SMARTBOOK SOFTWARE
WEB VERSION
USER GUIDE
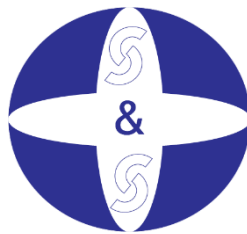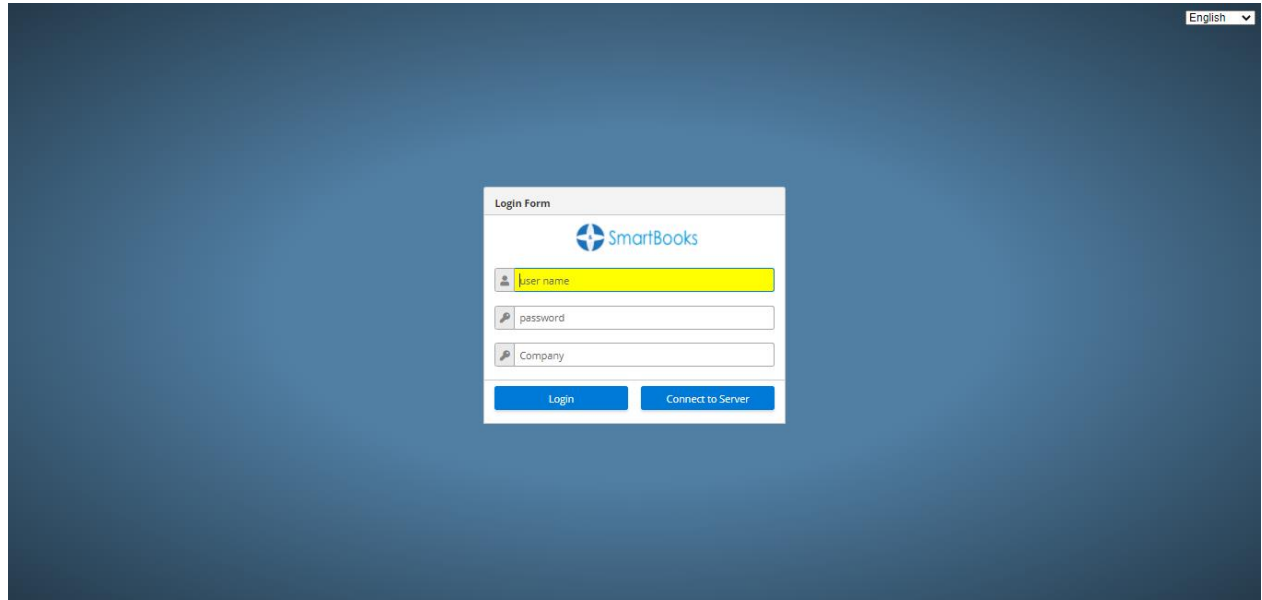
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Contents

INTRODUCTION

Smartbooks accounting software comprises of 13 main systems: **General Ledger (GL), Account Receivable (AR), Account Payable (AP), Cash Management (CA), Fixed Asset (FA), Inventory, Tax Invoice, Purchase Order (PO), Sale Order (SO)**, **E-Invoice, Shared Infomations, Usefull, Setup Tool.**

- General Ledger: This module enables you to track actual financial data and budget in order to produce the financial statements.

- Account Payable: This module enables you to track vendor payment and invoice.

- Account Receivable: This module enables you to track customer payment and invoice.

- Cash Management: This module enables you to track Cash in and Cash out

- Fixed Asset: This module enables you to track Asset and Distributive Costs.

- Inventory: This modlue following inventory movement, caculated costing, caculated cost of good sold.

- Output Invoice: This module enables you to print self-printed invoice or exported invoice if the enterprise registers self-printing invoice.

- Purchase Order: This module enables you to manage raw material which is need to purchase, purchased and raw material requisition waiting for purchase.

- Sale Order: This module enables you to manage sale orders which customers ordered, SO finised and delivered, and orders waiting for delivery
- E-Invoice: Used to enter sales invoices, issue automatic invoices
- Shared information: Allows users to create categories such as tax rates, rates, entering balance at the beginning of the period, account access, payment term, ...
- Usefull: Used to check false and duplicate invoices. Rearrange the number of vouchers in order.

- Setup Tool: Used to set up some general information such as: System configuration, module access, Change password, Company information, Access screen, Form access ...

I.   GENERAL LEDGER

General Ledger (abbreviation as GL) is the key task among any types of tasks performed in this software. All transactions that the user input into receivables account, payables account, fixed assets will proceedingly record into the general ledger (as a progressive record book). From this program, the user can set up, enter the information of an account, finalize for further transfer and state into a financial statement

Right from the menu, the GL can be divided into 5 sections: **Set up, Input, Process, Inquiry, Reports**
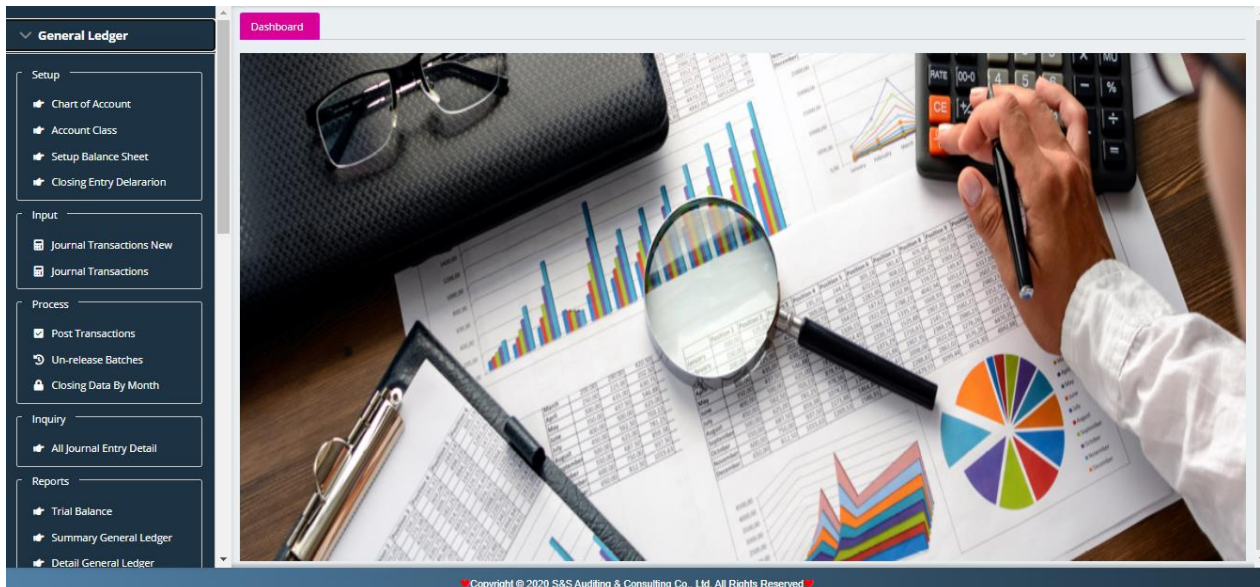
1. Set up an account, do accounting transfer (Set up):

The section of **Set up** contains 4 itemized contents:

a) Chart of accounts:

Smartbook will provide a ready-made List of key accounts as stipulated in Circular No.200/TT-BTC issued by Ministry of Finance dated 22 December, 2014.

Smartbook allows the user to set up more subsidiary accounts of level 2, level 3… (Maximum up to level 5) based on the List of key accounts.

Guidance on how to create an account:

- At the Code of account: input the level code of account (*)

Note: Smartbook defines code of account to have 7 digits.

- Account name (VN): Type in the description of an account in Vietnamese.
- Account name (EN): Type in the description of an account in English.
- Account name (KR): Type in the description of an account in Korean.
- Type of account: Select Type of account by its characteristics.
  - ✓ Asset
  - ✓ Liability
  - ✓ Income
  - ✓ Expense
- Group of account: Select the key Group of accounts (3 initials)
- Status: set up the status of an account:
  - ✓ Active

✓ Inactive

- Enter Save to save the account newly set.
- Enter New to create a new account.
- Enter Close to close the active screen.

In the lists of set up allows a detele action to any account be set:

- Select the account in need of a deletion.

- Enter Delete.

Note: The 'Chart of accounts' set up will directly impact on the general ledger, journals and financial statements, therefore the user must comprehensively study any impacts before deleting an account. If it did, any accounting tasks related to the account in deletion would result into an inaccuracy of statements.

b) Chart of group of accounts:

Smartbook provides a ready-made chart of group of accounts at level 1 and level 2 as stipulated in Circular No. 200/TT-BTC dated 22 December, 2014.

The user can set up any extra group of accounts at level 1 and level 2 upon the approval from Ministry of Finance.
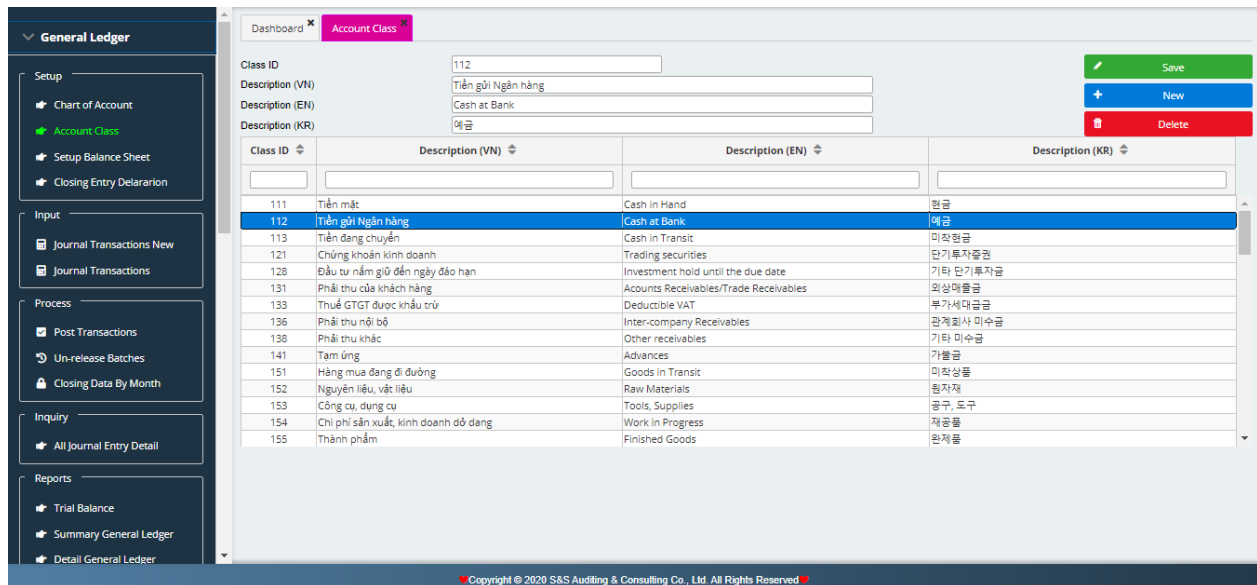
Guidance on creating group of accounts:

- Code for the chart: Type in code of account level 1 in need of creation.
- Name (VN): Description in Vietnamese.
- Name (EN): Description in English.
- Name (KR): Description in Korean.
- Select Save to save an account newly set.
- Select New to create a new account.
- Select Close to close the active screen.

c) **Set up the reconciliation:**

Smartbook sets up ready all items which reflect on the reconciliation (BS) as stated in Circular No. 200/TT-BTC dated 22 December, 2014.

The user can omit the unnecessary items on reconciliation (BS) by highlight the cell in need of action.

Step 1: Set up features: code, description (VN, EN, KR), IsTotal (the overall code), InActive (will be shown on the balance sheet or not)

Step 2: Indicate balance of an account in reference to the code itemized on the BS

- ▪ BalType: either of 2 types, D or C

    D: Balance of Debit

    C: Balance of Credit

- ▪ Acct: enter F3 to select an account

- ▪ AmtType: reflect the balanced figures on the BS is a negative (-) or a positive (+)

- ▪ Code: Code of BS

- ▪ BegAmt, EndAmt: balance of begining, ending of the last BS work (enable user to examine the data)

Step3: Set up Subsidiary BS codes on the higher level of BS code.

Step 4: Set up major BS codes on the highest level of all key BS codes (these Codes will not have account balance)

c) Declare an entry to display onto the balance of account:

This function helps the user to set up the mode of automatic closing at the end of a period.

Guidance on set up:

- Acct: Type in Sourcing account (Press F3 to select an account or type in directly)
- AmtType: balance mode of sourcing account
  + C: Crediting at sourcing account
  + D: Debiting at sourcing account
- Step Code: The Steps of processing (for example from account ref. 5, 6, 7, 8 into 911 is done at Step1 and from 911 balanced into 4212 will be done at Step 2)

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2. Data Input:

GL allows user to manually type in a general entry (Journal Ledger) or do any other typical accounting tasks.

Guidance on Data input:

Information of entry:

- **Sections**: GL: General ledger

- **Lot number**: Leave blank, the program will automatically define entries order. (Press F3 to overcheck entries done)

- **Date of the document:** Must categorize in the period of accounting

- **Number of the document:** The program will automatically set up

- **Status**: Always put-on hold

- **Period of accounting:** Select Period of accounting in a ledger

(For example, recorded on June, 2015: 06-2015)

- **Description (VN):** Key content in Vietnamese

- **Description (EN):** Key content in English

- **Description (EN):** Key content in English

Entry accounting:

- **An account:** Press F3 to select an account

- **Debit:** Type in the amount in relation with the account of Debit

- **Credit:** Type in the amount in relation with an account of Credit

- **Currency**: Select currency (VND, USD, KOR…)

- **Rate**: Type the accounting rate if it is different from VND

- **Money**: Type of the amount in VND or other currencies except in VND

- **Currency after conversion**: Equal to VND or equal to the currency multiply by the rate. The software shall be calculated itself.

- **Description (VN) and (EN):** regularly display in compliance with the entry description. The user can change description details by a manual typing.
- **Code of employees, of suppliers, of customers:** The user will not type in but press F3 to select the appropriate code as set up in the:

  + List of employees (at Cash accounting)

  + List of suppliers (at the Payables)

  + List of customers (at the Receivables)

- **Invoice number, invoice date**: The user shall enter the invoice number and invoice date (if any) in order to the software shall run the list VAT invoices input and output respectively.

3. Data processing:

a) Post Transactions:

At the end of a year, general ledger will close all up onto an account balance of the following year.

- Select from the beginning date to the ending date.
- Select **Print review** to order a post transaction.

b) Un-release Batch:

This function helps the user recover the original status (Hold) for any locked entries (Post/Release).

Instruction:

- **Module**: Select accounting in need of un-release

  + GL: General ledger

+ AP: Payables

+ AR: Receivables

+ CA: Cash accounting

+ IN: Inventory

+ FA: Fixed Assets: in this module, there are FA depreciation, FA allocation.

- **Period**: Select Period of accounting and press download to show the lock enttires.
- The lower part of screen will present all entries occurred in the chosen Period of locked accounting.
- Select an entry in need to **un-release**.
- Select **Execute** to proceed.

4. Inquiry:

The Inquiry section helps users check, study all transactions, entries before or after release.
Select from date…to date…

Select to export to excel file or excute to proceed.

Instruction:

The user can screen an entry by:

Type in a "*" to select the relevant screen

- Module: Accounting (GL, CA, FA, AP, AR, FA…)

- BatNbr: Batch number of an entry

- Period: Period of accounting (For example: 012009 is January, 2009)

- RefNbr: Document reference

- Trandate: Date of transaction

- Status: Status of document (P: Post, H: Hold)

- CuryID: Currency identification

- CurryRate: Currency rate of exchange

- Acct: an account

- AcctRef: a counter- account

- Amount: A total amount

Similar to: TransDescr, VenID, CustID, TranType, TransDescrEN.

5. Reports:

After performing an entry, the user will do reporting:

a) Trial Balance:

- Select Period of accounting in need of report (From date…To date…)
- Select Currency identification in need (Currency ID)
- Select Export to excel file in need of exporting a fully excel file.
- Select Print Preview to have a look prior to print out.
- Select Print review to check over prior to print out.

b) Ledger Account Listing Summary Report

- Select Period of accounting in need of report (From date…To date…)
- Select Currency identification (Currency ID)
- Select Type of account in need of report (Option)

  + All

  + Account (press F3 to select an account)
- Select Print Preview to check over prior to print out.
- Select Close to close the active screen.

c) Ledger Account Listing Detail Report
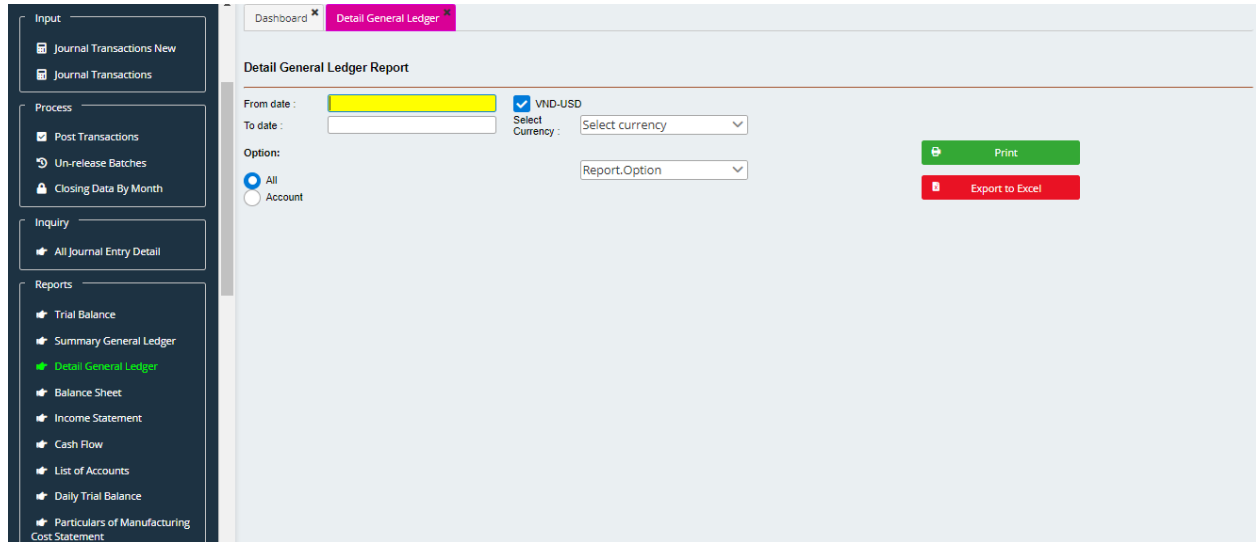
- Select Period of accounting in need of report (From date…To date…)
- Select Currency identification (Currency ID)
- Select type of account in need of report (Option)

  + All

  + Account (press F3 to select an account)
- Select Print Preview to check over prior to print out.
- Select Close to close the active screen.
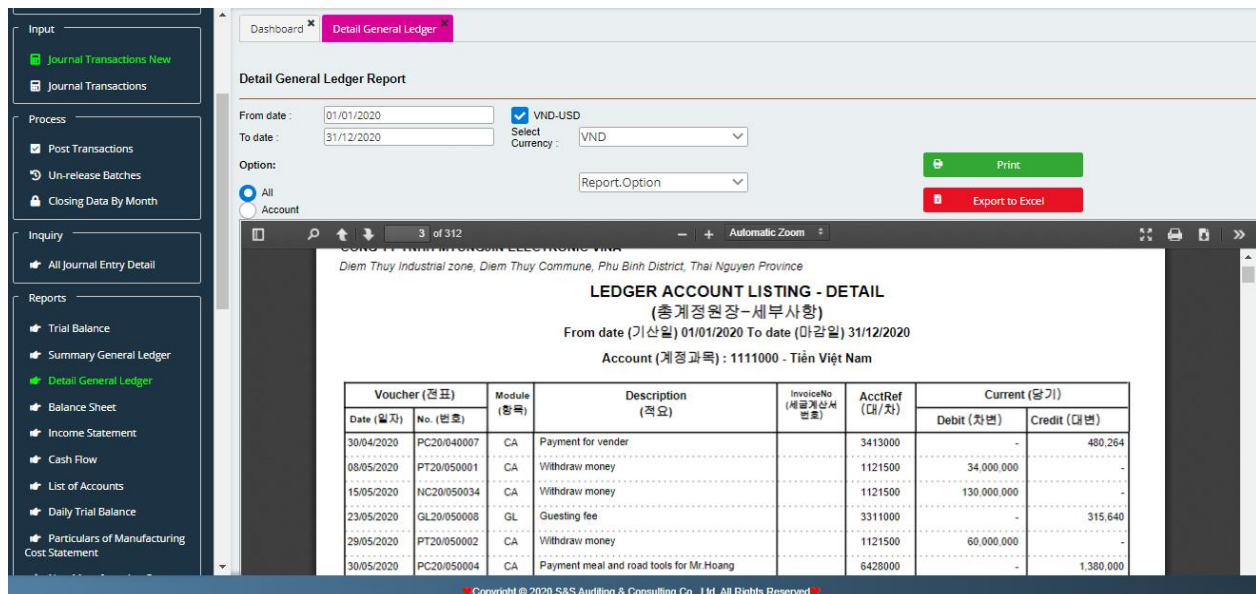
d) Balance sheet:
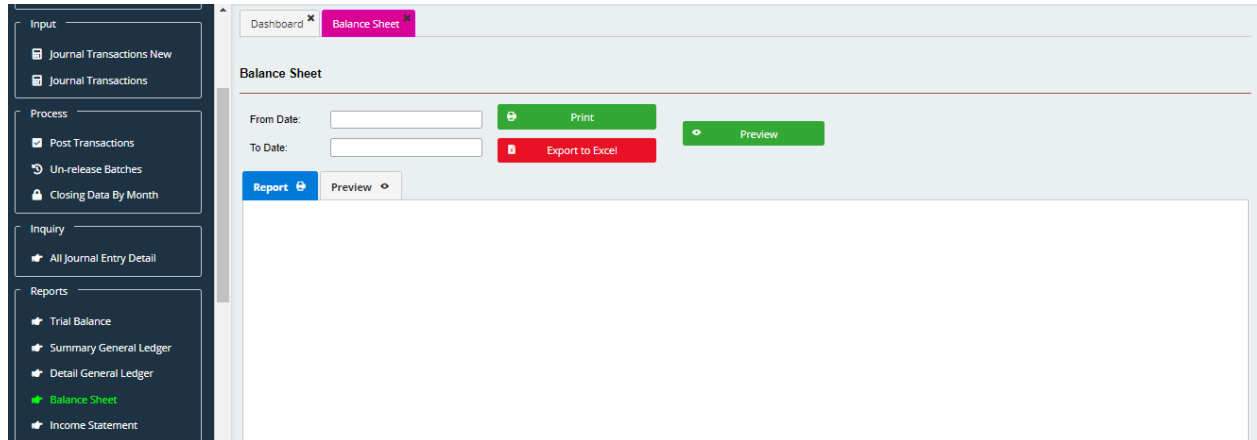
- Select Period of accounting in need of report (From date…To date…)
- Select to export to excel file or excute to proceed.
- Select Print Preview to check over prior to print out.
- Select Print to print out the report.

e) Income Statement:

- Select Period of accounting in need of report (From date…To date…)
- Select to export to excel file or excute to proceed.
- Select Print Preview to check over prior to print out.
- Select Print to print out the report.

f) Cash Flow:

- Select a period in need of report (From date…To date…)
- Select Print Preview to check over prior to print out.

g) List of Account:

- Select Print to print out the established chart of accounts.
- Select Export in need of exporting list of accounts into excel file.

h) Daily Trial Balance:

- Select a period in need of report (From date…To date…)
- Select Print Preview to check over prior to print out.

i) Manufacturing Cost Statement:

- Select a period of accounting in need of report (From date…To date…)
- Select Print Preview to check over prior to print out.

j) Non-Manufacturing Cost Statement:

- Select Period of accounting in need of report (From date…To date…)
- Select Print Preview to check over prior to print out.

k) General Journal
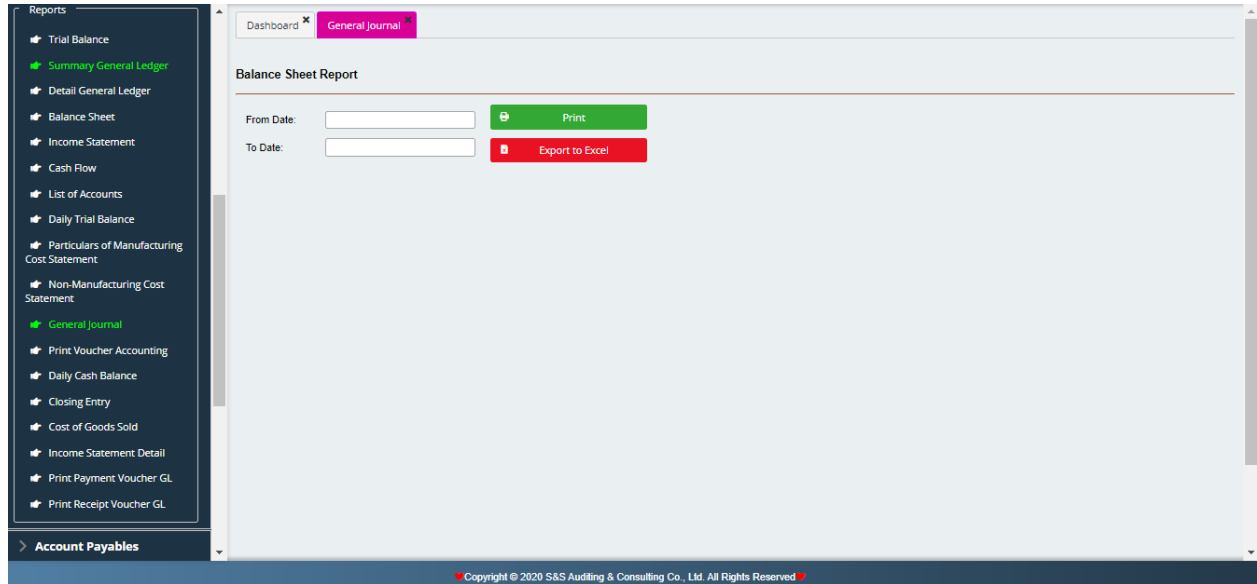
- Select Period of accounting in need of report (From date…To date…)
- Select Print Preview to check over prior to print out.
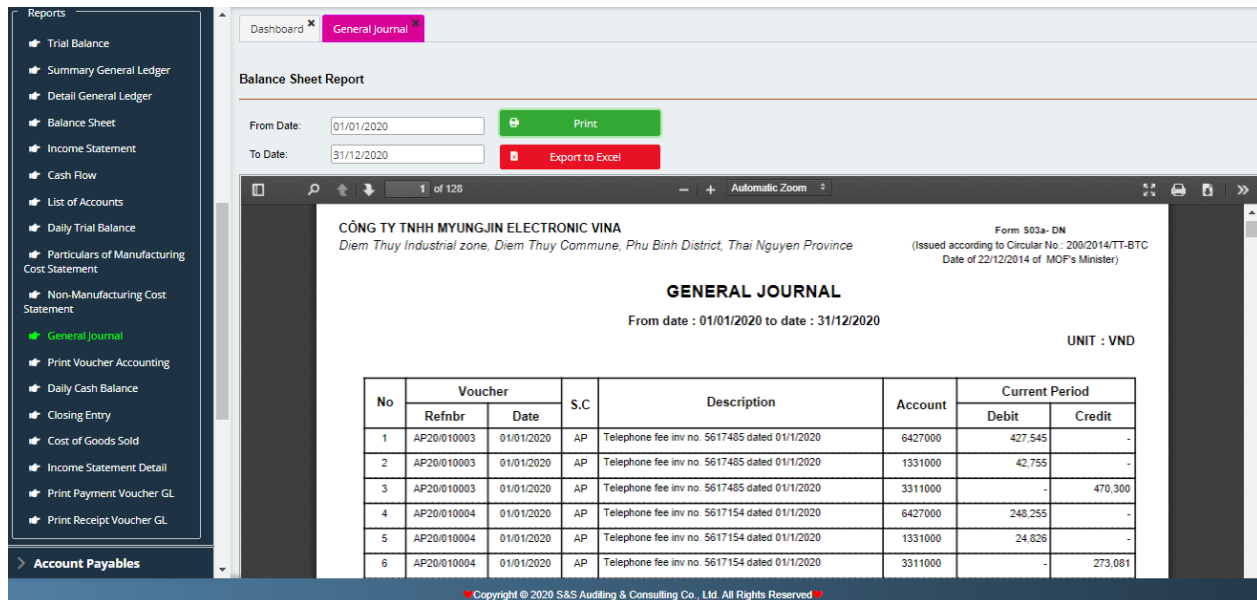
l) Print Out Accounting Voucher

- Select Period of accounting in need of printing out the accounting voucher (From date… to date…)
- Select Print Preview to check over prior to print out.

m) Cost of Goolds Sold Report

- Select current period of accounting in need of report (From date… to date…)
- Select compared period to compare (From date… to date…)
- Select Print Preview to check over prior to print out.

n) Detailed Income Statement

- Select current period of accounting in need of report (From date… to date…)

- Select compared period to compare (From date… to date…)

- Select Print Preview to check over prior to print out.

o) **Print Out Payment Voucher**

- Select from date… to date…
- Select Print Preview to check over prior to print out.

p) Print Out Receipt Voucher
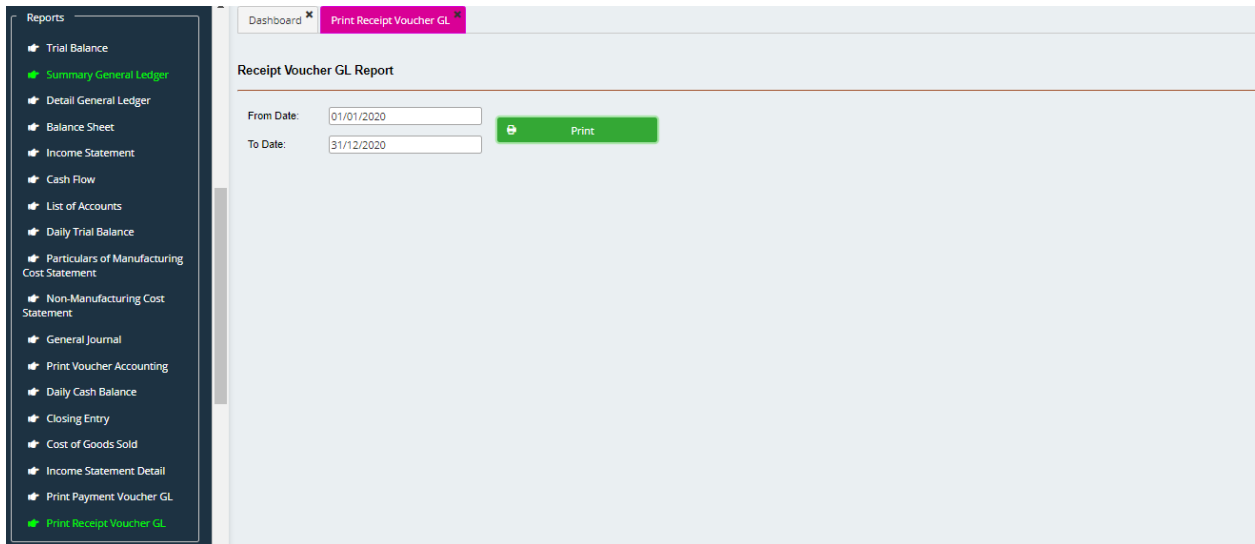
- Select from date… to date…
- Select Print Preview to check over prior to print out.
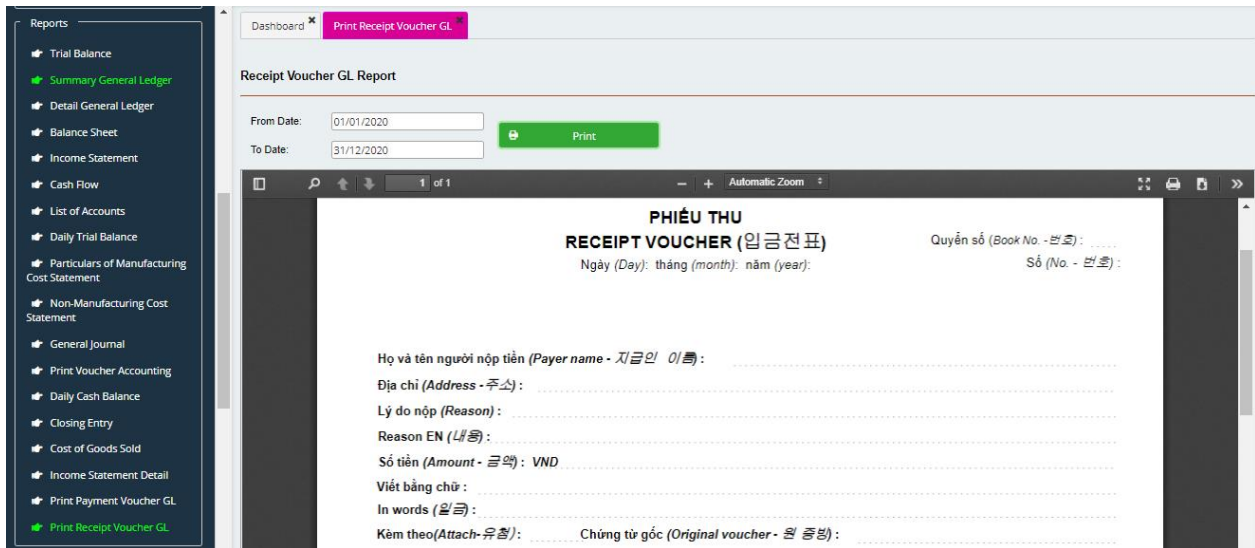
II. ACCOUNT PAYABLE
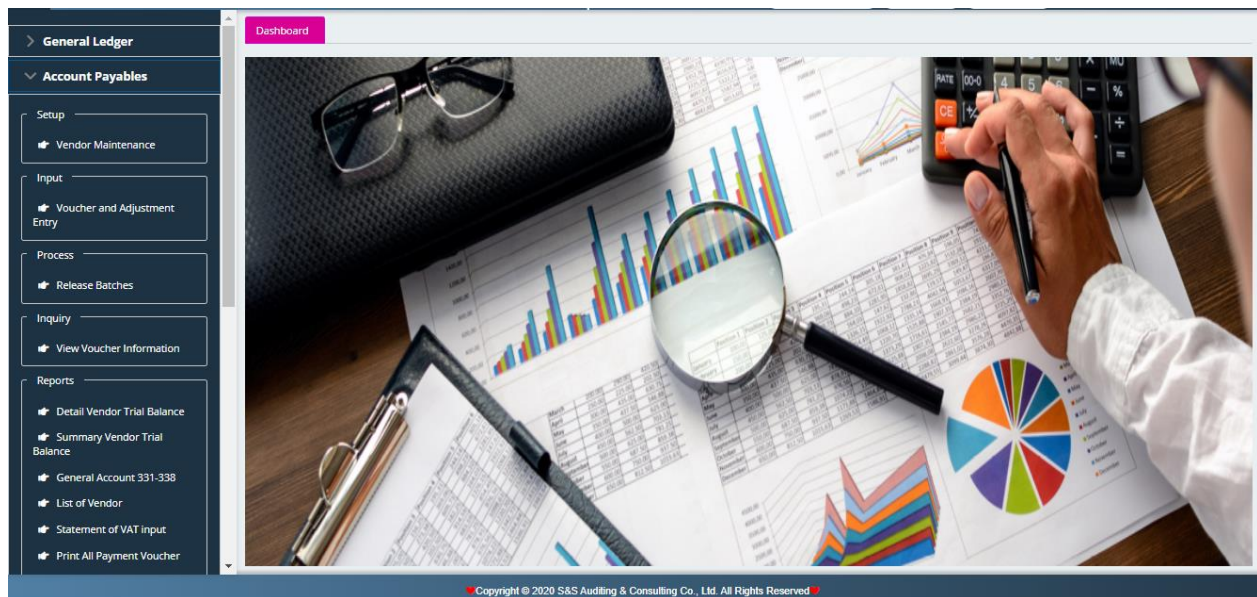
Right from the menu, Account Payable can be divided into 5 sections: Set up: List of vendors, Input: Input Invoices, Process: AP Release Batches, Inquiry: View AP Inquiry, Reports

1. Set up: List of vendors
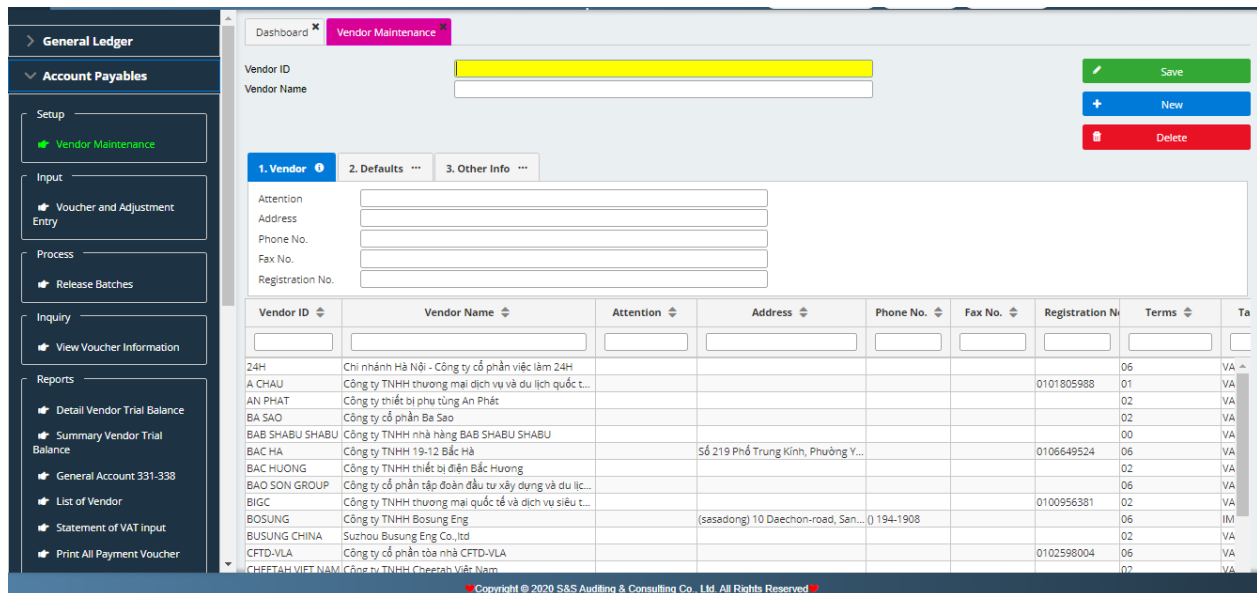
To create a list of vendors which include Vendor ID and Vendor Name. There are 3 following modules:

- Vendor: Input address, tax code client

- Default: Select payment terms, VAT code, AP account, advance account, currency ID and exchange rate if there is currency.

- Information: Input account number, bank name, bank phone and bank fax.

After inputing then press Save. In case to crease another vendor, select New.

2. Input: Invoice of Vendors

- The invoices which have tracked in the inventory movement and input into Inventory Management module. When it is done, it will be linked to Account Payables.
- Invoice for materials and raw materials and other service expenses: (namely fee for electricity, water, telephone, house for lease …): These invoices will be input into Module Account Payables

Detailed process of Voucher Adjustment from the Vendor

There are 2 sections in the form of data input:

❖ **General:** These are general information and usually stated in the upper.

- Batch No.: Leave blank, software will automatically arise.
- Period of accounting: (For example recorded on July, 2015: 07-2015), the arising month.
- Voucher No.: It shall be in the accounting period.
- Voucher Type: Select Voucher Type as Voucher.
- Vendor ID: Press F3 to select the vendor.
- Description (VN-EN): Type description
- PO Number: (type the number of purchasing order if any)
- Term: Select Pay date
- AP Account: Press F3 to select

❖ **Details:** The detail information of invoices, each detail is one line in Risk

- Account: Press F3 to select the account expenses
- Currency: Select currency for payment
- Currency rate: Input Currency rate compared to VND

- For example: Currency in USD, the rate at the time of issuing invoice is 21500: Input 21500
- If currency is in VND: The rate is 1
- Amount: Type amount before tax or currency
- Domestic amount: the amount after multiplying by the rate
- Tax rate: Press F3 to select the corresponding tax rate
- Tax amount is the arising amount in reality. Domestic Tax Amount is the tax amount after multiplying by the rate (if any).
- Description (VN-EN): will automatically take the description which has inputed above.
- Input Invoice No.
- Input Invoice Date

3. Proccess: AP Release Batches

This system is used to lock the entry and accounting liabilities were transferred to the book.

4. Inquiry: View AP Inquiry

- Select from date… to date…
- Select Summary module or Detail module to view
- Select View.

5. Reports

a) Vendor Detail Trial Balance

- Select from date… to date…
- Select VND-USD in need of viewing 2 types of unit price
- Select Currency ID
- Select 331 or 338
- Select All or Vendor
- Select Print Preview to check prior to print out. Select export to excel in need of exporting to excel file.

b) Vendor Trial Balance

Similar to Vendor Detail Trial Balance

c) General Account 331-338

Similar to Vendor Detail Trial Balance

d) List of Vendors

Select print or export this report as requested.

e) List of VAT input

- Select from date…to date…
- Select export to excel in need of exporting
- Select Print review to check over prior to print out.

f) Print out Accounting Voucher

g) AP Overdue

h) AP Aging

III.   ACCOUNTS RECEIVABLE

Right from the menu, Module AR can be divided into 5 sections: Set up: List of Customers, Input: Input invoices, Process: Release Batches, Inquiry: View AR inquiry, Reports.

1.   Set up: List of Customers
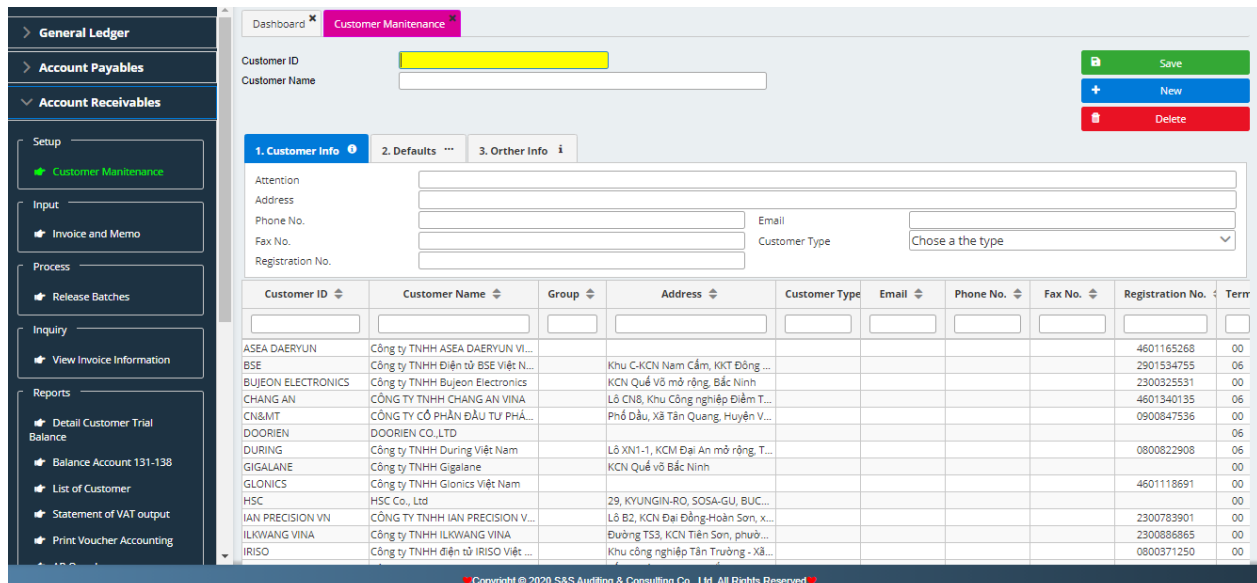
To create a list of customers which include Customer ID and Customer Name. There are 3 following modules:

a) Customer: Input address, tax code client

b) Defaults: Select currency id, exchange rate (if any), AR account, SalesAcct, Prepayment Account, terms, tax rate.

c) CreditInfo: Input bank account, bank name, bank phone and bank fax.

2. **Input:** Input invoices

- The invoices which have tracked in the warehouse, it shall be input into Inventory Management module - sales. When it is done, it will be linked to Account Receivable.
- The service invoices which have not tracked direcly then input into Module Account Receivable
  One invoice is made by Module Account Receivable (AR). Vouchers in Module AR include:

❖ **Summary**

- **Batch No.:** Leave blank, software will automatically arise.

- **Period of accounting**: (For example recorded on July, 2015: 07-2015), the arising month.

- **Voucher No**.: Input the voucher number.

- **Voucher Date**: Input the date of arising voucher (it shall be in the period accounting)

- **Voucher Type**: Select Voucher Type as Invoice.

- **Invoice No**.: Series number stated in the invoice

- **Customer ID:** Press F3 to select the customer code

- **Currency, Exchange rate**: depending on type of currency to have the corresponding rate to VND

- **Order Number**: the number of orders

- **Term**: Press F3 to select pay date

- **AR Account**: Press F3 to select account receivable account

- **Description** (VN-EN): Input description to invoices

❖ **Details:**

- **Account**: Press F3 to select the account expenses

- **Description (VN-EN):** Input description to transaction

- **Item ID**: Press F3 to select the exported goods (if any)

- **Quantity**: Input the number of goods

- **Unit Price**: Input unit price

- **Amount**: Input the amount of invoice

- **VAT Code**: Press F3 to select VAT

- Press **Save** to record voucher information of the customer.
  - **Debit:** Account Receivables of the customer – 131
  - **Credit**: Account Revenues (Account correlative with the risk)

3. **Process:** Release Batches

This module is used to close account payable entries which were recorded and transferred into General Ledger

4. **Inquiry:** View AR Inquiry

- Select from date… to date…

- Select Summary or Details

- Select View to show the above detail table

5. Reports:

The report in module account receivable includes:

a) Customer Detail Trial Balance

- Select from date… to date…

- Select VND-USD in need of viewing 2 types of unit price

- Select Currency ID

- Select 331 or 338

- Select All or Vendor

- Select Print Preview to preview, print out, and export the report.

b) Balance of Account 131/138

Similar to Customer Detail Trial Balance

c) List of Customers

Select Print or Export in need of demand.

d) List of VAT output

- Select from date…to date…

- Select Export to excel in need

- Select Print Preview to preview and print out.
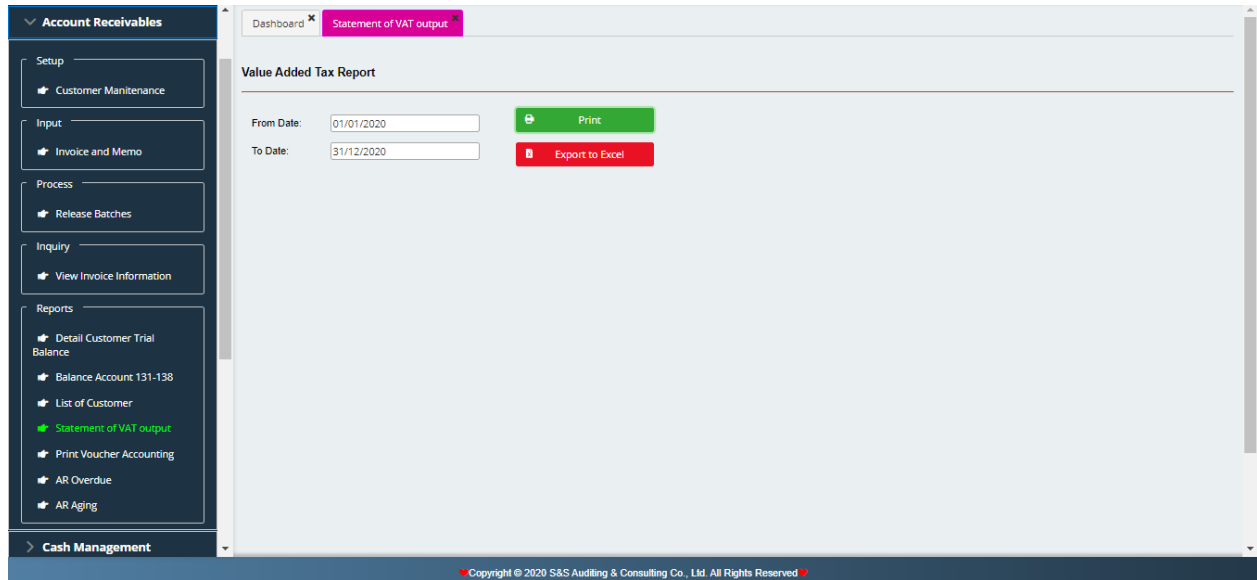
e) Print out Accounting Voucher

- Select from date…to date…

- Select Print Preview to preview and print out.
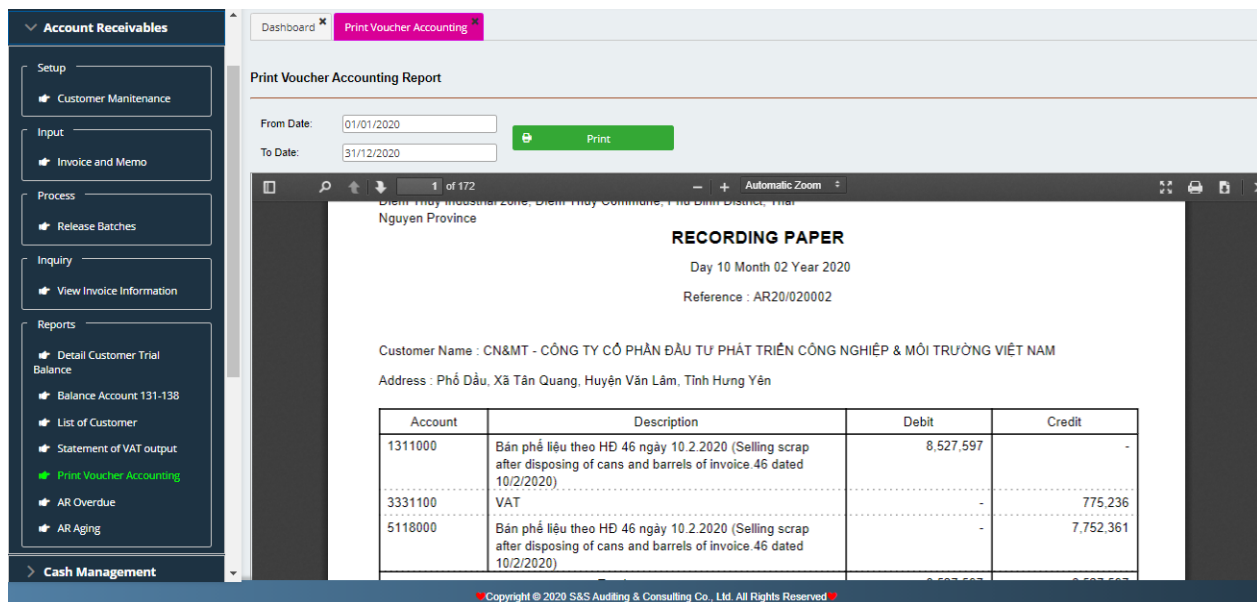
f) AR Overdue

- Select from date…to date…

- Select All or Customer

- Select Print Preview to preview and print out.

g) AR Aging

- Select from date…to date…

- Select All or Customer

- Select Print Preview to preview and print out.

IV. CASH MANAGEMENT

The CA can be divided into 3 sections:

- Setup: List of Departments, List of Position, List of Employees.

- Input: Cash Payment, Cash Receipt, Bank Payment, Bank Receipt.

- Reports

1. Setup

a) List of Departments
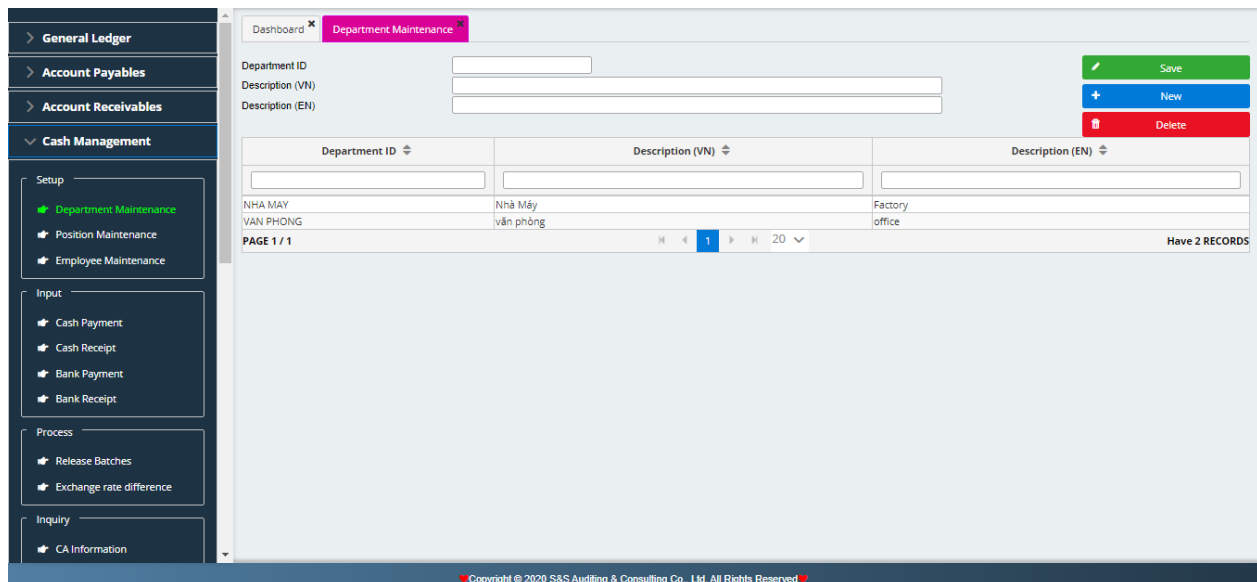
List of Departments is used to separate each department of the enterprise according to management scheme. Click new button to enter department code, department name both in Vietnamese and English. Then click save button.

b) List of Position

List of position is used to rank positions according to hierarchial level in the enterprise. Click new button to enter position code, position name both in Vietnamese and English. Then click save button.

c) List of Employees

List of employees is used to detail employees who regularly have cash receipt, cash payment, bank receipt, bank payment in the enterprise.

Select new button to enter list of employees including of employees code, employee name. For department and position selection, press key F3 for a drop-down list (as entenred in the previous modules). Enter telephone number, address (if any) and click save.

2. **Input:** Recording cash receipt, cash payment

Cash Management is performed in Cash accounting module. All cash transactions incurred in the enterprise are created, saved and processed in CA module. These tasks are done by:

a) **Cash payment, Bank payment transactions:**

❖ **General Part:**

- Batch no.: Leave blank as the sofware will automatically arise.
- Accounting period: (for example invoice in August 2014: 08-2014) Month in the year as transaction incurred.
- Payment no.: Enter payment no.
- Payment date: Enter date of payment
- Cash account: Press key F3 to select cash account

- Currency type, Exchage rate: Depending on currency type, there will be corresponding exchage rate to VND
- Reason of payment (VN-EN): Enter description for payment
- Receiver: Enter receiver name
- Address: Enter receiver address

❖ **Detail Part:**

- Account: Press key F3 to selected contra account.
- Description (VN-EN): this is linked to description entered in general part above
- Amount: Enter paid amount

❖ **Enter bill information:**

- Serial No.: serial number of bills
- Bill No.: number of bills
- Bill Date: date of issued bill
- Vendor: Press key F3 to select
- Click Save button to record the above information
- *Credit: Cash or Bank account*
- *Debit: Contra account (selected account in grid area)*

Press **Print** button to print Payment voucher

b) Cash receipt, bank receipt transactions

❖ **General Part:**

- Batch no.: Leave blank as the sofware will automatically arise.

- Accounting period: (for example invoice in August 2014: 08-2014) Month in the year as transaction incurred.

- Receipt no.: Enter receipt number

- Receipt date: Enter date of receipt

- Cash account: Press key F3 to select cash account

- Currency type, Exchage rate: Depending on currency type, there will be corresponding exchage rate to VND

- Reason of receipt (VN-EN): Enter description for receipt

- Payee: Enter payee name
- Address: Enter Payee address

❖ **Detail Part:**
- Account: Press key F3 to selected contra account.
- Description (VN-EN): this is linked to description entered in general part above
- Amount: Enter receipt amount

❖ **Enter invoice information:**
- Serial No.: serial number of issued invoices
- Invoice No.: number of invoices
- Invoice Date: date of issued invoice
- Customer: Press key F3 to select
- Click Save button to record receipt information
  - *Debit: Cash or bank account*
  - *Credit: Contra account (selected account in grid area)*

Press **Print** button to print Receipt voucher
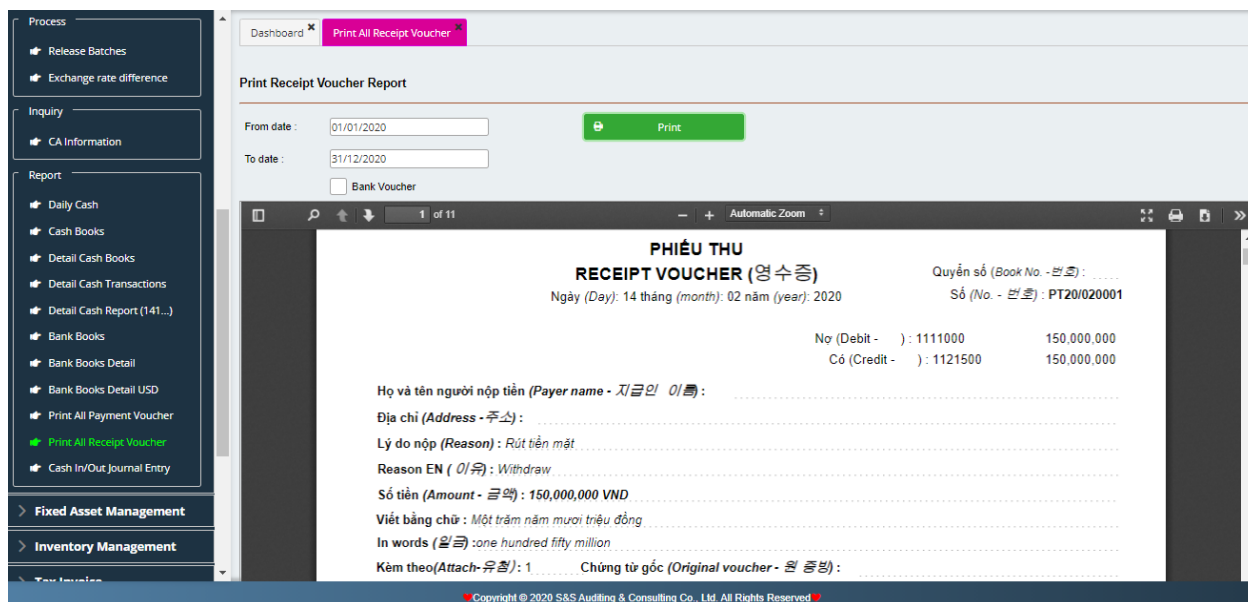
Note:

Where the enterprises receive bills with input VAT or record cash revenue with output VAT, in detail part, the enterprises must enter in 2 lines:

+ Line 1: Enter amount excluding VAT

+ Line 2: Enter input VAT (133) or output VAY (333), users shall manually calculate for tax amount and enter into this line.

3. Report

a) Release batches

Select all or month in need to process vouchers, then click download button to post receipt, payment transaction on general ledger. Then press execute.

b) CA information: To present cash receipt, cash payment transactions and cash in bank in selected period..

Select from date … to date ….

Click Print preview button

c) Cash books: To present cash payment, receipt, and balance amount of the cash books in selected period.

Select from date … to date ….

Click Print button

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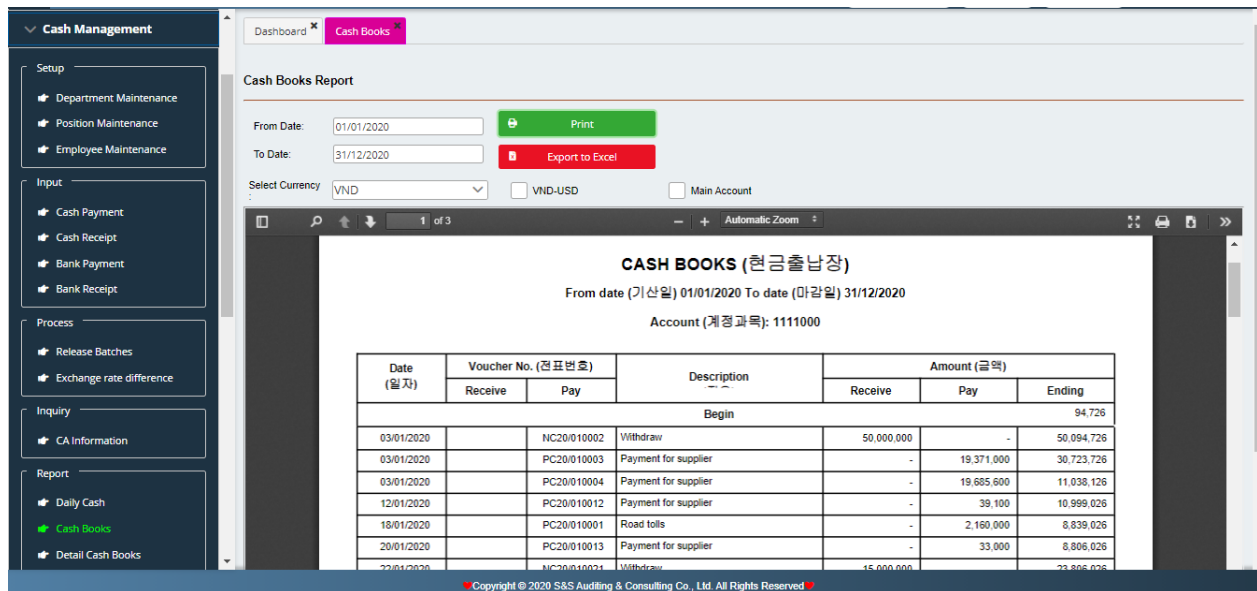
d) Cash books detail: To present details in cash payment, receipt and balance amount as well as the counter accounts for each transaction in the cash books.

Select from date … to date ….

Click Print preview button
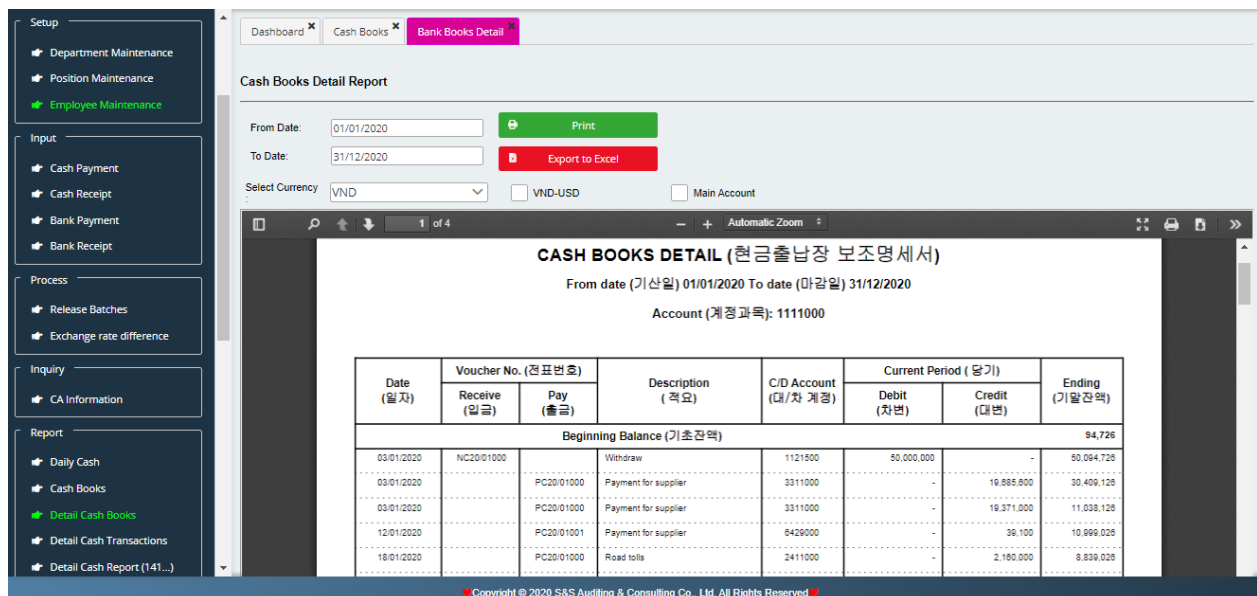
e) Cash detail transactions

Select from date … to date ….

Click Print preview button
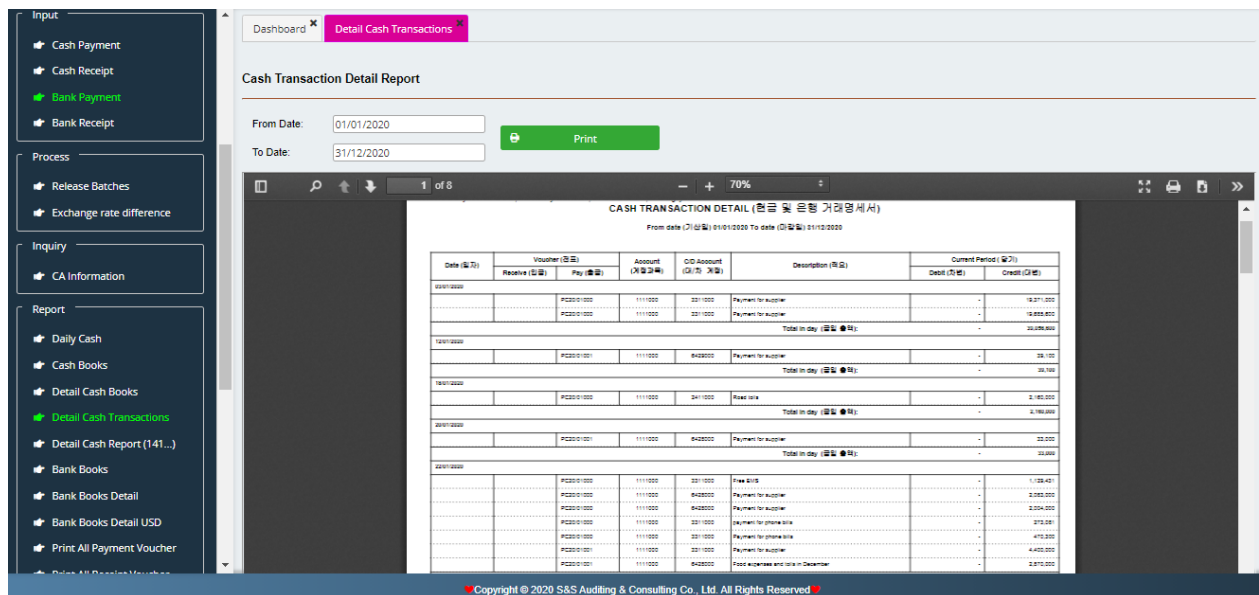
f) Deatail Account 141: To present Advance amount from individuals.

Select from date … to date ….

Click Print preview button
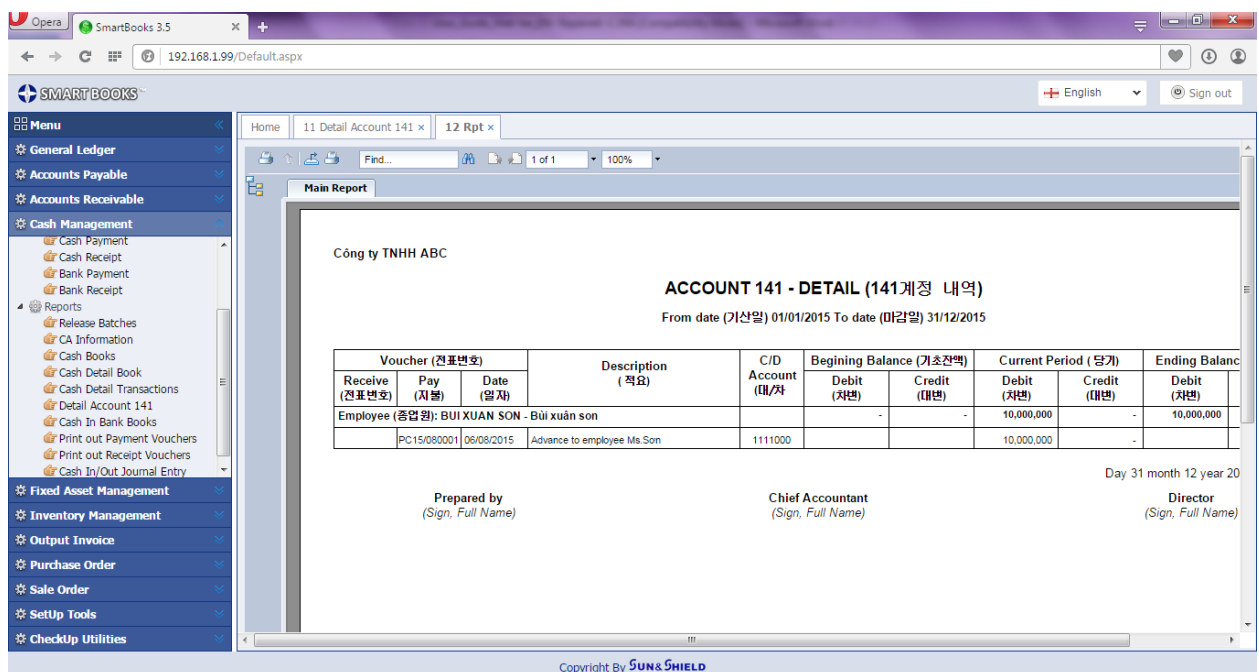
g) Cash in bank books: To present details in bank receipt, bank payment transactions in selected period.

Select from date … to date ….

Click Print preview button

h) Print out Payment Vouchers

To select period for printing payment vouchers.

i) Print out Receipt Vouchers

To select period for printing receipt vouchers.

j) Cash in/out Journal Entry: To present cash payment journal, cash receipt journal in the selected period.

V. FIXED ASSETS AND EXPENSES MANAGEMENT
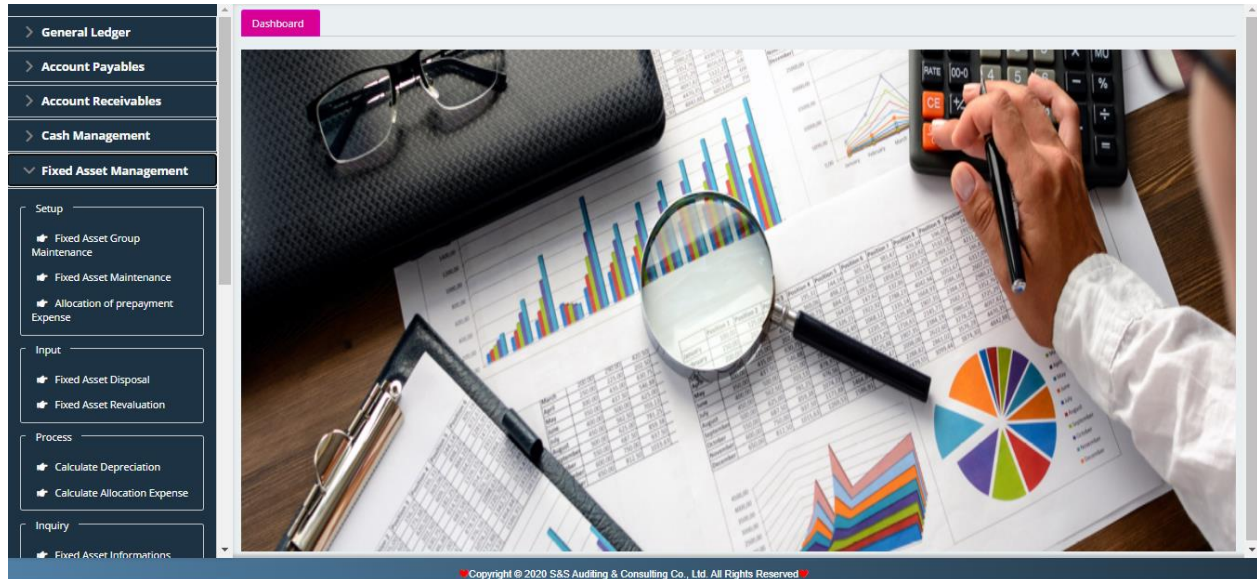
Module Fixed Asset helps to manage information on fixed assets, and monitor fixed asset allocation by month.

FA module is divided into 5 sections:

- **Set up:** List of fixed asset groups, list of fixed assets, and list of distributive costs.
- **Input:** Fixed asset disposal, fixed asset revaluation.
- **Proccess:** Calculate depreciation, Calculate allocation expense.
- **Fixed Asset Information**.
- **Reports**

1. **Set up:**

a) **List of fixed asset groups includes:** Fixed asset group code, description in VN, EN, KR, group account name.
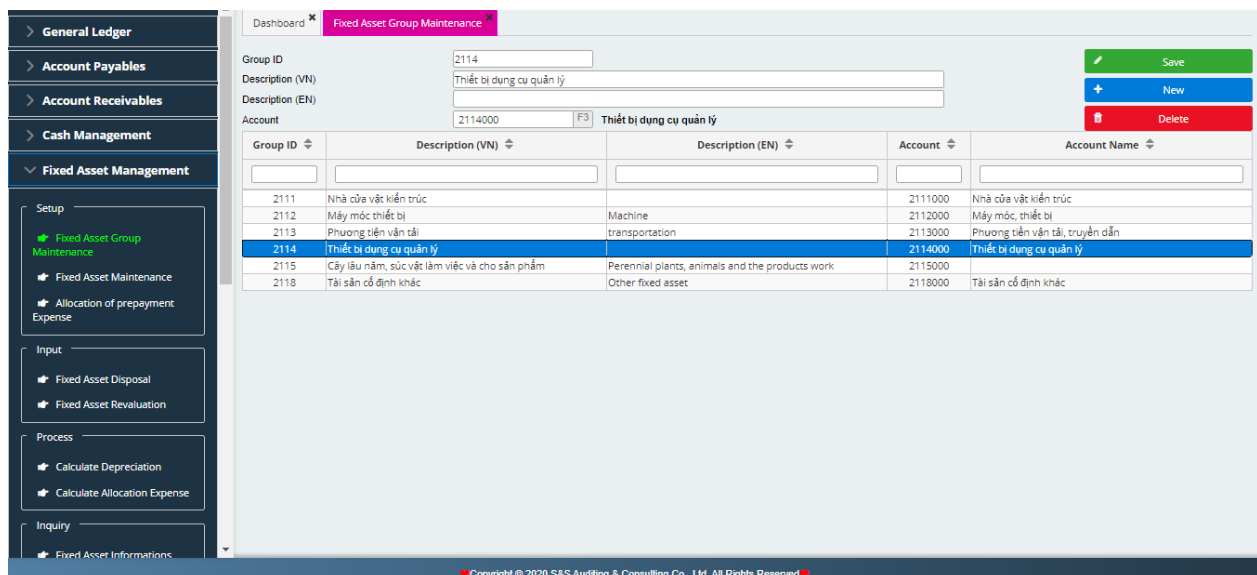
b) List of Fixed assets

List of fixed assets is used to enter newly acquired fixed asset in the year

- ▪ Set asset code
- ▪ Set asset name
- ▪ Historic cost of assets
- ▪ Asset part: Asset group, unit, serial no., origin, date of purchase, brand, model.
- ▪ Account Part: Set up account information such as historical cost account, accumulated depreciation account, depreciation expense account 1, percentage rate % depreciation expense account 2, percentage rate % asset revaluation account, gain account and loss acount for asset disposal.
- ▪ Other information Part: Set up information such as months for depreciation, depreciation start date, depreciation end date, pre-depreciated date, pre-depreciated amount, pre-depreciated months.

c) List of distributive costs

List of distributive costs is used to enter prepaid expenses incur in the period

- Information tab includes: expense code, expense name, amount, historical cost, allocation time, pre-allocated time, pre-allocated amount, allocation start date, allocation end date, allocated to date.

- Default tab includes: Account, expense account 1, percentage rate %, expense account 2, percentage rate %.

2. Input

a) Fixed Asset Disposal

- Batch no.: Leave blank as the sofware will automatically arise.

- Voucher date: Date for Fixed Asset Disposal

- Accounting period: Sofware will automatically arise based on the voucher date.

- Voucher No.: Input number of vouchers.
- Custommer ID: F3 select Custommer ID
- Currency type, Exchage rate: Depending on currency type, there will be corresponding exchage rate to VND
- Enter description for fixed asset disposal
- F3 for selection Asset ID
- Input amount & F3 select taxe rate

b) Fixed Asset Revaluation

Same with **Fixed Asset Disposal**

3. Proccess

a) Fixed asset depreciation calculation

Calculate monthly fixed asset depreciation by seting up reference number, select depreciation month, date, description in both Vietnamese and English. Click on asset for depreciation and save.

b) Allocation of prepaid expense

Calculate monthly expenses allocation by selecting accounting month, reference number, allocation date, and click to select expenese for allocation in the month and press process button.

c) Fixed asset information

- Select from date … to date…
- Click excel button to extract to excel table.

4. Reports

a) List of Fixed Assets

b) Monthly Depreciation
- Select Accounting Period
- Select Print Preview to preview and print out

c) Fixed asset revaluated minutes
- Select Accounting Period
- Select Print Preview to preview and print out

d) List of detail fixed assets: The same

e) Allocation of expense prepaid: The same

f) List of general fixed assets: The same.

VI. INVENTORY MANAGEMENT

Inventory Accounting Procedure
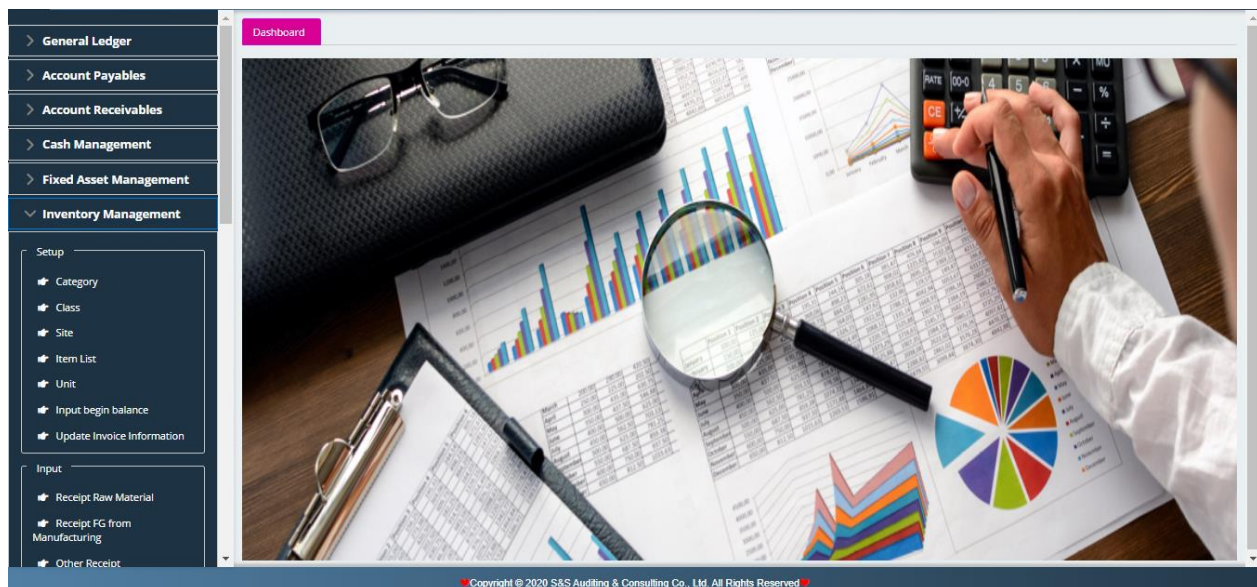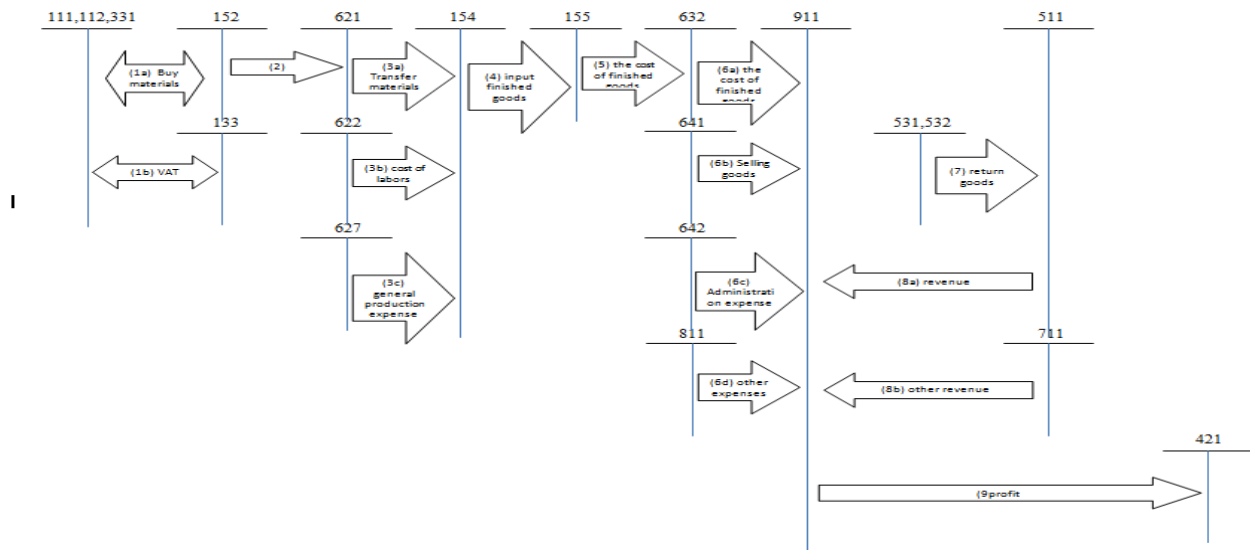
Inventory mangement module includes 4 sections:

- **Setup:** List of categories, list of groups, list of warehouses, list of items, list of units, Input an opening balance.

- **Input:** Input of raw material, input of finished products, Other inputs, Goods return, Output RMs for production, Sales, Other outputs, Returned sales.

- **Proccess:** Release batches, Input unit price of finished goods, Input unit price of output RMs, Input COGS, Post to general ledger, Calculate COGS.

- **Reports**

1. Setup:

a) List of categories

There are included code of each type of inventory, English name as well as Vietnamese name of each type

b) List of groups

There are included code of each type of inventory, English name as well as Vietnamese name of each type, and also corresponding inventory accounts, corresponding cost accounts, corresponding revenue accounts.

c) List of warehouses

Set up warehouse system (warehouse A, warehouse B…)

d) List of items

Setup Code of inventory, included: code of each inventory, English name as well as Vietnamese name of each type, code of group of inventories, units)

- Gerneral: F3 Select Class ID, site ID (warehouse ID), units, units convert (if have 2 units)
- Account: Software will be run automatically
- Cost info: No need input

e)   List of units

f)   Input an opening balance.

For example, if you want input the opening balance in 2013, you have to select first is 2013, and select second year is 2014 to forward.

2. Input

a) Input of raw material, tools

Based on purchased invoices, and declaration import of raw material, tools, supplies, accountants shall make input notes by each item code of materials, tools and supplies.

Input of raw materials if any: transportation fee, import fee, import tax. There are 3 steps.

- **Step 1**: make one AP voucher in AP module: Dr Acc.1526, 1536 / Cr Acc. 331
- **Step 2:** User F3 choose AP voucher no. After that Input allcate amount.

- **Step3**: Choose calculated

Press **Print** button to print Receipt Note

b) Input finished goods

During the period, accountants determine number of finished products produced to make input notes for finished products. Note: Input quantity only

Press **Print** button to print Receipt Finished Goods Note

c) Return Purchasing Order

First time, you have to select R1BatNbr (It is the Receipt No. which you return goods). After that, select period, Delivery date, Description VN, ENG, KR if any, and finally, input quantity return.

Press Print button to print Delivery Note

d) Output raw material, tools

Based on output note for production: raw materials code, warehouse, quantity.

Press Print button to print Delivery Note

e) Sales

Accountants use sale invoices to record sales notes

Press Print button to print Delivery Note

f) Returned sales

The same with goods returned

3. Processing

a) Release batches

Release batches by type:

- Input raw materials
- Output raw materials
- Goods returned
- Input finished products
- Sales
- Returned sales

b) Post to General Ledger (first time)

Go into Post to general ledger to transfer expenses 621, 622, 627 into general ledger
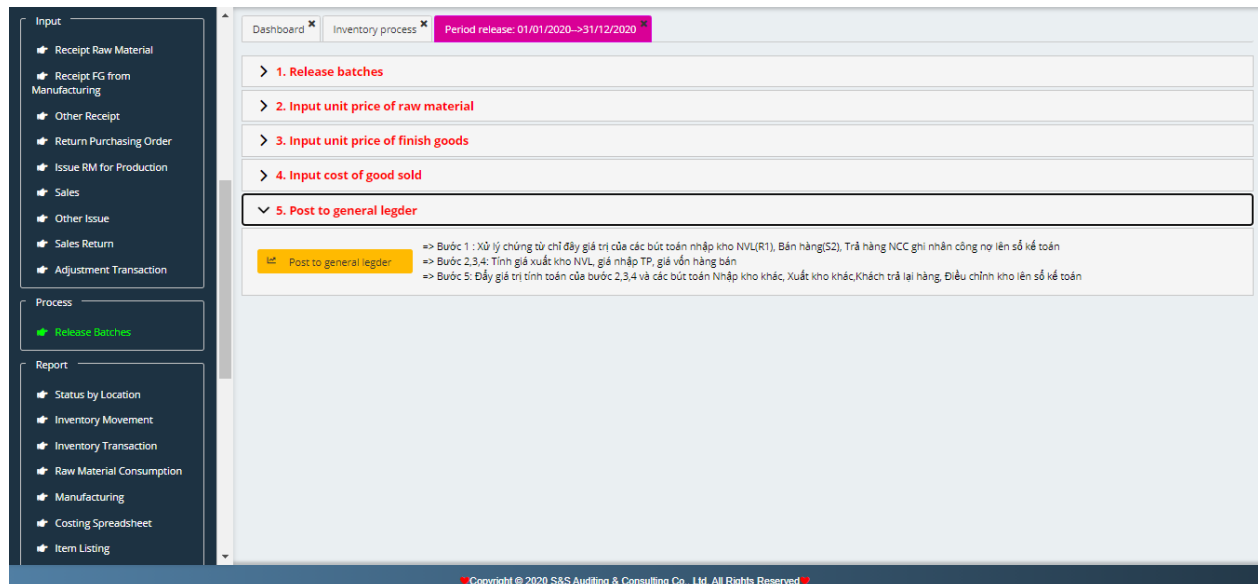
Choose from date… to date… Then click post.

c) Calculate Cost: includes below steps
- **Step 1:** Select the accounting period for costing calculation.
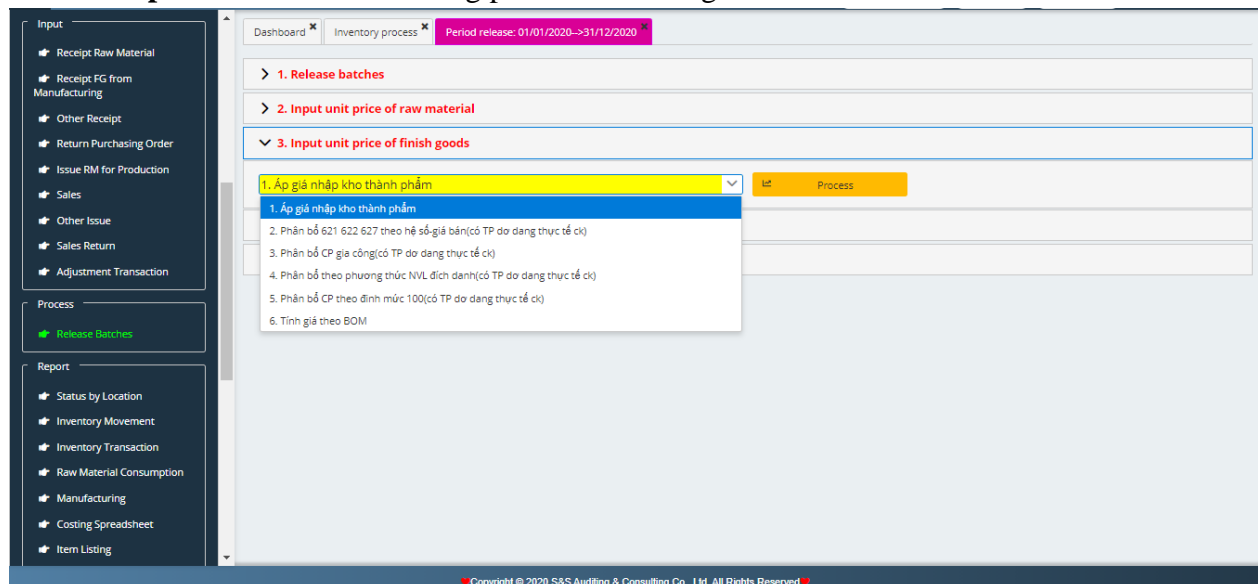
- **Step 2**: Go into calculate costing section, enter quotas for manufacturing of each type of finished products. A finished product comprises of many kinds of raw materials with pre-determined quotas so that each finished product and each raw material shall be entered in 1 line (This quota shall include natural deficiency amount if any). Once completing this step, click save button. Accountant shall choose the latest quotas table for the next time costing calculation. If there are any chage, accountants should correct it.

d) Calculate Cost of Goods Sold (COGS)

Choose from date… to date… Choose download. Select calculator and then save.

e) Post to General Ledger (second time) into Post to general ledger to transfer 155, 632 into general ledger.

4. Report

a) Status of Inventory: To present quantity, remaining value of each type of goods at each period.

b) Inventory Movement: To present quantity and value at the beginning period, quantity and value incurred during the period, quantity and value at the closing period for each inventory code at the selected period.

c)   Raw Material Consumption: To present quantity, value of raw material being stock-out for production in the selected period.

d)   Costing Spreadsheet: To present various type of costs constituted value of input finished goods for each type of finished goods (labor cost, raw material cost, overhead expenses)

e)   Lists by Items: To present quantity, unit price, total purchased amount, total cost of sale amount for each inventory code in the selected period.

f) **Details Cost of Goods Sold – Income**: To present quantity, sale unit price, revenue, unit cost of sale and cost of goods sold, gross profit for each sold inventory code during the selected preriod.

g) **Summary Cost of Goods Sold – Income**: To present quantity, revenue, cost of goods sold and gross profit foreach sold goods type during the selected period.

h) **Goods return report**: To present details in quantiy, value of inventory returned to vendor during the selected period.

VII. TAX INVOICE

Right from Menu, Output Invoice module includes 3 sections:

- **Setup:** Cancelled invoice. Lost, fired, corrupt invoice.
- **Input:** List of Invoices, Check Invoices.
- **Report:** Issued Invoice Report, Cancelled Invoice Report. Lost, fired, corrupt invoice report. The Use of Invoice Report.

1. Setup:

a) Cancel an Invoice

This module is used to cancel the issued invoices which no longer use.

It shall input fully information as the cancel date.

Company name, address, tax code.

Method cancel.

b) Lost, tired, corrupt invoice

This report is used to report the lost, fired, corrupt invoices

Input report date, report number.

Company name, address, tax code.

Causes of the lost, fired, corrupt invoices.

2. Input

a) Issued Invoices

From Account Receivable module, it shall input invoices' information to be printed this module or input the returned sales Inventory Management module. After processing the documents in this module, there will have a list of invoices to be printed

Select invoices to be printed by clicking Print and select Details to print invoices

b) Check Invoices

Checking invoices by typing Invoice No. to check the invoices condition not printed, invoices' information that printed
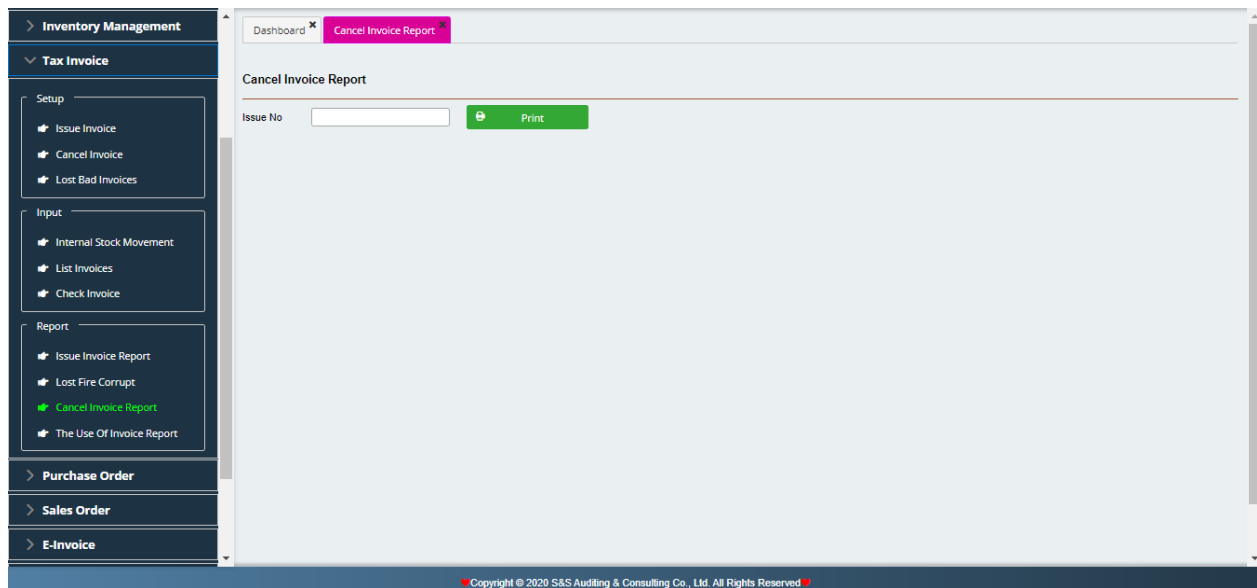
c) List Invoices

3. Report

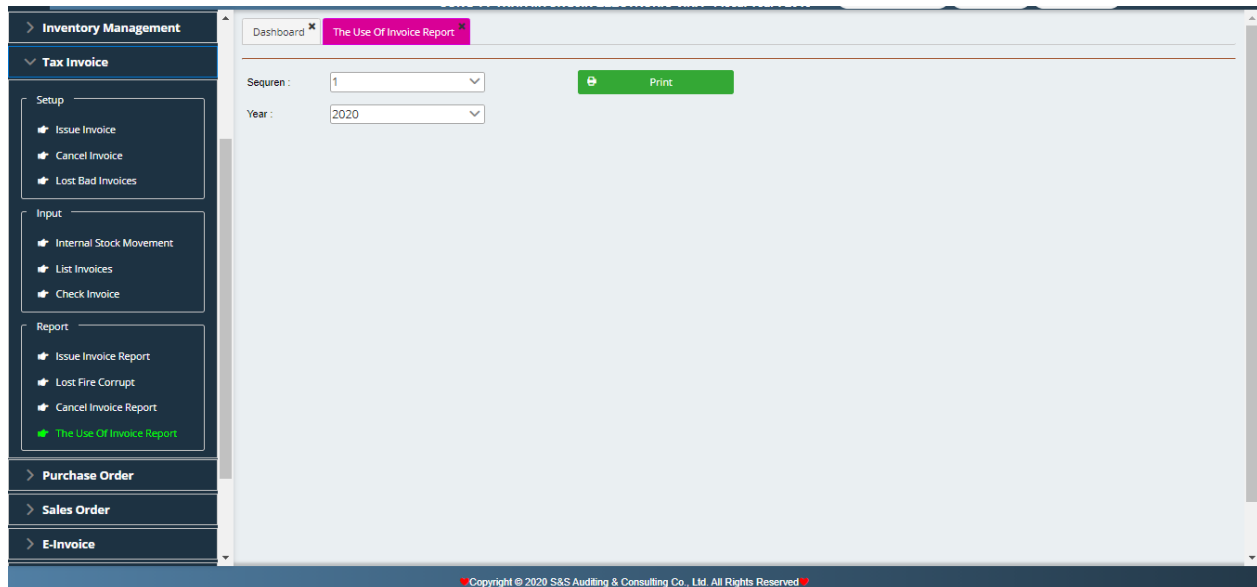## a. Issued Invoice Reports

b. Cancelled Invoice Report

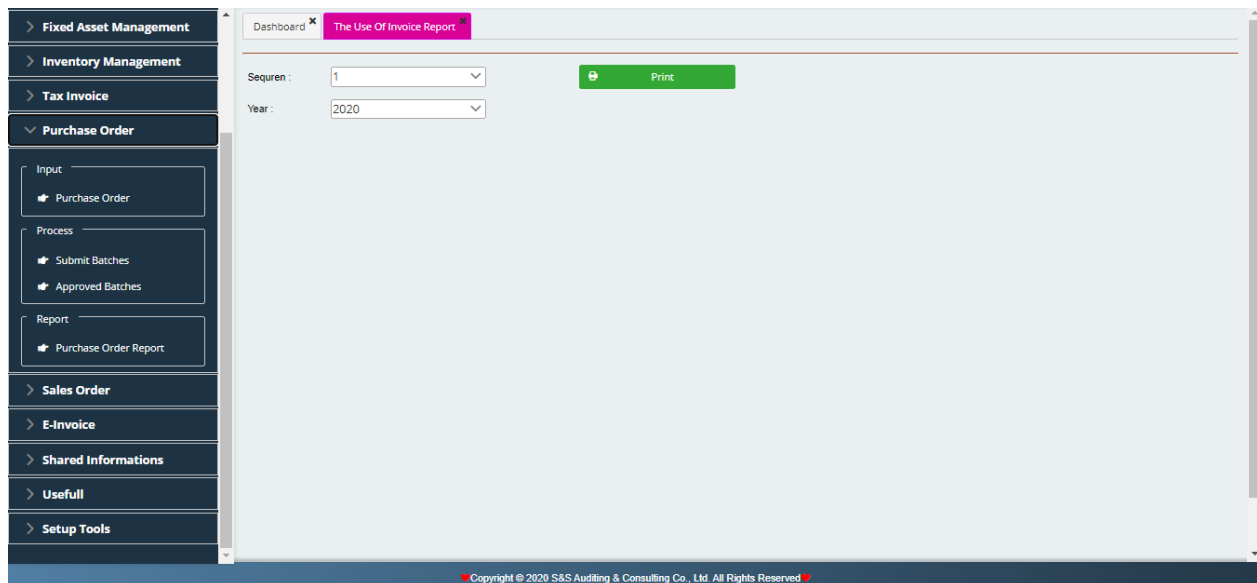Click Print Preview to appear cancelled invoices report if during the period, there are any cancelled invoices

c. Lost, tired, corrupt invoice report
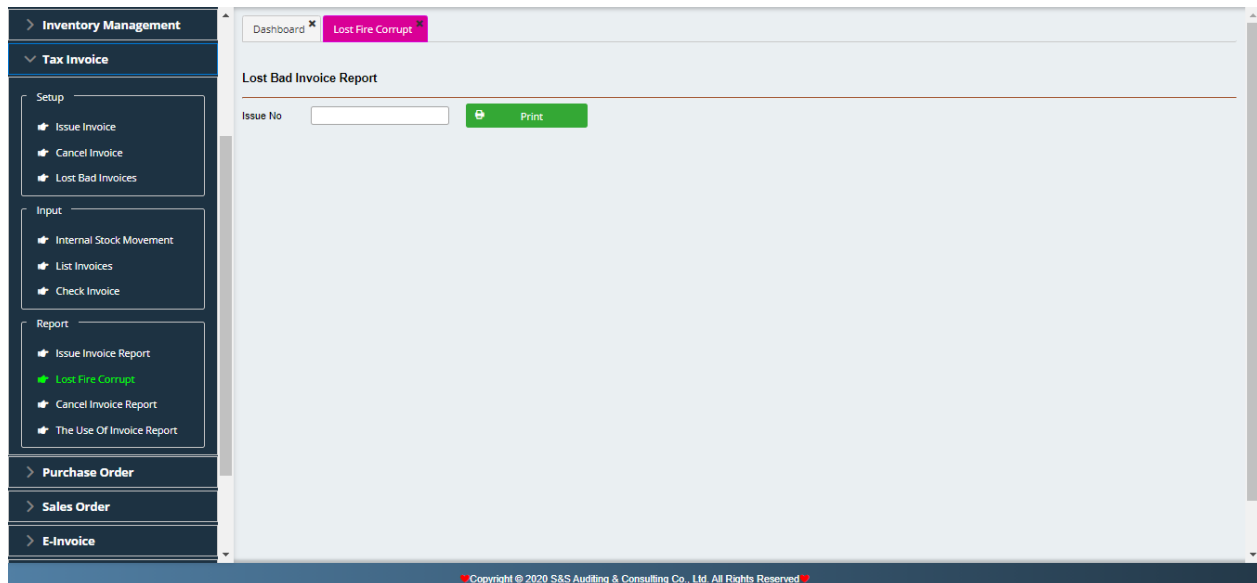
d. The use of invoice report

VIII. PURCHASE ORDER

Right from Menu, Purchase Order module has 3 sections:

- **Input:** Purchase Order, List of approval purchase order
- **Process:** Submit Batches, Approved Batches
- **Reports:** Purchase Order Report, Contract Implementation Report

1. Input

Purchase Order

Create a purchase order and send to senior for approval

PO number run automatically by the software

Enter PO date, vendor name, description.

Select Item ID, quantity, unit price, tax rates,..

Click save button.

2. Process

a) Submit batches

Click into submit box to submit purchase order pending for approval.

b) Approved Batches

In approved batch section, if both approved box and submit box are ticked for a purchase order, it means the purchase order had been approved.

3. Reports

a) Purchase Order Report

Choose from date … to date…

Select priting view button to view and print purchase order report.
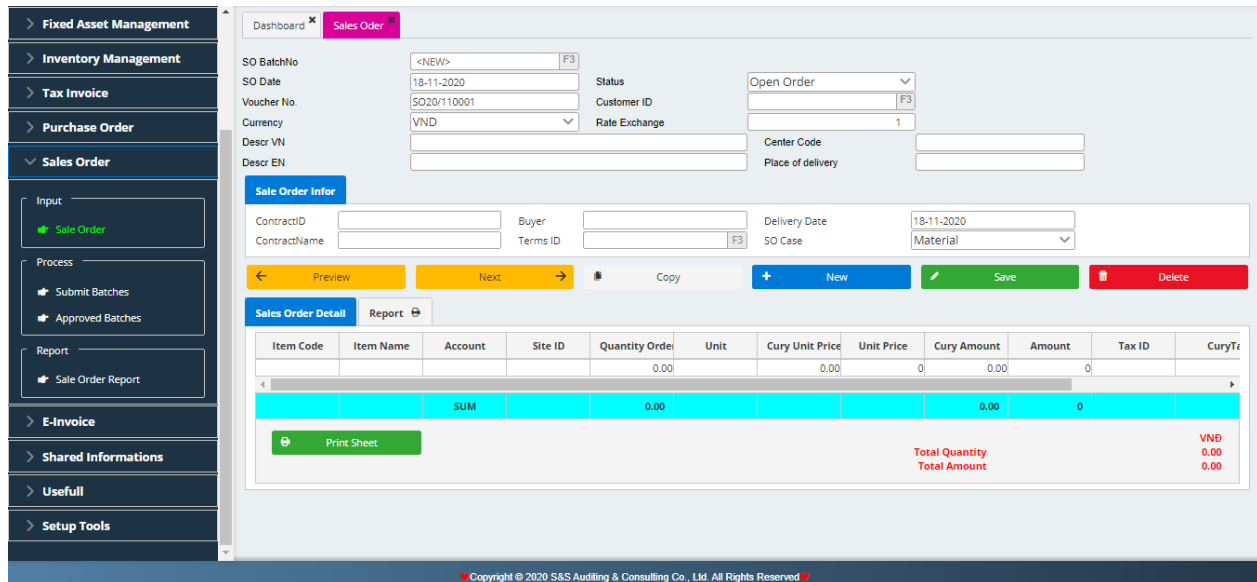
IX. SALE ORDER
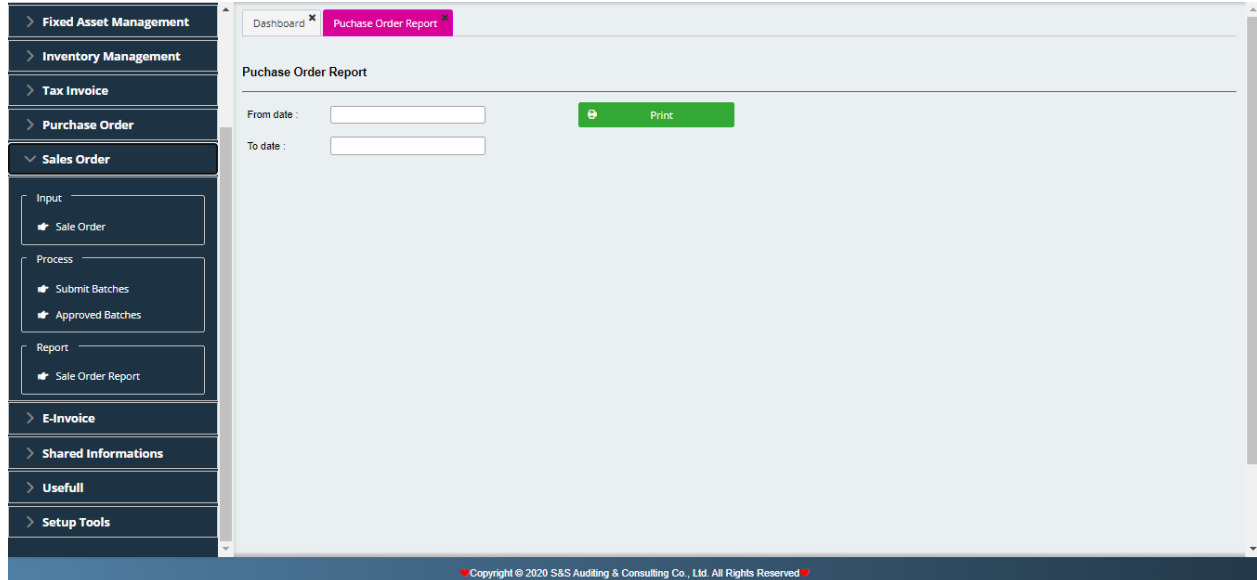
In Main Menu, Sale order module consist of 3 sections:

- **Input:** Input sale order.
- **Process:** Submit batches, approved order report.
- **Report:** Sales order report.

1. Input Sale Order

This section helps to buid sale order from customers.

SO number runs automatically by the software

Enter SO date, customer's name, description.

Select Item ID, quantity, unit price, tax rate,..

Click save button.

2. Process

a) Submit batches

Seniors may open Sales Order from customers to approve. If seniors agree a particular SO, he/she may click into approved box for this SO.

b) Approved Order Report

At the Approved order report, the SO with submit box and approved box being ticked are the approved SO.
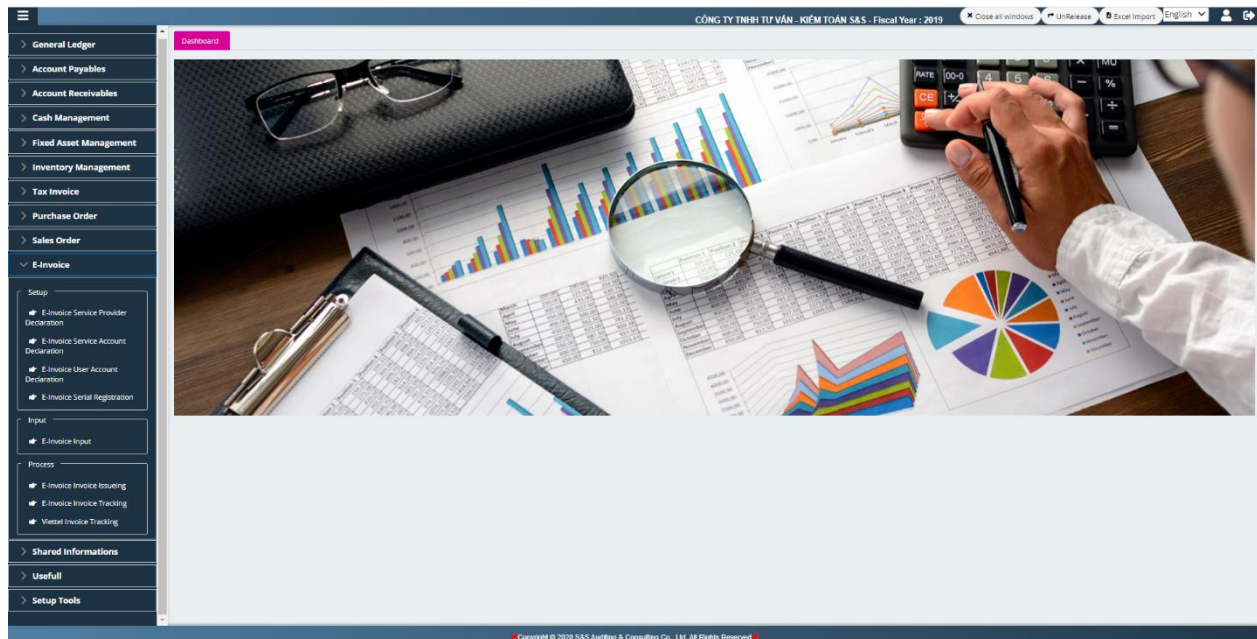
c) Sale Order Report
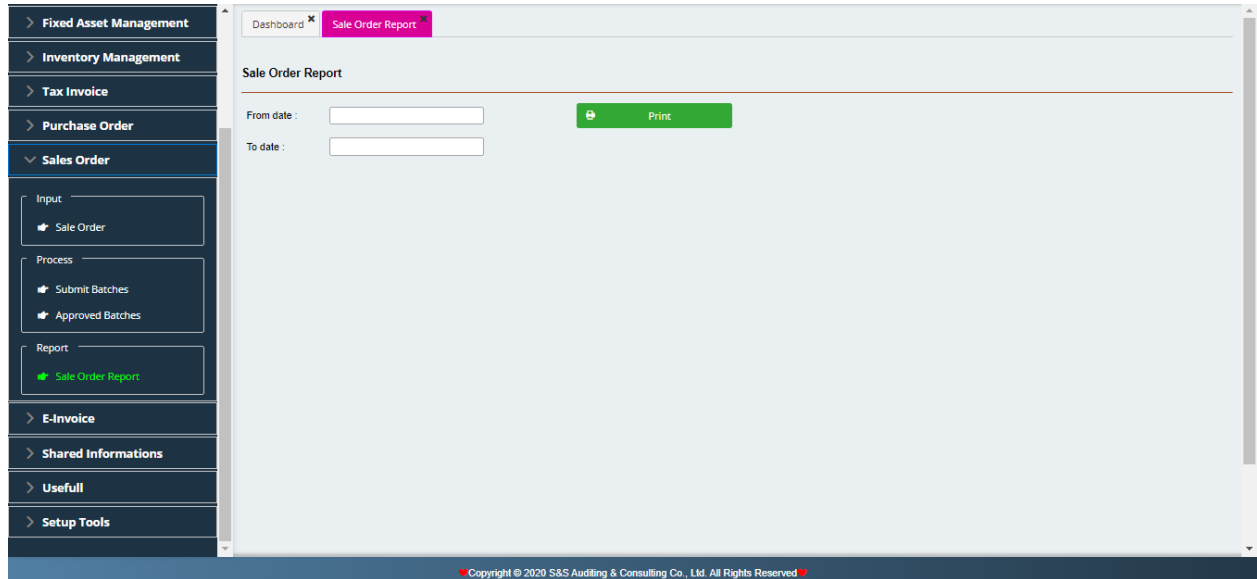
Select from date … to date…

Select Print Preview to check over prior to print out sale report.

X.   E-INVOICE

From the E-Invoice Menu, we can see that there are 3 modules: Setup, Input and processing.

1. **Setup**

a. **E-Invoice service provider declaration**

Declare provider, link publish service, Business service link, Portal service link..

b. **E-Invoice service account declaration**

Declare the login account, system account, service account from the information provided by the service provider.

c. E-Invoice user account declaration

Input full information for the user account, account for connecting the system.

d. E-Invoice serial registration

Input full information: Invoice code, Invoice name, Invoice number, Serial invoice and supplier.

2. Input

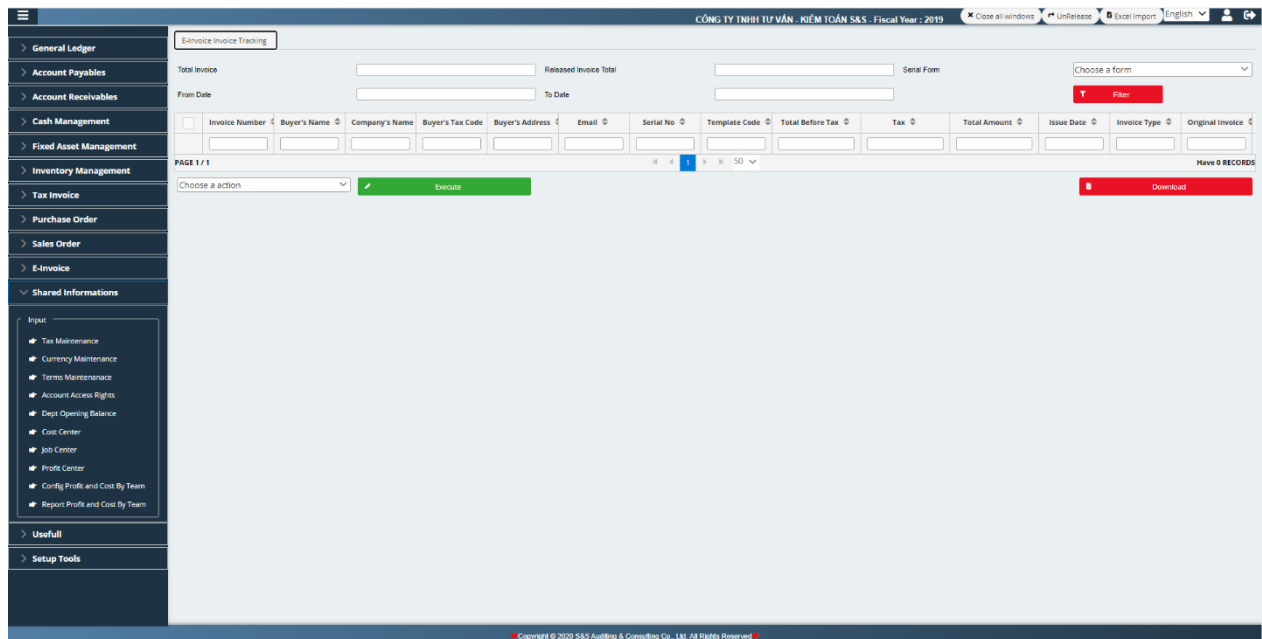This module is used to input invoice information.

3. Processing

a) E-Invoice issueing

From the list of invoices, choose the invoice to be issued, choose the processing method: Draft release, Release …

b) E-Invoice Tracking
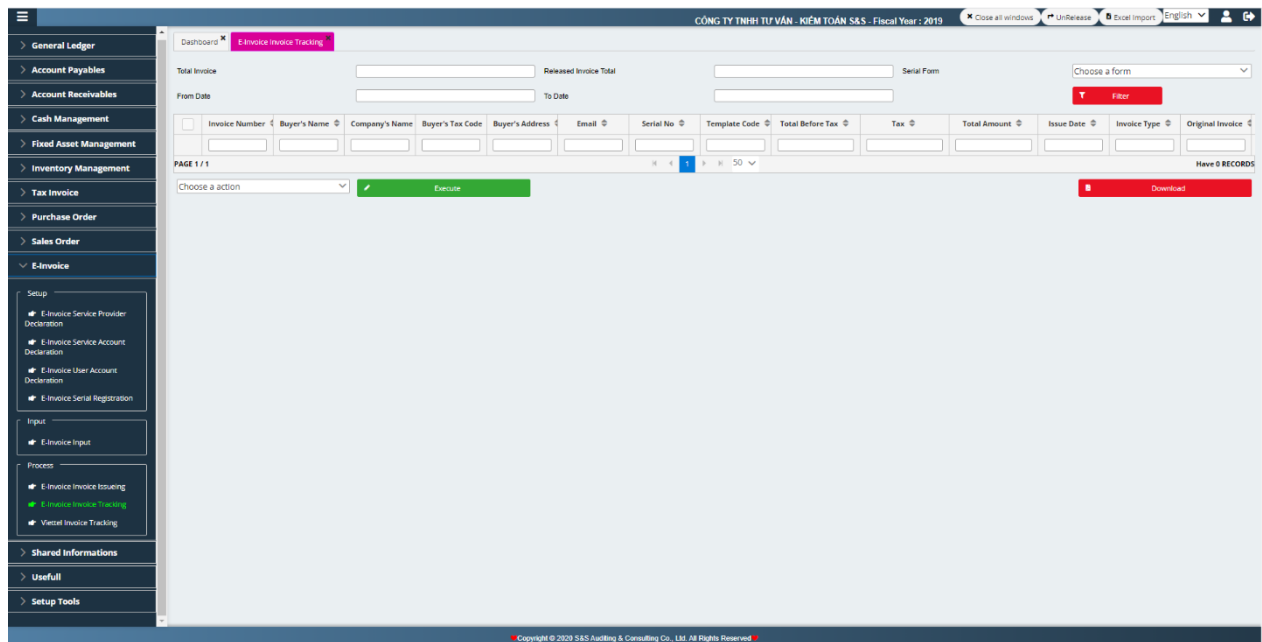
Track invoices for a list of invoices, invoice status

XI. SHARED INFORMATIONS

1. Tax Maintenance

Setup list of tax.

2. Currency Maintenance

Setup currency maintenance.

3. Terms maintenance

4. Account access rights

5. Dept opening balance

6. Cost center

7. Job center

8. Profit center

9. Config profit and cost by team

10. Report profit and cost by team

XII. USER FULL

1. Soft Vouchers

Select the module to sort, select the accounting month and then click sort.

Note: need to unrelease all the vouchers before soft.

2. Check Vouchers
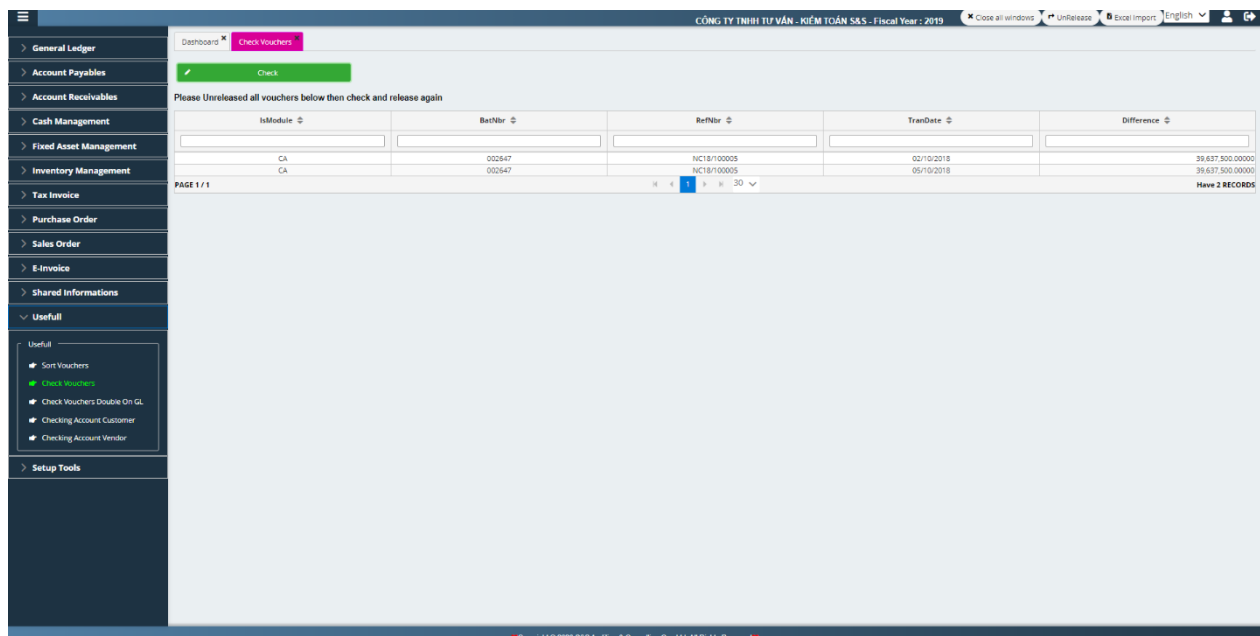
Used to check false or false documents, from which you can know whether the entered data is correct or not quickly.

3. Check vouchers double on GL

It is used to check if the documents have been merged or not, and then handle them properly.

4. Checking account customer

Use check to know the debt customers receivable for settlement.

5. Checking account vendor

Use supplier debt check.

XIII.   SETUP TOOL

General setting functions: Configuration, Module Access, Change Password, Company Information, Screen, Form Access

1. Configuration: Used to configure the input form, set to get a decimal number, to round how many numbers after commas ….
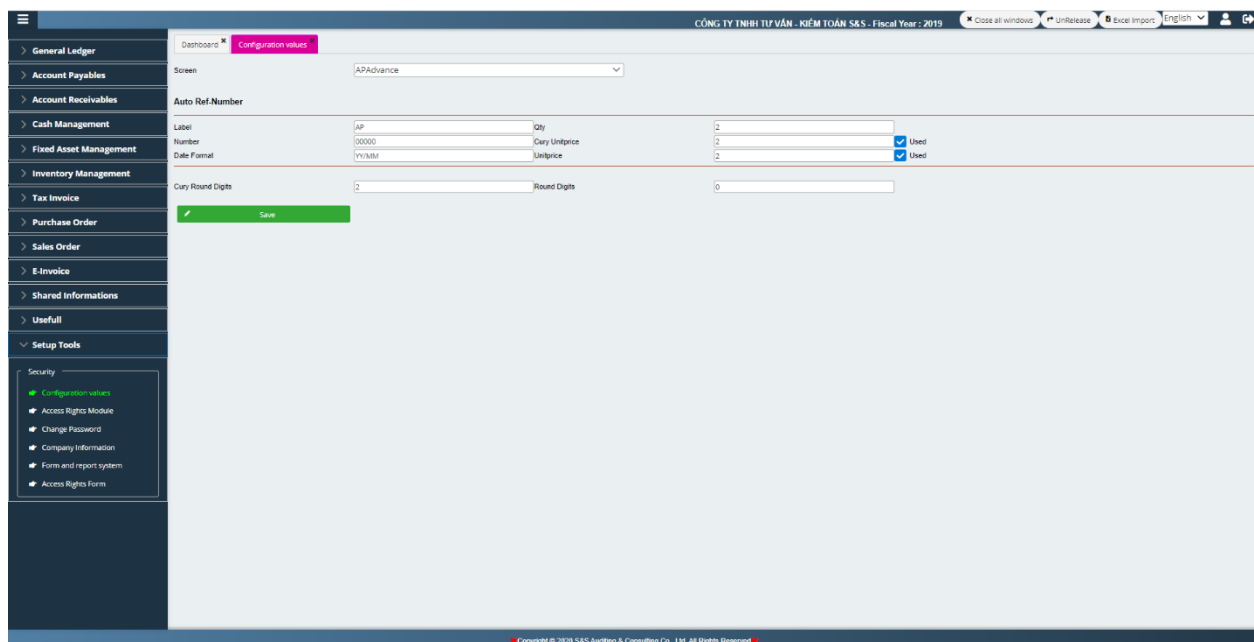
2. Access module: Used to manage which accounts login account will be allowed to access, use which module, decentralize user will have the right to use which module.
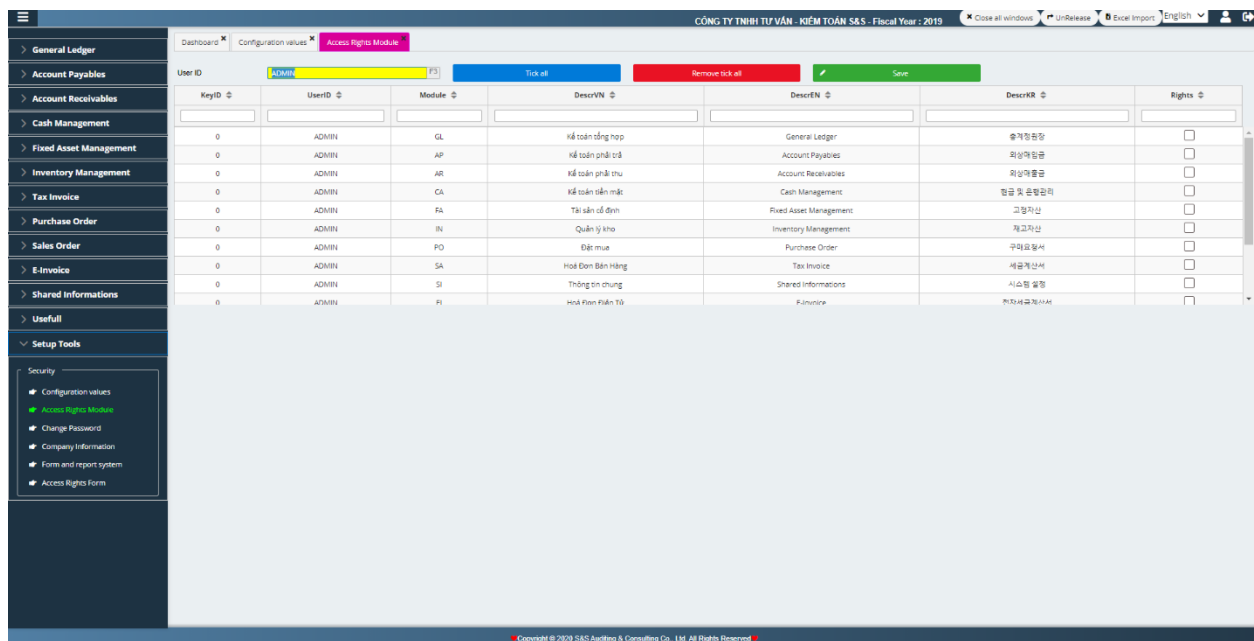
3. Change password: User can change password by himself to ensure the security of software and data.
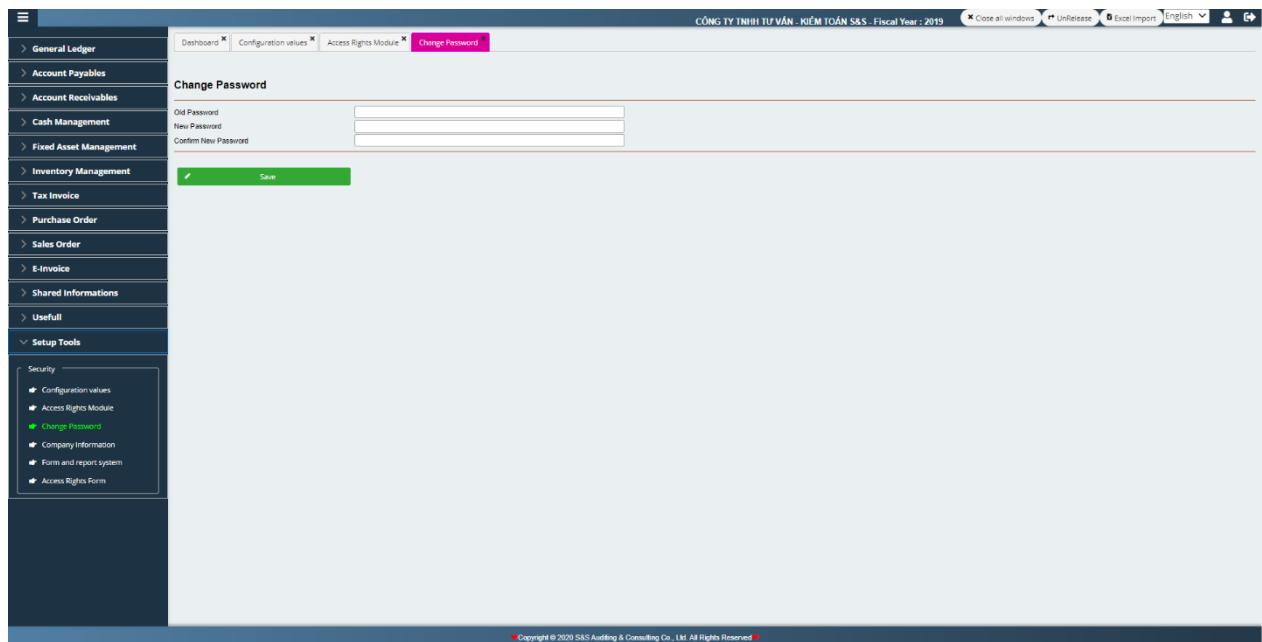
4. Company information: Used to enter some basic information of the company, for displaying information on some cards, forms ... in reports.
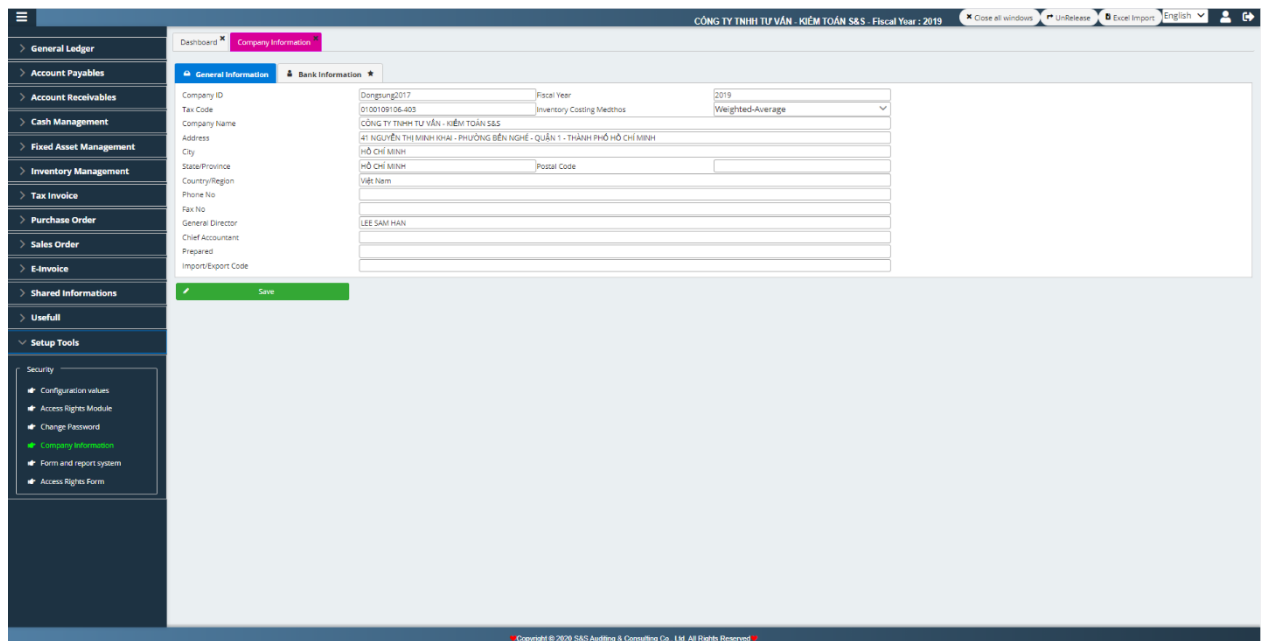
5. Screen: Manage menus in modules to show or not, some unnecessary menus will be hidden if not in use.
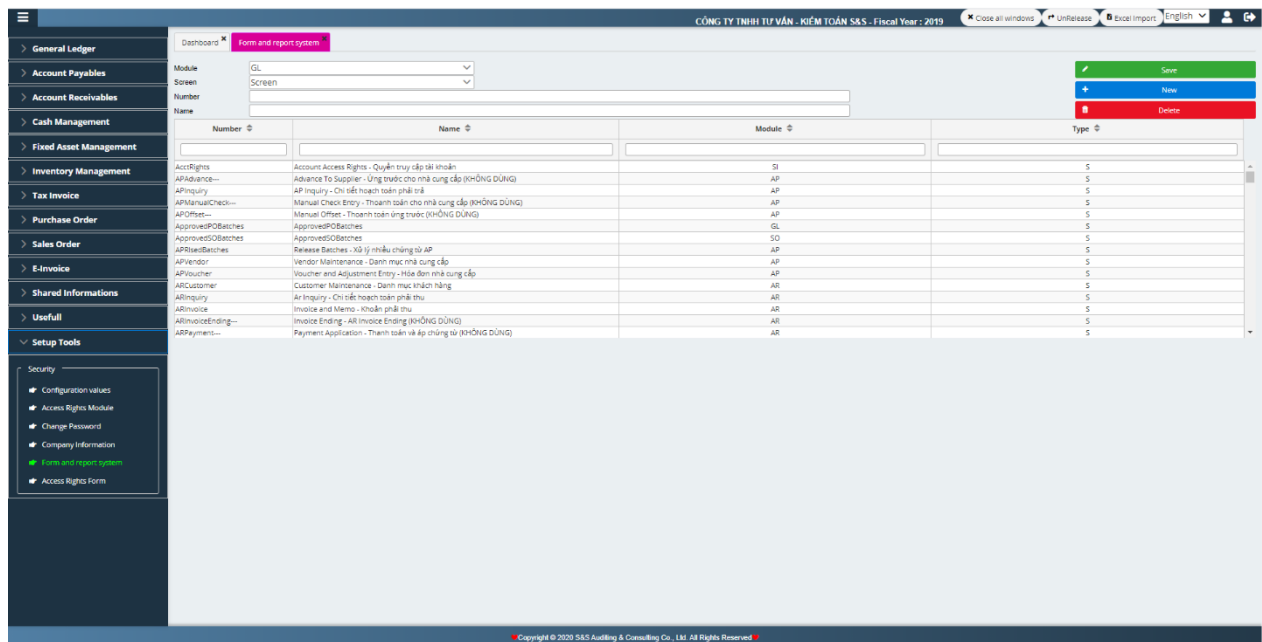
6. Form access: Help manage which form users are allowed to use, thereby decentralizing user input to avoid input errors and increase data security.

Data synchronization
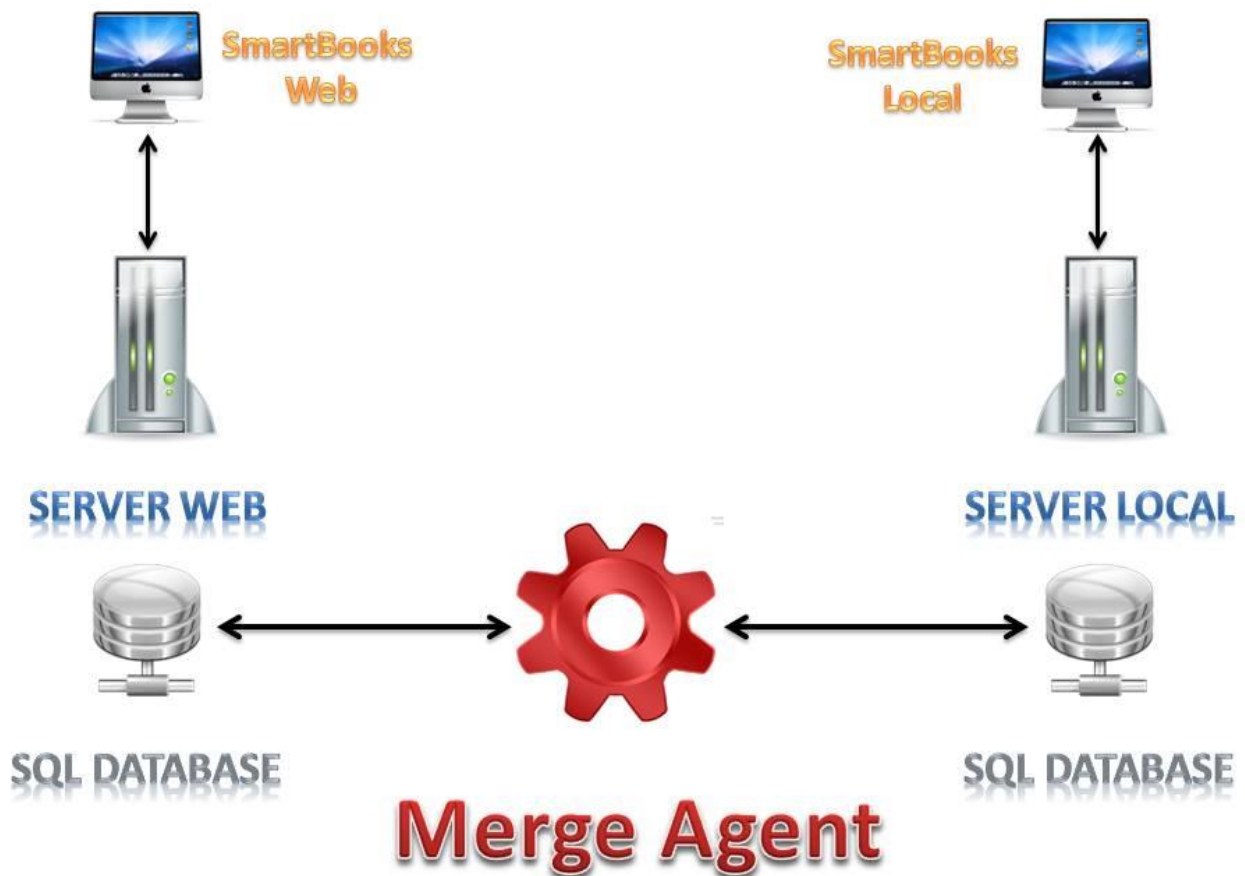
Data synchronization is the process of information exchange and synchronization among multiple data sources in a central server in two-dimensional data (Upload Data - Download Data) in real time

We use SQL Server Replication to make the process of information exchange and synchronization

SQL Server Replication is data copy, encryption technique distributed data from this database to another database, then the data synchronization and data unification are conducted among database

This technology is used from a server to server requiring high transaction, including: improving scalability and availability, data warehouse and reports, integrating data from multiple locations, integrating asynchronous data and offloading batch process. Merge replication is primarily designed for mobile applications or distributed server applications that may cause data conflict

This process is done automatically when connecting to the Internet from local system to central system.

Installation consists of 2 parts:

Part 1: Set a local system at the company you need to manage

Part 2: The central system is installed at SSAudit, data is concentratively managed on the central server

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Local information at your company is synchronized and merged with central system via internet network through data synchronization solution.

Our central system has the ability to restore local data system, so the restoration and maintenance takes place easily and quickly through the Internet.

Advantages:

Combine with the advantages of both Winform and Webform classical solutions.

Data security and high availability of data

Ability to copy and restore data, remote system protection.

Information is reflected exactly and timely.

 Ensure safety and security of data while performing communications.