

# SQL Handbook – SBE Module

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**-END-**

**Account**

**Payroll**

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# Chapter 1: Getting Started

## 1.1 System Requirements

- Intel Core i7 3.5 Ghz Server Computer CPU or above
- Asustek / Gigabyte H87M-D3H Intel Chipset Mainboard
- 8 GB DD RAM 3- PC 1666 – 1st grade - Kingston
- Hard disk 120 GB Solid State Kingston KC300 SATA 3 Memory Stick Drive
- Operating System = Window 7 / Window 8 , 32 or 64 bit

## 1.2 Installation

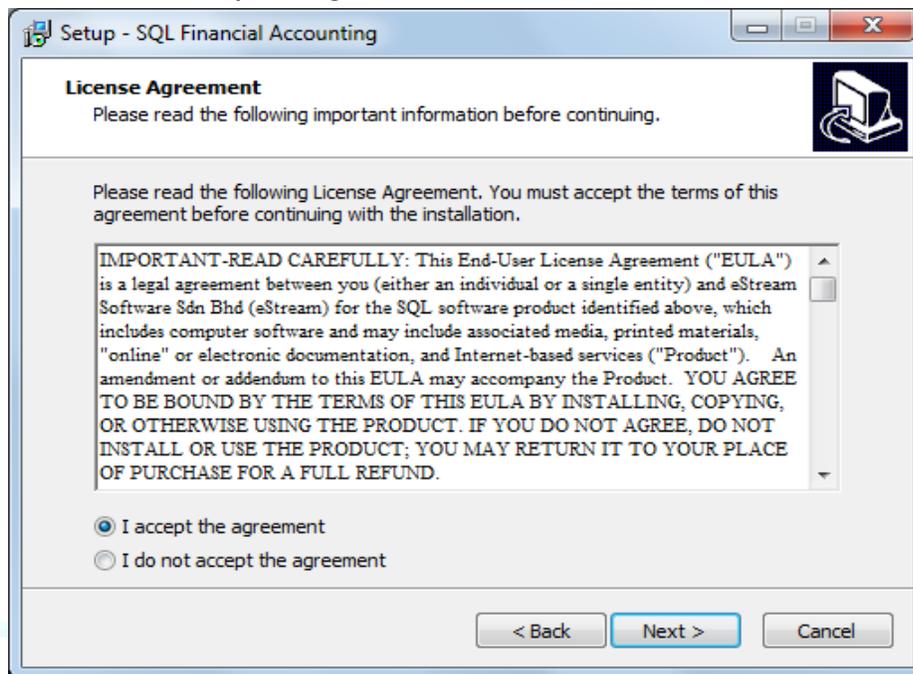
Video Guide link : [http://www.sql.com.my/video/sqlacc\\_tutorial/1-01\\_Start\\_Installation.mp4](http://www.sql.com.my/video/sqlacc_tutorial/1-01_Start_Installation.mp4)

1.2.1 Always get the latest CD or latest installer from your dealer

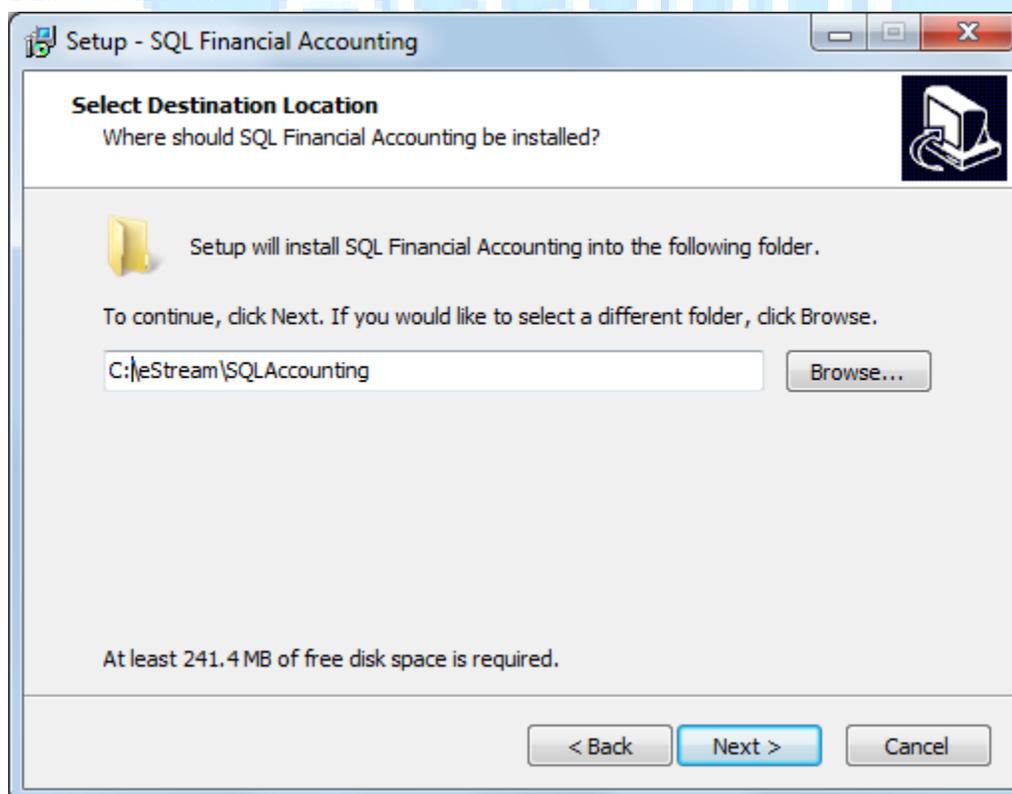


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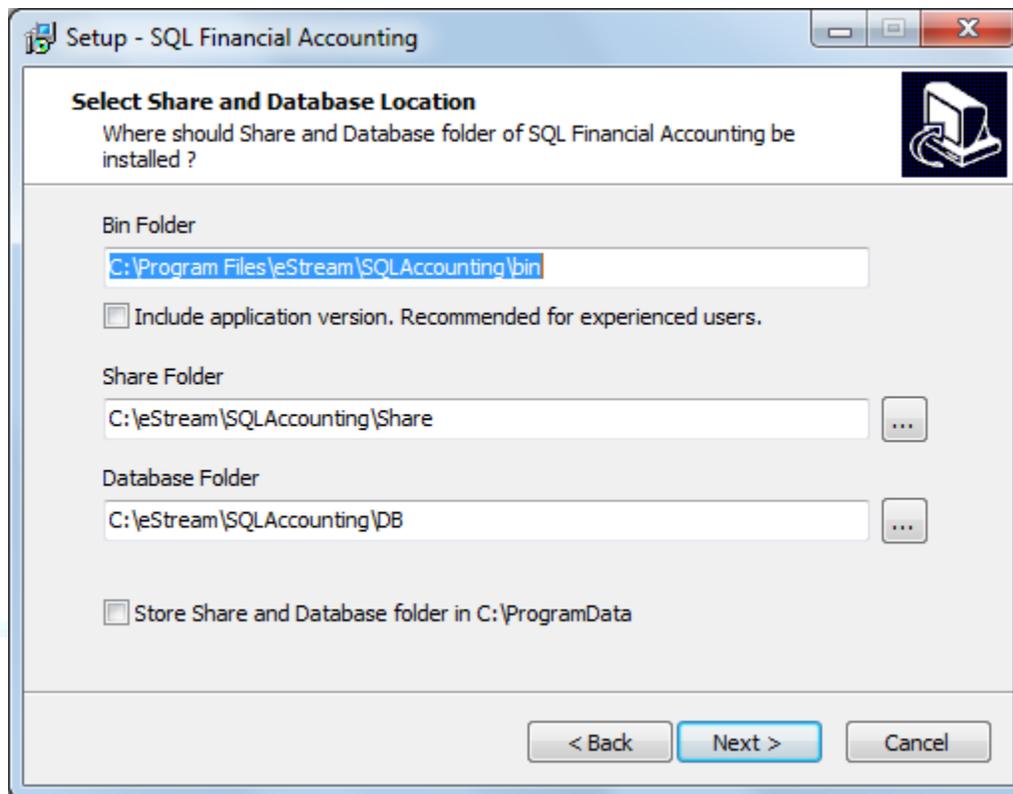
### 1.2.2 Select "I accept the agreement" and click on "Next"



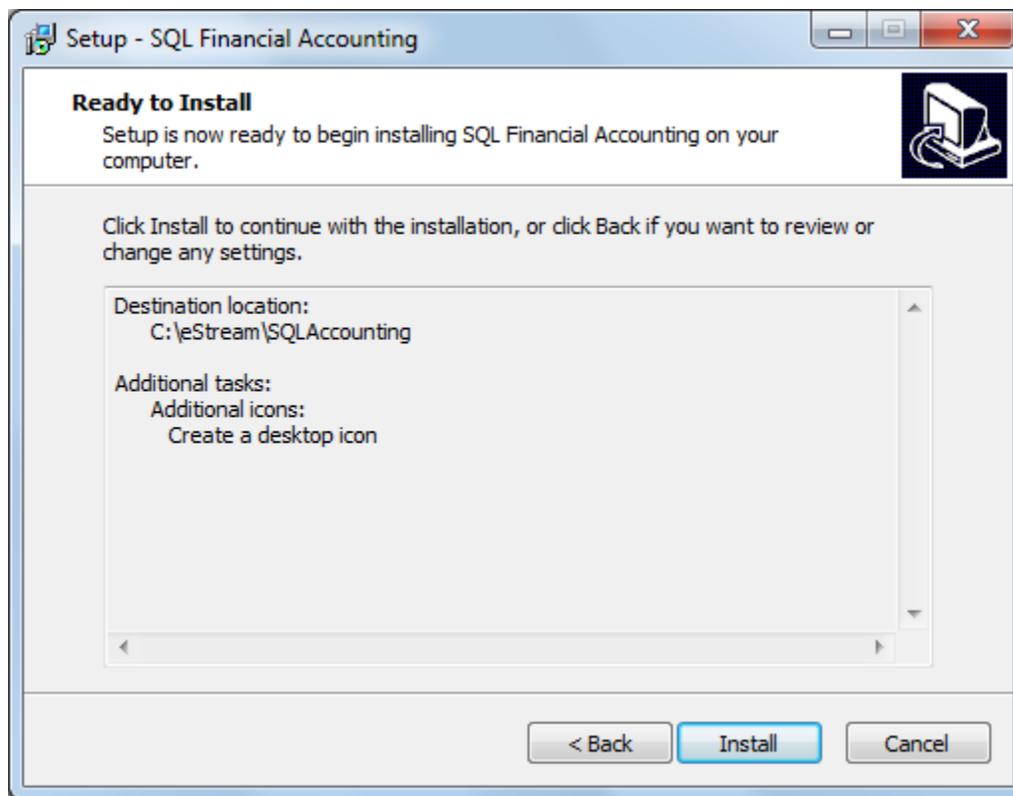
### 1.2.3 Click on "Next"



#### 1.2.4 Click on "Next"



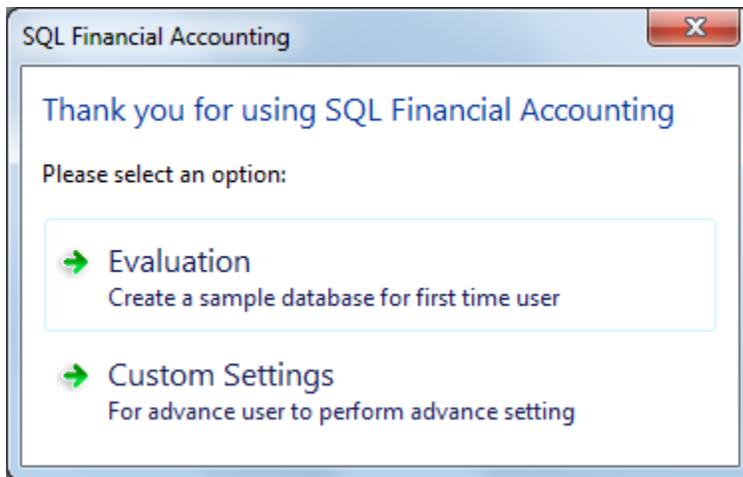
#### 1.2.5 Click on "Install"



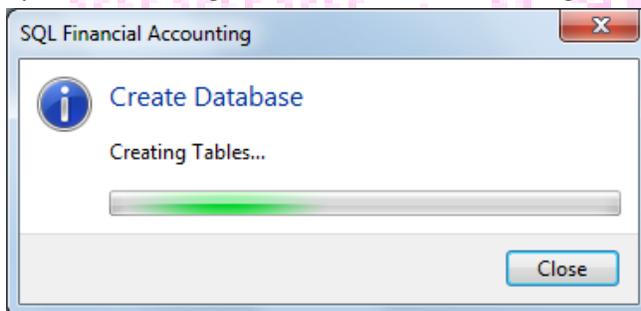
1.2.6 Click on “Finish”



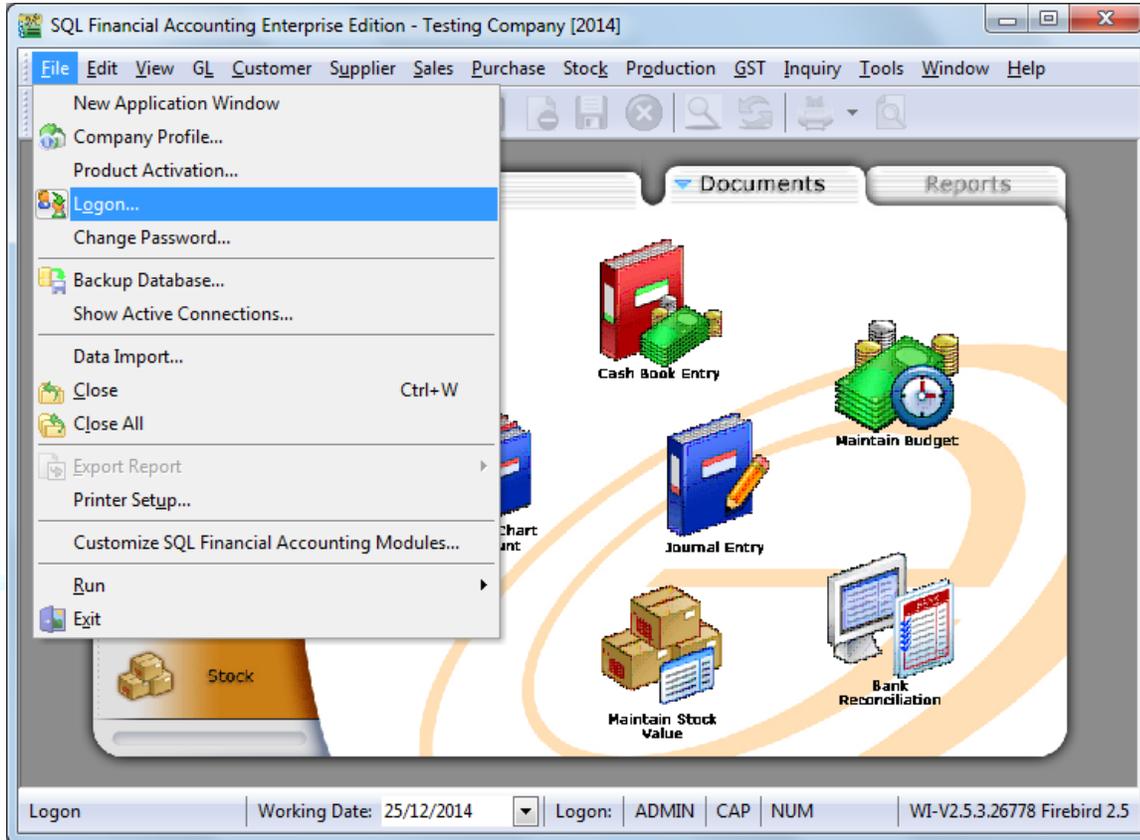
1.2.7 System will launch SQL, and please select “Evaluation”



System will auto generates the Database...it might take some minute



1.2.8 To generate a NEW DATABASE, after created database, system will login, you will need to go on File | Logon...



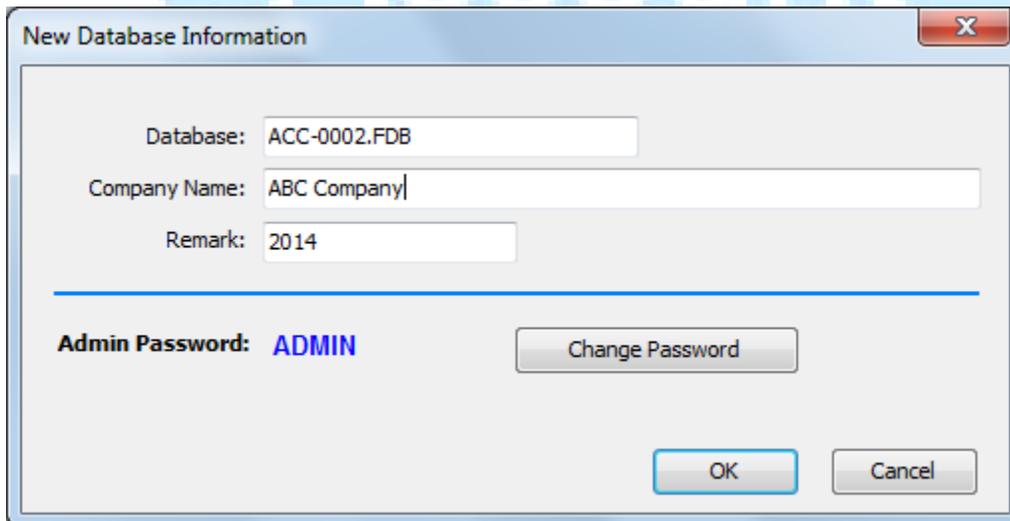
1.2.9 Click on "three dot button"



### 1.2.10 To create New Database



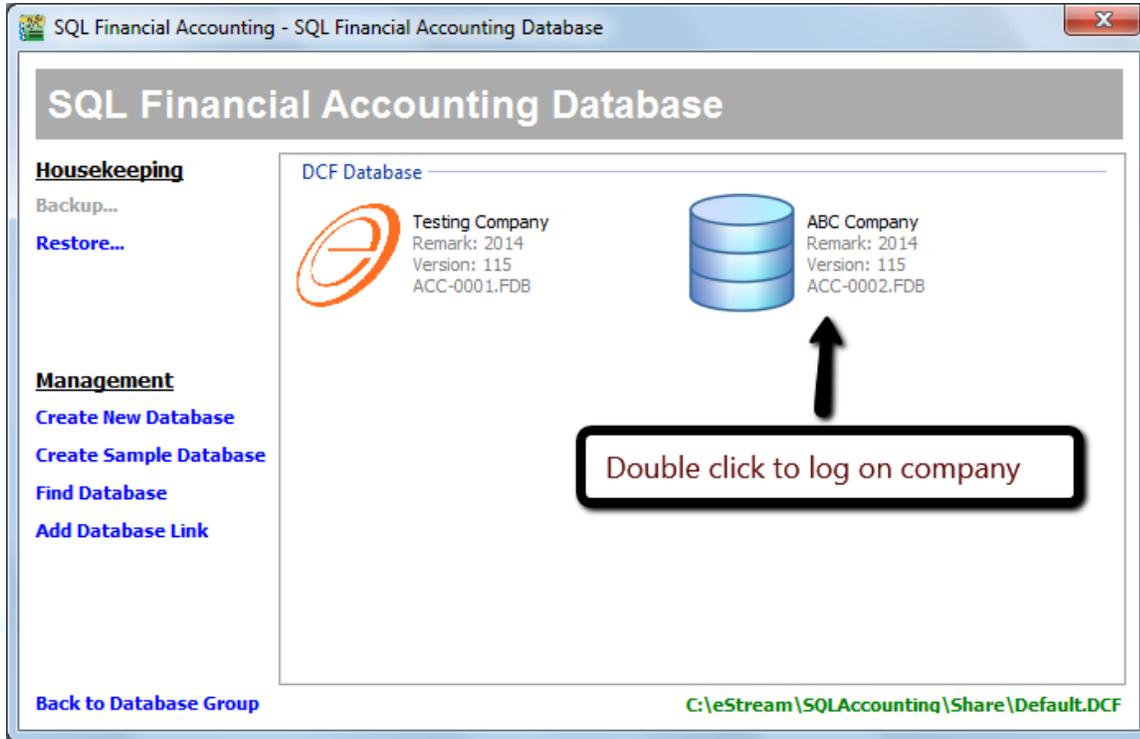
### Rename the company name



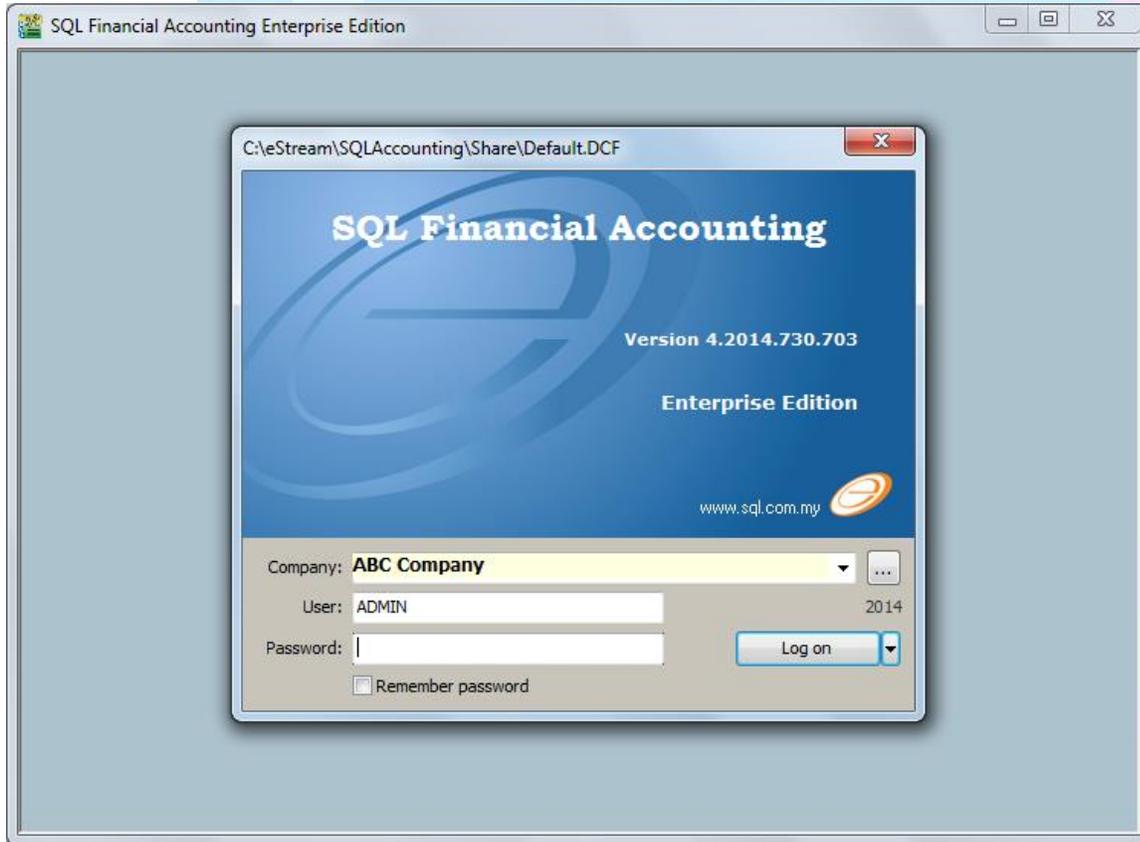
Press "OK"

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Database will created, and double click to login the database with ID & Password

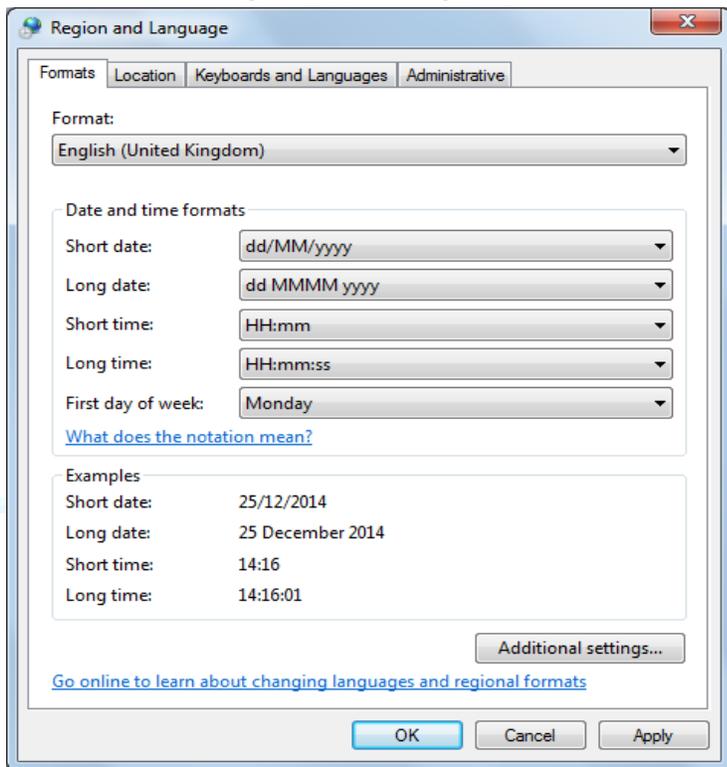


Login with ID =ADMIN, password = admin



### 1.3 Language Regional Settings

- a. Start | Control Panel
- b. Region and Language
- c. Set Format as : English (United Kingdom)



- SQL support UK date format which is “dd/MM/yyyy”

Payroll

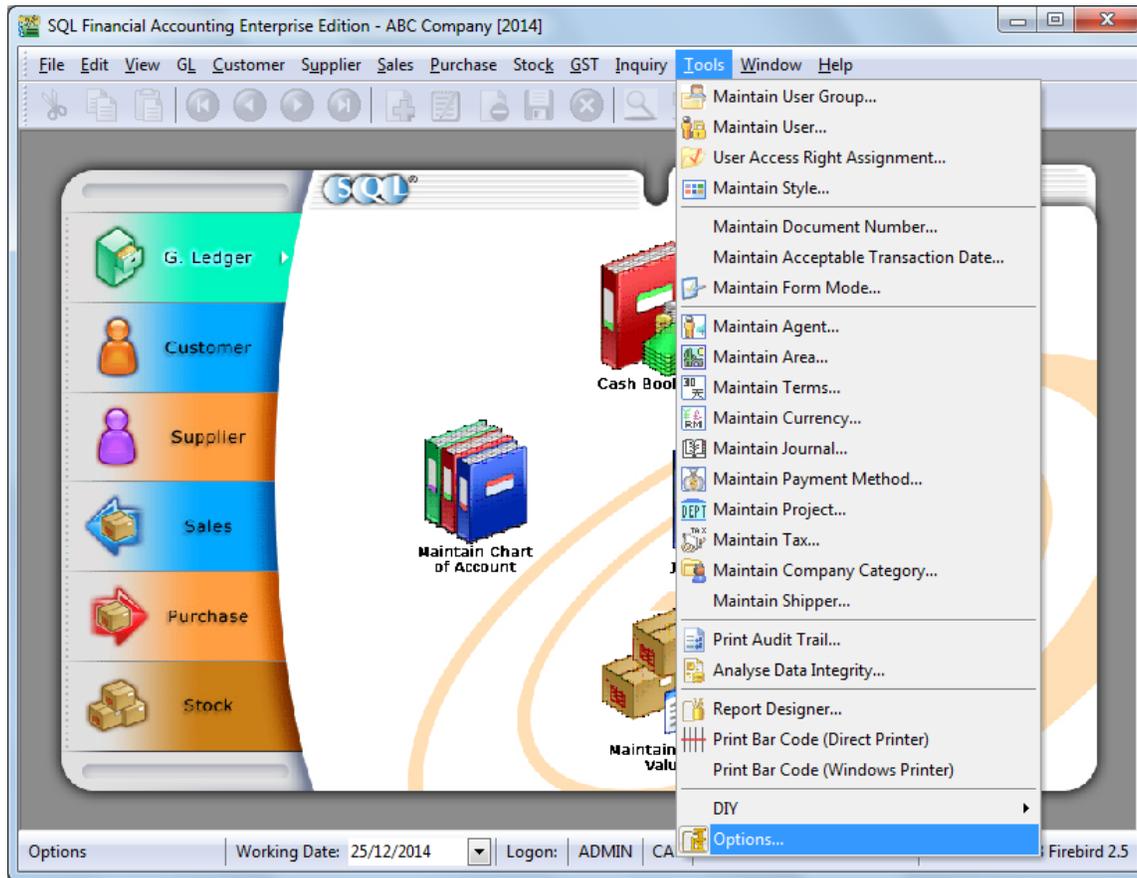
www.SQL.com.my

## 1.4 How to Set Financial Period & System Conversation Date

Video Guide link: [http://www.sql.com.my/video/sqlacc\\_tutorial/9-13\\_Financial\\_Period.mp4](http://www.sql.com.my/video/sqlacc_tutorial/9-13_Financial_Period.mp4)

*\*very important, once setup, cannot change again, and it set only once when you create a NEW database*

a. Go to tools | Options



b. Financial Start Period = First day of accounting period, normally it consists of 12 month  
System Conversion Date = First day to pay transaction in SQL

**Situation 1: my financial period drop on 1/1 every year, and I start using SQL from 1/1/2015.**

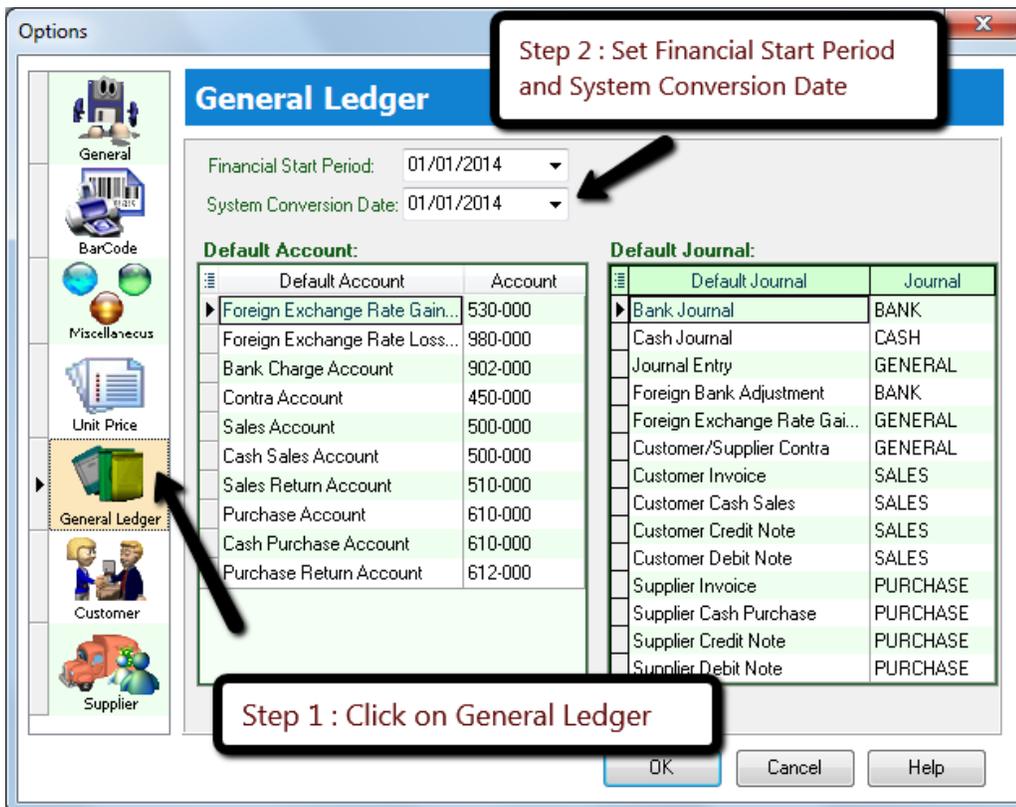
**Financial Start Period = 1/1/2015**

**System Conversion Date = 1/1/2015**

**Situation 2: my financial period drop on 1/5 every year, and I start using SQL from 1/6/2015. (first year consist more than 12 months)**

**Financial Start Period = 1/5/2015**

**System Conversion Date = 1/6/2015**



## 1.5 Setting for Company Profile

### a. File | Company Profile

**Company Profile**

This Software is Licensed to Company Name and Address stated below :-

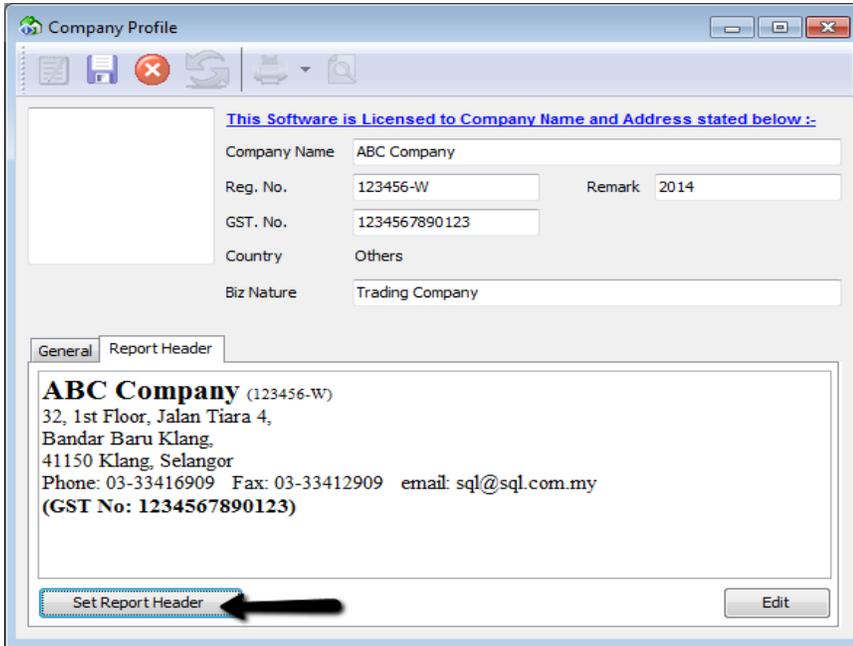
Company Name: ABC Company  
 Reg. No.: 123456-W      Remark: 2014  
 GST. No.: 1234567890123  
 Country: Others  
 Biz Nature: Trading Company

**General** | **Report Header**

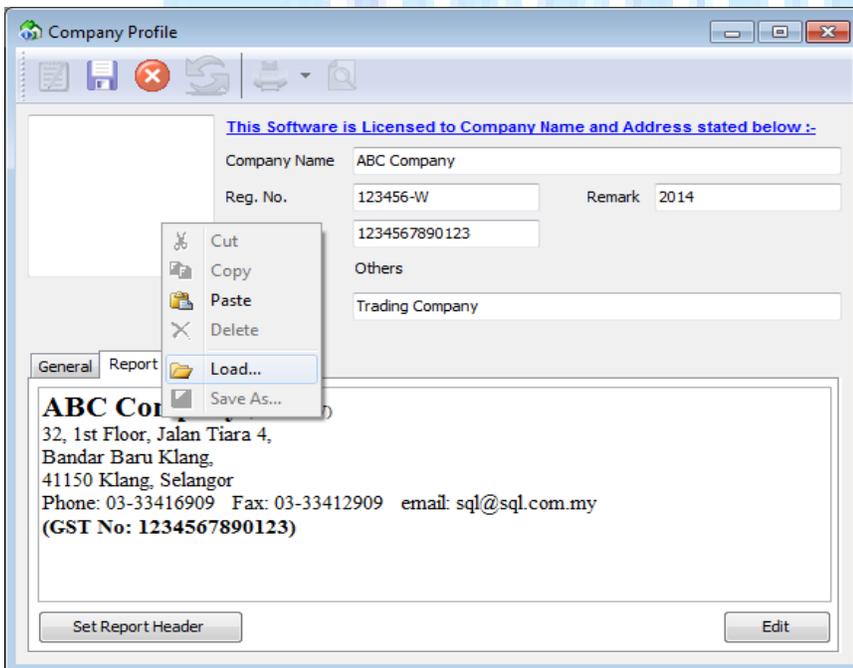
**Billing**

Attention: Mr. Ali      Phone: 03-33416909  
 Address: 32, 1st Floor, Jalan Tiara 4,  
 Bandar Baru Klang,      Fax: 03-33412909  
 41150 Klang, Selangor  
 Email: sql@sql.com.my

b. Report Header



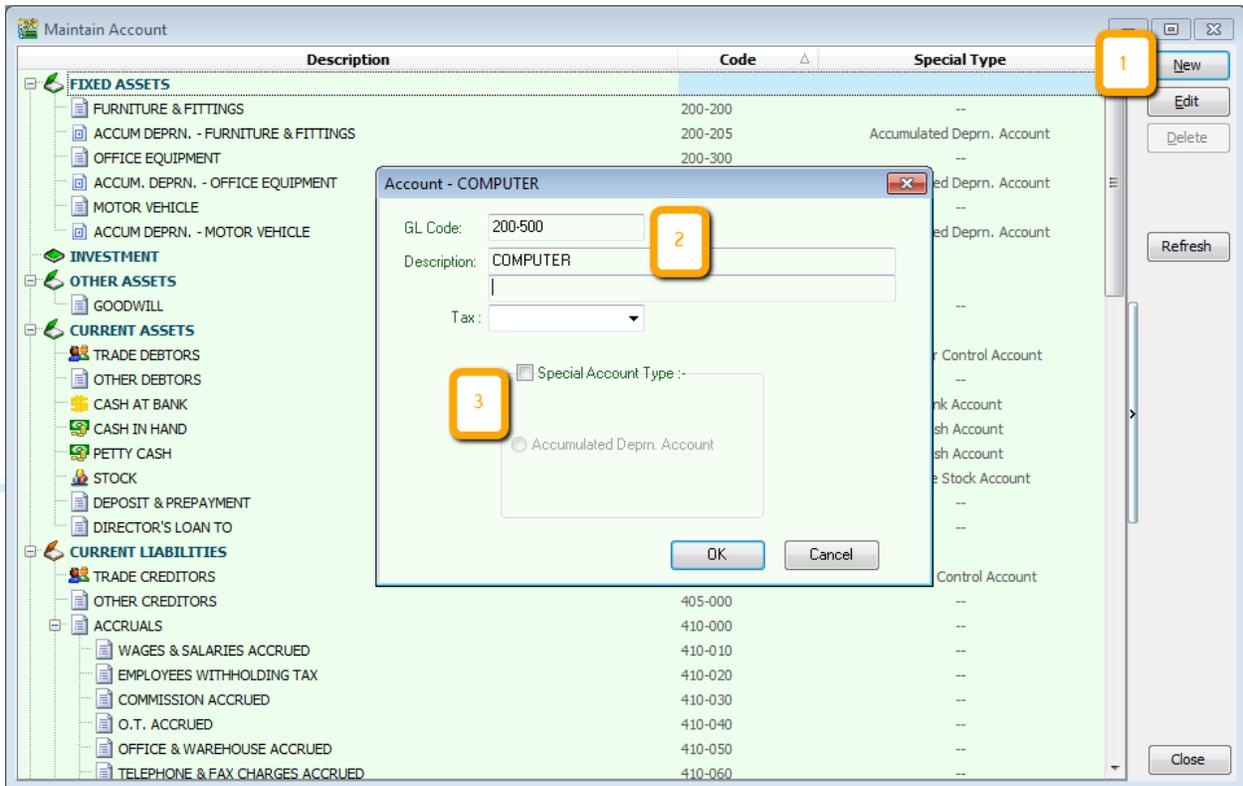
c. How to load company logo? (Right Click on the square box and click on "Load")



# Chapter 2: Master Data Creation

## 2.1 General Ledger (Maintain Chart of Account)

Video Guide Link: [http://www.sql.com.my/video/sqlacc\\_tutorial/3-01\\_GL\\_Chart\\_of\\_Account.mp4](http://www.sql.com.my/video/sqlacc_tutorial/3-01_GL_Chart_of_Account.mp4)

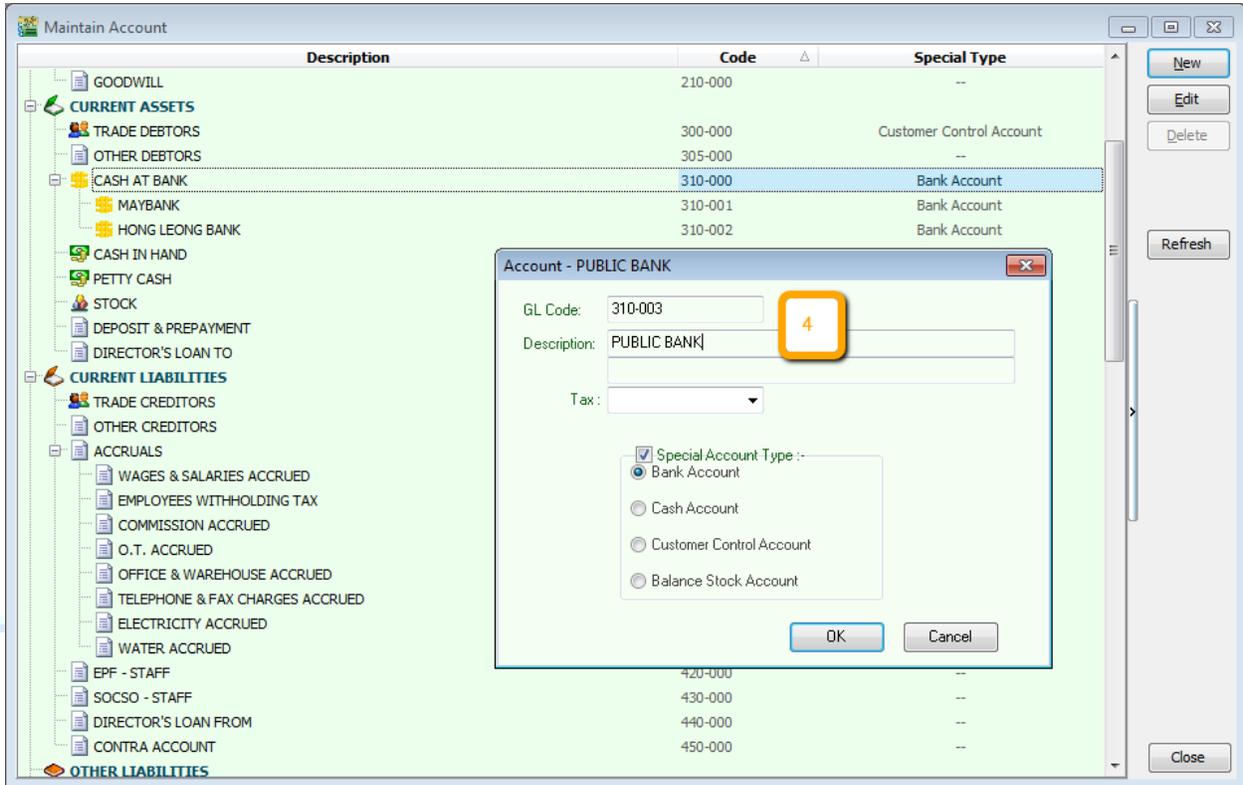


1. Click on GL | Maintain Account | **New**
2. Enter the **GL Code** and **Description** (alphanumeric are acceptable)

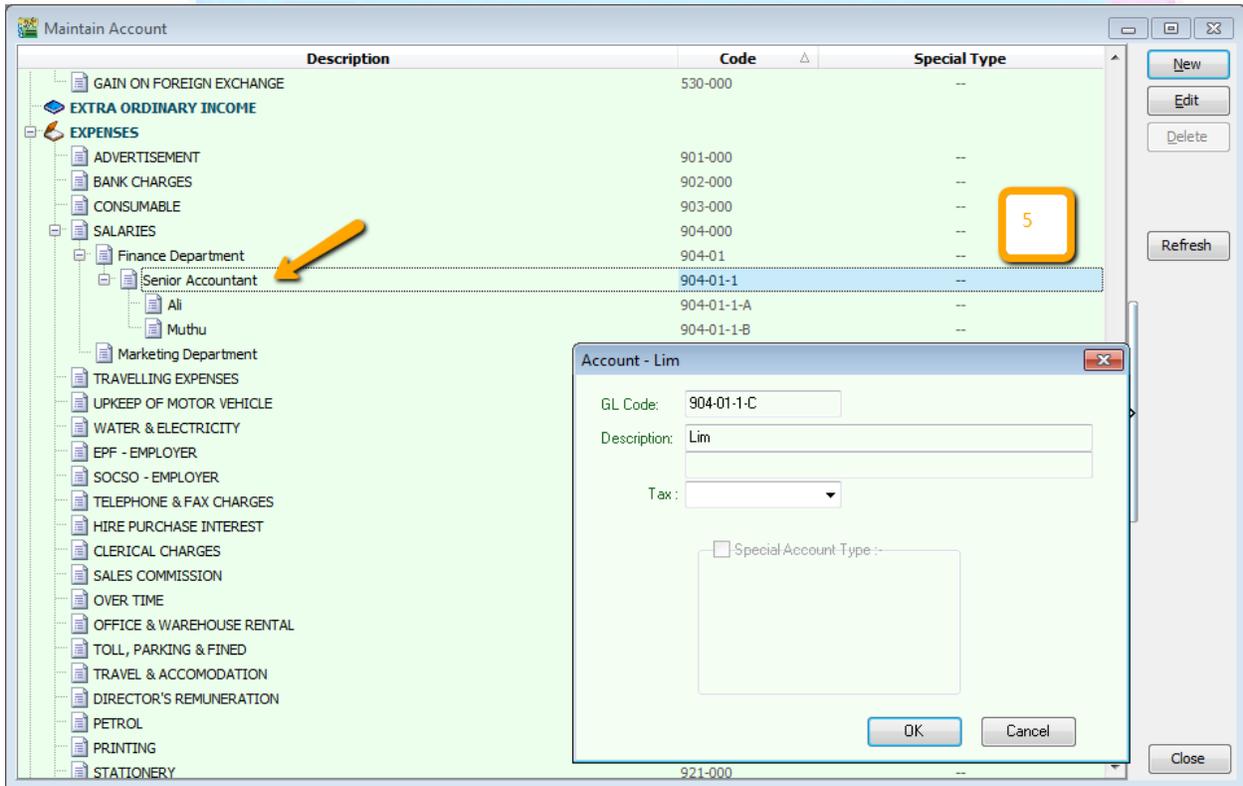
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3. Check the **Special Account Type** if the account is belongs to Accumulated Deprn Account (Fixed Assets)



4. You can create **sub account** as sample attached.



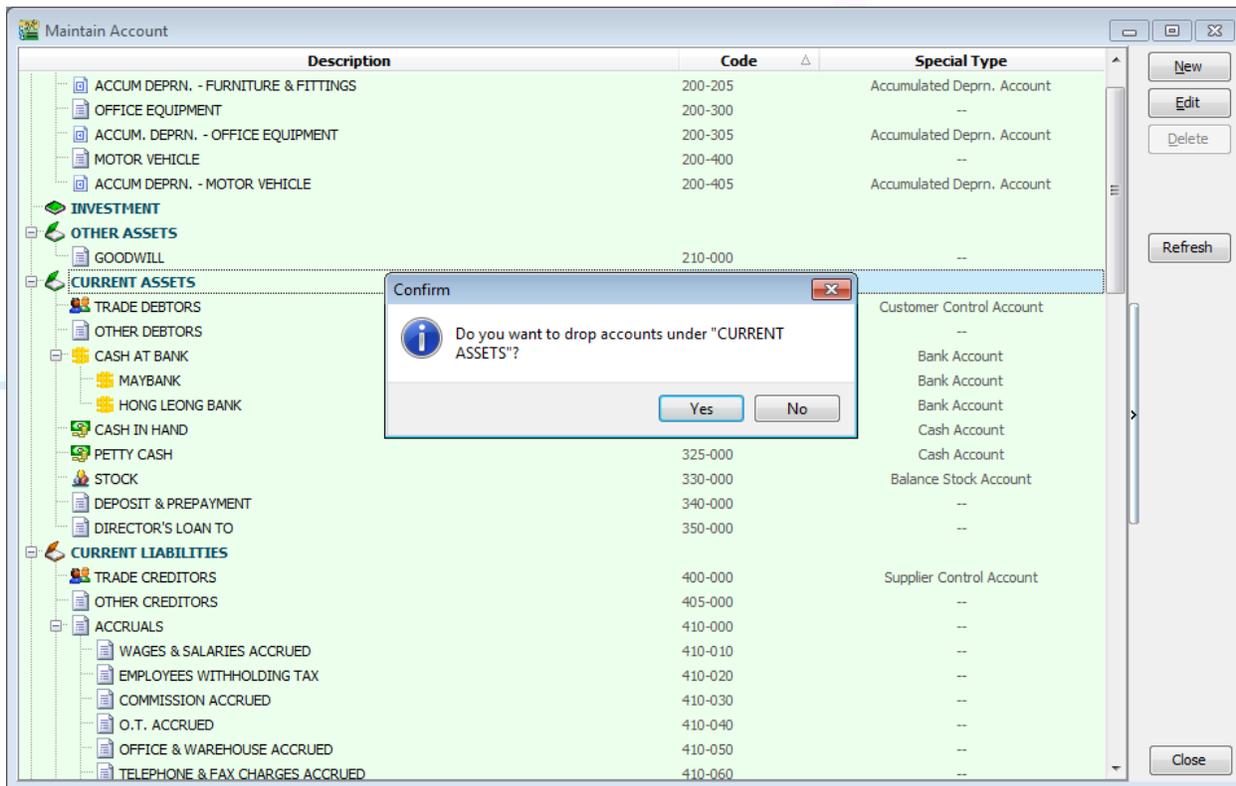
5. You are allowed to create **unlimited level** of sub account, always pointing on the “mother account” to create the child account.

6. You are allowed to **Drag and Drop** account too! How?

*Step 1: Highlight the account you wish to drag drop*

*Step 2: Left Click on mouse and drag it to the account you wish to drop and release your mouse*

*Step 3: You will see this message “Do you want to drop accounts under XXXX”, Yes or No “ Click Yes, if it’s correct!*



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## 2.2 Maintain Customer

Video Guide Link: [http://www.sql.com.my/video/sqlacc\\_tutorial/4-01\\_Maintain\\_Customer.mp4](http://www.sql.com.my/video/sqlacc_tutorial/4-01_Maintain_Customer.mp4)

Maintain Customer

- Maintain Customer -

Company:  1

Control A/C:  Code:  2 Category:

General | Credit Control | Note | Sales Tax

Branch:  5

Branch Name: BILLING

Address: 1, Jalan Tiara 4,  
Bandar Baru Klang,  
41150 Klang,  
Selangor

Attention:

Phone:  Fax:

Email:

Area:  3 Credit Terms:  Statement:  4

Agent:  Aging On:

Currency:  Price Tag:

1 branches

New  
Edit  
Delete  
Save  
Cancel  
Refresh  
Browse  
Close

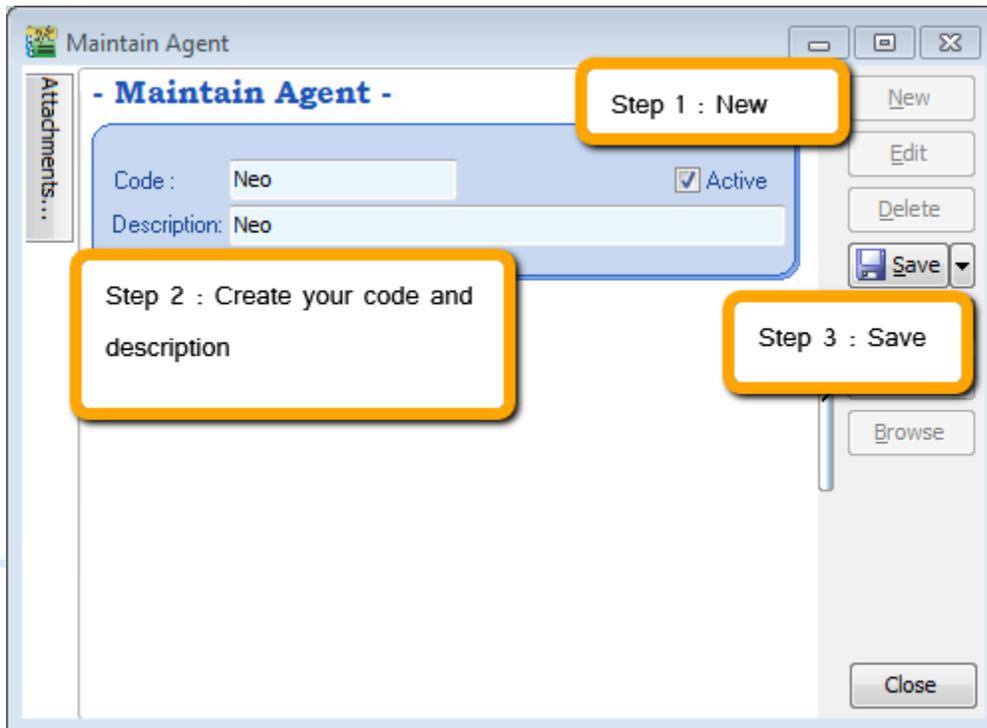
1. Enter **Customer Name** accordingly.
2. **Customer Code** auto generate by system, it follow the first alphabet of the company name you key.
3. You can **categorize** your customer into different grouping, eg : Category, Agent, Area, Terms,

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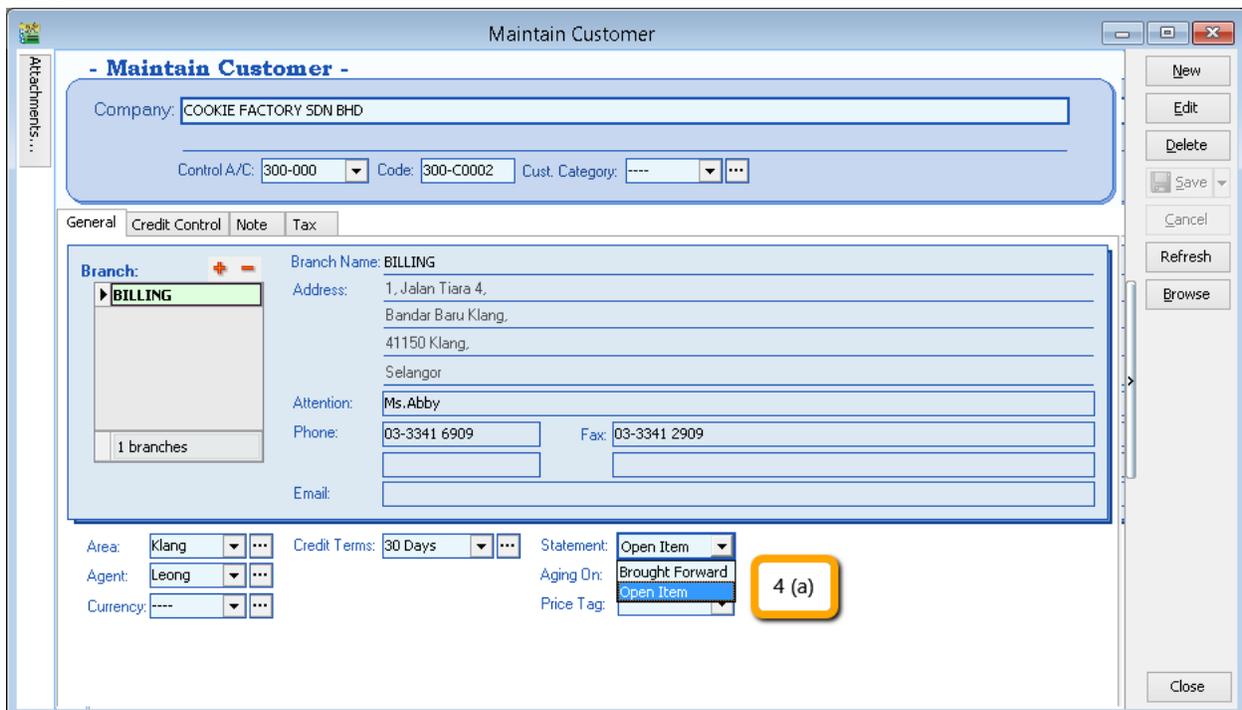
How to do? For Example, you need to **create a new agent**. (same step for Area / Category)

### Tools | Maintain Agent



4. There are different options for viewing **Customer Statement & Customer Aging**

### 4 (a) Customer Statement



**Brought Forward** – Summary Statement

**Open Item** – Detail Statement

#### 4 (b) Customer Aging

Company: COOKIE FACTORY SDN BHD  
Control A/C: 300-000 Code: 300-C0002 Cust. Category: ---

Branch: BILLING  
Address: 1, Jalan Tiara 4,  
Bandar Baru Klang,  
41150 Klang,  
Selangor  
Attention: Ms. Abby  
Phone: 03-3341 6909 Fax: 03-3341 2909  
Email:

Area: Klang Credit Terms: 30 Days Statement: Open Item  
Agent: Leong Aging On: Invoice Date  
Currency: --- Price Tag: Due Date

4 (b)

**Invoice Date** – Base on Invoice Date      **Due Date** – Base on after due date (terms)

*\*\* Supplier side will be the same with customer...*

#### 2.3 (a) Maintain Stock Group

Video Guide Link: [http://www.sql.com.my/video/sqlacc\\_tutorial/8-01\\_Maintain\\_Stock\\_Item.mp4](http://www.sql.com.my/video/sqlacc_tutorial/8-01_Maintain_Stock_Item.mp4)

Allow user to set default account posting for the particular group of items. (Stock | Maintain Stock Group)

Code: HP       Active  
Description: HANDPHONE  
Costing Method: FIFO

2.3a.1 - Code, Description, Costing Method

GL Account Code :-  
Sales Code: 500-0000      Purchase Code: 610-0000  
Cash Sales Code: 500-0000      Cash Purchase Code: 610-0000  
S. Return Code: 510-0000      P. Return Code: 612-0000

2.3a.2 Account Code

2.3a.1 You can enter your **code** and **description**; by the way you can assign your **costing method** eg: FIFO, Weighted Average & Fixed Cost

2.3a.2 Assign the account accordingly by sales, cash sales, sales return, purchase, cash purchase and purchase return.

### 2.3 (b) Maintain Stock Item ( Stock | Maintain Stock Item)

**Maintain Item**

**Maintain Stock Item**

Code:   Serial No.  Stock Control  Active

Description:

Item Group:  Reorder Level:  Remark 1:

Base UOM:  Reorder Qty:  Remark 2:

Ref. Cost:  Lead Time:

Ref. Price:  Output Tax:

Shelf:  Input Tax:  Bal Qty:

UOM	Cust. Price	Supp. Price	BOM	More Desc.	Opn Bal.	Category	Alternative	Cust. Item	Supp. Item	Barcode
UNIT										
BOX	10.00									
CTN	12.00									

2nd UOM:

Default UOM:

Sales:

Purchase:

Stock:

2.3b.1 You can assign your item by **group** as what you had maintain under maintain stock group

2.3b.2 We categorize **Reorder Level** , **Reorder Qty** and **Lead Time** as one group, due to setting here, you can preset all this detail, in order when stock quantity reach reorder level, can generate report as a reminder to purchase.

**Reorder Level** = When stock balance drop certain level, system will be able to prompt you to re-order your stock

**Reorder Qty** = The quantity you wish to reorder when you print reorder advice report

**Lead Time** = The number of days required for your stock item to arrive

2.3b.3 You can set **MIN PRICE**, in order your sales person won't sell in the below min price.

2.3b.4 **2<sup>nd</sup> UOM** purpose is useful for different packaging, give a scenario

#### Scenario A

I am selling blue pen, blue pen have different package, I sell by **pcs**, by **box** or by **carton**. Now, I can preset as this way :

Maintain Item

**Maintain Stock Item**

Code:   Serial No.  Stock Control  Active

Description:

Item Group:  Reorder Level:  Remark 1:

Base UOM:  Reorder Qty:  Remark 2:

Ref. Cost:  Lead Time:  Barcode:

Ref. Price:  Output Tax:  Bal Qty:

Shelf:  Input Tax:

UOM	Cust. Price	Supp. Price	BOM	More Desc.	Opn Bal.	Category	Alternative	Cust. Item	Supp. Item	Barcode	Note
PCS											
BOX											
CARTON											

2nd UOM:

Default UOM:

Sales:

Purchase:

Stock:

Close

So, you can see here, I have different Unit of Measurement (UOM) and different rate,

Base Rate = PCS = 1

Box = 10 PCS

Carton = 24 PCS

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# Chapter 3: Sales & Purchase

## 3.1 Purchase Order

The screenshot shows a 'Purchase Order' form with the following details:

- Supplier:** 400-C0001 (highlighted as Step 1). Description: CELCOM (M) COMMUNICATION BHD. Address: 33-37 MENARA CELCOM, 7 JALAN 89, KAW PERUSAHAAN, 54098 SJ.
- Item Code:** C-PRE-100 (highlighted as Step 2). Description: CELCOM PREPAID-RM100.
- Table:** A table with columns: Item Code, Description, More Descrip..., Location, Qty, UOM, U/Price, Disc, Sub Total. It contains one record: C-PRE-100, CELCOM PREPAID-RM100, ---, 1.00, UNIT, 100.00, 5%+2%+0.10, 93.00. (highlighted as Step 3).
- Buttons:** New, Edit, Delete, Save, Cancel, Refresh, Browse, Close. (highlighted as Step 4).
- Summary:** Local Net Total: 93.00, Net Total: 93.00, Deposit Paid: 0.00.
- Fields:** P/O No: 3, Next No: PO-00022, Date: 13/12/2011, Agent: ---, Terms: 45 Days, Ref 1: ---, Ext. No: ---.

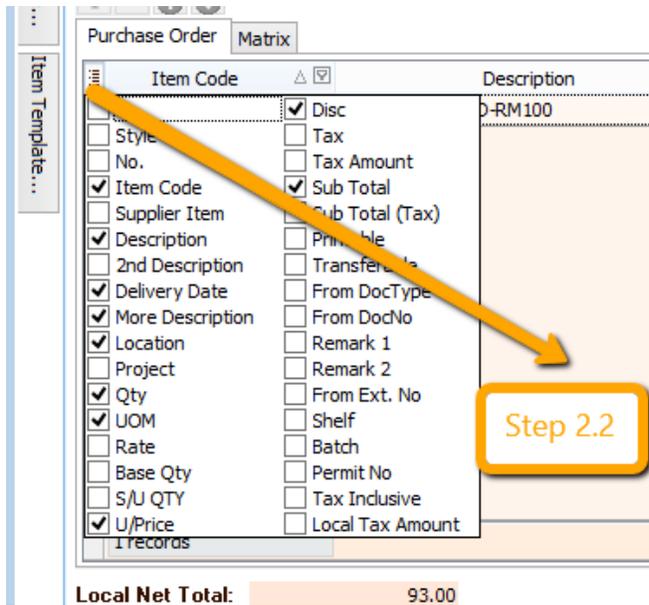
Step 1. Select **Supplier Code**.

*\*\* You may navigate the search column by using **KEYBOARD "TAB"** button so you are able to search by **CODE**, **COMPANY NAME**, **COMPANY NAME 2** & **CURRENCY** that you want.*

Step 2. Select **Item Code** and enter all the detail (e.g. Description, Qty)

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Step 2.2: \*\* You may customize the column that you want view on screen:



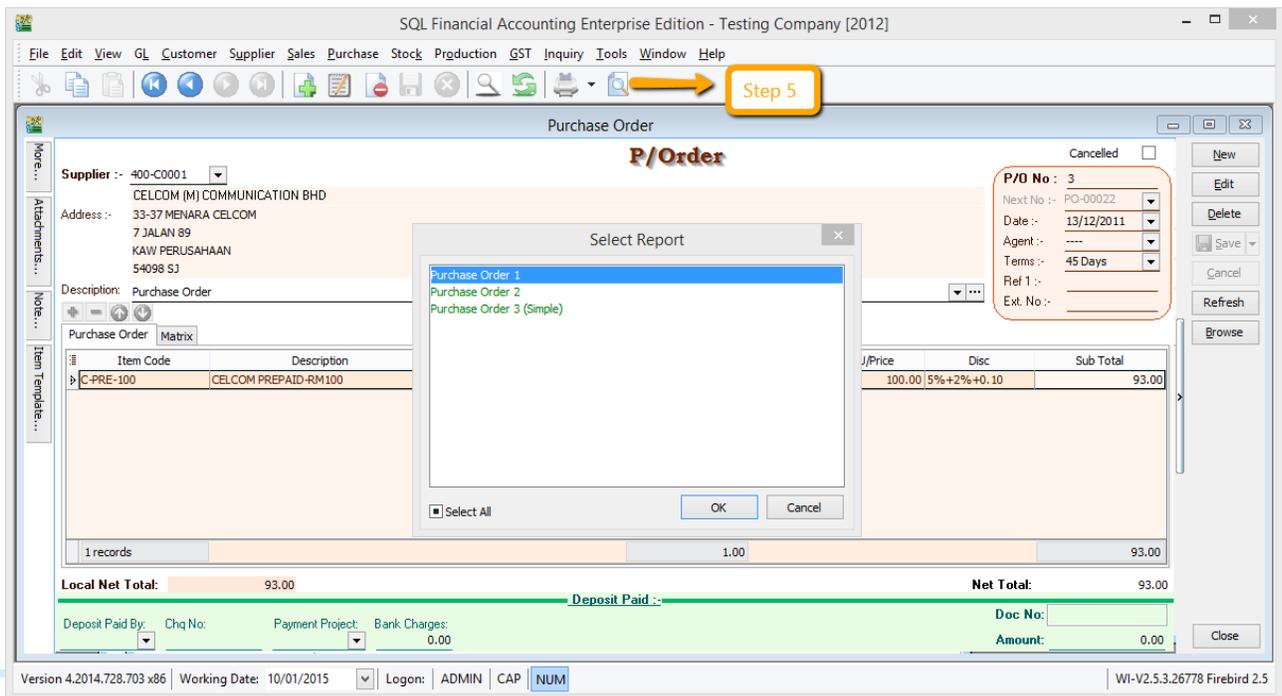
Step 2.2: Look for **the small icons as per attached picture**--> **tick and untick** column that you want and don't want. If you want fix the layout so that you able to view those column every time you open the document ,you just have to Right Click again the title bar then look for **GRID LAYOUT --> Save Layout --> Insert Layout Name (Any label will do) then SAVE.**

Step 3. **Discount** can be key-in **by value** (RM 5 ) and can be **by percentage** (5%) or even **multiple disc level** eg: 5% + 2% + RM 0.10,you just have to insert the discount rate that you want then system will auto calculate the sub total after discount for you.

Step 4. **Save** the purchase order.

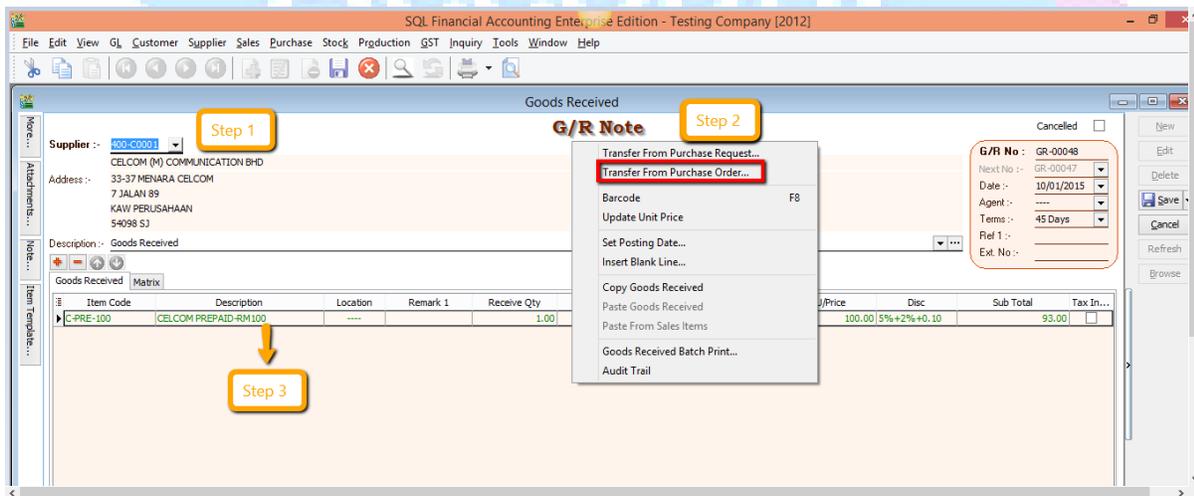
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Step 5. Click on the **preview** icon and choose which format that you want to print.

### 3.2 Purchase Goods Received



Step 1: Select **Supplier Code**.

Step 2: **Right Click** on the title of **G/ R Note** then choose **transfer from Purchase Order** then tick which document that you want to transfer over to this purchase goods received.

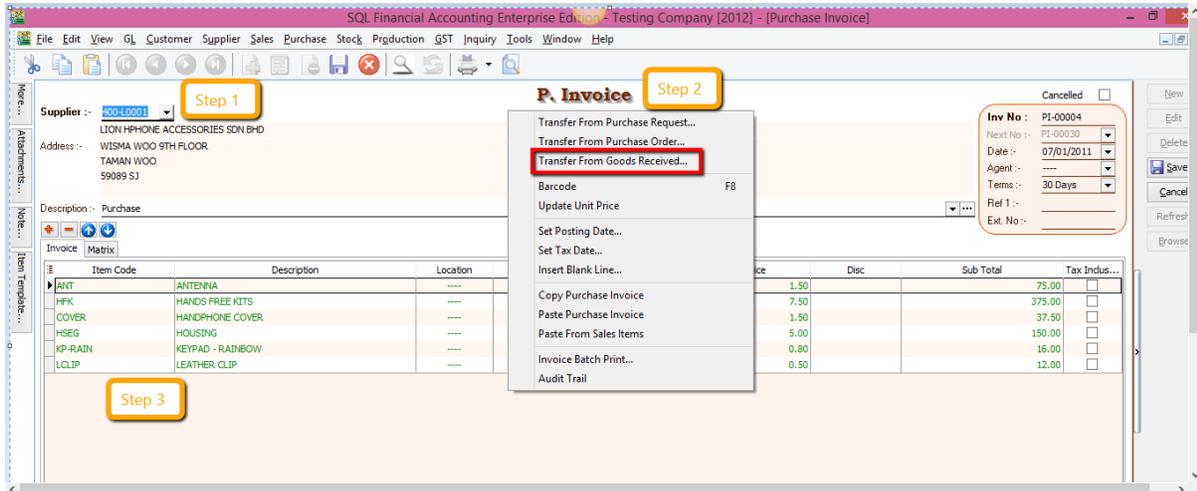
*\*\* Make sure you point on the correct position. Must be right click at the top title G/R Note else you can't get the result.*

Step 3: After transfer from purchase order your item will show in **GREEN** colour.

Step 4: **Save** the goods received.

**\*\* P/S:** Once you save this purchase goods received, system will automatic update the stock quantity and costing.

### 3.3 Purchase Invoice



Step 1: Select **Supplier Code**.

Step 2: **Right Click** on the title of **Purchase Invoice** then choose **transfer from Purchase Goods Received** then tick which document that you want to transfer over to this purchase invoice

Step 3: After transfer from purchase goods received your item will show in **GREEN** colour.

Step 4: **Save** the purchase invoice

**\*\* P/ S : Please do remember that if you have key-in purchase good received, please make sure that you have transfer to purchase invoice else your stock costing and quantity will update twice.**

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### 3.4 Sales Quotation

Video Guide Link: [http://www.sql.com.my/video/sqlacc\\_tutorial/6-01\\_Sales\\_Quotation.mp4](http://www.sql.com.my/video/sqlacc_tutorial/6-01_Sales_Quotation.mp4)

The screenshot shows the 'Quotation' window in a software application. The window title is 'Quotation' and it has standard Windows window controls. The interface is divided into several sections:

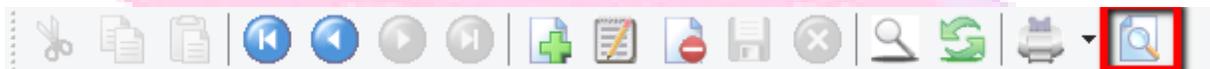
- Customer Information:** Customer Code: 300-A0002 (highlighted with a yellow box labeled 'Step 1'). Address: ALPHA & BETA COMPUTER, 838 JALAN WORLD, 40485 RAWANG, SELANGOR DE.
- Quotation Details:** Quot No: QT-00011, Next No: QT-00012, Date: 13/03/2015, Agent: FFF, Terms: 45 Days, Ref 1: , Ext. No: . (An arrow points to the 'Save' button, which is highlighted with a yellow box labeled 'Step 3').
- Description:** Sales Order.
- Item List:** A table with columns: Item Code, Description, Location, Qty, UOM, U/Price, Discount, Sub Total, Tax. One item is listed: ANT, ANTENNA, ---, 15.00, UNIT, 2.50, ---, 37.50. (A yellow box labeled 'Step 2' is placed over the item list area).
- Summary:** Local Net Total: 39.75, Net Total: 39.75.
- Buttons:** New, Edit, Delete, Save, Cancel, Refresh, Browse, Close.

Step 1: Same thing select your **Customer Code**.

Step 2: Insert the item customer enquiry.

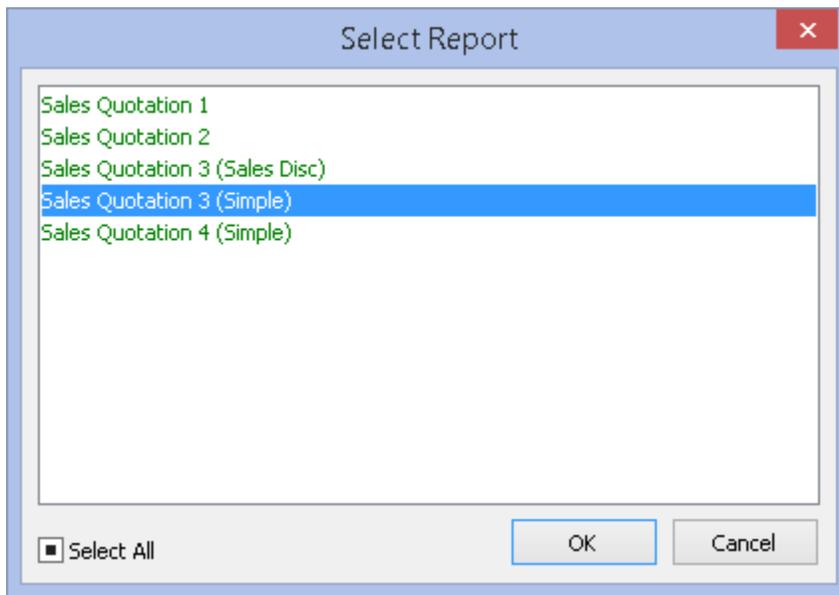
Step 3: After confirm everything, **SAVE** the quotation.

Step 4: At standard bar, go **PREVIEW** button to view the format



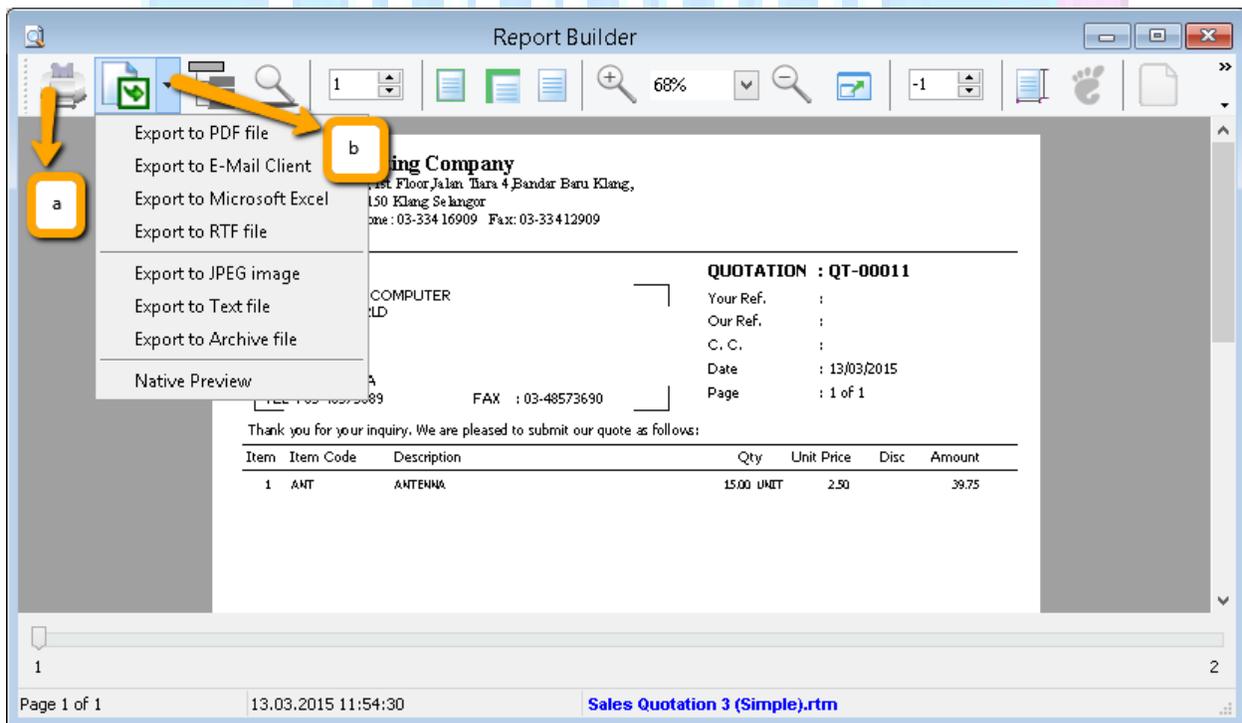
Step 5: Choose the Format

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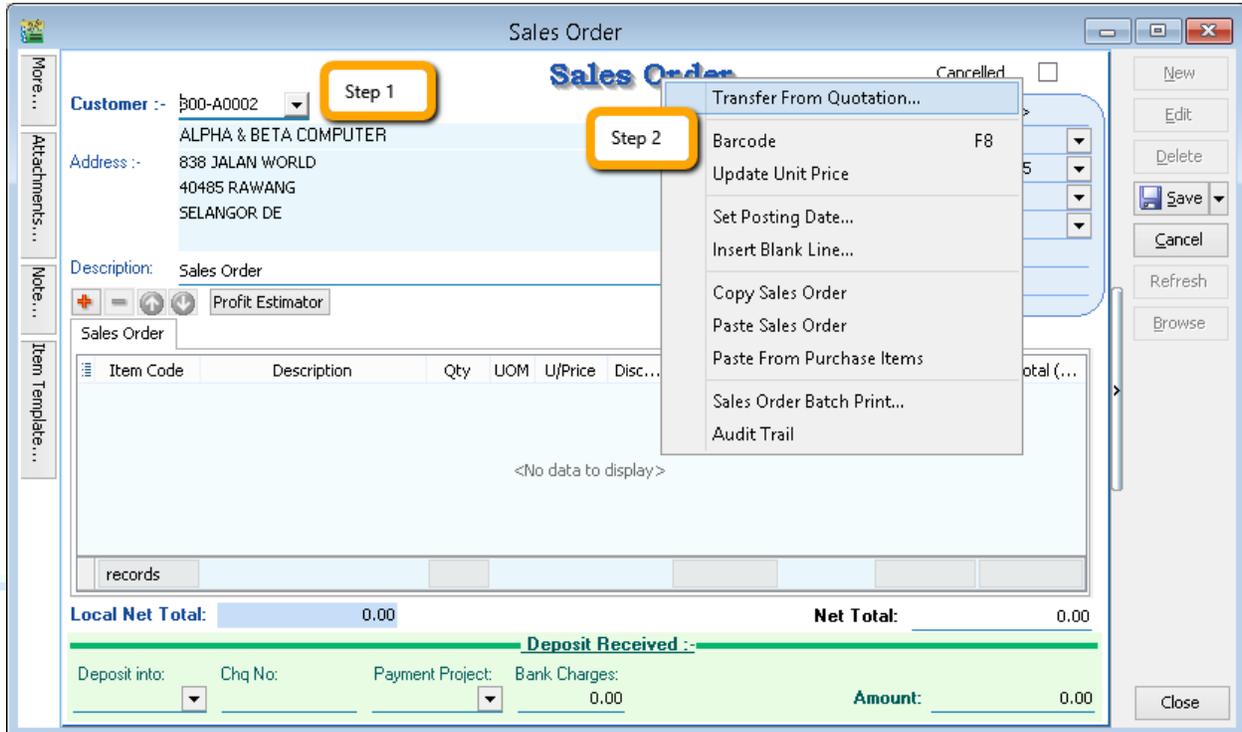
Step 6: Format Previewed, you can either Print or Export

- a. Print with your printer
- b. Export your format either by PDF / Email / RTF (Microsoft Words) / Excel



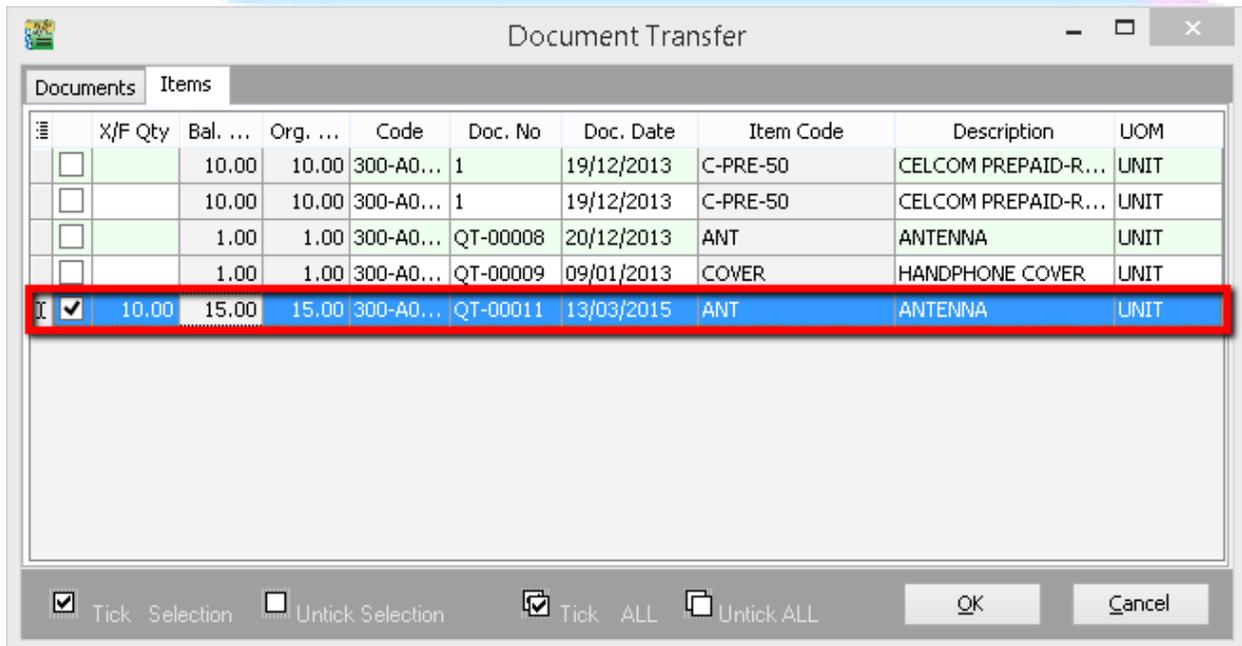
### 3.5 Sales Order

Video Guide Link: [http://www.sql.com.my/video/sqlacc\\_tutorial/6-02\\_Sales\\_Order.mp4](http://www.sql.com.my/video/sqlacc_tutorial/6-02_Sales_Order.mp4)



Step 1: Select your customer

Step 2: Mouse pointing on Sales Order, right click and select "Transfer from Quotation"



Step 3: Select the Qty you wish to transfer into Sales Order and press OK

Step 4: Transferred Item will show in GREEN colour, any additional add on item and insert at Sales Order instead of go back to Sales Quotation rekey and transfer again

**Sales Order**

Customer :- 300-A0002  
 ALPHA & BETA COMPUTER  
 Address :- 838 JALAN WORLD  
 40485 RAWANG  
 SELANGOR DE

Description: Sales Order

S/O No : SO-00031  
 Next No :- SO-00032  
 Date :- 20/04/2015  
 Agent :- FFF  
 Terms :- 45 Days  
 Ref 1 :-  
 Ext. No :-

Item Code	Description	Qty	U...	U/Price	Disc...	Sub Total	T...	Ta...	Tax Amo...	Sub Total...
▶ ANT	ANTENNA	10.00	U...	2.50		25.00	SR	<input type="checkbox"/>	1.50	26.50

1 records      10.00      25.00      1.50      26.50

**Local Net Total:** 26.50      **Net Total:** 26.50

**Deposit Received :-**

Deposit into:      Chq No:      Payment Project:      Bank Charges:      Doc No:      Amount: 0.00

Step 5: Save the Sales Order

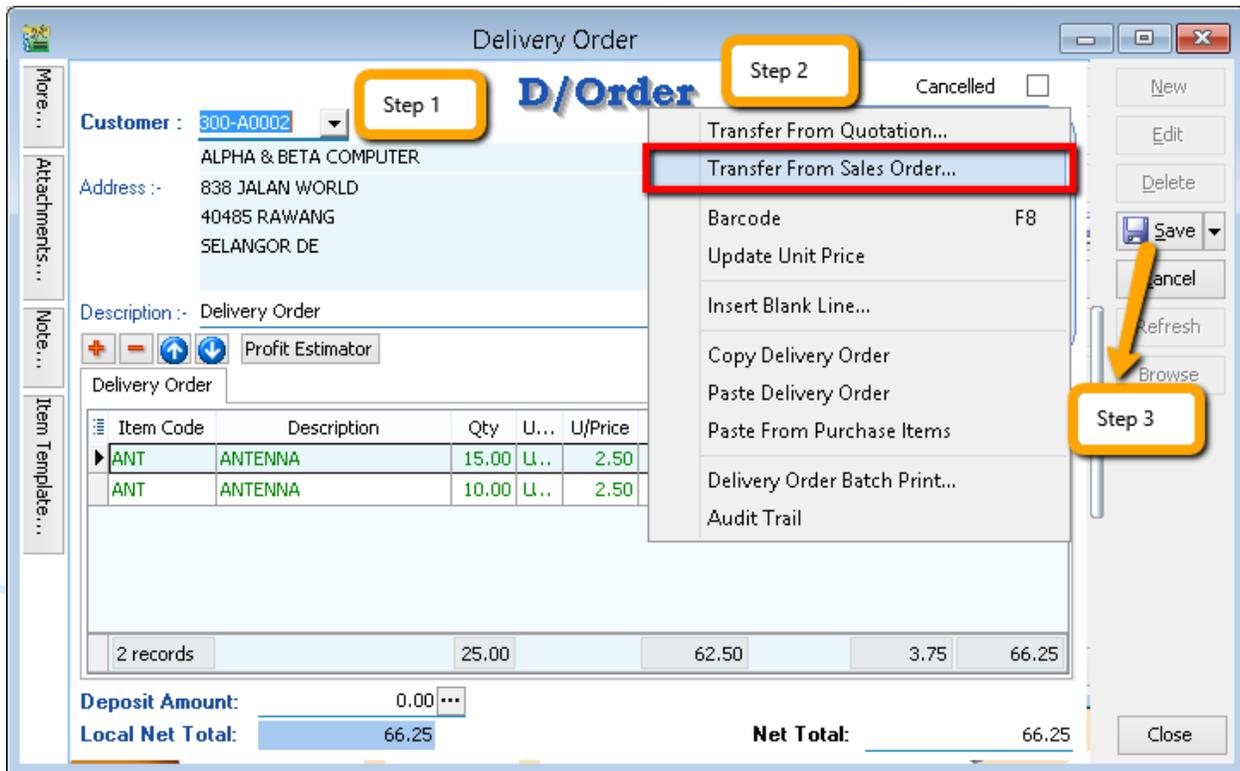
Tips : For additional reference regarding on check Outstanding Sales Order, please view our video for more information.

Payroll

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### 3.6 Sales Delivery Order

Video Guide Link: [http://www.sql.com.my/video/sqlacc\\_tutorial/6-03\\_Sales\\_Delivery\\_Order.mp4](http://www.sql.com.my/video/sqlacc_tutorial/6-03_Sales_Delivery_Order.mp4)



Step 1: Select Customer Code

Step 2: Mouse pointing on Sales Delivery Order, right click select "Transfer from Sales Order"

Step 3: Save

*Tips: Bear in mind, once Delivery Order save, Stock will be update, for this Delivery Order, Stock will be reduce.*

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### 3.7 Sales Invoice

Video Guide Link: [http://www.sql.com.my/video/sqlacc\\_tutorial/6-04\\_Sales\\_Invoice.mp4](http://www.sql.com.my/video/sqlacc_tutorial/6-04_Sales_Invoice.mp4)

Invoice

Customer: 300-A0002  
ALPHA & BETA COMPUTER  
Address: 838 JALAN WORLD  
40485 RAWANG  
SELANGOR DE

Description: Sales

Profit Estimator

Item Code	Description	Qty	UOM	U/Price	Sub Total	Tax	Tax I...	Tax Amount	Sub Total (Tax)
▶ ANT	ANTENNA	10.00	UNIT	2.50	25.00	SR		1.50	26.50
ANT	ANTENNA	15.00	UNIT	2.50	37.50	SR		2.25	39.75

2 records      25.00      62.50      3.75      66.25

Deposit Amount: 0.00  
Local Net Total: 66.25      Net Total: 66.25

Step 1: Select **Customer Code**, do the same step as previous document.

Step 2: Before you save the invoice, if you wish to check whether this deal have bring any profit / loss may click on the **Profit Estimator** Button then we will get the result as below:

Sales Profit Estimator

You can perform 'What if' analysis at the respective fields:  
Note: User are not allowed to enter % when Total Cost = 0

Use Ref. Cost When Qty <= 0

Item Code	Loca...	Qty	Unit Pr...	DISC	Total sales	Unit Cost	Total Cost	Profit	%
▶ ANT	----	10.00	2.50		25.00	2.0000	20.0000	5.00	20.00
ANT	----	15.00	2.50		37.50	2.0000	30.0000	7.50	20.00

62.50      50.0000      12.50      20

Costing Detail :

Qty	Unit Cost	SubTotal
-179.00	0.0000	0.0000
189.00	2.0000	378.0000
10.00		378.0000

Update Unit Price      Close

-As per screen you are able to view the **real time costing** and profit base on the price that you offer, if the profit is not the figure that you want then you may amend it then just click on the update unit price then system will follow the profit that you want and set the unit price.

### Step 3: Assign the Tax Code accordingly

Tips: On 01/04/2015 SQL Account will auto update GST code SR on sales side & TX on purchase side. No amendment or key in required unless the GST code is not SR & TX.

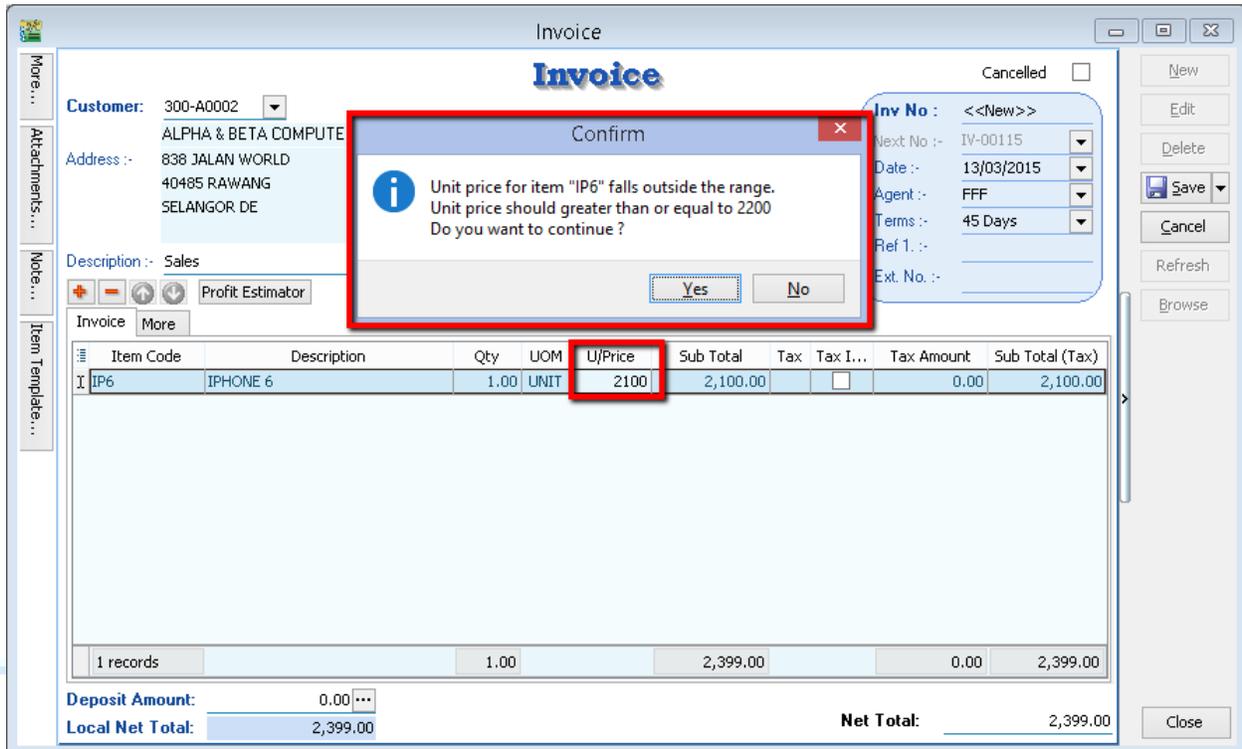
Question 1: Do you still remember we had done the minimum price setting under Maintain Stock Item? How does it reflect on your Invoice?

Refresh the screen now

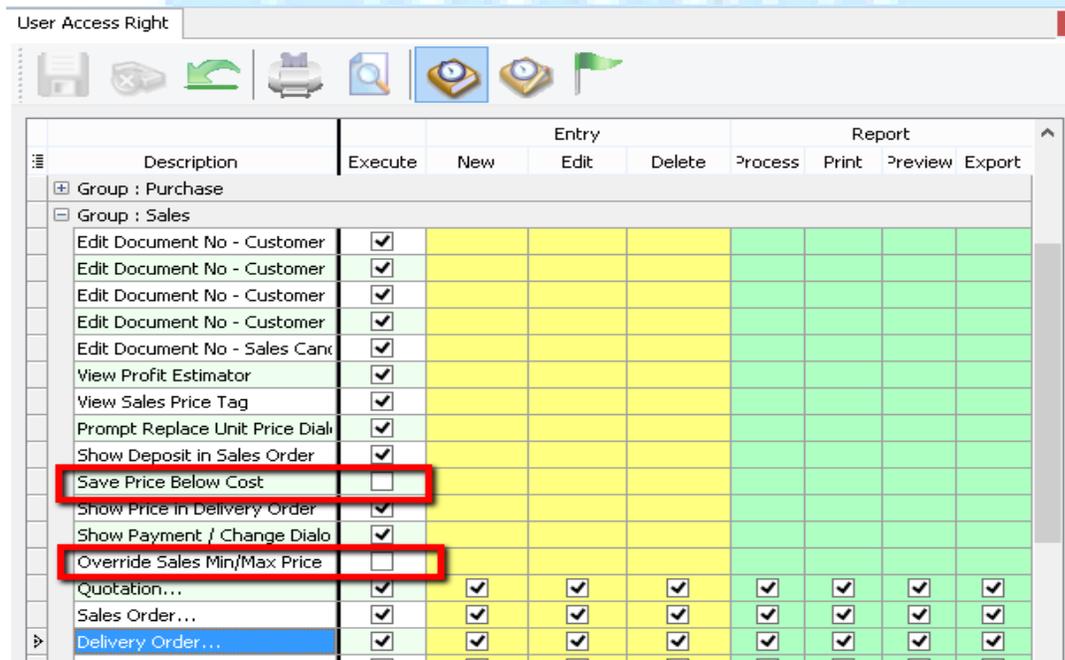
UOM	RATE	Ref. Cost	Ref. Price	Min Price	Base
UNIT	1.00	1,500.0000	2,399.00	2,200.00	<input checked="" type="checkbox"/>
BOX	10.00	12,000.0000	23,900.00		
CTN	12.00	16,000.0000	0.00		

If you have setup **minimum price** under **maintain stock item** → **min price**, once your unit price is **below the minimum price** then system will auto prompt out the message for remind purpose as below:

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System will prompt the message if you had key in lower than your minimum price. But of course access rights setting will influence also. What should you set in access rights?



Video Guide Link: [http://www.sql.com.my/video/sqlacc\\_tutorial/09-01\\_AccessRight01.mp4](http://www.sql.com.my/video/sqlacc_tutorial/09-01_AccessRight01.mp4)

Question 2: How does system remind you your stock is run below the reorder level?

**Maintain Item**

**Maintain Stock Item**

Code: N-3210 Serial No.  Stock Control  Active

Description: NOKIA 3210

Item Group: HP Reorder Level: 5.00 Remark 1:

Base UOM: UNIT Reorder Qty: 10.00 Remark 2:

Ref. Cost: 400.0000 Lead Time: 0 Barcode:

Ref. Price: 900.00 Output Tax:

Shelf:  Input Tax:  Bal Qty: -22.00

UOM	RATE	Ref. Cost	Ref. Price	Min Price	Base
UNIT	1.00	400.0000	900.00		<input checked="" type="checkbox"/>

If you have setup *reorder level* under *maintain stock item* → *reorder level*, once your quantity is *below the reorder level* then system will auto prompt out the message to remind you as below:

**Invoice**

Customer: 300-A0002 ALPHA & BETA COMPUTER  
Address: 838 JALAN WORLD, 40485 RAWANG, SELANGOR, DE

Inv No: IV-00115  
Next No: IV-00116  
Date: 13/03/2015  
Agent: FFF  
Terms: 45 Days

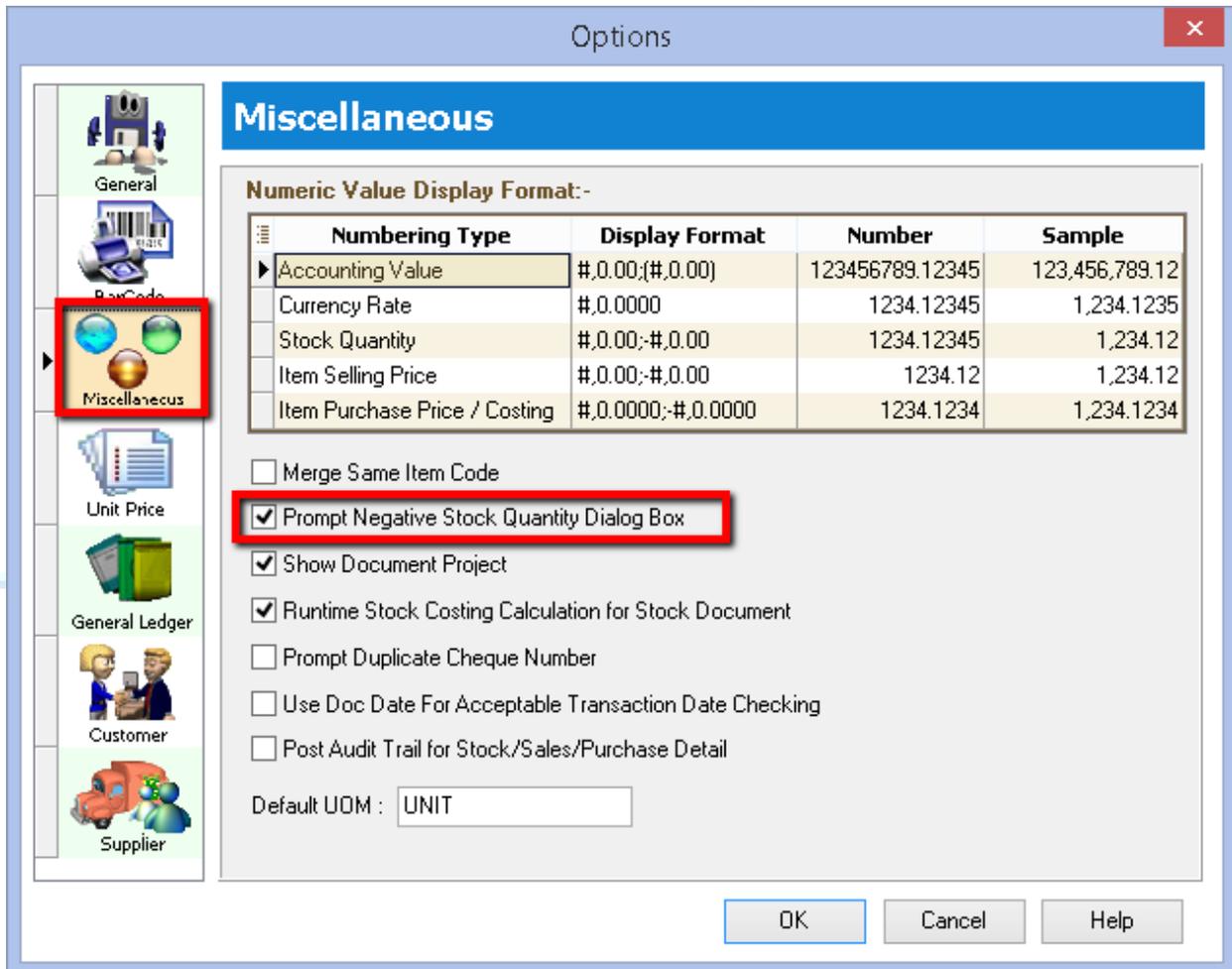
Item Code	Description	Location	Batch	Out Qty	Qty On H..	Reord..	Min Qty
N-3210	NOKIA 3210	----		5.00	-22.00	5.00	5.00

There are Items Below Qty On Hand, Below Reorder Level or Below Min. Qty.  
Do you want to save it?  
Yes No

1 records

Deposit Amount: 0.00  
Local Net Total: 4,500.00  
Net Total: 4,500.00

If you have access rights to get over this step, you are allowed to save. By the way, if you found no this dialog box show properly is because your settings had taken off, may go to [Tools | Options](#)



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### 3.8 Cash Sales

**Cash Sales**

Customer :- 300-C0001 **Step 1**

Address :-

Description :- Cash Sales

Profit Estimator

CS No : <<New>>

Next No :- CS-00012

Date :- 01/04/2015

Agent :- NSL

Terms :- 30 Days

Ref 1 :-

Ext. No :-

Item Code	Description	Qty	UOM	U/Price	Sub Total	T...	Tax...	Tax Amount	Sub Total ...
ANT	ANTENNA	10.00	UNIT	2.50	25.00	SR		1.50	26.50

1 records | 10.00 | 25.00 | 1.50 | 26.50

Local Net Total: 26.50

Deposit Amount: 0.00

Net Total: **26.50**

Payment Received :-

Payment into: Chq No: Payment Project: Bank Charges: Amount: 0.00

Step 1: Select your customer as usual

Step 2: Select your item as usual

Step 3: Upon SAVE, system will prompt a POS system dialog box

**26.50**

**50.00**

**23.50**

Paid

Change

Payment Method

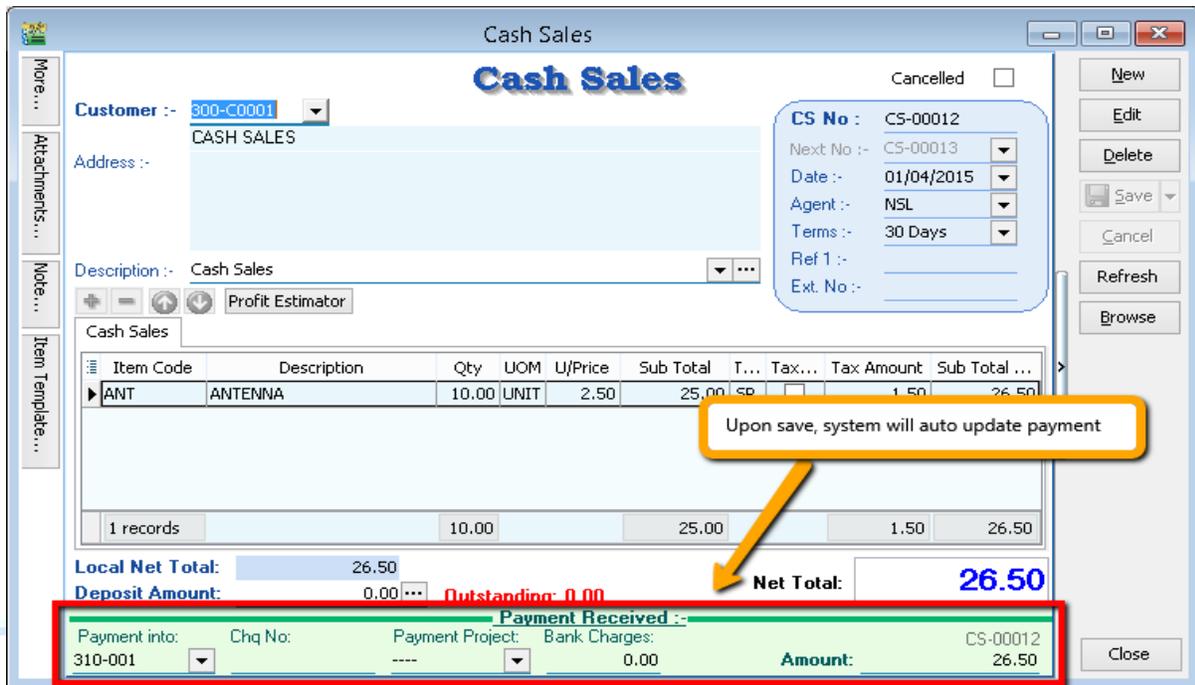
310-001

MAYBANK

Chq /Credit Card No :

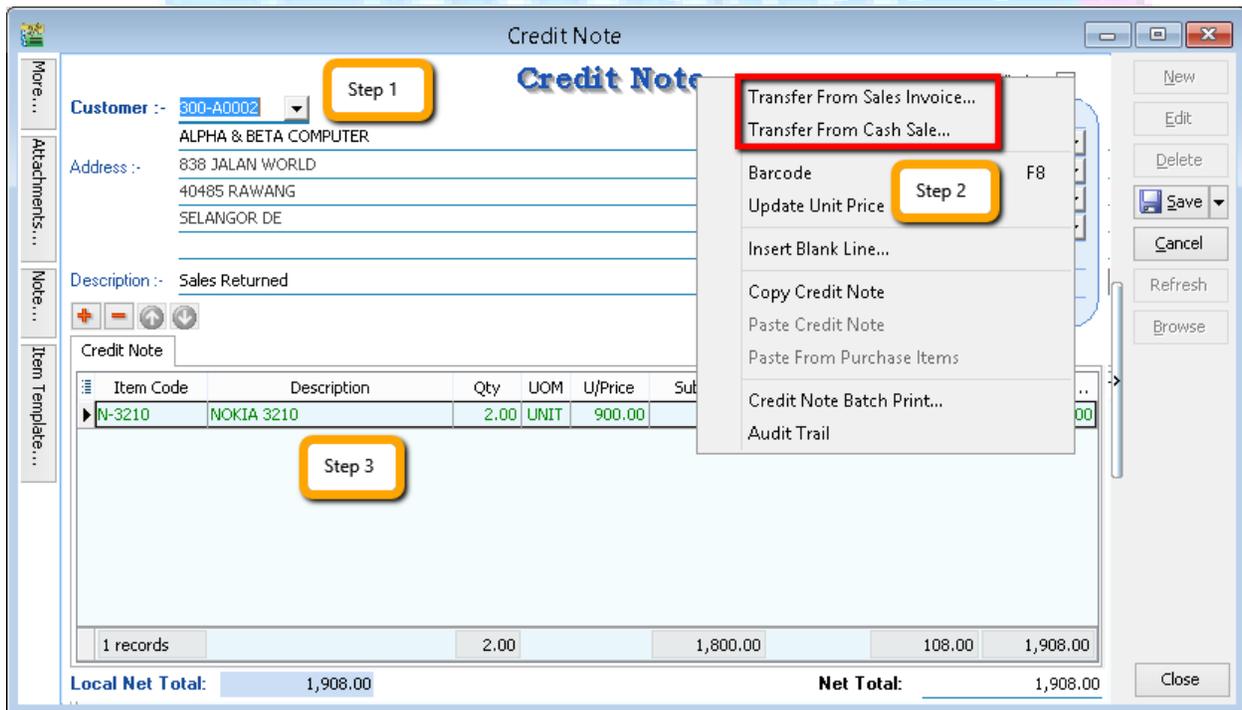
OK Cancel

Key the figure you received accordingly, if this is a cheque, you may also key in the cheque number.



### 3.9 Sales Credit Note

Video Guide Link: [http://www.sql.com.my/video/sqlacc\\_tutorial/6-07\\_Sales\\_Credit\\_Note.mp4](http://www.sql.com.my/video/sqlacc_tutorial/6-07_Sales_Credit_Note.mp4)



Step 1: Select customer as usual

Step 2: Mouse point under Credit Note, right click and select "transfer from sales invoice"

Step 3: After transfer, the detail will be in GREEN colour

# Chapter 4: Customer & Supplier

## 4.1 Customer Invoice

Question: What is the different between **Customer Invoice** vs **Sales Invoice**?

Answer:

**Customer Invoice** only reflect on account posting, do not have any Qty / Unit Price to insert

**Sales Invoice** reflect between stock and account together, so we advise if user have stock item incur, we will suggest to use Sales Invoice to key and customer Invoice will update too. See the sample here:

Invoice No.	Date	Code	Customer	Current	Outstanding
IV-00058	14/05/2013	300		1,000.00	1,000.00
IV-00007	25/10/2013	300-A0003	AB ENTERPRISE...	5,900.00	5,900.00
IV-00012	03/12/2013	300-A0001	A'BEST TELECO...	500.00	500.00
IV-00008	17/12/2013	300-A0003	AB ENTERPRISE...	1,955.00	1,955.00
IV-00010	18/12/2013	300-A0002	ALPHA & BETA ...	2.50	2.50
IV-00011	22/12/2013	300-A0002	ALPHA & BETA ...	50.00	50.00
IV-00107	05/02/2014	300-A0002	ALPHA & BETA ...	10,000.00	0.00
IV-00100	20/04/2014	300-A0004	AB ENTERPRISE...	5,000.00	0.00
IV-00099	15/05/2014	300-A0002	ALPHA & BETA ...	225.00	225.00
IV-00102	22/05/2014	300-A0004	AB ENTERPRISE...	2,000.00	2,000.00
IV-00103	18/07/2014	300-A0004	AB ENTERPRISE...	5.00	5.00
IV-00104	14/08/2014	300-A0002	ALPHA & BETA ...	55.00	55.00
IV-00105	04/09/2014	300-A0002	ALPHA & BETA ...	917.05	917.05
IV-00106	08/09/2014	300-C0001	CASH SALES	31,350.00	31,350.00
IV-00108	31/10/2014	300-A0002	ALPHA & BETA ...	18.00	0.00
IV-00109	22/11/2014	300-A0002	ALPHA & BETA ...	9.00	0.00
IV-00110	21/01/2015	300-A0002	ALPHA & BETA ...	25.00	17.50
IV-00111	21/01/2015	300-A0001	A'BEST TELECO...	250.00	0.00
IV-00112	22/01/2015	300-A0002	ALPHA & BETA ...	0.00	0.00
IV-00115	13/03/2015	300-A0002	ALPHA & BETA ...	4,500.00	4,500.00
IV-00114	25/04/2015	300-A0002	ALPHA & BETA ...	66.25	66.25
IV-00113	30/04/2015	300-A0002	ALPHA & BETA ...	14,600.00	14,600.00

How to key Customer Invoice?

Go to Customer | Customer Invoice and press on "New"

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Customer Invoice Entry

Customer Code: 300-A0002 **Step 1** Currency: ----

Area : RAWANG

**Customer Invoice** Inv No : IV-00116

Cancelled  Next No : IV-00117

Bill To : ALPHA & BETA COMPUTER Date : 01/05/2015

Agent : FFF

Terms : 45 Days

Ext. No :

Document Detail Grid

Sales A/C	Description	Project	Amount	Tax	Tax Am...	Tax Inclu...	Sub Tota...
500-000	SALES	----	5,000.00	SR	300.00	<input type="checkbox"/>	5,300.00
1 records			Total:	5,000.00			

**Local Net Total :** 5,300.00 **Net Total:** 5,300.00

Invoice Description: Sales Outstanding: 5,300.00

Buttons: New, Edit, Delete, Save, Cancel, Refresh, Browse, Close

Step 1: Select your Customer

Step 2: Assign your detail account code and tax accordingly.

Step 3: Save

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## 4.2 Customer Payment

Video Guide Link: [http://www.sql.com.my/video/sqlacc\\_tutorial/403a\\_Customer\\_Payment\\_Local\\_Payment.mp4](http://www.sql.com.my/video/sqlacc_tutorial/403a_Customer_Payment_Local_Payment.mp4)

### A) Local Bank Payment

- i. Customer | Customer Payment
- ii. Click New

Customer Payment Entry

Customer Code: 500-A0002 **1**

Project: ----

Currency: ----

**Customer Payment**

Cancelled

Paid By: ALPHA & BETA COMPUTER

Received In: MAYBANK **2**

Bank Charge: 0.00 **3**

Cheque No: PBB 12345678 **3**

O/R No: OR-00065

Next No: OR-00066

Date: 05/02/2015

Agent: SY

Area: RAWANG

Paid Amount: 10,000.00 **4**

Description: Payment For Account Unapplied Amt: 0.00

**Knock-off Invoices / Debit Notes**

Type	Date	Doc No.	Amount	Outstanding	Pay	
IV	01/01/2013	4	100.00	0.00	100.00	<input checked="" type="checkbox"/>
IV	12/01/2013	IV-00021	100.00	0.00	100.00	<input checked="" type="checkbox"/>
IV	13/01/2013	CS-00007	7.50	0.00	5.50	<input checked="" type="checkbox"/>
DN	20/01/2013	DN-00004	12.50	0.00	12.50	<input checked="" type="checkbox"/>
IV	16/02/2013	CS-00010	1,595.00	0.00	1,595.00	<input checked="" type="checkbox"/>
IV	20/02/2013	IV-00004	9,380.00	0.00	4,380.00	<input checked="" type="checkbox"/>
IV	18/12/2013	IV-00010	2.50	0.00	2.50	<input checked="" type="checkbox"/>
IV	01/08/2015	XXXX	1,060.00	0.00	1,060.00	<input checked="" type="checkbox"/>
IV	01/09/2015	IV-00104	10,450.00	7,705.50	2,744.50	<input checked="" type="checkbox"/>
IV	01/09/2015	YYYY	1,060.00	1,060.00	0.00	<input type="checkbox"/>
10 doc		Total:	23,767.50	8,765.50	10,000.00	

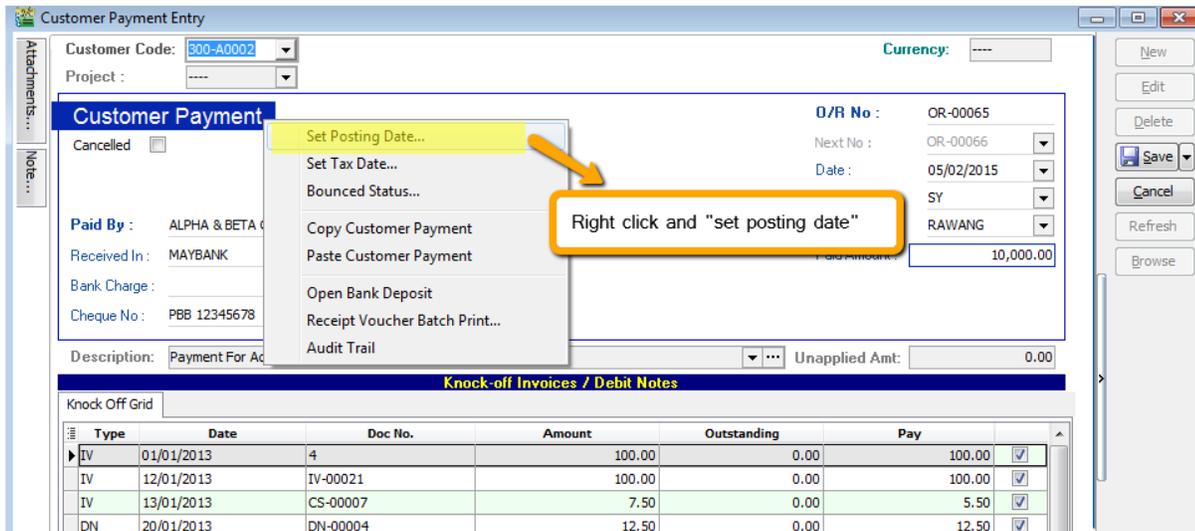
**5**

1. Select your customer
2. Select the bank your account
3. Key in your bank charge amount and cheque number
4. Insert your pay amount
5. Tick which invoice you wish to knocked off

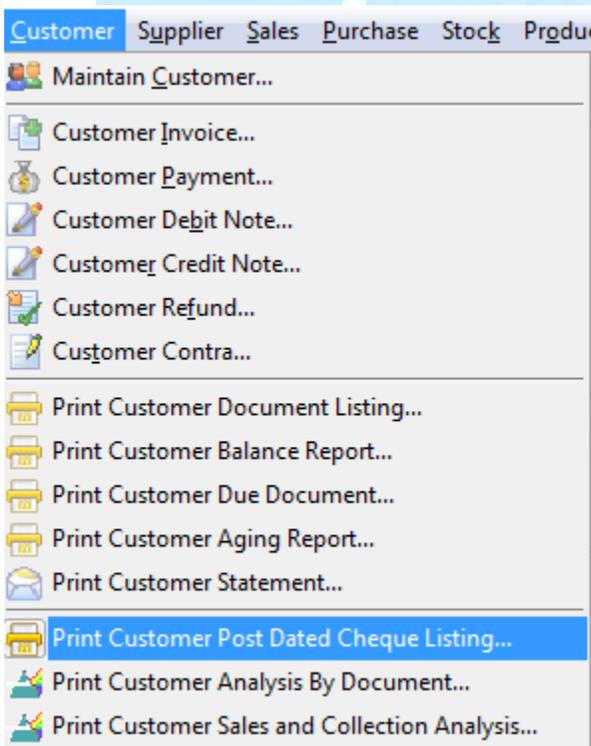
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### Scenario 1: PD Cheque (Post Date Cheque)

Go back to the payment, click on EDIT and right click on customer payment, you will found "set posting date"



After key the PD Cheque, you can always check on PD Cheque Listing as a reminder.



Customer | Print Cust Post Dated Cheque Listing

## Scenario 2: Bounced Cheque (Cancel Cheque)

Step 1: Go back to the customer payment

Step 2: Click on EDIT

Step 3: Right Click, select "Bounced Status"

Step 4: Set the Bounced Date and Save

The screenshot displays the 'Customer Payment Entry' window. The top section shows the 'Customer Code' as 300-A0002 and 'Currency' as ---. The 'Customer Payment' section includes fields for 'Paid By' (ALPHA & BETA), 'Received In' (MAYBANK), 'Bank Charge' (0.00), and 'Cheque No.' (PBB 1234567). A right-click context menu is open over the 'Paid Amount' field (5,000.00), with the 'Bounced Status...' option highlighted by a yellow arrow. A callout box points to this menu with the text 'Right Click and "Bounced Status"'. Below the menu is a 'Knock-off Invoices / Debit Notes' table with columns: Type, Date, Doc No., Amount, Outstanding, Pay, and a checkbox. The table contains three rows of data.

Type	Date	Doc No.	Amount	Outstanding	Pay	
IV	01/01/2013	4	100.00	0.00	100.00	<input checked="" type="checkbox"/>
IV	12/01/2013	IV-00021	100.00	0.00	100.00	<input checked="" type="checkbox"/>
IV	13/01/2013	CS-00007	7.50	0.00	5.50	<input checked="" type="checkbox"/>

The second screenshot shows the same window after the payment has been marked as bounced. The word 'Bounced' is written in large red text over the 'Paid Amount' field, with the date '10/02/2015' below it. A 'Bounced' dialog box is open, showing a checked 'Bounced' checkbox and a 'Bounced on' date of 10/02/2015. The 'Knock-off Invoices / Debit Notes' table is visible at the bottom.

Type	Date	Doc No.	Amount	Outstanding	Pay	
IV	01/01/2013	4	100.00	0.00	100.00	<input checked="" type="checkbox"/>
IV	12/01/2013	IV-00021	100.00	0.00	100.00	<input checked="" type="checkbox"/>

Upon save, system will auto revert the payment out, you can view your ledger

The screenshot shows a financial ledger interface. At the top, there are filters for Date (01/02/2015 to 28/02/2015), Account (310-001), Project, Agent, and Area. Below these are radio buttons for General Ledger, Sales Ledger (Customer Control), and Purchase Ledger (Supplier Control). To the right, there is a 'Group By' section with checkboxes for Account Code, Account Description, Post Date, Ref1, Project, Agent, and Area. Further down are checkboxes for Merge GL Code for same document, Exclude Project When Merging, Use 2nd Description, Include Zero Closing Balance, Include Zero Transaction, Local Currency, and Foreign Currency. An 'Apply' button is located to the right of the 'Group By' section.

Below the filters is a table with the following columns: Date, Ref 1, Description, Pr..., Description 2, Local DR, Local CR, and Local Balance. The table shows a summary for Code : 310-001 (MAYBANK) and three rows of transactions:

Date	Ref 1	Description	Pr...	Description 2	Local DR	Local CR	Local Balance
		Balance B/F	----				640.00
09/02/2015	OR-00056	ALPHA & BETA COMPUTER	----	Payment For Acco...	5,000.00	0.00	5,640.00
10/02/2015	OR-00056	ALPHA & BETA COMPUTER (Bounced)	----		0.00	5,000.00	640.00
					5,000.00	5,000.00	

## B) Foreign Currency Customer pay to RM bank

Video Guide Link:

[http://www.sql.com.my/video/sqlacc\\_tutorial/403b\\_Customer\\_Payment\\_BasicCurrency\\_AdvanceCurrency.mp4](http://www.sql.com.my/video/sqlacc_tutorial/403b_Customer_Payment_BasicCurrency_AdvanceCurrency.mp4)

### Step 1: Create an Invoice in USD

The screenshot shows an 'Invoice' form in a software application. The form includes fields for Customer (300-T0006), Address (US CORPORATION FE LTD), Description (Sales), and Profit Estimator. A red box highlights the currency and rate 'USD @ 3.7400'. To the right, there is a summary box with fields for Inv No (IV-00117), Next No (IV-00118), Date (28/04/2015), Agent, Terms (30 Days), Ref 1, and Ext. No. Below these are buttons for New, Edit, Delete, Save, Cancel, Refresh, and Browse. At the bottom, there are fields for Deposit Amount (0.00) and Local Net Total (56.10), with a red box around the Local Net Total. The Net Total is 15.00. A table of items is shown below the form:

Item Code	Description	Qty	UOM	U/Price	Sub Total	Tax	Ta...	Tax Amo...	Sub Total...
ANT	ANTENNA	10.00	UNIT	1.50	15.00	ZRE		0.00	15.00
1 records		10.00			15.00			0.00	15.00

## Step 2: Customer Payment

Customer Payment Entry

Customer Code: 300-T0006  
Project : ----

**Customer Payment**

Cancelled

Paid By : US CORPORATION PE LTD

Received In: MAYBANK

Bank Charge : 0.00

Cheque No : TT

O/R No : <<New>>  
Next No : OR-00064  
Date : 15/05/2015  
Agent : ----  
Area : ----

Paid Amount : 55.50

Local Amount : 55.50

Description: Payment For Account Unapplied Amt: 0.00

**Knock-off Invoices / Debit Notes**

Type	Date	Doc No.	Amount	Outstanding	Pay	Project
IV	28/04/2015	IV-00117	15.00	0.00	15.00	----

1 doc Total: 15.00 0.00 15.00

1. You are not allowed to change the Currency rate yourself, refer step below first
2. Make sure you are selecting your local currency bank
3. Paid Amount is depends on currency which bank selected at step 2, so for this paid amount must key in RM since we are choosing Maybank (RM)

\*After key in at bottom part tick knocked off, and now you will realize step 1, currency rate its auto update.

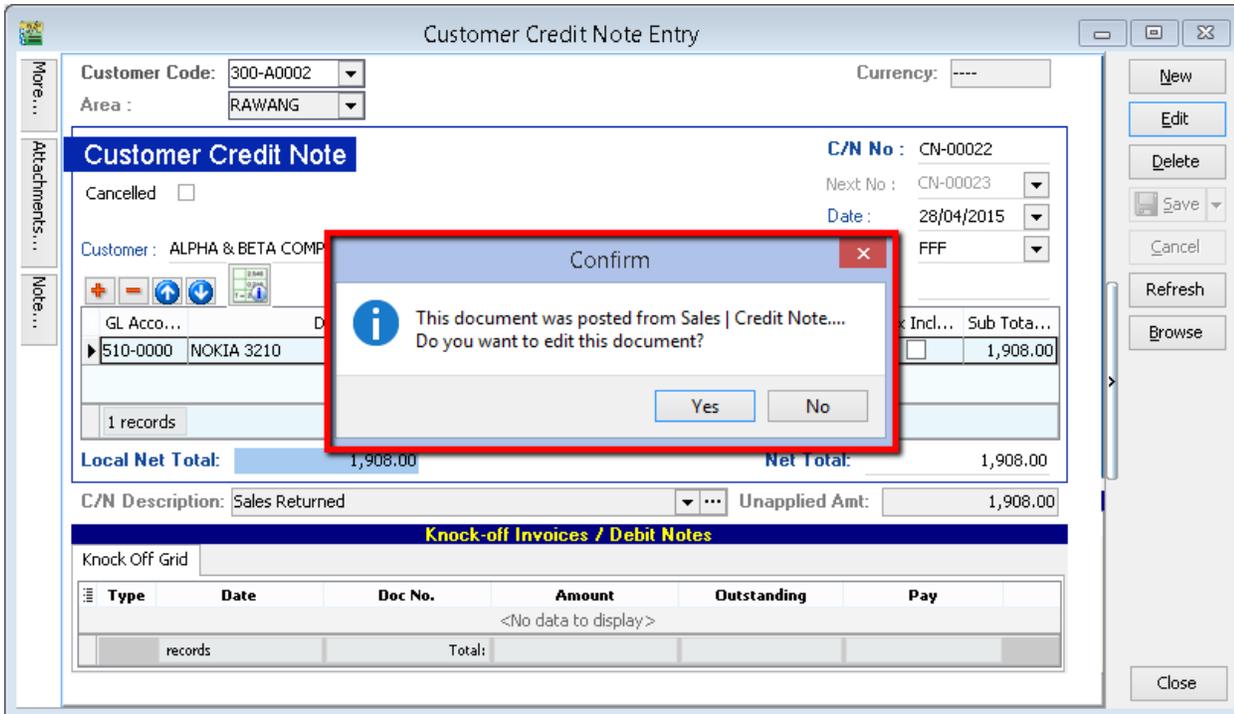
\*For more different currency payment, please visit our reference guide:

[http://www.sql.com.my/document/sqlacc\\_docs/PDF/04-03-Customer\\_Payment\\_LocalMultiPayment.pdf](http://www.sql.com.my/document/sqlacc_docs/PDF/04-03-Customer_Payment_LocalMultiPayment.pdf)

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### 4.3 Customer Credit Note

Look onto customer credit note, you will found actually it's the same concept with Invoice, you will found the same Credit Note number in customer credit note, what you should do? Just double click the credit note go edit, system will prompt you this screen:



It will inform you the document is posted from sales credit note, click on yes, what you do? You will request to knocked off the invoice which you wish to contra.



**Customer Credit Note Entry**

Customer Code: 300-A0002      Currency: ----  
 Area : RAWANG

---

**Customer Credit Note**      C/N No : CN-00022  
 Cancelled       Next No : CN-00023  
 Date : 28/04/2015  
 Customer : ALPHA & BETA COMPUTER      Agent : FFF  
 Ext. No :

GL Acco...	Description	Project	Amount	Tax	Tax ...	Tax Incl...	Sub Tota...
510-0000	NOKIA 3210	----	1,800.00	SR	108.00	<input type="checkbox"/>	1,908.00

1 records

**Local Net Total:** 1,908.00      **Net Total:** 1,908.00

C/N Description: Sales Returned      Unapplied Amt: 0.00

---

**Knock-off Invoices / Debit Notes**

Knock Off Grid

Type	Date	Doc No.	Amount	Outstanding	Pay	
IV	25/04/2015	IV-00114	66.25	66.25	0.00	<input type="checkbox"/>
IV	30/04/2015	IV-00113	14,600.00	12,692.00	1,908.00	<input checked="" type="checkbox"/>
IV	01/05/2015	IV-00116	5,300.00	5,300.00	0.00	<input type="checkbox"/>
15 records			Total:	36,885.80	29,968.30	1,908.00

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#### 4.4 Customer Contra vs Supplier Contra

This is a situation where company ABC is your customer and supplier too. You can contra each other Invoice.

Type	Date	Doc No.	Amount	Outstanding	Pay	
IV	04/09/2014	IV-00105	917.05	917.05	0.00	<input type="checkbox"/>
IV	21/01/2015	IV-00110	25.00	17.50	0.00	<input type="checkbox"/>
IV	13/03/2015	IV-00115	4,500.00	4,500.00	0.00	<input type="checkbox"/>
IV	25/04/2015	IV-00114	66.25	66.25	0.00	<input type="checkbox"/>
IV	30/04/2015	IV-00113	14,600.00	14,600.00	0.00	<input type="checkbox"/>
IV	01/05/2015	IV-00116	5,300.00	5,200.00	100.00	<input checked="" type="checkbox"/>
15 records			Total:	36,885.80	31,776.30	100.00

Step 1: Customer | Customer Contra | New

Step 2: Key in the contra amount

Step 3: Tick knocked off to contra which Invoice

Now, go to Supplier | Supplier Contra

C/T No.	Date	Supplier	Cur...	Amount	Customer	Curr...	Amoun...	U/A Amt
CT-00006	01/04/2015		----	0.00	ALPHA & B...	----	100.00	0.00
1 Contra				0.00			100.00	0.00

Edit it, and repeat the same step as above.

## 4.5 Customer Statement

You can send your customer statement of account monthly, to remind them if overdue.

Go to Customer | Print Customer Statement

The screenshot shows the 'Customer Statement' window. At the top left, a date range is set from 01/04/2015 to 30/04/2015, marked with a red box and a yellow circle '1'. Below this, there are fields for Statement Date, Customer, Agent, Area, Doc Project, Currency, Control A/C, and Co. Cate., each with a dropdown arrow. To the right, there is a 'Report Name' list with several options, and an 'Apply' button. Below the report name list, there is a 'Statement Type' dropdown menu, which is open, showing three options: 'Default Statement Type' (highlighted), 'Open Item Statement', and 'Brought Forward Statement', marked with a red box and a yellow circle '2'. Below the dropdown menu is a table with columns: Code, Company Name, Curren..., Agent, Area, and Balance. The table contains six rows of data, with a total count of 9 and a total balance of 111,312.50. The table is marked with a red box and a yellow circle '3'. At the bottom, there is a 'Knock Off' section with a 'Detail :-' button and a '<No data to display>' message.

Code	Company Name	Curren...	Agent	Area	Balance
300-A0001	A'BEST TELECOMMUNICATION...	S\$	LF	SINGAPORE	5,329.70
300-A0002	ALPHA & BETA COMPUTER	----	FFF	RAWANG	24,327.80
300-A0003	AB ENTERPRISE SDN BHD	----	NF	PJ	23,381.00
300-A0004	AB ENTERPRISE SDN BHD1	----	NF	PJ	2,000.00
300-C0001	CASH SALES	----	NSL	SA	36,575.00
300-F0001	FAUNG TECK WAI	----	----	----	3,084.00
Count = 9					111,312.50

Step 1: Always filter the date range within 1 month period

Step 2: There have 3 options for you

a. Default Statement Type – The default Setting preset under Maintain Customer

b. Open Item Statement – Show all outstanding transaction row by row

c. Brought Forward Statement – Show lump-sum figure for previous month outstanding, this month with details

Step 3: Click on “Apply”, all the outstanding show will accordingly by customer

\* Preview the report , email or fax to your customer.

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## 4.6 Customer Aging

It's use as a collection report to your agent, they will collect the debt by customer

Go to Customer | Customer Aging

Company Name	Pay (MTD)	Current Mth	1 Month	2 Months	3 Mths & Above	Total	Col.06
A'BEST TELECOMMUNICA...					5,329.70	5,329.70	
ALPHA & BETA COMPUTER		12,658.25	4,500.00		7,169.55	24,327.80	
AB ENTERPRISE SDN BHD					23,381.00	23,381.00	
AB ENTERPRISE SDN BHD1					2,000.00	2,000.00	
CASH SALES	26.50				36,575.00	36,575.00	
FAUNG TECK WAI					3,084.00	3,084.00	
KITTY SECURITY SDN BHD					15,600.00	15,600.00	
STAR TRADING SDN BHD					1,000.00	1,000.00	
US CORPORATION...					15.00	15.00	
Count = 9	26.50	12,673.25	4,500.00	0.00	94,139.25	111,312.50	0.00

Step 1: Filter your date

Step 2: Filter your information you wish to see

Step 3: Select your report name either by 4months, 6 months or 12 months

Step 4: Click on Apply

\* Preview the report, email or fax to your customer.

# Payroll

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# Chapter 5: General Ledger

## 5.1) Maintain Opening Balance for General Ledger

Video Guide Link: [http://www.sql.com.my/video/sqlacc\\_tutorial/3-04\\_GL\\_Opening\\_Balance.mp4](http://www.sql.com.my/video/sqlacc_tutorial/3-04_GL_Opening_Balance.mp4)

### Step 1: GL | Maintain Opening Balance

The screenshot shows the 'Maintain Opening Balance' window with the following data:

Description	Code	Local DR	Local CR
FIXED ASSETS		12,345.00	123.45
FURNITURE & FITTINGS	200-200	12,345.00	0.00
ACCUM DEPRN. - FURNITURE...	200-205	0.00	123.45
OFFICE EQUIPMENT	200-300		
ACCUM. DEPRN. - OFFICE EQ...	200-305		
MOTOR VEHICLE	200-400		
ACCUM DEPRN. - MOTOR VEH...	200-405		
LAND & BUILDING	200-500		
HANDPHONE	200-600		
INVESTMENT			
OTHER ASSETS			
CURRENT ASSETS			
CURRENT LIABILITIES			
OTHER LIABILITIES			
EQUITY			
<b>Total</b>		<b>12,345.00</b>	<b>12,345.00</b>

Step 2: **Highlight** the account you wish to put in opening balance and click **EDIT**

Step 3: Insert the figure

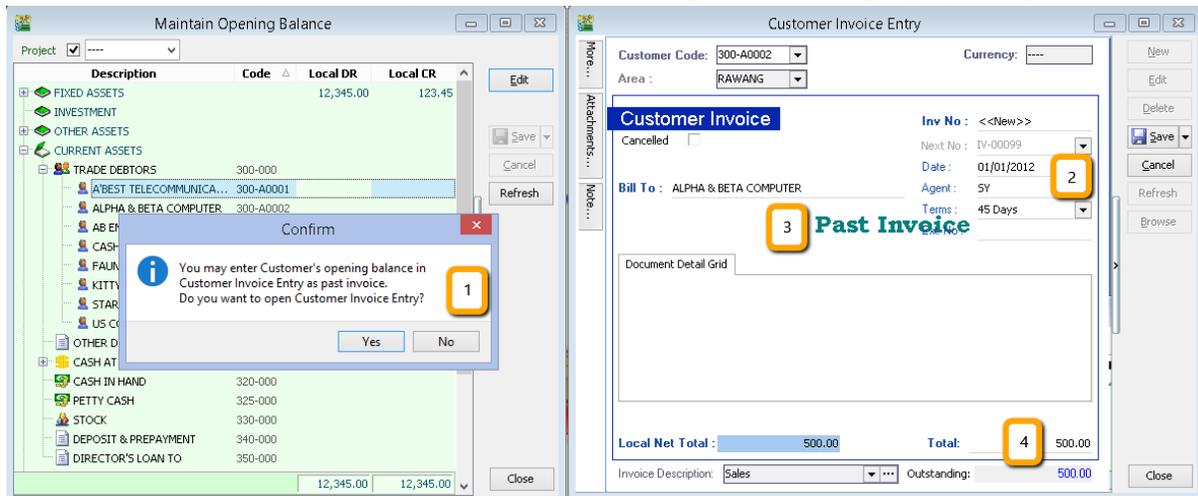
Step 4: Make sure Dr. and Cr. Always **tally**

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## 5.2) Maintain Opening Balance for Customer & Supplier

Video Guide Link: [http://www.sql.com.my/video/sqlacc\\_tutorial/3-04\\_GL\\_Opening\\_Balance.mp4](http://www.sql.com.my/video/sqlacc_tutorial/3-04_GL_Opening_Balance.mp4)



1. Highlight on Customer/ Supplier click **EDIT**
  2. Make sure your date is **before** system conversion date (tools | Options)
  3. Must see got "Past Invoice"
  4. Key in the **OUTSTANDING AMOUNT** only
- \*\* the same step for overpay, but you have to key under Payment as "**Past Payment**"

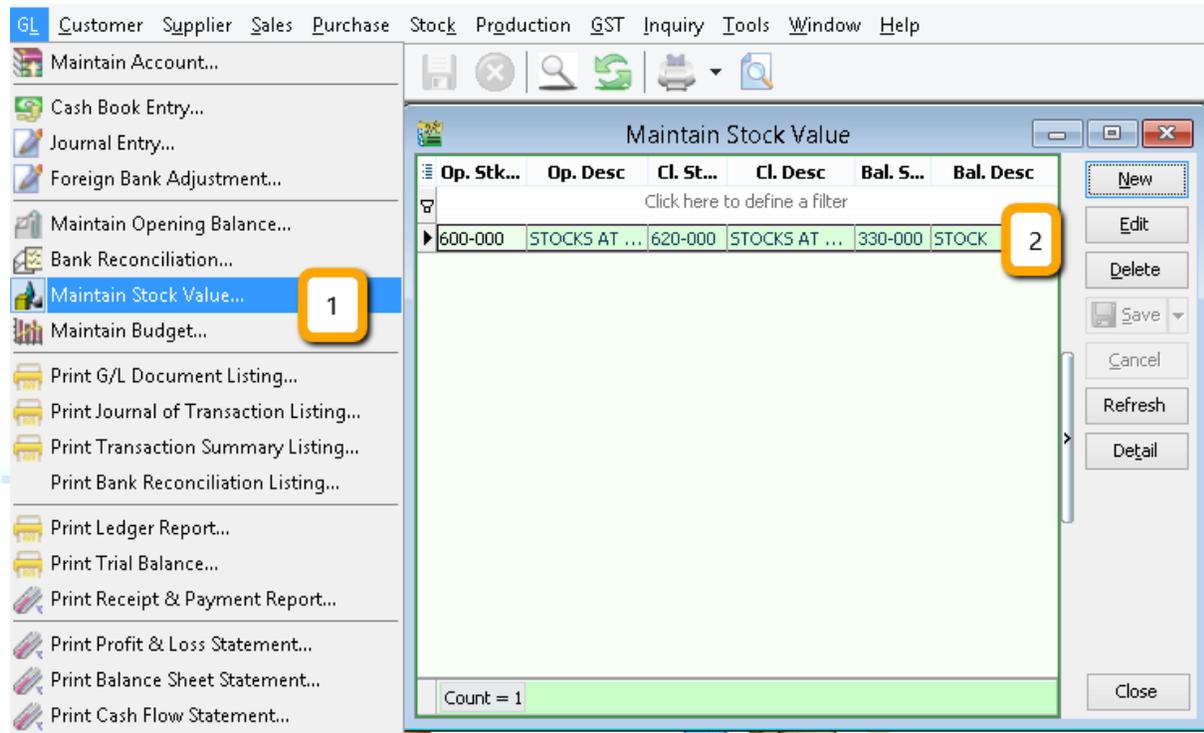
# Payroll

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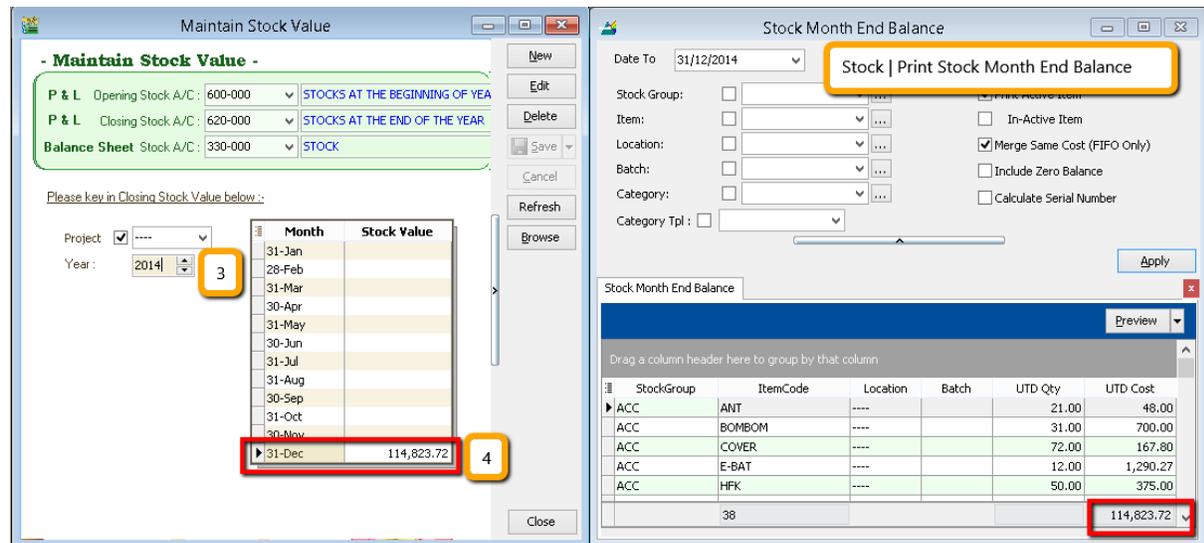
### 5.3) Maintain Opening Balance for Stock Value

Video Guide Link: [http://www.sql.com.my/video/sqlacc\\_tutorial/3-04\\_GL\\_Opening\\_Balance.mp4](http://www.sql.com.my/video/sqlacc_tutorial/3-04_GL_Opening_Balance.mp4)

#### Step 1: GL | Maintain Stock Value



#### Step 2: Click on EDIT

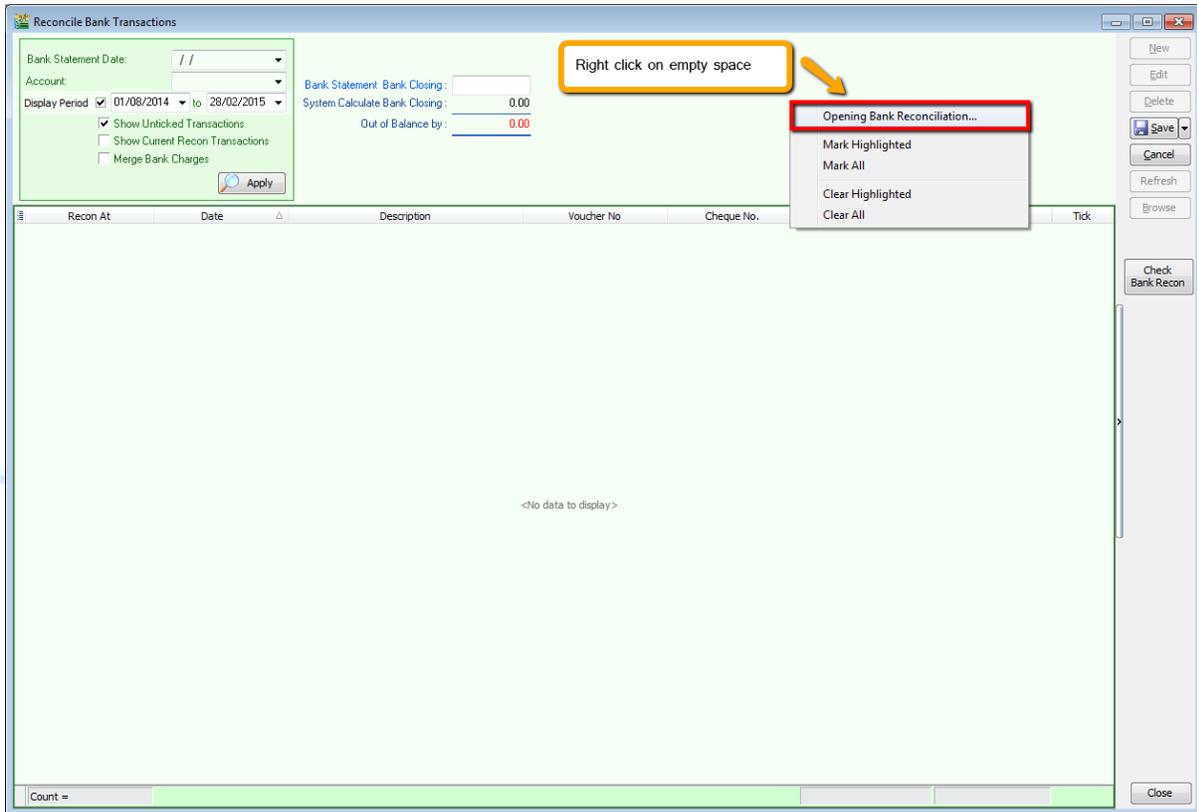


Step 3: Apply Stock Month Balance to check Total UTD Cost (Stock Module Required) & Set the YEAR

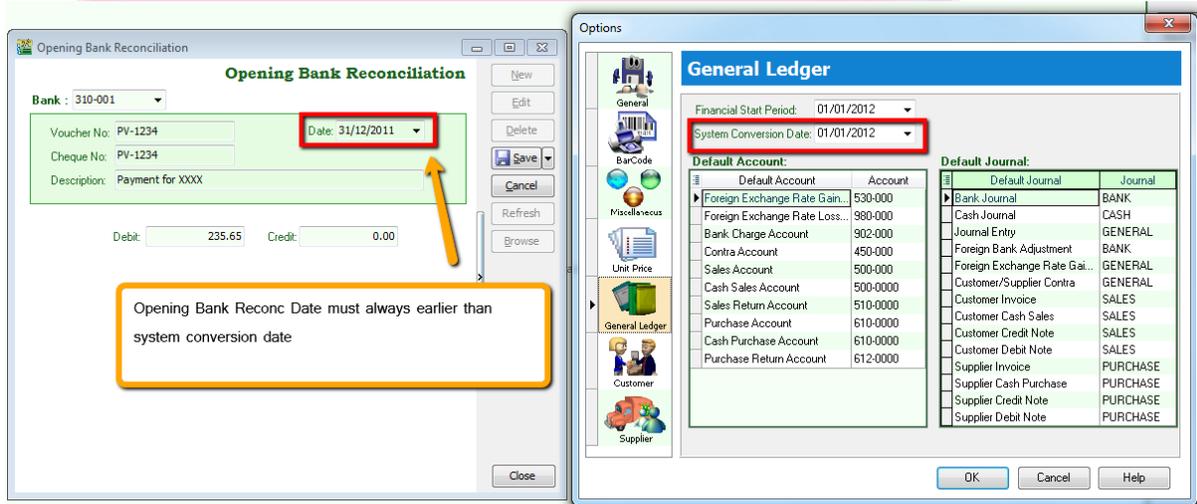
Step 4: Insert the figure of Opening figure

## 5.4) Opening Bank Reconciliation

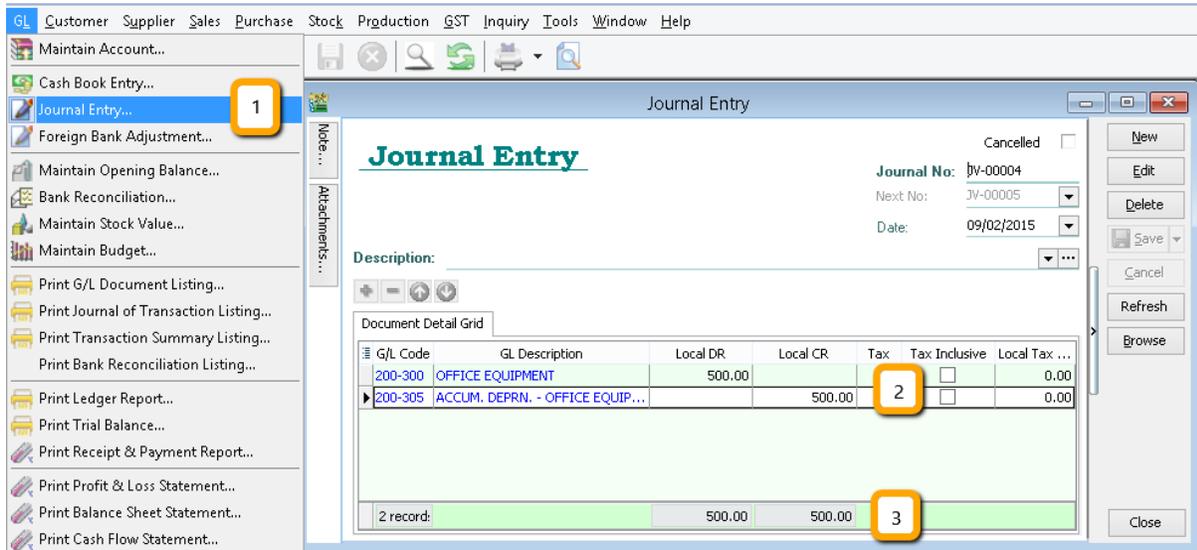
1. GL | Bank Reconciliation
2. New
3. Right Click on empty space, refer picture



4. Key in the opening by transaction



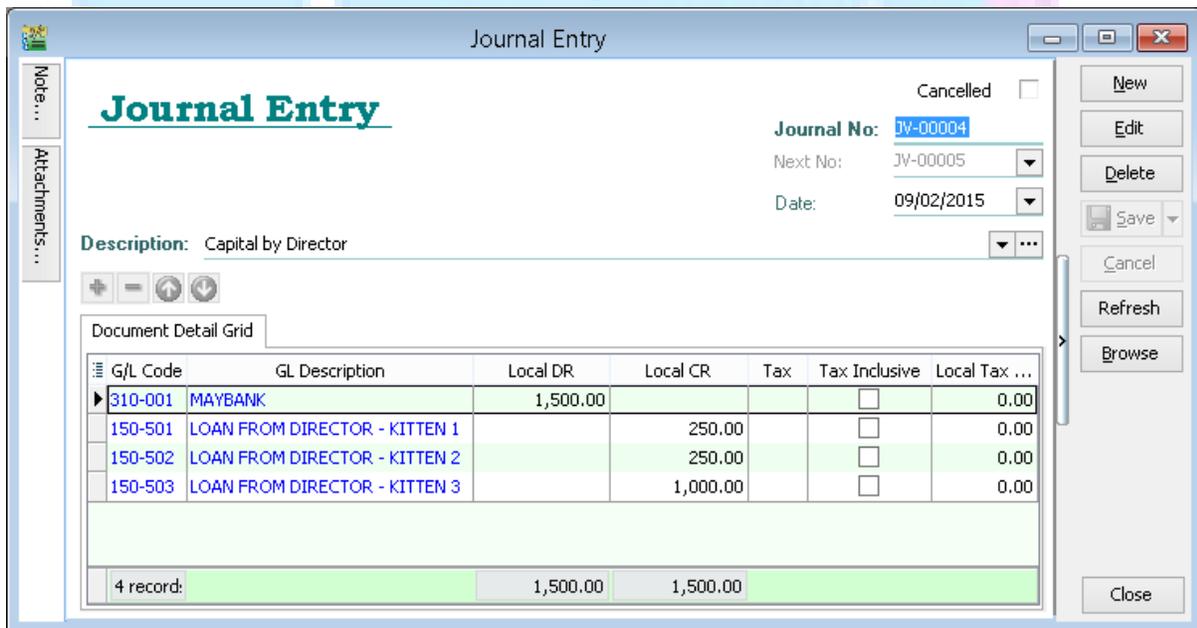
## 5.5) Journal Entry



Step 1: GL | Journal Entry

Step 2: Insert your double entry

Step 3: You must make sure Dr. & Cr. Must be tally



Sample has more than 2 account posting....

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Smart Tips : If recurring journal we can always copy paste

The screenshot shows a 'Journal Entry' window with a right-click context menu open. The menu options are: Set Posting Date..., Copy Journal Entry (highlighted), Paste Journal Entry, Journal Entry Batch Print..., and Audit Trail. The window also displays a 'Document Detail Grid' with the following data:

G/L Code	GL Description	Local DR	Local CR	Tax	Tax Inclusive	Local Tax ...
310-001	MAYBANK	1,500.00			<input type="checkbox"/>	0.00
150-501	LOAN FROM DIRECTOR - KITTEN 1		250.00		<input type="checkbox"/>	0.00
150-502	LOAN FROM DIRECTOR - KITTEN 2		250.00		<input type="checkbox"/>	0.00
150-503						

A text box with an orange border contains the text: "if this is a recurring journal entry, you can always right click and click on 'Copy Journal Entry'".

You can always copy paste the journal entry by right click " Copy Journal Entry"

# Account

# Payroll

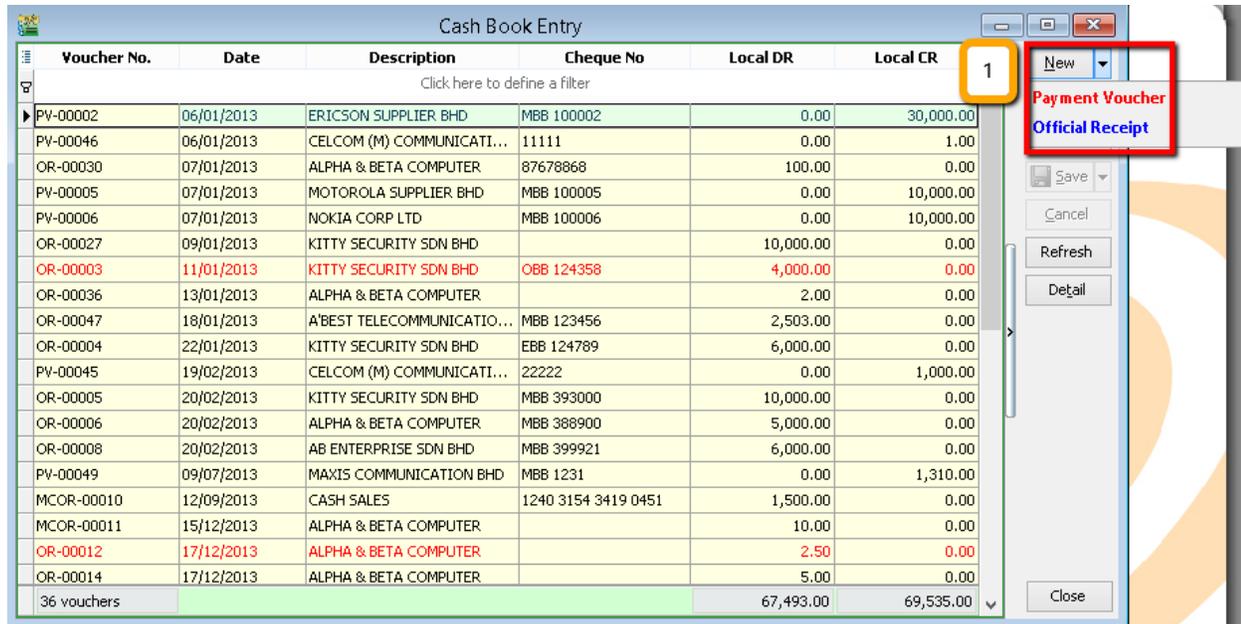
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## 5.6 Cash Book Entry

Video Guide Link: [http://www.sql.com.my/video/sqlacc\\_tutorial/03-02\\_Cash\\_Book.mp4](http://www.sql.com.my/video/sqlacc_tutorial/03-02_Cash_Book.mp4)

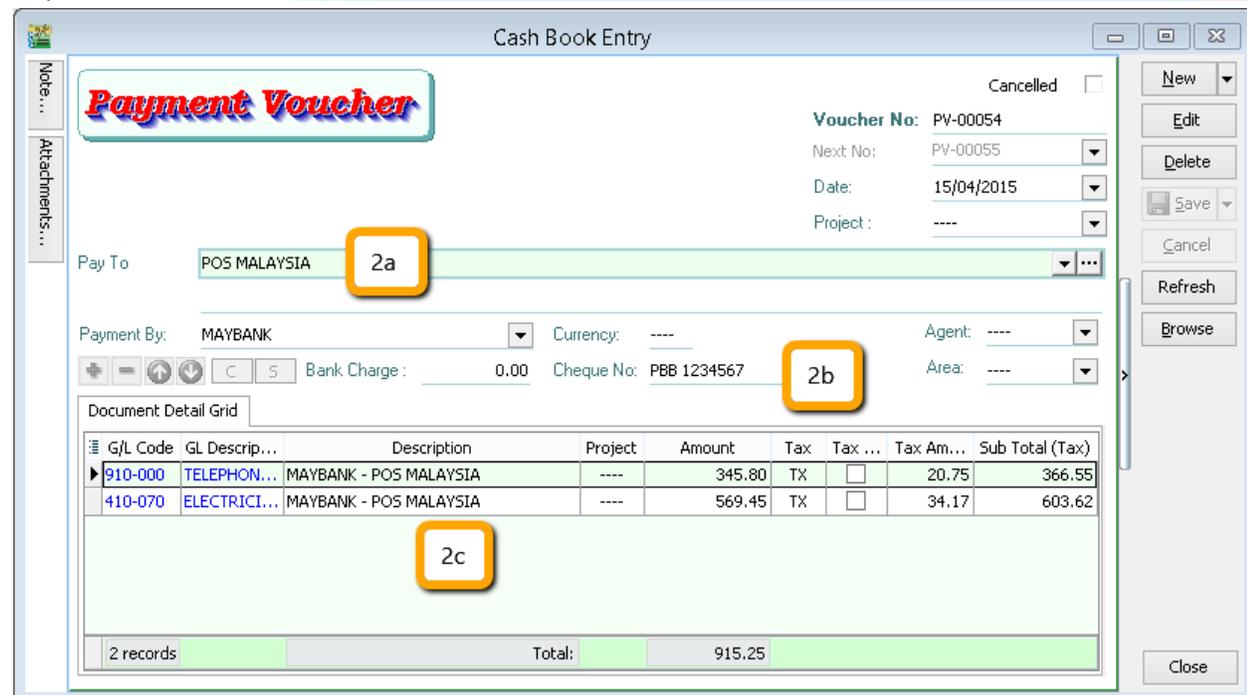
Cash book entry normally uses for a non-customer/ supplier payment or receipt purpose. Eg: you pay for salary, utilities payment and etc.

Step 1: GL | Cash Book Entry | New (choose between Payment Voucher or Official Receipt)



Voucher No.	Date	Description	Cheque No	Local DR	Local CR
PV-00002	06/01/2013	ERICSON SUPPLIER BHD	MBB 100002	0.00	30,000.00
PV-00046	06/01/2013	CELCOM (M) COMMUNICATI...	11111	0.00	1.00
OR-00030	07/01/2013	ALPHA & BETA COMPUTER	87678868	100.00	0.00
PV-00005	07/01/2013	MOTOROLA SUPPLIER BHD	MBB 100005	0.00	10,000.00
PV-00006	07/01/2013	NOKIA CORP LTD	MBB 100006	0.00	10,000.00
OR-00027	09/01/2013	KITTY SECURITY SDN BHD		10,000.00	0.00
OR-00003	11/01/2013	KITTY SECURITY SDN BHD	OBB 124358	4,000.00	0.00
OR-00036	13/01/2013	ALPHA & BETA COMPUTER		2.00	0.00
OR-00047	18/01/2013	A'BEST TELECOMMUNICATIO...	MBB 123456	2,503.00	0.00
OR-00004	22/01/2013	KITTY SECURITY SDN BHD	EBB 124789	6,000.00	0.00
PV-00045	19/02/2013	CELCOM (M) COMMUNICATI...	22222	0.00	1,000.00
OR-00005	20/02/2013	KITTY SECURITY SDN BHD	MBB 393000	10,000.00	0.00
OR-00006	20/02/2013	ALPHA & BETA COMPUTER	MBB 388900	5,000.00	0.00
OR-00008	20/02/2013	AB ENTERPRISE SDN BHD	MBB 399921	6,000.00	0.00
PV-00049	09/07/2013	MAXIS COMMUNICATION BHD	MBB 1231	0.00	1,310.00
MCOR-00010	12/09/2013	CASH SALES	1240 3154 3419 0451	1,500.00	0.00
MCOR-00011	15/12/2013	ALPHA & BETA COMPUTER		10.00	0.00
OR-00012	17/12/2013	ALPHA & BETA COMPUTER		2.50	0.00
OR-00014	17/12/2013	ALPHA & BETA COMPUTER		5.00	0.00
36 vouchers				67,493.00	69,535.00

Step 2:



**Payment Voucher**

Cancelled

Voucher No: PV-00054  
Next No: PV-00055  
Date: 15/04/2015  
Project: ----

Pay To: POS MALAYSIA

Payment By: MAYBANK  
Currency: ----  
Agent: ----

Bank Charge: 0.00  
Cheque No: PBB 1234567

Area: ----

G/L Code	GL Descr...	Description	Project	Amount	Tax	Tax ...	Tax Am...	Sub Total (Tax)
910-000	TELEPHON...	MAYBANK - POS MALAYSIA	----	345.80	TX	<input type="checkbox"/>	20.75	366.55
410-070	ELECTRICI...	MAYBANK - POS MALAYSIA	----	569.45	TX	<input type="checkbox"/>	34.17	603.62

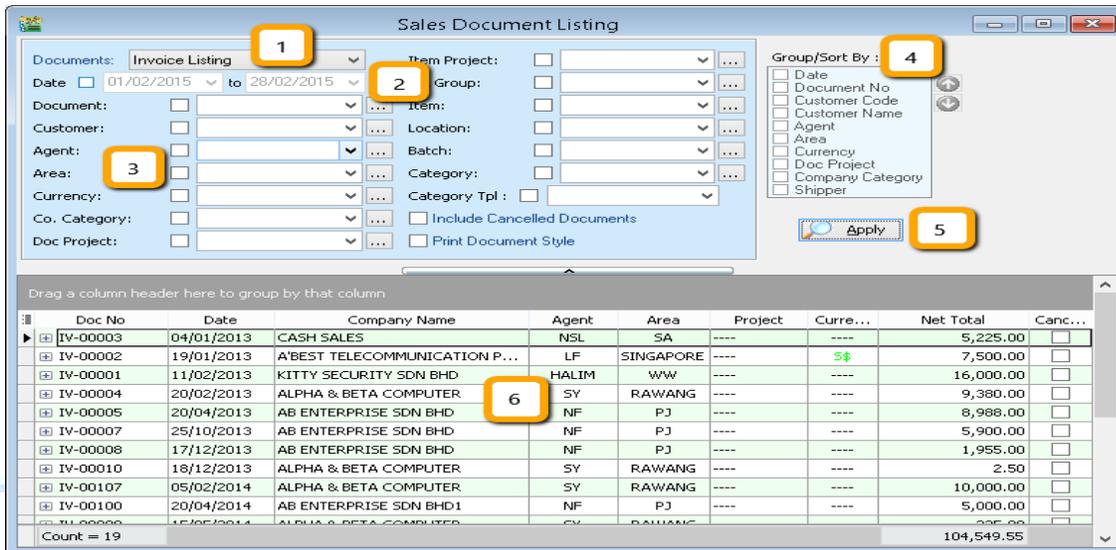
2 records Total: 915.25

- Insert your payable name (not you trade supplier)
- Key your cheque number if have
- Select your G/L code and also assign your GST Tax if have

# Chapter 6: Reports

## 6.1 Sales Document Listing

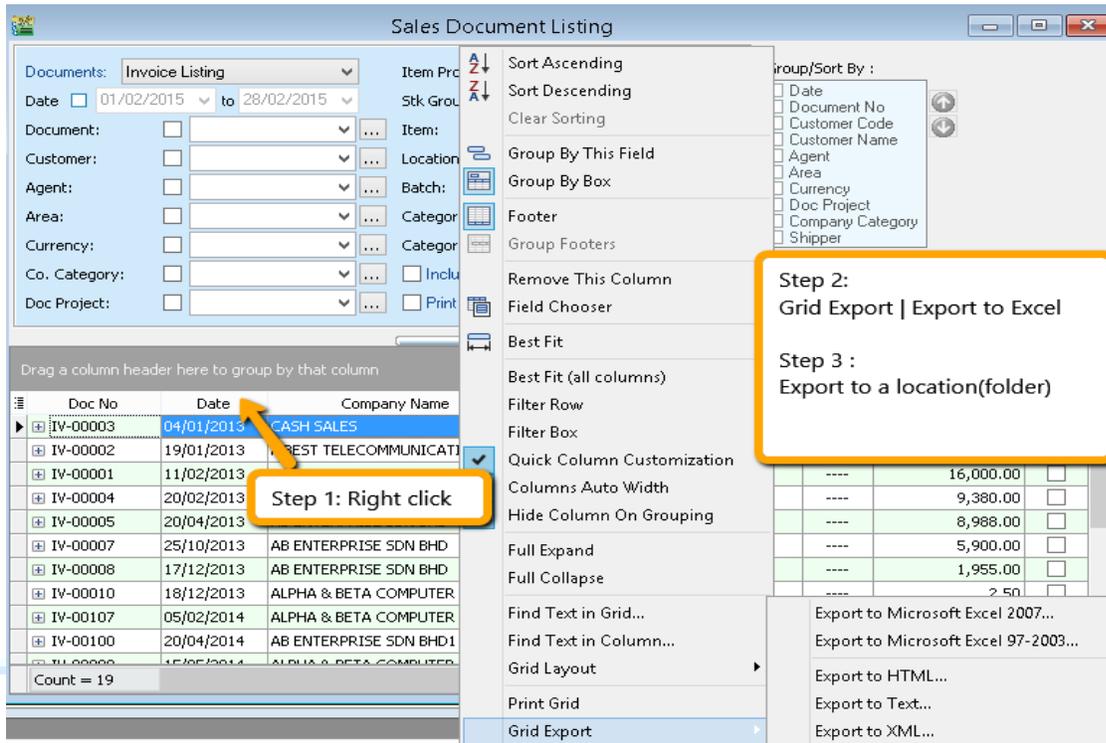
### Go to Sales | Print Sales Document Listing



1. You can filter which document type you want: Eg, Sales Quotation /Sales Order/ Deliver Order/ Invoice Listing
2. Filter the date you wish to see, if untick means ALL period
3. Filter area by pipelines : It's an optional
4. Grouping : System can generate by group and can give you a summary on each diff group
5. Once done filter, click APPLY to generate, whenever you change any setting under part 3 or 4, please redo APPLY
6. Results after apply (either you can ongrid export or go preview the report) - see the picture at page 56

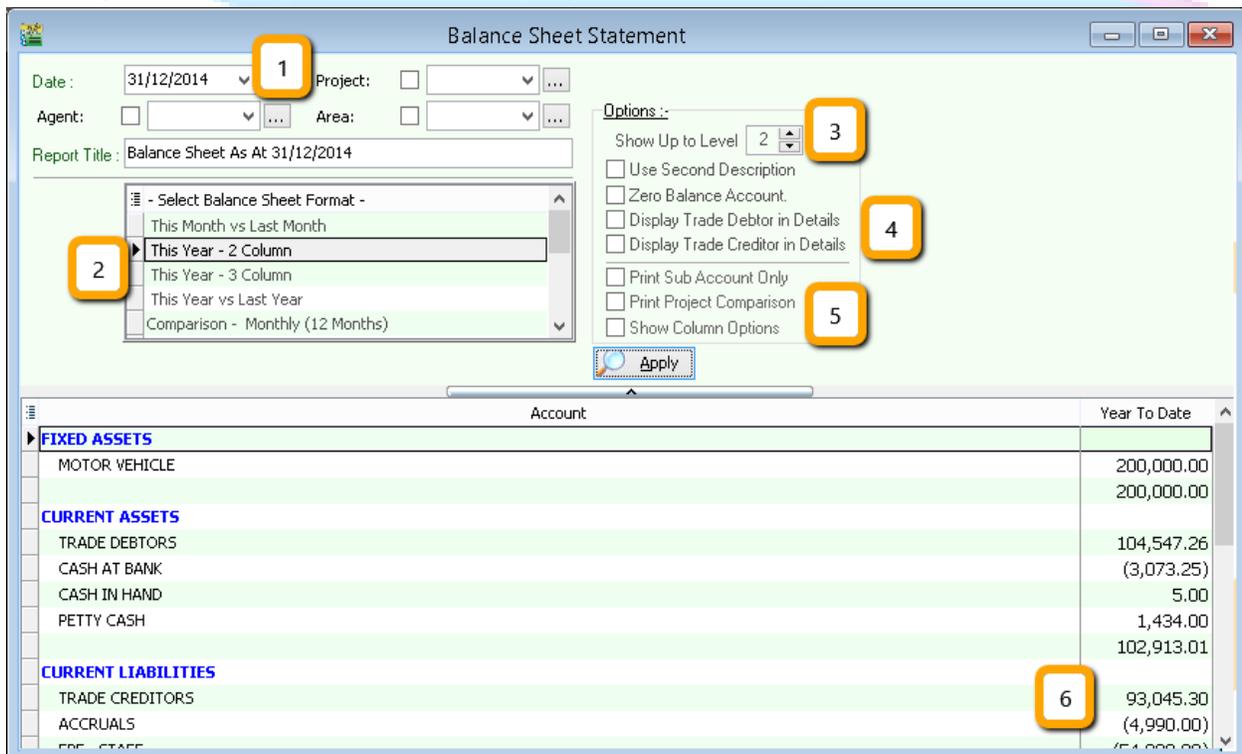
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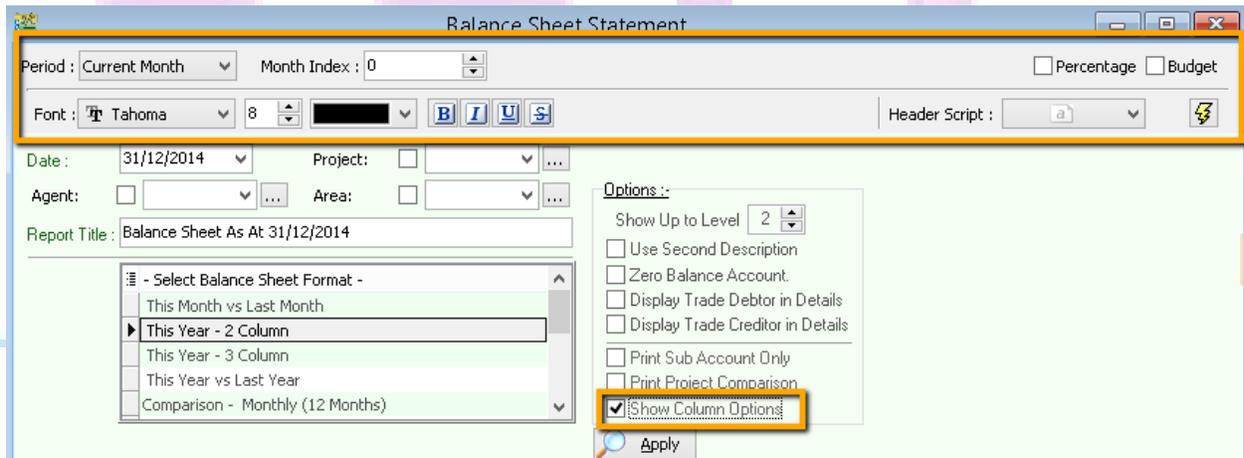
## 6.2 Balance Sheet Statement

How to go Print Balance Sheet Statement? (GL | Print Balance Sheet)



1. Select your date
2. Choose your preference format

3. Level mentioned here is about leveling on your Maintain Chart of Account, value higher more detail
4. Several options here:
  - a. Use second description – use second description which maintain under GL | Maintain Chart of Account
  - b. Zero Balance Account – even amount is 0, still want to it show in report
  - c. Display Trade Debtor/Creditor in Details – show per customer account in detail
5. a. Print Sub Account Only – Selected certain account to view
  - b. Print Project Comparison – you are allowed to view your report by project (project module requested)
  - c. Show Column Options – you can preset setting as attached



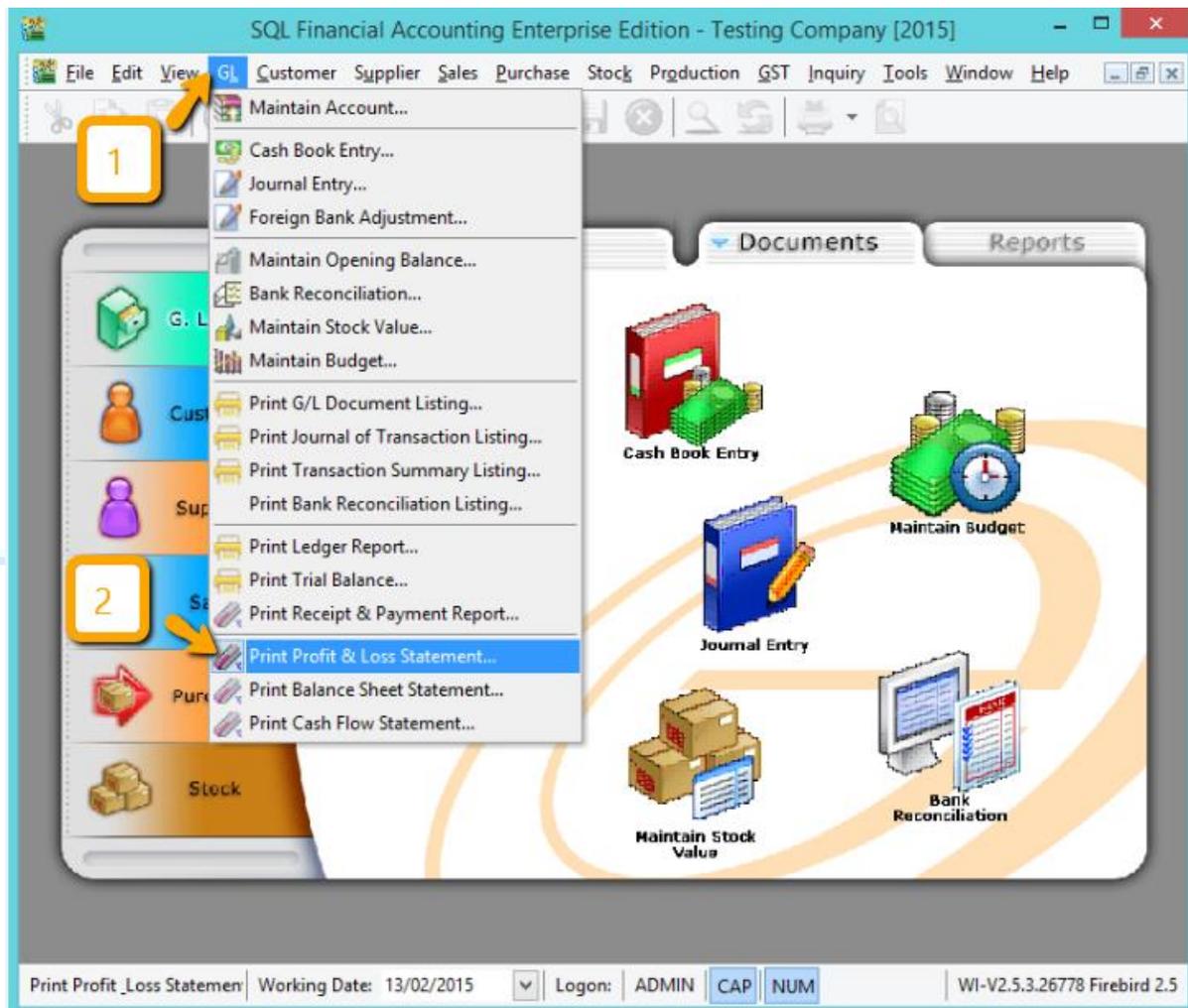
6. Apply filter everything, click on APPLY, then you will get the results. You are allowed to preview and print the report out.

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## 6.3 Profit and Loss Statement

Step 1: GL | Maintain Account



Step 2: Click on "Print Profit & Loss Statement"

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## Print Profit and loss statement

The screenshot shows the 'Profit & Loss Statement' configuration window in SQL Financial Accounting Enterprise Edition. The window title is 'SQL Financial Accounting Enterprise Edition - Testing Company [2015] - [Profit & Loss Statement]'. The menu bar includes File, Edit, View, GL, Customer, Supplier, Sales, Purchase, Stock, Production, GST, Inquiry, Tools, Window, and Help. The toolbar contains various icons for file operations and navigation. The main window is divided into several sections:

- Date:** 31/12/2015
- Agent:** [Empty]
- Project:** [Empty]
- Area:** [Empty]
- Report Title:** Trading Profit and Loss for the period 01/01/2015 to 31/12/2015
- Select P/L Report Format :-**
  - This Month vs Month Budget
  - This Month vs This Year
  - This Year vs Last Year
  - This Year - 2 Column** (Selected)
  - Comparison - Monthly (12 Months)
- Options :-**
  - Show Up to Level: 2
  - Use Second Description
  - Zero Balance Account
  - Print Sub Account Only
  - Print Manufacturing Account
  - Print Project Comparison
  - Show Column Options
- Apply** button

Below the configuration is a table with columns 'Account' and 'Amount':

Account	Amount
<b>SALES</b>	
SALES-HANDPHONES	925.00
SALES-ACCESSORIES	500.00
SALES-PREPAID	170.00
	1,595.00
<b>NET SALES</b>	1,595.00
<b>COST OF GOODS SOLD</b>	
PURCHASE-ACCESSORIES	10.00
	10.00
<b>GROSS PROFIT/(LOSS)</b>	1,585.00
<b>EXPENSES</b>	
SALARIES	100.00
TOLL, PARKING & FINED	300.00
PETROL	150.00
	550.00
<b>NET PROFIT/(LOSS)</b>	1,035.00
<b>NET PROFIT/(LOSS) AFTER TAX</b>	1,035.00

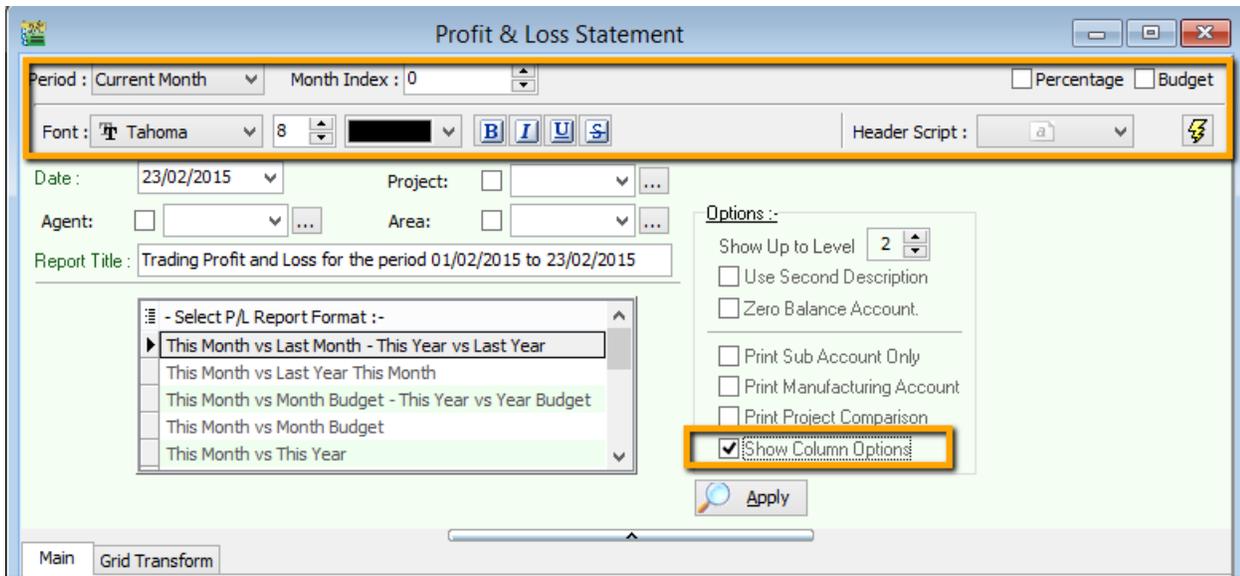
At the bottom of the window, the status bar shows: Version 4.2015.732.704 x86 | Working Date: 13/02/2015 | Login: ADMIN | CAP | NUM | WI-V2.5.3.26778 Firebird 2.5

Step 3: Select your preference format

Step 4: Several options here:

- Use second description – use second description which maintain under GL | Maintain Chart of Account
- Zero Balance Account – even amount is 0, still want to it show in report
- Display Trade Debtor/Creditor in Details – show per customer account in detail
- Print Sub Account Only – Selected certain account to view
- Print Project Comparison – you are allowed to view your report by project (project module requested)

f. Show Column Options – you can preset setting as attached

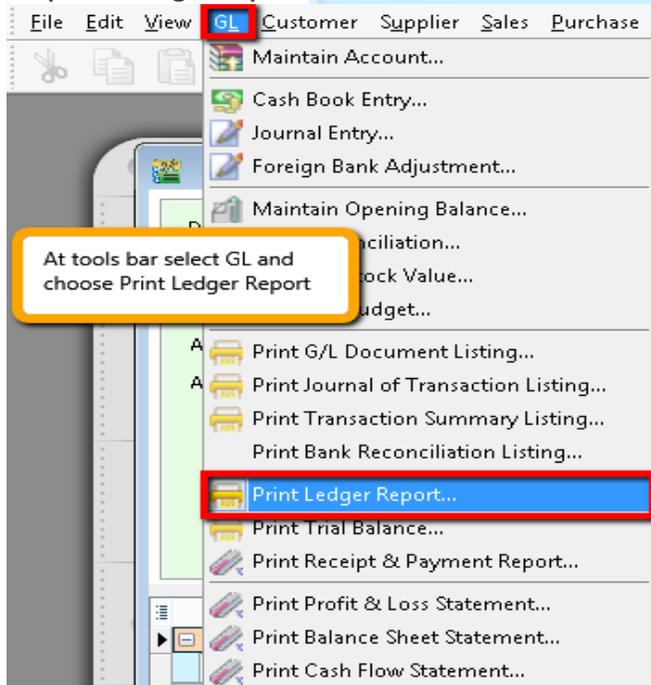


5. Apply filter everything, click on APPLY, then you will get the results. You are allowed to preview and print the report out.

## 6.4 Ledger Report

How to get ledger report?

GL | Print Ledger Report



Refer the step as picture attached

1. Filter your date

2. Filter between General Ledger / Customer Ledger / Supplier Ledger

3. You can also filter by different currency

4. Check the options which is relevant to

5. Apply

6. Results

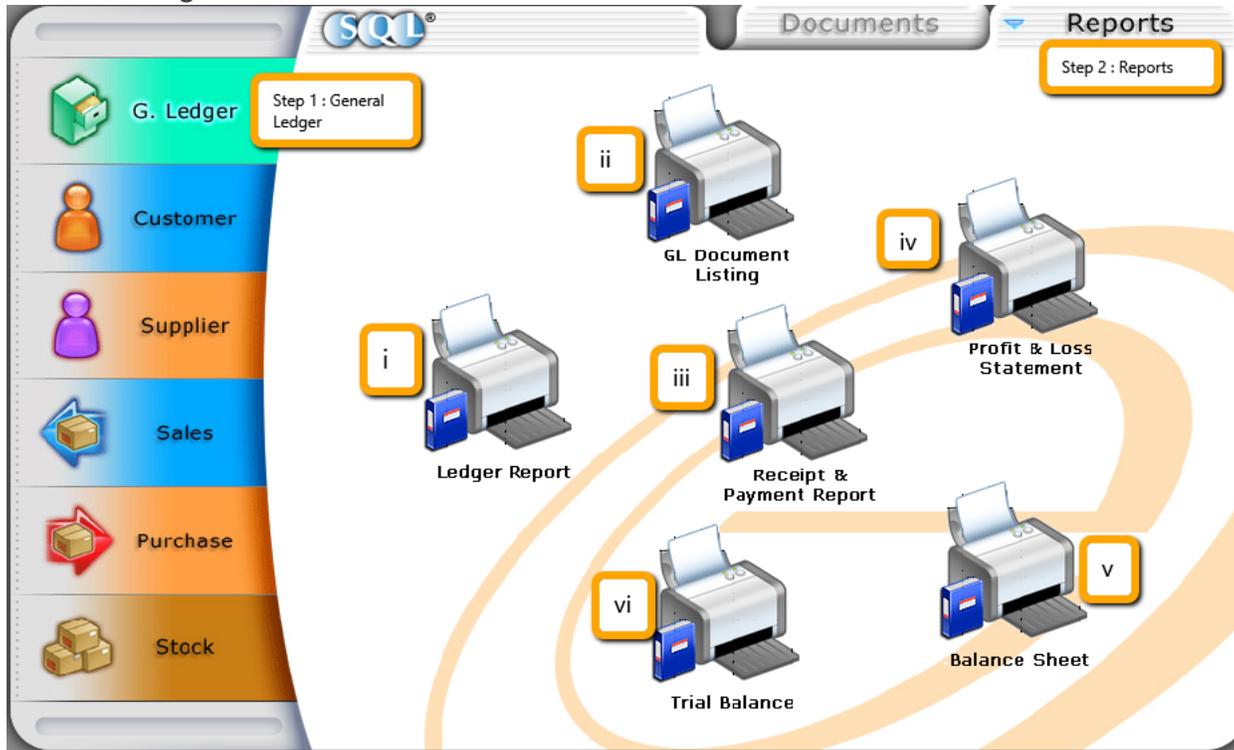
Date	Description	Local DR	Local CR	Local Balance
<b>Code : 100-001 (ORDINARY SHARE CAPITAL)</b>				
	Balance B/F			(883.50)
		0.00	0.00	
<b>Code : 100-500 (SHARE PREMIUM ACCOUNT)</b>				
	Balance B/F			(50.00)
		0.00	0.00	
<b>Code : 150-000 (RETAINED EARNING)</b>				
	Balance B/F			32,208.37
		0.00	0.00	
<b>Code : 200-400 (MOTOR VEHICLE)</b>				
		1,661.02	1,661.02	

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## 6.5 Others Report

### a. General Ledger



i) Ledger Report - a report to record all business transaction Dr/ Cr

ii) GL Doc Listing - a summary/detail listing report for all GL Transaction eg : Journal , PV, OR

iii) Receipt & Payment - the summarize in flow or outflow report by payment method

iv) P&L Statement - the summarize report that shows company's revenue & expenses at a certain period

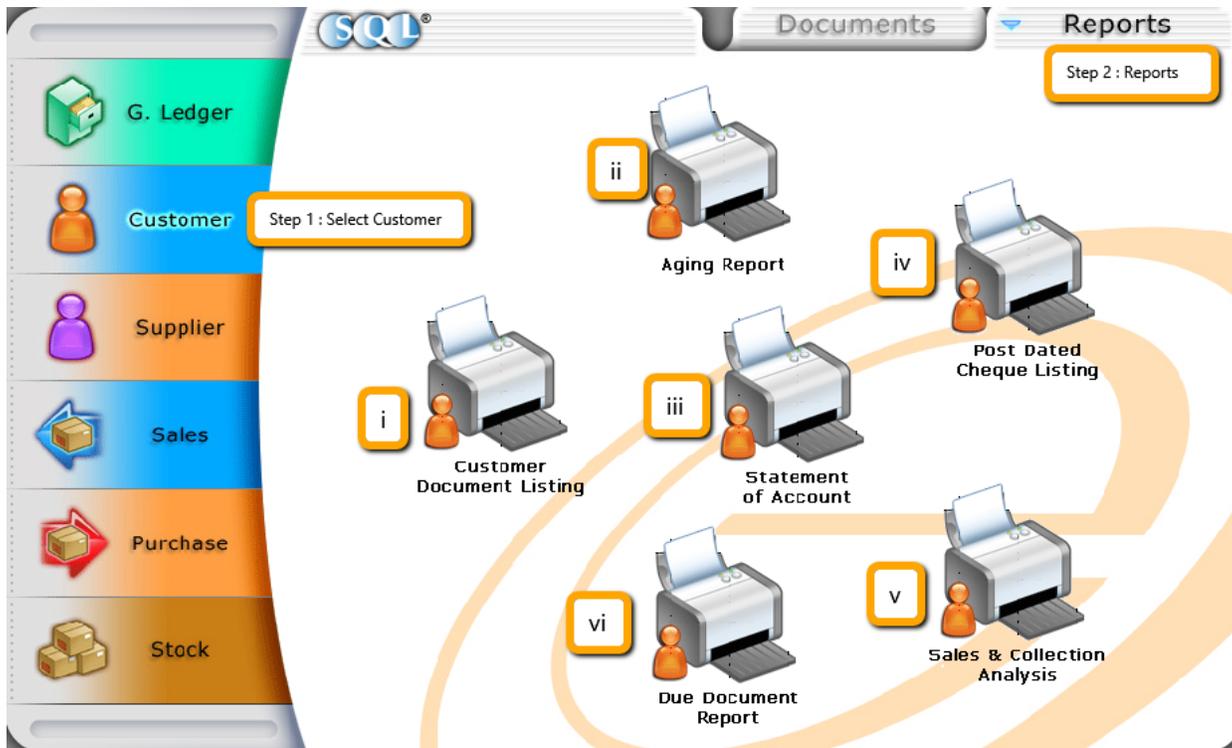
v) Balance Sheet Statement - A statement of assets, liabilities, and capital of business at certain period

vi) Trial Balance - statement of summary Dr & Cr in a double entry account book

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## b. Customer

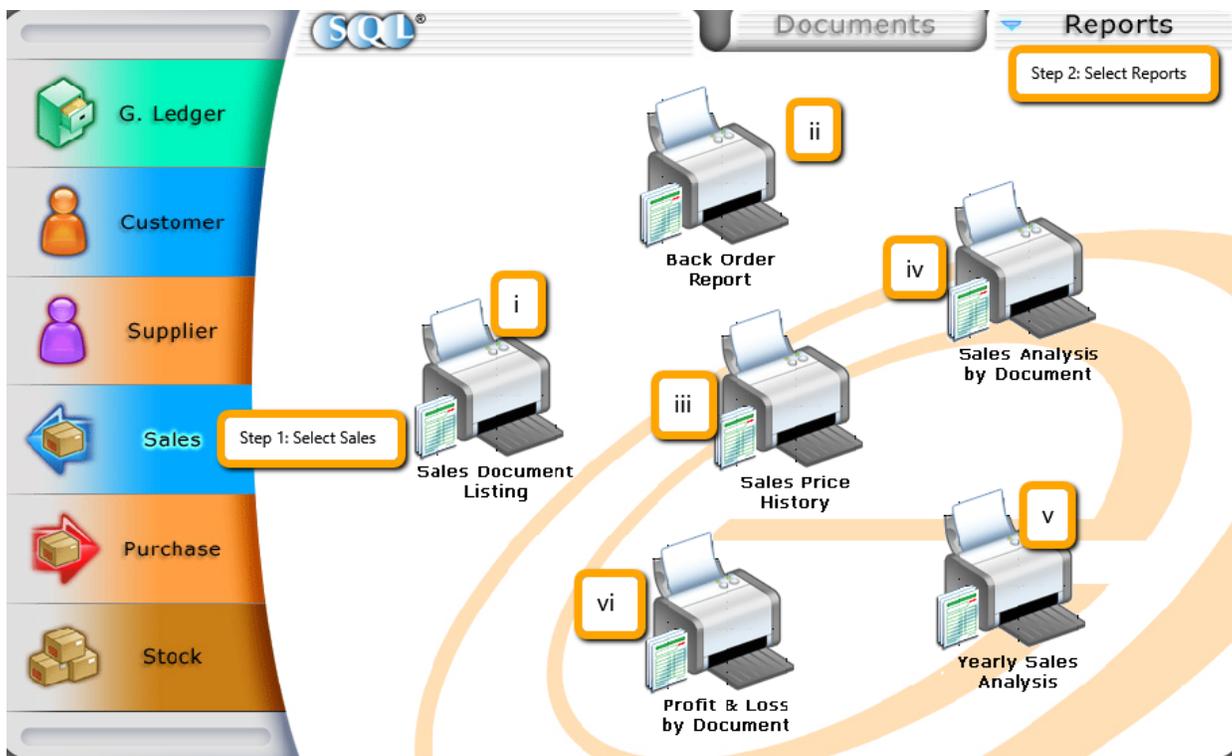


- i) Customer Document Listing - a summary/detail listing report for all Customer Transaction eg: Invoice, Payment, Debit Note & Credit Note
- ii) Aging Report - It's use as a collection report to your agent, they will collect the debt by customer
- iii) Statement of Account – A summarize report of outstanding for all invoices by customer with payment info
- iv) Post Dated Cheque Listing – A reminder report for user check for postdated cheque
- v) Sales & Collection Analysis – Summary Report for Total Sales & Collection by month
- vi) Due Document Report – A listing to SUM the credits sales by customer and overdue letter are available in level1 report

\*\*\* SUPPLIER IS MIRROR OF CUSTOMER....

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c. Sales

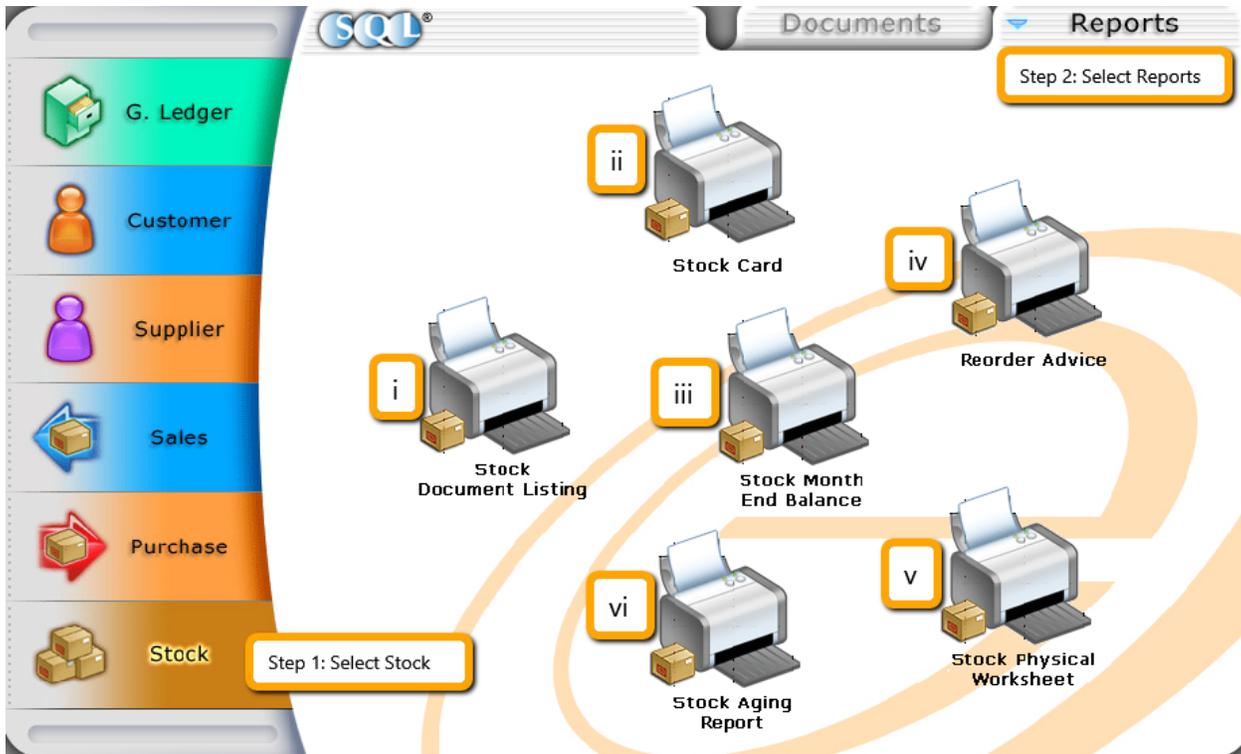


- i) Sales Document Listing - a summary/detail listing report for all Sales Transaction eg: Quotation, Sales Order, Deliver Order, Invoice, Cash Sales, Debit Note & Credit Note
- ii) Back Order Report – to trace the outstanding status of document which already transfer to or haven transfer
- iii) Sales Price History – Generate the listing of Price History (eg item, agent, area, customer etc)
- iv) Sales Analysis by Document – A report that able provide the summarize of total document figure issues on certain period by document eg: Invoice/ Cash sales / Credit Note/ Debit Note and etc
- v) Yearly Sales Analysis – a summarize report by year for all sales transaction
- vi) Profit & Loss by Document – A report provide the margin earn/ loss in a particular deal in detail by item

\*\*\* PURCHASE IS MIRROR OF SALES...

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d. Stock



- i) Stock Document Listing - a summary/detail listing report for all Stock Transaction eg: Stock Received, Stock Issue, Stock Adjustment and etc
- ii) Stock Card – A detail report where included the inflow and out flow of stock by location/batch
- iii) Stock Month End Balance – A summarize report for total Qty & Cost by item
- iv) Reorder Advice – A reminder report to advise which item goes reorder level and user easily to trace it
- v) Stock Physical Worksheet – A report to keep track system physical qty by item
- vi) Stock Aging Report – a report for practice to check inventory periodically and to work in a process to liquidate aged inventory first.

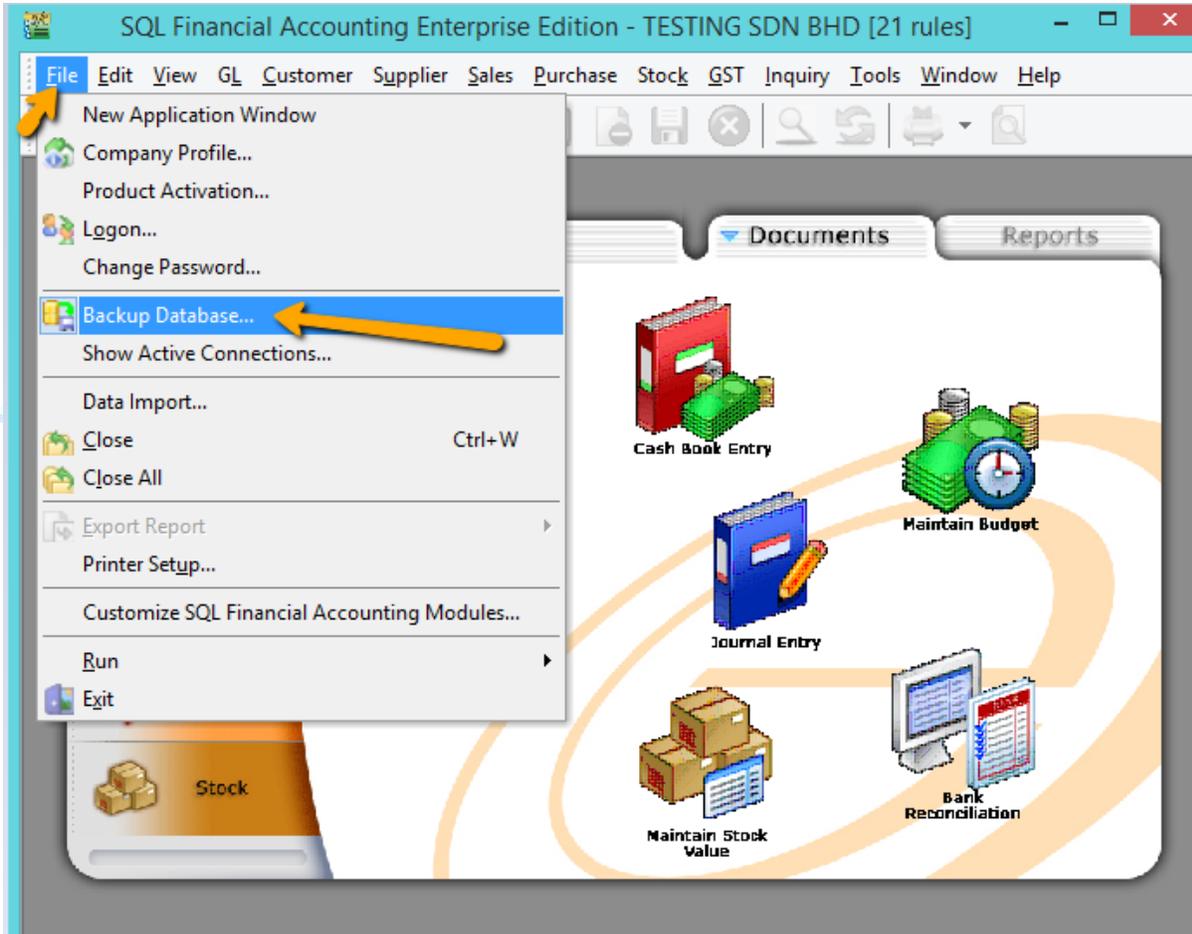
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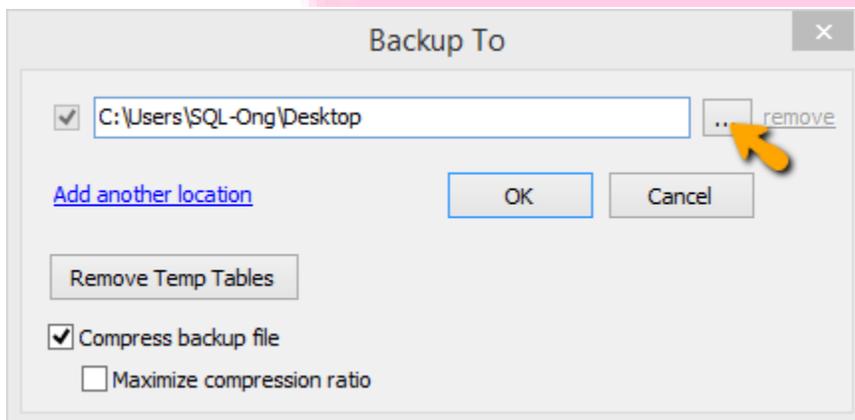
# Chapter 7: Backup & Others

## 7.1 Backup Database

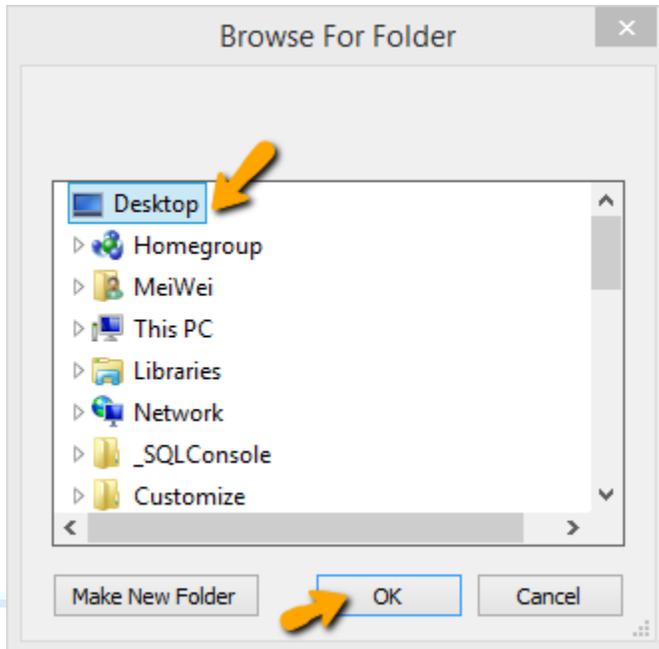
Backup is **very important**, user are advised to do **DAILY** backup and if you can save your backup copy at different location eg: external hard disk or thumb drive, please do it to avoid data lost or data corrupted



Step 1: File | Backup database

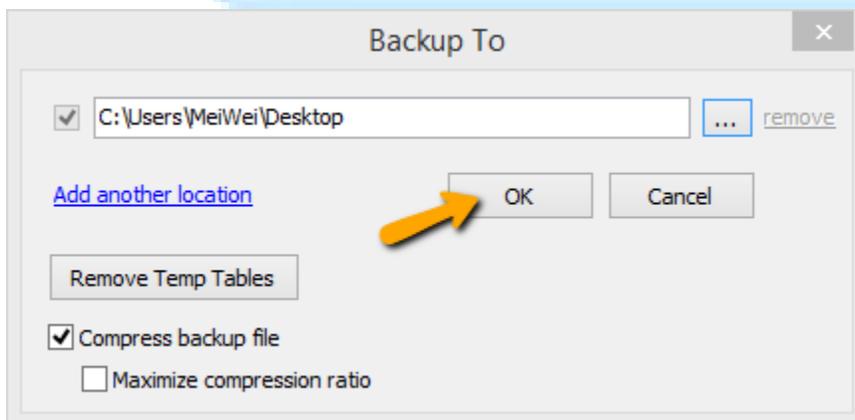


Step 2: Press on the 3 dot button



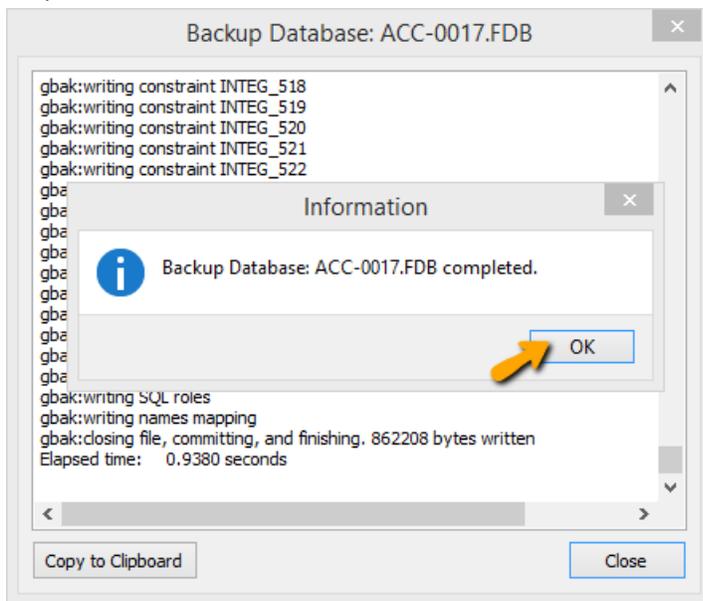
Step 3: Choose where you want to save your backup file and press OK

- Please save additional copy to your external drive



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Step 4: Press OK



*Tips: If you have more than 1 company in SQL, login 1 by 1 company and do backup follow below step.*

Account

Payroll

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## 7.2 Maintain Acceptable Transaction Date

SQL can no need do year end, it will auto doing cut off. Once account closed, if you wish to block the period to avoid your users changed the account figure, you may do this setting.

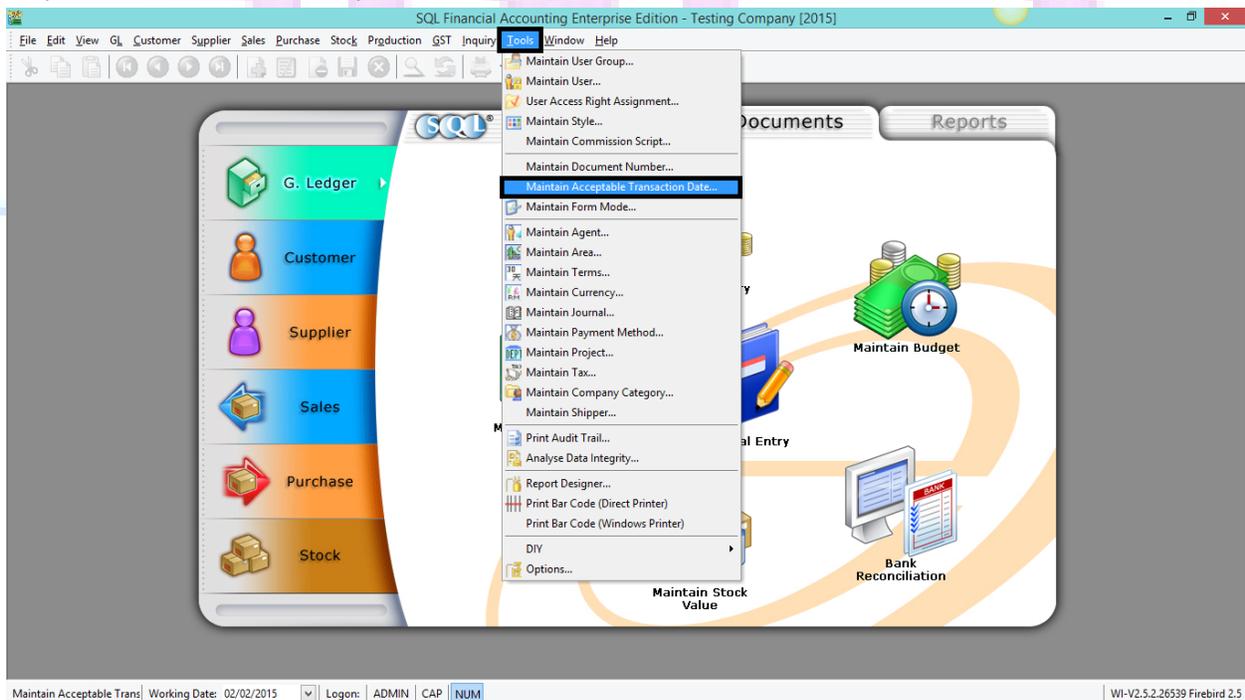
Date that sets between allowed transaction date are **ALLOWING** the document to be edited in between the dates. Vice-versa, date that falls outside the transaction period are not allowed to be edit or created.

### Scenario A:

My Financial Period is on (1/1/20XX – 31/12/20XX), I have close the financial year for 2014, I wish to block the period to avoid user edit or created, what should I do?

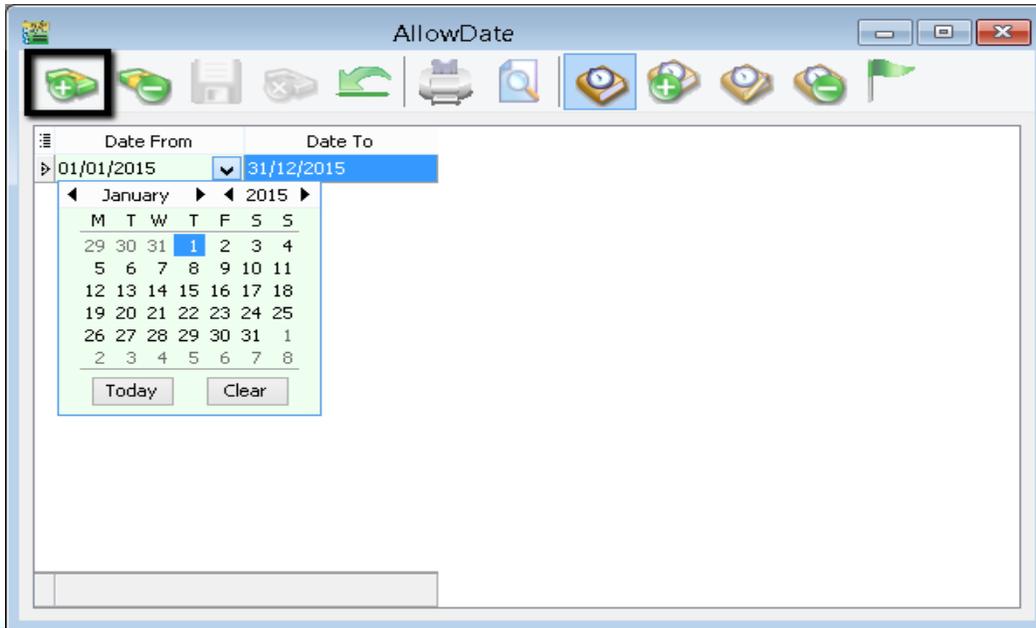
Step as below:

Step 1: Tools > Maintain Acceptable Transaction Date

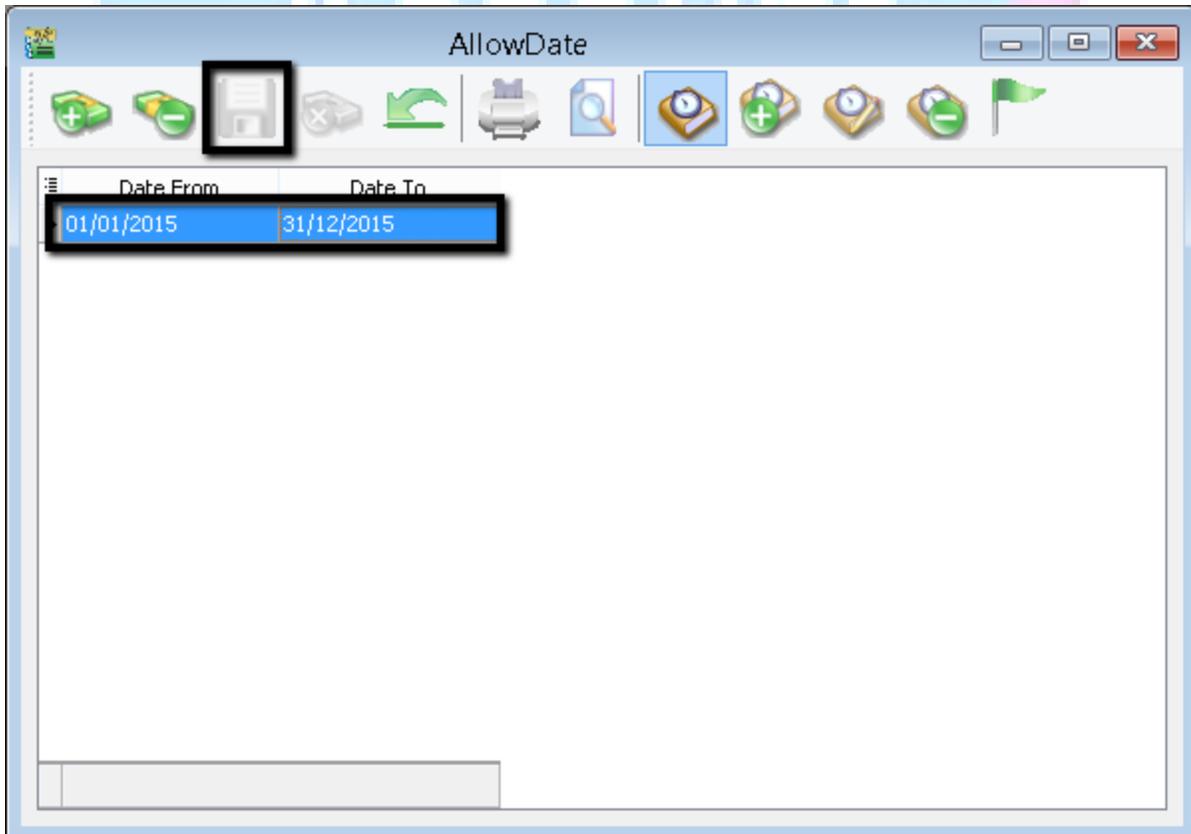


[www.SQL.com.my](http://www.SQL.com.my)

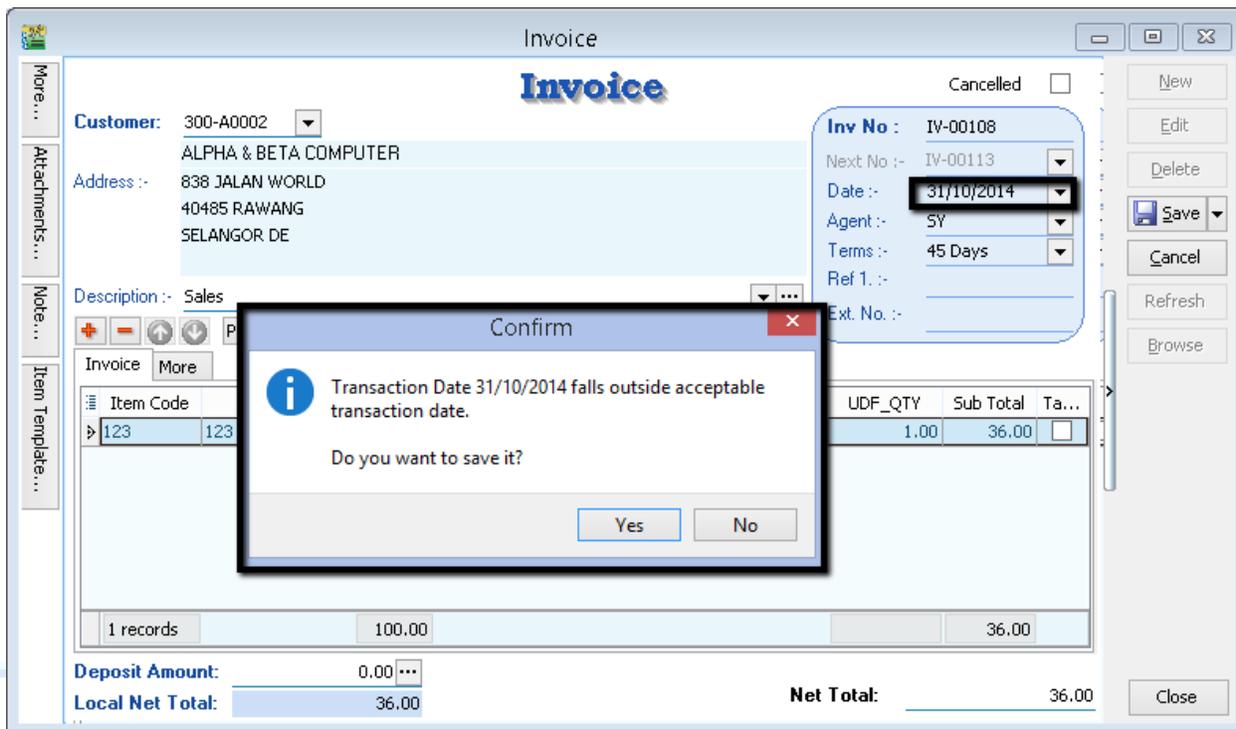
Step 2: Click on Append (Icon with + symbol) then select the date from and date to.



Step 3: After selecting date from and date to, Save it



After do the setting, this is the results: It will show the message that shows out if user try to save a document that are not in acceptable transaction period.



Thus, you are **not allowed** to edit the document which is fall outside of the period...

*Friendly tips : Please maintain access rights before allowing any user to override the acceptable transaction date.*

For More guidelines, please visit [www.sql.com.my](http://www.sql.com.my)

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[www.SQL.com.my](http://www.SQL.com.my)