

ES ACCOUNTING QUICK START GUIDE

Version 5.0.7

Malaysia GST Ready

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Chapter 1 Overview

1.1 Introduction

Once you log in, you will come to these main menu.

Business Intelligence Dashboard

Malaysia GST Related - Compliance Monitor

Sales Threshold
Any person who makes a taxable supply for business purposes and the taxable turnover of that supply exceeds the threshold of RM500,000 is required to register for GST. For late registration, a penalty of **not more than twenty five percent will also be imposed on the unpaid tax due.**

Business GST Registration Date	01/04/2015	Total Sales	0.00	Annual Sales Forecast	0.00
--------------------------------	------------	-------------	------	-----------------------	------

21 Day Rule
If Tax Invoice is issued within 21 days after the basic tax point, then time of supply is the time of the tax invoice.
If Tax Invoice is issued after 21 days, then time of supply will fall on basic tax point.

Past 21 Day DO		Outstanding DO Count	0
----------------	--	----------------------	---

Payment and Receipts
Incorrect tax returns penalty will cost you not more than RM50,000 or imprisonment not exceeding 3 years or BOTH.
Therefore, you must promptly record supplier payment and customer receipt before GST Month Closed. After you have close GST month, the system do not allow you to capture backdated receipt and payment.

Bad Debt Recovered	0.00	Purchase Payment Reclaim	0.00
Industry Code		GST Start Date	

There are seven module under the main menu.

- 1) File
- 2) General Ledger
- 3) Customer
- 4) Supplier
- 5) Malaysia GST Related
- 6) Report
- 7) Setup

You can move the mouse over the module, left click to open the module and left click again to close the module.

The Intelligence Business Intelligence Dash Board will display information for

1) Sales Threshold

Will give you the annual sales forecast, if the sales forecast is more than 500K, you will have to register GST.

2) 21 Days Rule

This will display number of Delivery Order not yet issue invoice.

3) Payment and Receipt

Display the bad debt recover and purchase payment reclaim, your industry code and GST start date.

If there is bad debt recover and purchase payment reclaim, you must do the bad debt recover and O/S Invoice more than 6 month process under GST==> GST month end process.

1.2 File Module

The screenshot shows the ES Accounting software interface. At the top, there is a header with the logo and 'ES Accounting' text. On the right, it displays 'root 15/02 2:47' and 'Super User logout'. Below the header is a navigation menu with options: FILE, GL, CUSTOMER, SUPPLIER, GST, REPORT, and SETUP. The 'Export & Import' menu is open, showing options: Export Data, Import UBS Data, and Generic Data Import. The main content area is titled 'Malaysia GST Related - Compliance Monitor'. It contains several sections: a warning about GST registration penalties, a table for 'Business GST Registration Date' (01/04/2015), 'Total Sales' (0.00), and 'Annual Sales Forecast' (0.00); a '21 Day Rule' section explaining tax invoice timing; a table for 'Past 21 Day DO' with 'Outstanding DO Count' (0); a 'Payment and Receipts' section with a warning about penalties; and a table for 'Bad Debt Recovered' (0.00) and 'Purchase Payment Reclaim' (0.00). At the bottom, there are fields for 'Industry Code' and 'GST Start Date'.

Export & Import

- Export Data** : To export the data in CSV format.
: General Ledger, customer Information, supplier Information and Transaction Information can be exported.
- Import UBS Data** : Migration tools for migration of UBS Accounting data to ES Accounting data.
: Please contact Ecocard Solution for other Accounting Software's data migration.
- Generic Data Import** : Data in Excel CSV file format can be imported into our software.
The following data can be imported : Chart Of Account, customer Record, supplier Record, Transaction, customer Balance, supplier Balance

Close Month End

Once you Close Month End, you cannot modify the transaction which has been close.

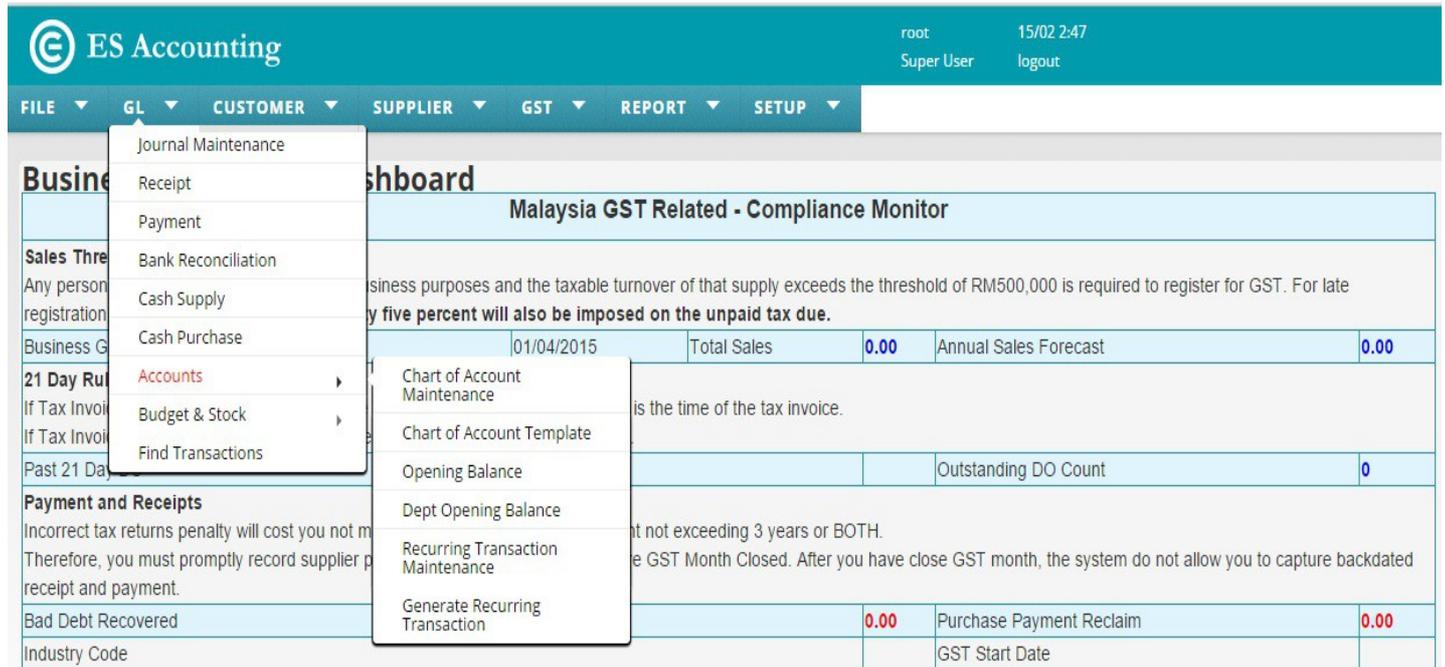
Year End Processing

To close this financial year account.

Extra Services

- POS File Upload
- Invoice Template Maintenance
- Item Template Maintenance
- Mobile Cash Register
- Expense Log
- Expense Log Posting
- Unit Of Measurement Maintenance
- Product Code Maintenance

1.3 General Ledger Module



Journal Maintenance

: Journal transaction not related customer or supplier.

Receipt

: Receive payment not related to customer or supplier.

Payment

: Make payment not related to customer or supplier.

Bank Reconciliation

Cash Supply

Cash Purchase

Account

Chart of Account Maintenance

: Maintain chart of account.

Chart of Account Template

: List of template from which you can install it as your chart of account.

Opening Balance

: Enter your opening balance.

Department Opening balance

: Enter department opening balance.

Recurring Transaction Mtn

: Setup recurring transaction.

Generate Recurring Transaction.

Budget & Stock

Fixed Asset Maintenance

: Maintain Fixed Asset.

Maintain Stock Value

: Enter your close month end stock.

Budget Maintenance

: Enter your budget.

Budget & Variance

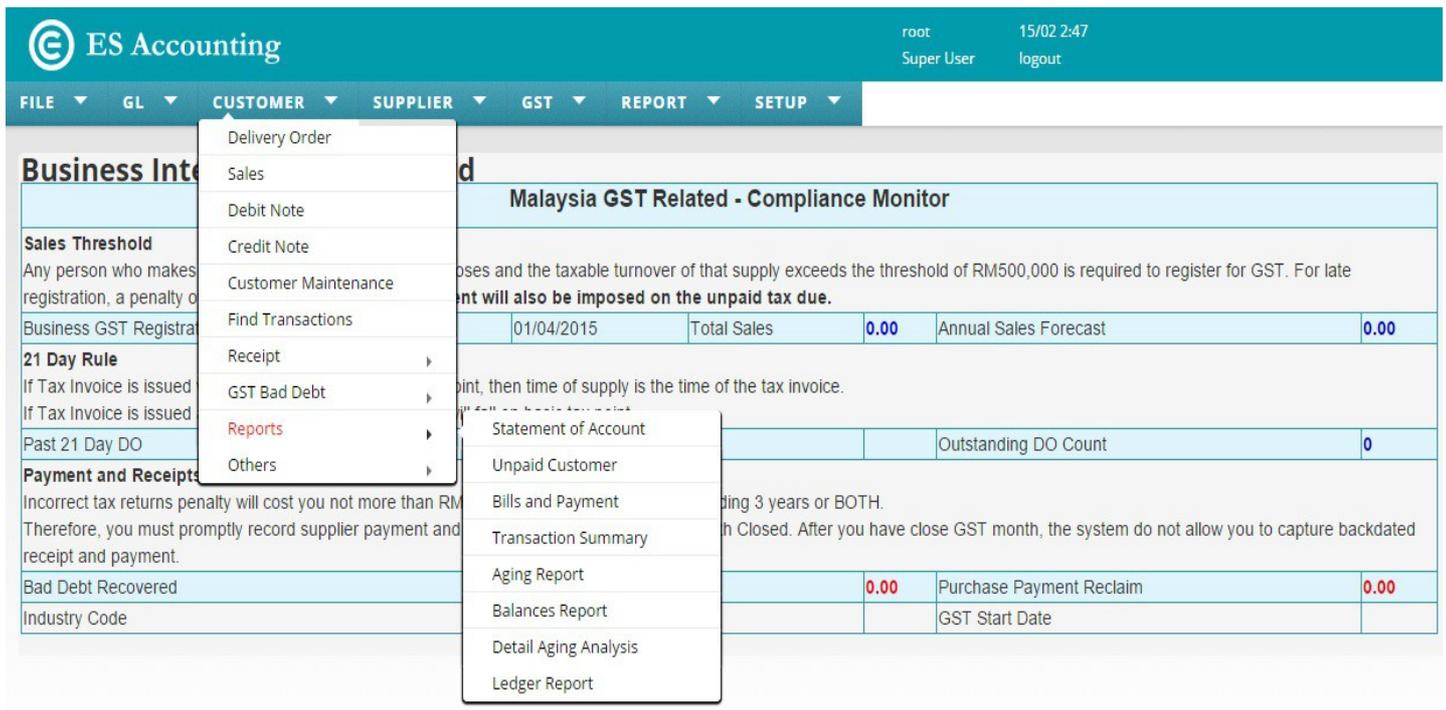
Profit & Loss Against Budget

Find Transaction

Find Transaction with any one of this criteria or any combination of them :

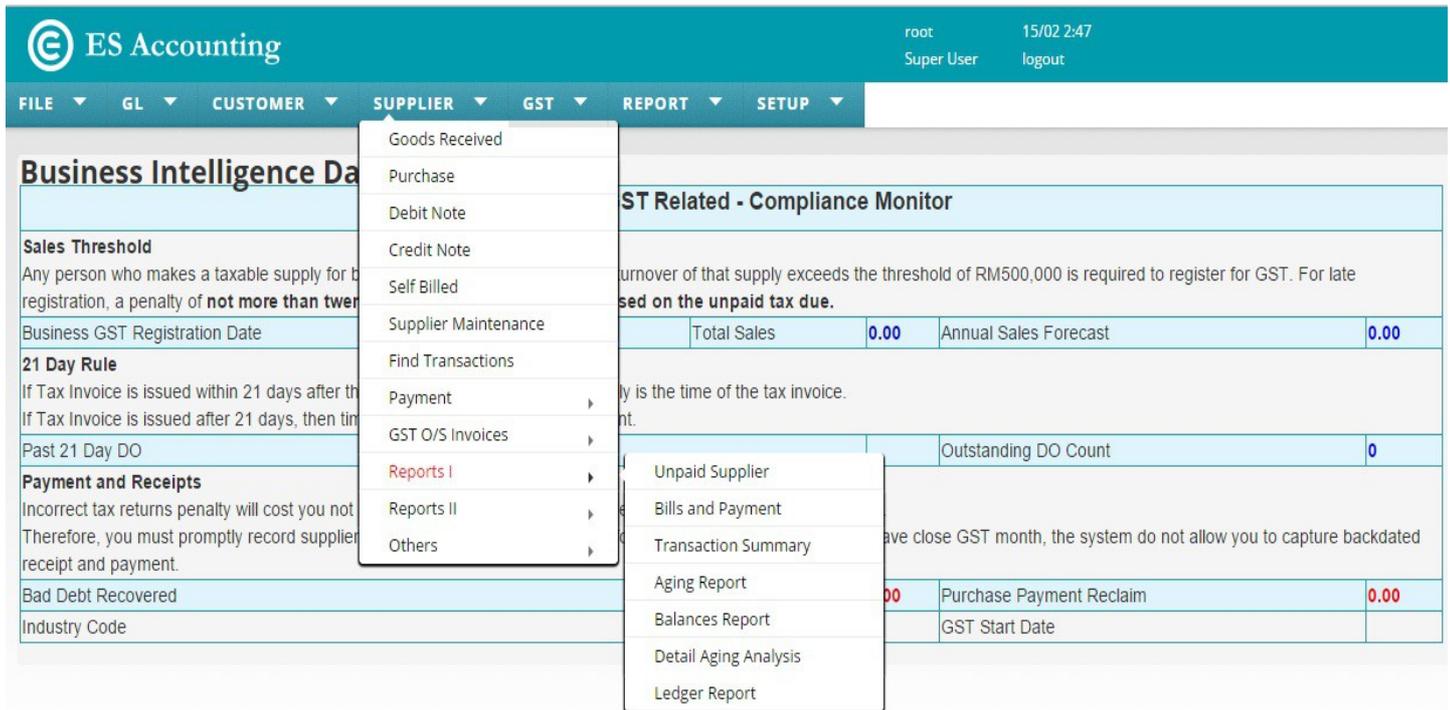
- 1) Account Name
- 2) Bill Number
- 3) Created By
- 4) Transaction Type
- 5) From (date) to (date)
- 6) From (Amount) to (Amount)
- 7) Description

1.4 Customer Module



- Delivery Order : Issue delivery order to customer.
- Sales : Issue Invoice to customer.
- Debit Note : Issue debit note to customer.
- Credit Note : Issue credit note to customer.
- Customer Maintenance : Create new customer or edit customer's information.
- Find Transaction : Find Customer's transaction.
- Receipt : Receive money from customer, receipt reverse and receipt listing.
- GST Bad Debt : GST Debt Management, GST Bad Debt Recover.
- Reports : Statement of account, unpaid customer and etc...
- Other : Opening Balance – enter customer's opening balance.
Bad debt write off.
Write off Listing.

1.5 Supplier Module



- Goods Received : Receive goods from Supplier.
- Purchase : Enter Supplier's Invoice.
- Debit Note : Enter Debit Note from Supplier.
- Credit Note : Enter Credit Note from Supplier.
- Self Bill : Issue Self Bill Invoice.
- Supplier Maintenance : Create new Supplier or edit supplier's information.
- Find Transaction : Find Supplier's transaction.
- Payment : Make payment to Supplier, payment reverse, payment listing and payment allocation.
- GST O/S Invoices : GST Credit Management, GST O/S > 6 months.
- Reports : Suppliers reports.
- Other : Opening Balance – enter supplier's opening balance.
Bad debt write off.
Write off Listing.

1.6 Malaysia GST Related Module

The screenshot shows the ES Accounting software interface. At the top, there is a header with the ES Accounting logo, user information (root Super User), and a date/time stamp (15/02 2:47). Below the header is a navigation menu with options: FILE, GL, CUSTOMER, SUPPLIER, GST, REPORT, and SETUP. The GST menu is expanded, showing a list of options: GST Month End Process, GST Annual Adjustment, GST Audit File (GAF), CGA Group Definition, Tax Schedule Maintenance, Find Transactions, Reports I, Reports II, and Reports III. The GST Month End Process option is highlighted, and a sub-menu is visible with the following items: 1. Generate Invoice, 2. Bad Debt Recover, 3. O/S Inv >6 Mth Payment, 4. Close GST Month, and 5. Generate GST03. The main content area displays a Business Intelligence Dashboard with various sections: Sales Threshold, 21 Day Rule, Payment and Receipts, and a table with financial data. The table includes columns for values like 0.00 and 0, and rows for Annual Sales Forecast, Outstanding DO Count, and Purchase Payment Reclaim.

- GST Month End Process** : Follow step 1 – 5 to close GST month end and generate GST03 return for filling.
- GST Annual Adjustment** : Do the GST Annual Adjustment in second taxable period.
- GAF Files** : To generate GST Audit File.
- CGA Group Definition** : Define of Capital Goods for the purpose of annual adjustment.
- Tax Schedule Maintenance** : To setup and maintain Tax code.
- Find Transaction** : To find transaction base on Tax Code.
- Reports** : GST related reports including audit trail.

1.7 Reports Module

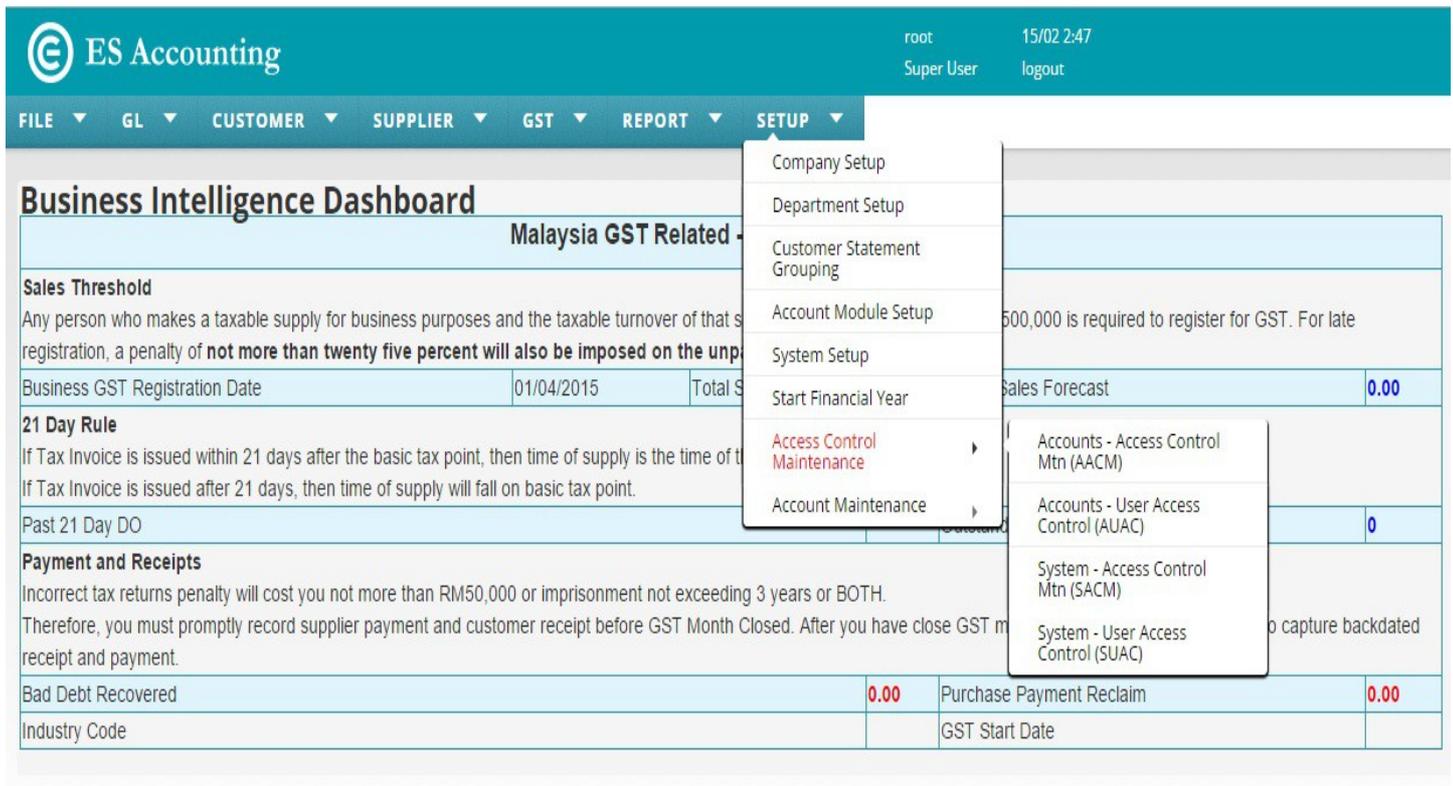
The screenshot displays the ES Accounting software interface. At the top, there is a teal header with the 'ES Accounting' logo on the left and user information 'root 15/02 2:47 Super User logout' on the right. Below the header is a navigation bar with menu items: FILE, GL, CUSTOMER, SUPPLIER, GST, REPORT, and SETUP. The 'REPORT' menu is currently open, showing a list of report options: Batch Printing, Account Transaction Listing, Balancing Report, Trial Balance, Balance Sheet, Profit & Loss, Ledger Report, Cash Flow Report, Balance B/F Report, Bank Reconciliation Report, Monthly Transaction Summary, Manufacturing Account, Gain/Loss On Disposal of Asset, Depreciation and Net Book Value, Trust Account Report, and System Performance. The main content area is divided into two sections. On the left is the 'Business Intelligence Dashboard' for 'Malaysia', which includes sections for 'Sales Threshold', '21 Day Rule', and 'Payment and Receipts'. On the right is a 'Monitor' section with a table showing 'Annual Sales Forecast' with a value of 0.00 and 'Outstanding DO Count' with a value of 0. Other visible data includes 'Purchase Payment Reclaim' at 0.00 and 'GST Start Date'.

You can view the accounting report, print out or export the report to Microsoft office excel.

Batch Printing

: You can print out the following document in batch : Tax Invoice, Debit Note, Credit Note, Receipt, Payment Voucher and Self Bill Invoice.

1.8 Setup Module



1) Company Setup

- Enter your company's information here.

2) Department Setup

- Enter the department information here if you want to setup department accounting.

3) Customer Statement Group

- You can setup the customer statement group here.
- When you create customer in the customer maintenance, you can specify the customer statement group for the customer.
- You can print the customer statement by select the statement group, and all the customer under the statement group will be print out. These is done under the customer Module --> Report --> statement Of Account --> Generate Bulk Statement of Account

4) Account Module Setup

- a) Control Account Range Setup : Setup the range for Trade customer Control Account, Trade supplier Control account, Sales Account and Purchase Account.
- b) Auto Generation Number : Setup auto generated number for all the bill.
- c) Year End Setup : Setup year end.
- d) General Setup : Setup letter head, Footer, sales and tax invoice format.
- e) GST Setup : Malaysia GST parameter setup.
- f) GST Control Account Setup : Setup GST Control Account.
- g) Department Label : Setup department label.

5) System Setup

- Maintain Forex Code and Forex rate.

6) Start Financial Year

- Define you financial year : These is the first thing you need to do to set up the accounting software.

7) Access Control Maintenance

- To setup access control.

8) Account Maintenance

- To maintain user account.

Chapter 2 Accounting System Setup

You need to setup the accounting system before you can use the software.

The steps to setup the accounting system are as follow :

- 1) Setup the financial year.
- 2) Setup your company .
- 3) Setup your department for department accounting (Optional).
- 4) Setup customer statement grouping for bulk printing of customer statement (Optional).
- 5) Setup the account module.
- 6) Create Chart of account.
- 7) Create customer.
- 8) Enter customer's opening balance.
- 9) Create supplier.
- 10) Enter supplier's opening balance.
- 11) Enter opening balance.
- 12) Maintain Stock Value.

2.1 Setup The Financial Year

The screenshot shows the ES Accounting software interface. At the top, there is a teal header with the ES Accounting logo on the left and user information (root Super User, 15/02 2:47, logout) on the right. Below the header is a navigation bar with menu items: FILE, GL, CUSTOMER, SUPPLIER, GST, REPORT, and SETUP. The SETUP menu is expanded, showing a list of options: Company Setup, Department Setup, Customer Statement Grouping, Account Module Setup, System Setup, Start Financial Year (highlighted in red), Access Control Maintenance, and Account Maintenance. The main content area is titled 'Start Financial Year' and contains the following text: 'Start Financial Year : This is used only once and use during software installation.' and 'Clear All Transactions : This is used when you want to clear all transaction related. This is use would need to initiate start financial year again.' Below this text are four input fields: 'Start Financial Year' (01/01/2014), 'End Financial Year' (31/12/2014), 'Start Period' (Jan 2014), and 'Year End Close Period' (Dec 2014). At the bottom of the form are two buttons: 'Start Financial Year' and 'Clear All Transactions'.

1) Go to Setup --> Start Financial Year

2) Enter the date for Start Financial Year and End Financial Year.

3) Enter the Start Period and End Period.

- If you had done the accounting for the first 3 months manually or using other accounting software, then your Start Period will be 1st April (in these cases, you do not need to re-enter the first 3 months' data). And you will need to enter all the opening balance for all the accounts, customers, and suppliers.

4) After you enter all the information, click the **Start Financial Year** button and the financial year will be activated.

5) If you want to erase all existing transactions, click **clear all transaction**, and all the existing transactions will be erased.

2.2 Company Setup

Update is successful
Company Setup

Please indicate the values so that your registration is successful
* indicates a required field value

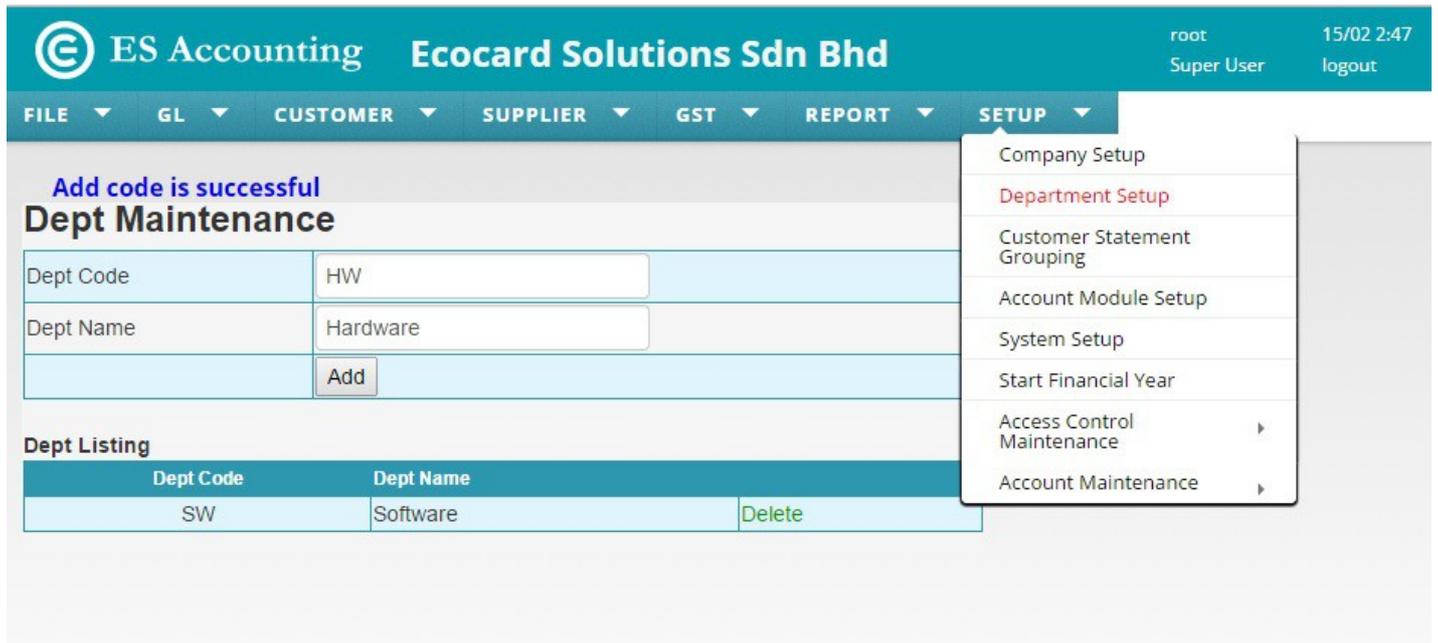
Company Name *	Ecocard Solutions Sdn Bhd
Company Registration No *	794678X
GST Identifier Number	338833883388
Email Address	es2cloud@gmail.com
Address Line 1	UG-148, Level UG1, 1Shamelin :
Address Line 2	No.100, Jalan 4/91, Taman Shar
Address Line 3	56100 Kuala Lumpur.
State	---
Postcode	56100
Country	Malaysia
Contact Person	
Telephone	03-91340182

Submit

- Company Setup
- Department Setup
- Customer Statement Grouping
- Account Module Setup
- System Setup
- Start Financial Year
- Access Control Maintenance ▶
- Account Maintenance ▶

Fill up all the information and click the **Submit** button to setup the company.

2.3 Department/Project Setup



- 1) Enter the Department/Project Code.
- 2) Enter the Department/Project Name.
- 3) Click the **Add** button to add the department/Project.
- 4) If you want to delete the department/Project, click the **Delete** button.

2.4 Setup customer Statement Grouping

The screenshot displays the 'Customer Statement Grouping Maintenance' interface. At the top, the header shows 'ES Accounting Ecocard Solutions Sdn Bhd' and user information 'root Super User' with a 'logout' link and the date '15/02 2:47'. A navigation bar contains 'FILE', 'GL', 'CUSTOMER', 'SUPPLIER', 'GST', 'REPORT', and 'SETUP'. The 'SETUP' menu is expanded, listing: 'Company Setup', 'Department Setup', 'Customer Statement Grouping' (highlighted in red), 'Account Module Setup', 'System Setup', 'Start Financial Year', 'Access Control Maintenance', and 'Account Maintenance'. The main content area has two input fields: 'Grouping Code' and 'Grouping Name', followed by an 'Add' button. Below is a table titled 'Customer Statement Grouping Listing' with columns 'Grouping Code' and 'Grouping Name', and a 'Delete' column. The table contains two rows: 'North' with 'Northern State' and 'South' with 'Southern State'.

Grouping Code	Grouping Name	
North	Northern State	Delete
South	Southern State	Delete

Fill up all information and click **Add** button to add.

To delete the group, click the **Delete** button

2.5 Account Module Setup

2.5.1 Control Account Setup

The screenshot shows the 'Control Account Range Definition' screen in the ES Accounting software. The 'SETUP' menu is open, and 'Account Module Setup' is highlighted. The table below shows the account ranges for different account types.

	From Account	To Account
Trade Debtor	3000	3010
Trade Creditor	4000	4010
Sales	5000	5010
Purchase	6000	6010

Update

The control account range definition allows you narrow down the account listing in the sales or purchase screen

You need to setup the Control Account for the software.

Setup ==> **Account Module Setup** ==> **Control A/C Range Setup**

Click the **Update** button to update.

2.5.2 Auto Generation Number

These software can generate the bill no for all you transaction.

Setup ==> **Account Module Setup** ==> **Auto Generation Number**

Auto Generation Numbers

This form defines which services requires an auto generated number. By check it on, you are in

Note the prefixes must be unique.

Common Sequence Number

If wish to have Sales, Debit Note and Credit Note to use a common running sequence number, this will include the Purchase, Debit Note and Credit Note to use common sequence number too.

Auto Generate	Prefix	Last Number	Update
<input checked="" type="checkbox"/>	JNL	100	Journal Auto Generation Number.
<input checked="" type="checkbox"/>	JGR	100	General Receipt Auto Generation Number.
<input checked="" type="checkbox"/>	JGP	100	General Payment Auto Generation Number.
<input checked="" type="checkbox"/>	DSL	100	Customer Sales Auto Generation Number.
<input checked="" type="checkbox"/>	DDN	100	Customer Debit Note Auto Generation Number.
<input checked="" type="checkbox"/>	DCN	100	Customer Credit Note Auto Generation Number.
<input checked="" type="checkbox"/>	DRC	100	Customer Receipt Auto Generation Number.
<input checked="" type="checkbox"/>	CPR	100	Supplier Purchase Auto Generation Number.
<input checked="" type="checkbox"/>	CDN	100	Supplier Debit Note Auto Generation Number.
<input checked="" type="checkbox"/>	CCN	100	Supplier Credit Note Auto Generation Number.
<input checked="" type="checkbox"/>	CPY	100	Supplier Payment Auto Generation Number.
<input checked="" type="checkbox"/>	SBL	100	Self Billed Auto Generation Number.
<input checked="" type="checkbox"/>	DOI	100	Goods Received Auto Generation Number.

Click the box on the left to select the bill no to be generated by the system.

You can enter the prefix of your choice.

Click the button to update you selection.

2.5.3 General Setup

ES Accounting Ecocard Solutions Sdn Bhd

 root 15/02 2:47
 Super User logout

FILE ▾ GL ▾ CUSTOMER ▾ SUPPLIER ▾ GST ▾ REPORT ▾ SETUP ▾

[Control A/C Range Setup](#) | [Auto Generation Number](#) | [Year End Setup](#) | [Change Financial Year Date](#) | [General Setup](#) | [GST Setup](#) | [GST Control A/C Setup](#) | [Dept Label](#) | [Cheque Printing Format](#)

General Setup

This form allows you to make simple customization on the tax input forms. Where you can introduce images, layers and etc using the HTML tagging system.

Printout Header Section

```
<!---->
```

Printout Header Section allows you to customized your Sales,Purchase,Debit Note and Credit Note header format.

Trailer Section

```
<!---->
```

You would notice the text is wrap by "<!--" and "-->". This indicate that the header is commented. Meaning it has no effect. If you remove this away, then the images will appear. You could change this by redirecting it to another website by specifying the URL. If you are familiar with the HTML technology, you could introduce more sophisticated tags.

If you are using a local installation, you can save the images at "C:\es2cloud\tomcat\webapps\web3". If you are using a cloud based, contact us to assist you to upload the image.

PDF Image Header

PDF Image Trailer

Tax Invoice Output Form Setup

The following setup parameter sets the output format for sales and purchase tax invoices

Sales Tax Invoice	Full Tax Invoice ▾	Sales Simplified Tax Invoice	Simplified Tax Invoice ▾
Sales Debit Note	Full Tax Invoice ▾	Sales Credit Note	Full Tax Invoice ▾
Purchase Full Tax Invoice	Full Tax Invoice ▾	Purchase Simplified Tax Invoice	Simplified Tax Invoice ▾
Purchase Debit Note	Full Tax Invoice ▾	Purchase Credit Note	Full Tax Invoice ▾
Self Billed Invoice	Full Tax Invoice ▾	Taxable Income	Full Tax Invoice ▾
Taxable Expenses	Full Tax Invoice ▾		

Tax Invoice Input Form Setup

Business Type

The following setup defines the type of input form to use

Advance Payment Account Setup

Advance Payment Account

In Customer Receipt, there is a check box to indicate whether the receipt is an advance payment from customer. You will not be able initiate a deposit transaction, if this deposit account is not defined. An advance payment receipt do not knock off non open item customers/suppliers

Forex Gain/Loss Account Setup

Forex Gain/Loss Account

Payments/Receipts made in different currency normally attracts forex gain or losses.

Trial Balance Grouping Setup

By default, all accounts will be listed in the trial balance report, however, there are some accounts are group up together. And they are the customer and supplier control account. Arising from this, we are introducing Trial Balance Group Setup definition. By including highlighting the accounts, you are notifying the system to group these accounts

3000/000 Debtors Control Acco ^

4000/000 Creditors Control Ac

Official Receipt Setup

SignOff

Signatory Label

Data Entry Template for GST Related Payment or Receipt

Sample : Being {amount} payment to creditor

Supplier Claim GST on Payment

Customer GST Payment on Receipt

To setup header, footer, sales and purchase tax invoice format.

Advance Payment Account : To setup account for Advance Payment.

Forex Gain/Loss Account : To setup forex gain/loss account.

Trial Balance Grouping Setup : Once group added, only the main group account will be listed in the Trial Balance Report.

2.5.4 GST Parameter Setup


ES Accounting Ecocard Solutions Sdn Bhd

 root 15/02 2:47
 Super User logout

FILE GL CUSTOMER SUPPLIER GST REPORT SETUP

[Control A/C Range Setup](#) | [Auto Generation Number](#) | [Year End Setup](#) | [Change Financial Year Date](#) | [General Setup](#) | [GST Setup](#) | [GST Control A/C Setup](#) | [Dept Label](#) | [Cheque Printing Format](#)

Malaysian GST Parameter Setup

GAF Version No	gaf100	<input type="button" value="Update"/>
GST Start Date	<input type="text"/>	If there is a change in the GST commencement period, change here. The system will implement GST controls requested by Custom after this date
Default Currency Code	MYR	
Company GST Registration Date	01/04/2015	The GST registration date is important and it affects the CGA adjustments and computations.
GAF Created Date	01/01/2014	
Simplified Tax Invoice Maximum Claim Amount	30	
Malaysian Standard Industry Code	<input type="text"/>	
Tax Bad Debt Relief (TBDL) and Recovery (TBDR) Duration (Month)	6	When period is closed, it will automatically initiate tax debt recovery. This parameter defines the debt age to initiate recovery. Default is 6 months
De Minimus Rule Amount	5000	The De Minimus Rule Average Amount to qualify full tax claim
De Minimus Rule Rate(%)	5	De Minimus Rule Rate to qualify full claim
Claim Expenses Window Period (Years)	6	The maximum window period to claim tax input purchases or expenses incurred

Note :

Must setup GST parameter properly, otherwise the GST tax return might not correct.

2.5.5 GST Control Account Setup

The screenshot displays the 'Malaysian GST Control Account Setup' page in the ES Accounting system. The page title is 'Malaysian GST Control Account Setup'. Below the title, there is a descriptive text: 'This setup maps your account with Malaysian GST Control Account'. The main area contains a table of account mappings:

GST Input Tax Account	3900/000 GST INPUT TAX
GST Output Tax Account	4400/000 GST OUTPUT TA
GST Expense Account	9290/000 GST EXPENSES
GST Control Account	4420/000 GST CONTROL A
GST Adjustment AR Bad Debt	4902/000 GST ADJUSTMEN
GST Adjustment AP Bad Debt	3910/000 GST ADJUSTMEN
GST Bad Debt Account	9280/000 GST BAD DEBTS

An 'Update' button is positioned below the table.

You need to setup the GST Control Account

- GST Input Tax Account** : Input Tax (Current Assets)
- GST Output Tax Account** : Output Tax (Current Liability)
- GST Expenses Account** : Expenses (Expenses Account)
- GST Control Account** : Tax payable to custom (Current Liability)
- GST Adjustment – AR Bad Debt** : AR Bad Debt Account (Current Liability)
- GST Adjustment – AP Bad Debt** : AP Bad Debt Account (Current Assets)
- GST Bad Debt Account** : GST Bad Debt Account (Expenses Account)

2.6 Create Chart of Account

You can create chart of account by install it from the chart of account templates and modify it to suit your application.

The screenshot shows the 'General Ledger Account Maintenance Form' in the ES Accounting software. At the top, there is a navigation bar with 'FILE', 'GL', 'CUSTOMER', 'SUPPLIER', 'GST', 'REPORT', and 'SETUP' menus. The user is logged in as 'root Super User' on '15/02 2:47'. The main title is 'General Ledger Account Maintenance Form' with sub-titles 'Chart of Accounts List' and 'Chart of Accounts List'. There are links for 'Create New GL Account' and 'Print Chart of Account'. Below the title, there are navigation controls (back, forward, page 1 of 9), a 'Sort By' dropdown set to 'Account Number', a 'Descending' checkbox, and a 'Page Size' dropdown set to '20'. A summary row shows 'Total Debit Opening Balance' as 0.00, 'Total Credit Opening Balance' as 0.00, and 'Difference' as 0.00. The main table lists various accounts with columns for 'Account No', 'Special Account', 'Account Type', 'Debit Balance', 'Credit Balance', and a 'Delete' button.

Account No	Special Account	Account Type	Debit Balance	Credit Balance	
1000/000 Share Capital - Ordinary Shares	Transactions	CAPITAL/RETAINED EARNINGS	0.00	0.00	Delete
1010/000 Share Capital - Preference Shares	Transactions	CAPITAL/RETAINED EARNINGS	0.00	0.00	Delete
1100/000 Reserves	Transactions	CAPITAL/RETAINED EARNINGS	0.00	0.00	Delete
1101/000 Undistributed Reserves	Transactions	CAPITAL/RETAINED EARNINGS	0.00	0.00	Delete
1200/000 Profit and Loss Account	Transactions	Profit Account CAPITAL/RETAINED EARNINGS	0.00	0.00	Delete
2010/000 Freehold Property	Transactions	FIXED ASSETS	0.00	0.00	Delete
2011/000 Leasehold Property	Transactions	FIXED ASSETS	0.00	0.00	Delete
2020/000 Plant and Machinery	Transactions	FIXED ASSETS	0.00	0.00	Delete
2021/000 Provision for Plant/Machinery Depreciation	Transactions	FIXED ASSETS	0.00	0.00	Delete
2030/000 Office Equipment	Transactions	FIXED ASSETS	0.00	0.00	Delete
2031/000 Provision for Office Equipment Depreciation	Transactions	FIXED ASSETS	0.00	0.00	Delete
2040/000 Furniture and Fixtures	Transactions	FIXED ASSETS	0.00	0.00	Delete

To modify the Chart of Account, go to GL ==> Account ==> Chart Of Account Maintenance and the Chart of Account Maintenance Form will come out as above.

Click the **Delete** on the right to delete the unwanted account.

You can see all the transaction done for the particular account by clicking the **Transaction** button beside the particular account.

To create a new general ledger account, click the **Create New GL Account** on right top of the page.

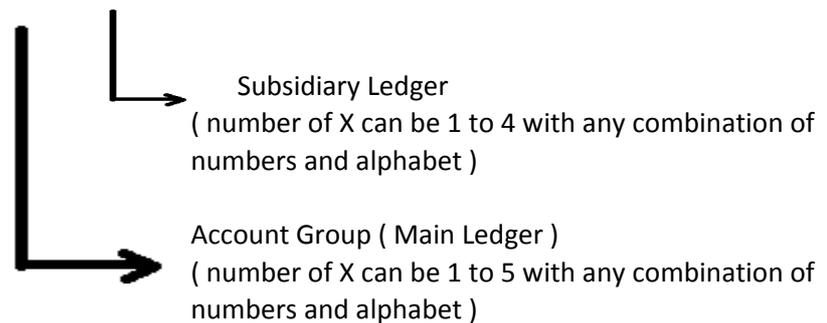
2.6.1 Create New GL Account

After you click the [Create New GL Account](#), the General Ledger Account Maintenance Form will display.

The screenshot shows the 'General Ledger Account Maintenance Form' interface. At the top, there's a navigation bar with 'FILE', 'GL', 'CUSTOMER', 'SUPPLIER', 'GST', 'REPORT', and 'SETUP' menus. The user is logged in as 'root Super User' at '15/02 2:47'. The form has two columns of input fields. The left column contains: 'GL Account No' (with a slash separator), 'Group To', 'Dept' (dropdown), 'Debit Balance', and 'Last Year Figure'. The right column contains: 'GL Account Description', 'Special Account' (dropdown), 'Country' (dropdown), 'Credit Balance', and 'Tax Code' (dropdown). Below these are two sections of radio buttons: 'Balance Sheet Account Type' with options (A) through (C), and 'Income & Expenses Accounts Type' with options (T) through (P). At the bottom, there are 'Clear Form' and 'Add' buttons. A link 'Back to GL Account Maintenance Main' is in the top right corner.

Enter all the necessary information and click the  button to create the new GL Account.

GL Account No.'s format is as follow : XXXXX/XXXX , the X can be number or alphabet.



- Group To** : When B account is group to C account, the balance amount in the B account will be summed up under the C account. And only the C account will appear in the financial report.
- Department** : Select the Department for department accounting.
- Special Account** : Select the special account from the drop down list if necessary.
- Tax Code** : **Define the tax code for these ledger account. Once define, our software will select these tax code for all the transaction involved these ledger account. (You should define the tax code, so you don't have to remember what tax code to use when you create a new transaction for these ledger account)**

2.7 Create customer

Open the customer Maintenance to create new customer or edit customer information.

Define the Trade Control Account in

You can specify the statement group by select the group from the drop down list. The account statement can be print out in bulk base on the statement group.

After fill up the information, click to create the new customer.

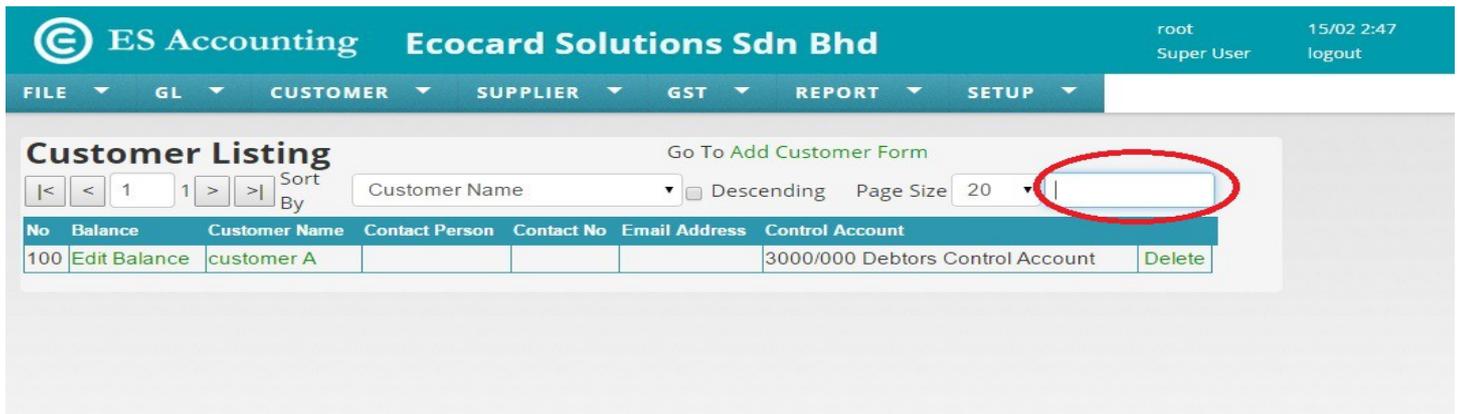
You can click on the Find customer Form to view the list of customer created.

Important Note

You should define the Credit Sales Account.
Once you had define the Credit Sales Account, our software will fill up the sales account for you whenever you issue new invoice for these customer, so you don't have to select the sales account again.

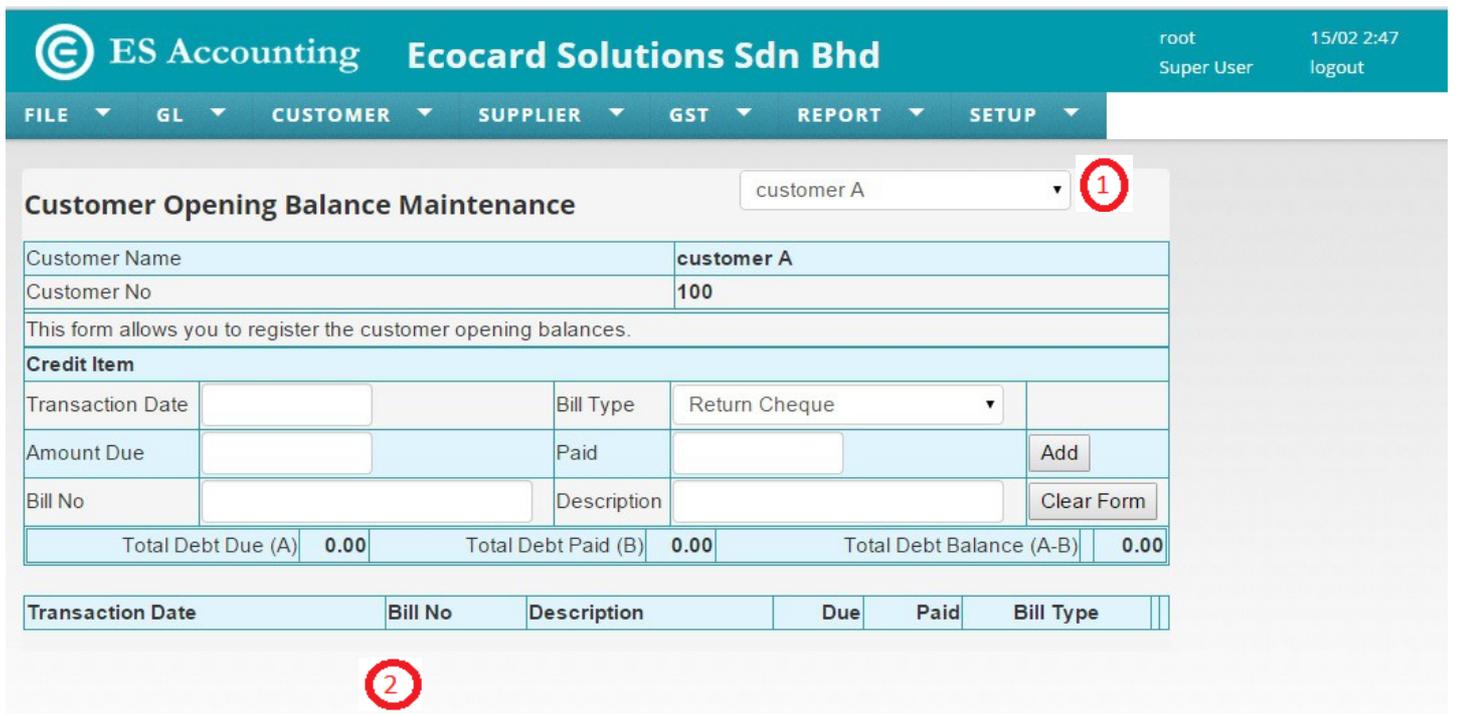
For Supplier Maintenance, you should define the Purchase account for the supplier.
Once you had define the Purchase Account, our software will fill up the Purchase account for you whenever you create a new purchase invoice for the supplier, so you don't have to select the purchase account again.

2.8 Find customer Form



Type the customer's name in the red circle box and the software will list out the customer. Click on the customer Name to view or edit the customer's information. Click on the Edit Balance to go to customer Debt Opening Balance page to enter the opening balance. You can delete the customer by clicking the Delete.

2.9 Enter customer's Opening Balance



Select the customer from **1**
 Enter all the information and click **Add** button.
 After successful adding, the transaction will display at **2**
2 Show a list of the outstanding bill which had been added.

2.10 Create supplier

Process similar to Create customer.

2.11 Enter supplier's Opening Balance

Process similar to Enter customer's Opening Balance.

2.12 Enter Opening Balance

The screenshot shows the 'Chart of Account Update Opening Balance Form' in the ES Accounting software. The interface includes a menu bar with options: FILE, GL, CUSTOMER, SUPPLIER, GST, REPORT, and SETUP. The form title is 'Chart of Account Update Opening Balance Form'. Below the title is a table with columns for 'Update', 'Debit Balance', and 'Credit Balance'. The table lists various GL accounts and their corresponding opening balances, all of which are 0.00.

	Update	Debit Balance	Credit Balance
Total (Shortfall Amount = 0.00)		0.00	0.00
1000/000 Share Capital - Ordinary Shares		0.00	0.00
1010/000 Share Capital - Preference Shares		0.00	0.00
1100/000 Reserves		0.00	0.00
1101/000 Undistributed Reserves		0.00	0.00
1200/000 Profit and Loss Account		0.00	0.00
2010/000 Freehold Property		0.00	0.00
2011/000 Leasehold Property		0.00	0.00
2020/000 Plant and Machinery		0.00	0.00
2021/000 Provision for Plant/Machinery Depreciation		0.00	0.00
2030/000 Office Equipment		0.00	0.00
2031/000 Provision for Office Equipment Depreciation		0.00	0.00
2040/000 Furniture and Fixtures		0.00	0.00
2041/000 Provision for Furniture/Fixture Depreciation		0.00	0.00
2050/000 Motor Vehicles		0.00	0.00
2051/000 Provision for Motor Vehicles Depreciation		0.00	0.00
3000/000 Debtors Control Account		0.00	0.00

The opening balance is the balance brought forward from last month / last year.

If you start using these software after the first month of the financial year (from 2nd month and above), then you need to enter the Opening Balance for all the GL account (Balance Sheet Account and Income & Expense Account).

If you start using these software on the first month of the financial year, then you only need to enter the opening balance for the Balance Sheet Account.

You cannot enter the opening balance for the customer Control Account And supplier Control Account, the software will generate the opening balance for these account from the customer & supplier's opening balance.

2.13 Maintain Stock Value

Maintain Stock Value

Stock Value Name:

Opening Balance:

Dept:

Balance Sheet Account:

Opening Stock Account:

Closing Stock Account:

Stock Value Listing

	Value Name	Opening Balance	Balance Sheet A/C	Open Stock A/C	Closing Stock A/C	
Edit Close Stock	stock	0.00	3800/000 Stock	6200/000 Opening Stock	6201/000 Closing Stock	Delete

You need to create the stock for maintain in these page.

go to GL ==> Budget & stock ==> Maintain Stock Value

Enter the stock value name, opening balance and department if applicable.

- Select the Balance Sheet Account from the drop down list.
- Select the Opening Stock Account (these is from the Income & Expenses Account).
- Select the Closing Stock Account (these is from the Income & Expenses Account).

You can click the Name of the stock to edit it.

You need to go to the Maintain Stock Closing value by clicking the [Edit Close Stock](#) to update the monthly close stock value.

Maintain Stock Closing Value

Stock Value No: **290**

Opening Balance: **null**

Opening Stock Account: **6200/000 Opening Stock**

Stock Value Name: **stock**

Balance Sheet Account: **3800/000 Stock**

Closing Stock Account: **6201/000 Closing Stock**

2014 January	<input type="text"/>	2014 February	<input type="text"/>	2014 March	<input type="text"/>
2014 April	<input type="text"/>	2014 May	<input type="text"/>	2014 June	<input type="text"/>
2014 July	<input type="text"/>	2014 August	<input type="text"/>	2014 September	<input type="text"/>
2014 October	<input type="text"/>	2014 November	<input type="text"/>	2014 December	<input type="text"/>
2015 January	<input type="text"/>	2015 February	<input type="text"/>	2015 March	<input type="text"/>
2015 April	<input type="text"/>	2015 May	<input type="text"/>	2015 June	<input type="text"/>
2015 July	<input type="text"/>	2015 August	<input type="text"/>	2015 September	<input type="text"/>
2015 October	<input type="text"/>	2015 November	<input type="text"/>	2015 December	<input type="text"/>