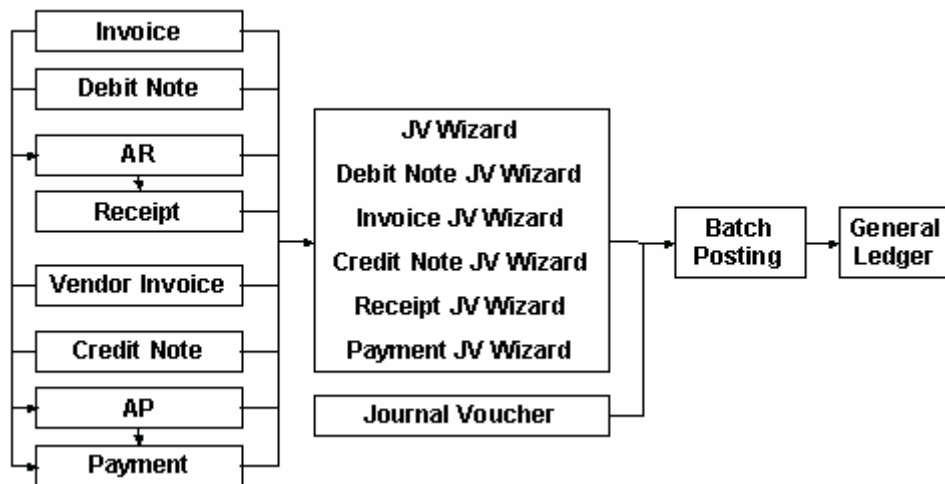


## Smart Accountant – Account Operation Handouts

### Smart Accountant Flow Chart



#### 1. Debit Note/ Credit Note

- for both customer & supplier
- 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
- record cannot be edited or deleted when the voucher is generated or payment is settled
- if you want to edited the information, you have to delete the voucher or undo the payment record

#### 2. AR/AP

- view and settle customers (or suppliers) outstanding payment
- select customer -> change 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
- 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)
  - Other cases: Foreign currency, Exchange Gain/Loss, overpayment, negative records settlement
  - Group vouchers
  - Receipt # (Payment #)

### 3. Receipt/ Payment History

- press Search to select record to view
- view receipt records on screen
- press Receipt Details to view the whole double entries
- 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 undo the receipt if voucher is generated)
- if you need to undo the receipt record, you have to delete the related voucher first

### 4. Voucher Wizard

- four JV Wizard: Debit Note + Invoice, Credit Note + Vendor Invoice, Receipt (AR) & Payment (AP)
- records with vouchers are not shown in JV Wizard
- 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

- Generated JV records are not shown in JV Wizard
- users can delete the voucher and make again

## 5. Journal Voucher

- all vouchers are put into different batches (00001 to 99999)
- users can define what kind of vouchers to be stored in each batch
- 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)
- 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

## 6. Batch Posting and 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
- 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

## 7. General Ledger

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