

# **AccStar Integrated Accounting System**

User's Guide (2013)

**Rachadapon Company Limited.**

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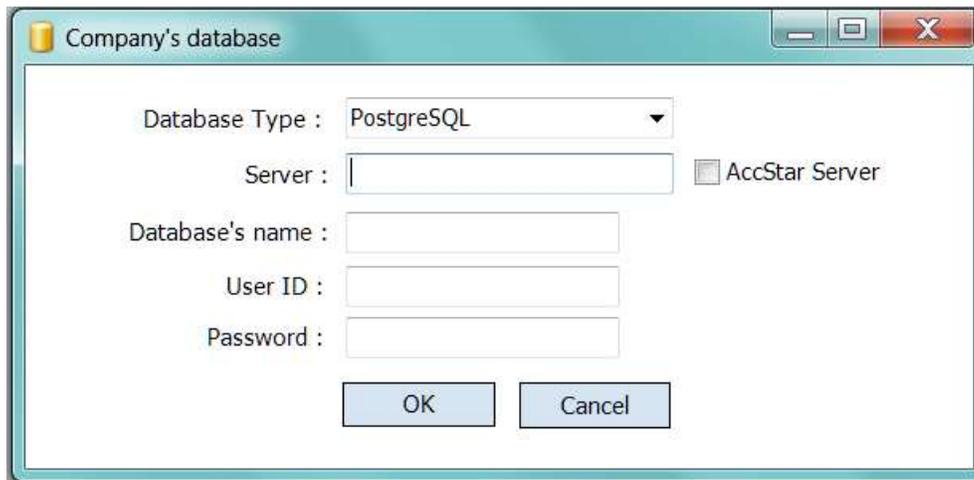
# Basic information for AccStar

## Database

### Select Company's database

You can select company's database as following.

- On the Setup Default Company form, you will see the current database.
- On the file dialog box, select new database that you want to use as the default database. You must have or created database before you can set up.
- After you have finished, restart program.



Company's database

Database Type : PostgreSQL

Server :   AccStar Server

Database's name :

User ID :

Password :

OK Cancel

## Compact database

It is for Microsoft Access database only. You can click to compact and reorder the database. It is also repair your database. You should perform compact processing regularly.

## Backup

You can backup database as following.

- On the Backup form, you will see the current database.
- Click 'Continue' button to backup or 'Cancel' button to close the form.
- On the file dialog box, select directory and select or type the backup file name.
- Click 'Save' button to confirm backup or 'Cancel' button to cancel backup.

### *Note:*

The backup file is a standard Zip file. You can unzip with any popular Unzip utility program.

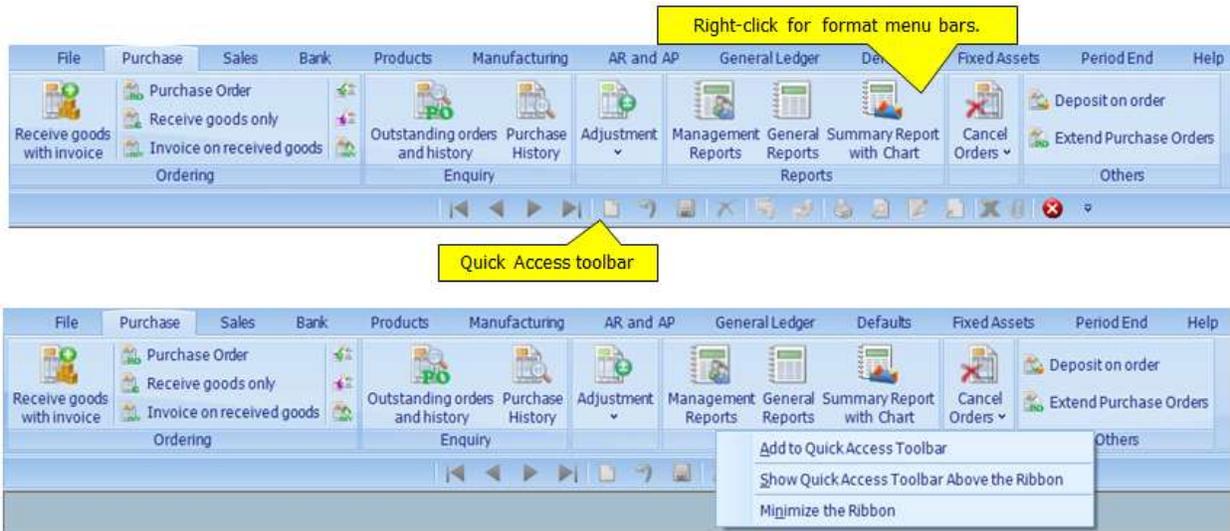
## Restore

You can restore database as following.

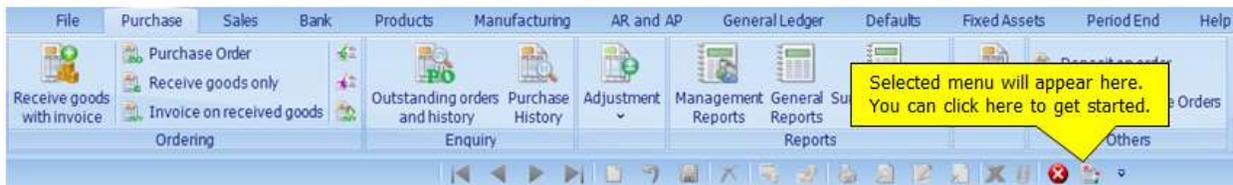
- On the Restore form, you will see the current database.
- Click 'Continue' button to backup or 'Cancel' button to close the form.
- On the file dialog box, select directory and the backup file that you want to restore. It will replace the existing database.

## Menu Bars

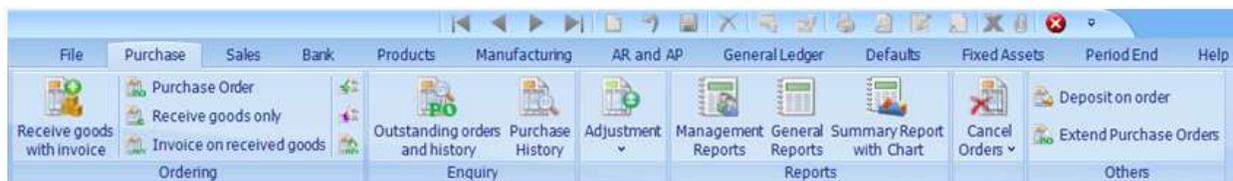
Menu bars are designed by following the general window's menu bar. Therefore, you should familiar with it.



When you click Add to Quick Access Toolbar.



When you click Show Quick Access Toolbar Above the Ribbon.



When you click Minimize the Ribbon.





## Tips:

- You can press ENTER to exit fields except some boxes you must use TAB to exit.
- You should normally press ENTER to exit fields. **AccStar** will validate your input data for you.
- In any window, you can use F4 to display dropdown list and can also use F4 for button click; Press Enter to select item. Press Escape (Esc) to cancel the pop up windows.
- Input characters in the dropdown list **AccStar** will get the nearest ID and Description.
- Press Escape (Esc) to go back to the first field.
- There are tool tip for menus and labels.

## Input new record

On very windows for inputting data you can press "Add New" button  or F2 **AccStar** will get the new number for you (last number + 1) in the combo box. However, you can change it if you want. You must change it while cursor is still in the combo box **AccStar** will keep the last number for you. If the cursor is out of combo box you cannot change it, you may cancel it by click "Restore" button  and press "Add New" button again if you want to change it. (*You can list the last numbers on any groups by right on the windows and click on the "Last Number" menu*)

Input all require information and click "Save" button  or F9 to save it. If you want to cancel the input data just click "Restore" button  or Ctrl + Z click "Close"  or Ctrl + F4 to close the windows.

On very windows for inputting data, there is the check box  **Close Doc.** . If you want to come back to change the input data, do not check it. But if it is final no longer need to change it, please check it. If the "Close doc" check box is check, **AccStar** will update all relate module such as Inventory, Account Payable, Account Receivable, General Ledger and etc. If you found that it needs correction, you must cancel it and input it again.

You can view or verify the generated accounting transactions on the "**Journal Transactions**" menu.

## Change on input data

On very windows for inputting data, if you want to change the unclosed-input record you just go to the specific record and override the data. Click "Save" button  or F9 to save it or click "Restore" button  or Ctrl + Z to cancel it.

## Delete record

On very windows for inputting data, if you want to delete the record just click "Delete" button  or Ctrl + D and confirm it.

## Print

On very windows, you can print documents by following:

- Select the report or form format
- Click  to preview only or preview before printing
- Click  to print directly to default printer without any change.
- Click  to edit or copy forms or reports. Use save as menu to copy it.
- Click  to delete forms or reports. Please be careful, you cannot recover the delete report.
- You cannot Print or Preview if you did not save the input data.

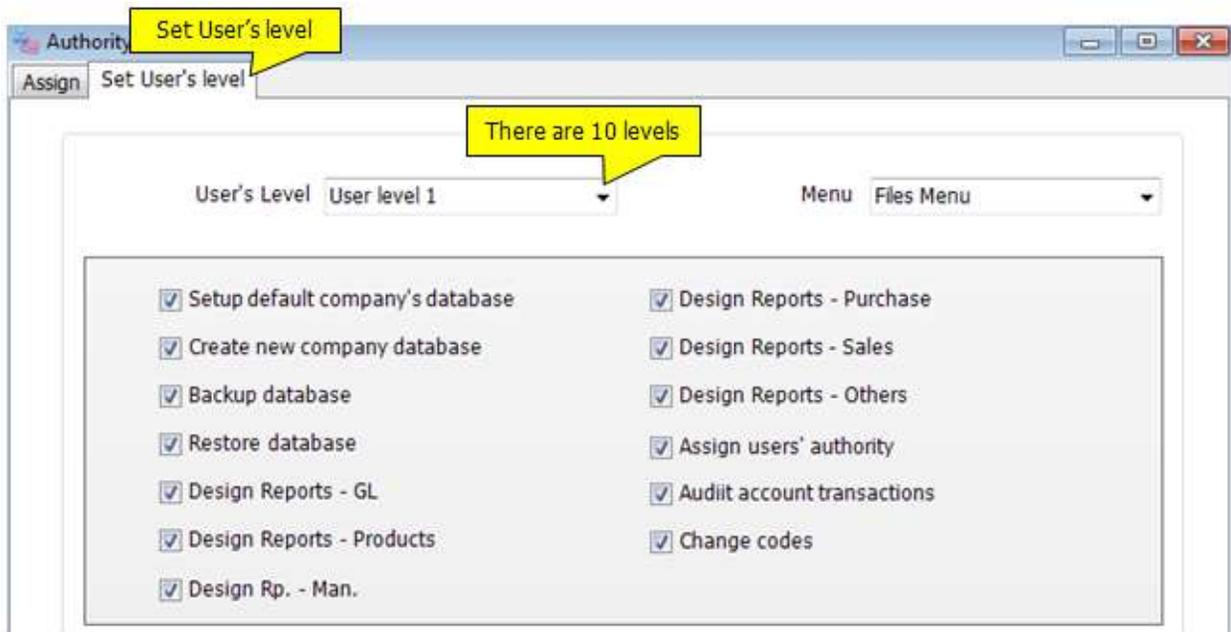
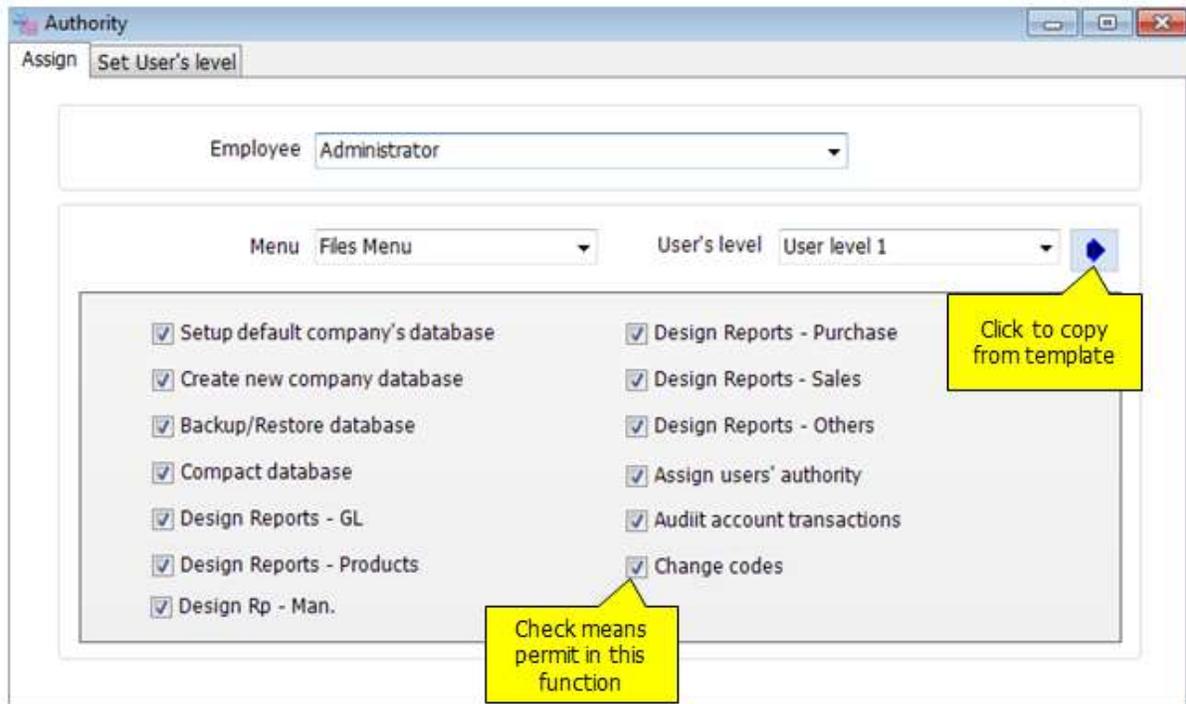
## Buttons

- ◆  Click to display available information.
- ◆  Click to do calculation or to get the data.
- ◆  Click to get the new number.
- ◆  Click to view or edit the hide field.
- ◆  Click to display information.

# Administration

## User Authority

This module is for the administrator to assign user's authority to each user.



## Input Data

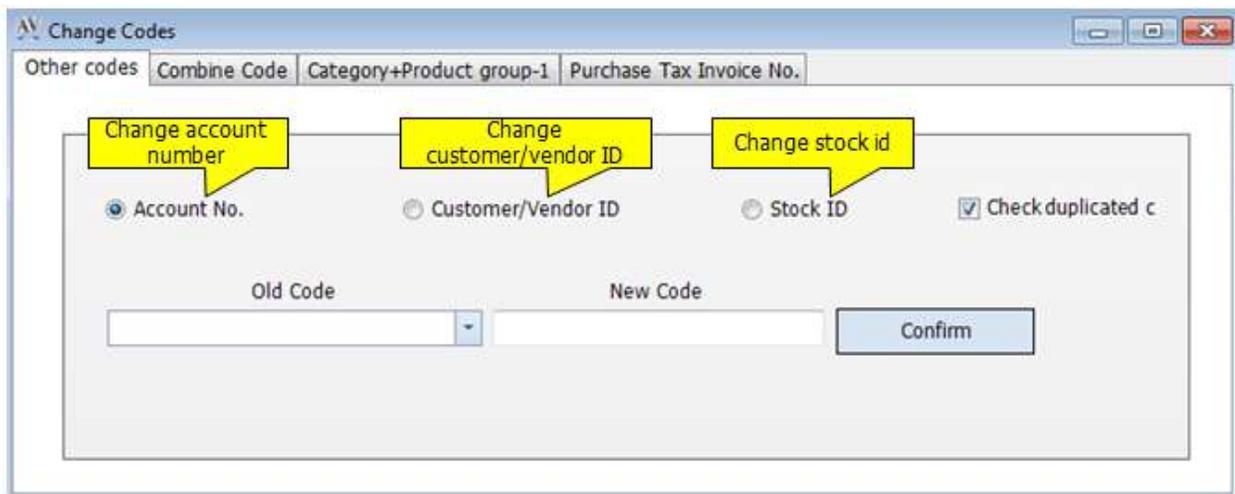
- Select **Employee**
- Select **Menu**
- Select **Function**
- Check or Uncheck the box
- Click Save  or (F9) to save edited record.

## Tips:

- ◆ You can define user's level (10levels) in **Set User's Level** window
- ◆ After that, you can use your defined level in **Assign** window
- ◆ Then, click  after choose

## Change Codes

This module is for change account code, customer code, stock code etc. The new code will instead of all the old one. However, you have to close all windows before changing.

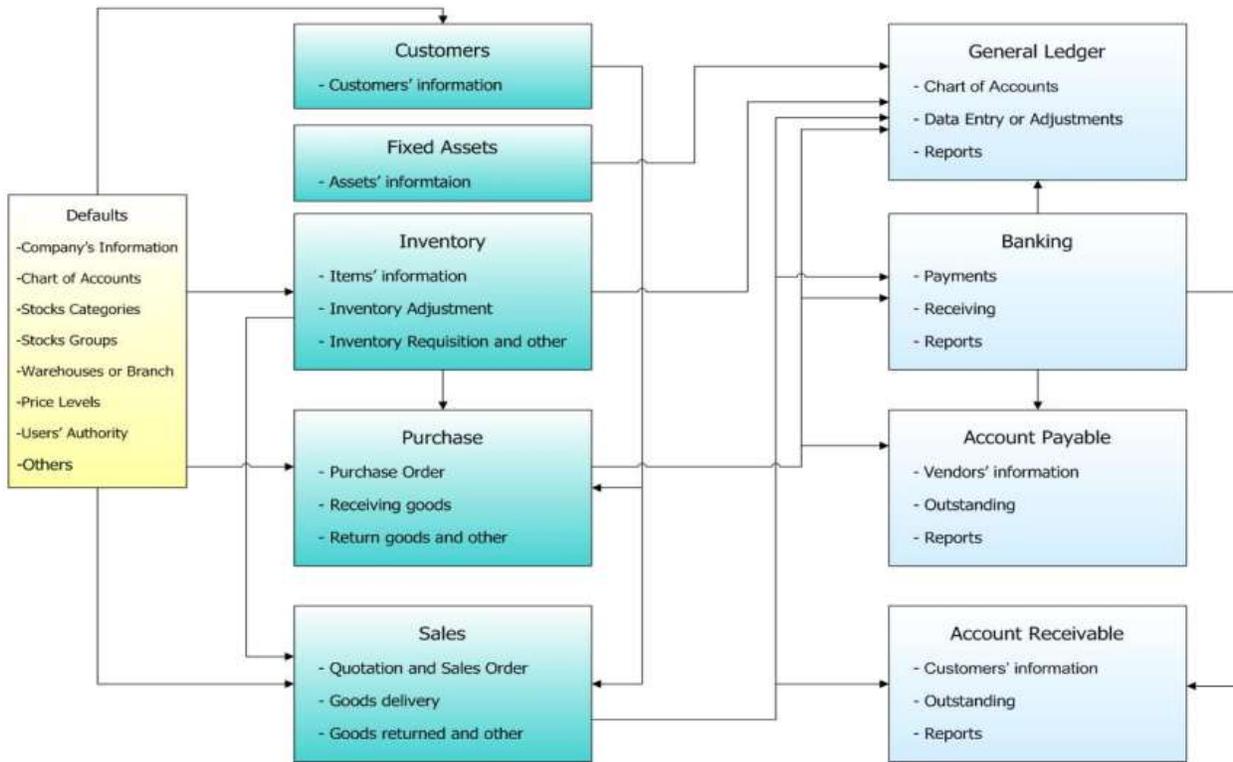


The screenshot shows a software window titled "Change Codes". At the top, there are several tabs: "Other codes", "Combine Code", "Category+Product group-1", and "Purchase Tax Invoice No.". The "Other codes" tab is active. Below the tabs, there are three radio buttons: "Account No." (which is selected), "Customer/Vendor ID", and "Stock ID". To the right of these is a checked checkbox labeled "Check duplicated c". Below the radio buttons, there are two text input fields: "Old Code" and "New Code". A "Confirm" button is located to the right of the "New Code" field. Three yellow callout boxes point to the radio buttons with the text: "Change account number", "Change customer/vendor ID", and "Change stock id".

## Input data:

1. Select code that you want to change
2. Input **Old Code**
3. Input **New Code**
4. You can **Check Duplicated code** if you want
5. Click **Confirm**

# Modules in AccStar



# Step by step setting up

## Computer configuration

**AccStar** can run on Windows Windows 7/XP/2003/Vista with at least the following specification:

- PC with Intel or AMD Processor with at least speed 1.0 GHz
- Ram 2 GB
- Monitor 17"

### **Screen Setting:**

- Color: High Color (16bit)
- Screen Area: 1024 by 768 pixels
- Font Size: Large Fonts

## Setup network

Users can run **AccStar** and share database unlimited concurrently. To set up **AccStar** on the network just very simple as following.

- Copy database (\*.mdb file) to any shared folder on your server.
- Install **AccStar** on any workstations that want to use **AccStar**.
- Run **AccStar**.
- Clicks File/Company's database



- Select the file on your server.
- Restart **AccStar**.
- Finished.

## Company information

The Company Information module helps you manage your company's default information. **AccStar** will use this information as a default value.

Name	This is the company's name, which will be used in many reports. The maximum size is 100 characters.
Office ID	This is used for multi-office company. <b>AccStar</b> can consolidate all account transactions. (Enterprise version)
Tax ID	Your company's Tax ID.
Address	It is your address.
Selected Address	It is your delivery address. It may be the same as your address.
Zip Code	If you input Zip Code, <b>AccStar</b> validates it for you. If it is true, <b>AccStar</b> gets the City and State information for you. Otherwise <b>AccStar</b> prompt you an error message.
Notes	Comment or remark

Company Information

Detail Other **Set up Parameters**

Number of decimal

Cost Method

Show steps when start   Running by Dept.

Exclusive Tax Price   Use assigned system date

Zero Stock   Use date on depreciation

Total items per page on forms

Aging Level 1 From (days)

Aging Level 2 From (days)

Aging Level 3 From (days)

Aging Level 4 over than

No. of decimal	It is the number of decimal that you want to use for numeric.
Cost Method	It is the method of calculating your inventory. There are three methods that you can select i.e. Average, FIFO and LIFO. You should define it when you set up your accounting period.
Show steps when start	It is the date format that display on date box. If date length display on date box is over than its width, uncheck the Long Date Format. You can change the format of Show steps when start on your system Control Panel. You should not include weekday when display date.
Exclusive Tax Price	Indicate that you want all calculation to exclude tax from the basic price. If it was not checked, the stated price includes tax in it.
Zero Stock	If it is checked <b>AccStar</b> will not check In Stock value. The In Stock value can be less than zero.
Total per page on forms	This is the number of lines per report. The maximum is 22 lines.
Running by Department	If you need to separate number by department, please check this box. The number are PO Number, SO Number etc.
Use Assigned System date	If you do not allow users to change the system date, please check this box.
Use date on depreciation	On depreciation calculation, it can calculate by using month or date. If you want to calculate by date, please check this box. If it was calculated by date, the depreciation for each month will be the number of days in that month.
Aging Level	It is the number of days that you want to set for aging your debtors or creditors

## Account Period

You must define accounting period prior any processing. There are 24 accounting periods used by **AccStar**. The first 12 periods are your normal accounting period. The 13<sup>th</sup> period to 24<sup>th</sup> period are for record keeping only. If you cannot close your year-end account, you can continue your accounting up to 12 periods. If you are finished with your year-end process, **AccStar** will transfer those transactions for you automatically.

- Select or input the start-date and end-date of each period. If the first month was modified and save, **AccStar** will ask you to confirm to let **AccStar** generate the following months for you.
- Click Save  or (F9) to save edited record.
- Click Close  or (Ctrl+F4) when finished.

## Chart of account

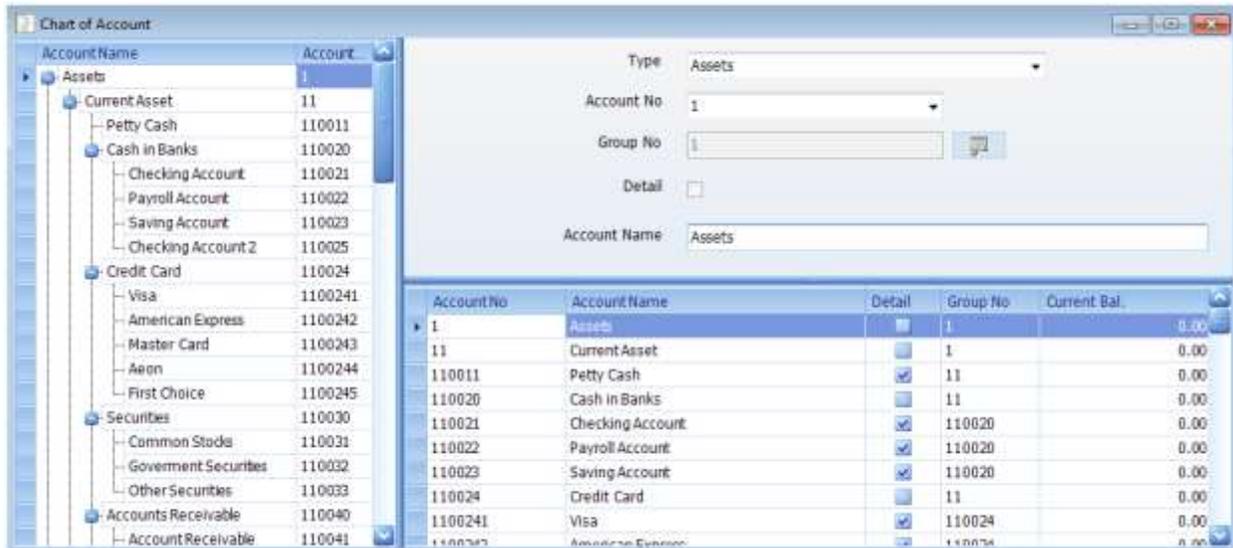
The Chart of Account Table is divided into 5 groups

### Balance Sheet Accounts

- Asset
- Liabilities
- Capital

### Profit and Loss Accounts

- Revenue
- Expense



### Tips:

- You must create Group account before create Detail account.
- You may design Account Number by including Department code or Profit center code to allocate income or expense
- You can change Account Number on the [change code screen](#). If you do not need existing Account Number, delete it.
- You cannot delete Account No. 1, 2, 3, 4, and 5. But you can change the Account Number on the [change code screen](#).
- You cannot delete Account Number which has current year transaction.

### Default account

You must set up default account prior to start input data to other modules.

**AccStar** use these account as default account when processing the mentioned module.

### Tax table

You can have up to 50 tax schemes to be used with your customers.

Tax Scheme	The Tax Scheme name.
Tax (%)	Tax percentage.

## To Change

- Input Tax Scheme name and Tax percentage.
- Click Save  or (F9) to save the edited record.
- Click Restore  or (Ctrl+U) to restore the edited record.

## Tips:

- ♦ **AccStar** use Tax SalesTax as Sales and Purchase tax.

## Miscellaneous Setting

There are functions in the Miscellaneous as follows:

You can set the code without any limit.

<u>Data</u>	<u>Description</u>
<b>Code</b>	You can assign up to 15 characters.
<b>Description-E</b>	It is the description in English. You can assign up to 100 characters.
<b>Description -O</b>	It is the description in other language. If you do not use, you can assign it in to English up to 100 characters.

### 1. Journals

This module is to maintain Journals. You cannot delete journal, but can add it.

### 2. Cash accounts

This module is to define all available cash accounts. This information will be used in payment and receive from payment module.

### 3. Bank accounts

This module is to define all available bank accounts. This information will be used in payment and receive from payment module.

#### **4. Credit card accounts**

This module is to define all available credit-card accounts. This information will be used in receive payment module.

#### **5. Departments**

This module is to define department will be used in modules.

#### **6. Category for fixed asset and stock**

This module is to define category that will be used in Fixed Assets and Inventory module for grouping purpose.

#### **7. Brand for fixed asset and stock**

This module is to define band that will be used in Fixed Assets and Inventory module for grouping purpose.

#### **8. Location for fixed asset and stock**

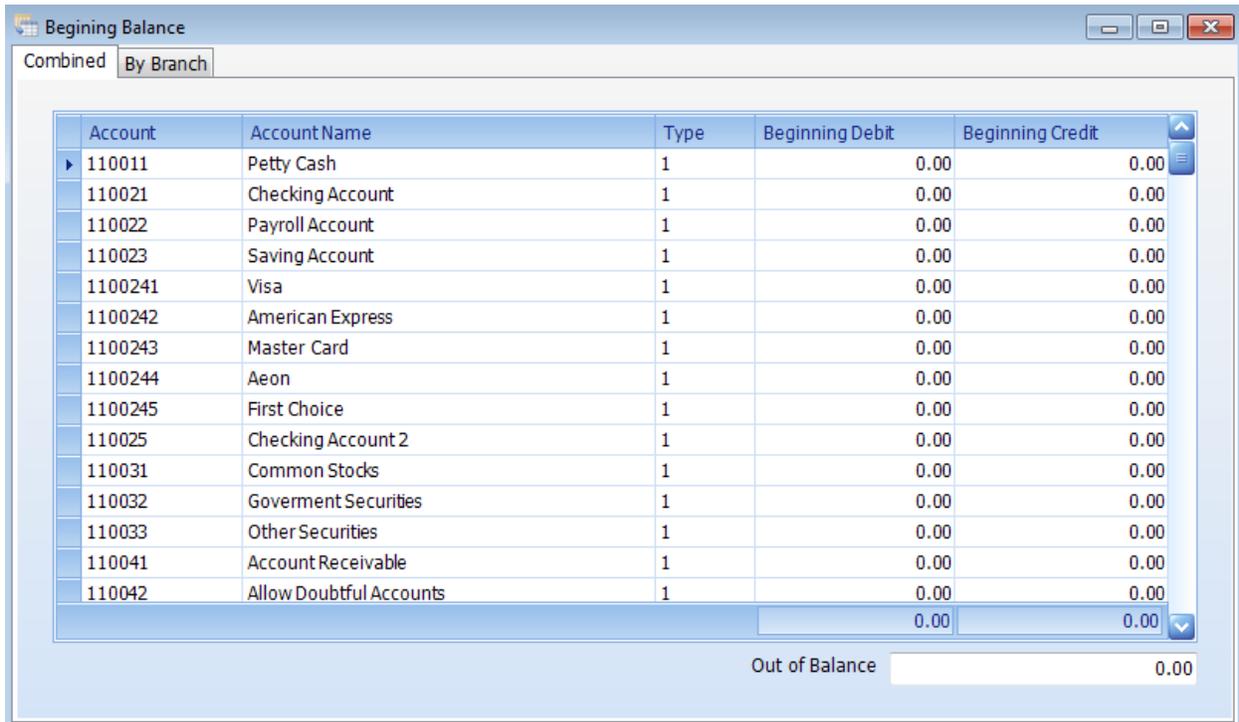
This module is to define locations that will be used in Fixed Assets and Inventory module.

#### **9. Regions**

This module is to define region that will be used in ZipCode module for grouping purpose.

## Beginning Balance

The Beginning Balance module is to set up the opening balance for each account when you set up your accounting. It speeds up your setting because you don't have to input each opening balance individually in Journal Transaction Module.



Account	Account Name	Type	Beginning Debit	Beginning Credit
110011	Petty Cash	1	0.00	0.00
110021	Checking Account	1	0.00	0.00
110022	Payroll Account	1	0.00	0.00
110023	Saving Account	1	0.00	0.00
1100241	Visa	1	0.00	0.00
1100242	American Express	1	0.00	0.00
1100243	Master Card	1	0.00	0.00
1100244	Aeon	1	0.00	0.00
1100245	First Choice	1	0.00	0.00
110025	Checking Account 2	1	0.00	0.00
110031	Common Stocks	1	0.00	0.00
110032	Government Securities	1	0.00	0.00
110033	Other Securities	1	0.00	0.00
110041	Account Receivable	1	0.00	0.00
110042	Allow Doubtful Accounts	1	0.00	0.00
			0.00	0.00

Out of Balance

### Tips:

- ◆ If Debit and Credit is not balance, **AccStar** will put the difference into the suspense account. If it does not exist, the account number "399999" O/B Difference account will be created. It is the equity account.

## Budget

The Budget module is for set budget for each account. You can budget for each period individually or just input total and let **AccStar** allocate for you.

Budget

110011 Petty Cash Auto

Assets	Period	Current Year	Budget	Prior Year
110011 Petty Cash	B/F	0.00	0.00	0.00
110021 Checking Account	1	0.00	0.00	0.00
110022 Payroll Account	2	0.00	0.00	0.00
110023 Saving Account	3	0.00	0.00	0.00
1100241 Visa	4	0.00	0.00	0.00
1100242 American Express	5	0.00	0.00	0.00
1100243 Master Card	6	0.00	0.00	0.00
1100244 Aeon	7	0.00	0.00	0.00
1100245 First Choice	8	0.00	0.00	0.00
110025 Checking Account 2	9	0.00	0.00	0.00
110031 Common Stocks	10	0.00	0.00	0.00
110032 Government Securities	11	0.00	0.00	0.00
110033 Other Securities	12	0.00	0.00	0.00
110041 Account Receivable				
110042 Allow Doubtful Accounts				
110051 Employee Loan				
110052 Other Receivable				
110061 Inventory				
110062 Allow Damage/Obsolete				
110063 Raw Material				
110064 Work in process				
		0.00	0.00	0.00

## Prior year adjustment

The Prior Year Adjustment Processing is to adjust prior year figure for each account. You can input for each period individually or just input total and let **AccStar** allocate for you. This processing is a one-time process when setting up **AccStar** only.

## Input sales history for product

This module is for adjusting sales history on each product. You can adjust each period individually or just input total and let **AccStar** allocate for you.

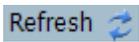
## Customer's balance B/F – Customers

If you want to input balance brought forward for each customers, you can use this module. You input only one transaction per customer, only the balance.

### *Input data*

- Click "Customer's Balance B/F"
- Click "Customer"
- Click "Add New"  or (F2)
- Select customer's name.
- Input description.
- Input balance and input applicable currency, if any.
- Click "Save"  or (F9) to save edited voucher.
- Click "Close"  or (Ctrl+F4) when finished.

### **Tips:**

- You can get the total balance of all customers in the "List" tab.
- The input balance will adjust to customers' balance only. There is no booking on accounts.
- You should verify data before close it.
- Click "Refresh"  to update total.

## Employees

The Employees module helps you manage your employee's information. **AccStar** will use this information for *logging on* to the system and for assigning authority. After set up your system you should change the Administrator's password. If there is no employee, you do not need to input password when log in to the system. But if there is more than 1 employee, you need to log in with the correct user name and password. You cannot delete administrator's record, but you can change it.

The screenshot shows a web application window titled "Employees" with a "Detail" tab selected. The form contains the following fields and options:

- ID-Name:** A dropdown menu showing "Admin" and a text field containing "Administrator".
- Title:** A text field containing "258588".
- Birth Date:** A date picker showing "3/ 6/1957".
- Hired Date:** A date picker showing "8/ 1/2000".
- Sales person:** An unchecked checkbox.
- Address:** A text field containing "5455".
- Zip Code:** A text field containing "10100".
- City:** A text field containing "Bangsue".
- State:** A text field containing "Bangkok".
- Telephone:** A text field containing "1223".
- Fax:** A text field containing "55".
- Email:** An empty text field.
- Contact:** An empty text field.
- Tax ID:** An empty text field.
- User Name:** A text field containing "Admin".
- Password:** A text field containing "\*\*\*\*\*" with a gear icon for password management.
- Department:** A dropdown menu showing "N/A".
- Permissions:** Three checked checkboxes: "Allow to see cost", "Can change discount", and "Can change price".
- Notes:** A text area containing the message: "Please change the password immediately after installation".

ID-Name	This is the Employee ID and employee's name. The maximum size of Employee ID is 10 characters, and employee's name is 100 characters.
Title	It is the employee's position in the organization.
Birth Date	The employee's birth date.
Hired Date	It is the date employee started working.
Tax ID	The employee's Tax ID.

User Name	It is the user name that used for logging on <b>AccStar</b> .
Password	It is the user's password. Click password button  to input new or change password.
Department	It is the department that employee belong to.
Allow to see cost	If it was checked, this user can see the stock's cost.
Can change discount	If it was checked, this user can change the discount rate.
Can change price	If it was checked, this user can change the stock price.
Address	It is the employee's address.
Zip Code	If you input Zip Code, <b>AccStar</b> validates it for you. If it is true, <b>AccStar</b> gets the City and State information for you. Otherwise <b>AccStar</b> prompt you an error message.

# General information for AccStar

## Changing Language

This module is to change language table. There are two languages for each table. You can create unlimited tables.

You can change language as following.

- Click File in function menu
- Click Select Language Set
- On dialog box, select the language which you want

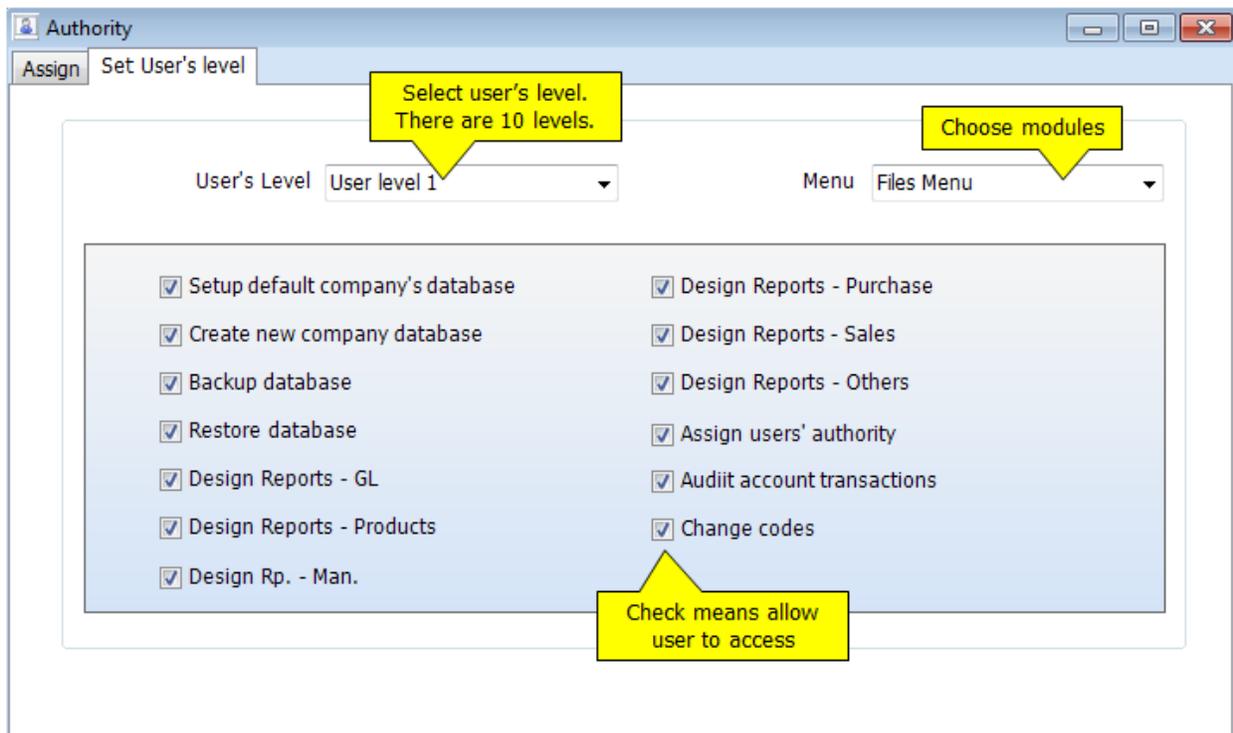
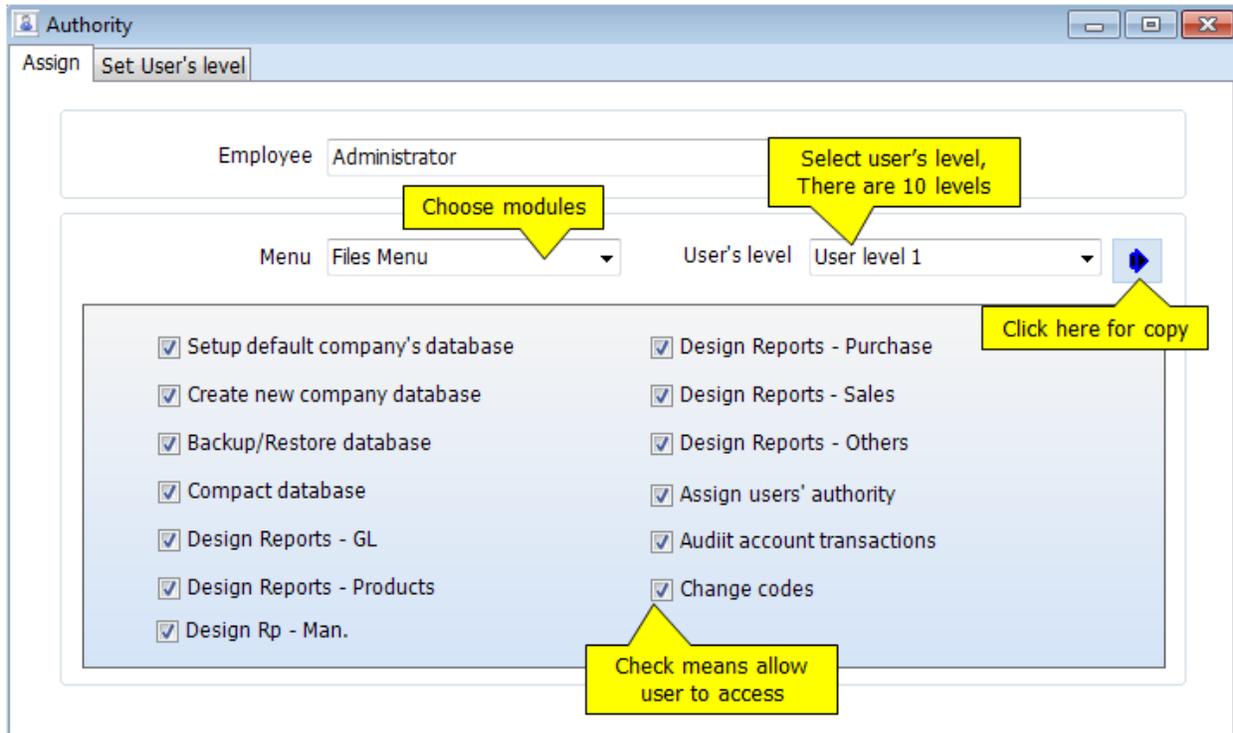
### Tips:

- ◆ Click Thai to change to Thai
- ◆ Click First Language to change to English

## User Authority

This function is for assigning authority to users. You can allow or not allow user to access to screens by just check or uncheck the menu name on the form.

- Input employee ID and press ENTER or get user record from clicking on By ID or By Name tab.
- Check or uncheck the menu name on the form.
- Click Save  or (Ctrl+S) to save edited record.
- Click Restore  or (Ctrl+U) to restore edited record.



# AR and AP

## Customers/Vendor

The Customers module helps you manage your customer's information. **AccStar** considers both debtors and creditors as customer. A customer can be debtor and creditor. The customer file is the central file for both debtors and creditors.

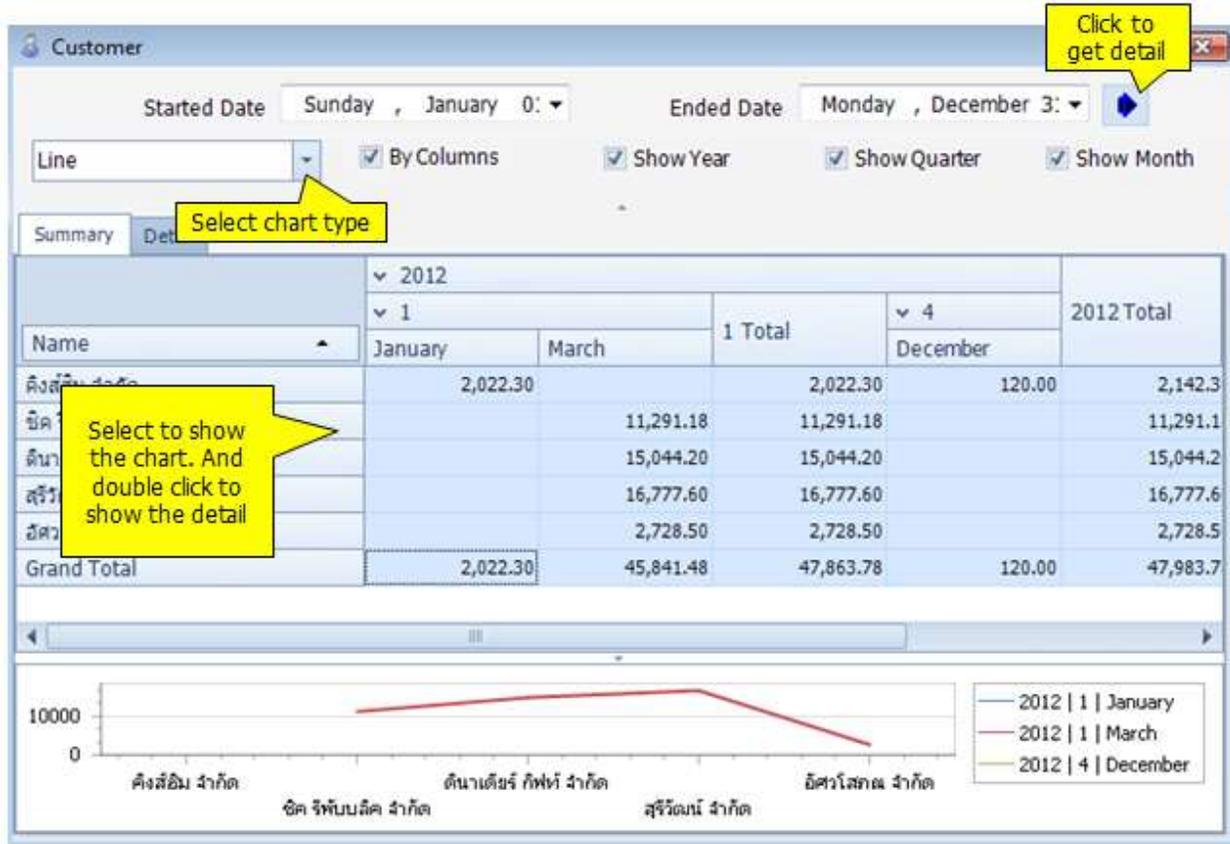
ID-Name	This is the Customer ID and customer's name. The maximum size of Customer ID is 13 characters, and customer's name is 100 characters.
Tax ID	The customer's Tax ID.
Country	If your customers are in the same country as you are, you may not input this information.
Currency	A generally accepted form of money that use in the trade.
Buyer	Indicate whether customer is buyer or not.
Vendor	Indicate whether customer is vendor or not.
Retailer	Indicate whether customer is retailer or not.
Coporate entity	Indicate whether customer is coporate entity or not.
Select Address	It is the customer's address.
Delivery address	It is the customer's delivery address. It may be the same as the

	customer's address.
Zip Code	If you input Zip Code, <b>AccStar</b> validates it for you. If it is true, <b>AccStar</b> gets the City and State information for you. Otherwise <b>AccStar</b> prompt you an error message.

# Account Receivable

## Customer

This module is used to manage customer information. You can also view sales history here.



Credit Limit	It is the credit limit you grant for this customer.
Credit Term	The financial term. It is a text field. It will be shown on the invoice.
Days	It is the longest days that customer will get the financial discount.
Discount %	It is the percentage that customer will get discount when customer pay within the specified in the "Days" field.
Due days	The maximum number of days that the balance should be paid.
General Disc%	It is the general discount that <b>AccStar</b> uses it to calculate discount for items.
Account Receivable	It is the account number that will be used for Account Receivable. <b>AccStar</b> get it from Control Accounts. However, you can change it.

Tax Scheme	It is tax rate that use for Sales module. <b>AccStar</b> will show it on the Sales order.
Advance Tax Scheme	It is the Advance Tax rate that customer withhold it. <b>AccStar</b> uses this rate on the Payment module.
Type	You may classify your customer by using this field.
Price level	Select Price level that apply for this customer.

## Aging

This window is for viewing the customer's outstanding balance and aging.

ID	Name	Credit Limit	[1] 1 - 30 Days	[4] 91 Days +	Gr...
AR-005	บริษัท...	30,000.00		2,728.50	
AR-008	บริษัท...	30,000.00		.60	
AR-01	บริษัท...	30,000.00		.20	
AR-01	บริษัท...	30,000.00		11,291.18	
AR-01	บริษัท...	30,000.00		2,142.30	
ก-001	บริษัท...	30,000,000.00	120.00		
Grand Total			120.00	47,983.78	

## Reports

The Customer Reports module is use to print Customer List, Customer Activity, Customer Aging, and Sales Tax Detail at any time. **AccStar** prepared standard for you. However, you can change layout or fonts or select fields as your preference.

The screenshot shows a software window titled "Reports" with the following fields and options:

- Reports:** A dropdown menu currently showing "Customer Aging".
- Period / Customer:**
  - Order by Name
  - Started From:** January 01, 2013
  - Ended on:** December 31, 2013
  - Customer:** ACL JATL SDN.BHC
  - Customer ID 1:** A001
  - Customer ID 2:** SUANGTAI MUYE (with S001 in an adjacent field)
- Select Filter:** Radio buttons for "All" (selected), "Is greater than", "Is equal to 0", and "Inactive".

### *To Print Reports*

- Select report from drop down list
- Select Start and End date for data that you want.
- Select first and last Customer ID that you want.
- Select output device, send to screen, printer or text file.

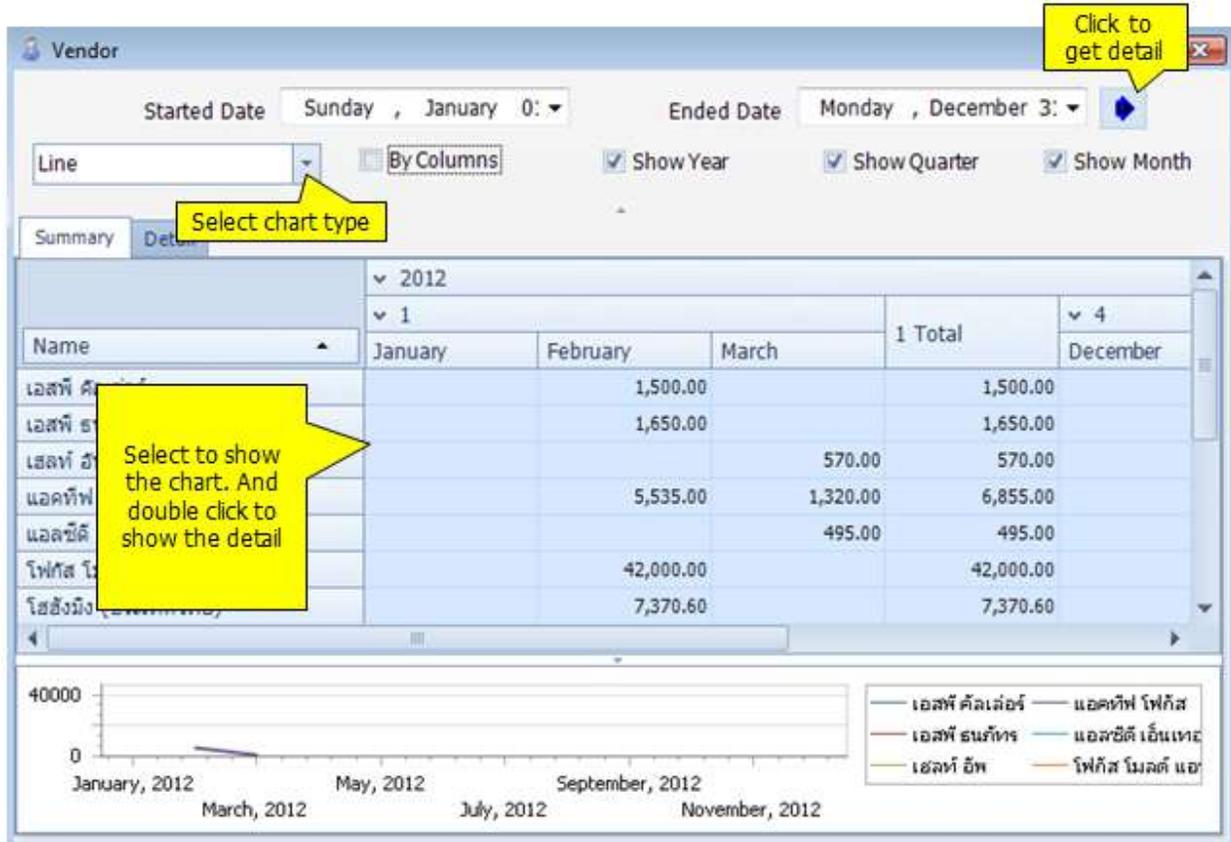
### **Tips**

- Start and End date is not consider when printing Customer List.

# Account Payable

## Vendor

This module is used to manage vendor information. You can also view purchasing history here.



Credit Limit	It is the credit limit you get from your vendor
Credit Term	The financial term. It is a text field. It will be shown on the invoice.
Days	It is the longest days that you will get the financial discount.
Discount %	It is the percentage that you will get discount when you pay within the specified in the "Days" field.
Due days	The maximum number of days that the balance should be paid.
General Disc%	It is the general discount that <b>AccStar</b> uses it to calculate discount for items.
Account Payable	It is the account number that will be used for Account Payable. <b>AccStar</b> get it from Control Accounts. However, you can change it.
Tax Scheme	It is tax rate that use for purchasing. <b>AccStar</b> will show it

	on the Purchasing order.
Withholding Tax Scheme	It is the Withholding Tax rate for this vendor. <b>AccStar</b> uses this rate on the Payment module.
Discount on Total	You may choose to calculate discount by item or by total. If it is by total. You must check this box.
Exclusive Tax Price	Indicate that whether the purchasing price it exclude tax or not. If it was not checked, the stated price includes tax in it.

## Aging

This window is for viewing the vendor's outstanding balance and aging.

ID	Name	Credit Limit	[2] 31 - 60 Days	[4]
AP002	สหราชอาณาจักร	30,000,000.00	120.68	
AP003		30,000.00		60
APC-002	คอร์ จำกัด (มหาชน)	10,000.00		
APE-003		10,000.00	64,277.04	
Grand Total			65,098.32	

## Reports

The Vendor Reports module is use to print Vendor List, Vendor Activity, Vendor Aging, and Purchase Tax Detail at any time. **AccStar** prepared standard for you. However, you can change layout or fonts or select fields as your preference.

Reports

Purchase detail by buyers

Order by Name

Started From: January 01, 2013

Ended on: December 31, 2013

Customer: ACL JATL SDN.BHD (A001), YUE SENG INTERNATI (Y001)

Select Filter:  All,  Is greater than 0,  Is equal to 0,  Inactive

### *To Print Reports*

- Select report from drop down list
- Select Start and End date for data that you want.
- Select first and last Customer ID that you want.
- Select output device, send to screen, printer or text file.

### **Tips**

- Start and End date is not consider when printing Customer List.

# Product

## Inventory

The Inventory module helps you manage your inventory. It is an online update module. Every involved party can get the same information such as Finance department knows the balance of their customer immediately after Sales department confirm their sales and etc.

Inventory module is used to enter information (such as price, unit of sale) about the products you sell. This information displays automatically on orders, product invoices when you enter a product code in the Purchase Order or the Sales Order modules

<u>Detail</u>	<u>Description</u>
Product ID	Can assign up to 20 characters for Product ID.
Descriptions	This first description is for internal use. The maximum is 60 characters for fields. This field cannot be blank.
Vendor - Code and Description	These fields are code and description that seller use with this product.
Buyer - Code and Description	These fields are code and description that buyer use with this product.

Stock Type	<p>You must set type of stock. There are types as follow.</p> <ol style="list-style-type: none"> <li>1. Finished goods</li> <li>2. Assembly Finished goods – this is the stock that need assembly on the <u>Assembly Items</u> module prior any sales.</li> <li>3. Kit Finished/Promotion goods – this is the stock that has other stock attached to it. On sales order module, when you enter this item <b>AccStar</b> will display all kit.</li> <li>4. Serial Number – Stock that has serial number individually.</li> <li>5. Service - there is no inventory for service</li> <li>6. Raw material – the stock used as raw material</li> <li>7. Goods with parallel unit – the stock that need two input two units at the same time.</li> <li>8. Goods with Lot number, you have to input Lot number when you buy or sell. You can keep track by lot number</li> <li>9. Office Equipment. This is keep tract of internal stationery or equipment.</li> <li>10. Serial Number with quantity. It is used for rolls that has different size or quantity such as coth, steel.</li> <li>11. Goods with parallel unit with Lot number – Lot number is added to goods with parallel unit to keep track track by lot number.</li> </ol>
Tax Scheme	Select Tax scheme that applicable to the inputting stock.
Category	This information is for grouping purpose.
Product group -1	This information is for grouping purpose. You can freely group it. It may be brand or etc.
Product group -1	This information is for grouping purpose. You can freely group it. It may be model or etc.
Location	You can put inventory in Locations. Click  to view or adjust stock in Locations.
Many Units	Please check it, if there are many units for inputting items and click  to input applicable units.
Purchase Unit	You must select purchase unit of measure. <b>AccStar</b> uses this as default unit on Purchase order. You do not input the unit of measure if stock has only one unit of measure while you inputting Purchase order.
Sales Unit	You must select sales unit of measure. <b>AccStar</b> uses this as default unit on Sales order. You do not input the unit of measure if stock has only one unit of measure while you inputting Sales order.
Unit Cost	This is the latest cost which calculates according to the cost method for each item. If you input new stock and have in stock, you must input it cost as well.
Sales Price 1	This is the default sales price. You may input sales price for level by clicking here  . If there is no price level set, this price will be used.
Book account	You can set what is the account that the inputting stock will be booked on Purchasing.
Preferred Vendor	Select your preferred vendor. This is only the information. <b>AccStar</b> does not use it.

In Stock	You cannot change in stock amount. If you want to adjust it, please use Adjustment module. If you input new stock, you may input it. The unit of measure for in stock is the basic unit, if it has many units of measure.
Purchase : Sales Unit	The in stock that calculate according to Purchase and Sales unit.
In Stock Value	The cost of in stock. You can not change it.
Reorder Level	This is the minimum stock that need to re-order
Reorder Quantity	It is the reorder quantity.
Last Order Date	You must input the last available date for the inputting item.
Last Order Price	You must input the last available price for the inputting item.

## Inventory Adjustment

On this module, you can adjust either stock value or stock quantity to match with the physically counts. You can also adjust the additional charge, such as freight or duty here.

<u>Details</u>	<u>Description</u>
Date	The entry or voucher date
Reference	This is the reference number.
Quantity	The adjusted quantity.

Cost	Total cost per unit
Total	The total costs that will be adjust to the current stock.
In Stock	The in stock amount after adjustment.
In Stock Value	The in stock value after adjustment.

### *To Input adjustment*

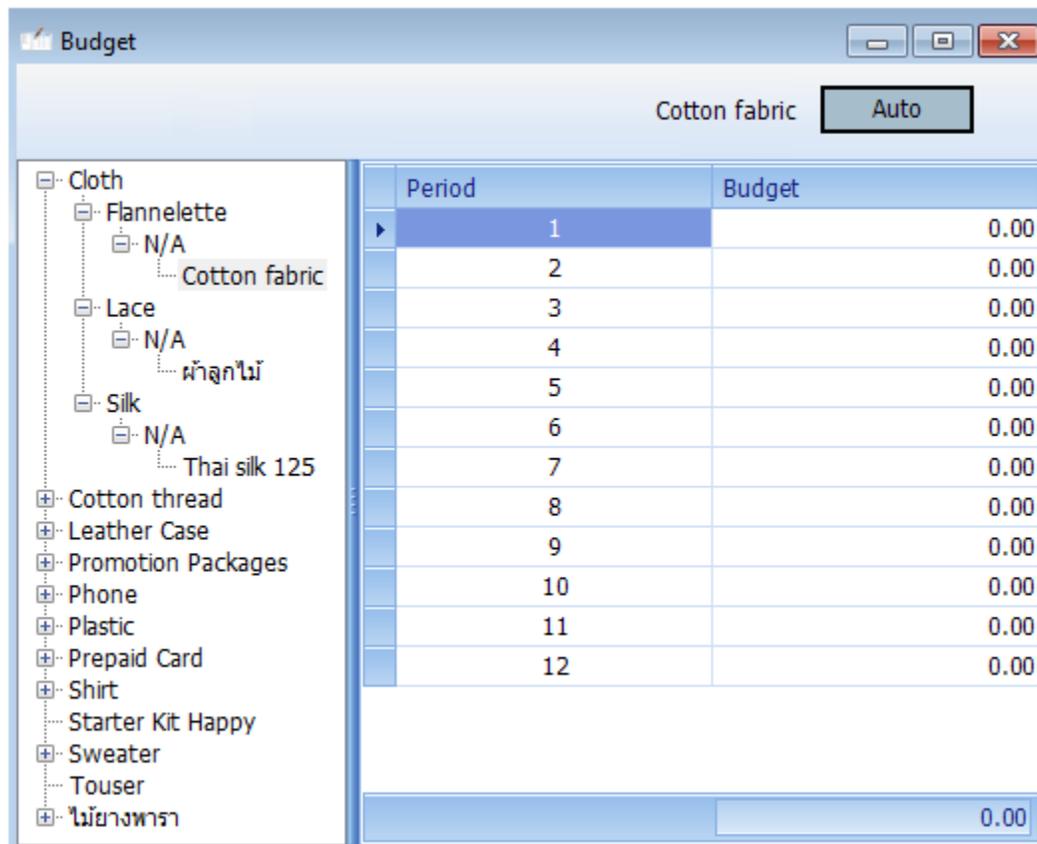
- Click on Product in the Functions menu and Adjustment
- Select Item ID
- Input detail for each field
- Click Adjust-In or Adjust-Out radio button. Adjust-in to increase the in-stock quantity. Adjust-Out to decrease the in-stock quantity
- If there is any serial number, input the items as you input in the [inventory](#) module.
- Click Save  or (F9) to save edited record.
- Click Close  or (Ctrl+F4) when finished.

### **Tips:**

- ◆ Please make sure that the input data is correct before save it. If there is any mistake, just do the contra adjustment for example if the mistake is on adjust-in, just do the adjust-out ad contra.

## Sales Budgeting

The Budget module is for set sales budget for each stock. You can budget for each period individually or just input total and let **AccStar** allocate for you.



### To Enter budget data

- Use [navigator](#) to move to desired item to budget OR click on the Tree-view.
- Input budget figure for each period. Or
- Click Automatic  button and input the total budget **AccStar** will allocate each period equally.
- Click Save  or (F9) to save the edited record.
- Click Restore  or (Ctrl+Z) to restore the edited record

## Assembly items

On this module, you can set the single-level bills of material here and create the output at anytime you want. You can also disassembly it. The disassemble items will be put back to its stocks.

<u>Details</u>	<u>Description</u>
ID-Description	The item id and it's description
Location	The assembled items will be kept here.
Reference	This is the reference number.
Ref. Date	The assembly date
Quantity	Quantity to be assembled
Assemble	Click here to assemble
Disassemble	Click here to disassemble
Item ID	Item kit
Quantity	Quantity to produce 1 unit

## Transfer items

This module is for transferring items from one location to another location. **AccStar** help you to control physically location of your stocks. It is also handle the transferring serial-number stocks. You can print the transferring slip from this window.

Number IT0021 From: Head Office To: B1 Branch

Date 11/11/2011

Close Doc.

Item ID	Description	Quan...	Parale...	Unit Price	Amount
MP002	Leather Case	1		12,525.00	12,525.00

Bar code

Transfer Goods

Transferring

Detail History

Number IT0024 From: Head Office  Close Doc.  
 Date 11/16/2011 To: B1 Branch

Item ID	Description	Quan...	Paralle...	Unit Price	Amount
P-NK19	Phone serial E398	1		0.00	0.00
*					

0.00

Bar code  Transfer Goods

**Double click to add product that has serial no.**

Transferring

Detail History

Outstanding Items << Back

<input type="checkbox"/>	Serial No	Location	Cost	Warranty d...	Expiry Date
*	<input type="checkbox"/>				

0 0.00

**Click when you finish from adding data**

**Add serial no. or scan from barcode scanner**

## Raw Material and Stock Requisitions

This module is used for raw material and stock requisition.

<u>Details</u>	<u>Description</u>
Order No.	This is the requisition order number
Order Date	The Order Date or voucher date
Delivery Date	The date that item will deliver.
Location	The location where the stocks are.
Handle by	Select who is handle the requisition.
Notes	You may input note to storekeeper on this field.
Account(Dr.)	This is the debit account.
Project	You may select the applicable project.
Department	Select which department that owns this requisition.

## Return or Requisitions

This module is used for return on the raw material or stocks.

<u>Details</u>	<u>Descriptions</u>
Return No.	It is Return No.
Return Date	The Return Date or voucher date
Delivery Date	The date that item will deliver.
Location	The location where the stocks are.
Handle by	Select who is handle the requisition.
Notes	You may input note to storekeeper on this field.
Account(Cr.)	This is the credit account.
Department	Select which department that owns this requisition.
Project	You may select the applicable project.

# Purchasing

## Requisition

### Purchase Requisition

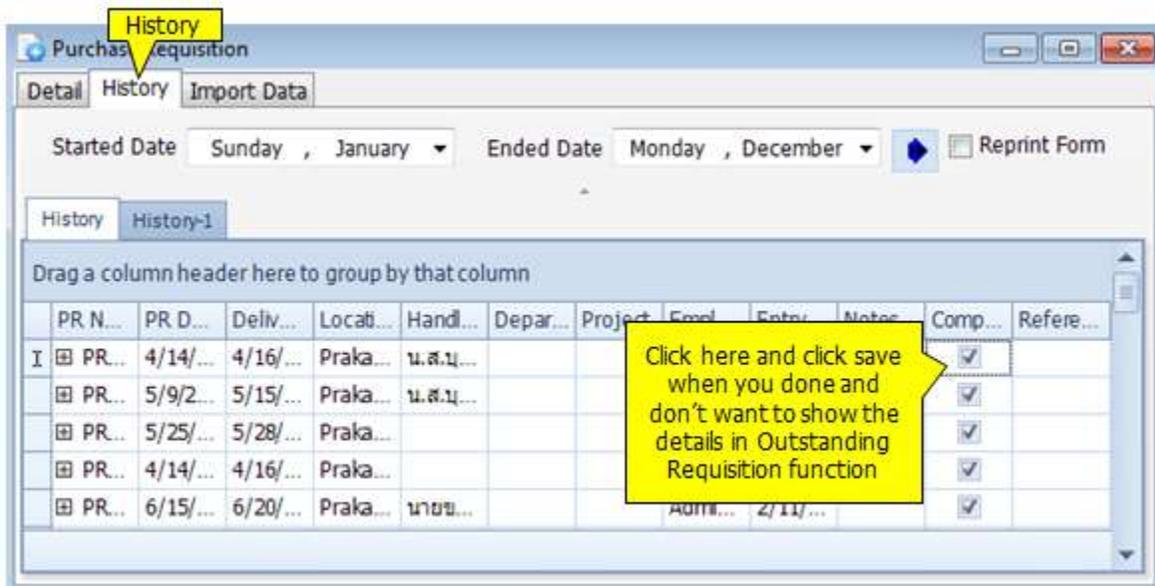
This module is to create Purchase Requisition by departments.

<u>PO detail</u>	<u>Description</u>
PR Number	You can assigned up to 15 characters
PR Date	Date on PO. It will be used to determine the accounting period as well.
Delivery Date	Product must be delivered on this date.
Handled by	Staff who request to purchase
Notes	Put any note here. You may include it in the Purchase Requisition form
Location	It is the location that you want to keep the ordered items <b>AccStar</b> use the default location from log in screen. However, you can change it.
Department	Select the department of project.
Project	Select the applicable project (if any).
Item ID	Input item id or the first 1-3 character of item id or item description to get list of nearest items. Click "Down"

	arrow to get into the popup. Double click or press Enter on your selected item. <b>AccStar</b> will validate the item id after you have finished.  <b>You cannot change it in the next page.</b>
Description	The description for Purchase Order from the Inventory module is automatically input for you. However, you can change it. The maximum is 200 characters for this field.
Quantity	The ordered quantity.
Unit	This is the purchase unit of measure that defined in the inventory module. <b>If there are many units, you can change it.</b>
Bar code	Barcode of product

**Tips:**

- ◆ You can find PR number from the "History" tab.



## Outstanding Requisition

- Open the window "**Outstanding Requisition**" and "**Purchase Order**" when you want to create new Purchase Order. You can drag the record from "**Outstanding Requisition**" to "**Purchase Order**" directly.
- Then the record in "**Outstanding Requisition**" will disappear, it will be show on "**Purchase Order**" window only.
- Click "Save"  or (F9) in both windows to save record

## Ordering

There are three ways you can add the record:

1. You can create **Purchase Order** when you receive goods at "**Receive goods with invoice**" or "**Receive goods only**".
2. Add the record at "**Receive goods with invoice**" directly. No need to create **Purchase Order** before.
3. Drag the record from "**Outstanding Requisition**" function.

In case that you create **Purchase Order** be fore receive goods, You can make partial receive unlimited. When click save and closed, the record will be shown at "**Receive goods with invoice**" or "**Receive goods only**".

## Receive Goods with Invoice

**AccStar** was designed to fit your normal practice of your business. Vendors may deliver goods with invoice or without it. They may deliver part of the order. You use this window to receive goods with invoice. It can be partial or full order.

The screenshot shows the 'Receive goods with invoice' window with the following fields and callouts:

- Order No:** PO540004
- Vendors:** Antonio Moreno Taqueria (Callout: Click to input journal memo)
- Receive No.:** 54004 (Callout: Click to get new receive no.)
- Receive Date:** 10/ 7/2011
- Vendor Address:** Antonio Moreno Taqueria
- Tax Invoice:** F4025
- Voucher Date:** 10/ 7/2011 (Callout: Put the voucher date as you want)
- Payment Due:** 10/ 7/2011
- Payment:** Pay later
- Product Detail Table:**

Item ID	Quantity	Unit Price	Extended
CS0001 Thai silk 125	10	200.00	0.00

Callouts for the table: 'Click to get stock list' (points to Item ID), 'Input letter of item id or description' (points to Thai silk 125), 'Double click here to view product information' (points to the row).
- Summary Table:**

Discount	Shipping	Tax	PO Total
0.00	0.00	0.00	0.00
- Buttons:** 'Report or form for printing' (Callout), 'Print all', 'Purchase Order'.

<b>PO detail</b>	<b>Description</b>
Order No.	You can assigned up to 15 characters
Order Date	Date on PO. It will be used to determine the accounting period as well.
Valid until	This order will valid until.
Vendor	This is the Vendor that you want to purchase product from. You can click  to add vendor.
Vendor address	You cannot change it.
Receive No.	You must input receive number and receive date. You can click  for auto run last receive number.
Tax Invoice	It is the tax invoice from vendor.
<b>Product Details</b>	
Item ID	Input item id or the first 1-3 character of item id or item description to get list of nearest items. Click "Down" arrow to

	<p>get into the popup. Double click or press Enter on your selected item. <b>AccStar</b> will validate the item id after you have finished.</p> <p><b>You cannot change it in the next page.</b></p>
Description	The description for Purchase Order from the Inventory module is automatically input for you. However, you can change it. The maximum is 200 characters for this field.
Quantity	The ordered quantity.
Unit Price	This is the purchase price before any discount.
Extended	The total amount that <b>AccStar</b> calculate for you. You cannot change it.
Location	It is the location that you want to keep the ordered items <b>AccStar</b> use the default location from log in screen. However, you can change it.
Purchase unit	This is the purchase unit of measure that defined in the inventory module. <b>If there are many units, you can change it.</b>
General %	It is the general discount. It is percentage. It gets the figure from the general discount field. You can override it.
Discount	It is the general discount amount that <b>AccStar</b> calculates for you.
Tax	Put the tax rate for item. <b>AccStar</b> get the default from inventory module. If there is no tax rate <b>AccStar</b> , will get it from the "other" page. However, you can change it.
Tax amount	Tax amount that that <b>AccStar</b> calculate for you. You cannot change it.
Quantity Ordered	It is the quantity that that <b>AccStar</b> update for you.
Qty backordered	It is the quantity that <b>AccStar</b> calculates for you. You cannot change it.
Account	<b>AccStar</b> get it from the inventory module (if any), If there is no defined account, the account set on the "other" page will be use.
Project	Select the applicable project (if any).
Serial Number	<b>AccStar</b> get it from the item information. If it is Serial Number stock it is True otherwise is False
Subtotal	It is the subtotal for PO before discount, tax and shipping cost.
Tax	It is purchase tax plus transportation tax (if any) <b>AccStar</b> calculates for you. You cannot change it.
Discount	It is the discount for PO. <b>AccStar</b> calculates for you. You cannot change it.
Shipping Cost	It is the total shipping cost for PO. <b>AccStar</b> get it from the shipping information you input.
Total Purchase Tax	It is the total purchase tax for this order. <b>AccStar</b> calculates for you. You cannot change it.

Barcode	It is the barcode of this product.
PO Total	The total amount after discount, shipping cost and tax.
Print All	Check it, if you want to print all outstanding PO.

The screenshot shows a software window titled "Receive goods with invoice". It features a tabbed interface with "Others" selected. The "Others" section contains fields for "Credit Limit" (10,000.00), "Credit Terms" (2/10 net 60), "Settle in days" (10), "Get discount %" (2.00), "Due Day" (60), "General Discount %" (15.00) with a "Discount on total" checkbox, "Tax %" (7.00), "Payable Account" (Payable Account), "Department", "Project", "Currency" (Local Currency) with a rate of 1, "Reference", and "Ref. Date". The "Delivery Address" section includes "Select address" (Address 1), "Your Company", "Address1", "Address 2", "Address 3", "Bangkok" (10400), and "6531112-4" (6537555). The "Shipping" section includes "Shipping Cost" (0.00), "Tax for Shipping" (0.00), "Shipping VIA", "Expense Account", "Reference-1", and "Ref. Date-1". A "Memo" field is at the bottom.

<u>Other detail</u>	This information <b>AccStar</b> gets it from the information that you input as default for each vendor. You can change it.
Credit Limit	You cannot change it.
Credit Term	You can change it. It is a text field, which will be on PO.
Days	It is the longest days that you will get the financial discount.
Discount %	It is the percentage that you will get discount when you pay within the specified in the "Days" field.
Due day	It is the credit days from the invoice date.
General Disc %	It is the general discount that <b>AccStar</b> uses it to calculate discount for items.
Discount on Total	Check it, if you want to calculate discount on PO Total.
Tax %	Tax rate for each item <b>AccStar</b> get it from vendor information.
Purchase Account	The account number that will be used for Purchasing. You can change it.
Department	Select the applicable Department.
Project	Select the applicable Project.
Currency	Select the applicable currency, if any. You must input currency rate daily.

Delivery address	<b>AccStar</b> get it from the company default information. You can override it.
<u>Shipping Detail</u>	
Shipping Cost	The total shipping cost for PO.
Tax for Shipping	Input the total shipping tax.
Shipping VIA	Select transportation company.
Expense A/C	Select expense account for shipping cost.
Notes	Put any note here. You may include it in the PO form.

## Purchase Orders

You must create Purchase Orders for any purchasing. You cannot receive goods without Purchase Orders. On any Purchase Order, you can receive partially. You can also add new item while you're receiving. The valid-until date will be used to screen out the Purchase Orders.

**Purchase Order**

Detail Others Products Last Order Price

Order No: PO540003 Vendors: Alfreds Futterkiste

Order Date: 10/11/2011

Deliver Date: 10/11/2011

Valid until: 11/10/2011

Exclusive Tax  Tax on SubTotal  Close Doc.

Product Detail Additional Product Detail

Item ID	Description	Quantity	Unit Price	Extended
CS0002	Cotton fabric	5	228.972	1,144.86

1,144.86

Discount	Shipping	Tax	PO Total
171.73	0.00	68.12	1,041.25

Local Currency: 1

Print all **Purchase Order**

**Callouts:**

- Select Vendor
- Click to close if you no longer want to change this order
- Click to get stock list
- Double click here to view product information
- Input letter of item id or description
- Select report to print

Product Detail Additional Product Detail

Item ID	General Discount %	Discount Amt.	Unit of Purch...	Location	Tax %	Tax Amount	QTY C
CS0002	15.00	171.73	yard	Head Office	7.00	68.12	

Discount	Shipping	Tax	PO Total
171.73	0.00	68.12	1,041.25

Deposit paid: 0

Local Currency: 1

Bar code:

Print all **Purchase Order**

**Callouts:**

- Additional Product Detail
- You can specify discount in percent or amount
- In multiple unit case, you can choose a unit
- Adjustable

<u>PO details</u>	
Order No.	You can assigned up to 15 characters
Order Date	Date on PO. It will be used to determine the accounting period as well.
Delivery Date	Product must be delivered on this date.
Valid until	This order will valid until.
Vendors	This is the Vendor that you want to purchase product from. You can click  to add vendor.
Vendor address	You cannot change it.
<u>Product Details</u>	
Item ID	Input item id or the first 1-3 character of item id or item description to get list of nearest items. Click "Down" arrow to get into the popup. Double click or press Enter on your selected item. <b>AccStar</b> will validate the item id after you have finished.  <b>You cannot change it in the next page.</b>
Description	The description for Purchase Order from the Inventory module is automatically input for you. However, you can change it. The maximum is 200 characters for this field.
Quantity	The ordered quantity.
Unit Price	This is the purchase price before any discount.
Extended	The total amount that <b>AccStar</b> calculate for you. You cannot change it.
General Discount%	It is the general discount. It is percentage. It gets the figure from the general discount field. You can override it.
Discount Amt.	It is the general discount amount that <b>AccStar</b> calculates for you.
Unit of Purchase	This is the purchase unit of measure that defined in the inventory module. <b>If there are many units, you can change it.</b>
Location	It is the location that you want to keep the ordered items <b>AccStar</b> use the default location from log in screen. However, you can change it.
Tax %	Put the tax rate for item. <b>AccStar</b> get the default from inventory module. If there is no tax rate <b>AccStar</b> , will get it from the "other" page. However, you can change it.
Tax amount	Tax amount that that <b>AccStar</b> calculate for you. You can not change it.
QTY Ordered	It is the quantity that that <b>AccStar</b> update for you.
QTY backordered	It is the quantity that <b>AccStar</b> calculates for you. You cannot change it.
Expiry Date	A date when product will end.
Lot Number	Identification number assigned to a particular quantity or lot of material from a single.
Project	Select the applicable project (if any).
Account	<b>AccStar</b> get it from the inventory module (if any), If there is no defined account, the account set on the "other" page

	will be use.
Serial Number	<b>AccStar</b> get it from the item information. If it is Serial Number stock it is True otherwise is False
Subtotal	It is the subtotal for PO before discount, tax and shipping cost.
Tax	It is purchase tax plus transportation tax (if any) <b>AccStar</b> calculates for you. You cannot change it.
Discount	It is the discount for PO. <b>AccStar</b> calculates for you. You cannot change it.
Shipping	It is the total shipping cost for PO. <b>AccStar</b> get it from the shipping information you input.
Tax	It is the total purchase tax for this order. <b>AccStar</b> calculates for you. You cannot change it.
PO Total	The total amount after discount, shipping cost and tax.
Print All	Check it, if you want to print all outstanding PO.

<u>Other Details</u>	This information, <b>AccStar</b> get it from the information that you input as default for each vendor. You can change it.
Credit Limit	You cannot change it.
Credit Term	You can change it. It is a text field, which will be on PO.
Days	It is the longest days that you will get the financial discount.

Discount %	It is the percentage that you will get discount when you pay within the specified in the "Days" field.
Due day	It is the credit days from the invoice date.
General Disc %	It is the general discount that <b>AccStar</b> use it to calculate discount for items.
Discount on Total	Check it, if you want to calculate discount on PO Total.
Tax %	Tax rate for each item <b>AccStar</b> get it from vendor information.
Purchase Account	The account number that will be used for Purchasing. You can change it.
Department	Select the applicable Department.
Project	Select the applicable Project.
Currency	Select the applicable currency, if any. You must input currency rate daily.
Delivery address	<b>AccStar</b> get it from the company default information. You can override it.
<b>Shipping Details</b>	
Shipping Cost	The total shipping cost for PO.
Tax for Shipping	Input the total shipping tax.
Shipping VIA	Select transportation company.
Expense A/C	Select expense account for shipping cost.
Notes	Put any note here. You may include it in the PO form.

The screenshot shows the 'Purchase Order' application window. At the top, there are tabs for 'Detail', 'Others', 'Products', and 'Last Order Price'. Below the tabs, there are dropdown menus for 'CS0001' and 'Thai silk 125', along with 'Refresh' and 'Need to be ordered only' buttons. A table of items is displayed below, with columns for 'Ite...', 'Description', 'In...', 'On...', 'Ba...', 'In...', 'Re...', 'Re...', 'Cost', 'La...', 'Ca...', 'Pr...', 'Pr...', and 've...'. A yellow callout box points to the 'Need to be ordered only' button with the text 'Click to show only product that need to be ordered'. Another yellow callout box points to the '+' icon in the first column of the table with the text 'Click to view the detail of location'.

Ite...	Description	In...	On...	Ba...	In...	Re...	Re...	Cost	La...	Ca...	Pr...	Pr...	ve...
CS...	Thai silk 125	0		0	0.00	3	10	0.00	1/26/...	Cloth	Silk		Anton...
CS...	Cotton fabric	50	5	55	11,4...	0	0	228.97	4/26/...	Cloth	Flann...		Anton...
M...	Men sweater #5...	0		0	0.00	0	0	0.00	7/9/2...	Swea...	O'NE...		Alfred...
M...	Stcok with Lot N...	35		35	11,2...	0	0	320.56	4/26/...				
M...	ผ้าลูกไม้	2,500		2,500	387,...	50	2,500	155.00	4/26/...	Cloth	Lace		Blond...
M...	ผ้าฝ้าย	0		0	0.00	0	0	0.00	7/9/2...	Cotto...			
M...	Plastic	0		0	0.00	0	250	0.00	12/1...	Plastic			Blond...
M...	Leather Case	0		0	0.00	0	0	0.00	12/1...	Leat...			
N...	Nokia	0		0	0.00	0	0	0.00	7/9/2...	Phone	Nokia		
PA...	ไม้อ่างพาราไฟ 4...	0		0	0.00	0	0	0.00	1/20/...	ไม้อ่าง...	ท่อน	ไฟ 4...	

## Invoice on Received Goods

**AccStar** was designed to fit your normal practice of your business. Vendors may deliver goods with invoice or without it. They may deliver part of the order. You use this window to receive invoice on the received goods done on the [Receive Goods Only](#) window. It can be a single invoice from multiple receiving.

Invoice on received goods

Detail Others

Order No PO540003 Voucher Date 10/13/2011 Vendor Alfreds Futterkiste

Voucher No AR003 Tax Invoice 3525563 Payment Due 11/12/2011

Tax Date 10/13/2011 Receive No. 54003

Product Detail Additional Product Detail

Item ID	Description	Quantity	Unit Price	Amount
CS0002	Cotton fabric	5	228.972	1,144.86

1,144.86

Discount	Shipping	Tax	PO Total
171.73	0.00	68.12	1,041.25

Click to input journal memo

Select receive no.

Click here to screen out items for selected receive no.

# Adjustment

## Purchase Return

You can manage the returned goods on your purchasing on this module. All of related transactions will be updated automatically such as inventory, accounts payable, vendor's balance etc. The data entry is very simple like you do with purchase orders.

The screenshot shows the 'Purchase Return' window with the following fields and callouts:

- Return No:** PR-0263
- Vendors:** Alfreds Futterkiste (Callout: Select Vendor)
- Return Date:** 10/13/2011
- Payment Due:** 11/12/2011 (Callout: Click here when you don't want to edit anymore)
- Tax Invoice:** 56554542
- Tax Date:** 10/13/2011
- Exclusive Tax:**
- Tax on SubTotal:**
- Close Doc.:**

**Product Detail Table:**

Item ID	Description	Quantity	Unit Price	Extended
CS0002	Cotton fabric	5	194.626	973.13

Callouts for the table: 'Input letter of item id or description' points to the Item ID; 'Click to get stock list' points to the Description; 'Double click here to view product information' points to the Quantity column.

**Summary Table:**

Discount	Shipping	Tax	PO Total
145.97	0.00	57.90	885.06

Callouts for the summary: 'Select report to print' points to the 'Return Order' dropdown; 'Print all' is a checkbox.

The screenshot shows the 'Additional Product Detail' window with the following fields and callouts:

- Item ID:** CS0002
- General Discount %:** 15.00
- Discount Amt.:** 145.97
- Unit of Purchase:** yard (Callout: In multiple unit case, you can choose a unit)
- Location:** Head Office
- Tax %:** 7.00 (Callout: Adjustable)

Callout: 'Additional Product Detail' points to the title bar.

Callout: 'You can specify discount in percent or amount' points to the General Discount % field.

**Summary Table:**

Discount	Shipping	Tax	PO Total
145.97	0.00	57.90	885.06

Callouts for the summary: 'Print all' is a checkbox; 'Return Order' is a dropdown menu.

PR details	
Return No.	You can assigned up to 15 characters
Return Date	Date on PO. It will be used to determine the accounting period as well.
Payment Due	
Vendors	This is the Vendor that you want to purchase product from.
Vendor address	You cannot change it.
Product Details	
Item ID	Input item id or the first 1-3 character of item id or item description to get list of nearest items. Click "Down" arrow to get into the popup. Double click or press Enter on your selected item. <b>AccStar</b> will validate the item id after you have finished.  <b>You cannot change it in the next page.</b>
Description	The description for Purchase Return from the Inventory module is automatically input for you. However, you can change it. The maximum is 200 characters for this field.
Quantity	The ordered quantity.
Unit Price	This is the purchase price before any discount.
Extended	The total amount that <b>AccStar</b> calculate for you. You cannot change it.
General Discount%	It is the general discount. It is percentage. It gets the figure from the general discount field. You can override it.
Discount Amt.	It is the general discount amount that <b>AccStar</b> calculates for you.
Unit of Purchase	This is the purchase unit of measure that defined in the inventory module. <b>If there are many units, you can change it.</b>
Location	It is the location that you want to keep the ordered items <b>AccStar</b> use the default location from log in screen. However, you can change it.
Tax %	Put the tax rate for item. <b>AccStar</b> get the default from inventory module. If there is no tax rate <b>AccStar</b> , will get it from the "other" page. However, you can change it.
Tax amount	Tax amount that that <b>AccStar</b> calculate for you. You cannot change it.
QTY Ordered	It is the quantity that that <b>AccStar</b> update for you.
QTY Backordered	It is the quantity that <b>AccStar</b> calculates for you. You cannot change it.
Expiry Date	A date when product will end.
Lot Number	Identification number assigned to a particular quantity or lot of material from a single.
Account	<b>AccStar</b> get it from the inventory module (if any), If there is no defined account, the account set on the "other" page will be use.
Project	Select the applicable project (if any).
Serial Number	<b>AccStar</b> get it from the item information. If it is Serial

	Number stock it is True otherwise is False
Subtotal	It is the subtotal for PO before discount, tax and shipping cost.
Tax	It is purchase tax plus transportation tax (if any) <b>AccStar</b> calculates for you. You cannot change it.
Discount	It is the discount for PO. <b>AccStar</b> calculates for you. You cannot change it.
Shipping	It is the total shipping cost for PO. <b>AccStar</b> get it from the shipping information you input.
Tax	It is the total purchase tax for this order. <b>AccStar</b> calculates for you. You cannot change it.

<u>Other Details</u>	This information <b>AccStar</b> gets it from the information that you input as default for each vendor. You can change it.
Credit Limit	You cannot change it.
Credit Term	You can change it. It is a text field, which will be on PO.
Days	It is the longest days that you will get the financial discount.
Discount %	It is the percentage that you will get discount when you pay within the specified in the "Days" field.
Due day	It is the credit days from the invoice date.
General Disc %	It is the general discount that <b>AccStar</b> uses it to calculate discount for items.
Discount on Total	Check it, if you want to calculate discount on PO Total.
Tax %	Tax rate for each item <b>AccStar</b> get it from vendor information.

Purchase Account	The account number that will be used for Purchasing. You can change it.
Department	Select the applicable Department.
Project	Select the applicable Project.
Currency	Select the applicable currency, if any. You must input currency rate daily.
Delivery address	<b>AccStar</b> get it from the company default information. You can override it.
<u>Shipping Details</u>	
Shipping Cost	The total shipping cost for PO.
Tax for Shipping	Input the total shipping tax.
Shipping VIA	Select transportation company.
Expense A/C	Select expense account for shipping cost.
Notes	Put any note here. You may include it in the PO form.

## Adjustment on Purchase

This module is for adjustment on purchase ex. Price adjustment. Moreover, Account balance and related functions will update automatically after an adjustment ex. Inventory, Accounts Payable, General Ledger.

Adjustment on Purchase

Detail Others History

Adjustment No. PR-0269 Vendors ภาษาไทย

Adjustment Date 9/12/2013 Click to get detail on Adjustment on Purchase 1111

Tax Invoice 1111 Test Voucher Date 9/12/2013

New Tax Invoice Firstly, Input Invoice number Date 9/12/2013 Due Date 9/12/2013

New invoice date

New price

Item ID	Description	Quantity	Paralle...	Unit Price	New Price	Extended
ZIMPO 1.5"x...	ZIMPO 1.5"x4"x1m	8.208	60	320.00	310.00	-82.08
						-82.08

The difference from old price

Discount	Shipping	Tax	PO Total
0.00	0.00	-5.75	-87.83

Exclusive Tax Tax on SubTotal

<b><u>Detail</u></b>	<b><u>Description</u></b>
<b>Adjustment No.</b>	You can assign up to 15 characters.
<b>Adjustment Date</b>	Date of an adjustment.
<b>Tax Invoice</b>	Tax Invoice no. that you want to adjust.
<b>New Tax invoice and Date</b>	New Tax invoice and Date which you receive from vendors.
<b>Due Date</b>	The date that you have to pay to vendors.
<b>Vendors</b>	Sellers
<b>Description</b>	Description in general ledger.
<b>Voucher Date</b>	Voucher date in general ledger.

### *To Input adjustment*

- Click "Add New"  or (F2)
- Input **Tax Invoice Number**, and click 
- **AccStar** will show the detail
- Adjust the new price and input other information.
- Click Save  or (F9) to save edited record.

### **Adj. Shipping cost**

This module is used when you want to adjust the shipping cost in the Purchase Order that already closed.

Adj. shipping

Detail Expenses

Input related document no. ex. Invoice number

Doc. No. 1111

Vendors

Voucher No 1111-E

Voucher Date 9/12/2013

Click to get detail

Payment Due Date

Item ID	Description	Quantity	Parallel...	Unit Price	Extended
1	ZIMPO 1.5"x4"x1m	8.208	8.208	320.00	2,626.56

2,626.56

Voucher

Input the added expense and related information

Detail Expenses

Allocate all expenses by value

Subtotal

Type	Vendor	Descri...	Or...	Ra	Am...	Dut...	Ta...	D...	Tax	Acco...	Ta...	Ta...	In...	Currency	Item ID
I			0.00	1	0.00				0.00				<input checked="" type="checkbox"/>		

### Input Data

- Input **Tax Invoice Number**
- Click  **AccStar** will show the detail of that invoice number.
- Click "Save"  or (F9) to save edited detail.

# Enquiry

## Outstanding orders and history

This module will show you the Outstanding Orders and History. You can find them from the vendors or the goods.

Information details from **"Receive goods with Invoice"**

Vendor: เลาฟ | Sale Order No: PO550029 | Due Date: 12/ 3/2013

Exclusive Tax

Item ID	Description	Quantity	Unit Price	Extended
RC-001	LUAC	1,500	0.38	570.00
P-Box White	Box White Plastic	500	0.70	350.00
RC-012	Caustic Soda	500	0.41	205.00

Total: 1,125.00

Discount	Shipping Cost	Tax	Total
0.00	0.00	78.75	1,203.75

Started From: Sunday, January 01 | Ended on: Monday, December 31

Vendor	Order No	Order Date	Original cur.	Exchange Rate	Currency	Total
เลาฟ...	PO550001	1/3/2012	9,000.00	1		9,630.00
เลาฟ...	PO550002	1/5/2012	5,000.00	1		5,350.00
เลาฟ...	PO550003	2/3/2012	42,000.00	1		44,940.00

## Purchase history

This module will show you all Purchase History. Furthermore, you can specific the date and can print document from here.

The screenshot shows the 'Purchase History' window with the following search filters:

- Started Date: 6/ 1/2013
- Ended Date: 9/12/2013
- Order No: Test
- Order Date: 7/17/2013
- Due Date: 8/16/2013
- Vendors: บริษัท 44/5
- Tax Invoice: 1111

A yellow callout box points to the 'Ended Date' field with the text: "Select the date and click here to get data".

The 'Product Detail' table is as follows:

Item ID	Description	Quantity	Unit Price	Extended
ZIMPO 1.5"x4"x1m	ZIMPO 1.5"x4"x1m	8.208	320.00	2,626.56

At the bottom, a summary table shows:

Discount	Shipping Cost	Tax	Total
0.00	0.00	183.86	2,810.42

The screenshot shows the 'Purchase History' window with the 'History' tab selected. The search filters are:

- Started Date: Saturday , June 01, 2013
- Ended Date: Thursday , September 12, 2013
- Cancelled:

A yellow callout box points to the 'Ended Date' field with the text: "Select the date and click here to get data".

The table below lists purchase orders:

Order No	Tax Inv...	Tax...	Description	Total	Orig...	Paid...	Vendors	Due...	Rec...	Entr...	Vouch...	
Test	1111	7	ซื้อสินค้า บริษัท...	2,81...	2,81...	0.00	บริษัท	8/16...	1111	7/17...	Administ...	7/17... 1111
test 4	222	7/17...	ซื้อสินค้า บริษัท...	18,4...	18,4...	0.00	บริษัท 44/5	8/16...	222	7/17...	Administ...	7/17... 222

Yellow callout boxes provide instructions:

- "Click here to sort" points to the 'Tax Inv...' column header.
- "Double click to show details" points to the 'Description' column header.

# Reports

## Cancel Purchase Tax Invoice

You can use this module to manage the Purchasing Tax Invoice cancellation. You can not make any change to the closed Purchase Tax Invoice. You must cancel it before making any change. After cancellation, all related transactions will be reversed such as inventory, account payable, general ledgers. You can reuse Tax Invoice number.

If there is any payment, you must cancel the payment before canceling tax invoice.

The screenshot shows the 'Cancel Purchase Tax Invoice' window with the following fields and callouts:

- Tax Invoice:** 9108442 (Callout: Add tax invoice no. from vendor)
- Order No:** PO540005 (Callout: Click to get detail)
- Tax Date:** 10/1/2011
- Vendors:** Purchase-Alfreds Futterkiste-9108442 (Callout: You can change journal memo here)
- Description:** Cancel Purchase Tax Invoice 9108442
- 54004** (Callout: In case, there is any duplicate tax no., You must to put PO no.)
- Exclusive Tax:**  (Callout: Click to get same information to recreate)
- Tax on SubTotal:**
- Cancel and Delete record:**

Item ID	Description	Quantity	Unit Price	Extended
CS0002	Cotton fabric	10	194.626	1,946.26

Discount	Shipping Cost	Tax	Total
194.63	0.00	122.61	1,874.24

Summary Totals:

Total	1874.24
	54004

(Callout: Verify this amount to the canceling amount)

## Cancel Received Order

This module is for managing Receive Order cancellation. You cannot make any change to the closed Receive Order. You must cancel it before making any change. After cancellation, the inventory will be adjusted. You can reuse Receive Order number.

The screenshot shows the 'Cancel Receive Order' window with the following fields and callouts:

- Receive No.:** 54005 (Callout: Add receive order no.)
- Order No.:** PO540004 (Callout: Click to get detail)
- Received Date:** 10/14/2011
- Entry Date:** 10/14/2011
- Vendors:** (Empty field)
- Description:** Cancel Receive Order 54005 (Callout: You can change journal memo here)
- Product Detail Table:**

Item ID	Description	Quantity	Unit Price	Extended
CS0002	Cotton fabric	40	228.972	9,158.88
- Summary Table:**

Discount	Shipping Cost	Tax	Total
0.00	0.00	599.18	9,158.88

(Callout: Verify this amount to the canceling amount)

## Cancel Tax Invoice – Purchase Return

You can use this module to cancel Tax Invoice on Purchase Return. You cannot make any change to the closed Tax Invoice. You must cancel it before making any change. After cancellation, all related transactions will be reversed such as inventory, account payable, general ledgers. You can reuse Tax Invoice number.

If there is any payment, you must cancel the payment before canceling tax invoice.

The screenshot shows the 'Cancel Tax Invoice - Purchase Return' window. It contains several fields and a table. Yellow callout boxes provide instructions:

- 'Add track invoice no.' points to the 'Tax Invoice' field (9108442).
- 'Click to get detail' points to a magnifying glass icon next to the 'Tax Invoice' field.
- 'In case, there is any duplicate tax no., You must to put PR no.' points to the 'Return No' field (PR-0264).
- 'You can change journal memo here' points to the 'Description' field (Cancel Tax Invoice - Purchase Return 9108442).
- 'Verify this amount to the canceling amount' points to the 'Total' value (973.13) in the summary table.

Item ID	Description	Quantity	Unit Price	Extended
CS0002	Cotton fabric	5	213.9925	1,069.96

Discount	Shipping Cost	Tax	Total
160.49	0.00	63.66	973.13

Total: 973.13  
PR-0264

## Others

### Deposit on Order

This module is for Deposit on Order. You just select invoices from the selected vendor, select advance tax scheme. **AccStar** will handle the rest. Deposit can be made by cash, check or credit card.

The screenshot shows the 'Deposit on order' window with the following fields and values:

- Voucher No: PV5513
- Voucher Date: ursday, May
- Payment: Cash
- Pay from Acc: cash on hand
- Deposit paid: 140015
- Withhold Tax: 210310
- Bank fee: 0.00
- Bank name: [dropdown]
- Vendor: [dropdown]
- Reference: [dropdown]
- Check/CC: [dropdown]
- Check Date: [dropdown]
- Withhold Tax: 373.83
- Net Pay: 400.00
- Journal memo: Payment - Deposit paid - [dropdown]
- Bank branch: [dropdown]

The table below the fields shows the following data:

Reference	Description	PO		
PO550008	-3/1/2012		609.90	200.00
PO550029	-12/3/2012		1,203.75	00.00
			1,813.65	400.00

At the bottom, there are fields for 'Tax Invoice', '5/ 9/2013', '26.17', 'Voucher', 'Currency', and 'Local Currency'.

Voucher No.	Enter a text or numerical reference for the entry using up to 15 characters.
Voucher Date	The system date displays automatically. Type or use the Calendar to enter the date you want.
Reference	It may be invoice or your order number.
Check/CC	It can be check number or credit card number.
Check Date	It is check date. You can ignore the payment is paid by cash or credit card.
Vendor	After you select vendor, all outstanding Purchase Orders will be displayed.
Net Pay	It is the total net payment amount.
Tax	It is withhold tax <b>AccStar</b> calculate for you.

Receive to acc., Deposit Receive, and Withhold Tax account	These accounts got from Control Accounts. However, you can change it.
Cash	Check it if it's paid by cash. The all available cash accounts will be on the combo box. These account you set in the Cash Account module.
Check	Check it if it's paid by check. The all available check accounts will be on the combo box. These account you set in the Checking Account module.
Credit Card	Check it if it's paid credit card. The all available credit card accounts will be on the combo box. These account you set in the Credit Card Account module.
Journal Memo	It is a memo that will be on accounting transaction description.
Amount	You can receive a partial payment or full payment by enter the payment amount here.

## Extend Purchase Orders

This module is to extend the Purchase Orders expiry date. You just change the date here, no need to create new Purchase Orders.

Order No	Order Date	Vendor	Valid until
test 1	7/17/2013	นายสะอาด...	8/16/2013
Test	7/17/2013	นายคำ	8/16/2013
PO550023	9/5/2012	บริษัท เจ...	9/5/2013
PO550024	9/19/2012	บริษัท โปร...	9/19/2013
PO550025	10/1/2012	บริษัท ที...	10/1/2013
PO550027	11/2/2012	บริษัท แอ...	11/2/2013
PO550028	11/25/2012	บริษัท แล...	11/25/2013
PO550029	12/3/2012	บริษัท เส...	12/3/2013
a-001	1/17/2013	การประปา...	12/11/2013
PO550002	1/5/2012	บริษัท บุญ...	12/12/2013
PO550005	2/22/2012	บริษัท โส...	12/12/2013
PO550001	1/3/2012	ห้างหุ้นส่ว...	12/12/2013

# Sales

## Proposal

## Quotation

This function is your option. You may use it or not. You can copy information on Quotation when creating sales orders.

Quotation

Detail Others Products List Extend Date

Quotation No SQ-470029

Customer Monrada

Address Monrada  
345 Rajchawong Rd.  
Bangkok

Quotation Date 12/ 2/2011

Valid until 1/ 1/2012

Delivery Date 12/ 2/2011

Exclusive Tax  Tax on SubTota

Product Detail Additional Product Detail

Item ID	Description	Quantity	Unit Price	Extended
CS0001	Thai silk 125	1	360.00	360.00

360.00

Discount	Shipping Cost	Tax	Total
0.00	0.00	25.20	385.20

Local Currency Quotation

Select report to print

Quotation

Product Detail Additional Product Detail

Item ID	General D...	Discount...	Sales Unit	Location	Tax %	Tax Amount	QTY Ord
CS0001	0.00	0.00	yard	Head Office	7.00	25.20	

You can put either % or amount

Purchase unit of measure

Discount	Shipping Cost	Tax	Total
0.00	0.00	25.20	385.20

Local Currency 1

Quotation

<u>Quotation details</u>	
Quotation Number	You can assigned up to 15 characters
Quotation Date	Date on Quotation. It will be used to determine the accounting period as well.
Valid until	This order will valid until.
Customer	This is the Customer that you want to sales product from.
Address	You cannot change it here.
<u>Product Details</u>	
Item ID	Input item id or the first 1-3 character of item id or item description to get list of nearest items. Click "Down" arrow to get into the popup. Double click or press Enter on your selected item. <b>AccStar</b> will validate the item id after you have finished.  <b>You cannot change it in the next page.</b>
Description	The description for item from the Inventory module is automatically input for you. However, you can change it. The maximum is 200 characters for this field.
Quantity	The ordered quantity.
Unit Price	This is the sales price before any discount.
Extended	The total amount that <b>AccStar</b> calculate for you. You cannot change it.
General Discount%	It is the general discount. It is percentage. It gets the figure from the general discount field. You can override it.
Discount Amt.	It is the general discount amount that <b>AccStar</b> calculates for you.
Unit of Purchase	This is the purchase unit of measure that defined in the inventory module. <b>If there are many units, you can change it.</b>
Location	It is the location that you want to keep the ordered items <b>AccStar</b> use the default location from log in screen. However, you can change it.
Tax %	Input tax rate for items. <b>AccStar</b> gets the default rate from inventory module. If there is no tax rate <b>AccStar</b> , will get it from the "other" page. However, you can change it.
Tax amount	Tax amount that that <b>AccStar</b> calculate for you. You cannot change it.
QTY Ordered	It is the quantity that that <b>AccStar</b> update for you.
QTY backordered	It is the quantity that <b>AccStar</b> calculates for you. You cannot change it.
Expiry Date	A date when product will end.
Lot Number	Identification number assigned to a particular quantity or lot of material from a single.
Project	Select the applicable project (if any).
Account	<b>AccStar</b> gets it from the inventory module (if any), If there is no defined account, the account set on the "other" page will be use.
Serial Number	<b>AccStar</b> get it from the item information. If it is Serial Number stock it is True otherwise is False
Subtotal	It is the subtotal for PO before discount, tax and shipping

	cost.
Tax	It is sales tax plus transportation tax (if any) <b>AccStar</b> calculates for you. You cannot change it.
Discount	It is the discount for Quotation. <b>AccStar</b> calculates for you. You cannot change it.
Shipping	It is the total shipping cost for Quotation. <b>AccStar</b> gets it from the shipping information you input.
Tax	It is the total purchase tax for this order. <b>AccStar</b> calculates for you. You cannot change it.
Quotation Total	The total amount after discount, shipping cost and tax.
Print All	Check it, if you want to print all outstanding Quotation.

The screenshot shows a software window titled "Quotation" with several tabs: "Detail", "Others", "Products", "List", and "Extend Date". The "Others" tab is active, displaying a form with the following fields:

- Credit Limit:** 300,000.00
- Credit Terms:** 2/10 net 30
- Settle in days:** 2
- Get discount %:** 10.00
- Due Day:** 30
- General Discount %:** 0.00
- Tax %:** 7.00
- Receivable Acc.:** Receivabel Accoi (dropdown)
- Project:** (dropdown)
- Sales Rep.:** comboBox5 (dropdown)
- Currency:** Local Currency (dropdown) with a value of 1
- Department:** (dropdown)

On the right side, there is a "Delivery Address" section with a dropdown menu set to "Address 1" and a form containing:

- Monrada
- 345 Rajchawong Rd.
- Chakkawat, Sampuntawong
- Bangkok
- 10100
- (02) 985-7788

Below the address is a "Shipping" section with the following fields:

- Shipping Cost:** 0.00
- Tax for Shipping:** 0.00
- Shipping VIA:** (dropdown)
- Revenue Account:** (dropdown)

At the bottom of the window is a "Memo" text area.

<u>Other Details</u>	This information, <b>AccStar</b> get it from the information that you input as default for each vendor. You can change it.
Credit Limit	You cannot change it.
Credit Term	You can change it. It is a text field, which will be on PO.
Days	It is the longest days that you will get the financial discount.
Discount %	It is the percentage that you will get discount when you pay within the specified in the "Days" field.
Due day	It is the credit days from the invoice date.
General Disc %	It is the general discount that <b>AccStar</b> use it to calculate discount for items.
Discount on Total	Check it, if you want to calculate discount on PO Total.
Tax %	Tax rate for each item <b>AccStar</b> get it from vendor information.

Purchase Account	The account number that will be used for Purchasing. You can change it.
Department	Select the applicable Department.
Project	Select the applicable Project.
Currency	Select the applicable currency, if any. You must input currency rate daily.
Delivery address	<b>AccStar</b> get it from the company default information. You can override it.
<u>Shipping Details</u>	
Shipping Cost	The total shipping cost for PO.
Tax for Shipping	Input the total shipping tax.
Shipping VIA	Select transportation company.
Expense A/C	Select expense account for shipping cost.
Notes	Put any note here. You may include it in the PO form.

## Ordering

### Delivery Goods with Invoice

**AccStar** was designed to fit your normal practice of your business. You may deliver goods with invoice or without it. You also may deliver part of the order. You use this window to deliver goods with invoice. It can be partial or full order. You can print the receipt directly from this window.

You have 2 options:

1. Create **Sales Order** and close it. Open this window, **AccStar** filter the outstanding sales orders which still valid for you. If you create sales order, you can delivery partial order.
2. Create new order here. If you created here, you cannot delivery partial order.

Delivery goods with invoice

Detail Others Products

Sale Order No SO540003 Customer Monrada

Sale Order Date 12/12/2011 Customer PO No Monrada

Tax Invoice 540002 Due Date 12/12/2011

Inclusive Tax  Tax on SubTotal  Close Doc.

Payment: Pay later

Product Detail

Item ID	Description	Quantity	Unit Price	Extended
CS0001	Thai silk 125	1	360.00	360.00

Discount	Shipping Cost	Tax	Total
0.00	0.00	25.20	385.20

Deposit Received 0

Local Currency

Bar code

Tax Invoice

Select customer

Click to close if you no longer want to change this order

Select payment

Click to put payment information

Check N.

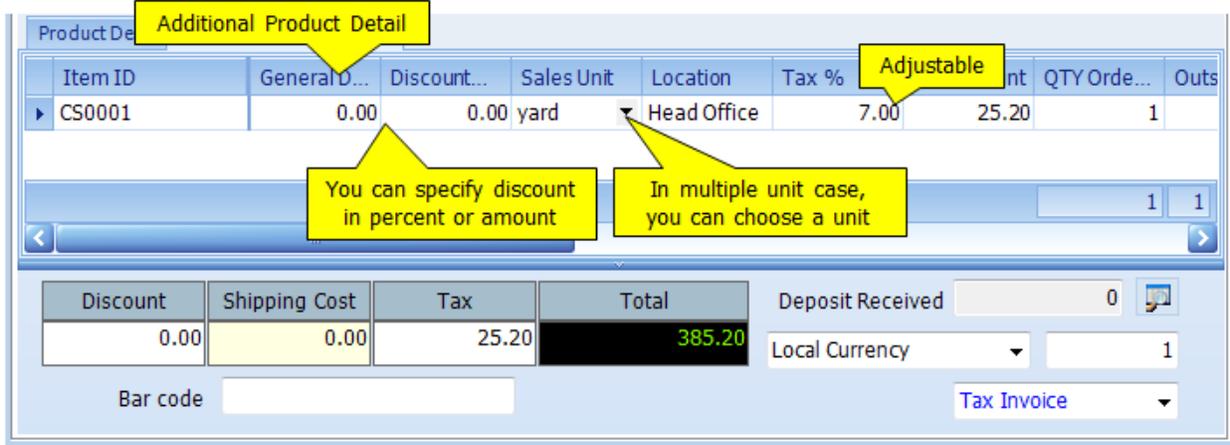
Check Date

Click to get stock list

Input letter of item id or description

Double click here to view product information

Select report to print



<u>SO details</u>	
SO Order No	You can assigned up to 15 characters
SO Order Date	Date on SO. It will be used to determine the accounting period as well.
Invoice No. and Date	Input invoice number and invoice date.
Customer	This is the Customer that you want to sales product from.
Customer address	You cannot change it here.
Order No.	This is the customer's order.
Due date	Due date is SO date plus the due days. You can override it.
GL date	You can freely assign voucher date.
Payment	<p>There are 7 options:</p> <ol style="list-style-type: none"> <li>1. Pay later</li> <li>2. Pay by cash</li> <li>3. Pay by check</li> <li>4. Pay by credit card</li> <li>5. Pay by others source such as loan,</li> <li>6. Pay from Transferring</li> <li>7. Combination</li> </ol> <p>If paid by check, you must input check number and check date. You just input credit card number, if it paid by credit card.</p> <p><u>Notes</u> If the payment is made here, <b>AccStar</b> will not calculate advance tax for you.</p>
<u>Product Details</u>	
Item ID	Input item id or the first 1-3 character of item id or item description to get list of nearest items. Click "Down" arrow to get into the popup. Double click or press Enter on your selected item. <b>AccStar</b> will validate the item id after you have finished.

	<b>You cannot change it in the next page.</b>
Description	The description for item from the Inventory module is automatically input for you. However, you can change it. The maximum is 200 characters for this field.
Quantity	The ordered quantity.
Unit Price	This is the sales price before any discount.
Extended	The total amount that <b>AccStar</b> calculate for you. You cannot change it.
General Discount%	It is the general discount. It is percentage. It gets the figure from the general discount field. You can override it.
Discount Amt.	It is the general discount amount that <b>AccStar</b> calculates for you.
Unit of Purchase	This is the purchase unit of measure that defined in the inventory module. <b>If there are many units, you can change it.</b>
Location	It is the location that you want to keep the ordered items <b>AccStar</b> use the default location from log in screen. However, you can change it.
Tax %	Input tax rate for items. <b>AccStar</b> gets the default rate from inventory module. If there is no tax rate <b>AccStar</b> , will get it from the "other" page. However, you can change it.
Tax amount	Tax amount that that <b>AccStar</b> calculate for you. You cannot change it.
QTY Ordered	It is the quantity that that <b>AccStar</b> update for you.
QTY backordered	It is the quantity that <b>AccStar</b> calculates for you. You cannot change it.
Expiry Date	A date when product will end.
Lot Number	Identification number assigned to a particular quantity or lot of material from a single.
Project	Select the applicable project (if any).
Account	<b>AccStar</b> gets it from the inventory module (if any), If there is no defined account, the account set on the "other" page will be use.
Serial Number	<b>AccStar</b> get it from the item information. If it is Serial Number stock it is True otherwise is False
Subtotal	It is the subtotal for SO before discount, tax and shipping cost.
Tax	It is sales tax plus transportation tax (if any) <b>AccStar</b> calculates for you. You cannot change it.
Discount	It is the discount for SO. <b>AccStar</b> calculates for you. You cannot change it.
Shipping	It is the total shipping cost for SO. <b>AccStar</b> gets it from the shipping information you input.
Tax	It is the total purchase tax for this order. <b>AccStar</b> calculates for you. You cannot change it.
SO Total	The total amount after discount, shipping cost and tax.

Delivery goods with invoice

Detail **Others** Products

Others

Credit Limit 300,000.00

Credit Terms 2/10 net 30

Settle in days 2

Get discount % 10.00

Due Day 30

General Discount % 0.00

Tax % 7.00

Receivable Acc. Receivabel Account

Project Com.

Sales Rep.

Currency Local Currency 1

Department

Reference

Ref. Date

Memo

Delivery Address

Select address Address 1

Monrada

345 Rajchawong Rd.

Chakkawat, Sampuntawong

Bangkok

10100

(02) 985-7788

Shipping

Shipping Cost 0.00

Tax for Shipping 0.00

Shipping VIA

Revenue Account

Delivery Date 12/15/2011

Reference-1

Ref. Date-1

<u>Other Details</u>	This information, <b>AccStar</b> get it from the information that you input as default for each vendor. You can change it.
Credit Limit	You cannot change it.
Credit Term	You can change it. It is a text field, which will be on SO.
Days	It is the longest days that you will get the financial discount.
Discount %	It is the percentage that you will get discount when you pay within the specified in the "Days" field.
Due day	It is the credit days from the invoice date.
General Disc %	It is the general discount that <b>AccStar</b> use it to calculate discount for items.
Discount on Total	Check it, if you want to calculate discount on SO Total.
Tax %	Tax rate for each item <b>AccStar</b> get it from vendor information.
Purchase Account	The account number that will be used for Purchasing. You can change it.
Department	Select the applicable Department.
Project	Select the applicable Project.
Currency	Select the applicable currency, if any. You must input currency rate daily.
Delivery address	<b>AccStar</b> get it from the company default information. You can override it.
<u>Shipping Details</u>	
Shipping Cost	The total shipping cost for SO.

Tax for Shipping	Input the total shipping tax.
Shipping VIA	Select transportation company.
Expense A/C	Select expense account for shipping cost.
Notes	Put any note here. You may include it in the SO form.

## Sale Orders

**AccStar** was designed to fit your normal practice of your business. You may deliver goods with invoice or without it. You also may deliver part of the order. You use this window to create Sales prior processing in the other module i.e. Delivery Goods with Invoice .

**Sales Order**

Detail Others Products

Click to copy information from quotation

Select customer

Sale Order No: 50540006

Customer: Monrada

Sale Order Date: 12/15/2011

Customer PO No:

Valid until: 1/14/2012

Delivery Date: 12/15/2011

Click to close if you no longer want to change this order

Exclusive Tax:  Tax on SubTotal:  Close Doc.

Product Detail

Click to get stock list

Item ID	Description	Quantity	Unit Price	Extended
CS0001	Thai silk 125	1	360.00	360.00
		1		360.00

Input letter of item id or description

Double click here to view product information

Discount	Shipping Cost	Tax	Total
0.00	0.00	25.20	385.20

Local Currency

Select report to print

Delivery Order-Jew.

Bar code

Additional Product Detail

Product Detail Additional Product Detail

Item ID	General D...	Discount...	Sales Unit	Location	Tax %	Tax Amount	QTY Orde...	Outs
CS0001	0.00	0.00	yard	Head Office	7.00	25.20	1	1

You can specify discount in percent or amount

In multiple unit case, you can choose a unit

Adjustable

Discount	Shipping Cost	Tax	Total
0.00	0.00	25.20	385.20

Local Currency

Delivery Order-Jew.

Bar code

<u>SO details</u>	
Sale Order No	You can assigned up to 15 characters
Sale Order Date	Date on SO. It will be used to determine the accounting period as well.
Customer	This is the Customer that you want to sales product from.
Customer address	You cannot change it here.
Valid until	This order will valid until.
Customer PO No	This is the customer's order.
<u>Product Details</u>	
Item ID	Input item id or the first 1-3 character of item id or item description to get list of nearest items. Click "Down" arrow to get into the popup. Double click or press Enter on your selected item. <b>AccStar</b> will validate the item id after you have finished.  <b>You cannot change it in the next page.</b>
Description	The description for item from the Inventory module is automatically input for you. However, you can change it. The maximum is 200 characters for this field.
Quantity	The ordered quantity.
Unit Price	This is the sales price before any discount.
Extended	The total amount that <b>AccStar</b> calculate for you. You cannot change it.
General Discount%	It is the general discount. It is percentage. It gets the figure from the general discount field. You can override it.
Discount Amt.	It is the general discount amount that <b>AccStar</b> calculates for you.
Unit of Purchase	This is the purchase unit of measure that defined in the inventory module. <b>If there are many units, you can change it.</b>
Location	It is the location that you want to keep the ordered items <b>AccStar</b> use the default location from log in screen. However, you can change it.
Tax %	Input tax rate for items. <b>AccStar</b> gets the default rate from inventory module. If there is no tax rate <b>AccStar</b> , will get it from the "other" page. However, you can change it.
Tax amount	Tax amount that that <b>AccStar</b> calculate for you. You cannot change it.
QTY Ordered	It is the quantity that that <b>AccStar</b> update for you.
QTY backordered	It is the quantity that <b>AccStar</b> calculates for you. You cannot change it.
Expiry Date	A date when product will end.
Lot Number	Identification number assigned to a particular quantity or lot of material from a single.
Project	Select the applicable project (if any).
Account	<b>AccStar</b> gets it from the inventory module (if any), If there is no defined account, the account set on the "other" page will be use.
Serial Number	<b>AccStar</b> get it from the item information. If it is Serial Number stock it is True otherwise is False

Subtotal	It is the subtotal for SO before discount, tax and shipping cost.
Tax	It is sales tax plus transportation tax (if any) <b>AccStar</b> calculates for you. You cannot change it.
Discount	It is the discount for SO. <b>AccStar</b> calculates for you. You cannot change it.
Shipping	It is the total shipping cost for SO. <b>AccStar</b> gets it from the shipping information you input.
Tax	It is the total purchase tax for this order. <b>AccStar</b> calculates for you. You cannot change it.
SO Total	The total amount after discount, shipping cost and tax.

<u>Other Details</u>	This information, <b>AccStar</b> get it from the information that you input as default for each vendor. You can change it.
Credit Limit	You cannot change it.
Credit Term	You can change it. It is a text field, which will be on SO.
Days	It is the longest days that you will get the financial discount.
Discount %	It is the percentage that you will get discount when you pay within the specified in the "Days" field.
Due day	It is the credit days from the invoice date.
General Disc %	It is the general discount that <b>AccStar</b> use it to calculate discount for items.
Discount on Total	Check it, if you want to calculate discount on SO Total.

Tax %	Tax rate for each item <b>AccStar</b> get it from vendor information.
Purchase Account	The account number that will be used for Purchasing. You can change it.
Department	Select the applicable Department.
Project	Select the applicable Project.
Currency	Select the applicable currency, if any. You must input currency rate daily.
Delivery address	<b>AccStar</b> get it from the company default information. You can override it.
<u>Shipping Details</u>	
Shipping Cost	The total shipping cost for SO.
Tax for Shipping	Input the total shipping tax.
Shipping VIA	Select transportation company.
Expense A/C	Select expense account for shipping cost.
Notes	Put any note here. You may include it in the SO form.

## Delivery Goods Only

**AccStar** was designed to fit your normal practice of your business. You may deliver goods with invoice or without it. You also may deliver part of the order. You use this window to deliver goods only. It can be partial or full order. You can print the delivery slip directly from this window.

Prior delivery, you must create Sales Order before and close it.

Delivery goods only

Detail Others Products History

Sale Order No: SO5505001 Customer: สินค้าเคียร์ กิฟท์ จำกัด

Sale Order Date: 5/ 4/2013 Order PO No: บริษัท สินค้าเคียร์ กิฟท์ จำกัด

Delivery No: Due Date: 6/ 3/2013 Vo...: 6/ 3/2013

Delivery Date: 5/29/2013 Exclusive Tax: Tax on SubTotal: Close Doc.

Product Detail Additional Product Detail

Item ID	Description	Quantity	Unit Price	Total
PSU0387	Baby Kiss Wink Body Lotion SPF30 PA+++ An...	100	1,000.00	100,000.00
		100		100,000.00

Discount	Shipping Cost	Tax	Total
0.00	0.00	7,000.00	107,000.00

Local Currency: Report or form for printing: Invoice

Bar code:

Product Detail Additional Product Detail Adjustable

Item ID	Ge...	Dis...	Sal...	Loc...	Tax...	Tax...	QT...	Out...	Lot...	Pro...	Acc...	Min...	Sal...	Exp...	Me...	Deliv...
PSU0387	0.00	0.00	Kg	Hea...	7.00	7,0...	100	100				0				5/29/...

100 | 100 |

Discount	Shipping Cost	Tax	Total
0.00	0.00	7,000.00	107,000.00

Local Currency: Invoice

Bar code:

<u>DO details</u>	
Order No	You can assigned up to 15 characters
Order Date	Date on SO. It will be used to determine the accounting period as well.
Customer	This is the Customer that you want to sales product from.
Customer address	You cannot change it here.
Valid until	This order will valid until.
Customer PO No	This is the customer's order.
<u>Product Details</u>	
Item ID	Input item id or the first 1-3 character of item id or item description to get list of nearest items. Click "Down" arrow to get into the popup. Double click or press Enter on your selected item. <b>AccStar</b> will validate the item id after you have finished.  <b>You cannot change it in the next page.</b>
Description	The description for item from the Inventory module is automatically input for you. However, you can change it. The maximum is 200 characters for this field.
Quantity	The ordered quantity.
Unit Price	This is the sales price before any discount.
Extended	The total amount that <b>AccStar</b> calculate for you. You cannot change it.
General Discount%	It is the general discount. It is percentage. It gets the figure from the general discount field. You can override it.
Discount Amt.	It is the general discount amount that <b>AccStar</b> calculates for you.
Unit of Purchase	This is the purchase unit of measure that defined in the inventory module. <b>If there are many units, you can change it.</b>
Location	It is the location that you want to keep the ordered items <b>AccStar</b> use the default location from log in screen. However, you can change it.
Tax %	Input tax rate for items. <b>AccStar</b> gets the default rate from inventory module. If there is no tax rate <b>AccStar</b> , will get it from the "other" page. However, you can change it.
Tax amount	Tax amount that that <b>AccStar</b> calculate for you. You cannot change it.
QTY Ordered	It is the quantity that that <b>AccStar</b> update for you.
QTY backordered	It is the quantity that <b>AccStar</b> calculates for you. You cannot change it.
Expiry Date	A date when product will end.
Lot Number	Identification number assigned to a particular quantity or lot of material from a single.
Project	Select the applicable project (if any).
Account	<b>AccStar</b> gets it from the inventory module (if any), If there is no defined account, the account set on the "other" page will be use.

Serial Number	<b>AccStar</b> get it from the item information. If it is Serial Number stock it is True otherwise is False
Subtotal	It is the subtotal for DO before discount, tax and shipping cost.
Tax	It is sales tax plus transportation tax (if any) <b>AccStar</b> calculates for you. You cannot change it.
Discount	It is the discount for DO. <b>AccStar</b> calculates for you. You cannot change it.
Shipping	It is the total shipping cost for DO. <b>AccStar</b> gets it from the shipping information you input.
Tax	It is the total purchase tax for this order. <b>AccStar</b> calculates for you. You cannot change it.
DO Total	The total amount after discount, shipping cost and tax.

<u>Other Details</u>	This information, <b>AccStar</b> get it from the information that you input as default for each vendor. You can change it.
Credit Limit	You cannot change it.
Credit Term	You can change it. It is a text field, which will be on SO.
Days	It is the longest days that you will get the financial discount.
Discount %	It is the percentage that you will get discount when you pay within the specified in the "Days" field.
Due day	It is the credit days from the invoice date.
General Disc %	It is the general discount that <b>AccStar</b> use it to calculate discount for items.
Discount on Total	Check it, if you want to calculate discount on SO Total.
Tax %	Tax rate for each item <b>AccStar</b> get it from vendor information.

Purchase Account	The account number that will be used for Purchasing. You can change it.
Department	Select the applicable Department.
Project	Select the applicable Project.
Currency	Select the applicable currency, if any. You must input currency rate daily.
Delivery address	<b>AccStar</b> get it from the company default information. You can override it.
<u>Shipping Details</u>	
Shipping Cost	The total shipping cost for SO.
Tax for Shipping	Input the total shipping tax.
Shipping VIA	Select transportation company.
Expense A/C	Select expense account for shipping cost.
Memo	Put any note here. You may include it in the SO form

## Invoice on Delivery Goods

**AccStar** was designed to fit your normal practice of your business. You may deliver goods with invoice or without it. You also may deliver part of the order. You use this window to issue invoice on delivered goods. You can issue an invoice for many Delivery Orders or one by one.

Prior issue invoice on delivered goods, you must delivery goods only and close it.

The screenshot shows the 'Invoice on delivered goods' window with the following fields and callouts:

- Sale Order No:** SO-55006
- Customer:** ซีเอส ล็อกอินโฟ จำกัด (มหาชน) (Callout: Select customer)
- Sale Order Date:** 12/28/2012 (Callout: Click to get a new number)
- Order No:** (Callout: Select deliver number that will be included in the invoice. Just delete it.)
- Due...:** 7/2013 (Callout: Click to screen out delivery order)
- Tax Invoice:** (Callout: Click to get a new number)
- Tax Date:** 6/29/2013
- Delivery No:** 143 (Callout: Click to input payment information)
- Payment:** Pay later (Callout: Check No., Check Date)
- Product Detail Table:**

Item ID	Description	Quantity	Unit Price	Extended
AE-140	Eggs Tofu 140g	5	2.00	10.00
- Summary Table:**

Discount	Shipping Cost	Tax	Total
0.00	0.00	1.31	10.00
- Buttons:** Report or form for printing (Callout: Report or form for printing), Tax Invoice (Callout: Tax Invoice)

SO details	
Invoice Number	You can assigned up to 15 characters
Invoice Date	Date on SO. It will be used to determine the accounting period as well.
Tax Number	Input Tax invoice number.
Tax Date	Input Tax invoice date.
Customer	This is the Customer that you want to sales product from.
Customer address	You cannot change it here.
Order No.	This is the customer's order.
Due date	Due date is SO date plus the due days. You can override it.
GL date	You can freely assign voucher date.
Payment	There are 7 options: 1. Pay later

	<ol style="list-style-type: none"> <li>2. Pay by cash</li> <li>3. Pay by check</li> <li>4. Pay by credit card</li> <li>5. Pay by others source such as loan,</li> <li>6. Pay from Transferring</li> <li>7. Combination</li> </ol> <p>If paid by check, you must input check number and check date. You just input credit card number, if it paid by credit card.</p> <p><u>Notes</u> If the payment is made here, <b>AccStar</b> will not calculate advance tax for you.</p>
--	--

<u>Other Details</u>	This information, <b>AccStar</b> get it from the information that you input as default for each vendor. You can change it.
Credit Limit	You cannot change it.
Credit Term	You can change it. It is a text field, which will be on SO.
Days	It is the longest days that you will get the financial discount.
Discount %	It is the percentage that you will get discount when you pay within the specified in the "Days" field.
Due day	It is the credit days from the invoice date.
General Disc %	It is the general discount that <b>AccStar</b> use it to calculate discount for items.

Discount on Total	Check it, if you want to calculate discount on SO Total.
Tax %	Tax rate for each item <b>AccStar</b> get it from vendor information.
Purchase Account	The account number that will be used for Purchasing. You can change it.
Department	Select the applicable Department.
Project	Select the applicable Project.
Currency	Select the applicable currency, if any. You must input currency rate daily.
Delivery address	<b>AccStar</b> get it from the company default information. You can override it.
<u>Shipping Details</u>	
Shipping Cost	The total shipping cost for SO.
Tax for Shipping	Input the total shipping tax.
Shipping VIA	Select transportation company.
Expense A/C	Select expense account for shipping cost.
Memo	Put any note here. You may include it in the SO form

## Enquiry

### Outstanding Orders and History

This module will show you the Outstanding Orders and History. You can find them from the Customers or the goods.

Information details from **"Delivery goods with Invoice"**

Customer: **คินาเคียว** Sale Order No: **14**  
Due Date: **9/13/2013**

Exclusive Tax

Item ID	Description	Quantity	Unit Price	Extended
AC-300	Tofu Chien 300g	50	5.00	250.00

Discount	Shipping Cost	Tax	Total
0.00	0.00	16.36	250.00

Callout: Select customer, and then AccStar list all outstanding Sale Order no. for you

Callout: Select sell order no.

Started From: **Sunday, January** Ended on: **Monday, December**

Sale Orde...	Cu...	Ref. No.	Sale OrderDate	Exchange...	Original cur.	Currency	Delivery...	Total
16	โท...		1/1/2012	1	200,000.00	Local Curre...	8/6/2013	200,000.00
S051004	คิง...	PO-55-01-1...	1/25/2012	1	1,890.00		4/27/2010	1,890.00
S051005	สริ...	PO-5126	2/27/2012	1	11,540.00		4/27/2010	11,540.00

Callout: History

Callout: Select the date and click here to get data

## Sale History

This function will show you all Sale History. Furthermore, you can specific the date and can print document from here.

The screenshot shows the 'Sales History' window with the following details:

- Detail** | Others | History | Excel Sheet
- Started Date: 6/ 1/2013
- Ended Date: 9/12/2013
- Tax Invoice: INV01-126
- Customer: คิงส์
- Tax Date: 7/ 3/2013
- Sale Order No: 12
- Due Date: 8/ 2/2013
- Order by Name:

Item ID	Description	Quantity	Unit Price	Extended
PSU0387	Baby Kiss Wink Body Lotion SPF30 PA+++ An...	1	5.00	5.00

Discount	Shipping Cost	Tax	Total
0.00	0.00	0.33	5.00

Additional controls:  Exclusive Tax, Sales Order dropdown.

The screenshot shows the 'Sales History' window with the following details:

- Detail** | Others | History | Excel Sheet
- Started Date: Saturday , June 01, 2011
- Ended Date: Thursday , September 12, 2012
- Cancelled:

Drag a column header here to group by that column

Ta...	Ta...	Description	Total	Cu...	Ori...	Pal...	Du...	Sal...	Del...	Del...	Em...	Ent...	Vo...	Check/CC
IN...			5.00	คิง...	5.00	0.00	8/2...	12		7/3...	น.ส...	7/3...	INV...	Pay...
IN...	7/3...	ขายสินค้า-บริ...	45.00	คิง...	45.00	0.00		12		7/3...	น.ส...	7/3...	INV...	Pay...

Annotations:

- History (tab)
- Click here to sort (on Description column)
- Double click to show details (on Total column)
- Select the date and click here to get data (on Ended Date dropdown)

# Adjustment

## Sales Return

You can manage the returned goods from your sales on this window. All of related transactions will be updated automatically such as inventory, accounts receivable, customer's balance etc. The data entry is very simple like you do with sales orders.

**Sales Return**

Return No: SR47017      Customer: คิงส์อิม จำกัด

Return Date: 12/21/2012      Tax Date: บริษัท คิงส์อิม จำกัด

Tax Invoice: INV0001      12/21/2012      Memo: ใบกำกับภาษีเลขที่ INV550008

Due Date: 12/21/2012      Exclusive Tax      Tax on SubTotal      Close Doc.

Payment: Pay later      4/27/2006

Tax Invoice-O: INV550008      Check No.      Check Date

Product Detail

Item ID	Description	Quantity	Unit Price	Extended
AE-140	Eggs Tofu 140g	5	5.00	25.00
AC-300	Tofu Chien 300g	2	2.00	4.00
				29.00

Discount: 0.00      Shipping Cost: 0.00      Tax: 1.90      Total: 29.00

Print all      Debit Note

Callouts: Select customer, Click to get stock list, Input letter of item id or description, Click to input payment information, Check No., Check Date, Report or form for printing

**Additional Product Detail**

Product Detail      Additional Product Detail      Adjustable

Item ID	General Di...	Discount A...	Sales Unit	Location	Tax %	Tax Amount
AE-140	0.00	0.00		Head Office	7.00	1.64
AC-300	0.00	0.00		Head Office	7.00	0.26

Discount: 0.00      Shipping Cost: 0.00      Tax: 1.90      Total: 29.00

Print all      Debit Note

Callouts: Additional Product Detail, Adjustable, You can specify discount in percent or amount, In multiple unit case, you can choose a unit

<u>Return details</u>	
Return Number	You can assigned up to 15 characters
Return Date	Date on Return. It will be used to determine the accounting period as well.
Tax Number and Date	This is the customer's document.
Customer	This is the Customer that you want to sales product from.
Customer address	You can not change it here.
Order No.	This is the customer's order.
Due date	Due date is Return date plus the due days. You can override it.
Payment	<p>There are 7 options:</p> <ol style="list-style-type: none"> <li>1. Pay later</li> <li>2. Pay by cash</li> <li>3. Pay by check</li> <li>4. Pay by credit card</li> <li>5. Pay by others source such as loan,</li> <li>6. Pay from Transferring</li> <li>7. Combination</li> </ol> <p>If paid by check, you must input check number and check date. You just input credit card number, if it paid by credit card.</p> <p><u>Notes</u> If the payment is made here, <b>AccStar</b> will not calculate advance tax for you.</p>
<u>Product Details</u>	
Item ID	<p>Input item id or the first 1-3 character of item id or item description to get list of nearest items. Click "Down" arrow to get into the popup. Double click or press Enter on your selected item. <b>AccStar</b> will validate the item id after you have finished.</p> <p><b>You cannot change it in the next page.</b></p>
Description	The description for item from the Inventory module is automatically input for you. However, you can change it. The maximum is 200 characters for this field.
Quantity	The ordered quantity.
Unit Price	This is the sales price before any discount.
Extended	The total amount that <b>AccStar</b> calculate for you. You can not change it.
Location	It is the location that you want to keep the ordered items <b>AccStar</b> use the default location from log in screen. However, you can change it.
Sales unit	This is the sales unit of measure that defined in the inventory module. <b>If there are many units</b> , you can change it.
General %	It is the general discount. It is percentage. It gets the figure

	from the general discount field. You can override it.
Discount	It is the general discount amount that <b>AccStar</b> calculates for you.
Tax	Input tax rate for items. <b>AccStar</b> gets the default rate from inventory module. If there is no tax rate <b>AccStar</b> , will get it from the "other" page. However, you can change it.
Tax amount	Tax amount that that <b>AccStar</b> calculate for you. You can not change it.
Quantity Ordered	It is the quantity that that <b>AccStar</b> update for you.
Outstanding	It is the quantity that <b>AccStar</b> calculates for you. You can not change it.
Account	<b>AccStar</b> gets it from the inventory module (if any), If there is no defined account, the account set on the "other" page will be use.
Project	Select the applicable project (if any).
Is Serial	<b>AccStar</b> gets it from the item information. If it is Serial Number stock it is True otherwise is False
Parallel U.	If the item has parallel unit of measure, you must enter the other unit here.
Subtotal	It is the subtotal for Return before discount, tax and shipping cost.
Tax	It is sales tax plus transportation tax (if any) <b>AccStar</b> calculates for you. You can not change it.
Discount	It is the discount for Return. <b>AccStar</b> calculates for you. You can not change it.
Shipping Cost	is the total shipping cost for Return. <b>AccStar</b> gets it from the shipping information you input.
Total Sales Tax	It is the total sales tax for this order. <b>AccStar</b> calculates for you. You can not change it.
Return Total	The total amount after discount, shipping cost and tax.
Print All	Check it, if you want to print all outstanding Return.

<u>Other Details</u>	This information, <b>AccStar</b> get it from the information that you input as default for each vendor. You can change it.
Credit Limit	You cannot change it.
Credit Term	You can change it. It is a text field, which will be on SO.
Days	It is the longest days that you will get the financial discount.
Discount %	It is the percentage that you will get discount when you pay within the specified in the "Days" field.
Due day	It is the credit days from the invoice date.
General Disc %	It is the general discount that <b>AccStar</b> use it to calculate discount for items.
Discount on Total	Check it, if you want to calculate discount on SO Total.
Tax %	Tax rate for each item <b>AccStar</b> get it from vendor information.
Purchase Account	The account number that will be used for Purchasing. You can change it.
Department	Select the applicable Department.
Project	Select the applicable Project.
Currency	Select the applicable currency, if any. You must input currency rate daily.
Delivery address	<b>AccStar</b> get it from the company default information. You can override it.
<u>Shipping Details</u>	
Shipping Cost	The total shipping cost for SO.

Tax for Shipping	Input the total shipping tax.
Shipping VIA	Select transportation company.
Expense A/C	Select expense account for shipping cost.
Notes	Put any note here. You may include it in the SO form

## Adjustment on Sale

This module is for adjustment on sales such as Price adjustment. Moreover, Account balance and related functions will update automatically after an adjustment such as Inventory, Accounts Receivable, General Ledger.

<u>Detail</u>	<u>Description</u>
<b>Adjustment No.</b>	You can assign up to 15 characters.
<b>Adjustment Date</b>	Date of an adjustment.
<b>Tax Invoice</b>	Tax Invoice no. that you want to adjust.
<b>New Tax invoice and Date</b>	New Tax invoice and Date which you give to customers.
<b>Due Date</b>	The date that customer has to pay for.
<b>Customer</b>	Buyer

<b>Description</b>	Description in general ledger.
<b>Voucher Date</b>	Voucher date in general ledger.

### *To Input adjustment*

- Click "Add New"  or (F2)
- Input **Tax Invoice Number**, and click 
- **AccStar** will show the detail
- Adjust the new price and input other information.
- Click Save  or (F9) to save edited record.

## Cancel Orders

You can use this module to manage the cancellation. You can not make any change to the closed Tax Invoice. You must cancel it before making any change. After cancellation, all related transactions will be reversed such as inventory, account receivable, general ledgers. You can reuse Tax Invoice number.

If there is any payment, you must cancel the payment before canceling tax invoice.

Click to see tax invoice history

Click to get detail

You can change your journal memo here

Item ID	Description	Quantity	Unit Price	Extended
AC-300	Tofu Chien 300g	5	2.00	10.00
AC-300	Tofu Chien 300g	5	2.00	10.00
AE-140	Eggs Tofu 140g	20	5.00	100.00
				120.00

Discount	Shipping Cost	Tax	Total
0.00	0.00	7.19	120.00

History

Click to get detail

Started Date: Sunday, January 01, 2012

Ended Date: Monday, July 01, 2013

Drag a column header here to group by that column

Tax Invo...	Tax Date	Description	Total	Cu...	Original cur.	Paid Amount	Due Date	Sale Order No	Delivery No
INV550001	1/29/2012	ขายสินค้า-บริษัท...	2,022.30	...	2,022.30	0.00	2/28/2012	SO51004	
INV550002	3/1/2012	ขายสินค้า-บริษัท...	12,347.80	...	12,347.80	0.00	3/31/2012	SO51005	
INV550003	3/2/2012	ขายสินค้า-บริษัท...	2,728.50	...	2,728.50	0.00	4/1/2012	SO51006	
INV550004	3/4/2012	ขายสินค้า-บริษัท...	4,429.80	...	4,429.80	0.00	4/3/2012	SO51007	
INV550005	3/12/2012	ขายสินค้า-บริษัท...	1,291.18	...	11,291.18	0.00	4/11/2012	SO51008	
INV550006	3/13/2012	ขายสินค้า-บริษัท...	5,044.20	...	15,044.20	0.00	4/12/2012	SO51009	
INV550008	12/21/2012	...	120.00	...	120.00	0.00	1/20/2013	SO1	144
INV550008	12/21/2012	ขายสินค้า-บริษัท...	120.00	...	120.00	0.00	1/20/2013	SO1	145

Double click to go to cancellation mode

## Others

### Receive on Sales Deposit

This module is for receiving Sales Deposit. You just select invoices from the selected customer, select advance tax scheme. **AccStar** will handle the rest. Receiving can be made by cash, check or credit card.

The screenshot shows the 'Receive deposit on order' window with the following fields and callouts:

- Voucher No.:** R00087
- Voucher Date:** Tuesday, Decem
- Payment:** Cash
- Received to Acc.:** cash on hand
- Deposit Received:** 210203
- Advance Tax:** 130014 (Callout: Click to display all available account)
- Bank fee:**
- Bank name:**
- Customer:** คิงส์อิม จำกัด
- Reference:**
- Check/CC:** (Callout: Select withholding tax scheme)
- Check Date:** Tuesday, Decembe
- Advance Tax:** ค่าขนส่ง 500 5.00
- Net Pay:** 495.00
- Journal memo:** (Callout: You can change memo here)
- Bank branch:**
- Table:**

Reference	Description	SO Total	Amount
SO-11	ขายสินค้า - 3/11/2555	2,140.00	500.00
		2,140.00	
- Input received amount:** (Callout pointing to the total amount in the table)
- Report or form for printing:** (Callout pointing to the Invoice button)
- Invoice:** 12/ 4/2012 0.00
- Voucher:** กลุ่ม 1
- Currency:** Local Currency 1

Voucher No.	Enter a text or numerical reference for the entry using up to 15 characters.
Voucher Date	The system date displays automatically. Type or use the Calendar to enter the date you want.
Reference	It may be invoice or your order number.
Check/CC	It can be check number or credit card number.
Check Date	It is check date. You can ignore the payment is paid by cash or credit card.
Customer	After you select customer, all outstanding orders will be displayed.
Net Pay	It is the total net payment amount.
Tax	It is withhold tax <b>AccStar</b> calculate for you.

Receive to acc., Deposit Receive, and Withhold Tax account	These accounts got from Control Accounts. However, you can change it.
Cash	Check it if it's paid by cash. The all available cash accounts will be on the combo box. These account you set in the Cash Account module.
Check	Check it if it's paid by check. The all available check accounts will be on the combo box. These account you set in the Checking Account module.
Credit Card	Check it if it's paid credit card. The all available credit card accounts will be on the combo box. These account you set in the Credit Card Account module.
Journal Memo	It is a memo that will be on accounting transaction description.
Amount	You can receive a partial payment or full payment by enter the payment amount here.

## Extend Sale Order

This module is to extend the Sale Order expiry date. You just change the date here, no need to create new Sale Order.

Sale OrderNo	Sale OrderDate	Customer	Valid until	R
SO51004	1/25/2012	บริษัท คิง...	2/14/2013	PO-55-01-110
SO51007	3/1/2012	บริษัท สุริ...	12/14/2013	PO-55-1001
SO51014	3/5/2012	บริษัท คี...	3/31/2013	
SO51013	2/29/2012	บริษัท ชี...	3/31/2013	
SO51011	2/22/2012	บริษัท ส...	3/31/2013	
SO51010	2/22/2012	บริษัท สุริ...	3/31/2013	
SO51015	10/25/2012	บริษัท แจ...	3/31/2013	po-001
SO51009	3/10/2012	บริษัท คี...	3/14/2013	PO-55-12
SO51006	2/28/2012	บริษัท ส...	3/14/2013	PO-003
SO51005	2/27/2012	บริษัท สุริ...	2/14/2013	PO-5126
SO-55006	12/20/2012	บริษัท ชี...	2/14/2013	
SO51016	10/20/2012	บริษัท ชี...	3/31/2013	Po-001
SO51008	3/4/2012	บริษัท ชี...	2/14/2013	PO-1234
J001	1/17/2013	บริษัท ก...	9/16/2013	
test	2/2/2013		3/4/2013	

# Bank

## Payments

### Payment for Purchase Order

This module is for payment on Purchase Order. You just select invoices from the selected vendor you want to pay, select withholding tax scheme. **AccStar** will handle the rest. Payment can be made by cash, check or credit card.

The screenshot shows the 'Payment for PO' window with the following fields and callouts:

- Voucher No:** PV5503
- Voucher Date:** 12/26/2012
- Pay by:** Check
- Pay from Acc.:** K Bank
- Payable Acc.:** 210101
- Reference:** (Callout: Click to display all available account)
- Vendor:** มานทรี
- Check Date:** 12/26/2012
- Check/CC:** 22551
- Withhold Tax:** ค่าเช่า
- Withhold:** (Callout: Select withholding tax scheme)
- Net Pay:** 2,040.00
- Buttons:**
  - Click to edit withholding number
  - Click to pay from Deposit or Return
  - Click to filter purchase order

The 'Outstanding' table shows:

Reference	Description	Current Balance	Discount	Amount
INV#654123	ซื้อสินค้า - PO552 - 27/12/2555	2,140.00	0	2,140.00
		2,140.00	0.	

Other fields include: Started From 1/ 1/2012, Ended on 12/31/2012, Select All, Report or form for printing, Voucher กลุ่ม 1, Currency Local Currency, 1 0.00.

Voucher No.	Enter a text or numerical reference for the entry using up to 15 characters.
Voucher Date	The system date displays automatically. Type or use the Calendar to enter the date you want.
Reference	It may be invoice or your order number.
Check/CC	It can be check number or credit card number.
Check Date	It is check date. You can ignore the payment is paid by cash or credit card.
Customer	After you select vendor, all outstanding Purchase Orders will be displayed.
Net Pay	It is the total net payment amount.
Tax	It is withhold tax <b>AccStar</b> calculate for you.

Pay from account, Account Receivable, Payable account and Withhold Tax account	These accounts got from Control Accounts. However, you can change it.
Cash	Check it if you pay by cash. The all available cash accounts will be on the combo box. These account you set in the Cash Account module.
Check	Check it if you pay by check. The all available check accounts will be on the combo box. These account you set in the Checking Account module.
Credit Card	Check it if you pay by credit card. The all available credit card accounts will be on the combo box. These account you set in the Credit Card Account module.
Journal Memo	It is a memo that will be on accounting transaction description.
Amount	You can make a partial payment or full payment by enter the payment amount here.
Currency	Select currency, if the invoice in other currency.
Profit and Loss on Exchange rate	<b>AccStar</b> will calculate Profit and Loss on Exchange rate by comparing the rate on order rate and today rate. The difference will be booked to Profit and Loss on Exchange account.
Close	If this field is checked, when you click save button <b>AccStar</b> will generate accounting transactions for you.

## Payment for Sale Return

This module is for payment on Sales Return or Credit Notes. You just select invoices from the selected vendor you want to pay, select withholding tax scheme. **AccStar** will handle the rest. Payment can be made by cash, check or credit card.

The screenshot shows the 'Payment for SR' window with the following fields and callouts:

- Journal Data Entry:** Current Year, Sales Return
- Voucher No:** pv5605012
- Voucher Date:**uesday , August
- Pay by:** Cash
- Pay from Acc.:** cash on hand (Callout: Click to display all available account)
- Receivable Acc.:** 110041
- Withhold Tax:** 210 (Callout: Select withholding tax scheme)
- Fin. Charge:** 0.00
- Bank name:** (Callout: You can change journal memo)
- Journal memo:** Payment - Receivable Acc. - ...
- Customer:** (Callout: Select customer firstly, AccStar list all outstanding Sale Return for you)
- Reference:** (Callout: Close Doc.)
- Check/CC:** (Callout: Select withholding tax scheme)
- Check Date:**
- Withhold Tax:** 0.00
- Fin. Charge:** 0.00
- Net Pay:** 0.00
- Bank branch:**

Reference	Description	Amount	New Bal...
▶ INV0001	Sales return - SR47017 - 12/21/2012	29.00	29.00
Report for printing		29.00	0.00   29.00

Voucher: Currency: Local Currency | 1

Voucher No.	Enter a text or numerical reference for the entry using up to 15 characters.
Voucher Date	The system date displays automatically. Type or use the Calendar to enter the date you want.
Reference	It may be invoice or your order number.
Check/CC	It can be check number or credit card number.
Check Date	It is check date. You can ignore the payment is paid by cash or credit card.
Customer	After you select vendor, all outstanding Purchase Orders will be displayed.
Net Pay	It is the total net payment amount.
Tax	It is withhold tax <b>AccStar</b> calculate for you.
Pay from account, Account Receivable, Payable account and Withhold Tax account	These accounts got from Control Accounts. However, you can change it.

Cash	Check it if you pay by cash. The all available cash accounts will be on the combo box. These account you set in the Cash Account module.
Check	Check it if you pay by check. The all available check accounts will be on the combo box. These account you set in the Checking Account module.
Credit Card	Check it if you pay by credit card. The all available credit card accounts will be on the combo box. These account you set in the Credit Card Account module.
Journal Memo	It is a memo that will be on accounting transaction description.
Amount	You can make a partial payment or full payment by enter the payment amount here.
Currency	Select currency, if the invoice in other currency.
Profit and Loss on Exchange rate	<b>AccStar</b> will calculate Profit and Loss on Exchange rate by comparing the rate on order rate and today rate. The difference will be booked to Profit and Loss on Exchange account.
Close	If this field is checked, when you click save button <b>AccStar</b> will generate accounting transactions for you.

## Payment for Expense

This module is used to simplify your data entry for payment on other expenses. You just input required information such as order amount, Tax Amount, Withhold tax scheme and customer. **AccStar** will generate accounting transactions for you. It is extended from General Journal Transactions Inputting. Therefore, the basic operation is the same except there is no recurring feature.

The screenshot shows the 'Payment for Expenses' window with the following fields and callouts:

- Voucher No.:** PV5501003
- Voucher Date:** Tuesday, January 31
- Pay by:** Check
- Pay from Acc.:** K Bank
- Pay to Acc.:** (Empty)
- Withhold Tax:** 2
- Journal memo:** (Empty)
- Vendor:** บริษัท ทีไอที
- Check/CC:** 1233333
- Check Date:** Thursday, May 31, 201
- Reference:** (Empty)
- Total goods:** 5,000.00
- Tax Amount:** 0.00
- Total pay:** 4,850.00

Callout boxes provide the following instructions:

- "This information is used for banking process" (points to Vendor, Check/CC, Check Date)
- "Click to get new check no. from the last no." (points to Check/CC)
- "Just input total amount" (points to Total goods)
- "Click to display all available account" (points to Pay to Acc.)
- "Auto generate transaction, you can change, add, or delete" (points to the 'Journal Transaction' button)
- "Click to get generate transaction" (points to the 'Generate' button)

The 'Detail' table shows the following entries:

Account	Account Na...	Description	Debit	
521201	ค่าโทรศัพท์...	ค่าโทรศัพท์ประจำ เดือน เม.ย.55	4,672.89	0.00
110071	ภาษีซื้อ-เครดิต	ค่าโทรศัพท์ประจำ เดือน เม.ย.55	327.11	0.00
210310	ภาษีหัก ณ ที่จ่าย	ค่าโทรศัพท์ประจำ เดือน เม.ย.55	0.00	150.00
110021	ธนาคารกลี	เดือน เม.ย.55	0.00	4,850.00
			5,000.00	5,000.00

Voucher No.	Enter a text or numerical reference for the entry using up to 15 characters.
Voucher Date	The system date displays automatically. Type or use the Calendar to enter the date you want.
Reference	It may be invoice or your order number.
Check/CC	It can be check number or credit card number.
Check Date	It is check date. You can ignore the payment is paid by cash or credit card.
Vendor	This vendor's name will be used for Tax report. You may create a dummy customer for general customers and use this customer for any transaction that you do not want to keep track history.
Total	It is the total payment amount.
Tax	It is withhold tax <b>AccStar</b> calculate for you.
Pay from account, Account	These accounts got from Control Accounts. However, you can

Receivable, Payable account and Withhold Tax account	change it. Click  button after any changes to regenerate transactions.
Cash	Check it if you pay by cash. The all available cash accounts will be on the combo box. These account you set in the Cash Account module.
Check	Check it if you pay by check. The all available check accounts will be on the combo box. These account you set in the Checking Account module.
Credit Card	Check it if you pay by credit card. The all available credit card accounts will be on the combo box. These account you set in the Credit Card Account module.
Discount rate, Discount amount	If there is any discount, you can input either discount rate or discount amount. If you input discount rate, <b>AccStar</b> will calculate discount amount for you. If you leave discount rate to zero, you should input discount amount.
Out of Balance	As you enter transactions, this field displays the difference between the debit and credit values. You should only process the entry when the balance is zero.
Account No.	Input account code or press F4 or use dropdown list to get list of available accounts. Double click or press F3 on your selected account <b>AccStar</b> will validate the account code after you have finished.
Account Name	The name of the entered account will be displayed automatically. You cannot edit this field
Description	Enter a description for the transaction using up to 200 characters
Debit	Enter a debit value here.
Credit	Enter a credit value here.
Print all	Check this field if you want to print all voucher at the same time.
Print Check	Check this field you want to print check.

## Deposit on Purchase Order

This module is for payment on deposit on Purchase Order. You just select invoices from the selected vendor you want to pay, input deposit amount and select withholding tax scheme. **AccStar** will handle the rest. Payment can be made by cash, check or credit card.

Voucher No.	Enter a text or numerical reference for the entry using up to 15 characters.
Voucher Date	The system date displays automatically. Type or use the Calendar to enter the date you want.
Reference	It may be invoice or your order number.
Check/CC	It can be check number or credit card number.
Check Date	It is check date. You can ignore the payment is paid by cash or credit card.
Vendor	After you select vendor, all outstanding Purchase Orders will be displayed.
Net Pay	It is the total net payment amount.
Tax	It is withhold tax <b>AccStar</b> calculate for you.
Pay from account, Account Receivable, Payable account and Withhold Tax account	These accounts got from Control Accounts. However, you can change it.

Cash	Check it if you pay by cash. The all available cash accounts will be on the combo box. These account you set in the Cash Account module.
Check	Check it if you pay by check. The all available check accounts will be on the combo box. These account you set in the Checking Account module.
Credit Card	Check it if you pay by credit card. The all available credit card accounts will be on the combo box. These account you set in the Credit Card Account module.
Journal Memo	It is a memo that will be on accounting transaction description.
Amount	You can make a partial payment or full payment by enter the payment amount here.

## Receiving Bills

This module is for managing payment on other bills which are not from purchasing such as telephone bill, water and electricity bills. After inputting data, **AccStar** generate accounting transactions as well as tax information. You may pay bills from vendor on a single payment in the Pay Bills module.

<u>Detail</u>	<u>Description</u>
<b>Receive No</b>	You can assigned up to 15 characters.
<b>Receive Date</b>	You can choose the date from calendar.
<b>Payment on</b>	Expense of bill, You can click  to add or remove account.
<b>Vendor</b>	Account payable on the bill, You can define in AP module or click  to add or remove.
<b>Voucher No</b>	You can assigned up to 15 characters.
<b>Date</b>	This date will show in general ledger. You can choose the date from calendar.
<b>Bill No</b>	Bill number, Date, and Due date You can click  to get new number.
<b>Amount</b>	The total amount of goods or services.

<b>Tax Amount</b>	Value added tax
<b>Purchase Tax</b>	In case of the bill has tax, You have to input Tax invoice and Tax date here.
<b>Allocation Format</b>	Allocate expense to departments.
<b>Project</b>	Select the applicable project (if any).
<b>Expense by</b>	Employee who paid the bill.
<b>Description</b>	The module is automatically input for you. However, you can change it. The maximum is 200 characters for this field.

## Pay bills

This module is used for payment on the records booked by the Receive Bills module. **AccStar** simplifies your payments, you can pay by cash or check. Print check request form. Two types of withholding tax on one payment. One tax invoice for many bills.

The screenshot shows the 'Pay bills' window with the following fields and callouts:

- Check Req. No:** CV55014
- Check Req. Date:** Monday, September
- Pay by:** Cash
- Pay from Acc.:** [Empty]
- Vendor:** [Dropdown menu]
- Voucher No:** CV55014
- Check/CC:** [Empty]
- Check Date:** Monday, September 16, 2013
- WH Numbers:** [Empty]
- Withholding Tax:** 0.00
- Withholding Tax-1:** Pay bills - บริษัท หจก. [Empty]
- Table:**

Receive No	Due...	Description	Amount	Tax	Tax Invoice	Tax...	Dis...	Tax...
B5500114	9/13/...		50.00	3.50	659842	9/13...		
- Voucher:** [Empty]
- Net Pay:** 0.00
- Currency:** 0

Callout boxes provide the following instructions:

- "Firstly, you have to choose the vendor to show all their outstanding bills." (points to Vendor dropdown)
- "Click to get new no." (points to '?' icon next to Voucher No)
- "Click to edit description" (points to '?' icon next to Tax Invoice field in table)
- "Input Tax invoice and date, if you didn't receive when got a bill. In case of one tax invoice for many bills, you can put here also." (points to Tax Invoice field in table)

<u>Details</u>	<u>Description</u>
<b>Check Req. No</b>	You can assign up to 15 characters.
<b>Check Req. Date</b>	You can choose the date from calendar.
<b>Vendor</b>	After create the new Pay Bill, you have to choose the vendor first. <b>AccStar</b> will show all outstanding bills.
<b>Voucher No and Date</b>	You can assign up to 15 characters. Click  to get new no. Also choose the date from calendar.
<b>Pay from Acc.</b>	Payment from which account
<b>Check/CC</b>	Click  to get new no. You can edit it.
<b>WH Numbers</b>	Click  to get new no. You can edit it.
<b>Withholding</b>	You have to choose tax categories and input total

	amount <b>AccStar</b> will calculate withholding.
<b>Closed</b>	When you click closed, <b>AccStar</b> will save your record automatically
<b>Description</b>	You can edit description.

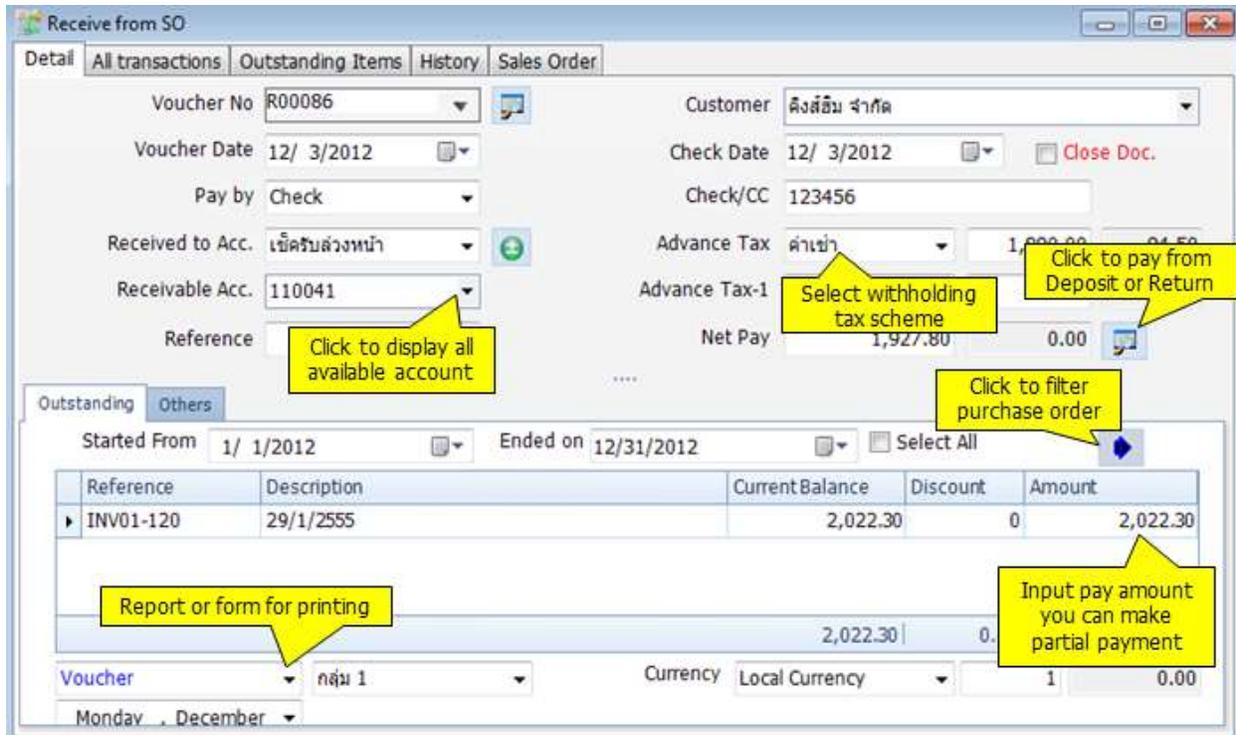
**Tips:**

- ◆ Firstly, input all data, save without click closed
- ◆ Print **Check Request** and **Withholding Tax Form**
- ◆ After payment and receive Tax invoice, input **tax invoice** details, save without click closed
- ◆ Print **Voucher**
- ◆ Click closed in last process
- ◆ You cannot print while edit or create new pay bills. You have to click save before print.

# Receives

## Receives from Sales Order

This module is for receive payment on Sales Order. You just select invoices from the selected customer, select advance tax scheme. **AccStar** will handle the rest. Receiving can be made by cash, check or credit card.



Voucher No.	Enter a text or numerical reference for the entry using up to 15 characters.
Voucher Date	The system date displays automatically. Type or use the Calendar to enter the date you want.
Reference	It may be invoice or your order number.
Check/CC	It can be check number or credit card number.
Check Date	It is check date. You can ignore the payment is paid by cash or credit card.
Customer	After you select customer, all outstanding invoices will be displayed.
Net Pay	It is the total net payment amount by customer.
Tax	It is withhold tax <b>AccStar</b> calculate for you.
Receive to acc., Receivable acc., Fin. charge	These accounts got from Control Accounts. However, you can change it.

and Advance Tax account	
Cash	Check it if it's paid by cash. The all available cash accounts will be on the combo box. These account you set in the Cash Account module.
Check	Check it if it's paid by check. The all available check accounts will be on the combo box. These account you set in the Checking Account module.
Credit Card	Check it if it's paid by credit card. The all available credit card accounts will be on the combo box. These account you set in the Credit Card Account module.
Journal Memo	It is a memo that will be on accounting transaction description.
Amount	You can receive partial payment or full payment by enter the payment amount here.
Currency	Select currency, if the invoice in other currency.
Profit and Loss on Exchange rate	<b>AccStar</b> will calculate Profit and Loss on Exchange rate by comparing the rate on order rate and today rate. The difference will be booked to Profit and Loss on Exchange account.
Close	If this field is checked, when you click save button <b>AccStar</b> will generate accounting transactions for you.

## Receives from Purchase Return

This module is for receiving payment on Purchase Return. You just select the PR number from the selected vendor, select advance tax scheme. **AccStar** will handle the rest. Receiving can be made by cash, check or credit card.

Input the data same with **Receives from Sales Order**

## Input Receive on Other Incomes

This module is used to simplify your data entry for receives from payment on other incomes. You just input required information such as total amount, tax scheme and customer. **AccStar** will generate accounting transactions for you. It is extended from General Journal Transactions Inputting. Therefore, the basic operation is the same except there is no recurring feature.

The screenshot shows the 'Receive from OI' window with the following fields and callouts:

- Voucher No:** 555
- Voucher Date:** Tuesday, January
- Pay by:** Cash
- Received to Acc.:** cash on hand
- Received from Acc.:** (empty)
- Advance Tax:** (empty)
- Journal memo:** (empty)
- Customer:** เฉียวเว ฮัดโค คีริน (ไทยแลนด์) - Callout: "This information is used for banking process"
- Check/CC:** (empty)
- Check Date:** Tuesday, January 22, - Callout: "Click to get generate transaction"
- Reference:** (empty)
- Total goods:** 0.00
- Tax Amount:** 0.00
- Total pay:** 0.00

The 'Detail' section shows a table with columns: Account, Account N..., Description, Debit, and Credit.

Account	Account N...	Description	Debit	Credit
110021	ธนาคารกลี...	รายได้อื่น	50.00	0.00
110071	ภาษีซื้อ-เค...		3.00	0.00
420002	รายรับจาก		0.00	53.00
			53.00	53.00

Callouts for the table:

- "Click to display all available account" points to the 'Received to Acc.' dropdown.
- "Auto generate transaction, you can change, add, or delete" points to the table.
- "Journal Transaction" points to the 'Journal memo' field.

Voucher No.	Enter a text or numerical reference for the entry using up to 15 characters.
Voucher Date	The system date displays automatically. Type or use the Calendar to enter the date you want.
Reference	It may be invoice or your order number.
Check/CC	It can be check number or credit card number.
Check Date	It is check date. You can ignore the payment is paid by cash or credit card.
Customer	This customer's name will be used for Tax report. You may create a dummy customer for general customers and use this customer for any transaction that you do not want to keep

	track history.
Total	It is the total receive amount.
Tax	It is Advance tax <b>AccStar</b> calculate for you.
Receive from account, Account Receivable, Payable account and Withhold Tax account	These accounts got from Control Accounts. However, you can change it.
Cash	Check it if you receive by cash. The all available cash accounts will be on the combo box. These account you set in the Cash Account module.
Check	Check it if you receive by check. The all available check accounts will be on the combo box. These account you set in the Checking Account module.
Credit Card	Check it if you receive by credit card. The all available credit card accounts will be on the combo box. These account you set in the Credit Card Account module.
Discount rate, Discount amount	If there is any discount, you can input either discount rate or discount amount. If you input discount rate, <b>AccStar</b> will calculate discount amount for you. If you leave discount rate to zero, you should input discount amount.
Out of Balance	As you enter transactions, this field displays the difference between the debit and credit values. You should only process the entry when the balance is zero.
Account No.	Input account code or press F4 or press F6 or use dropdown list to get list of available accounts. Double click or press F3 on your selected account. <b>AccStar</b> will validate the account code after you have finished.
Account Name	The name of the entered account will be displayed automatically. You cannot edit this field
Description	Enter a description for the transaction using up to 200 characters
Debit	Enter a debit value here.
Credit	Enter a credit value here.
Print all	Check this field if you want to print all voucher at the same time.

## Receive Deposit on Order

This module is for receiving Sales Deposit. You just select invoices from the selected customer, select advance tax scheme. **AccStar** will handle the rest. Receiving can be made by cash, check or credit card.

The screenshot shows the 'Receive deposit on order' window with the following fields and values:

- Voucher No: R00087
- Voucher Date: Tuesday, Decem
- Payment: Cash
- Received to Acc: cash on hand
- Deposit Received: 210203
- Advance Tax: 130014
- Bank: 0.00
- Bank n: [dropdown]
- Customer: คิงส์อิม จำกัด
- Reference: [dropdown]
- Check/CC: [dropdown]
- Check Date: Tuesday, Decembe
- Advance Tax: ค่าขนส่ง 500 5.00
- Net Pay: 495.00
- Journal memo: [dropdown]
- Bank branch: [dropdown]

The table below the fields contains the following data:

Reference	Description	SO Total	Amount
SO-11	ขายสินค้า - 3/11/2555	2,140.00	500.00
		2,140.00	500.00

At the bottom, there are fields for 'Tax Invoice', '12/ 4/2012', '0.00', 'Voucher', 'กลุ่ม 1', 'Currency', 'Local Currency', and '1'.

Voucher No.	Enter a text or numerical reference for the entry using up to 15 characters.
Voucher Date	The system date displays automatically. Type or use the Calendar to enter the date you want.
Reference	It may be invoice or your order number.
Check/CC	It can be check number or credit card number.
Check Date	It is check date. You can ignore the payment is paid by cash or credit card.
Customer	After you select vendor, all outstanding Purchase Orders will be displayed.
Net Pay	It is the total net payment amount.
Tax	It is withhold tax <b>AccStar</b> calculate for you.
Receive to acc., Deposit Receive, and Withhold Tax account	These accounts got from Control Accounts. However, you can change it.
Cash	Check it if it's paid by cash. The all available cash accounts will be on the combo box. These account you set in the Cash

	Account module.
Check	Check it if it's paid by check. The all available check accounts will be on the combo box. These account you set in the Checking Account module.
Credit Card	Check it if it's paid credit card. The all available credit card accounts will be on the combo box. These account you set in the Credit Card Account module.
Journal Memo	It is a memo that will be on accounting transaction description.
Amount	You can receive a partial payment or full payment by enter the payment amount here.

## Others

### Check Return

The Check Return module helps you to manage your returned checks both paid by you and received from customers. It generates accounting transactions for you.

Check No.	Check Date	Reference	Account (Cr.)	Amount
5656	9/13/2013		110021	159.81

<u>Details</u>	<u>Description</u>
<b>Customer Name</b>	Name of Customer
<b>Paid to customer</b>	Check return is from payment to customer
<b>Rec. from customer</b>	Check return is from receiving from customer
<b>Check Date</b>	Date on the check
<b>Check No.</b>	Number of check or reference number
<b>Account (Cr.)</b>	Credit account number (in case of selecting <b>Rec. from customer</b> )
<b>Account (Dr.)</b>	Debit account number (in case of selecting <b>Paid to customer</b> )
<b>Returned date</b>	Check return date

<b>Amount</b>	Total amount on the check
---------------	---------------------------

*Input data*

- Choose Customer Name
- Select Check categories (Paid to customer or Rec. from customer)
- Define Returned Date
- Choose Return Check from the table
- Click "Save"  or (F9) to save record

**Change Due Date**

This module is for changing due date of selling or purchasing or bills. No need to re-input the record, you can change the date here.

Tax Invoice	Tax Date	Customer	Due Date	Reference	Amount
INV#0001	10/25/2012	บริษัท แจ...	11/24/2012	S051015	2,140.00
IV5511001	11/4/2012	บริษัท คิง...			2,140.00
v001	12/1/2012	บริษัท แจ...			110.00
1234567891	11/26/2012	บริษัท อีค...			321.00
1234567892	11/26/2012	บริษัท แจ...			2,140.00
INV01-120	1/29/2012	บริษัท คิง...			2,022.30
INV02-122	10/22/2012	บริษัท สุริ...			12,347.80
INV02-124	10/22/2012	บริษัท สุริ...			4,429.80
INV02-126	10/22/2012	บริษัท คีน...			15,044.20
INV550002	3/1/2012	บริษัท สุริ...			12,347.80
INV550003	3/2/2012	บริษัท สค...			2,728.50
INV550004	3/4/2012	บริษัท สุริ...	4/3/2012	S051007	4,429.80
1234567891	11/26/2012	บริษัท อีค...	12/26/2012	S00005	321.00
INV55001	11/30/2012	บริษัท ไ...	12/30/2012	A02	360.00

## Bank Reconciliation

This module helps you to reconcile your deposit and withdrawal on your account against bank statement.

The screenshot shows the 'Reconciliation' window with the following details:

- Bank Accounts:** K Bank
- Account Balance:** 0.00 (highlighted with a yellow callout)
- Started Date:** Sunday, January 0
- Ended Date:** Friday, September 1

Unclear Dep.	Cleared Dep.	Unclear Check	Cleared Check	Available	Bank Bal.	Difference
2,299.81	118.88	118,729.75	0.00	118.88	0.00	118.88

**Deposit**

Pay by	Check No.	Check...	Description	Amount	Cleared	Deposited Date	Cleared Date
Check	123456	10/25/2...	บริษัท แจ...	2,140.00	<input type="checkbox"/>		
▶ Check	123456	1/17/20...	บริษัท คิง...	118.88	<input checked="" type="checkbox"/>		
Check	5656	9/13/20...	บริษัท ชิค...	159.81	<input type="checkbox"/>		

**Withdraw**

Pay by	Check...	Check...	Descripti...	Amount	Cleared	Deposited Date	Cleared Date
▶ Check	-	22541	1/25/20... ฟ้างฟนส์...	9,630.00	<input type="checkbox"/>		
Check		22542	1/27/20... บริษัท น...	5,350.00	<input type="checkbox"/>		
Check		22543	2/27/20... ฟ้างฟนส์...	44,940.00	<input type="checkbox"/>		

<b><u>Details</u></b>	<b><u>Description</u></b>
<b>Bank Accounts</b>	Bank account which you want to reconcile
<b>Deposit</b>	All deposit transactions
<b>Withdraw</b>	All withdraw transactions
<b>Started Date</b>	Specify the first day of reconciliation
<b>Ended Date</b>	Specify the last day of reconciliation
<b>Pay by</b>	Payment method
<b>Check No.</b>	Check number or reference number
<b>Check Date</b>	Date on the check
<b>Description</b>	Details of deposit or withdraw
<b>Amount</b>	Total amount on the check
<b>Cleared</b>	Checked is mean "cleared"
<b>Deposited Date</b>	The date you deposit transaction

<b>Cleared Date</b>	The date you clear transaction
<b>Unclear Dep.</b>	All checks in bank account that unclear
<b>Cleared Dep.</b>	All checks in bank account that were cleared
<b>Unclear Check</b>	All checks have already paid but unclear.
<b>Cleared Check</b>	All checks were paid and cleared.
<b>Bank Bal.</b>	Current balance
<b>Difference</b>	The difference between cleared and unclear

## Reconcile

- Select **Bank Account**
- Input **Started Date** and **ended Date**
- Check **Cleared** box (referred to bank statement)
- Click "Save"  or (F9) to save record

## Transfer Checks

This module is for Transfer Check. **AccStar** will manage related transactions automatically. Moreover, you can transfer payment check, receive check, and post date check.

## Input Data

- Select category of check; **Payment** or **Receive**
- Select **Started Date** and **Ended Date**
- Select **Account** that you want to move
- Select **To Account**, it means destination account
- Select **Voucher No.**
- Select **Voucher Date**
- Click  to calculate **Total** amount
- Click "Save"  or (F9) to save record

## Reports

The Bank Reports module is use to print Customer Deposits, Other Deposits, Vendor Payments, Expense Payments, Un-reconciled Deposits, and Un-reconciled Payments at any time. **AccStar** prepared standard for you. However, you can change layout or fonts or select fields as your preference in Report Layout.

There two type of reports i.e. General Report and Management Reports. The general report is standard reports which may used by normal staff, but the management report is the flexible reports which you can select column and filter data as you like.

## Cancellation on Payments and Receive

### Cancel Payment for Purchase Orders

You can use this module to cancel transaction on Payment for Purchase Order. You can not make any change to the closed voucher. You must cancel it before making any change. After cancellation, all related transactions will be reversed such as checking or banking information, account payable and general ledgers.

Please be aware that if you reverse voucher which paid by check. The cleared check will not be in the Bank Reconciliation module.

Cancel Payment

Journal Data Entry All transactions

Voucher No PV550002 **Find voucher no. here**

Voucher Date Monday, February

Entry Date Monday, August

Pay by Check

Pay from Acc. K Bank

Payable Acc. 210101

Withhold Tax 210310

Fin. Charge 530402

Discount 510004

Press F9 to confirm

Reference

Check/CC 22542

Check Date Friday, January 2

Withhold Tax

Fin. Charge 0.00

Bank fee 0.00

Net Pay 5,350.00 0.00 **Click to view payment by Deposit or Purchase Return**

Journal memo Cancel Payment for Purchase Orders - PV550002 - นริศ

Reference	Description	Balance	Discount	Amount
▶ Inv#1234	ซื้อสินค้า - PO550002 - 25/1/2555 <b>You can change journal memo</b>	5,350.00	0	5,350.00
		5,350.00	0.00	5,350.00

Currency Local Currency 1 0.00

### To Add an New

- Click Add New  or (F2)
- Input the voucher number that you want to cancel.
- Click  **AccStar** will get voucher detail for you. Please verify it before saving. You can not change information.

- Click Save  or (F9) to save.
- Click Close  or (Ctrl+F4) when finished.

**Tips:**

- ◆ You can not do any change after saving.
- ◆ You can find voucher number from the "All Transactions" tab.

## Cancel Payment for Sales Return

You can use this module to cancel transaction on Payment for Sales Return. You can not make any change to the closed voucher. You must cancel it before making any change. After cancellation, all related transactions will be reversed such as checking or banking information, account receivable and general ledgers.

Please be aware that if you reverse voucher which paid by check. The cleared check will not be in the Bank Reconciliation module.

## Cancel Payment for Expenses

You can use this module to cancel transaction on Payment for expenses. You can not make any change to the closed voucher. You must cancel it before making any change. After cancellation, all related transactions will be reversed such as checking or banking information, general ledgers.

Please be aware that if you reverse voucher which paid by check. The cleared check will not be in the Bank Reconciliation module.

## Cancel Payment for Deposit

You can use this module to cancel transaction on Payment for Deposit. You can not make any change to the closed voucher. You must cancel it before making any change. After cancellation, all related transactions will be reversed such as checking or banking information, general ledgers.

Please be aware that if you reverse voucher which paid by check. The cleared check will not be in the Bank Reconciliation module.

## Cancel Receive from Sales Orders

You can use this module to cancel transaction on Receive from Sales Orders module. You can not make any change to the closed voucher. You must cancel it before making any change. After cancellation, all related transactions will be reversed such as checking or banking information, account receivable and general ledgers.

Please be aware that if you reverse voucher which paid by check. The cleared check will not be in the Bank Reconciliation module.

The screenshot shows the 'Cancel Receive' window with the following fields and callouts:

- Find voucher no. here**: Points to the Voucher No. field (R00079).
- Click to get detail**: Points to the 'All transactions' dropdown menu.
- Click to view payment by Deposit or Purchase Return**: Points to the 'Net Pay' field (2,140.00).
- You can change journal memo**: Points to the 'Journal memo' field (Cancel Receive from Sales Orders - R00079 - บริษัท แ...

Reference	Description	Balance	Discount	Amount
▶ INV#0001	ขายสินค้า - 5051015 - 25/10/2555	40.00	0	2,140.00
		2,140.00	0.00	2,140.00

Currency: Local Currency | 1 | 0.00

### To Add an New

- Click Add New  or (F2)
- Input the voucher number that you want to cancel.

- Click  **AccStar** will get voucher detail for you. Please verify it before saving. You can not change information.
- Click Save  or (F9) to save.
- Click Close  or (Ctrl+F4) when finished.

**Tips:**

- ◆ You can not do any change after saving.
- ◆ You can find voucher number from the "All Transactions" tab.

## Cancel Receive from Purchase Return

You can use this module to cancel transaction on Receive from Purchase Return module. You can not make any change to the closed voucher. You must cancel it before making any change. After cancellation, all related transactions will be reversed such as checking or banking information, account payable and general ledgers.

Please be aware that if you reverse voucher which paid by check. The cleared check will not be in the Bank Reconciliation module.

## Cancel Receive from Other Income

You can use this module to cancel transaction on Receive from Other Income module. You can not make any change to the closed voucher. You must cancel it before making any change. After cancellation, all related transactions will be reversed such as checking or banking information, general ledgers.

Please be aware that if you reverse voucher which paid by check. The cleared check will not be in the Bank Reconciliation module.

## Cancel Receive from Deposit

You can use this module to cancel transaction on Receive from Deposit module. You can not make any change to the closed voucher. You must cancel it before making any change.

After cancellation, all related transactions will be reversed such as checking or banking information, account receivable and general ledgers.

Please be aware that if you reverse voucher which paid by check. The cleared check will not be in the Bank Reconciliation module.

# General Ledger

## Set up

### Chart of Account

The Chart of Account Table is divided into 5 groups

#### Balance Sheet Accounts

- Asset
- Liabilities
- Capital

#### Profit and Loss Accounts

- Revenue
- Expense

Account No	Account Name	Detail	Group No	Current Bal.
1	Assets		1	0.00
11	Current Asset	<input checked="" type="checkbox"/>	1	0.00
110011	Petty Cash	<input checked="" type="checkbox"/>	11	0.00
110020	Cash in Banks	<input checked="" type="checkbox"/>	11	0.00
110021	Checking Account	<input checked="" type="checkbox"/>	110020	0.00
110022	Payroll Account	<input checked="" type="checkbox"/>	110020	0.00
110023	Saving Account	<input checked="" type="checkbox"/>	110020	0.00
110024	Credit Card	<input checked="" type="checkbox"/>	11	0.00
1100241	Visa	<input checked="" type="checkbox"/>	110024	0.00
1100242	American Express	<input checked="" type="checkbox"/>	110024	0.00
1100243	Master Card	<input checked="" type="checkbox"/>	110024	0.00
1100244	Aeon	<input checked="" type="checkbox"/>	110024	0.00
1100245	First Choice	<input checked="" type="checkbox"/>	110024	0.00
110030	Securities	<input checked="" type="checkbox"/>		
110031	Common Stods	<input checked="" type="checkbox"/>		
110032	Government Securities	<input checked="" type="checkbox"/>		
110033	Other Securities	<input checked="" type="checkbox"/>		
110040	Accounts Receivable	<input checked="" type="checkbox"/>		
110041	Account Receivable	<input checked="" type="checkbox"/>		

#### Tips:

- You must create Group account before create Detail account.
- You may design Account Number by including Department code or Profit center code to allocate income or expense
- You can change Account Number on the change code screen. If you do not need existing Account Number, delete it.
- You cannot delete Account No. 1, 2, 3, 4, and 5. But you can change the Account Number on the change code screen.
- You cannot delete Account Number which has current year transaction.

## Data Entry

### Input General Journal Transactions

This module is the collection of accounting transactions generated from other modules. You can review it here. The Journal Entry is a batch of individual debit and credit transactions used for general-purpose accounting entry. Each line of the Journal Entry Grid represents a single transaction. Prior to inputting, Accounting Chart must be created.

Account	Account N...	Description	Debit	Credit
110062	Raw mate...	ซื้อสินค้า-ห้างหุ้นส่วนจำกัด โภเชอ...	9,000.00	0.00
110071	base	ซื้อสินค้า-ห้างหุ้นส่วนจำกัด โภเชอ...	630.00	0.00
21		ซื้อสินค้า-ห้างหุ้นส่วนจำกัด โภเชอ...	0.00	9,630.00
			9,630.00	9,630.00

Voucher No.	Enter a text or numerical reference for the entry using up to 15 characters.
Voucher Date	The system date displays automatically. Type or use the Calendar to enter the date you want.
Journal	Select journal that relate to inputting transactions.
Allocation Format	As you enter transactions, this field displays the difference between the debit and credit values. You should only process the entry when the balance is zero.
Project	Select the applicable project (if any).

Account Name	The name of the entered account will be displayed automatically. You cannot edit this field
Account No.	Input account code or F4 to get list of available accounts. Double click or press Enter to select it. <b>AccStar</b> will validate the account code after you have finished.
Description	Enter a description for the transaction using up to 200 characters
Debit	Enter a debit value here.
Credit	Enter a credit value here.
Print all	Check this field if you want to print all voucher at the same time.

### Save Recurring

- Choose the voucher number
- Click "Save Recurring"  to save the recurring record
- Input reference name and frequency
- Click anywhere to turn back to input data

### Use Recurring

- Click "Add New"  or (F2)
- **AccStar** will show the number next to last reference number or voucher number. By the way, you can change it.
- Input voucher date
- Click "Save Recurring" 
- Double click on the name list which you want to use.

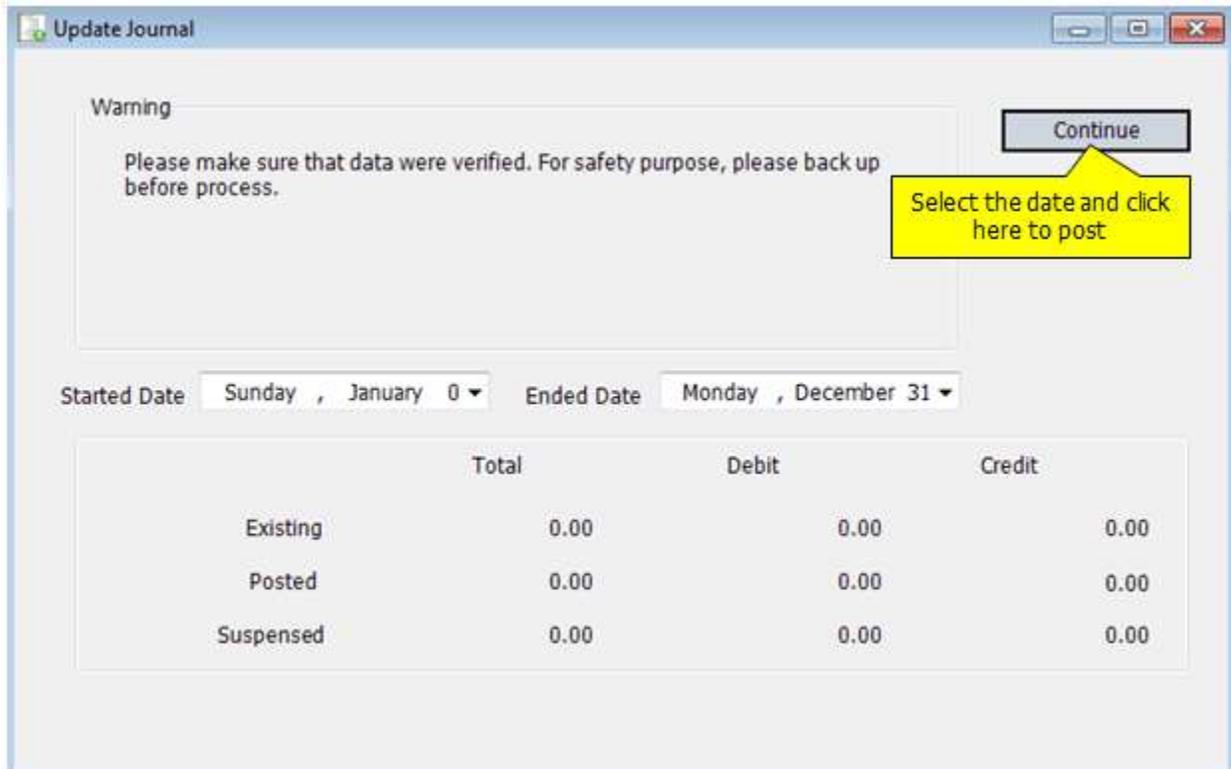
### Tips:

- You can use recurring only when there is no any accounting transaction for the voucher.

## Update Journal

This module is for update journal or post transactions to general accounting chart. you should make sure that data verified before updating. Vouchers with suspense account 399999 will not be post. All unposte transactions will be in Journal Transactions screen.

Moreover, you can choose the date period to post.



	Total	Debit	Credit
Existing	0.00	0.00	0.00
Posted	0.00	0.00	0.00
Suspended	0.00	0.00	0.00

### Tips:

- Because the general journal process is not on line update, therefore please make sure that you update it before printing any financial statements.

## Account Card

Use this window to enquiry all transactions posted to accounts. You can view the transaction activity at any time.

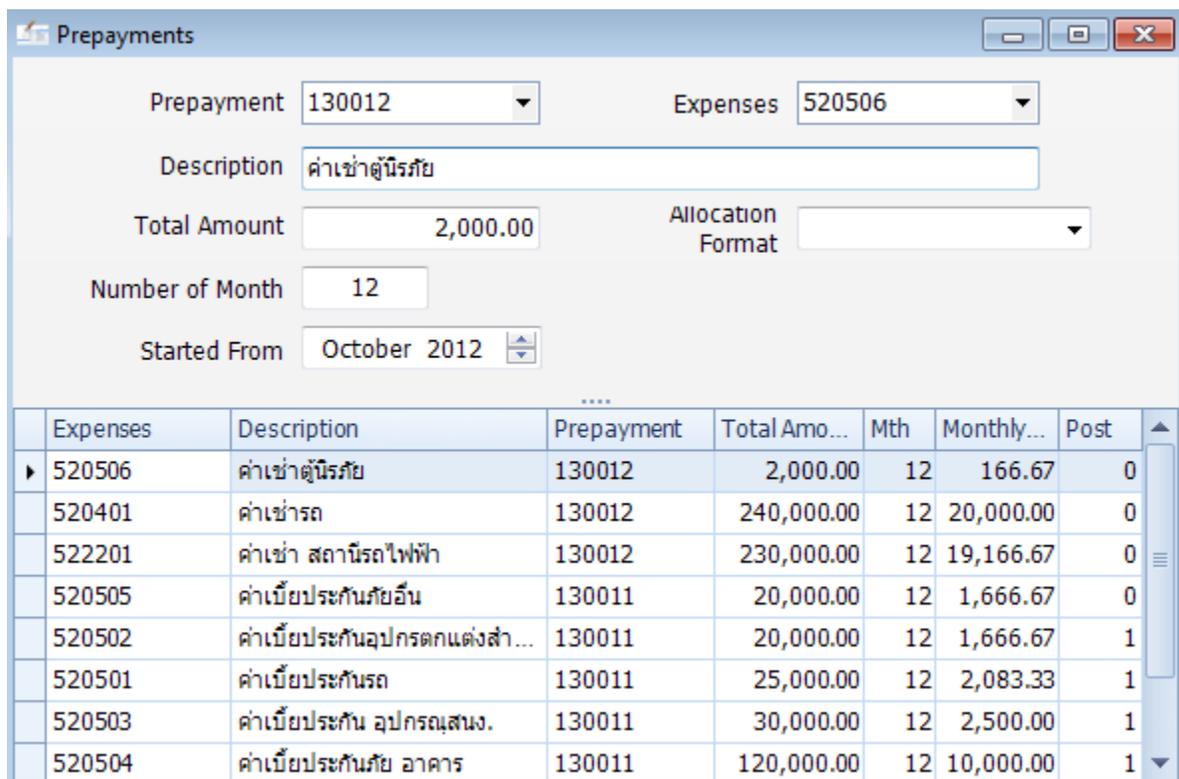
The screenshot shows the 'Account Card' window with the following components:

- Tabs:** 'Current Year' (selected) and 'All transactions'.
- Category:** 'Assets'.
- Period:** 'Period 13-24'.
- Dropdown:** 'Account Transactions'.
- Table:** A table with columns: Per, Curr..., Bud..., Pri..., Curr..., Budg..., Prio..., %, %. The rows represent different accounts and their balances.
- Tree View:** A hierarchical list of accounts including:
  - Assets (1)
  - Current Asset (11)
    - Petty Cash (110011)
    - Cash / Banks (110020)
      - 110021
    - Saving A... (110023)
    - Checkin... (110025)
  - Credit Card (110024)
    - Visa (11002...)
    - America... (11002...)
    - Master... (11002...)
    - Aeon (11002...)
    - First Ch... (11002...)
  - Securities (110030)
    - Commo... (110031)
    - Govem... (110032)
    - Other S... (110033)

## Prepayment

The Prepayments function is used to adjust accounts for payments or invoices that paid in advance, for example rent or insurance premiums. This function allocates the prepayment over a specified number of months. The expense spreads over several periods rather than being posted in just one month.

Transactions will be transfers automatically to the relevant general ledger account when you run Month-End update process with Post-Prepayments option.



The screenshot shows the 'Prepayments' window with the following fields:

- Prepayment: 130012
- Expenses: 520506
- Description: ค่าเช่าตู้โทรศัพท์
- Total Amount: 2,000.00
- Allocation Format: (empty dropdown)
- Number of Month: 12
- Started From: October 2012

Expenses	Description	Prepayment	Total Amo...	Mth	Monthly...	Post
520506	ค่าเช่าตู้โทรศัพท์	130012	2,000.00	12	166.67	0
520401	ค่าเช่ารถ	130012	240,000.00	12	20,000.00	0
522201	ค่าเช่า สถานีรถไฟฟ้า	130012	230,000.00	12	19,166.67	0
520505	ค่าเบี้ยประกันภัยอื่น	130011	20,000.00	12	1,666.67	0
520502	ค่าเบี้ยประกันอุบัติเหตุขนส่ง...	130011	20,000.00	12	1,666.67	1
520501	ค่าเบี้ยประกันรถ	130011	25,000.00	12	2,083.33	1
520503	ค่าเบี้ยประกัน อุปกรณ์ขนส่ง.	130011	30,000.00	12	2,500.00	1
520504	ค่าเบี้ยประกันภัย อาคาร	130011	120,000.00	12	10,000.00	1

### Input Data

- Click "Add New"  or (F2)
- **AccStar** will show **Prepayment** account that you specified in default account. However, you can change it from dropdown list.
- Input related **Expense** account or using dropdown list
- Input **Description** of payment
- Input **Total Amount**
- Input **Number of Month**
- Click "Save"  or (F9) to save record

## Accrual

The Accruals function is used to adjust accounts for payments or invoices you paid in arrears, for example telephone, gas and electricity bills. This function allocates the payment over a specified number of months. The expense spreads over several periods rather than being posted in just one month.

Transactions will be transfers automatically to the relevant general ledger account when you run Month-End process with Post-Accruals option.

After the accrual posts for the final month, the estimated value automatically reverses from the general ledger account.

## Reports

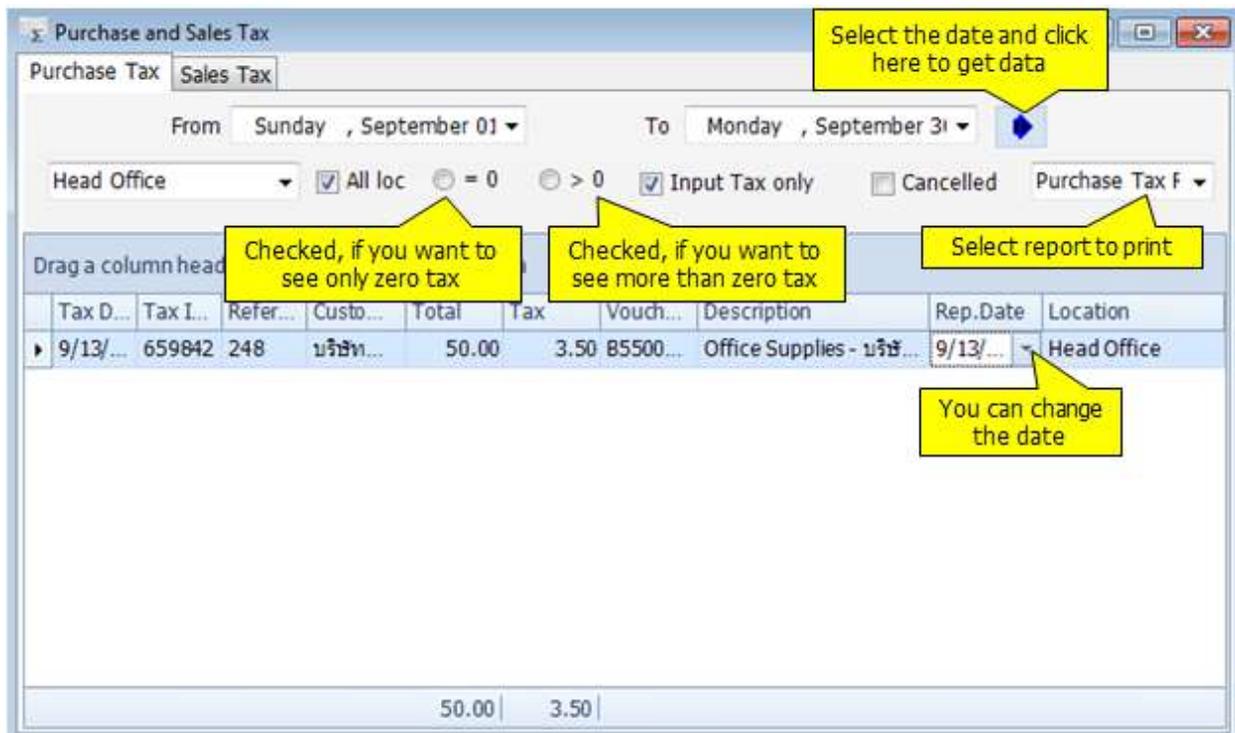
### Purchase and Sales Taxes

This module is for review tax data and print tax report. Select date range and click button to get data. You can modify data in the grid area for printing only. **AccStar** will save only tax date because all of these transactions are posted transactions.

Drag a column header here to group by that column									
Tax...	Tax...	Refe...	Customer	Total	Tax	Vouc...	Description	Rep...	Location
1/...	023	POS...	นายกโก	2,000...	140.00	023	ซื้อสินค้า-นายกโก-	1/3/2...	Head Office
7/17...	1111	Test	นายคำ	2,626...	183.86	1111	ซื้อสินค้า-นายคำ-1...	7/17/...	Head Office
10/9...	12003	POS...	บริษัท ชัย...	12,44...	870,8...	55009	ซื้อสินค้า-บริษัท ชัย...	10/10...	Head Office
10/9...	12005	POS...	บริษัท ท้อ...	5,600...	392,0...	55007	ซื้อสินค้า-บริษัท ท้อ...	10/9/...	Head Office
3/4/...	1234...	POS...	บริษัท เอ...	1,500...	105.00	007	ซื้อสินค้า-บริษัท เอ...	3/4/2...	Head Office
3/4/...	1234...	POS...	บริษัท แอ...	495.00	34.65	012	ซื้อสินค้า-บริษัท แอ...	3/5/2...	Head Office
11/1...	1234...	PV55...	บริษัท เอ...	1,750...	122.50	PV55...	จ่ายเงิน - เงินมัดจำ...	3/1/2...	Head Office
	1235...	RV55...	บริษัท โป...	500.00	7.00	RV55...	ค่าใช้จ่ายในการเดิน...	1/17/...	Head Office
7/17...	222	test 4	บริษัท โ...	17,23...	1,206...	222	ซื้อสินค้า-บริษัท โ...	7/17/...	Head Office
3/4/...	4568	POS	บริษัท นก...	1,750	122.50	011	ซื้อสินค้า-บริษัท น...	3/5/2	Head Office
				32,3...	2,26...				

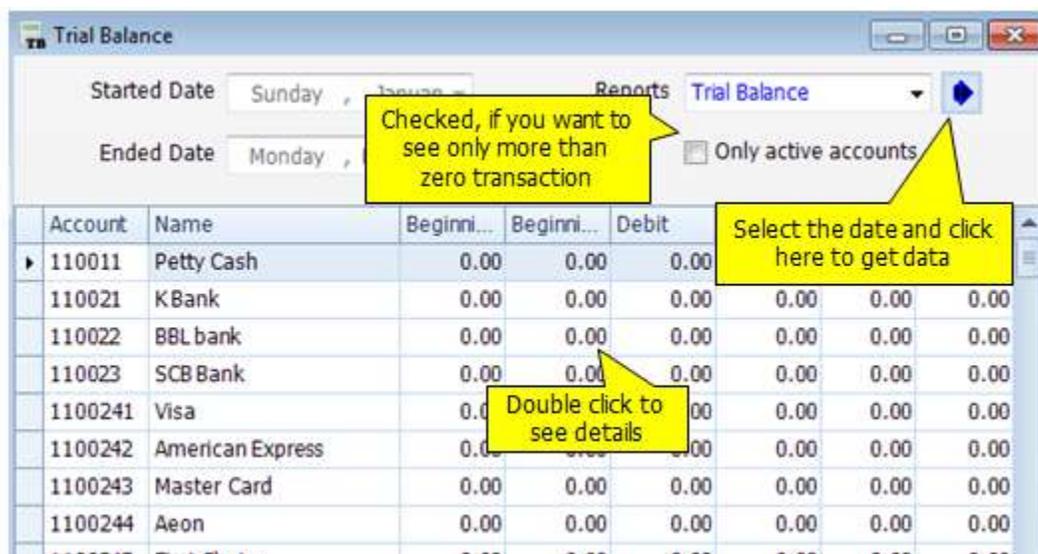
#### Change date

- Choose the period of time to show the record
- Change the date
- Click "Save"  or (F9) to save record
- Choose a new period of time to show new record



## Trial Balance

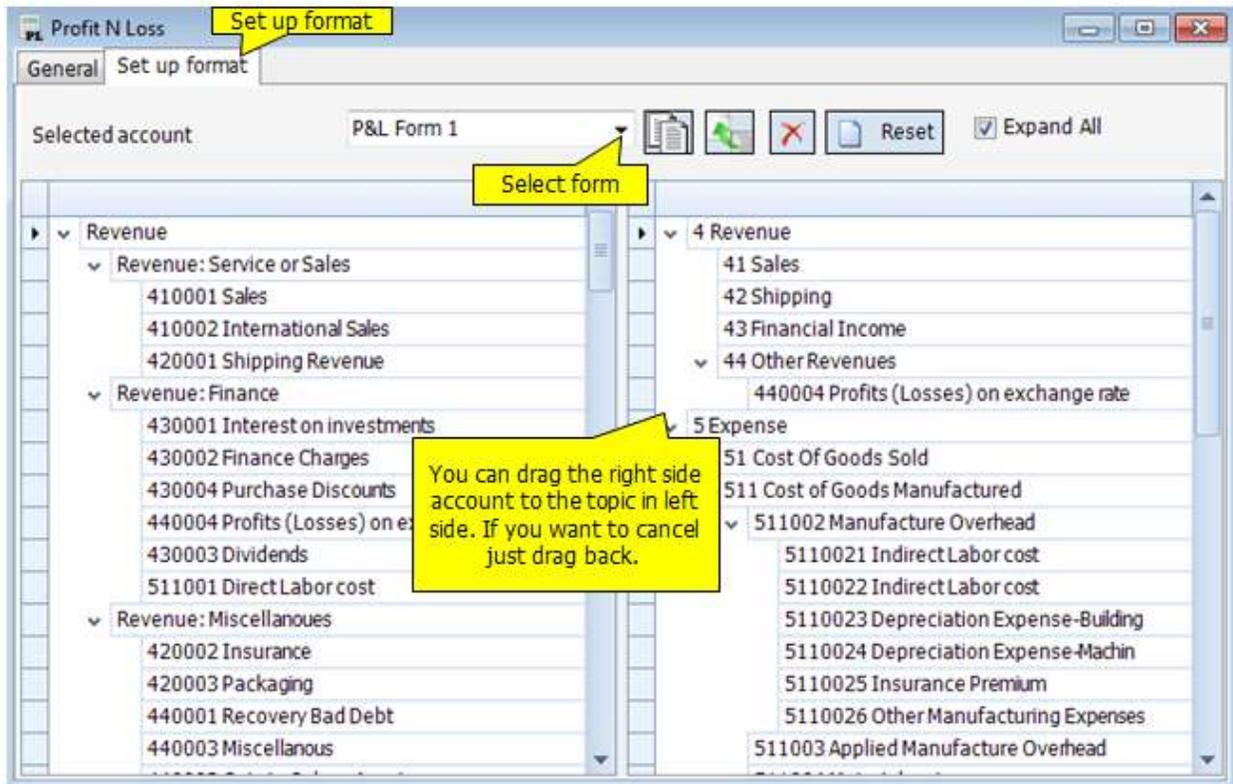
This module is to print the trial balance. There are many set formats. You cannot select period if you select "Trial Balance" report. It is for current only. If you want to select specific period, please select other report such as "Trial Balance1" or others.



## Profit N Loss

This module is to design and print Profit and losses statement. You can define profit and loss criteria, just drag the account which you want to provided content. Also, you can select any period to show profit and losses.

You can drill down to get accounting detail on the general tab page.



Create new for, by copying current form.



Copy from chart of account



Delete current form



Reset

Clear all selected accounts to select it again

PL Profit N Loss

General Set up format

Account Period 2012 Started Date Sunday , January Profit and Losses by M

P&L Form 1 Ended Date Sunday , December All accounts Summary

Convert Currency

Standard By Quarter By Month

Description	Prior Y	PriorYe...	Current...	Budget...	% Prior...	% Bud...	% Bud...	% Prior...
Revenue								
Revenue: S...								
▶ 410001...	0.00	231,93...	0.00	0.00	231,93...	0.00	0.00	0.00
410002...	0.00							
420001...	0.00							
Reven...	0.00							
Revenue: FI...								
▶ 430001...	0.00							
430002...	0.00							
430004...	0.00							

Double click to show details

VoucherNo	VoucherD...	Description	Credit
▶ INV550001	1/29/2012	ขายสินค้า-บริษัท คิง...	0.00 1,890.00
INV550002	3/1/2012	ขายสินค้า-บริษัท สรี...	0.00 11,540.00
INV550003	3/2/2012	ขายสินค้า-บริษัท สศ...	0.00 2,550.00
INV550004	3/4/2012	ขายสินค้า-บริษัท สรี...	0.00 4,140.00

Drag a column header here to group

Double click to show details

## Work Sheet

This module is use as worksheet to adjust account balance at the year end. It replaces the paper worksheet. First of all, you just input data that you want to improve and click **Refresh** to calculate balance and adjust transaction related to. Then, click **Create GL Tx.** to create general transaction.

You can see it at the window General Ledger.

WorkSheet

As at Sunday , Decemb

Trial Balance Work Sh

Refresh

Create GL Tx.

Account	Account	Cur...	Cur...	Adj...	Adj...	Ne...	Ne...	P&...	P&...	BAL...	BAL S...
▶ 110011	Petty Cash					0.00	0.00			0.00	0.00
110021	KBank					0.00	0.00			0.00	0.00
110022	BBL bank					0.00	0.00			0.00	0.00
110023	SCB Bank					0.00	0.00			0.00	0.00
1100241	Visa					0.00	0.00			0.00	0.00
1100242	American Express					0.00	0.00			0.00	0.00

You can adjust amount

## Balance Sheet

This module is to print balance sheet. The balance sheet format is base on account chart hierarchy. Therefore, you cannot change it on the form. If you want to change it, you have to change in the Chart of Account.

	Current Year	Prior Year		
▶ Assets				
Current Asset				
Petty Cash	0.00	0.00	0.00	0.00
Cash in Banks				
K Bank	0.00		0.00	0.00
BBL bank	0.00		0.00	0.00

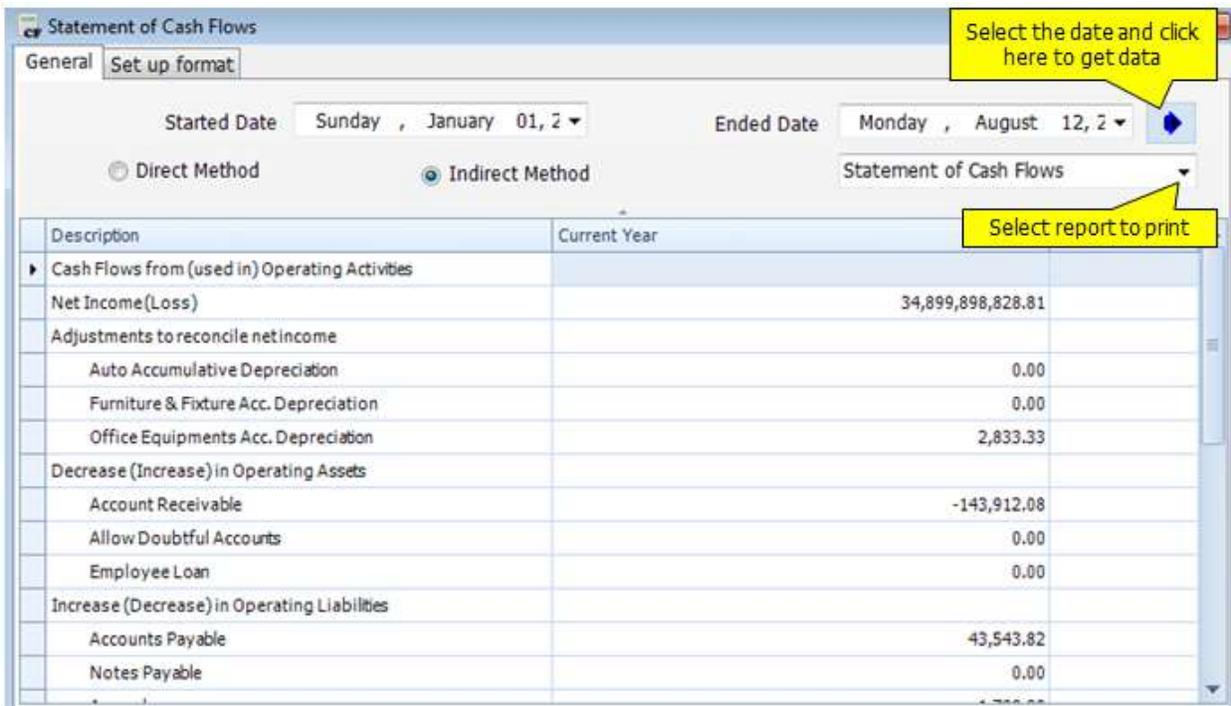
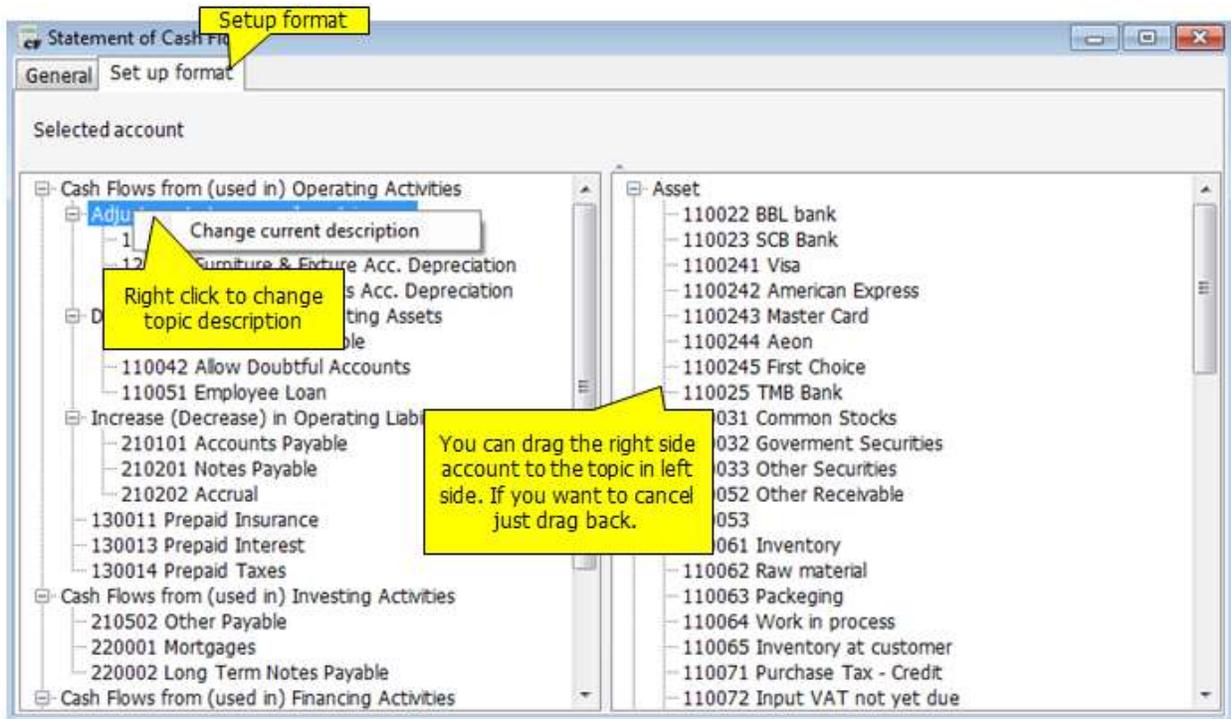
## Accounts by Departments

This module is to print accounting transactions by departments. You can select any period of time or any criteria to show in report. There are three kinds of reports (Trial Balance, Profit and Loss, Balance Sheet).

Account	Name	Beginning...	Beginning...	Debit	Credit	Current B...	Current Bal...
▶ 110011	Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00
110021	K Bank	0.00	0.00	0.00	0.00	0.00	0.00
110022	BBL bank	0.00	0.00	0.00	0.00	0.00	0.00
110023	SCB Bank	0.00	0.00	0.00	0.00	0.00	0.00
1100241	Visa	0.00	0.00	0.00	0.00	0.00	0.00

## Statement of Cash Flow

This module is to setup and print cash flow statement. You can specify criteria of cash flow statement, just drag the account which you want to provided contents.



## Provisional Statements

This module is to print provisional report. You can print trial balance, profit and losses, and balance sheet before you post or update journal.

Provisional Statements

Started Date: Sunday, January  
Ended Date: Monday, Decembe  
Update Data  
Trial Balance  
P&L Form 1  
 Only a... accounts

Select the date and click here to get data

Account	Name	Beginnin...	Beginnin...	Debit	Credit	Current B...	Current B...
▶ 110011	Petty Cash	0.00	0.00	0.00	0.00	0.00	0.00
110021	KBank	0.00	0.00	0.00	0.00	0.00	0.00
110022	BBL bank	0.00	0.00	0.00	0.00	0.00	0.00
110023	SCB Bank	0.00	0.00	0.00	0.00	0.00	0.00
1100241	Visa	0.00	0.00	0.00	0.00	0.00	0.00

# Period End

## Month End

This module is to post monthly depreciation, prepaid, accrued expenses, and advance income to related accounts.

Month End

Warning

Please make sure that data were verified. For safety purpose, please back up before process.

Continue

Input the data and click here.

Last Updated Month January

Updating Month February

Voucher Date Friday, September 13,

Post Prepayments

Post Accruals

Post Depreciation

Post Advance Income

### *Post Monthly*

- **AccStar** will show **Last Updated Month**
- Select **Updating Month**
- Select **Voucher Date**
- Select a kind of post
- Click **“Continue”** to post

## Year End

Before Year End closing, you should check Month End closing first. Also, you have to backup data at least two copies. There are four reports that you should print before year end for checking.

- Account Payable Report
- Account Receivable Report
- General Account Report
- Inventory Report

### **4 Steps for Year End Closing**

1. Print Profit and Losses
2. Post Revenue and Expenses accounts to retain earning account
3. Print Balance Sheet
4. Close Accounts and transfer the closing balance to the following year.

# Fixed Assets

The Fixed Assets Data module helps you manage your fixed assets and depreciation.

Fixed Assets

Fixed Assets Detail List List-1

AssetID AS B001 อาคารสำนักงาน  Equipm

Category Building Division Administration

Product group-1 Department

Product group-2 N/A Location N/A

Custodian N/A Allocation Forma

Asset Status Active Asset

Detail-1 Detail-2 Detail-3 Picture Section

Units 1.00 Method Sum-of-the-years

Unit Price 10,000,000.00 Asset Account Building

Cost Price 10,000,000.00 Accumulated Dep Building Acc. Dr

Service Year 20 Depreciation Exp Depreciation E

Rate (%) 5.00 Purchased 12/25/2011

First Allowance 0.00 Start depreciation 1/ 1/2012 Mons

Max. Allowance 0.00 Total Acc Dep 83,333.33 1

You must Input these data

Detail-2

Detail-1 Detail-2 Detail-3 Picture Maintenance Projection

Book Value 9,916,666.67 Cost for Depr. 10,000,000.00  Detail

Next Depreciation 83,333.33 Vendor

Last Posted 1/31/2012 Document No

Salvage Warranty date Sunday , Octob

Replacement Value Serial No.

Calculte Dep. to Tuesday , Janua

If you input new asset, you must input this field

Asset ID	It is the Asset ID. The maximum length is 30 characters.
Description	The maximum length for description is 100 characters.

Serial Number	The maximum length is 30 characters.
Category	It is just information field for grouping purpose. You may not input it.
Brand	It is just information field for grouping purpose. You may not input it.
Division	It is just information field for grouping purpose. You may not input it.
Location	It is just information field for grouping purpose. You may not input it.
Department	It is just information field for grouping purpose. You may not input it.
Model	It is just information field for grouping purpose. You may not input it.
Detail	It is indicate that there are list of detail on the Detail tab.
Purchase Date	The date that you purchased asset.
Document	It is just information field for grouping purpose. You may not input it.
Vendor	It is just information field for grouping purpose. You may not input it.
Accumulated dep.	It is the account number that will be used for Accumulated Depreciation. You must select it.
Depreciation Exp.	It is the account number that will be used for Depreciation Expense. You must select it.
Method	There are three options, Straight Line, Declining and Write Off. <b>Straight Line</b> is the method that depreciates the value of an asset by a fixed percentage every month until the value reduces to zero or the salvage value. <b>Declining-Balance</b> is the method that depreciates the value of an asset by a fixed percentage each year. <b>Sum-of-years Digits</b> is the method that depreciates the value of an asset by using sum of the service years as divider.
Unit	It is the number of units.
Unit Price	It is the unit price.
Cost Price	It is the net price you paid for the asset.
Rate (%)	It is the annual percentage rate of depreciation.
Next Dep.	The value of next month's depreciation.
Total Acc. Dep	The total amount of accumulated depreciation to date.
Book Value	The book value of the asset. If the asset is brand new, the amount in the Book Value and Cost Price fields should be the same.
Mons.	The number of months has been depreciated so far.
Last Posted	The date of the last depreciation transaction.

**Tips:**

- ◆ If you input old asset which has been already depreciated for some months. You must input the Total Acc. Dep amount, Book Value and Mons field. AccStar will use these three fields to calculate the next depreciation amount. After posting any depreciation, you should not change these three fields.
- ◆ If any asset has many units, you can input detail for each unit in the detail tab.

# Reports

**AccStar** divide report in to 2 kinds. First one is General Report and Second one is Management Report. We provide report to you in every modules, for your convenience to see details and conditions. Moreover, you can edit every reports by yourself easily. You can export report in to many formats ex. PDF, HTML, Text, CSV, MHT, Rich Text file, Excel and Graphic document. Also, email report from program directly.

## General Report

General Report is standard report ex. Account Payable Report, Inventory Report. You can divide their category by function. When you add the record, you can print and edit report promptly at that window.

## Adjustment General Report

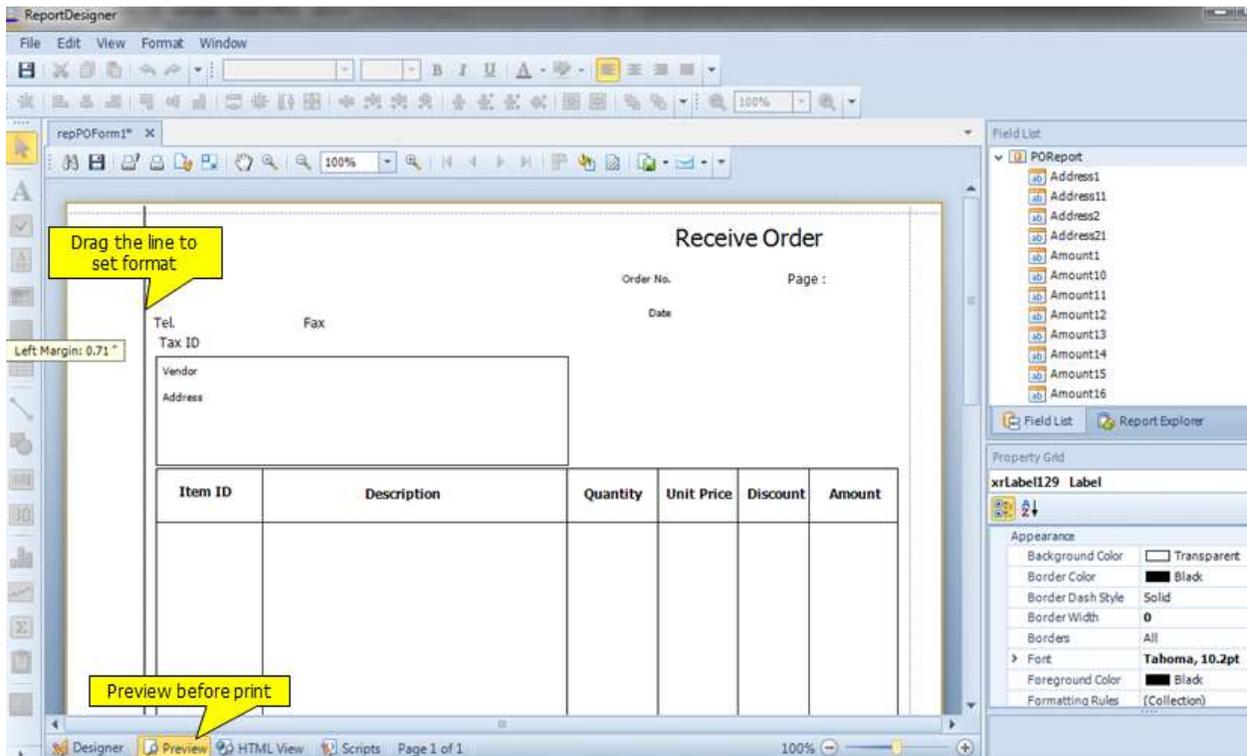
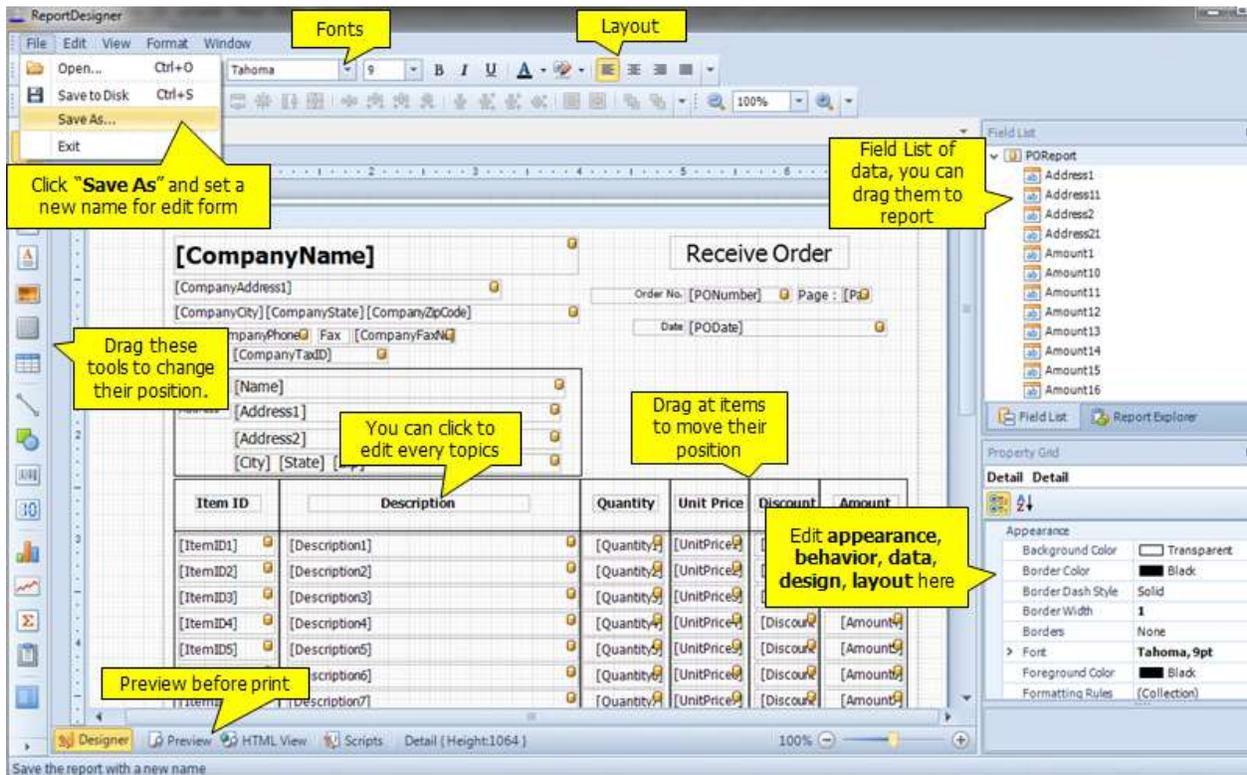
### *Add New Report*

1. Select report form
2. Click  to edit or copy report
3. Click "**Save As**" and specify the name of new form
4. Then, new form will appear at Report

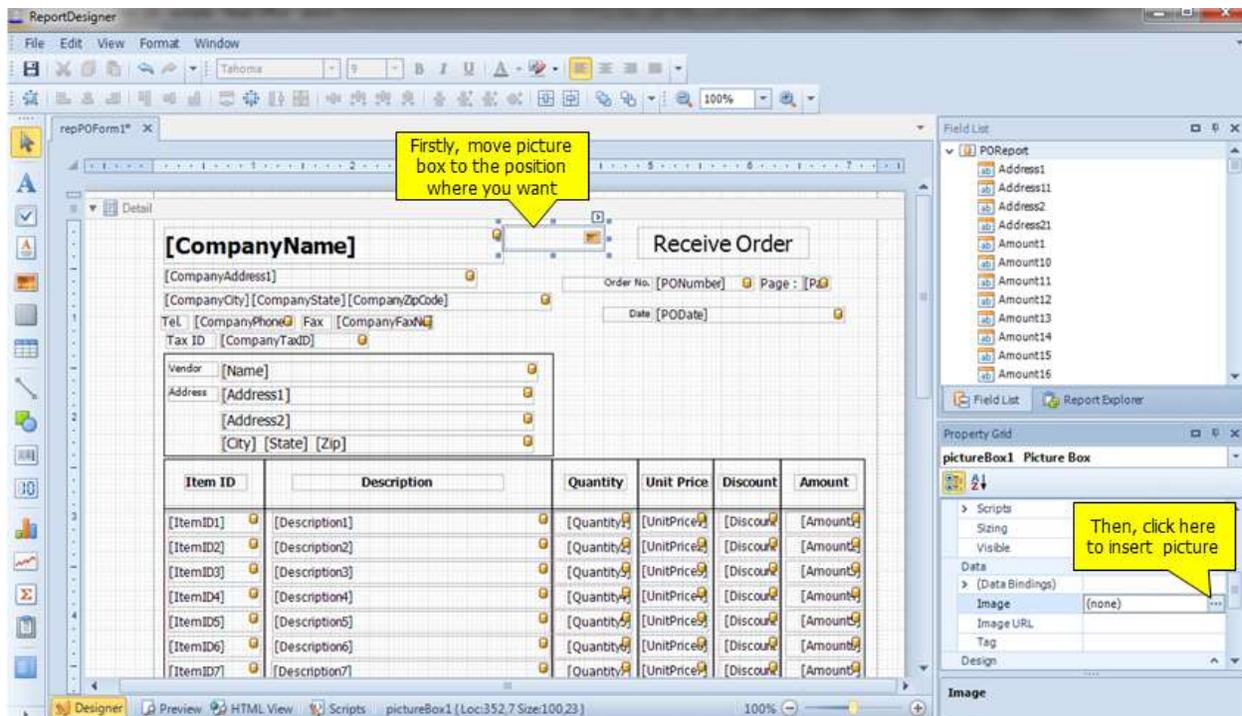
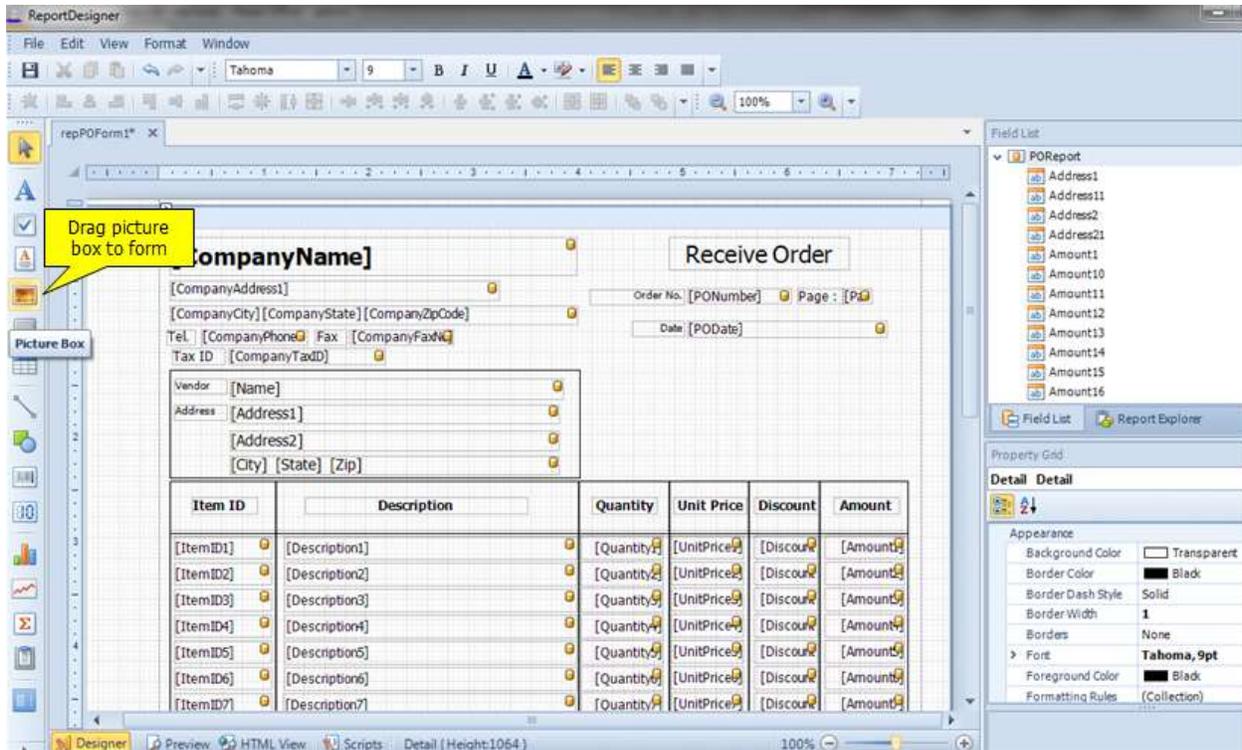
### *Delete Report*

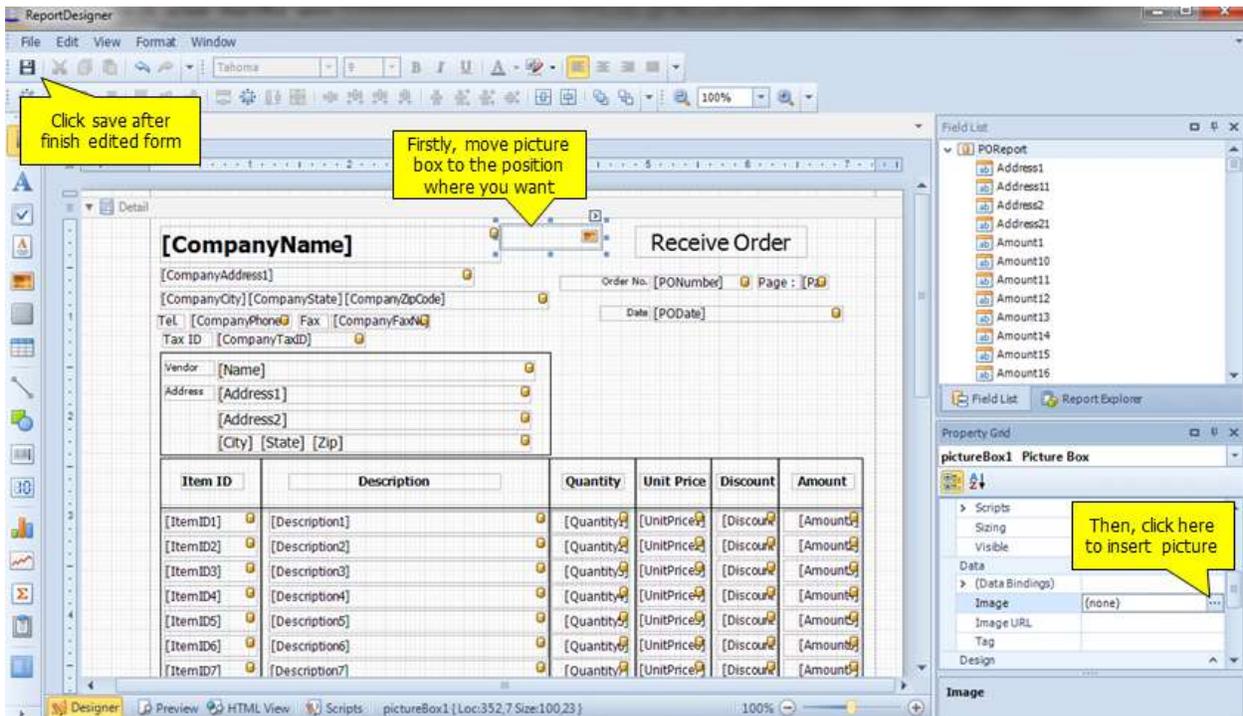
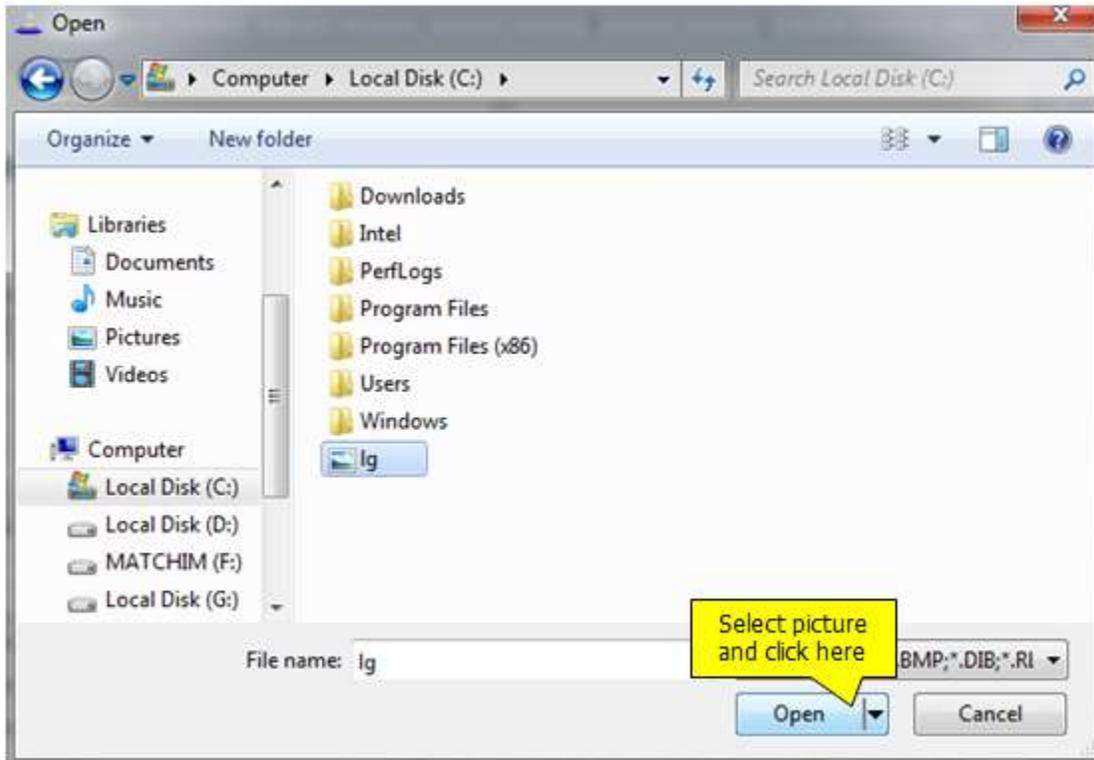
1. Select report form
2. Click  to delete reports

Before removing report, You should consider carefully because it cannot cancel and unrecoverable.



## Insert Picture to the Form





## Management Report

Management Report is flexible reports which you can select fields by yourself. You can adjust conditions, format, fonts, column, or everything.

This report helps you bring data to use in your business, and you can also export the record to use in other work.

The screenshot shows the 'Management Reports' window. At the top, there is a 'Select report' dropdown menu set to 'Sales Orders'. Below it are 'Started Date' (1/ 1/2012) and 'Ended Date' (12/ 1/2013) fields, followed by a 'Refresh' button. A callout box points to the 'Select report, date and click here to get data' area. Below the date fields is a table with columns: Tax, Inv, SO, Refere, Dis, Credit, Du, Cu, Sales, Proj, Location, Cur, Exc, Ret, and D. The table contains several rows of sales order data.

Tax	Inv	SO	Refere	Dis	Credit	Du	Cu	Sales	Proj	Location	Cur	Exc	Ret	D		
INV...	3/1...	12,...	PO-5126	0.00	2/10 n...	3/3...	AR...	บรี...	นางชว...	Head Off...		1	N	0.00	12,...	807.80
INV...	3/1...	11,...	PO-1234	0.00	2/10 n...	4/1...	AR...	บรี...	นางแดง...	Head Off...		1	N	0.00	11,...	738.68
INV...	3/4...	4,4...	PO-55...	0.00	2/10 n...	4/3...	AR...	บรี...	นางแดง...	Head Off...		1	N	0.00	4,4...	289.80
INV...	3/1...	15,...	PO-55...	0.00	2/10 n...	4/1...	AR...	บรี...	นางชว...	Head Off...		1	N	0.00	15,...	984.20
INV...	1/2...	2,0...	PO-55...	0.00	2/10 n...	2/2...	AR...	บรี...	นางชว...	Head Off...		1	N	0.00	2,0...	132.30

## Summary Report with Chart

The screenshot shows the 'Summary Report with Chart' window. On the left, there are 'Started Date' (1/1/2012) and 'Ended Date' (12/31/2013) fields. Below them is a 'Line' dropdown menu and a 'By Columns' checkbox. A callout box points to the 'Line' dropdown with the text 'Type of chart'. The main area contains a table with columns: Category, Product g..., Item ID, Description, and Tax Date-M. The table lists various tofu products. A callout box points to the 'eggs tofu' row with the text 'Click to see chart'. Another callout box points to the 'eggs tofu' row with the text 'Double click to show more details'. Below the table is a line chart showing sales for 'eggs tofu' from January to December. The chart shows a peak in March and a low in July. A callout box points to the chart area with the text 'Firstly, Select Date and History to show data'.

Category	Product g...	Item ID	Description	January	March	July	Aug
0	0	PSU0387	Baby Kiss Wink...				-3,150.00
chien tofu	0	AC-300	Tofu Chien 300g		3,504.00		
eggs tofu					803.46		
non tofu	0		tofu 300g	199,997.72		82.72	
ome tofu	0	AO-300	Ome Tofu 300g				
white tofu	0	AW-220	White Tofu 220g				