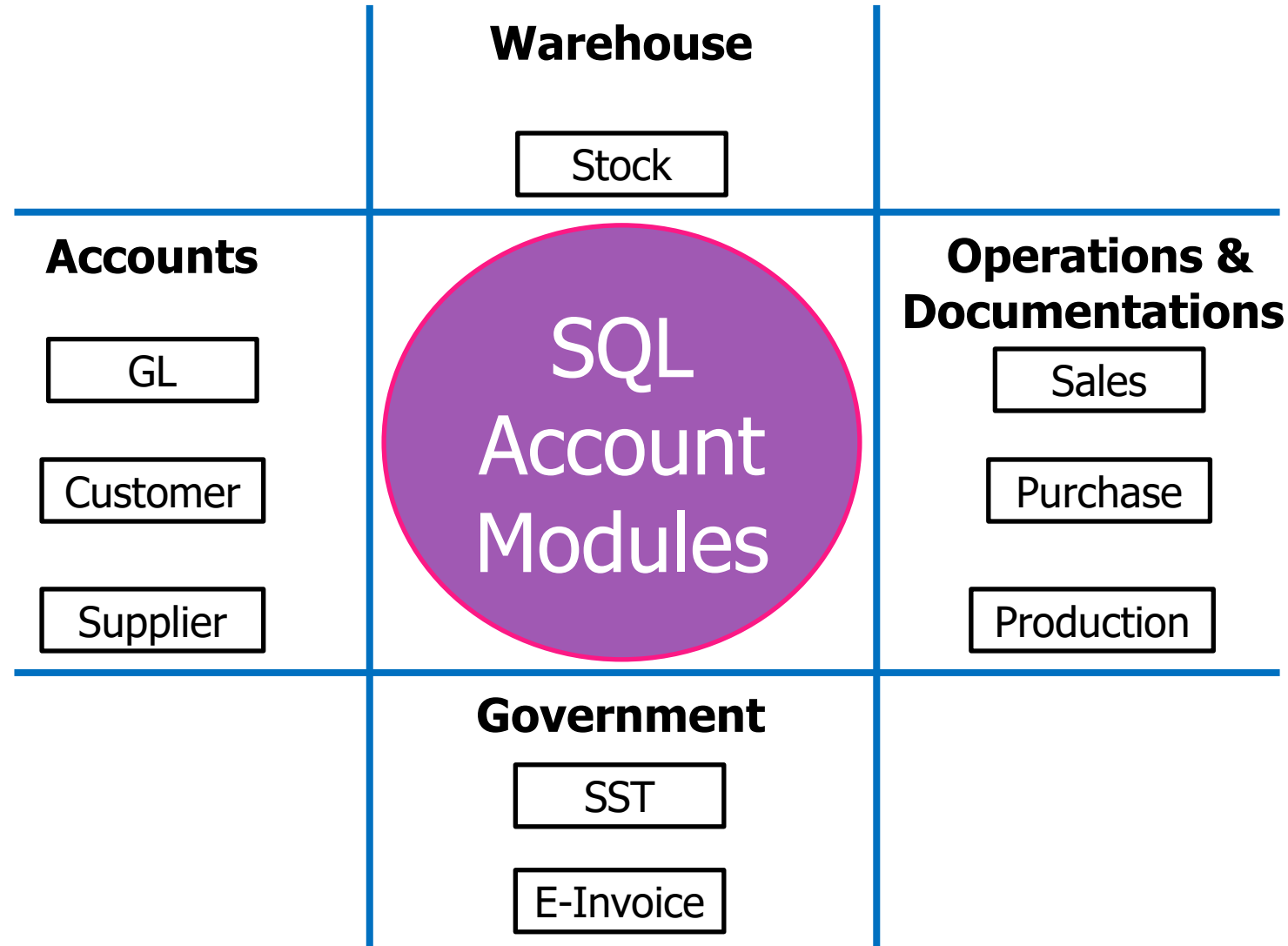




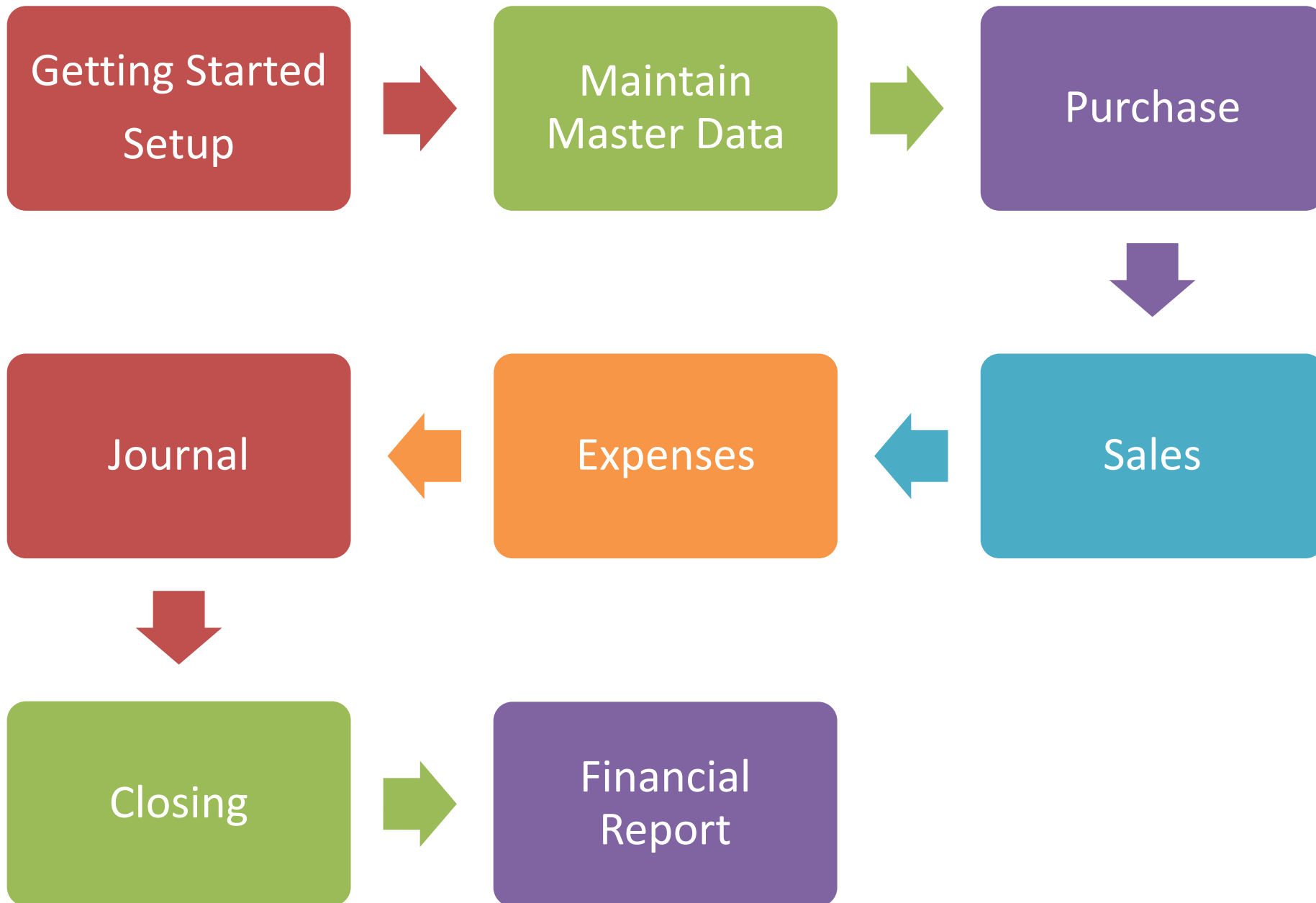
SQL Accounting Training (Basic)

SQL Accounting Software Operating Concept

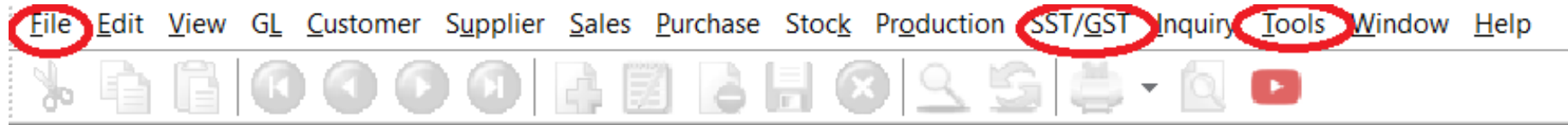
**Modern
Account System**



4 in 1 System



Getting Started



Maintain Company Profile

- Key in Company Info
- Set **Report Header**
- File > Company Profile



Set Financial Date

- Tools > Option > General Ledger



Activate GST/SST

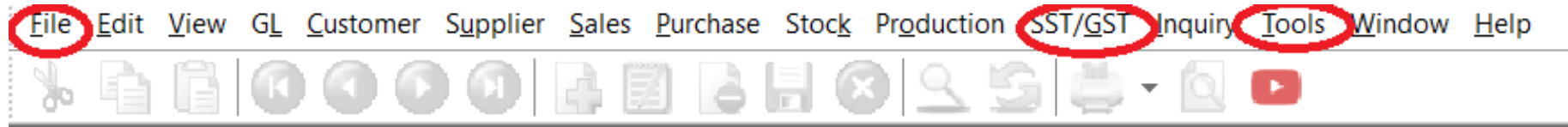
- GST > Start GST Now
- SST > Start SST Now

(Optional)

**GETTING
STARTED**



Getting Started



Maintain Company Profile

- Key in Company Info
- Set **Report Header**
- File > Company Profile



Set Financial Date

- Tools > Option > General Ledger



Activate GST/SST

- GST > Start GST Now
- SST > Start SST Now

(Optional)

**GETTING
STARTED**



Maintain Company Profile

Company Profile

This Software is Licensed to Company Name and Address stated below :-

Company Name <<New Company>>

Remark 2024

Reg. No (New) (Old)

General Report Header Report Footer GST Online Payment Email Settings More

Billing

Attention

Address Address is blank

Country

PostCode City State

Coordinate 0, 0 Map

Phone Fax

Email

Data must key in on “General Tab” at this E-Invoice ERA

Data	Lock By License
Company Name	YES
Business Registration Number (BRN) - New	NO
Address (Line 1 ~ 4)	YES
Country	NO
Phone	NO
Email	NO

Maintain Company Profile

Company Profile

This Software is Licensed to Company Name and Address stated below :-

Company Name <<New Company>>

Remark 2024

Reg. No (New) (Old)

General Report Header Report Footer **GST** Online Payment Email Settings More

Billing

Attention

Address Address is blank

Country

PostCode City State

Coordinate 0,0 Map

Phone Fax

Email

Where the tab ??

Company Profile

This Software is Licensed to Company Name and Address stated below :-

Company Name <<New Company>>

Remark 2024

Reg. No (New) (Old)

Industries Code

General Report Header Report Footer **MyInvois** **GST** **SST** Online Payment Email Settings More

Billing

Attention

Address Address is blank

Country Malaysia

PostCode City State

Coordinate 0,0 Map

Phone Fax

Email

Maintain Company Profile

Company Profile

This Software is Licensed to Company Name and Address stated below :-

Company Name <<New Company>>
Remark 2024
Reg. No (New) (Old)

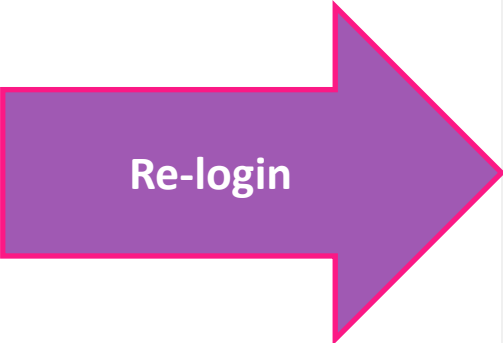
General Report Header Report Footer GST Online Payment Email Settings More

Billing

Attention
Address Address is blank

Country

PostCode City State
Coordinate 0, 0 Map
Phone Fax
Email



Country must select "Malaysia"

Company Profile

This Software is Licensed to Company Name and Address stated below :-

Company Name <<New Company>>
Remark 2024
Reg. No (New) (Old)
Industries Code

General Report Header Report Footer **MyInvois** **SST** Online Payment Email Settings More

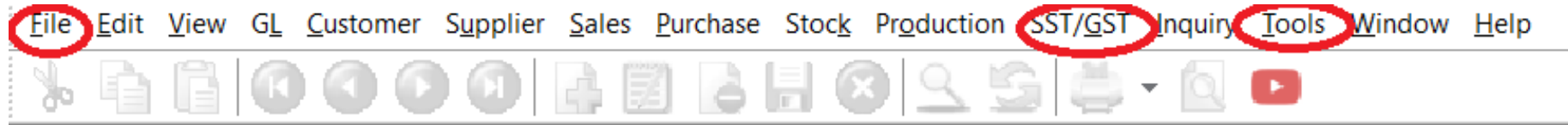
Billing

Attention
Address Address is blank

Country Malaysia

PostCode City State
Coordinate 0, 0 Map
Phone Fax
Email

Getting Started



Maintain Company Profile

- Key in Company Info
- Set **Report Header**
- File > Company Profile



Set Financial Date

- Tools > Option > General Ledger



Activate GST/SST

- GST > Start GST Now
- SST > Start SST Now

(Optional)

**GETTING
STARTED**



Financial Start Period & System Conversion Date

Options

General Ledger

Financial Start Period: 1/1/2024 System Conversion Date: 1/1/2024

Default Account Default Journal GL Financial Reports

Default Account	Account
Foreign Exchange Rate Gain Account	530-000
Foreign Exchange Rate Loss Account	980-000
Bank Charge Account	902-000
Contra Account	450-000
Sales Account	500-000
Cash Sales Account	500-000
Sales Return Account	510-000
Purchase Account	610-000
Cash Purchase Account	610-000
Purchase Return Account	612-000

OK Cancel Help

Example of Financial Start Period

Year End Date	Starting Date	Starting Year
31/12	01/01	Decide by USER
31/12	01/01	Decide by USER
31/12	01/01	Decide by USER
30/09	01/10	Decide by USER

Sole Provider

Partnership

SDN BHD

* System Conversion Date may set same as the Financial Start Period

**1. Maintain
Chart of Account**

**2. Maintain
Customer**

**Maintain
Master
Data**

**3. Maintain
Supplier**

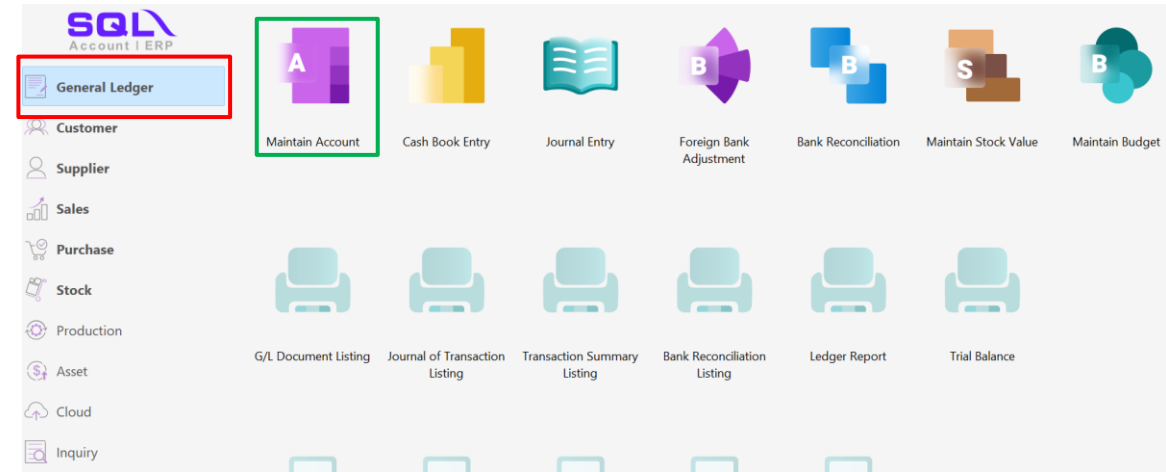
**4. Maintain
Stock Item**

Maintain Chart Of Account / Maintain GL Account

Create Chart of account

1. Create main & sub account
2. Maintain Special Account type
3. Swift to another account (mouse click > drag & shift)

- GL > Maintain Account



Example Of Special Account Type (Common Situation)

Special Acc Type	Non Current Asset	Current Asset	Current Liabilities	Cost Of Goods Sold
Accumulated Deprn. Acc	✓	☐	☐	☐
Bank Acc	☐	✓	✓	☐
Cash Acc	☐	✓	✓	☐
Deposit Acc	☐	✓	✓	☐
Customer Control Acc	☐	✓	✓	☐
Balance Stock Acc	☐	✓	☐	☐
Supplier Control Acc	☐	☐	✓	☐
Opening Stock Acc	☐	☐	☐	✓
Closing Stock Acc	☐	☐	☐	✓

Default GL Code Setup

Options

General Ledger

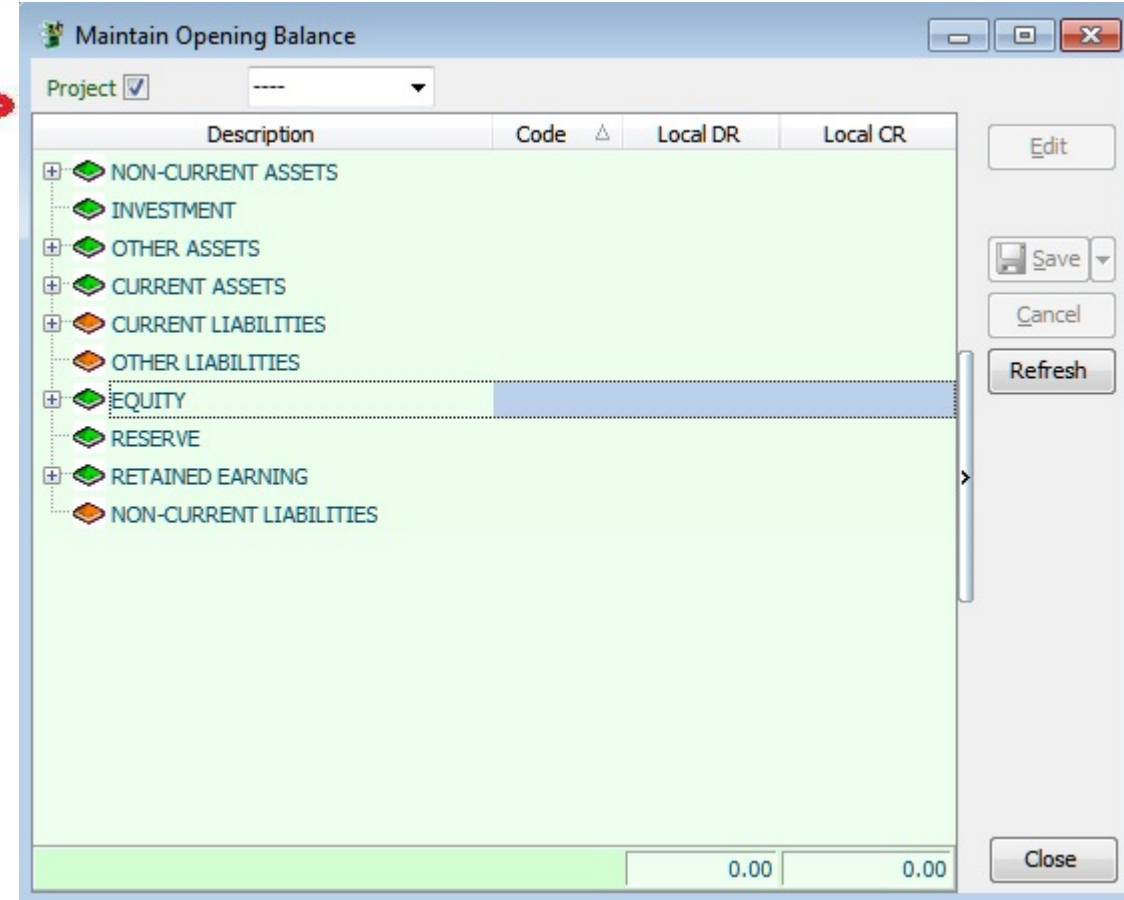
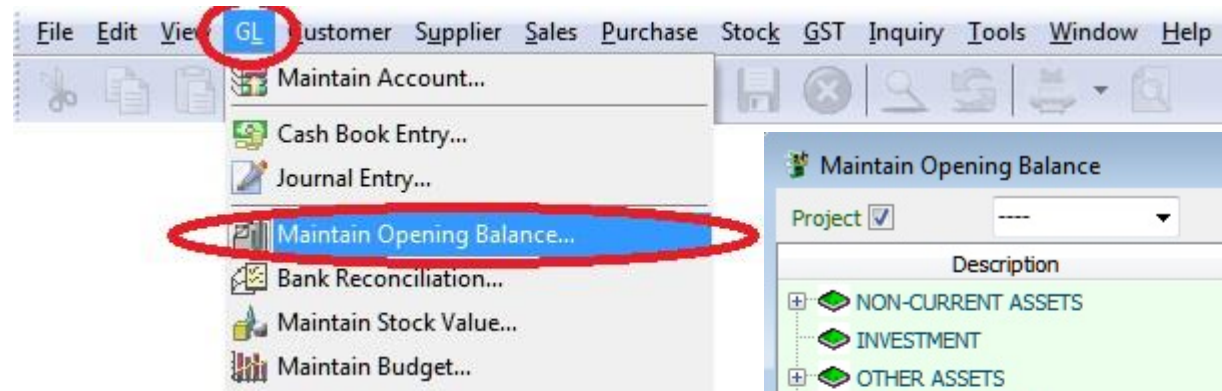
Financial Start Period: 1/1/2024 System Conversion Date: 1/1/2024

Default Account Default Journal GL Financial Reports

Default Account	Account
Foreign Exchange Rate Gain Account	530-000
Foreign Exchange Rate Loss Account	980-000
Bank Charge Account	902-000
Contra Account	450-000
Sales Account	500-000
Cash Sales Account	500-000
Sales Return Account	510-000
Purchase Account	610-000
Cash Purchase Account	610-000
Purchase Return Account	612-000

OK Cancel Help

Maintain Opening Balance



Key in opening balance

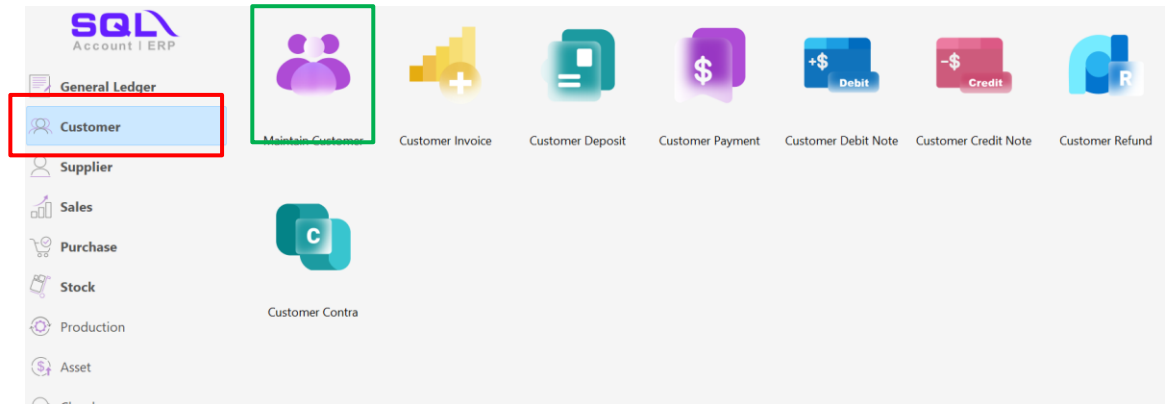
- GL > Maintain Opening balance

Maintain Customer / Maintain Debtor Code

Create Customer / Debtor Code

1. Create Customer / Debtor Code

- Customer > Maintain Customer



Maintain Customer

- Maintain Customer - ctos Read MyKad

Company:

Control A/C: Code: 300-0001

Reg. No (New):

Cust. Category:

General | Note | Tax | Bank Account

GST. No.:

Default Tax:

Sales Tax No.:

ID Type:

TIN:

Tourism No.:

Exemption No.:

Expiry Date:

Tax Area:

Service Tax No.:

Tariff code setting

Tariff	Tax
<No data to display>	
0	

Data must key in on "Tax Tab" at this E-Invoice ERA

Data

Sales Tax No (Optional)

Service Tax No (Optional)

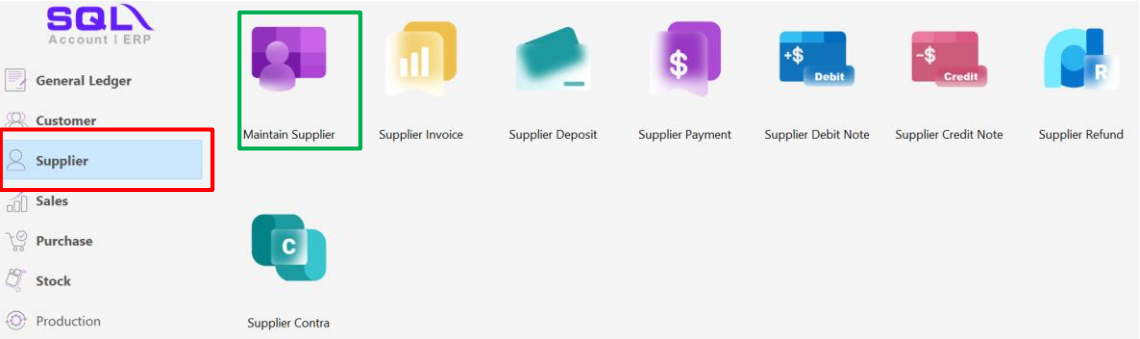
ID Type

Tin

Maintain Supplier / Maintain Creditor Code

Create Supplier / Creditor Code
1. Create Supplier / Creditor Code

- Supplier > Maintain Supplier



Tariff	Tax
<No data to display>	

Data must key in on "Tax Tab" at this E-Invoice ERA

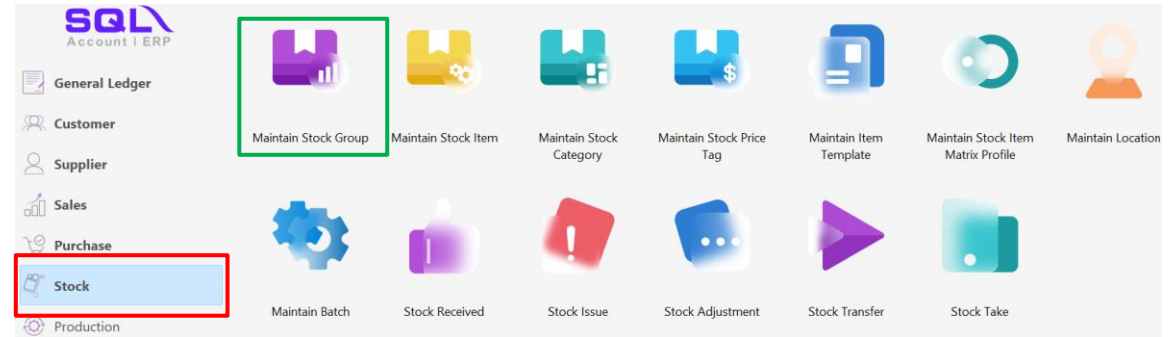
- Data
- Sales Tax No (Optional)
- Service Tax No (Optional)
- ID Type
- Tin

Maintain Stock Group

Create Stock Group

1. Create Stock Item Group

- Stock > Maintain Stock Group



The screenshot shows the 'Maintain Stock Group' form. The 'GL Account Code' section is highlighted with a red box. The form includes the following fields:

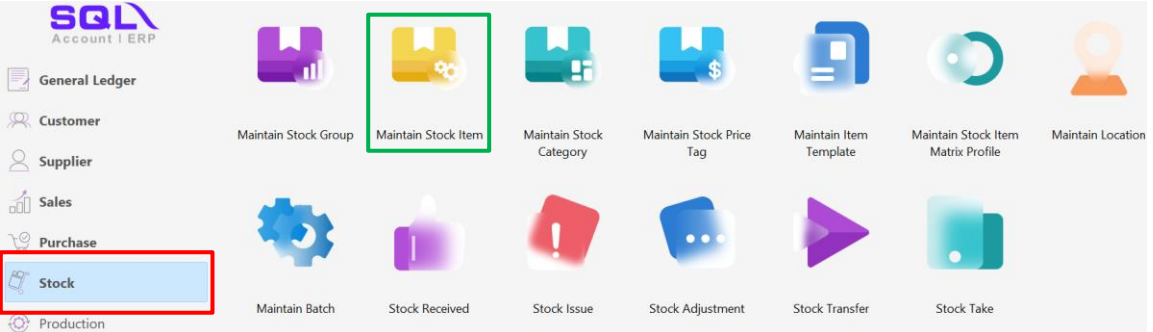
GL Account Code :-	
Sales Code:	500-000
Purchase Code:	610-000
Cash Sales Code:	500-000
Cash Purchase Code:	610-000
S. Return Code:	510-000
P. Return Code:	612-000
Balance Sheet Stock:	330-000

Other fields in the form include Code: DEFAULT, Description: DEFAULT, Costing Method: FIFO, and an Active checkbox.

Set Default GL Account

Maintain Stock Item Code

- Create Stock Item Code
- 1. Create Stock Item Code
 - Stock > Maintain Stock Item



The screenshot shows the 'Maintain Item' window with the 'Maintain Stock Item' form. The form includes fields for 'Code', 'Description', 'Item Group' (set to DEFAULT), 'Base UOM' (UNIT), 'Ref. Cost' (0.00), 'Ref. Price' (0.00), 'Shelf', 'Reorder Level' (0.00), 'Reorder Qty' (1.00), 'Lead Time' (0), 'Output Tax', 'Input Tax', 'Bal Qty' (0.00), 'Remark 1', 'Remark 2', 'Barcode', 'Tariff', and 'Classification' (022). There are also checkboxes for 'Serial No.', 'Stock Control', and 'Active'. A table for UOM is visible at the bottom, with columns for UOM, Rate, Ref. Cost, Ref. Price, Min Price, and Base. The 'UNIT' row is selected as the 'Default UOM'.

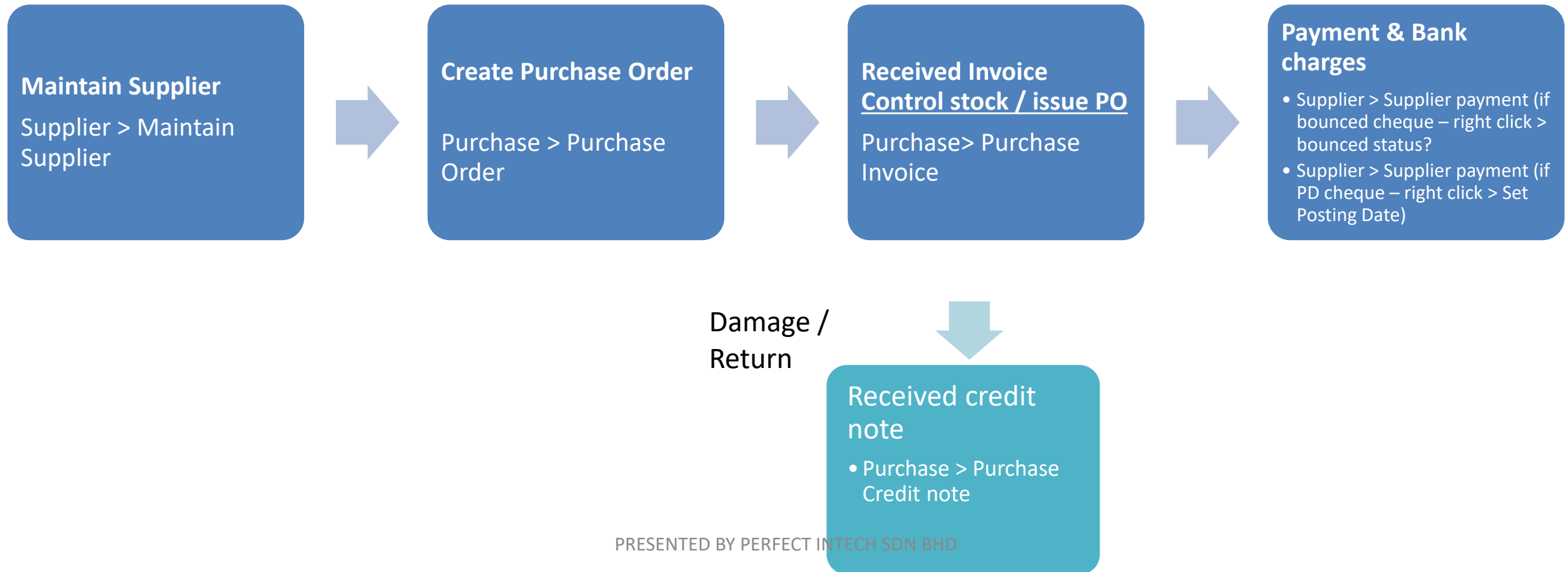
UOM	Rate	Ref. Cost	Ref. Price	Min Price	Base
UNIT	1.00	0.00	0.00		<input checked="" type="checkbox"/>

Data must key in on "Master Zone" at this E-Invoice ERA

Data

Classification

Purchase Flow



Purchase



General Ledger

Customer

Supplier

Sales

Purchase

Stock

Production

Asset

Cloud

Inquiry

Dashboard

Logon



Purchase Request



Purchase Order



Goods Received



Purchase Invoice



Cash Purchase



Purchase Debit Note



Purchase Returned



Extra Goods Received

No Accounting Entry



Purchase Document Listing



Outstanding Purchase Document Listing



Purchase Price History

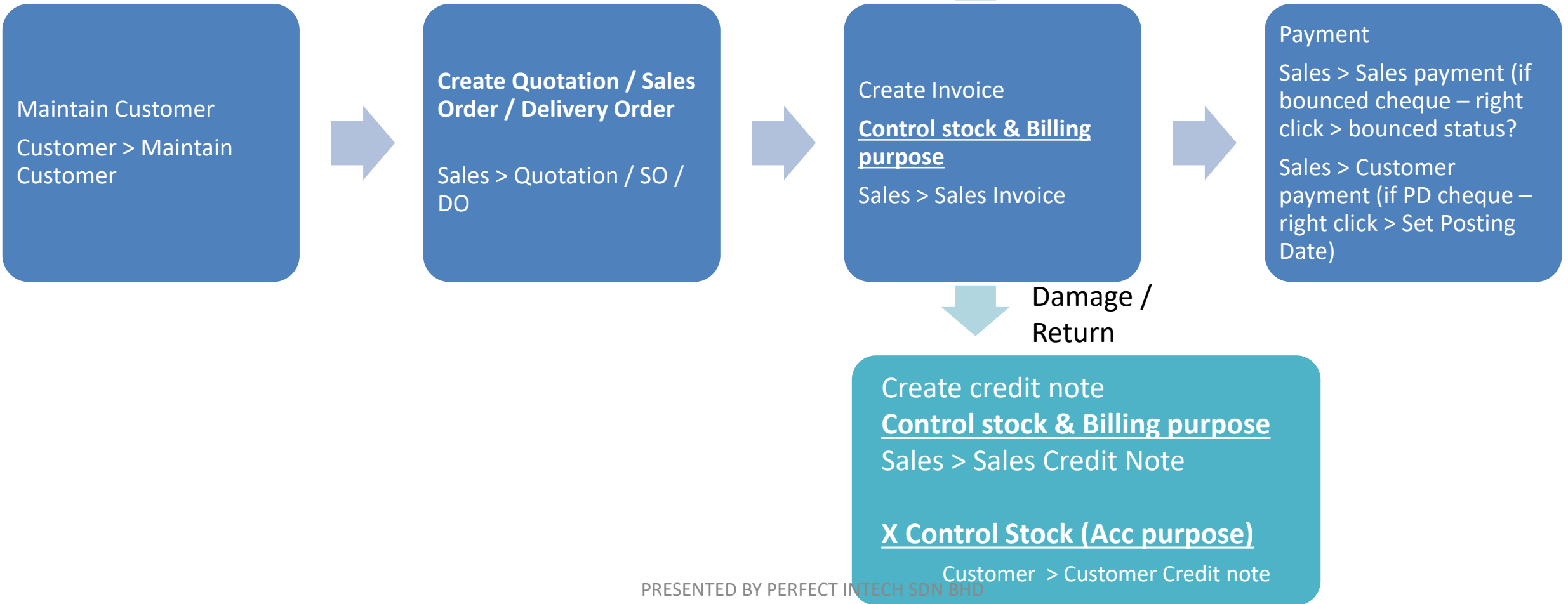


Purchase Analysis by Document



Yearly Purchase Analysis

Sales Cycle



Sales

SQL Account | ERP

- General Ledger
- Customer
- Supplier
- Sales**
- Purchase
- Stock
- Production
- Asset
- Cloud
- Inquiry
- Dashboard
- Logon

Quotation **Sales Order** **Delivery Order** **Invoice** **Cash Sales** **SQL POS** **Debit Note**

Credit Note **Extra Delivery Order** **Member Points**

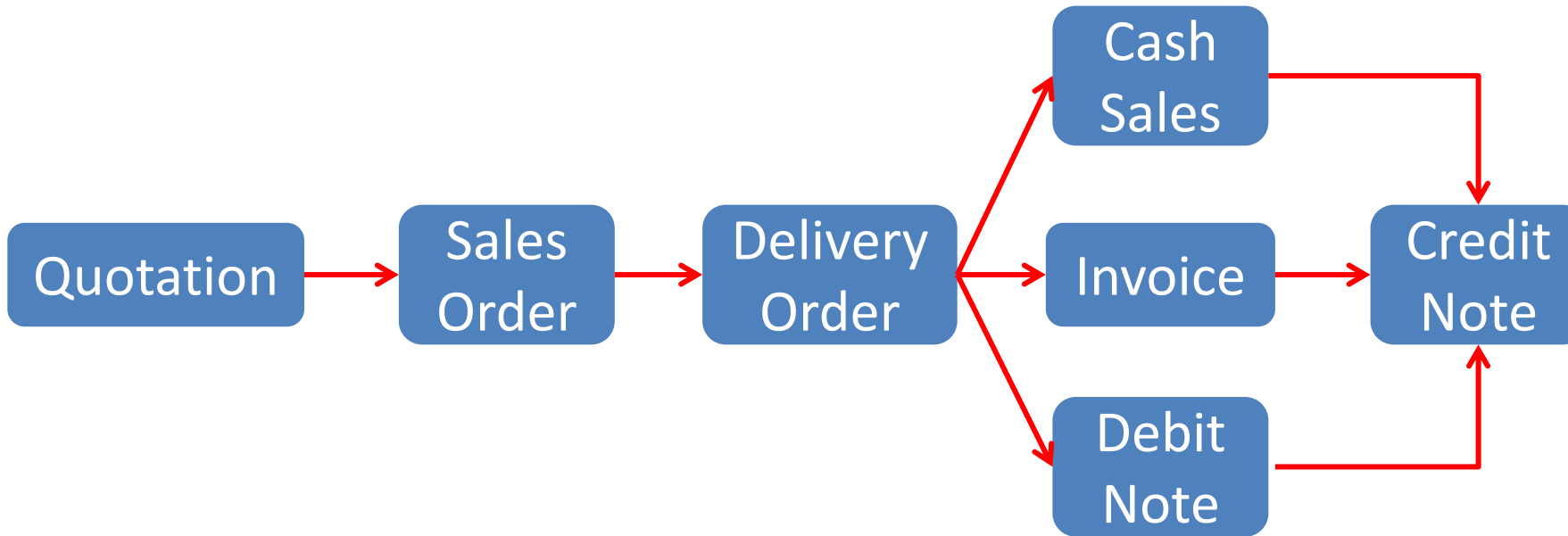
No Accounting Entry

Sales Document Listing Outstanding Sales Document Listing Sales Picking List Sales Price History Profit & Loss by Document Profit & Loss S/N by Document Points Listing

PRESENTED BY PERFECT INTECH SDN BHD

Transfer From & Transfer To (Function)

Sales Flow

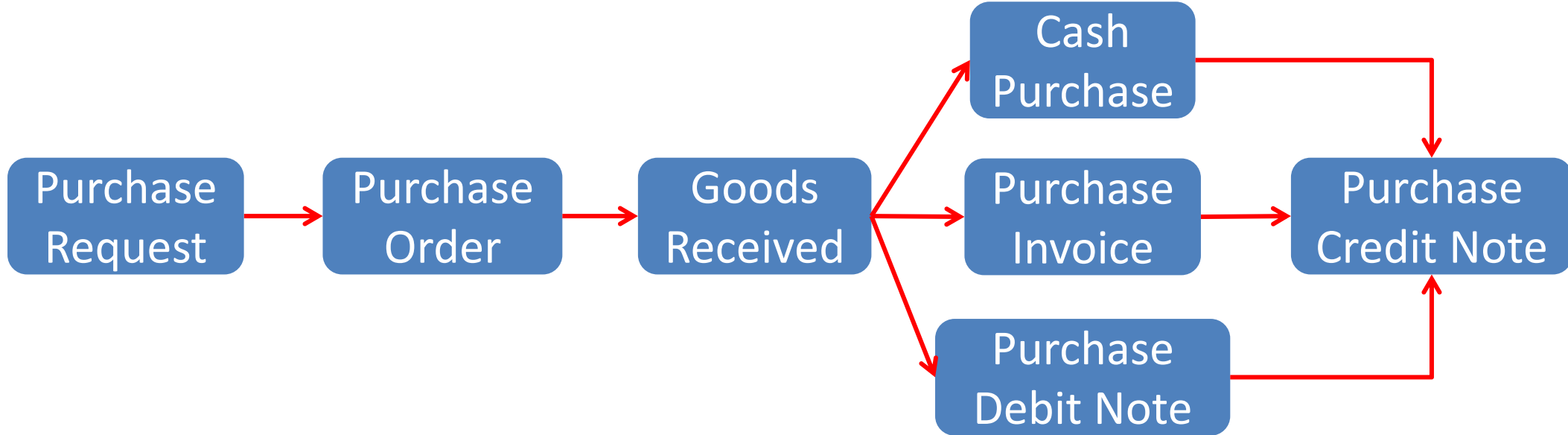


Transfer To							
TO >>>	QT	SO	DO	IV	CS	DN	CN
QT	☐	✓	✓	✓	✓	✓	☐
SO	☐	☐	✓	✓	✓	✓	☐
DO	☐	☐	☐	✓	✓	✓	☐
IV	☐	☐	☐	☐	☐	☐	✓
CS	☐	☐	☐	☐	☐	☐	✓
DN	☐	☐	☐	☐	☐	☐	✓
CN	☐	☐	☐	☐	☐	☐	☐

Transfer From							
<<<From	QT	SO	DO	IV	CS	DN	CN
QT	☐	☐	☐	☐	☐	☐	☐
SO	✓	☐	☐	☐	☐	☐	☐
DO	✓	✓	☐	☐	☐	☐	☐
IV	✓	✓	✓	☐	☐	☐	☐
CS	✓	✓	✓	☐	☐	☐	☐
DN	✓	✓	✓	☐	☐	☐	☐
CN	☐	☐	☐	✓	✓	✓	☐

Transfer From & Transfer To (Function)

Purchase Flow



Transfer To

TO >>>	PR/PQ	PO	GRN	PI	CP	PDN	PCN
PR/PQ	☐	✓	✓	✓	✓	✓	☐
PO	☐	☐	✓	✓	✓	✓	☐
GRN	☐	☐	☐	✓	✓	✓	☐
PI	☐	☐	☐	☐	☐	☐	✓
CP	☐	☐	☐	☐	☐	☐	✓
PDN	☐	☐	☐	☐	☐	☐	✓
PCN	☐	☐	☐	☐	☐	☐	☐

Transfer From

<<<From	PR/PQ	PO	GRN	PI	CP	PDN	PCN
PR/PQ	☐	☐	☐	☐	☐	☐	☐
PO	✓	☐	☐	☐	☐	☐	☐
GRN	✓	✓	☐	☐	☐	☐	☐
PI	✓	✓	✓	☐	☐	☐	☐
CP	✓	✓	✓	☐	☐	☐	☐
PDN	✓	✓	✓	☐	☐	☐	☐
PCN	☐	☐	☐	✓	✓	✓	☐

Transfer From & Transfer To (Function)

Transfer From / Transfer To

How to use

- Right Click "Title" > Select "Transfer To ????" / "Transfer From ????"

Sales

Delivery Order

Customer :-
Address :-
Description :- Delivery Order
Profit Estimator
Delivery Order

Transfer From Quotation...
Transfer From Sales Order...
Transfer To Sales Invoice...
Transfer To Cash Sales...
Transfer To Debit Note...
Barcode F8
Update Unit Price
Insert Blank Line...
Show Double Entry Ctrl+O
Copy Delivery Order
Paste Delivery Order
Paste From Purchase Items
Delivery Order Batch Print...
Audit Trail

Delivery Order

UOM U/Price Disc Sub Total Tax Tax R... Tax Includ... Tax Amt Sub Total (Tax)

D/O No : <<New>>
Next No :- DO-00001
Date :- 15/10/2024
Agent :-
Terms :-
Ref 1 :-
Ext. No :-

Purchase

Goods Received

Supplier :-
Address :-
Description :- Goods Received
Transferable
Goods Received

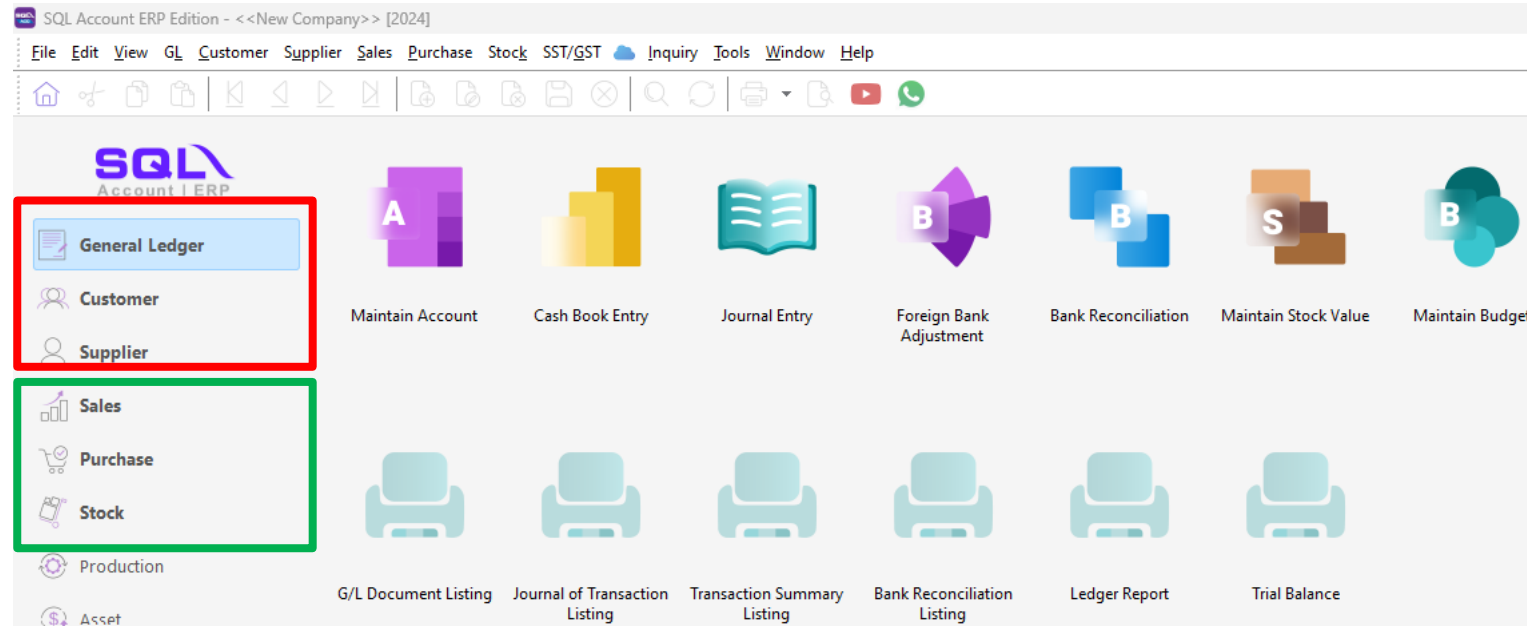
Transfer From Purchase Request...
Transfer From Purchase Order...
Transfer To Purchase Invoice...
Transfer To Cash Purchase...
Transfer To Purchase Debit Note...
Barcode F8
Update Unit Price
Insert Blank Line...
Copy Goods Received
Paste Goods Received
Paste From Sales Items
Goods Received Batch Print...
Audit Trail

Goods Received

UOM U/Price Sub Total Tax Tax R... Tax Includ... Tax Amt Sub Total (Tax)

G/R No : <<New>>
Next No :- GR-00001
Date :- 15/10/2024
Agent :-
Terms :-
Ref 1 :-
Ext. No :-

Account Posting



Accounting Purpose

Sales & Purchase Purpose /
Stock Tracking Purpose

Sales > Customer	
Sales Part	Customer Part
Sales Invoice	Customer Invoice
Sales Cash Sales	Customer Invoice
Sales Debit Note	Customer Debit Note
Sales Credit Note	Customer Credit Note

Purchase > Supplier	
Purchase Part	Supplier Part
Purchase Invoice	Supplier Invoice
Cash Purchase	Supplier Invoice
Purchase Debit Note	Supplier Debit Note
Purchase Return	Supplier Credit Note

Customer / Supplier > GL	
Customer / Supplier	GL
Customer Payment	Cash Book Entry
Supplier Payment	Cash Book Entry
Customer New JE	Journal Entry
Supplier New JE	Journal Entry

GL Account Auto Posting Priority

1ST

The screenshot shows the 'Invoice' form. At the top, there are fields for 'Customer :-', 'Address :-', and 'Description :- Sales'. Below these are buttons for 'Profit Estimator', 'Taxable', and 'Transferable' (checked). A pop-up window shows 'Inv No : <<New>>', 'Next No :- IV-00001', 'Date :- 15/10/2024', and other fields. The main table has columns: Account, Item Co..., Description, Qty, U/Pr..., Disc, Sub Total, T..., Ta..., Tax Amt, Sub Tot... The 'Account' column is highlighted with a red box. At the bottom, there are fields for 'Deposit Amount: 0.00', 'Local Net Total: 0.00', 'Outstanding: 0.00', and 'Net Total: 0.00'.

Account	Item Co...	Description	Qty	U/Pr...	Disc	Sub Total	T...	T...	Ta...	Tax Amt	Sub Tot...
			0.00	0.00		0.00				0.00	

2ND

The screenshot shows the 'Maintain Stock Group' form. It includes fields for 'Code: DEFAULT', 'Description: DEFAULT', and 'Costing Method: FIFO'. There is a checked 'Active' checkbox. Below this is a section titled 'GL Account Code :-' which is highlighted with a red box. This section contains several dropdown menus: 'Sales Code: 500-000', 'Purchase Code: 610-000', 'Cash Sales Code: 500-000', 'Cash Purchase Code: 610-000', 'S. Return Code: 510-000', 'P. Return Code: 612-000', and 'Balance Sheet Stock: 330-000'. The form also has buttons for 'New', 'Edit', 'Delete', 'Save', 'Cancel', 'Refresh', and 'Browse'.

GL Account Auto Posting Priority

3RD

Options

General Ledger

Financial Start Period: 1/1/2024 System Conversion Date: 1/1/2024

Default Account Default Journal GL Financial Reports


Default Account	Account
Foreign Exchange Rate Gain Account	530-000
Foreign Exchange Rate Loss Account	980-000
Bank Charge Account	902-000
Contra Account	450-000
Sales Account	500-000
Cash Sales Account	500-000
Sales Return Account	510-000
Purchase Account	610-000
Cash Purchase Account	610-000
Purchase Return Account	612-000

General Ledger

OK Cancel Help

Error

SQL Account ERP Edition - <<New Company>> [2024]

 Sales account not defined.

OK

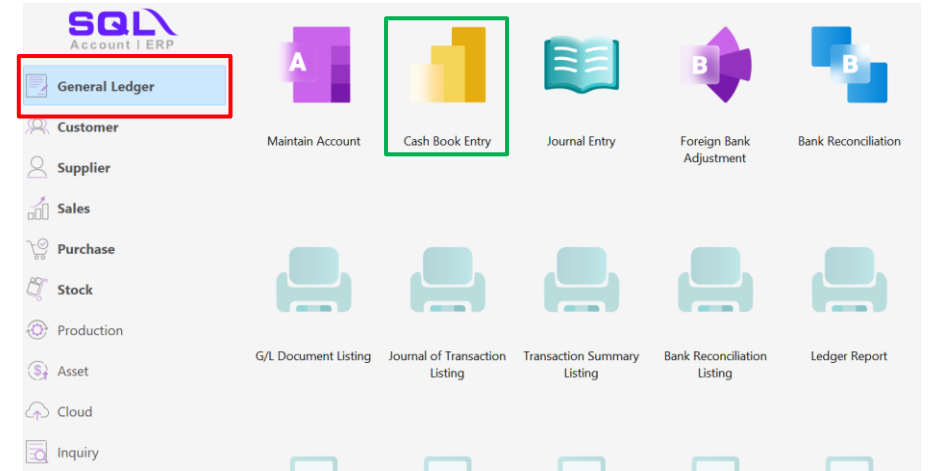
Cash for daily sales transfer to Bank

Bank in the daily sales to bank
Keep the bank in slip



Key in Bank In Slip
Cash Book Entry > New OR

- i. Key in bank in slip number as document number
- ii. Received in > Select bank account
- iii. GL Account > Select Cash Control Account (cash in hand)



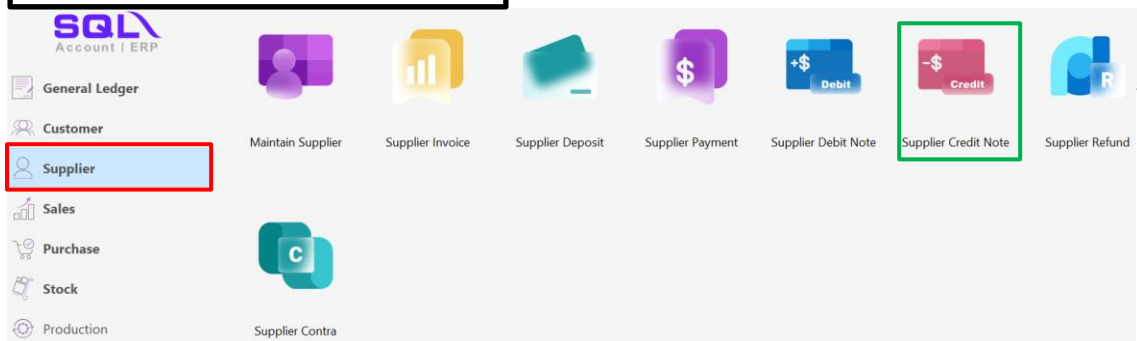
Journal Voucher

Create Journal Voucher

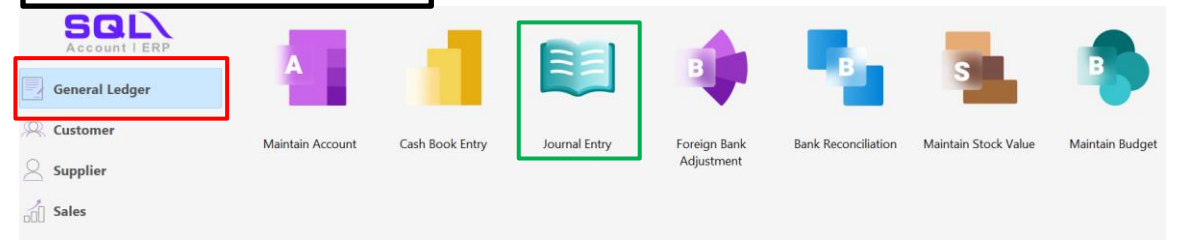
- General Ledger Adjustment
- Debtor Adjustment
- Creditor Adjustment

- General Ledger - GL > Journal Entry
- Debtor – Customer > Customer Credit Note > New Je
- Creditor – Supplier > Creditor Credit Note > New Je

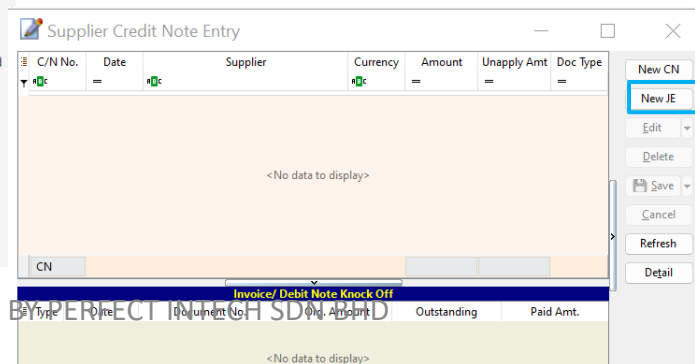
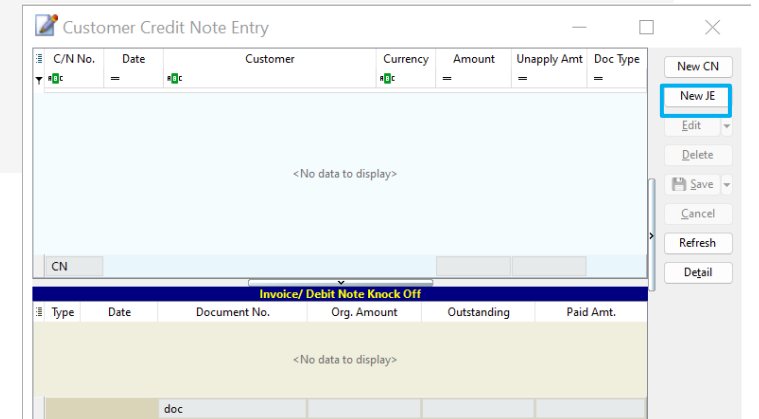
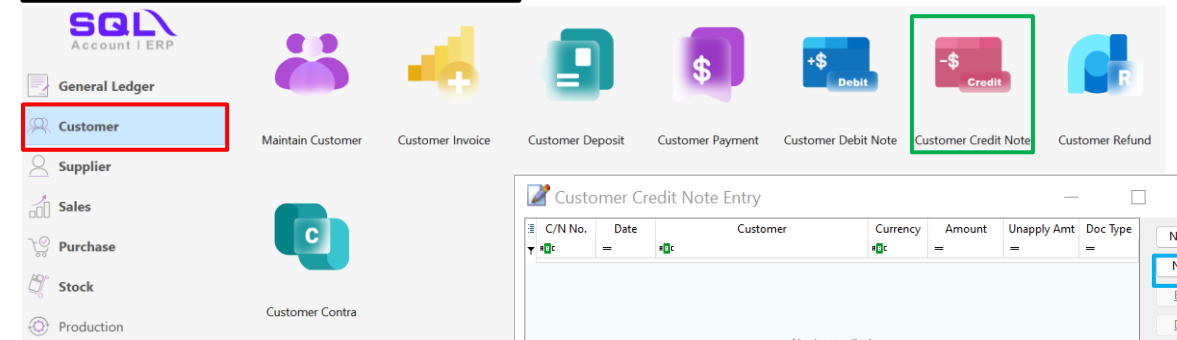
Supplier Credit Note



GL Journal Entry



Customer Credit Note



Closing

Monthly closing – bank reconciliation

Bank Reconciliation

- GL > bank reconciliation

Yearly closing – key in closing stock

Closing Stock

- GL > Maintain Stock Value

Financial report

Profit & Loss

- GL > Print Profit & loss statement

Balance Sheet

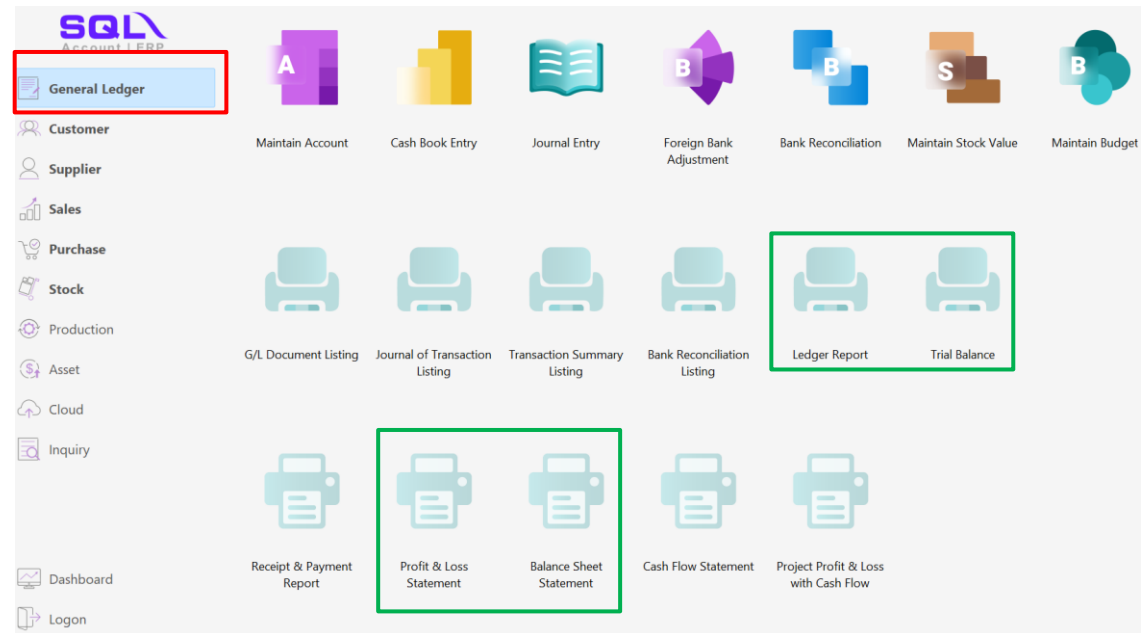
- GL > Print Balance Sheet Statement

Trial Balance

- GL > Print Trial Balance

General Ledger

- GL > Print Ledger report



**THANK
YOU!**

