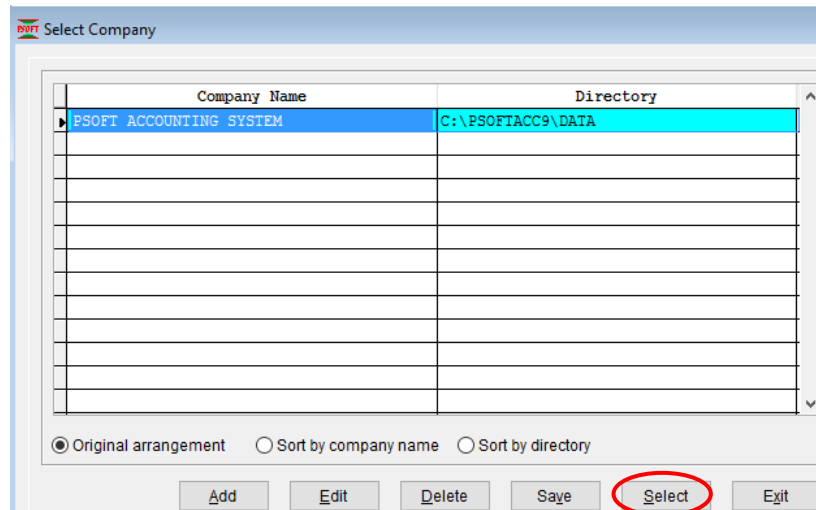


Basic setup and use of Psoft accounting software:

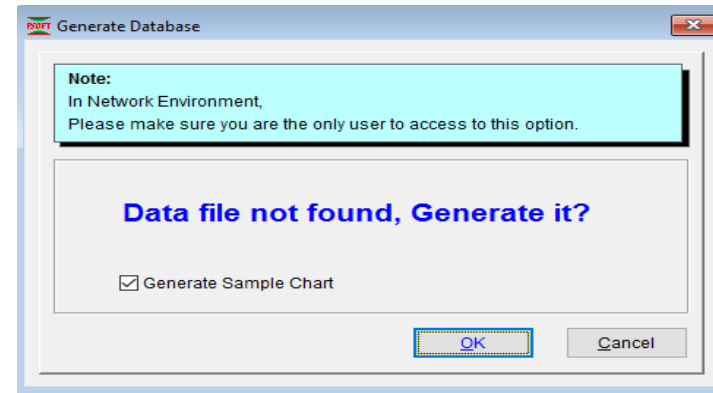
1) Installation

- Insert **PSOFT** CD into CD-ROM, an auto-run screen will be displayed.
- Click at **“Install Products”**-> **“Install Accounting Software”**-> and continue the process.
- After finish installation, a shortcut icon **Psoft Accounting** will be created in the desktop.

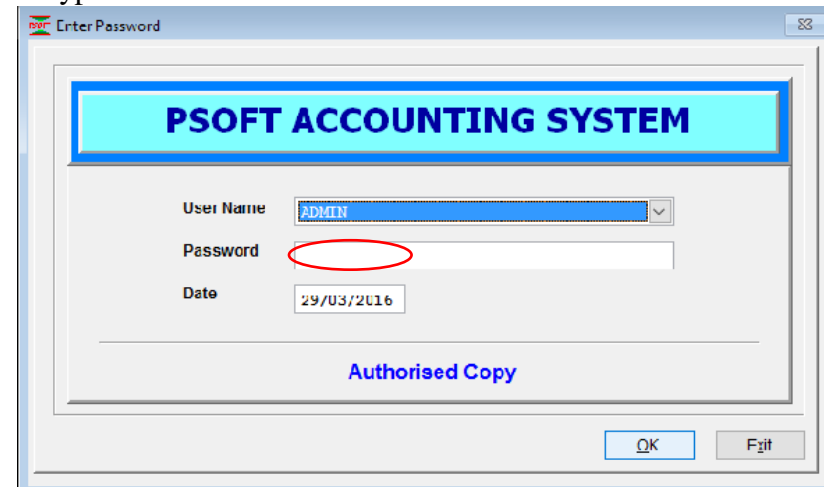
To execute the program, double click at icon **“Psoft Accounting”**. **“Select Company”** screen will be displayed. Then click at **“Select”**.



- As it is a new folder, we have to generate data files. Click at **“OK”** & then **“Yes”** to continue.



- Type Password **“Admin”** and then click **“OK”**



- Now, the PSOFT Accounting System is ready to use.
- To quit the system, click at **Housekeeping -> Exit -> Yes ->Exit.**



2) Company Setting

(Go to *Housekeeping -> Run Setup -> General Setting, Page1*) For example:

- Key in **Company name and details.**

- Last Accounting Year Closing Date = **31/12/2004** (This date will affect “This Accounting Year’s Opening and Closing Date”).
- Starting Period = **1**
- Closing Period = **12**
- Click “OK” to exit.

3) Create Chart of Account

(Go to general -> General Ledger A/C Maintenance)

For example:

The screenshot shows the 'General Ledger A/C Maintenance' window. The 'Account Number' is '1000/000' and the 'A/C Description' is 'CAPITAL'. The 'Account Type' is 'A'. The 'Add' button is circled in red.

- Click at “Add”
- Account Number = 1000/000, then Enter.
- Description (name of account) = CAPITAL, then Enter.
- Special Account when necessary. otherwise just Enter.
- Account Type = A (or select from the list below), then “Save”.

Print Chart Of Accounts

(General -> Print Chart Of Accounts)

ACC. NO.	A/C DESCRIPTION	ACCOUNT TYPE	SA	TYPE	DEPT.
1000000	CAPITAL	CAPITAL			A
1050000	RETAINED EARNING	CAPITAL	PA		A
2000000	FIXED ASSETS	FIXED ASSETS			D
2000/100	MOTOR VEHICLE JQJ 369	FIXED ASSETS			D
2000/105	ACCUM. DEPRN. - MOTOR VEHICLE (JQJ 369)	FIXED ASSETS	AD		D
2000/200	FURNITURE & FITTING	FIXED ASSETS			D
2000/205	ACCUM. DEPRN. - FURNITURE & FITTINGS	FIXED ASSETS	AD		D
2000/300	OFFICE EQUIPMENT	FIXED ASSETS			D
2000/305	ACCUM. DEPRN. - OFFICE EQUIPMENT	FIXED ASSETS	AD		D
3000000	TRADE DEBTORS	CURRENT ASSETS			F
3000/A01	A COMPANY	CURRENT ASSETS			F
3010000	BANK - UMBC A/C	CURRENT ASSETS	BKPVCA		F
3020000	CASH IN HAND	CURRENT ASSETS	PVCA		F
3030000	STOCK	CURRENT ASSETS	BS		F
4000000	TRADE CREDITORS	CURRENT LIABILITIES			G
4000/X01	X COMPANY	CURRENT LIABILITIES			G
4005000	OTHER CREDITORS	CURRENT LIABILITIES			G
5000000	SALES	SALES			H
5003000	CASH SALES	SALES			H
6000000	STOCKS AT BEGINNING OF YEAR	COST OF GOODS SOLD	OS		J
6010000	PURCHASES	COST OF GOODS SOLD			J
6015000	CARRIAGE INWARDS	COST OF GOODS SOLD			J
6020000	STOCKS AT END OF YEAR	COST OF GOODS SOLD	CS		J

Account Type - All types of account are classified under 2 main categories, namely balance sheet accounts and Income/Expenses accounts.

Special Account – Assigned when that account requires certain functions eg Bank must have BK in the special Account for computer to have Bank Recon.

4) Debtors /Creditors File Maintenance

(Go to Debtors -> Debtors File Maintenance)

Debtors File Maintenance

Debtor No. 3000/A01 Open Item Debtor More Info. Date 12/08/2005

Name A COMPANY

Address _____ Group To 3000/A01

Area _____

Agent _____

Terms _____

Attention _____ Credit Limit 0.00

Email/Web Site Address _____

Phone Numbers _____

Phone Numbers (2) _____

Fax/Telex _____

Contact _____

Nature Of Business _____

Enter this for foreign currency

Currency Code _____

Currency Symbol RM

Currency Word RINGGIT MALAYSIA

Top Prev Next Bottom Search Add Save Delete Exit

(Go to Creditors ->Creditors File Maintenance)

Creditors File Maintenance

Creditor No. 4000/X01 Open Item Creditor More Info. Date 12/08/2005

Name X COMPANY

Address _____ Group To 4000/X01

Area _____

Agent _____

Terms _____

Attention _____ Credit Limit 0.00

Email/Web Site Address _____

Phone Numbers _____

Phone Numbers (2) _____

Fax/Telex _____

Contact _____

Nature Of Business _____

Enter this for foreign currency

Currency Code _____

Currency Symbol RM

Currency Word RINGGIT MALAYSIA

Top Prev Next Bottom Search Add Save Delete Exit

5) Organise Batches

(Go to Transactions -> Organise Batches)

Before keying any transaction, you have to plan and organise batches according to your own needs.

Organise Batches

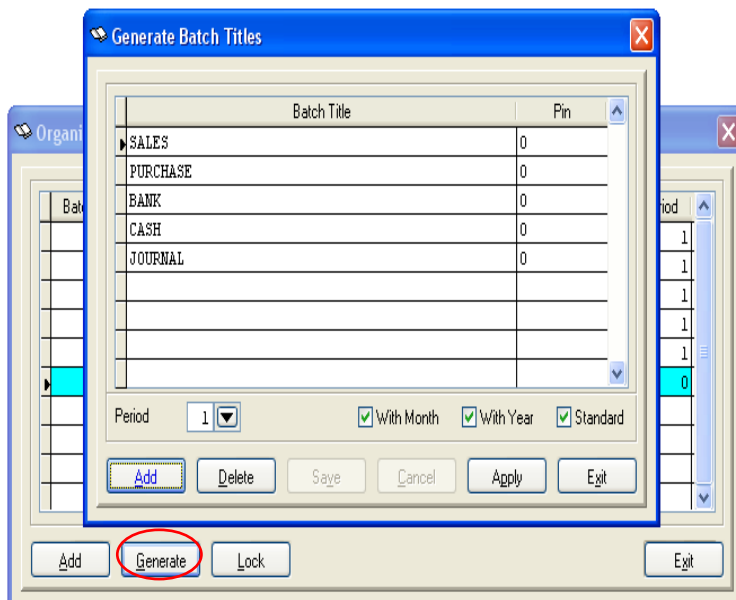
Batch No.	Batch Type	Title	Pin	Lock Status	Period
1	SALES	- JAN '2005	0		1
2	PURCHASE	- JAN '2005	0		1
3	BANK	- JAN '2005	0		1
4	CASH	- JAN '2005	0		1
5	JOURNAL	- JAN '2005	0		1
6			0		0

Add Generate Lock Exit

•Click at “Add”.

•Key in **Title, Pin and Period.**

OR



Click at “**Generate**” Then select *Period* and click “**Apply**”.

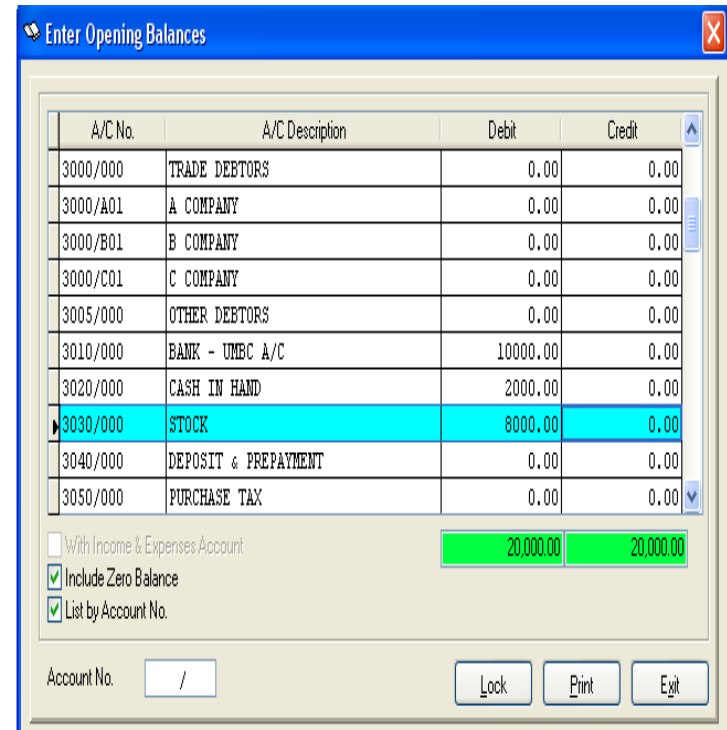
6) Enter Opening Balance

(General -> Enter Opening Balances)

- When you computerize your accounting operation for the very first time, you need to enter all relevant accounts, their opening balances brought forward from last financial year. Subsequently, the system will generate the opening balances consistently each year after running “Year End Processing”.

For example:

- Credit Capital = 20000
- Debit Bank = 10000
- Debit Cash = 2000
- Debit Stock = 8000



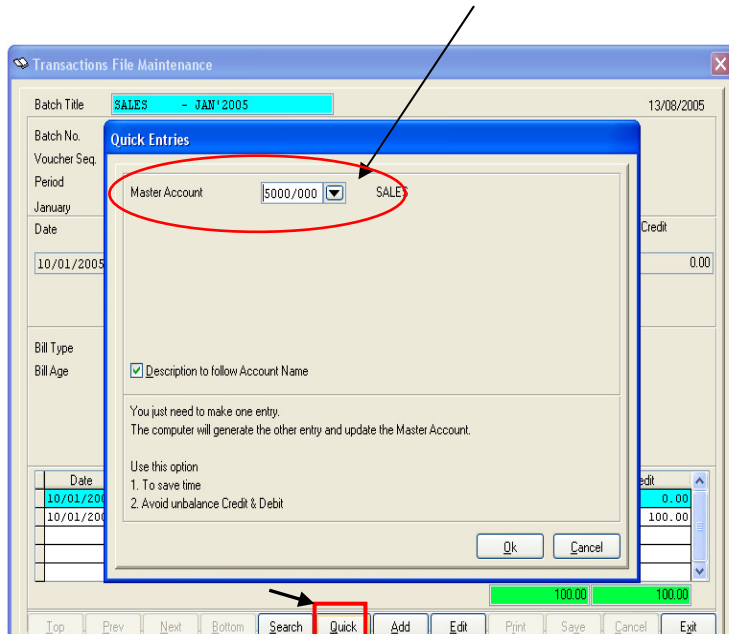
7) Transaction Entry

(Go to Transaction -> Transaction File Maintenance)

There are two methods to key in transaction: **Add** and **Quick**.

a) Quick Method:

- Double transaction entry procedure. (When you enter one side of double entry, the system will generate the other side of the entry automatically).



- All you need to do is nominate a **Master Account**.

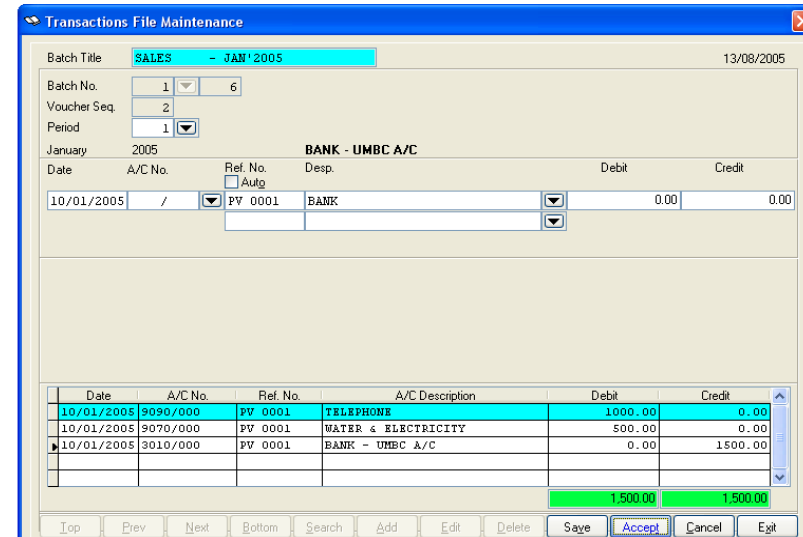
For example:

- Click at “Quick”.
- Debit Debtor = 5000.00.
- Credit Sales = 5000.00. (Master Account)

b) Add method:

- Single transaction entry procedure. (When you enter a debit entry, you have to add credit entry (or vice-versa) to complete the double entry concept).

For example:



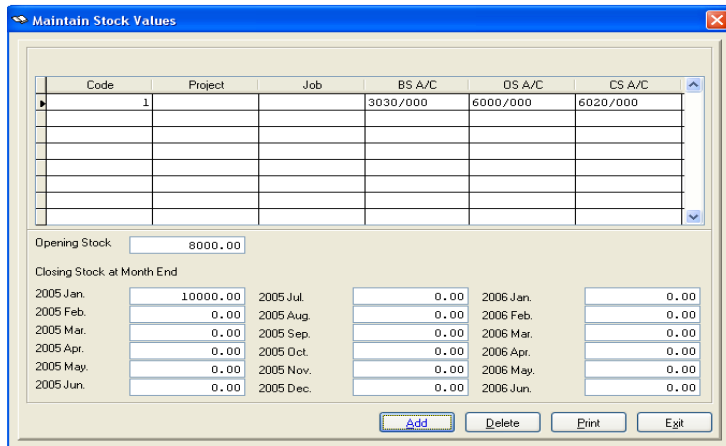
- Click at “Add”.
- Debit Telephone = 1000.00 (click “Save”).
- Debit Water & Electricity = 500.00 (click “Save”).
- Credit Bank = 1500.00 (click “Save” Then “Accept”).

8) Maintain Stock Value

(General -> Maintain Stock Values)

There are 3 different stock accounts have to be maintained:

- Stock (BS)
- Opening Stock (OS)
- Closing Stock (CS)



For example:

- Click at “Add”.
- Key in three stock account numbers into respective column.
- Opening Stock = 8000.
- Closing Stock (Jan) = 10000.

9) View Financial Report

a) Reports -> Trial Balance

		YEAR-TO-DATE		MONTH-TO-DATE	
A/C NO.	A/C DESCRIPTION	DEBIT	CREDIT	DEBIT	CREDIT
1000000	CAPITAL		20,000.00		
2000000	TRADE DEBTORS	5,000.00		5,000.00	
3010000	BANK - UMBC A/C	8,500.00			1,500.00
3020000	CASH IN HAND	2,000.00			
3030000	STOCK	8,000.00			
3000000	SALES		5,000.00		5,000.00
4070000	WATER & ELECTRICITY	500.00		500.00	
5090000	TELEPHONE	1,000.00		1,000.00	
TOTAL :		25,000.00	25,000.00	6,500.00	6,500.00

b) Reports ->Profit & Loss Account

TRADING AND PROFIT & LOSS ACCOUNT 01/01/2005 - 31/01/2005		
PAGE : 1		
JANUARY		
	YEAR-TO-DATE (RM)	MONTH-TO-DATE (RM)
SALES		
SALES	5,000.00	5,000.00
COST OF GOODS SOLD		
STOCKS AT BEGINNING OF YEAR	8,000.00	8,000.00
STOCKS AT END OF YEAR	(10,000.00)	(10,000.00)
	(2,000.00)	(2,000.00)
GROSS PROFIT (LOSS)	7,000.00	7,000.00
EXPENSES		
WATER & ELECTRICITY	500.00	500.00
TELEPHONE	1,000.00	1,000.00
	1,500.00	1,500.00
NET PROFIT/(LOSS)	5,500.00	5,500.00

c) Reports ->View Ledger

SALES

31/01/2005
PAGE : 1

ACCOUNT NO. : 5000000

DATE	BATCH	REF.	DESCRIPTION	DEBIT	CREDIT	BALANCE
			BALANCE B/F			0.00
10/01/2005	1	INV 001	A COMPANY		5,000.00	-5,000.00
				0.00	5,000.00	-5,000.00

d) Reports ->Balance Sheet

BALANCE SHEET AS AT 31/01/2005		
PAGE : 1		
	31/01/2005 (RM)	31/12/2004 (RM)
CURRENT ASSETS		
TRADE DEBTORS	5,000.00	0.00
BANK - UMBC A/C	8,500.00	10,000.00
CASH IN HAND	2,000.00	2,000.00
STOCK	10,000.00	8,000.00
	25,500.00	20,000.00
NET CURRENT ASSETS	25,500.00	20,000.00
	25,500.00	20,000.00
FINANCED BY CAPITAL		
CAPITAL	20,000.00	20,000.00
RETAINED EARNING	5,500.00	0.00
	25,500.00	20,000.00

10) Modification Of Tansactions

a) Edit Transaction

(Go to Transaction -> Print Batch Of Transaction)

The screenshot shows the 'Transactions File Maintenance' window. The 'Batch Title' is 'SALES - JAN 2005'. The 'Date' is '10/01/2005'. The 'A/C No.' is '3000/A01'. The 'Ref. No.' is 'INV 0001'. The 'Description' is 'SALES'. The 'Debit' is '8000.00' and the 'Credit' is '0.00'. The 'Bill Type' is '1' and the 'Bill Age' is '0'. The 'Transaction Remarks' field is empty. The 'Transaction Table' shows the following data:

Date	A/C No.	Ref. No.	A/C Description	Debit	Credit
10/01/2005	3000/A01	INV 0001	A COMPANY	8000.00	0.00
10/01/2005	3000/000	INV 0001	SALES	0.00	5000.00
				5,000.00	5,000.00

For example:

- Select batch 1(SALES), then click “OK”.
- Double click the transaction.
- Click “Edit”.
- Change the figure from 5000.00 to 8000.00.
- Click “Save”.

b) Delete Transaction

(Go to Transaction -> Print Batch Of Transaction)

The screenshot shows the 'Transactions File Maintenance' window. The 'Batch Title' is 'SALES - JAN 2005'. The 'Date' is '31/01/2005'. The 'A/C No.' is '3000/001'. The 'Ref. No.' is '123456'. The 'Description' is 'SALES'. The 'Debit' is '10,700.00' and the 'Credit' is '0.00'. The 'Bill Type' is '1' and the 'Bill Age' is '1'. The 'Transaction Remarks' field is empty. The 'Transaction Table' shows the following data:

No.	Date	A/C No.	Ref. No.	A/C Description	Debit	Credit
1	31/01/2005	3000/001	123456	A CO	10,700.00	0.00
2	31/01/2005	3000/000	123456	SALES	0.00	10,300.00
3	31/01/2005	4050/000	123456	SALES TAX	0.00	700.00
					10,700.00	10,700.00

For Example:

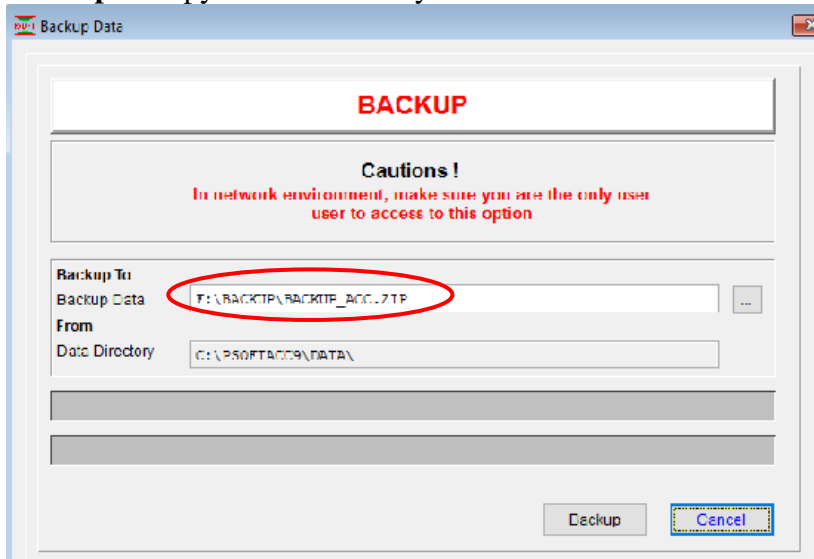
- Select batch 1(SALES), then click “OK”.
- Double click to highlight the transaction.
- At *Transaction -> Transaction File Maintenance* screen, click the Delete button for each **debit** and **credit** side, then confirm Delete and then “Save” and “Accept”.

11) Backup and Restore

a) Backup

(Go to Periodic -> Backup)

Backup = Copy data from the system to thumb drive F:



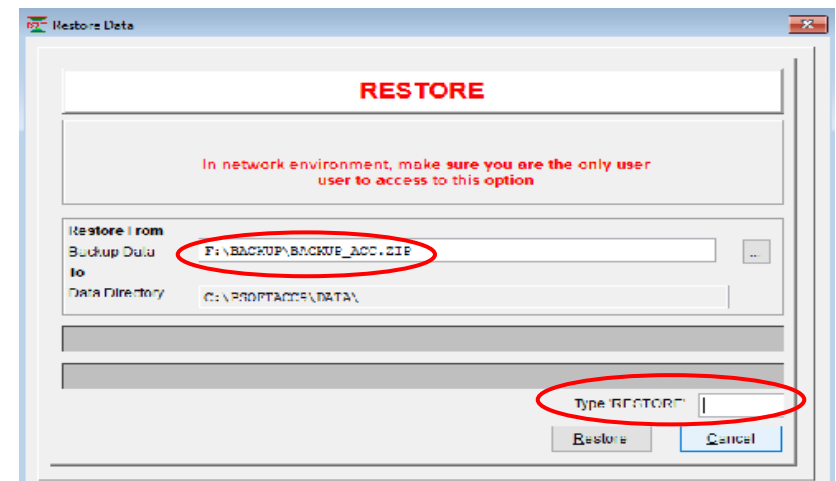
For example:

- Insert a thumb drive F:
- Click Backup. • Click OK to backup data to drive F.
- After completed, click OK, and then Continue.

b) Restore

(Go to Periodic -> Restore)

Restore = Copy data from thumb drive F to the system.

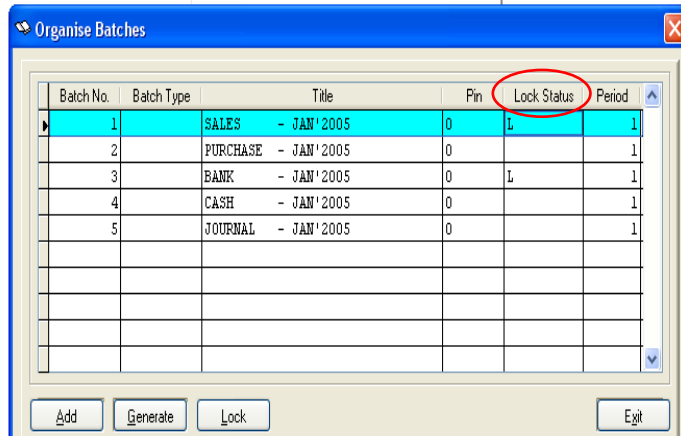


For example:

- Insert a thumb drive F: • Click “RESTORE”, then type RESTORE, and press ENTER
- Click “Yes” to restore data from drive F. • After completed, click “OK,” then Continue.

12) Lock and Unlock Batches

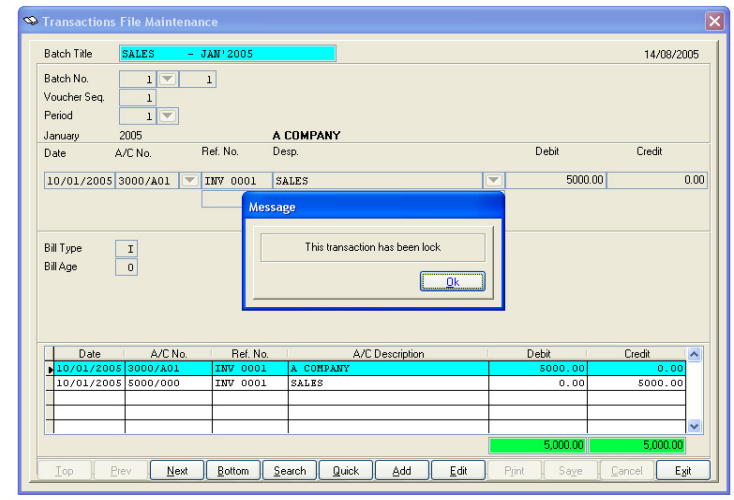
a) Lock A Batch



(Transactions -> Organise Batches)

For example:

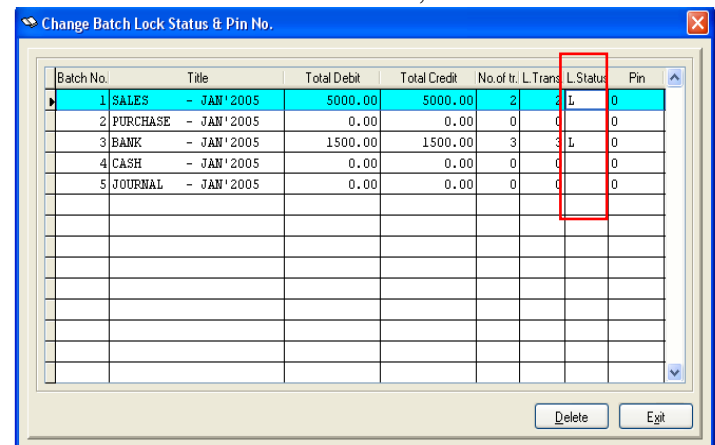
- Go to Transactions ->Organise Batches, highlight batch1, click Lock, then “OK”.
- You will notice there is an L appears in “lock status” column. (This means batch 1 was locked and no more transaction or modification is allowed in batch1.)
- Try to access to any transaction in Batch 1, which was been locked, you will get this response.



b) Unlock A Batch

Go to Transacation -> organize batches

click **Batch Lock Status & Pin No.** Highlight batch 1 and erase the **L.Trans** and **L.Status**, then click “Exit”.



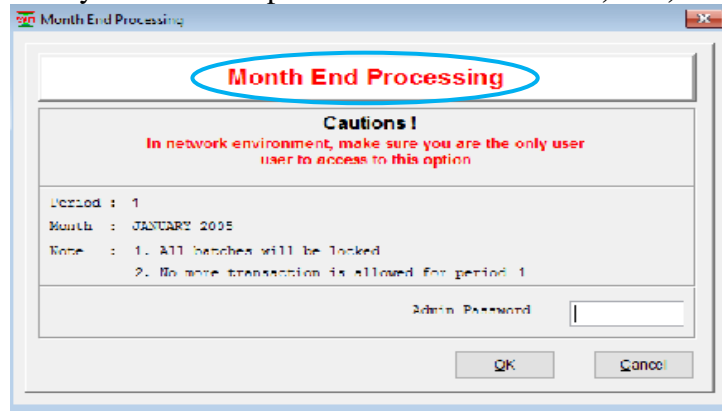
13) Month End Processing

(Go to Periodic -> Close Month Account)

After month end process: all batches containing transactions in period 1 will be locked; adding new transaction is also not allowed, neither to the above mentioned batches nor to period 1. You can only add new transactions into batches which are not locked and in period 2 ~ 18. Month end process is designed mainly for security purpose, it is not necessary to run month end if you do not want to lock the batches of the month.

For example:

- Go to *Periodic ->Close Month Account*
- Key in Admin as password and click at **OK, Yes, OK.**



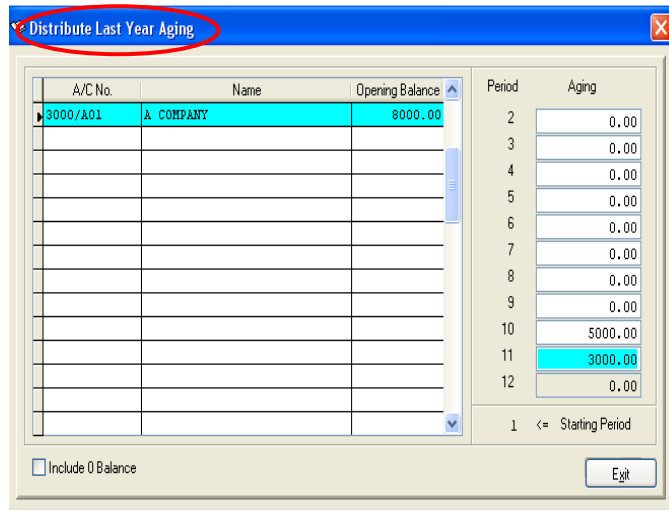
Undo Month End Process

- Go to Transaction -> Organise Batches
- Click at Change Batch Lock Status & Pin No and change the lock status.
- Go back to Housekeeping -> change Period Allowed & select from 2 ~ 18 to 1 ~ 18.
- Click at “Apply” and “Exit”.

14) Distribute Last Year Aging

(Debtor ->Distribute Last Year Aging)

- Distribute debtor’s opening balance into its correct period/month.



For example:

- Click at the field of period 11, then enter amount S\$ 3000.00 and period 10, enter amount S\$ 5000.00
- Click “Exit”.

15) Dividend & Taxation Account

(General ->General Ledger A/C Maintenance)

You have to add relevant account numbers, add a batch title and add in transactions.

- Add 4 new accounts:

Acc. No	Description	Account	Type
4010/000	Proposed Dividend		G
4020/000	Provision for taxation		G
8030/000	Dividend		T
8050/000	Taxation		P

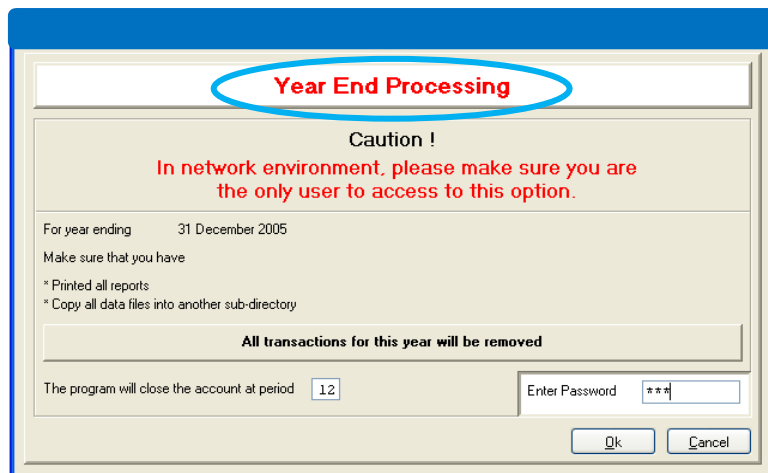
- Go to Transaction -> Organise Batches
- Add a new batch: General Journal – Dec;
- Go to Transactions -> Transactions File Maintenance, add the following transaction.

Date	Debit (S\$)	Credit (S\$)	AMOUNS S\$
31/12	Dividend	Proposed Dividend	2100.00
31/12	Taxation	Provision For Taxation	6000.00

16) Year End Processing (Transaction Involving Period 13)

(Go to Periodic -> Year End Processing)

Make sure you have completed the following procedure before performing year-end processing:



- Update all the stock values
- All reports are printed
- Back up all data files
- Complete transactions up to period 12
- There are Retained Earning Accounts with PA & PB.

After performing year-end processing, the following will take place:

- All transactions from period 1 to 12 will be removed
- The system will update all balances brought forward
- Accumulated profit will be transferred to Retained Earning Account
- Transactions for period 13~18 will be brought forward to period 1~6 of the new accounting year

Advance

1) Maintain Project Title / Multi Department

•Use project code to handle departmental account, view and print reports for individual department, consolidate them and generate a consolidated report.

a) Tick With Project Code Rename 'PROJECT' To DEPT.

Housekeeping -> Run Setup -> General Setting, Page 2:

b) Maintain Project Titles

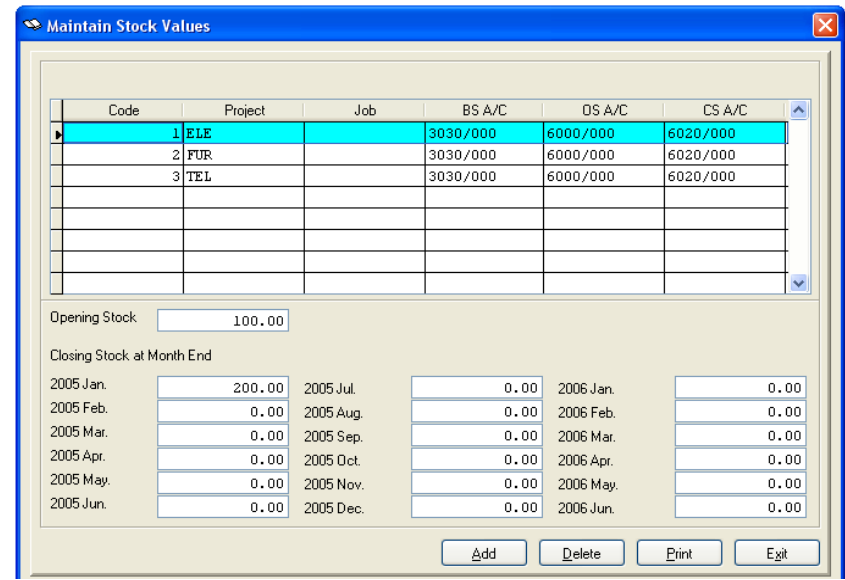
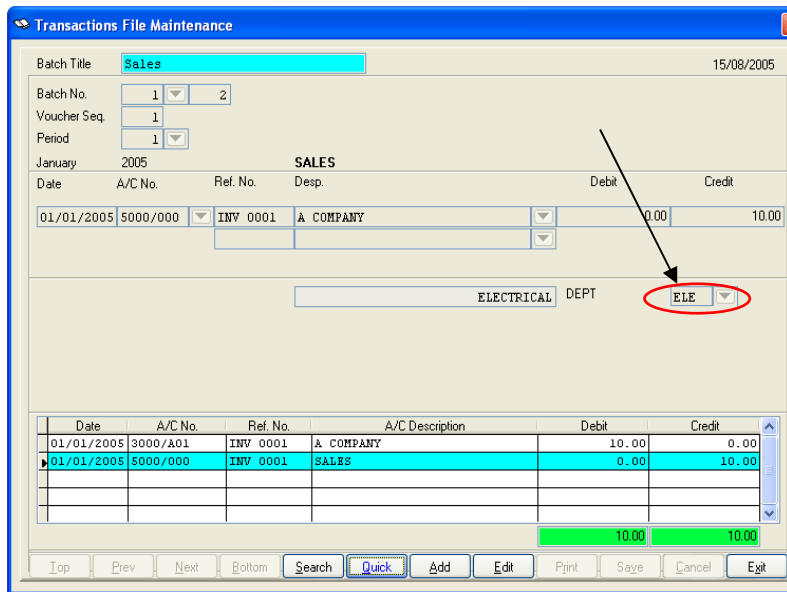
go to ->General -> Maintain Project Titles:

Code	Title	P or J	Completed	Contract Sum
ELE	ELECTRICAL	P	<input type="checkbox"/>	0.00
FUR	FURNITURE	P	<input type="checkbox"/>	0.00
TEL	TELECOMMUNICATION	P	<input type="checkbox"/>	0.00

c) Transactions

(Transactions -> Transactions File Maintenance)

Debit	Credit	S\$	DEPT
A Company	Sales	100	ELE
B Company	Sales	200	FUR
C Company	Sales	300	TEL



d) Maintain Stock Value

(General -> Maintain Stock Value)

Project	Opening Stock (S\$)	Closing Stock (S\$)
ELE	100	200
FUR	300	400
TEL	500	600

e) View/Print Report

- Go to Report ->Profit & Loss Account
- Enter Period 1
- Select Project Code **ELE**
- Click “OK”
- Click “Preview”

TRADING AND PROFIT & LOSS ACCOUNT
01/01/2005 - 31/01/2005
DEPT :ELE ELECTRICAL

PAGE:1
JANUARY

	YEAR-TO-DATE (RM)	MONTH-TO-DATE (RM)
SALES		
SALES	10.00	10.00
COST OF GOODS SOLD		
STOCKS AT BEGINNING OF YEAR	100.00	100.00
STOCKS AT END OF YEAR	(200.00)	(200.00)
	(100.00)	(100.00)
GROSS PROFIT(LOSS)	110.00	110.00
NET PROFIT(LOSS)	110.00	110.00

♥ Follow the above steps to view project *FUR* and *TEL* reports.

2) Construct Consolidated Account

• In order to view a profit & loss Account of all 3 departments in columnar format, you have to generate each department a Profit And Loss database file (PAL), then send to consolidate account.

- Report -> Profit & Loss Account
- Select period 1

- Select the first department **ELE**
- Click “OK”
- In the simplified menu of Trading And Profit & Loss Account, click at “-> **Dbf file**”
- At Company Short Name, type your department name **ELECTRICAL**, this name will appear in the consolidated account as department’s name.
- At Output File Name, type **PAL01** (as the temporary file number one)
- Click OK

TRADING AND PROFIT & LOSS ACCOUNT
01/01/2005 - 31/01/2005

DEPT : ELE THIS YEAR THIS MONTH

SALES

COST OF

ST

ST

GROSS PR

NET PROFIT/(LOSS) 110.00 110.00

This Year
 This Month

Company Short Name ELECTRICAL

Output File Name PAL01

Ok Cancel

Printer Preview -> Dbf file -> Excel View Exit

♥ Follow the above steps to generate PAL02 (FUR) and PAL03 (TEL).

To View Consolidated Account

- Go to Report -> More Report(1) -> Consolidated Account
- Select option 1. Profit & Loss
- At How Many Departments, key in 3
- Click OK
- Click Preview

Consolidated Account

1. Profit & Loss
 2. Balance Sheet
 3. Print A Group

Option 1 will consolidate the following .dbf file
 PAL01 PAL02 PAL03 PAL04 PAL19 PAL20

Option 2 will consolidate the following .dbf file
 BS01 BS02 BS03 BS04 BS19 BS20

Option 3 will consolidate the following .dbf file
 GROUP01 GROUP02 GROUP03 GROUP04 GROUP19 GROUP20

How Many Department

TRADING AND PROFIT & LOSS ACCOUNT
BALANCE SHEET

PAGE : 1

	ELECTRICAL	FURNITURE	TELECOMMUNIC	TOTAL
SALES				
SALES	0.00	20.00	30.00	50.00
CASH SALES	0.00	0.00	0.00	0.00
	0.00	20.00	30.00	50.00
SALES ADJUSTMENTS				
DEFERRED INCREASE	0.00	0.00	0.00	0.00
DISCOUNT ALLOWED	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
COST OF GOODS SOLD				
STOCKS AT BEGINNING OF YEAR	300.00	300.00	500.00	900.00
PURCHASES	0.00	0.00	0.00	0.00
CARRIAGE INWARDS	0.00	0.00	0.00	0.00
STOCKS AT END OF YEAR	-300.00	-300.00	-500.00	-1,100.00
	-300.00	-300.00	-500.00	-1,100.00
GROSS PROFIT/LOSS	10.00	100.00	150.00	260.00
OTHER INCOME				
GAIN/LOSS ON DISPOSAL	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
EXPENSES				
ADVERTISEMENTS	0.00	0.00	0.00	0.00
BAKING CHARGES	0.00	0.00	0.00	0.00
DEPRECIATION OF FIXED ASSETS	0.00	0.00	0.00	0.00
SALARIES	0.00	0.00	0.00	0.00
TRAVELLING EXPENSES	0.00	0.00	0.00	0.00
TRUCKS OF MOTOR VEHICLE	0.00	0.00	0.00	0.00
WATER & ELECTRICITY	0.00	0.00	0.00	0.00
WAD WORTH PURCHASES	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
NET PROFIT/(LOSS)	10.00	100.00	150.00	260.00
TAXATION				
TAXATION	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00
NET PROFIT/(LOSS) AFTER TAX	10.00	100.00	150.00	260.00
OPERATING EXPENSE ACCOUNT	0.00	0.00	0.00	0.00
	0.00	0.00	0.00	0.00

3) Bank Reconciliation Statement

(Report -> More Report (1) -> Bank Reconciliation Statement)

Click at “Accept” and you shall notice that the screen displays unmarked items only.

- If you want to redo the reconciliation (marking) all over again, you may click at this Mark Only to take away the “tick” sign, the screen will show both marked and unmarked transaction items.

Bank Reconciliation Statement

Last Accounting Year Transactions
 This Accounting Year Transactions

Generate Upload File
 Auto Marking

Period From: 1
 Period To: 1
 Account No.: 3010/000 BANK - UMBC A/C

Mark Only
 Browse Cheque No.
 Browse 2nd Desp.
 Print Start From Bank Statement

Remove Mark Record Delete Next Add Print Accept Exit

Bank Reconciliation Statement

Last Accounting Year Transactions
 This Accounting Year Transactions

Generate Upload File
 Auto Marking

Period From: 1
 Period To: 1
 Account No.: 3010/000 BANK - UMBC A/C

Date	Ref.No.1	Ref.No.2	Description	Debit	Credit	M...
10/01/2005	PV 0001		SALARIES	0.00	2580.00	<input checked="" type="checkbox"/>
10/01/2005	OR 0001		A COMPANY	10.00	0.00	<input type="checkbox"/>

Mark Only
 Browse Cheque No.
 Browse 2nd Desp.
 Print Start From Bank Statement

Remove Mark Record Delete Next Add Print Accept Exit

Bank Reconciliation Statement

Last Accounting Year Transactions
 This Accounting Year Transactions

Generate Upload File
 Auto Marking

Period From: 1
 Period To: 1
 Account No.: 3010/000 BANK - UMBC A/C

Date	Ref.No.1	Ref.No.2	Description	Debit	Credit	M...
10/01/2005	PV 0001		SALARIES	0.00	2580.00	<input type="checkbox"/>
10/01/2005	OR 0001		A COMPANY	10.00	0.00	<input type="checkbox"/>

Mark Only
 Browse Cheque No.
 Browse 2nd Desp.
 Print Start From Bank Statement

Remove Mark Record Delete Next Add Print Accept Exit

Bank Reconciliation Statement

Last Accounting Year Transactions
 This Accounting Year Transactions

Generate Upload File
 Auto Marking

Period From: 1
 Period To: 1
 Account No.: 3010/000 BANK - UMBC A/C

Date	Ref.No.1	Ref.No.2	Description	Debit	Credit	M...
10/01/2005	OR 0001		A COMPANY	10.00	0.00	<input type="checkbox"/>

Mark Only
 Browse Cheque No.
 Browse 2nd Desp.
 Print Start From Bank Statement

Remove Mark Record Delete Next Add Print Accept Exit