.
- You need to tick the box before post the journal.

Dashboard - General Ledger - **Posting Journal**

Search Parameter

Year: 2015 Period: 3 [01-09-2015 - 30-09-2015] Display Option: Unposted Journal

Submit

Search Result

Show 5 entries

#	Journal No.	Year	Period	Description	Action
1	PO20150300000001	2015	3	[GRN[00000001]]	☐
2	PO20150300000002	2015	3	[GRN[00000002]]	☐
3	AP20150300000001	2015	3	Purchase Invoice Confirm [PI[00000001]]	☐
4	AP20150300000002	2015	3	Posting Debit Note Confirm [PDN[00000001]]	☐
5	AP20150300000003	2015	3	Posting Credit Note Confirm [PCN[00000001][00000685]]	☐

Showing 1 to 5 of 8 entries

First Previous 1 2 Next Last

Post Journal

- Click **Post Journal** button to post the journal.

1.1.1 How to edit/delete transaction

- This function enable users to edit or delete any transaction that already confirmed or posted that mistakenly recorded by user.
- But this transaction cannot be done easily where there are some conditions applied due to the logics

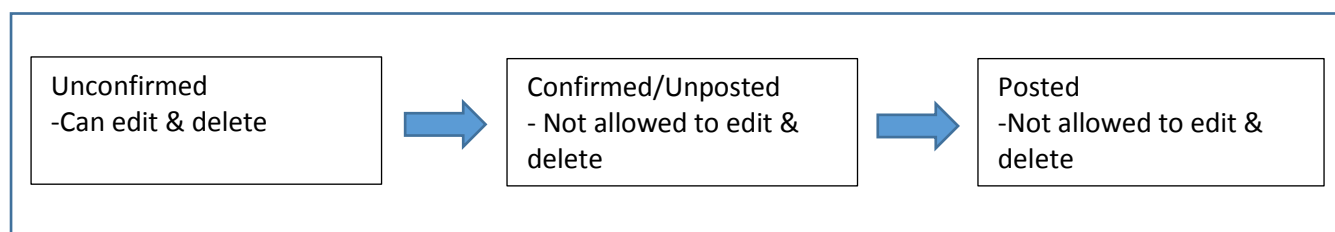


Figure: confirming & Posting transaction process flow

- Figure above shows that the normal process that must be done by users in order to produce accounting reports. If there are problem occurred to the transaction, below figure will explain you how to pull out the transaction back from the reports and fix it.

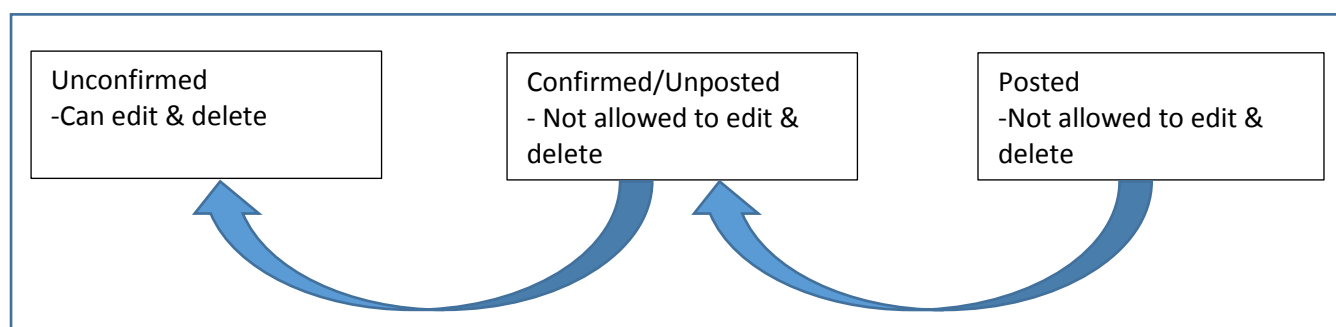


Figure: Unpost & Unconfirm transaction process flow

- Figure above shows the processes which it allows you to unpost, unconfirmed and edit/delete the transaction. There are some rules or procedure for you to follow before you are going to unpost and unconfirm the transaction. All the transactions that already post, should be unpost, then the transactions that already in the unposted journal list should be unconfirmed then the transactions can be edit or delete once it is in the unconfirmed lists. Here are gently reminders where invoice can be unpost but cannot be unconfirm if there are any related debit note, credit note and payment still not unpost and unconfirm but the payment need to be delete if users want to unconfirm the invoice. Below are example of unpost, unconfirm and edit/delete the transaction.

PROCESS FLOW OF UNPOST THE TRANSACTION

- Go to General Ledger > Transaction > Posting Journal
- Select Year and Period
- Select Posted Journal in display option
- Click Submit button
- Find the journal that need to unpost then click  button.
When the posted journal already unpost, it remain in the journal list but it remove to the Unposted Journal and need to unconfirm.

Search Parameter

Year

2015

Period

12 [01-12-2015 - 31-12-2015]

Display Option

Posted Journal

Submit

Search Result

Show 10 entries

Search

#	Journal No.	Reference No.	Year	Period	Description	Total		Action
6	AP20151200000002	21212	2015	12	Purchase Invoice Confirm [PI20151221[00000053]]	1,060.00		
7	AP20151200000003	PCN20151221[00000022] [00000715]	2015	12	Posting Credit Note Confirm [PCN20151221[00000022][00000715]]	624.34		
8	AP20151200000004	PDN20151221[00000027]	2015	12	Posting Debit Note Confirm [PDN20151221[00000027]]	350.00		
9	AP20151200000005	12131	2015	12	Payment [PP20151221[00000101]]	710.00		

Showing 1 to 9 of 9 entries

First

Previous

1

Next

Last

PROCESS FLOW OF UNCONFIRM THE TRANSACTION

- Go to General Ledger > Transaction > Posting Journal
 - Select Year and Period
 - Select Unposted Journal display option
 - Click Submit button
 - Find the journal that need to unconfirm then click  button.
- *When the unposted journal is unconfirm, the unconfirm invoice/ credit note/ debit note/ payment will be listed in the invoice confirm/ credit note confirm/ debit note confirm/ payment advice confirm.

Search Parameter

Year

2015

Period

12 [01-12-2015 - 31-12-2015]

Display Option

Unposted Journal

Submit

Search Result

Show

10

entries

Search

#	Journal No.	Reference No.	Year	Period	Description	Total		Action
1	AP20151200000002	21212	2015	12	Purchase Invoice Confirm [PI20151221[00000053]]	1,060.00		
2	AP20151200000003	PCN20151221[00000022] [00000715]	2015	12	Posting Credit Note Confirm [PCN20151221[00000022][00000715]]	624.34		
3	AP20151200000004	PDN20151221[00000027]	2015	12	Posting Debit Note Confirm [PDN20151221[00000027]]	350.00		
4	AP20151200000005	12131	2015	12	Payment [PP20151221[00000101]]	710.00		

Showing 1 to 4 of 4 entries

First

Previous

1

Next

Last

Post Journal

PROCESS FLOW OF EDIT/DELETE THE TRANSACTION

- Go to General Ledger/Account Receivable/Account Payable/Sales Order/Purchasing > Transaction > Other Payment confirm/Other Receive Confirm/Sales Invoice Confirm/Debit Note Confirm/Credit Note Confirm/Payment Received or Advised Confirm/Delivery Order Confirm/Purchase Order confirm/Purchase Receive Confirm
- Select Year and Period
- Find and select the transactions that need to edit/delete.

Year2016Period1 [01-01-2016 - 31-01-2016]

Customer Payment Received Confirm ListPrint

Show 10 entriesSearch

#	Received Date	Form No.	Customer	Reference No.	Total Received		Delete
1	06-01-2016	RP20160106[00000082]	JANUARI SDN BHD	121212	2,000.00		
2	06-01-2016	RP20160106[00000083]	JANUARI SDN BHD	212	700.00		

Showing 1 to 2 of 2 entriesFirstPrevious1NextLast

Confirm

1.2 How to Create Other Payment

- Go to **General ledger > Transaction > Other Payment**
- Key in all the information required in New Other Payment Section. You may type or select from drop down list.

The screenshot displays the SPS Accounting Software interface. The top header shows the SPS logo and navigation icons. The left sidebar contains a menu with options: Dashboard, General Ledger, Home, Transaction, Journal Entry, Reverse Journal, Posting Journal, and Other Payment. The main area is titled 'Dashboard - General Ledger - New Other Payment'. It features a 'New Other Payment' form with fields for Form No (OPN), Serial, Pay To, Date (11-09-2015), Bank, Project, Amount Paid (0.00), Acct No. (0), Ref. No., Balance (0.00), Payment Method, and Memo.

Below the form is the 'Payment Details' section, which contains a table with the following columns: #, Account, Description, Amount, Tax %, Inclusive Tax, Tax Amount, Amount (Include Tax), and Action. The table has one row with a description 'Description' and an amount of 'Amount'. The 'Inclusive Tax' column has a checkbox. The 'Action' column has a green checkmark button and a red X button.

Below the table is a blue message box with the text 'Last Message! No Message...'. To the right of the message box are two buttons: 'Hide prompts' and '+ Add New Payment'.

Below the message box is the 'Total Amounts' section, which contains a table with the following columns: Simplified Tax Invoice, Total Allocated, Total Tax Amount, Total Paid, and Out of Balance. The table has one row with values of 0.00 for each column.

- In Payment Details section, click **Add New Payment** to create payment voucher.
- Select account group and tax code from drop down button. Insert description and amount.
- Tick the box in column inclusive tax to represent the amount inserted is inclusive of GST.
- Click  button in the action column to save.

1.3 How to Confirm Other Payment

- Go to **General ledger > Transaction > Other Payment Confirm**
- Select Year and Period.

Dashboard - General Ledger - **Other Payment**

Search Parameter

Year: 2015 Period: 3 [01-09-2015 - 30-09-2015]

Other Payment List

Show 10 entries

#	Form No	Pay To	Total Amount	Date	Delete
1	OPN[00000006]	TNB BERHAD	500.00	11-09-2015	☐

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Confirm

- Tick the box and click **Confirm** button.

Dashboard - General Ledger - **Other Payment**

Other Payment

Form No: OPN 00000006 Bank: BIMB | KL Sentral Amount Paid: 500.00

Date: 11-09-2015 Acct No.: 12008894055176 Ref. No.: 1234

Pay To: TNB BERHAD Balance: 0 Payment Method: Cheque

Project: Simplified Tax Invoice ☐

Memo

Update

Payment Details

#	Account	Description	Amount	Tax %	Tax Amount	Amount (Include Tax)	Action
1	8100-000-00 Administration Expenses	Utility	500.00	TX 6	30.00	530.00	☐

- To edit, click on the **Form No.** You will be directed to the payment detail page.
- Click **Update** after edit the information.

Payment Details							
#	Account	Description	Amount	Tax %	Tax Amount	Amount (Include Tax)	Action
1	8100-000-00 Administration Expenses	Utility	500.00	6 TX	30.00	530.00	☒ ☐

Last Message!
Details successfully updated

- After edit, click on  button.

1.4 How to Create Other Receive

- Go to **General ledger > Transaction > Other Receive**



SPS
SALIHIN PREMIER SOLUTIONS

Dashboard - General Ledger - **New Other Receive**

search...



AHMED FURNITURE SDN BHD
Co. No.9999-T

- Dashboard
- General Ledger
- Home
- Transaction
- Journal Entry
- Reverse Journal
- Posting Journal
- Other Payment
- Other Payment Confirm
- Other Receive**
- Other Receive Confirm
- Year End Close

New Other Receive

Form No. Serial

Date

Bank

Acct No.

Receive Type

Memo

Receive From

Project

Amount Received

Ref. No.

Payment Method

Other Receive Details

#	Account	Description	Amount	Tax %	Inclusive Tax	Tax Amount	Amount (Include Tax)	Action
Last Message!								

- Fill in all the information required in the New Other Receive section
- In Other Receive Details section, click **Add New Payment** to record any payment received.
- Select **account** group and **tax code** from drop down button. Insert description and amount.
- Tick the box in column inclusive tax to represent the amount inserted is inclusive of GST.
- Click  button in the action column to save.

Other Payment Confirm

▶ Other Receive

Other Receive Confirm

Year End Close

Reports

Setup

Account Receivables

Account Payables

Sales Order

Purchasing

Inventory Control

Goods & Services Tax

Zakat & Wakaf

General Setup

Admin

User Guide

Helpdesk

Memo

Other Receive Details

#	Account	Description	Amount	Tax %	Inclusive Tax	Tax Amount	Amount (Include Tax)	Action
1		Description	Amount	Tax %		Amount	Amount (	☒ ☐

Last Message!
No Message...

Hide prompts Add New Payment

Total Amounts

Total Received	0.00
Total Allocated	0.00
Total Tax Amount	0.00
Out of Balance	0.00

1.5 How to Confirm Other Receive

- Go to **General ledger > Transaction > Other Receive Confirm**
- Select **Year** and **Period**.

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AHMED FURNITURE

AHMED FURNITURE SDN BHD

Co. No.9999-T

Dashboard

General Ledger

Home

Transaction

Journal Entry

Reverse Journal

Posting Journal

Other Payment

Other Payment Confirm

Other Receive

▶ Other Receive Confirm

Year End Close

Dashboard - General Ledger - Other Receive

search...

Search Parameter

Year

2015

Period

Period

Other Receive Number Confirm List

Show

10

entries

Search

#	Form No.	Receive From	Total Amount	Date		Delete
1	ORI[000000002]	Bank	1,000.00	14-09-2015	☐	☒

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Confirm

- Select **Form No** that wants to be confirmed and tick the box. Then click Confirm.

1.6 How to do Year End Closing

- Go to **General ledger > Transaction > Year End Close**
- Select Year

The screenshot displays the SPS Accounting Software interface. The top header bar is green with the SPS logo on the left and user icons on the right. Below the header, a breadcrumb trail shows 'Dashboard - General Ledger - Year End Closing'. The left sidebar contains a menu with options like Dashboard, General Ledger, Home, Transaction, Journal Entry, Reverse Journal, Posting Journal, Other Payment, Other Payment Confirm, Other Receive, Other Receive Confirm, Year End Close (highlighted), and Reports. The main content area is titled 'Year End Closing' and features a 'Closing Year' dropdown menu set to '2015' and a 'Submit' button.

- Click **Submit**.

2.0 How to Generate Account Balance Summary Report

In this section, you can generate report for each ledger by select account number. You can ensure each ledger is recorded correctly.

- Go to **General ledger > Report > Account Balance Summary**
- Select **Year, Period** and **Account Number**
- Click **Generate Report button** to generate the report.
- You can print the report by clicking **Print button**

Account Balance Summary ▼

Year ▼

From Period ▼ To ▼

Account Number ▼

Generate Report

Account Balance Summary Print ▼

▼ 4000-000-00 Sales

<u>Trans Date</u>	<u>Journal Number</u>	<u>Reference No</u>	<u>Description</u>	<u>Debit</u>	<u>Credit</u>	<u>Balance</u>
			Opening Balance			17,099.28
10-09-2015	AR20150900000009	tx00001	Trade Receivable - Posting Direct Sales	0.00	150.00	16,949.28
10-09-2015	AR20150900000010	9090	Alam Megah Sdn Bhd - Posting Direct Sales	0.00	100.00	16,849.28
30-09-2015	AR20150900000023		YED HOLDINGS - Posting Direct Sales	0.00	20.00	16,829.28
			Total	0.00	270.00	

2.1 How to generate Trial Balance

- Go to **General ledger > Report > Trial Balance**
- Select **Year** and **Period**

SPS SALIHIN PREMIER SOLUTIONS

Dashboard - General Ledger - Trial Balance

search...

Trial Balance

Year: 2015 Period: Period

Generate Report

- Click **Generate Report button** to generate the report.
- You can print the report by clicking **Print button**

SPS SALIHIN PREMIER SOLUTIONS

Dashboard - General Ledger - Trial Balance

search...

Trial Balance : 3 - 2015

Show 10 entries Search

#	Account Number	Description	Year To Date Debit	Year To Date Credit	This Month Debit	This Month Credit
1	1000-000-00	Owner's/Shareholder's capital	0.00	100,000.00	0.00	0.00
2	2600-100-00	GST Input Tax	185.89	0.00	0.00	0.00
3	5000-000-00	Cost of Goods Sold	566.04	0.00	0.00	0.00
4	8100-000-00	Administration Expenses	4,596.81	0.00	0.00	0.00
5	8100-400-00	GST- Non Claimable	31.93	0.00	0.00	0.00
6		Total	5,380.67	100,000.00	0.00	0.00

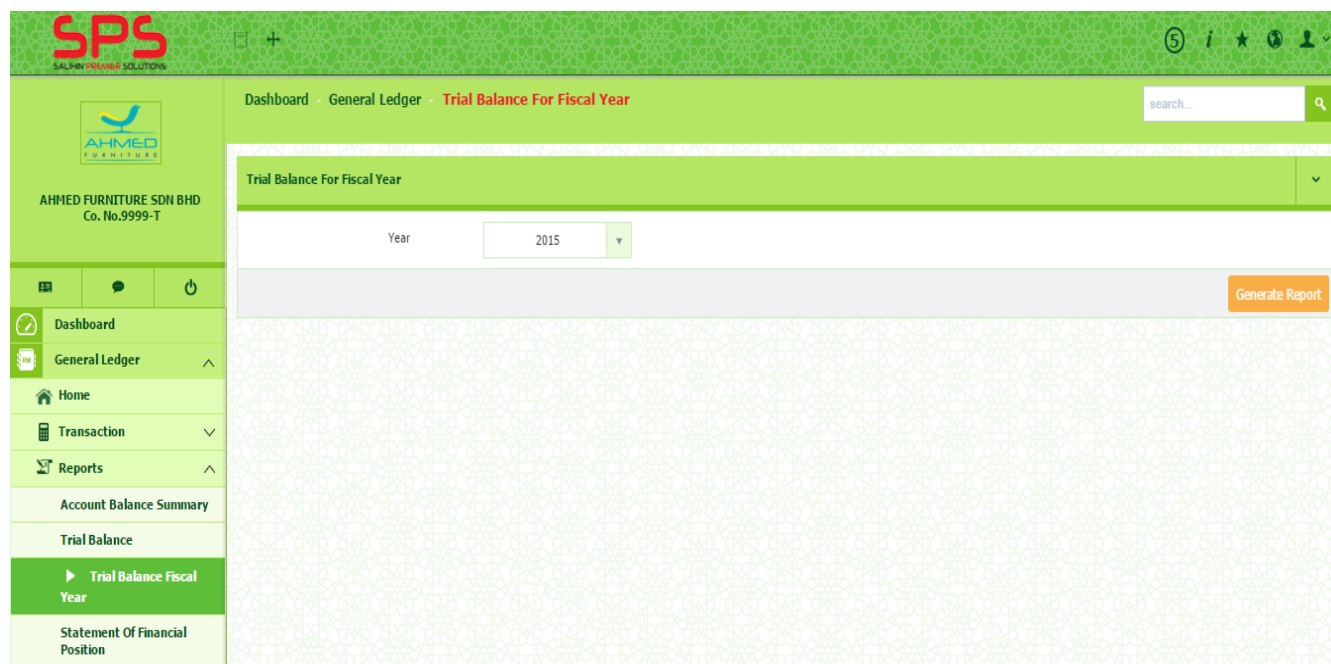
Showing 1 to 6 of 6 entries

First Previous 1 Next Last

Print

2.2 How to Generate Trial Balance Fiscal Year

- Go to **General ledger > Report > Trial Balance Fiscal Year**
- Select **Year**.
- Click **Generate Report** button to generate the report.



- The report will be appeared as follow.

Trial Balance For Fiscal Year Of : 2015					Print
Show	25	▼	entries	Search	
#	Account Number	Description	Year To Date Debit	Year To Date Credit	
1	1000-000-00	Owner's/Shareholder's capital	0.00	100,000.00	
2	2600-100-00	GST Input Tax	185.89	0.00	
3	5000-000-00	Cost of Goods Sold	566.04	0.00	
4	8100-000-00	Administration Expenses	4,596.81	0.00	
5	8100-400-00	GST- Non Claimable	31.93	0.00	
6		Total	5,380.67	100,000.00	
Showing 1 to 6 of 6 entries					First Previous 1 Next Last

- Once report is generated, you can print the report by clicking **Print** button

2.3 How to Generate Statement of Financial Position Report

- Go to **General ledger > Report > Statement of Financial Position**
- You may choose the format of the report: standard, yearly or monthly on the top of right corner.

SPS SALIHIN PREMIER SOLUTIONS

Dashboard - General Ledger - **Statement Of Financial Position**

search...

Statement Of Financial Position

Standard Yearly Monthly

Year 2015 Period 3 [As at 30-09-2015]

Generate Report

Statement Of Financial Position

Print

Description	2015
Fixed Assets	
Sub Total Fixed Assets	0.00
Others Assets	
Sub Total Others Assets	0.00
Current Assets	
2600-100-00 [GST Input Tax]	185.89

Statement Of Financial Position

Standard Yearly Monthly

Year 2015 Period 3 [As at 30-09-2015]

Generate Report

- For standard, select **Year** and **Period** and click **Generate Report** button.

Statement Of Financial Position		Standard	Yearly	Monthly
Year	2015-2014			
				Generate Report

- If filter by Yearly, select **Year** and click **Generate Report button**

Statement Of Financial Position		Standard	Yearly	Monthly
Year	2015			
From	3 [As at 30-09-2015]	To	3 [As at 30-09-2015]	
				Generate Report

- If filter by Monthly, select **Year, Period From and Period To** and click **Generate Report button.**
- You can print the report by clicking **Print button**

Statement Of Financial Position		Print
Description	September 2015	
Fixed Assets		
Sub Total Fixed Assets		0.00
Others Assets		
Sub Total Others Assets		0.00
Current Assets		
2600-100-00 [GST Input Tax]		185.89
Sub Total Current Assets		185.89
Current Liabilities		
Sub Total Current Liabilities		0.00
Net Current Assets/(Liabilities)		185.89
Total Assets / (Liabilities)		185.89

2.4 How to Generate Statement of Comprehensive Income Report

- Go to **General ledger > Report > Statement of Comprehensive Income**
- You may choose the format of the report: standard, yearly or monthly on the top of right corner.

The screenshot shows the SPS Accounting Software interface. The top header includes the SPS logo and navigation icons. The sidebar on the left lists various menu items: Dashboard, General Ledger, Home, Transaction, Reports, Account Balance Summary, Trial Balance, Trial Balance Fiscal Year, Statement Of Financial Position, Statement Of Comprehensive Income (highlighted), and Unpost Journal List. The main content area displays the 'Statement Of Comprehensive Income' report. At the top of this section, there are tabs for 'Standard', 'Yearly', and 'Monthly'. Below the tabs, there are input fields for 'Year' (set to 2015) and 'To' (set to 3 [As at 30-09-2015]). A 'Generate Report' button is located at the bottom right of the input fields. The report area itself is currently empty, showing a grid of lines for data entry.

- If standard, select **Year** and **Period** and click **Generate Report** button

Statement Of Comprehensive Income		Standard	Yearly	Monthly
Year	2016-2015			
				Generate Report

- If filter by Yearly, select **Year** and click **Generate Report button**.

Statement Of Comprehensive Income		Standard	Yearly	Monthly
Year	2015			
From	3 [As at 30-09-2015]	To	3 [As at 30-09-2015]	
				Generate Report

- If filter by Monthly, select **Year, Period From and Period To** and click **Generate Report button**

		Print	▼
Description	This Year		
Revenue			
Revenue Sub Total	0.00		
Cost Of Good Solds			
5000-000-00 [Cost of Goods Sold]	566.04		
Cost Of Good Solds Sub Total	566.04		
Gross Profit/(Loss) Sub Total	(566.04)		
Operating Income			
Operating Income Sub Total	0.00		
Operating Expenses			
8100-000-00 [Administration Expenses]	4,596.81		
8100-400-00 [GST- Non Claimable]	31.93		
Operating Expenses Sub Total	4,628.74		
Operating Income / (Expenses) Sub Total	(4,628.74)		
Operating Profit / (Loss) Sub Total	(5,194.78)		
Finance Income			
Finance Income Sub Total	(0.00)		

- You can print the report by clicking **Print button**

2.5 How to Review Unpost Journal List

- Go to **General ledger > Report > Unpost Journal List**
- Select **Year** and **Period** and Click **Submit** button. The list will appear.

The screenshot displays the SPS Accounting Software interface. The top navigation bar includes the SPS logo and a search bar. The main menu on the left lists various reports, with 'Unpost Journal List' highlighted. The main content area shows the 'Unpost Journal List' report for the year 2015 and period 3. The report includes a table with 8 entries, each with a Journal No., Year, Period, and Description. The table is filtered to show 1 to 8 of 8 entries.

#	Journal No.	Year	Period	Description
1	PO20150300000001	2015	3	[GRN[00000001]]
2	PO20150300000002	2015	3	[GRN[00000002]]
3	AP20150300000001	2015	3	Purchase Invoice Confirm [PI[00000001]]
4	AP20150300000002	2015	3	Posting Debit Note Confirm [PCN[00000001]]
5	AP20150300000003	2015	3	Posting Credit Note Confirm [PCN[00000001][00000685]]
6	AP20150300000004	2015	3	Payment [PP[00000002]]
7	AP20150300000005	2015	3	[Cash Purchase Confirm]CP[00000005]
8	PO20150300000003	2015	3	[CP[00000005][00000003]]

Showing 1 to 8 of 8 entries

- You can get the journal detail by clicking at the Journal No.

2.6 How to Review Posted Journal List

- Go to **General ledger > Report > Posted Journal List**
- Select **Year** and **Period**, then click **Submit** button. The list will appear.

The screenshot displays the SPS Accounting Software interface. The top header bar is green with the SPS logo and navigation icons. Below this, a breadcrumb trail shows 'Dashboard - General Ledger - Posting Journal List'. The left sidebar contains a menu with options like 'Dashboard', 'General Ledger', 'Home', 'Transaction', 'Reports', and 'Posted Journal List' (which is highlighted). The main content area features a 'Search Parameter' section with dropdowns for 'Year' (set to 2015) and 'Period', and a 'Submit' button. Below this is the 'Posted Journal List' section, which includes a 'Show' dropdown (set to 10 entries) and a search box. A table with columns '#', 'Journal No.', 'Year', 'Period', and 'Description' is shown, but it contains no data, displaying 'No data available in table' and 'Showing 0 to 0 of 0 entries'. Navigation buttons like 'First', 'Previous', 'Next', and 'Last' are visible at the bottom of the table area.

- You can get the journal detail by clicking at the Journal No.

2.7 How to do Bank Reconciliation

Bank reconciliation is a process that explains the difference between the bank balance shown in an organization's bank statement, as supplied by the bank, and the corresponding amount shown in the organization's own accounting records at a particular point in time

- Go to **General ledger > Report > Bank Reconciliation List**
- Select **Bank**, **Start Date** and **End Date**. Then, click **search** and it will list out all the existed list of Bank Reconciliation Statement within the **Start Date** and **End Date**.
- Click **+** button to proceed new month bank reconciliation.

Search Parameter

Bank: Malayan Banking Berhad (2200-100-01)

Start Date: 01-08-2015
 End Date: 02-06-2016

Search

List of Bank Reconciliation Statement

Show 100 entries

Search

#	Reconciliation Date	Deposit in Transit	Outstanding Cheque	GL Balance	Bank Statement	Action
1	31-12-2015	0.00	6,585.00	1,100,633.72	1,107,218.72	✖ ✎ ➕
2	30-11-2015	0.00	11,451.22	945,737.80	957,189.02	✎ ➕
3	31-10-2015	0.00	34,307.72	705,065.68	739,373.40	✎ ➕
4	30-09-2015	0.00	18,036.22	999,334.52	1,017,370.74	✎ ➕
5	31-08-2015	63,600.00	23,951.22	716,953.85	677,305.07	✎ ➕

Showing 1 to 5 of 5 entries

First
Previous
1
Next
Last

- You will be directed to other page.
- Enter **Bank Statement Date** and click **Search**.
 - *Bank reconciliation will carry the previous data which are all the unrepresented cheque/credited amount will appear in Outstanding Cheque field, all the due debit amount will appear in Deposit in Transit field, GL Balance field will shows amount that has been calculate in related bank account within the .or any queries amount from the Last Reconciliation Date and it will present also the amounts until the selected date of Bank Statement Date.
- Click Unsaved Transactions button to filter and display only the unsaved transactions.

Search Parameter

Bank Statement Date* 31-12-2015	Bank Malayan Banking Berhad [2200-100-01]
Last Reconcile Date 30-11-2015	Last Reconcile 957,189.02
	Statement
Deposit in Transit 0.00	Outstanding Cheque 6,585.00
GL Balance 1,100,633.72	Bank Statement 1,107,218.72
Unsaved ☐	
Transactions	

- To reconcile,
 - Tick the button in Select column of each transaction that existed in the Bank Statement.
- Then, click **Submit** button to save.
- Once you save, it will appear in the reconciliation list and you may edit the current bank reconciliation if needed.

List of Transaction

Show 5 entries
Search

#	Transaction Date	Transaction No	Description	Reference No	Debit	Credit	
10	29-10-2015	OPN[00000767]	10/150-Ketua IRB	---	0.00	1,800.00	
3	27-01-2015	OPN[00000985]	12/14	001128	0.00	456.90	
20	03-12-2015	OPN[00000843]	12/15	209904	0.00	2,661.00	
15	02-12-2015	OPN[00000855]	12/15	TT	0.00	2,030.11	
16	02-12-2015	OPN[00000856]	12/15	TT	0.00	838.11	

Showing 1 to 5 of 61 entries

First Previous 1 2 3 4 5 Next Last

Save

2.8 How to Review Bank Reconciliation List

- Go to **General ledger > Report > Bank Reconciliation List**
- Select **Bank, Start Date and End Date.**
- Click **search** button.

Search Parameter

Bank

Malayan Banking Berhad (2200-100-01)

Start Date

01-08-2015

End Date

02-06-2016

Search

List of Bank Reconciliation Statement

Show

100

entries

Search

#	Reconciliation Date	Deposit in Transit	Outstanding Cheque	GL Balance	Bank Statement	Action
1	31-12-2015	0.00	6,585.00	1,100,633.72	1,107,218.72	  
2	30-11-2015	0.00	11,451.22	945,737.80	957,189.02	 
3	31-10-2015	0.00	34,307.72	705,065.68	739,373.40	 
4	30-09-2015	0.00	18,036.22	999,334.52	1,017,370.74	 
5	31-08-2015	63,600.00	23,951.22	716,953.85	677,305.07	 

Showing 1 to 5 of 5 entries

First

Previous

1

Next

Last

- The list will appear.
- You may edit the list before you do next bank reconciliation. Otherwise, you are not allowed to edit the list.
- You may also print bank reconciliation. It will show the result as follow
 - Balance as per bank statement and,
 - Balance as per bank account

Bank Reconciliation



HFI TESTING SDN BHD (9999-T)
 GST Registration No : 2523452345234523
 2A-1, LEVEL 1, TOWER 2A PLAZA SENTRAL
 JALAN SENTRAL 5 KL SENTRAL,
 50470 KL SENTRAL
 KUALA LUMPUR MALAYSIA
<http://www.salihinpremier.com>
 Phone : +603-2261 4180 Fax : +603-2261 4182

As at: 01-06-2016

No.	[2200-100-00] CIMB BANK BERHAD (8002409498)	RM	RM
1	BALANCE AS PER BANK STATEMENT		385,719.88
	BALANCE AS PER BANK ACCOUNT		366,409.88

Prepared by

Approved By

Received By

SYSTEM GENERATED NO SIGNATURE REQUIRED

2.9 How to Review Other Payment List

- Go to **General ledger > Report > Other Payment List**
- Select **From** and **To**. Then, click **Submit** button.

Dashboard - General Ledger - Other Payment List

Search Parameter

From 01-09-2015 To 30-09-2015 Submit

Other Payment List

Show 10 entries

#	Form No	Pay To	Currency Code	Date	Amount Paid	Action
No data available in table						

Showing 0 to 0 of 0 entries

First Previous Next Last

- You can print the report by clicking **Print** button

Search Parameter

From 01-09-2015 To 30-09-2015 Submit

Other Payment List

Show 10 entries

#	Form No	Pay To	Currency Code	Date	Amount Paid	Action
1	pv[00000048]	tnb		03-09-2015	128.60	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

2.10 How to Review Budget List

- Go to **General ledger > Report > Budget List**
- Select **Year** and click **Generate Report** button.
- Click **Print** button to print.

[illegible]

2.11 How to Review Other Receive List

- Go to **General ledger > Report > Other Receive List**
- Select **From** and **To**, then click **Submit** button

AHMED FURNITURE SDN BHD
Co. No.9999-T

- Dashboard
- General Ledger
- Home
- Transaction
- Reports
 - Account Balance Summary
 - Trial Balance
 - Trial Balance Fiscal Year
 - Statement Of Financial Position
 - Statement Of Comprehensive Income
 - Unpost Journal List
 - Posted Journal List
 - Bank Reconciliation
 - Bank Reconciliation List
 - Other Payment List
 - Budget List
 - Other Receive List**

Search Parameter

From To

Other Receive List

Show 10 entries

#	Form No.	Receive From	Date	Total Received	Action
No data available in table					
Showing 0 to 0 of 0 entries					

First Previous Next Last

- Click **Print** button to print. It will print all the listed transactions under other received.

Search Parameter

From To

Other Receive List

Show 10 entries

#	Form No.	Receive From	Date	Total Received	Action
1	ORI[00000001]	Government	14-09-2015	10,000.00	

Showing 1 to 1 of 1 entries

First Previous **1** Next Last

- Click **Print** button in the Action column to print.

2.12 How to Review Transaction Summary

- Go to **General ledger > Report > Transaction Summary**

AHMED FURNITURE SDN BHD Co. No.9999-T														
Year 2015														
Transaction Summary														Print
#	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	
Purchase Order	0	0	0	0	0	0	0	0	2	0	0	0	2	
Receive Item	0	0	0	0	0	0	0	0	3	0	0	0	3	
Supplier Invoice	0	0	0	0	0	0	0	0	1	0	0	0	1	
Supplier Debit Note	0	0	0	0	0	0	0	0	1	0	0	0	1	
Supplier Credit Note	0	0	0	0	0	0	0	0	1	0	0	0	1	
Supplier Payment Advice	0	0	0	0	0	0	0	0	1	0	0	0	1	
Other Payment	0	0	0	0	0	0	3	0	1	0	0	0	4	
Cash Purchase	0	0	0	0	0	0	0	0	1	0	0	0	1	
Other Receive	0	0	0	0	0	0	0	0	1	0	0	0	1	
Total	0	0	0	0	0	0	3	0	12	0	0	0	15	

- Select **Year** and click **Print** button to print.

HFI TESTING SDN BHD (9999-T) GST Registration No : 2523452345234523 2A-1, LEVEL 1, TOWER 2A PLAZA SENTRAL JALAN SENTRAL 5 KL SENTRAL, 50470 KL SENTRAL KUALA LUMPUR MALAYSIA http://www.salihinpremier.com Phone : +603-2281 4180 Fax : +603-2281 4182														Transaction Summary
														For The Year : 2016
No.	Name	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	Total
1	Receive Item	5	1	0	0	0	0	0	0	0	0	0	0	6
2	Supplier Invoice	6	0	0	0	0	0	0	0	0	0	0	0	6
3	Supplier Payment Advice	1	0	0	0	0	0	0	0	0	0	0	0	1
4	Delivery Order	3	1	0	0	0	0	0	0	0	0	0	0	4
5	Sales Invoice	4	1	0	0	0	0	0	0	0	0	0	0	5
6	Sales Debit Note	1	0	0	0	0	0	0	0	0	0	0	0	1
7	Sales Credit Note	0	1	0	0	0	0	0	0	0	0	0	0	1
8	Customer Payment Receive	3	0	0	0	0	0	0	0	0	0	0	0	3
9	Cash Sale	2	2	0	0	0	0	0	0	0	0	0	0	4
10	Journal Entry	1	0	0	0	0	0	0	0	0	0	0	0	1
Total		26	6	0	0	0	0	0	0	0	0	0	0	32

3.0 How to Setup Financial Year Calendar

You need to setup **Financial Year Calendar** before start doing any transaction. This refers to the 12-month time frame used to define your accounting year. For example, if a company's financial year starts on 1 January 2015 and ends on 31 December, this will be your Financial Year 2015. If a company's financial year starts on 1 July 2015 and ends on 30 June 2016, this will be your Financial Year 2016.

Start Period refer to the period you want to start the transaction. Basically, if start period is 1, system will assume a company just started its operation and there is no opening balance yet. You will unable to enter the opening balance in Statement of Comprehensive Income.

No of period normally will be 12. However, if your start period is 2, you need to add 1 from 12 periods which means the number of period will be 13.

- Go to **General ledger > Setup > Financial Year Calendar**.

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Dashboard - Calendar - **Financial Calendar**

Search...

Search Parameter

Year: 2015

Start Period: 7 No. Of Period: 1

Start Date: 01-01-2016 End Date: 31-01-2016

Submit

Financial Calendar

Show 10 entries

#	Year	Period	Start Date	End Date	Month End Closing	Action
1	2015	6	01-12-2015	31-12-2015	Open	
2	2015	5	01-11-2015	30-11-2015	Open	
3	2015	4	01-10-2015	31-10-2015	Open	

Search Parameter			
Year	2014		
Start Period	1	No. Of Period	12
Start Date	01-01-2014	End Date	31-12-2014
			Submit

- Select Year, Start period, No. of Period and Start Date. The end date will be automatically appeared.
- Click **Submit** button to save.
- The list of Financial Year Calendar will be appeared.

#	Year	Period	Start Date	End Date	Month End Closing	Action
1	2015	11	01-11-2015	30-11-2015	Open	
2	2015	10	01-10-2015	31-10-2015	Open	
3	2015	9	01-09-2015	30-09-2015	Open	
4	2015	8	01-08-2015	31-08-2015	Open	

- You can change the status of month end closing either 'open' or close'.
- To edit, click at the status in the Month end closing column.
- Then, Click **Continue**.

Edit ?

To editing page.....

Continue...

Cancel

FINANCIAL CALENDAR

Clear form

▼

Year	2015
Period	12
Start date	01-12-2015
End date	31-12-2015
Month End Closing	☒ Yes ☐ No

Hide prompts

Submit

- You will be directed to the editing page.
- Change the status at the month end closing row.
- Then, click **Submit** button to save.
- Once you have choose to close the calendar, you cannot make any transaction in that particular month unless you switch back the status to 'open'.

3.1 How to Review Financial Year Calendar List

This section will show the list of the Financial Year Calendar.

- Go to **General ledger > Setup > Financial Year Calendar List**
- List of financial calendar will appear.



The screenshot displays the SPS Accounting Software interface. The top navigation bar includes the SPS logo and a search bar. The left sidebar shows the company name 'AHMED FURNITURE SDN BHD Co. No.9999-T' and a menu with options like Dashboard, General Ledger, Home, Transaction, Reports, Setup, Financial Year Calendar, Financial Year Calendar List, Budget Entry, and Currency Conversion. The main content area is titled 'Financial Calendar List' and shows a table with 8 entries for the year 2016. Each entry represents a month with its start and end dates and a status of 'Open'.

	Year	Period	Start Date	End Date	Month End Closing	Action
1	2016	13	01-12-2016	31-12-2016	Open	
2	2016	12	01-11-2016	30-11-2016	Open	
3	2016	11	01-10-2016	31-10-2016	Open	
4	2016	10	01-09-2016	30-09-2016	Open	
5	2016	9	01-08-2016	31-08-2016	Open	
6	2016	8	01-07-2016	31-07-2016	Open	
7	2016	7	01-06-2016	30-06-2016	Open	
8	2016	6	01-05-2016	31-05-2016	Open	

- Click **Submit** button to save.

3.2 How to Setup Budget Entry

- Go to **General ledger > Setup > Budget Entry**.
- Select **Year**

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Dashboard - General Ledger - **Budget Entry**

search...

Search Parameter

Year 2015

Budget Entry

Print

Submit

- Enter the budget amount inside the box.

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Dashboard - General Ledger - **Budget Entry**

search...

Search Parameter

Year 2015

Budget Entry

Print

Account No.	Period												Total
	1	2	3	4	5	6	7	8	9	10	11	12	
1000-000-00 [Owner's/Shareholder's capital]	0	0	0	0	0	0	0	0	0	0	0	0	0
1200-000-00 [Retained Earnings- Prior Year]	0	0	0	0	0	0	0	0	0	0	0	0	0
1300-000-00 [Current Year Earnings]	0	0	0	0	0	0	0	0	0	0	0	0	0
2000-000-00 [Fixed Assets]	0	0	0	0	0	0	0	0	0	0	0	0	0
2000-100-00 [Manufacturing Plant]	0	0	0	0	0	0	0	0	0	0	0	0	0
2000-100-10 [Manufacturing Plant at Cost]	0	0	0	0	0	0	0	0	0	0	0	0	0

- Click **Submit** button.
- Click **Print** button to print.

3.3 How to Create Currency Conversion

Currency Conversion is a tool that converts the value or quantity of one currency into the relative values or quantities of other currencies.

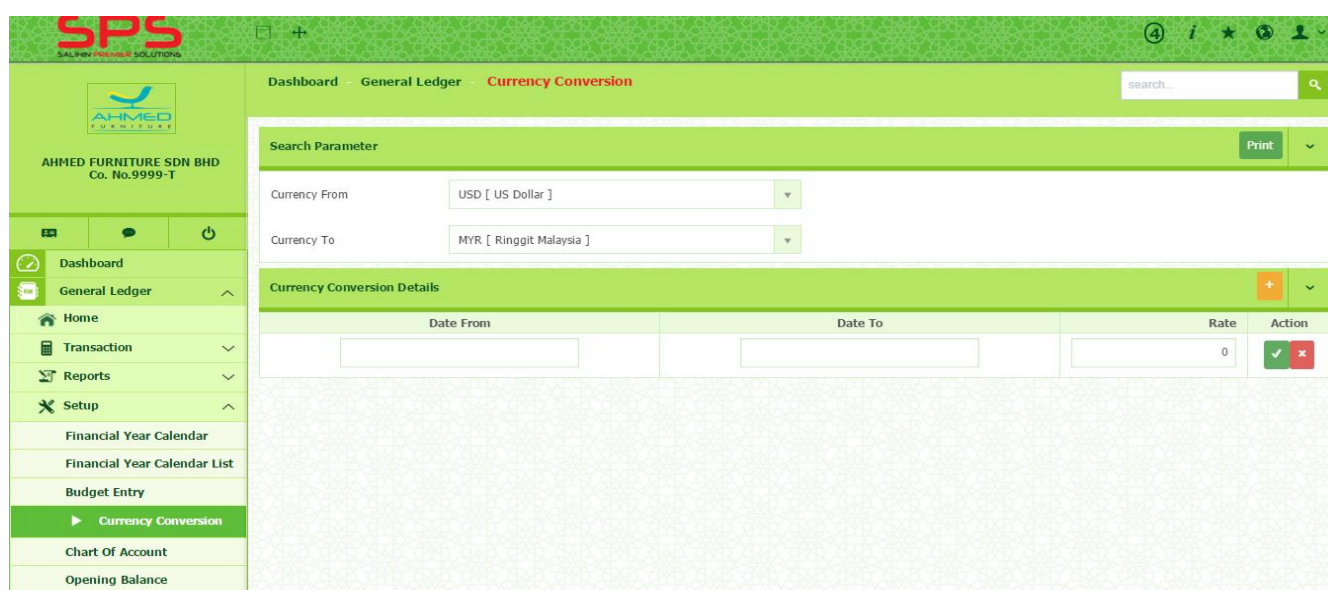
- Go to **General ledger > Setup > Currency Conversion**



Search Parameter		Print	▼
Currency From	MYR [Ringgit Malaysia]		
Currency To	--Please Select--		

Currency Conversion Details				+	▼
Date From	Date To	Rate	Action		

- Select which currency you want to convert by clicking **Currency From** and **Currency To**.



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Dashboard - General Ledger - **Currency Conversion**

search...

Print ▼

Currency From: USD [US Dollar]

Currency To: MYR [Ringgit Malaysia]

Currency Conversion Details

Date From	Date To	Rate	Action
		0	✓ ✗

- Click **+** button on the top of right corner to add currency conversion.
- Enter **Date From**, **Date To** and **Rate**. Then click **✓** button.

3.4 How to Setup Chart of Account

SPS have set up Chart of Account by default. However, you can change chart of account as you prefer.

- Go to **General ledger > Setup > Chart of Account**.
- Click **+** button to add account master.

Account No.	Account Name	Account Group	Account Type
1000-000-00	Owner's/Shareholder's capital	Capital/Retained Earnings	Equity
1200-000-00	Retained Earnings-Prior Year	Capital/Retained Earnings	Equity
1300-000-00	Current Year Earnings	Capital/Retained Earnings	Equity

- Select **Account Group** and **Chart of Account**.
- Type **account Code** and **Account Name**.
- Click **Submit** button.
- To delete, click **Delete** button.

Account Group:

Chart Of Account:

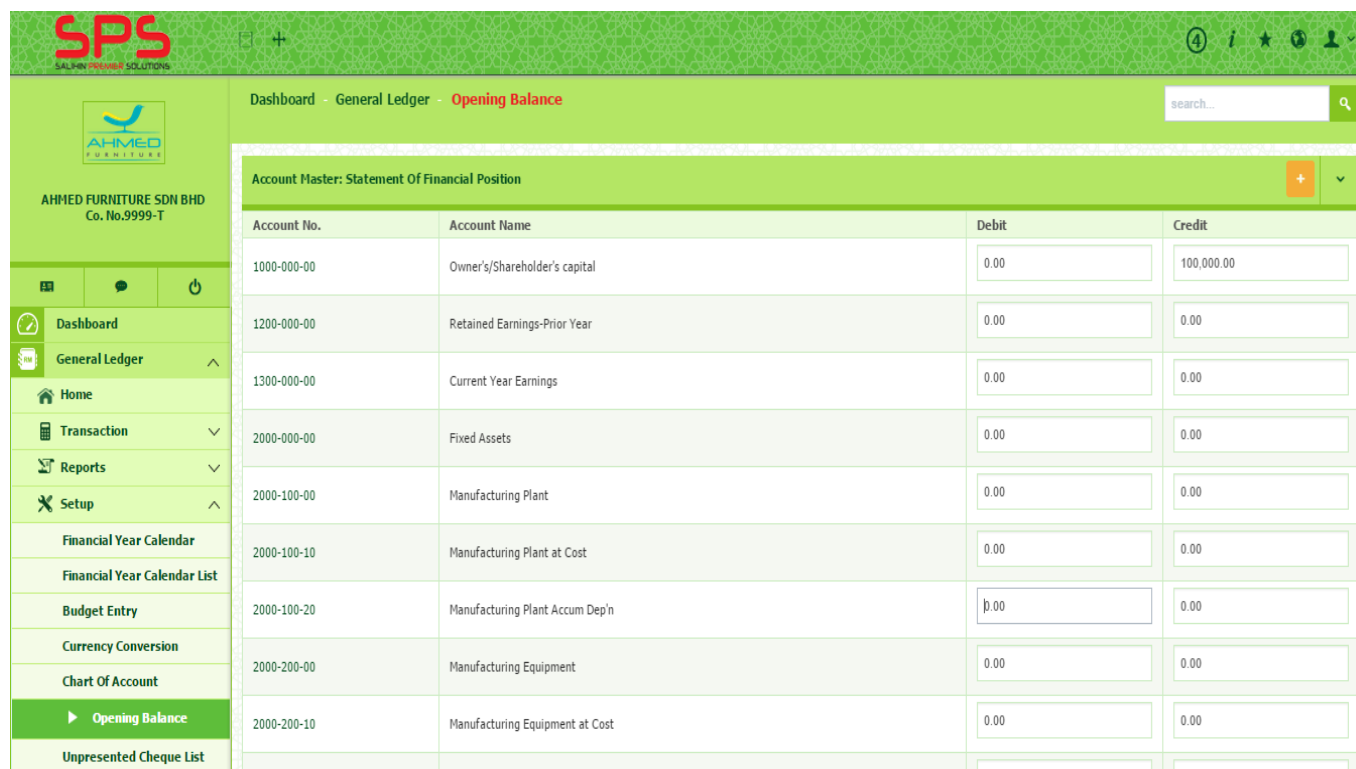
Account Code:

Account Name:

Buttons: Delete, Hide Prompt, Submit

3.5 How to Enter Opening Balance

- Go to **General ledger > Setup > Opening Balance**.
- Key in the amount under **Debit** and **Credit** column



Dashboard - General Ledger - **Opening Balance**

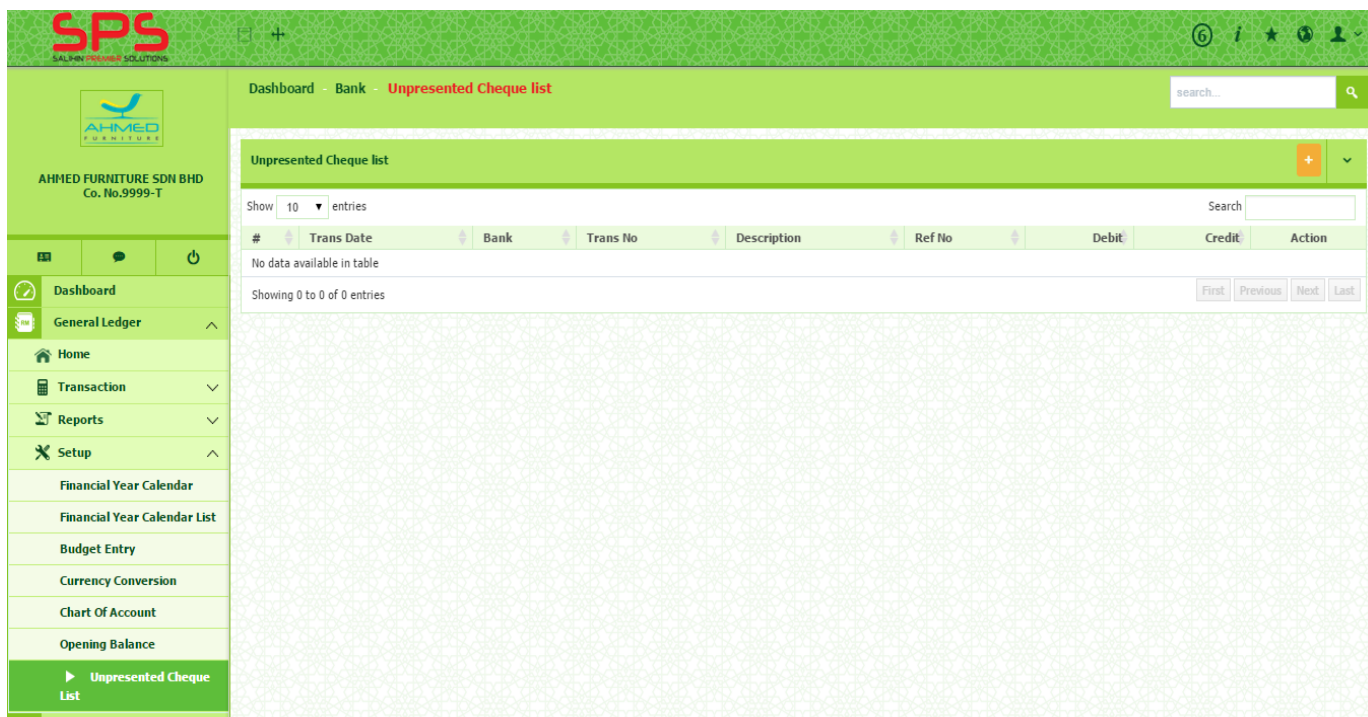
Account Master: Statement Of Financial Position

Account No.	Account Name	Debit	Credit
1000-000-00	Owner's/Shareholder's capital	0.00	100,000.00
1200-000-00	Retained Earnings-Prior Year	0.00	0.00
1300-000-00	Current Year Earnings	0.00	0.00
2000-000-00	Fixed Assets	0.00	0.00
2000-100-00	Manufacturing Plant	0.00	0.00
2000-100-10	Manufacturing Plant at Cost	0.00	0.00
2000-100-20	Manufacturing Plant Accum Dep'n	0.00	0.00
2000-200-00	Manufacturing Equipment	0.00	0.00
2000-200-10	Manufacturing Equipment at Cost	0.00	0.00

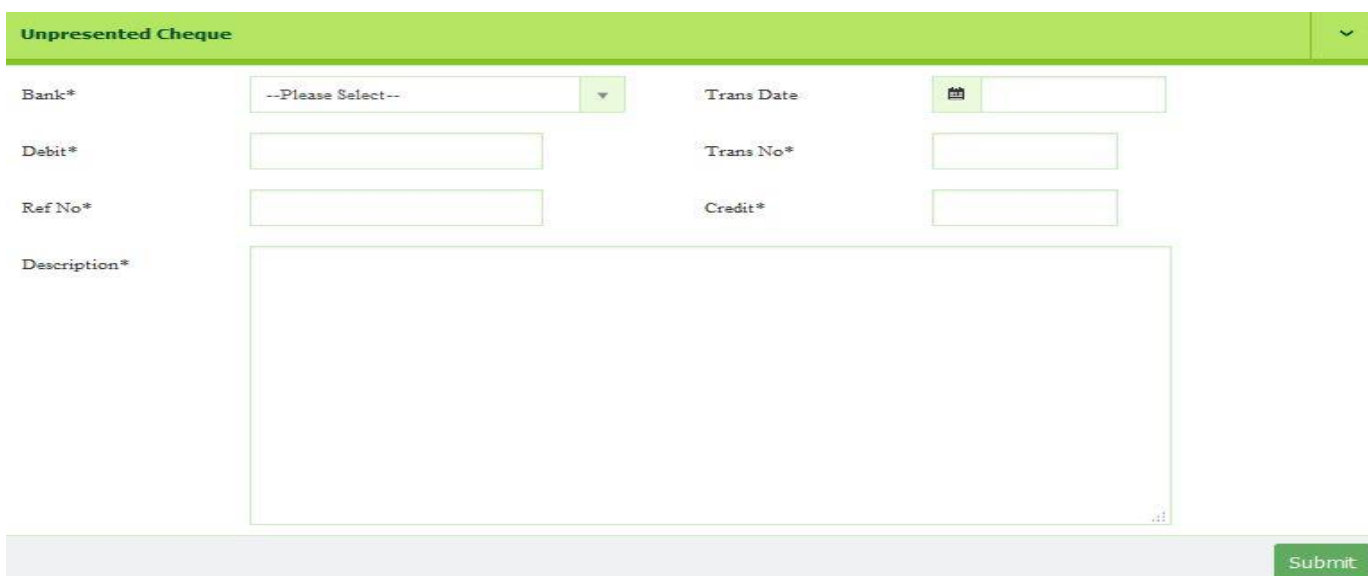
- Amount under **Debit** and **Credit** must be balance.

3.6 How to Review Unpresented Cheque List

- Go to **General ledger > Setup > Unpresented Cheque List**
- Click  **button** to add.



- You will be directed to the **Unpresented Cheque List** page. Insert all the information required.



- Then, click **Submit button**.

LESSON FOUR

MODULE: SALES ORDER

Sales Order is an activity of selling goods or services to achieve well revenue through all the things that we serve. The Sales Order is a confirmation document sent to the customers before delivering the goods or services. Sales Order (SO) can be created once the quote is accepted by your prospective customer (potential) and the Purchase Order (PO) is sent by the customer for further processing.

1.0 How to Setup Sales Pricing

The screenshot shows the 'Sales Price' setup form in the SPS Accounting Software. The breadcrumb trail at the top reads 'Dashboard > Sales Order > Sales Price'. The left sidebar contains a menu with 'Sales Order' highlighted. The form fields are as follows:

Field	Value
Items	SOFA KAYU JATI [ROYAL]
Customer	For all customer
Unit Measures	--Please Select--
Currency	MYR [Ringgit Malaysia]
Start Effective Date	01-07-2015
End Effective Date	31-12-2015
Unit Price	650

Buttons at the bottom right include 'Hide prompts' and 'Submit'. A 'Clear form' button is located at the top right of the form area.

- Go to **Sales Order > Setup > Sales Price**
- Select **Item**.
- Select **Customer**.
- Select **Unit of measure**.
- Select **Currency**.
- Select **Start Effective Date** and **End Effective Date**.
- Enter **Unit price**. It depends on your goods market value.
- Click **Submit** button to save.

1.1 How to Create Sales Quotation

Sales Quotation Entry

Customer: AL-KHAWARIZMI SDN BH... Deliver to: AL-KHAWARIZMI SDN BH...

Quotation No.: SQN Serial Currency: MYR [Ringgit Malaysia]

Quote Date: 02-07-2015 Exchange Rate: 1.00000

Salesperson: Firdaus Bin Badron Total Amount: 0

Memo:

- Go to **Sales Order > Transaction > Sales Quotation**
- Select the **Customer**. Quotation No will be auto generated. The system allow user to change the Quotation No format.
- Select the **Quotation date**.
- Select the **Salesperson**.
- Select **Deliver To**.
- Currency will be display automatically when Customer is selected.

Order Details										
Item Code	Item Description	UM	Unit Price	Quote Qty	Amount (Exclude Tax)	Tax (%)	Tax Amount	Amount (Include Tax)	Action	
FF10[SOFA KAYU JATI]	ROYAL	null	700	10	7000.00	6 SR	420.00	7420.00	☒	☐

1.1.1 List of Order Details

- Click **Add New Line**.
- Select **Item**.
- Enter **the unit price, Quote Quantity and Tax code**.
- Amount will be calculated automatically when Unit Price and Quote Quantity is entered.
- Please ensure that your item is correct. Click the ☒ button to save.

1.2 How to Create Sales Order

Dashboard - Sales Order - **Sales Order Entry**

search...

Sales Order Entry

Customer: AL-KHAWARIZMI SD... Deliver to: AL-KHAWARIZMI SDN BH...

Order Number: SON Serial Currency: MYR [Ringgit Malaysia]

Order Date: 06-07-2015 Exchange Rate: 1.00000

Salesperson: Firdaus Bin Badron Total Amount: 0

Memo:

- Go to **Sales Order > Transaction > Sales Order**
- Select the **Customer**. Order No will be auto generated. The system allow user to change the Order No format.
- Select the **Order date**.
- Select the **Salesperson**.
- Select **Deliver To**.
- Currency will be display automatically when Customer is selected.

Item Code	Item Description	Date Required	UM	Unit Price	Order Qty	Total Amount	Action
FF10 [SOFA KAYU JATI]	ROYAL	06-07-2015	null	350	10	3500.0	✓ ✗

1.2.1 List of Order Details

- Click **Add New Line**.
- Select **Item**. Once item selected, description will auto create as well as your item setup in sales price, date required will follow the SO date and Unit price will according to the Sales price.
- Enter the **Order quantity**.
- Amount will be calculated automatically when Order Quantity is entered.
- Please ensure that your item is correct. Click the  button to save.

1.3 How to Create Delivery Order

Dashboard - Sales Order - Delivery Order

Delivery Order

Customer: AL-KHAWARIZMI SDN B... Sales Order No.: SON[00000003]

Form No.: DO Currency: MYR [Ringgit Malaysia]

Delivery Date: 16-11-2015 Exchange Rate: 1.00000

Location: GOMBAK | JLN SAMUDERA Salesperson: Firdaus Bin Badron

Deliver To: AL-KHAWARIZMI SDN BHD Memo:

Address: NO. 16, LORONG KERIANG 6B

- Go to **Sales Order > Transaction > Delivery Order**
- Select the **Customer**. Form No will be auto generated. The system allow user to change the Form No format.
- Select the **Delivery date**.
- Select the **Location**.
- Select **Deliver To**.
- Address will automatically appear when Deliver To selected.
- Select the **Sales Order No**.
- Currency will be display automatically when Customer is selected.
- Select the **Salesperson**.
- Put your message in Memo if needed.

Sales Order	Outstanding Orders									
► Delivery Order	Item Code	Item Description	Date Required	UM	Unit Price	Order Qty	Qty Available	Total Qty Sent	Qty Sent	Amount
Delivery Order Confirm	FF10	ROYAL	16-11-2015	PCS	700.00	1	0	0	0	
Reports										

1.3.1 Outstanding Order Items

- Item details will be listed once the sales order no. is selected.
- Enter the Quantity Sent and click button.

✕ Setup

📄 Purchasing

📄 Inventory Control

🏠 GST

👤 Goods & Services Tax

🕌 Zakat & Wakaf

⚙️ General Setup

Without Sales Order

Item Code	Description	UM	Unit Price	Qty Sent	Amount	Action
FF10 [SOFA KAYU JATI]	ROYAL	PCS	0	0		
+ Add New Line						

1.3.2 Items Not Include In Sales Order

- In this part, you are allowed to add new item even the details it's not include in previous sales order.
- For example, you want to add on 1 monitor, you can request to do so.
- The both item details will be combining in one delivery order.

1.4 How to Confirm Delivery Order

Dashboard - Sales Order - **Delivery Order Confirm**

search...

Delivery Order Confirm

Year: 2015 Period: 2 [01-08-2015 - 31-08-2015] Submit

Delivery Order List

Show 10 entries Search

#	Form No.	Customer Name	Delivery Order Date	Total Amount		Action
1	DO[00000001]	AL-KHAWARIZMI SDN BHD	15-08-2015	700.15	☒	
2	DO[00000002]	AL-KHAWARIZMI SDN BHD	13-08-2015	1,750.00	☐	

Showing 1 to 2 of 2 entries First Previous 1 Next Last

Confirm

- Go to **Sales Order > Transaction > Delivery Order Confirm**
- Select the **Year and Period**, then click **Submit** button.
- Delivery order item list will be listed for selected period.
- Tick the **selected delivery order** that need to be confirm.
- Once selected, click the **Confirm** button.

2.0 How to generate Sales Pricing Report

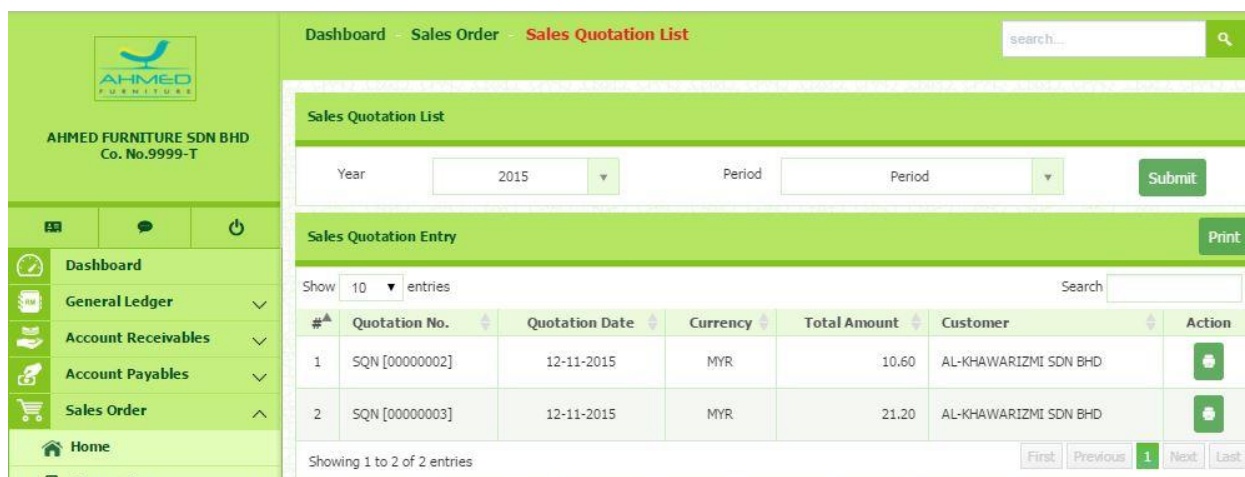


The screenshot shows the 'Sales Price List' report. The breadcrumb trail is 'Dashboard > Sales Order > Sales Price'. The left sidebar shows the company name 'AHMED FURNITURE SDN BHD Co. No.9999-T' and a menu with 'Dashboard' and 'General Ledger'. The report header includes a search bar and a '+ Add' button. Below the header, there's a 'Show 10 entries' dropdown and a search input. The table has columns: #, Items, Name, Customer, UM, Currency, Unit Price, and Action. One entry is visible: #1, [FF10] SOFA KAYU JATI, SOFA KAYU JATI, Customer, UM, MYR, 350.00, and a delete icon. At the bottom, it says 'Showing 1 to 1 of 1 entries' with navigation buttons: First, Previous, 1, Next, Last.

#	Items	Name	Customer	UM	Currency	Unit Price	Action
1	[FF10] SOFA KAYU JATI	SOFA KAYU JATI			MYR	350.00	

- Go to **Sales Order > Reports > Sales Price**
- Select the **Year and Period**, then click **Submit** button.
- Sales Pricing List will be listed for selected period.
- Click Print to review and print the Sales Pricing List.

2.1 How to generate Sales Quotation Report



The screenshot shows the 'Sales Quotation List' report. The breadcrumb trail is 'Dashboard > Sales Order > Sales Quotation List'. The left sidebar shows the company name 'AHMED FURNITURE SDN BHD Co. No.9999-T' and a menu with 'Dashboard', 'General Ledger', 'Account Receivables', 'Account Payables', 'Sales Order', 'Home', and 'Transaction'. The report header includes a search bar and a '+ Add' button. Below the header, there are dropdowns for 'Year' (2015) and 'Period', followed by a 'Submit' button. The table has columns: #, Quotation No., Quotation Date, Currency, Total Amount, Customer, and Action. Two entries are visible: #1, SQN [00000002], 12-11-2015, MYR, 10.60, AL-KHAWARIZMI SDN BHD, and #2, SQN [00000003], 12-11-2015, MYR, 21.20, AL-KHAWARIZMI SDN BHD. At the bottom, it says 'Showing 1 to 2 of 2 entries' with navigation buttons: First, Previous, 1, Next, Last.

#	Quotation No.	Quotation Date	Currency	Total Amount	Customer	Action
1	SQN [00000002]	12-11-2015	MYR	10.60	AL-KHAWARIZMI SDN BHD	
2	SQN [00000003]	12-11-2015	MYR	21.20	AL-KHAWARIZMI SDN BHD	

- Go to **Sales Order > Reports > Sales Quotation List**
- Select the **Year and Period**, then click **Submit** button.
- Sales Quotation List will be listed for selected period.
- Click Print to review and print the Sales Quotation List.
- Example of Sales Quotation List Report.



AL-KHAWARIZMI SDN BHD
1000987-A
NO.16, LORONG KERJANG 6B,
TAMAN SERI KERJANG
43200
SHAH ALAM

AHMED FURNITURE SDN BHD (9999-T)
GST Registration No : 432196705342
JALAN SAMUDERA 55S,
TAMAN SAMUDERA, GOMBAK
55333 KL
KUALA LUMPUR, MALAYSIA
Phone : 03-2120 4471 Fax : 03-2120 4477

Quotation Detail

Quotation No.: SQN [00000005]
Quotation Date : 01-07-2015
Currency : MYR

No.	Item Name	Item Description	Quantity	UM	Unit Price	Amount (Exclude Tax)	Tax %	Tax Amount	Amount (Include Tax)
1	SOFA KAYU JATI [FF10]	ROYAL	1.00	PCS	700.00	700.00	6.00	42.00	742.00

Prepared by

Approved By

Received By

SYSTEM GENERATED NO SIGNATURE REQUIRED

11/16/2015 Private and Confidential

2.2 How to generate Sales Order Report



AHMED FURNITURE SDN BHD
Co. No.9999-T

- Dashboard
- General Ledger
- Account Receivables
- Account Payables
- Sales Order
- Home
- Transaction

Dashboard - Sales Order - **Sales Order List**

Sales Order List

Year

Period

Submit

Sales Order Entry **Print**

Show entries
Search

#	Order Number	Order Date	Memo	Currency	Total Amount	Customer	Action
1	SON[000000002]	06-07-2015		MYR	3,500.00	AL-KHAWARIZMI SDN BHD	
2	SON[000000003]	06-07-2015		MYR	700.00	AL-KHAWARIZMI SDN BHD	

Showing 1 to 2 of 2 entries

First
Previous
1
Next
Last

- Go to **Sales Order > Reports > Sales Order List**
- Select the **Year and Period**, then click **Submit** button.
- Sales Order List will be listed for selected period.
- Click **Print** to review and print the Sales Order List.
- Example of Sales Order List Report.



AL-KHAWARIZMI SDN BHD
1000987-A
NO.16, LORONG KERJANG 6B,
TAMAN SERI KERJANG
SHAH ALAM, 43200
Phone: 03-2261 418

AHMED FURNITURE SDN BHD (9999-T)
GST Registration No : 432196765342
JALAN SAMUDERA 555,
TAMAN SAMUDERA, GOMBAK,
55533 KL
KUALA LUMPUR, MALAYSIA
Phone : 03-2120 4471 Fax : 03-2120 4477

Sales Order Detail

Order Number :SON [00000003]
Order Date :06-07-2015

No.	Item Name	Item Description	Quantity Order	UM	Unit Price	Total Amount
1	[FF10]SOFA KAYU JATI	ROYAL	1.00	PCS	700.00	700.00

Prepared by

Approved By

Received By

SYSTEM GENERATED NO SIGNATURE REQUIRED

11/16/2015 Private and Confidential

2.3 How to generate Delivery Order Report



AHMED FURNITURE SDN BHD
Co. No.9999-T

- Dashboard
- General Ledger
- Account Receivables
- Account Payables
- Sales Order

Dashboard - Sales Order - **Delivery Order List** search...

Delivery Order

Year: 2015 Period: 2 [01-08-2015 - 31-08-2015] Submit

Delivery Order List Print

Show 10 entries Search

#	Form No.	Delivery Date	Employee Name	Amount	Customer	Action
1	DO[00000001]	15-08-2015	Firdaus Bin Badron	700.15	AL-KHAWARIZMI SDN BHD	

Showing 1 to 1 of 1 entries First Previous 1 Next Last

- Go to **Sales Order > Reports > Delivery Order List**
- Select the **Year and Period**, then click **Submit** button.
- Delivery Order List will be listed for selected period.
- Click Print to review and print the Delivery Order List.
- Example of Delivery Order List Report.



AHMED FURNITURE

AHMED FURNITURE SDN BHD (9999-T)
 GST Registration No : 432198765342
 JALAN SAMUDERA 555
 TAMAN SAMUDERA, GOMBAK
 55533 KL
 KUALA LUMPUR, MALAYSIA
 Phone : 03-2120 4471 Fax : 03-2120 4477

Delivery Order

AL-KHAWARIZMI SDN BHD

Phone : +6012-987 3455

Delivery No.:DO [00000001]
 Delivery Date :15-08-2015

No.	Sales Order	Item Name	Description	Quantity Order	UM	Quantity Sent
1		[FF10] SOFA KAYU JATI	ROYAL	0.00		2.00

Prepared By

Approved By

Received By

SYSTEM GENERATED NO SIGNATURE REQUIRED

11/16/2015
Private and Confidential

2.4 How to generate Sales by Customers Report



AHMED FURNITURE SDN BHD
Co. No.9999-T

Dashboard - Sales Order - **Sales By Customers**

Sales By Customers

Year: 2015 Period: 2 [01-08-2015 - 31-08-2015]

Show 10 entries

#	Customer	Contact	Phone No.	Total Amount
1	AL-KHAWARIZMI SDN BHD	0	03-2261 418	2,100.00

Showing 1 to 1 of 1 entries

Print

First Previous 1 Next Last

- Go to **Sales Order > Reports > Sales By Customers**
- Select the **Year and Period**, then click **Submit** button.
- Sales by Customer will be listed for selected period.
- Click Print to review and print the Sales by Customer.

2.5 How to generate Yearly Sales by Customers Report

Dashboard - Sales Order - **Yearly Sales By Customers**

Yearly Sales By Customers

Year:

Show 10 entries

#	Customer	Contact	Phone No.	Total Amount
1	AL-KHAWARIZMI SDN BHD	0	03-2261 418	2,100.00

Showing 1 to 1 of 1 entries

- Go to **Sales Order > Reports > Yearly Sales By Customers**
- Select the **Year and Period**, then click **Submit** button.
- Yearly Sales by Customers will be listed for selected period.
- Click Print to review and print the Yearly Sales by Customers.

2.6 How to generate Sales by Item Report

Dashboard - Sales Order - **Sales By Item**

Sales By Item

Year: Period:

Show 10 entries

#	Item Code	Item Description	Unit Price	Quantity Sent	Total Amount
1	FF10	ROYAL	700.00	6.00	2,100.00

Showing 1 to 1 of 1 entries

- Go to **Sales Order > Reports > Sales By Item**
- Select the **Year and Period**, then click **Submit** button.
- Sales by Item will be listed for selected period.
- Click Print to review and print the Sales by Item.

2.7 How to generate Sales Order by Customer Report

Dashboard - Sales Order - Sales Order By Customers

search...

Sales Order By Customers Print

Year: 2015 Period: 2 [01-08-2015 - 31-08-2015] Submit

Show 10 entries Search

#	Customer	Contact	Phone No.	State	Total Amount
1	AL-KHAWARIZMI SDN BHD	0	03-2261 418	SELANGOR , MALAYSIA	1,750.00

Showing 1 to 1 of 1 entries First Previous 1 Next Last

- Go to **Sales Order > Reports > Sales Order By Customers**
- Select the **Year and Period**, then click **Submit** button.
- Sales Order by Customers will be listed for selected period.
- Click Print to review and print the Sales Order by Customers.

2.8 How to generate Sales Order by Item Report

Dashboard - Sales Order - Sales Order By Item

search...

Sales Order By Item Print

Year: 2015 Period: 2 [01-08-2015 - 31-08-2015] Submit

Show 10 entries Search

#	Item Code	Description	Order Qty	Shipped Qty	Total Amount
1	FF10	ROYAL	5.00	4.00	1,750.00

Showing 1 to 1 of 1 entries First Previous 1 Next Last

- Go to **Sales Order > Reports > Sales Order By Item**
- Select the **Year and Period**, then click **Submit** button.
- Sales Order by Item will be listed for selected period.
- Click Print to review and print the Sales Order by Item.

2.9 How to generate Outstanding Sales Order by Item Report



The screenshot displays the software's interface with a green header and sidebar. The main content area shows the 'Outstanding Sales Order By Item' report. The report includes a table with columns for Item Code, Description, Order Qty, Shipped Qty, Outstanding Qty, and Total Amount. A single entry is visible for item FF10, described as ROYAL, with an order quantity of 16.00, a shipped quantity of 4.00, and an outstanding quantity of 12.00, totaling 5,950.00. Navigation buttons like 'First', 'Previous', 'Next', and 'Last' are present at the bottom of the table.

#	Item Code	Description	Order Qty	Shipped Qty	Outstanding Qty	Total Amount
1	FF10	ROYAL	16.00	4.00	12.00	5,950.00

- Go to **Sales Order > Reports > Outstanding Sales Order By Item**
- It will display the table that has all the data.
- To print, click on **Print** button.

LESSON FIVE

MODULE: ACCOUNT RECEIVABLES

In this section, you will be guide to setup your customer details and how to create sales invoice.

1.0 How to set Customer Setup

Before you going to prepare an invoice for the sale items, you have to make sure that the following required information has been setup.

- Go to **Account Receivable > Setup > Customer Setup**
- To add your new customer, click + button that located at the top right page
- Fill in all the required information. Once completed, click Submit to save.

Customer Master List							Print	+	▼
Show	5	▼	entries	Search					
#	Customer Name	City	Phone No.	Fax No.	E-mail	Action			
1	MAHABBAD SDN BHD	GOMBAK				 			
2	ADINAS SDN BHD	KLANG				 			
3	DIN ENTERPRISE	KEPONG				 			

Customer Master		▼
Customer Code		
Customer Company No.		GST Registration No. Example:123456789
Customer Name		
Address Information		^
Contact Information		^
Others Information		▼
General Note		
Term	--Please Select--	▼
Credit Limit		☐ Credit Limit Alert
Linked AR Account	2100-000-00 [Trade Receivable]	▼
Created Date	 06-11-2015	
Currency	MYR [Ringgit Malaysia]	▼
		Hide prompts Submit

2.0 How to Create Direct Sales Invoice

Here you are going to prepare an invoice for the sale items. There are two methods:-

- I) Sales Invoice
- II) Direct Sales Invoice

Please setting up all the basic information before create Direct Sales Invoice.

- ✓ Customer Details
- ✓ Sales Person
- ✓ Terms Setup
- ✓ Agent Details
- ✓ Shipping Methods
- ✓ Locations
- ✓ Shipto

If you are not setting up the details yet, you can directly setup by click the dropdown menu at each required field.

Direct Sales Invoice

Form No.	SI20151	Serial		Project		
Date		06-11-2015		Terms	30 DAYS	
Customer*	MAHABBAD SDN BHD			Terms Desc	DUE WITHIN 30 DAYS	
Customer Po No.	Customer Po No.			Shipping Method	CityLink	
Sales Person	fz			Ships To	001	
Location*	L1 PERTAMA COMPLEX			Ship Desc	GOMBAK	
Agent	fz			Currency	MYR	
Show Agent In Inv.	☐ Yes ☒ No			Exchange Rate	1.00000	
Memo						

- Go to **Account Receivables > Transaction > Direct Sales Invoice**
- Enter Form Number if necessary but the serial number will generate automatically.
- Select Date
 - *If you did not change the date, it will record the current date
- Select the Customer from the drop down list that created in the Customer setup.
- Insert the Customer PO Number
 - *You may type Customer Po No according to customer format.
- Select the Agent, Project, Terms, and Shipping Method, and Ships To from the drop down list.
 - *Any new addition/ registration and refresh list, can be done by clicking the Green button
- Any description or reminder can be included in the Memo.
 - *You can select either to show agent or not in invoice.

2.0.1 Customer Listing

The pictures below show the different colour of customers, who is registered with GST and not registered GST.

- Green Colour : Customer is registered with GST
- Black Colour : Customer is not registered with GST

Customer* **DIN ENTERPRISE**

Customer Po No.

Sales Person MAHABBAD SDN BHD

Location* **DIN ENTERPRISE**

Agent **CHOI SOON SENG SPORTS**

Show Agent In Inv **AL-HIJAZI SDN BHD**

Aizat customer sdn bhd

2.0.2 How to Add New Item

In this section, you will create an invoice if you are maintaining any stock.

- Select List of Items
- Description will automatically appear.
- You need to enter the Unit Price.
- Enter the Quantity of items
- For Amount (Exc.Tax), Tax (%), Tax Amount and Amount (Inc Tax) can't be edited.
- Once completed, click the  button to save.
- If details is successfully saved, you can see the message note as shown below.

List Of Items										▼
#	List Of Items	Description	UM	Unit Price	Qty	Amount (Exc.Tax)	Tax (%)	Tax Amount	Amount (Inc Tax)	Action
1	566 ALMARI KAYU	TTT	U	100.00	1	100.00	05 0	0.00	100.00	

Last Message!
Details successfully saved

Hide prompts
+ Add New Item

- If you insert a wrong data, system will prompt an error message as shown below.

List Of Items										▼
#	List Of Items	Description	UM	Unit Price	Qty	Amount (Exc.Tax)	Tax (%)	Tax Amount	Amount (Inc Tax)	Action
1	566 ALMARI KAYU	TTT	U	100.00	1	100.00	05 0	0.00	100.00	
2										✓ ✗

Last Message!
Data incorrect or invalid ...

Hide prompts
+ Add New Item

- Once completed, Total Tax Amount and Total Invoice will be automatically calculated.

Total Amounts	
Total Tax Amount	0
Total Invoice	0

2.0.3 How to Add New Services/Other Charges

In this section, you can prepare the new direct sales invoice, if you are proceed without sales order.

- Click **Add New Charges** button to add new line for **Other Charges**.
- Select the Account from the drop down list that created in the Chart of Account.
- Fill in the Description as it has no letters limit, Amount, Tax (%).
- *Tick (v) in the Inclusive Tax column if the amount already including GST.
- The total amount will be automatically calculate and appear in Total Amounts section.
- Once completed, click the  button to save.

Service/Other Charges								
#	Account	Description	Amount	Tax (%)	Tax Amount	Amount (Inc Tax)	Action	Inclusive Tax
1	3700-100-00 Bank Loan	Car Loan	1,550.	0 OS	0.00	1,550.	✓ ✗	☐

Last Message!

No Message...

Hide prompts
+ Add New Charges

2.1 How to Duplicate Sales Invoice

You can use this function to copy an existing sales invoice. A copied of any existing sales invoice will be a new draft version with the same data. You can keep or reedit if it's required.

Dashboard - Account Receivables - **Sales Invoice Copy**

Search Parameter

Year: 2015 Period: 2 [01-08-2015 - 31-08-2015]

Sales Invoice Copy List

Show 10 entries

#	Invoice Date	Form No.	Invoice No.	Currency	Total Amount	Total Receivable	Confirm
1	15-08-2015	KZ[000000001]	AF0020937	MYR	742.16	742.16	No ☒

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Clone Invoice

- Go to **Account Receivables > Transaction > Copy Sales Invoice**
- Select Year and Period
- From the Sales Invoice Copy List, identified then Invoice you want to duplicate.
- Tick the last box, then click Clone Invoice button.

2.2 How to Confirm the Sales Invoice

In this section, before you proceed to confirm, you need to double check all the information of your invoice. You are allowed to reedit by click the link of invoice no.

Sales Invoice Confirm

Year

Period

Sales Invoice Confirm

Print

Show entries

Search

#	Invoice Date	Direct Sales Invoice No.	Customer Po No.	Currency	Confirm	Total Amount		
1	09-11-2015	SI20151104[00000031]		MYR	No	1,060.00	☐	
2	09-11-2015	SI20151106[00000030]		MYR	No	1,400.00	☐	
3	06-11-2015	SI20151106[00000029]		MYR	No	1,400.00	☐	

Showing 1 to 3 of 3 entries

Confirm

- Go to **Account Receivables > Transaction > Sales Invoice Confirm**
- Select Year and Period
- From the Sales Invoice Confirm list, identified then Invoice you want to reedit.
- Click the link of Direct Sales Invoice No.
- You will be directed to the Edit Sale Invoice page.
- Once you completed reedit, click the Update button.
- Wait until the message prompt as shown below.

Edit Sale Invoice

Form No.	SI20151104 00000031	Agent		Ships To	
Customer*	AL-MAKLUMLAH SD...	Location*		Ship Desc	
Date	09-11-2015	Terms	30 DAYS	Currency	MYR
Customer Po No.		Terms Desc	DUE WITHIN 30 DAYS	Exchange Rate	1
Project					

Memo

Update

List Of Items

+

^

Service/Other Charges

+

^

Success! Details successfully saved

Edit Sale Invoice

2.3 How to Create Sales Debit Notes

The Sales Debit Notes is issued as an adjustment to the invoice that you have previously created to increase the value of goods.

Sales Debit Note

Form No. Serial Project

Date Invoice No.

Customer Currency

Customer Po No. Exchange Rate

Memo

#	Item	Item Desc	UM	Qty Invoiced	Additional Qty	Unit Price	Amount (Exc.Tax)	Tax %	Tax Amount	Amount (Inc.Tax)	Action
1	SOFA KAYU JATI [FF10]	RC	UM	2	1	350.00	350.00	6 SR	21.00	371.00	✓ ✗

- Go to **Account Receivables > Transaction > Sales Debit Note**
- Enter Form Number if necessary but the serial number will generate automatically.
- Select Date. If you do not change the date, it will record the current date.
- Select the Customer from the drop down list that created in the Customer setup.
 - *Any new addition/ registration and refresh list, can be done by clicking the Green button.
- Select the Project that from the drop down list created in the Project setup.
 - *Any new addition/ registration and refresh list, can be done by clicking the Green button
- Select the intended Invoice Number that created in Direct Sales Invoice or Sales Invoice.
- Insert the Exchange Rate.
- Any description or reminder can be insert in the Memo.

2.3.1 LIST OF ITEMS

- Click (Add New Item) button to add new line for Other Charges.
- Select List of Items from the drop down list that created in the Inventory Setup.
 - *You MUST select the same chart of account that used in Direct Sales Invoice or Sales Invoice.
- Fill in the Description as it has no letters limit, Unit Measure, Unit Price, Quantity, Amount, Tax (%).
- Click the (v) button in the Action column to record the data.
- Click the (x) button in the Action column to delete the data.

2.3.2 SERVICE/OTHER CHARGES

- Click (Add New Charges) button to add new line for Other Charges.
- Select the Account from the drop down list that created in the Chart of Account.
 - *You MUST select the same chart of account that used in Direct Sales Invoice or Sales Invoice.
- Fill in the Description as it has no letters limit, Amount, Tax (%).
 - *Tick (v) in the Inclusive Tax column if the amount already including GST.
- Click the (v) button in the Action column to record the data.
- Click the (x) button in the Action column to delete the data.
- The total amount will be automatically calculate and appear in Total Amounts section.

2.4 How to Confirm Sales Debit Note

The screenshot shows the 'Sales Debit Note Confirm' screen. The left sidebar contains the company logo 'AHMED FURNITURE SDN BHD Co. No.9999-T' and a navigation menu with options: Dashboard, General Ledger, Account Receivables, Home, Transaction, Sales Invoice, and Direct Sales Invoice. The main header shows the breadcrumb 'Dashboard > Account Receivables > Sales Debit Note Confirm' and a search bar. Below the header, there is a 'Search Parameter' section with 'Year' set to 2015 and 'Period' set to 2 [01-08-2015 - 31-08-2015]. The 'Sales Debit Note Confirm List' section displays a table with one entry. The table has columns: #, Debit Note No., Customer Name, Invoice No., Date, Confirm, Total Amount, and an Action column. The entry shows a debit note number 'SDN[00000001]' for 'AL-KHAWARIZMI SDN BHD' with an invoice number '1147' dated '20-08-2015'. The 'Confirm' column has a 'No' value, and the 'Total Amount' is '371.18'. The Action column contains a checkmark icon and a delete icon. Below the table, there is a 'Confirm' button.

#	Debit Note No.	Customer Name	Invoice No.	Date	Confirm	Total Amount	Action
1	SDN[00000001]	AL-KHAWARIZMI SDN BHD	1147	20-08-2015	No	371.18	☒ ☐

- Go to **Account Receivables > Transaction > Sales Debit Note Confirm**
- Select Year and Period that invoice exist in it.
- Click the Invoice Number to re-check the details of the invoice created.
- Tick (✓) in the Confirm column if you are sure to do the confirmation.
- Click the (x) button in the Action column to delete the data.
- Click (Add New Charges) button to confirming the invoice.

2.5 How to Create Sales Credit Note

The Sales Credit Note is issued as an adjustment to the invoice that you have previously created to decrease the value of the goods. For example, goods that returned from customer and also discounts given on that goods.

Sales Credit Note

Form No. Serial Project

Date Invoice No.

Customer Currency

Customer Po No. Exchange Rate

Memo

#	Item	Item Desc	UM	Qty Invoiced	Qty Returned	Unit Price	Amount (Exclude Tax)	Tax %	Tax Amount	Amount (Include Tax)	Action
1	SOFA KAYU JATI [FF10]	RC	UM	3	2	351	700.00	6 SR	42.00	742.00	☐

- Go to **Account Receivables > Transaction > Sales Credit Note**
- Enter Form Number if necessary but the serial number will generate automatically.
- Select Date. If you do not change the date, it will record the current date
- Select the Customer from the drop down list that created in the Customer setup.
 - *Any new addition/ registration and refresh list, can be done by clicking the Green button.
- Select the Project that from the drop down list created in the Project setup
 - *Any new addition/ registration and refresh list, can be done by clicking the Green button
- Select the intended Invoice Number that created in Direct Sales Invoice or Sales Invoice.
- Insert the Exchange Rate.
- Any description or reminder can be insert in the Memo.

Cash Sales Confirm		Charge(s)																	
Reports Setup Account Payables Sales Order Purchasing Inventory Control Goods & Services Tax Zakat & Wakaf General Setup Admin User Guide Helpdesk Memo Accounting Software for	<table border="1"> <thead> <tr> <th>#</th> <th>Account</th> <th>Description</th> <th>Amount</th> <th>Tax %</th> <th>Tax Amount</th> <th>Amount (Include Tax)</th> <th>Action</th> <th>Inclusive Tax</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>8500-100-00 Bank Charges</td> <td>BANK CHARGE</td> <td>0.17</td> <td>6 SR</td> <td>0.01</td> <td>0.18</td> <td> ☒ ☐ </td> <td> ☐ </td> </tr> </tbody> </table> Last Message! No Message... Hide prompts + Add New Charge	#	Account	Description	Amount	Tax %	Tax Amount	Amount (Include Tax)	Action	Inclusive Tax	1	8500-100-00 Bank Charges	BANK CHARGE	0.17	6 SR	0.01	0.18	☒ ☐	☐
#	Account	Description	Amount	Tax %	Tax Amount	Amount (Include Tax)	Action	Inclusive Tax											
1	8500-100-00 Bank Charges	BANK CHARGE	0.17	6 SR	0.01	0.18	☒ ☐	☐											
Total Amounts <table border="1"> <tbody> <tr> <td>Total Tax Amount</td> <td>0</td> </tr> <tr> <td>Total Credit Note</td> <td>0</td> </tr> </tbody> </table>		Total Tax Amount	0	Total Credit Note	0														
Total Tax Amount	0																		
Total Credit Note	0																		

2.5.1 LIST OF ITEMS

- Click (Add New Item) button to add new line for Other Charges.
- Select List of Items from the drop down list that created in the Inventory Setup.
 - *You MUST select the same chart of account that used in Direct Sales Invoice or Sales Invoice.
- Fill in the Description as it has no letters limit, Unit Measure, Unit Price, Quantity, Amount, Tax (%).
- Click the (v) button in the Action column to record the data.
- Click the (x) button in the Action column to delete the data.

2.5.2 SERVICE/OTHER CHARGES

- Click (Add New Charges) button to add new line for Other Charges.
- Select the Account from the drop down list that created in the Chart of Account.
 - *You MUST select the same chart of account that used in Direct Sales Invoice or Sales Invoice.
- Fill in the Description as it has no letters limit, Amount, Tax (%).
 - *Tick (v) in the Inclusive Tax column if the amount already including GST.
- Click the (v) button in the Action column to record the data.
- Click the (x) button in the Action column to delete the data.
- The total amount will be automatically calculate and appear in Total Amounts section.

2.6 How to Confirm Sales Credit Note

The screenshot shows the 'Sales Credit Note Confirm' screen. The breadcrumb trail at the top is 'Dashboard > Account Receivables > Sales Credit Note Confirm'. The left sidebar contains the company logo 'AHMED FURNITURE SDN BHD Co. No.9999-T' and a menu with 'Dashboard', 'General Ledger', 'Account Receivables', 'Home', 'Transaction', 'Sales Invoice', and 'Direct Sales Invoice'. The main area has a 'Search Parameter' section with 'Year' set to '2015' and 'Period' set to '2 [01-08-2015 - 31-08-2015]'. Below this is the 'Sales Credit Note Confirm List' table. The table has columns: '#', 'Credit Note No.', 'Customer Name', 'Invoice No.', 'Date', 'Confirm', 'Total Amount', and an action column. One entry is shown with Credit Note No. 'SCN[00000001]', Customer Name 'AL-KHAWARIZMI SDN BHD', Invoice No. 'KZ[00000001]', Date '25-08-2015', and Confirm status 'No'. The action column contains a checkmark icon and a red trash icon. At the bottom right, there is an orange 'Confirm' button.

#	Credit Note No.	Customer Name	Invoice No.	Date	Confirm	Total Amount	Action
1	SCN[00000001]	AL-KHAWARIZMI SDN BHD	KZ[00000001]	25-08-2015	No	742.18	☒

- Go to **Account Receivables > Transaction > Sales Credit Note Confirm**
- Select Year and Period that invoice exist in it.
- Click the Invoice Number to re-check the details of the invoice created.
- Tick (v) in the Confirm column if you are sure to do the confirmation.
- Click the (x) button in the Action column to delete the data.
- Click (Add New Charges) button to confirming the invoice.

2.7 How to Create Customer Payment Received

HFI TESTING SDN BHD
Co. No.9999-T

- Dashboard
- General Ledger
- Account Receivables
- Home
- Transaction
- Sales Invoice
- Direct Sales Invoice
- Sales Invoice Copy
- Sales Invoice Confirm
- Sales Debit Note
- Sales Debit Note Confirm
- Sales Credit Note
- Sales Credit Note Confirm
- Customer Payment Received**

Customer Payment Received

Form No. RP2015 Serial

Date 11-11-2015

Bank

Acc No.

Payer

Project

Amount Received 0.00

Reference No. Ref No

Payment Method

Currency Currency

Exchange Rate Example: 3.20000

Memo

List Of Invoice(s)

Total Amounts

Hide prompts

Save

- Go to **Account Receivables > Transaction > Receive Payment**
- Enter Form Number if necessary but the serial number will generate automatically.
- Select Date. If you do not change the date, it will record the current date
- Select name of bank from dropdown list. Account Number will be automatically appear only when bank has been selected.
- Select name of the Payer from the dropdown list. Payer also known as Customer.
- Select name of the project from the dropdown list.
- Enter the received amount.
 - *Including the GST amount.
- You have to enter the Reference No for your reference or office use.
 - *You may insert Cheque number in this area.
- Select the payment method either Cash or Cheque from the dropdown list.

List Of Invoice(s)							▼
#	Invoice No.	Invoice Date	Customer PO No.	Total Amount	A/R Balance	Amount Applied	☐
1	SI20160106[00000063]	06-01-2016	12331	10,070.00	8,070.00	8,070.00	☒

Lists Of Debit Note							▼
#	Form No.	Date	Invoice No	Total Amount	Balance	Amount Applied	☐
1	SDN20160106[00000030]	06-01-2016	SI20160106[00000063]	1,060.00	360.00	360.00	☒

Pending Historical Invoices							▼
#	Form No.	Date	Invoice No	Total Amount	Balance	Amount Applied	☐
1	[00000023]	06-01-2016	1212	250.00	250.00	250.00	☒

Total Amounts				▼
Total Invoice Applied	8,070.00		Total Applied	8,680.00
Total Historical Invoice Applied	250.00		Bank Charges	0
Total Debit Note Applied	360.00		Total Received	8,680.00

Hide prompts Save

2.7.1 LIST(S) OF INVOICES

- In the List of Invoice section, it will display all the listing of invoices.
- By selecting the particular row, you can decide amount of discount and amount applied.
- Once the row has been selected, you will see the summary of Total Discount, Bank Charges, Total Other Charges, Total Received, Total Applied, Total Other Charges and Out of Balance.
- Click Save button to save it.

2.7.2 LIST(S) OF DEBIT NOTE

- In the List of Debit Note section, it will display all the listing of debit note.
- You may tick the related debit note that associated with the invoice.
- It will not automatically add into the total amount of an invoice.

2.7.3 LIST(S) OF CREDIT NOTE

- In the List of Credit Note section, it will display all the listing of credit note.
- You may tick the related credit note that associated with the invoice.
- It will not automatically add into the total amount of an invoice.

2.8 How to Create Customer Payment Received Confirm

▼

Year

Period

Customer Payment Received Confirm List
▼

Show entries

Search

#	Received Date	Form No.	Customer	Reference No.	Total Received	☐	Delete
1	05-11-2015	RP20151105[00000025]	AL-MAKLUMLAH SDN BHD		100.00	☐	
2	05-11-2015	RP20151105[00000027]	MAHABBAD SDN BHD		3.00	☐	
3	04-11-2015	RP20151104[00000021]	MAHABBAD SDN BHD		2,650.00	☐	

Showing 1 to 3 of 3 entries

- Go to **Account Receivables > Transaction > Customer Payment Received Confirm**
- Select Year and Period and click submit to get the Customer Payment Received Confirm List.
- You may edit the header and Item(s) details by clicking at the Form No.
- Tick (✓) in the Confirm column if you are sure to do the confirmation.
- Click the button in the Action column to delete the data.
- Click (Add New Charges) button to confirming the invoice

2.9 How to Create Cash Sales

Dashboard - Account Receivables - **Cash Sales**

search...

Cash Sales

Form No: **CS** Serial: Project:

Date: Location*:

Bank: Amount Received:

Acct No.: Ref. No.:

Received From: Payment Method:

Memo:

Items

#	Item	Description	UM	Quantity	Unit Price	Amount (Exclude Tax)	Tax (%)	Tax Amount	Amount (Include Tax)	Action
1	FF10 SOFA KAYU JATI	ROYAL	UM	1	350.00	350.00	6 SR	21.00	371.00	☒

- Go to Account Receivables > Transaction > Cash Sales
- Select Date and Bank
- Entered the details of sender in Received Form
- Select Project
- Select Location
- Enter your reference number
- Select payment method
- Next, use the memo for any notes and reminder
- Select your item details. Once completed click (✓) button
- System will prompt message when details successfully saved.

Items

#	Item	Description	UM	Quantity	Unit Price	Amount (Exclude Tax)	Tax (%)	Tax Amount	Amount (Include Tax)	Action
1	566 ALMARI KAYU	TTT	U	10	100.00	1,000.00	OS 0	0.00	1,000.00	

Last Message!
Details successfully saved

[Hide prompts](#) [+ Add New Item](#)

Dashboard - Account Receivables - **Cash Sales Confirm**

search...

Search Parameter

Year: 2015 Period: 3 [01-09-2015 - 30-09-2015]

Cash Sale Confirm List

Show 10 entries Search

#	Date	Form No	Customer	Amount	Tax Amount		Delete
1	01-09-2015	CS[00000001]	ALI BIN ABU	350.00	21.00	☒	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Confirm

- Go to **Account Receivables > Transaction > Customer Payment Received Confirm**
- Select Year and Period and click submit to get the Sales Payment Confirm List.
- You may edit the header and Item(s) details.
- Tick (v) in the Confirm column if you are sure to do the confirmation.
- Click the (x) button in the Action column to delete the data.
- Click (Add New Charges) button to confirming the invoice

3.0 How to Generate Sales Invoice List Report

Search Parameter

From

📅

01-11-2015

To

📅

30-11-2015

Submit

Sale Invoice List

Print

Show

10

entries

Search

#	Form No.	Customer Name	Invoice Date	Total Invoice	Action
1	SI20151104[00000031]	AL-MAKLUMLAH SDN BHD	09-11-2015	1,060.00	
2	SI20151106[00000030]	RAHIM ENTERPRISE	09-11-2015	1,400.00	
3	SI20151106[00000029]	RAHIM ENTERPRISE	06-11-2015	1,400.00	
4	SI20151104[00000028]	AL-MAKLUMLAH SDN BHD	04-11-2015	1,060.00	
5	SI20151104[00000027]	AL-HIJAZI SDN BHD	04-11-2015	6,360.00	
6	SI20151104[00000026]	AL-MAKLUMLAH SDN BHD	04-11-2015	106,001.06	

Showing 1 to 6 of 6 entries

First

Previous

1

Next

Last

- Go to **Account Receivables > Reports > Sales Invoice List**
- Select the Parameter by Date From and Date To of the period/month that invoice exist in it, then click the (Submit) button.
- Then, click **Submit** button. All the Sale Invoice will be listing according to the date selected.
- To print, click the Print button that located in the same row of Form No.
- Click the Print button to print all the list of the invoices.
*All the invoice list will appear if you have made the Sales Invoice Confirm.

4.0 How to Generate Sales Debit Note List Report

Search Parameter

From

01-11-2015

To

30-11-2015

Submit

Sales Debit Note List

Print

Show

10

entries

Search

#	Form No.	Invoice No.	Customer Name	Date	Total Amount	Action
1	SDN20151104[00000008]	SI20151104[00000028]	AL-MAKLUMLAH SDN BHD	04-11-2015	530.00	
2	SDN20151104[00000007]	SI20151104[00000027]	AL-HIJAZI SDN BHD	04-11-2015	4,240.00	

Showing 1 to 2 of 2 entries

First

Previous

1

Next

Last

- Go to **Account Receivables > Reports > Sales Debit Note List**
 - Select the Parameter by Date From and Date To of the period/month that invoice exist in it, then click the (Submit) button.
 - Then, click **Submit** button. All the Sales Debit Note List will be listing according to the date selected.
 - To print, click the Print button that located in the same row of Form No.
 - Click the Print button to print all the list of the invoices.
- *All the invoice list will appear if you have made the Sales Debit Note Confirm.

5.0 How to Generate Sales Credit Note List Report

The screenshot shows the 'Sales Credit Note List' report. The breadcrumb trail is 'Dashboard - Account Receivables - Sales Credit Note List'. The search parameter section shows a date range from '01-08-2015' to '30-09-2015'. The report table has columns: #, Form No., Invoice No., Customer Name, Date, Total Amount, and Action. One entry is displayed with Form No. SCN[00000001], Invoice No. KZ[00000001], Customer Name AL-KHAWARIZMI SDN BHD, Date 25-08-2015, and Total Amount 742.18. The footer indicates 'Showing 1 to 1 of 1 entries'.

#	Form No.	Invoice No.	Customer Name	Date	Total Amount	Action
1	SCN[00000001]	KZ[00000001]	AL-KHAWARIZMI SDN BHD	25-08-2015	742.18	[Print]

- ❖ Go to **Account Receivables > Reports > Sales Credit Note List**
 - ❖ Select the Parameter by Date From and Date To of the period/month that invoice exist in it, then click the (Submit) button.
 - ❖ Select the Invoice from the list that created in Sales Credit Note.
 - ❖ Click (Print) button in the Action row to see and print in hardcopy.
 - ❖ Click the (Print) button to print all the list of the invoices.
- *All the invoice list will appear if you have made the Sales Credit Note Confirm.

6.0 How to Generate Payment Received List Report

The screenshot shows the 'Payment Received List' report. The breadcrumb trail is 'Dashboard - Account Receivables - Payment Received List'. The search parameter section shows a date range from '01-08-2015' to '30-09-2015'. The report table has columns: #, Form No., Customer Name, Reference No., Receive Payment Date, Total Receive, and Action. One entry is displayed with Form No. RP[00000001], Customer Name AL-KHAWARIZMI SDN BHD, Reference No. 00121912, Receive Payment Date 26-08-2015, and Total Receive 100.00. The footer indicates 'Showing 1 to 1 of 1 entries'.

#	Form No.	Customer Name	Reference No.	Receive Payment Date	Total Receive	Action
1	RP[00000001]	AL-KHAWARIZMI SDN BHD	00121912	26-08-2015	100.00	[Print]

- Go to **Account Receivables > Reports > Receive Payment List**
- Select the Parameter by Date From and Date To of the period/month that invoice exist in it, then click the (Submit) button.

- Select the Form Number from the list that created in Customer Payment Receive.
- All the invoice list will appear if you have made the Customer Payment Received Confirm.

							▼
From		01-02-2016	To		29-02-2016		
Payment Received List							 ▼
Show	10 ▼	entries				Search	
#▲	Form No	Customer Name	Reference No	Receive Payment Date	Total Receive	Action	
1	RP[00000003]	Ikano Sdn Bhd	111893	25-02-2016	154,760.00		
Showing 1 to 1 of 1 entries					  1  		

- Click  button in the Action row to see and print in hardcopy.
- Click the  button to print all the list of the invoices.

7.0 How to Generate Customer Statement

Footer Customization

Default Footer Message

THANK YOU FOR DOING BUSINESS WITH US

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Customer Statement List

Show 10 entries

Search

#	Customer Name	Address	Reference No.	Due	Action
1	AL-MAKLUMLAH SDN BHD	No. 48, Lorong Kerayong 5A Taman Seri Kerayong	Klang	105,991.06	
2	AL-HIJAZI SDN BHD	No. 48, Lorong Kerayong 5A Taman Seri Kerayong	Klang	10,000.00	
3	MOHABBATEIN SDN BHD	asghjk	ASASAS	15,900.00	

- Go to **Account Receivables > Reports > Customer Statement**
- Enter Default Footer Message in the Footer Customization section.
- Click intended Customer Name. You can identify your customer name by using search engine.
- To print, click button in the action column.



AL-AMIN RESOURCES SDN. BHD. (123456-X)
 GST Registration No - 000011129819
 No. 48, Lorong Kerayong 5A
 Taman Seri Kerayong
 42200, Klang

HFI TESTING SDN BHD (9999-T)
 GST Registration No : 2523452345234523
 2A-1, LEVEL 1, TOWER 2A PLAZA SENTRAL
 JALAN SENTRAL 5 KL SENTRAL
 50470 KL SENTRAL
 Phone : +603-2261 4180 Fax : +603-2261 4182

Customer Statement

As at : 21-12-2015

ID	Date	Reference No.	Form No.	Description	Amount Debit	Amount Credit	Due
1	16-09-2014	01091	[00000022]	Historical Invoice	2,097.00	0.00	2,097.00
2	21-12-2015	00235	SI20151221[000000061]	Invoice	2,650.00	0.00	4,747.00
3	21-12-2015	SI20151221[000000061]	SDN20151221[000000029]	DebitNote	401.74	0.00	5,148.74
4	21-12-2015	SI20151221[000000061]	SCN20151221[000000022]	CreditNote	0.00	560.74	4,588.00
5	21-12-2015	WQQW	RF20151221[000000080]	** Payment	0.00	2,089.26	2,498.74
					Balance Bring Forward :		2,498.74

Current	1Month	2Month	3Month	4Month	5Month
401.74	0.00	0.00	0.00	0.00	0.00

6Month	7Month	8Month	9Month	10Month	11Month+
0.00	0.00	0.00	0.00	0.00	2,097.00

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ANY DISCREPANCY IN THIS STATEMENT PLEASE INFORM US IN WRITING WITHIN 10 DAYS.

SYSTEM GENERATED NO SIGNATURE REQUIRED





- All the transaction you made will appear in the Customer Statement.
- If the payment still not confirm, symbol (**) will appear as shown (**Payment).
When the payment is confirm, the symbol will disappear.
- You can convert in Excel format by clicking at  button to download.
- To print, click  button

9.0 How to Generate Cash Sales Report

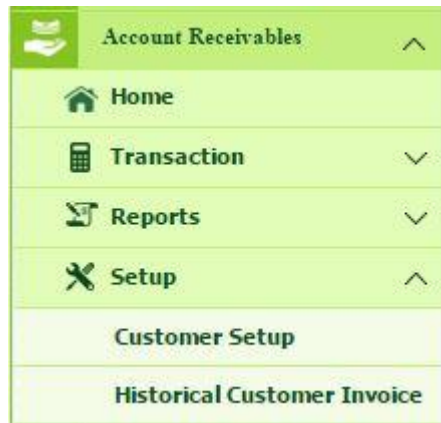
The screenshot displays the SPS Accounting Software interface. The top navigation bar shows the breadcrumb path: Dashboard > Account Receivables > Cash Sales List. A search bar is located on the right. The left sidebar contains the company logo 'AHMED FURNITURE' and a menu with options: Dashboard, General Ledger, Account Receivables, Home, and Transaction. The main content area is titled 'Cash Sales List' and includes a 'Search Parameter' section with fields for 'Year' (2015) and 'Period' (3 [01-09-2015 - 30-09-2015]), along with 'Print' and 'Submit' buttons. Below this is a table with columns: #, Date, Form No, Customer, Amount, Tax Amount, and Action. A single entry is shown for the date 01-09-2015, form number CS[00000001], customer ALI BIN ABU, with an amount of 371.00 and a tax amount of 21.00. The table footer indicates 'Showing 1 to 1 of 1 entries' and includes pagination controls (First, Previous, 1, Next, Last).

#	Date	Form No	Customer	Amount	Tax Amount	Action
1	01-09-2015	CS[00000001]	ALI BIN ABU	371.00	21.00	

- Go to **Account Receivables > Reports > Cash Sales List**
- Select the Parameter by Date From and Date To of the period/month that invoice exist in it, then click the submit button.
- Select the Cash Sales from the list that created in Cash Sales.
- Click (Print) button in the Action row to see and print in hardcopy.
- Click the (Print) button to print all the list of the invoices.
- All the invoice list will appear if you have made the Cash Sales Confirm.

10.0 How to Create Historical Customer Invoice

- Go to Account Receivables > Setup > Historical Customer Invoice



- Click + button to create new historical invoice

A screenshot of the 'Historical Customer Invoice' page. At the top is a green header bar with the text 'Historical Customer Invoice'. Below this is a form with two date pickers: 'From' (01-12-2015) and 'To' (31-12-2015). To the right of these is a green 'Submit' button. Below the form is another green header bar with the text 'Historical Customer Invoice List'. To the right of this bar are a green 'Print' button and an orange '+' button. An arrow from the text 'Click + button to create new historical invoice' points to this '+' button. Below the header bar is a table with columns: '#', 'Invoice No.', 'Customer Name', 'Total Invoice', 'Date', and 'Action'. The table is currently empty, with the text 'No data available in table' displayed. At the bottom of the table area, it says 'Showing 0 to 0 of 0 entries'. There are also navigation buttons: 'First', 'Previous', 'Next', and 'Last'.

- You will be directed to the related page.

Historical Customer Invoice List

Customer Name	AL-AMIN RESOURCES SDN...	Tax (%)	0	OS
Date	18-11-2014	Tax Amount	0.00	
Invoice No.	01091	Amount (Include Tax)	2,097.00	
Amount	2097			

- Select Customer name
- Set the date of historical invoice
 - *By default, the date is following the current date, please make sure the date are according to your historical invoice.
- Insert invoice for historical invoice and the amount
 - *if the invoice is not in the GST period, select 'OS' for the tax code
- Click the submit button to save the historical invoice.

Historical Customer Invoice

From To

Historical Customer Invoice List

Show entries
 Search

#	Invoice No.	Customer Name	Total Invoice	Date	Action
1	01091	AL-AMIN RESOURCES SDN. BHD.	2,097.00	16-09-2014	Delete

Showing 1 to 1 of 1 entries

- Set the date 'From' and date 'To' to list out all the historical invoice
- Then click 'Submit' button
- Click the Invoice No. to view the details of historical invoice.
- Click delete button to delete the historical invoice

*Historical Invoice cannot be deleted if payment has been made. Users have to unpost or unconfirm

- Once the historical invoice created, it will appear in customer statement

Customer Statement



AL-AMIN RESOURCES SDN. BHD. (113466-X)
 GST Registration No : 000012129819
 No. 45, Lorong Kerayong 5A
 Taman Seri Kerayong
 42200, Klang

HFI TESTING SDN BHD (9999-7)
 GST Registration No : 2324524524523
 2A-1, LEVEL 1, TOWER 2A PLAZA SENTRAL
 JALAN SENTRAL 5 KL SENTRAL
 50470 KL SENTRAL
 Phone : +603-2261 4180 Fax : +603-2261 4182

As at : 21-12-2015

ID	Date	Reference No.	Form No.	Description	Amount Debit	Amount Credit	Due
1	16-09-2014	01091	[00000022]	Historical Invoice	2,097.00	0.00	2,097.00
						Balance Bring Forward	2,097.00

Current	1Month	2Month	3Month	4Month	5Month
0.00	0.00	0.00	0.00	0.00	0.00

6Month	7Month	8Month	9Month	10Month	11Month-
0.00	0.00	0.00	0.00	0.00	2,097.00

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ANY DISCREPANCY IN THIS STATEMENT PLEASE INFORM US IN WRITING WITHIN 10 DAYS.

SYSTEM GENERATED NO SIGNATURE REQUIRED

- The historical invoice also will appear in Customer Payment Received

Customer Payment Received

Form No. RP2015 Serial

Date 21-12-2015

Bank CIMB | KL SENTRAL

Acc No. 8002409498

Payer AL-AMIN RESOURCES SDN...

Project ▼

Amount Received 0.00

Reference No. 100001

Payment Method Cheque ▼

Currency MYR

Exchange Rate 1.00000

Memo

List Of Invoice(s) ▼

#	Invoice No.	Invoice Date	Total Amount	A/R Balance	Amount Applied	☐
Pending Historical Invoices ▼						
#	Form No.	Date	Invoice No	Total Amount	Balance	Amount Applied ☐
1	[00000022]	16-09-2014	01091	2,097.00	2,097.00	 ☐

LESSON SIX

MODULE: PURCHASING

Purchasing is the activity of acquiring goods or services to accomplish the goals of an organization. The major objectives of purchasing are to maintain the quality and value of a company's products, minimize cash tied-up in inventory, maintain the flow of inputs to maintain the flow of outputs, and strengthen the organization's competitive position.

1.0 How to Setup Purchase Pricing

The screenshot displays the 'Purchase Pricing List' setup screen in the SPS Accounting Software. The interface has a green header bar with the breadcrumb 'Dashboard > Purchase > Purchase Pricing List' and a search bar. On the left is a green sidebar menu for 'AHMED FURNITURE SDN BHD Co. No.9999-T', containing options like Dashboard, General Ledger, Account Receivables, Account Payables, Sales Order, and Purchasing. The main area is titled 'Price' and contains several input fields: 'Item' (SOFA KAYU JATI(FF10)), 'Unit of Measure' (UM [UNIT]), 'Start Effective Date' (01-07-2015), 'End Effective Date' (30-09-2015), 'Supplier' (PERABOT BERSATU SDN BH...), 'Currency' (MYR [Ringgit Malaysia]), and 'Unit Price' (1000). A green 'Save' button is located at the bottom right of the form.

- Go to **Purchasing > Setup > Purchase Pricing**
- Select **Item**.
- Select **Supplier**.
- Select **Unit of measure**.
- Select **Currency**.
- Select **Start Effective Date** and **End Effective Date**.
- Enter **Unit price**. It depends on your goods market value.
- Click **Save** button to save.

2.0 How to Create Purchase Order

- Go to **Purchasing > Transaction > Purchase Order**
- Select the **Supplier**. Form No will be auto generated. The system allow user to change the Form No format.
- Select the **date**.
- Terms Description will be display automatically when Term is selected.
- Currency will be display automatically when Supplier is selected.
- Select **Ship To**.
- Select **Purchaser**.

2.0.1 List of Item

- Click **Add New Details**.
- Select **Item**.
- Enter **the unit price** and **Quantity Order**
- Amount will be calculated automatically when Unit Price and Quantity is entered.
- Please ensure that your item is correct. Click the  button to save.

2.1 How to Confirm Purchase Order

Dashboard > Purchasing > Purchase Order Confirm

Search Parameters

From: 01-09-2015 To: 30-09-2015

Display Option: UnConfirm Purchase Order

Submit

Search Result

#	Purchase Order No.	Supplier Name	Order Date	Action
1	PO[00000001]	PERABOT BERSATU SDN BHD	03-09-2015	☒ Confirm

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Confirm

- Go to **Purchasing > Transaction > Purchase Order Confirm**
- Select the **period**.
- All purchase order to confirm will be listed.
- Tick the **selected purchase order no**.
- Click **Confirm**.

2.2 How to Create Purchase Receive

Dashboard > Account Payables > Purchase Receive

Purchase Receive

Supplier*: PERABOT BERSATU S... Purchase Order: PO[00000001]

Form No.: GRN Serial: Shipping method: CityLink

Date: 03-09-2015 Location*: GOMBAK | JLN SAMUDERA

Supplier DO No.: 12345 Currency: MYR

Purchaser: Firdaus Bin Badron Exchange Rate: 1.00000

Memo

- Go to **Purchasing > Transaction > Purchase Receive**
- Select the **Supplier** from the drop down list.
- Form No will be automatically display.
- Select the **date**.

- Enter the **Supplier Do No.**
- Select the **Purchase Order.**
- Select the **shipping method.**
- Select the **Location.**

Purchase Order Confirm Purchase Receive Purchase Receive Confirm Reports Setup Inventory Control	Outstanding Purchase Order Items									
	#	Item	Item Desc	Unit Price	UM	Qty Order	Amount	Total Qty Received	Qty Received	Action
	1	SOFA KAYU JATI[FF10]	ROYAL	1,000.00	UM	5	5,000.00	0	5	☒
	Hide prompts									

2.2.1 Outstanding Purchase Order Items

- Item details will be listed once the purchase order is selected.
- Enter the Quantity Received and click ☒ button.

Reports Setup Inventory Control Goods & Services Tax Zakat & Wakaf General Setup Admin	Current Items Received							
	#	Items	Item Desc	Unit Price	UM	Qty Received	Amount	Action
	1	SOFA KAYU JATI[FF10]	ROYAL	1,000.00	UM	5	5,000.00	
	Last Message! No Message...							

2.2.2 Current Items Received

- In this part, it will display the current item received that you have entered in previous outstanding purchase order items.

#	Item	Item Desc	Unit Price	UM	Qty Received	Amount	Action
1	SOFA KAYU JATI ...	ROYAL	1000	UM	2	2,000.00	☒

Last Message!
No Message...

+ Add New Item

2.2.3 Items Not Include In Purchase Order

- In this part, you are allowed to add new item even the details it's not include in previous purchase order.
- For example, you want to add on 1 monitor, you can request to do so.
- The both item details will be combine in one purchase order

2.3 How to Confirm Purchase Receive

Dashboard Purchasing **Purchase Receive Confirm**

search...

Purchase Receive Confirm

Year: 2015 Period: Period Submit

Purchase Receive Confirm List

Show 10 entries Search

#	GRN No.	Supplier Name	Supplier DO No.	Order Date	Action
1	GRN [00000001]	PERABOT BERSATU SDN BHD	12345	03-09-2015	☒

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Confirm

- Go to **Purchasing > Transaction > Purchase Receive Confirm**
- Select the **Year and Period**, then click **Submit** button.
- Purchase receive item list will be listed for selected period.
- Tick the **selected purchase order** that need to be confirm.
- Once selected, click the **Confirm** button.

3.0 How to generate Purchase Pricing Report

The screenshot shows the software's navigation bar with 'Dashboard', 'Purchase', and 'Purchase Pricing' (highlighted in red). A search bar is on the right. The left sidebar contains the company logo 'AHMED FURNITURE' and name 'AHMED FURNITURE SDN BHD Co. No.9999-T', along with icons for Dashboard, General Ledger, and a dropdown menu. The main area is titled 'Purchase Pricing' and contains a form with 'Year' (set to 2015) and 'Period' (set to Period) dropdowns, and a 'Submit' button. Below this is a 'Purchase Pricing List' section with a 'Print' button. A table displays the results:

#	Items	Description	Supplier	UM	Price
1	[FF10] SOFA KAYU JATI	ROYAL	PERABOT BERSATU SDN BHD	UM	1,000.00

- Go to **Purchasing > Reports > Purchase Pricing**
- Select the **Year and Period**, then click **Submit** button.
- Purchase Pricing List will be listed for selected period.
- Click Print to review and print the Purchase Pricing List.
- Example of Purchase Pricing List Report.

The screenshot shows the generated 'Purchase Pricing' report. It includes the company logo and name 'AHMED FURNITURE SDN BHD' with contact details: GST Registration No : 432198765342, JALAN SAMUDERA 555, TAMAN SAMUDERA, GOMBAK, 55553 KL, KUALA LUMPUR, MALAYSIA, Phone : 03-2120 4471 Fax : 03-2120 4477. The report is dated 'As at: 04-09-2015'. The table below shows the purchase pricing list:

No.	Items	Description	Supplier	UM	Price
1	[FF10] SOFA KAYU JATI	ROYAL	PERABOT BERSATU SDN BHD	UM	1,000.00

Below the table, there are fields for 'Prepared by', 'Approved By', and 'Received By'. At the bottom, it states 'SYSTEM GENERATED NO SIGNATURE REQUIRED' and '09/04/2015 Private and Confidential'.

3.1 How to Generate Purchase Order Report

The screenshot shows the software's main menu on the left with options like Dashboard, General Ledger, Account Receivables, Account Payables, Sales Order, and Purchasing. The top navigation bar includes Dashboard, Purchasing, and Purchase Order. A search bar is present in the top right. The 'Purchase Order' section is active, displaying search parameters for the period from 01-09-2015 to 30-09-2015. Below the search parameters, there are 'Submit' and 'Print' buttons. A table shows one entry for Purchase Order No. PO[000000001] from Supplier PERABOT BERSATU SDN BHD, dated 03-09-2015. The table has columns for #, Purchase Order No., Supplier Name, Order Date, and Report. Navigation buttons (First, Previous, 1, Next, Last) are at the bottom of the table.

- Go to **Purchasing > Report > Purchase Order List**
- Select the **period** and click **Submit** button.
- Click Report to review and print the report.
- Example of Purchase Order List Report

The screenshot displays a detailed Purchase Order report. At the top, it shows the company logo and name 'AHMED FURNITURE SDN BHD' along with its registration details. The report is titled 'Purchase Order' and includes the form number 'PO[00000001]' and the ship-to address. The main body of the report is a table with columns: No., Item Name, Item Description, Quantity Order, UM, Unit Price, and Total. It lists one item: '1 [FF10] SOFA KAYU JATI' with a quantity of 5 and a total value of MYR 5,000.00. Below the table, there are sections for 'Terms: 30 Days', 'Terms Desc: Payment within 30 days', and 'Memo:'. At the bottom, there are fields for 'Prepared by', 'Approved By', and 'Received By'. A footer note states 'SYSTEM GENERATED NO SIGNATURE REQUIRED'.

3.2 How to Generate Purchase Received Report

Dashboard - Purchasing - **Purchase Received List**

search...

Purchase Received List

From: 01-09-2015 To: 30-09-2015 Submit

Purchase Received List Print

Show: 10 entries Search

#	Purchase Receive No.	GRN No.	Supplier Name	Supplier DO No.	Order Date	Report
1	GRN [000000001]	PO [000000001]	PERABOT BERSATU SDN BHD	12345	03-09-2015	Report

Showing 1 to 1 of 1 entries First Previous 1 Next Last

- Go to **Purchasing > Reports > Purchase Received List**.
- Select the **Period**.
- Click **Report** to review and print the report.
- Example of Purchase Received List Report.

Receive Item Details

AHMED FURNITURE SDN BHD (9999-T)
 GST Registration No : 432198765342
 JALAN SAMUDERA 555,
 TAMAN SAMUDERA, GOMBAK
 25533 KL
 KUALA LUMPUR, MALAYSIA
 Phone : 03-2120 4471 Fax : 03-2120 4477

PERABOT BERSATU SDN BHD
 12394-W
 KM 80, JALAN BESAR GADUT
 SUNGAI GADUT
 34600 SEREMBAN

Form No.: GRN[000000001]
 Ship To:
 Order Date: 03-09-2015
 Purchase Form No.: PO[000000001]
 Supplier DO No.: 12345

No.	Item Name	Item Description	Quantity Order	UM	Quantity Received
1	[FF10] SOFA KAYU JATI	ROYAL	5	UM	5

Memo:

Prepared by: Approved By: Received By:

SYSTEM GENERATED NO SIGNATURE REQUIRED

09-04-2015 Private and Confidential

3.3 How to Generate Outstanding GRN Report

- Go to **Purchasing > Reports > Outstanding GRN Report**
- The list of outstanding inventory that not receive yet.
- To print, click **Print** button.



Dashboard Inventory **Outstanding GRN Report** search...

Outstanding GRN Report Print

Show 10 entries Search

#	Item Code	Item Name	PO No.	PO Date	Unit Price	UM	Total Order	Outstanding Quantity	Total
1	FF10	SOFA KAYU JATI	PO[00000002]	04-09-2015	1,000.00	UM	2.00	1.00	1,000.00

Showing 1 to 1 of 1 entries First Previous 1 Next Last

LESSON SEVEN

MODULE: ACCOUNT PAYABLES

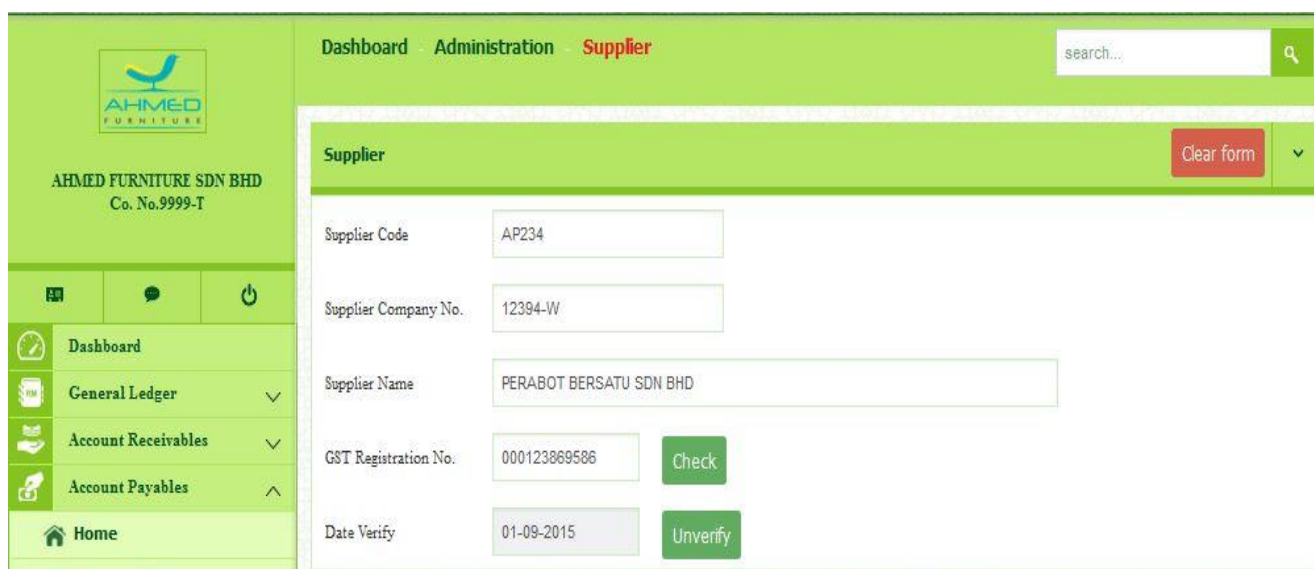
Account Payable is money which a company owes to Supplier for goods and services purchased on credit. This item appears on the company Statement of Financial Position as a current liability, since the expectation is that the liability will be fulfilled in less than a year

1.0 How to Setup Account Payable

- Go to **Account Payable > Setup > Supplier Setup**
- Click  button on the right top of the pages, to **setup a New Supplier**.



- Enter your **Supplier Code, Supplier Company No** and **Supplier Name**.
- If your Supplier is registered to GST, enter the GST Registration No. If not, just leave it blank.



- Enter all the **address information**.
- Enter all the **contact information**.

- Transaction - Reports - Setup - Supplier Setup - Sales Order - Purchasing - Inventory Control - Goods & Services Tax - Zakat & Wakaf - General Setup - Admin - User Guide - Helpdesk	Address Information Address: KM 80, JALAN BESAR GADUT SUNGAI GADUT City: SEREMBAN Postcode: 34600 Country: MALAYSIA State: NEGERI SEMBILAN Contact Information Attention: RAMLI ABAS Email: ramli@bersatu.com.my Example: accounts@salihin.com.my Website: Example: http://www.example.com Phone No. 1: +606-6945 1286 Example: +603-2261 4180 Phone No. 2: +6017-645 8862 Example: +603-2261 4180 Fax No.: +06-6945 1287 Example: +603-2261 4182
--	--

- Enter **others information**.
- Choose Supplier **Linked A/P Account**. You can create new supplier chart of account by click dropdown button. Your supplier will be distinguished by linked A/P account in the Statement of Financial Position.

Others Information		▼
General Note		
Term	30 Days	▼
Credit Limit	0.00	☐ Credit Limit Alert
Linked A/P Account	3000-000-00 [Trade Payable]	▼ 
Created Date	 01-07-2015	
Currency	MYR [Ringgit Malaysia]	▼
Approval No.	0	☐ Self-Billed
Commence Date	 11-11-2015	
Cease Date	 11-11-2015	
		Hide prompts Submit

- After completed, click **Submit** button to save.

2.0 How to Create Direct Supplier Invoice

In this section, you can create a new supplier invoice. There are two methods:-

- Purchase Invoice
- Direct Purchase Invoice

Please setting up all the basic information before create Direct Purchase Invoice.

- ✓ Supplier Details
- ✓ Purchaser
- ✓ Locations
- ✓ Terms Setup
- ✓ Shipping Methods
- ✓ Ship To

- ✓ If you are not setting up the details yet, you can directly setup by click the dropdown menu at each required field.

By using Purchase Invoice, you need to prepared Purchase Order and Purchase Receive before create the invoice.

Direct Purchase Invoice

Form No. Terms*

Date Terms Desc

Supplier* Shipping method

Sup. Inv. No. Ships To*

Purchaser Ship Desc

Location* Currency

Project Exchange Rate

☐ Self-Billed Invoice

Memo

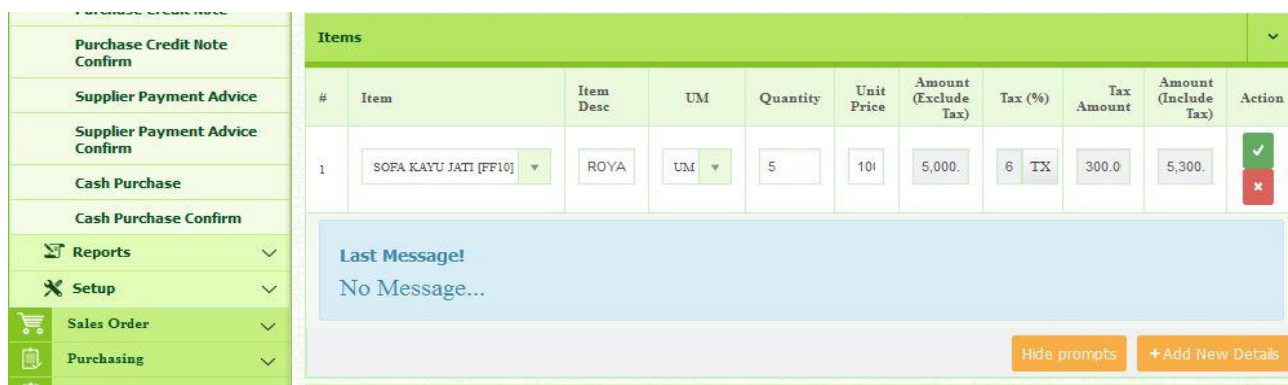
In here, you are enables to create a purchase invoice and receipt at the same time.

- Go to **Account Payables > Transaction > Direct Purchases Invoice**
- Enter **Form Number** if necessary but the serial number will generate automatically
- Select **Date**
 - *If you did not change the date, it will record the current date.
- Select the **Supplier** from the drop down list.
- Enter **Supplier Invoice No.**
 - *You may key-in Supplier Invoice No according to customer format.
- Select **Purchaser.**
- Select **Location, Shipping Method** and **Ships To** from the drop down list.
- Any description or reminder can be included in the Memo.

2.0.1 How to add New Item

In this section, you will create an invoice if you are maintaining any stock.

- Select list of **Item** from the drop down list.
- **Description** will automatically appear.
- Enter the **Quantity**.
- Enter the **Unit Price**.
- Select the **GST Tax code** from the Tax Master list.
- To **save**, click the  button.



The screenshot shows the 'Items' table in the software. The table has columns: #, Item, Item Desc, UM, Quantity, Unit Price, Amount (Exclude Tax), Tax (%), Tax Amount, Amount (Include Tax), and Action. A single row is visible with the following data: #1, Item: SOFA KAYU JATI [FF10], Item Desc: ROYA, UM: UM, Quantity: 5, Unit Price: 101, Amount (Exclude Tax): 5,000, Tax (%): 6 TX, Tax Amount: 300.0, Amount (Include Tax): 5,300.0. The Action column contains a green checkmark button and a red 'x' button. Below the table, a blue message box says 'Last Message! No Message...'. At the bottom right, there are buttons for 'Hide prompts' and '+ Add New Details'.

- If you insert a wrong data, system will prompt an error message as shown below.



The screenshot shows the 'Items' table with an error message. The table has columns: #, Item, Item Desc, UM, Quantity, Unit Price, Amount (Exclude Tax), Tax (%), Tax Amount, Amount (Include Tax), and Action. A single row is visible with the following data: #1, Item: (empty), Item Desc: Description, UM: (empty), Quantity: 2, Unit Price: Uni, Amount (Exclude Tax): 0.00, Tax (%): T, Tax Amount: 0.00, Amount (Include Tax): 0.00. The Action column contains a green checkmark button and a red 'x' button. Below the table, a red message box says 'Last Message! Data incorrect or invalid ...'. Above the message box, three error messages are displayed: '* This field is required', '* This field is required', and '* This field is required'. At the bottom right, there are buttons for 'Hide prompts' and '+ Add New Details'.

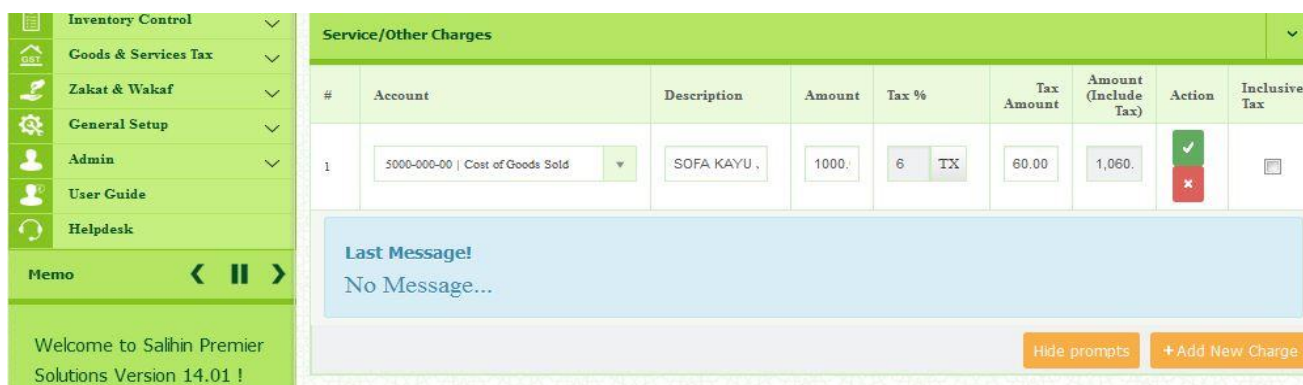
2.0.2 How to Add New Services/Other Charges

In this section, you can prepare the new Direct Purchase Invoice if you are proceeding without purchase order.

- Click **Add New Charges** button to add new line for **Other Charges**
- Select the **Account** from the dropdown list.
- Enter the **Description** as it has no letter limit.
- Enter the **Amount**.
- Select **GST Tax Code**.

*Tick (v) in the Inclusive Tax column if the amount including GST.

- To **save**, click the  button.



#	Account	Description	Amount	Tax %	Tax Amount	Amount (Include Tax)	Action	Inclusive Tax
1	5000-000-00 Cost of Goods Sold	SOFA KAYU ,	1000.	6 TX	60.00	1,060.	 	☐

Last Message!
No Message...

Hide prompts + Add New Charge

2.1 How to Duplicate Purchase Invoice

You can use this function to copy an existing purchase invoice. A copied of any existing purchase invoice will be a new draft version with the same data. You can keep or reedit it if it's required.

Dashboard Account Payables **Copy Purchase Invoice** search...

Search Parameter

Year 2015 Period Period Submit

Copy Purchase Invoice List

Show 10 entries Search

#	Invoice Date	Form No.	Invoice No.	Currency	Total Amount	Total Receivable	Confirm
1	04-09-2015	PI[000000002]	123456	MYR	1,060.00	1,060.00	No

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Clone Invoice

- Go to **Account Payables > Transaction > Copy Purchase Invoice**
- Select **Year** and **Period**, then click Submit button.
- Select the **Purchase Invoice** that you want to duplicate.
- Then, click **Clone Invoice** button.

2.2 How to Confirm the Purchase Invoice

In this section, before you proceed to confirm, you need to double check all the information of your invoice. You are allowed to reedit by click the link of invoice number.

Purchase Invoice Confirm

Year 2015 Period 3 [01-09-2015 - 30-09-2015]

Purchase Invoice List

Show 10 entries Search

#	Date	Invoice No.	Supplier Invoice Number	Supplier Name	Total Amount	Confirm
1	04-09-2015	PI[000000002]	123456	PERABOT BERSATU SDN BHD	1,060.00	☒

Showing 1 to 1 of 1 entries First Previous 1 Next Last

Confirm

- Go to **Account Payables > Transaction > Purchase Invoice Confirm**
- Select **Year** and **Period**
- From the Purchase Invoice Confirm list, identified then Invoice you want to reedit.
- Click the link of Direct Purchase Invoice No.
- You will be directed to the Edit Purchase Invoice page.
- Once you completed reedit, click the **Update** button.
- Wait until the message prompt as shown below

Edit Purchase Invoice

Form No.	PI	00000002	Location*	GOMBAK JALAN SAMUDERA 555,	Ships To*	No 46, Jalan Enggang Perindustrian Kinrara
Supplier*	PERABOT BERSATU SDN B		Terms*	30 Days	Currency	MYR
Date	04-09-2015		Terms Desc	Payment within 30 days	Exchange	1.00000
Sup. Inv.	123456				Rate	
No.					Project	

Update

Success! Details successfully saved

2.3 How to Create Purchase Debit Note

In this section, the purchase debit note is issued as an adjustment to the invoice you received from the supplier to decrease the value of goods.

Dashboard Account Payables Purchase Debit Note

search...

New Purchase Debit Note

Form No.	PON	Serial	Invoice No.	PI[00000001]
Date	04-09-2015		Sup. Inv. No.	123456
Supplier*	PERABOT BERSATU SDN B...		Currency	MYR
Project			Exchange Rate	1.00000
Memo				

- Go to **Account Payables > Transaction > Purchase Debit Note**
- Enter **Form Number** if necessary but the serial number will generate automatically.
- Select the **date**.
 - *If you do not change the date, it will record the current date
- Select the **Supplier**.
 - *Any new addition/ registration and refresh list, can be done by clicking the Green button
- Select the Invoice Number that created in Purchase invoice or Direct Purchase Invoice.
- Any description or reminder can be included in the Memo.

Purchase Invoice Direct Purchase Invoice Copy Purchase Invoice Purchase Invoice Confirm Purchase Debit Note Purchase Debit Note Confirm Purchase Credit Note Purchase Credit Note Confirm Supplier Payment Advice Supplier Payment Advice Confirm	<table border="1"> <thead> <tr> <th colspan="12">Items</th> <th></th> </tr> <tr> <th>#</th> <th>Item</th> <th>Item Desc</th> <th>UM</th> <th>Qty Invoiced</th> <th>Qty Returned</th> <th>Unit Price</th> <th>Amount (Exclude Tax)</th> <th>Tax (%)</th> <th>Tax Amount</th> <th>Amount (Include Tax)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>SOFA KAYU JATI [FF10]</td> <td>R(</td> <td>UM</td> <td>5</td> <td>2</td> <td>1,0</td> <td>2,000.</td> <td>6 TX</td> <td>120.0</td> <td>2,120.</td> <td> ✓ ✗ </td> </tr> </tbody> </table> Last Message! No Message... Hide prompts + Add New Details	Items													#	Item	Item Desc	UM	Qty Invoiced	Qty Returned	Unit Price	Amount (Exclude Tax)	Tax (%)	Tax Amount	Amount (Include Tax)	Action	1	SOFA KAYU JATI [FF10]	R(	UM	5	2	1,0	2,000.	6 TX	120.0	2,120.	✓ ✗
Items																																						
#	Item	Item Desc	UM	Qty Invoiced	Qty Returned	Unit Price	Amount (Exclude Tax)	Tax (%)	Tax Amount	Amount (Include Tax)	Action																											
1	SOFA KAYU JATI [FF10]	R(	UM	5	2	1,0	2,000.	6 TX	120.0	2,120.	✓ ✗																											

2.3.1 List of Items

- Click the **Add New Details** button.
- Select the **item**.
 - *You **MUST** select the same item that used in Direct Purchase Invoice or Purchase Invoice.
- Enter the **Item Description**.
- Enter the **Quantity Returned**.
- Enter the **Unit Price**.
- Select the **GST Tax Code** from the Tax Master list.
- To save, click the  button.

Confirm	Service/Other Charges							
Supplier Payment Advice								
Supplier Payment Advice Confirm								
Cash Purchase								
Cash Purchase Confirm								
Reports								
Setup								
Sales Order								
Purchasing								
Inventory Control								
Goods & Services Tax								

#	Account	Description	Amount	Tax %	Tax Amount	Amount (Include Tax)	Action	Inclusive Tax
1	5000-000-00 Cost of Goods Sold	sofa kayu jati	1000	6 TX	60.00	1,060.	☒	☐

Last Message!
No Message...

Hide prompts **+ Add New Charge**

2.3.2 Service/Other Charges

- Click the **Add New Charge** button.
- Select the **Account**.
 - You **MUST** select the same item that used in Direct Purchase Invoice or Purchase Invoice.
- Enter the **Description**.
- Enter the **Amount**.
- Select GST Tax Code.
- To save, click the ☒ button.

2.4 How to Confirm the Purchase Debit Note

AHMED FURNITURE SDN BHD
Co. No.9999-T

- Dashboard
- General Ledger
- Account Receivables
- Account Payables
- Home
- Transaction

Dashboard Account Payables **Purchase Debit Note Confirm**

search...

Purchase Debit Note Confirm

Year: 2015 Period: Period

Purchase Debit Note List

Show 10 entries Search

#	Purchase Debit Note No	Supplier Invoice Number	Supplier Name	Total Debit Note	Date	
1	PDN[00000001]	123456	PERABOT BERSATU SDN BHD	2,120.00	04-09-2015	☒

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Confirm

- Go to **Account Payable > Transaction > Purchase Debit Note Confirm**
- Select **Year** and **Period**.
- Click the Invoice Number to re-check the details of the invoice created
- Select the **Purchase Debit Note List** that you want to confirm.

Confirm

- Then, click button.

2.5 How to create Purchase Credit Note

In this section, the purchase credit note is issued as an adjustment to the invoice received from supplier to increase the value of the goods.

New Purchase Credit Note

Supplier*	PERABOT BERSATU	Invoice No.	PI[00000001]
Form No.	PCN	Sup. Inv. No.	123456
Date	04-09-2015	Currency	MYR
Project		Exchange Rate	1.00000

Memo

- Go to **Account Payable > Transaction > New Purchase Credit Note**
- Select the Supplier.
 - *Any new addition/ registration and refresh list, can be done by clicking the Green button.
- Enter Form Number if necessary but the serial number will generate automatically.
- Enter the date.
 - *If you do not change the date, it will record the current date
- Select the Invoice Number that created in Purchase invoice or Direct Purchase Invoice.

2.5.1 List of Items

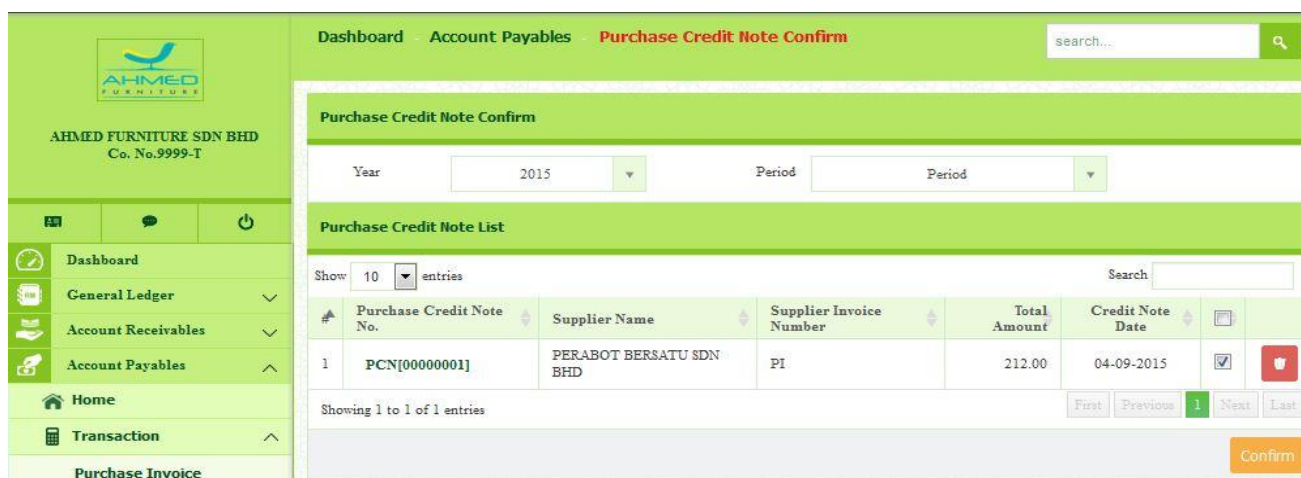
- Click the **Add New Details** button
- Select the **items**.
 - *You **MUST** select the same items that used in Direct Purchases Invoice or Purchases Invoice.
- Enter the **Item Description**
- Enter the **Quantity Received**.
- Enter the **Unit Price**
- Select the **GST Tax Code** from the Tax Master list.
- To save, click the  button.

2.5.2 Service/Other Charges

- Click the **Add New Charge** button.
- Select **Account Type**.
 - *You **MUST** select the same chart of account that used in Direct Purchases Invoice or Purchases Invoice.

- Enter the **Description**.
- Enter the **Amount**.
- Select **GST Tax Code**.
- To **save**, click the  button.

2.6 How to Confirm the Purchase Credit Note



Dashboard > Account Payables > Purchase Credit Note Confirm

search...

Purchase Credit Note Confirm

Year: 2015 Period: Period

Purchase Credit Note List

Show 10 entries Search

#	Purchase Credit Note No.	Supplier Name	Supplier Invoice Number	Total Amount	Credit Note Date		
1	PCN[00000001]	PERABOT BERSATU SDN BHD	PI	212.00	04-09-2015	☒	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Confirm

- Go to **Account Payable > Transaction > Purchase Credit Note Confirm**
- Select **Year** and **Period**.
- Click the Invoice Number to re-check the details of the invoice created
- Select the **Purchase Credit Note List** that you want to confirm.
- Then, click  button.

2.7 How to Create Supplier Payment Advice

In this section, you will record payment made to suppliers.

The screenshot shows the 'Supplier Payment' form within the SPS Accounting Software. The interface has a green header bar with the breadcrumb 'Dashboard > Account Payables > Supplier Payment' and a search bar. On the left is a sidebar menu for 'AHMED FURNITURE SDN BHD Co. No.9999-T', including options like Dashboard, General Ledger, and Transaction. The main form area is titled 'Supplier Payment' and contains several input fields: 'Supplier' (PERABOT BERSATU SDN BHD), 'Bank' (BIMB | KL Sentral), 'Amount Paid', 'Acc no' (12008894055176), 'Payment Method' (--Please Select--), 'Form No.' (PP), 'Reference No.' (12345), 'Project' (--Please Select--), 'Description', 'Currency' (MYR), 'Payment Date' (04-09-2015), and 'Exchange Rate' (1.00000). A 'Memo' field is at the bottom.

- Go to **Account Payables > Transaction > Supplier Payment Advice**
- Select **Supplier**.
- Select **Payment Method**.
- Enter **Reference No**.
- Enter **Description**.
- Select **Payment Date**. If you do not change the date, it will record the current date
- Select the **Bank**.
- Enter Form Number if necessary but the serial number will generate automatically.

Purchase Credit Note		Pending Invoices						
Purchase Credit Note Confirm		#	Invoice Form No.	Supplier Invoice No.	Invoice Date	Total Amount	AP Balance	Amount Applied
Supplier Payment Advice		1	PI[00000001]	123456	04-09-2015	5,300.00	3,392.00	3,392.00
Supplier Payment Advice Confirm		Pending Debit Note						
Cash Purchase		#	Form No.	Date	Invoice No	Total Amount	Balance	Amount Applied
Cash Purchase Confirm		1	PDN[00000001]	04-09-2015	PI[00000001]	2,120.00	2,120.00	2,120.00
Reports		Pending Credit Note						
Setup		#	Form No.	Date	Invoice No	Total Amount	Balance	Amount Applied
Sales Order		1	PCN[00000001]	04-09-2015	PI[00000001]	212.00	212.00	212.00
Purchasing		Total Amount						
Inventory Control		Total Invoice Applied		3,392.00		Total Paid		1,484.00
Goods & Services Tax		Total Debit Note Applied		2,120.00				
Zakat & Wakaf		Total Credit Note Applied		212.00				
General Setup								
Admin								
User Guide								
Helpdesk								
Memo		Hide prompts Save						

- Select the **Invoice** that you want to pay.
- Then, click **Save**.

2.7.4 LIST(S) OF INVOICES

- In the List of Invoice section, it will display all the listing of pending invoices.
- By selecting the particular row, you can decide amount of discount and amount applied.
- Once the row has been selected, you will see the summary of Total Discount, Bank Charges, Total Other Charges, Total Received, Total Applied, Total Other Charges and Out of Balance.
- Click Save button to save it.

2.7.5 LIST(S) OF DEBIT NOTES

- In the List of Debit Note section, it will display all the listing of debit note.
- You may tick the related debit note that associated with the invoice.
- It will not automatically add into the total amount of an invoice.

2.7.6 LIST(S) OF CREDIT NOTES

- In the List of Credit Note section, it will display all the listing of credit note.
- You may tick the related credit note that associated with the invoice.
- It will not automatically add into the total amount of an invoice.

2.8 How to confirm the Supplier Payment Advice

Dashboard · Payment · **Supplier Payment Advice to Confirm List**

Year: 2015 Period: Period

Supplier Payment Advice to Confirm List

Show 10 entries Search

#	Payment Voucher No.	Payment Date	Supplier Name	Reference No.	Amount Paid	
1	PP[00000002]	04-09-2015	PERABOT BERSATU SDN BHD	12345	1,484.00	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Confirm

- Go to **Account Payables > Transaction > Supplier Payment Confirm**
- Select **Year** and **Period**.
- You may edit the header and Item(s) details.
- Select Supplier Payment Advice To Confirm List.
- Then, Click **Confirm**.

2.9 How to create Cash Purchase

Dashboard · General Ledger · **Cash Purchase**

Form No. CP Serial Bank: BIMB | KL Sentral Amount Paid: 1060

Date: 04-09-2015 Acct No.: 12008894055176 Ref. No.: 12345

Pay To: FURNITURE BERSATU SDN BHD Balance: 0 Payment Method: Cheque Location*: GOMBAK | JL...

Memo

- Go to **Account Payables > Transaction > Cash Purchase**
- Enter Form Number if necessary but the serial number will generate automatically.
- Select the **Date**.
- For **Pay To** field, enter the details of receiver such as Name and Address.
- Select the **Bank**.
- Enter the **Amount Paid**; **Reference No**, **Payment Method** and **Location**.

2.9.1 List of Items

#	Item	Item Desc	UM	Quantity	Unit Price	Amount (Exclude Tax)	Tax (%)	Tax Amount	Amount (Include Tax)	Action
1	SOFA KAYU JA...	R(	UM	1	10	1,000.00	6 TX	60.00	1,060.00	☐ ☐

Last Message!
No Message...

Hide prompts +

- ❖ Click the  button to insert the Items.
- ❖ Select **Item**.
- ❖ Enter the **description**.
- ❖ Enter the **Unit Price**.
- ❖ Enter **Quantity**.
- ❖ Select the **GST Tax Code**.
- ❖ Click  to save.

2.10 How to Confirm the Cash Purchase

Dashboard - General Ledger - Cash Purchase Confirm

search...

Cash Purchase Confirm

Year: 2015 Period: Period

Cash Purchase Confirm List

Show 10 entries Search

#	Date	Form No	Pay To	Amount Paid	Delete
1	04-09-2015	CP[000000005]	FURNITURE BERSATU SDN BHD	1,060.00	☒ ☐

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

Confirm

- Go to **Account Payables > Transaction > Cash Purchase Confirm**.
- Select **Year** and **Period**.
- Select Cash Purchase that you want to confirm.
- Then, Click **Confirm**.

3.0 How to Generate Report?

In this section, you will generate all the report related to supplier. The reports include purchase invoice, purchase debit note, purchase credit note, supplier payment, supplier statement and cash purchase.

3.1 How to Generate Purchase Invoice

Dashboard - Account Payables - **Purchase Invoice**

Purchase Invoice

From To

Status

Purchase Invoice List

Show entries Search

#	Supplier Invoice No.	Supplier Name	Form No.	Total Invoice	Date	Action
1	123456	PERABOT BERSATU SDN BHD	PI[00000002]	1,060.00	04-09-2015	Action
2	123456	PERABOT BERSATU SDN BHD	PI[00000001]	5,300.00	04-09-2015	Action

Showing 1 to 2 of 2 entries

- Go to **Account Payables > Reports > Purchase Invoice List**
- Select the **Period**.
- Select the **Status**.
- Click **Submit**.
- Click **Action** to review and print the report.
- Example of Purchase Invoice List



PERABOT BERSATU SDN BHD
12394-W
KM 80, JALAN BESAR GADUT
SUNGAJ GADUT
34600, SEREMBAN

AHMED FURNITURE SDN BHD (9999-T)
GST Registration No : 432198765342
JALAN SAMUDERA 555,
TAMAN SAMUDERA, GOMBAK
55333 KL
KUALA LUMPUR, MALAYSIA
Phone : 03-2120 4471 Fax : 03-2120 4477

Purchase Invoice

Invoice No.: PI[00000002]
Supplier Inv: 123456
Date: 04-09-2015
Ship To:
No 46, Jalan Enggang, Perindustrian Kinrara
puchong, 47180
SELANGOR, MALAYSIA

No.	Account	Description	Amount (Exclude Tax)	Tax %	Tax Amount	Amount (Include Tax)
1	5000-000-00 Cost of Goods Sold	SOFA KAYU JATI	1,000.00	6.00	60.00	1,060.00

Total Excluded Tax MYR 1,000.00
Total Tax MYR 60.00
Total Included Tax MYR 1,060.00
Ringgit Malaysia One Thousand Sixty Only

Prepared by

Approved By

Received By

SYSTEM GENERATED NO SIGNATURE REQUIRED

09/04/2015
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3.2 How to Generate Purchase Debit Note



AHMED FURNITURE SDN BHD
Co. No.9999-T

Dashboard Account Payables **Purchase Debit Note List**

Purchase Debit Note List

From To Submit

Purchase Debit Note List Print

#	Purchase Debit Note No	Supplier Invoice Number	Supplier Name	Total Debit Note	Date	Action
1	PDN[00000001]	123456	PERABOT BERSATU SDN BHD	2,120.00	04-09-2015	Print

- Go to **Account Payables > Reports > Purchase Debit Note List**.
- Select the **Period**.
- Click **Submit**.
- Click **Action** to review and print the report.
- Example of Purchase Debit Note List.

AHMED FURNITURE		AHMED FURNITURE SDN BHD (9999-T)		Purchase Debit Note					
 PERABOT BERSATU SDN BHD 12394-W KM 80, JALAN BESAR GADUT SUNGAJ GADUT 34600 SEREMBAN		GST Registration No : 432198765342 JALAN SAMUDERA 555, TAMAN SAMUDERA, GOMBAK 55150 KL KUALA LUMPUR, MALAYSIA Phone : 03-2120 4471 Fax : 03-2120 4477		Purchase Debit Note No:PDN[00000001] Debit Note Date:04-09-2015 Supplier Invoice No:123456 Supplier Invoice Date:04-09-2015					
No.	Item Name	Item Description	Quantity	UM	Unit Price	Amount Excluded Tax	Tax (%)	Tax Amount	Amount Included Tax
1	[FF10] SOFA KAYU JATI	ROYAL	2.00	UM	1,000.00	2,000.00	6.00	120.00	2,120.00
						Total Excluded Tax		MYR 2,000.00	
						Total Tax		MYR 120.00	
						Total Included Tax		MYR 2,120.00	
						Ringgit Malaysia Two Thousand, One Hundred Twenty Only			
Prepared by			Approved By			Received By			
SYSTEM GENERATED NO SIGNATURE REQUIRED									
09/04/2015		Private and Confidential							

3.3 How to Generate Purchase Credit Note

AHMED FURNITURE		Dashboard Account Payables Purchase Credit Note List		search...															
AHMED FURNITURE SDN BHD Co. No.9999-T Dashboard General Ledger Account Receivables		Purchase Credit Note List From 01-09-2015 To 30-09-2015 Submit Purchase Credit Note List Print <table border="1"> <thead> <tr> <th>#</th> <th>Purchase Credit Note No.</th> <th>Supplier Invoice Number</th> <th>Supplier Name</th> <th>Total Amount</th> <th>Credit Note Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>PCN[000000001]</td> <td>123456</td> <td>PERABOT BERSATU SDN BHD</td> <td>212.00</td> <td>04-09-2015</td> <td></td> </tr> </tbody> </table>				#	Purchase Credit Note No.	Supplier Invoice Number	Supplier Name	Total Amount	Credit Note Date	Action	1	PCN[000000001]	123456	PERABOT BERSATU SDN BHD	212.00	04-09-2015	
#	Purchase Credit Note No.	Supplier Invoice Number	Supplier Name	Total Amount	Credit Note Date	Action													
1	PCN[000000001]	123456	PERABOT BERSATU SDN BHD	212.00	04-09-2015														

- Go to **Account Payables > Reports > Purchase Credit Note List**.
- Select the **Period**.
- Click **Submit**.
- Click **Action** to review and print the report.
- Example of Purchase Credit Note List.



PERABOT BERSATU SDN BHD
12394-W
KM 80, JALAN BESAR GADUT
SUNGAI GADUT
34600 BEREMBAN

AHMED FURNITURE SDN BHD (9999-T)
GST Registration No.: 432198765342
JALAN SAMUDERA 555,
TAMAN SAMUDERA, GOMBAK
55533 KL
KUALA LUMPUR, MALAYSIA
Phone : 03-2120 4471 Fax : 03-2120 4477

Purchase Credit Note

Purchase Credit Note No.:PCN[00000001]
Credit Note Date:04-09-2015
Supplier Invoice No.:123456
Supplier Invoice Date:04-09-2015

No.	Account	Description	Amount Excluded Tax	Tax (%)	Tax Amount	Amount Included Tax
1	5000-000-00 Cost of Goods Sold	sofa kayu jati	200.00	6.00	12.00	212.00
Total Excluded Tax						MYR 200.00
Total Tax						MYR 12.00
Total Included Tax						MYR 212.00
Ringgit Malaysia Two Hundred Twelve Only						

Prepared by

Approved By

Received By

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3.4 How to Generate Supplier Payment



AHMED FURNITURE SDN BHD
Co. No.9999-T

- Dashboard
- General Ledger
- Account Receivables
- Account Payables
- Home

Dashboard **Payment** **Supplier Payment List**

Supplier Payment List

From To

Supplier Payment List

Show entries Search

#	Payment Voucher No.	Supplier Name	Payment Date	Amount Paid	Action
1	PP[00000002]	PERABOT BERSATU SDN BHD	04-09-2015	1,484.00	Action

Showing 1 to 1 of 1 entries

- Go to **Account Payables > Reports > Supplier Payment List**.
- Select the **Period**.
- Click **Submit**.
- Click **Action** to review and print the report.
- Example of Supplier Payment List.



PERABOT BERSATU SDN BHD
12394-W
KM 80, JALAN BESAR GADUT
SUNGAI GADUT
34600 SEREMBAN

AHMED FURNITURE SDN BHD (9999-T)
GST Registration No : 432198765342
JALAN SAMUDERA 555
TAMAN SAMUDERA, GOMBAK
55533 KL
KUALA LUMPUR, MALAYSIA
Phone : 03-2120 4471 Fax : 03-2120 4477

Payment Advice

Payment Voucher No. : PP[00000002]
Date : 04-09-2015
Reference No : 12345

No.	Invoice No.	Invoice Date	Paid Amount
1	PI[00000001]	04-09-2015	3,392.00

Bank Charges	MYR 0.00
Total Payment	MYR 3,392.00

Ringgit Malaysia Three Thousand, Three Hundred Ninety-Two Only

Prepared by

Approved By

Received By

SYSTEM GENERATED NO SIGNATURE REQUIRED

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3.5 How to Generate Supplier Statement



AHMED FURNITURE SDN BHD
Co. No.9999-T

- Dashboard
- General Ledger
- Account Receivables
- Account Payables
- Home
- Transaction
- Reports

Purchase Invoice List

Dashboard - Supplier Statement - **Supplier Statement List**

Supplier Statement List

Default Footer Message: THANK YOU FOR DOING BUSINESS WITH US

Prepared by

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Supplier Statement List

Show 10 entries Search

#	Supplier Name	Address	Reference No.	Balance	Action
1	PERABOT BERSATU SDN BHD	KM 80, JALAN BESAR GADUT SUNGAI GADUT	Payment:12345	-1,908.00	

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

- Go to Account Payables > Reports > Supplier Statement List
- Enter **Default Footer Message**.
- Select the **Supplier name**.
- Click **Print button** to review and print the report.
- Click  to download the report.



AHMED FURNITURE SDN BHD (9999-T)

GST Registration No : 42198765342
 JALAN SAMUDERA 555
 TAMAN SAMUDERA, GOMBAK
 55593 KL
 Phone : 03-2120 4471 Fax : 03-2120 4477

Supplier Statement

PERABOT BERSATU SDN BHD
 KM 80, JALAN BESAR GADUT
 SUNGAI GADUT

As at : 04-09-2015

34600 SEREMBAN
 NEGERI SEMBILAN MALAYSIA
 +606-6945 1286
 +06-6945 1287

No.	Date	Reference No.	Form No.	Description	Amount Debit	Amount Credit	Balance
1	04-09-2015	123456	PI[000000001]	Purchase Invoice	0.00	5,300.00	-5,300.00
2	04-09-2015	PI[000000001]	PDN[000000001]	Purchase Debit Note	2,120.00	0.00	-3,180.00
3	04-09-2015	PI[000000001]	PCN[000000001]	Purchase Credit Note	0.00	212.00	-3,392.00
4	04-09-2015	12345	PP[000000002]	Payment	1,484.00	0.00	-1,908.00
					Balance Bring Forward : -1,908.00		

Current	1Month	2Month	3Month	4Month	5Month
1,908.00	0.00	0.00	0.00	0.00	0.00
6Month	7Month	8Month	9Month	10Month	11Month+
0.00	0.00	0.00	0.00	0.00	0.00

THANK YOU FOR DOING BUSINESS WITH US
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3.6 How to Generate Cash Purchase



AHMED FURNITURE SDN BHD
Co. No.9999-T

Dashboard General Ledger **Cash Purchase List**

Cash Purchase List

From To

Show entries

#	Form No	Pay To	Currency Code	Date	Amount Paid	Action
1	CP[000000005]	FURNITURE BERSATU SDN BHD		04-09-2015	1,060.00	Action

Showing 1 to 1 of 1 entries

- Go to **Account Payables > Reports > Cash Purchase List**.
- Select the **Period**.
- Click **Submit**.
- Click **Action** to review and print the report.
- Example of Purchase Credit Note List.



AHMED FURNITURE SDN BHD (9999-T)
 GST Registration No. : 432196765342
 JALAN SAMUDERA 555,
 TAMAN SAMUDERA, GOMBAK
 55533 KL
 KUALA LUMPUR, MALAYSIA
 Phone : 63-2120 4471 Fax : 63-2120 4477

Cash Purchase

Form No:CP[00000005]
 Date:04-09-2015
 Reference No:12345

FURNITURE BERSATU SDN BHD

No.	Item Name	Description	Unit Price	Quantity	UM	Amount (Exclude Tax)	Tax (%)	Tax Amount	Amount (Include Tax)
1		ROYAL	1,000.00	1.00	UM	1,000.00	6.00	60.00	1,060.00
Total Excluded Tax									1,000.00
Total Tax									60.00
Total Included Tax									1,060.00
Ringgit Malaysia One Thousand Sixty Only									

Prepared by _____ Approved By _____ Received By _____

SYSTEM GENERATED NO SIGNATURE REQUIRED

09/04/2015

Private and Confidential

3.7 How to Create Historical Supplier Invoice

Historical Supplier Invoice

From 01-11-2015

To 30-11-2015

Submit

Historical Supplier Invoice List

Print

Show entries

Search

#	Supplier Invoice No	Supplier Name	Total Invoice	Date	Action
No data available in table					

Showing 0 to 0 of 0 entries

- Go to **Account Payables > Setup > Historical Supplier Invoice**.
- Click **button**.

Historical Supplier Invoice List

Supplier Name

Date

Supplier Invoice No.

Amount

- Select **Supplier Name**.
- Select **Date**.
- Enter **Supplier Invoice No.**
- Enter **Amount**.
- Click **Submit**
- To **edit**, click Supplier Invoice No.
- To **delete**, click Action button.

HFI TESTING SDN BHD
Co. No.9999-T

Dashboard Administration Historical Supplier Invoice

Historical Supplier Invoice

From

To

Historical Supplier Invoice List

Show entries

#	Supplier Invoice No	Supplier Name	Total Invoice	Date	Action
1	123456	HISTORICAL SUPPLIER	5,000.00	04-11-2015	✖

Showing 1 to 1 of 1 entries

- To get the list of the supplier invoice, select date “from” and date “to”. Then click submit.
- You can also use search engine to find the intended supplier.

LESSON EIGHT

MODULE: GOODS AND SERVICES TAX

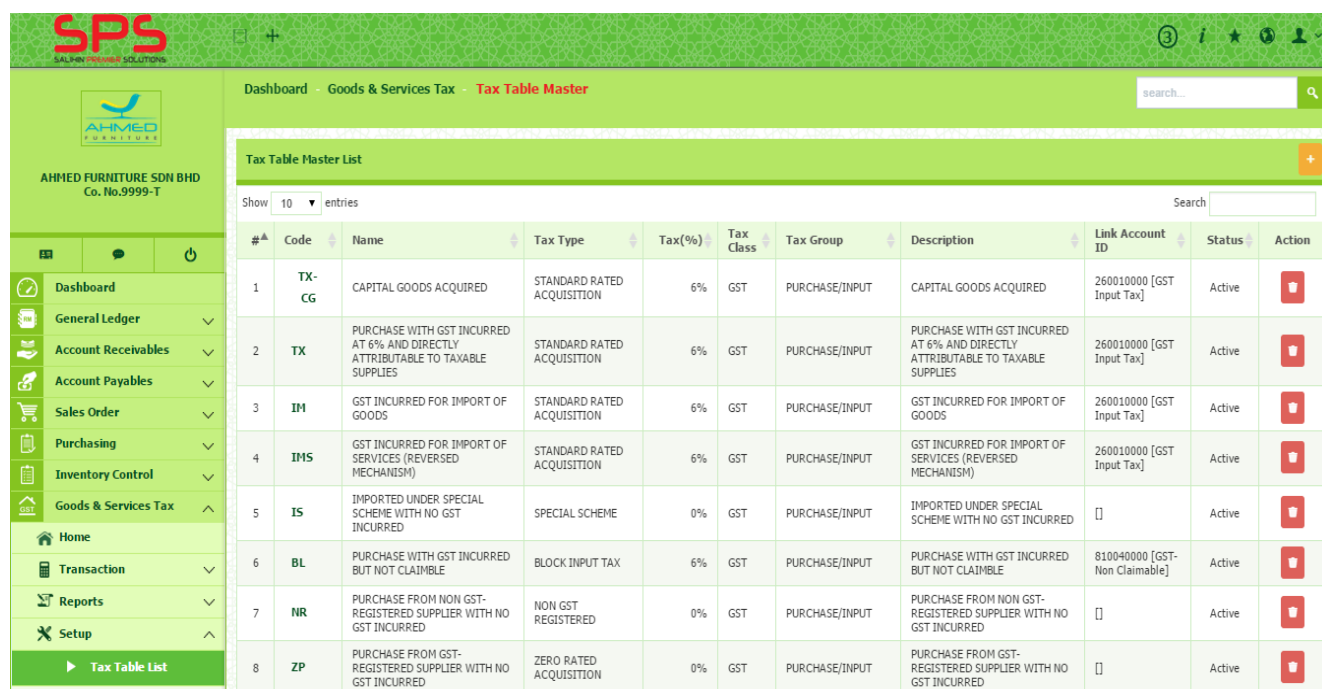
You need to do GST setup before start doing transaction because in GST era you need to enter GST code for every transaction once company has registered as a GST registrant. There are certain setups under GST module.

1.0 How to Setup Tax Table List

We have already put this setup under default setting. You need to know there are 23 GST codes as suggested by Customs. However, you may select the codes that applicable to your business only. You can also add some codes if you think it is appropriate to do so. You may study the codes attached in appendix 1.

To add, follow the steps below:

- Go to **Goods & Services Tax > Setup > Tax Table List**
- Click **+** button to add tax table list.
- Enter Code, Name, Tax (%) and Description.
- Select Tax Class, Tax Group, Tax Type and Link Account ID



#	Code	Name	Tax Type	Tax(%)	Tax Class	Tax Group	Description	Link Account ID	Status	Action
1	TX-CG	CAPITAL GOODS ACQUIRED	STANDARD RATED ACQUISITION	6%	GST	PURCHASE/INPUT	CAPITAL GOODS ACQUIRED	260010000 [GST Input Tax]	Active	
2	TX	PURCHASE WITH GST INCURRED AT 6% AND DIRECTLY ATTRIBUTABLE TO TAXABLE SUPPLIES	STANDARD RATED ACQUISITION	6%	GST	PURCHASE/INPUT	PURCHASE WITH GST INCURRED AT 6% AND DIRECTLY ATTRIBUTABLE TO TAXABLE SUPPLIES	260010000 [GST Input Tax]	Active	
3	IM	GST INCURRED FOR IMPORT OF GOODS	STANDARD RATED ACQUISITION	6%	GST	PURCHASE/INPUT	GST INCURRED FOR IMPORT OF GOODS	260010000 [GST Input Tax]	Active	
4	IMS	GST INCURRED FOR IMPORT OF SERVICES (REVERSED MECHANISM)	STANDARD RATED ACQUISITION	6%	GST	PURCHASE/INPUT	GST INCURRED FOR IMPORT OF SERVICES (REVERSED MECHANISM)	260010000 [GST Input Tax]	Active	
5	IS	IMPORTED UNDER SPECIAL SCHEME WITH NO GST INCURRED	SPECIAL SCHEME	0%	GST	PURCHASE/INPUT	IMPORTED UNDER SPECIAL SCHEME WITH NO GST INCURRED		Active	
6	BL	PURCHASE WITH GST INCURRED BUT NOT CLAIMABLE	BLOCK INPUT TAX	6%	GST	PURCHASE/INPUT	PURCHASE WITH GST INCURRED BUT NOT CLAIMABLE	810040000 [GST-Non Claimable]	Active	
7	NR	PURCHASE FROM NON GST-REGISTERED SUPPLIER WITH NO GST INCURRED	NON GST REGISTERED	0%	GST	PURCHASE/INPUT	PURCHASE FROM NON GST-REGISTERED SUPPLIER WITH NO GST INCURRED		Active	
8	ZP	PURCHASE FROM GST-REGISTERED SUPPLIER WITH NO GST INCURRED	ZERO RATED ACQUISITION	0%	GST	PURCHASE/INPUT	PURCHASE FROM GST-REGISTERED SUPPLIER WITH NO GST INCURRED		Active	

- Then, click **Submit** button.

- ❖ To modify, click on the tax code in **Code column**. You will be directed to the Tax Table Master page. You can modify the information as you wish. Then, click **Submit button**.

To delete, click on  button under action column.



Salihin Premier Solutions

Dashboard - Goods & Services Tax - **Tax Table Master**

search...



AHMED FURNITURE SDN BHD
Co. No.9999-T

Dashboard

General Ledger

Account Receivables

Account Payables

Sales Order

Purchasing

Inventory Control

Goods & Services Tax

Home

Transaction

Reports

Setup

Tax Table Master List

Show 10 entries

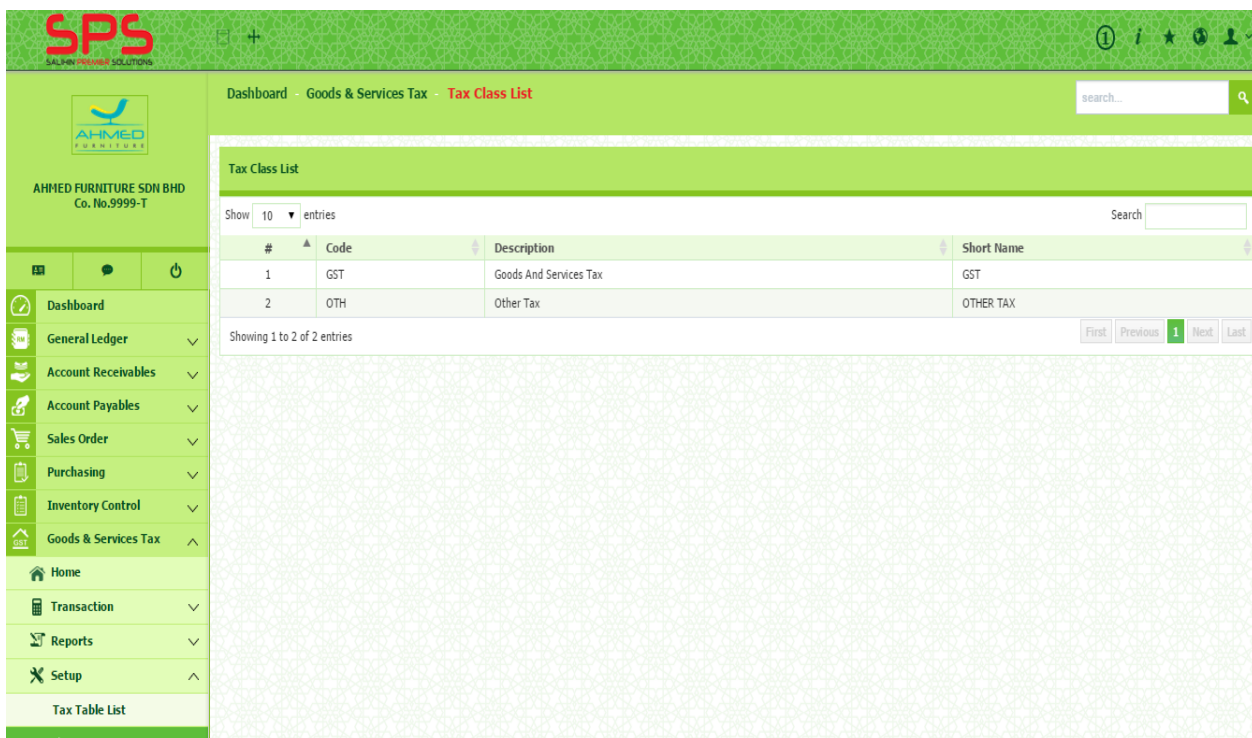
Search

#	Code	Name	Tax Type	Tax(%)	Tax Class	Tax Group	Description	Link Account ID	Status	Action
1	TX-CG	CAPITAL GOODS ACQUIRED	STANDARD RATED ACQUISITION	6%	GST	PURCHASE/INPUT	CAPITAL GOODS ACQUIRED	260010000 [GST Input Tax]	Active	
2	TX	PURCHASE WITH GST INCURRED AT 6% AND DIRECTLY ATTRIBUTABLE TO TAXABLE SUPPLIES	STANDARD RATED ACQUISITION	6%	GST	PURCHASE/INPUT	PURCHASE WITH GST INCURRED AT 6% AND DIRECTLY ATTRIBUTABLE TO TAXABLE SUPPLIES	260010000 [GST Input Tax]	Active	
3	IM	GST INCURRED FOR IMPORT OF GOODS	STANDARD RATED ACQUISITION	6%	GST	PURCHASE/INPUT	GST INCURRED FOR IMPORT OF GOODS	260010000 [GST Input Tax]	Active	
4	IMS	GST INCURRED FOR IMPORT OF SERVICES (REVERSED MECHANISM)	STANDARD RATED ACQUISITION	6%	GST	PURCHASE/INPUT	GST INCURRED FOR IMPORT OF SERVICES (REVERSED MECHANISM)	260010000 [GST Input Tax]	Active	
5	IS	IMPORTED UNDER SPECIAL SCHEME WITH NO GST INCURRED	SPECIAL SCHEME	0%	GST	PURCHASE/INPUT	IMPORTED UNDER SPECIAL SCHEME WITH NO GST INCURRED		Active	
6	BL	PURCHASE WITH GST INCURRED BUT NOT CLAIMABLE	BLOCK INPUT TAX	6%	GST	PURCHASE/INPUT	PURCHASE WITH GST INCURRED BUT NOT CLAIMABLE	810040000 [GST-Non Claimable]	Active	
7	NR	PURCHASE FROM NON GST-REGISTERED SUPPLIER WITH NO GST INCURRED	NON GST REGISTERED	0%	GST	PURCHASE/INPUT	PURCHASE FROM NON GST-REGISTERED SUPPLIER WITH NO GST INCURRED		Active	

2.0 How to Setup Tax Class List

There are two different classes of tax. GST and Other Tax.

- Go to **Goods & Services Tax > Setup > Tax Class List**.
- You cannot edit **Tax Class** as it is default setting.



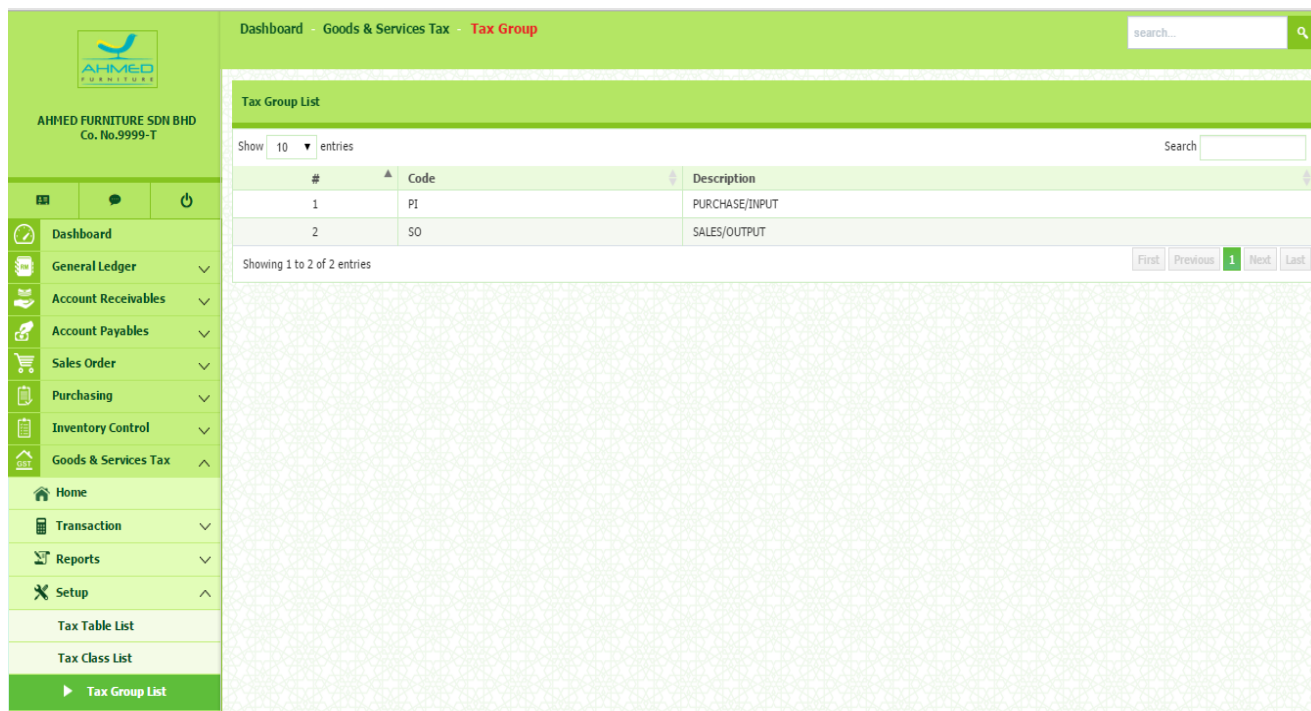
The screenshot displays the SPS Accounting Software interface. The top navigation bar shows the breadcrumb path: Dashboard > Goods & Services Tax > Tax Class List. The left sidebar contains a menu with options: Dashboard, General Ledger, Account Receivables, Account Payables, Sales Order, Purchasing, Inventory Control, Goods & Services Tax (selected), Home, Transaction, Reports, Setup, and Tax Table List. The main content area is titled 'Tax Class List' and features a table with the following data:

#	Code	Description	Short Name
1	GST	Goods And Services Tax	GST
2	OTH	Other Tax	OTHER TAX

Below the table, it indicates 'Showing 1 to 2 of 2 entries' and includes pagination controls: First, Previous, 1 (active), Next, Last. A search bar is located at the top right of the main content area.

3.0 How to Setup Tax Group List

- Go to **Goods & Services Tax > Setup > Tax Group List**.
- There are two group which are input and output. You cannot edit **Tax Group** as it is default setting.



The screenshot displays the 'Tax Group List' setup screen within the Salihin Premier Solutions software. The interface features a green header bar with the company logo 'AHMED FURNITURE' and the text 'AHMED FURNITURE SDN BHD Co. No.9999-T'. The main navigation menu on the left includes options like 'Dashboard', 'General Ledger', 'Account Receivables', 'Account Payables', 'Sales Order', 'Purchasing', 'Inventory Control', 'Goods & Services Tax', 'Home', 'Transaction', 'Reports', 'Setup', 'Tax Table List', 'Tax Class List', and 'Tax Group List' (which is currently selected). The main content area shows a table titled 'Tax Group List' with columns for '#', 'Code', and 'Description'. The table contains two entries: '1' with code 'PI' and description 'PURCHASE/INPUT', and '2' with code 'SO' and description 'SALES/OUTPUT'. The table is paginated to show 1 to 2 of 2 entries. The background of the main content area has a green geometric pattern.

#	Code	Description
1	PI	PURCHASE/INPUT
2	SO	SALES/OUTPUT

4.0 How to Set Tax Type List

This section shows you type of the tax code. You need to know every single type of GST as you will use it when you want to enter the transaction.

- Go to **Goods & Services Tax > Setup > Tax Type List**.
- You cannot edit **Tax Type** as it is default setting.



AHMED FURNITURE SDN BHD
Co. No.9999-T

Dashboard · Goods & Services Tax · **Tax Type**



AHMED FURNITURE SDN BHD
Co. No.9999-T

Dashboard
General Ledger
Account Receivables
Account Payables
Sales Order
Purchasing
Inventory Control
Goods & Services Tax

Home
Transaction
Reports
Setup

Tax Table List
Tax Class List
Tax Group List
Tax Type List

Tax Type List

Show entries
Search

#	Code	Description
1	STD	STANDARD RATED SUPPLIES
2	ZRS	ZERO RATED SUPPLIES
3	EGS	EXPORTED GOOD SUPPLIES
4	ESS	EXEMPT SUPPLIES
5	OOS	OUT OF SCOPE
6	RES	RELIEF SUPPLIES
7	DRS	DISREGARDED SUPPLIES
8	OTD	OUTPUT TAX ADJUSTMENT
9	SLT	SALES TAX
10	SVT	SERVICE TAX
11	SRA	STANDARD RATED ACQUISITION
12	SPS	SPECIAL SCHEME
13	BIT	BLOCK INPUT TAX
14	NGR	NON GST REGISTERED
15	ZRA	ZERO RATED ACQUISITION
16	EXA	EXEMPT ACQUISITION
17	IMD	IMPORT DUTY
18	EXD	EXCISE DUTY
19	DP	DISREGARDED PURCHASE
20	ITA	INPUT TAX ADJUSTMENT

5.0 How to Setup GST Preference

In this section, you need to do financial setting regarding the GST matters. These matters, however, can affect your cash flow. The matters are include:

- ✓ Bad debt Relief (you may claim bad debt relief for at least after six month)
- ✓ Days Limit (days limit for issuing invoice)
- ✓ Maximum Input Tax Claim (the maximum amount you want to claim for each submission)
- ✓ Verification of Supplier GST registration (how frequent you verify the GST registration)

To setup GST Preference, follow the step below:

- Go to **Goods & Services Tax > Setup > GST Preference**
- Enter the information required in the box. Then, click **Save button**.



The screenshot shows the 'Salihin Premier Solution' software interface. At the top is a green header bar with the text 'Salihin Premier Solution' and a dropdown arrow. Below the header is a form with four input fields, each with a label on the left and a value on the right. The fields are: 'Bad Debt Relief Min. Month' with value '9', 'Days Limits' with value '21', 'Max Input Tax Claim' with value '30', and 'Supplier GST Registration Verification frequency (Month)' with value '1'. At the bottom right of the form is a green 'Save' button.

Field Label	Value
Bad Debt Relief Min. Month	9
Days Limits	21
Max Input Tax Claim	30
Supplier GST Registration Verification frequency (Month)	1

Save

6.0 How to Set GST Tax Mapping

In this section, it is important for you to know where the GST code will be mapping to GST-03 Form. If you are not certain with the direction, you may ask our support team. This section as recommended by Customs Department may be changing in the future. Thus, you may edit the tax code to map with GST-03.

To setup GST Tax mapping, follow the step below:

- Go to **Goods & Services Tax > Setup > GST Tax Mapping**

GST Field List

Show 25 entries Search

#	Item	Description	Tax Codes
1	B5a	Total Value of Standard Rated Supply	SR,DS
2	B5b	Total Output Tax (Inclusive of Tax Value on Bad Debt Recovered & other Adjustments)	SR,DS,AJS
3	B6a	Total Value of Standard Rate and Flat Rate Acquisitions	TX,IM,IMS,TX-E43,TX-RE
4	B6b	Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments)	TX-CG,TX,IM,IMS,TX-E43,TX-RE,AJP
5	B7	GST Amount Payable (Item 5b - Item 6b)	
6	B8	GST Amount Claimable (Item 6b - Item 5b)	
7	C10	Total Value of Local Zero-Rated Supplies	ZRL
8	C11	Total Value of Export Supplies	ZRE
9	C12	Total Value of Exempt Supplies	ES43,ES
10	C13	Total Value of Supplies Granted GST Relief	RS
11	C14	Total Value of Goods Imported Under Approved Trader Scheme	IS
12	C15	Total Value of GST Suspended under item 14	
13	C16	Total Value of Capital Goods Acquired	TX-CG
14	C17	Total Value of Bad Debt Relief Inclusive Tax	
15	C18	Total Value of Bad Debt Recovered Inclusive Tax	

Showing 1 to 15 of 15 entries First Previous 1 Next Last

- To edit, click on the tax codes at the right column.
- The list will appear. Tick on the box to choose the Tax Code.
- Then, click Save button.

GST Field List

Show 25 entries

#	Item	Description	Tax Codes
1	B5a	Total Value of Standard Rated Supply	☐ TX-CG ☐ TX ☐ IM ☐ IMS ☒ IS
2	B5b	Total Output Tax (Inclusive of Tax Value on Bad Debt Recovered & other Adjustments)	☐ BL ☐ NR ☐ ZP ☐ EP ☐ OP
3	B6a	Total Value of Standard Rate and Flat Rate Acquisitions	☐ TX-E43 ☐ TX-N43 ☐ TX-RE ☐ GP ☐ AJP
4	B6b	Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments)	☐ ST-1 ☐ ST-2 ☐ SERT-1 ☐ IMPD-1 ☐ IMPD-2
5	B7	GST Amount Payable (Item 5b - Item 6b)	☐ IMPD-3 ☐ EXD ☐ SR ☐ DS ☐ ZRL
6	B8	GST Amount Claimable (Item 6b - Item 5b)	☐ ZRE ☐ ES43 ☐ ES ☐ OS ☐ RS
7	C10	Total Value of Local Zero-Rated Supplies	☐ GS ☐ AJS ☐ ST-MF ☐ ST ☐ SERT
10	C13	Total Value of Supplies Granted GST Relief	Save
11	C14	Total Value of Goods Imported Under Approved Trader Scheme	IS
12	C15	Total Value of GST Suspended under item 14	
13	C16	Total Value of Capital Goods Acquired	TX-CG
14	C17	Total Value of Bad Debt Relief Inclusive Tax	
15	C18	Total Value of Bad Debt Recovered Inclusive Tax	

Showing 1 to 15 of 15 entries First Previous 1 Next Last

7.0 How to do Transaction

7.0.1 GAF File Process

- GST Audit Files (GAF) is required by RMCD during audit works. This GAF Files is being used for recording all the transactions regarding to GST. From this file, RMCD will know all the company's transactions.
- To generate this file, follow the step below:
- Go to **Goods & Services Tax > Transaction > GAF Files Process**

SPS Accounting Software Interface - GAF Files Process

Dashboard - Goods & Services Tax - GAF Files Process

Year: 2015 From: 3 [01-09-2015 - 30-09-2015] To: 3 [01-09-2015 - 30-09-2015] **Generate**

col 1	col 2	col 3	col 4	col 5	col 6	col 7	col 8	col 9	col 10	col 11	col 12	col 13	col 14
C	AHMED FURNITURE SDN BHD	9999-T	432198765342	01/09/2015	30/09/2015	17/09/2015							
P	PERABOT BERSATU SDN BHD	12394-W	04/09/2015	PI[00000001]	import declaration number	1	ROYAL	0.00	0.00	TX	MYR	5,000.00	300
P	PERABOT BERSATU SDN BHD	12394-W	04/09/2015	PI[00000002]	import declaration number	1		1,000.00	60.00	TX	MYR	1,000.00	60
P	PERABOT BERSATU SDN BHD	12394-W	04/09/2015	PON[00000001]	import declaration number	1	ROYAL	2,000.00	120.00	TX	MYR	2,000.00	120
S	AL-KHAWARIZMI SDN BHD	1000987-A	15/09/2015	KZ[00000002]	1	ROYAL	700	42.00	SR	MALAYSIA	MYR	700.00	42
S	AL-KHAWARIZMI SDN BHD	1000987-A	15/09/2015	KZ[00000003]	1	ROYAL	700	42.00	SR	MALAYSIA	MYR	700.00	42
S	AL-KHAWARIZMI SDN BHD	1000987-A	15/09/2015	KZ[00000002]	1	MAYBANK SERVICE CHARGE	0.15	0.01	SR	MALAYSIA	MYR	0.15	0
S	AL-KHAWARIZMI SDN BHD	1000987-A	15/09/2015	KZ[00000003]	1	MAYBANK SERVICE CHARGE	0.15	0.01	SR	MALAYSIA	MYR	0.15	0
F	3	3,000.00	180.00	4	84.02	0.00	0	0.00	0.00	0.00			

- Select **Year**, period **From** and Period **To**. Then, click **Generate**

- To export file into GAF format, click **Export GAF** button.

7.0.2 Bad Debt Relief

- Under paragraph 143 & 144 of the General Guide issued by RMCD, “A taxable person is entitled to a relief for bad debt on the whole or any part of the tax paid by him in respect of a taxable supply if:-
- the person has not received any payment in respect of the taxable supply from the debtor six months from the date of supply or the debtor has become insolvent before the period of six months has elapsed; and
- Sufficient efforts have been made by him to recover the debt.
- The date of supply refers to the date of invoice issued. A person is entitled to claim bad debt relief even though the bad debt is not written off from his books.
- Go to **Goods & Services Tax > Transaction > Bad Debt Relief**
- Select **Customer Name** and **Date**, then click **Submit** button.
- Then, tick on the box of selected invoice to add. Once you have tick, the value of bad debt relief will automatically be shown at the bottom side.

The screenshot displays the 'Bad Debt Relief' module in the SPS Accounting Software. The top navigation bar shows 'Dashboard', 'GST Report', and 'Bad Debt Relief'. The left sidebar lists various accounting functions. The main content area is titled 'Bad Debt Relief criteria' and includes search filters for 'Customer Name' (set to 'All') and 'Date' (set to '17-09-2015'). A 'Submit' button is located next to these filters. Below the filters, there is a section for 'Bad Debt Relief' with a table. The table has columns for '#', 'Invoice No', 'Inv Date', 'Due Days', 'Total Amount', 'GST Amount', 'Outstanding Amount', 'Base Amount', 'Bad Debts Amount', and 'Tax Code'. The table currently displays 'No data available in table'. At the bottom right of the interface, there are two input fields: 'Value of Bad Debt relief' and 'GST Bad Debt Amount', followed by a green 'Save Bad Debt' button.

- Then, click **Save Bad Debt** to save.

7.0.3 Bad Debt Relief Confirm

- In this section, you need to confirm the bad debt relief before post to Journal. To confirm the bad debt, you need to follow the steps below:
- Go to **Goods & Services Tax > Transaction > Bad Debt Relief Confirm**
- Select **Start Date** and **End Date**. The list will be appeared under Bad Debt List.
- Tick on the box under Action column and then click Remove button to post to journal.

The screenshot shows the SPS Accounting Software interface. The sidebar menu on the left includes options like Dashboard, General Ledger, Account Receivables, Account Payables, Sales Order, Purchasing, Inventory Control, Goods & Services Tax, Home, Transaction, GAF Files Process, Bad Debt Relief, and Bad Debt Relief Confirm. The main area displays the 'Bad Debt List' with filters for Start Date (01-09-2015) and End Date (17-09-2015). The table below shows no data available.

#	Transaction Date	Name	Bad Debt Inc GST	GST Bad Debt Amount	Action
No data available in table					
Showing 0 to 0 of 0 entries					

- To remove, click on Confirm button.

7.0.4 Bad Debt Recover

- In this section, you need to confirm the bad debt relief before post to Journal. To confirm the bad debt, you need to follow the steps below:
- Go to **Goods & Services Tax > Transaction > Bad Debt Relief Confirm**
- Select **Start Date** and **End Date**. The list will be appeared under Bad Debt List.
- Tick on the box under Action column and then click Confirm button to post to journal.

The screenshot displays the SPS Accounting Software interface. The top navigation bar shows 'Dashboard - GST Report - Bad Debt Relief'. The left sidebar contains a menu with options like 'Dashboard', 'General Ledger', 'Account Receivables', 'Account Payables', 'Sales Order', 'Purchasing', 'Inventory Control', 'Goods & Services Tax', 'Home', 'Transaction', 'GAF Files Process', 'Bad Debt Relief', and 'Bad Debt Relief Confirm'. The main content area is titled 'Bad Debt List' and includes filters for 'Start Date' (01-09-2015) and 'End Date' (17-09-2015). Below the filters, there is a table with columns: '#', 'Transaction Date', 'Name', 'Bad Debt Inc GST', 'GST Bad Debt Amount', and 'Action'. The table currently shows 'No data available in table' and 'Showing 0 to 0 of 0 entries'. At the bottom right of the table area, there are 'Remove' and 'Confirm' buttons.

- To remove, click on Remove button.

7.0.5 Bad Debt Recover Confirm

- You need to confirm the bad debt recover before post to Journal. To confirm the bad debt recover, you need to follow the steps below:
- Go to **Goods & Services Tax > Transaction > Bad Debt Recover Confirm**
- Select **Start Date** and **End Date**, then the list will appear under bad debt recovered list.
- Tick the box under **Action** column. Then, click Confirm button.
- To remove, click on Remove button.

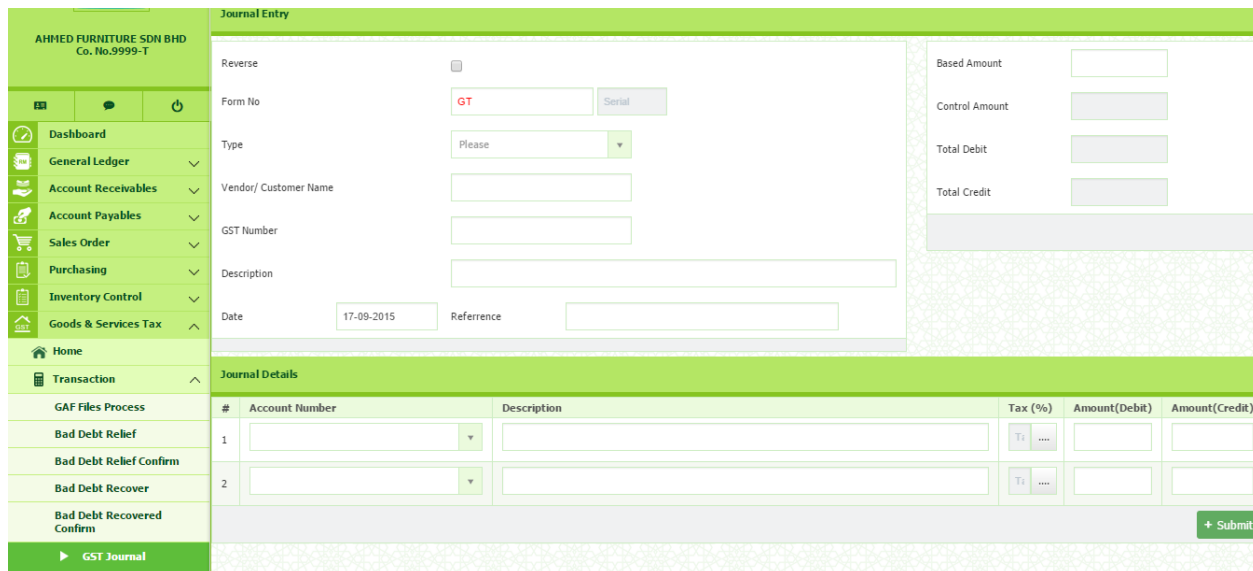
7.0.6 GST Journal

- There are certain transactions that need special treatment in GST. These transactions include:
 - Deemed Supplies
 - Imported Services
 - Imported Goods and
 - Apportionment
 - The supply of goods without consideration under GST Act 2014 is deemed to be a supply called **“deemed supplies”**. The rationale behind this is that if supplies were not deemed, the goods are being enjoyed by the recipient tax free, while input tax incurred on the purchase of the goods would have been claimed by the business.

Examples of deemed supply

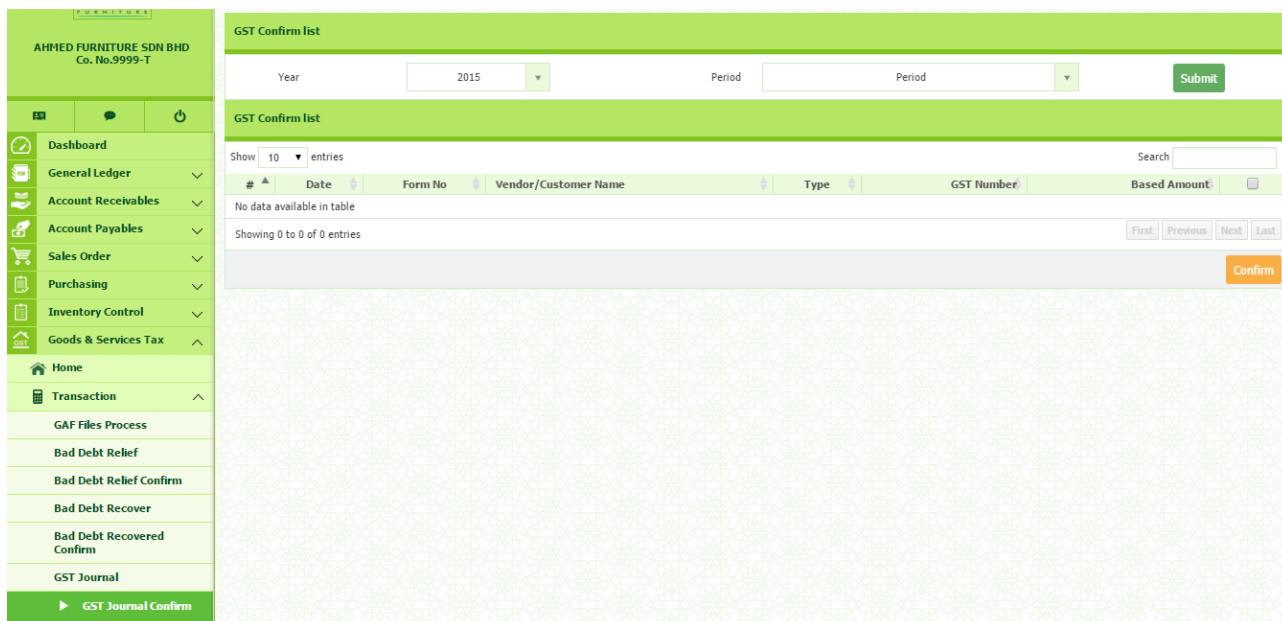
- Gifts to customers
- Goods taken for private use
- Disposal of assets for free

- Go to **Goods & Services Tax > Transaction > GST Journal**
- Select **Type** and enter **Form No, Customer/Vendor Name, GST Number, Description** and **Based Amount**.
- In Journal Details section, select **Account Number** and Tax Code, enter the description and the amount.  button.



7.0.7 GST Journal Confirm

- Go to **Goods & Services Tax > Transaction > GST Journal Confirm**
- Select **Year** and **Period**, then click Submit button.



- Tick on the box at the selected transaction and then click on Confirm button.

7.0.8 Supplier Bad Debt Relief

- A registered person who has claimed input tax but failed to pay the supplier within six months from the date of supply has to pay back the input tax as his output tax. Subsequently, when payment is made for the supply of the goods or services, a registered person is entitled to claim back the said output tax as input tax for the taxable period in which he made his payment.
- Please follow the following steps:
- Go to **Goods & Services Tax > Transaction > Supplier Bad Debt Relief**
- Select **Supplier** and **Date**. Then, click Submit button.
- Tick on the box at the selected transaction and then click on **✓Save Bad Debt** button.

7.0.9 Supplier Bad Debt Relief Confirm

- Go to **Goods & Services Tax > Transaction > Supplier Bad Debt Relief Confirm**
- Select **Start Date** and **End Date**.
- Then tick on the box and click Confirm button.
- To remove, click Remove button.

7.0.10 Supplier Bad Debt Recover

- Where a registered person fails to pay the consideration for the supply of any goods or services made by his supplier within six months from the date of supply and he has claimed input tax on that supply, the taxable person is required to pay back the input tax by accounting an amount equal to the input tax as his output tax. He is required to account the output tax in the taxable period covering the month after the six months period.
- Go to **Goods & Services Tax > Transaction > Supplier Bad Debt Recover**
- Select **Supplier Name** and **Date**. Then, click on **Submit** button.
- The list will appear. Then, tick the box and click on **Save Bad Debt Recover** button.

The screenshot displays the 'Supplier Bad Debt Recover' interface in SPS Accounting Software. The top navigation bar shows 'Dashboard', 'GST Report', and 'Bad Debt Recover'. The left sidebar lists various accounting modules. The main content area is titled 'Bad Debt Recover criteria' and includes a search bar. Below the search bar, there are fields for 'Supplier Name' (set to 'All') and 'Date' (set to '17-09-2015'). A 'Submit' button is located to the right of the date field. Below this, there is a 'Bad Debt Recover' section with a 'Print' button. A table with columns for '#', 'Invoice No', 'Date Bad Debt Relief', 'Total Amount', 'GST Amount', 'Payment made', 'Outstanding Amount', 'Base Amount', 'Bad Debt Recover', and 'Tax Code' is shown. The table currently displays 'No data available in table'. Below the table, there are navigation buttons: 'First', 'Previous', 'Next', and 'Last'. On the right side of the interface, there are input fields for 'Amount Baddebt Recovered' and 'GST Debt Recovery', both set to '0'. A 'Save Debt Recover' button is located at the bottom right of the interface.

7.0.11 Supplier Bad Debt Recover Confirm

- Go to **Goods & Services Tax > Transaction > Supplier Bad Debt Recover Confirm**
- Select **Start Date** and **End Date**. The list will appear under Bad Debt Recover List.
- Tick the box at the selected **Supplier Name** and click on Confirm button.

The screenshot displays the SPS Accounting Software interface. The top header features the SPS logo and navigation icons. The sidebar on the left lists various modules: Dashboard, General Ledger, Account Receivables, Account Payables, Sales Order, Purchasing, Inventory Control, and Goods & Services Tax. The main content area is titled 'Dashboard - GST Report - Bad Debt Recover Confirm'. It includes a search bar and a section for 'Bad Debt Recover criteria' with date pickers for 'Start Date' (01-09-2015) and 'End Date' (17-09-2015). Below this is the 'Bad Debt Recover List' section, which shows a table with columns: #, Transaction Date, Supplier Name, Payment Receive, GST Debt Recovery, and Action. The table currently displays 'No data available in table' and 'Showing 0 to 0 of 0 entries'. Navigation buttons (First, Previous, Next, Last) and action buttons (Remove, Confirm) are visible at the bottom of the table area.

8.0 How to Generate Reports

8.1 GST Report

- The purpose of this report is to provide user with all the GST transaction. User can generate the report based on the GST Group (Input/Output) or GST Code (eg: SR/ES/TX/IM)
- To generate the report, follow the steps below:
- Go to **Goods & Services Tax > Reports > GST Report**.
- Select **Year**, **Period**, **GST Group**, **GST Code** and **GST Type**. Then, click Submit button.
- To print, click Print button.

The screenshot shows the SPS Accounting Software interface. The sidebar on the left contains a menu with options: Dashboard, General Ledger, Account Receivables, Account Payables, Sales Order, Purchasing, Inventory Control, Goods & Services Tax, Home, Transaction, and Reports. The main area is titled 'GST Report' and contains the following fields:

- Year: 2015
- Period From: Period
- Period To: Period
- GST Group: All
- GST Code: All
- GST Type: All

There are 'Submit' and 'Print' buttons. Below these is a section for 'GST Report List' with a table header and a search bar. The table currently shows 'No data available in table'.

8.2 GST Report Summary

- This report provide the total amount of GST based on its Code.
- To generate this report, follow the steps below:
- Go to **Goods & Services Tax > Reports > GST Report Summary**. Then, click Submit button.
- To print, click Print button.

The screenshot shows the SPS Accounting Software interface. The sidebar on the left contains a menu with options: Dashboard, General Ledger, Account Receivables, Account Payables, Sales Order, Purchasing, Inventory Control, Goods & Services Tax, Home, Transaction, and Reports. The main area is titled 'GST Report Summary' and contains the following fields:

- Date: From 01-09-2015 To 30-09-2015

There are 'Submit' and 'Print' buttons. Below these is a section for 'GST Report Summary' with a table showing SUPPLY and PURCHASE data.

SUPPLY				
#	Tax Code	Sep'15	Total	
1	SR	0.00	0.00	
2	DS	0.00	0.00	
3	ZRL	0.00	0.00	
4	ZRE	0.00	0.00	
5	ES43	0.00	0.00	
6	ES	0.00	0.00	
7	OS	0.00	0.00	
8	RS	0.00	0.00	
9	GS	0.00	0.00	
10	AJS	0.00	0.00	
Total		0.00	0.00	

PURCHASE				
#	Tax Code	Sep'15	Total	
1	TX-CG	0.00	0.00	

8.3 GST 03

- GST 03 need to be submitted to RMCD as required by GST Act 2014. It depends on the revenue of the company. If total taxable supply is more than RM5 million, the submission is monthly otherwise, it is quarterly.
- To generate GST 03 report, follow the steps below:
- Go to **Goods & Services Tax > Reports > GST 03**.

The screenshot shows the SPS Accounting Software interface. The sidebar on the left contains navigation options: Dashboard, General Ledger, Account Receivables, Account Payables, Sales Order, Purchasing, Inventory Control, Goods & Services Tax, Home, Transaction, Reports, GST Report, GST Report Summary, and GST 03. The main area is titled 'Dashboard - GST Report'. It features a 'Taxable Period Parameters' section with 'From' and 'To' date fields set to 01-09-2015 and 30-09-2015, and a 'Submit' button. Below this is the 'GST Report List' table, which currently shows 'No data available in table'.

- Select period From and period To

8.4 GST 03 Summary

- Go to **Goods & Services Tax > Reports > GST 03 Summary**
- Select period From and period To. Then, click Submit button.

The screenshot shows the SPS Accounting Software interface. The sidebar on the left contains navigation options: Dashboard, General Ledger, Account Receivables, Account Payables, Sales Order, Purchasing, Inventory Control, Goods & Services Tax, Home, Transaction, Reports, GST Report, GST Report Summary, GST 03, and GST 03 Summary. The main area is titled 'Dashboard - GST 03 Summary - GST 03 Summary'. It features a 'Period' section with 'From' and 'To' date fields and a 'Submit' button. Below this is the 'GST 03 Summary' table, which displays various tax items and their totals for September 2015.

No.	Item Description	Sep'15	Total
5	Output Tax		
	a) Total Value of Standard Rated Supply*	0.00	0.00
	b) Total Output Tax (Inclusive of Tax Value On Bad Debt Recovered & other Adjustments)*	0.00	0.00
6	Input Tax		
	a) Total Value of Standard Rate and Flat Rate Acquisitions*	0.00	0.00
	b) Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments)*	0.00	0.00
7	GST Amount Payable (Item 5b - Item 6b)*	0.00	0.00
8	GST Amount Claimable (Item 6b - Item 5b)*	0.00	0.00
10	Total Value of Local Zero-Rated Supplies*	0.00	0.00
11	Total Value of Export Supplies*	0.00	0.00
12	Total Value of Exempt Supplies*	0.00	0.00
13	Total Value of Supplies Granted GST Relief*	0.00	0.00
14	Total Value of Goods Imported Under Approved Trader Scheme*	0.00	0.00
15	Total Value of GST Suspended under item 14*	0.00	0.00

8.5 Bad Debt Relief List

- This report shows the list of customer who have outstanding balance after six months from the Invoice date.
- Go to **Goods & Services Tax > Reports > Bad Debt Relief List**
- Select period From and period To. The list will appear at the bottom side.

Dashboard - GST Report - **Bad Debt Report**

search...

Bad Debt Relief criteria

From: 01-09-2015 To: 17-09-2015

Bad Debt Relief Print

Show 10 entries Search

#	Transaction Date	Name	Bad Debt Inc GST	GST Bad Debt Amount
No data available in table				

Showing 0 to 0 of 0 entries First Previous Next Last

8.6 Bad Debt Recovered List

- This report shows the list of the customer who are already recovered their bad debts.
- Go to **Goods & Services Tax > Reports > Bad Debt Recovered List**
- Select period From and period To. Then, click Print button.

Dashboard - GST Report - **Bad Debt Recover**

search...

Bad Debt Recover criteria

From: 01-09-2015 To: 17-09-2015

Bad Debt Recover List Print

Show 10 entries Search

#	Transaction Date	Customer Name	Payment Receive	GST Debt Recovery
No data available in table				

Showing 0 to 0 of 0 entries First Previous Next Last

LESSON NINE
MODULE: ZAKAT & WAKAF

1.0 Zakat Calculation

- Go to Zakat & Wakaf > Transaction > Zakat Calculation. The Zakat Calculation window appears.

The screenshot shows the 'Zakat Calculation' window within the 'AHMED FURNITURE SDN BHD' application. The window has a green header bar with the breadcrumb 'Dashboard > Zakat & Wakaf > Zakat Calculation' and a search bar. The main area contains three dropdown menus: 'Zakat Centre' (set to '--Please Select--'), 'Calculation Method' (set to 'Working Capital'), and 'Year' (set to '2015'). A green 'Calculate Zakat' button is located at the bottom right of the form. The left sidebar shows the navigation menu with 'Zakat & Wakaf' expanded, and 'Zakat Calculation' selected under the 'Transaction' category. The background of the window features a faint green geometric pattern.

- Select the Zakat Centre from the drop down list.
- Select the Calculation Method from the drop down list.

The screenshot displays the 'Zakat Calculation' module within the AHMED FURNITURE SDN BHD software. The interface includes a sidebar menu on the left with various accounting and management options. The main workspace is titled 'Zakat Calculation' and features a form for inputting zakat details. A dropdown menu is currently open for the 'Zakat Centre' field, listing several centers such as Majlis Ugama Islam Dan Adat Resam Melayu Pahang [MUJIP], Pusat Zakat Sabah [MUIS], and others. The 'Calculate Zakat' button is located on the right side of the form.

- Select the Year.
- Click Calculate Zakat Button.

The screenshot displays the 'Zakat Calculation' module within the SPS Accounting Software. The interface is divided into a sidebar menu on the left and a main content area. The sidebar menu includes options such as Dashboard, General Ledger, Account Receivables, Account Payables, Sales Order, Purchasing, Inventory Control, Goods & Services Tax, Zakat & Wakaf, Home, Transaction, Zakat Calculation (highlighted), Wakaf Calculation, Reports, Setup, General Setup, Admin, User Guide, and Helpdesk. The main content area has a header bar with 'Dashboard - Zakat & Wakaf - Zakat Calculation' and a search bar. Below the header, the 'Zakat Calculation' section contains three dropdown menus: 'Zakat Centre' (set to 'Pusat Pungutan Zakat, Majlis Agama Isla...'), 'Calculation Method' (set to 'Working Capital'), and 'Year' (set to '2015'). A search bar is also present next to the 'Year' dropdown. A 'Calculate Zakat' button is located on the right side of the main content area.

- Zakat Calculation Details will appears. You can see the details of Current Liabilities, Current Assets and the Amount.

Zakat Calculation Details					▼
#	Description	Amount	☒	Adjustment	
Current Assets					
1	2100-000-00 [Trade Receivable]	-59,152.00	☐	-59,152.00	
2	2110-000-00 [Goods No Bill/(Bill No Goods)]	35,811.00	☒		
3	2200-100-00 [Bank]	-600.00	☐	-600.00	
4	2200-300-00 [Petty Cash]	880.00	☒		
5	2300-000-00 [Inventories]	322,180.03	☒		
6	2600-100-00 [GST Input Tax]	27,331.32	☒		
7	2200-100-10 [Maybank Berhad]	195,238.00	☒		
8	2100-000-01 [Nur Raysha Ent]	23,595.80	☒		
9	2200-100-H1 [Hong Leong Bank]	-38,723.12	☐	-38,723.12	
10	2200-M01-00 [Muamalat Syamil]	67,950.00	☒		
11	2300-200-00 [Inv-Baju Kurung Modern]	10,200.00	☒		
12	2100-300-00 [Penghutang Jumaat Sdn Bhd]	2,120.00	☒		
13	2300-300-00 [Inv-Rollerblade]	3,530.00	☒		
14	2100-400-00 [Lisa Surihani Ent]	12,720.00	☒		
.		603,081.03		-98,475.12	
Current Liabilities					
1	3000-000-00 [Trade Payable]	3,035.50	☒		
2	3100-000-00 [Invoice/(Goods) not receive]	-2,949.67	☐	-2,949.67	
3	3300-100-00 [GST Output Tax]	12,583.80	☒		
4	3400-400-00 [Commission Payable]	350.00	☒		
5	3000-100-00 [Supplier with GST Sdn Bhd]	-74,012.80	☐	-74,012.80	
6	3000-200-00 [Syazmil Selasa Sdn Bhd]	-16,896.00	☐	-16,896.00	
7	3000-300-00 [Jakel Sdn. Bhd.]	-1,411.50	☐	-1,411.50	
8	3000-400-00 [Nagoya Sdn. Bhd.]	5,000.00	☒		
9	3000-500-00 [GULATIS SDN. BHD.]	22,200.60	☒		
.		-52,100.07		-95,269.97	
Net Current Asset (Current Asset - Current Liabilities)		655,181.10		-3,205.15	

- All the calculation summary such as Zakat Rate, Muslim Ownership Share, Nisab, Monthly Zakat Payable, Net Current Asset, Adjustment, Adjusted Net Current Assets, Total Net Asset Due for Zakat, and Zakat Payable for The Year will be display under Zakat Calculation Summary.

Zakat Calculation Summary

Zakat Rate	2.50	%	Net Current Asset	655,181.10	MYR
Muslim Ownership Share	98.00	%	Adjustment	-3,205.15	MYR
Nisab	0.00	MYR	Adjusted Net Current Assets	658,386.25	MYR
Monthly Zakat Payable	1,344.21	MYR	Total Net Asset Due For Zakat	645,218.53	MYR
			Zakat Payable For The Year	16,130.46	MYR

Submit

2.0 Wakaf Calculation

- Go to Zakat & Wakaf > Transaction > Wakaf Calculation. The Wakaf Calculation window appears.

- Select Wakif from the drop down list.

- Select the Wakaf Institution from the drop down list.

Wakaf Calculation Clear Form

Wakif: Director(s)

Wakaf Inst.:
 Search

Allocation Basis:
☐ Percentage Of Profit

Beneficiaries

#	Beneficiary	Percentage	Amount	Action
		%	0,00	+

- Select the Allocation Basis. You can choose the options either by **Lump Sum Amount**, **Percentage of Sale**, **Percentage of Wakaf Accrual** and **Percentage of Profit**.

Wakaf Calculation Clear Form

Wakif: Founder(s)

Wakaf Inst.: Bahagian Baitulmal Majlis Agama Islam Wilayah Persekutuan

Allocation Basis:
☒ Lump Sum Amount
☐ Percentage Of Sale
☐ Percentage Of Wakaf Accrual
☐ Percentage Of Profit

Amount:

Beneficiaries

#	Beneficiary	Name/Description	Percentage	Amount	Action
1	School/Madrasa	For Madrasah Assa'adah, Wangsa Maju	100	1,000.00	✓ ✗
Total			100 %	1,000	+

Hide prompts Submit

3.0 Zakat Nisab Report

- Go to Zakat & Wakaf > Reports > Zakat Nisab. The Zakat Nisab List window appears.
- All the Zakat Nisab will be listed.
- To print, click the Print button that situated on the top right of page.

Zakat Nisab List				Print
Show	10	▼	entries	Search
#	Zakat Centre	Year	Nisab	
1	Lembaga Zakat Selangor	2015	1,000.00	
2	Lembaga Zakat Selangor	2014	11,465.00	
3	Lembaga Zakat Selangor	2014	1,000.00	
4	Lembaga Zakat Selangor	2013	1,000.00	
5	Pusat Pungutan Zakat, Majlis Agama Islam Wilayah Persekutuan	2015	0.00	
6	Jabatan Zakat Negeri Kedah	2015	1,000.00	
7	Jabatan Zakat Negeri Kedah	2011	879.00	
8	Majlis Agama Islam Negeri Johor	2015	1,000.00	
Showing 1 to 8 of 8 entries				First Previous 1 Next Last

4.0 Zakat Centre Report

- Go to Zakat & Wakaf > Reports > Zakat Centre. Zakat Centre List appears.
- All the Zakat Centre will be listed.
- To print, click the Print button that situated on the top right of page.

Zakat Centre List					Print
Show	10	▼	entries	Search	
#	Short Name	Name	Telephone	Website	
1	JZNK	Jabatan Zakat Negeri Kedah	04-733 1740		
2	LZS	Lembaga Zakat Selangor	03-5522 7700	http://www.e-zakat.com.my	
3	MAIDAM	Majlis Agama Islam dan Adat Melayu Terengganu	09-6303030 / 09-6252525	http://www.maidam.gov.my	
4	MAIJ	Majlis Agama Islam Negeri Johor	07-2282929 / 07-2282937	http://www.maij.gov.my/	
5	MAIK	Majlis Agama Islam Dan Adat Istiadat Melayu Kelantan	09 7481512	http://www.e-maik.my	
6	MAINS	Pusat Zakat Negeri Sembilan	06-765 1402	http://www.zakatns.com.my	
7	MAIPK	MAJLIS AGAMA ISLAM DAN ADAT MELAYU PERAK	05-208 400	http://www.maiamp.gov.my	
8	MAIPS	Majlis Agama Islam & Adat Istiadat Melayu Perlis	04-9794439	http://www.maips.gov.my	
9	MUIP	Majlis Uqama Islam Dan Adat Resam Melayu Pahang	09-5131515	http://www.zakatpahang.my/v2	
10	MUIS	Pusat Zakat Sabah	088-240 160	http://www.zakat.sabah.gov.my	
Showing 1 to 10 of 14 entries					First Previous 1 2 Next Last

5.0 Zakat Group List

- Go to Zakat & Wakaf > Reports > Zakat Group List.
- All the Zakat Nisab Group will be listed.
- To print, click the Print button on right top corner of page.

Zakat Group List					Print
Show	10	entries	Search		
#	Name	Description	Parent	Sequence	
1	AdjustmentMinusCurrentAssets	Adjustment Minus Current Assets	AdjustmentMinusCurrentAssets	1	
2	AdjustmentAddCurrentLiability	Adjustment Add Current Liabilities		2	
3	CA NFB	Non-business purpose	CA NFB	3	
4	farah	01	AdjustmentMinusCurrentAssets	1	
5	norzihan	nisab group 1	AdjustmentMinusCurrentAssets	1	
6	nurul nadia	zakat nisab group 1	AdjustmentMinusCurrentAssets	1	
7	Zakat Nisab Example	Zakat Nisab	AdjustmentMinusCurrentAssets	10	
Showing 1 to 7 of 7 entries					First Previous 1 Next Last

6.0 Zakat Summary

- Go to Zakat & Wakaf > Reports > Zakat Summary.
- Select from the Zakat Summary List, which list need to be print out.
- Then, click the Print button.
- You will be directed to the report page.

Zakat Summary List					+ Print
Show	10	entries	Search		
#	Zakat Centre	Year	Total Net Assets Due For Zakat	Zakat Amount	Action
1	Lembaga Zakat Selangor	2014	645,218.53	16,130.46	✓ 🖨️ 🗑️
2	Lembaga Zakat Selangor	2013	986,860.00	24,671.50	✓ 🖨️ 🗑️
3	Lembaga Zakat Selangor	2015	0.00	0.00	✓ 🖨️ 🗑️
Showing 1 to 3 of 3 entries					First Previous 1 Next Last

7.0 Wakaf List

- Go to Zakat & Wakaf > Reports > Wakaf List.
- Select Date From and Date To.

Wakaf

From

01-11-2013

To

30-11-2015

- All the Wakaf List will be listed.
- To print the Wakaf Letter, click the "Print" icon that situated in the same row.
- To print the Wakaf List, click the Print button at the top right corner of the page.

Wakaf

From

01-11-2013

To

30-11-2015

Wakaf List

+

Print

Show

10

▼

entries

Search

#	Wakaf Centre	Sale Amount	Amount Allocated	Date	Action
1	Perbadanan Wakaf Selangor Majlis Agama Islam Selangor	0.00	5,950.00	13-11-2015	
2	Bahagian Baitulmal Majlis Agama Islam Wilayah Persekutuan	0.00	3,630.22	08-10-2015	
3	Bahagian Baitulmal Majlis Agama Islam Wilayah Persekutuan	0.00	1,000.00	08-10-2015	
4	Yayasan Waqaf Malaysia	0.00	0.00	02-10-2015	
5	Pejabat Wakaf Majlis Agama Islam Negeri Johor	0.00	10,000.00	29-07-2015	
6	Pejabat Wakaf Majlis Agama Islam Negeri Johor	0.00	1,000.00	13-04-2015	
7	Pejabat Wakaf Majlis Agama Islam Negeri Johor	0.00	0.00	13-04-2015	
8	Yayasan Waqaf Malaysia	0.00	2,000.00	24-03-2015	
9	Yayasan Waqaf Malaysia	0.00	1,000.00	20-03-2015	
10	Majlis Agama Islam dan Adat Melayu Terengganu	0.00	30,000.00	19-03-2015	

Showing 1 to 10 of 14 entries

First

Previous

1

2

Next

Last

7.0.1 How to Add New Wakaf

- To add new Wakaf, please repeat the same process as Wakaf Setup. (Reference page no.)

7.0.2 How to Edit Wakaf List

- Click the link of Wakaf Centre name.

Wakaf

From

01-11-2013

To

30-11-2015

Wakaf List

+

Print

Show10▼ entries

Search

#	Wakaf Centre	Sale Amount	Amount Allocated	Date	Action
1	Perbadanan Wakaf Selangor Majlis Agama Islam Selangor	0.00	5,950.00	13-11-2015	

- You will be directed to the Wakaf Setup page.
- After edit, click Update button to save.

Wakaf Calculation					
Wakif	Founder(s)				
Wakaf Inst.	Perbadanan Wakaf Selangor Majlis Agama Islam Selangor				
Allocation Basis	☒ Lump Sum Amount ☐ Percentage Of Sale ☐ Percentage Of Wakaf Acrual ☐ Percentage Of Profit				
Amount	5,950.00				
Beneficiaries					
#	Beneficiary	Name/Description	Percentage	Amount	Action
1	Masjid/Surau		35	2,082.50	
2	Orphanage		16	952.00	
3	Others (please specify)	For homeless	49	2,915.50	
Total			100 %	5,950.00	

8.0 How to Setup Zakat Nisab

- Go to Zakat & Wakaf > Setup > Zakat Nisab Details. The Zakat Nisab Details window appears.
- Click + button at the top right corner of Zakat Nisab Details List header.

Zakat Nisab List					+	Print
Show	10	entries	Search			
#	Zakat Centre	Year	Nisab	Action		
1	Lembaga Zakat Selangor	2015	1,000.00			
2	Lembaga Zakat Selangor	2014	11,465.00			
3	Lembaga Zakat Selangor	2014	1,000.00			
4	Lembaga Zakat Selangor	2013	1,000.00			
5	Pusat Pungutan Zakat, Majlis Agama Islam Wilayah Persekutuan	2015	0.00			
6	Jabatan Zakat Negeri Kedah	2015	1,000.00			
7	Jabatan Zakat Negeri Kedah	2011	879.00			
8	Majlis Agama Islam Negeri Johor	2015	1,000.00			
Showing 1 to 8 of 8 entries					First	Previous 1 Next Last

- Select the Zakat Centre and Year from the drop down list.
- Enter Nisab.
- Click Submit button to continue and you will be directed to Zakat Nisab List page.

Zakat Nisab		Clear form
Zakat Centre	Lembaga Zakat Selangor [LZS]	
Year	2015	
Nisab	3000	
		Hide prompts Submit

9.0 How to Setup Zakat Centre

- Go to Zakat & Wakaf > Setup > Zakat Centre. The Zakat Centre List window appears.
- Click + button at the top right corner of Zakat Centre List header.

Zakat Centre List					
Show 10 entries Search					
#	Short Name	Name	Telephone	Website	Action
1	JZNK	Jabatan Zakat Negeri Kedah	04-733 1740		
2	LZS	Lembaga Zakat Selangor	03-5522 7700	http://www.e-zakat.com.my	
3	MAIDAM	Majlis Agama Islam dan Adat Melayu Terengganu	09-6303030 / 09-6252525	http://www.maidam.gov.my	
4	MAIJ	Majlis Agama Islam Negeri Johor	07-2282929 / 07-2282937	http://www.maij.gov.my/	
5	MAIK	Majlis Agama Islam Dan Adat Istiadat Melayu Kelantan	09 7481512	http://www.e-maik.my	
6	MAINS	Pusat Zakat Negeri Sembilan	06-765 1402	http://www.zakatns.com.my	
7	MAIPK	MAJLIS AGAMA ISLAM DAN ADAT MELAYU PERAK	05-208 400	http://www.maiamp.gov.my	
8	MAIPS	Majlis Agama Islam & Adat Istiadat Melayu Perlis	04-9794439	http://www.maips.gov.my	
9	MUIP	Majlis Ugama Islam Dan Adat Resam Melayu Pahang	09-5131515	http://www.zakatpahang.my/v2	
10	MUIS	Pusat Zakat Sabah	088-240 160	http://www.zakat.sabah.gov.my	
Showing 1 to 10 of 14 entries First Previous 1 2 Next Last					

- Enter all information such as Short Name, Name, Address, City, Postcode, Country, State, Phone No, and Fax No.
- Enter Email and Website.
- Once completed, click Submit button to save.

Zakat Centre				
Short Name	MAIJ			
Name	Majlis Agama Islam Negeri Johor			
Address	Aras 5, Blok 'B', Pusat Islam Iskandar Johor,			
	Jalan Masjid Abu Bakar,			
	Karung Berkunci 725			
City	Johor Bahru			
Postcode	80990			
Country	MALAYSIA	State	JOHOR	
Telephone	07-2282929 / 07-2282937		Fax	07-2238752 / 07-2275173
E-mail	zakat@maj.gov.my			
Website	http://www.maj.gov.my/			
Hide prompts Submit				

10.0 How to Set Wakaf Setup

- Go to Zakat & Wakaf > Setup > Wakaf Setup.
- Select Date From and Date To, then click Get List button.

Wakaf Pre Setup
Clear Form

From

2006-11-01

To

2015-11-16

Get List

- All the listing on the selected date will be listed.

						▼
#	Sale Acct. No.	From	To	Percentage	Action	
1	[870000000] Other Comprehensive Income	2015-03-01	2015-03-31	10.00		
2	[900000000] Finance Income	2015-03-01	2015-03-31	5.00		
3	[900010000] Interest Income	2015-03-24	2015-03-08	10.00		
4	[900010000] Interest Income	2015-03-24	2015-03-01	10.00		
5	[900010000] Interest Income	2015-03-24	2015-03-24	10.00		
6	[900010000] Interest Income	2015-03-24	2015-03-23	10.00		
7	[900010000] Interest Income	2015-04-10	2015-04-11	15.00		
	--Please Select-- ▼	📅	📅	%	✓ Hide	

11.0 How to set Wakaf Centre

- Go to Zakat & Wakaf > Setup > Wakaf Centre.
- Click + button that situated on the top right page to add new waqaf centre.

Wakaf Centre List

Show10▼entries

Search

#	Short Name	Name	Phone No.	Website	Action
1	JWM	Yayasan Waqaf Malaysia	603-8890 4071 / 72 / 73	www.ywm.gov.my	
2	MAIAMP	Majlis Agama Islam dan Adat Melayu Perak	034567894		
3	MAIDAM	Majlis Agama Islam dan Adat Melayu Terengganu	609-6303030 / 6252525	www.maidam.gov.my	
4	MAIJ	e-wakaf Johor Majlis Agama Islam Negeri Johor	07 222 1655	http://www.e-wakafjohor.gov.my/	
5	MAIJ	Pejabat Wakaf Majlis Agama Islam Negeri Johor	607-2221655	www.maij.gov.my	
6	MAIK	Majlis Agama Islam Dan Adat Istiadat Melayu Kelantan	609-7481512	www.e-maik.my	
7	MAIKS	Bahagian Wakaf, Majlis Agama Islam Negeri Kedah			
8	MAIM	Majlis Agama Islam Melaka	606-283 7416, 283 2077, 284 9809	www.maim.gov.my	
9	MAINPP	Bahagian Wakaf, Majlis Agama Islam Pulau Pinang			
10	MAIPS	Baitulmal Unit Wakaf, Majlis Agama Islam dan Adat Istiadat Melayu Perlis			

Showing 1 to 10 of 15 entries

First

Previous

1

2

Next

Last

- Enter all the required information.
- Click Submit to save data.

Wakaf Centre			
Short Name	JWM		
Name	Yayasan Waqaf Malaysia		
Address	No. 13, Jalan Diplomatik 2/2		
	Presint Diplomatik Putrajaya		
City	Putrajaya		
Postcode	62050		
	MALAYSIA	--Please Select--	
Phone No.	603-8890 4071 / 72 / 73		Fax No.
			603-8890 1010 / 2091
Email	info@ywm.gov.my		
Website	www.ywm.gov.my		
			Hide prompts Submit

11.0.1 How to Edit/Delete Wakaf List

- Go to Zakat & Wakaf > Setup > Wakaf Centre. Wakaf Centre List appears.
- To edit, click the link of wakaf Short Name.
- Modify the related information. Then, click Submit button. **(Same step as Setup Wakaf Centre)**
- To delete, select from the list and click delete button that situated in the same row.

Wakaf Centre List					+	Print
Show	10	▼	entries	Search		
#	Short Name	Name	Phone No.	Website	Action	
1	JWM	Yayasan Waqaf Malaysia	603-8890 4071 / 72 / 73	www.ywm.gov.my		
2	MAIAMP	Majlis Agama Islam dan Adat Melayu Perak	034567894			
3	MAIDAM	Majlis Agama Islam dan Adat Melayu Terengganu	609-6303030 / 6252525	www.maidam.gov.my		
4	MAIJ	e-wakaf Johor Majlis Agama Islam Negeri Johor	07 222 1655	http://www.e-wakafjohor.gov.my/		
5	MAIJ	Pejabat Wakaf Majlis Agama Islam Negeri Johor	607-2221655	www.maij.gov.my		
6	MAIK	Majlis Agama Islam Dan Adat Istiadat Melayu Kelantan	609-7481512	www.e-maik.my		
7	MAIKS	Bahagian Wakaf, Majlis Agama Islam Negeri Kedah				
8	MAIM	Majlis Agama Islam Melaka	606-283 7416, 283 2077, 284 9809	www.maim.gov.my		
9	MAINPP	Bahagian Wakaf, Majlis Agama Islam Pulau Pinang				
10	MAIPS	Baitulmal Unit Wakaf, Majlis Agama Islam dan Adat Istiadat Melayu Perlis				
Showing 1 to 10 of 15 entries					First	Previous
					1	2
					Next	Last

LESSON TEN

MODULE: ADMIN

This chapter will guide you to check a log report, backup database, upgrade version and upgrade license

1.0 How to Check Log Report

Dashboard - Administration - **Log Report**

search...

Search Parameter

User: Please select
(SP55)
(SP56)
Yahaya Bin Abdollah(yahaya)
Sayem Ahmed(sam)
Muhammad Hanif Bin Ngarisan(hanifngarisan)
Firdaus Bin Badron(firdausbadron)

From: [] To: 02-09-2015

Search: [] Type of Query: Select query type

Transaction Log Report [Print]

Show 10 entries

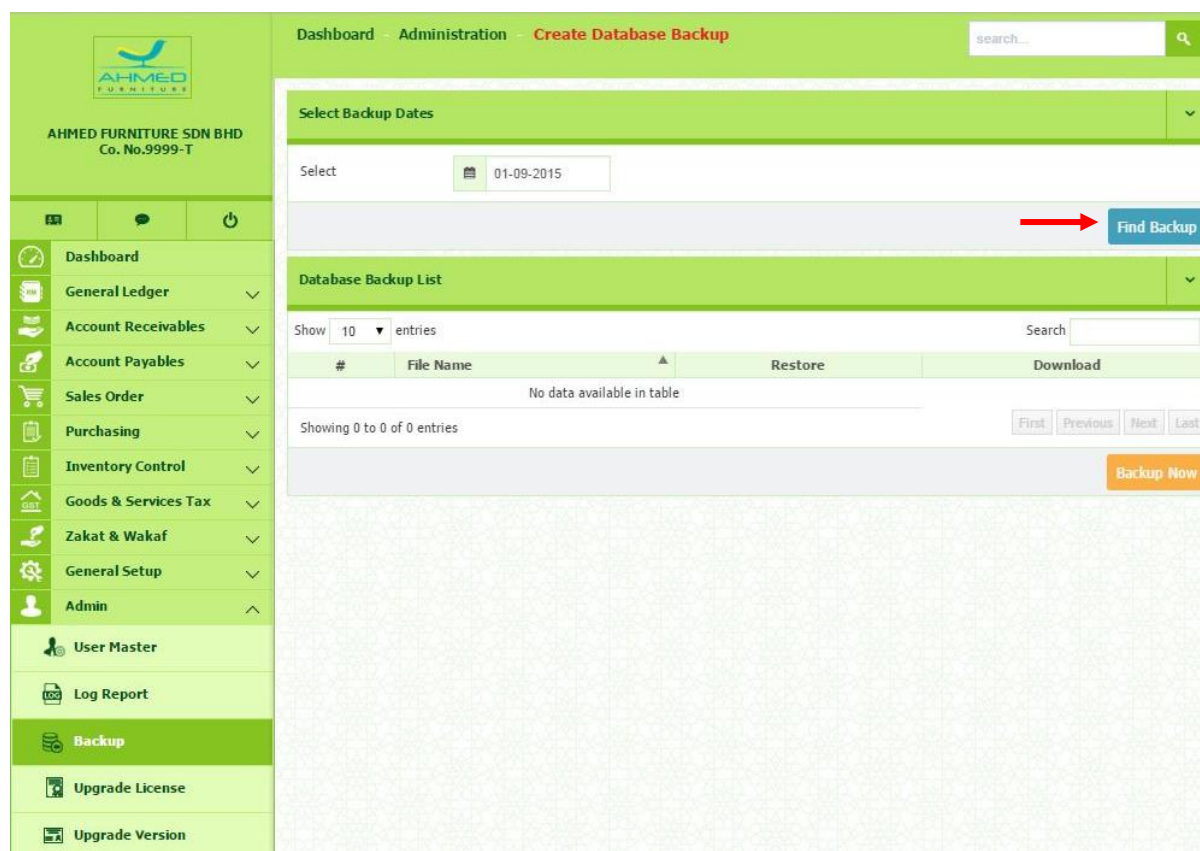
#	Date	User Name	Type	Query	URL
No data available in table					

Showing 0 to 0 of 0 entries

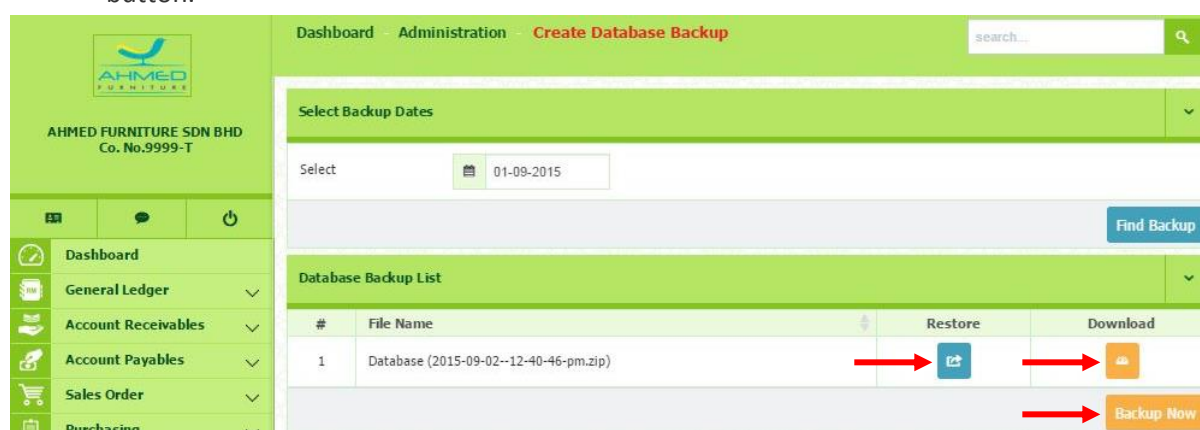
First Previous Next Last

- Go to Admin > Log Report. The Log Report windows will appear
- Select User from the list
- Select the Date From and Date To.
- You are enable to use any keyword to run searching on the Search box.
- Select the type of query. You can select from the list either insert or update.
- Then, click Search button.

2.0 How to Do Backup



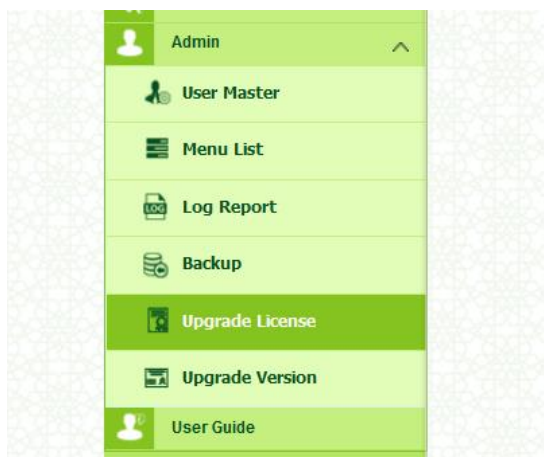
- Go to Admin > Backup.
- Select the backup dates. Then, click Find Backup button
- All the database backup will be listed.
- If you are wish to restore the database, select the row of database and click the Restore button.



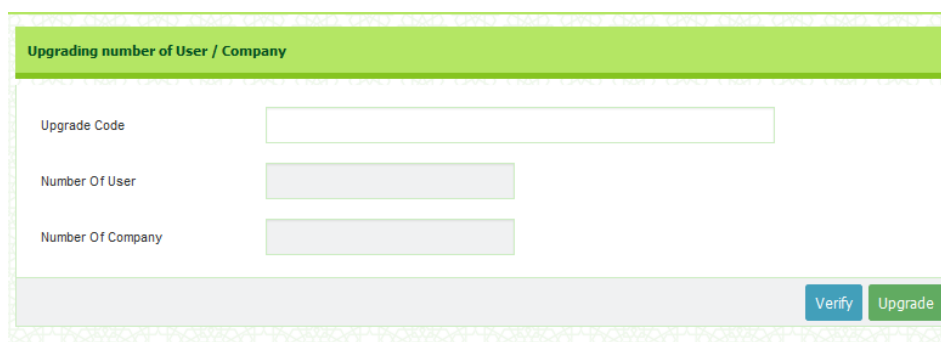
3.0 How to Upgrade License

For upgrade your number of company and/or user, kindly please follow the steps below:

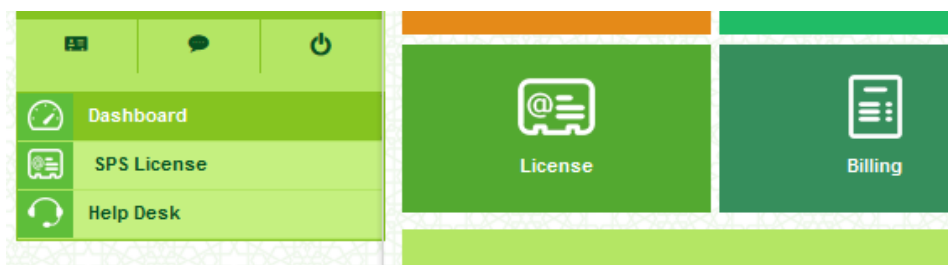
- Go to your SPS system. On the left side menu, click **Admin > Upgrade License**.



- You will be directed to the page as below.



- In this part, make sure that your upgrading license has been process and approved. Next, to retrieve the code, you have to go to demo.salihinpremier.com/ss-ss/customerlogin.



- Click the SPS Serial No.

SPS License			
Show	10	▼	entries
#	SPS SerialNo	Application Code	User Registration Co
1	14-01-0099	SPS-21QZHB6	hGFt9OJY4UmipwffDrn
Showing 1 to		Edit	entries

- Then click continue button. You will be directed to the page as below.

License			
SPS Serial No	14-01-0099	Number Of User	1000
Registration Date	16-03-2015	User Registration Code	hGFt9OJY4UmipwffDrnHPsyIFSE9Z9z4njscl
Installation Code	SPS-21QZHB6	Number Of Company	1000
IN6ZeldnKmkPZ+2Riczb7/8O4R5dLPXWf9E10Z17zM=			

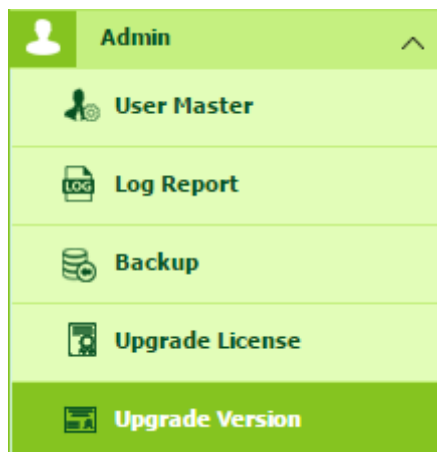
- In this part, copy the User Registration Code. Then, go to the next browser of upgrading page as below.

Upgrading number of User / Company	
Upgrade Code	
Number Of User	
Number Of Company	
Verify Upgrade	

- Paste the User Registration Code into the Upgrade Code field.
- Click on Verify button to check if it is the right number of user / number of company requested.
- Once verification success, click Upgrade button to proceed.

4.0 How to Upgrade Version

- Go to your SPS system. On the left side menu, click Admin > Upgrade Version
- You will be directed to the page as below.

A screenshot of a web page titled 'SPS Version'. It features a green header bar with the title and a dropdown arrow. Below the header, there is a section with a 'Current Version' label and a text box containing '14.01.05'. Underneath, there is a label 'Please Select file (.zip)' followed by a 'Choose File' button and the text 'No file chosen'. At the bottom right of the section, there is a green 'Upgrade' button.

- Once you have click the CHOOSE FILE button, this pop-up will appear then you have to search the file in the download folder after the file has been download from your email.
- Find the file with name (**Eg. Update_to_14_01_06**), just click the file then click the Open button.
- Once the file have chosen, the file name will appear right next to the CHOOSE FILE button. Then you have to click the UPGRADE button. Wait for a few seconds while the upgrading process is on working.
- After the upgrading process have been done, you will be directed to SPS main page.

WARNING!

3. Upgrading license only for any new additional company or user license requested.
4. Upgrading version, please check Alert message that prompt in your system main page.
5. You will receive an email from our Support Team how to download the SPS upgrade files.
6. If you having a technical problem during upgrading, kindly call your Dealer or SPS Support Team.

CONCLUSION

This user guide provides an overview of your SPS and outlined the principal features, functionalities and capabilities, tools and resources to use and manage the SPS easily and efficiently. It is developed to be used as a reference for daily transaction entry and regular task activities such as creating purchase orders, receive payments, journals posting and end-of-period processing. It provides comprehensive information and step-by-step guidelines to assist you learn and to support as you start using the software.

SPS is a comprehensive and flexible accounting software that allow user to maintain its financial reports. SPS is designed and developed by pool of professional accountants for accountants that is easy to use. All tools, command bars, drop down and pop-up tips menus are organised in a very systematic manner that help user to operate smoothly.

The User Guide covers all the functions of your software from installation, getting started guide, software setup and detailed guidelines of each module. For each module, we provide step-by-step guidelines on how to create transaction, printing reports and how to setup. It also includes window descriptions, report samples and tips for assisting solve common problems may encountered by users.