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.

 © 2015 SALIHIN. All Rights Reserved

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

 © 2015 SALIHIN. All Rights Reserved

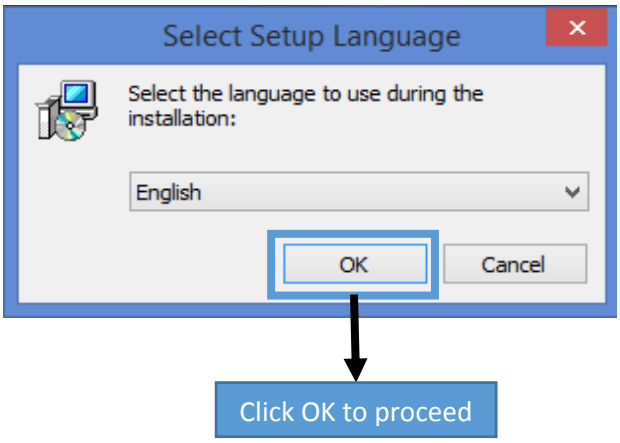
INSTALLATION

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

 © 2015 SALIHIN. All Rights Reserved

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.



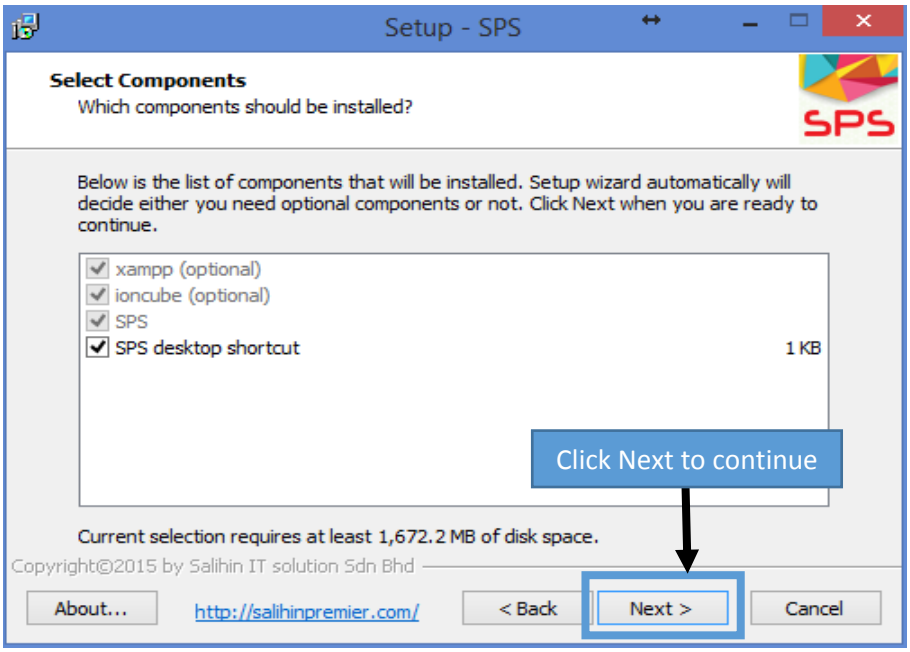
STEP 2

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.

 © 2015 SALIHIN. All Rights Reserved

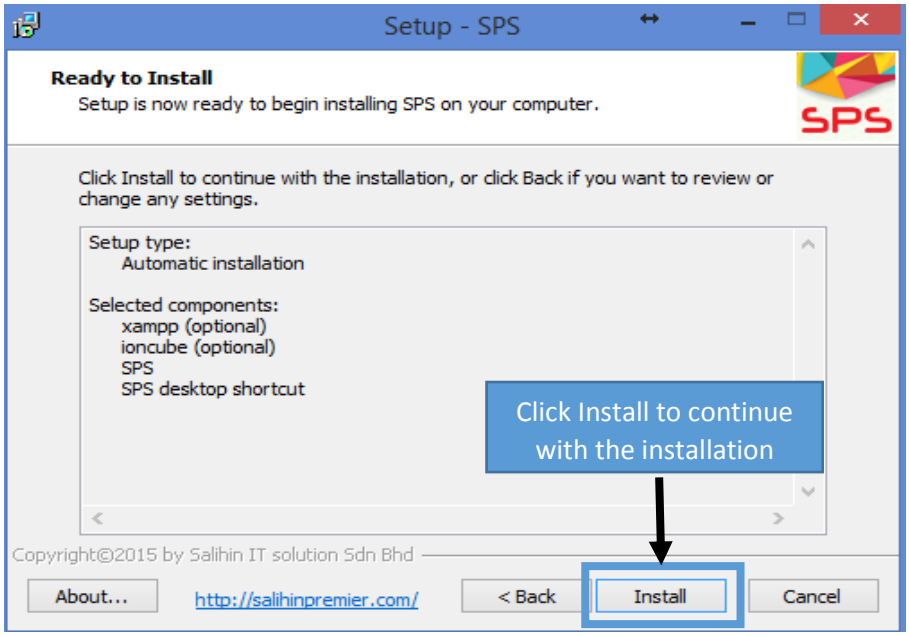
STEP 3

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

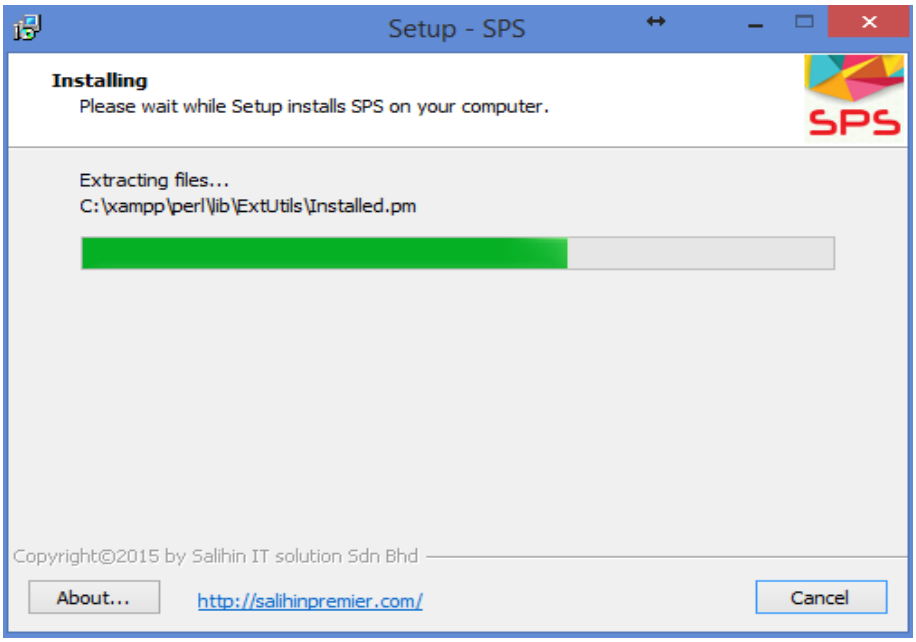
Click **Install button** to continue with the installation, or click Back button if you want to review or change any settings.



 © 2015 SALIHIN. All Rights Reserved

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/sps/installation** option. Click Finish to exit Setup.

 © 2015 SALIHIN. All Rights Reserved

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.

 © 2015 SALIHIN. All Rights Reserved

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.

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.

 © 2015 SALIHIN. All Rights Reserved

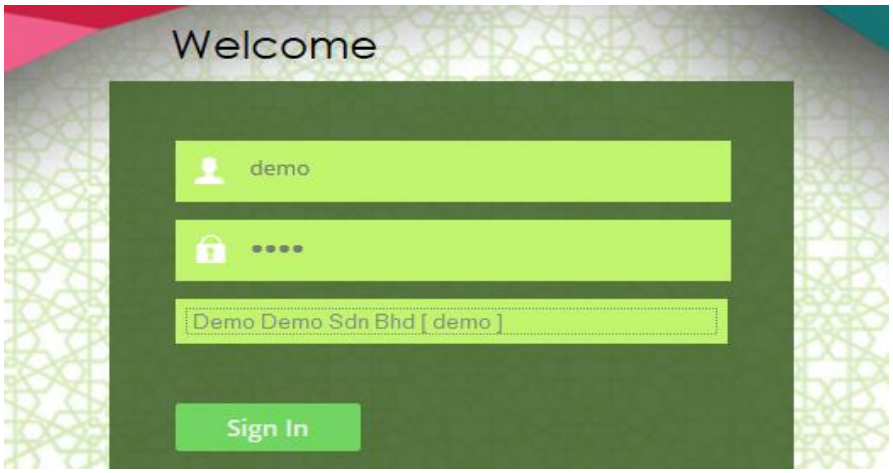
STEP 11

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

Username: demo

Password: demo

Company: Demo Demo Sdn Bhd [demo]



 © 2015 SALIHIN. All Rights Reserved

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

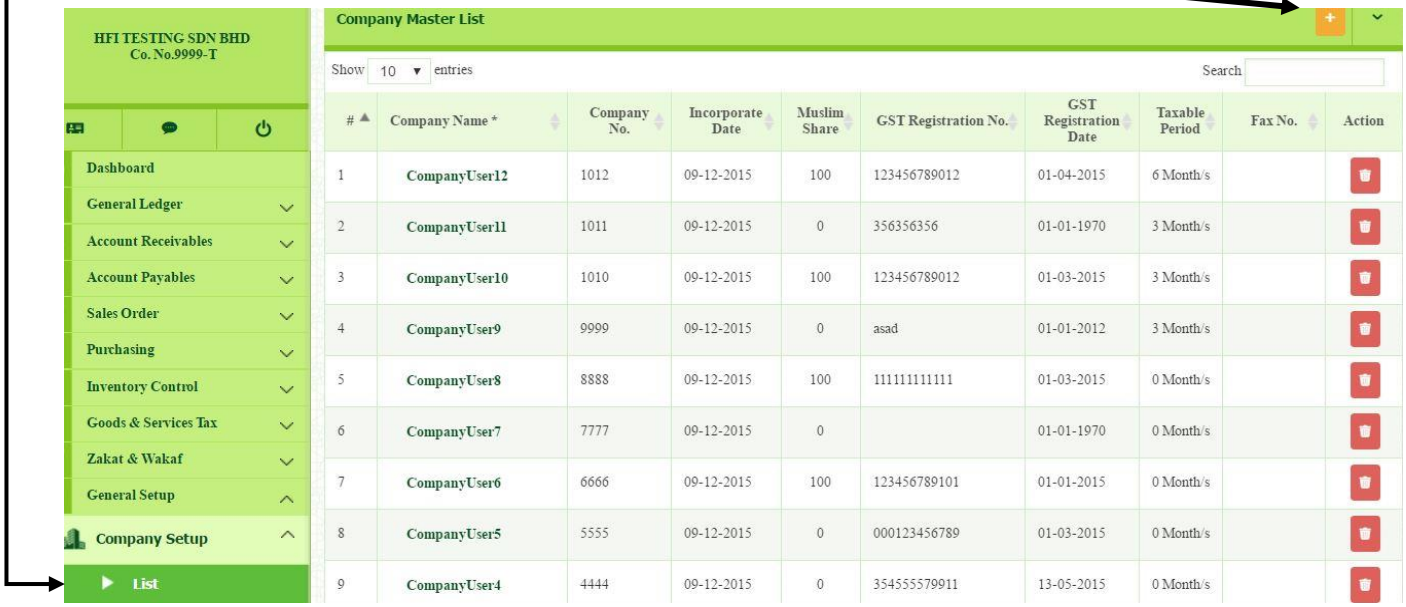
 © 2015 SALIHIN. All Rights Reserved

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.

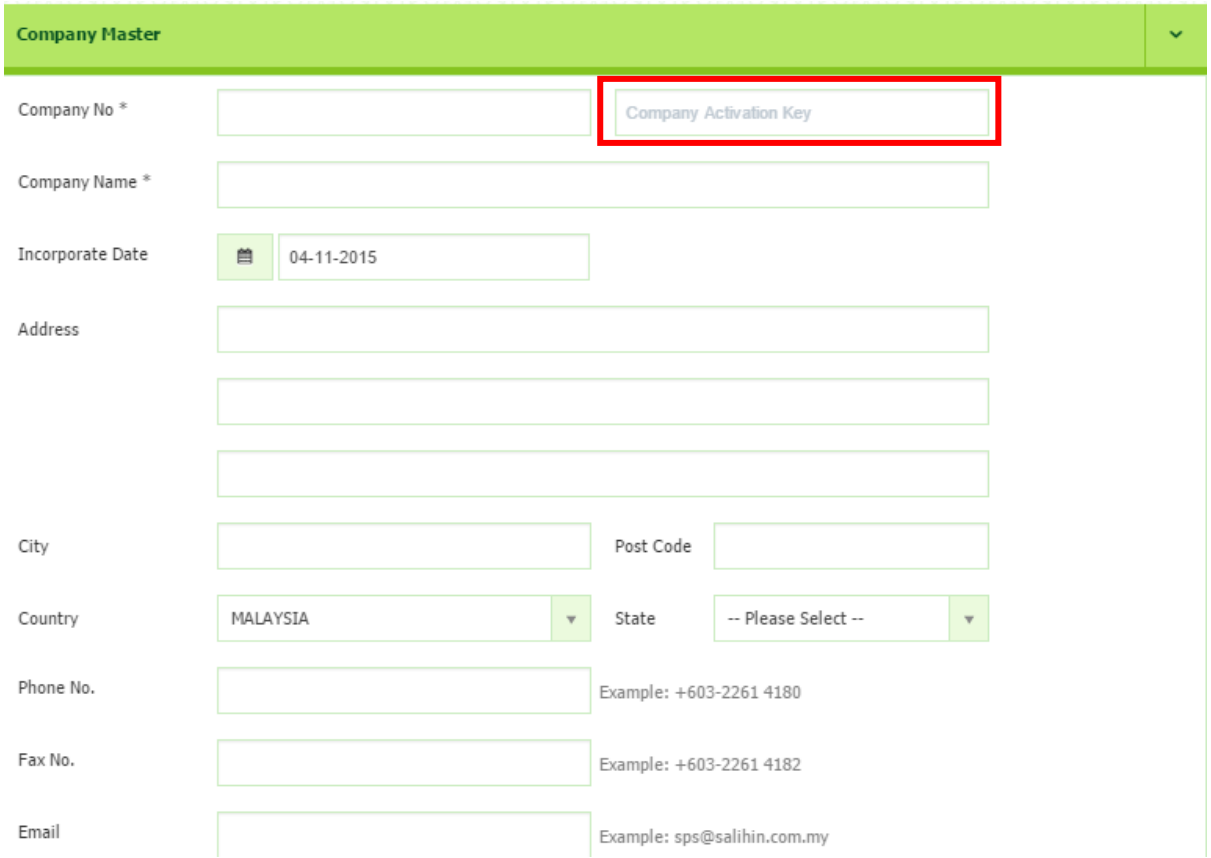
1.0.1 Create/Add New Company

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



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

 © 2015 SALIHIN. All Rights Reserved



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:-

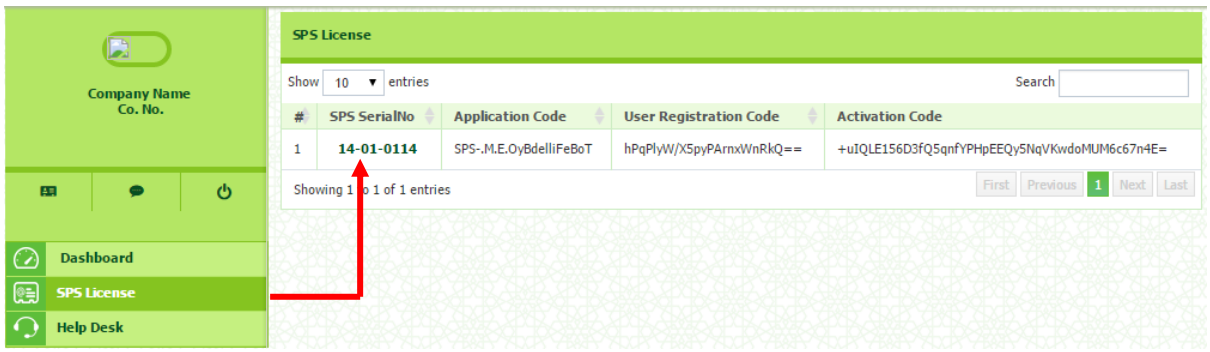
1.0.1 How to get Company Activation Key

- 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:-

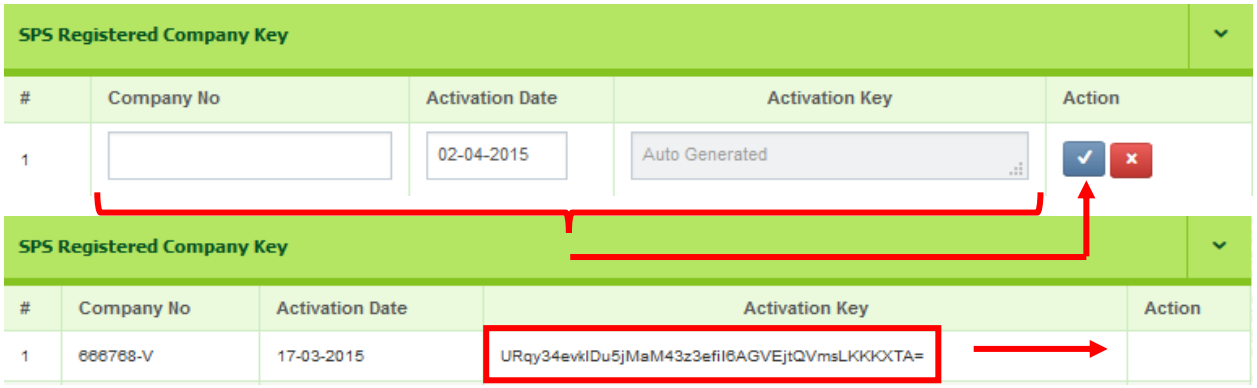
- Click the **SPS License** from the menu
- Then, click the **SPS Serial No.**

 © 2015 SALIHIN. All Rights Reserved



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!

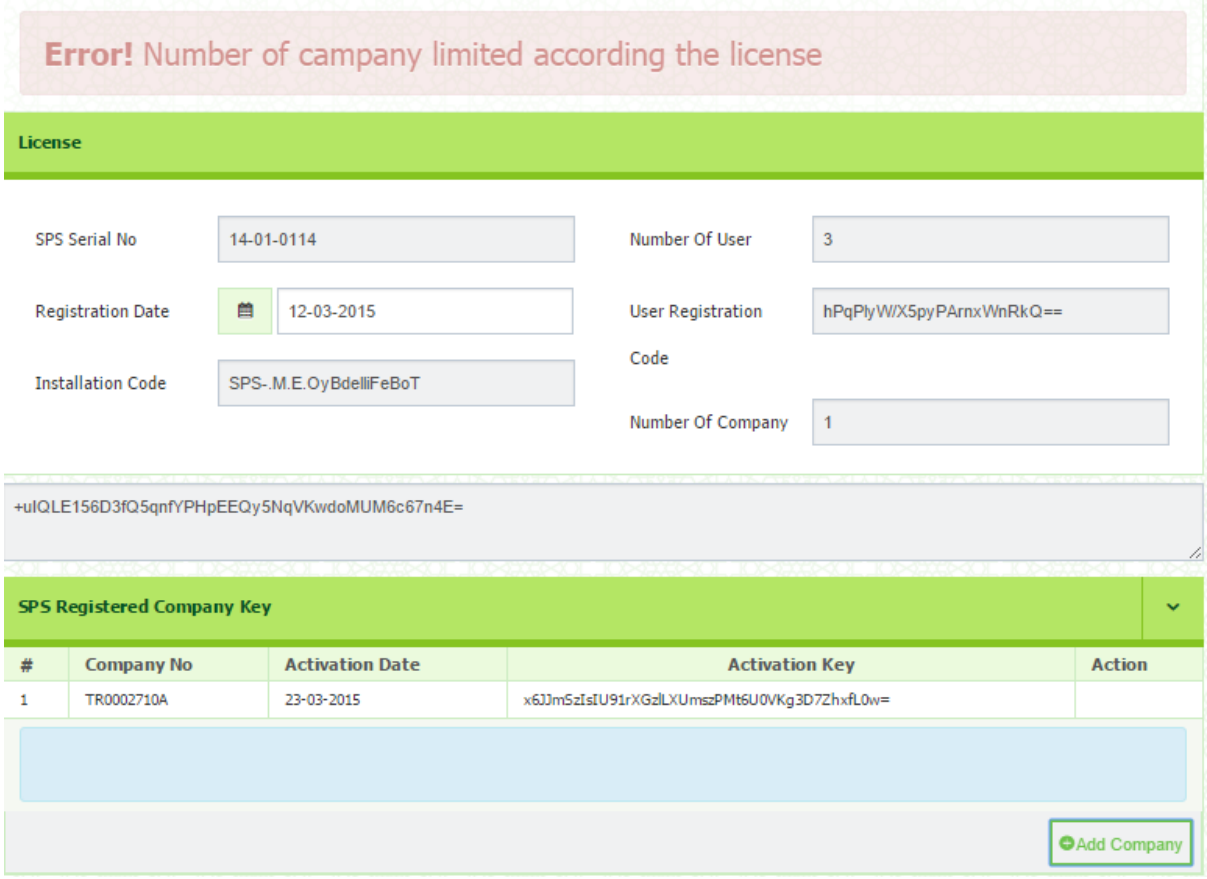
1. Make sure there is no **SPACE** when you copy and paste. IF you are failed to validate, please contact your Dealer.
2. Please be careful before you remove the registered company. Charge may be implied for data recovery.

 © 2015 SALIHIN. All Rights Reserved

1.0.2 Failed to Add New Company

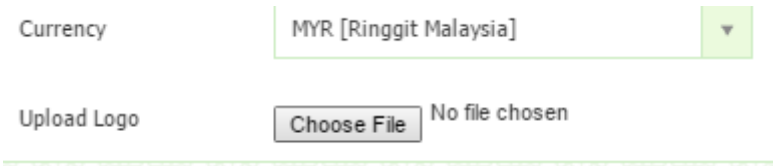
If you having this problem to adding new company registration, kindly please check again your company license that you already purchased. If you purchased for 1 Company, you are unable to proceed for any new company registration.

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.



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.



 © 2015 SALIHIN. All Rights Reserved

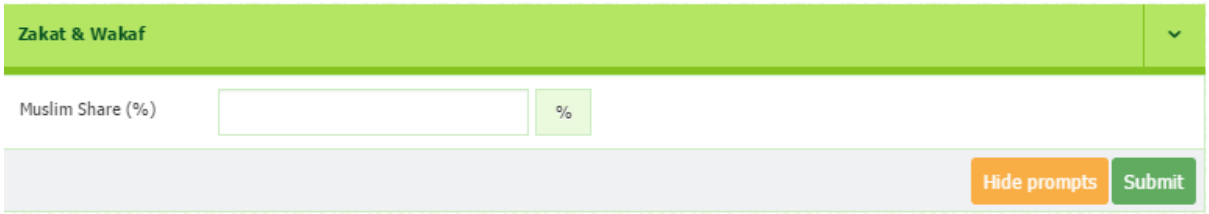
1.0.4 Goods & Services Tax

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.

1.0.5 Zakat & Wakaf

Enter the amount (%) of your zakat & wakaf



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

 © 2015 SALIHIN. All Rights Reserved

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

 © 2015 SALIHIN. All Rights Reserved

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.

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

 © 2015 SALIHIN. All Rights Reserved

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:-

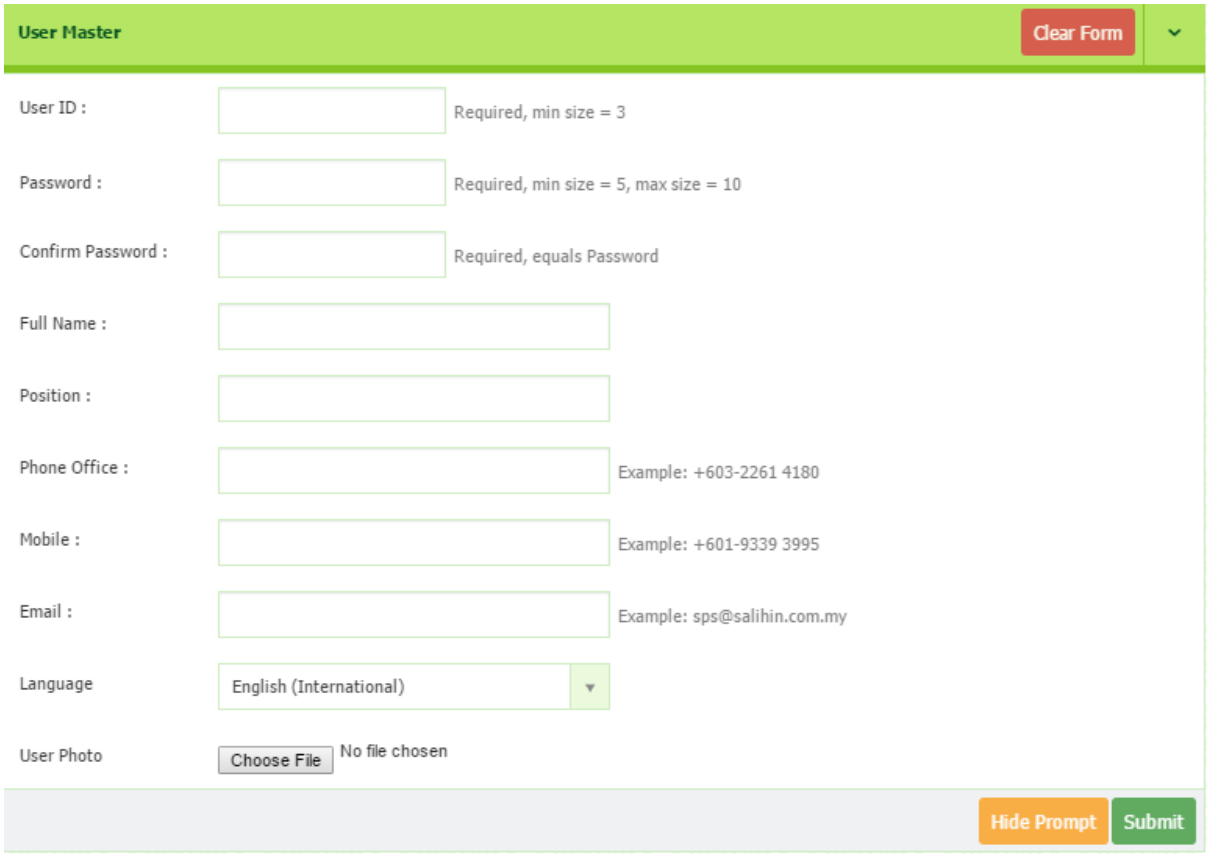
- Go to Admin > User Master > User Master List
- Click + button that located on the top right page

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.

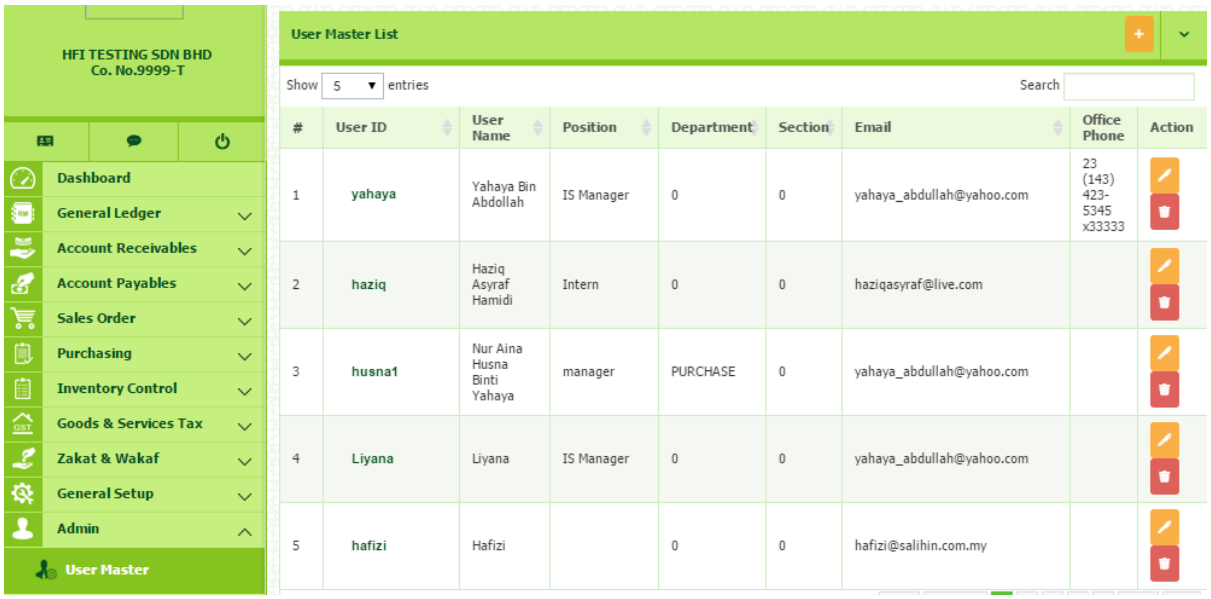
 © 2015 SALIHIN. All Rights Reserved



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.



 © 2015 SALIHIN. All Rights Reserved

2.0.3 How to Delete User

To delete the listing of User:-

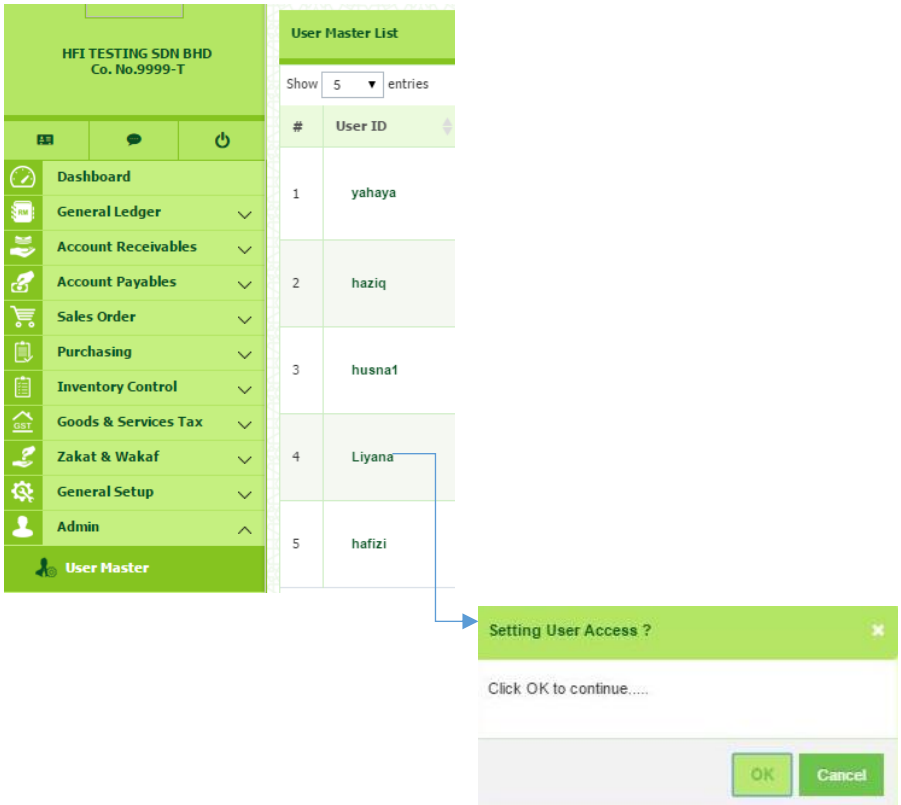
- Go to Admin > User Master > User Master List
- Select the identified user
- To delete, click button that located in Action column.

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

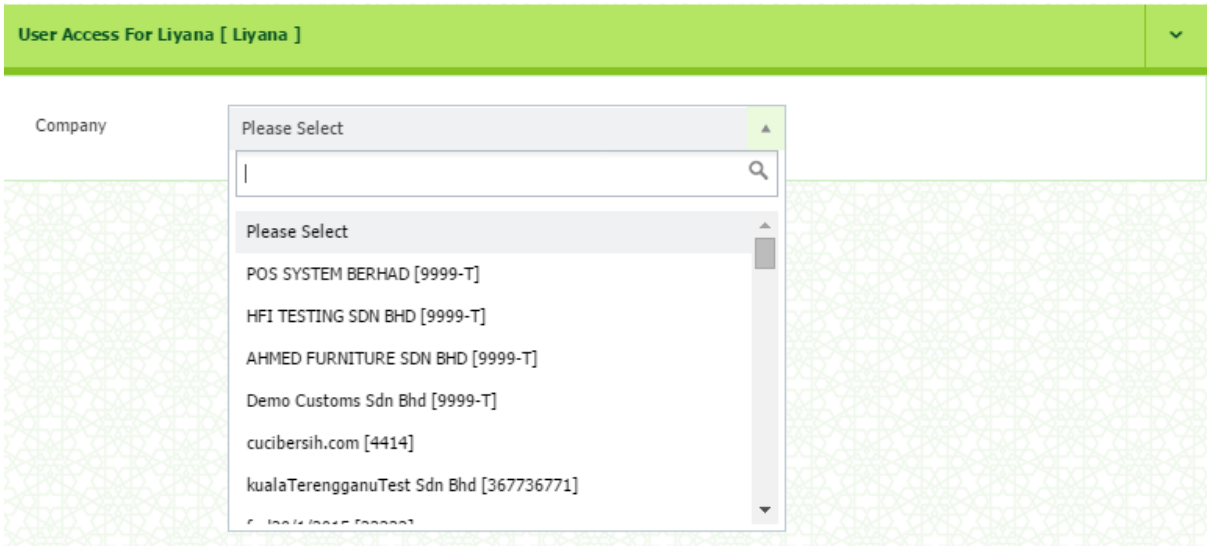
This section is to guide you as admin to set the user access right. It will help you to control and prevent the data/information from unauthorized user. Please follow the following step:

- 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

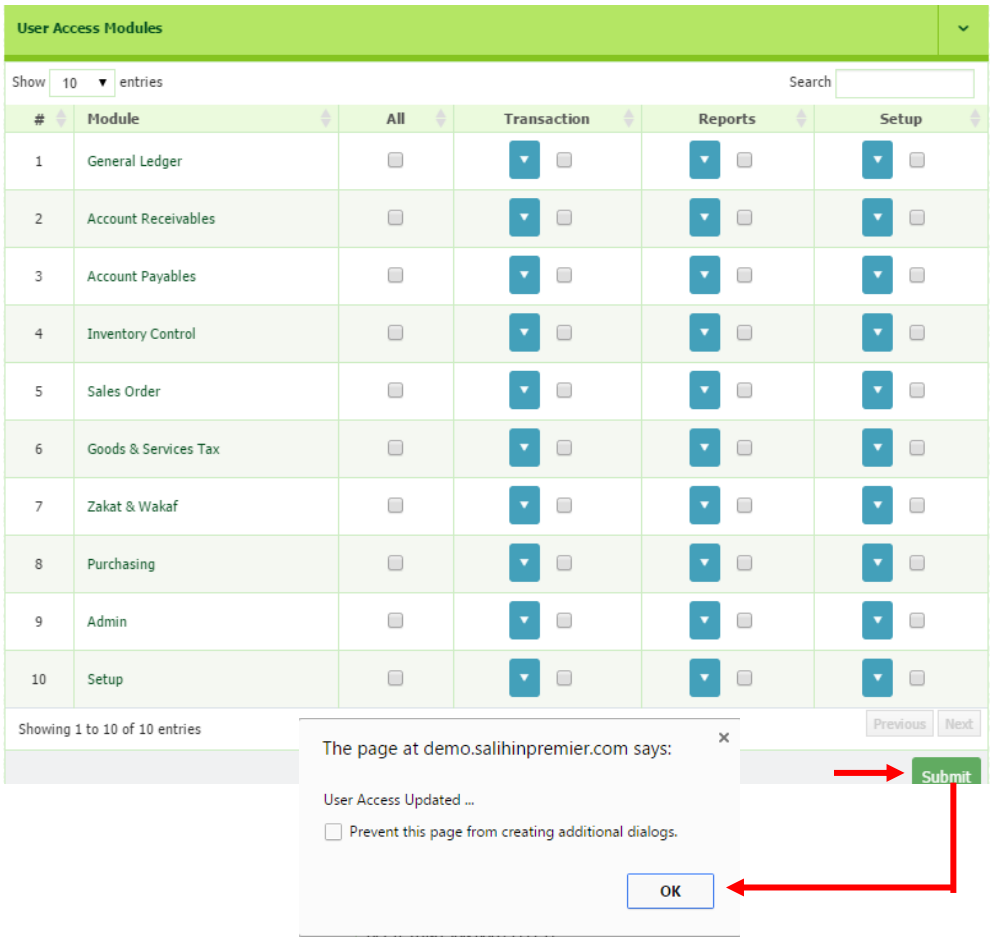


- You will be directed to User Access Right page. In this section, you need to select the company from the drop down menu.

 © 2015 SALIHIN. All Rights Reserved



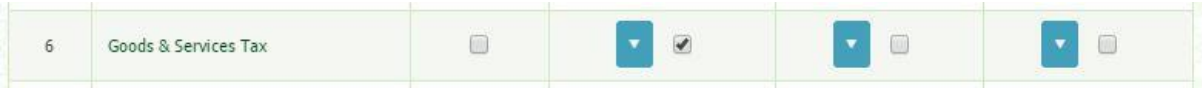
- Once selected, the User Access will be listed.
- In this part, you may choose which modules you want to grant a permission. If you wish to grant permission to all modules, tick the box under ALL column.
- Then, click submit button
- Please wait for a while, until the message box is prompt. (as shown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



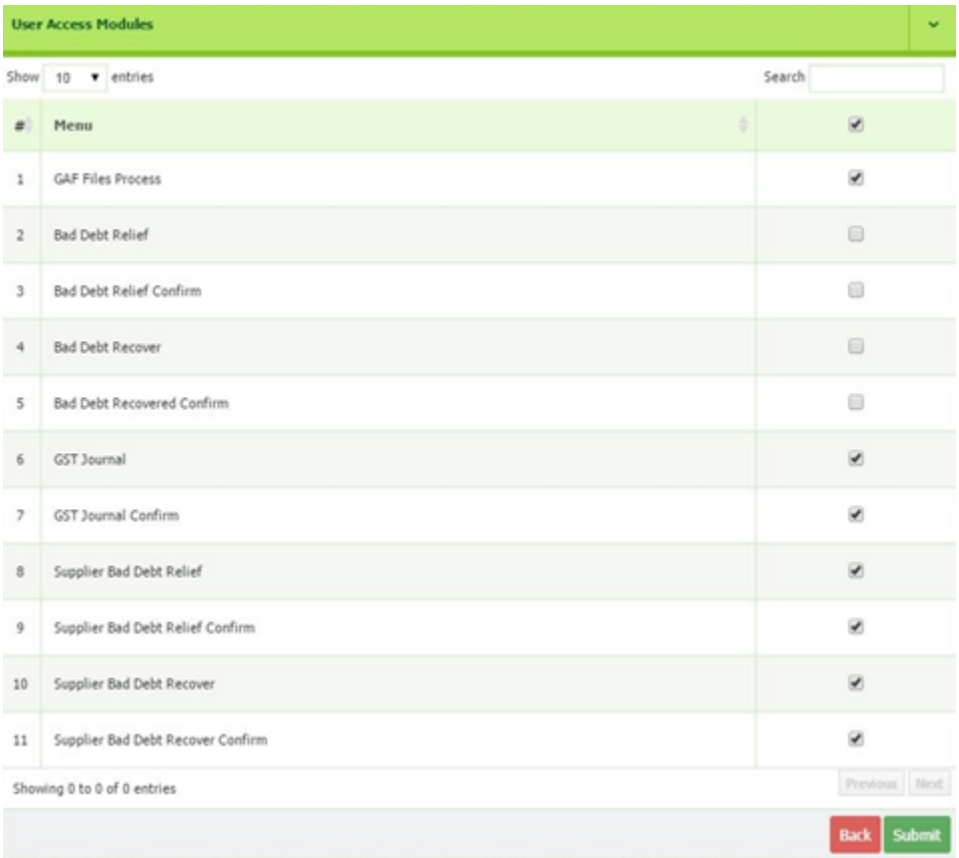
 © 2015 SALIHIN. All Rights Reserved

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.



- 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.



⚠ 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.

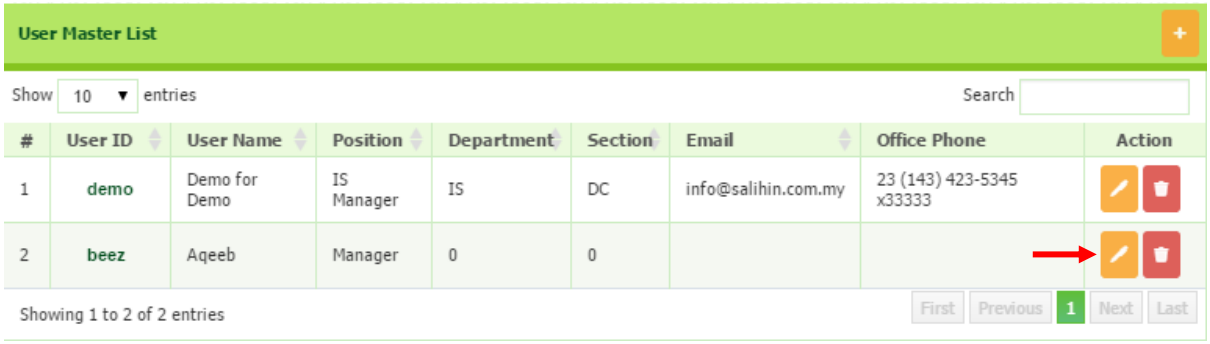
 © 2015 SALIHIN. All Rights Reserved

2.2 How to Reset Password

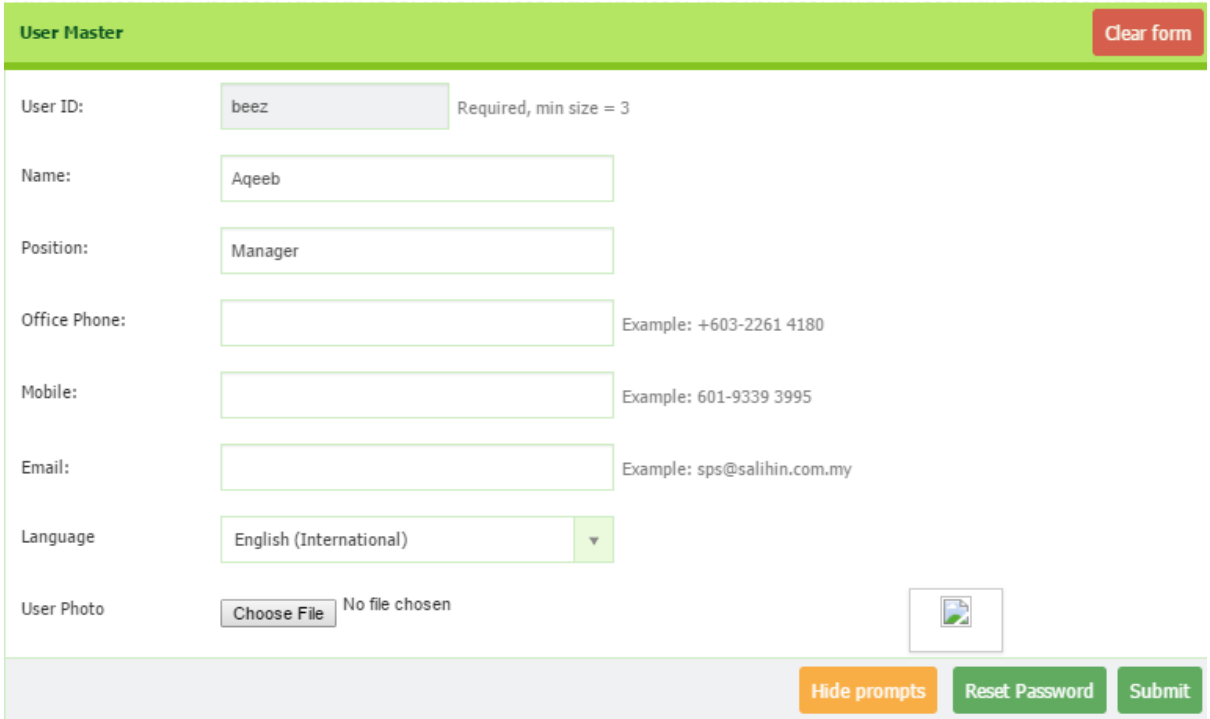
If you are the user, you need to contact your admin to request for Reset Password. Reset password is request when, for example, the user no longer working at your company, so you need to set a new password to prevent from the unauthorized person or you forget the password.

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



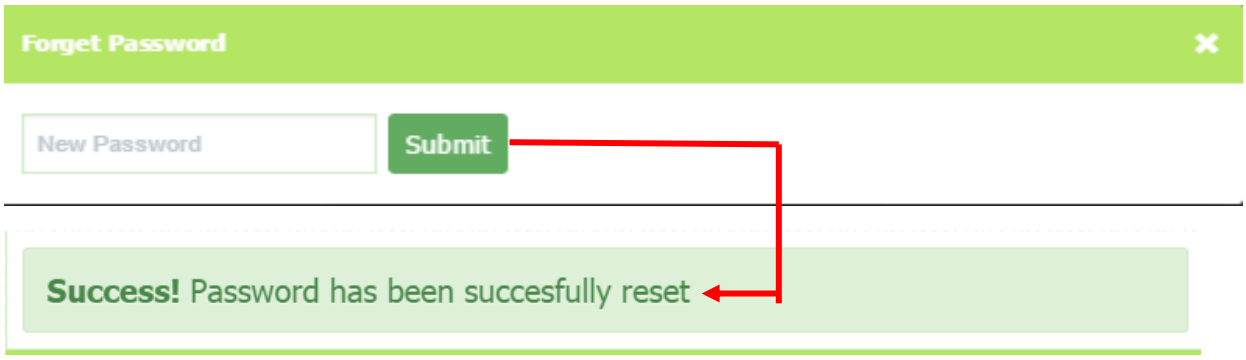
- You will be directed to the User Master page.



- Click the Reset Password button.

 © 2015 SALIHIN. All Rights Reserved

- 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.



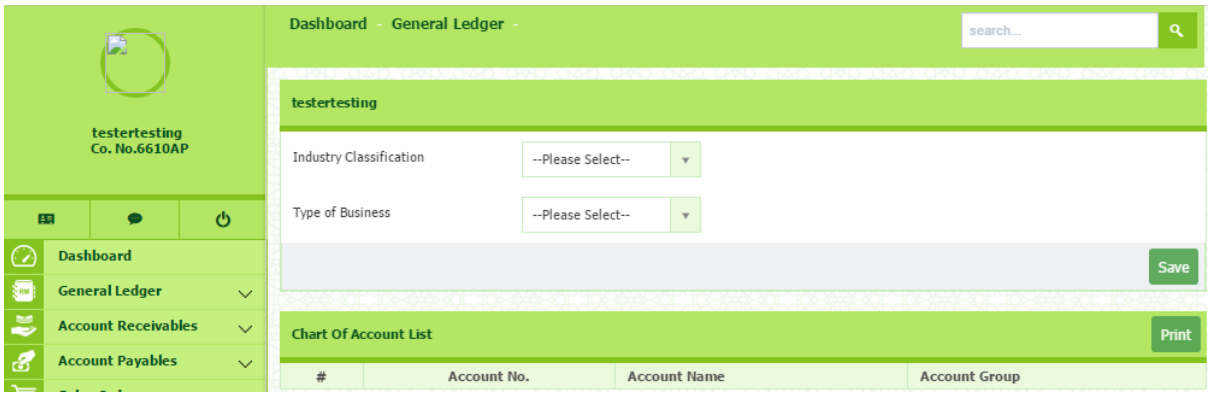
WARNING!
Super Administrator need to keep a copies of username and password of the registered user.

 © 2015 SALIHIN. All Rights Reserved

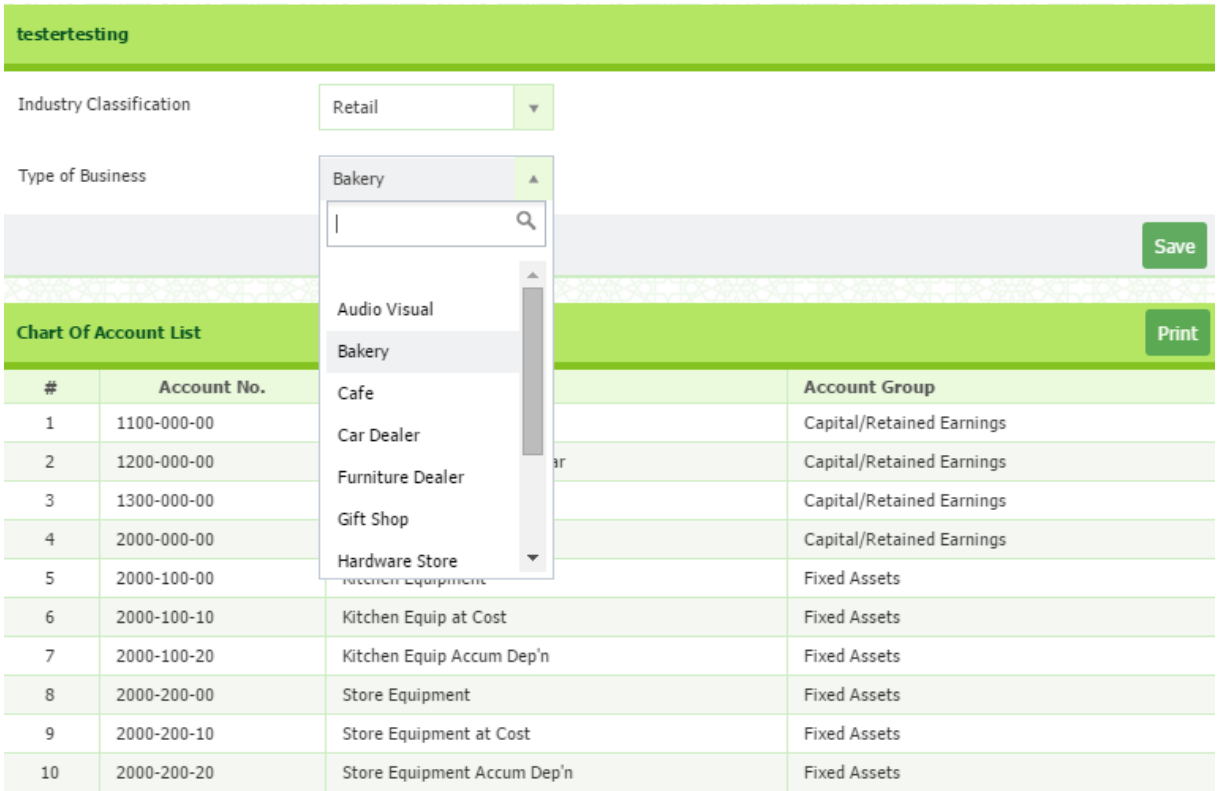
3.0 How to Setup Chart of Account

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



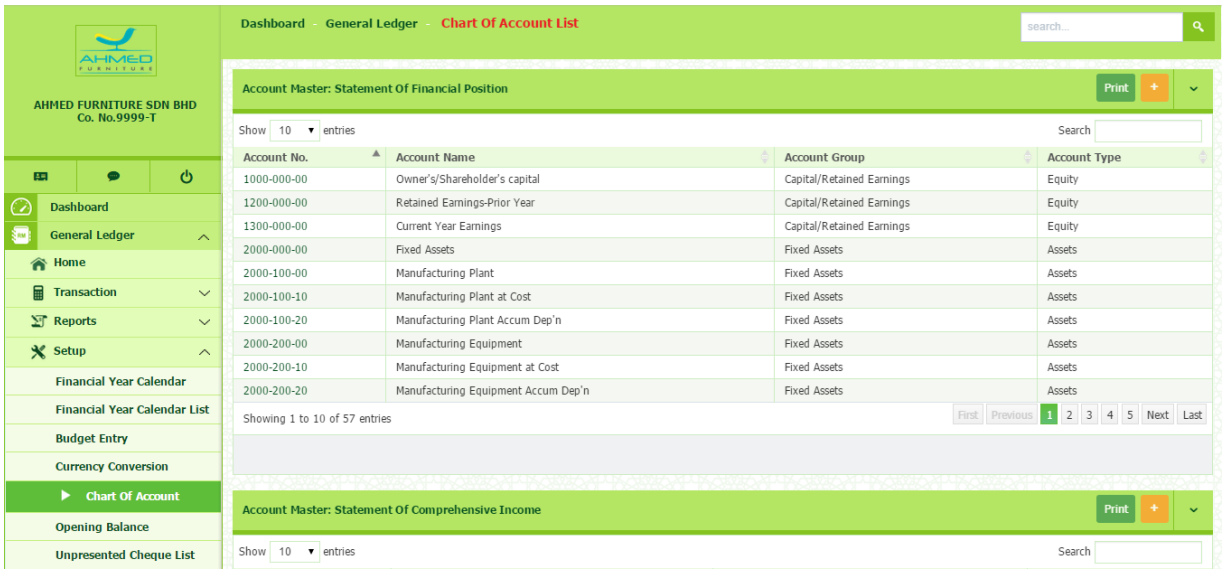
 © 2015 SALIHIN. All Rights Reserved

3.0.1 How to Add New Account Code

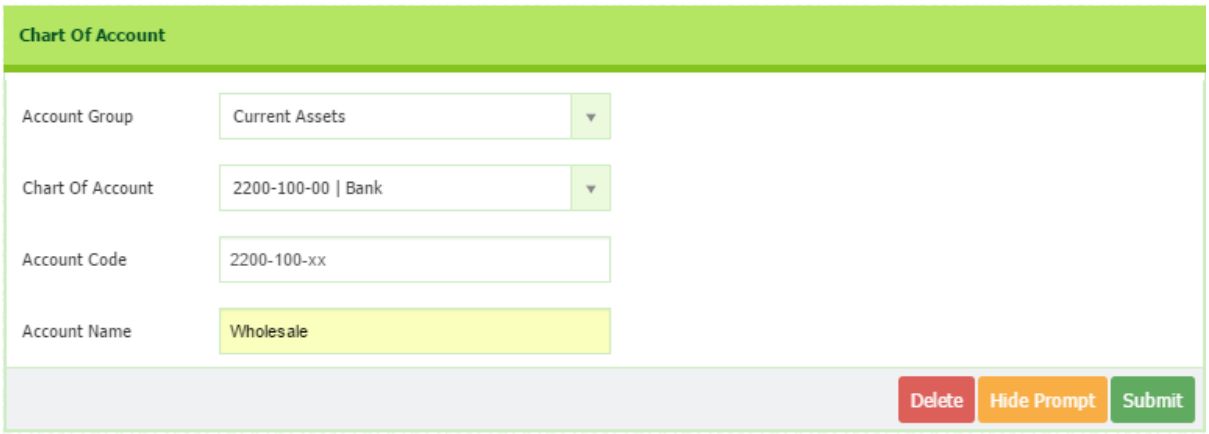
SPS have already set up Chart of Account by default. However, you can change chart of account as you prefer. For example, when you have a new customer, you need to create a new ledger for his/her account. Any related transaction to that customer will be recorded into the ledger that you have created.

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



- 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



 © 2015 SALIHIN. All Rights Reserved

4.0 How to Setup System General

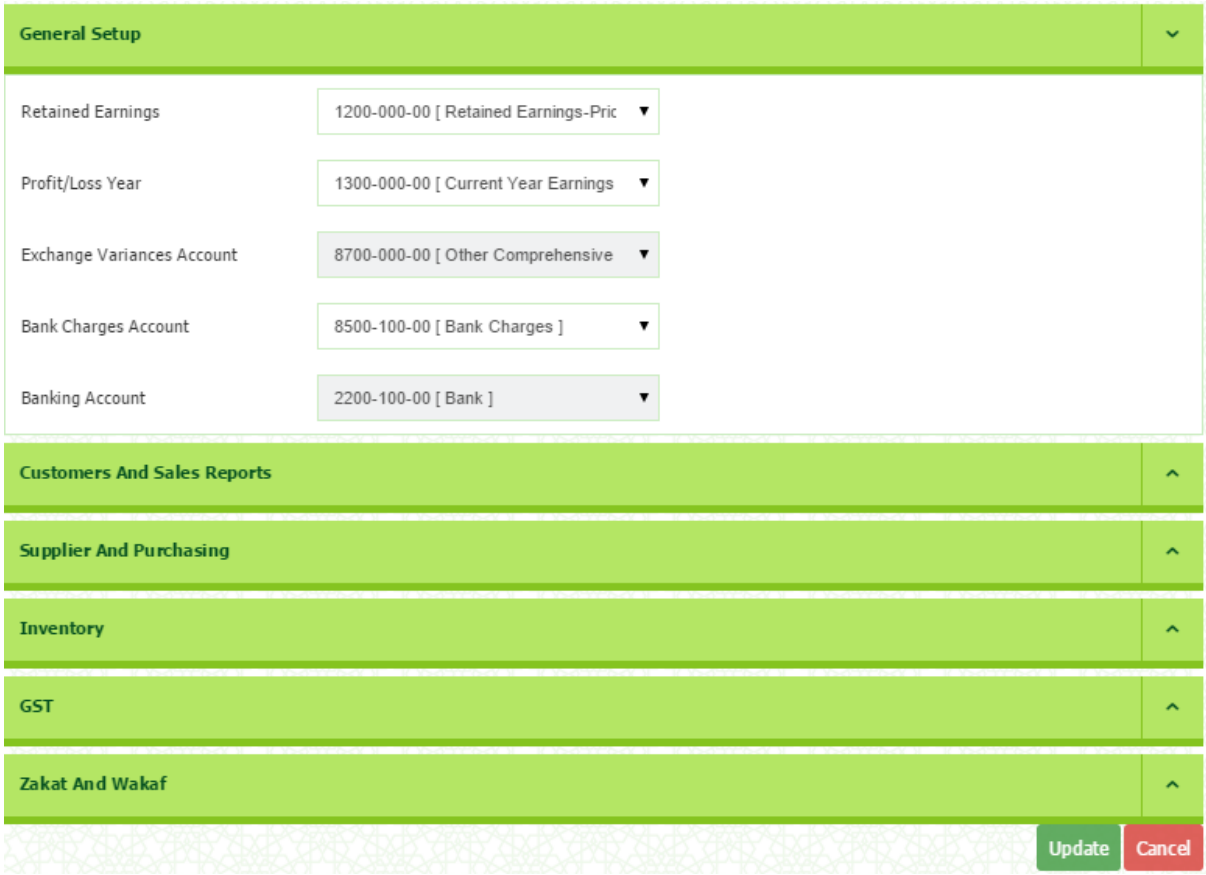
- Go To **General Setup** > **Company Setup** > **System General Setup**. The General Setup window appears.
- In this section, the system set the default for all setup and customizes according to your company's suitability and needs.

Account No.	Related Account Group
1xxx/xxx/xx	➢ Retailed 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

 © 2015 SALIHIN. All Rights Reserved

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.



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.

 © 2015 SALIHIN. All Rights Reserved

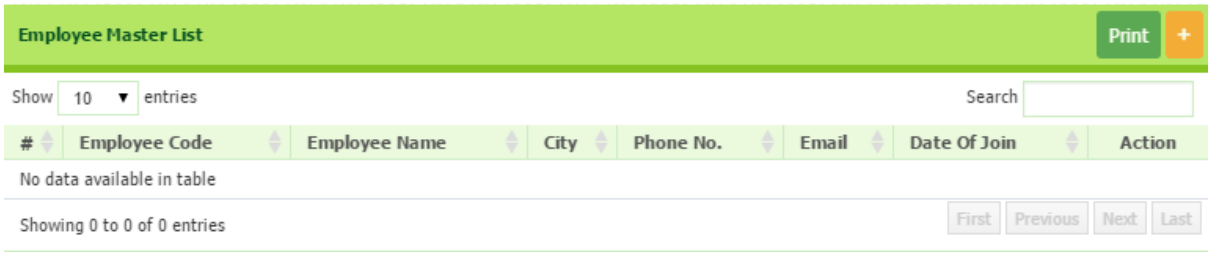
- To insert your special coding and serial startup number, **double click** at the selected field.
- Press **Enter** and click **Save** to save the data.

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

6.0 How to Setup Employee

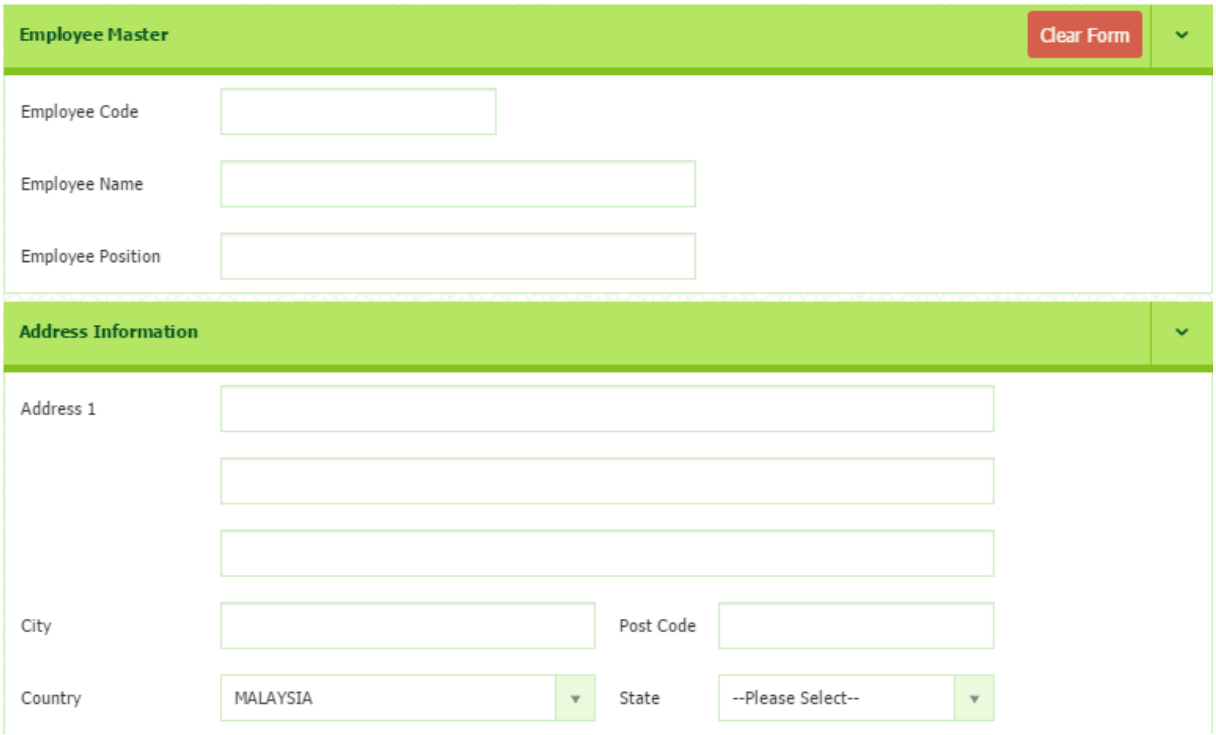
You need to setup a basic information of your employee. Employee is the person who will create an invoices.

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

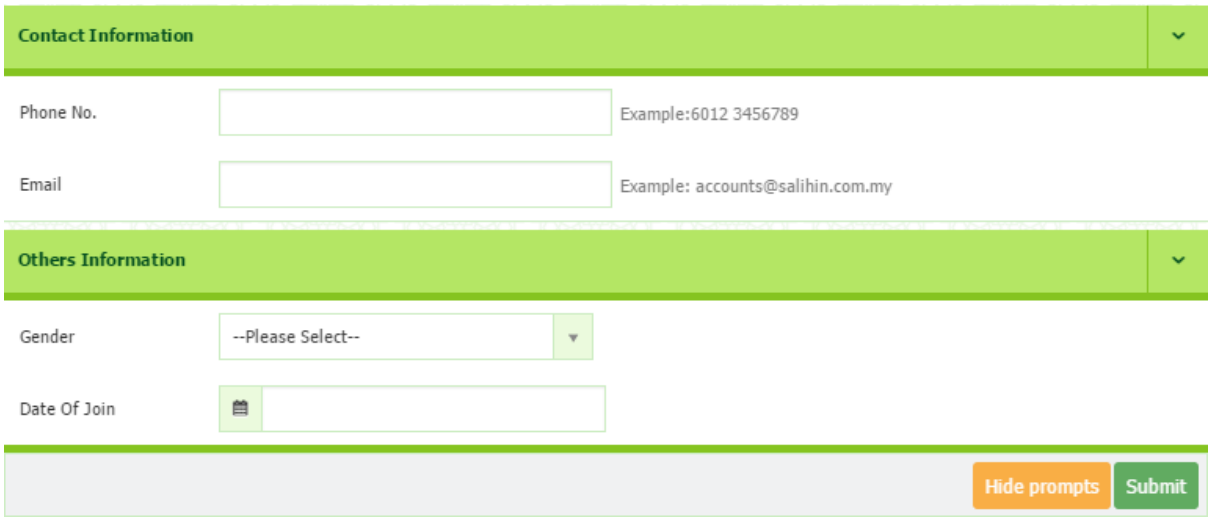


- Next, you need to fill in all the required information.
- For an Employee Code, for example, you can entered Staff ID. It's depend on for your own company references.

 © 2015 SALIHIN. All Rights Reserved



- Once completed, click Submit button to save.



6.0.1 How to View/Edit Employee

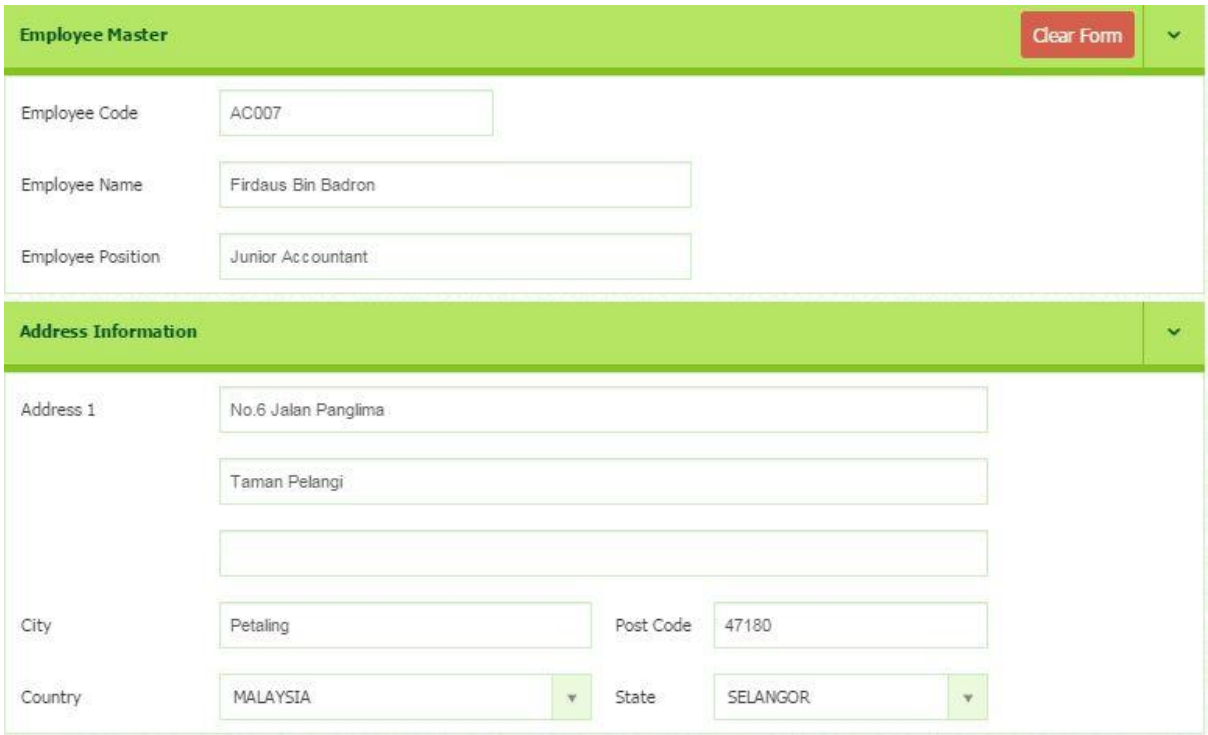
- Go To **General Setup > Employee Setup**. The Employee Master List window appears.
- Fill up the requirement such as employee code (ID), employee name, employee position and other required information.

 © 2015 SALIHIN. All Rights Reserved

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

#	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	

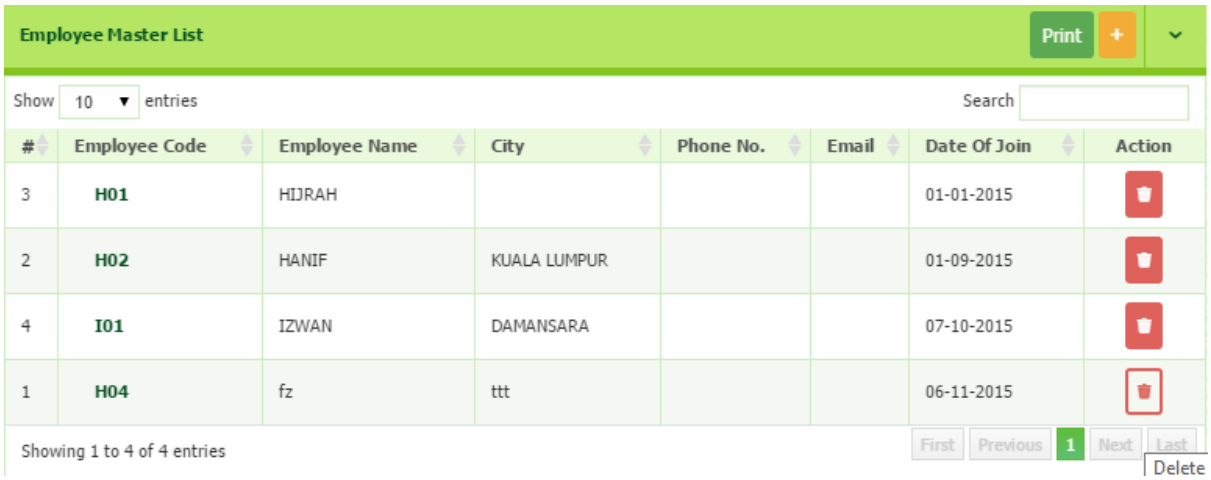
- In the **Employee Name** field, identify the employee and select the particular employee's name. The Edit dialog box will appear.
- To edit, click the link of your Employee Code
- Click **Continue**, the Employee Master window appears. Edit the relevant information.
- Once completed, click **Submit**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



 © 2015 SALIHIN. All Rights Reserved

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.



6.0.3 How to Print Employee Details

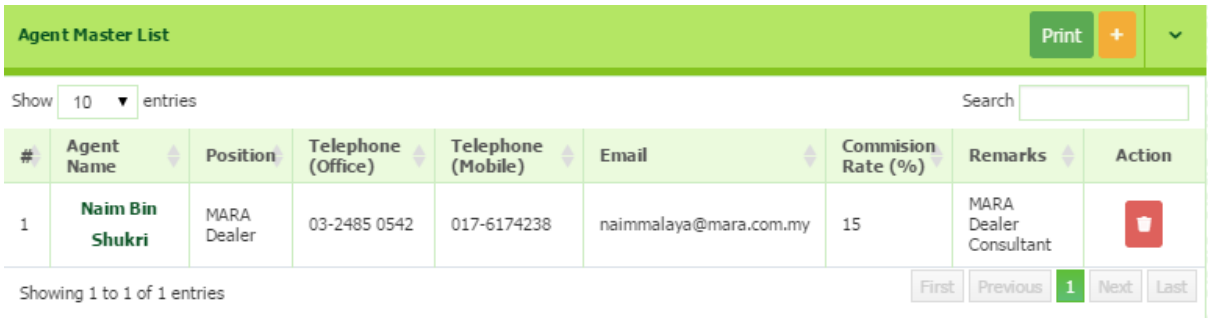
- To print, click the **Print** button on the top right-side of the page.
- Employee list window appears.
- Click (print image) to print the data or (download image) to open/save the data in excel format (.xls)

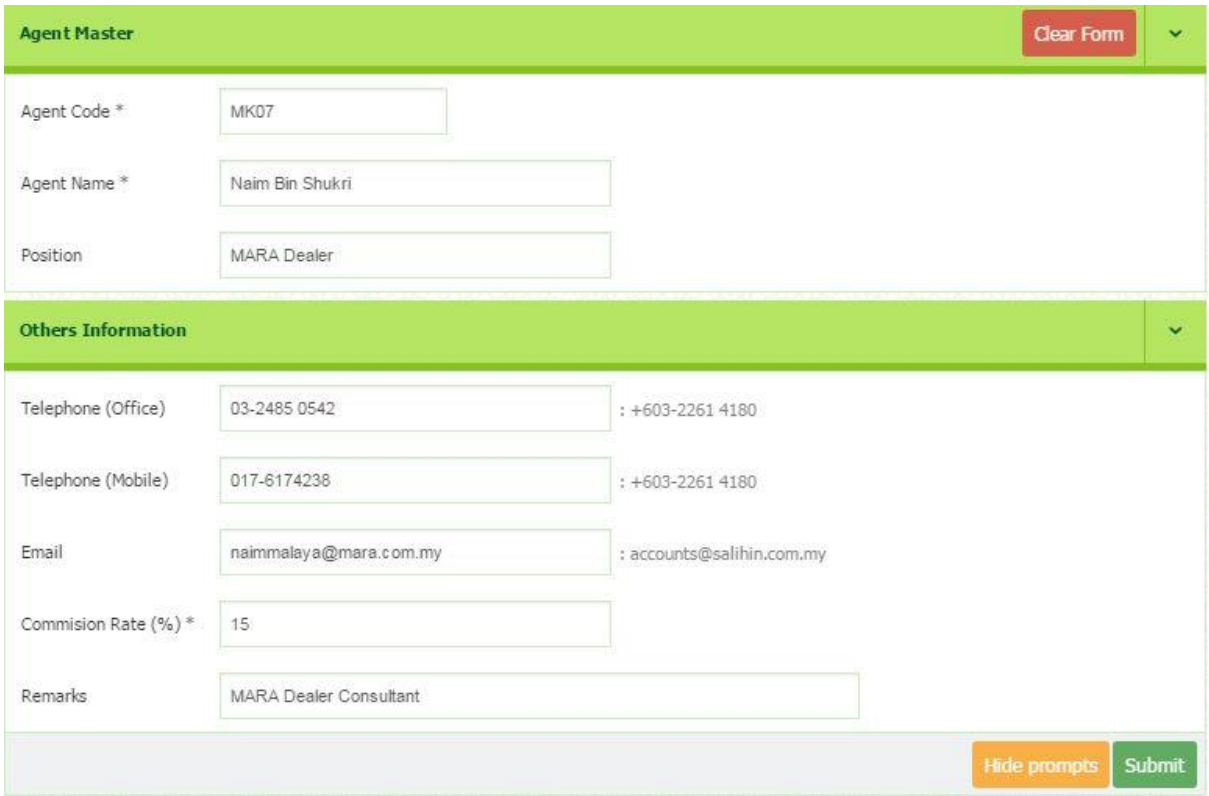
 © 2015 SALIHIN. All Rights Reserved

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.





 © 2015 SALIHIN. All Rights Reserved

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.

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)

 © 2015 SALIHIN. All Rights Reserved

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.

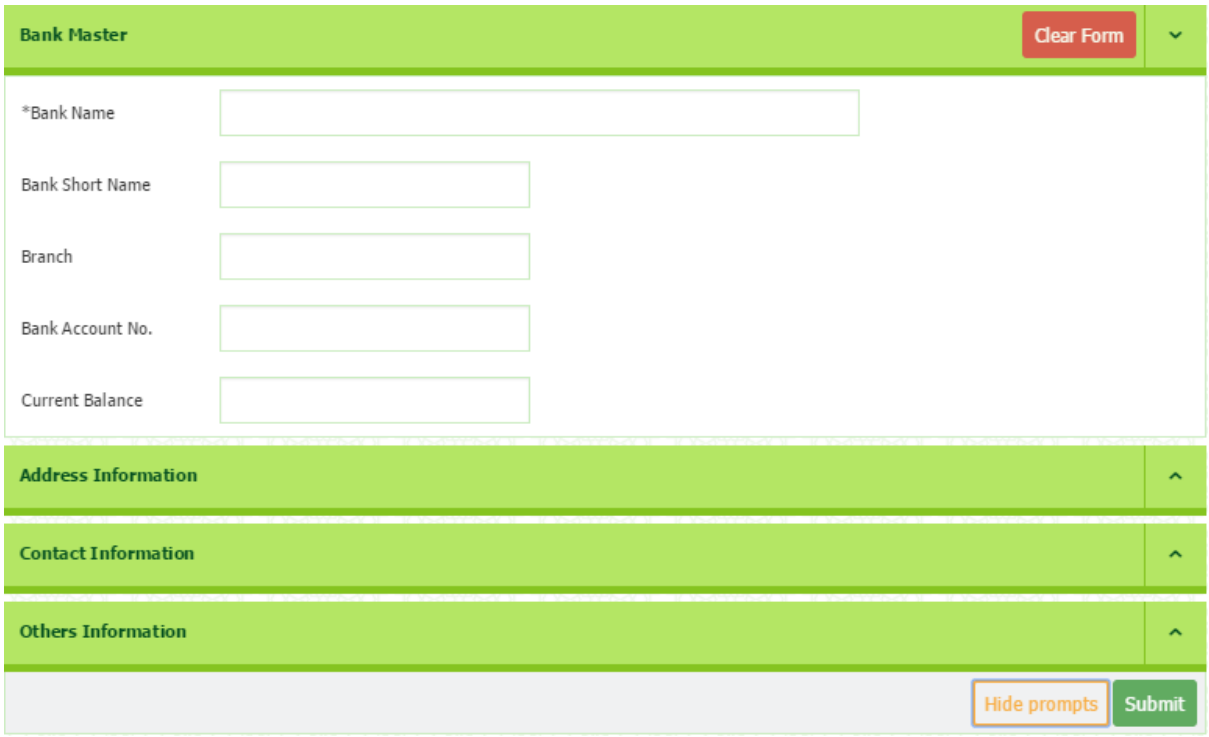
8.0.2 How to Delete Terms List

- 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.

 © 2015 SALIHIN. All Rights Reserved

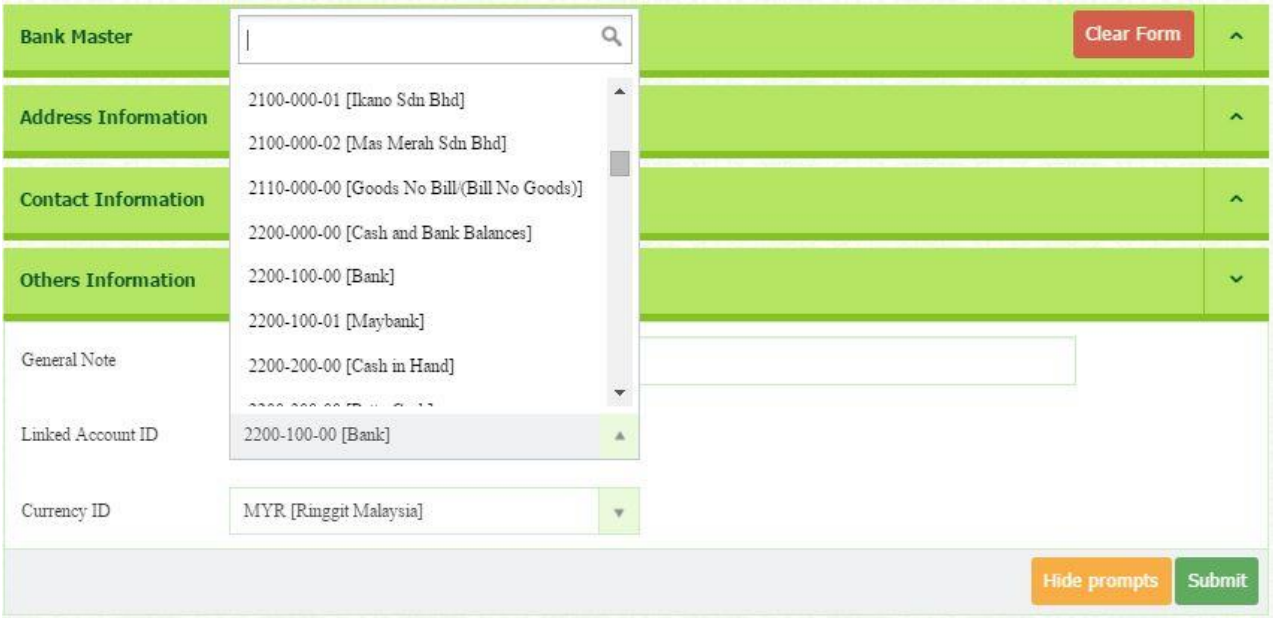
9.0 How to set Bank Setup

- 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.



- 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:

 © 2015 SALIHIN. All Rights Reserved

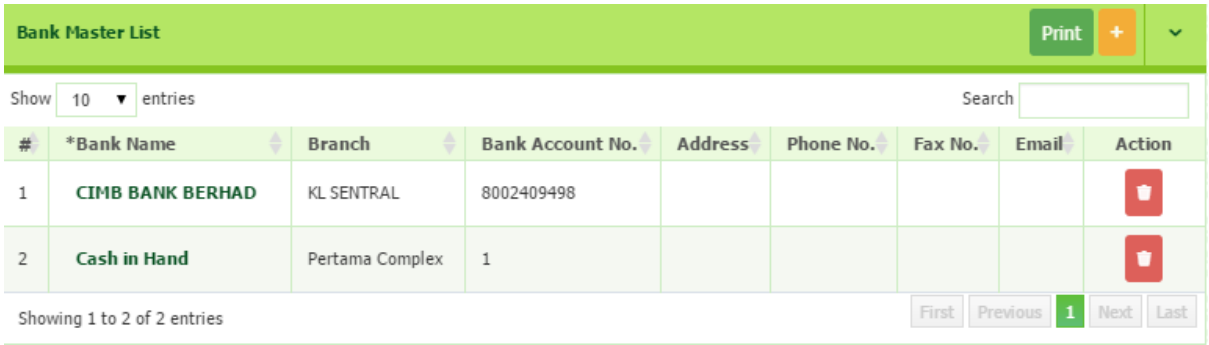


9.0.1 How to View/Edit Bank Listing

- 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

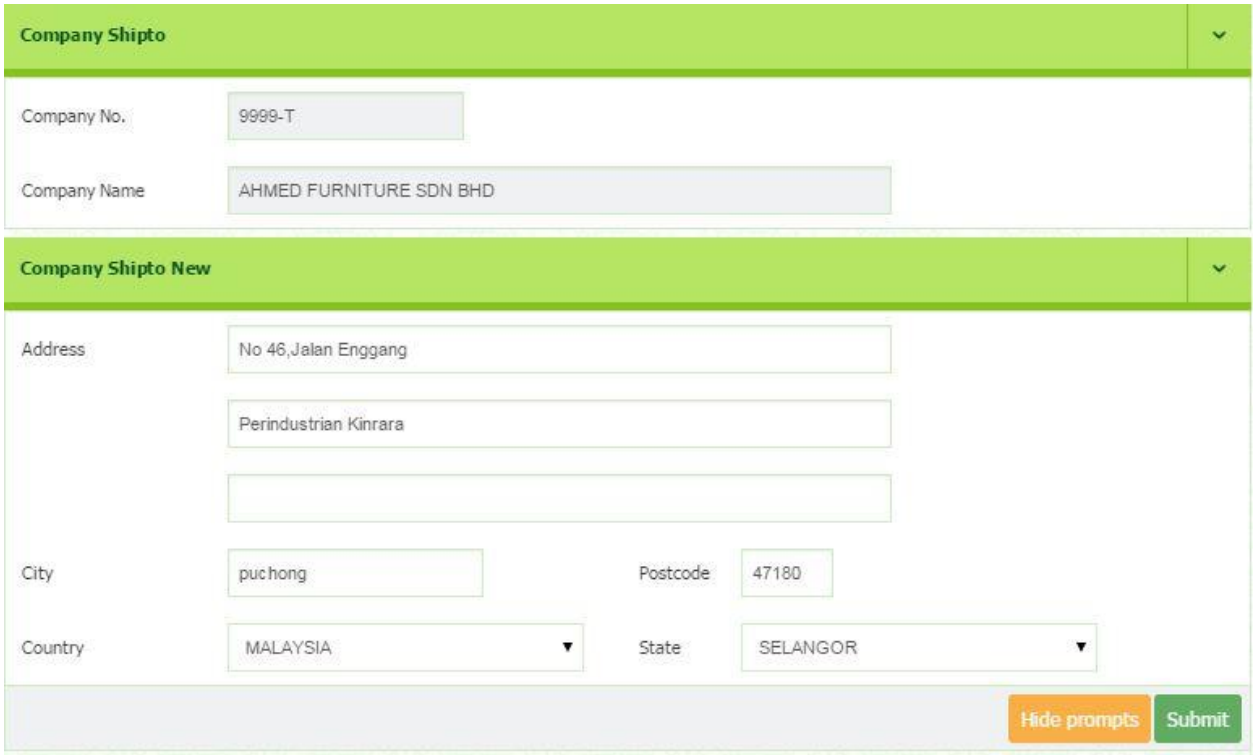
- Go To **General Setup > Bank Setup.** The Bank Master List window appears.
- To remove the existing bank, identify the bank row.
- In the Action field on the right-side of the row, click the **Delete** button (image).
- Dialog box of deletion confirmation appears, then click the **Delete** button.



 © 2015 SALIHIN. All Rights Reserved

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.



 © 2015 SALIHIN. All Rights Reserved

11.0 How to Setup Graph

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

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

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

 © 2015 SALIHIN. All Rights Reserved

LESSON TWO

MODULE: INVENTORY CONTROL

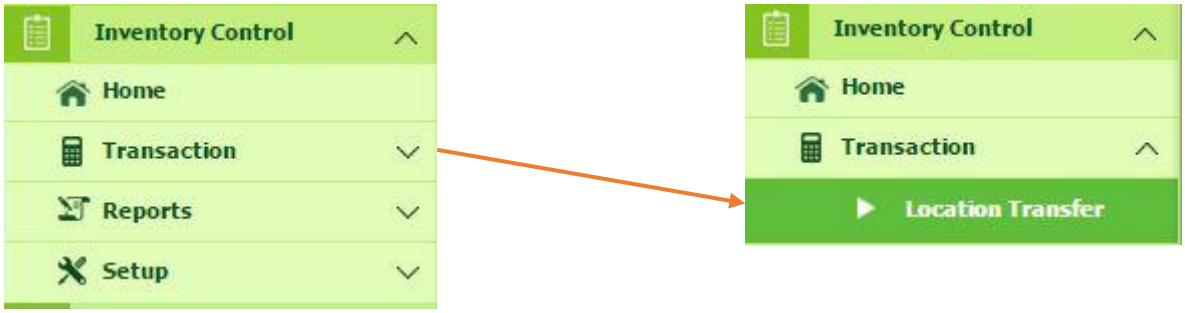
Inventory control allow users to planning on its inventory, manage it and keep track on the inventory movement. It is vital to manage inventory as it can reduce cost and make the goods available when customers need it.

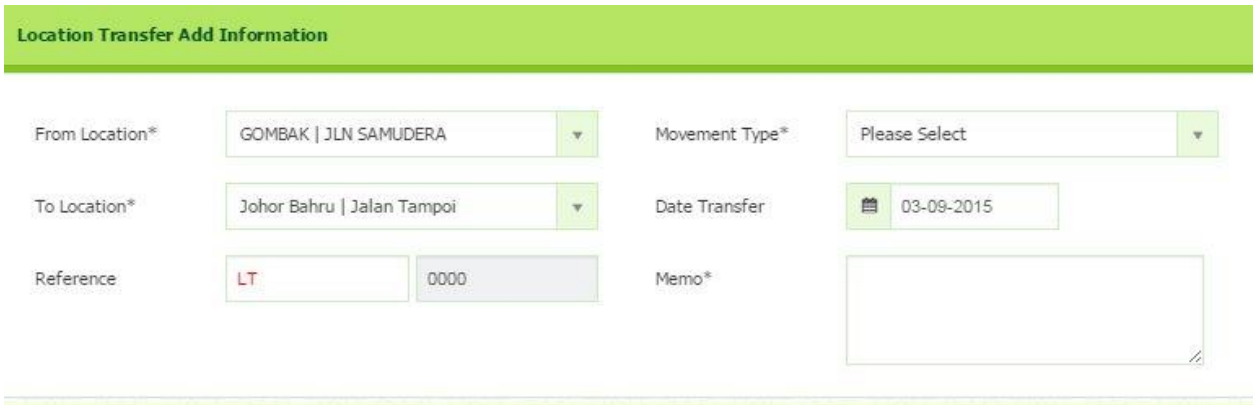
 © 2015 SALIHIN. All Rights Reserved

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**.





 © 2015 SALIHIN. All Rights Reserved

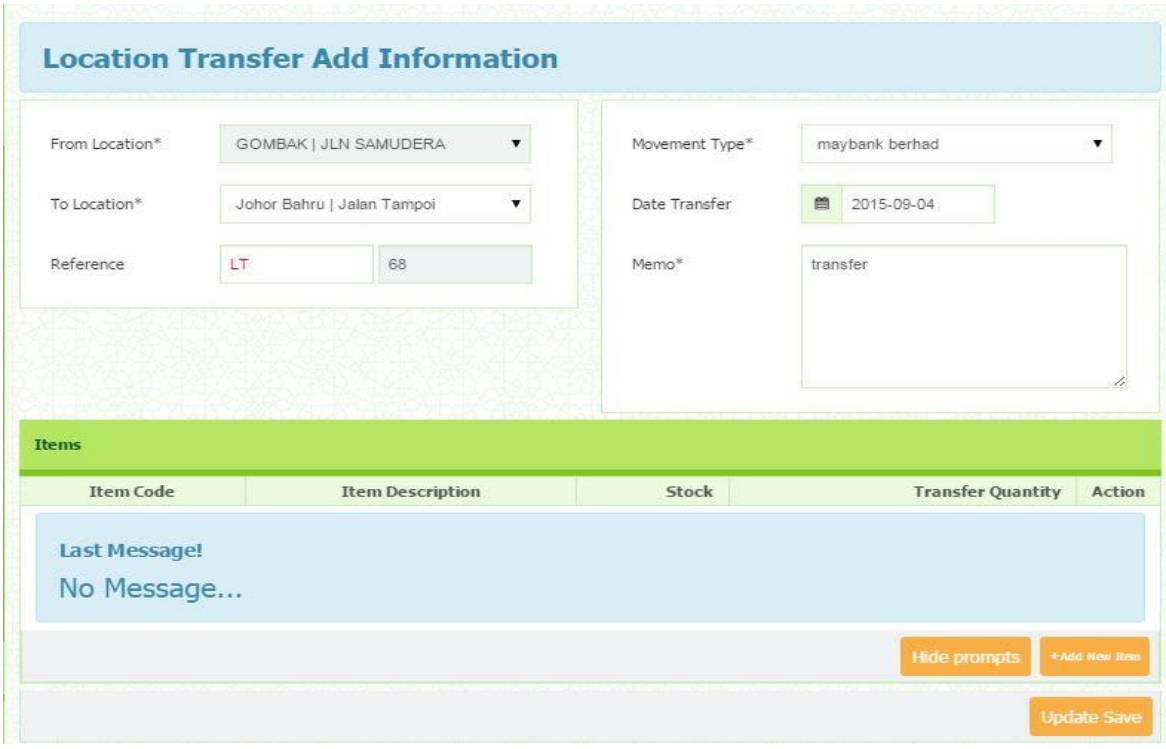
- Click **"Add New Item"** button.
- Then you will be directed to a page to fill in the entries.
- Select your **Item Code** and **Item Description**.
- Enter your **Transfer Quantity**.
- Click (tick) button to save.
- Please be noted, to adding new item, you have to select location first.

 © 2015 SALIHIN. All Rights Reserved

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.

 © 2015 SALIHIN. All Rights Reserved



 © 2015 SALIHIN. All Rights Reserved

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.

 © 2015 SALIHIN. All Rights Reserved

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.

 © 2015 SALIHIN. All Rights Reserved

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

 © 2015 SALIHIN. All Rights Reserved

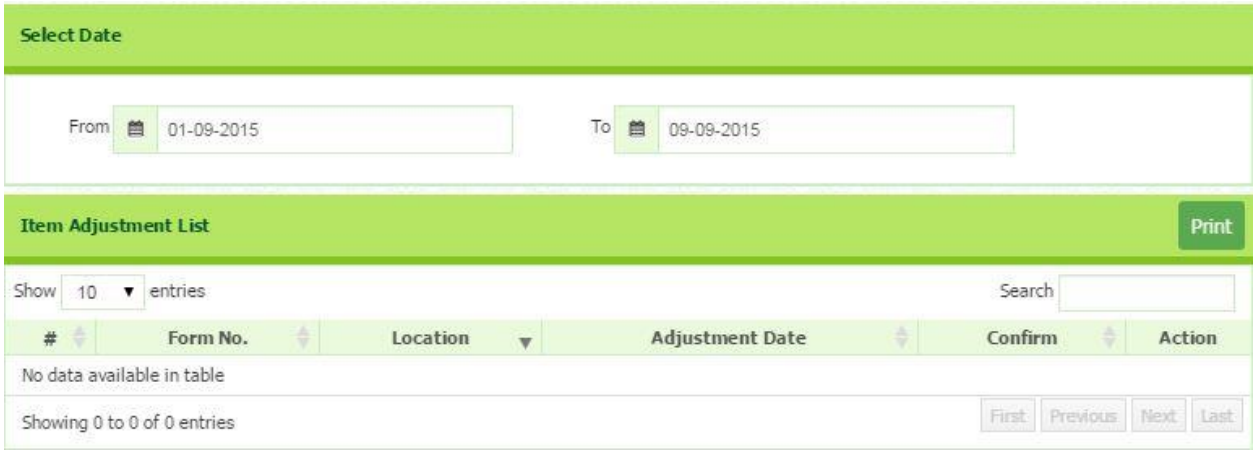
2.1 How to Generate Location Transfer List Reports

- 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.

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

 © 2015 SALIHIN. All Rights Reserved



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.

 © 2015 SALIHIN. All Rights Reserved

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.

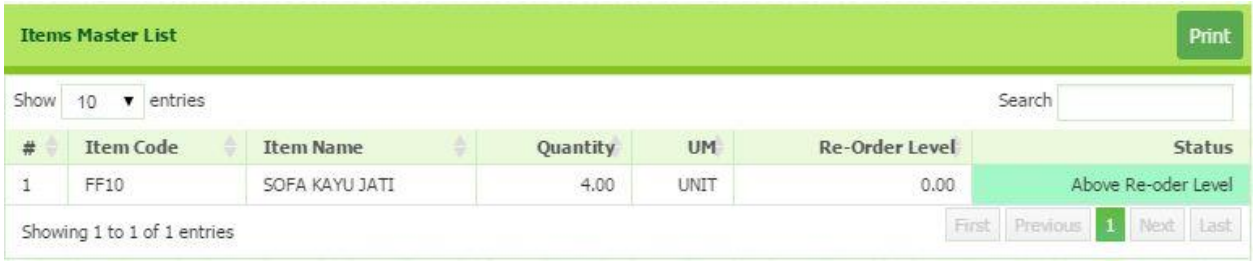
 © 2015 SALIHIN. All Rights Reserved

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.**

2.6 How to Generate Stock Check Report

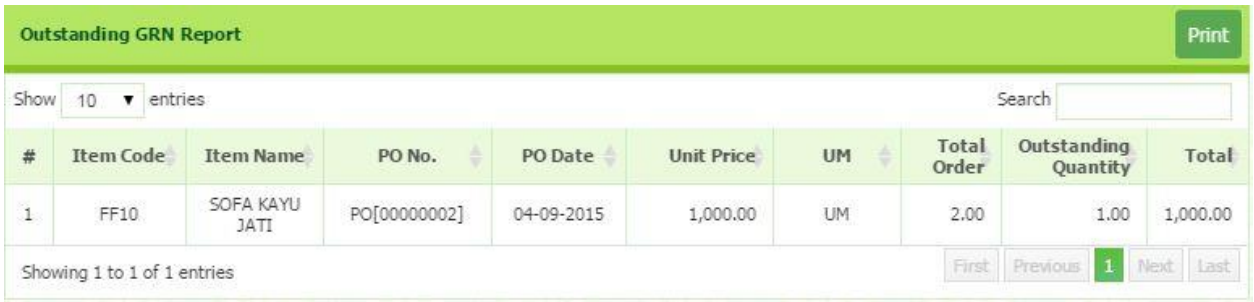
- Go to **Inventory Control > Reports > Stock Check Report.**
- All the Item Master list will be listed.
- To print the summary report, click Print button that situated on the top right page.



 © 2015 SALIHIN. All Rights Reserved

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

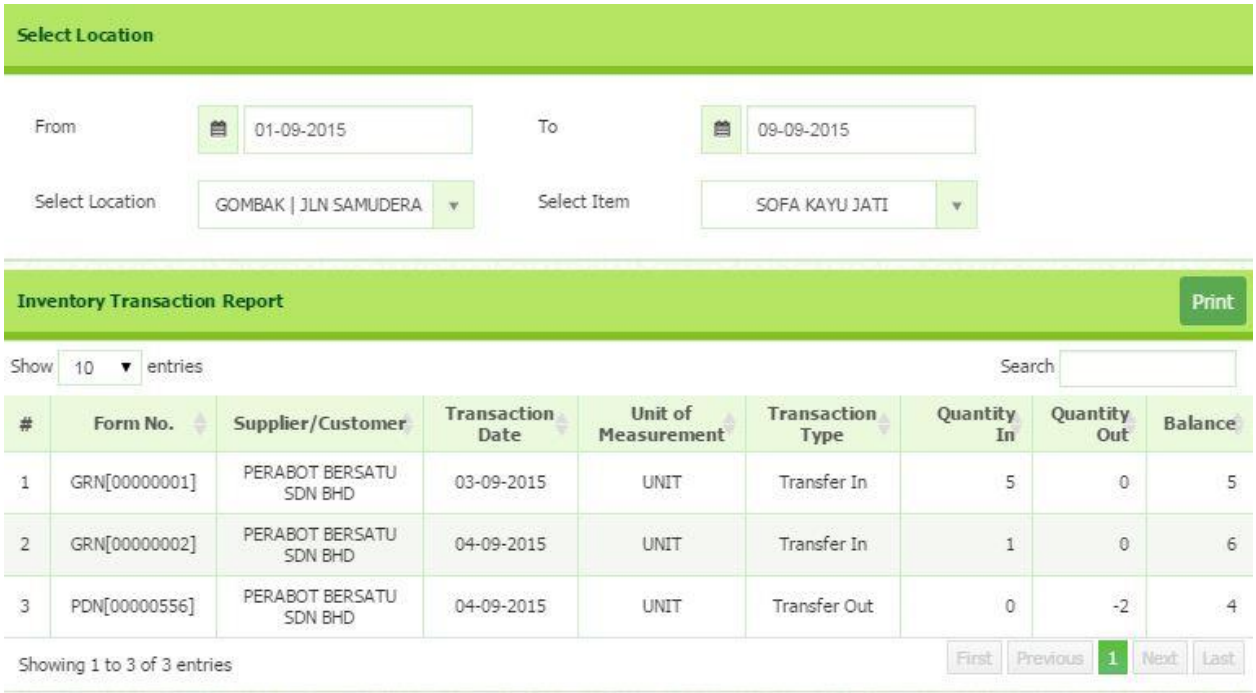
Showing 1 to 1 of 1 entries

First Previous 1 Next Last

2.8 How to Generate Inventory Transaction Report

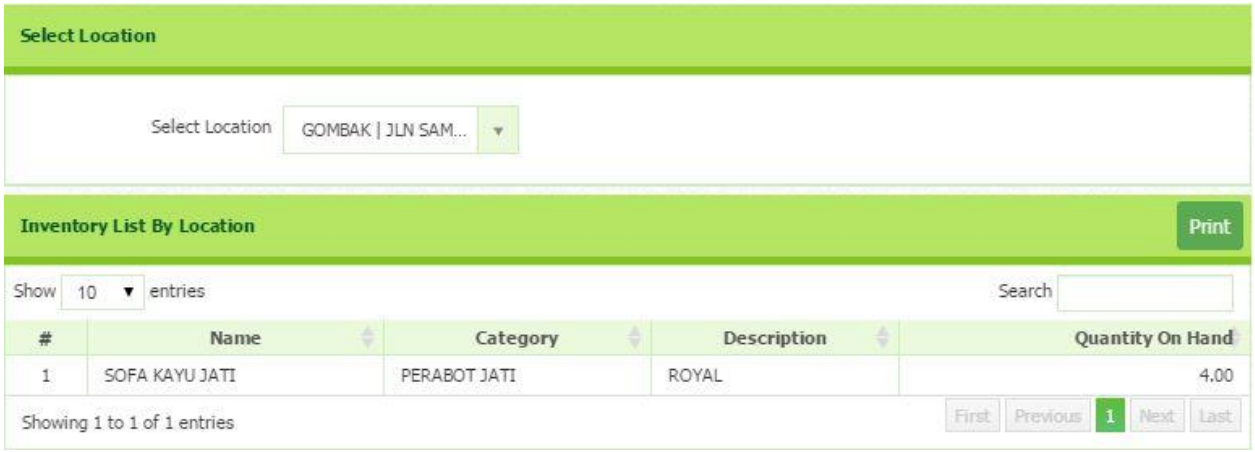
- Go to **Inventory Control > Reports > Inventory Transaction Report**. The Inventory Transaction Report window appears.
- Please select **Date From** and **Date To**.
- Select the Location and Item.
- All the listing details will be listed under Inventory Transaction Report.
- To print all the details, 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.

 © 2015 SALIHIN. All Rights Reserved



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.



 © 2015 SALIHIN. All Rights Reserved

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.

 © 2015 SALIHIN. All Rights Reserved

3.1 How to Setup Item Type

- This setup has been put under default setting.

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.

 © 2015 SALIHIN. All Rights Reserved

Item Setup

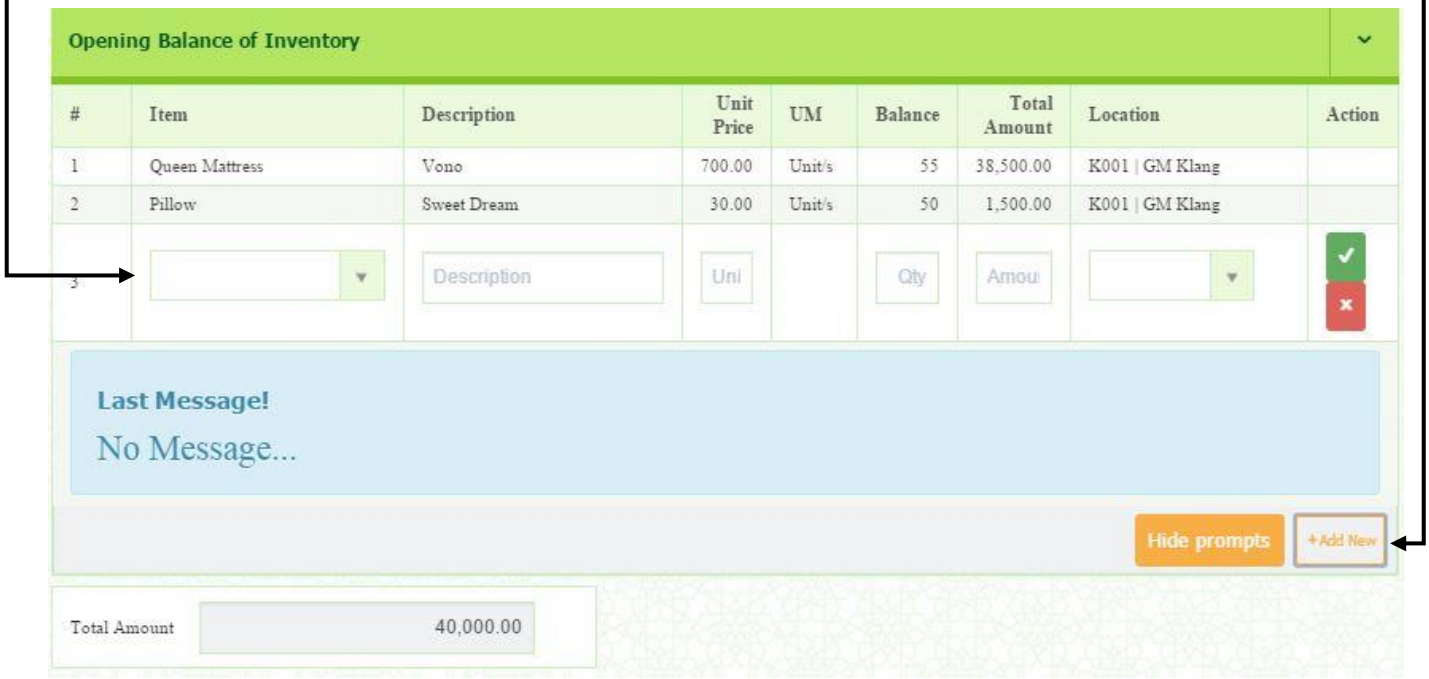
Item Code	FF10 Required, max size = 16		
Item Name	SOFA KAYU JATI		
Item Description	ROYAL		
Item Category	[FF01] PERABOT JATI	Item Type	[G] Goods
Unit Of Measure	[UM] UNIT	Item Status	[0] Active
Reorder Level	0	Income	[4000-000-00] Sales
C.O.G.S	5000-000-00 [Cost of Goods Sold]	Inventories	[2300-000-00] 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

 © 2015 SALIHIN. All Rights Reserved

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.



 © 2015 SALIHIN. All Rights Reserved

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.

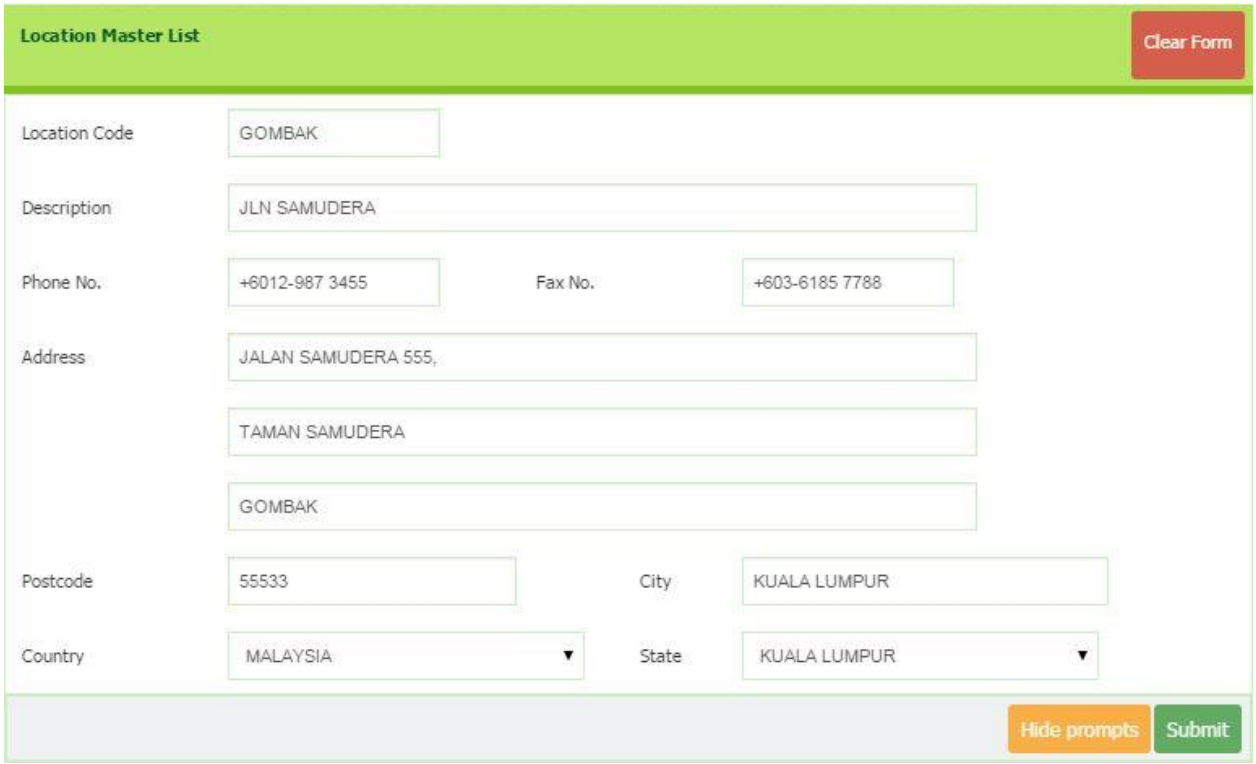
3.4.1 How to View/Edit List of Location

- 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.

 © 2015 SALIHIN. All Rights Reserved



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

 © 2015 SALIHIN. All Rights Reserved

LESSON THREE

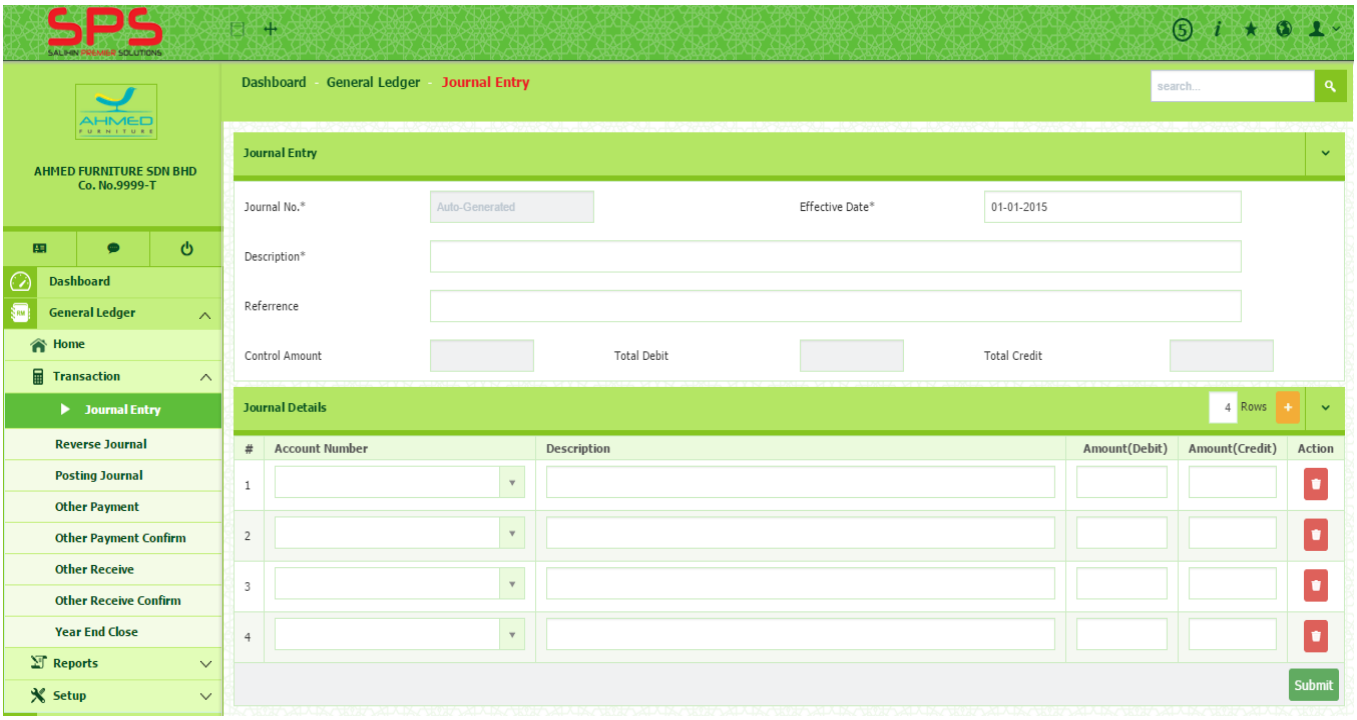
MODULE: GENERAL LEDGER

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.

 © 2015 SALIHIN. All Rights Reserved

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.

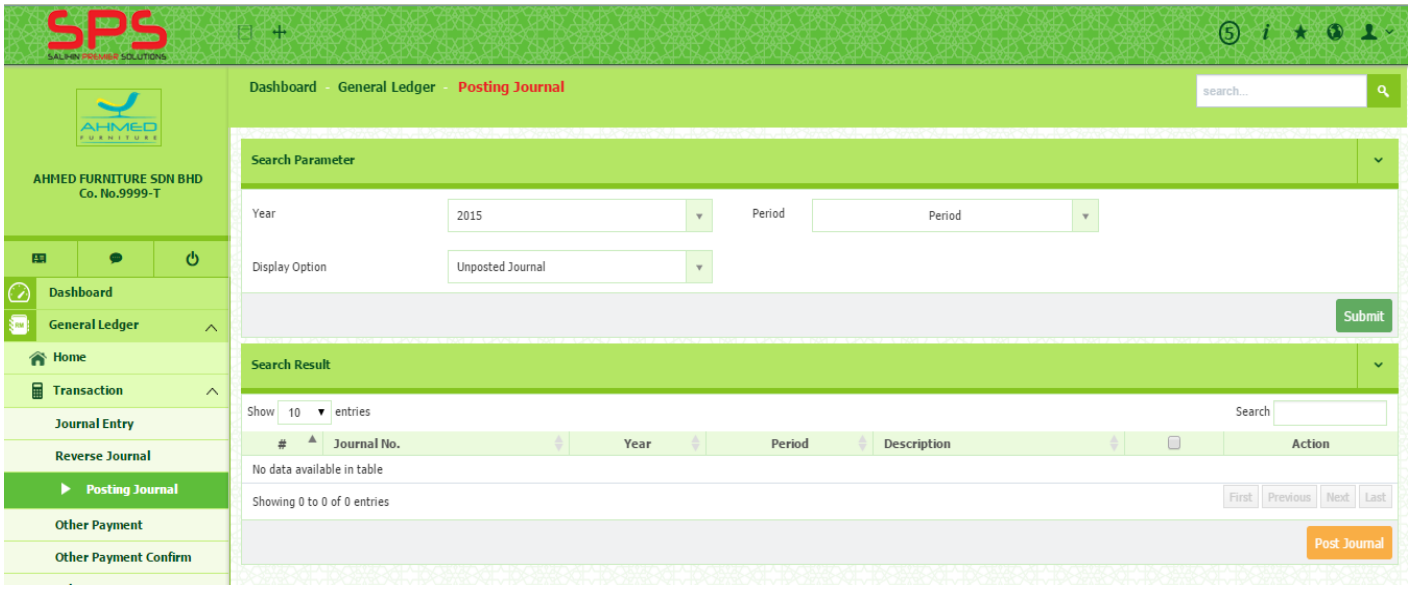


- Select the **Account Number** from the drop down list. Insert the description and the amount of debit or credit.
- Click **Submit** button to save.
- Journal No. will be automatically generated once the user click **Submit** button.
- The transaction will be appeared in the **Posting Journal**.

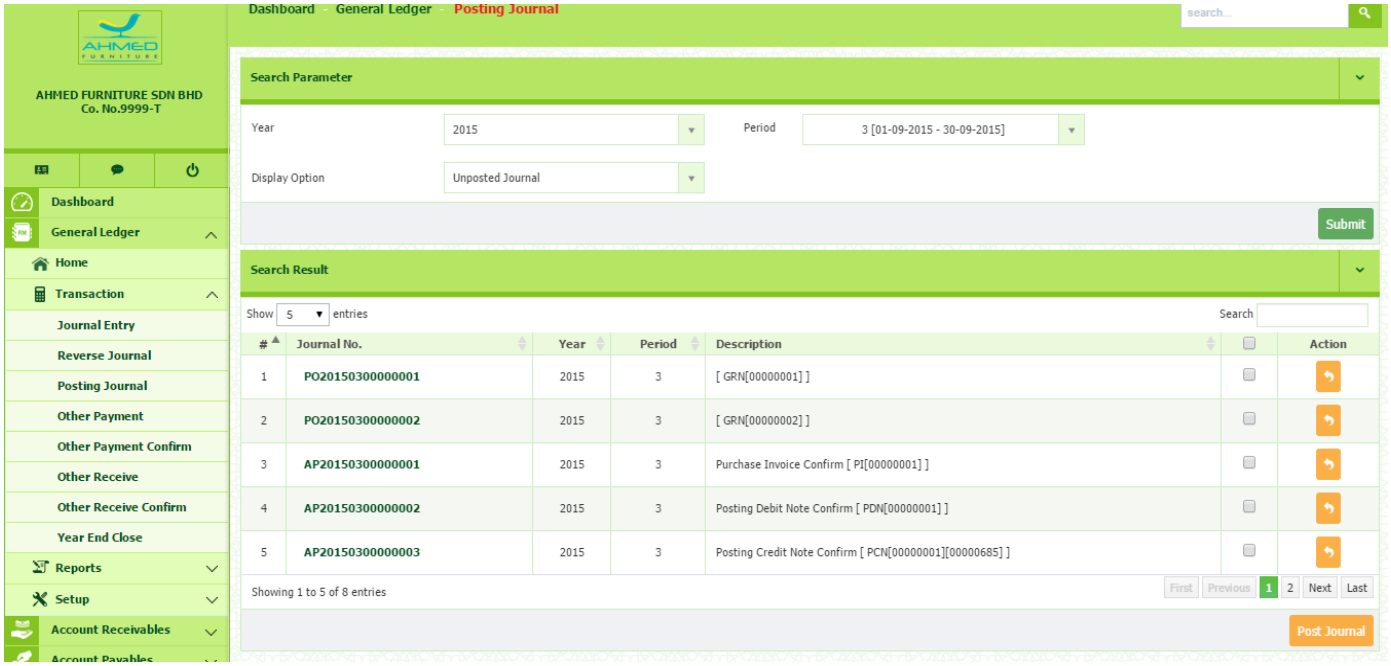
 © 2015 SALIHIN. All Rights Reserved

1.1 How to Posting Journal

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



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

 © 2015 SALIHIN. All Rights Reserved

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

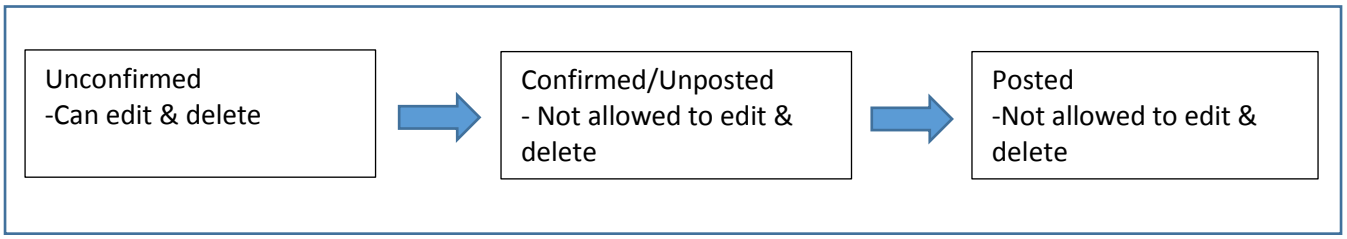


Figure: confirming & Posting transaction process flow

- 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.

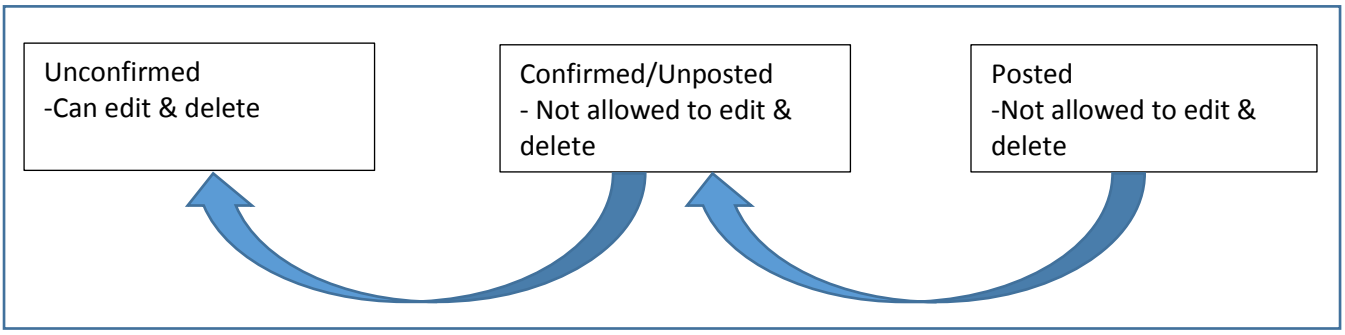


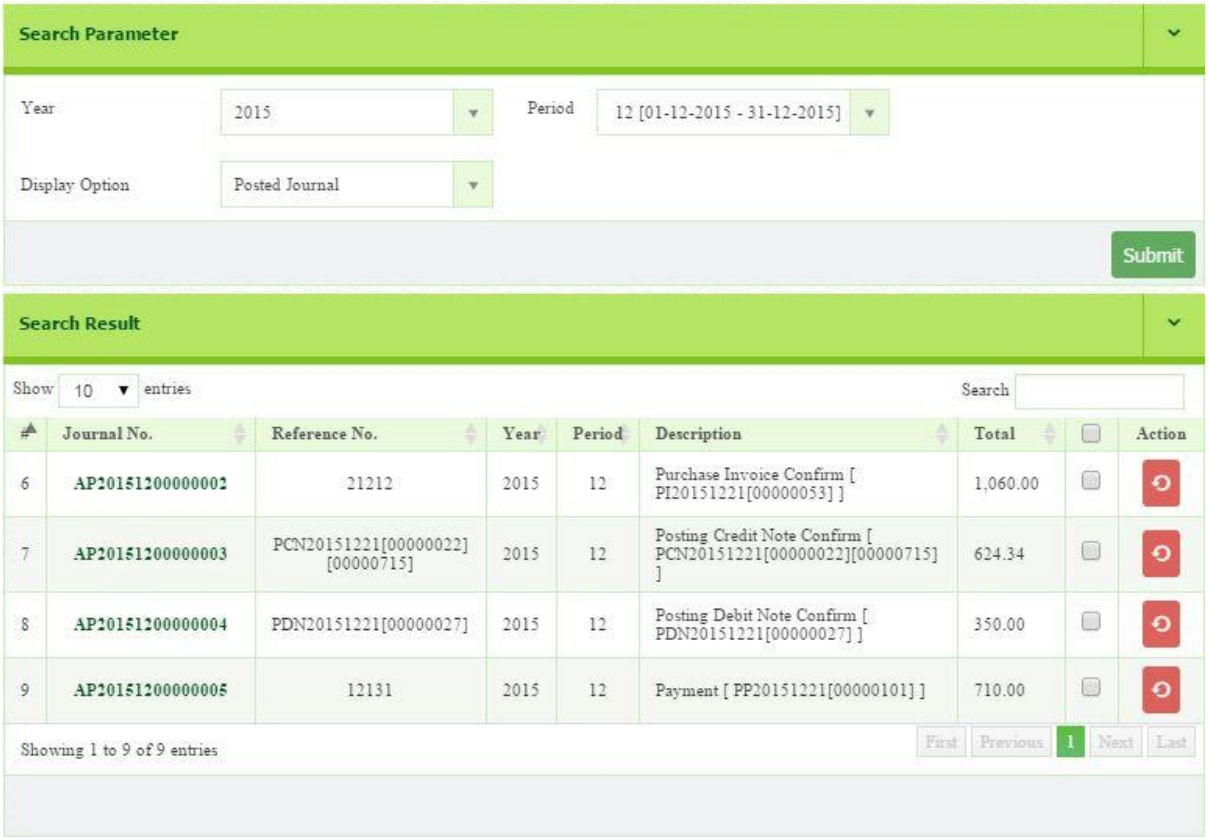
Figure: Unpost & Unconfirm transaction process flow

- 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.

 © 2015 SALIHIN. All Rights Reserved

PROCESS FLOW OF UNPOST THE TRANSACTION

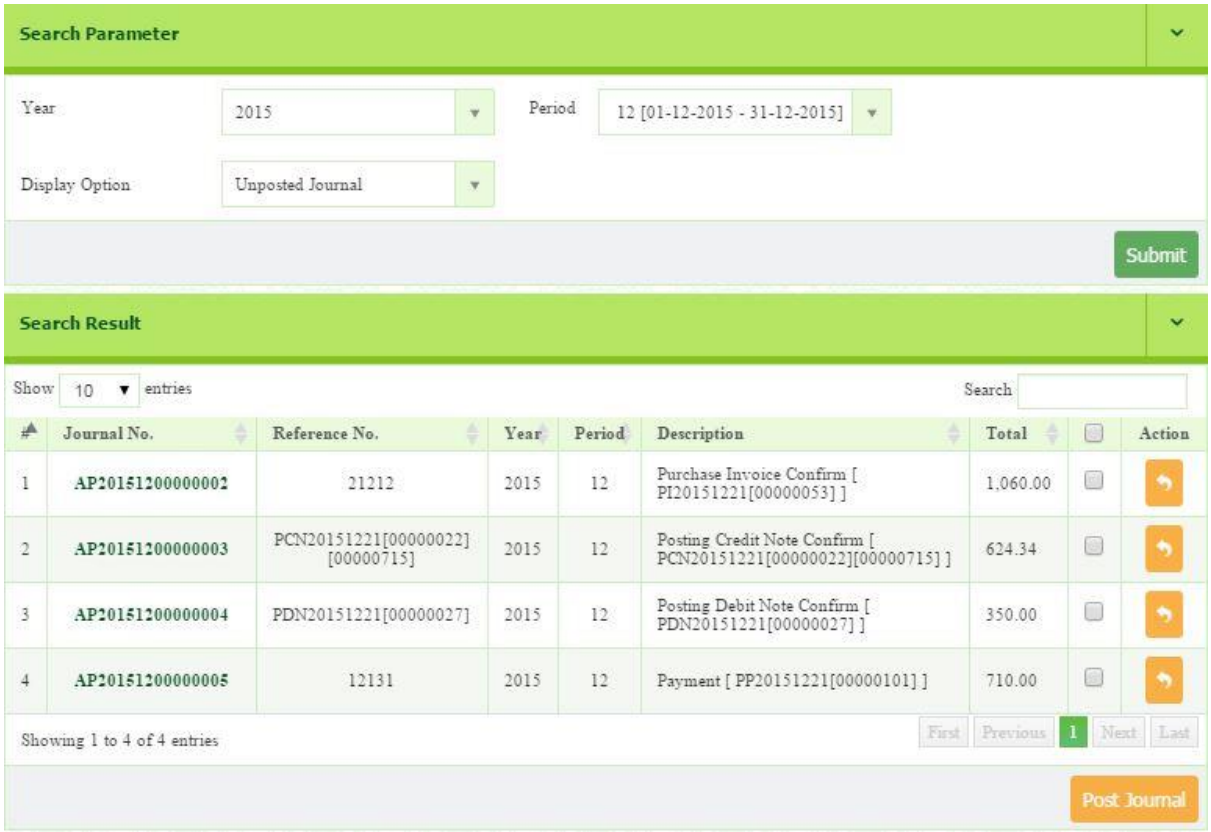
- Go to General Ledger > Transaction > Posting Journal
- Select Year and Period
- Select Posted Journal in display option
- Click Submit button
- Find the journal that need to unpost then click button.
  When the posted journal already unpost, it remain in the journal list but it remove to the Unposted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



 © 2015 SALIHIN. All Rights Reserved

PROCESS FLOW OF UNCONFIRM THE TRANSACTION

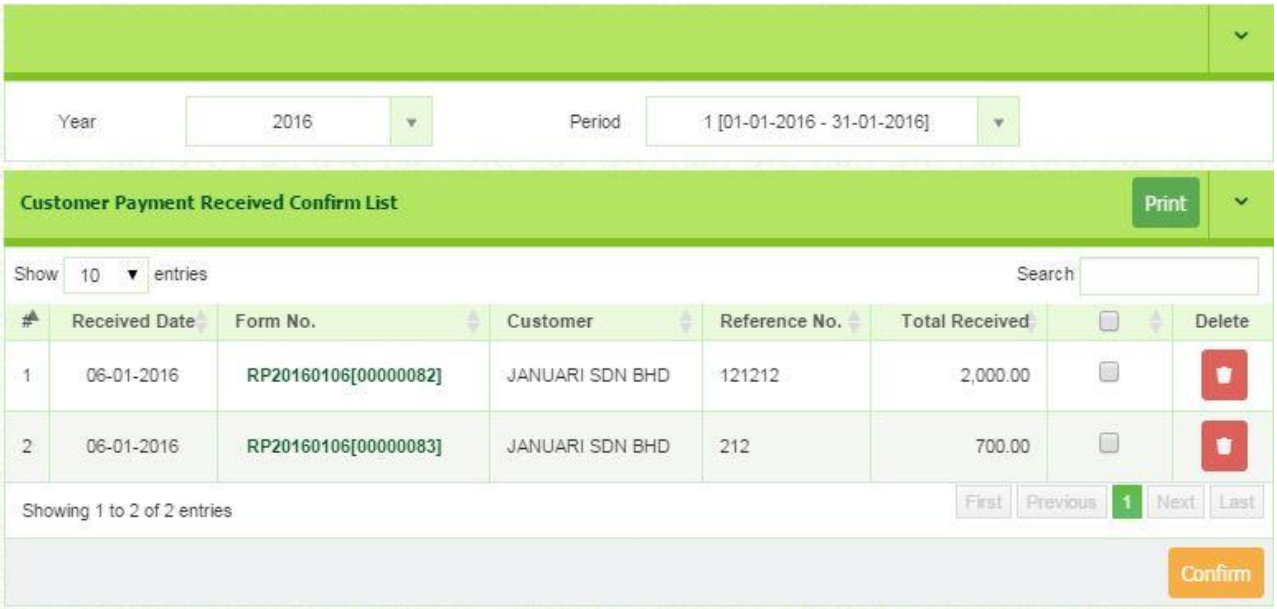
- Go to General Ledger > Transaction > Posting Journal
- Select Year and Period
- Select Unposted Journal display option
- Click Submit button
- Find the journal that need to unconfirm then click button.
  *When the unposted journal is unconfirm, the unconfirm invoice/ credit note/ debit note/ payment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



 © 2015 SALIHIN. All Rights Reserved

PROCESS FLOW OF EDIT/DELETE THE TRANSACTION

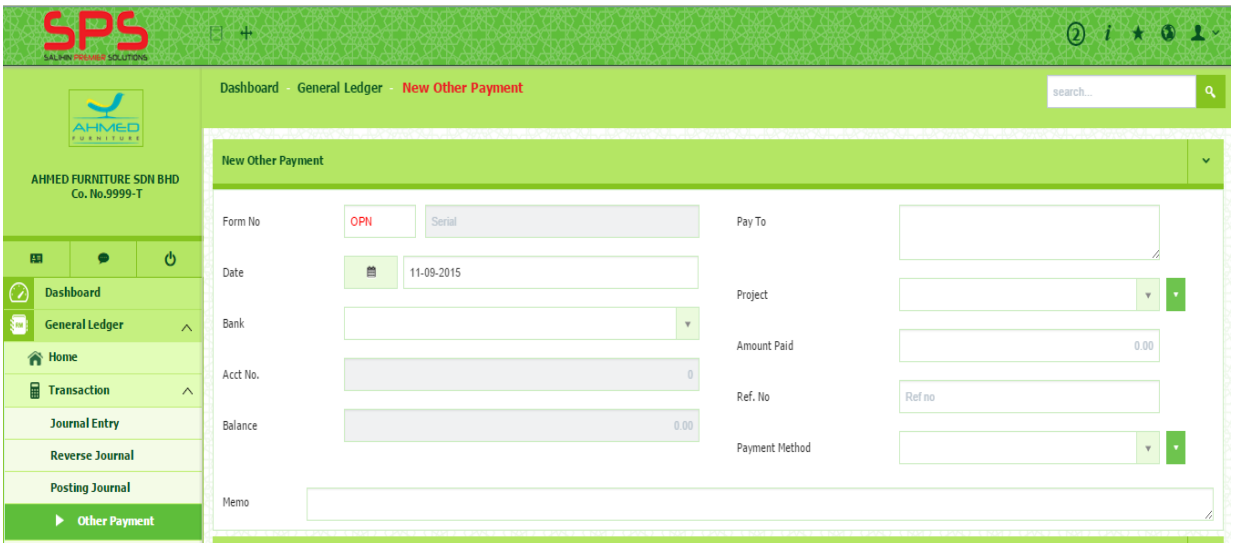
- Go to General Ledger/Account Receivable/Account Payable/Sales Order/Purchasing > Transaction > Other Payment confirm/Other Receive Confirm/Sales Invoice Confirm/Debit Note Confirm/Credit Note Confirm/Payment Received or Advised Confirm/Delivery Order Confirm/Purchase Order confirm/Purchase Receive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

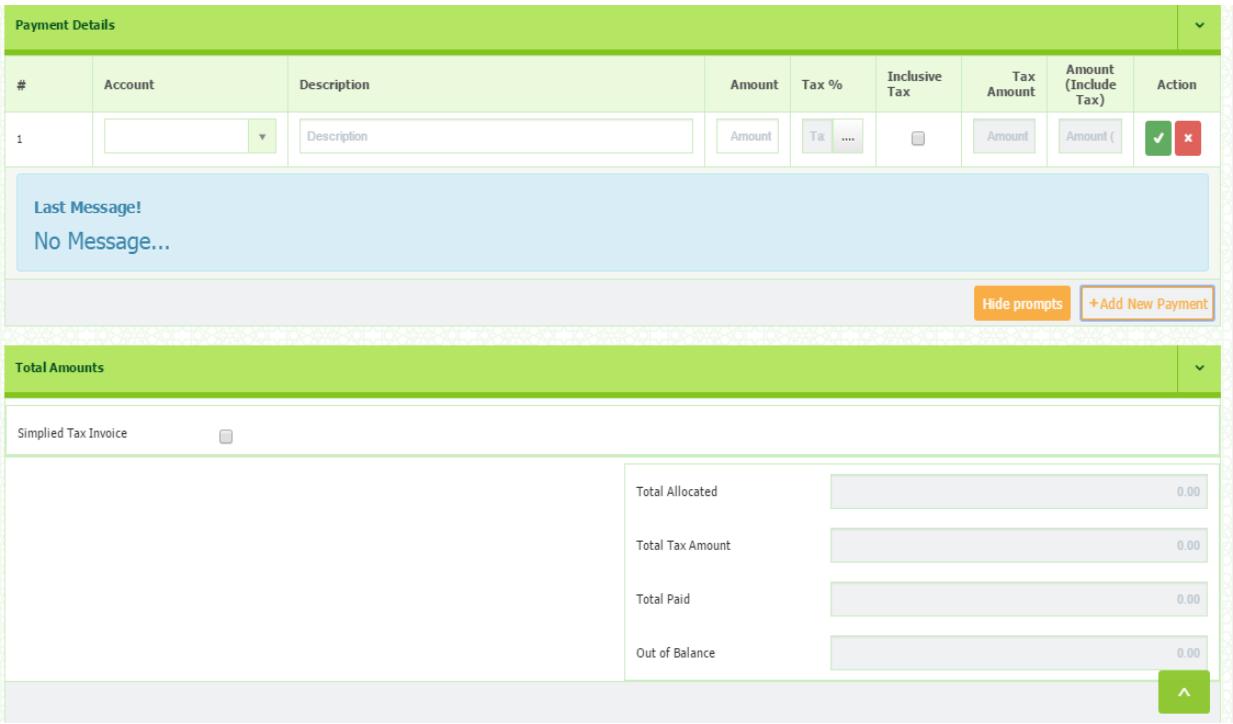


 © 2015 SALIHIN. All Rights Reserved

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.



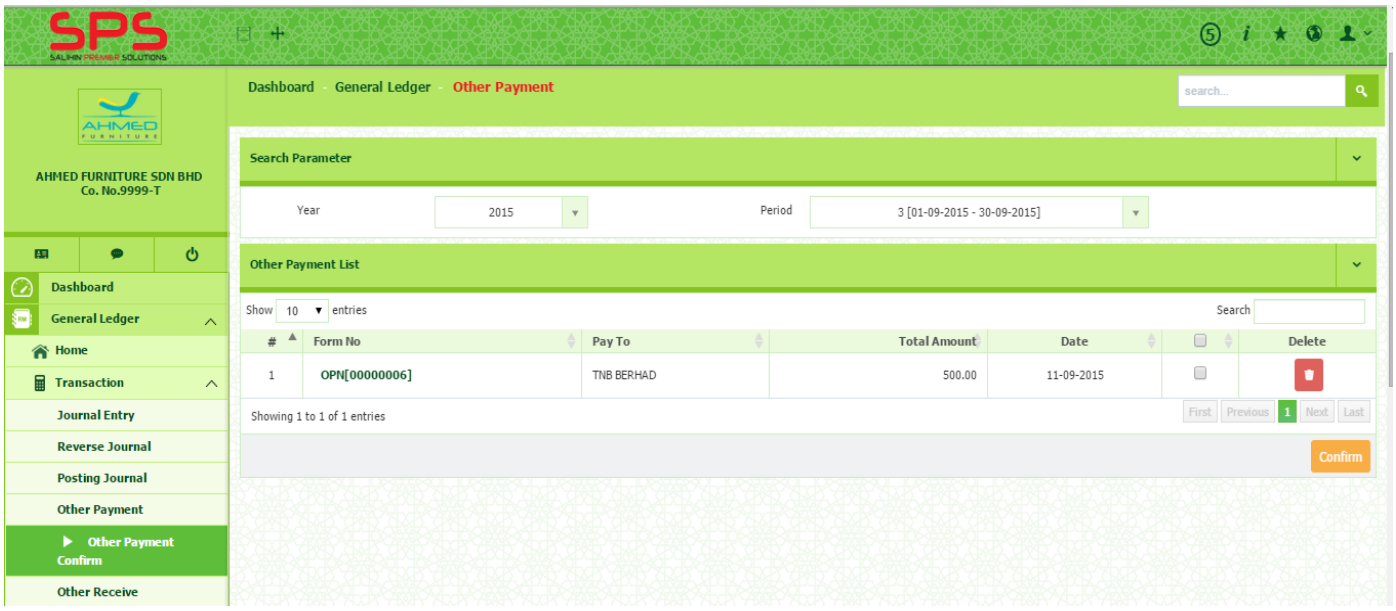


- In Payment Details section, click **Add New Payment** to create payment voucher.
- Select account group and tax code from drop down button. Insert description and amount.
- Tick the box in column inclusive tax to represent the amount inserted is inclusive of GST.
- Click button in the action column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

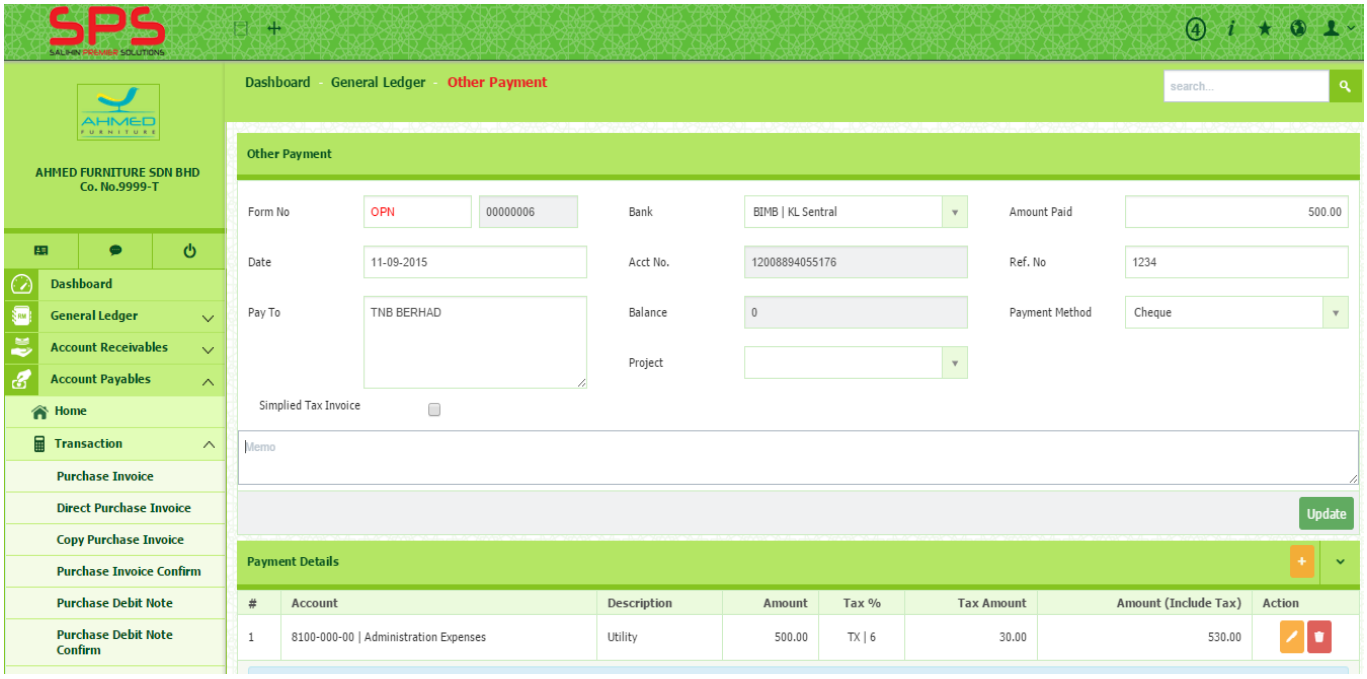
 © 2015 SALIHIN. All Rights Reserved

1.3 How to Confirm Other Payment

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



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



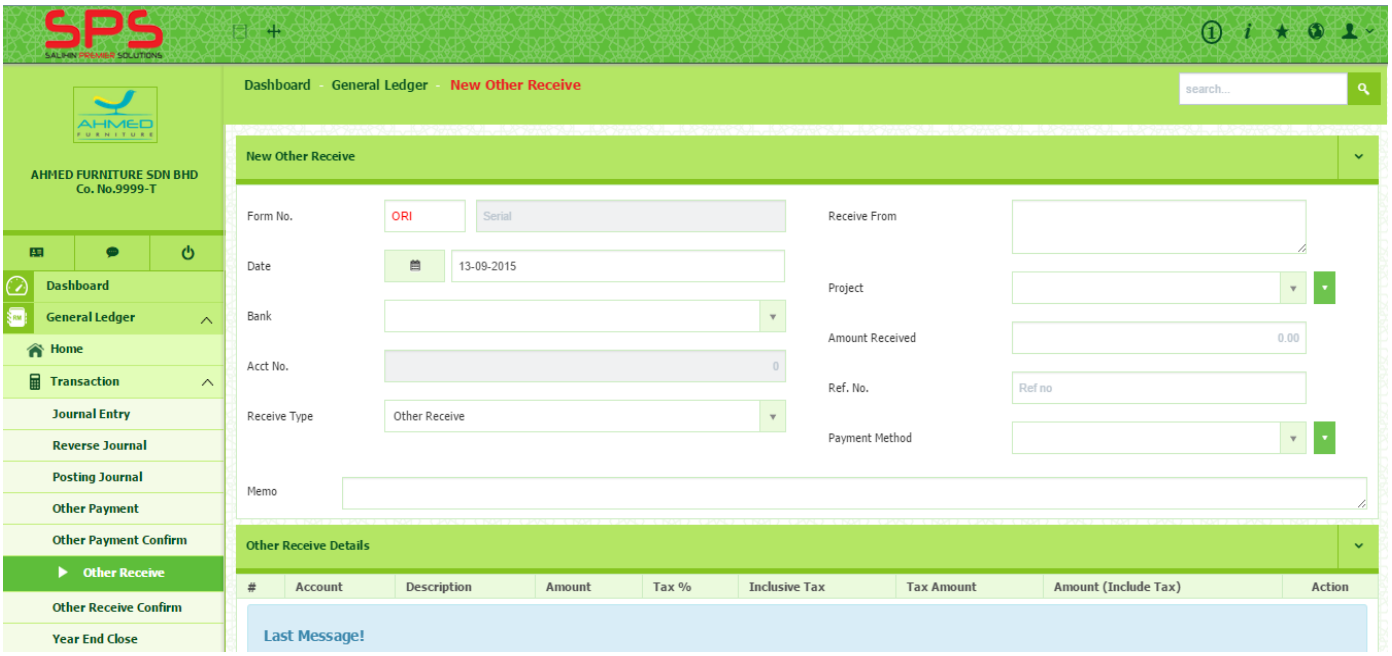
- To edit, click on the **Form No**. You will be directed to the payment detail page.
- Click **Update** after edit the information.

 © 2015 SALIHIN. All Rights Reserved

- After edit, click on button.

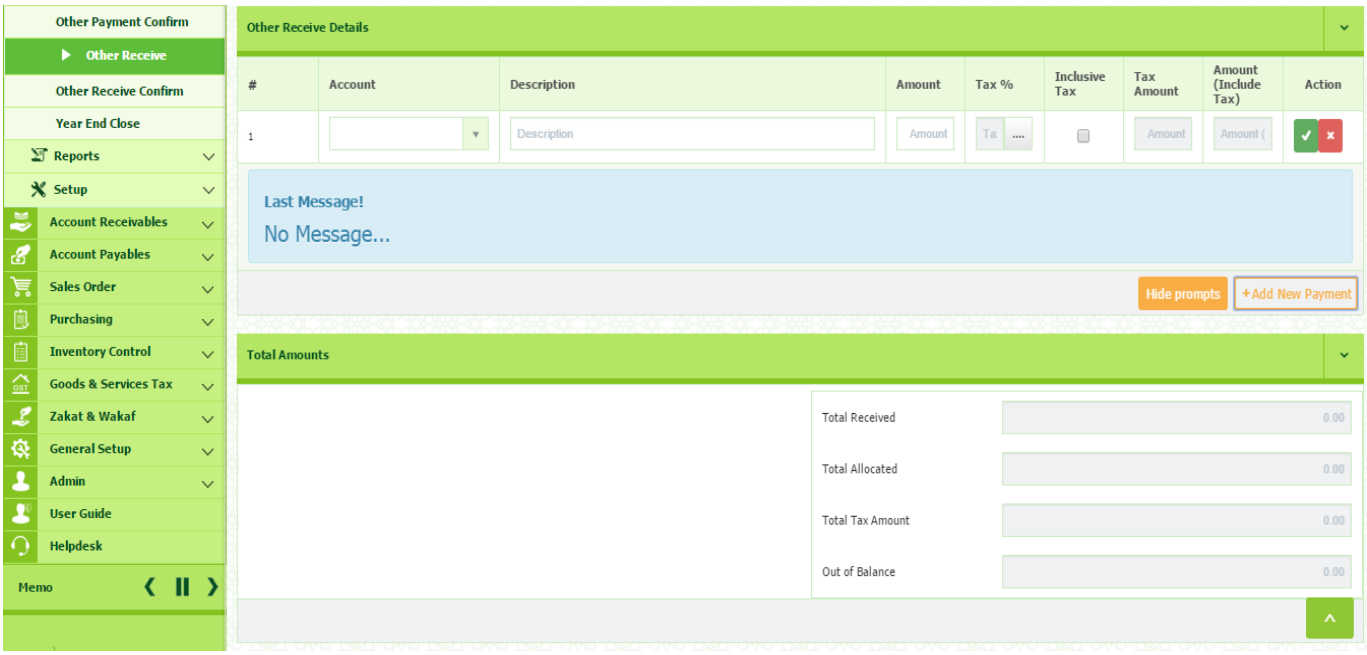
1.4 How to Create Other Receive

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



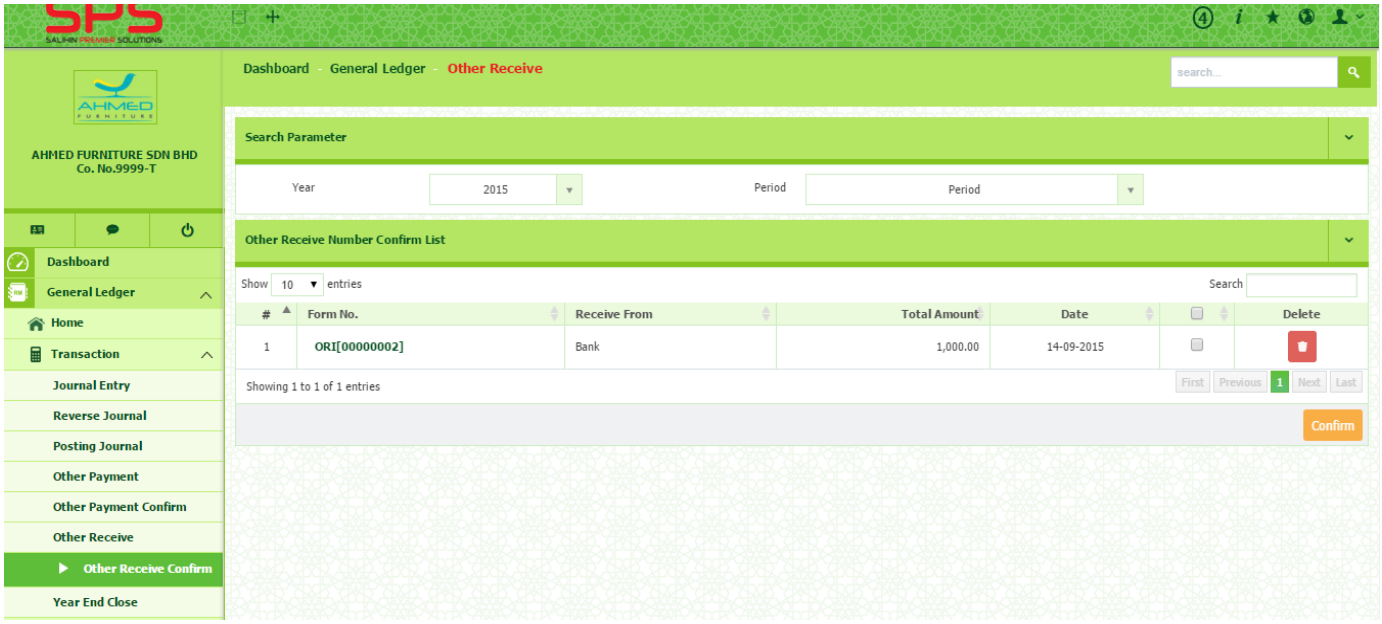
- Fill in all the information required in the New Other Receive section
- In Other Receive Details section, click **Add New Payment** to record any payment received.
- Select **account** group and **tax code** from drop down button. Insert description and amount.
- Tick the box in column inclusive tax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

 © 2015 SALIHIN. All Rights Reserved



1.5 How to Confirm Other Receive

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

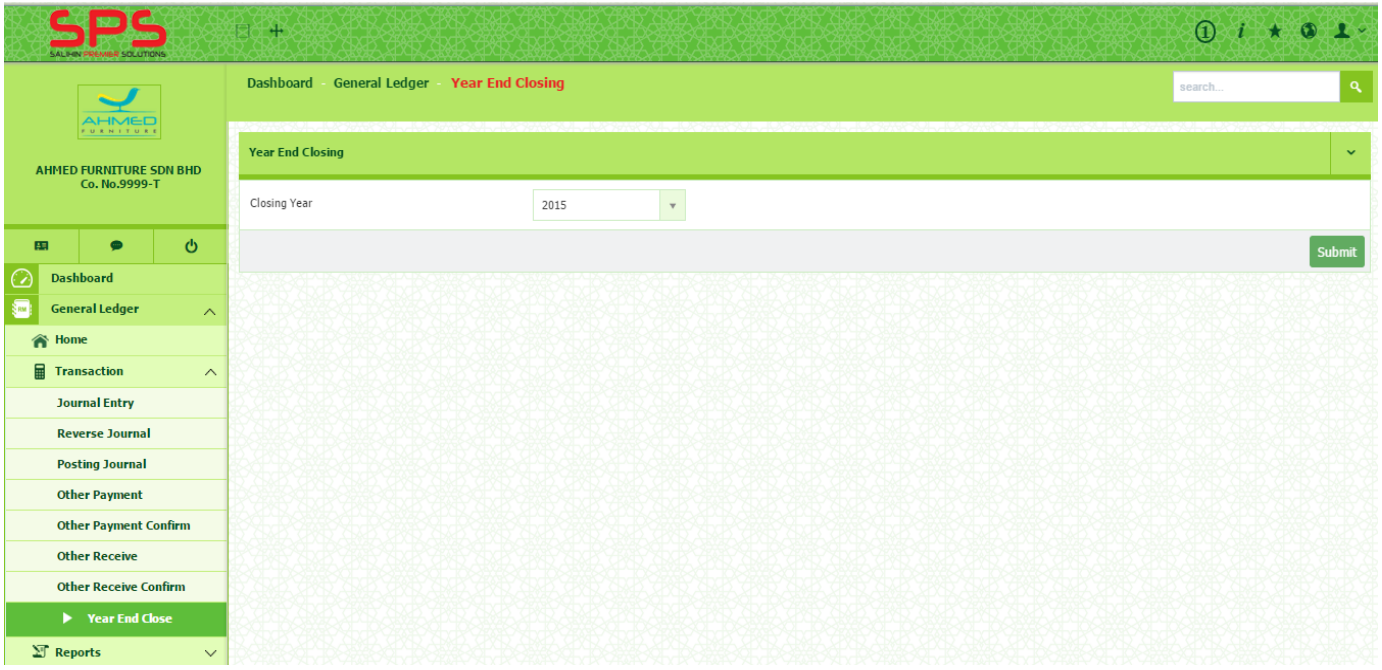


- Select **Form No** that wants to be confirmed and tick the box. Then click Confirm.

 © 2015 SALIHIN. All Rights Reserved

1.6 How to do Year End Closing

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



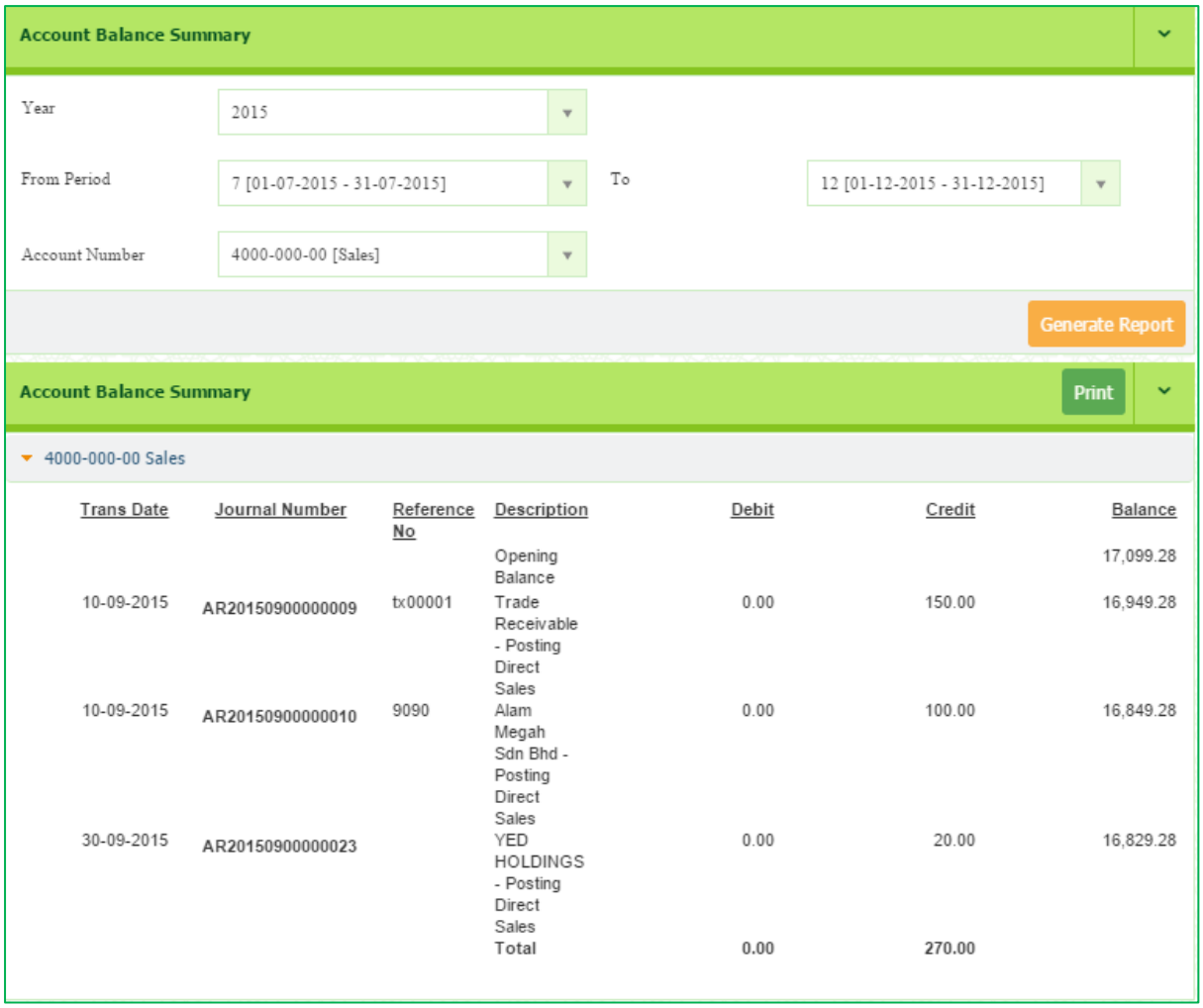
- Click **Submit.**

 © 2015 SALIHIN. All Rights Reserved

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.

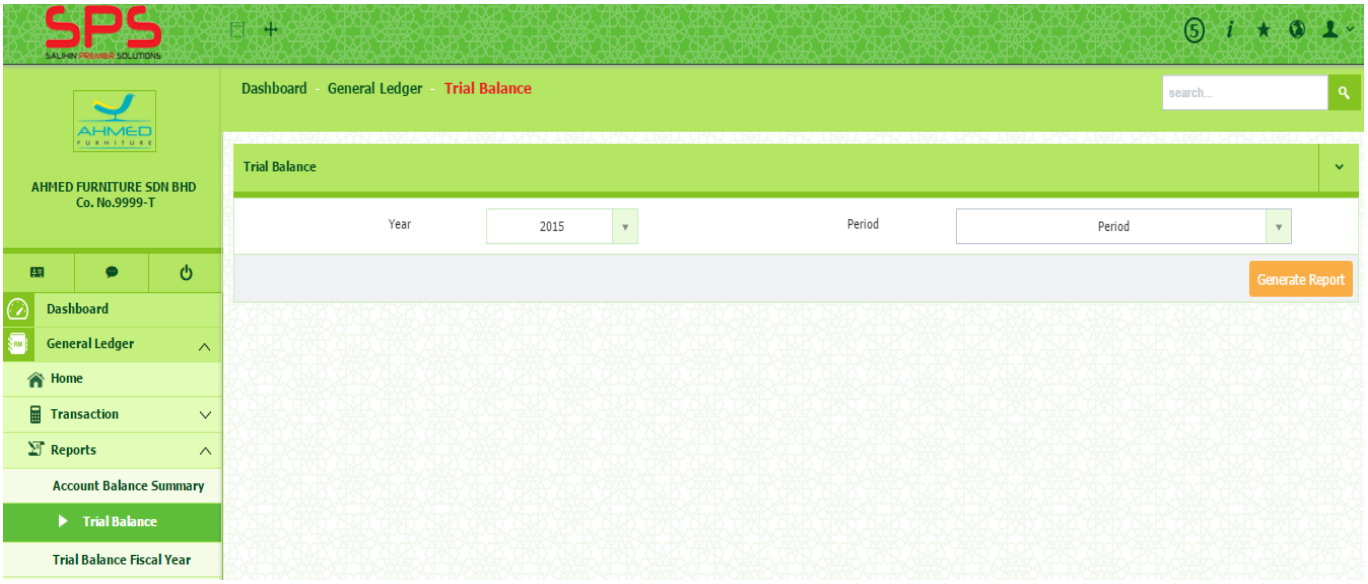
- Go to **General ledger** > **Report** > **Account Balance Summary**
- Select **Year**, **Period** and **Account Number**
- Click **Generate Report button** to generate the report.
- You can print the report by clicking **Print button**



 © 2015 SALIHIN. All Rights Reserved

2.1 How to generate Trial Balance

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

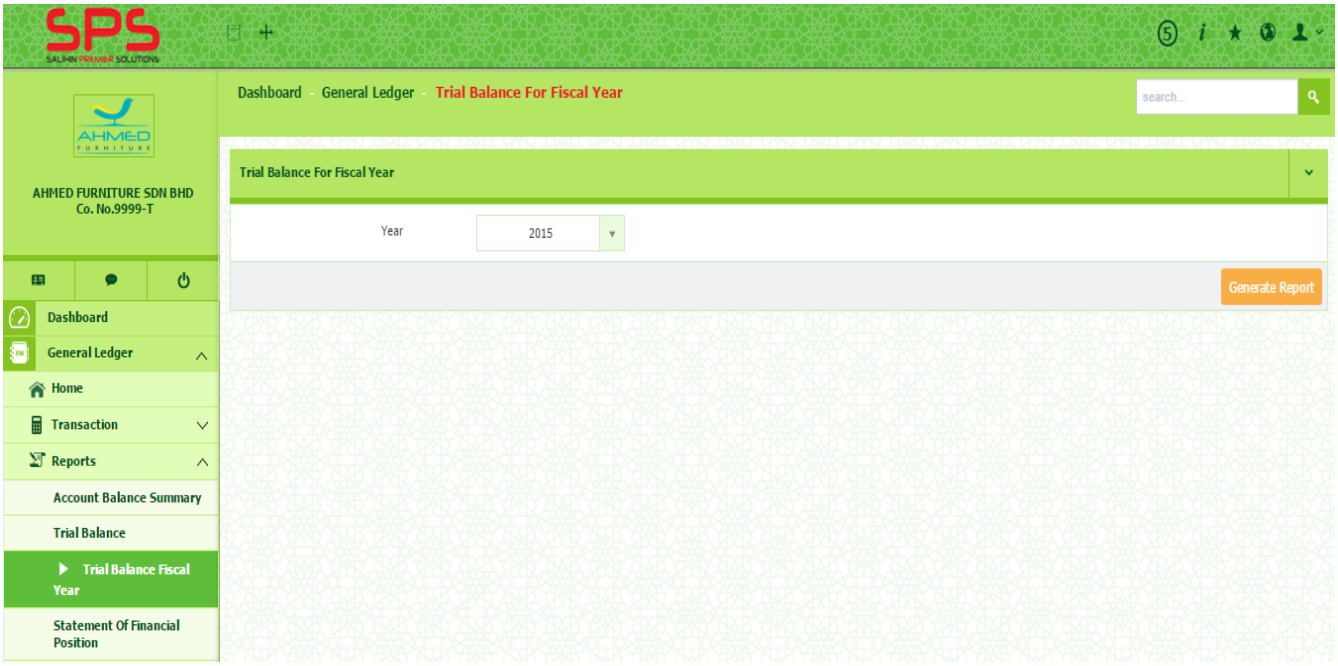


- Click **Generate Report button** to generate the report.
- You can print the report by clicking **Print button**

 © 2015 SALIHIN. All Rights Reserved

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

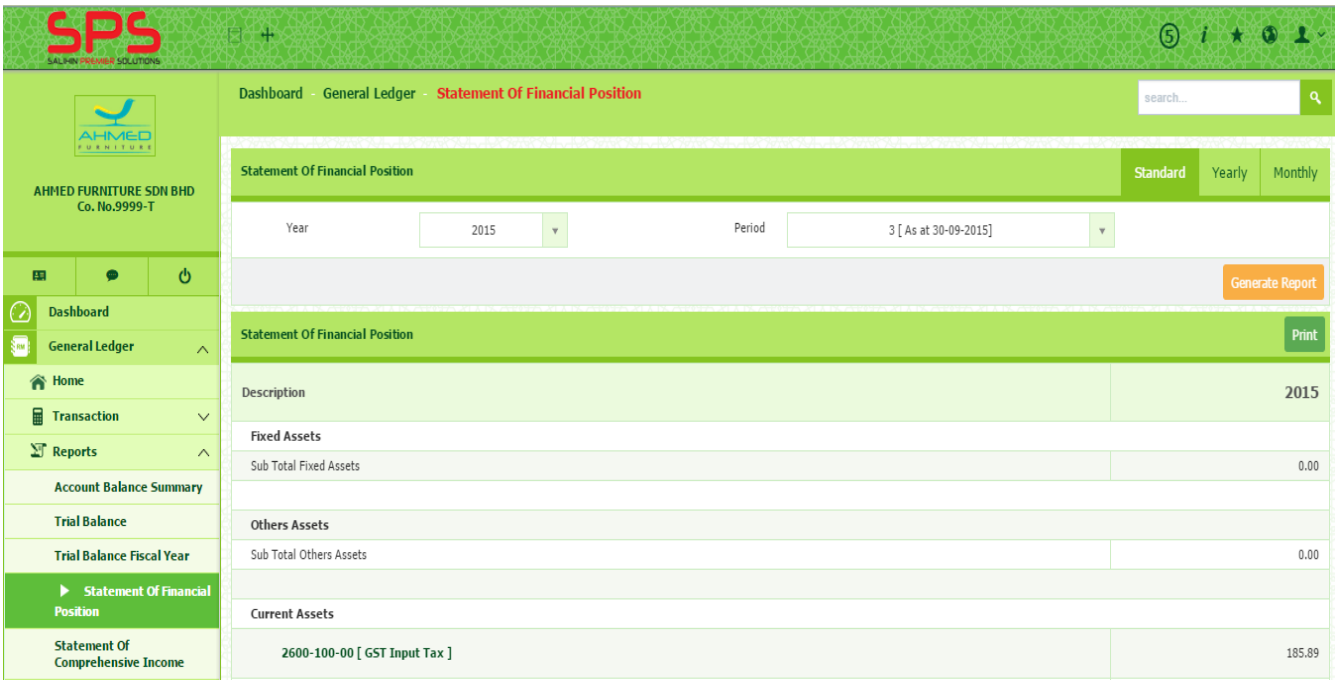
Showing 1 to 6 of 6 entries — First Previous 1 Next Last

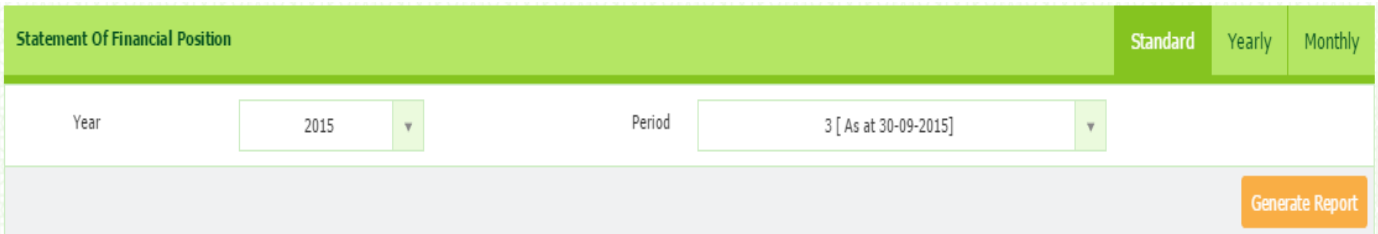
- Once report is generated, you can print the report by clicking **Print button**

 © 2015 SALIHIN. All Rights Reserved

2.3 How to Generate Statement of Financial Position Report

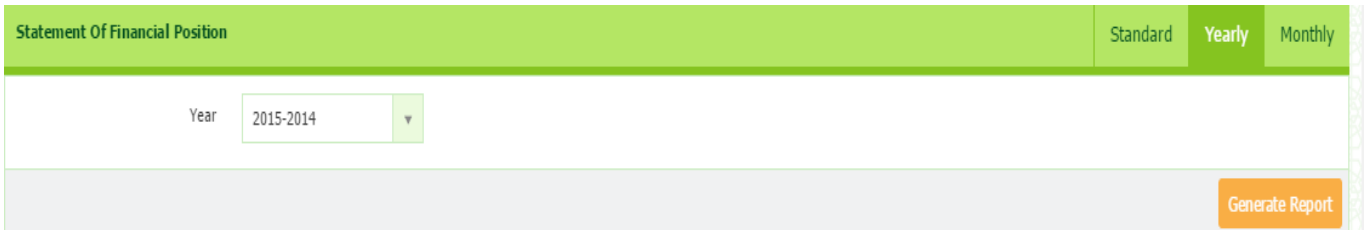
- Go to **General ledger** > **Report** > **Statement of Financial Position**
- You may choose the format of the report: standard, yearly or monthly on the top of right corner.



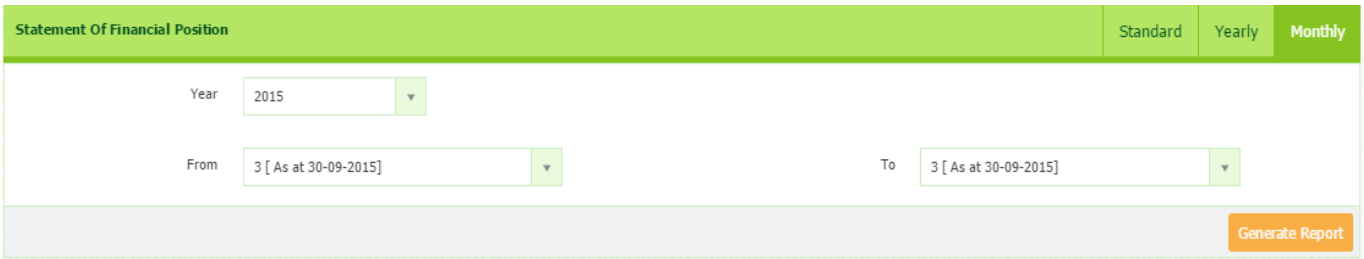


- For standard, select **Year** and **Period** and click **Generate Report button.**

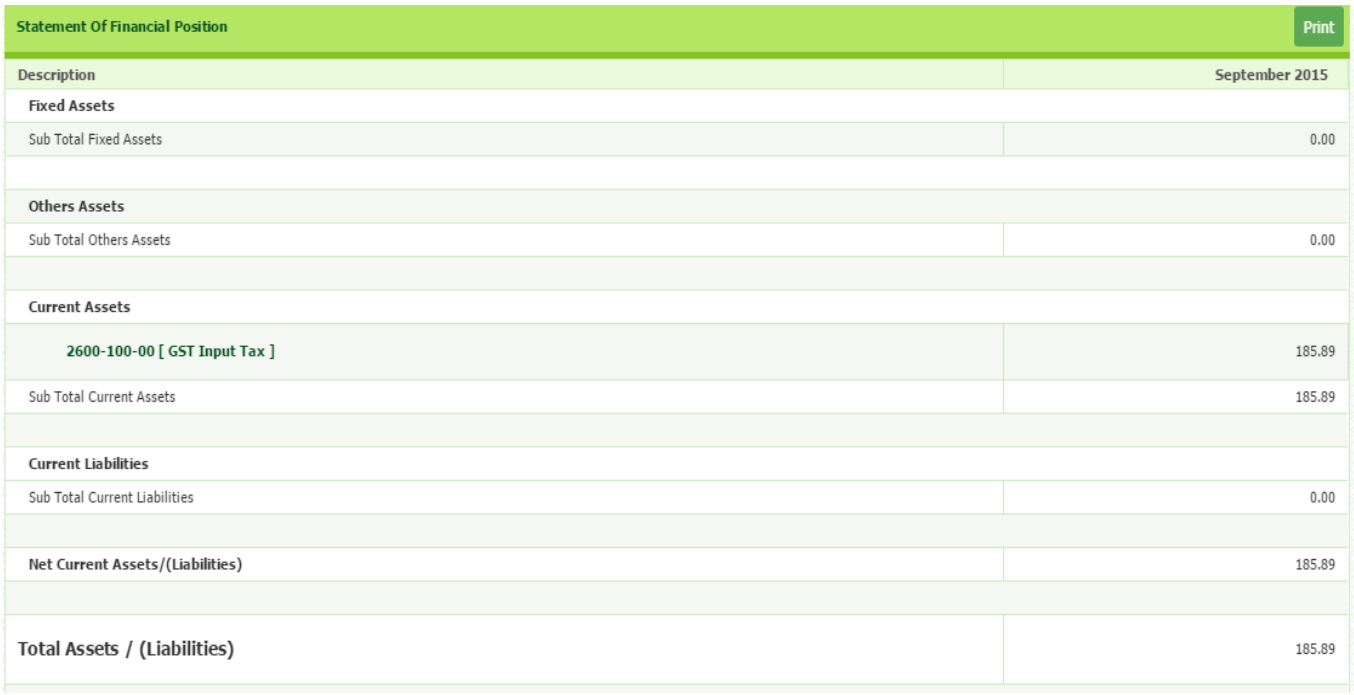
 © 2015 SALIHIN. All Rights Reserved



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



- 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**

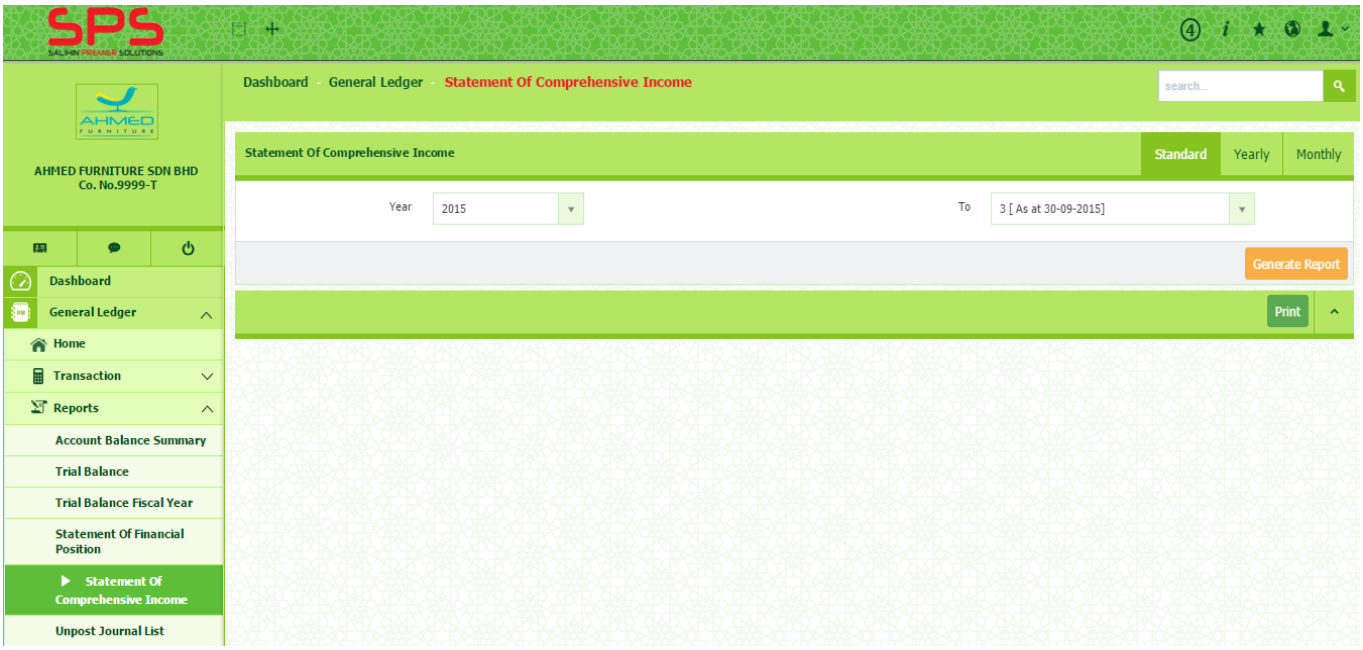


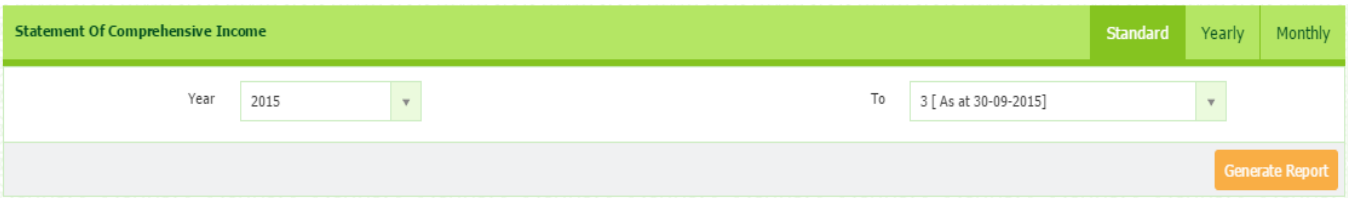
Description	September 2015
Fixed Assets	
Sub Total Fixed Assets	0.00
Others Assets	
Sub Total Others Assets	0.00
Current Assets	
2600-100-00 [GST Input Tax]	185.89
Sub Total Current Assets	185.89
Current Liabilities	
Sub Total Current Liabilities	0.00
Net Current Assets/(Liabilities)	185.89
Total Assets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

 © 2015 SALIHIN. All Rights Reserved

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.

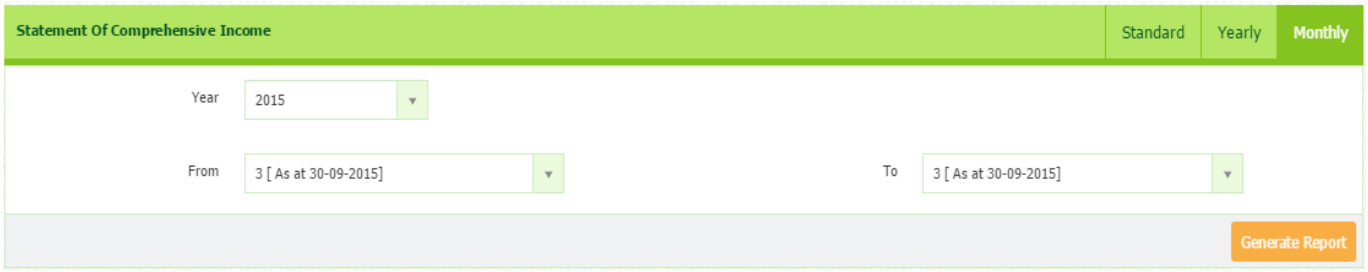




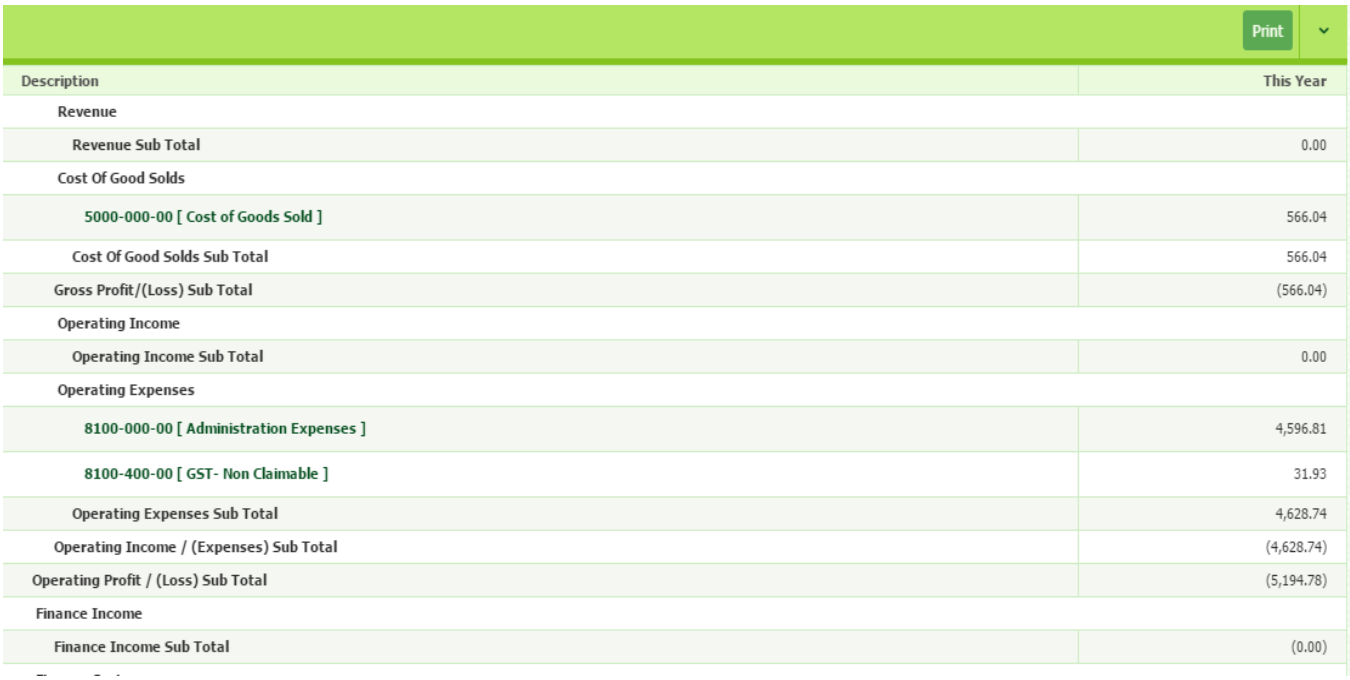
- If standard, select **Year** and **Period** and click **Generate Report button**

 © 2015 SALIHIN. All Rights Reserved

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



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



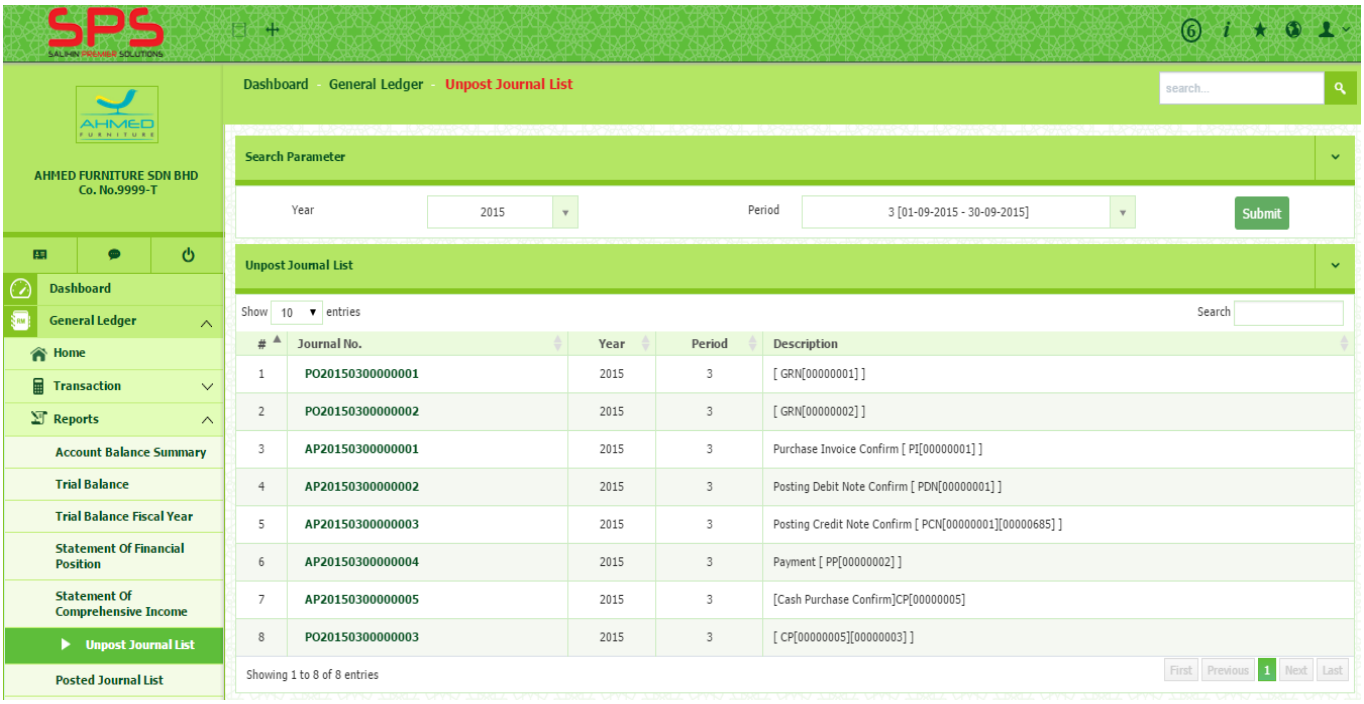
Description	This Year
Revenue	
Revenue Sub Total	0.00
Cost Of Good Solds	
5000-000-00 [Cost of Goods Sold]	566.04
Cost Of Good Solds Sub Total	566.04
Gross Profit/(Loss) Sub Total	(566.04)
Operating Income	
Operating Income Sub Total	0.00
Operating Expenses	
8100-000-00 [Administration Expenses]	4,596.81
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**

 © 2015 SALIHIN. All Rights Reserved

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.

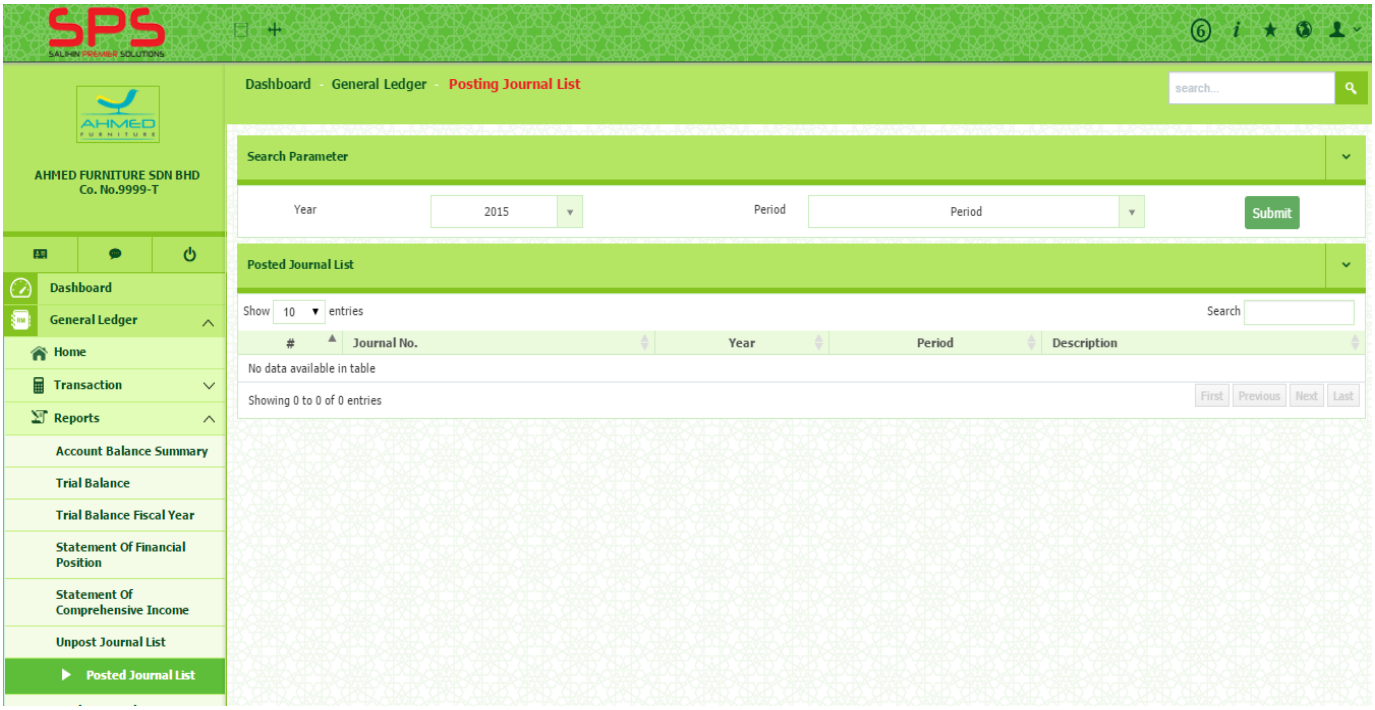


- You can get the journal detail by clicking at the Journal No.

 © 2015 SALIHIN. All Rights Reserved

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.



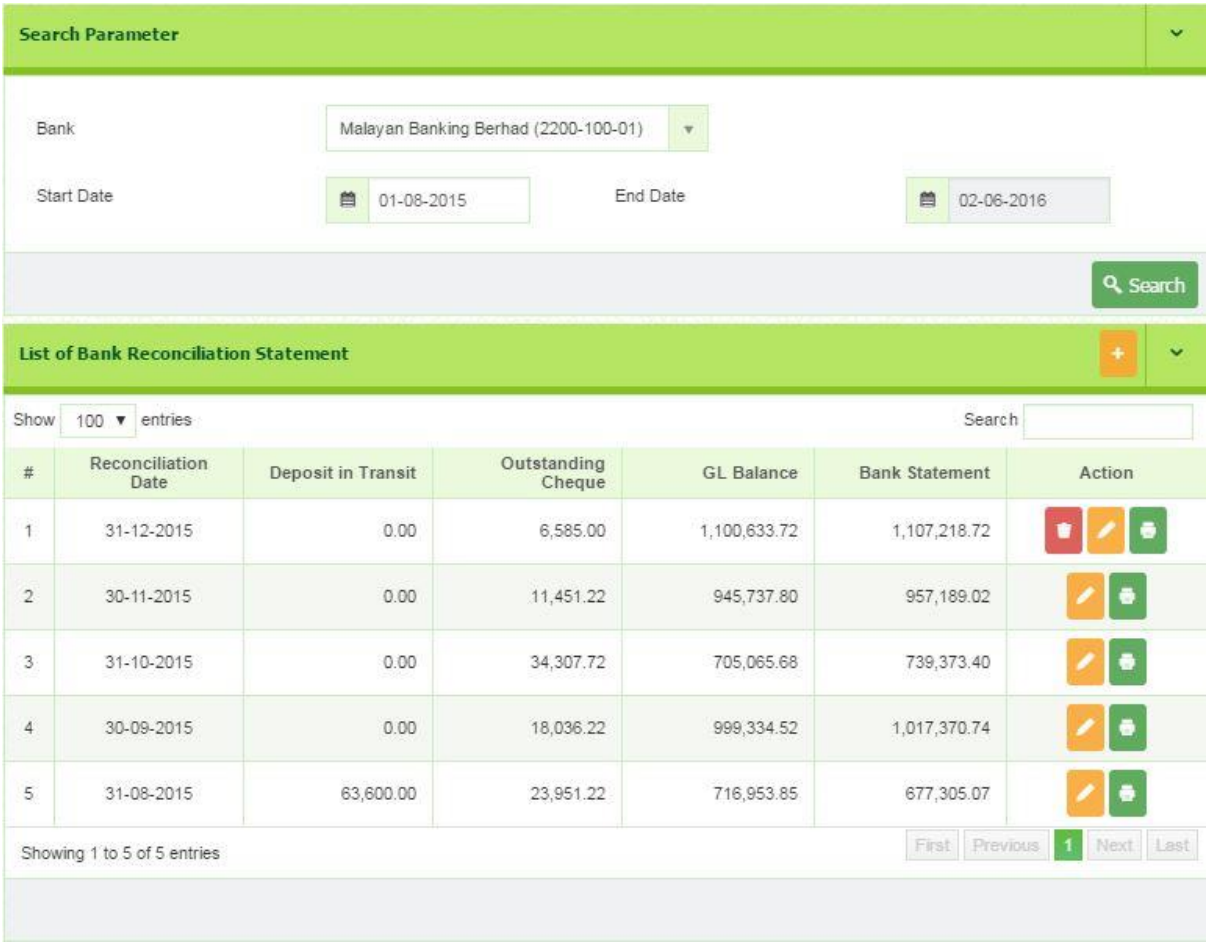
- You can get the journal detail by clicking at the Journal No.

 © 2015 SALIHIN. All Rights Reserved

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.



#	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	

 © 2015 SALIHIN. All Rights Reserved

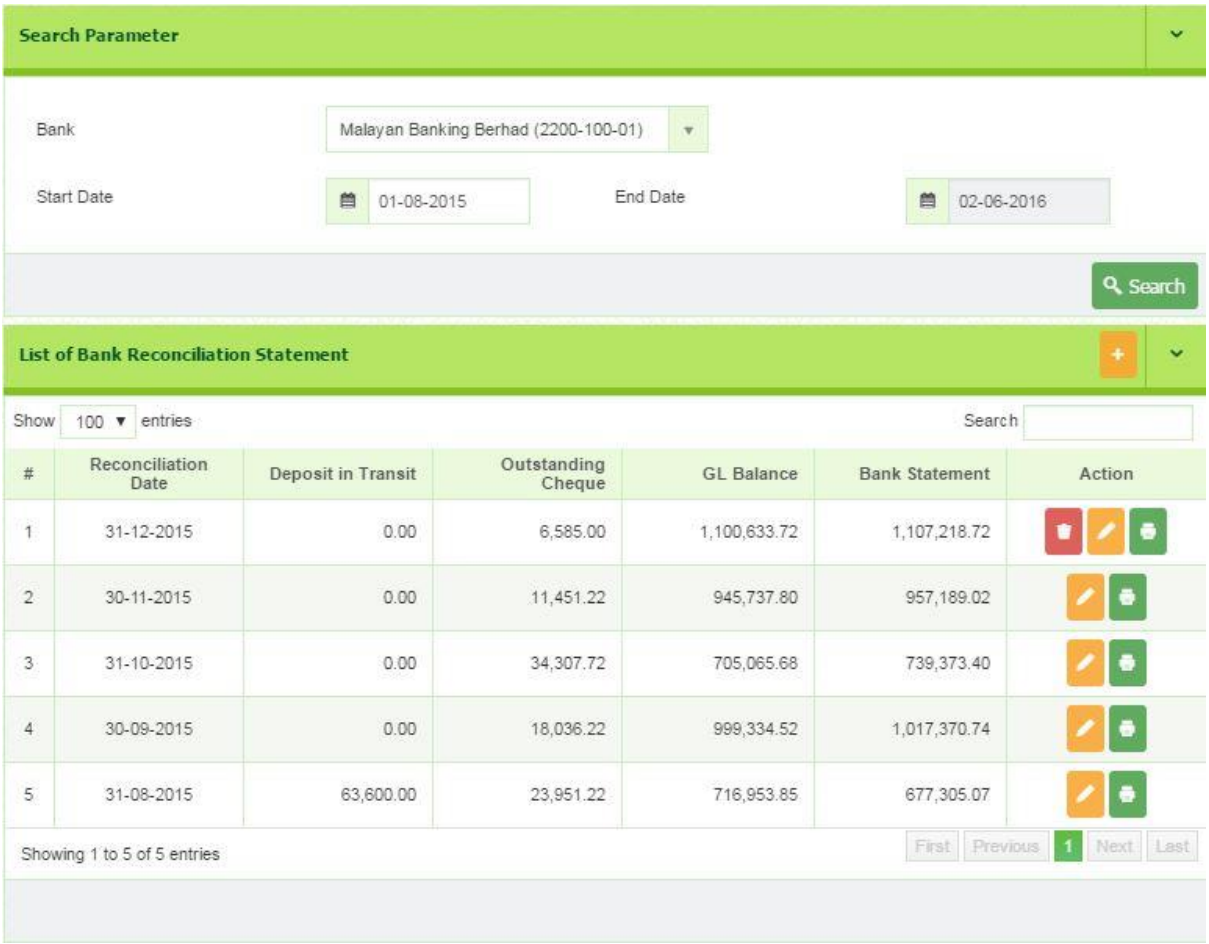
- You will be directed to other page.
- Enter **Bank Statement Date** and click **Search**.
  *Bank reconciliation will carry the previous data which are all the unpresented cheque/credited amount will appear in Outstanding Cheque field, all the due debit amount will appear in Deposit in Transit field, 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.

- 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.

 © 2015 SALIHIN. All Rights Reserved

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.



#	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	

 © 2015 SALIHIN. All Rights Reserved

- 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**

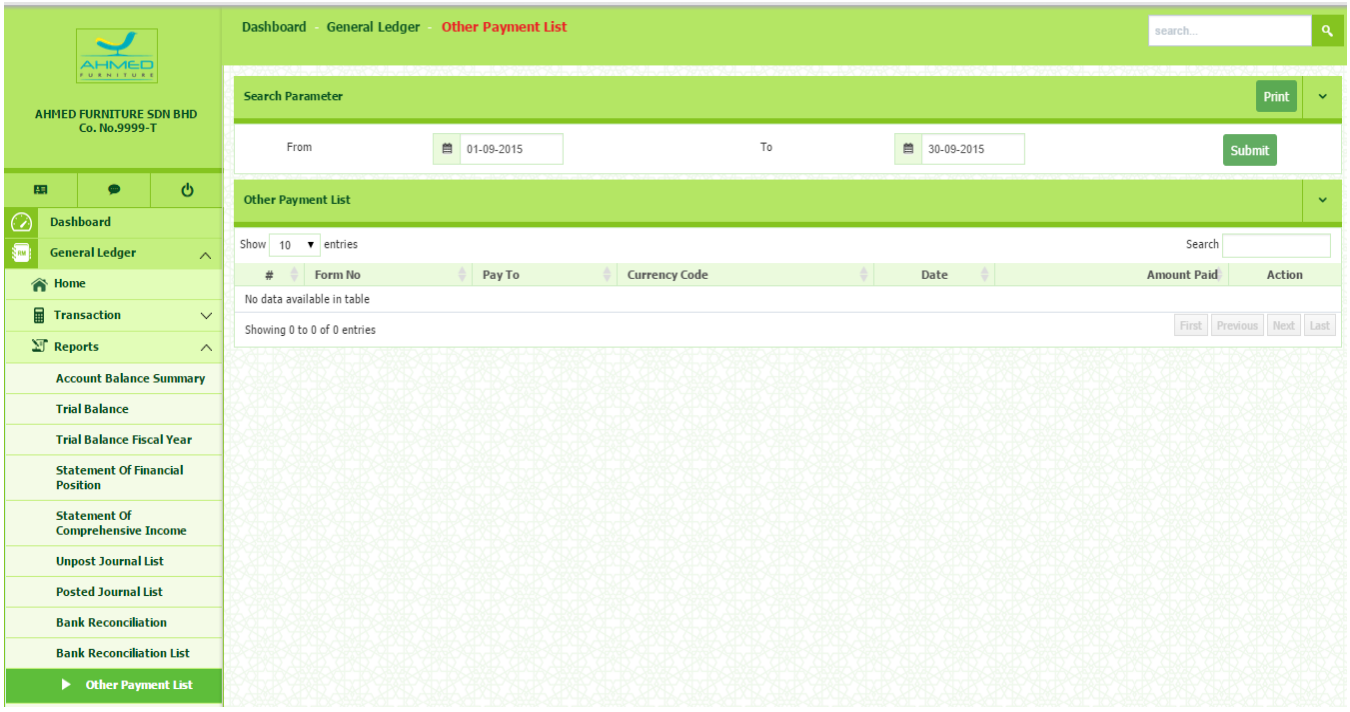
Prepared by Approved By Received By

SYSTEM GENERATED NO SIGNATURE REQUIRED

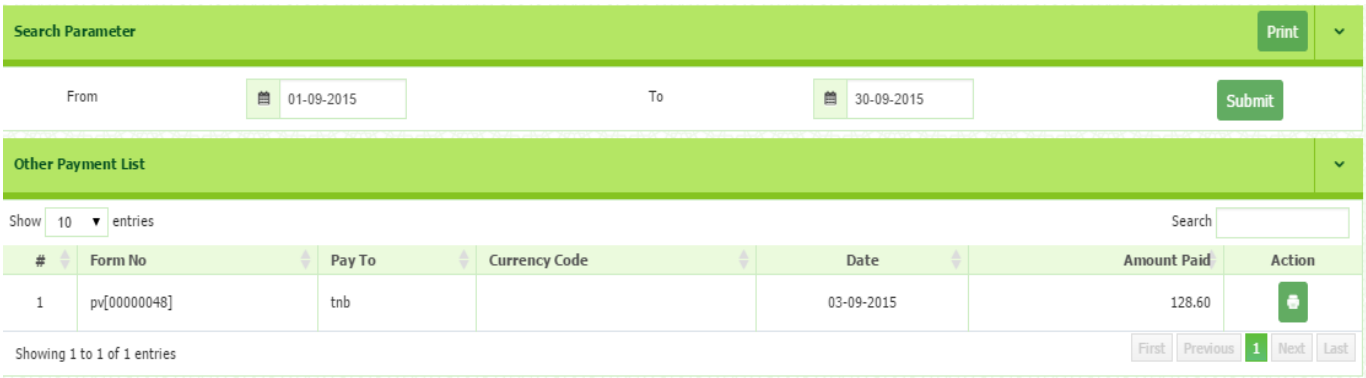
 © 2015 SALIHIN. All Rights Reserved

2.9 How to Review Other Payment List

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



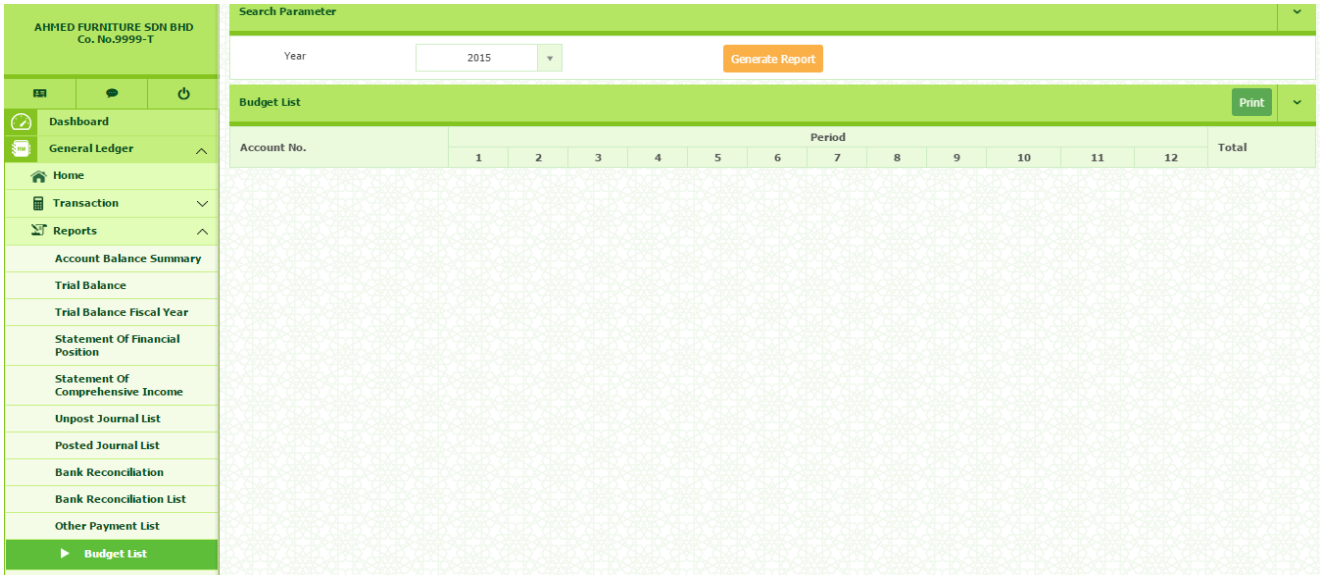
- You can print the report by clicking **Print button**



 © 2015 SALIHIN. All Rights Reserved

2.10 How to Review Budget List

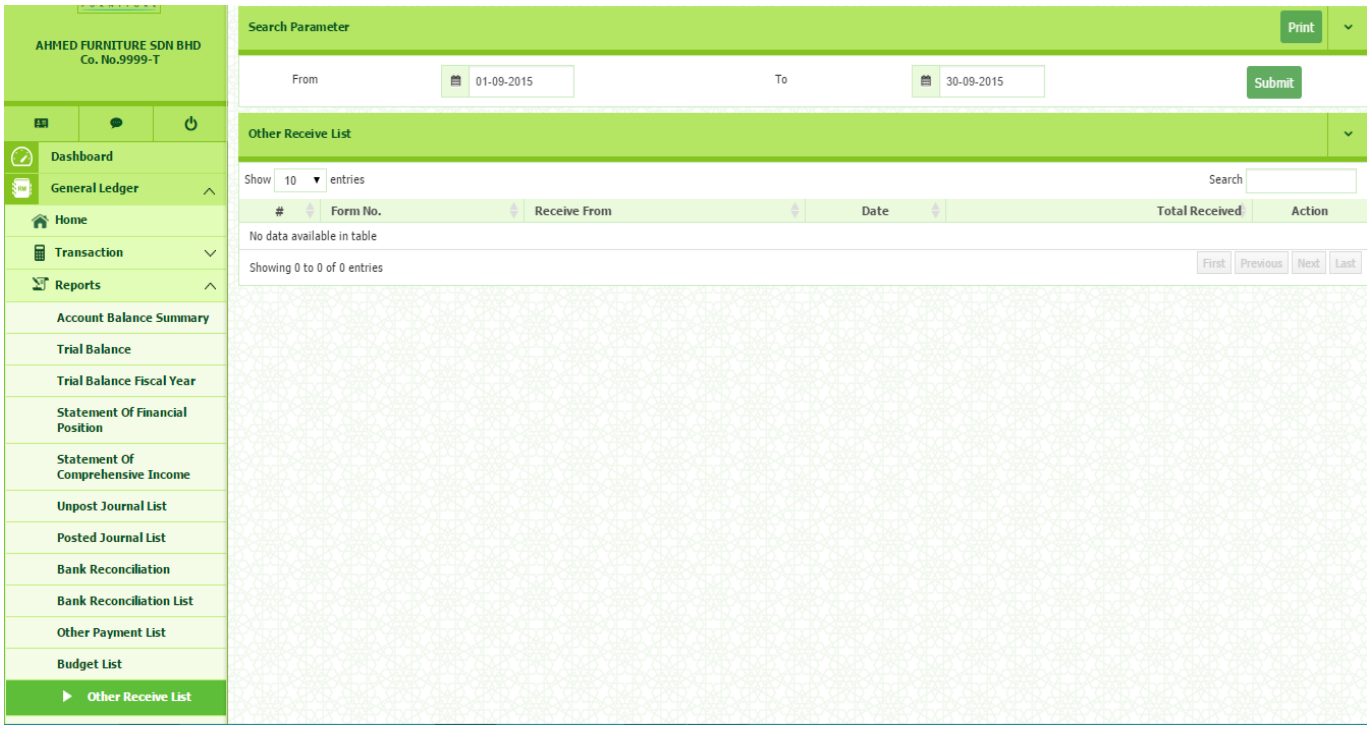
- Go to **General ledger** > **Report** > **Budget List**
- Select **Year** and click **Generate Report** button.
- Click **Print** button to print.



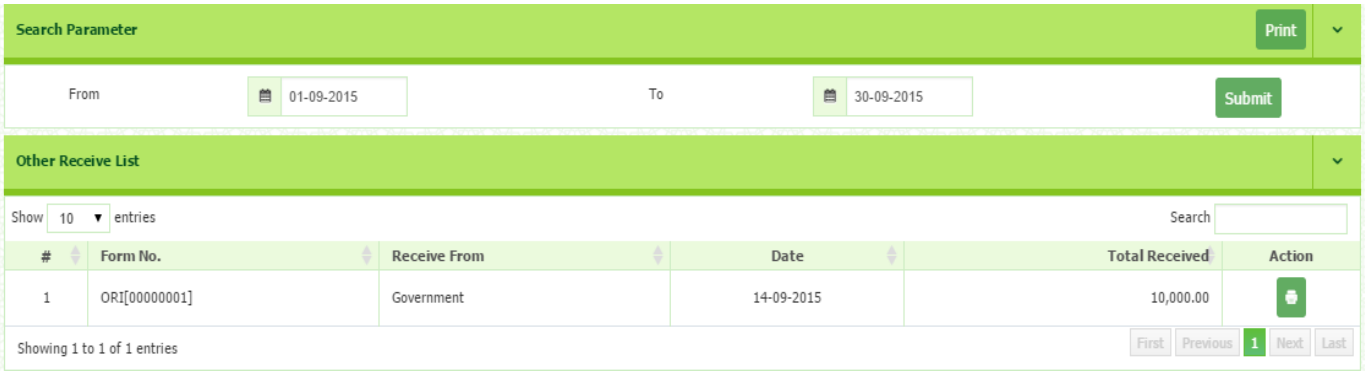
 © 2015 SALIHIN. All Rights Reserved

2.11 How to Review Other Receive List

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



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



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

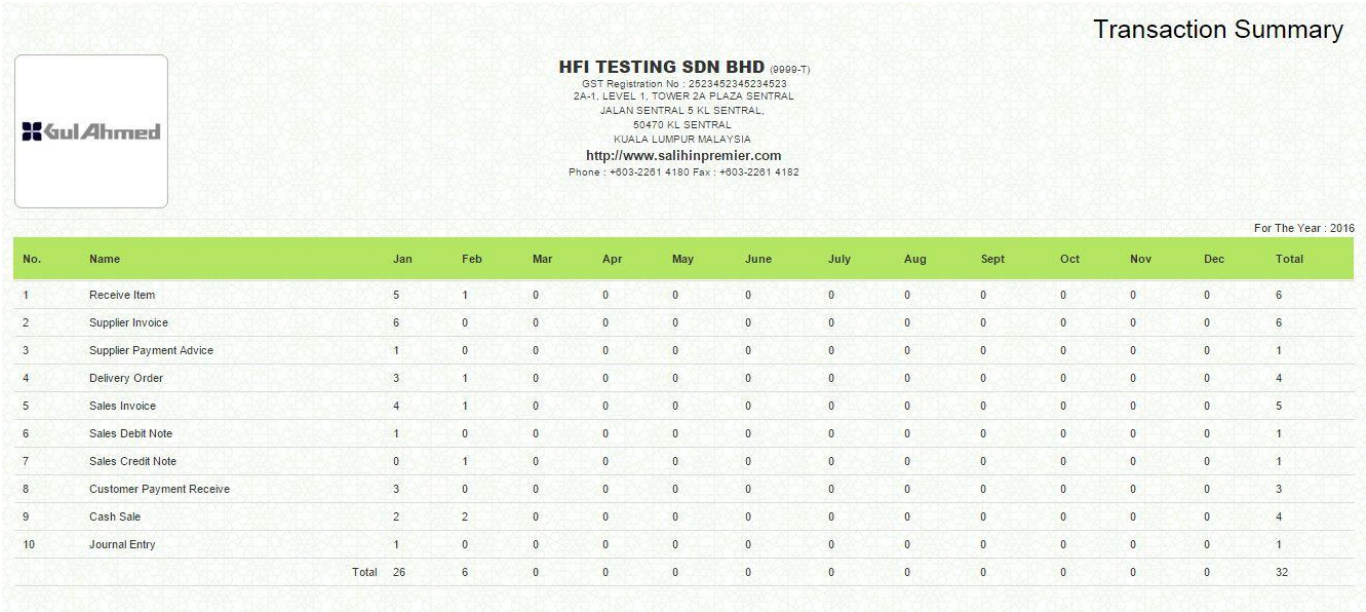
 © 2015 SALIHIN. All Rights Reserved

2.12 How to Review Transaction Summary

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

#	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.



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

 © 2015 SALIHIN. All Rights Reserved

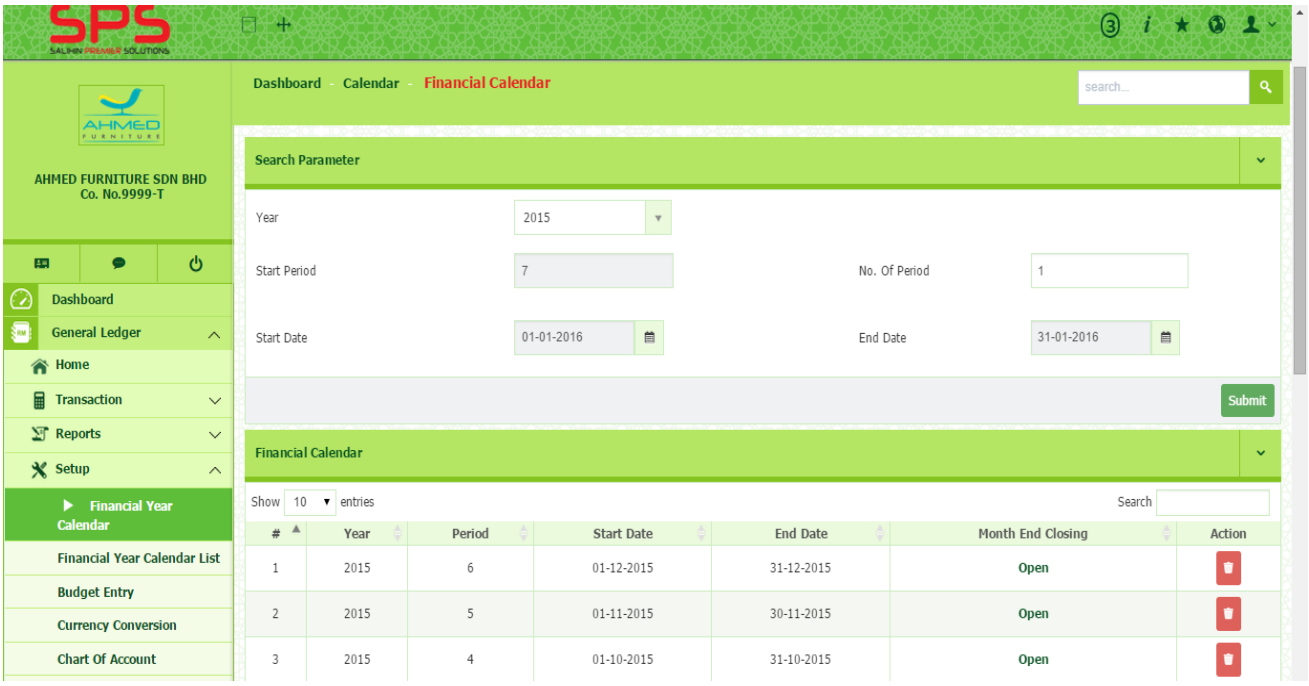
3.0 How to Setup Financial Year Calendar

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.

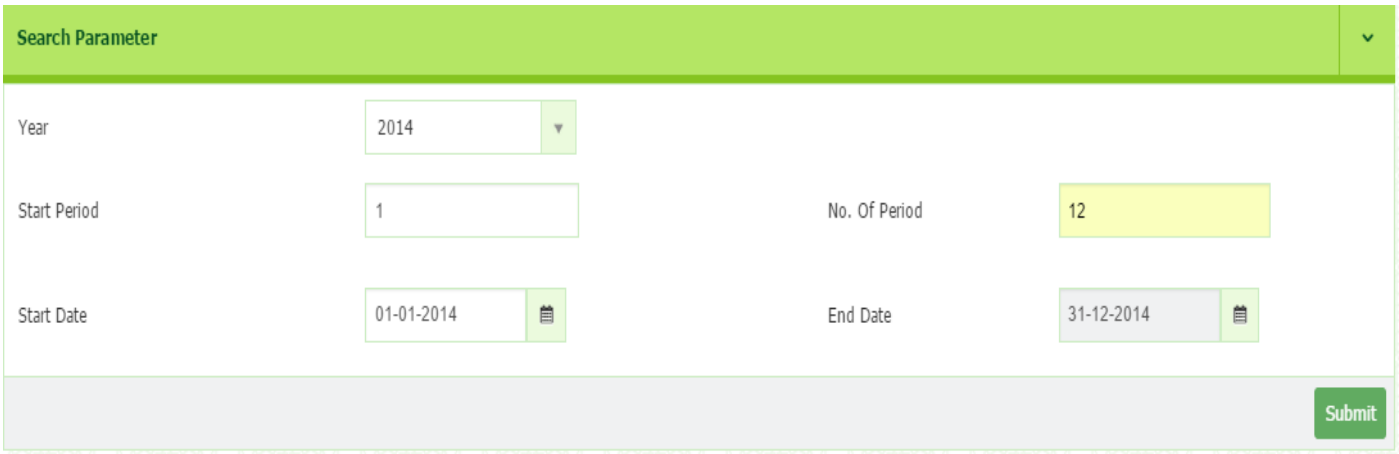
Start Period refer to the period you want to start the transaction. Basically, if start period is 1, system will assume a company just started its operation and there is no opening balance yet. You will unable to enter the opening balance in Statement of Comprehensive Income.

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.**



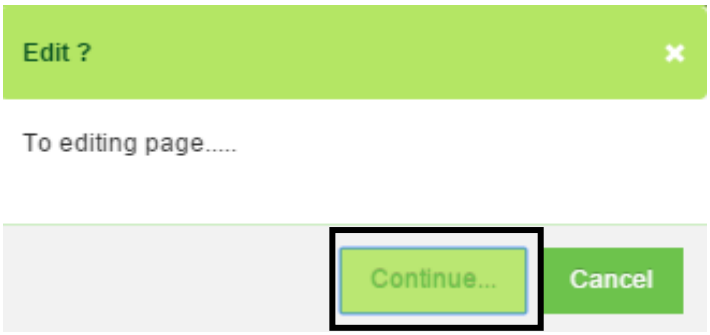
 © 2015 SALIHIN. All Rights Reserved



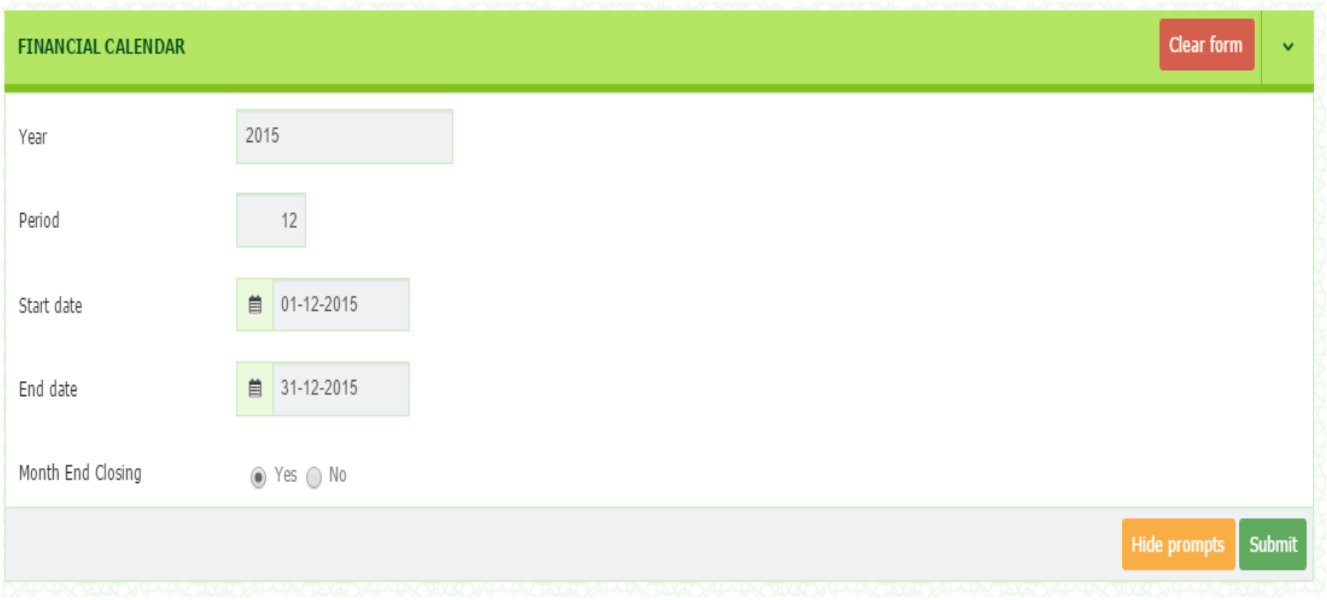
- Select Year, Start period, No. of Period and Start Date. The end date will be automatically appeared.
- Click **Submit** button to save.
- The list of Financial Year Calendar will be appeared.

#	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.**



 © 2015 SALIHIN. All Rights Reserved



- 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'.

 © 2015 SALIHIN. All Rights Reserved

3.1 How to Review Financial Year Calendar List

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

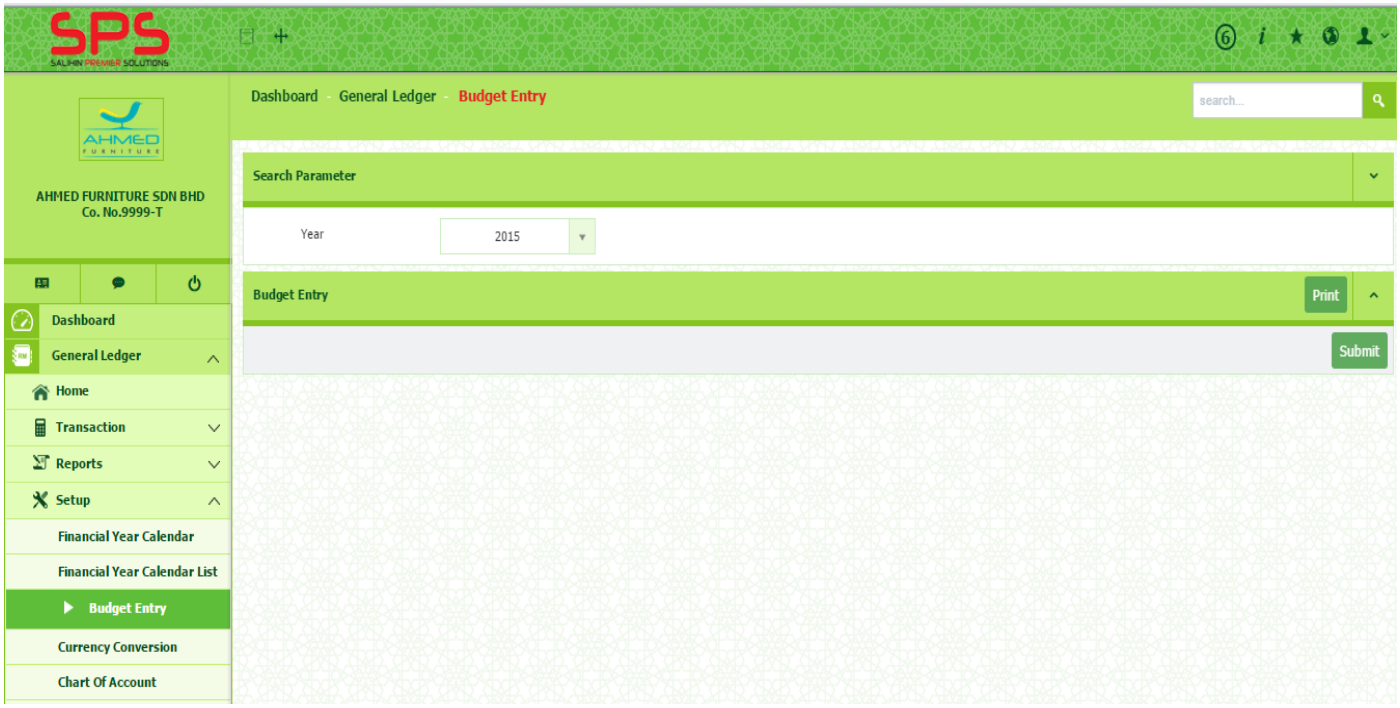
- Go to **General ledger** > **Setup** > **Financial Year Calendar List**
- List of financial calendar will appear.

- Click **Submit** button to save.

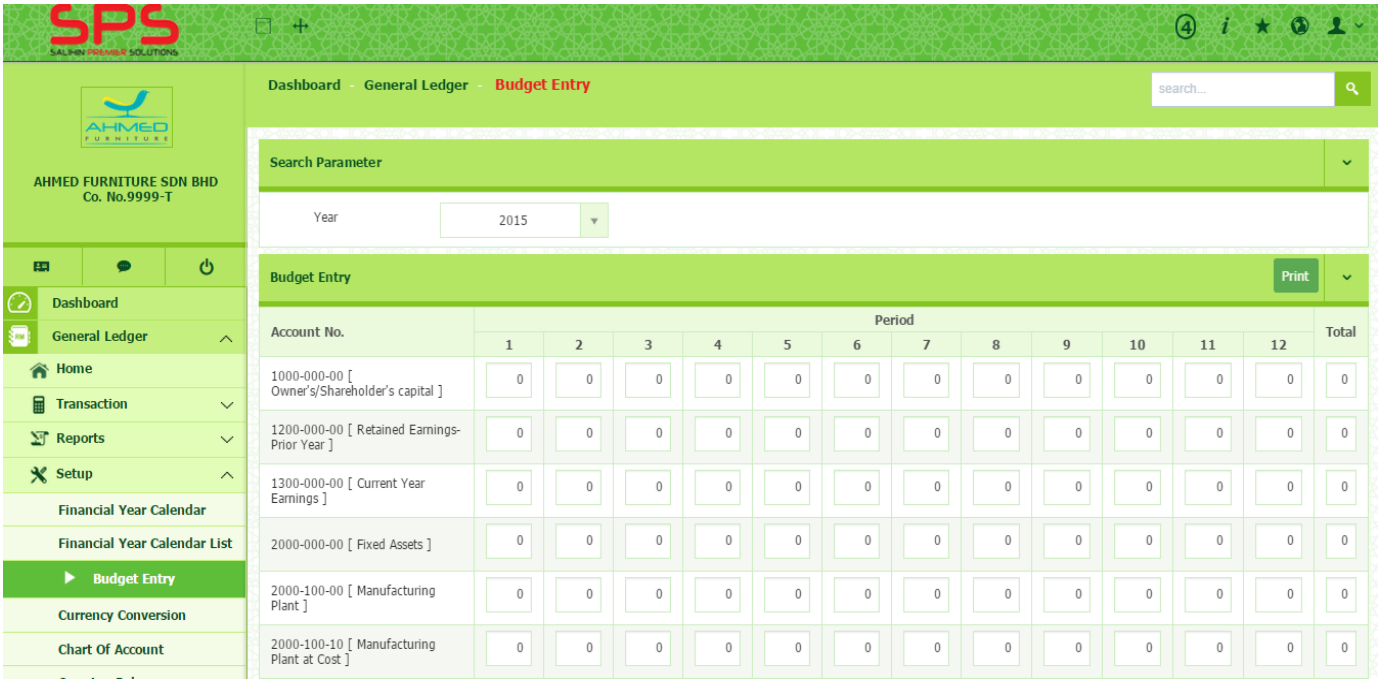
 © 2015 SALIHIN. All Rights Reserved

3.2 How to Setup Budget Entry

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



- Enter the budget amount inside the box.



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

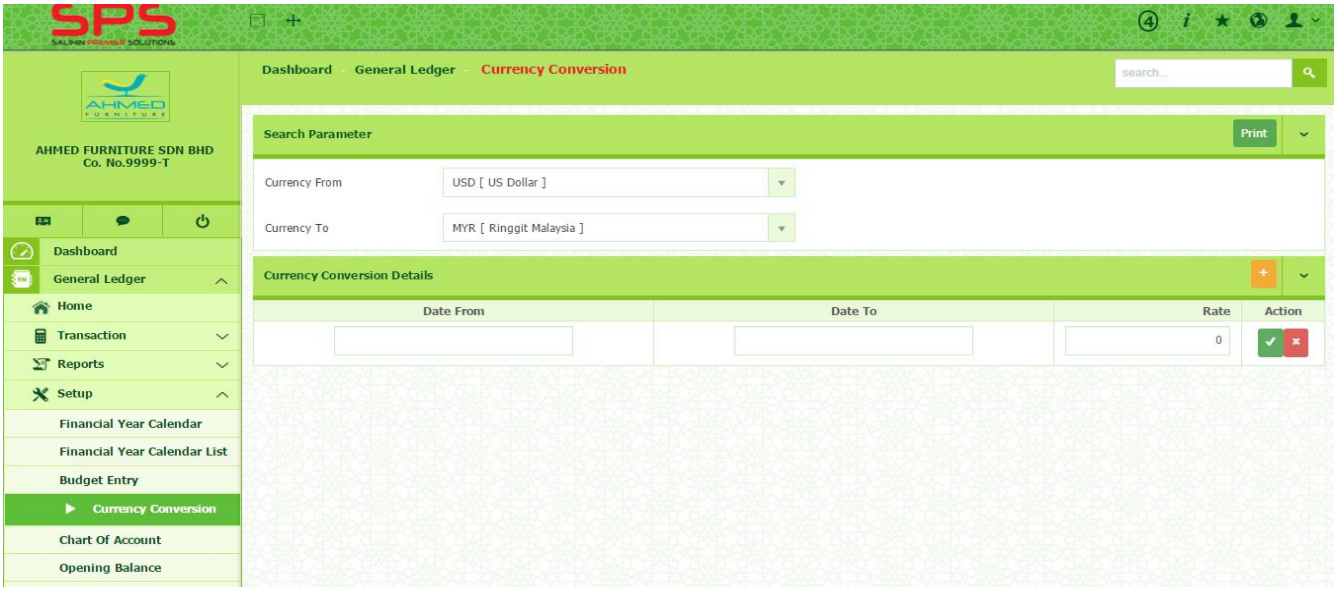
 © 2015 SALIHIN. All Rights Reserved

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**

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



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

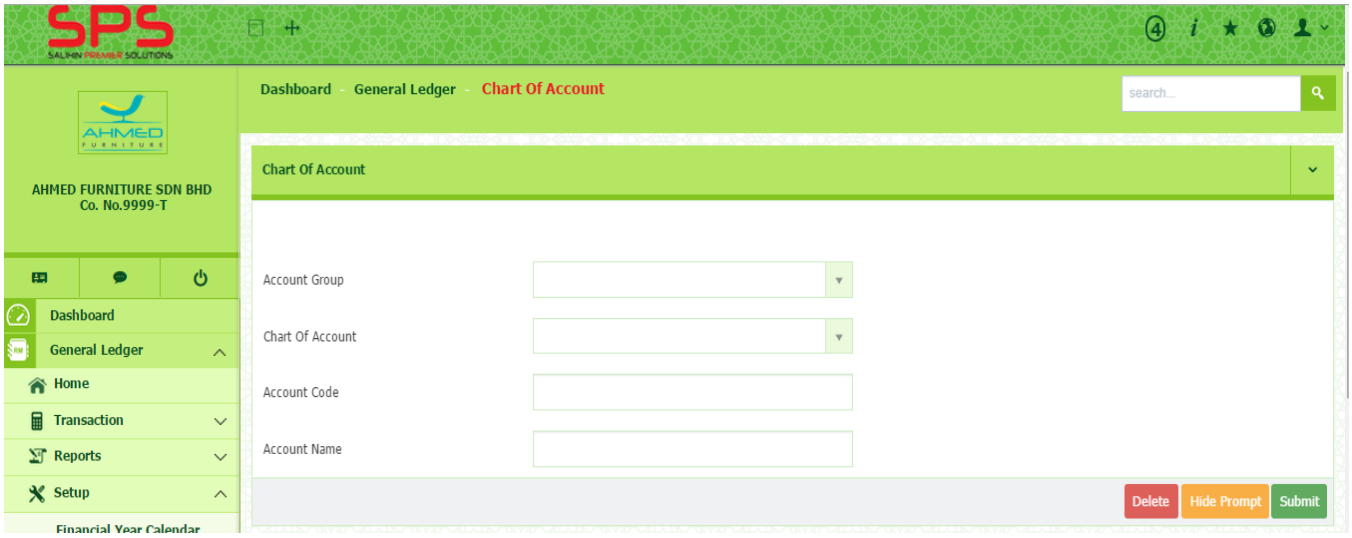
 © 2015 SALIHIN. All Rights Reserved

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.

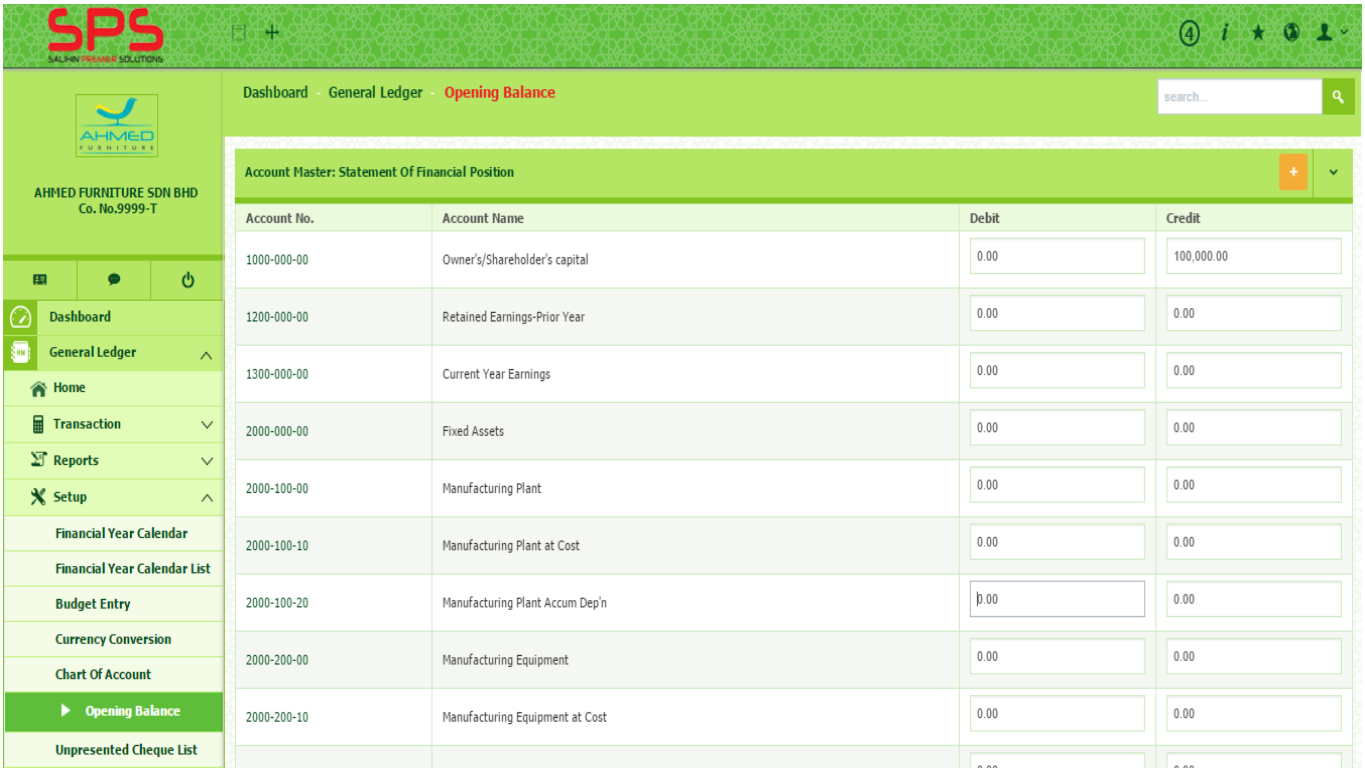
- Select **Account Group** and **Chart of Account.**
- Type **account Code** and **Account Name.**
- Click **Submit button.**
- To delete, click **Delete button.**



 © 2015 SALIHIN. All Rights Reserved

3.5 How to Enter Opening Balance

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

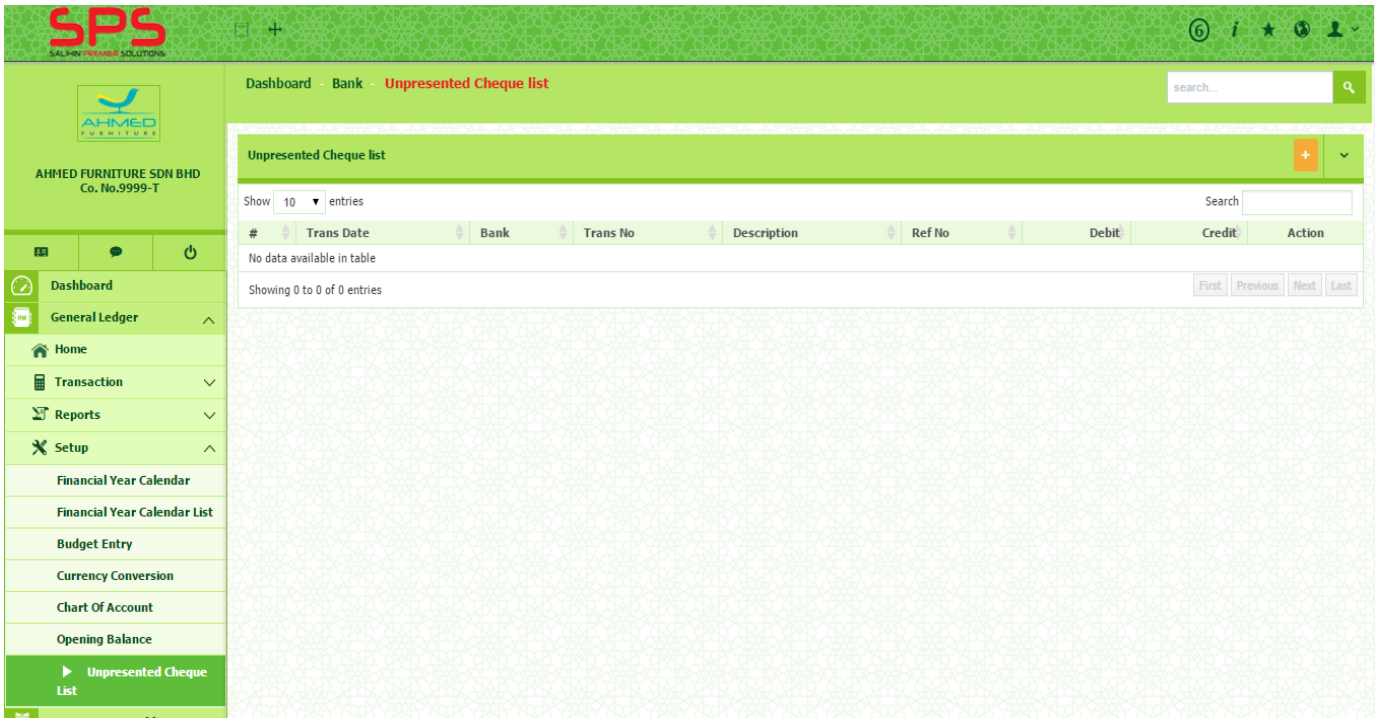


- Amount under **Debit** and **Credit** must be balance.

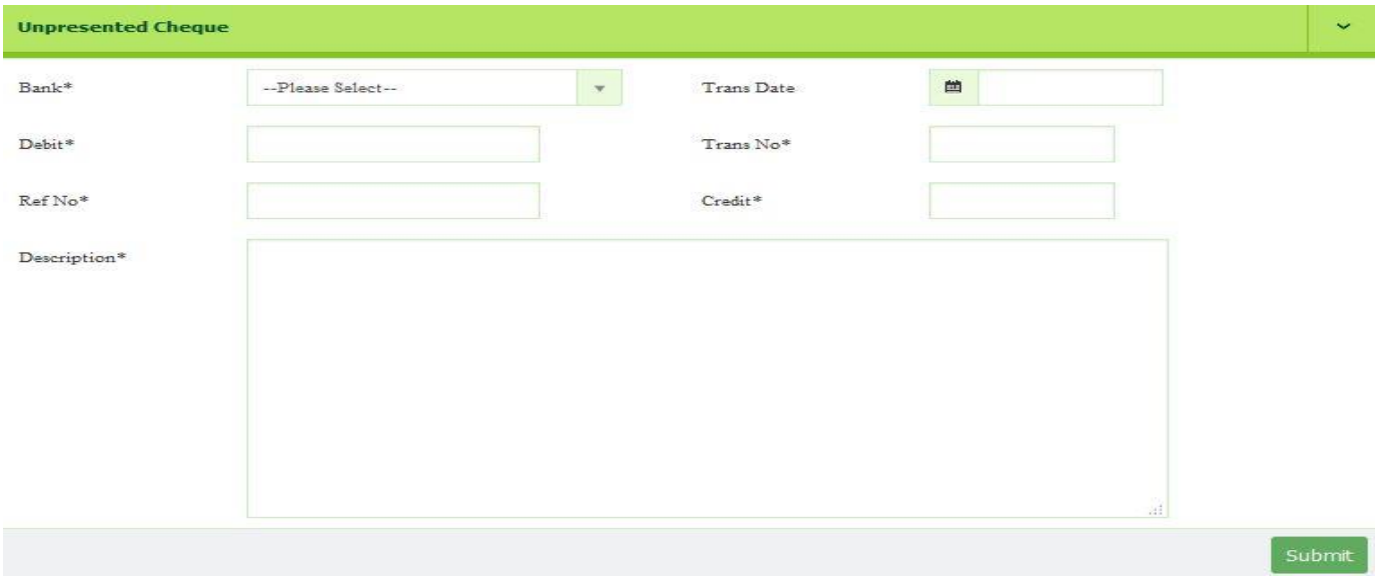
 © 2015 SALIHIN. All Rights Reserved

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.**

 © 2015 SALIHIN. All Rights Reserved

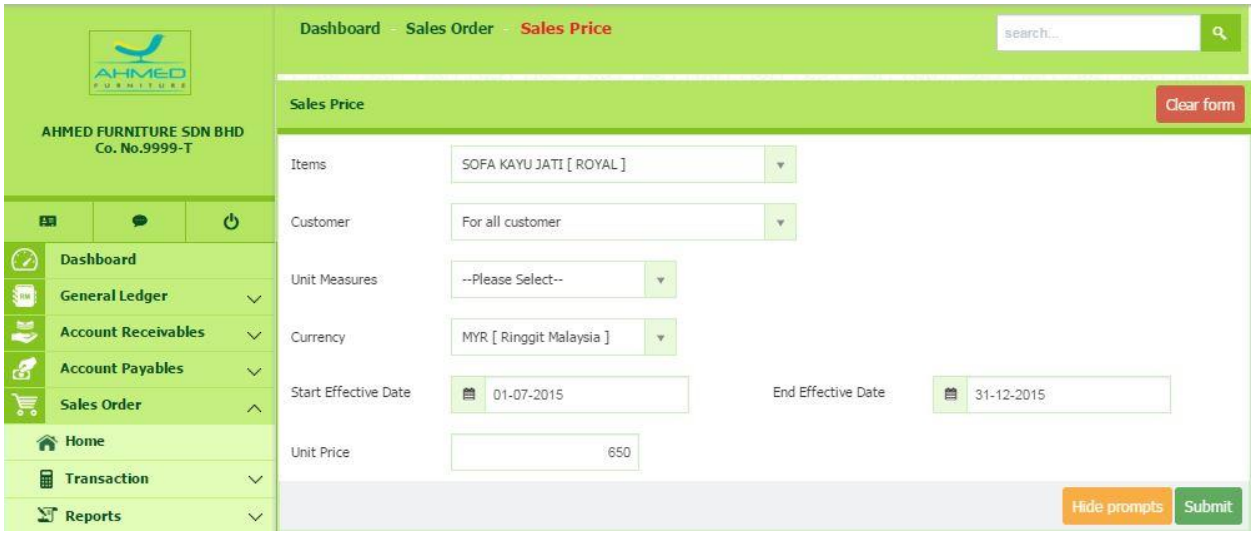
LESSON FOUR

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.

 © 2015 SALIHIN. All Rights Reserved

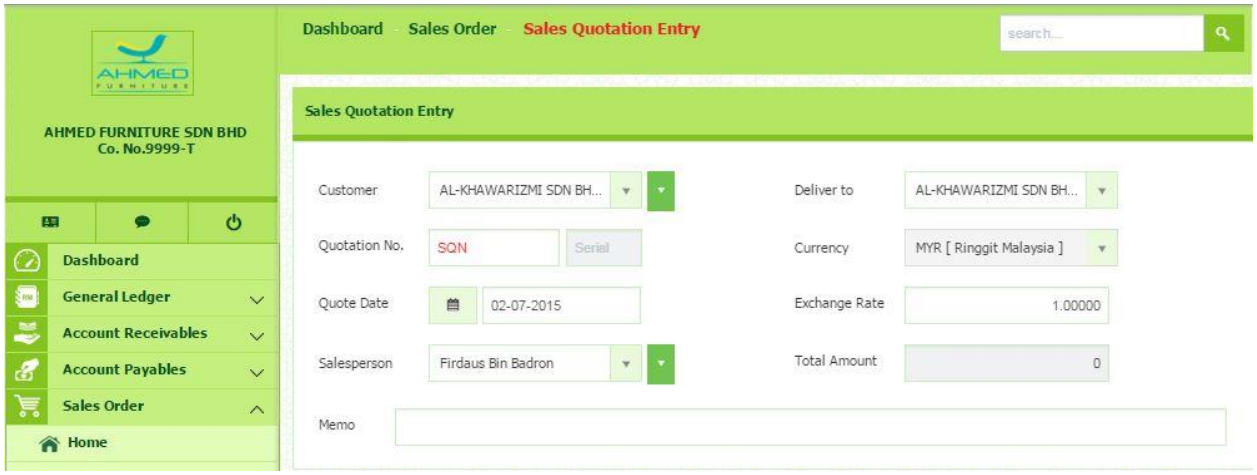
1.0 How to Setup Sales Pricing



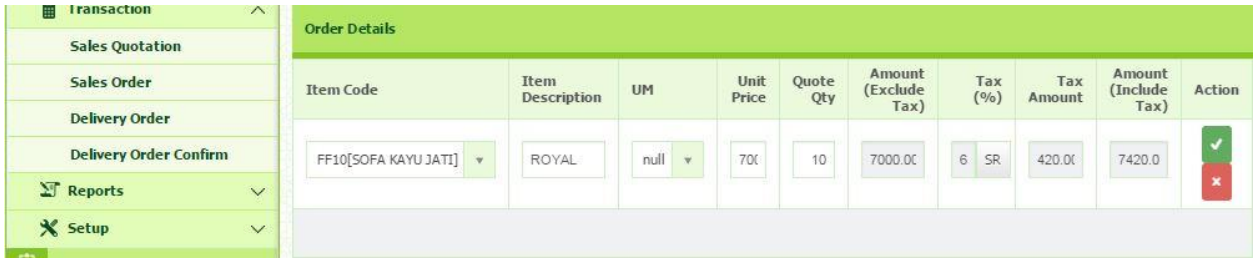
- Go to **Sales Order** > **Setup** > **Sales Price**
- Select **Item**.
- Select **Customer**.
- Select **Unit of measure.**
- Select **Currency**.
- Select **Start Effective Date** and **End Effective Date**.
- Enter **Unit price**. It depends on your goods market value.
- Click **Submit** button to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

 © 2015 SALIHIN. All Rights Reserved

1.1 How to Create Sales Quotation



- 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.

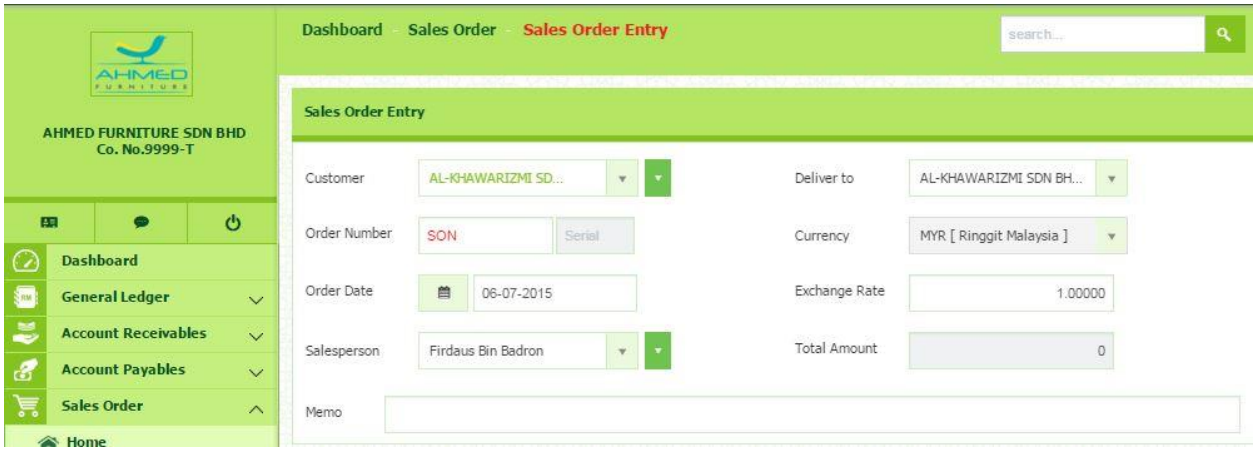


1.1.1 List of Order Details

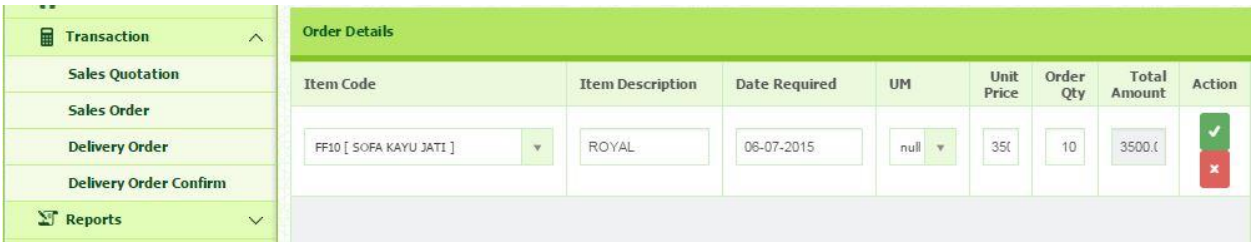
- Click **Add New Line**.
- Select **Item.**
- Enter **the unit price**, **Quote Quantity** and **Tax code.**
- Amount will be calculated automatically when Unit Price and Quote Quantity is entered.
- Please ensure that your item is correct. Click the button to save.

 © 2015 SALIHIN. All Rights Reserved

1.2 How to Create Sales Order



- 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.

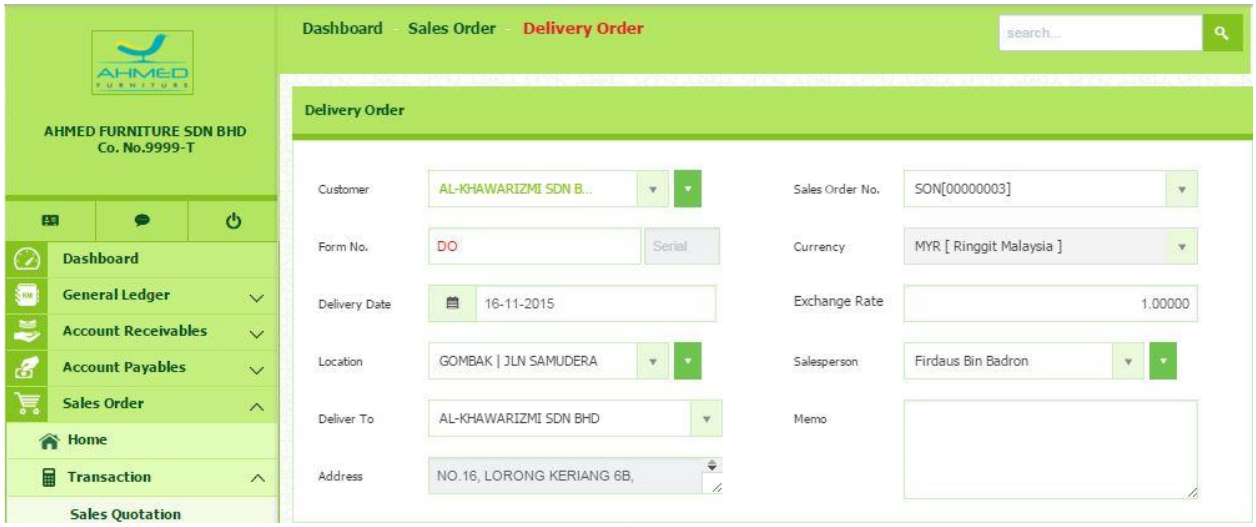


1.2.1 List of Order Details

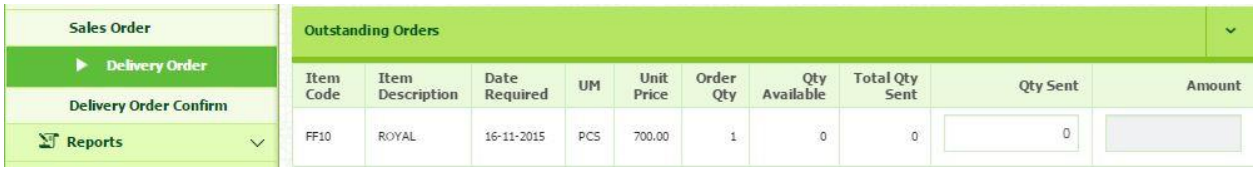
- Click **Add New Line**.
- Select **Item.** Once item selected, description will auto create as well as your item setup in sales price, date required will follow the SO date and Unit price will according to the Sales price.
- Enter the **Order quantity.**
- Amount will be calculated automatically when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

 © 2015 SALIHIN. All Rights Reserved

1.3 How to Create Delivery Order



- 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.



1.3.1 Outstanding Order Items

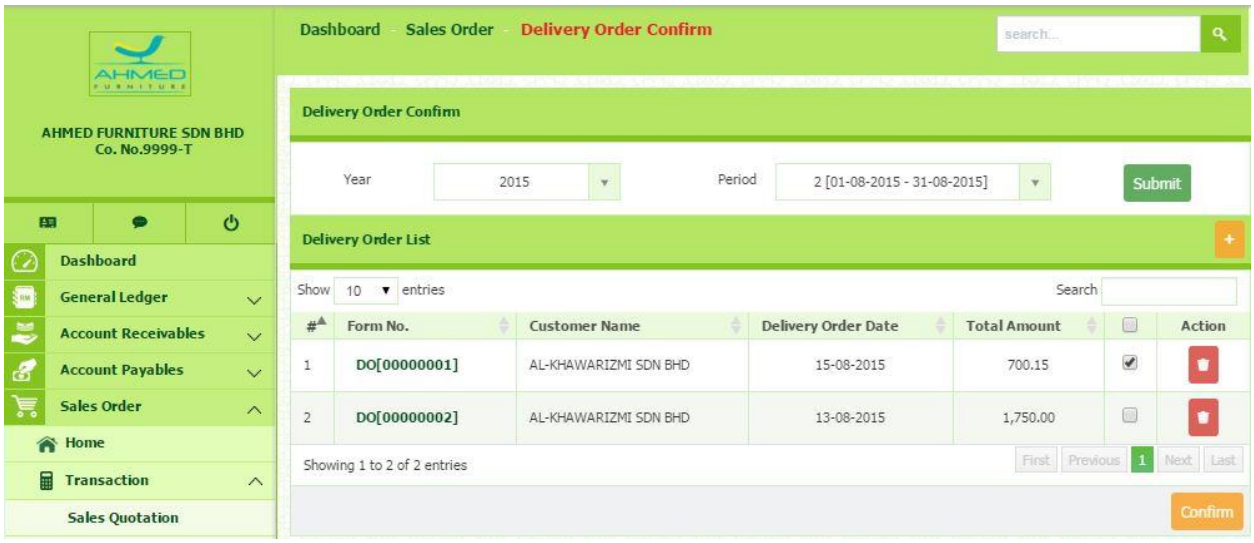
- Item details will be listed once the sales order no. is selected.
- Enter the Quantity Sent and click button.

 © 2015 SALIHIN. All Rights Reserved

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



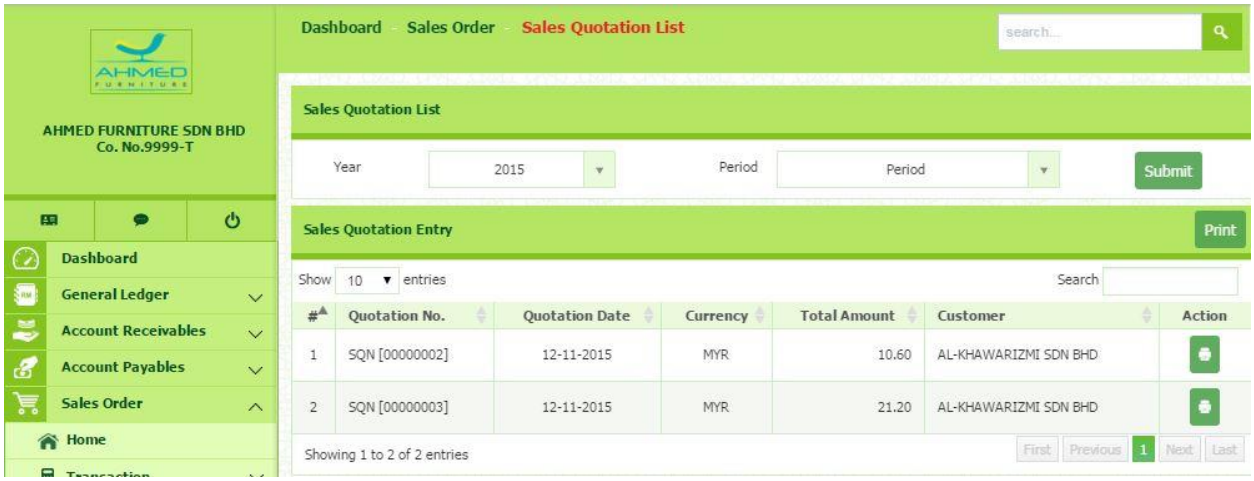
- Go to **Sales Order** > **Transaction** >**Delivery Order Confirm**
- Select the **Year and Period**, then click **Submit** button.
- Delivery order item list will be listed for selected period.
- Tick the **selected delivery order** that need to be confirm.
- Once selected, click the **Confirm** button.

 © 2015 SALIHIN. All Rights Reserved

2.0 How to generate Sales Pricing Report

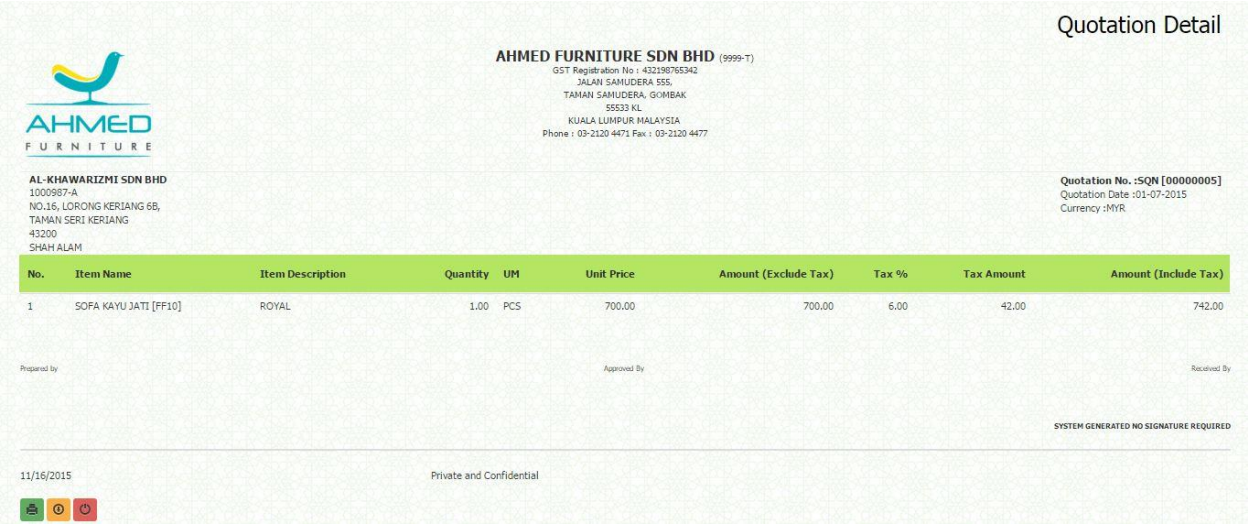
- Go to **Sales Order** > **Reports** > **Sales Price**
- Select the **Year and Period**, then click **Submit** button.
- Sales Pricing List will be listed for selected period.
- Click Print to review and print the Sales Pricing List.

2.1 How to generate Sales Quotation Report

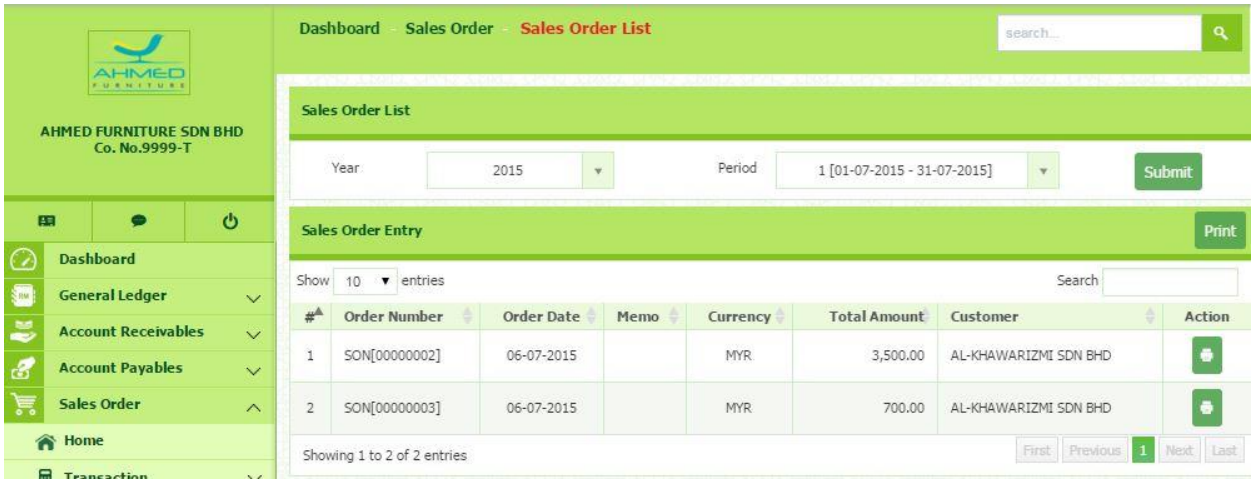


- Go to **Sales Order** > **Reports** > **Sales Quotation List**
- Select the **Year and Period**, then click **Submit** button.
- Sales Quotation List will be listed for selected period.
- Click Print to review and print the Sales Quotation List.
- Example of Sales Quotation List Report.

 © 2015 SALIHIN. All Rights Reserved

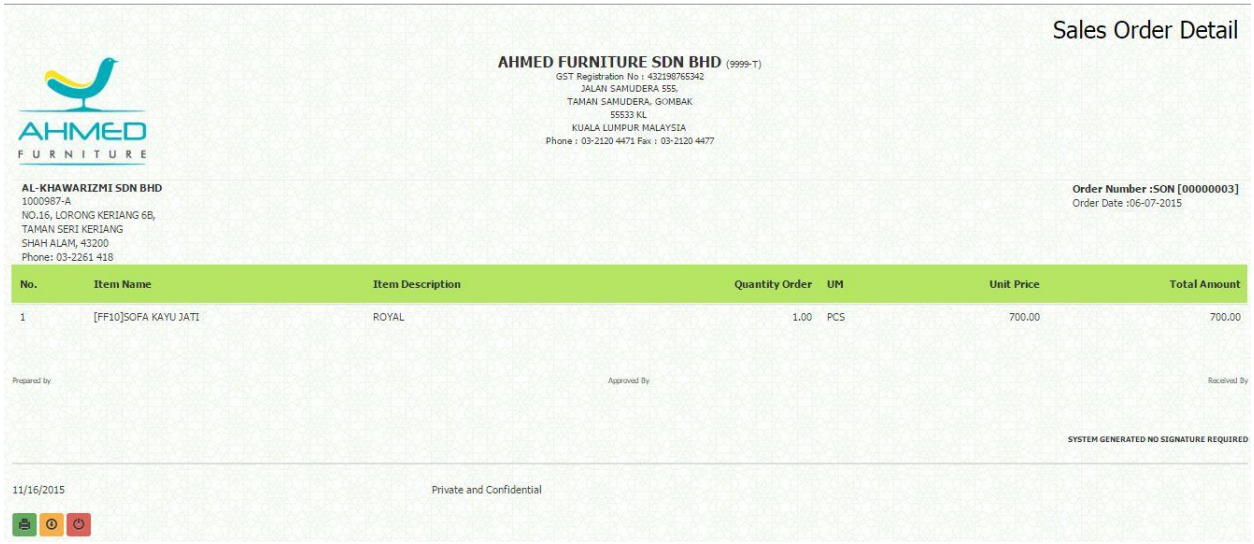


2.2 How to generate Sales Order Report

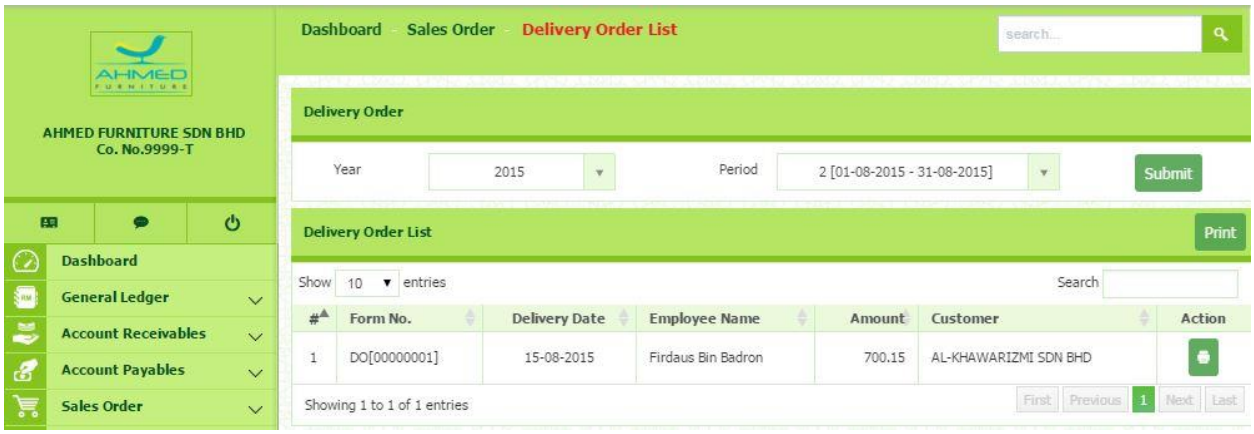


- Go to **Sales Order** > **Reports** > **Sales Order List**
- Select the **Year and Period**, then click **Submit** button.
- Sales Order List will be listed for selected period.
- Click Print to review and print the Sales Order List.
- Example of Sales Order List Report.

 © 2015 SALIHIN. All Rights Reserved

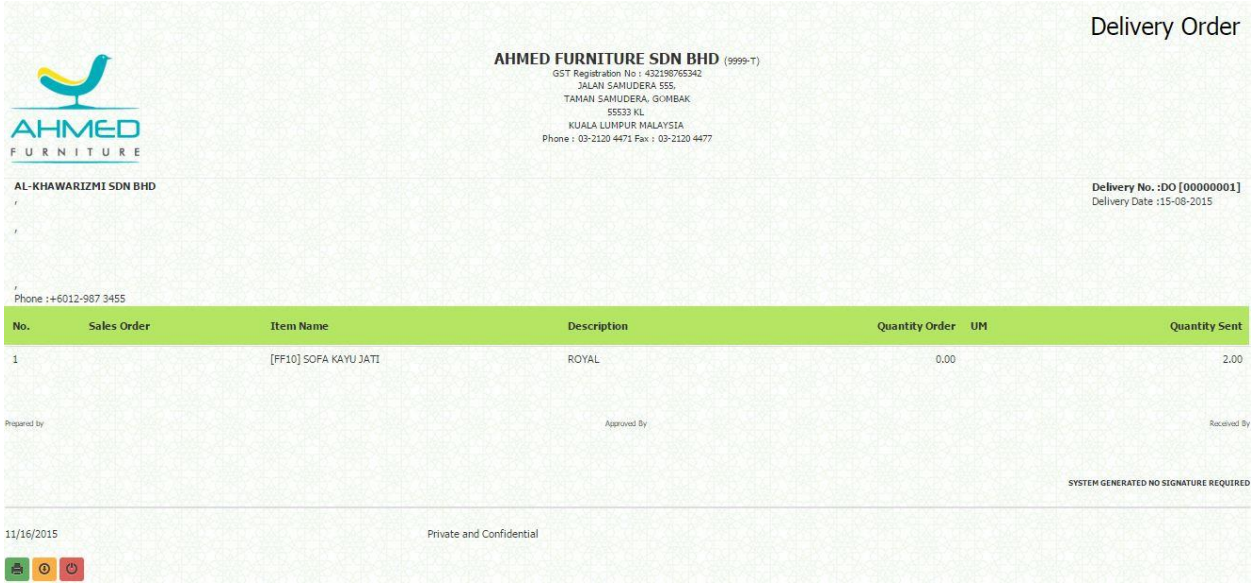


2.3 How to generate Delivery Order Report



- 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.

 © 2015 SALIHIN. All Rights Reserved



2.4 How to generate Sales by Customers Report

- 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.

 © 2015 SALIHIN. All Rights Reserved

2.5 How to generate Yearly Sales by Customers Report

- 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

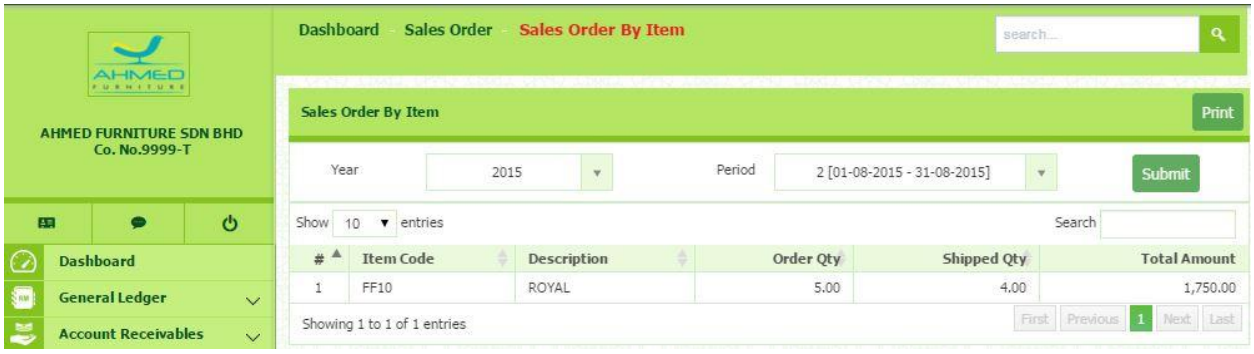
- Go to **Sales Order** > **Reports** > **Sales By Item**
- Select the **Year and Period**, then click **Submit** button.
- Sales by Item will be listed for selected period.
- Click Print to review and print the Sales by Item.

 © 2015 SALIHIN. All Rights Reserved

2.7 How to generate Sales Order by Customer Report

- 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.

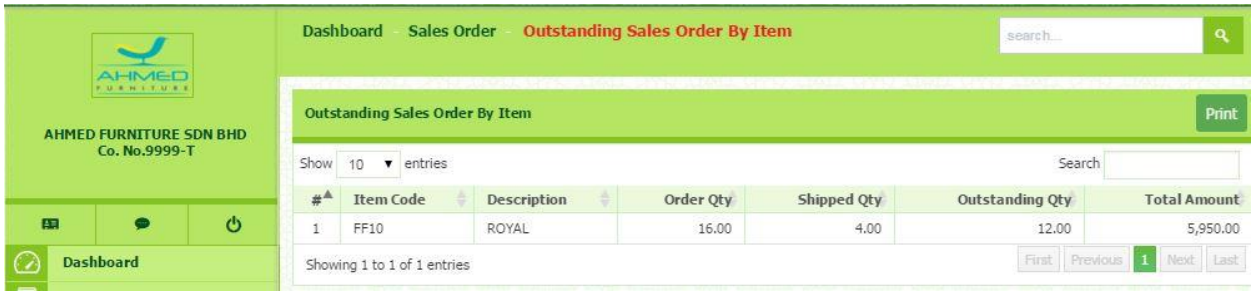
2.8 How to generate Sales Order by Item Report



- 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.

 © 2015 SALIHIN. All Rights Reserved

2.9 How to generate Outstanding Sales Order by Item Report



- 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.

 © 2015 SALIHIN. All Rights Reserved

LESSON FIVE

MODULE: ACCOUNT RECEIVABLES

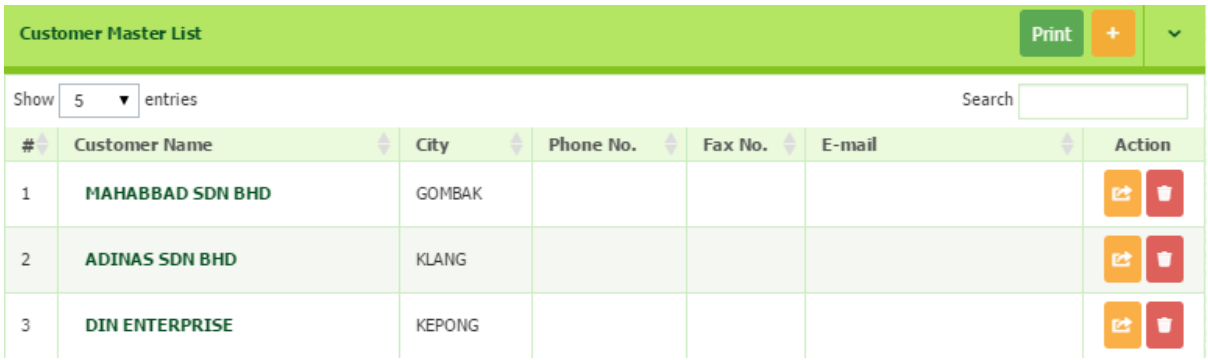
In this section, you will be guide to setup your customer details and how to create sales invoice.

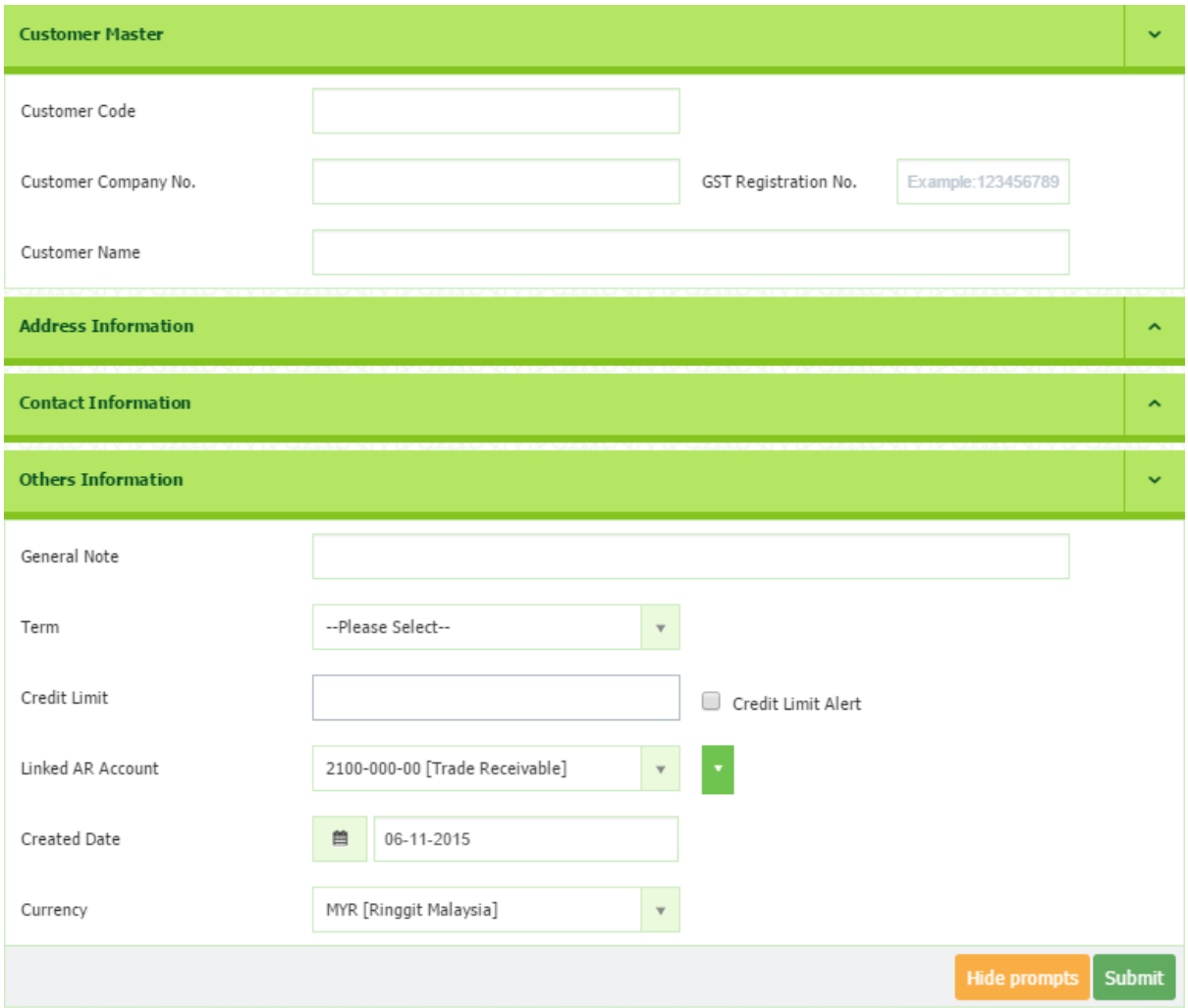
 © 2015 SALIHIN. All Rights Reserved

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.





 © 2015 SALIHIN. All Rights Reserved

2.0 How to Create Direct Sales Invoice

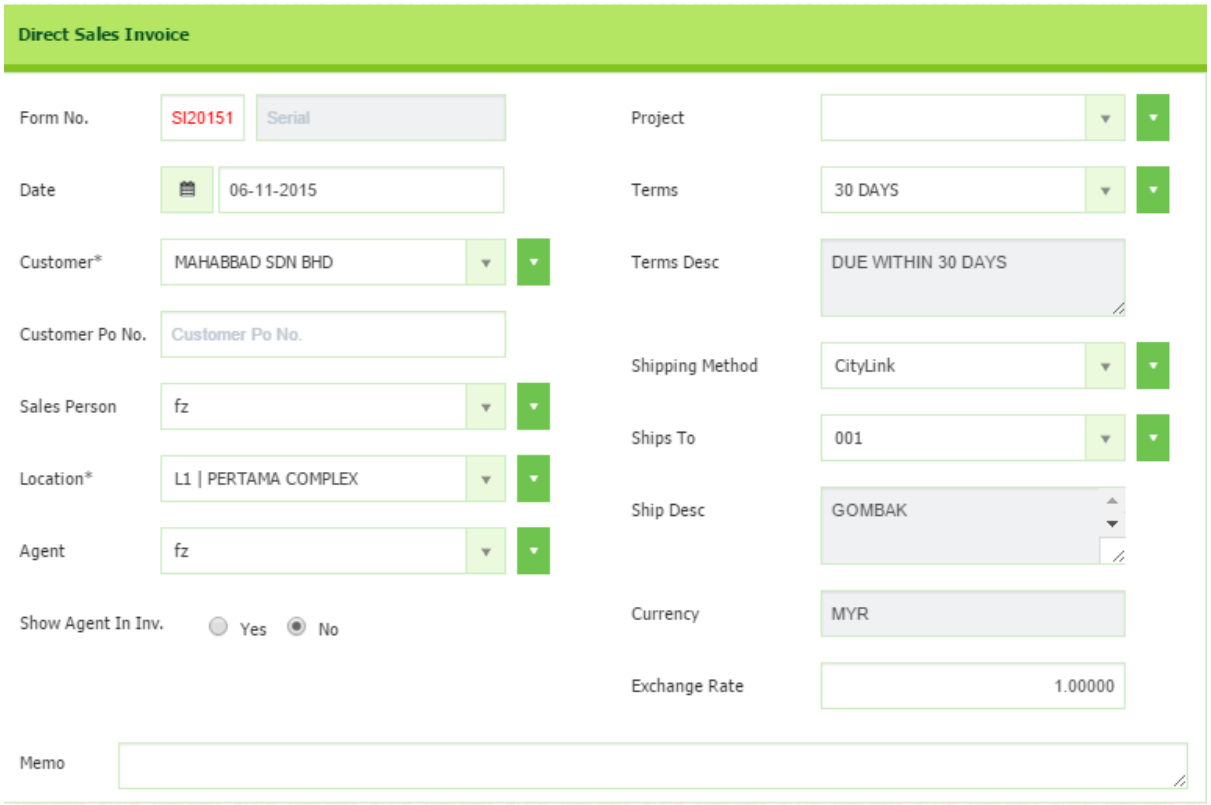
Here you are going to prepare an invoice for the sale items. There are two methods:-

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.



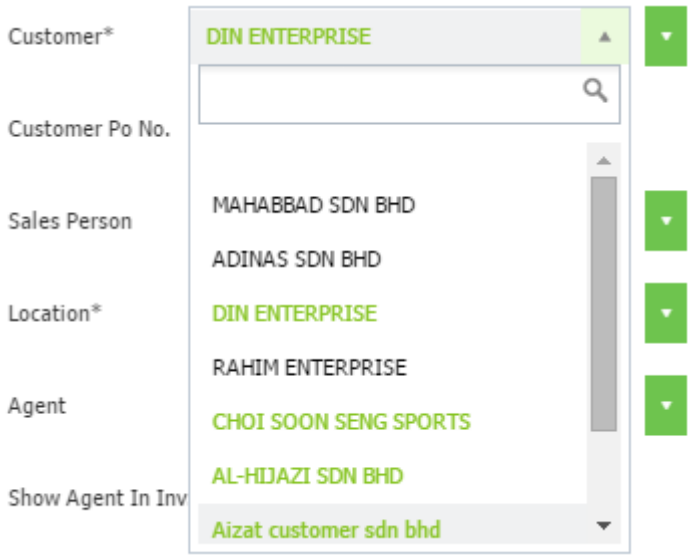
 © 2015 SALIHIN. All Rights Reserved

- 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



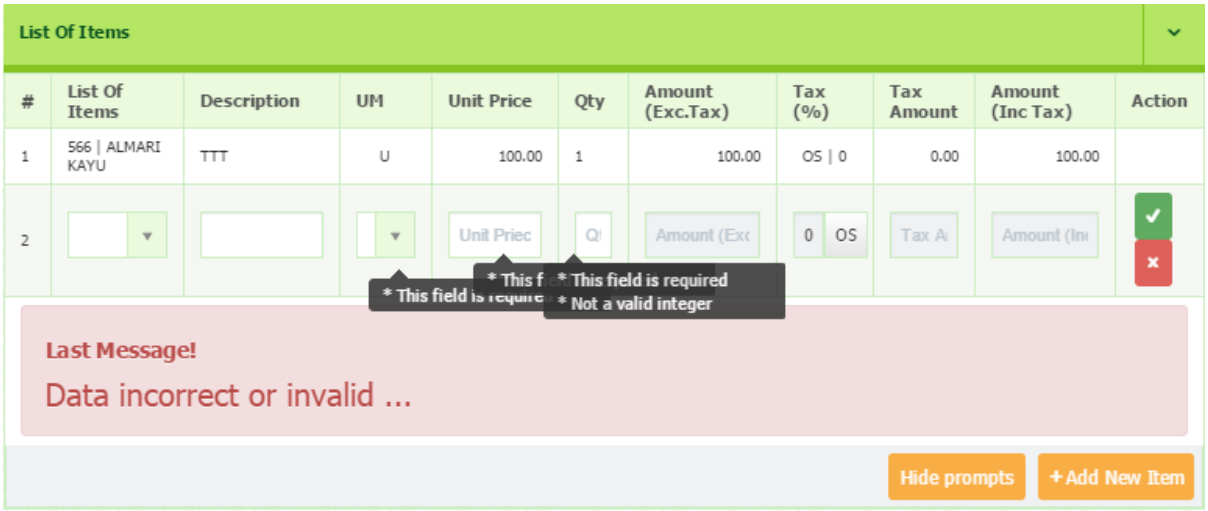
 © 2015 SALIHIN. All Rights Reserved

2.0.2 How to Add New Item

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

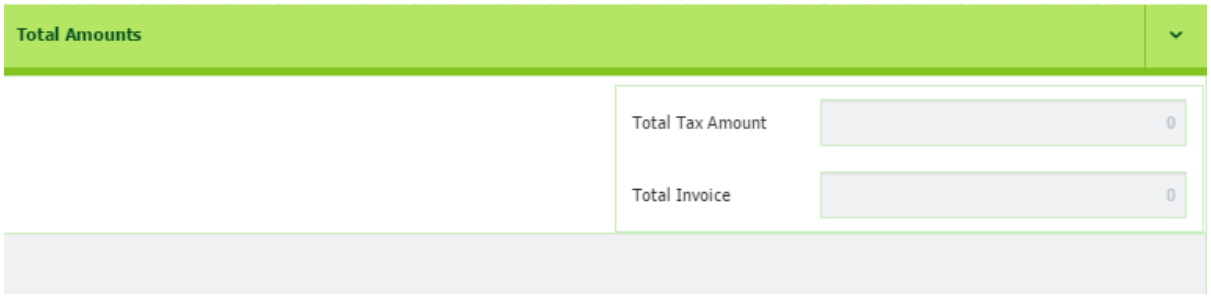
- Select List of Items
- Description will automatically appear.
- You need to enter the Unit Price.
- Enter the Quantity of items
- For Amount (Exc.Tax), Tax (%), Tax Amount and Amount (Inc Tax) can't be edited.
- Once completed, click the button to save.
- If details is successfully saved, you can see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

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



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

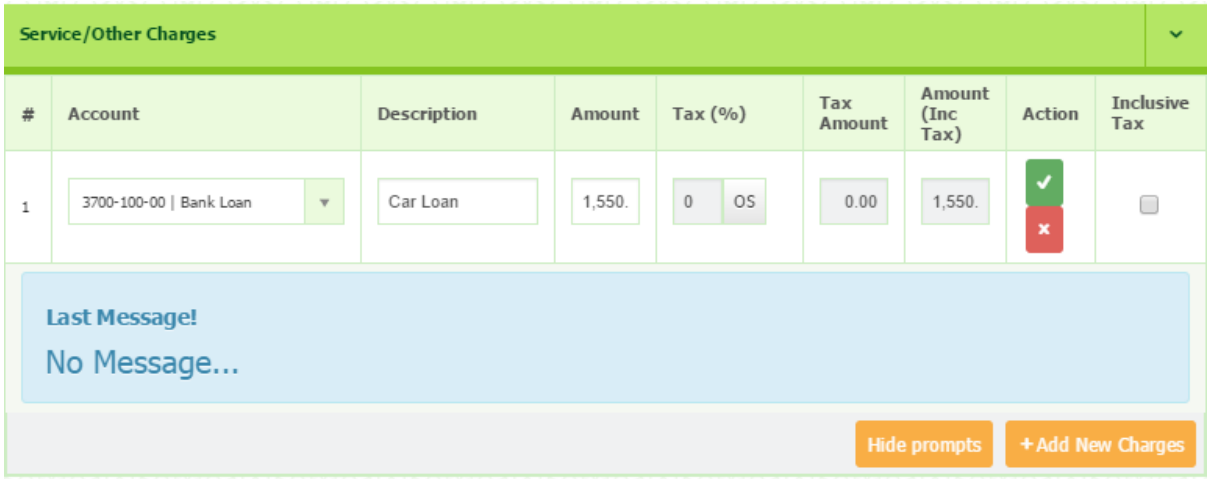
 © 2015 SALIHIN. All Rights Reserved



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 (√) 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.



 © 2015 SALIHIN. All Rights Reserved

2.1 How to Duplicate Sales Invoice

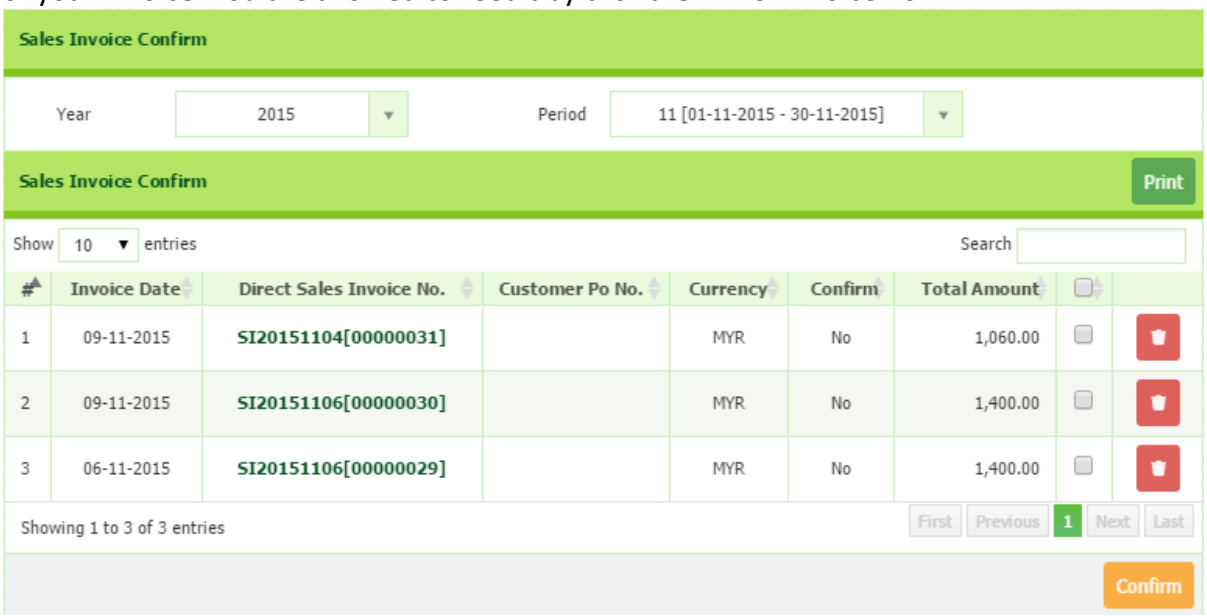
You can use this function to copy an existing sales invoice. A copied of any existing sales invoice will be a new draft version with the same data. You can keep or reedit if it's required.

- 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.

 © 2015 SALIHIN. All Rights Reserved

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.



- 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.

 © 2015 SALIHIN. All Rights Reserved

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 + ^

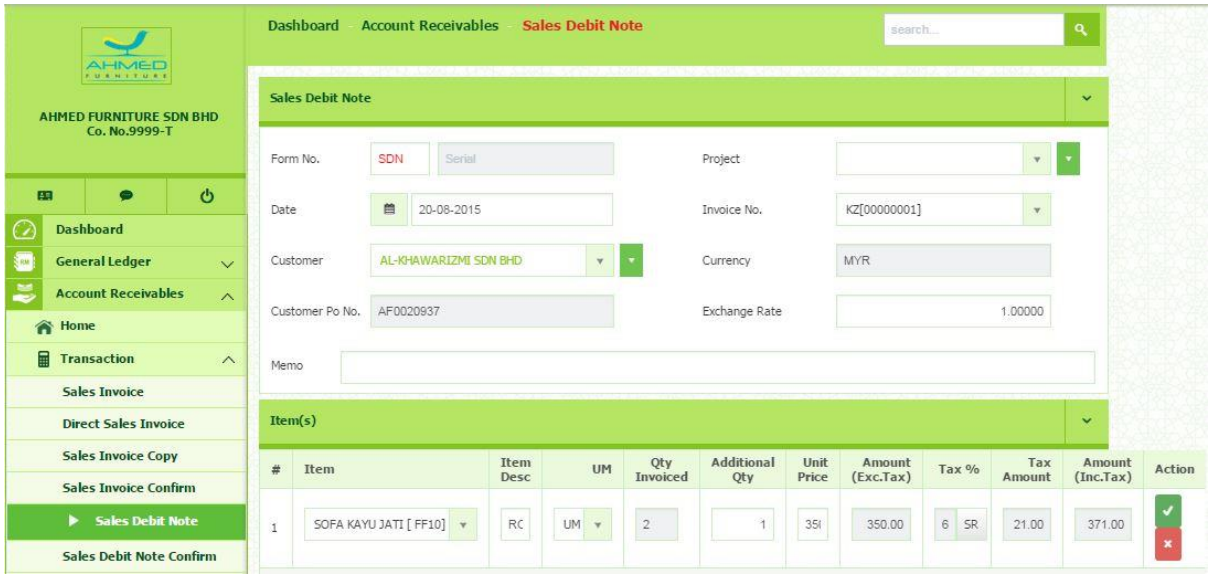
Success! Details successfully saved

Edit Sale Invoice

 © 2015 SALIHIN. All Rights Reserved

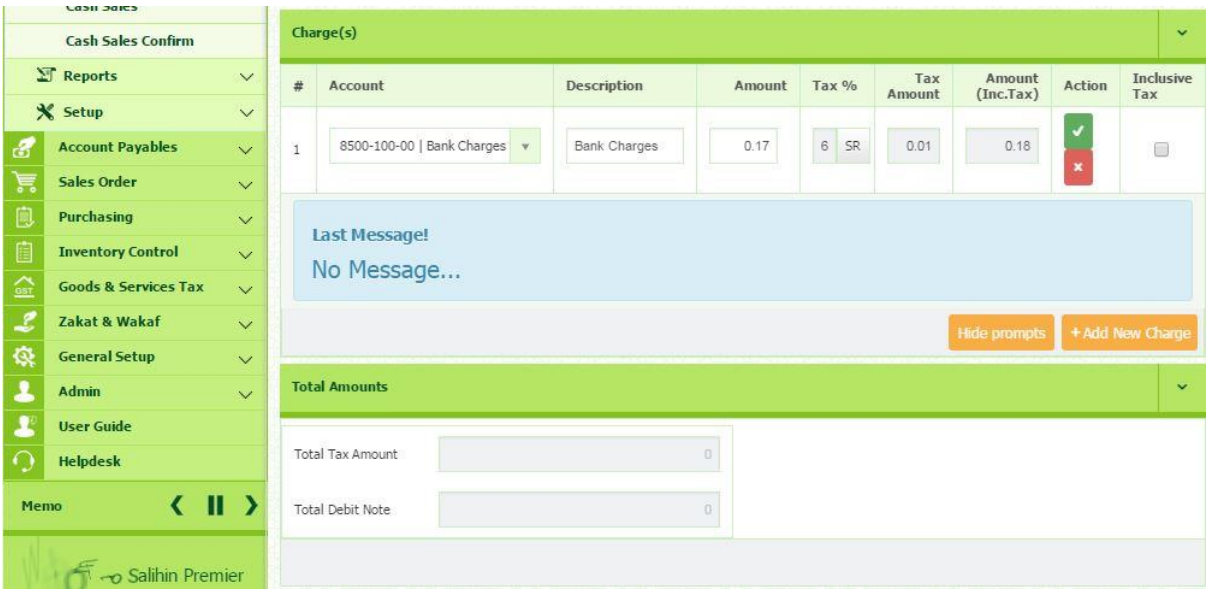
2.3 How to Create Sales Debit Notes

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



- 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.

 © 2015 SALIHIN. All Rights Reserved



2.3.1 LIST OF ITEMS

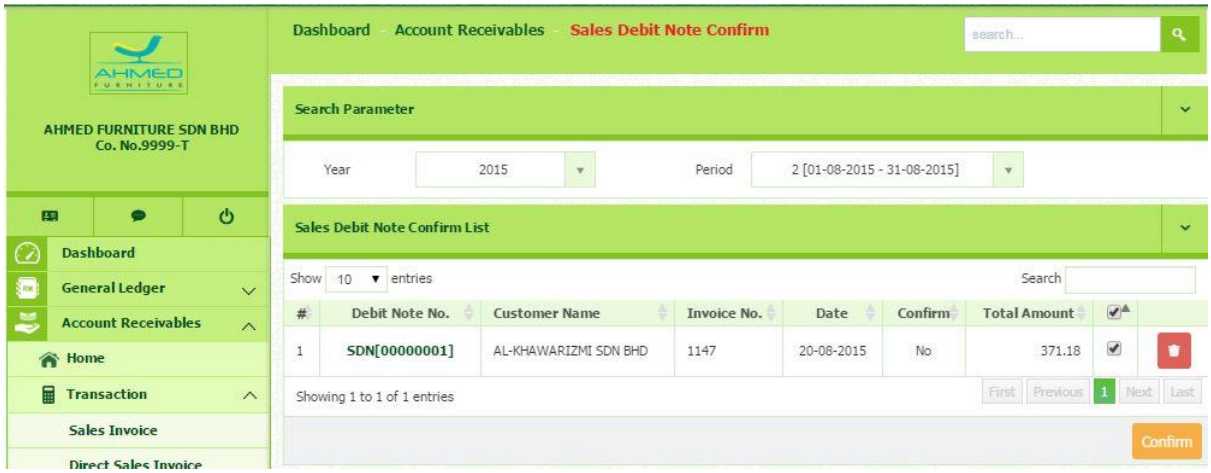
- Click (Add New Item) button to add new line for Other Charges.
- Select List of Items from the drop down list that created in the Inventory Setup.
    - *You MUST select the same chart of account that used in Direct Sales Invoice or Sales Invoice.
- Fill in the Description as it has no letters limit,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

 © 2015 SALIHIN. All Rights Reserved

2.4 How to Confirm Sales Debit Note

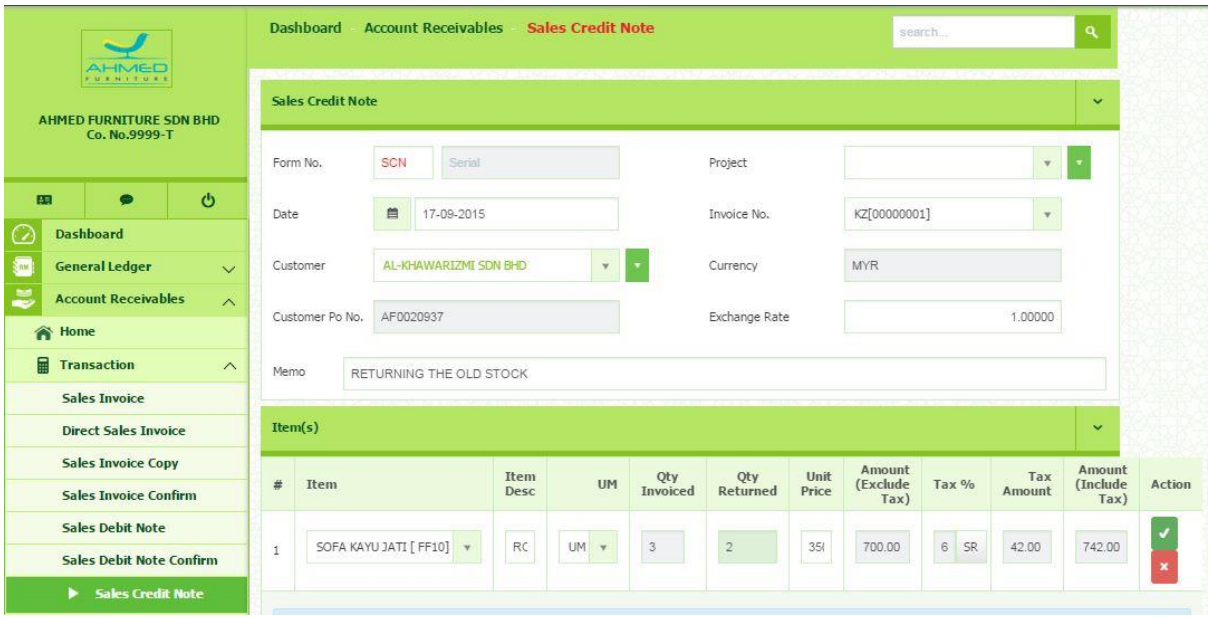


- Go to **Account Receivables** > **Transaction** > **Sales Debit Note Confirm**
- Select Year and Period that invoice exist in it.
- Click the Invoice Number to re-check the details of the invoice created.
- Tick (√) in the Confirm column if you are sure to do the confirmation.
- Click the (x) button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

 © 2015 SALIHIN. All Rights Reserved

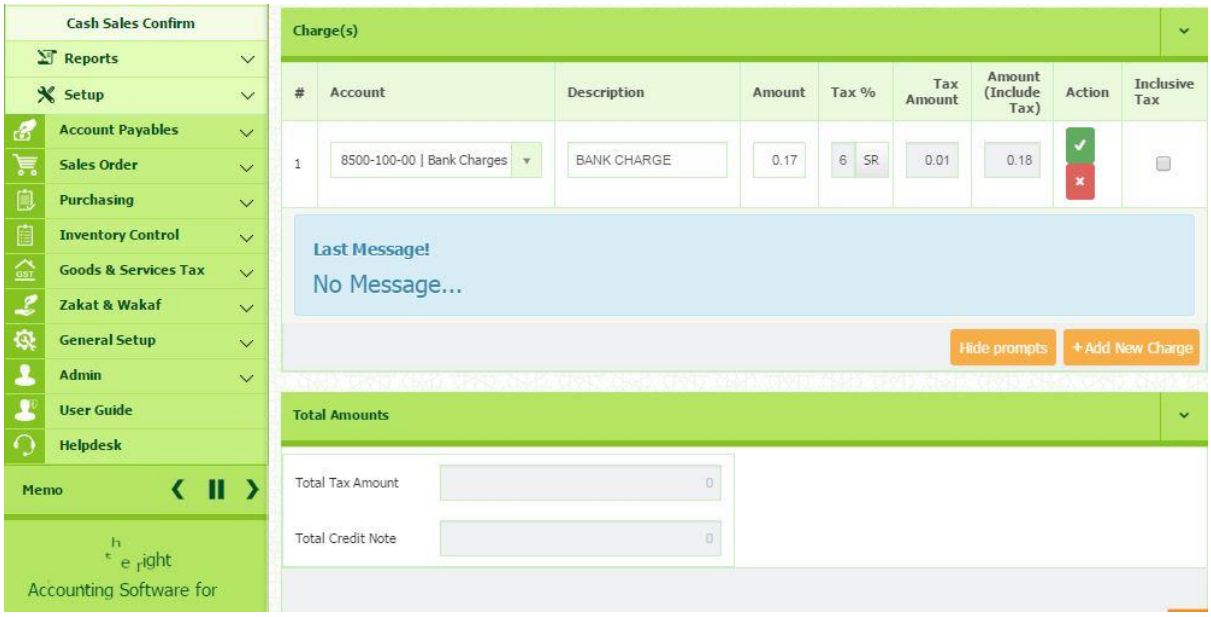
2.5 How to Create Sales Credit Note

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.



- 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.

 © 2015 SALIHIN. All Rights Reserved



2.5.1 LIST OF ITEMS

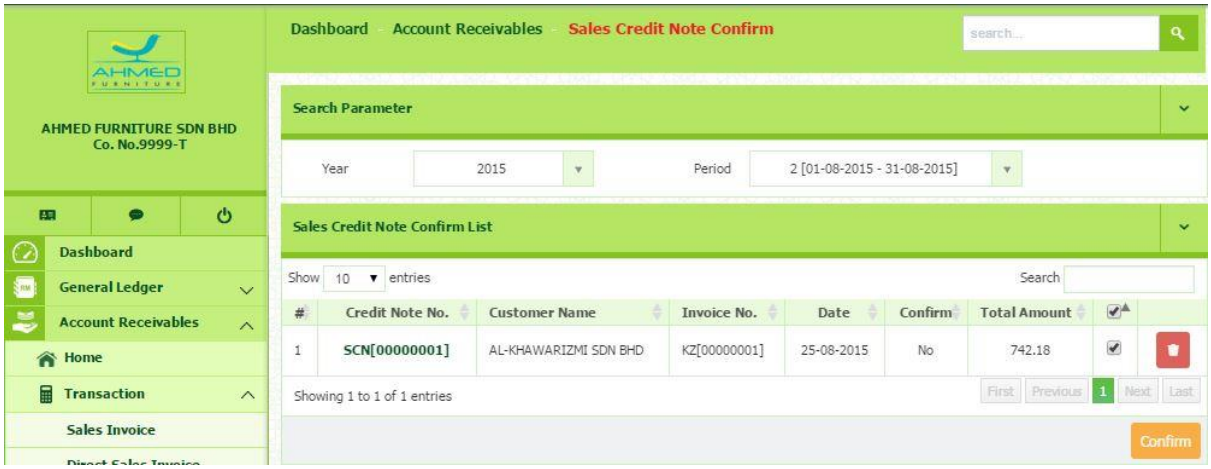
- Click (Add New Item) button to add new line for Other Charges.
- Select List of Items from the drop down list that created in the Inventory Setup.
    - *You MUST select the same chart of account that used in Direct Sales Invoice or Sales Invoice.
- Fill in the Description as it has no letters limit,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

 © 2015 SALIHIN. All Rights Reserved

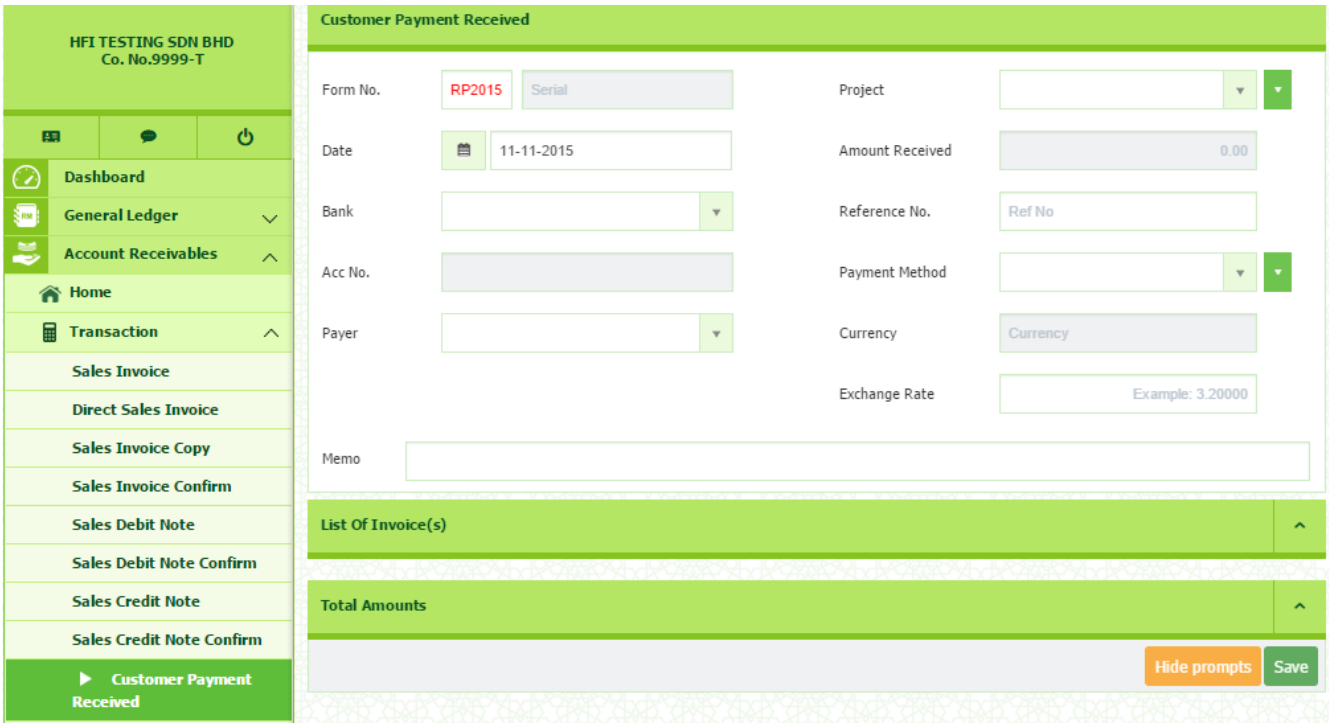
2.6 How to Confirm Sales Credit Note



- 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 (√) 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.

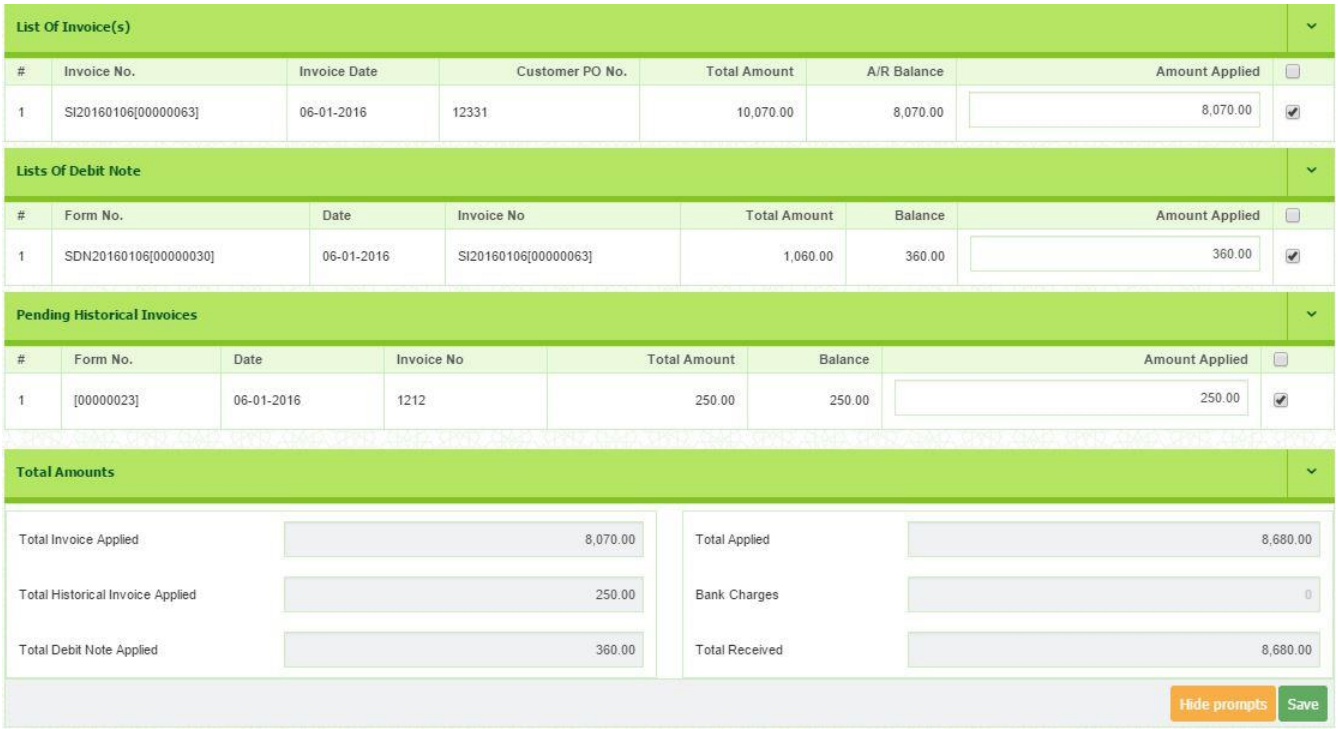
 © 2015 SALIHIN. All Rights Reserved

2.7 How to Create Customer Payment Received



- 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.

 © 2015 SALIHIN. All Rights Reserved



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

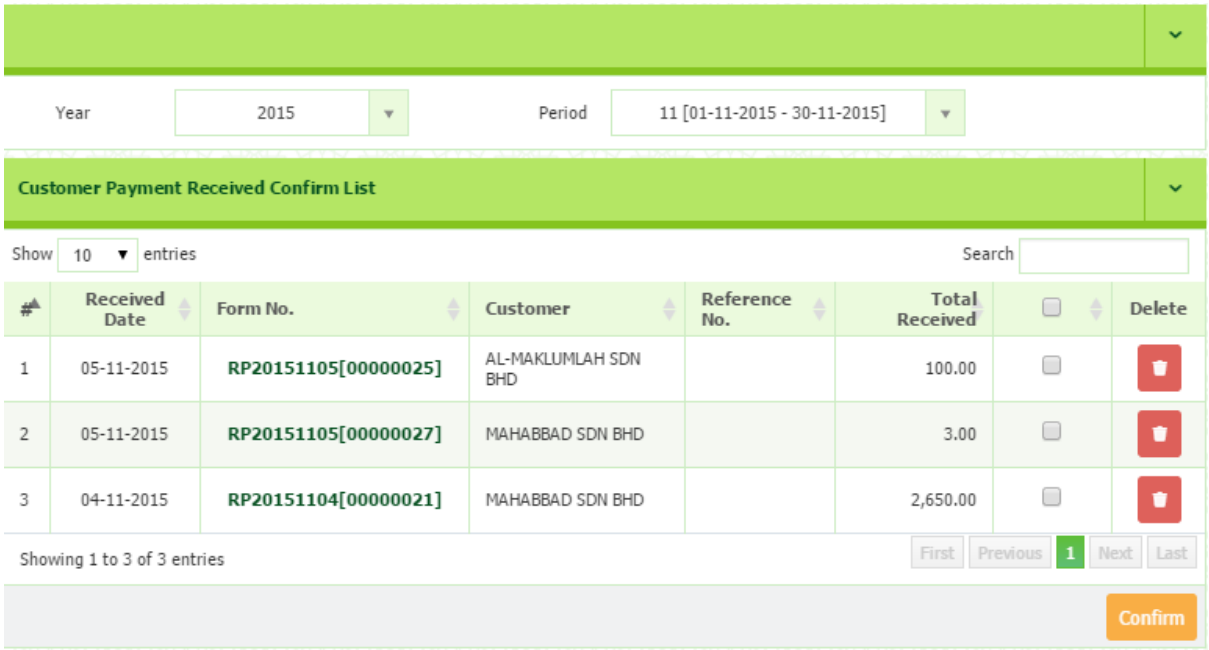
- In the List of Debit Note section, it will display all the listing of debit note.
- You may tick the related debit note that associated with the invoice.
- It will not automatically add into the total amount of an invoice.

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.

 © 2015 SALIHIN. All Rights Reserved

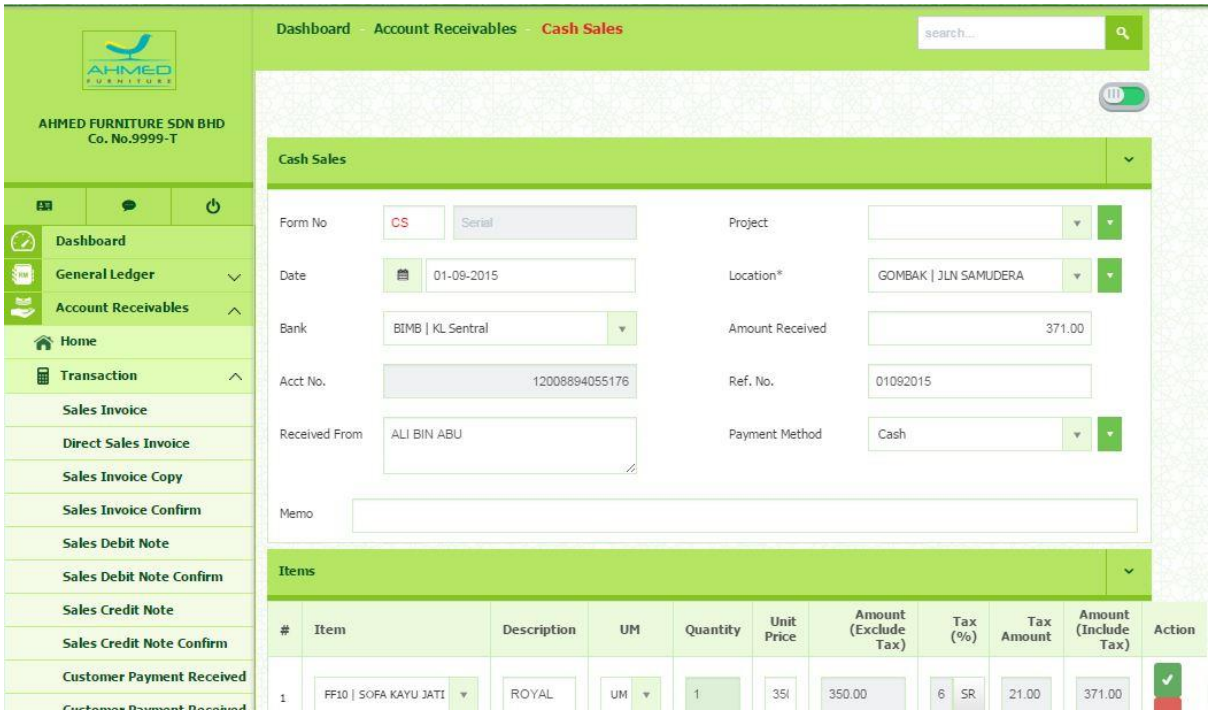
2.8 How to Create Customer Payment Received Confirm



- 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

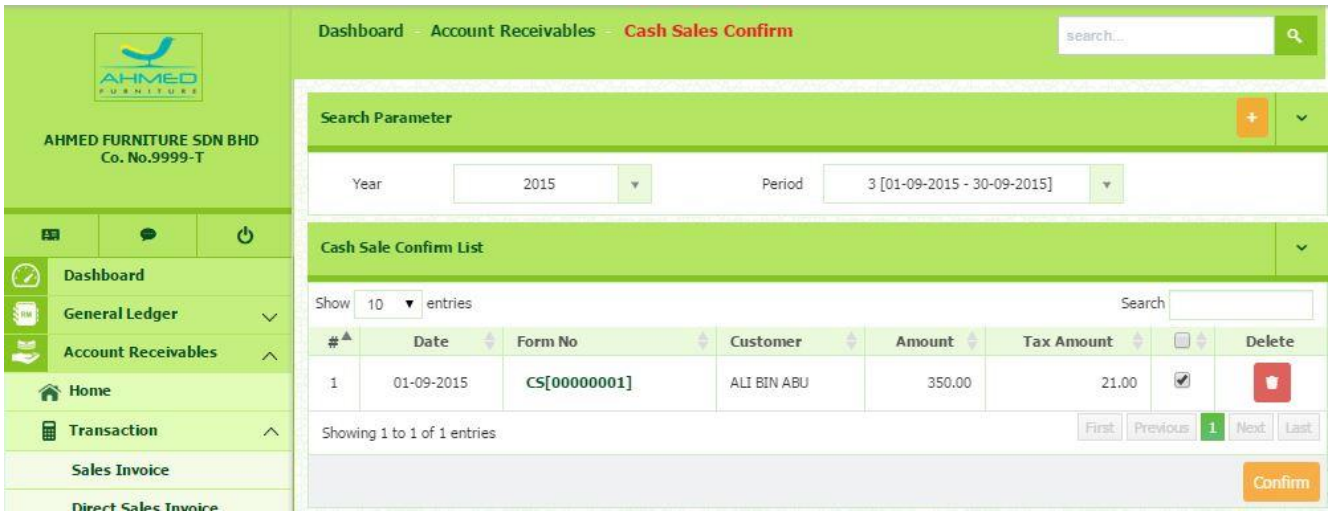
 © 2015 SALIHIN. All Rights Reserved

2.9 How to Create Cash Sales



- 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.

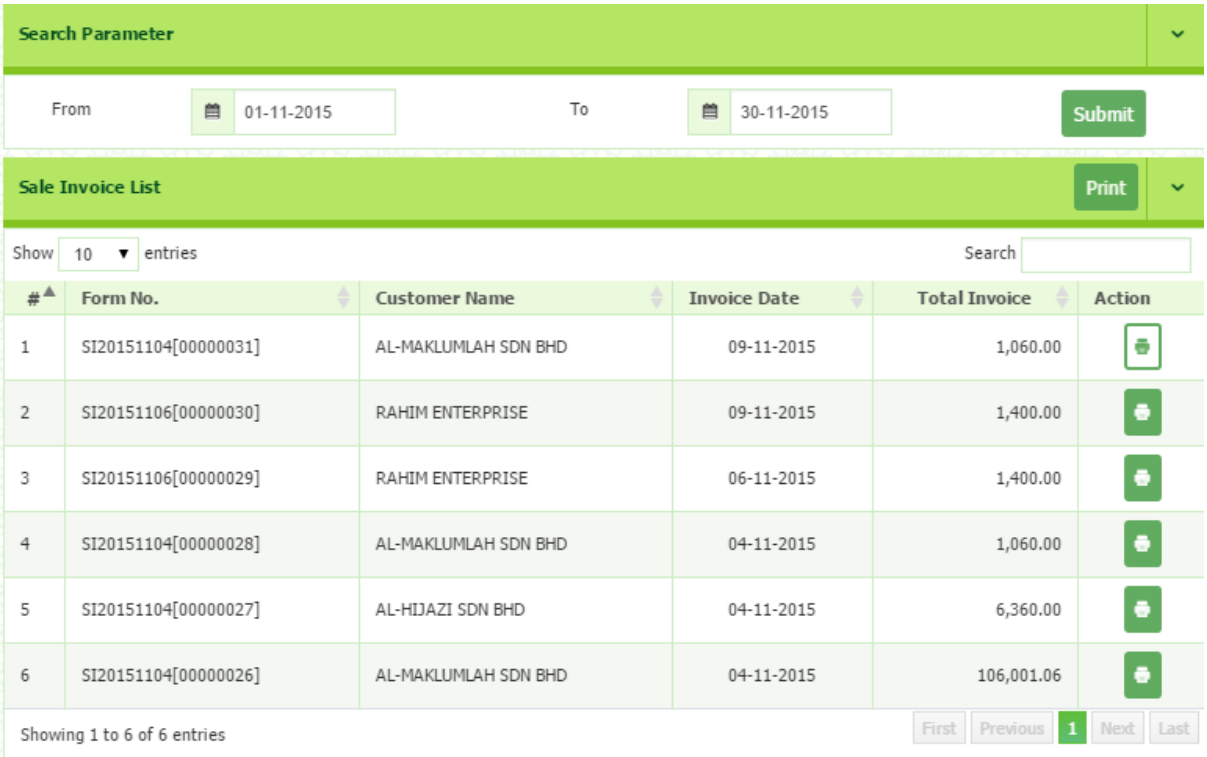
 © 2015 SALIHIN. All Rights Reserved



- 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 (√) 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

 © 2015 SALIHIN. All Rights Reserved

3.0 How to Generate Sales Invoice List Report

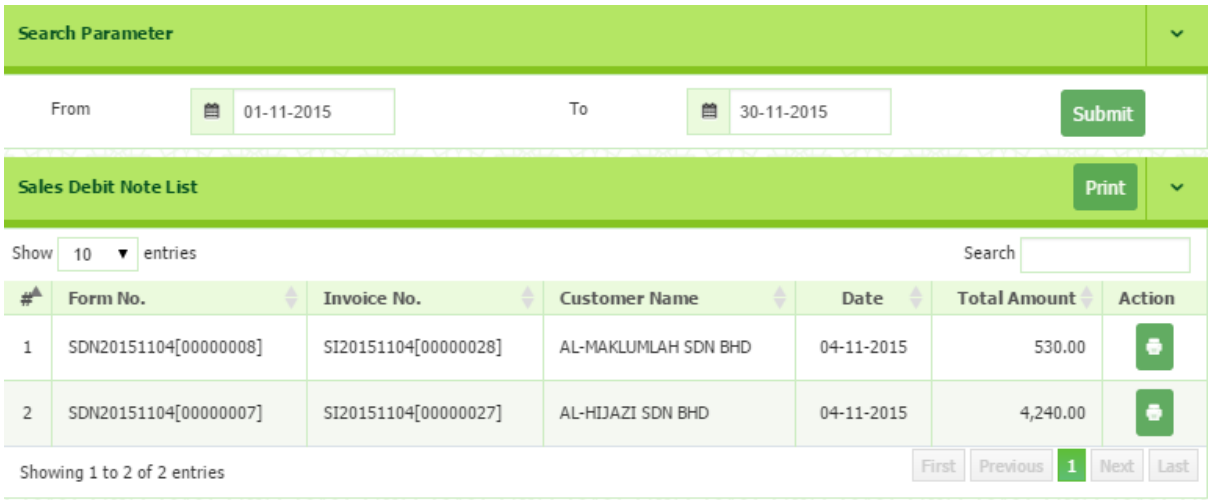


#	Form No.	Customer Name	Invoice Date	Total Invoice	Action
1	SI20151104[00000031]	AL-MAKLUMLAH SDN BHD	09-11-2015	1,060.00	
2	SI20151106[00000030]	RAHIM ENTERPRISE	09-11-2015	1,400.00	
3	SI20151106[00000029]	RAHIM ENTERPRISE	06-11-2015	1,400.00	
4	SI20151104[00000028]	AL-MAKLUMLAH SDN BHD	04-11-2015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

- 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.

 © 2015 SALIHIN. All Rights Reserved

4.0 How to Generate Sales Debit Note List Report



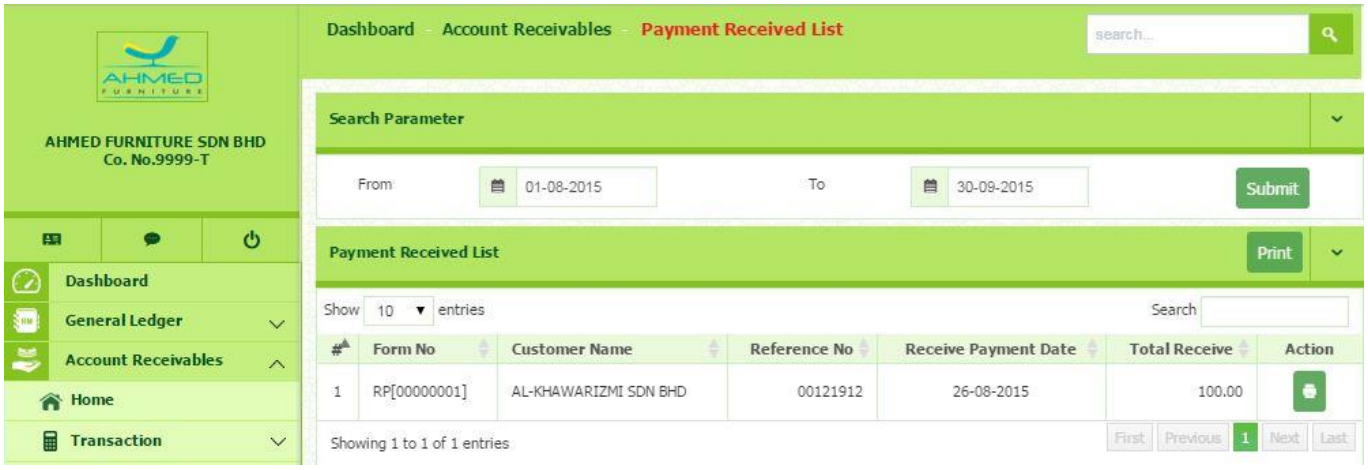
- Go to **Account Receivables > Reports > Sales Debit Note List**
- Select the Parameter by Date From and Date To of the period/month that invoice exist in it, then click the (Submit) button.
- Then, click **Submit** button. All the Sales Debit Note List will be listing according to the date selected.
- 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.

 © 2015 SALIHIN. All Rights Reserved

5.0 How to Generate Sales Credit Note List Report

- 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



- 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.

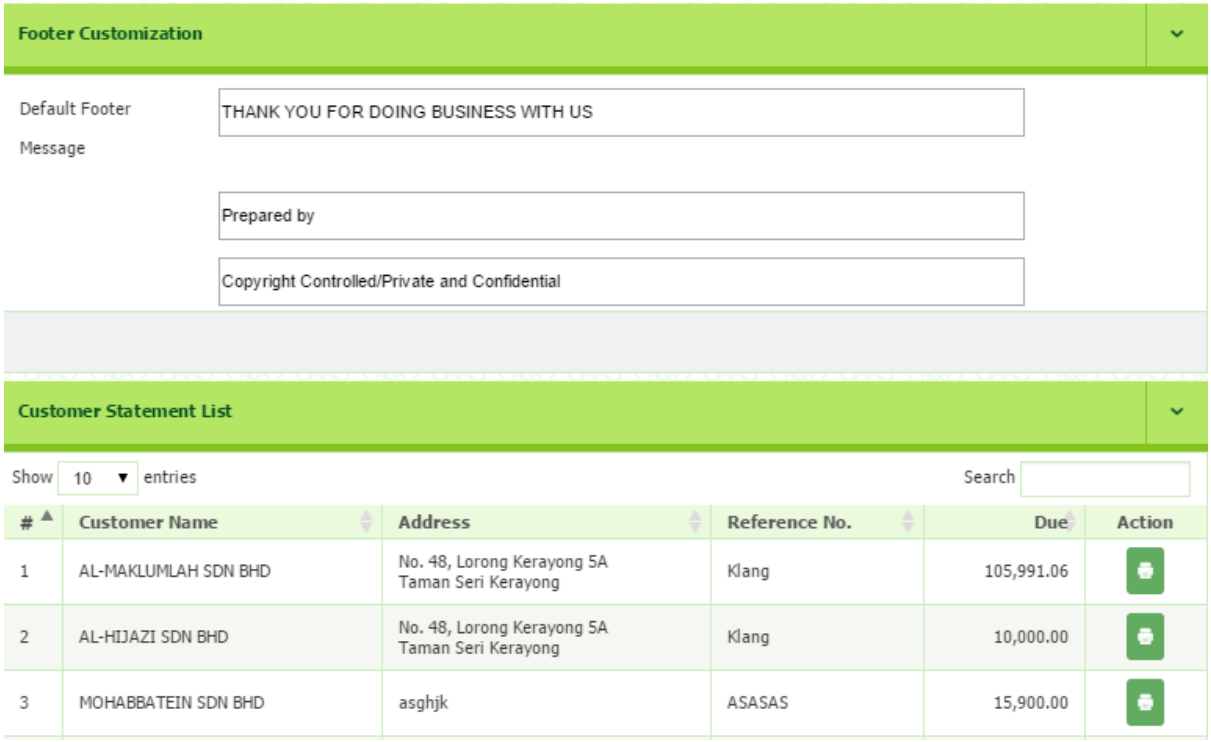
 © 2015 SALIHIN. All Rights Reserved

- 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.

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

 © 2015 SALIHIN. All Rights Reserved

7.0 How to Generate Customer Statement



- 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 Print button in the action column.

 © 2015 SALIHIN. All Rights Reserved

Customer Statement

AHMED FURNITURE

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

AL-AMIN RESOURCES SDN. BHD. (123456-X)
GST Registration No : 000012129819
No. 48, Lorong Kerayong 5A
Taman Seri Kerayong

42200, Klang

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[00000061]	Invoice	2,650.00	0.00	4,747.00
3	21-12-2015	SI20151221[00000061]	SDN20151221[00000029]	DebitNote	401.74	0.00	5,148.74
4	21-12-2015	SI20151221[00000061]	SCN20151221[00000022]	CreditNote	0.00	560.74	4,588.00
5	21-12-2015	WQQW	RP20151221[00000080]	** 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

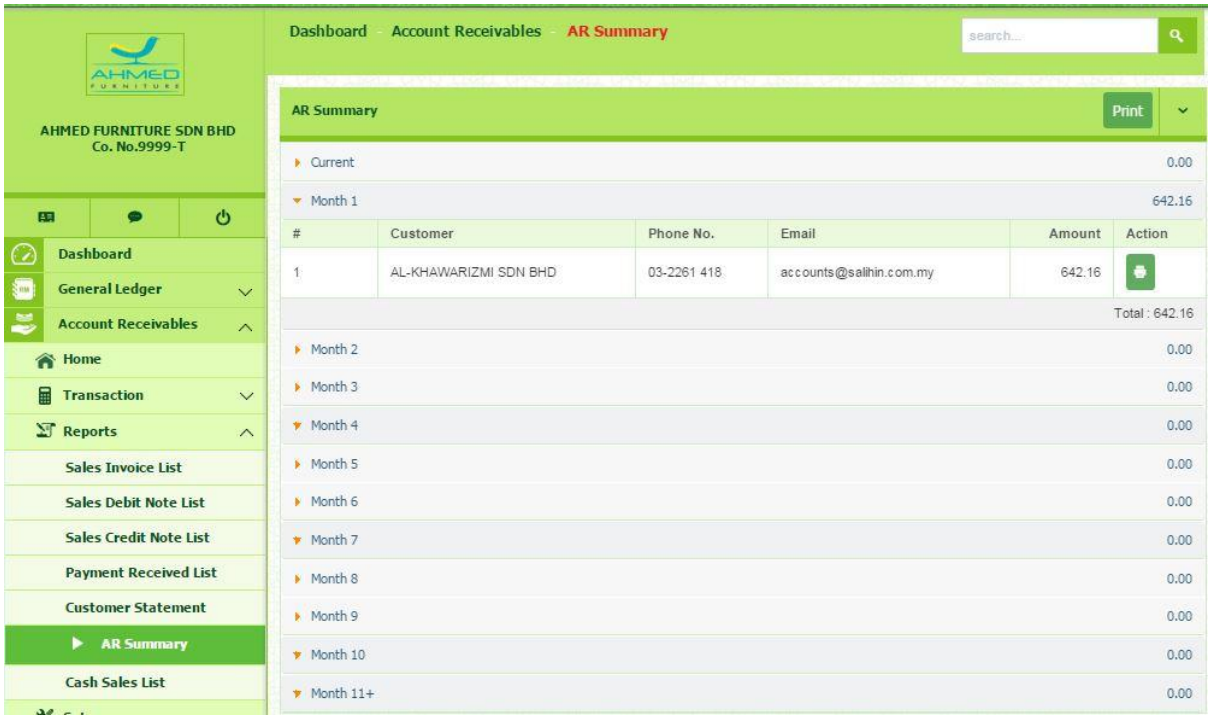
SYSTEM GENERATED NO SIGNATURE REQUIRED

THANK YOU FOR DOING BUSINESS WITH US
Prepared by
Copyright Controlled Private and Confidential
ANY DISCREPANCY IN THIS STATEMENT PLEASE INFORM US IN WRITING WITHIN 10 DAYS.

- 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

 © 2015 SALIHIN. All Rights Reserved

8.0 How to Generate AR Summary



- Go to **Account Receivables** > **Reports** > **AR Summary**
- Click the Period or Month.
- It will list all the AR transaction by recording it by monthly.
- You can print the report, details of each transaction by clicking the (Print) button.
- You also can print all the customer statement list by click (Print).

 © 2015 SALIHIN. All Rights Reserved

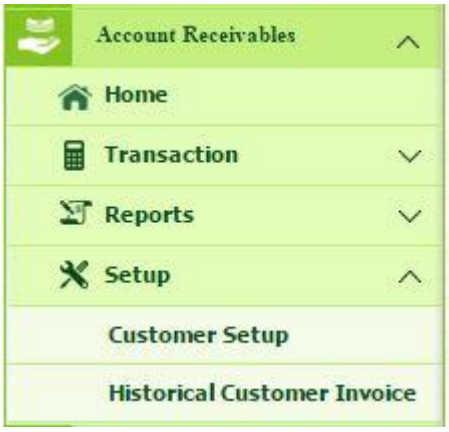
9.0 How to Generate Cash Sales Report

- 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.

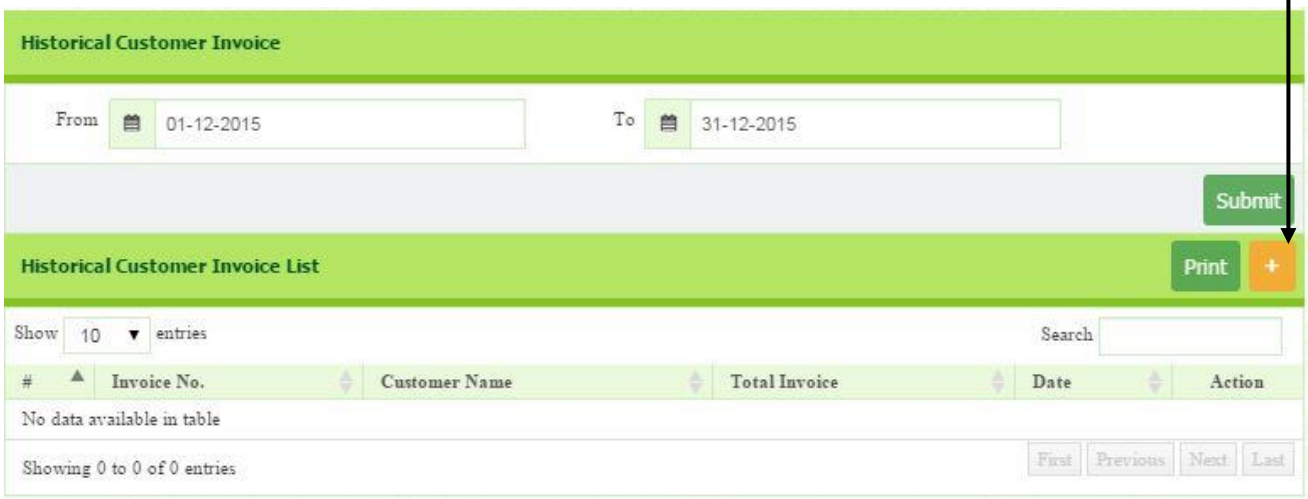
 © 2015 SALIHIN. All Rights Reserved

10.0 How to Create Historical Customer Invoice

- Go to Account Receivables > Setup > Historical Customer Invoice



- Click + button to create new historical invoice



- You will be directed to the related page.

 © 2015 SALIHIN. All Rights Reserved

- 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.

- 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

 © 2015 SALIHIN. All Rights Reserved

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

Customer Statement

AHMED FURNITURE

HFI TESTING SDN BHD (9999-T)
GST Registration No : 252345234523
2A-1, LEVEL 1, TOWER 2A PLAZA SENTRAL
JALAN SENTRAL 5 KL SENTRAL,
50470 KL SENTRAL
Phone : +603-2261 4180 Fax : +603-2261 4182

AL-AMIN RESOURCES SDN. BHD. (123456-X)
GST Registration No : 000012129819
No. 48, Lorong Kerayong 5A
Taman Seri Kerayong

42200, Klang

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

SYSTEM GENERATED NO SIGNATURE REQUIRED

THANK YOU FOR DOING BUSINESS WITH US
Prepared by
Copyright Controlled/Private and Confidential
ANY DISCREPANCY IN THIS STATEMENT PLEASE INFORM US IN WRITING WITHIN 10 DAYS.

- The historical invoice also will appear in Customer Payment Received

Customer Payment Received

Form No.	RP2015 Serial	Project	
Date	21-12-2015	Amount Received	0.00
Bank	CIMB | KL SENTRAL	Reference No.	100001
Acc No.	8002409498	Payment Method	Cheque
Payer	AL-AMIN RESOURCES SDN...	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	

 © 2015 SALIHIN. All Rights Reserved

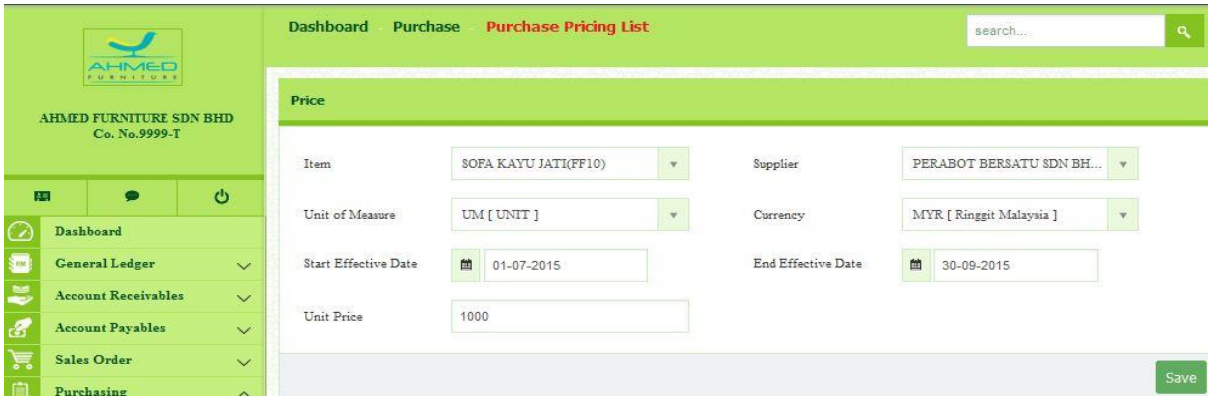
LESSON SIX

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.

 © 2015 SALIHIN. All Rights Reserved

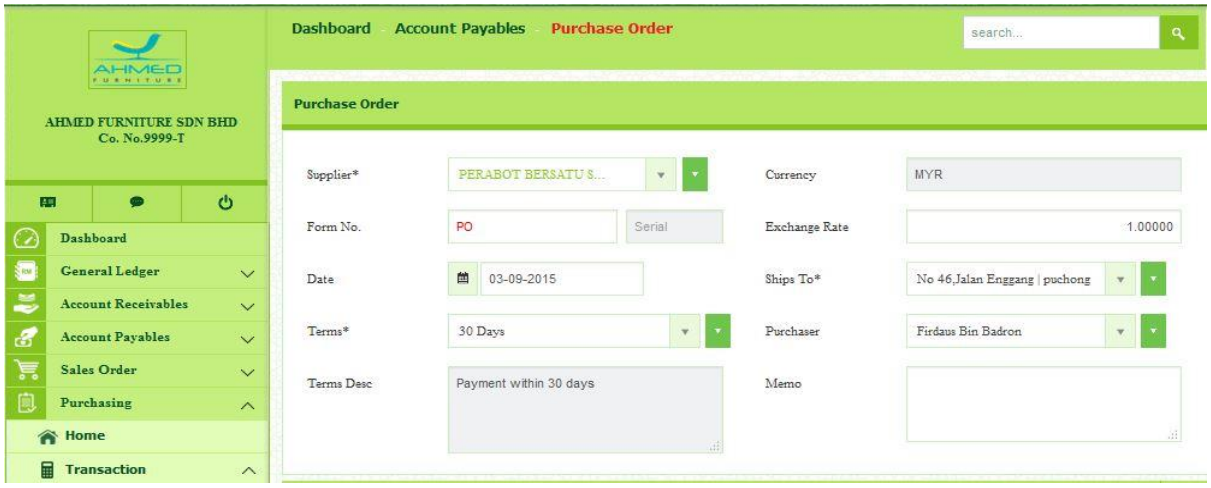
1.0 How to Setup Purchase Pricing



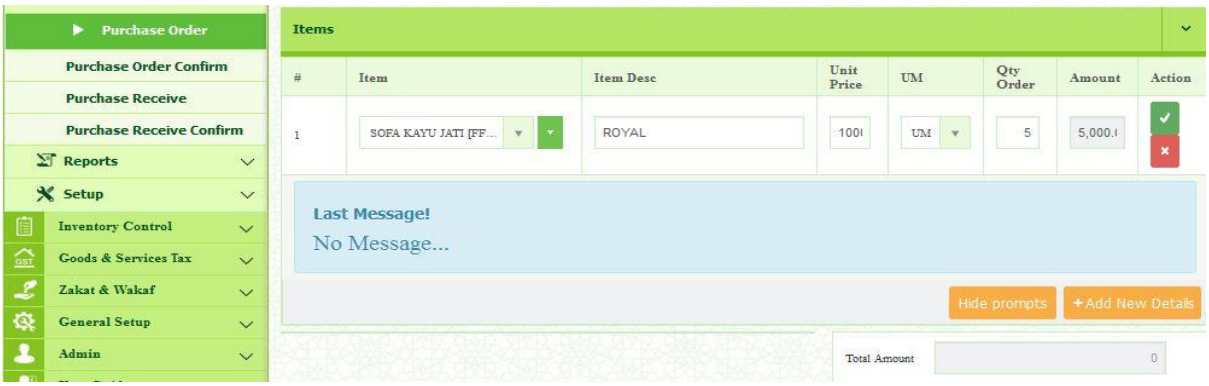
- Go to **Purchasing** > **Setup** > **Purchase Pricing**
- Select **Item**.
- Select **Supplier**.
- Select **Unit of measure.**
- Select **Currency**.
- Select **Start Effective Date** and **End Effective Date**.
- Enter **Unit price**. It depends on your goods market value.
- Click **Save** button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

 © 2015 SALIHIN. All Rights Reserved

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**.

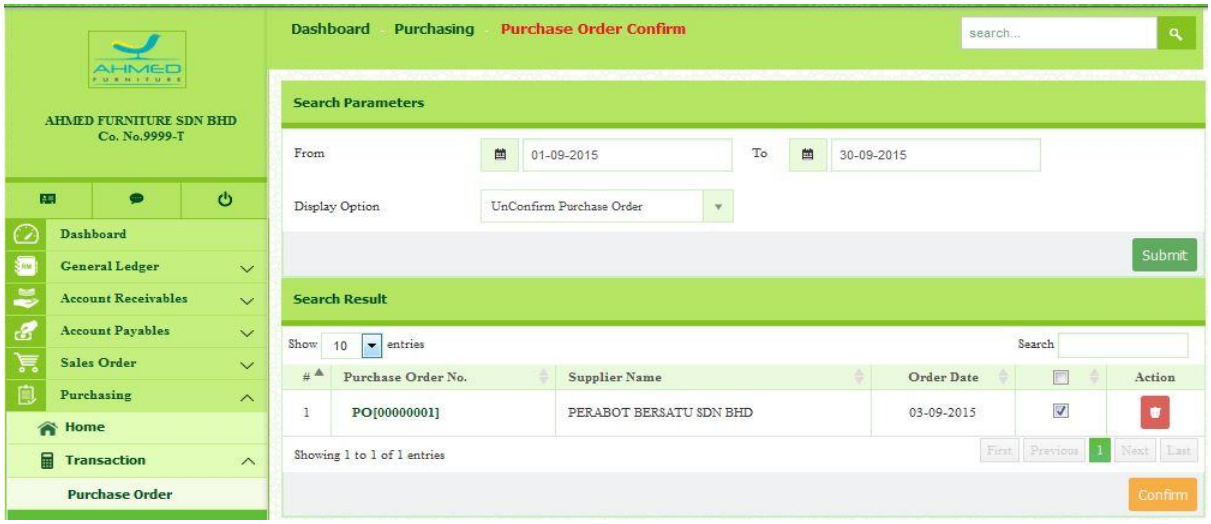


2.0.1 List of Item

- 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.

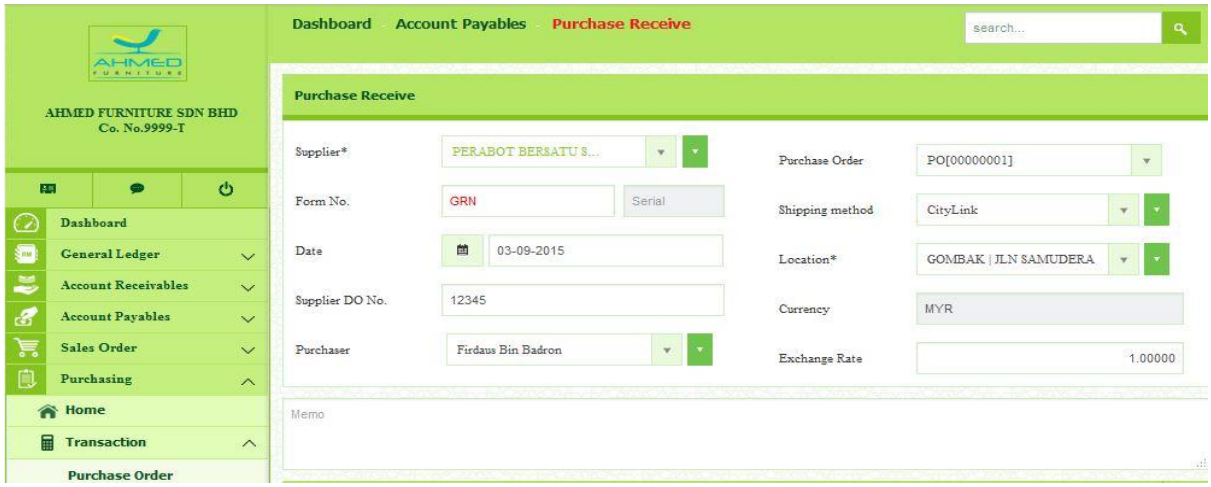
 © 2015 SALIHIN. All Rights Reserved

2.1 How to Confirm Purchase Order



- 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**.

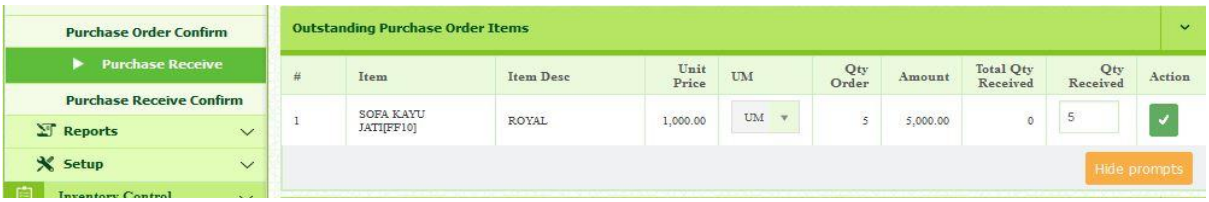
2.2 How to Create Purchase Receive



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

 © 2015 SALIHIN. All Rights Reserved

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



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.

2.2.2 Current Items Received

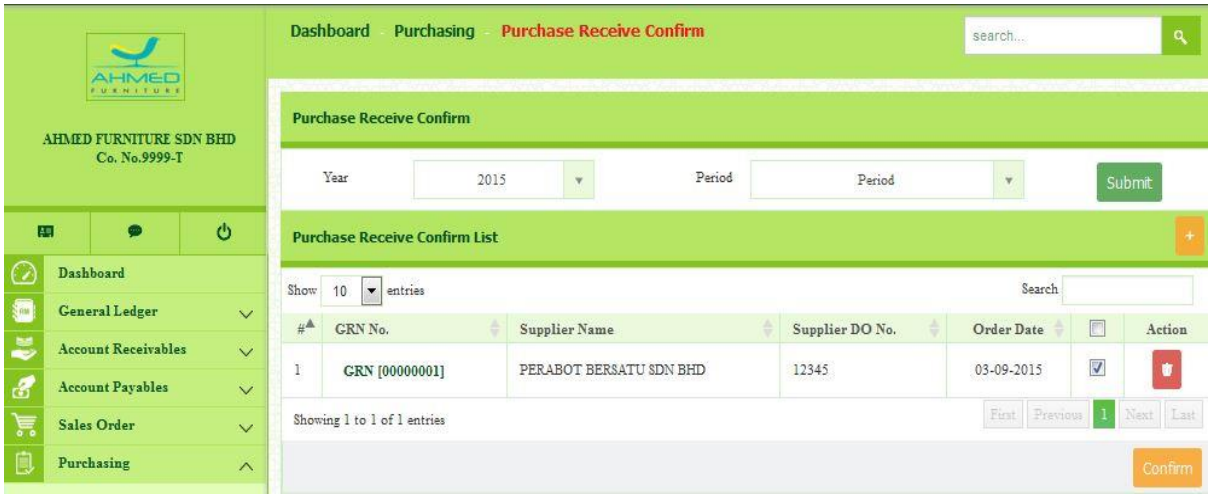
- In this part, it will display the current item received that you have entered in previous outstanding purchase order items.

 © 2015 SALIHIN. All Rights Reserved

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

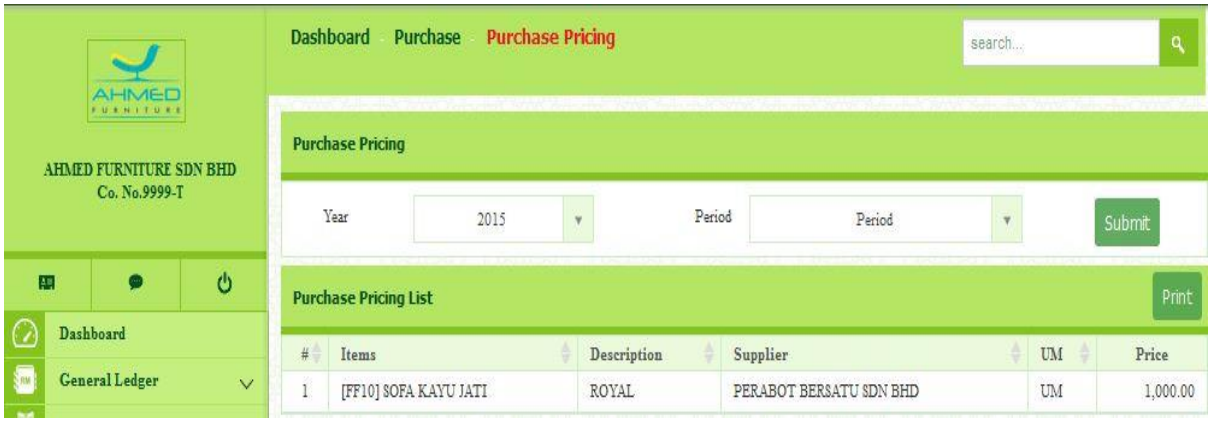
2.3 How to Confirm Purchase Receive



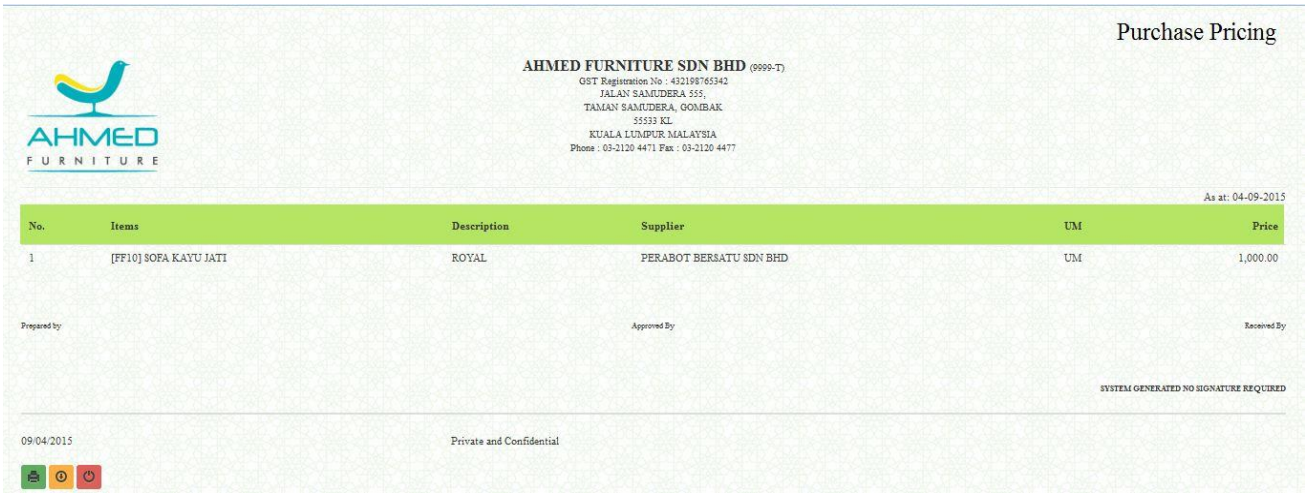
- Go to **Purchasing** > **Transaction** >**Purchase Receive Confirm**
- Select the **Year and Period**, then click **Submit** button.
- Purchase receive item list will be listed for selected period.
- Tick the **selected purchase order** that need to be confirm.
- Once selected, click the **Confirm**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

 © 2015 SALIHIN. All Rights Reserved

3.0 How to generate Purchase Pricing Report

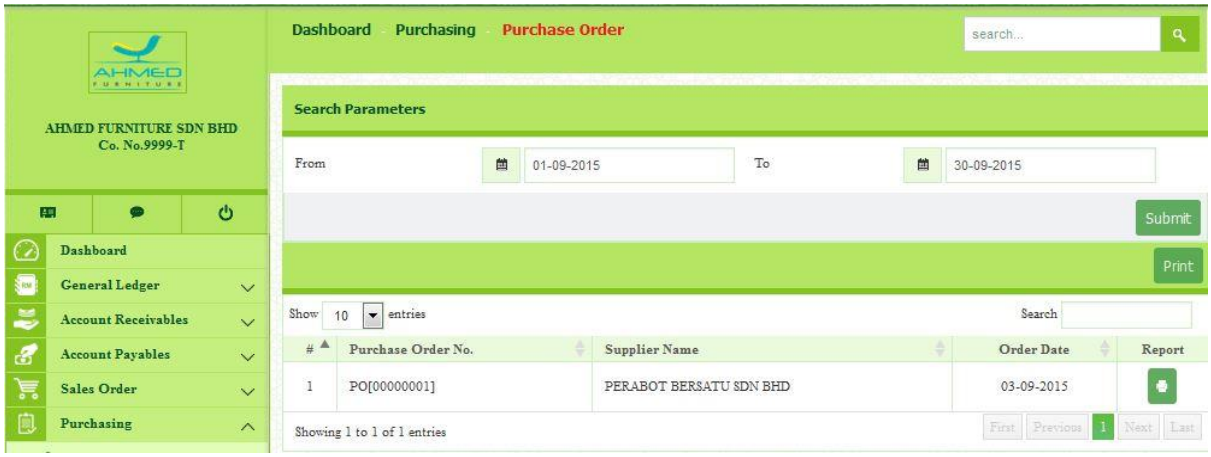


- Go to **Purchasing >Reports >Purchase Pricing**
- Select the **Year and Period**, then click **Submit** button.
- Purchase Pricing List will be listed for selected period.
- Click Print to review and print the Purchase Pricing List.
- Example of Purchase Pricing List Report.

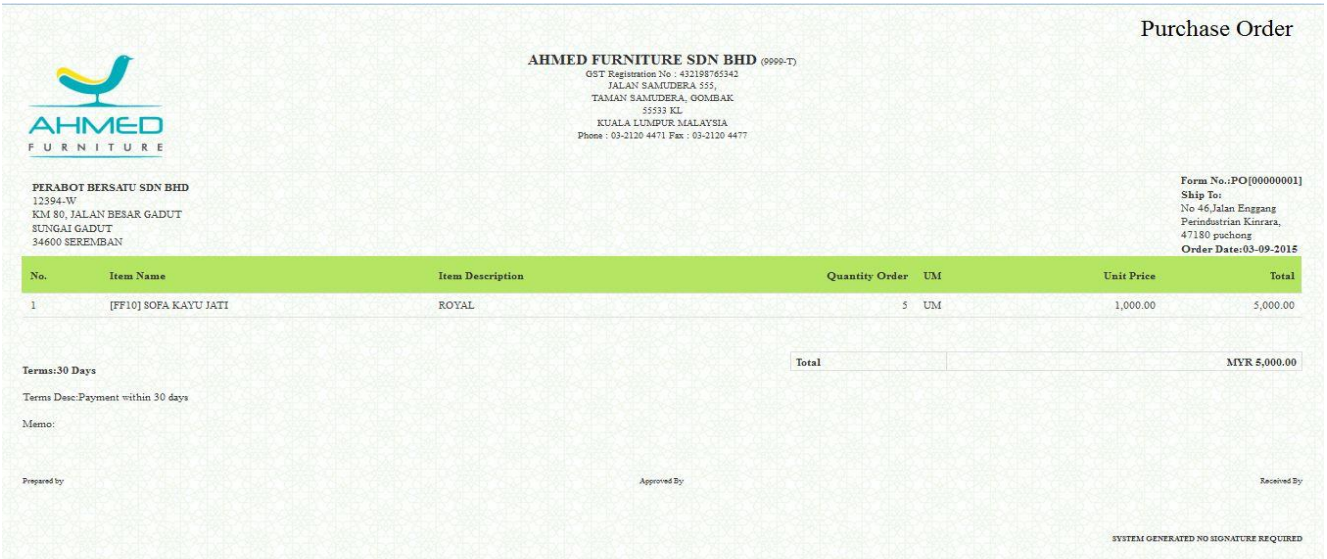


 © 2015 SALIHIN. All Rights Reserved

3.1 How to Generate Purchase Order Report

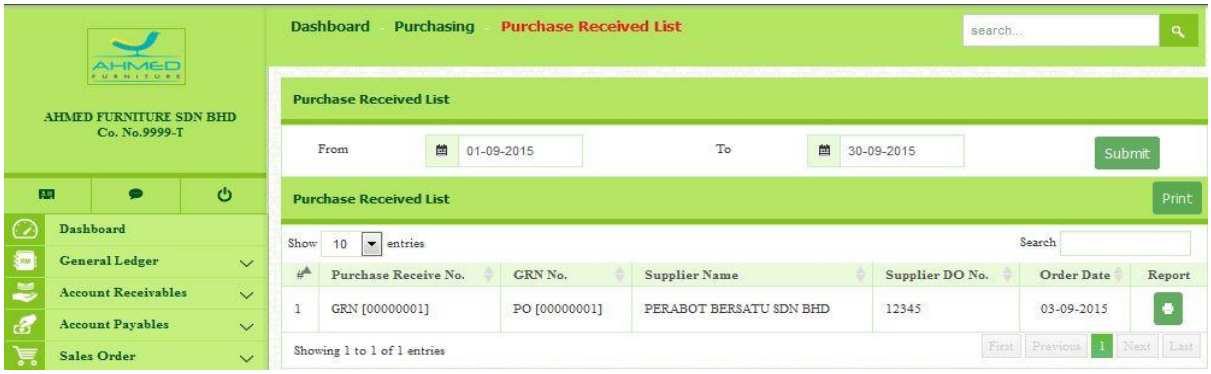


- Go to **Purchasing > Report >Purchase Order List**
- Select the **period** and click **Submit** button.
- Click Report to review and print the report.
- Example of Purchase Order List Report

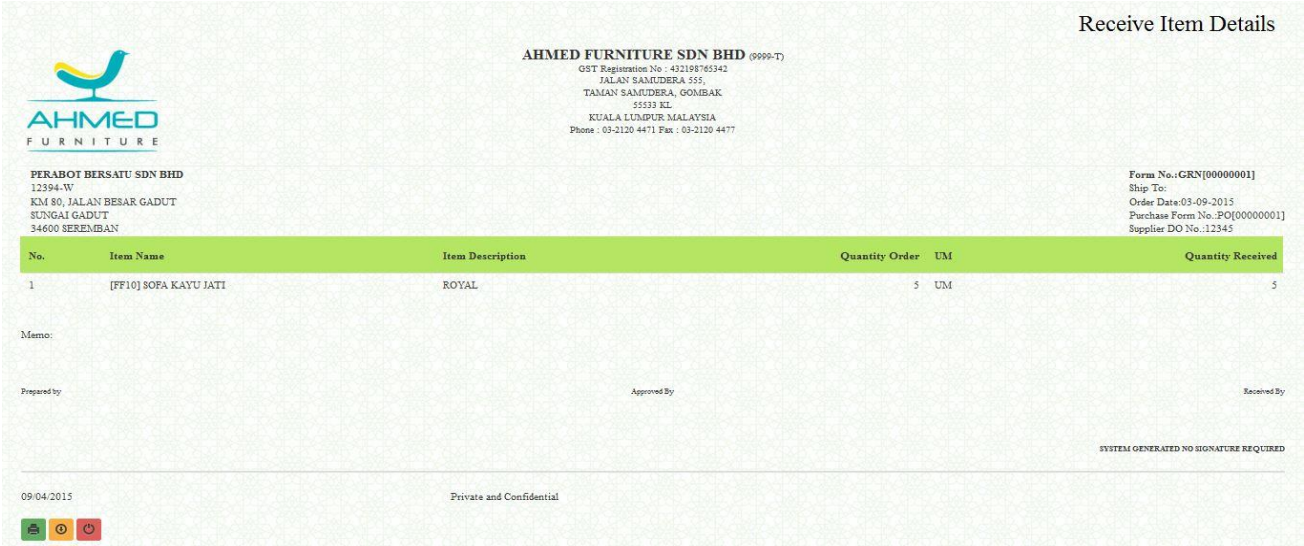


 © 2015 SALIHIN. All Rights Reserved

3.2 How to Generate Purchase Received Report



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



 © 2015 SALIHIN. All Rights Reserved

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.

 © 2015 SALIHIN. All Rights Reserved

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

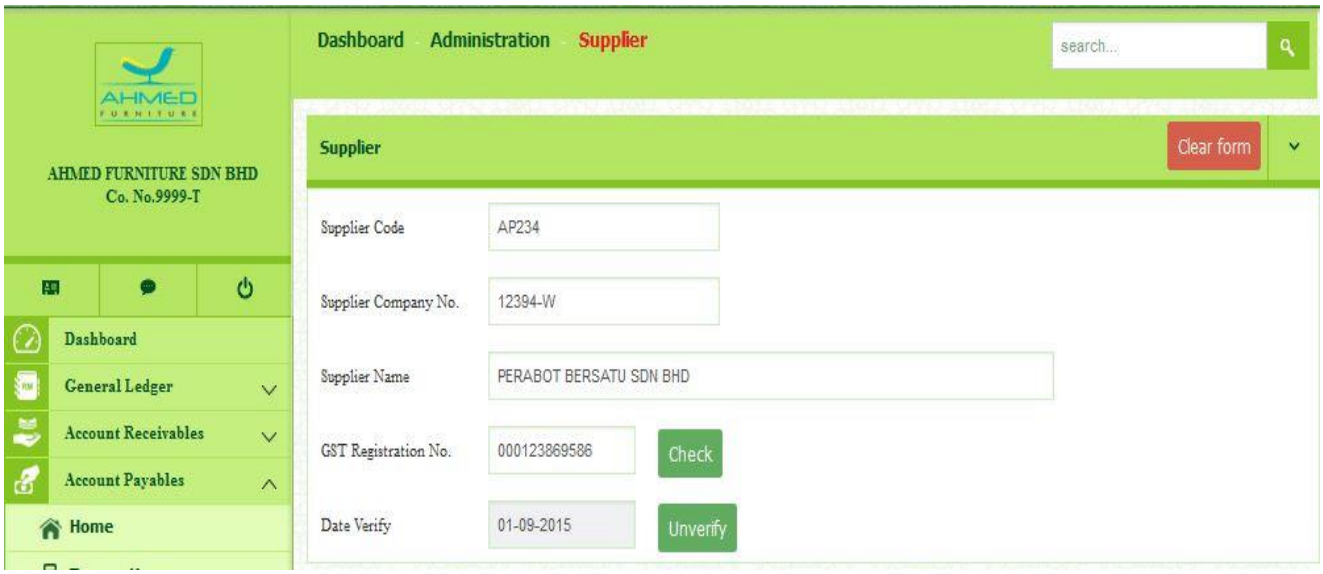
 © 2015 SALIHIN. All Rights Reserved

.

1.0 How to Setup Account Payable

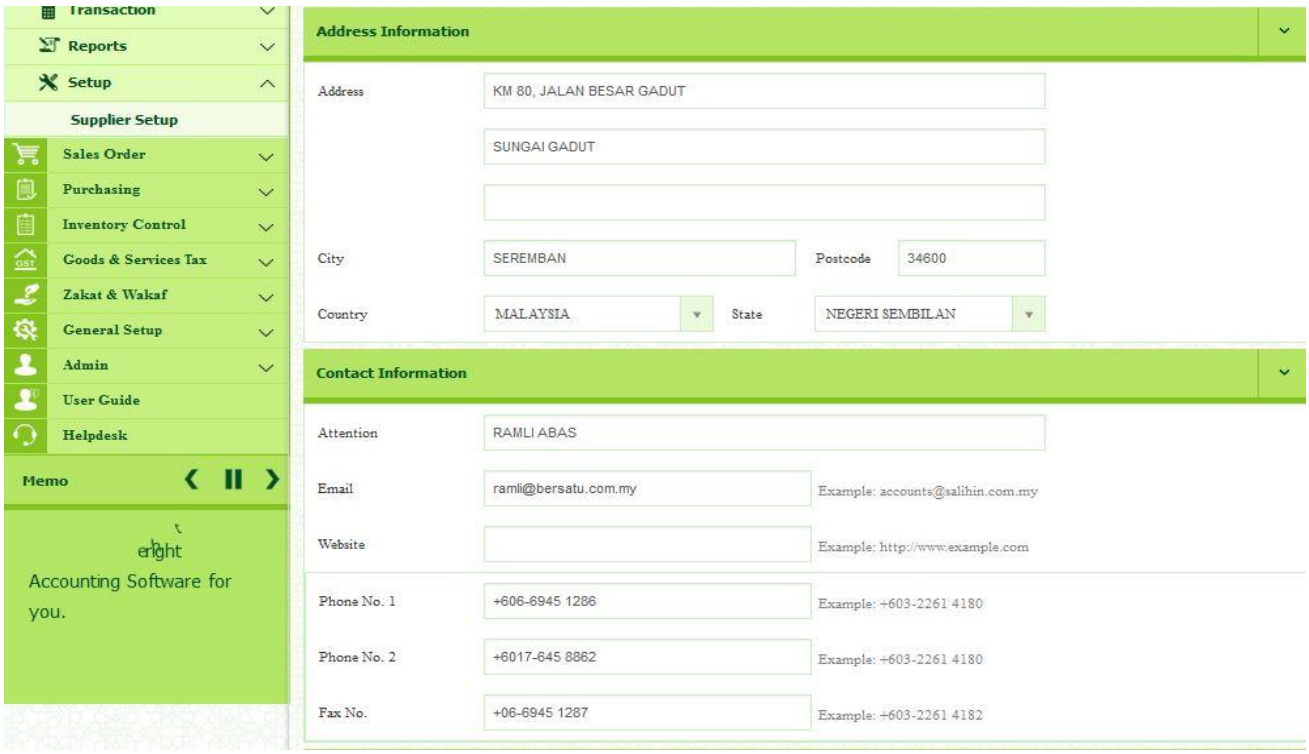
- Go to **Account Payable** > **Setup** > **Supplier Setup**
- Click + button on the right top of the pages, to **setup a New Supplier**.

- 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.



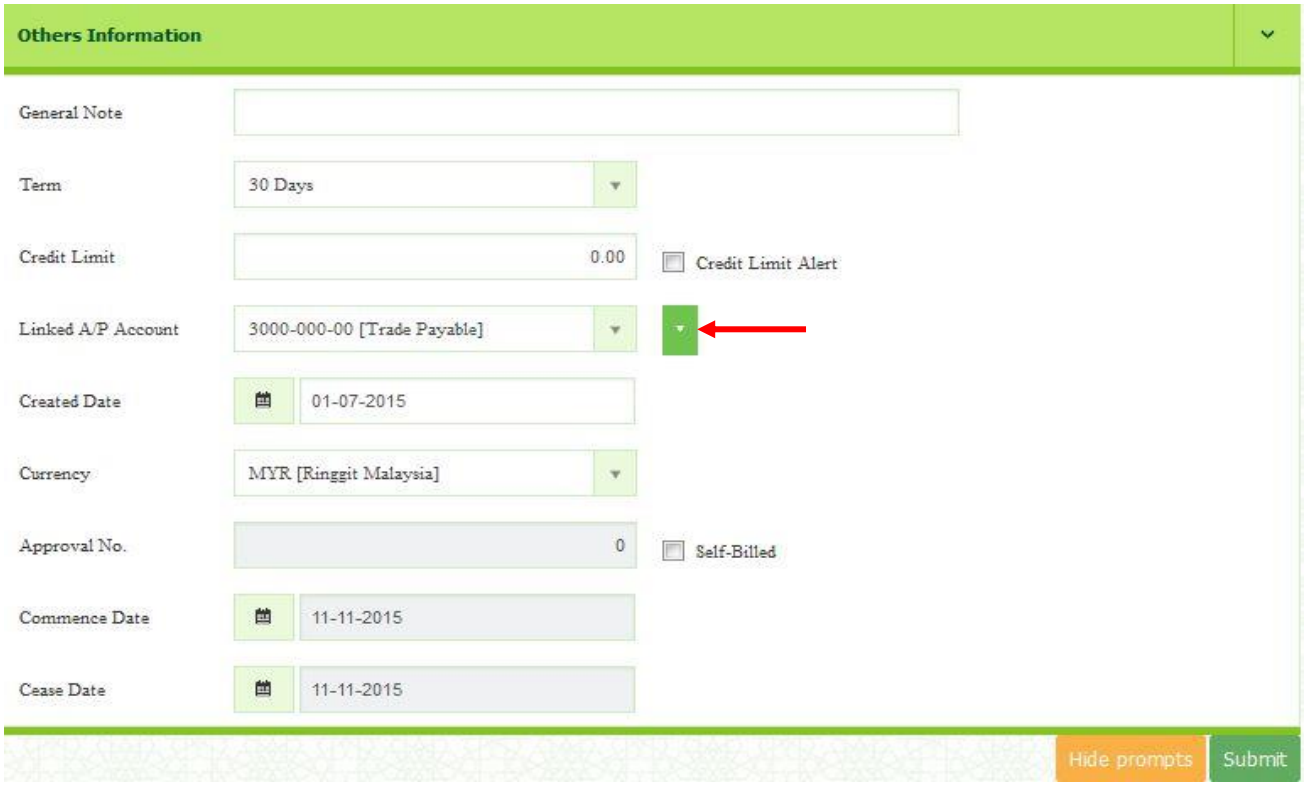
- Enter all the **address information**.
- Enter all the **contact information**.

 © 2015 SALIHIN. All Rights Reserved



- 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.

 © 2015 SALIHIN. All Rights Reserved



- 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:-

a) Purchase Invoice

b) Direct Purchase Invoice

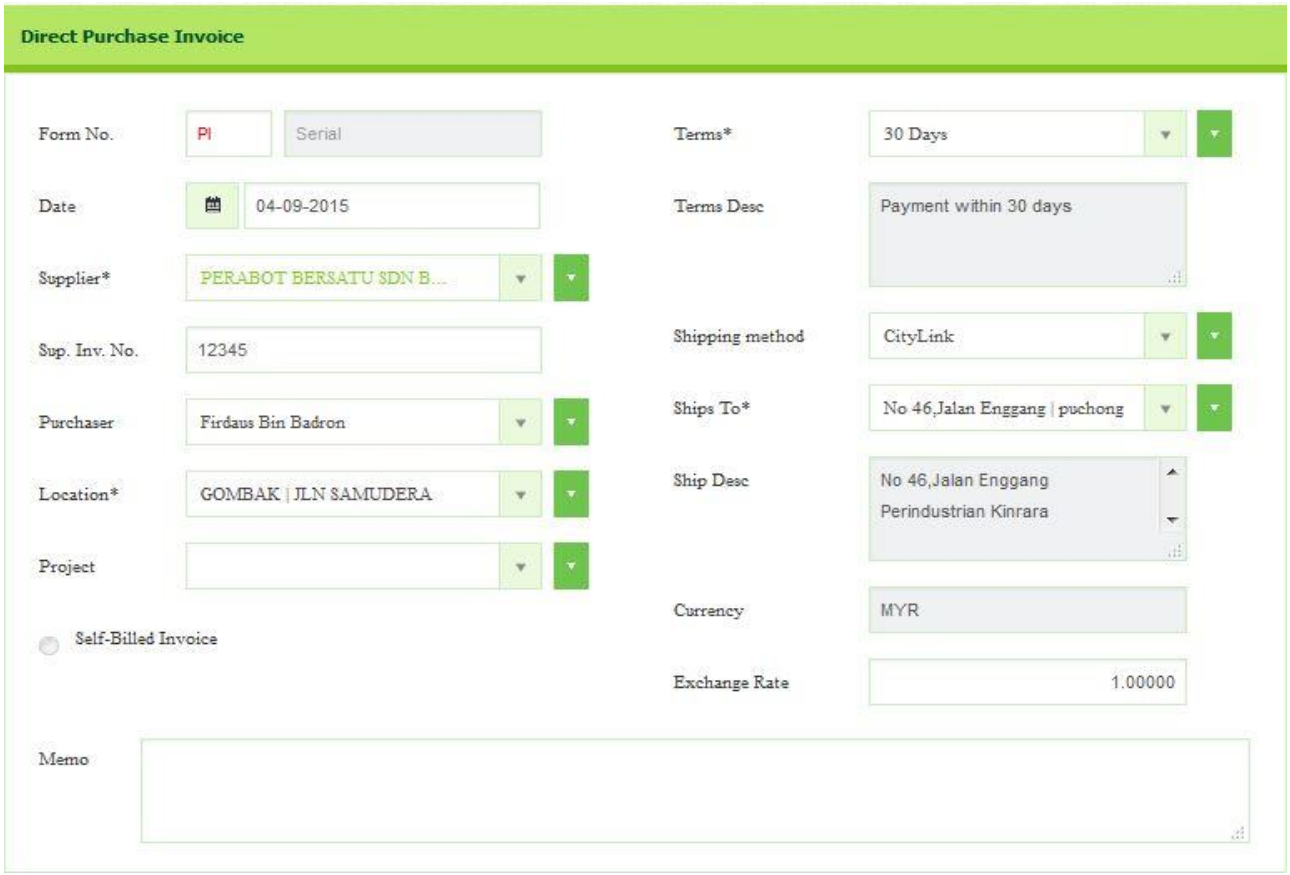
Please setting up all the basic information before create Direct Purchase Invoice.

- ✓ 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.

 © 2015 SALIHIN. All Rights Reserved

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



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

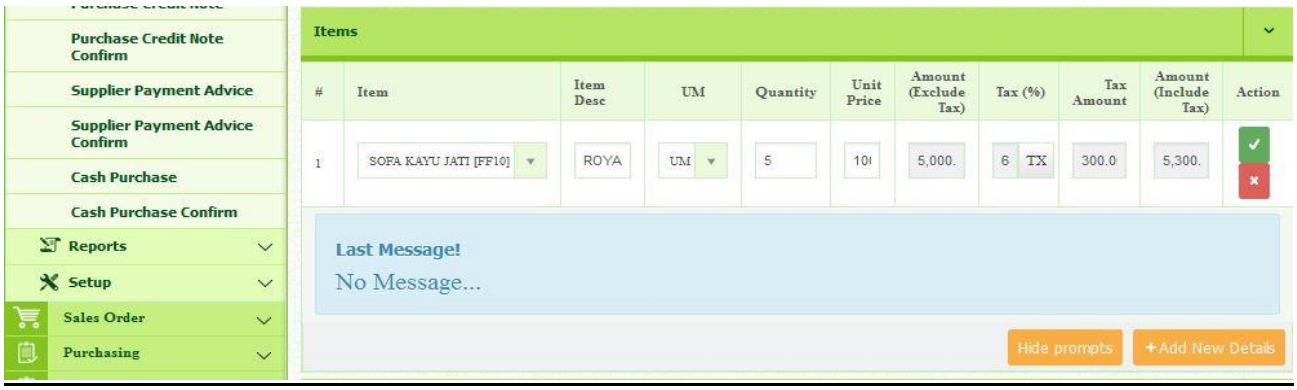
- Go to **Account Payables** > **Transaction** > **Direct Purchases Invoice**
- Enter **Form Number** if necessary but the serial number will generate automatically
- Select **Date**
  - *If you did not change the date, it will record the current date.
- Select the **Supplier** from the drop down list.
- 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.

 © 2015 SALIHIN. All Rights Reserved

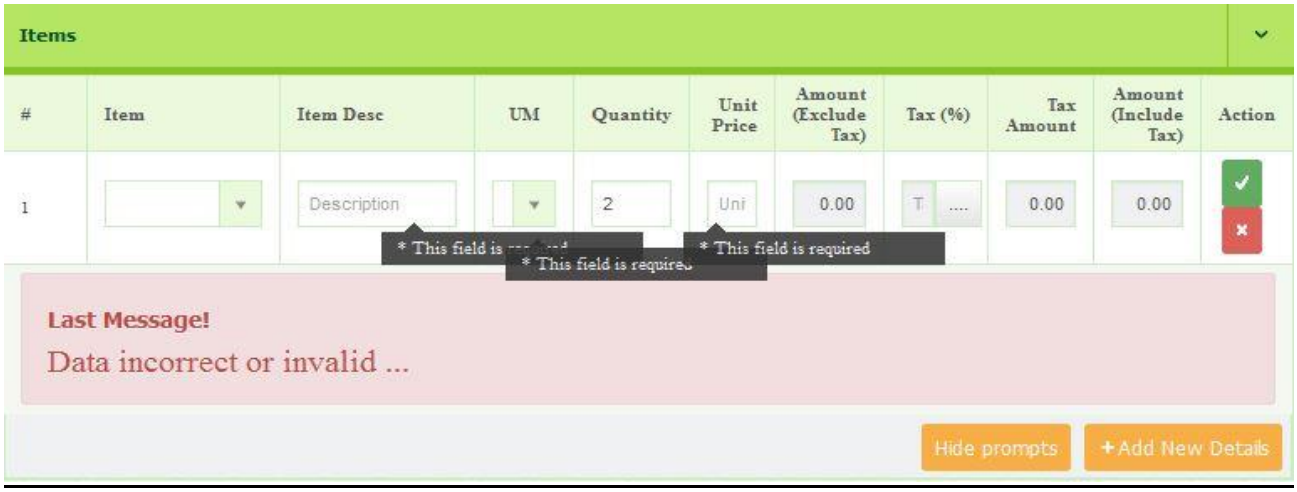
2.0.1 How to add New Item

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.



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



 © 2015 SALIHIN. All Rights Reserved

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.

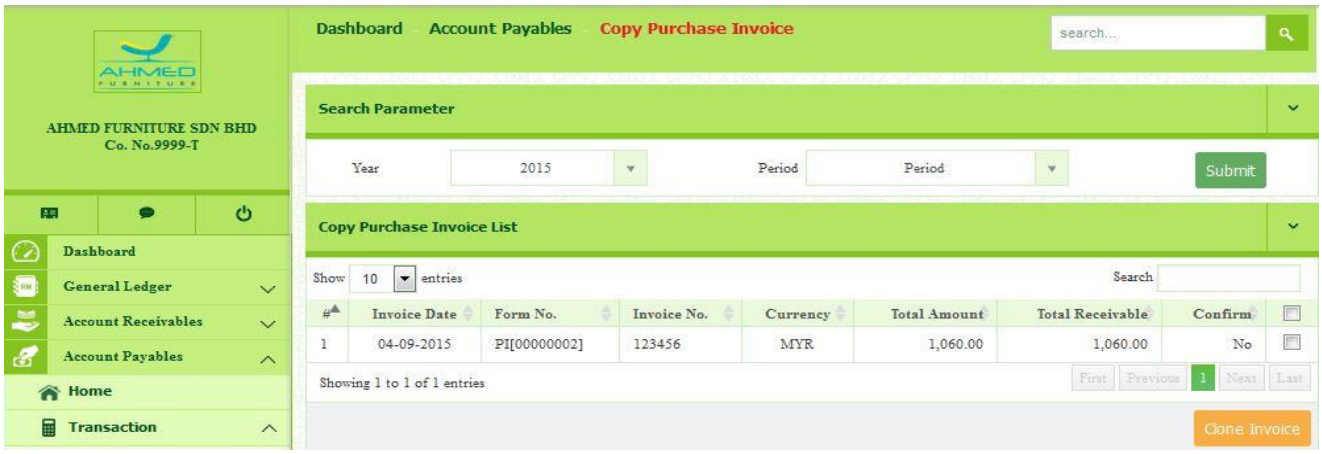
- Click **Add New Charges** button to add new line for **Other Charges**
- Select the **Account** from the dropdown list.
- Enter the **Description** as it has no letter limit.
- Enter the **Amount.**
- Select **GST Tax Code.**

  *Tick (√) in the Inclusive Tax column if the amount including GST.
- To **save**, click the button.

 © 2015 SALIHIN. All Rights Reserved

2.1 How to Duplicate Purchase Invoice

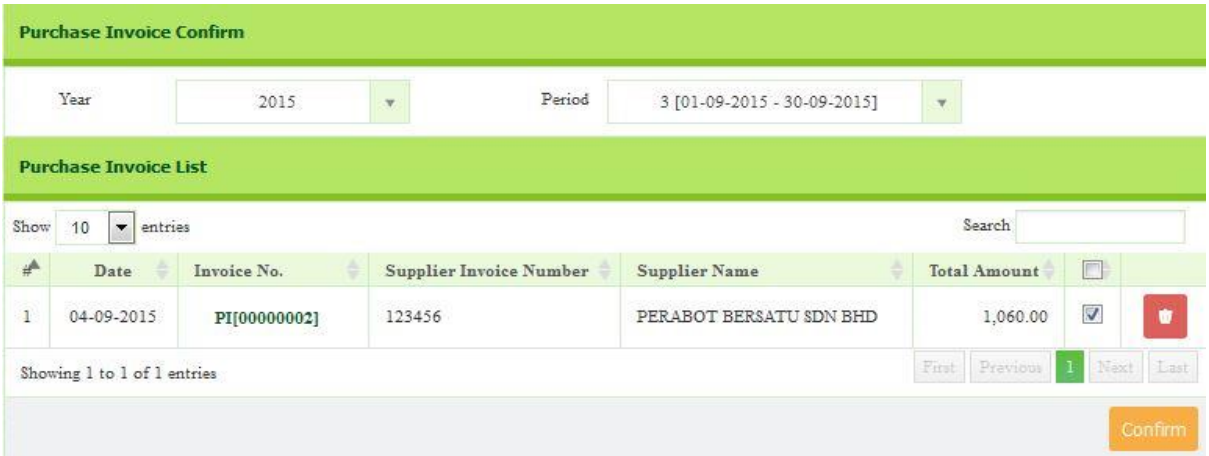
You can use this function to copy an existing purchase invoice. A copied of any existing purchase invoice will be a new draft version with the same data. You can keep or reedit if it's required.



- 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.

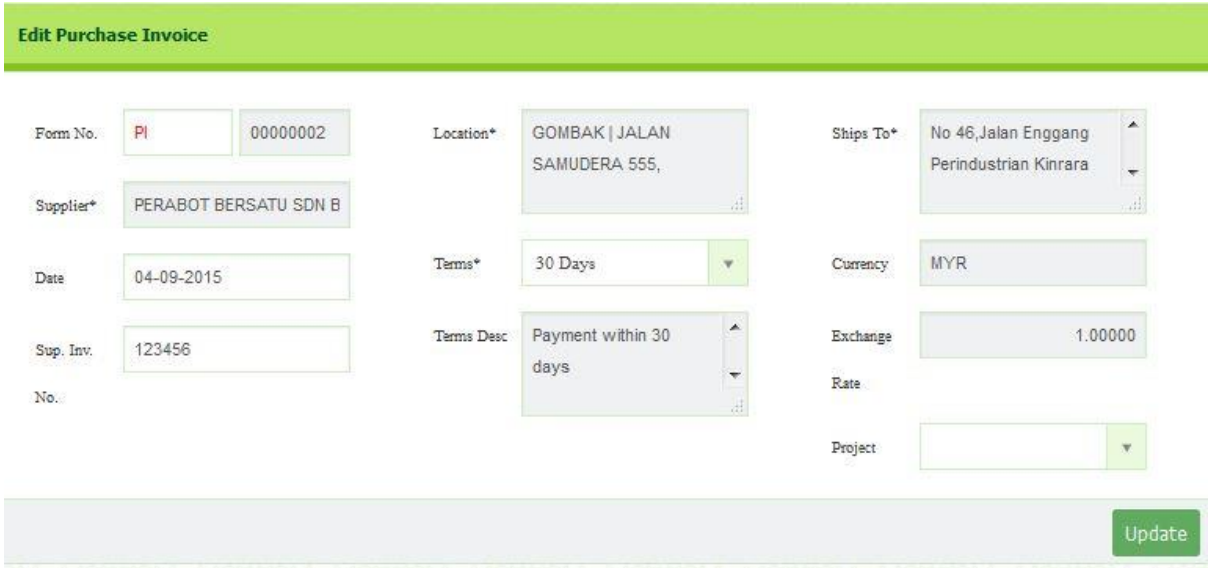
2.2 How to Confirm the Purchase Invoice

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.



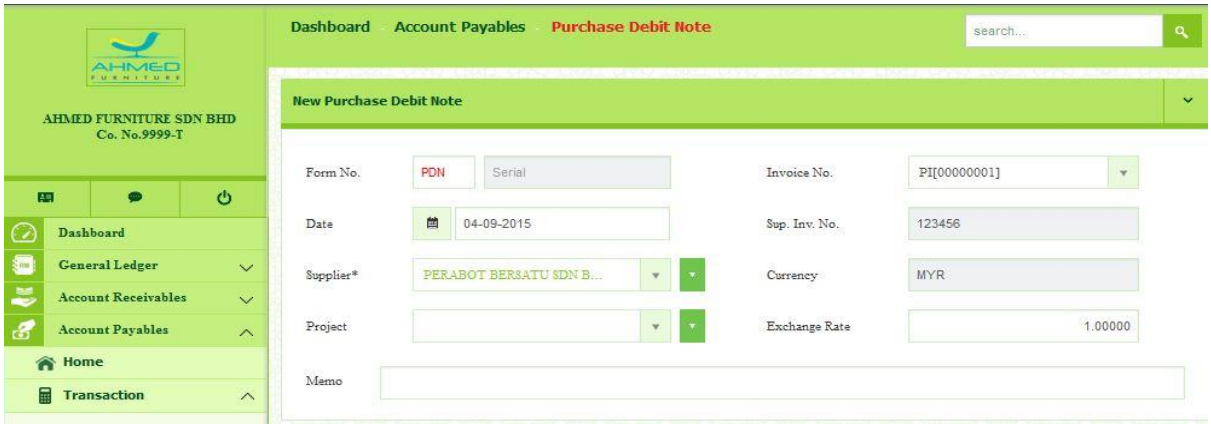
 © 2015 SALIHIN. All Rights Reserved

- 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



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.



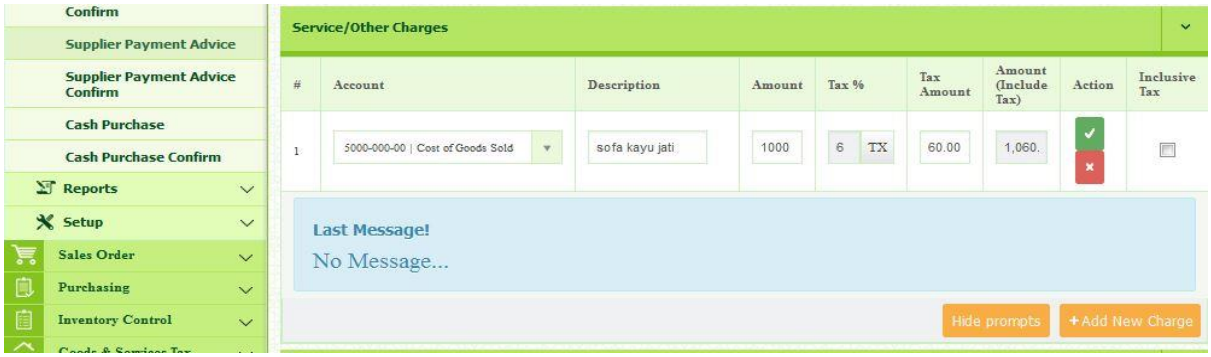
 © 2015 SALIHIN. All Rights Reserved

- 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.

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.

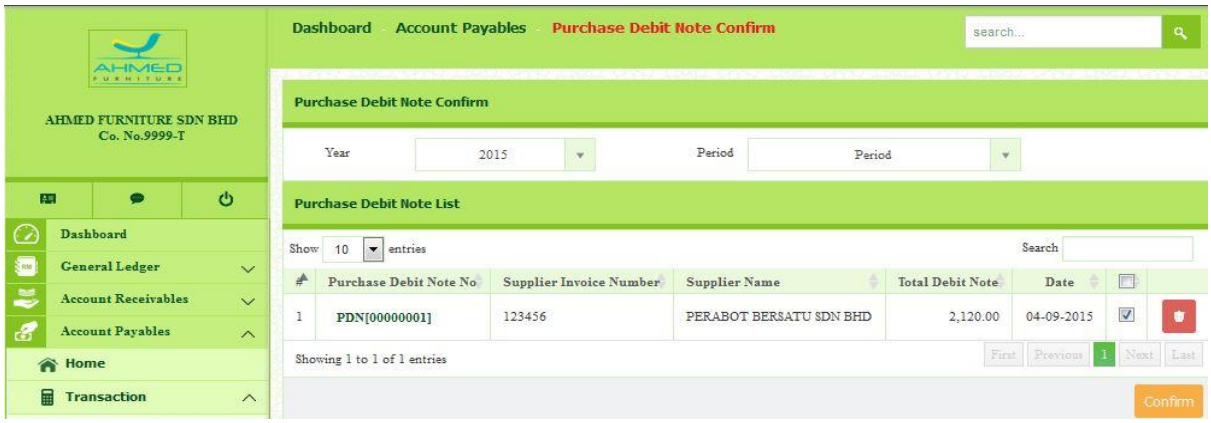
 © 2015 SALIHIN. All Rights Reserved



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



- 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.

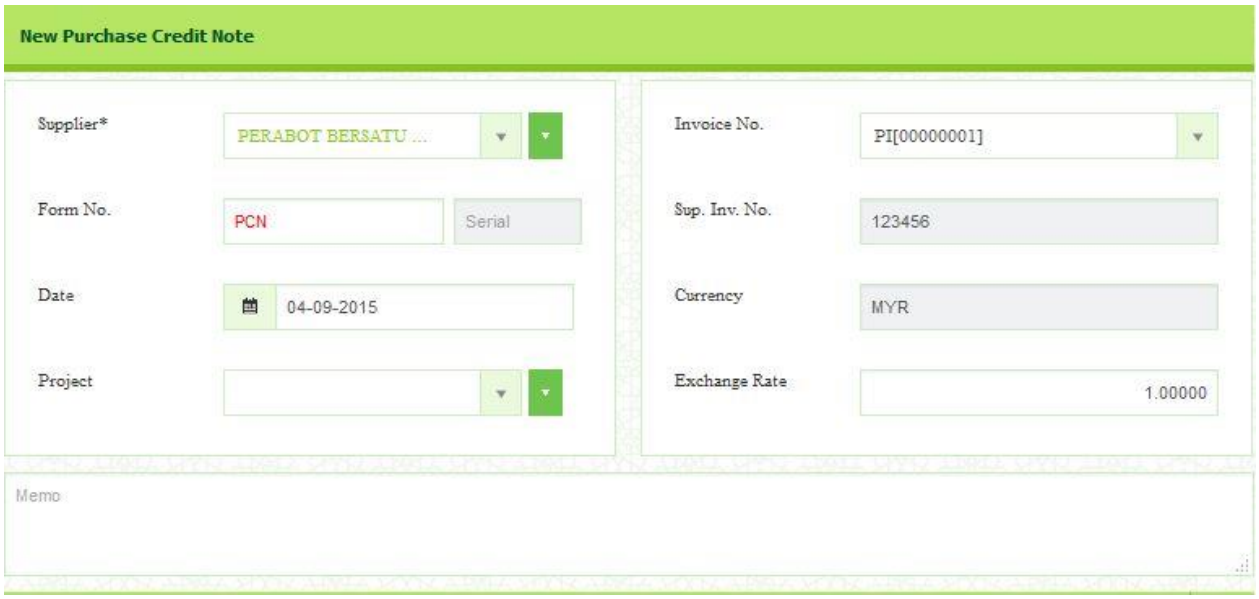
Confirm

 © 2015 SALIHIN. All Rights Reserved

- Then, click button.

2.5 How to create Purchase Credit Note

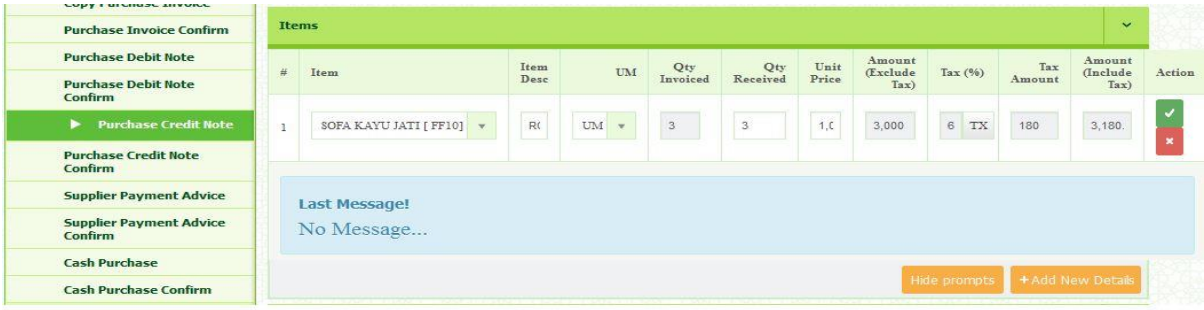
In this section, the purchase credit note is issued as an adjustment to the invoice received from supplier to increase the value of the goods.



- 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.

 © 2015 SALIHIN. All Rights Reserved

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.

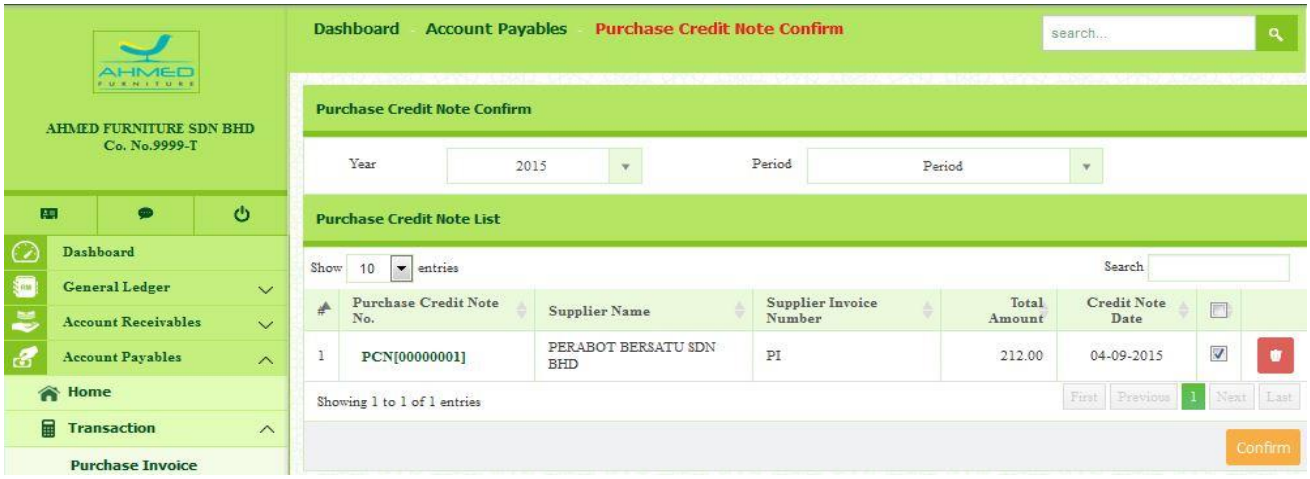
2.5.2 Service/Other Charges

- 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.

 © 2015 SALIHIN. All Rights Reserved

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

2.6 How to Confirm the Purchase Credit Note

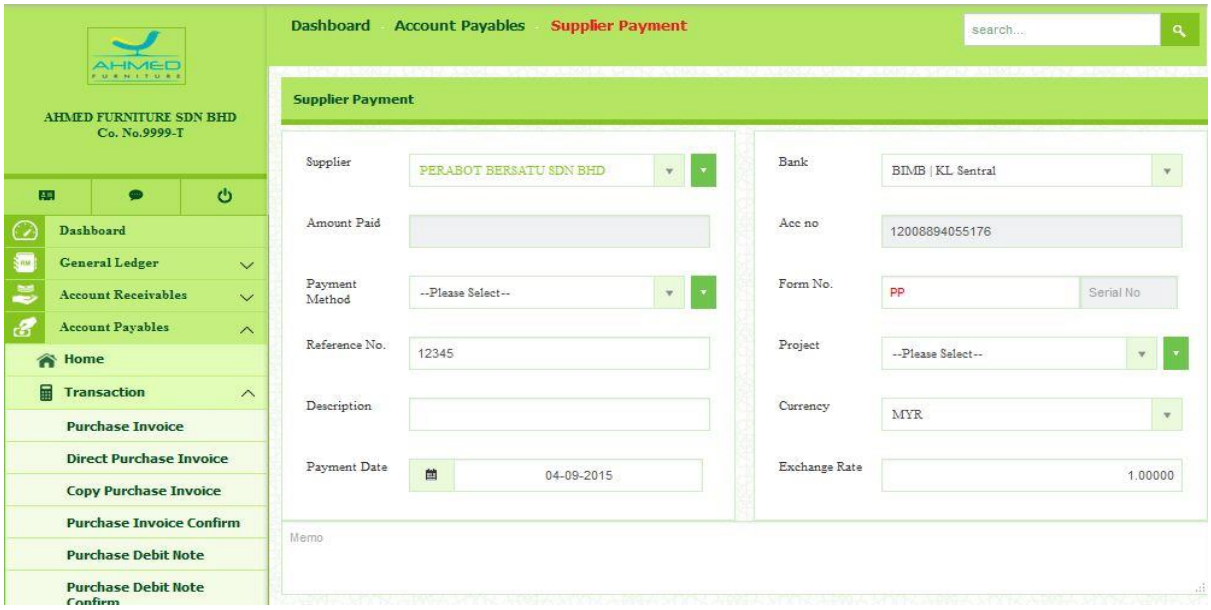


- Go to **Account Payable** > **Transaction** > **Purchase Credit Note Confirm**
- Select **Year** and **Period**.
- Click the Invoice Number to re-check the details of the invoice created
- Select the **Purchase Credit Note List** that you want to confirm.
- Then, click Confirm button.

 © 2015 SALIHIN. All Rights Reserved

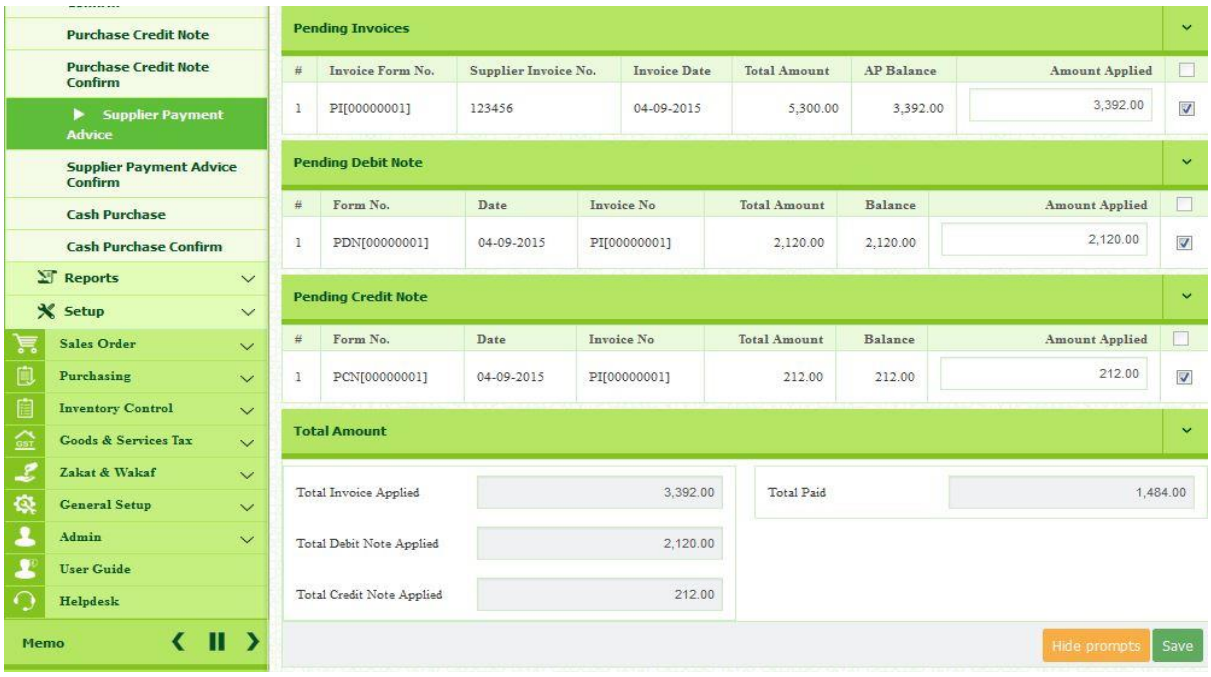
2.7 How to Create Supplier Payment Advice

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



- 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.

 © 2015 SALIHIN. All Rights Reserved



- 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

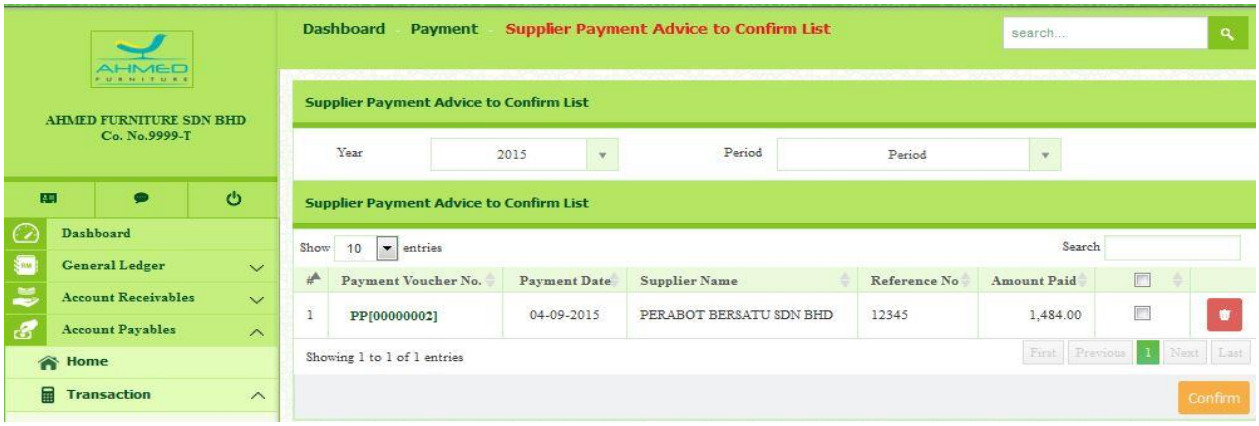
- In the List of Debit Note section, it will display all the listing of debit note.
- You may tick the related debit note that associated with the invoice.
- It will not automatically add into the total amount of an invoice.

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.

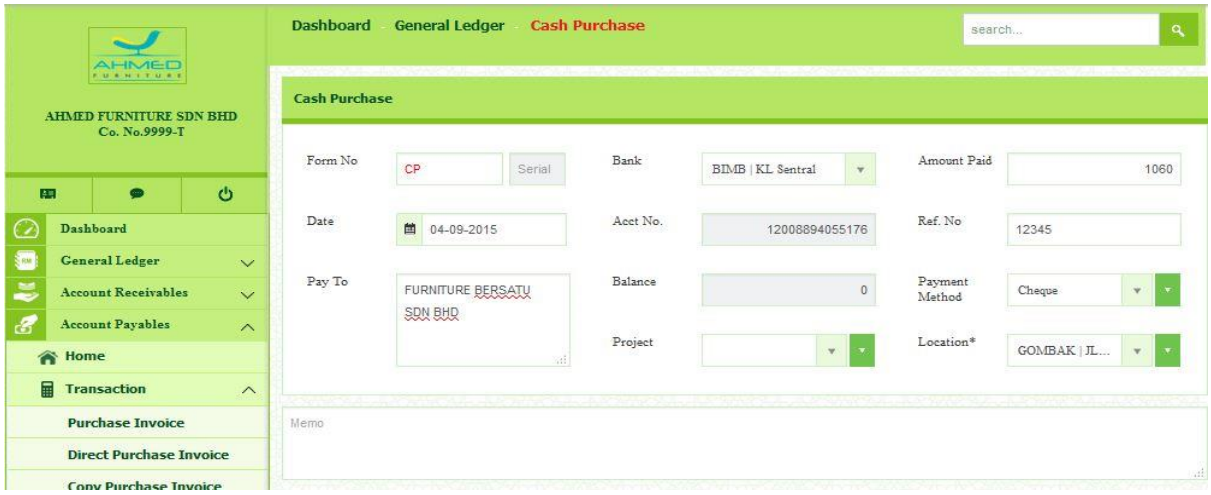
 © 2015 SALIHIN. All Rights Reserved

2.8 How to confirm the Supplier Payment Advice



- 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**.

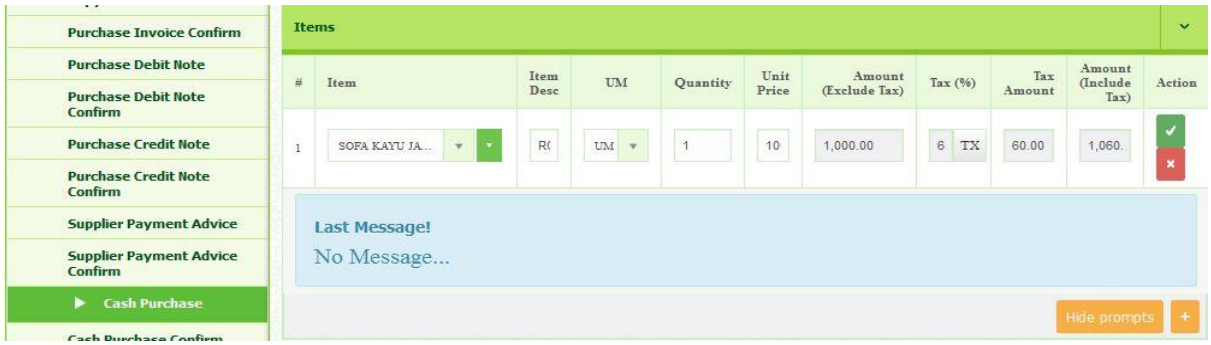
2.9 How to create Cash Purchase



- 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**.

 © 2015 SALIHIN. All Rights Reserved

2.9.1 List of Items



- 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

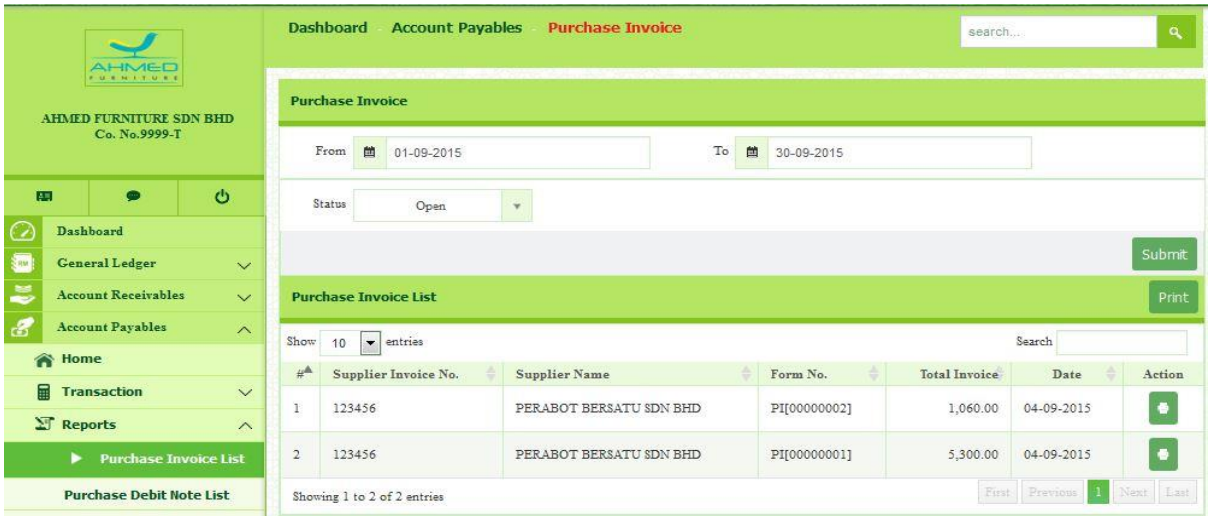
- Go to **Account Payables** > **Transaction** > **Cash Purchase Confirm.**
- Select **Year** and **Period**.
- Select Cash Purchase that you want to confirm.
- Then, Click **Confirm.**

 © 2015 SALIHIN. All Rights Reserved

3.0 How to Generate Report?

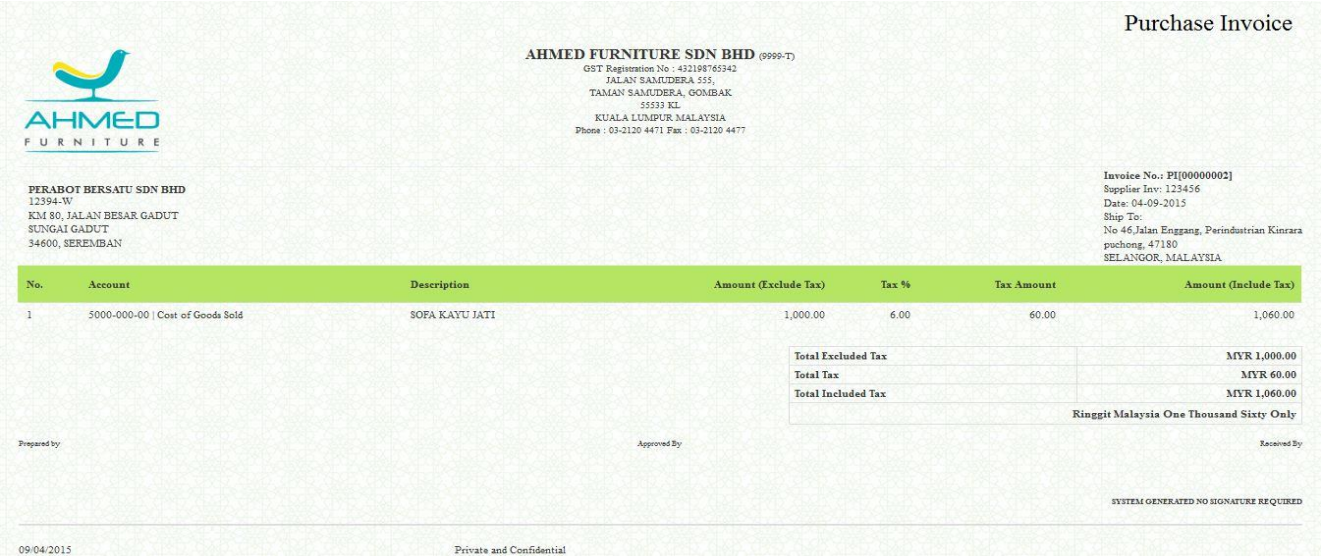
In this section, you will generate all the report related to supplier. The reports include purchase invoice, purchase debit note, purchase credit note, supplier payment, supplier statement and cash purchase.

3.1 How to Generate Purchase Invoice



- 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

 © 2015 SALIHIN. All Rights Reserved



Purchase Invoice

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

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

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

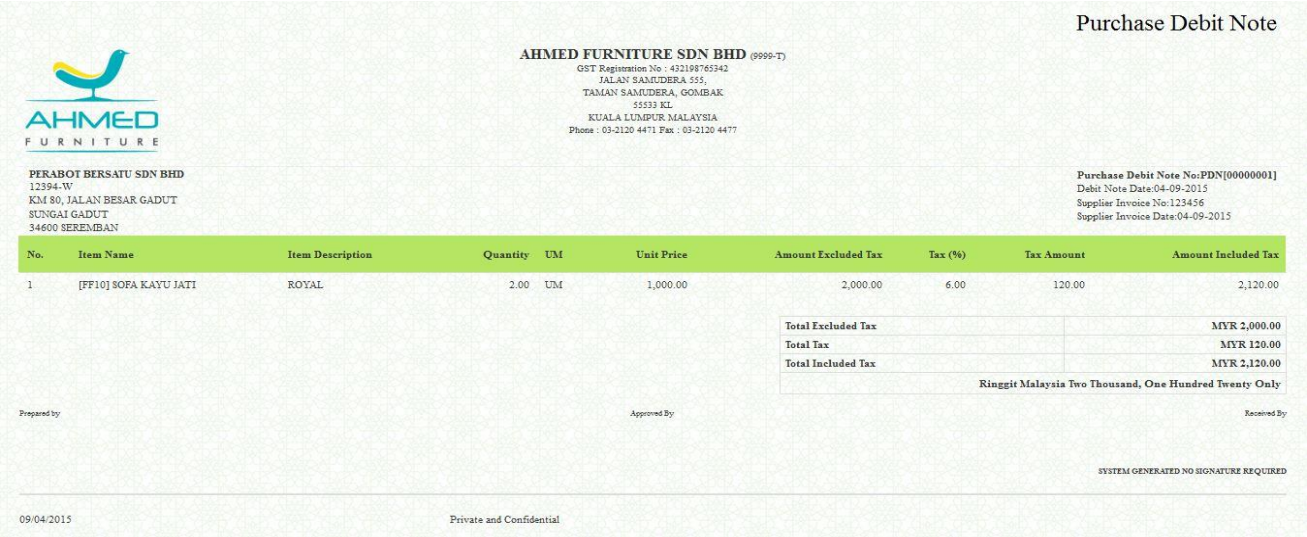
SYSTEM GENERATED NO SIGNATURE REQUIRED

09/04/2015 Private and Confidential

3.2 How to Generate Purchase Debit Note

- 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.

 © 2015 SALIHIN. All Rights Reserved



Purchase Debit Note

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

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

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

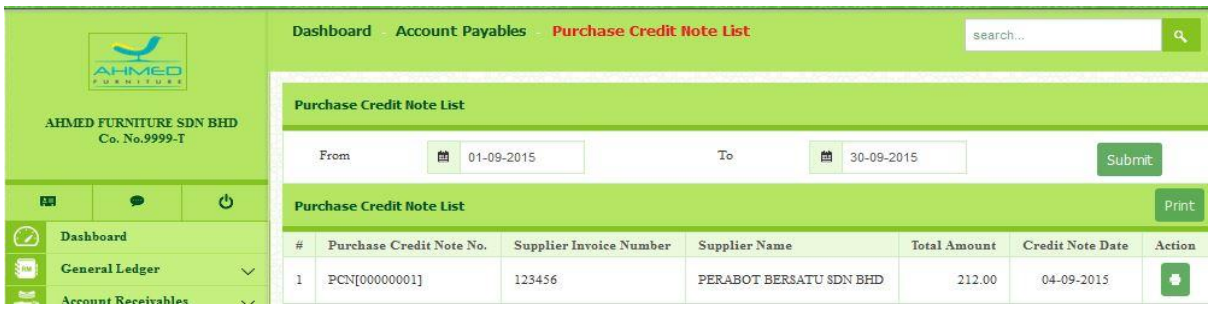
Ringgit Malaysia Two Thousand, One Hundred Twenty Only

Prepared by Approved By Received By

SYSTEM GENERATED NO SIGNATURE REQUIRED

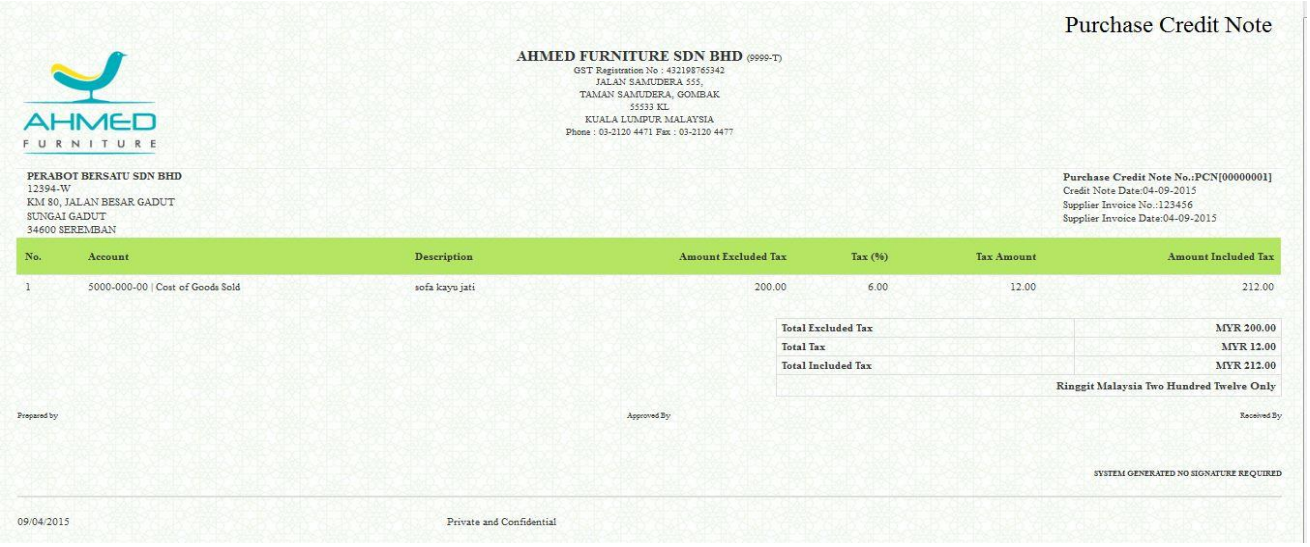
09/04/2015 Private and Confidential

3.3 How to Generate Purchase Credit Note



- 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.

 © 2015 SALIHIN. All Rights Reserved



Purchase Credit Note

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

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

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

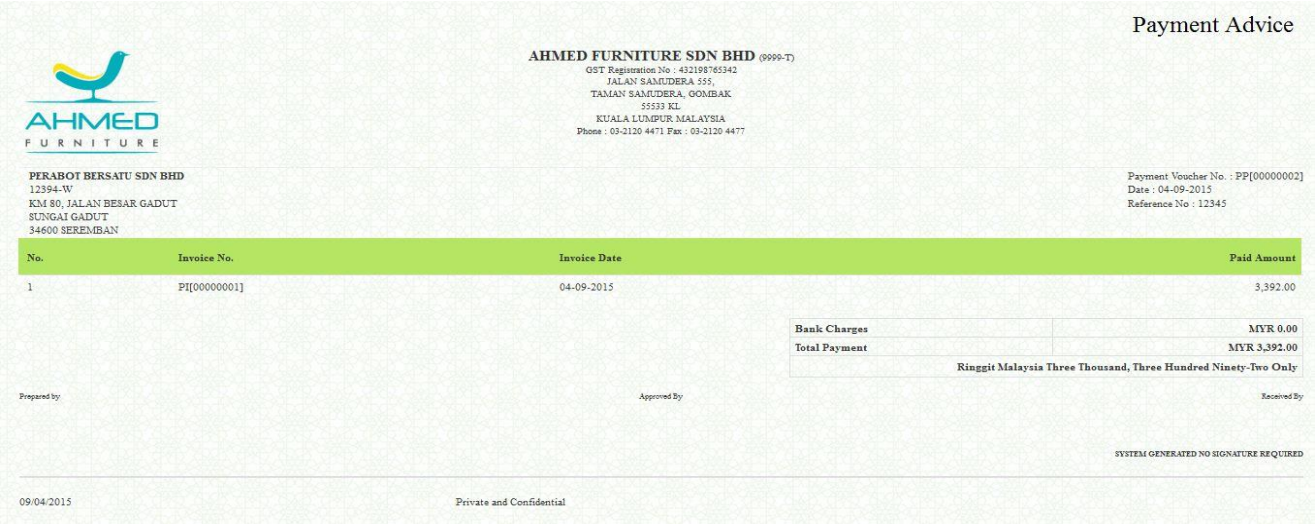
SYSTEM GENERATED NO SIGNATURE REQUIRED

09/04/2015 Private and Confidential

3.4 How to Generate Supplier Payment

- 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.

 © 2015 SALIHIN. All Rights Reserved



Payment Advice

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

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

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

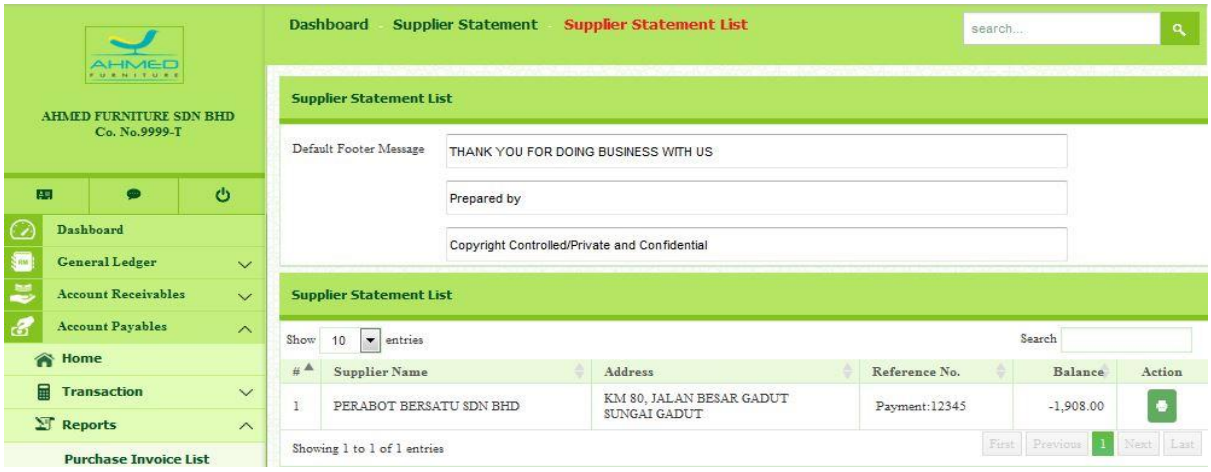
Ringgit Malaysia Three Thousand, Three Hundred Ninety-Two Only

Prepared by Approved By Received By

SYSTEM GENERATED NO SIGNATURE REQUIRED

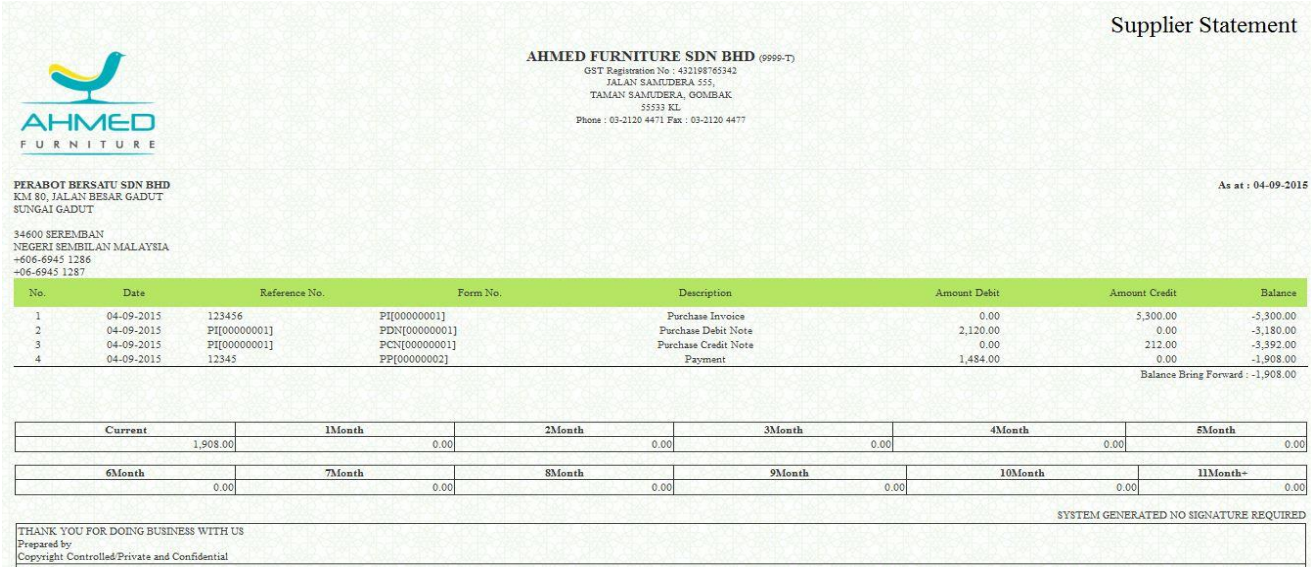
09/04/2015 Private and Confidential

3.5 How to Generate Supplier Statement



- **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.

 © 2015 SALIHIN. All Rights Reserved



Supplier Statement

AHMED FURNITURE

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

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

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

As at : 04-09-2015

No.	Date	Reference No.	Form No.	Description	Amount Debit	Amount Credit	Balance
1	04-09-2015	123456	PI[00000001]	Purchase Invoice	0.00	5,300.00	-5,300.00
2	04-09-2015	PI[00000001]	PDN[00000001]	Purchase Debit Note	2,120.00	0.00	-3,180.00
3	04-09-2015	PI[00000001]	PCN[00000001]	Purchase Credit Note	0.00	212.00	-3,392.00
4	04-09-2015	12345	PP[00000002]	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

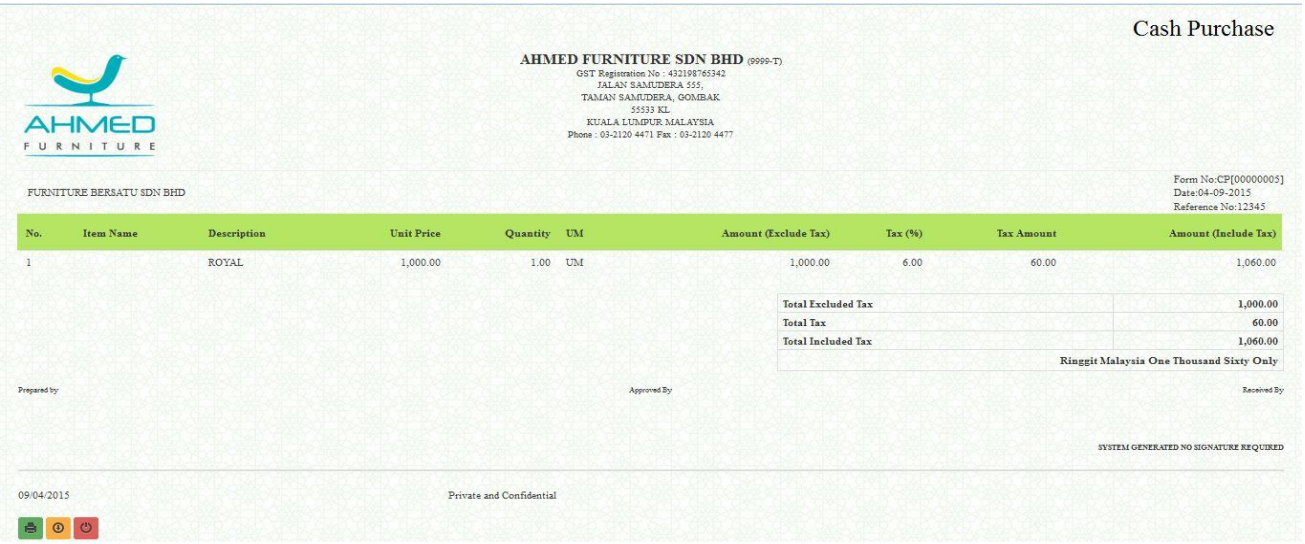
SYSTEM GENERATED NO SIGNATURE REQUIRED

THANK YOU FOR DOING BUSINESS WITH US
Prepared by
Copyright Controlled/Private and Confidential

3.6 How to Generate Cash Purchase

- 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.

 © 2015 SALIHIN. All Rights Reserved



Cash Purchase

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

FURNITURE BERSATU SDN BHD

Form No:CP[000000005]
Date:04-09-2015
Reference No:12345

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

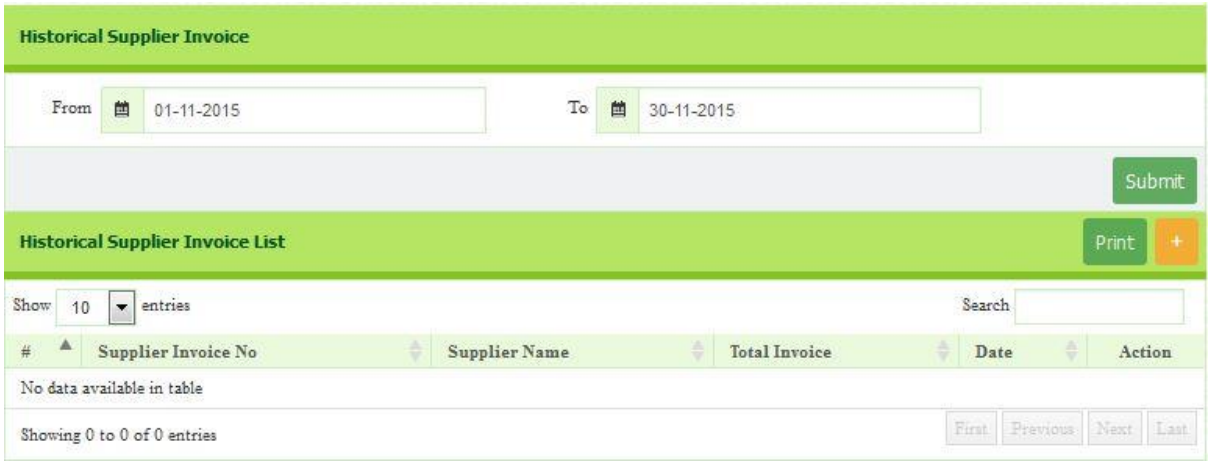
Ringgit Malaysia One Thousand Sixty Only

Prepared by Approved By Received By

SYSTEM GENERATED NO SIGNATURE REQUIRED

09/04/2015 Private and Confidential

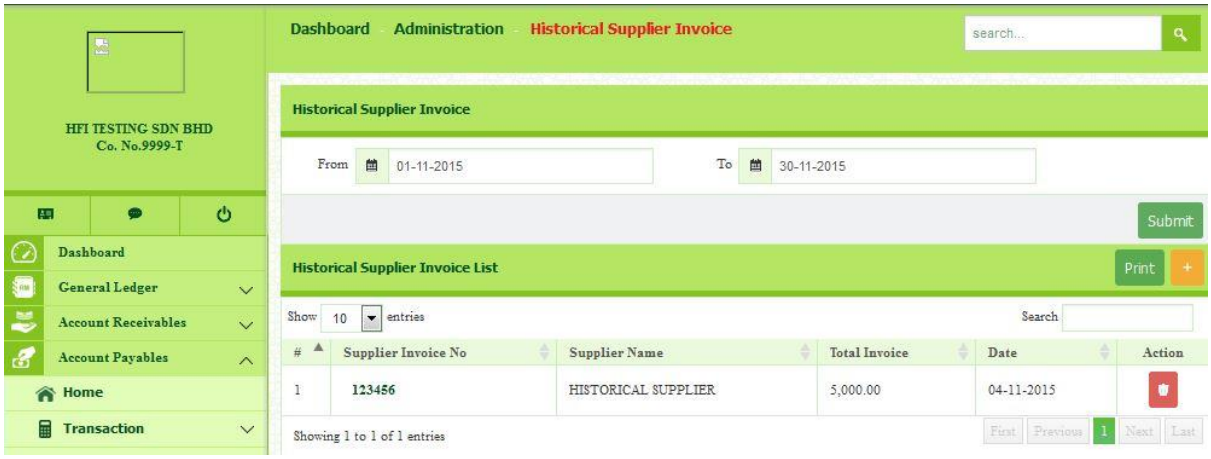
3.7 How to Create Historical Supplier Invoice



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

 © 2015 SALIHIN. All Rights Reserved

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



- 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.

 © 2015 SALIHIN. All Rights Reserved

LESSON EIGHT

MODULE: GOODS AND SERVICES TAX

 © 2015 SALIHIN. All Rights Reserved

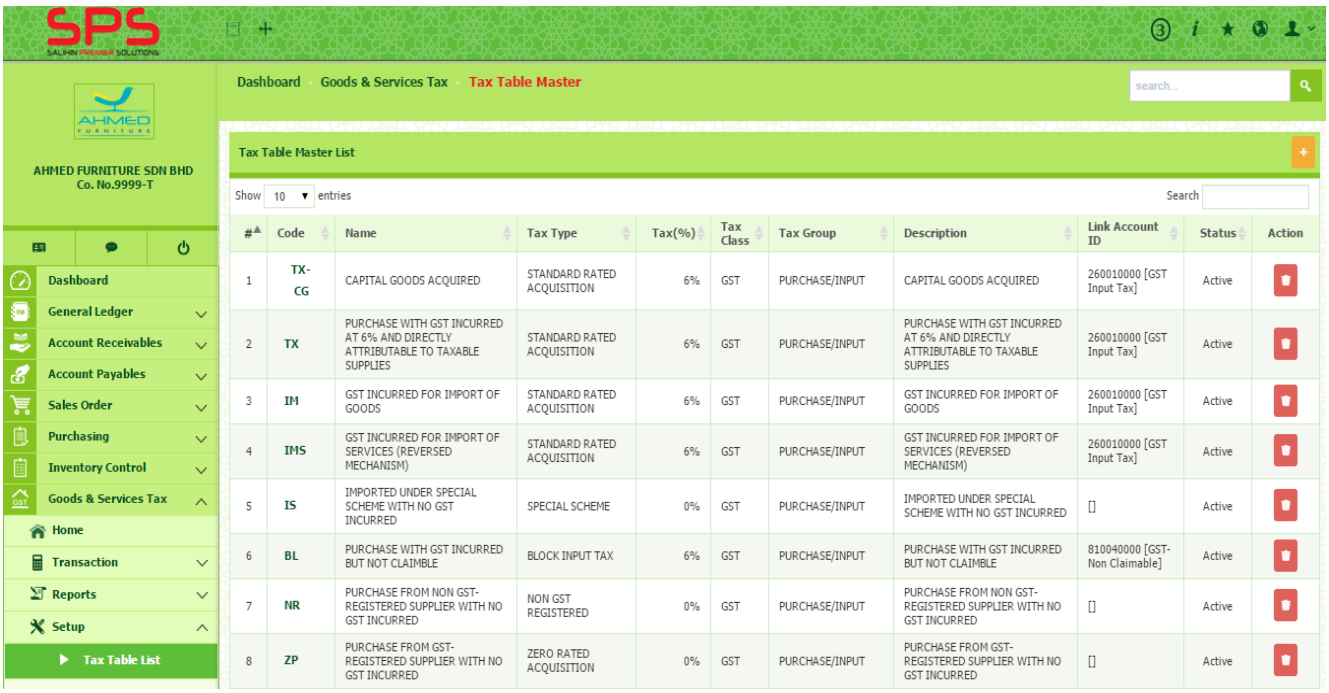
You need to do GST setup before start doing transaction because in GST era you need to enter GST code for every transaction once company has registered as a GST registrant. There are certain setups under GST module.

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



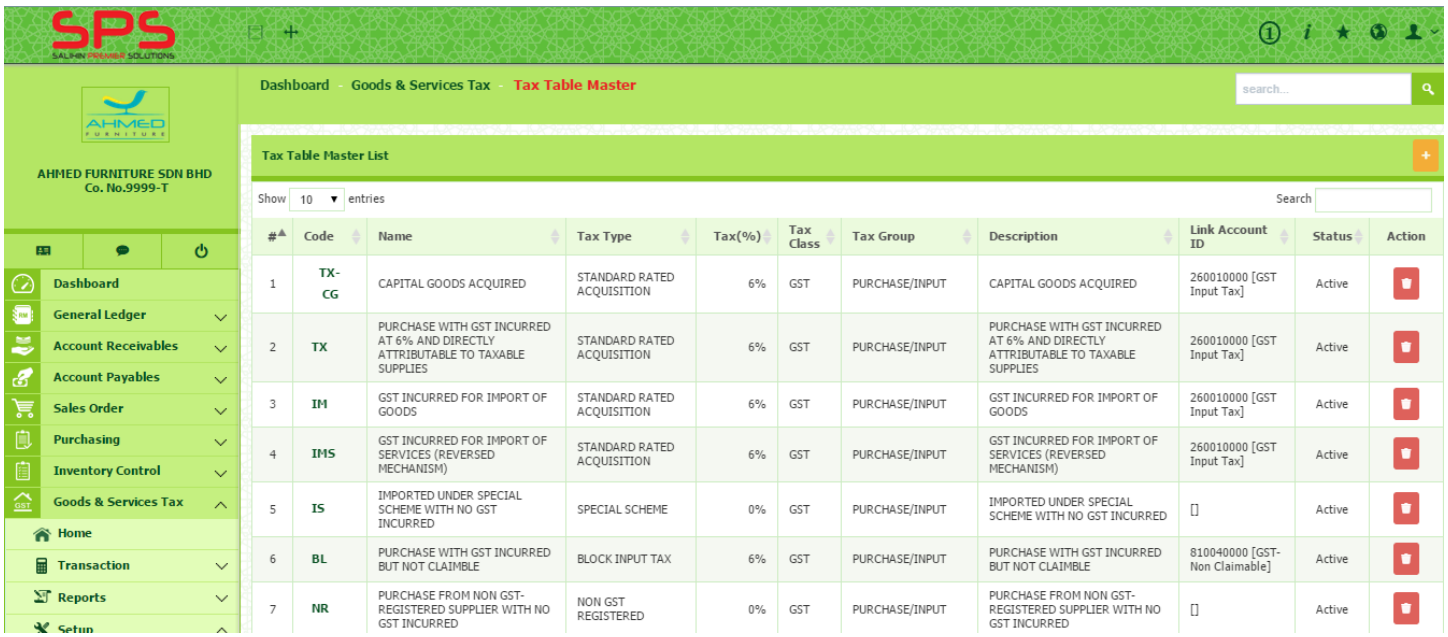
#	Code	Name	Tax Type	Tax(%)	Tax Class	Tax Group	Description	Link Account ID	Status	Action
1	TX-CG	CAPITAL GOODS ACQUIRED	STANDARD RATED ACQUISITION	6%	GST	PURCHASE/INPUT	CAPITAL GOODS ACQUIRED	260010000 [GST Input Tax]	Active	
2	TX	PURCHASE WITH GST INCURRED AT 6% AND DIRECTLY ATTRIBUTABLE TO TAXABLE 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 CLAIMBLE	BLOCK INPUT TAX	6%	GST	PURCHASE/INPUT	PURCHASE WITH GST INCURRED BUT NOT CLAIMBLE	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.

 © 2015 SALIHIN. All Rights Reserved

- 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.



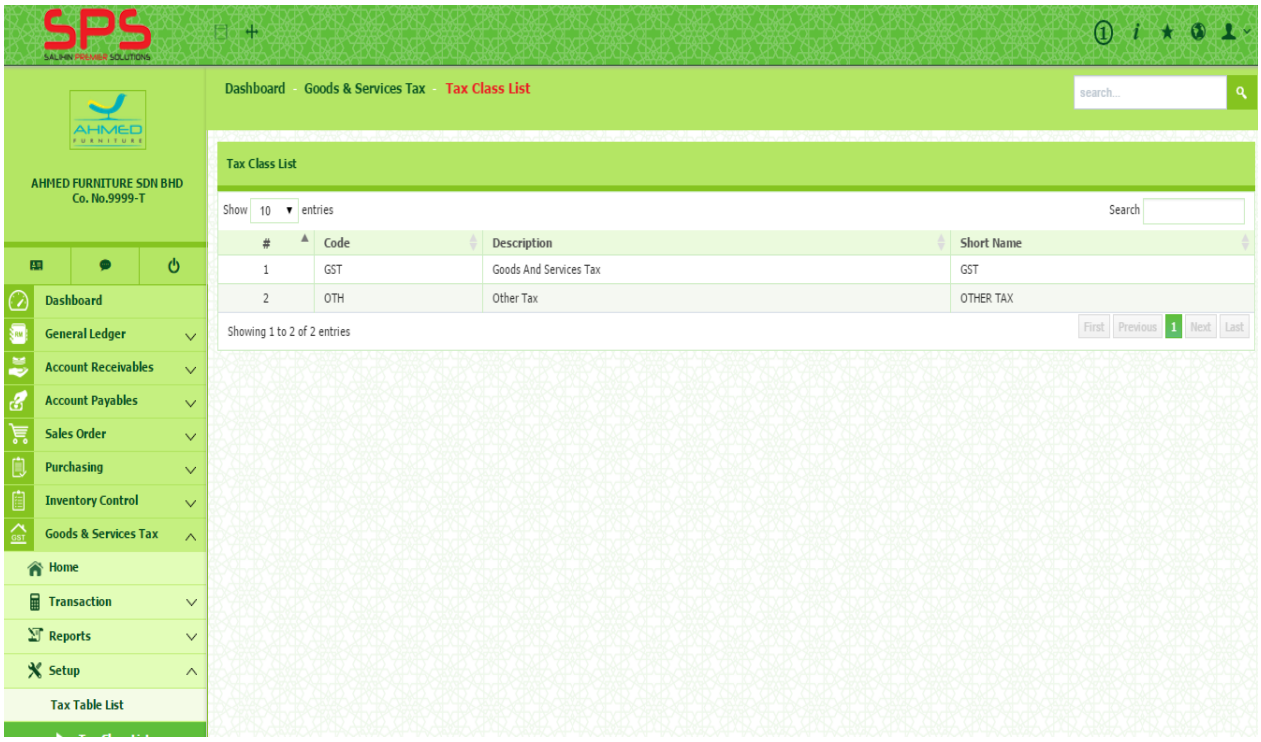
#	Code	Name	Tax Type	Tax(%)	Tax Class	Tax Group	Description	Link Account ID	Status	Action
1	TX-CG	CAPITAL GOODS ACQUIRED	STANDARD RATED ACQUISITION	6%	GST	PURCHASE/INPUT	CAPITAL GOODS ACQUIRED	260010000 [GST Input Tax]	Active	
2	TX	PURCHASE WITH GST INCURRED AT 6% AND DIRECTLY ATTRIBUTABLE TO TAXABLE 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 CLAIMBLE	BLOCK INPUT TAX	6%	GST	PURCHASE/INPUT	PURCHASE WITH GST INCURRED BUT NOT CLAIMBLE	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	

 © 2015 SALIHIN. All Rights Reserved

2.0 How to Setup Tax Class List

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

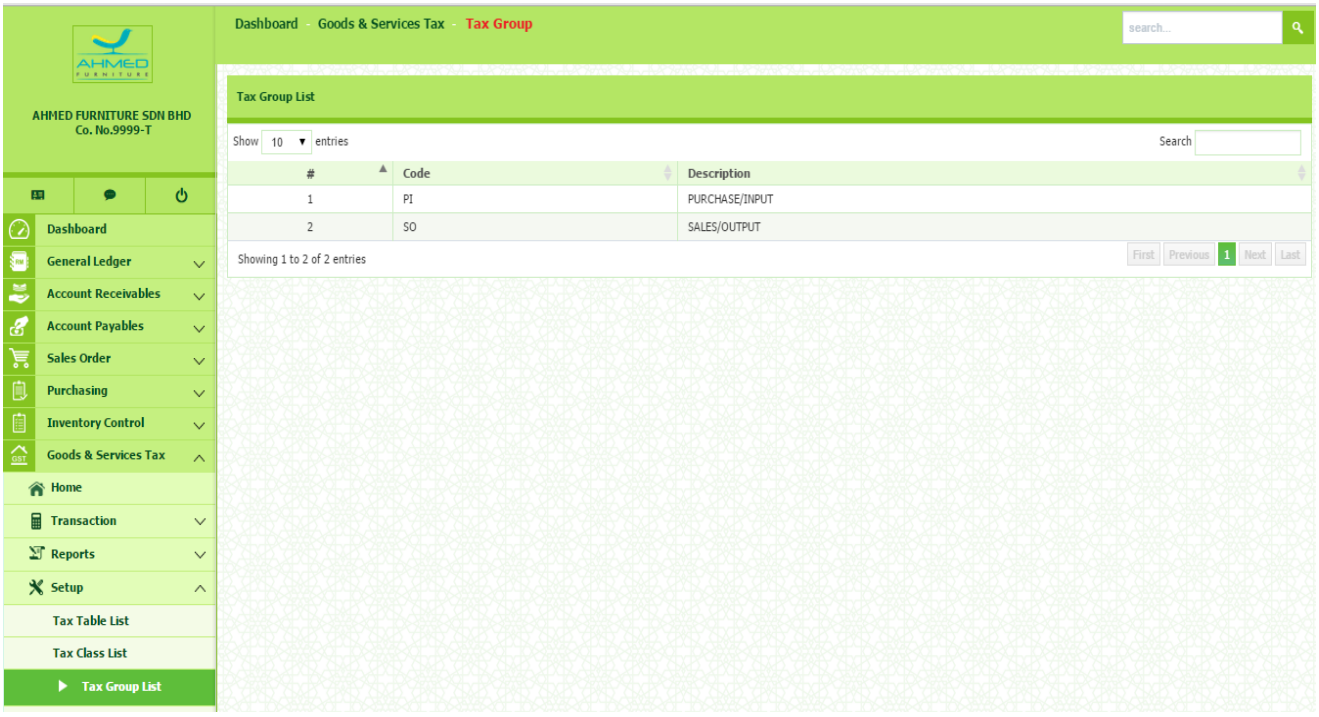
- Go to **Goods & Services Tax** > **Setup** > **Tax Class List.**
- You cannot edit **Tax Class** as as it is default setting.



 © 2015 SALIHIN. All Rights Reserved

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.



 © 2015 SALIHIN. All Rights Reserved

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.

 © 2015 SALIHIN. All Rights Reserved

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.**

 © 2015 SALIHIN. All Rights Reserved

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	
2	B5b	Total Output Tax (Inclusive of Tax Value on Bad Debt Recovered & other Adjustments)	
3	B6a	Total Value of Standard Rate and Flat Rate Acquisitions	
4	B6b	Total Input Tax (Inclusive of Tax Value on Bad Debt Relief & other Adjustments)	
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	
8	C11	Total Value of Export Supplies	
9	C12	Total Value of Exempt Supplies	
10	C13	Total Value of Supplies Granted GST Relief	
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	

TX-CG	TX	IM	IMS	IS
BL	NR	ZP	EP	OP
TX-E43	TX-N43	TX-RE	GP	AJP
ST-1	ST-2	SERT-1	IMPD-1	IMPD-2
IMPD-3	EXD	SR	DS	ZRL
ZRE	ES43	ES	OS	RS
GS	AJS	ST-MF	ST	SERT

Save

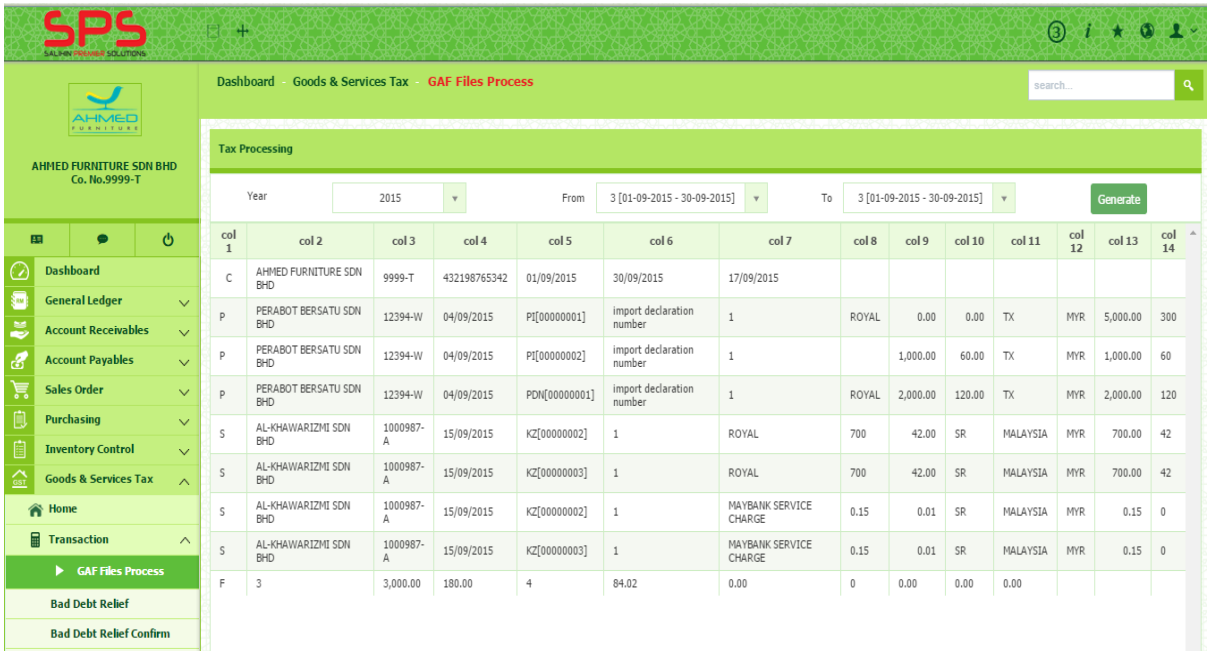
Showing 1 to 15 of 15 entries — First Previous 1 Next Last

 © 2015 SALIHIN. All Rights Reserved

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**



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	PDN[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			

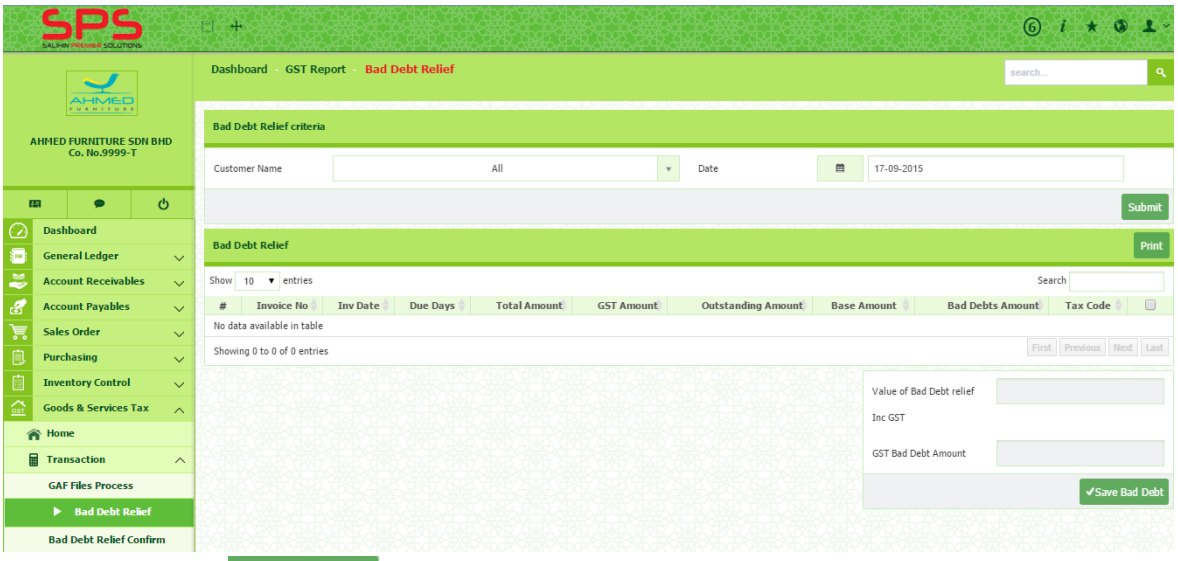
- Select **Year,** period **From** and Period **To.** Then**,** click **Generate**

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

 © 2015 SALIHIN. All Rights Reserved

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.

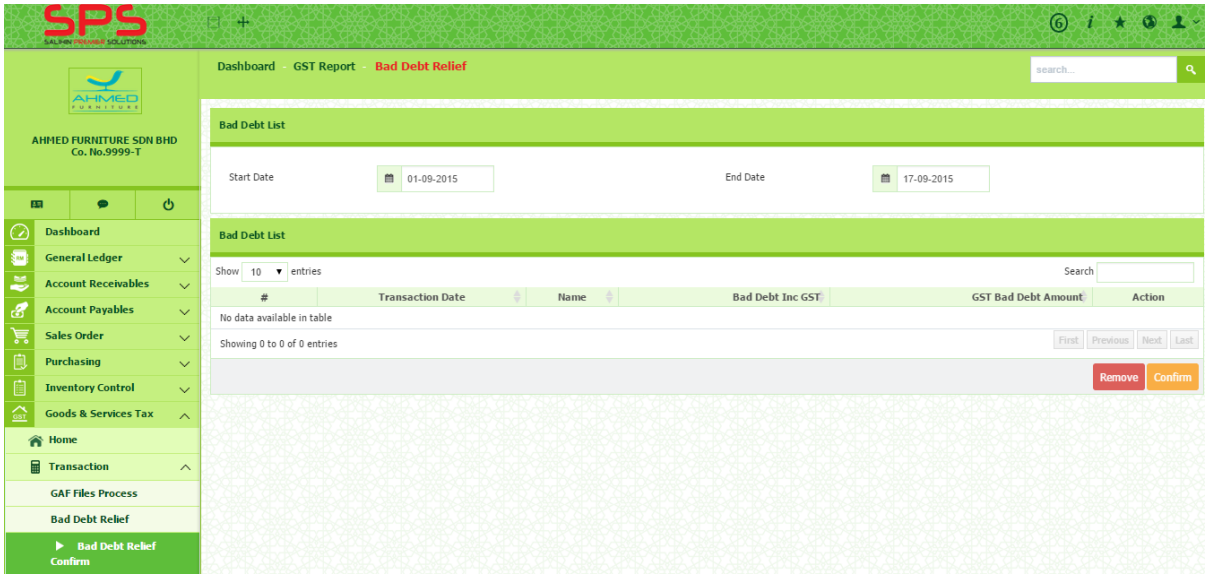


- Then, click Save Bad Debt to save.

 © 2015 SALIHIN. All Rights Reserved

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.

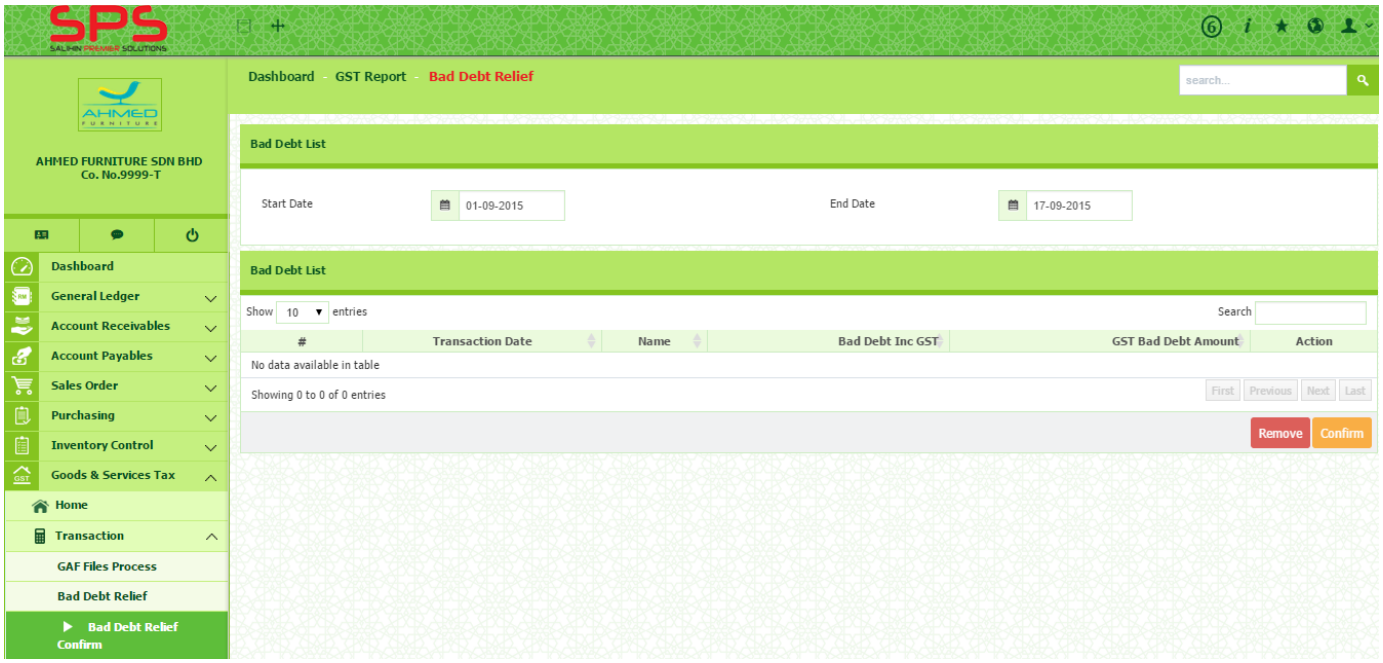


- To remove, click on Confirm button.

 © 2015 SALIHIN. All Rights Reserved

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.

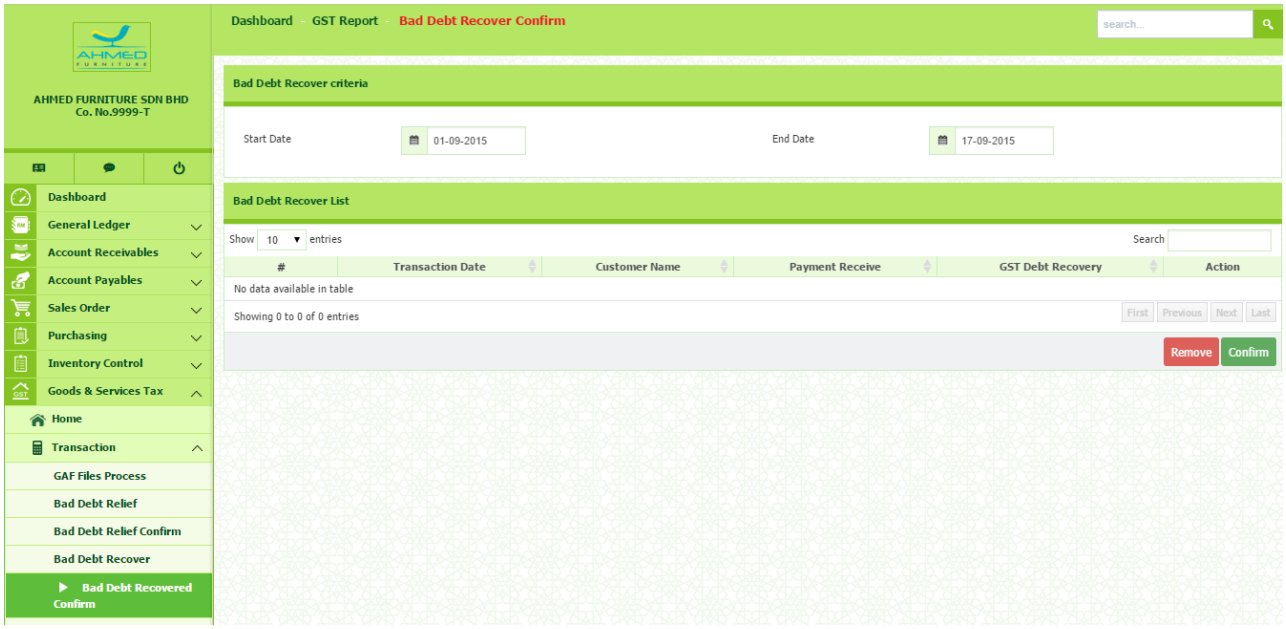


- To remove, click on Remove button.

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.

 © 2015 SALIHIN. All Rights Reserved



7.0.6 GST Journal

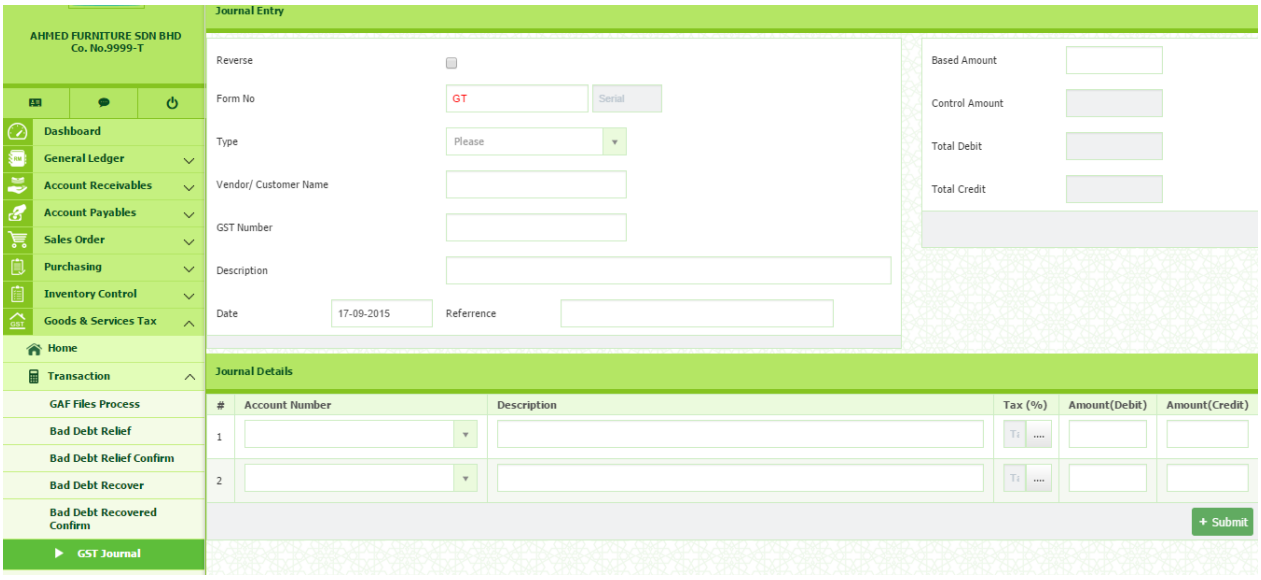
- There are certain transactions that need special treatment in GST. These transactions include:
- Deemed Supplies
- Imported Services
- Imported Goods and
- Appportionment
- The supply of goods without consideration under GST Act 2014 is deemed to be a supply called **"deemed supplies".** The rationale 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.

<u>Examples of deemed supply</u>

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

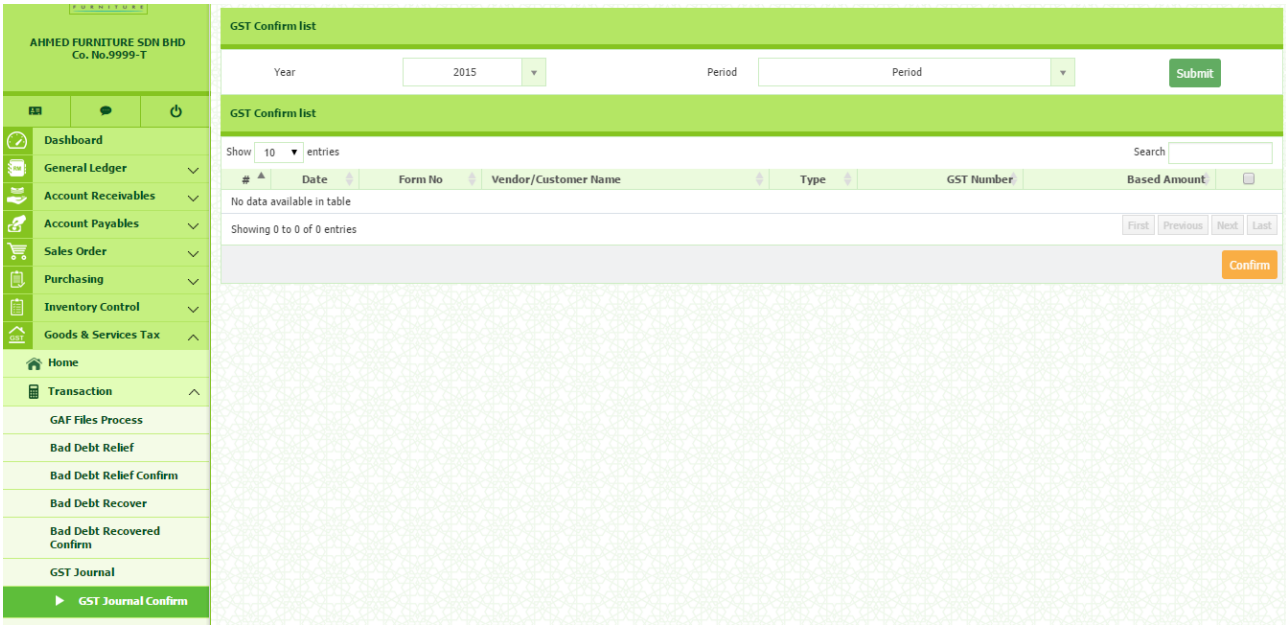
 © 2015 SALIHIN. All Rights Reserved

- 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. + Submit :k button.



7.0.7 GST Journal Confirm

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



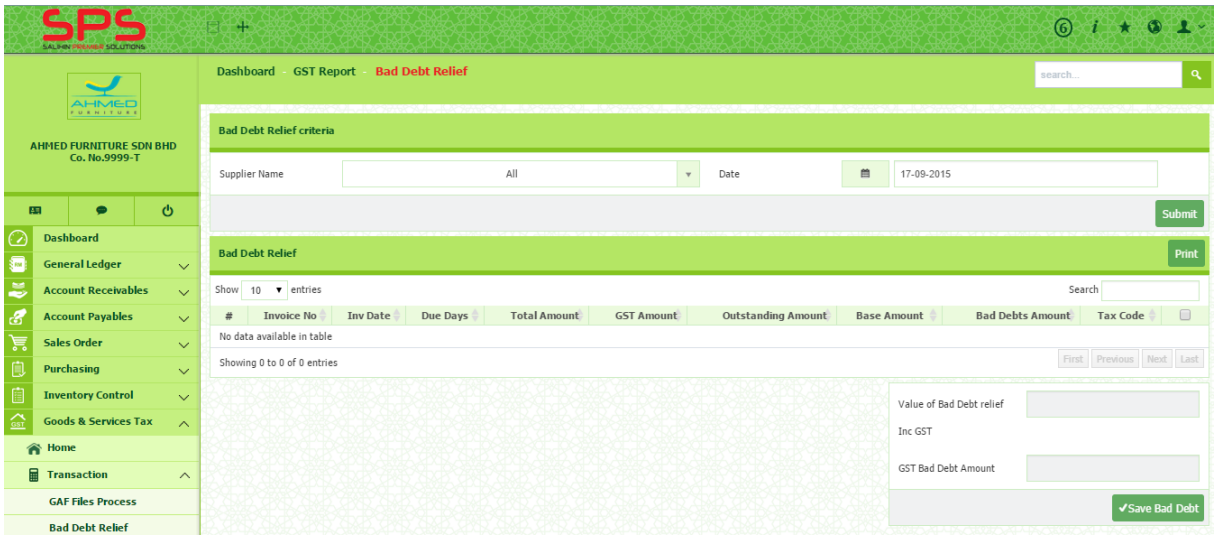
- Tick on the box at the selected transaction and then click on Confirm button.

 © 2015 SALIHIN. All Rights Reserved

7.0.8 Supplier Bad Debt Relief

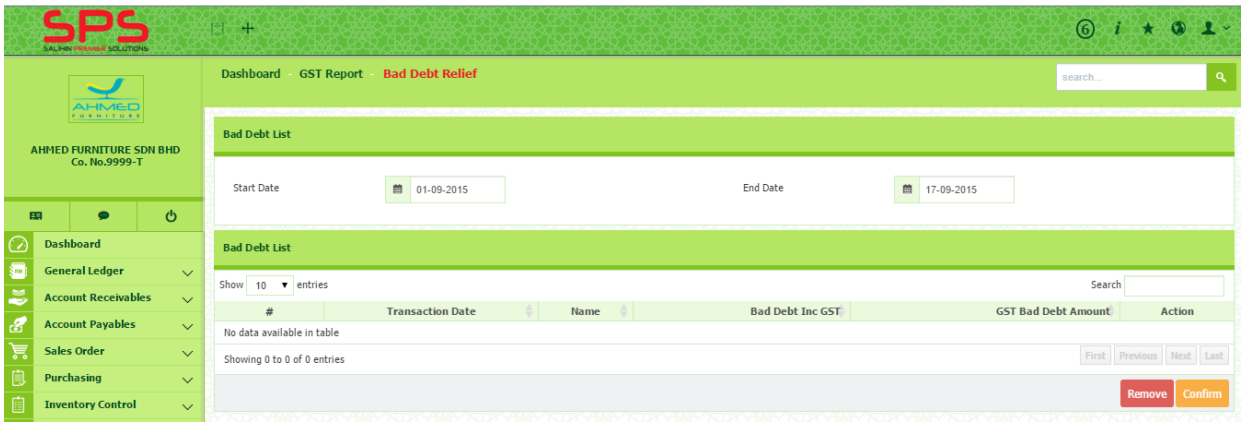
- A registered person who has claimed input tax but failed to pay the supplier within six months from the date of supply has to pay back the input tax as his output tax. Subsequently, when payment is made for the supply of the goods or services, a registered person is entitled to claim back the said 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.

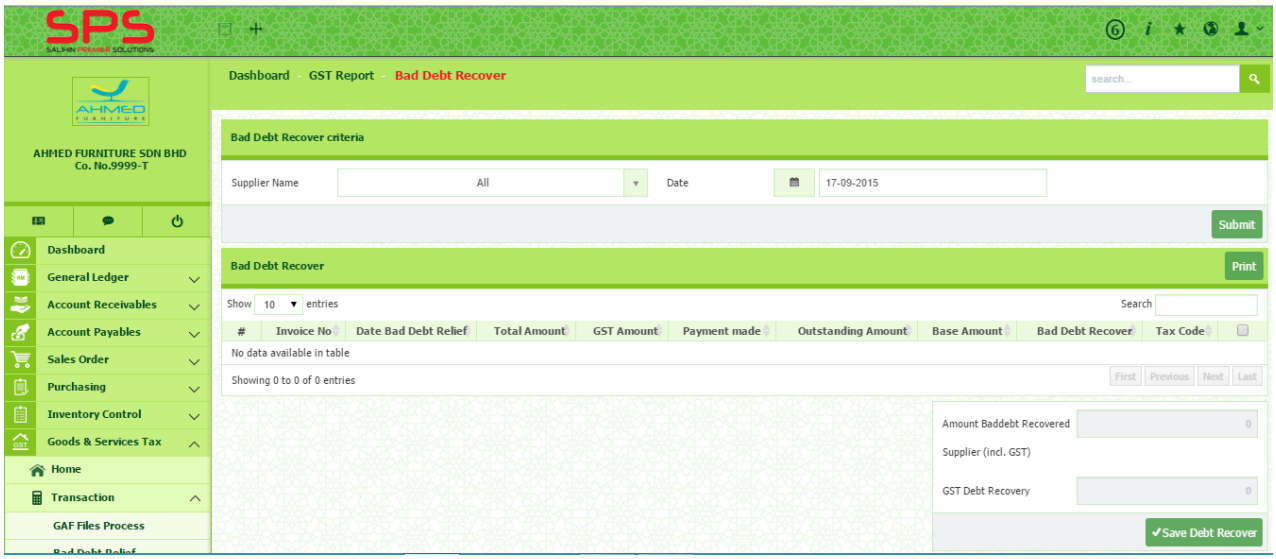


 © 2015 SALIHIN. All Rights Reserved

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.

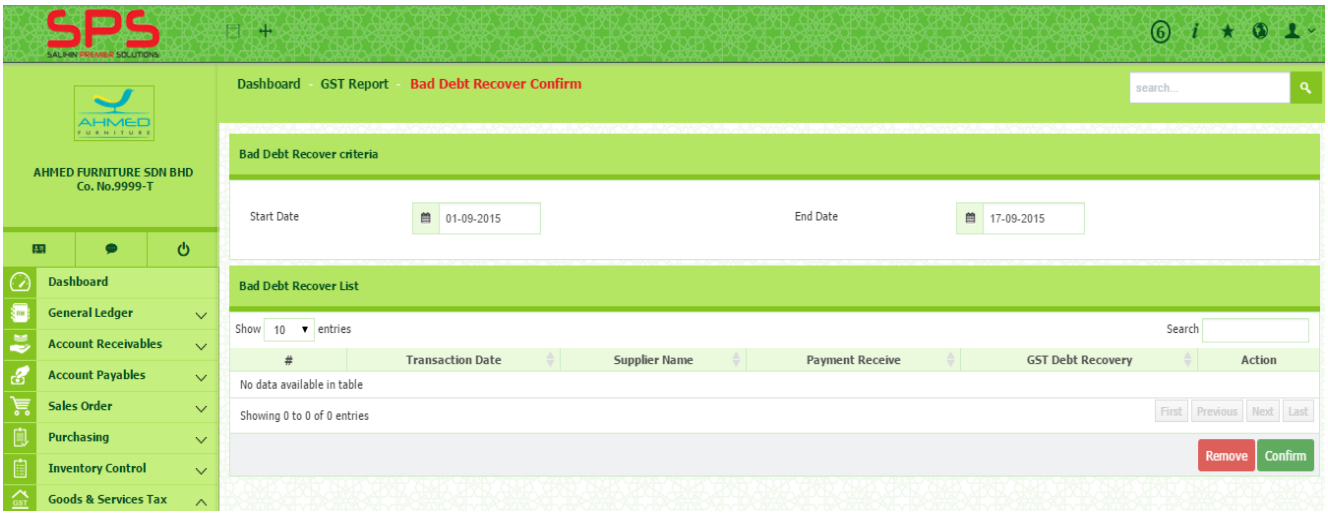
- Go to **Goods & Services Tax** > **Transaction** > **Supplier Bad Debt Recover**
- Select **Supplier Name** and **Date.** Then, click on **Submit** button.
- The list will appear. Then, tick the box and click on **Save Bad Debt Recover** button.



 © 2015 SALIHIN. All Rights Reserved

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.

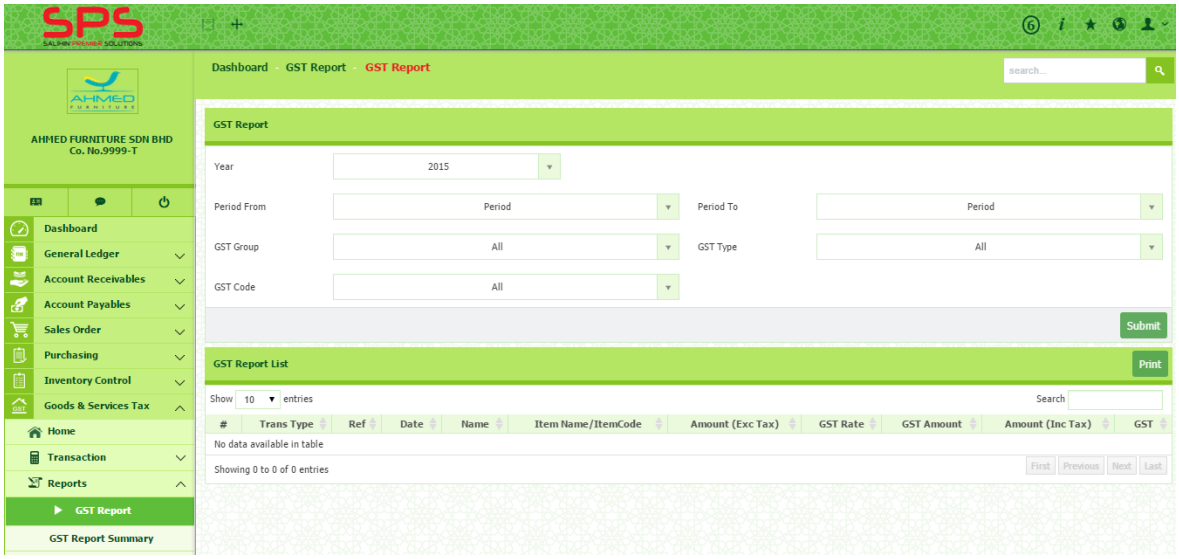


 © 2015 SALIHIN. All Rights Reserved

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.



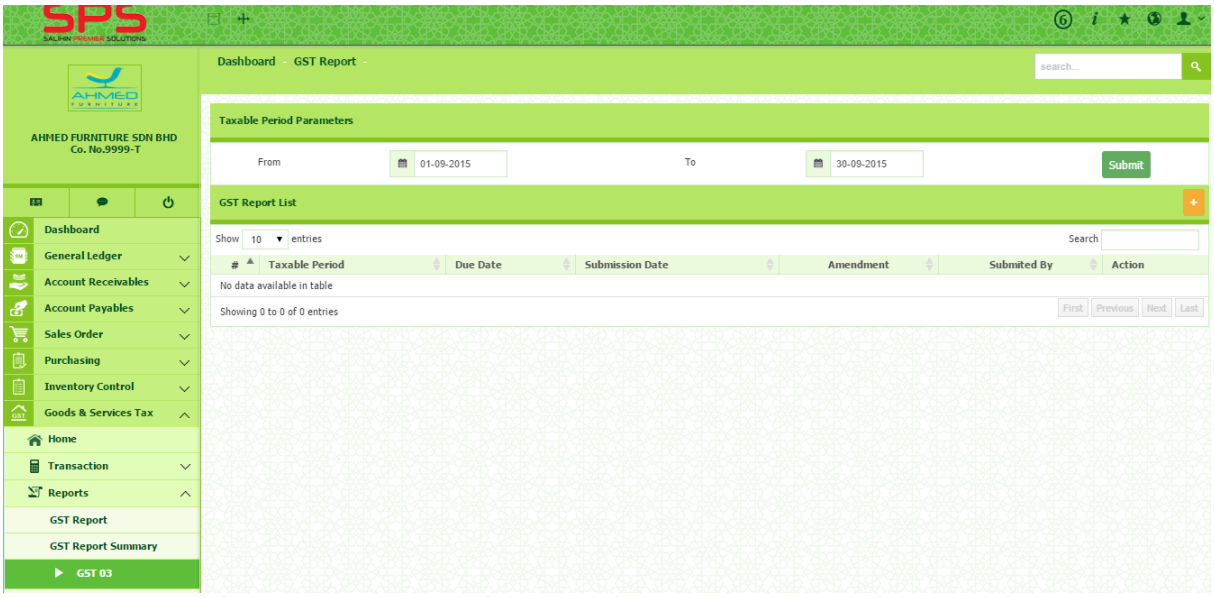
8.2 GST Report Summary

- 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.

 © 2015 SALIHIN. All Rights Reserved

8.3 GST 03

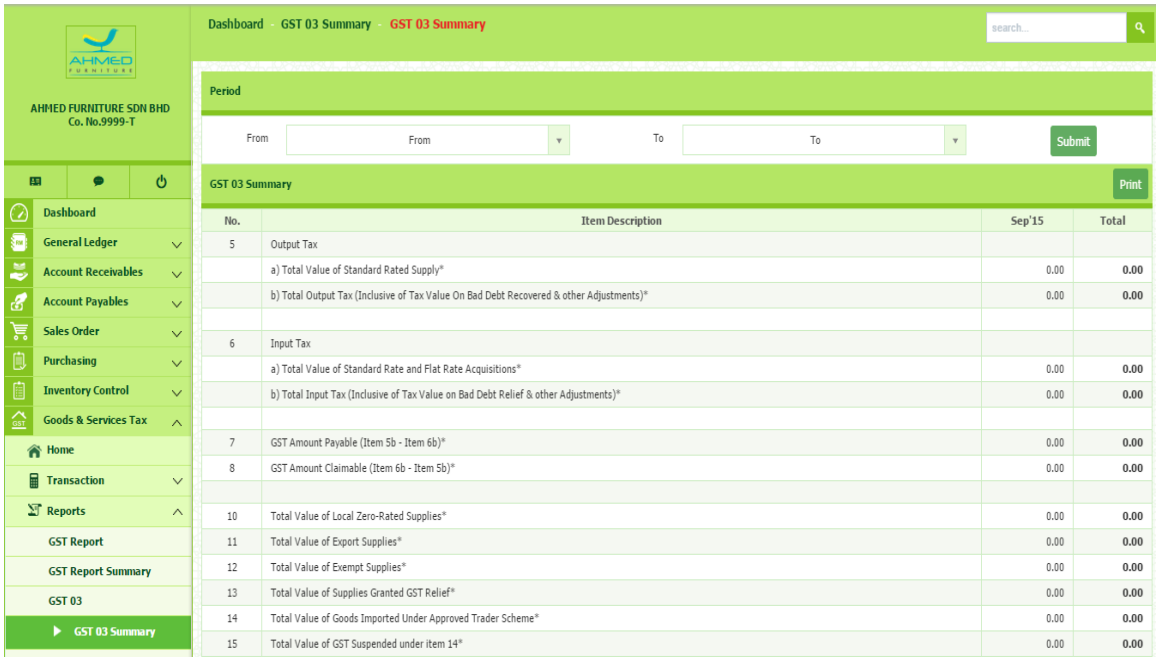
- GST 03 need to be submitted to RMCD as required by GST Act 2014. It depends on the revenue of the company. If total taxable supply is more than RM5 million, the submission is monthly otherwise, it is quarterly.
- To generate GST 03 report, follow the steps below:
- Go to **Goods & Services Tax** >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



- Select period From and period To

8.4 GST 03 Summary

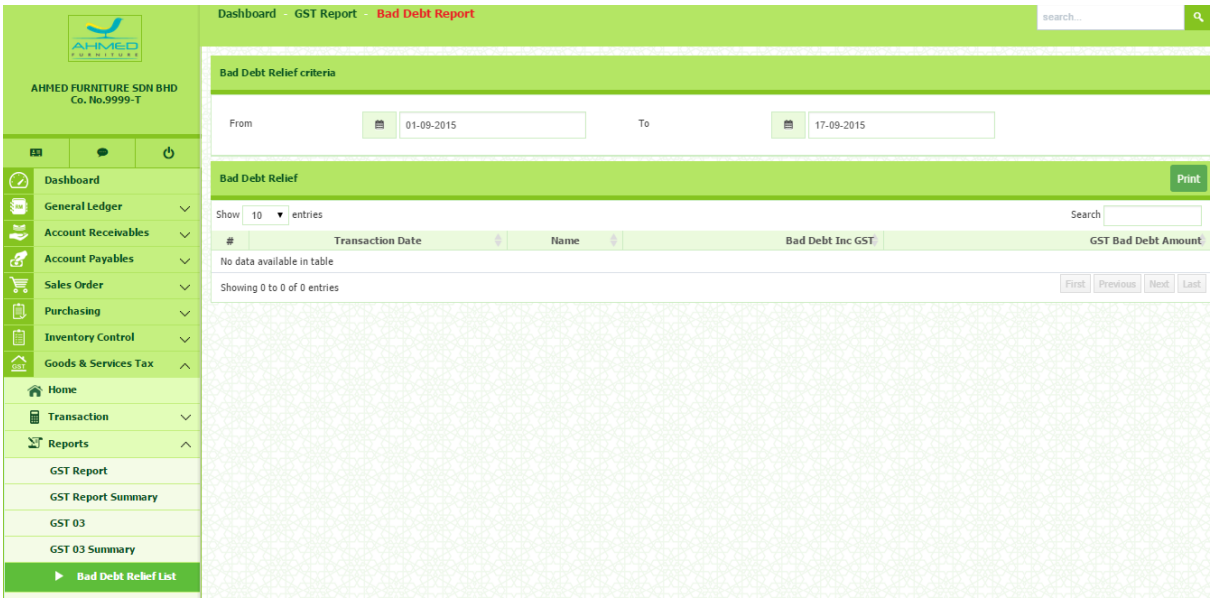
- Go to **Goods & Services Tax** > **Reports** > **GST 03 Summary**
- Select period From and period To. Then, click Submit button.



 © 2015 SALIHIN. All Rights Reserved

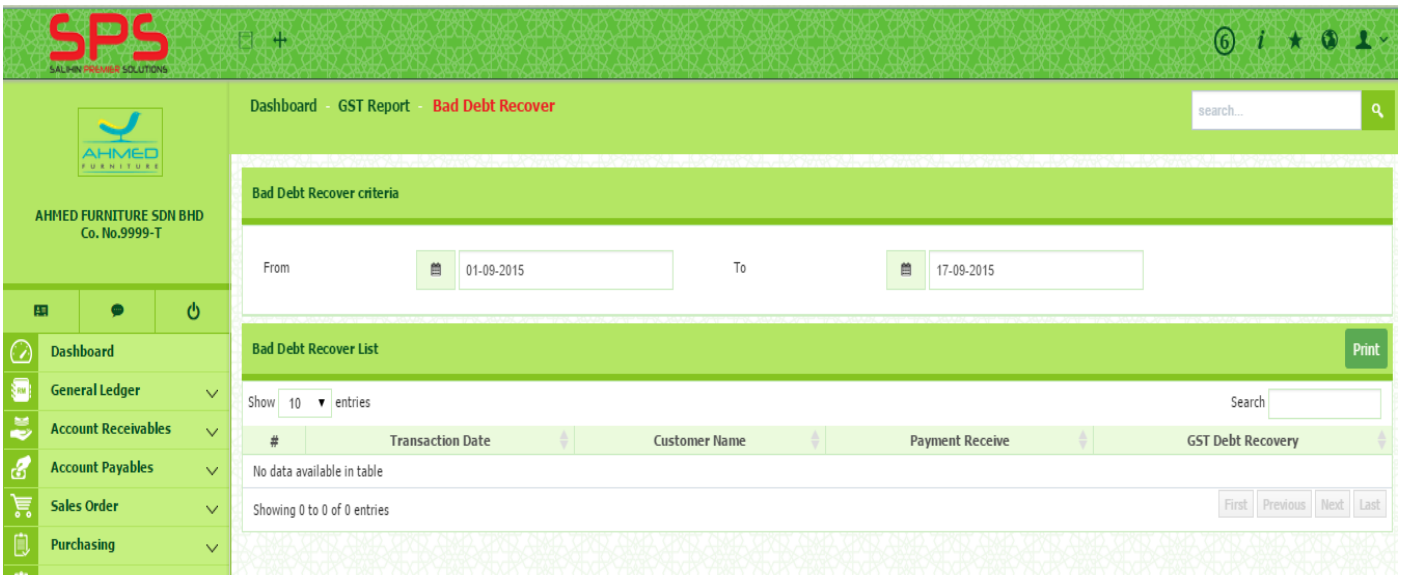
8.5 Bad Debt Relief List

- 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.



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.



 © 2015 SALIHIN. All Rights Reserved

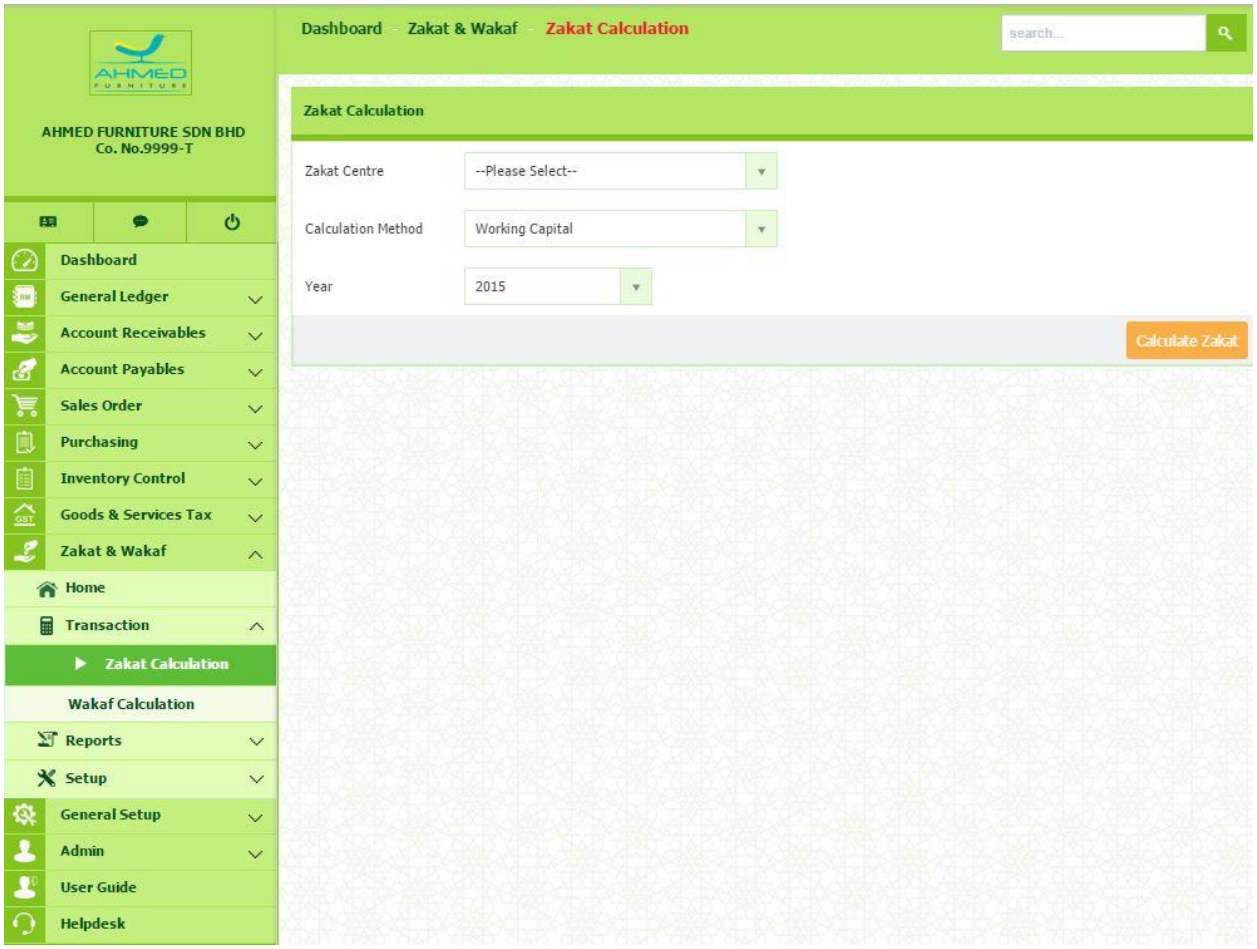
LESSON NINE

MODULE: ZAKAT & WAKAF

 © 2015 SALIHIN. All Rights Reserved

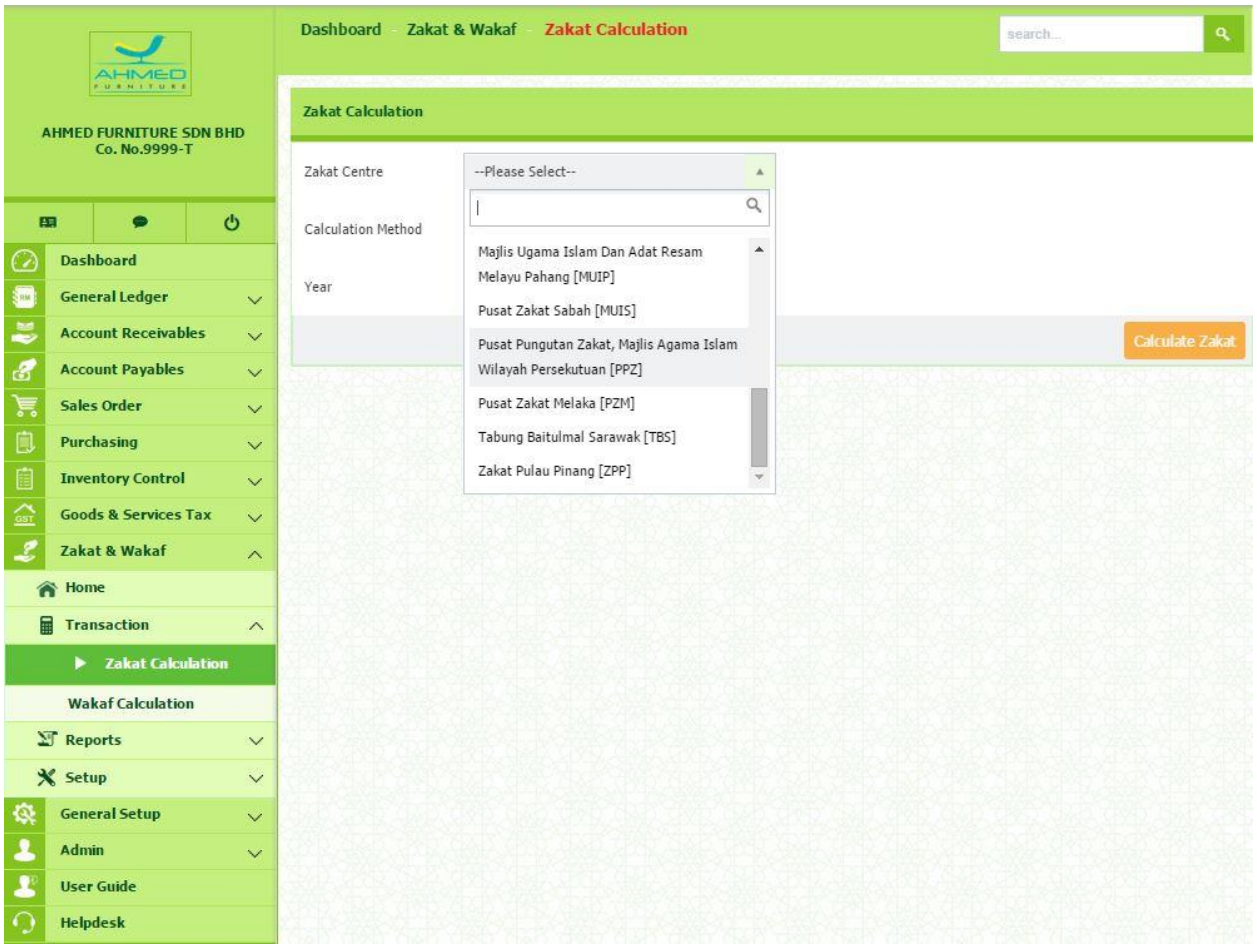
1.0 Zakat Calculation

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



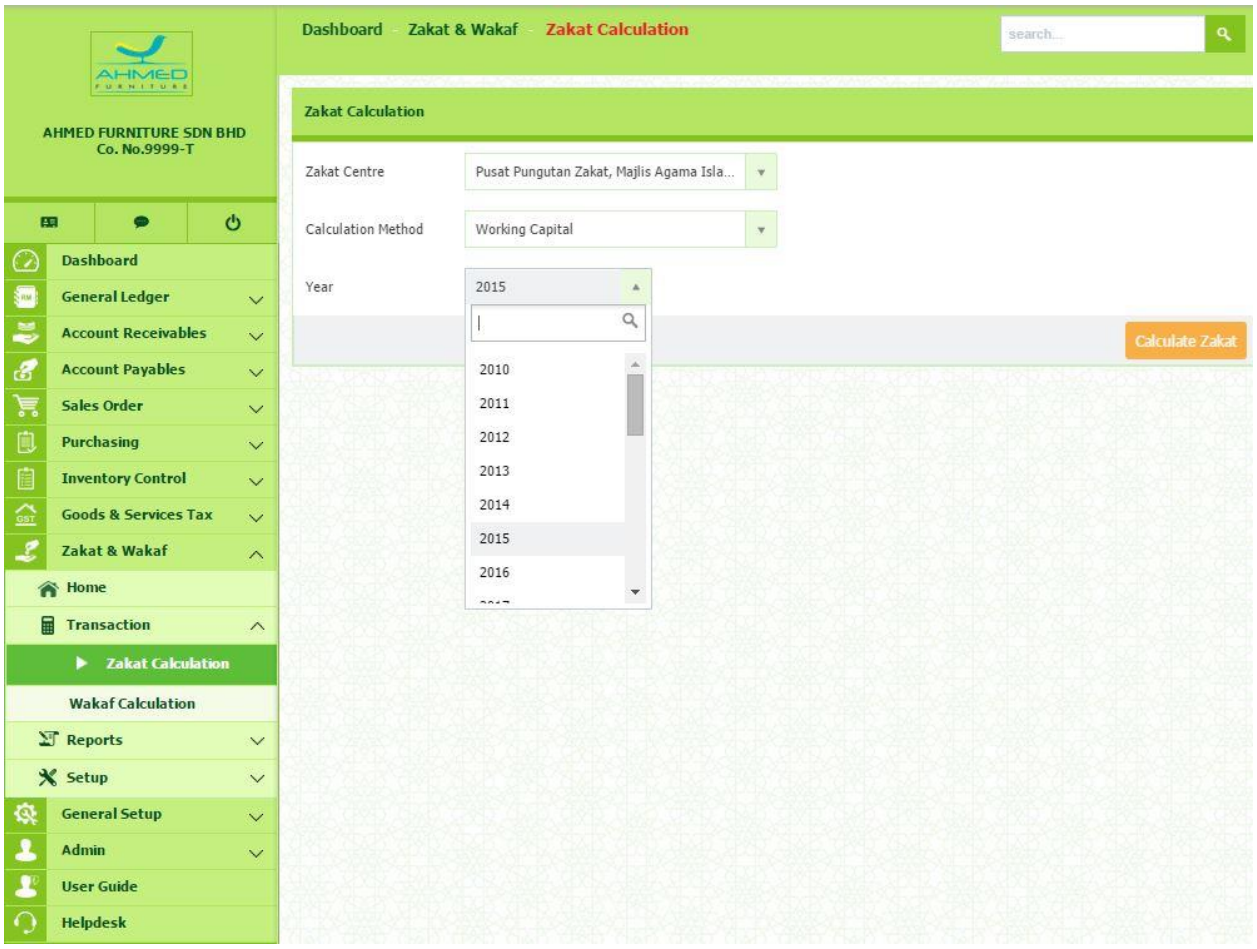
 © 2015 SALIHIN. All Rights Reserved

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



 © 2015 SALIHIN. All Rights Reserved

- Select the Year.
- Click Calculate Zakat Button.



 © 2015 SALIHIN. All Rights Reserved

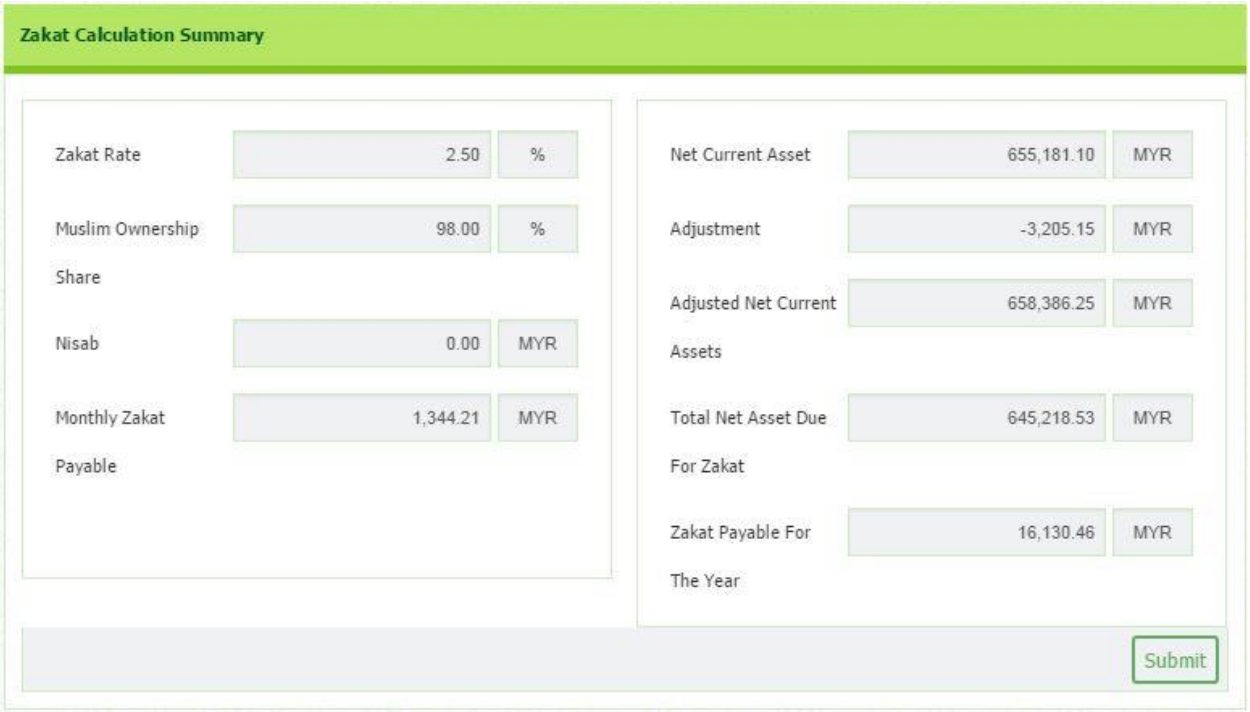
- Zakat Calculation Details will appears. You can see the details of Current Liabilities, Current Assets and the Amount.

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

 © 2015 SALIHIN. All Rights Reserved

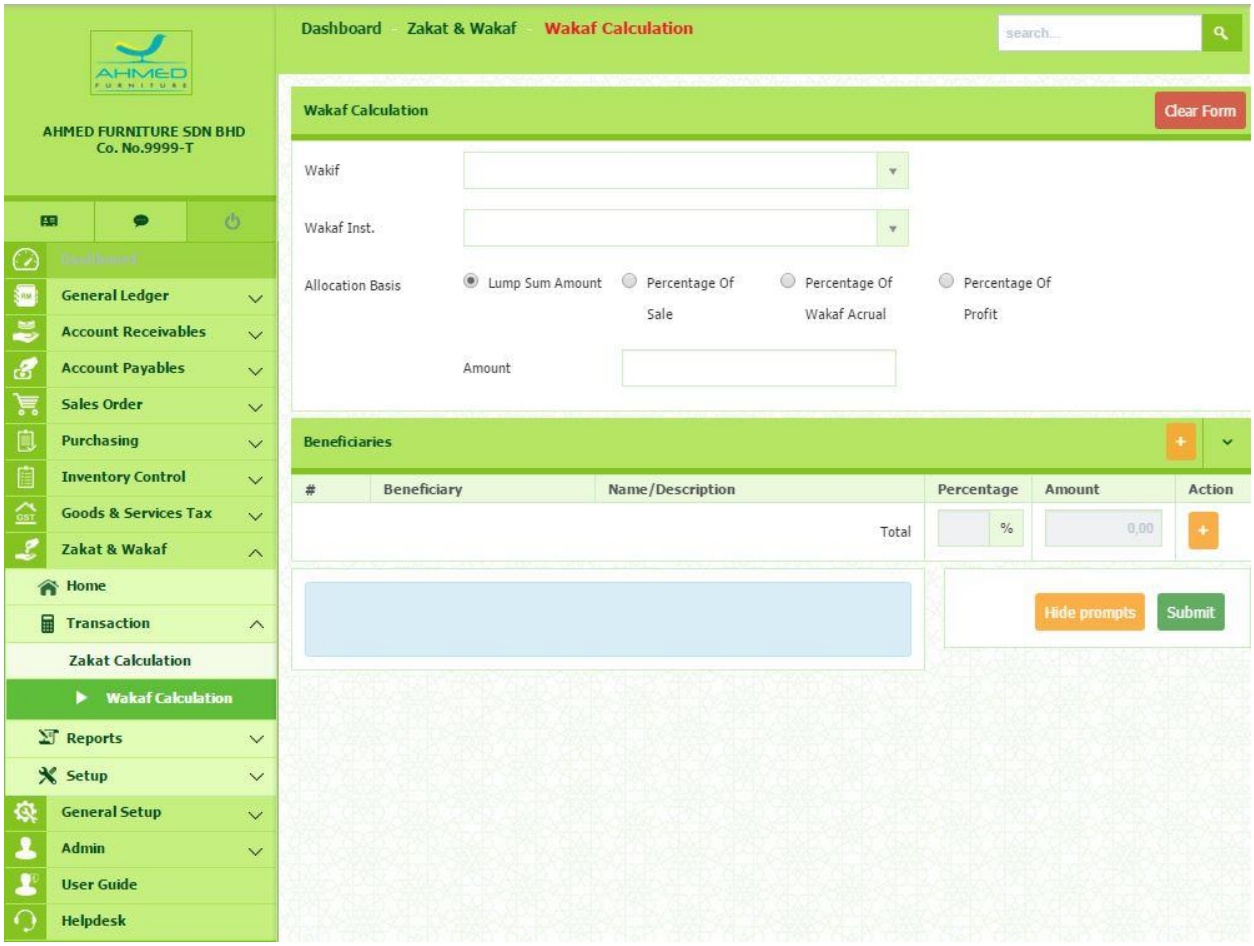
- All the calculation summary such as Zakat Rate, Muslim Ownership Share, Nisab, Monthly Zakat Payable, Net Current Asset, Adjustment, Adjusted Net Current Assets, Total Net Asset Due for Zakat, and Zakat Payable for The Year will be display under Zakat Calculation Summary.



 © 2015 SALIHIN. All Rights Reserved

2.0 **Wakaf Calculation**

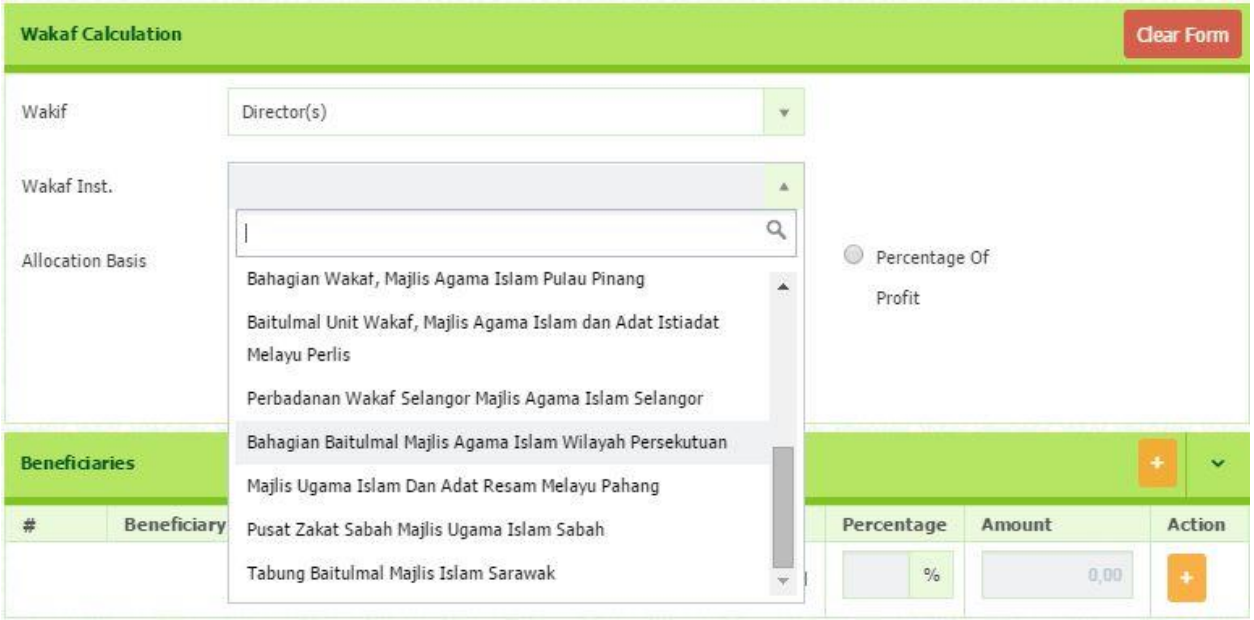
- Go to Zakat & Wakaf > Transaction > Wakaf Calculation. The Wakaf Calculation window appears.



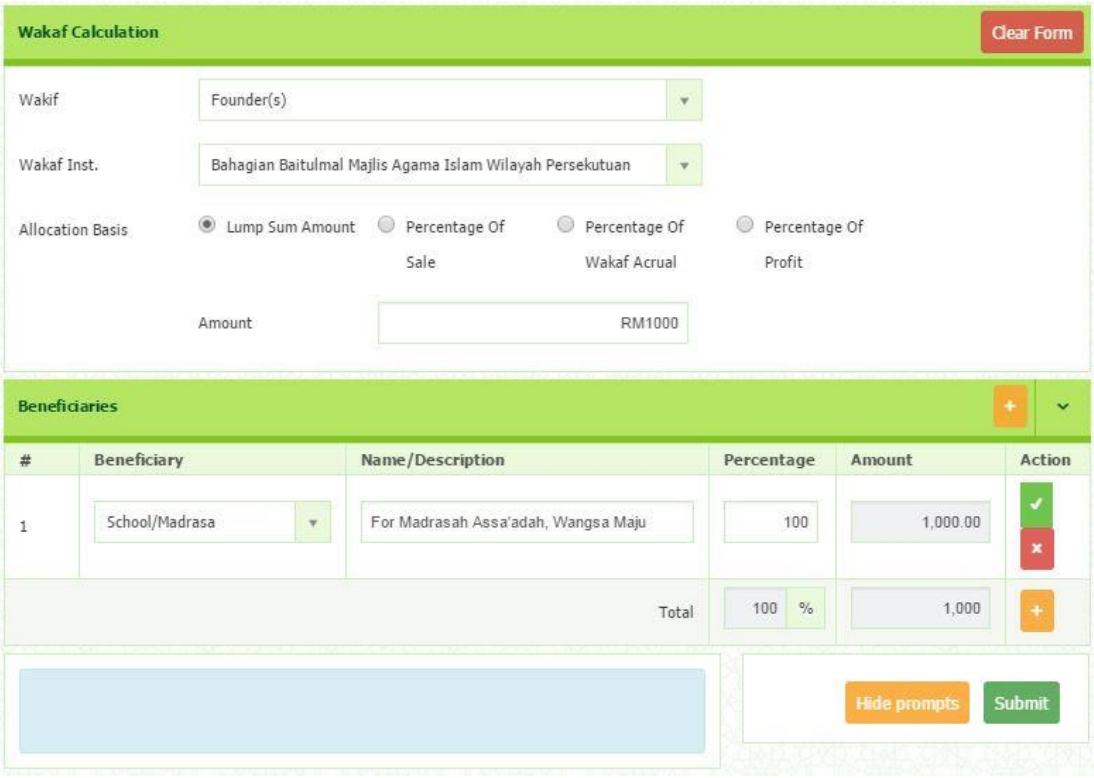
- Select Wakif from the drop down list.

 © 2015 SALIHIN. All Rights Reserved

- Select the Wakaf Institution from the drop down list.



- 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**.



 © 2015 SALIHIN. All Rights Reserved

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

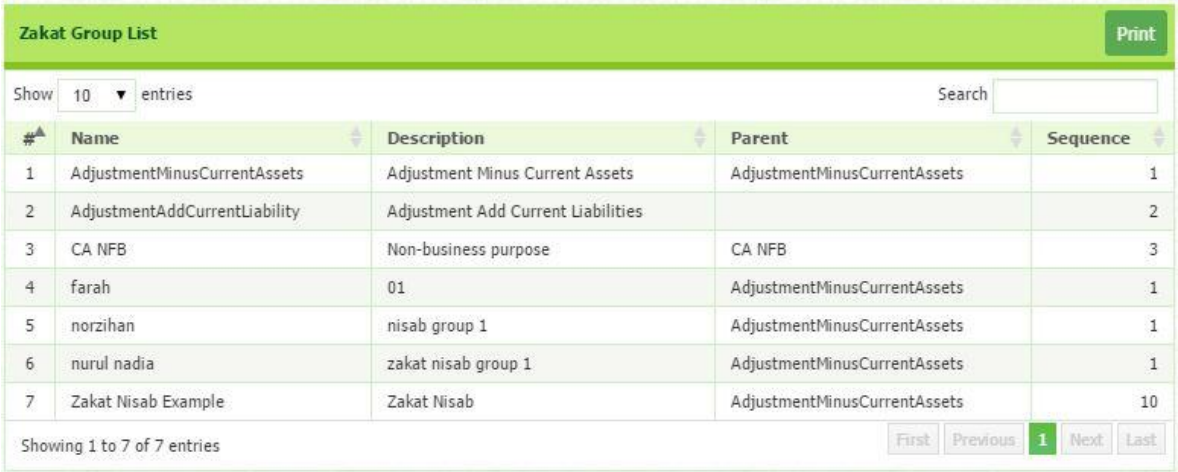
#	Short Name	Name	Telephone	Website
1	JZNK	Jabatan Zakat Negeri Kedah	04-733 1740	
2	LZS	Lembaga Zakat Selangor	03-5522 7700	http://www.e-zakat.com.my
3	MAIDAM	Majlis Agama Islam dan Adat Melayu Terengganu	09-6303030 / 09-6252525	http://www.maidam.gov.my
4	MAIJ	Majlis Agama Islam Negeri Johor	07-2282929 / 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 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

 © 2015 SALIHIN. All Rights Reserved

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	

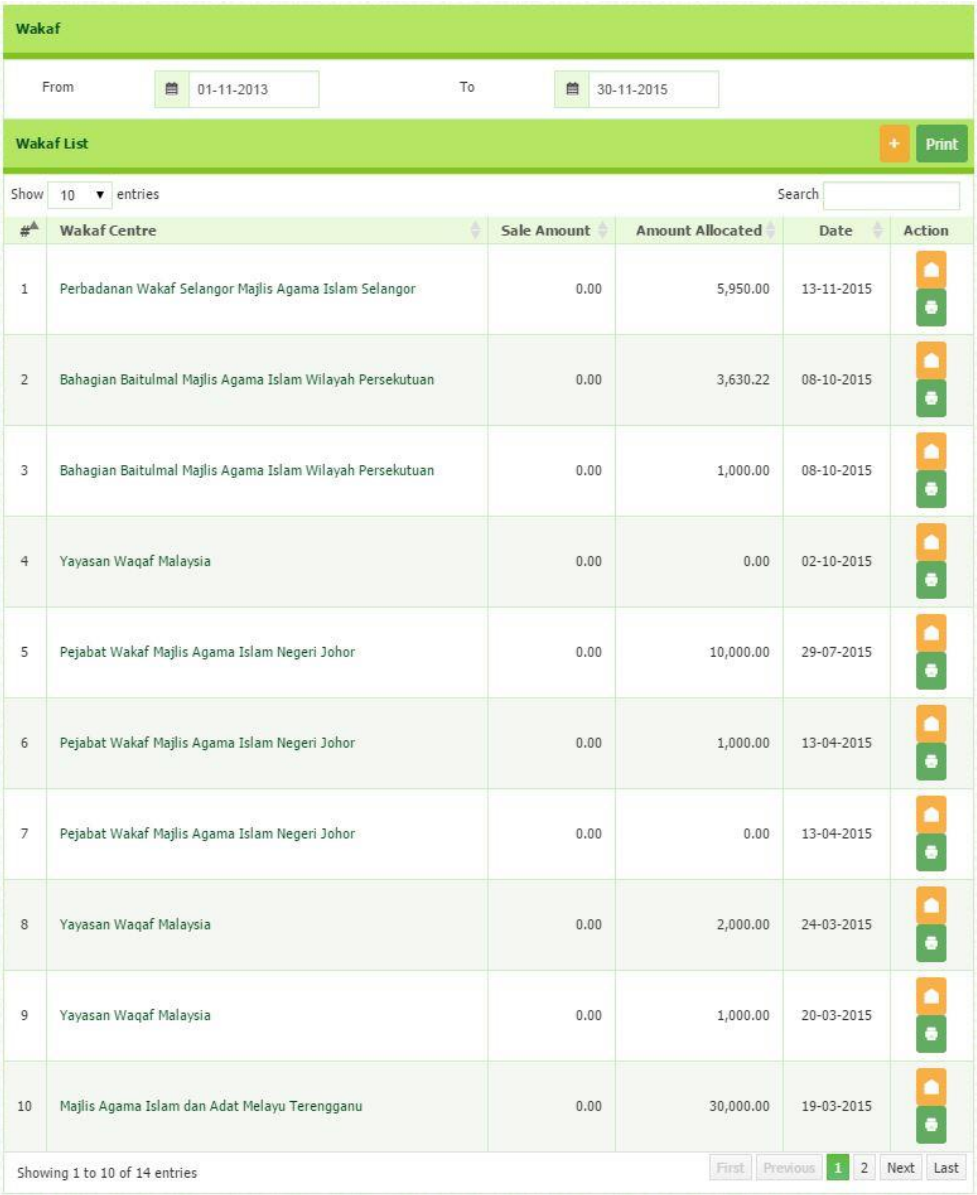
Showing 1 to 3 of 3 entries — First Previous 1 Next Last

 © 2015 SALIHIN. All Rights Reserved

7.0 Wakaf List

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

- 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 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	

 © 2015 SALIHIN. All Rights Reserved

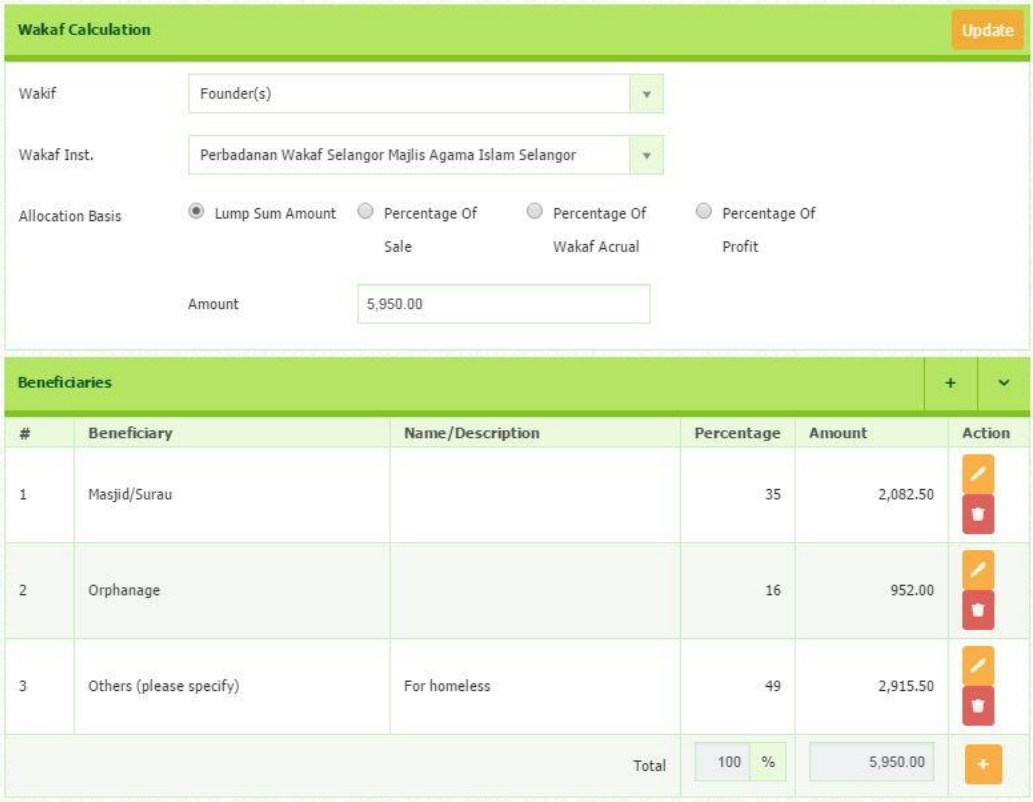
7.0.1 How to Add New Wakaf

- 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.

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



 © 2015 SALIHIN. All Rights Reserved

8.0 How to Setup Zakat Nisab

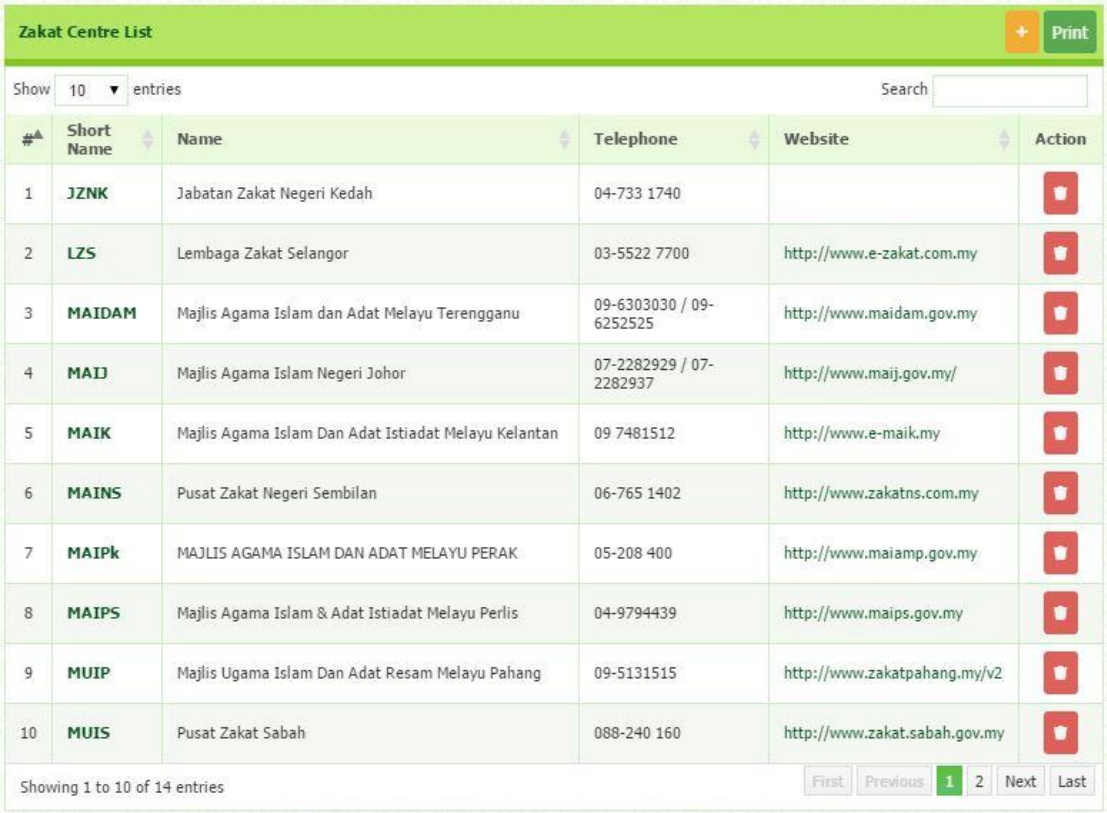
- Go to Zakat & Wakaf > Setup > Zakat Nisab Details. The Zakat Nisab Details window appears.
- Click + button at the top right corner of Zakat Nisab Details List header.

- 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.

 © 2015 SALIHIN. All Rights Reserved

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.

 © 2015 SALIHIN. All Rights Reserved

Zakat Centre

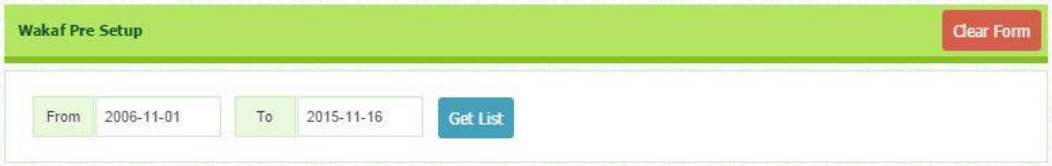
Short Name	MAIJ		
Name	Majlis Agama Islam Negeri Johor		
Address	Aras 5, Blok 'B', Pusat Islam Iskandar Johor,		
	Jalan Masjid Abu Bakar,		
	Karung Berkunci 725		
City	Johor Bahru		
Postcode	80990		
Country	MALAYSIA	State	JOHOR
Telephone	07-2282929 / 07-2282937	Fax	07-2238752 / 07-2275173
E-mail	zakat@maij.gov.my		
Website	http://www.maij.gov.my/		

Hide prompts Submit

 © 2015 SALIHIN. All Rights Reserved

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.



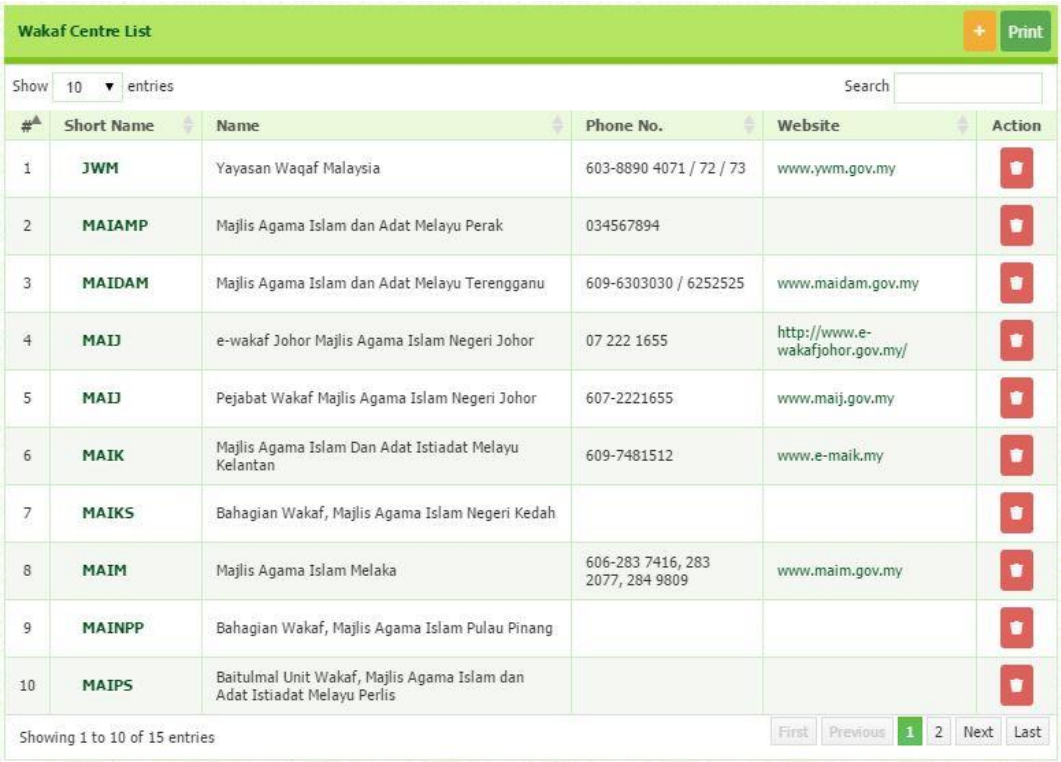
- All the listing on the selected date will be listed.

#	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

 © 2015 SALIHIN. All Rights Reserved

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

Show 10 entries

Search

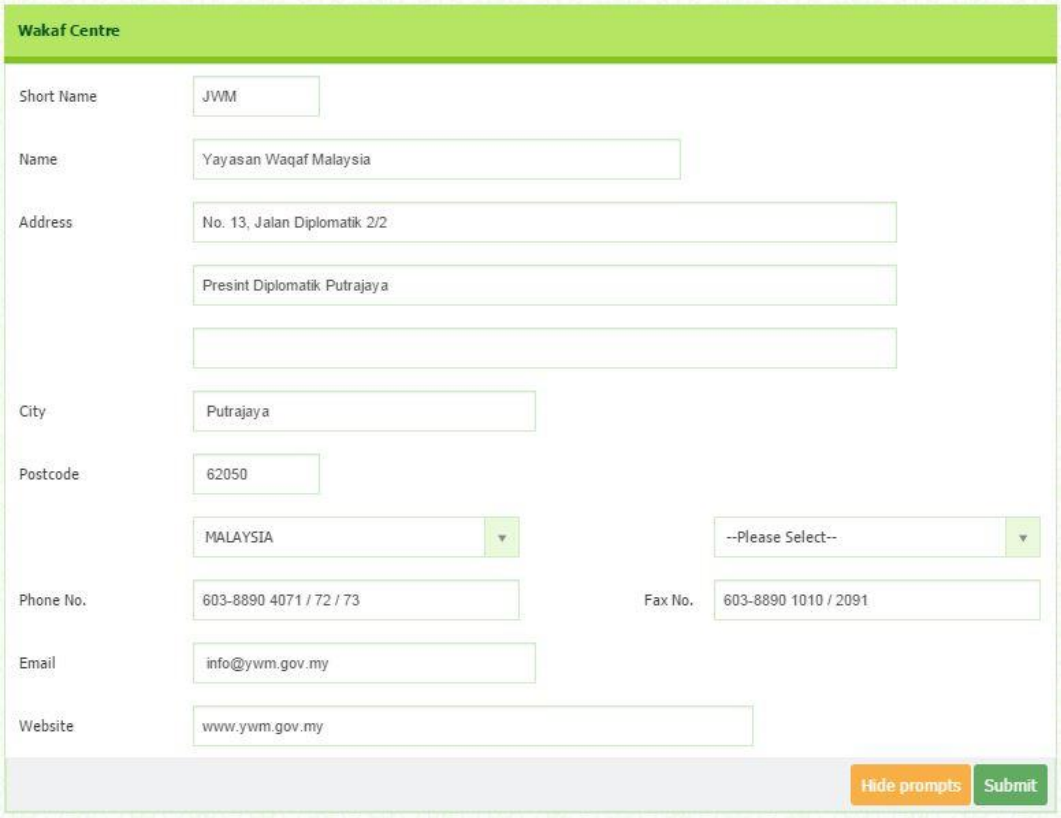
#	Short Name	Name	Phone No.	Website	Action
1	JWM	Yayasan Waqaf Malaysia	603-8890 4071 / 72 / 73	www.ywm.gov.my	
2	MAIAMP	Majlis Agama Islam dan Adat Melayu Perak	034567894		
3	MAIDAM	Majlis Agama Islam dan Adat Melayu Terengganu	609-6303030 / 6252525	www.maidam.gov.my	
4	MAIJ	e-wakaf Johor Majlis Agama 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

- Enter all the required information.
- Click Submit to save data.

 © 2015 SALIHIN. All Rights Reserved



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.

 © 2015 SALIHIN. All Rights Reserved

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

 © 2015 SALIHIN. All Rights Reserved

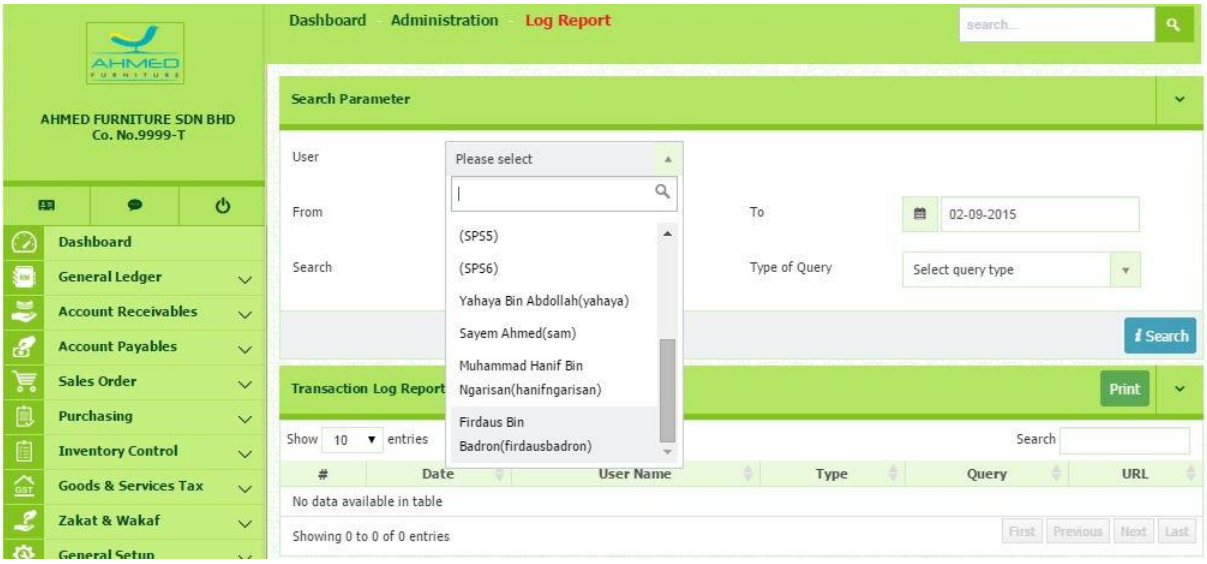
LESSON TEN

MODULE: ADMIN

This chapter will guide you to check a log report, backup database, upgrade version and upgrade license

 © 2015 SALIHIN. All Rights Reserved

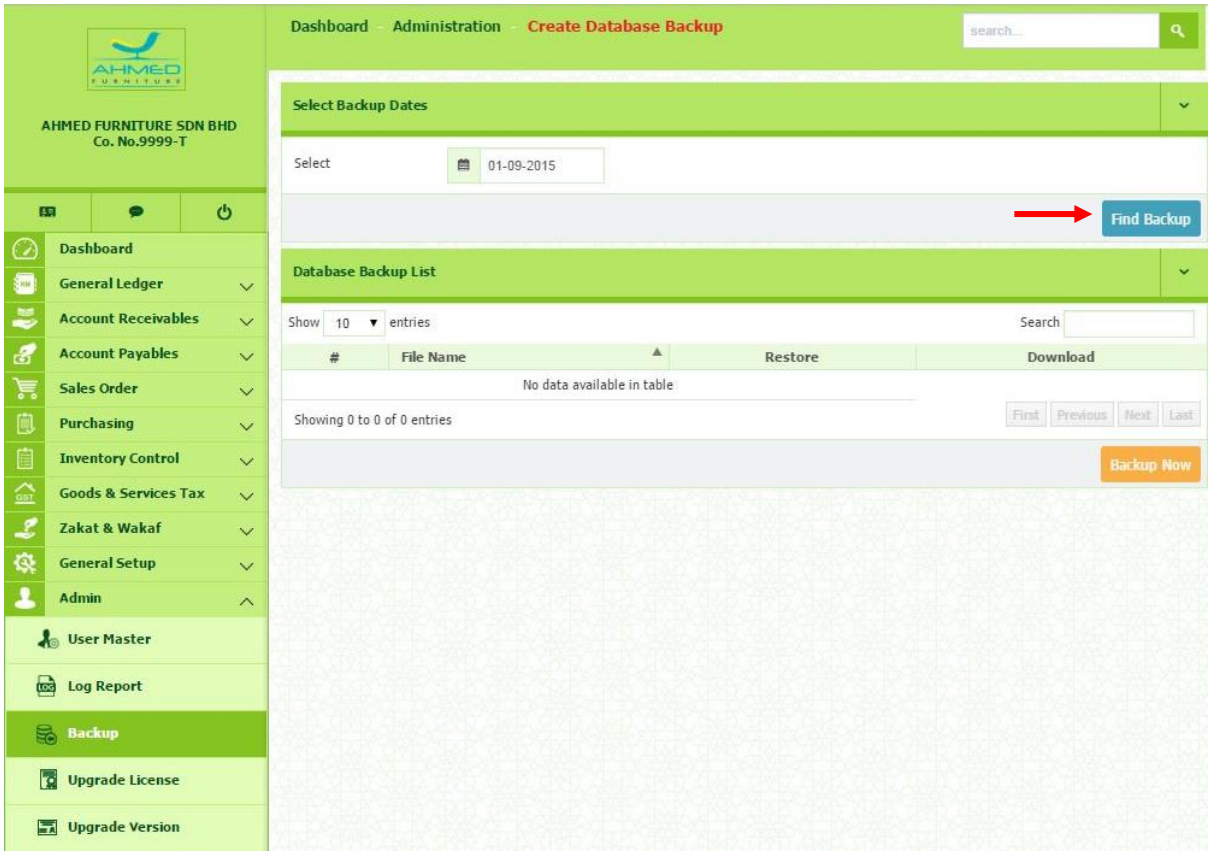
1.0 How to Check Log Report



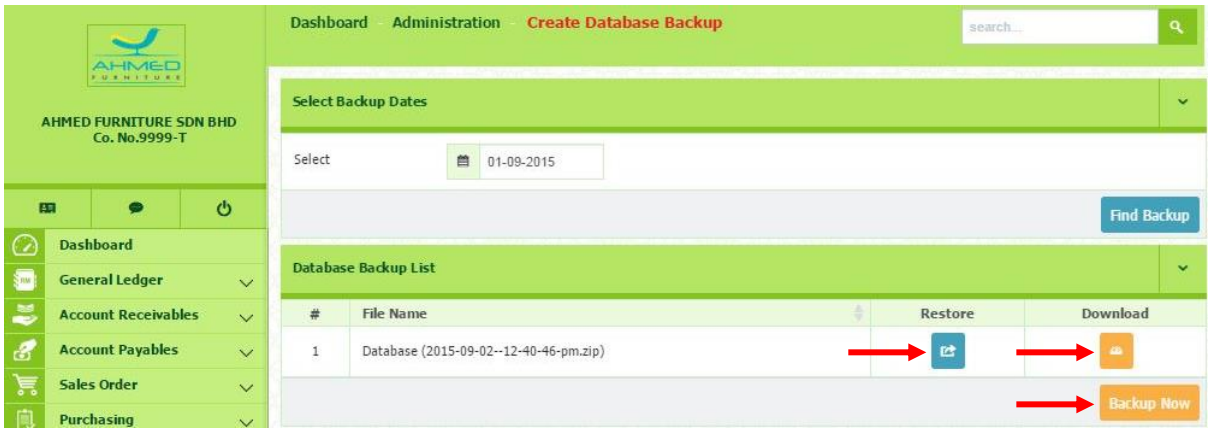
- Go to Admin > Log Report. The Log Report windows will appear
- Select User from the list
- Select the Date From and Date To.
- You are enable to use any keyword to run searching on the Search box.
- Select the type of query. You can select from the list either insert or update.
- Then, click Search button.

 © 2015 SALIHIN. All Rights Reserved

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.

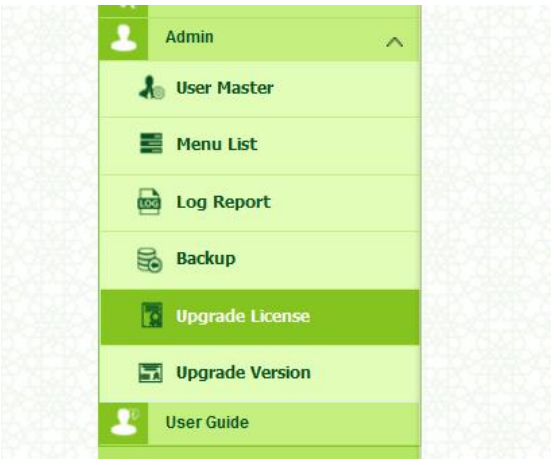


 © 2015 SALIHIN. All Rights Reserved

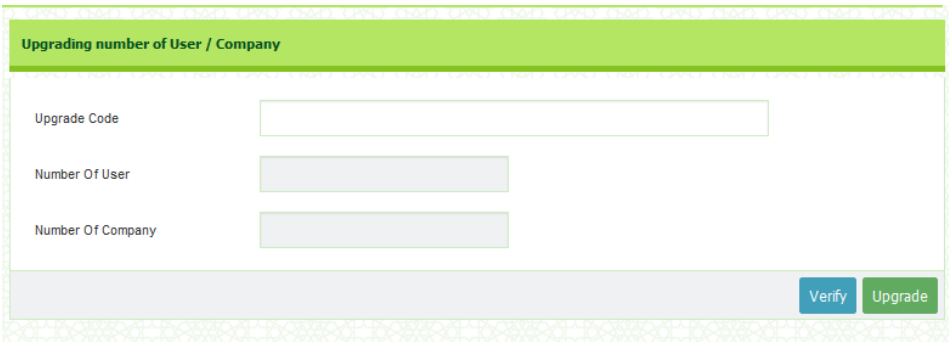
3.0 How to Upgrade License

For upgrade your number of company and/or user, kindly please follow the steps below:

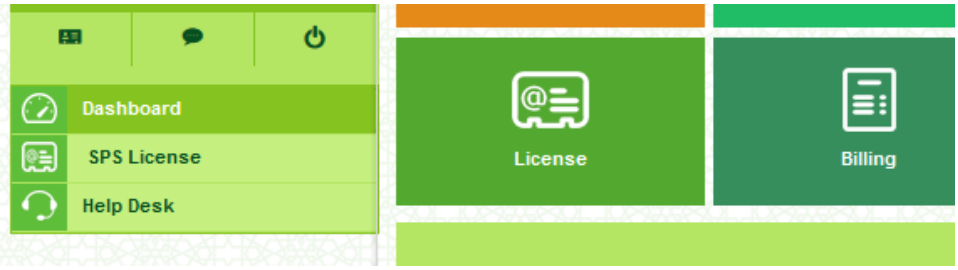
- Go to your SPS system. On the left side menu, click **Admin > Upgrade License**.



- You will be directed to the page as below.

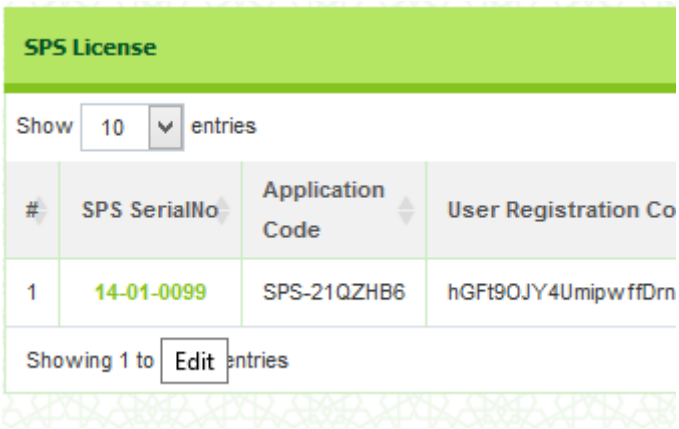


- In this part, make sure that your upgrading license has been process and approved. Next, to retrieve the code, you have to go to demo.salihinpremier.com/ss-ss/customerlogin.

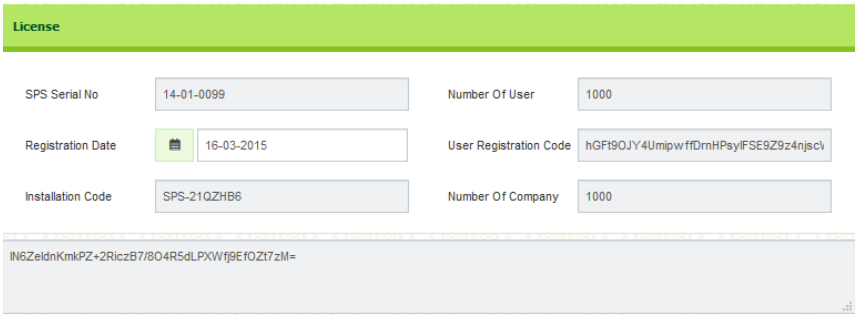


- Click the SPS Serial No.

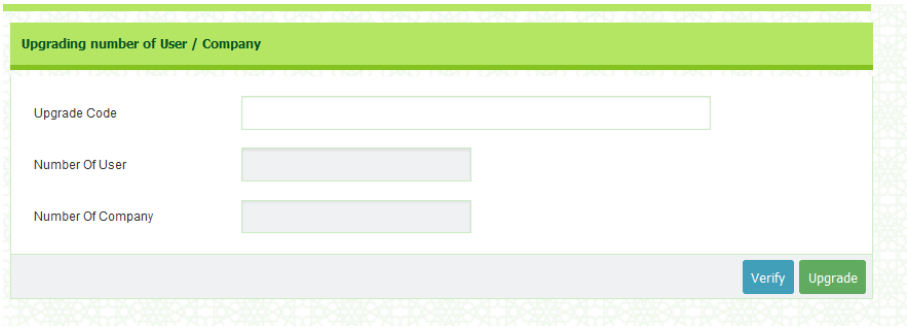
 © 2015 SALIHIN. All Rights Reserved



- Then click continue button. You will be directed to the page as below.



- In this part, copy the User Registration Code. Then, go to the next browser of upgrading page as below.

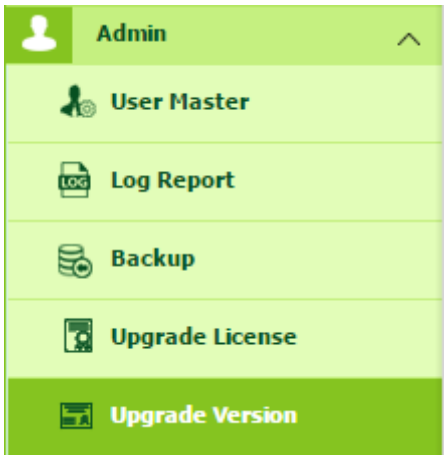


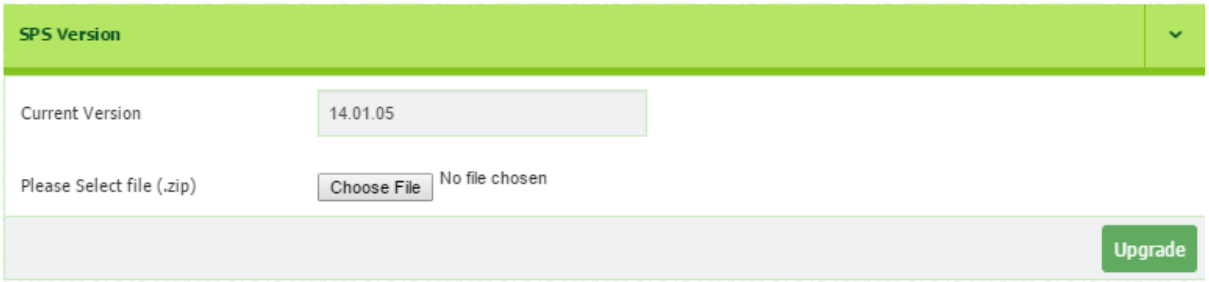
- Paste the User Registration Code into the Upgrade Code field.
- Click on Verify button to check if it is the right number of user / number of company requested.
- Once verification success, click Upgrade button to proceed.

 © 2015 SALIHIN. All Rights Reserved

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.





- 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.

 © 2015 SALIHIN. All Rights Reserved

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.

 © 2015 SALIHIN. All Rights Reserved