



OfficeCentral

User Manual – English

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INTRODUCTION

OfficeCentral is a cloud based software and consists of important modules to manage a company's operations which are Human Resources Management, Payroll, Accounting, Customer Relationship Management and Point of Sale.

OfficeCentral has been designed and developed specially for Small and Medium Enterprises companies to help them manage their companies easily and effectively.

Contact Us

Authentic Venture Sdn. Bhd. (470336-H)
906B, Level 2, Block D
Diamond Complex, Bangi Business Park
43650 Bandar Baru Bangi
Selangor, Malaysia.
P: +603-8922 1493 / +603-8920 0672
E: sales@ventures.com.my

If you have any questions or support enquiries, please contact us at support@ventures.com.my.

Our support site is www.officecentralsupport.com, containing:

- Download link to PDF version of our manual
- Announcement of new product features and releases
- Online forum
- Tutorials
- Training information

Before you contact us, please do the following:

1. Check for available resources such as updated manual in OfficeCentralsupport.com
2. Look for updated guides related to your problem

Please send us an e-mail describing your problem before calling us to ensure faster problem solving.

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1 – FINANCE

FINANCE MODULE

OfficeCentral also has financial module for financial data recording such as claim and payment. You can access financial module as follows:



Picture 1.1: Financial Module

1.1 STAFFS' CLAIMS

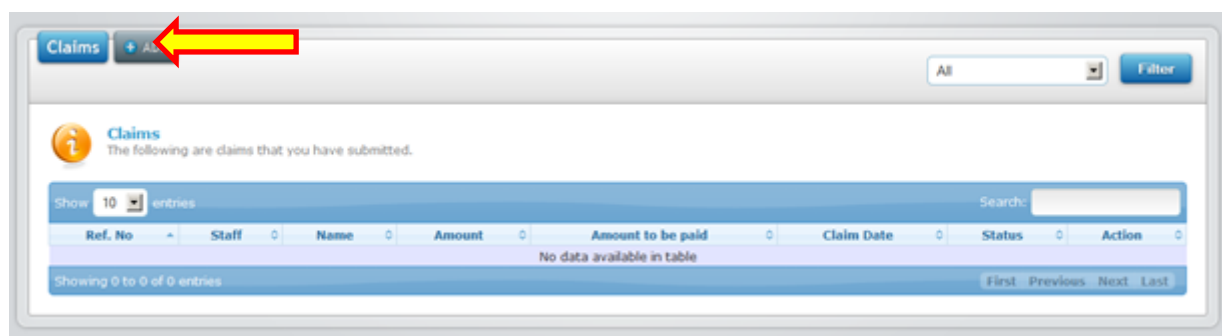
STAFF CLAIM

When you've login to financial module, click "Claims" to access Staff Claim module. In this module, you can view all claims submitted by your staff.

WHY?

Without an effective claim management system, problems such as wrong claim or double submission of claim may happen. Using OfficeCentral, you can view all submitted claim and monitor all claim to prevent abuse of claim from occurring. Other than that, staff can check the approval and payment status through OfficeCentral without having to disturb your Finance Department. This can save time and operational cost.

HOW TO ADD CLAIM



Picture 1.1.1: To add claim

1. If you would like to submit new claim, click on the **"Add"** link (see above).
2. You will be directed to the submit claims page.

The screenshot shows a web-based 'Claims' form. At the top, there's a 'Claims' tab. The form has several sections:

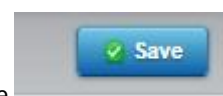
- Type and Title:** A dropdown for 'Type' (labeled 'Select Category') and a text field for 'Title'.
- Description:** A large text area for the claim description.
- Project (if applicable):** A dropdown menu for selecting a project.
- Advance (if applicable):** A dropdown menu for selecting an advance, with a note: '*Is there any advance given associated to the claim? Please select the advance if applicable'.
- Movement (if applicable):** A dropdown menu for selecting a movement, with a note: '*Is there any movement given associated to the claim? Please select the movement if applicable'.
- Claim Items:** A section with a checkbox 'Is the unit price tax inclusive?'. Below it is a table with columns: Receipt Date, Item, Excl. Tax, Tax, and Incl. Tax. There's a '+ Add Item' button above the table. To the right of the table are input fields for 'Amount Excl Tax', 'Tax', and 'Amount Incl Tax'.
- Attachments:** A tab for uploading attachments.
- Chat with us:** A button in the bottom right corner.

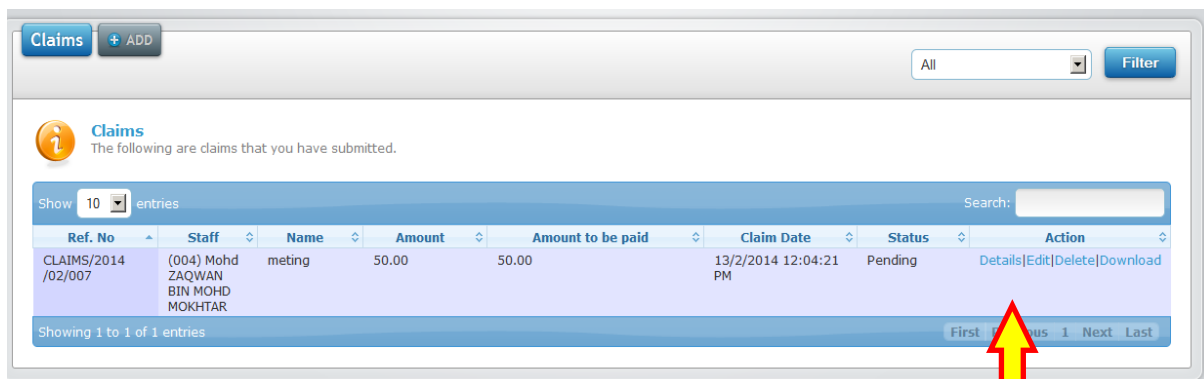
Picture 1.1.2: Claim information

3. Then, fill in the relevant information.

Title	Description
Type	Choose the claim type here. Claim types can be configured by the administrator to differentiate between claims.
Title	Put in the title of the claims here.
Description	Put in the description of the claims here.
Project	If this claim is associated with a project, choose the project here. Administrator can add new projects in Projects submodule.
Advance	If this claim is related to an advance, select the advance associated. The system will automatically calculate amount due to staff after deducting the advance amount.
Movement	If this claim is related to a movement, select the movement associated.
Add Item button	Click this button to add items to the claims. 1 item constitutes 1 receipt. So, if there are multiple receipts in one claims, please make sure you add separate items for each receipts.

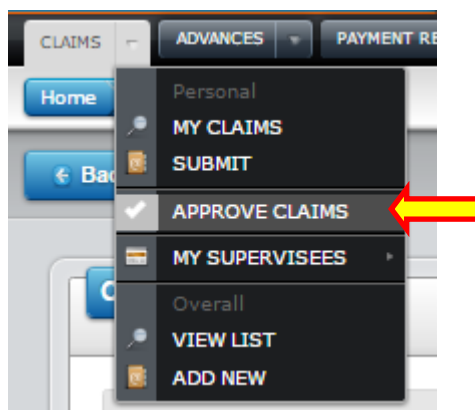
4. After filling in all required information, click the **“Save”** button on the top right hand side



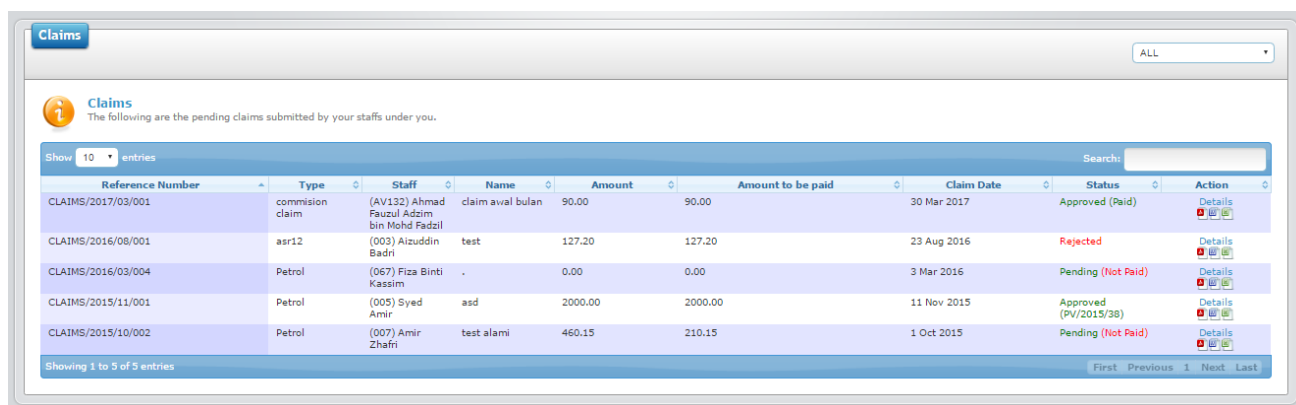


Picture 1.1.3: Claim information

6. You can see the data which have been keyed in. Then, you can **“Edit”** for modification or **“Delete”** any wrong data. Any editing can only be done if the claims is still in Pending status. Once approved/rejected, no modification is allowed.



Picture 1.1.4: Click “Approve Claims” to approve or reject claim



Picture 1.1.5: List of claims in “Approve Claims” listing

7. Approver can approve any claims submitted by staff by going to “Approve Claims” (refer above picture). Once approved or rejected, the status will be updated in the “Status” columns. However, this will still depend on the number of approvers and level of approvals required in the claims approval workflow. The status will only be updated to approved if the claim has been approved at all levels.

1.2 ADVANCE

ADVANCE

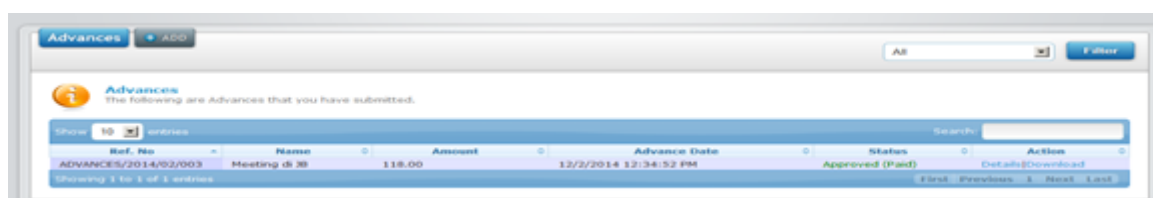
When you have login to financial module, click “Advances” to access the Advance Application module. In this module, you can view all request for advance submitted by staff.

WHY?

Without an effective advance application system, problems such as wrong advance request or double submission may happen. Using OfficeCentral, you can view all applications for advance submitted by staff and also monitor all advances to prevent abuse of advance from occurring. Other than that, staff can check approval and payment status through OfficeCentral without having to disturb your Finance Department. This can save time and operational cost.

HOW TO ACCESS

1. Click on “**Advances**”, and click on “**Add New**” link to add new application for advance.




Picture 1.2.1: Advances

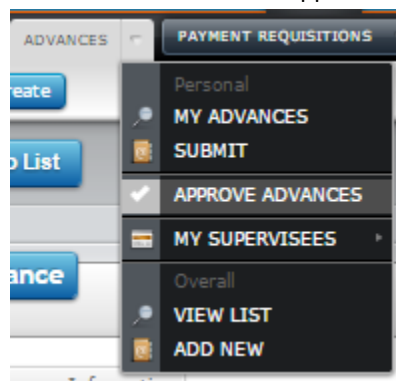
A screenshot of the 'Advance' form in OfficeCentral. The form is divided into several sections. 'Advance Information' includes fields for 'Name' (required) and 'Description'. 'Extra Information' includes a 'Type' dropdown menu (set to 'OVERHEAD') and a 'Project (if applicable)' dropdown menu (set to 'Select project (optional)'). 'Advance Items' is a table with columns 'Item', 'Description', and 'Amount'. It has one row with an empty 'Item' field, an empty 'Description' field, and a value of '0.00' in the 'Amount' field. Below this table is a '+Add Row' button. At the bottom, there's a 'Select action' dropdown menu (set to 'Save and publish') and a 'Create' button.

Picture 1.2.2: Submit a new advance

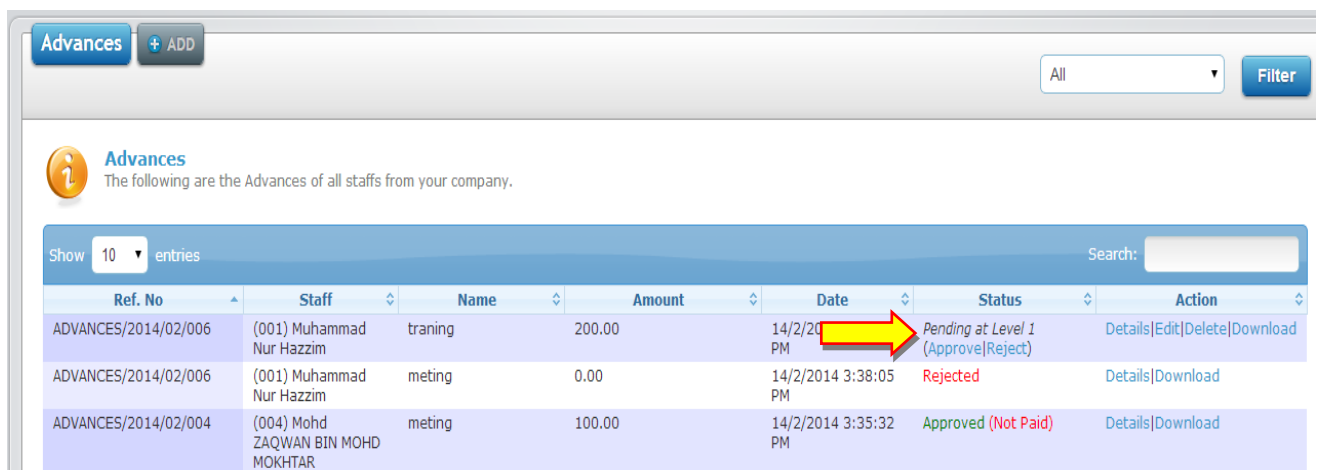
Title	Description
Type	Choose the advance type here. Advance types can be configured by the administrator to differentiate between claims.
Name	Put in the title of the advance here.
Description	Put in the description of the advance here.

Project	If this advance is associated with a project, choose the project here. Administrator can add new projects in Projects submodule.
Add Item button	Click this button to add items to the advance. Here, you itemized the advance required such as amount required for traveling expenses, hotel, etc.

- Fill in the relevant information and click on **"Save"**  button on the top right hand side of the page.
- After that, the approver will receive an email notifications regarding the advance request. They can approve the advance by going to the Advance submodule and click on "Approve Advances" as follow:



Picture 1.2.3: Click on "Approve Advances" to approve/reject the advances



Ref. No	Staff	Name	Amount	Date	Status	Action
ADVANCES/2014/02/006	(001) Muhammad Nur Hazzim	training	200.00	14/2/2014 3:38:05 PM	Pending at Level 1 (Approve Reject)	Details Edit Delete Download
ADVANCES/2014/02/006	(001) Muhammad Nur Hazzim	meting	0.00	14/2/2014 3:38:05 PM	Rejected	Details Download
ADVANCES/2014/02/004	(004) Mohd ZAQWAN BIN MOHD MOKHTAR	meting	100.00	14/2/2014 3:35:32 PM	Approved (Not Paid)	Details Download

Picture 1.2.4: Approving or rejecting application for advance

- Approver can approve any advance application from staff by going to "Approve Advances" (refer above picture) and click Approve or Reject. Once the advance has been approved at all level, the status will be updated to "Approved".

1.3 PAYMENT REQUISITION

PAYMENT REQUISITION

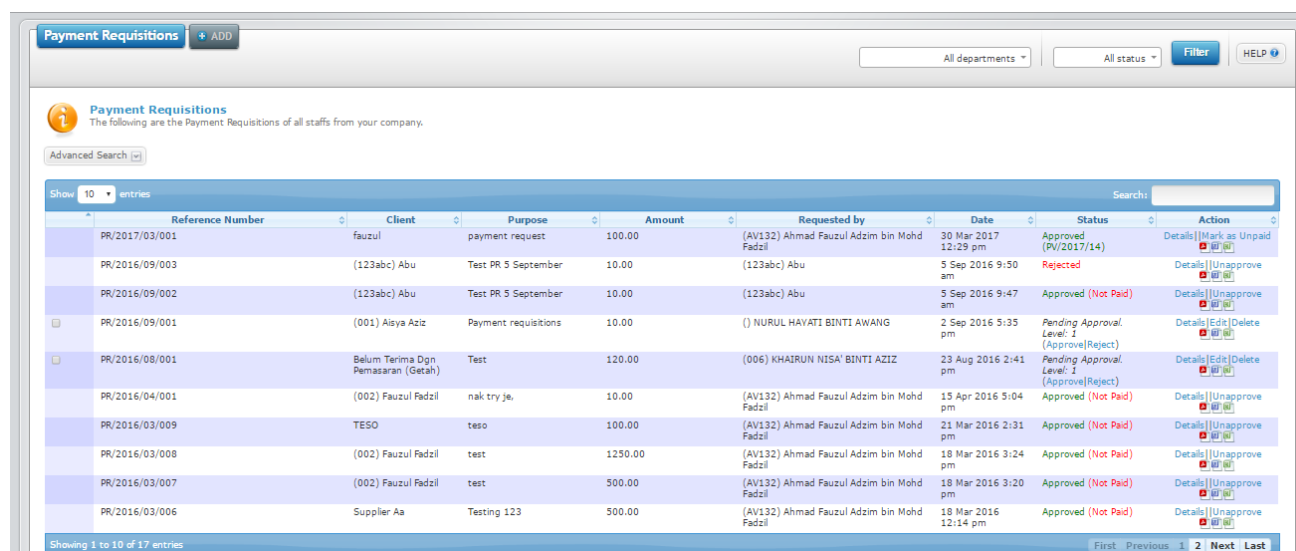
When you are in the financial module, click on the “Payment Requisitions” to access the Payment Requisition module. In this module, you can view all payment request from staff. This module is usually used by non-finance executive to request for payment on behalf of third payment such as contractor or supplier.

WHY?

Without an effective payment requisition system, issues such as erroneous payment requisition or double submission of request for payment may occur. Using OfficeCentral, you can view all payment requisition submitted by staff and monitor all requisition to prevent abuse from occurring. Other than that, staff can check approval and payment status through OfficeCentral without having to disturb your Finance Department. This can save time and operational cost.

HOW TO ACCESS

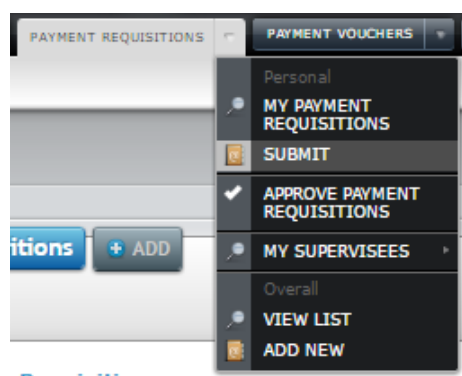
1. Next, go to “**Payment Requisitions**” and click on “**View List**”.
2. Here you can view the list of Payment Requisitions submitted in the company.



Reference Number	Client	Purpose	Amount	Requested by	Date	Status	Action
PR/2017/03/001	fauzul	payment request	100.00	(AV132) Ahmad Fauzul Adzim bin Mohd Fadzi	30 Mar 2017 12:29 pm	Approved (PV/2017/14)	Details Mark as Unpaid
PR/2016/09/003	(123abc) Abu	Test PR 5 September	10.00	(123abc) Abu	5 Sep 2016 9:50 am	Rejected	Details Unapprove
PR/2016/09/002	(123abc) Abu	Test PR 5 September	10.00	(123abc) Abu	5 Sep 2016 9:47 am	Approved (Not Paid)	Details Unapprove
PR/2016/09/001	(001) Aisya Aziz	Payment requisitions	10.00	() NURUL HAYATI BINTI AWANG	2 Sep 2016 5:35 pm	Pending Approval Level: 1 (Approve Reject)	Details Edit Delete
PR/2016/08/001	Belum Terima Dgn Pemasaran (Getah)	Test	120.00	(006) KHAIRUN NISA' BINTI AZIZ	23 Aug 2016 2:41 pm	Pending Approval Level: 1 (Approve Reject)	Details Edit Delete
PR/2016/04/001	(002) Fauzul Fadzi	nak try je	10.00	(AV132) Ahmad Fauzul Adzim bin Mohd Fadzi	15 Apr 2016 3:04 pm	Approved (Not Paid)	Details Unapprove
PR/2016/03/009	TESO	teso	100.00	(AV132) Ahmad Fauzul Adzim bin Mohd Fadzi	21 Mar 2016 2:31 pm	Approved (Not Paid)	Details Unapprove
PR/2016/03/008	(002) Fauzul Fadzi	test	1250.00	(AV132) Ahmad Fauzul Adzim bin Mohd Fadzi	18 Mar 2016 3:24 pm	Approved (Not Paid)	Details Unapprove
PR/2016/03/007	(002) Fauzul Fadzi	test	500.00	(AV132) Ahmad Fauzul Adzim bin Mohd Fadzi	18 Mar 2016 3:20 pm	Approved (Not Paid)	Details Unapprove
PR/2016/03/006	Supplier Aa	Testing 123	500.00	(AV132) Ahmad Fauzul Adzim bin Mohd Fadzi	18 Mar 2016 12:14 pm	Approved (Not Paid)	Details Unapprove

Picture 1.3.1: List of Payment Requisitions

3. Click the “Add” button to add a new Payment Requisition. Or you can also click on “Submit” to submit a new Payment Requisition as below:



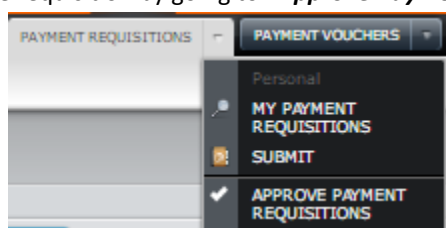
Picture 1.3.2: Click “Submit” to submit a payment requisition

- Fill in all required information in the form.

Picture 1.3.3: Fill in payment requisition information

Title	Description
Request by	Choose the staff that requests for the payment. It automatically selects the current staff that logs into the system.
Pay to	Select Account (if already registered inside CRM) or Staff (if the payment is to staff) or Others (if you would like to fill up the data manually. If the data is available, it will automatically load in the Payment Information and Bank Information on the right-hand side. If not, you will need to put in the data by yourself manually.
Purpose	Please put in the purpose of payment here.
Payment Requisition Items	Please put in the items to be paid here. You can put in the invoice number, description, amount and remarks.
Additional Details	If this payment requisition is related to a project, you can select the project here.

- Fill in required information in the form.
- Once completed, click on the “Save” button on the top right hand side.
- Information on payment requisition will appear in the “**Payment Requisition**” section.
- Approver can approve or reject the requisition by going to “**Approve Payment Requisitions**”.



Picture 1.3.4: Select Approve Payment Requisitions to approve Payment Requisitions.

1.4 PAYMENT VOUCHERS

PAYMENT VOUCHERS

When you are in the financial module, click “Payment Vouchers” to access the Payment Vouchers module. In this module, you can view all payment voucher which have been issued to your staff.

WHY?

Without an effective payment requisition system, issues such as erroneous payment or double payment may occur. Using OfficeCentral, you can view all payment vouchers which have been issued. Other than that, staff can easily find the payment voucher is required in future. This can save time and operational cost.

HOW TO ACCESS

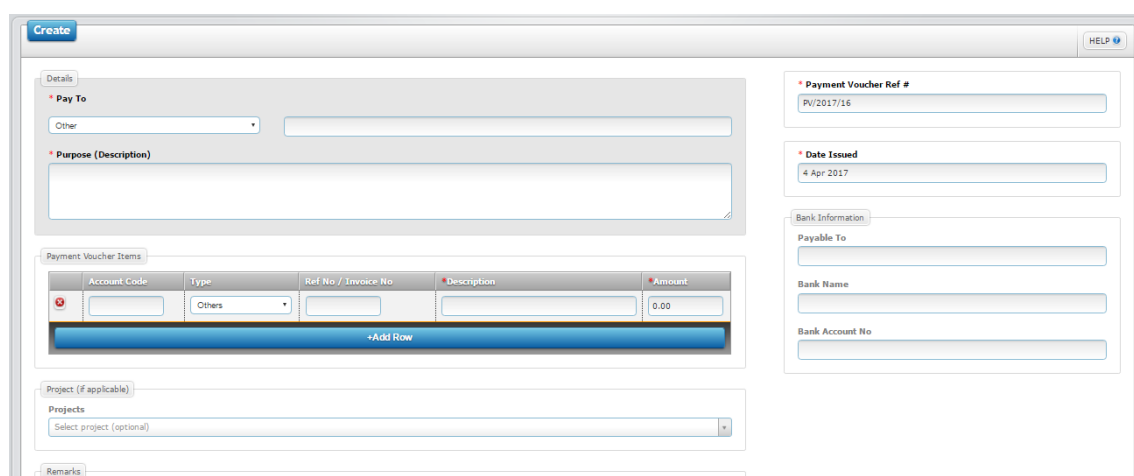
1. To access this module, you will need to go to “Payment Vouchers” and click on “View List”.
2. The purpose is to make any type of payment.
3. You can also make payment for “Payment Requisition”, “Claims” dan “Advances” using the “Payment Vouchers”.



Reference Number	Date Issued	Pay To	Payment Ref No	Description	Total	Remarks	Status	Action
PV/2017/15	30 Mar 2017	Fiza Binti Kassim		Salary for : Fiza Binti Kassim (067) - 2, 2017 (Pay Run No : 1)	2403.00		Approved (Not Paid)	Details Unapprove
PV/2017/14	30 Mar 2017	(AV132) Ahmad Fauzul Adzim bin Mohd Fadzil		payment for requisition	100.00		Approved (BANK DEPOSIT)	Details Mark as Unpaid
PV/2017/13	30 Mar 2017	(AV132) Ahmad Fauzul Adzim bin Mohd Fadzil		dfsdfsdf	200.00		Pending Approval. Level: 0 (Approve Reject)	Details Edit Delete
PV/2017/12	30 Mar 2017	Siti Safura		Salary for : Siti Safura (AB 0002) - 2, 2017 (Pay Run No : 1)	2650.00		Approved (OTHERS)	Details Mark as Unpaid
PV/2017/11	15 Mar 2017	EKO		Salary for : EKO (12345) - 2, 2017 (Pay Run No : 1)	2446.00		Pending Approval. Level: 0 (Approve Reject)	Details Edit Delete

Picture 1.4.1: List of Payment Vouchers

4. Click the “Add” button to add a new Payment Voucher.
5. Fill in the required information on the form.



Create

Details

* Pay To: Other

* Purpose (Description):

Payment Voucher Ref #: PV/2017/16

Date Issued: 4 Apr 2017

Bank Information

Payable To:

Bank Name:

Bank Account No:

Payment Voucher Items

Account Code	Type	Ref No / Invoice No	Description	Amount
	Others			0.00

+Add Row

Project (if applicable)

Projects: Select project (optional)

Remarks

Picture 1.4.22: Create new Payment Voucher

Title	Description
Pay to	Choose the payee either Account, Staff or Other. If Other, you need to put in the name manually inside the textbox.
Purpose	Please put in the purpose of payment here.
Payment Voucher Items	Please put in the items to be paid here. You can put in the Account Code (if any), invoice number, description and amount to be paid.
Payment Voucher Ref #	Payment Voucher Ref # is automatically generated by the system based on your configuration.
Date Issues	Date issued is automatically generated based on today's date. However, you can change the date if you need to do a backdated payment voucher.
Bank Information	Please put in the bank information for this payment.

- Once completed, click on the "Save" button.
- Payment information will appear at the "**Payment Vouchers**" section.
- Approver may approve or reject the payment by going to "**Approve Leave**" and click either "**Approve**" or "**Reject**" link.

1.5 PETTY CASH VOUCHERS

PETTY CASH VOUCHERS

When you are in the financial module, click "Petty Cash Vouchers" to access the Petty Cash Vouchers module. In this module, you can view all petty cash vouchers which have been issued to your staff.

WHY?

Without an effective payment voucher system, issues such as erroneous payment or double payment may occur. Using OfficeCentral, you can view all payment vouchers which have been issued. Other than that, staff can easily find the payment voucher is required in future. This can save time and operational cost.

HOW TO ACCESS

- To access this module, you will need to go to "**Petty Cash Vouchers**" and click on "**View List**".
- The purpose is to make any kind of payment using petty cash.
- Cash payment is usually made in small amount.

Petty Cash Vouchers
The following are the Petty Cash Vouchers in your company.

Advanced Search

Show 10 entries

Reference Number	Date Issued	Pay To	Description	Total	Remarks	Status	Action
PCASH/2017/2	30 Mar 2017	(AV132) Ahmad Fauzul Adzim bin Mohd Fadzil	payment for buying cake	40.00		Pending Approval. Level: 0 (Approve Reject)	Details Edit Delete
PCASH/2017/1	16 Feb 2017	test	test	100.00	test	Approved (Not Paid)	Details Unapprove
PCASH/2016/11	25 Sep 2016	Belum Terima Dgn Pemasaran (Getah)	Bayaran	100.00		Pending Approval. Level: 0 (Approve Reject)	Details Edit Delete
PCASH/2016/10	25 Sep 2016	(123abc) Abu	Bayaran pendahuluan	-10.00		Pending Approval. Level: 0 (Approve Reject)	Details Edit Delete
PCASH/2016/9	25 Sep 2016	Belum Terima Dgn Pemasaran (Getah)	Bayaran	50.00		Pending Approval. Level: 0 (Approve Reject)	Details Edit Delete

Picture 1.5.1: List of Petty Cash Voucehrs

- Click on the **“Add”** link to make payment.
- Fill in required information in the form.

Create

>Details

* Pay to
Other

* Description

* Reference Number
PCASH/2017/3

* Date Issued
4 Apr 2017

Items

Type	Description	Amount
Others		0.00

+ Add Row

Project

Project
Select project (Optional)

Picture 1.5.2: Please fill up the information for the Petty Cash Vouchers

- Once completed, click on the **“Save”** button on the top right hand side.
- Payment information will appear at the **“Petty Cash Vouchers”** section.
- You or approver may approve or reject the payment at **“Approve Petty Cash Vouchers”** and click on the **“Approve”** or **“Reject”** link.

2 – ACCOUNTING

INTRODUCTION

OfficeCentral Accounting is designed to be used by beginners and experts alike.

MINIMUM REQUIREMENTS FOR ACCOUNTING

For regular accounting and filing GST report, you need to have the following:

- ✓ Accounting Period
- ✓ Chart of Account
 - Cash and/or Bank Account
 - Debtor
 - Creditor
 - Revenue Accounts
 - Overhead
- ✓ Received Invoices
- ✓ Cash/Direct Purchases (Issued Payments)
- ✓ Issued Invoices
- ✓ Cash/Direct Sales (Received Payments)

Accounting period is a time range that can be used to calculate accounting data (profit and loss, cash flow etc). Common accounting period used includes 1 Jan – 31 Dec and 1 July – 30 Jun.

Chart of Account (CoA) is a list of accounts used to indicate movement of money in your company. It enables us to track purchases and revenue in detail. CoA consists of **Header** that act as an umbrella of the accounts and **Detail** that is the account itself.

Cash Account is a type of account in CoA for cash handling. For example, cash currently in your office can be recorded as **CASH IN OFFICE** account in your CoA.

Bank Account is the bank account that you have for your company. For example, if your company has three bank accounts, you may have

Debtor is the list of accounts that have debt with you. For example, when you issue invoice totaling RM 1,000 to Customer A, the account Customer A is shown as having a Debit of RM 1,000. It indicates Customer A has debt of RM 1,000 to you.

Creditor is the account for an entity that you have debt with. It includes your utility provider, office rental company and your supplier.

Revenue Accounts is the account that you record your revenue. Required account for **Issue Invoice** or **Cash/Direct Sales** transaction.

Overhead consists of expenses including wages paid and office expenses.

2.1 INITIAL CONFIGURATIONS

Before using OfficeCentral Accounting module, you will need to configure or fix few settings beforehand. With system configuration, you can adjust the usage of OfficeCentral to suit your company existing policy.

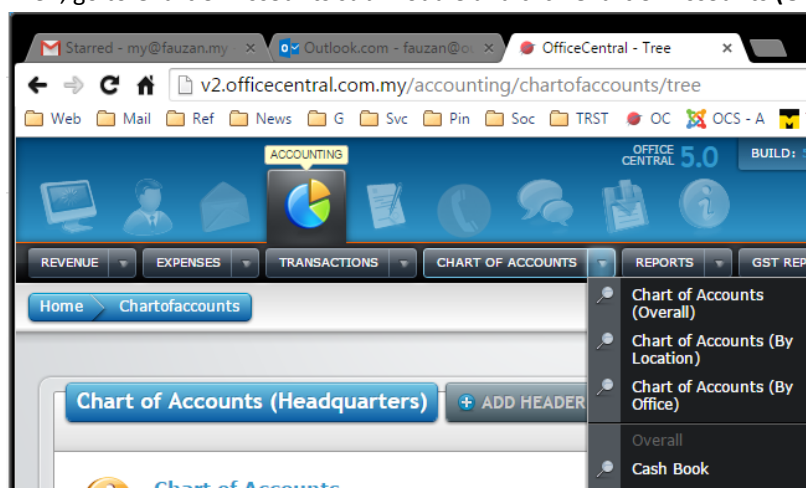
If you need to use different chart of account for each of your locations, please refer the topic **9.8 ACCOUNTING FOR MULTIPLE LOCATIONS**. Most of users do not have to use this feature.

Companies maintain a list of account to indicate movements of financial data between the accounts. The accounts (also known as **Details**) are stored within numerous **Headers**.

Important note: PLEASE COMPLETE ACCOUNTING SETUP BEFORE DOING ANY TRANSACTION.

2.1.1 SET UP ACCOUNTING PERIOD

1. To access the accounting module, click on **Accounting** link on the main menu.
2. Then, go to **Chart of Accounts** sub-module and click **Chart of Accounts (Overall)**.



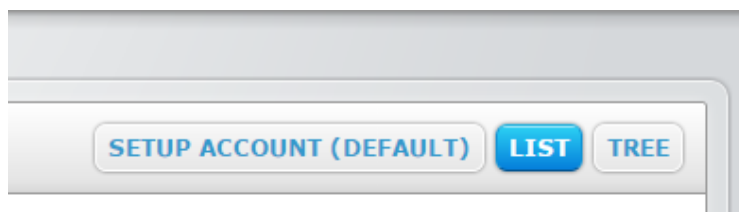
3. Next, click **Start Accounting Period**. A popup window will be shown as follows:

4. Choose **Date Start** and **Estimated End Date** of your accounting period.
Note: The end date is estimated. You might need more time to make necessary adjustments before you close the accounting period.
5. Key in all relevant information in the space provided. Once done, click the **Submit** button.

2.1.2 SET UP CHART OF ACCOUNT (AUTOMATIC)

Your Chart of Account can be automatically set up. OfficeCentral will create a list of headers based on commonly-used Chart of Account headers.

1. To set up a list of “**Header**” automatically, click on “**Chart of Accounts (Main)**” menu found in “**Chart of Accounts**” submodule.



2. On the **Chart of Accounts** page, click on **SETUP ACCOUNT (DEFAULT)** button as shown in the screenshot above. A list of **Header** is then created.
3. The headers act as an umbrella for **Detail** account. For example, if you have three bank accounts, you may put Maybank A, Maybank B and CIMB as **Detail** under one **Header**, which is **Bank Accounts** under **Current Asset**.

Notes

- This process: (**SETUP ACCOUNT (DEFAULT)**) does not create “**Detail**” accounts. Instead, you will still need to specify each of the “**Detail**” account that you are going to use. Unused “**Header**” can be left blank without any “**Detail**” in it.

2.1.3 SET UP CHART OF ACCOUNT (MANUAL)

If you already have your own Chart of Account, you may key in your accounts manually.

1. Click “**Chart of Accounts (Overall)**” menu in “**CHARTS OF ACCOUNTS**” submodule.
2. Click “**+ ADD HEADER**” to add “**Header**” or “**Detail**” in your Chart of Account.

Notes

- Although **Account Code** in **Account Information** is automatically generated, you can enter your own code if you prefer.
- Choose the right **Location(s)** for your account.
- Choose the right account type in **What is this Account** box.

Set up GST Account.

Note: If you choose to create your CoA automatically, then OfficeCentral will automatically generate GST accounts for you.

However, if you create your CoA manually, please follow the steps below:

1. Please Set Up the GST-required accounts as shown below.
2. When carrying out transaction, please make sure that correct GST account is selected for GST portion of your payment/revenue.

Debtor Kastam

This account is used for input tax calculation.

On **TREE** navigation, select **Debtors** header and on click **Add Detail** button on the right page. Enter details as shown in the table below:

Parent Information	DEBTORS
Account Type	Detail
Opening Balance	0
Account Information: Account Name	Debtor Kastam
Location	✓ Headquarters (tick one only)
What is this account?	✓ Debtor Kastam (GST)

Creditor Kastam

This account is used for output tax calculation.

On **TREE** navigation, select **Creditors** header and on click **Add Detail** button on the right page. Enter details as shown in the table below:

Parent Information	CREDITORS
Account Type	Detail
Opening Balance	0
Account Information: Account Name	Creditor Kastam
Location	✓ Headquarters (tick one only)
What is this account?	✓ Creditor Kastam

Bad Debt Receivable

This account is used to bad debt calculation.

On **TREE** navigation, select **Debtors** header and on click **Add Detail** button on the right page. Enter details as shown in the table below:

Parent Information	DEBTORS
Account Type	Detail
Opening Balance	0
Account Information: Account Name	Bad Debt Receivable (GST)
Location	✓ Headquarters (tick one only)
What is this account?	✓ Bad Debt Receivable (GST)

Bad Debt Payable

This account is used for bad debt calculation.

On **TREE** navigation, select **Creditors** header and on click **Add Detail** button on the right page. Enter details as shown in the table below:

Parent Information	CREDITORS
Account Type	Detail
Opening Balance	0
Account Information: Account Name	Bad Debt Payable (GST)
Location	✓ Headquarters (tick one only)
What is this account?	✓ Bad Debt Payable (GST)

Overhead GST

This account is used for recording GST expenses.

On **TREE** navigation, select **Debtors** header and on click **Add Detail** button on the right page. Enter details as shown in the table below:

Parent Information	OVERHEAD
Account Type	Detail
Opening Balance	0
Account Information: Account Name	Purchases A
Location	✓ Headquarters (tick one only)
What is this account?	✓ Overhead GST

2.1.4 ADD ACCOUNT HEADER AND DETAIL

In order to carry out accounting transactions, we need to set up several account **Header** and **Detail**. When you add new header or detail, the following popup will be shown:

The screenshot shows a window titled "Add Chart of Account". It contains three main sections:

- Account Information:** Includes a dropdown for "Account Type" set to "Header", a text field for "Account Code" containing "10-00/000000", and a text field for "Account Name".
- Other Information:** Includes a section for "Location(s)" with a tree view showing "Headquarters" (selected), "Kangar" (selected), and "Branch - Jakarta" (unchecked).
- What is this Account?:** Includes a text box with a question and a list of account types with checkboxes: "Assets" (checked), "Current Assets" (checked), "Cash" (unchecked), "Bank Accounts" (unchecked), "Debtors" (unchecked), "Inventories" (unchecked), "Others" (unchecked), "Fixed Assets" (unchecked), and "Others" (unchecked).

Fill in the data needed to set up new **Header** or **Detail** account. The steps are as follows:

- For **Account Type**, choose the correct one (either **Header** or **Detail**).
- **Account code** and **Account Name** can be changed to the ones that you prefer.
- Choose the right location(s) for the account.
- Choose the correct account type in **What is this Account** box. This is important to ensure accuracy in reports.

Example: If you want to create a revenue account, you may use the guideline as below:

Parent Information	SALES REVENUE
Account Type	Detail
Account Information: Account Name	Revenue A
Location	Headquarters (tick one only)
What is this account?	Revenues -> Sales Revenues (tick one only)

2.2 ACCOUNTING TRANSACTIONS

In OfficeCentral Accounting, all reports are generated from transactions entered by users. Therefore, to ensure accuracy of accounting.

ISSUE INVOICE

Issue invoice is a process when the company needs to generate invoice to be given to customers. Users have two options to issue invoice:

- 1) Generate invoice within **Accounting** module: This option enables direct accounting transaction of invoice issued.
- 2) Generate invoice in **CRM** and import it to **Accounting**: If you work closely with CRM or have another staff who is doing billing only (not accounting), use this option.

Requirements: **Debtor** (Debit) and **Revenue** (Credit) Account

To issue invoice, please follow the steps below:

1. Go to **Revenue -> Issue Invoices -> Add New** menu.

2. Please select the customer and enter necessary data.
3. Compulsory fields: **Issue To** (Customer: Debtor Account), **Invoice Number**, **Date Issued**, **Date Due**, **Subject**

- The following fields are optional: **Address, GST Reg No, Contact Person**
- Once you are done entering the data, click **Save** button on top right section of the page. Similar screen will be displayed but when you scroll downwards, it has some notable differences, namely the selection of **Debit / Credit Accounts**.

Invoice Items

☐ Is Price per Unit incl. of tax?

Quantity	Pricebook	Name	Price Per Unit	Excl. Tax	Tax	Tax Amount	Total Incl. Tax
10	Select item	laptops	2000.00	20000.00	SR	1200.00	21200.00

Add Item (+)

Transaction Details

Transaction Date

26 Mar 2015

Description

supply of 10 laptops

Account	Debit	Credit	Project Detail
	0.00	20000.00	Select item
3-01/200001 : Creditor Kastam	0.00	1200.00	Select item
1-04/100000 : Cash Customers	21200.00	0.00	Select item

Add Debit (+)

Add Credit (+)

- Now, there is another box with the name **Transaction Details**. Please change the **Account** as necessary to ensure the correctness of **Debit** and **Credit**.
- Once again, click **Save** button on the top right section of the page.
- Go to **Approve Transaction** menu to approve the transaction. This is because, only approved transaction will appear in the released report.

Payment Information

Receiving payment for **Issued Invoice**: Go to **Revenue -> Issued Invoices -> View List** menu. On the same row the related invoices, click **Receive Payment** link on **Action** tab.

Notes

Opening Balance Invoice: Select this if you are entering invoice data BEFORE opening balance date (beginning of accounting period).

To view a list of issued invoices, go to **Revenue -> Issued Invoice -> View List** menu.

Debit Notes and **Credit Notes** must be initiated from the invoice itself. Therefore, you must go to **Revenue -> Issued Invoice -> View List** menu in order to initiate **Debit Notes** and **Credit Notes** issuance process.

ISSUE CREDIT NOTE

WHAT IS CREDIT NOTE?

Credit Note issued to Debtors/Customer will deduct and reduce the Balance debtor owe to our Company.

- 1) Search for the Invoices which the Credit Notes to issue.

Accounting>Revenue>Issued Invoice>Overall

OfficeCentral - Index x Ajaibnya Zikir Hasbi R x Re: Price Book converter x

Secure | https://v2.officecentral.asia/accounting/invoices?

ACCOUNTING OFFICE CENTRAL 5.0 BUILD: 6276 REVISION: 36085 CULTURE: EN-MY, EN-MY

DASHBOARDS REVENUES EXPENSES TRANSACTIONS CHART OF ACCOUNTS ASSETS REPORTS GST REPORTS CONFIGURATIONS HELP

Home Logged as: Halimatun Ibrahim (Roti Bagus Sedap Sdn Bhd) 288 LOGOUT

Invoices

Actions

Add Download Invoices

SHOW ALL PAID UNPAID REJECTED

Advanced Search

Show 25 entries

Transaction Date	Invoice No	Debtor	Currency	Invoice Amount	Date Issued	Date Due	Invoice Info	Status	Action	Download	Simplified
4 Apr 2017	INV-A/2017/3	News Tesco	MYR	50.00 (BALANCE :50.00)	4 Apr 2017	24 Mar 2017	Not Yet Due	Approved			

Mobile View Chat with us 11:11 AM 12/3/2017

- 2) Select "Issue Credit Note" at Action

OfficeCentral - Index x Ajaibnya Zikir Hasbi R x Re: Price Book converter x

Secure | https://v2.officecentral.asia/accounting/invoices?

ACCOUNTING OFFICE CENTRAL 5.0 BUILD: 6276 REVISION: 36085 CULTURE: EN-MY, EN-MY

DASHBOARDS REVENUES EXPENSES TRANSACTIONS CHART OF ACCOUNTS ASSETS REPORTS GST REPORTS CONFIGURATIONS HELP

Home Logged as: Halimatun Ibrahim (Roti Bagus Sedap Sdn Bhd) 288 LOGOUT

Invoices

Actions

Add Download Invoices

SHOW ALL PAID UNPAID REJECTED

Advanced Search

Show 25 entries

Transaction Date	Invoice No	Debtor	Currency	Invoice Amount	Date Issued	Date Due	Invoice Info	Status	Action	Download	Simplified
4 Apr 2017	INV-A/2017/3	News Tesco	MYR	50.00 (BALANCE :50.00)	4 Apr 2017	24 Mar 2017	Not Yet Due	Approved	Details Receive Payment Issue Credit Note Issue Debit Note		
9 Mar 2017	INV-A/2017/7	News Tesco	MYR	1.90 (BALANCE :1.90)	9 Mar 2017	9 Apr 2017	Not Yet Due	Approved	Details Receive Payment Issue Credit Note Issue Debit Note		
9 Mar 2017	INV-A/2017/6	News Tesco	MYR	18.92 (BALANCE :18.92)	9 Mar 2017	8 Apr 2017	Not Yet Due	Approved	Details Receive Payment Issue Credit Note Issue Debit Note		

Mobile View Chat with us 11:15 AM 12/3/2017

3) Putting Information for the Credit Note

Issues Credit Notes

Credit Note Details

From: 0 : News Tesco ☐ Show Account Info.

Credit Note Number: CN/2017/1

Date Issued: 12 Mar 2017

Currency: Malaysian Ringgit (MYR) (Default) Exchange Rate: 1.00

Subject: Credit Note

Invoice Information

Invoice No	Date Issued	Subject	Amount	Balance
INV-A/2017/3	4 Apr 2017	test 1	50.00	50.00

Credit Note Items

Credit Note Items

☐ Is Price per Unit incl. of tax?

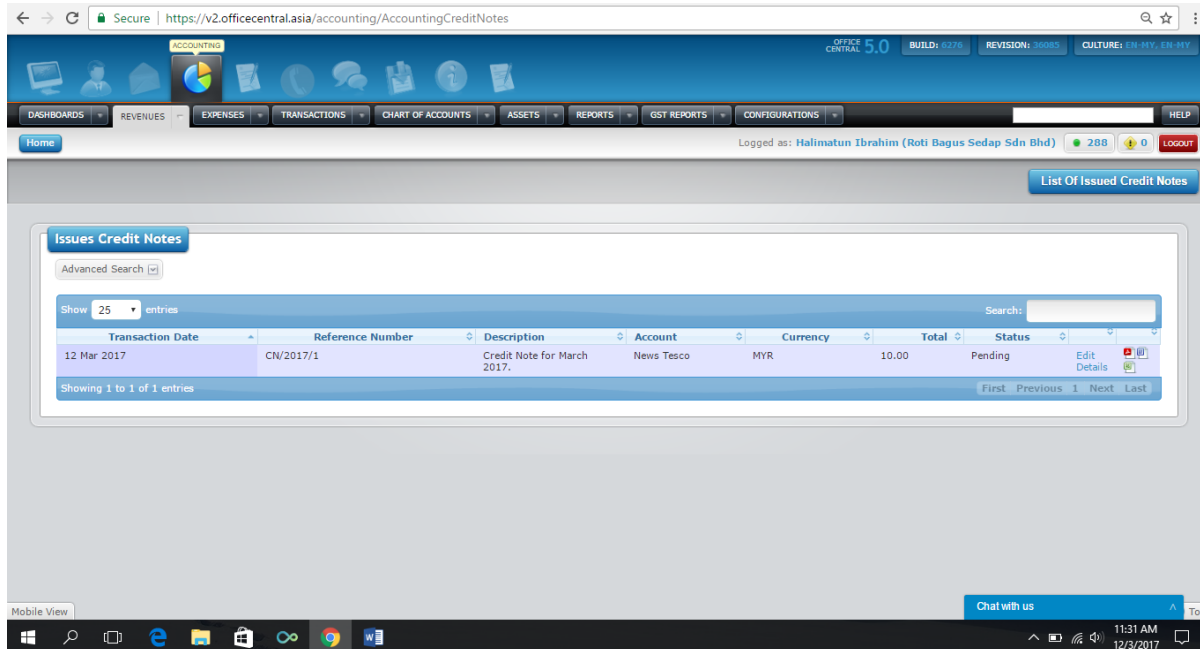
Quantity	Name	Unit Price	Exc. Tax	Tax	Tax Amount	Total Incl. Tax
0		0.00	0.00		0.00	0.00

Add Item (+)

No	Title	Details
1	From (Customer Account)	System Auto selected from previous Invoice , Customer Account
2	Credit Note Number	System Auto Generated. However, user could Edit
3	Subject	Description for the Credit Note
4	Invoice Information	Original Invoice Information under Revenue
5	Credit Note Items	Required User to put Quantity, Name, Unit Price & Tax (if any)

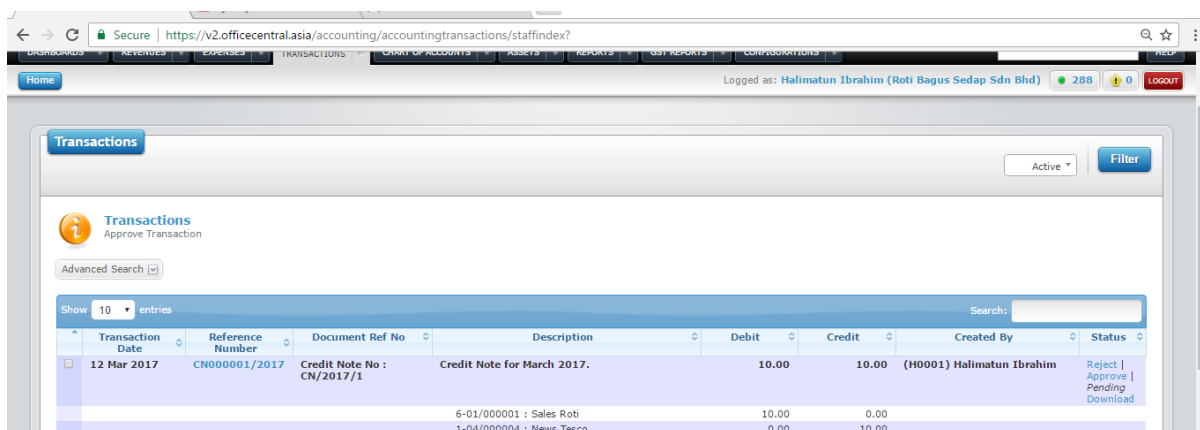
4) Viewing list of Credit Note

- User can view Details the list of Credit Notes issued.
- User can Edit the information entered previously (if not approve yet).
- User can download it to Pdf, Excel @ Word Format.



5) Approving Credit Note Transaction

Transaction>My Location/My Transaction>Active



Status	Click "Approve" @ tick at left box, click at Approve Transaction
--------	--

- 6) Click on the PDF/Word/Excel icon on the right hand side to download the Credit Note to PDF, Excel & Word.

RECEIVE INVOICE

When you make purchases for your company or taking in supplies, you will obtain an invoice from your vendor.

Entering data in **Received Invoice** is necessary in order to ensure the Input Tax that you paid will be properly recorded.

Requirements: **Inventory / Cost of Goods Sold / Overhead** (Debit) and **Creditor** (Credit) Account

To enter data for received invoices, please follow the steps below:

1. Go to **Expenses -> Received Invoices -> Add New** menu.

Back to List Save

Receive Invoice

Invoice Details

Receive From
3-01/200003 : ABC Laptop Supplier 2

Invoice Number
45451616

Date Received
26 Mar 2015

Date Due
31 Mar 2015

Import Document No
Import Document No

123456X

Jalan Empat

Taman Empat

44444 Bandar Empat

Selangor

Malaysia

12341234

Subject
Receive Supply of 20 laptops (wholesale)

Invoice Items

☐ Is Price per Unit inclusive of tax?

Quantity	Item	Price Per Unit	Excl. Tax	Tax	Tax Amount	Total Incl. Tax
20	Laptop	1500	30000.00	TX	1800.00	31800.00

Add Item (+)

2. Please select the supplier / biller and enter necessary data.
3. Compulsory fields: **Receive From** (Creditor Account), **Invoice Number**, **Date Received**, **Date Due**, **Subject**
4. Optional fields: **Address**, **Import Document No**
5. Once you are done entering the data, click **Save** button on top right section of the page. Similar screen will be displayed but when you scroll downwards, it has some notable differences, namely the selection of **Debit / Credit** Accounts.

Invoice Items

☐ Is Price per Unit inclusive of tax?

	Quantity	Pricebook	Item	Price Per Unit	Excl. Tax	Tax	Tax Amount	Total Incl. Tax
	20	Select item ▼	Laptop	1500.00	30000.00	TX ▼	1800.00	31800.00

Add item (+)

Transaction Details

Transaction Date
26 Mar 2015

Description
Receive Supply of 20 laptops (wholesale)

	Account	Debit	Credit	Project Detail
	3-01/200003 : ABC Laptop Supplier 2 ▼	0.00	31800.00	Select item ▼
	▼	30000.00	0.00	Select item ▼
	1-04/100002 : Kastam ▼	1800.00	0.00	Select item ▼

Add Debit (+) **Add Credit (+)**

- Now, there is another box with the name **Transaction Details**. Please change the **Account** as necessary to ensure the correctness of **Debit** and **Credit**.
- Once again, click **Save** button on the top right section of the page.
- Go to **"Approve Transaction"** to approve the transaction. This is because, only approved transaction will appear in the released report.

Payment Information

Issuing payment for **Received Invoice**: Go to **Expenses** -> **Received Invoices** -> **View List** menu. On the same row the related invoices, click **Issue Payment** link on **Action** tab.

Notes

Opening Balance Invoice: Select this if you are entering invoice data BEFORE opening balance date (beginning of accounting period). By selecting this, no transactions will be recorded as it is assumed that the figures are already captured in the opening balance.

CASH/DIRECT PURCHASE (ISSUE PAYMENT MENU)

When we key in **Receive Invoice**, it does not mean we automatically issue payment. Therefore, to issue payment, we need to use **Issue Payment** feature.

Note: GST Input Tax calculation is not affected by **Issue Payment** feature.

1. Issuing payment without invoice: Go to **Expenses -> Issued Payments -> Add New** menu.

Issue Payment

Receipt Details

Issued From
1-03/100000 : Maybank

Issued To
5 : ABC Laptop Supplier

Receipt Number
Receipt Number

☐ Show Account Info.

Receipt Items

☐ Is Price per Unit inclusive of tax?

	Quantity	Item	Price Per Unit	Exd. Tax	Tax	Tax Amount	To
	20	Laptop	1500.00	30000.00		1800.00	3

Add Item (+)

2. Select the right account for **Issued From** and **Issued To**.
3. If you issue payment with Option 1, there is no need to change anything.
4. For Option 2, you will need to enter details of the payment in **Receipt Items** box.
5. Compulsory fields: **Date Issue**, **Subject**, **Quantity**, **item**, **Price Per Unit** and **Tax Code**.
6. Once you are done entering the data, click **Save** button on top right section of the page. The data that you entered will be saved.
7. Another screen will appear, containing information about **Transaction Details**, **Payment Information** and **Invoice Connection**. If you need to change anything, key in the correct data and click **Save** button again on the top right section of the page.

Transaction Details

Transaction Date
26 Mar 2015

Description
Receive Supply of 20 laptops (wholesale)

	Account	Debit	Credit	Project Detail
	1-03/100000 : Maybank	0.00	30000.00	Select item
	3-01/200003 : ABC Laptop Supplier 2	30000.00	0.00	Select item

Add Debit (+)
Add Credit (+)

Payment Information

	Type	Ref No	Amount	Bank Account
	Cash		30000.00	1-03/100000 : Maybank

Add Cheque/Payment Information (+)

Invoice Connection

Invoice	Amount
(45451616) Receive Supply of 20 laptops (wholesale)	30,000.00

- Go to **"Approve Transaction"** to approve the transaction.

CASH/DIRECT SALES (RECEIVE PAYMENT MENU)

Receive payment is a function that we use to enter information about payments received from our customers or other debtors.

Note: **Receive Payment** function can be used for cash transaction made with your supplier. GST information will be automatically recorded.

1. Receiving payment without invoice: Go to **Revenue -> Received Payments -> Add New** menu.

Back to List Save

Receive Payment

Invoice Details

Receive In
1-02/100001 : Cash Account 1

From
0 : Cash Customers ☐ Show Account Info.

Receipt Number
RCP/2015/2

Date Issue
26 Mar 2015

Payment Method
Cash

Payment Reference Number/Cheque Number

Subject
Payment for 1 Laptop

Receipt Items

	Quantity	Item	Price Per Unit	Amount Excl. Tax	Tax Code	Tax Amount	Amount
✕	1	Laptop	2000	2000.00	SR	120.00	2120.00

Add Item (+)

2. Select the right account for **Receive In** and **From**.
3. If you receive payment with Option 1, there is no need to change anything.
4. For Option 2, you will need to enter details of the payment in **Receipt Items** box.
5. Compulsory fields: **Date Issue**, **Subject**, **Quantity**, **item**, **Price Per Unit** and **Tax Code**.
6. Once you are done entering the data, click **Save** button on top right section of the page.
7. Another screen will appear, containing information about **Transaction Details**, **Payment Information** and **Invoice Connection**. If you need to change anything, key in the correct data and click **Save** button again on the top right section of the page.

Transaction Details

Transaction Date
26 Mar 2015

Description
Payment for 1 Laptop

Account	Debit	Credit	Project Detail
1-02/100001 : Cash Account 1	2000.00	0.00	Select item
6-01/100001 : Revenue A	0.00	2000.00	Select item

Add Debit (+) **Add Credit (+)**

Payment Information

Type	Ref No	Amount	Bank Account
Cash		2000.00	1-02/100001 : Cash Account 1

Add Cheque/Payment Information (+)

Invoice Connection

Invoice	Amount
---------	--------

- Once you are done entering the data, click **Save** button on top right section of the page.
- Go to **Approve Transaction** menu to approve the transaction.

OTHER TRANSACTION

Occasionally, you might want to carry out transactions other than the ones mentioned before. This includes manual adjustments, miscellaneous transaction and inventory adjustment.

This menu can be used for other types of journal entry.

- Click on **Other Transaction** menu in **TRANSACTIONS** submodule.

Other Journal

Transaction Details

Description

Journal Details

Date	Account	Debit	Credit
19-Feb-2015	Dt: Please Select		
	Ct: Please Select		

- Data entry page will be shown as above. Please enter all data with correct accounts for debit (Dt) and credit (Ct).
- Click **Save** button upon completion.
- Once saved, approve the transaction in order to show it in the accounting reports.

2.3 IMPORT TRANSACTIONS

Integration between OfficeCentral Accounting and other modules in OfficeCentral such as payroll and finance allows users to easily manage the office. Users can record payroll transaction (claim, advance, payroll, income tax, and statutory payment) by taking the amount and information from other modules in OfficeCentral. This will ease you and save your time without having to repeatedly enter the data for accounting purposes.

IMPORT INVOICES

For those who have issued invoices in CRM Module, you might want to import generated invoices into Accounting module for accounting data entry.

The following accounts must be set up before starting to use **Import Invoices** feature.

- ✓ Debtor account
- ✓ Revenue account

If you want to make accounting entries more simplified, you can combine many CRM accounts into just one or several accounts in Accounting.

You can import invoices generated in CRM Module by clicking **Import Transactions** -> **Import Invoices from CRM** menu in **TRANSACTIONS** submodule. You will be shown the following screen:

The screenshot shows the 'CRM Invoices' interface. At the top, there's a navigation bar with 'Home' and 'Invoices' buttons. The user is logged as 'Fauzan Afandi (DX Media)' with a balance of 353. A green 'Import' button is in the top right. Below the navigation bar, there's a 'CRM Invoices' section with a dropdown menu set to 'All' and a 'Not Imported' filter. A table of invoices is displayed with the following data:

Show	50	entries	Search:			
	Ref Number	Date Issued	Subject	Account Name	Total	Date Due
<input type="checkbox"/>	INV/2015/32	29 Apr 2015	Point of Sale Transaction	()	6375.80 (Paid)	4/29/2015 6:22:09 PM
<input type="checkbox"/>	INV/2015/23	21 Apr 2015	Point of Sale Transaction	()	36.00 (Paid)	4/21/2015 5:39:41 PM
<input type="checkbox"/>	INV/2015/15	24 Mar 2015	Point of Sale Transaction	()	3192.00 (Paid)	3/24/2015 2:16:40 PM
<input type="checkbox"/>	INV/2015/13	10 Mar 2015	Membekal cable	ABC Laptop Supplier (Samad)	58.30 (Paid)	3/12/2015
<input type="checkbox"/>	INV/2015/11	06 Mar 2015	Point of Sale Transaction	()	9000.00 (Unpaid)	3/6/2015 3:04:22 PM

The steps are as follows:

1. Check (tick) on the invoices that you want to import.
2. On the top-right section of the page, click the **Import** button.

IMPORT CLAIMS

Important Note: Before using this feature, please ensure that you have selected the right account for staff in **Settings > Staffs**. Usually, the **Detail** account can be put in **Current Liabilities** section in your **Chart of Account**.

TRANSACTIONS CHART OF ACCOUNTS REPORTS SETTINGS

Home Claims

Logged as: Fauzan Afandi (DX Media) 355 0 LOGOUT

Import

Finance Claims

Not Imported

Default Debit to

Select which Chart of Account to debit to

Show 50 entries Search:

	Ref No	Name	Type	Staff	Amount to be paid (of Total)	Date Created
<input type="checkbox"/>	CLAIMS/2015/01/003	Trip to KK	Mileage claim	() Fauzan Afandi	400.00 (of 400.00)	28 Jan 2015
<input type="checkbox"/>	CLAIMS/2015/01/004	mkr	External Courses	() Fauzan Afandi	0.00 (of 0.00)	28 Jan 2015
<input type="checkbox"/>	CLAIMS/2015/02/001	Trip to Ipoh	Mileage claim	() Fauzan Afandi	80.00 (of 80.00)	4 Feb 2015
<input type="checkbox"/>	CLAIMS/2015/02/002	Claim 1	External Courses	() Fauzan Afandi	2111.00 (of 2111.00)	13 Feb 2015

Showing 1 to 4 of 4 entries First Previous 1 Next Last

To import claims, please do the following steps:

1. In **TRANSACTIONS** submodule, navigate to **Import Transaction -> Import Claims from Finance**.
2. Remember to select the right account in **Default Debit to** field. (Example: **Employment Expenses** in **Overhead** section in CoA)
3. Check (tick) on the invoices that you want to import.
4. On the top-right section of the page, click the **Import** button.

IMPORT PAYMENT VOUCHERS

Important Note: Before using this feature, please ensure that you have selected the right account for staff / accounts in **Settings > Staffs / Settings > Accounts**.

To import payment vouchers, please do the following steps:

1. In **TRANSACTIONS** submodule, navigate to **Import Transaction -> Import Payment Vouchers from Finance**.
2. Remember to select the right account in **Default Credit to** field.
3. Check (tick) on the payment vouchers that you want to import.
4. On the top-right section of the page, click the **Import** button.

IMPORT PETTY CASH

Important Note: Before using this feature, please ensure that you have selected the right account for staff / accounts in **Settings > Staffs / Settings > Accounts**.

To import payment vouchers, please do the following steps:

1. In **TRANSACTIONS** submodule, navigate to **Import Transaction -> Import Petty Cash Vouchers from Finance**.
2. Remember to select the right account in **Default Credit to** field.
3. Check (tick) on the payment vouchers that you want to import.
4. On the top-right section of the page, click the **Import** button.

2.4 APPROVE TRANSACTIONS

After any transactions, the transaction needs to be approved to prevent error. Only approved transactions will appear in any reports produced by OfficeCentral system. Follow the steps below for transaction approval.

1. Click on **Approve Transaction** menu in **TRANSACTIONS** submodule in **Accounting**.

Transaction Date	Ref No	Description	Debit	Credit	Created by	Status
26 Mar 2015	RP000002/2015	Payment for 1 Laptop	2,000.00	2,000.00	() Fauzan Afandi	Approved
		1-02/100001 : Cash Account 1	2,000.00	0.00		
		6-01/100001 : Revenue A	0.00	2,000.00		
26 Mar 2015	IP000005/2015	Receive Supply of 20 laptops (wholesale)	30,000.00	30,000.00	() Fauzan Afandi	Pending (Approve/Reject)
		1-03/100000 : Maybank	0.00	30,000.00		
		3-01/200003 : ABC Laptop Supplier 2	30,000.00	0.00		

2. Identify transaction to be approved or rejected.
3. In **Status** tab, click **Approve** to approve the transaction and **Reject** to reject the transaction.

Note: You cannot delete any transaction. Therefore, whenever you have audit query about missing reference number, the system will show all transactions, including the rejected ones.

2.5 CUSTOM TRANSACTION

Note: This is not for Kastam (Jabatan Kastam Diraja Malaysia) or GST-specific transaction.

WHAT IS CUSTOM TRANSACTION?

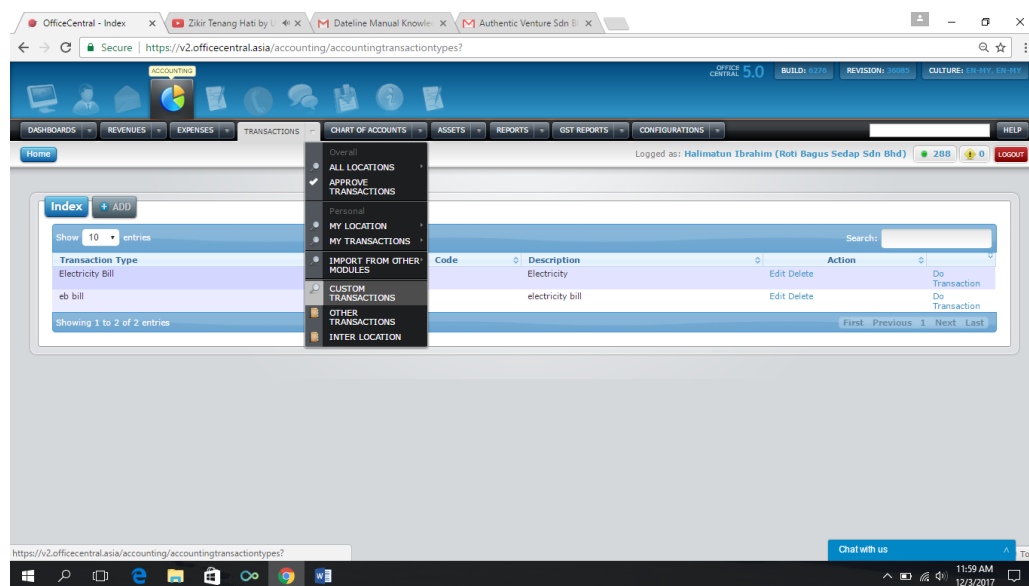
Custom transaction is a transaction that reoccur within the certain time frame. Thus, we will set at system to **“remember”** the **Double-Entry Journal** for the reoccur transaction.

You can save favorite transactions under transaction types.

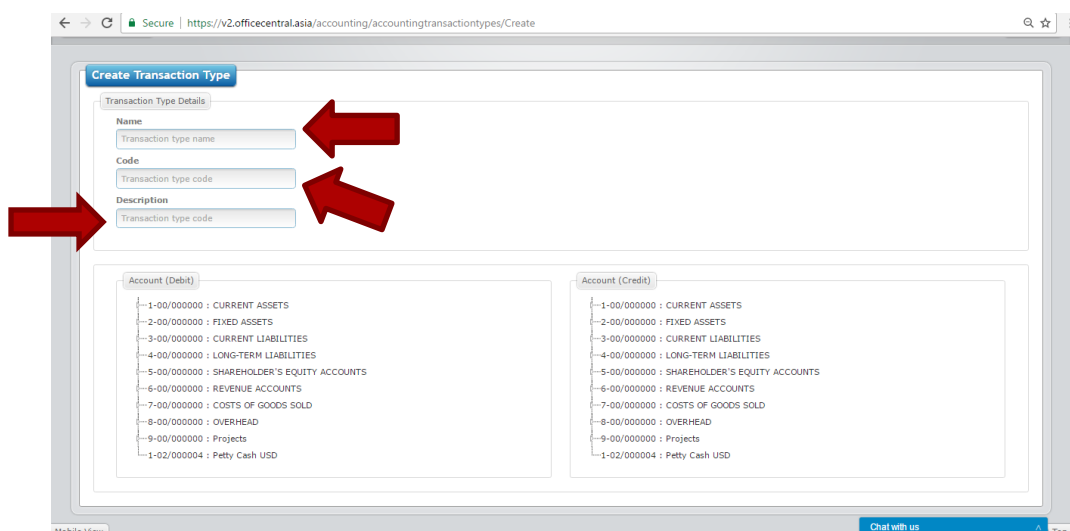
This button will ease the process of Key-In the Transaction for our User.

SETTING CUSTOM TRANSACTION

- 1) To set custom transaction, go to Transaction>Custom Transaction

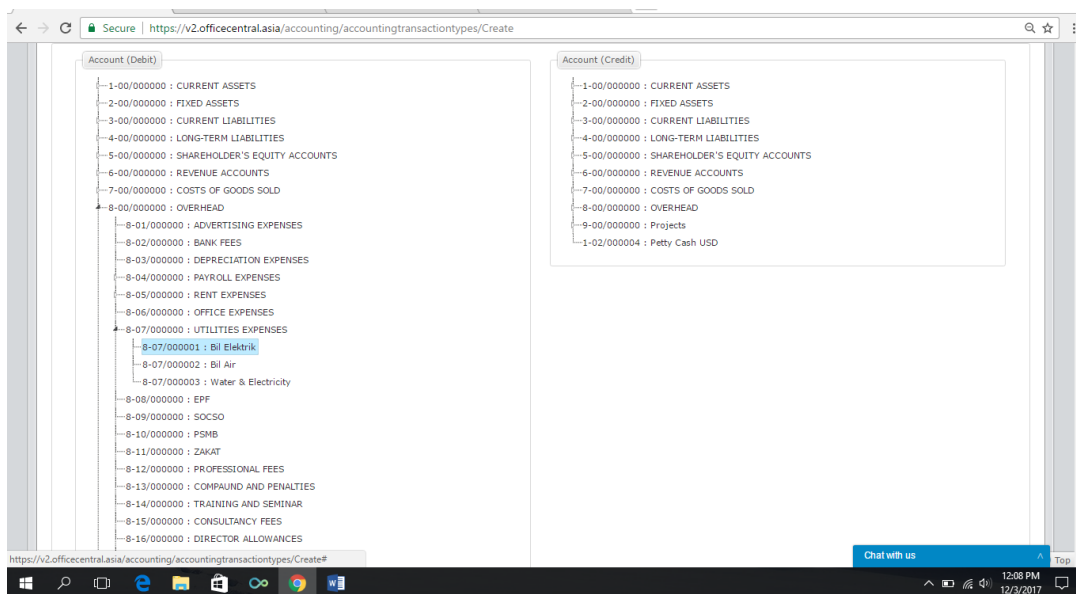


- 2) Click “Add”

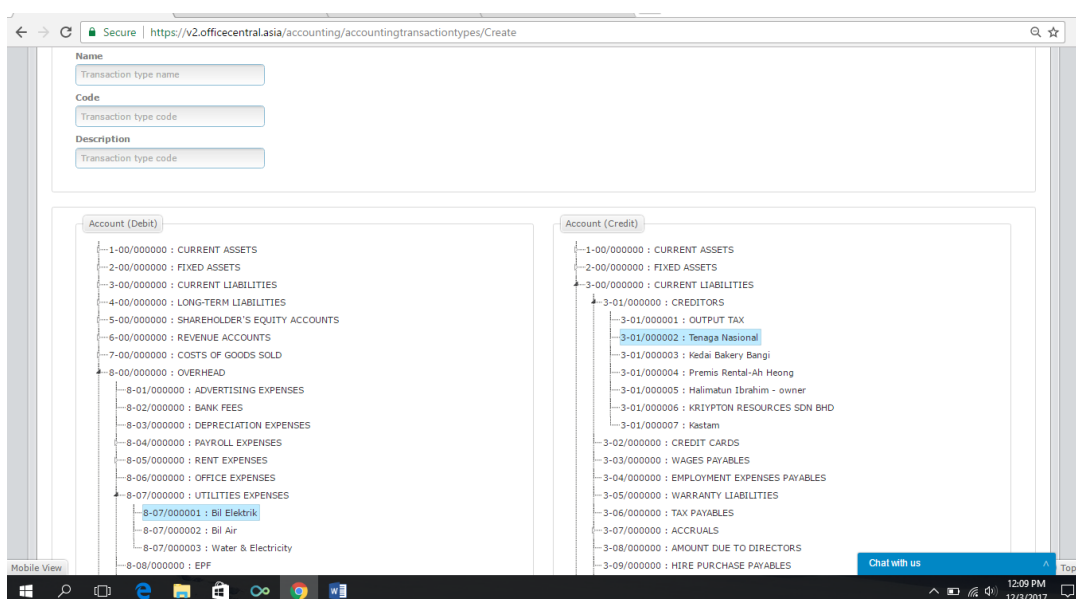


No	Title	Details
1	Name	Title of the pre-set Custom Transaction. Example: Electricity Bill
2	Code	Short Code (only 2 characters). Prefix of Reference No.
3	Description	Description for the pre-set Custom Transaction

3) Setting the Debit Entry – Choose the account for debit



4) Setting the Credit Entry – Choose the account for credit



5) Click Save

Once you have saved the custom transaction type, you can create transactions easily next time.

B) ENTER TRANSACTION AT CUSTOM TRANSACTION

1) Entering the Transaction-Click “Do Transaction” on the transaction that you would like to do.

2) Entering the amount at Debit Entry & Credit Entry. You can only select the accounts that have already been set previously. Then click at Save.

3) Approve Transaction – You need to approve the transaction in order to view the transaction in accounting report.

The screenshot displays the 'Transactions' page in the OfficeCentral Accounting system. The page header shows the user is logged in as 'Halimatun Ibrahim (Roti Bagus Sedap Sdn Bhd)' with 288 notifications. The main content area is titled 'Transactions' and includes an 'Approve Transaction' button. Below this, there is an 'Advanced Search' section and a table of transactions.

Transaction Date	Reference Number	Document Ref No	Description	Debit	Credit	Created By	Status
12 Mar 2017	01000001/2017		Electricity Bill for the of March 2017	50.00	50.00	(H0001) Halimatun Ibrahim	Pending (Approve/Reject) Download
			8-07/000001 : Bil Elektrik	50.00	0.00		
			3-01/000002 : Tenaga Nasional	0.00	50.00		
12 Mar 2017	CN000001/2017	Credit Note No : CN/2017/1	Credit Note for March 2017.	10.00	10.00	(H0001) Halimatun Ibrahim	Approved (Unapprove) Download
			6-01/000001 : Sales Roti	10.00	0.00		
			1-04/000004 : News Tesco	0.00	10.00		
9 Mar 2017	GI000007/2017	Invoice No : INV-A/2017/7	zubair invoice	1.40	1.40	(H0001) Halimatun Ibrahim	Approved (Unapprove) Download
			6-01/000001 : Sales Roti	0.00	1.40		
			1-04/000004 : News Tesco	1.40	0.00		

2.6 ACCOUNTING REPORTS

OfficeCentral Accounting allows users to generate report by selecting the criteria in the “***Search***” option.

SUPPORTED REPORT TYPES

OfficeCentral Accounting can generate the following reports:

1. Profit & Loss
2. Balance Sheet
3. Trial Balance
4. Cash Flow
5. General Ledger
6. Journal Listing

GENERAL GUIDE

1. Each of the report generated can be saved in Microsoft Excel format. Click on the Excel icon at the top right section of report.

PROFIT & LOSS REPORT

On the **Reports** submodule, you can generate Profit & Loss Report for **Overall** (all locations, combined) and **Individual** (single location only). Only admin for locations can view his/her own report by location. When you click **Profit & Loss (Overall)** in **Reports** submodule, the following screen will be displayed:

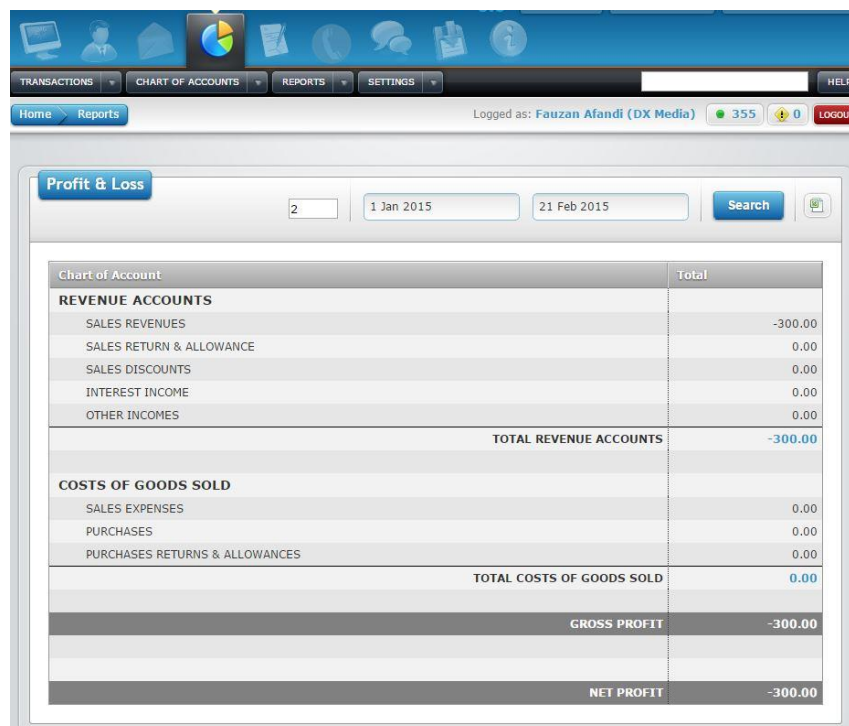


Chart of Account	Total
REVENUE ACCOUNTS	
SALES REVENUES	-300.00
SALES RETURN & ALLOWANCE	0.00
SALES DISCOUNTS	0.00
INTEREST INCOME	0.00
OTHER INCOMES	0.00
TOTAL REVENUE ACCOUNTS	-300.00
COSTS OF GOODS SOLD	
SALES EXPENSES	0.00
PURCHASES	0.00
PURCHASES RETURNS & ALLOWANCES	0.00
TOTAL COSTS OF GOODS SOLD	0.00
GROSS PROFIT	-300.00
NET PROFIT	-300.00

1. Choose account level that you need.
2. Choose **Start Date** and **End Date**.
3. Click **Search** button to generate the report.
4. Click on the Excel icon to export and download the report in Microsoft Excel format.

BALANCE SHEET REPORT

On the **Reports** submodule, you can generate Balance Sheet Report for **Overall** (all locations, combined) and **Individual** (single location only). Only admin for locations can view his/her own report by location. When you click Balance Sheet in **Reports** submodule, the following screen will be displayed:

The screenshot shows a web application interface for generating a Balance Sheet report. At the top, there is a navigation bar with tabs: TRANSACTIONS, CHART OF ACCOUNTS, REPORTS, and SETTINGS. Below this, a breadcrumb trail shows 'Home' and 'Reports'. The user is logged in as 'Fauzan Afandi (DX Media)' with a balance of 355 and 0 notifications. The main content area is titled 'Balance Sheet'. It features a dropdown menu for 'Chart of Account' set to '2', a date input field for '21 Feb 2015', a 'Search' button, and an Excel export icon. Below these controls is a table with three columns: 'Chart of Account', '2015', and 'Balance as of 21 February 2015'. The table lists various current assets, all with a balance of 0.00.

Chart of Account	2015	Balance as of 21 February 2015
CURRENT ASSETS		
CASH	0.00	0.00
BANK ACCOUNTS	0.00	0.00
DEBTORS	0.00	0.00
INVENTORIES	0.00	0.00
PREPAID EXPENSES	0.00	0.00
DEPOSITS	0.00	0.00
OTHERS	0.00	0.00
FIXED DEPOSITS	0.00	0.00

1. Choose account level that you need.
2. Choose **Start Date** and **End Date**.
3. Click **Search** button to generate the report.
4. Click on the Excel icon to export and download the report in Microsoft Excel format.

TRIAL BALANCE REPORT

On the **Reports** submodule, you can generate Trial Balance Report for **Overall** (all locations, combined) and **Individual** (single location only). Only admin for locations can view his/her own report by location. When you click **Trial Balance** in **Reports** submodule, the following screen will be displayed:

The screenshot shows a web application interface for generating a Trial Balance Report. At the top, there is a navigation bar with tabs for TRANSACTIONS, CHART OF ACCOUNTS, REPORTS, and SETTINGS. Below this, a breadcrumb trail shows 'Home > Reports'. The user is logged in as 'Fauzan Afandi (DX Media)' with a balance of 355. The main content area is titled 'Trial Balance' and contains a form with a dropdown menu set to '2', a date field set to '21 Feb 2015', and a 'Search' button. To the right of the 'Search' button is an Excel icon. Below the form is a table displaying the trial balance data.

Chart of Account	2015		February 2015	
	Debit	Credit	Debit	Credit
CURRENT ASSETS	0.00	0.00	0.00	0.00
Cash Account 1	0.00	0.00	0.00	0.00
Maybank	0.00	0.00	0.00	0.00
Cash Customers	0.00	0.00	0.00	0.00
Tesco Hypermarket	0.00	0.00	0.00	0.00
Laptop Inventory	0.00	0.00	0.00	0.00
TOTAL CURRENT ASSETS	0.00	0.00	0.00	0.00
FIXED ASSETS	0.00	0.00	0.00	0.00
TOTAL FIXED ASSETS	0.00	0.00	0.00	0.00
CURRENT LIABILITIES	0.00	0.00	0.00	0.00

1. Choose account level that you need.
2. Choose the desired date.
3. Click **Search** button to generate the report.
4. Click on the Excel icon to export and download the report in Microsoft Excel format.

CASH FLOW REPORT

On the **Reports** submodule, you can generate Cash Flow Report for **Overall** (all locations, combined) and **Individual** (single location only). Only admin for locations can view his/her own report by location. When you click **Cash Flow** in **Reports** submodule, the following screen will be displayed:

The screenshot shows the 'Cash Flow' report interface. At the top, there is a navigation bar with tabs for 'TRANSACTIONS', 'CHART OF ACCOUNTS', 'REPORTS', and 'SETTINGS'. Below this, a 'Home' button and a 'Reports' button are visible. The user is logged in as 'Fauzan Afandi (DX Media)' with a balance of 355 and 0 notifications. The 'Cash Flow' section has a 'Cash Flow' button and input fields for 'Start Date' (1 Jan 2015), 'End Date' (21 Feb 2015), and 'Account' (1-02/100000: Cash Account 1). A 'Search' button and an Excel export icon are also present. Below the input fields, there is a table with columns: Transaction Date, Transaction No, Account Code, Account Description, Transaction Description, Debit, Credit, and Balance. The table shows an 'OPENING BALANCE (1 Jan 2015)' with a balance of 0.00 and a 'TOTAL' row with a balance of 0.00. The status bar at the bottom indicates 'Showing 0 to 0 of 0 entries' and includes navigation links: First, Previous, Next, Last.

Transaction Date	Transaction No	Account Code	Account Description	Transaction Description	Debit	Credit	Balance
				OPENING BALANCE (1 Jan 2015)	-	-	0.00
				TOTAL	0.00	0.00	0.00

1. Choose **Start Date** and **End Date**.
2. Choose your desired account.
3. Click search to generate the report.
4. Click on the Excel icon to export and download the report in Microsoft Excel format.

GENERAL LEDGER REPORT

On the **Reports** submodule, you can generate General Ledger Report for **Overall** (all locations, combined) and **Individual** (single location only). Only admin for locations can view his/her own report by location. When you click **General Ledger** in **Reports** submodule, the following screen will be displayed:

The screenshot shows a web application interface for generating a General Ledger Report. At the top, there is a navigation bar with tabs for TRANSACTIONS, CHART OF ACCOUNTS, REPORTS, and SETTINGS. Below this, a status bar indicates the user is logged in as 'Fauzan Afandi (DX Media)' with a balance of 355 and a warning icon. The main content area is divided into three sections: 1. 'General Ledger' section: Contains a checkbox for showing/hiding inactive accounts, two date input fields (1 Jan 2015 and 21 Feb 2015), a 'Search' button, a slider for the chart of accounts, and an Excel icon for export. 2. 'Chart of Accounts' section: Displays a list of accounts with their codes and descriptions: 1-00/000000 : CURRENT ASSETS, 2-00/000000 : FIXED ASSETS, 3-00/000000 : CURRENT LIABILITIES, 4-00/000000 : LONG-TERM LIABILITIES, 5-00/000000 : SHAREHOLDER'S EQUITY ACCOUNTS, 6-00/000000 : REVENUE ACCOUNTS, 7-00/000000 : COSTS OF GOODS SOLD, and 8-00/000000 : OVERHEAD. 3. 'Transactions' section: Shows a message 'No transactions available'.

1. Click on the checkbox to show or hide inactive accounts.
2. Choose **Start Date** and **End Date**.
3. Click **Search** button to generate the report.
4. Use the slider to show or hide chart of accounts.
5. Click on the Excel icon to export and download the report in Microsoft Excel format.

JOURNAL LISTING REPORT

On the **Reports** submodule, you can generate Journal Listing Report for **Overall** (all locations, combined) and **Individual** (single location only). Only admin for locations can view his/her own report by location. When you click **Journal Listing** in **Reports** submodule, the following screen will be displayed:

The screenshot shows a web application interface for generating a Journal Listing Report. At the top, there is a navigation bar with tabs for TRANSACTIONS, CHART OF ACCOUNTS, REPORTS, and SETTINGS. Below this, a status bar shows 'Logged as: Fauzan Afandi (DX Media)' with a balance of 355 and a logout button. The main content area is titled 'Journal Listing' and features a date range selector from '1 Jan 2015' to '21 Feb 2015', a dropdown for 'All transactions', and a 'Filter' button. Below the date range, there is a 'Show 50 entries' dropdown and a search bar. The main table displays transaction details with columns for Transaction Date, Transaction No, Description, Debit, Credit, and Transaction by. The table lists five transactions from 18 Feb 2015, including imports of petty cash vouchers, payment vouchers, and claims from the finance module, as well as a deposit to account. The deposit is split into two lines: one for Maybank (100.00 debit, 0.00 credit) and one for Cash Account 1 (0.00 debit, 100.00 credit).

Transaction Date	Transaction No	Description	Debit	Credit	Transaction by
18 Feb 2015	IPC000001/2015	Import petty cash vouchers from finance module.	0.00	0.00	() Fauzan Afandi
18 Feb 2015	IPV000001/2015	Import payment vouchers from finance module.	0.00	0.00	() Fauzan Afandi
18 Feb 2015	IFC000001/2015	Import claims from finance module.	0.00	0.00	() Fauzan Afandi
18 Feb 2015	IFC000001/2015	Import claims from finance module.	0.00	0.00	() Fauzan Afandi
18 Feb 2015	OJ000001/2015	Deposit to Account	100.00	100.00	() Fauzan Afandi
		1-03/100000 : Maybank	100.00	0.00	
		1-02/100000 : Cash Account 1	0.00	100.00	

1. Choose start and end date.
2. Click **Filter** button to generate the report.
3. Click on the Excel icon to export and download the report in Microsoft Excel format.

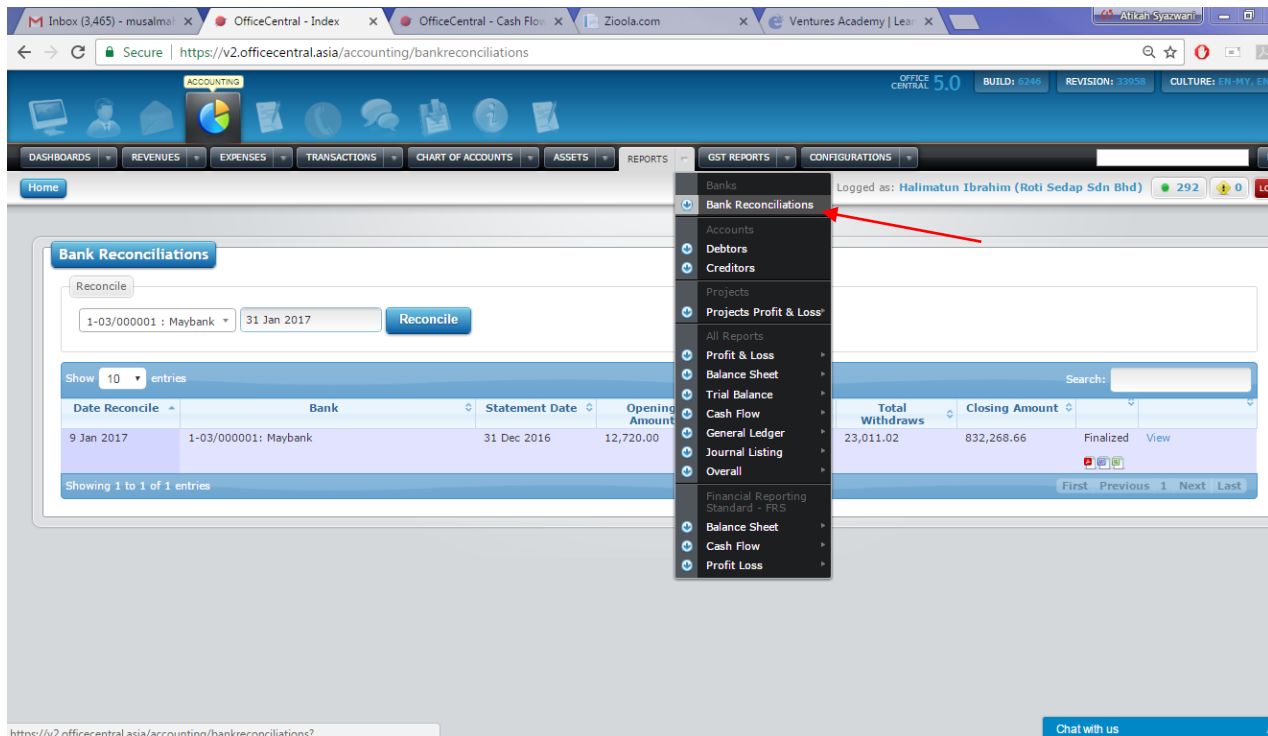
BANK RECONCILIATIONS

WHAT IS BANK RECONCILIATION?

Bank Reconciliation is a comparison between Bank Statement sent by Bank with system Bank Account (Cashflow). In Bank Reconciliation, User has to match the balance in Bank Statement with Bank Account in system. Any discrepancy is recorded in Bank Reconciliation Reports.

STEPS ARE AS BELOW:

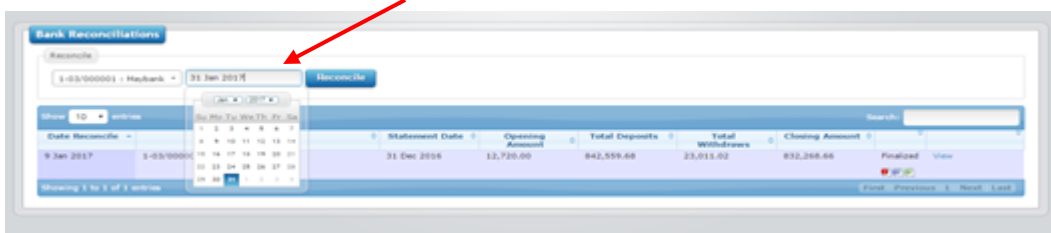
1) Reports – Bank Reconciliations. Click Bank Reconciliation in Reports to access the module.



2) Select Bank to reconcile



3) Select End Month Date according to Monthly Bank Statement, after Select, click "Reconcile"



4) Putting in the amount:

Statement Opening Amount : -Take Opening Balance according to Bank Statement @ System will take latest closing Amount from Previous Month Bank Reconciliation

Statement Closing Amount : -Take Closing Balance at Bank Statement

Reconcile

Bank Account
Account: 1-03/000001 : Maybank
Statement Ending Date: 31 Jan 2017

Statement Opening Amount: 832268.66
Statement Closing Amount: 0

Transaction ID	Transaction Date	Transaction No	Transaction Description	Cheque(s)	Deposit	Withdraw	Correct?
1	18 April 2016	00000049/2016	Bank in cash	No cheque(s)	2000.00	0.00	<input type="checkbox"/>
2	15 December 2016	1P000020/2016	(Pu/2016/20) payment for claims raised	(105.00)	0.00	105.00	<input type="checkbox"/>
3	16 December 2016	1P000021/2016	(Pu/2016/21) Payment for reimbursement Petty Cash January 2017	(500.00)	0.00	500.00	<input type="checkbox"/>
4	9 January 2017	1P000003/2017	test partial	(20.00)	0.00	20.00	<input type="checkbox"/>
				Closing Total	0.00	625.00	
				Transaction Total (Expected Total)	0.00 (-832268.66)		

Note: The numbers in red on the right side of the total is the supposed total of the bank reconciliation. It is calculated based on the current bank reconciliation ending amount deducted by the previous bank reconciliation ending amount.

Reconcile Status: Chat with us

5) Do 1st Phase Of Reconciliation

All lines in Cashbook (inflow/outflow) will be listed in the Box under “Reconcile”.

Deposit: Inflow Withdraw : Outflow

At Reconcile: Tick if the lines are appeared in Bank Statement.

Reconcile

Bank Account
Account: 1-03/000001 : Maybank
Statement Ending Date: 31 Jan 2017

Statement Opening Amount: 832268.66
Statement Closing Amount: 0

Transaction ID	Transaction Date	Transaction No	Transaction Description	Cheque(s)	Deposit	Withdraw	Correct?
1	18 April 2016	00000049/2016	Bank in cash	No cheque(s)	2000.00	0.00	<input type="checkbox"/>
2	15 December 2016	1P000020/2016	(Pu/2016/20) payment for claims raised	(105.00)	0.00	105.00	<input type="checkbox"/>
3	16 December 2016	1P000021/2016	(Pu/2016/21) Payment for reimbursement Petty Cash January 2017	(500.00)	0.00	500.00	<input type="checkbox"/>
4	9 January 2017	1P000003/2017	test partial	(20.00)	0.00	20.00	<input type="checkbox"/>
				Closing Total	0.00	625.00	
				Transaction Total (Expected Total)	-625.00 (-832268.66)		

Note: The numbers in red on the right side of the total is the supposed total of the bank reconciliation. It is calculated based on the current bank reconciliation ending amount deducted by the previous bank reconciliation ending amount.

(Quick) Bank Fees and Charges
☐ I have bank fees and charges to fill in.

Bank Fees: Debit to Overhead

6) Compare the entered Bank Statement closing Balance & Total tick lines.

The figures should be same.

Bank Reconciliation - Mafbank

Statement Opening Amount: 83268.66

Statement Closing Date: 31 Jan 2017

Statement Closing Amount: 83643.66

Reconcile

Transaction #	Transaction Date	Transaction Ref	Transaction Description	Cheque(s)	Deposit	Withdraw	Cancel
18	18 April 2016	03000049/2016	Bank in cash	By cheque(s)	2000.00	0.00	
18	18 December 2016	SP000020/2016	(Pu/2016/20) payment for claims raised	(105.00)	0.00	105.00	
18	18 December 2016	SP000021/2016	(Pu/2016/21) Payment for reimbursement Petty Cash January 2017	(500.00)	0.00	500.00	
18	9 January 2017	SP000003/2017	test partial	(20.00)	0.00	20.00	
Closing Total				0.00	0.00	625.00	
Transaction Total (Expected Total)						-625.00 (-625.00)	

Note: The numbers in red on the right side of the total is the supposed total of the bank reconciliation. It is calculated based on the current bank reconciliation ending amount deducted by the previous bank reconciliation ending amount.

(Quick) Bank Fees and Charges

☒ I have bank fees and charges to fill in.

Bank Fees: 0.00

Debit to Overhead: 0-03/000000: BANK FEES

This should be your bank fees overhead account.

7) Enter Bank Charges

Tick at "I have bank fees and charges to fill in", enter total bank charges & select the Chart Of Account which the bank charges refer to.

Bank Reconciliation - Mafbank

Statement Opening Amount: 83268.66

Statement Closing Date: 31 Jan 2017

Statement Closing Amount: 83643.66

Reconcile

Transaction #	Transaction Date	Transaction Ref	Transaction Description	Cheque(s)	Deposit	Withdraw	Cancel
18	18 April 2016	03000049/2016	Bank in cash	By cheque(s)	2000.00	0.00	
18	18 December 2016	SP000020/2016	(Pu/2016/20) payment for claims raised	(105.00)	0.00	105.00	
18	18 December 2016	SP000021/2016	(Pu/2016/21) Payment for reimbursement Petty Cash January 2017	(500.00)	0.00	500.00	
18	9 January 2017	SP000003/2017	test partial	(20.00)	0.00	20.00	
Closing Total				0.00	0.00	625.00	
Transaction Total (Expected Total)						-625.00 (-625.00)	

Note: The numbers in red on the right side of the total is the supposed total of the bank reconciliation. It is calculated based on the current bank reconciliation ending amount deducted by the previous bank reconciliation ending amount.

(Quick) Bank Fees and Charges

☒ I have bank fees and charges to fill in.

Bank Fees: 1.80

Debit to Overhead: 0-03/000000: BANK FEES

This should be your bank fees overhead account.

8) Click at Reconcile

Back to Use

Account

Reconcile

Bank Account

Account

1-0000000001 - Medicare

Statement Ending Date

31 Dec 2017

Statement Opening Amount

812100.00

Statement Closing Amount

812100.00

General Transaction

	Transaction Date	Transaction Ref	Transaction Description	Debit (\$)	Credit (\$)	Balance	Reconcile
❌	29 December 2016	SP0000000000000000	SP0000000000000000 payment for claims raised	(100.00)	0.00	100.00	
❌	30 December 2016	SP0000000000000000	SP0000000000000000 Payment for reimbursement Public Health Service 2017	(500.00)	0.00	500.00	
❌	8 January 2017	SP0000000000000000	test partial	(10.00)	0.00	20.00	
❌	21 January 2017	SP0000000000000000	Bank Fees & Charges	0.00	(0.00)	1.00	
Total of deposits and withdrawals							

Chat with us

2ND PHASE OF RECONCILIATION

9) Unmatched Transaction

Key in any transaction that listed in Bank Statement but not listed in our OfficeCentral Cashbook/Bank Book.

Transactions

Transaction Date	Transaction No.	Transaction Description	Deposit(s)	Withdraw
15 December 2016	SP000026/2016	(PV/2016/20) payment for claims raised	(105.00)	0.00
16 December 2016	SP000021/2016	(PV/2016/23) Payment for reimbursement Patts Cash January 2017	(800.00)	0.00
9 January 2017	SP000003/2017	test period	(20.00)	0.00

Total of 3 deposit(s) And 3 withdraw(s)

Scheduled Transactions

Transaction Date	Transaction No.	Transaction Description	Deposit(s)	Withdraw
+ Add for any Unknown Transaction				

Cancelled Transactions

Transaction Date	Transaction No.	Transaction Description	Deposit(s)	Withdraw
Total of 0 deposit(s) And 0 withdraw(s)				

Other Transactions Not Accounted

Transaction No.	Transaction Date	Transaction No.	Transaction Description	Deposit(s)	Withdraw	Cancel
10	18 April 2016	0000006/2016	Bank in cash	No deposit(s)	2,000.00	0.00
10	31 January 2017	8499995	Bank Fee & Charge	No deposit(s)	0.00	3.80

Chat with us

10) Cancelled Transactions

This is for cancelling Cheques/Transactions by Banks due to not comply with banks regulations. Example: Rejected Signatories, Unmatched Online Bank Account Name.

The listing under “Cancelled Transaction” will appear when we tick at **“Cancel”** during the 1st Phase of Reconcile.

Statement Opening Amount: 832268.66
Statement Ending Date: 31 Jan 2017
Statement Closing Amount: 831643.66

Transaction Date	Transaction No	Transaction Description	Cheque(s)	Deposit	Withdrawal	Cancel?
18 April 2016	0000006/2016	Bank in cash	No cheque(s)	2000.00	0.00	<input type="checkbox"/>
15 December 2016	SP000020/2016	(Pu/2016/20) payment for claims raised	(105.00)	0.00	105.00	<input type="checkbox"/>
16 December 2016	SP000021/2016	(Pu/2016/21) Payment for reimbursement Petty Cash January 2017	(500.00)	0.00	500.00	<input type="checkbox"/>
9 January 2017	SP000003/2017	test partial	(20.00)	0.00	20.00	<input type="checkbox"/>
Closing Total			0.00	0.00	625.00	
Transaction Total (Expected Total)			-625.00 (-625.00)			

Note: The numbers in red on the right side of the total is the supposed total of the bank reconciliation. It is calculated based on the current bank reconciliation ending amount deducted by the previous bank reconciliation ending amount.

(Quick) Bank Fees and Charges
☒ I have bank fees and charges to fill in.
 Bank Fees: 1.50
 Debit to Overhead: 8-02/000000: BANK FEES
 This should be your bank fees overhead account.

2nd Phase

Unmatched Transactions

Cancelled Transactions

Other Transactions Not Reconciled

Transaction Date	Transaction No	Transaction Description	Cheque(s)	Deposit	Withdrawal	Cancel?
18 April 2016	0000006/2016	Bank in cash	No cheque(s)	2,000.00	0.00	<input type="checkbox"/>
31 January 2017	BANKFEES	Bank Fees & Charges	No cheque(s)	0.00	1.50	<input type="checkbox"/>

Summary

Opening Amount: 832,268.66	Total Deposit: 0.00	Total Withdrawals: 625.00	Closing Amount: 831,643.66 (831,643.66)
----------------------------	---------------------	---------------------------	---

Finalize

11) Other Transaction Not Reconciled

The transaction in OfficeCentral Cashbook that unreconciled from previous months, & still not yet not appear in the current bank statement , will appear under “Other Transactions Not Reconciled”.

The Transaction Date is previous months from current months.

The screenshot shows the 'Reconcile' window in OfficeCentral Cashbook. It has tabs for 'Unmatched Transactions', 'Cancelled Transactions', and 'Other Transactions Not Reconciled'. The 'Other Transactions Not Reconciled' tab is selected and highlighted with a red box. It contains a table with the following data:

Transaction No	Transaction Date	Transaction Description	Cheque(s)	Deposit	Withdraw	Cancel?
000006/2016	18 April 2016	Bank in cash	No cheque(s)	2,000.00	0.00	<input type="checkbox"/>
0000FEES	31 January 2017	Bank Fees & Charges	No cheque(s)	0.00	1.50	<input type="checkbox"/>

Below the table is a 'Summary' section with the following values:

Opening Amount	Total Deposit	Total Withdraws	Closing Amount
831,268.66	0.00	625.00	831,643.66 (831,643.66)

A 'Finalize' button is visible at the bottom right of the window.

12) Finalize Bank Reconciliation

We can finalize Bank Reconciliation after the balances are tally between Closing Amount OfficeCentral Cashbook & Bank Statement (amount in brackets).

The Finalize Button only appear when the amounts are tally anyway.

This screenshot is similar to the previous one, but with additional annotations. A red box highlights the 'Other Transactions Not Reconciled' table, and a red oval highlights the 'Finalize' button at the bottom. A red arrow points to the 'Closing Amount' in the summary section, which is '831,643.66 (831,643.66)', indicating that the amounts are now tallying.

2.7 GST RETURNS

With OfficeCentral Accounting module, you can keep track of all input tax and output tax paid to Malaysian Customs Department.

MINIMUM REQUIREMENTS FOR GST REPORT SUBMISSION (GST RETURN)

Before processing GST return, please make sure that you have finalized the following during your taxable period:
(Example: 1 April 2015 to 30 June 2015)

- ✓ Accounting Period
- ✓ Chart of Account
 - Cash and/or Bank Account
 - Debtor
 - Creditor
 - Revenue Accounts
 - Overhead / Cost of Goods Sold / Inventory
- ✓ Received Invoices
- ✓ Issued Invoices

STEP 1: PREPARING GST REPORT

To process GST return, please do the following steps:

1. Go to **GST REPORTS** submodule and click **GST 03** menu. The following screen will be shown:

GST-03

Process GST 03

Taxable Period: 2 May 2015 to 1 August 2015

Process

Date Created	Taxable Period Start Date	Taxable Period End Date	Input Tax	Output Tax	Details	Finalize Status	Payment Status
9 Feb 2015	2/2/2015	5/1/2015	0.00	0.00	Details	Finalize Reprocess	Mark as Paid
11 Feb 2015	1/1/2015	3/31/2015	0.00	0.00	Details	Finalize Reprocess	Mark as Paid
19 Feb 2015	1/1/2015	3/31/2015	0.00	0.00	Details	Finalize Reprocess	Mark as Paid

Showing 1 to 3 of 3 entries

First Previous 1 Next Last

2. Select taxable period **Start Date** and **End Date**. Afterwards, and click the **Process** button.

3. A summary for GST will be displayed as screenshot below.

Back to List

YOUR CHANGES HAVE BEEN SAVED.

GST 03

TAP | PDF | Word | Excel

Information

Taxable Period Start Date
1 January 2015

Taxable Period End Date
31 March 2015

Output Tax

Total Value of Standard Rated Supply 23,368.00

Total Output Tax 1,462.48

Input Tax

Total Value of Standard Rated Acquisition 1,000.00

Total Input Tax 56.60

4. Look at the top left section and you will see the following links:

Back to List

YOUR CHANGES HAVE BEEN SAVED.

GST 03

TAP | PDF | Word | Excel

5. You can download the files – from left: TAP File, GST 03 Form (PDF), GST 03 Form (Word) and GST 03 Form (Excel).
6. You can click **Back to List** button to go back to the list of generated GST 03 data.
7. If you need to review your generated data, click on **Details** on the same row with the GST 03 that you have just generated.
8. If you made changes in accounting during the taxable period that you have selected, you can update your GST report as well. Click **Reprocess** to process the return again.
9. Once reprocessing is done, click **Finalize**.
10. After the GST return is finalized, you can directly download all four files under **Finalize Status** tab.
11. If payment has been made, click **Claim/Pay GST**.

STEP 2: SUBMIT GST REPORT

You can submit your GST report via 1) Upload the TAP file to Customs TAP website 2) Print out GST 03 Form (PDF) and submit it to any Customs office.

MORE DETAILED STEPS ON PREPARING GST RETURNS STARTING FROM TRANSACTIONS

There are several steps for system to process GST Report. These steps are divided into sections as below:

- GST Global Configuration
- GST Transaction Entry Level-Revenue (Output Tax)
- GST Transaction Entry Level-Expenses (Input Tax)
- GST Transaction Entry Level Capital Goods (Output Tax) – *if any*
- GST Transaction Entry Level Capital Goods (Input Tax) – *if any*
- GST Report (GST-03)
- Report Submission (TAP)
- Issuing GST Payment @ Receiving Claim GST

SECTION A: GST GLOBAL CONFIGURATION

Please refer to the Global Configurations User Manual in order to setup the taxes for GST.

SECTION B: GST TRANSACTION ENTRY LEVEL-REVENUE (OUTPUT TAX)

At transaction level, User can enter GST information at each Item for each Invoices issue to Customer.

- Revenue->Issue Invoices->Add New

No	Title	Description
1	Tax	Select the Tax Code for Revenue-Output Tax, system will auto calculate the Tax Amount
2	Tax (Total) for Invoice	Total Tax Amount for Invoice
3	Is the price tax inclusive?	Tick if the GST is included in the Net Price

SECTION C: GST TRANSACTION ENTRY LEVEL-EXPENSES (INPUT TAX)

At transaction level, User can enter GST information at each Item for each Invoices received from Supplier.

1) Expenses->Received Invoices->Add New

Back to List Import Document No Import Document No Submit

Currency Malaysian Ringgit (MYR) (Default) Exchange Rate 1

Subject Accounting_Common_Subject

Click here to view billing information

☐ Is discount in percentage (%)?

☐ Is the unit price tax inclusive?

Qty	Item	Unit Price	Discount	Excl. Tax	Tax	Incl. Tax	Select Account (if applicable)
1.0000	Custom Product	0.0000	Amount %	0.00	No tax	0.00	No Account
	Name		0.00 0.0		0.00		

+ Add Item

Amount Excl Tax 0.00

Discount 0.00

Tax 0.00

Amount Incl Tax 0.00

Additional Information Mobile View Chat with us Top

No	Title	Description
1	Tax	Select the Tax Code for Expenses-Input Tax, system will auto calculate the Tax Amount
2	Tax (Total) for Invoice	Total Tax Amount for Invoice
3	Is the price tax inclusive?	Tick if the GST is included in the Net Price

SECTION D: GST TRANSACTION ENTRY LEVEL CAPITAL GOODS (OUTPUT TAX) – IF ANY

1) Revenue->Issued Invoices (Capital Goods)->Add

The screenshot shows the Office Central 5.0 web application interface. The user is logged in as Halimatus Ibrahim (Roti Bagus Sedap Sdn Bhd). The 'ACCOUNTING' menu is expanded, showing 'ISSUED INVOICES (CAPITAL GOODS)' with options for 'OVERALL', 'MY LOCATION', and 'ADD NEW'. Below the menu, there is a table of invoices.

Transaction Date	Invoice No	Creditor	Invoice Amount	Date Issued	Date Due	Months Due	Status	Action	Download
12 Mar 2017	INV-A/2017/8	Kedai Runcit Berjaya	100.00 (BALANCE :100.00)	12 Mar 2017	12 Apr 2017	Not Yet Due	Approved	Details Issue Payment Receive Credit Note	
11 Oct 2016	INV-A/2016/85	Kedai Runcit Berjaya	212.00 (BALANCE :212.00)	11 Oct 2016	11 Nov 2016	4 Month(s)	Approved	Details Issue Payment Receive Credit Note	

The screenshot shows the 'Invoice (Capital Goods)' form. A red arrow points to the 'Account' dropdown menu. Another red arrow points to the 'Invoice Ref No' field. A third red arrow points to the 'Quantity' field. A fourth red arrow points to the 'Asset' dropdown menu. The form includes fields for 'Name', 'Registration No', 'GST No', 'Street 1', 'Street 2', 'Postcode', 'City', 'State', and 'Country'. The 'Invoice Items' section has a table with columns for Quantity, Asset, Name, Unit Price, Excl Tax, Tax, Tax Amount, and Total Incl Tax.

Secure | https://v2.officentralasia/accounting/invoiceassets/create

Back To List Save

Country

Invoice Items

Is Price per Unit incl. of tax?

Quantity	Asset	Name	Unit Price	Excl Tax	Tax	Tax Amount	Total Incl Tax
0	Select item		0.00	0.00		0.00	0.00

Add Item (+)

Transaction Details

Transaction Date
12 Mar 2017

Description

Account Credit Project Detail

Leave empty if you'd like to us to automate your transaction details

Add Debit (+) Add Credit (+)

Mobile View Chat with us Top

No	Title	Description
1	Account	Select Customer Account
2	Asset	Select which Asset to sell
3	Name	Asset Name. Example: Brand Name
4	Tax	Tax Code for Capital Goods Revenue
5	Transaction Detail (Note)	Leave it empty to let system automate Transaction Details

2) Click "Save"

Transaction Details

Secure | https://v2.officentralasia/accounting/InvoiceAssets/Edit/500476

Back To List Save

Is Price per Unit incl. of tax?

Quantity	Asset	Name	Unit Price	Excl Tax	Tax	Tax Amount	Total Incl Tax
1.0000	(2-04/000004) Mesin 2 Filling	Mesin Roti Jenama Elba	100.0000	94.34	BR (6.00 %)	5.66	100.00

Add Item (+)

Transaction Details

Transaction Date
12 Mar 2017

Description

Account	Debit	Credit	Project Detail
2-04/000004 : Mesin 2 Filling	0.00	100.00	Select item
1-04/000002 : Kadei Runcit Berjaya	5.66	0.00	Select item
1-04/000002 : Kadei Runcit Berjaya	94.34	0.00	Select item

Add Debit (+) Add Credit (+)

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SECTION E: GST TRANSACTION ENTRY LEVEL CAPITAL GOODS (INPUT TAX) – IF ANY

1) Expenses->Received Invoices (Capital Goods)->Add

Office Central 5.0 BUILD: 5276 REVISION: 36085 CULTURE: EN-MY, EN-MY

Logged as: Halimatus Ibrahim (Roti Bagus Sedap Sdn Bhd) 288 0 LOGOUT

Home

TRANSACTIONS > RECEIVED INVOICES (CAPITAL GOODS) > ADD NEW

List Of Received Invoices (Capital Goods)

Received Invoice (Capital Goods)

Advanced Search

Show 10 entries

Transaction Date	Invoice Amount	Date Issued	Date Due	Months Due	Status	Action	Download
28 Oct 2016	1060.00 (BALANCE :1060.00)	28 Oct 2016	28 Nov 2016	4 month(s)	Approved	Details Issue Payment Receive Credit Note	

Showing 1 to 1 of 1 entries

Issue Payment

https://v2.officentral.asia/accounting/receiveinvoiceassets/create? Chat with us

Home Create

Logged as: Halimatus Ibrahim (Roti Bagus Sedap Sdn Bhd) 288 0 LOGOUT

Back To List Save

Receive Invoice Capital Goods Assets

Invoice Details

Received From: Select item

Company Name

Business Reg No GST Reg No

Address Street 1

Address Street 2

Post Code City

State

Country

Invoice No: Invoice Number

Date Received: 12 Mar 2017

Date Due: 12 Apr 2017

Import Document No: Import Document No

Invoice Items

Is Price per Unit incl. of tax?

Quantity	Assets	Name	Unit Price	Excl Tax	Tax	Tax Amount	Total Incl Tax
0	Select item		0.00	0.00		0.00	0.00

Mobile View Chat with us

2 3 4

No	Title	Description
1	Account	Select Supplier Account
2	Asset	Select which Asset to buy
3	Name	Asset Name. Example: Brand Name
4	Tax	Tax Code for Capital Goods Expenses
5	Transaction Detail (Note)	Leave it empty to let system automate Transaction Details

2) Click “Save”

Transaction Details

SECTION F: GST REPORTS

When User would like to process GST for GST Reports & Submission, please go to Sub-Module GST Reports

1) GST Reports->GST 03

Process GST 03

Taxable Period: 1 March 2017 to 31 May 2017

Process

Search:

Date Created	Taxable Period Start Date	Taxable Period End Date	Input Tax	Output Tax	Details	Finalize Status	Payment Status
1 Dec 2016 12:59 am	1 Apr 2016	30 Jun 2016	0.00	0.00	Details	TAP	Claim (Receive Payment)
1 Dec 2016 1:10 am	1 Jan 2016	31 Mar 2016	0.00	0.00	Details	TAP	Claim (Receive Payment)
1 Dec 2016 2:46 am	1 Jul 2016	30 Sep 2016	0.00	0.00	Details	TAP	Claim (Receive Payment)
1 Dec 2016 2:46 am	1 Oct 2016	30 Nov 2016	10,821.42	2,699.90	Details	TAP	Claim (Receive Payment)
24 Jan 2017 1:14 am	1 Dec 2016	28 Feb 2017	0.00	0.00	Details	Finalize Delete	

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

2) Select Taxable Period-> Click button Process

Process GST 03

Taxable Period: 1 March 2017 to 31 May 2017

Process

Search:

Date Created	Taxable Period Start Date	Taxable Period End Date	Input Tax	Output Tax	Details	Finalize Status	Payment Status
1 Dec 2016 12:59 am	1 Apr 2016	30 Jun 2016	0.00	0.00	Details	TAP	Claim (Receive Payment)
1 Dec 2016 1:10 am	1 Jan 2016	31 Mar 2016	0.00	0.00	Details	TAP	Claim (Receive Payment)
1 Dec 2016 2:46 am	1 Jul 2016	30 Sep 2016	0.00	0.00	Details	TAP	Claim (Receive Payment)
1 Dec 2016 2:46 am	1 Oct 2016	30 Nov 2016	10,821.42	2,699.90	Details	TAP	Claim (Receive Payment)
24 Jan 2017 1:14 am	1 Dec 2016	28 Feb 2017	0.00	0.00	Details	Finalize Delete	

Showing 1 to 5 of 5 entries

First Previous 1 Next Last

Taxable Period	Depending on the Taxable Period given by Authority.
----------------	---

3) Checking Details

Secure | <https://v2.officecentral.asia/accounting/GST03>

ACCOUNTING OFFICE CENTRAL 5.0 BUILD: 6276 REVISION: 36085 CULTURE: EN-MY, EN-MY

DASHBOARDS REVENUES EXPENSES TRANSACTIONS CHART OF ACCOUNTS ASSETS REPORTS GST REPORTS CONFIGURATIONS HELP

Home Logged as: Halimatus Ibrahim (Roti Bagus Sedap Sdn Bhd) 288 0 LOGOUT

GST-03

Process GST 03

Taxable Period: 1 June 2017 to 31 August 2017

Process

Show 12 entries Search:

Date Created	Taxable Period Start Date	Taxable Period End Date	Input Tax	Output Tax	Details	Finalize Status	Payment Status
1 Dec 2016 12:59 am	1 Apr 2016	30 Jun 2016	0.00	0.00	Details	TAP	Claim (Receive Payment)
1 Dec 2016 1:10 am	1 Jan 2016	31 Mar 2016	0.00	0.00	Details	TAP	Claim (Receive Payment)
1 Dec 2016 2:46 am	1 Jul 2016	30 Sep 2016	0.00	0.00	Details	TAP	Claim (Receive Payment)
1 Dec 2016 2:46 am	1 Oct 2016	30 Nov 2016	10,821.42	2,699.90	Details	TAP	Claim (Receive Payment)
24 Jan 2017 1:14 am	1 Dec 2016	28 Feb 2017	0.00	0.00	Details	TAP	Claim (Receive Payment)
12 Mar 2017 3:53 pm	1 Mar 2017	31 May 2017	0.00	5.66	Details	Finalize Delete	

Showing 1 to 6 of 6 entries First Previous 1 Next Last

Mobile View Chat with us Top

Click At "Details"

Secure | <https://v2.officecentral.asia/accounting/gst03/Details/11151>

ACCOUNTING OFFICE CENTRAL 5.0 BUILD: 6276 REVISION: 36085 CULTURE: EN-MY, EN-MY

DASHBOARDS REVENUES EXPENSES TRANSACTIONS CHART OF ACCOUNTS ASSETS REPORTS GST REPORTS CONFIGURATIONS HELP

Home Details Logged as: Halimatus Ibrahim (Roti Bagus Sedap Sdn Bhd) 288 0 LOGOUT

Back To List

GST 03

TAP | Finalize

Information

Taxable Period Start Date: 1 March 2017

Taxable Period End Date: 31 May 2017

Output Tax

Total Value of Standard Rated Supply	94.34
Total Output Tax	5.66

Input Tax

Total Value of Standard Rated Acquisition	0.00
Total Input Tax	0.00

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Here is the Details page that you can view to double check your figures:

Secure | <https://v2.officentral.asia/accounting/gst03/Details/11151>

Back To List

GST Amount Claimable 0.00

Would you like to carry forward the refund? No

(Capital Goods Adjustments)

Additional Information

Total Value of Local Zero-Rated Supplies	0.00
Total Value of Export Supplies	0.00
Total Value of Exempt Supplies	0.00
Total Value of Supplies Granted GST Relief	0.00
Total Value of Goods Imported Under Approved Trader Scheme	0.00
Total Value of GST Suspended Under Approved Trader Scheme	0.00
Total Value of Capital Goods Acquired	0.00
Bad Debt Relief	0.00
Bad Debt Recovered	0.00

Breakdown Value of Output Tax in Accordance with Major Industry Codes

Code	Value of Output Tax	Percentage
	5.66	100.00

[View Transactions](#)

Mobile View Chat with us Top

- Once you are certain with the GST-03 and would like to submit that version, click “Finalize” button on the right hand side. Once Finalized, no changes can be done to the GST-03 and the Payment status will show whether to Claim or Pay GST.

Secure | <https://v2.officentral.asia/accounting/GST03>

ACCOUNTING OFFICE CENTRAL 5.0 BUILD: 6276 REVISION: 36085 CULTURE: EN-MY, EN-MY

DASHBOARDS REVENUES EXPENSES TRANSACTIONS CHART OF ACCOUNTS ASSETS REPORTS GST REPORTS CONFIGURATIONS HELP

Home Logged as: Halimatun Ibrahim (Roti Bagus Sedap Sdn Bhd) 288 0 LOGOUT

GST-03

Process GST 03

Taxable Period 1 June 2017 to 31 August 2017

Process

Show 12 entries

Date Created	Taxable Period Start Date	Taxable Period End Date	Input Tax	Output Tax	Details	Finalize Status	Payment Status
1 Dec 2016 12:59 am	1 Apr 2016	30 Jun 2016	0.00	0.00	Details	TAP [Icons]	Claim (Receive Payment)
1 Dec 2016 1:10 am	1 Jan 2016	31 Mar 2016	0.00	0.00	Details	TAP [Icons]	Claim (Receive Payment)
1 Dec 2016 2:46 am	1 Jul 2016	30 Sep 2016	0.00	0.00	Details	TAP [Icons]	Claim (Receive Payment)
1 Dec 2016 2:46 am	1 Oct 2016	30 Nov 2016	10,821.42	2,699.90	Details	TAP [Icons]	Claim (Receive Payment)
24 Jan 2017 1:14 am	1 Dec 2016	28 Feb 2017	0.00	0.00	Details	TAP [Icons]	Claim (Receive Payment)
12 Mar 2017 3:53 pm	1 Mar 2017	31 May 2017	0.00	5.66	Details	Finalize Delete	Claim (Receive Payment)

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

<https://v2.officentral.asia/accounting/GST03/Claim?gst03id=9448> Chat with us Top

SECTION G: REPORT SUBMISSION (TAP)

- 1) To generate TAP to submit to Custom's website, go to GST-03 ->Generate TAP File

Secure | https://v2.officecentral.asia/accounting/GST03

ACCOUNTING OFFICE CENTRAL 5.0 BUILD: 0226 REVISION: 36905 CULTURE: EN-MY, EN-HK

DASHBOARDS REVENUES EXPENSES TRANSACTIONS CHART OF ACCOUNTS ASSETS REPORTS GST REPORTS CONFIGURATIONS

Home Logged as: Halimatus Ibrahim (Roti Bagus Sedap Sdn Bhd) 288 LOGOUT

GST-03

Process GST 03

Taxable Period

1 June 2017 to 31 August 2017

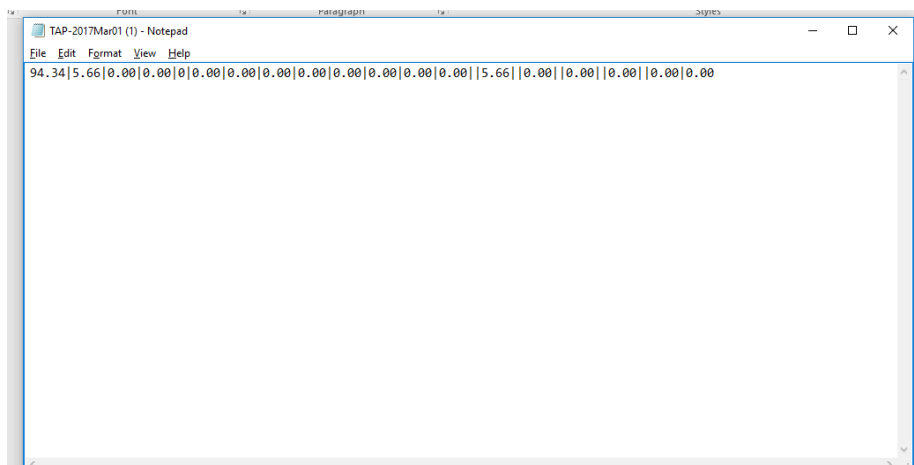
Process

Show 12 entries							Search:
Date Created	Taxable Period Start Date	Taxable Period End Date	Input Tax	Output Tax	Details	Finalize Status	Payment Status
1 Dec 2016 12:59 am	1 Apr 2016	30 Jun 2016	0.00	0.00	Details	TAP	Claim (Receive Payment)
1 Dec 2016 1:10 am	1 Jan 2016	31 Mar 2016	0.00	0.00	Details	TAP	Claim (Receive Payment)
1 Dec 2016 2:46 am	1 Jul 2016	30 Sep 2016	0.00	0.00	Details	TAP	Claim (Receive Payment)
1 Dec 2016 2:46 am	1 Oct 2016	30 Nov 2016	10,821.42	2,699.90	Details	TAP	Claim (Receive Payment)
24 Jan 2017 1:14 am	1 Dec 2016	28 Feb 2017	0.00	0.00	Details	TAP	Claim (Receive Payment)
12 Mar 2017 3:53 pm	1 Mar 2017	31 May 2017	0.00	5.66	Details	TAP	Pay (Issue Payment)

Showing 1 to 6 of 6 entries

First Previous 1 Next Last

This is the example of the file to be uploaded to TAP - Note File to upload to Custom's Website



SECTION H: ISSUING GST PAYMENT @ RECEIVING CLAIM GST

- Once you have finalized, the payment status will show. You will either need to Claim GST or Pay GST depending on your GST calculation in GST-03. If you need to pay for GST, go to Payment Status->Pay (Issue Payment).

The screenshot shows the 'GST-03' process screen. It includes a 'Process GST 03' button and a 'Taxable Period' selector set to '1 June 2017' to '31 August 2017'. Below this is a table of transactions. The table has columns for Date Created, Taxable Period Start Date, Taxable Period End Date, Input Tax, Output Tax, Details, Finalize Status, and Payment Status. The last row, dated 12 Mar 2017, shows an output tax of 5.66 and a payment status of 'Pay (Issue Payment)', which is highlighted with a red box.

Date Created	Taxable Period Start Date	Taxable Period End Date	Input Tax	Output Tax	Details	Finalize Status	Payment Status
1 Dec 2016 12:59 am	1 Apr 2016	30 Jun 2016	0.00	0.00	Details	TAP	Claim (Receive Payment)
1 Dec 2016 1:10 am	1 Jan 2016	31 Mar 2016	0.00	0.00	Details	TAP	Claim (Receive Payment)
1 Dec 2016 2:46 am	1 Jul 2016	30 Sep 2016	0.00	0.00	Details	TAP	Claim (Receive Payment)
1 Dec 2016 2:46 am	1 Oct 2016	30 Nov 2016	10,821.42	2,699.90	Details	TAP	Claim (Receive Payment)
24 Jan 2017 1:14 am	1 Dec 2016	28 Feb 2017	0.00	0.00	Details	TAP	Claim (Receive Payment)
12 Mar 2017 3:53 pm	1 Mar 2017	31 May 2017	0.00	5.66	Details	TAP	Pay (Issue Payment)

Pay (Issue Payment) – Here you can do the transactions in accounting to issue payment for the GST. (Please take note that for GST payment you need to pay directly on Custom's website. This transaction is for accounting transactions purposes only.)

The screenshot shows the 'Issue Payment' form. It has a 'Basic Information' tab. The form includes the following fields:

- Reference Number: [Text Field]
- Date Received: 12 Mar 2017
- Issued From: [Dropdown Menu]
- Payment Method: Cash
- Issued To: OUTPUT TAX (If cash purchases, please input at the billing section.)
- Payment Reference Number / Cheque Number: [Text Field]
- Import Document No: [Text Field]
- Currency: Malaysian Ringgit (MYR) (Default)
- Exchange Rate: 1
- Subject: GST Payment for 3/2017 - 5/2017

There are 'Back to List' and 'Submit' buttons at the top right of the form area.

- 2) If your input tax is higher than output tax, the payment status will show: Payment Status->Claim (Receive Payment). Click the link to create the accounting transactions to receive payment.

The screenshot shows the 'GST-03' process page in Office Central 5.0. The 'Taxable Period' is set from 1 June 2017 to 31 August 2017. A table displays 12 entries. The 'Payment Status' column for several entries is 'Claim (Receive Payment)', with one instance highlighted by a red box. The table columns include Date Created, Taxable Period Start Date, Taxable Period End Date, Input Tax, Output Tax, Details, Finalize Status, and Payment Status.

Date Created	Taxable Period Start Date	Taxable Period End Date	Input Tax	Output Tax	Details	Finalize Status	Payment Status
1 Dec 2016 12:59 am	1 Apr 2016	30 Jun 2016	0.00	0.00	Details	TAP	Claim (Receive Payment)
1 Dec 2016 1:10 am	1 Jan 2016	31 Mar 2016	0.00	0.00	Details	TAP	Claim (Receive Payment)
1 Dec 2016 2:46 am	1 Jul 2016	30 Sep 2016	0.00	0.00	Details	TAP	Claim (Receive Payment)
1 Dec 2016 2:46 am	1 Oct 2016	30 Nov 2016	10,821.42	2,699.90	Details	TAP	Claim (Receive Payment)
24 Jan 2017 1:14 am	1 Dec 2016	28 Feb 2017	0.00	0.00	Details	TAP	Claim (Receive Payment)
12 Mar 2017 3:53 pm	1 Mar 2017	31 May 2017	0.00	5.66	Details	TAP	Pay (Issue Payment)

Claim (Receive Payment)) – Here you can do the transactions in accounting to receive payment for the GST. (Please take note that this transaction is for accounting transactions purposes only. Custom's will pay for the Claim separately and direct to the company's account registered with Customs.)

The screenshot shows the 'Issue Receipt' form in Office Central 5.0. The form is for a GST claim for the period 12/2016 - 2/2017. The 'Reference Number' is REC-A/2015/1, and the 'Date Issued' is 12 Mar 2017. The 'Received In' is 'INPUT TAX' and the 'Payment Method' is 'Cash'. The 'Currency' is 'Malaysian Ringgit (MYR) (Default)' and the 'Exchange Rate' is 1. The 'Subject' is 'GST Claim for 12/2016 - 2/2017'. There are checkboxes for 'Is discount in percentage (%)?' and 'Is the unit price tax inclusive?'. A 'Click here to view billing information' link is also present.

2.8 ACCOUNTING FOR MULTIPLE LOCATIONS

OfficeCentral Accounting also supports accounting for companies with multiple locations. This is available only under the Professional Edition.

INITIAL SETUP FOR MULTIPLE LOCATIONS

If you have multiple locations, you can have either:

- 1) Combined accounting for different locations (Normal company accounting, no reports by location will be available)
- 2) One accounting for each location (Separate reports for each location with company-wide reports as well)

The following settings must be made before setting up accounting for different locations:

1. Location Setting: On each of the location defined in **Settings** Module > **SETTINGS** > **Location**, check (tick) on **Does it have it's own Chart of Accounts (Accounting)?** button.
2. Each location can have its own accounting. User roles for location admin can be set under **Roles** settings in **HRMS** module.

Important Notes

Admin of a particular location can only carry out transactions in his own location. Accounting reports can also be viewed by location.
