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PProAction Accounting

User Guide

Version 1.8

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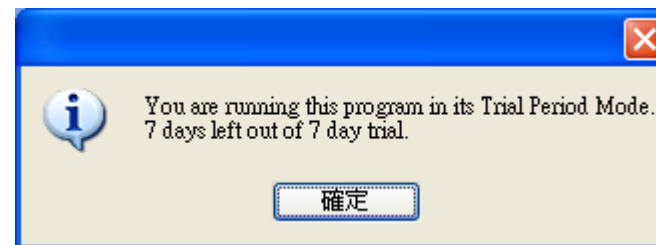
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2. Beginning

- After running the program, you may see the following message pop up :-

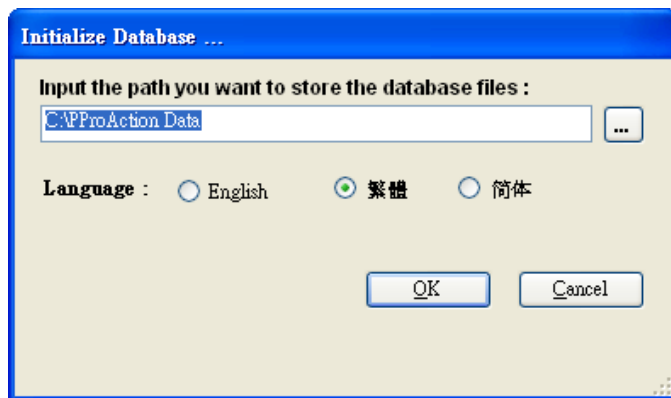


- It shows you that the system is in trial mode. After your program has been activated, this message will not be shown.
- To activate the program, please follow the steps mentioned in Section 2.2.

2.1 Initializing master database

- Click the icon of PProAction Accounting in Start Menu or on the desktop to start the program.
- As you are now using the system first time, it will prompt to you to define a path to store the database files and setup your preferred languages.
- Please choose it carefully, as you are not allowed to change them later.
- You can choose English, traditional Chinese or simplified Chinese as preferred language. All user interfaces will be in English, traditional Chinese or simplified Chinese characters.

- PProAction Accounting is UNICODE software, it means that you don't need to have the corresponding Chinese windows in order to display and input Chinese characters. Also, you can input both traditional and simplified Chinese characters and even other characters like Japanese at the same time.



2.2 Activation

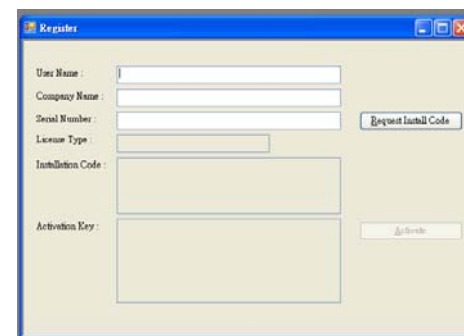
ATTENTION

**** Each user license is only entitled to install the software on ONE workstation (One computer, one hard disk and one Windows). To protect our intellectual properties, activation key will only be given to clients based on the number of user license they purchased. We reserve the right not to send additional activation key or we may charge special administration fee. So please install the software on the workstation you really use. You can download demo version in our web site for testing purchase. ****

- You need to input the activation key in order to use the program. Otherwise, the program will be in trial mode and can only be used for 7 days.

- Please follow the steps to activate the program :-

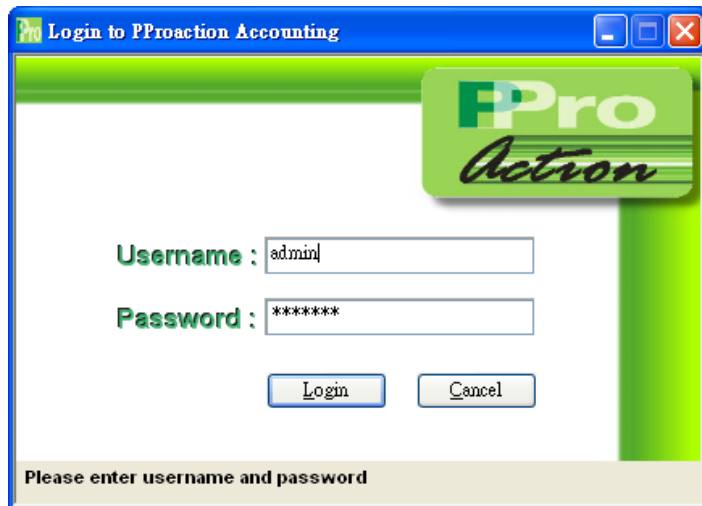
1. After login, click register function under Help menu.



2. Type in User name, Company Name (optional) and serial number in this form. Serial number is on the license certificate. For download version, serial number is send to you by email.
 3. Click [Request Install Code] button. An installation code will be generated.
 4. **Copy and paste the installation code in an email and send to us (install@pproaction.com) together with your serial number and company name. We will send you the activation key as soon as possible.**
 5. After you received the activation key, copy and paste it into activation key field and click [Activate] button. Activation is now completed!
- If you have purchased a single user license, you are only allowed to install the program on a single workstation.
 - If you have purchased multiple user licenses, you are allowed to install the program in several workstations. You should do activation on every machine and send us multiple installation code. **Each machine has a different activation key.**

2.3 Login

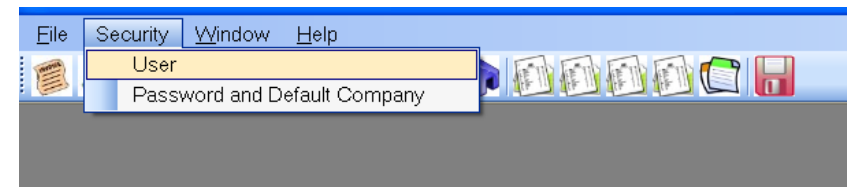
- After the first installation, there is only one default user in the database.
- In the following login screen, type username **admin** with password **changeme** to login.



- After successful login, you will see the main screen of PProAction Accounting.

2.4 User Security

- The first important task you have to do now is to create your own account in user security.
- To setup user security, you just need to click user function under Security menu.



- You can see there is only one user (admin) in the user list.
- **For security reason, you should change the password of admin immediately.** After entering the password, press tab to confirm the input, and then click [Save] button to save the user setting.

This function lets user to input, update and delete user information

Username	Full Name	Position	Active	Default Com
admin	Administrator	Administrator	☒	
ada	Ada Li	Manager	☒	

Username: Full Name:

Position: Active: ☒

Password: Default Company:

Record saved successfully.

- Then you have to create your own user account in the system.
- Click **[New]** button to create a new user account.
- Input all the necessary fields, except rights and default company.
- Save the record.

Assigning Rights

- Now you can assign function and company rights to this user. Before assigning access rights to user account, please make sure that you have already created company databases (for details, please refer to Section 5.1), otherwise you may not be able to assign company rights to user accounts.

Available Functions

- File
- Input
- Setup
- Reports
- Security
- Tools

Current Functions

- File
 - Open Company
 - New Company
 - Delete Company
 - Backup Data
 - Restore Data
- Input
 - Quotation
 - Invoice
 - Purchase Order
 - Bill
 - Inventory Adjustment
 - Debit / Credit Memo
 - Journal Voucher

Available Companies

- ABC ABC Company Ltd.

Current Companies

- ABC ABC Company Ltd.

- Click **[Rights]** button to assign rights to the target user.
- An **Assign User Functions** window will be opened. You can see two columns of boxes in the window.
- Available functions and available companies refer to the function and company rights of the currently login user. You can only assign the rights you have to the target user account
- Current functions and current companies refer to the function and company rights of the target user.
- User functions are in the form of tree, to expand the tree, just click **[+]** sign.
- You can select multiple functions and companies by holding the CTRL or SHIFT key and then click the items.
- After selecting the functions, you can click the assign button **[->]** or drag and drop the items to current functions box.
- To remove functions, just select the items in current functions box and then click the delete button **[X]**.

- Besides assigning function, you also need to assign company rights to target users.
- After successfully created your user account, exit PProAction Accounting by clicking the [X] button on the top right hand side.
- Click the PProAction Accounting icon again to reenter the system.
- This time, use your own user name and password to login the system. You should be able to login to the system.

2.5 Password and Default Company

- As only the administrators can access the user security function, other users have to use **password and default company** function (under Security menu) to change their own passwords.

- To change password, you have to type in the new password in the Password field and then reenter the new password again in Confirm Password field.
- After you have setup companies, you can enter a default company. This default company database will be automatically opened after you login to the system. Since

you have not created any company databases yet, you will not find any company in the list, you may setup the default company later.

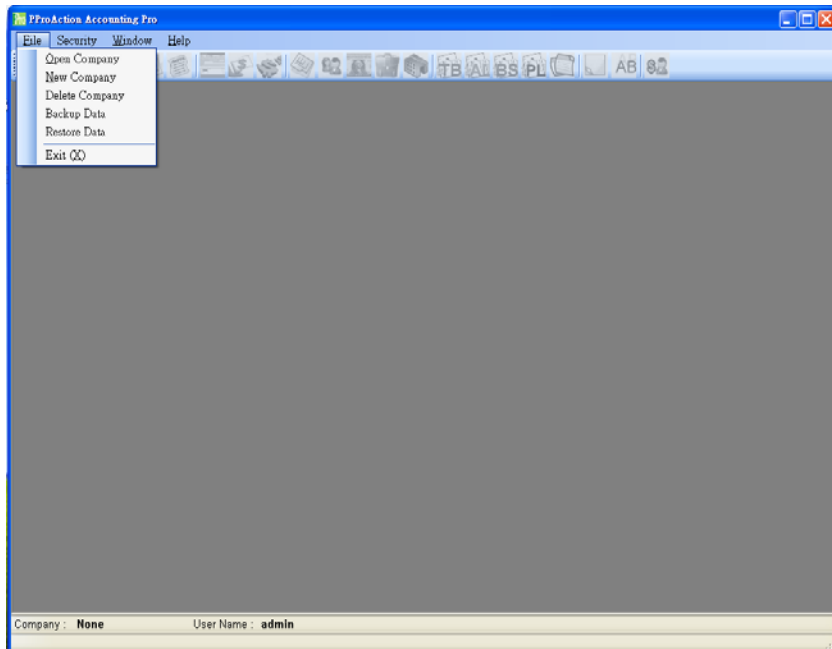
- After you have setup companies, you can enter a default company. This default company database will be automatically opened after you login to the system.

3. User Interfaces

- PProAction Accounting uses simple user friendly interfaces. Most of the user interfaces are Windows standard. This makes your learning path very easy.

3.1 Main Menu

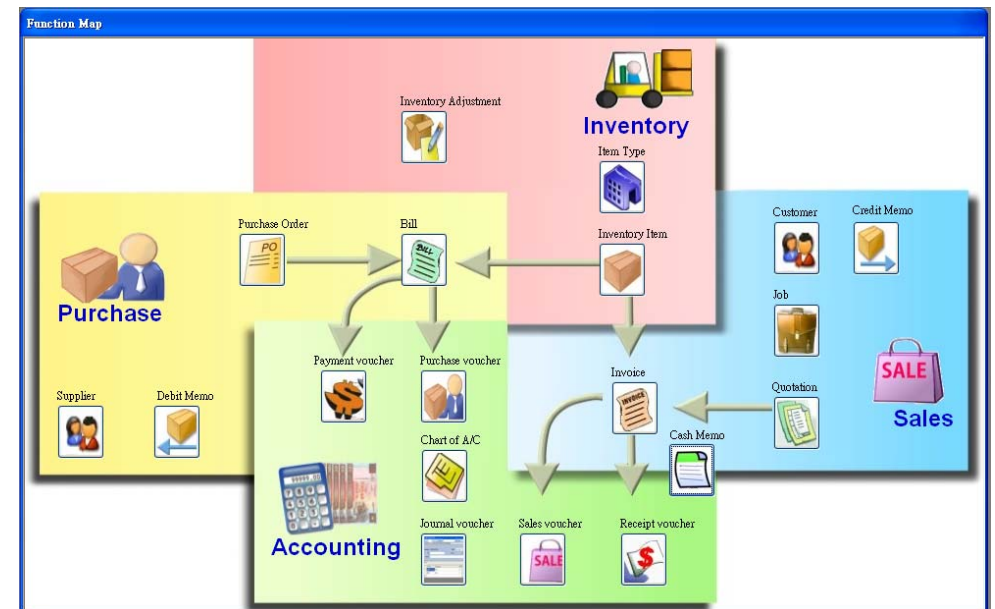
- Similar to other windows applications, user has to click menu bar to start a function. A pull-down menu under selected menu will display. Click the specific item to start the function.



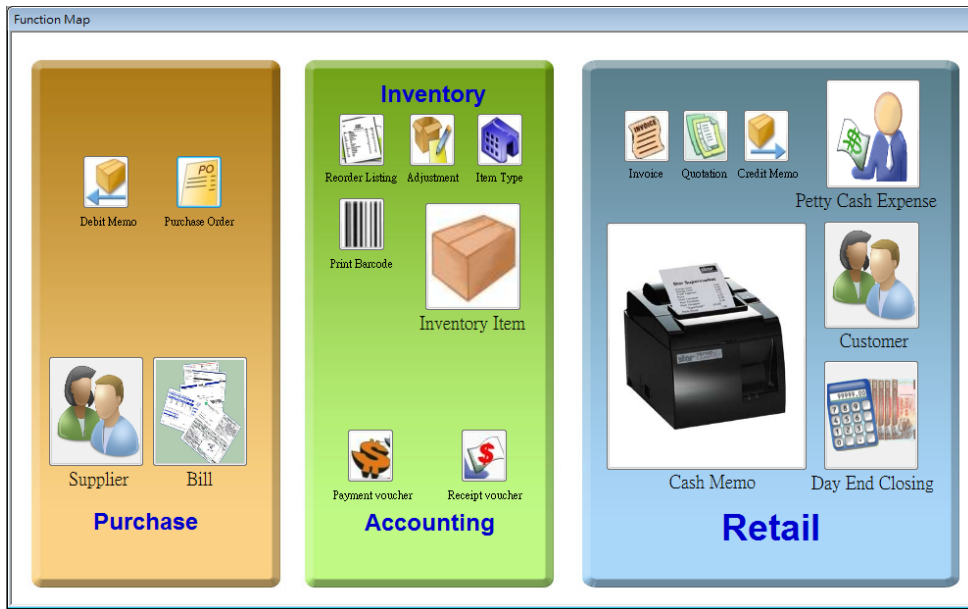
3.2 Function Map

- After you open a company database (for details please refer to Section 5.2), you will see a map-like window with brilliant color as follows. This is called a function map. It shows all the major functions of the system and their relations in the business area.
- For example, if you want to issue an invoice to your customer, you just need to look for this function in the Sales aspect (in blue). You need to click the invoice icon to start that function.
- Unlike other windows, function map window will always be in the main menu and cannot be closed. If it is covered by other windows, you just need to click window menu and then click function map to put it on the top.

Standard / Pro / Enterprise Edition:-



Retail / RetailPlus Edition:-



- If you prefer to use traditional pull-down menu than this function map, the system allows you to disable function map using setup options (for details please refer to Section 5.19).

3.3 Shortcut Icon

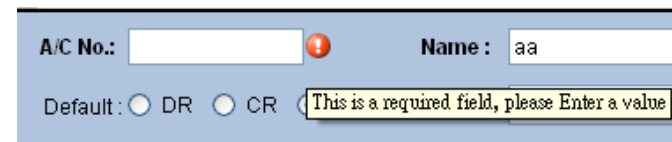
- There are some shortcut icons for commonly used functions in the toolbar, like Setup Customer/Supplier, input vouchers and Invoice etc.
- If you move the pointer to the icon and wait a short moment, a tip will show the

corresponding function name of that icon. You just need to click that icons to start the functions.



3.4 Required Fields and Errors

- In many input screens, you can see some field names are in bold-faced. This means that the corresponding field is a required field.
- If you attempt to left this field empty and save the record, the system will display an error icon in red next to it. When you point the mouse to the red icon, it will show an error explanation tips. In this case, you just need to input the A/C # to resolve the error.



3.5 Data List

- You can find the listing of data in many setup screens, like the setup currency function.
- When you click the row or cell, the row or cell will be highlighted and the content of input fields will be changed to the same record as selected.

- You can change the sorting order of the list, by clicking the column header.

CCY	Currency Name
AUD	Australian Dollars
CNY	Chinese Yuan Renminbi
EUR	Euro

- You can select the whole row by clicking on the left most column (the one with arrow), in some functions, like short key, you can select one or multiple rows and press delete key to remove the records.

JPY	Japanese Yen	1.00000
NZD	New Zealand Dollars	6.00000
USD	United States Dollars	7.80000

3.6 Navigation Bar

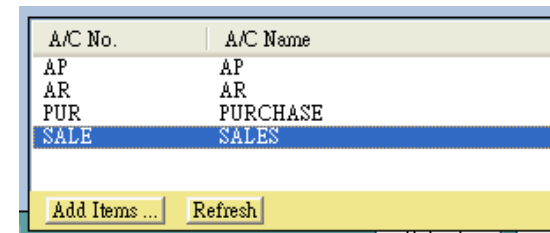
- You can use the navigation bar to change the position of the record: - top, previous, next and bottom.
- Besides, you may find the following buttons on the bar :-
- **Print** : prints the whole list of information.
- **Print Preview** : prints preview the whole list of information on the screen.
- **Export list** : exports the list of information to an Excel file. (To use this, you must have MS Excel installed in your machine).
- **Import Data from Excel**: import the Excel file with raw data to existing database (you can refer to the file format using the export data to Excel function).

- **Export Data to Excel** : exports the whole raw data to an Excel file.



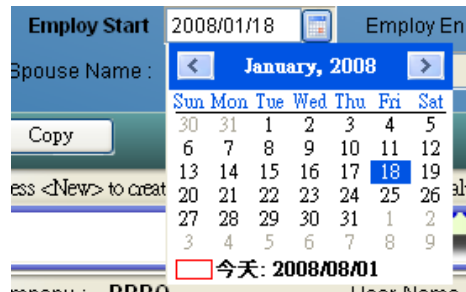
3.7 Combo Box

- Some special fields e.g. Account no. have a down arrow icon next to it. This is called a combo box. When you click that arrow, a pop-up list of account number will be displayed. You can select the account number from the list.
- If there are too many rows, you just need to type in the first few letters of the code, say "S" in this case. The cursor will go directly to sales account no.
- If you want to add a new Account no. now, you can click **[Add Items]** button to go directly to Setup Charts of Accounts.
- Once you added a new A/C #, remember to click **[Refresh]** button to reload the list from database, so that the newly added item could be selected from the list



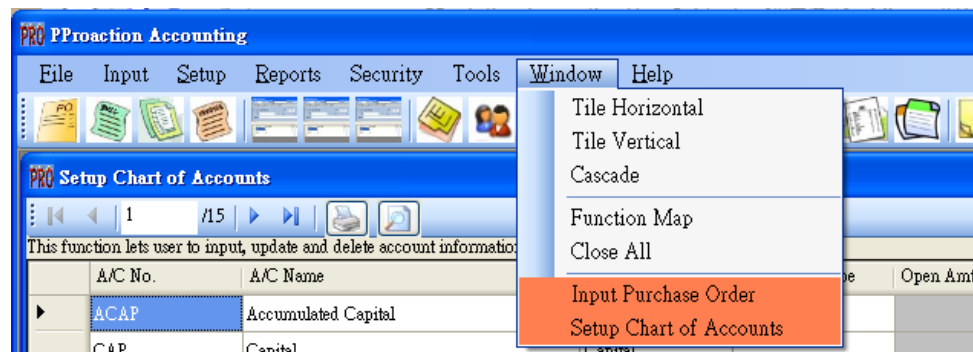
3.8 Calendar

- For date fields, when you click the calendar icon, a calendar is launched. You can select a day from the calendar easily.



3.9 Opened Windows List

- When you have opened many windows on the screen and want to go back to a previously opened window, you can click the window menu. Opened window names will be in orange, you just need to click the window name to put the window on top.



3.10 Buttons

- When you opened setup or input functions, you will see the following button bar at the bottom.



- The function of each button is as follows :-

Refresh – Reload data from database

New – Create a new record

Delete – Delete current record.

Save – Save changes of current record.

Save & New – Save current record and create a new record

Cancel – Cancel changes of current record, but only for the changes before saving.

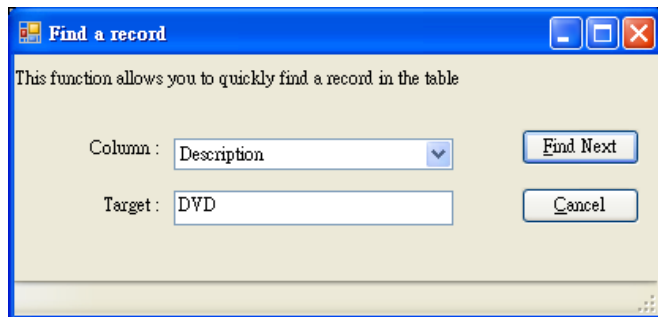
Copy – Copy all field values excluding the key field of existing record and creating a new record.

- The system only allows user to click the buttons that can be used at that moment, all other buttons will be disabled (in gray color).

3.11 Find a record

- In setup forms, like Inventory Item and Customer & Supplier, there may be many records there. You can use **CTRL-F** function to quickly find your record.

- To use this function, press CTRL-F, the following window will display.
- You can select a column you want to search, says description, and then type in the target string (full or partial).
- Click [Find Next] button to go to next record containing this target string.

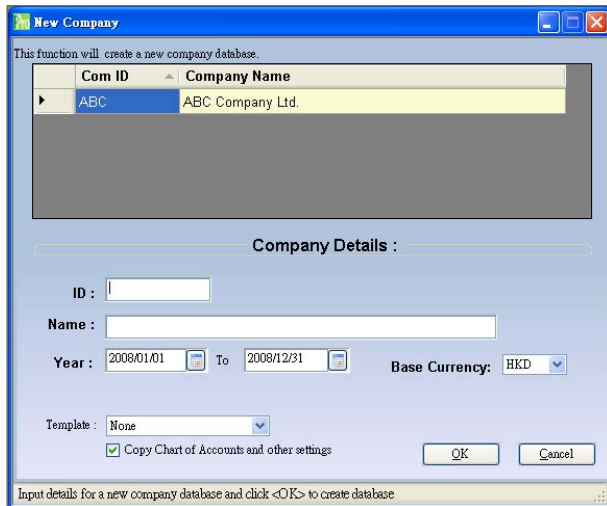


4.

5. Setting up the System

5.1 Create a new company database

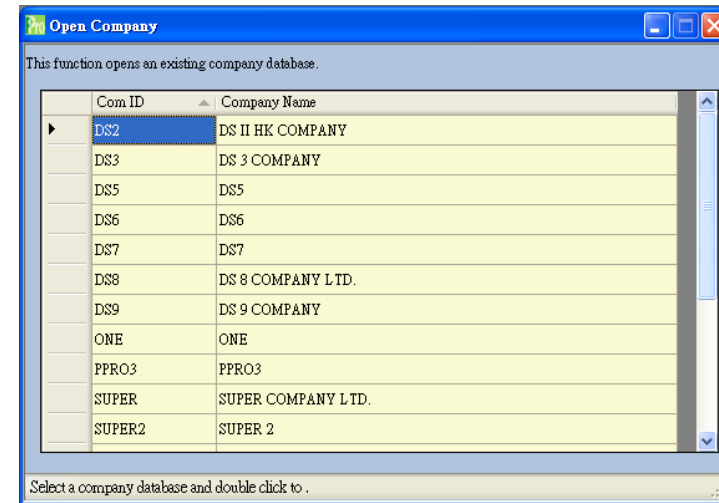
- In order to use PProAction Accounting, you have to create a new company first.
- Click File menu, select **New Company** function.
- Input company ID, name, accounting years and base currency in the following screen.
- You can choose your preferred one from the list of predefined templates. The system will automatically build the chart of accounts, default account and other settings for you. You don't need to build up your chart of accounts from scratch.
- You can also copy the chart of accounts and other settings from currently opened database. You just need to tick corresponding checkbox.
- Click OK to save and create a new company.
- Company database file will be created in data directory you defined in installation in section 2.1.
- **Users who created company database will be automatically assigned rights to use that company database.**
- **Some language dependent data will be stored in the company database, for example the description of the default account settings, so make sure you select the properly display language (see section 13.7 for details) before you create the company database.**



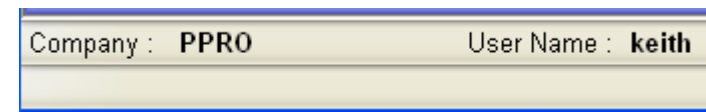
** No Template selection for Retail Edition **

5.2 Open Company database

- After the company is created, you can use that company data by selecting **Open Company** function in File menu.
- All companies will be displayed in the list. Double-click the item to use that company data.



- After opening a company, all available functions will be enabled in the main menu. The status bar at the bottom will display the current Company ID and user name.

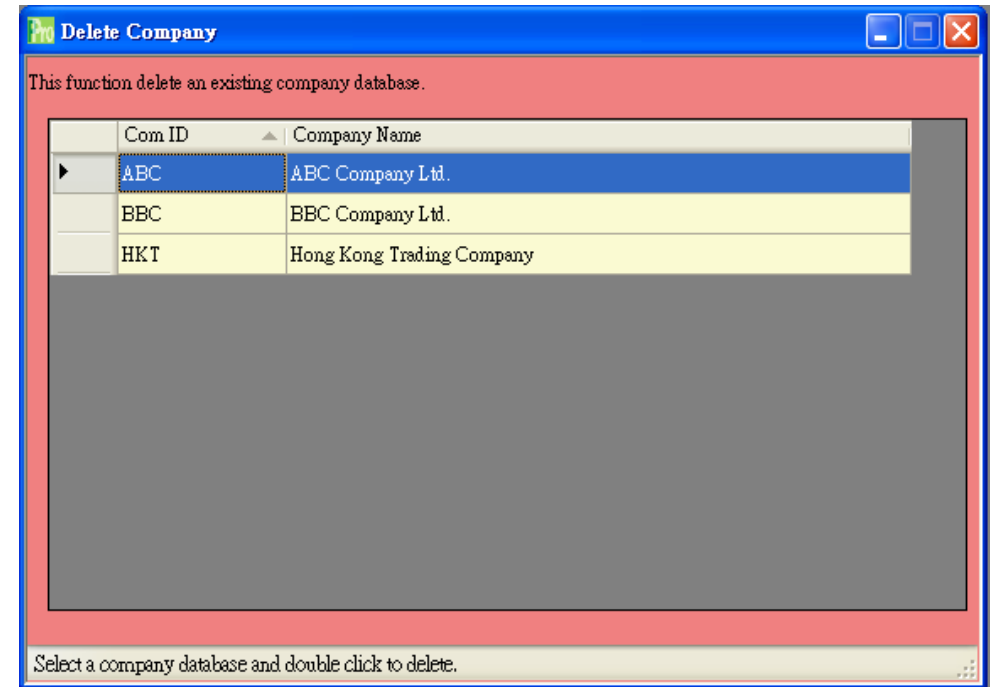


5.3 Delete Company database

- If you decide to remove an existing company database, you can use Delete Company function.
- All companies including the currently opened company will be displayed in the list. Double-click the item to delete that company data.

Warning: deleted company database cannot be recovered, unless you have a backup on it before hand. Please use this function with great care!

- In network environment, please make sure that there are no other users using the company database now, or deletion will fail.



5.4 Company Details

- After creating a company data, you have to do some setups before inputting invoice and vouchers. All these setup functions are put under the Setup menu.
- The first job you need to do is to input company detail data.
- Input the following fields as needed. These fields are mainly for reference only.
- You can define your company logo by clicking [...] button next to the picture box.
Company logo will be printed in several documents such as invoice, delivery notes etc.

- Local name is useful when your company has local name and you want to print in your invoice, quotation and other documents.
-

Options

- If this company has to receive Sales Tax from their customers. Please remember to tick the Sales Tax box and then input the tax rate.
- This setting together with the setting in item type will allow you to charge and calculate sales tax in invoice.
- Layout is the default layout of invoice and quotation etc. P stands for product (with quantity, unit and unit price); S stands for service, (with no quantity, unit and unit price).
- You can set invoice, quotation, cash memo and other document amount round to defined decimal places.

5.5 Currency

- If you intend to use multi-currencies in PProAction Accounting, you have to setup currency.
- Major currencies are created automatically. However, exchange rates are set to 1 by default; you have to update the exchange rates.

Setup Currency

This function lets user to input, update and delete currency information

CCY	Currency Name	Exchange Rate
AUD	Australian Dollars	7.00000
CNY	Chinese Yuan Renminbi	0.90000
EUR	Euro	1.00000
GBP	United Kingdom Pounds	16.00000
HKD	Hong Kong Dollars	1.00000
JPY	Japanese Yen	1.00000
NZD	New Zealand Dollars	6.00000
USD	United States Dollars	7.80000

CCY: Currency Name:

Exchange Rate:

Copy Refresh New Delete Save Save & New Cancel

Press <New> to create new, <Delete> to delete, modify values and press <Save>

5.6 Chart of Accounts

- To setup accounts, you have to click the chart of accounts under Setup menu.
- Chart of accounts are organized like a tree. Every account may have its own parent account. Only the detail accounts (not a parent of other accounts) are allowed to be used in the voucher. This special feature provides the flexible setup of accounts of different levels.
- Account Types have two levels. First level of account type is the top category of accounts in balance sheet, e.g. current asset, current liabilities, capital etc. Second level is the detail Type which is AR, AP and stock etc.
- If the account is not using base currency, you have to select the currency field. However, there is no need to set the currency for account using base currency.

Setup Chart of Accounts

This function lets user to input, update and delete account information

A/C No.	A/C Name	A/C Type	Detail A/C Type	Open Amt	Active
ACAP	Accumulated Capital	Capital		50,800.00	☒
BON	Bonus	Capital	Overheads	0.00	☒
CAP	Capital	Capital		0.00	☒
--DEXP	Cost of Sales	Capital	Cost of Sales	0.00	☒
--DISC	Discount	Capital		0.00	☒
--GEXP	General Expenses	Capital	Overheads	0.00	☒
--STAX	Sales Tax	Capital		0.00	☒
--SCAP	Startup Capital	Capital		(1,000.00)	☒
--SR	Sales Returns	Capital		0.00	☒

A/C No.: Name:

Default: ☐ DR ☐ CR ☒ None Parent: Type:

Active: ☒ CCY: Detail Type:

Open Amt: Open Amt (CCY): Detail: ☒

Copy Refresh New Delete Save Save & New Cancel

Press <New> to create new, <Delete> to delete, modify values and press <Save>

5.7 Default Accounts

- After creating chart of accounts, you have to define the following default accounts first, so that other functions like invoices and bills which involve generation of account transactions can be functioned.
- **Direct Cost:** it is the account to be debited in purchase transaction for non-inventory items.
- **Sales:** it is the sales income account in sales transaction.
- **Account receivables:** It is the account receivables account used to generate sales voucher in invoice.
- **Account payables:** It is the account payables account used to generate purchase voucher in Bill.
- **Reserves:** It is the account which holds the balance of profit and loss account after the year-end closing.
- **Bank (Receive):** it is the bank account which receives payment from customers.
- **Bank (Pay):** it is the bank account which used to pay bills.
- **Bank (Payroll):** it is the bank account which used to pay payroll.
- **Stock on hand:** it is the account to keep the value of inventory items.
- **Cost of Sales:** it is the account to store the cost of sales after calculation.
- **Sales Return:** it is the account to be debited for sales return transaction.
- **Purchase Return:** it is the account to be credited for purchase return transaction.
- **Inventory Adjustment:** it is account to store the value of stock adjusted in inventory adjustment transaction.
- **Tax:** it is the sales tax account to be used in invoice.
- **Cash:** it is the cash account to be used in invoice.

- **Petty Cash:** it is the petty cash account to be debited in the cash memo for cash payment method.
- **Petty Cash Expense:** it is the expense account to be debited in the petty cash expense function.
- **Cash – Other payment method:** it is the cash account to be debited in the cash memo for non-cash payment method (e.g. Visa, bank transfer etc.).
- **Sales voucher description:** It is the default description used to generate sales voucher in invoice.
- **Purchase voucher description:** It is the default description used to generate purchase voucher in bill.

The screenshot shows a software window titled "Setup Default Accounts". It contains a table with two columns: "Account Types" and "Default A/C #:". The table lists various account types and their corresponding default account numbers. Below the table, there are two text input fields labeled "Sales Voucher Description :" and "Purchase Voucher Description :". At the bottom, there is a note: "Input account no. and click <Save> button to setup".

Account Types	Default A/C #:
Direct Cost	007-1
Sales	006-1-1
Accounts Receivable	002-4
Accounts Payable	003-2
Reserves	005-2
Bank (Receive)	002-1-2
Bank (Pay)	002-1-1
Bank (Payroll)	003-3
Stock on hand	002-5
Cost of Sales	007-2
Sales Returns	006-1-3
Purchase Returns	007-3
Inventory Adjustment	007-5

Sales Voucher Description :

Purchase Voucher Description :

Input account no. and click <Save> button to setup

5.8 Account's Opening Balance

- You can use this function to quickly input the opening balances of all accounts. This function is usually useful when you want to carry forward a set of accounts which was used in other accounting package or in manual accounting books.
- When you use this function, the system will retrieve all the detail accounts (not category accounts) except accounts receivable and accounts payable from the chart of accounts.
- You only need to input the opening amount of the accounts and save it.
- After saving, only the accounts with opening balance will be left in the list. If you want to add opening balance of other accounts, you can use [Get Chart] function to retrieve all accounts again.
- The system will generate a special journal voucher which includes the debit / credit transactions of these accounts. The date of voucher will be one day before the first accounting year.
- Please don't set the opening balance of stock account and its corresponding capital account, if you plan to use opening stock function (please refer the Section 5.11 for details).
- Since accounts receivable and accounts payables involves customers and suppliers, you should use journal voucher to input opening balance of these accounts.

A/C No.	A/C Name	Description	Dr/Cr	CCY	Amount(CC Y)	Amount
001-1	Fixture & Furniture	Opening Balance	D		0.00	0.00
001-2	Office Equipment	Opening Balance	D		0.00	0.00
002-1-1	Bank 1	Opening Balance	D		0.00	1,000.00
002-1-2	Bank 2	Opening Balance	D		0.00	0.00
002-2	Deposit Paid	Opening Balance	D		0.00	0.00
002-3	Prepayment	Opening Balance	D		0.00	0.00
002-5	Stock	Opening Balance	D		0.00	0.00
003-1	Deposit Received	Opening Balance	D		0.00	0.00
003-3	Payroll Liabilities	Opening Balance	D		0.00	0.00
004-1	Bank 1 Loan	Opening Balance	D		0.00	0.00

5.9 Item Type

(Not for Standard Edition)

- Before defining inventory items, you can setup item type to categorize different items. Setting up item type will be useful for analyzing the same type of product in the Product Sales Report.
- Besides creating normal product or services item type, you can create functional item type, e.g. Discount, Prepayment. You set "others" category and uncheck "Not Keep Inventory" for these items.

- You can check taxable checkbox to define taxable item. This item will automatically charged sales tax in invoice management. You also have to define the Tax account to hold the sales amount during sales.

5.10 Inventory Item

(Not for Standard Edition)

- Inventory item is a list of products/ services sold by your company. This item list will be used in Invoice and Bill management.
- You can input item detail information in this screen.

- Description is the item description, you can input a very long description and with multiple lines. This information will be brought in the invoice and quotation when you input the item code.
- Item Type is the item category which setup in the previous section.
- There are several account numbers you need to setup, they are used in generation of vouchers in bill, invoice, debit / credit memo and other documents. You can setup different account number for different types of items e.g. sales account for product and sales account for service.
- 1. Sales account is the account to be credit in Invoice.
- 2. Direct Cost account is the purchase account for non-inventory items, such as services. The system will debit this account in bills for items that do not keep stock.
- 3. Cost of Sales account is the account used to store the calculated cost of sales for items that keep stock. The system will automatically store values to this account based

on the average cost of the item and quantity of sales.

- 4. Stock account is the account used to keep inventory value. The system will debit this account in bills for items that keep stock and credit this account during the calculation of cost of sales.
- Price is the default price used in Quotation, invoice and Cash memo.
- Purchase Price is the default price used in Purchase Order and Bill.
- CCY and CCY Price is the default foreign currency price used in Quotation, invoice and Cash memo.
- Purchase CCY Price is the default foreign currency price used in Purchase Order and Bill.
- Opening Qty and Opening value are read-only fields. They can be modified using Setup Opening Stock function.
- If you set department number for this item, it will be used for the calculation of the income and cost of that department. This is necessary for the income statement by department. If you have one item that sell by multiple departments, you have to create multiple items by departments. This field will become read-only, if the item has been used.
- One item photo can be kept for each item record. Click the [S] button next to picture box to save the image in current record as jpeg file.
- As mentioned in Input Item Type function (Section 5.9), you can define discount and deposit as inventory items. To do this, you have to create a non-stock item type first.

Barcode

- If you have equipped with a barcode scanner, you can define a barcode for each item by **clicking the barcode icon**.
- A barcode window will be displayed. You can input or scan the barcode of that item.

- Once defined, you can retrieve this item in invoice and cash memo screen by just scanning its barcode.

Reorder

- If the stock level drops under a certain level of quantity, the system will warn you to reorder. To achieve this, you have to tick the Need reorder field checkbox and then input the reorder quantity.
- There is an Item Reorder Listing to show the items of which the stock is under the reorder quantity

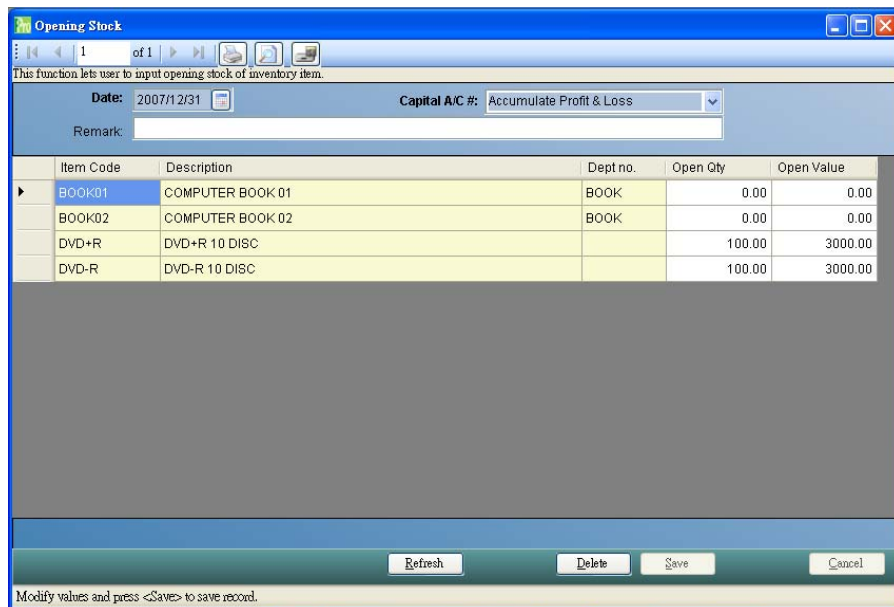
5.11 Opening Stock

(Not for Standard Edition)

- You can quickly input the opening stock quantity and value of all items using this function.
- The system will automatically retrieve all items from the item table. You just simply input the opening quantity and value of each item.
- After saving the data, the system will perform two actions: - (1) updates the quantity and stock value of the items; (2) updates the opening balance of related stock accounts and capital account.
- The system will generate a special journal voucher to handle the accounting transaction of opening stock. It will debit the stock accounts of items (defined in the Setup item) and credit the capital account.
- Since this function generates opening balance of accounts based on the total amount of

inventory value, the system does not allow you to set opening balance of stock account and the corresponding capital account in the setup account's opening balance function (refer to the Section 5.8).

- You can change the capital account to be credit when you first use this function. After that, you can no longer change the capital account to be credit.
- Like the account's opening balance function, the system uses one day before the first account year as the voucher date.
- The system only allows you to input the opening stock before any inventory adjustment has been done. If there is inventory adjustment or current accounting year is not the first accounting year, the opening stock will become read-only.



Item Code	Description	Dept no.	Open Qty	Open Value
BOOK01	COMPUTER BOOK 01	BOOK	0.00	0.00
BOOK02	COMPUTER BOOK 02	BOOK	0.00	0.00
DVD+R	DVD+R 10 DISC		100.00	3000.00
DVD-R	DVD-R 10 DISC		100.00	3000.00

5.12 Customer / Supplier

- Both customer and supplier information are input in this function. This means if a company is both a customer and a supplier, you do not need to input twice in different functions, you just need to tick both checkboxes in the input fields.
- Pay Terms field refers to the terms of payment, such as cash on delivery. This field will be the default payment terms for this company in invoice and bill.
- Customer's address and contact person will be used in the printing of invoice, quotation and other documents for the customers. Also, the address field will be automatically used to fill the 'Delivery address' field when opening the invoice.
- You can un-tick the Active field to mark a customer / supplier record as no longer used, or you can alternatively delete the whole record if this record has not been used in voucher or other documents before.

Setup Customer & Supplier

This function lets user to input, update and delete customer / supplier information

CS Code	Company Name	Active	Cust	Sup	Pay Terms	Contact	Tel
A01A	AAA Co Ltd 1A	☒	☐	☒	1M		
A02	Apple company	☒	☒	☒			
A03	AAA Co Ltd 2	☒	☒	☐	1M	Chan Tai Man	3444
A04	AAA Co Ltd 4 (Hong Kong & Shanghai)	☒	☒	☐	1M		
A05	AAA Co Ltd 5	☒	☐	☒	1M		
A06	AAA Co Ltd 6	☒	☐	☒	1M		
A201	A201 COMPANY	☒	☒	☐			

CS Code: A03 Company Name: AAA Co Ltd 2

Active: ☒ Customer: ☒ Supplier: ☐ Nature: Food

Contact Person: Chan Tai Man Post: Manager Pay Terms: 1M

TEL1: 34441234 TEL2:

FAX: Address: 12/F, Hong Tai Business Building, 10-11 Lucky Road, Kwai Chung,

EMAIL: Remarks: www.aaa.com

Copy Refresh New Delete Save Save & New Cancel

Record saved successfully.

- Remarks field is very useful for storing customer / supplier information, as it can contain up to 3000 characters.
- Other fields of the customer / supplier information are for reference, which could conveniently serve as an electronic business contact card.

5.13 Employee

- Most of the fields of employee are for reference only. You just need to input the fields as needed, which could conveniently serve as electronic personnel file records and for HR purposes.
- You can un-tick the Active field to mark an employee record as no longer used. You can alternatively delete the whole record if this record has not been used in voucher before.
- Salary type is mainly for the payroll feature; please refer to the payroll section for details.
- Employee photo can be uploaded to the database by clicking the [...] button next to the picture box. If you want to save the employee photo in the record to a file folder, you can click [S] button next to the picture box.

Setup Employee

This function allows you to input, update and delete employee information

Employee No.	Family Name	Given Name	Chinese Name	ID No.	Position	Dept	Mobile Phone	Phone
EMP001	TANG	JOHN	鄧大會	D55555	MANAGER	ACC	34343444	

Employee No.: EMP001 Family Name: TANG Given Name: JOHN

Full Name: TANG, JOHN Chinese Name: 鄧大會

ID No.: D55555 Passport: Gender: ☒ Male ☐ Female

Marital Status: ☐ Single ☒ Married DOB: Position: MANAGER

Mobile Phone: 34343444 Phone: Active: ☒ Salary Type: BON

Email: Address: SAL

Employ Start: 2008/01/18 Employ End: Dept: ACC

Spouse Name: MAY WONG ID No.: A34938409 Passport:

Copy Refresh New Delete Save Save & New Cancel

Press <New> to create new, <Delete> to delete, modify values and press <Save>

5.14 Terms of Payment

- Input Terms of payment function allows you to create terms of payment code, which is used in quotation, invoice and bill.
- It allows you to set the default due days of payment and the discount rate to be used in invoices and bills.

Setup Terms of Payment

This function lets user to input, update and delete information

Term Code	Description	Due Days	Discount Rate %
1MON	One Month	30	0.00
2MON	Two Months	60	0.00
COD	Cash on Delivery	0	0.00

Term Code: 1MON Description: One Month

Due Days : 30 Discount Rate %: 0.00

Copy Refresh New Delete Save Save & New Cancel

Press <New> to create new, <Delete> to delete, modify values and press <Save>

5.15 Department

- Setup department code function allows you to create department code, which is used in vouchers and other documents.
- You can separately input accounting information by department, so as to calculate the income and expenditure of each department.

Setup Department

This function lets user to input, update and delete department information

Dept No.	Dept Name	Active
ACC	Accounting Department	☒
SALES	Sales Department	☒

Dept No.: SALES Dept Name : Sales Department

Active : ☒

Copy Refresh New Delete Save Save & New Cancel

Record saved successfully.

5.16 Voucher Prefix

- Voucher, invoice and bills have unique numbers to identify themselves.
- Different voucher can has different prefix in the voucher number, for example, journal voucher number is in form of JO00000001, while sales voucher is in form of SA00000001.
- You can define prefix of vouchers and other documents in this screen.
- The length of voucher number and other document number can also be defined in this screen.

Prefix / Length	
JO	Journal voucher
PY	Payment voucher
RC	Receipt voucher
SA	Sales voucher
PU	Purchase voucher
QU	Quotation
IN	Invoice
BL	Bill
IA	Inventory Adjustment
MO	Credit / Debit Memo
PO	Purchase order
PR	Payroll
12	Length of Voucher #
12	Length of Document #

Input values and click <Save> button to setup

5.17 Report Options

- You can customize some of the reports by modifying values in report option function.
- **Monthly Statement Remark** – The remark to be shown at the bottom of monthly statement, you can show different remarks for different payment status of that customer, i.e. the days of payment overdue.
- **Print Letterhead** – whether the letterhead for invoice and receipt will be printed. If you want to print use a preprinted form, you should it to “N”.
- **Other Settings** – There are other settings controlling the printing of invoice / cash memo.

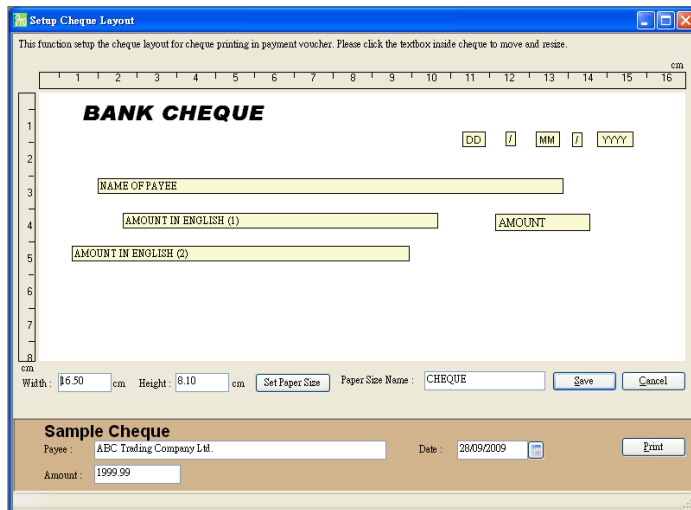
Option	Value
Monthly Statement Remark (Current)	
Monthly Statement Remark (< 31 days)	Please settle the bill at your earliest convenience
Monthly Statement Remark (31-60 days)	Please settle the bill at your earliest convenience
Monthly Statement Remark (61-90 days)	Please settle the bill at your earliest convenience
Monthly Statement Remark (> 90 days)	Please settle the bill as soon as possible
Print Invoice with letterhead	Y
Print Receipt with letterhead	Y

Input options for reports and click <Save> button to setup

5.18 Cheque Layout

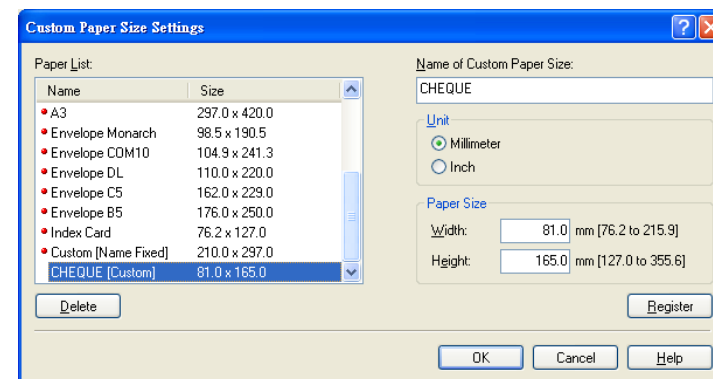
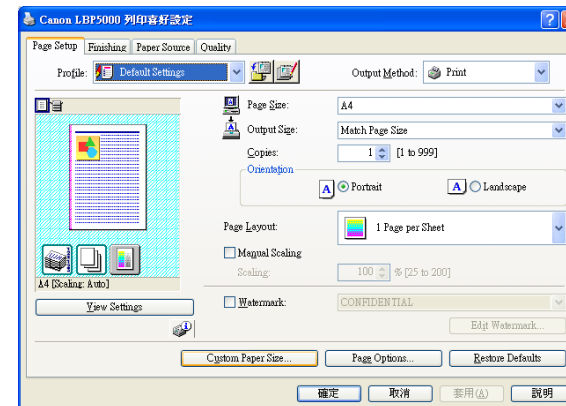
(Not for Standard Edition)

- You can design your own cheque layout to be printed in the payment voucher.



- First, you have to input the width and height of your bank cheque and then click [Set paper size]. The scale of the rulers of the cheque layout will change accordingly.
- The textboxes in the cheque layout represent the fields to be printed on your cheque. You have to click the textbox and then move it to the location based on your bank cheque.
- You can also resize the textbox: move the mouse pointer over the boundary of the textbox, the pointer will change to a resize pointer, then click it and move it to resize the textbox.
- You can make use of the print function in the sample cheque box to print a sample cheque for checking whether the cheque layout is OK.

- On the other hand, you can use this function as a “typewriter” to print your cheque manually by changing the content of the fields.
- Since your cheque is not a standard paper size, you have to register the paper size in your printer. Please refer to your printer manual for details. The following is an example; it is a printer driver of Canon laser printer. Click Customer Paper Size to register a custom paper size for cheque.



- After you have created a cheque paper size in the printer driver, you can input the name of that paper size in the field [Paper Size Name] and then click [save] to save the cheque layout.
- If you have saved the paper size name, the system will automatically use that paper size when printing the cheque. Otherwise, you have to select the correct paper size each time before you start printing the cheque.

(Enterprise Edition only)

- Enterprise Edition is an advanced version of Setup Cheque. You can define more than one cheque layout in case you have cheques from different banks.
- Click [+] button to add a new cheque layout
- Click [-] button to delete a cheque layout
- Bank field allows you to match the bank field in Payment voucher with this cheque. The system will automatically select the cheque layout of the same bank to print.

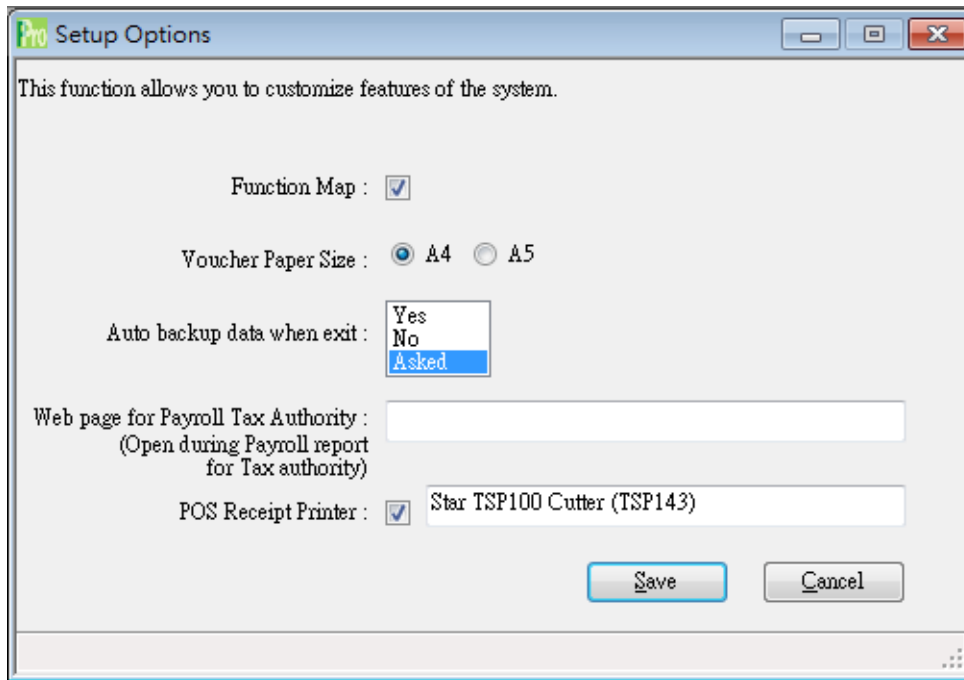
The screenshot shows the 'Setup Cheque Layout' window. The main area displays a cheque template with the following fields: 'NAME OF PAYEE', 'AMOUNT IN ENGLISH (1)', 'AMOUNT IN ENGLISH (2)', and 'AMOUNT'. There is also a date field (DD/MM/YYYY). The window includes a 'Set Paper Size' button and a 'Save' button. At the bottom, there is a 'Sample Cheque' section with fields for 'Payee' (ABC Trading Company Ltd.), 'Date' (30/03/2010), and 'Amount' (1999.99). The window also displays 'Cheque layouts' on the right, listing 'STANDARD' and 'HSBC'.

5.19 Options

- You can customize the system behaviors by modifying values in setup option function.
- Function Map is the option whether function map will be shown on the main menu.
- Voucher paper size is the paper size of printing voucher.
- Auto backup is the feature that allows user automatically backing up all databases when exiting the program. If [asked] is chosen (the default option), the system will prompt users whether they want to backup data; if [yes] is chosen, the system backup data without prompting the users; if [no] is chosen, the system will not backup data.
- Web page for tax authority setting will be opened during the payroll report for tax authority. This allows users to input the tax return quickly.

Retail / RetailPlus ONLY: -

- If you want to print out to POS Receipt Printer in Cash memo, you have to tick the checkbox of POS Receipt Printer, and then input the POS receipt printer driver name (can be found in Windows control panel - printers). Please note that you don't have set the POS receipt printer to default printer, otherwise, all other reports will be messed up.



6. Vouchers

(Not for Retail Edition)

6.1 Voucher features and Journal

Voucher

- To input accounting vouchers, you can choose from the input menu bar or click the icons on the function map directly. There are five types of vouchers: - Journal, Receipt, Payment, Sales and Purchase vouchers.
- With our professional package which provides automation, there is usually no need to input sales and purchase vouchers. The entries will be automatically generated when you open and input invoice and bill. However, if you don't want to keep invoice or bill information, you can directly input sales and purchase vouchers.
- Journal voucher is type of voucher for recording any transactions not directly related to sales, purchase, receipt and payment. Examples of are the purchase of fixed assets and the transfer between different accounts.
- Voucher input is in the form of double-entry. You have to input both the debit side and credit side of the transaction. You have to make sure that the total debit amount and total credit amount is the same before saving the record. Of course, system will not allow you to save if it is not balanced.
- Voucher number is automatically generated. It will display after the record is saved.
- CCY and Amount (CCY) are used for transactions of foreign currency only. If the

transaction is in base currency, you only need to input in the amount field.

Find an existing voucher

- To open an existing voucher, you can input the voucher number directly on the top searching bar and press enter (or click **[Find / Open]** button).
- You don't need to input the whole voucher number; the system will automatically fill in the prefix and zero numbers. For example, if you want to retrieve JO00000001, you only need to type 1 and click **[Find/Open]** button.

Journal Voucher

Voucher #: Find / Open

This function allows you to input, update and delete voucher information.

Voucher #: JO0000000018 Date: 2009/03/25

Ref No.: Amount: 780.00 Balance: 0.00

Memo:

☒ show CCY

A/C No.	A/C Name	Description	Dr/Cr	CCY	Amount(CCY)	Amount
3100	Account Payable - 應付帳		D	USD	100.00	780.00
2100	Bank A/C - 銀行		C		0.00	780.00

Copy Quick Fill Refresh New Delete Save Save & New Cancel

Use arrow key up and down to display stored Voucher # :

- Alternatively, user can press the up and down arrow keys, the system will show previous and next voucher number in the database.
- If you do not know the voucher number, you can leave the voucher number field blank and click **[Find / open]** button.

- A find voucher window will display as follows.

Find Journal Voucher

This function finds existing record based on your searching criteria.

Voucher #:

Date from: 2008/01/01 To: 2008/08/01 ☐ All Dates Invoice #:

Amount: Ref No.:

Party #:

Print Find Cancel

Party Name	Ref #	Voucher #	Date	Amount
		JO0000000002	2008/07/20	0.00
		JO0000000003	2008/07/21	600.00
Hong Kong Bank		JO0000000004	2008/08/01	1000.00

Input searching criteria and press <Find> button, double click item to open

- You can input the information of the voucher you want to view here in order to search.
- The system will use the searching criteria in the order of the screen position. For example, if you have input voucher number and amount, the system will use voucher # as searching criteria and ignore the amount.
- If you know the date range of the voucher, you have to un-tick the All Dates field and input the date range.

Print multiple records

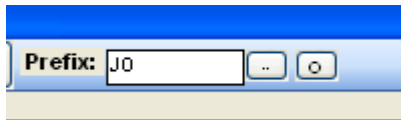
- You can print a voucher using **[Print]** button on the voucher screen. However, if you want to print multiple vouchers according to the searching criteria, you have to print in the find voucher window.
- After you have retrieved records by typing your searching criteria, you can select the records you want to print by clicking on the left column (the column with arrow) and then

by holding CTRL- or SHIFT- key with mouse click. The whole rows you selected should be highlighted.

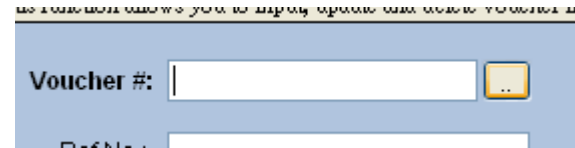
- Then, click the **[Print]** button in this window. The system will print all selected records one by one in separate pages. This feature is very useful for filing purpose.
- If you just want to print out the content of these vouchers rather than for formal filing, you can use account transaction listing under the report menu.

Generation of Voucher Number

- Voucher number is automatically generated based on the voucher prefix defined and length of voucher (see Section 5.16 Voucher / Document Prefix function). It is a sequential number with the corresponding prefix.
- If you just want to change the prefix temporary, you don't need to go back to the voucher / document prefix function, you just need to click [...] button next to the prefix field. This would be very useful for someone that use Year and Month as prefix of voucher number.

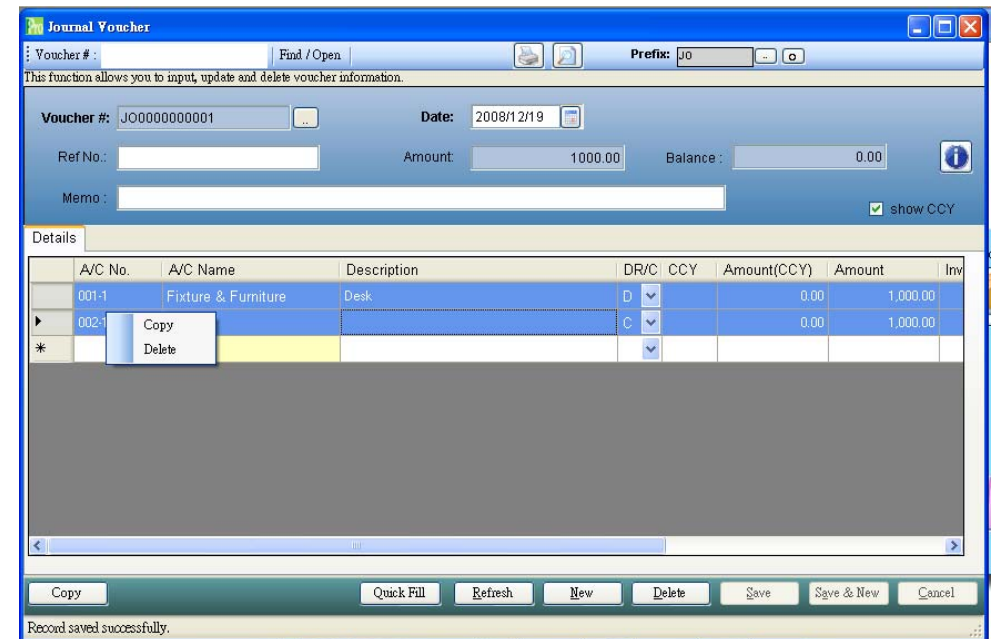


- After changing the prefix, all newly created vouchers will use the new prefix.
- If you want to change back to the default voucher prefix, you just need to click **[O]** button.
- If you don't want to use a specific voucher number, you have to click [...] button next to the voucher number field. You can only define a voucher number for a new voucher. You cannot modify the voucher number of an existing voucher record.



Copy and delete rows

- The system allows you to quickly copy rows in vouchers. You just need to select the rows that you want to copy and then right click. A pop-up menu will show. Click [copy] to copy selected rows as new rows.
- Similarly, to delete multiple rows, you just need to select rows and press delete key or right click to display pop-up menu and click [delete].



Quick fill voucher

- One of the fastest ways to input voucher is to use the quick fill function.
- If you want to create a voucher with many account numbers, you can click **[Quick fill]** button. A Quick Fill Voucher window which lists all detail account numbers in the chart of accounts will show.
- You can select one or more accounts, type in the description, and then choose debit or credit. Click **[OK]** to confirm.
- The system will automatically create items in the voucher with selected accounts and description filled. You just need to type the amount fields for these items.
- You can also type in the number of copies if you want to duplicate the rows several times.

Account no.	Account name
ACAP	Accumulated Capital
AP	Accounts Payable
AR	Accounts Receivable
BANK	Bank - HKD
BANKUSD	Bank - USD
DEXP	Cost of Sales
GEXP	General Expenses
INCOME	Income
PR	Purchase Returns
SCAP	Startup Capital
SR	Sales Returns
STKADJ	Stock Adjustment
STONHAND	Stock on hand

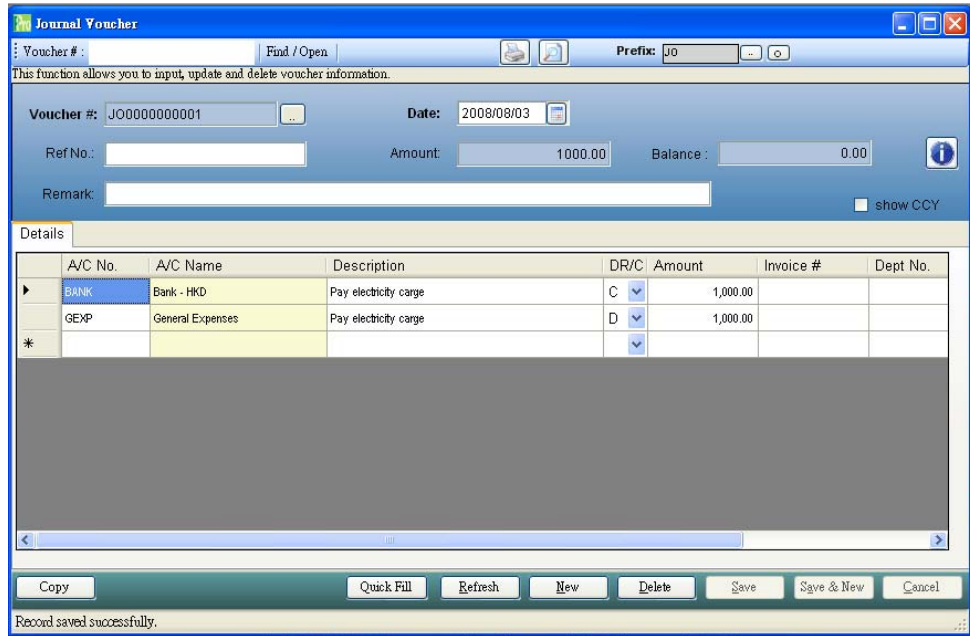
Desc :

1

☒ DR ☐ CR

Show / Hide foreign currency

- PProAction Accounting allows you to easily input foreign currency transactions by including foreign currency and amount in voucher input. However, if you don't have foreign currency transactions, you can hide these columns by unchecking the [Show CCY] field.



Journal Voucher

Voucher #: JO0000000001 Date: 2008/08/03

Ref No.: Amount: 1000.00 Balance: 0.00

Remark: show CCY

	A/C No.	A/C Name	Description	DR/C	Amount	Invoice #	Dept No.
▶	BANK	Bank - HKD	Pay electricity charge	C	1,000.00		
*	GENP	General Expenses	Pay electricity charge	D	1,000.00		

Copy Quick Fill Refresh New Delete Save Save & New Cancel

Record saved successfully.

Short Key

- PProAction Accounting further increases your productivity by providing you a short key function.
- When you input long fields like remark or description, you can press **[F1]** to launch the short key menu.
- It allows you to store words and phrases for future use, so that you only need to select or input keywords (alias) to retrieve these phrases. These phrases will be filled in the fields you are inputting.
- For details, please refer to section 13.2.

Function key – F5

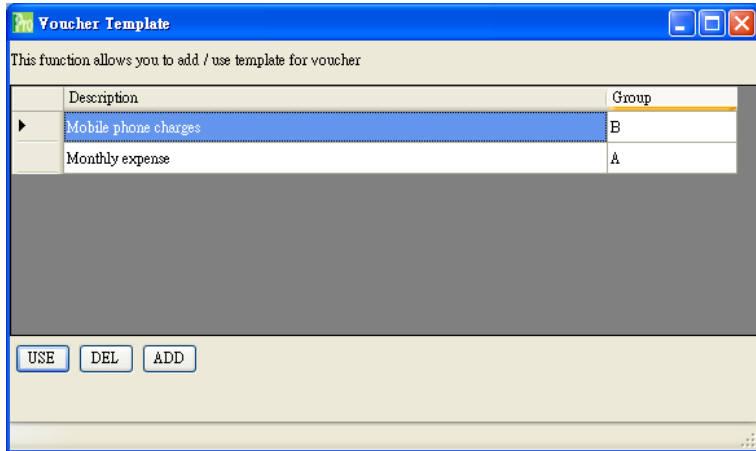
- When you are input the header part of the voucher, you can quickly go to the details part of the voucher by pressing function key F5.
- This allows you to decrease the need to swap between keyboard and mouse and thus increase productivity.

Template

- If you have some vouchers with commonly used accounting entries, you can define them as templates for reuse. Template allows you to instantly create a new voucher with stored accounting entries.
- To use this function, just click the button with star icon next to the print and preview buttons.



- A voucher template form will be opened. You have the following options :-
 - a) Use – select one template in the list and then click this button will instantly create a new voucher based on template.
 - b) Delete – delete currently selected template in the list
 - c) Add – Add a new template based on current voucher



Information

- Point mouse to button with Information sign with gives you additional information of this voucher record: - last modified date and modified user Id.

Expand detail window



- You can expand detail window by clicking the zoom icon.

6.2 Receipt Voucher

- Receipt voucher is for the transaction of receiving payment from customer.
- The user interface of receipt voucher is similar with other voucher input. For details usage please refer to the previous section 6.1.

A/C No.	A/C Name	Description	Dr/Cr	CCY	Amount (CCY)	Amount	Invoice
002-1-2	BDD Bank - Receive Ba...		D		0.00	10,000.00	
002-4	Accounts Receivable - ...		C	USD	1,282.05	10,000.00	(G&B-AR)

Auto Calculate bank amount

☒ Auto calculate Bank Amount

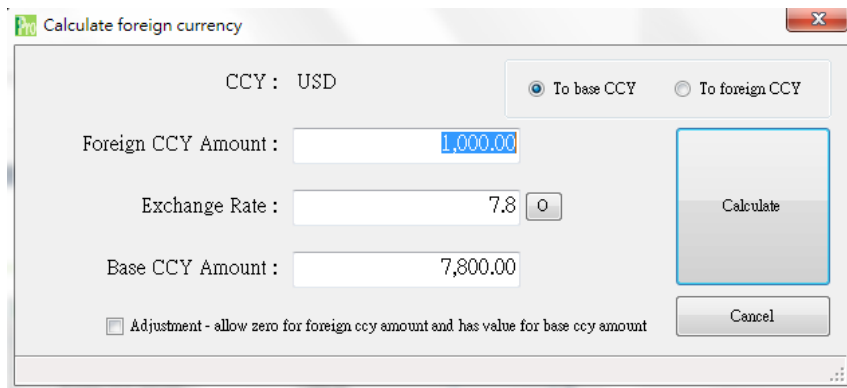
- This function allows manually input bank amount in receipt / payment voucher, so as to auto calculate exchange rate difference
- Normally, this function have been turn on, the mean is that the bank A/C amount can

be auto calculated based on the sum of other accounts.

- If you turn off this function, you can manually change the bank A/C amount. After that, you can add exchange rate difference transaction (the system will automatically calculate amount based on the balance).

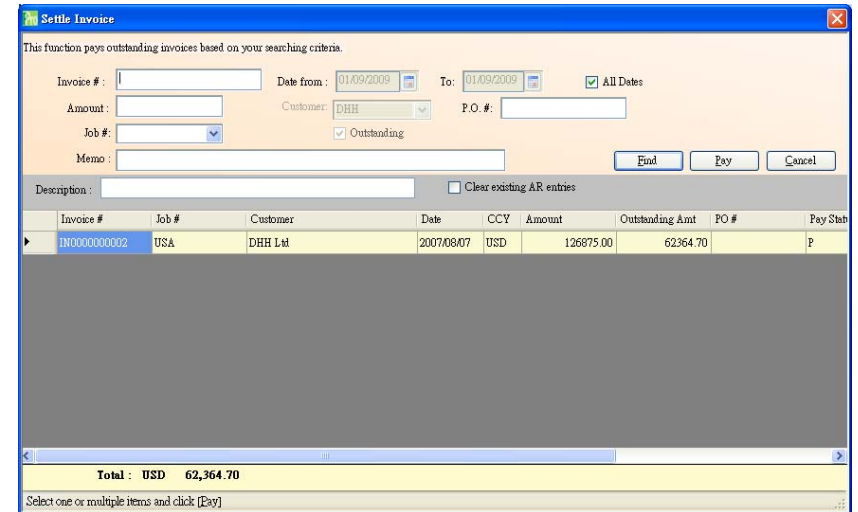
Calculate foreign currency

- For foreign amount, you need to input the foreign currency amount and base currency amount. If you only know the exchange rate, you can press F3 to enter the calculate foreign currency window. It allows you to quickly change the exchange rate and calculate the based currency amount without going back to currency table.



Settle Invoice

- You can use the **[settle]** button to facilitate the input of voucher. First you have to input the customer who pays the invoice, and then click the **[settle]** button.
- You will see a settle invoice window as follows.



- All the outstanding invoices of the selected customer will display.
- If there are too many outstanding invoices, you can input the searching criteria and click **[Find]** button to filter the invoice list.
- You can select more than one invoice in the outstanding invoice list and click **[Pay]** button. The system will help you to fill in credit AR transactions in the voucher with the invoice amounts.
- A total amount of all selected invoices will be calculated to facilitate your selection.
- You can input the transaction description in the **description** field which will be automatically applied for all generated voucher transactions. If you leave it blank, a default description will be used.
- If you want to replace the existing AR transactions in voucher with the selected invoice, you need to check the Clear Existing AR Entries.

Print Receipt

- You can either print your receipt voucher in voucher format as in other vouchers, or you can print it in official receipt format.
- You need to select the Receipt radio button on the navigation bar before clicking the [print] or [print preview] button. The system will print out the official receipt.

Generic Invoice numbers

- Sometimes, you may not know the invoice numbers the customer wants to settle. You can use the generic invoice number in forms of {A03-AR} (A03 is the customer number, AR is accounts receivable). It is automatically generated invoice for each supplier.

6.3 Payment Voucher

- Payment voucher is for the transaction of making payment to suppliers.
- The operation of payment voucher is similar with the operation of receipt voucher. For details, please refer to the previous section.

A/C No.	A/C Name	Description	Dr/Cr	CCY	Amount(CCY)	Amount	Inv
2100	Bank A/C - 銀行		C		0.00	790.00	
3100	Account Payable - 應...		D	USD	100.00	790.00	AD
*							

Settle Bill

- You can use **[Settle]** function to facilitate the input of voucher. First you have to input the supplier who you want to pay to, and then click **[Settle]** button.
- You will see a settle bill window as follows.

Settle Bill

This function pays outstanding invoices based on your searching criteria.

Pur Rec #: Date from: 01/09/2009 To: 01/09/2009 ☒ All Dates

Amount: Supplier: ABB Bill #:

Job #: ☒ Outstanding

Memo:

Description: ☐ Clear existing AP entries

Bill #	Pur Record #	Job #	Supplier	Date	CCY	Amount	Outstanding Amt	Pay Stat
▶	BL0000000005	TW	ABB HK Ltd	2007/04/13		1605500.00	1605500.00	N

Total : 1,605,500.00

Select one or multiple items and click [Pay]

- All the unpaid bills of the selected supplier will display.
- If there are too many unpaid bills, you can input the searching criteria and click **[Find]** button to filter the bill list.
- You can select more than one bill in the outstanding bill list and click **[Pay]** button. The system will help you to fill in debit AP transactions in the voucher with the invoice amounts.
- A total amount of all selected bills will be calculated to facilitate your selection.
- You can input the transaction description in the **description** field which will be automatically applied for all generated voucher transactions. If you leave it blank, a default description will be used.
- If you want to replace the existing AP transactions in voucher with the selected invoice, you need to tick the Clear Existing AP Entries option.

Generic purchase record numbers

- Sometimes, you may not decide the purchase record numbers you want to settle. You can use the generic purchase record number in forms of {A03-AP} (A03 is the customer number, AP is accounts receivable). It is automatically generated bill for each supplier.

Print Cheque (Not for Standard Edition)

- If you want to pay the supplier with a cheque, you can simply print a cheque by clicking the print cheque button (next to the print preview button).
- Before using this function, you have to design a cheque layout first (see section 5.18 for details).
- The system will automatically use the supplier name, amount and voucher date to fill in the text fields of the cheque.

6.4 Sales and Purchase Vouchers

- For Pro edition, both sales voucher and purchase voucher can be automatically generated from invoice and bill. You can input sales and purchase vouchers through invoice and bill input. For details, please refer to next chapter.
- For standard edition, you can directly input sales and purchase information in sales and purchase vouchers. The system will automatically create an invoice or bill for you.
- If you only want to input sundry sales or purchase, you can use journal voucher instead.
- You can view the data of sales and purchase vouchers through the accounting

transaction listing.

- A standard sales voucher contains one credit entry for sales account and one debit entry for account receivables.
- A standard purchase voucher contains one debit entry for purchase account and one credit entry for account payables.
- Please make sure that the above entries have the same currency, otherwise the system will not allow you to save.
- After saving the sales and purchase vouchers, you can use settle function in receive and payment vouchers to settle these invoices and bills.
- You are not able to modify sales and purchase voucher, if invoices and bills are referred in other vouchers.

Purchase Voucher

Voucher #: PU0000000029 Date: 2009/03/25 Supplier: AAA Co Ltd 5

Pur Record #: A05-AUG-001 Ref No.: CCY: Amount (CCY): 0.00 Amount: 1,000.00

Balance: 0.00 Memo: show CCY

A/C No.	A/C Name	Description	Dr/Cr	CCY	Amount(CC Y)	Amount
3100	Account Payable - 應付帳		D	USD	0.00	1,000.00
2410	Beverage - 飲料		C	USD	0.00	1,000.00

Copy Quick Fill Refresh New Delete Save Save & New Cancel

Press <New> to create new, <Delete> to delete, modify values and press <Save>

Sales Voucher

Voucher #: SA0000000014 Date: 2009/03/25 Customer: AAA Co Ltd 4

Invoice no.: AAA-INV0001 Ref No.: CCY: USD Amount (CCY): 100.00 Amount: 780.00

Balance: 0.00 Memo: show CCY

A/C No.	A/C Name	Description	Dr/Cr	CCY	Amount(CC Y)	Amount
2000	Account Receivable - 應...		D	USD	100.00	780.00
5210	Income - 收入		C	USD	100.00	780.00

Copy Quick Fill Refresh New Delete Save Save & New Cancel

Press <New> to create new, <Delete> to delete, modify values and press <Save>

7. Quotation/Invoice

(Not for Standard Edition)

7.1 Quotation

- The user interface of quotation input is very similar to voucher input. Please refer to Journal voucher section for details (Section 6.1).
- You can create a new quotation by directly input the details or retrieve an existing quotation by entering the quotation number and click **[Find]** button.
- If you have setup properly in the customer record, terms of payment, delivery to, due date and even discount rate fields will be filled.
- Some companies want to send a **Proforma Invoice** instead of quotation to their customers. In this case, you just need to tick the checkbox Proforma Invoice, the title of the quotation will become Proforma Invoice.

Items and Stock

- After inputting all information, the system will automatically calculate total amount for you.
- Items input in quotation will not affect the actual inventory of the items.

The screenshot shows a software window titled "Quotation". At the top, there's a "Quotation #:" field with the value "QU0000000001" and a "Date:" field with "30/06/2007". Below these are fields for "Customer:" (BCD International Ltd), "Pay Terms:" (M1), "Validation till:" (30/07/2007), "Job #:" (TW), "Dept:" (WOMAN), "CCY:", "Exch Rate:" (1.00000), "Disc %:" (0.00), "Contact:" (Alan Chan), "Salesman:", "Delivery To:", "Remark:", and "Memo:". There are buttons for "Find / Open", "Add Memo", "Layout", and "Set". A "Details" tab is active, showing a table with columns: Item Code, Description, Qty, Unit, Price, Disc%, Disc Amt, and Amount. The table contains two rows: WOMAN-01 (Suit - 套裝) and WOMAN-02 (Evening Dress - 晚禮服). At the bottom, a "Total:" field shows "237,500.00". There are buttons for "Copy", "Refresh", "New", "Delete", "Save", "Save & New", and "Cancel". A status bar at the bottom says "Record saved successfully."

Item Code	Description	Qty	Unit	Price	Disc%	Disc Amt	Amount
WOMAN-01	Suit - 套裝	50.00	Sets	3,500	0.00	0.00	175,000.00
WOMAN-02	Evening Dress - 晚禮服	25.00	Pcs	2,500	0.00	0.00	62,500.00
*							

Layout

- If you click the button, it will change between P and S. P stands for product; S stands for service.
- Product layout will have Qty, Unit and Price columns.
- Service layout will not have Qty, Unit and Price columns.
- When you create a new quotation, the system will automatically set the layout according to the default layout in company setup (Section 5.4).

Foreign Currency

- By default all the amounts in quotation are in the base currency which you setup during the creation of company data.

- If you want to make a quotation in other currency, you have to input the CCY field and exchange rate. There will be only one currency for the whole quotation.
- If you have defined foreign currency price in the inventory item setup and the currency matches, the system will retrieve the corresponding price for you, otherwise you have to input manually.

Discount

- There are several ways to set discount in quotation.
- If all the items in the invoice have the same discount rate, you just need to input discount rate in the Disc % field in the main box.
- If different items in the invoice have different discount rate, you have to input discount rate for each item.
- If you want to input a specific discount amount instead of a discount rate for each item, you have to input discount amt field for each item.
- If you want to have a discount amount as a whole invoice, you have to add a functional item (for details please refer to the item type setup) in the quotation. For example, if you want to input a discount amount of \$400 :-

ITEM CODE	DESCRIPTION	QTY	PRICE
DISC	Discount	1	-400

Prepayment

- Similar to discount, you can add a functional in invoice for prepayment. For example, if you want to input a prepayment amount of \$1000 :-

ITEM CODE	DESCRIPTION	QTY	PRICE
PREPAY	Prepayment	1	-1000

Subtotal

- To show subtotal of previous items, you can select a special function *SUBTOTAL*.
- The system will automatically sum up all the amount of previous items (after the previous subtotal).

7.2 Consignment

- Consignment Note is the document you consign some product to shops. In this situation, the consigned products will not treat as sold and will still keep in the inventory. The consigned quantity will be shown in the inventory listing.
- The operation of Consignment is similar with the operation of the Quotation. For details, please refer to previous section.
- If consigned products are sold, you can use import consign/quotation function in Invoice to update the inventory. At the same time, the corresponding consignment note has to be closed, using [CLOSE] function. After using close function, the consigned quantity will be discarded from inventory listing.

7.3 Invoice

- The user interface of Invoice input is very similar to quotation input.
- You can create a new invoice by directly input the details or retrieve an existing invoice by entering the quotation number and click **[Find]** button.
- If you have setup properly in the customer record, terms of payment, delivery to, due date and discount rate fields will be filled.
- When you click customer dropdown button, you can see a list of active customer defined in the customer / supplier function, plus a list of active employee.
- Remark is the text to be printed at the bottom of the invoice.
- Memo is the summary text of this invoice. Customer monthly statement will use print this field as a description of this invoice.

Items and Stock

- When the invoice is saved, the stock of the used items will be deduced automatically. The system will check whether there is enough stock of each item.

Invoice

Invoice #: IN0000000016 Date: 30/03/2009 Add Memo

Customer: A04 AAA Co Ltd 4 (Hong Kong, Shanghai) Delivery To: FLAT 123, ABC TOWER, CHAI WAN, HONG KONG

Pay Terms: 1M Due Date: 29/04/2009 Contact: Mr. Lee

Job #: PO #: PO34344444 Salesman: TEST

Pay Status: Not Paid Remark:

Dept: Memo:

CCY: Exch Rate: 1.00000 Disc %: 0.00 Set

Details Sales Voucher Payment History

Item Code	Description	Qty	Unit	Price	Disc%	Disc Amt	Amount
Bread	麵包	100.00		123.56	20.00	0.00	9,884.80

Outstanding Amt: 9,884.80

Total: 9,884.80

Copy Get Quo Refresh New Delete Save Save & New Cancel

Use arrow key up and down to display stored Invoice #:

Layout

- If you click the button, it will change between P and S. P stands for product; S stands for service.
- Product layout will have Qty, Unit and Price columns.
- Service layout will not have Qty, Unit and Price columns.
- When you create a new invoice, the system will automatically set the layout according to the default layout in company setup (Section 5.4).

Subtotal

- To calculate the subtotal amount, you can select item code of *subtotal*. It will group above items and show the subtotal amount of each group.

Invoice

Invoice #: NEW Date: 06/04/2011 Add Memo

Customer: G8B GR Co Ltd Delivery To: AUSI

Pay Terms: M1 Due Date: 03/05/2011 Contact: Tom

Job #: PO #: Salesman:

Pay Status: Remark:

Dept: Sales Memo:

CCY: Exch Rate: 1 Disc %: 0.00 Set

Details Sales Voucher Payment History

Item Code	Description	Qty	Unit	Price	Disc%	Disc Amt	Amount	Subtotal
111	Summer sales	100.00	1	11	0.00	0.00	1,100.00	
222	Winter sales	200.00	1	3	0.00	0.00	600.00	
SLBTCTAL	Subtotal	0.00		0	0.00	0.00	0.00	1,700.00

Outstanding Amt: 0.00

Total: 1,700.00

Copy Get Quo Refresh New Delete Save Save & New Cancel

Verify values and press <Save> to save record.

Company: Barry User Name: admin

Barcode

- Before that you have to define each item with a barcode in the setup item function (Section 5.10).
- You can easily input the product item number by using the barcode scanning feature by clicking the barcode icon.
- A barcode scanning window will be displayed as the following picture.
- When you use the barcode scanner to scan on the product, the system will automatically fill the corresponding item number, description and price. You can scan the products to be invoiced continuously.
- If you want to change the quantity, you can press F2 key to input the new quantity and

then press F2 again to go back to barcode field for scanning.

Sales Tax

- If you have set the company to use sales tax, you will find a tax (taxable) column in the item list.
- When you retrieve the item, the system will set the taxable column automatically based on the item type of that item. The tax amount will be put in the tax account defined in the item type.

Payment Status

- Payment Status is set to **Not paid** by default. After you have input transactions in receipt voucher of this invoice, the payment status will be automatically updated.

Get from Quotation

- The system supports the import of quotation information into invoice. This allows you to build up an invoice quickly.
- Click **[Get Quo]** button, a Get quotation window will pop up.

- Input the quotation number or other searching criteria for that quotation. Click **[Find]** button to begin search.
- All quotations that fit the searching criteria will be listed in the window.
- Double-click the quotation that you want to import to the invoice. All the quotation information will be loaded into invoice. You just need to make modification and save the invoice.

Sales Voucher

- There are three tabs in the invoice screen: - details, sales voucher and payment history.

- After you have inputted the items in **[detail]** tab, click **[sales voucher]** tab to display the generated voucher based on the default account receivables account (defined in Setup Default accounts) and the sales account of corresponding items (defined in Setup inventory item).

Details		Sales Voucher	Payment History				
	A/C #	A/C Name	Description	DR/CR	Amount	CCY	Am
	002-4	Accounts Receivable - ...	Sale	D	176,250.00		
	006-1-2	Woman's Clothes Inco...	Suit - 套裝	C	175,000.00		
▶	006-1-5	Sales Transportation - ...	Air Flight - 空運	C	1,250.00		

- If you want to modify the account receivables no. and description of the voucher, you just need to click the **[Setting]** button.
- **[Get default]** button will reload the default account receivables number and description defined in Setup Default Account.

Change Generate Voucher Settings

A/C #
AR

Voucher Description:
Sale

Get Default OK Cancel

Payment History

- Payment history tab shows all the account receivables transactions (based on the account type defined in chart of accounts) of current invoice. Only a saved invoice will generate account transactions.
- Account receivables transactions will be shown after the invoice is saved.
- If this invoice has already paid (either partially or fully) by the customer, you can see more transactions here.

Invoice Details		Sales Voucher		Payment History				
	Date	A/C #	Description	DR/CR	CCY	Amount(CCY)	Amount	Voucher
▶	1/1/2006	AR	RECEIPT PAYMENT FROM WIN...	C	DR/CR	0.00	1100.00	RC00000
	1/1/2006	AR	Sale	D		0.00	1100.00	SA00000

Print

- You can click **[print]** or **[print preview]** button if you want to print out current invoice.

Print Preview

Main Report

 **IS International Ltd**
 IS International Building
 U.S.A.
 TEL :222466 FAX :333999
 EMAIL :isintl@isintl.com

Invoice

Invoice #	Date
IN0000000001	01-Jan-2008

Delivery To: Rm 09 7/F DT Building
 Hong Kong

PO#: Sales: Pay Terms: Cash on delivery Due Date: 1-Jan-2008

No.	Item Description	Qty	Unit	Unit Price	Discount	Amount Tax
1	Business Suit	1		100		100.00Y

TOTAL : USD 100.00
 Tax : USD 0.12
TOTAL : USD 100.12

Authorized Signature

Current Page No.: 1 Total Page No.: 1 Zoom Factor: Page Width

- If you want to print delivery note, you can tick the radio button "Delivery Note" and then click print button.
- If you want to print multiple records, please refer to print multiple record of Section 6.1.

Information

- Point mouse to button with Information sign with gives you additional information of this invoice record: - last modified date and modified user Id.

8. Retail

8.1 Cash Memo

- Cash Memo is similar to invoice, except that there are two major differences :-
 - It assumes money received from sales is cash, it should not be accounts receivable. In other words, the payment status of Cash Memo is Completed.
 - A formal Invoice is printed in A4 size, while Cash Memo is printed in A5 size or receipt (for Retail edition).
- To use Cash Memo, first you have to define Petty Cash account in Setup Default Accounts, it means the cash in cash drawer; you also have to define Petty Cash – Other payment for amount received using payment methods other than cash.
- The system will pop up barcode interface – you can use barcode scanner to scan the barcode of the product and the quantity.
- If you want to change the customer information, you can press F3 or click Change Information to go to the input screen. After changing the information, you can click the button with barcode icon to go back to barcode interface.
- After scanning all the products, you can press F4 or click Pay button. You will see a payment window. You just need to input the amount paid by the customer and select the payment method. The change amount will be shown after you press enter or click calculate button. If you want to continue, click OK button. For Retail edition, the system will automatically print receipt and open the cash drawer.

The screenshot shows the 'Cash Memo' window. A modal dialog is open in the center, allowing input for 'Barcode' and 'Quantity' (set to 1). The dialog includes buttons for 'OK', 'Cancel', and function keys: 'F2 - Switch between Barcode and Quantity', 'F3 - Change Information', 'F4 - Pay', 'F5 - Remove Last Item', and 'F6 - Change Last Item'. The background window shows fields for 'Cash Memo #', 'Customer', 'Pay Method' (現金), 'Pay Terms', 'Dept', 'CCY', and 'Exch R'. Below these is a table with columns: Item Code, Description, Qty, Unit, Price, Disc%, Disc Amt, and Amount. The 'Total' is displayed as 0.00. At the bottom are buttons for 'Copy', 'Refresh', 'New', 'Delete', 'Save', 'Save & New', and 'Cancel'.

- Select the account to be drawn, the default is drawn from Cash account.
- Input the add amount or new amount and then OK button to update petty cash account.
- The system will automatically generate an account transaction to draw from cash account to petty cash account.

The screenshot shows the 'Add Petty Cash (Cash Drawer)' window. It includes a 'Date' field set to 2010/08/18 and a 'Refresh' button. The 'Petty Cash Amount' is displayed as 1,000.00 with a '+' button. Below this, there is a 'Draw from A/C' dropdown menu showing '002-1-2' and '銀行2'. A 'Description' field contains 'Add petty cash amount'. At the bottom, there are 'Add Amount' and 'New Amount' input fields, along with 'OK' and 'Cancel' buttons.

8.2 Add Petty Cash (Cash Drawer)

(Retail or RetailPlus Edition Only)

- For a retail shop, the system will assume you have certain amount kept in the cash drawer in the start of day.
- To add the amount in cash drawer, you can select add petty cash function. Select the date, and then add button to start adding amount in petty cash (cash drawer).

8.3 Petty Cash Expenses

- Some expenses need payment through cash, you can use the petty cash function to do that.
- Select the account to be drawn, the default is drawn from Petty Cash (Cash Drawer)

account.

- The system will automatically generate an account transaction to draw from petty cash account to settle the expenses.

The screenshot shows the 'Petty Cash (Cash Drawer) Expenses' form in PProAction Accounting Pro. The form includes fields for Voucher #, Date (07/04/2011), Ref No., Amount (200.00), Memo, P Cash A/C (002-1-3), and Desc (Cash Drawer - 雜項). A table shows a transaction for A/C No. 0074, A/C Name Transportation Fee - 運費, Description, and Amount 200.00. The bottom of the form has buttons for Copy, Quick Fill, Refresh, New, Delete, Save, Save & New, and Cancel. The status bar shows Company: Barry and User Name: admin.

8.4 Day End Closing for Retail

(Retail or RetailPlus Edition Only)

- For a retail shop, at the end of day, you have to perform a day-end closing.
- The system will generate a report to show the transactions during the day group by different payment methods (e.g. Cash or Visa)
- You have to input the petty cash (cash drawer) balance after day end and then click day end button.
- The system will automatically generate transactions to transfer amount from Petty Cash account to Cash account, so as to keep the balance at the level you wanted.
- After day-end closing, the system will no longer allow you to modify cash memo before today.
- If you want to make adjustment after day-end closing, you can use undo button to undo the last day-end closing.

The screenshot shows the 'Day End Closing for Retail' report for Retail Hong Kong Ltd. The report is titled 'Day End Summary for Retail' and is dated 2010/08/18. It displays a table with columns for Trs Date, Time, Description, and Amount. The table shows a CASH Open Balance of 0.00, a transaction on 2010/08/18 at 16:32 for 1,000.00, and a transaction on 2010/08/18 at 17:12 for 500.00. The CASH Subtotal is 1,500.00, and the Balance is 1,500.00. The Transaction Amt is 1,500.00. The report also shows the Petty Cash Balance as 500 and the Last Day End as 2010/08/17. The status bar shows Current Page No.: 1, Total Page No.: 1, and Zoom Factor: 150%.

9. Purchase Order / Bill

(Not for Standard Edition)

9.1 Purchase Order

- We now focus on the purchase side of the business.
- The user interface of purchase order input is very similar to quotation input. You can refer to quotation section for details.
- You can easily print out a formal purchase order to your supplier by clicking the **[print]** icon.
- Also, this purchase order information can be used for bill (purchase invoice) input later.
- To improve efficiency, you can click the **[Get Quo]** button to quickly retrieve the information from an existing quotation.

The screenshot shows a 'Purchase Order' form with the following fields and values:

- Purchase Order #:** PO0000000003
- Date:** 27/03/2009
- Supplier:** A05
- AAA Co Ltd 5**
- Pay Terms:** 1M
- Validation till:** 26/04/2009
- Delivery To:** 9/F, HONG KONG TOWER, QUARRY BAY, HONG KONG
- Contact:**
- Salesman:**
- TEL:** 91234567 **FAX:** 99911122
- EMAIL:** info.abc.com.hk
- CCY:** USD
- Exch Rate:** 7.80000
- Disc %:** 0.00
- Total:** USD 111.11

The form also includes a 'Details' table with the following data:

Item Code	Description	Disc%	Disc Amt	Amount
Bread	麵包	0.00	0.00	111.11

Buttons at the bottom include: Copy, Get Quo, Refresh, New, Delete, Save, Save & New, Cancel.

9.2 Bill

- Bill refers to the purchase invoice you received from the supplier.
- Since the system requires a unique number to identify each bill but we cannot use the invoice number of the supplier which is beyond our control, the system will generate a purchase record number.
- You can input the invoice number of the supplier in the bill number field to facilitate searching.
- Operation in the bill input is similar with the invoice input.
- Like invoice, when a bill is saved, the item's stock will be automatically increased.

Bill

Purchase Record #: BL0000000005 Find / Open Prefix: BL

This function allows you to input, update and delete Bill information.

Purchase Record #: BL0000000005 **Date**: 13/04/2007 **Bill #**: Add Memo

Supplier: ABB ABB HK Ltd **Delivery To**: IS HK Building Hong Kong
 TEL: (852)2222-8888 FAX: (852)2222-3333
 EMAIL: ishkg@gmail.com

Pay Terms: COD **Due Date**: 13/04/2007 **Contact**:
Job #: TW **PO #**: PO0000000001 **Salesman**:
Pay Status: Not Paid **Remark**:
Dept: MAN **Memo**: Layout P

CCY: Exch Rate: 1.00000 **Disc %**: 0.00 Set

Details | **Purchase Voucher** | **Payment History**

Item Code	Description	Qty	Unit	Price	Disc%	Disc Amt	Amount
MAN-01	Business Suit - 西裝	200.00		2,500	0.00	2,000.00	498,000.00
MAN-02	Swallow Tail - 燕尾服	350.00		3,500	10.00	0.00	1,102,500.00
Sea	Sea Flight - 海運	1.00		5,000	0.00	0.00	5,000.00

Outstanding Amt: 1,605,500.00 **Total**: 1,605,500.00

Copy Get PO Refresh New Delete Save Save & New Cancel

Use arrow key up and down to display stored Purchase Record #:

Purchase Voucher

- There are three tabs in the bill input screen: - details, purchase voucher and payment history.
- After you input items in [details] tab, click [purchase voucher] tab will display the generated voucher based on the default account payables account (defined in Setup Default accounts) and the purchase account of corresponding items (defined in Setup inventory item).

Details Purchase Voucher Payment History						
	Item Code	Description	Qty	Price	Disc%	Disc Amt
	BOOK001	Computer book 001	10.00	80.00	0.00	

- If you want to modify the account payables no. and description of the voucher, you just need to click the [Setting] button.
- [Get default] button will reload the default account payables no. and description defined in Setup Default Account.

Change Generate Voucher Settings

A/C #: AP

Voucher Description: Purchase

Get Default OK Cancel

Details Purchase Voucher Payment History						
	A/C #	A/C Name	Description	DR/CR	Amount	CCY
	003-2	Accounts Payable - 應...	Purchase	C	1,610,500.00	
	002-5	Stock - 存貨	Business Suit - 西裝	D	498,000.00	
	002-5	Stock - 存貨	Swallow Tail - 燕尾服	D	1,102,500.00	
	007-6	Transportation Fee - 運...	Sea Flight - 海運	D	10,000.00	

Payment History

- Payment history tab shows all the account payables transactions (based on the account type defined in chart of accounts) of current bill. Only a saved bill will generate account transactions.
- Account payables transactions will be shown after the bill is saved.
- If you have already paid the bill (either partially or fully), you can see more transactions here.

Bill Details Purchase Voucher Payment History								
	Date	A/C #	Description	DR/CR	CCY	Amount(CCY)	Amount	Voucher #
▶	1/1/2006	AP	Purchase	C		0.00	800.00	PU0000000001
	1/1/2006	AP	PAYMENT TO TDK	D		0.00	800.00	PY0000000001

10. Other Input functions

10.1 Debit / Credit Memo

(Not for Standard Edition)

- Debit memo is the document you received from your suppliers when you have returned purchased products to them.
- Credit memo is the document you send to your customers when the products have returned by them.
- These documents can be recorded through debit / credit memo function under Input menu. A voucher will be generated to reflect the transaction to stock returns accounts. Also the stock quantity will be updated accordingly.
- For invoice related memo, the system will automatically generate transaction to decrease the outstanding amount of invoice. In this case, you can only select item codes from that invoice.
- For non-invoice related memo, it will be treated like a special type of invoice, you can select any item code.

Debit / Credit Memo

Memo #: MO0000000001 Date: 01/04/2007 Prefix: MO

This function allows you to input, update and delete invoice information.

Customer: BCD BCD International Ltd

Invoice #: IN0000000001 Job #: TW Delivery To:

Remark:

Memo: Dept: WOMAN CCY: Exch Rate: 1.00000

Details Voucher

Item Code	Description	Qty	Unit	Price	Amount
WOMAN-01	Suit - 套裝	1.00		3,500	3,500.00

Total: 3500.00

Copy Refresh New Delete Save Save & New Cancel

Record saved successfully.

items will be reflected in the adjustment account.

Inventory Adjustment

This function lets user to input inventory adjustment after stock take.

Adjustment Date: 2008/12/19 Remark:

Adjustment: 2008/12/19 Adjustment A/C #: Stock Variance

Remark:

Item Code	Description	Dept no.	Old Qty	Old Value	New Qty	New Value
MAN-01	Business Suit	MAN	199.00	19,900.00	100.00	10,000.00
MAN-02	Swallow Tail	MAN	80.00	4,000.00		
WOMAN-01	Suit	WOMAN	50.00	1,499.62		
WOMAN-02	Evening Dress	WOMAN	300.00	5,998.50		

Copy Refresh New Delete Save Save & New Cancel

New record is created.

10.2 Inventory Adjustment

(Not for Standard Edition)

- Stock take is a usual process in business. PProAction Accounting allows you to update the stock quantity after the stock take through inventory adjustment function under the input menu.
- When you create a new inventory adjustment record, you have to define the adjustment account and the new quantity of individual items.
- Changes in stock quantity of the inventory items will also be updated. New stock value will be calculated based on the **average costing**. Changes in value of the inventory

10.3 Job

- Job is a reference number that can be used in voucher and invoice.
- Status field controls whether this job will be displayed in the dropdown list in voucher and invoice. Only the jobs with status **Not Started** or **Open** will be displayed.

Job

This function lets user to input, update and delete job information.

Job No.	Customer	Job Name	Start Date	End Date	Job Status
JOB001	HKB	HKBANK - JOB001	2008/07/22		N

Job No.: Customer: Status:

Job Name:

Start Date: Est End Date: End Date:

Copy Refresh New Delete Save Save & New Cancel

Press <New> to create new, <Delete> to delete, modify values and press <Save>

shown in next bank reconciliation.

Bank Reconciliation

This function helps you to compare figures from the accounting records against those shown on a bank statement.

Uncheck All Check All

Trans Date	Description	Party Name	Cheq No./Ref	Deposits	Withdrawals	Check
2007/03/31	Opening Balance			856,127.00	0.00	☒
2007/04/01	Salary payment	Leung, Amy		0.00	19,000.00	☒
2007/04/01	找貨款	ADL Product Ltd	13213135	0.00	80,500.00	☒
2007/04/30	FOR 4/2007	Dah Tong HK Ltd		0.00	1,000.00	☒
2007/08/01	Sale	SunShine Co Ltd		2,500.00	0.00	☐
2007/08/31	Sale	SunShine Co Ltd		2,500.00	0.00	☐
2007/09/30	Sale	SunShine Co Ltd		2,500.00	0.00	☐
2008/02/01	Sale	SunShine Co Ltd		1,000.00	0.00	☐

Bank Account: Statement Balance:

Statement Date: System Balance excluding unchecked transactions:

Difference:

Cancel Commit Export to Excel Undo

10.4 Bank Reconciliation

- To reconcile balance in bank account with the actual bank account statement, you can use bank reconciliation function.
- You select bank account in the chart of accounts and then input the statement date and statement balance and then click start button
- All the related transactions of that bank account will be retrieved.
- You can tick the transactions in the bank statement, the difference will be shown.
- If everything is OK, you can click the commit button. All checked transaction will not be

11. Payroll

(Not for Standard Edition)

11.1 Setup Salary Type

- Salary type refers to the different types of salary for the employee; this includes monthly salary, commission, bonus, options, hourly wages etc.
- You can define the account to be debit for payroll here. In the payroll function, the generation of accounting entry will be based on this debit account number.
- The order of Salary Type is used in the payroll function, the printing of payroll details will be based on this order. Other fields are mainly for reference only.

Salary Type	Description	DR A/C No.	Period	Is Taxable	Order
BASIC	Basic Salary	003-3	M	Y	0
BONUS	Bonus	003-3	M	Y	2

Salary Type: BASIC Description: Basic Salary
DR A/C No: 003-3 Period: ☒ Monthly ☐ Daily ☐ Hourly ☐ Others
Is Taxable: ☒ Order: 0

Copy Refresh New Delete Save Save & New Cancel

Press <New> to create new, <Delete> to delete, modify values and press <Save>

11.2 Define Salary Type for Employee

- Some fields in Setup Employee function such as Spouse name will be printed in the payroll report for taxation authority.
- Each employee record can has multiple salary types. Salary type will be used in the payroll function. For example, if John's salary includes monthly salary and bonus, you have to select both of them here. When you create a payroll record for John, the system will automatically bring in salary and bonus in the salary details.

Employee No.	Family Name	Given Name	Chinese Name	ID No.	Position	Dept	Mobile Phone	Phone
EMP001	TANG	JOHN	鄧大會	D55555	MANAGER	ACC	3434344	

Employee No.: EMP001 Family Name: TANG Given Name: JOHN
Full Name: TANG, JOHN Chinese Name: 鄧大會
ID No.: D55555 Passport: Gender: ☒ Male ☐ Female
Marital Status: ☐ Single ☒ Married DOB: Position: MANAGER
Mobile Phone: 3434344 Phone: Active: ☒
Email: Salary Type: BON
Address: SAL
Employ Start: 2008/01/18 Employ End: Dept: ACC
Spouse Name: MAY WONG ID No.: A34938409 Passport:

Copy Refresh New Delete Save Save & New Cancel

Press <New> to create new, <Delete> to delete, modify values and press <Save>

11.3 Input Payroll

- You can easily input employee's payroll record and generate the related accounting transaction in PProAction Accounting Pro through the input payroll function.
- The screen of payroll is similar with the invoice function, except that the details of invoice are inventory items but the details of payroll are salary type.
- After you input the employee number, the system will automatically retrieve the salary types related to that employee which is defined previously in Section 11.2. Of course, you can manually add or remove salary types.

Payroll

Payroll #: PR0000000003 Date: 2008/08/01

Employee #: EMP001 TANG, JOHN

Period From: 2008/08/01 To: 2008/08/31 Job #:

Remark:

Salary Type	Description	Qty	Rate	Amount
SAL	Salary			100,000.00
BON	Bonus	1.00	1,000.00	1,000.00
				Total: 101,000.00

Buttons: Copy, Auto Generate, Refresh, New, Delete, Save, Save & New, Cancel

- Period from and to fields refer to the beginning date and ending date which this payroll

record covers. For example, if you are entering data for John's salary for the month of August 2008. Then the Period from and to dates should be 1/8/2008 to 31/8/2008.

- Payroll date is the date you are paying the employee. It may be end of August or begin of September.
- Normally, you don't need to input quantity and rate. You just need to input the amount. However, for some salary types, such as OT and daily wages which requires calculation, you can input the working hours or days and rate to calculate the total amount.

Voucher

A/C #	Description	DR/CR	Amount
BANK	Salary Payment	C	10,500.00
SALARY	Salary Payment	D	10,000.00
BON	Salary Payment	D	500.00
			Total: 10,500.00

Buttons: Setting

- The system will automatically generate an accounting voucher.
- The account to be debit is based on the field defined in salary type.
- The default account to be credited is the pay bank account defined in the account definition. You can modify the account to be credited by clicking the [setting] button.

Auto Generation

- The system allows you to automatically generate several months or even year of payroll record of all employees by simply clicking the [auto generate] button. Make sure you

have save your existing payroll record first.

- A new window will be pop up after you click the [auto generate] button.
- To auto generate payroll records, you have to do the following steps :-

Auto Payroll Generation

Copy from : 2008/08/01 [Calendar Icon] [Get data]

(Period Start date)

Employee : EMP002 WONG, MAY
EMP001 TANG, JOHN
EMP003 LEE, RICHARD

Create Payroll with Period Start Date from : 2008/09/01 [Calendar Icon] to : 2008/12/01 [Calendar Icon]

Payroll date : ☒ End of month - 0 Day ☐ Begin of next month

[OK] [Cancel]

1. Input the Period start date you want to copy from. For example, assume you already have August 2008 payroll data for all employees, you can use this month as a base to generate records for September up to December's records. So, you input 01 Aug 2008 in the date field.
2. Click [Get data] button to load the data payroll from Aug 2008. All the employees that have payroll records will be displayed in the list.
3. Since you may not want to have all employee's payroll records in list be generated, you can just select the employees you want to include.
4. Input the period start date range for the newly generated payroll records, in this case, it

should be 01 Sep 2008 and 01 Dec 2008.

5. Input the payroll date. It is an adjustment day. For example, if you pay your employees one day before the end of each working month, you should select [End of month] with minus 1 day. If you pay your employee on Day 2 of the next month, you should select [Begin of next month] with plus 1 days.
6. Make sure that everything is fine, click [OK] button to start the generation.
7. The system will automatically save the generated payroll record. The last generated record will be on the payroll window.

11.4 Payroll report for taxation authority

- Every company needs to provide employer return to the taxation authority for the income tax.
- Payroll report for taxation authority is an annual payroll summary report by employee.

Payroll Report for Tax Authority

This function displays and prints Payroll Report for Tax Authority

2008/08/01 13:40:14

PPro Action
Payroll Report for Taxation Authority
 Date from 2008/01/01 To 2008/08/01

Employee no.: EMP001
 Family Name: TANG
 Chinese Name: 鄧大衛
 ID no.: D55555
 Marital Status: M
 Address:

Given Name: JOHN
 Gender: M
 Passport no.:
 Position: MANAGER

Spouse Name: MAY WONG
 Spouse ID no.: A34930409
 Sp Passport no.:

From	To	Description	Amount
2008/08/01	2008/08/31	Bonus	1,000.00
2008/06/01	2008/08/31	Salary	210,000.00
Total:			211,000.00
Grand Total:			211,000.00

Current Page No.: 1 Total Page No.: 1 Zoom Factor: Page Width

From: 2008/01/01 To: 2008/08/01 Refresh

Input selection criteria and click refresh to retrieve report.

12. Reports

12.1 Usage of Report

- To print or view reports, select the specific report function under the Report menu or click the icons on the toolbar.
- You will see the main report window as follows.

Account Transaction Listing

This function displays and prints Account Transaction Listing

2008/08/01 16:31:42

PPro Action
Account Transaction Listing
 Date from 2008/01/01 To 2008/08/01

DATE	VOUCHER #	PARTY NAME	DESCRIPTION	DR AMT	CR AMT	BALANCE
	INVOICE #	DEPT	JOB #	CHQ/PAY REF		
ACAP	Accumulated Capital					
2008/07/01	J0000000000		very good	100.00	0.00	50,000.00
				Sub Total:	100.00	0.00
AP	Accounts Payable					
2008/07/01	J0000000000		very good	200.00	0.00	0.00
2008/08/01	P0000000000	Great Supplier	Purchase	0.00	0.00	(0.00)
2008/08/01	P1000000000	Great Supplier	PAYMENT	0.00	0.00	200.00
				Sub Total:	1,000.00	0.00
AR	Accounts Receivable					
2008/07/01	S4000000000	Hing King Bank	Sale	1,000.00	0.00	0.00
2008/07/01	S4000000000	Hing King Bank	SALES	1,500.00	0.00	2,500.00
2008/07/01	S4000000000	Hing King Bank	Sale	1,000.00	0.00	3,500.00
2008/07/01	S4000000000	Hing King Bank	SALES	1,000.00	0.00	3,500.00

Current Page No.: 1 Total Page No.: 5 Zoom Factor: Page Width

By Account From: 2008/01/01 To: 2008/08/01 Refresh Filter

Input selection criteria and click refresh to retrieve report.

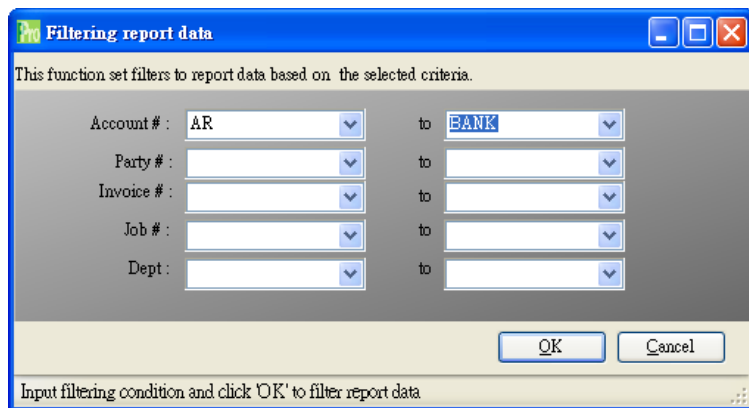
click **[Refresh]** button. You will see the report content according to your date range.

Multiple templates

- Some reports have more than one report template. You can select different report template by the drop-down list on right-hand side.
- Let's make account transaction listing as an example. You can select by Account or by voucher template. After selecting your choice, the preview screen will change immediately.

Filter data

- If there are too many items on the report, you can filter the items by clicking **[filter]** button.



Filtering report data

This function set filters to report data based on the selected criteria.

Account #: to

Party #: to

Invoice #: to

Job #: to

Dept: to

Input filtering condition and click 'OK' to filter report data.

- Input the filter condition (In this case, account number is set to from "AR" to "BANK") and click OK to continue.
- The account transactions that fit the filter condition will be refreshed immediately.
- The date range and filter condition will be shown on the report sub-title.

Account Transaction Listing

This function displays and prints Account Transaction Listing.

Main Report

2008/08/01 16:33:14

PPro Action

Account Transaction Listing

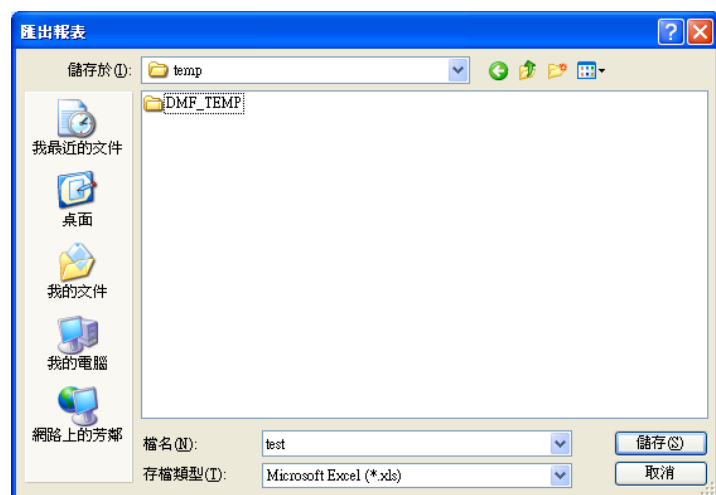
Date from 2008/01/01 To 2008/08/01 and Account# = AR to BANK

DATE	VOUCHER #	PARTY NAME	DESCRIPTION	DR AMT	CR AMT	BALANCE
		INVOICE #	DEPT	JOB #	CHQ / PAY REF	
AR		Accounts Receivable				
2008/07/01	SAP000000001	Hong King Bank	SALES	Sale	1,000.00	1,000.00
2008/07/01	SAP000000002	Hong King Bank	SALES	Sale	1,500.00	2,500.00
2008/07/01	SAP000000003	Hong King Bank	SALES	Sale	1,000.00	3,500.00
2008/07/01	RC000000001	Hong King Bank			0.00	3,500.00
2008/07/01	RC000000002	Hong King Bank			0.00	3,500.00
2008/07/01	RC000000003	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000001	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000002	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000003	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000004	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000005	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000006	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000007	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000008	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000009	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000010	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000011	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000012	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000013	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000014	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000015	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000016	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000017	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000018	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000019	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000020	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000021	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000022	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000023	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000024	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000025	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000026	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000027	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000028	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000029	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000030	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000031	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000032	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000033	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000034	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000035	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000036	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000037	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000038	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000039	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000040	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000041	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000042	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000043	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000044	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000045	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000046	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000047	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000048	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000049	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000050	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000051	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000052	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000053	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000054	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000055	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000056	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000057	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000058	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000059	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000060	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000061	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000062	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000063	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000064	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000065	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000066	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000067	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000068	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000069	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000070	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000071	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000072	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000073	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000074	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000075	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000076	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000077	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000078	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000079	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000080	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000081	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000082	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000083	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000084	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000085	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000086	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000087	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000088	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000089	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000090	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000091	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000092	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000093	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000094	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000095	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000096	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000097	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000098	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000099	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000100	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000101	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000102	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000103	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000104	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000105	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000106	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000107	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000108	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000109	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000110	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000111	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000112	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000113	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000114	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000115	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000116	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000117	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000118	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000119	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000120	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000121	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000122	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000123	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000124	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000125	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000126	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000127	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000128	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000129	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000130	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000131	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000132	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000133	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000134	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000135	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000136	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000137	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000138	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000139	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000140	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000141	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000142	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000143	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000144	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000145	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000146	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000147	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000148	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000149	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000150	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000151	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000152	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000153	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000154	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000155	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000156	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000157	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000158	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000159	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000160	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000161	Hong King Bank			0.00	3,500.00
2008/07/01	JCH000000162	Hong King Bank</				

- Sometimes report may contains several pages, it is not easy to find out information within the report.
- You can click **[find]** button on the toolbar  and input the data you want to search.
- The system will automatically search the report and highlight the data you want.

Export report

- If you want to save the report to another data format, click the output icon on the left after retrieving report. 
- A report export window will display as shown. The system supports export to MS Word, Excel, RTF, PDF and even crystal report.
- You just need to select the file type, input a new file name and click **[save]** button to export report.



12.2 Types of Report

- The following standard accounting reports are already available in the system.

Trial Balance

General Ledger Report

Account Transaction Listing

Balance Sheet

Balance Sheet with Compare (Enterprise Edition Only)

Income Statement

Income Statement by department

Income Statement with Compare (Enterprise Edition Only)

AR Aging Report

AP Aging Report

Customer Monthly Statement

Bank Transaction Listing

Product Sales Report (Not for Standard Edition)

Inventory Listing (Not for Standard Edition)

Sales and Purchase Transaction Listing (Not for Standard Edition)

Item Reorder Listing (Not for Standard Edition)

Payroll report for taxation authority (Not for Standard Edition)

Employee Salary Listing (Not for Standard Edition)

Consolidated Income Statement (Enterprise Edition Only)

Consolidated Balance Sheet (Enterprise Edition Only)

12.4 Report Customization

- Report layout are in fact *.rpt files under the program directory. They can be modified using the Crystal Report™ (optional). You can easily customize your own reports.

12.3 Export to Excel

- Some reports (e.g. General Ledger Report) have the ability to export raw data to excel. Unlike the export report function, this Excel file have no formatting, this allows you to add your own calculations in the Excel file.

General Ledger Report

This function displays and prints General Ledger Report

Main Report

2011/04/26 17:09:53

IS Hong Kong's Ltd
General Ledger Report
Date from: 2011/04/01 To 2011/04/26

DATE	VOUCHER #	PARTY NAME	DESCRIPTION	DR AMT	CR AMT	BALANCE
INVOICE #	DEPT	JOB #	CHQ / PAY REF	CCY	CCY AMT	CCY BALANCE
001		- Fixed Assets - 固定資產			B/F :	0.00
				0.00	0.00	
			Sub-Total:	0.00	0.00	
001-1		- Fixdure & Furniture - 傢俬設備			B/F :	0.00
2011/04/18	J000000000009			100.00	0.00	100.00
2011/04/20	PU000000000008	ABB HK Ltd		0.00	0.00	100.00
	TESTS					
			Sub-Total:	100.00	0.00	
001-2		- Office Equipment - 辦公室設備			B/F :	0.00
2011/04/18	J000000000009			0.00	100.00	(100.00)
			Sub-Total:	0.00	100.00	
002-1		- Cash in bank - 銀行往來			B/F :	0.00
				0.00	0.00	
			Sub-Total:	0.00	0.00	
002-1-1		- ABB Bank - PayBank			B/F :	(505,000.00)
2011/04/18	J000000000007		增加費用現金金額	0.00	1,000.00	(506,000.00)
2011/04/19	J000000000008		增加費用現金金額	0.00	500.00	(506,500.00)
			Sub-Total:	0.00	1,500.00	
002-1-2		- BDD Bank - Receive Bank			B/F :	500,000.00
2011/04/18	J000000000009		增加費用現金金額	0.00	1,000.00	499,000.00

Current Page No.: 1 Total Page No.: 6 Zoom Factor: Page Width

From: 2011/04/01 To: 2011/04/26 Refresh Filter

Input selection criteria and click refresh to retrieve report

13. Tools

13.1 Memopad

- Memopad function is similar with a physical memo note; it allows you to write important notes in the system.
- You can find this feature under the tools menu or you can simply click [memopad] icon in toolbar to launch.
- You can categorize the memo using party number (that is, customer / supplier / employee) and categories (can be user defined).
- You can set different color for each individual memo for easily classification.
- You can set the action date and reminder for each memo. The system will automatically pop-up memo when the alert time has arrived, so that you will not miss important notes during operation.

Title	Party No	Remind	Action Date	Category	Status	Color
Customer [Hong Kong Bank] payment due	HKB	☐	2008/07/16		I	2008
Customer [Hong Kong Bank] payment due	HKB	☐	2008/07/16	Business	I	2008
Customer [Hong Kong Bank] quotation due	HKB	☐	2008/08/23	Business	C	2008
Customer [Hong Kong Bank] quotation due	HKB	☒	2008/08/23	Business	I	2008

Set Reminder for customer payments and quotations

- One useful feature of memopad is that it can interface with invoice, bill and quotations.
- If you want to keep track of the customer payment, the system can help by reminding you before the due date of payment.

Invoice #	Date
IN0000000001	2008/10/22

- To use this feature, you just need to click [Add memo] button while you are entering the invoice.
- The system will automatically create a memopad related with that invoice, all the data will be filled using the invoice information. The action date of memopad will be the due date of payment.

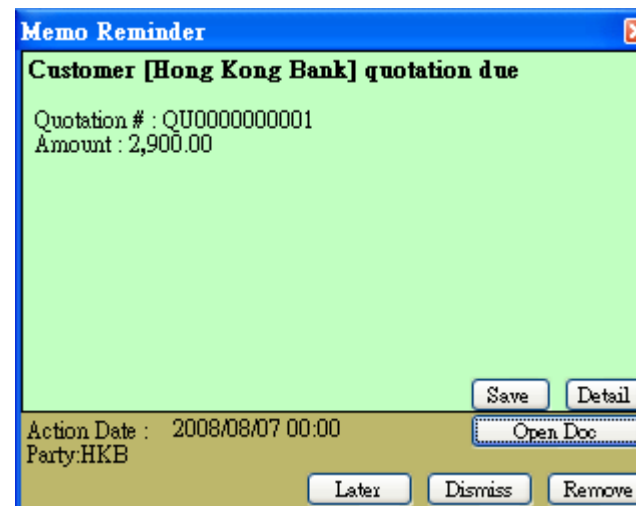
- The system will remind you 7 days before the payment due by default. Of course, you can change the number of days to be reminded before.
- On the other hand, you can be reminded to pay your suppliers by using [Add memo] function in the bill input.
- You can also be reminded to follow up with a quotation.

Open related invoices, bills and quotations

- If you are viewing a memo created by the system and you want to view the related documents (invoice, bill or quotation), you can quickly open them by clicking the [open doc] buttons.

Memo Reminder

- The system will automatically monitor the action date time of all memos with remind option on.
- When the alert time has reached, the system will automatically pop up a memo reminder with the memo content to remind you the specific event.
- On this screen, you can have several options: - later, dismiss and remove.
 1. Later – it will remind you again after specific time frame.
 2. Dismiss – it will stop reminding you again, but the memo itself will remain in the memopad.
 3. Remove – it will stop reminding you again and the memo will be removed from the memopad.



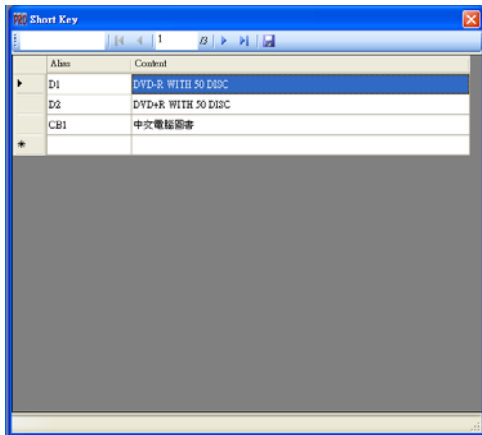
- If you want to do some changes on the title or the content of current memo, you can click [Save] button after changing.
- If you want to open the full memo in memopad, you can click [Detail] button.
- If you want to open the related documents directly, you can click [Open Doc] button.

13.2 Short Key

- Short key function is similar with short hand. If you often require inputting similar words, you can use this feature.
- Press F1 to launch short key menu in text input fields, like remark and description. A short key window will be displayed.
- It allows you to store words and phrases for future use, so that you only need to select or input keywords (alias) to retrieve these phrases. These phrases will be filled in the

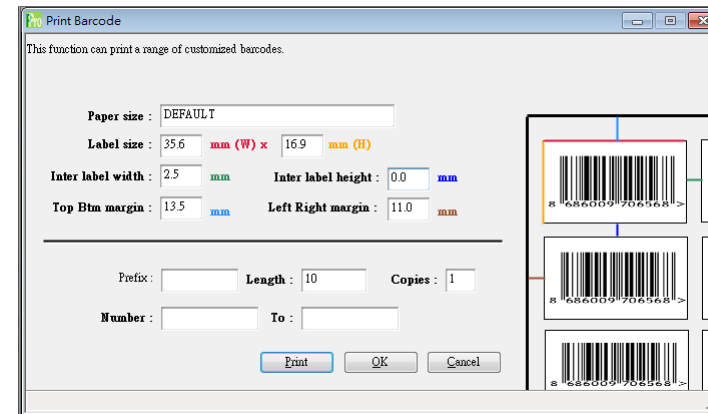
fields you are inputting.

- To add a new key, you have to click the last row in the list (with * sign). Then type in the alias and content. Alias is the retrieval key. Content is the actual phrase that will be filled in the input field.
- To modify the alias or content, you need to double click the corresponding field or press F2.
- To delete the row, you have to select the whole row, by clicking on the left-most column and then press delete key.
- After completing the changes, remember to click the **[save]** button on the top to save.
- To use the short key, you simply call up the short key menu, select the key or type in alias to locate the key and then press [enter] or click the left hand column.



13.3 Print Barcode

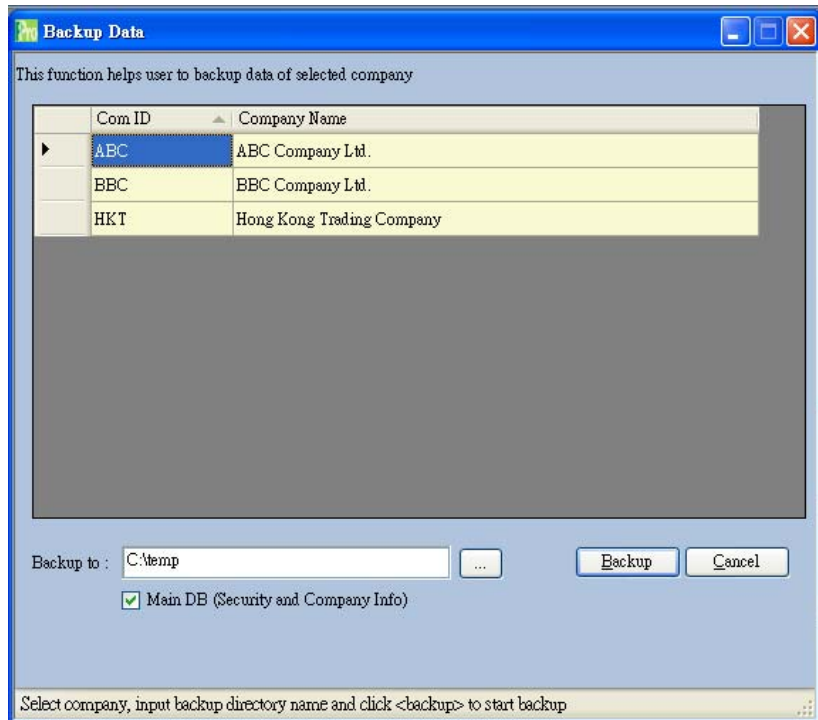
(Retail or RetailPlus Edition Only)



- If you want to print barcode using A4 size label paper, you can use print barcode function.
- You have to setup the label size and the margin before printing.
- After setting up the paper and label size, you can input prefix, length and number range and then click print button to start printing.
- The system will use Code 3 of 9 barcode standard to print the barcode.

13.4 Backup Data

- Backup is very important in order to protect your data.
- Since PProAction Accounting uses Microsoft SQL Express as database, you can use the backup function provided by the software if you have sufficient knowledge.
- For normal user, PProAction Accounting provides you with an easy-to-use backup function.
- Click the backup function under the File menu. You will see the following window.



- All company databases will be listed.
- You have to select one or more companies you want to backup. If you want to select all

rows, you can simply click top-left corner.

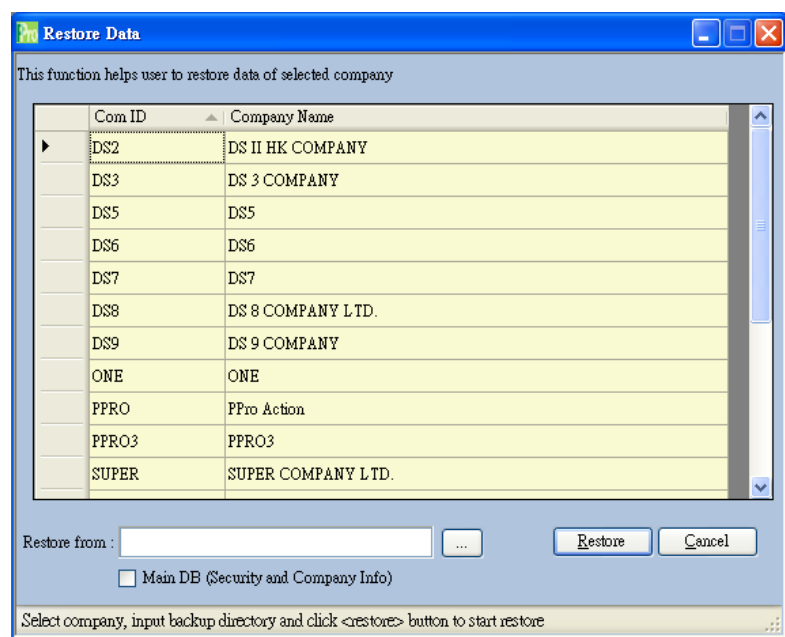
- Next, you have to type in the folder name in your PC to store the backup data or by clicking [...] button to choose a folder.
- In order to prevent data corruption caused by a single hard disk failure, it is recommend that you select a folder with a different physical hard disk from the one with original data files, or you can copy the file to network server.
- If you want to backup the main database, which holds the security (for Not for Standard Edition) and company information, you can tick the Main DB field.
- Click [backup] button will start the backup process.
- The backup file has the file name equal to the com id and the file extension is bku.
- **Notes: You have to make sure that there is no one on the network accessing the database before starting the backup process. In standalone environment, you have to close SQL Server Management Studio Express (a tool for managing Microsoft SQL Express) first. Otherwise, the backup process will fail.**

**** For multi-workstations in network environment, for security reason, only the server PC can perform backup data. ****

13.5 Restore Data

- To restore data from the back up file, you have to use the restore data function under the file menu.

- The user interface of this function is similar with the backup data function.
- First, you have to input the path that holds the backup file or by clicking [...] button to choose a folder.
- To prevent possible mistakes, restore data function only allows you to restore one company data at one time. Select the company you want to restore.
- Click **[Restore]** button to start the restore process.



- **Notes:** you have to make sure that there is no one in the network accessing the database before starting the restore process. In standalone environment, you have to close SQL Server Management Studio Express (a tool for managing Microsoft SQL Express) first. Otherwise, the restore process will fail. Also, please

don't tick Main DB, if you are restoring data from other PC. The restore process will fail in this case.

**** For multi-workstations in network environment, for security reason, only the server PC can perform restore data. ****

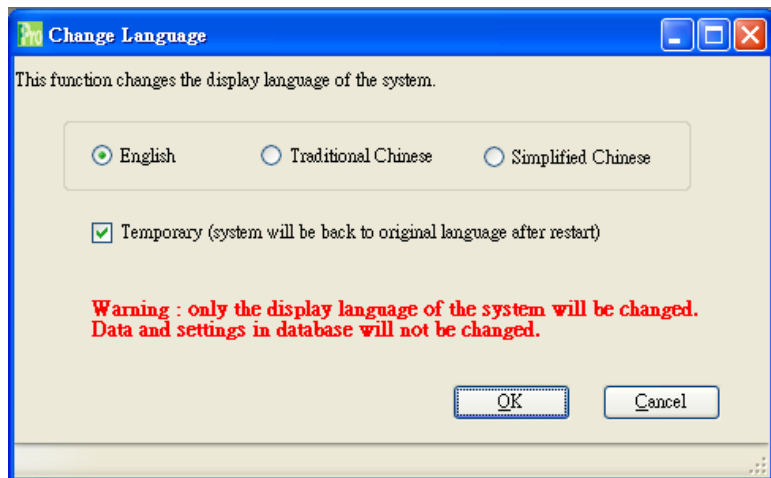
13.6 Auto Backup Data

- As backup is very important in order to protect your data, the system has a very useful feature called Auto backup data when exit to further protect your data.
- The system will automatically handle backup data when you exit the program. There are three possible options :-
 Yes – Auto backup data will be done automatically without prompting you.
 No – Auto backup data will not be done.
 Asked – The system will pop up a message to ask you whether you want to do the data backup or not when you exit the program.
- The system will used the “Asked” option as default, you can change this setting in setup options as described in Section 5.19

**** For multi-workstations in network environment, you should only turn on auto backup options for the server PC and turn off this option for all other workstations. Because of security reason, only the server PC can backup data on its folder. ****

13.7 Change Language

- You can instantly change display language of the system by using this function under the file menu.
- You can select English, Traditional Chinese and Simplified Chinese.
- By default, the changing of language is just one time only (temporary), the system will be go back to the original language (the one you select after the installation in section 2.1) when you start the program next time.
- If you want to change the language as permanent, just uncheck the temporary field.
- Click [OK] button to change the language instantly.



13.8 Import and Export Data

- Some setup forms (such as inventory item, inventory type, customer and supplier etc.) have import and export data function on the navigation bar to facilitate the transfer of data between different company databases.
- If Company A and Company B have similar inventory items, you can input inventory items in Company A and then use export data function to export data to a Excel file. Remove unused items in Excel. Go to the setup inventory item function in Company B, use import data function to quickly create inventory data from Excel.
- Of course, you have to create or import corresponding inventory types first. Otherwise, the system will not allow you to import the data.
- **Import Data from Excel:** import the Excel file with raw data to existing database (you can refer to the file format using the export data to Excel function).
- **Export Data to Excel:** exports the whole raw data to an Excel file.



14. Further Support

- You can always get the latest product news, support information and download update patches from our web site :- www.pproaction.com

Customers who are within warranty period or have bought our maintenance support service can contact us by sending email to support@pproaction.com.

**** THE END ****