The Most used Accounting System

User Manual

www.yemensoft.com
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About This Guide

This manual is a guide to the use of the Integrated Accounting System and explains the options available within its modules. It is intended for users to be able to implement its integration on their own. Many options and configurations are available and we recommend the involvement of a suitably qualified and certified consultant to provide advice and expertise when planning the use of the System.

It assumes that users have a working knowledge of the principles and customary practices of your business area. If you have never used Integrated Accounting System, we suggest you attend one or more of Integrated Account System’s training classes available through any branch of our company or any proved Institutes.

We welcome your comments and suggestions on the quality and usefulness of this publication.

Your feedback is an important part of the information used for revision.

❖ Did you find any errors?
❖ Is the information clearly presented?
❖ Do you need more information? If so, where?
❖ Are the examples correct? Do you need more examples?
❖ What features did you like most about this manual?
  If you find any errors or have any other suggestions for improvement, please indicate the title and part number of the documentation and the chapter, section, and page number (if available).

You can send comments to us in the following ways:
• Electronic mail: info@yemensoft.net / Ibrahim-al-husam@yemensoft.net
• FAX: +967 1 503582

If you would like a reply, please give your name, address, telephone number, and electronic mail address (optional).

If you have problems with the software, please contact your local Integrated Account System Support Services.
About YEMENSOFT

YEMENSOFT is the first leading company in the field of Software and Information Technology in Yemen, and one of the largest software company worldwide. YEMENSOFT offers its application products, along with related consulting, training and support services, in over 15 countries through more than 30 office around the world. YEMENSOFT has been granted ISO certificate for Quality Management System. Moreover, it has been selected recently for 100 Top Asia (Red Herrings 100 Asia). YEMENSOFT since it’s founded, has been devoted itself to the development of applied software research for decades. It takes pride in its first-brand Integrated Account System, which ranks first among most kinds of Accounting and Financial Systems for its distinguished functions, concise and quick process, and comprehensive features, safe and stable run. So far, there have been thousands of customers all over the world for several years. We have excellent research technicians and constant innovative software programmers; and thus we can make quick adjustments to ensure software safe run according to our customers’ requirements. We promise that our systems have been seriously examined by our technicians several times before being sent to our customers. Moreover, Technical Support Department made up by experienced engineers will provide quick and accurate technical help for our customers at any time. We constantly stick to our motto, which is “Pursuing excellence and perfect”. YEMENSOFT systems has been wining a famous reputation and public praise steadily. Integrated, a leading brand in Accounting computer systems, is the guarantee symbol of quality and credit. Your definite choice of YEMENSOFT Systems will make you feel confident and flexible in your future trade. You can enjoy convenience and satisfaction brought by E-time and wealth.

Training

YEMENSOFT offers a complete set of training courses in its Training Department to help you and your staff master to reach full productivity quickly. These courses are organized into functional learning paths, so you take only those courses appropriate to your job or area of responsibility.

You have a choice of educational environments. You can attend courses offered by Training Department at any one of our branches, you can arrange for our trainers to teach at your business. In addition, training professionals can tailor standard courses or develop custom courses to meet your needs. For example, you may want to use your organization’s structure, terminology, and data as examples in a customized training session delivered at your own company.

Support

From on-site support to central support, our team of experienced professionals provides the help and information you need to keep your system working for you. This team includes your Technical Representative, Account Manager, and YEMENSOFT’s large staff of consultants and support specialists with expertise in your business area, managing an SQL - Oracle8i server, and your hardware and software environment.
**System Overview**

Welcome to the *Integrated Accounting System7*, the most advanced, more powerful, and easy to use accounting package. With the release of this version, **Yemen Soft** would like to thank all of its faithful customers that relied confidently on the Integrated series in the financial management of their business, and helped in the persistent development of the Integrated series, making it the most used accounting system locally and the most distributed Yemeni accounting system abroad.

The *Integrated Accounting System7* is designed using up-to-date and most efficient software to ensure that our customers can manage and control their business financial tasks precisely and effortlessly. Above all, to save the time, effort, and money of our customers, the *Integrated Accounting System7* comes as a package containing five comprehensive and integrated systems: the Administration, the General Ledger, the Inventory, the Purchases, and the Sales. It is a result of expertise of a highly qualified team that is comprised of local and international programmers, system analysts, and accountants, who put the release together in a manner that enables the database to control all the financial and accounting transactions flawlessly and to deal with complex accounting structures.

Finally but importantly, using any of **Yemen Soft** software legally will entitle you to benefit from the many advantages that Yemen Soft offers to its customers.

These include software maintenance and consultancy services to your businesses that are relevant to the software. In addition, any updated version is offered with an exceptional price for one full year, and a maintenance warranty and its continuation are provided based on an agreement to be signed with the customer.

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**Attention**

This manual contains information that is important for you, the owner/user, to know and understand in order to keep your data complete safety, please note the following:

- Never connect the computer or the network that uses the *Integrated7* to any other external network like the internet.
- Never download any file to your computer or network before you scan it against viruses.
- Make a backup of your data on a frequent basis and save it in a secured area. You will need it in case the original data has crashed in any way or another. The process of backing up your data is described in this manual.
- Read the manual carefully before you start using the *Integrated7* software.
Integrated Accounting System 7 Features

The Integrated Accounting System 7 is a fully accounting package comprised of four integrated modules (the General Ledger, the Inventory, the Purchases, and the Sales), each of which operates integrally and independently, leading to autonomous and complete outputs. The comprehensive advantages of the package will help you manage your business financial and accounting tasks effortlessly.

Not only is the Integrated Accounting System 7 easy to use, it comes with a bunch of features such as:

- It can post other systems; that is, it can affect the accounts pertaining to it in posting the transactions that have been made in the other systems, like the Human Resources, the Cost of Production, the Fixed Assets, the Exchange, and the Remittance systems.
- It can be adapted according to the customer business nature and needs.
Points of Sales feature that comes with the Integrated 7 can also affect the accounts, the warehouses, and the sales through configuring the multi points of sales, users, privileges, and updates of the new and old data made in the *Integrated Accounting System*. The Point of Sales screen is also linked with the Barcode system.

The Users Privileges screen is made more secured so that the system administrator can grant strict privileges at the level of each menu in *Integrated Accounting System*. This is described in detail in Chapter Five (the System Administration).

Contains a reports designer to enable you create professional reports smoothly, whether the accounts are closed or not.

These were just some features. As you become more proficient by practice, you will discover many ways to use the *Integrated Accounting System*. In no time, you will be creating professional reports of interest. *YEMEN SOFT* welcomes any comments regarding its products, and they will be given a special consideration.
OPERATIONAL INFORMATION

Before running the Integrated Accounting System for the first time, you need to configure each of its modules (General Ledger, Inventory, Purchases, and Sales) in order to be able to use the Integrated properly and get the desired reports. The configuration process is made in three stages. The charts below summarize each of these configuration stages.

Chart1: stage1: preparing the System
Stage 2: working on the System:

- A) Voucher Cycle
  - General Ledger
    - Journal Vouchers (for settlement only)
    - Payment & Receipt Vouchers (Cash/Cheque)
    - Post-dated Cheques and Customers Matching
    - Incoming Orders and Returns
    - Outgoing Orders
    - Stock Adjustment
    - Purchases
    - Purchase Returns Invoices
    - Sales
    - Sales Returns Bills
  - Using the document
    - From the Posting screen (using right mouse button)
    - From the reports (unposted vouchers)
  - Journal Voucher entry
    - Affecting the accounts in the General Ledger
    - Preventing modification & deletion of posted docs
    - Enables to get periodical reports

B) Review

C) Posting

Chart2: stage2:working on the System
Stage 3: Issuing Monthly Reports:

Chart3: stage3: Issuing Monthly Reports

Notice that effects on the Inventory, the Purchases, and the Sales systems are made when the document is saved whereas effects on the General Ledger are made after posting.

This Guide was developed to help familiarize you with the software. While we developed Integrated Accounting System to be simple and intuitive, we acknowledge that our customers may need some assistance. So we are going to describe the configuration stages through

- Chapter 1: General Ledger Management module.
- Chapter 2: Inventory Management module.
- Chapter 3: Purchases Management module.
- Chapter 4: Sales Management module.
- Chapter 5: Administration Management module.
Interface of the Integrated Accounting System 7

Once installed, the Integrated Accounting System will be placed into your list of Programs. You can now find it by clicking on ‘Start’, ‘All Programs’ or by finding and clicking on the icon on your desktop.

Fig. 3: Interface

We can see the interface screen is provided with the following access information:

- **Year**: The year when the System is installed.
- **Branch**: The number “1” for Branch.
- **User ID**: The number “1” for User ID.
- **Password**: The letter “a” for Password. (Initially, to change the password see chapter 5)
- **Language**: English, Arabic, and French. (Choose any desired language)

Enter this information in the respective fields and click OK to access and use the program. Notice that the screen language of the Integrated Accounting System 7 can be interchanged either by selecting the desired language from the Language drop down menu or by double clicking on a blank area within the screen.
Main Menu of the System

The main menu of the Integrated Accounting System displays as shown in Fig 4.

As seen in Fig. 4, the main menu of the Integrated contains seven Sub-Systems (modules):

- **Administration**: Through this module, you can configure the desired way you want to control the other sub-module and it deals with the way we control the users privileges, the Current Branch Details, Open linked Branches, Closing, System Maintenance, etc. Only the system administrator can use this screen to control users' privileges, enter branches details, make backups, etc. Refer to Chapter Five for details.

- **General Ledger**: The General Ledger system. Refer to Chapter One for details.

- **Inventory**: Inventory system. Refer to Chapter Two for details.

- **Purchases**: Operate the Purchases system. Refer to Chapter Three for details.

- **Sales**: Operate the Sales system. Refer to Chapter Four for details.

- **Points of Sales (Barcode)**: The Points of Sales menu as shown in Fig. 2. Using this menu, you can also affect accounts, sales, and warehouses, by configuring the multiple points of sales, users, privileges, and updates of the new and old data made in the Integrated Accounting System. This menu is also linked with the Barcode system.

- **System Posting**: for posting other systems; i.e., the Integrated can affect the accounts related to it by posting transactions made in the other systems, like the
Human Resources, Cost of Production, Fixed Assets, Exchange, and Remittance systems.

**Accessing the Sub-Modules:**

There are two ways to access each system within the package to make your task easier, one is by using the mouse and clicking on the required System button (the General Ledger, the Inventory, the Purchase, and the Sales). The other option is to use the keyboard by just pressing the `<CTRL>` key + The Initial LETTER of the desired System you want to access.

### List of Shortcuts

- `<CTRL>` key + `A` = Administration
- `<CTRL>` key + `G` = General Ledger
- `<CTRL>` key + `I` = Inventory
- `<CTRL>` key + `P` = Purchase
- `<CTRL>` key + `S` = Sales

**Using the Menus OF Each Module:**

Users can access each System menus in two ways, one is by using the mouse and clicking on the required option, which will either load the desired function or else grant access to sub-menus if available.

The other option is to use the keyboard by just pressing the `<ALT>` key. This will trigger the menu and provide access to all options available on the main menu. The system also has short keys, by displaying a short cut of `<CTRL>`+LETTER of the available option. These hot keys or fast keys as they are sometimes know, are convenient and provide fast access to options without the need to use the mouse.

Throughout the Integrated while a user is accessing functions

Within any menu, the system always provides a number of short keys by making use of the keyboard. There are a small number of instances when the mouse is mandatory, like moving columns dealt with later on in this document.
Tool Bar Icons (buttons):

The tool bar buttons provide a number of features that allow users to make better use of the package as they browse for the required data.

Most of the Integrated Accounting System uses icons (buttons) throughout the system that serve a variety of functions. Below are the most commonly used icons you will encounter in the system.

<table>
<thead>
<tr>
<th>ICON (BUTTON)</th>
<th>Short-cut</th>
<th>Functions</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Add New icon" /></td>
<td><code>&lt;CTRL&gt;</code>+<code>N</code></td>
<td>Add New: This will provide the option to add a new record in the current screen.</td>
</tr>
<tr>
<td><img src="image" alt="Modify button" /></td>
<td><code>&lt;CTRL&gt;</code>+LETTER</td>
<td>Modify button: To make modifications or edit in the displayed record</td>
</tr>
<tr>
<td><img src="image" alt="Undo icon" /></td>
<td><code>&lt;CTRL&gt;</code>+LETTER</td>
<td>Undo icon: To undo the performed task when entering a new record. Will be active after clicking the Add icon To display the details of the next or the previous record To display the details of the first or the last record</td>
</tr>
<tr>
<td><img src="image" alt="Delete icon" /></td>
<td><code>&lt;CTRL&gt;</code>+<code>X</code></td>
<td>Delete icon: To delete the displayed record from the database</td>
</tr>
<tr>
<td><img src="image" alt="Save icon" /></td>
<td><code>&lt;CTRL&gt;</code>+<code>S</code></td>
<td>Save icon: To save a new or a modified record. Will be active after clicking the Add button</td>
</tr>
<tr>
<td><img src="image" alt="View button" /></td>
<td><code>&lt;CTRL&gt;</code>+<code>Q</code></td>
<td>View button: When clicked, a list will appear to search for and select a desired record</td>
</tr>
<tr>
<td><img src="image" alt="Exit icon" /></td>
<td><code>&lt;CTRL&gt;</code>+<code>Q</code></td>
<td>Exit icon: To exit from the current screen to the previous one</td>
</tr>
<tr>
<td><img src="image" alt="Posting icon" /></td>
<td></td>
<td>Cost Calculation icon</td>
</tr>
<tr>
<td><img src="image" alt="Sales Pricing icon" /></td>
<td></td>
<td>Posting icon</td>
</tr>
<tr>
<td><img src="image" alt="Foreign LC Closing icon" /></td>
<td></td>
<td>Sales Pricing icon</td>
</tr>
<tr>
<td><img src="image" alt="Foreign LC Closing icon" /></td>
<td></td>
<td>Foreign LC Closing icon</td>
</tr>
<tr>
<td><img src="image" alt="Foreign LC Closing icon" /></td>
<td></td>
<td>To preview the report before sending it to the printer</td>
</tr>
<tr>
<td><img src="image" alt="Foreign LC Closing icon" /></td>
<td></td>
<td>The Monthly Closing icon</td>
</tr>
<tr>
<td><img src="image" alt="Foreign LC Closing icon" /></td>
<td></td>
<td>Cancel Monthly Closing icon</td>
</tr>
<tr>
<td><img src="image" alt="Foreign LC Closing icon" /></td>
<td></td>
<td>Item bin (Storage) icon</td>
</tr>
</tbody>
</table>
Hints

To understand the functionality behind each of the above icon, the user can move the mouse pointer onto a icon and the system will display the hint for a few seconds. The hint will show the icon’s function and where applicable the system will display the keyboard shortcut attached to the icon.
In this section:

- Configuration Of G.L.
- Main inputs of G.L.
- Transaction.
- Posting.
- Reports.
Overview:

Dear user, it is important for you to understand that your work in the General Ledger Management Module (or any Integrated7 System Module) is related to the ongoing work in other modules. The preceding graphic illustrates this point. General Ledger works as a central repository for collecting and analyzing your financial information, transactions can be made directly into the GL Management Module or they can be made from other Integrated7 Modules and then posted to the General Ledger Management Module.

Fig.5: Main Menu of G. Ledger

Features:

- Flexible Accounts Structure: allows you adding segments for your main or sub-accounts that can meet your company reporting and analytical requirements with the ability to identify max and mini limit for all sub-accounts.

- Reviewing daily reports and issuing statements of account and financial statements with multiple options.
Using **Cost Centers** that allow you to track revenue and expenses in a variety of methods.

Using Accounts Budgeting to create an unlimited number of budget for all accounts.

Providing a complete audit trail of all journal transactions, and provides multiple transaction report options. All reports have numerous sorting and filtering options to provide the exact data you are looking for to make informed decisions.

The General Ledger window displays as shown in the previous figure consisting of menu bar each menu has Sub-menus:

- System Configuration
- Main Inputs
- Transactions
- Posting
- Reports
General Ledger: Configuration

In this Section:

- Variables.
- Financial Periods (Validation Date).
- Currencies Details.
- Accounts Groups.
- Cost Centers Groups.
- Journal Entry Types.
- Intermediate Accounts.
1.1 Configuration of G.L

Configuration menu is used for configuring the General Ledger module in order to make it compatible with the accounting system used in your company. As shown in following figure, this menu contains the following screens: Options (Variables), Financial Periods (Validation Date), Currencies Details, Accounts Groups, Cost Centers Groups, Journal Entry Types, and Intermediate Accounts. There are many options available within each screen that allow you to configure the integration to suit your business transaction.

Fig.6: Main Menu: Configuration of G.L.

Clicking any of these variables will display a configuration screen. Any of the voucher’s cycle screens in the system will deal with any specific data based on how such data is configured under the relevant configuration screen. As an example, the system cannot deal with any currency unless the details of such currency have been entered and configured through the Currencies Data screen. This section describes in detail the objectives and the use of each variables.

1.1.1 Variables

The Variable screen consists of two tabs: Transactions Configurations and General Options. Each tab consists of a number of variables that are used for system configuration in accordance with the required financial statements and reports. The user should take in his account each of these variables have a direct effect on accounts and the financial statements. Thus, he must have a background information before he selects any variable. Moreover, the use should select any of these variables according to the accounting procedures of the corporation's activities. The following paragraphs describe each variable in the Variables screen and provide the resulting effects of each selection.
Important Note: To select any of these variables, follow the steps below:

- Click on.
- select the variables you want.
- Then Click on.

General Options

-Distributing Repayments Automatically: Selecting this variable will enable the system to distribute the amounts that the customer is paying against debts, whether these debts are for credit sales invoices and are paid as installments or for any journal entries or any other document that the system deducts based on age.

- Using Suspended JEs: this option activating Suspended JE feature in the Journal Entry Screen that allows saving any accounting entry even the unbalanced ones. However, the user can not select this option unless it has been activated. In other word, the system will not allow posting any voucher unless the option "Using Suspended JVs" is unselected.

- Using Foreign Currencies: this variable plays a crucial role in using the foreign currencies in the General Ledger. However, if the user did not select this variable, the system would use the local currency only.

- Printing Two Forms for Journal Entries: this variable allows printing two forms for the journal entries. The first form will be in a normal form (debit/credit); and the second form will be as a payment voucher, having a multi-creditor feature (it differs from the normal payment voucher that it has only one creditor). To do that so, click on "print the second form" checkbox in the "Journal Entry screen".

- Using Value Added Tax (VAT)*: Selecting this variable will enable system to use Value Added Tax. The system will post the VAT tax that determined in the Sales and Purchase invoices or Inventory to the Intermediate Account (VAT Account). The balance of this account appeared either debtor or creditor for the benefit the IRS.

- Using Multi-types JEs Documents: This variable activates the Journal Entry Types Screen in the Configuration Menu. Therefore, the user is able to use the Journal Entry Screen for more than one type based on how the facility uses the Journal Entries. The system archives the journal entries and assign sequence numbers to them based on their types besides enabling the user to assign a combined sequence for all types. Different types of journal entries can be entered using the Journal Entries Types screen (Fig6) within the configuration process of the General Ledger system.

Fig.7: Variables : General Setting

A value added tax (VAT) is a form of consumption tax. From the perspective of the buyer, it is a tax on the purchase price. From that of the seller, it is a tax only on the value added to a product, material, or service, from an accounting point of view, by this stage of its manufacture or distribution. The manufacturer remits to the government the difference between these two amounts, and retains the rest for themselves to offset the taxes they had previously paid on the inputs.
Posting for Promotion Account of Sales: This variable enables the use of free quantities in the Sales Invoices by affecting the sales cost. The system then differentiates between the cost of the sold goods and the cost of the allowance quantity in the Sales Invoice. When this variable is selected, new fields appear in the Main Group Details screen in the Inventory Management Module to identify the account number related to costing the quantities allowance; hence, the system posts the Sales cost independently.

Show Report by Hijri Date: This variable will enable the Hijri date, (is the Islamic calendar), to be shown in reports.

Recording Currency Difference JEs: Selecting this variable will activate the Currency Difference checkbox in the Journal Entry Screen. This feature enables the user to add to or deduct from the local balance of the foreign account in order to adjust the currency change difference. The effect of this option is described in the Journal Entry Screen.

Creating Percent Column in Journal Entry Form: Selecting this variable will enable the system to create a column in the Journal Entry screen called credit percent. Accordingly, the user will be able to use percentages under this column determined from the total amount of the voucher, enabling the system to post the appropriate amounts against these percentages.

Using Parent Child: Selecting this variable will affect the process of constructing accounts in the Chart of Accounts. The system will enable the user to link this account to any other main account in the Chart of Accounts without the need of deriving the account number of this new account from the account number linked to it.

Use Cheque No. and Due Date In Journal: Selecting this variable will activate the Cheque No. and Due to fields in the Journal Entry Screen. This fields enables the user to deal with Cheque and Due to in the Journal Entry.

Displaying Des. in Vouchers, Journal and account statement: Selecting this variables will enable the system to create Description Column in Voucher, Journals and Account statement.
- **Displaying Counts of Printed Statement**: Selecting this variable will enable the system to show you a pop-up message how many times the statement has been printed. Showing the times of printing account statement to specific date.

- **Using Local Amounts Entry for Foreign Account**: Selecting this variable enables the user to enter the local amount against the foreign amount when adding a transaction to the foreign account at any of the system screens, regardless of the already designated rate for the foreign currency in the screen of the *Currency Data*. The local sum is entered manually.

- **(payment_receipt) Journal Voucher in System**: Selecting this variable will activate two extra screens in the transaction menu which are, Payment Journal Voucher and Receipt Journal Voucher in order to use it in the System. (See the Transactions). Once you select the variable a Display icon appears. Clicking on this icon, pop-up screen in which allow you to chose the user's privilege who is responsible to edit those journals.

- **level Sub Account**: Selecting this variable allow you to determine Level for each Sub-accounts (the final level of subaccounts). Determining the level is useful to get a balanced reports for each account, Main and Sub Accounts. (2-15)

- **The No. of decimal places**: This variable allow you to determine the number of decimal digits after the decimal point. This is used when in the exchange rate fields. (you should chose 2-12).

**Transactions configuration**

Transaction Configuration Screen is developed to configure *General Ledger* transactions. Any configuration made in this screen have a direct effect on the transactions and the system inputs. This screen consists of five parts, as seen in (fig10).

**Budgeting**: This part is to use budgeting to configure estimated account balances for a specified range of periods (Monthly – Annual). After a budget is input in the system, reports are generated, comparing actual numbers with budget numbers to identify any deviations from the plan according the period selected.
Vouchers Configuring:

This part is used for configuring Payment Voucher and Receipt Voucher.

- **Displaying Customer Name, Displaying Vendor Name, Displaying Currency Code:**

  Selecting all previous variables enables the system to add additional columns with the customer name, vendor name, and currency code in the Payment Voucher and Receipt Voucher Screens.

- **Activating Suspended Voucher (can't be posted):** This variable enables activating (Suspender Voucher) feature in the Payment and Receipt Voucher Screens. Marking this feature enables the user to save any voucher and then this voucher can’t be posted; therefore, other accounts will not be affected by this voucher unless undo-marking.

- **Download Journal Voucher Data to Voucher (Receipt or Payment):** If this option is selected, the system activates feature in the voucher (Payment and Receipt Voucher) which enables the user to download Journal Entry Data to the voucher. In the other hand, if is option is not selected the should input data manually( by himself).

*The second part:*

This part is to configure the Journal Entry in accordance with the following options: (Operations and Collector)

- **Multiplicity (cash – banks) in Journal Entry:** This option enables the user to enumerate funds and banks for each account in the Journal Entry.

- **Single (cash – banks) in Journal Entry:** This option enables the user to determine only one fund / bank for each account in the Journal Entry.

- **Multiplicity Collector in Journal Entry:** This option enables the user to enumerate Collectors for each account in the Journal Entry.

- **Single Collector in Journal Entry:** Selecting this option enables the user to determine only one Collector for each account in the Journal Entry.

**Displaying Customer Name, Displaying Vendor Name, Displaying Currency Code. Name / Use Reference No.No. In details/Use Voucher No. In details/Show Received No. In Journal Voucher:**

Selecting all previous variables will allow the system to add additional columns with the customer name, vendor name, reference number, etc. All above variables and columns are optional handle according to user needs.
1.2 Validation Date

This screen is used for specifying the financial periods that constitute the accounting period (or the fiscal year) of the company for operating the system. The period specified in this screen represents the fiscal year of the company, which all inputs, transactions, and financial reports are made during it. It can be a whole year (12 months) or less but not more.

Adding Validation Date:

1- Click on Add icon.

2- In the “From” field type the starting month and starting validation of the fiscal period.

3- In the “To” field, type the ending month and ending year of the fiscal year. Notice that the system allows penetration of years.

4- Click on "save" icon when you are done.

Fig.11

That is, the starting and the ending months can be in two different years, provided that the fiscal year period does not exceed 12 months. Moreover, the system allows dealing with a fiscal year less than 12 months, which means that you can select the month you start operating the system to be the starting month of the fiscal year.

It must be noted that the Modify Icon is used for modifying a validated fiscal year. The designated fiscal year can be modified only if no transaction has been made in the system. Once a transaction is made, the validated fiscal year cannot be modified. The Fiscal Year screen, Fig. 11, can also be used to stop (or lock) working on or making transactions in any month(s) by marking ( ) inside the check box of the desired month(s) under the Locked column. A checked box in front of any month under the Locked or the Closed column indicates that the month is locked or closed, respectively.

Notice: You can't modify or delete the period once it is saved and you process system transactions. Also you can't process any transactions out of the specified fiscal date.
1.3 Currencies Data

*Currencies Data Screen* is used for inputting the local and the foreign currencies that are used in the company accounts. The system allows using only one local currency but it allows the user inputting all foreign currencies. However, when the local currency is selected, the user can't change it. It is worthy noting that user can change the local currency at the fiscal year beginning.

**To determine the local currency, follow these steps:**

1. Click on *Add* icon.
2. Type the desired local currency name in the *Currency Field*.
3. Determine the local currency No. in the *Currency Code Field*.
4. Determine the local currency fraction in the *Fraction Field*.
5. Select the Local Type (Local or Foreign).
6. Click on *Save* icon.

**Important Note:**

If you select the foreign currency, you will have to input the following:

1. Input the Exchange Rate.
2. Input the maximum rate of exchange so that the system will not exceeding that Maximum Rate.
3. Input the minimum rate of exchange in order not to allow exceeding that minimum Rate.

Notice that you can modify the three rates (Exchange Rate, Max Exchange Rate, and Min Exchange Rate) at any time using the Modify icon. Beside that, you can preview the inserted currency by clicking the arrows.
1.4 Accounts Groups Screen

This screen is deemed optional; and it can be used to divide the Chart of Accounts on to group specific accounts into groups when it is not possible to group them under the accounts tree in the Chart of Accounts. That is, to divide the different levels of the Chart of Accounts based on the unified accounting system (summarized, general, subsidiary, and analytic), or to divide the Chart of Accounts into accounts based on the activity when the activity of the corporation varies. For example, you can create a group of account such as "First class Customers Accounts" with a specific number. Then, any related account of this group will be added to the chart of accounts automatically. (For more information see Chart of Accounts Screen on page 22)

As shown in the figure 13, Accounts group has two fields:

- **Group Number**: This field is used for entering the accounting group number.
- **Name**: This field is used for inputting the accounting group name which, based on it, the various accounts in the Chart of Accounts are classified into groups (such as electrical appliances group, foodstuff group, electronic devices group, etc.) when the corporation has diverse activities.

**To add any group of account, follow these steps:**

1- Click on add icon

2- Enter the group number and name in the Group Code and the Name fields.

3- Click the Shareholders check box if the group is related to shareholders.

4- Click on Save icon

**Processing an accounting group in the system:**

The following steps describes how an accounting group is processed in the system.

1- Adding the Accounting Group in the screen.
2- Adding the chart of Account and specify the relevant account to the group.
3- Transactions and posting.
4- Issuing Trial Balance by Group .. A/C Statements by group.
1.5 Cost Centers Group

Cost Centers Group Screen is used for dividing cost centers according to various criteria into groups. Thus, any group may contain a number of cost centers in the Company Regulative Structure that is created in "Cost Centers Screen". It enables user to use cost centers to depict the structure of the organization in the Integrated7 System. Each of these groups may contain different cost centers in the structure that will be created in the Cost Centers screen in the Input Menu. You can structure these, for example, according to organizational and/or functional viewpoints. You can combine cost centers into cost center groups. You can then create cost center hierarchies from these groups by combining the groups according to decision-making area, area of responsibility, or management area.

As an example, let us consider that we created some projects as main centers with each project composing of sub-centers comprising stages.

Using the Cost Centers Group screen, we can set the first stage of all the projects as a group named the linking group of all the first stages centers in all the projects; and it will be designated when we create cost centers related to the first stage of the projects in the Cost Centers Group screen.

To add a new cost center group, follow the same procedures as described above for adding a new account group.

Cost Center: A department or other section of a company where managers are directly responsible for costs. For example, consider a company that has a manufacturing department, a research and development department, and a payroll department. Each department could be a cost center, and the directors of each department would be responsible to keep costs to as low a level as possible. The company thus accounts for each cost center separately, which allows managers to take immediate responsibility for cost growth and credit for cost cutting.
1.6 Journal Entry Types

This screen is used for classifying the journal entries into different types based on their use, such as bank adjustments voucher, commitment adjustments voucher, inventory adjustments voucher, accrual adjustments voucher, etc., identifying each type with a particular number or a serial number, as desired.

The system will deal with each type independently by specifying the Journal Entry type when adding the voucher to the system through using the types inserted this screen. Details of this screen is described ahead in the Journal Entry screen.

To add a new Journal Entry type, proceed as follows:

1- Click "Add" icon.

2- Enter the document type in the Doc Type field.

3- Type the document name in the Name field.

4- Insert the document type serial number in the Serial No field. This serial number will enable the system to link the voucher serial in this type with another voucher type, or it may use an independent serialization for this type through the Serial No field.

That is, if a serial number is assigned in the Serial No field for any type of a voucher and the same serial number is used for another type, the system will incorporate the shared serials of these two types and assign one serial number for them. This is because the system does not allow using a voucher number frequently even if the vouchers are of different types. But, if the numbers inserted in the serial No field are different for these two types of vouchers, the system will then separate the serial using the Voucher No field in the Journal Entry screen. This is because the system allow using a voucher number frequently if the added voucher types and serial numbers are different.

5- Click on Save.

Note: To activate/deactivate this screen, select/unselect the "Using Multi-type JEs Documents" option in the Variables Screen.
1.7 Interface Accounts (Intermediate)

As it is clear from the name of this screen, these accounts are intermediate, which means that the system deals automatically with Intermediate Accounts screen, whereas the user will not deal with this screen directly. This screen provides enormous services. Using the available fields in this screen the user must enter the correct intermediate accounts in order be added in their correct places in the Chart of Accounts.

Before we explain the use of the Intermediate Accounts screen, we describe below the importance of each of these accounts, as shown in Fig16.

The Currency Difference account: When closing a month, the system will post the exchange differences against the local currency as currency difference to the account correlated with this field. This difference is resulting from adjusting the foreign accounts balances against the local currency using the exchange rate at the time of monthly closing.

The L/C Costing account: The system deals with this account when purchases are made by L/Cs or remittances. When the L/C is closed, the system loads this account with all costs made on the L/C, and then loads each item with its all related costs, including the bill amount, shipment, insurance, customs, and other expenses, until the arrival and storage of goods in the warehouses.

The Lost Items account: The system uses this account when there is a difference between the quantity shown on the purchases invoice and the quantity shown on the import order. This difference may appear because of shipping errors or due to damages in the goods or due to any other reason. The system posts the amount of the deficient quantity automatically to this account, whereas the actual quantity is posted to the warehouses with a final cost, making it easier for the user to follow up the deficiency.

The Receivable Notes account: The system uses this account when a post-dated cheque is received from a customer; i.e., when the cheque due date is some time in the future. In this case, the system posts the cheque amount to this account and drops it from the customer’s account. On the due date shown on the receive voucher, the system adds the amount automatically to the bank’s account, enabling us to conform the bank’s statement with the bank’s account available at the corporation very easily.
The payable Notes account: The system uses this account when issuing a post-dated cheque to others. All that is described for the Receive Letter account is applicable here, with a difference in credits and debits procedures.

The Salesmen Commission account: If the "Post Salesmen Commissions" option is activated in the Sales system, the system will use this account to register the commissions of the salesperson as a credit in his/her account and as a debit in the Commissions account (as expenditures).

VAT Account: The system will post the VAT tax that determined in the Sales and Purchase invoices to this account. The balance of this account appeared either debtor or creditor for the benefit the IRS.

Visa Card Account: In the case the facility uses Visa Card in Sales, the System record the invoice amount to this account, and when the post-dated the system will record the invoice amount from this account to the bank which issued that VC.

Notice that the process of linking the intermediate accounts is made by inputting the account numbers in the fields of the Intermediate Accounts screen, exactly as they are written in the Chart of Accounts. The system will not accept to enter an account number in the field if it is not available in the Chart of Accounts. User must also take into consideration that main account numbers are entered in all the fields except in the Currency Difference field, where a sub-account number is entered. When you are done, click the .

Once the user finish the configuration processes of the General Ledger system as described above, you do not need to enter these screens again. The only time you need to use these screens is when adding new items, like adding a new currency.
In this Section:

- Chart of Accounts.
- Cost Centers.
- Cash in Hand.
- Cash at Bank.
- Opening Balances.
- Budgeting.
Overview:

Main Inputs menu provides you with screens that are used for supplying the General Ledger Management Module with the main inputs that the cooperation needs financially. This process is also made by using input screens, which are accessed through the Main Inputs Menus in other modules (Inventory, Purchase, and Sales). This menu provide user with many screens which are: the Chart of Accounts, Cost Centers, Cash in Hand, Cash at Bank, Opening Balances, and Budgeting. These Screens enables user to supply the system with all main and sub accounts, which are considered as the accounting structure of their company.

Besides, cost center enables to open the centers related to monitoring the accounts based on cost centers and specify the cash accounts that are ready to be configured as cash in hands, which will be dealt with by cheques. The reports in turn, provide information to make properly informed management decisions. Cost center setup will keep a neat, compact chart of accounts, while allowing powerful reporting options based upon the cost center assignment.

In addition, you will insert the opening balance for the first month, at the time of operating the accounting system for the first time. This is made by inserting the opening balances for each account that has a previous balance. You will also arrange the necessary annual or monthly budgeting for the accounts or the cost centers, and link the budget of each cost center with an account number.

In this section, we will describe in detail the process of using and dealing with each of the Main Input screens.
2.1 Chart of Accounts

*Chart of Accounts screen* is used for entering all the desired accounts that the company uses financially, either effected directly (known as sub accounts) or indirectly (known as main accounts). The importance of the entered data in this screen refers to the fact that these data are considered as the heart of the accounting system. Without these data, no financial transaction can be made in any of the system screens (G.L, Inventory, Purchase, and Sales). Moreover, these data are used for issue most of the system's financial and administrative reports.

![Chart of Accounts Screen](image)

*Fig.18*

The *Chart of Accounts Screen* contains four screens. These screens enable the user to identify the details of each account with respect to transactions made, monthly deviations from the specified budget, and cost centers that are affected by transactions made on the account with the affecting amount. These screens are displayed by clicking on the desired icon bar, and each of these screens is related to the chart of accounts. The Report item is used for printing the chart of accounts report for any of these screens.
2.1.1 Fields of the Chart of Accounts Screen

As seen in Fig. 18, the fields of the Chart of Accounts Screen can be divided into two types depending on the way of using them:

i) Fields that are required to be filled with data by the user, in accordance with the accounts division in the corporation. These fields are the Account Code, the Parent Code, the Arabic Name, and the English Name of the account.

ii) Fields that enable the user to select any one of their available options, whether these options are provided by the system or have been entered by using other screens of the system. These fields are the Level, the Account Type, the Currency, the Group, and the Report.

The below describes each of the Chart of Accounts fields and show how they are used for adding the details of an account:

- Click the Add icon.

- **The Account Code**: enter the account number that is required to be introduced to the system. As example, you can enter the number (1) for the Assets account, the number (2) for the Liabilities account, etc.

*Notice that you cannot modify the account number once it is saved.*

- **The Parent Code**: Enter the main account (Parent) number of the account branching from the main account (i.e., for the account described above in item (1). The main account has to be entered previously. Otherwise, the main account that must be entered has to be one of these accounts: Assets – Liabilities – Expenses – Revenues. In this case, write the number (0) in this field and then write the number (1) as the main account for the accounts directly branched from the Assets, the number (2) for the accounts directly branched from the Liabilities, and so on. The account number to be entered must include its main account number related to it. Another example, for the Petty Cash account number "111", its main account is the Current Assets account number "11", Similarly, for the Cash-in-Hand account number "11101", its main account is the Ready Cash account number "111", and so on.

*The system does not include the main account number in the account branching from it, Unless the Using Parent Child Variable in the Variables Screen is activated (see Fig.7)*

- **The Arabic Name**: It is optional to enter the Arabic name of the account in this field. However, you should avoid using the same name for different accounts.

- **The English Name**: The user must enter the English full name of the account in this field. Avoid using the same name for different account.

- **The Level**: The system will display automatically in this field after specifying the parent account of the entered account. This account will be given a level that follows the level of the
main account. The system prevents user from changing the level because it places the account in its correct location in the chart of accounts. This level is taken into consideration when issuing reports. Notice that the system allows the expansion of the accounts series up to the sixteenth level.

- **The Account Type:** In this field, the system displays two options: Main and Sub, allowing the user to select one of them when adding the account details.

> It is important to understand the difference between the Main Account and the Sub Account in order to select the right option. The Main Account is an account that other accounts are splitting from it as branches. The balance is affected automatically when any of these branches (sub accounts) of accounts is affected. The currency of the Main Account must be the local currency of the system. Besides, the Main Account can be of any level in the series other than the last level. On the other hand, the Sub Account is an account that you use directly in financial transactions. It has no branches splitting from it, and it can use any of the available currencies in the system. In addition, the Sub Account is displayed in any of the system’s voucher cycle screens; and therefore, it must take the last level of the series. As an example, suppose that the following accounts series consists of five levels: Assets, Current Assets, Available Money, Cashes, and U.S. Dollars Cash. Every account in this series is splitting from an account preceding it except the U.S. Dollars Cash account. This means that the U.S. Dollars Cash is the only sub account while the rest in the series are main accounts.

**To display a list of the available sub accounts in the system and select any desired account from the list, proceed as follows:**

- First, make sure that the cursor is in the Account Code field and then press the F9 key. The system displays a list of the available sub accounts as shown in Fig. 19.

- To display the details of an account in order to make any desired action, double click on the right button of the mouse on the desired account, or click the left mouse button on the desired account and then drag it by using the right mouse button to the Account Code field.
Notice that the list shown in Fig. 19 can be used either to search for an account by clicking the View icon or to add an account by clicking the Add icon. The system displays the main screen of the chart of accounts to make the desired actions.

- **The Currency**: Here, the system displays all the available currencies that have entered on the Currencies Data Screen. Click on the desired currency that the sub account uses from the list. But for any main account, the system forces you to use the local currency.

- **The Group**: In this field, the system displays the names of the account groups that have been entered using the Account Groups Screen. If you need to append the account to be entered to any group, you need to click on the desired group from the list (optional).

- **The Report**: From the list in this field, the system assigns a report type for the account to be added based on the account number. For accounts related to Assets and liabilities and which start with the numbers 1 and 2, respectively, the system relates these accounts to the Balance Sheet report type, whereas for accounts related to Expenses and Revenues and which start with the numbers 3 and 4, respectively, the system relates such accounts to the Profits and Losses report type. The user can select a different report type other than the one assigned by the system depending on the corporation requirements. This selection will enable the system to associate the account with the appropriate annual report. That is, to associate it either with the balance sheet report, which represents the general budget of the corporation, or with the profits and losses report, at the time when the system closes all its accounts at the end of the year to reveal the level of profits and losses for the financial year activities.
- **The Maximum Limit:** In this field, the system enables the user to specify a maximum limit as an amount for any account of the chart of account (cash in hand, banks…etc). Using this limit the system will send a warning massage if the account balance exceed this limit.

- **The Minimum Limit:** In this field, the system enables specifying the minimum limit of the accounts limit as desired. The minimum limit is usually used to face unexpected cases such as keeping an amount for a petty cash or for any other cases.

*Notice that the user uses the Chart of Accounts Screen to enter all the accounts details for only one time. When the user closes the current year and opens a new financial year using the Annual Closing screen, the system will transport all the accounts details automatically to the following year. Any new account can be added at any time.*

### 2.1.2 Searching Methods in the Chart of Accounts

Beside the searching method using the forward and backward or the upward and downward arrows, there are four additional methods to search for an account inside the Chart of Accounts. It has to be noted that these four searching methods are used to search for accounts or cost centers in any screen that uses account numbers. Two of these methods are used for searching by number and the other two are used for searching by name.

1) **Normal Search:** This is made by clicking the View Icon first.

After that click the left mouse button inside the Account Code field and then press the F9 key.
The system will display a list of all the available accounts on the left side of the screen in the form of a directory structure. The divisions of each account up to its last level can be revealed by clicking the positive sign (+) next to the account name.

2) **Special Search:** This is made by clicking the View Icon first.

After that click the left mouse button inside the Account Code field and type the first digits of the account number to be searched and then press the F9 key. The system will display a list of all the account numbers that start with the digits you entered for searching.

3) **Searching by Name:** This is made by clicking the View Icon first.

After that, click the left mouse button inside the Account Name field and then type the first letters of the account to be searched and then press the F9 key. The system will display a list of all the account names that start with the letters you entered for searching.

4) **Wildcard Search:** This is made by clicking the View first and then clicking the left mouse button inside the Account Name field.

Press the star button (*) and then type the first letter(s) of the account to be searched and press the F9 key. The system will display a list of all the account names that contain the letters you typed for searching.
For example, let’s search for all accounts that contain (Ca) letters. First press then press (*Ca) in the English Name field then press F9. We can see that the system display all accounts that contain (Ca) letters on the left side of the screen.

2.1.3 Deleting and Modifying an account in the Chart of Accounts

From the list shown on the left side of the Chart of Accounts screen click on the account to be deleted or modified to display its details. After that click the Modify or the Delete button as required. It must be noted that an account cannot be deleted if a balance has been added to it or if it has sub accounts, whereas modifications can only be made at some fields of the Chart of Accounts such as, the Main Account Code, the Name, the Level, the Report, and the Group. To make modifications in any of these fields click the Modify button first. When you are done click the Save button to save the modifications you made. If necessary modifications are to be made in any of those fields that cannot be accesses, the only solution is to delete the account completely and then add it correctly as a new account.

Notice that the main screen of the Chart of Accounts (see Fig. 18) contains also other four screens, which can be used for:
- Get fast reports related to any account with respect to transactions made.

![Chart of Accounts](image)

**Fig. 20**

- Get the monthly deviations for the budget of an account that has been specified using the budgeting screen, see Fig. 20.
- Get knowledge about the cost centers that have been affected by transactions made on an account as well as the affected amount. This can be made by clicking on the desired account from the list at the right of the screen of Fig. 19 and then clicking on any of the other four buttons at the top of this screen.
- Print the Chart of Accounts using the last screen in the Chart of Accounts screen shown in Fig. 18.
2.2 Cost Centers

Cost Centers Screen is used for adding the various cost centers that your company needs to obtain their reports and outputs, as an alternative for making analyses in the Chart of Accounts for each individual accounting center as well as to avoid additional divisions in analyzing and classifying accounts in the Chart of Accounts.

Fig.22

The Cost Centers Screen can be used for creating a detailed Chart of Cost Centers, which contains extensive details in the accounts more than what is available in the Chart of Accounts, and having a classification of accounts similar to that in the Chart of Accounts. As an example, the Cost Centers Chart can be created for projects, managements, departments, or sales regions, which the company needs to monitor through obtaining relevant reports that clarify the financial activities as well as the expenses and earned revenues performed in each cost center. This process will enable the company to carry out the required comparative studies and take the necessary decision accordingly.

As shown in Fig. 22, beside the main Cost Centers screen there are four additional screens. These screens are used for entering the accounts details related to costing and to preview the transactions that affected a cost center, the monthly deviation for a cost center from the assigned budget, and the cost centers balances, as well as to print the costing chart of accounts.
It has to be noted that the transactions entries that are made financially for each cost center or department have no financial or accounting effects on the final financial lists, but they are made to obtain detailed or summarized reports about them and about their comprising accounts. The use of these transactions is optional, where they can be used as a monitoring for the financial activities of the company.

### 2.2.1 Creating Chart of Cost Centers

To describe the process, we will consider a small chart for managements in a company that has three branches. In each branches, there are two managements , Management "a" and Management "b", as illustrated in the chart below, and describe the process of creating the chart and adding the relevant managements using the Cost Centers screen.

<table>
<thead>
<tr>
<th>Head Office</th>
<th>(A)Branch 11</th>
<th>(B)Branch 12</th>
<th>(C) Branch 13</th>
</tr>
</thead>
<tbody>
<tr>
<td>Management</td>
<td>Management</td>
<td>Management</td>
<td>Management</td>
</tr>
<tr>
<td>(a) 111</td>
<td>(b) 112</td>
<td>(a) 121</td>
<td>(b) 122</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(a) 131</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>(b) 132</td>
</tr>
</tbody>
</table>

1- Click the Add icon.  
2- Enter the cost center number in the Cost Center field.(using the above chart, enter the number "1" in this field, which represents the Head Office, since this is the main center for the for all branches ).
3- In the Main Center field, Enter the cost center of the branch number. (since we have "1" in the Cost Center field, the main center will be "0", which must be entered in the Main Center field)

In a similar manner, for the cost centers 11, 12, and 13, their main (upper) number is "1"; and for the cost centers 111 and 112, their upper number is 11; and so on.

*Notice that, once you move the cursor from the Parent field, the level of the cost center will show up automatically in the Level field.*

4- Type the cost center Arabic name in the Cost Center Arabic Name field avoiding names repetition. (This is an optional field and can be left blank)
5- Type the cost center English name in the Cost Center English Name field avoiding names repetition.

6- In the Type drop-down box, select the cost center type (Main or Sub). At this point, it must be understood that when adding a cost center and the Main option is selected, we have to enter at least one account that branches from the main account; and when entering a sub account, the main account number that the sub cost center is branching from must be specified in the Main Center field. In this screen, the system enables to enter the chart of accounts with two levels, the first is a main account and the second is a sub account that branches from the main account.

7- In the Cost Center Group drop-down box, select the group number that the cost center follow. Usually, a cost center follows a specific group of cost centers, which has been entered using the Cost Centers Group screen. The system adds this cost center to the specified group regardless of the position of the cost center in the chart of accounts. You can preview the cost centers’ reports by groups or by main cost centers.

8- Click the Save icon when you are done.

Note: If you want to stop dealing with any cost center, first display the details of the desired cost center as described above and then click the Locked check box. The system will disable dealing with the locked cost center at any screen of the system.

2.2.2 Searching for Modifying and deleting accounts in the Cost Center Screen

Searching for, displaying, modifying, and deleting accounts in the Cost Centers screen can be carried out exactly in the same way as described for the Charts of Accounts screen.
Most of the transactions in any company are related to depositing or paying cash or cheques from and to the company. For this reason, YEMEN SOFT has designed two separate screens for the cash-in-hands and cash-at-banks in order to simplify to its customers the process of organizing, arranging, and monitoring their financial transactions, as well as finding easily the desired documents and financial transactions from and to the bank or cash.

### 2.3 Cash-in-Hands (Funds)

The Cash in Hands screen is used to configure all the (FUNDS) that have been entered using the chart of accounts screen as sub accounts for depositing cash, so the data entered in this screen will be used for depositing/in or paying/out cash in the system (GL, Purchase, or Sales). This is made by assigning a particular serial number for each account so that all the available cash in the company are serialized from 1 up to the last cash.

The process of setting up a cash-in-hand is made as follows:

1. Click the Add icon.
2. Type the cash-in-hand number in the Cash No field according to its order in the company. The system accepts a number from 1 to 999.
3. Click the left mouse button inside the Cash Account field and then press the F9 key. The system will display a list of all the sub accounts that have been entered using the chart of accounts screen as shown in Fig. 19.
4. Double click on the left mouse button on the desired account number. The system displays the cash account number and the cash name in the respective boxes.
5. At this point, you can click the "Save" icon to save and end the process of configuring this cash and proceed with the next cash.
6- With respect to the "Serial No" field, you can type any number in this field. You must take into consideration that the same number is not assigned for more than a cash-in-hand. The system will link the serial number of vouchers (payment and receive) for these cash-in-hands. This means that the system will not accept the repetition of voucher numbers even if the cash is different in the process of receiving. A similar process is applied for payment.

However, if different serial numbers are assigned for all cash-in-hands, the system will deal with each cash-in-hand with a different serial number. This means that the system will accept the repetition of a serial number for vouchers if the cash-in-hand to deal with is different.

The Minimum Limit field is used to specify the minimum amount of money to be available in the cash so that the system will not allow going below it and this amount will display automatically according to the data entered for the cash account in the Chart of Accounts screen. The system will display a warning message if the user spent an amount lower than the specified minimum amount.

**2.4 Cash-at Banks**

The Cash at Banks screen is used for configuring the bank(s) accounts that have been entered in the Chart of Accounts and which your company deals with through receiving or paying cheques. The processes made in the Cash-in-Hands screen has been described in the Cash in Hand is applied in this screen, with an exception that this screen deals with banks. Hence, the user can refer to the 2.3 Cash in Hands screen for details.

![Cash at Banks Screen](image-url)
Modifying or Deleting a Cash or a Bank

Notice that you can modify or delete any cash or bank after a deposit or a payment is made to or from the cash or bank. However, the system administrator or any authorized user can only change the cash or bank name at any time.

2.5 Opening Balances

The Opening Balances screen is used for adding opening balances for all the accounts that have balances in the manual accounting records, so that the system, at the end of the fiscal year, will raise the final balances as opening balances to the next fiscal year automatically. The opening balance is the balance that is brought forward from the end of one accounting period to the beginning of a new accounting period.

The process of adding opening balances can be made either for accounts only or for accounts and cost centers. When adding opening balances for accounts only, every account is given the same amount that it ended with last year or last month. However, when adding opening balances for accounts and cost centers, the opening balance for every account is added in accordance with the number of cost centers repeated in this account. This process is made only if the establishment uses cost centers in its financial procedures.
Balances for sub accounts, whether local currency accounts or foreign currency accounts, must be entered by the user after making sure that they are financially correct and are completely approved by officials. On the other hand, balances for main accounts are posted automatically by the system from their respective sub accounts. This is achieved by clicking the Upload icon at the end of the steps and after saving the balances that have been entered.

### 2.5.1 Adding Opening Balances

1) **To add opening balances for all Sub Accounts:**
   - Double click the "Add" icon. The system will display the sub accounts’ numbers with their names and currencies in the respective columns (click the right arrow or the left arrow to scroll to the right or to the left in order to display the remaining hidden columns).
   - If the company uses cost centers in its financial procedures, you can specify the first and the last desired cost center number in the "From Center" and "To Center" fields, respectively.
   - You can opt to load and display cost center of only a particular options in the drop-down menu and then click the desired option.
   - For accounts in local currency, use the two columns (L_Dr Amount and L_Cr Amount) to enter the applicable opening balance of each account, depending on whether the balance is debit or credit, respectively. You cannot enter two opening balances (debit and credit) for each account.
   - For accounts in foreign currency, use the two columns (Debit_F Amount and Credit_F) to enter the applicable opening balance of each account, depending on whether the balance is debit or credit, respectively. You cannot enter two opening balances (debit and credit) for each account.
   - At the end of the process, and after making sure that the total debit amount is equal to the total credit amount in the Total Debit and Total Credit fields, click the "Save" icon.
     Notice that you can click the "Save" icon even if both total amounts are not balanced. This property will enable the user to enter the balances in intervals days if he cannot enter all the balances during the working hours, or if the balances of some accounts are not ready or have not been approved yet.
   - After you finish inserting all the accounts click the "Save" icon and then click the Upload icon.
   - The system will upload the balances you entered in the sub accounts for all the main accounts.

2) **To add opening balances for some specific Sub Accounts:**
   - In the "From Account" and "To Account" fields, specify the first and the last desired account number, respectively by pressing F9 Bottom.
If the company uses cost centers in its financial procedures, you can specify the first and the last desired cost center number in the "From Center" and "To Center" fields, respectively.

Then Click the "Add" icon. The system will load and display the specified Sub Accounts on the screen.

Enter the opening balances for all the displayed accounts following the procedures described above.

2.5.2 Searching for and Displaying Account Opening Balances

Searching for and displaying accounts in the Opening Balance screen can be carried out exactly in the same way as described for adding opening balances.

1- Double click on the search icon.
2- User can search for specific account using From Account To Account fields.

2.5.3 Deleting Opening Balances

Deleting accounts in the Opening Balance screen can be carried out at any time during the fiscal period, provided that the first month has not been closed yet and that the user has the authorization to perform deletions in this screen. To delete an account or accounts easily, follow these steps:

1- Load and display the accounts using any of the methods described above.
2- Click the Modify icon.
3- Click the right mouse button inside the field of the account to be deleted. A small menu of options will appear as shown in the fig.25.
4- Click on the "Delete Record" option in this list. The selected account will be deleted.
5- Click the Save icon.

2.5.4 Modifying Opening Balances

Modifying opening balances can also be carried out at any time during the fiscal period, provided that the period has not been closed yet and that the user has the authorization to perform modifications in this screen. To modify an opening balance, follow these steps:

1- You can enter the account number whose opening balance is to be modified using any of the following three ways:
   i) Click the right mouse button inside the first field under the "From Account" field. A small menu of options will appear. Click on the "List by Account Name" option. A list of the available sub accounts in the system will be displayed, enabling you to find and double click on the desired account, or
   ii) Press the F9 key while cursor is in "From Account" field. A list of the available sub accounts in the system will be displayed, enabling you to find and double click on the desired account, or
   iii) Type the account number directly in "From Account" field.
2- After displaying the desired account number by any of the three methods described in the preceding step, click the Search icon once again. The system will display the account's details (its name and its opening balance amount) inside the respective fields.
3- Click the "Modify" icon. This will activate the opening balance amount, enabling you to modify it as required.

*Notice that, here, you can also opt to delete the account by clicking the right mouse button and selecting the "Delete Record" option from the small menu*

4- Click the "Save" icon when you are done.

### 2.5.5 Adding Account

At the time of adding opening balances for sub accounts, the user may discover that a specific account is missing and that it was not added in the *Chart of Accounts* screen. In a situation like this, system is made flexible so that you can go back to the Chart of Accounts (i.e., the *Chart of Account*) screen directly from any screen that contains an account number field and add any desired account.

In the Opening Balance screen, to add an account easily to the Chart of Accounts screen, follow these steps:

1- Using the small menu, click on the "add" icon. The system will open the Chart of Accounts (the *Chart of Account*) screen.

2- Add and save the desired account and then exit the Chart of Account screen to go back to the Opening Balance screen.

3- Now, you will find that the added account is present in the Opening Balance screen.

4- Add and save the desired opening balance amount for the account in the same way as described above.
2.6 Estimated Budgeting

This screen is used for adding budget amounts for the available accounts in the system as will be described below. The entered data in the screen will assist you to organize your business tasks and achieve your planned financial goals successfully. You can also set a single common budget for both the sub cost center and the sub account. The system will post the budget of each sub account to its respective main account. This means that the main account budget is formed from the total budgets of sub accounts related to it. Notice that you can prepare monthly or annual budgeting.

![Budget Screen](image)

Fig. 26

The process of preparing a budget is made as follows:

1- Click the Add icon.
2- As mentioned above, you can set a budget either for each sub account or for each sub cost center, or you can even set a common budget for both the sub cost center and the sub account. To set a budget for a sub account click the right mouse button inside the Account Code field. You will have to select any of two options for displaying a list of the available sub accounts, either ordered by account numbers or by account names.

3- From the list, click the left mouse button on the desired sub account that a budget will be prepared for it and then drag it using the right mouse button to the Account Code field.

4- Set the budgeting amount as follows:

   a) If the budget is different for each month, then you have to enter each month’s budget under the desired column, depending on whether the account currency is local or foreign. Click the Save icon when you are done.

   b) If the budget is the same for each month, enter the first month’s budget only and then press the F5 key. The system will display the same amount for all months. Click the Save icon when you are done.

   c) If you desire to write the annual budget and then press the (f6) key, then you have to insert the amount in the Total field. The system will distribute this amount equally among the months of the fiscal year. Click the "Save" icon when you are done.
In this Section:

- Journal Entries.
- Payment Journal Voucher.
- Receipt Journal Voucher.
- Payment Vouchers.
- Receipt Vouchers.
- Post Dated Cheques.
- Customer Matching.
- Debit Notes, and Credit Notes.


**Overview**

This menu provides user with many screen that are used for the financial transactions related to the General Ledger that are represented by the vouchers issued by the accounting department of the company. *Transaction Menu* provides user with seven screens that are related to entry of these vouchers in the different books and records, which are then used for issuing various reports about the General Ledger transactions. These screens represent voucher cycles of the General Ledger that are used for entering the financial transaction. These screens are:

- Journal Entries
- Payment Vouchers.
- Receipt Vouchers
- Post Dated Cheques
- Customer Matching.
- Debit Notes, and Credit Notes

The following sections describe the use of each of these screens in detail.
3.1 Journal Entry (CTRL+ J).

The Integrated Accounting System7 arranges all the Journal Entries through the entered data in any of the system screens. In general, the Journal Entry transaction screen is used for registering all other accounting entry transactions that are not related to any official document issued by the company, such as payment vouchers, receipt vouchers, invoices, warehouse orders, etc. It is commonly used to adjust assets, liabilities, revenues, and expenditures.

Some examples of using the Journal Entries Document include the following:

- Reclassification of General Ledger Entries (e.g. redistributing revenue from one revenue source to another);

- Balance Sheet Transactions (e.g. moving money from one cash balance sheet account to another);

- Standard accruals and reversals (e.g. recording month-end accruals and reversing them in the new accounting period).

- The Journal Entry cannot be used for record documents previously entered through other Integrated7 transactions (e.g. a payment voucher, Receipt Voucher, Sales Invoices, and purchases). Therefore, it has to be noted that making any entry in this screen for any transaction that has already been entered in any other screen will be deemed a repetition of the transaction.
As shown in the previous figure, Journal Entries screen is divided into three parts:

1- Journal (entry) Data (upper right side of the screen).
2- System Options for the Journal Entry (upper left side of the screen).
3- Accounting Direction of the Journal Entry (middle of the screen).

Each of these parts of the screen is described below.

**1-Journal Entry Data:** These are the main data of the journal entry that are well known in accounting. The relevant fields are:

- **Date:** This is the journal entry date. The system displays the computer’s date automatically in this field; and the user can change this date as required.

- **Reference:** Any number or name can be used as a reference for the journal entry.

- **Doc Type / JE Name:** These two fields can be made activated-deactivated by selecting the "Using Multiple JEs Documents" option in the Variable screen (see Fig. 7). In this case, the system will divide the journal entry into various types and will deal with each type independently with regard to numbering and searching. In the Doc Type field, pressing the F9 key on the keyboard will display a list of all the journal vouchers types that were entered through the Journal Voucher Types screen (Fig. 15). The user can select and display the details of any type by double clicking the left mouse button on the desired type.

- **Doc No:** The system will display a serial number automatically in this field. The user can change this number as desired provided that it is not given to any other voucher.

- **Amount:** The total amount is entered in this filed. This amount must be equal to the sum of the debit and the credit amounts.

**2- System Options for the Journal Voucher:** The system enables using these options based on the journal entry type. These options are made available in order to simplify the use of the Journal Entry screen. These options are:

- **Reversible:** If this option is checked, the system will reverse the entry at the time of monthly closing, canceling the effect of the entry on balances. That is, the entry will have an effect on balances until the end of the month, and the system will cancel this effect with a reverse entry at the time of monthly closing.

- **Periodic JE:** Most of the journal entries that are issued periodically are long-period entries, such as entries of monthly dues payment.

The Periodic JE option is made available to save the user time and efforts. Selecting this option when entering the JE for the first time will enable the user to re-enter the same data of the JE many times as desired; and this made by marking (✓) in the check box of the Create New JE from Existing Periodic (see Fig. 7). Thus, the user may enter the periodic number in the (Periodic No.) field or select it from the list that will display when pressing the F9 key. Accordingly, the user can benefit from the JE data as many times as desired when this option is marked.

- **Suspended:** This option can be activated by selecting the "Allowing Standby JEs" option in the A screen (see Fig. 7). Now, when the suspended option is selected, the user can save JEs
that have not yet fulfilled their accounting conditions, i.e., when the debit total amount is not equal to the credit total amount (unbalanced). The system will enable the user to save such type of JE, but it will not allow posting it; and therefore, it will not affect the balances until it fulfills the accounting conditions.

- **Currency Difference**: Selecting this option will enable the user to make the desired adjustments in the journal entry due to the exchange difference against the local currency. For this reason, the system creates the JE using the local currency only for the purpose of adjusting any differences that may arise due to an increase or a decrease in the exchange rate.

3) **Accounting Direction of the Journals**: In the *Account Code* and *Account Name* columns, it is possible to search for an account to affect its entry using any of the searching methods described in the *Chart of Accounts* screen. In this case, the system displays a list of account numbers and names, enabling the user to select the desired account by double clicking the left mouse button. The user can then enter the desired description and amount of the transaction in the respective columns. If the entered amount is related to any cost center, make sure that the cursor is under the Center column and then press the F9 key. The system will display a list of cost center names. Click on the desired cost center relevant to the current transaction and desired to affect on the balance of the cost center with the amount to be added. It is also possible to use the last two columns (Ref and Type) if the amount to be added under the credit column pertains a customer account whose account number is added in the *Customer Details* screen of the sales section.

Pressing the F9 key will display a list of all cash transactions recorded against the customer, showing the screen type, the document number, and the amount of each transaction, enabling the user to select the desired document in order to deduct from it the amount to be entered in the entry. The system will display the document type and number in the respective columns.

After making sure that the entered amounts in the journal entry and in the account codes desired to be affected are all correct, click the "Save" icon to save the transaction. If an accounting error is made, the system will terminate the saving process and display an error message, enabling to correct the error.

**Adding a new Journal Entry in the screen**

1- Click the *Add* icon.
2- Select any JE Option(s), described above.
3- Fill *Doc No, Ref No, Date*, In the Ac Code column, it is possible to search for an account to affect its entry using any of the searching methods described above in the Chart of Accounts screen. The system will display a list of account numbers from which the desired number can be selected by double clicking on it. Accordingly, the system will display the account name automatically in the Name column.
4- *V/C*: This is the vendor or costumer code. This column will appear only when the General Ledger module is linked to the Accounts Payable and Accounts Receivable modules.
5- In the Description column, the user can enter the desired description about the transaction, e.g., electricity bill for the month of January.
Notice here that in any row and under each column, you can repeat the same descriptions by pressing F9 key, then the system will display all descriptions entered previously in the Descript. Column. This feature is activated when the "Displaying Des. in Vouchers.." variable is selected.

6- **Dr. Amount**: This column is used for entering the debit amount. If the account is in foreign currency, the system will display the exchange rate automatically and enter the amount in local currency in this column.

7- **Cr. Amount**: This column is used for entering the credit amount. If the account is in foreign currency, the system will display the exchange rate automatically and enter the amount in local currency in this column.

8- **Cost Cntr**: This column is used for entering the cost center number. You can also press the F9 key to display a list of the available cost centers and then select the desired cost center number related to the current transaction.

9- **Lc. No.**: This column is used for entering the L/C number that will be charged any expenses made with respect to it. Notice that this column will appear only when a single linking of L/Cs is made to accounts in the Accounts Payable module. When a multi linking is made of L/Cs to the accounts, this column will not appear.

10- When you are done, click the Save button to save the transaction.

Notice that if the total amount of the Dr. Amount column is not equal to the total amount of the Cr. Amount column, you will not be able to save the Journal Voucher. The difference in the amounts will appear in the Difference field.

*Note: Using the print preview icon, user can preview the voucher before sending it to the printer.*

**Searching methods in the Journal Entry Screen**

There are two searching methods that enable the user to get the desired journal entry and display its details:

**A) The General Method:**

1- Click on the *Search* icon.
2- Make sure that the cursor is in the *Doc Type* field.
3- Press the F9 key. The system will display a list of vouchers.
4- Double click on the desired document in order to display its details.

**B) The Detailed Method:**

1- Click on the *Search* icon.
2- Make sure that the cursor is in the *Doc Type* field.
3- Press the F9 key. The system will display a list of Entries.
4- Move to Document No field (Fig. 27).
5- Press the F8 key. The system will display a new window, as shown in Fig., that will be used for searching for entries using any of the shown fields.
6- Enter in any field the information that will assist in the search process and specify the searching range (Posted –Undo-posted – All).
7- Select how you want to sort the searched vouchers (By No. – By Date).
8- Click the Search button. The system will display a list of journal entries.
9- Double click on the desired voucher in the list to display its details.

Press the (Esc) key on the keyboard to hide the list.

![Search Method](image)

**Fig.27**

**Modification and deletion in the Journal Entry screen**

After displaying the details of the desired voucher using any of the searching methods described above, click on the **Modify** or the **Delete** icon, as required. After making the necessary modifications, click on the **Save** icon to save the modified journal entry.

Notice that if you click the **Delete** icon, the system will display a warning message that all transaction in the document will be deleted. Clicking "Yes" will erase the transactions.

Notice also that the system will not allow modification or deletion of posted JEs, because effects have been made on the accounts of the financial lists.
3.2 Payment Journal Voucher

*Payment Journal Voucher* is used for collecting all daily payments in a unified document before they are approved and transferred to *Payment Voucher* screen. And after you enter Payment journal Voucher data and this data is approved by the authorized user it can be entered in the *Payment Voucher* screen manually or automatically.

**Fig.28**

*Payment Journal Vouchers from the corporation cash*

1. Click the *Add* icon then select the Cash option.
2. In the Cash No. field, enter the desired cash number that the amount is to be deducted from it. To do so, press the *F9* key. The system will display a list of the available cash-in-hands that were added using the cash-in-hands screen, enabling you to double-click on the desired cash-in-hand to display its details in the respective fields.
3. Press the TAB key to move to the next field. The system will display a serial number in the Voucher No field, which can be changed as desired.
4. Usage of the Reference was described above in the Journal Voucher.
5. In the Description field, write the description of the cash-in-hands.
6. In the Account Code column, press the *F9* key. The system will display a list of the available accounts codes and names. Click the left mouse button on the desired account and then drag it using the right mouse button to the Account Code column. The account name will be displayed automatically.
7. Type the desired description for the account under the Description column.
8. Enter the desired amount under the Amount column.
9- When you are done, click the “save” icon.

### 3.3 Receipt Journal Voucher

As the Receipt Journal Voucher, this screen is used for collecting all daily receipts in a single document for the purpose of auditing and authorization by the authorized user and official approval to review the transaction. This screen has no accounting or financial effect on the funds or banks.

![Receipt Journal Voucher Screen](image)

*Fig. 29*
3.4 Payments Vouchers

Generally, Payment Voucher is a screen which can be used for a monetary transaction has occurred from the company for a variety of purposes, sometimes taking the place of cash in a transaction, Paying for Vendor, Expenses, Etc. As shown in the following figure, Payments Vouchers screen can be used for two types of paying vouchers, Cash and Cheque. The Cash Vouchers are used for paying cash amounts from the Cash of the company whereas the Cheque Vouchers are used for paying cash amounts by cheques from the bank. Each type will make the Cash or the Bank balance in debit state with this amount of payment transaction.

![Payment Vouchers Screen](image)

**Important Note:**
- The system will create a journal voucher automatically according to the entered data in the screen.
- All Cash(s) or Cheque(s) that will be used in the upper part of the screen must be configured in the Cash-in-Hands screen or Cash-at-Bank Screen.
- The lower part of the screen deals with all sub accounts that have been entered using the chart of accounts except those accounts used in the upper part of the screen.
- All screens related to the voucher cycle will directly affect the balances.
after posting them, without the need to use any other screen. - The Suspended option (at the bottom of the screen) is activated from 1.1.2.2 Vouchers Configuring, enables user to save the voucher as a pending voucher if it is not complete yet.

**Payment method from the cash company**

1- Click the Add icon then select the Cash option.
2- In the Cash No. field, enter the desired cash number from which the amount is to be deducted. To do so, press the F9 key. The system will display a list of the available cash-in-hands that were entered using the cash-in-hands screen, enabling user to double click on the desired cash-in-hand to display its details in the respective fields.
3- Press the TAB key to move to the next field. The system will display a serial number in the Voucher No field, which can be changed as desired.

Notice that when selecting a cash number that deals with a foreign currency, the system will display the exchange rate field and the amount in foreign currency changed into an amount in local currency using the available rate in the system. User can adjust the exchange rate for the voucher as desired provided that it does not exceed the assigned limit entered in the currency details. But if the payment is made in a local currency, then you have to write the amount in local currency.

4- In the Date field, the system will display the date used in your computer automatically. This date represents the voucher's date and can be changed as desired on a condition that it has to be within the specified financial period.
5- In the Center Number field, enter the cost center number from which the amount will be deducted. You can also press the F9 key on the keyboard to display a list of the available cost centers in the system and select the desired cost center by double clicking on it. *(Optional)*
6- Ref No.: In this field, any number or name (e.g., file number, file name, entry number, etc.) can be used as a reference for the transaction. *(Optional)*
7- In the Description field, enter the name of the person who will receive the payment voucher. When the voucher is printed, this name will appear next to the "Pay to" statement. *(Optional)*
8- In the Data Type: user can add new payment voucher manually or download the data from Payment Journal Voucher. To download data from the Payment Journal Voucher, the system displays the data with many options, user can download any as shown in the following figure. And then click save.
9- In the **Account Code** column, this column is used for entering the account number of the beneficiary (debit side), provided that this account number has been added in the Chart of Accounts as a sub-account as explained previously. Therefore, when posting the Payment Voucher, the system will consider the account specified in this column as (debit side) and the cash or bank as (credit side) in the accounting entry of the Payment Voucher. The debit sides can be entered using two methods:

i) **Using Account Code**: If the account number is known, enter it directly. If not, enter the first four or five digits and then press the F9 key. The system will display a list of the available accounts from which user can select the desired account number. Alternatively, user can press the F9 key. The system will display a list of the available accounts codes from which user can select the desired account number, in a similar manner as described in the **Chart of Accounts** screen.

ii) **Using the account name**: In this case, the system will display a list of the available accounts from which you can select the desired account name as follows: Under the account code column, click the right mouse button and then click on the "List by Account Name" option. A list of the available accounts will be displayed sorted by account name, from which the desired account name can be selected. If the list is long, user can use the Find field to search for the desired name by typing the first three or four letters of the name and press the F9 key to display the account details in the respective fields.

10- In the **Description** column, enter the desired description for the transaction. This description will appear in the account statement when printed.

11- Enter the desired amount under the **Amount** column.

12- Under the **Center Number** column, enter the relevant cost center number where transaction amount will be deducted. User can also press the F9 key on the keyboard to display a list of the available cost centers and select the desired cost center by double clicking on it. **(Optional)**

13- **V/C**: This is the vendor or costumer code. This column will appear only when the General Ledger Module is linked to the Accounts Payable and Accounts Receivable modules. Through this code, user can specify the vendor no./costumer no. to whom this payment transaction is recorded.

14- When you are done, click the **Save** icon.

**Note**: Using the print preview icon, user can preview the voucher before sending it to the printer.
Payment method from the bank (cheques)

1. Click the Add icon then select the Cheque option. The system will display some fields in the screen as shown in Fig.31.

2. In the Bank No. field, select the bank number by following the same procedure as described above for selecting the cash number.

3. The bank name will show up automatically in the Bank Name field.

4. The voucher number will display automatically in Voucher field.

5. Enter the Cheque number.

6. If the cheque is post-dated, enter the cheque Due Date.

In this case, the system will deal with the cheque amount using any of the following four options (indicated in blue on the screen):

- **Voucher Date:** Selecting this option will enable the voucher to affect directly the balance of the account that the cheque was issued for, regardless of the cheque due date.

- **Due Date:** Selecting this option will affect the balance of the account that the cheque was issued for, on the due date of the cheque, regardless of the voucher’s date.
- **Interface Account – Direct Posting:** When this option is selected, the system will post the voucher in two stages. In the first stage, the system will affect the account(s) benefiting from the cheque, at the expenses of the payment documents that are linked to the Intermediate Account screen, with an entry on the cheque due date. In the second stage, the system will cancel the effect on the payment documents and affect the bank account that the cheque is drawn on, with an entry on the cheque due date, which is entered in the Due Date field.

- **Interface Account – PDC Entry:** When this option is selected, the system will post the voucher in a similar manner as described in (c) with an exception in the second stage, where the system will not do the second entry automatically. The amount due has to be verified manually using the Post Dated Cheques screen.

7- Click the Save icon. The system will check and save the voucher.

*If an accounting error is made, the system will terminate the saving process and display an error message, enabling to correct the error.*

**Searching for, displaying, modifying, and deleting vouchers in the Payment Vouchers screen**

Searching for, displaying, modifying, and deleting vouchers in the Payment Vouchers screen is carried out in the same manner as described in the Charts of Accounts screen.

It is possible to modify or delete a payment voucher that has not been posted yet. To do so, first display the details of the desired voucher using any of the searching methods described above. After that, click on the Modify or the Delete icon, as desired. After making the necessary modifications, click on the Save icon to save the modified voucher.

*Notice that if user click the Delete icon, the system will display a warning message that all transaction in the document will be deleted. Clicking "Yes" will erase the transactions from the screen. Notice also that the system will not allow modification or deletion of posted Payment Vouchers, because effects have been made on the accounts of the financial lists.*
3.5 Receipt Vouchers

Receipt Vouchers screen is used for recording the addition of cash at any of the company cash-in-hands or in company accounts at banks. The Receipt Voucher screen is similar to the Payment Voucher screen described above. Therefore, the user can apply the similar procedures here in the Receipt Voucher screen, whether the transaction is received cash or cheque, taking into consideration the following exceptions:

In this screen, cash is added for the company, either to the cash or to the banks. Therefore, the cash account or bank account added at the top of the screen is considered to be debit account in the transactions to be entered through the receive voucher screen, whereas the effect will be reversed in the payment voucher screen. This means that the user should take into consideration the difference between the credit and the debit parts in the two screens.

User can display the balance of a customer account listed in the customers list of sales when issuing a receive voucher for the customer account. This can be made by selecting the "Show Customer Balance in Report" option available at the bottom of the screen.
3.4 Post Dated Cheques

The Post Dated Cheques screen is used for post-dated cheques that were specified by option (d) when we described the Payment Voucher (or Receipt Voucher), and designated by the (interface Account – PDC Entry) option.

For a post-dated cheque, the system will not close the amount of the cheque at the bank until the payment is verified in this screen. Therefore, the objective of this screen will be to monitor returned cheques from the bank, and it can be used as follows:

After identifying the cheque type (payment or receive) that you need to deal with, click the View button. The system will display the details of all cheques that follow the option (Interface Account – PDC Entry). In this case, mark (✓) in the check boxes of the approved cheques to affect the balance of the bank. When you are done, click the Save icon. The system will post the transaction to affect the balance at the bank financially. Usually, this screen is used when a deduction or an addition note is received from the bank.
3.7 Post Dated Multi Cheques

*Post Dated Multi Cheques* screen is used for post-dated Multi cheques that were specified by option (E) when we described the Payment Voucher (or Receipt Voucher), and designated by the *(Interface Account – PDMC Entry)* option.

The differences between this screen and Post Dated Cheques is that this screen is used for Multi Cheques.

*Fig. 34*
3.8 Customers Payment Matching:

Customers Payment Matching screen, Fig35., is used for following up settlements of customers’ debts at the level of every debt, and whether the debt is made by sales invoices or journal vouchers, or through any other transaction.

Any amount paid by a customer in a form of a financial transaction that represents a settlement, can be deducted from the customer’s debt. The user must understand that effects on the customers’ statement of accounts are made soon after vouchers are posted, and it has no relation with the use of this screen.

Fig.35

To use the Customers Payment Matching screen proceed as follows:

1- Click the Add icon.
2- In the Voucher Type field, identify the document type that contains the amount to be deducted from the customer’s debt.
3- If the voucher is a Receive Voucher, then identify the voucher type and the cash number. This procedure will enable the system to recognize the number to be entered in the Voucher No field and, in turn, displays the customer’s name and account.
number, which appear on the voucher, and the amount settled, which is stated in the document identified at the top of the screen.

In addition, the system will list all the amounts due by the customer, showing the necessary details for each amount. You can preview on this screen the amounts paid by the customer against each debt, the deductions made by the system, the remaining amount for each debt, and any unpaid debt(s).

3.9 Debit and Credit Notes

Usually, a company sends a Debit or a Credit Note to creditors or debtors to notify them that an entry, in debit or in credit, has been made in their account against a financial transaction or service. A Debit or a Credit Note is just a notification, and no financial effect will be taken onto an account due to issuing a Debit/Credit Note. Debit and Credit Notes can replace Account Statements in correspondence with customers to notify them with a financial transaction once it occurs.

It must be noted that no financial effect will be made on an account due to issuing a debit/credit note. Debit and credit notes can replace account statements for correspondence with customers, to notify them with the transactions once they occur. The process of issuing a Debit Note and a Credit Note is described in the following paragraphs.
Issuing a Debit Note

The process of issuing a Debit Note, in order to notify a customer with the amount registered against him as debit in his account, is made as follows:

1- Click the *Add* icon.
2- In the *Note Date* field, the system will show the computer date as the date of the Note. The user can change this date as desired.
3- Click in the *Note Number* field. Using a series number, the system will display the note number automatically in this field. The user can change this number as desired.
4- In the *Account Code* field, enter the respective account number of the customer. Alternatively, you can display a list of the available accounts in the system by pressing the F9 key and then selecting the desired account number. The account name will show up in the *Account Name* field automatically.
5- In the *Currency* field, select the relevant currency of the specified account. Notice here that if the account is in local currency, the system will display only the local currency. However, if the account is in a foreign currency, the system will enable you to select the desired foreign currency, showing the respective exchange rate under the *Exg Rate* column.
6- C/V: This is the vendor or client code. This field will appear only when the General Ledger module is linked to the Accounts Payable and Accounts Receivable modules.
7- Type a description about the issued debit note under the *Description* column.
8- Type the debit note amount under the appropriate column (*Local Amt* or *Foreign Amt*). The system will sum the amounts and display the total amount in the *Total* boxes.
9- Click the *Save* icon when you are done.

*Note*: After user save the Debit Note, a printer icon will display at the bottom of the screen, by using the print preview icon, user can preview the data before sending it to the printer.

Issuing a Credit Note

The corporation issues a Credit Note, Fig.36, in order to notify a customer with the amount entered for him as credit in his account. The process of issuing a credit note is similar as that of issuing a debit note, with a difference that the amounts entered in this screen are added to the balance of the customer’s account. Like debit notes, credit notes must also be issued and sent to customers as soon as possible, to notify them with changes made in their accounts.

**Searching for, displaying, modifying, and deleting debit/credit notes in the Debit/Credit Notes screen**

Searching for, displaying, modifying, and deleting debit/credit notes in the Debit/Credit Notes screen is carried out in the same manner as described in the Charts of Accounts screen.
3.10 Bank Reconciliation (Adjustment):

When a bank statement arrives, the transactions that have cleared through the bank, must now be matched off against the transactions in IAS7. This can be done by selecting "Bank Account Receipts Matching" or "Bank Account Payments Matching" from the Transactions menu in the General Ledger module.

Next select the bank account that the statement is for, and use the different options available to filter how the transactions are shown. Then it is just a matter of ticking off the transaction on IAS7 and on the bank statement.

Bank reconciliation is when you match statement lines from your bank account with transactions the balance in automatically matches transactions in Xero with statement lines where it can.

Method of Adding Bank Adjustment

1- Click on the Add icon.
2- Determine the number of adjustment number in the Adj. No. field.
3- Enter the adjustment date in the Date field.
4- Determine the bank that you will adjust from the Cheq.No drop-down menu.
5- After selecting the bank, as it shows us the bank balance in the books of the facility in the first line of the table and in the field of total balance system automatically.
6- First, enter the amount credit facility with the bank by the bank statement in the first line under the column in of a creditor bank.
7- Then we left the settlement in accordance with the following observations: In the case of a debtor that the amount recorded in the system and is recorded in the
bank statement is inserted in a column in the amount of a creditor bank and the opposite is also true.

**Searching for, displaying, modifying, and Bank Adjustment**

Searching for, displaying, modifying, and deleting *Bank Adjustment* screen is carried out in the same manner as described in the previous screens.
In this Section:

Posting:

- Journal Voucher.
- Cash Voucher.
- Bank Voucher.
- Post-dated cheques.
- Incoming Stock Orders.
Overview

The General Ledger system can perform all types of accounting bookkeeping, either the financial or the cost production processes. Since the effects on various accounts and the issuance of reports are the most important processes in accounting, we found that the process of posting must have a particular menu. The entitled user to the processes of posting is entitled to check and review the financial transactions after saving them by other users. Therefore, posting is very important in accounting because it achieves various objectives, which can be summarized as follows:

1- Posting the financial transactions in form of accounting entries to the Journal Voucher in order to maintain a balanced budget (i.e., balanced amounts in the debit and credit sides) as well as to obtain safe reports and financial lists.

2- Posting the financial transactions that contain the above mentioned Journal Voucher to the assisting accounting books (the General Ledger) in a detailed form for each individual account.

3- After posting, the system will enable to obtain all relevant financial reports available in the system.

4- After posting a voucher and making effects on the accounts, it is not possible to modify or delete the voucher. However, the user can make modifications to such vouchers provided he/she has the appropriate privilege to unpost the voucher and then carry out the necessary modifications.
In this section, for every screen of the voucher’s cycle there exist a window, which will be used for transferring and copying all transactions that have been made in the system and then their appearance in the reports. The Posting screens can be accessed using the posting menu shown in Fig.

by clicking on the Posting option. Each option in this menu represents a screen. These posting screens are deemed important in the General Ledger system because they are used to financially affect balances when a transaction is made through any of the screens of the system.
### The Posting Process

The posting menu shown in Fig. represents all the voucher’s cycle windows, which any window can be opened by clicking on the respective option in the menu. Using this window, the user can post all the vouchers that have been entered through their respective screens. All the posting screens are almost the same. A sample screen is shown in Fig. As seen in this figure, the posting screen usually contains fields such as posting date and posting type, and a list displaying unposted vouchers. There is a slight difference between the screens used for posting cash and bank vouchers and post-dated cheques. A field will appear for entering the desired cash or bank number. In addition, the words Payment and Receive will appear to distinguish between the types of the posted vouchers. Another difference also appears when using various documents in the journal voucher that has been described above in the Journal Voucher screen. Here, the system will add a particular field in the “posting journal vouchers” screen, which will be used to identify the document type to be posted.

### Posting Types

The system will enable you to post a voucher using any of the following three posting types:

1) Posting Vouchers of a Day: In the posting type, click the option button next to Day (see Fig. The system will display a field for writing the vouchers’ date that will be posted. Click the Posting button when you are done. The system will post all the vouchers specified by this date and which are related to the displayed screen.

2) Posting Vouchers of a Specific Period: In this posting type, click the Period option. The system will display two fields (To and From) for writing the dates of the first voucher and the last voucher that will be posted, see Fig. 34. Click the Posting button when you are done. The system will post all the vouchers specified by this period and will affect the accounts and balances with the data contained in the posted vouchers.

4) Posting Particular Vouchers: Here, click on “View Unposted Vouchers” button and then click on the Voucher option in the posting type. The system will display a list of unposted vouchers showing their dates and numbers. Select the desired vouchers to be posted by triple clicking the check box next to each voucher under the Posting column and until a red check mark appears in the square, see Fig. 35. Click the Posting button when you are done. The system will post all the selected vouchers and will affect the respective accounts. It is also possible to display the voucher before posting it by double clicking the left mouse button and then clicking once the right button on the voucher’s date. The system will display the details of the voucher on the bottom of the screen for your review.
In this section:

- Reports.
**Overview**

*General Ledger Reports Menu* is considered as the most important list and used for issuing report of all transactions that have been made in the whole system. This menu provides user with a variety of reports that help management stay informed of cash flow, income, budgets, audit trails, and many other. Such a detailed description of every general ledger account and the transactions that make up the balance in that account. The general ledger holds all the financial information used to create the income statement and balance sheet reports, and serves several main purposes in the financial transactions of the business. As shown in the previous figure, the Reports Menu consists of many reports some of them will described below.
Report Features:

Integrated Accounting System provides you with report viewer through all its report menus and screens. This application provides user with toolbars.

You can use the report viewer tool bars for multitask, some of them described below.

1- Go to next page
2- Go to last page
3- Setup Printer
4- Refresh Data
5- Print icon: Use this icon to send the displayed report to the printer. The window for printing the report appears on screen as shown in figure.
Export icon: use this icon to export report to another applications and format. When you click this icon, a new window appears as show in figure below. It provides the selection of format in which we want to export the report as desired.

You can export reports to various formats some of the described below:

a. HYML (extended)
b. Word for windows documents
c. Crystal Report (RPT)
d. Acrobat format (PDF)
e. MS - Word,
f. MS – Excel(97-2000),
g. MS – Excel(97-2000 Data Only)
h. Rich Text Format (RTF)


**Chart of Account Report**

**Direction: GL>Report Menu>Chart Of Accounts**

*Chart of Accounts Report* is used to preview a list of chart accounts before you print it. This report can be displayed with many options, as shown in the following figure. User can show the desired option(s) to display the report.

**Example**: We will display the chart of account list that start with (1) to (12101038) including the sub-account that related to balance sheet report with $ currency:

1. Following the direction above, from the screen choose (Sub)
2. In From / To fields, press F9 key, and select (1) to (12101).
3. Determine the ($) currency from the drop-down menu in the currency field.
4. In the report type, select *Balance Sheet*.
5. Then click Preview icon.

**Simple:**

<table>
<thead>
<tr>
<th>Account Code</th>
<th>Account Name</th>
<th>Currency</th>
<th>Main/Sub</th>
<th>Level</th>
<th>Report</th>
<th>Account Type</th>
<th>Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>12101001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12201001</td>
<td>Central Bank Dollar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12301001</td>
<td>TD Bank Dollar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12401001</td>
<td>BV Bank Dollar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12501001</td>
<td>CDC Bank Dollar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12601001</td>
<td>IB Bank Dollar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12701001</td>
<td>VB Bank Dollar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12801001</td>
<td>CA Bank Hadda Branch Dollar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>12901001</td>
<td>Shin Bank Dollar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13001001</td>
<td>ABD Almutairi Dollar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13101001</td>
<td>World Dollar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13201001</td>
<td>HB Bank Dollar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13301001</td>
<td>IB Bank Dollar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13401001</td>
<td>TD Bank Dollar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13501001</td>
<td>CDC Bank Dollar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>13601001</td>
<td>IB Bank Dollar</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Missing Vouchers Report:

Direction: GL>Report Menu>Missing Vouchers

This report displays the numbers of the missing vouchers that weren't used in the system, but there were numbers before and after them. For example, when you created a voucher, the system will automatically generate the sequence number of the voucher (Journal Entry, Payment Voucher, Receipt voucher, Sales Vouchers, Purchase Vouchers, etc…) through the IAS7 e.g. 1,2,3,4 and so on. But in some cases, when you create a voucher you changed the sequence number. E.g. the last voucher sequence number generated by the system was 5 and you create voucher number 10 and then the system will create a voucher and there will be missing consequences which are (6,7,8,9). This report displays as shown in the following figure:

User can click any icon from the screen then the system will display any available missed numbers.
Financial (Account) Statement Report

Direction: GL>Reports Menu>>Account Statements

This report is used for previewing and printing account(s) statements. Account Statement report provides a complete, detailed statement of the transactions that have taken place in each account for a specified time period. Notice that before getting this report you must post all the transactions related to the account you want to issue report about. Integrated Accounting System allows you to review the desired report(s) without prompting you for any options.

E.g: Issuing a report of the (…) account.

Using the direction mentioned above displays Account Statement report screen.

1- In the Form field, Press F9 key and the system will display a list of the account.
2- Double click on the desired account, in the To field, enter the same account code.
3- Chose any options /cost center / …./……/……./……/…….
4- Specify the Date. (the system display the system's operating start date to the date the report is asked to be viewed).
5- Click on the preview icon.
**Trial Balance Report**

**Direction: GL>Reports Menu>>Trial Balance**

This report prints a list of General Ledger accounts and balances for a specified time period. A report may be selected for any month, and prints either the net activity or the cumulative balances. In other words, beginning and ending account balances, along with transaction data for all approved intercompany transactions. The screen shown below allows you to enter options needed for the Trial Balance report.
Balance Sheet Report

**Direction:** GL>Reports Menu>>Balance Sheet Report

**Balance Sheet** is a financial report that summarizes and reflects your company's financial position at a specific period. This report displays the balances for all assets, liability, net asset accounts as of a specific date or as of the end of a selected fiscal period. Accountants and financial analysts can use **Balance Sheet** report to judge the performance of the company. It is probably the fastest and simplest way to begin analyzing a company's finances.
As shown in the previous figure, *Balance Sheet* report can be displayed with many options. You can choose any desired option to run his report.

**Simple:**

<table>
<thead>
<tr>
<th>Account</th>
<th>Account Name</th>
<th>Current Period</th>
<th>Year to Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Net Profit</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assets</td>
<td></td>
<td>47,254,395.21</td>
<td></td>
</tr>
<tr>
<td>Fixed assets</td>
<td></td>
<td>22,000.00</td>
<td>20,100,800.00</td>
</tr>
<tr>
<td>Lands</td>
<td></td>
<td>22,000.00</td>
<td>65,000,022.00</td>
</tr>
<tr>
<td>Sana’s Lands</td>
<td></td>
<td>22,000.00</td>
<td>65,000,022.00</td>
</tr>
<tr>
<td>Hadda ST Land</td>
<td></td>
<td>22,000.00</td>
<td>65,000,022.00</td>
</tr>
<tr>
<td>Houses</td>
<td></td>
<td>22,000.00</td>
<td>65,000,022.00</td>
</tr>
<tr>
<td>Sana’s Houses</td>
<td></td>
<td>22,000.00</td>
<td>65,000,022.00</td>
</tr>
<tr>
<td>Zubari ST House</td>
<td></td>
<td>22,000.00</td>
<td>65,000,022.00</td>
</tr>
<tr>
<td>Current assets</td>
<td></td>
<td>42,254,395.21</td>
<td></td>
</tr>
<tr>
<td>Cash</td>
<td></td>
<td>42,254,395.21</td>
<td></td>
</tr>
<tr>
<td>Main Cash</td>
<td></td>
<td>42,254,395.21</td>
<td></td>
</tr>
<tr>
<td>Yemeni Rial Cash</td>
<td></td>
<td>11,537,891.49</td>
<td>18,994,925.67</td>
</tr>
<tr>
<td>Saudia Rial Cash</td>
<td></td>
<td>40,600.03</td>
<td>29,732,081.99</td>
</tr>
<tr>
<td>Dollar Cash</td>
<td></td>
<td>24,000,986.12</td>
<td>25,761,986.78</td>
</tr>
<tr>
<td>AED Cash</td>
<td></td>
<td>4,280,127.09</td>
<td>4,744,401.70</td>
</tr>
<tr>
<td>Pounds Cash</td>
<td></td>
<td>3,261,397.58</td>
<td>40,637,928.50</td>
</tr>
<tr>
<td>Euro Cash</td>
<td></td>
<td>3,335,486.25</td>
<td>59,437,996.75</td>
</tr>
<tr>
<td>Egyptian Pounds Cash</td>
<td></td>
<td>64,706.20</td>
<td>14,446.20</td>
</tr>
<tr>
<td>Gold Cash</td>
<td></td>
<td>42,254,395.21</td>
<td></td>
</tr>
<tr>
<td>Qatar Rial Cash</td>
<td></td>
<td>1,600,000.00</td>
<td>339,026.35</td>
</tr>
<tr>
<td>Indian Rupee Cash</td>
<td></td>
<td>1,600,000.00</td>
<td>339,026.35</td>
</tr>
</tbody>
</table>

**Note:** You can change the results of a report by using different chart templates to run the same report.

**The Profit & Loss**

**Direction:** GL>Reports Menu>>Profit and loss

Profit and loss report is a financial statement which gives a summary of the revenues, costs, and expenses during a specific period of time. Such a report provides information that shows the ability of a company to generate profit by increasing revenue and reducing costs. The P&L statement is also known as an "Income Statement".

This report is prepared as frequently as managers need them, usually monthly after the monthly closing or periodically. A P&L report goes to the manager in charge of each profit center; these confidential profit reports do not circulate outside the business.
The previous figure can be displayed when you click on the icon. This figure displays a drawing of monthly P&L ratios. There are many different ratios, and together they help provide an overall view of the profits and losses.
Inventory Management Module

In this section:

- Inventory setup (configuration)
- Primary inputs.
- Transaction.
- Stocktaking Process.
- Reports.
Overview

Inventory Management module is designed for businesses that need to track inventory on hand and historical usage, therefore YEMEN SOFT assigned special screen for each inventory transaction for monitoring the data correction through the inputs screen, then data processing by using the common methods according to the options that determined during system's configuration. That is to make easy getting all inventory's data in financial and accounting reports forms and comparing that data with the estimated data.

Features:

YEMENSOFT Inventory Management module is characterized with a number of features. These features are as follows:

- User-friendly.
- Record all financial entries automatically as soon as the user inputs the accounting transaction, and posting the transaction in general ledger system. Beside that in this system the user can adjust the changing in the inventory cost comparing with the market prices either in value or quantity.
Allow creating several groups of items, along with classifying items to unlimited categories.

Allow creating inventory assembly items in to track assembled goods that you produce, keep in inventory, and sell.

Defining storage locations with min/max capacities and providing smart tools for classifying stocks groups, items, and shelves, plus more.

Providing powerful Expiration date by assigning expiration dates to items during or immediately after receiving items.

Ability to assign as many item images as you wish to each inventory item, then select a default image for display in the Item Manager for easy reference.

Define unique unit of measurement relationships per item. For example, you can configure Widget 123 to define a box as containing 12 inches in addition to configure Widget ABC to define a box as containing 24 inches.

The ability to transfer have the freedom of transferring items from one location to another with an easy-to-use transaction interface.

**Important Note:** Transactions that have been made in Accounts Receivable and Accounts Payable modules affect the on hand items values and quantities due to the integration of modules.

**Inventory Management Module** displays as shown in figure, consisting of menu bar each menu has Sub-menu:

- **Inventory Configuration.**
- **Primary Inputs.**
- **Transaction.**
- **Inventory (Stocktaking Process).**
- **Reports.**
Inventory : Configuration

In this Section :

- Variables.
- Items Types.
- Stock Currency.
- Price Currency.
- Incoming Order types.
- Outgoing Order Types.
- Transfer Order Types.
2.1.1 Inventory Configuration

This menu consists of a number of screens which are used in the process of inventory configuration. As you can see from the following figure, inventory configuration menu includes a number of screens.

- The first screen is used for selecting any of variables and options available to configure the Inventory.
- The second screen is used for determining the general divisions for items in the warehouses to different types for example; divide the items to items for sale and items for internal using or according to financial management policy and needs.
- The third screen is used for determining the stock currency to evaluate the inventory; also there is possibility to deal with transferring rate (form different currency to the stock currency) that related to certain items.

**Notice:** sometimes, the stock currency can be different from the local currency.
The fourth screen is used for determining the additional currency that can be used for items pricing (for fixed sales prices)

**Notice:** The additional currency must be different currency from the local currency.

The fifth, Sixth & Seventh screens assigned to divide the incoming and outgoing orders at the warehouses to different types according to the required reports, finally "the measurement units" this option define all measurement units that can be used in the inventory system.

### 2.1.1 Variables

As shown in following figure, Variables screen consists two tabs, Main Variables and General Variables. The user should know how to use these windows, because each tab includes different variables, and each variable has its own purpose and function, that means using this screen will directly reflex on the whole Inventory transactions depending on user needs, cost calculating method and requirements, so to avoid making mistakes the user should know every single variable in this screen and its purpose.

#### Main Variables

Main Variable screen contains important options that affect the Inventory so that the user can choose any option he wants according to the financial needs and policy of the company.

![Variables Screen](image-url)
**Costing Method (The Inventory Evaluation)**: Inventory valuation methods are used to calculate the cost of goods sold and cost of ending inventory. *Integrated7’s Inventory* provides users by the most widely used inventory valuation methods:

- **First-in-First-Out Method (FIFO)**: selecting this option, it is assumed that items from the inventory are sold in the order in which they are purchased or produced. This means that cost of older inventory is charged to cost of goods sold first and the ending inventory consists of those goods which are purchased or produced later. This is the most widely used method for inventory valuation. FIFO method is closer to actual physical flow of goods because companies normally sell goods in order in which they are purchased or produced.

**Average Cost (AVCO) Method**: Average cost method (AVCO) calculates the cost of ending inventory and cost of goods sold for a period on the basis of weighted average cost per unit of inventory. Weighted average cost per unit is calculated using the following formula:

\[
\text{Weighted Average Unit Cost} = \frac{\text{Total Cost of Inventory}}{\text{Total Units in Inventory}}
\]

The weighted average cost as calculated above is multiplied by number of units sold to get cost of goods sold and with number of units in ending inventory to obtain cost of ending inventory.

**Last-In, First-Out (LIFO) Method**: This method of inventory valuation is exactly opposite to first-in-first-out method. Here it is assumed that newer inventory is sold first and older remains in inventory. When prices of goods increase, cost of goods sold in LIFO method is relatively higher and ending inventory balance is relatively lower. This is because the cost goods sold mostly consists of newer higher priced goods and ending inventory cost consists of older low priced items.

- **Non-use the Cost**: This variable enabling the system to do the following:

  1) Not affecting on the financial accounts (cost's entry affection) during the sales invoice posting.
  2) Allow the user to insert any transaction at any time within unclosed period.

**Notice**: The user must affect to the accounts that related to sales cost and inventory evaluation financially, before determining the profit margin, further the cost of inventory movement control in the warehouse will not be accurate, because of nonuse the cost, for example; if the user choice the (nonuse the cost) option the system will allow the...
user to insert the quantity with different costs in old dates, so the average can be different comparing with new average, therefore, the movement cost appeared before incoming equal, but after incoming appeared different.

- Allow the minus quantity: Enabling the system to outgoing the items from the warehouse even if there are not available stock (quantity), that means there is possibility to deal with the items in sales invoice before incoming the items process to the warehouse, therefore the items balance will appear includes “minus quantity”

Notice: the company that use this option does not concert about the inventory evaluation correction, so it's logically if the user select "minus quantity" option then selecting the "nonuse the cost" option will be mandatory.

- Using Assembled Items: In the case of thee desire to use assembled items, Selecting this option enables user to use assembled items. An inventory assembly item is one of the types of items you can use when you are filling out a sales form. An assembly item lets you combine inventory part items and other assembly items (subassemblies) into a single item.

Creating and adding assembly items to inventory is a two-step process. You first click "using assembled items" variable that specifies what components go into making the assembly item, and then you build a certain quantity of the assembly item so can deduct the component parts from inventory and add new quantities of the assembled item. In other words, as soon as you build an assembly item, its component parts no longer exist as separate parts in inventory because they have become part of a new inventory item called an assembly.

By clicking this option which enable you to use assembled items, which lists the assembly item's component parts. You can also include the costs associated with building the assembly item by adding non-inventory part items, service items, and "other charge" items to the Bill of Materials.

We have added assembled items in the system. To get benefit from the all capabilities perform the following:

1- Click on the "using assembled items & appear item cost" in the inventory parameters screen.

2- Add the respective items and select the "the assembled item" option from the items details screen.

3- Select the assembled items and load its components in the table at Assembly Item's Component screen (inputs list) with quantities.

4- The system enabling the user to make assemblage order for the required assembled items from the transaction list by loading the assembled item code and the requested quantity. The cost will appear automatically.

Note: the system enables making a disassembled order according to the previous assembled order, because the user can't modify or delete the
assembled order. In the reports list there are an additional reports for assembled and disassembled items.

- **Multi Measurements Units**: This option enables the user to use specific item by using more than one measurement unit at any process either incoming or outgoing. In addition to there is facility to link the item to another item by using (parent and child method) that will be clarified later.

- **Using Intermediate Account "Carrying Fees"**: Selecting this option enable the system to open special fields assigned for this option in several screens such as; group's data screen, items data screen and incoming order to certain main account number related to transport fees or any additional cost related to incoming that represent the debit side for example; in the groups data screen appears in the vender's account (in case if the vender carry out the transport cost to the buyer's stores) in the items data screen appear a field to determine the transport cost value or any other unit's cost during the incoming process. In the incoming order a field appears to determine the credit side for transportation fees such as; (other revenues, cash on hand, or the cargo company .Acc).

**Notice**: the debit side that assigned to carry out the cost value will link from the groups details screen as well as the credit side of the account will link from the incoming order screen.
**General Variables**

- **Display Assembled Items when Making**: selecting this option allows you to show the costs associated with building the assembly item.

- **Hiding the Cost Column in the Outgoing Order**: Click this variable to hide the cost column of issued item(s) in the **Outgoing Order** screen.

- **Hiding the Cost Column in the Transfer**: Selecting this option causes to hide the cost column in the **Inventory Transfer** screen.

- **Second Discount for Item**: Selecting this option will enable the system to add additional columns that will appear in **Purchase and Sell Invoices**, the initial discount and second discount, according to the user's need.

- **Use the Minimum and Maximum Price**: Marking this option, will make the system to put limit proportion of minimum and maximum price of the selling price and the selling price in the Data Items screen and prevents overcome when developing sales prices in the sales invoice.

- **Displaying Item Price in Transfer**: Selecting this variable make the system display the selling price column in the **Inventory Transfer** screen.
**Enabling the Item with the Price Deletion:** This variable affects the Del icon, in the Items Details screen, enabling user to delete item which has no movement even they are entered in the selling price in the Pricing screen.

**Displaying the Cost of the Item(s) Automatically in Incoming Order Screen:** This option assists to automatically displaying the item cost according to the average cost in the system while providing the possibility of amendment. This option affects Incoming Order screen.

**Auto Update the Item(s) Prices in the Supplying Details:** This option assigned to help user to update the prices of items within the Supplying Details, in the Purchase Management Module which in turn helps the user in issuing Purchases Orders.

**Allowing Discount of the Oldest Expiration Date In POS:** This option assists the user to deal with items that have expiration dates, multi-warehouse was the work invoiced sales in the system Barcode (Reader automation items at the point of sales) so that the system will deduct the quantities of the old expiration date then the next in the ranking by seniority.
2.1.2 Items types

This screen is used for dividing the items into type according to the general type of item, in addition to using this screen to classify the items in the items details screen based on the items type. For example; in this system the user can assign the general items type by selecting the inventory type and name, the general item type can be especial type for the company.

As you can see from the figure, this screen has two additional options

- Non saleable
- Service type

Both options can be used for the respective item type according to the items natural.

For example: if the user choice the first option "non saleable" by marking inside the check box of the "non saleable" option until a checked box appears the system automatically won't allow the user to sale from the items that determined with "non saleable". In another way if the user choice the second option "service" which means "service items" we can't sale from this type, because its kind of service, so the system allow to deal with this type as service item without using the storage system like using( the opening balance, incoming order, out coming order and stock adjustment) without quantity for example, if the user want to offer or sale a service the user can determine the option "service" in the items type screen by marking inside the check box of the service option until a checked box appears, then save it, as soon as the user sale(offer) "service" the user can issue a sale invoice without cost.
2.1.3 Stock currency

Using the **Stock Currency** is one of the most important thing in the inventory setup. This screen is used for determining the inventory evaluation currency in the financial books.

The stock currency is the currency that evaluates the inventory value financially and it can affect on the financial documents of the general ledger for the related accounts automatically. The system will issue the financial reports for inventory in the stock currency.

Notice: the stock currency can be different from the local currency, but when the user makes the chart of account he should choose the stock currency for the "inventory account's currency" (in case of using the cost option)

**Determining Inventory Evaluation Currency**

1- Click the "Add" icon

2- Add the stock currency.

3- Click the "Save" icon.

*Notice: The user can sale and purchase by using another currency, the system automatically will record and adjust the additional currency to the stock currency in order to enable the user getting affective reports for all used currencies.*
2.1.4 Additional Pricing Currency

This screen is used for determining fixed prices for sale by different currency from the stock currency. The entered currency in this screen will appear in the Pricing screen.

Determining the Additional Pricing Currency

To determine the additional currency follow these steps:

1. Click the "Add" icon.
2. Select the required currency.
3. Click the save icon.

Notice: the pricing currency supposes to be a different currency from the stock currency. This option will be explained in details later in the pricing screen.
2.1.5 Incoming Order Types

*Incoming Order Types* is used for dividing the inventory incoming order to several types according to the incoming orders natural, so that the system will display these types when the user use it in the *Incoming Order* screen in the *Transaction* menu.

**Adding an Incoming Order Type**

To add an incoming order type follow these steps:

1. Click the "Add" icon.
2. Insert the type number and the type order according to the needs and the inventory's requirements.
3. Click the *Save* icon.

*Note:* This is an optional screen and using it enables the user to get additional reports by selecting more than one incoming order type according to the company's policy.
2.1.6 Outgoing Order Types

The idea from this screen similar to the incoming order type's idea, so this screen enable us to classify the outgoing orders to several types according to the inventory's policy and requirement.

To add an outgoing order type, proceed steps mentioned in the previous screen.

2.1.7 Stock Transfer Types

User has the freedom of transferring items from one location to another with an easy-to-use transaction interface. As will as he can divide and classify Stock Transferring Order to several types according to the inventory's policy and need to take the desired report according its type.
4.1.8 Inventory Measurement Unit

In this screen the user define all Define unique unit of measurement relationships per item. E.g. tons, bottle, package, and unit.

The user can insert the required units for example: choice (kilogram) as measurement unit and the unit code will be "K.g".

Adding Measurement(s)

1- Click the Add icon.

2- Enter the measurement unit name and the unit's code in the assigned fields.

3- Click the Save icon.

Note: the all Entered units in pervious screen will appear at the ITEM DETAILS screen in the Main inputs Menu to be selected for each item.
In this Section:

- Groups Details.
- Items Details.
- Assembled Items Details.
- Scientific Items Details.
- Swap Items.
- Insurance Cards
- Warehouse Details.
- Bin Details.
- Opening Inventory (Items Storage).
- Pricing.
- Price Change.
- Items Budgeting.
- Printing Barcodes labels.
Overview

Inventory Primary Inputs menu provides user with several screens that are used for supplying the Inventory Management module with the primary main inputs that the facility needs to use through system modules. Screens in this menu are used for dividing the inventory on hand to groups and items for each groups, warehouse to facilitate the inventory transactions. In addition, this menu enable user to record items that are completed and ready to ship out as open inventory that available in the begging of system operation, also the user can determine the items price in the sales invoice.

This menu contains :

- Groups Details.
- Items Details.
- Assembled Items Details.
- Scientific Items Details.
- Swap Items.
- Insurance Cards
- Warehouse Details.
- Slaves Details.
- Opening Inventory.
- Pricing.
- Price Change.
- Items Budgeting.
- Barcodes Labels.
2.2.1 Group Details

*Group Details* screen includes three tabs, *Group Details, Group Formatting* , and *Print Group Details*. *Group Details* screen is used for dividing the inventory on hand to groups according to the item's similarity and homogeneity, in terms of item type, item function and item storage method based on the company's policy.

**Relationship between Group Details screen and G.L:**

This screen consists of fields assigned to link the inventory to the financial side (linking the accounts” in the chart of account” that related to the inventory). The system will record the convenient entry, then it will affect to the inventory directly without transactions repeatedly in the general ledger (if the "cost usage" option selected from the parameters), that means the system will affect financially for the transaction that be inserted in the inventory, sales, or purchase ‘s screens through the accounts codes that be linked in the pervious screen " as the continuous stocktaking request” (after posting the transactions from the general ledger).

In the previous screen the user can insert the inventory's group that includes different items, and there is an advantage to use 999 inventory groups each group includes unlimited items code, so that the user should concentrate when he record the accounts codes in the assigned fields.
Adding Inventory Group(s)

To add group into the screen follow these steps then clarification:

1- Click the **Add** icon.
2- Enter the required group code in the "**Group Code**" field.
3- Enter the group name in the **Group Name** field.
4- Press the "**TAB**" button in the keyboard for shifting to the next field (or use mouse).
5- Enter the screen desired ,that has to be entered in the **Chart of Account** screen, by pressing the "**F9**" key in the keyboard and insert it, the group account's name appears automatically, then the linked accounts will directly affected if there are any sales, purchase or related transactions.
6- Click the "**Save**" icon.

Main Group Accounts Fields Clarification:

- **Account group codes:**
  Insert the sub - Account. Code that it's currency must be similar with inventory currency. This account is supposed to be in the "Current Assets" at the chart of account, so adding this account to the group's screen is compulsory to record the financial linking.

- **Sales Account:**
  Insert the sales account code " main account " that can be divided to sub-Account in several currencies. Then the system posts the sales value to the credit side of this account. This account included in the profit and loss account.

- **Cost of Sales Account:**
  Insert the sales cost group account that dividing to one sub-account in the inventory currency. The system posts the cost of sale value to the debit side of this account which included in the profit and loss account.

- **Sales Return Account:**
  This account "main account" for collecting the return goods value within the sales price that used in the current fiscal year. This account as main account dividing to sub-account in various currencies, and this account suppose to be included in the profit and loss account.

- **Discount Allowed Account:**
  Insert the discount that granted by a company to a client. It's main account and it's dividing to sub-account in different currencies "sales currency", this account shown as an expenses in the profit and loss account.

- **Sales Returns of Previous Years:**
  Insert the sales returns of the previous years value that comes from the previous year's revenue. this is to record this transaction in the debit side, in terms of deducting from the total of sale. the system assigned specific field to separate it's balance from the current activity balances that located in the sup-report, this account shown as an expenses in the profit and loss account.

- **Cost of Sales that Related to the Previous Years:**
  The user collect in this account the cost of sales that sold in the previous years and returned in the current year. The user will treat this account financially in the credit side.
Notice: the system assigned specific field to separate its balance from the current activity balance in the sub-report.

- **Purchase Return Account:**
  In this field the user insert "main account code", and it considering as mediator account. The user uses this account to record the goods purchased from a supplier, but returned to the supplier, because it's not exactly what was ordered, this account is suppose to appear in the profit and loss account in the chart of account .We refer that the system using this account in case of un linked the specific creditors(venders) account in the purchase returns screen .

- **Free Quantity's Purchase Account :**
  The system deals with this account when the user choice the "dealing with the free quantity purchases as incomes" option from the parameters in the purchase system. The system post the free quantity value in the purchase's invoice as income ,from another side the inventory carrying out the item's purchase cost.

- **The Difference of Incoming and Purchase Returns Cost:**
  The user uses in this field "sub-account code" in the inventory currency to express the differences value in the purchasing returns cost either by incoming order or in purchase system. This account shown in the profit and loss account .

- **The Differences Consequences:**
  - The difference in the cost when the items outgoing from the warehouse " returned to the supplier".
  - The difference between the cost of outgoing items (returned to the supplier ) and the incoming or purchased price .
  - The difference between the purchase price and the purchase return cost (the cost included additional expenses).

  Note: This account suppose to be in the profit and loss account in the "chart of account "

- **Promotion Sales Account :**
  This field appears when the user select the (Posting to Promotion Account) variable ,the user insert the sub-account in the inventory currency that related to free quantity usage in the sales invoices ,so the system make accounting affect of free goods cost .The system will separate between cost of sold goods and cost of free quantity in the sales invoice to enabling the system to post the item's cost separately.

- **Transportation Fees "Intermediate Account":**
  This field appears when the user select the "transportation fees mediator account" option from the inventory parameters .In this field the user insert the determined account "main account" its debit account and it's credit side is the another account that inserted in the option's field at the incoming order screen .

After linking the all previous account codes, the items will be ready for dealing financially and making inventory transactions in the current fiscal year.
Group Formatting

This tab is used for configuring the item(s) that are related to this group. As you can see from the following figure, this screen contains of various options. Any selected option here will have directly affect on the Item Details Screen.

As mentioned above; This screen includes another two tabs that be used to add the groups data after determining the required printing extent "from... to...".
2.2.2 Item Details

All items that you sell in your business or that you order from your vendors must be defined in Item Details Screen. Those items may be stored in multiple locations. Each location’s parameters identify what can be stored there and how that inventory can be used. This screen consists of five tabs that are used for:

- Creating / editing / deleting all inventory item Details that owned by your business whether they are related to created group that is belong to inventory on hand (for sale) or physical inventory (unsold).

- Taking out all data and statistical information of item that the user needs, also the user can shift between the screens (inventory, cost and price, vendors, and report) by clicking on the required screen TAB name “in the top of the screen”. Each tab includes all item’s data that you need for determining the item statues and monitoring the commercial and statistical data without the need to exit the screen or searching in the report.
- Assigning item image for each inventory item.
- screen includes two icons in the screen toolbar that available in the screen bottom.
  The first icon is used for shifting to the items storage screen for inserting the items
  opening inventory and the other screen is used for items pricing instead of exiting to
  another screen.

There are several fields on the item details screen that are not used in the invoices. For
example, item description , customer specific pricing, volume quantity pricing and multiple
price levers are not used in the POS system. These pricing methods are used in the Business
System when you process traditional sales.

The previous screen contains the all options the user needs to insert the item’s details. This As
mentioned previously that the current screen was divided to four additional tabs as following:

2-2-1 (open Inventory) Storage: In this screen the user can display the items storage reports
in terms of opening quantity and available balance of item includes items locations.

2-2-1 Pricing and Costs: This screen provide us a complete statistical data for each item in
local currency such as, items costs and items prices.

2-2-3 Vendors: In this screen the user can preview the vendors names that supply a specific
items.

2-2-4 The reports: This screen is very useful screen, it provides us with several type of
statistical reports such as, monthly sales , monthly sales of warehouse, warehouse sales,
available quantity, cost and price per warehouse.

Adding New Item

To add new item(s) follow these steps :

1- Click on the “Add” icon.

2- In the Group Code field: Select the group code that the user needs to add the required
item to it. (group selection either by typing the group code directly or displaying the
group by pressing (F9) key in the key board.

3- In the Item Code - Name fields: Enter the item/service identification Code and Name
. The identification number and name will be used throughout
the system to identify a specific item/service in the “item name” field. (avoid inputting similar name and code ) For example :
001-001-001 (or) 001-001 . In the case of using Pharmacy system and Barcode
system and the user desire to write more than one number for the item (Bar Code)
user can click on the option Bar code No and type item numbers (bar codes) in
addition to the item number entered in the item number field.
4- In the Item Type field: item type should be classified according to type the convenient type from the types that previously inserted (See 1-2 Items types).

5- In the Measurement field: Define a unique unit of measurement for the item. (this variable is activated from the inventory variables (Main Variables).

Notify that the user can not use this variable unless determine the "measurement units variety" user use this field if he added certain item that consider a part of the inserted item. Then we type the smaller item code as parent item of the inserted item. The system will divided the inserted item units to the bigger unit of item, then recording the number of the parent's item inside the inserted item.

6- Enter item description in the Item Description field. This description will not be shown in the sales invoice. For example, un original item, good item or others. Also the industrialization code in the respective field. This description is printed on receipts and on standard reports.

Reorder Level: Enter the amount of units of this item you want to have available. Anything at or below this number will put this item on the reorder report.

Maximum Level: Enter the maximum amount of units of this item you want to have available. If the number of units available is at or below the reorder level the auto reorder function will order enough products to bring the available level up to the maximum level.

Minimum Level: Enter the minimum amount of units of this item you want to have available. Anything at or below this number will put this product on the reorder report.

Sale Price: This field determines the sale price of the item but its Stock Currency in order to establishing a maximum and minimum price accordingly.

Carrying Fee: This field display when the selecting on the items need to use Carrying Fee (returned the previous chapter) and in this field put together its inventory value reflects the value of freight per unit of the item.

Income No: This field helps user to insert a specific income orders number of new items that will be added in the Data Items screen to be added those items again in the inventory incoming orders.

Note: The item that having a refill name is not exist as a main item for other items, so we record the refill name in the respective field. Beside that, this screen enables us to determine the reorder quantity in the "reorder limit" field. Further to determine the maximum and minimum quantity ordered in the field “max & min limit”. Next, shifting to the unit field and select the required unit which inserted in the inventory configuration.
*The lower part of this screen there are a several variables, that have specific affects for items described below:

- **Reserved Items (BLOCKED):** This option used to reserve some items according to customers request. The system will not allow the user to sale from the reserved item unless he click on this option again to cancel the affects.

  **Assembled Item:** To activate this option (See 1.1 Main Variables - System Conf.) By clicking this option enables you to use assembled items, which lists the assembly item's component parts. (See 2-3 The Assembly Item’s Component Parts)

- **Using Free Quantity in Sales:** When the user select this option the system will allow us to issue a free quantity of a certain item. In case of using the sales invoice. Also, the user can determine a maximum limit of free quantity in the system by typing specific percentage in the field that shown when selecting this option. The system will control the outgoing free quantity to monitor the free quantity decrease in the sales invoices comparing with the determined free quantity that issued along with the sold items.

- **Allow Discount in Sales:** Selecting this option will allow us to use the discount property from the sales value per the sold item. In addition to, there is a field enable us to determine the maximum limit for this discount. It appears as soon as the user select this option.

- **Expiry Date Usage:** If the user select this option from the Administration Management Module’s Configuration Screen, then press in this option in the item data screen the system will make inserting the expiry date compulsory at the time of storage new items in warehouse. In addition to, determine the expiry date for the outgoing items.

- **City Improvement Charge:** Selecting this option enables us to use adding additional charge property. This option determine the improving value for each unit of item. And inserting the value to the total value of the sales invoice. (this option is activated if user selected in the Sales Management’s Configuration screen).

- **Taxable:** Using this option enables us to carry out an additional charge (fixed sum). This value will be added to the total value of sales invoice. Using the items screen enables the user to add all type of items that he deals with.

- **Display The same limit Percentage for all Group items:** This option standardizes the rates that have been identified in the fields of the minimum and maximum to the rest of the group items to which the item belongs.

- **Stopping:** to block using the item in all system’s transactions.

- **Item Image:** user can assign as many item images as he wish to each inventory item, then select a default image for display in the Item Manager for easy reference.
To add an image for an item follow these steps:

1- Take picture of the item and transfer it to your computer and locate it in any derive (using camera USB or USB).
2- Double-clicking on a picture box down-left the screen, and you can the derive that you put the image in as the following figure:

- Then find the location and click the Save icon

If you also provide services to your customers, services are treated like an item follow these steps:

1- First assign a service type from 1-2 Items Types Screen.
2- Then enter a unit of measure (i.e., hour) from 1-7 Inventory Measurement Unit Screen.
3- Then from the Item Details Screen create a code and a name for this item (i.e., Hourly Service Rate).
4- Then enter the price (i.e., $30.00 meaning $30.00 per hour). If you have different labor rates, you will need to define a Item/Service number for each rate.
2.2.3 Assembly Item's Component Parts

This screen is used for specifying what components go into making the assembly item. To activate this screen (See 2.1.1 Variables), this screen can be divided into two parts. The first part is Assembled Item data, the second part is to specify what components go into making the assembly item.

Adding a new Assembly Item

1. Click on the "Add" Icon.
2. In the Item Code: press (F9) and a pop-up screen will display with the items that you define as (Assembled Item) in the Item code screen.
3. Move to the item field, the item name will be shown automatically.
4. From the column press (F9) and click the component item(s).
5. Determine the quantity (ies) from Quantity column.
6. Click the "Save" icon.
2.2.4 Scientific (Composition) Items

This screen is used for identifying medical items details with their own composition as new items and link them to the items entered in 2.2.2 Item Details screen that have the same combination of scientific item. Any entered item in this screen will be used in the 2-5 Swap Items Screen as alternative item for same scientific make-up classes.

Adding Method:

1- Click on the "Add" icon.

*From the upper part of the screen fields:*

2- In the Item Code field at the top of the screen: Enter a code of the item. This code and coding arrangement should defer from that entered in the item details screen.

3- In the Item Name field: Enter the scientific name of the item.
4- In the **Combination**, **Formula** and **Prescription** fields: fill all details needed. All details should be given by pharmacy technician.

*From the lower part of the screen fields* you can add all the items that belong to the same scientific name, and that have the same combination of scientific item.

5- In the **Item Code** column: Press **(F9)** pop-up screen will display list of items and you can select one or more item. Then go down to the following lines and determine the rest of the items that have the same combination of scientific selection in the same way as the first line.

6- Click the *Save* Icon.

### 2.2.5 Swap Items

This screen is used for identifying alternative items of the same composition name, that can be substituted for the other in order to be used in the sales transactions. As seen in the figure, this screen consists of a number of variables:
**Operation type variables**: user can choose and determined consistency of the process of substitution (depending on the category of scientific - based commercial item).

**Scientific Item code/Name**: user can figure any code that has been entered in the screen of scientific items in the previous screen by clicking on the button (F9) in the keyboard to show us a list of items we set the scientific item that you want to use.

**Trading Item code**: If we want to use the non-scientific item that have been entered items details screen, you can follow the method of adding scientific item.

**Distribution of the Substitution Transaction**: There are several options for this variable listed follows:

- **Automatic Selection for each Item**: If this option is selected and the user pressed the Dropping Off Icon, the system will drop off all items and considering each class alternative to the other.

- **Manual selection of the Alternative Item**: The system here drop all items so that the user can determine the required alternative item.

- **Not Used**: non-use of any of the two options.

After one of the previous option is selected, click on the download icon, the items data display with options and you can choose any required:

**Item Code**: the items display ordered by the number and the number in the fields of product and product name.

**Priority**: determine the priority according to the desired importance.

**Alternatively**: determine the items that are alternative to each other, and alternative for trading item or scientific item.
2.2.6 Insurance Card

This screen is used for adding the insurance cards to the insurance cards issued by the medical companies that you deal with in your pharmacy business. The data entered in this screen will display in sale invoices.

Adding Insurance Card

- **Card Number**: This field is in enter the insurance card number that you want to use in the sales invoices.

- **Insurance Company**: Specify the name of the insurance company that issued the card. In case of non-availability of the company in your list, you can add it by pressing the **Add Companies Icon**.

When you click on the **Add Companies** icon, the system displays **Insurance Companies** screen as in the following figure:
Through (company number and the name of the company) fields, you can add a new insurance company and then save and return to the previous screen.

- **Employee Name**: type the employee name of the card holder.

- **Employment**: type the employment or the job of the employee and where.

- **Issued Date - Expiration Date** fields: type the insurance card issued and expiration date.

- **Employee Rate**: Enter the rate of the should pay cash and the rest will be in credit of the insurance company.

*Note: this field is used for adding any additional notes on the insurance card.*

- After the completion of the data entry process is click on the **Save** icon.
2.2.7 Warehouse(s) Details

*Warehouse Details* screen enable the you to insert unlimited number of inventory store locations where you normally store items either fixed warehouse or temporary warehouse. This storage location and details will appear on the *Inventory Transactions*, *Sale and Purchase Transactions*. Any transaction relating to an item involves telling the system what you received or out and where you stored it. This also can enable you to track inventory storage locations and issue reports at different places within a specific location by printing the inserted warehouse details by using the “warehouse details printing” option. In addition, you will be able to use the *Item List by Location* and *Opening Inventory by Location* to view your quantity, *Pricing* and *Items Budgeting* each Stores location.

To add warehouse follow these steps:

1. Click the “*add*” icon.
2. Enter the warehouse number in sequence and the *Warehouse Name* field.
3. Enter the other data such as warehouse location, store, telephone number … etc.
4. Click on the “*save*” icon.

*Note*: There is a possibility to lock the warehouse by clicking on the “for storage only” option that appears in the screen bottom. This option is changeable by clicking the same check box.
2.2.8 Shelves Details (Bins)

*Shelves Details* screen is used for dividing a way of managing the place for each item within a given warehouse location. Bins provide For example, you might have a warehouse organized into aisles, rows, bins, floor stacks, or various other things. When saving a transaction at that location, the system will prompt you to select the proper bin(s). For example, when receiving items, save the item receipt as you normally would. If the receiving location is set up for bin tracking, the system will prompt you for the bins and give you a place to enter them. Select the bins, and then save the transaction. Usually, this screen used to store valuable items. Notice, the item classification is prepared according to company storage policy.

![Bin Details Screen]

**To add a bin(s):**

1- Click on the “Add” icon.
2- Enter the required warehouse number by pressing (F9) in the keyboard.
3- Enter the bin number in the “Bin No” field.
4- Enter the shelf description in the “Shelf Description English” field.
5- Click on the “Save” icon.
2.2.9 Items Storage (Open Inventory)

This screen is used for recording open inventory, also known as opening inventory, the amount and initial cost of inventory that your business has on hand at the beginning of an accounting period, such as a new fiscal year or quarter. Inventory consists of merchandise ready for sale. To a manufacturer, this means items that are completed and ready to ship out when an order is placed. For retailers, inventory is physical stock in a store or warehouse. Businesses can track inventory using physical counts, computerized records or a combination of the two for enhanced accuracy. It is also used for determining the expiration date the opening stock quantity for each item.

Note: The system allow the user to modify the inserted data except if there are any transactions relating to the entered data occurred in the system.

To add opening inventory follow these steps:

1- Click on the “Add” icon.
2- Select the required groups and items by inserting the group code in the “group code” field. or inserting the item code in the “item code” field.
3- Select the required warehouse code in the “from-To warehouse” fields.
4- Select the suitable way to display the item by dealing with two fields (seeking order and data display method).
5- Click the Download Data icon. The system will fill the required data according to the seeking order selection and the display method.

Note: the system will repeat the items according to the number of warehouse to facilitate inserting the item opening balance in the selected warehouse.

6- Insert the quantity in the respective warehouse with the measurement unit.
7- Insert the primary cost of the opening balance for each item according to the measurement unit. Taking into consideration, the inventory currency.
8- Click on the “Save” icon.

Note: In case of selecting the “expiry date” option the system will obligate the user to use this field for the related items. In addition to, selecting the “serial number usage” option will appear in this screen as a column of serial number for each unit of item.

To use this option click on the serial number “SN” field. the system will display assistant screen enabling the user to insert a group of serial numbers for example, from (111222000) to Number (111222005). after inserting all serial numbers a number will be displayed in the opening inventory column represent the quantity of inserted serial numbers. Notice, inserting the primary cost of items should be in the inventory currency.
2.2.10 Pricing

The Pricing screen is used for assigning unique price levels to each selling item and this prices included in the sales invoice to your customer with ease. The system enable you to determine multi-pricing levels such as, retail price, wholesale price, special price, and additional price. So that, you can assign different prices level for each item in the inventory currency as well as in the additional currency.

In addition, in this screen the user can use the additional price that configured previously, therefore we can fix the sale price in two different currencies. The inventory currency and pricing currency, or recording the prices directly in the invoices by any different price from the determined price in the pricing screen if there is privilege for the normal users.

The system exiles all users to sale by certain price ( except user No 1).

Adding Items Pricing method:

1- Determine the assigned currency for pricing in the “Currency Type” field.
2- Select required items by inserting the group code in the “Group Code” field or type the first and the last item in the “from item code- to item code” field.

3- Click on the download icon, the system will preview the selected item.

4- Record the recommended item’s price in the respective price column after data confirmation. The system will display the required data to determine the price such as item code, measurement unit in warehouse, and actual cost of item in warehouse.

5- Click the “save” Icon to enable the system confirm the items price inserted.

Notice the all inserted items in this screen will appear in the sales invoice screen.

**Price Modification**

This screen is considered as integral screen of pricing screen functionally. This screen designed to modify the inserted data in addition to this screen allow the user to modify the price value to fix value or certain percentage from the current value either by increasing or decreasing.

**Modifying Price**

1- Click the “Add” icon.

2- Determine the currency type that required for price modifying either in inventory currency or pricing currency.

3- Determine the type of price that required to modify pricing levels: wholesale, retail, and special price…etc.
4- Determine the required inventory group “from group code – to group code” by clicking the (F9) button and specify the required items for modifying.

5- Specify the new value by selecting one of the available options in “the change the price according to” for example; change the price according to the current price instead of the average, then determining the inserted percentage to the price value. The system will calculate the sale price of the required items according to the option selected in the “change the price” field.

6- Click on the “Save” icon to save the price modification.

### 2.2.12 Items Budgeting

*Item Budgeting* screen is used for estimating (planning) budget for future sold items in the inventory for month(s) in the accounting period that entered in the *General Ledger Management* module. So that user can realize the actual deviation from the plan through system’s reports.
Estimating Item Budget

- First determine your budget either Per Item or by Period.

**Per Item**: estimating budget per item and for one month. This month, which is to be determined in the month number field.

**Period**: estimating budget of the items for each month of the accounting period.

- **Plan No.**: the plan number display automatically. This serial number can be changed according to the user needs.
- **Date**: Display automatically.

- **From Item-To Item**: these two options are if you want to estimating group of items with sequential number.

- **Warehouse No. – Cost Center No.**: Determine warehouse number and cost center number. *(optional)*

- **Month**: This option displays in the case you have been identified discretionary budget *(Per Item)*. So determine the budgeting month.

- **Download Data Icon**: When clicking on it, the system will download the data according to the options that have been identified in previous fields.

- **Item Number - Item Name Column**: display automatically.

- **Estimation Of Quantities Column**: In this column, input estimates quantities for sales of the item. *(In front of each item separately by a period of appreciation)*

- **Period**: the system displays your estimating period automatically according to the options that have been identified in the upper part of the screen.
2.2.12 Barcode Labels

Barcode Labels screen is used for printing barcode labels for items according to the expiry date. In order to be stuck on items stored by the expiry date. From then be able to use those barcode numbers in Sale Transactions or through the barcode System that can be linked to Integrated System. Thus, the system will automatically deduct the sales of Inventory by the expiry date. After determining available options and download the items, click on the Print Icon. The system prints the barcode of a new item including (Item Number) + number that represents the expiration date.

Note: Barcode printer should be connected to your computer.

The following figure displays Barcode Label screen:

![Barcode Label Screen](image-url)
Inventory: Transactions

In this Section:

- Incoming Orders.
- Outgoing Orders.
- Incoming Order Return.
- Making Assembled Items Orders.
- Separating Assembled Items Orders.
- Transfer Quantity.
- Damaged Items.
- Stock Adjustments.
Overview

Dear user, **Transaction Menu** lists many screens that are used during the routine operation of the **Inventory Management** module such as; Incoming Orders for the items that have regular cost, and also this Incoming can be returned, inventory incoming order, inventory outgoing order, inventory transferring, damaged item data, and stock adjustment.

Through the transactions menu the system will affect of financial accounts directly. In case of choosing the **Cost Using** option in the **Variables** screen therefore, if there are any transactions related to inventory inserted in one of this section screens the system will affect on the related financial statement and report automatically.

**Note:** that during data inserting at any screen of this section its not necessary to make affects manually for some transactions in another screen, because the system will affect completely to avoid the duplicate for some transaction in case of manual affection.

The following explains how to use all these screens in details and the resulted financial affects.
2.3.1 Inventory Incoming Order (Receipt Order)

*Receipt Order* screen is used for recording the transaction of receiving item(s) that their final costs are calculated manually. Any entered data on this screen affects on warehouse(s) by increasing its quantities after it has been saved, while it affects on the accounts automatically when it has been posted through “Posting Screen” in GL Module. Any received item(s) should be recorded previously in the Items Details screen in one store or more).

This screen has two windows, the Incoming Order details and Details window. Details Tab consists of two options. Use Carry Fee and VAT.

To add any Inventory Receipt Order, follow the steps below:

- Click on the "Add" icon. The system displays the current date from the computer directly and it's changeable date. In case of inserting an old transaction, the system will respective
the incoming order number.

- In the **Account Code** field: Select the account number (credit account) it can be "cash on hand", cash in bank, or account payable.

  *Notice*: the user can use one of the searching ways either by clicking on the right button of the mouse or clicking on the (F9) key in the keyboard to display all the sub-account, then select the required sub-account.

- In the **Account Name** field: The account name displays automatically in this field after selecting the account code.

- In the **Warehouse** field: Select the warehouse number from the drop-down menu or by pressing the **F9** key on the keyboard. Once you press the **F9** key, the system will display a list of available warehouses that have been added in the Warehouse screen, enabling you to select the desired number by double clicking on it.

- **Vendor No** and **Customer No** fields: The system will display a serialized number representing the vendor and customer numbers. The number in this field is generated serially and automatically based on how the Sale and Purchase Modules are configured.

- **Incoming Type** field: Select one of the incoming order types from dropdown menu based on data entered in 1-5 Incoming Order Types. *(optional)*

- **Cost Center** field: Enter the cost center number from which the incoming order will be deducted. You can also press the **F9** key on the keyboard to display a list of available cost centers in the system and select the desired cost center by double clicking on it. *(optional)*

- In the **Item Code** column: Press **F9** key on keyboard, the system will display a list of available items that have been added in the 2.2.2 Item Details enabling user to select the desired item by double click on it. Then the item name will display automatically.

- In the **Item Name** column: User can use the name of the item instead of the code by typing the initial letter of the item name. After that press **F9** then the system will display a list of the items that have the same initial letters.

- In the **Unit Measurement** column: The system displays the unit of the item that have been entered in the 2.2.2 Item Details.

- In the **Quantity** column: Determine the item quantity.

- In the **Cost** column: Determine the cost of the item.

*Note*: Inserting the expiry date is compulsory if the entered item in this screen is determined with the expiry date in the Items Details screen. Also if these items inserted in serial No. you should click on the "serial no" filed in the same line of the item. The system will open an additional screen specific for inserting the serial number for each item’s unit of the incoming order, then the system will record the quantity in the quantity field, next insert the remain of items in same incoming order if it’s exist.
Click on the Save icon for posting the transaction and affect of the financial side from the general ledger until we have the required report.

Notice: the user can display any inserted voucher from this screen either posted or not posted by clicking on the (F9) button in the keyboard. The system will display the incoming order details and the user can modify it in the incoming voucher before posting it from the general ledger system or entering any movement to the item after making the incoming order.

2.3.2 Inventory Outgoing order (issue)

In this screen is used for issuing items from any inventory warehouses without calculating any differences in the price comparing with item's cost, therefore the system transfers the items prices that determined in this screen based on costing methods recommended in warehouse that selected for inventory evaluation.

This screen can be used for following purpose:

- Issuing the spoilage quantity that available in the warehouse.
Issuing the personal withdrawals for owners in case of deposited the goods with in cost price.

Issuing zakat, charities, expenses, and aids.

Issuing the inventory deficits from the inventory process.

Issuing the deposited items for staff in different occasions within the cost price.

Issuing any other quantity from stores evaluated in actual cost price.

**Issuing Item(s)**

1- Press the "Add" icon.
2- Move to the outgoing order number, the system will display the next number for last number used automatically, also the user can modify the inserted serial number.
3- In the **Outgoing Order Type**: Select one type from the drop-down previously entered in the inventory Configuration menu.
4- In the **Account Code / Name**: Determine account that will carry out the outgoing order value, according to the accounting purpose of the outgoing order either by typing the number (account number) directly or by clicking the right side mouse or double click to select the required.
5- In the "**Charges Account**" field: this field is used when you to add the cost to carry out the same debit account by inserting the required account that will posted by the system to carry out the value on the credit side of this account.

6- After that in the charges field the system will add the amount of charges to the voucher's value automatically. There is possibility to include the cost center if we request from the system to control the outgoing order, next we shift to the screen tables to select the suitable item from the items no field when we shift to the warehouse the system will display the available quantity in front of every warehouse no in the small additional screen.

7- After determine the assigned item and the required warehouse the system automatically will display the remain information of the selected item such as; item name, measurement unit, special cost, then we determine the outgoing items to be issued from warehouse. The system will display the total cost of the items in case we did not chose the (hiding the cost column in the outgoing order) option in the parameter screen previously.

Note: if the assigned items configured in the 2.2.2 Item Details screen to use expiry date, the user should insert the expiry date (the system will display the all dates quantities available in the warehouse). Beside that, there is possibility to issue the items according to the serial number of the item.

8- Then click on Save icon. posting this order enable this system to affect the accounts of the general ledger system. You may posting through the general ledger system by using (posting menu – outgoing stock order)/screen.
Notice(1): there is a possibility to preview any inserted vouchers in this screen (either posted or unspoted) by clicking into the display button, then type the voucher’s number and shifting either by using the "Tab" key in the keyboard, the system will display the determined outgoing order detail or by clicking the preview button, then pressing (f9) key, the system will display the all outgoing order’s number. Then double click on the required outgoing order.

Notice(2): the cost in this screen determined automatically according to the actual item's cost in the warehouse that evaluated according to cost evaluation method.
2.3.3 Incoming Return Order

This screen is used for recoding the incoming return order transaction. When you store any item into warehouse, you realize that some items are not requested or spoiled items in this case you must return the damaged item by the same cost price of the incoming ordered. Therefore, this screen enables us to manage any outgoing process related to an inserted incoming order without affecting the cost system in the inventory. So that, you can correct any mistakes resulted from non reconciliation features or any other reasons occurred in an incoming order or a return order. The system will manage and treat the differences between item cost in the return price and the item cost in warehouse as posting the voucher to the linked account in the groups details screen in the (incoming or purchasing return cost differences) field.

Adding Method

1- Click on the “Add” icon.
2- Select the incoming order number which contains the return items quantity either by typing the order number directly or pressing (F9) on the keyboard, the system
will display all incoming orders with numbers and date automatically.

Notice that if the order is posted the system will display the sign (√) in front of the posted orders.

After selecting the required incoming order the system will load its details in the screen with the quantity of the incoming order in warehouse. Beside that, if there are some quantities of the incoming order was issued the system will display the remain quantity only in this screen. The system allows changing the loaded quantity by typing the required return quantity on condition that the returns quantity is less than the incoming order quantity. Otherwise, keep the order quantity if the whole quantity will be returned.

Beside that, the system enables deleting items that will not be returned by selecting the assigned items then press (F6) key in the keyboard after putting the indicator on the item's field, the system will omit the selected items by showing the number zero in the quantity field.

3- Click in the “Save” icon. The system will save the return order and affect in the quantity in warehouse and decrease it from the incoming quantity when we display this incoming order again in this screen.

Notice that, the incoming return order will appear in the posting screen to post it and affect on it financially.
2.3.4 Warehouse Transfer

Warehouse screen is used for transferring items from one warehouse to another in the case that the company uses more than one warehouse in the branch. This screen does not have any financial affects. The only affect is between the warehouse quantities by increasing and decreasing the quantity without using the incoming order or outgoing order.

Adding Method

1- Click on the “Add” icon. The system will display the new number of the voucher according to the last number and it’s a changeable field.
2- Move to the Date field. The system will display the inserting date and it's modifiable.
3- Specify the warehouses that you want to transfer the items between by using the “from warehouse” fields, beside that insert the other warehouse which the items are transferred to by using the “to warehouse” field.
4- Insert the items and the quantity in the respective fields.
5- Click on the “save” icon.
2.3.5 Damaged Items

This screen enables the user to record any damaged or spoiled items in the company’s warehouse. The system will maintain the required data for studying & analyzing the damaged items. There is not any financial affect in this screen because this screen is used as a supported document in recoding and approving only the damaged items.

Adding Method

1- Click the “Add” icon.
2- Enter the item code in the Item Code field, then select the measurement unit will appear as soon as you insert the item code.
3- Enter the quantity of the damaged items in the Quantity field.
4- Enter the reason of the damaged items in the “Reason” field.
5- Enter the employee responsible for this damaged items in the “Resp Em no and name” fields .
6- Click on the “Save “ icon.

Notice: There is facility to take out the data of this screen through the reports in several forms. Because it consider as record note for the damaged items . It must be noted that no financial effect will be made by recording the items in this screen.
2.3.6 Inventory Adjustment

Inventory adjustment is one of the most efficient steps in the inventory cycle. In this screen the system enables the user to adjust the inventory quantities and costs. The user can revaluate inventory concerning quantities and costs with the following options:

- Manual entry of cost or automatic entry of cost through calculation by defined ratio.
- Revaluation can be performed for any range of inventory (specified item – group of items – defined warehouse – group of warehouses).
- Inventory revaluation and adjustment can be done according to the stock inventory.

Adding Method:

1. Click on the “Add” icon. The system will display the date automatically, the date is able to change from the general ledger system.
2. Select the adjustment type (Quantity or Cost) from the “Adjust type” field.

The system will display special columns according to the selected type, if the user selecting the quantity adjustment the system will display an additional column in the screen.
3- The user can insert the quantity with the (+) sign before the quantity number in case you want to increase the warehouse quantity as well as to decrease the quantity the user can insert the quantity in (-) minus as shown in the previous screen.

In case of, choosing Cost adjustment, the system will display two columns one for inserting the increase or decrease percentage in the cost by using the plus or minus signs (+) (-) before the cost. The second column assigned to insert the new cost amount to replace it with the existed cost. Select the display method from the data display type to display the required items for modifying either according to selected option or display manually (insert the items manually).

4- If the user choices the “according to selection" option ,he/she should to insert the necessary options in the screen such as, group No, item No, and warehouse.

5- Click on "Download Data", the system will display the required items data in the screen. Notice that if we want to add any quantity to the available quantity we can insert the quantity to the (plus and minus) column without putting the plus sign (+) with quantity, in another hand if we want to deduct any quantity from the current quantity we should putting the minus sign (-) before the quantity. In case of modifying the cost ,the user should determine the cost adjustment option. Then the system will determine two additional column to facility the cost modification, the (%) column enables the user to modify the cost as percentage by typing the minus sign (-) before the percentage in case of decreasing the cost ,also without adding plus sign(+) in case of the user wants to increase the cost .

6- The system also enables the user to use the new average if we need to determine certain amount for the current cost that located in the average column. In both methods the system will execute the financial affects when the user posting this screen's transactions to the general ledger system by recording the changes either by increasing or by decreasing the warehouse value by recording an entry between the linked inventory account of the items modified and the suitable account that inserted in the adjustment screen in the “account no” field to carry out the differences value.
Inventory : Stocktaking

In this Section :

- The stocktaking Menu.
- Manually Recording Screen.
- The Stocktaking Report Screen.
Overview

Stocktaking menu provides user with several screen that are used for checking the physical stock quantities with the system stock on hand quantities to control, adjust, and evaluate for differences. As seen from the figure, Stocktaking menu consists of three screens that can be used as following:

- Prepare for stocktaking by using the first screen which has been assigned to issue the primary statement of data (items) according to groups, items, or warehouses without quantities to enable user taking stock and record the actual quantity stocktaking's lists.
- Once you have finish your stocktaking use the second screen to enter the actual quantity that found in warehouse(s).
- The third screen has been designed to recognize the all differences between the available quantities in the system that named book quantity, actual quantity that came from the stocktaking result, either increasing or decreasing.
2.4.1 Stocktaking Lists

This screen is used for printing out the item checklist without quantities to enable user taking stock in the needs of making stocktaking to the inventory either the periodic stocktaking or perpetual stocktaking, also the system enable the user to determine the required method of item arrangement in the statements by selecting one of the available options in the screen.

Simple:
2.4.2 Recording the Stocktaking Manually

This screen is used for recording actual stocktaking results to the system for making the requested comparing of the consequences in details to follow and monitoring the variances.

**Recording the Actual Stocktaking Results**

1. Insert the required group code. That the user wants to conform to the system's quantity.
2. Click the Display (preview) icon, system will display the required items data includes the book quantity.
3. Enter the stocktaking results in the "inventory" column.
4. Click the Save icon.

*Note: after saving the process the user can display a prefect inventory result by clicking the "print" icon.*
2.4.3 Surplus and Deficit Report

This screen reflex the consequences of stocktaking process to enable the user issuing the reports of stocktaking result for certain items, groups or warehouses. Notice: in this screen the user can demonstrate the deficient for accounting the specialists or the responsible of shortage as well as demonstrating the increasing for studying purposes.

Screen Options:

The user can design the report according to his requirement and needs.

1- select the required arrangement method from the following:

- Item code.
- Item name.
- Item code and warehouse code.
- Item name and warehouse code.
- Item description and warehouse code.

2- Determine the required groups.

3- Specify the report type (s.t surplus-s.t deficient.all)
In this section:

- Main Inputs Reports.
- Stock Reports.
- Assembled Item Report.
- Stock Cycle Repots
- Turn-over Report:
Overview

Inventory Management Reports menu provides user with several reports that are considered as the comprehensive extract and results of all transactions made in the Inventory Management module such as incoming (reception), outgoing (issuing), purchases, sales, returns, inventory transfer, and adjustments. As you can see from the following figure, Inventory Management Module provides a number of reports some of them will be discussed in details below.
Main Inputs Report:

Main Inputs report contains information that have been entered through inventory's 2. Main Inputs menu for various options are printed as reports as follows:

- **Groups Details**: This report displays all inventory groups, that have been created through 2.1.1 Group Details screen, with all the accounts” in the chart of account” that related to the inventory groups as the following figure:

![Group Details](image)

- **Items Details**: This report includes all inventory items that are created when you used 2.2 Item Details Screen. Item details report displays with many options which are self explanatory.

![Item Details Report](image)
The following is Item Details report simple:

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Item Name</th>
<th>Measure</th>
<th>Size</th>
<th>Min. QTY</th>
<th>Max. QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-0004</td>
<td>STRUMU-SCM0305-BK-BK</td>
<td>Cartoon</td>
<td>1</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>01-0023</td>
<td>LANCASTER-OLM607-RESHROD</td>
<td>Cartoon</td>
<td>1</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>01-0027</td>
<td>LANCASTER-OLM607-RESHKBN</td>
<td>Cartoon</td>
<td>1</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>01-0029</td>
<td>LANCASTER-OLM6025KMKBLK</td>
<td>Cartoon</td>
<td>1</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>01-0032</td>
<td>LANCASTER-OLM6025KMKBLK</td>
<td>Cartoon</td>
<td>1</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>01-0035</td>
<td>LANCASTER-OLM6025KMKBLK</td>
<td>Cartoon</td>
<td>1</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>01-0045</td>
<td>STRUMU-SCM0305-BKBK</td>
<td>Cartoon</td>
<td>1</td>
<td>0.00</td>
<td>0.00</td>
</tr>
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</tr>
<tr>
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</tr>
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</tr>
</tbody>
</table>

Assembled Item Report: This report displays all assembled item with their components:

This report displays as following simple:

<table>
<thead>
<tr>
<th>Assembled Items Component List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Component</td>
</tr>
<tr>
<td>--------------------------------</td>
</tr>
<tr>
<td>Mouse</td>
</tr>
<tr>
<td>Keyboard</td>
</tr>
<tr>
<td>HARD_DERIVE</td>
</tr>
<tr>
<td>CD-ROOMI SERVER</td>
</tr>
</tbody>
</table>
Stock Reports:

Stock Reports combine information from inventory transactions with posted cost/quantity information to provide a powerful way to maintain control over your inventory. The Inventory Report provides quantity of inventory on hand (opening inventory) with various options as shown in the following screen.

Simple 1:
Opening Inventory Simple:

<table>
<thead>
<tr>
<th>Code</th>
<th>Description</th>
<th>Quantity</th>
<th>Rate 1</th>
<th>Rate 2</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>Simple2</td>
<td>1</td>
<td>3,995</td>
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<td>3,995</td>
</tr>
<tr>
<td>01</td>
<td>Simple2</td>
<td>2</td>
<td>2,000</td>
<td></td>
<td>2,000</td>
</tr>
<tr>
<td>01</td>
<td>Simple2</td>
<td>2</td>
<td>1,000</td>
<td></td>
<td>1,000</td>
</tr>
<tr>
<td>01</td>
<td>Simple2</td>
<td>1</td>
<td>420</td>
<td></td>
<td>420</td>
</tr>
<tr>
<td>01</td>
<td>Simple2</td>
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<td>54</td>
<td></td>
<td>54</td>
</tr>
<tr>
<td>01</td>
<td>Simple2</td>
<td>1</td>
<td>23</td>
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<td>23</td>
</tr>
<tr>
<td>01</td>
<td>Simple2</td>
<td>2</td>
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<td></td>
<td>10</td>
</tr>
<tr>
<td>01</td>
<td>Simple2</td>
<td>1</td>
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<td></td>
<td>925</td>
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<td>Simple2</td>
<td>1</td>
<td>2,349</td>
<td></td>
<td>2,349</td>
</tr>
<tr>
<td>01</td>
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<td>2,000</td>
<td></td>
<td>2,000</td>
</tr>
<tr>
<td>01</td>
<td>Simple2</td>
<td>1</td>
<td>10</td>
<td></td>
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<tr>
<td>01</td>
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<td>33</td>
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</table>

Warehouse last date: 09/12/2013
<table>
<thead>
<tr>
<th>Item No</th>
<th>Item Name</th>
<th>Warehouse Name</th>
<th>1.00</th>
<th>2.00</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-0001</td>
<td>LANCASTER-CLASSIC</td>
<td>MR</td>
<td>8,000.00</td>
<td>3,599.00</td>
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<tr>
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<td></td>
<td>420.00</td>
<td>833.00</td>
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<tr>
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<td></td>
<td></td>
<td>200.00</td>
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<td>300.00</td>
</tr>
<tr>
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<td></td>
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<tr>
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<td></td>
<td>420.00</td>
<td>363.00</td>
<td>783.00</td>
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<td>100.00</td>
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<td></td>
<td>920.00</td>
<td>685,900.00</td>
<td>695,020.00</td>
</tr>
</tbody>
</table>
Stock Cycle Reports

Stock Cycle reports display the sequence of repeated events for stock holdings; provides quantity of inventory on hand and quantity allocated for selected Group(s) / Item(s) / Warehouse(s) for the current time as well as total quantity received, outgoing, purchased and sold for a range of selected dates.

As seen in the following figure, the Stock Cycle can be displayed/printed in numbers of type describe below:

- **Total Quantities and Costs**: is intended to print a report displaying the total quantities and costs only (Total outgoing quantities and costs without going into the details of the documents and transactions).
Analytical Quantities and Costs: is intended to display/print a report views the details of incoming and outgoing with the total amount(Costs and Quantities) of the transactions in the button.
- **Total Quantities**: is intended to print a report displaying and analyzing the item(s) incoming and outgoing transactions quantity (ies) (without displaying the costs in the report).

**Simple:**

![Simple Inventory Report]

- **Analytical Quantities**: is intended to print a report displaying and analyzing the item(s) incoming and outgoing transactions quantity (ies) (without displaying the costs in the report).

![Analytical Inventory Report]
The Total Quantities of the Incoming / Outgoing and Sold: is intended that the report is analyzed according to transactions that it appears our report the quantities contained in total with the analysis of the total amount disbursed to the quantities and the quantities sold under sales during the reporting period.

Simple:

### Turn-over Report:

**Inventory Turnover Report** displays and measures the number of times the stock is being received / issuing item(s) with the open inventory or “turn” our average inventory investment. The inventory turnover ratio is calculated by dividing the cost of goods sold by the average inventory. Stock Profile (shows stock value per stocking group category, share of each stocking category in value and percentage, offers overviews including coverage and stock rotation.)
The percentage of transaction from date 01/01/2013 To 31/12/2013

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Item Name</th>
<th>Store</th>
<th>Opening Bal</th>
<th>Incoming</th>
<th>Outgoing</th>
<th>Current Bal</th>
<th>% Over R</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-0001</td>
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<td>2</td>
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<td>4999</td>
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<td>14</td>
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<td></td>
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<td>3931</td>
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</tbody>
</table>

Inventory: Page | 146
In this section:

- Configuration.
- Main inputs.
- Transaction.
- Reports.
Overview

The Purchases & Vendor Management Module (Accounts Payable) is designed to assist businesses’ expenditures in the timely and accurate tracking of purchase invoices transactions. This module also provides you with vendors information and transactions. In addition, it enables you to process the letter of credits as well, the direct invoicing occurred with foreign or local companies.

Purchases & Vendor Management Module provides you with teps to start your invoicing, discussed below:

- Optional Steps: that start with the Purchasing Requisition issues by the corporation’s head offices and departments.
  - Followed by the Purchases Order issues by the authorized department of approving the purchases requisitions.

- Compulsory Accounting Steps: Purchases invoices according to the vendor’s cost price and the several purchases expenses related to the invoice.
  - After that, the inventory-incoming permit, which records the ex-post items, arrived in warehouses. Finally, the cost distribution screens for distributing the whole recorded purchases costs among the items besides calculating the item cost per unit automatically. Accordingly, storing each item with its actual costs wither in foreign or local purchases.
In addition, the module offers the ability to define the item's share on every type of purchases expenses. Beside that, the system calculates the final purchases costs based on the user definition otherwise through the direct calculation. Where the system distributes the purchases costs among items based on the vendor cost prices of the item or by using the selected distribution method. Beside that, the system handles the purchases return transaction with distinguishing between the vendor cost and the current average cost available in warehouses of the returned items.

Moreover, the system offers the property of dealing with the foreign purchases transaction according to which cost distribution method approved from the vendor and the purchaser by using one of the international renowned method (FOB, CIF, CF). At which the system consistently implements the most appropriate purchases procedures in accordance with the chosen method.

*The Accounts Payable* module then uses the information to produce a wide range of reports, including graphical reports, which present you with three-dimensional representations of your purchase history and much more.

The purchases system consists of menus in which the system screens are classified in smooth arrangement that simplify screen recalling, as well as, facilitate using the several purchases screens as follows:

- *Configuration.*
- *Main inputs.*
- *Transaction.*
- *Reports.*
In this Section:

- Options.
- Purchase Orders Types.
Overview

*Accounts Payable Configuration* menu provides user with several screens that are used for configuring the *Purchases* module specified for companies that uses the bonus (free) quantity in its purchases transaction. As you can see from the following figure, the configuration menu of this module includes two screens. *Options* screen is designed to determine the proper accounting method that will be used to calculate the value of the bonus quantity.

This screen entitles user to choose the required method for handling the effects of the bonus quantities costs in transactions. The system offers the two common methods used to manage the costs impact of these quantities on accounts and warehouse. As well as it makes you to divide Purchase orders into types. *Accounts Payable Configuration* menu consists of two screens: Options and Purchase orders Types. Purchase order types can be activated from the Options screen by marking a parameter that is discussed below.
3.1.1 Variables (or Options)

The purchases Options screen consists of many options. The first two options used to select the desired method for dealing with the free quantity in the system as shown in the following figure. A detailed clarification of the two options of managing the bonus quantities is offered in the following:

1- The bonus quantity decrease (effect) the costs: This variable means the system will divide the whole purchases costs of the items in the purchases invoice among both the purchased quantity and the bonus quantity. For example, if we purchased (8) units of an item with a total unit cost (5) rials only the same time obtaining (2) units of the same item as bonus (free) quantity. In this case the system will divide the value of the whole quantity the (8) units among the two quantities (the purchased and bonus quantities). In this case, the system will count the unit cost in warehouse:

\[
\text{Purchase Costs} = \frac{8 \times 5}{8 + 2} = \frac{40}{10} = 4\text{Rials}
\]

Consequently, the unit cost is reduced from (5) rials per unit to (4) rials due to the effect of the bonus quantity in decreasing the item costs.

2- The bonus quantity enter (registered) as income:

This option means the system will handle the cost of the bonus quantity without affecting the costs of the purchased items. This means the bonus quantity will be recorded with separate besides registering the cost of the bonus quantity on the revenues account. At this time, the system will display a field in the group details screen of the inventory system to specify the free quantity revenue account. In this case, the system will count the unit cost in warehouse (with using the details of the previous example): Purchases costs + bonus quantity costs
As shown above, the unit cost remains (5) Rials per unit. This means the bonus quantity is registered in a separate cost and did not affect the item costs.

**Displaying Custom Description:** This option means that the custom description icon will be added in the *Calculating Foreign Purchases Costs* screen. This icon allow user to record the custom data and VAT details.

*This icon displays after calculating the cost and when:*

1- Using the sales VAT

2- The purchase invoice has VAT.

3- Selecting *Displaying Custom Description* variable.

---

- **Using Purchase Order Types:** Clicking in this variable enables the system to add a new screen in  Accounts Payable Configuration  menu to enable user to divide purchase orders into types according to the organization requirement.

- **Adding Journal Entry, Payment Voucher, and Posting Short-Cut icon in Foreign Purchases Permission:** This option enables user to use Gl transaction screens without the need to close the screen and using GL.
- **Displaying LC open icon in Calculating Purchases Costs** screen: This Variable is used for adding icon to open LC in order to undo closing Calculating Foreign Purchases Costs
3.1.2 Purchase Order Types:

This screen is used for dividing purchase orders into types when the company uses the function of authorizing (Purchase Orders) the purchase of items from different vendors.

To add the types of purchase orders, follow these steps:

1- Click on Add icon.
2- Enter the name of order type.
3- Click on Save icon.

Note: This screen is activated when the Using Purchase Order Types variable is marking.
Purshase : Main Inputs

In this Section:

- Vendors Details.
- Supplying Details.
Overview

Accounts Payable Main Inputs menu is used for supplying the system with the purchases main inputs. Main Inputs menu is designed to define company's vendor details supplying particular merchandise besides recording the supplying details. The supplying details screen is used to link particular item to one or more vendors in case the quality of such items is not regularly guaranteed from another vendors as will be clarified at the screen description.

As shown in figure this section contains two screens as follows:

1- Vendor's details.

2- Supplying details.
3.2.1 Vendors Details

Vendor Details screen is used for inputting the vendors data in details. By using this screen the system will provide special reports to analyses the transaction as well as controlling all types of invoices per vendor. Moreover, the system enables issuing the vendor reports based on the purchases periods or per the purchased item. User can maintain lists of suppliers (vendors), issue purchase orders to them and receive inventory from them.

To add a vendor to the system proceed as follows:

1- Click on the “Add” icon. In the
2- Vendor code: You can use the last digits of the vendors account number of the chart of account to simplify recognizing the vendor code and avoid reduplicate numbers for the same vendor.
3- In the Vendor Account: input a liability account number of the vendor from the General Ledger Chart of Accounts by typing the account number in the account No, field or by displaying the accounts list by a right click in the mouse or by pressing (F9) in the keyboard to display the accounts list. Then insert the required account number by withdrawing the account into the field or by a double click on the required account.
4- In the Vendor Name: the vendor name will display automatically.
5- Input the contact details inside the respective fields except the last two fields of the date which the system update these dates automatically according to the vendors transaction.
6- Click on the “save” icon. Then the system will implement the inserted details and activate the vendor data in the related screens.

Notice: you can supply the amount of your debit limit with this particular vendor. If you leave a blank or zero (‘0’) entry in this field, the system assumes a limit of zero, not an unlimited line of debit.
3.2.2 Supplying Details

The supplying details screen is used to define the items to particular vendor or vendors supplying this item frequently. Most probably, this screen is used in agencies transactions where the item cost is commonly stable and purchased from a specific vendor or group of vendors. Respectively, this screen is used to specify the item, which will be linked to the particular vendor or group of vendors.

Adding an item to particular vendor proceed as follows:

1- Click on the “Add” icon.
2- Insert the required item code in the “Item code” field. Use (f9) key to display a list of all items in warehouses. You can limit the search scope by typing a part of the item number in the item number field then a right click on the mouse with shifting to one of the two options appeared on the automatic search device. Choosing the first option and the system will display a list of all items, which start with the inserted number. With the second option the system will display a list of all items that contain the inserted number. Then, a double click on the required item.
3- Insert the vender code in the vendor code field. By pressing (F9) and a double click in the required vender.
4- Type the item unit price according to the vendor price.
5- Click on the "save" icon.
Purchases Management Module: Page | 160

Purchas : Transactions

In this Section:

- Options (or Parameters).
- Items Types.
- Stock Currency.
- Price Currency.
- Incoming Order types.
- Outgoing Order Types.
- Transfer Order Types.
Overview

Transaction menu command dealing with all transaction related to local & foreign purchases. Where the system specified a special screen to calculate the item costs in both types of transactions. Taking into consideration, undertaking the features of each type in smooth and uncomplicated way.

The screens of this menu are divided into several types;

- The first types are the purchases requisition and purchases order (optional screens)

- The second types are the purchases invoice (to analyze the required purchases prices and quantities), and the inventory-incoming permit (to approve the actual quantity arrived warehouses out off the whole invoice quantity).

- The third type represents two screens the foreign purchases costs and the local purchases costs screens that used to calculate the item cost after registering the total financial cost of every invoice. As known, the differences between these two types are appeared in the purchases expenses types that varied from local than foreign markets.

- The fourth type contain the purchases returns invoice that used to return items purchases in preceding purchases invoice to the vendor as will be clarified later in the screen usage.

The purchasing steps within the automatic systems are clarified as follows:

- The Purchases Steps :
  
  1- Record and post all purchases costs.  
  (Invoice value, cargo, insurance, custom, banking expenses, and other expenses).

  2- Create a purchases invoice and an inventory incoming permit. 
  (The purchased quantities and costs)

  3- Calculate the purchases costs and close the documentary credit or the transfer. 
  (Specifying the invoice number and the costs accounts numbers)

The following is a detailed clarification of the purchases procedures and steps:

  - Purchasing Requisition (optional)
  - Purchasing Orders (optional)
Creating Payment Vouchers, general journals (of the various purchases costs). Example:

<table>
<thead>
<tr>
<th>Account Title and Description</th>
<th>Note</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. \ Price of letter of Credit(\text{Invoice})</td>
<td>By the invoice amount and currency</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Dr. \ Freight-in for L/C</td>
<td>By any currency even varied from the invoice currency</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Dr. \ Customs Duties for L/C</td>
<td>By any currency even varied from the invoice currency</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Dr. \ Insurance L/C</td>
<td>By any currency even varied from the invoice currency</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Dr. \ Domestic Transport for L/C</td>
<td>By any currency even varied from the invoice currency</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Dr. \ Banking Fees and commission</td>
<td>By any currency even varied from the invoice currency</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Dr. \ Other Expenses for L/C</td>
<td>By any currency even varied from the invoice currency</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Cr. \ Bank Name ......</td>
<td>By the bank expenses</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Cr. \ Cash ....</td>
<td>By the cash payment</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Cr. \ Imprest......</td>
<td>By the Imprest payment</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Cr. \ Vendor...</td>
<td>By the vendor’s invoice and currency</td>
<td>***</td>
<td>***</td>
</tr>
</tbody>
</table>

Post all vouchers and journals related to the invoice.

- Create a purchase invoice (include the vendor quantity and price)
- Create an inventory-incoming permit (with the ex-post “actual” quantity arrived warehouses)
- Calculate and save the purchases costs (orient the system to store the items into warehouse).
- Close the letter of credits. Then the system will close the balances of the costs monitor accounts into the intermediate account with implementing an automatic entry as appeared in table:

<table>
<thead>
<tr>
<th>Account Title and Description</th>
<th>Note</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. \ Price</td>
<td>By the invoice amount and currency</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Dr. \ Price of letter of Credit(\text{Invoice})</td>
<td>By any currency even varied from the invoice currency</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Dr. \ Customs Duties for L/C</td>
<td>By any currency even varied from the invoice currency</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Dr. \ Insurance L/C</td>
<td>By any currency even varied from the invoice currency</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Dr. \ Domestic Transport for L/C</td>
<td>By any currency even varied from the invoice currency</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Dr. \ Banking Fees and commission</td>
<td>By any currency even varied from the invoice currency</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Dr. \ Other Expenses for L/C</td>
<td>By any currency even varied from the invoice currency</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Cr. \ Bank Name ......</td>
<td>By the bank expenses</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Cr. \ Cash ....</td>
<td>By the cash payment</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Cr. \ Imprest......</td>
<td>By the Imprest payment</td>
<td>***</td>
<td>***</td>
</tr>
<tr>
<td>Cr. \ Vendor...</td>
<td>By the vendor’s invoice and currency</td>
<td>***</td>
<td>***</td>
</tr>
</tbody>
</table>

- Post the calculated invoice. At this time the system will implement the automatic entry for calculating and storing transactions based on one of three cases as follows:
1- the arrived (ex-post) quantity equals the purchases invoice quantity of the vendor:

(Quantity in inventory incoming permit = quantity of the purchases invoice).

<table>
<thead>
<tr>
<th>Account Title and Description</th>
<th>Note</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. \ inventories</td>
<td>By the inventory currency</td>
<td>***</td>
<td></td>
</tr>
<tr>
<td>Cr. \ intermediate account(Pricing)</td>
<td>By the invoice currency</td>
<td></td>
<td>***</td>
</tr>
</tbody>
</table>

2- The arrived (ex-post) quantity imperfect than the quantity on the purchases invoice of the vendors:

(The quantity on the inventory incoming permits < (less) the quantity on the purchases invoice), see table (4).

<table>
<thead>
<tr>
<th>Account Title and Description</th>
<th>Note</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. \ Lost items</td>
<td>By the inventory currency</td>
<td>***</td>
<td></td>
</tr>
<tr>
<td>Dr. \ Stock(Inventory)</td>
<td>By the invoice currency</td>
<td></td>
<td>***</td>
</tr>
<tr>
<td>Cr. \ intermediate account(Pricing)</td>
<td>By the invoice currency</td>
<td></td>
<td>***</td>
</tr>
</tbody>
</table>

3- The arrived (ex-post) quantity increased the quantity of the purchases invoice of the vendor:

(The quantity of the inventory incoming permit > (bigger than) the quantity of the purchases invoice), see table .

<table>
<thead>
<tr>
<th>Account Title and Description</th>
<th>Note</th>
<th>Debit</th>
<th>Credit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. \ Stock(Inventory)</td>
<td>By the Inventory Currency</td>
<td>***</td>
<td></td>
</tr>
<tr>
<td>Cr. \ Lost items</td>
<td>By the Invoice currency</td>
<td></td>
<td>***</td>
</tr>
<tr>
<td>Cr. \ intermediate account(Pricing)</td>
<td>By the Invoice currency</td>
<td></td>
<td>***</td>
</tr>
</tbody>
</table>

Note: creating the purchases invoice can precede the vouchers and journals in the purchases steps sequence.
3.3.1 Purchases Requisition

_Purchase Requisition_ screen is an initial document prepared to initiate the Purchase Activity. Purchase Requisition screen consist of the information regarding the item(s) Quantity required, Price, to purchase. The use of Purchase Requisition to initiate the Purchase Activity keeps the healthy purchase policy. Maintaining the restrictions the unauthenticated and unnecessary purchases, as the same requires the approval from the senior authority persons. Moreover, the purchase requisition in the purchases orders screen without the need to record the items again, with the ability to modify the items as well, decreasing or increasing the inserted quantity.

Creating a Purchase Requisition

1- Click on the “Add” icon.
2- In the _Date and Sequence_ field : The system will specify them automatically.
3- In the _Warehouse No_ field : Select the required warehouse in which the items are stored.
4- In the _Vendor Code_ field : Press (F9) and determine the required vendor.
5- In the _Cost Center_ field : Press the (F9) key to display a list of the available cost centers and then select the desired cost center number related to the current transaction.(Optional)
6- Move to the screen body (tables) to insert the requisition items in the respective fields. Search for the required items by pressing (F9) in the keyboard and the system will display a list of all items or you can type a part of the item number in the item
code field than a right click in the mouse with shifting to one of the two options appears on the automatic search device. Choosing the first option the system will displays a list of all items that start with the typed number. However, choosing the second option the system displays a list of all items that contain the typed number. In this manner we specify the item from the list by a double click on the required item.

7- In the Quantity column : Input the quantity.
8- In the Price (the Unit Price) : Input item(s) price. At this time the system will show the available quantity on warehouse of the item on the available quantity field appeared on the bottom of the screen.
9- Click on "save" icon. The system will save the request and facilitate using this requisition on the purchases order screen or sending it to the vendor.

3.3.2 Purchases Order

Purchase Orders screen goes to extraordinary lengths to keep your purchasing healthy. Purchase orders can be generated automatically or manually and can be changed or deleted at any time. You are able to preview the items recorded in the preceding screen (3-1 Purchase Requisition screen) and confirm the approved requested items by loading them on this screen with the ability of modifying the items as well, changing the quantity. So that, the purchases request became a purchases order capable of using it on the purchases invoice without rerecording the items again. With the ability to modify the items and the quantity in the invoice.

Beside that, the purchases order can be recorded directly without using the purchasing requisition.
Creating a Purchases Order manually

1- Click on the “Add” icon.
2- In the Order No and Date fields : The system displays the order number and date automatically.
3- In the Vendor Code field : Press (F9) and determine the required vendor “vendor code” field. Justin case, the user willingness to control the inserting items according to a particular vendor specified to supply the item. In this case the system will not accept recording any undefended items for that vendor specified in the supply details screen.
4- the Cost Center field : Press the ( F9) key to display a list of the available cost centers and then select the desired cost center number related to the current purchase order. (Optional)
5- Move to the screen body (tables) to insert the ordered items in the respective fields. Search for the required items by pressing (F9) in the keyboard and the system will display a list of all items or you can type a part of the item number in the item code field than a right click in the mouse with shifting to one of the two options appears on the automatic search device. Choosing the first option the system will displays a list of all items that start with the typed number. However, choosing the second option the system displays a list of all items that contain the typed number. In this manner we specify the item from the list by a double click on the required item.
6- After inserting all details click on the "Save" icon. The system will implement the order details and enables using this order in the purchases invoice or sending it to the vendor.

Creating a Purchases Order Automatically

1- Click on the “Add” icon.
2- In the Requisition No. : Press (F9) to display the purchases requisition, which previously inserted in the system. Then the system will display a list contains the purchases requisition number along with the warehouse number.
3- Double click on the requisition number and the system will display the requisition details into the screen. In this manner, the system loads the warehouse number along with the requisition number in the respective columns. The similar items in all warehouses can be grouped in one purchases order.

Notice that the system enables using more than one requisition in the same order. Otherwise, you can pass this requisition phrases and record the items directly in the order by displaying the items with using one of the pre-clarified search method. Then insert the quantity and the prices of the purchases order in the respective columns.

4- Click on "save" icon. The system will save the request and facilitate using this requisition on the purchases invoices screen.
3.3.3 Purchases Invoice (Local Invoice)

*Purchase Invoice* screen is used for supplying the purchases to the warehouses in a specific purchase price from the vendor with the possibility of adding the additional expenses on the invoice value. These additional expenses are to be distributed between the invoice items. The local purchases invoice differs from *Incoming Inventory Order* screen in the *Inventory Management* module and *Foreign Invoice* screen in the point that it can be dealt with in one step, which is inputting the purchase invoice data, determining the additional expense amount and the related account, inputting the costs and then distributing the additional expenses on the invoice items.

Creating a purchases Invoice:

1- Click on the “Add” icon.
2- Enter the purchases item by loading the purchases order by clicking the (Purchases Order) icon, then a double click to select the required order to load it into the screen. The system enables to modify the inserted order details and insert new items to the invoice. Otherwise, you can record the items directly on the screen without using the
purchases orders by using the previous method as clarified in the preceding section of explaining searching for items in the inventory transactions.

3- In the Payment Type field: Select the desired invoice payment type.

Notice that the invoice type determines the invoice currency. Example: In the case of selecting a Cash payment, the invoice currency will be determined by the selected cash in hand currency.

4- The invoice number and date will be specified automatically.

5- In case using the serial number, specify the serial number (SN) per item by clicking the box "SN" across the item line an the system will display a sub screen as shown in the b module below. Then type the serial number of the purchased items in the respective fields. Notice the serial number of the quantity inserted in the “from No-To No” fields will equal the invoice quantity.

6- To specify the discount per item use the discount column in the screen body or specify the discount from the total invoice value in the discount field exist in the bottom of the invoice screen. specifying the expiry date per item in the expiry column separately. This column is used for the items that deal with the expiry date as configured on the item details screen.

7- Click on the "Save" icon. The system will verify the invoice financial details in general and save the inserted details in the invoice.
3.3.3 Purchases Invoice (Foreign Invoice)

*Purchase Invoice* screen is used for foreign invoice when dealing with the letter of credits or the direct remittance of foreign purchases, as well as, in case of traveling for a period of time to purchase several items where the traveling expenses is a proximately considerable.

In the purchases invoice screen, the main step of purchasing and record the final purchases details directly on the screen or by using the details of the purchases order. At which the invoice quantity and prices based on (a vendor price quotations or sales invoice) wither on local or foreign purchases.

As handling the purchasing invoice, user can specify the main purchases details related to the vendor or the supplier as follows:

1. The approved purchases currency that represent the currency of the letter of credit account in the general journal.
2. The item cost that specified according to the vendor sales invoice.
3. The bonus quantity of the item.
4. The discount from the invoice total value of the invoice or per item.
Adding a Foreign Invoice

1- Click on the “Add” icon.
2- Determine the payment method for the invoice.
   A- In the case of choosing Cheque method: user has to determine the bank in the Bank No. field by pressing (F9) key. The system will display a list of bank that have been entered in the Cash at Bank Screen.
   B- In the case of choosing Cash method: user has to determine the cash No. in the Cash No. field by pressing (F9) key. The system will display a list of bank that have been entered in the Cash in Hand screen.
   C- In the case of choosing Credit method: Input the vendor code in the Vendor Code field. If you purchase from a new vendor, open an account for the new vendor with their documentary Credit account (FOB-CIF-C&F) from the Chart of Accounts screen in the G.L Management Module, then add their details in the Vendor Details screen.
3- Move to the screen body (tables) to insert the items in the respective fields and columns.
4- Click on the "Save" icon.
3.3.5 Receipt Permission For Foreign Purchases

This screen allows user to deliver any items you want to any warehouse of the organization in an appropriate manner to business as the system allows displaying the serial numbers of purchase bills that have not been delivered yet in order to select the bill that the user wants to be deliver to warehouses.

This inventory permit represent the check & receive document. Using this screen the system enables the user to steer the cost distribution of the various purchases costs (Freight, Insurance, Customs, Bank Expenses, and the Other Expenses) to include the actual quantity only that arrived in warehouse. As known, it is not acceptable to sustain the un arrived (lost) quantities with any of the purchases costs even if included in the purchases invoice. The lost items are occurred frequently in the letter of credit transaction due to perishable items, inappropriate cargo, or any other reasons. With Noticing that, the system will store the items into warehouse after the cost calculation by using the date of the incoming permit.

Adding Foreign Purchases Permission

1- Click on the “Add” icon.
2- Press on Display Purchases Invoice icon and select the required purchases invoice . Then the system will load the invoice details into the Purchases Permission screen.
3- In the *Quantity Column*: user can change the loaded quantity to the actual quantity. The approved quantity in this document is the real quantity that will be inserted in warehouse as well as the costs calculation will based on this quantity only.

4- In case the user desire to separate the free quantity in special warehouse, then insert the warehouse number in the “*free quantity warehouse*” field. This warehouse is different from the main warehouse that must be inserted in the (warehouse No) field.

5- Click on the “*Save*” icon after completing the screen details. Then the system will activate the quantity inserted in this permit on the costs calculating screen.

---

**Cost Calculating :**

The cost calculating screens used for calculating the additional expenses of every item to implement the financial effects of the items final costs into warehouses.

Taking into account, ensure recording all costs related to received quantity into the particular accounts, as well as, the necessity of posting all vouchers related to the costs of the letter of credit or the direct transferring that used in the incoming permit.

The system specified a separate screen for each the local purchases and the foreign purchases. Where the foreign purchases deals with more accounts than the local purchases. This resulted from the considerable expenses of the foreign purchases (cargo, insurance, customs.. etc) that required financial analyzing.

The system enables handling the arrived items quantity using whichever screen as desired.
3.3.5 Foreign Purchases Costs:

*Foreign Purchases Costs* screen is used for calculating the final costs of the Foreign Purchases Permission items as well as generating an individual serialization for every credit based on the purchases invoice number. This screen includes all the necessary options required in all types of the letter of credit and direct transferring dealings.

![Software interface showing the Foreign Purchases Costs screen](image)

**To calculate the cost and close the goods with its final cost in warehouses, follow these steps:**

1. Click on the “Add” icon.
2. Click on *Display non Calculated Invoice*. The system will display all un-calculated invoices. Select the required invoice and the system will load the whole invoice details with taking the quantity, which specified in the incoming inventory permit. Notice that, invoices without an incoming permit will not appear in this screen. The system displays the items that will inter warehouse in the weight side of the screen tables.
3. Select the common cost calculating method from the three methods (CF, CIF, FOB) appears in the top of the screen by marking the box next to the required method.
4. Insert the accounts number in which contains the registered costs in the respective fields.

*Notice that an alternative currencies than the invoice currency can be used for the many accounts on the same credit. The system*
will display the currency of all account in the currency column next to the account number

5- Click on the “Cost Distribution” icon in the bottom of the screen.

Then the system will distribute the amounts of the inserted accounts among the items automatically based on the item price and quantity.

The item share on every cost appears on the respective cost column across the item line. The final cost is displayed in the cost price column.

Taking into account, the necessity of corresponding the currency & balance of the invoice credit account inserted in the invoice LC field with the invoice total balance & currency as an accounting requirement.

The system will display a warning message if this condition is not provided. Beside that, the system enables distributing some of the costs types among items manually based on a percentage specified for every item out of the respective cost. This is achieved by clicking the phrase (customs) next to the account required to be distributed. Then the system will display a column for the selected expense type in the lift side of the table. Then type the percentage required in distributing the expense amount as desired until the percentage distributed in the column reached (100%). Then the system implements the specified percentage in calculating the item cost as shown in the module. Notice that the differences quantity between the actual quantity and the invoice quantity will be registered in the intermediate account lost items account.

6- Click on the “Save” icon and at this moment the system will effect the warehouse.
7- Click on the “Close” icon and the system will close the financial accounts related to this letter of credits and will register the amounts of these accounts by implementing an automatic entry on the intermediate account (pricing) which linked in the intermediate accounts screen of the general ledger.

The methods (FOB, CIF, CF) of cost distribution means:

- FOB: all the purchases costs are afford by the purchaser.
- CIF: means the Freight and the insurance costs are afforded by the purchaser while the supplier affords the customs costs.
- CF: means the freight cost only is afford by the purchase and the supplier afford the remain costs.
3.3.6 Local Purchases Costs:

*Local Purchase Costs* screen is used for calculating the final costs of domestic letter of credits in which the local vendor supplies the most of the purchases expenses (including it in the invoice value). The other costs, which afford by the purchase are not considerable comparing with the item costs such as the transportation and other expenses.

Therefore, it is unnecessary to use the lost items intermediate account in local credits. This because communicating the vendor and resolving the lost items is performed in an easy way in local purchases in contrary with the foreign purchases. Accordingly, the local costs screen contains two types of expenses represent the invoice cost and the additional costs.

The screen options and the steps to calculate the local purchase costs are the same as the ones clarified in the *Foreign Purchases Costs*. So, refer to the previous screen for details.
### 3.3.7 The Purchases Returns Invoice

The purchases returns invoice is designed upon the necessity of the purchases returns transactions, which recognized and claimed by the specialists personals that deals with the letter of credit or the direct transferring on their business. With using this screen the system enables the user to use return transitions in an efficient way.

This screen enables the user to handle with the following:

- All types of purchases returns bills (cash- deferred – cheque).
- All or some of the bill items.
- Regarding cost calculation, the system allows selecting the vendor’s cost or the total cost with the possibility of determining the account of differences.
- After posting the purchase returns bill, the system will create the accounting entries of that transaction and affect the related accounts automatically.
To Issue a Purchases Returns Invoice follow these steps:

1- Click on the “Add” icon.
2- Select the purchases invoice number (which include the return items), by pressing (f9) on the keyboard as the indicator in the purchases invoice No field. Then select the required invoice from the list that will be displayed by the system.
3- Determine the return invoice type in the (Credit, Cheque, or Cash) fields.
4- Input the account number in the Account Number field. The system will register the invoice amount on this account against the stock account.
5- Change the quantity of the invoice in the quantity column to the quantity required to be returned. Type zero (0) in front of the items that you don’t want to include in the return invoice. Notice the system enables modifying the discount amount in the field discount appears in the bottom of the invoice.
6- Click on the “Save” icon after finishing all details.

Note:

The system will implement the financial effects of the return invoice on the related accounts after posting the invoice.

The value of the returned items will be deducted with using the current average cost of the items on warehouse.

In case the item cost in warehouse varied from the purchases invoice cost, the system will register the differences amount on the intermediate account (purchases returns differences), which previously linked in the item groups details screen of the inventory system.
In this Section:

- Reports.
Overview

This menu is designed to view purchase reports. Purchase reports menu summarizes all transactions and data that have been entered in the system. This menu contains various important reports as shown in the following figure:

Vendor Details

Direction: Purchase Management Module >> Reports >> Vendor Details

This report displays vendors data that have been entered in the Vendors Details screen in the main input menu. As shown:
Supplying Details Reports:

Direction: Purchase Management Module >> Reports >> Supplying Details

This report views the way of linking the vendors with their items with the quality and price that you have been record in the Supplying Details in the Main Input menu. This report can also be used as a directory of the suppliers for various items. When you open this screen it displays 5 options of the report as follows:

- All Supplying Details: displaying all supplying details as shown:

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Item Name</th>
<th>Vendor Code</th>
<th>Vendor Name</th>
<th>Measure</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>0002112</td>
<td>GUDAY12</td>
<td>601212</td>
<td>A&amp;I GROUP</td>
<td>Curruso</td>
<td>1200 S</td>
</tr>
</tbody>
</table>

All Items:
**Purchase Requisition Report:**

*Direction: Purchase Management Module >> Reports >> Purchase Requisition*

*Purchase Requisition Reports* display Purchase orders that have been entered in the Purchase Orders screen. As you can see from the following figure, *Purchase Requisition Reports* consists many reports:

<table>
<thead>
<tr>
<th>Item Supply Details</th>
<th>Item Supply Details</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item Wise</strong></td>
<td><strong>Vendor Wise</strong></td>
</tr>
<tr>
<td>Vendor Code</td>
<td>Vendor Code</td>
</tr>
<tr>
<td>Vendor Name</td>
<td>Vendor Name</td>
</tr>
<tr>
<td>Item Code</td>
<td>Item Code</td>
</tr>
<tr>
<td>Item Name</td>
<td>Item Name</td>
</tr>
<tr>
<td>Measure</td>
<td>QTY</td>
</tr>
<tr>
<td>Price</td>
<td>Measure</td>
</tr>
</tbody>
</table>

---

Purchases Management Module: Page | 181
- **Purchase Requisition Ordered Completely**: This report displays all purchase requisitions that have been entered in *Purchase Requisition Order* screen, authorized in the *Purchase Order* screen and then downloaded (shifted) to *Purchase Invoice* screen. When you want to display this report, you can determine the date then press *View* icon.

**Simple:**

**Purchase Requisition Ordered Completely During the Period 01/01/13 To 31/12/13**

<table>
<thead>
<tr>
<th>Warehouse</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Request Number</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Issue Code</th>
<th>Issue Name</th>
<th>Measure</th>
<th>Qty</th>
</tr>
</thead>
</table>

- **Purchase Requisition Ordered Partially**: This report displays all purchase requisitions that have been entered *Purchase Requisition Order* screen, authorized in the *Purchase Order* screen, but part of them are not shifted to *Purchase Invoice*.

In the same way, the *Purchase Orders that have not been ordered* report displays all purchase requisitions that have been entered *Purchase Requisition Order* screen but not authorized. You can also display all *Purchase Requisition* reports by group/item and warehouse.

To display *Purchase Requisition* by Group(s) follow these steps:

1- Open Purchase Report Menu/ Purchase Requisition/ Group wise report.
2- Determine group / select all Group.
3- Determine the date .
4- Press F9 and select the required group.
5- The click on *View* icon.

---

![Purchase Requisition Groupwise](image-url)
Simple:

<table>
<thead>
<tr>
<th>Purchase Code</th>
<th>Purchase Date</th>
<th>Require Number</th>
<th>Description</th>
<th>Quantity</th>
<th>Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>001 Lancaster</td>
<td>01-0004</td>
<td>1</td>
<td>Lancaster G-04</td>
<td>10</td>
<td>1</td>
</tr>
<tr>
<td>002 G-04</td>
<td>01-0004</td>
<td>2</td>
<td>Lancaster G-04</td>
<td>10</td>
<td>2</td>
</tr>
<tr>
<td>003 G-04</td>
<td>01-0004</td>
<td>3</td>
<td>Lancaster G-04</td>
<td>10</td>
<td>3</td>
</tr>
</tbody>
</table>

Purchase Order Report:

Direction: Purchase Management Module >> Reports >> Purchase order

When Purchase Requisition are improved (authorized) in Purchase Orders and Purchase Orders are shifted to purchase invoices. These different stages require several reports that the Purchase system displays through Purchase Orders reports, As shown in the following figure:

Purchase orders reports view several report, including:
- **Purchase Orders Processed Completely**: This report displays all purchase requisitions that have been entered in Purchase Orders screen and shifted to Purchase Invoice screen. (with required item and quantity)

**Simple:**

<table>
<thead>
<tr>
<th>PO.no</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>16/12/2011</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>V.code</th>
<th>Item Code</th>
<th>Item Name</th>
<th>Qty</th>
<th>Measure</th>
</tr>
</thead>
<tbody>
<tr>
<td>065</td>
<td>112</td>
<td>C/D. ROOM DERIVER</td>
<td>10</td>
<td>One</td>
</tr>
<tr>
<td>067</td>
<td>01-0601</td>
<td>SCREEN</td>
<td>10</td>
<td>Cartoon</td>
</tr>
<tr>
<td></td>
<td>01-0605</td>
<td>LANCASTER-OLA02128/8/MR</td>
<td>10</td>
<td>Cartoon</td>
</tr>
<tr>
<td></td>
<td>01-0610</td>
<td>LANCASTER-OLA00568/8/G/R/SA/MB/SA</td>
<td>9</td>
<td>Cartoon</td>
</tr>
<tr>
<td></td>
<td>01-0614</td>
<td>LANCASTER-OLA00558/8/BN</td>
<td>12</td>
<td>Cartoon</td>
</tr>
<tr>
<td></td>
<td>01-0623</td>
<td>LANCASTER-OLA00548/8/BN</td>
<td>12</td>
<td>Cartoon</td>
</tr>
<tr>
<td></td>
<td>01-0627</td>
<td>LANCASTER-OLA00548/8/BN</td>
<td>10</td>
<td>Cartoon</td>
</tr>
<tr>
<td></td>
<td>01-0632</td>
<td>LANCASTER-OLA00528/8/BN</td>
<td>10</td>
<td>Cartoon</td>
</tr>
<tr>
<td></td>
<td>01-0650</td>
<td>STRUMENTO-SMO847/8/R/BU</td>
<td>200</td>
<td>Cartoon</td>
</tr>
<tr>
<td></td>
<td>01-0659</td>
<td>STRUMENTO-SMO57/8/B/BU/BN</td>
<td>1</td>
<td>Cartoon</td>
</tr>
</tbody>
</table>

- **Purchase Orders Processed partially**: This report displays the purchase orders that have been shifted to purchase invoices, but partly (the amount provided in the invoice is less than the amount specified in the purchase order).

- **Purchase Orders Incomplete**: The report displays the purchase orders that have been edited to vendor(s) but they are not shifted to invoice.

**Simple:**

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16/12/2013</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Item Name</th>
<th>Measure</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-0004</td>
<td>LANCASTER-OL00488/8/R/B/AR</td>
<td>Cartoon</td>
<td>10,000</td>
</tr>
<tr>
<td>01-0005</td>
<td>LANCASTER-OL00488/8/R/L/8/R/8/B</td>
<td>Cartoon</td>
<td>10</td>
</tr>
<tr>
<td>01-0014</td>
<td>LANCASTER-OL00558/8/BN</td>
<td>Cartoon</td>
<td>19</td>
</tr>
</tbody>
</table>
You can also display all *Purchase Orders* reports by (Items - Numbers - Vendors – purchase order type)

**Purchase Invoices Reports:**

*Direction: Purchase Management Module >> Reports >> Purchase invoices*

*Purchase invoice reports* display purchase invoices reports in several options. As can be seen from the following figure: the system provides many reports on purchases invoice including:
Local Purchase Invoices Report: This report displays all purchase invoices (Local Purchase Invoices) that have been entered in Local Purchases Invoices screen. This report may display in several forms, analytical and total for a certain period or for a particular vendor, as the user specify required options as seen in following figure:
**From Date - To Date**: Displaying a report about your company’s Analytical / Total / Items Detail purchases in a certain date.

**From Invoice - To invoice**: Displaying a report about your company’s Analytical / Total / Items Detail purchases for a determined invoice(s).

**Purchases by Vendor**: Displaying a report about your company’s Analytical / Total / Items Detail purchases from vendors.

**Group**: Displaying all invoices related to a certain group.

**Item**: Displaying all invoices related to a certain item or leave it to display all items.

**Payment Method**: Displaying a report about your company’s Analytical / Total / Items Detail in a determined payment method.

**Simple1**: 

---

```
<table>
<thead>
<tr>
<th>From Date - To Date</th>
<th>Displaying a report about your company’s Analytical / Total / Items Detail purchases in a certain date.</th>
</tr>
</thead>
<tbody>
<tr>
<td>From Invoice - To invoice</td>
<td>Displaying a report about your company’s Analytical / Total / Items Detail purchases for a determined invoice(s).</td>
</tr>
<tr>
<td>Purchases by Vendor</td>
<td>Displaying a report about your company’s Analytical / Total / Items Detail purchases from vendors.</td>
</tr>
<tr>
<td>Group</td>
<td>Displaying all invoices related to a certain group.</td>
</tr>
<tr>
<td>Item</td>
<td>Displaying all invoices related to a certain item or leave it to display all items.</td>
</tr>
<tr>
<td>Payment Method</td>
<td>Displaying a report about your company’s Analytical / Total / Items Detail in a determined payment method.</td>
</tr>
</tbody>
</table>
```
- **Foreign purchase Report**: This report displays information about Foreign purchases invoices with many options, Totally or analytical and a certain period or for a particular vendor or cost center in the same way local purchase invoices reports.

- **Foreign Purchases Invoice with Partial Receipt Permission**: This report displays data about Foreign purchases invoices that it permission is with partial quantity(ies). (The quantity entered in the Receipt Permission defers from the quantity recorded in the Foreign Purchase Invoice).

- **Foreign Purchases Invoice with Complete Receipt Permission**: This report displays data about Foreign purchases invoices that it permission is with complete quantity(ies). (The quantity entered in the Receipt Permission is similar to the quantity recorded in the Foreign Purchase Invoice).

- **Foreign Purchases Invoice without Receipt Permission**: This report displays all invoices that have no receipt permission.

**Note**: All previously mentioned reports can be displayed according to the desired option: Day, period and a month or by numbers.
**Purchase Returns Invoices Reports:**

*Direction: Purchase Management Module >> Reports >> Purchase Return*

*Purchases Return invoice Reports:* These reports display special reports for local or foreign purchase return invoices. As shown in the following figures, these reports include various types.

These reports can be displayed with the same details as *Purchase Invoice Reports.*
**Items Calculated Cost Reports:**

**Direction:** Purchase Management Module >> Reports >> Item cost

*Items Cost Report* displays the final cost of item(s) after calculating the additional expenses on the cost of items. This report can be displayed after calculating the costs of local or foreign Purchases. (See 3-5 Foreign Purchases Costs screen, 3-6 Local Purchases Costs screen)

As you can see from the following figure, *Item Cost Report* can be displayed / printed with many options; Item / per Invoice/Per Group/Invoice No./ Local or Foreign Invoice(s).

---

**Simple:**

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Item Name</th>
<th>Date</th>
<th>Date</th>
<th>Qty</th>
<th>Unit</th>
<th>Bill Cost</th>
<th>Invoice</th>
<th>Freight</th>
<th>Customs</th>
<th>Add Expenses</th>
<th>Bank Exp</th>
<th>Cost</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-1234</td>
<td>LANCETTER</td>
<td>2013</td>
<td>12/19</td>
<td>100</td>
<td>0</td>
<td>3,000.00</td>
<td>0.00</td>
<td>500.00</td>
<td>0.00</td>
<td>1,000.00</td>
<td>0.00</td>
<td>4,500.00</td>
<td>5,000.00</td>
</tr>
<tr>
<td>01-1235</td>
<td>LANCETTER</td>
<td>2013</td>
<td>12/19</td>
<td>50</td>
<td>0</td>
<td>1,500.00</td>
<td>0.00</td>
<td>250.00</td>
<td>0.00</td>
<td>500.00</td>
<td>0.00</td>
<td>1,750.00</td>
<td>2,250.00</td>
</tr>
<tr>
<td>01-1236</td>
<td>LANCETTER</td>
<td>2013</td>
<td>12/19</td>
<td>25</td>
<td>0</td>
<td>750.00</td>
<td>0.00</td>
<td>125.00</td>
<td>0.00</td>
<td>250.00</td>
<td>0.00</td>
<td>925.00</td>
<td>1,175.00</td>
</tr>
</tbody>
</table>
Lost Items Reports:

Direction: Purchase Management Module >> Reports >> Lost Items Reports

This report displays the lost items that have been entered in Receipt Permission screen with less quantity(ies) than that recorded in the Purchase Invoice screen.

Simple:

<table>
<thead>
<tr>
<th>Item Code</th>
<th>Item Name</th>
<th>Measure</th>
<th>QTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>01-0004</td>
<td>LANCS TIER-OLA 04838K NR. BL/AR.</td>
<td>Cartoon</td>
<td>10,000</td>
</tr>
<tr>
<td>01-0005</td>
<td>LANCS TIER-OLA 048395 BLV/L R/B</td>
<td>Cartoon</td>
<td>100</td>
</tr>
<tr>
<td>01-0014</td>
<td>LANCS TIER-OLA 0588BN EN</td>
<td>Cartoon</td>
<td>19</td>
</tr>
</tbody>
</table>
Vendor Balance Report:

This report is used for displaying data related to your business's vendor(s). As you can see from the following figure, this report provides options to several different report types. User can choose the desired options available on Vendor Balance Report, to display:

The vendor open balance, Debit or credit, etc.

![Vendor Balance Reports Diagram](image-url)
<table>
<thead>
<tr>
<th>Credit Balance</th>
<th>Tel No.</th>
<th>Account No.</th>
<th>Acct. Currency</th>
<th>Group No.</th>
<th>City Name</th>
<th>Vendor Name</th>
<th>Vendor No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>51,494,026.00</td>
<td>0103966</td>
<td>2115010001</td>
<td>DOP</td>
<td>1</td>
<td>Sasa’s</td>
<td>Al Husayn</td>
<td></td>
</tr>
<tr>
<td>51,494,026.00</td>
<td>0103966</td>
<td>2115010001</td>
<td>DOP</td>
<td>1</td>
<td>Sasa’s</td>
<td>Al Husayn</td>
<td></td>
</tr>
</tbody>
</table>
In this section:

- Configuration
- Main inputs.
- Transaction.
- Reports.
Overview:

Sales Management module (Accounts Receivable module) provides an efficient and organized system for maintaining customer information, which, in turn, can lead to improved customer service and profitability. It is a properly compensate the company costs sacrificed for obtaining a proper sales transaction wither in selling goods, products, or services.

Features:

One of Sales Management module features is the instant discrimination between the sales price on sales invoices and the cost behind the sales transaction wither this cost represent the cost price of the sold item or the overheads expenses over gone on preparing the item.

Respectively, Sales Management module interferes in wise dealings with the Inventory Management Module. In another word, to obtain real results that offer a reliable basis for profit distribution or decision-making purposes on commercial policy, a reasonable and accurate deal must be performed to the inventory system. In terms of cost inputs as well, preventing modification and deletion of any data that have an impact on the inventory cost.

In the other hand, Sales & Customers Management Module offers a wise collection of reports reflecting all points that have a direct or indirect effect on sales. With sales reports the
user is able to apply full control on cash & credit customer transaction through the comprehensive configuration perfumed at the first stage of the system setup. At which the system enables the user to analyze his/her commercial activity in level of the financial period, sales invoice, customers and others.

Beside, controlling sales according to the sales regions, sale representatives, and items & groups configured in the inventory system. Along with monitoring sales profit per day and per invoice.

In general, the outputs of the sales system meet the requirements of impious personals looking forward to study and analyze their activity as well as avoiding any linkage that may result from un precise information by depending of the sales system reports. Taking into consideration, the whole points are obtained through configuring the system data and handling the system screens which collected in groups to offer a distinctive employment.
Sales : Configuration

In this Section :

- Options (or Parameters).
- Customer Types.
Overview

Sales Configuration's menu contains two screens (Variables screen and the Customer types screen). The first screen is used for configuring the required method for the documents sequence (serial) of both the sales invoice and sales returns invoice based on one of the following options: Type, warehouse, cost center, warehouse & type, cost center & type, or a unified sequence for all).

Accordingly, the system enable the user implement the most appropriate sequence in accordance with the user willingness and approach to deal with sales in the system.

Beside, simplifying search and control of sales invoice using the same chosen method. Beside that, the screen enables various options and link the additional accounts related to sales invoice and items.
4.1 Sales Variable

The following paragraphs describe each parameter in the Parameters screen and provide the resulting effects of each selection.

Invoices serial options

*Click on the Modify icon first, in order to activate the Save icon and then Save the selections you made.*
Invoice Bills sequence number: This variable enables user to select the desired serial (sequence) of the sales invoices to be implemented in the system in six different ways:

1- Unified Serial: implementing the serial of all sales invoices in one serial by passing the invoice types and the other invoices data. The system incorporates the serial of all types of invoices and assigns one serial number for them. This means the system will not accept the repetition of invoice number used in a previous invoice on this screen.

2- Type Based serial: independent serialization for every type of the invoice types (cash – credit – cheque – cash & credit). This means the system will accept the repetition of the new invoice number used in a previous invoice in condition of different type is used in the new invoice. Respectively, the system will not accept repetition of an invoice number used in the same type.

3- Warehouse based serial: an independent serialization based on the warehouse that the invoice was issued from. This means the system will assign a separate serialization for every warehouse used in the sales invoice. The system will accept repetition of invoice number if the warehouse in the invoice is different as well as the system will not accept the repetition of invoice number issued from the same warehouse.

4- Warehouse & type based serial: an independent serialization for every warehouse (as clarified in the pre-mentioned paragraph) based on the invoice type. This means the system will assign a separate serialization in a certain warehouse for every invoice type used with the respective warehouse. Accordingly, the system will not accept repetition of invoice number issued from a certain warehouse and have the same invoice type. This means the system will accept the repetition of invoice number if the warehouse or invoice type is different.

5- Cost center based serial: implementing the serial of the sales invoice according to the cost center used in the invoice. This means the system will not accept the repetition of the invoice number used with the same cost center.

6- Cost center & type based serial: Selecting this option the system will implement an independent serialization for every cost center (as clarified in the pre-mentioned paragraph) according to the invoice type. This means the system will assign a separate serialization in a certain cost center for every invoice type specified using the respective cost center. Accordingly, the system will not accept repetition of invoice number issued from a certain cost center and have the same invoice type. This means the system will accept the repetition of invoice number if the cost center or invoice type is different.

Sales Returns Serial

This variable is used for selecting the desired serial of the sales returns invoice to be implemented in the system using the same options clarified in the pre-mentioned paragraphs of the sales invoice serial. However, the system enables using the serialization option
different from the one used in the sales invoice serial according to the user willingness and the activity requirements.

**Allow bonus quantity:** displaying the bonuses (free) quantity column in sales invoices. This column is specialized for the items allow bonus quantities only as specified on the item details screen of the inventory system. By inserting the bonus quantity in this column, the system will deduct this quantity from warehouse as well as registering the cost of the bonus quantity in the sales costs account or the promotion (marketing) account. The system will read the promotion account if configured in the general ledger parameter screen as well linked to the items group details screen of the inventory system. This option and the proceeding options are activated by marking (/) inside the check box located in front of the option till a rid mark appears in the checked box.

**Auto show free quantity percentage:** automatically displaying the free quantity percentage of the item in sales invoice as specified for the item in the items details screen of the inventory system. This percentage will appear on the sales invoice inside the free quantity column across the items line. This option is activated in condition of using the pre-mentioned option (allow bonus quantity in sales invoice).

**Auto display item discount percentage:** automatically displaying the discount percentage of the item in sales invoice as specified in the items details screen of the inventory system. This percentage will appear on the sales invoice inside the discount column across the items line.

**Print two specimen of sales invoices:** enabling the user to print the sales invoice in two samples. The first sample is the system ordinary form. The second sample is can be designed by Yemen soft engineers to fit the corporation activity as requested by the customer according to the current facilities.

**Print another installments specimen from sales invoice:** selecting this option the system will enable the user to print the sales invoice installment in two samples as clarified in the pre-mentioned paragraph.

**Using Bill Tax:** displaying three fields for the bill tax appeared exactly below the option after marking the check box. The first field of the account No is used to insert the account number of the tax account in which the calculated tax amount will be registered on the credit side of the respective account. The next two fields of the tax value and the percentage fields are used to insert the required tax amount or tax percentage. Taking into account, the system will calculate the tax value from the total value of the invoice as well as adding the calculated tax amount over the invoice total value against the customer.

**Using city improvement:** Enabling using the burdens of city improvement in sales invoices and will display a field for the city improvement account appeared exactly below the option after marking the check box. Beside that, the system will activate a field in the item details screen to specify the percentage of the city improvement charge for every item. This respective percentage is calculated per item by marking the city improvement field as creating the sales invoice.

**Show number of sale report with bonus quantity value out off sales price:** Issuing a report from the sales reports shows the customer number of sales with the value of the bonus
quantity offered to the customer. This report is obtained based on the customer by choosing the report total per item from the sales invoice reports.

**Posting Salesmen Commission:** selecting this option the system will register the amount of the salesmen commission as specified in the sales invoice to the salesmen accounts as posting the sales invoice. The system will use this account to register the commission’s amount of the salesperson on the credit side of his/her account and on the debit side of the (interfere account) Commissions account specified in the intermediate accounts screen of the general ledger.

**Auto show due date in sales invoice based on trust period:** calculating the due date of the credit sales invoice using the trust period specified for the customer in the customer details screen of the sales system inputs.

**Disable change customer name in invoice contain the customer No:** selecting this option the system will not allow to change the customer name in sales and sales returns invoice after inserting the customer number.

**Update the customer No on sales returns invoice from sales invoice contains the customer number:** selecting this option the system will allow to change the customer number on sales return invoice to a different customer than the customer used in sales invoice.

**Show sales order on sales invoice after using it:** selecting this option the system will enables the user to show and use the sale order on more than one sales invoice. This means the system accept using a sale order frequently even if used in a previous sales invoice.
4.1.2 Customer Types

Customer Types screen is used for dividing the customers into several types according to the desired customers classifications. The system will enables using the specified types as inserting the customers in the customer details screen as well as issuing various sales reports based on the customer type. However, the customer type screen is an optional screen and the user can bypass.

To add a customer type, proceed as follows:

1- Click the “Add” icon.
2- Enter the type No in the Number field.
3- Enter the type name in the name field.
4- Click the save icon.
(4-2)

Sales : Main Inputs

In this Section :

- Regions Data.
- Debit Collectors.
- Sales Representatives(Salesmen).
- Customers Data.
Overview

This menu provides you with several screens that are used for supplying the Sales module with the main inputs. This process is made by using the input screens, which are accessed through the Main Inputs menu shown in figure. These options used to activate the sales module properties beside, configuring the required sales reports through the several sales inputs.
4.2.1 Regions Data

Regions screen is used for classify the commercial region of the corporation into several areas. So that the system enables using the respective classifications to enter the customers as well, the debit collectors based on the related area.

Adding a Region

1- Click the “Add” icon.
2- Enter the region number in the Code field.
3- Enter the city name in the City field.
4- Enter the Arabic region name in the region Ar. Name field. (Optional)
5- Enter the English region name in the region En. Name field.
6- Click the “Save” icon.
4.2.2 Debit Collectors

Debit Collectors screen is used for determining cash collectors in the system. The system will enable linking the entered collectors to the concern customers in the customer details screen as well as recognizing the amounts collected by every collector.

Adding a Collector

To add a collector to the system, follow these steps:

1- Click the add icon.
2- Enter the collector number in the Number field.
3- Enter the collector name in the Name field.
4- Enter the region code related to this collector in the region code field.
5- Enter the desired remarks concerning the inserted collector in the remarks field.
6- Click the Save icon.

Note: To ban a collector, click the SUSPENDED checkbox. The system will disable dealing with the collector at the related screens of the system.
4.2.3 Sales Representatives:

Sales Representative screen is used for determining the salesmen of the company. The sales representatives are considering the mediators between the corporation and the customers. In this screen the system enables specifying the maximum commission percentage to be offered to the sales representative.

Adding Sales Rep.

To add a sales representative, proceed as follows:

1- Click on the "Add" icon.
2- Enter the representative number in the number filed.
3- Enter the representative account number in the account number field by typing the account number or by pressing (F9) to display the account list and then select the salesperson account by a double click in the required account. Noticing the system display the Arabic and English name automatically as in the chart of account. With the ability to modify the names
4- Enter the region code, the city, the country name, and the contact information of the representative in the respective fields.
5- Enter the maximum commission limit to be offered to the representative in the commission percentage field.
6- Enter the collector related to this sales representative in the collector Number field.
7- Type a remark regarding this sales representative in the remarks field.
8- Click the “Save” icon.
4.2.4 Customer details

Customer Details screen is used for determining the company customers as well archive the customer details of the company. The system offer various benefits through using the customer screen such as acquiring the debit of every customer, obtaining the customer transaction debit & credit. Beside, previewing comprehensive statistical information per customer. This screen represents three successive screens (the inputs screen, transaction screen, and statistic screen).

The system enables shifting between those screens by only a click on the screen name exist at the head of the screen. As the first screen is specified to determine the customer details in the system beside using the various features afford by the system by specifying the desired customer data such as the customer type, discount percentage and others. The system enables the user to deal with the cash customer along with the credit customers with obtaining several reports for both. The second and third screens represent a display screens that show the main lines and farther information about the transaction related to customer selected in the first screen.
Adding a Customer

1- Click on the “Add” icon.
2- Enter the customer code in the Customer Code field. (*Using the last digits of the customer account number is preferred*)
3- Enter the account number of the customer in the Account Number field. By a right click in the mouse or pressing (F9) on the keyboard. Then the system will display the accounts list of the chart of the account. Then select the customer account number by a double click on the required account. The system will use the selected account to register the credit transaction of customer. Notice that the account number field can be used in an alternative way by inserting a group of customers and linking them to one account to represent these customers in the chart of account. In this case the system will enable the user to obtain a comprehensive statement of account from the general ledger for these customers besides issuing analytical reports per customer from the sales system. This based on using the customer matching screen or using the customer code field on the journals, receive, and payment vouchers screens. At which, the analytical reports of the customers linked to one account will refer a proper and real information.
4- Select the customer transaction type (credit & Cash) in the respective boxes of the pay type. If the inserted customer is a cash customer click on the red word cash till the sign (√) appears on the box and leave the account number field empty. The transactions of the cash customer will be recorded in cash so there is no need to insert the account number. Moreover, the system enables the user to deal with the customer with the two methods (cash and credit) by selecting both types. At which the system enables obtaining a statement of account for the credit transaction, as well as, acquiring all sales transactions (cash & credit) related to the customer from the sales invoices reports.
5- Click on the box next to the customer type field and select the required customer type from the type lists. The system will display the customer types previously inserted in the customer type screen of the system setup.
6- Enter the contact detail and other desired information on the respective fields.
7- Click on the Price level field and specify the price level if required. The price level will be displayed as inserted in the pricing screen in of the inventory system. Accordingly, the system will display the items price in the sales invoice based on the selected price level when creating a sales invoice related to this customer.
8- Click on the collector field to link a collector to this customer.
9- Enter the maximum debit limit in max limit field. So that, the system will not allow the customer debit to reach over the inserted amount by prevent issuing sales invoice to this customer if the debit exceed this amount.
10- Enter the discount percentage in the percentage field. The system will not allow to afford a discount for this customer that exceeds this percentage in sales invoices.
11- Specify the sales representative and the region related to this customer in the respective field.
12- The suspension field is used to stop the customer transaction in the sale system. By marking the box next to the suspension phrase till the sign (√) appears in the box.
13- Click on the “Save” icon. Then the system will implement the inserted details and activate the customer data in the related screens.

The customer transaction screen displays the main information of the statement of account related to the customer, which exist in the financial books of the general ledger system. By clicking on the top of the screen and the system will display the customer transaction screen as below:

As shown above, the transaction screen shows the financial details related to the customer that his/her details appear in the inputs screen.

**The screen contains the following:**

1- The opening balance: the amount displayed in this field represents the customer balance at the beginning of the current fiscal year.

2- Total debit: this amount represents the amount recoded against the customer till the date of displaying the screen.

3- Total credit: the amount displayed in this field represents the total amounts recorded for the customer till the date of displaying the screen.
4- Current balance: represent total due amount that customer should pay to the corporation. This amount is analyzed by issuing a statement of account.

*Remark:* the system update the amounts displayed on the previous screens automatically.

**Third: Statistic about the customer**

The statistics screen display statistic information regarding the customer by a click on the word (statistic) exists in the top of the screen. Then the system will display the screen as follows:

The system in this screen display total indications about the customer movements clarifying the amounts and the dates of the displayed transactions.
Sale : Transactions

In this Section :

- Last year Installments.
- Price Quotation.
- Sales Orders.
- Sales Invoices Bills.
- Invoices Bills Return.
- Previous Years Returns.
Overview

The sales transaction menu is specified for handling all sales transaction as well the companion sales transaction such as installments reclassification of previous year invoices, unordered price quotations, and un executed price quotation. Beside that, the system is provided with a special screen to deal with the sales returns transaction with distinguishing between the current year returns and sales returns related to previous years.

Accordingly. The system arrange the sales transaction screen in smooth and useful way that simplify benefiting as well, using the transaction screens.
4.3. Last Year Installments

*Last Year Installment* screen is used for dealing with the invoice installments occurred in previous year and accrued in this year. This screen is considered as the connection between the previous years and the current year, which specified for the sales installment, started on previous years and extended (accrued) to the current year.

With the ability to reclassify the duration of the installment, the amounts and number of installments, besides modifying the due date of every installment in the current year.

The system enables the user to decrease number of installments, which transferred from the last year against increasing the installment amount on the current year.

4.3.2 Price Quotation

*Piece Quotation* screen is used for issuing a price quotation for the customers. The system archive the price quotations and enables obtaining reports showing the details of the totally and partially delivered quotation, beside using the price quotation details in the customer order screen without the needs to record the items again accordingly using the inserted details in the sales invoice.
**Issuing a Price Quotation**

To Issue a price Quotation, Follow these steps:

1- Click on the “Add” icon.
2- Move to the price quotation number by using the shift button on the keyboard. The system will display the date and the quotation number automatically with enabling changing the date.
3- Enter the customer code in the Customer Code field if this quotation is related to a customer previously recorded in the system. Otherwise, bypass the customer code field.
4- Select the currency from the currencies list that will be displayed by the system. In case the inserted customer has an account, the system will implement the currency of the customer account.
5- Enter the tender details in the respective fields. When this quotation related to a tender.
6- Enter the receipt place and date in the respective fields details.
7- Enter the payment conditions in the payment condition field.
8- Move to the screen tables and enter the items details in the respective fields. Use the methods of searching for items as clarified in the inventory system.
9- The field “Discount” is used to insert an amount to be deducted from the total value of the quotation. By inserting the discount amount in the field “discount” or by inserting a percentage in the “percentage” field appears in the bottom of the screen.

10- Enter the receipt period (number of days) in the receipt time field. This period represent the duration of delivering the quantity starting from the receipt date until the last delivered batch.

11- Enter the quotation duration (number of days) in the quotation period end field. At which the quotation is considered effective during the inserted period.

12- Click on the “Save” icon. Then click on the print button to issue the inserted quotation.

4.3.4 Sales Orders

Sales Orders screen is used for recording the customer orders and archive the unfinished orders. The system enables recording the sale order details by copying the details of a previous price quotation inserted in the preceding screen, or by inserting the order details directly in the screen.

Issuing Sales Order

To create a sales Order, Follow these steps :
First: creating a sale order from a previous price quotation:

1- Click on the “Add” icon.
2- Move to the order number field. The system will display the order date & number automatically with the ability to be changed as desired.
3- Select the warehouse number in the warehouse No field. Use this warehouse if all items of the order items are issued from the same warehouse. Otherwise, specify the warehouse in front of every item in the screen table.
4- Move to the quotation number field and select the required quotation to be used in this order. Press (F9) on the keyboard and the system will display a list of all quotation previously recorded in the system. Notice that, the expired price quotation will not be displayed in the quotation list. Then a double click on the required quotation the system will load its details into the screen. With the ability to add or delete items in the order screen as desired. At this moment the system will check the available quantity of the item in warehouse and if the quantity inserted is not available in warehouse the system will display a notify message.
5- The reserve column is used to reserve the quantity of the order to this customer. Then the system will display a notify message if the user issue this quantity in a sale invoice. To reserve the order quantity, click on the box on the reserve column across the required quantity till the sign (√) appears. In case the user willingness to control the reservation until a certain date then insert the period of the reservation in the reserve period column. In this case, the system will allow the user to use this quantity after the inserted date without displaying the notify massage.

Notice that, if the user desire to reserve all items in the order, then click on the button “reverse all” and the system will display the sign (√) in front of all items. Then type the date in front of the first item and press (F10) while the Curser in the reserve date field.

6- Click on the “Save” icon.

Creating a sales order without a price quotation: To create a sales order directly without using the price quotation, implement the same previous steps of creating a sales order from a price quotation. Bypass the quotation number field and insert the items manually. The system will display the available quantity of the item when the indicator is in the quantity column. Notice that, the customer code is optional but the customer name and the currency must be entered in the respective field.
4.3.5 Sales Invoices

Sales Invoice screen is used for issuing a sales invoice with all related transaction such as discount, invoice burdens, commission, and credit invoice installments. This screen is designed to meet the requirements of all commercial transactions by undertaking whole transaction related to sale invoice. Besides affecting the related accounts automatically as will be clarified.

The sales invoice screen consist of three screens that enables achieving various objectives according to the activity requirements. These screens will be clarified in details.

1- Click on the “Add” icon. The system will display the date automatically with the ability to change the date.
2- Select the invoice pay type (credit, cheque, or cash) by marking the box next to the required option in the pay type field. Then the system will display the required fields according to the selected method as follow: *

selecting a cash invoice: the system will display a field to specify the cash in which the invoice value is recorded. In this case the customer number field in optional where the system enables inserting a cash or credit customer number from the customer previously recorded in
the customer details screen. Selecting a cheque option, the system will display the (Cheque No, cheque amount – due date) fields to type the cheque details beside a field for the bank account number to insert the account number of the cheque bank by pressing (f9) key and selecting the required bank account from the accounts list that will be displayed by the system. Notice that the system enables using the both (cash and bank) options at the same time. Selecting the “credit” option, the customer number in this case is compulsory. The credit customers are displayed by pressing (F9) and the system will display the credit customers only which previously inserted in the customer details screen as credit customers. Then select the customer by a double click on the required customer. Beside that, the system will display a field for the due date at which to the system enables obtaining a special report about the late debits. Moreover, the credit invoice can be divided into installments by using the second screen besides monitoring the customer payments on the matching screen of the general ledger system.

3- Enter the warehouse number in the warehouse No field exist the top of the screen. Use this warehouse No if the all items are issued from the same warehouse cause the system will not accept using the warehouse column on the tables. Otherwise, to issue the items from several warehouses, leave this field blank and specify the warehouse No in front off every item. Notice that, the above warehouse No is compulsory if the invoice serial is configured based on the warehouse or warehouse & type option on the sales parameter screen. The same thing in applied for the cost center field.

4- The invoice serial will be displayed based on the serial option selected in the sales parameters screen.

5- Move to the screen tables and insert the items detail of the invoice in the respective fields. Read the instructions provided in the bottom of the invoice screen to facilitate your search and screen usage. The system will check the inserted details with the available quantity inside warehouse. In case the inserted details are not available the system will send a warning message.

6- Specify the discount in the discount column to insert the discount per item. If the discount is from the whole invoice, use the discount field exists in the button of the screen.

7- Specify the free quantity in the free quantity column. This column is used for the items the allowed free quantity as configured in the item details screen.

8- Specify the expiry date in the expiry date column. This column is used for the items the contain an expiry date as configured in the item details screen.

9- Specify the serial number of the sold quantity by clicking the box SN. The system will display a sub screen to insert the serial per item. Notice, the inserted serial numbers of the item must equal the quantity to be sold the serial number is used for the items stored with a serial number.

10- Type a description for the sold item in the description column. This description can be inserted per item.

11- Move to the next screen by a click on the top of the other data screen.

Remarks:

The a sales order can be loaded into the invoice by using the sales order list exist on the top of the screen.
The system enables searching for items by several methods by the item number or the item name.

Use the instruction shown in the button of the screen such as f9, f10, f8...etc.

**Second: Other data**

The other data screen enables inserting farther details related to the invoice. As shown in the figure below:

We can link this invoice to a certain region by clicking the arrow next to the region code and the system will display all regions that previously inserted on the region details screen. Then select the required region. Then the system will include this sales invoice to sales reports of the inserted region.

Beside that, we insert the sales representative to the invoice by clicking the arrow next to the sales representative field and selecting the required sales person. Then specify the commission of this sales person in the commission field or as a percentage of the invoice value in the percentage field in the commission in order to the system automatically post the commission amount to the sales person account as posting the invoice. In condition the commission intermediate account is inserted in the intermediate accounts in the general
ledger, as well as, selecting the option “posting the sales representatives commission” in the sales parameters screen.

Moreover, we can insert a burden to the invoice value with specify the proper account number that will be used to register the amount on against the customer. For example, if the items are delivered to the customer place with the customer approval to add the delivery costs to the customer invoice. Then there is no need to make manual entry for this transaction cause the system enables using three accounts and carry these costs to the accounts, which inserted in this screen. First insert the required account (expense account) then insert the amount required to be added to the invoice in the amount field next to the inserted account number field.

**Third : Installments**

The installments screen is used to divide the value of the credit invoice into installments. Then the system will monitor the customer payments and display the invoice installments in the (customer matching screen) in the general ledger system which enables distributing the installments amounts to be paid by the customer among the accrued installments.

Accordingly enabling the user to acquire the un paid installments. Notice that any debits that was paid completely in the customer matching screen will not appears in the customer debit reports.

**Remark: Using this screen is available for credit invoice only.**
Adding Installments

1- Enter the number of installments in the “No. of installment” field, which the system will use to divide the invoice value among the inserted installments.

2- Enter the date of the first installment in the first installment date field.

3- Enter the installment period in the period installment field, in case the duration between the installments is equal. Then the system will specify the due date of every installment automatically.

4- Enter the amount of the installments in the “total installment amount” field. Notice that this amount should not exceed the invoice amount.

5- Click on the “Distribute the Amount” field in the square box, and then the system will distribute the inserted amount the installment. The system enables inserting the amount of every installment manually by typing the amount in front of the installment on the table, and then the system will calculate the inserted amount in the field “total” to comparing it with the installment amount which inserted in the field “total installment amount.” Finally, click on the “Save” icon. Then the system will implement the resulted accounting and warehouse effects related to the invoice.
4.3.6 Sales Returns

Sales Returns invoice is used for recording the sales returns transaction that occurred in the corporation. The system will implement a reverse procedure for the sales invoice that used in the sales return screen.

Adding Sales Return Invoice

To create a sales returns invoice, Follow these steps:

1- Click on the “Add” icon. The system will display the invoice date automatically.

2- Specify the sales invoice number that includes the return items in the field “Bill No”. By pressing (F9) in the keyboard and the system will display a list contain all useable invoice. Select the required invoice number by a double click in the required invoice .

3- Move by using the “tap” key on the keyboard at this time the system will display a sub screen contains the sold items of the selected sales invoice along with the quantity of every item .

4- Select from the above screen the return items by marking the box next to the item till the sign (√) appears. Notice that the system will automatically omit the items returned in a previous sales return invoice.

5- Click on the “move” icon and the system will move the selected items with its details into the screen. The “select all” icon is used to select all the items of the sales invoice in case returning the invoice items.
6- Modify the quantity inserted by the system to the actual quantity to be returned in the in the quantity column. For example, if the sold quantity is (100) units and the returned quantity is (10) units then we modify the sales returns quantity to (10) units. Beside that, the system will load the discount and the burdens if exist in the sales invoice into the sales returns screen.

7- Click on the *Save* icon.

Remark: the system enables the region and the sales representative in order to, include the region and sales representative into the sales returns invoice. In addition to, the system enables deducting the commission amount from the sales representative that his account is inserted in the sale representative screen. Then the system will post the deducted commission to the sales representative account.
4.3.7 Previous Years Returns

The screen is used for recording the sales returns that belong to previous years in order to distinguish between the return belong to the sales of previous years and the current year return. This because the sales profit resulted from these sales transactions was distributed in the year that related to sale transaction.

Accordingly, in this screen the user can separate the sales returns of the previous years from the sales returns of the current year. Then the system will record the value of the previous years returns in a separate account that linked in the (previous years returns) of the item group details screen. The system will use this account in the transaction inserted in this screen as well as separate the previous years returns in special reports. Beside that we can separate these returns in the financial reports of the general ledger by creating a main account on the chart of account for these returns then inserting sub accounts for this returns with linking them to the related main account.

To issue a previous years sales returns invoice, follow steps mentioned in the previous screens.
Remark: the system will store the inserted items quantity into warehouse using the average cost of every item as exist in warehouse. With recording the items costs on the “previous years returns costs”. Beside that the system will implement an automatic entry of the returns transaction registering the total value of the return invoice between the previous years returns account (linked in item groups details screen) and the account inserted in the return invoice screen. Accordingly, the system enables obtaining reports clarifying the effects of the previous years returns in warehouse beside the financial effects of the invoice value.
In this section:

- System Configuration.
- Users Privileges.
- Branches.
- Closings.
- Undo-posting.
- System Maintenance.
Overview

Dear System Manager...

Administration Management module provides the necessary functions for the integration of Integrated Accounting System to control and handle with all other modules with the manners of high-level management in the organization. Administration Management module consists of many menus. Any error or inappropriate use of any screen in this module may lead to terrible results and to the destruction of the company's financial and accounting data. For this reason, the company must assign a qualified and reliable person to administer the system. This person (i.e., the System Administrator) will be responsible on the proper and safe use of the system and on the secrecy and security of the company data. The Administrator will solely control the processes of assigning privileges to the system users, adding and reviewing the data, and correcting any fault that may result from the inappropriate entry of documents and vouchers.

As shown in the previous figure, Administration Management module contains five main menus. This section will describe each menu in detail individually. These menus Are:

- System Configuration.
- Users privileges.
- Branches.
- Closings.
- Unpost.
- System Maintenance.
In this Section:

- General Parameters.
- Reports Signatures.
- Attention.
Overview

This menu has been designed to configure the Integrated Accounting System to be related to the ongoing work in other modules. System configuration menu provides the system admin with all the necessary data and information that you use through the system and it contains three screens, each screen has its effects on the other modules.

- **General Variables**: is used to configure option that you want to be in the other modules (GL Management, Inventory Management, Payable Management, Receivable Management).
- **Reports Signatures**: is used to authorize the signatures of documents and reports for each module.
- **Attention**: is used for displaying the supervisory reports according to the data recorded in other modules.
General Variables

General Variables screen is used for configuring the system modules in accordance with the required financial lists and reports. The user should know that any selection made in this screen will have a direct effect on the relevant screens of the other system. For this reason, before making any selection the user must clearly understand the function and the meaning of each variables in Fig., and should be aware how each of these variables affects financially the relevant screens. Any selection to be made in this screen should conform the financial and accounting schemes followed in your company.

The follows describe each variable in the Variable screen and provide the resulting effects of each selection.

Important: Before making any selections click the Modify icon first in order to activate the Save icon and save the selections you made.
Cost Centers:

The user can deal with the cost centers fields in the Integrated Accounting System screen based on the configuration of cost centers. The system provides you with four options:

Optional: Selecting this option will activate the cost centers in all the transactions screens. The user will have the option of using or not using the cost center as well as of linking some transactions with the cost centers. This is shown in detail when describing the Journal Entry transactions screens.

Profits and Losses Accounts: Selecting this option will oblige the user to use cost centers when performing any transaction onto any of the Profits and Losses accounts only, such as the expenses and incomes.

Mandatory: Selecting this option will oblige the user to use cost centers when performing any transaction onto any account whether of the Profits and Losses accounts or the Budgeting accounts. That is, the user will not be able to move from the cost center field of the used account in the transaction or save the transaction unless the cost center has been specified.

Not Used: Selecting this option will make the system to stop dealing with the cost centers in all the voucher’s cycle screens.

Alert Backup Data: (once-everyday-week-month-unalert): Selecting this option will allow the system to display attention dialogue to make backup according to the selected option.

When do you want the Alert Backup dialogue display?(when login or logout)

Selecting this option will allow the system to display attention dialogue to make a backup according to the selected option when the user login or logout).

Show Attention when start the system: selecting this option will make the system to display the attention screen when it runs.

Hide the browser from the system's interfaces:

System Font color: Determine font to use for various report elements.(Blue-Black).

Set the default language: Determine the system language (Arabic-French – English).

Unclose Year: This option enables system to add a Undo-closing year screen in the closing menu in the Administration module.
Disable undo-posting: Before making any selection, you have to know the purpose of undo posting. Undom Posting menu means the following:

- The possibility of modifying any posted voucher in the case there is an error in amount or the account itself.
- The desire of deleting any posted voucher extremely from the system in the case of the repetition of inputs.

Note: Selecting this option will deactivate the Undo Posting menu in the Administration menu bar; therefore, will not enable the user to undo post any posted document. It must be noted that undo posting any posted document will result in canceling all the accounting effects made on the accounts and amounts with the ability to reposting them again.

Extra field(Use Hijri Date): Selecting this option will enable the system to add fields in all system transaction screens, with the ability to modify the Hijri date from System Maintenance menu in the Administration module.

Voucher Date is Proved: This option will affect the date in the different screens. That is, the system will maintain the use of the date used in the screen for all added transactions. When the Add button is clicked in any screen, the system will display the date used in the previous transaction rather than showing the computer’s date, provided that the user has not exited the current screen.

Use serial number: this option allows the use of serial number in any transaction of the items in the inventory, purchase, and sales, in addition to clarifying in the reports of incoming, outgoing and the remain serial numbers in the warehouse.

Use Expiry Date: serial numbers this option allow the use of expiration dates. This option will activate EXPIRATION DATE in the Item Details screen in the Inventory Management module. And then the user can select this feature when the item has expiry date, Also to notify the user that the expiry date of items is approach, in view of the fact the user can incoming the items and outgoing according to expiry date in case of selecting the average method.

Use POS: This option link the system with other system which is POS.
Use Pharmacy System: selecting this option will display screen pharmacy related screen in the Inventory, Sales, Purchase modules.

Use Incurrence Card: This option will display Insurance card screen in the Inventory Main Inputs.

**Signatures Set-up**

Signatures Setup screen is used for adding custom header (signatures) to your Integrated Accounting System of authorized people in the company that will display when you print any voucher(s) or report(s) in order to sign them manually according to the requirements.

![Signatures Setup Screen](image)

**To use this screen follow these steps:**

1. Determine the module from the tree form the right side of the screen.
   *GL/Inventory/Sales/Purchase*. The selected module/transaction screen(s) or report. the name will display in the Report Name field at the top of the screen.
2. Click Modify icon, the click on USE REPORT SIGNATURES checkbox.
3. Enter the custom signature(s).
4. Enter the header and footer note(s).
5. Click Save icon.
Attention Screen

Attention Screen can be displayed when you run the system after clicking Login icon, or from Configuration Menu in the Administration Management module. This screen displays a few reports to monitor your company health according to the data inputted in the system.

As you can see in the previous figure, it contains seven bars displays: Customers Crossed the Debt Limit – Accounts Crossed the Minimum Limit - Accounts Crossed the Maximum Limit - Items Crossed Minimum - Items Crossed the Maximum Limit of Quantity - Items Crossed the Order Maximum Limit – Expired Items.
(2)

Administration : Users privileges

In this Section :

- Users privileges.
- Logged on users.
Overview

User Privilege menu provides the system administrator(s) with two screens that are used for monitoring and granting the system users the required privileges, which will enable them to use the system in accordance with their duties and responsibilities. Before using this menu, you have to indicate the person in-charge who will have the authority to access the system in order to enter his own name number and password as a user. Also to indicate the authorized screens he will work on. After that you will be able to indicate his authorizations in accessing each screen and the parts in the system he can use.

It is worthy to mention that the system considers the authorities of any new users as close unless they are given the authorities through clicking on the "Modify" icon and then the "Save" icon to approve the new given authorities.
User Privilege (Maintenance)

User Privilege screen is used for setting up a new user in order to enable him/her work and use the required module/s screens based on his/her duties, responsibilities, specialty, etc. in the company. Within this screen, you can even control some features based on the rank of the user. That is, you can provide, for example, the privilege of adding, deleting, modifying, and viewing data to some users whereas other users will have the privilege of viewing data without being able to have any of the other privileges. And also you can provide the privilege of adding, deleting, modifying, and viewing data of any of the system’s module without being able to use the others.

As shown in the previous figure, User Privilege screen comprises six tabs: User Privilege, Accounts & Documents Privilege, Accounts Receivable (Sales) Privilege, Group Privilege, Inventory Privilege, Cost Center Privilege. In each of these tabs, the System Administrator can control and monitor the duties and responsibilities assigned to the users of Integrated Accounting System at the level of every module. Besides, the System Administrator can modify the privileges and access details of any user, such as changing the user’s password, and can delete any user completely from the system.
2.1 User Privilege

Previous figure shows that the User Privileges screen is divided into three parts. The upper part deals with adding Users details whereas the lower part deals with granting Privileges to the users, as will be described below:

Users Details

The upper part of the User Privileges screen deals with adding users details (Addition, Modification, and Deletion). The System Administrator must add each user's details at first in this part and then, in the lower part of the screen, he/she can deal with the privileges of the users.

Adding New user:

To add a new user proceed as follows:

1- Click on the Add icon.
2- Enter the user ID in the User ID field (e.g. 5). Notice that you cannot use the number “1” because it is assigned to the System Administrator.
3- Enter the user name in the User Name field (e.g. Ibrahim Al-Husam).
4- Enter the desired password in the Password field. You need to confirm the password you typed in the Password Confirm field that will appear after you click on the Add icon.
5- When you are done, click on the Save icon (in the upper part). The new user ID and name will appear in the respective lists.

Modifying a User’s Details: To modify a user’s details:

1- Click on the desired user ID or name from the list. The user details will appear in the respective fields.
2- Click on the Modify icon (upper part) to carry out the desired modifications.
3- When you are done, click on the Save icon.

Deleting a User’s Details: To delete a user from the system:

1- Click on the desired user ID or name from the list. The user details will appear in the respective fields.
2- Click on the Delete icon to delete user.

Use to display the details of the previous/next user.
1.2 Assigning Privileges to Users

Through the second part, you can indicate (System / screen privileges) that are authorized by every user.

1- Click on the desired User ID or Name from the list. The user details will appear in the respective fields.
2- Click on the Modify icon (in the lower part).
3- In the Main Module list, click on the check against the main name that is desired to be provided as a privilege to the user. Notice that these main names are arranged in the same order as they appear in the system. When you click on any main name from the list of the Main Module, the names of all screens available under this selected main name will be listed under the Sub Module window, showing against each screen name the available commands in the screen (Add, Delete, Modify, and View), as shown in the previous figure.
4- Now, you can grant the user the desired privileges in any screen and restrict his/her use of any command in the selected screen by marking (✓) inside the relevant check boxes of the commands. This means that the System Administrator can assign to the user only those screens that are needed for him/her to access and deal with. The user will not be able to access any screen other than those assigned for him/her.

Options in this list will enable you to quickly mark the desired check boxes when the granted privileges are same in some the screens. Options in this small list are described below:
A - **Dealing with one cell**: this option is to give the privilege (for example: Add) for the screen in the same line of the cell which clicked on (for example: General Voucher screen), this means that you have to click on each cell separately to give privileges for each screen.

B - **Selecting a row**: this option is to give all privileges (for example: add, delete, edit, and show together) on the screen in the same row of the cell clicked on (for example: receipt vouchers), this means; it is enough to click on one cell in the same row of the screen we want to give all privileges.

C - **Grant All Vertical**: Selecting this option will mark the column check boxes under the command name that will be assigned as a privilege to the user.

D - **Selecting a column**: this option is to give the privilege clicked on its column in all screens appeared as per in the previous picture which shows giving editing privilege, this means; it is enough to click on one cell in the same column of privilege we want to give in all screens.

E - **Selecting all**: Selecting this option will mark all check boxes. The user will be granted the privilege of accessing all the screens and execute all the commands available in each of these screens.

In a similar way, to quickly cancel the privileges provided to the user in some or all of the screens make use of the three Revoke options. In this case, the system will unmark the check boxes based on your selection.

5- Click on the *Save* icon (at the lower part) when you finish canceling or assigning the desired privileges to the user.

The procedures of giving privileges are applicable for cancelling privileges procedures except for that the system deletes the sign (✔) when clicking on the cells as explained above.

After giving or cancelling the privileges in the screens appeared in the previous picture, we click on another screen; for example, posting in (partial menu) to enable the system to show posting screens, then we give or cancel the privileges as explained above.

**1-3 Accounts & Documents Privilege**

This screen is used for controlling the users in dealing with the accounts whatever are the privileges given to them in the screens by the same way explained in the previous screen in using the options upper the accounts information : ( dealing with one cell, selecting row, selecting column.. est.) in how to give and cancel privileges through clicking on the cells.
This screen controls the relation of users and various accounts, for example; preventing the purchase department staff from dealing with the custommers accounts because there is no need for that.

How to use this screen?

We deal with the feathers of this screen by clicking the "Modify" icon at the end of the screen; we can deal with three privileges as following:

Enter: the sign (✓) on this privilege means that the user can enter the account in front of the sign in any transaction through the allowed screens in the system.

View: the sign (✓) on this privilege means that the user can view the statement of the checked account.

Local view: the sign (✓) on this privilege means that the user can view statement of account in local currency for foreign accounts, so that this privilege is acceptable by the system only for the foreign accounts.

After that we click on the "Save" icon to save the amended privileges in this screen by the system. You can also give privileges to journal voucher screen’s users according to the type of the allowed document for each user to deal with.
1-4 Account Receivable (Sales) Privilege

This screen is used for controlling the several options of Account Receivable module (sale) by giving privileges according to the responsibilities and specializations in sales department.

How to use this screen:

The following screen will appear by clicking (Sales Maintenance tab) which we can through this screen determine the nature of the privilege given to each user by clicking on "Modify" icon at the end of the screen, then clicking on the cell we need to give the privilege for until the sign (✓) which indicate giving the privilege, or clicking on the cell again to cancel the sign (✓) which indicate cancelling the privilege for the user. After marking the privileges given to the user, you have to click on the icon "Save" to enable the system saving the amendments on the user’s maintenance.
1-5 Groups Privilege

By clicking on (Groups Privilege tab), the system will view a screen contains all inventory groups entered in groups data screen in Inventory System. You will be able to indicate the inventory groups which the user allowed to deal with. The user will not be able to deal with any category related to the other groups which is not accessible for the user through this screen.

How to use this screen?

After clicking on the "Modify" icon, we indicate the inventory groups which are allowed to deal with by clicking on the cell near the group until getting the sign (√), then the user will be able to deal with the category related to this group. Also we can delete this privilege by clicking on the cell again till cancelling the sign from the group.

The privilege can be given to a particular user in all groups by clicking on the option (select column) in top of the groups name to enable the system selecting all groups just by clicking on any cell in the column. Then click on the "Save" icon to enable the system saving the amendments on this screen.
1.6 Group Details Privilege

By clicking on the inventory maintenance, the system will show the following screen which enable us indicating the inventories and exhibitions which the user is allowed to deal with their content weather increasing or decreasing in which the inventory will not be effected except through the person in charge actually.

How to use this screen

After clicking on the Modify icon, the system will view a screen contains all the inventories entered to the inventory data screen, which enable the mentioned user in (Username) field dealing with any inventory of the firm’s inventories by clicking on the cell near the inventory we need to open a privilege to user in until having the sign (✓), also we can delete this privilege by clicking on the cell again till cancelling the sign. We can give the privileges to all inventories by dealing with the options above the inventory names and then clicking on the "Save" icon to enable the system saving the amendments on this screen.
1.6 Cost Center Maintenance

By clicking on the Cost Center maintenance, the system will show the Cost Center Maintenance screen which enable us indicating the cost center (s) which the user is allowed to be authorized.
2.2 The User Login Details screen

Clicking on the User Login Details screen in the User Privilege menu will open the User Login Details screen as shown in Using this screen, the System Administrator can identify the users that are currently using the system and that have used the system, showing their names, login time and date. When accessing to this screen, the list of users will appear as following:

![Screen capture of Users in the System]

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Ibrahim Al-Husam 29/6/3/2014 05:05:36 e
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Administration : Branches

In this Section :

- Users privileges.
- Linked Branches.
Overview

Branches menu provides you with two administration screens. The Branch Details screen is used for modifying branches' details, such as embedding more details in the letterheads of the reports and/or changing the company logo that will appear on the official documents of the company. The Create New Branch screen deals with creating new branches that will be formally linked to the branch that you are currently working in. Details of the new created branch will be controlled by the branch you are currently working in, where you can control the details that you need to transfer from the main branch to the newly created branch.

Notice that a new branch can be created from any currently opened branch in the system. In this case, the current branch will be the main branch with respect to the created branch. It is also possible to display all the sub-branches’ details from this main branch, as will be described later.
3.1 Current Branch Details

This screen is used for modifying all details of the branch you are currently working in except the Branch Code, which will be deactivated and cannot be modified at all. You can also indicate the firm’s logo we want the system to implement in all the reports and information written in this screen’s cells, and we can write the names of the persons in charge of approving the opening of this branch financially in the system and the signatures on reports (general ledger- trial balance- ....), for example; in the case of having a sub-accounts in this branch of another branch and we need to have the approval of the concern party to deal with an independent branch, and we should not forget that we have to click on (ADD) icon before doing any required modifications.

**Uploading Logo:**

After clicking on (Modify) icon, double clicking on the logo field to enable the system to show two squares which we can in the first square review the computer’s contents, after that open the file contains the logo you want, the system to introduce as per in the following picture, then the system with view the contents names in the second square which we can double click the file we want the system to copy in the logo field and implement it in all reports. Finally click on Save icon to enable the system saving the modifications made in this screen and activate the amendment in the system.
3.2 Linked Branches

This screen is used for creating new branch(es) from the current branch which you accessed the system through. The opened branches from a particular branch is considered as part of the main branch. That does not mean that these branches is not independent, these branches is independent to the extent that you can deal with the accounts in the new branch as new accounts and these accounts has no relation with the main branch accounts.

Also, you can design a report from the main branch to show a comparison between the accounts and operations in all related branches belong to the main branch.

Creating New Branch

You can review the branches linked to the current branch by clicking on view icon to enable the system viewing the linked branches in an additional list. By double clicking on any branch, the system will display all information of the branch in the screen’s fields.

1- click on Add icon.
2- Determine the Date and the Year.
3- Fill the fields with desired information.
4- Click on Save icon.
Note: You can also, through this screen, create new branch to the group of branches linked to the current branch by:

1- Clicking on *add* icon. The system then will view the options as per in the previous figure.
2- Indicate the beginning and ending of the year for the branch in the four fields in first row of the information.
3- Then enter the branch number on condition that there is no branch has the same number.
4- After that, fill the information of the branch you want to approve in the system.
5- After that, enter the remaining information in the several fields and indicate whether you want to move all the current sittings of the main branch to the new branch or just some of the sittings by dealing with the options in the side of the screen.

Each option expresses its function if you choose to click on it until having the sign (✓) in the near square. By clicking on the same options in the main branch, there will be no need to insert these sittings again in the new branch. Finally we click on *save* button to enable the system creating the new branch with the information and sittings inserted and copied in this screen.

If you want to create the sittings of the new branch from the beginning, just click on *save* icon without indicating any options to be copied in the side screen. It is wealthy to mention that the new branch will take the same password on the first user of the main branch. You can change the password after accessing the new branch due to the fact that each branch in the system is an integrated independent system, and all the subjects in this manual are applicable on this branch.
Administration : Closing

In this Section :

- Users privileges.
- Linked Branches.
Overview

Closing menu provides you with two main financial closings. The actual closing is concerned with the monthly and the annual closings, which give rise to some accounting procedures and the issuance of periodical reports. The formal closing is a period locking that has no financial or accounting consequences but preventing the entry of transactions in the locked period. This section will explain three important screens, and conduct the several closings through the following screens:

1- *Stopping the periods*: This screen is used for stopping any desired period(s) during the fiscal year. As a result of this locking, the users will not be able to deal with any locked month(s). Here, you will have a possibility of locking months that are not close to each other.

2- *Monthly closing*: this closing result posting the accumulated balances in the closed month as an opening balance to the next month. We will be able to issue financial statement and profit and loss statement for the closed month and other feathers will be explained in details later on.

3- *Yearly closing*: Due to this closing, the current fiscal year will be closed. As a result, the system will open a new fiscal year automatically and moves the financial and inventorial balances of the closed year as opening balances in the new fiscal year. In addition, the system will close the profits and losses accounts of the closed fiscal year.
4.1 Stopping the Periods

This screen is used for stop specific period in order to prevent other users of the system from processing any transactions in the stopped period(s).

The process of stopping any period(s) using the *Periods Stopping* screen is carried out as follows:

1- Click on the *Modify* icon.
2- Determine the starting/ending dates of the period you want to stop by day, month, and year in the (from date- to date) fields.
3- After that click on the *(stop periods)* checkbox (✔). You can stop another period in the same way by using the next fields.
4- Click on the *Save* icon when you are done.
4.2 Monthly Closing

This screen is used for conducting the monthly closing so that the system implements the closing within few seconds. After closing you will be able to view all reports related to the accounts closing at the end of the month, such as; final trial balance, final balances of the activity accounts in the closed month, and other financially known feathers.

The following explain the work on this screen in three sides:

1- The things should be verified before the closing.
2- Carrying out the monthly closing.
3- Extra options in the closing screen.

First: the things should be verified before the closing

You should verify from several things before closing process to have an accurate financially closing results, the things we should verify from are:

1- You must make sure that all financial transactions carried out during the period have been entered in the system through the relevant screens. You should check which
vouchers’ numbers have not been entered in the system. This process is important especially for companies that use printed financial documents.

2- Make sure that all the transactions related to the month to be closed have affected the accounts by posting them through the Posting screens. You will not be allowed to complete the process of closing the month if any document has not been posted yet.

3- Make sure that the opening balances for the month to be closed are available. This can be made by making sure the closure of the month that precedes the month to be closed.

Second: The details of closing process in the system:

the monthly closing conducted by writing the number of the month we want to close in the (month) field, then we move from the field to enable the system viewing the financial year, after that we click on the closing button to conduct the monthly closing.

Third: Extra options in the closing screen:

There are several options in the screen which we can benefit from according to the nature of the accounts, such as:

1- Reverse Journal-Entries.

2- Closing the exchange rate differences of foreign currencies.

1.Reverse Journal-Entries:

Make Reversal: In the Journal Entry screen, if you mark the Reversible check box, the system will reverse the entry at the time of closing the month. In this case, the system will cancel the effect of this entry on balances by making an automatic entry that reverses the financial transaction in this entry. Now, to activate this feature of the reversible entries during the month to be closed, you must mark (✓) in the Make Reversal check box. The system will cancel the effect of the reversible entries.

Currency Diff:

Currency Diff: Selecting this option means that you have to depend on the system to do the necessary adjustments at the end of the month due to the differences in the rates of the foreign currencies against the local currency. The system will re-evaluate the foreign accounts
balances based on the specified exchange rate made in the Currency Details screen. Then, it makes automatic entries for posting the differences of the foreign currencies against the local currency to the Cash Reverse account that is linked to the Interface (Intermediate) Accounts screen. If you mark (✓) in the Currency Diff check box, the system will display a list of all foreign account names and numbers along with the account currency and exchange rate. Here, it will be possible to deal with the accounts using three different methods for evaluating the accounts:

a) Evaluating All Accounts: In this case, the system will evaluate all the foreign accounts using the exchange rate against each currency and process the necessary adjustments in local currency for the differences resulting from the re-evaluation process. The system will then close the differences in the account of the exchange rates discrepancies that was linked to the screen of the Interface (Intermediate) Accounts.

b) Canceling the Selected Accounts: In this case, the user will unmark the Accounts check boxes. This will enable the user to select and mark only the desired accounts that he/she needs from the system to process the adjustments for the currency differences at the time of monthly closing.

c) Enter Part of Ac. Code: Here, writing part of the account number in this field and clicking this icon will mark the all account numbers that starts with the number you specified. The system will process the currency difference adjustments only for the accounts that start with the number you specified.

**Unclosing Monthly**

*Unclosing Monthly* is used for opening a closed month by entering the desired month number to be opened in the Periods field and clicking the Open icon. The system will open the closed month canceling all accounting processes made when closing the month. Notice that you cannot open a month if the month that follows it is still closed.

**Profits Losses Closing**

*Profits & Losses Closing* is used for closing all the accounts of profits and losses that are available under the *Profits and Losses* account in the *Charts of Accounts*. Normally, this account exists within the Liabilities account. The system will process an automatic entry to clear all profit and loss accounts balances and close them in the account recorded in this screen. The final result of the financial year activity is the total amount appears in this account.
Things have to be reviewed before the profit and loss closing

Before you start the Profits and Losses closing, and in order to make sure that the closing process is carried out successfully, the following steps must be checked at first:

1- Making sure that all financial adjustments that have effects on evaluating expenditures and revenue have been done completely.
2- Making sure that all months of the fiscal year have been closed. The system will not enable to carry out the closing process of the Profits and Losses accounts unless all months are closed.
3- It is preferred to issue the trail balance as well as the profits and losses reports before conducting with the closing process.

P&L Closing/Unclosing:

Enter the P& L account number in the Account Code field and then click on the Close icon.

You can Undo closing P&L account by clicking on Open icon.

Open New Year

Open New Year screen is used for opening the accounting records of the new fiscal year. The system will open the new fiscal year having exactly the similar configurations of the ended year. Hence, there will be no need to carry out any configurations in the new fiscal year.
Notice that the process of creating a new year has been chosen to be carried out on a separate screen in order to handle the transactions of the new fiscal year independently. That is, in this screen, it will be possible to close the ended fiscal year even if the closing procedures were not complete. In this case, the system will take the balances of the ended fiscal year as opening balances in the new fiscal year, provided that the first month of the new fiscal year should not be closed before you complete the closing procedures of the ended fiscal year.

Therefore, when a fiscal year is closed, the system will transfer the following records to the new fiscal year:

1- All data of the configuration screens in the whole modules of the system.
2- Users’ data and details along with the privileges of every user.
3- The Chart of Accounts, Cost Centers, Cash, and Banks available in the inputs of the General Ledger module.
4- Details of the groups, items, warehouses, bins, and items prices in the inputs of the Inventory module.
5- Details of incoming items and vendors in the inputs of the Accounts Receivable module.
6- Details of customers’ types, collectors, regions, customers, and sales persons in the inputs of the Accounts Payable module.
7- Cheques that are due in the new fiscal year. So that the system will create a serialization arrangement for numbering the Payment and Receipt Vouchers of these cheques in the new fiscal year. It is also possible to transfer these cheques the same serial numbering in the ended year.

Notice that you can modify any of the transferred data to the new fiscal year unless transactions have been made in the new fiscal year. For example, you can delete any customer if there has been no transactions made in his account.

Inventory Closing

This screen is used for transferring the inventory balances from the ended fiscal year to the new fiscal year as opening balances. The system has been made flexible so that the closing procedures of the inventory can be postponed though, in accounting, the closing procedures of the inventory should be carried out on the last day of the fiscal year.

Before logging to this screen, you have to open the new year and then you can click on (moving inventory balances) in the main screen. The system then will view this screen which you can indicate the nature of the inventory that the system will approve as opening balance for the new year. The following is a detailed explanation of each option:
1- Available Quantity – In this case, the inventory quantities have been entered in the "Inventory" screen and were processed by Incoming and Outgoing Stock Orders. Hence, this option means that the available stock balance represents the actual balance after the inventory and will be taken in the new fiscal year. Accordingly, when you click on the Close icon, the system will transfer the balances from the warehouses of the ended year to the warehouses of the new fiscal year even if there is no any quantity in the "Inventory" screen. Notice here that adjustments should be made in the ended fiscal year as well as in the new fiscal year based on the actual inventory data of items.

2- Actual Quantity – In this case, the inventory quantities have been entered but were not processed. That is, this option means that the actual balances after the inventory have been entered in the Manual Inventory screen of the Inventory module; however, no adjustments were made on the approved quantities in the warehouses in order to correct the available quantities in the system.

Accordingly, when you click on the Close icon, the system will transfer the balances that have been entered in the Inventory screen as opening balances in the new fiscal year, comprising of items which their stock quantity differ from their inventory quantity. Notice here that adjustments should be made in the ended fiscal year only in order for the balance to be equal to the opening balances of the new fiscal year.

**Accounts Closing screen**

This screen is used for transferring all the final balances in the ended fiscal as opening balances in the new fiscal year provided that all adjustment transactions in the ended year have been made completely.

To close the accounts, click on the Close icon. A confirmation message will pop up. Clicking on the OK icon will close the accounts and transfer all the balances of the accounts to the new fiscal year. Another message will pop up to confirm the closure process of the accounts.
Undo Annual Closing

This screen can be activated from the Variable screen in the Configuration menu of the Administration module when the option (Use Undo closing year) is selected. This screen has been designed to enable system user to reverse (Cancel) part or all of the closing annual and that are described previously. The purpose of using this screen is that after closing the year the user cannot make any corrections, but after using it is to make some corrections and then re-closing again.

Options

1- Cancel Accounts Closing: To cancel all the final balances in the ended fiscal that transferred to the new fiscal year as opening balances.
2- Cancel Inventory Closing: To cancel inventory balances transferred to the new Year.
3- Cancel Cheque Closing: To cancel the transferred due to date cheques.
4- Cancel Closing: To undo Annual closing.
Administration : Undo-Posting

Overview

The first chapter describes and explained the importance of posting process of vouchers and the reasons for doing it in a way that it should not be carried out automatically once a transaction is saved. The main reason behind doing it that way was to give the user a chance to re-check his calculations and make any required corrections when entering the journal entry.
In fact, and from the accounting point of view, it does not recommend the use of undo-posting procedure. If an error has been made in any entry, it is preferred to correct the error by making a reverse entry instead of undo-posting.

The screens of this chapter appear when we click on the option (using posting cancellation feature) in variables screen in Administration module. Through this feature, we can disable what has been done in posting screen for all documents in the system in condition of that the month has to be unclosed. As a result of that, you have to review what has been explained in posting screen before reading this chapter.
The system in this menu provides special screens for each document which has a financial influent. By canceling the posting, user can modify all financial statements being influenced and canceling the automatic vouchers done by the system. Accordingly, you can view the document, modify it, and post it again with the amended information. You can also delete the document permanently from the system; in this case the system will report the document number in the missing documents if it followed by another transaction.

You can cancel the posting in a similar way of posting by choosing the document’s screen from the main screen and access to the posting cancellation screen as per in the previous picture of undo-posting sales invoices.

You can enter the document number in (from) field and then press Undo icon. The system will cancel all the financial influents of this document. You can also view the similar posted documents by clicking on (view posted documents) phrase until getting (✓)checkbox. And then click on Invoice to view all posted invoices for the unclosed month or months. After that click on the cell near the document you want to cancel until getting (✓). We can select more than one document, as per in the previous picture, and click on Undo-posting icon.
Administration : System Maintenance

System Maintenance menu provides you with many four options to make it easier to keep your system healthy. The first and second options in this menu are used for compacting and updating the Database.
The Backup screen

It is important to backup your data regularly. This will save your data from being lost or damaged.

To start backing up a database, click on the Backup option in the System Maintenance menu in the Administration module. The Backup dialog screen will open as shown in following figure.

To backup your database follow these steps:

1- In the Copy No. Field : Enter backup number .
2- In the "Path Backup" field : select the path and file name where you need to save the backup file (for example, d:/ ... c:/....e:../ .
3- The Date will display automatically according to the computer date .
4- In the Description field : Enter any description.
5- Click on the Backup icon. The system will start the backup process and save the backup file in the path you specified. A confirmation message will show up when the backup process completes successfully.

**The Restore screen**

The backup restore option is used to restore your data.

1- In the Backup date, Enter the date when you made the backup.
6- Determine the directory/path and file name where you need to save the backup file (for example, d:/ … c:/……c:……/.
2- Click on the Restore icon to restore the database.
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