

7-1 How to make the **password screen** prompted when changing password for Pin 0 in Housekeeping menu? *Version 9.0 (11 Mar 2004) or after – NCK*

Answer

- Go to *Dealers Setup*→*Page 2*, uncheck the checkbox of **Use User ID to Login**, click **Ok**.
- Exit the program, log in again, go to *Housekeeping* to *Change Password*, key in the old password for Pin 0, and the password screen will be prompted.

7-2 How to use **Multi Currency**? *Version 9.0 (11 Mar 2004) or after – NCK*

Answer

- Go to *Housekeeping*→*General Setup*→*Page 2*, tick **Multi Currency** checkbox, click **Ok**.
- Go to *Transactions File Maintenance*, add a transaction, at **Currency Code** and **Currency Amount** fields key in code and amount, then click **Save**.
- To customize the statement report, go to table **glpost.dbf**, drag and drop the fields: **glpost.tcurrency** and **glpost.tcurrant** into report format, then save it.
- Preview the statement report, the currency code and currency amount will be displayed at footer (on top of aging table).

7-3 What is **Prompt unpaid bill listing** in General Setup?

Version 9.0 (15 Jul 2003) or after – NCK

Answer

- Go to *Housekeeping*→*General Setup*→*Page 2*, tick **Prompt unpaid bill listing** checkbox, click **Ok**.
- Then exit the program and log in again; select User ID, key in Password and then click **Ok**. The **Overdue Advice** screen will be prompted.

7-4 When **Print Ledgers**, can I print each account on a new page? *All Versions – NCK*

Answer

- Yes. Go to *Housekeeping*→*Run Setup*→*General Setup*→*Page 2*, check the checkbox of **New Page For Each Account**, click on **Ok**.

7-5 How to show **Page 1 of 1** instead of **Page: 1** when printing transaction batches listing? *Version 9.0 (15 Jul 2003) or after – NCK*

Answer

- Go to *Housekeeping*→*General Setup*→*Page 2*, check the checkbox of **Print Total Pages**, click **Ok**.
- Go to *Print Batch of Transactions*, select batch no., click on **Ok** and **Preview**.

7-6 How to **unblock the Debit side** during Quick entry when Purchase Return Account was assigned as Master Account? *Dos/Windows Version until Version 9.1 (3 Nov 2006) – NCK*

Answer

- Go to *Housekeeping*→*General Setup*→*Page 2*, uncheck the checkbox of **Only Credit Sales**, click on **Ok**.

7-7 When key-in one site entry and save, then click on cancel/accept all entries, it shows **Total Debit & Total Credit not same, not allowed to accept.**

Version 9.1 (2 Mar 2005) – CSY

Answer

- By default, the system has a function to prevent accounts from not balance. To disable it, go to *Housekeeping* → *General Setup, Page 2*, uncheck the checkbox of **Multi Entry, OK.**

7-8 What is **Voucher Footer Remark** in General Setup?

Version 9.1 (8 May 2006) or after – NCK

Answer

- This feature is used in China when **Print Transaction Voucher** in *More Report (2)*.
- Go to *Housekeeping* → *General Setup* → *Page 2*, check the checkbox of **Voucher Footer Remark**, key in the names into respective fields, check the checkbox of **Print name on voucher when lock** (only effective when batches are locked: names will be printed in Transactions Voucher Listing in format 2 & 3; If this checkbox is not checked, names will be printed regardless of the lock status of the batches.); click **Exit, OK.**
- Go to *Reports* → *More Report (2)* → *Generate Voucher Sequence*, search for batch no., then click on **OK** to generate voucher sequence.
- Go to *Reports* → *More Report (2)* → *Print Transaction Voucher*, select Format 1 or 2 or 3, search for batch no. then click on **Ok** to preview transactions voucher listing and observe that the names will appeared in the bottom of transaction voucher.

7-9 What is **knock off by project** in General Setup? *Version 8.3s (10 Oct 2002) or after – NCK*

Answer

- This feature is used for transactions with project code; when payment is made by an open item debtor/creditor, knock off screen will be prompted showing only entries related to the related project.

7-10 What is the difference between **Only Credit Sales** and **Only Debit Cost Of Sales** in General Setup?

Version 9.1 (30 Nov 2006) or after – NCK

Answer

- **Only Credit Sales** – applicable for account type **H**, this will block the **Credit** side during quick entry when **Sales** or **Sales Return** (not applicable when account type is **I**) account is assigned as Master Account.
- **Only Debit Cost Of Sales** – applicable for account type **J**, this will block **Debit** side during quick entry when **Purchase** or **Purchase Return** account is assigned as Master Account.