

Workshop Pro

Enterprise Version

By Incendo Ventures SdnBhd

i n c e n d o

USER MANUAL

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1.0 Account Receivable

Account receivable module consists of Customer Category Setup, Customer Class Setup, Customer Registration, Customer Class Setup and Customer Registration.

1.1 Customer Category Setup

Customer category is used to differentiate the different customer grouping. For example, you may categorize your customer by demographic, income and other criteria.

The screenshot shows a Windows-style window titled 'frmCustomerCategory'. Inside the window, there are three input fields: 'ID:' with a text box and a small button to its right; 'DESCRIPTION:' with a text box; and 'POSTACC:' with a yellow-highlighted text box and a small button to its right. At the bottom of the window, there are three buttons: 'New' (with a yellow folder icon), 'Save' (with a purple floppy disk icon), and 'Delete' (with a red 'X' icon).

Setting up of Customer Category:

1. Click Customer on the tab and select Category.
2. Enter the id and description in the prepared field, and click PostAcc.
3. Click the Save button the save the record.
4. Click Delete button to delete the record.
5. The New button is used for refreshing the screen to enter new data.

1.2 Customer Class setup

Customer class is used to further differentiate grouping of customers.

The screenshot shows a Windows-style window titled 'frmCustomerClass'. The background of the window is yellow. Inside, there are two input fields: 'ID:' with a text box and a small button to its right; and 'DESCRIPTION:' with a text box. At the bottom of the window, there are three buttons: 'New' (with a yellow folder icon), 'Save' (with a purple floppy disk icon), and 'Delete' (with a red 'X' icon).

Setting up of Customer Class:

1. Click Customer on the tab and select Class.
2. Enter the id and description in the prepared field.
3. Click the Save button the save the record.
4. Click Delete button to delete the record.
5. The New button is used for refreshing the screen to enter new data.

1.3 Customer Registration

Customer Registration is set up to keep track the information of the customers such as their contact details, transaction activities as well as for credit control purposes.

Setting up Customer record:

Incendo 4S System

Account Vehicle Workshop Customer Stock Trading Acc. Payable Misc Report View Windows Help

COA Journal Cust. Appt. Inv. CN DN J.Card W.Claim Rec. Cred. P.O. GRN PUR. Pay. Stock Service Stk. In Stk. Out Book Car Sales Wizard

Press F1 to Find Customer Press F2 to Find Vehicle

Click to auto generate a new customer code

TabPage1 TabPage2

CODE: [] Get New

NAME: []

ADDRESS: []

CONTACT PERSON: []

TEL1: []

TEL2: []

TEL3: []

COREGNO: []

FAX: []

EMAIL: []

MOBILE: []

WEBSITE: []

TERM: []

GRACEPERIOD: []

CREDITLIMIT: []

OUTSTANDING: [] Outstanding

INACTIVE: []

BILL TYPE: CASH

CATEGORY: []

CLASS: []

PRICETYPE: []

GSTNO: []

GSTDATE: 03/07/2015

GSTCODE: SR

BILLING ADDRESS: []

POSTALCODE: []

STATE/COUNTRY: []

DELIVERY ADDRESS: []

SPOSTALCODE: []

SSTATE: []

REGNO: []

MODEL: []

MAKE: []

COLOR: []

CHASSIS: []

ENGINE: []

CAPACITY: []

ENGINE TYPE: []

YEARMADE: []

REGDATE: 03/07/2015

OWNERNAME: []

CONTACTNO: []

INSUEDATE: 03/07/2015

REMARKS: []

History Update History Remove Vehicle Photo

After select vehicle regno, click to view Service history

Customer information

Vehicle Information

1. Click on the shortcut button to obtain the Customer Maintenance Screen.
2. **A** Fill in the relevant information in the customer information. Enter a unique code for each customer in Customer Code. No duplication of code is allowed as it is the main identity of the customer. There are certain selection field in the customer windows, click and select from the drop down box for category, class and salesman field.
3. **B** Fill in customer GST section if they provide relevant information.
4. **C** Fill in vehicle information (Model, Make, Colour etc with selection bar [] need to preset in advance) in the vehicle information. Multi vehicle can group under same customer account.
5. Click the Save button to save the record.
6. Click Delete button to delete the record.
7. The New button is used for refreshing the screen to enter new data.

1.4 Entering Customer Opening Balance Transaction

Setting up of Customer Opening Balance:

CUSTOMER: Press F1 to select customer COMPANY: Incendo Ventures Sdn Bhd

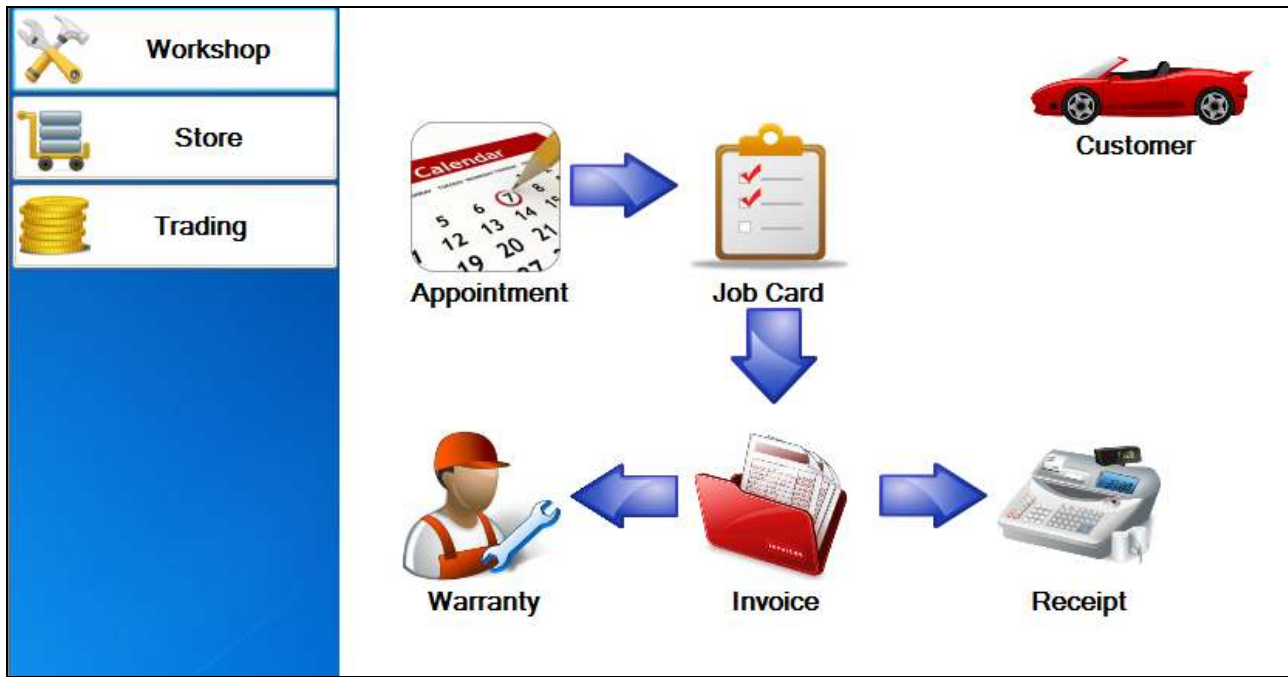
QDATE: 03/07/2015 QTYPE: NO: TERM: AMOUNT:

REF: AMTMATCHED: AMTUNMATCHED:

Unmatch All New Save Delete

DATE	TYPE	TRANSNO	AMOUNT	View
03/07/2015		WRC00007	300.00	VIEW

1. Click Customer and select Customer Opening Balance.
2. Retrieve the customer opening balance wish to be entered.
3. Enter the Date, Customer Reference No, Term and Amount.
4. Enter more opening transaction if needed.
5. Click the Save button the save the record.
6. Click Delete button to delete the record.
7. Click on AMTMATCHED to check for matching info.
8. The New button is used for refreshing the screen to enter new data.

Workshop Service Sales Process

Click on quick icon at Main menu to enter to relevant transaction surface, different car workshop can define own working flow.

Examples of service sales process:-

Example A: Customer → Invoice → Receipt

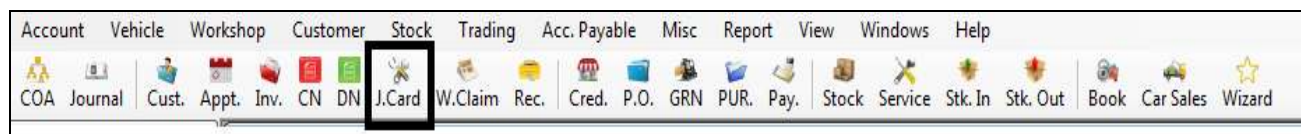
Example B: Customer → Job Card → Invoice → Receipt

Example C: Customer → Appointment → Job Card → Invoice → Receipt

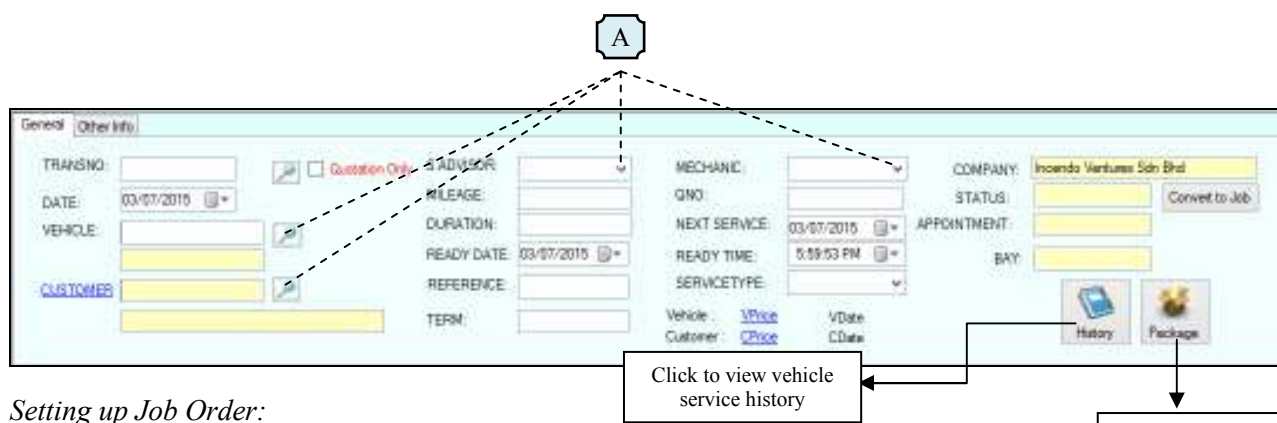
Example D: Customer → Appointment → Job Card → Job Allocation & Assignment → Invoice → Receipt

1.5 Job Card

Job card is used to maintain information of the customer in terms of their vehicles Complaints/ Problems, Price Estimation, Job Done Listing & Comment Notes.

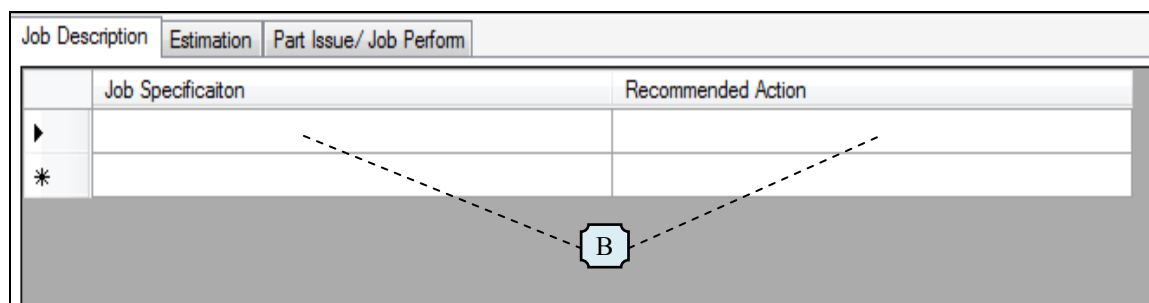


The Job Card shortcut is as in the shown picture above.

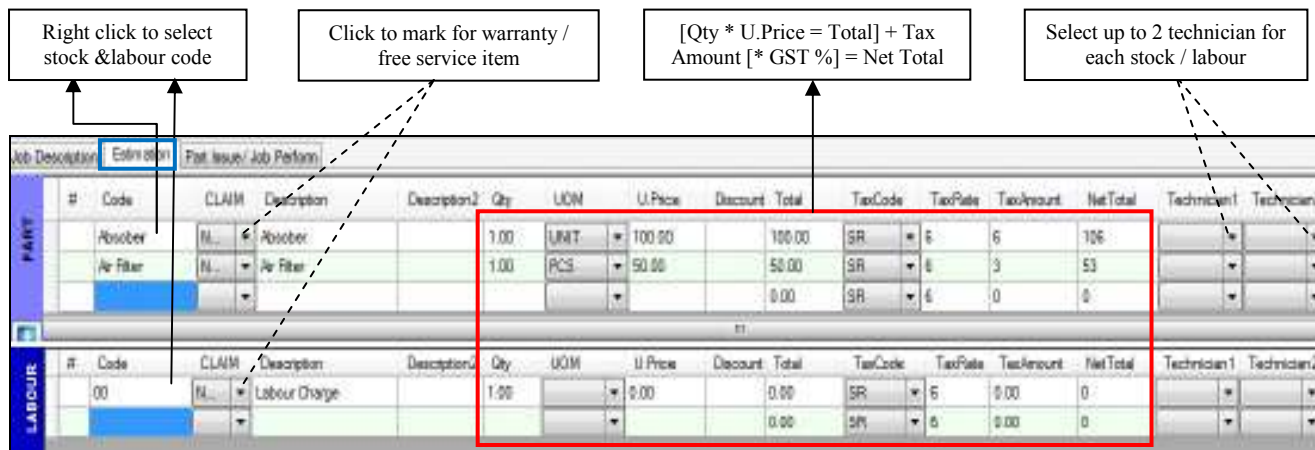


Setting up Job Order:


1. Click on the Job Card shortcut and Job Order Screen Will be displayed.
2. **A** Select Vehicle or Customer Particulars and other relevant information needed.
3. **B** Next key in the Job Specification and Recommended Action needs to be taken.

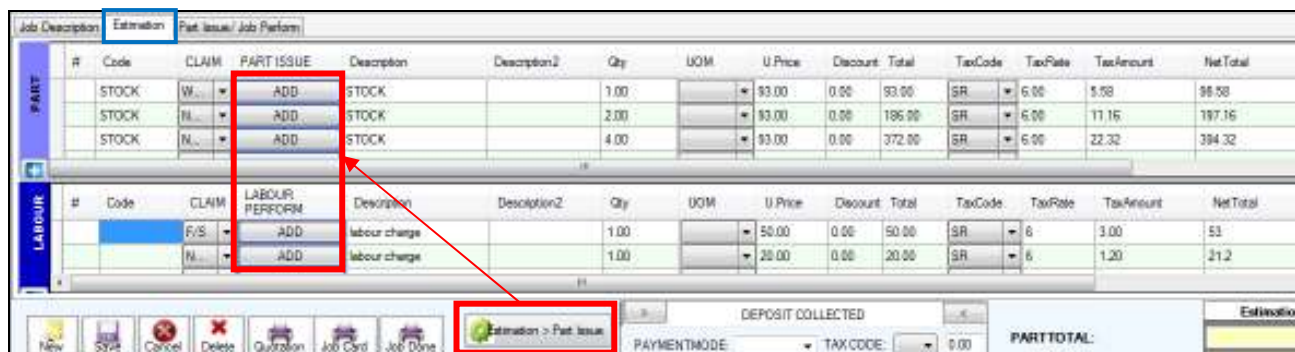


4. Entering Job Order - Estimation. Enter the estimation stock & labour needed to be used for repairing the vehicle. Also key in the Quantity, Unit Price, Total Price and which technician will be performing in the task.

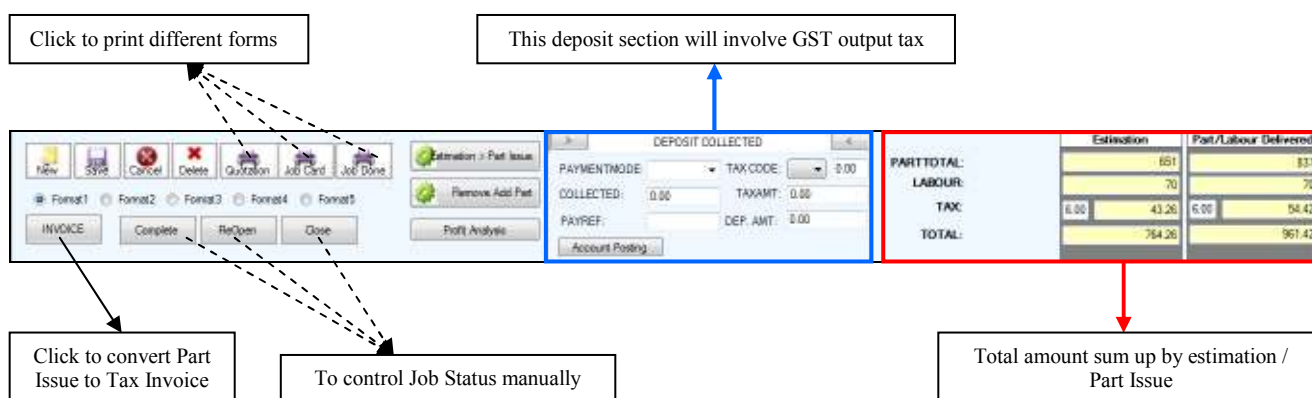


Estimation combines Stock Item and Service Item

5. Entering Job Order - Part issue/Job Perform. Click on  to add part & labour from Estimation to Part issue/Job Perform or Key in manually the details in the provided column.




6. Once the details has been keyed in the Job Order form, the total Estimation for the Stock Item and Service Item will be sum up at the end corner of the form.



7. Click the Save button the save the record.

8. Click Delete button to delete the record.

9. The New button is used for refreshing the screen to enter new data.

10. There are three buttons for printing where **Quotation** is to print out the estimation price for servicing and stock, **Job Card** is to print out the Estimation and **Job Done** is to print out the Part Issue Lists to the customer or for reference purposes.

Job Allocation

Job allocation is used to allocate Job Order to relevant mechanic by supervisor for more efficient job & better time control.

Click to allocate new Job Card & mechanic

Click & Drag Job card & mechanic to working bay

Type Job Description & Select estimate time to complete job

Mechanic	Job Description	Allocated	Status	Time Lapse
chan	Standard Service	90	NEW	

Job Assignment

Job assignment is used to record mechanic time spend in every job. Mechanic can simply clock in & clock by select relevant Job Card & Mechanic ID to working bay. The page will refresh by second for most update Job status.

Click & Drag Job card & mechanic to working bay

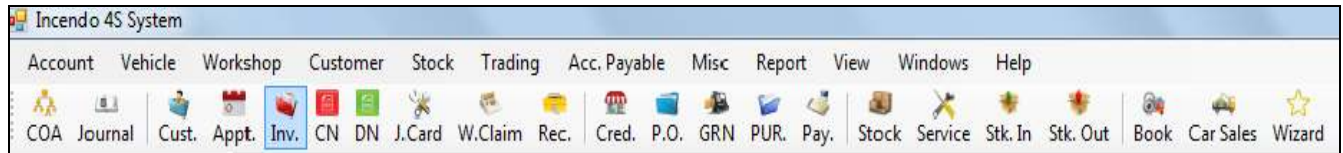
Click mechanic icon to update status of job here

JOB NO	VEHICLE NO	MODEL	S. TYPE
WJ000001	www 8765	HONDA ACCC	

1.6 Invoice

1.6.1 Sales Invoice

This feature is used to create sales invoice. Sales invoice is linked to customer balance file trip. Invoice entered will directly be reflected in customer outstanding balance.



#Choose the Inv. Shortcut to open the Invoice Main Screen.

Auto Generated but amendable

Load from Job Card

Select Promotion Package

Key in Current Mileage

Key in customer trade in parts

Click the CODE cell and direct type Stock ID / right click to select from prompt screen

Mark for warranty / free service item

$[Qty * U.Price = Total] + Tax Amount [* GST \%] = Net Total$ (can reverse calculation from key in NetTotal)

Create Sales Invoice:-

1. Click on Inv. shortcut and main screen will appear.
2. The invoice number is self-generated but amendable. There are Cash, Invoice and Internal type of transactions as the primary key.
3. Select the data from REG NO or Customer by clicking the search button next to it.
4. The data also can be derived from the Job Order if it has created, load the Job Order here to avoid re-entering the particulars for this Invoice.
5. Alternatively, a new invoice may be created for walk in customer.
6. Click on the Package button to select which promotion package your customer has chosen.
7. Or else right click the Code cell and let it prompt the item selection screen. Select the item by double clicking on it.
8. Right click on the code for labour part and select service from the labour selection screen by double clicking on it.
9. Enter the Vehicle Mileage (mandatory), Next Mileage, Next Service Date and Next Maintenance Package at the top right of the screen.

The screenshot shows the 'Payment' section of the ProSale software. On the left, there is a toolbar with buttons for New, Save, Cancel, Delete, Print, and DO. Below the toolbar are fields for 'Format1', 'Format2', 'AMT MISMATCHED', and 'AMT UNMISMATCHED'. In the center, there is a table with columns 'Payment Mode', 'Amount', and 'Reference'. An arrow points to the 'Payment Mode' column. On the right, a red box highlights a summary area containing fields for PARTTOTAL, LABOURTOTAL, DISCOUNT, TAX, GSTCode, TOTAL, ROUNDING, AMOUNT, and BALANCE. Below this is a 'PAYMENT' section with fields for DEPOSIT AMT and DEPOSIT TAX, and a 'Reset' button.

Click to select payment model

Bill summary

10. Click on the Payment section at bottom of the page, click the cell of Payment Mode to select pay by Cash, Cheque, or Credit Card. Enter the Amount and Reference.
11. Also enter the Discount, Tax Amount and GSTCode if needed.
12. Click the Save button to save the record.
13. Click Delete button to delete the record.
14. The New button is used for refreshing the screen to enter new data.
15. Click Print button to print out the Invoice Form.

Tax invoice will be locked after print out, no amendment on stock & labour item is allowed.

1.6.2 Trade In Item

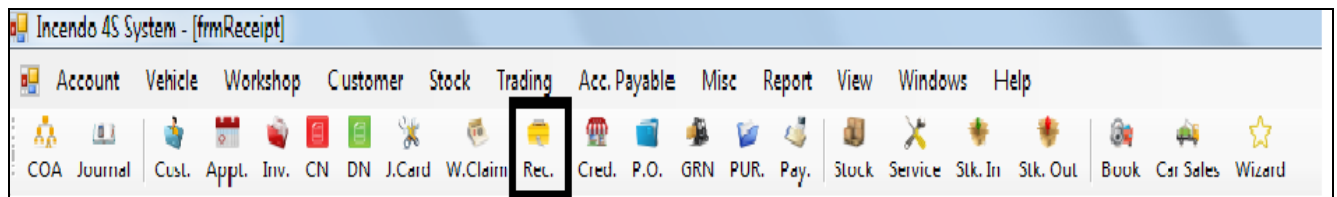
The screenshot shows the 'SERVICE INVOICE' form with the 'Trade In Item' tab selected. The form has a table with the following columns: Description, Reference, Qty, U. Price, Total, Remarks, and Delete. The table is currently empty, and there are buttons for adding and deleting rows.

Key in Trade In items:

1. Click on the Trade In Item tab on the top of Service Invoice Form.
2. Enter the Trade In particulars in Description, Reference, Quantity, Unit Price, Total, Remarks cell.
3. Add or delete rows by clicking "-" or "+" button.
4. Click the Save button to save the record.
5. Click Delete button to delete the record.
6. The New button is used for refreshing the screen to enter new data.
7. Click Print button to print out the Invoice Form.

1.7 Receipt

When Payment is made for outstanding invoices, enter the payment into the receipts and offset the outstanding invoice.



Generate Receipt:

1. Select the Receipt Form from the shortcut as shown.

Click to select customer

Click to select payment mode

Type customer paid amount here

Click auto-match & system will auto knock off outstanding bills

DATE	VEHICLE	ORIGINAL AMT	OUTSTANDING	AMOUNT	REFERENCE
2015/03/28	WCS00678	CASH	30.00	15.00	15.00
2015/07/21	WCS01460	CASH	159.00	159.00	135.00

TransNo: WRC00221
TransDate: 21/07/2015
Customer: WRC00041
PaymentMode: CARD
Ref: CASH
Cheque
Deposit
Trade In

REMARKS: [Empty]
BANKCHARGES: [Empty]
AMOUNT: 150
Auto Match

COMPANY: [Empty]
STATUS: [Empty]

Buttons: New, Save, Cancel, Delete, Print, Unmatch All, Account Posting

Total Outstanding: 174

AMTMATCHED: 150.00
AMTUNMATCHED: 0.00

2. The TransNo is self-generated but it is amendable.
3. Select the Customer by clicking the search button next to it.
4. After selecting the customer, outstanding invoices will be listed out on the Receipt Items table.
5. Select Payment Mode by clicking on the **PAYMENTMODE:** [Dropdown] as in the image.
6. The ChequeNo / Credit Card is your Payment Mode Reference Field.
7. Enter the amount received into the Total Field.
8. Click on the Auto Match button and the system will automatic match the receipt and invoice.
9. Click on the Save button to save the receipt.
10. Click on the New button to add another ne Receipt Form.
11. If modifications are done in the future, click Save to update the changes.
12. To cancel the Receipt, click on the Cancel button, but once the bill is cancelled, the system will not allow "Undo".
14. Click on the Delete button to delete the Receipt record.
15. Click on the Print button to print out the Receipt form.

pleasedoes not erase Receipt with data as it may be linked with other transactions.

1.8 Customer Credit Note

The Customer Credit Note is used for adjusting the customer account. For instance, when issuing discount to customer, sales return, cancel tax invoice etc.

The screenshot shows the 'Incendo 4S System - [frmCreditNote]' window. The menu bar includes Account, Vehicle, Workshop, Customer, Stock, Trading, Acc. Payable, Misc, Report, View, Windows, and Help. The toolbar contains icons for COA, Journal, Cust. Appt, Inv., CN (highlighted), DN, J.Card, W.Claim, Rec., Cred, P.O., GRN, PUR, Pay., Stock, Service, Stk. In, Stk. Out, Book, Car Sales, and Wizard.

Annotations on the form include:

- Click to select customer:** Points to the 'CUSTOMER' field.
- Key in reason of this CN:** Points to the 'REMARKS' field.
- Define TaxCode:** Points to the 'TAXCODE' dropdown.
- Click Auto Match to match total with relevant transaction:** Points to the 'Auto Match' button.
- Manual select posting accounting:** Points to the 'ACCOUNT' field.

Form fields and data:

TRANSNO: WDC00001
 CHDATE: 21/07/2015
 CUSTOMER: WDC00041
 AUTHORIZED: [dropdown]
 REFERENCE: [dropdown]
 REMARKS: Stock return by customer
 CNTYPE: Sales Return
 COMPANY: [dropdown]
 STATUS: [dropdown]
 SUBTOTAL: 50
 TAX AMT: 3
 TOTAL: 53
 TAXCODE: SR
 Auto Match

#	TRANSNO	Qty	Description	Description2	Qty	UOM	U.Price	Discount	Total
1	WCS01460	1.00	PAVILION EXTENDED LIFE COOLANT				50.00	0.00	50.00

DATE	TRANS_NO	VEHICLE	ORIGINAL AMT	OUTSTANDING	AMOUNT	REFERENCE	ACCOUNT
2015/03/28	WCS00576	CASH	30.00	15.00	15.00		
2015/07/21	WCS01460	CASH	158.00	158.00	30.00		

ACCOUNT: 3110-06 Return Inwards (AS)
 AMT MATCHED: 53.00
 AMT UNMATCHED: 0.00

Entering Customer Credit Note:

1. Click CN Shortcut to select Credit Note Main Screen.
2. The TransNo is self-generated but it is still amendable.
3. Select by Customer by click on the search button next to it.
4. You may select an authorised person by click on the **AUTHORISED:** [dropdown] arrow button next to it.
5. Put a reference to Reference field (E.G Discount Allowed).
6. After you have selected the customer, outstanding invoices will be listed out.
7. Select CNTYPE, click 'Search Invoice' to select stock for sales return, or type description, amount etc manually for Credit Note.
8. Click on the Auto Match button, system will automatic match the credit note and invoice for you.
9. Click on the Save button to save the Credit Note.
10. To add another customer credit note, click the New button to refresh the form.
11. If any modification done in the future, click Save button to update the changes.
12. To cancel the Credit Note, just click on the Cancel button, but once the bill is cancelled, system won't allow "Undo".
13. Click delete button to delete the Credit Note.
14. The Print button enables to print the Customer Credit Note Form.

pleasedoes not erase Credit Note with data as it may link with other transaction.

1.9 Customer Debit Note

Customer DebitNotes used to adjust the customer balance. This may due to undercharge, refund or any other reason.

The screenshot shows the 'frmDebitNote' window in the Inrendo 4S System. The menu bar includes Account, Vehicle, Workshop, Customer, Stock, Trading, Acc. Payable, Misc, Report, View, Windows, and Help. The toolbar contains icons for COA, Journal, Cust., Appt., Inv., CN, DN, J. Card, W. Claim, Rec., Cred., P.O., GRN, PUR., Pay., Stock, Service, Stk. In, Stk. Out, Book, Car Sales, and Wizard. The 'DN' icon is highlighted with a red box. The form fields include NO (WDD00001), DATE (22/07/2015), CUSTOMER (WRC00003), AUTHORISED BY, REFERENCE, REMARKS (REFUND OF CN), and COMPANY. The DNTYPE dropdown is set to 'DN'. The table has one row with LINE 1, TRANSNO, DESCRIPTION 'REFUND OF CS00001', DNTYPE 'DN', TAXCODE 'OS', TAXRATE, TAXAMT \$0.00, NETTOTAL 100, REFERENCE, ACCOUNT 1301-01, and Vehicle. The bottom section has buttons for Unmatch, Account Posting, and a summary area with fields for AMT MATCHED, AMT UNMATCHED (100.00), and TOTAL (100). Annotations with arrows point to the CUSTOMER field, DNTYPE dropdown, ACCOUNT field, and TAXCODE dropdown.

Entering Customer Debit Note:

1. Click DN Shortcut to select Debit Note Main Screen.
2. The TransNo is self-generated but it is still amendable.
3. Select by Customer by click on the search button next to it.
4. You may select an authorised person by click on the arrow button next to it.
5. Put a reference to Reference field.
6. Click on the Save button to save the Debit Note.
7. If any modification done in the future, click Save button to update the changes.
8. To cancel the Debit Note, just click on the Cancel button, but once the bill is cancelled, system won't allow "Undo".
9. Click delete button to delete the Debit Note.
10. The Print button enables to print the Customer Debit Note Form.

please does not erase Debit Note with data as it may link with other transaction.

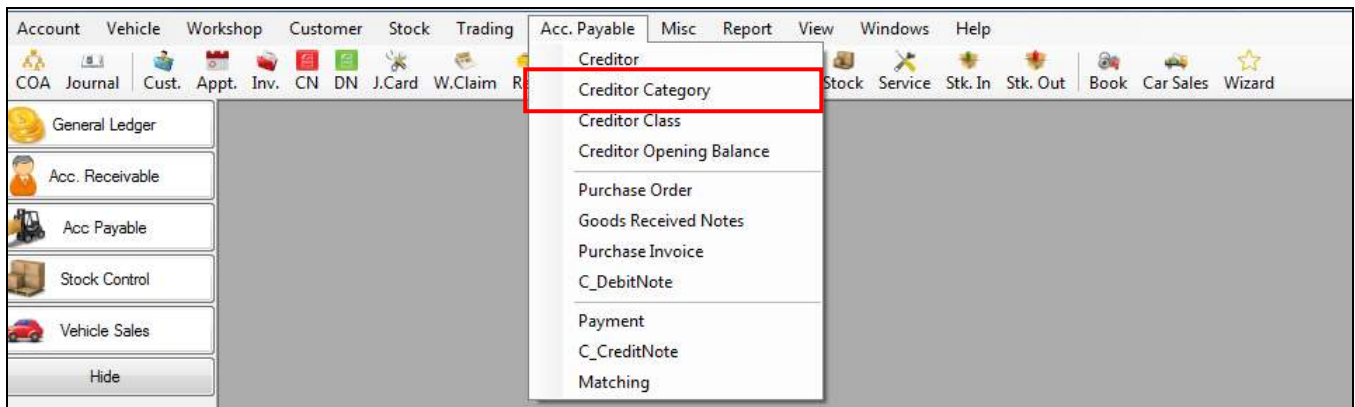
2.0 Accounts Payable

Account Payable Modules consists of Creditor Setup, Creditor Category Setup and Creditor Class Setup and etc.

2.1 Creditor Category

Creditor category is used to differentiate the creditor groupings. E.G. Demographic, income or other criteria.

Where to find Creditor Category?



 A screenshot of the 'frmCreditorCategory' form. It contains three input fields: 'ID' with a search icon, 'DESCRIPTION', and 'POSTACC' with a search icon. At the bottom, there are three buttons: 'New' (yellow), 'Save' (purple), and 'Delete' (red).

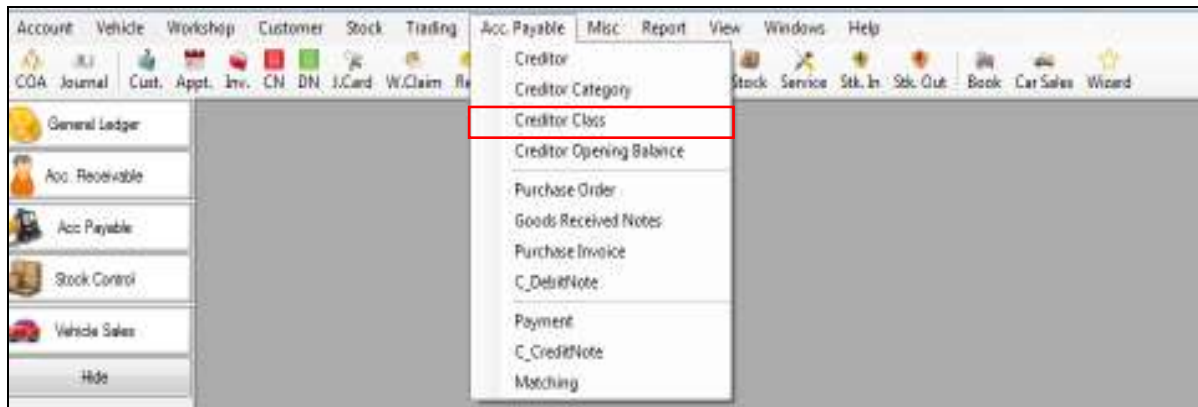
Setting up Creditor Category:

1. Find the shortcut from Account Payable Tab > Creditor Category.
2. Enter the ID and description in the prepared field.
3. Click Save button to save the record.
4. To modify the record, retrieve the record from the database by clicking on the search button.
5. Modify the information and click the Save button to save the changes.
6. Click the delete button to erase the record.

2.2 Creditor Class

Creditor class is used to further differentiate the supplier groupings.

Where to find Creditor Class?



 A screenshot of the 'frmCreditorClass' form. It has a title bar with the text 'frmCreditorClass' and standard window controls. The form contains two input fields: 'ID:' and 'DESCRIPTION:'. To the right of the 'ID:' field is a magnifying glass icon. At the bottom of the form are three buttons: 'New' (with a yellow folder icon), 'Save' (with a purple floppy disk icon), and 'Delete' (with a red 'X' icon).

Setting up Creditor Class:

1. Find the shortcut from Account Payable Tab > Creditor Class.
2. Enter the ID and description in the prepared field.
3. Click Save button to save the record.
5. Modify the information in the future if needed and click the Save button to save the changes.
6. Click the delete button to erase the record.

2.3 Creditor Registration

Creditor Registration File is set up to keep track of information on suppliers.

Where to Find Creditor Shortcut?

Incendo 4S System

Account Vehicle Workshop Customer Stock Trading Acc. Payable Misc Report View Windows Help

COA Journal Cust. Appt. Inv. CN DN J.Card W.Claim Rec. Cred. P.O. GRN PUR. Pay. Stock Service Stk.In Stk.Out Book Car Sales Wizard

ACCOUNTNUMBER: ☐ Internal

COMPANYNAME:

REGNO/IC NO.:

CATEGORY:

CLASS:

CTCL:

CFAX:

ADDRESS:

ADDRESS:

POSTALCODE: CITY:

COUNTRY:

BALANCE:

TAXCODE:

GST Ver. Date: 24/07/2015

CONTACT PERSON:

POSITION:

TELEPHONE:

HANDPHONE:

DELIVERY ADDRESS:

POSTALCODE: CITY:

COUNTRY:

ACCOUNT:

EMAIL:

WEBSITES:

TERM:

BALANCE:

VEHICLE:

AREA:

CREF1:

CREF2:

CREMARKS:

Click to view creditor transaction history

New Save Delete Transactions

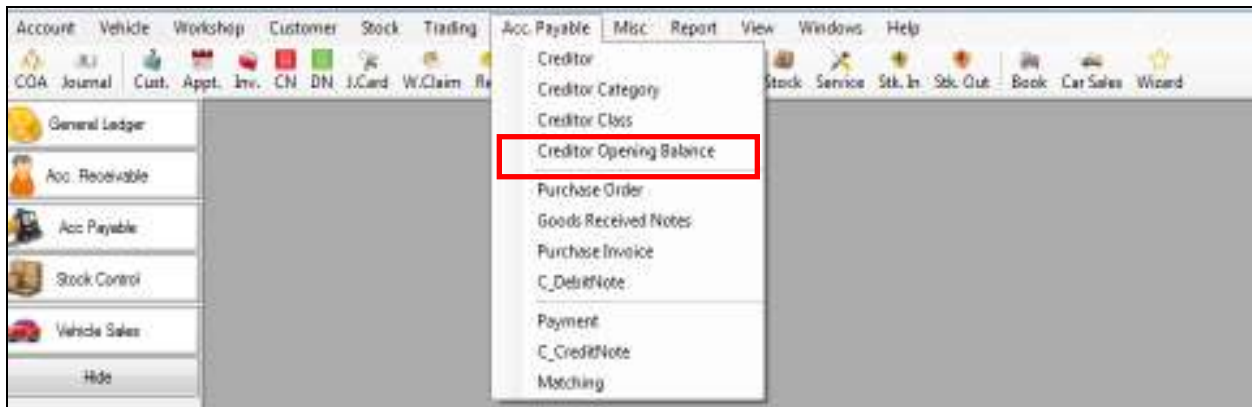
Creditor Maintenance File windows as shown above provide a user friendly interface to add and modify supplier record. Creditor information is linked to purchase order and purchase invoice. As a result, all information updated will be reflected simultaneously.

1. Click on the shortcut button to obtain the Creditor Maintenance Screen.
2. **A** Fill in the relevant information in the customer information. Enter a unique code for each creditor in AccountNumber. No duplication of code is allowed as it is the main identity of the creditor. There are certain selection field in the creditor windows, click and select from the drop down box for category, class & other fields.
3. **B** Fill in creditor GST section.
4. Click the Save button the save the record.
5. Click Delete button to delete the record.
6. The New button is used for refreshing the screen to enter new data.

please does not erase creditor record with data as it may link with other transaction.

2.4 Creditor Opening Balance

Where to find Creditor Opening Balance?




Click to view creditor transaction history



Key in outstanding bills detail

Record will listing here after save

frmCreditorOpeningBalance

ACCOUNTNUMBER: AGT  COMPANY: INCENDO VENTURES SALES SDN BHD


COMPANYNAME: AUTO GUARD TRADING

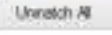



DATE: 31/12/2014  TYPE: Invoice 



NO: 11 TERM: 0

REF: AMOUNT: 690.50

AMTUNMATCHED: 690.50

SETTLED AMT: 0.00 

Date	No	Ref	Type	Term	Amount	View
31/12/2014	11		1	0	690.50	
*						

Setting up Creditor Opening Balance:


1. Find the creditor opening balance shortcut.
2. Retrieve the creditor who opening balance wish to be entered by clicking the Account Number search.
3. Enter the Date, No, Ref, Amount, Term and Type details.
4. Search for the Settled Amount by pressing the search button next to it and enter the Amount Unmatched if any.
5. Enter more opening transaction if needed.
6. Click Save button to save the record.
7. Modify the information in the future if needed and click the Save button to save the changes.
8. Click the delete button to erase the record.
9. Click on the New button to refresh the form.

2.5 Purchase Order

Purchase Order is used to record the orders issued to the supplier.

Where to find Purchase Order Shortcut?

Entering Purchase Order:

1. Find for the shortcut as shown.
2. The TransNo is self generated but it is still amendable.
3. Select the purchase order date.
4. Find the creditor by clicking on the search button next to it.
5. Add in the particular such as Code, Description, Quantity and other necessary details by right clicking on the Code button.
6. Double click to select from the selection.
7. Insert or delete row by clicking on  this button.
8. Click Save button to save the record.
9. Modify the information in the future if needed and click the Save button to save the changes.
10. Click the Delete button to erase the record.
11. Click on the New button to refresh the form.
12. Click on the Print button to print out the Purchase Order form.

2.5.1 Goods Received Notes

Goods Received Notes (GRN) is used to record the goods delivered by supplier.

Where to find Goods Received Notes Shortcut

Enter creditor Delivery Order No.

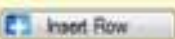

Click to select creditor

Load items from Purchase Order

Right click to select stock code

Key in quantity, price etc

Entering Goods Received Notes:

1. Find for the shortcut as shown.
2. The TransNo is self generated but it is still amendable.
3. Select the goods received notes date.
4. Find the creditor by clicking on the search button next to it.
5. Add in the particular such as Code, Description, Quantity and other necessary details by right clicking on the Code button, or click "Load PO" to load items from purchase order.
6. Double click to select from the selection.
7. Insert or delete row by clicking on   this button.
8. Click Save button to save the record.
9. Modify the information in the future if needed and click the Save button to save the changes.
10. Click the Delete button to erase the record.
11. Click on the New button to refresh the form.
12. Click on the Print button to print out the Goods Received Notes form.

2.6 Purchase Invoice

Purchase Invoice is used to record the invoice received from supplier or expenses paid out. The expenses incurred are linked to other time for analysis purpose.

Where to Find Purchase Invoice?

Entering Purchase Invoice:

1. Find the shortcut of Purchase Invoice.
2. Main Screen Will appears as in Image.
3. The TransNo is self generated but it is still amendable.
4. Select the Creditor details from the search button next to it.
5. If Purchase Order has been created previously for the same creditor, you may load the details from Purchase Order / Goods Received Notes.
6. Select the purchaser from **PURCHASER:** button.
7. Right click on the code details to select either other items.
8. Double click to select from the selection.
9. You may insert or delete row by using this **Insert Row** **Remove Row** button.
10. Click Save button to save the record.
11. Modify the information in the future if needed and click the Save button to save the changes.
12. Click the Delete button to erase the record.
13. Click on the New button to refresh the form.
14. Click on the Print button to print out the Purchase Invoice Form.

2.7 Payment

When payment is made to supplier for outstanding invoice, data can be entered through the payment screen.

The screenshot shows the 'Incendo 4S System' interface. At the top is a menu bar with options: Account, Vehicle, Workshop, Customer, Stock, Trading, Acc. Payable, Misc, Report, View, Windows, Help. Below the menu is a toolbar with icons for COA, Journal, Cust., Appt., Inv., CN, DN, J.Card, W.Claim, Rec., Cred., P.O., GRN, PUR, Pay., Stock, Service, Stk. In, Stk. Out, Book, Car Sales, and Wizard. The 'Pay.' icon is highlighted.

The main form area contains the following fields and controls:

- TRANSNO:** WPY00002
- RECDATE:** 12/08/2015
- CREDITOR:** 1003 (with a search icon)
- PAYMENTMODE:** A dropdown menu showing options: CARD, CASH, CHEQUE, DEPOSIT, and 'Total In'.
- REF:** A field for the reference number.
- REMARKS:** A large text area for notes.
- COMPANY:** Incendo Ventures Sdn Bhd
- STATUS:** A dropdown menu.
- AUTHORIZED:** A dropdown menu.
- AMOUNT:** A text input field.
- PAIDTOTAL:** A text input field.
- INPUT TAX:** 0.00
- OUTPUTTAX:** 0.00
- Auto Match:** A button with a dashed arrow pointing to the AMOUNT field.

Below the form is a table with the following columns: DATE, INVO, ORIGINAL AMT, OUTSTANDING, AMOUNT, and REFERENCE. The first row shows data for 2015/04/04, INVO WPY00001, ORIGINAL AMT 551.25, and OUTSTANDING 551.25.

At the bottom of the screen is a toolbar with buttons: New, Save, Cancel, Delete, Print, and Cheque Print. To the right of these buttons are fields for 'Total Outstanding: 551.2', 'AMTMATCHED: 0.00', and 'AMTUNMATCHED: 0.00'.

Annotations with arrows point to the following elements:

- 'Click to select creditor' points to the CREDITOR field.
- 'Enter amount paid & click auto match to match with outstanding bill' points to the AMOUNT field and the Auto Match button.
- 'Click to select payment mode' points to the PAYMENTMODE dropdown menu.

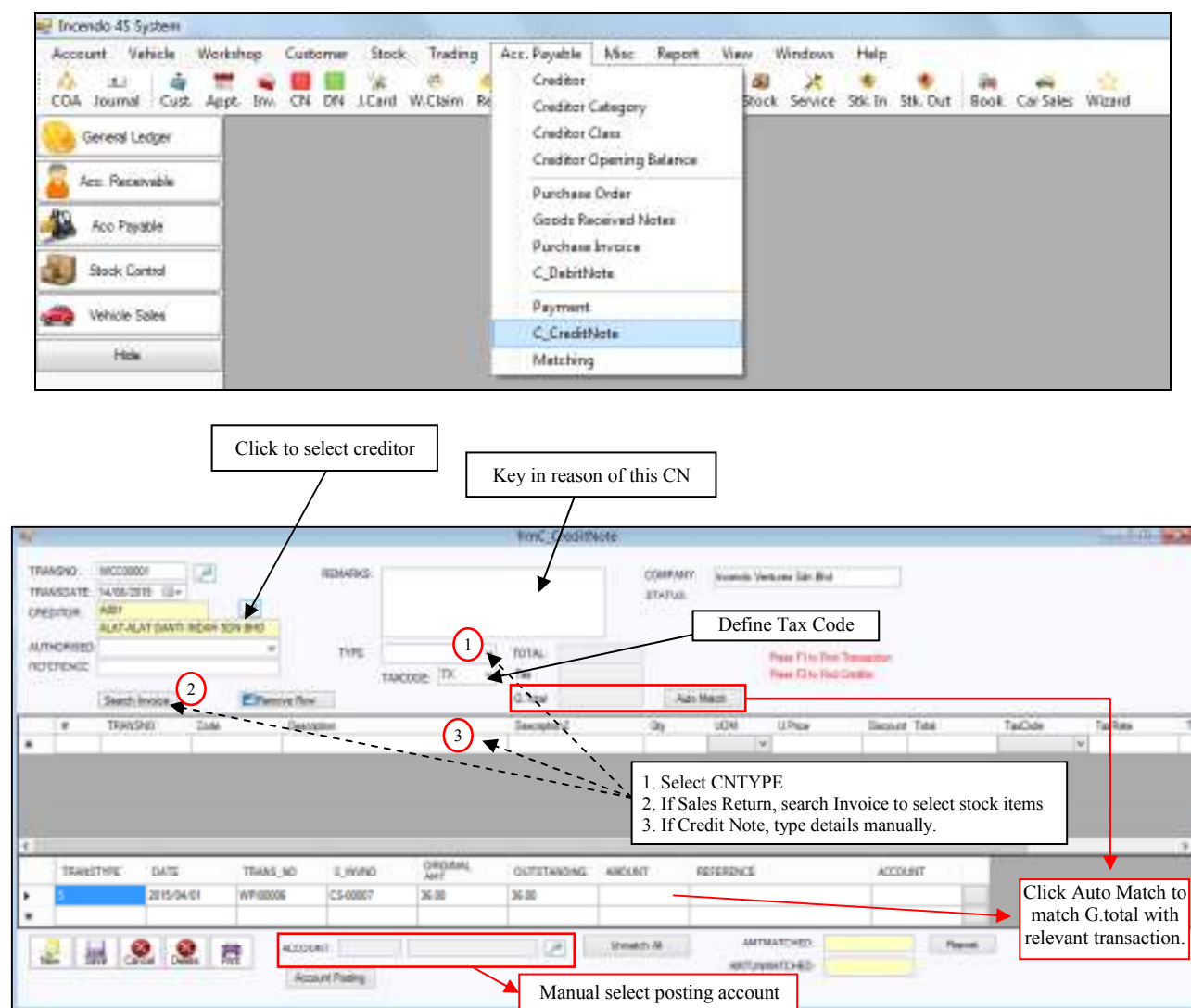
Entering Payment:

1. Select the Payment Main Screen.
2. The TransNo is self generated but it is amendable.
3. Select the Creditor by clicking the search button next to it.
4. After selecting the creditor, outstanding invoices will be listed out on the Payment Items table.
5. Select Payment Mode by clicking on the **PAYMENTMODE:** as in the image.
6. The ChequeNo / Credit Card is your Payment Mode Reference Field.
7. Enter the amount received into the **AMOUNT** Field.
8. Click on the Auto Match button and the system will automatic match the payment and P.invoice.
9. Click on the Save button to save the Payment.
10. Click on the New button to add another ne Payment Form.
11. If modifications are done in the future, click Save to update the changes.
12. To cancel the Payment, click on the Cancel button, but once the bill is cancelled, the system will not allow "Undo".
14. Click on the Delete button to delete the Payment record.
15. Click on the Print button to print out the Payment form.

2.8 Creditor Credit Note

If creditor gives a credit note to reduce the account balance, this information may be entered into creditor credit note.

Where to find Creditor Credit Note?



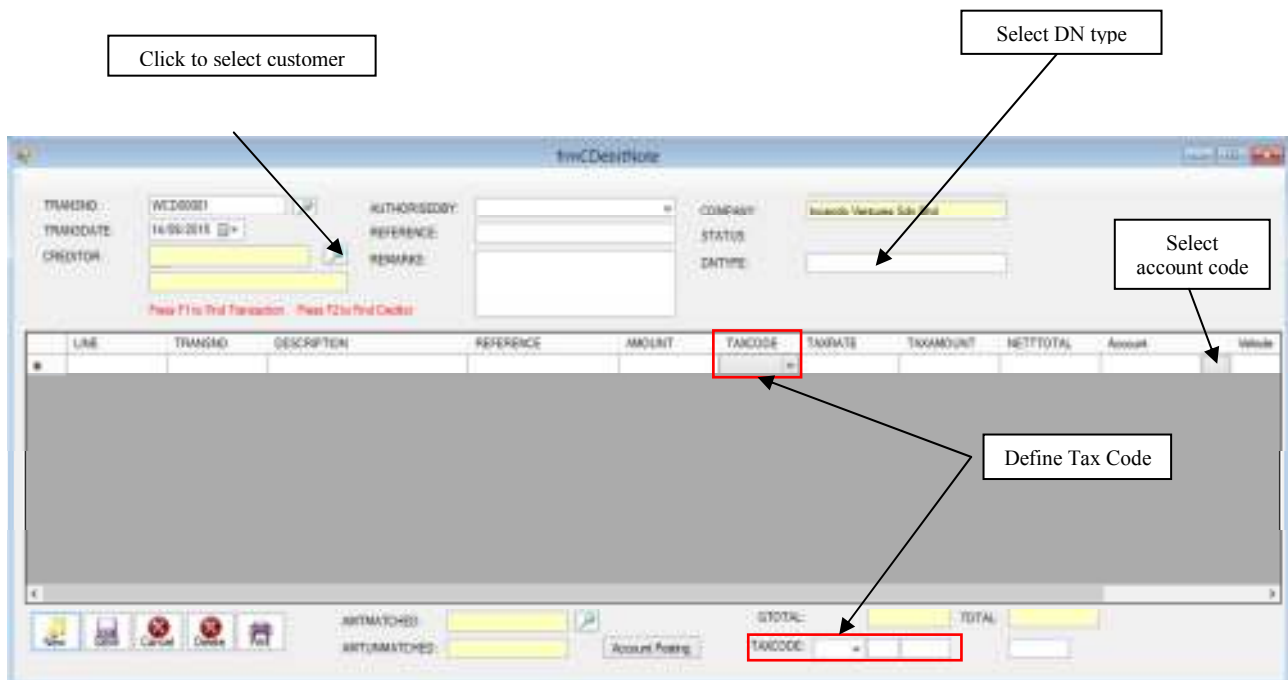
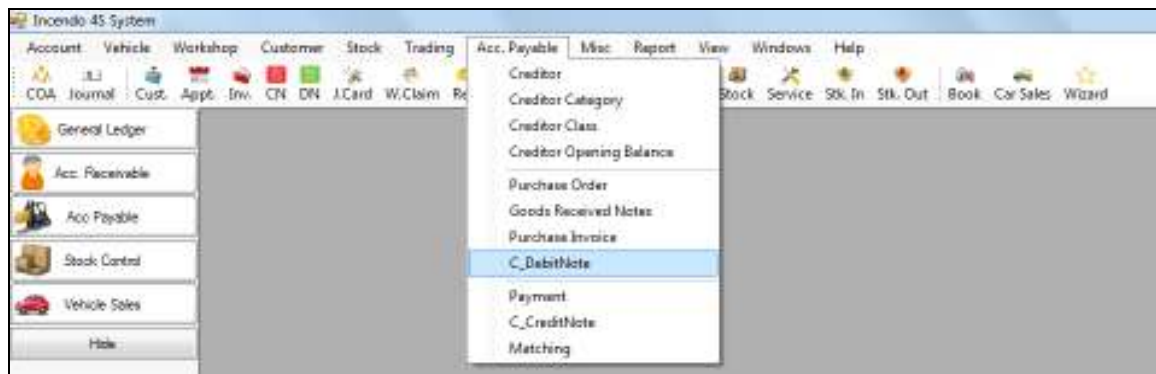
Entering Creditor Credit Note:

1. Click CN Shortcut to select Credit Note Main Screen.
2. The TransNo is self generated but it is still amendable.
3. Select by Creditor by click on the search button next to it.
4. Put a reference to Reference field (E.G Discount Allowed).
5. After you have selected the creditor, outstanding invoices will be listed out on the Credit Note Items table.
6. Enter the amount that you wish to offset with invoice in the Amount field.
7. Click on the Auto Match button, system will automatic match the credit note and invoice for you.
8. Click on the Save button to save the Credit Note.
9. To add another customer credit note, click the New button to refresh the form.
10. If any modification done in the future, click Save button to update the changes.
11. To cancel the Credit Note, just click on the Cancel button, but once the bill is cancelled, system won't allow "Undo".
12. Click delete button to delete the Credit Note.
13. The Print button enables to print the Creditor Credit Note Form.

2.9 Creditor Debit Note

User may enter a creditor debit note in the system if the creditor serves a debit note.

Where to find Creditor Debit Note?



Entering Creditor Debit Note:

1. Click DN Shortcut to select Debit Note Main Screen.
2. The TransNo is self generated but it is still amendable.
3. Select by Creditor by click on the search button next to it.
4. You may select an authorised person by click on the **AUTHORISED:** arrow button next to it.
5. Put a reference to Reference field (E.G Discount Allowed).
6. After you have selected the creditor, outstanding invoices will be listed out on the Debit Note Items table.
7. Enter the amount that you wish to offset with invoice in the Amount field.
8. Click on the Auto Match button, system will automatic match the debit note and invoice for you.
9. Click on the Save button to save the Debit Note.
10. To add another creditor Debit note, click the New button to refresh the form.
11. If any modification done in the future, click Save button to update the changes.
12. To cancel the Debit Note, just click on the Cancel button, but once the bill is cancelled, system won't allow "Undo".
13. Click delete button to delete the Debit Note.
14. The Print button enables to print the Creditor Debit Note Form.

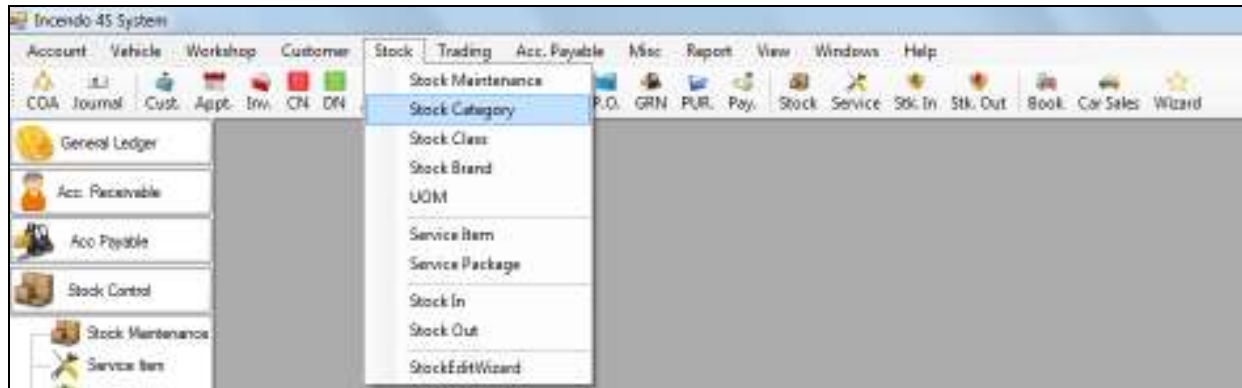
3.0 Stock

Stock refers to the information of stocks, stock in and stock out from the user's company.

3.1 Stock Category

Category is categorization of Parts.

Where to find Stock Category?



 A screenshot of the 'frmStockCategory' form. It has a yellow background and a blue border. At the top, it says 'frmStockCategory'. Below this, there are three input fields: 'CODE:', 'DESCRIPTION:', and 'ICONPATH:'. Each field has a small magnifying glass icon to its right. At the bottom right, there are three buttons: 'New' (with a folder icon), 'Save' (with a floppy disk icon), and 'Delete' (with a red X icon).

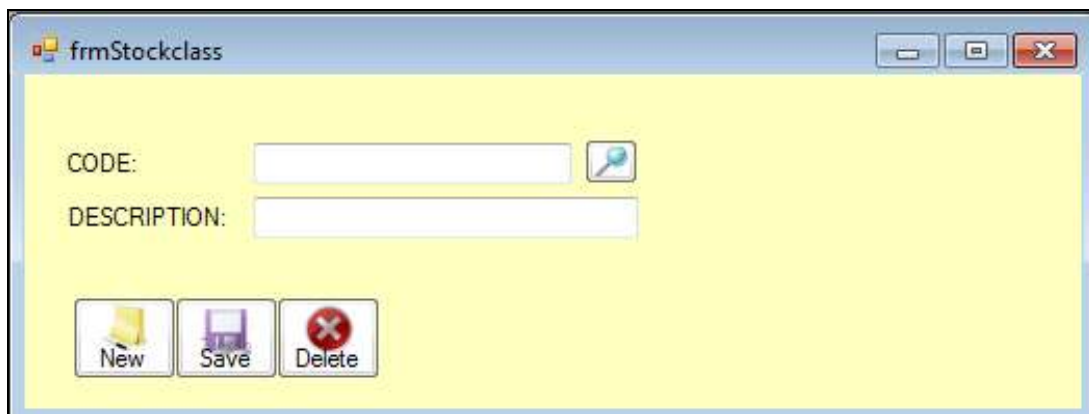
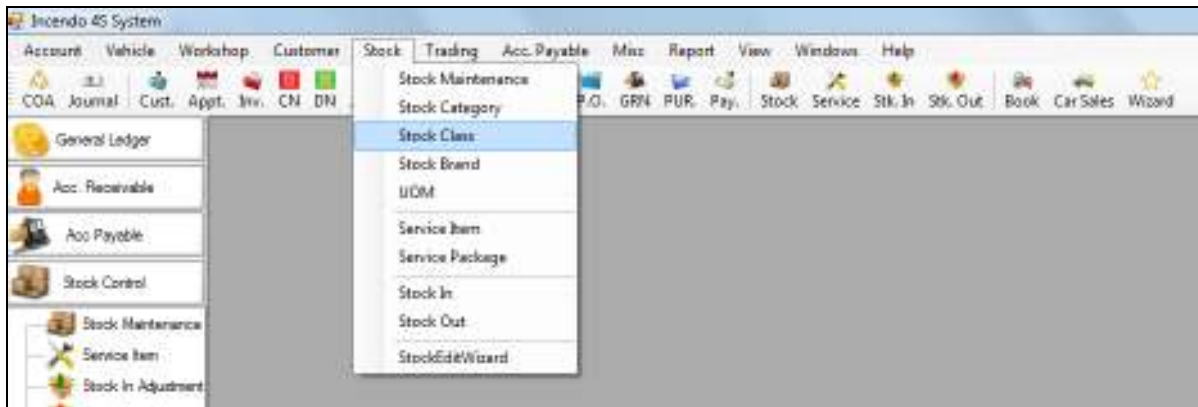
Setting up Stock Category:

1. Find the shortcut from Stock > Stock Category.
2. Enter the Code and description in the prepared field.
3. Click Save button to save the record.
5. Modify the information in the future if needed and click the Save button to save the changes.
6. Click the delete button to erase the record.

3.2 Stock Class

Stock class is used to further categorize Parts. User could define the specific criteria of the inventory.

Where to find Stock Class?



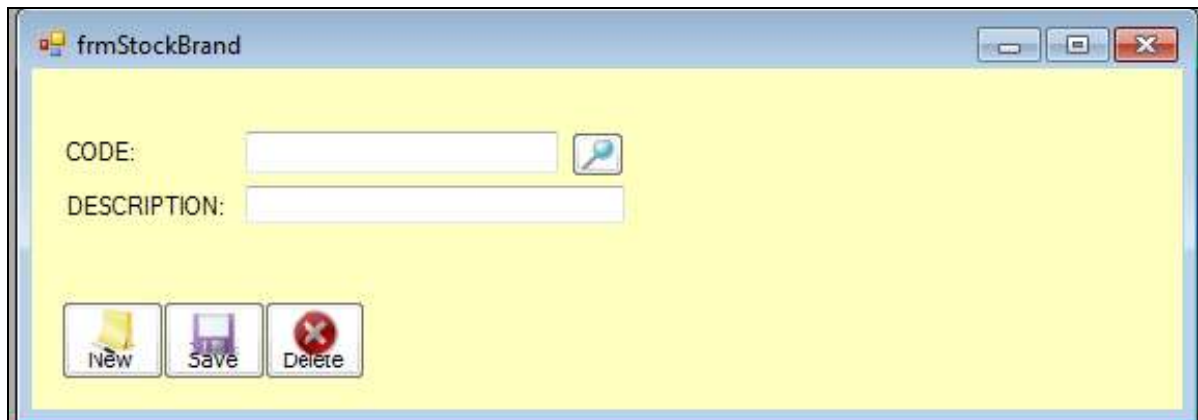
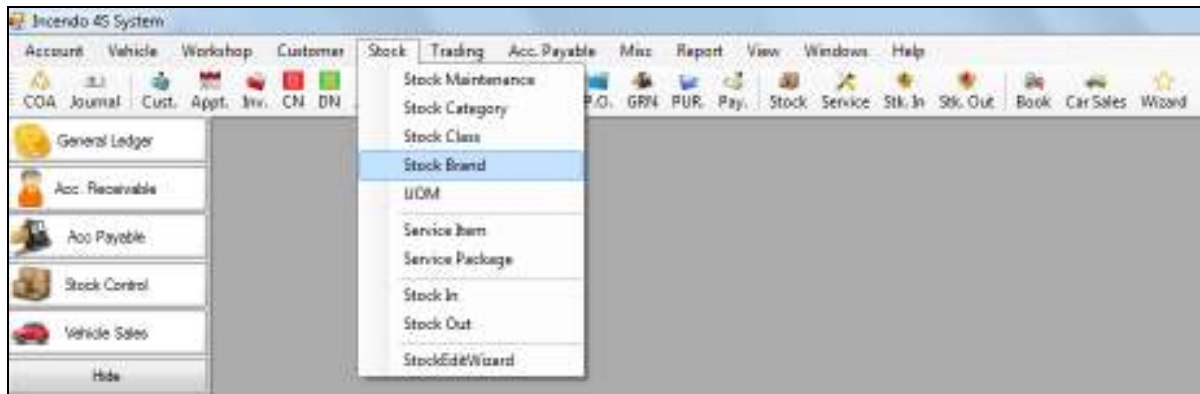
Setting up Stock class:

1. Find the shortcut from Stock > Stock Class.
2. Enter the Code and description in the prepared field.
3. Click Save button to save the record.
5. Modify the information in the future if needed and click the Save button to save the changes.
6. Click the delete button to erase the record.

3.3 Stock Brand

To categorize the brands of the stock.

Where to find Stock Brand Set Up?



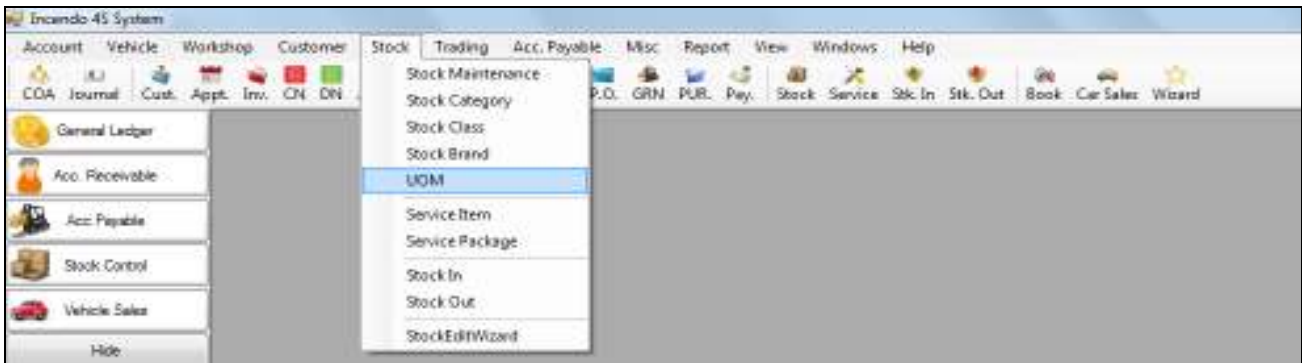
Setting up Stock Brand:

1. Find the shortcut from Stock > Stock Brand.
2. Enter the Code and description in the prepared field.
3. Click Save button to save the record.
5. Modify the information in the future if needed and click the Save button to save the changes.
6. Click the delete button to erase the record.

3.4 Unit Of Measurement (UOM)

Unit of measurement is for each part is measured in what size. E.G. liter, box, kg, gram and etc.

Where to Find UOM Set Up?



 A screenshot of the 'frmUOM' form. It has a yellow background. At the top left is the title 'frmUOM'. Below it are two input fields: 'CODE:' and 'DESCRIPTION:'. To the right of the 'CODE:' field is a magnifying glass icon. At the bottom are three buttons: 'New' (with a folder icon), 'Save' (with a floppy disk icon), and 'Delete' (with a red X icon).

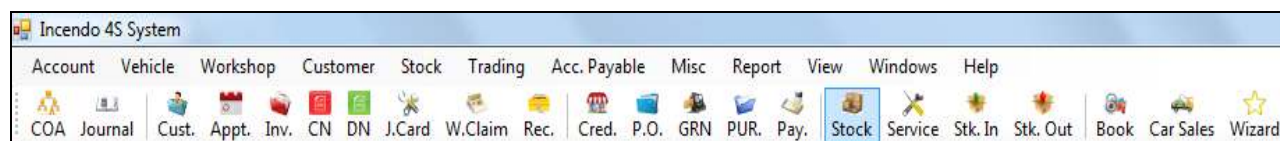
Setting up UOM:

1. Find the shortcut from Stock > UOM.
2. Enter the Code and description in the prepared field.
3. Click Save button to save the record.
5. Modify the information in the future if needed and click the Save button to save the changes.
6. Click the delete button to erase the record.

3.5: Stock Registration

Stock Registration is used to keep track the information of spare parts.

Where to find Stock Registration?



Click to search stock.

General Costing

ID:

DESCRIPTION:

DESCRIPTION2:

CATEGORY:

CLASS:

BRAND:

UNIT:

BIN:

INFINITY:

MINDY:

EQ:

LEADTIME:

MINORDER:

TIMINGBELT:

ITEMTYPE:

GEAROL:

REMARKS:

PRICE1:

PRICE2:

PRICE3:

PRICE4:

PRICE5:

MINPRICE:

RDATE:

PHYSICALTY:

WYSTOCK:

BARCODE:

DISC2:

DISC3:

DISC5:

SUBCAPD:

DEM No:

Update Price %:

Base on Standard Cost

Out GRV

Out Job

Out PO

Transactions

Barcode

New

Save

Delete

General Costing

PURCHASEPRICE:

PURCHASEDISC:

AVERAGEDCOST:

PURCHASECOST:

STANDARD COST:

SALESACC:

PURCHASEACC:

SALESRETURNACC:

PURCHASERETURNACC:

REF3:

REF4:

REF5:

REF6:

REF7:

PIC1:

PIC2:

PIC3:

PIC4:

PIC5:

PIC6:

Close

Entering Stock Details:

1. Find the Main screen of Stock from the shortcut as shown.
2. **A** Enter the parts ID, description and other relevant details.
3. **B** Select the Category, Class, Brand and UOM from the drop down box as shown in Image below:



A screenshot of a software interface showing four dropdown menus stacked vertically. Each menu has a label on the left and a white input box with a downward arrow on the right. The labels are CATEGORY, CLASS, BRAND, and UOM. The input boxes are currently empty.

CATEGORY:	
CLASS:	
BRAND:	
UOM:	

4. **C** Go to the next tab (Costing) and enter the purchase price details.
5. User may also upload photos for the particular parts.
6. Return to Main Screen (General).
7. Click Save button to save the record.
8. Modify the information in the future if needed and click the Save button to save the changes.
9. Click the delete button to erase the record.
10. Click New button to refresh the windows.

3.6 Stock In

Stock In is used to stock input method without using purchase.

Where to find Stock In?

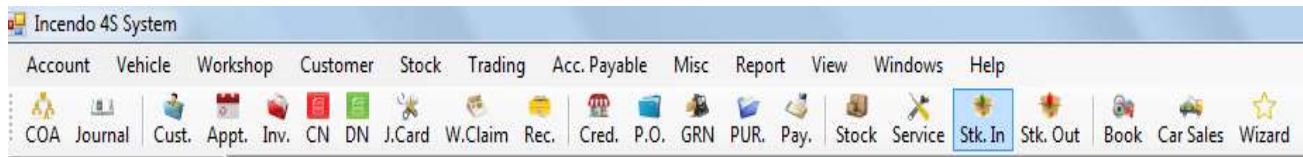


Image 53: Shortcut to Stock In

 This screenshot shows the 'fmsStockIn' form. At the top, there are input fields for 'TRANSNO:' (containing 'WA00003'), 'TRANSDATE:' (containing '03/03/2014'), and 'REF:'. To the right, there is a 'REMARKS:' text area, a 'COMPANY:' dropdown (set to 'INCENDO AFTER SALES'), and a 'STATUS:' dropdown (set to 'CANCEL'). Below these fields are 'Insert Row' and 'Remove Row' buttons. The main part of the form is a table with the following columns: #, Code, Description, Description2, Qty, UOM, U.Price, Discount, Tax, Total, and Vehicle. The table contains two rows of data:

#	Code	Description	Description2	Qty	UOM	U.Price	Discount	Tax	Total	Vehicle
	175-60-13 BS Ry...	175-60-13 new Tyre Bridgestone Turanza		10.00	PCS	100.00			1000.00	
	181518151	PLUG		1.00	PCS	10.45			10.45	

 At the bottom of the form, there is a toolbar with 'New', 'Save', 'Cancel', 'Delete', and 'Print' buttons, followed by an 'Excel' button and a search icon. A 'TOTAL' label is positioned above a yellow box containing the value '1010.45'.

Image 54: Stock In

Entering Stock In:

1. Find the Stock In form from the shortcut as shown in Image 53.
2. Trans No is self generated but still it is amendable.
3. Enter the TransDate and other relevant details.
4. Right click on the code and select the stocks from the selection.
5. The Excel button is to import Excel file into the table by clicking the search button next to it > select the file > and click on the Excel button to load the table.
6. 7. Click Save button to save the record.
8. Modify the information in the future if needed and click the Save button to save the changes.
9. Click the delete button to erase the record.
10. Click New button to refresh the windows.
11. Click on the Print button to print out the Stock In Forms.

3.7 Stock Out

Stock In is used to stock output method without using purchase.

Where to find Stock Output?



Image 55: Shortcut to Stock Output

 This screenshot shows the 'frmStockOut' form. At the top, there are input fields for 'TRANSNO:' (containing '00000000'), 'TRANSDATE:' (containing '18/06/2014'), and 'REF:'. To the right of these is a 'REMARKS:' text area. Further right, there are fields for 'COMPANY:' (containing 'INCENDO AFTER SALES') and 'STATUS:'. Below these fields are two buttons: 'Insert Row' and 'Remove Row'. The main part of the form is a table with the following columns: '#', 'Code', 'Description', 'Description2', 'Qty', 'UOM', 'U Price', 'Discount', 'Tax', 'Total', and 'Vehicle'. The table is currently empty. At the bottom of the form, there is a 'TOTAL' label next to a yellow rectangular box. Below the table, there is a row of five buttons: 'New', 'Save', 'Cancel', 'Delete', and 'Print'.

Image 56: Stock Output

Entering Stock Output:

1. Find the Stock Out form from the shortcut as shown in Image 55.
2. Trans No is self generated but still it is amendable.
3. Enter the TransDate and other relevant details.
4. Right click on the code and select the stocks from the selection.
5. Click Save button to save the record.
6. Modify the information in the future if needed and click the Save button to save the changes.
7. Click the delete button to erase the record.
8. Click New button to refresh the windows.
9. Click on the Print button to print out the Stock In Forms.

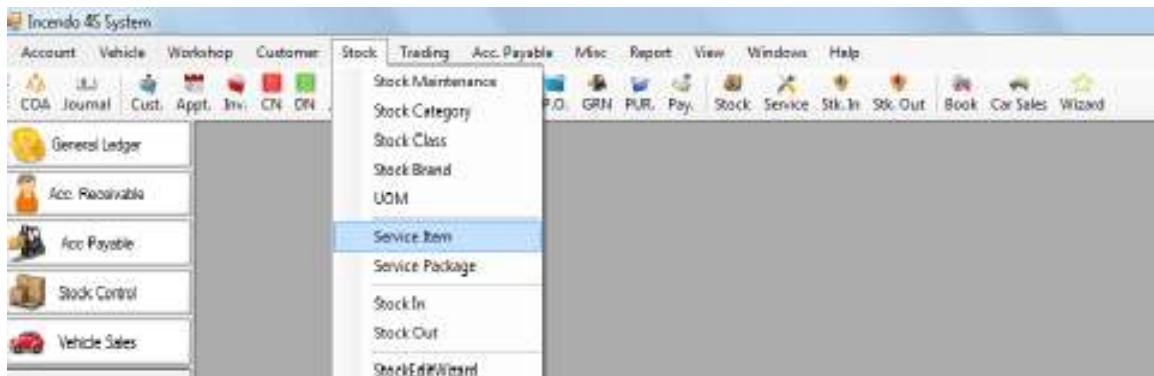
4.0 Services

Services refer to Labour Services which divides into service item and service package.

4.1 Service Item

Service item is registration of list of services/Labour/Workmanship.

Where to find Service Item?



Item 57: Shortcut to Service Item

 A screenshot of the 'ItemLabour' form. It contains fields for ID, DESCRIPTION, DESCRIPTION2, CATEGORY, SUBCATEGORY, UOM, QUANTITY, REMARKS, PRICE1, PRICE2, PRICE3, PRICE4, PRICE5, MINPRICE, DISC2, DISC3, DISC5, REF1, REF2, REF3, REF4, and REF5. There are also buttons for 'New', 'Save', and 'Delete' at the bottom right.

Image 58: Service Item

Entering Service Item:

1. Find the Service Item through the shortcut as shown in Image 57.
2. ID is self generated but it is still amendable.
3. Insert all the relevant information's.
4. Click Save button to save the record.
5. Modify the information in the future if needed and click the Save button to save the changes.
6. Click the delete button to erase the record.
7. Click New button to refresh the windows.

4.2 Service Package

Service Package is used to enter certain fixed packages with labour charges and part charges. So it can be load to the invoice page if the customer is going to use the same package instead of filling in one by one.

Where to find Service Package?

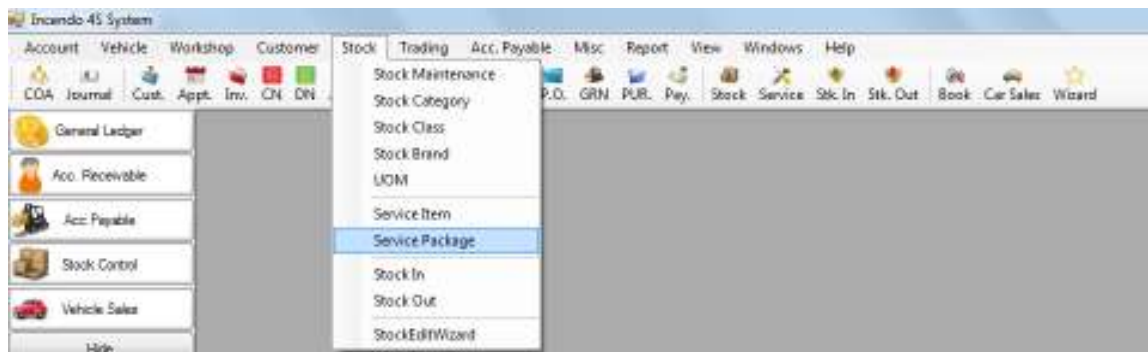


Image 58: Shortcut to Service Package

 A screenshot of the 'frmPackage' form. At the top, there are input fields for 'CODE', 'DESCRIPTION', and 'CATEGORY', along with a 'Duplicate' button. Below these is a table with columns: #, Code, CLAIM, Description, Description2, Qty, UOM, U.Price, Discount, and Total. The table is currently empty. At the bottom right, there are summary fields: 'TOTAL PART' (0), 'TOTAL LABOUR' (0), 'TAX' (0.00), 'LABOUR WITH TAX' (0), and 'G. TOTAL' (0.00). At the bottom left, there are buttons for 'New', 'Save', and 'Delete'.

Image 59: Service Package

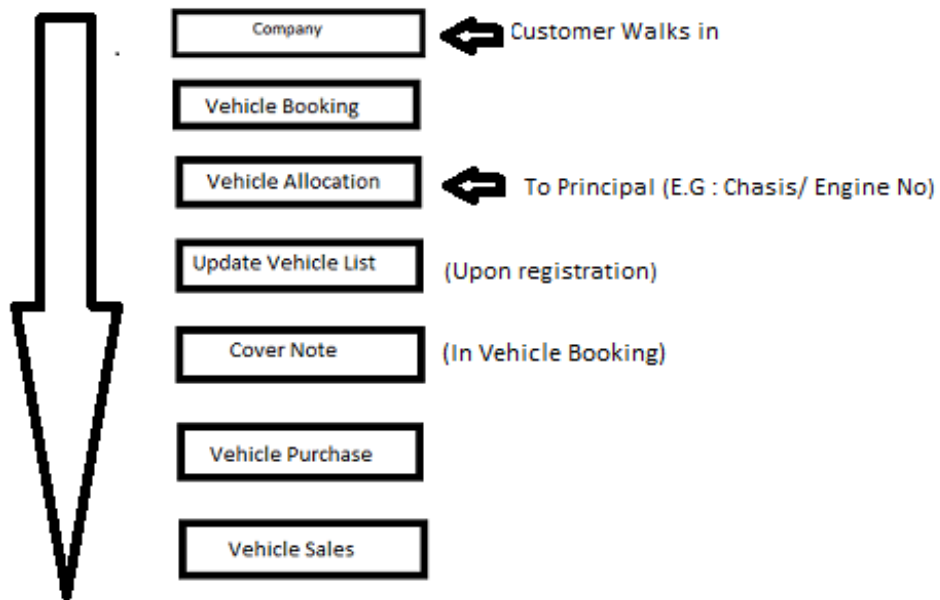
Setting up Service Package:

1. Find the Main Screen through the shortcut as shown in Image 58.
2. Enter the Code, Description and Category.
3. Right click and select from the selection in both Code table for Parts and Services.
4. Click Save button to save the record.
5. Modify the information in the future if needed and click the Save button to save the changes.
6. Click the delete button to erase the record.
7. Click New button to refresh the windows.

5.0 Vehicle

Vehicle is referring to vehicle list, vehicle booking, vehicle sales, vehicle purchase, vehicle adjustment, vehicle allocation and etc.

The process of Vehicle Sale for a new car:



5.1 Vehicle Info Setup

To setup the basic info about a vehicle.

Where to find Vehicle Info Setup?

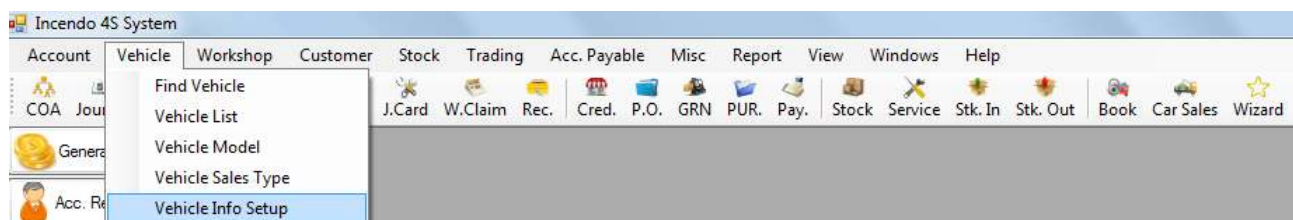


Image 60: Shortcut to Vehicle Info Setup

 A screenshot of the 'frmVehicleSetup' form. At the top, there are tabs for 'Vehicle Made', 'Engine Type', 'Colour', 'Body Type', 'Transmission', and 'Owner Type'. Below these tabs is a table with two columns: 'CODE' and 'DESCRIPTION'. The table contains three rows: 'VW' (VOLKSWAGEN), 'SUBARU' (SUBARU), and an asterisk (*) in the first column. A 'Save' button is located at the bottom left of the form.

CODE	DESCRIPTION
VW	VOLKSWAGEN
SUBARU	SUBARU
*	

Image 61: Vehicle Info

Setting up Vehicle Info:

1. Find the shortcut as shown in Image 60 and main screen will appear as shown in Image 61.
2. Enter the Vehicle Made, Engine Type, Colour, Body Type, Transmission and Owner Type.
3. Click Save to save the record.

5.2 Vehicle Sales Type

Vehicle sale type is to categorize either new or trade in cars.

Where to find Vehicle Sales Type?

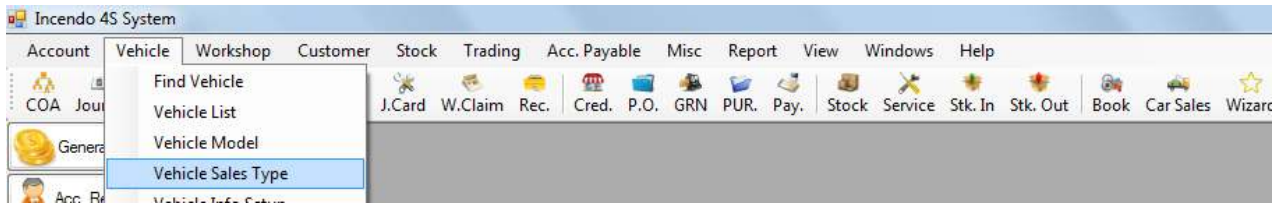


Image 62: Shortcut to Vehicle Sales Type

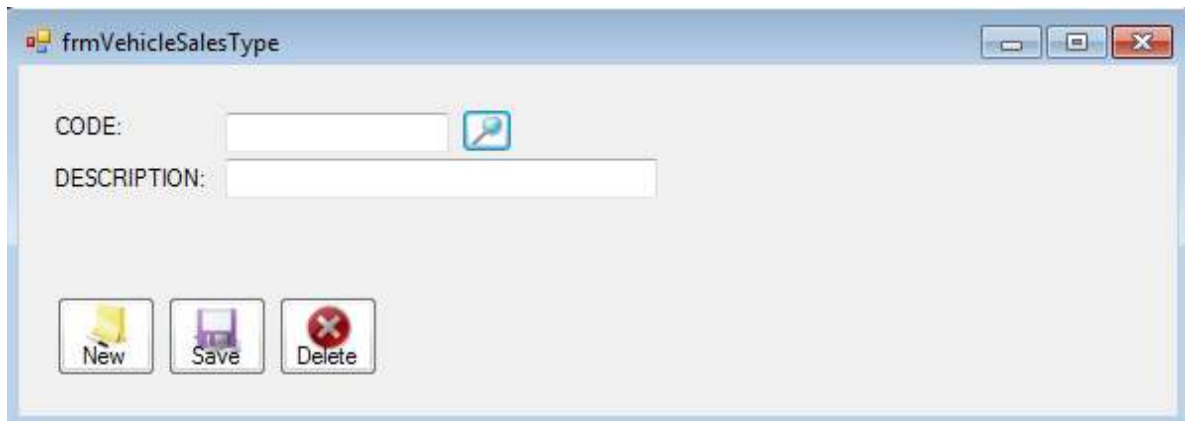


Image 63: Vehicle Sales Type

Setting up Vehicle Sales Type:

1. Find the shortcut to Vehicle sales Type and Image 63 will appear.
2. Create the code and description.
3. Click Save button to save the record.
4. Modify the information in the future if needed and click the Save button to save the changes.
5. Click the delete button to erase the record.
6. Click New button to refresh the windows.

5.3 *Vehicle Model*

Vehicle Model is Vehicle registration details to be entered for each model.

Where to find Vehicle Model?



Image 64: Shortcut to Vehicle Model

 This screenshot displays the 'Vehicle Model' form. It contains several input fields for vehicle details:

- MODEL:** Text field with a search icon.
- MADE:** Dropdown menu.
- DESCRIPTION:** Text field.
- CAPACITY:** Text field.
- ENGINE TYPE:** Dropdown menu.
- BODY TYPE:** Dropdown menu.
- SEAT:** Dropdown menu.
- TRANSMISSION:** Dropdown menu.
- PURCHASE COST:** Text field.
- IMPORT DUTY:** Text field.
- SALES PRICE:** Text field.
- EXCISE DUTY:** Text field.
- SALES TAX:** Text field.
- INSURED SUM:** Text field.
- HANDLING:** Text field.
- INSPECTION:** Text field.
- REG FEE:** Text field.
- NO PLATE:** Text field.
- ROAD TAX:** Text field.
- DELIVERY:** Text field.
- ADMIN FEE:** Text field.
- MISC:** Text field.
- SIGN WRITING:** Text field.
- OPPA:** Text field.
- Available Colour:** A section with a 'COLOUR' dropdown and a star icon.

 Below these fields is a table for 'Optional Accessories':

Line	Description	Description2	Purchase Cost	Selling Price
1				

 At the bottom of the form are three buttons: 'New', 'Save', and 'Delete'.

Image 65: Vehicle Model

Entering Vehicle Model:

1. Find the shortcut and Main Screen will appear as shown in Image 65.
2. Enter all the relevant details into the Vehicle Model Form.
3. Optional Accessories can be filled in, in the table provided together with purchase cost and selling cost.
4. Click Save button to save the record.
5. Modify the information in the future if needed and click the Save button to save the changes.
6. Click the delete button to erase the record.

5.4 Vehicle Booking

Used to book a vehicle.

Where to find the Vehicle Booking?

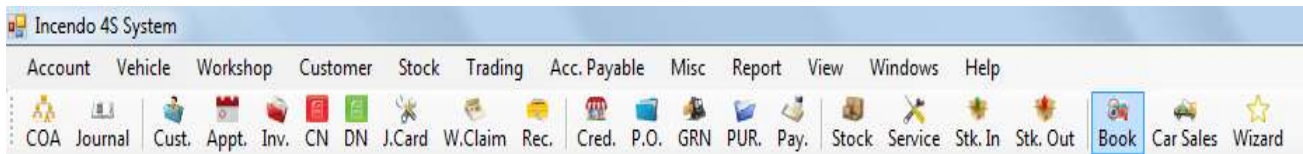


Image 66: Shortcut to Vehicle Booking

 This screenshot displays the 'Vehicle Booking' form. At the top, there are fields for TRANSNO (WVB00015), TRANSDATE (18/06/2014), CUSTOMER, and COMPANY (INCENDO AFTER SALES). Below these are fields for SALESYPE and SALESMAN. The 'Vehicle Details' section includes dropdowns for MODEL, COLOUR, REGNO, MAKE, COLOR, and YEAR/MAKE, along with input fields for CHASSIS, ENGINE NO, CAPACITY, OWNERTYPE, BODYTYPE, OWNERSTATUS, SEAT, TRANSMISSION, and CONDITION. There are 'Load Info' and 'Search' buttons. To the right, there are input fields for SELLPRICE, SALESTAX, and EXCISEDUTY. The 'Insurance and Other Charges Details' section has tabs for 'Insurance' and 'Accessories'. Under 'Insurance', there are checkboxes for 'Stake, Riot, Civil Commotion (0.3)', 'Flood (0.5 of Sum Insured)', 'Legal liability to Passengers (Required of Vehicle Entering Singapore)', and 'Legal liability for Passenger Act of Negligence'. There are also input fields for 'Type of Coverage', 'Insured Sum', 'Car Audio', 'Wind Screen', 'Add Driver', 'INSURED CO', and 'COVER NOTE NO', along with a 'Generate Cover Note' button. On the right side of this section, there are input fields for INSURANCE, HANDLING, INSPECTION, REG FEE, HPI CLAIM, NO PLATE, ROAD TAX, STD ACC, OTHERS, and OTHERS2, along with a 'Calculate' button. At the bottom right, there are input fields for DELIVERY, ADMIN FEE, MISC, SIGNWRITING, DPPA, OTHERS DESC, and OTHERS2 DESC.

Image 67: Vehicle Booking

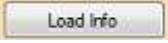
 This screenshot shows the 'Finance and Deposit' section of the form. It includes input fields for BANK, INTEREST, HP TENURE, REPAYMENT, FINANCE AMOUNT, STATUS DATE (18/06/2014), e-HANDLUK NO, and BANK APPROVED (PENDING). There is an 'Update Loan Info' button. On the right side, there are input fields for TOTAL, DISCOUNT, NETTOTAL, DEPOSIT, PAYMENT MODE, and PAY REF.

Image 68: Vehicle Booking Continuation

Entering Vehicle Booking:

1. Find out the shortcut and Main Screen will appear as shown in Image 67.
2. The TransNo is self generated but it is still amendable.
3. User must enter the customer details by clicking the search button next to it.

Customer registration should be done before clicking the search for Customer list in Vehicle Booking.

4. In vehicle Details column, select the model and colour of vehicle customer wish to book.
5. Click  button to load the rest of the details regarding the vehicle from Vehicle Info Setup.

Attention: Some of the information will be freeze and will only be completed once Vehicle Allocation is done.

6. In the Insured column, key in the Type of Coverage, Insured Sum and other relevant details.
7. Click the calculate button to calculate the insurance charges.

Cover note cannot be created till the Vehicle Allocation is done.

8. Next, proceed to finance and deposit as shown in the Image 68.
9. Enter the Bank details and Interest Details and click Calculate button.
10. Enter if there is any deposit amount paid by the customer and the payment mode.
11. Click Save button to save the record.
12. Modify the information in the future if needed and click the Save button to save the changes.
13. Click the delete button to erase the record.
14. Click New button to refresh the windows.
15. Click the Print button to Print out the Vehicle Booking Form.

5.5 Vehicle Allocation

Used to allocate the vehicle for order that has been booked.

Where to find Vehicle Allocation?

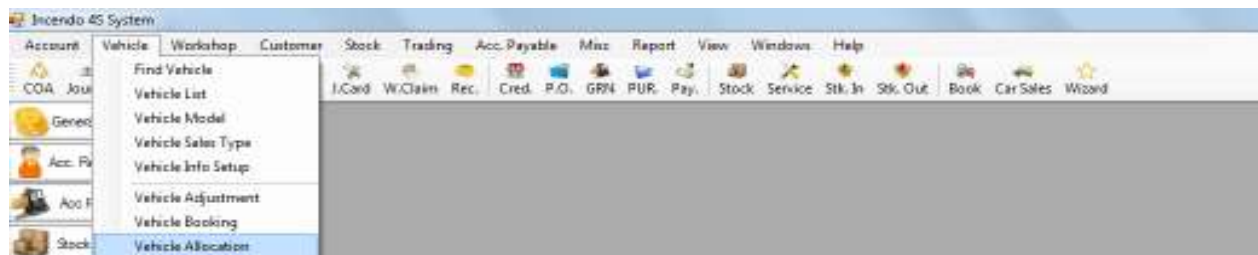


Image 69: Shortcut to Vehicle Allocation

 This screenshot shows the 'VmVehicleAllocation' form. It contains several input fields for transaction and vehicle details. The 'TRANSDO' field is populated with 'WVA00009' and 'TRANSDATE' with '05/06/2014'. The 'CREDITOR' field shows 'V001' and 'VOLKSWAGEN SALES MALAYSIA'. The 'BOOKINGNO' field is 'WVB00014'. The 'MODEL' is 'Passat', 'MAKE' is 'VW', 'COLOR' is 'GREY', 'CHASSIS' is empty, 'ENGINE' is empty, and 'CAPACITY' is '1700'. The 'BODYTYPE' is 'SEDAN', 'SEAT' is '5', 'TRANSMISSION' is 'AUTO', 'ENGINE TYPE' is 'PETROL', and 'YEARMADE' is empty. On the right, there are fields for 'PURCHASECOST' (100,000.00), 'EXCISEDUTY' (0.00), 'SALESTAX' (0.00), 'ACCESSORIESCOST' (0.00), and 'TOTAL' (100,000.00). At the bottom, there is a table with columns '#', 'Description', 'Description2', and 'Total'. The table is currently empty. There are 'New', 'Save', 'Cancel', and 'Delete' buttons at the bottom right.

#	Description	Description2	Total

Image 70: Vehicle Allocation

Entering Vehicle Allocation:

1. Find the shortcut and Main Screen of Vehicle Allocation will appear as shown in Image 70.
2. The Transaction number is auto generated but it is still amendable.
3. Click on the search button near booking number to load the vehicle data from Vehicle Booking.
4. Enter the Creditor Data.

Creditor registration should be done before clicking the search for Creditor list in Vehicle Allocation.

5. Enter the Chassis and Engine Number for that particular vehicle.

Once this data is saved, ChassisNum and Engine Number will be appeared in Vehicle Booking for this particular customer.

6. Click Save button to save the record.
7. Modify the information in the future if needed and click the Save button to save the changes.
8. Click the delete button to erase the record.
9. Click New button to refresh the window.

5.6 Vehicle List

To Register the vehicle registration number

Where to find Vehicle List?

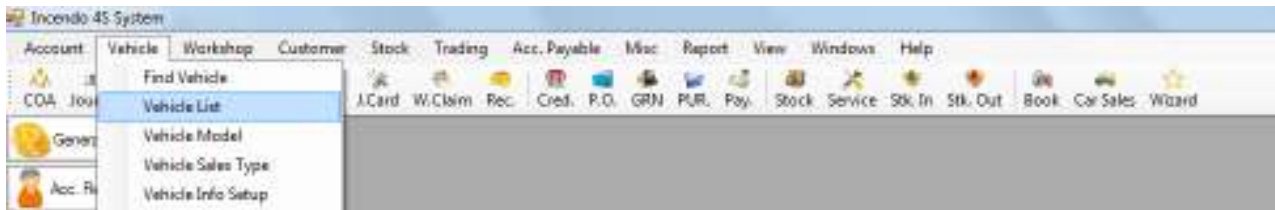


Image 71: Shortcut to Vehicle List

 This screenshot displays the 'frmVehicle' form, which is divided into three main sections. The 'VEHICLE INFO' section on the left contains fields for SYSTEM KEY (33), CONDITION (NEW), REGNO (1), ENGINE NO (C113), CHASSIS (X112), MODEL (Passat), MAKE (VW), CAPACITY (1798), ENGINE TYPE (PETROL), COLOR (RED), OWNERTYPE, BODYTYPE (SEDAN), MFGDATE (18/05/2014), YEARMADE (0), REGDATE, OWNERSTATUS, SEAT (5), TRANSMISSION (AUTO), and REMARKS. The 'COST INFO' section in the middle includes SALES PRICE (0.00), EXCISE DUTY (0.00), SALESTAX (0.00), PURCHASE COST (100000.00), and OTHER COST (0.00). The 'CUSTOMER INFO' section on the right contains fields for CODE, NAME, ADDRESS, CONT. PERSON, TEL1, TEL2, MOBILE, and TERM. There are also buttons for 'INSURANCE DUE DATE', 'Update Registration', 'New', 'Save', and 'Delete' at the bottom.

Image 72: Vehicle List

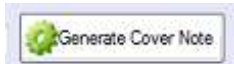
Entering Vehicle List:

1. Click on the search button next to Reg Number and look for the vehicle booked by the customer through the chassis number.
2. Select the vehicle and data will be extracted to vehicle list.
3. Key in the Registration Number.
4. Click Save button to save the record.
5. Modify the information in the future if needed and click the Save button to save the changes.
6. Click the delete button to erase the record.
7. Click New button to refresh the windows.

5.7 Cover Note

Once The Vehicle List is updated, return to Vehicle Booking form to update the cover note details.

1. Click on the TransNo and find for the customer. Data will be loaded.



2. Click on the button to generate the cover note.
3. Cover Note image will appear as shown below:

 The screenshot shows a software window titled "frmCoverNote". It contains two main sections. The top section is light green and includes fields for "Transaction Type" (New Sales selected, Renewal unselected), "COVERNOTENO:", "TRANSDATE:" (18/06/2014), "EXPIRED:" (18/06/2014), "INSCO:", "REGNO:" (A124), "MODEL:" (Passat), "MAKE:" (VW), "CAPACITY:" (1798), "VEHICLESALES:", "VEHICLEBOOK:" (WVB00015), "CUSTOMER:", "INSUREDNAME:" (ANDREW), "ICNAME:", "PREMIUM:", "COMMISSION:", "PAYABLE:", and "REMARKS:". There are also buttons for "Calculate" and "Generate Cover Note". The bottom section is dark green and includes "TYPEOFCOVERAGE:" (Third Party), "INSUREDSUM:" (1000.00), "CARAUDIO:" (0.00), "WINDSCREEN:" (0.00), "ADDDRIVER:" (0.00), "LOADING:" (0.00), and checkboxes for "Strike, Riot, Civil Commotion (0.3)", "Flood (0.5 of Sum Insured)", "Legal liability to Passengers (Required of Vehicle Entering Singapore)", and "Legal liability for Passenger Act of Negligence". There are also fields for "DRIVER1:" through "DRIVER5:". At the bottom left are "New", "Save", and "Delete" buttons.

Image 73: Cover Note

4. Enter the CovernoteNumber.
5. Click on the calculate button to load the data for Premium, Commission and Payable.
6. Click Save button to save the record.
7. Modify the information in the future if needed and click the Save button to save the changes.
8. Click the delete button to erase the record.
9. Click New button to refresh the windows.

5.8 Vehicle Purchase

Use to purchase the vehicle from the creditor. Follow the steps as stated below to save the Vehicle Purchase Screen.

Where to find Vehicle Purchase?

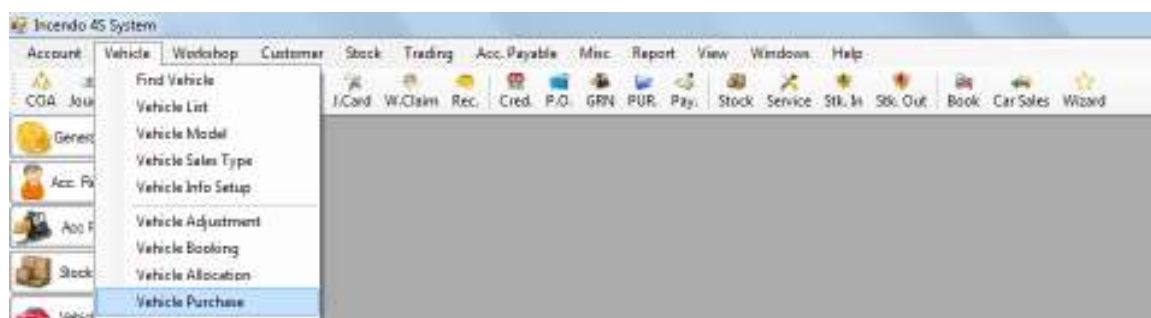


Image 74: Shortcut to Vehicle Purchase

 A screenshot of the 'Vehicle Purchase' form in the Incendo 4S System. The form is divided into several sections. At the top, there are fields for 'TRANSD:', 'FOATE:', 'CREDITOR:', 'CUSTOMER:', and 'PURCHASER:'. To the right, there are fields for 'INVOICEID:', 'TERM:', 'REF:', 'ALLOCATION:', 'REMARKS:', 'COMPANY:', and 'STATUS:'. Below these, there are fields for 'REGNO:', 'MODEL:', 'MAKE:', 'COLOR:', 'CHASSIS:', 'ENGINE:', 'CAPACITY:', 'VEHICLE:', 'OWNERTYPE:', 'BODYTYPE:', 'SEAT:', 'TRANSMISSION:', 'ENGINE TYPE:', 'YEARMADE:', 'CONDITION:', 'PURCHASECOST:', 'ACCESSORIESCOST:', 'VTOTAL:', 'IMPORTDUTY:', 'EXCISEDUTY:', 'SALESTAX:', and 'TOTAL:'. At the bottom, there is a table with columns for '#', 'Description', 'Description2', and 'Total'. A 'Select' button is next to the table. There are also some instructions on the right side: 'Press F1 to Find Transaction', 'Press F2 to Find Creditor', 'Press F3 to Find vehicle Booking', and 'Press F4 to Select Customer'.

Image 75: Vehicle Purchase

Entering Vehicle Purchase:

1. Find out the shortcut and main screen will appear as shown in Image 75.
2. The TransNo is self generated but it is still amendable.
3. Load the data into Vehicle Purchase by clicking the search button near

vehicle:

4. Enter the Creditor and Customer details by clicking the search buttons next it.
5. Click on the total button, then the Total cost will appear.
6. Click Save button to save the record.
7. Modify the information in the future if needed and click the Save button to save the changes.
8. Click the delete button to erase the record.
9. Click New button to refresh the windows.

5.9 Vehicle Sales

Use to keep information on sold vehicles to the customers.

Where to find Vehicle Sales?



Image 76: Shortcut to Vehicle Sales

 This screenshot displays the 'frmVehicleSales' form. It is divided into several sections:

- Transaction Details:** Includes fields for TRANSNO (WVS00009), TRANSDATE (18/05/2014), CUSTOMER (ARC00003), and COMPANY (ANDREW). It also has a REMARKS field and a STATUS dropdown set to 'ACTIVE'.
- Vehicle Details:** Contains fields for VEHICLEBOOKING (WVB00015), VEHICLE (33), and various vehicle specifications like REGNO, MODEL, MAKE, COLOR, YEARMADE, CHASSIS, ENGINE, CAPACITY, OWNERTYPE, BODYTYPE, SEAT, TRANSMISSION, and CONDITION.
- Insurance and Other Charges Details:** Shows an INSURANCE amount of 308.00.
- Finance and Deposit:** Includes fields for BANK, INTEREST, REPAYMENT, and a summary of financials: TOTAL (180,000.00), DISCOUNT (0.00), NETTOTAL (180,000.00), FINANCE (0.00), DEPOSIT (1,000.00), and BALANCE (179,000.00).

 At the bottom, there are buttons for 'New', 'Save', 'Cancel', 'Delete', and 'Print'.

Image 77: Vehicle Sales

Entering Vehicle Sales:

1. Find out the shortcut and main screen will appear as shown in Image 77.
2. The TransNo is self generated but it is still amendable.
3. Load the data from search button.
4. Click Save button to save the record.
5. Modify the information in the future if needed and click the Save button to save the changes.
6. Click the delete button to erase the record.
7. Click New button to refresh the windows.
8. Click on Print button to print out the Vehicle Sales Form.

6.0 Reports

Reports is to view all the data which is been kept in the database. The Reports in ProSales can choose the date range and also can sum up the totals for certain reports.

6.1 Account Receivable

All the reports can be viewed from Customer details till Sales Invoice Details.

List of reports available for Account Receivable are:

- Customer Listing
- Customer Ledger Listing
- Customer Aging
- Customer Statement
- Daily Sales report
- Daily Sales Summary
- Monthly Sales Summary
- Daily Collection Report
- Sales Invoice Listing
- Warranty Claim Listing
- Warranty Claim by Item
- Warranty Claim by Service
- Outstanding Warranty Claim
- Debit Note Listing
- Receipt Listing
- Credit Note Listing
- Estimation Listing
- Work Order Listing
- Insurance Due Date
- Service Tax Report
- Profit Analysis By Invoice
- Vehicle Service History

Where to find for reports?

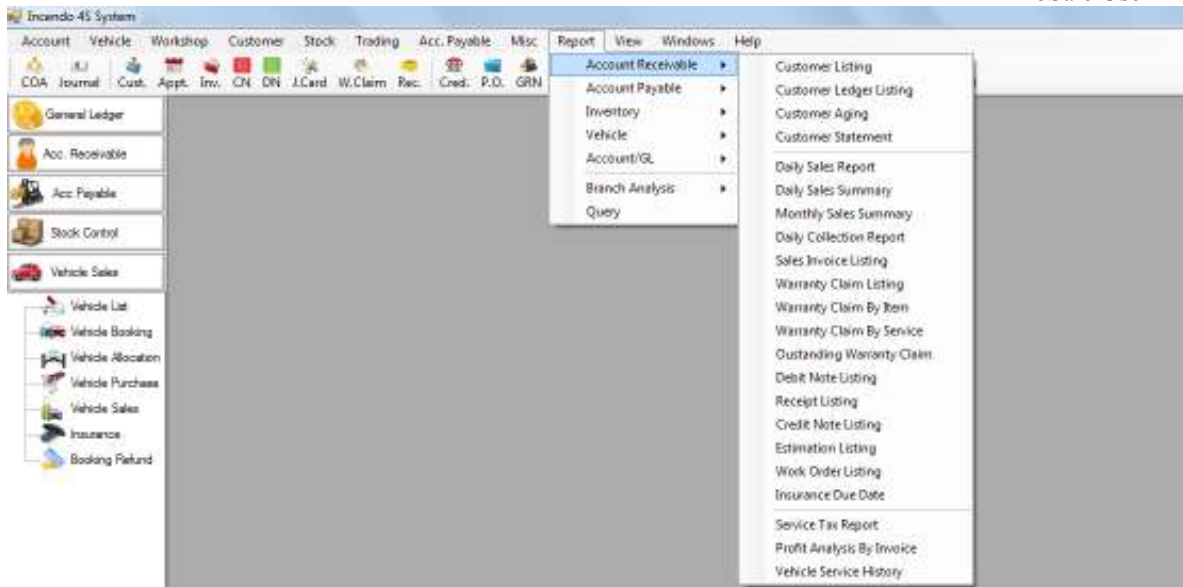


Image 78: Account Receivable Reports

6.2 Account Payable

All the reports can be viewed from Creditor details till Purchase Invoice Details.

List of reports available for Account Payable are:

- Creditor Listing
- Creditor Ledger Listing
- Creditor Aging
- Creditor Statement
- Purchase Order Listing
- Purchase Invoice Listing
- Monthly Purchase Summary
- Payment Listing
- Credit Note Listing
- Debit Note Listing
- GRN Listing
- Outstanding GRN Listing
- Outstanding Purchase Order listing
- Stock Input List

Where to find for reports?

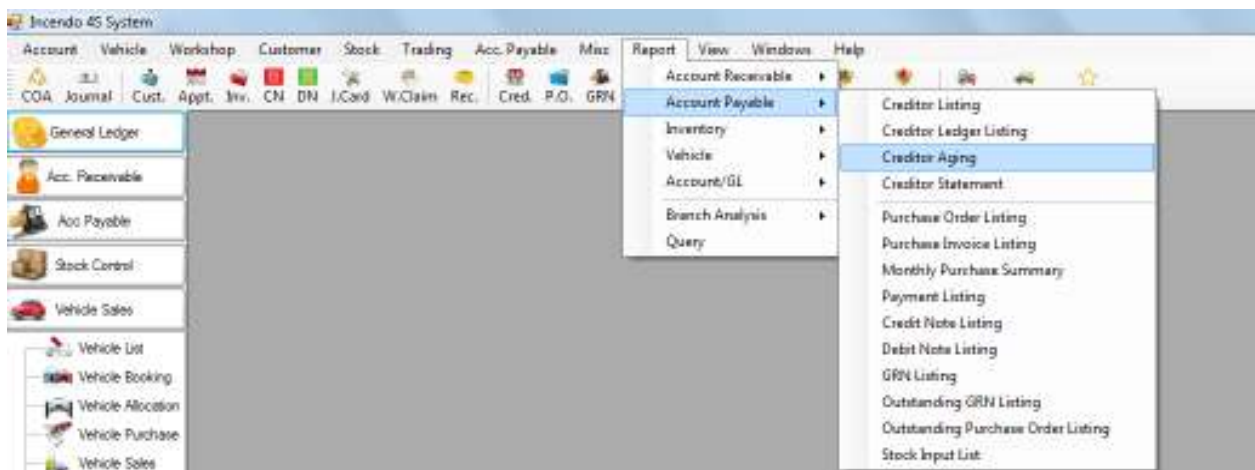


Image 79: Account Payable

6.3 Inventory

All the reports can be viewed from Stock details.

List of reports available for Stock are:

Stock Listing
 Stock Balance Listing
 Stock Movement
 Stock In Listing
 Stock Out Listing

•

Where to find for reports?

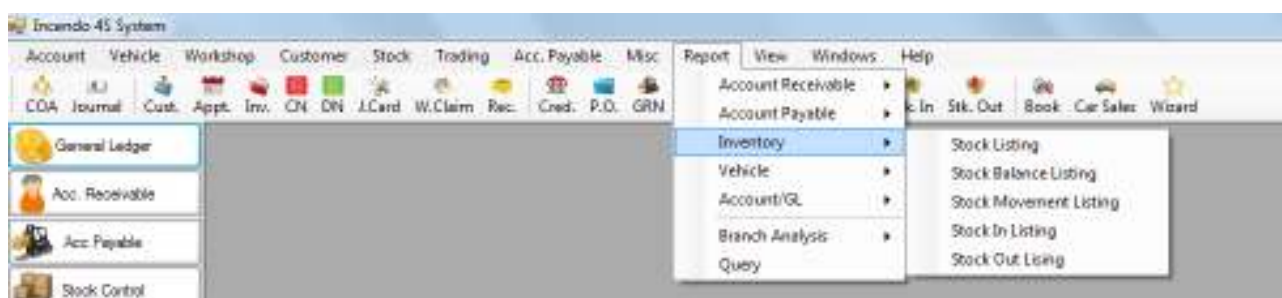


Image 80: Inventory

6.4 Vehicle

All the reports can be viewed from Vehicle details.

List of reports available for Vehicle are:

Vehicle Allocation Listing
 Vehicle Booking Listing
 Vehicle Sales Report
 Book Refund Listing
 Cover Note Listing

Vehicle Balance Report
Vehicle Sales Profit
Finance Outstanding Report
Sale Submission

Where to Find for reports?

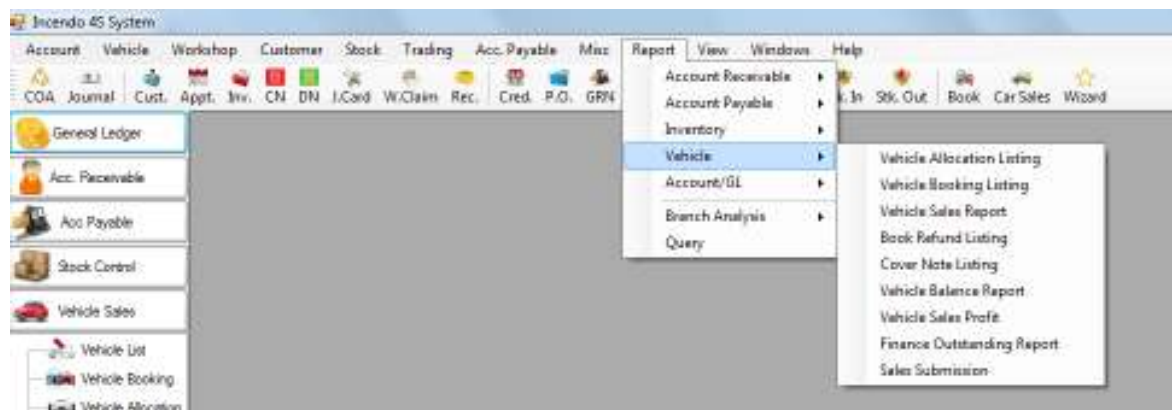


Image 81: Vehicle

Workshop Pro

Enterprise Version

By Incendo Ventures Sdn Bhd



USER MANUAL
(Account Module)

1. Chart of Account



Click the icon to access chart of account

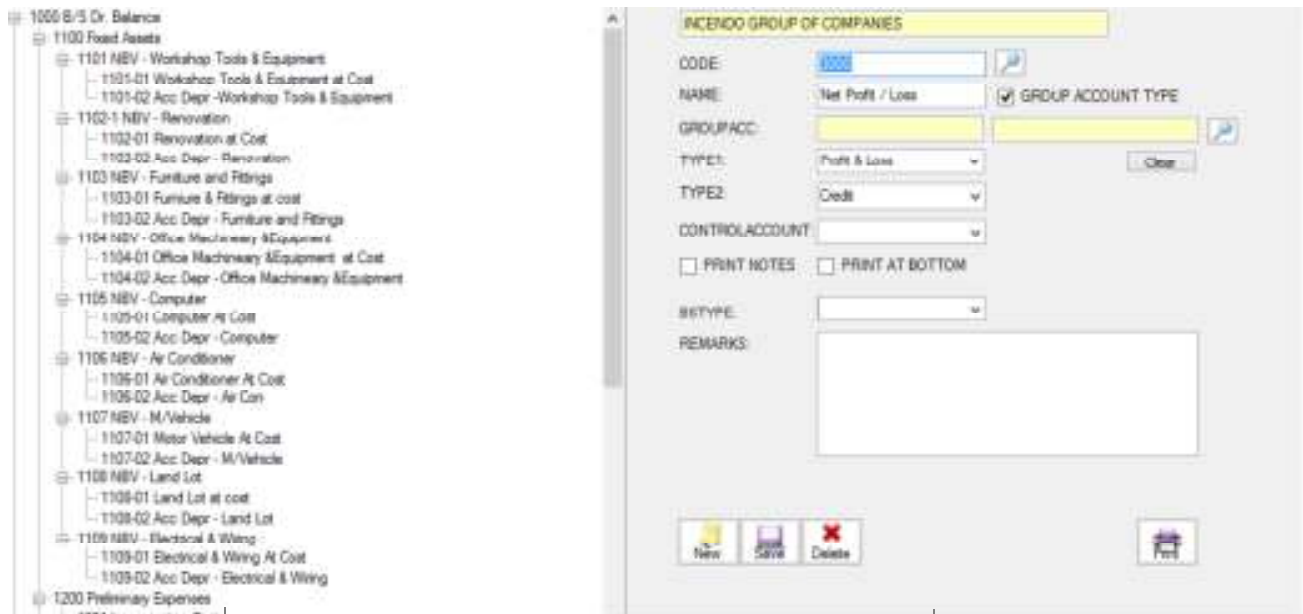


Chart of account tree

Account properties

- 1.1 The chart of account window is the place to set up the account information and structure of the chart of account.
- 1.2 The window is divided into 2 sections i.e. Chart of account tree and account properties.
- 1.3 Chart of account tree displays the structure of the chart of account while account properties display the account information and properties of the individual account.
- 1.4 **The maximum level of the chart of account is limited to 5 levels only.** If you set up more than 5 levels of account, these accounts will not be displayed in financial reports such as balance sheet and profit and loss.

1.5 Understanding the account properties

The screenshot shows the 'Account Properties' dialog box. Labels a through m point to the following elements:

- a: CODE field
- b: NAME field
- c: GROUPACC field
- d: TYPE1 dropdown
- e: TYPE2 dropdown
- f: CONTROLACCOUNT dropdown
- g: PRINT NOTES checkbox
- h: Clear button
- i: GROUP ACCOUNT TYPE checkbox
- j: Clear button
- k: PRINT AT BOTTOM checkbox
- l: PRINT AT BOTTOM checkbox
- m: Print button

- 1.5.1 **a** Account code must be unique. It supports alpha numeric and maxmum length is 30 characters.
- 1.5.2 **b** Account Name
- 1.5.3 **c** The parent account of the selected account. e.g. Staff Expenses group account for salary.
- 1.5.4 **d** Profit and Loss account or balance sheet account.
- 1.5.5 **e** Credit/Debit attribute of the account. Note that if the account balance is having a credit figure while the attribute is debit figure, financial statement will display negative figure and vice versa.
- 1.5.6 **f** It indicates the control account of 'Debtor','Creditor' or 'Bank'. If the account is none of the above. This properties should be blank. If you do not select 'Bank' attribute for bank account, you not be able to select the account for bank reconcilation.
- 1.5.7 **g** It inducates the account attribute is 'Current Earning' or 'Retained Earning'. If the attribute is selected for the account, the system will display auto calculated current earning and retained earning in the balance sheet. You should not select more than one account that carries the current earning as well as retained earning. If the account attribute is none of the above. The field shall be left empty.
- 1.5.8 **h** Lookup button to select the list of account entered in the system.
- 1.5.9 **i** If the groupAcc value is checked, it indicates this account is a group account. Group account also know as parent account. This account can carry child account.(refers to the chart of account, Fixed Assets Account is a group account) **Group account cannot be posted!** The value of the account is derived from the sum of its child account.
- 1.5.10 **j** Lookup button to select group account. e.g. you would like to setup a Public Bank Account. You would click the button to select current assets so that Public bank will fall under the child account of current asset.
- 1.5.11 **k** To clear the group account.
- 1.5.12 **l** If you select print at bottom, it will affect the report presentation in the financial statement. e.g. you would like the wording of 'Gross Profit' display under after the children account, you will select this option.

Gross Profit	
Revenue	6000
Cost of Sales	1000
	<hr/>
	5000

Without Print at Bottom

Revenue	6000
Cost of Sales	1000
	<hr/>
Gross Profit	5000

Print at Bottom

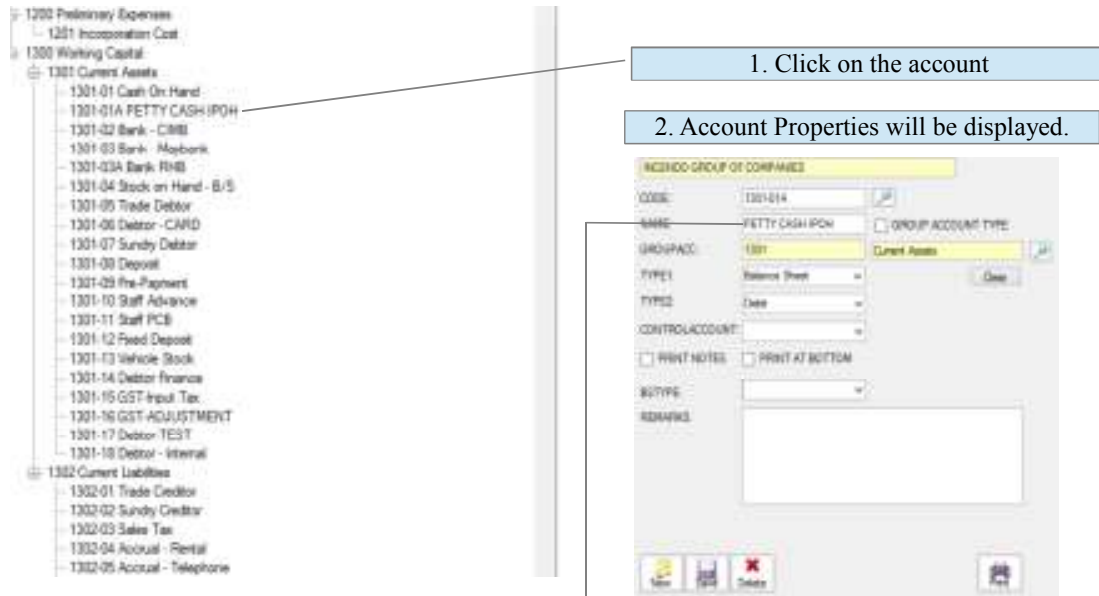
- 1.5.13 **m** Print Chart of account

1.6 Setting up chart of account tips

1.6.1 WorkshopPro is preloaded with the full set of chart of account. However, you may decide to modify it or delete all items to reset it again.

1.6.2 Modifying an existing account

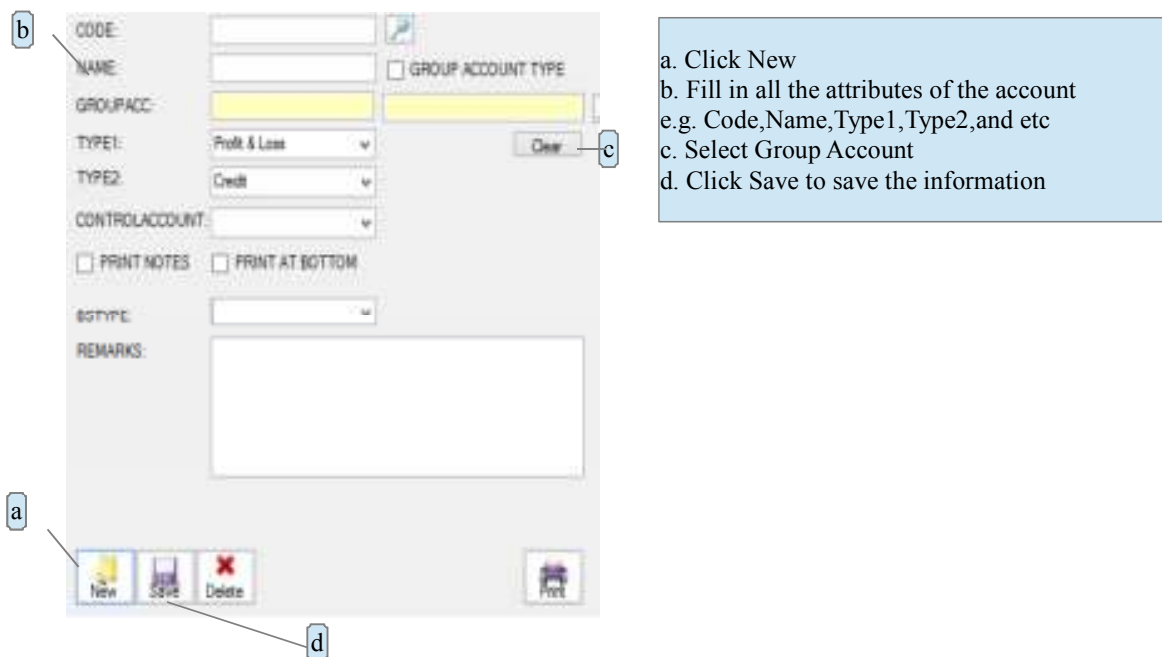
e.g. I would like to modify Account 1301-01A PETTY CASH IPOH to PETTY CASH



The image shows a screenshot of the chart of account tree on the left and the Account Properties dialog box on the right. The tree lists various accounts under categories like Preliminary Expenses, Working Capital, and Current Assets. The account 1301-01A PETTY CASH IPOH is highlighted. The dialog box shows the account details for 1301-01A, including its name, group, type, and control account. The name is currently PETTY CASH IPOH and the group is 1301 Current Assets.

1. Click on the account
2. Account Properties will be displayed.
3. Modified the information
4. Click Save the information. You will see the chart of account tree is modified.

1.6.3 Adding a new account



The image shows a screenshot of the Account Properties dialog box with annotations. The dialog box is titled 'ACENCO GROUP OF COMPANIES' and contains fields for CODE, NAME, GROUP, TYPE1, TYPE2, CONTROL ACCOUNT, PRINT NOTES, PRINT AT BOTTOM, BTYPE, and REMARKS. The TYPE1 field is set to Profit & Loss and the TYPE2 field is set to Credit. The dialog box has buttons for New, Save, Delete, and Print at the bottom.

- a. Click New
- b. Fill in all the attributes of the account e.g. Code, Name, Type1, Type2, and etc
- c. Select Group Account
- d. Click Save to save the information

1.6.4 Deleting an existing accounting


CODE:  **a**

NAME: ☐ GROUP ACCOUNT TYPE

GROUP/ACC:

TYPE1:  


TYPE2: 

CONTROL ACCOUNT: 

☐ PRINT NOTES ☐ PRINT AT BOTTOM

BSTYPE: 

REMARKS:

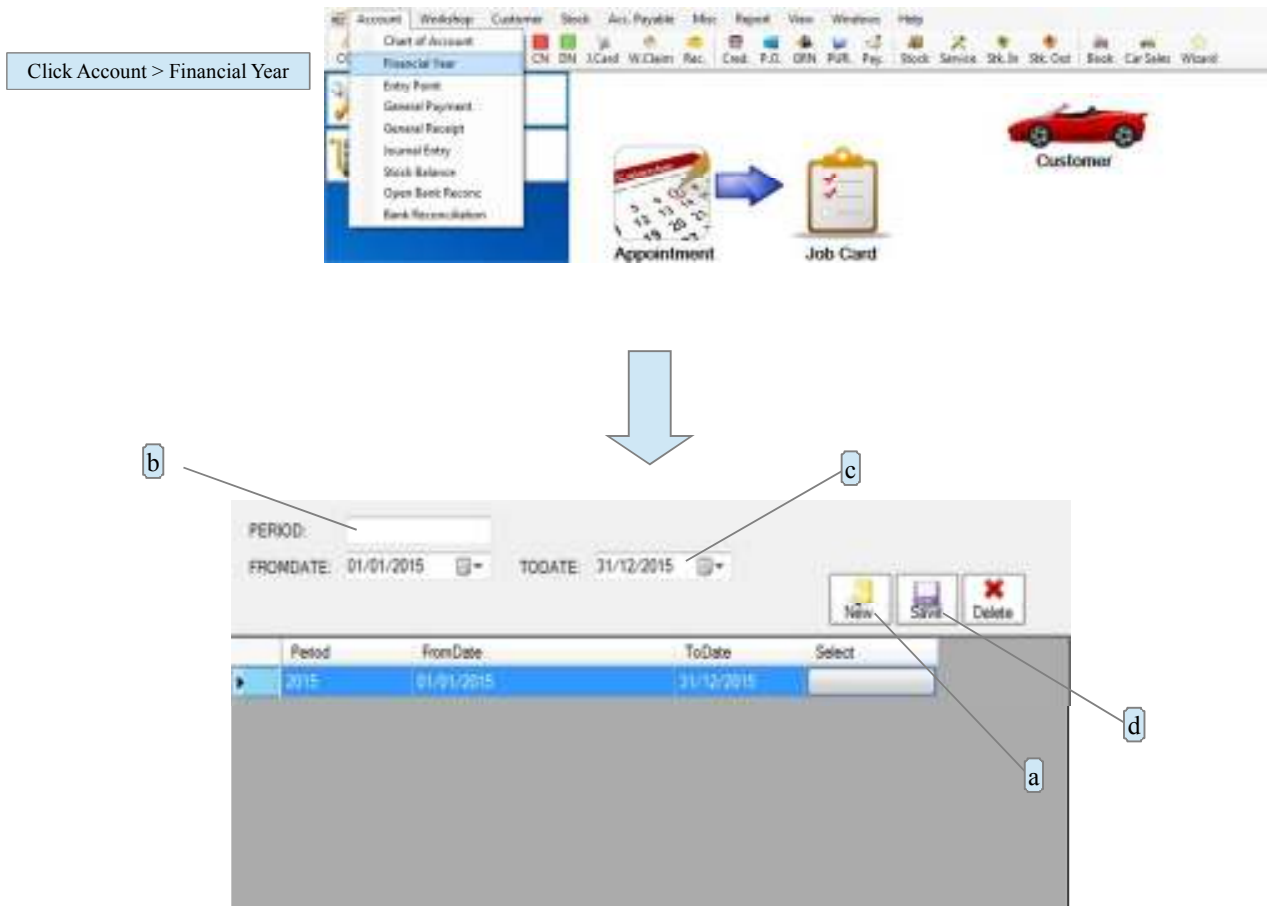
    **b**

- a** Select the account from lookup button or click on the account tree to select the account.
- b** Click Delete button to delete the account. **Deletion is not allowed if system detects account is posted with transactions.**

1.6.5 If you are recharting the entire chart of account. It is advisable that you save all the parent account first. Then, proceed with the child account. You may refer to the chart of account tree.

2. Financial Period Definition

Financial year is an accounting period that can start on any day of a calendar year but has twelve consecutive months at the end of which account books are closed, profit or loss is computed, and financial reports are prepared or filling. e.g. If one accounting period ends on December 31, the next must begin on January 1.



- a Click New to create new financial period.
- b Key in period. e.g. 2015
- c Select date.
- d Click Save to save the information.

3. Entry Point

Entry Point is the default account posting for transactions. WorkshopPro automate posting of account transactions. In order to do so, user needs to define the account to be posted for each transactions. Thus, entry point is the place to do such setting.

Click Account > Entry Point



WorkshopPro (Workshop 4.0 System) - 93.8 - 11.1 [Default Account Posting]

Account Vehicle Workshop Customer Stock - Trading Acc. Payable Misc Report View Windows Help

CTA Journal Ckpt Appl Ten CN DN I-Card W-Claim Rec Cred P.O. GRN PUR Pay Stock Service Stk In Stk Out Book Car Sales Wizard

Design Profile: INCENSO SALES (R) SHD BHW

Account Name	Account Code	Account Description	Account Type
Cash Sales Part	3110-01	Sales - Parts	C
Cash Sales Labour	3110-02	Sales - Services	C
Rounding	3110-03	Sales - Others (Rounding)	C
Other Charges	3110-04	Sales - Others (Rounding)	C
Credit Sales Part	3110-05	Sales - Parts	C
Credit Sales Labour	3110-06	Sales - Services	C
Internal Sales	3110-07	Sales - Parts	C
Internal Sales Labour	3110-08	Sales - Services	C
Sales Return	3110-09	Return Inwards (R)	C
Transport Charge	3005-04	Transport Charges	C
Warranty Claim	3110-10	Sales - Parts	C
Warranty Labour	3110-11	Sales - Services	C
Purchase	3120-01	Purchases	C
Purchase Labour	3120-02	Purchases	C
Internal Purchase	3120-03	Purchases	C
Purchase Return	3120-04	Return Outwards (R)	C
Purchase Rounding	3120-05	Purchases - Others (Rounding)	C
Stock	3130-01	Stock on Hand - B/V	C
Opening Stock	3130-02	Opening Stock -	C
Closing Stock	3130-03	Closing Stock -	C
Stock Loss/Damage	3005-07	Stock Damage & Loss	C
Vehicle Stock (B/V)	1301-13	Vehicle Stock	C
Vehicle Opening Stock	3130-04	Opening Stock - V/S	C
Vehicle Closing Stock	3130-05	Closing Stock - V/S	C
Vehicle Purchase	3170-01	Purchases - V/S	C
Import Duty	3170-02	Purchases - V/S	C
Excise Duty	3170-03	Purchases - V/S	C
Sales Tax	3170-04	Purchases - V/S	C
Purchase Accessories	3170-05	Purchases - V/S	C
Discount Allowed	3205-01	Discount Allowed	C
Discount Received	3205-02	Discount Received	C
Debtor	3201-01	Trade Debtor -	C
Creditor	3201-02	Trade Creditor -	C
Customer CN	3205-03	Discount Allowed	C
Customer DN	3205-04	Discount Received	C
Creditor CN	3201-03	Discount Received	C
Creditor DN	3201-04	Discount Allowed	C
Sales Tax	1302-01	Sales Tax	C
Deposit	1301-02	Deposit	C
Bank Charges	3302-04	Bank Charges	C
Building Deposit	1302-01	Deposit Received	C
Vehicle Sales	3155-01	Sales - Vehicle	C
Excise Duty	3155-02	Sales - Vehicle	C
Sales Tax	1302-02	Sales Tax	C
Handling	3155-03	Sales - Handling	C
Inspection	3155-04	Sales - Inspection and Others	C
Reg/fee	3155-05	Sales - Inspection and Others	C
WFO/Class	3155-06	Sales - Inspection and Others	C
No Plate	3155-07	Sales - Inspection and Others	C
Road Tax	3155-08	Sales - Road Tax	C
Accessories	3155-09	Sales - Accessories	C
Delivery Charges	3155-10	Sales - Handling	C
Admin Fee	3155-11	Sales - Handling	C
Mail	3155-12	Sales - Handling	C
Signwriting	3155-13	Sales - Handling	C
DP/A	3155-14	Sales - Handling	C
Debit Finance	3155-15	Sales - Handling	C
Debit Car Sales	3155-16	Sales - Handling	C
Insurance Sales	1302-03	Insurance Premium Collected	C
Insurance Purchase	3175-05	Purchase Insurance	C
Discount	3155-17	Sales - Vehicle	C
Calculation Charge	3209-02	Calculation Charge	C

INCENSO SALES (R) SHD BHW WSP

a	Service Invoice				
b	Cash Sales Part	3110-01	Sales - Parts		
c	Cash Sales Labour	3110-02	Sales - Services		
d	Rounding	3110-03	Sales - Others (Rounding)		
e	Other Charges	3110-03	Sales - Others (Rounding)		
f	Credit Sales Part	3110-01	Sales - Parts		
o	Credit Sales Labour	3110-02	Sales - Services		
h	Internal Sales	3110-01	Sales - Parts		
h	Internal Sales Labour	3110-02	Sales - Services		
i	Sales Return	3110-06	Return Inwards (AS)		
i	Transport Charge	3305-04	Transport Charges		
Warranty Claim					
k	Warranty Part	3110-01	Sales - Parts		
l	Warranty Labour	3110-02	Sales - Services		
Purchase					
m	Purchase	3130-02	Purchases		
n	Purchase Labour	3130-02	Purchases		
o	Internal Purchase	3130-02	Purchases		
n	Purchase Return	3130-05	Return Outward (AS)		
n	Purchase Rounding	3130-04	Purchases - Others (Rounding)		

- 3.1.1 a Cash Sales Part – Posting for sales of part account for service invoice where sales type is 'Invoice'
- 3.1.2 b Cash Sales Labour – Posting for sales of Service account
- 3.1.3 c Rounding – Posting for rounding for Sales account
- 3.1.4 d Other Charges – Posting for rounding for Sales account
- 3.1.5 e Credit Sales Part – Posting for sales of part account
- 3.1.6 f Credit Sales Labour – Posting for sales of service account
- 3.1.7 o Internal Sales – Posting for sales of part account
- 3.1.8 h Internal Sales Labour – Posting for sales of service account
- 3.1.9 i Sales Return – Posting for return inwards account
- 3.1.10 j Transport Charge – Posting for transport charges account
- 3.1.11 k Warranty Part – Posting for sales of part account for warranty claim
- 3.1.12 l Warranty Labour – Posting for sales of services for warranty claim
- 3.1.13 m Purchase – Posting for purchase account
- 3.1.14 n Purchase Labour – Posting for purchase account
- 3.1.15 o Internal Purchase – Posting for purchase account
- 3.1.16 n Purchase Return – Posting for return outward account
- 3.1.17 a Purchase Rounding – Posting for purchase rounding account

a	Stock				
b	Stock in Hand (B/S)	1301-04	Stock in Hand - B/S		
c	Opening Stock	3130-01	Opening Stock		
d	Closing Stock	3130-06	Closing Stock		
e	Stock Loss/Damage	3305-07	Stock Damage & Loss		
f	Vehicle Stock (B/S)	1301-13	Vehicle Stock		
g	Vehicle Opening Stock	3170-01	Opening Stock - VS		
h	Vehicle Closing Stock	3170-06	Closing Stock - VS		
i	Vehicle Purchase				
j	Vehicle Purchase	3170-02	Purchase - VS		
k	Import Duty	3170-02	Purchase - VS		
l	Excise Duty	3170-02	Purchase - VS		
m	Sales Tax	3170-02	Purchase - VS		
n	Purchase Accessories	3170-02	Purchase - VS		

- 3.2.1 a Stock in Hand (B/S) – Posting for stock on hand account
- 3.2.2 b Opening Stock – Posting for opening stock account
- 3.2.3 c Closing Stock – Posting for closing stock account
- 3.2.4 d Stock Loss/Damage – Posting for stock damage & loss account
- 3.2.5 e Vehicle Stock (B/S) – Posting for vehicle stock account
- 3.2.6 f Vehicle Opening Stock – Posting for vehicle sales opening stock account
- 3.2.7 g Vehicle Closing Stock – Posting for vehicle sales closing stock account
- 3.2.8 h Vehicle Purchase – Posting for purchase of vehicle account
- 3.2.9 i Import Duty – Posting for purchase of vehicle account
- 3.2.10 j Excise Duty – Posting for purchase of vehicle account
- 3.2.11 k Sales Tax – Posting for purchase of vehicle account
- 3.2.12 l Purchase Accessories – Posting for purchase of vehicle account

a	Other Control Account				
b	Discount Allowed	3305-01	Discount Allowed		
c	Discount Received	3200-05	Discount Received		
d	Debtor	1301-08	Trade Debtor		
e	Creditor	1302-01	Trade Creditor		
f	Customer CN	3305-01	Discount Allowed		
g	Customer DN	3110-01	Sales - Parts		
h	Creditor CN	3200-05	Discount Received		
i	Creditor DN	3130-02	Purchases		
j	Sales Tax	1302-03	Sales Tax		
k	Deposit	1301-08	Deposit		
l	Bank Charges	3302-04	Bank Charges		

- 3.3.1 a Discount Allowed – Posting for discount allowed account
- 3.3.2 b Discount Received – Posting for discount received account
- 3.3.3 c Debtor – Posting for trade debtor account
- 3.3.4 d Creditor – Posting for trade creditor account
- 3.3.5 e Customer CN – Posting for discount allowed account
- 3.3.6 f Customer DN – Posting for sales of part account
- 3.3.7 g Creditor CN – Posting for discount received account
- 3.3.8 h Creditor DN – Posting for purchase account
- 3.3.9 i Sales Tax – Posting for sales tax account
- 3.3.10 j Deposit – Posting for deposit account
- 3.3.11 k Bank Charges – Posting for bank charges account

3.4.1	a	Booking Deposit – Posting for deposit received account
3.4.2	b	Vehicle Sales – Posting for sales of vehicle account
3.4.3	c	Excise Duty – Posting for sales of vehicle account
3.4.4	d	Sales Tax – Posting for sales tax account
3.4.5	e	Handling – Posting for sales of inspection and others account
3.4.6	f	Inspection – Posting for sales of inspection and others account
3.4.7	g	RegFee – Posting for sales of inspection and others account
3.4.8	h	HPClaim – Posting for sales of inspection and others account
3.4.9	i	No Plate – Posting for sales of inspection and others account
3.4.10	j	Road Tax – Posting for sales of road tax account
3.4.11	k	Accessories – Posting for sales of accessories account
3.4.12	l	Delivery Charges – Posting for sales of handling account
3.4.13	m	Admin Fee – Posting for sales of handling account
3.4.14	n	Misc – Posting for sales of handling account
3.4.15	o	Signwriting – Posting for sales of handling account
3.4.16	p	DPPA – Posting for sales of handling account
3.4.17	q	Debtor Finance – Posting for sales of handling account
3.4.18	r	Debtor Car Sales – Posting for sales of handling account
3.4.19	s	Insurance Sales – Posting for insurance premium collected account
3.4.20	t	Insurance Purchase – Posting for purchase of insurance account
3.4.21	u	Discount – Posting for sales of vehicle account
3.4.22	v	Cancellation Charge – Posting for cancellation charge account

4. General Payment

General Payment is used to handle daily cash payout transactions/payroll not involving debtor account. It is normally used for miscellaneous payment expenses. (Please refer to payment and receipts for transaction involving daily account)

LINE	DESCRIPTION	REF	AMOUNT	TAX CODE	TAX RATE	TAX AMT	TOTAL	MCC CODE	GST ACC	CREDITOR
1	WAGES JULY 2018		2000		0.00	0.00	2000	5501.01		
2	CLAIM FOR STATIONERY		03	TX	0.00	0.00	03	5501.01	1301-25	1301

How do I enter General Payment?

1. Go to Account, click General Payment
2. Transaction No. is self-generated but amendable. System will follow the current date but it is amendable.
3. Enter *Pay To* in the appropriate box and select the *payment mode*. Enter the cheque No/ Credit Card Number or Reference.
4. Go to the detail section and enter the *No.*, *Reference* and *Description*, *amount*, *select input Taxcode* etc.
5. Key in the amount and right click on the account column to select the account from the pop out windows.
6. Right click on "Account", double click to select the account.
7. Continue adding the next line.
8. Click "SAVE" to save the record.
9. To delete the record, click "DELETE" to erase the record.

5. General Receipt

General Receipt are used to handle daily cash transaction which does not involve debtor or creditor account. (Please refer to payment and receipts for transaction involving daily account)

The screenshot shows a software interface for entering a General Receipt. The form is divided into several sections:

- Header Section:** Includes fields for TRANSNO (C00003), RECEDATE (28/06/2015), RECEIVED FROM, BANK CHARGES, TOTAL, REMARKS, COMPANY (INCENDO VENTURES SDN BHD), and STATUS.
- Payment Mode Section:** Includes a checkbox for **SAK** (SAK), a dropdown for **EXEMPTION**, a dropdown for **PAYMENTMODE**, and a text field for **REF**.
- Table Section:** A table with columns: LINE, DESCRIPTION, REF, AMOUNT, ACC CODE, and Vehicle Sales No. The table is currently empty.
- Footer Section:** Includes buttons for **New**, **Save**, **Cancel**, **Delete**, **Print**, and **Account Posting**.

How do I enter General Receipts?

1. Go to Account click General Receipts
2. Transaction No. is self-generated but amendable. System will follow the current date is still amendable.
3. Enter *Pay From* in the appropriate box and select the *Payment mode*. Enter the Cheque No/ Credit Card Number or Reference.
4. Go to the detail section. Enter the *No.*, *Reference* and *Description*.
5. Key in the amount and right click on the account column to select the account from the pop out windows.
6. Double click to select the account.
7. Continue adding the next line.
8. Click “SAVE” to save the record.
9. To delete the record, click “DELETE” to erase the record.

6. Journal Entry

Journal Entry is used for journal adjustment. To enter the journal entry, simply follow the steps below to enter a transaction. You may also enter the account opening balance in the journal entry.

TRANSNO: JF00113 Duplicate REMARKS: COMPANY: ACENCO VENTURES SDN BHD
TRANSDATE: 31/03/2015 STATUS: ☐ Full Entry ☐ DEBIT ☐ CREDIT
DESCRIPTION: Accrued Electricity March 2015 ACCOUNT:
AUTHORIZED: AMOUNT: 100
Insert Row Remove Row

LINE	ACCOUNT	DESCRIPTION	REFERENCE	AMOUNT	TAXCODE	TAX%	TAXAMT	DEBIT	CREDIT	Division
1	5301-06	Electricity						100		
2	1108-02	Pre-Depr - Electrical & Wiring							100	

DR AMOUNT: CR AMOUNT: VARIANCE:
100 100 0 Show Posting

How do I enter the journal entry?

1. Journal entry is self-generated but amendable.
2. Date will follow the current date but it is amendable.
3. You may enter the *description*, and select the *authorized by*. Enter remarks column if necessary.
4. On the details section, enter the number on the first column, then right click the *Account Code* column to select the account code.
5. Right click on the *account column* and selection box will appear,
6. Double click to select the account.
7. Move your cursor to *Reference* to key in reference information.
8. Enter the amount on either *Debit* or *Credit* side.
9. Continue adding the next line.
10. Click "SAVE" to save the record.
11. To delete the record, click "DELETE" to erase the record.

7. *Stock Balance*

Enter the stock balance to reflect the closing stock value of the company. Follow the simple steps as below:

How do I define the stock balance?

1. Click on *Account* and select *Stock Balance*.
2. The following window will appear:

THEYEAR	THEMONTH	CLOSINGSTOCK	VEHICLESTOCK	GROUPCOM
2015	6	158000	0	1

1. Enter the Period and the Month
2. Enter closing stock value for each month.
3. Click "SAVE" to save the entry.

Tips! You may print out stock balance listing report to find out the stock balance for each month

8. *Open Bank Recon & Bank Reconciliation*

As the term express, the bank reconciliation window is used to reconcile the book balance against the actual bank balance. This procedure enables you to view the actual financial standing of the company.

The screenshot shows a 'Bank Reconciliation' window. At the top, there are input fields for 'Bank' (1301-03) and 'Bank - 2'. Below these are 'Record Date' (01/07/2015) and 'Show Record Date Range' (01/06/2015 to 30/06/2015). There are buttons for 'Show All Unpresented', 'Show Presented Record', and 'Show Unpresented Record'. The main area is a table with columns: Status, Date, Trans No, Trans Type, Description, Reference, Amount, D/C, RECON DATE, and Unmark. The table is currently empty. At the bottom, there are buttons for 'Confirm' and 'Unmark Selected Record'. On the right side, there are date pickers for '01/07/2015' and '01/06/2015' to '30/06/2015', along with a 'Details' button.

How do I do Bank Reconciliation?

1. Click *Account*, select *Bank Reconciliation*.
2. Click on "Bank" to select the bank which you would like to reconcile.
3. Select Record Range date, click "Show Unpresented Record", a list of cheques not deposited and cleared will be shown. Simply check against the cheques which have been cleared and tick "Status" button to confirm the status.
4. You may click "Print" to print a Bank Reconciliation Report.