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Working with Smart Accountant

1. Do not use “, please use double ‘ to replace
2. Do not use Enter to move from field to field. Use Tab or Arrows to move
3. Do not enter information in pull-down menus. Select options from pull-down menus
4. May use Hot key (Alt + underline key) instead of mouse to operate. Press F4 to select pull-down menus
5. Cannot delete User “admin” (allow to change password)
6. Record number cannot be edited once it is saved

Chapter 1 Smart Accountant Installation

1.1 Setup from CD



- Insert Smart Accountant™ set up disk in your CD ROM drive
- Locate set up file:

For **Account** edition:

X:\v1YYY\Account\Disk1\Setup.exe

For **Complete** edition:

X:\v1YYY\Complete\Disk1\Setup.exe

Note:

X: is the CD ROM drive (usually D: or E:)

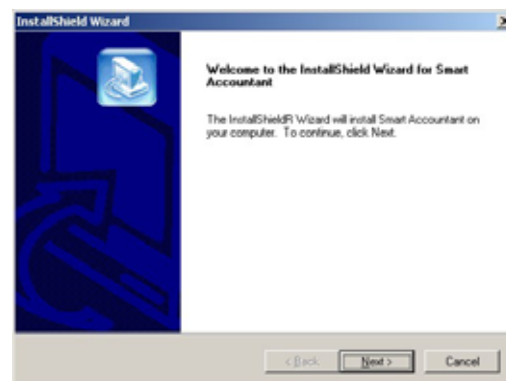
YYY is the version number (e.g. 153)

- Double click **Setup.exe**
Installation will run automatically

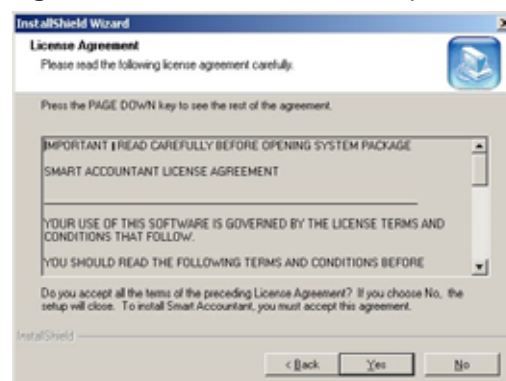
1.2 Installation initializes



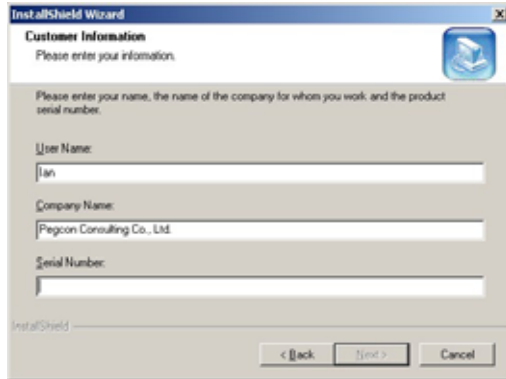
1.3 Click **Next** to continue



1.4 Click **Yes** to agree the **License Agreement** to continue or **No** to quit



1.5 Key in **User Name**, **Company Name** and **Serial Number**.

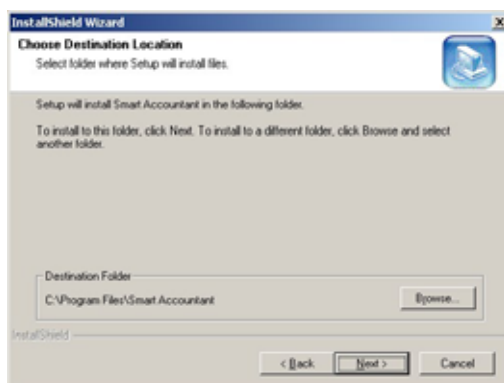


Note:

- **Serial Number** is a 10-digit number given by Pegcon.
- For 30-day demo version, type in demo in the serial number field.
- Smart Accountant™ will not work with a wrong serial number.

1.6 Click **Next** to continue

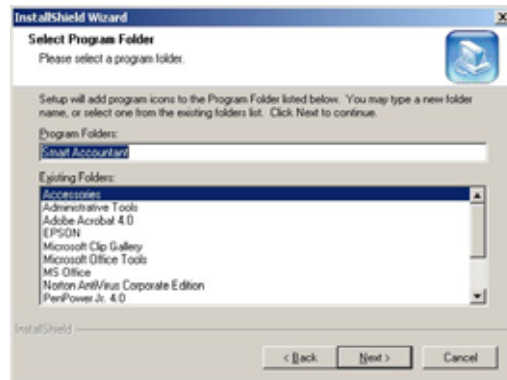
- Choose **Destination Folder** by clicking **Browse**



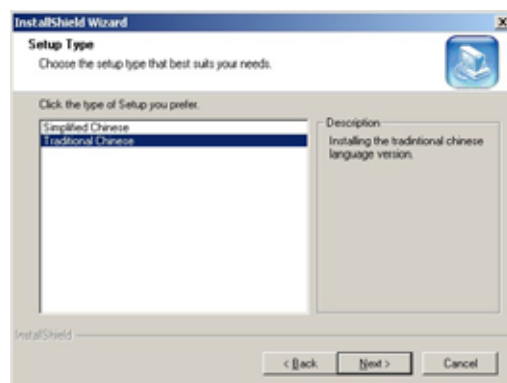
Note:

- **Default Destination Folder** is C:\Program Files\Smart Accountant
- Unless it is necessary, user should not change the default Destination Folder.

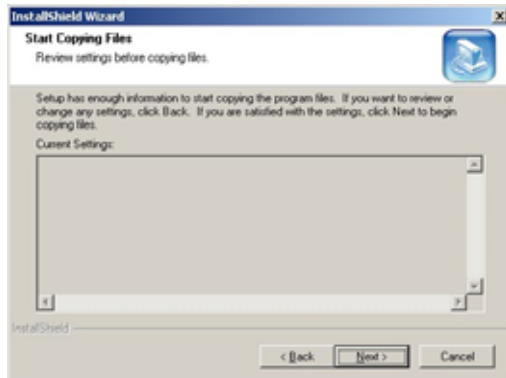
1.7 Click **Next** to continue



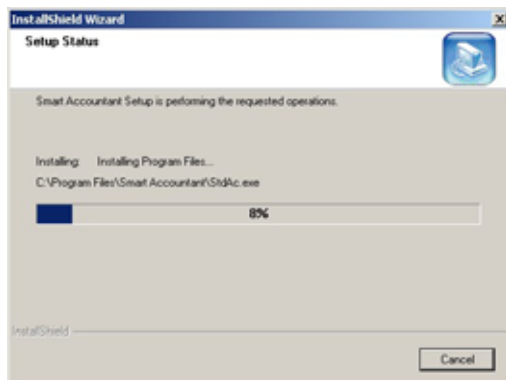
1.8 Highlight **Simplified Chinese** or **Traditional Chinese** to install simplified or traditional Chinese version respectively. Then, click **Next**



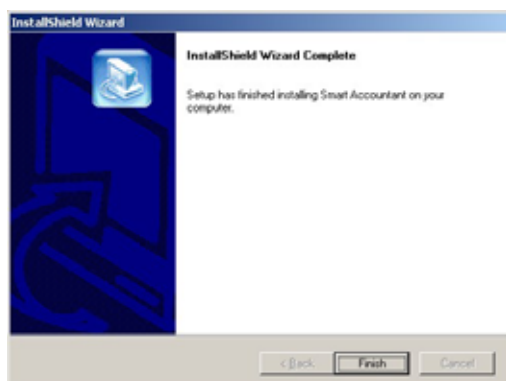
1.9 Click **Next**



1.10 Setup will run automatically



1.11 After installation is completed, click **Finish** to end the installation



1.12 Start using Smart Accountant™

- Double click on the desktop icon



- Or click **Start**, point to **Programs**, point to **Smart Accountant** and click **Smart Accountant**



- ✧ Default user: **admin**
- ✧ Default password: **admin**

Chapter 2 System Management

2.1 System Setup

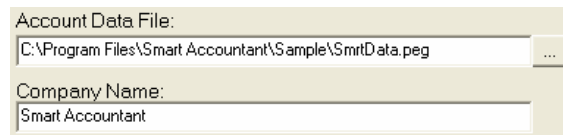
System Setup module can be found in System Management page

2.1.1) View Account Data Path (the database location)

- Default path: C:\Program Files\Smart Accountant\smrtdata.peg

2.1.2) Enter Company Name

- this name is shown in all reports

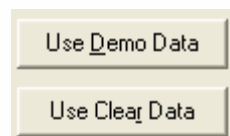


Account Data File:
C:\Program Files\Smart Accountant\Sample\SmrtData.peg ...

Company Name:
Smart Accountant

2.1.3) Attach Data:

- Use Demo Data: press “Use Demo Data” -> demo data is attached (you will get a new demo data every time you click this button)
- Use Clear Data: press “Use Clear Data” -> clear data is attached (you will get a clear data every time you click this button, thus you have to make a backup if you want to keep the current data) Also, you can select to use Template Clear data (with basic information).
- Use your own data: click data file square button & browse to select data location



Use Demo Data

Use Clear Data

2.1.4) Use Log-in

- if you need to use user security & password to log-in Smart Accountant, you have to click this box (need to restart Smart Accountant)

2.1.5) Use Backup



☒ Use User Login Profile ☐ Force Backup

- if you need to make backup, you have to click this box & press OK (need to restart Smart Accountant)
- when Smart Accountant is exited, Database Utilities page is found
- To Backup -> click “Backup” button -> “Backup In Process” message -> a zipped backup file is created in the same folder & named SmartAccountant(Date).zip
- To Restore -> click “Restore” button -> select a data file to replace the current data & click “Open” -> press “Yes” to confirm overwrite -> Restore Complete

2.1.6) Billing Information & Delivery Information

- Company information will be used in Order Processing form

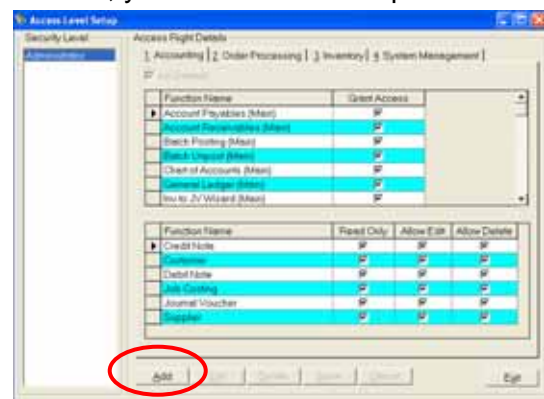
* Smart Accountant has to be restarted after pressing “OK”

2.2 Security Setup

To define security, you have to determine which modules can be operated by a level. Then you can add users & set the level for them. Also, you can set which reports can be viewed by each users.

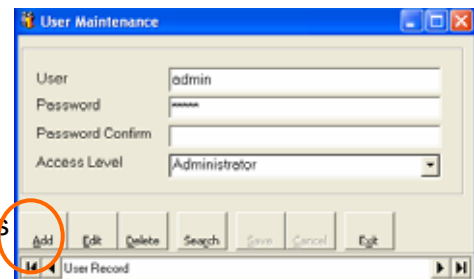
2.2.1) Security Level

- click “Security Level Setup”
- press “Add” & enter a “Level Name”
- select “Function Name” & enter Right Access Details (Read Only, Allow Edit, Allow Delete)
- press “Save” to save this record



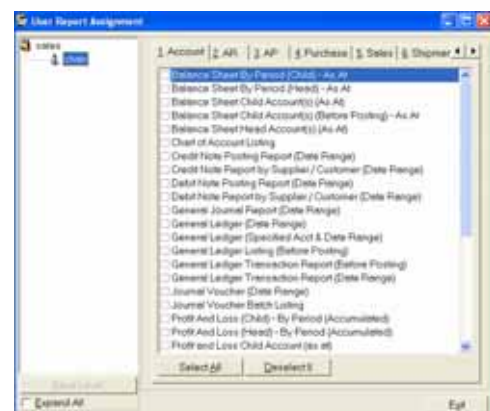
2.2.2) User Name & Password

- click “User Maintenance”
- press “Add” & enter “User”, “Password”, “Password Confirm” & select “Access Level”
- user name & password should be within 8 digits



2.2.3) Report Security

- click “Report Security”
- set a level user report right or individual user report right
- select “User” and click the reports they can view
- if a level user report right is set, “Save Level” should be pressed; if individual user report right is set, no need to press “Save Level”



2.3 Company Setup

Company Setup is used for entering basic information such as Payment Terms, Sales Person, Currency used in trading & accounting parts.

* Some information must be entered or you cannot operate the system

2.3.1) Master Table Setting

- Must enter: Payment Terms, Title, Wizard Voucher Type

The screenshot shows the 'Company Setup' window with the 'Master Table Setting' tab selected. Red circles highlight the 'Payment Term' field, the 'Title' field, and the 'Wizard Voucher Type' dropdown menu.

2.3.2) Inventory Table Setting (for ordering processing part)

- Must enter: UOM, Warehouse

The screenshot shows the 'Company Setup' window with the 'Inventory Table Setting' tab selected. Red circles highlight the 'UOM' field and the 'Warehouse' dropdown menu.

2.3.4) Currency Settings

- Must enter: Currency, Short Name, Book Keeping rate (for reference only), Transaction rate & Default currency

The screenshot shows the 'Company Setup' window with the 'Currency Settings' tab selected. Red circles highlight the 'Currency' field and the 'Default Currency' dropdown menu.

2.3.5) Application Settings

- Basic Trading functions: only
Quotation, Sales Order, Invoice, PO & Vendor Invoice can be used
- Basic Trading functions + Stock Management: Basic Trading functions +

Confirm Dispatch, Goods Receive, Stock-in, Stock-out & Stock Transfer

- Basic Trading functions + Shipping Management: Basic Trading functions + Shipment Activities & Packing List
- Basic Trading functions+ Shipping Management + Stock Management: all functions in Order Processing & Inventory Management

2.3.6) Others

- Must enter: Country Code, Description, Currency

2.3.7) Default Settings (for default accounts & terms)

- Optional
- Message Setup (for Order Processing Remarks)

2.3.8) Port

- Optional
- Country Code, Port Code & Description

2.3.9) Misc. Settings

- SO to PO Wizard Setting: only selected suppliers will be shown in this module for selection
- Voucher Generation Setting (not include in standard package): copy Item category as Analysis Code 1 to invoice voucher or vendor invoice voucher
- Stock In/ Stock Out generate voucher: generate vouchers when using Stock In or Stock Out module. Stock account can be default in Default Setting page
- Stock Control in Shipment/Invoice: is Disable box is clicked, users are allowed to create Shipment Record or Invoice even there is no stock in the warehouse record

2.3.10) Tax Setting

- Click “Enable Tax Calculation” to enable Tax calculation function in Invoice. The Tax name should be entered in “Tax Description” table

2.4 Message Setup (For Order Processing part)

Messages should be entered in Company Setup Message Setup before.

- Used for defining Remarks in Order Processing
- select message owner from the combo box, e.g. Invoice
- high-light the selected message source

- press “Copy” or double click the selected message
- press “OK” to confirm or “Cancel” to leave
- “Setup” is a short cut back to Company Setup Message Setup pool

2.5 Account Setup

2.5.1) Ledger Setup

- view data path
- change data path by clicking the square button
- click OK to confirm the new data path or click Cancel to leave

* this function is the same as System Setup Account Data Path

2.5.2) Analysis Code Setup (not include in Standard package)

- set maximum 10 analysis code
- unlimited details
- click “Edit” to add analysis code
- click “Save” and “Exit” to leave
- click Exit to leave details

* no analysis code report in standard package

2.5.3) Period Master Setup

- set financial period (1-12)
- must enter correct date or you cannot leave

* period information is for reference only

2.5.4) Budget Master Setup

- “Add Set” & enter Set #
- select account in the Account Code combo box
- enter the budget for each period & press “Save” button to commit
- if you need to edit or delete, press “Edit” or “Delete”

2.5.5) Batch Master Setup

- set batch for Voucher
- click “Add” to add a new batch (000001 to 99999) -> select correct Period ->

enter Remarks for reference -> click "Save" to save the batch

- click Batch combo box for selecting batch
- click Delete to delete batch (cannot delete posted batch)
- click "Exit" to leave

* Batch function is found in Journal Voucher module

Period End and Year End will be discussed in Session 4.8

2.6 Chart of Account

2.6.1) Define Group type first

- may refer to your Balance Sheet & Profit & Loss Account of last year
- click "Group Type"
- select "Account Type" from the combo box
- enter Group Type e.g. a, b, c ...
- enter Group Name e.g. Fixed Assets, Current Assets ...
- press "Exit" to save & leave

Group	Group Description	Account Description	Parent	Current Bal	Notes	Is Bank
A	1-1000	OFFICE	Expense	\$151,000.00		
A	1-1005	PROV. FURN. (200%)	Expense	\$510,000.00		
A	1-1010	FURNITURE (400)	Expense	\$,000,000.00		
A	1-1015	SALES FURN (200%)	Expense	\$800,000.00		
B	1-1100	HR. Benefit - Sal	Expense	\$450,000.00		
B	1-1110	HR. Benefit - CA	Expense	\$104,000.00		
B	1-1120	HR. Benefit - LTD	Expense	\$20,000.00		
B	1-1130	ADN	Expense	\$1,000.00		
B	1-1140	STOCK	Expense	\$15,000.00		
B	1-1150	WARRANTY	Expense	\$5,000.00		
B	1-1160	DEPOSIT FUND	Expense	\$0.00		
B	1-1170	ACCOUNT	Expense	\$1,971,982.14		
B	1-120000	HR. ASP. CO. LTD.	1200	\$1.00		
B	1-120000	HR. ASP. CO. LTD.	1200	\$95,000.00		
B	1-120000	HR. ASP. CO. LTD.	1200	\$170,000.00		

2.6.2) Add New account

- press "New Account"
- enter Account Type, Account Description (50), Account Number, Group, Sequence, Parent Account and Beginning Balance (must use Default currency)
- click "OK" to save
- you must enter a parent account before adding a child account
- no need to enter balance for a parent account. The balance will be added up from its child account
- parent account will not be used in voucher

New Account

Account Type: ☒ Asset ☐ Liability ☐ Revenue ☐ Expense ☐ Equity

Account Description:

Account Number:

Group: Sequence:

Parent Account:

Beginning Balance:

Notes:

☐ This is a bank account

☐ Analysis Code 1 ☐ Analysis Code 6

☐ Analysis Code 2 ☐ Analysis Code 7

☐ Analysis Code 3 ☐ Analysis Code 8

☐ Analysis Code 4 ☐ Analysis Code 9

☐ Analysis Code 5 ☐ Analysis Code 10

OK Cancel

2.6.3) Edit Account information

- High light the account & double click to amend the account information
- cannot edit Account Number
- cannot edit accounts with transactions (vouchers should be deleted before editing the account information)

2.6.4) Delete Account information

- High light the account & press “Delete” to delete the account information
- cannot delete account with transactions (voucher should be deleted before deleting the account)
- cannot delete account with Beginning Balance (you can delete the Beginning Balance before deleting the account)

2.6.5) Refresh Chart of Account information

- Click “Refresh” to update Chart of Account information (for multi-user only)

Chapter 3 Data Entry

To operate the system, you have to enter basic information such as Customer , Supplier, AR & AP balance details and item information.

* you have to press “Edit” before amending any information. Also, you have to press “Save” or “Commit” to confirm

3.1 Customer

- press “Add” & enter information
- must enter: Customer No.
(cannot duplicate with Supplier No.), Contact Person, Company Name, Country, Account and Currency (press “Save” before going to next page)
- information: Company, Contact Person, Address, Tel., Fax, Sales Person, Payment Terms & Selling Terms will be used in Order Processing
- other contact person information can be entered in “Contact Person” page and this information can be used in Order Processing
- Other information is for reference
- Customer AR account cannot be edited if records are generated such as Invoice, Debit Note or Credit Note. You must check carefully before generating any order
- Customized fields (Text, Memo, Date, Yes/No) for entering reference information

3.2 Supplier

- press “Add” & enter information
- must enter: Customer No.
(cannot duplicate with Supplier No.), Contact Person, Company Name, Country, Account and Currency (press “Save” before

going to next page

- information: Company, Contact Person, Address, Tel., Fax, Sales Person, Payment Terms & Selling Terms will be used in Order Processing
- other contact person information can be entered in “Contact Person” page and this information can be used in Order Processing
- Other information is for reference
- Supplier AP account cannot be edited if records are generated such as Vendor Invoice, Debit Note or Credit Note. You must check carefully before generating any order
- Customized fields (Text, Memo, Date, Yes/No) for entering reference information

3.3 AR/AP Adjustment

It's used for entering customers and suppliers outstanding balance details. This balance should be matched with the beginning balance in the Chart of Account.

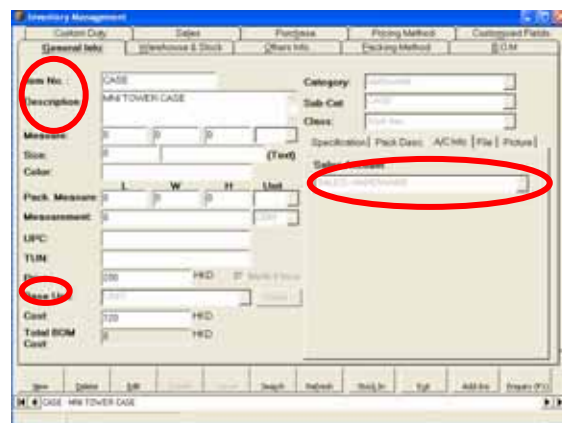
- click Utility, AR/AP adjustment with admin password
- enter: Ref. No. (Invoice #, Vendor Invoice #, Credit Note # & Debit Note #), Ref. Date, Date, Amount, CurUsed, AmtPaid, Due Date, Order Source (Billing, Invoice, Overpayment, Debit Note, Credit Note
- Reference No. must not be duplicated

3.4 Inventory Management

* if you want to operate Order Processing, you have to enter item information

3.4.1) General Info

- press “New” & enter information
- Must Enter: Item No., Description, Sales Account & Base Unit
- other information is optional
- divide items into different category & sub-category (define in company setup)



- Price (Selling price) & Cost (Purchase price) can be changed in Order Processing
- Class: Stock & Service; Stock can be shipped & stored in warehouse but Service is an invisible item & not for shipping or storing
- Information showed in Order Processing: Size, Colour, Packing Description, In-Pack Description & Out-Pack Description, Measurement, etc.
- "Define" is a shortcut to Company Setup
- press "Commit" to save the record; you can press "Edit" to amend the record
- press "Stock-in" to record beginning balance

3.4.2) Warehouse & Stock

- For viewing stock existing stock quantity of each warehouse
- Warehouse, Stock Free, existing Stock information (Warehouse No., Log No., Free Stock & Cost), Weighted Average Cost & Safety Stock

3.4.3) Others Info

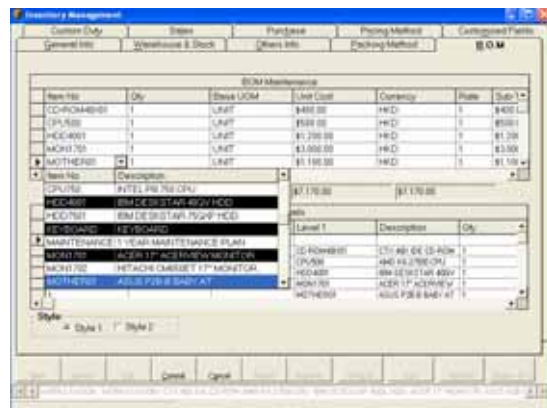
- UOM Setting: can use Define Template to set UOM & Ratio
- Allow to change UOM in Order Processing
- Foreign Currency: can apply in Quotation, SO & Invoice
- Map Item #: map same item but with different item # or description

3.4.4) Packing Method

- For reference only
- press "Define" to add Packing method
- Enter Packing Method & Description & select Packing Material (must enter material in Item first or you cannot select)
- press "Save" & "Exit" if information has been entered
- allow to enter more than one packing method

3.4.5) BOM

- for enter Bill of Materials of finished goods
- when stock-in finished goods, related



components will be stock-out; or apply in SO-PO wizard function

- must enter component before entering BOM
- enter BOM Maintenance: Item #, Qty, Unit Cost & Currency -> Total BOM Cost
- BOM information will be copied to BOM Details
- * enter opening stock before entering BOM

3.4.6) Custom Duty

- Record Custom Duty for reference

3.4.7) Sales

- for entering customer item no. information
- set different price for each customer
- enter Customer No., Customer Item No., Min. Order Qty & Unit Price

3.4.8) Purchase

- for entering Supplier Item No. information
- set different purchase price for each supplier
- enter Supplier No., Supplier Item No., Min. Order Qty. & Unit Price

3.4.9) Pricing Method

- Range Pricing: enter Low Qty, High Qty & Price

Range Pricing			
	LowQty	HighQty	Price
	1	100	\$300.00
▶	101	200	\$200.00
	201	300	\$100.00

- Code Pricing: enter Code & Price

Code Pricing	
Code	Price
a	\$100.00
▶ b	\$200.00
c	\$300.00

- must set Pricing Method in Customer

3.4.10) Customized Fields

- Text, Memo, OLE, Date & Yes/No for entering extra information for reference

Chapter 4 Accounting

* if you want to view AR & AP details or print Customer Statement, you have to use Invoice, Vendor Invoice, Credit Note, Debit Note, AR & AP. You cannot enter AR or AP vouchers directly in JV

* all the AR or AP vouchers have to be made in JV Wizard

4.1 Debit Note/Credit Note

- for both customer & supplier
- used for Sales Returns or Purchase Returns amount
- press "New" to add record -> select customer or supplier -> enter DN#/ CN #, Date, Payment Term, Due Date -> enter Currency and rate -> select accounts to credit/ debit -> enter Reason (information will be copied to voucher) & Amount -> press "Commit" to save record -> transferred to AR/AP and JV wizard
- Voucher information includes: customer (supplier) number, company & Debit note/ Credit note number
- press Edit to make change (DN/CN No. cannot be edited once saved)
- record cannot be edited or deleted when the voucher is generated or payment is settled
- if you want to edit the information, you have to delete the voucher or undo the payment record

1.By Ref No.	2.By Company	3.By Name
Ref. No.	Company	Name
CA01	ASK CO. LTD.	ADA WONG
CB01	BLUE SKY CO.	BENNY CHAN
CB02	BEAUTY CO. LTD.	BILL WONG
CB03	BUTTON CO. LTD.	BETTY CHAN
CC01	CHAN KEE	GRACE CHEUNG
CC02	CUP MAKER LTD.	CANDY
CDEBTOR	DEBTOR	DEBTOR
CE01	EASY SUCCESS	REBECCA CHI

Account	Acct Description	Reason	Debit
Account	Account Description		
1000	OFFICE EQUIPMENT		
1005	PROV. FOR DEPR. - OFFICE EQUIPMENT		
1010	FURNITURE AND FITTINGS		
1015	PROV. FOR DEPR. - F & F		
1100	HK BANK - S/A		
1110	HK BANK - C/A		
1120	HK BANK - USD		
1130	CASH		

4.2 AR/AP

- view AR (AP) details (records are generated from Invoice/Vendor Invoice, Credit Note, Debit Note and AR/AP Adjustment)
- select customer -> change

Date	Due Date	Total	Currency	Amount Paid	Allocated Amt
1/1/2000	1/1/2000	\$100.00	USD	\$100.00	\$100.00
1/1/2000	1/1/2000	\$100.00	USD	\$100.00	\$100.00

Date if necessary -> select accounts and enter amount to settle -> enter correct Currency and Rate -> enter Cheque # and Date if necessary -> allocate amount to outstanding records in Allocated Amount (Auto or by hand) -> press “Apply Payment” when Remain Amt = 0

* Auto-Allocate must be applied to same currency

- you can select “Misc. Dr” or “Misc. Cr” to handle other entries in the payment
- settled records will be transferred to Receipt (Payment History) and Receipt (Payment) JV Wizard
- Voucher information includes customer (supplier) number, company, cheque # & record #
- undo function (discuss in Receipt/ Payment History part) can be found in Receipt/ Payment History
- Other cases: Foreign currency, Exchange Gain/Loss, overpayment, negative records settlement
- You can group multiple payments to one voucher by entering same “Group No.” in each payment
- Receipt No. (Payment No.) is auto-generated by the system or you can enter by manually

4.3 Receipt /Payment History

- press “Search” to select record to view
- view receipt (payment history) records on screen
- press “Print” to print receipt for customer (no print function in Payment History)
- press “Edit” to change customer information & press “Save” to save the changes
- press “Undo” to reverse the receipt record & go back to AR/AP to settle again (cannot

Account Details					
Account	Description	Reason	Debit	Credit	A/R No
1100	HK BANK - S/A	CA01 ASK CO LTD. 20000105 DN200007001 661211	\$10,500.00	\$0.00	ARN200007001
1200A01	AR- ASK CO LTD.	CA01 ASK CO LTD. 20000105 DN200007001	\$0.00	\$10,500.00	ARN200007001

undo the receipt if voucher is generated)

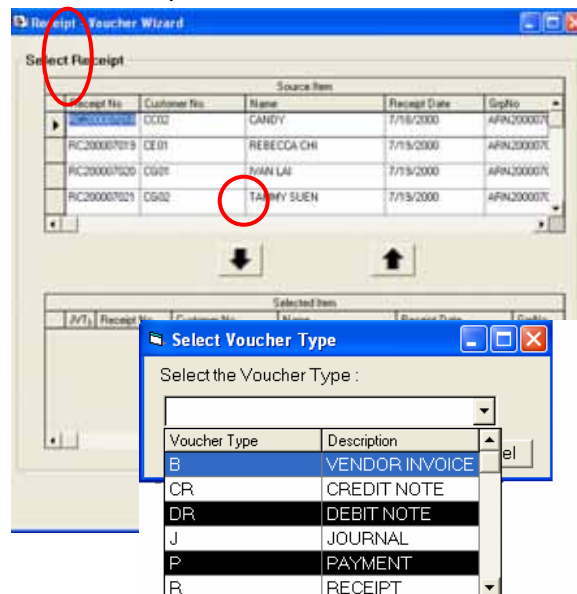
- press Receipt (Payment) Details to view the whole double entries
- if you need to undo the receipt record, you have to delete the related voucher first

4.4 JV Wizards

There are four voucher wizards for generating vouchers. They are Debit Note + Invoice JV Wizard, Credit Note & Vendor Invoice JV Wizard, Receipt (AR) and Payment (AP)

- Records generated vouchers are not shown in JV Wizards
- high light to select records to generate voucher -> press Down Arrow -> select Voucher Type (need not to choose Voucher Type for Invoice and Vendor Invoice voucher) -> click Next to select batch -> click Next to view information -> click Finish to generate vouchers

- New JV ID is shown at the last column
- You can delete the vouchers & generate again



4.5 Journal Voucher

4.5.1) Batch

- all vouchers are put into different batches (00001 to 99999)
- users can define what kind of vouchers to be stored in each batch. e.g. Batch 1 is used for storing vouchers of Jan 03
- create new batch: press "Add" & the



batch number jumps -> select "Account Period" -> enter "Remark" for reference
-> press "Save" to save the batch

- Status of Batch: OPEN (can edit or delete), POST (cannot edit or delete) & CLOSE (cannot edit or delete)

4.5.2) Voucher

- create voucher: select Batch & click "OK" -> click "Add" -> select "Voucher Type" & "Sub Type" if necessary -> change "Date" or enter "Voucher Number" if necessary -> select accounts in "Account ID" column -> enter "Reason" if necessary -> enter "Foreign Debit" & "Foreign Credit" -> change "Currency" & "Rate" if necessary -> press "Save" to save the record
- Debit Amount must equal to Credit Amount or you cannot save the record
- press "Print" to print this voucher (go to Report Generator to print voucher by date range)
- press "Search" to search voucher
- press "Edit", "Delete" or "Delete Row" to make changes
- press "Cancel" to cancel the action or "Exit" to leave
- you can view Balance Sheet, Trial Balance, Profit & Loss and GL (Before Posting) report after making voucher

Account ID	Description	IsBank
1000	OFFICE EQUIPMENT	<input type="checkbox"/>
1005	PROV. FOR DEPR. - OFFICE	<input type="checkbox"/>
1010	FURNITURE AND FITTINGS	<input type="checkbox"/>
1015	PROV. FOR DEPR. - F & F	<input type="checkbox"/>
1100	HK BANK - S/A	<input checked="" type="checkbox"/>
1110	HK BANK - C/A	<input checked="" type="checkbox"/>
1120	HK BANK - USD	<input checked="" type="checkbox"/>
1130	CASH	<input type="checkbox"/>

4.6. Batch Posting & Batch Unposting

- Batch Posting function is used for posting vouchers to General Ledger
- click "Batch Posting" button -> select batch(s) you want to post (you cannot

post a batch without vouchers) & press “Next” -> press “Finish” & the batch(s) is posted

- you cannot edit or delete a posted batch
- Batch Unposting makes reverse entries for the transactions to reconcile the old ones, so that you can see the old transactions & the reverse entries (you can make adjustment to prevent extra transactions)
- if you want to upost batch(s), press “Batch Unposting” button -> select batch(s) you want to unpost & press “Next” -> press “Finish” & the batch(s) is unposted (batches cannot be unposted if period end is finished)

4.7. General Ledger

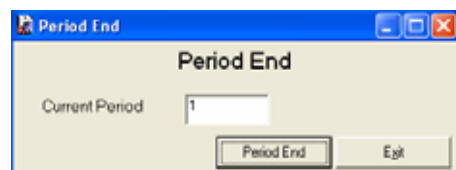
- use for viewing transactions of each accounts
- vouchers must be posted or you cannot view transactions in GL (before posting reports can be viewed in Report Generator)
- enter “Date Range” to filter transactions to view
- go to Report Generator if you need to print GL reports
- click the “Details” column to view the whole double entries



4.8 Period End & Year End

4.8.1) Period End

- you have to post all the vouchers before processing Period End
- press “Period End” to process or “Exit” to leave
- Press “Yes” to confirm



4.8.2) Year End

- To process Year End, you have to process Period End first

- i) Step 1: click next to start
 - ii) Step 2: select data path for backup
 - iii) Step 3: click next to continue
 - iv) Step 4: select an Equity account to record the Profit or Loss for the period (Retained Earnings)
 - v) 5: print reports if you need
 - vi) Finish Step: click Finish to finish the Year End process
- * After year end, all vouchers are deleted. Also, Batch 1 (Period 13) is created for entering adjustment. The beginning balance (Assets, Liabilities & Equity) will be updated when Batch 1 is posted
- * you can attached backup to view old transactions

Chapter 5 Order Processing

- * users have to enter Customer, Supplier & Inventory Master information before using Order Processing functions
- * if you need to issue Delivery Note, Packing List or process partial & multiple shipment, you have to create Sales Order and use Shipment Activities (Sales Processing A)
- * select suitable application of your company in Company Setup

5.1 Quotation

5.1.1) Add Quotation

- Press “Add” button
- select “Customer” in Customer Information page
- change the Quotation information page such as Quotation No., Date if necessary
- change Attn or Ship To page of necessary
- enter Remarks yourself or by “Get Message” or select message by “Define message
- use Customized fields to enter information for reference
- enter Item Details: Item No., Qty & Unit Price etc.
- press “Save” to confirm this record

1.By Ref No.	2.By Company	3.By Name
Ref. No.	Company	Name
CA01	ASK CO. LTD.	ADA WONG
CB01	BLUE SKY CO.	BENNY CHAN
CB02	BEAUTY CO. LTD.	BILL WONG
CB03	BUTTON CO. LTD.	BETTY CHAN
CC01	CHAN KEE	GRACE CHEUNG
CC02	CUP MAKER LTD.	CANDY
CDEBTOR	DEBTOR	DEBTOR
CE01	EASY SUCCESS	REBECCA CHI

Item No.	Description	Qty	UOM	Unit Price	Dis (%)
* 1	MINI TOWER CASE				
CD-ROM48x01	CTX 48X IDE CD-ROM				
CD-ROM50x01	ASUS 50X ULTRA DMA CD-ROM (INTERNAL)				
CPU500	AMD K5-2/500 CPU				
CPU700	INTEL PIII 700 CPU				
CPU750	INTEL PIII 750 CPU				
HDD4001	IBM DESKSTAR 40GV HDD				
HDD7501	IBM DESKSTAR 75GV HDD				

5.1.2) Other functions

- press “Edit” to change information & press “Save” to commit
- press “Delete” to delete the whole record
- press “Delete Row” to delete a line item
- press “Revise” to change information & version # jumps
- press “View History” to view the old versions
- press “Search” to search records
- press “Print” to print record

- press “Copy” to copy this quotation information to make a new one
- press “Sales Order” to create Sales Order
- press “Invoice” to create Invoice
- press “Exit” to leave

5.2 Sales Order

- the operation is the same as Quotation
- save SO -> record can be found in Shipment Activities & SO->PO Wizard
- Shipment Schedule for entering shipment planning, not actual shipment qty (press: “Ship Sch.” -> high-light the items -> enter Start Date, End Date and Ship Qty -> press “Append”)
- press “Invoice” to copy information to Invoice
- must use SO if you want to view shipment reports

5.3 Shipment Activities

5.3.1) Add a new shipment record

- must enter SO before processing
- click “Add” & select customer
- change Shipment Information page information if necessary (you can click square button to get Delivery Note # & enter Remarks for Delivery Note)
- select SO from Filling Shipment Details page if the whole SO ship or enter Shipment Details if shipment is partial or multiple shipment

S.O. No.	Item No.	Description	Ship Qty	UOM
* SO200007029				
S.O. No.	S.O. Date	Subject		
SO200007029	8/1/2000	HDD		

- enter “Customized Fields” if necessary
- press “Save” to confirm this record
- save Ship Act -> records are shown in Confirm Dispatch for stock out (must select Shipment function in Company Setup Application Settings)

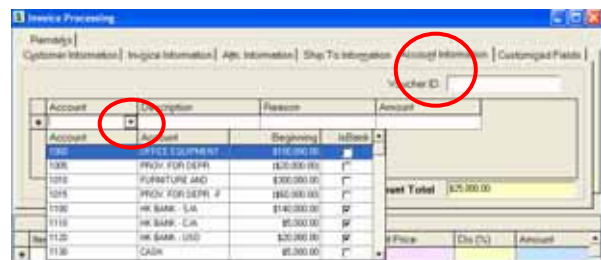
5.3.2) Other functions

- press “Edit”, “Delete”, “Delete Row” & “Search” to amend information
- * if the shipment record is dispatched, this shipment record cannot be edited
- press “Print D.N.” to print Delivery Note
- press “Invoice” to copy information to Invoice
- press “Packing List” to copy information to Packing List
- press “Exit” to leave

5.4 Invoice

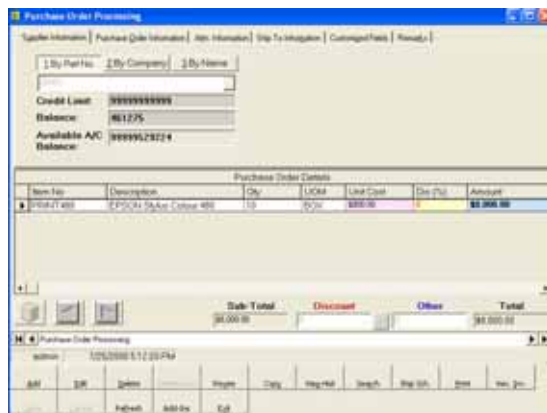
5.4.1) Add an invoice

- create invoice from Quotation, Sales Order, Shipment Activities or Invoice
- Invoice information is passed to Account Receivables & JV Wizard
- Discount & Other charges can be entered but a relative account should be select for generating voucher
- cannot be edited if payment is settled or voucher is generated (you can undo the Receipt record or delete the vouchers to release the invoice record for amendment)



5.5 Packing List

- Shipment Activities record must be made before generating Packing List
- Make Packing List from Shipment Activities or Packing List
- enter packing information if



necessary

- editing packing information is allowed but the packed items must be the same as shipment record

5.6 Purchase Order

5.6.1) Add a Purchase Order

- create PO from SO-PO Wizard or Purchase Order
- press “Add” and select “Supplier” in Supplier Information page
- change the Purchase Order Information if necessary
- change Attn or Ship To page if necessary
- enter Remarks by “Get Message” or select message by “Define Message”
- enter Customized Fields if necessary (for reference only)
- enter Item Details: Item No., Qty & Unit Price etc.
- press “Save” to save this record
- save PO -> Goods Receive

1 By Ref No.	2 By Company	3 By Name
Ref No.	Company	Name
SA01	APPLE TRADING	ADA WONG
SB01	BIG WORLD CO.	MARCO CHEUNG
SC01	CHINA TRADE	TRACY TIN
SG02	GOING CO. LTD	WONG
SH03	HOPE CO. LTD	JOE TONG
SO01	OPTION SHOP	MABLE CHU
SS01	SCALE TARDING	KEN TSANG
ST01	TINNY CO. LTD	LAM

Purchase Order Details						
Item No.	Description	Qty	UOM	Unit Cost	Dis	Amount
Item No.	Description					
CASE	MINI TOWER CASE					
CD-ROM48X01	CTX 48XIDE CD-ROM					
CD-ROM50X01	ASUS 50X ULTRA DMA CD-ROM (INTERNAL)					
CPU500	AMD K6-2/500 CPU					
CPU700	INTEL PIII 700 CPU					
CPU750	INTEL PIII 750 CPU					
HDD4001	IBM DESKSTAR 40GV HDD					
HDD7501	IBM DESKSTAR 75GV HDD					

5.6.2) Other functions

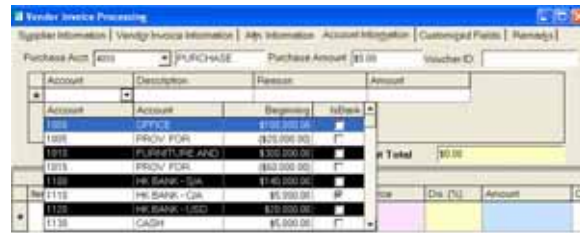
- use Edit, Delete, Delete Row, Revise, View History, Search for amendment
- Shipment Schedule for entering shipment planning, not actual shipment qty (press “Ship Sch.” -> high-light the items -> enter Start Date, End Date and Ship Qty -> press “Append”)
- you can press “Ven. Inv.” to copy information to Vendor Invoice
- press “Exit” to leave

5.8 Vendor Invoice

- create from PO, Goods Receive or Vendor Invoice
- Vendor Invoice information is transferred to Account Payables and JV Wizard
- same as PO but need to select relative account for Purchase or other charges

(you may set default account in Company Setup)

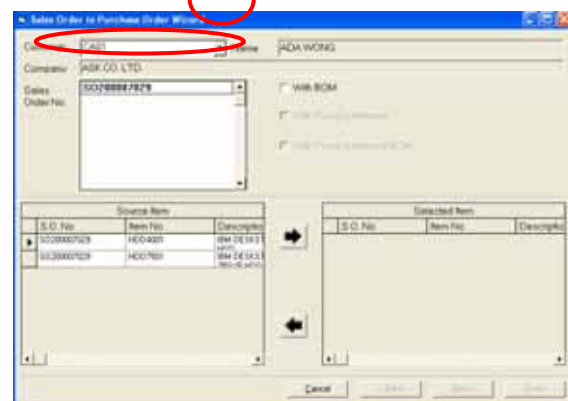
- cannot be edited if payment is settled or voucher is generated (you can undo the Payment History record or delete the vouchers to release the record for amendment)



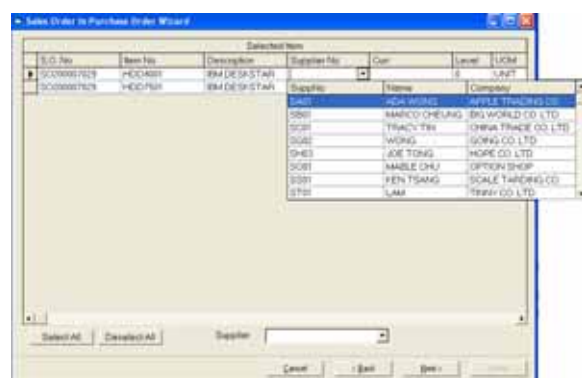
5.9 Order Processing Wizard

5.9.1) SO-PO wizard

- used for creating Purchase Order for Sales Order
- select Customer & Sales Order No. will be displayed if there is any
- select the Sales Order & the items you want to make Purchase Order (if you make BOM PO, you have to entered BOM in Inventory Management & click the BOM box)
- press "Next"
- you can select different suppliers for different items or you can select "Select all" & "Supplier", then all items will be ordered through the selected supplier.



Furthermore, you can default supplier in Inventory Management and define to use "Limited Suppliers by items" in Misc. Setting page of Company Setup. So that you do not need to define supplier every time. One PO is generated for one supplier.



- Press "Finish" to complete
- you can click PO number to view the PO & press "Edit" to amend

* SO which is generated PO will not be shown in this wizard

5.9.2) G.R. to Shipment Activities wizard

- Use Goods Receive information to generate Shipment Activities records
- Users have to process SO to PO wizard before using this wizard
- Select “Supplier” & “Goods Receive” record & press right arrow
- Select items & press down arrow & then press “Next”
- Press “Finish” to complete
- You can click the Shipment Activities number to view & edit the shipment activities record

* GR which is generated to Shipment Activities will not be shown in this wizard

5.9.3) G.R. to V.Inv. Wizard

- If you receive one vendor invoice for more than one Goods Receive record, you can use this wizard to generate
- Select “Supplier” & “Goods Receive” & press right arrow
- Press “Next” & “Finish” to complete
- You can check & edit the vendor invoice information

5.9.4) S.A. to Inv. Wizard

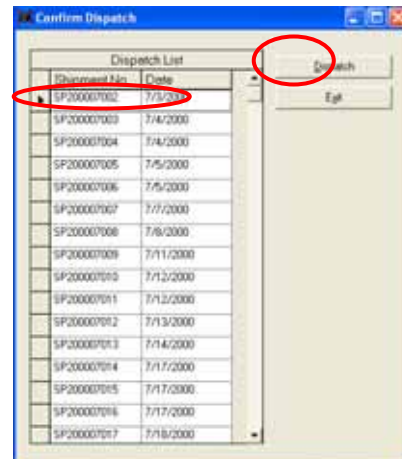
- If you issue one invoice for more than one shipment, you can use this wizard to generate
- Select “Customer” & “Shipment Activities” record & press right arrow
- Press “Next” & “Finish” to complete
- You can view & edit the invoice

Chapter 6 Inventory Management

Users have to operate with Inventory Management if they want to view the stock movement.

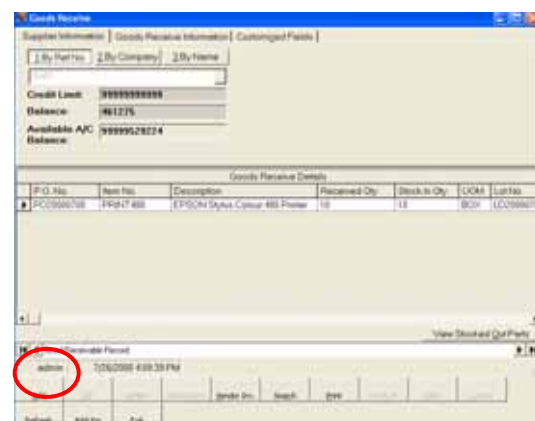
6.1 Confirm Dispatch

- Used for dispatch shipped or sold stock
- Shipment Activities record will be dispatched if “Shipping Management” setting in Company Setup Application page is using
- If “Stock Management” is using, invoice records will be dispatched
- If both “Stock & Shipping Management” are using, shipment activities records will be dispatched
- Select records & press “Dispatch”
- the stock will be deducted from the warehouse
- deducted records will not be shown in Confirm Dispatch
- dispatched shipment or invoice records can’t be edited. Users can use Stock-in or stock-out modules to adjust stock
- If there is not enough stock in warehouse, stock can’t be deducted. Users can dispatch the records again when there is enough stock in warehouse



6.2 Goods Receive

- Used for receiving stock from PO
- 6.2.1) Add a new GR
- Press “Add” & select “Supplier”
 - Users can change GR page information & add Remarks
 - fill in items details



1. By Ref No.	2. By Company	3. By Name
Ref No.	Company	Name
SA01	APPLE TRADING	ADAWONG
SB01	BIG WORLD CO.	MARCO CHEUNG
SC01	CHINA TRADE	TRACY TIN
SG02	GOING CO. LTD	WONG
SH03	HOPE CO. LTD	JOE TONG
SO01	OPTION SHOP	MABLE CHU
SS01	SCALE TARDING	KEN TSANG
ST01	TINNY CO. LTD	LAM

- enter Received Qty & Stock In Qty

Goods Receive Details						
P.O. No.	Item No.	Description	Received Qty	Stock In Qty	UOM	Lot No.
P.O. No.	P.O. Date	Subject				
PO200007022	7/20/2000	KEYBOARD				
PO200007028	7/31/2000	CD-ROM				

- Lot no. is generated (can be amended)
- If multi-warehouse is using, users must select warehouse
- Press “Save” to commit record
- press “Stock-in” to update warehouse

6.2.2) Other functions

- users can edit, delete, delete row & search to amend information
- updated records to warehouse cannot be edit or deleted. Users can use Stock-In or Stock-Out to adjust quantity
- press “Vendor Invoice” & information will be passed to vendor invoice

6.3 Stock-In

- Stock-In module is used for handling stock returns or stock adjustment. Purchased goods should be received in Goods Receive

6.3.1) Add records

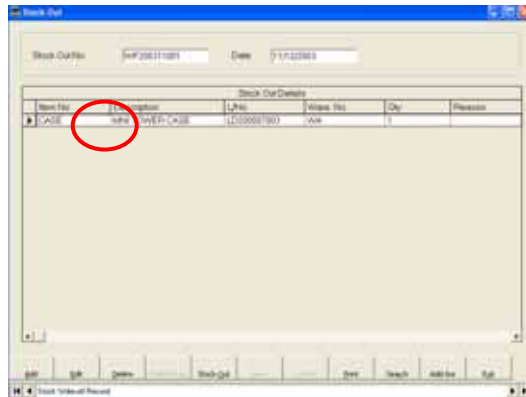
- press “Add” & enter Stock-In No. or Date if necessary
- select item in Item No. & enter Qty & Cost
- lot no. will be shown but you can change it
- if multi-warehouse is applied, users must select warehouse
- press “Save” to confirm record
- press “Stock-In” to update Inventory Management qty

6.3.2) Other functions

- use Edit, Delete, Delete Row & Search to help for amending information
- if the record is stock-in to warehouse, it can't be edited or deleted
- if a finished goods with a BOM is stock-in, the BOM information will be shown for deduction. However, if there is not enough BOM for deduction, the item can't be stock-in

6.4 Stock-Out

- Stock-Out is used for reducing stock, e.g. stock defect, sales returns, materials exhausted, etc. However, stock delivery should be processed in Shipment Activities.



6.4.1) Add a new stock-out record

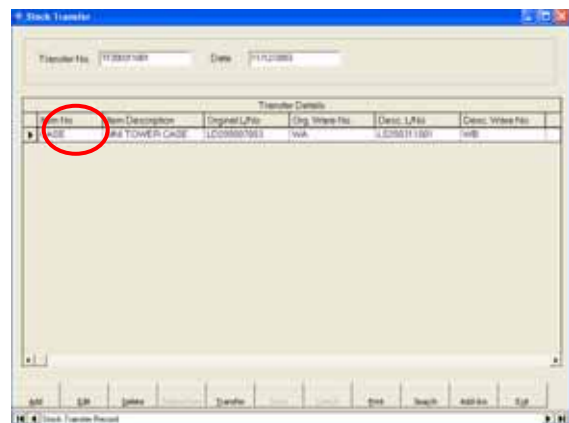
- Press “Add” & users can edit stock-out number or date if needed
- select item in Item No. field & enter Qty & Reason (only display items with stock)
- If multi-warehouse is activated, warehouse must be selected
- Press “Save” to store this record
- Press “Stock-out” to update warehouse

6.4.2) Other functions

- Use “Edit”, “Delete”, “Delete Row” & “Search” for amending record
- If the records is marked “Stock-Out”, it cannot be edit or deleted

6.5 Stock Transfer

- Transfer stock from one warehouse to another warehouse
- “Mutli-warehouse” application must be selected in Company Setup



6.5.1) Add a new record

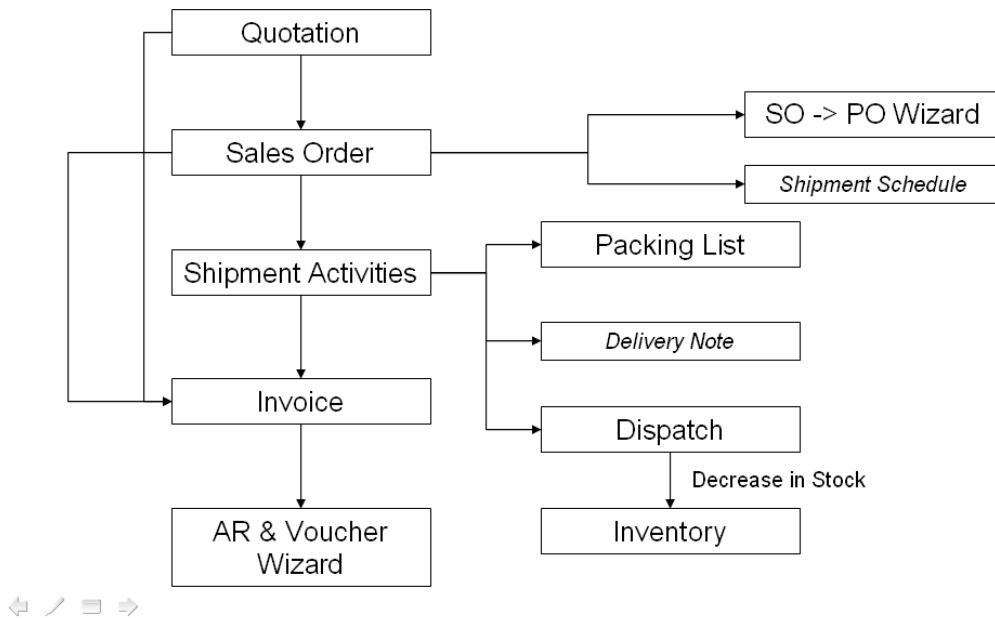
- Press “Add” & users can edit Stock-Transfer number or date if needed
- select item in Item Number field & the destination warehouse & enter the transferred Qty
- Press “Save” to store the record
- Press “Transfer” to update warehouse

6.5.2) Other Functions

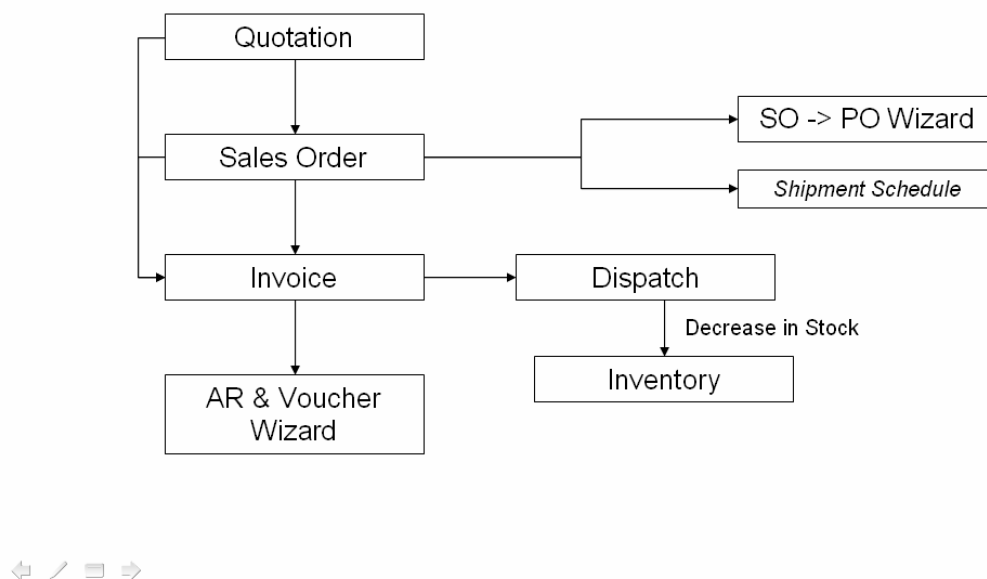
- Use “Edit”, “Delete”, “Delete Row” & “Search” for amending record
- If the records is marked “Stock-Out”, it cannot be edit or deleted

Flow Chart

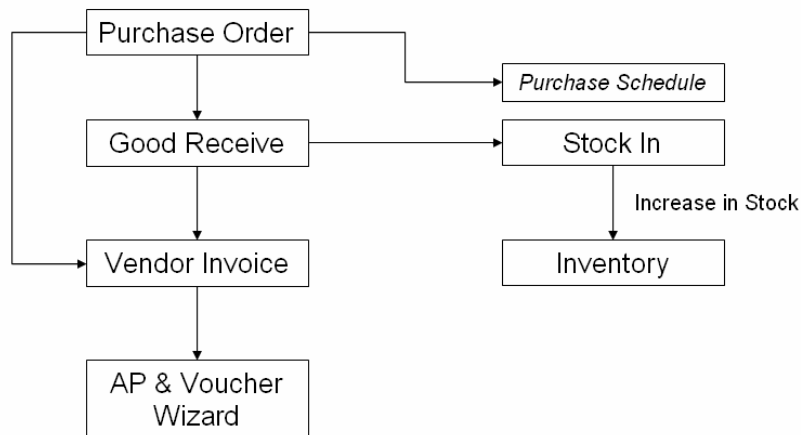
Smart Accountant- Sales Processing A



Smart Accountant- Sales Processing B



Smart Accountant- Purchase Processing



Inventory

