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(Malaysia GST Compliant)

Hands-on Training Manual



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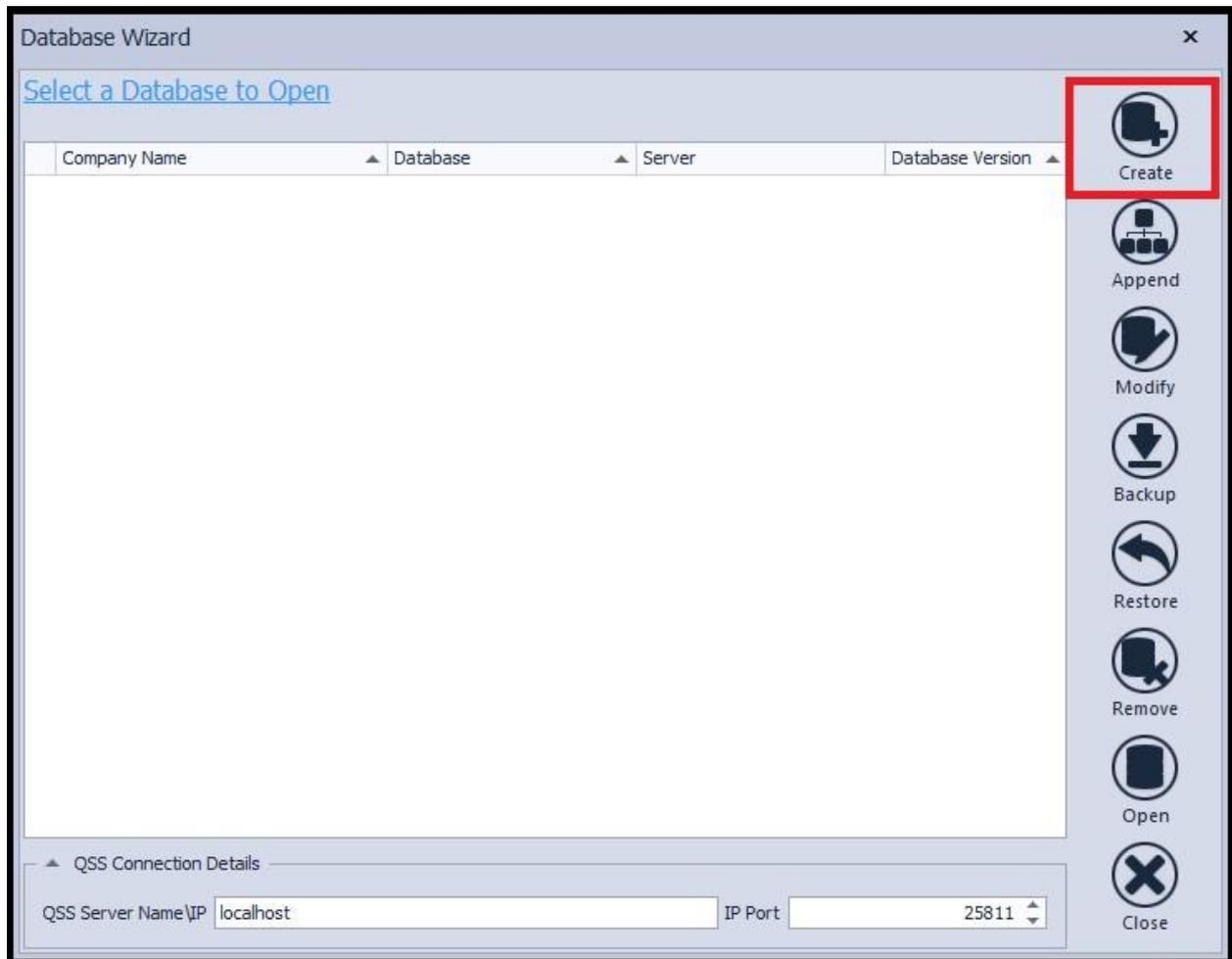
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Company Setup

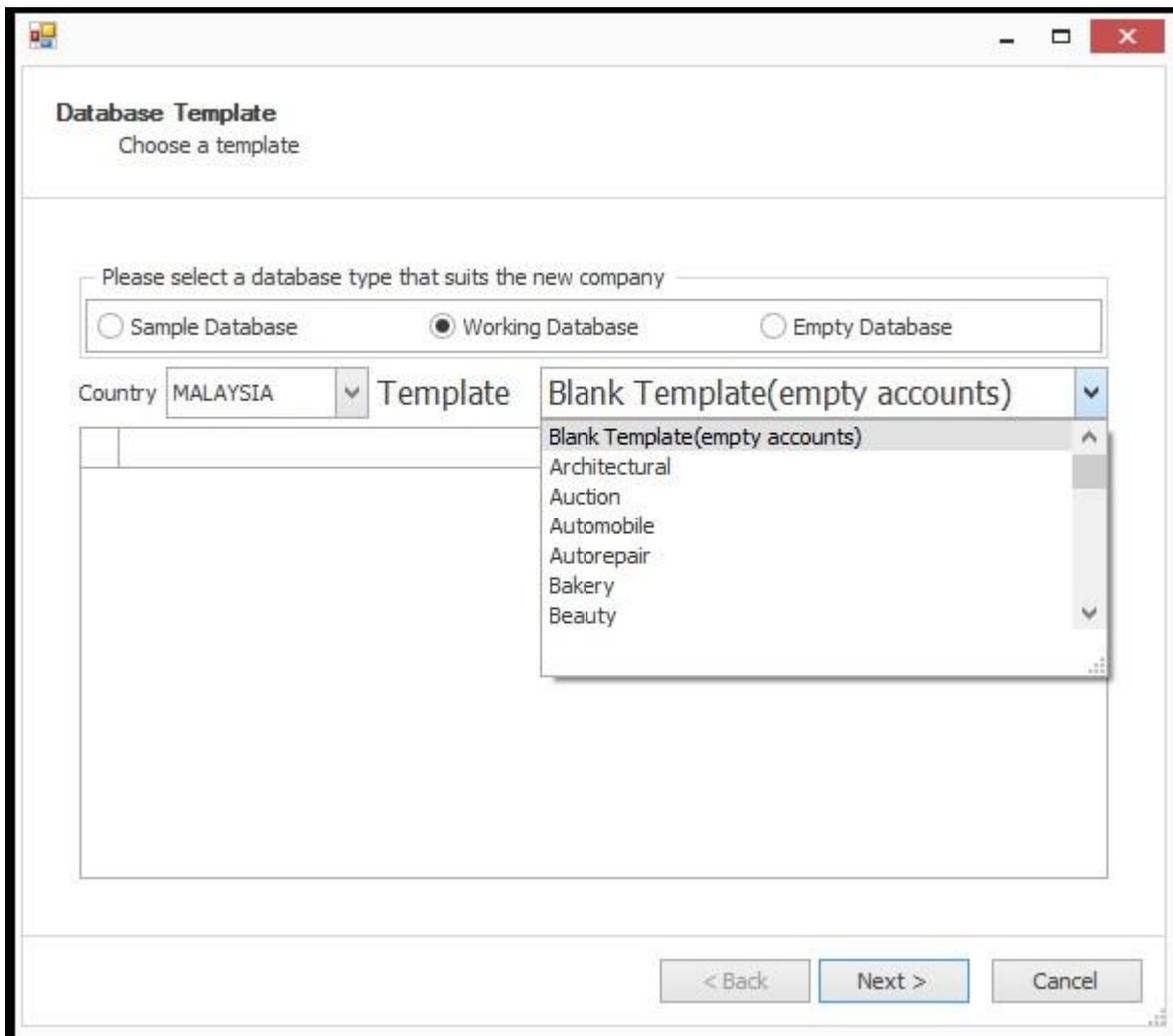
1.1 Create New Database



Steps

1. To create your company database, open QNE Optimum. The Database Wizard will appear if there are no company database created yet in your PC.
2. Click the Create button to start creating Company Database.

3. In the Database Template page, select the Working database as your database type, and select a template for your chart of accounts.



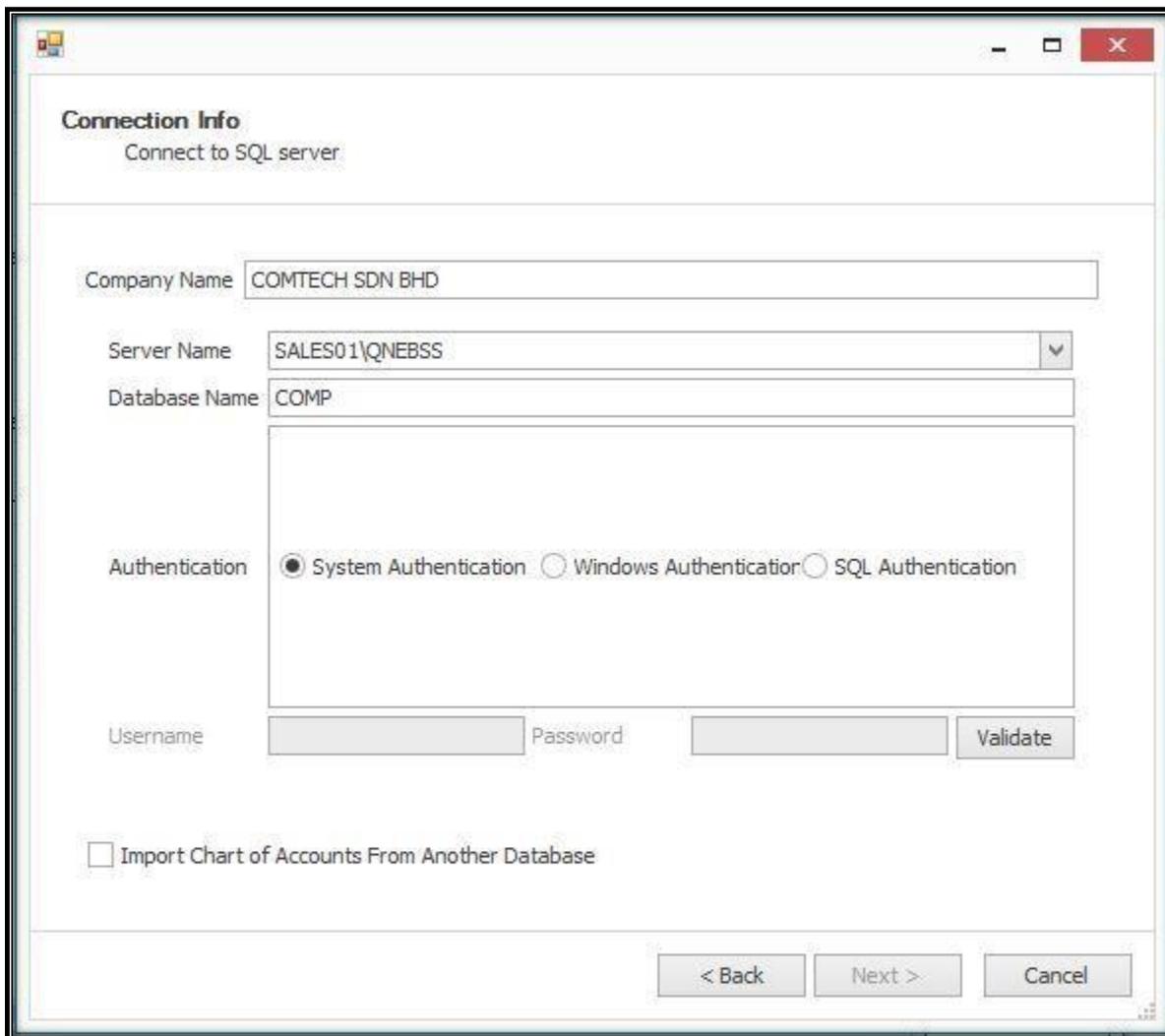
4. QNE Optimum offers a wide selection of Chart of accounts template that will suit your business. The Chart of account will be shown once a template is selected so you can select properly.

Once you selected a template, click the Next button.

5. In the Connection Info page, enter your company name and the desired database name.

In the Server Name, enter the SQL Server name. If you installed SQL server using QNE Optimum, you can use it by typing your PC Name and QNEBSS instance (ex. SUPPORTPC\QNEBSS)

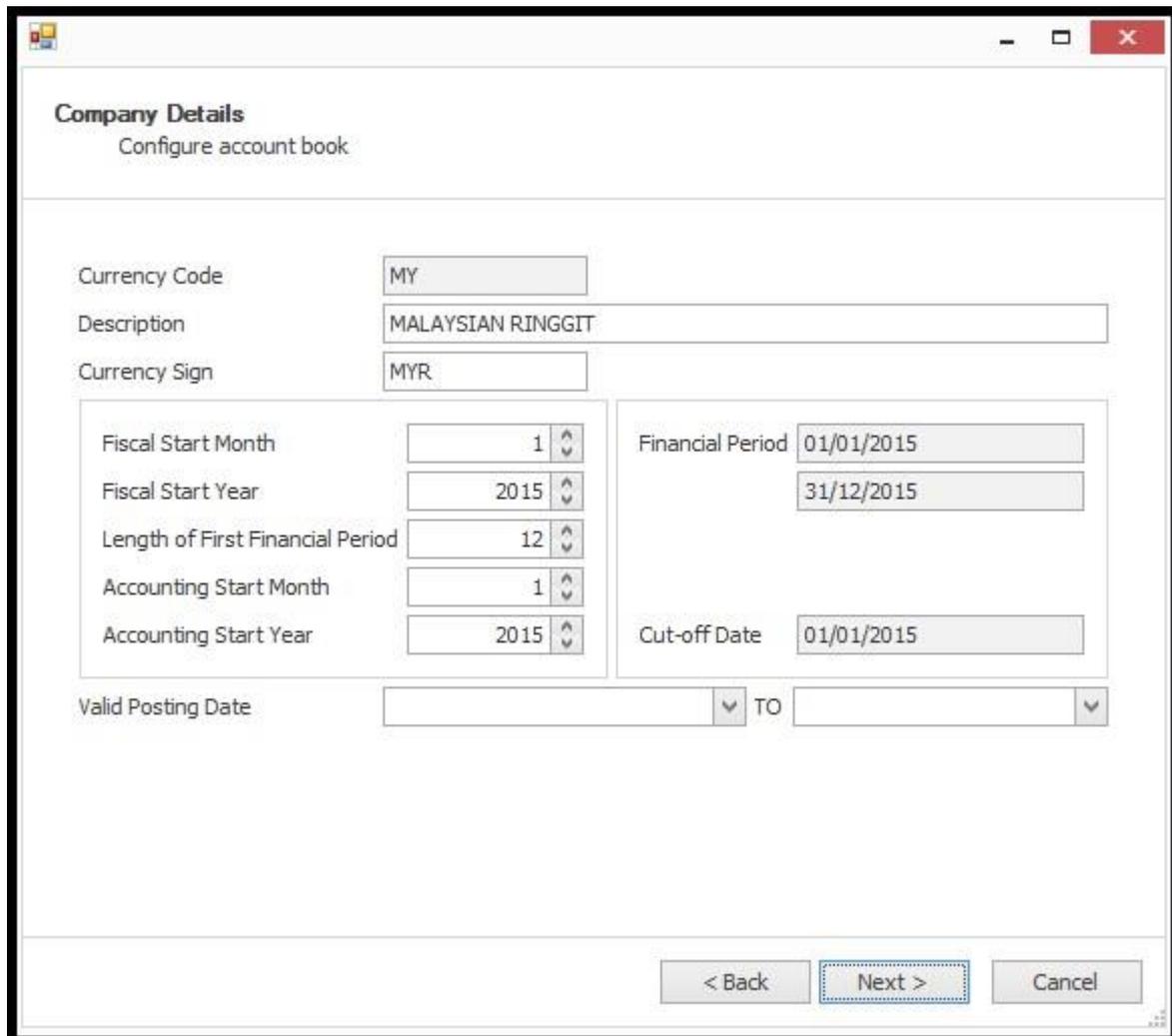
Type SA in the Username box and type the password you've entered during the SQL Server installation



6. Click the Validate button to test if your connection info is valid. If valid, you will see the "Connection Successful" message box.

Click OK in the "Connection Successful" message box and click next to continue.

7. In the Company Details page, enter the Fiscal and accounting details and click next to continue.



Company Details
Configure account book

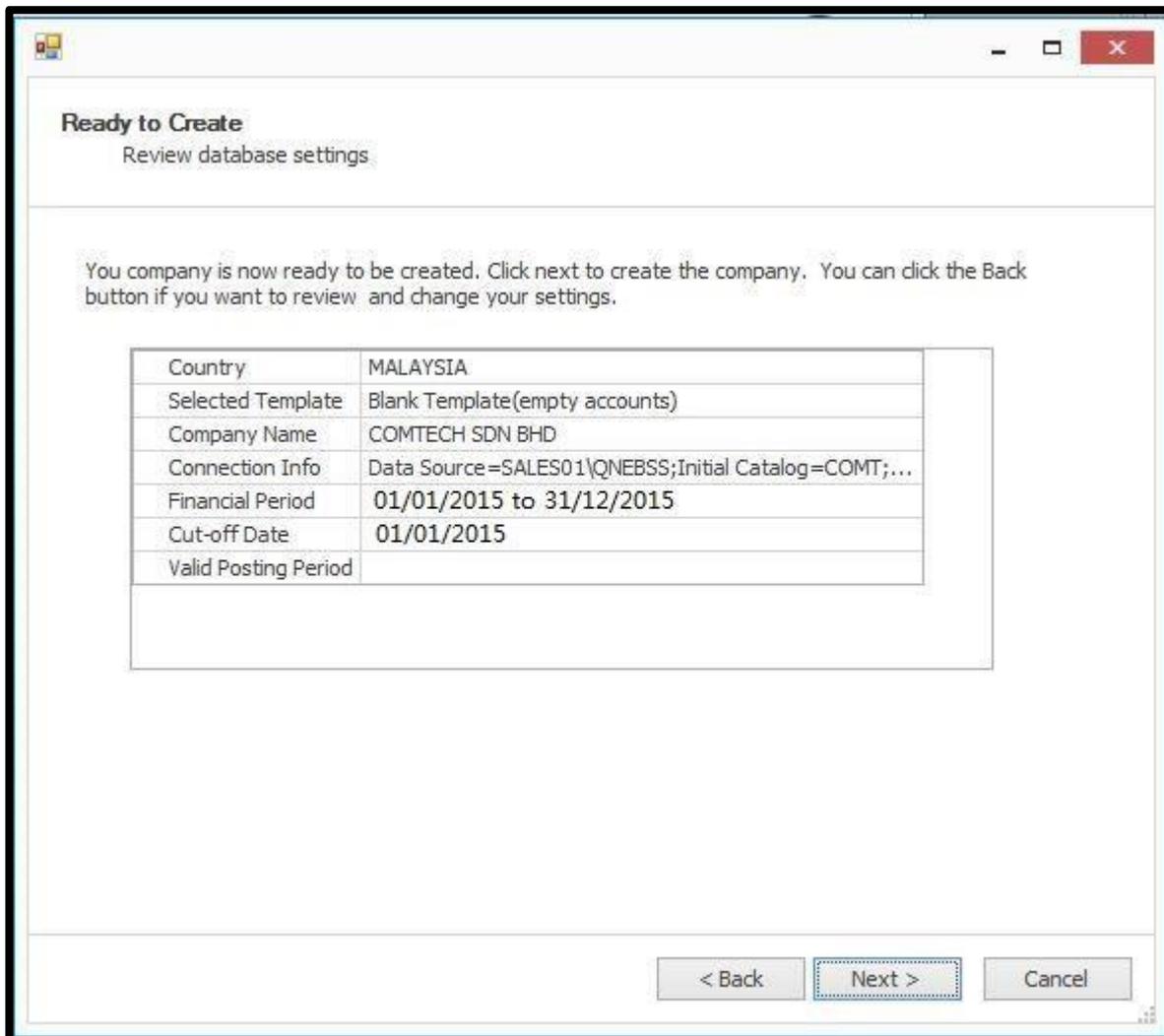
Currency Code: MY
Description: MALAYSIAN RINGGIT
Currency Sign: MYR

Fiscal Start Month	1	Financial Period	01/01/2015
Fiscal Start Year	2015		31/12/2015
Length of First Financial Period	12		
Accounting Start Month	1		
Accounting Start Year	2015	Cut-off Date	01/01/2015

Valid Posting Date: [] TO []

< Back Next > Cancel

8. In the Ready Page, the wizard will show you the summary of your Company Database. To continue click next.

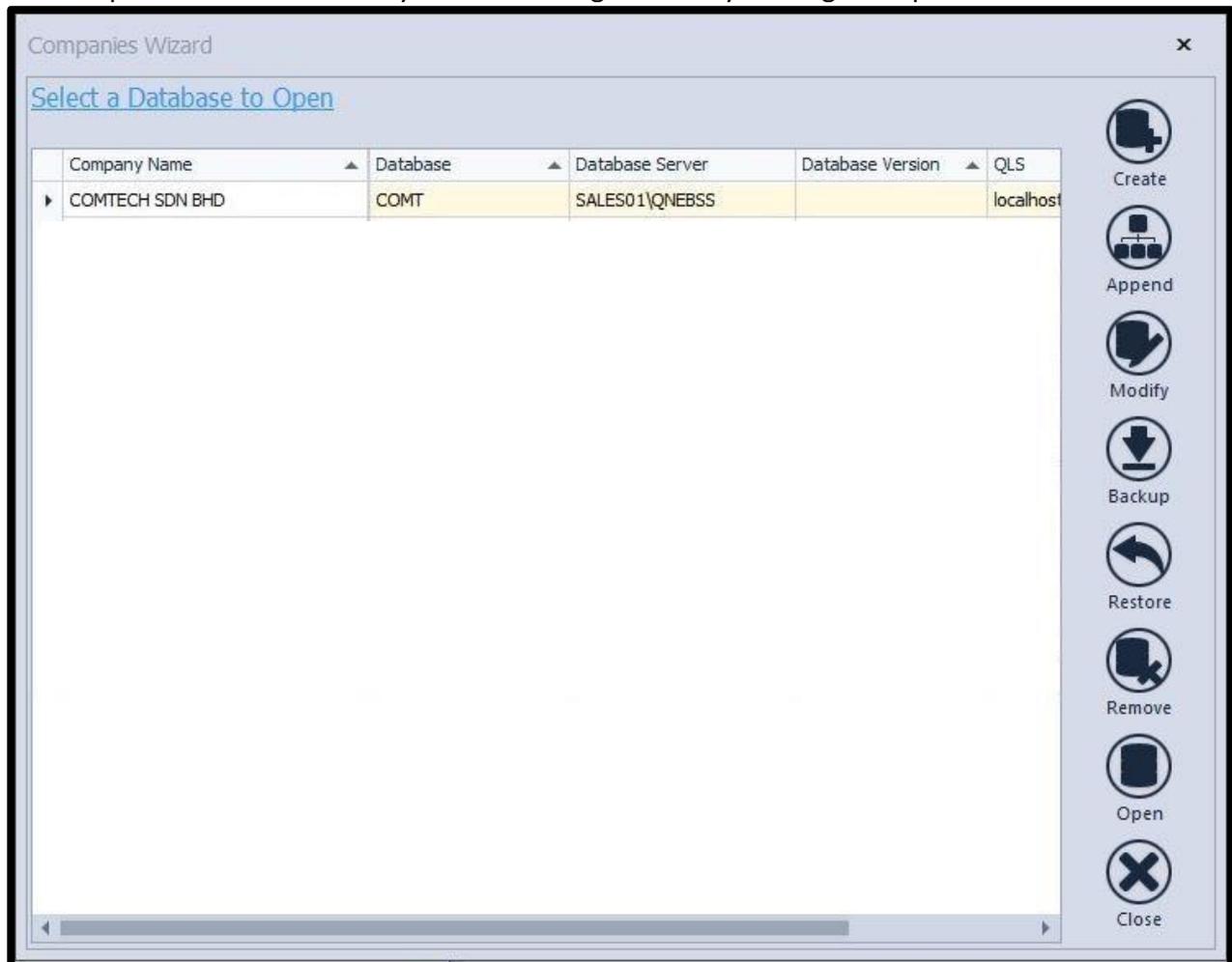


9. Please wait until the creation process is complete. You can see from the progress bar below the current progress of the database creation process.

10. Once the process is complete, you will see the Finish page and click finish.

You can now update your company in the company profile form of QNE Optimum.

11. You will now see your new company database in the Database Wizard of QNE Optimum. Just select it by double clicking on it or by clicking the Open button.



1.2 Setup Company Profile & Register Company

Company Profile form is where you can enter all the details of your company. This is where you can set the Report Header for all your reports.

Company Profile

Company Name: COMTECH SDN BHD

Reg No: 852637-H GST Reg No: 000940625100

GST Approval No: [Empty]

Details | Logo | Company Info | Preview

Address 1: SUITE 25-6, PLAZA CHEONG HIN Phone 1: 012-2072766 Phone 2: [Empty]

Address 2: JALAN SP 2/1, TAMAN SERDANG PERDANA Fax 1: 03-89401234 Fax 2: [Empty]

Address 3: SERI KEMBANGAN Contact Person: CK

Address 4: SELANGOR Email: yyctengck@gmail.com

Zip Code: 43300 Home Page: [Empty]

Business Nature: General

Once register, detail cannot be modified

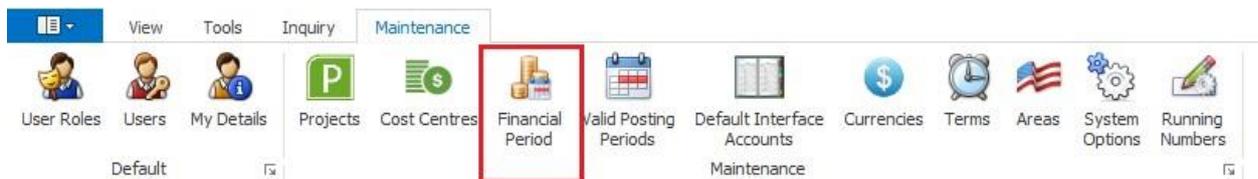


Steps

1. Open the company profile under the Home Menu.
2. Enter your company information accordingly (as shown above).
3. Click the Save button to save your company profile.

1.3 Setup Financial Period

QNE Optimum provides a form for setting the financial period of your company.



Steps

1. To open the Financial Period form, select Maintenance tab from the ribbon menu and click Financial Period Button

Financial Period

Fiscal Start Year:	2015	Account Start Year:	2015
Fiscal Start Month:	1	Account Start Month:	1
Length Of First Fiscal Period:	12	Cutoff Date:	01/01/15
From:	01/01/15		
To:	12/31/15		

Follow Company Financial Period

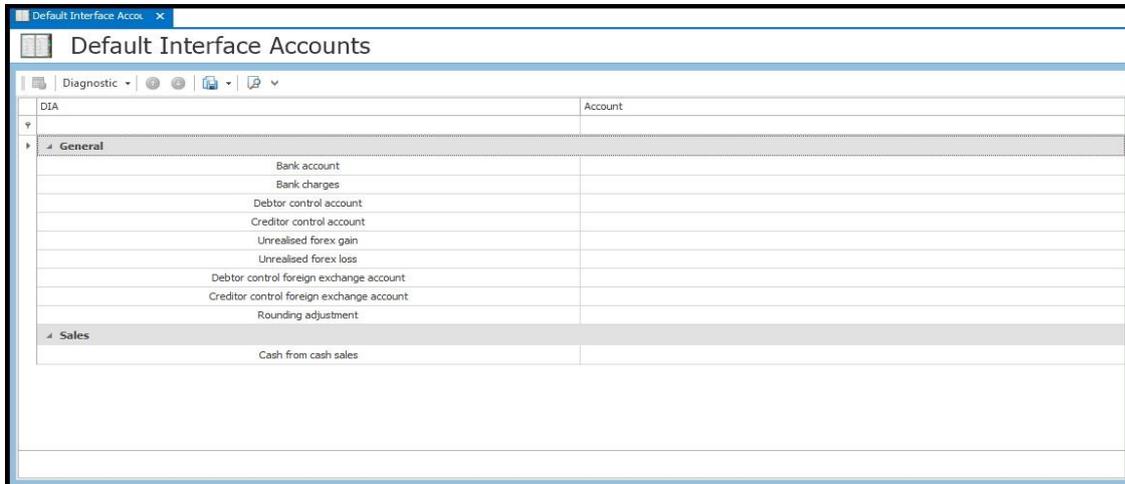
2. To update the financial period of your company, just update the following to suit your requirements.

1.4 Default Interface Account



Steps

1. To open the Default Interface Accounts, select Maintenance tab from the ribbon menu and click Default Interface Accounts.

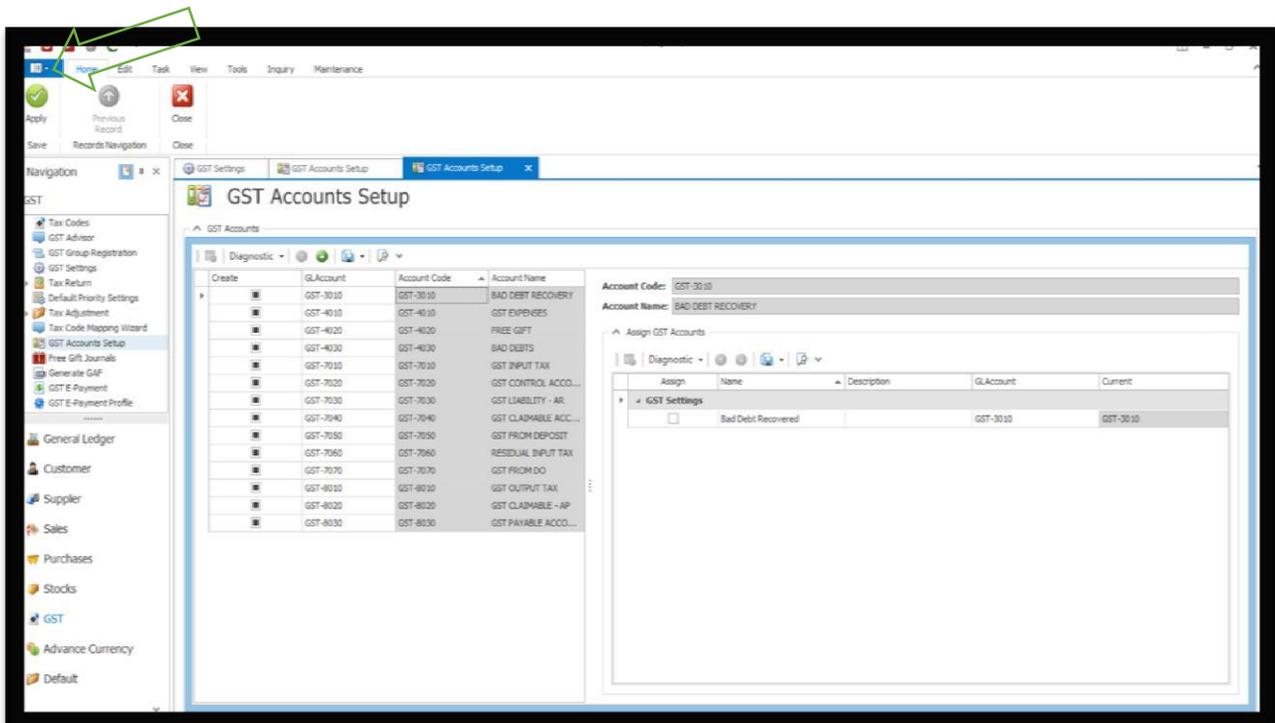


GST

1.5 GST Accounts Setup

Step 1:

(GST > GST Accounts Setup>Apply)



Step 2:

(GST > GST Setting)

Taxable period is a regular interval period where a taxable person is liable to account and pay to the government his GST liability. The standard taxable period is on quarterly basis. However, a registrant may apply to be placed in other taxable period (monthly or 6 monthly) subject to specific conditions as follows:

Categories	Periods	Conditions
Standard Taxable Period	Three months	<ul style="list-style-type: none"> Applicable to all taxable turnover not exceeding RM5 million
Non-standard Taxable Period	One month	<ul style="list-style-type: none"> Applicable to taxable persons with annual taxable turnover exceeding RM5 million Applicable to other taxable persons on request and subject to approval
	Six months	<ul style="list-style-type: none"> Special cases

GST returns must be submitted to the GST office not later than the last day of the following month after the end of the taxable period.

2. Effective Date

The start date is to account for GST.

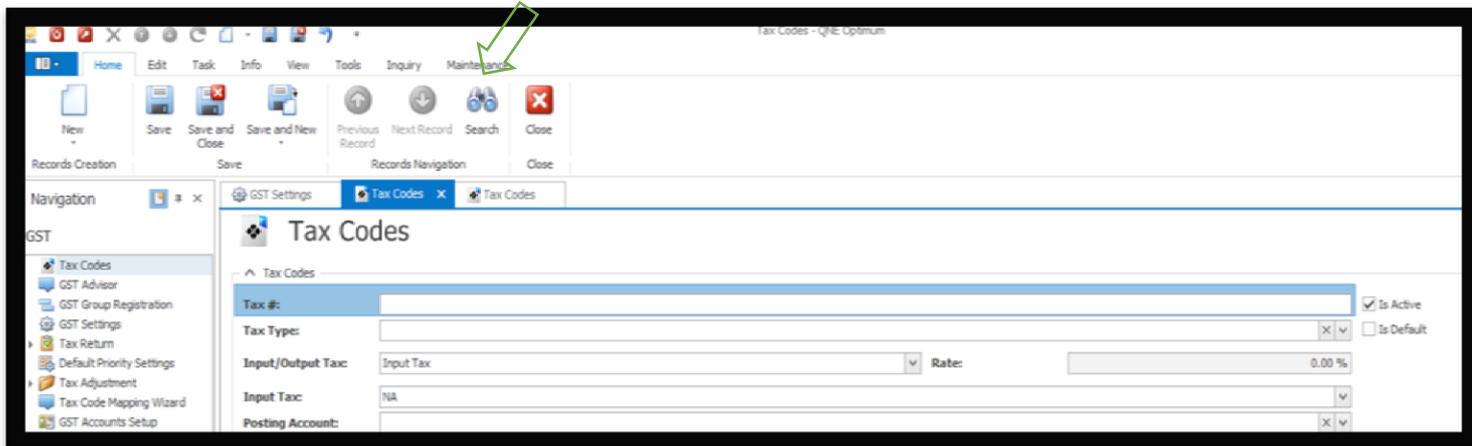
3. Filing Due Date

The date is not later than the last day of the following month after the end of the taxable period.

Eg: If the taxable period is 3 months and start from 01/04/2015, so the due date is 30/07/2015.

Step 3 :

(Search>Tax Code)



Tax Code X

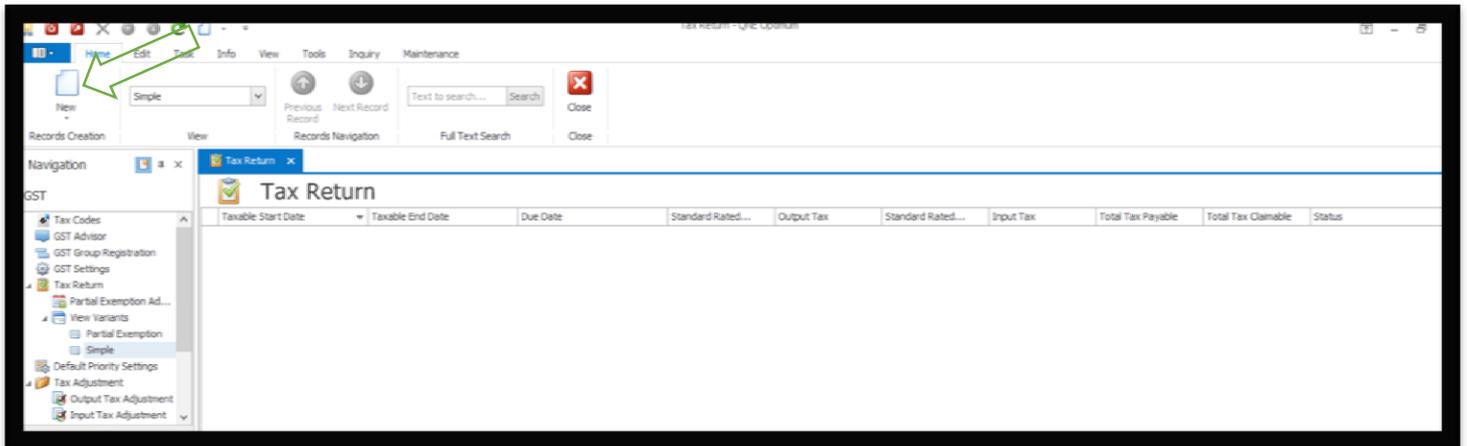
Tax Code

Input / Output

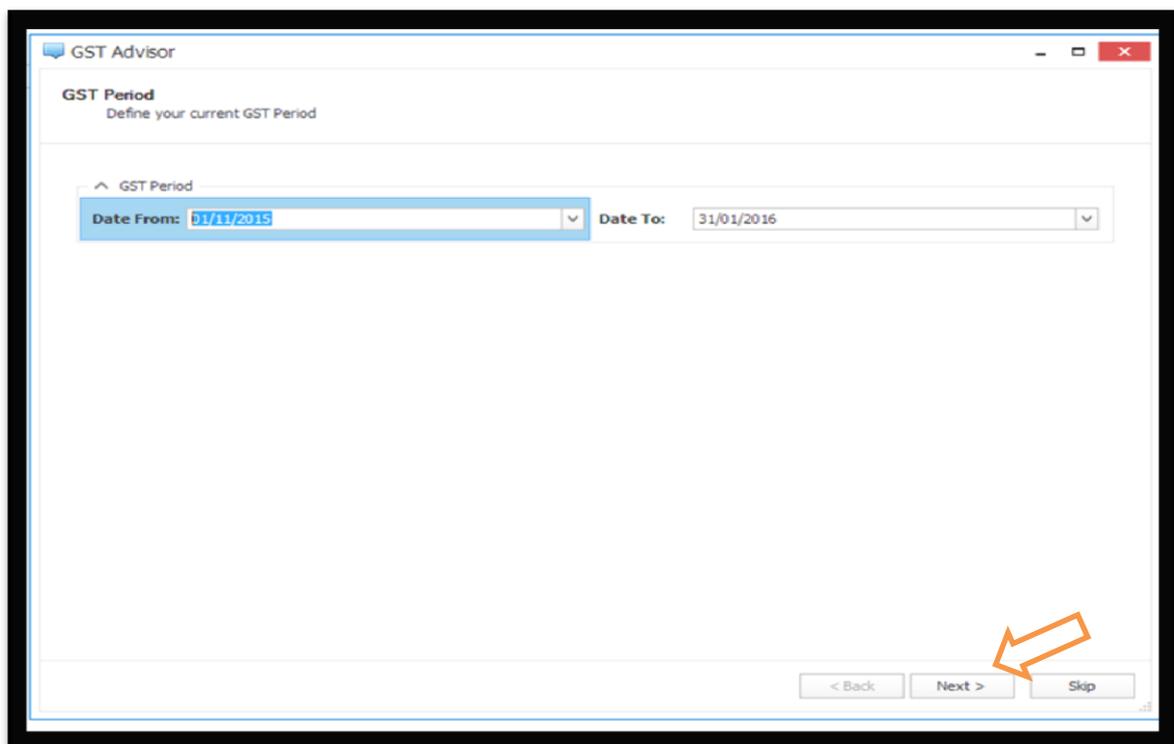
Tax Code	Tax Rate	Description	Tax Type
Input Tax			
BL	6.00 %	Purchases with GST incurred but not claimable (Disallowance of Input Tax e.g. medical expenses for staff)	Standard-rated
GP	0.00 %	Purchase transactions which disregarded under GST legislation (e.g. purchase within GST group registration)	Zero-rated
IM	6.00 %	GST incurred for import of goods	Standard-rated
EP	0.00 %	Purchases exempted from GST e.g. purchase of residential property or financial services	Exempt
ZP	0.00 %	Purchase from GST-registered supplier with no GST incurred (e.g. supplier provides transportation of goods that qualify as inter...	Zero-rated
OP	0.00 %	Purchase transactions which is out of the scope of GST legislation (e.g. purchase of goods overseas)	Out-of-scope
TX6	6.00 %	Purchases with GST incurred at 6% and directly attributable to taxable supplies	Standard-rated
IS	0.00 %	Imports under special scheme with no GST incurred (e.g. Approved Trader Scheme, ATMS Scheme)	Zero-rated
TX-E43	6.00 %	GST incurred directly attributable to incidental exempt supplies	Standard-rated
TX-N43	6.00 %	GST incurred directly attributable to non-incidental exempt supplies	Standard-rated
TX-RE	6.00 %	GST incurred that is not directly attributable to taxable or exempt supplies	Standard-rated
NR	0.00 %	Purchase from non GST-registered supplier with no GST incurred	Out-of-scope
AP	6.00 %	Any adjustment made to Input Tax e.g. Bad Debt Relief, Debit Note and other Input Tax adjustment	Standard-rated
Output Tax			
RS	0.00 %	Relief supply under GST	Exempt
OS	0.00 %	Out-of-scope supplies	Out-of-scope
ES43	0.00 %	Incidental Exempt supplies	Exempt
DS	6.00 %	Deemed supplies (e.g. transfer or disposal of business assets without consideration)	Standard-rated
AS	6.00 %	Any adjustment made to Output Tax e.g.: Longer period adjustment, Bad Debt recover and other output tax adjustment	Standard-rated

1.6 GST Tax Return (GST> Tax Return----> Tax Advisory)

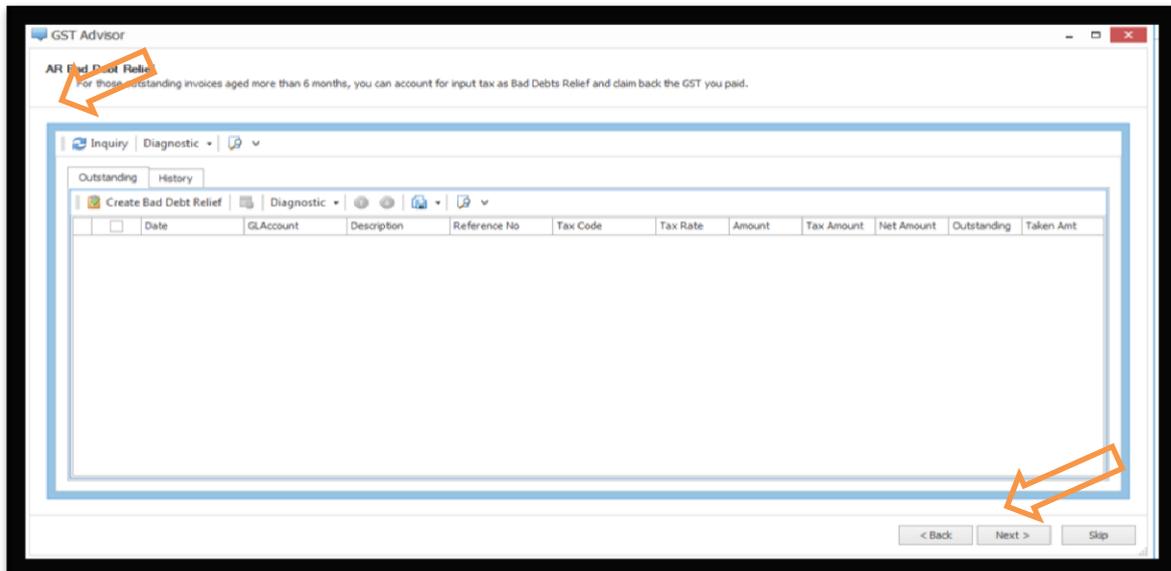
1. Click on New



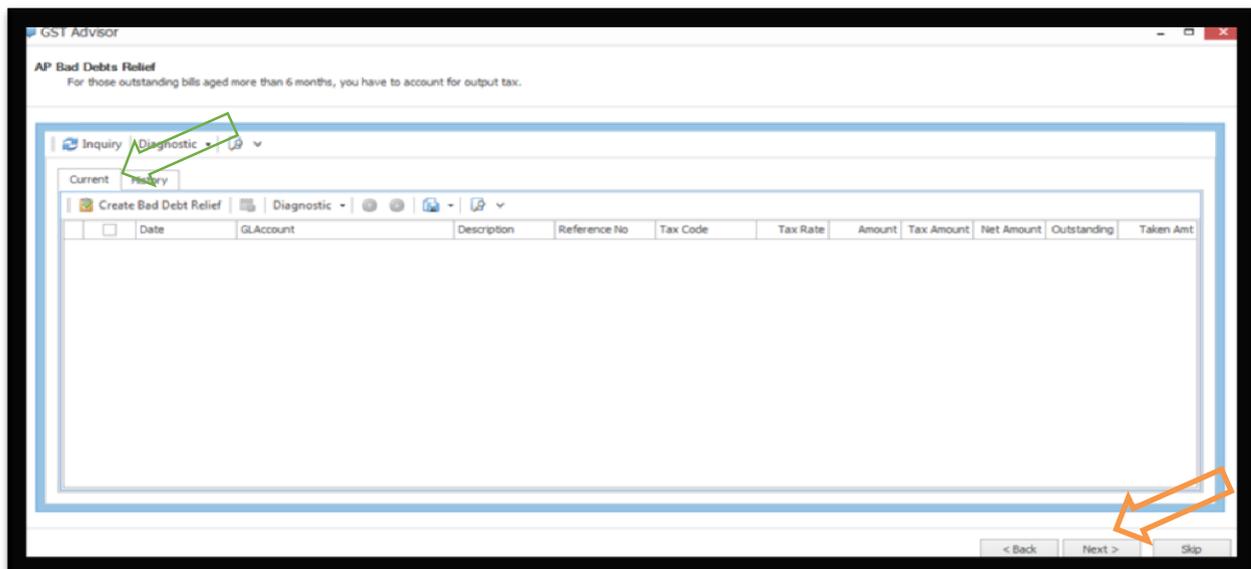
2. GST Advisor to define your current GST Period.



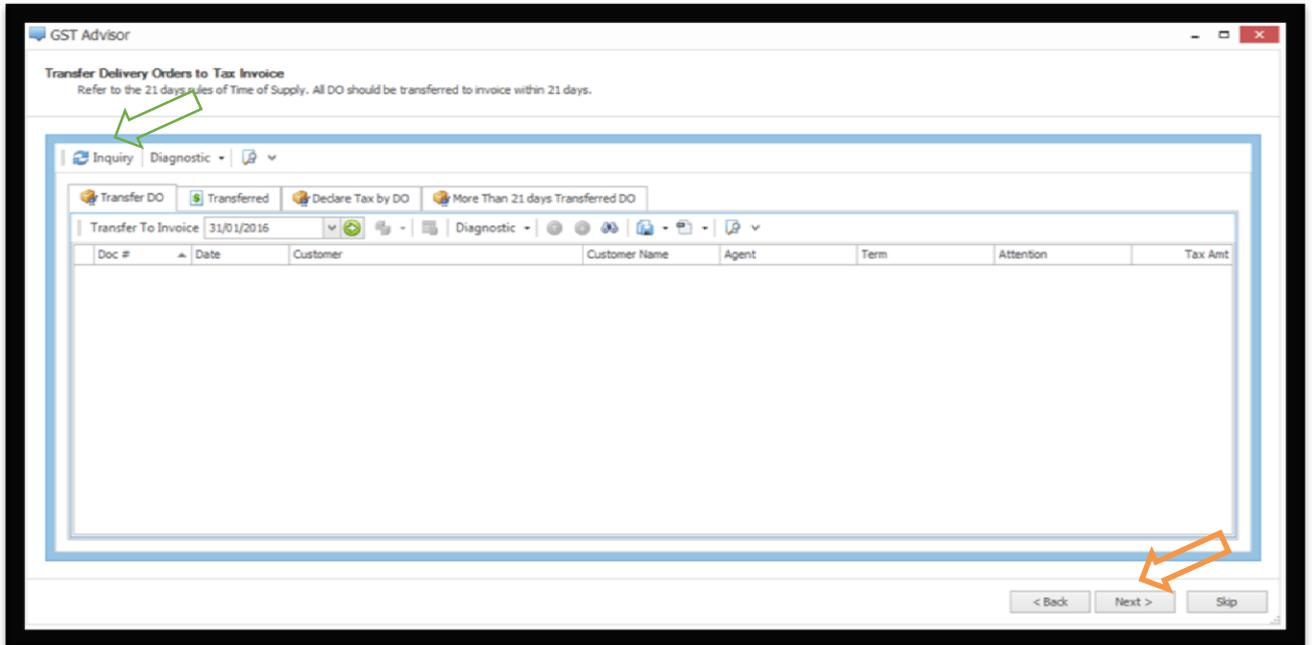
- AR Bad Debt Relief is those outstanding invoices aged more 6 months, you can account for input tax as Bad Debts Relief and claim back the GST you paid.



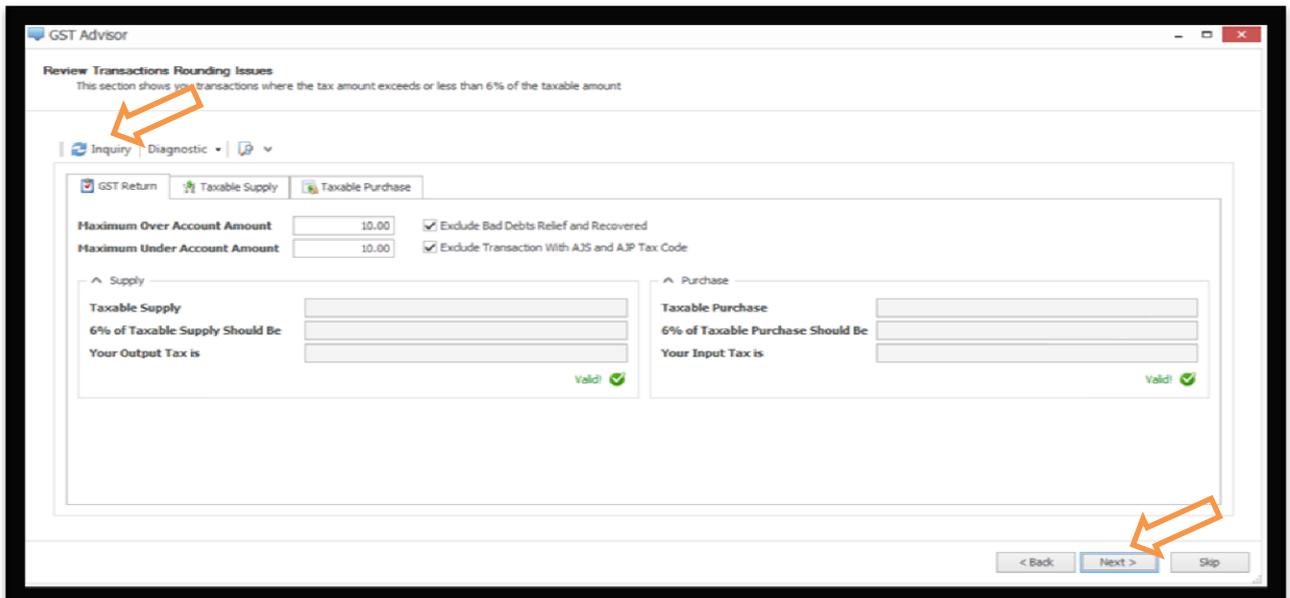
- AP Bad Debts Relief is for those outstanding bills aged more than 6 months, you have to account for output tax.



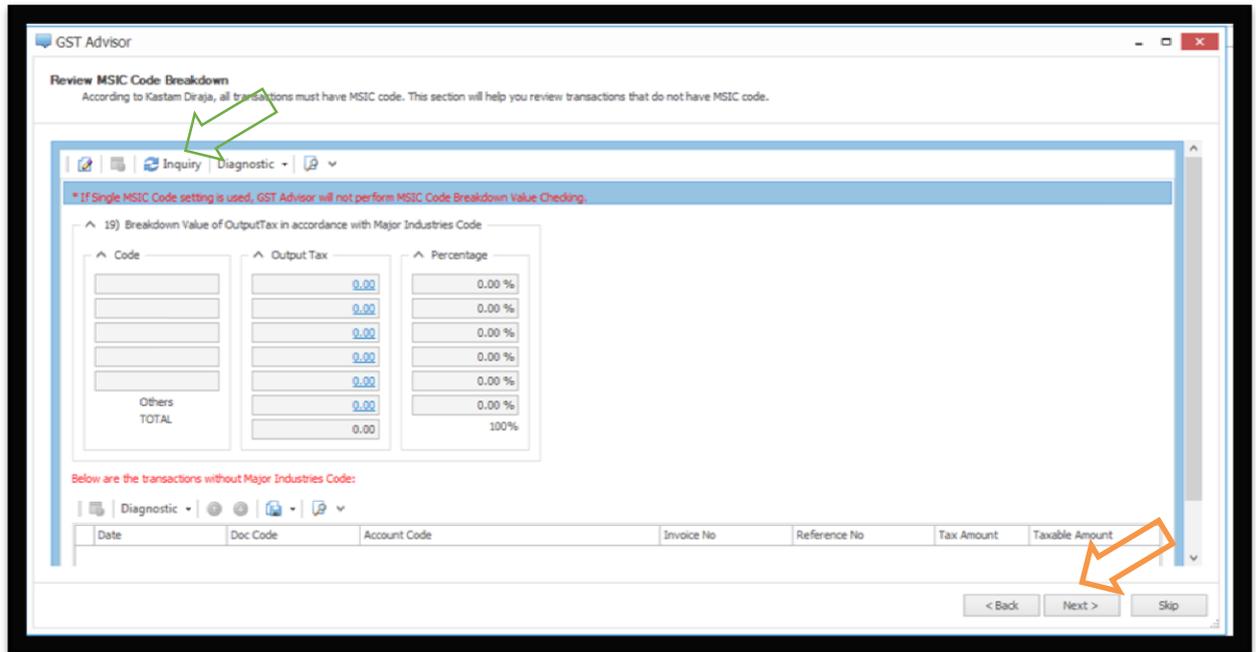
- Transfer Delivery Orders to Tax Invoice is refer to the 21 days rules of Time of Supply. All DO should be transferred to invoice within 21 days.



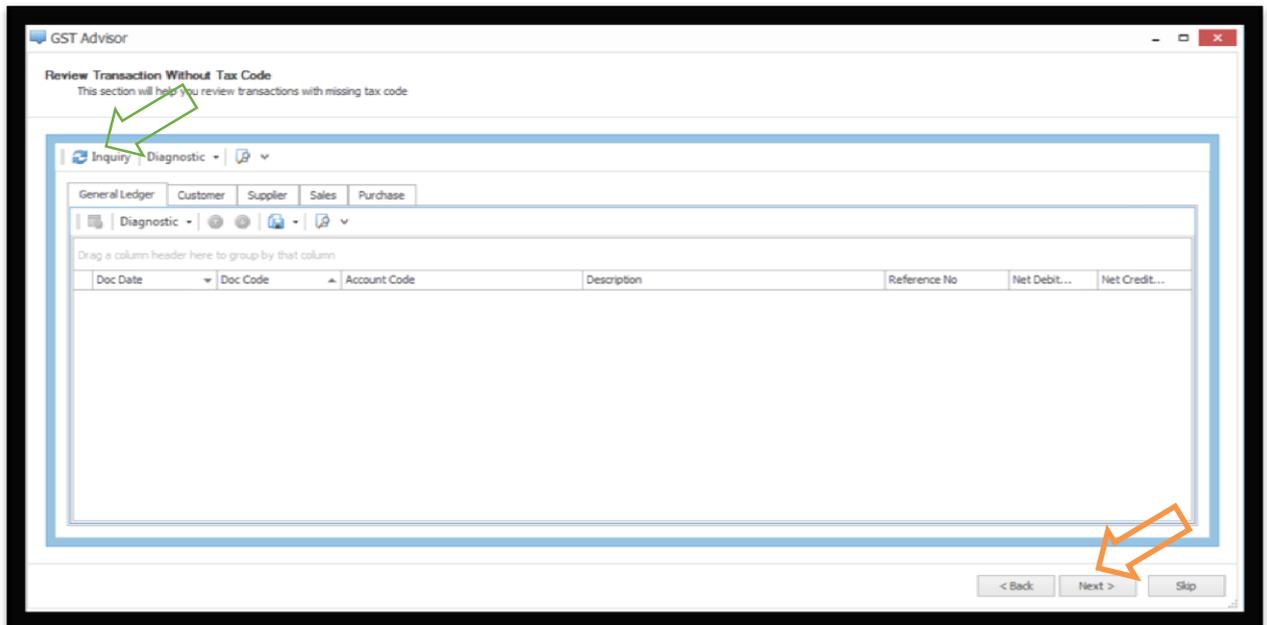
- Review Transactions Rounding Issues is showing you transactions where the tax amount exceeds or less than 6 % of the taxable amount.



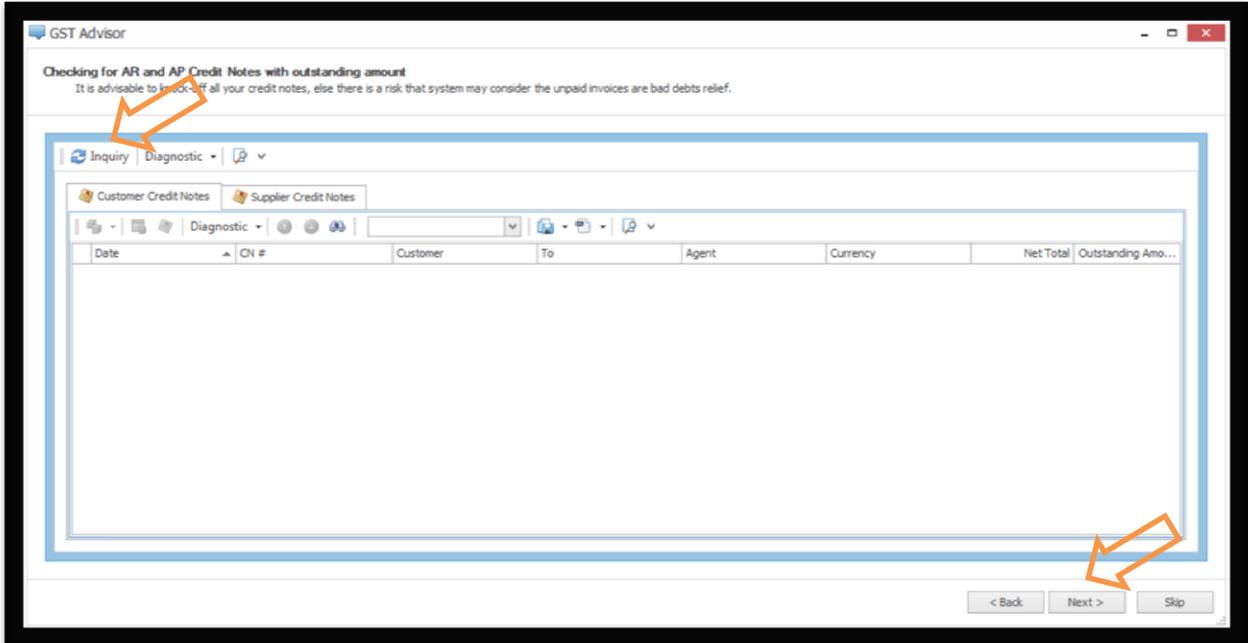
- Review MSIC Code Breakdown is helping you review transactions that do not have MSIC code.



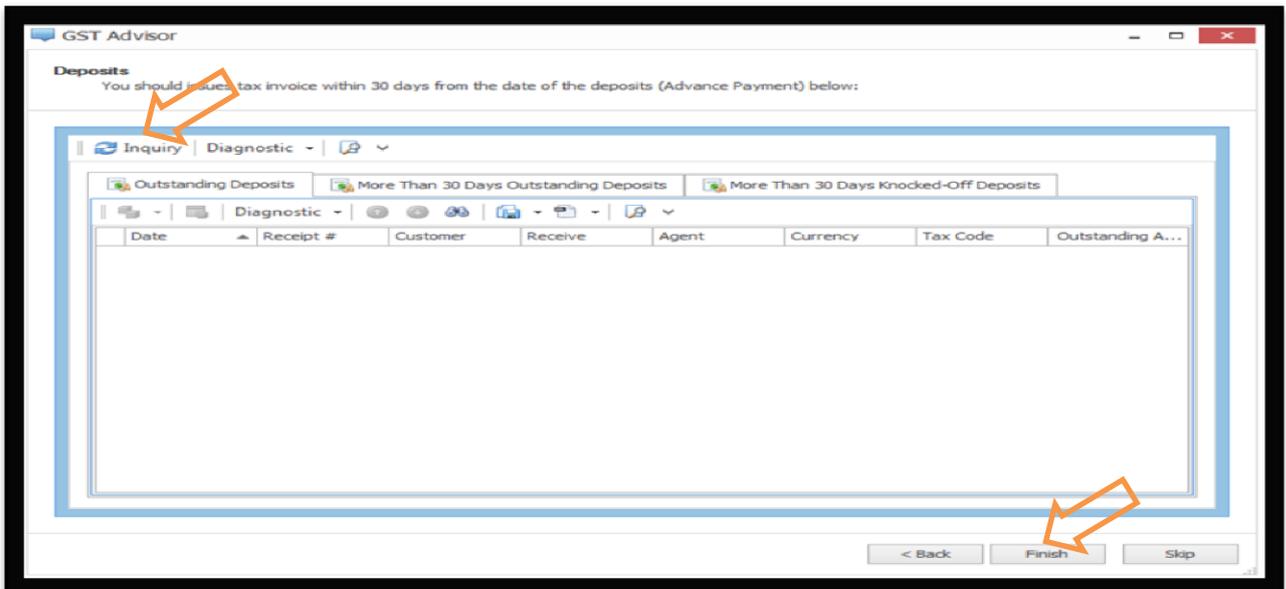
- Review Transaction Without Tax Code is helping you review transactions with missing tax code



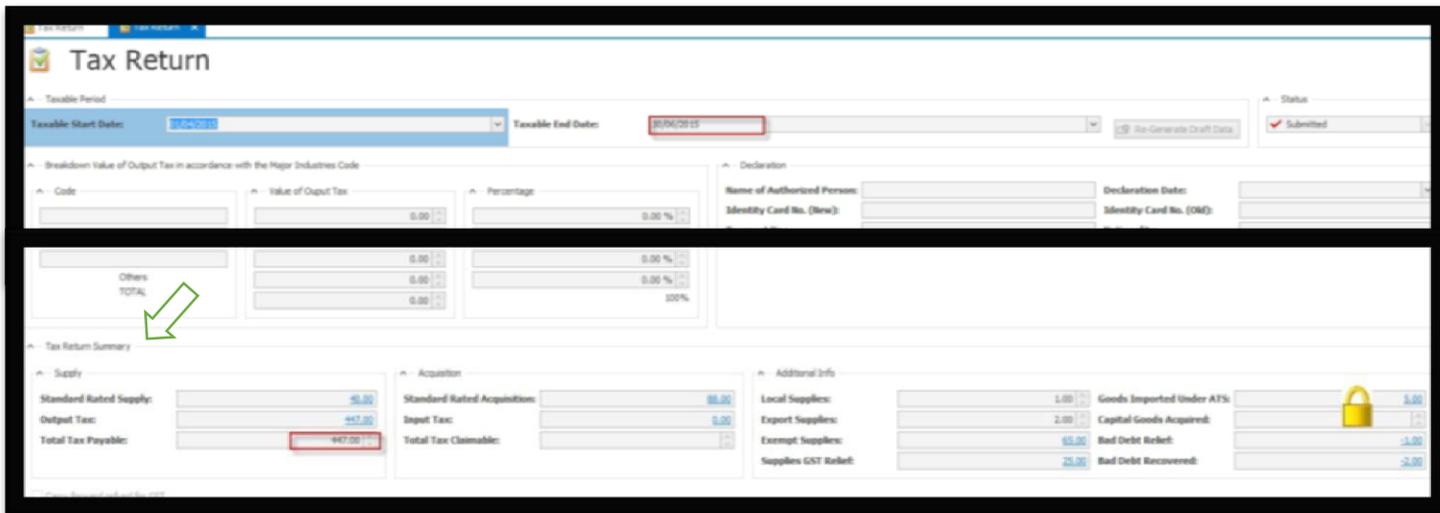
- Checking for AR and AP Credit Notes with outstanding amounts is advisable to knock off all your credit notes, else there is a risk that system may consider the unpaid invoices are bad debts relief.



- Deposits is showing you should issues tax invoices within 30 days from the date of the deposits (Advance Payment)below :

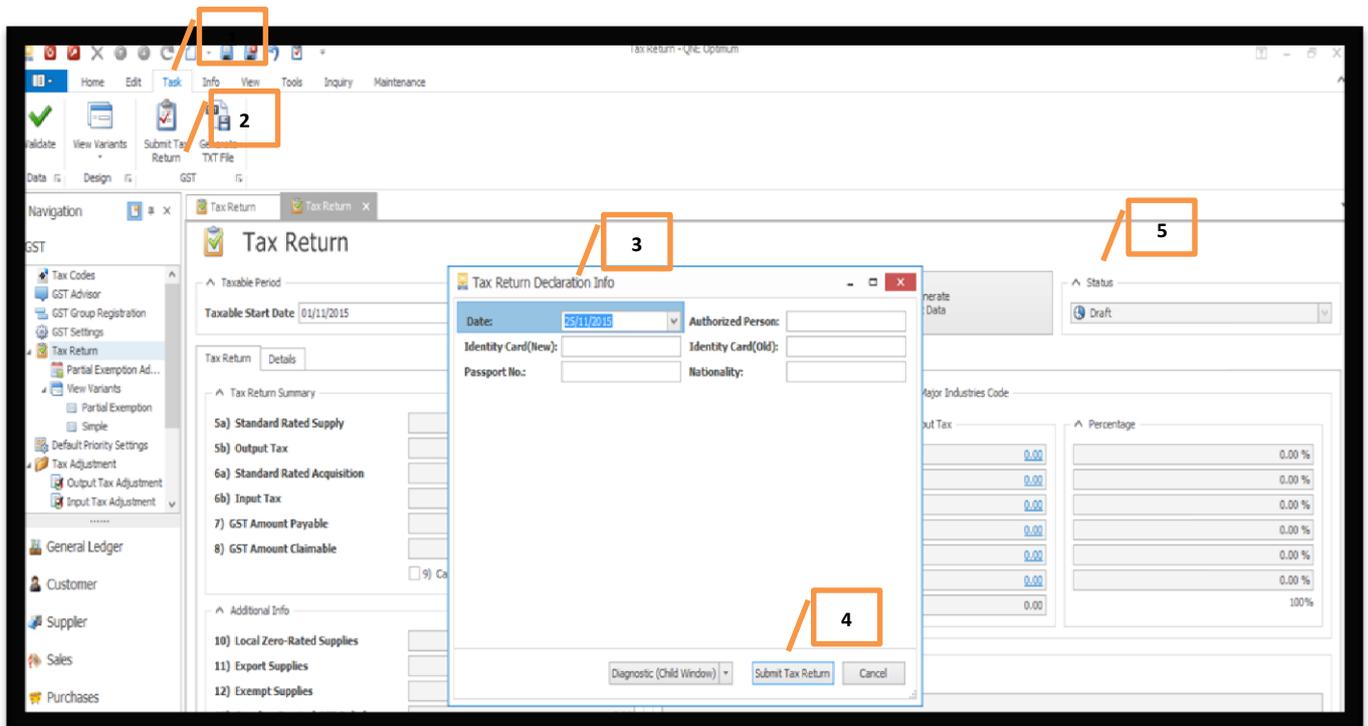


11. Here is the Tax Return Summary showing in the Tax Return.

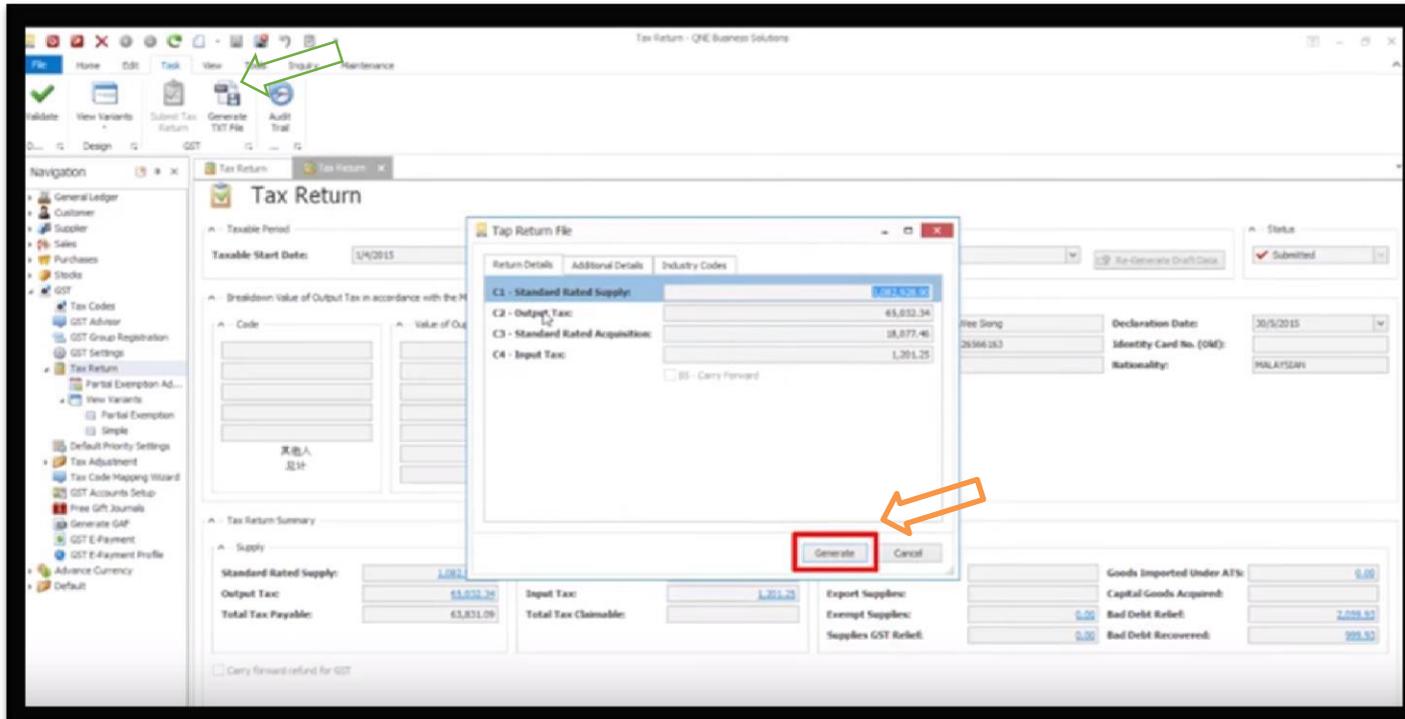


12. Submit Tax Return

(Task> Submit Tax Return> Fill Up the Tax Return Declaration Info> Submit > Status(Change to Summit))



13. Generate TXT File (Generate TXT File > Generate > Save as > .txt)



1.7 E-Payment

GST E Payment module has been designed specifically for corporate user of **CIMB Bank** which enable them to initiate GST Payment and inquiry payment history without having login to <http://www.cimbbizchannel.com.my>. Customers that are able to perform payment via GST EPayment must be a registered corporate customer in BizChannel@CIMB.

Corporate ID, MyGST and Bank Account Setup

There are some prerequisite account settings before user can use GST-E Payment.

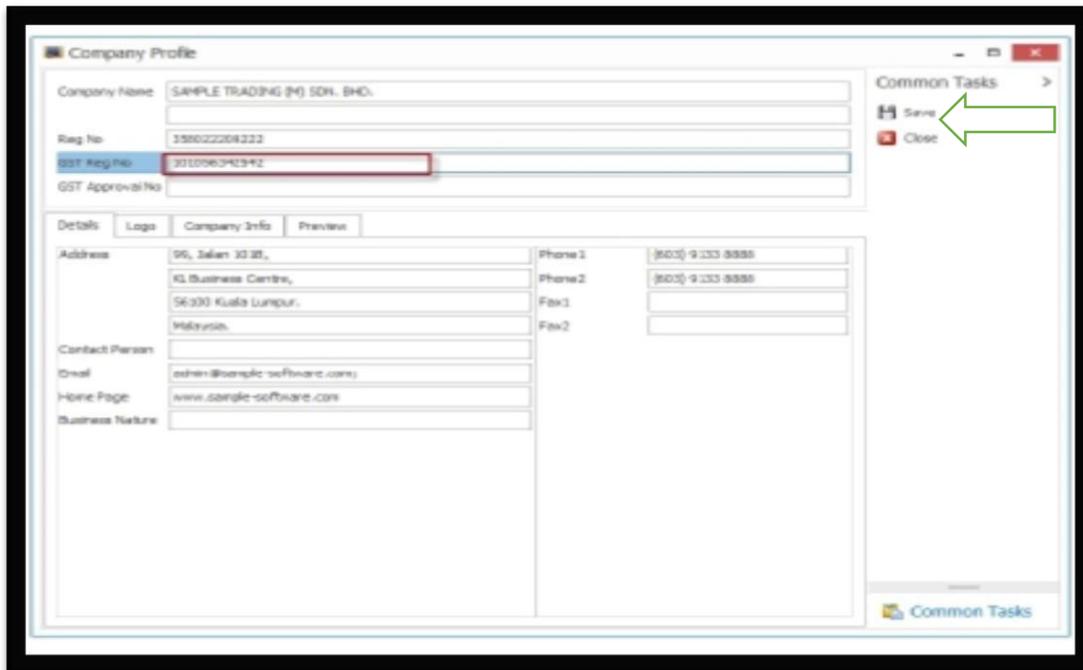
1. My GST Account
2. Corporate ID
3. Bank Account

1) MY GST Account

MyGST Account Number provided by KASTAM.

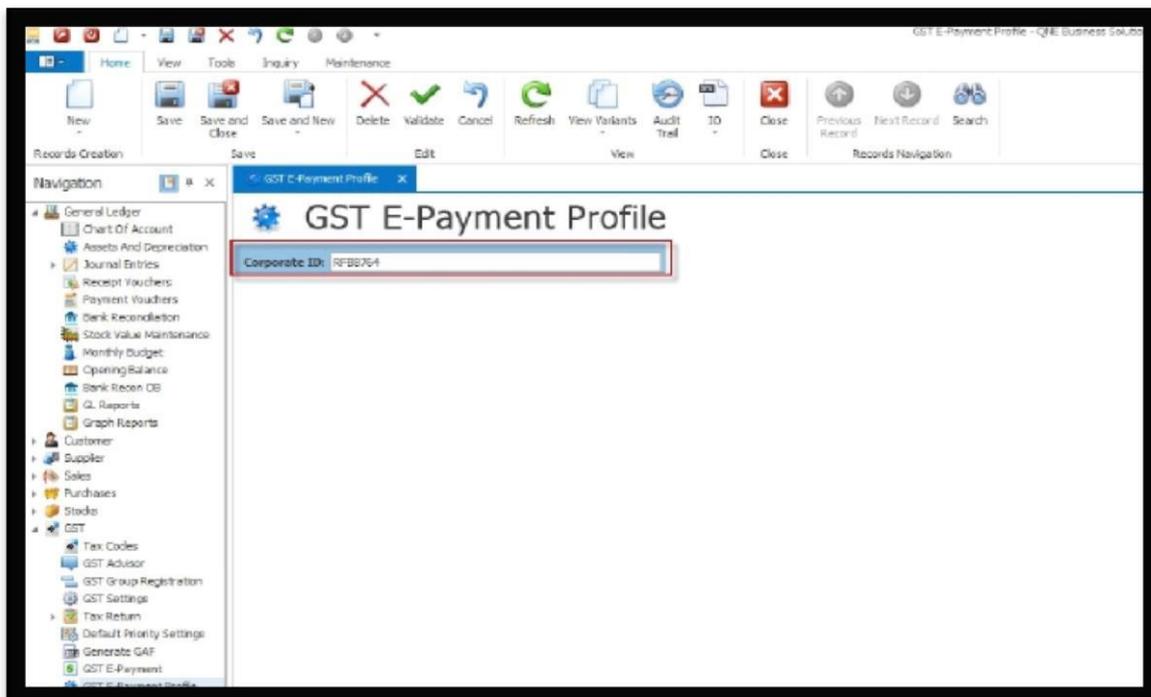


Go to “Company Profile” as shown on above.



2) BizChannel Corporate ID Setting

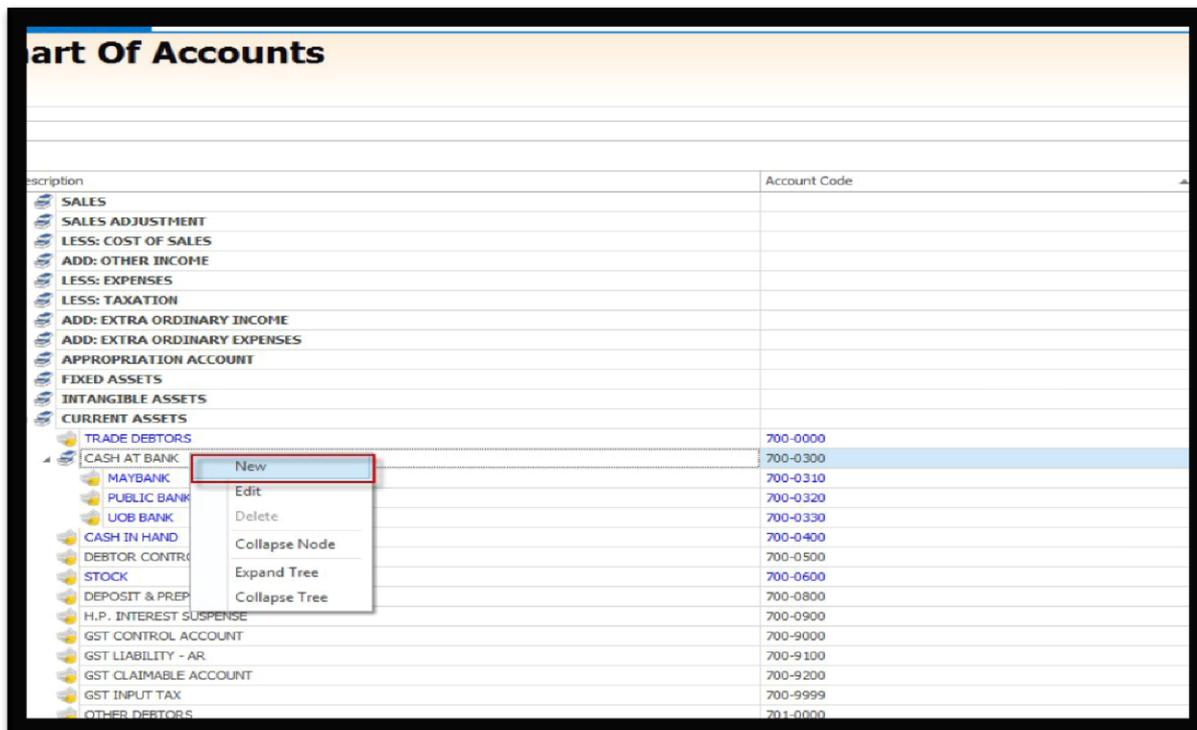
Corporate information ID. This can be obtained by corporate registered to BizChannel@CIMB. (GST E-Payment Profile > GST > Enter the Corporate ID > Save)



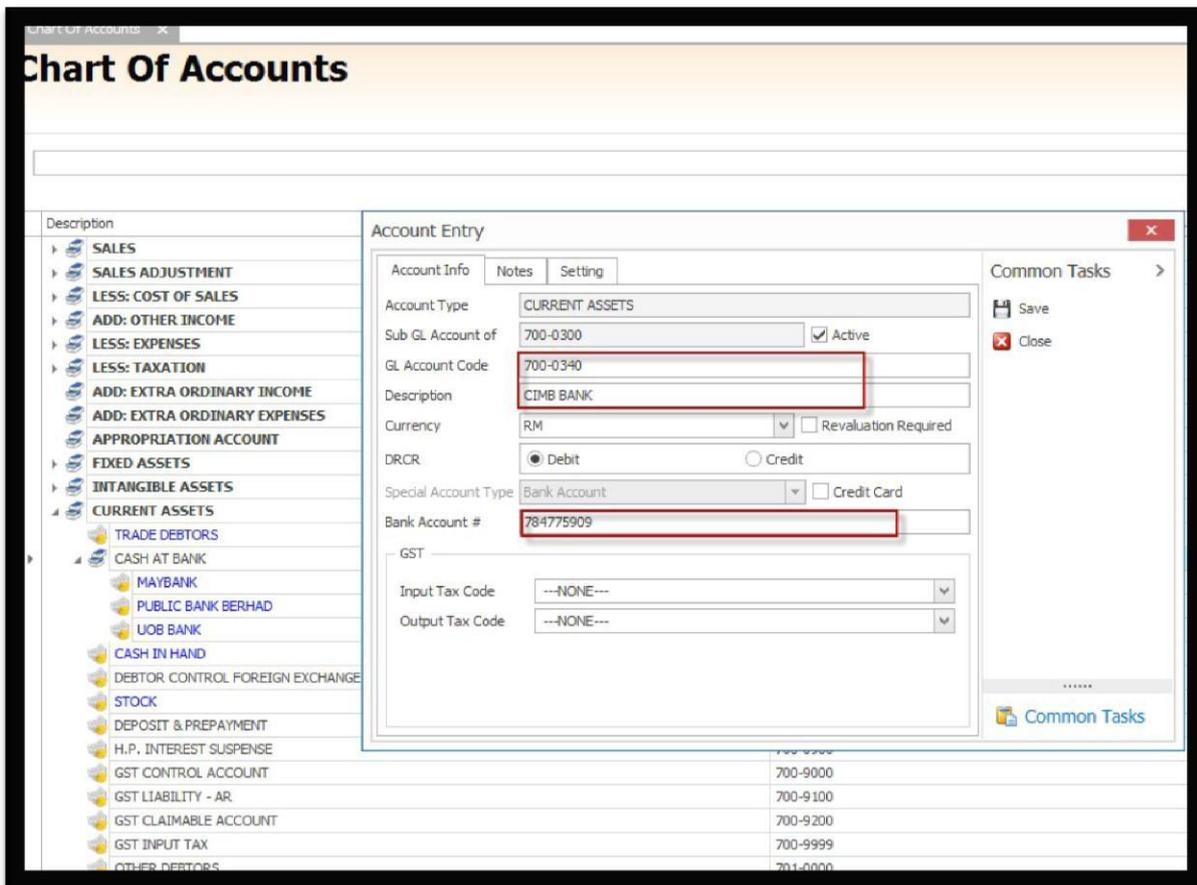
3) Bank Account Setting

CIMB Current Account / Current I-Account for debiting.

(General Ledger> Chart of Accounts> Current Assets> Cash At Bank> New bank account)



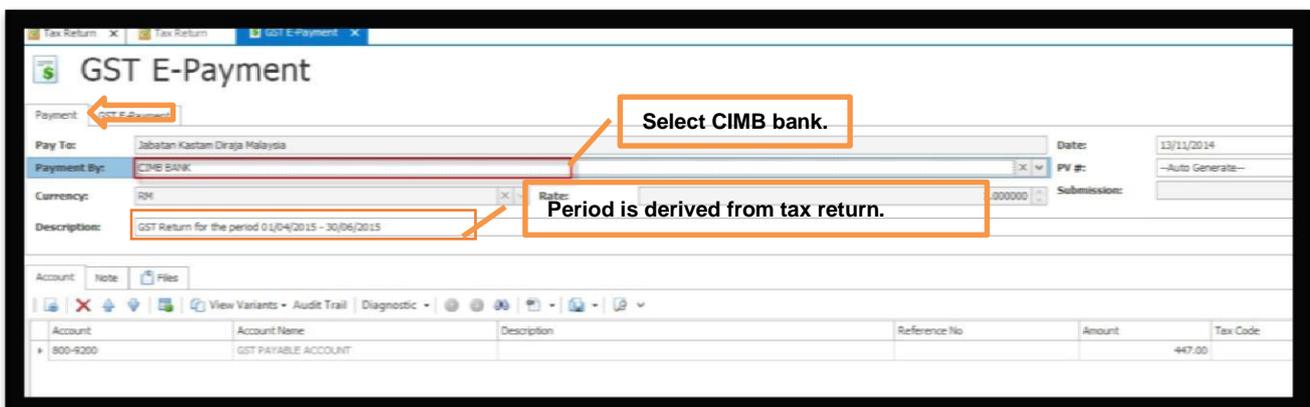
Enter the "GL Account Code", "Description" and "Bank Account #" as shown below and save.



1.8 GST E-Payment

Here are the steps to make a GST E-Payment by using QNE:

Step 1:



Step 2:

Account

Account	Account Name	Description	Reference No	Amount	Tax Code
800-9200	GST PAYABLE ACCOUNT			447.00	447.00

Step 3:

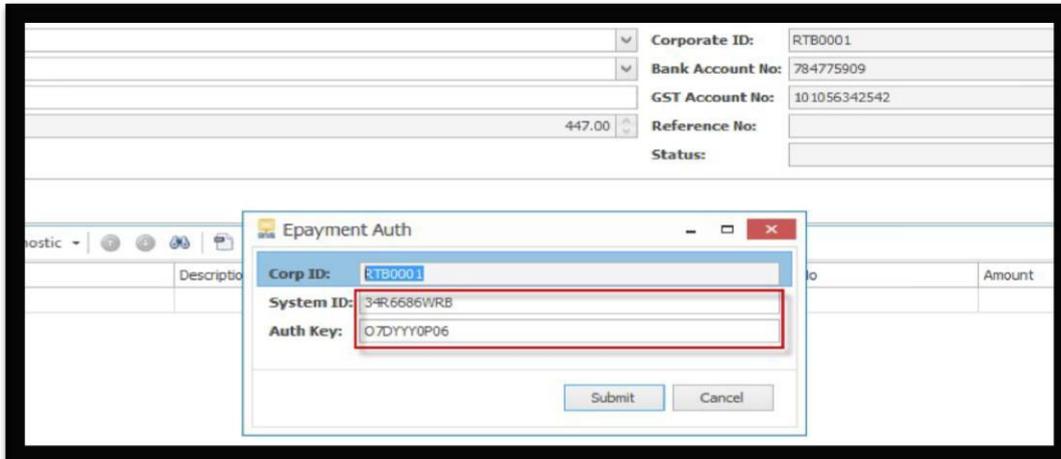
After entering and checking the information, may submit the payment.

Account

Account	Account Name	Description	Reference No	Amount	Tax Code
800-9200	GST PAYABLE ACCOUNT			447.00	447.00

Step 4:

Enter “SystemID” and “Auth Key”, you can obtain these when register with CIMB BizChannel. Click “Submit” to proceed.

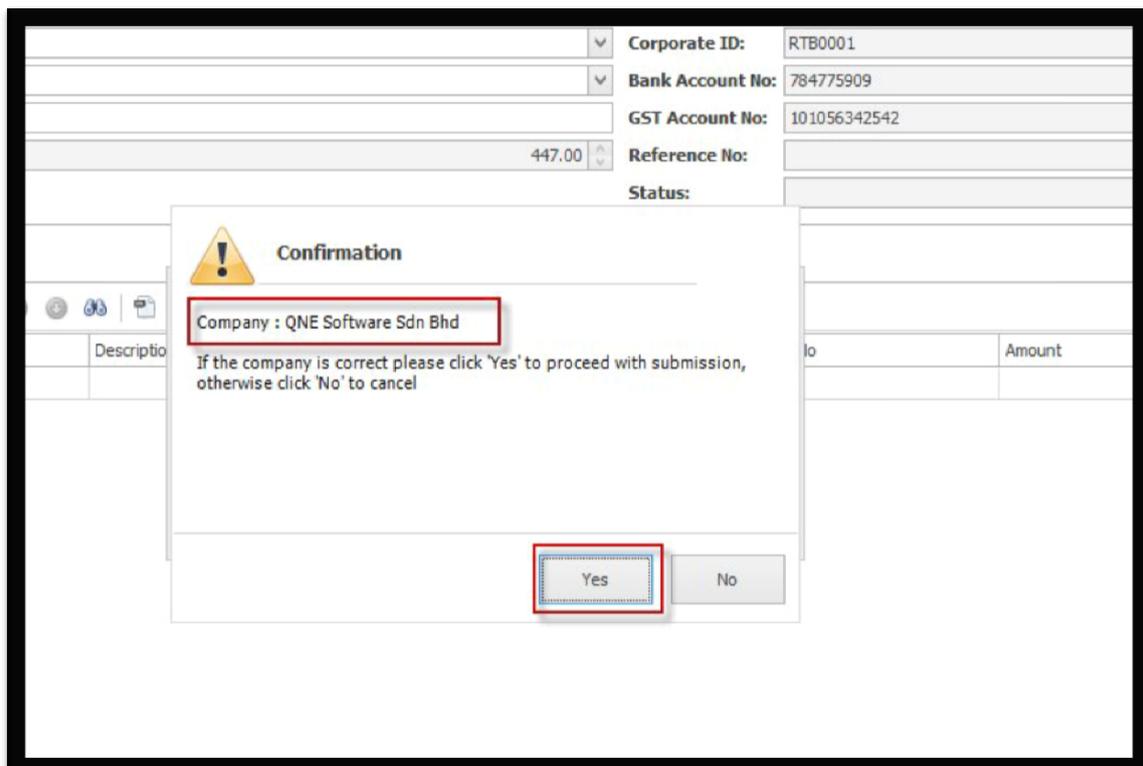


Step 5:

If “SystemID” and “Auth Key” are valid, you will be prompted for company name verification.

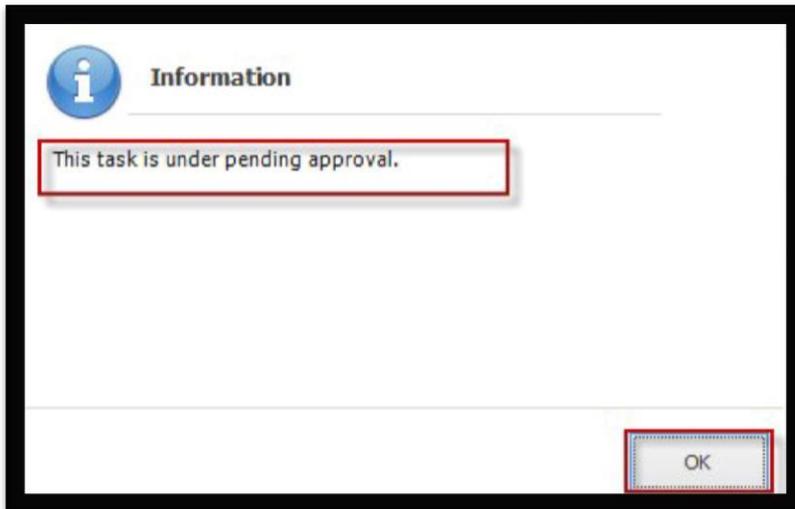
Click “Yes” to

Confirm and proceed. Otherwise click “No”.



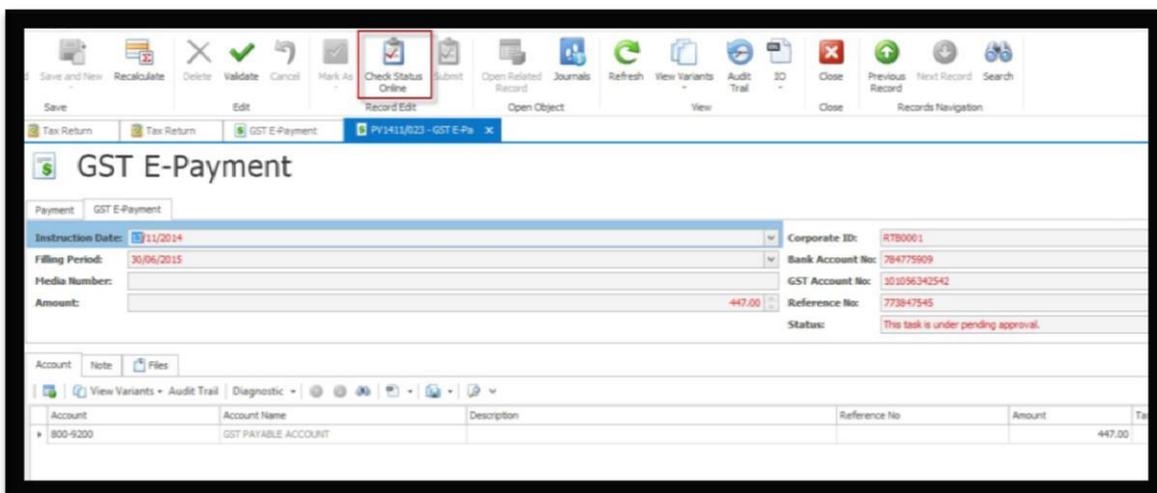
Step 6:

The payment is successfully submitted for approval.



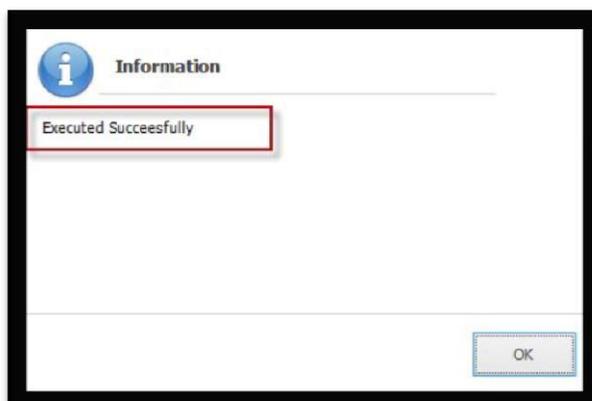
Step 7:

You may check the status of the payment later by clicking "Check Status Online".



Step 8:

If the payment has been approved, system will prompt "Executed Successfully".



1.9 Tax Adjustment

There are instances that we may require to adjust and account for the input tax and output tax in certain taxable period, for example, in the GST transitional rules, we may need to account for output tax invoice that we already issued to our customer but we still haven't delivered the goods to the customer. Thus, we are required to account for output tax for this invoice.

Output Tax Adjustment (*Same step to Input Tax Adjustment)

(GST> Tax Adjustment> Output Tax Adjustment> Save)

The account for GST Expense will be auto selected of what you have set in Output Tax's GST Expenses.

Enter the "Tax Amount", and the tax amount will be auto calculated based on the percentage in the Tax Code selected and the Tax Amount entered.

Account Name	Account	Description	Project	Cost Centre	Reference No	Debit	Credit
GST EXPENSES	402-0000	Account for Outpu...				56.60	
GST OUTPUT TAX	800-9999	Account for Outpu...					56.50

The account for GST Expense will be auto selected of what you have set in Output Tax's GST Expenses account in GST Setting.

1.10 Free Gift Rules / Deemed Supply

Private use of business assets, business gift more than RM 500 accumulated in the same calendar year, supply to connected person are required to account for output tax.

Make sure Posting Account has been assigned.

1. (GST Settings> Tax Code (DS)> Free Gift" account and "GST Expenses" account in your expenses GL)

GST Settings

Taxable Period Category: 3 Months | Filing Due Date: 1/11/2015
 Effective Date: 1/4/2015 | De-registration Date:

Preset Accounts | Free Gift | Report Printing Control | Partial Exemption

Deemed Supply Tax Code:	DS	X	Free Gift Limit:	500.00
Free Gift Cost GLAccount:	400-2000: FREE GIFT	X		
GST Expense:	402-0000: GST EXPENSES	X		

2. (GL> Journal> Free Gift Journal> Select Receiver Detail> Gift From> Amount)

Free Gift Journals

Journal Type: Customers | Date: 1/4/2015
 Customer: 700-8001 | Journal #: JV1504002
 Tax: BEST TECH ENGINEERING SDN. BHD.

Currency: RM | Rate: 1.000000

Gift From: Account | Amount: 600.00
 From Account: 600-0200: COMPUTERS & SOFTWARES | Is Tax Inclusive:
 To Account: 400-2000: FREE GIFT

Description: Being deemed supply to BEST TECH ENGINEERING SDN. BHD.

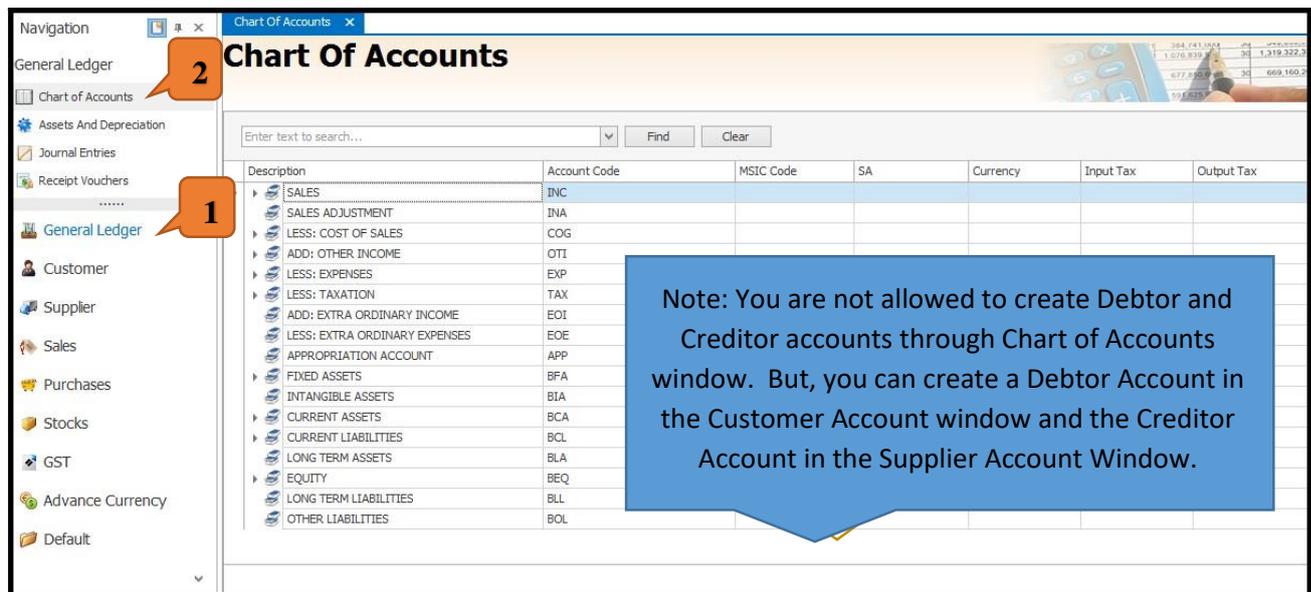
System will generate the journal for the deemed supply automatically.

Account Name	Account	Description	Reference No	Debit	Credit	Input/Output Tax	Tax Code	Tax Rate	Tax Debit	Tax Credit
COMPUTERS & SOFTWARES	600-0200	Being deemed...			600.00	Output Tax	DS	6.00 %		33.96
FREE GIFT	400-2000	Being deemed...		566.04		Input Tax		0.00 %		
GST EXPENSES	402-0000	Being deemed...		33.96		Input Tax		0.00 %		

General Ledger

1.11 Setup Chart of Accounts

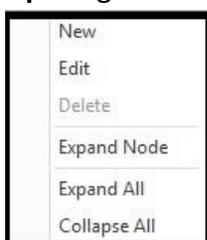
Before you entering any new transactions into the QNE Optimum, you have to setup the Chart of Accounts. The system will generate a sample chart of account for you when create your account book. Scroll through the Chart of Accounts and have a good look at them. Some of these accounts may not suit your business and as such need changing. Other accounts that you require may be missing and will need to be added.



Steps

1. Make sure you are in the correct database. The database path is shown on top of the main screen
2. Select Chart of Accounts from the General Ledger menu. The window will appear as shown in the picture above.
3. All the account types are provided for you. To display all the accounts and their relationships, right click on your mouse and select Expand All. The window displays all the accounts and their relationships in hierarchical pattern- Expand All.
4. Highlight the account type and click the New button to enter into GL Account form.

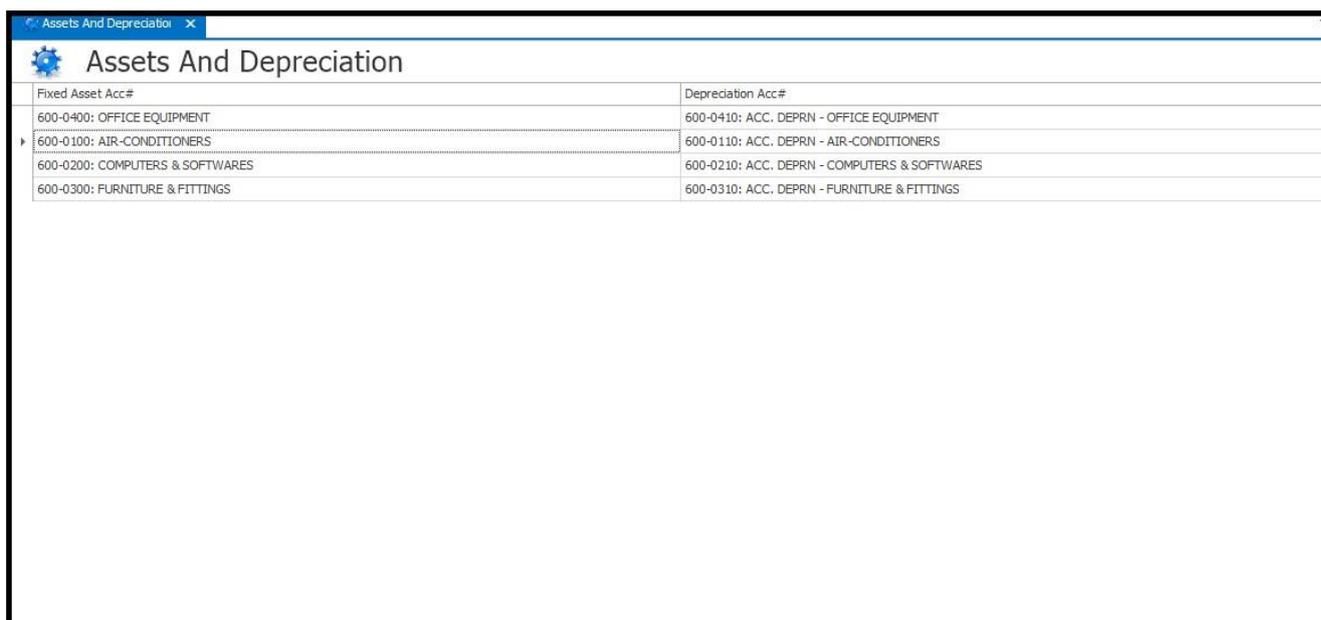
Tips: Right click on your mouse and the below menu will appear.



1.12 Setup Assets & Depreciation Accounts

Some assets will decrease in value because of aging, wear and tear, economic factors and depletion. Therefore, the company attempts to show what the estimated current value is by working out on how much the assets have reduced, which is known as depreciation.

The system will automatically generate the assets and their depreciation account when you have selected the type of company, but you must add new fixed asset accounts and their depreciation accounts that have been created in the Chart of Accounts by following the steps listed below:-



Fixed Asset Acc#	Depreciation Acc#
600-0400: OFFICE EQUIPMENT	600-0410: ACC. DEPRN - OFFICE EQUIPMENT
600-0100: AIR-CONDITIONERS	600-0110: ACC. DEPRN - AIR-CONDITIONERS
600-0200: COMPUTERS & SOFTWARES	600-0210: ACC. DEPRN - COMPUTERS & SOFTWARES
600-0300: FURNITURE & FITTINGS	600-0310: ACC. DEPRN - FURNITURE & FITTINGS

Steps

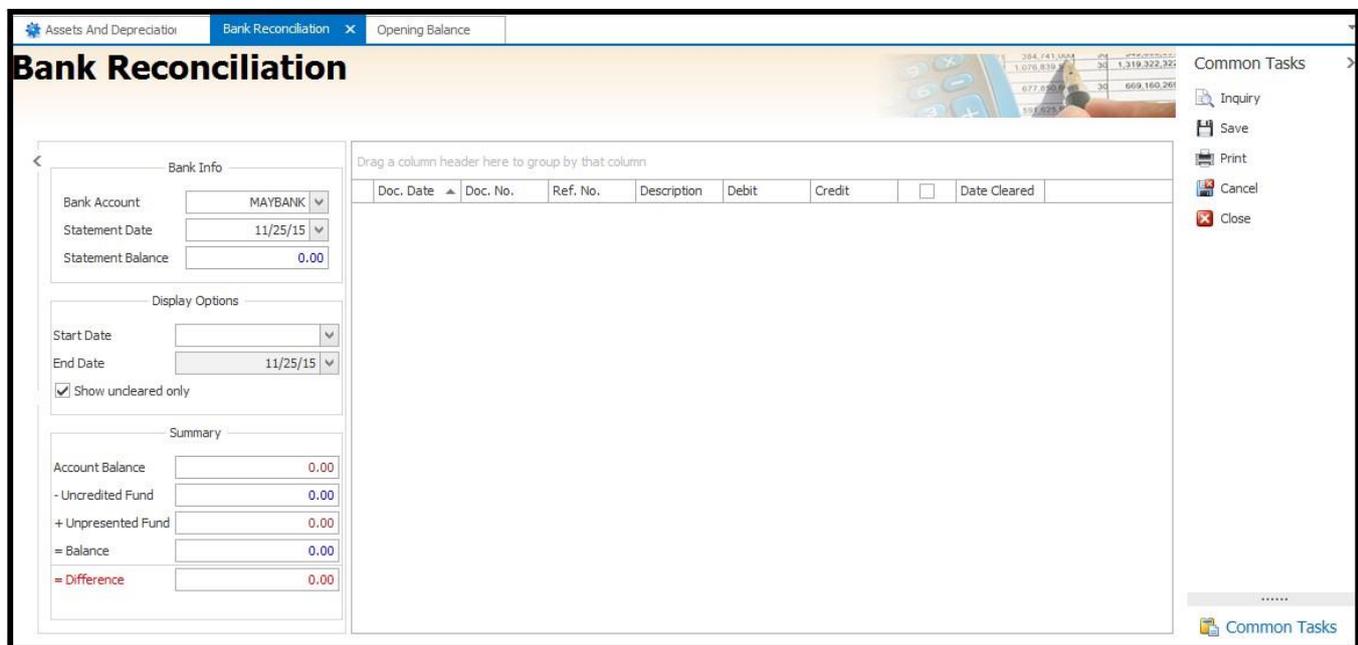
1. Select Assets & Depreciation Maintenance from the General Ledger menu. The above window will appear.
2. Click New and click button to select the fixed asset account code and the depreciation account code accordingly.
3. Click Save button to save the record.

1.13 Bank Reconciliation

The system allows you to reconcile all accounts, which is set up as bank accounts. This allows you to match your computer records with your bank or credit card statements to verify balances.

There are three main reasons that your bank statement and your computer records are different.

1. The bank has charged us for the services, for example: bank charges, interest and cost of stamp duty for a cheque book issue etc.
2. Unpresented cheque and uncredited cheque.
3. Errors may have been made either by the company in the bank or in the company's account and bank statement. For example: Discrepancy of amount recorded.



Steps

1. Select Bank Reconciliation under the General Ledger menu. The above window will appear.
2. Select a Bank GL Account to reconcile.
3. Click Save button to save the record.

1.14 Setup Opening Balance

This is the place where you enter the opening balance for General Ledger Accounts such as Assets, Liabilities, and Expenses etc. The Assets and Expenses accounts will have debit balance. While the Capital, Liabilities and Revenues accounts will have credit balance.

Opening Balance

Filters
 Projects --ALL--
 Cost Centre --ALL--

Closing Balance Date
 12/31/14

Common Tasks
 Save
 Print
 Journals

Enter text to search... Find Clear

Description	Account Code	Currency	Rate	F. D.
SALES	INC			
SALES	100-0100	MYR	1.00000000000000	
SALES ADJUST...	INA			
LESS: COST OF ...	COG			
OPENING S...	201-0000	MYR	1.00000000000000	
PURCHASES	203-0000	MYR	1.00000000000000	
PURCHASES...	204-0000	MYR	1.00000000000000	
CARRIAGE I...	205-0000	MYR	1.00000000000000	
CLOSING ST...	209-0000	MYR	1.00000000000000	
ADD: OTHER IN...	OTI			
DISCOUNT ...	300-0100	MYR	1.00000000000000	
FOREX GAIN	300-0200	MYR	1.00000000000000	
UNREALISE...	300-0300	MYR	1.00000000000000	
LESS: EXPENSES	EXP			

DIFF: 0.00

0.00 0.00 0.00 0.00

Common Tasks

Note: You are not allowed to enter opening balance of Customer, Supplier and Stock here. To enter opening balance of customer/supplier, please refer to the Customer/Supplier module. To enter opening balance for stock, please refer to Stock Value Maintenance menu.

Steps

1. Select Opening Balance Maintenance from the General Ledger menu. The above window will appear.
2. Search for the Account from the list.
3. Type in the amount according to the type of accounts in boxes available indicated: debit or credit opening balance.
4. Click Save button to save the record after finishing enter all the values.

1.15 Setup Bank Reconciliation Opening Balance

The opening balance of bank reconciliation is usually the amount of all the unrepresented and unclear cheque.

Bank Reconciliation Opening

Bank Account N/A

Entry Date	Doc No.	Description	Cheque No.	Debit	Credit	Cleared
TOTAL						

Common Tasks
 Edit
 Refresh
 Close

Record 0 of 0

Common Tasks

Steps

1. Click Bank Reconciliation OB under the General Ledger menu. The above window will appear.
2. Click the Bank Account lookup box to select a bank account.
3. Select the bank account that you want to enter all the unpresented and unclear cheque.

Customer

1.16 Setup Term Maintenance

In QNE Optimum, every customer is given a different facility in payment terms for sales. Discount may be allowed if the customer pays their account by cash or cheque on delivery or within a pre-agreed term of payment. Thus, we have to select the term for period of payment. By default, the system has generated some type of terms, but you can add more type of term by following the steps listed below.



Steps

1. In the Ribbon Menu, select the Maintenance and then click Term, then the above window will appear.
2. Enter the Term code.
3. Enter the number of days for this term.
4. Click Save button to save this record.

Below are the description of all the controls and buttons used in Terms form for creating and editing records.

1.17 Setup Customer Categories

The system allows you to group your customer by category. There are various reports that give you the information according to customer category. The debtor category is not compulsory.

Steps

1. Select Categories from the Customers menu. The above window will appear.
2. Enter a new category code. This is up to 20 alphanumeric long and it is a compulsory field.

3. Enter the description
4. Click Save button to save the record.

1.18 Customers Maintenance

This is the place where all the individual customer accounts are setup. You should setup an account for each customer that has credit term. You should also setup accounts for long-term customers who buy over a period of time.

Since the system handles multiple currencies, for accounts maintained in foreign currency, you should select the currency for the account at the currency field. For account in local currency, you should ignore the currency field, as the currency field by default will be local currency.

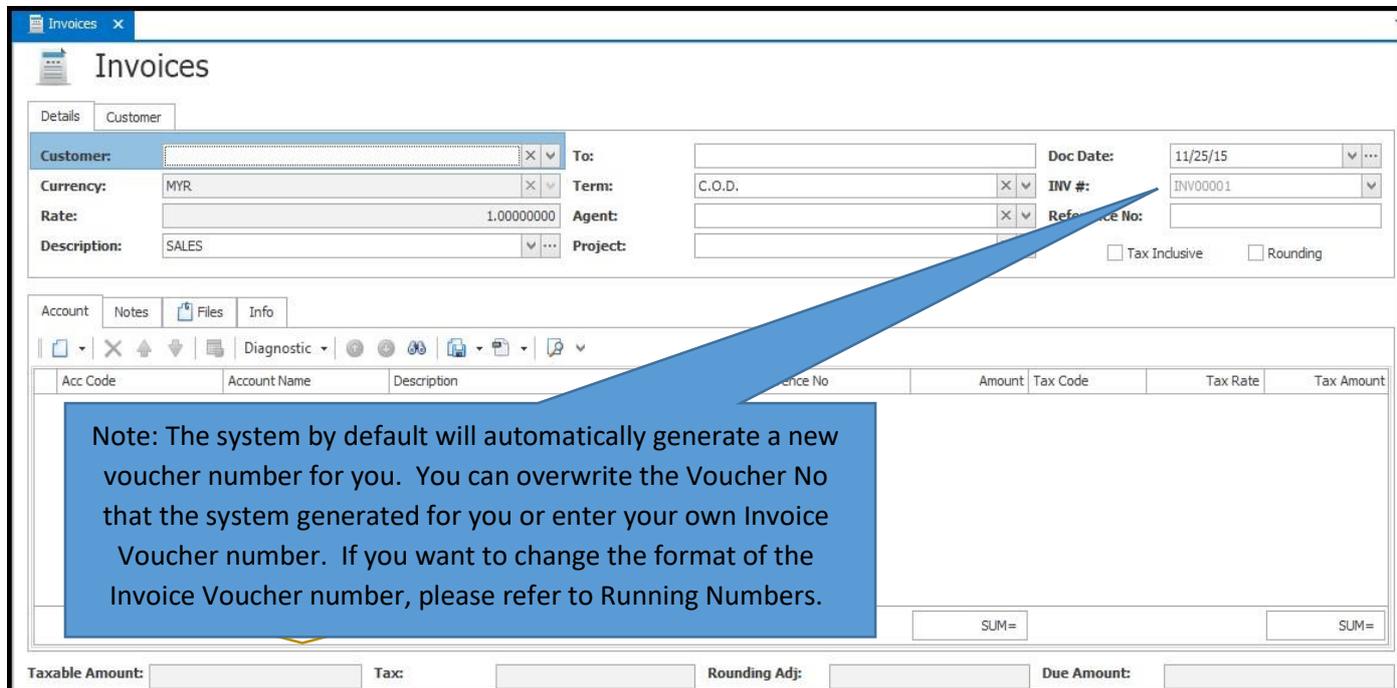
Once a customer account has been setup, its information such as its name, address etc., can be loaded in to the various transaction windows. You can group customers by category and also by area. There are various reports, which give you information according to customer category or customer area.

Steps

1. Select Customers from the Customer menu. The above window will appear.
2. Key in all the relevant information in the boxes available.
3. Click Save button to save the record.
4. You can continue to create another debtor account code without click on the New button.

1.19 Invoices

Invoice Entry is the place where you enter all the invoices that you send to the customer. Invoice is a document, which is sending to the customer showing the full details of the goods sold and the prices of goods for each credit sales.



Note: The system by default will automatically generate a new voucher number for you. You can overwrite the Voucher No that the system generated for you or enter your own Invoice Voucher number. If you want to change the format of the Invoice Voucher number, please refer to Running Numbers.

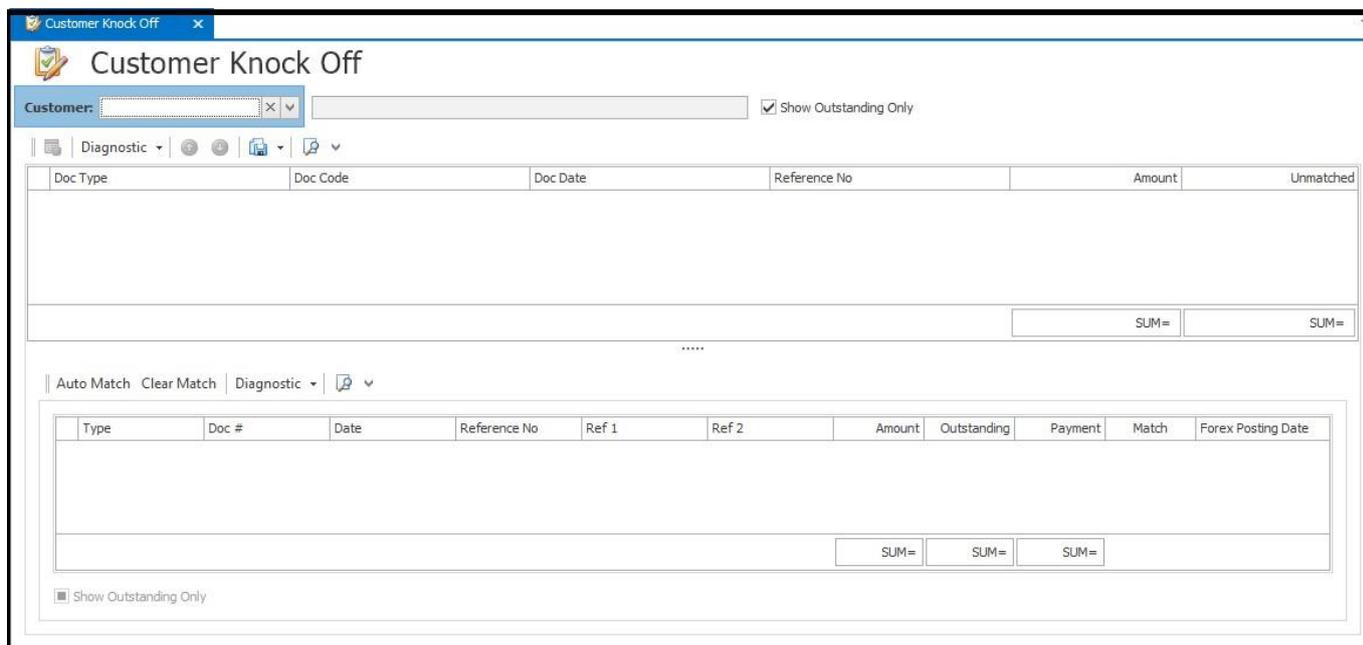
Steps

1. Select Invoices from the Customer menu. The above window will appear.
2. Key in all the relevant information in the boxes available.
3. Click Save button to save the transaction.
4. You can continue to create another invoice voucher without click on the New button.

Tips: Select Maintenance and the Running Numbers will appear in the toolbar.

1.20 Customer Transaction Knock Off

This form allows you to knock-off the receipt with invoice(s) or debit note(s) for a particular debtor.



Steps

1. Select Customer Transaction Knock-Off from the Customer menu. The above window will appear.
2. Select a customer account in the Customer lookup.
3. Click Save button to save the transaction.

1.21 Customer Debit Notes

This screen is used to record an adjustment to a particular issued invoice. If you made a mistake of understating the selling price of previously issued invoice, you may issue a debit note to your customer showing the amount of additional charges made by company for understating the previous issued invoice. The customer's account will be debited with an amount of the additional charges, thus, showing an increase in the total outstanding of amount due.

Customer Debit Notes

Details Customer

Customer: [] To: [] Doc Date: 11/25/15

Currency: MYR Agent: [] DN #: DN1511/001

Rate: 1.00000000 For INV: [] Reference No: []

Description: SALES Reasons: [] Tax Inclusive Rounding

Details Notes Files Info

Acc Code	Account Name	Description	Reference No	Amount	Tax Code	Tax Rate	Tax Amount
				0.00		0.00 %	
				0.00		0.00 %	
				0.00		0.00 %	
				0.00		0.00 %	
				0.00		0.00 %	
				0.00		0.00 %	
				SUM=0.00			SUM=

Taxable Amount: [] Tax: [] Rounding Adj: [] Due Amount: []

Note: The system by default will automatically generate a new voucher number for you. You can overwrite the Voucher No that the system generated for you or enter your own Debit Note Voucher number. If you want to change the format of the Invoice Voucher number, please refer to Running Numbers.

Steps

1. Select Customer Debit Notes from the Customer menu. The above window will appear.
2. Key in all the relevant information on the boxes available.
3. Click Save to save the transaction.
4. You can continue to create another debit note without clicking on the New button.

1.22 Customer Credit Notes

This screen is used to record an adjustment to a particular issued invoice. If you want to give a customer a discount or there is a sales return from customer, you may issue a credit note to your customer showing the amount of allowance given by company for the adjustment made on the sales price or the return of faulty goods. The customer's account will be credited with an amount of the sales return or discount, thus, showing the reduction the total outstanding amount due.

Steps

1. Select Receive Payments from the Customer menu. The above window will appear.
2. Key in all the relevant information in the boxes available.
3. Click Save button to save the transaction.
4. You can continue to create another debtor account code without click on the New button.

Supplier

1.24 Setup Supplier Categories

QNE Optimum allows you to group your supplier by category. There are various reports that give you the information according to supplier category. The supplier category is not compulsory.



The screenshot shows a software window titled "Supplier Categories". Inside the window, there is a tree view on the left with "Supplier Categories" expanded. Below the tree view, there are two input fields: "Category Code:" and "Description:". The "Category Code:" field is currently empty and has a blue border, indicating it is the active field.

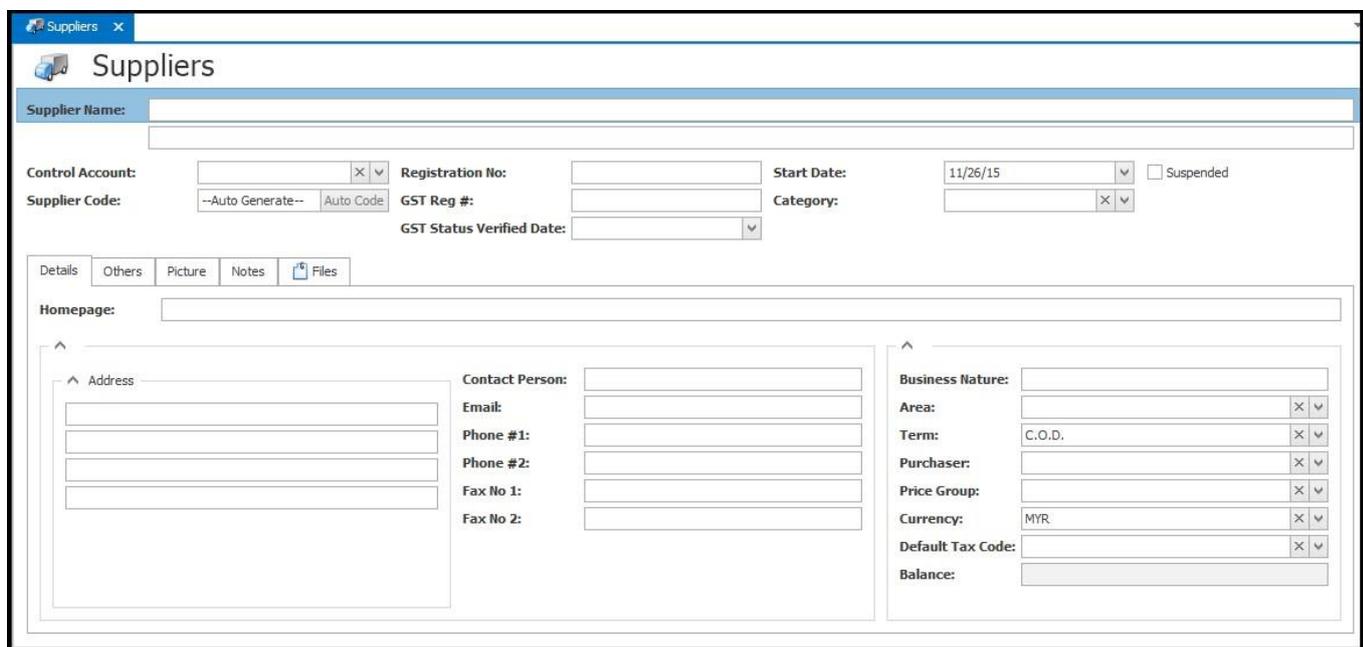
Steps

1. Select Supplier Categories from the Supplier menu. The above window will appear.
2. Enter a new category code. This is up to 20 alphanumeric long and it is compulsory field.
3. Enter the description.
4. Click Save button to save the record.

1.25 Supplier Maintenance

The Supplier Maintenance window is the place where you set up the account information for the vendor. Under normal circumstances, the supplier accounts are companies or individuals that sell goods or services to us in a long-term basis, that is, repeatable over a period of time. More importantly, we should definitely allocate an account for each of them when there are credit terms given by the supplier. This is to enable us to manage our liabilities properly, so that we can operate our business in a reputable manner. Another benefit is that we can also analyze our purchase history with the suppliers, so that we may be in a better position to negotiate better pricing with them.

Once a supplier account has been set up, its information such as its name, address, etc., can be loaded into the various transaction windows. You can group suppliers by category and also by area. There are various reports, which give you information according to supplier category or supplier area.

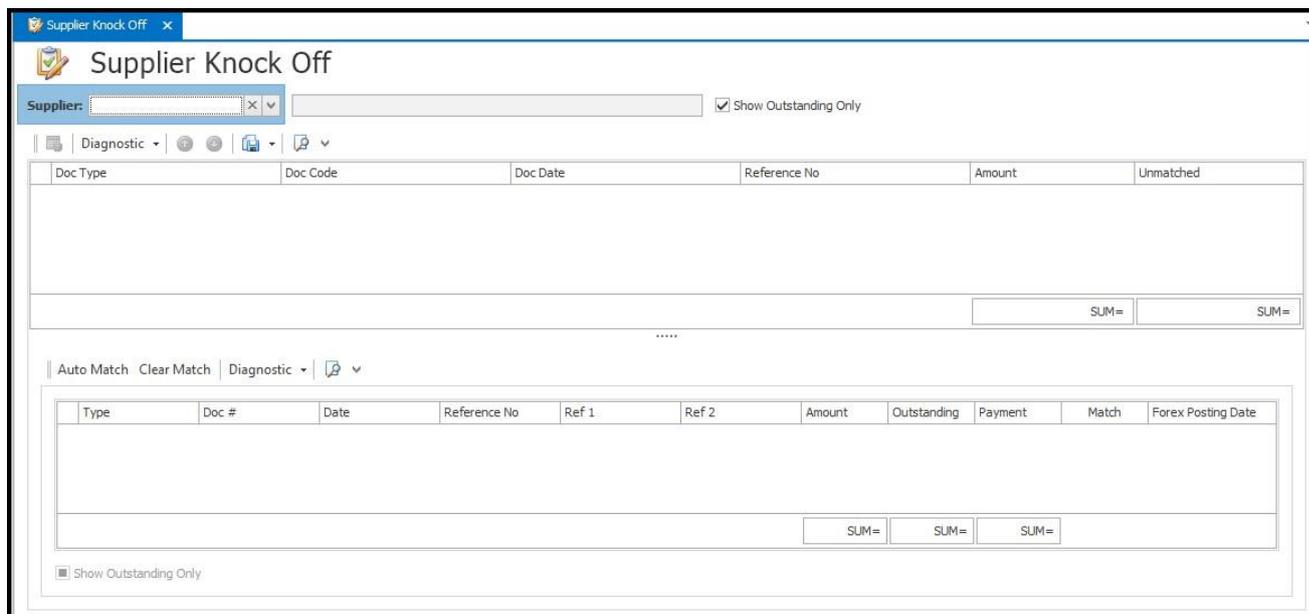


Steps

1. Select Suppliers from the Supplier menu.
2. Key in all the relevant information accordingly.
3. Click Save button to save the supplier's details.
4. You can continue to create another supplier code without clicking on the New button.

1.26 Supplier Transaction Knock Off

This form allows you to knock-off the payments with bill(s) or debit note(s) for a particular supplier.



Steps

1. Select Supplier Transaction Knock Off from the Supplier menu. The above window appears.
2. Match all the outstanding bills/debit notes by tick on the MATCHED column.
3. Click Save button to save the transaction.

1.27 Supplier's Debit Notes

Supplier Debit Note is a document that we received from the supplier. This screen is used to make an adjustment of incorrect figure and additional charges to the purchase prices. If you receive a debit note from your supplier, it means that a supplier's account will be debited with an amount of the additional charges, thus, showing an increase in the total outstanding of amount due.

Steps

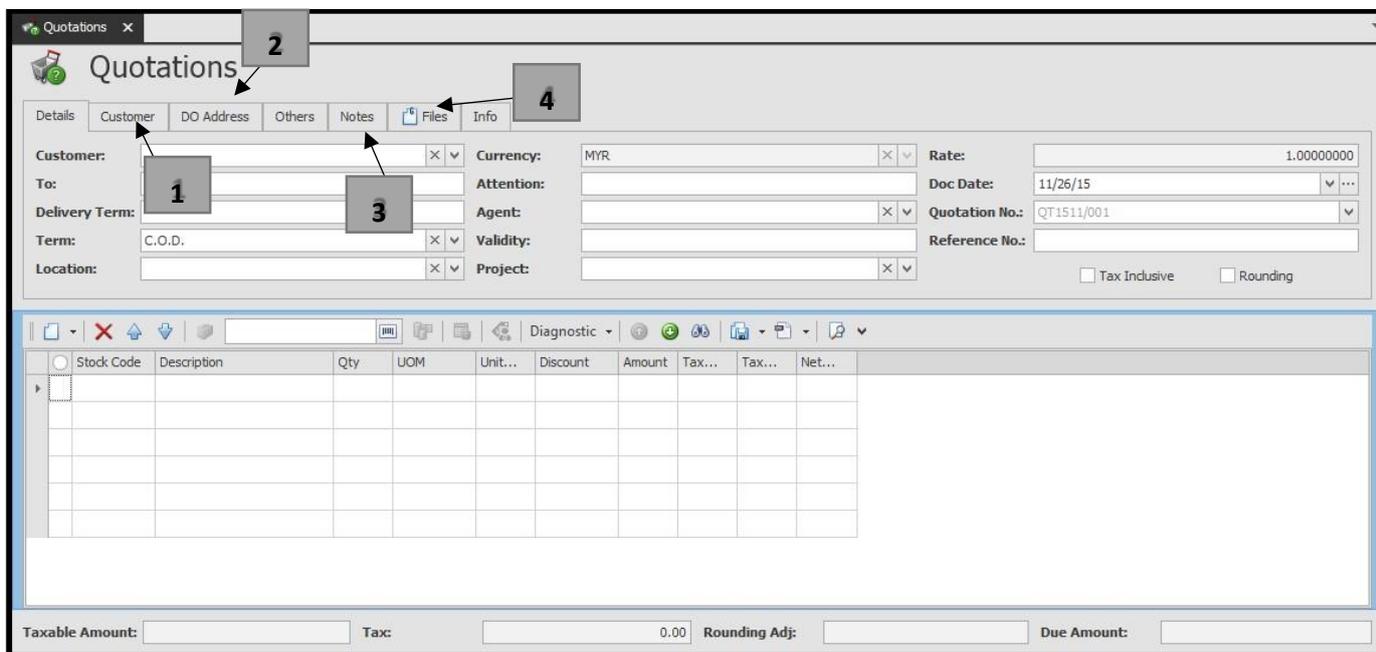
1. Select Pay Bills from the Supplier menu. The above window will appear.
2. Key in all relevant information in the boxes available.
3. Click Save button to save the transaction.
4. You can continue to create another pay bill without any clicking on the New button.

Sales

1.31 Quotations

This module enables you to tender a quotation of goods or services with pricing to customer.

Select the Quotations from Sales menu bar.



The screenshot shows the 'Quotations' window in a software application. The window title is 'Quotations'. Below the title bar, there are several tabs: 'Details', 'Customer', 'DO Address', 'Others', 'Notes', 'Files', and 'Info'. The 'Details' tab is active. The form contains the following fields:

- Customer:** A text field with a callout '1' pointing to it.
- To:** A text field with a callout '2' pointing to it.
- Delivery Term:** A dropdown menu with 'C.O.D.' selected.
- Location:** A dropdown menu.
- Currency:** A dropdown menu with 'MYR' selected.
- Attention:** A text field.
- Agent:** A dropdown menu.
- Validity:** A text field.
- Project:** A dropdown menu.
- Rate:** A text field with '1.00000000' entered.
- Doc Date:** A date field with '11/26/15' entered.
- Quotation No.:** A dropdown menu with 'QT1511/001' selected.
- Reference No.:** A text field.
- Tax Inclusive
- Rounding

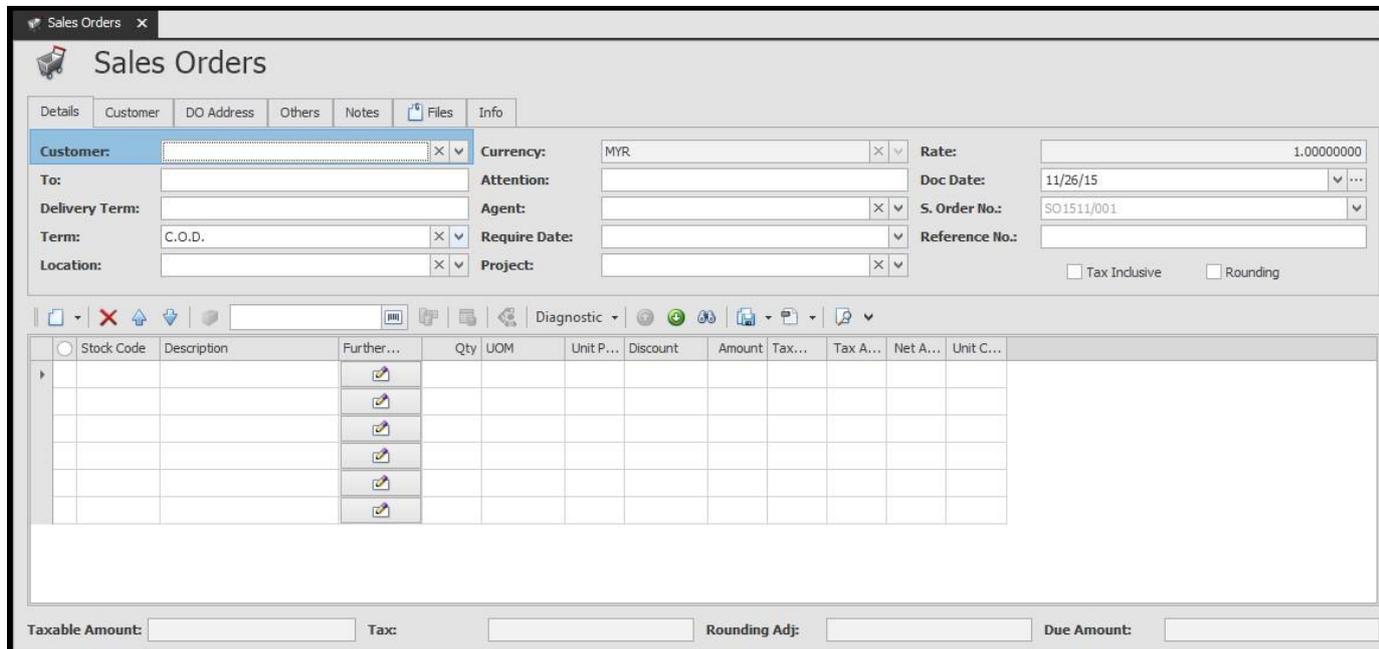
Below the form is a toolbar with various icons. Underneath the toolbar is a table with the following columns: Stock Code, Description, Qty, UOM, Unit..., Discount, Amount, Tax..., Tax..., Net... The table is currently empty. At the bottom of the window, there are summary fields: Taxable Amount, Tax (0.00), Rounding Adj, and Due Amount.

1. You can enter the customer's details for this quotation entry.
2. This page allows entering customer delivery address if any. This DO will show out in Delivery Oder.
3. You can add some notes for this quotation entry.
4. This page allows to put required life if any.

1.32 Sales Orders

This module enables you to place an order for selling goods or services to customer.

Select the Sales Orders from Sales menu bar.



Notes: The system allows you to copy an existing sales order to a new sales order. To do this, right click on the details tab of the sales order screen, and then select “Copy Sales Orders”.

1.33 Delivery Orders

This module enables you to enter goods delivered to customer.

Select the Delivery Order from Sales menu bar.

Delivery Orders

Details Customer DO Address Others Notes Files Info

Customer: [Dropdown] **Currency:** MYR **Rate:** 1.00000000

To: [Text] **Attention:** [Text] **Doc Date:** 11/26/15

Delivery Term: [Text] **Agent:** [Dropdown] **D. Order No.:** DO1511/001

Term: C.O.D. **Project:** [Text] **Reference No.:** [Text]

Location: [Dropdown] Tax Inclusive Rounding

Diagnostic [Icons]

Stock Code	Description	Further...	Qty	UOM	Unit...	Discount	Amount	Tax...	Tax...	Net...	Unit...

Taxable Amount: [Text] Tax: [Text] Rounding Adj: [Text] Due Amount: [Text]

1.34 Sales Invoices

This module enables you to enter a list of goods or services sold to customer on credit with prices charged.

Select the Sales Invoices from the Sales menu bar.

Sales Invoices

Details Customer DO Address Others Notes Files Info

Customer: [Dropdown] **Currency:** MYR **Rate:** 1.00000000

To: [Text] **Attention:** [Text] **Doc Date:** 11/26/15

Delivery Term: [Text] **Agent:** [Dropdown] **Invoice No.:** INV00001

Term: C.O.D. **Our DO No.:** [Text] **Reference No.:** [Text]

Location: [Dropdown] Tax Inclusive Rounding

Diagnostic [Icons]

Stock Code	Description	Further...	Qty	UOM	Unit P...	Discount	Amount	Tax...	Tax A...	Net A...	Unit C...

Taxable Amount: [Text] Tax: [Text] Rounding Adj: [Text] Due Amount: [Text]

1.35 Sales Debit Notes

This module enables you to enter goods or services sold that are undercharged to customers.

Select Sales Debit Notes from Sales menu bar.

1.36 Sales Credit Notes

This module enables you to enter goods or services sold that are overcharged to customers. Select the Sales Credit Notes from the Sales menu bar

1.37 Cash Sales

This module enables you to enter a list of goods or services sold to customer in cash.

Select the Cash Sales from the Sales menu bar.

1

Purchase

1.38 Purchase Requisition

This module allows you to enter the requisition of goods or services with pricing to customer.

Select Purchase Requisition from the Purchase menu bar.

Goods Received Notes

Details: Supplier Deliver To Others Notes Files Info

Supplier: [] Currency: MYR Rate: 1.00000000
 From: [] Attention: [] Doc Date: 26/11/2015
 Term: [] Purchaser: [] GRN No.: GRN1511/001
 Location: [] Supplier DO No: [] Reference No.: []
 Project: [] Cost Centre: [] Tax Inclusive Rounding

Stock Code	Description	Further...	Qty	UOM	Unit Price	Discount	Amount	Tax Code	Tax Amount	Net Amount
		[]								
		[]								
		[]								
		[]								
		[]								

Taxable Amount: [] Tax: [] Rounding Adj: [] Due Amount: []

1.41 Purchase Invoice

This module allows you to enter the stock that you have purchase from your supplier.

Select Purchase Invoice form the Purchase menu bar.

Purchase Invoices

Details: Supplier Deliver To Others Notes Files Info

Supplier: [] Currency: MYR Rate: 1.00000000
 From: [] Attention: [] Doc Date: 26/11/2015
 Term: [] Purchaser: [] Invoice No.: BIL1511/001
 Location: [] Supplier DO No.: [] Supplier Inv No.: []
 Project: [] Cost Centre: [] Tax Inclusive Rounding

Stock Code	Description	Further...	Qty	UOM	Unit Price	Discount	Amount	Tax Code	Tax Amount	Net Amount
		[]								
		[]								
		[]								
		[]								
		[]								

Taxable Amount: [] Tax: [] Rounding Adj: [] Due Amount: []

1.42 Cash Purchase

This module allows you to enter the stock that you have purchase in cash from your supplier.

Select Cash Purchase from the Purchase menu bar.

1.43 Purchase Returns

This module allows you to return the stock that you have purchase from your supplier.

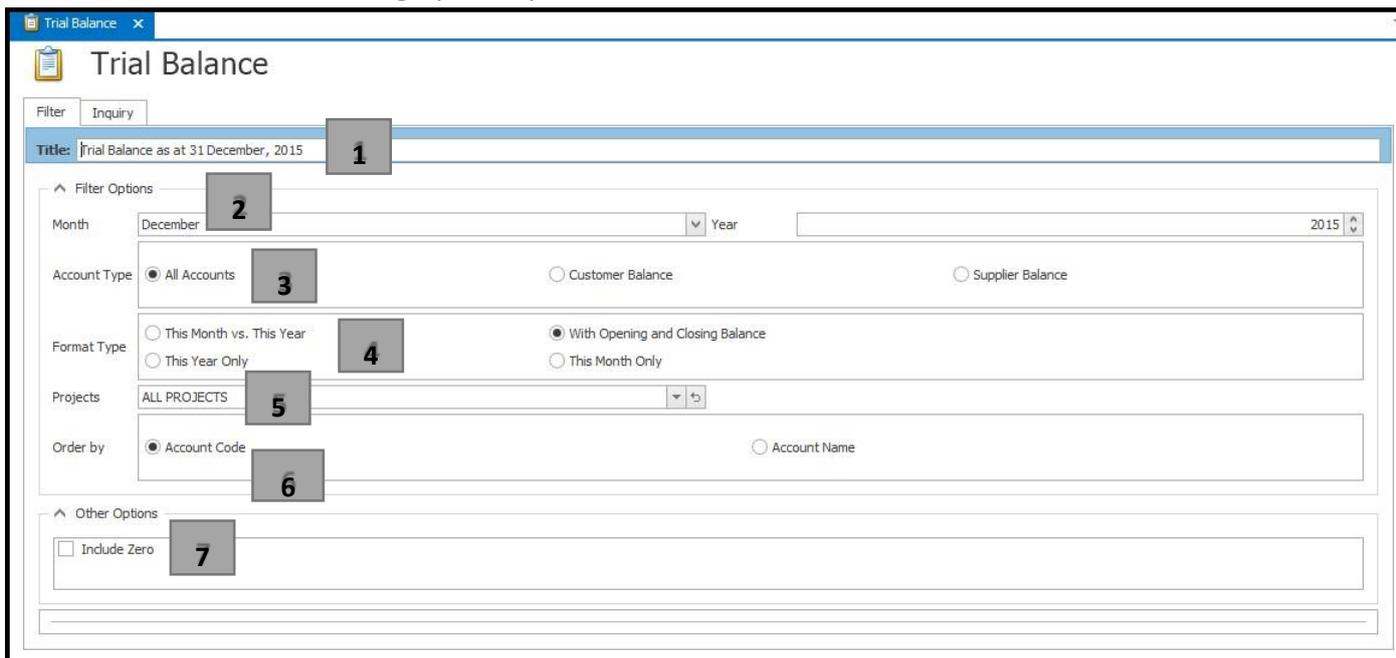
Select Purchase Returns from Purchase menu bar.

Reports

1.44 Trial Balance

Steps

1. Click Reports from the menu bar and click GL reports to select Reports and click on the Trial balance. The below window will appear.
2. Accept or type over the report title and the report title field.
3. Enter the trial balance as at date.
4. Click Preview button to preview the report or click Print to print the report.
5. Click customize to design your report.



The screenshot shows the 'Trial Balance' configuration window. It includes a title field (1), filter options for Month (2) and Year (2015), Account Type (3) with radio buttons for All Accounts, Customer Balance, and Supplier Balance, Format Type (4) with radio buttons for This Month vs. This Year, This Year Only, With Opening and Closing Balance, and This Month Only, Projects (5) with a dropdown menu, Order by (6) with radio buttons for Account Code and Account Name, and Other Options (7) with an 'Include Zero' checkbox.

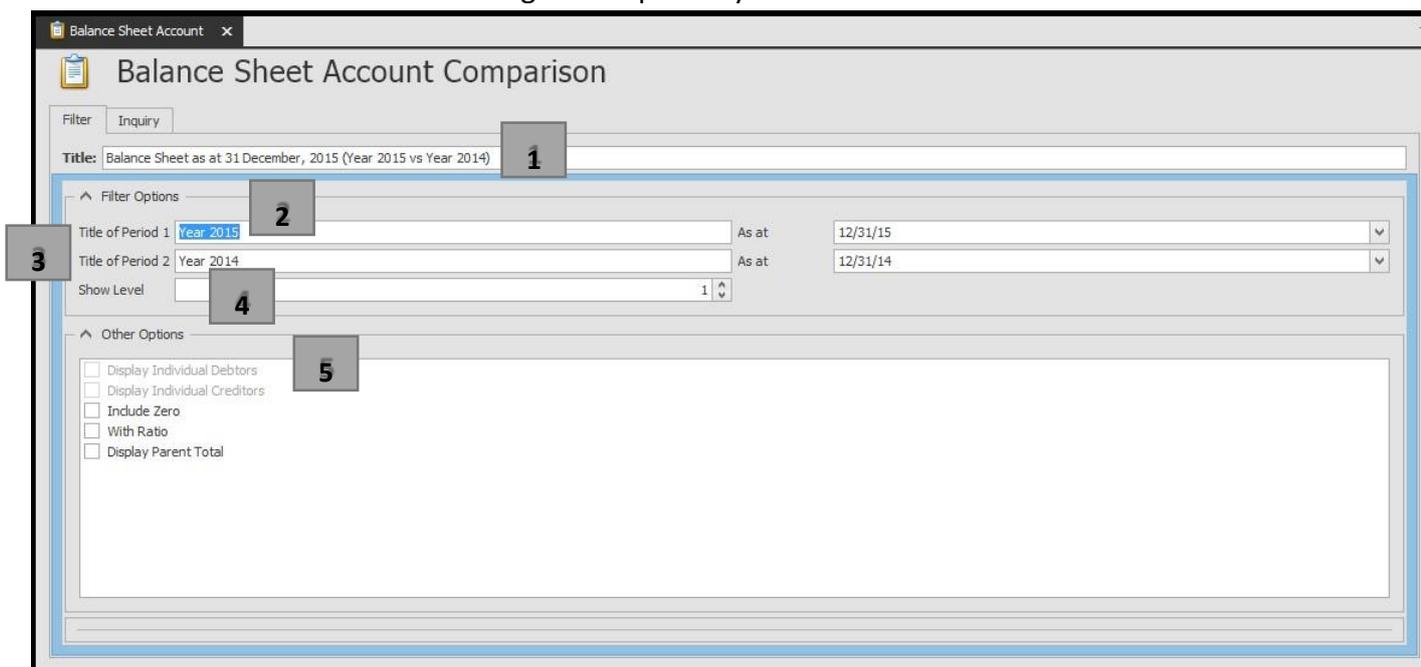
The description of all the reports and filter options for filtering the Trial Balance are shown below:

1. Title-The text you enter here will appear in Trial Balance report as its title.
2. Date filter- range of dates as filter option for Trial Balance date
3. Account Type- sort order of the report can be based on either All Account, Customer Balance or Supplier Balance.
4. Format Type- sort order of the report can be based on either This month vs. This Year, This Year Only, With Opening and Closing Balance, or This Month Only
5. Projects- you can filter the report by selecting a range of Projects
6. Order by- sort order of the report can be based on either Account No or Account Name.
7. Other Options: Include Zero- Zero will be included in the report.

1.45 Balance Sheet

Steps

1. Click Reports from General Ledger menu and select Reports -> Balance Sheet Account.
Then click Balance Sheet Comparisons. The below window will appear.
2. Modify or accept the report file.
3. Enter the Balance Sheet as at date.
4. Click the Preview button to preview the report or click Print button to print the report.
5. Click Customize button to design the report in your own format.



The screenshot shows the 'Balance Sheet Account Comparison' window. It has a title bar 'Balance Sheet Account' and a main title 'Balance Sheet Account Comparison'. Below the title are 'Filter' and 'Inquiry' tabs. A 'Title' field contains 'Balance Sheet as at 31 December, 2015 (Year 2015 vs Year 2014)'. Under 'Filter Options', there are two 'Title of Period' fields: 'Year 2015' and 'Year 2014', each with an 'As at' date dropdown set to '12/31/15' and '12/31/14' respectively. A 'Show Level' field is set to '1'. Under 'Other Options', there are five checkboxes: 'Display Individual Debtors', 'Display Individual Creditors', 'Include Zero', 'With Ratio', and 'Display Parent Total'.

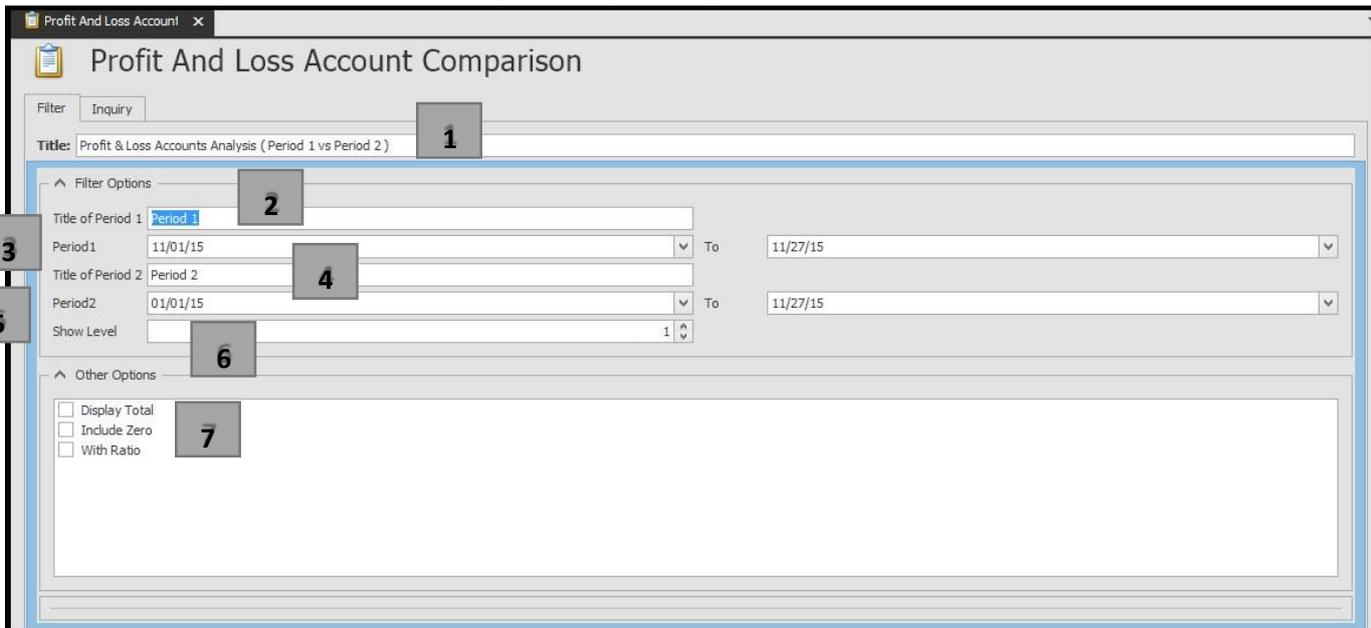
The description of all the reports and filter options for filtering the Trial Balance are shown below:

1. Title- This text you enter here will appear in the Balance Sheet Account Comparison.
2. Period one- The title of period one of your report.
3. Period two- The title of period two of your report.
4. Show Level- To show the level or the report.
5. Other options:
 - Include zero- If check, the Zero will appeared in the report.
 - With ratio- There will be Ratio Column in the repot.
 - Display Parent Total-If check, the Parent Total will appear on the report.

1.46 Profit and Loss Account

Steps

1. Click Reports from General Ledger menu and select Reports-> Profit and Loss Account. Then click Profit and Loss Account Comparison. The below window will appear
2. Accept or type over the report title in the Report title field.
3. Specify the filter criteria
4. Click Preview button to preview the report or click Print button to print the report.
5. Click Customize button to design the report in your own format.



The screenshot shows the 'Profit And Loss Account Comparison' window. It has a title bar with 'Profit And Loss Account' and a close button. Below the title bar is a 'Filter' tab and an 'Inquiry' button. The main area is divided into 'Filter Options' and 'Other Options' sections. The 'Filter Options' section contains fields for 'Title', 'Title of Period 1', 'Period1', 'Title of Period 2', 'Period2', and 'Show Level'. The 'Other Options' section contains checkboxes for 'Display Total', 'Include Zero', and 'With Ratio'. Numbered callouts (1-7) point to these specific fields and options.

The description of all the reports and filter options for filtering the Trial Balance are shown below:

1. Title- the text you enter here will appear in the Profit and Loss Account Comparison as its title.
2. Title of Period 1- the text you enter here will appear in the Period 1 as its title.
3. Period 1- range of dates as filter option for Profit and Loss Account Comparison
4. Title of Period 2- The text you enter here will appear in the Period 2 as it title.
5. Period 2- range of dates as filter option for Profit and Loss Account Comparison
6. Show Level- to show the level of the report
7. Other options: Display total- Total will display on the report.
 Include Zero- Zero will be included in the report.
 With Ratio Column- there will be Ratio Column in the report.