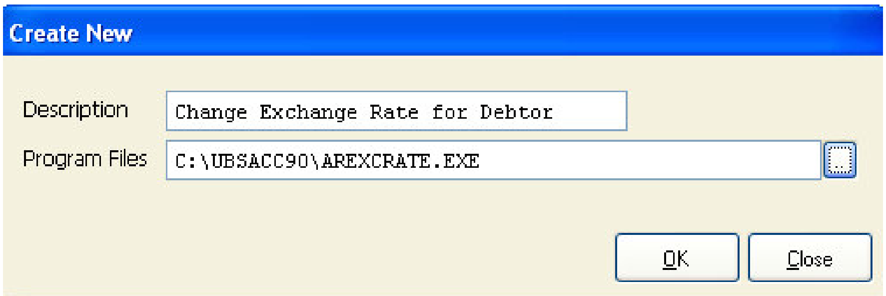
5-1 What is **External Application**?

Version 9.1 (17Nov 2005) or after – NCK

<u>Answer</u>

- It is for you to add (connect to) external application ending with ***.exe**.
- Example:
  Go to *Reports→External Application→Program File Manager*, click **Add New**, key in the description and select the Program Files ending with *.exe, then click **OK**.



Run year end processing;
Go to *Foreign Currency→Rate Maintenance*, change the currency rate (e.g. from S$ 2.3 to S$2.4);
Go to *Program File Manager*, highlight the program description **Change Exchange Rate for Debtor**, and click on **Run**; key in **Y** for update data.
The exchange rate (for transactions previously done) will be changed from S$2.3 to S$2.4 and the amount will also change accordingly.

5-2 How can I print out the total amount of **Debtors** and **Creditors** control a/c?

All Versions – NCK

<u>Answer</u>

- Go to *Reports→Print Ledgers*, tick **Print General Ledger** then tick **Include AR/AP Control A/C**, click **Ok**.

5-3 How to remove the –ve sign for **Sales** amount in *Reports→Print A Group*?

All Versions – NCK

<u>Answer</u>

- Go to *General→General Ledger A/C Maintenance*, assign special account code **CR** to Sales account. **Save**.
- Then go to *Reports→Print A Group*, select the period, put in Sales account no., tick Income Expenses Account checkbox, click **Ok** to view report.

5-4 How to set **Transactions Voucher Listing** not follow by batch?

Version 9.0 (20 Oct 2004) or after – NCK

<u>Answer</u>

- Exit the program, go to *Setting→Country Setting*, untick **Voucher Sequence follow Batch No.** checkbox, click **Ok**.
- Log in program again, go to *Reports→More Report (2)→Generate Voucher Sequence*, select batch no., click on **Ok** to generate voucher sequence.
- Then go to *Reports→More Report (2)→Print Transaction Voucher*, select format, batch no., click on **Ok** to preview transactions voucher listing.

5-5 How to set **Balance Sheet** report to display **This Year Profit** figure?

All Versions – NCK

<u>Answer</u>

- Go to *Housekeeping→General Setup→Page 2*, tick **Display This Year Profit (This Accounting Year Only)** checkbox, click **Ok**.
- Then go to *Reports→Balance Sheet*, tick **This Accounting Year Only**, select period and click on **Ok** to preview report.

5-6 What is **Multi Column Report** in *More Report (2)*?

Version 9.0 (18 Jan 2005) or after – NCK

<u>Answer</u>

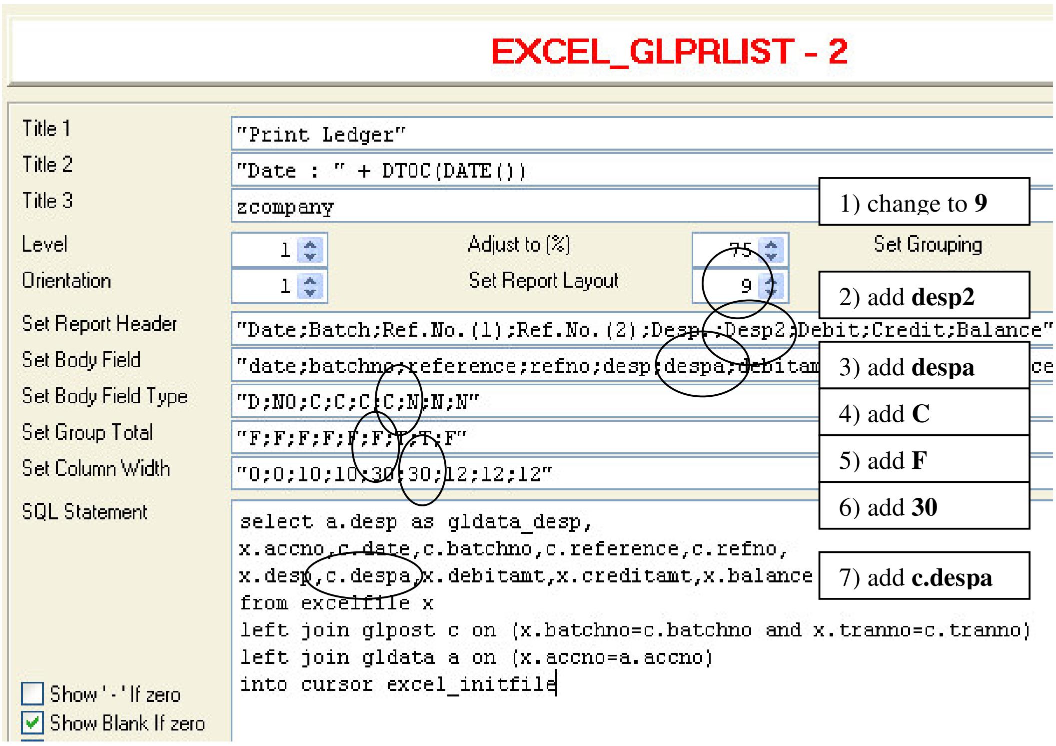
- This feature is used in China when using Add entry method.
- Example: 1 credit (Bank Account) and 3 debits (expenses accounts), the report will show all accounts in multiple columns.

5-7 How to include 2nd **description** when sending ledgers to MS Excel ?

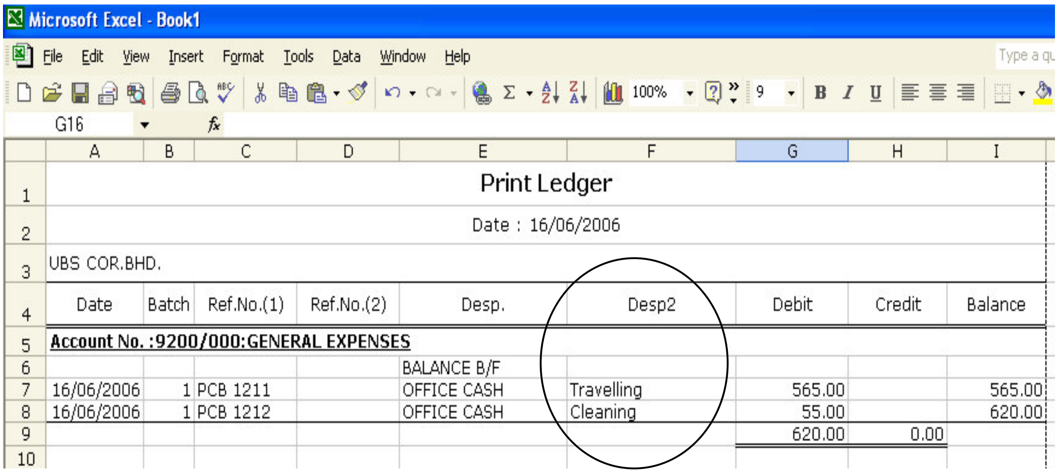
Version 9.1 (03 June 2006) or after – Cschan

<u>Answer</u>

- Go to *Reports→Print Ledgers*, click **Excel** button. Right click on **Exit** button.
- In EXCEL_GLPRLIST-1 screen, click on **Copy, Yes.**
- In EXCEL_GLPRLIST-2 screen, change the setting accordingly.



- Click on **Send**, the Excel file will include 'Desp2'.



Microsoft Excel - Book1

	A	B	C	D	E	F	G	H	I
1	Print Ledger								
2	Date : 16/06/2006								
3	UBS COR.BHD.								
4	Date	Batch	Ref.No.(1)	Ref.No.(2)	Desp.	Desp2	Debit	Credit	Balance
5	Account No. :9200/000:GENERAL EXPENSES								
6					BALANCE B/F				
7	16/06/2006	1	PCB 1211		OFFICE CASH	Travelling	565.00		565.00
8	16/06/2006	1	PCB 1212		OFFICE CASH	Cleaning	55.00		620.00
9							620.00	0.00	
10									

5-8 How to produce **Profit & Loss Account report** with the following format?

All Versions – CCY

EXPENSES	
Sales Expenses	
Travelling Expenses	3,000.00
Petrol Allowance	800.00
Entertainment Allowance	9,000.00
Sales Expenses Sub Total	12,800.00
Admin Expenses	
Admin Expenses	1,300.00
Telephone Expenses	1,100.00
IT Expenses	1,500.00
Admin Expenses Sub-Total	3,900.00
	16,700.00

Answer:

Assign special account codes (HD, TD, T1) to the relevant accounts. HD for Header account, T1 for sub-total account and TD for sub total description account. DO NOT add transactions to accounts with these special codes.

ACC.NO.	A/C DESCRIPTION	ACCOUNT TYPE	SA	TYPE
9000/000	Sales Expenses	EXPENSES	HD	M
9001/000	Travelling Expenses	EXPENSES		M
9002/000	Petrol Allowance	EXPENSES		M
9003/000	Entertainment Allowance	EXPENSES		M
9004/000	Sales Expenses Sub Total	EXPENSES	TDT1	M
9005/000	Admin Expenses	EXPENSES	HD	M
9006/000	Sundry Expenses	EXPENSES		M
9007/000	Telephone Expenses	EXPENSES		M
9008/000	IT Expenses	EXPENSES		M
9009/000	Admin Expenses Sub-Total	EXPENSES	TDT1	M

5-9 What is **Consolidated Account**? *All Versions – CCY*

Answer

- To display in columnar form, the Profit & Loss Account (and Balance Sheet) of several departments, projects, branches or subsidiaries. The steps are:
- *Reports→Profit & Loss Account*, select the project code, **OK**, click on **→Dbf file** to export the report to dbf file, key in the name of column in **Company Short Name** and PAL01 (as file name for column 1; PAL02 for column 2, etc) in **Output File Name**, click **OK, Exit**. (repeat the same steps for other projects.)
  Reports→More Report (1)→Consolidated Account, select Profit & Loss, in **How Many Department** field, type in number of projects (columns), click **OK** to view the consolidate report.

5-10 How to use **Generate Upload File** and **Auto Marking** in *Bank Reconciliation Statement*? *Version 9.1 (2 March 2006) or after – NCK*

Answer

- These are used to mark:
  - a transaction with specific cheque number, or
  - a group of transaction entries that carries continuous cheque numbers.

  This will save your time in searching and checking them one by one.
- Go to *More Report (1)→Bank Reconciliation Statement*, select appropriate Period and Bank Account, click on **Generate Upload File** and key in the cheque number (full or partially; e.g. if you key in MBB, all transactions with cheque number start with MBB will be detected; blank means all transactions.), click **OK.**
- **PRO.TXT has been Generated**, click on **OK**. (You may check the checkbox of **View PRO.TXT** to view the listing.) Click on **Cancel**.
- Then click on **Auto Marking**, select bank account no., **OK**. An auto marking transactions listing will be displayed. (the word ‘Missing’ indicates transaction without cheque number, which cannot be auto-marked.) Click on **Exit, Cancel.** The auto marking has been completed.

5-11 How to set *Profit & Loss Account* to show report **date from 21/06/2006 to 20/07/2006**? Last accounting year closed on 20/06/2006. *All Versions – NCK*

Answer

- In *Housekeeping→General Setup→Page1*, **Closing Date** for last accounting year just key in 30/06/2006.
- Go to *Dealers Setup→Page 1*, at **Day Of Report Month** column put in 20, click **Ok.**
- Preview *Profit & Loss Account* again, the report date shows 21/062006 to 20/07/2006 when period 1 is selected.

5-12 What is the function of **Mark Only** in *Bank Reconciliation Statement*? *All Versions – Janice*

Answer

When it’s checked, the system will hide transaction that is marked; when it’s not-checked, all transactions (marked or not-marked) will be displayed, this allows user to re-do the marking.

5-13 How to view **Report Column** in *Check Transactions*?

Version 9.0 (11 March 2004) or after – NCK

Answer

- In *Country Setting*, check *Print Report Row*.
- Set the report column number: go to *General→General Ledger A/C Maintenance* OR *General→Print Chart of Accounts*, locate the account, double click on it and key in the column number at **Report Row (1/2)..Column** (in rightmost column), click **Save**.
- Then go to *Reports→More Report (1)→Check Transactions*, specify the column numbers at **Report Column From** and **Report Column To**, click on **Ok**, **Preview**. The transactions listing will be in columnar form.
- The standard report can only check 3 columns. Customization needed to add more column.
- Step 1. Click on **Preview**, **File, Save As**, click on **Save** to save the report file in data directory.
- Step 2. Right click on **Exit** button, select report file then click **Open**.
- Step 3. Right click on Report Expression: **lg("column 3")**, copy and paste into **Page Header** section then rename to column **4**, at **Print When** expression rename to column_t >= **4**, click **OK**. Another Report Expression: **tran(glpost.debitamt-glpost.creditamt,"@z " + p4)** also need to copy and paste into **Detail** section, then at **Print When** expression rename to column_t >= **4** .and. gldata.rpt_col=**4** and click **OK**, then **Save** the report format.
- Preview the report.

5-14 How to set monthly **budget** for project/job in *Profit & Loss Account*?

Version 8.3s (10 Oct 2002) or after – NCK

Answer

- Go to *General→Enter Project/Job Opening Balance*, select incomes/expenses accounts with project or job code, click on **Budget** and key in figure (credit = -ve) into period 1, 2, 3… then click on **Ok** and **Exit**.
- Go to *Reports→Profit & Loss Account*, select **Month Budget – This Month**, choose period, project or job code and click **Ok** to preview report will appeared month budget figure.