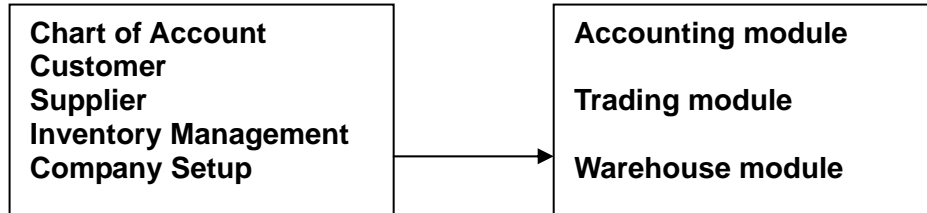


Smart Accountant: Setup Handouts



Preparation:

Chart of Account

- Balance Sheet & Profit and Loss Account

Customer Information

- Customer Code, Company Name, Contact Person ...

Supplier Information

- Supplier Code, Company Name, Contact Person ...

Customer & Supplier outstanding breakdowns

- Invoice #, Invoice Date, Amount ...

Inventory Information

- Item Code, Item Description, Unit ...

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. Use F4 to select options from pull-down menus
4. may use Hot key (Ctrl + underline key) instead of mouse to operate)
5. cannot delete User “admin” (allow to change password)
6. record number cannot be edited once it is saved

1. Company Setup

a) Master Table Setting

- Must enter: Payment Terms, Title, Wizard Voucher Type
- Optional: Selling Terms, Sales Person Source

- b) Inventory Table Setting (for Invoice & Vendor Invoice)
 - Must enter: UOM, Warehouse
 - Optional: Item Category & Item Sub-Category
- c) Currency Setting
 - Must enter: Currency, Short Name, Book Keeping rate (for reference only), Transaction rate & Default currency
- d) Application Setting
 - select Basic Trading Functions
- e) Other
 - Must enter: Country Code, Description, Currency
 - Optional: Default Country Setting & Business Nature
- f) Custom Duty
 - Optional: Duty Code, Description, Country Code & Rate
- g) Port
 - Optional: Country Code, Port Code & Description
- h) Default Setting (default accounts and terms)
 - Optional
 - Message Setup (for Invoice & Vendor Invoice)
- i) Misc. Setting
 - 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

2. Message Setup (for Invoice & Vendor Invoice)

- set default message in Invoice & Vendor Invoice
- select message owner from the combo box (Invoice or Vendor Invoice)
- high-light the selected message source

- press copy
- press OK to confirm or Cancel to leave
-

3. Account Setup

a) 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

b) 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 details to add analysis code details
- click Exit to leave details

c) Period Master Setup

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

d) Budget Master Setup (for reference only)

- press "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"

e) 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

f) Period End

- discuss in Accounting handouts

- process Period End
 - must post Batch for the period first
 - click Period End to process or click Exit to leave
- g) Year End (after process Period End 12)
- discuss in Accounting handouts
 - process Year End
- i) Step 1: click next to start
- ii) Step 2: select data path
- 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) Step 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.

4. Chart of Account

- a) Define Group type first
- May refer to your Balance Sheet & Profit & Loss Account
 - click Group Type
 - select Account Type from combo box
 - enter Group Type e.g. a, b, c ...
 - enter Group Name e.g. Fixed Assets, Current Assets ...
- b) 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
- c) High Light & double click to edit
- cannot edit Account Number

- cannot edit accounts with transactions
- d) High Light & press Delete to edit
 - cannot delete accounts with transactions
 - cannot delete accounts with Beginning Balance
- e) Click Refresh to update Chart of Account information

5. Customer Information

- must enter: Customer No. (cannot duplicate with Supplier No.), Contact Person, Company Name, Country, Account and Currency
- General Information: Active status, Address, Phone & Fax
- Other information for reference only
- must not change selected AR account once transaction is made

6. Supplier Information

- must enter: Supplier No. (cannot duplicate with Supplier No.), Contact Person, Company Name, Country, Account and Currency
- other information for reference only
- must not change AP account once transaction is made

7. AR/AP Adjustment

- click Utility, AR/AP adjustment with admin password
- enter customer and supplier outstanding balance details
- same amount as the Chart of Account Beginning balance
- 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)

8. Inventory

- a) General Information
 - Must Enter: Item No., Description, Sales Account & Base Unit
 - Optional: Product Measurement, Size Colour, Packing Measure, UPC, TUN, Price (Multi-Price), Cost (Standard), Total BOM Cost, Category,

Sub-Category, Class (Stock for Shipment & Warehouse; Service),
Specification, Pack Desc (In-Pack Description & Out-Pack Description;
In-Pack & Out-Pack), OLE & "Define" to Company Setup

b) Warehouse & Stock

- for viewing stock & warehouse status
- Warehouse, Stock Free, Stock Information (Warehouse #, Log#, Free & Cost), Cost in WAC, Safety Qty

c) Other Info.

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

d) 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

e) B.O.M.

- 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 first
- enter BOM Maintenance: Item #, Qty, Unit Cost & Currency -> Total BOM Cost
- BOM information will be copied to BOM Details

f) Custom Duty

g) Sales

- for customer item number different from your item number
- set specific item price for a customer
- enter information: Customer No., Customer Item No., Min.Order Qty & Price

h) Purchase

- for supplier item number different from your item number
- set specific item price for a supplier
- enter information: Supplier., Supplier Item No., Min.Order Qty & Unit Price

i) Pricing Method

- Range Pricing: enter Low Qty, High Qty & Price
- Code Pricing: enter Code & Price
- must set Pricing Method in Customer

j) Customized Fields

- Text, Memo, OLE, Date & Yes/No