

GTC

Business Applications

User's Manual

Enhanced/Professional Edition

Version 7

Publisher: Glorious Technology Company Limited

COPYRIGHT © 1997-2024 Glorious Technology Company Limited. All rights reserved.
All GTC brands and product names are trademarks or registered trademarks of Glorious
Technology Co., Ltd. Other product names are trademarks or registered trademarks of
their respective holders.

Printed in China

LICENSE AGREEMENT

This software is protected by copyright law and international copyright treaty. Therefore, you must treat this software just like a book, except that you may copy it onto a computer to be used and you may make archive copies of the software for the sole purpose of backing up our software and protecting your investment from loss. The software may be moved from one computer to another, so long as there is no possibility of it being used by more than one person at a time.

ADDING USERS

You may add users by paying for a separate software package for each user you wish to add. You may also add users by purchasing a site-license, so long as the number of persons who are able to use the software at one time is not more than the number of authorized users specified in our product or license.

TRANSFERRING THE SOFTWARE

You may transfer all of your rights to use the software to another person, provided that you transfer to that person all of the software, diskettes (if applicable), and documentation provided in this product (including this statement), and transfer or destroy all copies in any form. Please note that, once you transfer the software, you no longer have any right to use it, and the person to whom it is transferred may use it only in accordance with the copyright law, international treaty, and this statement.

If you transfer this product to another person, the new user has no right to use our free support service even this product under free warranty period.

If you have purchased an upgrade version of the software, it constitutes a single product with the software that you upgraded. For example, the upgrade and the software that upgraded cannot both be available for use by two different people at the same time, and cannot be transferred separately, without written permission from Glorious Technology Co., Ltd.

Except as provided in this statement, you may not transfer, rent, lease, lend, copy, modify, translate, sublicense, time-share, or electronically transmit or receive the software, media, or documentation.

LIMITED WARRANTY

1. Glorious Technology Co., Ltd. provides six months free hot-line support from the original purchase date.
2. Glorious Technology Co., Ltd. warrants the product provided by Glorious Technology Co., Ltd. to be free of defects in materials and workmanship for a period of 60 days from the original purchase date.
3. The entire and exclusive liability and remedy for breach of this limited warranty shall be limited to replacement of defective media or documentation and shall not include or extend to any claim for or right to recover any other damages, including but not limited to, loss of profit, data, or use of the software or special, incidental or consequential damages, or other similar claims, even if Glorious Technology Co., Ltd. has been specifically advised of the possibility of such damages.
4. This warranty is invalid when the product has been damaged through misuse, negligence, accident, computer virus and natural calamities.
5. Glorious Technology Co., Ltd. is not responsible for the data which is created or produced by the software.
6. Glorious Technology Co., Ltd. makes no representation or warranty that the software or documentation are "error-free", or meet any user's particular standards, requirements or needs.
7. Glorious Technology Co., Ltd. provides no warranty at all to any person, other than the Limited Warranty provided to the original purchaser of this product.
8. Installing and using this software indicate the purchaser's and the users' acceptance of above terms and license agreement.
9. The invalidity or unenforceability of any provisions of this License Agreement shall not affect the remaining provisions hereof.

Chapter 1	Installation	
1.1	Before Installation	1-1
1.2	Execute Installation Program	1-2
1.3	Installation Steps	1-2
1.4	Network version Installation	1-6
1.5	Software Dog Installation	1-7
Chapter 2	Functions and Operations	
2.1	Multi Company Control System	2-1
2.2	First time to the Application	2-3
2.3	Exit	2-4
2.4	Menu	2-4
2.5	Choosing and Searching Records	2-12
2.6	Function Keys	2-17
2.7	Export reports by e-mail	2-18
2.8	Export reports to Excel file	2-19
Chapter 3	General Files Management	
3.1	Company Information File	3-1
3.2	Currency File	3-1
3.3	System Numbers File	3-2
3.4	Chart of Accounts File (GAS)*	3-3
3.5	Accounting Period (GAS)	3-6
3.6	Control Accounts (GAS)	3-7
3.7	Tax File (GIS, GOS & GRS)*	3-11
3.8	Payment Terms File	3-12
3.9	Payment Methods File	3-13
3.10	Class File	3-13
3.11	Customer File (GAS, GIS & GOS)	3-14
3.12	Vendor File	3-22
3.13	Stock File (GIS, GOS & GRS)	3-29
3.14	Employee File	3-37
3.15	Warehouse File (GIS, GOS & GRS) (Enhanced Edition only)	3-39
3.16	Job File (Enhanced Edition only)	3-40
3.17	User Security	3-42
3.18	System Set Up	3-44
3.19	Customer/Stock Last Price File (GIS & GOS)	3-55
3.20	Vendor/Stock Last Price File (GIS, GOS & GRS)	3-56
3.21	Stock Selling Price Table (GIS & GOS)	3-58
3.22	Member File (GRS)	3-60
3.23	Remark File	3-61
3.24	User Log Control	3-62
3.25	Other System Files	3-64

Chapter 4	Transfer Voucher (GAS)	
4.1	Header	4-1
4.2	Details	4-2
4.3	Footer	4-3
4.4	Other Functions	4-4
Chapter 5	Income Voucher (GAS)	
5.1	Header	5-1
5.2	Details	5-2
5.3	Footer	5-3
5.4	Other Functions	5-3
Chapter 6	Expenses Voucher (GAS)	
6.1	Header	6-1
6.2	Details	6-2
6.3	Footer	6-3
6.4	Other Functions	6-3
Chapter 7	Debit Note (GAS)	
7.1	Main	7-1
7.2	Remark	7-3
7.3	Other Functions	7-4
Chapter 8	Credit Note (GAS)	
8.1	Main	8-1
8.2	Remark	8-3
8.3	Other functions	8-4
Chapter 9	Customer Prepayment Entry (GAS)	9-1
Chapter 10	Prepayment to Vendor Entry (GAS)	10-1
Chapter 11	Bank Reconciliation (GAS)	
11.1	Header	11-1
11.2	Details	11-1
11.3	Footer	11-2
11.4	Printing	11-2
Chapter 12	Sales Invoice (GIS)	
12.1	Main	12-1
12.2	Delivery Information	12-4
12.3	Shipping Information	12-5
12.4	Remark	12-6
12.5	Other Functions	12-6
Chapter 13	Sales Return (GIS)	
13.1	Main	13-1

13.2	Delivery Information	13-5
13.3	Remark	13-5
13.4	Other Functions	13-6
Chapter 14	Sales Invoice Return (GIS)	14-1
Chapter 15	Vendor Invoice (GIS & GRS)	
15.1	Main	15-1
15.2	Remark	15-4
15.3	Other Functions	15-5
Chapter 16	Purchase Return (GIS & GRS)	
16.1	Main	16-1
16.2	Remark	16-4
16.3	Other Functions	16-5
Chapter 17	Delivery Note (GIS)	
17.1	Main	17-1
17.2	Remark	17-4
17.3	Other Functions	17-4
Chapter 18	Packing List Entry (GIS)	
18.1	Main	18-1
18.2	Shipping Information	18-4
18.3	Remark	18-4
18.4	Other Functions	18-5
Chapter 19	Pickup List Entry (GIS)	
19.1	Header	19-1
19.2	Detail	19-2
19.3	Print	19-2
19.4	Choose Sales Invoices	19-2
Chapter 20	Stock Transfer Note Entry (GIS, GOS & GRS) (Enhanced Edition only)	
20.1	Header	20-1
20.2	Details	20-2
20.3	Footer	20-3
20.4	Other Functions	20-3
Chapter 21	Stock Adjustment (GIS, GOS & GRS)	
21.1	Header	21-1
21.2	Details	21-1
21.3	Footer	21-2
21.4	Other Functions	21-2

Chapter 22	Stock Take (GIS, GOS & GRS)	
22.1	Header	22-1
22.2	Details	22-1
22.3	Footer	22-2
22.4	Import from text file	22-2
22.5	Enter Stock with barcode reader	22-3
Chapter 23	Account Receivable Payment (GAS & GIS)	
23.1	Voucher Header	23-1
23.2	Contents	23-2
23.3	Other functions	23-3
Chapter 24	Account Payable Payment (GAS, GIS & GRS)	
24.1	Voucher Header	24-1
24.2	Content	24-2
24.3	Other functions	24-3
Chapter 25	Send Customer Statement by Email (GAS & GIS)	
25.1	Requirement	25-1
25.2	Filter Criteria	25-1
25.3	Email	25-1
25.4	Logs	25-2
25.5	Matters needing attention	25-2
Chapter 26	Quotation (GOS)	
26.1	Main	26-1
26.2	Delivery Information	26-4
26.3	Remark	26-5
26.4	Other Functions	26-5
Chapter 27	Sales Order (GOS)	
27.1	Main	27-1
27.2	Delivery Information	27-4
27.3	Shipping Information	27-4
27.4	Remark	27-5
27.5	Other Functions	27-5
Chapter 28	Purchase Order (GOS)	
28.1	Main	28-1
28.2	Delivery Information	28-4
28.3	Remark	28-4
28.4	Other Functions	28-5
Chapter 29	Sales Memo Entry (GRS)	
29.1	Header	29-1
29.2	Details	29-2
29.3	Footer	29-3

29.4	Function Keys	29-4
29.5	Operation Procedures	29-6

Chapter 30	Sales Memo Payment Voucher (GRS)	
30.1	Header	30-1
30.2	Contents	30-2
Chapter 31	Stock Promotion Price Entry (GRS)	31-1
Chapter 32	Stock Selling Price by Shop (GRS) (Enhanced Edition only)	32-1
Chapter 33	Utilities	
33.1	Backup Data	33-1
33.2	Restore Data	33-2
33.3	Adjust Closing Stock Value	33-3
33.4	Opening Balance	33-3
33.5	Year End	33-5
33.6	Database Tools	33-7
33.7	Transaction Auditor	33-10
33.8	Import Data from other company/Location	33-11
33.9	Import Data from other format file	33-12
33.10	Import Transfer Voucher from Excel File	33-15
33.11	Export Data to other company/Location	33-16
33.12	Export Data to other data format file	33-17
Chapter 34	Firebird Installation	
34.1	Firebird's system requirements	34-1
34.2	Installation in MS Windows operation system	34-2
34.3	Install Firebird server under Unix/Linux or other POSIX	34-7
34.4	Key points about Firebird	31-7
Chapter 35	Appendix	
35.1	How to enhance the performance of GTC Applications	35-1
35.2	Notes to send reports by e-mail	35-1
35.3	Questions and Answers	35-2

* GAS stands for GTC Accounting System

GIS stands for GTC Invoicing System

GOS stands for GTC Quotation and Ordering System

GRS stands for GTC Retailing System

Chapter 1 Installation

1.1 Before Installation

Before installation, please check the following:

- a) Hardware requirements
 - Intel i3 CPU or faster
 - 4GB RAM or above
 - Hard disk space for GTC applications is about 500MB. The space for data depends on the volume of your data. It is recommended to reserve at least 200MB HDD space for data.
 - 1024x768 resolutions
 - One USB port
- b) Operating System
 - Microsoft 7, 8, 8.1, 10 or 11
 - Please use Administrator authority to log in the Operating System
- c) Folders for GTC applications and Data
 - Default folder for GTC applications is c:\gtc\gbs70p (Professional Edition) or c:\gtc\gbs70i (Enhanced Edition). Normally, GTC applications, either single user version or network version, should be installed in local hard disk to enhance performance.
 - If the data will be shared in network, the permission of data folder for Read, Write, Add and Delete should be assigned.
- d) Prepare a company data
 - Set up Account Period carefully when create a company data as the amendment later will be restricted by the account period.
 - Set up some basic information for Customers, Vendors, Stocks, Payment Methods and Employee, etc.
- e) Install Firebird Server

GTC application is a SQL database application. Firebird server must be installed. Firebird 2.1.4.18393 (or newer version) is required. Firebird server and any databases you create or connect to must reside on a hard drive that is physically connected to the host machine. You cannot locate components of the server, or any database, on a mapped drive, a file system share or a network file system. If Firebird is installed on another computer, following information should be collected:

 - i) Server name/Computer name or IP address: e.g. FirstServer or 192.168.1.1
 - ii) Data folder and database's file name in server: the default file name of database is GBSI.FDB. For example, C:\GTC\GBS70i\DATA\GBSI.FDB.
 - iii) Firebird's user name and password: any tools which need to connect Firebird's database file requires this information. The user name of administrator of Firebird is SYSDBA and password is masterkey. For security reasons, we suggest to change the password of SYSDBA immediately.
 - iv) If Firebird is installed in Linux operating system, the installer will generate a random SYSDBA password and store that in /opt/firebird/SYSDBA.password.

v) The permission of data folder for Read, Write, Add and Delete should be assigned to the service of Firebird.

For more information of Firebird, please refer its user manual or the chapter of [How to install Firebird] in this manual.

Note: Firebird is not the product of GTC Technology Company Limited. GTC Technology Company Limited and the distributors are not responsible for any warranty and support to Firebird. The official web site of Firebird is <http://www.firebirdsql.org> respectively.

1.2 Execute Installation Program

Please shut down all running programs before installing GTC applications. Put GTC applications CD into your CD-ROM. Figure 1-2 will be displayed.

If Installation Program is not automatically executed, please click [Start] button to choose Run function. Type D:\SETUP (D:\ is CD-ROM) in dialog box. Or, you can execute SETUP.EXE in GTC applications CD.

* Please don't insert USB Software Dog into your computer before Installation Program completed.

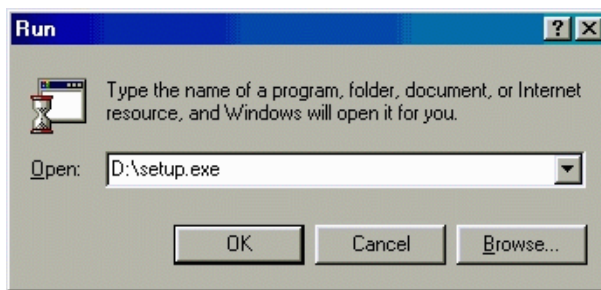


Figure 1-1 Run in MS Windows

1.3 Installation Steps

After Installation Program being run, the interface for language selection will be displayed. Only matched with the language code of your MS Windows, will the character set can be displayed correctly. Otherwise, non-readable character will happen. Please choose the correct Language:

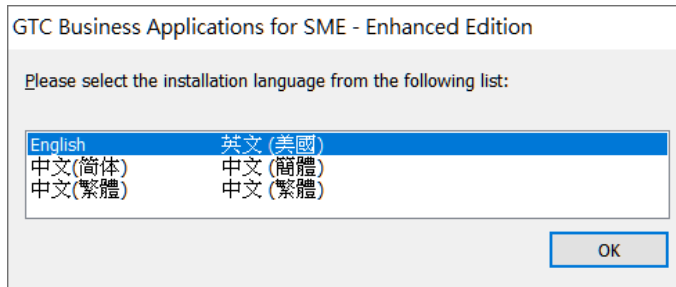


Figure 1-2 Select Language

Click [OK] button after the desired language selected. Then, go to next step:

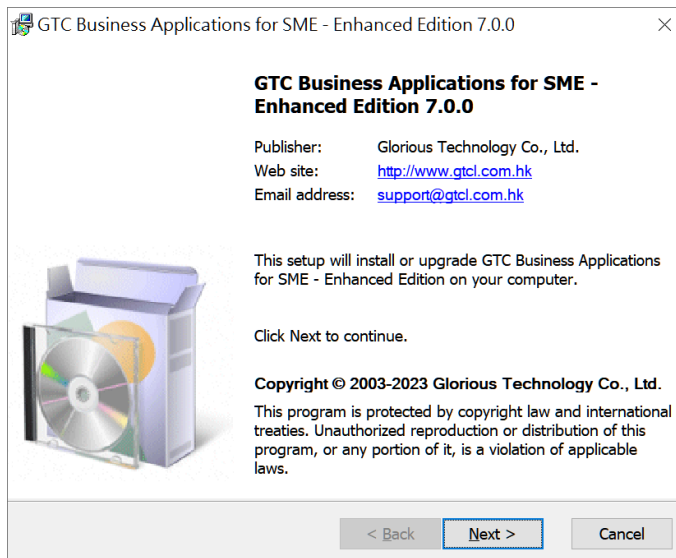


Figure 1-3 Welcome

Press [Next] button to read license agreement.

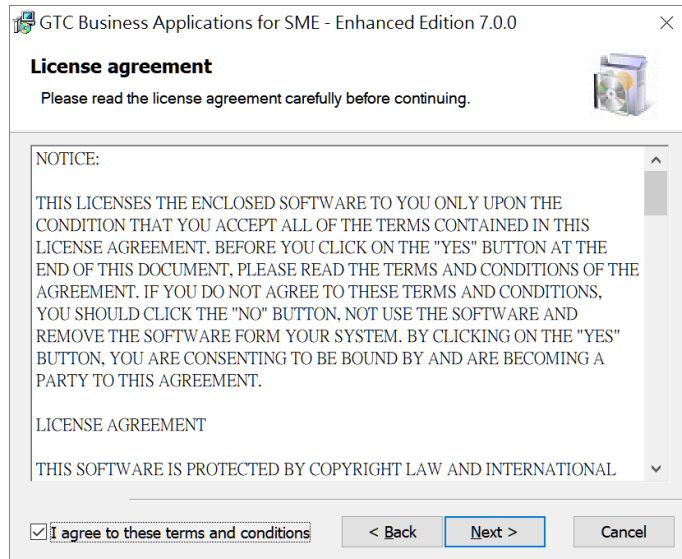


Figure 1-4 License agreement

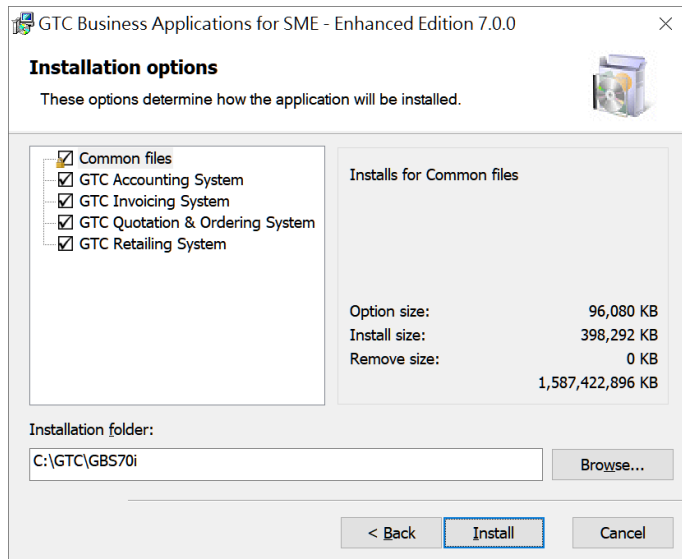


Figure 1-5 Select Systems and Destination Folders

Default folder for GTC Applications installed is C:\gtc\gbs70p(Professional Edition) or c:\gtc\gbs70i (Enhanced Edition). Click [Browse(R)] button to install to another folder. Otherwise click [Install (I)] to install the system.

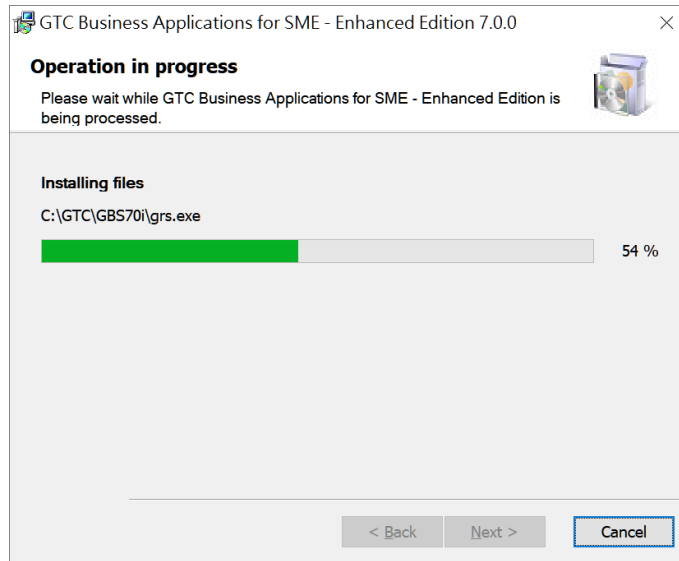


Figure 1-6 Installation in progress

When the Application is successfully installed, the following screen will be displayed. Otherwise, you should install again.

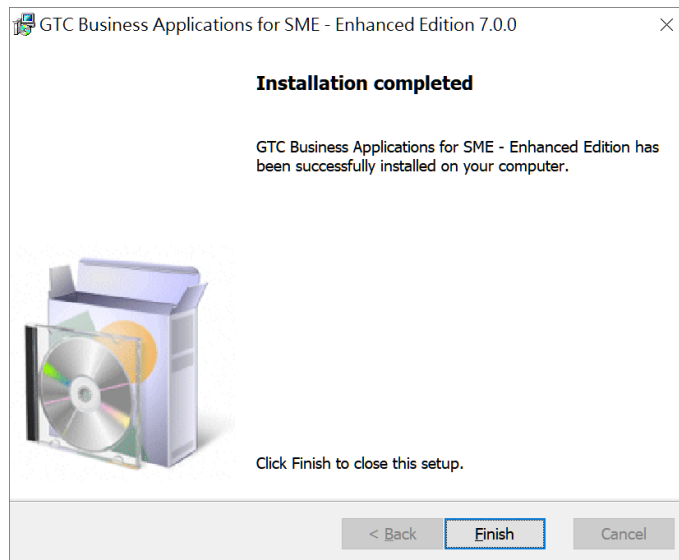


Figure 1-7 Installation Completed

Firebird Installation will be executed if necessary before the GTC application installation completes. Please choose [Full installation of server and development tools]

if this computer will be also worked as a role of database server. Otherwise, please choose [Minimum client install – no server – no tools] for this computer.

The detail procedures for installing Firebird, please refer to the user manual of Firebird or the chapter of [Firebird Installation] in this manual.

1.4 Network Version Installation

If GTC applications are used in local network, please execute the Installation Program in each workstation.

1.4.1 Installation in server side

- a) Execute GTC installation program in server.
- b) Select [Yes] to install the database program, Firebird.
- c) If no message shown to install Firebird, please check whether Firebird is installed. If not, please execute the installation program in the folder of Firebird under GTC installation folder. Default folder is c:\gtc\gbs70p (Professional Edition) or c:\gtc\gbs70i (Enhanced Edition). Firebird installation program can also be downloaded from <http://www.firebirdsql.org>.
- d) Select [Full installation of server and development tools] when Firebird is installing.
- e) [Server Name] in [Multi Company Control] can be the name of this computer, LocalHost or 127.0.0.1.

1.4.2 Installation in client side

- a) Execute GTC installation program in every computer.
- b) Select [Yes] to install the database program, Firebird.
- c) If no message shown to install Firebird, please check whether Firebird is installed. If not, please execute the installation program in the folder of Firebird under GTC installation folder. Default folder is c:\gtc\gbs70p (Professional Edition) or c:\gtc\gbs70i (Enhanced Edition). Firebird installation program can also be downloaded from <http://www.firebirdsql.org>.
- d) Select [Full installation of server and development tools] when Firebird installing if there is a need to store the data in this computer. Otherwise, [Minimum client install – no server – no tools] should be selected.
- e) [Server Name] in [Multi Company Control] should be the name or IP address of the server. If the data restored in the computer, [Server Name] should be the name of this computer, LocalHost or 127.0.0.1.

To create a company data which can be accessed automatically by other workstations, please refer to following steps:

- a) Share a folder for public in server, e.g. gtc.com. Please share the security permission of this folder to Read, Write, Add and Delete.
- b) Map the shared folder as local drive in client side computer, e.g. Z:\.

- c) Find and execute gcfg.exe in GTC installation folder. Default folder is c:\gtc\gbs70p (Professional Edition) or c:\gtc\gbs70i (Enhanced Edition).
- d) Input the name set in (b) (e.g. Z:\) in [Multi-Company Data Path] of [Local Configuration Tools]. Or input \\ServerName\gtcmcom to replace the method (b).
- e) Press [Save and Exit] when finished.

1.5 Software Dog installation

In the package, there is a hardware protection device - Software Dog that shall be inserted into USB port. Otherwise, GTC applications will be treated as a trial version. The trial version is same as released version except there is a limitation, up to 100 records. Thus, if trial version has been installed, there is no need to install the Application again provided that the version is the same. Only Software Dog need to be installed.

1.5.1 Installation Steps:

- a) Install GTC applications first.
- b) Insert Software Dog into USB port of the computer. Operating System will install Software Dog Driver automatically. During the process, you may be asked to press [OK] button.

If there is a problem, please search for a file named MicroDogInstdrv.exe in Driver folder under the folder of GTC Applications installed. Default folder is C:\gtc\gbs70p\Driver (Professional Edition) or c:\gtc\gbs70i\Driver (Enhanced Edition). Double click this file and press [Install Driver] to install Software Dog driver.

If there is no USB port in your computer, please contact us.

1.5.2 Un-installation

To un-install Software Dog driver, please search a file named MicroDogInstdrv.exe in Driver folder under the folder of GTC Applications installed. Default folder is C:\gtc\gbs70p\Driver (Professional Edition) or c:\gtc\gbs70i\Driver (Enhanced Edition). Double click this file and press [Uninstall Driver] to uninstall Software Dog driver.

Chapter 2 Functions and Operations

2.1 Multi Company Control System

Multi Company Control is to handle different data for different companies or different financial years.

To enter the system, click the start button at the bottom left and choose GMS icon.

Sub-system can only be used after the corresponding company's account record is completed. After completing the company's account record, click the sub-system icon and the account records for all companies will be shown. Choose desirable one to enter its sub-system.

2.1.1 Create a company data

The following figure will be displayed when you open the Multi Company Control System. Fill in relevant information, press [Save] to save the record and exit. To abort the record, just press [Cancel] to exit without save.

The screenshot shows a software dialog box titled "Multi Company Control". It features a standard Windows-style title bar with a close button. The main area is divided into several sections:

- Company Short Name:** A text box containing "demo".
- English Description:** A text box containing "Demo Company".
- Chinese Description:** A text box containing "示范公司".
- Database Information:** A section containing:
 - Server Name:** A text box with "LOCALHOST".
 - Protocol:** A dropdown menu set to "TCP/IP".
 - Database File Path:** A text box with "c:\gtc\gbs60\data".
- User Name and Password:** Two empty text boxes.
- Buttons:** A "Test Connection" button is located below the database path. On the right side, there is a vertical column of buttons: "Add", "Edit", "Delete", "Cancel", "Save", and "Exit". Above these buttons are navigation arrows (back, forward).

Figure 2-1 Multi Company Control System

Company short name Company short name is the name of a company data and used for the name of data path. Please use letter and/or number only for company short name. The max length is 40 units. Repetitive of company short name is not allowed. The requirement for creating a name of data path, please refer to the requirement of your Operating System. For example, if "demo" is the company short name, the

database name will be demo.fdb.

Note: if Firebird is installed in Linux, “demo” and “Demo” will be treated as two different names.

English Description Detail description in English for a company data.

Chinese Description Detail description in Chinese for a company data.

Database Information:

Server Name Computer Name or IP address of Firebird server installed: e.g. FirstServer or 192.168.1.1.

Protocol Protocol is used for the communication between GTC Applications and Firebird server. Please ensure that the client machine is able to see the host machine in the network. For example, if the server's IP address in the domain that is visible to the client is 192.168.1.1, go to a command shell and type the command ping 192.168.1.1 substituting this example IP address for the IP address that the server is broadcasting.
TCP/IP protocol is recommended to be used.

Database File Path

The path for database file. It should be the directory in the computer with Firebird server installed. For example, if the directory of the database file in the computer with Firebird server installed is c:\gtc\gbs70p\data (Professional Edition) or c:\gtc\gbs70i\data (Enhanced Edition), the database file path should be filled with c:\gtc\gbs70p\data (Professional Edition) or c:\gtc\gbs70i\data (Enhanced Edition).

All database files should be in the same directory with different file names. For example, the file name for ABC Company is abc.fdb and for demo company is demo.fdb. These two database files will both be in c:\gtc\gbs70p\data (Professional Edition) or c:\gtc\gbs70i\data (Enhanced Edition).

The authority of database server to read, add, edit and delete in database file directory should be assigned in this directory.

User Name / Password

It is the user name and password for Firebird. Unless specified, the default user name (SYSDBA) and password (masterkey) of Firebird's administrator account will be used.

The fields of user name and password are hidden. Press [F5] to disclose or hidden the fields.

Test Connect It is to test whether GTC Applications can connect to Firebird server and check whether the database file exists. If the connection is OK but

the database file doesn't exist, the database file will be generated automatically on request.

If the connection fails, please try again with the firewall turned off. If then the connection is successful, please remove the restriction to the TCP 3050 port.

2.1.2 Open a company data

All company data are shown in the main screen of Multi Company Control System. Please use the mouse to double click a company data or choose a company data and then press [Enter] to enter the login interface.

2.1.3 Edit a company data

The existing company data can be amended by pressing the button [Edit].

Please note that:

1) Amend Company Short Name: In the Server, the file name in the database will be changed. In the station, there will only be warning and the database file will need to be changed by user.

2) Amend Data path : In the Server, the database file will be moved to a new folder. In the station, there will only be warning and the database file will need to be moved by user.

2.1.4 Delete a company data

To delete an existing company data, you can just press the button [Delete].

In the server, the system will delete the database file. In the station, there will only be warning and user will need to delete the respective file in server by user.

2.2 First time to the Application

The Application will automatically execute the initialization when the user is first time to the Application. There is some basic information that need to be key in. This cannot be skipped as this will affect the operation of the system. Of course, this information can be altered later.

Firstly, the Application will show User Login interface (default user name and password is SUPERVISOR and PASSWORD respectively). And then, the interface for Company Information, Currency, System Numbers, Warehouse (GIS & GOS & GRS) (Enhanced Edition only), Tax File (GIS & GOS & GRS) and Accounting Period (GAS) will be shown. Please input the information according to your company.

If [Change Password] option is selected in the user login interface, the interface for changing password will be displayed after logging in successfully. As SUPERVISOR is

a user with all authority, it is strongly recommended to change the password for it as soon as possible.

2.3 Exit

Use the mouse to click Exit icon on Functions bar or select Exit on main menu.

Note: Please exit the Application before shutting down the computer. It may cause damage to the data if the computer is shut down or stopped inappropriately before exiting the Application.

2.4 Menu

2.4.1 Main Menu

The main menu contains a number of commonly used functions.

Main Menu of GTC Accounting System includes:

Transfer Voucher Entry, Income Voucher Entry, Expenses Voucher Entry, Debit Note Entry, Credit Note Entry, Bank Reconciliation, A/R Payment Entry, A/P Payment Entry, Language, Set Default Language, Login as Other User and Exit.

Transfer Voucher Entry To Read, Add, Edit and Delete a transfer voucher.

Income Voucher Entry To handle Income Voucher related to bank.

Expenses Voucher Entry To handle Expense Voucher related to bank.

Debit Note Entry To input the information of Debit Note and send notice to customers.

Credit Note Entry To input the information of Credit Note and send notice to vendors.

Bank Reconciliation To reconcile the transactions of bank accounts.

Customer Prepayment To record customer's deposit payment without invoice.

Prepayment to vendor To record deposit payment to vendor without invoice.

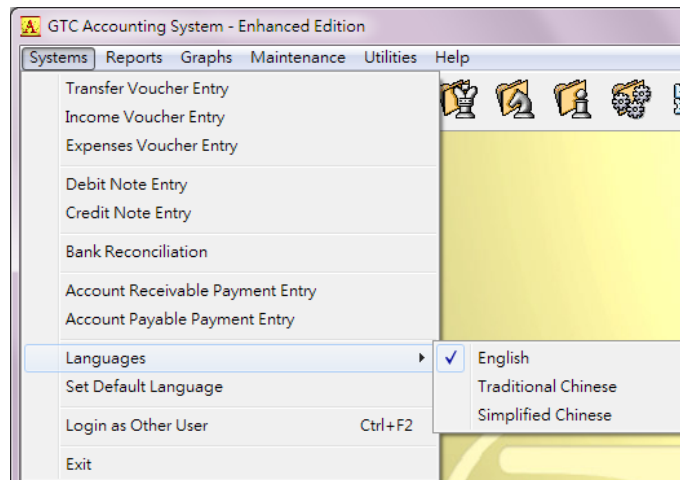


Figure 2-2 Main menu of GAS

A/R Payment Entry To record the payment of individual invoice and to settle A/R. The information is useful to prepare monthly statement to customer and for A/R analysis.

A/P Payment Entry To record the payment of vendor invoice and to settle A/P.

Main Menu of GTC Invoicing System includes:

Sales Invoice Entry, Sales Return Entry, Vendor Invoice Entry, Purchase Return Entry, Delivery Note Entry, Packing List Entry, Pickup List Entry, Stock Transfer Note Entry, Stock Adjustment Entry, A/R Payment Entry, A/P Payment Entry, Language, Set Default Language, Login as Other User and Exit.

Sales Invoice Entry To Browse, Add, Edit and Delete a sales invoice.

Sales Return Entry To handle sales return from customer.

Sales Invoice Return Entry To handle the large volume of the delivered invoices and the payment of these invoices daily.

Vendor Invoice Entry To input vendor invoices and to handle stock and A/P.

Purchase Return Entry To handle purchase return to vendor.

Delivery Note Entry To handle the delivery of goods. The content differs from sales invoice but can be copied from sales invoice and modified partly by user.

- Packing List Entry To input the information of a packing list.

- Pickup List Entry To handle the consolidation of stocks for different invoices.

- Stock Transfer Note Entry (Enhanced Edition only)
 When stock is transferred from one warehouse to another, this function can be used to modify the corresponding warehouse's stocking and print the [Stock Transfer Note].

- Stock Adjustment To adjust the quantity of individual stock. This function can be used when the actual stock quantity is different from book balance caused by material loss, stolen, etc.

- Stock Take Entry After inputting the stock take quantities of individual stock, the System will compare with Stock On Hand quantities and adjust the quantities automatically. It supports the import of the text file generated by Data Collector.

- A/R Payment Entry To record the payment of individual invoice and to settle A/R. The information is useful to prepare monthly statement to customer and for A/R analysis.

- A/P Payment Entry To record the payment of vendor invoice and to settle A/P.

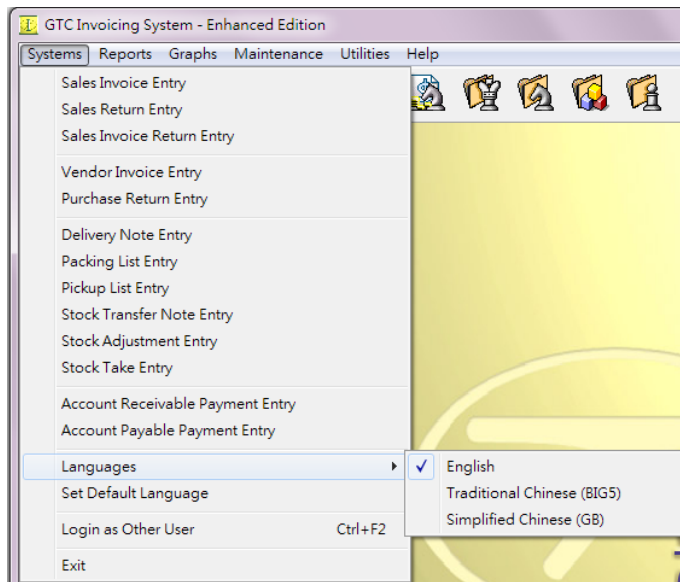


Figure 2-3 Main menu of GIS

Main Menu of GTC Quotation& Ordering System includes:

Quotation Entry, Sales Order Entry, Purchase Order Entry, Stock Transfer Note Entry and Stock Adjustment, Language, Set Default Language, Login as Other User and Exit.

Quotation Entry To Browse, Add, Edit and Delete a quotation.

Sales Order Entry To handle customer's sales order.

Purchase Order Entry To handle the purchase from vendor.

Stock Transfer Note Entry (Enhanced Edition only)
When stock is transferred from one warehouse to another, this function can be used to modify the corresponding warehouse's stocking and print the [Stock Transfer Note].

Stock Adjustment To adjust the quantity of individual stock. This function can be used when the actual stock quantity is different from book balance caused by yield, stolen, etc.

Stock Take Entry After inputting the stock take quantities of individual stock, the System will compare with Stock On Hand quantities and adjust the quantities automatically. It supports the importation of the text file generated from Data Collector.

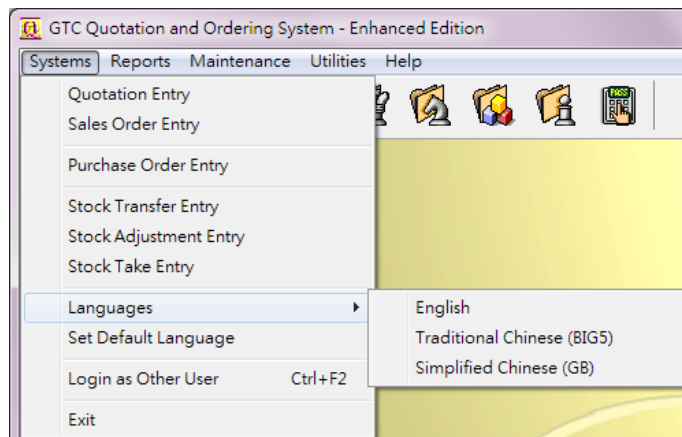


Figure 2-4 Main menu of GOS

Functions in common:

Language In Language menu, there are three choices: English, Traditional Chinese and Simplified Chinese.

This system uses Unicode – UTF8 for both user interface and database so that the system can display words properly regardless user chooses Traditional Chinese or Simplified Chinese. In addition, as long as the entered words are in Unicode, the system can display words properly regardless which language those words belong to. Thus, please ensure the MS Windows used can support Unicode.

In the Unicode System, the space occupied by one English alphabet is the same as one Chinese character. The length limit for Chinese, English or other languages is the same. For example, if the length limit is 20, user can enter 20 English alphabets at max or 20 Chinese characters at max.

- Set default Language You can use this function if designated language interface is to be used for every entry.
- Exit To shut down the Application and release RAM. Exit button on Function bar has the same function.

2.4.2 Reports menu

There are various kinds of reports. All reports are helpful to analyze your company’s operation and financial position. Please refer to the report samples below.

Reports menu of GTC Accounting System:

The categories of reports are: General Ledger Reports, Budget Analysis Report, Account Receivable Reports, Account Payable Reports, Debit Note/Credit Note Reports, Job Reports (Enhanced Edition only) and Staff Reports.

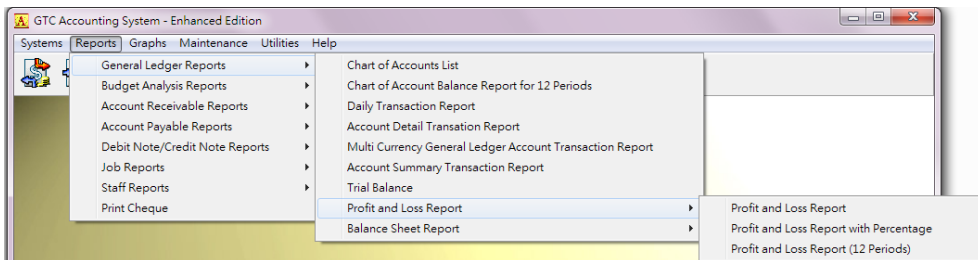


Figure 2-5 Reports menu of GAS

Reports menu of GTC Invoicing System:

The categories of reports are: Account Receivable Reports, Account Payable Reports, Stock, Sales Analysis Reports, Sales Analysis by Class Reports, Purchase Analysis

Reports, Purchase Analysis by Class Reports, District Reports, Job Reports (Enhanced Edition only), Brand Reports, Delivery Note Reports, Staff/Salesman Reports and Tax Reports.

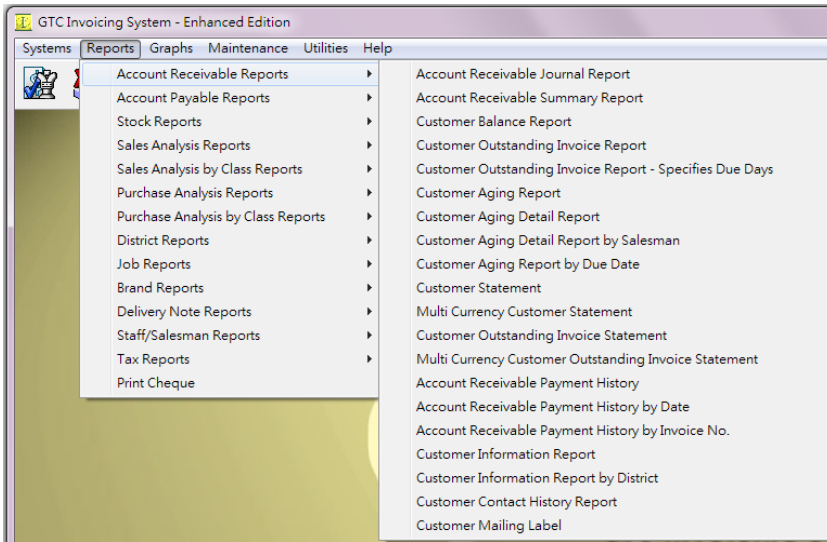


Figure 2-6 Reports menu of GIS

Reports menu of GTC Quotation and Ordering System:

The categories of reports are: Quotation Reports, Sales Order Reports, Purchase Order Reports, Customer/Vendor Reports, Stock Reports and Staff/Salesman Reports.

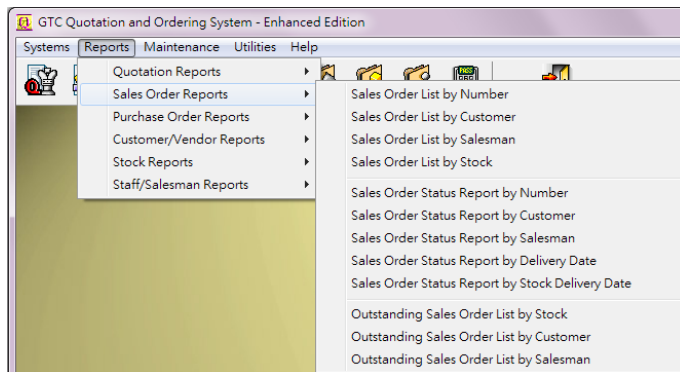


Figure 2-7 Reports menu of GOS

2.4.3 Maintenance menu

All system files are under File Maintenance menu. Before inputting any transactions, you should finish inputting these system files.

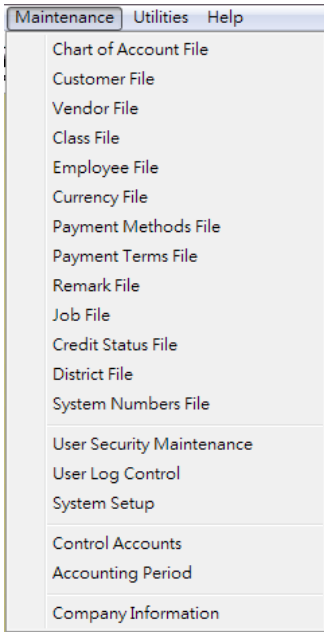


Figure 2-8 File Maintenance of GAS

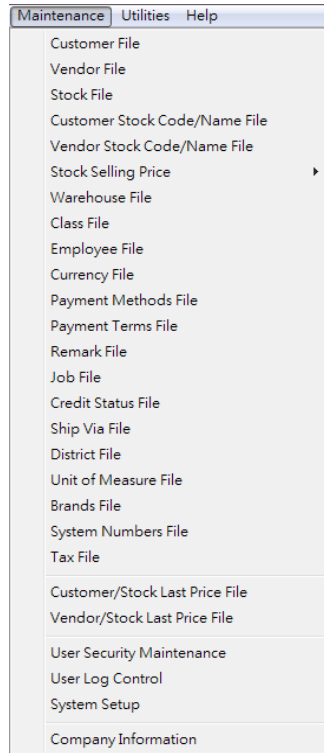


Figure 2-9 File Maintenance of GIS & GOS

2.4.4 Utilities menu

Backup Data It is to compress the data to the target directory which can be and storage device, USB storage device, hard disk, network storage, etc., as long as it is supported by your Operation System.

Restore Data This function is to restore the backup data to current directory. Please choose source drive and press OK button to restore data. This function will overwrite the current data with the backup data. Please use this function discreetly.

Adjust Closing Stock Value This function is to adjust the closing stock value for the end of month. To do it, choose the accounting period to modify, and input new stock value.

Year End	It is to bring forward the balance to next year.
Database Tools	There are following functions: <ul style="list-style-type: none"> - Empty all transaction files - Clear all data - Delete Customer Opening Balance - Delete Vendor Opening Balance - Delete Stock Opening Balance
Transaction Auditor	When the database had been damaged or there was a problem in hardware, the outstanding of customers, vendors and stocks may be incorrect. This function is to correct such errors.
Import Data	<p>Import Data from Other Company / Location This function is to consolidate the data from different companies /locations.</p> <p>Import Data from Other Format File This function is for user to import data of master files from other format files. The data of transactions files, such as sales invoices or vouchers, cannot be imported to GTC applications.</p>
Export Data	<p>Export Data to Other Company / Location This function is to minimize the data traffic between head office and branches. It can be done via email, CD, FTP or VPN, etc.</p> <p>Export Data to Other Formats User can export the data to other formats, supporting more than 10 general file formats.</p>

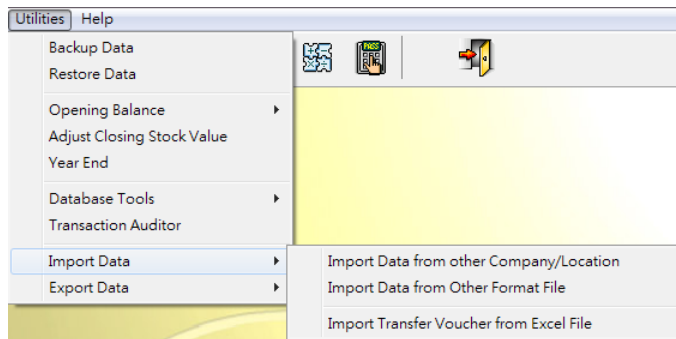


Figure 2-10 Utilities

2.4.5 Help Menu

Contents	Online Help’s main directory will be shown here. You can choose an appropriate item.
How to Use Help	The descriptions, for how to use Online Help, are provided by Operating System.
About...	To show software name, version, copyright, company name and contact method.

2.4.6 Speed Button

There is a range of buttons in main window for the user to choose the desired functions directly. By pointing the button with the mouse, the corresponding function will be displayed. Please refer to the following:



Figure 2-11 Speed Buttons of GAS

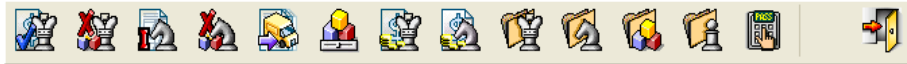


Figure 2-12 Speed Buttons of GIS

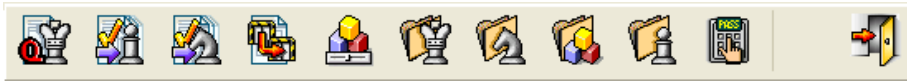


Figure 2-13 Speed Buttons of GOS

2.5 Choosing and searching records

In a bid to simplify and be precise, the Application uses put down menu for user to choose the desired data. Here are three examples: date selection, put down menu and dialog box.

2.5.1 Selecting a date

In the Application, user can press the down arrow beside the date field to call a calendar. For previous month, left arrow should be pressed. For next month, press right arrow. Finally, use the mouse to choose the desired date.

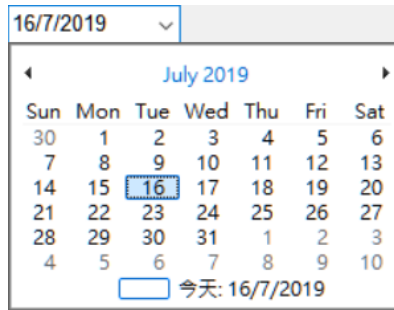


Figure 2-14 A calendar

2.5.2 Put down Menu

Put down menu is usually used for searching item by number. Press the arrow on right side and the desired data will be displayed. You can use the mouse to choose one. Of course, you can input the data in the field by using keyboard. The Application will jump to the records related to the data your input. For example, if character “2” is input, the Application will automatically jump to the records with “2” as the beginning.

Account Code	English Account Name	Chinese Account Name	Current Balance
1010	Petty Cash	零用現金	10,427.00
1020-10-10	Hong Kong Bank Current Account	匯豐銀行支票戶口	-136,238.00
1020-10-20	BOC Current Account	中國銀行支票戶口	-16,200.00
1020-20-10	Hang Seng Bank Saving Account	恆生銀行儲蓄戶口	55,108.00
1020-20-20	Hong Kong Bank Saving Account	匯豐銀行儲蓄戶口	65,000.00
1020-30	Time Deposit	定期存款	172,884.00
1030	Prepayments	預付款項	15,000.00
1050	Invoice Deposit	發票按金	0.00

Figure 2-15 Put Down Menu

2.5.3 Search records

2.5.3.1 Search Dialog Box

Search Dialog Box is used to search the records by more than one index, for example, Invoice No, Customer Code or Stock Code, etc. The advantage of this method is that the system will update and display the most relevant records with each character the user enters.

To search for a record, you should input the appropriate content in “Search Characters” field. The Application will jump to the most relevant records. Incremental searching method is used. For example, if “AB” is input, the Application will jump to the record beginning with “AB”. In other words, the more information is input, the more relevant record will be shown.

If you want to change the search index, for example, search for a record by English Account Name, press the column header - “English Account Name”. The system will search and display records incrementally.

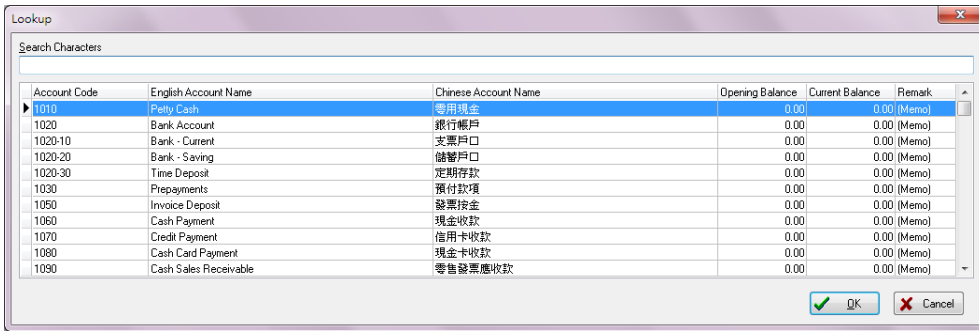


Figure 2-16 Search Dialog Box

2.5.3.2 Advance Search

Advance Search is designed for user to search the record easily and quickly by the main data fields with different criteria. Advance Search can be used for searching a record in Maintenance files and a record in transaction files.

In the Advance Search interface, user can search for single record (e.g. customer record) or one to many record (e.g. sales invoice)

Search for distinct record

This is used for searching distinct record, for instance customer record, supplier record or stock record, etc. Here are the instructions.

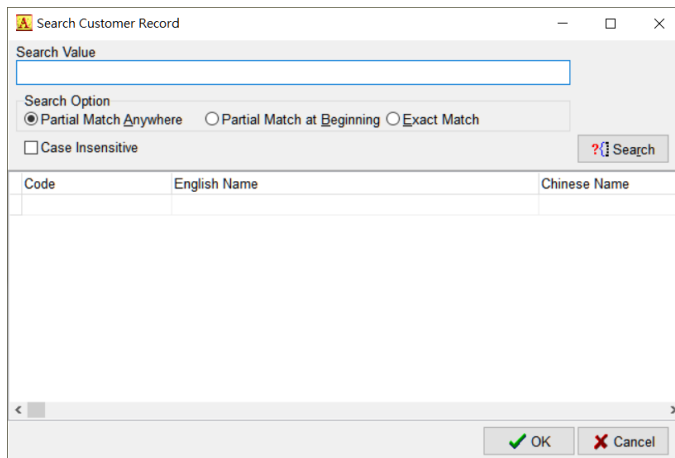


Figure 2-17 Advance Search for searching a customer

Search Value	After entering target words in the [Search Value], the system will search for and display the appropriate result in the records displayed in the screen. Please note that the system will not do searching in the date field or number field.
Search options	<p>[Partial Match Anywhere] means that it will be a match if the information entered by the user matches any part of the content within a field. For example, if [A] is entered in the customer code, every customer record with [A] in its customer code will be shown, for instance, AB0001, BA0001, ZA0001, BC0001A etc.</p> <p>[Partial Match at beginning] means that it will only be a match if the information entered by the user matches the first part of the content within a field. For example, if [A] is entered in the customer code, only customer record with [A] as the beginning of its customer code will be shown, for instance, AB0001, AC0001, AD0001, AZ0001, etc.</p> <p>[Complete match] is only used when user knows the exact content of the wanted information. For example, user can use this function when he or she knows that the customer code is [AB0001]. This function can give the most accurate result</p>
Search	Upon clicking [Search], the system will screen the existing data with the information entered and the screen options selected. Results will be displayed at the lower half of the interface.
Case insensitive	When this option is selected, the system will consider upper case and lower case as the same information. The system will remember the setting and apply the same setting for the searches in the future.
OK	Upon clicking [OK], the system will automatically go to the lower half of the interface or fill the customer code into the customer code field of the transaction, depending on which interface the user is on.
Cancel	After clicking [Cancel], the search interface will be closed. No further action will be conducted.

Search one to many record

This method can be used in entering various transactions, for instance, debit note, quotation reports, vendor invoice, etc. Using debit note as an example, with this

function, user can not only search for debit note's number, date, customer code, amount, etc., but also search for the content of the debit notes, for instance, stock code, stock name/description, quantity, and unit price etc. The following instructions will use searching for information of a debit note as an example.

Two sets of search criteria are provided in the [Search Debit Note] interface. User can select different field, define mathematical symbols and fill the searching value for the two searching criteria. The relation between the two search criteria can be [and] or [or].

Field Name Most of the fields of a debit note can be chosen according to the need of the user.

Mathematical Symbols User needs to choose a method to search for data. There are a total of 8 options: [Partial Match Anywhere], [Partial Match at beginning], [equal to =], [not equal to <>], [less than <], [less than or equal to <=], [larger than >] and [larger than or equal to >=].

[Partial Match Anywhere] and [Partial Match at beginning] can only be used for field that contain words, for instance, debit note number, customer's name, stock name/description, etc.

[equal to =], [not equal to <>], [less than <], [less than or equal to <=], [larger than >] and [larger than or equal to >=] can be used for all fields.

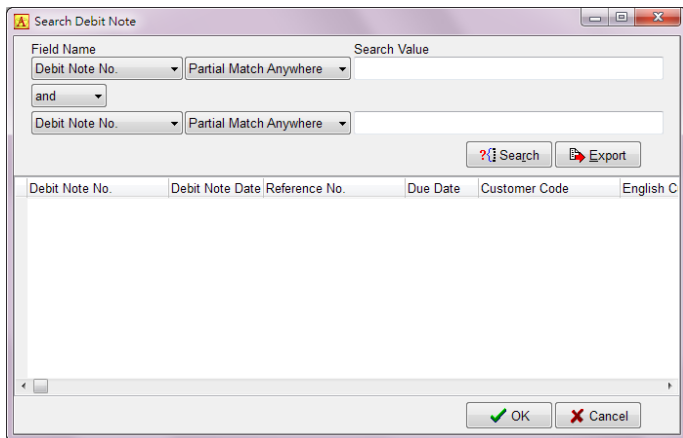


Figure 2-18 Advance Search for searching a debit note

Search value For user to enter information he wants to search

[and][or]	<p>[and] and [or] determines the relation between the two search criteria. When [and] is chosen, only debit notes that fit both search criteria will be displayed. Amount of result will be less. When [or] is chosen, debit notes that fit either of the search criteria will be displayed. Amount of result will be more.</p> <p>If the second search value is blank, the system will ignore the second search criteria and [and] and [or].</p>
Search	Upon clicking [Search], the system will search the data according to the entered search value and chosen [Search Option] and displays the result at the lower half of the interface.
Export	[Export] can be used to export the search result to text file.
OK	After clicking [OK], the system will close the search screen and jumping to the selected record in transaction interface.
Cancel	After clicking [Cancel], the search interface will be closed. No further action will be conducted.
Search Result	The system will display the result by combining the debit note header and its content. Therefore, when the content is more than one line, the search result will be shown according to the number of debit note's content and there will replication of the debit note number.

2.6 Function Keys

There are a series of function keys for user to call the desired function directly. To press the function keys on the keyboard, the corresponding function will be executed by the Application.

- F1** On any interface, press [F1] to call Online Help for current interface.
- F2** Under Browse mode, press [F2] to add a new record.
Under Insert/Edit mode, press [F2] to save record.
- F4** Under Browse mode, press [F4] to search transaction records.
- F5** On the transaction interfaces, users can press [F5] to browse or amend the stock information, such as the cost price and the detail description.

- F6** On the transaction interfaces, user can add a new record to maintenance files without exiting the transaction interface. To do this, press [F6] after selecting the appropriate fields, such as customer code, currency or salesman, etc. The interface of corresponding maintenance files will be displayed. When finished, press Exit to close this interface and the current record will be copied to this transaction.
- F7** In GTC Invoicing System, user can call Last Price File by pressing [F7] in the interfaces of Sales Invoice Entry, Sales Return Entry, Vendor Invoice Entry and Purchase Return Entry.
- F8** In Print Dialog Box, press [F8] to execute Report Designer to modify the report format.
- F10** Under Browse mode of any transactions, press [F10] to call Print Dialog Box.
- F12** Send out reports via e-mail through the preset email software.
- Insert** Press [Insert] to add a new row in front of cursor location for inputting a new record in multi lines grid interface.
- Ctrl-Del** When inputting items, press [Ctrl] + [Delete] to delete the record at cursor location.
- Ctrl-E** To change to English interface.
- Ctrl-B** To change to Traditional Chinese interface.
- Ctrl-S** To change to Simplified Chinese interface.

2.7 Send reports by e-mail

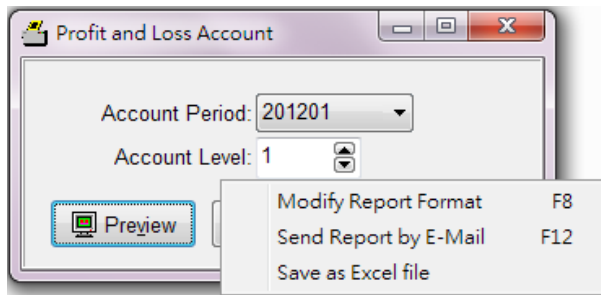


Figure 2-19 Print Dialog Box

All reports in GTC Applications can be sent out to the designated person via e-mail. To call this function, presses [F12] in Print Dialog Box or right click the mouse in Print

Dialog Box to choose [Send Report by Mail]. The reports in JPG format will be created by GTC Applications and attached in the e-mail. The speed of this process depends on the size of the reports. Progress bar will be displayed for reference.

After the reports in JPG format have been created, Figure 2-20 will be displayed. Now, you can key in recipient's address, subject, and message. And then press [Send] to send out the mail.

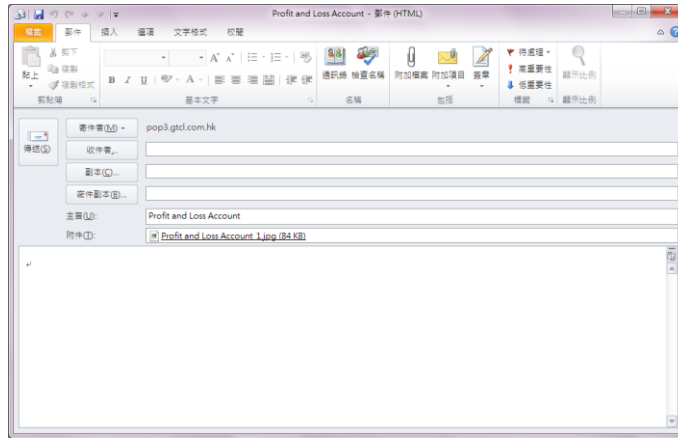


Figure 2-20 New Messages

2.8 Export reports to Excel file

There are 2 methods exporting reports to Excel file, print report as Excel file or save report as Excel file. Although both methods can generate Excel file, the result will be different.

2.8.1 Print reports to Excel file

All reports in GTC Applications can be printed out to Excel file. To understand how this method works, one can consider Excel file as a piece of paper and the reports will be printed on it. The format can be influenced by Report Designer.

Press [Print] button in Print Dialog Box to call Printer Dialog Box. Choose [Print to File], select [XLS Data File]/[XLS Report File] and the folder to save. [XLS Data File] will ignore the header, footer or border and only export the content while [XLS Report File] will export both the report format and content.

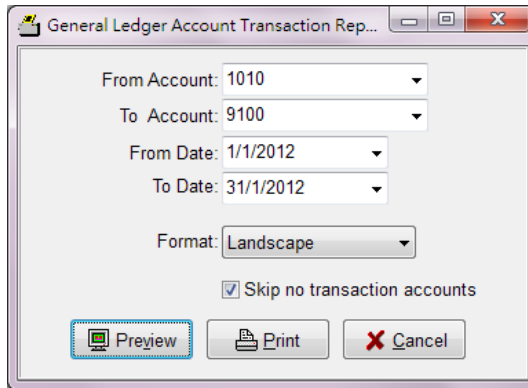


Figure 2-21 Print Dialog Box

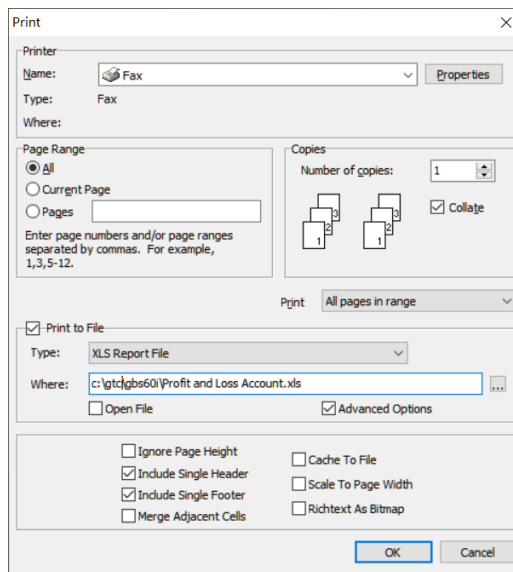


Figure 2-22 Printer Dialog Box

2.8.2 Reports Save As Excel file

Some reports in GTC Applications can be Save As Excel file. By this method, the contents of reports and formulas, together with calculation formula, are saved to Excel file. Therefore, the report header and report footer will be shown once for each report. The format can't be influenced by Report Designer.

This function has the following characteristics:

- a) Supports multi-worksheets. The limit is the same as that of Excel file.

- b) It contains formulas. Subtotal, sum, etc are in formula form instead of number. When the content is modified, they will be recalculated.
- c) Instead of repeating header and footer like a report, there will be only one title and sum.
- d) It is not affected by Report Designer.
- e) Higher speed
- f) The excel file generated is Excel 2007.
- g) This function is not available for all types of report.

Instructions: In Print Dialog Box, right click the mouse to choose [Save as Excel file] and select the appropriate folder to save the report.

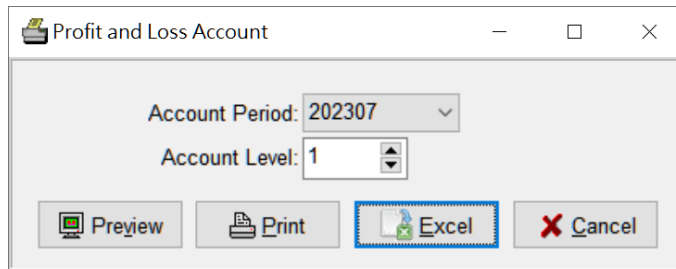


Figure 2-23 Save as Excel File

Chapter 3 General Files Management

There are many common files in the Application. In which, some files are very important. In this chapter, we will introduce some key points for these common files.

3.1 Company Information

The content of Company Information includes user's basic information: company name, address, telephone number, BR number, fax number, etc. All fields in this file are not necessary to fill in. However, company name will be shown in almost all reports. Thus, company name should be filled in.

It is easy to handle Company Information. Enter appropriate information in the fields and press OK to save.

English Company Name	Chinese Company Name
Glorious Technology Co., Ltd. (Demo)	傲林科技有限公司 (示範)
English Address	Chinese Address
Unit C, 8/F., 235 Wing Lok Street Trade C	香港上環
No. 235-237 Wing Lok Street,	永樂街235號
Sheung Wan, Hong Kong.	永樂街235商業中心8樓C室
Tel No.	Fax No.
(852) 2857 2761	(852) 2540 5563
E-Mail	Web Site
info@gtcl.com.hk	http://www.gtcl.com.hk

OK

Figure 3-1 Company Information

3.2 Currency File

Currency File divides into two parts: Local currency and Foreign currency. Local currency is the currency used by the user at his place and to be used in company's financial reports. The exchange rate is 1. You should input all information including code, Chinese description, English description, and exchange rate.

Code Currency's short name, up to 4 characters.

Chinese Description Chinese description for this currency.

English Description English description for this currency.

Exchange Rate Exchange rate for local currency is 1. The exchange rate for foreign currency is one unit foreign currency equal to how much local currency. For example, if local currency is HK Dollar. One US Dollar can change for 7.8 HK Dollars. The exchange rate for US Dollar is 7.8.

If you are first time to this file, please fill in all information and choose one currency as local currency. If the exchange rate of the chose currency is not equal to 1, the Application will automatically change the exchange rate of the chosen currency to 1 and the exchange rate of other currencies will be adjusted to the correct values.

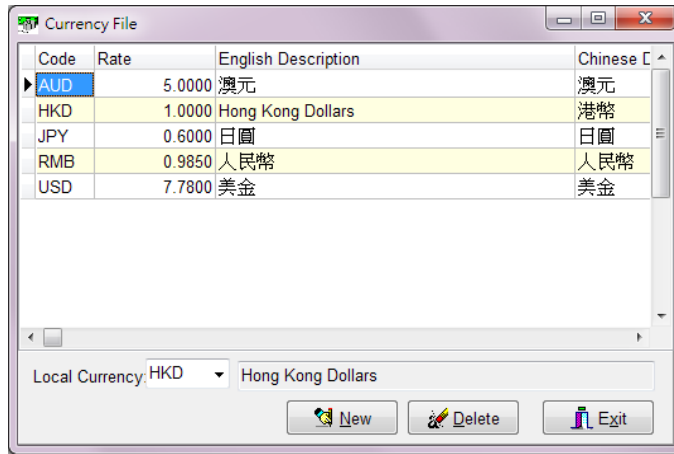


Figure 3-2 Currency File

Please note that the local currency shouldn't be changed after transactions like Transfer Voucher or Sales Invoice are entered. Or else, this may cause a problem in the exchange rate.

3.3 System Numbers File

System Numbers File records the initial number for every transaction. For example, if you want to set the next invoice number is SI12038, you only need to input SI12038 in field of Invoice Number.

All transaction numbers will be incremental automatically.

Note: Each type of transaction numbers should be differentiated. The simple method is to add a character in front of number. For example, add 'SI' in front of Sales Invoice number and add 'DN' in front of Delivery Note number, etc.

Figure 3-3 System Numbers File

3.4 Chart of Accounts File (GAS)

3.4.1 Basic Information

If default chart of accounts is chosen when a company data is first time to be executed, a series of chart of accounts built by the Application will be shown. User can Add, Edit or Delete chart of account according to needs.

Field Description:

Account Code Short name for accounts with maximum 20 characters.

English Account Name English name for the account with maximum 60 characters.

Chinese Account Name Chinese Name for the account with maximum 60 Chinese characters.

Detail Account Detail Account is to record transactions. There is no sub account under it.
The account, not Detail Account, can have sub account but cannot be used to record the transactions.

Level The level for all accounts. The 1st level is the highest level and the 4th level is the lowest level.

Upper Level Account

To assign a higher level account relative to this current account. You should assign the upper level account to all accounts unless this current account is 1st level.
The account type for this current account should be the same as upper level account.

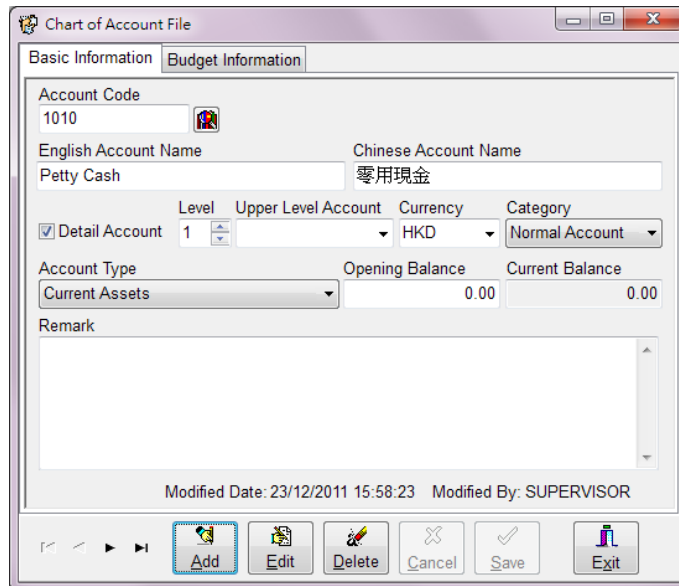


Figure 3-4 Charts of Accounts – Basic Information

- Currency The currency selected here will be filled as default currency of this account in voucher entry. It can be altered temporarily.

- Category It divides into Account Receivable Account, Account Payable Account, Bank Account and Normal Account. A/R Account and A/P Account can be chosen in Customer File or Vendor File respectively. Bank Account can be chosen in Bank Reconciliation. Normal Account can be chosen in all transactions which are out of the above three categories. Please choose according to the nature of the account.

- Account Type Classification for the accounts, which will be used to define the position of financial reports. Please be careful: if the account type is chosen wrongly, the content of the report will be wrong as well.

- Opening Balance It is the opening amount, calculated by local currency, of an account for this financial year. Positive figures represent debit balance while negative figures represent credit balance. If user want to enter opening balance for all accounts in one go, it can be done by [Chart of Account Opening Balance] in [Utilities].

- Current Balance Opening balance plus total amount for all related transactions in this financial year, all calculated by local currency.

Remark Detail description for chart of accounts.

3.4.2 Budget Information

There are three types: balance of Last Year, amount of Current Year and Budget, which are recorded separately according to the accounting period. There are several reports provided by the system to compare the difference between the three. The amount of Current Year will be filled by GTC Application automatically. Different Amount and Rate are calculated by GTC Application, compared with Budget and Current Year.

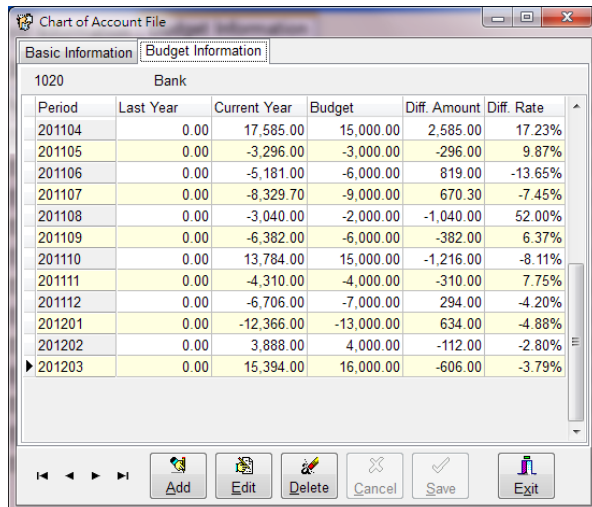
Last Year Balance of Last year. Automatically filled if executed Year End in GTC Accounting System. It is the actual amount of last financial year. It can be input or modified by user.
Note: (1) Positive figures represent debit balance. Negative figures represent credit balance. (2) The accounting period must match for both years, last year and current year.

Current Year Actual amount of current financial year. It will be filled by GTC Application automatically. User cannot edit or modify.

Budget Budget amount of current financial year, input by user.

Diff. Amount Different Amount is the difference between Budget and Current Year in amount, calculated by GTC Application.

Diff. Rate Different Rate is the difference between Budget and Current Year in percentage, calculated by GTC Application. If the amount of Current Year is equal to the budget, the different rate will be 0%.



Period	Last Year	Current Year	Budget	Diff. Amount	Diff. Rate
1020 Bank					
201104	0.00	17,585.00	15,000.00	2,585.00	17.23%
201105	0.00	-3,296.00	-3,000.00	-296.00	9.87%
201106	0.00	-5,181.00	-6,000.00	819.00	-13.65%
201107	0.00	-8,329.70	-9,000.00	670.30	-7.45%
201108	0.00	-3,040.00	-2,000.00	-1,040.00	52.00%
201109	0.00	-6,382.00	-6,000.00	-382.00	6.37%
201110	0.00	13,784.00	15,000.00	-1,216.00	-8.11%
201111	0.00	-4,310.00	-4,000.00	-310.00	7.75%
201112	0.00	-6,706.00	-7,000.00	294.00	-4.20%
201201	0.00	-12,366.00	-13,000.00	634.00	-4.88%
201202	0.00	3,888.00	4,000.00	-112.00	-2.80%
201203	0.00	15,394.00	16,000.00	-606.00	-3.79%

Figure 3-4 Charts of Accounts – Budget Information

3.5 Accounting Period (GAS)

Accounting Period is the time range for one financial year. It can be any number greater than one. The default range is 12 months. Please refer to the following figure.

Figure 3-5 Accounting Period set up

When a new company data is created, you should key in Start Date for the financial year. End Date is Start Date plus Accounting Period and will be calculated by the Application. Year End executed before End Date is allowed.

After all records or transactions have been deleted by Utility Tools, new Accounting Period will be requested to set up.

Period	Start Date	End Date	Active
202304	01/04/2023	30/04/2023	<input checked="" type="checkbox"/>
202305	01/05/2023	31/05/2023	<input checked="" type="checkbox"/>
202306	01/06/2023	30/06/2023	<input checked="" type="checkbox"/>
202307	01/07/2023	31/07/2023	<input checked="" type="checkbox"/>
202308	01/08/2023	31/08/2023	<input checked="" type="checkbox"/>
202309	01/09/2023	30/09/2023	<input checked="" type="checkbox"/>
202310	01/10/2023	31/10/2023	<input checked="" type="checkbox"/>
202311	01/11/2023	30/11/2023	<input checked="" type="checkbox"/>
202312	01/12/2023	31/12/2023	<input checked="" type="checkbox"/>
202401	01/01/2024	31/01/2024	<input checked="" type="checkbox"/>
202402	01/02/2024	29/02/2024	<input checked="" type="checkbox"/>
202403	01/03/2024	31/03/2024	<input checked="" type="checkbox"/>

Figure 3-6 Accounting Periods

User can control to Add, Edit or Delete any transactions in a specific Accounting Period by marking ‘✓’ in Active field shown in Figure 3-6. If no ‘✓’ in Active field, any transactions in this Accounting Period cannot be Add, Edit or Delete.

Users can change the duration of the accounting period. However, all transactions need to be within the new accounting period.

3.6 Control Accounts (GAS)

To use with GTC Invoicing System and generate financial reports, data linkage between accounts is important. When Chart of Accounts has been set up, user should classify the accounts into A/R, A/P, or Retained Earning, etc, through Control Accounts. The Chart of Accounts List can be different, but data linkage between accounts is same.

If default Chart of Accounts is to be used, there is no need to change the settings of Control Accounts.

3.6.1 Sales Related Accounts

Product Sales	Sales account for the stock item classified as Product type in Stock File. The sales of this stock item in Sales Invoice Entry will be credited to this account.
Service Income	Sales account for the stock item classified as Service type in Stock File. The sales of this stock item in Sales Invoice Entry will be credited to this account.
WIP Sales	Sales account for the stock item classified as WIP type in Stock File. The sales of this stock item in Sales Invoice Entry will be credited to this account.
Material Sales	Sales account for the stock item classified as Raw Material type in Stock File. The sales of this stock item in Sales Invoice Entry will be credited to this account.
Other Stock Sales	Sales account for the stock item classified as Other type in Stock File. The sales of this stock item in Sales Invoice Entry will be credited to this account.
Remark Sales	Sales account for non-stock item sales. If an item without stock code in Sales Invoice Entry, the sales for this item will be classified as Remark Sales and be credited to this account.
Freight Charges	Freight Charges input in a sales invoice will be credited into this account.
Other Charges	Other Charges input in a sales invoice will be credited into this account.
Sales Deposit	Deposits of a sales invoice will be debited to this account.
Sales Discount	Total discount 1 & 2 of a sales invoice will be debited to this account.

Sales Tax

Sales tax of a sales invoice will be recorded to this account.

Sales Related Account		Purchase Related Account		Stock Related Account		Other Related Account	
Product Sales	4000-10			Sales Deposit	1050		
Service Income	4000-20			Sales Discount	4006		
WIP Sales	4000-30			Sales Tax	2600		
Material Sales	4000-40			Default Sales Return	4005		
Other Stock Sales	4000-50			Account Receivable	1500		
Remark Sales	4200			A/R Payment	1050		
Freight Charges	4220			Customer Prepayment	2100		
Other Charges	4200						

Modified Date: 17/07/2019 10:51:46 / Modified By: SUPERVISOR

Figure 3-7 Control Accounts (Sales Related Account)

Default Sales Return

Default account for Sales Return.

Account Receivable

All transactions related to customers will be recorded to here.

A/R Payment

In A/R Payment Entry, user can settle the customer payment by different payment methods. Thus, Account Code in Payment Method File should be selected appropriately. If the account code not selected in Payment Method File, this account will be used.

Customer Prepayment

[Customer Prepayment Entry] will credit this account.

3.6.2 Purchase Related Accounts

Product Purchase

Purchase account for the stock item classified as Product type in Stock File. The purchase of this stock item in Vendor Invoice Entry will be debited to this account.

Service Purchase

Purchase account for the stock item classified as Service type in Stock File. The purchase of this stock item in Vendor Invoice Entry will be debited to this account.

WIP Purchase

Purchase account for the stock item classified as WIP type in Stock File. The purchase of this stock item in Vendor Invoice Entry will be debited to this account.

Material Purchase

Purchase account for the stock item classified as Raw Material type in Stock File. The purchase of this stock item in Vendor Invoice Entry will be debited to this account.

- Other Stock Purchase Purchase account for the stock item classified as Other type in Stock File. The purchase of this stock item in Vendor Invoice Entry will be debited to this account.

- Remark Purchase Default purchase account for non-stock item purchase. If an item without stock code in Vendor Invoice Entry, the purchase for this item will be classified as Remark Purchase and be debited to this account.

- Freight Cost Freight Cost input in a vendor invoice will be debited into this account.

- Other Cost Other Charges input in a vendor invoice will be debited into this account.

- Purchase Deposit Deposits of a vendor invoice will be credited to this account.

- Purchase Discount Total discount 1 & 2 of a vendor invoice will be credited to this account.

- Purchase Tax Purchase tax of a vendor invoice will be recorded to this account.

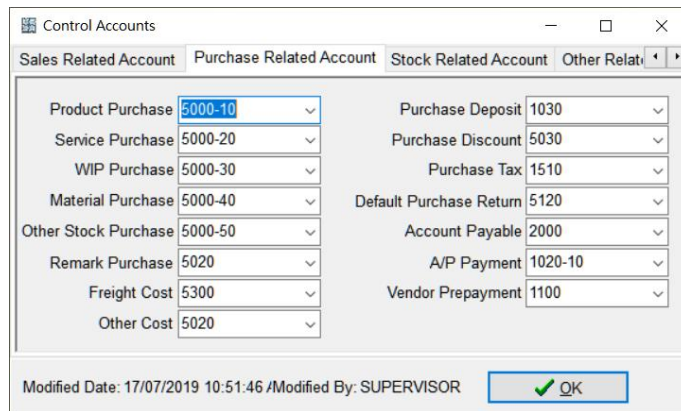


Figure 3-8 Control Accounts (Purchase Related Account)

- Default Purchase Return Default account for Purchase Return.

- Account Payable If the field of A/P Account in Vendor's File is blank, all A/P related to the vendors will be recorded to this account. Otherwise, A/P related to the relevant vendor will be credited to the A/P Account filled in Vendor's File.

A/P Payment In A/P Payment Entry, user can settle the vendor payment by different payment method. Thus, Account Code in Payment Method File should be selected appropriately. If the account code not selected in Payment Method File, this account will be used.

Vendor Prepayment [Prepayment to Vendor Entry] will debit this account.

3.6.3 Stock Related Accounts

Opening Stock This account is to record total value of Opening Stock for this financial year.

Closing Stock This account is to record total value of Closing Stock for each month end. To input the value, please choose Adjust Closing Stock Value under Utilities menu.

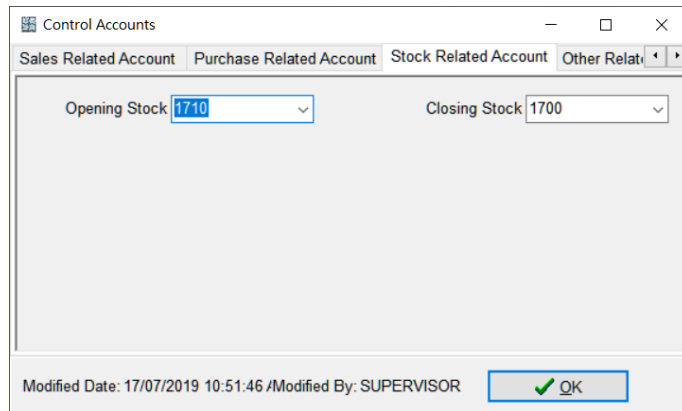


Figure 3-9 Control Accounts (Stock Related Account)

3.6.4 Other Related Accounts

Retained Earnings This account is to record Retained Earnings for past years. After Year End is executed, Retained Profit/Loss for this financial year will be brought forward to this account.

Exchange Income This account is to record the gain from exchanging foreign currency to local currency.

Exchange Expenditure This account is to record the loss from exchanging foreign currency to local currency.

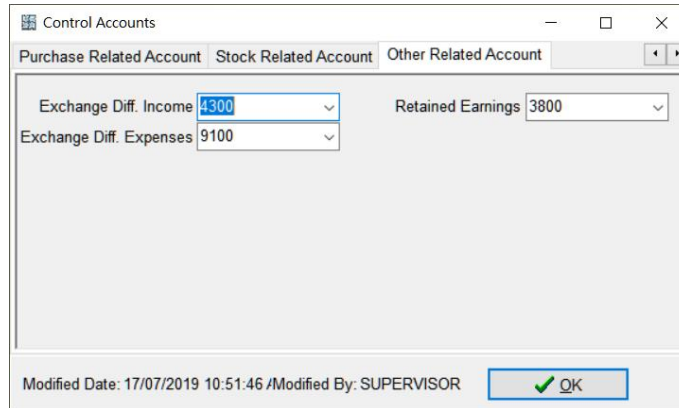


Figure 3-10 Control Accounts (Other Related Account)

3.7 Tax File (GIS, GOS & GRS)

The Application supports different taxation for various countries. The following figure is a sample of Value Added Tax of China.

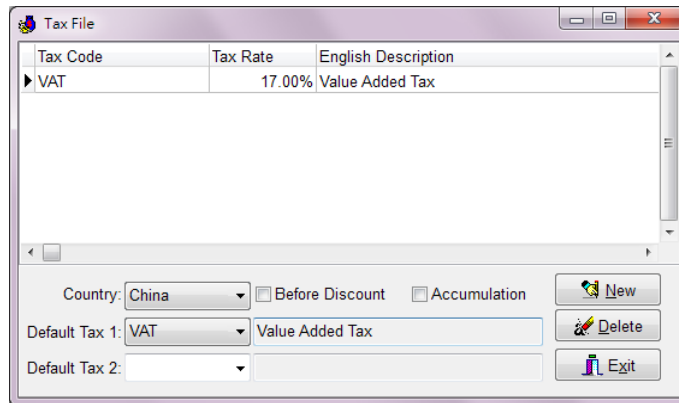


Figure 3-11 Tax File

Tax Code	Short name given by users.
Tax Rate	Tax Rate is defaulted as percentage. Only digit needs to be filled. The percentage symbol will appear automatically.
English Description	Detail description in English for a tax.
Chinese Description	Detail description in Chinese for a tax.

- Country Select an appropriate country for the taxation used. For example, choose “China” if China VAT is used. User can choose ‘other country’ and set the tax by themselves.

- Before Discount If the taxation is calculated based on invoice amount before discount, for example, the tax of Canada, please mark ‘✓’ in this field.

- Accumulation If there are more than one type of taxes on one invoice and the later one is calculated based on invoice amount plus precious tax, please mark ‘✓’ in this field.

- Default Tax 1 & 2 Default Tax 1 is for the Sales Tax 1 of sales transactions. Default Tax 2 is for the Sales Tax 2 of sales transactions.

 Generally speaking, Default Tax 1 is regional tax and Default Tax 2 is country tax. For example, in U.S.A, Default Tax 1 is state tax and Default Tax 2 is federal tax. Default Tax 1 and 2 should be blank if there is no sales tax.

3.8 Payment Terms File

- Code Short name for payment terms.

- Chinese Description Detail description of a payment term in Chinese.

- English Description Detail description of a payment term in English.

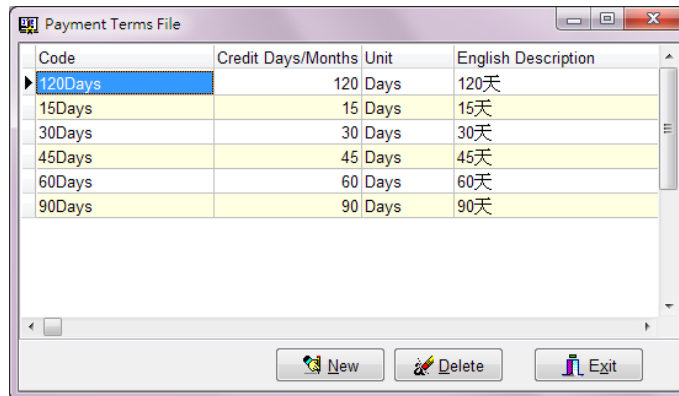


Figure 3-12 Payment Terms File

Credit Days/Months	It is to record the number of credit days. When an invoice is issued, the payment date will be automatically calculated by the Application based on these credit days and the Closing Date set in Customer File and Vendor File.
Unit	User can decide to use days or months for the Credit terms here.

3.9 Payment Methods File

Code	Short name for payment method.
Chinese Description	Detail description of a payment method in Chinese.
English Description	Detail description of a payment method in English.
Account Code	If there are deposits in a sales invoice, the account code selected here will be used. Otherwise, A/R Payment account selected in Control Accounts will be used.

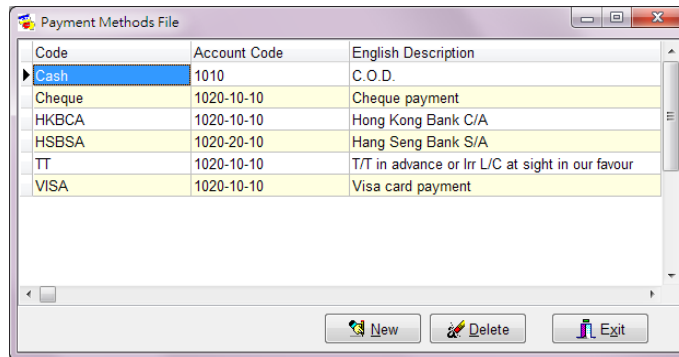


Figure 3-13 Payment Methods File

3.10 Class File

Code	Short name for a class.
Chinese Description	Detail description in Chinese for a class.
English Description	Detail description in English for a class.
Type	To differentiate the class for different maintenance files. The class will only appear in the relative documents.

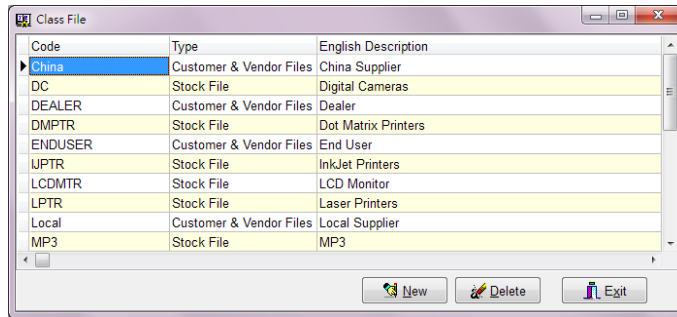


Figure 3-14 Class File

3.11 Customer File (GAS, GIS & GOS)

This file is to keep basic information for all customers. User can input the information by themselves, export from a file or copy from other customers. To copy an existing customer’s record, please add a new customer profile first. Then, key in the new customer code and press the button beside the field of Customer Code to choose a desired customer to copy.

3.11.1 Information Input

The interface for Customers File divides into: contact information, selling information, contact history, transaction and remark.

Contact Information:

Customer Code The length limitation for this field is up to 20 digits and/or characters. When new customer is added, its customer code will be filled with the value of the newest code plus one.

In order to manage the customers file effectively, it is recommended to add appropriate alphabets in the beginning of the customer code for simple classification. For example, if the abbreviation of the company’s name is CA, the customer code can be CA0001, CA0002 and so on.

The button beside this field is for searching. Under Browse mode, press this button to call for dialog box for searching.

The screenshot shows a 'Customer File' window with the following data:

Field	Value
Customer Code	CM001
Currency	HKD
Active	<input checked="" type="checkbox"/>
Vendor	<input type="checkbox"/>
Dealer	<input checked="" type="checkbox"/>
English Company Name	Ching Mee Metal Works
Chinese Company Name	精美金屬品廠
English Bill Address	Room 8, 10/F., Hung To Industrial Building
Chinese Bill Address	香港觀塘
Address Line 2	80 Hung To Road, Kwun Tong.
Address Line 3	宏圖工業廈10樓8室
City	Kowloon, Hong Kong.
Country	
Post Code	
Class	ENDUSER
Contact Person	Mr. Chak Wai Lam
Direct Line	23414583
Tel No.	23414583
Fax No.	23431731
A/C Contact Person	
Direct Line	
Tel No.	
Fax No.	
Sales Contact Person	
Direct Line	
Tel No.	
Fax No.	
E-Mail	
Web Site	

Figure 3-15 Customer's Contact information

- Currency** The currency used by this customer. This currency will be automatically filled in all transactions and can be altered.
- Active** Please cancel '✓' in this field if the customer had been terminated. After this, no further invoices can be issued to this customer. However, this customer cannot be deleted before Year End since this customer may have linkage with other transactions, e.g. invoices.
- Vendor** Please mark '✓' if this customer is also a supplier.
- Dealer** Please mark '✓' if this customer is also a dealer.
- English Company Name** It is customer's company name in English with maximum 60 characters.
- English Bill Address** Three lines with maximum 60 characters each are available.
- Chinese Company Name** It is customer's company name in Chinese with maximum 60 characters.
- Chinese Bill Address** Three lines with maximum 60 characters each are available.
- City/State/Country/Post Code** User can key in relevant information in these fields.

Class It is to record the classification of customers.

Main Contact

Contact Person The name of main contact person of this company.
Direct Line Telephone number for the main contact person.
Tel No Telephone number of the company.
Fax No Fax number of the company.

A/C Contact

Contact Person The name of contact person of accounting department.
Direct Line Tel. No. for the contact person of accounting department.
Tel No Tel. No. of accounting department.
Fax No Fax number of accounting department.

Sales Contact

Contact Person The name of contact person of sales department.
Direct Line Tel. No. for the contact person of sales department.
Tel No Tel. No. of sales department.
Fax No Fax number of sales department

E-mail E-mail address for company or main contact person. For example, our company's customer support E-mail address is: support@gtcl.com.hk. When the button beside is pressed, the application will use MS Windows's default e-mail software to create a new e-mail and fill the e-mail address of the receiver.

Web Site It is to record customer's company web site. Our company's web site is <http://www.gtcl.com.hk>. When the button beside is pressed, the application will use MS Windows's default internet browser to browse the website.

Selling Information

Payment Term To record the payment terms of a customer. The due date will be automatically calculated when an invoice issued. Of course, the due date can be altered when an invoice is issued.

Payment Method The payment method that is used by the customer. It will automatically be filled in when an invoice is issued and can be altered.

Stock Price Group

It is for user to select the price group applied to this customer. The system will choose the product's selling price from the correspond [Stock Price List] according to this setting. Leaving this setting as blank means that [Stock Price List] will not be used.

Credit Status To classify the credit status of a customer.

- A/R Account** User can set different A/R accounts to different customers. Only the account with A/R category in Chart of Accounts will be displayed here.
- Salesman** This is the staff responsible for this customer and will be filled in the field: 'Sold By' of the invoice by the Application automatically.

Figure 3-16 Customer's selling information

- Ship To** Default address for delivery. It can be same as this customer or different.
User should enter the delivery address in the Customer File and then select it in this 'Ship To' field. This design allows every customer to have multiple delivery addresses and allow user to issue invoice directly to the delivery address.
- Ship Via** Default delivery method for a customer.
- District** The location of a customer. This can also be used for analyzing regional sales.
- Referee** The referee of a customer.
- Industry** The industry of a customer.
- Bank A/C No** Customer's main bank account number.

- Dealer Code** The Code for dealers. User can select desired dealer code by pressing the button with triangle.
- Commission Rate**
Commission rate for the dealer.
- Closing Date** The date for calculating the payment date. It divides into three types: invoice date, 15th of each month, and the last day of each month. The date is the payment date for each invoice, calculated with payment terms. For example, if the payment term is 15 days credit, the payment date will be invoice date plus 15 days if invoice date is chosen, or the next 15th plus 15 days if 15th date of each month, or the end of the month plus 15 days if the last day of each month.
- Sales Discount** This figure will be automatically filled in the field of Total Discount 1 in a sales invoice. The discount of the invoice will be calculated using this sales discount.
- Credit Limit** It is the maximum credit limit for a customer. When A/R of a customer is greater than the credit limit, the Application will reject to issue an invoice to this customer or give warning signal according to different authorize level.
- Opening Balance** The opening balance for this financial year is automatically brought from previous financial year by GTC applications. If you are using GTC applications for the first time, please refer to below: [Opening Balance Setup].
- Current Balance** Total amounts due of this customer including opening balance.
- Tax ID No** Customer's Tax ID No.
- Taxable** This is for distinguishing whether this customer needs to pay the sales tax. If sales tax needs to be paid, please mark '✓' in this field.

Contact History

This page is to record all contact information related to a customer. It is default for the system to show 15 months' contact information (one year before the current day and 90 days after the current day). The date range can be set by the user. The number of contact details will change accordingly.

To view or edit the information, please use mouse to double click the field of content.

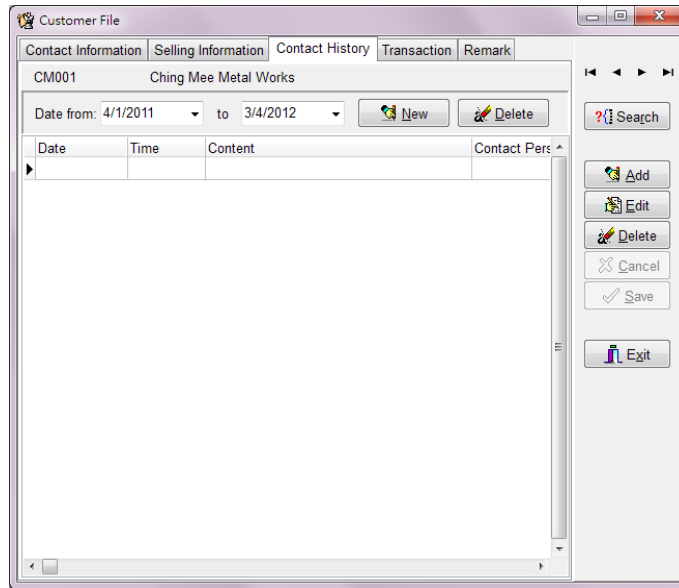


Figure 3-17 Customers' Contact History

Transaction

All invoices with outstanding balance related to this customer will be displayed for browsing purpose.

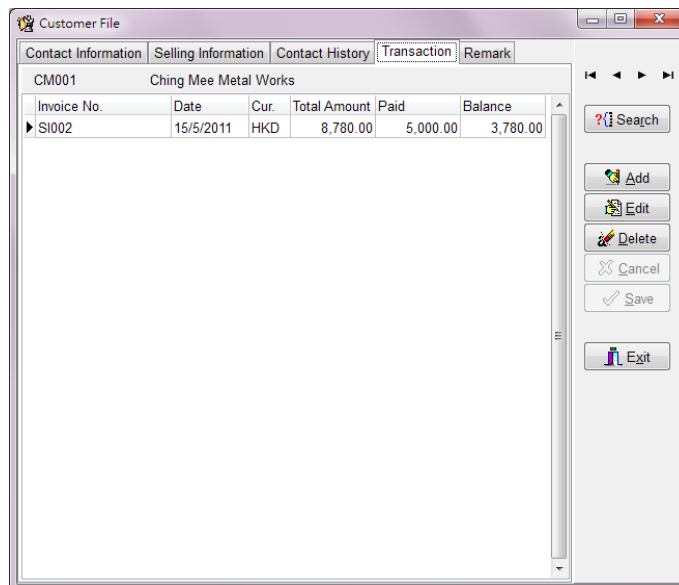


Figure 3-18 Customers' outstanding invoices

Remark

Remark It is for user to input the supplementary information for a customer.

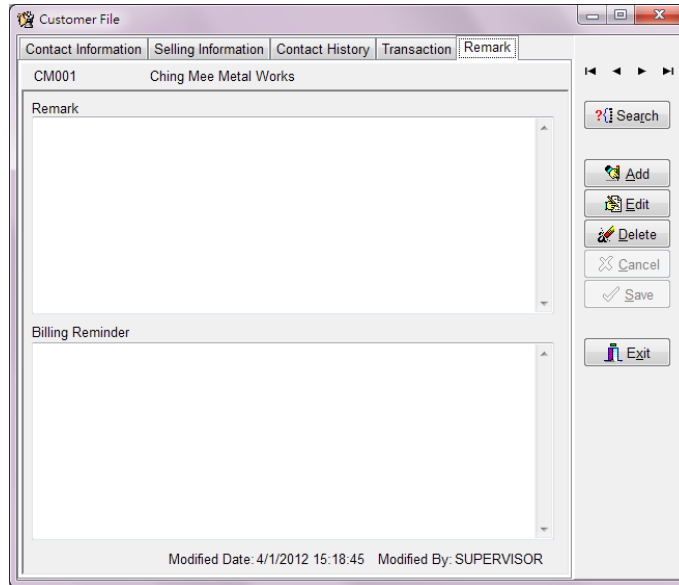


Figure 3-19 Customers' Remark page

Billing Reminder The information entered here will be automatically filled in the remark field of a sales invoice.

Create Date This field will be automatically filled in as current date. To alter, user can input directly or use the mouse to double click the button with downward arrow in this field to call a calendar for choosing the desired date.

Modified Date The Application will automatically update the latest modified time and date of this record.

Modified By The Application will automatically update the username that does the latest modification of the record.

3.11.2 Opening Balance Setup

The opening balance is not just a number. It should include the content of an invoice: invoice number, invoice date, invoice amount and paid amount. This is to ensure there is corresponding invoice record when the customer pays. The user should input all unpaid invoices or to save the time, user can group all unpaid invoices into one. For

example, if there are ten unpaid invoices totally amounted \$10,000. It can be represented by one invoice: BSI07001 amounted \$10,000. Under Insert or Edit mode, press [Insert] button of the keyboard or double click this field by mouse to call the screen of Figure 3-20. If opening invoice of multiple customers need to be dealt with, user can do this through [Customer Opening Balance] of [Utilities].

Invoice Type It divides into Sales Invoice and Vendor Invoice. Please choose according to your need.

Invoice Number It can contain up to 20 digits or characters. No repetition of invoice number is allowed.

Invoice Date Invoice date is the date to issue an invoice.

Due Date It is the payment date for an invoice. It will influence the result of aging analysis.

Currency The currency used in the invoice.

Rate It is the exchange rate between the selected currency and local currency. To change it, user only need to input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Salesman The salesman that is responsible for this invoice. User can select the desired one by pressing the downward arrow.

Salesman Comm. Rate
Commission rate for dealers.

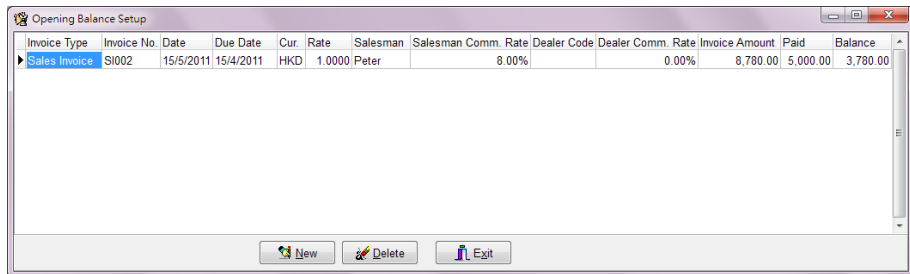


Figure 3-20 Customers' Opening Balance Setup

Dealer Code The Code for dealers. User can select the desired one by pressing the downward arrow.

Dealer Comm. Rate
Commission rate for dealers.

Invoice Amount	Total invoice amount excluding the discount amount.
Paid	The amount that has been paid.
Balance	Total invoice amount minus paid amount. It is automatically calculated the Application.

3.12 Vendor File

This file is to keep basic information for all vendors. User can input the information directly or import from external file or copy from other vendors. To copy an existing vendor's record, please add a new vendor profile first. Then, key in the new vendor code and press the button beside the field of Vendor Code to choose a desired vendor to copy.

3.12.1 Information input

Vendor File's interface divides into three parts: contact information, purchase information, contact history, transaction and remark.

Contact Information

Vendor Code This field is up to 20 digits and/or characters. When new customer is added, its customer code will be filled with the value of the newest code plus one.

In order to manage the vendor file effectively, it is recommended to add appropriate alphabets in the beginning of the vendor code for simple classification. For example, if the abbreviation of the company's name is CA, the vendor code can be CA0001, CA0002 and so on.

The button beside this field is for searching. Under Browse mode, press this button to call for dialog box for searching.

Currency The currency used by this vendor. This currency will be automatically filled in all transactions and can be altered.

Active Please cancel '✓' in this field if the vendor had been terminated. After this, no further invoices can be issued to this vendor. However, this customer cannot be deleted before Year End since this customer may have linkage with other transactions, e.g. invoices.

Customer Please mark '✓' if this vendor is also your customer.

Dealer Please mark '✓' if this vendor is also a dealer.

The screenshot shows a 'Vendor File' dialog box with the following data:

Field	Value
Vendor Code	CM0011
Currency	HKD
Active	<input checked="" type="checkbox"/>
Client	<input type="checkbox"/>
Dealer	<input type="checkbox"/>
English Company Name	Carmen (Hong Kong) Co., Ltd.
Chinese Company Name	嘉文(香港)有限公司
English Address	Unit 15, G/F., Mirror Tower, 61 Mody Road, Tsimshatsui East,
Chinese Address	香港九龍尖沙咀東部 麼地道六十一號
City	Kowloon, Hong Kong
State	
Country	
Post Code	
Contact Person	Miss Chan
Direct Line	2170 2822
Tel No.	2170 2822
Fax No.	2170 2824
A/C Contact Person	
Direct Line	
Tel No.	
Fax No.	
E-Mail	
Web Site	www.canon.com.hk

Figure 3-21 Vendors' Contact information

- English Company Name** It is vendor's company name in English with maximum 60 characters.
- English Bill Address** Three lines with maximum 60 characters each are available.
- Chinese Company Name** It is vendor's company name in Chinese with maximum 60 characters.
- Chinese Bill Address** Three lines with maximum 60 characters each are available.
- City/State/Country/Post Code**
User can key in relevant information in these fields.
- Class** It is to record the classification of vendors.
- Main Contact**
- | | |
|----------------|--|
| Contact Person | The name of main contact person of this company. |
| Direct Line | Telephone number for the main contact person. |
| Tel No | Telephone number of the company. |
| Fax No | Fax number of the company. |
- A/C Contact**
- | | |
|----------------|---|
| Contact Person | The name of contact person of accounting department. |
| Direct Line | Tel. No. for the contact person of accounting department. |
| Tel No | Tel. No. of accounting department. |
| Fax No | Fax number of accounting department. |

E-mail E-mail address for company or main contact person. For example, our company’s customer support E-mail address is: support@gtcl.com.hk. When the button beside is pressed, the application will use MS Windows’s default e-mail software to create a new e-mail and fill the e-mail address of the receiver.

Web Site It is to record customer’s company web site. Our company’s web site is <http://www.gtcl.com.hk>. When the button beside is pressed, the application will use MS Windows’s default internet browser to browse the website.

Purchase Information

Payment Term Payment term offered by the vendor. It will be automatically filled in when a vendor invoice is issued. This payment term can be modified.

Payment Method The payment method commonly used by the vendor. It will automatically be filled in when an invoice issued and can be altered.

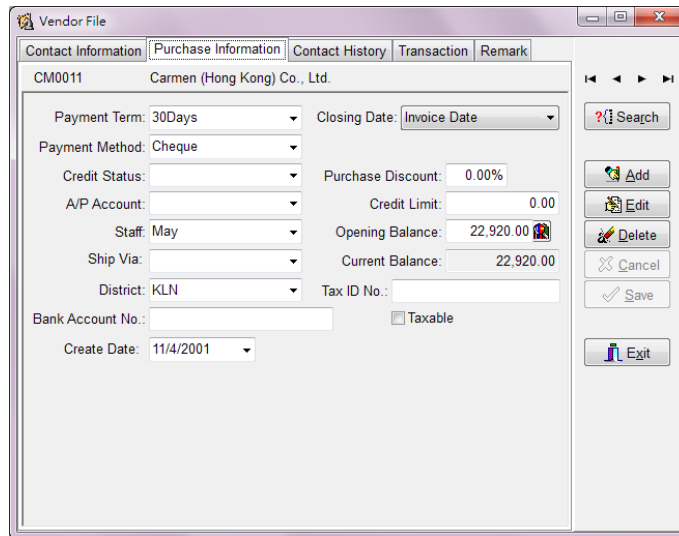


Figure 3-22 Vendors’ purchase information

Credit Status To record the credit status of a vendor.

A/P Account User can set different A/P accounts to different vendors. Only the account with A/P category in Chart of Accounts will be displayed here.

Staff	The staff responsible for this vendor and will be filled in the field: 'Prepared By' of the invoice by the Application automatically.
Ship Via	Default delivery method for a vendor.
District	The area of the vendor which can be used for analyzing purchase amount by district.
Bank A/C No	Vendor's main bank account number.
Closing Date	The date for calculating the payment date. It divides into three types: invoice date, 15 th of each month, and the last day of each month. The date is the payment date for each invoice, calculated with payment terms. For example, if the payment term is 15 days credit, the payment date will be invoice date plus 15 days if invoice date is chosen, or the next 15 th plus 15 days if 15 th date of each month, or the end of the month plus 15 days if the last day of each month.
Purchase Discount	This figure will be automatically filled in the field of Total Discount 1 in a vendor invoice.
Credit Limit	It is the maximum credit limit from a vendor. When A/P is greater than credit limit, the Application will reject to issue an invoice to this vendor or to give warning signal according to different authorize level.
Opening Balance	The opening balance for this financial year is automatically brought from previous financial year by GTC applications. If you are using GTC applications for the first time, please refer to below: [Opening Balance Setup].
Current Balance	Total amounts due to this vendor including opening balance.
Tax ID No	Vendor's Tax ID No.
Taxable	This is for distinguishing whether this vendor collects sales tax. If sales tax is collected by the vendor, please mark '✓' in this field.

Contact History

This page is to record all contact information related to a vendor. It is default for the system to show 15 months' contact information (one year before the current day and 90 days after the current day). The date range can be set by the user. The number of contact details will change accordingly.

To view or edit the information, please use mouse to double click the field of content.

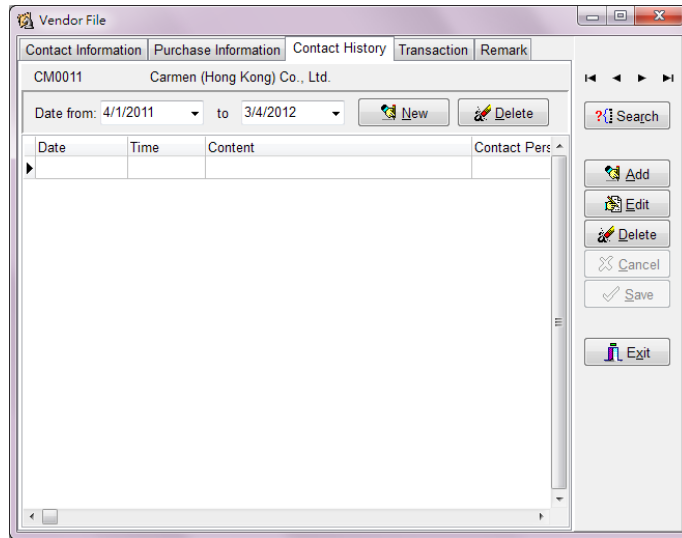


Figure 3-23 Vendors' Contact History

Transaction

All invoices with outstanding balance related to this vendor will be displayed for browsing purpose.

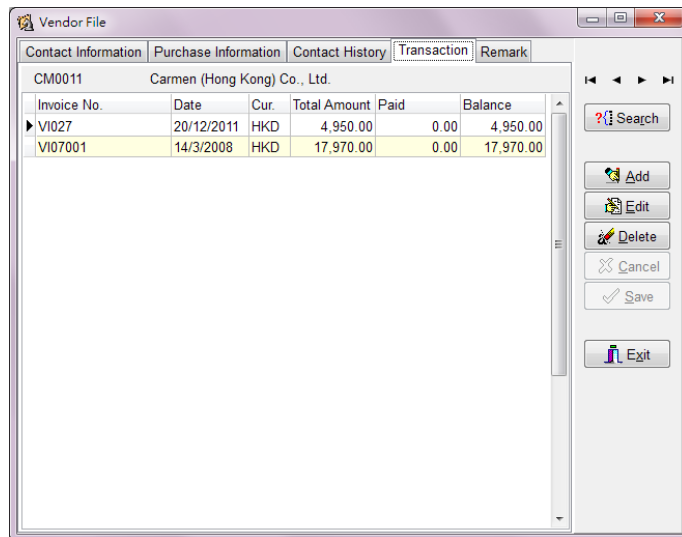


Figure 3-24 Vendors' outstanding invoices

Remark

Remark It is for user to input the supplementary information for a vendor.

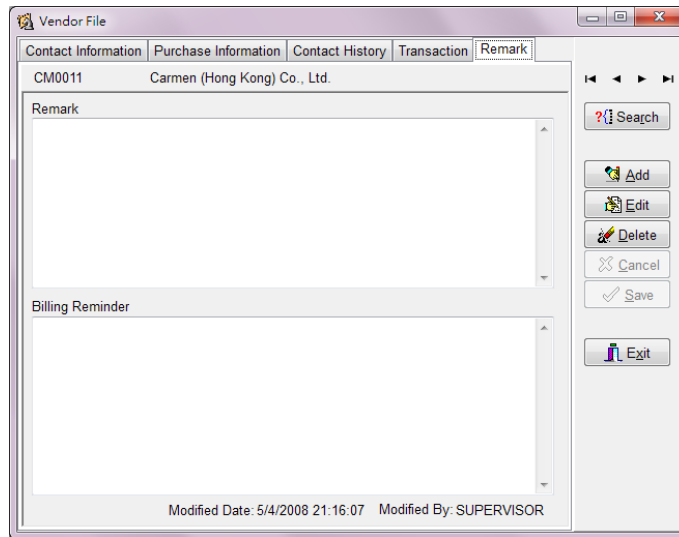


Figure 3-25 Vendors' Remark page

Billing Reminder The information will be automatically filled in the remark field of a vendor invoice.

Create Date This field will be automatically filled in as current date. To alter, just by input directly or use the mouse to double click the button with downward arrow in this field to call a calendar for choosing the desired date.

Modified Date The Application will automatically update the latest modified time and date of this record.

Modified By The Application will automatically update the username that does the latest modification of the record.

3.12.2 Opening Balance Setup

The opening balance is not just a number. It should include the content of an invoice: invoice number, invoice date, invoice amount and paid amount. This is to ensure there is corresponding invoice record when the vendor pays. The user should input all unpaid invoices. To save the time, user can group all unpaid invoices into one. For example, if there are ten unpaid invoices totally amounted \$10,000. It can be represented by one invoice: BSI07001 amounted \$10,000. Under Insert or Edit mode, press [Insert] button of the keyboard or double click this field by mouse to call the screen of Figure 3-26. If

opening invoice of multiple vendors need to be dealt with, user can do this through [Customer Opening Balance] in [Utilities] menu.

Invoice Type It divides into Sales Invoice and Vendor Invoice. Please choose according to your need.

Invoice Number It can contain up to 20 digits or characters. No repetition of invoice number is allowed.

Invoice Date Invoice date is the date to issue an invoice.

Due Date It is the payment date for an invoice. It will influence the result of aging analysis.

Currency The currency used in the invoice.

Rate It is the exchange rate between the selected currency and local currency. To change it, user only need to input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Salesman The salesman that is responsible for this invoice. User can select the desired one by pressing the downward arrow.

Salesman Comm. Rate
Commission rate for dealers.

Dealer Code The Code for dealers. User can select the desired one just by pressing the downward arrow.

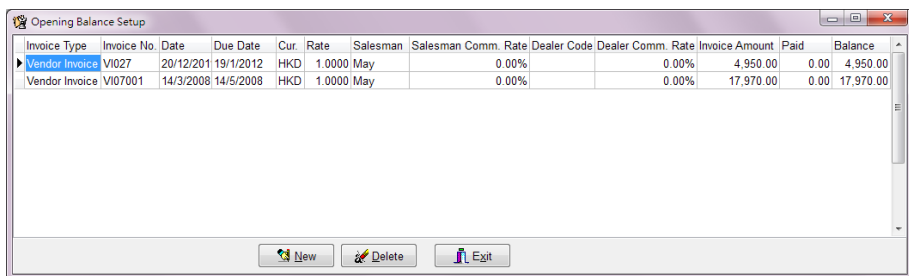


Figure 3-26 Opening Balance Setup

Dealer Comm. Rate
Commission rate for dealers.

Invoice Amount Total invoice amount excluding the discount amount.

Paid	The amount that has been paid.
Balance	Total invoice amount minus paid amount. It is automatically calculated the Application.

3.13 Stock File (GIS, GOS & GRS)

This file is to keep the information for stocks. The content can be input by the user or imported from external file or copied from other stock file. To copy the content of other stock file, user should add a new stock file first. Then, input stock code and press the button beside Stock Code to choose the file to copy.

The interface for Stock File divides into Basic Information, Sales Information, Purchase Information, Quantity of Warehouse (Enhanced Edition only), Remark and Product Image.

Basic Information

Stock Code	<p>This field is up to 30 digits and/or characters.</p> <p>To better manage the data, stock code should be easy to memorize. Bar code should not be used as stock code.</p> <p>The button besides this field can be used for searching under browse mode or for copying an existing record under edit mode.</p>
Create Date	<p>This field will be automatically filled in as current date. To alter, input directly or use the mouse to double click the button with downward arrow in this field to call a calendar to choose a desired date.</p>
Stock Type	<p>It divides into Product, Service, WIP, Raw Material and Other. The system will not process stock under product and therefore its current stock will be zero. Minimum stock function will not kick in as well. Stock type will affect the stock's sales or purchase account. Please finish all the setting in the [Control Accounts].</p>
Active	<p>Please cancel '✓' in this field if a stock has been stopped for selling. However, this record should not be deleted before Year End since this record may have linkage with other transactions, e.g. sales invoices or vendor invoices.</p>
English Stock Name	<p>Detail description of a stock in English with maximum 60 characters.</p>

Chinese Stock Name It is detail description of a stock in Chinese with maximum 60 characters.

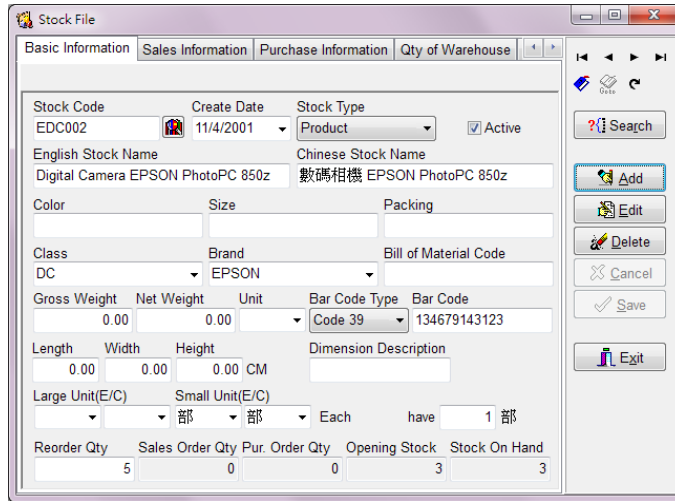


Figure 3-27 Stock's basic information

- Color Stock's color.
- Size Stock's size.
- Packing Stock's packing e.g. 32X45X88 etc.
- Class It is the classification of a stock.
- Brand It is the classification of a stock. It is useful for sales analysis, purchase analysis and searching purpose.
- Bill of Material Code The number of Bill of Material.
- Gross Weight Stock's weight including package.
- Net Weight Stock's net weight.
- Unit The unit for measuring weight
- Bar Code Type There are six types: Code 128, Code 39, EAN-13, Interleaved 2 of 5, Postnet and UPC-A.
- Bar Code The content for a bar code, e.g. 4899628434108 etc.
- Length Length of stock's package. Only digit can be entered

Width	Width of stock's package. Only digit can be entered
Height	Height of stock's package. Only digit can be entered Length, width and height are used for calculating CBM. The measurement unit can be selected in the System Setup and is divided into 'cm', 'm' and 'inch'.
Dimension Description	It is for user to describe the volume of a stock, e.g. 20x30x50cm.
Large Unit (E/C)	Stock's large package e.g. box, tone, etc. It can be empty if not applicable.
Small Unit (E/C)	Stock's small package, e.g. piece, kg, etc. E stands for unit name in English whilst C stands for unit name in Chinese. English unit name will be used under English interface input. Chinese unit name will be used under Chinese interface input. For most of the transactions relating to stock, the unit can be modified.
Each...has...	If there is large unit, this field is the quantities of small unit for each large unit. It must be greater than 0. Default value is 1.
Reorder Quantity	It is calculated using small unit. When the quantity is lower than reorder quantity, the Application will give warning. Generally speaking, since it takes time to purchase goods from vendor and sell goods in between, you should keep a certain level of stock. Otherwise, it may be out of stock if too little stock is kept or warehouse space and money are wasted if too much stock is kept.
Sales Order Qty	The outstanding S/O quantities. This field is generated by the system automatically. User cannot modify this.
Pur Order Qty	The outstanding P/O quantities. This field is generated by the system automatically. User cannot modify this.
Opening Stock	Please input the balanced quantities of a stock in Opening Stock if you are first time to the Application. For Enhanced Edition, the quantities of different warehouses should also be input in Qty of Warehouse page (Figure 3-30). The quantities input in Opening Stock is the total quantities of all warehouses and calculated based on small unit.

Stock On Hand Current stock quantities calculated using small unit. This field is automatically calculated by the Application. User cannot modify this.

Sales Information

Currency The currency of a stock divides into two parts: local currency and foreign currency. User can set the default foreign currency here for each stock. The unit price of foreign currency will be used directly when the currency in sales transaction entry is same to avoid difference in the decimal.
 User can select a desired currency and input the unit price of foreign currency in relevant fields. The Application will convert the unit price of foreign currency into local currency automatically. The unit price of local currency can be altered by the user.

Large Unit Price It is the standard selling price for a large unit.

Small Unit Price It is the standard selling price for a small unit.

Maximum Price It is the maximum selling price for a small unit.

Minimum Price It is the minimum selling price for a small unit.

Selling Price Quantity Discount Rate

The Application supports up to 4 levels accumulated discounts for each stock. User can input either discount rate or discount unit price for a stock. For example, 2% off for over 10 pieces, 5% off for over 20 pieces, 10% off for over 50 pieces, 15% off for over 100 pieces, or discount unit price at \$10 for over 10 pieces, \$9 for over 20 pieces, \$7 for over 50 pieces, \$5 for over 100 pieces. The discount unit price is calculated using local currency.

Note: 1. If this quantity discount rate has been input in the Stock File, last selling price will not be displayed when an invoice is issued.

Note: 2. Discount rate will be applied by the Application if both discount rate and discount unit price are input.

Qty 1 Disc. 1 First quantity discount. The upper is discount rate and the lower is discount unit price.

Qty 2 Disc. 2 Second quantity discount. The upper is discount rate and the lower is discount unit price.

Qty 3 Disc. 3 Third quantity discount. The upper is discount rate and the lower is discount unit price.

Qty 4 Disc. 4

Fourth quantity discount. The upper is discount rate and the lower is discount unit price.

Taxable

If there is a sales tax on this stock, please mark '✓'.

Selling Price				
Currency	Large Unit Price	Small Unit Price	Maximum Price	Minimum Price
HKD	0.00	6,200.00	7,200.00	5,300.00
HKD	0.00	6,200.00	7,200.00	5,300.00

Selling Price Quantity Discount Rate							
Qty 1	Disc.1	Qty 2	Disc.2	Qty 3	Disc.3	Qty 4	Disc.4
0	0.00%	0	0.00%	0	0.00%	0	0.00%
HKD	0.00		0.00		0.00		0.00

Taxable

Batch Update Selling Price

Figure 3-28 Stock's Sales information

Batch Update Selling Price

This function is to facilitate user to adjust the selling price of the stock within the selected range. The filter criteria include stock code, stock class and brand. User can adjust the stock's selling price in large unit and small unit respectively through using '+', '-' or '='. Both price in amount or in percentage can be changed.

Please note that:

- The value entered must be larger than zero. If the entered value is zero, the system will ignore the field.
- When percentage is used, user can choose which decimal point the value is rounded to.
- User can only choose either amount or percentage each time.
- The system can deal with altering selling price and changing selling currency at the same time.

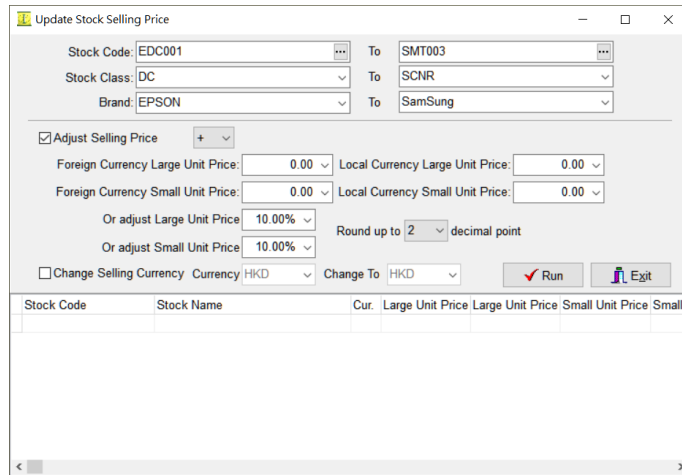


Figure 3-29 Update Stock Selling Price

Purchase Information

- Currency** The currency of a stock divides into two parts: local currency and foreign currency. User can set the default foreign currency here for each stock. The unit price of foreign currency will be used directly when the currency in sales transaction entry is same to avoid difference in the decimal.
- The unit price that is at the same line as the foreign currency is representing the unit price of the foreign currency. The unit price at the next line is calculated using local currency. When the foreign currency unit price is changed, the system will automatically calculate the basic currency unit price based on the currency recorded in the [Currency File].The unit price of local currency can be altered by the user.
- Large Purchase Price** It is the standard purchase price for each large unit. The Application will update the price when a vendor invoice is issued.
- Small Purchase Price** It is the standard purchase price for each small unit. The Application will update the price when a vendor invoice is issued.
- Average Cost (L)** Average cost is calculated based on large unit purchase price. When a vendor invoice is issued, this figure is automatically calculated and filled in by the Application. If you are using the Application for the first time, this field should be key in by yourself. Otherwise, the result may be wrong.

Average Cost (S)

Average cost is calculated based on small unit purchase price. When a vendor invoice is issued, this figure is automatically calculated and filled in by the Application. If you are using the Application for the first time, this field should be key in by yourself. Otherwise, the result may be wrong.

The screenshot shows a software window titled 'Stock File' with the following content:

- Stock ID: EDC002
- Stock Name: Digital Camera EPSON PhotoPC 850z
- Tab: Purchase Information
- Table:

Purchase Price		Large Pur. Price	Small Pur. Price
Currency	HKD	0.00	1,350.00
	HKD	0.00	1,350.00
- Table:

	Average Cost (L)	Average Cost (S)	Standard Cost (L)	Standard Cost (S)
HKD	0.00	1,350.00	0.00	1,500.00
- Taxable
- Vendor Stock Code: [Empty field]
- Buttons: Search, Add, Edit, Delete, Cancel, Save, Exit

Figure 3-30 Stock's Purchase information

Standard Cost (L)

It is the standard cost price of large unit. It is set and updated by the user.

Standard Cost (S)

It is the standard cost price of small unit. It is set and updated by the user.

Users can set the costing method in System Setup according to their companies. The gross profit for each sales transaction will be affected directly due to different costing method.

Taxable

If there is a sales tax on this stock, please mark '✓'.

Vendor Stock Code

The stock code used by the vendor. If it is different from yours, you can input the vendor stock code in this field. You can also change P/O format by yourself to display vendor's stock code.

Quantity of Warehouse (Enhanced Edition only)

This page is to display the stocks' quantities in different warehouses. All data in this page is automatically maintained by the Application except Opening Qty. You should

input the Opening Qty for each warehouse if the quantity is not zero to start with. Press [Insert] to insert a row and press [Ctrl + Delete] to delete a row.

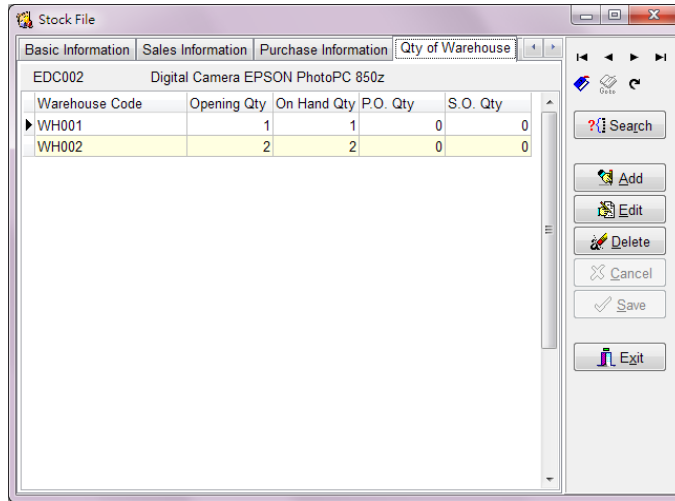


Figure 3-31 Stock's Qty of Warehouse

Warehouse Code The code for each warehouse. To choose the desired one, please press the button with triangle.

Opening Qty The stock's quantities for each warehouse brought from last year. After the Opening Qty of each warehouse is input, the Application will automatically calculate the accumulated opening quantities of this stock for all warehouses and update the Opening Stock in Basic Information page.

On Hand Qty The current quantities held in this warehouse.

P/O Qty The outstanding quantities ordered from the vendors.

S/O Qty The outstanding ordered by the customers.

Remark

It is used to record the supplementary information for a stock.

Product Image

User can save the image of a stock here. A total of 6 images can be saved under front, back, left, right, top and bottom. Under Insert or Edit mode, please press [F5] to call the interface for selecting image. GTC Application supports most product image formats, e.g. BMP, TIF, JPG, PCX, etc. However, Report Designer only supports BMP and JPG

formats. Therefore, you should use only BMP or JPG format if you want to add a product image in your reports by Report Designer.

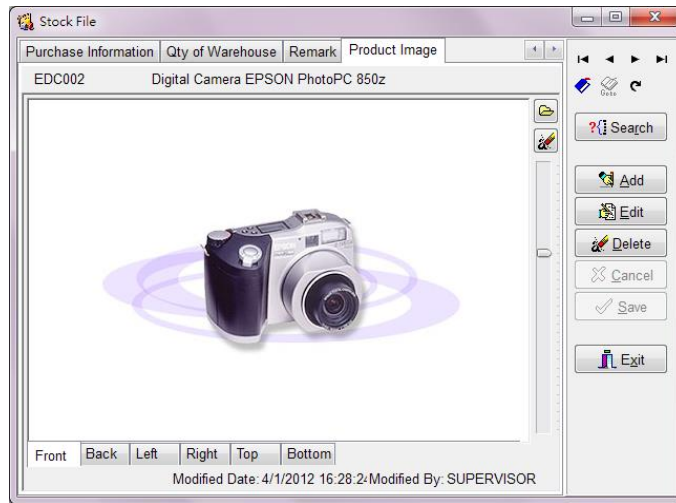


Figure 3-32 Stock's Image

Modified Date The Application will automatically update the latest modified time and date of this record.

Modified By The Application will automatically update the username that does the latest modification of the record.

3.14 Employee File

Employee Code This field is up to 20 digits and/or characters. To add a new record, the code will be automatically filled in as the largest employee code plus one. Under Insert mode, the code can be altered. However, after the record is saved, this field cannot be altered anymore. If you want to limit staff from checking others' transactions and reports, the code should be same as the username in the [User Security Maintenance]. To better manage the data, it is recommended to add an appropriate character in front of the digit to aid searching.

Create Date This field will be automatically filled in as current date. To amend, input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.

Chinese Name It is for user to fill in the employee's Chinese name.

English Name	It is for user to fill in the employee's English name.
Sure Name	It is the family name of the employee.
Sex	It is for user to select, female or male.
ID No	It is for user to fill in the identity card number for this employee.
Passport No	It is for user to fill in Passport number for this employee.
Birthday	It is for user to fill in birthday for this employee.
English Address	Three lines with maximum 60 characters each are available.
Chinese Address	Three lines with maximum 60 characters each are available.
City/State/Country/Post Code	User can key in relevant information in these fields.
E-Mail	It is for user to fill in the employee's E-mail address.
Telephone No	It is for user to fill in the employee's telephone number.
Fax No.	It is for user to fill in the employee's fax number.
Pager No	It is for user to fill in the employee's pager number.
Mobile No	It is for user to fill in the employee's mobile telephone number.
Commission	Commission rate for this employee.
Modified Date	The Application will automatically update the latest modified time and date of this record.
Modified By	The Application will automatically update the username that does the latest modification of the record.

History

This page is to record all contact information related to an employee. It is default for the system to show 15 months' contact information (one year before the current day and 90 days after the current day). The date range can be set by the user. The number of contact details will change accordingly.

To view or edit the information, please use mouse to double click the field of content.

Employee File

Basic Information | History

Employee Code: Ben Create Date: 23/3/2006

Chinese Name: 雷斌 English Name: Ben Sure Name: Lui Sex: Male

I.D. No.: E555551(6) Passport No.: Birthday: 19/7/1971

English Address: Room 02, 22/F, Chinese Address: Room 02, 22/F,
Tai San House, Tai San House,
Kowloon Kowloon

City: State: City: State:

Country: Country:

Post Code:

Telephone No.: 61729999 Fax No.: Pager No.:

Mobile No.: E-Mail: Commission: 0.00%

Modified Date: 4/1/2012 16:38:09 Modified By: SUPERVISOR

Buttons: Add, Edit, Delete, Cancel, Save, Exit

Figure 3-33 Employee File

3.15 Warehouse File (GIS, GOS & GRS) (Enhanced Edition only)

It is to record the information of warehouse. At least one warehouse record should be created. Please select the warehouse for all transactions related to stocks.

Warehouse Code The code is up to 20 digits or characters. To add a new record, the code will be automatically filled in as the largest code plus one. Under Insert mode, the code can be altered.

Create Date This field will be automatically filled in as current date. To amend, input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.

English Name It is English description of the warehouse.

English Address Three lines with maximum 60 characters each are available.

Chinese Name It is Chinese description of the warehouse.

Chinese Address Three lines with maximum 60 characters each are available.

City/State/Country/Post Code User can key in relevant information in these fields.

Contact Person The responsible person of the warehouse.

Telephone No Telephone number of the warehouse.

- Fax No. Fax number of the warehouse.
- E-Mail E-mail address of the warehouse.
- Web Site Web site of the warehouse.
- Modified Date The Application will automatically update the latest modified time and date of this record.
- Modified By The Application will automatically update the username that does the latest modification of the record.

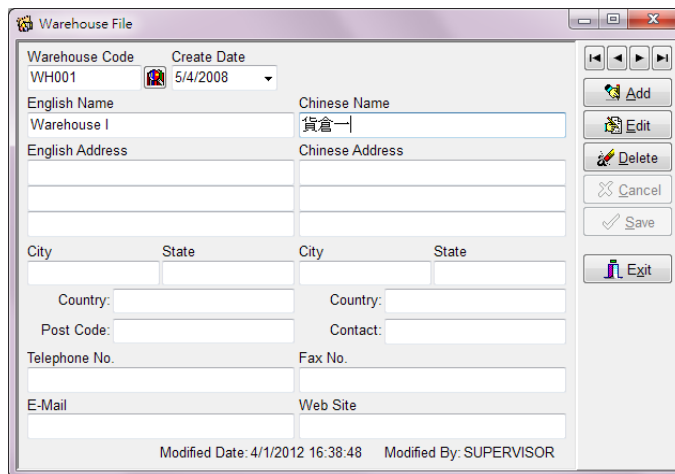


Figure 3-34 Warehouse File

3.16 Job File (Enhanced Edition only)

Job File is to record the information of the job. After the job code has been created and selected in the related transactions, the reports of income, expenses and profits for each job can be produced for management purpose.

- Job Code The code is up to 20 digits or characters. To add a new record, the code will be automatically filled in as the largest code plus one. Under Insert mode, job code can be altered. However, after the record is saved, this field cannot be modified anymore.

To better manage the data, it is recommended to add an appropriate character in front of the digit to aid searching.

Create Date	This field will be automatically filled in as current date. To amend, input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.
Completed Date	Completion date for the job.
Completed	If '✓' marked in this field, the Completion Date will be automatically filled as the current date.
English Name	It is English description of the job.
English Address	Three lines with maximum 60 characters each are available
Chinese Name	It is Chinese description of the job.
Chinese Address	Three lines with maximum 60 characters each are available.
City/State/Country/Post Code	User can key in relevant information in these fields.
Contact Person	The responsible person of the job.
Telephone No	Telephone number of the job place.
Fax No.	Fax number of the job place.
E-Mail	E-mail address of the job place.
Web Site	It is web site of the job place.
Modified Date	The Application will automatically update the latest modified time and date of this record.
Modified By	The Application will automatically update the username that does the latest modification of the record.

History

This page is to record all contact information related to a job or project. It is default for the system to show 15 months' contact information (one year before the current day and 90 days after the current day). The date range can be set by the user. The number of contact details will change accordingly.

To view or edit the information, please use mouse to double click the field of content.

The screenshot shows a 'Job File' window with a 'Basic Information' tab. The form contains the following data:

Job Code	Create Date	Completed Date	<input type="checkbox"/> Completed
J0001	17/07/2019		
English Name	Chinese Name		
Job 1	Job 1		
English Address	Chinese Address		
2, 8/F., 235 Wing Lok Street Trade Centre, 235-237 Wing Lok Street, Sheung Wan, Hong Kong.	香港上環 永樂街235號 業中心8樓C室		
City	State	City	State
Country:	Country:		
Post Code:	Contact:		
Telephone No.	Fax No.		
29572761	25405563		
E-Mail	Web Site		
support@gtcl.com.hk	www.gtcl.com.hk		

Modified Date: 17/07/2019 3:27:31 PM Modified By: SUPERVISOR

Figure 3-35 Job File

3.17 User Security

User Security is to control the authority of each user for each function. Each function for each user can be restricted to Read, New, Edit or Delete.

3.17.1 Log On

To enter the Application, User ID and Password must be key in on Log On interface. Default user name and password is SUPERVISOR and PASSWORD respectively. SUPERVISOR is a user with the highest authority and it cannot be deleted. It is highly recommended to change the password of SUPERVISOR.

The screenshot shows the 'Log On' window for the '傲林會計系統' (GTC Accounting System) Enhanced Edition. The interface includes the following elements:

- Title: 傲林會計系統 (GTC ACCOUNTING SYSTEM) 強化版 ENHANCED EDITION
- User Name field: SUPERVISOR
- Password field: masked with dots
- Buttons: OK (with a green checkmark icon) and Cancel (with a red X icon)
- Change Password checkbox: Change Password
- Languages dropdown menu: English

Figure 3-36 Log On

To change password, please tick [Change Password] on Log On interface. Change Password interface will be shown after you have successfully logged on. Old password should be key in the field of Old Password. New password should be key in the field of New Password and Verify.

3.17.2 Add or Delete a user

To add a user, execute User Security, press [New User] button and input the new username and password. After this, all functions will be shown and set as not available for this user by default. If the user is allowed perform the function, please use the mouse to double click the function.

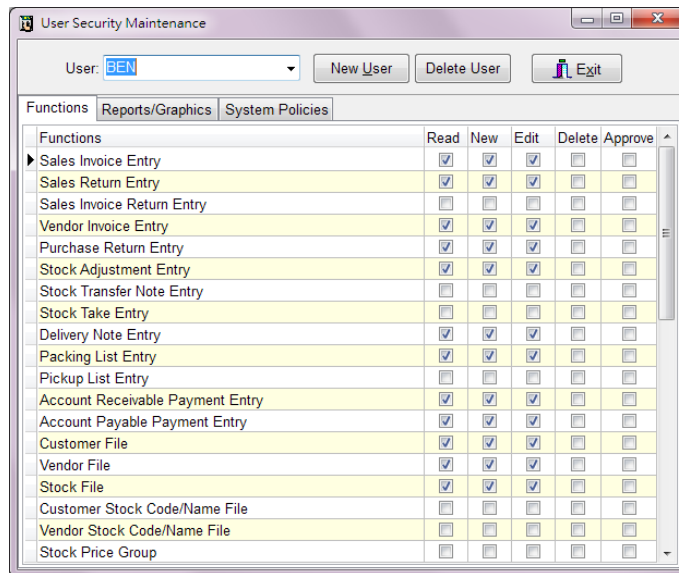


Figure 3-36 User Security Maintenance

Read To allow user to enter or execute a specific function.

New To allow user to insert a new record.

Edit To allow user to edit the existing record.

Delete To allow user to delete the existing record.

To delete an existing user, please use the mouse to choose the desired one by pressing downward arrow beside user name and press [Delete User] button.

Note: SUPERVISOR and the user executing the Application cannot be deleted.

3.18 System Setup

System Setup is designed for simplification of operation.

3.18.1.1 General - Printing

Print after Save The Application will automatically check this setting after each transaction (e.g. Sales Invoice) is saved. If there is ‘✓’ in this field, printing action will be automatically executed. If there is no ‘✓’ in this field, [Ask before Printing] and [Show Print Dialog] will not display.

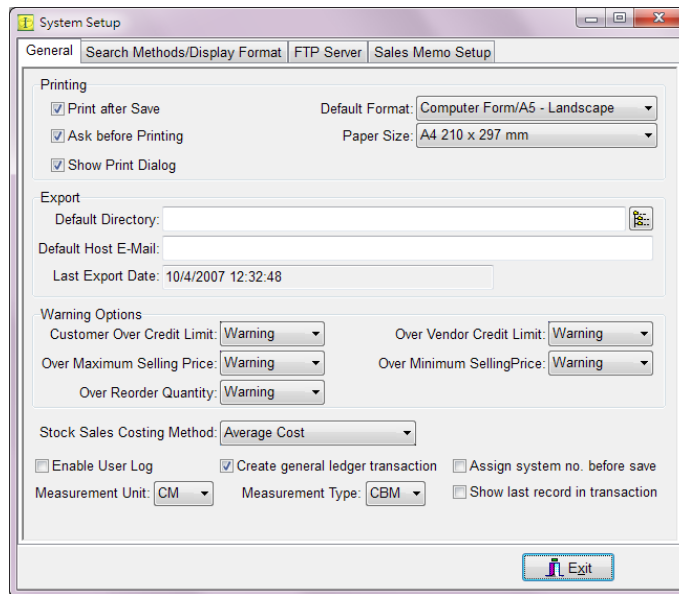


Figure 3-38 System Setup (General)

Ask before Printing

The Application will automatically check this setting when printing action is executed. If there is ‘✓’ in this field, the print dialog will be displayed for user to choose print or not. If there is no ‘✓’ in this field, printing action will be automatically executed.

Show Print Dialog

If there is ‘✓’ in this field, The Application will display Print Dialog Box before printing. User can change the printer setting in here.

- Default Format** This setting will decide the default format used in printing. If [Last Selected Format] is chosen, the system will record the latest format used and use it for the next print.
- Paper Size** This setting will decide the paper size used in printing. User can change the paper size temporarily in Print Dialog box. If user has modified the report format, the paper size cannot be changed in here and will be the size when it is saved.

3.18.1.2 General - Export

- Default Directory** The directory for the Application to save the export data. If it is blank, default directory will be the sub-directory of data directory. For example, if the data directory is c:\gtc\gbs70p\data (Professional Edition) or c:\gtc\gbs70i\data (Enhanced Edition) and the current date is 10, the default target directory will be c:\gtc\gbs70p\data \10 (Professional Edition) or c:\gtc\gbs70i\data\10 (Enhanced Edition).
Note: The user must have the security permission of data folder for Read, Write, Add and Delete.
- Default Host E-Mail** The e-mail address that is commonly used for export. This e-mail address will be automatically filled in the field of Host E-Mail in the function of [Export Data from System].
- Last Export Date** The Application will automatically update the last export date in this field. This information will be used as the beginning date in the next export data.

3.18.1.3 General – Warning Options

There are three warning options: Prohibit, Warning and Ignore. If [Prohibit] is selected, the designated action will be rejected by the Application exclusive the authorized user. If [Warning] is selected, a warning message will be shown for the user to confirm the designated action. If [Ignore] is selected, no any checking will be conducted for the designated action by the Application.

Customer over Credit Limit

If [Prohibit] and [Warning] are selected, the Application will check whether the customer's outstanding balance is over the customer's credit limit. The unauthorized user can't save this record whilst a warning message will be shown for the authorized user to confirm this record.

If [Ignore] is selected, the Application will not conduct the comparison.

Over Vendor Credit Limit

If [Prohibit] and [Warning] are selected, the Application will check whether the vendor's outstanding balance is over the vendor's credit limit. The unauthorized user can't save this record whilst a warning message will be shown for the authorized user to confirm this record.

If [Ignore] is selected, the Application will not conduct the comparison.

Over Maximum Selling Price

If [Prohibit] and [Warning] are selected, the Application will check whether the unit price is over the maximum price set in Stock File. The unauthorized user can't save this record whilst a warning message will be shown for the authorized user to confirm this record.

If [Ignore] is selected, the Application will not conduct the comparison.

Over minimum Selling Price

If [Prohibit] and [Warning] are selected, the Application will check whether the unit price is over the minimum price set in Stock File. The unauthorized user can't save this record whilst a warning message will be shown for the authorized user to confirm this record.

If [Ignore] is selected, the Application will not conduct the comparison.

Over Reorder Quantity

If [Prohibit] and [Warning] are selected, the Application will check whether the quantities are over the reorder quantity set in Stock File. The unauthorized user can't save this record whilst a warning message will be shown for the authorized user to confirm this record.

If [Ignore] is selected, the Application will not conduct the comparison.

3.18.1.4 General – Others

Stock Sales Costing Method

There are three types of costing method, Average Cost, Standard Cost and Last Purchase Price, for user's selection. The gross profit for each sales transaction will be affected directly due to different costing method. Authorized user can modify the cost of a stock in sales transaction.

Enable User Log

Please mark '✓' to enable the function of User Log. After that, any functions executed by any users will be recorded by the Applications. The information includes: User Name, Function, Access Time, Action, Result, Station and Record Number will be recorded and displayed.

Since the records for User Log take up much space, please execute [Delete] function in User Log Control interface within certain period.

Create General Ledger Transaction

The Application supports generation of general ledger transactions from other modules. Please cancel '✓' if general ledger transactions are not wished to be generated. If the situation changes, GL transactions can be generated just by

marking '✓' in this field and executing Transaction Auditor with '✓' in the field of Rebuild Transactions.

Note: Cancelling this function will lead to incomplete accounting information. Please take a full consideration before canceling this function.

Assign System number before save

When this function is enabled, the system will only assign the transaction number when the transaction is saved. If the transaction number is already entered, the system will not deal with the number anymore. This makes it easy to fill the transaction number as well as minimizing the occurrence of skipping number due to adding and cancelling the transaction.

Measurement Unit The unit used to measure stock's length, width and height. It will be used in Stock File and in the calculation of volume (CBM/CTF).

Measurement Type Two choices, CBM or CTF, are available. This will affect how the volume is calculated.

Show Last Record in Transaction

Please mark '✓' to enable this function. The last record will be shown in transaction entries. Otherwise, the first record will be shown. Please note that it will take more time to load the data if this function is enabled with large volume data.

3.18.2.1 Search Methods - Sales Entry Interface

Search Customer by Bar Code

If this function is enabled, the Application will only execute the search action after the user inputs search criteria and press [Enter] in Customer Code field of Sales Entry Interface. If no matched record is found, the user will be prompted and no record found will be shown. If needed, user can select the search interface with mouse and choose to search customers incrementally.

Search Stock by Bar Code

Enabling this function will cancel incremental searching method for stock in all sales interface to accommodate the functioning of bar code reader. If needed, user can select the search interface with mouse and choose to search stocks incrementally.

Search Customer by

In all sales interfaces, user can search customer by [Customer Code], [English Name] and [Chinese Name]. User can set one of the criteria as default searching criteria.

Multi Stock Selection

When set to True, this function allows selection of multiple contiguous records. Pressing [Shift], user can select multiple adjacent stock with mouse; pressing [Ctrl], user can select multiple non-adjacent stock with mouse. The selected stocks will be added to the current transaction by selecting order. The default quantity is 1. Either last purchase price or standard retail price will be used as the unit price.

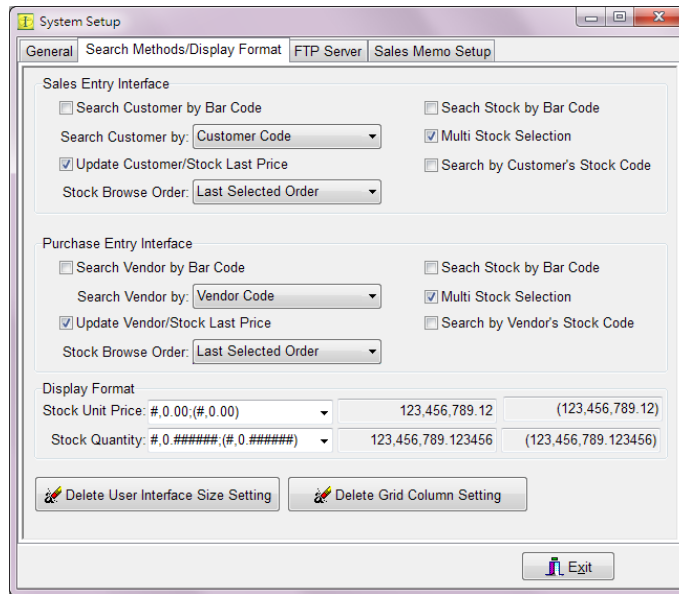


Figure 3-39 System Setup (Search Methods/Display Format)

Update Customer/Stock Last Price

User can decide to update Customer/Stock Last Price by the Application or not. Please mark ‘✓’ to enable this function. If this function is not enabled, the system will not update the Customer/Stock Last Price when quotations, sales orders and sales invoices are saved. User will need to update the Customer/Stock Last Price in Customer/Stock Last Price File by himself.

Search by Client’s Stock Code

User can search the stock by client’s stock code and record the stock code in the corresponding transactions. Please mark ‘✓’ to enable this function. User should set up the relevant information in [Customer Stock Code/Name File] before using this function.

Stock Browse Order

There are 4 options: Last Selected Order, Stock Code, English Stock Name and Chinese Stock Name. User can select one of them as default search criteria

3.18.2.2 Search Methods - Purchase Entry Interface

Search Vendor by Bar Code

If this function is enabled, the Application will only execute the search action after the user inputs search criteria and press [Enter] in Vendor Code field of Sales Entry Interface. If no matched record is found, the user will be prompted and no record found will be shown. If needed, user can select the search interface with mouse and choose to search vendors incrementally.

Search Stock by Bar Code

Enabling this function will cancel incremental searching method for stock in all sales interface to accommodate the functioning of bar code reader. If needed, user can select the search interface with mouse and choose to search stocks incrementally.

Search Vendor by

In all purchase interfaces, user can search stock by [Stock Code], [English Stock Name] and [Chinese Stock Name]. User can set one of the criteria as default searching criteria.

Multi Stock Selection

When set to True, this function allows selection of multiple contiguous records. Pressing [Shift], user can select multiple adjacent stock with mouse; pressing [Ctrl], user can select multiple non-adjacent stock with mouse. The selected stocks will be added to the current transaction by selecting order. The default quantity is 1. Either last purchase price or standard retail price will be used as the unit price.

Update Vendor/Stock Last Price

User can decide to update Vendor/Stock Last Price by the Application or not. Please mark '✓' to enable this function. If this function is not enabled, the system will not update the Vendor/Stock Last Price when purchase orders and vendor invoices are saved. User will need to update the Vendor/Stock Last Price in Vendor/Stock Last Price File by himself.

Search by Vendor's Stock Code

User can search the stock by client's stock code and record the stock code in the corresponding transactions. Please mark '✓' to enable this function. User should set up the relevant information in [Vendor Stock Code/Name File] before using this function.

Stock Browse Order

There are 3 options: Stock Code, English Stock Name and Chinese Stock Name. User can select one of them as default search criteria

3.18.2.3 Search Methods - Display Format

Stock Unit Price This is to set how the unit price will be displayed. This setting will only affect how the unit price is displayed. The printing format will need to be set in the report designer.

Stock Quantity This is to set how the stock quantity will be displayed. This setting will only affect how the stock quantity is displayed. The printing format will need to be set in the report designer.

Display Format The format is same as the format of MS Windows. Please refer to the following:

- a) #: The information will be shown if there is digit in it. If there is no digit or it is zero, it will not be shown.
- b) 0: The information will be shown if there is digit in it. If there is no digit or it is zero, '0' will be shown.
- c) The digit that is not shown will be rounded off.
- d) To allow different formats for positive and negative values, the format string can contain two sections separated by semicolons. The first section applies to positive values and the second section applies to negative values. For example, the format string of #,0.00; (#,0.00) will display the value of 1234.56 as 1,234.56 for positive value and (1,234.56) for negative value.
- e) #,0.00 means that thousands will be separated by ','; 0 will be shown as 0.00
- f) #,0 means that thousands will be separated by ',' and will only show integers. Decimals will be rounded off.
- f) #,0#### means that thousands will be separated by ','; Decimals will be shown while zeros will not be shown. For example, 123.1200 and 456.7890 will be shown as 123.12 and 456.789
- g) The following table shows the effect of various format strings:

Format String	Value	Display Format
#,0.00	1234.5670	1,234.57
#,0	1234.56700	1,235
#,0.####	1234.5670	1,234.567

Note: The format string only affects the display format. The calculation of the Applications will base on the value entered. For example, if use #,0.00 to display 123.456, user will see 123.46 but the system will use 123.456 for calculation.

3.18.2.4 Delete the setting of user interface

Delete User Interface Size Setting

The changes in size of the user interface will be automatically recorded and used in next time. To return to the default size, press [Delete User Interface Size Setting].

Delete Grid Column Setting

The changes in size and order of a grid's column (e.g. items of Sales Invoice Entry) will be automatically recorded and used in next time. To return to the default setting, press [Delete Grid Column Setting].

3.18.3 FTP Server

The Application supports the data exchange for different locations via FTP (File Transfer Protocol) server. The principle of this function is the same as using human hands or emails to exchange data but in a more convenient way. User can use this function to export the data from the system and upload to designated folder in the FTP server, followed by downloading the data in a different computer and import it into the system.

Before setting up the settings, please collect the following information:

- a) FTP Server Address: it can be URL or IP address.
- b) User name and password of FTP Server
- c) Upload / Download Folder
- d) The user of FTP Server must have the authority to create and delete in the folder.

FTP Sever Address

FTP Server Address can be URL, for example, ftp://ftp.gtcl.com.hk, or IP address, for instance, 203.86.238.50.

Port The port used by the FTP Server. Default is 21.

Username Username of the FTP Server which is created by the administrator of the server.

Password Password for the FTP username

Option – Upload file to upload folder and using default file name
[File Name] will be used as the name to upload the file. Same file name needed to be used when download the file.

Option - Upload to designated folder with name as the date
The current date will be used as the name of the file. The format is 'YearMonthDate', for instance, 20190831.zip. If the number of

uploads is more than one in the same day, only the last uploaded file will be saved. Same setting needed to be used when download the file.

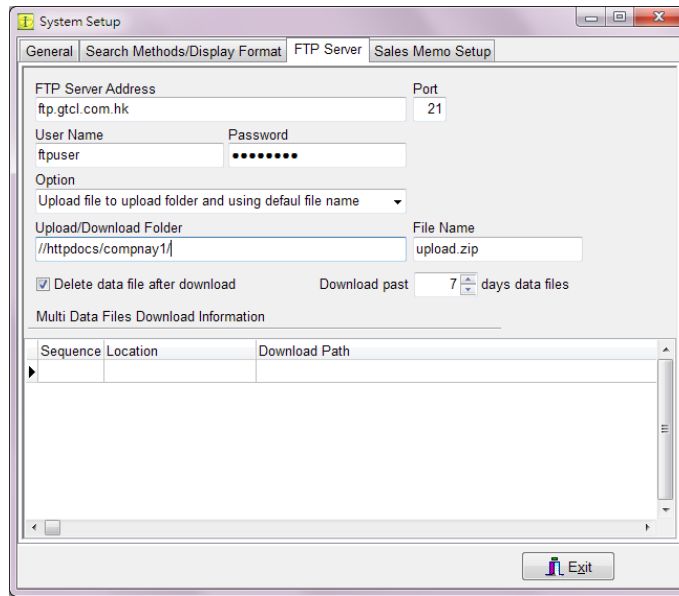


Figure 3-40 System Setup (FTP Server)

Upload/Download data directory

The data directory can be uploaded and downloaded. The user that uses the directly need to have the authority to create and delete. This directory can be used when download party only need to download the data to one location. If the data need to be downloaded to multiple locations, then this directory will be useless.

Document Name The document name used for upload. This name needs to be the same for both upload and download. This setting is only effective when ‘Upload file to upload folder and using default file name’ is chosen.

Delete the original file after downloading the file

User can decide to delete the original file or not after downloading the file. In order to use this function, the user needs to have the authority to delete.

Download the file of past xx days

This function allows system to check automatically whether the files of the past few days still exist or not. If they still exist, then the system will automatically download and import. This function is only

effective when 'Upload to designated folder with name as the date' is chosen.

Setting for download of multiple files

This setting will be needed when importing data from multiple locations. When download party uses this setting, the system will no longer use the content in the [Upload/Download data directory] while the upload party needs to upload the data to the location different to other users' and notify the download party to do the relevant setting.

Order The order for downloading files. This only allows entering of numbers without repetition

Location The location or company's name that the file belongs to. This is only for description purpose and therefore can be left as blank.

Download Directory

The directory for downloading file. The system will search the file in this directory.

3.18.4 Sales Memo Setup

This page will only be displayed if GTC Retailing System is installed.

Store/Warehouse The code for this store or warehouse.
(Enhanced Edition only)

Till I.D. I. D. code for this stand.

Default Salesman The salesman responsible for issuing this Sales Memo and will be filled in Salesman field by the System automatically.

Max Line Discount The maximum discount rate for each item.

Max Total Discount The maximum discount rate for a Sales Memo.

Default Total Discount The total discount rate for each Sales Memo will be filled in Total Discount Rate field by the System automatically. This rate must be less than Max Total Discount.

Cash A/C Code When there is a cash payment in a Sales Memo, the amount of cash payment will be posted to this account by the System automatically.

Credit Card A/C Code When there is a credit card payment in a Sales Memo, the amount of credit card payment will be posted to this account by the System automatically.

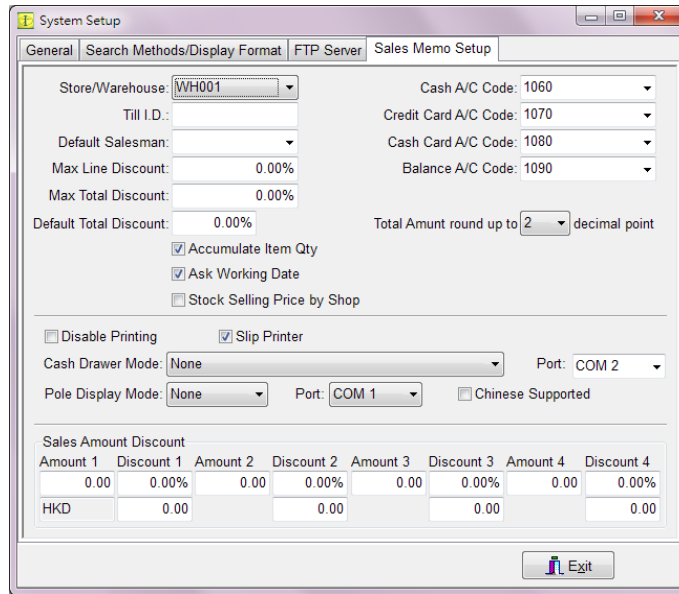


Figure 3-41 System Setup (Sales Memo Setup)

- Cash Card A/C Code** When there is a cash card payment in a Sales Memo, the amount of cash card payment will be posted to this account by the System automatically.
- Balance A/C Code** When there is a balance in a Sales Memo, the balance amount will be posted to this account by the System automatically.
- Accumulate Item Qty** Please mark ‘✓’ in this field for accumulating the quantities of same stocks.
- Ask Working Date** When this setting is used, the bill date will be entered by the user. Or else, the date in the computer’s system will be used.
- Stock Selling Price by Shop** When this setting is enabled, the retail invoice will first check the stock selling price of the shop. If no matched item is found, the unit price in the stock file will be used. Please note that this function will cause the [Promotion Price Table] to be disabled.
- Total Amount round up to [] decimal point**
To set up the decimal point of the total amount.
- Disable Printing** Please mark ‘✓’ in this field for disable the automatic printing function after a Sales Memo issued.

Slip Printer	Please mark ‘✓’ in this field for supporting Slip Printer.
Cash Drawer Mode	Press the button beside the field by the mouse to call the dialog box for selecting Cash Drawer Mode.
Port	The port to link Cash Drawer.
Pole Display Mode	Press the button beside the field by the mouse to call the dialog box for selecting Pole Display Mode.
Chinese Supported	Please mark ‘✓’ in this field if Pole Display supports Chinese.
Sales Amount Discount	This discount is offered based on total amount of a cash memo. 4 levels can be set. Discount will be given when the sales amount is larger than the amount set. Discount rate has priority over discount price. Discount amount will only be applied when the discount rate is zero.

3.19 Customer / Stock Last Price File (GIS & GOS)

Figure 3-42 Customer/Stock Last Sales Price

Last selling price is automatically generated in various customer and stock related transactions, for example, quotations, sale orders or sale invoices. User can browse, add, modify and delete the stock’s selling prices for different customers here. This file can therefore make it more convenient to dealt with quoting to customers and for sales.

Press F7 in the sales transaction interface to check or select Customer/Stock Last Sales Price record.

All the user needs to do is to select the desired customer code, the Application will automatically display all stocks which had been sold to this customer. The information includes stock code, stock name, currency, unit price, discount rate, quantity, bill number and bill date.

Batch Update To facilitate the modification of selling price. User can press [Batch Update] to call the interface of [Update Customer Last Selling Price].

Here user can set the range of stocks to update the price by Customer Code, Stock Code, Class or Brand. “+”, “-” or “=” can be chosen to adjust the stock large or small unit price in amount or in percentage.

Please note the following:

- a) The entered value must be number larger than zero. If zero is entered, the system will ignore that field.
- b) When percentage is used to adjust the selling price, user can set which decimal place to round off to.
- c) User can only choose to adjust the price in either amount or percentage. They cannot be used in the same time.
- d) Adjusting selling price and changing discount rate can be dealt with at the same time.

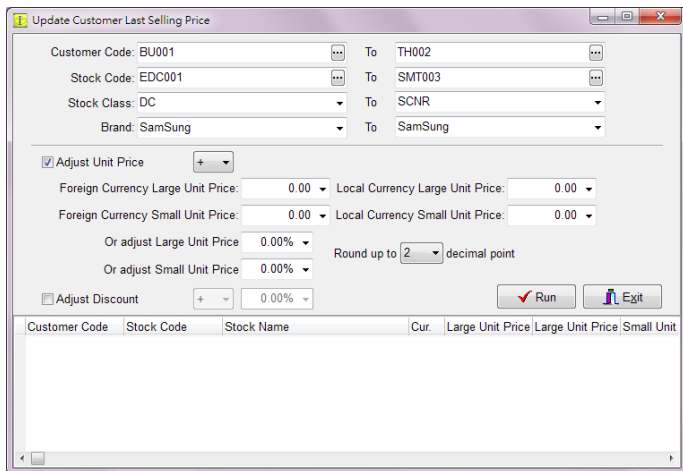


Figure 3-43 Batch Update of Customer/Stock Last Sales Price

3.20 Vendor / Stock Last Purchase Price File (GIS, GOS & GRS)

Last purchase price is automatically generated in various vendor and stock related

transactions, for example, purchase orders or vendors invoices. User can browse, add, modify and delete the last purchase prices for different vendors here. This file can therefore make it more convenient to dealt with purchase from vendors. Press F7 in the purchase transaction interface to check or select Vendor/Stock Last Sales Price record.

All the user needs to do is to select the desired vendor code, the Application will automatically display all stocks which had been ordered from this vendor. The information includes stock code, stock name, currency, unit price, discount rate, quantity, bill number and bill date.

Batch Update To facilitate the modification of selling price, user can press User can press [Batch Update] to call the interface of [Update Vendor Last Purchase Price].

Here user can set the range of stocks to update the price by Vendor Code, Stock Code, Class or Brand. “+”, “-” or “=” can be chosen to adjust the stock large or small unit price in amount or in percentage.

Please note the following:

- e) The entered value must be number larger than zero. If zero is entered, the system will ignore that field.
- f) When percentage is used to adjust the selling price, user can set which decimal place to round off to.
- g) User can only choose to adjust the price in either amount or percentage. They cannot be used in the same time.
- h) Adjusting purchase price and changing discount rate can be dealt with at the same time.

Figure 3-44 Vendor/Stock Last Purchase Price File

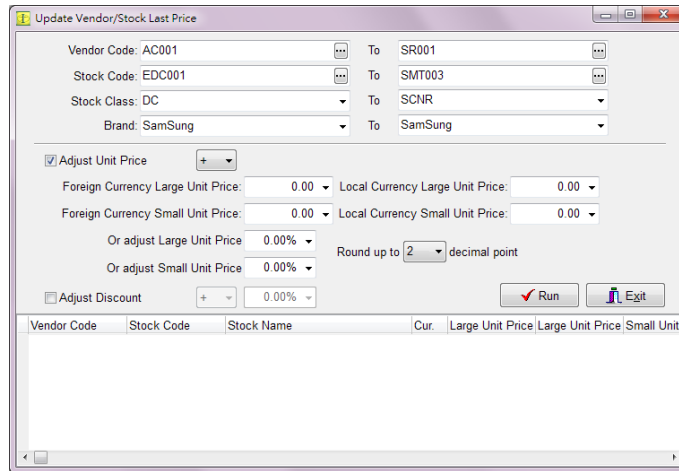


Figure 3-45 Batch Update of Vendor/Stock Last Purchase Price File

3.21 Stock Selling Price

Stock Selling Price is made up of [Stock Price Group] and [Stock Selling Price Table]. This is for setting up different selling price of stocks for different customers. This function is similar to Customer/Stock Last Price file but can also use several selling prices tables to replace the set of selling price table for every customer and therefore simplified management work.

In the customer file, user can designate a specific [Stock Selling Price Table] by choosing [Stock Price Group]. The Application will select the selling price according to the following sequence: (1) Selling Price Quantity Discount (2) Stock Selling Price Table (3) Customer/Stock Last Price (4) Standard Unit Price.

3.21.1 Stock Price Group

[Stock Price Group] is used as the titles of [Stock Selling Price Table]. As user can only manage [Stock Selling Price Table] for already existing [Stock Price Group], [Stock Price Group] must be added first.

3.21.2 Stock Selling Price Table

[Stock Selling Price Table] is for creating the price relationship between [Stock Price Group] and individual stock. To do this, user only need to add stock odd and its selling price in the designated [Stock Price Group].

Stock Code	Stock Name	Currency	Large Unit Price	Small Unit Price	Large Unit Price	Small Unit Price
SMP001	MP3 Player SamSung YP-E32	HKD	7,500.00	850.00	7,500.00	850.00
SMP002	MP3 Player SamSung YP-E64	HKD	11,000.00	1,300.00	11,000.00	1,300.00
SMP003	MP3 Player SamSung YP-NEU64	HKD	17,500.00	2,100.00	17,500.00	2,100.00

Stock Code	Stock Name	Currency	Large Unit Price	Small Unit Price	Large Unit Price	Small Unit Price
SMP001	MP3 Player SamSung YP-E32	HKD	7,500.00	850.00	7,500.00	850.00

Figure 3-46 Stock Selling Price Table

Price Table Group: Group A To: Group A

Stock Code: EDC001 To: SMT003

Stock Class: DC To: SCNR

Brand: SamSung To: SamSung

Adjust Unit Price

Foreign Currency Large Unit Price: 0.00 Local Currency Large Unit Price: 0.00

Foreign Currency Small Unit Price: 0.00 Local Currency Small Unit Price: 0.00

Or adjust Large Unit Price: 0.00% Round up to 2 decimal point

Or adjust Small Unit Price: 0.00%

Change Currency Currency: AUD Change To: AUD

Price Table Group	Stock Code	Stock Name	Cur.	Large Unit Price	Large Unit Price	Small Unit
-------------------	------------	------------	------	------------------	------------------	------------

Figure 3-47 Batch Update of Stock Selling Price Table

Batch Update To facilitate the modification of selling price, user can press [Batch Update] to call the interface of [Update Stock Selling Price Table].

Here user can set the range of stocks to update the price by Customer Code, Stock Code, Class or Brand. “+”, “-” or “=” can be chosen to adjust the stock large or small unit price in amount or in percentage.

Please note the following:

- i) The entered value must be number larger than zero. If zero is entered, the system will ignore that field.
- j) When percentage is used to adjust the selling price, user can set which decimal place to round off to.
- k) User can only choose to adjust the price in either amount or percentage. They cannot be used in the same time.
- l) Adjusting selling price and changing discount rate can be dealt with at the same time.

3.22 Member File

Member Code The code is up to 30 digits and/or characters. To add a new record, the code will be automatically filled in as the largest number plus one. Under Insert mode, the code can be altered. However, after the record is saved, this field cannot be altered anymore.

To better manage the data, it is recommended to add an appropriate character in front of the digit to aid searching.

Create Date This field will be automatically filled in as current date. To amend, input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.

Expiry Date To record the expiry date of the membership.

Chinese Name It is for user to fill in the member's Chinese name.

English Name It is for user to fill in the member's English name.

Sex It is for user to select, female or male.

ID No It is for user to fill in the identity card number for this member.

Passport No It is for user to fill in Passport number for this member.

Birthday It is for user to fill in birthday for this member.

English Address Three lines with maximum 60 characters each are available.

Chinese Address Three lines with maximum 60 characters each are available.

City/State/Country/Post Code
User can key in relevant information in these fields.

Telephone No It is for user to fill in the member's telephone number.

Member File

Basic Information

Member Code: V0001 Create Date: 5/1/2012 Expiry Date: 4/1/2013

English Name: Amy Cheung Chinese Name: 張美義 Sex: Female

I.D. No.: Z123456(6) Passport No.: P123456(6) Birthday: 5/1/1988

English Address: Chinese Address:

City: State: City: State:

Country: Country:

Post Code:

Telephone No.: Fax No.: Pager No.:

Mobile No.: E-Mail: Discount Rate: 0.00%

Modified Date: 5/1/2012 16:39:23 Modified By: SUPERVISOR

Buttons: Add, Edit, Delete, Cancel, Save, Exit

Figure 3-48 Member File

- Fax No. It is for user to fill in the member's fax number.
- Pager No It is for user to fill in the member's pager number.
- Mobile No It is for user to fill in the member's mobile telephone number.
- E-Mail It is for user to fill in the member's E-mail address.
- Discount Rate This rate will be automatically filled in the discount of the sales memo. Every stock price will be calculated using this discount.
- Modified Date The Application will automatically update the latest modified time of this record.
- Modified By The Application will automatically update the latest modified user name of this record.

3.23 Remark File

Remark File is for user to input the remarks that are used frequently. Under insert or edit mode, enter [.] + [Remark Code] + [Enter] in the single line remark input data field to paste the corresponding remark content. In multiple line remarks, enter [.] + [Remark Code] in the beginning and leave the remarks. Then, the corresponding remark content will be pasted.

- Remark Code The code is up to 20 digits or characters.
- English Description This content will be pasted to the one-line remark field. It is up to 60 characters.
- Chinese Description This content will be pasted to the one-line remark field. It is up to 60 Chinese characters.
- English Detail Description This content will be pasted to multi line remark field.
- Chinese Detail Description This content will be pasted to multi line remark field.

There are two types of remark for a remark code, item remark and multi-line remark. The Applications will automatically copy the content of item remark to the field of item remark or the content of multi-line remark to the field of multi-line remark in every transaction. Either English Description or Chinese Description will be copied to the relative field according to the language used.

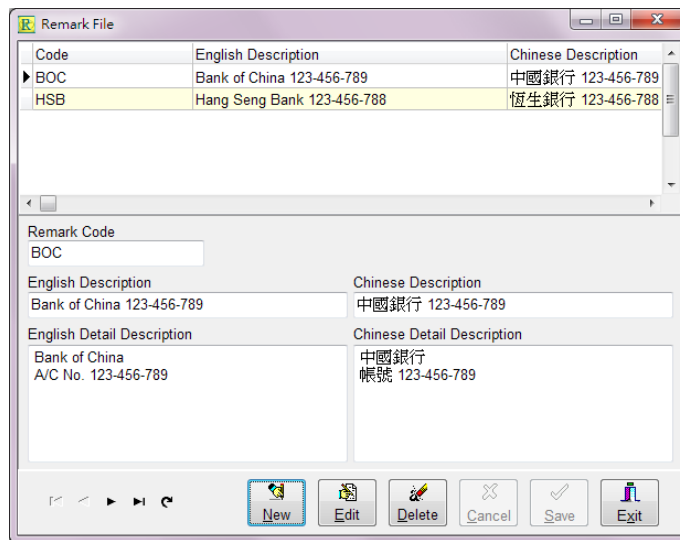


Figure 3-49 Remark File

3.24 User Log Control

The Application records the history of all functions executed by all users for management purpose. Please mark '✓' in the field of [Enable User Log] of System Setup if this function is applicable. To avoid taking too much of the hard disk space, please delete the history time to time.

- User Range** It is allowed to search for one or several users' usage history. Please select the user range in [From User] and [To User].
- Date Range** Please select an appropriate time range in [From Date] to [To Date]. Note that this range includes the time as well.
- Function Range** Please select the desired function range in [From Function] to [To Function].
- Record No.** This is to search for usage history related to specific transaction number. If this is left blank, this field will be ignored and all usage history will be shown.
- Station** This is to search for usage history related to specific stations. If this is left blank, all usage history will be shown. Upper and lower case will not make any difference.
- Run** The Application will display the history according to the selection of user range, time range and function range.
- Delete** Press [Delete] button if you want to delete the displayed history. Please use this function carefully since the history cannot be recovered once the history has been deleted.
- Preview** To preview the history in monitor.
- Print** To print out the history or save it as others document format.

The screenshot shows the 'User Log Control' application window. At the top, there are search filters: 'From User: BEN', 'From Date: 6/12/2011 17:49:17', 'From Function: 1001', 'To User: SUPERVISOR', 'To Date: 5/1/2012 17:49:17', and 'To Function: 98300'. Below these are fields for 'Record No.' and 'Station'. A toolbar contains buttons for 'Run', 'Export', 'Delete', 'Preview', 'Print', and 'Exit'. The main area is a table with columns for 'User Name', 'Function', and 'Access Time'. The table lists various activities performed by 'SUPERVISOR' on 5/1/2012.

User Name	Function	Access Time
SUPERVISOR	User Log Control	5/1/2012 17:49:17
SUPERVISOR	User Log Control	5/1/2012 17:47:52
SUPERVISOR	User Log Control	5/1/2012 17:47:34
SUPERVISOR	User Log Control	5/1/2012 17:47:20
SUPERVISOR	Account Receivable Payment Entry	5/1/2012 17:47:15
SUPERVISOR	Account Payable Payment Entry	5/1/2012 17:47:13
SUPERVISOR	Stock Adjustment Entry	5/1/2012 17:47:11
SUPERVISOR	Delivery Note Entry	5/1/2012 17:47:09
SUPERVISOR	Vendor Invoice Entry	5/1/2012 17:47:07
SUPERVISOR	Sales Return Entry	5/1/2012 17:47:05
SUPERVISOR	Sales Invoice Entry	5/1/2012 17:47:02
SUPERVISOR	Login Invoicing System	5/1/2012 17:46:58
SUPERVISOR	Logout Retailing System	5/1/2012 17:10:31
SUPERVISOR	User Security Control	5/1/2012 16:50:00

Figure 3-50 User Log Control

3.25 Other System Files

3.25.1 Credit Status File

It is to record different types of credit status. It can contain up to 40 characters. New credit status can be entered in other interfaces and this new information will be saved into this credit status file for users to use in the future.

3.25.2 Ship Via File

It is to record different types of delivery methods. It can contain up to 60 characters. New delivery method can be entered in other interfaces and this new information will be saved into this ship via file for users to use in the future.

3.25.3 District File

It is to record different sales districts. It can contain up to 40 characters. New sale district can be entered in other interfaces and this new information will be saved into this district file for users to use in the future.

3.25.4 Unit of Measure File

It is to record different types of unit for stocks or weights. It can contain up to 8 characters. New unit can be entered in other interfaces and this new information will be saved into this unit of measure file for users to use in the future.

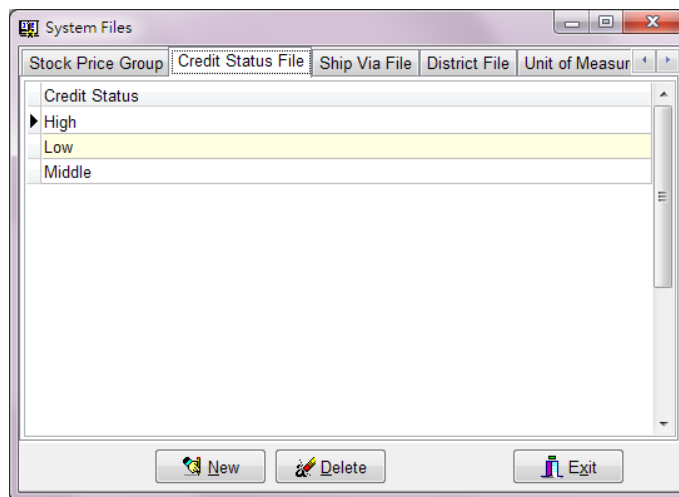


Figure 3-51 Credit Status File

3.25.5 Customer Stock Code/Name

User needs to set up this [Customer Stock Code/Name] file in advance for situation where there is difference between user's stock code and customer's stock code and user needs to create/print quotation, sales orders or sales invoices with the customer's stock code. Also, please mark '✓' to enable the function of Search Client's Stock Code in [System Setup].

When creating quotations, sales orders or sales invoices, user can use either user's stock code or customer's stock code for entry. When the system finds the relevant definition, it will remember the customer's stock code and name in the transactions and printing function is available. Under this situation, user's stock code will be used to dealt with different transactions within the system itself.

3.25.6 Vendor Stock Code/Name

User needs to set up this [Vendor Stock Code/Name] file in advance for situation where there is difference between user's stock code and vendor's stock code and user needs to create/print purchase orders or vendor invoices with the vendor's stock code. Also, please mark '✓' to enable the function of Search Vendor's Stock Code in [System Setup].

When creating purchase orders or vendor invoices, user can use either user's stock code or vendor's stock code for entry. When the system finds the relevant definition, it will remember the vendor's stock code and name in the transactions and printing function is available. Under this situation, user's stock code will be used to dealt with different transactions within the system itself.

Chapter 4 Transfer Voucher Entry (GAS)

Under main menu, use the mouse to choose Transfer Voucher Entry or press [Alt-S]+[T] to enter Transfer Voucher Entry interface. The interface divides into three parts: header, details and footer. User can use transfer voucher to enter all kinds of transactions, including debit/credit account receivable or account payable. The system allows choose or enter invoice code, customer code and vendor code.

4.1 Header

Header includes major content of a transfer voucher, e.g. Voucher No., Date, Period, Ref No and Remark.

Voucher No. Voucher number contains up to 20 digits and/or characters and is automatically incremental. The Application will first read the digit part of Voucher Number in [System Number] to check whether the number was used. If not, this number will be used as an Voucher Number. Otherwise, the Application will keep adding one to this number until the number is free.

Note: Voucher Number should be unique to other System Number. To change Voucher Number for next voucher, you should go to [System Numbers File] under Maintenance menu.

Date This field is the date to issue a voucher and will be automatically filled in as current date. To amend, input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is same as the date format of MS Windows. To change the format, please go to Control panel of MS Windows.

Period Accounting period is automatically set by the Application based on voucher date. User cannot alter.

Ref No It is for user to input supplementary information. This field contains up to 20 digits and/or characters.

Remark It is to record the detail description for each voucher.

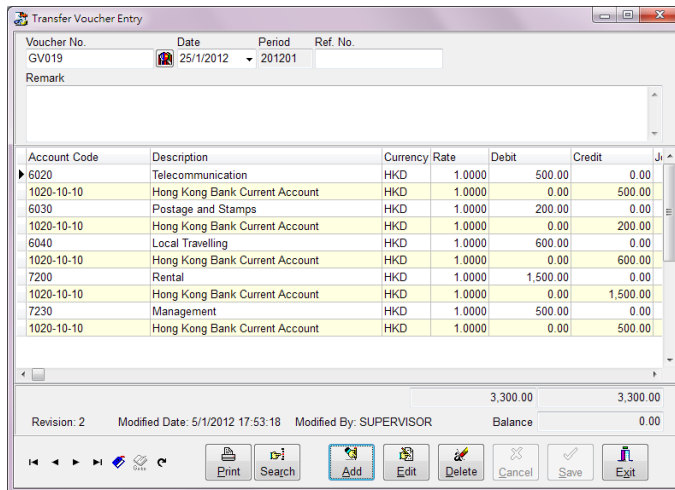


Figure 4-1 Transfer Voucher Entry

4.2 Details

Each voucher contains Account Code, Account Name, Currency, Rate, Debit, Credit, Job Code (Enhanced Edition only), Cheque No, Remark 1 and Remark 2. The voucher can only be saved only when the debit and credit are balanced.

Account Code It can be input by user or user can select existing records in put down menu. The most similar account code matched with input information will be shown. Note: only [Detail account] will appear in the put down menu.

Account Name Account Name is automatically filled in when Account Code has been selected. Account Name cannot be altered in here.

Currency The currency will be filled as local currency. It can be altered. If the currency changed, the exchange rate will be changed respectively.

Rate It is the exchange rate between the selected currency and local currency which is saved in the Currency File. To change it, user can input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Debit / Credit Either Debit field or Credit field should be filled in for each line. If both fields are filled, the Application will automatically calculate the difference. The Application will fill the amount in Debit side if the difference is positive. Otherwise, the difference will be filled in Credit side.

If there is a balance when a new item is added, the Application will automatically fill the balance in appropriate side.

Job Code (Enhanced Edition only)

If job code is selected, this transaction will be assigned to the relative Job Reports according to the related account type of the account.

Cheque No It can be up to 30 digits and/or characters.

Remark 1 & 2 It is detail description for each item and will be copied to next item automatically. Each line can contain up to 60 characters.

Delete an item Press [Ctrl-Del] to delete an item at cursor position.

View Account Receivable or Account Payable detail information

Press [F5] after selecting the transactions related to AR or AP to view the details, such as Invoice No, Invoice Date, Currency, Amount, etc.

Multi-selection of unpaid invoices

- 1) Under Insert or Edit mode, press [F7] to select a customer or [F8] to select a vendor, all outstanding invoices will be displayed.
- 2) Press [Shift] to select multiple contiguous records with the mouse or press [Ctrl] to select multiple records one by one with the mouse.
- 3) Press [OK], the outstanding amounts of each invoice will be credited to AR account and the selected invoices will be settled.

4.3 Footer

Footer includes Total Debit Amount, Total Credit Amount and Balance. All are calculated by the Application automatically.

Revision Number of times this record is modified. "0" will be marked when this record saved in first time. The Application will automatically add "1" for each modification.

Modified Date The Application will automatically update the latest modified time and date of this record.

Modified By The Application will automatically update the username that did the latest modification

4.4 Other Functions

- Print** When the voucher is saved, the system will ask whether user wants to print the voucher or not. If user chooses not to print by the time and changes his mind later on, he can print the voucher by pressing [F10] or right click with mouse under browse mode.
- Three formats (A5-Landscape, A4 Full Page-Portrait and A4 Half Page-Portrait) can be selected. The default format is A5-Landscape. Size of A5 is half of that of A4 and therefore will be printed horizontally. The paper needs to be cut into A5 size before printing. For A4 Full Page-Portrait, the voucher will be printed vertically. In addition, no matter how much content there is, it will take the whole A4 paper and therefore this format is more suitable for voucher with more content. For A4 Half Page-Portrait, voucher will be printed on the upper half of the A4 paper and the following content will be printed on the upper half of the next A4 paper. User needs to cut the papers by himself after.
- If user wants to modify the size or content of the voucher, select the voucher's format first and then press [F8] in Print Dialog Box to call the function of Modify Report Format.
- Search records by incremental searching method**
To search a record, press the button beside the field of Voucher Number. In this way, the system will search for the vouchers using voucher number.
- Search records by advance searching method**
Press [Search] button or [F4] to call [Search Transfer Voucher]. Most of the fields can be selected for advance searching.
- Copy** User can copy the content of the existing voucher to a new voucher by pressing right key of the mouse to call functions menu for copying. Note: transactions related to account receivable and account payable will not be copied.

Chapter 5 Income Voucher Entry (GAS)

Under main menu, use the mouse to choose Income Voucher Entry or press [Alt-S]+[I] to enter Income Voucher Entry interface. The interface divides into three parts: header, details and footer. The design of income voucher is to aid user to enter cash-related transactions quickly. User can only choose accounts that are defined as [Bank] for debit and only need to enter the amount once. Transactions related to account receivable cannot be dealt with in the [Income Voucher Entry].

5.1 Header

Header includes major content of an income voucher, e.g. Voucher No., Date, Period, Ref No, Cheque No, Job Code (Enhanced Edition only), Debit Account, Currency, Rate, Amount and Remark.

Voucher No. Voucher number contains up to 20 digits and/or characters and is automatically incremental. The Application will first read the digit part of Voucher Number in [System Number] to check whether the number was used. If not, this number will be used as an voucher number. Otherwise, the Application will keep adding one to this number until the number is free.

Note: Voucher Number should be unique to other System Number. To change Voucher Number for next voucher, you should go to [System Numbers File] under Maintenance menu.

Date This field is the date to issue a voucher and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is same as the date format of MS Windows..

Period Accounting period is automatically set by the Application based on voucher date. User cannot amend.

Ref No It is for user to input supplementary information. This field contains up to 20 digits and/or characters.

Cheque No It can be up to 30 digits and/or characters.

Job Code (Enhanced Edition only) Job code for debit side.

Account Code It can be input by user directly or user can select existing records from put down menu. The most similar account code matched with input information will be shown. In here, only account that is set as [Bank Account] can be selected.

Currency Currency used by debit side. It can be altered. If the currency changed, the exchange rate will be changed respectively.

Rate It is the exchange rate between the selected currency and local currency which is saved in the Currency File. To change it, user can input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Debit Amount User can input the amount in this field.

5.2 Details

Each voucher can contain many items include Account Code, Account Name, Currency, Rate, Credit, Job Code (Enhanced Edition only), Remark 1 and Remark 2. The voucher can only be saved only when the debit and credit are balanced.

Account Code It can be input by user directly or user can select existing records from put down menu. The most similar account code matched with input information will be shown.

Account Name Account Name is automatically filled in when Account Code has been selected. Account Name cannot be altered in here.

Currency Currency used by credit side. It can be altered. If the currency changed, the exchange rate will be changed respectively.

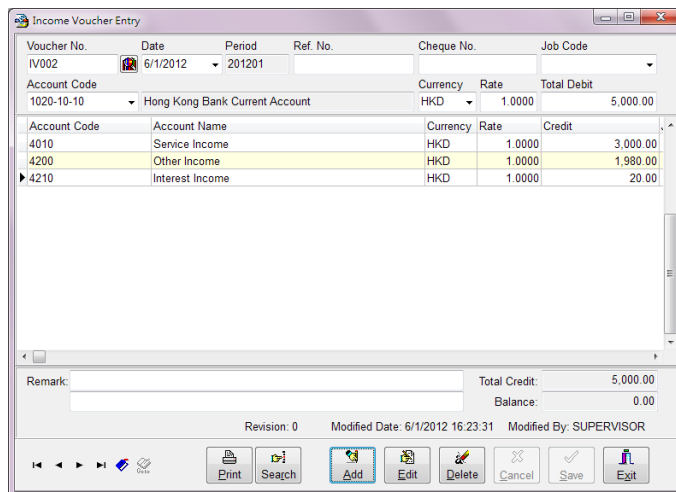


Figure 5-1 Income Voucher Entry

Rate	It is the exchange rate between the selected currency and local currency which is saved in the Currency File. To change it, user can input the new rate directly. To change the exchange rate permanently, please go to Currency File.
Credit	It is the total amount of credit side. It should be same as total amount of debit side. Otherwise, the voucher cannot be saved. If there is a balance when a new item added, the Application will automatically fill the balance in appropriate side.
Job Code (Enhanced Edition only)	Job Code for credit side.
Remark 1 & 2	It is detail description for each item and will be copied to next item automatically. Each remark can contain up to 60 characters.
Delete an item	Press [Ctrl-Del] to delete an item at cursor position.

5.3 Footer

Footer includes Remark, Total Credit and Balance. Total credit amount and balance is calculated by the Application automatically. Remark is for user to input supplementary information for debit side. There are a total of 2 lines with each line containing up to 60 characters.

Revision	Number of times this record is modified. "0" will be marked when this record saved in first time. The Application will automatically add "1" for each modification.
Modified Date	The Application will automatically update the latest modified time and date of this record.
Modified By	The Application will automatically update the username that did the latest modification

5.4 Other Functions

Print When the voucher is saved, the system will ask whether user wants to print the voucher or not. If user chooses not to print by the time and changes his mind later on, he can print the voucher by pressing [F10] or right click with mouse under browse mode.

Three formats (A5-Landscape, A4 Full Page-Portrait and A4 Half Page-Portrait) can be selected. The default format is A5-Landscape.

Size of A5 is half of that of A4 and therefore will be printed horizontally. The paper needs to be cut into A5 size before printing. For A4 Full Page-Portrait, the voucher will be printed vertically. In addition, no matter how much content there is, it will take the whole A4 paper and therefore this format is more suitable for voucher with more content.

For A4 Half Page-Portrait, voucher will be printed on the upper half of the A4 paper and the following content will be printed on the upper half of the next A4 paper. User needs to cut the papers by himself after.

If user wants to modify the size or content of the voucher, select the voucher's format first and then press [F8] in Print Dialog Box to call the function of Modify Report Format.

Search records by incremental searching method

To search a record, press the button beside the field of voucher number. In this way, the system will search for the vouchers using voucher number.

Search records by advance searching method

Press [Search] button or [F4] to call [Search Income Voucher]. Most of the fields can be selected for advance searching.

Copy

User can copy the content of the existing voucher to a new voucher by pressing right key of the mouse to call functions menu for copying.

Chapter 6 Expense Voucher Entry (GAS)

Under main menu, use the mouse to choose Expense Voucher Entry or press [Alt-S]+[E] to enter Expense Voucher Entry interface. The interface divides into three parts: header, details and footer. User can only choose accounts that are defined as [Bank] for credit and only need to enter the amount once.

6.1 Header

Header includes major content of an expense voucher, e.g. Voucher No., Date, Period, Ref No, Cheque No, Job Code (Enhanced Edition only), Account Code, Currency, Rate, Credit Account and Remark.

Field description:

Voucher No. Voucher number contains up to 20 digits and/or characters and is automatically incremental. The Application will first read the digit part of Voucher Number in [System Number] to check whether the number was used. If not, this number will be used as an voucher number. Otherwise, the Application will keep adding one to this number until the number is free.

Note: Voucher Number should be unique to other System Number. To change Voucher Number for next voucher, you should go to [System Numbers File] under Maintenance menu.

Date This field is the date to issue a voucher and will be automatically filled in as current date. To amend, user can input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is same as the date format of MS Windows. To change the format, please go to Control panel of MS Windows.

Period Accounting period is automatically set by the Application based on voucher date. User cannot amend.

Ref No It is for user to input supplementary information. This field contains up to 20 digits and/or characters.

Cheque No It can be up to 30 digits and/or characters.

Job Code (Enhanced Edition only) Job Code for credit side.

Account Code It can be input by user directly or user can select existing records from put down menu. The most similar account code matched with input

information will be shown. In here, only account that is set as [Bank Account] can be selected.

- Currency Currency used by credit side It can be altered. If the currency is changed, the exchange rate will be changed respectively.
- Rate It is the exchange rate between the selected currency and local currency which is saved in the Currency File. To change it, user can input the new rate directly. To change the exchange rate permanently, please go to Currency File.
- Credit Amount User can input the amount in this field.

6.2 Details

Each voucher can contain many items include Account Code, Account Name, Currency, Rate, Debit, Job Code (Enhanced Edition only) , Remark 1 and Remark 2. The voucher can only be saved only when the debit and credit are balanced.

- Account Code It can be input by user directly or user can select existing records from put down menu. The most similar account code matched with input information will be shown.
- Account Name Account Name is automatically filled in when Account Code has been selected. Account Name cannot be altered in here.
- Currency Currency used by credit side.
- Rate It is the exchange rate between the selected currency and local currency which is saved in the Currency File. To change it, user can input the new rate directly. To change the exchange rate permanently, please go to Currency File.
- Job Code (Enhanced Edition only) Job Code for debit side.
- Debit It is the total amount of debit side. It should be same as total amount of credit side. Otherwise, the voucher cannot be saved.

If there is a balance when a new item added, the Application will automatically fill the balance in appropriate side.
- Remark 1 & 2 It is detail description for each item and will be copied to next item automatically. Each remark can contain up to 60 characters.
- Delete an item Press [Ctrl-Del] to delete an item at cursor position.

Voucher No.	Date	Period	Ref. No.	Cheque No.	Job Code
EV001	6/1/2012	201201			

Account Code	Account Name	Currency	Rate	Debit
1020-10-20	BOC Current Account	HKD	1,0000	6,000.00
6010	Advertising Fee	HKD	1,0000	3,000.00
6020	Telecommunication	HKD	1,0000	1,800.00
6030	Postage and Stamps	HKD	1,0000	1,200.00

Remark: _____

Total Debit: 6,000.00
Balance: 0.00

Revision: 0 Modified Date: 6/1/2012 16:25:11 Modified By: SUPERVISOR

Figure 6-1 Expense Voucher Entry

6.3 Footer

Footer includes Remark, Total Debit and Balance. Total debit amount and balance is calculated by the Application automatically. Remark is for user to input supplementary information for credit side. There are a total of 2 lines with each line containing up to 60 characters.

Revision Number of times this record is modified. “0” will be marked when this record saved in first time. The Application will automatically add “1” for each modification.

Modified Date The Application will automatically update the latest modified time and date of this record.

Modified By The Application will automatically update the username that did the latest modification

6.4 Other Functions

Print When the voucher is saved, the system will ask whether user wants to print the voucher or not. If user chooses not to print by the time and changes his mind later on, he can print the voucher by pressing [F10] or right click with mouse under browse mode.

Three formats (A5-Landscape, A4 Full Page-Portrait and A4 Half Page-Portrait) can be selected. The default format is A5-Landscape.

Size of A5 is half of that of A4 and therefore will be printed horizontally. The paper needs to be cut into A5 size before printing. For A4 Full Page-Portrait, the voucher will be printed vertically. In addition, no matter how much content there is, it will take the whole A4 paper and therefore this format is more suitable for voucher with more content.

For A4 Half Page-Portrait, voucher will be printed on the upper half of the A4 paper and the following content will be printed on the upper half of the next A4 paper. User needs to cut the papers by himself after.

If user wants to modify the size or content of the voucher, select the voucher's format first and then press [F8] in Print Dialog Box to call the function of Modify Report Format.

Search records by incremental searching method

To search a record, press the button beside the field of voucher number. In this way, the system will search for the vouchers using voucher number.

Search records by advance searching method

Press [Search] button or [F4] to call an interface of [Search Expenses Voucher]. Most of the fields can be selected for advance searching.

Copy

User can copy the content of the existing voucher to a new voucher by pressing right key of the mouse to call functions menu for copying.

Chapter 7 Debit Note Entry (GAS)

Under main menu, use the mouse to choose Debit Note Entry or press [Alt-S]+[D] to enter Debit Note Entry interface. The interface divides into two pages: Main and Remark. Debit note will use the account receivable account while the credit side will be the account selected in the debit note.

7.1 Main

Main page includes three parts: header, detail and footer.

7.1.1 Header

Header includes major content of a Debit Note. Most of the contents can be selected from the existing files. If no suitable record can be selected or to input a new record, user can call the interface of maintenance files to add a new record by pressing [F6] after selecting the appropriate fields, such as customer code, currency or contact person, etc. To close the interface, press Exit and the current record will be copied to Debit Note.

Field description:

Note Number This number contains up to 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Debit Note Number in [System Number] to check whether the number was used. If not, this number will be used as an Debit Note Number. Otherwise, the Application will keep adding one to this number until the number is free.

Note: Note Number should be unique to other System Number. To change next Debit Note Number, you should go to [System Numbers File] under Maintenance menu.

Date This field is the date to issue a Debit Note and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is same as the date format of MS Windows. To change the format, please go to Control panel of MS Windows.

Customer Code Press the button beside the field by the mouse to call the dialog box for searching via customer code, customer name or telephone number.

Contact Contact person for this company.

Currency	The currency will be filled as the selected customer's default currency. It can be altered. If the currency is changed, the exchange rate will be changed respectively.
Rate	It is the exchange rate between the selected currency and local currency. To change it, user can input the new rate directly. To change the exchange rate permanently, please go to Currency File.
Ref No	It is for user to input supplementary information. It can be customer's sales order number or company's purchase order number.
Prepared by	It is to record the salesman responsible for this Debit Note. The information is for the analysis of salesman's performance.
Debit Note Title	It is to record the general information of this debit note, up to 60 characters.
Payment Terms	It is the credit days for the customer. The Application will calculate the payment date based on this credit days and customer's closing date (please refer to Payment Terms File and Customer File). If this field is blank, the payment date will be same as the date of the Debit Note.
Payment Method	It is to record the method of payment.
Job Code (Enhanced Edition only)	Please select a job code for this transaction, if applicable.

7.1.2 Details

Each Debit Note can contain many items including service items or remarks input by the user. It includes Account Name, Remarks, Description and Amount.

Account Code Account code for credit side. It can be input by user directly or user can select existing records from put down menu. The most similar account code matched with input information will be shown.

Note: If Account Code is input, the amount must be input. Otherwise, the voucher cannot be saved. Vice Versa.

Remarks It is for each credit item, up to 20 characters.

Description It is detail description for each credit item, up to 60 characters.

Amount Amount for each credit side.

Delete an item Press [Ctrl-Del] to delete an item at cursor position.

Figure 7-1 Debit Note Entry

7.1.3 Footer

Footer includes Total Discount and Net Amount.

Total Discount This discount is calculated based on total amount of a Debit Note. User can input the discount digit in this field.

Net Amount It is automatically calculated. It equals to total amount minus total discounts. This amount will be debited to customer's A/R automatically.

7.2 Remark

User can input detail description for each Debit Note.

Revision Number of times this record is modified. "0" will be marked when this record saved in first time. The Application will automatically add "1" for each modification.

Modified Date The Application will automatically update the latest modified time and date of this record.

Modified By The Application will automatically update the username that did the latest modification

7.3 Other Functions

- Print** Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Debit Note. User can also press [F10] to call dialog box for printing or preview. Then, select the debit note range and press the print button to print or the preview button to preview.
- Modify Format** Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.
- Search records by incremental searching method**
To search a record, press the button beside the field of Note No or right click with mouse and choose [Search Debit Note] to call the corresponding interface.
- Search records by advance searching method**
Press [Search] button or [F4] to call [Search Debit Note]. Most of the fields can be selected for advance searching.
- Copy** User can copy the content of the existing Debit Note to a new Debit Note by pressing right key of the mouse to call functions menu for copying.

Chapter 8 Credit Note Entry (GAS)

Under main menu, use the mouse to choose Credit Note Entry or press [Alt-S]+[C] to enter Credit Note Entry interface. The interface divides into two pages: Main and Remark. Credit Note will use the account payable account while the debit side will be the account selected in the credit note.

8.1 Main

Main page includes three parts: header, detail and footer.

8.1.1 Header

Header includes major content of a Credit Note. Most of the contents can be selected from the existing files. If no suitable record can be selected or to input a new record, user can call the interface of maintenance files to add a new record by pressing [F6] after selecting the appropriate fields, such as vendor code, currency or contact person, etc. To close the interface, press Exit and the current record will be copied to Credit Note.

Field description:

Note Number The number contains up to 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Credit Note Number in [System Number] to check whether the number was used. If not, this number will be used as a Credit Note Number. otherwise, the Application will keep adding one to this number until the number is free.

Note: Note Number should be unique to other System Number. To change next Credit Note Number, you should go to [System Numbers File] under Maintenance menu.

Date This field is the date to issue a Credit Note and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is same as the date format of MS Windows. To change the format, please go to Control panel of MS Windows.

Vendor Code Press the field by the mouse to call the dialog box for searching via vendor code, vendor name or telephone number.

Contact Contact person for this company.

Currency	The currency will be filled as the selected vendor's default currency. It can be altered. If the currency is changed, the exchange rate will be changed respectively.
Rate	It is the exchange rate between the selected currency and local currency. To change it, user can input the new rate directly. To change the exchange rate permanently, please go to Currency File.
Ref. No	It can be input by the user directly. It can be customer's sales order number or company's purchase order number.
Prepared by	It is to record the staff responsible to this Credit Note.
Debit Note Title	It is to record general information, up to 60 characters.
Payment Term	It is the credit days from vendors. The Application will calculate the payment date based on this credit days and vendor's closing date (please refer to Payment Terms File and Vendor File). If this field is blank, the payment date will be same as the date of the Credit Note.
Payment Method	It is to record the method of payment.
Job Code (Enhanced Edition only)	Please select a job code for this transaction, if applicable.

8.1.2 Details

Each Credit Note can contain many items including service items or remarks input by the user. It includes Account Name, Remarks, Description and Amount.

Account Code Account code for debit side. It can be input by user directly or user can select existing records from put down menu. The most similar account code matched with input information will be shown.

Note: If Account Code is input, the amount must be input. Otherwise, the voucher cannot be saved. Vice Versa.

Remarks It is for each debit item, up to 20 characters.

Description It is detail description for each debit item, up to 60 characters.

Amount Amount for debit side.

Delete an item Press [Ctrl-Del] to delete an item at cursor position.

Figure 8-1 Credit Note Entry

8.1.3 Footer

Footer includes Total Discount and Net Amount.

Total Discount This discount is calculated based on total amount of a Debit Note. User can input the discount digit in this field.

Net Amount It is automatically calculated. It equals to total amount minus total discounts. This amount will be credited to customer's A/P automatically.

8.2 Remark

User can input detail description for each Credit Note.

Revision Number of times this record is modified. "0" will be marked when this record saved in first time. The Application will automatically add "1" for each modification.

Modified Date The Application will automatically update the latest modified time and date of this record.

Modified By The Application will automatically update the username that did the latest modification

8.3 Other Functions

- Print** Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Credit Note. User can also press [F10] to call dialog box for printing or preview. Then, select the credit note range and press the print button to print or the preview button to preview.
- Modify Format** Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.
- Search records by incremental searching method**
To search a record, press the button beside the field of Note No or right click with mouse and choose [Search Credit Note] to call the corresponding interface.
- Search records by advance searching method**
Press [Search] button or [F4] to call [Search Credit Note]. Most of the fields can be selected for advance searching.
- Copy** User can copy the content of the existing Credit Note to a new Credit Note by pressing right key of the mouse to call functions menu for copying.

Chapter 9 Customer Prepayment Entry (GAS)

Under main menu, use the mouse to choose Customer Prepayment Entry or press [Alt-U] to enter Customer Prepayment Entry interface.

Customer Prepayment Entry is to record customers' prepayment when there is no sale invoices. The system will generate a receipt that is same in nature as credit note. This can hedge accounts receivable.

Fields Description:

Bill No.	Bill number contains up to 20 digits and/or characters and is automatically incremental. The Application will first read the digit part of customer prepayment number in [System Number] to check whether the number was used. If not, this number will be used as a bill number. Otherwise, the Application will keep adding one to this number until the number is free.
Date	This field is the payment date and will be automatically filled in as current date. To amend, user can input directly or use the mouse to click the button with triangle in this field to call a calendar to choose a desired date. The format is same as the date format of MS Windows. To change the format, please go to Control panel of MS Windows.
Currency	The currency will be filled as the selected customer's default currency. It can be altered. If the currency is changed, the exchange rate will be changed respectively.
Rate	It is the exchange rate between the selected currency and local currency. To change it, user can input the new rate directly. To change the exchange rate permanently, please go to Currency File.
Ref. No.	It is for user to input supplementary information. It can be customer's sales order number or company's purchase order number.
Customer Code	Use mouse to click this field to call the search interface. User can search by customer code, name or telephone number.
Customer Name	The system will automatically show the customer name saved in the customer's file. English interface will show customer's English name while Chinese interface will show customer's Chinese name.
Staff	The staff responsible for this transaction.

- Payment Method This records the payment method. If chart of account entered, the amount of deposit will debit to it. Otherwise, the amount of deposit will debit to [Customers Prepayment] in [Control Accounts].
- Cheque No. This records the number of the cheque the customer pays.
- Amount Amount of prepayment.
- Remark The content entered here will be brought to the general ledger. There are total of 2 lines with each line contains up to 60 characters.
- Print To print receipt for the customer

Figure 9-1 Customer Prepayment Entry

Chapter 10 Prepayment to Vendor Entry (GAS)

Under main menu, use the mouse to choose Prepayment to Vendor Entry or press [Alt-V] to enter Prepayment to Vendor Entry interface.

Prepayment to Vendor Entry is to record prepayment to vendor when there is no vendors invoices. The system will generate a record that is same in nature as debit note. This can hedge accounts payable.

Fields Description:

Bill Number	Bill number contains up to 20 digits and/or characters and is automatically incremental. The Application will first read the digit part of Vendor Prepayment Entry Number in [System Number] to check whether the number was used. If not, this number will be used as a journal number. Otherwise, the Application will keep adding one to this number until the number is free.
Date	This field is the payment date and will be automatically filled in as current date. To amend, user can input directly or use the mouse to click the button with triangle in this field to call a calendar to choose a desired date. The format is same as the date format of MS Windows. To change the format, please go to Control panel of MS Windows.
Currency	The currency will be filled as the selected vendor's default currency. It can be altered. If the currency is changed, the exchange rate will be changed respectively.
Rate	It is the exchange rate between the selected currency and local currency. To change it, user can input the new rate directly. To change the exchange rate permanently, please go to Currency File.
Ref No	It is for user to input supplementary information.
Vendors Code	Use mouse to click this field to call the search interface. User can search by vendor code, name or telephone number.
Vendors Name	The system will automatically show the vendor name saved in the vendor's file. English interface will show vendor's English name while Chinese interface will show vendor's Chinese name.
Prepared by	The staff responsible for this transaction
Payment Method	This records the payment method. If chart of account is entered, the amount of deposit will credit from it. Otherwise, the amount of deposit will credit from [Vendors Prepayment] in [Control Accounts].

- Cheque No. This records the number of the cheque paid.
- Amount Amount of prepayment.
- Remark The content entered here will be brought to the general ledger. There are total of 2 lines with each line contains up to 60 characters.
- Print To print receipt for the customer
- Cheque To print the cheque for payment. The system will automatically fill in the vendor's name and the amount.

Bill No.	Date	Currency	Rate	Ref. No.
VPP00002	31/3/2019	HKD	1.0000	

Vendor Code: AC001 Vendor Name: Arch Computer Service Center Ltd.

Prepared By	Payment Method	Cheque No.	Amount
Ben	Cheque	126899	6,800.00

Remark: [Two empty text boxes]

Print Date: [Empty field]

Revision: 0 Modified Date: 9/7/2019 3:42:02 PM Modified By: SUPERVISOR Print Count: 0

Buttons: Print, Cheque, Add, Edit, Delete, Cancel, Save, Exit

Figure 10-1 Vendors Prepay

Chapter 11 Bank Reconciliation (GAS)

Under main menu, use the mouse to choose Bank Reconciliation or press [Alt-S]+R to enter Bank Reconciliation interface. The interface divides into three parts: header, details and footer.

Please note that if [Rebuild Transactions] in [Transactions Auditor] is executed, all bank reconciliation record will be deleted and will require another reconciliation. Amending individual bank account-related invoice or transaction will also lead to the corresponding reconciliation record to be deleted and require another reconciliation.

11.1 Header

Header includes accounting period and accounts.

Field description:

From Date	It is the period for bank reconciliation. To alter, input directly or use the mouse to click the button with triangle in this field to call a calendar to choose a desired date.
To Date	
Account Code	Bank account number can be input by user directly or user can select existing records from put down menu. The Application will go to the most similar account code matched with input information.
Account Name	Account Name is automatically filled in when Account Code has been selected. Account Name cannot be altered in here.

11.2 Details

Every Bank Reconciliation includes Checked, Date, Voucher Number, Cheque Number, Remark and Balance.

Checked	Please mark '✓' in this field after the transaction is checked. Default setting for this field is no '✓'. To mark '✓', user only need to double click this field with mouse.
Date	The date of the voucher.
Voucher No.	Voucher number for relative transaction.
Cheque No.	Cheque number for this voucher.
Amount	It is the amount for the transaction.

Remark 1 & 2 Detail description for each voucher.

11.3 Footer

Footer includes Accounting Opening, Current Amount, Account Balance, Un-presented Amount, and Bank Balance.

Account Opening Opening balance for this bank account.

Current Amount Net total amount for the period.

Account Balance It is the sum of Account Opening and Current Amount.

Un-presented Amount Total amount of un-presented cheques for the period.

Bank Balance The balance of the bank statement. It equals to Account Balance minus Un-presented Amount.

11.4 Printing

To print Bank Reconciliation, press [Print] button. Default size is A4. To amend the size or content, user can press [F8] or right key of the mouse on Print Dialog Box to call Report Designer.

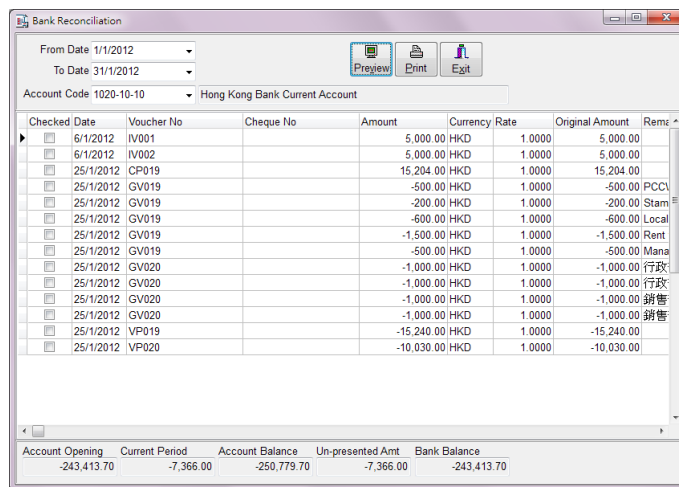


Figure 11-1 Bank Reconciliation

Chapter 12 Sales Invoice Entry (GIS)

Under main menu, use the mouse to choose Sales Invoice Entry or press [Alt-S]+I to enter Sales Invoice Entry interface. The interface divides into four pages: Main, Delivery Information, Shipping Information and Remark. If user wants to generate account transactions, sales invoice will debit the account receivable and/or selected items in the payment methods; credit sales account; and will generate transactions to decrease the number of corresponding stocks.

12.1 Main

Main page includes three parts: header, detail and footer.

12.1.1 Header

Header includes major content of a Sales Invoice. Most of the contents can be selected from the existing files. If no suitable record can be selected or to input a new record, user can call the interface of maintenance files to add a new record by pressing [F6] on the appropriate fields, such as Customer Code, Currency or Sold By, etc. To close the interface, press Exit and the current record will be copied to Sales Invoice.

Field description:

Invoice No. Invoice number contains up to 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Invoice Number in [System Number] to check whether the number was used. If not, this number will be used as an Invoice Number. Otherwise, the Application will keep adding one to this number until the number is free.

Note: Invoice Number should be unique to other System Number. To change next Invoice Number, you should go to [System Numbers File] under Maintenance menu.

Date This field is the date to issue an invoice and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is same as the date format of MS Windows. To change the format, please go to Control panel of MS Windows.

Customer Code Press the button beside the field by the mouse to call dialog box for searching via customer code, customer name or telephone number.

Contact Contact person for this company.

Currency The currency will be filled as the selected customer’s default currency. It can be altered. If the currency is changed, the exchange rate will be changed respectively.

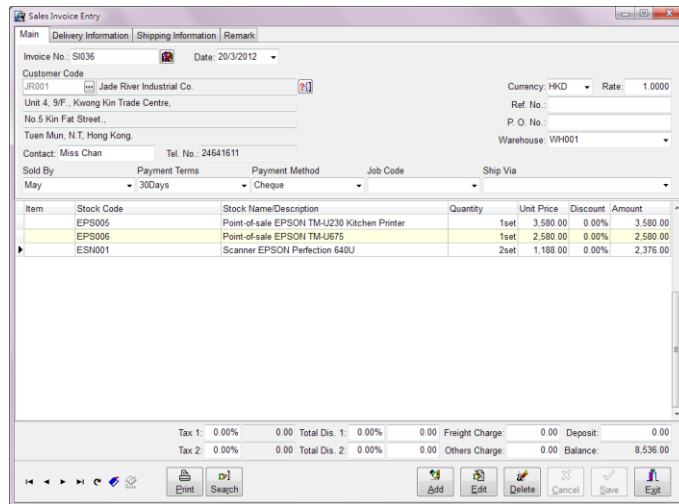


Figure 12-1 Sales Invoice Entry

Rate It is the exchange rate between the selected currency and local currency. To change it, user can input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Ref No It is for user to input supplementary information. It can be customer’s sales order number or company’s purchase order number.

P. O. No. It is customer’s purchase order number.

Warehouse (Enhanced Edition only) The Application will deduct the quantities of the stocks of the warehouse selected.

Sold by It is to record the salesman responsible to this Invoice. This information is for the analysis of salesman’s performance and calculation of commission.

Payment Terms It is the credit days for the customer. The Application will calculate the payment date based on this credit days and customer’s closing date (please refer to Payment Terms File and Customer File). If this field is blank, the payment date will be same as invoice date.

Payment Method It is to record the method of payment.

If there is a deposit amount input, the account related to the selected Payment Method will be used to debit. If there is no an account code marked in the selected Payment Method, this deposit amount will be debited to the Sales Deposit account marked in [Control Accounts].

Job Code (Enhanced Edition only)

Please select a job code for this transaction, if applicable.

Ship Via To record the delivery method for the goods.

12.1.2 Detail

Every invoice contains many items including service items or remarks input by the user. It includes Item, Stock Code, Description, Quantity, Unit Price, Discount, and Amount.

Item It is to input the number for each item or other information.

Stock Code User can input the code directly or press the button beside the field to select the existing records.

Description/Stock Name

Stock name is automatically filled in after Stock Code has been selected. User can modify stock name directly. However, the modified stock name is just for this record. For non-stock item input, user can input the name in here.

Quantity The interface for input quantity will automatically displayed when the cursor is moved to this field. Both large unit quantity and small unit quantity will be displayed in Quantity field if the stock has large unit and small unit. Otherwise, only small unit quantity field will be displayed for user input. The unit for large unit or small unit can be altered here.

No matter the small unit quantity field is used or not, if the large unit quantity field is entered, the system will put Large Unit Price into the unit price field. If only small unit quantity field is used, the system will put Small Unit Price into the unit price field and display the quantity with small unit.

Unit Price The Application will check whether the stock has been sold. If yes, last selling price and standard unit price will be displayed. Please choose the desired one. Whatever you chose, this price will be the last selling price for next sales.

Discount This discount is defaulted as percentage. Thus, please input the digit only.

Amount	This amount is automatically calculated by the Application. User cannot amend. It equals to Quantity times Unit Price minus Discount and will round off to two decimal places.
Item Remark	Press [F5] in Detail section of an invoice to call an interface to input detail information for a stock or an item. The information includes Stock Unit Cost Price, Order Number and detail remark. This information can be edited under edit mode. The authority to browse or edit Stock Unit Cost Price can be set in [User Security Maintenance].
Delete an item	Press [Ctrl-Del] to delete an item at cursor position.

12.1.3 Footer

Footer includes Tax 1 & 2, Total Discount 1 & 2, Freight Charge, Other Charge, Deposit and Balance.

Tax 1 & 2	Sales Tax is automatically calculated by the Application based on default formula set by user. Please refer to Tax File for details.
Total Disc. 1	This discount is calculated based on invoice total amount. User can input the percentage or discount amount in relative field. These two fields are co-related. When the percentage is input, discount amount will be automatically calculated. Vice Versa.
Total Disc. 2	This discount is calculated based on invoice total amount minus total discount 1.
Freight Charge	The freight charge related to this transaction. Total discount 1 & 2 will exclude this amount.
Other Charge	All other charges about this transaction. Total discount 1 & 2 will exclude this amount.
Deposit	To record paid amount by customer.
Balance	It is automatically calculated. It equals to invoice total amount plus freight charge and other charge minus total discount 1 & 2 and deposit. It will be posted to customer's A/R.

12.2 Delivery Information

Ship to address	Press the button beside the field by the mouse to call dialog box for searching via customer code, customer name or telephone number.
-----------------	---

- Quotation No** It is customer's quotation number. If Sales Invoice is copied from Quotation, this number will be automatically filled in.
- Sales Order No.** It is to record Sales Order Number. If Sales Invoice is copied from Sales Order, this number will be automatically filled in.
- Delivery Note No.** It is to record Delivery Note No for this invoice.
- Vehicle License No.** It is to record Vehicle License No. for this invoice.
- Salesman Commission** Commission rate for salesman. It equals to invoice net amount times salesman commission rate.
- Dealer** User can press the button beside the field to call the existing records. If user has input the dealer in Customer File, this field will be automatically filled in.
- Dealer Commission Rate** Commission rate for dealer.

The screenshot shows the 'Sales Invoice Entry' window with the 'Delivery Information' tab selected. The interface includes fields for company name (EL POWER CO), address (118 Castle Peak Road, Tuen Mun, N.T., Hong Kong), contact (Mr. Eric M.T. Tai, Tel. No. 26785422), and dealer. On the right, there are fields for Quotation No. (Q036), Sales Order No. (SO036), Delivery Note No., Delivery Date (10/5/2012), Vehicle Licence No., Salesman Commission (8.00% / 682.88), and Dealer Commission Rate (0.00% / 0.00). A table lists items with columns for Item, Stock Code, Stock Name/Description, Quantity, Unit Price, Discount, and Amount. The table contains three rows: EPS005 (Point-of-sale EPSON TM-U230 Kitchen Printer, 1set, 3,580.00, 0.00%, 3,580.00), EPS006 (Point-of-sale EPSON TM-U675, 1set, 2,580.00, 0.00%, 2,580.00), and ESN001 (Scanner EPSON Perfection 640U, 2set, 1,188.00, 0.00%, 2,376.00). At the bottom, there are tax and freight fields, and a status bar with navigation buttons.

Item	Stock Code	Stock Name/Description	Quantity	Unit Price	Discount	Amount
	EPS005	Point-of-sale EPSON TM-U230 Kitchen Printer	1set	3,580.00	0.00%	3,580.00
	EPS006	Point-of-sale EPSON TM-U675	1set	2,580.00	0.00%	2,580.00
	ESN001	Scanner EPSON Perfection 640U	2set	1,188.00	0.00%	2,376.00

Figure 12-2 Sales Invoice – Delivery Information

12.3 Shipping Information

This page is to input the detail shipping information. It includes the following fields:

1. Port of Loading
2. Port of Discharge
3. Sailing On/Abort
4. ETA

5. Vessel/Voyage Name
6. Carrier
7. Letter of Credit Number
8. Bill of Lading Number
9. Banker
10. Shipping Mark

12.4 Remark

Invoice Remark User can input detail description for each Sales Invoice.

Journal Remark The content input in this field will be post to General Ledger. There are total of 2 lines with each line contains up to 60 characters.

Revision Number of times this record is modified. “0” will be marked when this record saved in first time. The Application will automatically add “1” for each modification.

Modified Date The Application will automatically update the latest modified time and date of this record.

Modified By The Application will automatically update the username that did the latest modification

12.5 Other Functions

Print Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Sales Invoice. User can press [F10] to call dialog box for printing or preview. Select the invoice range and press print to print or press preview to preview.

Modify Format Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.

Search records by incremental searching method
To search a record, press the button beside the field of Invoice No. In this way, the system will search for the vouchers using voucher no.

Search records by advance searching method
Press [Search] button or [F4] to call [Search Sales Invoice]. Most of the fields can be selected for advance searching.

Copy User can copy the content of the existing documents (e.g. Quotation, Sales Order or other Sales Invoice) to a new Sales Invoice by pressing right key of the mouse to call functions menu for copying.

Decimal Point for unit price or quantity

User can set maximum 6 decimal place for unit price and quantity in System Setup.

Select the stocks from sales history

User can select the stocks from sales history and uses its selling price. Please refer to the steps:

i) Press [Add] to create a new invoice

ii) Select a designated customer and currency

iii) Press [F7] to call [Stock Last Unit Price] file of this designated customer

iv) Press [Shift] to select multiple contiguous records with the mouse or press [Ctrl] to select multiple records one by one with the mouse.

v) Press [OK], the selected stocks will be added to the current transaction by selecting order. The default quantity is 1.

Import from text file

Under create/edit mode of invoice, right click with mouse to select this function. Before importing, user need to choose customer first for the system to get the customer/stock last unit price. The choosing order of the selling price by the system is the same as entering by user, which is: Quantity Discount, Price Table, Last Selling Price, Stock File's Selling Price.

The format for the text file needs to be file with pure text format. The first column should be the stock code or barcode; the second column should be the small unit quantity. The two columns can be separated by Tab (*.txt), ',' (*.csv) or Space (*.prn). The system will sum the quantity of stock for repeated import.

Enter Stock with barcode reader

Under create/edit mode of invoice, right click with mouse to select this function. The purpose of this function is to provide a fast input method. The barcode can be [barcode] in the stock file or [stock code]. The system will first search in the [barcode] field, followed by [stock code] field.

The quantity for small unit is default as 1. If user wishes to enter quantity manually every time, he can enable [Ask for Quantity input] in [Local Configuration Tool]. Then, after reading the barcode, user will need to enter the quantity and press [Enter].

After choosing [Accumulate item quantity], the system will add the quantity of that stock into the exist stock. If that stock is not existed in the system, it will be added as the last line. Upon leaving, the system will remember this setting and used for the next time.

The choosing order of the selling price by the system is the same as entering by user, which is: Quantity Discount, Price Table, Last Selling Price, Stock File's Selling Price. When accumulating the quantities, the system will use the existing selling price.

Chapter 13 Sales Return Entry (GIS)

Under main menu, use the mouse to choose Sales Return Entry or press [Alt-R] to enter Sales Return Entry interface. The interface divides into three pages: Main, Delivery Information and Remark. If user wants to generate account transactions, sales return invoice will credit the account receivable and/or selected items in the payment methods; debit sales return account; and will generate transactions to increase the number of corresponding stocks. If the content is copied from the sales order, the system will increase the corresponding order quantity.

13.1 Main

Main page includes three parts: header, detail and footer.

13.1.1 Header

Header includes major content of a Sales Return. Most of the contents can be selected from the existing files. If no suitable record can be selected or to input a new record, user can call the interface of maintenance files to add a new record by pressing [F6] on the appropriate fields, such as Customer Code, Currency or Sold By, etc. To close the interface, user can press Exit and the current record will be copied to Sales Return.

Field description:

Invoice No. Invoice number contains up to 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Invoice Number in [System Number] to check whether the number was used. If not, this number will be used as an Invoice Number. Otherwise, the Application will keep adding one to this number until the number is free.

Note: Invoice Number should be unique to other System Number. To change next Invoice Number, you should go to [System Numbers File] under Maintenance menu.

Date This field is the date to issue an invoice and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is same as the date format of MS Windows. To change the format, please go to Control panel of MS Windows.

Customer Code Press the button beside the field by the mouse to call dialog box for searching via customer code, customer name or telephone number.

Contact Contact person for this company.

Currency	The currency will be filled as the selected customer's default currency. It can be altered. If the currency is changed, the exchange rate will be changed respectively.
Rate	It is the exchange rate between the selected currency and local currency. To change it, user can input the new rate directly. To change the exchange rate permanently, please go to Currency File.
Ref No	It is for user to input supplementary information. It can be customer's sales order number or company's purchase order number.
P. O. No.	It is customer's purchase order number.
Warehouse (Enhanced Edition only)	The Application will increase the quantities of the stocks from the warehouse selected.
Sold by	It is to record the salesman responsible to this Invoice. This information is for the analysis of salesman's performance and calculation of commission.
Payment Terms	It is the credit days for the customer. The Application will calculate the payment date based on this credit days and customer's closing date (please refer to Payment Terms File and Customer File). If this field is blank, the payment date will be same as invoice date.
Payment Method	It is to record the method of payment. If there is a deposit amount input, the account related to the selected Payment Method will be used to debit. If there is no an account code marked in the selected Payment Method, this deposit amount will be debited to the Sales Deposit account marked in [Control Accounts].
Job Code (Enhanced Edition only)	Please select a job code for this transaction, if applicable.
Ship Via	To record the delivery method for the goods.

13.1.2 Detail

Every invoice contains many items including stock, service items or remarks input by the user. It includes Item, Stock Code, Description, Quantity, Unit Price, Discount, and Amount.

Item	It is to input the number for each item or other information.
------	---

Stock Code User can input the code directly or press the button beside the field to select the desired one from the existing records.

Description/Stock name

Stock name is automatically filled in after Stock Code has been selected. User can modify stock name directly. However, the modified stock name is just for this record. For non-stock item input, user can input the name in here.

Figure 13-1 Sales Return Entry

Quantity The interface for input quantity will automatically displayed when the cursor is moved to this field. Both large unit quantity and small unit quantity will be displayed in Quantity field if the stock has large unit and small unit. Otherwise, only small unit quantity field will be displayed for user input. The unit for large unit or small unit can be altered here.

No matter the small unit quantity field is used or not, if the large unit quantity field is entered, the system will put Large Unit Price into the unit price field. If only small unit quantity field is used, the system will put Small Unit Price into the unit price field and display the quantity with small unit.

Unit Price The Application will check whether the stock has been sold. If yes, last selling price and standard unit price will be displayed. Please choose the desired one. Whatever you chose, this price will be the last selling price for next sales.

Discount	This discount is defaulted as percentage. Thus, please input the digit only.
Amount	This amount is automatically calculated by the Application. User cannot amend. It equals to Quantity times Unit Price minus Discount and will round off to two decimal places.
Item Remark	Press [F5] in Detail section of an invoice to call an interface to input detail information for a stock or an item. The information includes Stock Unit Cost Price, Order No. and detail remark. This information can be edited under edit mode. The authority to browse or edit Stock Unit Cost Price can be set in [User Security Maintenance].
Delete an item	Press [Ctrl-Del] to delete an item at cursor position.

13.1.3 Footer

Footer includes Tax 1 & 2, Total Discount 1 & 2, Freight Charge, Other Charge, Deposit and Balance.

Tax 1 & 2	Sales Tax is automatically calculated by the Application based on default formula set by user. Please refer to Tax File for details.
Total Disc. 1	This discount is calculated based on invoice total amount. User can input the percentage or discount amount in relative field. These two fields are co-related. When the percentage is input, discount amount will be automatically calculated. Vice Versa.
Total Disc. 2	This discount is calculated based on invoice total amount including total discount 1.
Freight Charge	The freight charge related to this transaction. Total discount 1 & 2 will exclude this amount.
Other Charge	All other charges about this transaction. Total discount 1 & 2 will exclude this amount.
Deposit	To record paid amount by customer.
Balance	It is automatically calculated. It equals to invoice total amount plus freight charge and other charge minus total discount 1 & 2 and deposit. It will be post to customer's A/R.

13.2 Delivery Information

- Ship to address** Press the button beside the field by the mouse to call dialog box for searching via customer code, customer name or telephone number.
- Quotation No** It is customer's quotation number. If Sales Return is copied from Quotation, this number will be automatically filled in.
- S. O. No.** It is to record Sales Order Number. If Sales Return is copied from Sales Order, this number will be automatically filled in.
- Vehicle License No.** It is to record Vehicle License No. for this invoice.
- Salesman Commission** Commission rate for salesman. It equals to invoice net amount times salesman commission rate.
- Dealer** User can press the button beside the field to call the existing records. If user has input the dealer in Customer File, this field will be automatically filled in.
- Dealer Commission Rate** Commission rate for dealer.

The screenshot shows the 'Sales Return Entry' window with the 'Delivery Information' tab selected. The interface includes fields for customer information, quotation and sales order numbers, delivery date, vehicle license, and commission rates. A table lists items with their stock codes, descriptions, quantities, unit prices, discounts, and amounts. At the bottom, there are summary fields for taxes, freight, deposit, and balance, along with a toolbar for navigation and actions.

Item	Stock Code	Stock Name/Description	Quantity	Unit Price	Discount	Amount
1.	EDC001	Digital Camera EPSON PhotoPC 3000z	1set	5,500.00	0.00%	5,500.00
	EDC002	Digital Camera EPSON PhotoPC 850z	1set	6,200.00	0.00%	6,200.00

Summary fields at the bottom of the window:

Tax 1: 0.00%	0.00	Total Dis: 1: 0.00%	0.00	Freight Charge:	0.00	Deposit:	0.00
Tax 2: 0.00%	0.00	Total Dis: 2: 0.00%	0.00	Others Charge:	0.00	Balance:	11,700.00

Figure 13-2 Sales Return (Delivery Information)

13.3 Remark

Invoice Remark User can input detail description for each Sales Return.

Journal Remark	The content input in this field will be post to General Ledger. There are total of 2 lines with each line contains up to 60 characters.
Revision	Number of times this record is modified. "0" will be marked when this record saved in first time. The Application will automatically add "1" for each modification.
Modified Date	The Application will automatically update the latest modified time and date of this record.
Modified By	The Application will automatically update the username that did the latest modification

13.4 Other Functions

Print	Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Sales Invoice. User can press [F10] to call dialog box for printing or preview. Select the invoice range and press print to print or press preview to preview.
Modify Format	Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.
Search records by incremental searching method	To search a record, press the button beside the field of Invoice No. In this way, the system will search for the invoice using invoice number.
Search records by advance searching method	Press [Search] button or [F4] to call [Search Sales Invoice]. Most of the fields can be selected for advance searching.
Copy	User can choose to copy from other receipts by right clicking with mouse. The content of other receipts can be copies to the newly added invoice.
Decimal Point for unit price or quantity	User can set maximum 6 decimal place for unit price and quantity in System Setup.
Select the stocks from sales history	User can select the stocks from sales history and uses its selling price. Please refer to the steps: i) Press [Add] to create a new invoice ii) Select a designated customer and currency

- iii) Press [F7] to call [Stock Last Unit Price] file of this designated customer
- iv) Press [Shift] to select multiple contiguous records with the mouse or press [Ctrl] to select multiple records one by one with the mouse.
- v) Press [OK], the selected stocks will be added to the current transaction by selecting order. The default quantity is 1.

Import from text file, Enter stock with barcode reader

User can select these functions by right clicking with mouse under create/edit mode of invoice. For detail description, please refer to the related functions in [sales invoice].

Chapter 14 Sales Invoice Return Entry (GIS)

Under main menu, use the mouse to choose Sales Invoice Return Entry or press [Alt-E] to enter Sales Invoice Return Entry interface.

Sales Invoice Return Entry is to record whether the invoices delivered to the customers are signed and sent back from the customers or not and whether these invoices are paid or not. It is for user to handle the following situations:

- 1) To record the delivered / signed invoice without payment. These invoices will be shown in the group of Outstanding Sales Invoice in Sales Invoice Return Report. No journal transaction creates.
- 2) To record the delivered / signed invoice with full payment. The system will not only record the delivered invoice as returned, it will also make payment transaction and generate general ledger transactions. These invoices will be shown in the group of paid invoices in Sales Invoice Return Report.
- 3) To record the delivered / signed invoice with over payment. When the payment is larger than the invoice amount, the system will consider this as additional income and will put the extra amount into the [Over payment]. The system will also make payment transaction and generate general ledger transactions. The invoices will be shown in the group of paid invoices in Sales Invoice Return Report. The over payment amount will be credited to Other Income account.
- 4) To record the delivered / signed invoice with payment in discount. The system will jump to the [discount amount] field. If [discount amount] is entered, the system will consider the sum of [Total Payment] and [Discount Amount] as the total amount. The system will also make payment transaction and generate general ledger transactions. Please input the discount amount in the field of Payment Disc. This discount amount will be debited to Sales Discount account. These invoices will be shown in the group of paid invoices in Sales Invoice Return Report.

Field description:

Invoice No. User should enter the invoice number in this field and press [Enter].

When the invoice number is entered, the system will first check whether this number already exist in the database or not. If it does exist, the system will automatically create a new transaction and display this invoice's information. User can also press [add] and then input invoice number.

User can also print the invoice number as barcode on the sales invoice and then read it with barcode reader. This method is more effective.

Journal No	Journal number contains 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Sales Return No. in [System Number] to check whether the number was used. If not, this number will be used as a Journal Number. Otherwise, the Application will keep adding one to this number until the number is free.
Date	It is to record the date of transaction and will be automatically filled in as current date. To amend, user can input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is same as the date format of MS Windows. To change the format, please go to Control panel of MS Windows.
Total Payment	The payment amount collects from the customers when the goods delivered. Remaining outstanding balance can be settled in Account Receivable Entry and Transfer Voucher Entry.
Payment Disc.	Discount for the customer can be entered here.
Over Payment	This field is calculated by the system. The value is equal to total payment minus the amount payable
Remark	This field is up to 60 characters and its content will be brought into the general ledger.
Bank Account	If there is a payment amount input, the amount will be debited to this account. If there is no an account selected, the payment amount will be debited to A/R Payment account set in [Control Accounts].
Discount Account	If there is a payment discount amount input, the amount will be debited to this account. If there is no an account selected, the payment amount will be debited to Sales Discount account set in [Control Accounts].
Other Income Account	If there is an over payment amount, the amount will be credited to this account. If there is no an account selected, the over payment amount will be credited to Other Charge account set in [Control Accounts].

Sales Invoice Return Entry

Please input invoice no.:

Journal No. Date

Invoice No.	Invoice Date	Currency	Total Amount	Paid	Balance
SI027	20/12/2011	HKD	1.0000	6,864.00	0.00
6,864.00					6,864.00

Customer Code	Customer Name	Total Payment	Payment Disc.	Over Payment
ST001	Sunskind Technology Limited	864.00	0.00	0.00

Remark Bank Account Discount Account Other Income Account

Revision: 0 Modified Date: 6/1/2012 17:13:38 Modified By: SUPERVISOR

Figure 14-1 Sales Invoice Return Entry

Chapter 15 Vendor Invoice Entry (GIS & GRS)

Under main menu, use the mouse to choose Vendor Invoice Entry or press [Alt-S]+[V] to enter Vendor Invoice Entry interface. The interface divides into Main page and Remark page. If user wants to generate general ledger transactions, vendor invoice will credit the account payable and/or selected account in the payment methods; debit purchase account and will generate transactions to increase the number of corresponding stocks. If the content is copied from the purchase order, the system will decrease the corresponding purchase order quantity.

15.1 Main

Main page includes three parts: header, detail and footer.

15.1.1 Header

Header includes major content of a Vendor Invoice. Most of the contents can be selected from the existing files. If no suitable record can be selected or to input a new record, user can call the interface of maintenance files to add a new record by pressing [F6] on the appropriate fields, such as Vendor Code, Currency or Prepared By, etc. To close the interface, press Exit and the current record will be copied to Vendor Invoice.

Field description:

Invoice No. Invoice number contains up to 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Vendor Invoice Number in [System Number] to check whether the number was used. If not, this number will be used as an Vendor Invoice Number. Otherwise, the Application will keep adding one to this number until the number is free.

Note: Invoice Number should be unique to other System Number. To change next Invoice Number, you should go to [System Numbers File] under Maintenance menu.

Date This field is the date to issue an invoice and will be automatically filled in as current date. To amend, just by input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is same as the date format of MS Windows. To change the format, please go to Control panel of MS Windows.

Vendor Code Press the button beside the field by the mouse to call dialog box for searching via vendor code, vendor name or telephone number.

Contact Contact person for this company.

Currency The currency will be filled as the selected vendor’s default currency. It can be altered. If the currency is changed, the exchange rate will be changed respectively.

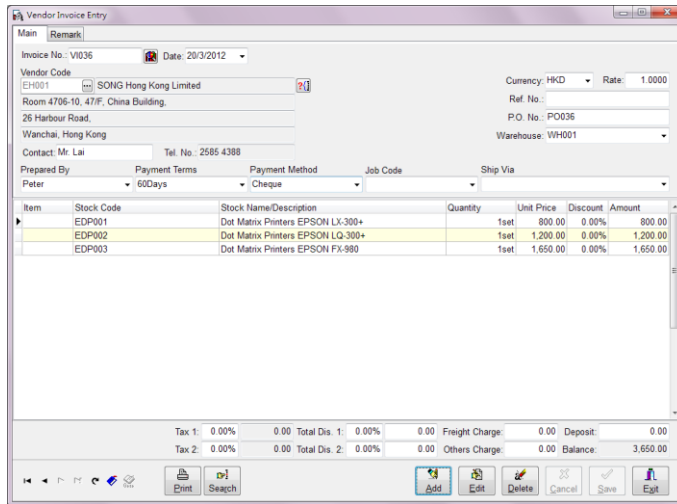


Figure 15-1 Vendor Invoice Entry

Rate It is the exchange rate between the selected currency and local currency. To change it, user can input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Ref No It is for user to input supplementary information.

P.O. No If this order is copied from the purchase order, the system will automatically fill in the purchase order number.

Warehouse (Enhanced Edition only) The Application will add the quantities of the stocks of the selected warehouse.

Prepared By It is to record the staff responsible for this Invoice.

Payment Terms It is the credit days from the vendor. The Application will calculate the payment date based on this credit days and vendor’s closing date (please refer to Payment Terms File and Vendor File). If this field is blank, the payment date will be same as invoice date.

Payment Method It is to record the method of payment.

If there is a deposit amount input, the account related to the selected Payment Method will be used to credit. If there is no an account code marked in the selected Payment Method, this deposit amount will be credited to the Purchase Deposit account marked in [Control Accounts].

Job Code (Enhanced Edition only)

Please select a job code for this transaction, if applicable.

Ship Via

To record the delivery method for the goods.

15.1.2 Detail

Every invoice contains many items including service items or remarks input by the user. It includes Item, Stock Code, Description, Quantity, Unit Price, Discount, and Amount.

Item

It is to input the number for each item or other information.

Stock Code

User can input the code directly or press the button beside the field to select the desired one from the existing records.

Description/Stock Name

Stock name is automatically filled in after Stock Code has been selected. User can modify stock name directly. However, the modified stock name is just for this record. For non-stock item input, user can input the description in here.

Quantity

The interface for input quantity will automatically displayed when the cursor is moved to this field. Both large unit quantity and small unit quantity will be displayed in Quantity field if the stock has large unit and small unit. Otherwise, only small unit quantity field will be displayed for user input. The unit for large unit or small unit can be altered here.

No matter the small unit quantity field is used or not, if the large unit quantity field is entered, the system will put Large Unit Purchase Price into the unit price field. If only small unit quantity field is used, the system will put Small Unit Purchase into the unit price field and display the quantity with small unit.

Unit Price

The Application will check whether the stock has been bought. If yes, last purchase price will be filled in this field. Otherwise, the standard purchase price in Stock File will be used.

Discount	This discount is defaulted as percentage. Thus, please input the digit only.
Amount	This amount is automatically calculated by the Application. User cannot amend. It equals to Quantity times Unit Price minus Discount and will round off to two decimal places.
Item Remark	Press [F5] in Detail section of an invoice to call an interface to input detail information for a stock or an item. The information includes Vendor Stock Code, Order Number and detail remark. This information can be edited under edit mode.
Delete an item	Press [Ctrl-Del] to delete an item at cursor position.

15.1.3 Footer

Footer includes Tax 1 & 2, Total Discount 1 & 2, Freight Charge, Other Charge Deposit and Balance.

Tax 1 & 2	Sales tax is automatically calculated by the Application based on default formula set by user. Please refer to Tax File for details.
Total Disc 1	This discount is calculated based on invoice total amount. User can input the percentage or discount amount in relative field. These two fields are co-related. When the percentage is input, discount amount will be automatically calculated. Vice Versa.
Total Disc. 2	This discount is calculated based on invoice total amount minus total discount 1.
Freight Charge	The freight charge related to this transaction. Total discount 1 & 2 will exclude this amount.
Other Charge	All other charges about this transaction. Total discount 1 & 2 will exclude this amount.
Deposit	To record paid amount to vendor.
Balance	It is automatically calculated. It equals to invoice total amount plus freight charge and other charge minus total discount 1 & 2 and deposit. It will be posted to account payable.

15.2 Remark

Invoice Remark User can input detail description for each Vendor Invoice.

Journal Remark	The content input in this field will be post to General Ledger. There are total of 2 lines with each line contains up to 60 characters.
Revision	Number of times this record is modified. "0" will be marked when this record saved in first time. The Application will automatically add "1" for each modification.
Modified Date	The Application will automatically update the latest modified time and date of this record.
Modified By	The Application will automatically update the username that did the latest modification

15.3 Other Functions

Print	Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Vendor Invoice. User can press [F10] to call dialog box for printing or preview. Select the invoice range and press print to print or press preview to preview.
Modify Format	Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.
Search records by incremental searching method	To search a record, press the button beside the field of Invoice Number. User can do the searching with Invoice No., Vendor Code and Reference No.
Search records by advance searching method	Press [Search] button or [F4] to call [Search Vendor Invoice]. Most of the fields can be selected for advance searching.
Copy	User can copy the content of the existing documents (e.g. Purchase Order or other Vendor Invoice) to a new Vendor Invoice by pressing right key of the mouse to call functions menu for copying.
Decimal Point for unit price or quantity	User can set maximum 6 decimal place for unit price and quantity in System Setup.
Select the stocks from purchase history	User can select the stocks from purchase history and use its purchasing price. Please refer to the steps: i) Press [Add] to create a new invoice

- ii) Select a designated vendor and currency
- iii) Press [F7] to call [Stock Last Unit Price] file of this designated vendor
- iv) Press [Shift] to select multiple contiguous records with the mouse or press [Ctrl] to select multiple records one by one with the mouse.
- v) Press [OK], the selected stocks will be added to the current transaction by selecting order. The default quantity is 1.

Import from text file

Under create/edit mode of invoice, right click with mouse to select this function. Before importing, user need to choose vendor first for the system to get the vendor /stock last purchase price. The choosing order of the purchasing price by the system is the same as entering by user, which is: Last purchasing price, purchasing price in stock file.

The format for the text file needs to be file with pure text format. The first line should be the stock code or barcode; the second line should be the small unit quantity. The two lines can be separated by Tab (*.txt), ',' (*.csv) or Space (*.prn). The system will sum the quantity of stock for repeated import.

Enter Stock with barcode reader

Under create/edit mode of invoice, right click with mouse to select this function. The purpose of this function is to provide a fast input method. The barcode can be [barcode] in the stock file or [stock code]. The system will first search in the [barcode] field, followed by [stock code] field.

The quantity for small unit is default as 1. If user wishes to enter quantity manually every time, he can enable [Ask for Quantity input] in [Local Configuration Tool]. Then, after reading the barcode, user will need to enter the quantity and press [Enter].

After choosing [Accumulate item quantity], the system will add the quantity of that stock into the exist stock. If that stock is already existed in the system, it will be added as the last line. Upon leaving, the system will remember this setting and used for the next time.

The choosing order of the purchasing price by the system is the same as entering by user, which is: Last purchasing price, purchasing price in stock file. When accumulating the quantities, the system will use the existing price.

Chapter 16 Purchase Return Entry (GIS & GRS)

Under main menu, use the mouse to choose Purchase Return Entry or press [Alt-S]+[U] to enter Purchase Return Entry interface. The interface divides into Main page and Remark page. If user wants to generate account transactions, purchase return invoice will debit the account payable and/or selected account in the payment methods; credit purchase return account and will generate transactions to decrease the number of corresponding stocks. If the content is copied from the purchase order, the system will increase the corresponding order quantity.

16.1 Main

Main page includes three parts: header, detail and footer.

16.1.1 Header

Header includes major content of a Purchase Return. Most of the contents can be selected from the existing files. If no suitable record can be selected or to input a new record, user can call the interface of maintenance files to add a new record by pressing [F6] on the appropriate fields, such as Vendor Code, Currency or Prepared By, etc. To close the interface, press Exit and the current record will be copied to Purchase Return.

Field description:

Invoice No. Invoice number contains up to 20 digits or characters and is automatically incremental. The Application will first read the digit part of Purchase Return Number in [System Number] to check whether the number was used. If not, this number will be used as an Invoice Number. Otherwise, the Application will keep adding one to this number until the number is free.

Note: Invoice Number should be unique to other System Number. To change next Invoice Number, you should go to [System Numbers File] under Maintenance menu.

Date This field is the date when an invoice is issued and will be automatically filled in as current date. To amend, input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is same as the date format of MS Windows. To change the format, please go to Control panel of MS Windows.

Vendor Code Press the button beside the field by the mouse to call dialog box for searching via vendor code, vendor name or telephone number.

Contact Contact person for this company.

Currency The currency will be filled as the selected vendor’s default currency. It can be altered. If the currency is changed, the exchange rate will be changed respectively.

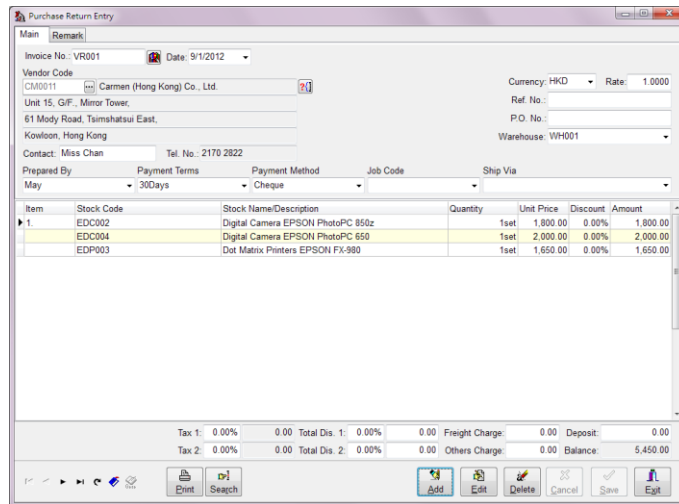


Figure 16-1 Purchase Return Entry

Rate It is the exchange rate between the selected currency and local currency. To change it, user can input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Ref No It is for user to input supplementary information. It can be vendor’s sales order number or company’s purchase order number.

P.O. No If this order is copied from the purchase order, the system will automatically fill in the purchase order number.

Warehouse (Enhanced Edition only) The Application will deduct the quantities of the stocks of the selected warehouse.

Prepared By It is to record the staff responsible for this Invoice.

Payment Terms It is the credit days from the vendor. The Application will calculate the payment date based on this credit days and vendor’s closing date (please refer to Payment Terms File and Vendor File). If this field is blank, the payment date will be same as invoice date.

Payment Method It is to record the method of payment.

Job Code (Enhanced Edition only)

Please select a job code for this transaction, if applicable.

Ship Via

To record the delivery method for the goods.

16.1.2 Detail

Every invoice contains many items including service items or remarks input by the user. It includes Item, Stock Code, Description, Quantity, Unit Price, Discount, and Amount.

Item

It is to input the number for each item or other information.

Stock Code

User can input the code directly or press the button beside the field to select the desired one from the existing records.

Description/Stock Name

Stock name is automatically filled in after Stock Code has been selected. User can modify stock name directly. However, the modified stock name is just for this record. For non-stock item input, user can input the description in here.

Quantity

The interface for input quantity will automatically displayed when the cursor is moved to this field. Both large unit quantity and small unit quantity will be displayed in Quantity field if the stock has large unit and small unit. Otherwise, only small unit quantity field will be displayed for user input. The unit for large unit or small unit can be altered here.

No matter the small unit quantity field is used or not, if the large unit quantity field is entered, the system will put large unit price into the unit price field. If only small unit quantity field is used, the system will put small unit purchase into the unit price field and display the quantity with small unit.

Unit Price

The Application will check whether the stock has been bought. If yes, last purchase price will be filled in this field. Otherwise, the standard purchase price in Stock File will be used.

Discount

This discount is defaulted as percentage. Thus, please input the digit only.

Amount

This amount is automatically calculated by the Application. User cannot amend. It equals to Quantity times Unit Price minus Discount and will round off to two decimal places.

Item Remark

Press [F5] in Detail section of an invoice to call an interface to input detail information for a stock or an item. The information includes

Purchase Order No. and detail remark. This information can be edited under edit mode.

Delete an item Press [Ctrl-Del] to delete an item at cursor position.

16.1.3 Footer

Footer includes Tax 1 & 2, Total Discount 1 & 2, Freight Charge, Other Charge Deposit and Balance.

Tax 1 & 2 Sales tax is automatically calculated by the Application based on default formula set by user. Please refer to Tax File for details.

Total Disc 1 This discount is calculated based on invoice total amount. User can just input the percentage or discount amount in relative field. These two fields are co-related. When the percentage is input, discount amount will be automatically calculated. Vice Versa.

Total Disc 2 This discount is calculated based on invoice total amount minus total discount 1.

Freight Charge The freight charge related to this transaction. Total discount 1 & 2 will exclude this amount.

Other Charge All other charges about this transaction. Total discount 1 & 2 will exclude this amount.

Deposit To record the paid amount to vendor.

Balance It is automatically calculated. It equals to invoice total amount plus freight charge and other charge minus total discount 1 & 2 and deposit. It will be posted to vendor's A/R.

16.2 Remark

Invoice Remark User can input detail description for each Invoice.

Journal Remark The content input in this field will be post to General Ledger. There are total of 2 lines with each line contains up to 60 characters.

Revision Number of times this record is modified. "0" will be marked when this record saved in first time. The Application will automatically add "1" for each modification.

Modified Date The Application will automatically update the latest modified time and date of this record.

Modified By The Application will automatically update the username that did the latest modification

16.3 Other Functions

Print Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Purchase Return. User can press [F10] to call dialog box for printing or preview. Select the invoice range and press print to print or press preview to preview.

Modify Format Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.

Search records by incremental searching method
To search a record, press the button beside the field of Invoice No. User can do the searching with Invoice No., Vendor Code and Reference No.

Search records by advance searching method
Press [Search] button or [F4] to call [Search Purchase Return]. Most of the fields can be selected for advance searching.

Copy User can copy the content of the existing Purchase Return to a new Purchase Return by pressing right key of the mouse to call functions menu for copying.

Decimal Point for unit price or quantity
User can set maximum 6 decimal place for unit price and quantity in System Setup.

Select the stocks from purchase history
User can select the stocks from purchase history and use its last purchasing price. Please refer to the following steps:
i) Press [Add] to create a new invoice
ii) Select a designated vendor and currency
iii) Press [F7] to call [Stock Last Unit Price] file of this designated vendor
iv) Press [Shift] to select multiple contiguous records with the mouse or press [Ctrl] to select multiple records one by one with the mouse.
v) Press [OK], the selected stocks will be added to the current transaction by selecting order. The default quantity is 1.

Import from text file, Enter stock with barcode reader

User can select these functions by right clicking with mouse under create/edit mode of invoice. For detail description, please refer to the related functions in [sales invoice]

Chapter 17 Delivery Note Entry (GIS)

The interface of Delivery Note divides into Main page and Remark page. This function to provide a method to enter the delivery note quickly. This function is only for recording and will not affect the quantity of stock in the warehouse.

17.1 Main

Main page includes three parts: header, details and footer.

17.1.1 Header

Header includes major content of a Delivery Note.

Field description:

D. N. No. The number contains up to 20 digits or characters and is automatically incremental. The Application will first read the digit part of Delivery Note Number in [System Number] to check whether the number was used. If not, this number will be used as a Delivery Note Number. Otherwise, the Application will keep adding one to this number until the number is free.

Note: Note Number should be unique to other System Number. To change next Delivery Note Number, you should go to [System Numbers File] under Maintenance menu.

Date This field is the date when the Delivery Note is issued and will be automatically filled in as current date. To amend, input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is same as the date format of MS Windows. To change the format, please go to Control panel of MS Windows.

Customer Code Press the field by the mouse to call dialog box for searching via customer code, customer name or telephone number.

Warehouse (Enhanced Edition only)

It is to record the warehouse which the products are delivered from. If this delivery note is copied from sales invoice in which the warehouse is selected, the warehouse code will be filled automatically.

Invoice No. Invoice number relates to this Delivery Note. This field will be filled as sales invoice number if this delivery note is copied from sales invoice.

- Ship To User can input the delivery address directly or press the button beside the field to select the desired one from the existing records.
- Attn Contact person for this company.
- Tel It is customer’s telephone number.
- Fax It is customer’s fax number.
- Payment Terms It is to record the credit days.
- Payment Method It is to record the method of payment.

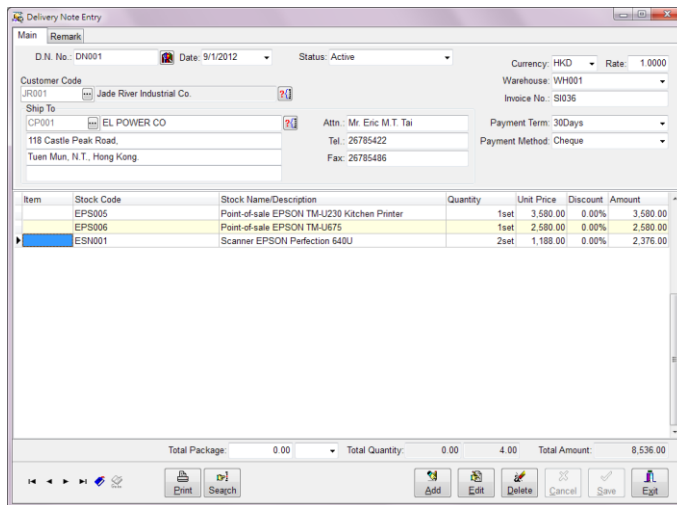


Figure 17-1 Delivery Note Entry

17.1.2 Details

Every Delivery Note can contain many items including stocks, service items or remarks input by the user. It includes Item, Stock Code, Description, Quantity, Unit Price, Discount, and Amount.

Item It is to input the number for each item or other information.

Stock Code User can input the code directly or press the button beside the field to select the desired one from the existing records.

Description/Stock Name
 Stock name is automatically filled in after Stock Code has been selected. User can modify stock name directly. However, the

modified stock name is just for this record. For non-stock item input, user can input the name in here.

Quantity The interface for input quantity will automatically displayed when the cursor is moved to this field. Both large unit quantity and small unit quantity will be displayed in Quantity field if the stock has large unit and small unit. Otherwise, only small unit quantity field will be displayed for user input. The unit for large unit or small unit can be altered here.

No matter the small unit quantity field is used or not, if the large unit quantity field is entered, the system will put large unit price into the unit price field. If only small unit quantity field is used, the system will put small unit price into the unit price field and display the quantity with small unit.

Unit Price The Application will check whether the stock has been sold. If yes, last selling price and standard unit price will be displayed. You just choose the desired one.

Discount This discount is defaulted as percentage. Thus, please input the digit only.

Amount This amount is automatically calculated by the Application. User cannot amend. It equals to Quantity times Unit Price minus Discount and will round off to two decimal places.

Item Remark Press [F5] in Detail section of a delivery note to call an interface to input detail information for a stock or an item. This information can be edited under edit mode.

Delete an item Press [Ctrl-Del] to delete an item at cursor position.

17.1.3 Footer

Total Package It is for user to input the numbers of package for all items. The unit for the package can be input by the user or selected from the existing records.

Total Quantity It is the total quantities in large unit and small unit of all items. It is automatically calculated by the Application.

Total Amount It is the total amount of this Delivery Note. It is automatically calculated by the Application.

17.2 Remark

Ref No.	It is for user to input supplementary information.
P.O. No.	It is to record Purchase Order No.
Salesman	It is to record the salesman responsible to this Delivery Note.
Vehicle License No.	It is to record the vehicle responsible to this Delivery Note.
Ship Via	To record the delivery method for the goods.
Remark	User can input detail description here for each Delivery Note.
Revision	Number of times this record is modified. "0" will be marked when this record saved in first time. The Application will automatically add "1" for each modification.
Modified Date	The Application will automatically update the latest modified time and date of this record.
Modified By	The Application will automatically update the username that did the latest modification

17.3 Other Functions

Print	Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Delivery Note. User can press [F10] to call dialog box for printing or preview. Select the delivery note range and press print to print or press preview to preview.
Modify Format	Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.
Search records by incremental searching method	To search a record, press the button beside the field of D.N. No. User can do the searching with D.N. No, Customer Code and Ref No.
Search records by advance searching method	Press [Search] button or [F4] to call [Search Purchase Return]. Most of the fields can be selected for advance searching.

Copy User can copy the content of the existing documents (e.g. Sales Invoice) to a new Delivery Note by pressing right key of the mouse to call functions menu for copying.

Import from text file, Enter stock with barcode reader
User can select these functions by right clicking with mouse under create/edit mode of invoice. For detail description, please refer to the related functions in [sales invoice]

Chapter 18 Packing List Entry (GIS)

Under main menu, use the mouse to choose Packing List Entry or press [Alt-S]+[L] to enter Packing List Entry interface. It divides into Main page, Shipping Information page and Remark page. Packing List Entry is for saving and printing packing list and will not affect the quantity of stock.

18.1 Main

Main page includes three parts: header, details and footer.

18.1.1 Header

Header includes major content of a Packing List.

Field description:

Packing List No. The number contains up to 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Packing List Number in [System Number] to check whether the number was used. If not, this number will be used as a Packing List Number. Otherwise, the Application will keep adding one to this number until the number is free.

Note: Packing List Number should be unique to other System Number. To change next Packing List Number, you should go to [System Numbers File] under Maintenance menu.

Date This field is the date when a Packing List is issued and will be automatically filled in as current date. To amend, input directly or use the mouse to click the button with triangle in this field to call a calendar to choose a desired date. The format is same as the date format of MS Windows. To change the format, please go to Control panel of MS Windows.

Customer Code Press the field by the mouse to call dialog box for searching via customer code, customer name or telephone number.

Ship To User can input the delivery address directly or press the button beside the field to select the desired one from the existing records.

Attn Contact person for this company.

Tel It is customer's telephone number.

Fax It is customer's fax number.

- Currency The currency will be filled as the selected customer’s default currency. It can be altered. If the currency is changed, the exchange rate will be changed respectively.
- Invoice No. Sales Invoice No. for this packing list.
- Ref No It is for user to input supplementary information for this packing list.
- P.O. No It is to record the purchase order number from the customer
- Salesman It is to record the salesman responsible for this Packing List.

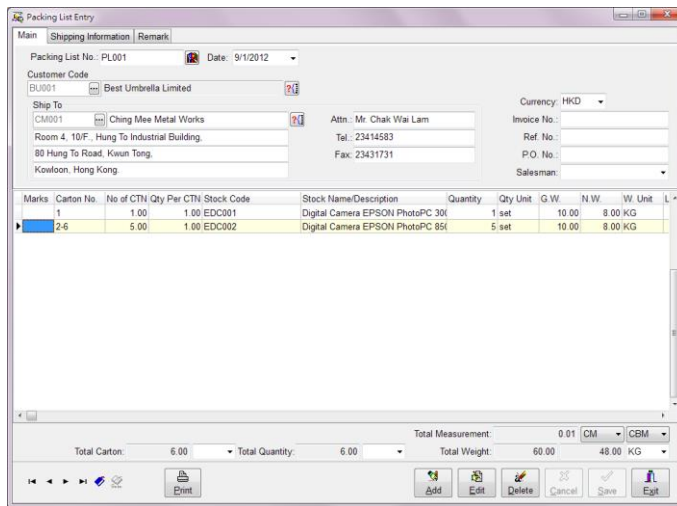


Figure 18-1 Packing List Entry

18.1.2 Details

Each Packing List can contain many items including stocks, service items or remarks input by the user. It includes Marks, Carton No. No of CTN, Qty per CTN, Stock Code, Stock Name/Description, Quantity, Qty Unit, G.W., N.W., W. Unit, Length, Width, Height and CBM/CFT.

- Marks It is to input the number for each item or other information.
- Carton No. It is to input the information of carton number. It can contain up to 20 characters, for example, 1-5 or 1,2,3,4,5.
- No. of CTN It is to input the total numbers of cartons. Only digits can be entered, for example, 5.

Qty per CTN	It is to input the quantity of each carton. The system will time number of cartons with quantity per carton and enter this value into the quantity field.
Stock Code	User can input the code directly or press the button beside the field to select the desired one from the existing records.
Description/Stock Name	Stock name is automatically filled in after Stock Code has been selected. User can modify stock name directly. However, the modified stock name is just for this record. For non-stock item input, user can input the description in here.
Quantity	It is equal to No of CTN times Qty per CTN or input by the user.
Qty Unit	The unit of the quantity.
G. W.	Gross weight for the selected stock. It is automatically filled when the stock selected or directly input by the user.
N. W.	Net weight for the selected stock. It is automatically filled when the stock selected or directly input by the user.
W. Unit	The unit of weight.
Length/ Width/Height	It is automatically filled when the stock is selected or directly input by the user. The figures are used for the calculation of CBM.
CBM/CFT	It is automatically calculated by the Application.
Item Remark	Press [F5] in Detail section of a delivery note to call an interface to input detail information for a stock or an item. The information can be edited under [Browse] mode.
Delete an item	Press [Ctrl-Del] to delete an item at cursor position.

18.1.3 Footer

Total Carton	The figure is calculated by the Application automatically. The unit of the carton can be input by the user or selected from the existing records.
Total Quantity	The figure is calculated by the Application automatically. The unit of the quantity can be input by the user or selected from the existing records.

Total Measurement

It is the total measurement of all items for this packing list. It is automatically calculated by the Application. The unit of the measurement is selected from the existing records.

Total Weight

Total gross weight and net weight of all items for this packing list. It is automatically calculated by the Application. The unit of the weight can be input by the user or selected from the existing records.

18.2 Shipping Information

Port of Loading It is for user to input the name of port for loading the goods.

Port of Discharge It is to record the name of port for discharging the goods.

Sailing On/Abort It is to record the salesman responsible to this Delivery Note.

ETA It is to record the estimated arrival time.

Ship Via To record the delivery method for the goods.

Vessel/Voyage Name It is to record the name of vessel/voyage.

Carrier To record the name of the carrier.

L/C No. It is to record the number of Letter of Credit.

B/L No. It is to record the number of Bill of Lading.

Payment Terms It is to record the credit days.

Payment Method It is to record the method of payment.

Banker It is to record the information of the bank.

18.3 Remark

Shipping Mark It is for user to input the information of shipping mark.

Side Mark It is for user to input the information of side mark.

Remark User can input detail description here for each Packing List.

Revision	Number of times this record is modified. "0" will be marked when this record saved in first time. The Application will automatically add "1" for each modification.
Modified Date	The Application will automatically update the latest modified time and date of this record.
Modified By	The Application will automatically update the username that did the latest modification

18.4 Other Functions

Print	Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Packing List. User can press [F10] to call dialog box for printing or preview. Select the delivery note range and press print to print or press preview to preview.
Modify Format	Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.
Search records by incremental searching method	To search a packing list, press the button beside the field of Packing List No. or right click with mouse to choose searching function to call the search interface.
Search records by advance searching method	Press [Search] button or [F4] to call [Search Purchase Return]. Most of the fields can be selected for advance searching.
Copy	User can copy the content of the existing documents (e.g. Sales Invoice) to a new Packing List by pressing right key of the mouse.

Chapter 19 Pickup List Entry (GIS)

Under main menu, use the mouse to choose Pickup List Entry or press [Alt-S]+[T] to enter Pickup List Entry interface. The purpose of a pickup list is to sum up the quantity of stock in all invoices before picking up the stock and to make it easier to generate a receipt to pick up the stocks from the warehouse.

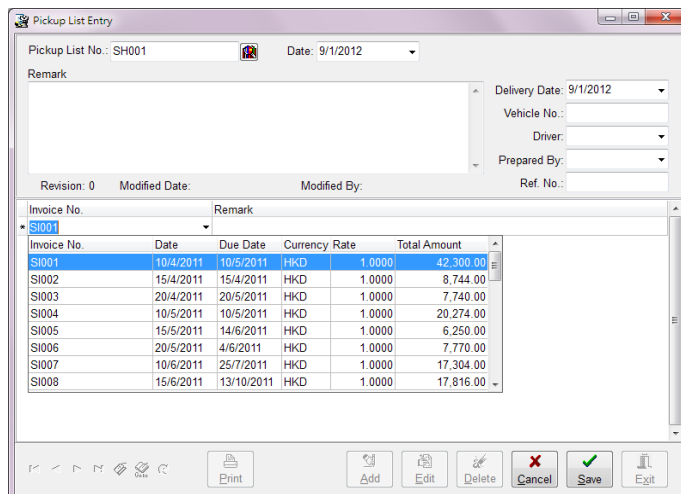
User can combine all invoices that require delivery into one pickup list or create several pickup lists according to different delivery route or truck.

19.1 Header

Pickup List No. The number contains up to 20 digits or characters and is automatically incremental. The Application will firstly read the digit part of Pickup List Number in [System Number] to check whether the number was used. If not, this number will be used as a Pickup List Number. Otherwise, the Application will keep adding one to this number until the number is free.

Date It is to record the date of transaction and will be automatically filled in as current date. To amend, input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is same as the date format of MS Windows. To change the format, please go to Control panel of MS Windows.

Remark User can input detail supplementary information for each pickup list.



Invoice No.	Date	Due Date	Currency Rate	Total Amount
SI001	10/4/2011	10/5/2011	HKD 1.0000	42,300.00
SI002	15/4/2011	15/4/2011	HKD 1.0000	8,744.00
SI003	20/4/2011	20/5/2011	HKD 1.0000	7,740.00
SI004	10/5/2011	10/5/2011	HKD 1.0000	20,274.00
SI005	15/5/2011	14/6/2011	HKD 1.0000	6,250.00
SI006	20/5/2011	4/6/2011	HKD 1.0000	7,770.00
SI007	10/6/2011	25/7/2011	HKD 1.0000	17,304.00
SI008	15/6/2011	13/10/2011	HKD 1.0000	17,816.00

Figure 19-1 Pickup List Entry

Delivery Date	The date to deliver the goods. Input the date directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.
Vehicle No	It is for user to input the vehicle for this pickup list.
Driver	It is to record the driver responsible for this pickup list.
Prepare By	It is to record the responsible staff of this pickup list.
Ref No	It is for user to input supplementary information for this pickup list.

19.2 Detail

Invoice No.	User can select the invoices from the list one by one here. To facilitate the selection, user can press [F7] or right click the mouse to choose [Select Sales Invoice]. 4 options, Invoice No, Invoice Date, District and Vehicle No, are offered to user to sieve out the invoices.
Remark	User can input supplementary information, up to 60 characters, for each invoice.

19.3 Print

Under Browse mode, press [Print] button or [F10] to print a Pickup List. There are three formats available. In Print Dialog Box, an option of Group by Stock Class can be selected. If chosen, the stocks can be grouped by Stock Class to print.

19.4 Choose Sales Invoices

Under create/modify mode of pickup list, press [F7] or right click with mouse to choose the function [Select Sales Invoice]. User can filter the sales invoices by invoice number, date, district or license plate number. After pressing [Search], user can press [Shift] and use left click of the mouse to choose consecutive results or press [Ctrl] and use left click of the mouse to choose the invoices one by one.

Select Sales Invoice

From Invoice No.: SI001 From District: HK
 To Invoice No.: SI036 To District: NT
 To Date: 9/12/2011 Vehicle No.:
 From Date: 9/1/2012

Invoice No	Invoice Date	Vehicle Licence No.	Due Date	Ref. No.	Customer Code
▶ SI025	10/12/2011		10/12/2011		TH001
SI026	15/12/2011		14/1/2012		LS001
SI027	20/12/2011		3/2/2012		ST001

Figure 19-2 Select Sales Invoice

Chapter 20 Stock Transfer Note Entry (GIS, GOS & GRS) (Enhanced Edition only)

Under main menu, use the mouse to choose Stock Transfer Note Entry or press [Alt-S]+[T] to enter Stock Transfer Note Entry interface.

Stock Transfer Note Entry is to transfer the quantity of individual stock from one warehouse to another warehouse. The total quantities of the stock will be the same.

20.1 Header

Field Description:

Note No.	Note number is up to 20 characters. It must be unique.
Date	It is to record the date of transaction and will be automatically filled in as current date. To amend, input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.
Ref No	It is for user to input supplementary information. It can be blank.
Currency	The currency will be filled as local currency. It can be altered.
Rate	It is the exchange rate between the selected currency and local currency. To change it, user can input the new rate directly. To change the exchange rate permanently, please go to Currency File.
From	It is the warehouse for stock out. The Application will deduct the quantity of the stocks from this warehouse.
To	It is the warehouse for stock in. The Application will add the quantity of the stocks to this warehouse.
Remark	User can input detail description here for each Delivery Note.
Revision	Number of times this record is modified. "0" will be marked when this record saved in first time. The Application will automatically add "1" for each modification.
Modified Date	The Application will automatically update the latest modified time and date of this record.
Modified By	The Application will automatically update the username that did the latest modification

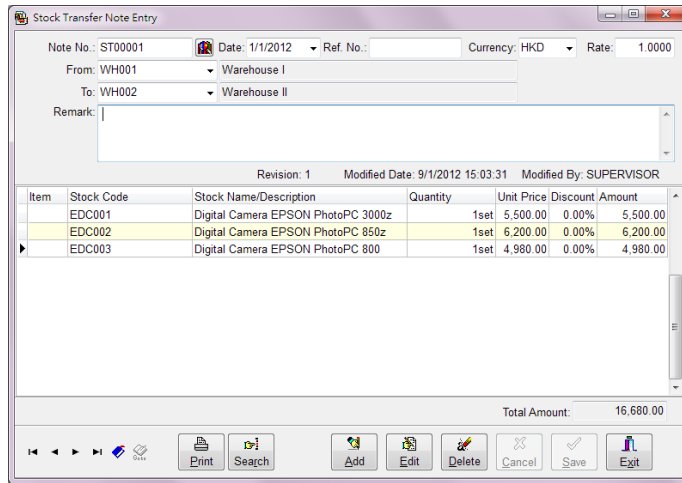


Figure 20-1 Stock Transfer Note Entry

20.2 Details

The items must select from the existing records of Stock File. It includes Item, Stock Code, Description, Quantity, Unit Price, Discount, and Amount.

Item It is to input the number for each item or other information.

Stock Code User can input the code directly or press the button beside the field to select the desired one from the existing records.

Description/Stock Name
 Stock name is automatically filled in after Stock Code has been selected. User cannot modify stock name here. To alter the stock name, please go to Stock File.

Quantity The interface for input quantity will automatically displayed when the cursor is moved to this field. Both large unit quantity and small unit quantity will be displayed in Quantity field if the stock has large unit and small unit. Otherwise, only small unit quantity field will be displayed for user input. The unit for large unit or small unit can be altered here.

No matter the small unit quantity field is used or not, if the large unit quantity field is entered, the system will put large unit price into the unit price field. If only small unit quantity field is used, the system will put small unit price into the unit price field and display the quantity with small unit.

Unit Price	The unit price of a stock.
Discount	This discount is defaulted as percentage. Thus, please input the digit only.
Amount	This amount is automatically calculated by the Application. User cannot amend. It equals to Quantity times Unit Price minus Discount and will round off to two decimal places.
Delete an item	Press [Ctrl-Del] to delete an item at cursor position.

20.3 Footer

Total Amount	This amount is automatically calculated by the Application. It is the total amount of all items. User cannot modify this.
--------------	---

20.4 Other Functions

Print	Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Stock Transfer Note Entry. User can press [F10] to call dialog box for printing or preview. Select the pickup list range and press print to print or press preview to preview.
Modify Format	Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.
Search	To search a designated Stock Transfer Note, double click the field of note number, or press the right key of the mouse to call functions menu for searching. Press [Search] to call the function of Advance Search by selecting different data fields for searching.

Import from text file

Under create/edit mode, right click with mouse to select this function. Before importing, user need to choose warehouse first.

The format for the text file needs to be file with pure text format. The first line should be the stock code or barcode; the second line should be the small unit quantity. The two lines can be separated by Tab (*.txt), ',' (*.csv) or Space (*.prn). The system will sum the quantity of stock for repeated import.

Enter Stock with barcode reader

Under create/edit mode, select the warehouse first and then right click with mouse to select this function. The purpose of this function is to provide a fast input method. The barcode can be [barcode] in the stock file or [stock code]. The system will first search in the [barcode] field, followed by [stock code] field.

The quantity for small unit is default as 1. If user wishes to enter quantity manually every time, he can enable [Ask for Quantity input] in [Local Configuration Tool]. Then, after reading the barcode, user will need to enter the quantity and press [Enter].

After choosing [Accumulate item quantity], the system will add the quantity of that stock into the exist stock. If that stock is not existed in the system, it will be added as the last line. Upon leaving, the system will remember this setting and used for the next time.

Chapter 21 Stock Adjustment Entry (GIS, GOS & GRS)

Stock Adjustment Entry is for adjusting the quantity of designated stock in certain warehouse. The system will adjust the quantity according to the quantity entered by the user, representing increase with positive figure and decrease with negative figure.

Under main menu, use the mouse to choose Stock Adjustment Entry or press [Alt-S]+[A] to enter Stock Adjustment Entry interface.

21.1 Header

Field Description:

Bill No	It is up to 20 characters. It must be unique.
Date	It is to record the date of transaction and will be automatically filled in as current date. To amend, input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.
Warehouse (Enhanced Edition only)	Please select the warehouse which the stock is belonged to be adjusted.
Description	It is for user to describe the reason of this stock adjustment. There are 2 lines in total.
Currency	The currency will be filled as local currency. It can be altered.
Rate	It is the exchange rate between the selected currency and local currency. To change it, user can input the new rate directly. To change the exchange rate permanently, please go to Currency File.
Job Code (Enhanced Edition only)	Please select the job related to this stock adjustment.
Prepared by	It is to record the responsible staff of this stock adjustment.
Ref No	It is for user to input supplementary information. It can be blank.

21.2 Details

The items must select from the existing records of Stock File. It includes Item, Stock Code, Description, Quantity, Unit Price and Amount.

Item	It is to input the number for each item or other information.
------	---

Stock Code	User can input the code directly or press the button beside the field to select the desired one from the existing records.
Description/Stock Name	Stock name will be automatically filled in after Stock Code has been selected.
Quantity	<p>The interface for input quantity will automatically displayed when the cursor is moved to this field. Both large unit quantity and small unit quantity will be displayed in Quantity field if the stock has large unit and small unit. Otherwise, only small unit quantity field will be displayed for user input. The unit for large unit or small unit can be altered here.</p> <p>No matter the small unit quantity field is used or not, if the large unit quantity field is entered, the system will put large unit price into the unit price field. If only small unit quantity field is used, the system will put small unit price into the unit price field and display the quantity with small unit.</p>
Unit Price	The unit price of a stock.
Amount	This amount is automatically calculated by the Application. User cannot amend. It equals to Quantity times Unit Price minus Discount and will round off to two decimal places.
Delete an item	Press [Ctrl-Del] to delete an item at cursor position.

21.3 Footer

It includes Total Quantity and Total Amount. Two figures are automatically calculated by the Application. User cannot modify any of these.

21.4 Other Functions

Print	Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Stock Adjustment Entry. User can press [F10] to call dialog box for printing or preview. Select the pickup list range and press print to print or press preview to preview.
Modify Format	Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.

Import from text file, Enter stock with barcode reader

User can select these functions by right clicking with mouse under create/edit mode. For detail description, please refer to the related functions in [Stock Transfer Note Entry].

Item	Stock Code	Stock Name	Quantity	Unit Price	Amount
	EDC001	Digital Camera EPSON PhotoPC 3000z	1set	1,800.00	1,800.00
	EDC002	Digital Camera EPSON PhotoPC 850z	1set	1,350.00	1,350.00

Total Quantity: 2 Total Amount: 3,150.00

Figure 21-1 Stock Adjustment Entry

Chapter 22 Stock Take Entry (GIS, GOS & GRS)

Stock Take Entry is for user to adjust the stock quantity to be the same as stock take quantity. When there is difference between the current stock quantity and stock take quantity, the system will adjust the current stock quantity according to the differences. Under main menu, use the mouse to choose Stock Take Entry or press [Alt-S]+[C] to enter Stock Take Entry interface.

22.1 Header

Field Description:

Bill No It is up to 20 characters. It must be unique.

Date It is to record the date of transaction and will be automatically filled in as current date. To amend, input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.

The system will calculate the stock quantity based on this date. In other words, all transactions after this date will not be considered. Therefore, before entering the stock, please first make sure this date is the date of stocktaking.

Warehouse (Enhanced Edition only)
Please select the warehouse to be adjusted.

Ref No It is for user to input supplementary information. It can be blank.

Prepared by It is to record the responsible staff **of** this stock adjustment.

22.2 Details

The items can select from the existing records of Stock File or import from Text file. It includes Item, Stock Code, Stock Name, Stock Take Qty, On Hand Qty, Variance Qty and Unit.

Item It is to input the number for each item or other information.

Stock Code User can input the code directly or press the button beside the field to select the desired one from the existing records.

Stock Name Stock name is automatically filled in after Stock Code has been selected.

Stock Take Qty It is the actual quantities. The Application will update Stock On Hand quantities of the stock with these quantities.

On Hand Qty It is the stock balance quantities of the stock in the Application and **is** automatically filled.

Variance Qty It is automatically calculated by the Application. It equals to Stock Take Qty minus On Hand Qty.

Unit It is the unit of a stock.

Delete an item Press [Ctrl-Del] to delete an item at cursor position.

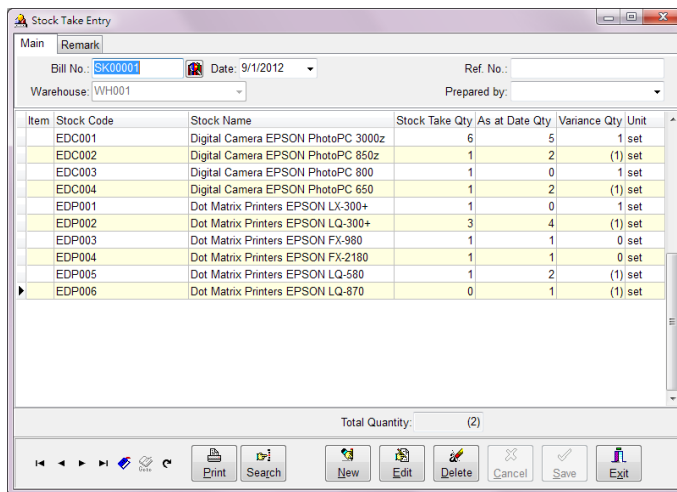


Figure 22-1 Stock Take Entry

22.3 Footer

Total Quantity is the sum of variance quantities and is automatically calculated by the Application. User cannot modify this.

22.4 Import from Text File

This function is to provide a way for user to use electronic equipment or text file with stock code and actual quantity that is generated by other stock take tools/software. The content of Text file must include: (1) the code or barcode of the stock (2) stock take quantity. The stock doesn't exist in the Application will not be imported.

File Format	Stock take data must save as pure text format.
File Content	<p>The first column must be the stock code or barcode and need to be fit with that in the database. The system will automatically search the stock within the database using the stock code or barcode entered. Data with stock code that doesn't exist in the database will not be imported.</p> <p>The second column must be the stock take quantity and represented by Arabic Numbers</p> <p>The two lines can be separated by Tab (*.txt), ',' (*.csv) or Space (*.prn).</p> <p>Repetition of the stock code or barcode within same file is allowed. The repeated records will be summed up. For an example:</p> <pre style="margin-left: 40px;">4895071030010 1 4895071030010 2</pre> <p>Then the system will consider 4895071030010 as one record and the quantity will become 3.</p>
Read Text File	After pressing this button, the system will read the text file with the stock take quantity. User can choose to use three format of text file: txt, csv or prn. The content that is read by the system will be displayed. The stock that cannot be found by the system in the database will be left blank and will not be imported.
Start Import	After pressing this button, the system will import the data into the system. If [Read Text File] is pressed, the data that is already imported will be given up and the system will read another text file. User can also cancel the import by pressing [Exit].
Exit	To cancel import and return to the Stock Take Entry Interface

22.5 Enter Stock with barcode reader

Under create/edit mode, select the warehouse first and then right click with mouse to select this function. The purpose of this function is to provide a fast input method. The barcode can be [barcode] in the stock file or [stock code]. The system will first search in the [barcode] field, followed by [stock code] field.

The quantity for small unit is default as 1. If user wishes to enter quantity manually every time, he can enable [Ask for Quantity input] in [Local Configuration Tool]. Then, after reading the barcode, user will need to enter the quantity and press [Enter].

After choosing [Accumulate item quantity], the system will add the quantity of that stock into the exist stock. If that stock is not existed in the system, it will be added as the last line. Upon leaving, the system will remember this setting and used for the next time.

Chapter 23 Account Receivable Payment Entry (GAS & GIS)

Account Receivable Payment Entry is designed for inputting invoice payment. It doesn't involve accounting knowledge. The interface is user-friendly and simple. Account Receivable Payment will credit account receivable account and debit the account chosen in the payment method. If there is exchange difference, it will also be debited or credited to the account for exchange difference. The corresponding invoice's payment amount will increase as well.

The interface divides into two parts: voucher header and contents.

23.1 Voucher Header

Journal No	It is up to 20 characters. It must be unique.
Date	It is to record the date of transaction and will be automatically filled in as current date. To amend, input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.
Currency	The currency will be filled as local currency. It can be altered. If the currency is changed, the exchange rate will be changed respectively.
Rate	It is the exchange rate between the selected currency and local currency. To change it, user can input the new rate directly. To change the exchange rate permanently, please go to Currency File.
Ref No	It is for user to input supplementary information up to 20 digits or characters.
Customer Code	Use the mouse to press this field to call search dialog box for searching records via Customer Code.
Customer Name	Chinese Name is displayed under Chinese mode. English Name is displayed under English mode. Only customer name matched with customer code will be displayed. It cannot be modified.
Remark	This field is for user to fill in detail description, up to 60 characters, related to this transaction.
Cheque No	Cheque No. for this payment.

Payment Method Please select a payment method for this customer payment. If there is an account code selected for this payment method in Payment Method File, this payment will be debited to this account.

Total Payment Total payment is calculated based on this voucher's currency. User can key in the total amount paid by the customer. The Application will settle this customer's invoices by order. Or user can select the invoices to be paid, the Application will calculate the total payment amount automatically.

Total Discount This is the sum of discount amount in all invoices in this voucher. This amount will debit to sales discount account.

Exchange Difference It is the total exchange difference of all invoices in this voucher. It is calculated by the Application automatically.

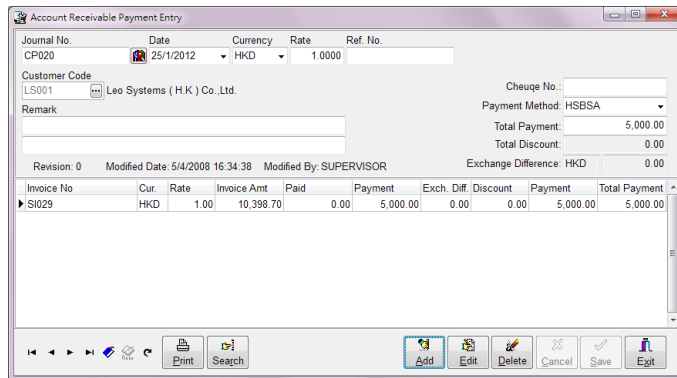


Figure 23-1 Account Receivable Payment Entry

23.2 Contents

Invoice No. All unpaid invoices for the selected customer will be displayed in here. Please choose one to make payment.

Currency The currency related to the selected invoice will be displayed here. It cannot be modified.

Rate The currency rate related to the selected invoice will be displayed here. It cannot be modified.

Total Amount This amount is total invoice amount of the selected invoice.

Paid All paid amounts include deposits based on the selected invoice's currency.

Payment It is the total amount including this payment based on the selected invoice's currency.

Exchange Difference
It is the exchange difference caused from the different currency of the invoice and this voucher. It is calculated by the Application automatically.

Discount Amount
If the invoice has discount, user can enter the amount here.

Payment It is for user to key in the amount for this payment.

Note: The currency should be same as voucher currency. For example, if voucher currency is Hong Kong Dollar, the amount filled in this field should be the amount in Hong Kong Dollar.

23.3 Other functions

Print Receipt Under Browse mode, press [10] or right click the mouse to choose [Print Receipt]. The default size for the receipt is A5. To modify the size or the content of the receipt, please press [F8] or right key of the mouse on Print Dialog Box to call Report Designer.

Multi-selection of unpaid invoices

- 1) Under Insert or Edit mode, press [F7] to select the invoices for settlement from all outstanding invoices of this customer.
- 2) Press [Shift] to select multiple contiguous records with the mouse or press [Ctrl] to select multiple records one by one with the mouse.
- 3) Press [OK], the selected invoices will be added to this payment entry. The payment amount can be edited.

Cheque Returned/Cancelled

Under Browse mode, right click the mouse to choose [Cheque Returned]. After executed this function, reverse entries are added to the original voucher.

The status can be cancelled by right click the mouse to choose [Cancel Cheque Returned function]. After that, the reverse entries are cancelled. The status can't be cancelled if the invoices in this entry had been settled in another payment transaction and the payment amount exceeds the invoice's balance.

Chapter 24 Account Payable Payment Entry (GAS & GIS)

Account Payable Payment Entry is designed for inputting vendor invoice payment. It doesn't involve accounting knowledge. The interface is user-friendly and simple. Account Payable Payment will debit account payable and credit the account chosen in the payment method. If there is exchange difference, it will also be debited or credited to the account for exchange difference. The corresponding invoice's payment amount will increase as well.

The interface divides into two parts: voucher header and contents.

24.1 Voucher Header

Journal No	Journal number is up to 20 characters. It must be unique.
Date	It is to record the date of transaction and will be automatically filled in as current date. To amend, input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.
Currency	The currency will be filled as local currency. It can be altered. If the currency is changed, the exchange rate will be changed respectively.
Rate	It is the exchange rate between the selected currency and local currency. To change it, user can input the new rate directly To change the exchange rate permanently, please go to Currency File.
Ref No	It is for user to input supplementary information up to 20 digits or characters.
Vendor Code	Use the mouse to press this field to call dialog box for searching records via Vendor Code.
Vendor Name	Chinese Name is displayed under Chinese mode. English Name is displayed under English mode. Only vendor name matched with vendor code will be displayed. It cannot be altered.
Remark	This field is for user to fill in detail description, up to 60 characters, related to this transaction.
Cheque No	Cheque No. for this payment.

Payment Method Please select a payment method for this customer payment. If there is an account code selected for this payment method in Payment Method File, this payment will be debited to this account.

Total Payment Total payment is calculated based on this voucher's currency. User can key in the total amount paid to the vendor. The Application will settle this vendor's invoices by order. Or user can select the invoices to pay. The Application will calculate the total payment amount automatically.

Total Discount This is the sum of discount amount in all invoices in this voucher. This amount will credit to purchase discount account.

Exchange Difference It is the total exchange difference of all invoices in this voucher. It is calculated by the Application automatically.

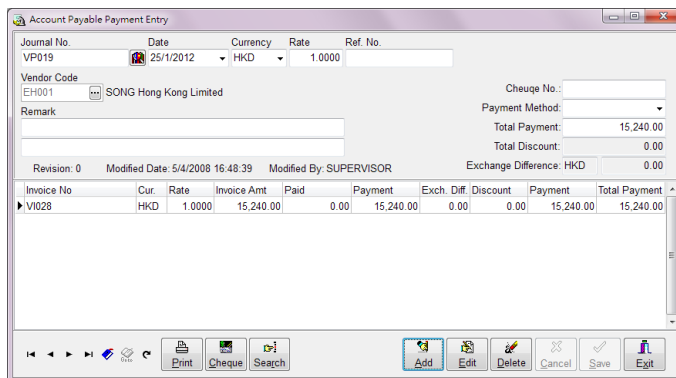


Figure 24-1 Account Payable Payment Entry

24.2 Contents

Invoice No. All unpaid invoices for the selected customer will be displayed in here. Please choose one to make payment.

Currency The currency related to the selected invoice will be displayed here. It cannot be modified.

Rate The currency rate related to the selected invoice will be displayed here. It cannot be modified.

Total Amount This amount is total invoice amount of the selected invoice.

Paid	All paid amounts include deposits based on the selected invoice's currency.
Payment	It is the total amount including this payment based on the selected invoice's currency.
Exchange Difference	It is the exchange difference caused from the different currency of the invoice and this voucher. It is calculated by the Application automatically.
Discount Amount	If the invoice has discount, user can enter the amount here.
Payment	It is for user to key in the amount for this payment. Note: The currency should be same as voucher currency. For example, if voucher currency is Hong Kong Dollar, the amount filled in this field should be the amount in Hong Kong Dollar.

24.3 Other functions

Print Payment Record

This function is to print the content of the invoice for record. Under Browse mode, press [10] or [Print] button to print a payment record. The default size for the receipt is A5. To modify the size or the content of the receipt, please press [F8] or right key of the mouse on Print Dialog Box to call Report Designer.

Print Cheque

The system will automatically input the date, vendor's name and payment amount into the interface for printing cheque to save the work. Under Browse mode, press [Cheque] button or right click the mouse to choose [Print Cheque]. The information of date, vendor and amount will be automatically filled.

Multi-selection of unpaid invoices

- 1) Under Insert or Edit mode, press [F7] to select the invoices for settlement from all outstanding invoices of this vendor.
- 2) Press [Shift] to select multiple contiguous records with the mouse or press [Ctrl] to select multiple records one by one with the mouse.
- 3) Press [OK], the selected invoices will be added to this payment entry. The payment amount can be edited.

Cheque Returned/Cancelled

Under Browse mode, right click the mouse to choose [Cheque Returned]. After executed this function, reverse entries are added to the original voucher.

The status can be cancelled by right click the mouse to choose [Cancel Cheque Returned function]. After that, the reverse entries are cancelled. The status can't be cancelled if the invoices in this entry had been settled in another payment transaction and the payment amount exceeds the invoice's balance.

Chapter 25 Send Customer Statement by Email (GAS & GIS)

This feature can be used in conjunction with Microsoft Outlook to send monthly statement to customers.

Under main menu, use the mouse or press [Alt-S]+[M] to execute [Send Customer Statement by Email] function.

The interface divides into three parts: filter criteria , email subject/content and logs.

25.1 Requirement

This feature requires Microsoft Outlook 2013 or a newer version is installed on the computer. It does not support the cloud-based version of Outlook.

25.2 Filter Criteria

25.2.1 Customer Range

Customers can be selected based on their customer code to specify a range of start and end values.

Please note that the email field in the customer file must be filled in with valid email addresses. If there are multiple email addresses for a customer, they can be separated by a semicolon (;). Customers with blank email address fields will be ignored.

25.2.2 Date Range

The date range is used to limit the content of the statement. The balance amount before the start date will be categorized as the opening balance. Transactions that occur between the start date and end date will be listed using the three-column format: debit, credit and balance.

The issue date serves two purposes: 1. It displays the printing date of the statement. 2. It is used to calculate the aging analysis.

25.3 EMail

25.3.1 Subject

This content will be filled in the subject field of the email.

By default, it consists of the company name, the month of the start date, and the phrase of "Monthly Statement for". You have the flexibility to modify it as needed. Customers can be selected based on their customer code to specify a range of start and end values.

25.3.2 Contents

This is the content of the email used to inform customers about the purpose and other details of this email. This content is read from a text file located in the system installation directory. The traditional Chinese interface will read "cemail.txt"; the simplified Chinese interface will read "semail.txt"; and the English interface will read "ecemail.txt".

25.3 Logs

For each email sent, the log record will include the customer code, name, and sending status. After the whole sending process, please review the log records for any error messages and make corrections as necessary.

25.4 Matters needing attention

This feature allows you to send customer statement to customers by attaching them as PDF file to their email addresses using Microsoft Outlook. Please take note of the following three points:

1. Make sure that the email field in the customer file is filled in with valid email addresses. Multiple email addresses can be separated by a semicolon (;). Customer with blank email addresses will be filtered out and incorrect email addresses will result in error prompts. Please review the logs for any error messages.
2. The system will create the email and place it in the Outbox of Microsoft Outlook. The actual sending action will be performed by Microsoft Outlook. Therefore, ensure that Microsoft Outlook is properly configured and capable of sending emails.
3. Some outgoing mail servers may have limitations on sending a large volume of emails. Before sending a large number of emails, please confirm with your email service provider that you are allowed to send the required quantity of emails within a short period of time.

Send Customer Statement by E-Mail

From Customer: BU001 From Date: 01/02/2024 Issue Date: 29/02/2024
To Customer: ST002 To Date: 29/02/2024

Processing: Preview Send Cancel

Email Logs

Subject:
Glorious Technology Co., Ltd. (Demo) Monthly Statement for 02/2024

Contents:

Dear Valued Customer,

Your latest statement is now ready for viewing. Please check attachment file to review the statment details.
If you have any billing enquiries, please email to xxxxx@xxxx.com or call our Customer Hotline 12345678.
Yours faithfully,
xxxxx Company Limited

*This email and attachments may contain information that is confidential, proprietary, privileged or otherwise protected by law. This email

Figure 25-1 Send Customer Statement by Email

Chapter 26 Quotation Entry (GOS)

Under main menu, use the mouse to choose Quotation Entry or press [Alt-S]+[Q] to enter Quotation Entry interface. The interface divides into three pages: Main, Delivery Information and Remark. Quotation can be copied to other quotation, sales orders or sales invoices. However, the quotation itself will only generate or amend the customer/stock last selling price record and will not have any other effects.

26.1 Main

Main page includes three parts: header, details and footer.

26.1.1 Header

Header includes major content of a quotation. Most of the contents can be selected from the existing files. If no suitable record can be selected or to input a new record, user can call the interface of maintenance files to add a new record by pressing [F6] on the appropriate fields, such as Customer Code, Currency or Sold By, etc. To close the interface, press Exit and the current record will be copied to this quotation.

Field description:

Quotation No Quotation number contains up to 20 digits or characters and is automatically incremental. The Application will first read the digit part of Quotation Number in [System Number] to check whether the number was used. If not, this number will be used as a Quotation Number. Otherwise, the Application will keep adding one to this number until the number is free.

Note: Quotation Number should be unique to other System Number. To change next Quotation Number, you should go to [System Numbers File] under Maintenance menu.

Date This field is the date when a quotation is issued and will be automatically filled in as current date. To amend, input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is same as the date format of MS Windows. To change the format, please go to Control panel of MS Windows.

Customer Code Press the button beside the field by the mouse to call dialog box for searching via customer code, customer name or telephone number.

Contact Contact person for this company.

Status 3 options, [Active], [Completed] and [Inactive], can be chosen. When Active is chosen, the prices will be updated to [Customer / Stock Last Price Table]. The system will not update the [Customer/Stock Last Price Table] for the quotations that are [Inactive]. The quotations with Completed status won't be brought forward after Year End function executed.

Currency The currency will be filled as the selected customer's default currency. It can be altered. If the currency is changed, the exchange rate will be changed respectively.

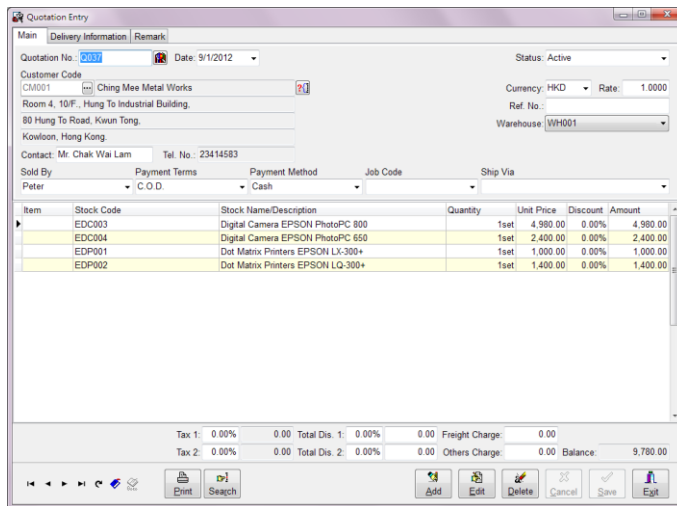


Figure 26-1 Quotation Entry

Rate It is the exchange rate between the selected currency and local currency. To change it, user can input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Ref No It is for user to input supplementary information, e.g. purchase order number.

Warehouse (Enhanced Edition only) The warehouse selected here will be used for out stock when sales invoices are issued. It can be blank.

Sold by It is to record the salesman responsible for this Quotation.

Payment Terms It is the credit days for the customer. Please refer to Payment Terms File and Customer File.

Payment Method It is to record customer's payment method.

Job Code (Enhanced Edition only)

The job code assigned to this transaction. It can be blank.

Ship Via

To record the delivery method for the goods.

26.1.2 Details

Each quotation can contain many items including service items or remarks input by the user. It includes Item, Stock Code, Description, Quantity, Unit Price, Discount, and Amount. Based on the setting, the stock's cost will be taken from average cost, last purchase price or standard cost. Authorized users can press [F5] to view or amend.

Item

It is to input the number for each item or other information.

Stock Code

User can input the code directly or press the button beside the field to select the desired one from the existing records.

Description/Stock Name

Stock name is automatically filled in after Stock Code has been selected. User can modify stock name directly. However, the modified stock name is just for this record. For non-stock item input, user can input the description in here.

Quantity

The interface for input quantity will automatically displayed when the cursor is moved to this field. Both large unit quantity and small unit quantity will be displayed in Quantity field if the stock has large unit and small unit. Otherwise, only small unit quantity field will be displayed for user input. The unit for large unit or small unit can be altered here.

No matter the small unit quantity field is used or not, if the large unit quantity field is entered, the system will put large unit price into the unit price field. If only small unit quantity field is used, the system will put small unit price into the unit price field and display the quantity with small unit.

Unit Price

The Application will check whether the stock has been sold. If yes, last selling price and standard unit price will be displayed. You can choose the desired one. Whatever you chose, this price will be the last selling price for next sales.

Discount

This discount is defaulted as percentage. Thus, please input the digit only.

Amount	This amount is automatically calculated by the Application. User cannot amend. It equals to Quantity times Unit Price minus Discount and will round off to two decimal places.
Item Remark	Press [F5] in Detail section of a quotation to call an interface to input detail information for a stock or an item. The information includes Stock Unit Cost Price, and detail remark. This information can be edited under edit mode. The authority to browse or edit Stock Unit Cost Price can be set in [User Security Maintenance].
Delete an item	Press [Ctrl-Del] to delete an item at cursor position.

26.1.3 Footer

Footer includes Tax 1 & 2, Total Discount 1 & 2, Freight Charge, Other Charge and Balance.

Tax 1 & 2	Sales tax is automatically calculated by the Application based on default formula set by user. Please refer to Tax File for details.
Total Disc 1	This discount is calculated based on quotation total amount. User can just input the percentage or discount amount in relative field. These two fields are co-related. When the percentage is input, discount amount will be automatically calculated. Vice Versa.
Total Disc 2	This discount is calculated based on quotation total amount minus total discount 1.
Freight Charge	The freight charge related to this transaction. Total discount 1 & 2 will exclude this amount.
Other Charge	All other charges about this transaction. Total discount 1 & 2 will exclude this amount.
Balance	It is automatically calculated. It equals to quotation total amount plus freight charge and other charge minus total discount 1 & 2.

26.2 Delivery Information

Ship To	Press the button beside the field by the mouse to call dialog box for searching via customer code, customer name or telephone number.
Delivery Date	The date to deliver the goods. Input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.

26.3 Remark

Remark	User can input detail description for each Quotation.
Revision	Number of times this record is modified. “0” will be marked when this record saved in first time. The Application will automatically add “1” for each modification.
Modified Date	The Application will automatically update the latest modified time and date of this record.
Modified By	The Application will automatically update the username that did the latest modification

26.4 Other Functions

Print	Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print quotation. User can press [F10] to call dialog box for printing or preview. Select the quotation range and press print to print or press preview to preview.
Modify Format	Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.
Search records by incremental searching method	To search a record, press the button beside the field of Quotation No., or press the right key of the mouse to call functions menu to select [Search Quotation]. User can do the searching with Quotation No., Customer Code and Reference No.
Search records by advance searching method	Press [Search] button or [F4] to call an interface of [Search Quotation] for advance searching method. Most of the fields in quotation can be selected for advance searching.
Copy	User can copy the content of the existing Quotation to a new Quotation by pressing right key of the mouse to call functions menu for copying.
Decimal Point for unit price or quantity	User can set maximum 6 decimal place for unit price and quantity in System Setup.

Select the stocks from sales history

User can select the stocks from sales history and use its last selling price. Please refer to the following steps:

- i) Press [Add] to create a new quotation
- ii) Select a designated customer and currency
- iii) Press [F7] to call [Stock Last Unit Price] file of this designated customer
- iv) Press [Shift] to select multiple contiguous records with the mouse or press [Ctrl] to select multiple records one by one with the mouse.
- v) Press [OK], the selected stocks will be added to the current transaction by selecting order. The default quantity is 1.

Import from text file, Enter stock with barcode reader

User can select these functions by right clicking with mouse under create/edit mode of invoice. For detail description, please refer to the related functions in [Sales Invoice Entry]

Chapter 27 Sales Order Entry (GOS)

Under main menu, use the mouse to choose Sales Order Entry or press [Alt-S]+[O] to enter Sales Order Entry interface. The interface divides into three pages: Main, Delivery Information and Remark. Sales Orders can be copied from quotations or entered by the users. They can also be copied to other sales orders or sales invoices. Sales Order will generate or amend the customer/stock last selling price record and will increase the order quantity of the stock.

27.1 Main

Main page includes three parts: header, details and footer.

27.1.1 Header

Header includes major content of a Sales Order. Most of the contents can be selected from the existing files. If no suitable record can be selected or to input a new record, user can call the interface of maintenance files to add a new record by pressing [F6] on the appropriate fields, such as Customer Code, Currency or Sold By, etc. To close the interface, press Exit and the current record will be copied to Sales Order.

Field description:

S. O. No. Sales Order number contains up to 20 digits or characters and is automatically incremental. The Application will first read the digit part of Sales Order Number in [System Number] to check whether the number was used. If not, this number will be used as a Sales Order Number. Otherwise, the Application will keep adding one to this number until the number is free.

Note: Sales Order Number should be unique to other System Number. To change S. O. No. for next sales order, you should go to [System Numbers File] under Maintenance menu.

Date This field is the date when a sales order is issued and will be automatically filled in as current date. To amend, input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is same as the date format of MS Windows. To change the format, please go to Control panel of MS Windows.

Customer Code Press the button beside the field by the mouse to call dialog box for searching via customer code, customer name or telephone number.

Contact Contact person for this company.

Currency The currency will be filled as the selected customer’s default currency. It can be altered. If the currency is changed, the exchange rate will be changed respectively.

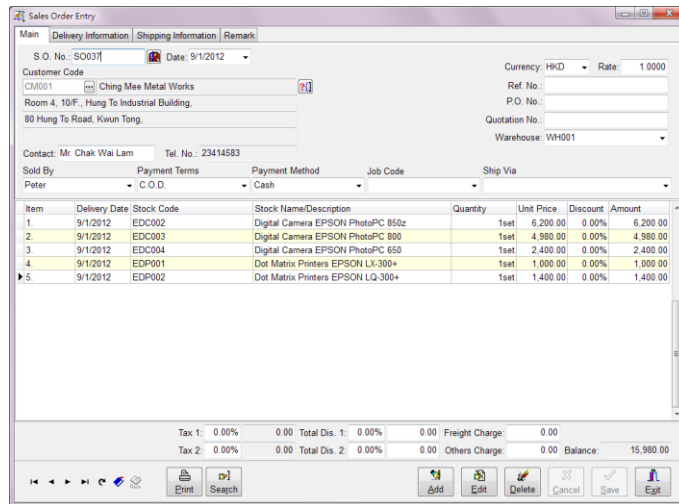


Figure 27-1 Sales Order entry

Rate It is the exchange rate between the selected currency and local currency. To change it, user can input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Ref No It is for user to input supplementary information.

P.O. No It is company’s purchase order number.

Quotation No It is the number of quotation.

Warehouse (Enhanced Edition only)
The warehouse selected here will be used for out stock when sales invoices are issued. It can be blank.

Sold by It is to record the salesman responsible for this Invoice. The information is for the analysis of salesman’s performance.

Payment Terms It is the credit days for the customer. Please refer to Payment Terms File and Customer File.

Payment Method It is to record the method of payment.

Job Code (Enhanced Edition only)
The job code assigned to this transaction. It can be blank.

Ship Via To record the delivery method for the goods.

27.1.2 Details

Each sales order can contain many items including service items or remarks input by the user. It includes Item, Stock Code, Description, Quantity, Unit Price, Discount, and Amount. Based on the setting, the stock's cost will be taken from average cost, last purchase price or standard cost. Authorized users can press [F5] to view or amend.

Item It is to input the number for each item or other information.

Stock Code User can input the code directly or press the button beside the field to select the desired one from the existing records.

Description/Stock Name
Stock name is automatically filled in after Stock Code has been selected. User can modify stock name directly. However, the modified stock name is just for this record. For non-stock item input, user can input the name in here.

Quantity The interface for input quantity will automatically displayed when the cursor is moved to this field. Both large unit quantity and small unit quantity will be displayed in Quantity field if the stock has large unit and small unit. Otherwise, only small unit quantity field will be displayed for user input. The unit for large unit or small unit can be altered here.

No matter the small unit quantity field is used or not, if the large unit quantity field is entered, the system will put large unit price into the unit price field. If only small unit quantity field is used, the system will put small unit price into the unit price field and display the quantity with small unit.

Unit Price The Application will check whether the stock has been sold. If yes, last selling price and standard unit price will be displayed. You **can** choose the desired one. Whatever you chose, this price will be the last selling price for next sales.

Discount This discount is defaulted as percentage. Thus, please input the digit only.

Amount This amount is automatically calculated by the Application. User cannot amend. It equals to Quantity times Unit Price minus Discount and will round off to two decimal places.

- Item Remark Press [F5] in Detail section of a sales order to call an interface to input detail information for a stock or an item. The information includes Stock Unit Cost Price and detail remark. This information can be edited under edit mode. The authority to browse or edit Stock Unit Cost Price can be set in [User Security Maintenance].
- Delete an item Press [Ctrl-Del] to delete an item at cursor position.

27.1.3 Footer

Footer includes Tax 1 & 2, Total Discount 1 & 2, Freight Charge, Other Charge and Balance.

- Tax 1 & 2 Sales tax is automatically calculated by the Application based on default formula set by user. Please refer to Tax File for details.
- Total Disc 1 This discount is calculated based on sales order total amount. User can just input the percentage or discount amount in relative field. These two fields are co-related. When the percentage is input, discount amount will be automatically calculated. Vice Versa.
- Total Disc 2 This discount is calculated based on quotation total amount minus total discount 1.
- Freight Charge The freight charge related to this transaction. Total discount 1 & 2 will exclude this amount.
- Other Charge All other charges about this transaction. Total discount 1 & 2 will exclude this amount.
- Balance It is automatically calculated. It equals to invoice total amount plus freight charge and other charge minus total discount 1 & 2.

27.2 Delivery Information

- Ship To Press the button beside the field by the mouse to call dialog box for searching via customer code, customer name or telephone number.
- Delivery Date The date to deliver the goods. Input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date.

27.3 Shipping Information

This page is to input the detail shipping information. It includes the following fields:

1. Port of Loading
2. Port of Discharge
3. Sailing On/Abort
4. ETA
5. Vessel/Voyage Name
6. Carrier
7. Letter of Credit Number
8. Bill of Lading Number
9. Banker
10. Shipping Mark

27.4 Remark

Remark	User can input detail description for each Quotation.
Revision	Number of times this record is modified. “0” will be marked when this record saved in first time. The Application will automatically add “1” for each modification.
Modified Date	The Application will automatically update the latest modified time and date of this record.
Modified By	The Application will automatically update the username that did the latest modification

27.5 Other Functions

Print	Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Sales Order. User can press [F10] to call dialog box for printing or preview. Select the sales order range and press print to print or press preview to preview.
Modify Format	Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.
Search records by incremental searching method	To search a record, press the button beside the field of S.O. No., or press the right key of the mouse to call functions menu to select [Search Sales Order]. User can do the searching with S.O. No., Customer Code and Reference No.

Search records by advance searching method

Press [Search] button or [F4] to call an interface of [Search Sales Order] for advance searching method. Most of the fields in sales order can be selected for advance searching.

Copy User can copy the content of the existing Sales Order or Quotation to a new Sales Order by pressing right key of the mouse to call functions menu for copying.

Change Sales Order Status

After sales order is copied to sales invoice, the system will deduct the order quantity of the corresponding stock and prohibit amendment or delete of that sales order. If the stock doesn't require delivery anymore, user can set that order as [Completed] manually. This status that is changed manually can be reversed.

Decimal Point for unit price or quantity

User can set maximum 6 decimal place for unit price and quantity in System Setup.

Select the stocks from sales history

User can select the stocks from sales history and uses its selling price. Please refer to the following steps:

- i) Press [Add] to create a new sales order
- ii) Select a designated customer and currency
- iii) Press [F7] to call [Stock Last Unit Price] file of this designated customer
- iv) Press [Shift] to select multiple contiguous records with the mouse or press [Ctrl] to select multiple records one by one with the mouse.
- v) Press [OK], the selected stocks will be added to the current transaction by selecting order. The default quantity is 1.

Import from text file, Enter stock with barcode reader

User can select these functions by right clicking with mouse under create/edit mode of invoice. For detail description, please refer to the related functions in [Sales Invoice Entry]

Chapter 28 Purchase Order Entry (GOS)

Under main menu, use the mouse to choose Purchase Order Entry or press [Alt-S]+[P] to enter Purchase Order Entry interface. It divides into Main page and Remark page. Purchase Order will generate or amend Vendor/Stock Last Purchasing Price record and increase the order quantity of the stock.

28.1 Main

28.1.1 Header

Header includes major content of a Purchase Order. Most of the contents can be selected from the existing files. If no suitable record can be selected or to input a new record, user can call the interface of maintenance files to add a new record by pressing [F6] on the appropriate fields, such as Vendor Code, Currency or Prepared By, etc. To close the interface, press Exit and the current record will be copied to Purchase Order.

Field description:

P.O. No Purchase Order Number contains up to 20 digits or characters and is automatically incremental. The Application will first read the digit part of Purchase Order Number in [System Number] to check whether the number was used. If not, this number will be used as a Purchase Order Number. Otherwise, the Application will keep adding one to this number until the number is free

Note: Purchase Number should be unique to other System Number. To change next Invoice Number, you should go to [System Numbers File] under Maintenance menu.

Date This field is the date to when a Purchase Order is issued and will be automatically filled in as current date. To amend, input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is same as the date format of MS Windows. To change the format, please go to Control panel of MS Windows.

Vendor Code Press the button beside the field by the mouse to call dialog box for searching via vendor code, vendor name or telephone number.

Contact Contact person for this company.

Currency The currency will be filled as the selected vendor's default currency. It can be altered. If the currency is changed, the exchange rate will be changed respectively.

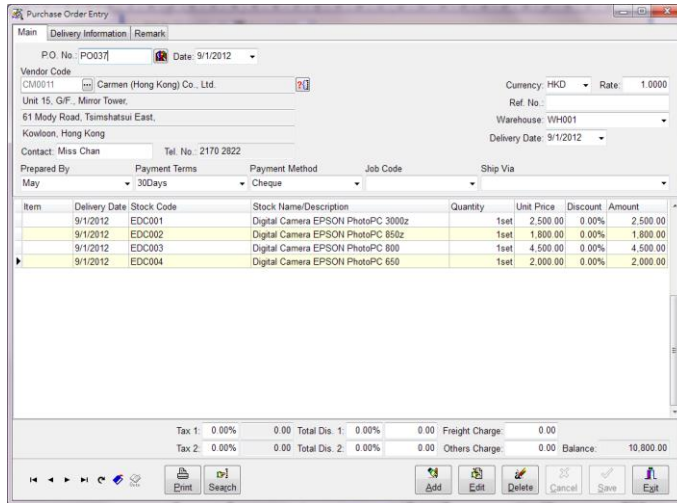


Figure 27-1 Purchase Order Entry

Rate It is the exchange rate between the selected currency and local currency. To change it, user can input the new rate directly. To change the exchange rate permanently, please go to Currency File.

Ref No It is for user to input supplementary information. It can be blank.

Warehouse (Enhanced Edition only)
The warehouse selected here will be used for in stock when vendor invoices issued. It can be blank.

Prepared By It is to record the staff responsible for this Purchase Order.

Payment Terms It is the credit days from the vendor. Please refer to Payment Terms File and Vendor File.

Payment Method It is to record the method of payment.

Job Code (Enhanced Edition only)
The job code assigned to this transaction. It can be blank.

Ship Via To record the delivery method for the goods.

28.1.2 Detail

Each Purchase Order can contain many items including service items or remarks input by the user. It includes Item, Stock Code, Description, Quantity, Unit Price, Discount, and Amount.

Item	It is to input the number for each item or other information.
Stock Code	User can input the code directly or press the button beside the field to select the desired one from the existing records.
Description/Stock Name	Stock name is automatically filled in after Stock Code has been selected. User can modify stock name directly. However, the modified stock name is just for this record. For non-stock item input, user can input the description in here.
Quantity	<p>The interface for input quantity will automatically displayed when the cursor is moved to this field. Both large unit quantity and small unit quantity will be displayed in Quantity field if the stock has large unit and small unit. Otherwise, only small unit quantity field will be displayed for user input. The unit for large unit or small unit can be altered here.</p> <p>No matter the small unit quantity field is used or not, if the large unit quantity field is entered, the system will put large unit price into the unit price field. If only small unit quantity field is used, the system will put small unit price into the unit price field and display the quantity with small unit.</p>
Unit Price	The Application will check whether the stock has been bought. If yes, last purchase price will be filled in this field. Otherwise, standard purchase price in Stock File will be used.
Discount	This discount is defaulted as percentage. Thus, please input the digit only.
Amount	This amount is automatically calculated by the Application. User cannot amend. It equals to Quantity times Unit Price minus Discount and will round off to two decimal places.
Item Remark	Press [F5] in Detail section of a purchase order to call an interface to input detail information for a stock or an item. The information can't be edited under [Browse] mode. This information can be edited under edit mode.
Delete an item	Press [Ctrl-Del] to delete an item at cursor position.

28.1.3 Footer

Footer includes Tax 1 & 2, Total Discount 1 & 2, Freight Charge, Other Charge and Balance.

Tax 1 & 2	The tax is automatically calculated by the Application based on default formula set by user. Please refer to Tax File for details.
Total Disc 1	This discount is calculated based on sales order total amount. User can just input the percentage or discount amount in relative field. These two fields are co-related. When the percentage is input, discount amount will be automatically calculated. Vice Versa.
Total Disc 2	This discount is calculated based on quotation total amount minus total discount 1.
Freight Charge	The freight charge related to this transaction. Total discount 1 & 2 will exclude this amount.
Other Charge	All other charges about this transaction. Total discount 1 & 2 will exclude this amount.
Balance	It is automatically calculated. It equals to purchase order total amount minus total discount 1 & 2.

28.2 Delivery Information

This is for recording which customer that purchase order is for and this customer can be printed on the sales order so that the vendor will know where the stock should be delivered to.

Ship To	Press this field with mouse to call the search interface to do searching via customer code, name or telephone number.
---------	---

28.3 Remark

Remark	User can input detail description for each purchase order.
Revision	Number of times this record is modified. "0" will be marked when this record saved in first time. The Application will automatically add "1" for each modification.
Modified Date	The Application will automatically update the latest modified time and date of this record.
Modified By	The Application will automatically update the username that did the latest modification

28.4 Other Functions

- Print** Under Browse mode, press the right key of the mouse to call functions menu. The first function is to print Purchase Order. User can press [F10] to call dialog box for printing or preview. Select the purchase order range and press print to print or press preview to preview.
- Modify Format** Press [F8] or right key of the mouse on Print Dialog Box to call Report Designer. User should select the desired format before Report Designer executed.
- Search records by incremental searching method**
To search a record, press the button beside the field of P.O. No., or press the right key of the mouse to call functions menu to select [Search Purchase Order]. User can do the searching with P.O. No., Vendor Code and Reference No.
- Search records by advance searching method**
Press [Search] button or [F4] to call an interface of [Search Purchase Order] for advance searching method. Most of the fields in purchase order can be selected for advance searching.
- Copy** User can copy the content of the existing Sales Order or Purchase Order to a new Purchase Order by pressing right key of the mouse to call functions menu for copying.
- Decimal Point for unit price or quantity**
User can set maximum 6 decimal place for unit price and quantity in System Setup.
- Select the stocks from purchase history**
User can select the stocks from purchase history and uses its purchasing price. Please refer to the steps:
i) Press [Add] to create a new purchase order
ii) Select a designated vendor and currency
iii) Press [F7] to call [Stock Last Unit Price] file of this designated vendor
iv) Press [Shift] to select multiple contiguous records with the mouse or press [Ctrl] to select multiple records one by one with the mouse.
v) Press [OK], the selected stocks will be added to the current transaction by selecting order. The default quantity is 1.
- Import from text file, Enter stock with barcode reader**
User can select these functions by right clicking with mouse under create/edit mode of invoice. For detail description, please refer to the related functions in [Sales Invoice Entry]

Chapter 29 Sales Memo Entry (GRS)

Under main menu, use the mouse to choose Sales Memo Entry or press [F2] to enter Sales Memo Entry interface. The interface divides into three parts: Header, Detail and Footer.

29.1 Header

Header includes basic information of a Sales Memo. Most of the contents can be selected from the existing files under Maintenance.

Field description:

Invoice No. Invoice No. contains up to 20 digits or characters and is automatically incremental. The Application will first read the digit part of Sales Memo Number in [System Number] to check whether the number was used. If not, this number will be used as a Sales Memo Number. Otherwise, the Application will keep adding one to this number until the number is free.

Note: Invoice Number should be unique to other Transaction Number. To change Voucher Number for next voucher, you should go to Transaction Numbers File in File Maintenance.

Date This field is the date when the sales memo is issued and will be automatically filled in as current date and time. For security reason, user can not change the date and time.

The screenshot displays the 'Sales Memo Entry' application window. At the top, the header section includes fields for Invoice No. (CM001), Date (23/12/2023), Shift (1), Cashier (SUPERVISOR), Currency (HKD), Salesman (Ben), Store (WH001), and Member (V0001). Below the header is a table with columns: StockCode, Stock Name/Description, Quantity, Unit, Unit Price, Discount, and Amount. One row is visible: EDC001, Digital Camera EPSON PhotoPC 3000z, 1, 部, 5,500.00, 5.00%, 5,225.00. The bottom section shows a grid of payment methods (CASH, EPS, ALPAY, Currency, Memo Remark) and a summary table with Total Amount (5,225.00), Total Discount (0.00), Round Up (0.00), Total Tax (0.00), Net Amount (5,225.00), Paid (1,000.00), and Balance (4,225.00).

Figure 29-1 Sales Memo Entry

Shift	This shift is selected by user before entering this interface.
Void	There will be a '✓' in this field to indicate this Sales Memo is deleted. Stock quantities will be increased and sales transactions will be deleted when a Sales Memo is deleted. For security reason, deleted Sales Memo will still be kept in the System for supervisor's checking.
Currency	Default currency is local currency. To change the currency, please press [F3] to choose the desired one.
Salesman	To record the salesman responsible for this memo. To change the salesman, please press [F6] to choose the desired one.
Cashier	The user who login in the System.
Member	Press [Alt-F6] to call dialog box for searching via member code, member's Chinese/English name, I.D. No., or telephone number.
Member Name	Member name is automatically filled in after Member Code has been selected. To modify, please go to Member File under Maintenance.
Store (Enhanced Edition only)	The code for this store. To modify, please go to System Setup under Maintenance.
Revision	The times of this record modified. "0" will be marked for this record saved in first time. The Application will automatically add "1" for each modification.
Modified Date	The Application will automatically update the latest modified time of this record.
Modified By	The Application will automatically update the latest modified user name of this record.

29.2 Details

Each memo can contain many items. It includes: Stock Code, Stock Name/Description, Quantity, Unit, Unit Price, Discount, and Amount.

Stock Code The stock code in here will be automatically filled in when a stock code is input directly or read by bar code reader to the first field in the left side of the bottom line.

Description/Stock Name

	Stock name is automatically filled in when Stock Code has been selected.
Quantity	The quantity in here will be automatically filled in when the quantity is input directly to the second field at the bottom left.
Unit	The unit for a stock.
Unit Price	The selling price for a stock.
Discount	Default discount for each stock. This discount is automatically filled in, referring to Stock Promotion Price or quantity discount.
Amount	This amount is automatically calculated by the System. It equals to Quantity times Unit Price minus Discount.
Item Remark	To input the supplementary information for a stock item, e.g. serial number, etc. This data field can be used for searching in Advance Search.

29.3 Footer

Total Amount	This amount is automatically calculated by the System. It accumulates all items' amount.
Total Disc	This discount is calculated based on sales memo total amount. User can input the percentage or discount amount in relative field. These two fields are co-related. When the percentage is input, discount amount will be automatically calculated. Vice Versa.
Total Tax	Total tax is automatically calculated by the System and based on default formula set by user. Please refer to the chapter of Tax File for details.
Paid	It is to record the amount paid by customer.
Balance	It is automatically calculated. It equals to Net Amount minus Paid Amount.
Change	Changed amount for cash payment.
Total Quantity	The total quantities of all stock items for the whole cash memo.

29.4 Function Keys

ESC	To cancel or exit from Sales Memo Entry
F2	To add or save a sales memo or a cash payment (display interface for cash payment)
F3	To browse or edit a sales memo
F4	To browse or delete a sales memo
F5	To select a sales memo under Browse Mode
F6	To browse or change the salesman
F8	To modify the format of sales memo
F9	To preview a sales memo
F10	To print a sales memo
F11	To modify total discount amount
F12	To modify the quantity of a stock
Alt-F2	To show total amount in customer display
Atl-F3	Under insert/edit mode, to focus on the field of stock code
Atl-F4	To exit from Sales Memo Entry under browse mode
Alt-F5	To browse and select an existing record of the stocks
Alt-F7	Paid 10 dollars
Alt-F8	Paid 50 dollars
Alt-F9	Paid 100 dollars
Alt-F10	Paid 500 dollars
Alt-F11	Paid 1000 dollars
Alt-F12	To delete all input payments
Ctrl-F2	To save a sales memo with balance amount

Ctrl-F3	To change the currency
Ctrl-F11	To modify total discount rate
Ctrl-F12	To focus on Multi Payment Grid. User can use [Delete] to delete the record at cursor position
Alt-0	Paid by UnionPay
Alt-1	Paid by EPS
Alt-2	Paid by Visa Card
Alt-3	Paid by Master Card
Alt-4	Paid by America Express
Alt-5	Paid by AliPay
Alt-6	Paid by OCTOPUS
Alt-7	Paid by Coupon
Alt-8	Paid by DISCOVER
Alt-9	Paid by WeChat
Ctrl-1	Paid by Hong Kong Dollars (HKD)
Ctrl-2	Paid by US Dollar (USD)
Ctrl-3	Paid by Japanese Yen (JPY)
Ctrl-4	Paid by Canadian Dollar (CAD)
Ctrl-5	Paid by Euro (EUR)
Ctrl-6	Paid by Taiwan New Dollar (TWD)
Ctrl-7	Paid by Singapore Dollar (SGD)
Ctrl-8	Paid by Australian Dollar (AUD)
Ctrl-9	Paid by Korean Won (KRW)
Ctrl-0	Paid by Thai Baht (THB)

29.5 Operation Procedures

Sales Memo

- (1) When the stock code is input directly or read with Bar Code Reader, a new sales memo will be created. If quantities for each stock are too much, user can input the quantities by pressing F12.
- (2) After all of the stocks have been read,
 - (i) User can input total discount by pressing [F11] to modify discount amount or [Ctrl-F11] to modify discount rate.
 - (ii) If no total discount needs to be input, please go to step (3).
- (3) Payment
 - (i) Cash Payment
User can press F2 to input the amount paid by cash or press function key to input a specific amount: [Alt-F8] for 50 dollars, [Alt-F9] for 100 dollars, [Alt-F10] for 500 dollars, [Alt-F11] for 1000 dollars.
 - (ii) Credit Card Payment
User can select different type of credit card by function key.
- (4) When data entering of a sales memo is finished, please press F2 to save.

Note: To modify other fields, such as currency and salesman, etc please refer to section [Function Keys].

Sales Return

- (1) Press F12 to input the quantity returned by the customer. Negative sign must be input.
- (2) Input stock code directly or read with Bar Code Reader.
- (3) After all of the stocks have been read,
 - (i) User can input total discount by pressing [F11] to modify discount amount or [Ctrl-F11] to modify discount rate.
 - (ii) If no total discount needs to be input, please go to step (3).
- (4) Payment
User can press F2 to input the amount paid by cash or press function key to input a specific amount: [Alt-F8] for 50 dollars, [Alt-F9] for 100 dollars, [Alt-F10] for 500 dollars, [Alt-F11] for 1000 dollars.
- (5) When data entering of a sales memo is finished, please press F2 to save.

Note: To modify other fields, such as currency and salesman, etc please refer to section [Function Keys].

Chapter 30 Sales Memo Payment Voucher (GRS)

Under main menu, use the mouse to choose Sales Memo Payment Voucher or press [F3] to enter Sales Memo Payment Entry interface. Sales Memo Payment Voucher is designed for inputting sales memo payment. It doesn't involve accounting knowledge. The interface is user-friendly and simple.

The interface divides into two parts: Header and Contents.

30.1 Header

Journal No	Journal number is up to 20 characters. It must be unique.
	Note: Journal Number should be unique to other Transaction Number. To change Voucher Number for next voucher, you should go to [Transaction Numbers File] in File Maintenance.
Date	It is to record the date of transaction and will be automatically filled in as current date. To amend, input directly or use the mouse to double click the button with triangle in this field to call a calendar to choose a desired date. The format is same as to the date format of MS Windows. To change the format, please go to Control panel of MS Windows.
Cashier	The user who login in the System.
Shift	This shift is selected by user before entering this interface.
Store	The code for this store. To modify, please go to System Setup under Maintenance.
Sales Memo No	All unpaid sales memo will be displayed in here. Please choose one to make payment.
Invoice Date	The date of the selected sales memo. It will automatically be entered after the sales memo number is selected.
Currency	The currency of the selected sales memo. It will automatically be entered after the sales memo number is selected.
Total Amount	This amount is the total amount of the selected sales memo, excluding the amount that is already paid.
Total Discount	This amount is total discount of the selected sales memo.
Paid	All paid amounts include deposits.

Balance It equals to Total Amount minus Total Discount and Paid Amount.

30.2 Contents

In this interface, user can choose different payment methods by using mouse or press function keys and enter paid amount.

Currency The default value is the currency of the selected sales memo. If the currency is changed, the exchange rate will be changed respectively.

Rate It is the exchange rate between the selected currency and local currency. To change it, user can input the new rate directly. To change the exchange rate permanently, please go to Currency File.

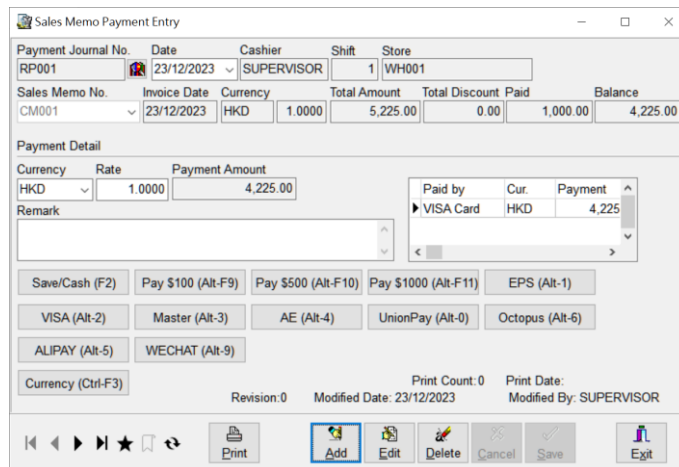


Figure 30-1 Sales Memo Payment Entry

Payment Amount The total payment amount for this Sales Memo Payment Entry.

Remark User can input detail description for each Sales Memo Payment.

Revision Number of times this record is modified. “0” will be marked when this record saved in first time. The Application will automatically add “1” for each modification.

Modified Date The Application will automatically update the latest modified time and date of this record.

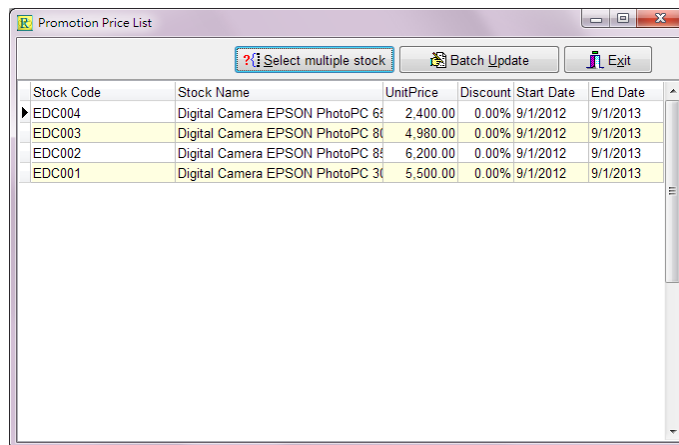
Modified By The Application will automatically update the username that did the latest modification

Chapter 31 Stock Promotion Price Entry (GRS)

User can input the promotion price for a series of stocks for a specific period here. The system will use the stock promotion price first. The stock standard price is only used when the stock promotion price is not applicable. In addition, when the stock promotion price is used, the default discount for member will not be considered.

Field description:

- Stock Code** User can input the code directly or press the button beside the field to select the existing records.
- Stock Name** Stock name is automatically filled in when Stock Code has been selected.
- Quantity** The quantity in here will be automatically filled in when the quantity is input directly to the second field in the left side of the bottom line.
- Unit Price** The selling price for a stock. The unit price is automatically filled in after Stock Code has been selected. To amend, please input directly here.
- Discount** Please input the discount rate directly.
- Start Date** The beginning date for the promotion period.
- End Date** The ending date for the promotion period.



Stock Code	Stock Name	UnitPrice	Discount	Start Date	End Date
EDC004	Digital Camera EPSON PhotoPC 6	2,400.00	0.00%	9/1/2012	9/1/2013
EDC003	Digital Camera EPSON PhotoPC 8	4,980.00	0.00%	9/1/2012	9/1/2013
EDC002	Digital Camera EPSON PhotoPC 8	6,200.00	0.00%	9/1/2012	9/1/2013
EDC001	Digital Camera EPSON PhotoPC 3	5,500.00	0.00%	9/1/2012	9/1/2013

Figure 31-1 Stock Promotion Price Entry

Chapter 32 Stock Selling Price by Shop (GRS) (Enhanced Edition only)

Stock Selling Price by Shop is designed for user to set different selling price and discount for different store for a stock. User can also set the effective date. To enable this function, please go to [System Setup]. When Stock Selling Price by Shop is enabled, the system will use this price first. Standard selling price is only use when stock selling price by shop is not applicable. Stock Promotion Price will be ignored as well. However, the default discount for member will not be affected and will still be considered.

Field description:

Stock Code	User can input the code directly or press the button beside the field to select the existing records.
Stock Name	Stock name is automatically filled in after Stock Code has been selected.
Unit Price	The selling price for a stock. The unit price is automatically filled in after Stock Code has been selected. To amend, please input directly here.
Start Date	The beginning date for the promotion period.
End Date	The ending date for the promotion period.

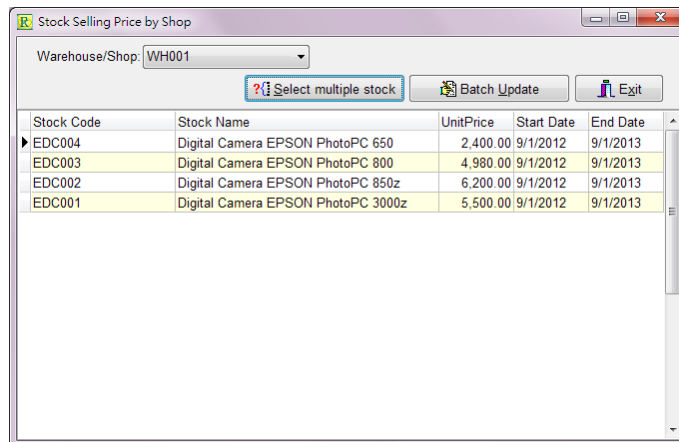


Figure 32-1 Stock Selling Price by Shop

Select stock code This function allows user to choose multiple stock for the stock selling price by shop according to the specific criteria.

Batch Update

To update the stocks' unit price by batch.

Chapter 33 Utilities

33.1 Backup Data

Due to the characteristics of Firebird SQL server, there are two backup methods available: On-Line Backup and Off-Line Backup.

On-Line Backup is executed by the authorized person who log in the database system and backup the data to backup file by API commands of Firebird. The size of the backup file by this method will be much smaller and the data will be reorganized. On-Line Backup will recover the problems in the database at certain level and will release the hard disk space that is no long in use.

Off-Line Backup is to backup the database file (e.g. GBSI.FDB) to another device. All GTC Applications must be log out and Firebird server must be stopped before executing Off-Line Backup. Do not use external proprietary backup utilities or file-copying tools such as WinZip, tar, Xcopy, etc., when Firebird is still running. Not only will the backup be unreliable, but the disk level blocking used by these tools can corrupt a running database.

On-Line Backup is used in GTC Applications. Actually, there are many methods to backup the database. Here, only the method used by GTC Applications will be introduced. To learn more about different backup methods, please refer to the user manual of Firebird.

On-Line Backup can be executed provided that:

- a) GTC Applications and Firebird's data files are installed in the same computer.
- b) Besides the GTC Application that will do the backup, connections with other databases must be disconnected. This function will be executed only without anyone executed the Application simultaneously.

Here are the steps to execute the backup:

After [Backup] function is chosen, figure 32-1 will be displayed. User should choose target drive and sub directory and press [Start Backup] button to start.

Start Press [Start] to start.

Exit To exit Backup Screen.

To use this function, please note that:

1. Only the drive and the directory supported by your MS Windows can be chosen. If you cannot choose the desired drive or directory, please check the settings of MS Windows.
2. If the target drive is hard disk, please select a hard disk other than the exiting one. Otherwise, if there is any damage on the existing hard disk, both the data and the backup data will be lost simultaneously.

- The filename of the backup data will be the company's short name plus the current date and uses ge7 (enhanced edition) or gp7 (professional edition) as file name extension. For an example, if the company's short name is ABC2023 and the date is 2023/06/18, then the file name will be abc2023_20230618.ge6. Of course, user can change the name of the file. However, it is recommended that the file name extension (ge7/gp7) should not be changed for recognizing.

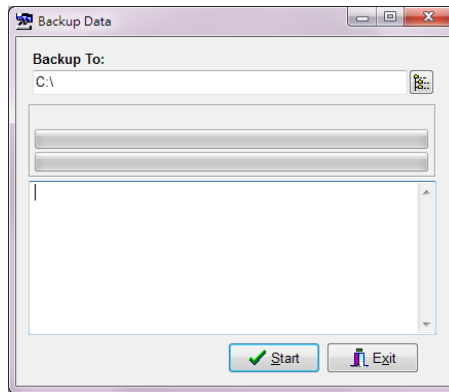


Figure 32-1 Backup Data

Note: Before backup the data, the Application will automatically check whether another user is executing the Application (including other modules). This function will be executed only when no one else is executing the Application simultaneously. Moreover, it is recommended to make more than one copy of back up files.
Firebird will not automatically release the hard disk space that is taken by the data that is deleted. To release the space, user needs to do On-Line Backup first and then restore it.

33.2 Restore Data

This function is used to restore the backup data to hard disk. Please choose source drive or directory. Press [Start Restore] button to restore data. The Application will ask for the location of the backup file (*.ge5). After choosing the backup file, the system will then uncompressed the file and put the data into current database.

The Application will automatically check whether anyone is executing the Application (including other modules) before Restore Data function is executed. If someone is executing the Application, the Restore Data function will not be executed.

Note: This function will overwrite the data in target directory. Please be careful. If Restore procedure is stopped by force, the data in hard disk may be damaged. Also, please ensure no one log in the Application during the restoring process. Or else, the data will be damaged.

If user wants to recover backup file of version 5.5 or before, he can choose the compressed file (*.zip) instead when choosing the source.

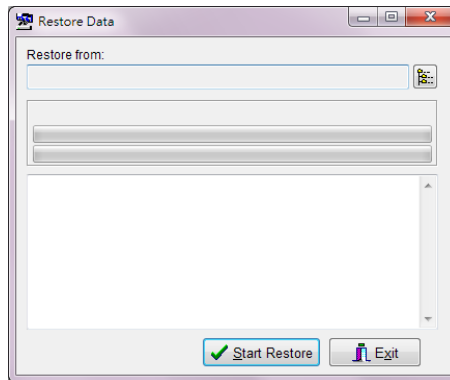


Figure 33-2 Restore Data

33.3 Adjust Closing Stock Value

Physical Inventory method is used in GTC Accounting System. User must count the actual quantities of all stocks on hand at the end of each financial period. The closing stock value equals these quantities times unit price of all stocks. Please input this value in the window of [Adjust Closing Stock Value]. This value will be used to calculate the profit/loss for each financial period.

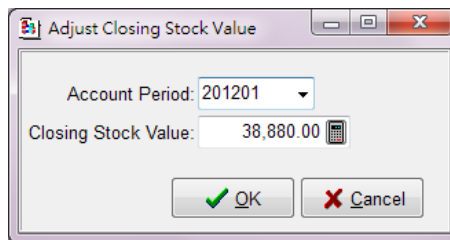


Figure 32-3 Adjust Closing Stock Value

33.4 Opening Balance

33.4.1 Chart of Accounts Opening Balance

Opening balance for accounts can be input here or in [Chart of Account File]. Here, all detail accounts of Balance Sheet will be displayed.

- Note:
- 1) The total amount of debit side must equal to the total amount of credit side. Otherwise, it cannot be saved.
 - 2) The accounts for Opening Stock and Closing Stock must be set up first.

33.4.2 Customer Opening Balance

User can input the opening outstanding invoices for different customers here or in [Customer File]. This function is to facilitate user to dealt with multiple opening invoices of different customers. User can add, amend or delete the opening invoices after choosing the customer. Then, user can choose another customer and do the desired action.

33.4.3 Vendor Opening Balance

User can input the opening outstanding invoices for different vendors here or in [Vendor File]. This function is to facilitate user to dealt with multiple opening invoices of different vendors. User can add, amend or delete the opening invoices after choosing the vendor. Then, user can choose another vendor and do the desired actions.

33.4.4 Update this financial year's opening balance with last financial year's data

This function is to update this financial year's accounts, vendors' and customers' opening balances using last financial year's data. To do this, choose [Last year's data] first and then log in with the account that have the authority to execute Year End. After this, press [Start]

When executing this function, please note the following:

1. As two sets data is involved, Year End can only be used with [Multi-Company Control System] installed.
2. If [Year End] is used in [Multi-Company Control System], accounts from last financial year will be selected automatically when new account is using this function.
3. After this function has been successfully executed, the system will automatically record the [Last year's data] selected and use it for the next time.
4. As there may be needs to update opening balance of the new account before the [Last year's data] finishes, it is allowed to use this function even when the [Last year's data] is not balanced. Thus, please make sure whether [Last year's data] suit your needs.
5. If in the current financial year, the customers' and vendors' opening invoices are paid in the [Last year's data] and do not need to be brought to current financial year, the system will delete these invoices. As this is irreversible, please backup the data before executing this function.
6. If the invoices that need to be amended or deleted are paid in the current financial year, all updates will not be executed. Please refer to the related warnings.
7. Before executing, the system will check all related information of last and current financial year. This function will only be executed when there is no conflict. This

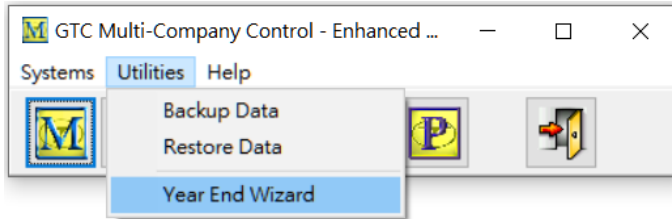
will take time to process. Please reserve the appropriate amount of time according to the size of the data.

33.5 Year End

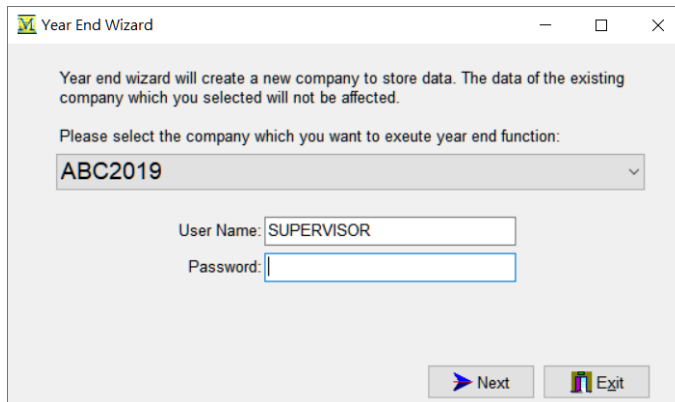
Year End allows users to carry forward each year's data. The system will bring forward the balance of balance sheet's accounts to new financial year.

[Year End Wizard] in the [Multi-Company control system] will guide users to create new account to deal with data after year end without deleting data of this financial year. This can be executed on stations or server. The instructions for [Year End Wizard] are as follow:

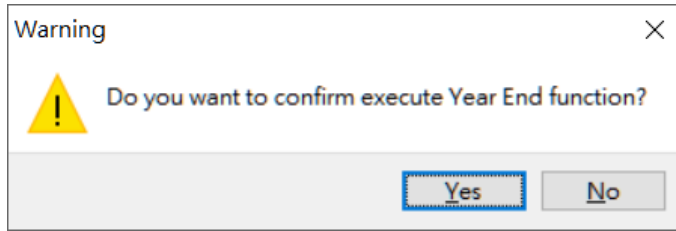
1. Choose [Year End Wizard] in the [Utilities] of the Multi-Company control system. See below.



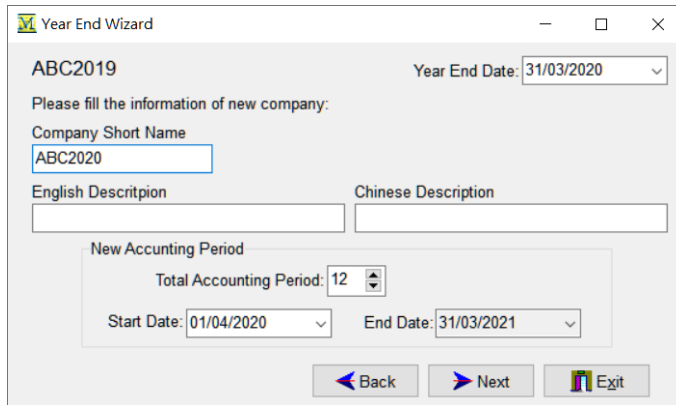
2. In the [Year End Wizard]'s interface, choose the appropriate account, for example, ABC2019, enter username and password and press [next step]. See below.



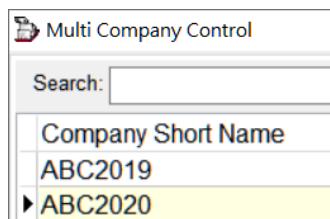
3. The system will require confirmation for the execution of [Year End]. Press [Yes] to continue.



- The system will show the date for Year End, for example, 31/03/2019. Please confirm and enter the company short name for the new financial year, for example, [ABC2020]. See below.



- After confirming the new accounting period, press [Next Step]. The system will automatically carry out the required processes and give notice when it is done.
- User can now run the system normally. There should be a new account (ABC2020) available for selection. See below.



Please note that:

- This function can be executed on every computer that has GTC system installed. However, the process speed will be fastest if this is executed on the server (the computer where data is stored)
- This function will create a new data set to deal with Year End and will not amend or delete any information in the old data set. However, user should backup the data before executing [Year End] in case there is any accident.

3. Please check the corresponding's data set before executing [Year End] and make sure financial data and reports are correct.
4. After executing [Year End], if the data set of the old financial year needs amendment, please deal with it in the old data set, for example, ABC2019. The opening balance of the new data set can be updated by [Update opening balance from last year's data]. The system will update chart of accounts, account receivable and account payable's opening balance.

33.6 Database Tools

Database tools provide a number of ways to delete/update data. Because of the nature of Firebird, after deleting data, the size of the database will not change. In other words, the hard disk space taken by the database will not decrease. If user wants to release the hard disk space, please execute data backup and data restore.

33.6.1 Empty all transaction files

This function is to delete all transaction files, such as Sales Invoice, Vendor Invoice, Delivery Note, AR Payment, AP Payment and Stock Adjustment, etc. However, all files under Maintenance will be reserved.

33.6.2 Clear all data

This function will clear all data, including all transactions and all files under Maintenance. When this function finished, the database will be empty.

33.6.3 Delete Customer Opening Balance

This function will delete all customers' opening balance invoices and set the opening balance amount to zero. The invoices issued in current financial year will not be affected. This function cannot be reverted. Please use this function carefully.

33.6.4 Delete Vendor Opening Balance

This function will delete all vendors' opening balance invoices and set the opening balance amount to zero. The invoices issued in current financial year will not be affected. This function cannot be reverted. Please use this function carefully.

33.6.5 Delete Stock Opening

This function will delete all stocks' opening quantities and set them to zero. The records in current financial year will not be affected. This function cannot be reverted. Please use this function carefully.

33.6.6 Change Chart of Account Code

This function will change the selected code to a new code. In other words, the system will change all related account codes to new codes.

To change the existing code to a new one, user should select the old code, input the new code and press [Run]. All transactions related to the old one will be changed to the new one automatically. This function will be rejected and the user will be warned if the new code already exists in [Chart of Account File].

33.6.7 Change Customer Code

This function will change the selected code to a new code. In other words, the system will change all related customer codes to new codes.

To change the existing code to a new one, user should select the old code, input the new code and press [Run]. All transactions related to the old one will be changed to the new one automatically. This function will be rejected and the user will be warned if the new code already exists in [Customer File].

33.6.8 Change Vendor Code

This function will change the selected code to a new code. In other words, the system will change all related vendor codes to new codes.

To change the existing code to a new one, user should select the old code, input the new code and press [Run]. All transactions related to the old one will be changed to the new one automatically. This function will be rejected and the user will be warned if the new code already exists in [Vendor File].

33.6.9 Change Stock Code

This function will change the selected code to a new code. In other words, the system will change all related stock codes to new codes.

To change the existing code to a new one, user should select the old code, input the new code and press [Run]. All transactions related to the old one will be changed to the new one automatically. This function will be rejected and the user will be warned if the new code already exists in [Stock File].

33.6.10 Change Warehouse Code

This function will change the selected code to a new code. In other words, the system will change all related warehouse codes to new codes.

33.6.11 Recalculate and Update the Average Cost of Sales Transactions

For every sales transaction, this function will calculate the corresponding stock's moving weighted average cost price of that day, and update the new cost price to the corresponding transaction. Please note that:

1. [Date Range] is referring to the sales transaction's date. The system will only handle transactions that were done within this date range. However, the cost price will be calculated from the start of opening balance to the sales date.
2. [Calculate cost price] is referring to the moving weighted average cost price which is calculated by the system. Users can amend this.
3. Calculations are done based on date order. For transactions that are done on the same day, calculations will be done based on enter order. For calculation process, please refer to [Stock Weighted Moving Average Price Calculation Detail Report]
4. This action cannot be undone after updating. Please backup your data beforehand.

Bill No.	Bill Date	Reason	Stock Code	Stock Name	Cost Price in Transaction	Calculate Cost Price
SI001	15/04/2019	Sales Invoice	EDC001	Digital Camera EPSON PhotoPC	4,800.00	4,800.00
SI007	15/07/2019	Sales Invoice	EDC001	Digital Camera EPSON PhotoPC	4,800.00	4,800.00
SI013	15/10/2019	Sales Invoice	EDC001	Digital Camera EPSON PhotoPC	4,800.00	4,800.00
CM001	23/12/2019	Cash Memo	EDC001	Digital Camera EPSON PhotoPC	4,800.00	4,800.00
SI019	25/01/2020	Sales Invoice	EDC001	Digital Camera EPSON PhotoPC	4,800.00	4,800.00
SI001	15/04/2019	Sales Invoice	EDC002	Digital Camera EPSON PhotoPC	5,350.00	5,350.00
SI007	15/07/2019	Sales Invoice	EDC002	Digital Camera EPSON PhotoPC	5,350.00	5,350.00
SI013	15/10/2019	Sales Invoice	EDC002	Digital Camera EPSON PhotoPC	5,350.00	5,350.00
CM002	23/12/2019	Cash Memo	EDC002	Digital Camera EPSON PhotoPC	5,350.00	5,350.00
SI019	25/01/2020	Sales Invoice	EDC002	Digital Camera EPSON PhotoPC	5,350.00	5,350.00
SI001	15/04/2019	Sales Invoice	EDC003	Digital Camera EPSON PhotoPC	3,360.00	3,360.00
SI007	15/07/2019	Sales Invoice	EDC003	Digital Camera EPSON PhotoPC	3,360.00	3,360.00
SI013	15/10/2019	Sales Invoice	EDC003	Digital Camera EPSON PhotoPC	3,360.00	3,360.00
SI019	25/01/2020	Sales Invoice	EDC003	Digital Camera EPSON PhotoPC	3,360.00	3,360.00
SI002	25/04/2019	Sales Invoice	EDP001	Dot Matrix Printers EPSON LK-3i	4,500.00	4,500.00
SI008	25/07/2019	Sales Invoice	EDP001	Dot Matrix Printers EPSON LK-3i	4,500.00	4,500.00

Figure 32-4 Recalculate and Update the Average Cost of Sales Transactions

33.6.12 Recalculate and Update the Average Cost of Stock Records

This function will calculate the corresponding stock's moving weighted average cost price, and update the new cost price to the [Average Cost] of the corresponding stock record. Please note that:

1. The system will calculate stock's latest moving weighted average cost price. Date does not need to be chosen.
2. [Calculate cost price] is referring to the moving weighted average cost price which is calculated by the system. Users can amend this.
3. Calculations are done based on date order. For transactions that are done on the same day, calculations will be done based on enter order. For calculation process, please refer to [Stock Weighted Moving Average Price Calculation Detail Report]
4. This action cannot be undone after updating. Please backup your data beforehand.

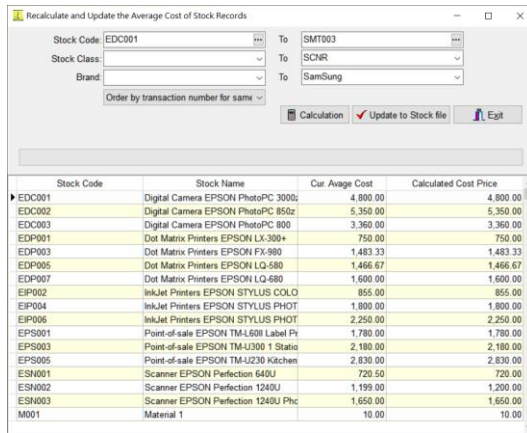


Figure 33-5 Recalculate and Update the Average Cost of Stock Records

33.7 Transaction Auditor

When there is difference between some records (e.g. customers', vendors' or stock's balance) and the actual values due to hardware problem, etc. Transaction Auditor can be executed to recalculate the balance of different transactions.

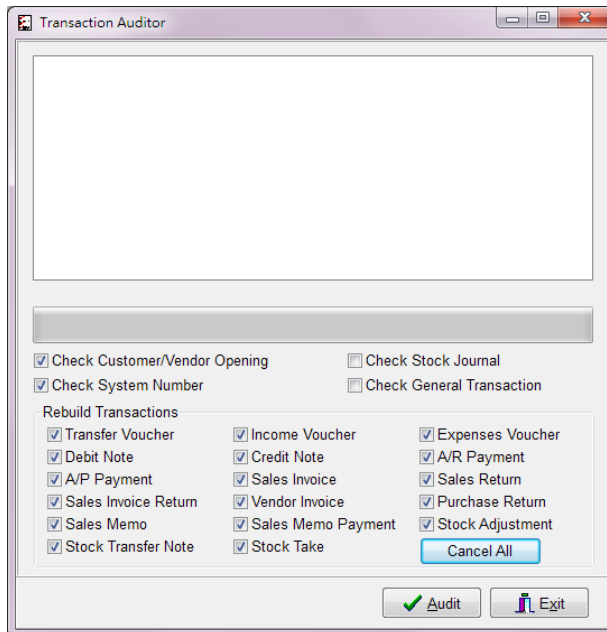


Figure 33-6 Transaction Auditor

Note: All transactions will be re-saved when [Rebuild Transactions] is executed. It takes time. Thus, it is better to execute this function on the computer with both GTC Applications and Firebird server installed.

33.8 Import Data from Other Company / Location

This function is to consolidate the data from different companies /locations. For example, your company has 5 branches in 5 different locations. Each branch has its own data. At the end of the month, each branch can send its data to head office via e-mail. The consolidation will be handled in head office. You can set up 5 sets of accounts for 5 branches and 1 set of account for head office. Firstly, you should restore the data from branches to the account of each branch. And then, you can execute Import Data function to import data from the account of each branch to the account of head office. Now, this account of head office contains a whole set of accounting information of your company.

To have precise and consistent data, all Applications must fulfill the following conditions:

1. The date and time should be same for all computers. The Application will update or append the records according to the modified date and modified time of data.
2. Each branch must use different transaction numbers. The Application will overwrite the records with the new one if the transaction number is same.
3. For security issue, the transactions cannot be deleted automatically by the Application once Import Data function has been executed. Branch should inform head office to delete the transaction manually if there is any transaction deleted by branch.

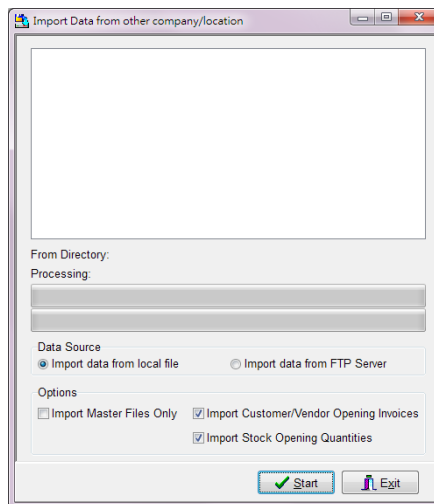


Figure 33-7 Import Data from other Company/Location

33.8.1 Import data in [Multi-Company Control System]

User can choose the source in the [Multi-Company Control System] and thus there is no need to export the data first.

33.8.2 Choose the data file to be exported

This function is designed for importing data that is exported by GTC Applications of same version.

33.9 Import Data from Other Format File

This function allows the data in other formats to be imported into GTC Applications' database. Supported formats include Paradox File, dBase File, Text File, HTML File, MS Excel File, MS Word File, Lotus 1-2-3 File, QuattroPro File, XML File, MS Access Database File and ADO File. Only master data files, such as Chart of Accounts, Customer File, Vendor File, Stock File, etc, can be imported. All transaction files, such as invoices and vouchers, cannot be imported with this method.

Note 1: If the data is read from MS Access and ADO, MS Access and ADO database engine must be installed first.

No database engine need to be installed if the data is read from other formats, such as MS Excel.

Note 2: User should have certain level of knowledge of database structure and source database formats. Otherwise, the data may not be imported correctly.

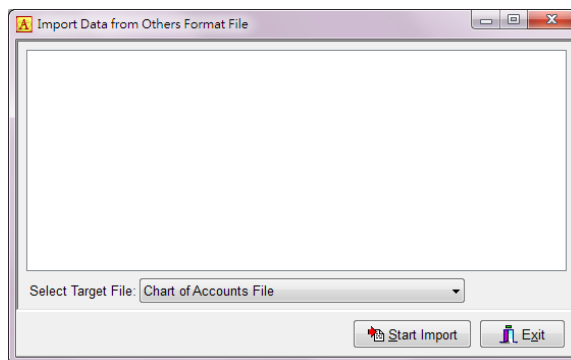


Figure 33-8 Import Data from Other Format File

33.9.1 Select Target File

The first step to import data from other format file is to select the target file. The target file is one of the files under Maintenance, for example, Chart of Accounts, Customer File, Vendor File, Stock File, etc.

Secondly, please select the source file. And then, press [Start] to begin the import procedures.

As there are different steps for data from different sources, these steps will not be illustrated here.

33.9.2 Mappings

The contents of the source file will be displayed when all settings and information are selected and filled in appropriately. If the settings and information are inappropriately selected and filled in, the contents will be incorrectly shown here. To amend, please press [Back] to correct. When the contents can be correctly shown, please set field mappings to specify the correspondence between fields in the source and destination files.

Destination The field names of the file in GTC Applications.

Source The field names of the source file.

Key icon It is the primary index when there is a '✓' in this field.
Note: It is highly recommended to not change anything here.

Specifications To save all settings of this import or load the previous settings from the existing records.

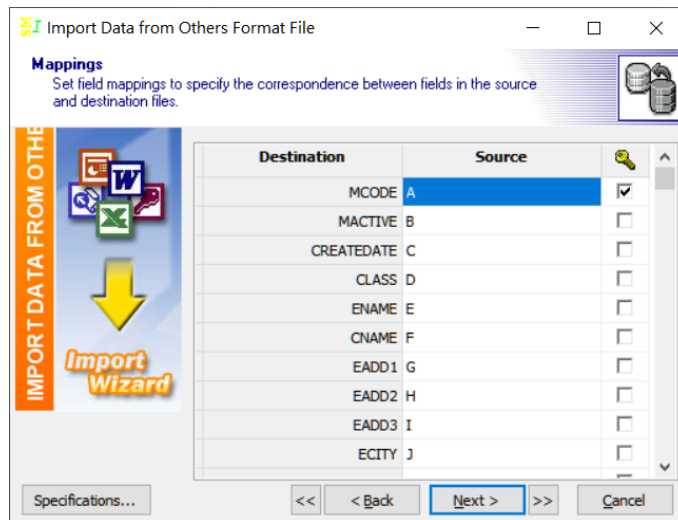


Figure 33-9 Import Data - Mappings

The mappings can be done for individual fields. The other fields, not to be imported, can be blank. Please [Next] for Data preview. The result of field mappings will be

shown here. To filter the data of source file, please select [Load when] or [Skip if] and set the appropriate criteria.

Note: The field type should be consistent and convertible. For example, a string field should not be imported to a numeric field.

33.9.3 Import

All necessary information needed for importing the data has already been gathered. User can click [Back] to do amendments. Otherwise, please click [Execute] to begin the import process after Import Mode has been selected.

- Append Add records to the destination table. Only data that is not existing in the GTC Application will be imported. All records that are same as destination will be skipped.
- Update Update the record in destination with matching record from source. The data that only exists in the source but not in the destination will be skipped.
- Append/Update If the record exists in destination, it will be updated. Otherwise, it will be added.
- Copy Delete all records in destination, repopulate from the source.

The statistic information of imported records will be shown after the import process finishes.

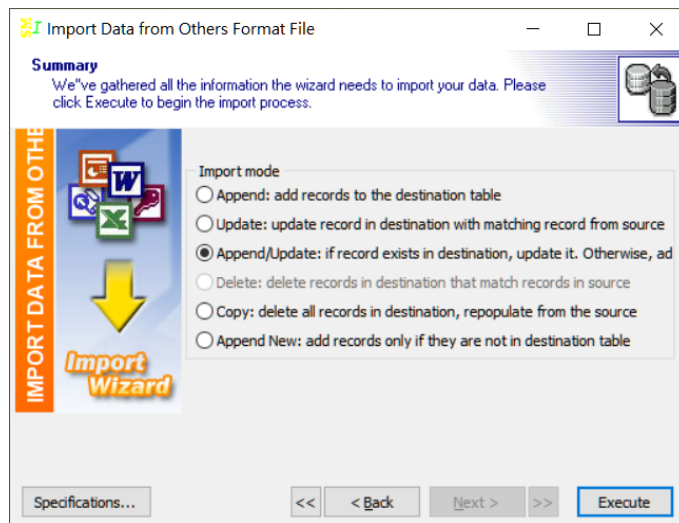


Figure 33-10 Import Data – Import Mode

33.10 Import Transfer Voucher from Excel File

GTC Accounting System supports importation of vouchers from Excel File. Field description is as below:

Item No.	Order No created by GTC. It does not need to be in the Excel File.
Voucher No.	This number, up to 20 digits or characters, will be assigned as the voucher number and must exist in every row of the Excel File. When the number changes, a new voucher will be created.
Voucher Date	The date of the voucher, it should be in date format in Excel File. The date of last row will be applied as the date of a voucher if the vouchers with same voucher number have different voucher dates.
Ref No	Supplementary information for a voucher. This field contains up to 20 digits or characters.
Account Code	The account to record each transaction. The code can contain up to 20 digits or characters. All accounts in Excel File must exist in [Chart of Account File]. Otherwise, all transactions of the voucher will be rejected to import.
Job Code (Enhanced Edition only)	Voucher's job code. It can contain up to 20 characters. If the job code existed, this transaction will be assigned to the relative Job Reports according to the related account type of the account.
Cheque No	Cheque number for each transaction and can be up to 30 digits or characters.
Currency Code	The currency code for each transaction and can be up to 4 digits or characters. All currency code must exist in [Currency File]. Otherwise, all transactions of the voucher will be rejected to import.
Currency Rate	Any number greater than "0". If local currency is used, the rate must equal to "1".
Debit Amount	The amount for debit side. It must be greater than "0".
Credit Amount	The amount for debit side. It must be greater than "0". Note: the total amount of debit side must equal to the total amount of credit side for each voucher.
Invoice No.	Invoice No must be provided if the transaction involves the accounts of AR or AP.

Invoice Date	The date of the invoice. It must be same as the voucher date. This needs to be in date format in the Excel File.
Due Date	The due date of the invoice. This needs to be in date format in the Excel File.
Customer / Vendor Code	The customer or vendor for recording the invoice, up to 20 digits or characters. All customer or vendor code must exist in [Customer File] or [Vendor File].
Invoice Amount	Total amount of an invoice which must be greater than “0”.
Paid Amount	Invoice does not include the paid amount of this payment. This number must be greater than “0”
Remark 1 & 2	It is detail supplementary information for each transaction, up to 60 digits or characters each.

The system will assume the first row of the Excel File is field name. The import will start at the second row. If the first row of the Excel file is data, please change manually to start the import from the first row. The fields’ order and nature of the Excel file must be same as that shown in the system. Numbers can be input into string fields, but strings cannot be input into number fields.

After executing [Read Excel File], the Excel File will be read, and the data will be displayed. Please make sure the data read by the system is correct first. Then, press [Start].

After executing [Start], the import result will be displayed.

33.11 Export Data to Other Company / Location

This function is to minimize the data traffic between head office and branches. The exported data from the branches can be sent to the head office through e-mail, USB drive, FTP or VPN, etc. To execute the function, date range and target directory should be given. Only the data in the range of date will be exported. Default target directory is sub-directory of data directory. For example, if the data directory is c:\gtc\gbs70p\data (Professional Edition) or c:\gtc\gbs70i\data (Enhanced Edition) and the current date is 31, the default target directory will be c:\gtc\gbs70p\data\31 (Professional Edition) or c:\gtc\gbs70i\data\31 (Enhanced Edition).

If the directory is usually to be used, please set the directory in Default Directory of System Setup.

To change the target directory, user can input directly in [Default directory] or press the button beside the field to choose the desired one.

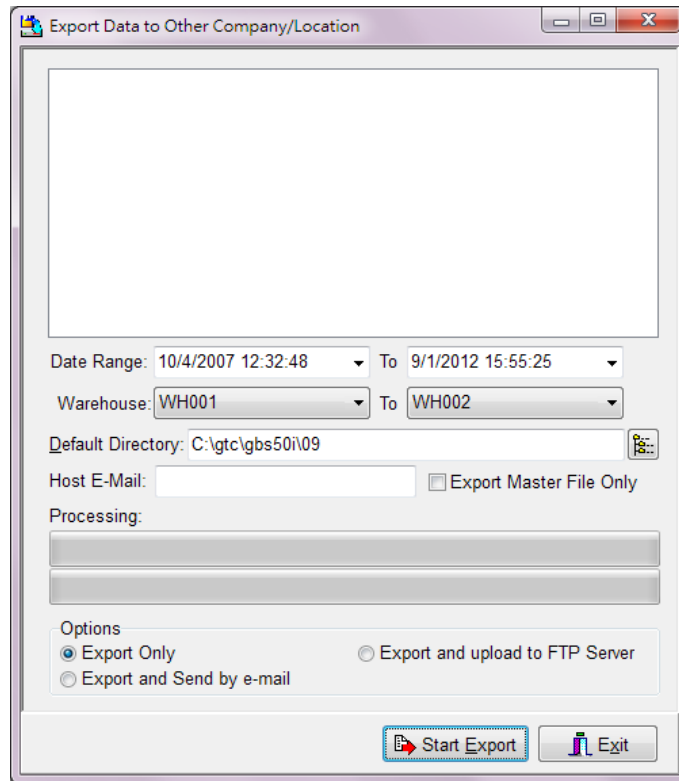


Figure 33-11 Export Data to Other Company/Location

33.12 Export Data to Other Format File

GTC Application has a powerful function, Export Data to Other Format File, for user to export the data to many general formats, such as Text File, HTML File, MS Excel File, MS Word File, Symbolic Link File, DIF File, Lotus 1-2-3 File, QuattroPro File, SQL File, XML File, MS Access Database File, Rich Text File, SPSS File and LDAP File. By doing that, the data in GTC Applications can be read by other applications.

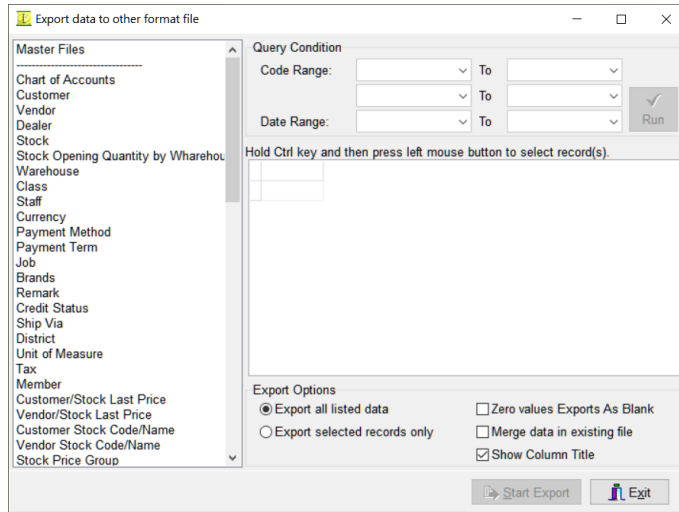


Figure 33-12 Export data to other format file

33.12.1 File Name

The files, Master Files and Transaction Files, are displayed on the left-hand side of the window. Please select one of these files by using mouse to export. All detail contents of the selected file will be displayed on the right-hand side of the window, Content Area. GTC Applications allow the user to export designated records. Please refer to [Query Condition]. User can choose the data to be exported by using query conditions.

33.12.2 Query Condition

After the file has been selected, the criteria for selecting the records to be exported will be displayed. The criteria can be customer code, stock code, date range or transaction numbers, etc. Please choose the appropriate range and press [Run]. The result will be shown in Content Area.

33.12.3 Export Options

Export all listed data

All records shown in Content Area will be exported. To select designated records to be exported, please refer to [Query Condition].

Export selected records only

User can select designated records in Content Area by pressing [Ctrl] button and using mouse to select the desired records simultaneously.

Zero values Exports as blank	If this field is selected, the zero value of the records will be interpreted as blank when the records are exported.
Merge data to existing file	If this field is selected and there is a same file name existed, the new records will be merged into the existing file. Otherwise, the data in the existing file will be overwritten and the existing file will only contain the new records.
Show Column Title	Please mark '✓' here if you want to show column titles in the first line of the records.

33.12.4 Start Export

The export function will be executed once you press [Start Export]. During the process, there will be a series of questions. Please answer the questions according to your options.

Chapter 34 How to install Firebird

There are two Firebird installation kit included in the CD-ROM of GTC applications: one for Windows platform and one for Linux platform. You can obtain Firebird installation kit for other operating system from <http://www.firebirdSQL.org>.

34.1 Firebird's system requirements

34.1.1 RAM

Firebird's Superserver utilizes around 2MB RAM. Each connection to the Superserver adds approximately 115K RAM. The Superserver shares a single cache among all connections and increases cache automatically when required.

On POSIX, the Classic server uses no RAM until a client connection is made. On Windows, a small utility service is listening for connection requests. Each connection to the Classic server uses about 2MB. The Classic server creates an individual cache per connection.

As an estimate, allow 64MB of available RAM for a server and 16MB for a local client. The more clients you add, the more RAM will be used. Resource usage on the Classic server grows by a fixed amount per client attachment; on Superserver, resources are shared and will grow dynamically as needed.

34.1.2 Disk Space

Firebird Server requires disk space ranging from 9MB-12MB, depending on platform and architecture.

Firebird's client library requires 350KB disk space.

Firebird's DB administration utility requires 2-6MB disk space, depending on the utility selected.

34.1.3 Computer hardware requirement

Minimum specifications depend on how you plan to use the system. You can run a server and develop database schemas on a Pentium CPU with 64MB RAM. But, such a configuration would not provide much capability if deployed into a network. Windows is more demanding on CPU and memory than a Linux server running at the console level.

34.1.4 Operating System requirements

The minimum operating system requirements for running Firebird server as follow:

- a) MS Windows XP、Vista、7、8 or 10
- b) MS Windows 2003、2008 or 2012: Database should be on partitions that have VSS

- (volume shadowing) feature disabled.
- c) Other OS: Refer to Firebird distribution kits for details.

34.2 Installation in MS Windows operating system

34.2.1 If Firebird has been installed

Firebird's installer will try to detect if an existing version of Firebird is installed and/or running. You must either STOP the current server and/or remove the currently installed version before continuing.

If the Firebird server is running as a service, you can stop the service via 'Control Panel | Services'.

If you want to uninstall Firebird, you can run [uninstall Firebird] in Firebird group in MS Windows's Start menu.

34.2.2 Other Considerations

- a) Firebird Server - and any databases you create or connect to - must reside on a hard driver that is physically connected to host machine. You cannot locate components of the server, or and database, on a mapped drive, a filesystem share, or a network filesystem.
- b) To install Firebird under MS Windows, you have to log into the operating system as Administrator.
- c) If an existing, newer version of GDS32.DLL exists you will be prompted to overwrite it. It is recommended to answer YES if you are doing server install.
- d) After the Firebird server was installed, you need to install Firebird client libraries in all computers which have GTC applications installed. To install Firebird client libraries, you can run Firebird's installer, and select [Minimum client install – no server – no tools] to install.
- e) To make sure the operating system is most updated.

34.2.3 Installation Steps

To locate Firebird-x.x.x.xxxx-Win32.exe or Firebird-x.x.x.xxxx-x64.exe in the installation directory of GTC system, and double click to run it. Firebird installation kit name should contain a dot-separated string of numbers in the following order: version number, release number, sub-release number. For example, Firebird-2.5.5.26952_0_x64.exe:

- a) Firebird: Firebird installation kit
- b) 2.5.5: Version number, release number and sub-release number
- c) 26952_0: Build number
- d) Win32/x64: Operating system platform

If you see following message, you need to stop or remove the old version of Firebird first, before continue to install.

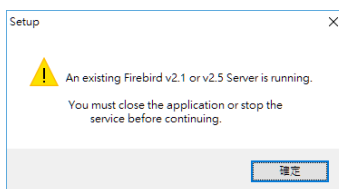


Figure 34-1 Installer remind to stop Firebird server

If everything is ok, you can see the welcome screen:



Figure 34-2 Welcome Screen

License Agreement will be displayed when you click [Next>] to continue. Please press [Yes] if License Agreement is accepted. Otherwise, press [No] to exit the installation.

Information for installing Firebird will be displayed. Click [Next>] to continue the installation.

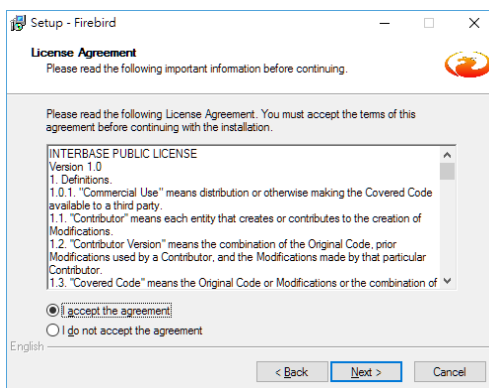


Figure 34-3 License Agreement screen

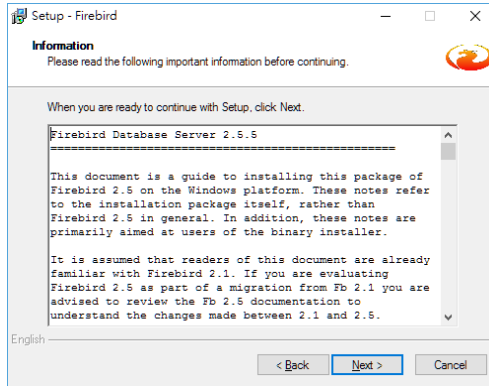


Figure 34-4 Information screen

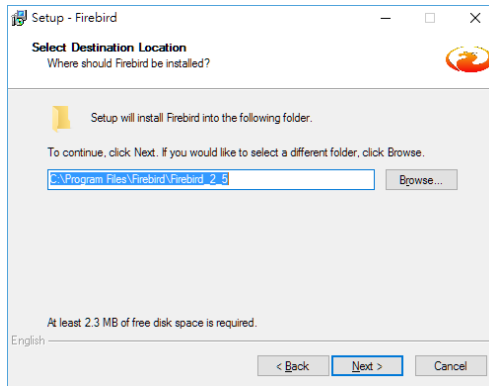


Figure 34-5 Select Destination Location

Click [Browse] button to select the destination location. Press [Next>] to install Firebird to the default location.

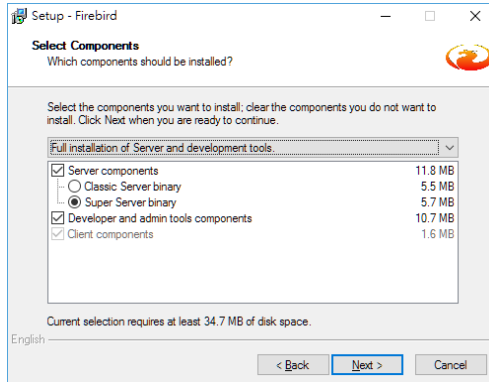


Figure 34-6 Select Components

Please select [Full installation of server and development tools] and [Super service binary] and [Next>] to continue.

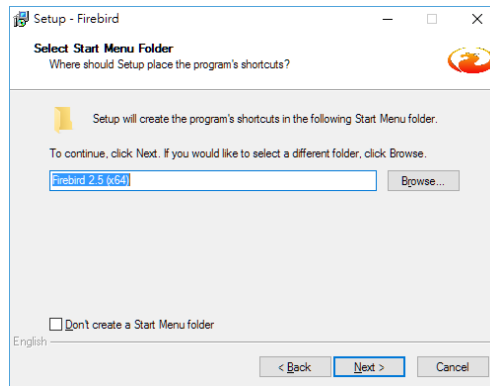


Figure 34-7 Select Start Menu Folder

Please press [Next>] to continue. Setup will create the program's shortcuts in [Firebird 2.5 (x64)] of Start Menu folder.

There are some additional tasks. Please refer to the followings:

Use the Guardian to control the server

The Guardian is a program that can be used to start the Firebird Superserver and watch over it in case it crashes. If the server program crashes, Guardian tries to restart it. It's recommended when running Firebird Superserver as an application in a "noisy" network, e.g. in Windows networks where clients are connecting using TCP/IP or Named Pipes and the network is also used for file and device sharing. If you set up the services to restart automatically, you don't need Guardian.

Run Firebird server as: Run as an Application or Run as a Service

Select [Run as an Application], Firebird server will run as an application after a MS Windows user logged into Windows.

Select [Run as a Service], Firebird server will run as a service. It will run at background after MS Windows is started.

Start Firebird automatically every you boot up?

Whether runs Firebird server at MS Windows is started.

Copy Firebird client library to <system> directory?

If you have one Firebird server in this machine, please check this option. The installer will copy Firebird client library into MS Windows System or System32 directory.

Generate Client library as GDS32.DLL for legacy application support?

The name of Firebird client library file is fbclient.dll. For compatible reason, you need check this option, installer will generate client library as gds32.dll.

Install Control Panel Applet?

This option will install Firebird Control Applet into MS Window's Control Panel. Firebird's Control Panel Applet has following's functions:

- a) Stop or start Server
- b) Showing Firebird' version number
- c) Change the Run option: [Run as a Service] or [Run as an Application]
- d) Change the Start option: [Automatically] or [Manually]

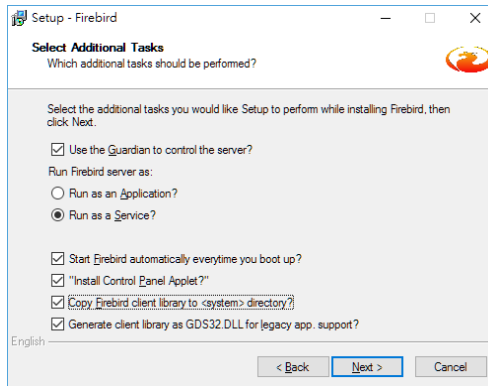


Figure 34-8 Select Additional Tasks

All settings will be displayed for your checking when [Next>] button be pressed.

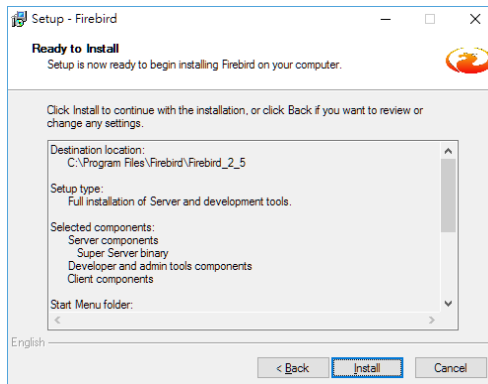


Figure 34-9 Ready to install

Click [Install>] to continue with the installation, or click [<Back] if you want to review or change any settings. Setup will install Firebird Database on your computer. Process bar

will be shown during the installation. The following information about Firebird will be displayed.

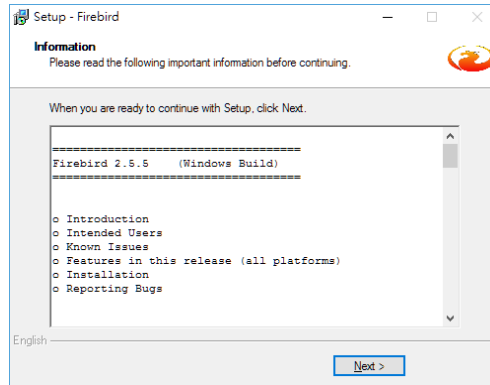


Figure 34-10 Firebird's detail information

Finish screen will be shown when you click [Next>]. Finally, press [Finish] to finish the Setup.

34.3 Install Firebird server under Unix/Linux or other POSIX

Refer to Firebird Installation Guide for details.

34.4 Key points about Firebird

34.4.1 Data Directory

After the Firebird was installed, you need to decide the location to store data file. i.e.: c:\gbc\gbs70i\data. This location must reside on a hard driver that is physically connected to host machine. You cannot locate components of the Firebird server, or and database, on a mapped drive, a filesystem share, or a network filesystem.

On MS Windows platform, you have to assign the rights of read, write, modify of data directory to the user who running the service of Firebird server. You can run the Firebird server service under a designed user account (e.g.: firebird). The default practice – running the service as the LocalSystem user poses a security risk if your system is connected to the internet.

You do not need to allow user to browse the data directory. So that, user cannot copy or modify the database file directly.

34.4.2 Default user name and password of Firebird

The default user name of Firebird is SYSDBA, the password is masterkey (actually, masterkey: characters after the eighth are ignored). In Firebird v.1.5 or newer version is installing on Linux, Firebird's installer will generate a random SYSDBA password and store that in /opt/firebird/SYSDBA.password. For security reason, you should change SYSDBA's password immediately using the gsec command-line utility. The method of changing the password as following:

Under MS Windows platform

- a) User is logged into the operating system as Administrator
- b) Click [Start] button in MS Windows, select [Run...] and input CMD to run Command Shell
- c) Use CD command to change current directory to Firebird's bin directory, i.e.:
cd\Program Files\Firebird\bin
- d) Type the following on Windows, treating it as case-sensitive:
gsec -user sysdba -password masterkey
(remark: sysdba is default user; masterkey is default password of sysdba)
- e) You should now see the shell prompt for the gsec utility:
GSEC>
- f) Type this command:
modify sysdba -pw newpassw
(remark: newpassw is the new password)
- g) Press Enter. The new password *newpassw* is now encrypted and saved, and *masterkey* is no longer valid.
- h) Type [quit] and press [Enter] to quit the gsec shell
- i) Type [exit] and press [Enter] to MS Windows's command shell

Under Unix/Linux platform

- a) User is logged into the operating system as root
- b) Open Command Shell
- c) Use cddir command to change directory into Firebird's bin directory, i.e.:cddir /opt/Firebird/bin
- d) Type this command:
gsec -user sysdba -password masterkey
(remark: sysdba is default user; masterkey is default password of sysdba)
- e) You should now see the shell prompt for the gsec utility:
GSEC>
- f) Type this command:
modify sysdba -pw newpassw
(remark: newpassw is the new password)
- g) Press Enter. The new password *newpassw* is now encrypted and saved, and *masterkey* is no longer valid.
- h) Type [quit] and press [Enter] to quit the gsec shell
- j) Quit from command shell

*Note: Firebird ignores all characters in a password pass the eighth character, newpassw will works, as will newpassword.

The Firebird kit does not come with a GUI admin tool. There are excellent GUI tools available for use with a Windows or Linux client. For a list of the better-known admin tools for Firebird, visit <http://www.ibphoenix.com> .

If you changed password of SYSDBA or add a new user in Firebird, you have to fill the user and password information in GTC Multi-Company Controls System.

Note: Glorious Technology Co., Ltd. and its reseller have not responsibility to support Firebird.

34.4.3 Firewall

The Firebird client might fail to connect the server if the database server is behind a software or hardware firewall that blocks port 3050. By default, a Firebird server listens on port 3050 for TCP/IP connection requests from clients. Its registered port service name is gds_db. You have to configure the firewall setting to allow communication at port 3050.

You can use a different port, a different port service name, or both. You might need to do this if port 3050 is required for another service. There are several ways to override the defaults. Both the server and the clients must be configured to override the port service name or number, or both. For detail information, you can refer to the user manual of Firebird.

Chapter 35 Appendix

35.1 How to enhance the performance of GTC Applications

The speed of CPU and the size of RAM are the most important factors that affect the performance of GTC Application. Normally, faster the CPU is, higher the performance of GTC Application can be. However, data communication is very frequent when GTC Application is executing. Therefore, the performance of Hard disk is more important than the speed of CPU. 16-32MB RAM is required for GTC Application, exclusive the requirement of Operating System.

To improve the method of data communication, please refer to the following:

1. Anti Virus applications

Anti Virus applications will automatically scan all files when GTC Application reads or writes the data each time. Therefore, the performance of GTC Application will be affected. Please close Anti Virus applications temporarily or exclude the database files (*.fdb) from scan lists.

2. The speed of Hard Disk

Normally, faster the Hard Disk is, higher the performance of GTC Application can be. Please choose a Hard Disk with higher speed to enhance the performance of GTC Application. Regular maintenance of Hard Disk is important as well.

3. The speed of network

If the data is placed in server and will be shared in the network, the speed of network will be an important factor to the performance of GTC Application. Please seek for advises from your System Administrator or network vendor. Here are some suggestions:

- a) Use faster network card: for instance, use 100/1000MB network card
- b) Use faster HUB: If possible, please choose Switch which is better than HUB.
- c) Quality of network card and switch: Data communication relies on the quality of network card and switch. There may be communication errors or even damage on data caused from bad quality of network card and switch.
- d) Qualified network accessories: There is an international standard of different network. For example, Ethernet 1000MB network requires the network accessories with Cat. 5 or higher standard.

35.2 Notes to send reports by e-mail

35.2.1 The requirement for email software

GTC application uses default email software of Operating System to send reports by e-mail. In order to use the email feature, your email software must be MAPI compliant. For example, MS Outlook and MS Outlook Express are MAPI compliant. Please contact the vendor of your email software to obtain more information about MAPI

compliance. If you want to check whether the email software that you want to use is the default email software of the Operating system or not, please go to [Internet Options] in Control Panel.

35.2.2 Network cabling and email account

To send out an email, please set up network cabling and open an email account first. Otherwise, the email will be placed in [Out Box].

35.2.3 Not send out immediately

If the email cannot be sent out immediately, please check the following:

- a) Whether the network cabling is connected.
- b) Whether your email software can send and receive an email. Try to send an email to yourself. If you cannot receive the email, please check the setting of network cabling and your email account.
- c) For MS Outlook Express, please tick [Send Message Immediately] in [Tools]/[Options] / [Send]. For MS Outlook, please tick [Send Message Immediately] in [Tools]/ [Options] / [Send].

35.3 Questions and Answers

[General Questions]

35.3.1 What is the default user ID and password?

The default user ID and password is SUPERVISOR and PASSWORD respectively.

35.3.2 Why the word of '3' in traditional Chinese can't be displayed and printed or Hong Kong characters become question mark when Chinese characters input in GTC applications?

Please download and install Hong Kong Supplementary Character Set to solve the problem from: <http://www.microsoft.com/hk/hkscs/default.asp>

35.3.3 Does GTC support display and record different countries' characters simultaneously?

Yes. From version 5.0, GTC adopts Unicode (UTF8) standard. GTC supports all Unicode standard characters, e.g. Traditional Chinese, Simplified Chinese, Japanese, Thai, etc., provided that your MS Windows supports to display and input by Unicode characters.

GTC uses Arial as the default font. If some characters are displayed as a square, it is because Arial doesn't support this language. Please follow the below steps to change the font:

1. Open gbs7.ini under the installation folder of GTC.
2. Insert a new line under [Common]. Type "Font=" + the name of the form. For example:
[Common]
Font=Tahoma
If Font=Default is used, the default font of MS Windows will be applied. For MS Windows 7, the default font is Tahoma.

[Questions related to print]

- 35.3.4 Why only part of the voucher or invoice (in the format of Computer Form) can be printed on the left side?

It is because your printer driver does not support custom paper size. Most default drivers of MS Windows does not support custom paper size. Please refer to the following solutions:

- a) The best solution is to ask your printer vendor for the driver supporting custom paper size.
- b) Change the paper size to the one your printer driver supported, such as A4.
- c) Create a new format. It is applicable to MS Windows 7, 8, 10 and 11.
 - i) click **Control Panel** -> **Printers and Faxes**, select the printer by mouse
 - ii) In the printer windows, choose **File** -> **Server Properties** to create new paper size
 - iii) Set a form name, check the box for **Create a new form**, input paper size, click Save
 - iv) Click the OK button when finish
 - v) Select this new format in Report Designer

- 35.3.5 Why there is no response from the printer when the reports are being printed by multifunction printer?

It is because the drivers of these multifunction printers do not support Letter Size paper. Please change Paper Size to A4 in General page of [System Setup].