AccStar Integrated Accounting System

User's Guide (2013)

Rachadapon Company Limited.

Matchim Paisalyakit

Table of Contents

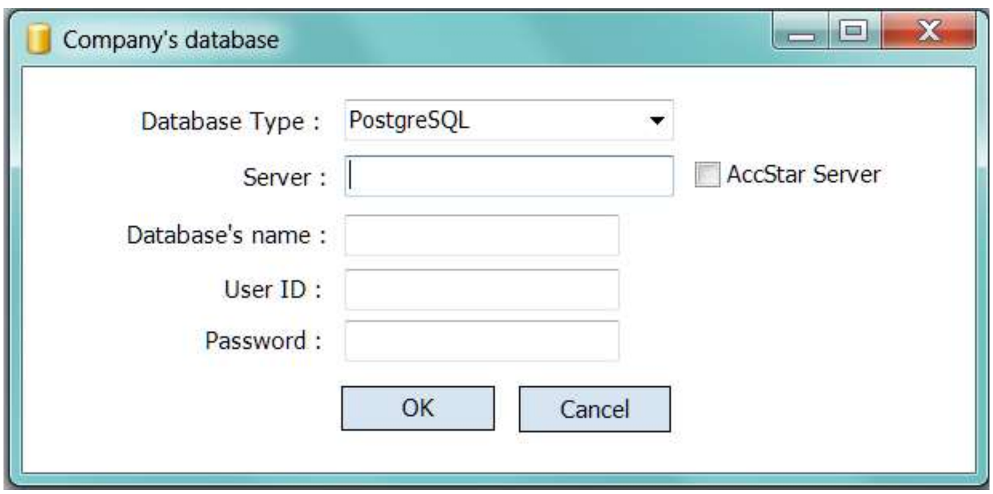
Basic information for AccStar

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.



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.

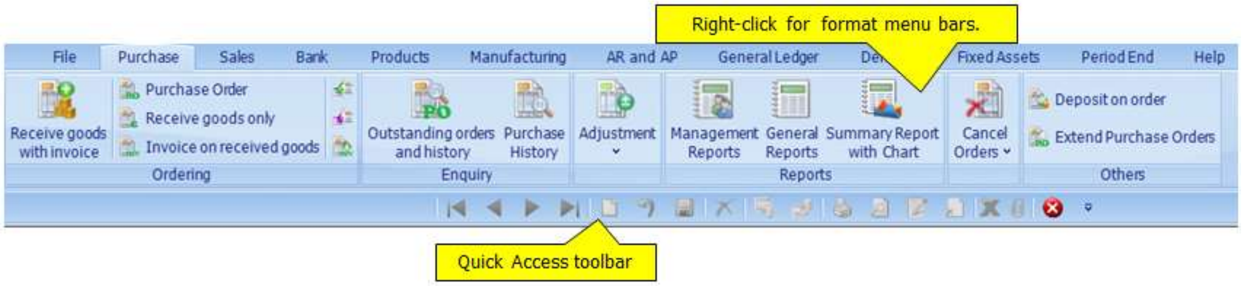
Restore

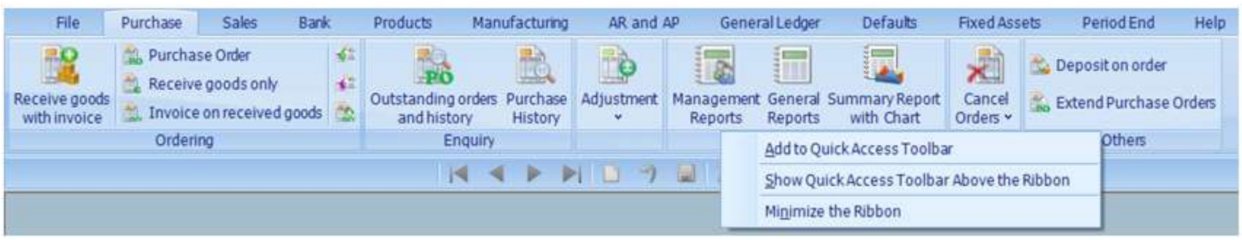
You can restore database as following.

- 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.

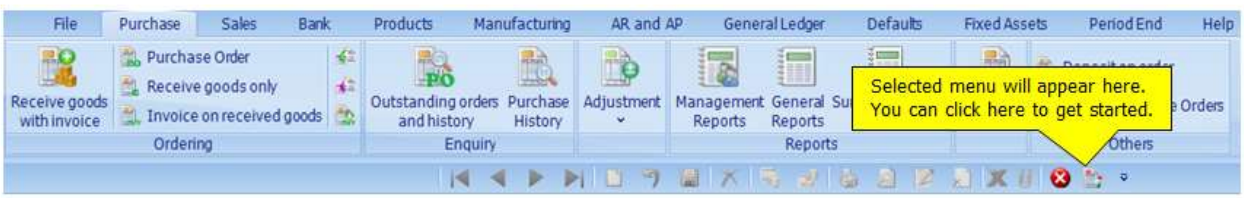
Menu Bars

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

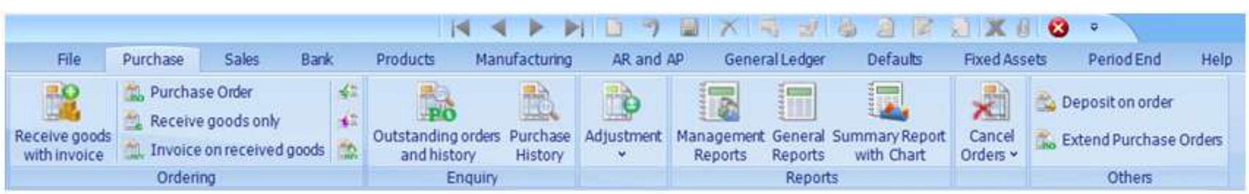




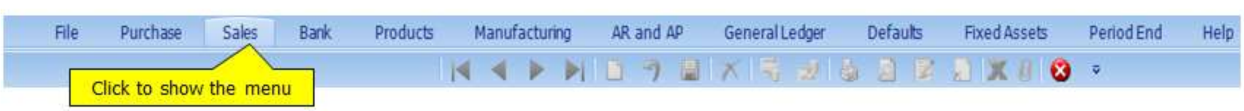
When you click Add to Quick Access Toolbar.



When you click Show Quick Access Toolbar Above the Ribbon.



When you click Minimize the Ribbon.



Navigation

We designed a standard menu bar to use with every screen. You can find it is very convenience to use ***AccStar***.

- To move to the first record OR use Ctrl+W
- To move to the previous record OR use Ctrl+E
- To move to the next record OR use Ctrl+R
- To move to the last record OR use Ctrl+T
- To add new record OR use F2
- To restore the edited record OR use Ctrl+Z
- To save the edited record OR use F9
- To delete record Ctrl+D
- To close the window OR use Ctrl+F4
- To save recurrence detail to use in the future
- To use recurrence detail that saved before
- To print
- To preview
- To edit or copy forms or reports
- To delete forms or reports
- To attach Excel file to current document or view it
- Excel file format

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.

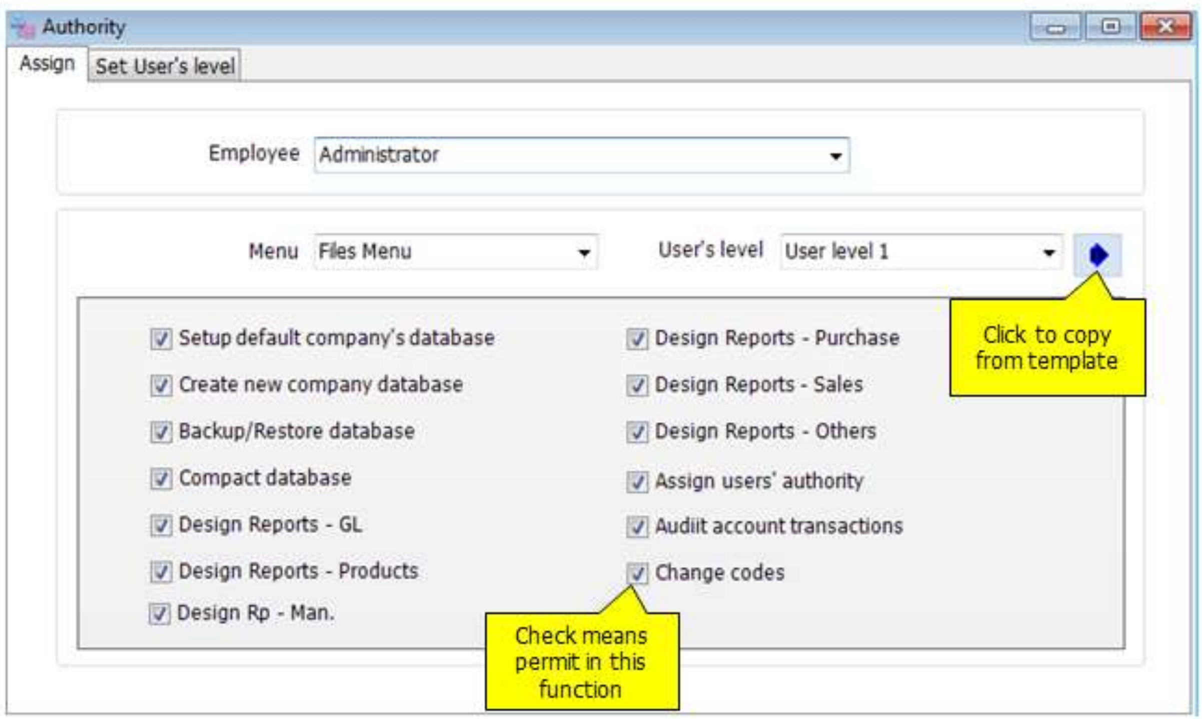
Buttons

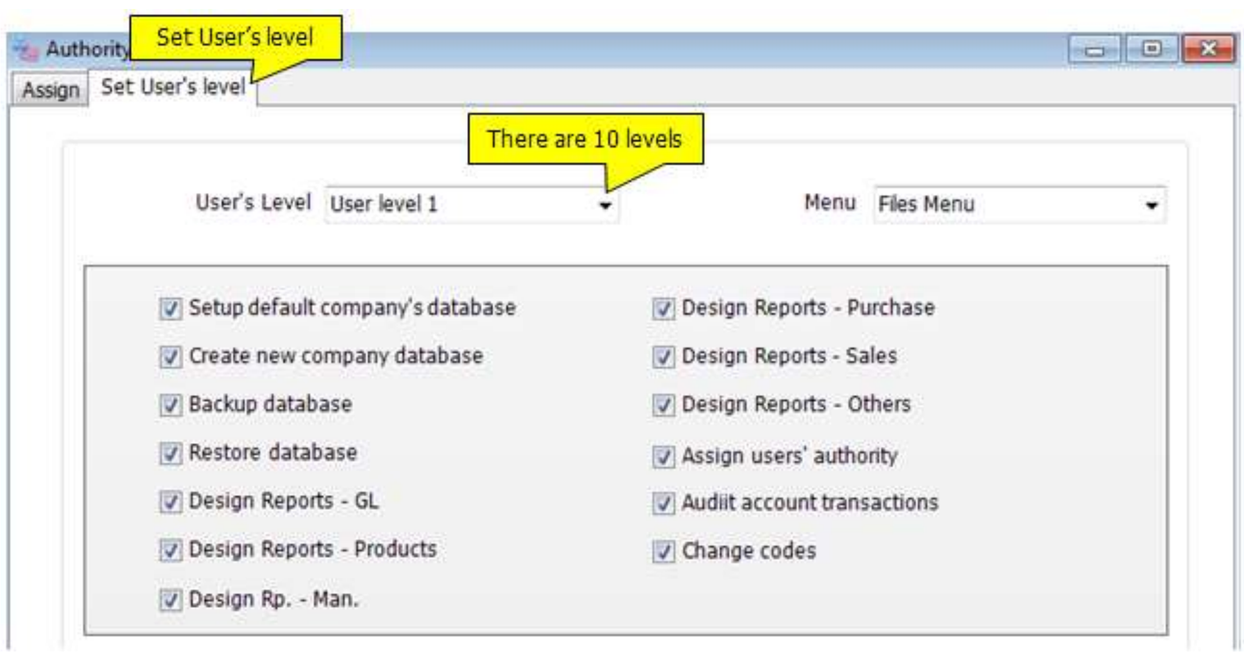
- ♦ Click to display available information.
- ♦ Click to do calculation or to get the data.
- ♦ Click to get the new number.
- ♦ Click to view or edit the hide field.
- ♦ Click to display information.

Administration

User Authority

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





Input Data

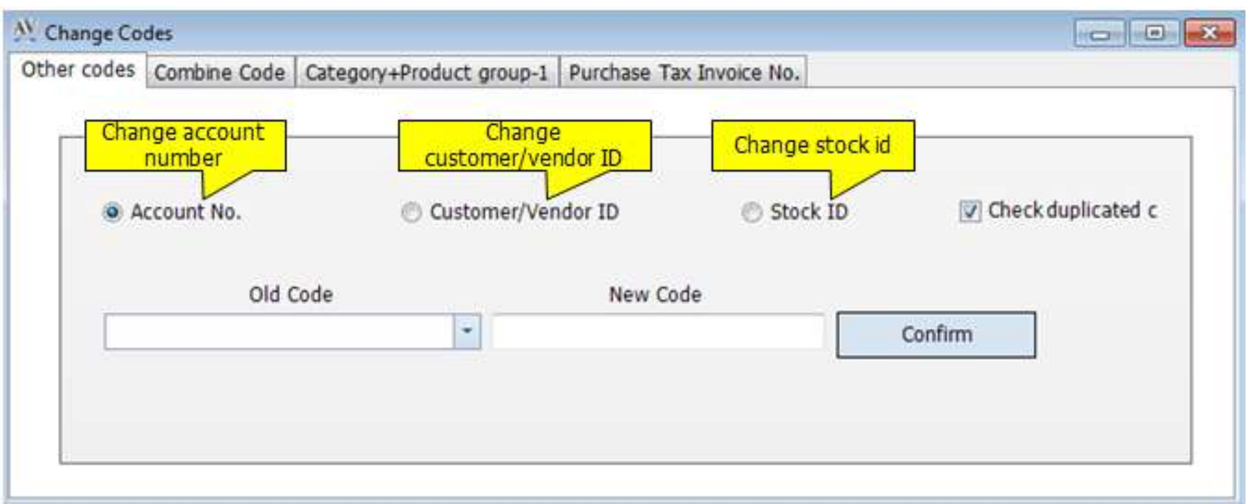
- Select **Employee**
- Select **Menu**
- Select **Function**
- Check or Uncheck the box
- Click Save or (F9) to save edited record.

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

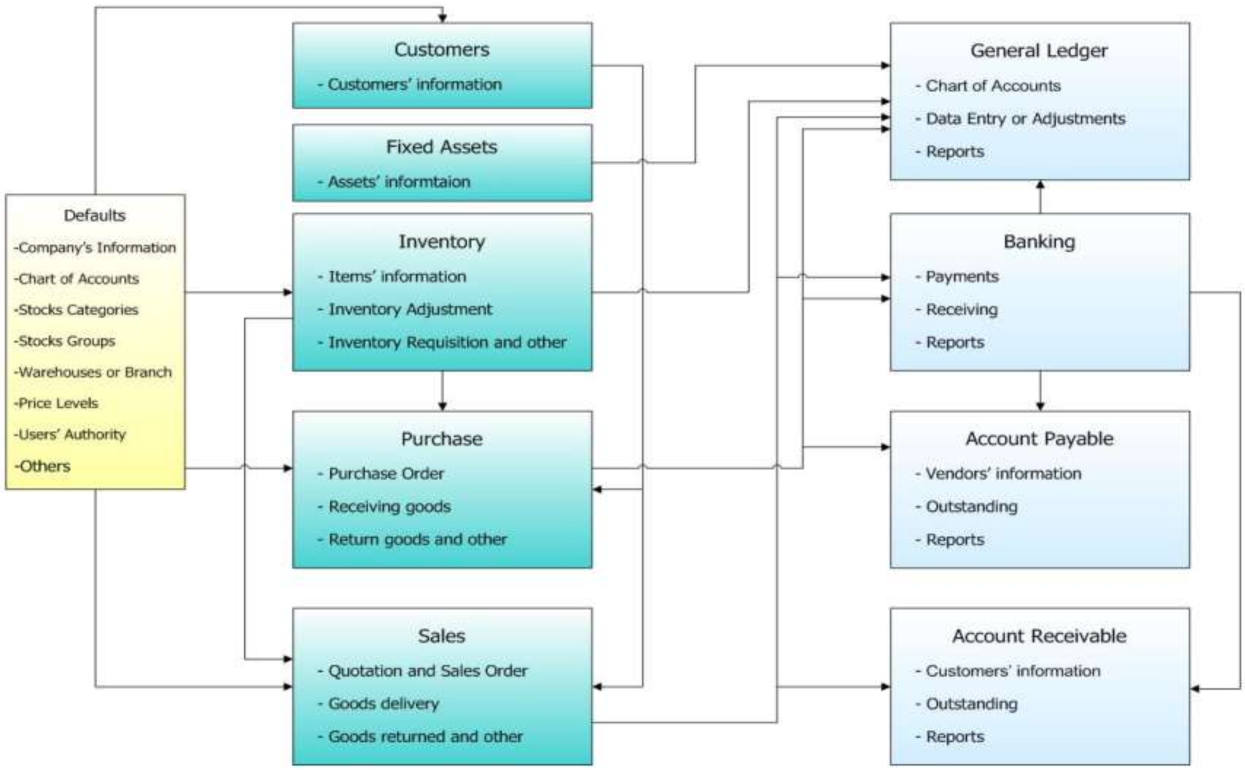
This module is for change account code, customer code, stock code etc. The new code will instead of all the old one. However, you have to close all windows before changing.



Input data:

1. Select code that you want to cahnge
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

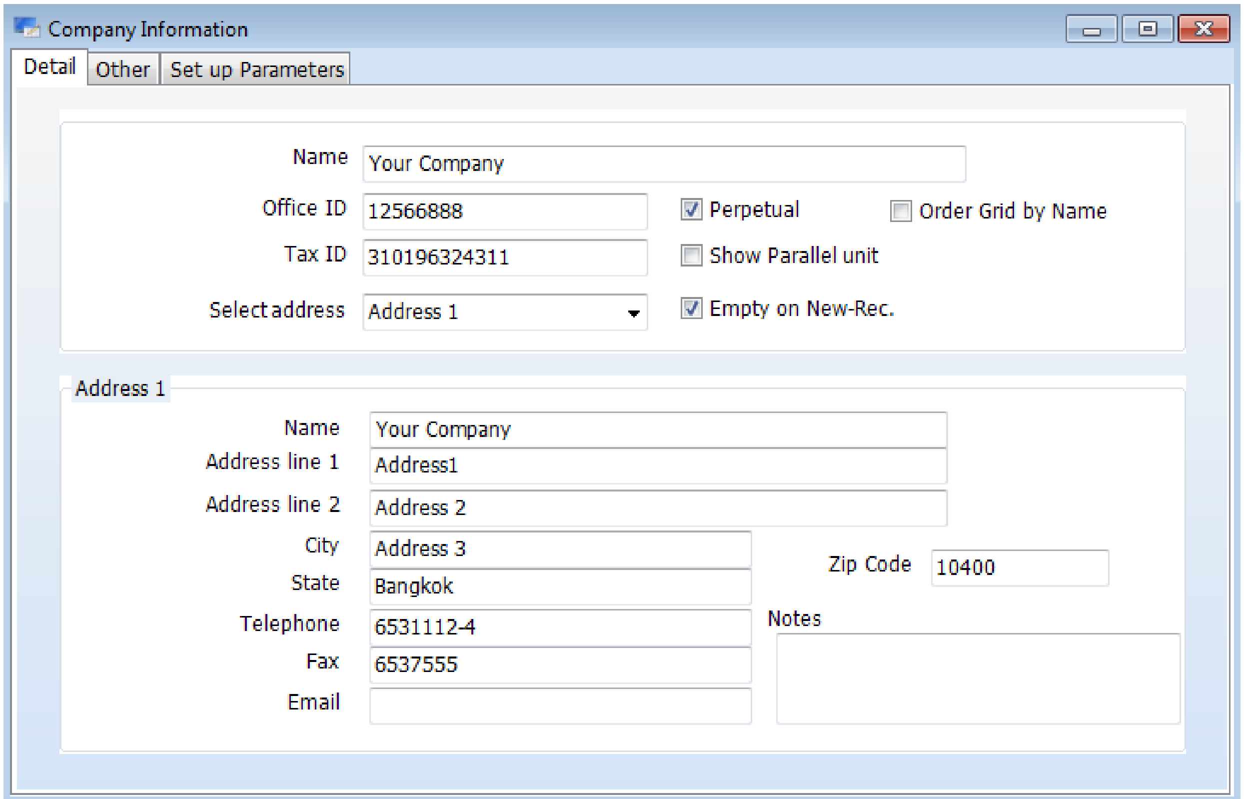
Users can run ***AccStar*** and share database unlimited concurrently. To set up ***AccStar*** on the network just very simple as following.

- 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

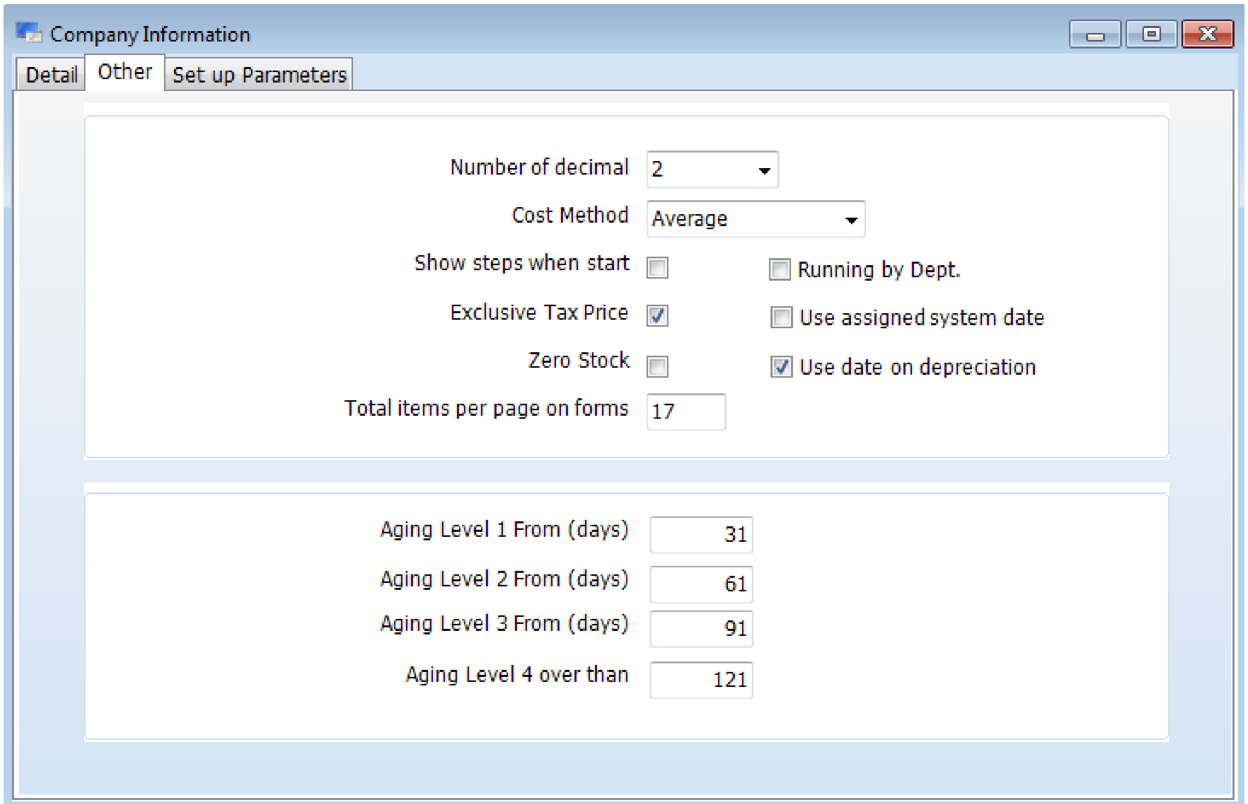
- Select the file on your server.
- Restart ***AccStar***.
- Finished.

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. ***AccStar*** 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, ***AccStar*** validates it for you. If it is true, ***AccStar*** gets the City and State information for you. Otherwise ***AccStar*** prompt you an error message.
Notes	Comment or remark



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 ***AccStar*** 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 13th period to 24th 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

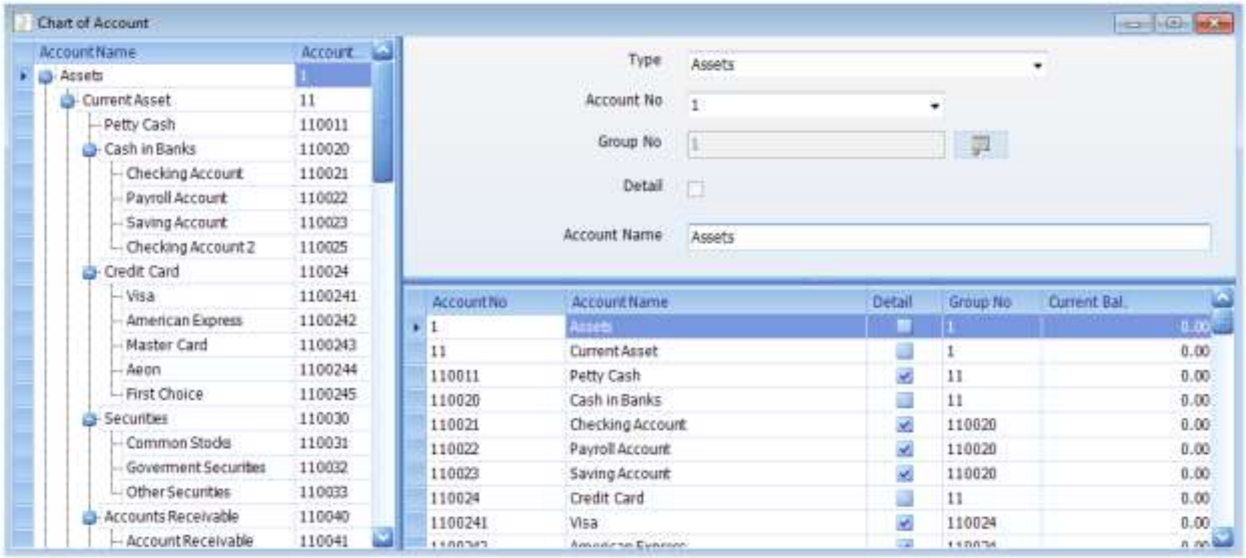
The Chart of Account Table is divided into 5 groups

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.

Miscellanous Setting

There are functions in the Miscellaneous as follows:

You can set the code without any limit.

Data	Description
Code	You can assign up to 15 characters.
Description-E	It is the description in English. You can assign up to 100 characters.
Description -O	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**

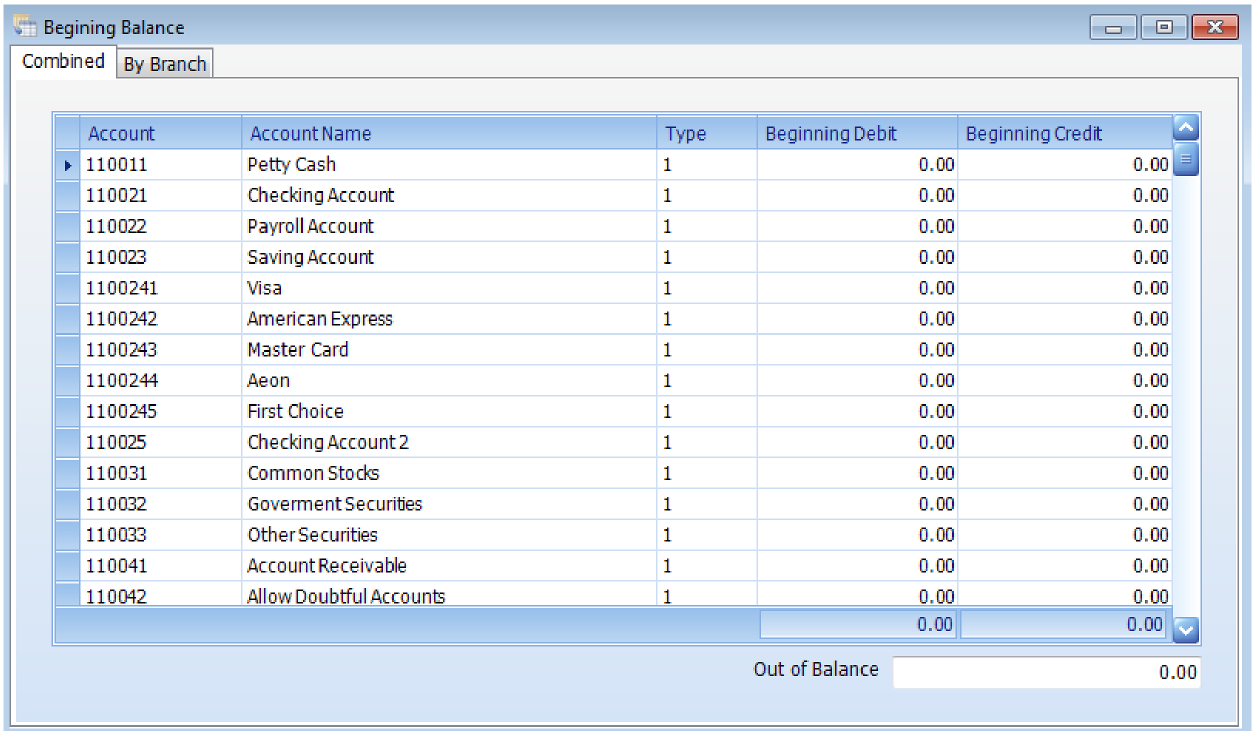
   This module is to define locations that will be used in Fixed Assets and Inventory module.

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.



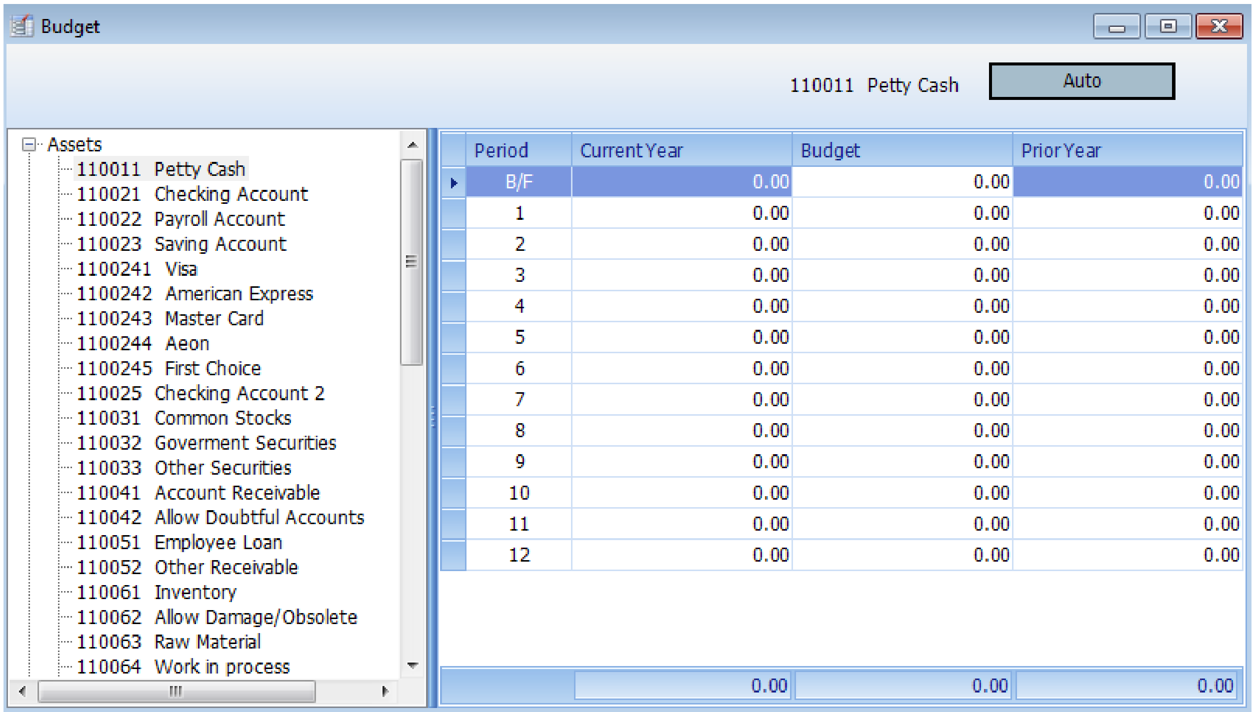
Account	Account Name	Type	Beginning Debit	Beginning Credit
110011	Petty Cash	1	0.00	0.00
110021	Checking Account	1	0.00	0.00
110022	Payroll Account	1	0.00	0.00
110023	Saving Account	1	0.00	0.00
1100241	Visa	1	0.00	0.00
1100242	American Express	1	0.00	0.00
1100243	Master Card	1	0.00	0.00
1100244	Aeon	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	Goverment 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

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.



Prior year adjustment

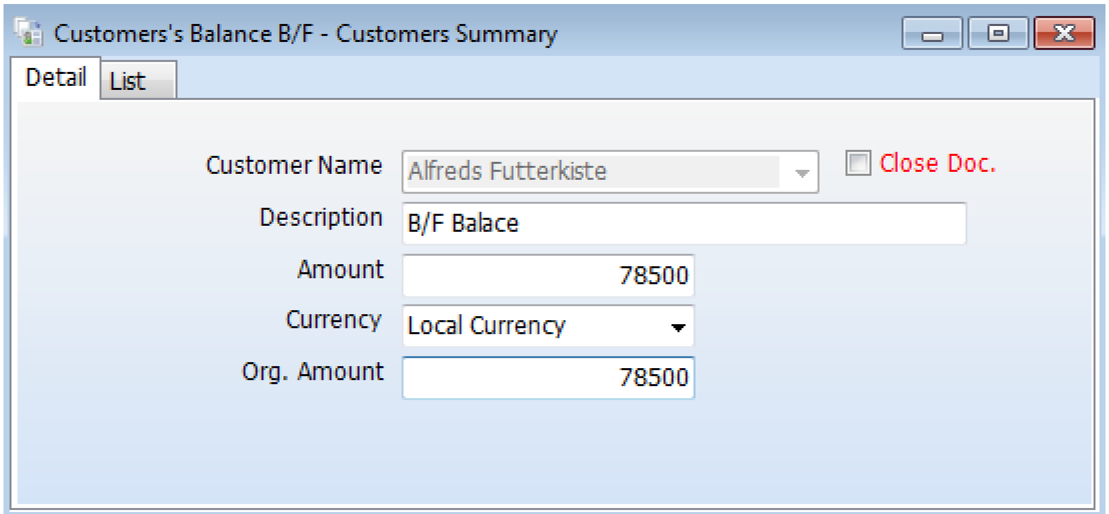
The Prior Year Adjustment Processing is to adjust prior year figure for each account. You can input for each period individually or just input total and let ***AccStar*** allocate for you. This processing is a one-time process when setting up ***AccStar*** only.

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

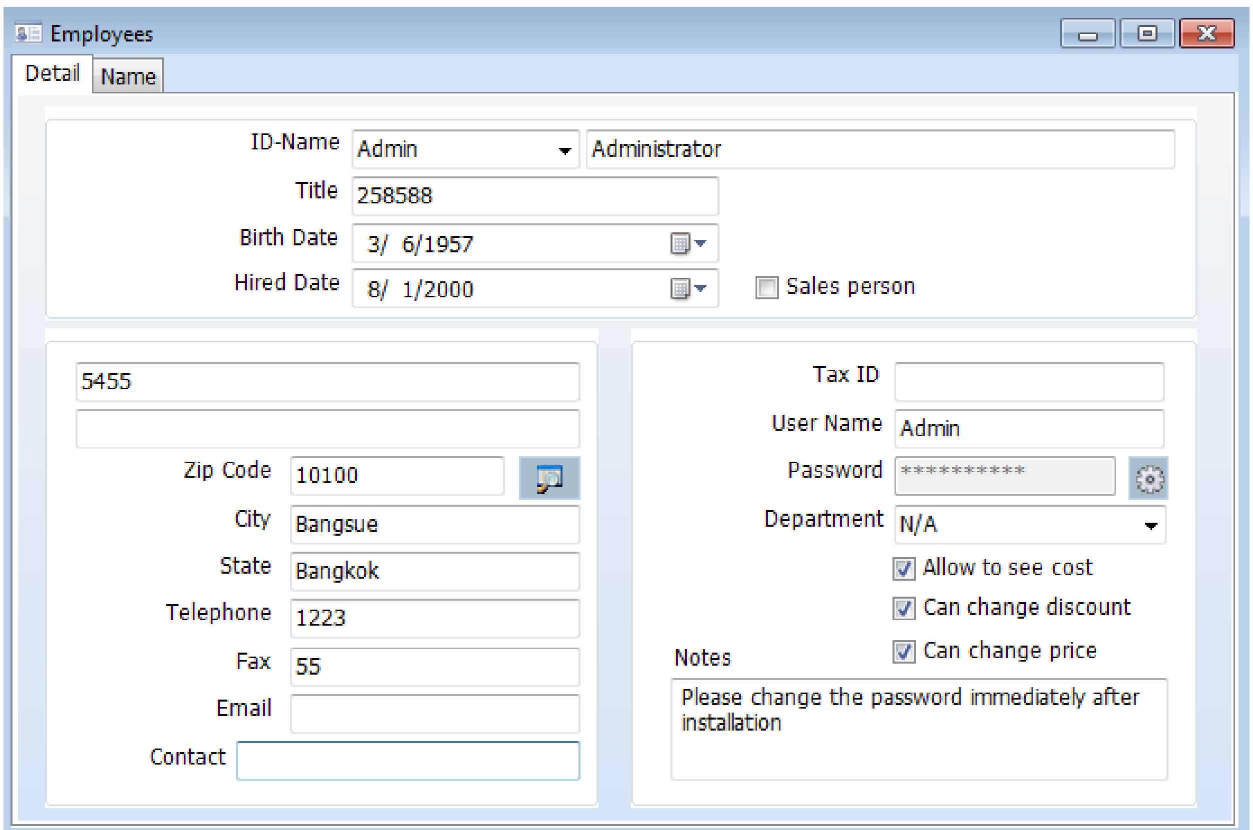
- Click "Customer's Balance B/F"
- Click "Customer"
- Click "Add New" or (F2)
- Select customer's name.
- Input description.
- Input balance and input applicable currency, if any.
- Click "Save" or (F9) to save edited voucher.
- Click "Close" or (Ctrl+F4) when finished.

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" 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.



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 ***AccStar***.
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, ***AccStar*** validates it for you. If it is true, ***AccStar*** gets the City and State information for you. Otherwise ***AccStar*** 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

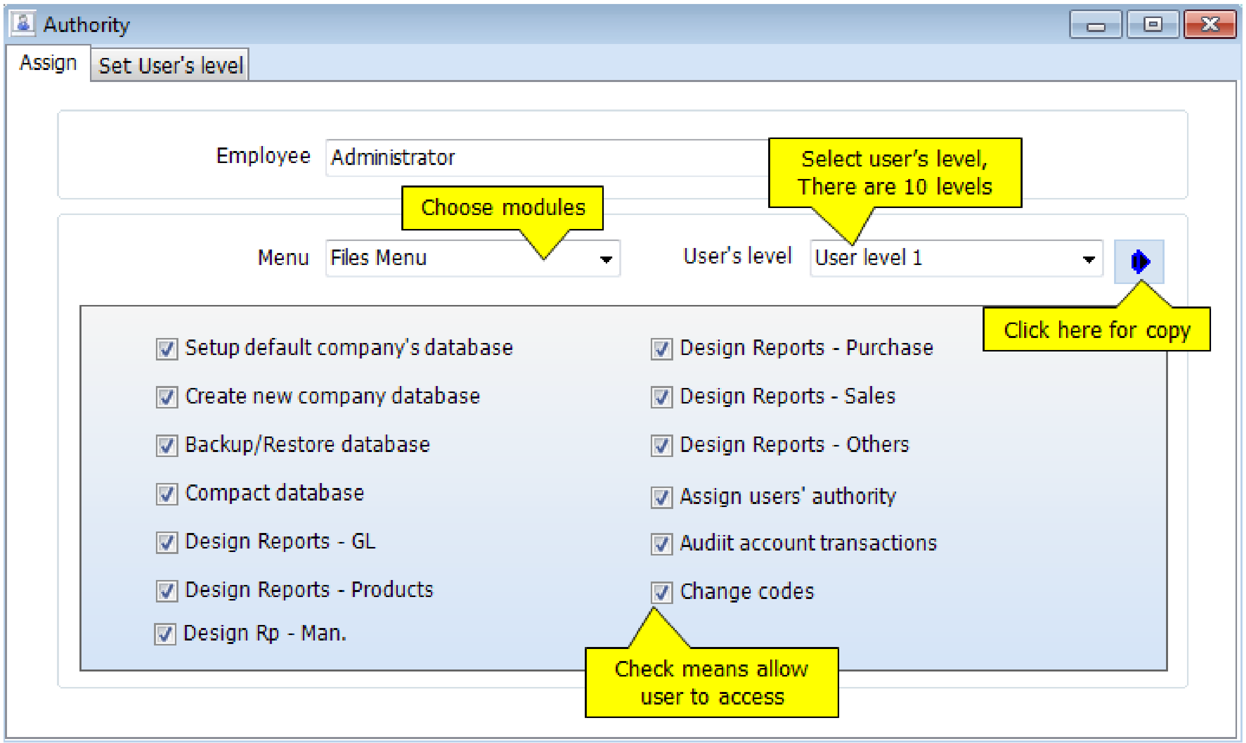
Tips:

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

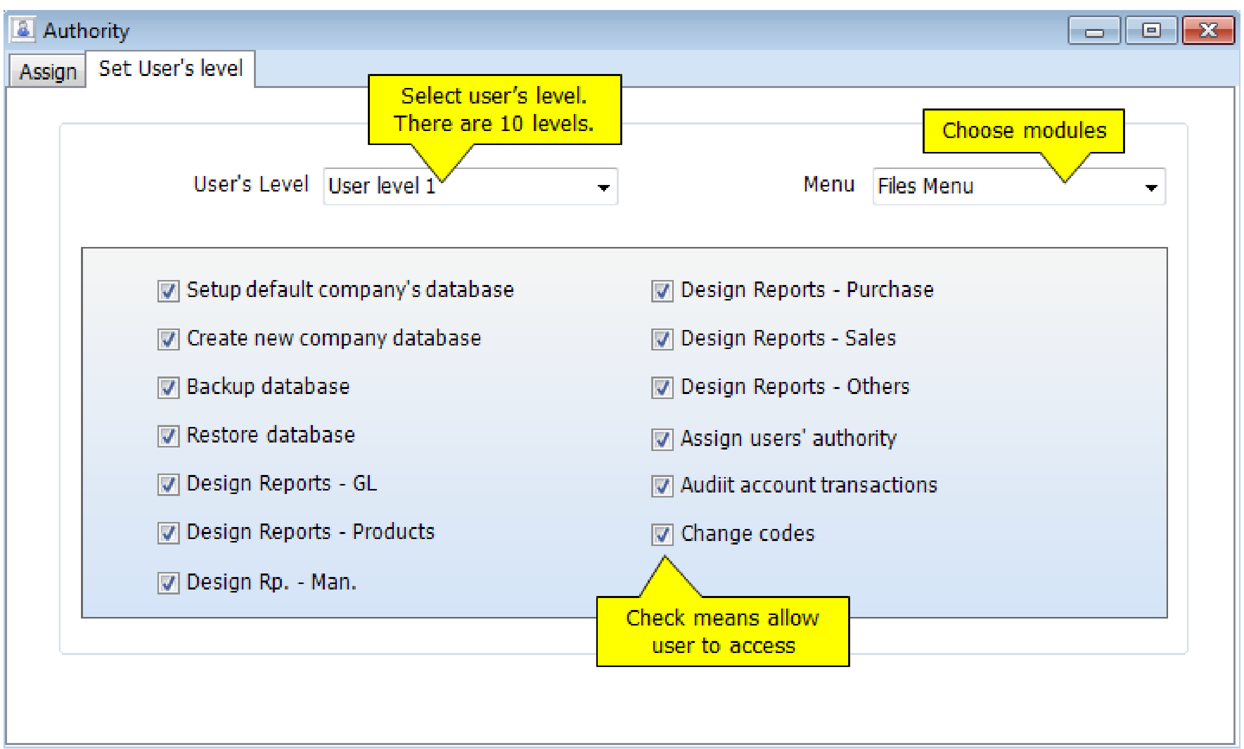
User Authority

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.



Authority
Assign
Set User's level
Employee
Administrator
Select user's level,
There are 10 levels
Choose modules
Menu
Files Menu
User's level
User level 1
Click here for copy
Setup default company's database
Create new company database
Backup/Restore database
Compact database
Design Reports - GL
Design Reports - Products
Design Rp - Man.
Design Reports - Purchase
Design Reports - Sales
Design Reports - Others
Assign users' authority
Audiit account transactions
Change codes
Check means allow
user to access

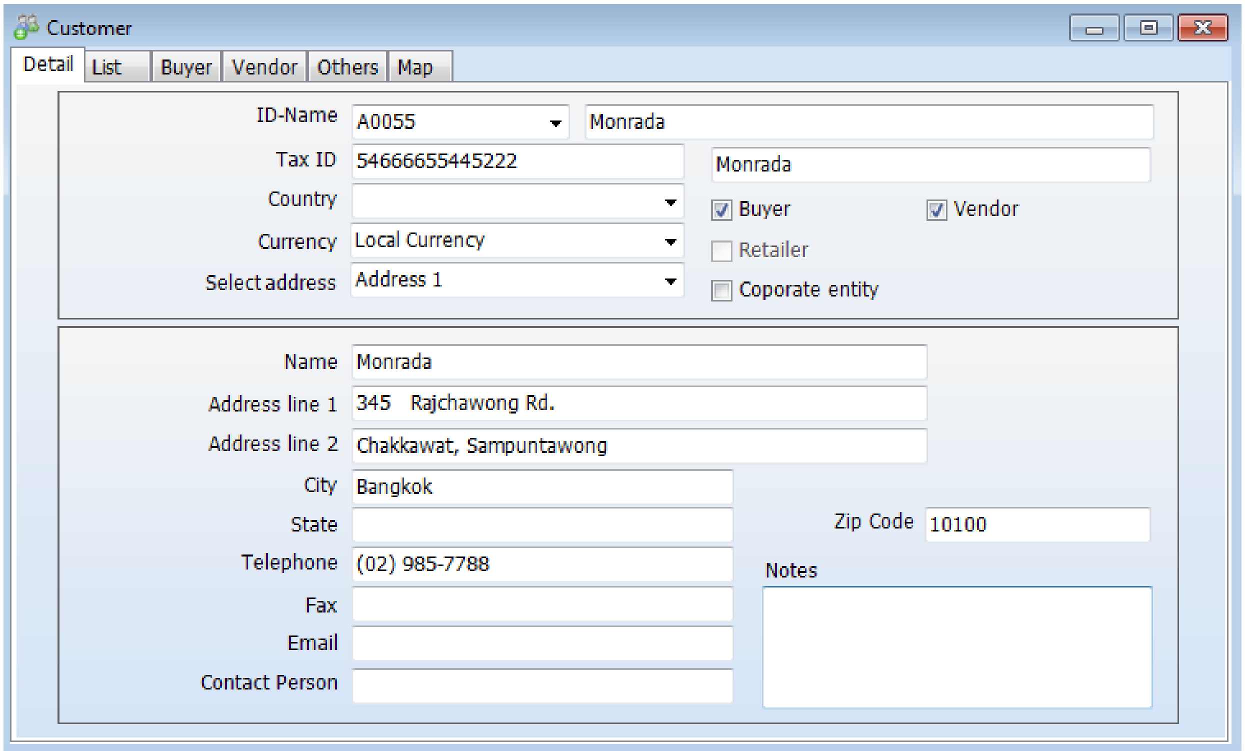


Authority
Assign
Set User's level
Select user's level.
There are 10 levels.
Choose modules
User's Level
User level 1
Menu
Files Menu
Setup default company's database
Create new company database
Backup database
Restore database
Design Reports - GL
Design Reports - Products
Design Rp. - Man.
Design Reports - Purchase
Design Reports - Sales
Design Reports - Others
Assign users' authority
Audiit account transactions
Change codes
Check means allow
user to access

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.



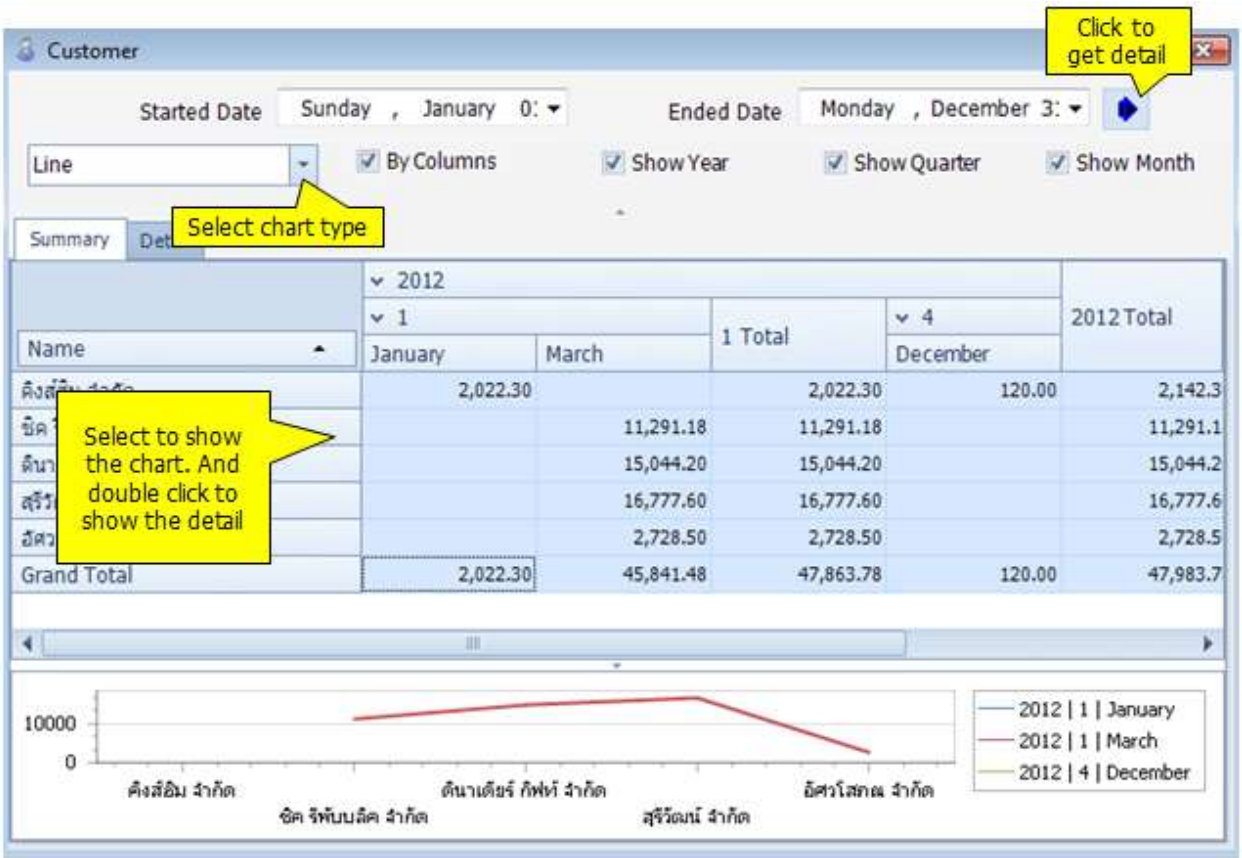
ID-Name	This is the Customer ID and customer's name. The maximum size of Customer ID is 13 characters, and customer's name is 100 characters.
Tax ID	The customer's Tax ID.
Country	If your customers are in the same country as you are, you may not input this information.
Currency	A generally accepted form 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, ***AccStar*** validates it for you. If it is true, ***AccStar*** gets the City and State information for you. Otherwise ***AccStar*** prompt you an error message.

Account Receiveable

Customer

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

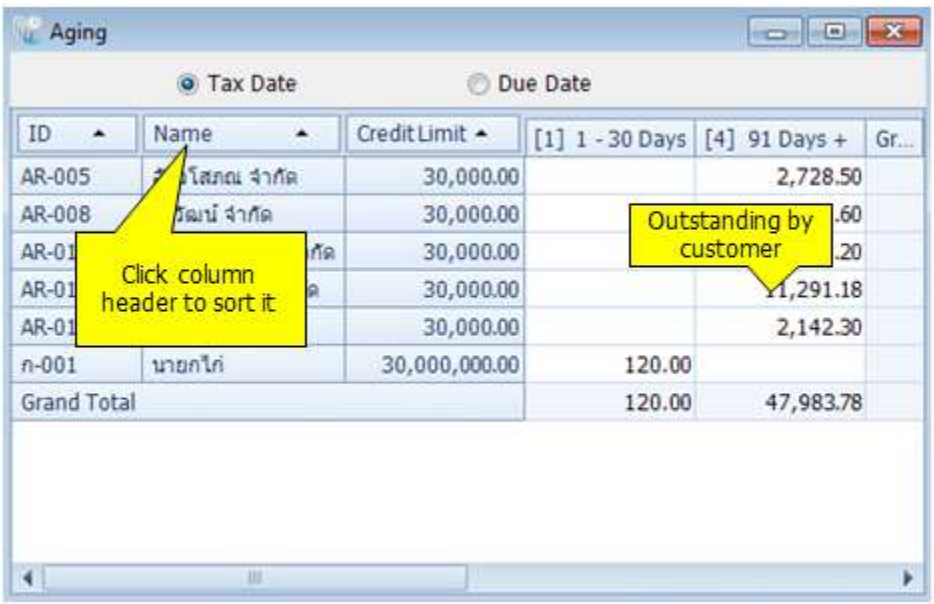


Credit Limit	It is the credit limit you grant for this customer.
Credit Term	The financial term. It is a text field. It will be shown on the invoice.
Days	It is the longest days that customer will get the financial discount.
Discount %	It is the percentage that customer will get discount when customer 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 ***AccStar*** uses it to calculate discount for items.
Account Receivable	It is the account number that will be used for Account Receivable. ***AccStar*** get it from Control Accounts. However, you can change it.

Tax Scheme	It is tax rate that use for Sales module. ***AccStar*** will show it on the Sales order.
Advance Tax Scheme	It is the Advance Tax rate that customer withhold it. ***AccStar*** 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.

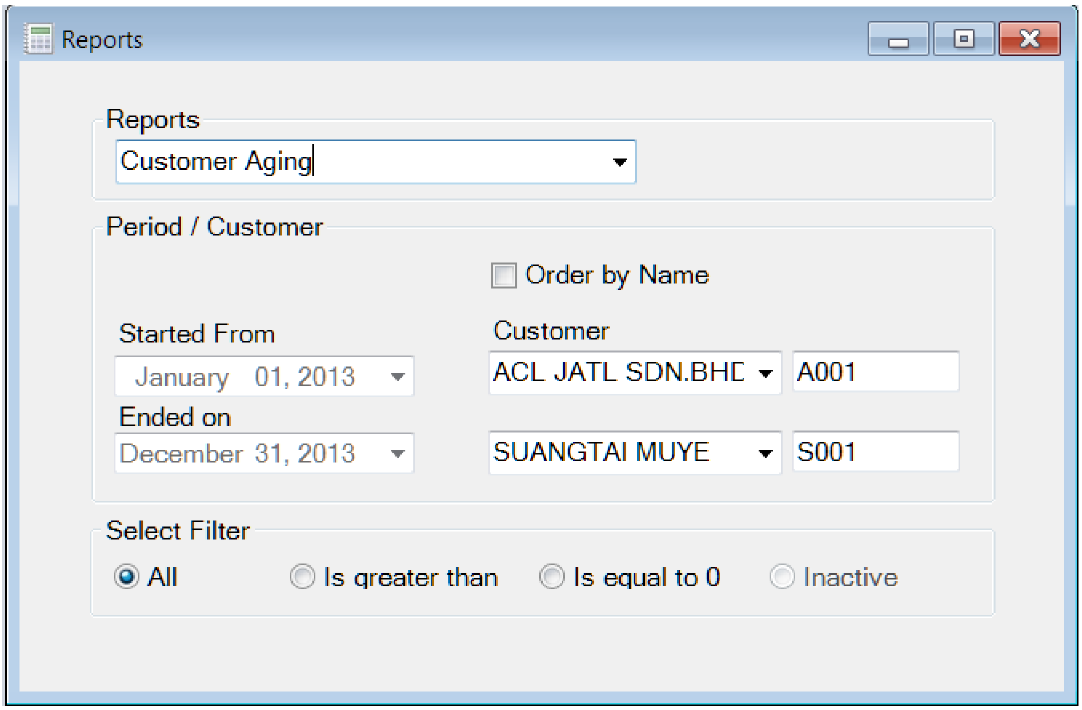
Aging

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



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.



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.

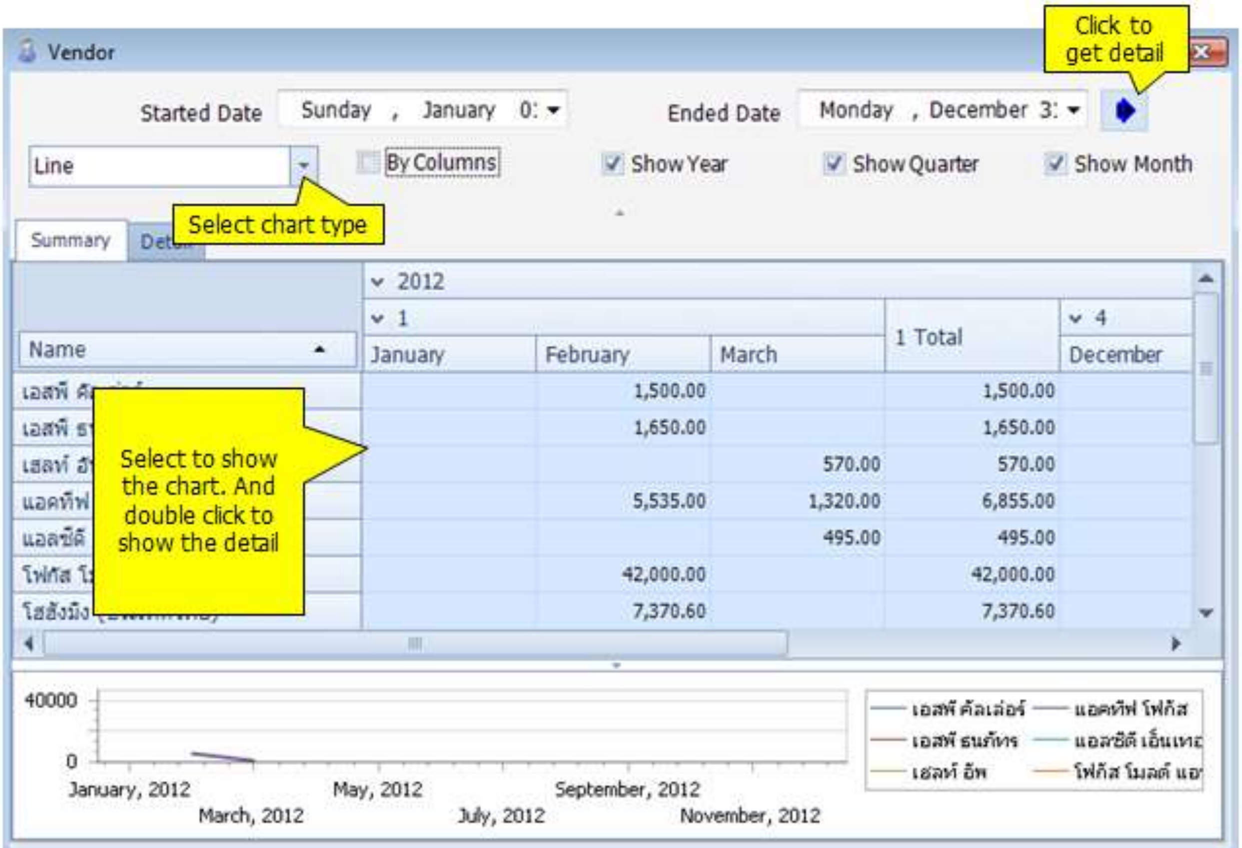
Tips

- 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.

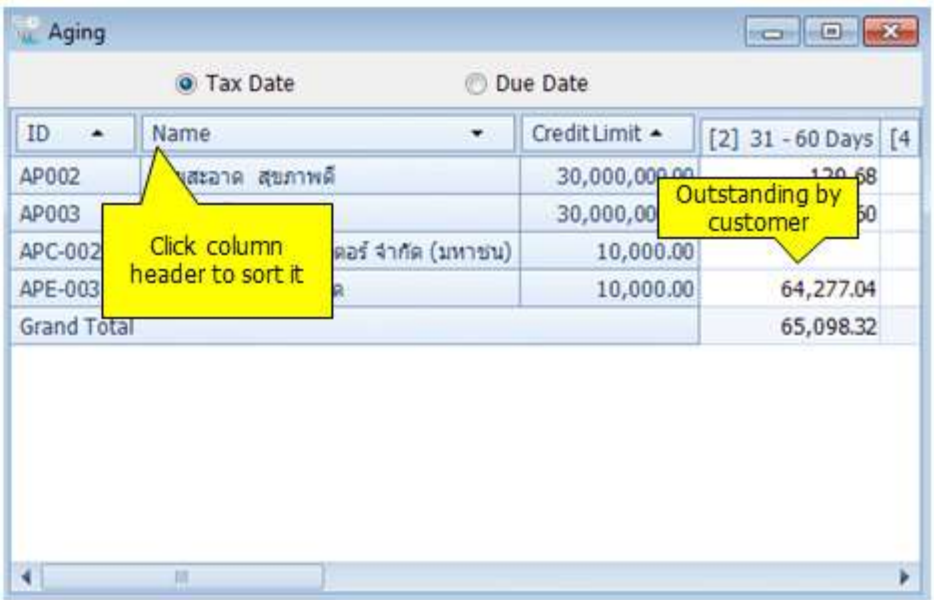


Credit Limit	It is the credit limit you get from your vendor
Credit Term	The financial term. It is a text field. It will be shown on the invoice.
Days	It is the longest days that you will get the financial discount.
Discount %	It is the percentage that you will get discount when you pay within the specified 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 ***AccStar*** uses it to calculate discount for items.
Account Payable	It is the account number that will be used for Account Payable. ***AccStar*** get it from Control Accounts. However, you can change it.
Tax Scheme	It is tax rate that use for purchasing. ***AccStar*** will show it

	on the Purchasing order.
Withholding Tax Scheme	It is the Withholding Tax rate for this vendor. ***AccStar*** 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.

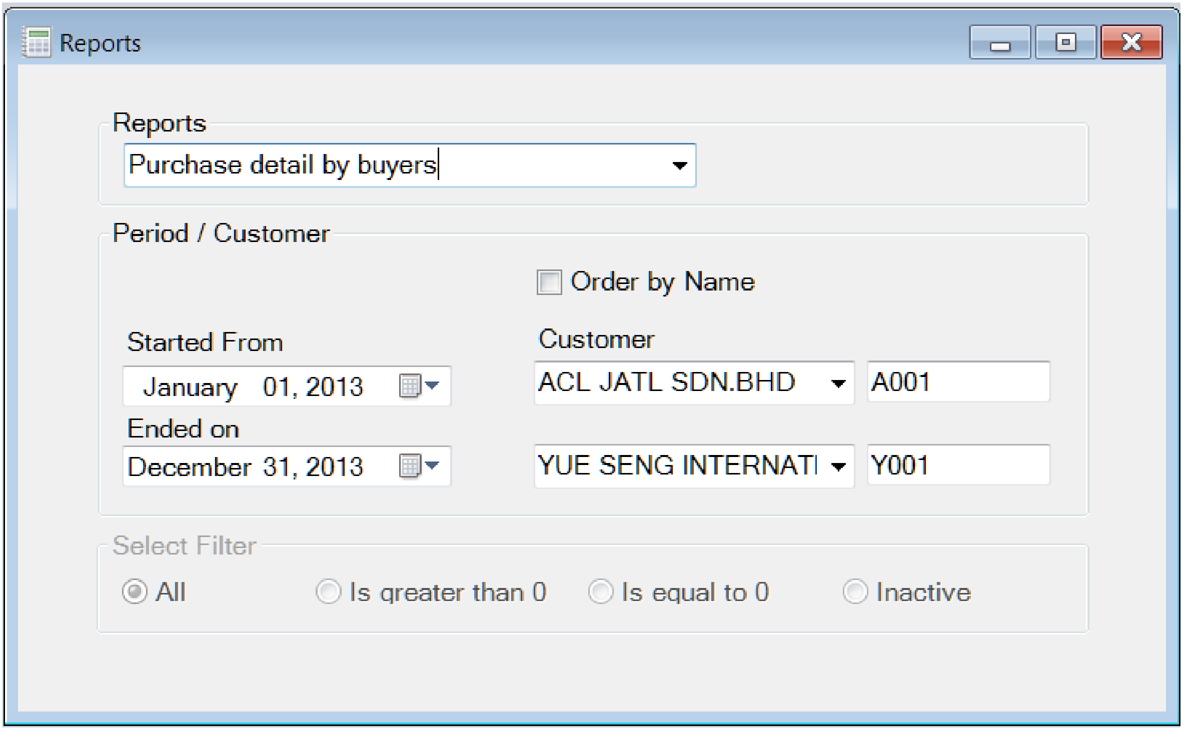
Aging

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



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.



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

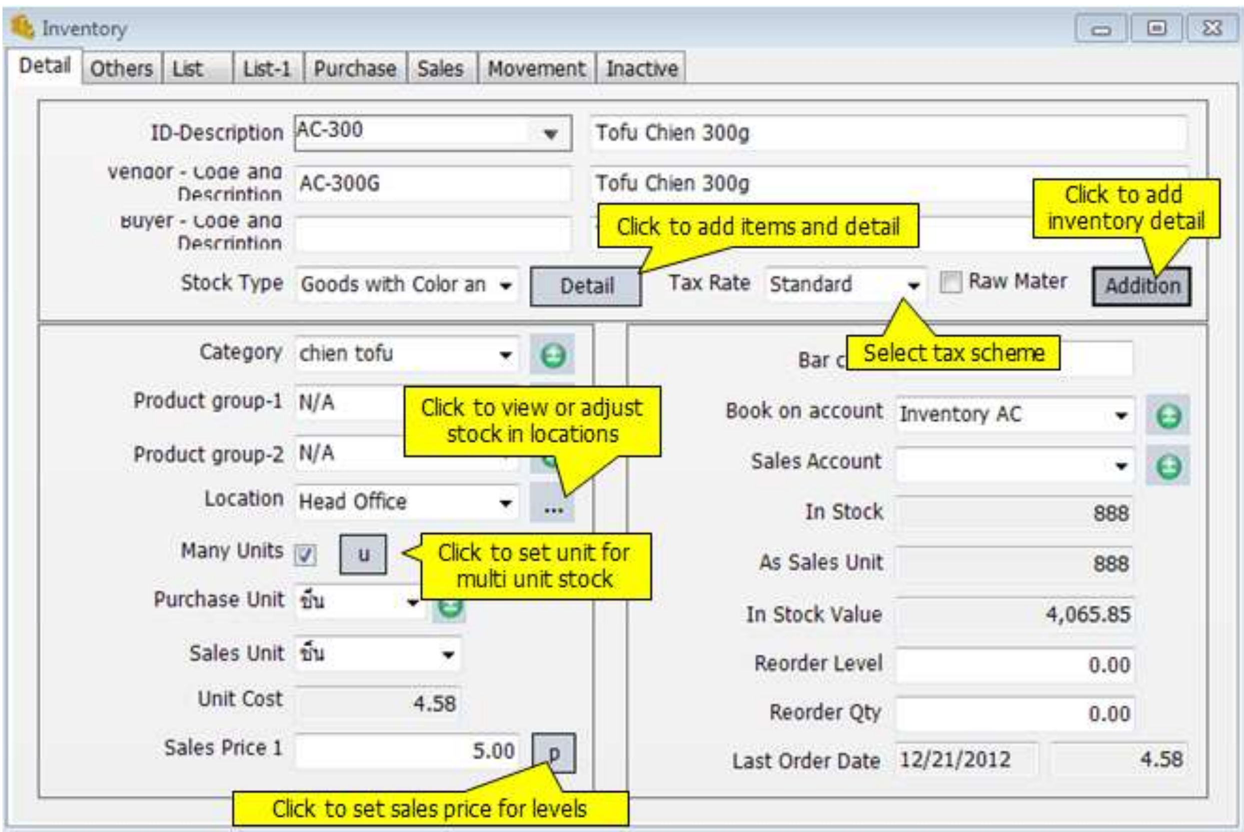
- Start and End date is not consider when printing Customer List.

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



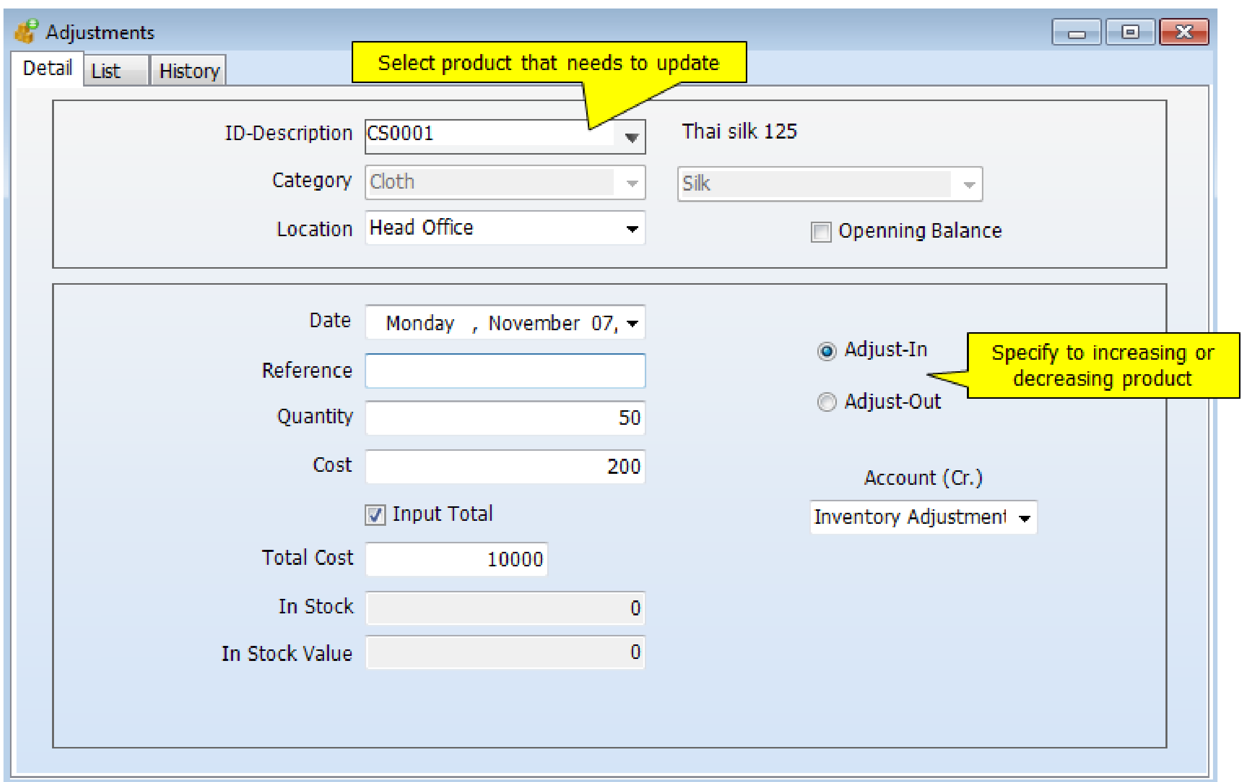
Detail	Description
Product ID	Can assign up to 20 characters for Product ID.
Descriptions	This first description is for internal use. The maximum is 60 characters for fields. This field cannot be blank.
Vendor - Code and Description	These fields are code and description that seller use with this product.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

Stock Type	You must set type of stock. There are types as follow. 1. Finished goods 2. Assembly Finished goods – this is the stock that need assembly on the <u>Assembly Items</u> module prior any sales. 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 ***AccStar*** will display all kit. 4. Serial Number – Stock that has serial number individually. 5. Service - there is no inventory for service 6. Raw material – the stock used as raw material 7. Goods with parallel unit – the stock that need two input two units at the same time. 8. Goods with Lot number, you have to input Lot number when you buy or sell. You can keep track by lot number 9. Office Equipment. This is keep tract of internal stationery or equipment. 10. Serial Number with quantity. It is used for rolls that has different size or quantity such as coth, steel. 11. Goods with parallel unit with Lot number – Lot number is added to goods with parallel unit to keep track track by lot number.
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 u to input applicable units.
Purchase Unit	You must select purchase unit of measure. ***AccStar*** 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. ***AccStar*** 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 p. 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. ***AccStar*** 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.



Details	Description
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

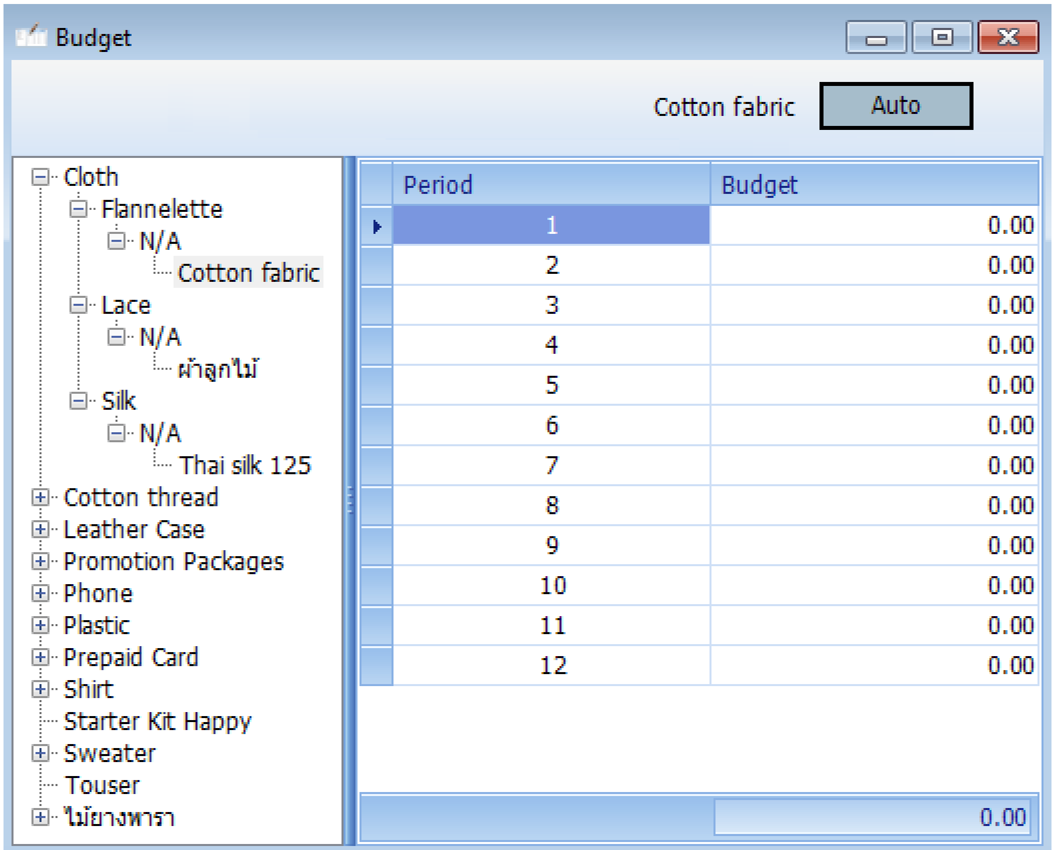
- Click on Product in the Functions menu and Adjustment
- Select Item ID
- Input detail for each field
- Click Adjust-In or Adjust-Out radio button. Adjust-in to increase the in-stock quantity. Adjust-Out to decrease the in-stock quantity
- If there is any serial number, input the items as you input 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.

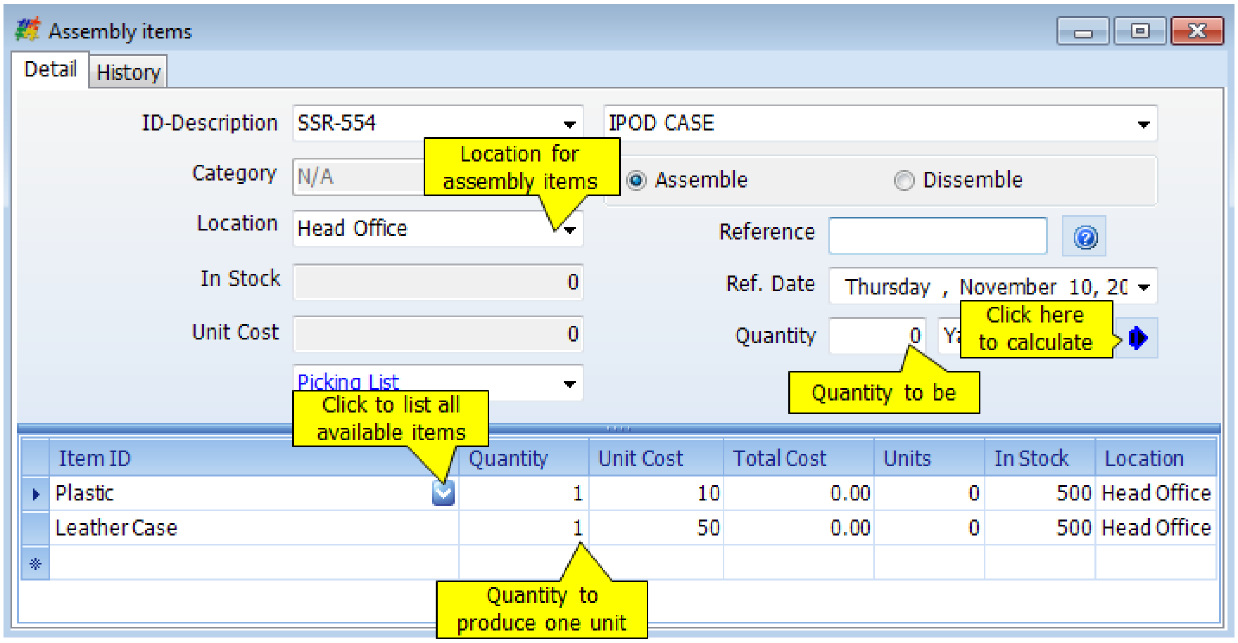


To Enter budget data

- Use navigator to move to desired item to budget OR click on the Tree-view.
- Input budget figure for each period. Or
- Click Automatic Auto 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

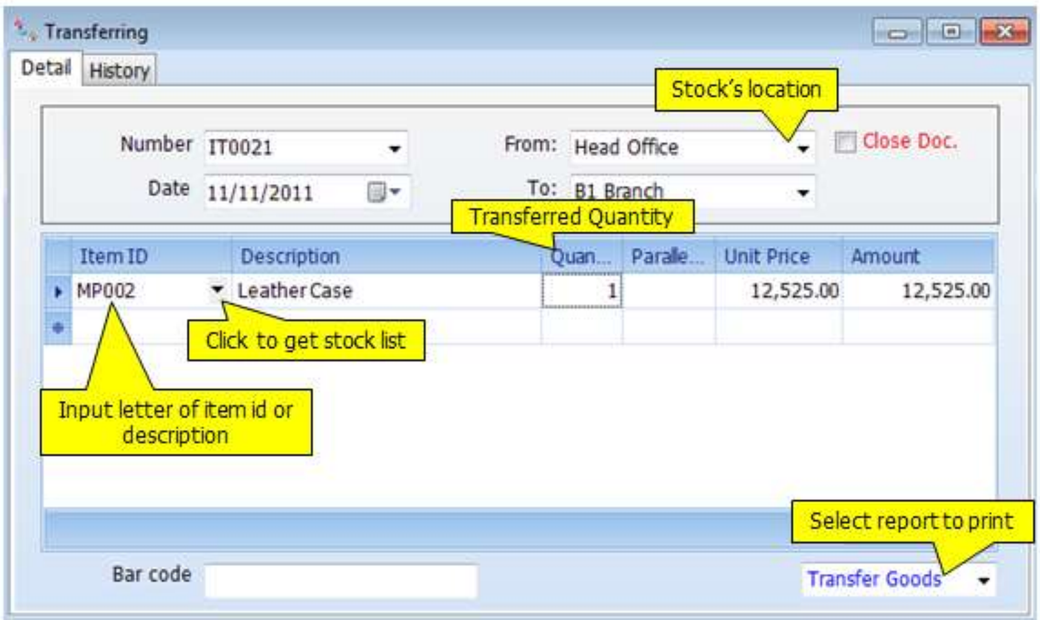
On this module, you can set the single-level bills of material here and create the output at anytime you want. You can also disassembly it. The disassemble items will be put back to its stocks.

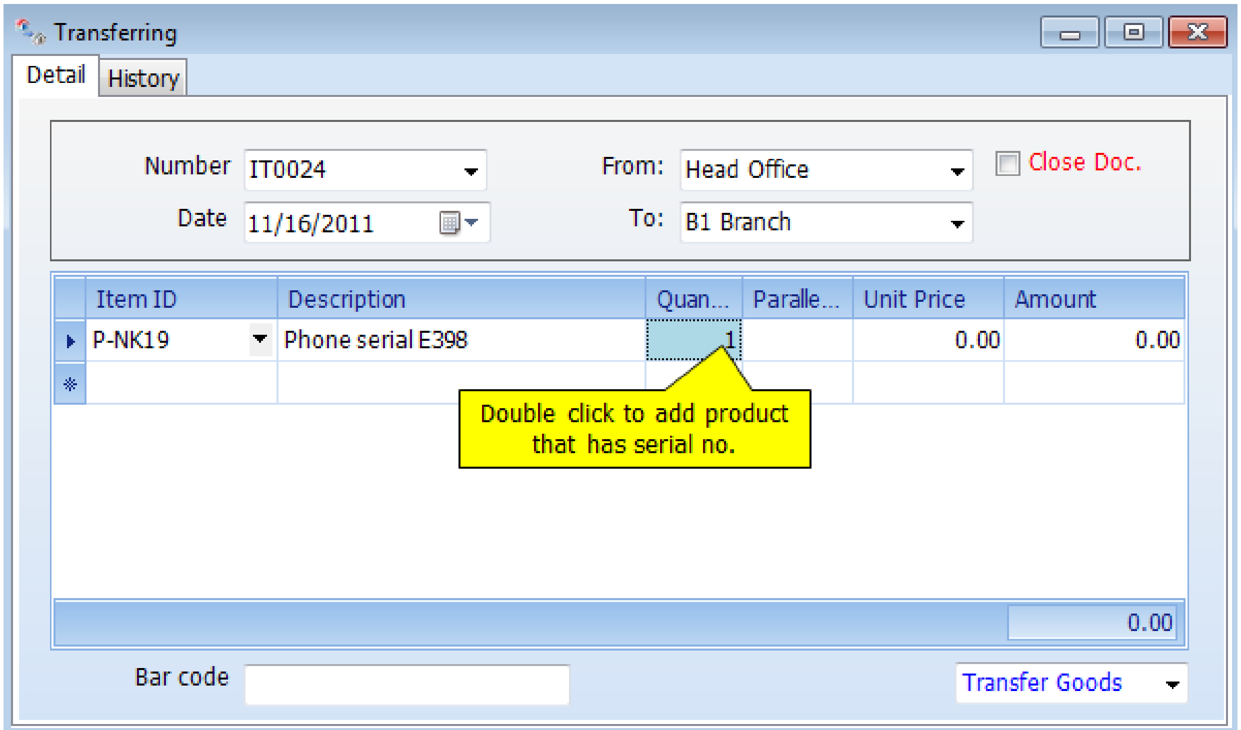


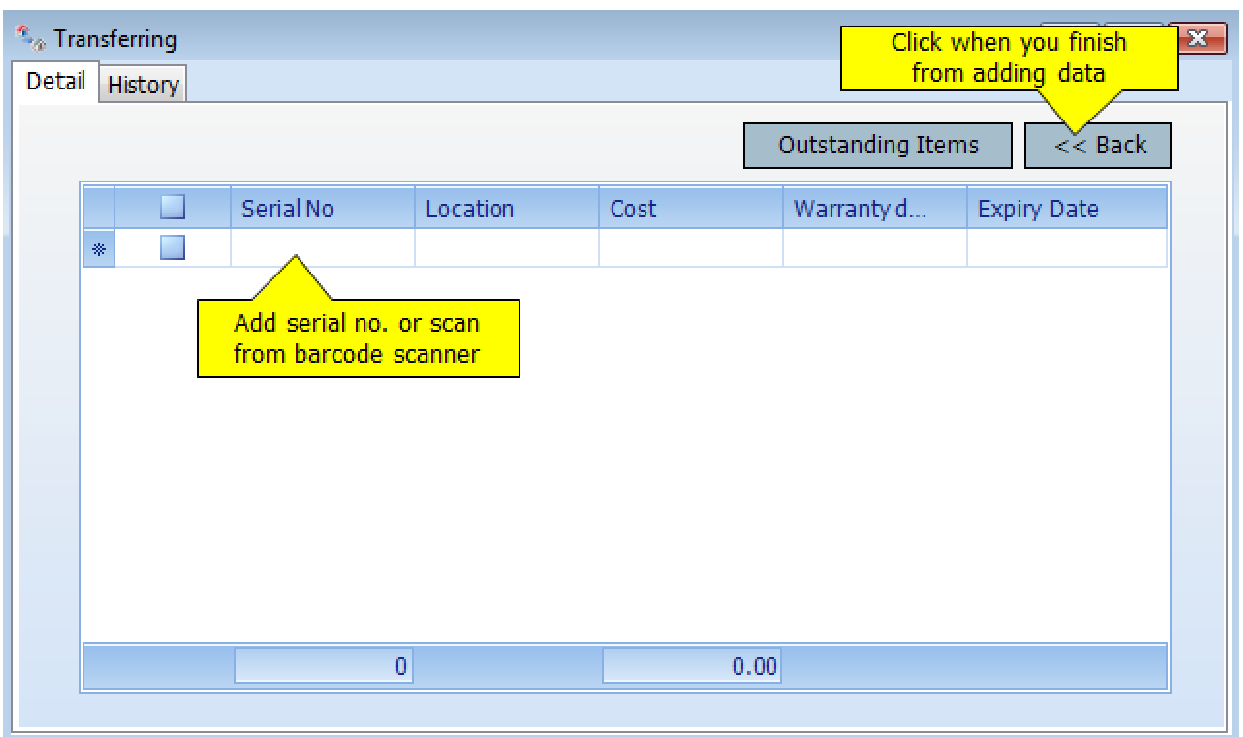
Details	Description
ID-Description	The item id and it's description
Location	The assembled items will be kept here.
Reference	This is the reference number.
Ref. Date	The assembly date
Quantity	Quantity to be assembled
Assemble	Click here to assemble
Dissemble	Click here to dissemble
Item ID	Item kit
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.

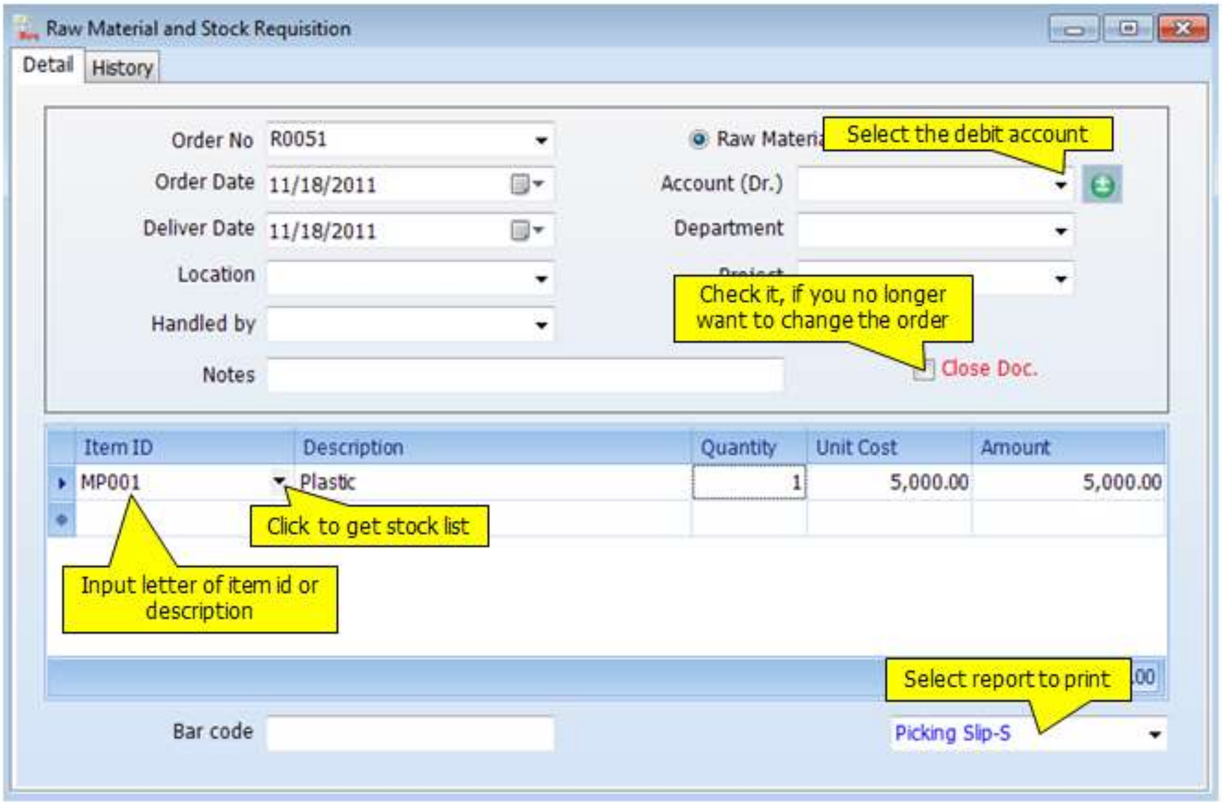



Transferring
Detail
History
Number
IT0024
Date
11/16/2011
From:
Head Office
To:
B1 Branch
Close Doc.
Item ID
Description
Quan...
Paralle...
Unit Price
Amount
P-NK19
Phone serial E398
1
0.00
0.00
Double click to add product that has serial no.
0.00
Bar code
Transfer Goods


Transferring
Detail
History
Click when you finish from adding data
Outstanding Items
<< Back
Serial No
Location
Cost
Warranty d...
Expiry Date
Add serial no. or scan from barcode scanner
0
0.00

Raw Material and Stock Requisitions

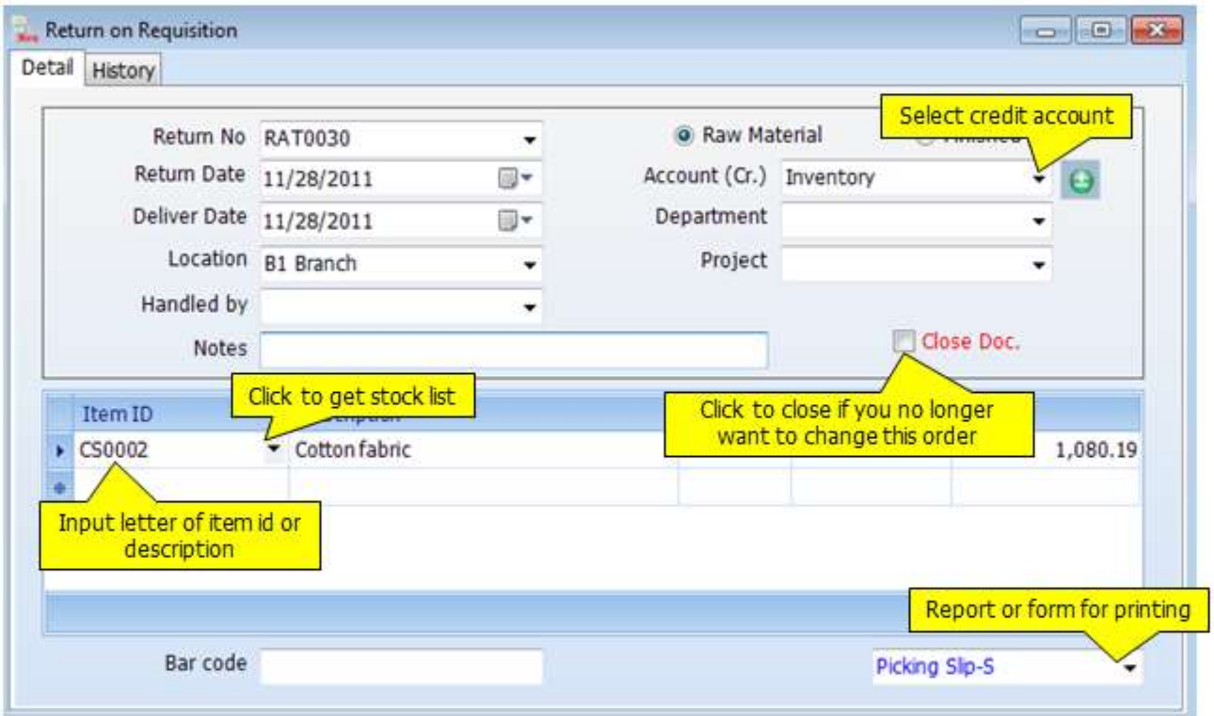
This module is used for raw material and stock requisition.



Details	Description
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.



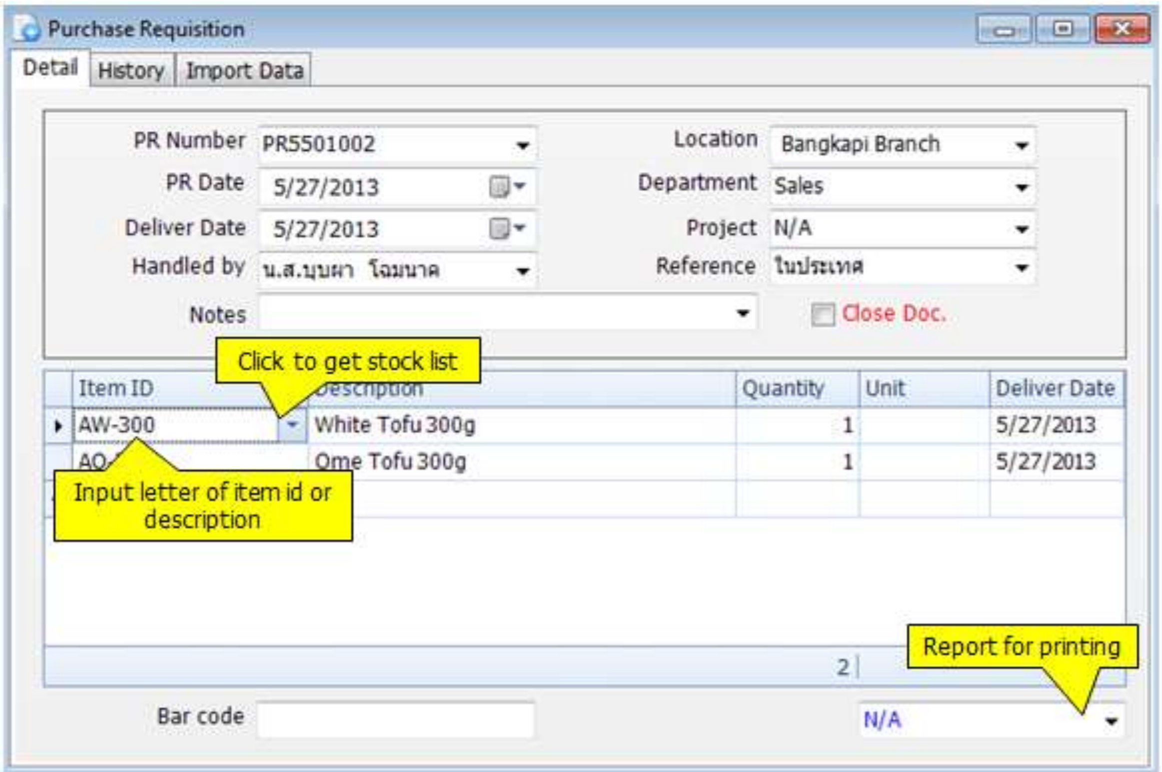
Details	Descriptions
Return No.	It is Return No.
Return Date	The Return Date or voucher date
Delivery Date	The date that item will deliver.
Location	The location where the stocks are.
Handle by	Select who is handle the requisition.
Notes	You may input note to storekeeper on this field.
Account(Cr.)	This 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.

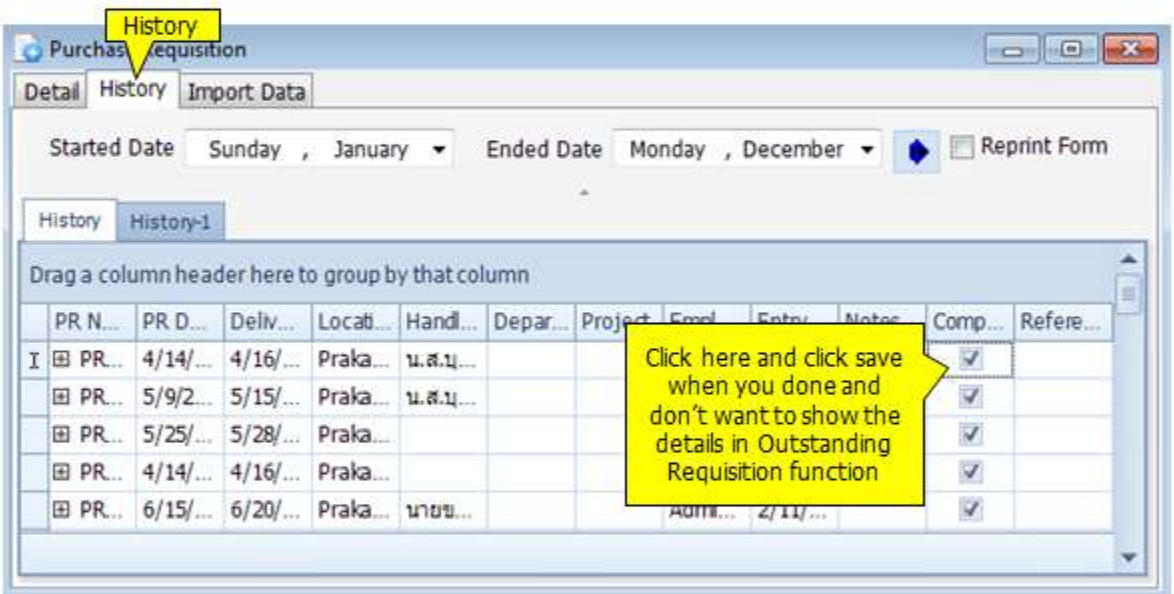


PO detail	**Description**
PR Number	You can assigned up to 15 characters
PR Date	Date on PO. It will be used to determine the accounting period as well.
Delivery Date	Product must be delivered on this date.
Handled by	Staff who request to purchase
Notes	Put any note here. You may include it in the Purchase Requisition form
Location	It is the location that you want to keep the ordered items ***AccStar*** 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. ***AccStar*** will validate the item id after you have finished. **You cannot change it in the next page.**
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. **If there are many units, you can change it.**
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

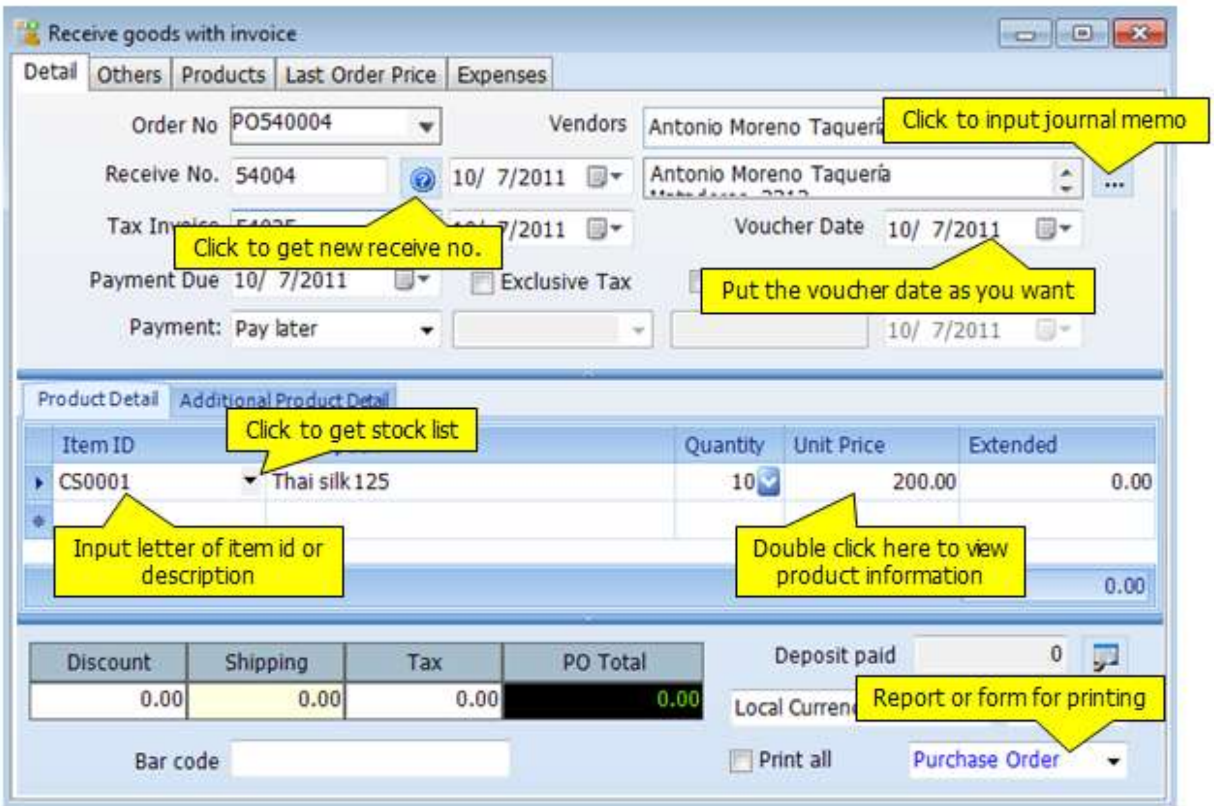
There are three ways you can add the record:

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

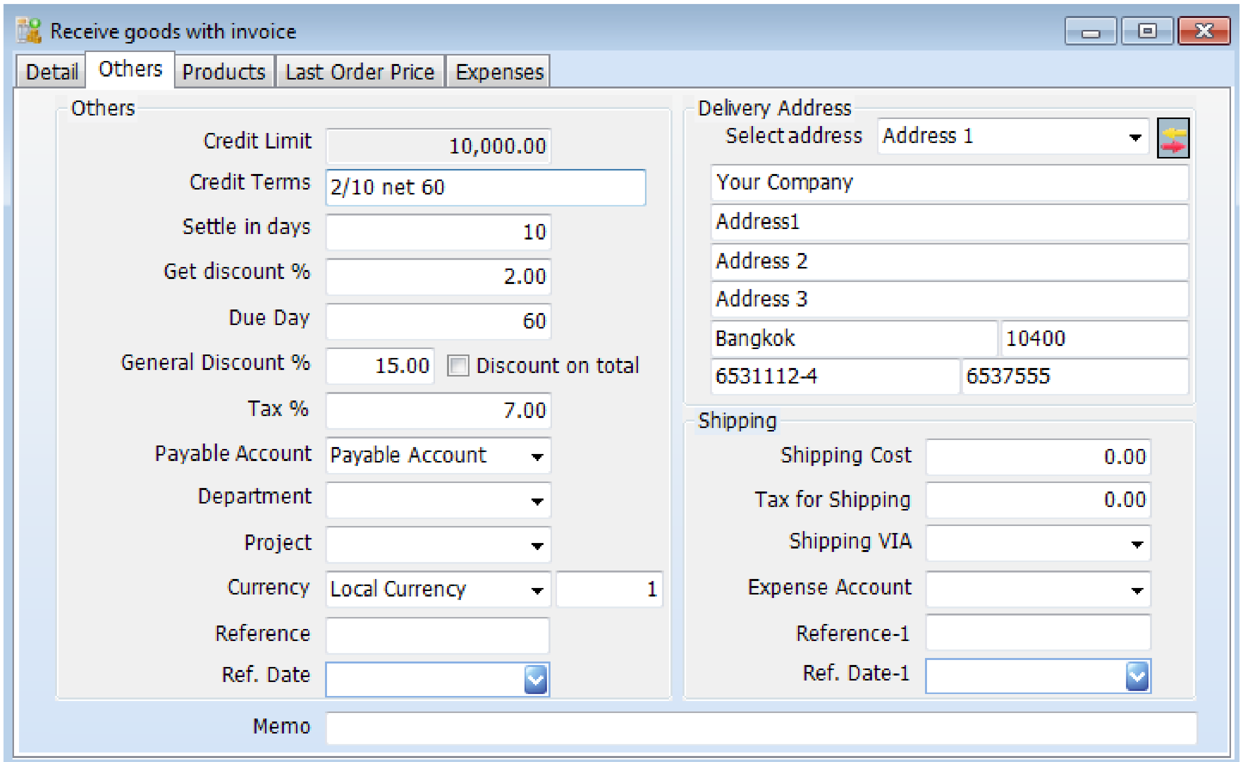
AccStar was designed to fit your normal practice of your business. Vendors may deliver goods with invoice or without it. They may deliver part of the order. You use this window to receive goods with invoice. It can be partial or full order.



PO detail	Description
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.
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. ***AccStar*** will validate the item id after you have finished. **You cannot change it in the next page.**
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 ***AccStar*** calculate for you. You cannot change it.
Location	It is the location that you want to keep the ordered items ***AccStar*** 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. **If there are many units, 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 ***AccStar*** calculates for you.
Tax	Put the tax rate for item. ***AccStar*** get the default from inventory module. If there is no tax rate ***AccStar***, will get it from the "other" page. However, you can change it.
Tax amount	Tax amount that that ***AccStar*** calculate for you. You cannot change it.
Quantity Ordered	It is the quantity that that ***AccStar*** update for you.
Qty backordered	It is the quantity that ***AccStar*** calculates for you. You cannot change it.
Account	***AccStar*** 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	***AccStar*** 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) ***AccStar*** calculates for you. You cannot change it.
Discount	It is the discount for PO. ***AccStar*** calculates for you. You cannot change it.
Shipping Cost	It is the total shipping cost for PO. ***AccStar*** get it from the shipping information you input.
Total Purchase Tax	It is the total purchase tax for this order. ***AccStar*** 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.

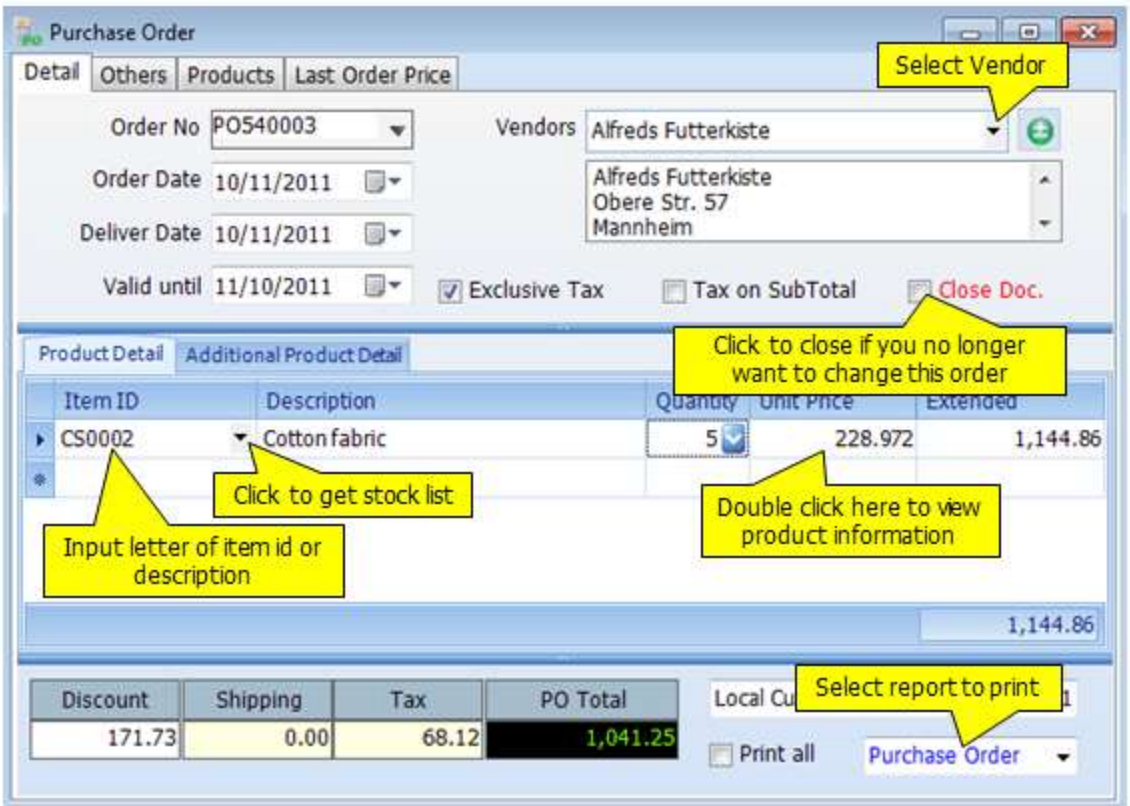


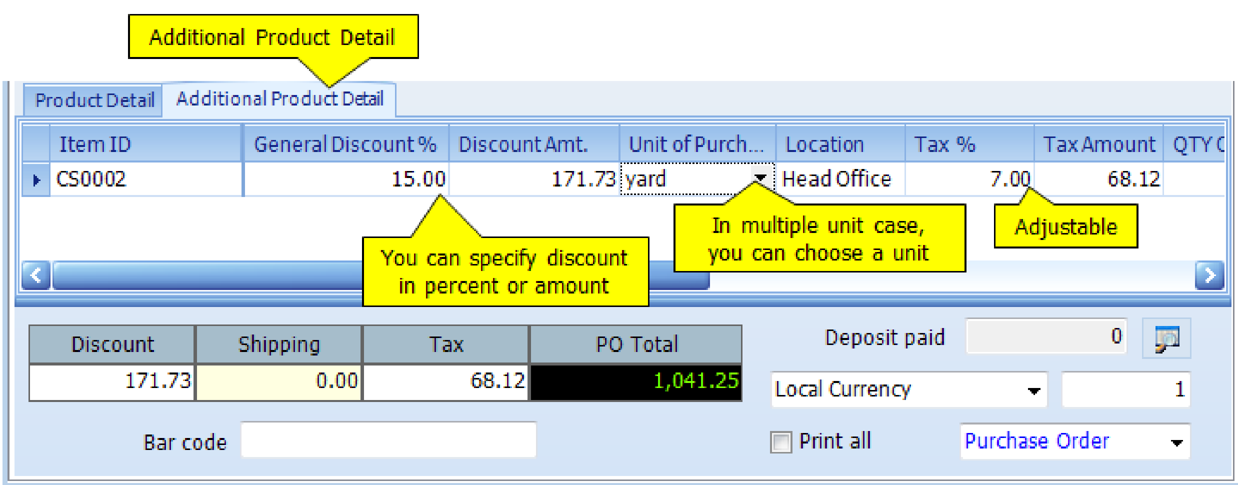
<u>Other detail</u>	This information ***AccStar*** gets it from the information that you input as default for each vendor. You can change it.
Credit Limit	You cannot change it.
Credit Term	You can change it. It is a text field, which will be on PO.
Days	It is the longest days that you will get the financial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

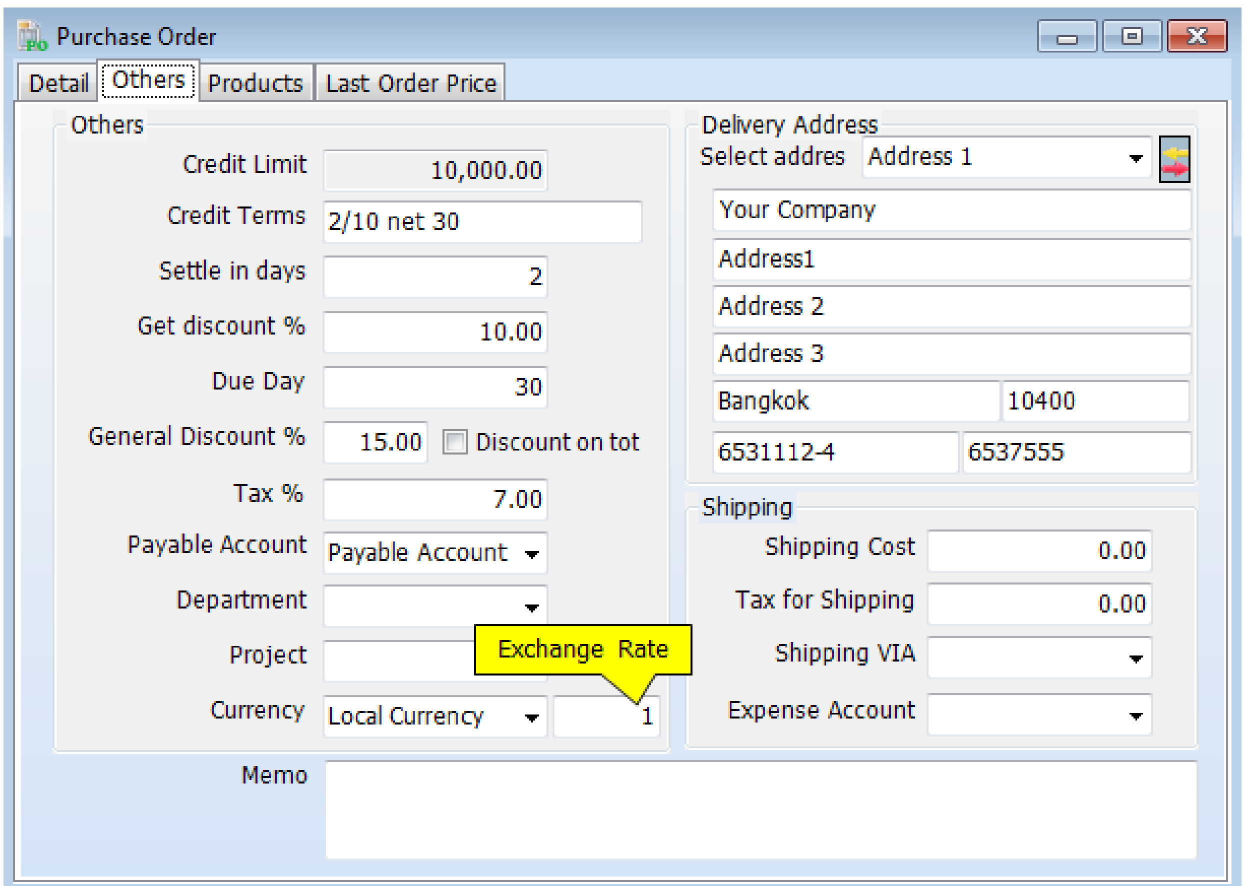
You must create Purchase Orders for any purchasing. You cannot receive goods without Purchase Orders. On any Purchase Order, you can receive partially. You can also add new item while you're receiving. The valid-until date will be used to screen out the Purchase Orders.





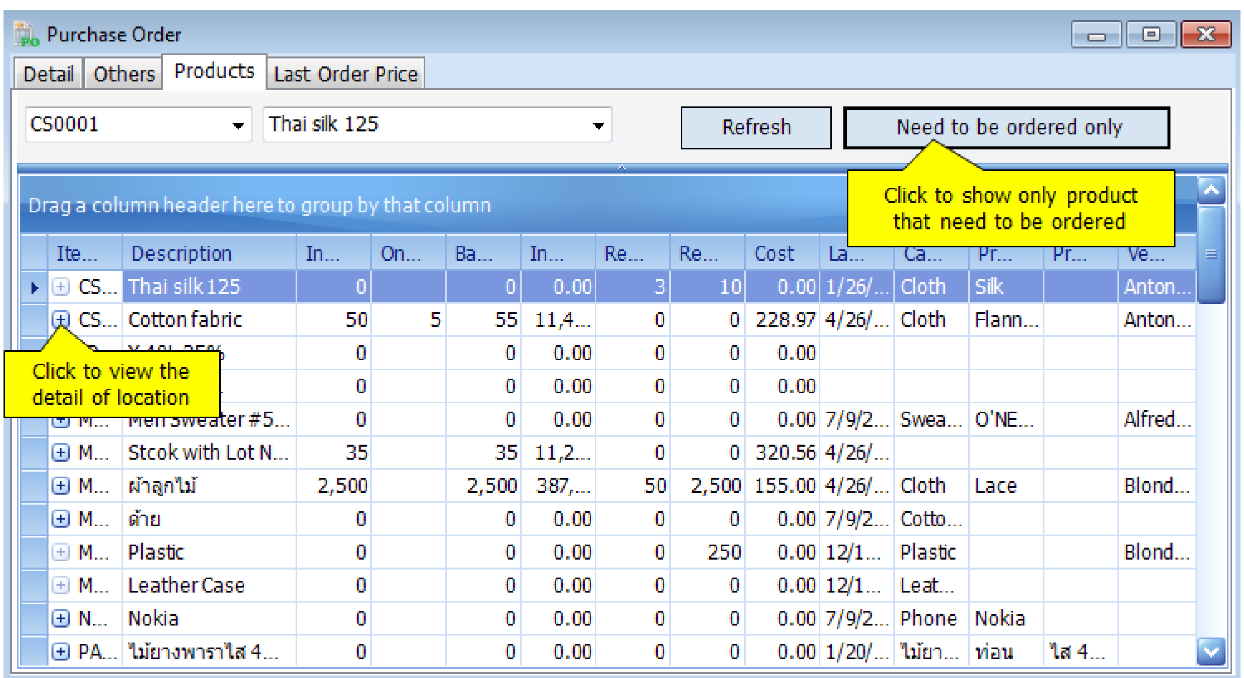
PO details	
Order No.	You can assigned up to 15 characters
Order Date	Date on PO. It will be used to determine the accounting period as well.
Delivery Date	Product must be delivered on this date.
Valid until	This order will valid until.
Vendors	This is the Vendor that you want to purchase product from. You can click to add vendor.
Vendor address	You cannot change it.
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. ***AccStar*** will validate the item id after you have finished. **You cannot change it in the next page.**
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 ***AccStar*** 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 ***AccStar*** calculates for you.
Unit of Purchase	This is the purchase unit of measure that defined in the inventory module. **If there are many units, you can change it.**
Location	It is the location that you want to keep the ordered items ***AccStar*** use the default location from log in screen. However, you can change it.
Tax %	Put the tax rate for item. ***AccStar*** get the default from inventory module. If there is no tax rate ***AccStar***, will get it from the "other" page. However, you can change it.
Tax amount	Tax amount that that ***AccStar*** calculate for you. You can not change it.
QTY Ordered	It is the quantity that that ***AccStar*** update for you.
QTY backordered	It is the quantity that ***AccStar*** 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	***AccStar*** 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	***AccStar*** 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) ***AccStar*** calculates for you. You cannot change it.
Discount	It is the discount for PO. ***AccStar*** calculates for you. You cannot change it.
Shipping	It is the total shipping cost for PO. ***AccStar*** get it from the shipping information you input.
Tax	It is the total purchase tax for this order. ***AccStar*** 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.



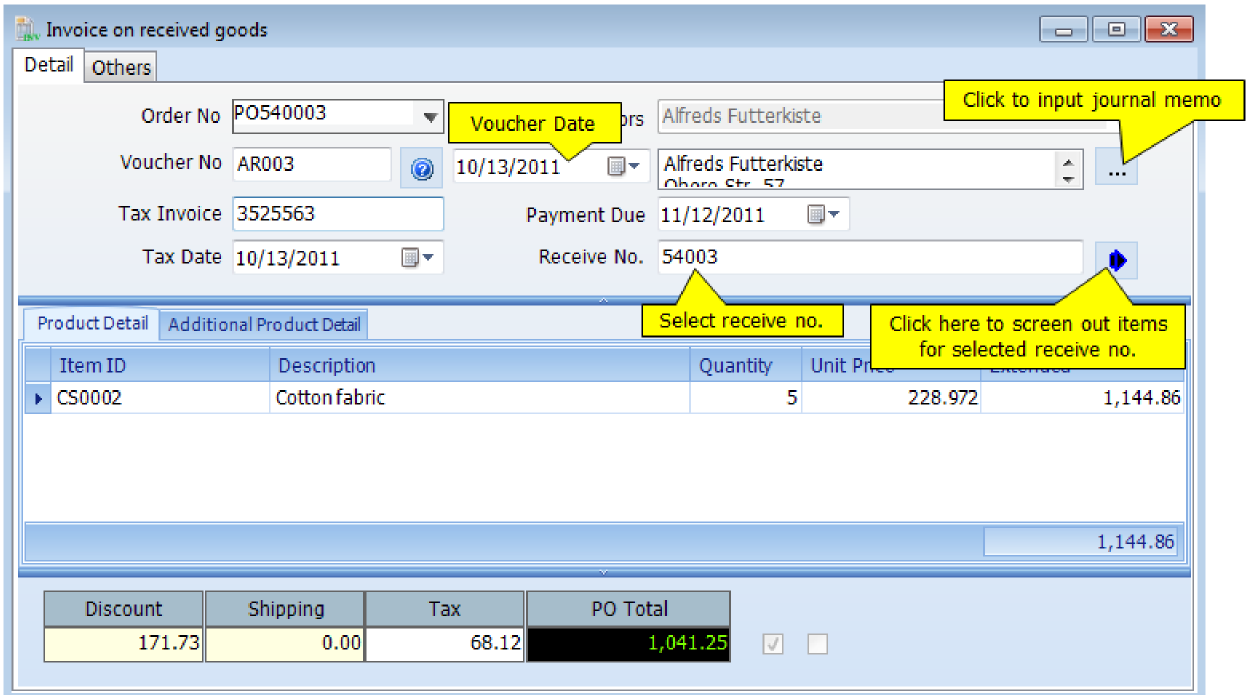
Other Details	This information, ***AccStar*** get it from the information that you input as default for each vendor. You can change it.
Credit Limit	You cannot change it.
Credit Term	You can change it. It is a text field, which will be on PO.
Days	It is the longest days that you will get the financial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



Invoice on Received Goods

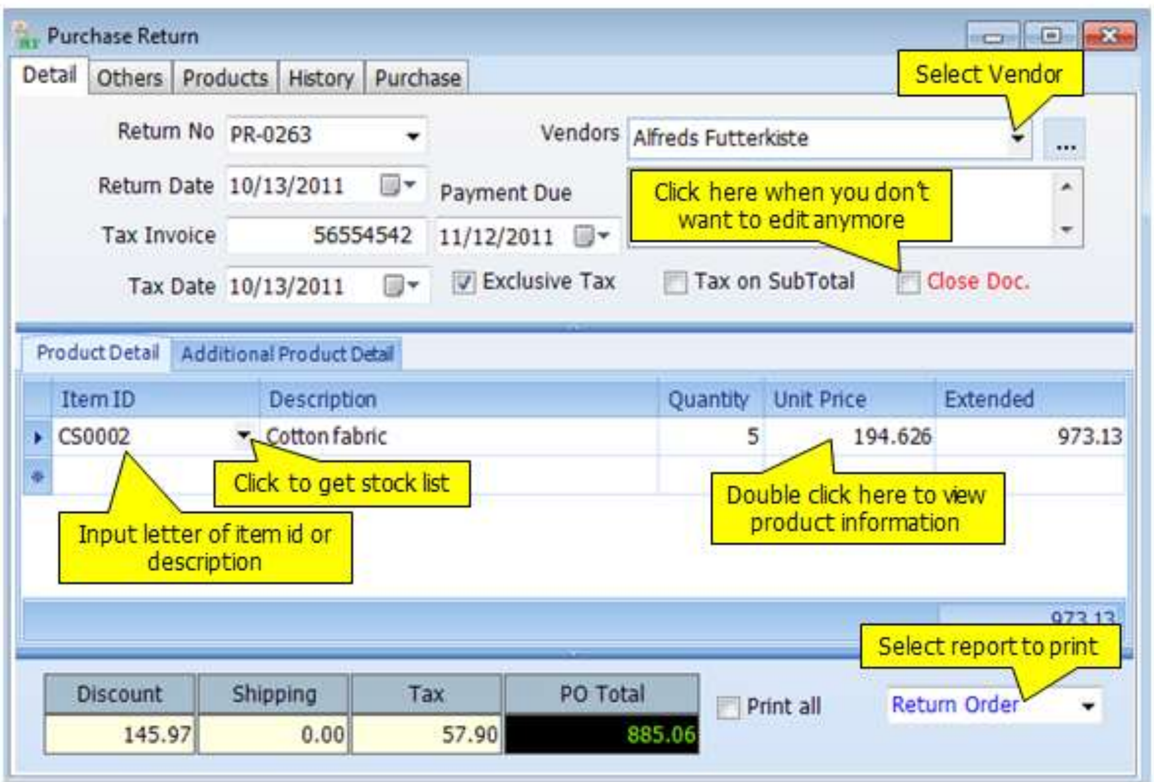
AccStar was designed to fit your normal practice of your business. Vendors may deliver goods with invoice or without it. They may deliver part of the order. You use this window to receive invoice on the received goods done on the Receive Goods Only window. It can be a single invoice from multiple receiving.

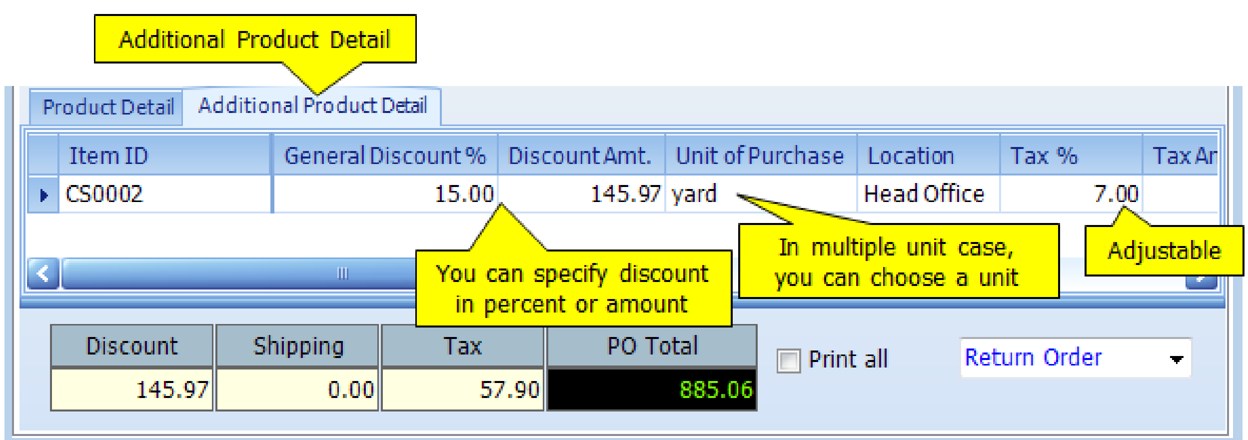


Adjustment

Purchase Return

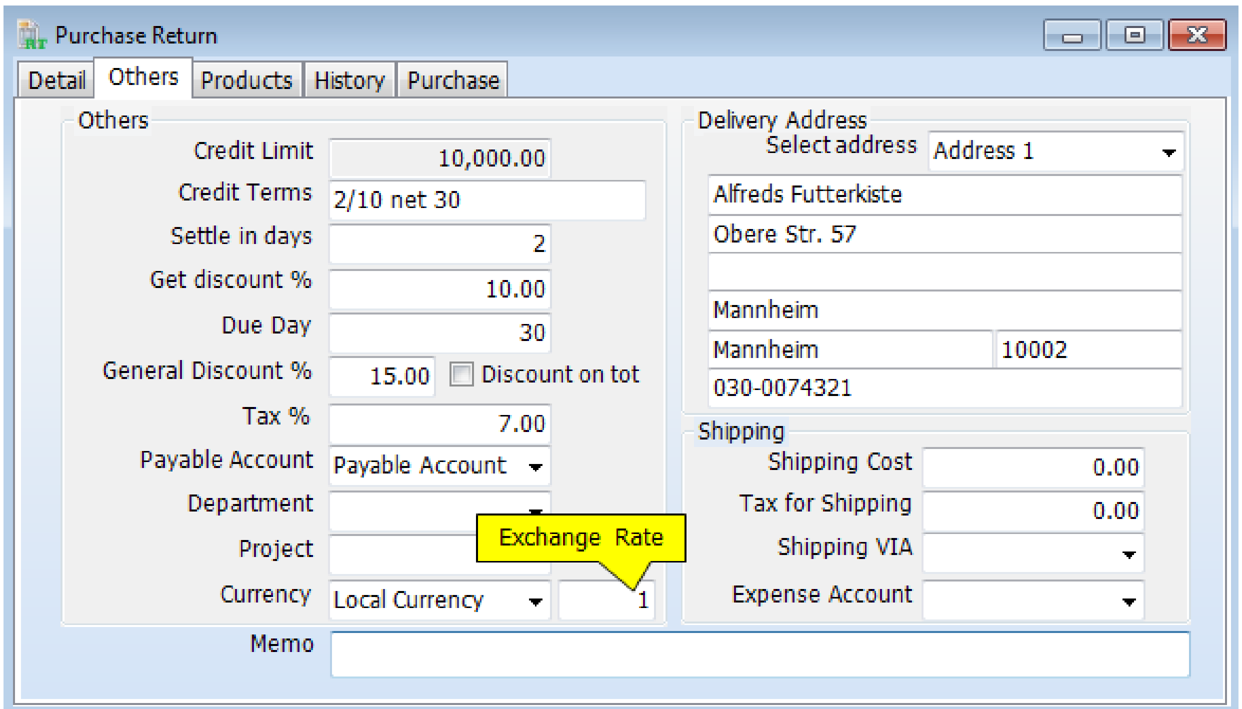
You can manage the returned goods on your purchasing on this module. All of related transactions will be updated automatically such as inventory, accounts payable, vendor's balance etc. The data entry is very simple like you do with purchase orders.





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. **AccStar** will validate the item id after you have finished. **You cannot change it in the next page.**
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 **AccStar** 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 **AccStar** calculates for you.
Unit of Purchase	This is the purchase unit of measure that defined in the inventory module. **If there are many units, you can change it.**
Location	It is the location that you want to keep the ordered items **AccStar** use the default location from log in screen. However, you can change it.
Tax %	Put the tax rate for item. **AccStar** get the default from inventory module. If there is no tax rate **AccStar**, will get it from the "other" page. However, you can change it.
Tax amount	Tax amount that that **AccStar** calculate for you. You cannot change it.
QTY Ordered	It is the quantity that that **AccStar** update for you.
QTY Backordered	It is the quantity that **AccStar** 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	**AccStar** 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	**AccStar** 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) ***AccStar*** calculates for you. You cannot change it.
Discount	It is the discount for PO. ***AccStar*** calculates for you. You cannot change it.
Shipping	It is the total shipping cost for PO. ***AccStar*** get it from the shipping information you input.
Tax	It is the total purchase tax for this order. ***AccStar*** calculates for you. You cannot change it.

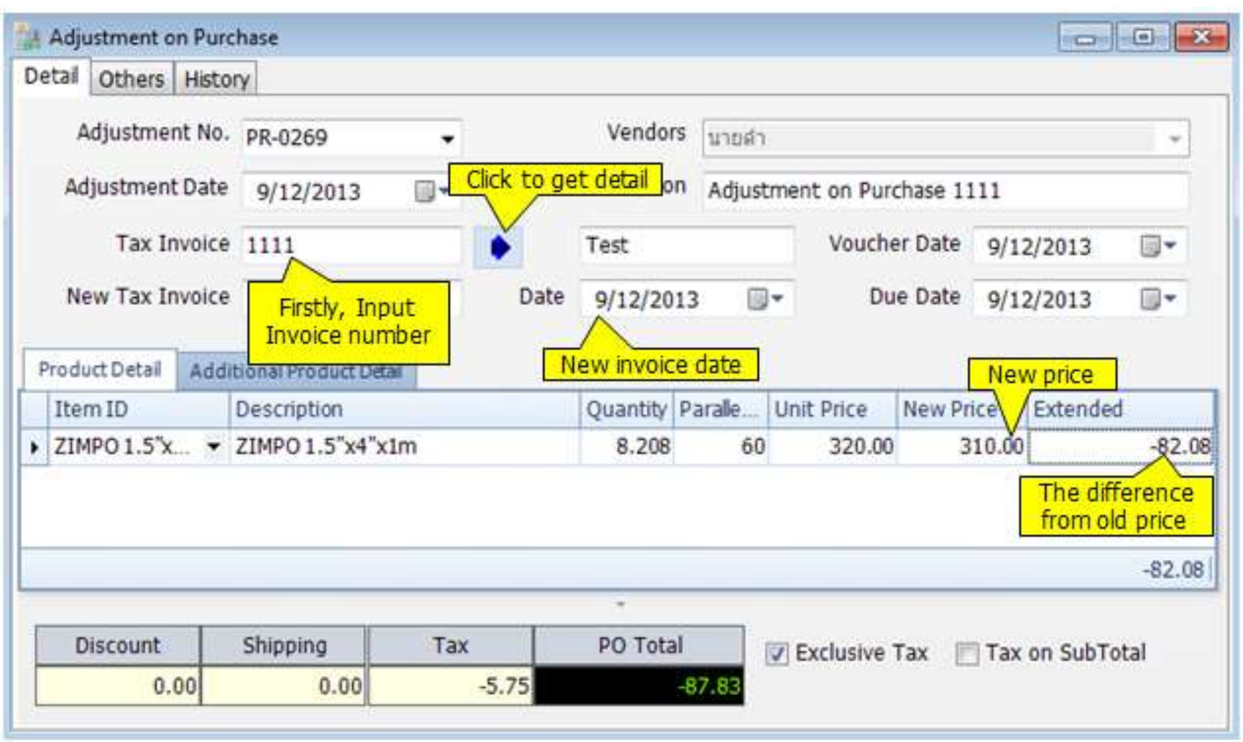


<u>Other Details</u>	This information ***AccStar*** gets it from the information that you input as default for each vendor. You can change it.
Credit Limit	You cannot change it.
Credit Term	You can change it. It is a text field, which will be on PO.
Days	It is the longest days that you will get the financial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



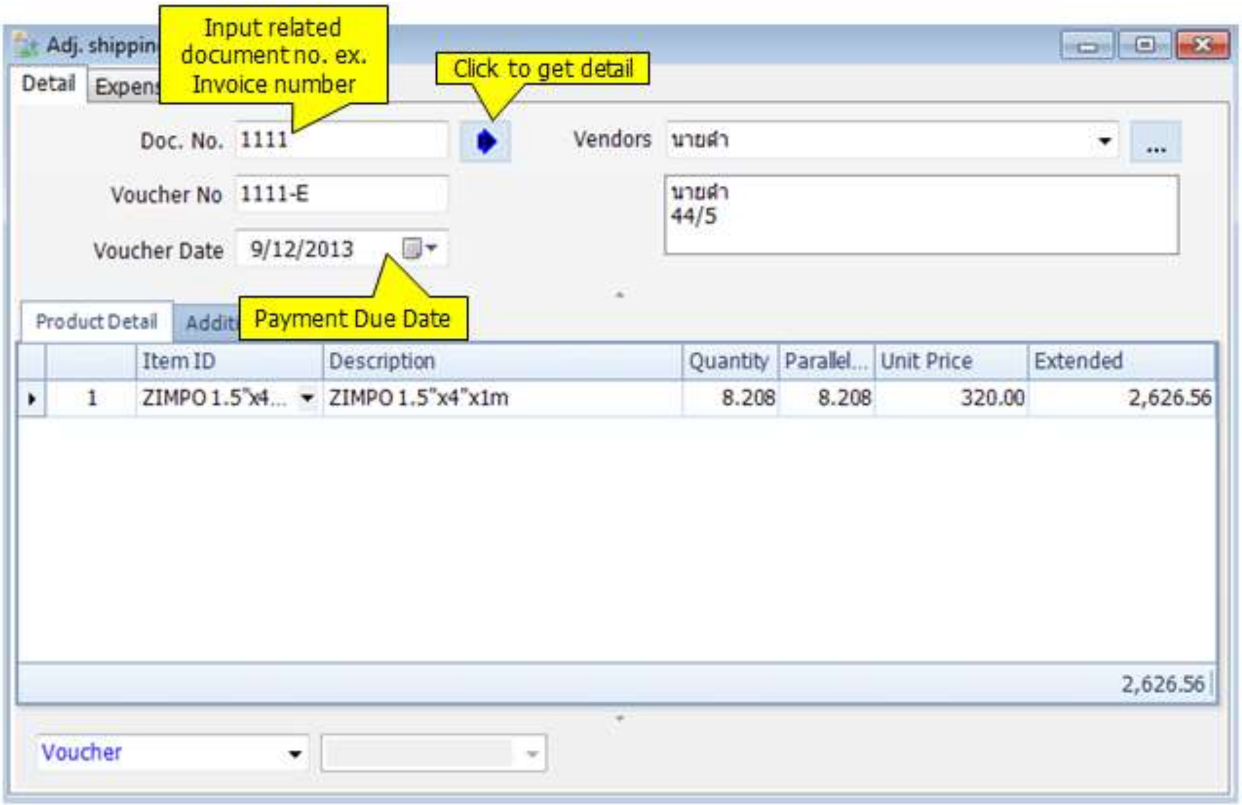
Detail	Description
Adjustment No.	You can assign up to 15 characters.
Adjustment Date	Date of an adjustment.
Tax Invoice	Tax Invoice no. that you want to adjust.
New Tax invoice and Date	New Tax invoice and Date which you receive from vendors.
Due Date	The date that you have to pay to vendors.
Vendors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

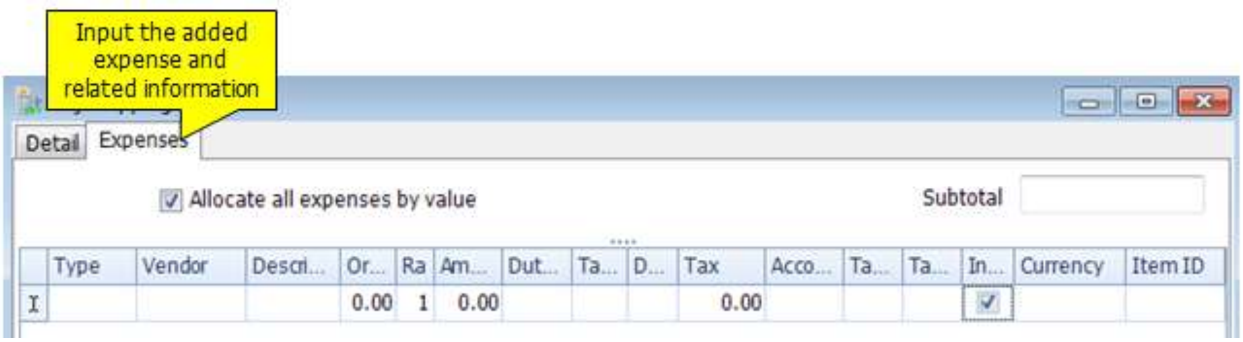
To Input adjustment

- 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.





Input Data

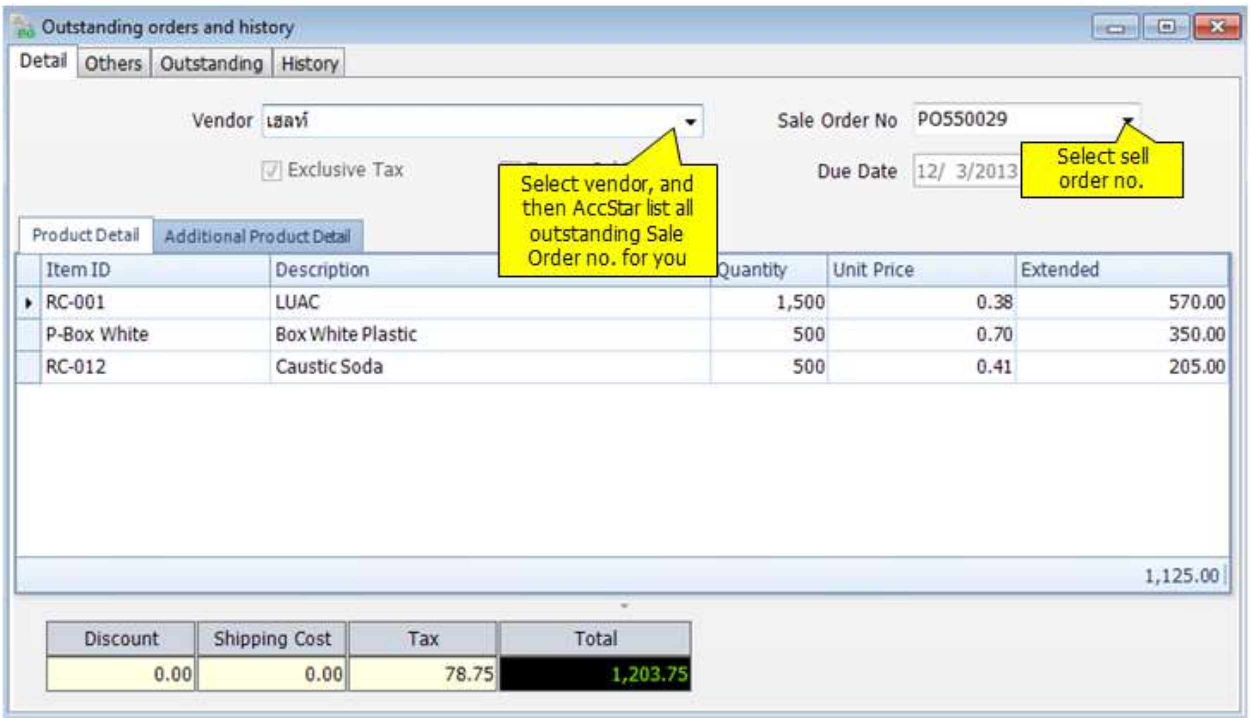
- Input **Tax Invoice Number**
- Click ***AccStar*** will show the detail of that invoice number.
- Click “Save” or (F9) to save edited detail.

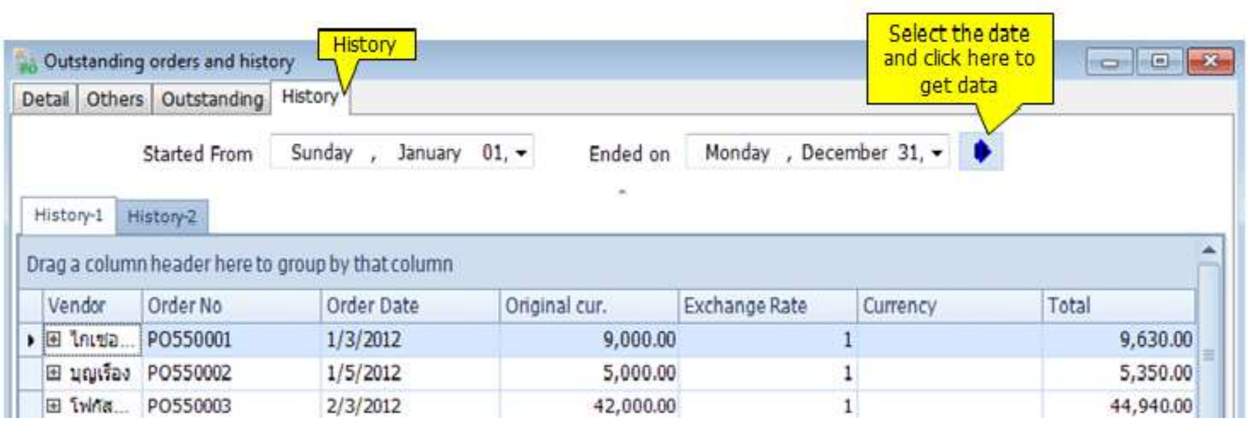
Enquiry

Outstanding orders and history

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

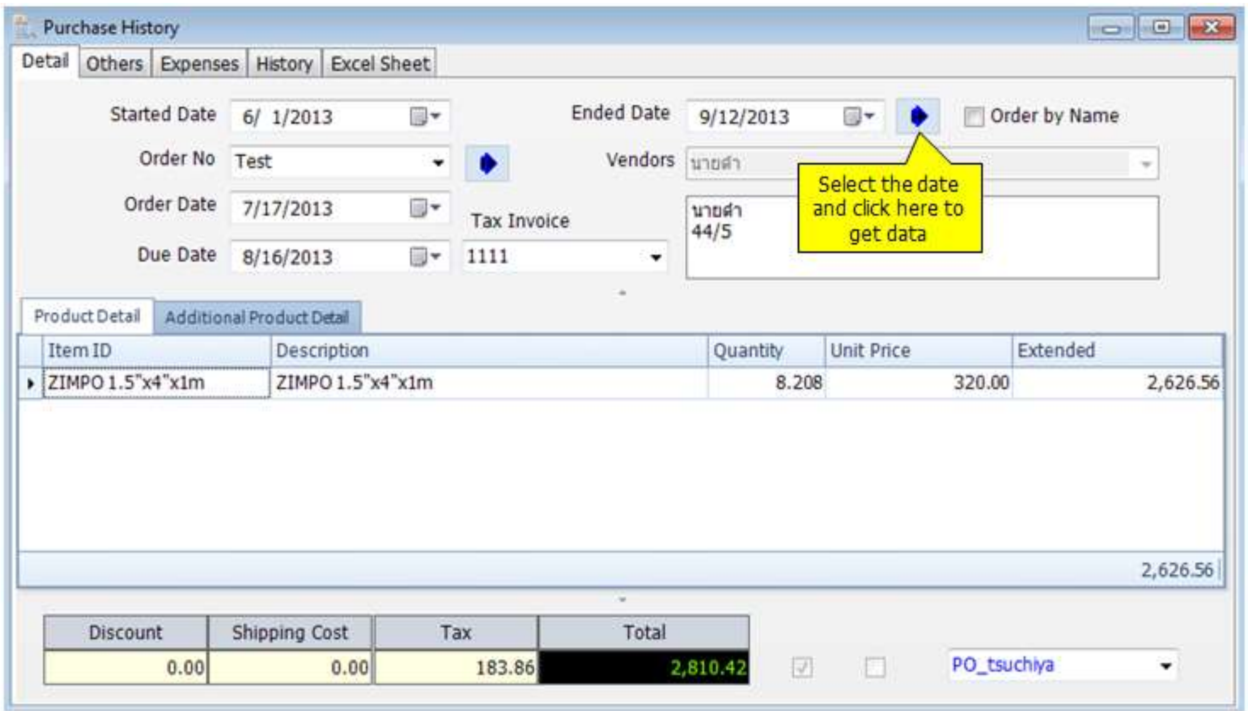
Information details from "**Receive goods with Invoice**"

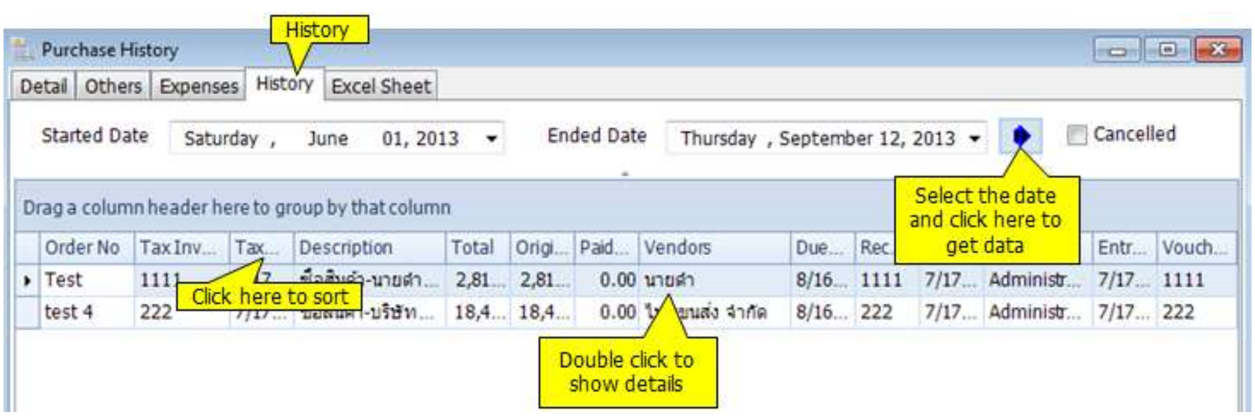




Purchase history

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



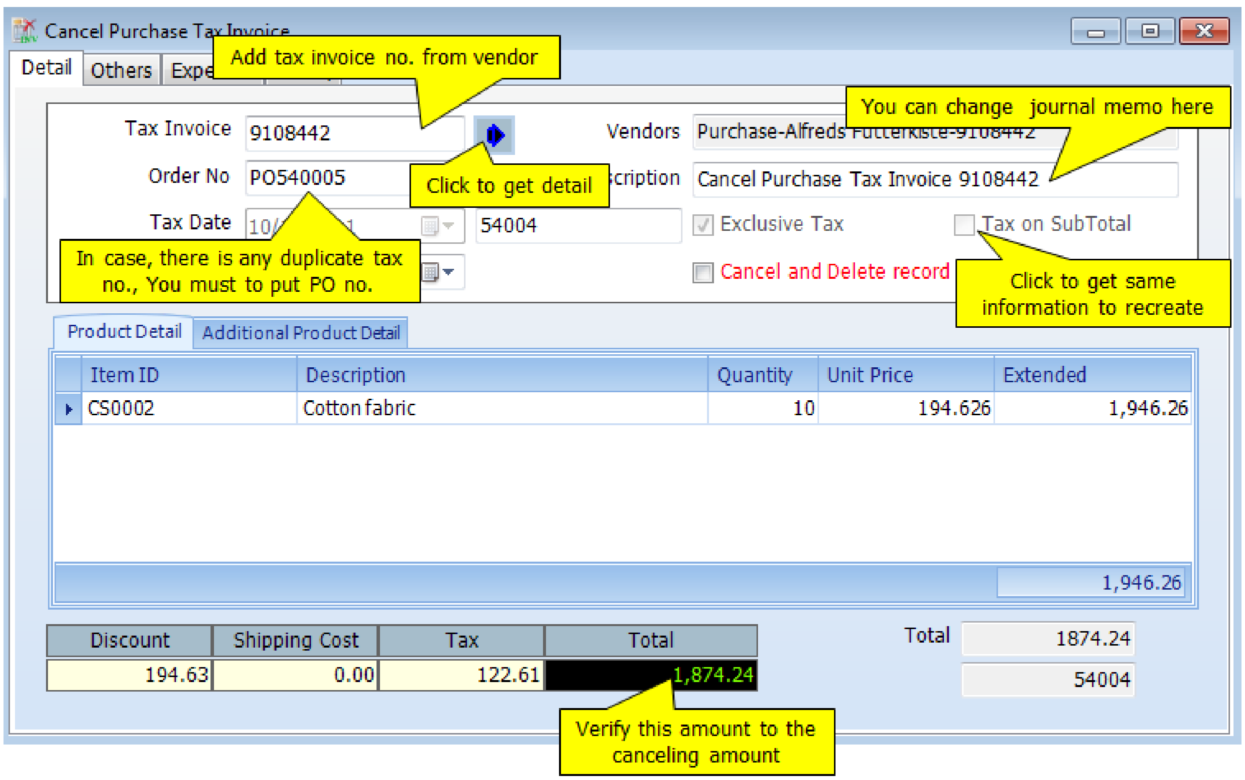


Reports

Cancel Purchase Tax Invoice

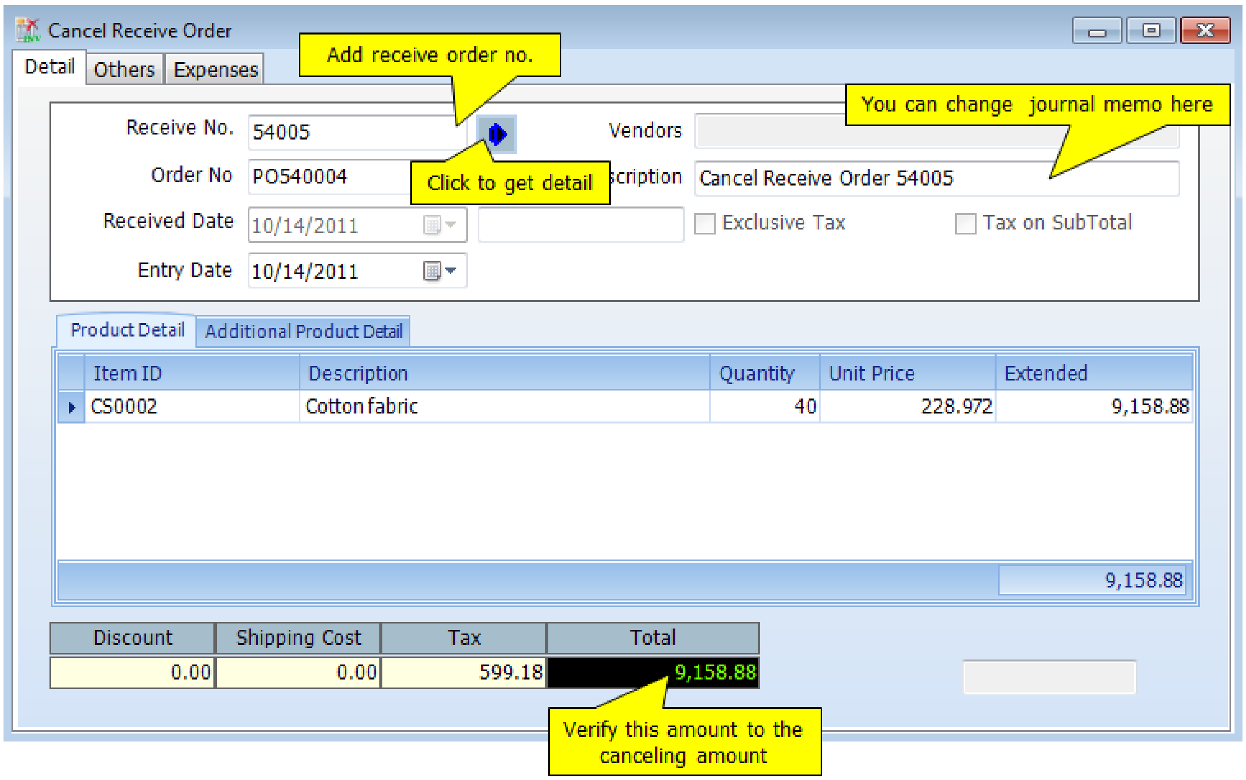
You can use this module to manage the Purchasing Tax Invoice cancellation. You can not make any change to the closed Purchase Tax Invoice. You must cancel it before making any change. After cancellation, all related transactions will be reversed such as inventory, account payable, general ledgers. You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

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



Cancel Received Order

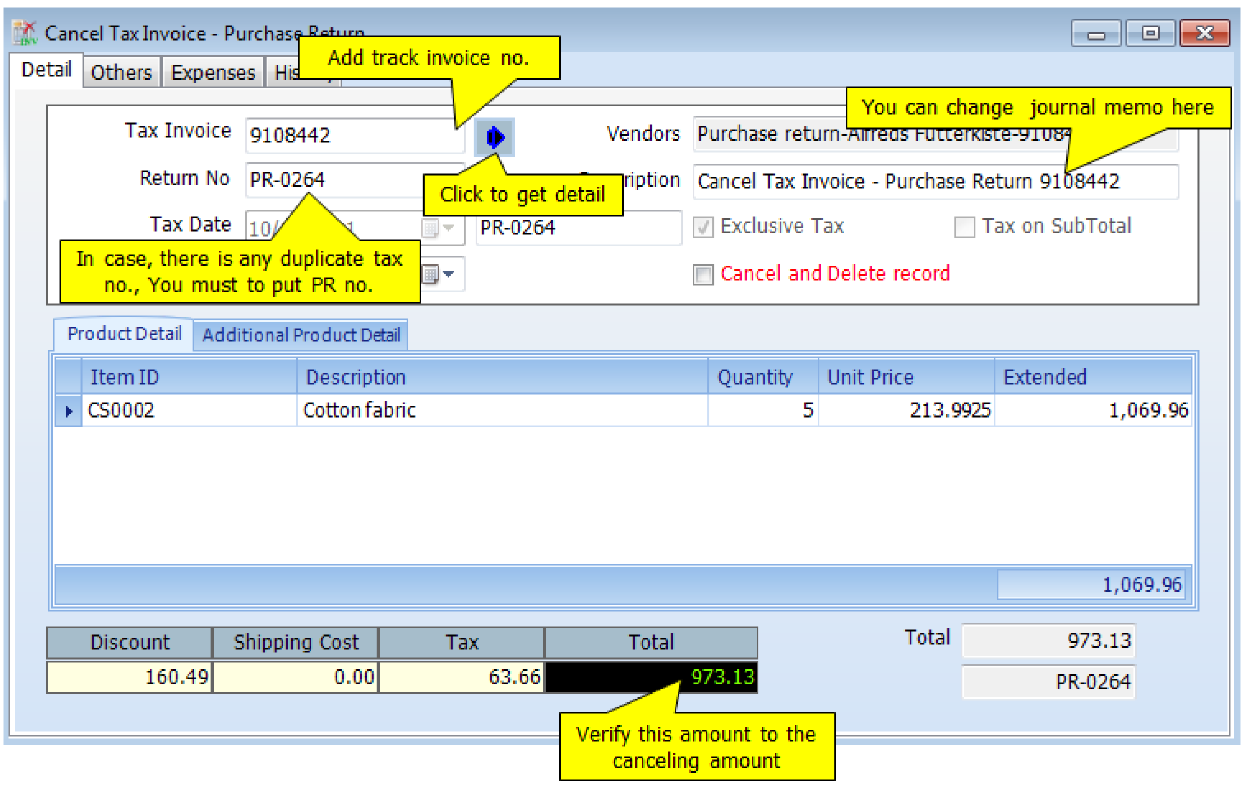
This module is for managing Receive Order cancellation. You cannot make any change to the closed Receive Order. You must cancel it before making any change. After cancellation, the inventory will be adjusted. You can reuse Receive Order number.



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.

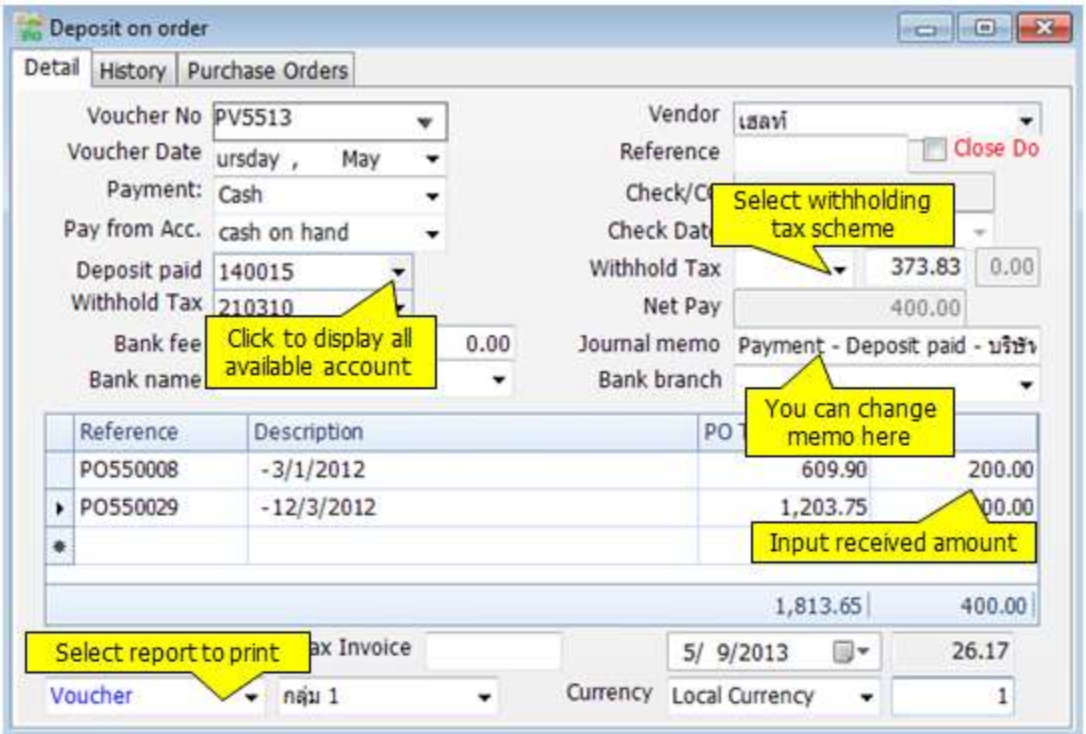
If there is any payment, you must cancel the payment before canceling tax invoice.



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.

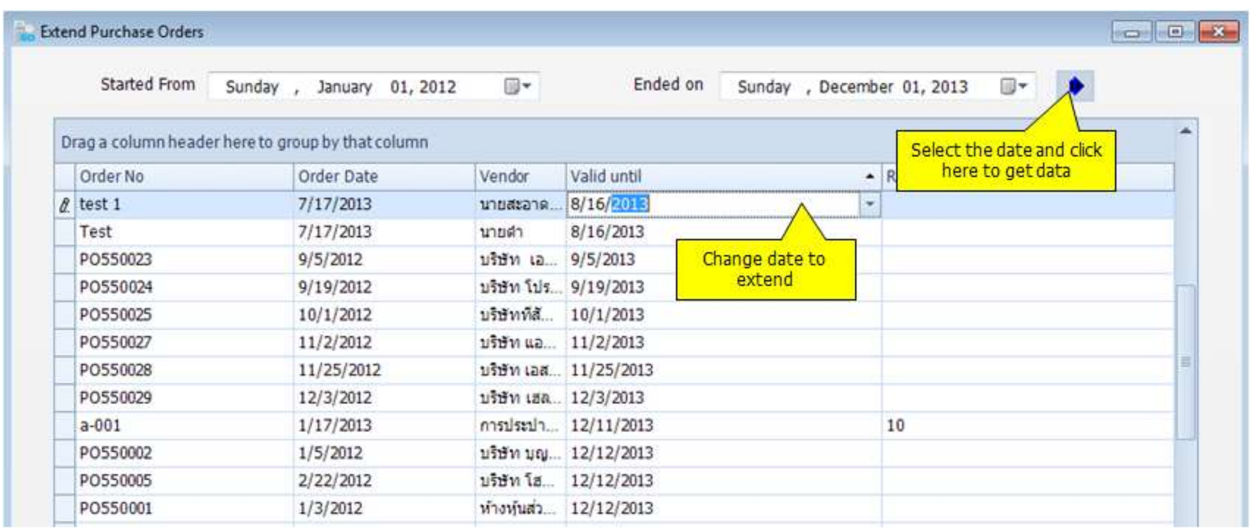


Voucher No.	Enter a text or numerical reference for the entry using up to 15 characters.
Voucher Date	The system date displays automatically. Type or use the Calendar to enter the date you want.
Reference	It may be invoice or your order number.
Check/CC	It can be check number or credit card number.
Check 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 ***AccStar*** 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.

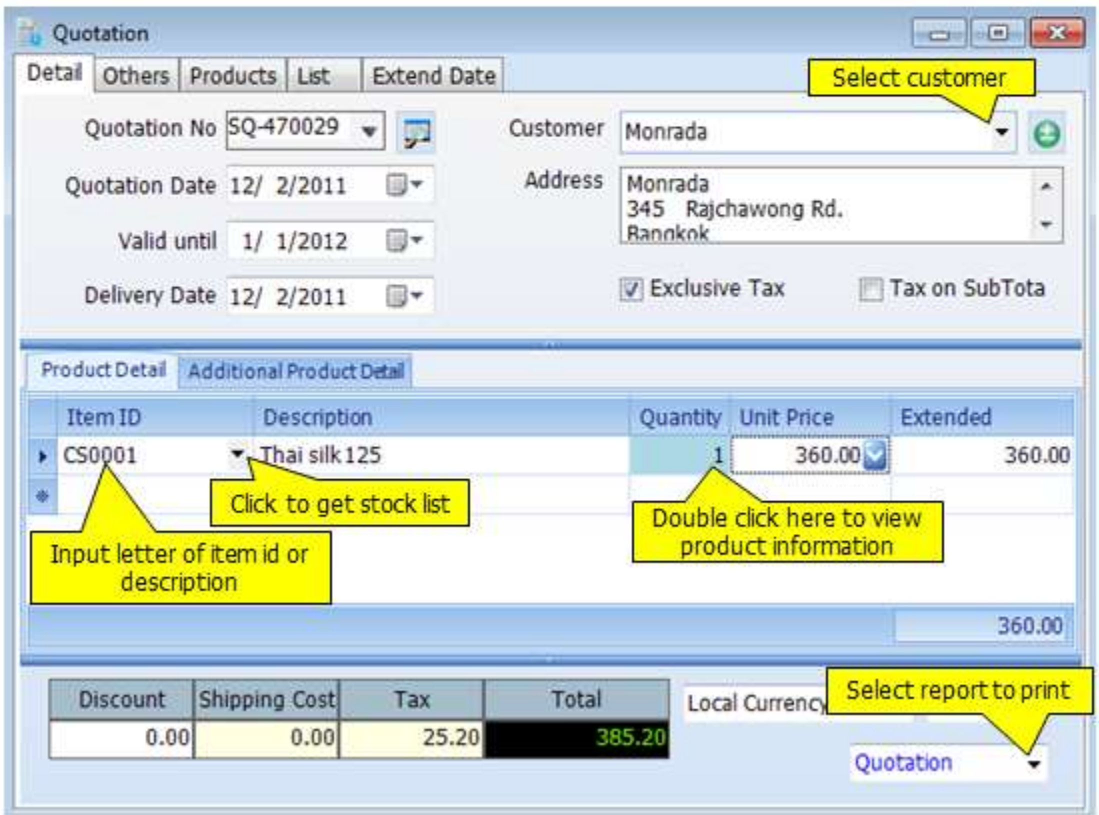


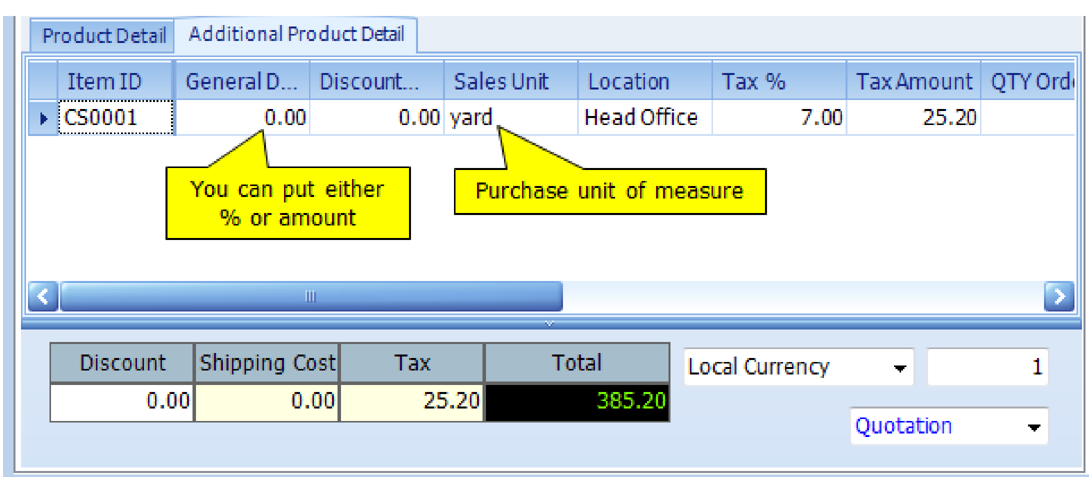
Sales

Proposal

Quatation

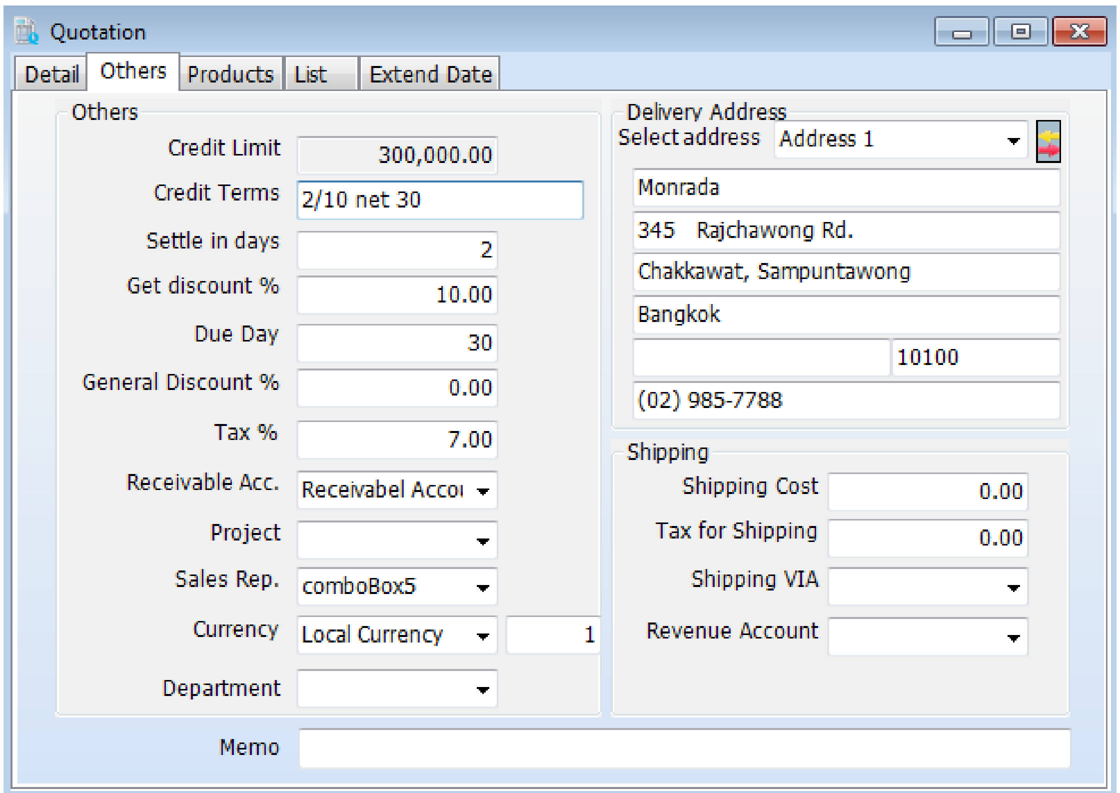
This function is your option. You may use it or not. You can copy information on Quotation when creating sales orders.





Quotation details	
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.
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. ***AccStar*** will validate the item id after you have finished. **You cannot change it in the next page.**
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 ***AccStar*** 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 ***AccStar*** calculates for you.
Unit of Purchase	This is the purchase unit of measure that defined in the inventory module. **If there are many units, you can change it.**
Location	It is the location that you want to keep the ordered items ***AccStar*** use the default location from log in screen. However, you can change it.
Tax %	Input tax rate for items. ***AccStar*** gets the default rate from inventory module. If there is no tax rate ***AccStar***, will get it from the "other" page. However, you can change it.
Tax amount	Tax amount that that ***AccStar*** calculate for you. You cannot change it.
QTY Ordered	It is the quantity that that ***AccStar*** update for you.
QTY backordered	It is the quantity that ***AccStar*** 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	***AccStar*** 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	***AccStar*** 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) ***AccStar*** calculates for you. You cannot change it.
Discount	It is the discount for Quotation. ***AccStar*** calculates for you. You cannot change it.
Shipping	It is the total shipping cost for Quotation. ***AccStar*** gets it from the shipping information you input.
Tax	It is the total purchase tax for this order. ***AccStar*** 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.



Other Details	This information, ***AccStar*** 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 ***AccStar*** 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 ***AccStar*** 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	**AccStar** get it from the company default information. You can override it.
Shipping Details	
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.

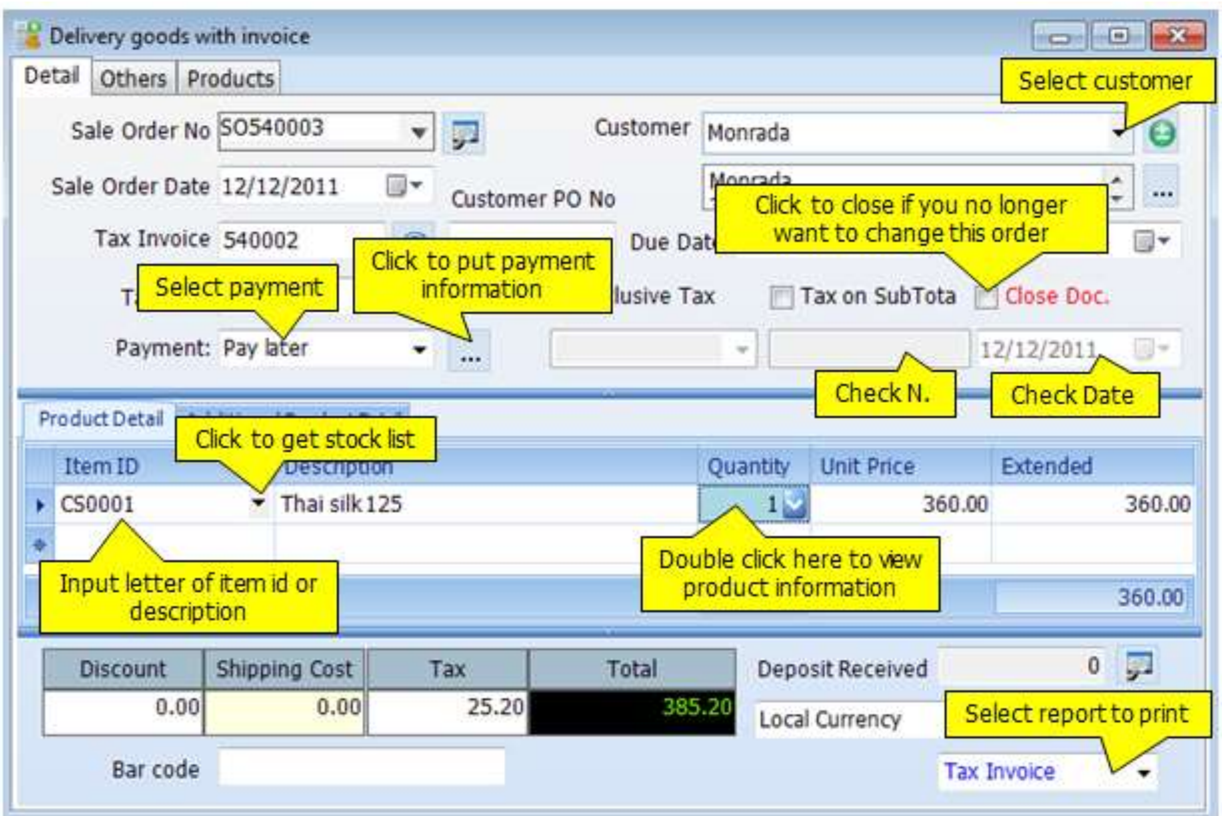
Ordering

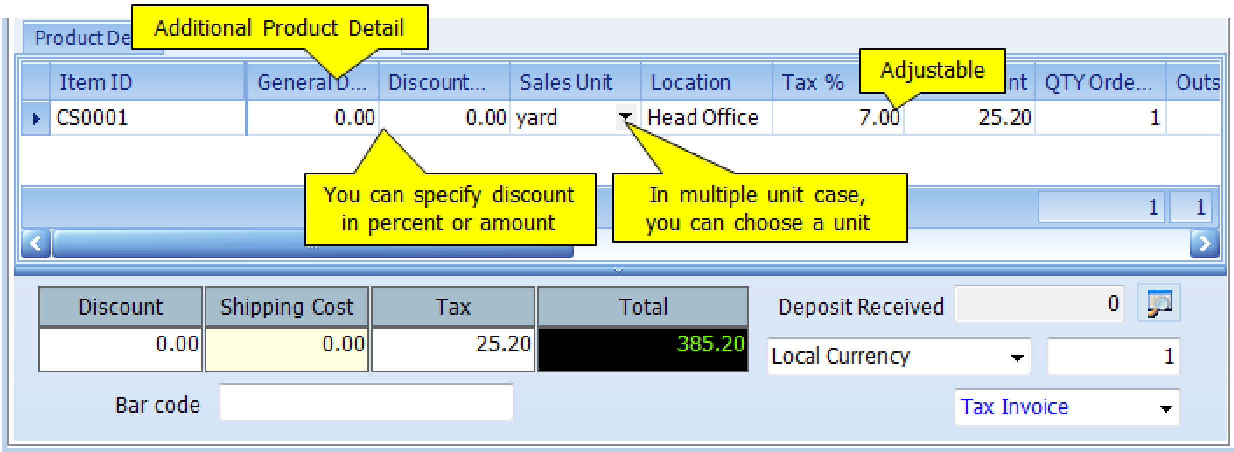
Delivery Goods with Invoice

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:

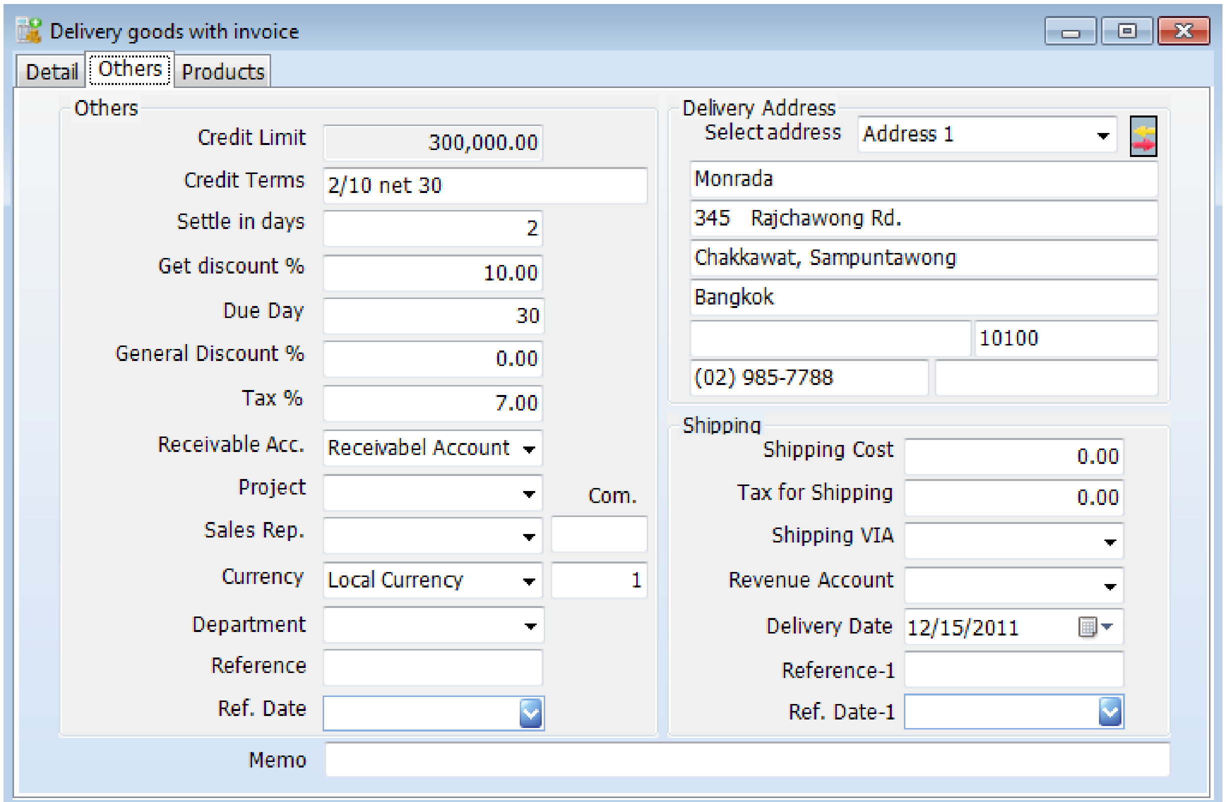
1. Create **Sales Order** and close it. Open this window, ***AccStar*** filter the outstanding sales orders which still valid for you. If you create sales order, you can delivery partial order.
2. Create new order here. If you created here, you cannot delivery partial order.





SO details	
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	There are 7 options: 1. Pay later 2. Pay by cash 3. Pay by check 4. Pay by credit card 5. Pay by others source such as loan, 6. Pay from Transferring 7. Combination If paid by check, you must input check number and check date. You just input credit card number, if it paid by credit card. Notes If the payment is made here, ***AccStar*** will not calculate advance tax for you.
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. ***AccStar*** will validate the item id after you have finished.

	You cannot change it in the next page.
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 ***AccStar*** 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 ***AccStar*** calculates for you.
Unit of Purchase	This is the purchase unit of measure that defined in the inventory module. **If there are many units, you can change it.**
Location	It is the location that you want to keep the ordered items ***AccStar*** use the default location from log in screen. However, you can change it.
Tax %	Input tax rate for items. ***AccStar*** gets the default rate from inventory module. If there is no tax rate ***AccStar***, will get it from the "other" page. However, you can change it.
Tax amount	Tax amount that that ***AccStar*** calculate for you. You cannot change it.
QTY Ordered	It is the quantity that that ***AccStar*** update for you.
QTY backordered	It is the quantity that ***AccStar*** 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	***AccStar*** 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	***AccStar*** 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) ***AccStar*** calculates for you. You cannot change it.
Discount	It is the discount for SO. ***AccStar*** calculates for you. You cannot change it.
Shipping	It is the total shipping cost for SO. ***AccStar*** gets it from the shipping information you input.
Tax	It is the total purchase tax for this order. ***AccStar*** calculates for you. You cannot change it.
SO Total	The total amount after discount, shipping cost and tax.

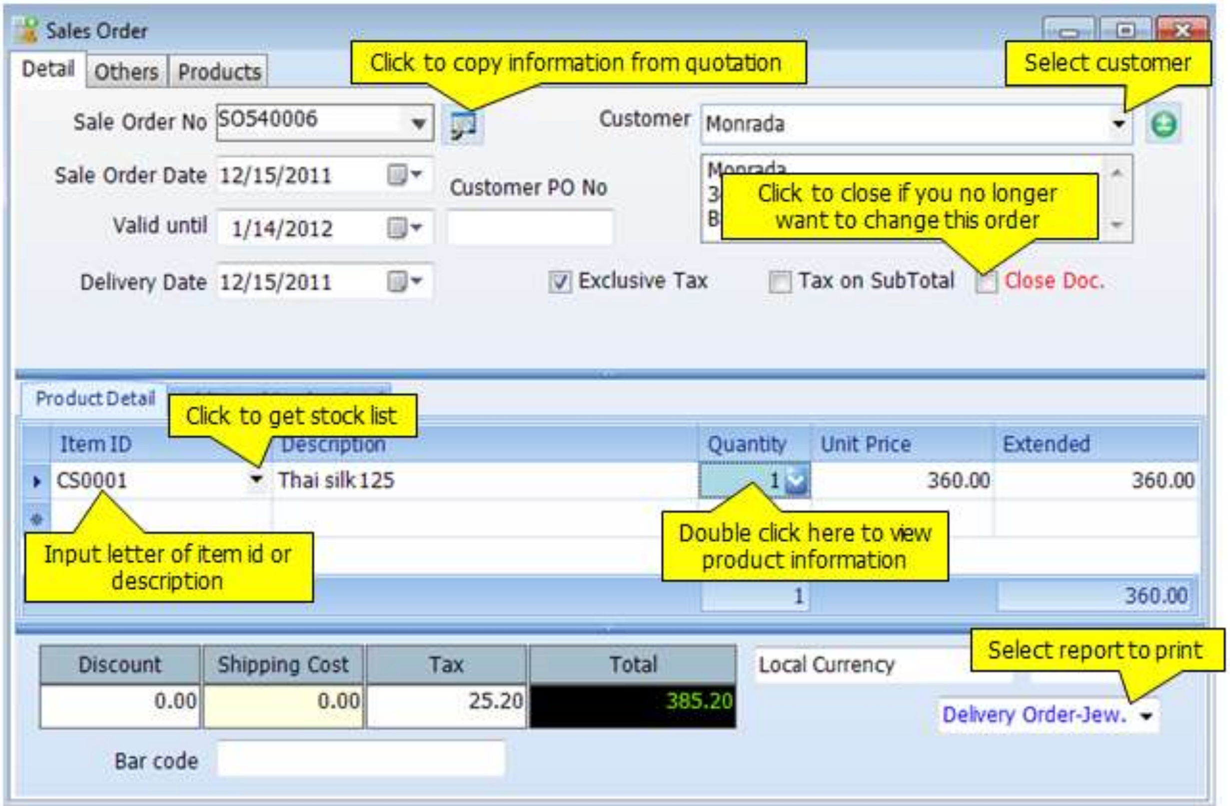


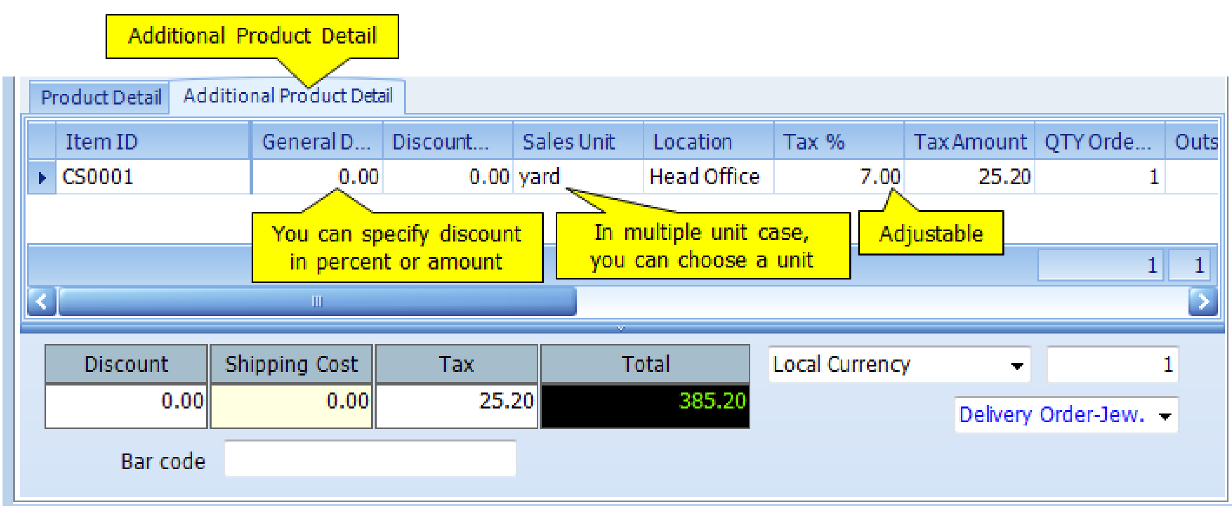
<u>Other Details</u>	This information, ***AccStar*** get it from the information that you input as default for each vendor. You can change it.
Credit Limit	You cannot change it.
Credit Term	You can change it. It is a text field, which will be on SO.
Days	It is the longest days that you will get the financial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

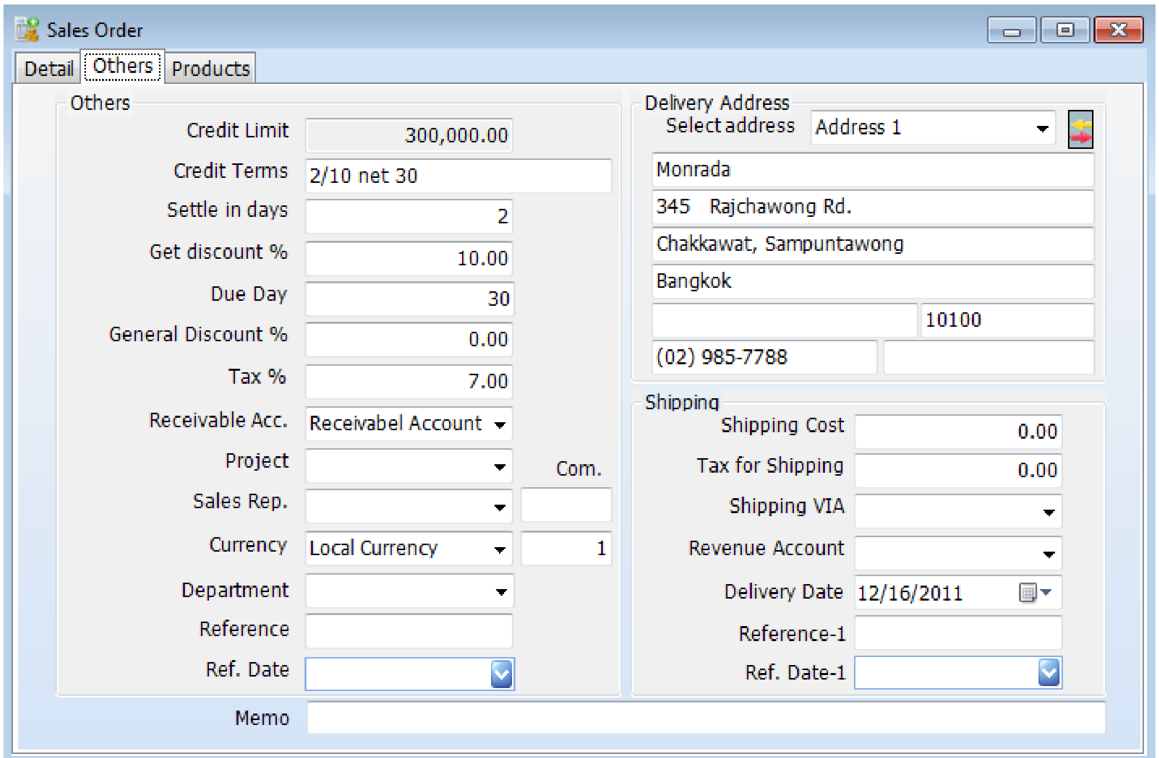
AccStar was designed to fit your normal practice of your business. You may deliver goods with invoice or without it. You also may deliver part of the order. You use this window to create Sales prior processing in the other module i.e. Delivery Goods with Invoice .





SO details	
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.
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. ***AccStar*** will validate the item id after you have finished. **You cannot change it in the next page.**
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 ***AccStar*** 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 ***AccStar*** calculates for you.
Unit of Purchase	This is the purchase unit of measure that defined in the inventory module. **If there are many units, you can change it.**
Location	It is the location that you want to keep the ordered items ***AccStar*** use the default location from log in screen. However, you can change it.
Tax %	Input tax rate for items. ***AccStar*** gets the default rate from inventory module. If there is no tax rate ***AccStar***, will get it from the "other" page. However, you can change it.
Tax amount	Tax amount that that ***AccStar*** calculate for you. You cannot change it.
QTY Ordered	It is the quantity that that ***AccStar*** update for you.
QTY backordered	It is the quantity that ***AccStar*** 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	***AccStar*** 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	***AccStar*** 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) ***AccStar*** calculates for you. You cannot change it.
Discount	It is the discount for SO. ***AccStar*** calculates for you. You cannot change it.
Shipping	It is the total shipping cost for SO. ***AccStar*** gets it from the shipping information you input.
Tax	It is the total purchase tax for this order. ***AccStar*** calculates for you. You cannot change it.
SO Total	The total amount after discount, shipping cost and tax.



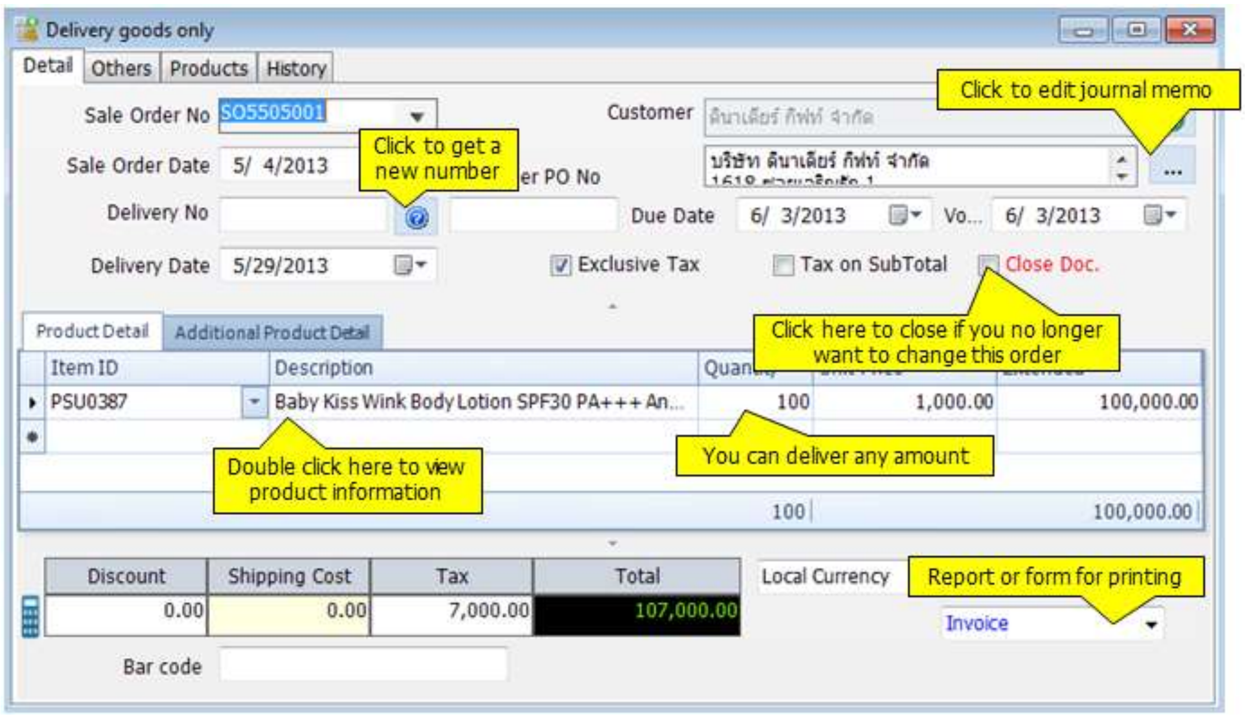
<u>Other Details</u>	This information, ***AccStar*** get it from the information that you input as default for each vendor. You can change it.
Credit Limit	You cannot change it.
Credit Term	You can change it. It is a text field, which will be on SO.
Days	It is the longest days that you will get the financial 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 ***AccStar*** use it to calculate discount for items.
Discount on Total	Check it, if you want to calculate discount on SO Total.

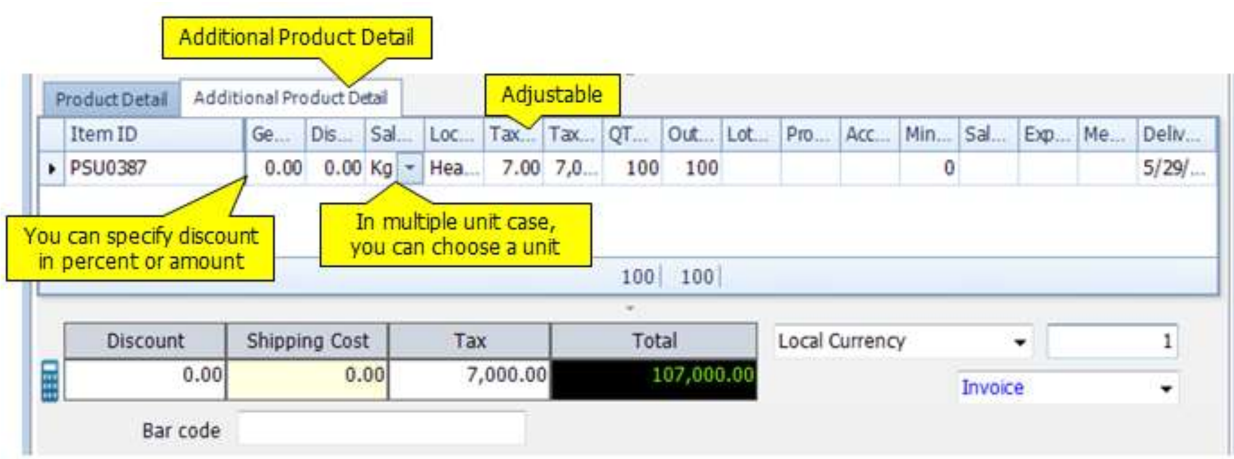
Tax %	Tax rate for each item ***AccStar*** get it from vendor information.
Purchase Account	The account number that will be used for Purchasing. You can change it.
Department	Select the applicable Department.
Project	Select the applicable Project.
Currency	Select the applicable currency, if any. You must input currency rate daily.
Delivery address	***AccStar*** get it from the company default information. You can override it.
Shipping Details	
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.

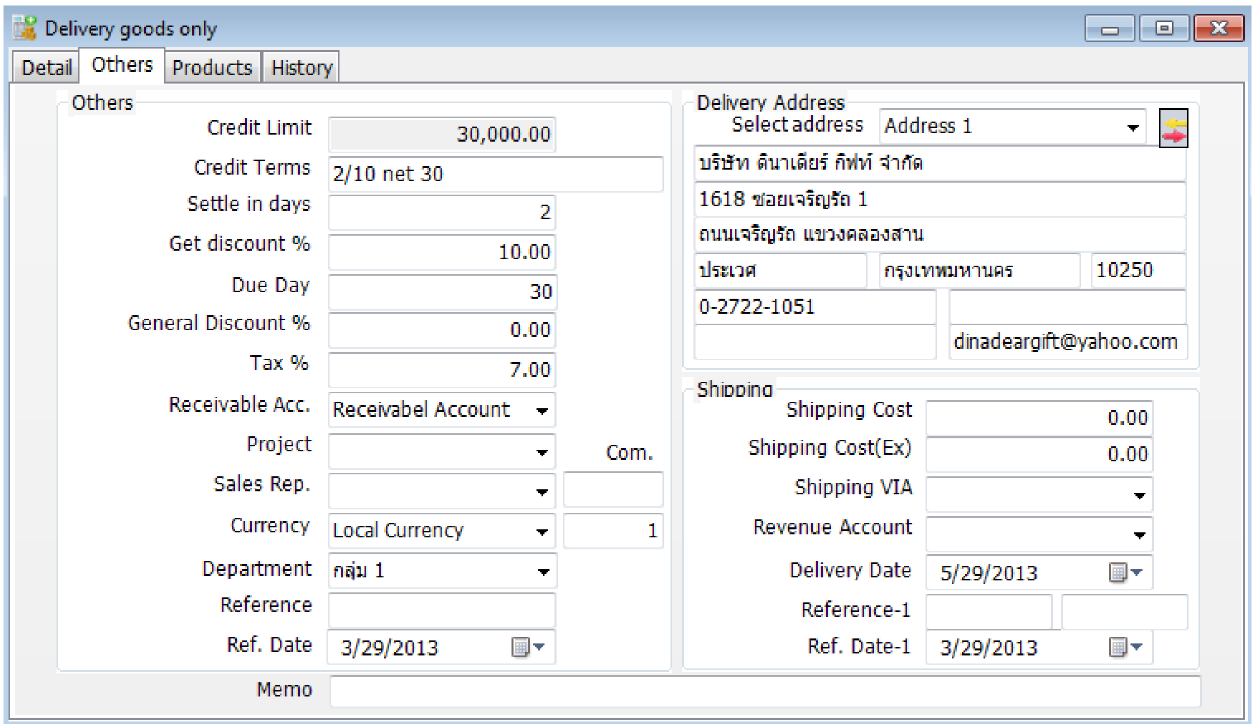
Prior delivery, you must create Sales Order before and close it.





DO details	
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.
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. ***AccStar*** will validate the item id after you have finished. **You cannot change it in the next page.**
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 ***AccStar*** 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 ***AccStar*** calculates for you.
Unit of Purchase	This is the purchase unit of measure that defined in the inventory module. **If there are many units, you can change it.**
Location	It is the location that you want to keep the ordered items ***AccStar*** use the default location from log in screen. However, you can change it.
Tax %	Input tax rate for items. ***AccStar*** gets the default rate from inventory module. If there is no tax rate ***AccStar***, will get it from the "other" page. However, you can change it.
Tax amount	Tax amount that that ***AccStar*** calculate for you. You cannot change it.
QTY Ordered	It is the quantity that that ***AccStar*** update for you.
QTY backordered	It is the quantity that ***AccStar*** 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	***AccStar*** 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	***AccStar*** 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) ***AccStar*** calculates for you. You cannot change it.
Discount	It is the discount for DO. ***AccStar*** calculates for you. You cannot change it.
Shipping	It is the total shipping cost for DO. ***AccStar*** gets it from the shipping information you input.
Tax	It is the total purchase tax for this order. ***AccStar*** calculates for you. You cannot change it.
DO Total	The total amount after discount, shipping cost and tax.



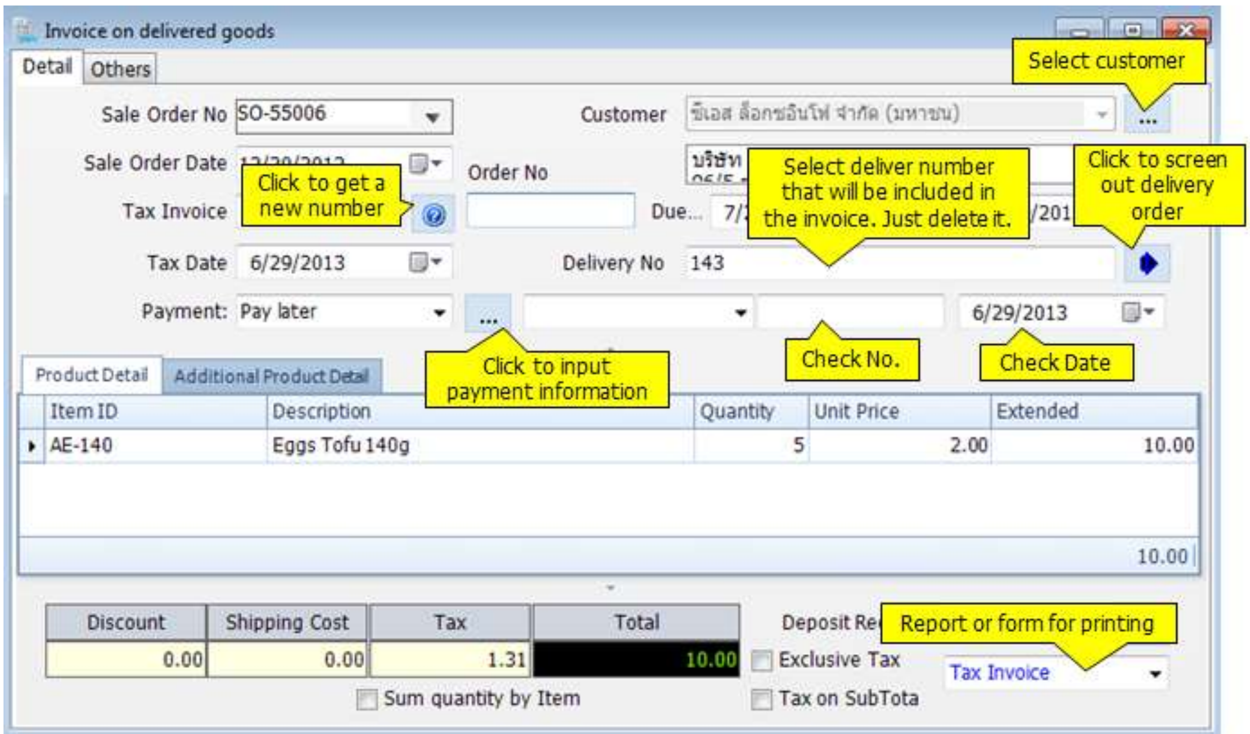
<u>Other Details</u>	This information, ***AccStar*** get it from the information that you input as default for each vendor. You can change it.
Credit Limit	You cannot change it.
Credit Term	You can change it. It is a text field, which will be on SO.
Days	It is the longest days that you will get the financial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

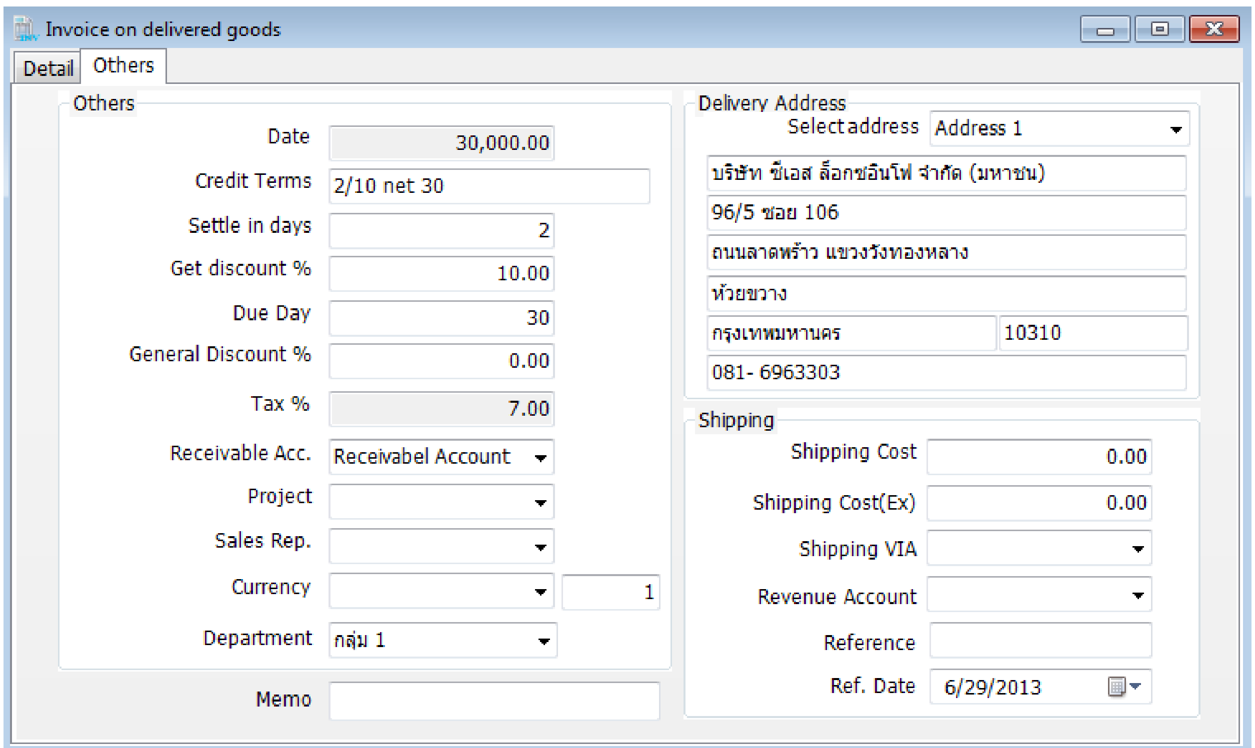
AccStar was designed to fit your normal practice of your business. You may deliver goods with invoice or without it. You also may deliver part of the order. You use this window to issue invoice on delivered goods. You can issue an invoice for many Delivery Orders or one by one.

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



<u>SO details</u>	
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

	2. Pay by cash 3. Pay by check 4. Pay by credit card 5. Pay by others source such as loan, 6. Pay from Transferring 7. Combination If paid by check, you must input check number and check date. You just input credit card number, if it paid by credit card. <u>Notes</u> If the payment is made here, ***AccStar*** will not calculate advance tax for you.



<u>Other Details</u>	This information, ***AccStar*** 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 ***AccStar*** use it to calculate discount for items.

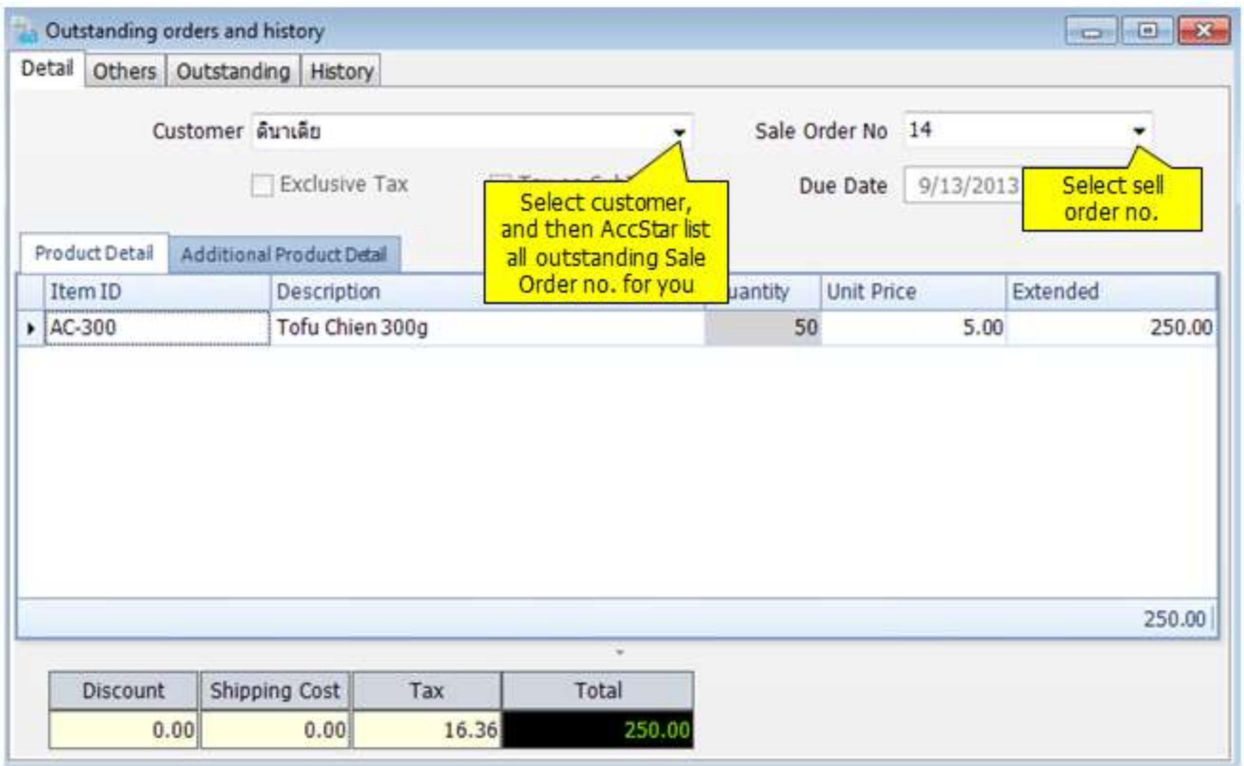
Discount on Total	Check it, if you want to calculate discount on SO Total.
Tax %	Tax rate for each item ***AccStar*** get it from vendor information.
Purchase Account	The account number that will be used for Purchasing. You can change it.
Department	Select the applicable Department.
Project	Select the applicable Project.
Currency	Select the applicable currency, if any. You must input currency rate daily.
Delivery address	***AccStar*** 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

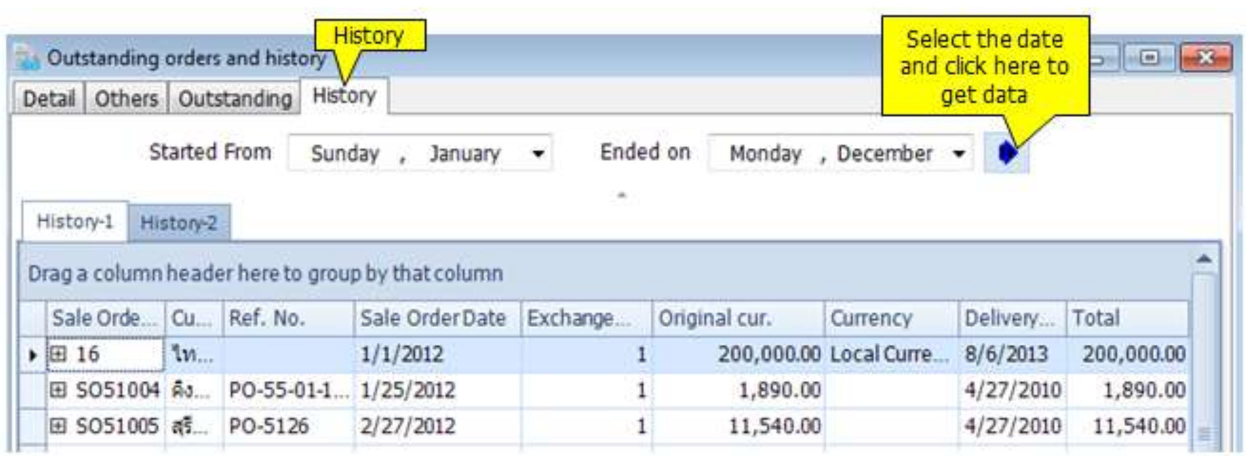
Enquiry

Outstanding Orders and History

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

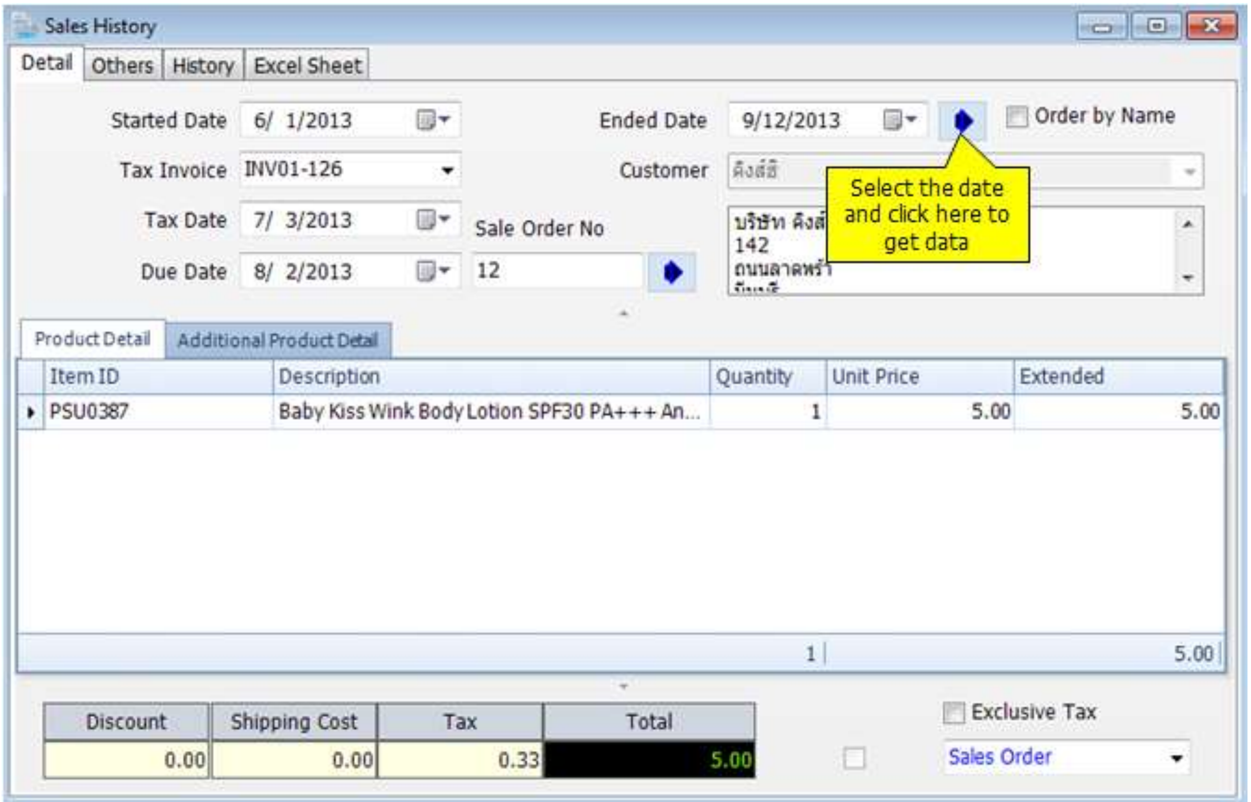
Information details from "**Delivery goods with Invoice**"

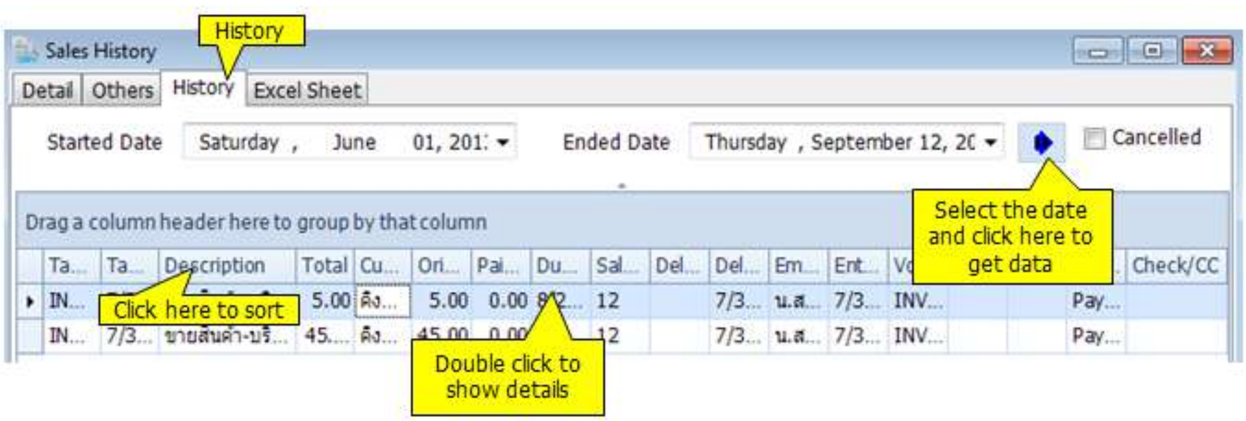




Sale History

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

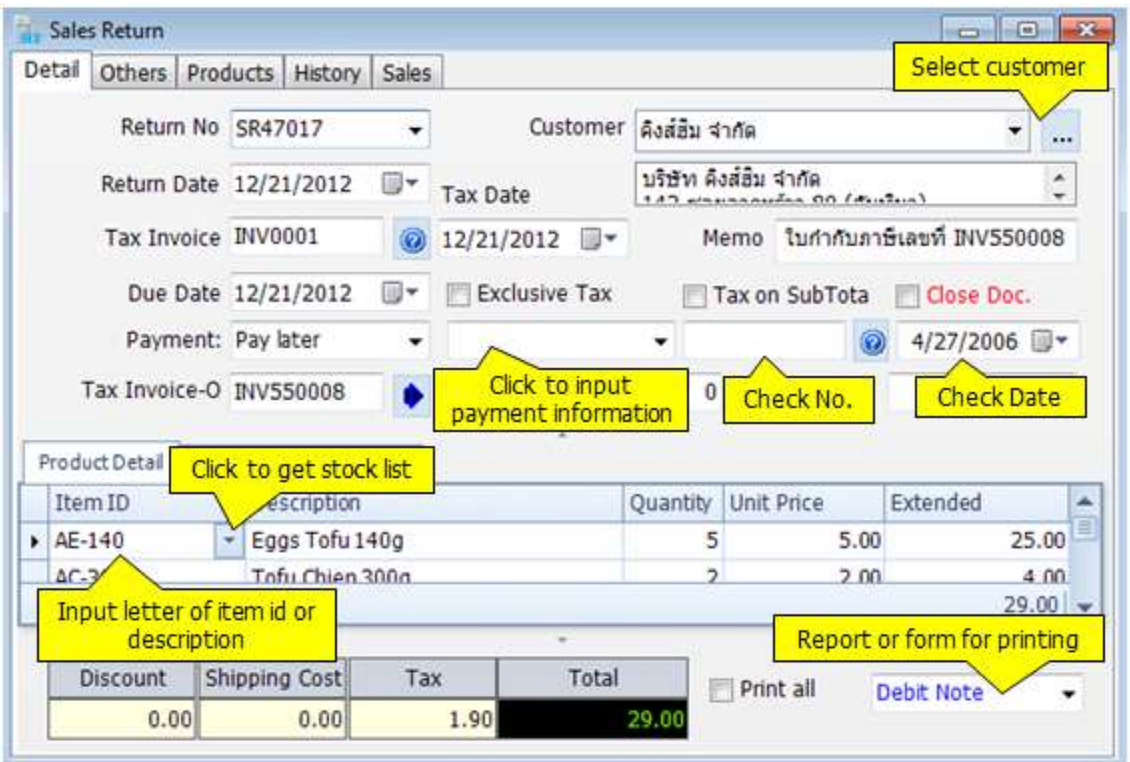


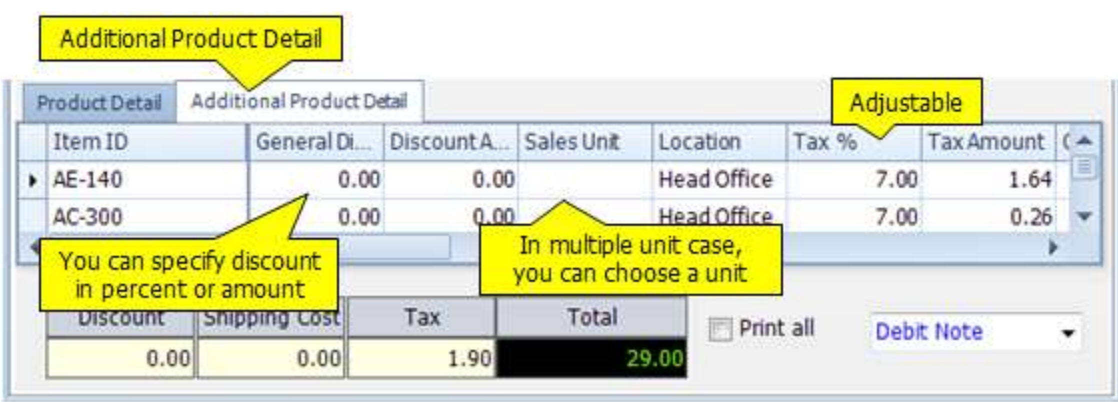


Adjustment

Sales Return

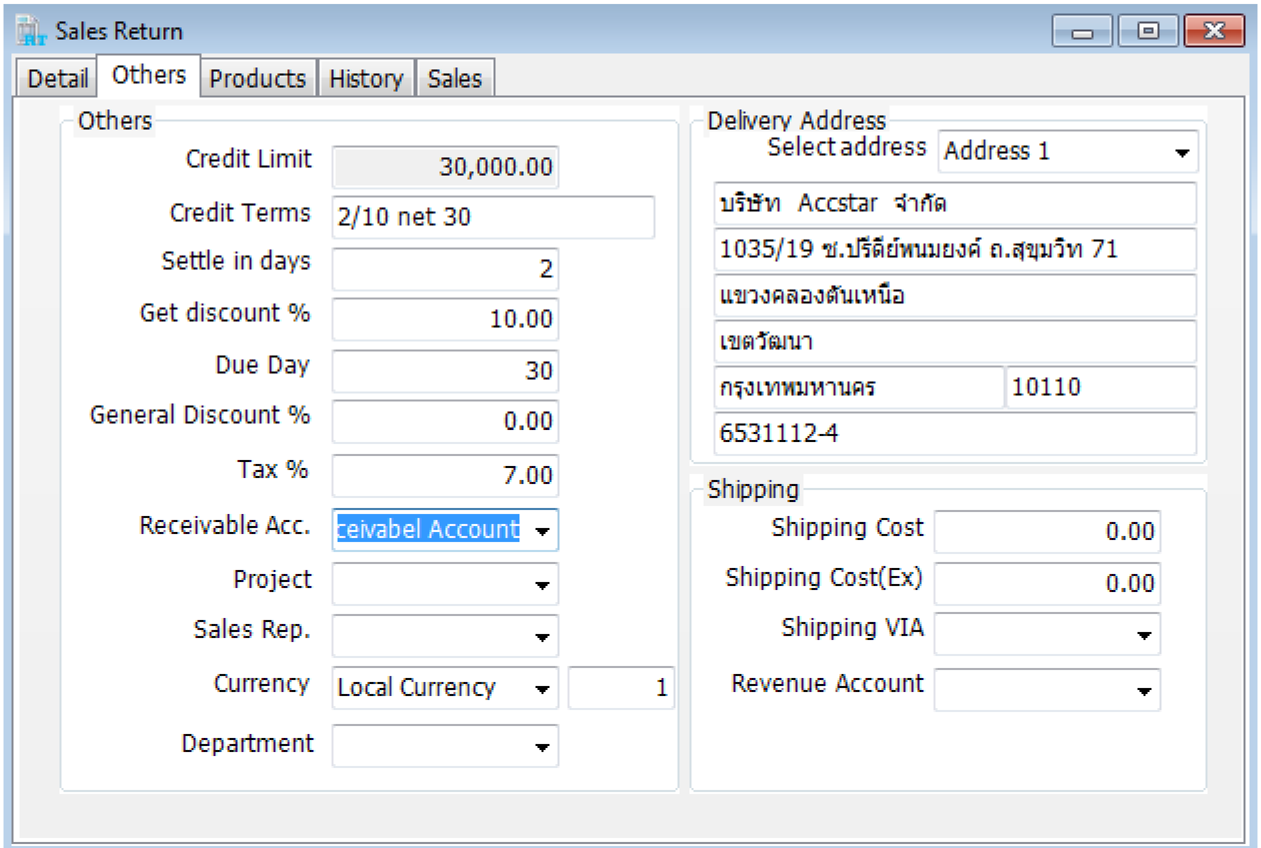
You can manage the returned goods from your sales on this window. All of related transactions will be updated automatically such as inventory, accounts receivable, customer's balance etc. The data entry is very simple like you do with sales orders.





Return details	
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	There are 7 options: 1. Pay later 2. Pay by cash 3. Pay by check 4. Pay by credit card 5. Pay by others source such as loan, 6. Pay from Transferring 7. Combination If paid by check, you must input check number and check date. You just input credit card number, if it paid by credit card. Notes If the payment is made here, **AccStar** will not calculate advance tax for you.
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. **AccStar** will validate the item id after you have finished. **You cannot change it in the next page.**
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 **AccStar** calculate for you. You can not change it.
Location	It is the location that you want to keep the ordered items **AccStar** 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. **If there are many units**, 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 **AccStar** calculates for you.
Tax	Input tax rate for items. **AccStar** gets the default rate from inventory module. If there is no tax rate **AccStar**, will get it from the "other" page. However, you can change it.
Tax amount	Tax amount that that **AccStar** calculate for you. You can not change it.
Quantity Ordered	It is the quantity that that **AccStar** update for you.
Outstanding	It is the quantity that **AccStar** calculates for you. You can not change it.
Account	**AccStar** 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	**AccStar** 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) **AccStar** calculates for you. You can not change it.
Discount	It is the discount for Return. **AccStar** calculates for you. You can not change it.
Shipping Cost	is the total shipping cost for Return. **AccStar** gets it from the shipping information you input.
Total Sales Tax	It is the total sales tax for this order. **AccStar** 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.

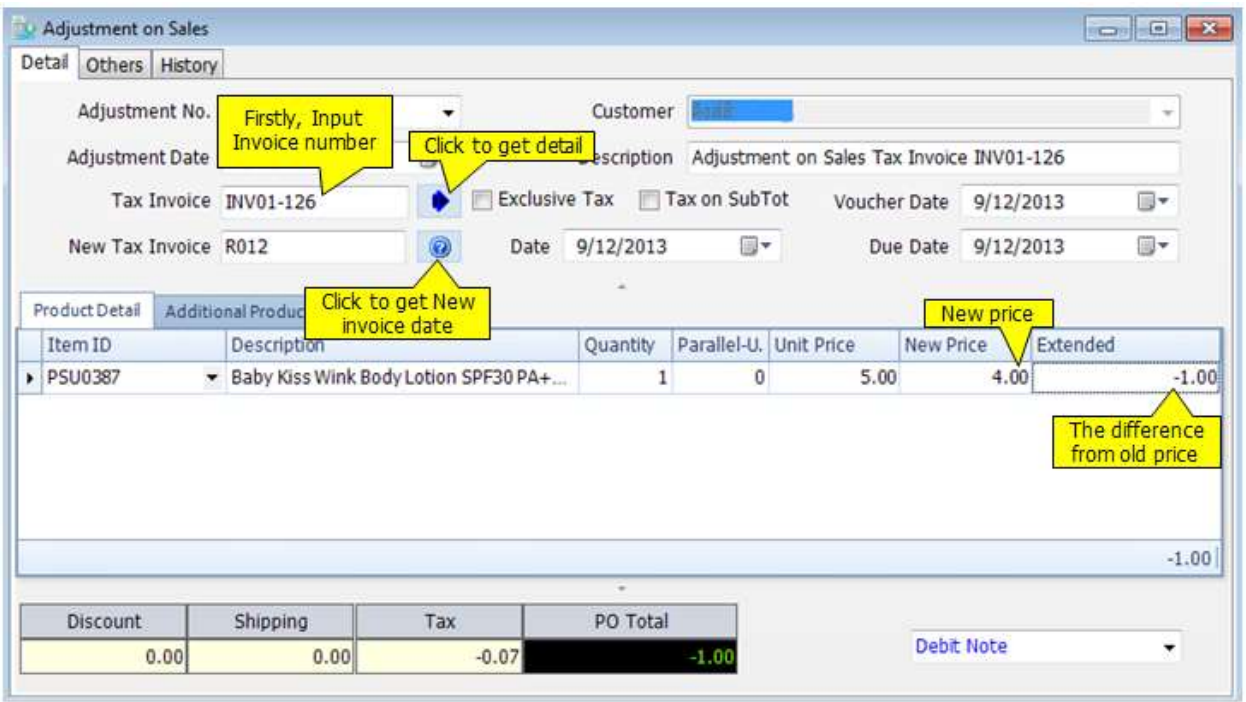


Other Details	This information, ***AccStar*** get it from the information that you input as default for each vendor. You can change it.
Credit Limit	You cannot change it.
Credit Term	You can change it. It is a text field, which will be on SO.
Days	It is the longest days that you will get the financial 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 ***AccStar*** 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 ***AccStar*** 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	***AccStar*** get it from the company default information. You can override it.
Shipping Details	
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.



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

Description	Description in general ledger.
Voucher Date	Voucher date in general ledger.

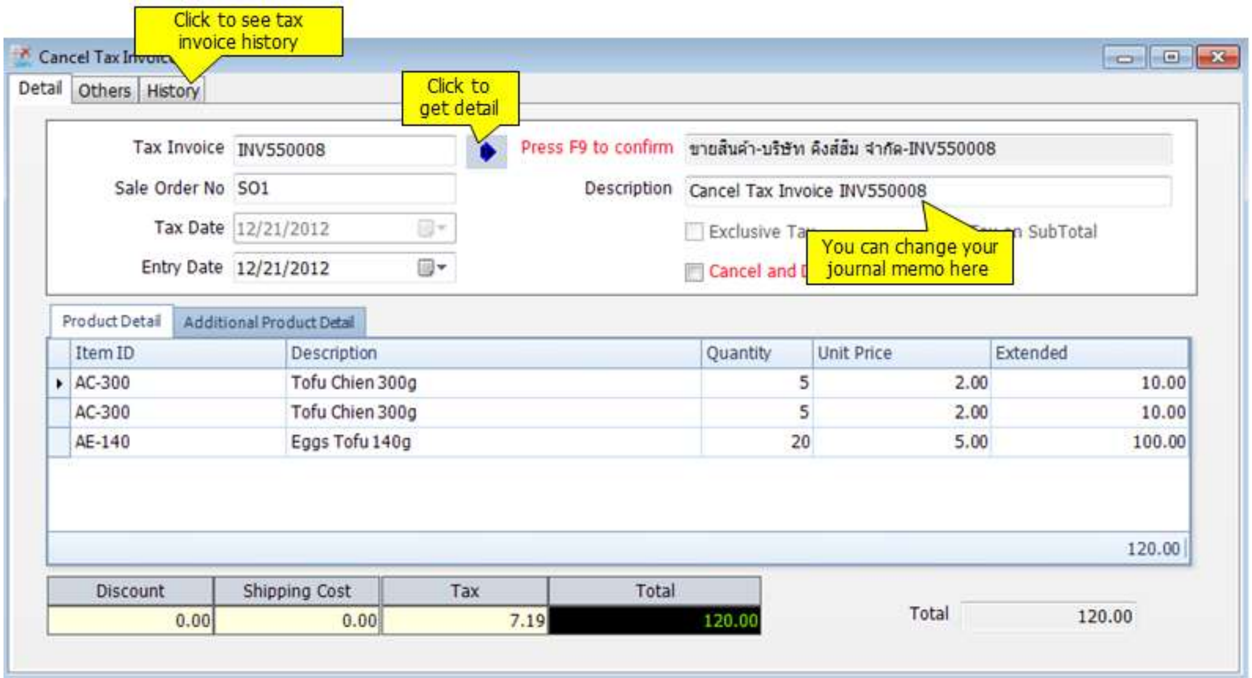
To Input adjustment

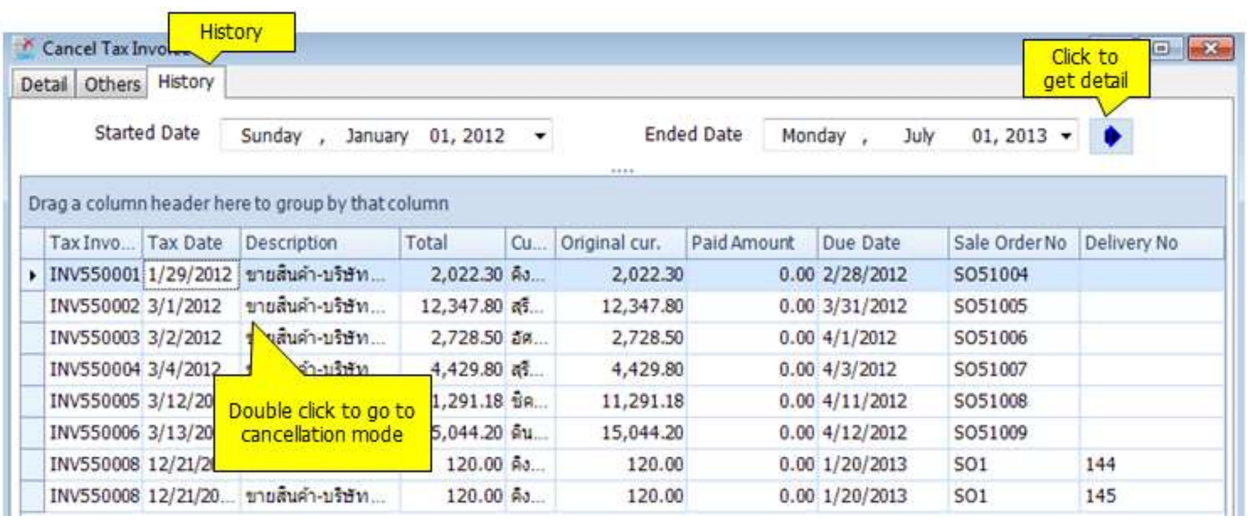
- Click "Add New" or (F2)
- Input **Tax Invoice Number**, and click
- ***AccStar*** will show the detail
- Adjust the new price and input other information.
- Click Save or (F9) to save edited record.

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.

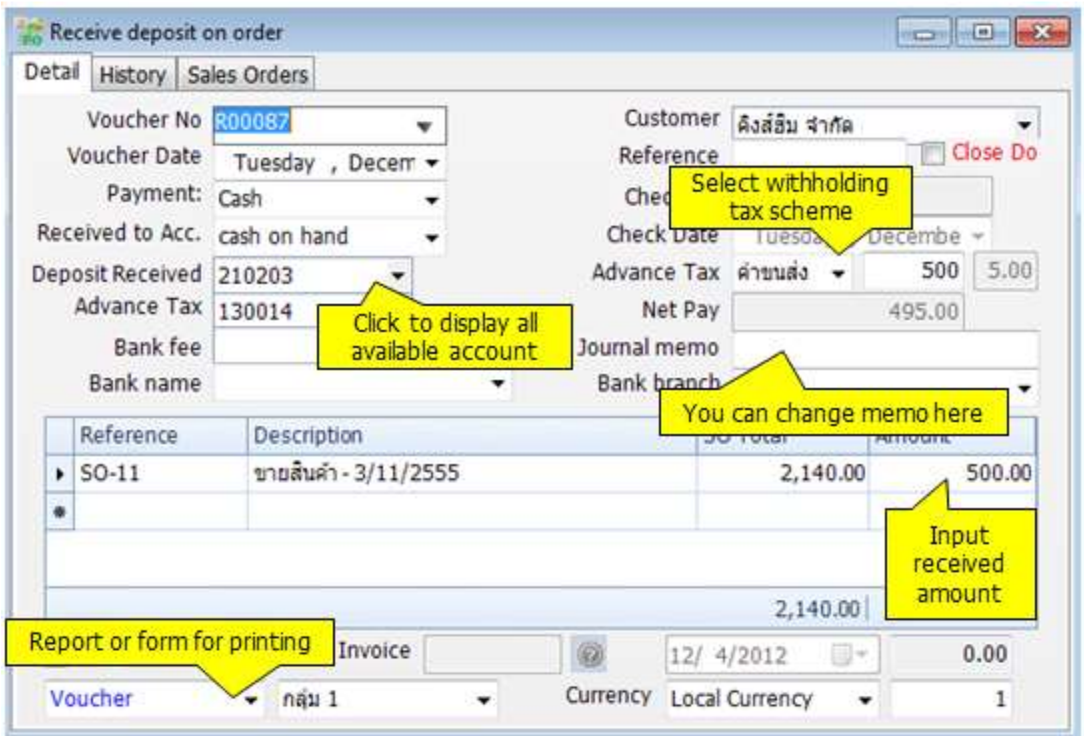




Others

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.

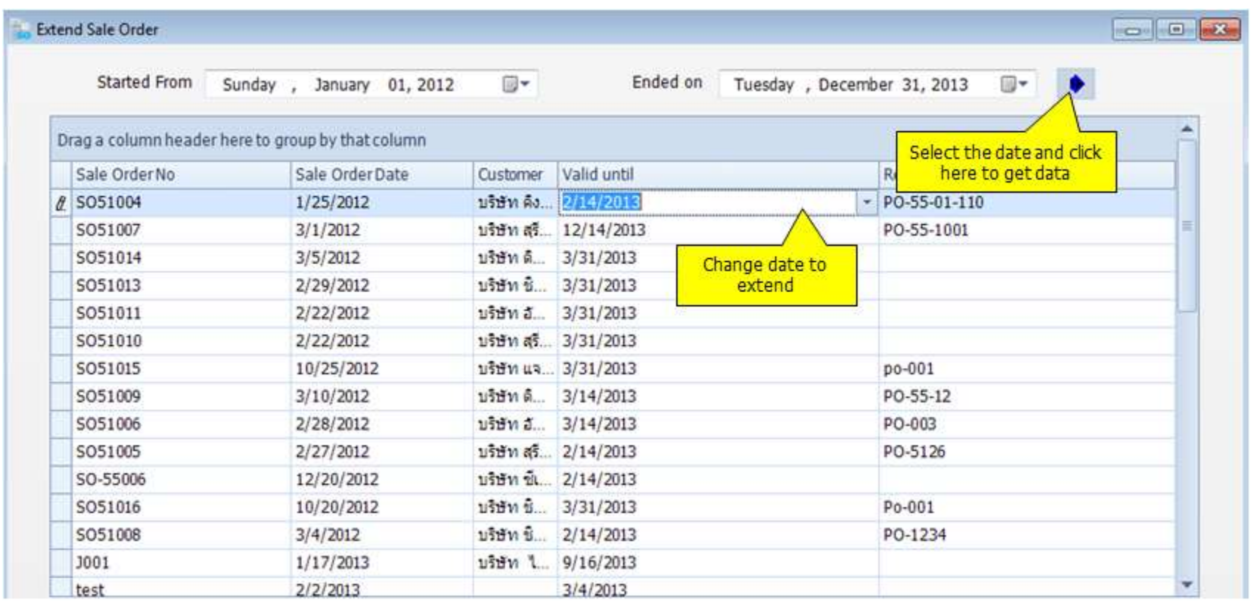


Voucher No.	Enter a text or numerical reference for the entry using up to 15 characters.
Voucher Date	The system date displays automatically. Type or use the Calendar to enter the date you want.
Reference	It may be invoice or your order number.
Check/CC	It can be check number or credit card number.
Check 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 ***AccStar*** 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.

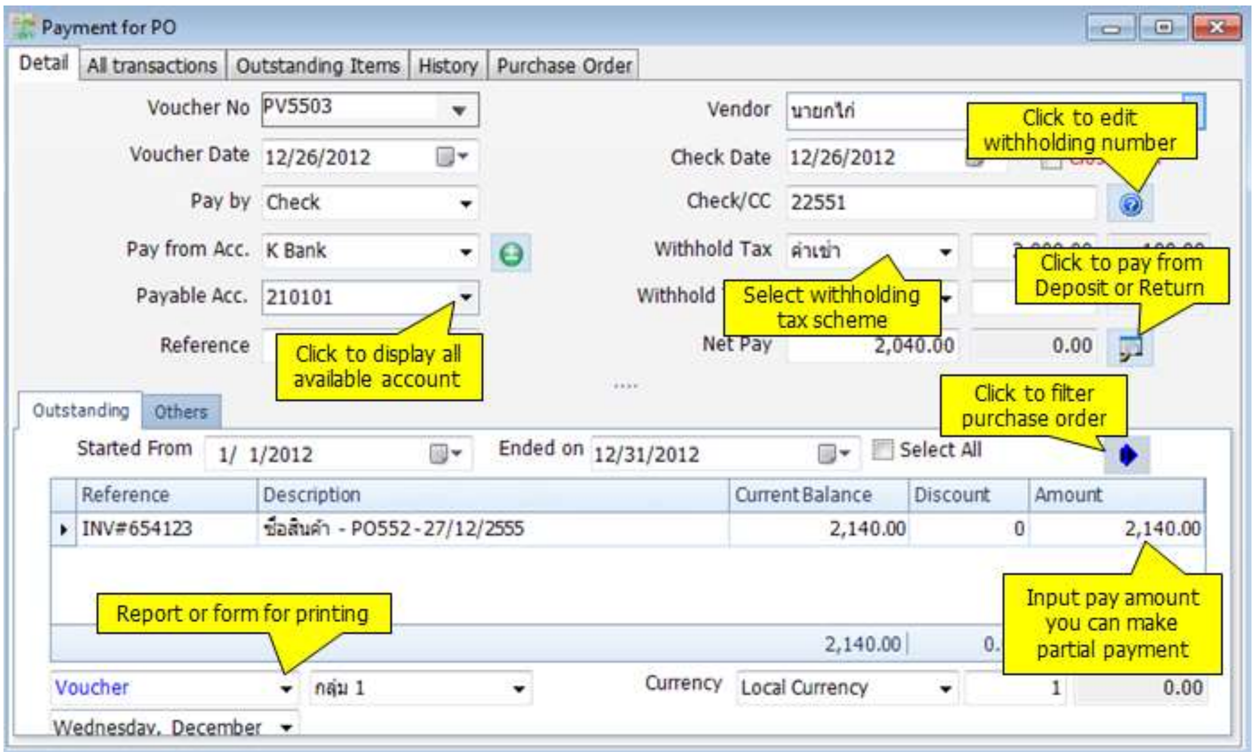


Bank

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.

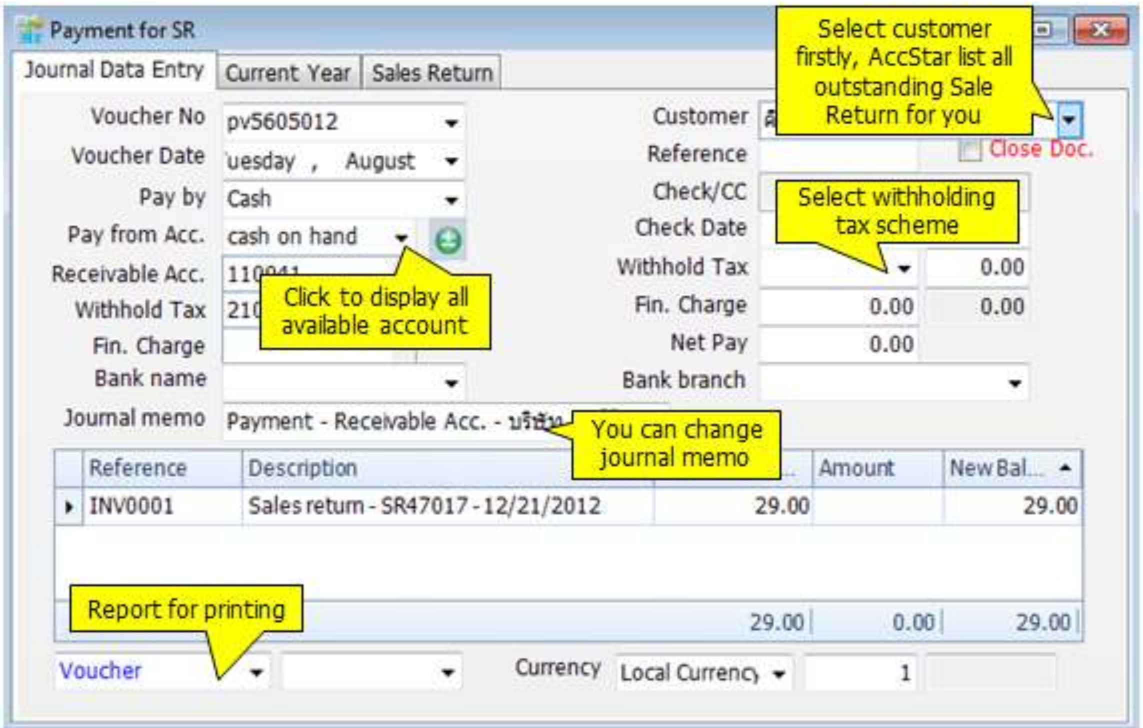


Voucher No.	Enter a text or numerical reference for the entry using up to 15 characters.
Voucher Date	The system date displays automatically. Type or use the Calendar to enter the date you want.
Reference	It may be invoice or your order number.
Check/CC	It can be check number or credit card number.
Check 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 ***AccStar*** 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	***AccStar*** 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 ***AccStar*** 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.

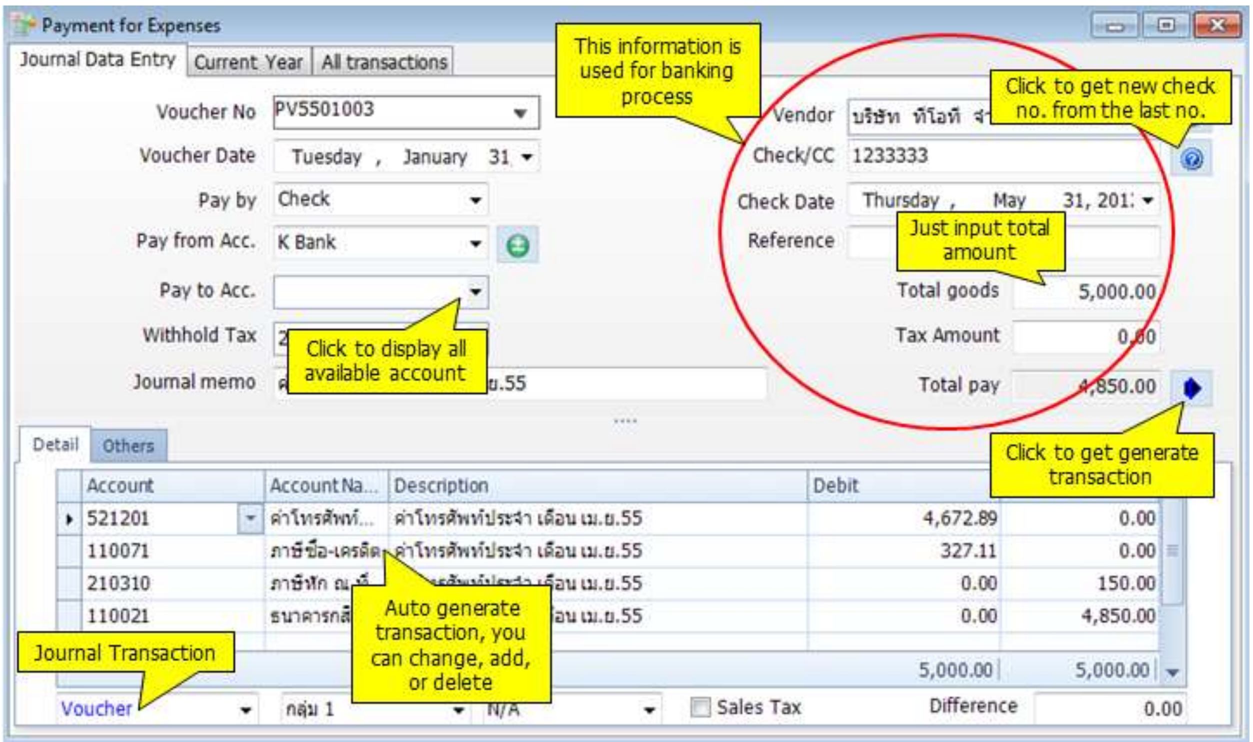


Voucher No.	Enter a text or numerical reference for the entry using up to 15 characters.
Voucher Date	The system date displays automatically. Type or use the Calendar to enter the date you want.
Reference	It may be invoice or your order number.
Check/CC	It can be check number or credit card number.
Check 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 ***AccStar*** 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	***AccStar*** 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 ***AccStar*** 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.

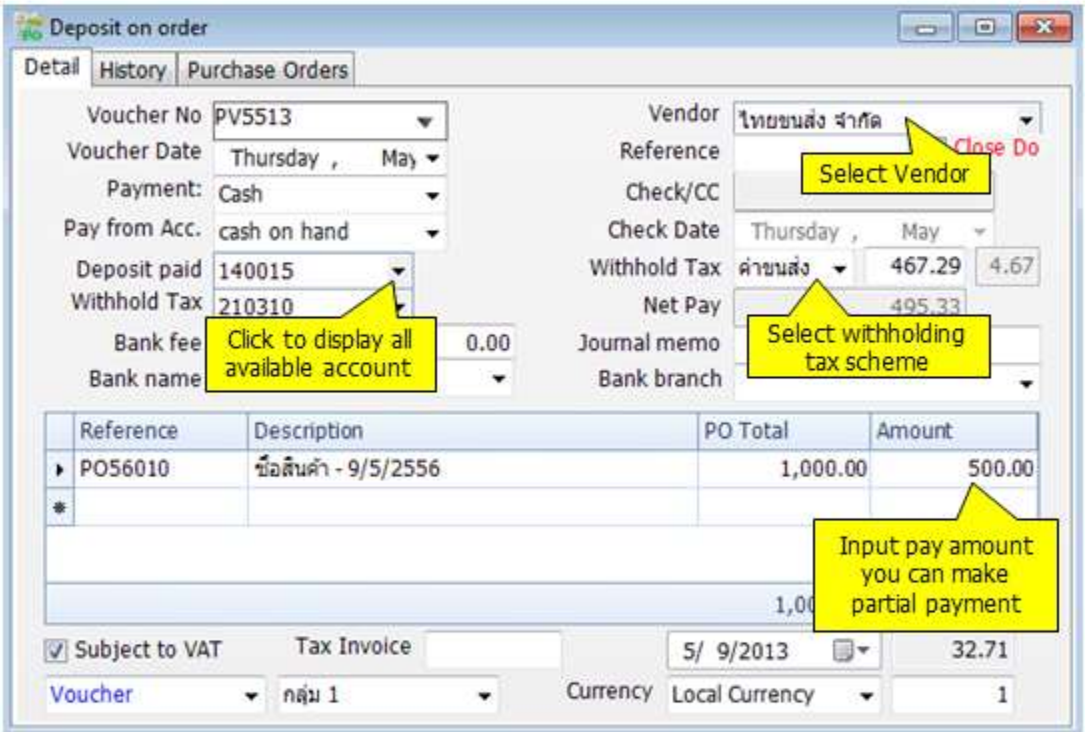


Voucher No.	Enter a text or numerical reference for the entry using up to 15 characters.
Voucher Date	The system date displays automatically. Type or use the Calendar to enter the date you want.
Reference	It may be invoice or your order number.
Check/CC	It can be check number or credit card number.
Check 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 ***AccStar*** 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, ***AccStar*** 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 ***AccStar*** 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.

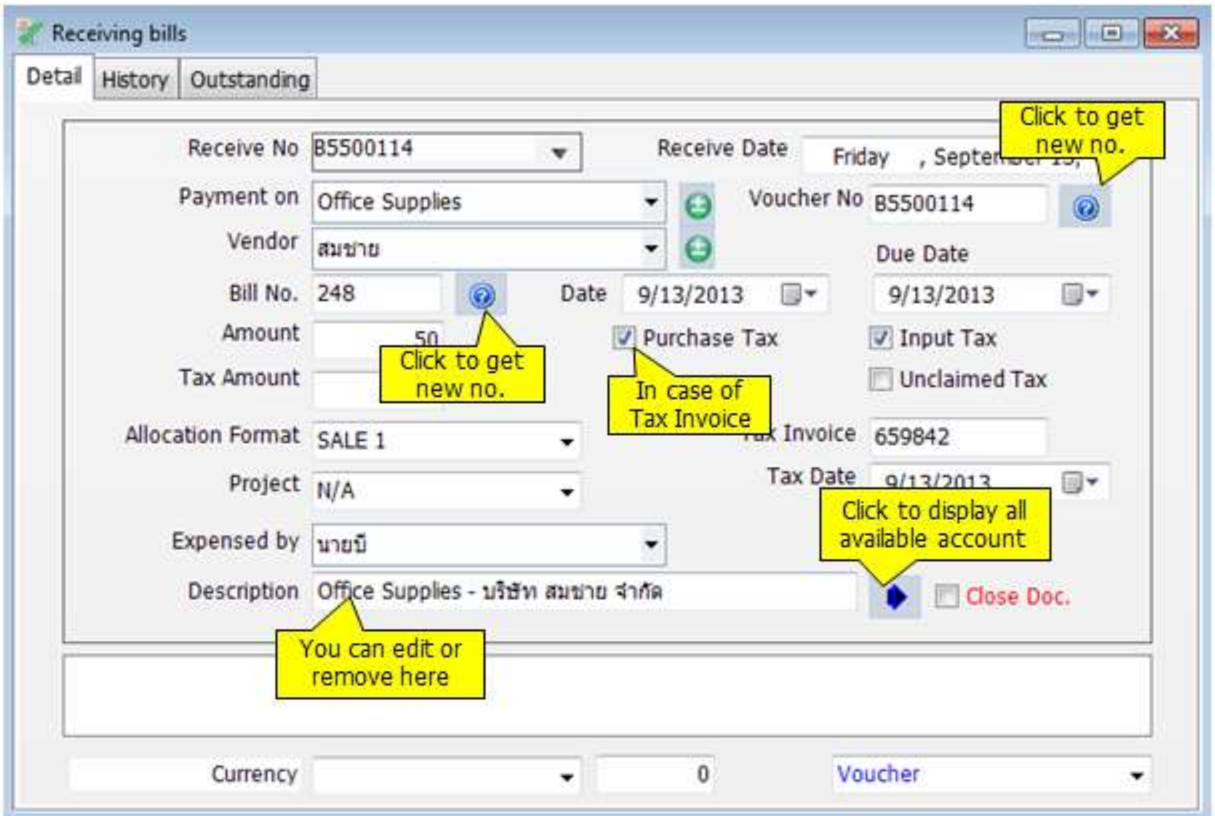


Voucher No.	Enter a text or numerical reference for the entry using up to 15 characters.
Voucher Date	The system date displays automatically. Type or use the Calendar to enter the date you want.
Reference	It may be invoice or your order number.
Check/CC	It can be check number or credit card number.
Check 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 ***AccStar*** 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.

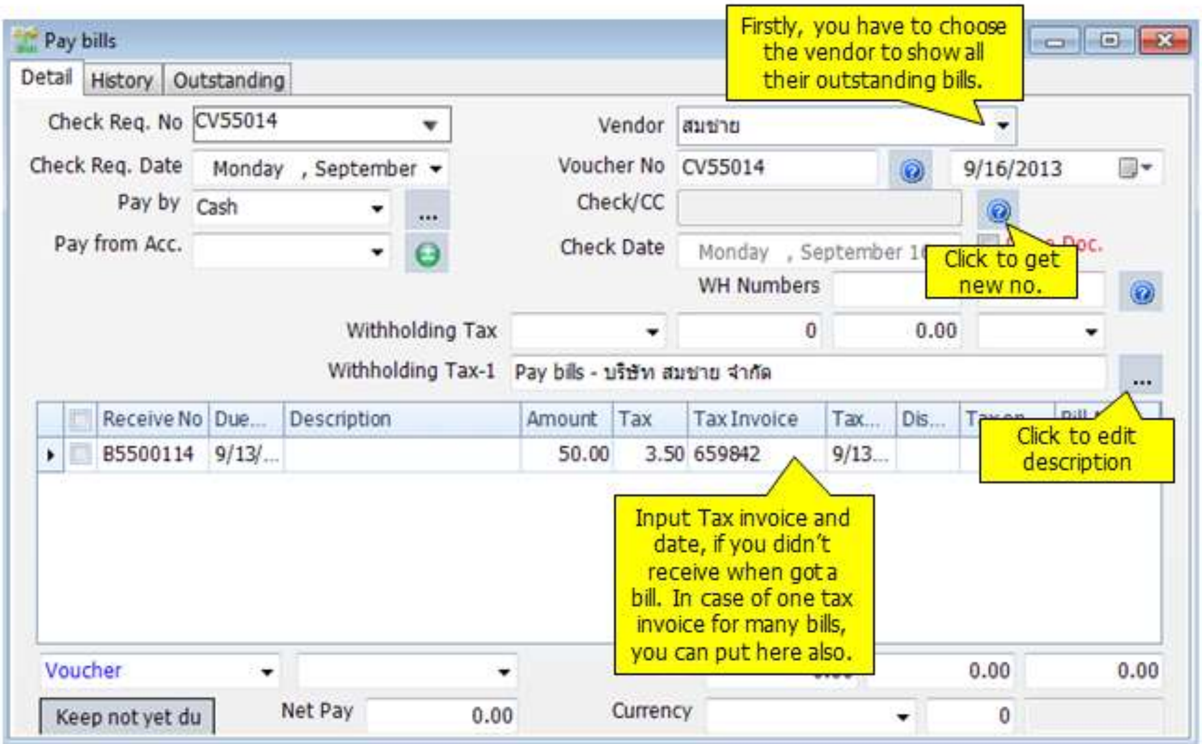


Detail	**Description**
Receive No	You can assigned up to 15 characters.
Receive Date	You can choose the date from calendar.
Payment on	Expense of bill, You can click to add or remove account.
Vendor	Account payable on the bill, You can define in AP module or click to add or remove.
Voucher No	You can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

Tax Amount	Value added tax
Purchase Tax	In case of the bill has tax, You have to input Tax invoice and Tax date here.
Allocation Format	Allocate expense to departments.
Project	Select the applicable project (if any).
Expense by	Employee who paid the bill.
Description	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.



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

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

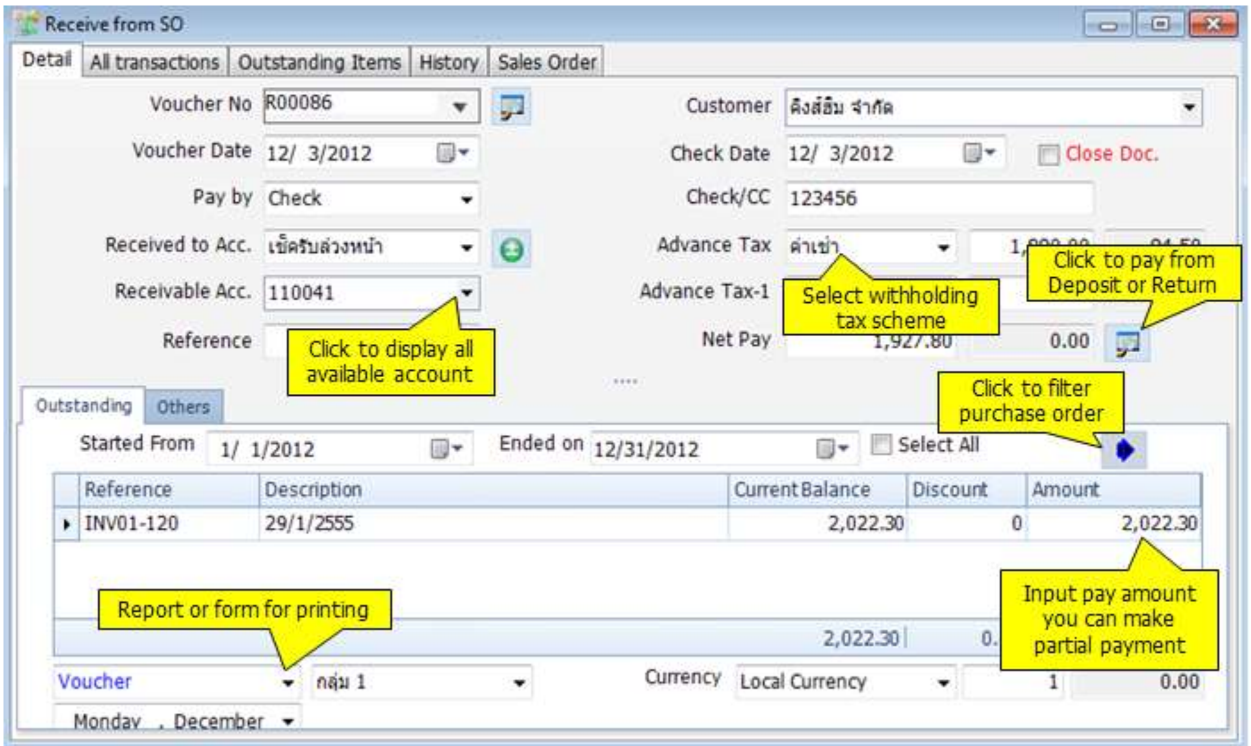
Tips:

- 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 ***AccStar*** 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	***AccStar*** 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 ***AccStar*** will generate accounting transactions for you.

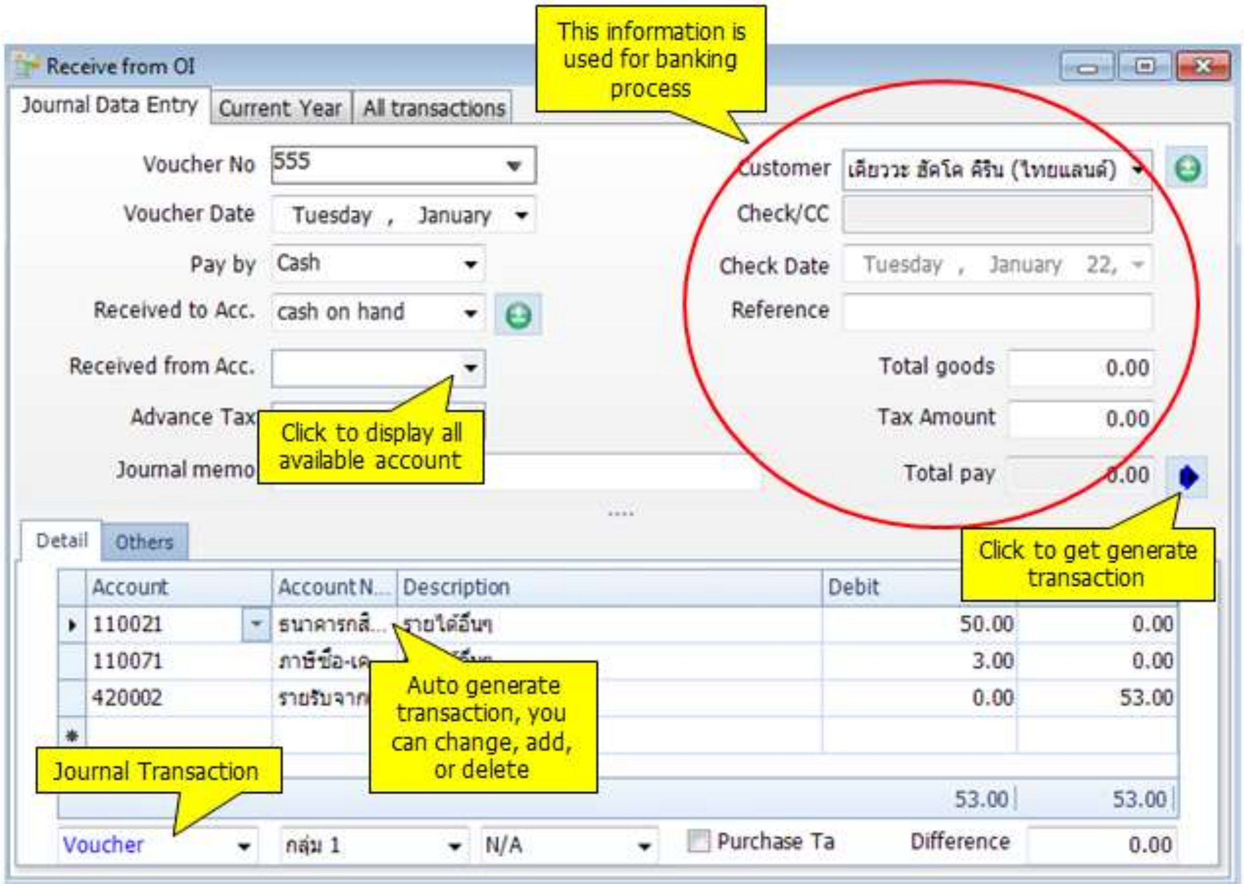
Receives from Purchase Return

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 simplifies 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.

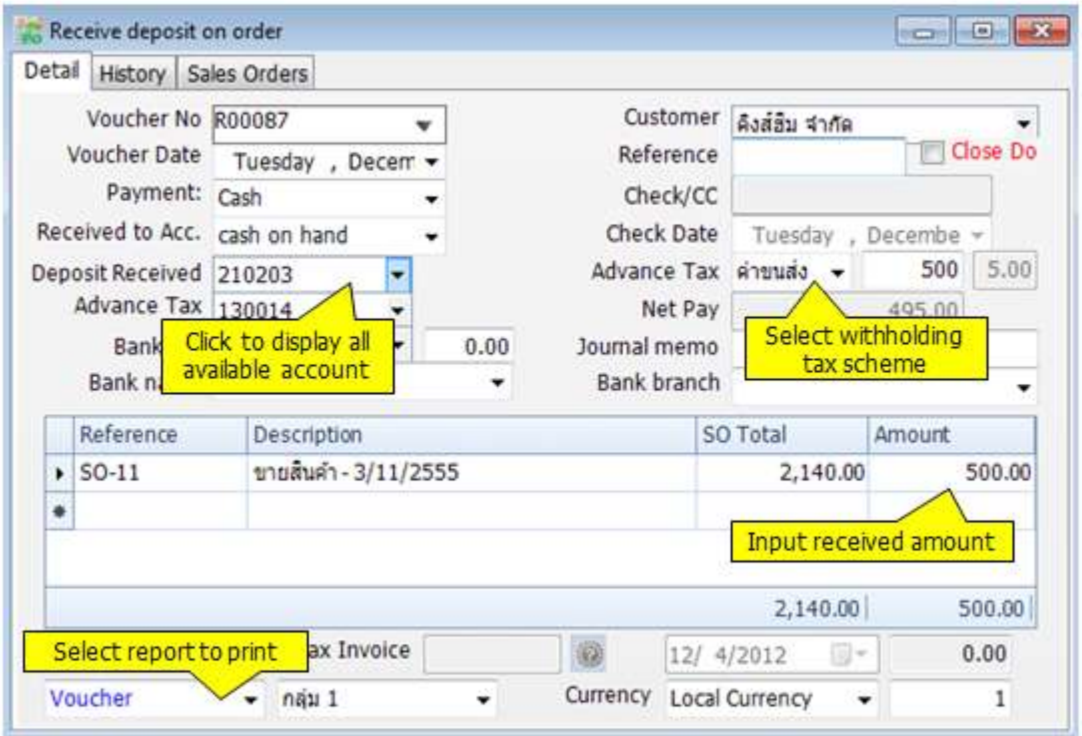


Voucher No.	Enter a text or numerical reference for the entry using up to 15 characters.
Voucher Date	The system date displays automatically. Type or use the Calendar to enter the date you want.
Reference	It may be invoice or your order number.
Check/CC	It can be check number or credit card number.
Check 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 ***AccStar*** 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, ***AccStar*** 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. ***AccStar*** 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.



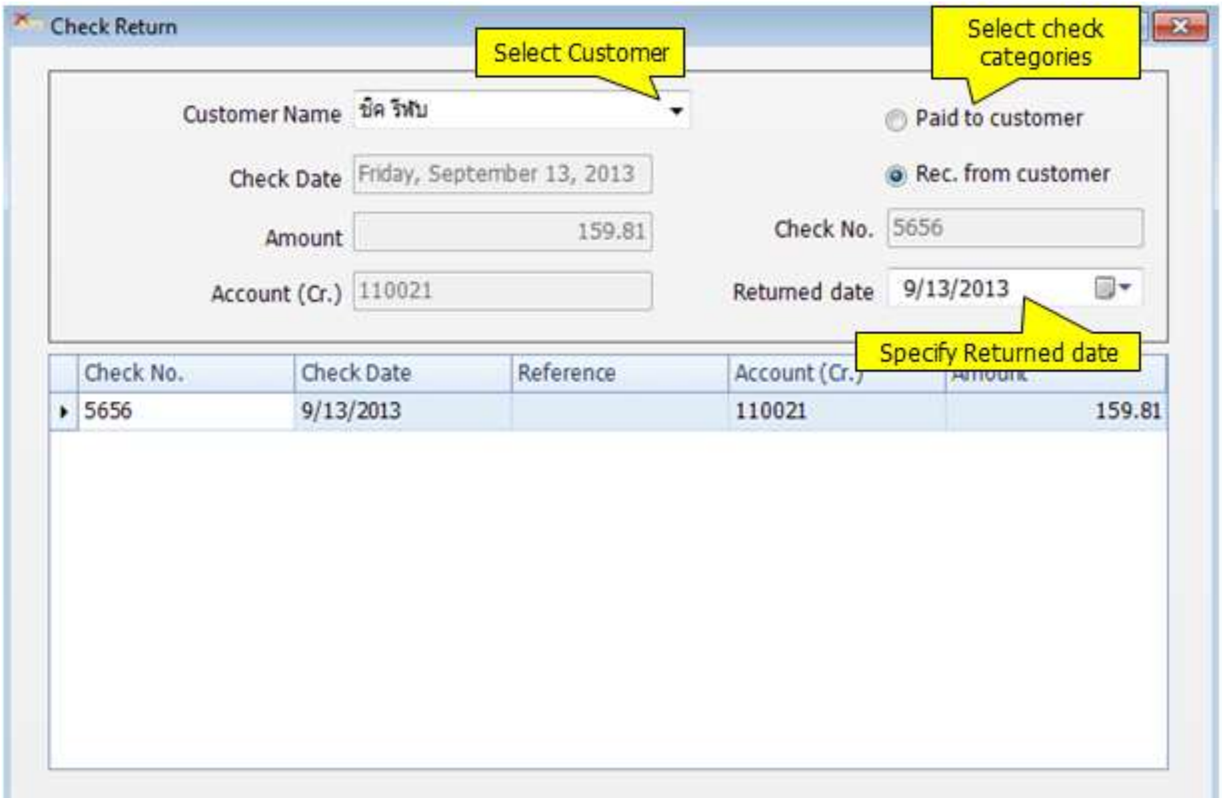
Voucher No.	Enter a text or numerical reference for the entry using up to 15 characters.
Voucher Date	The system date displays automatically. Type or use the Calendar to enter the date you want.
Reference	It may be invoice or your order number.
Check/CC	It can be check number or credit card number.
Check 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 ***AccStar*** 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 form customers. It generates accounting transactions for you.



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

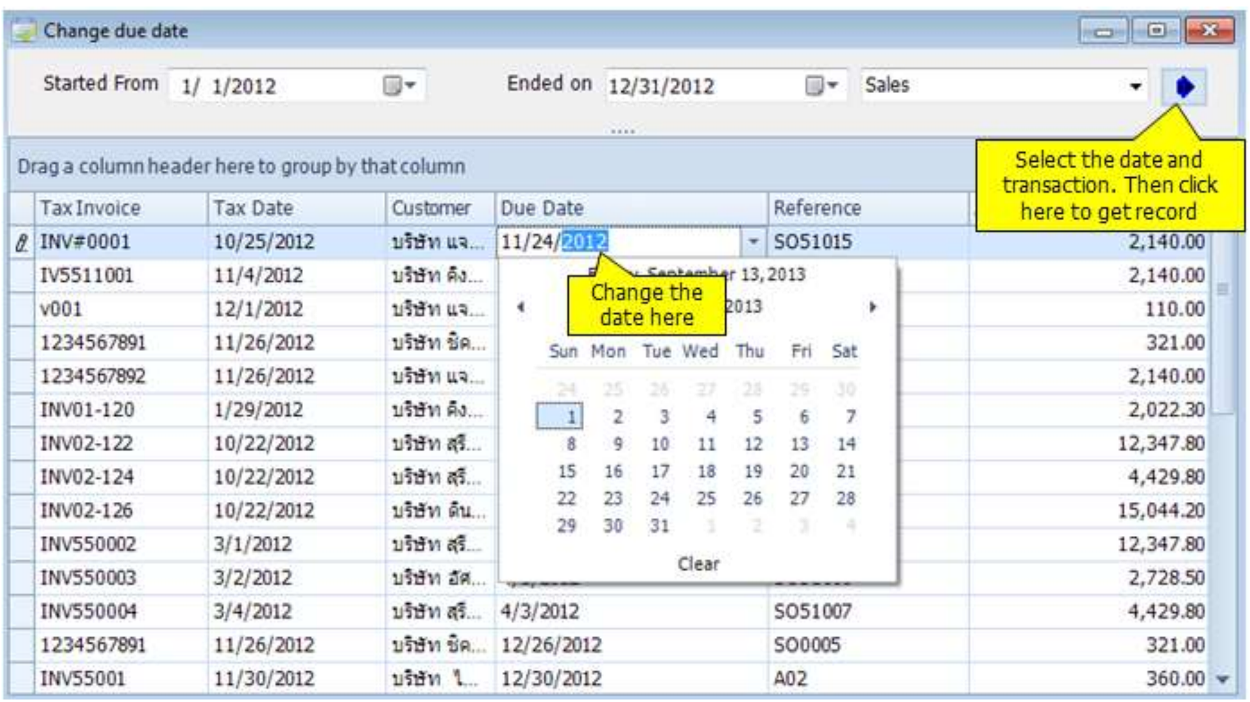
Amount	Total amount on the check

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

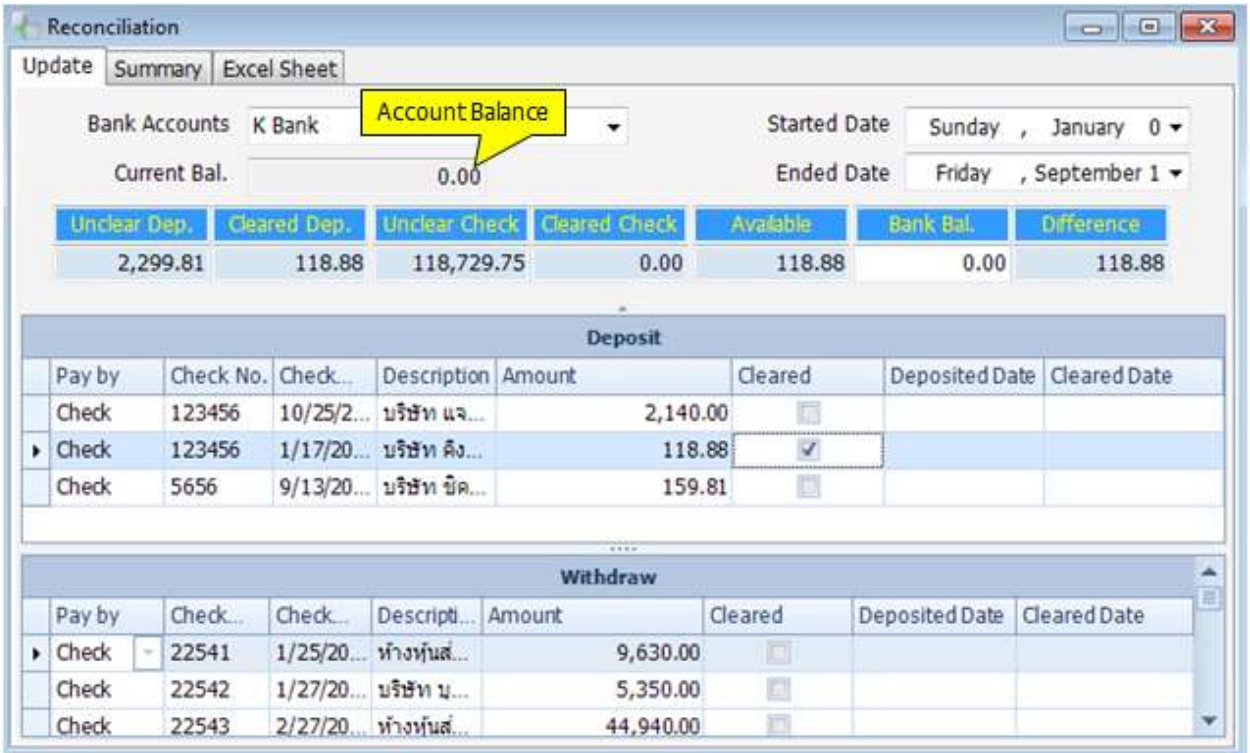
Change Due Date

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.



Bank Reconcilliation

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



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

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

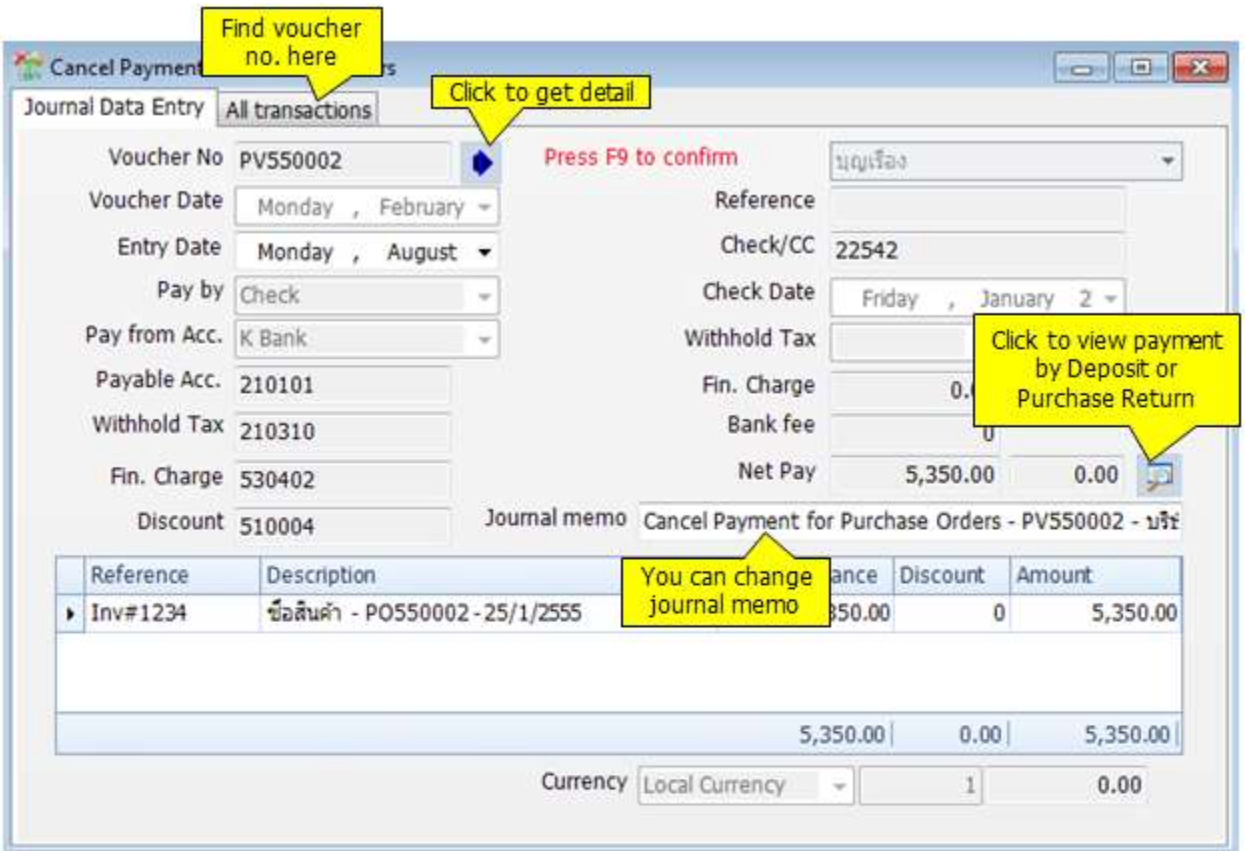
There two type of reports i.e. General Report and Management Reports. The general report is standard reports which may used by normal staff, but the management report is the flexible reports which you can select column and filter data as you like.

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.



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

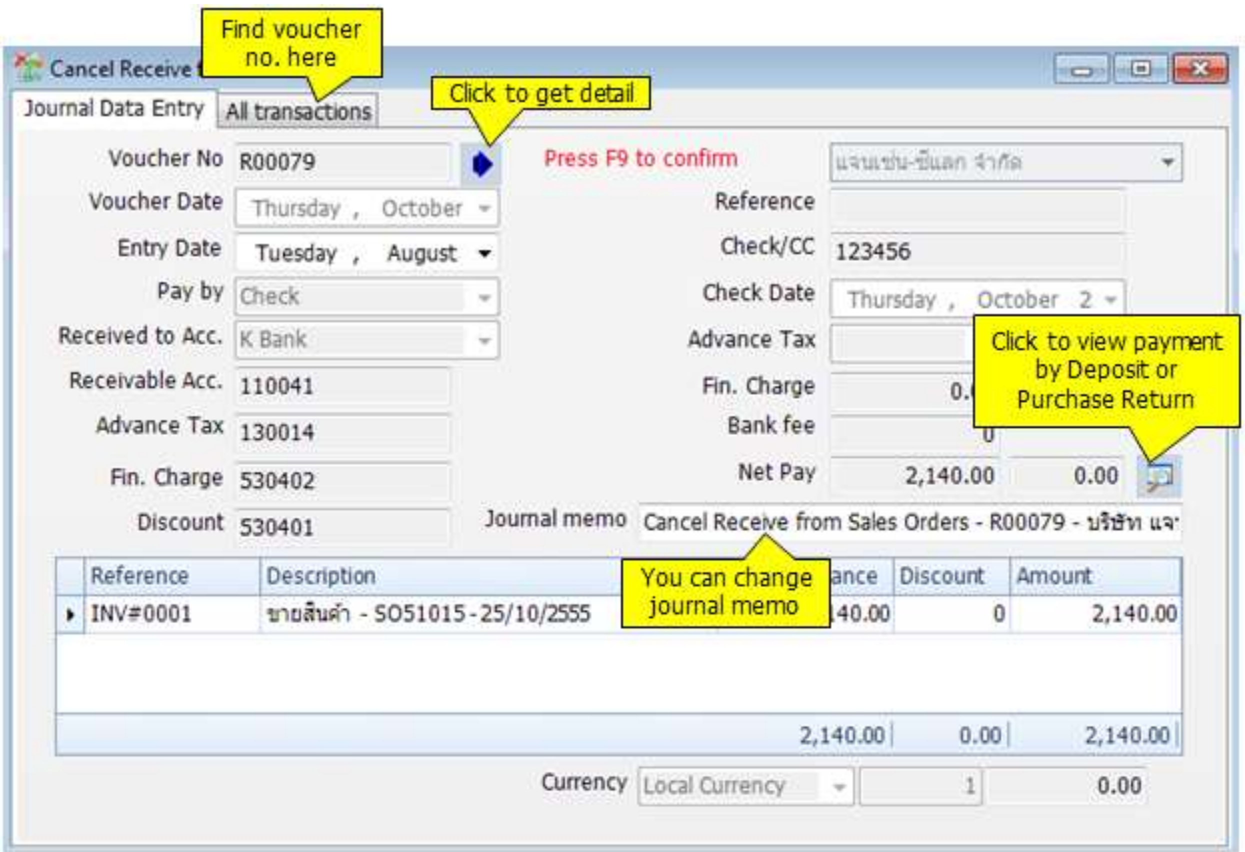
You can use this module to cancel transaction on Payment for Deposit. You can not make any change to the closed voucher. You must cancel it before making any change. After cancellation, all related transactions will be reversed such as checking or banking information, general ledgers.

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.



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

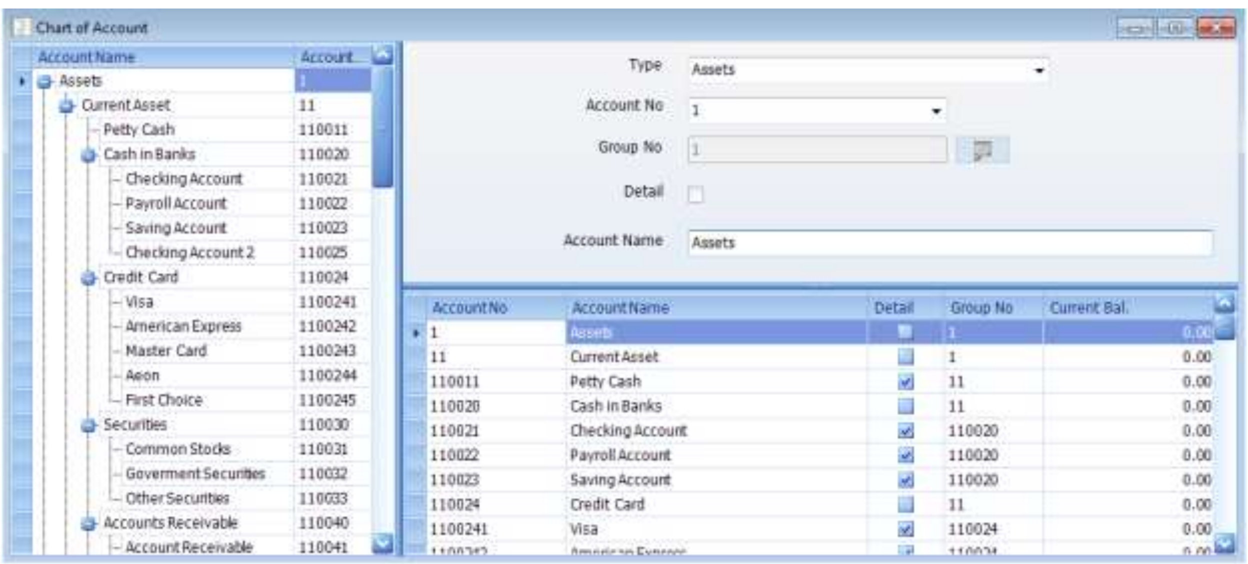
The Chart of Account Table is divided into 5 groups

Balance Sheet Accounts

- Asset
- Liabilities
- Capital

Profit and Loss Accounts

- Revenue
- Expense



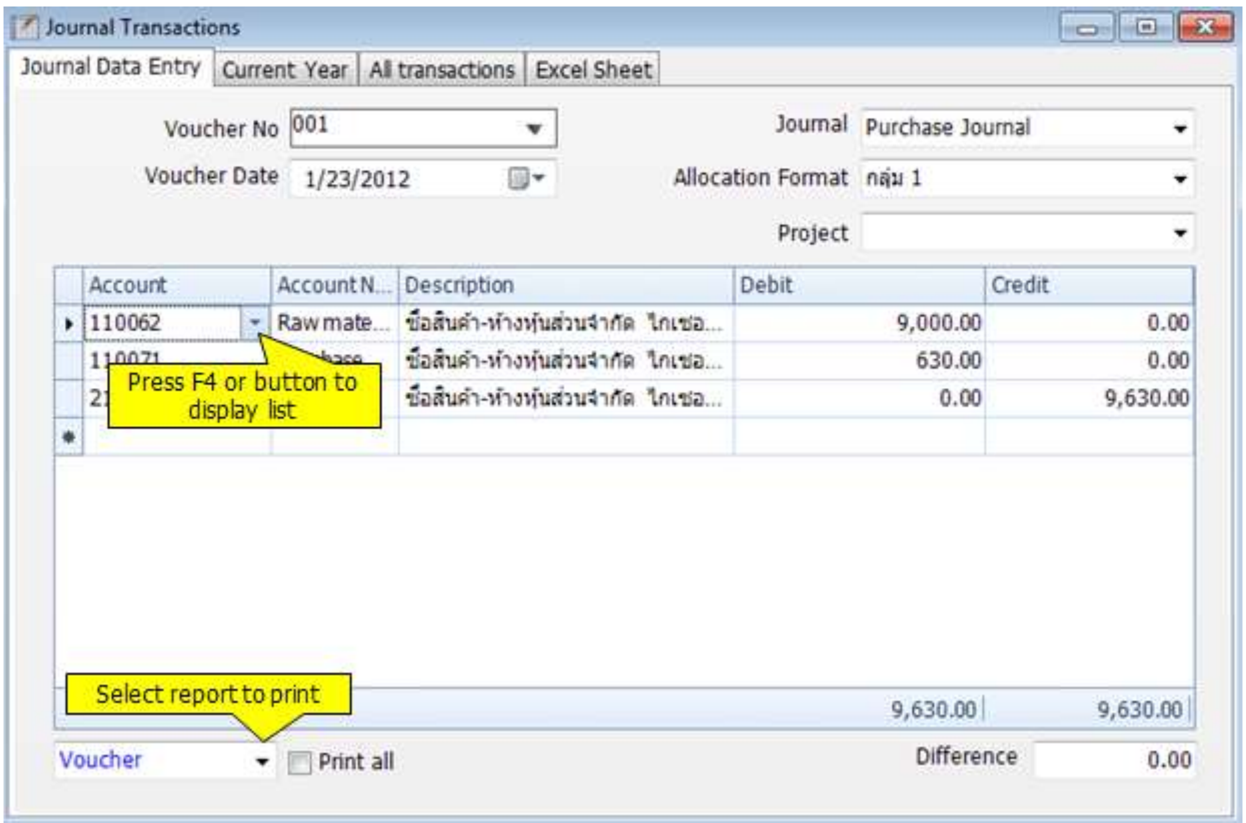
Tips:

- 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.



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. ***AccStar*** 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.

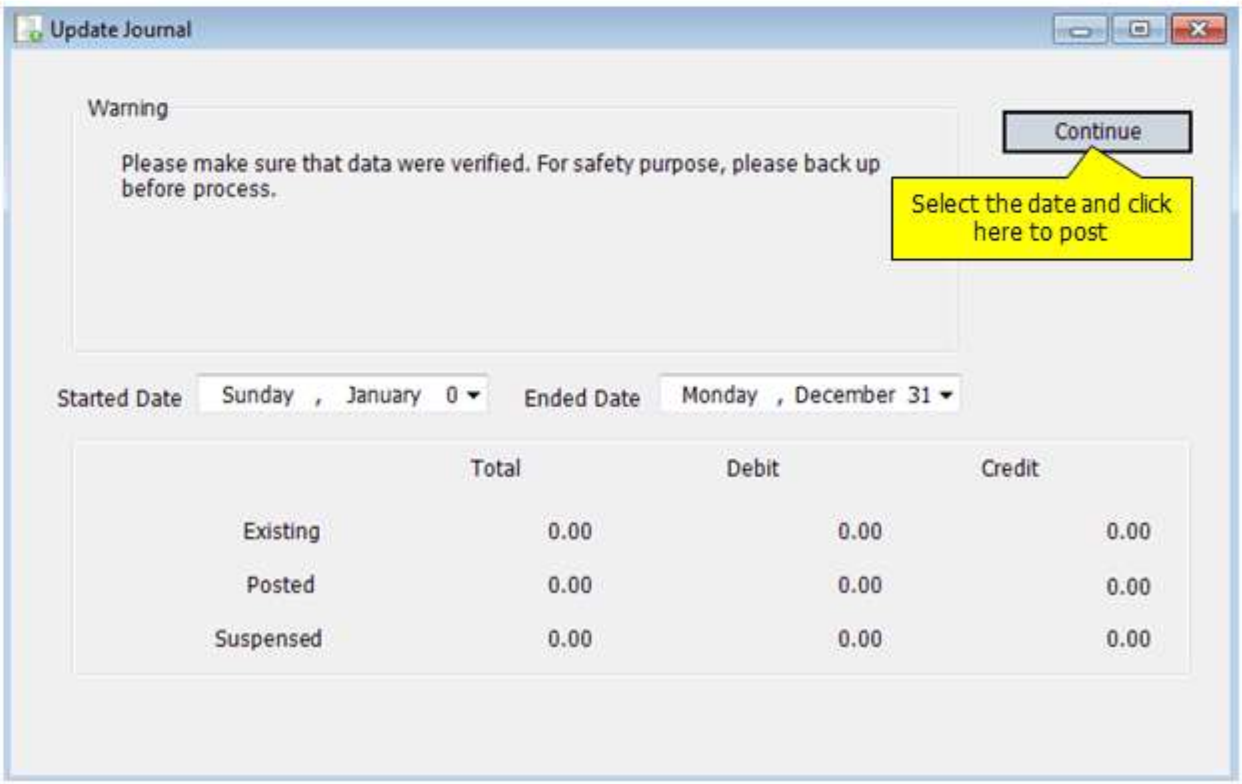
Tips:

- 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.

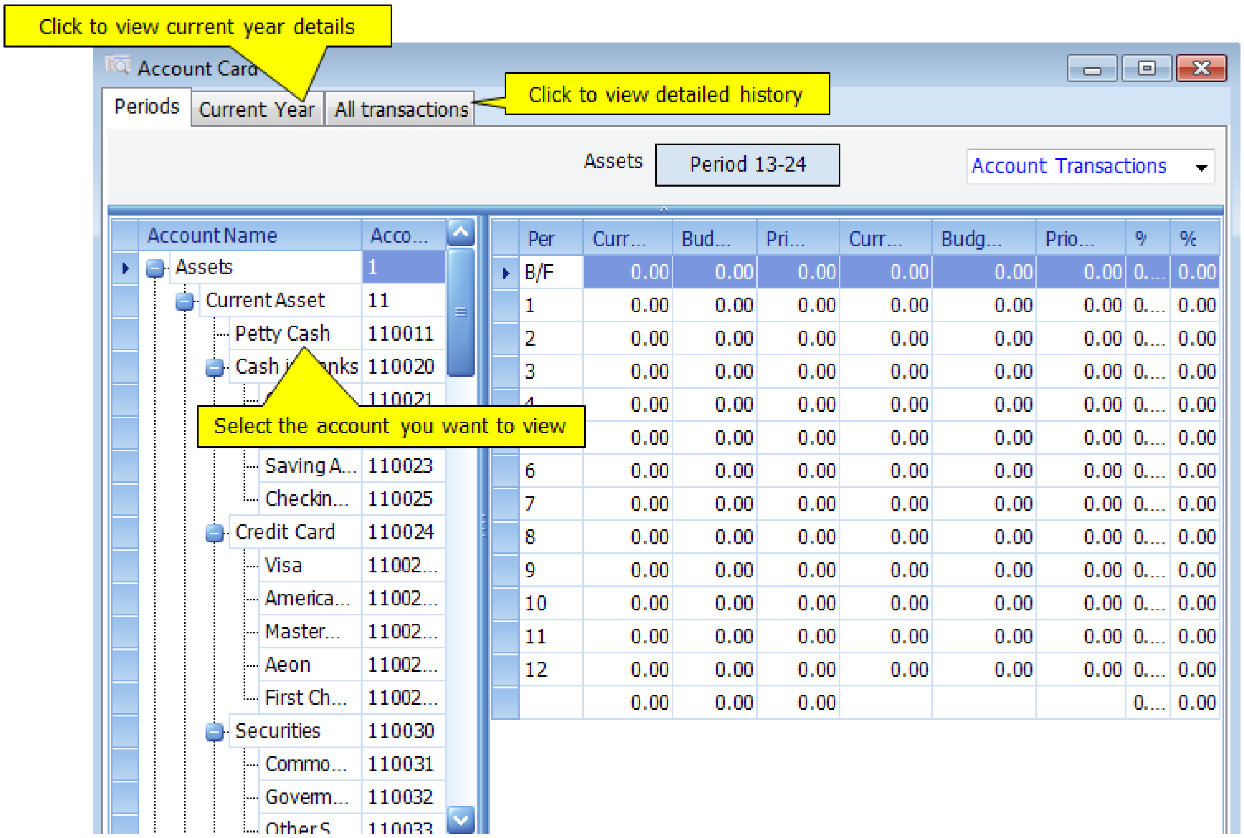


Tips:

- 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

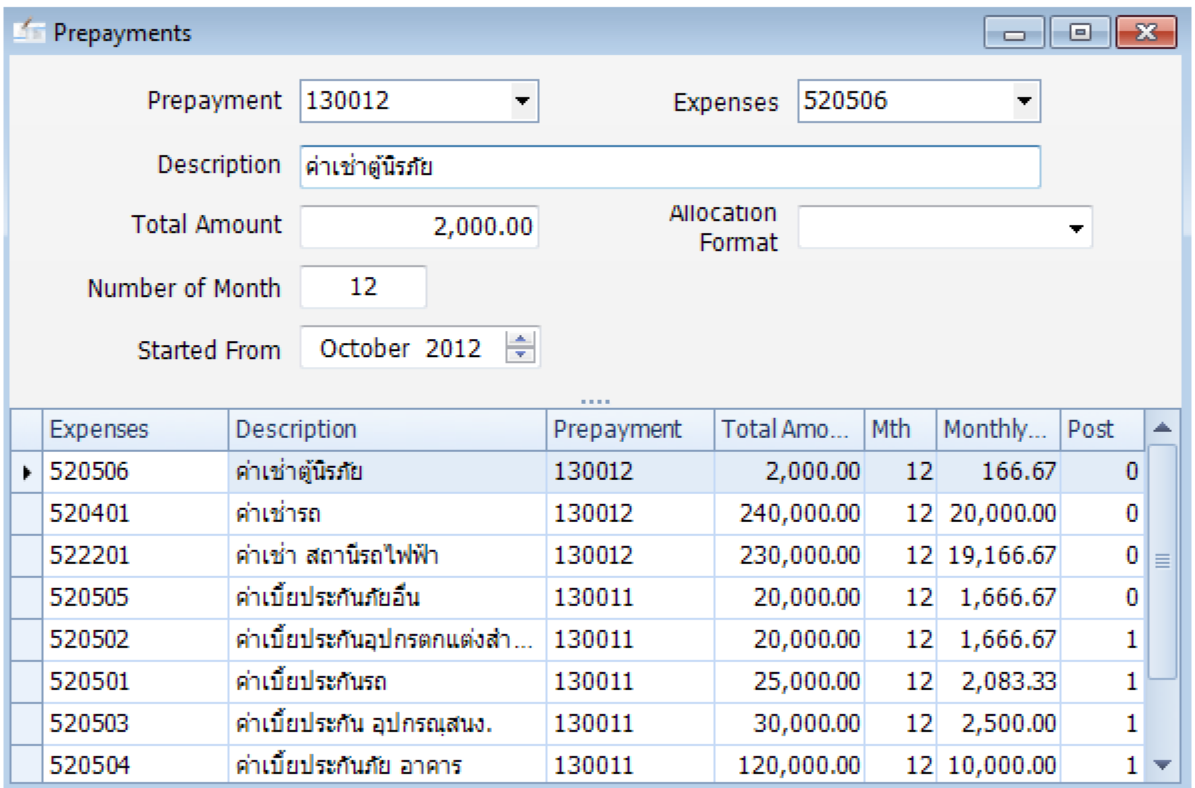
Use this window to enquiry all transactions posted to accounts. You can view the transaction activity at any time.



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.



Expenses	Description	Prepayment	Total Amo...	Mth	Monthly...	Post
520506	ค่าเช่าตู้นิรภัย	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	ค่าเบี้ยประกันอุปกรณ์ตกแต่งสำ...	130011	20,000.00	12	1,666.67	1
520501	ค่าเบี้ยประกันรถ	130011	25,000.00	12	2,083.33	1
520503	ค่าเบี้ยประกัน อุปกรณ์สนง.	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.

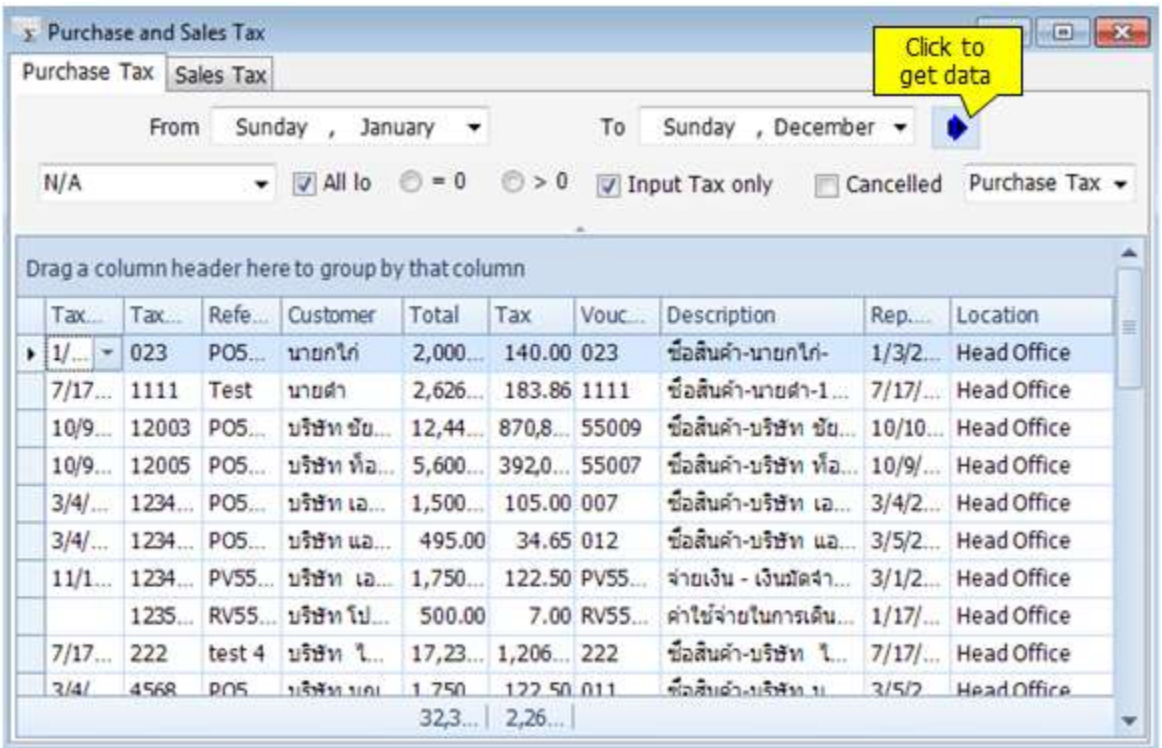
Transactions will be transfers automatically to the relevant general ledger account when you run Month-End process with Post-Accruals option.

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

Reports

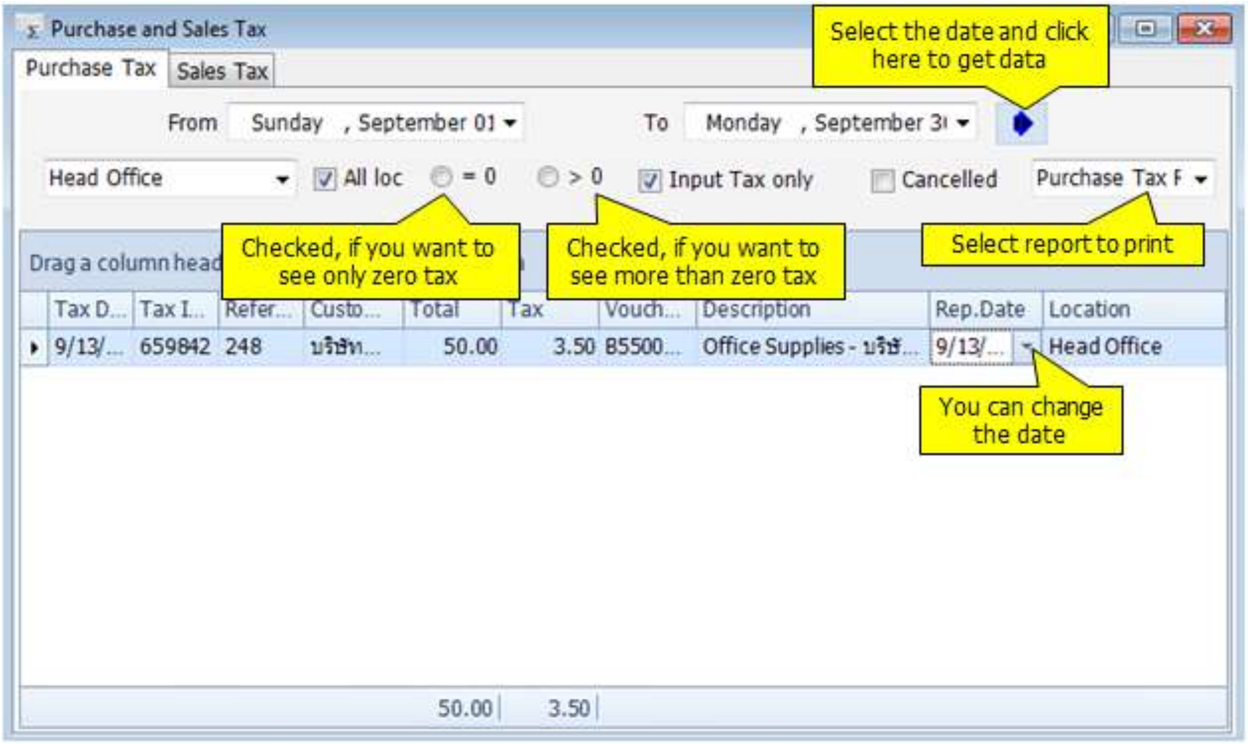
Purchase and Sales Taxes

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.



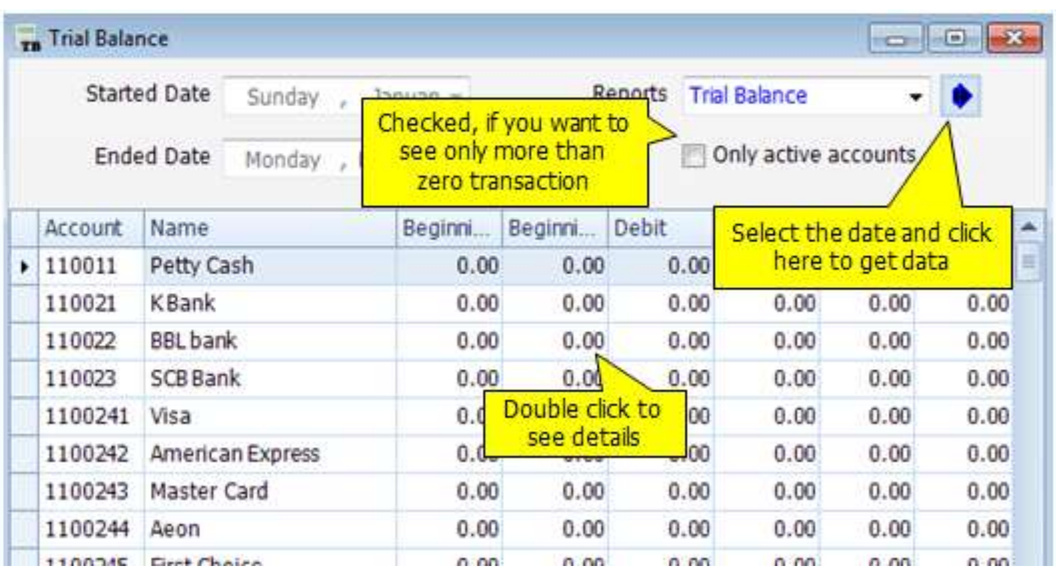
Change date

- 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

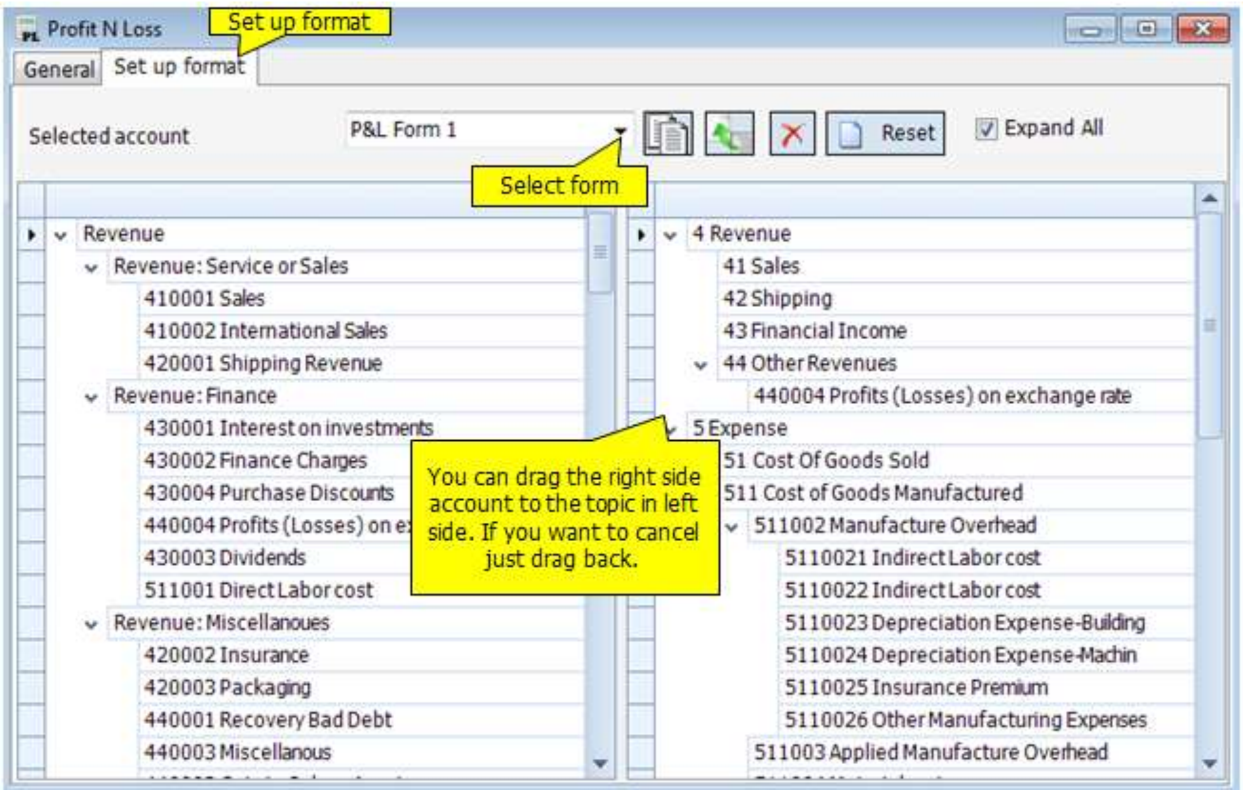
This module is to print the trial balance. There are many set formats. You cannot select period if you select "Trial Balance" report. It is for current only. If you want to select specific period, please select othe report such as "Trial Balance1" or others.



Profit N Loss

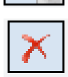
This module is to design and print Profit and losses statement. You can define profit and loss criteria, just drag the account which you want to provided content. Also, you can select any period to show profit and losses.

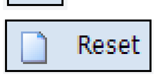
You can drill down to get accounting detail on the general tab page.



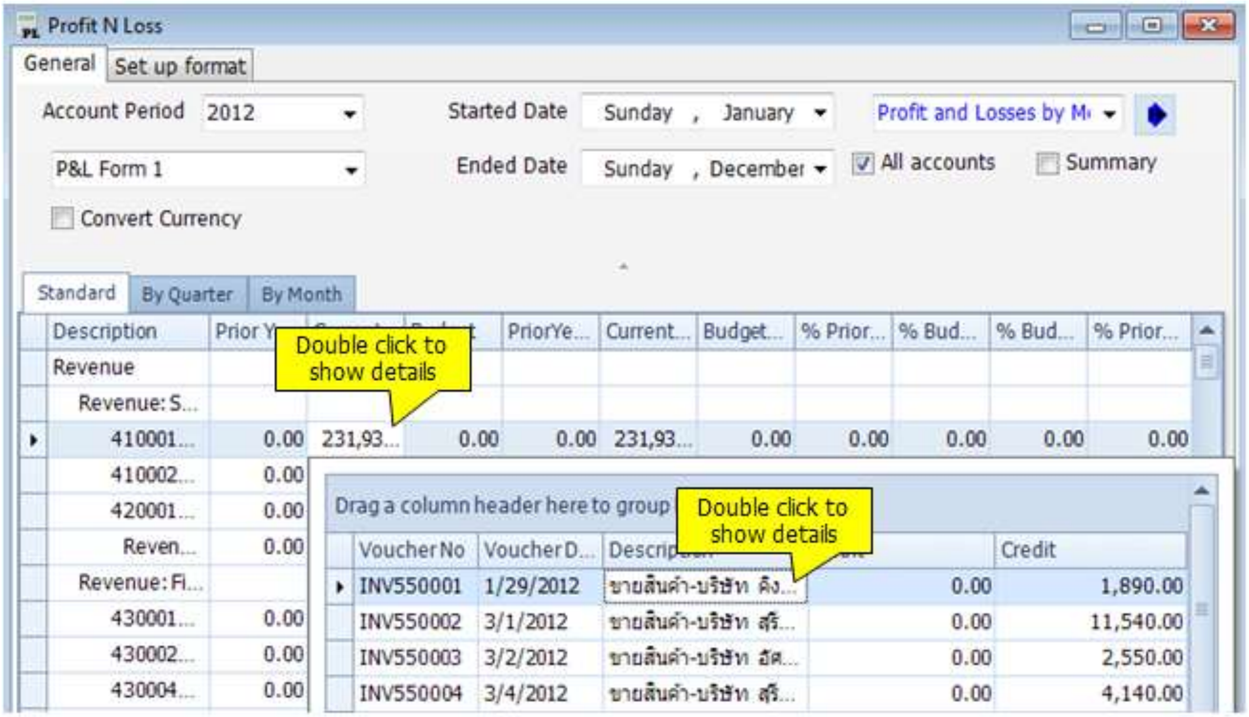

Create new for, by copying current form.


Copy from chart of account


Delete current form



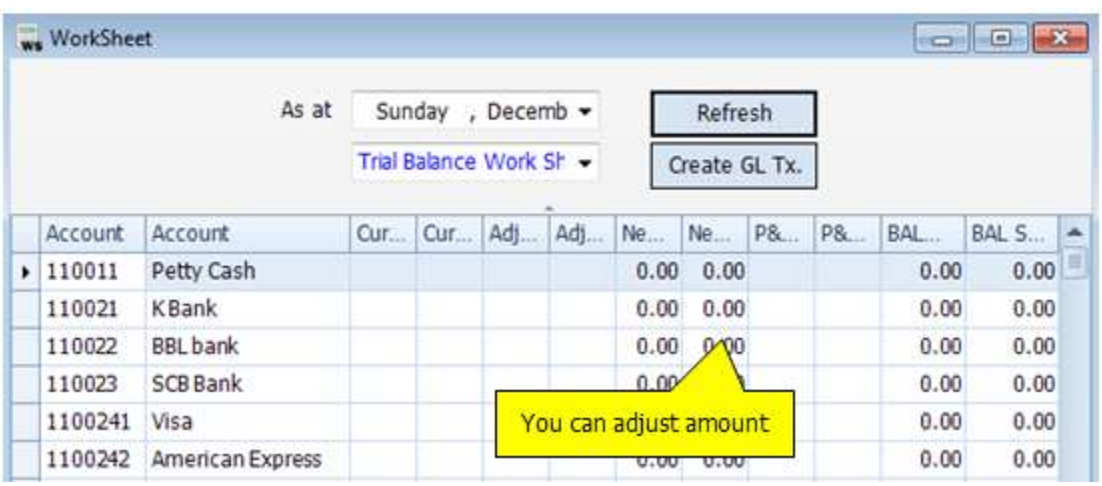
Clear all selected accounts to select it again



Work Sheet

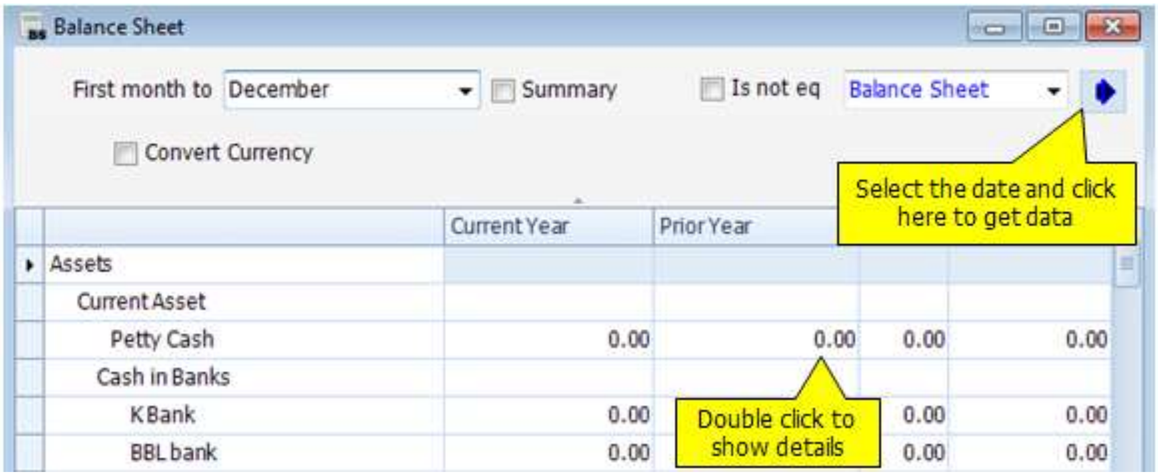
This module is use as worksheet to adjust account balance at the year end. It replaces the paper worksheet. First of all, you just input data that you want to improve and click **Refresh** to calculate balance and adjust transaction related to. Then, click **Create GL Tx.** to create general transaction.

You can see it at the window General Ledger.



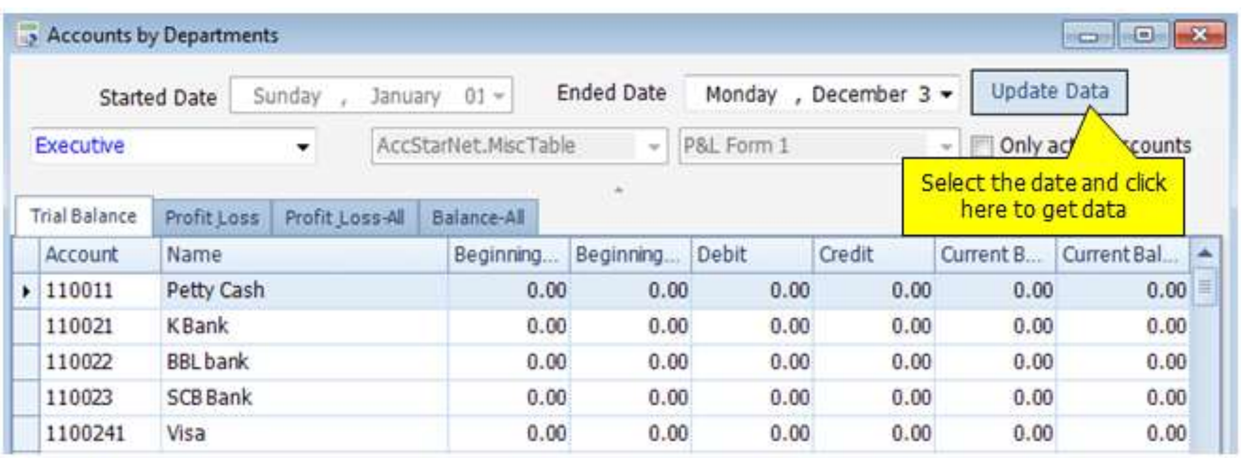
Balance Sheet

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.



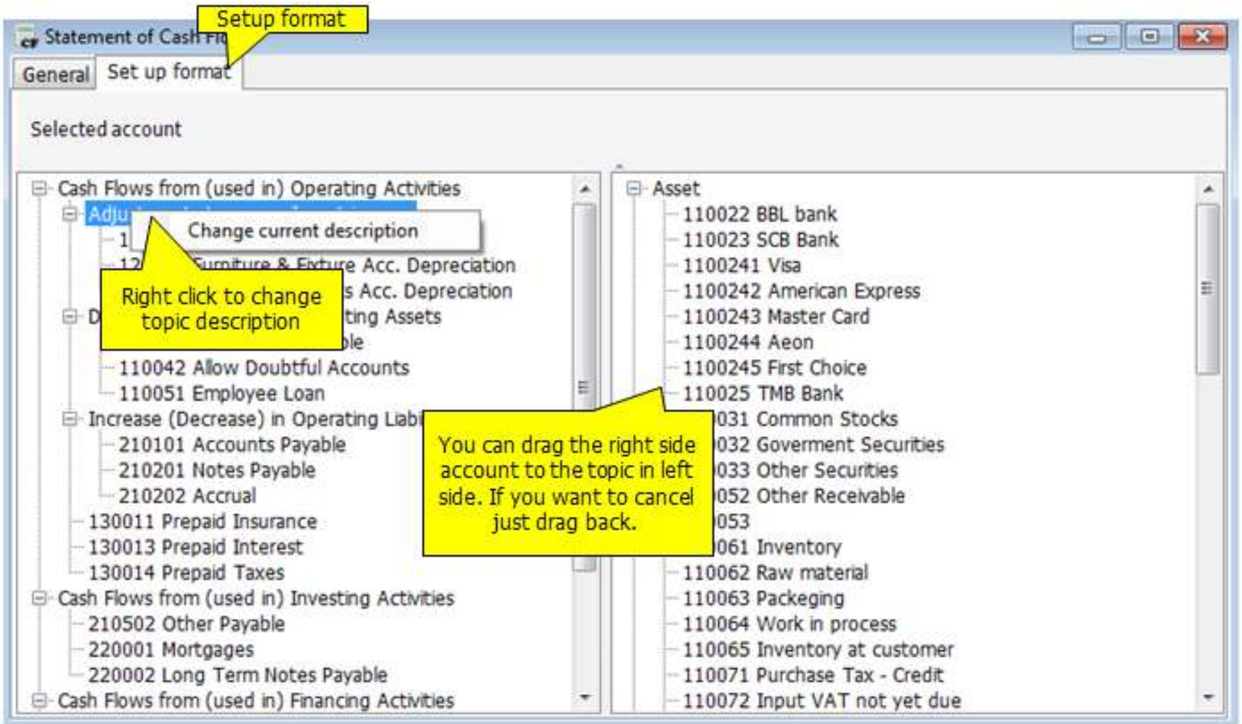
Accounts by Departments

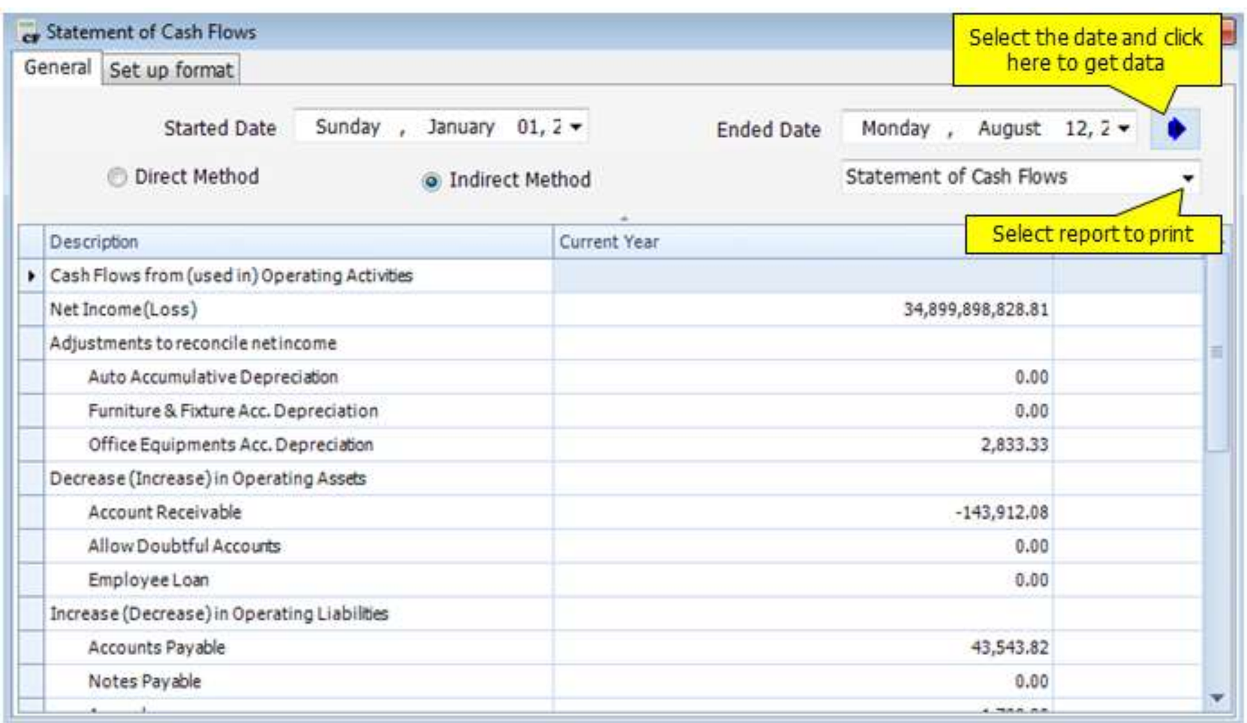
This module is to print accounting transactions by departments. You can select any period of time or any criteria to show in report. There are three kinds of reports (Trial Balance, Profit and Loss, Balance Sheet).



Statement of Cash Flow

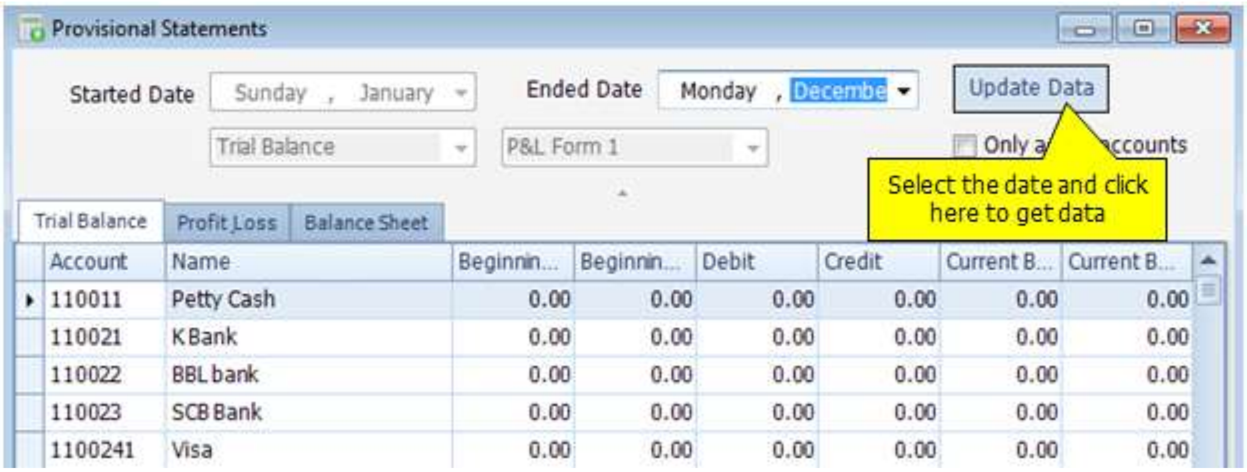
This module is to setup and print cash flow statement. You can specify criteria of cash flow statement, just drag the account which you want to provided contents.





Provisional Statements

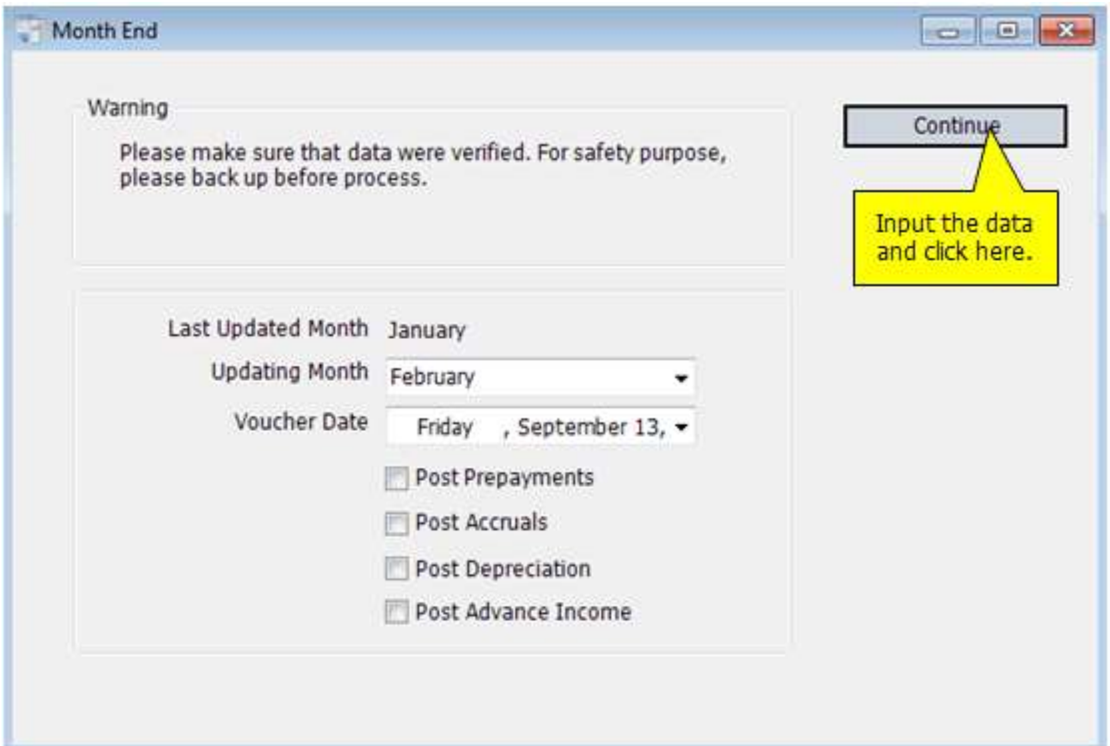
This module is to print provisional report. You can print trial balance, profit and losses, and balance sheet before you post or update journal.



Period End

Month End

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



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. Ther are four reports that you should print before year end for checking.

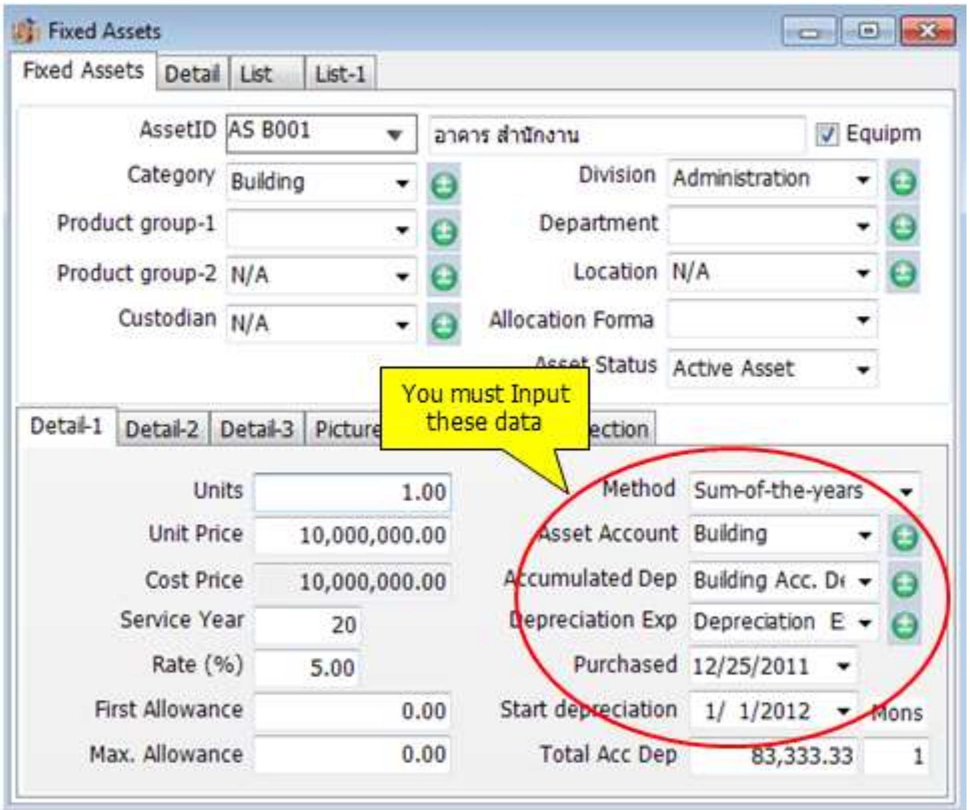
- Account Payable Report
- Account Receivable Report
- General Account Report
- Inventory Report

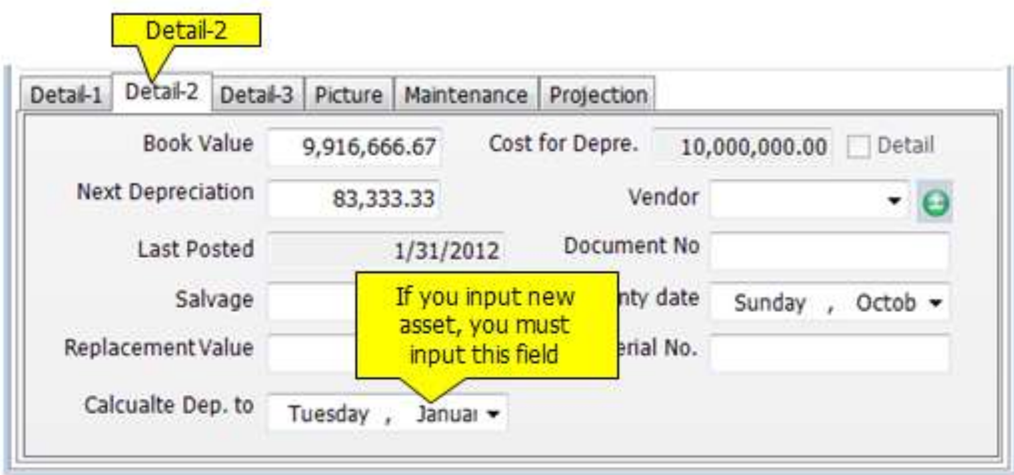
4 Steps for Year End Closing

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 blance to the following year.

Fixed Assets

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





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. **Straight Line** 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. **Declining-Balance** is the method that depreciates the value of an asset by a fixed percentage each year. **Sum-of-years Digits** 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 devide report in to 2 kinds. Fist 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 devide their category by function. When you add the record, you can print and edit report promptly at that window.

Adjustment General Report

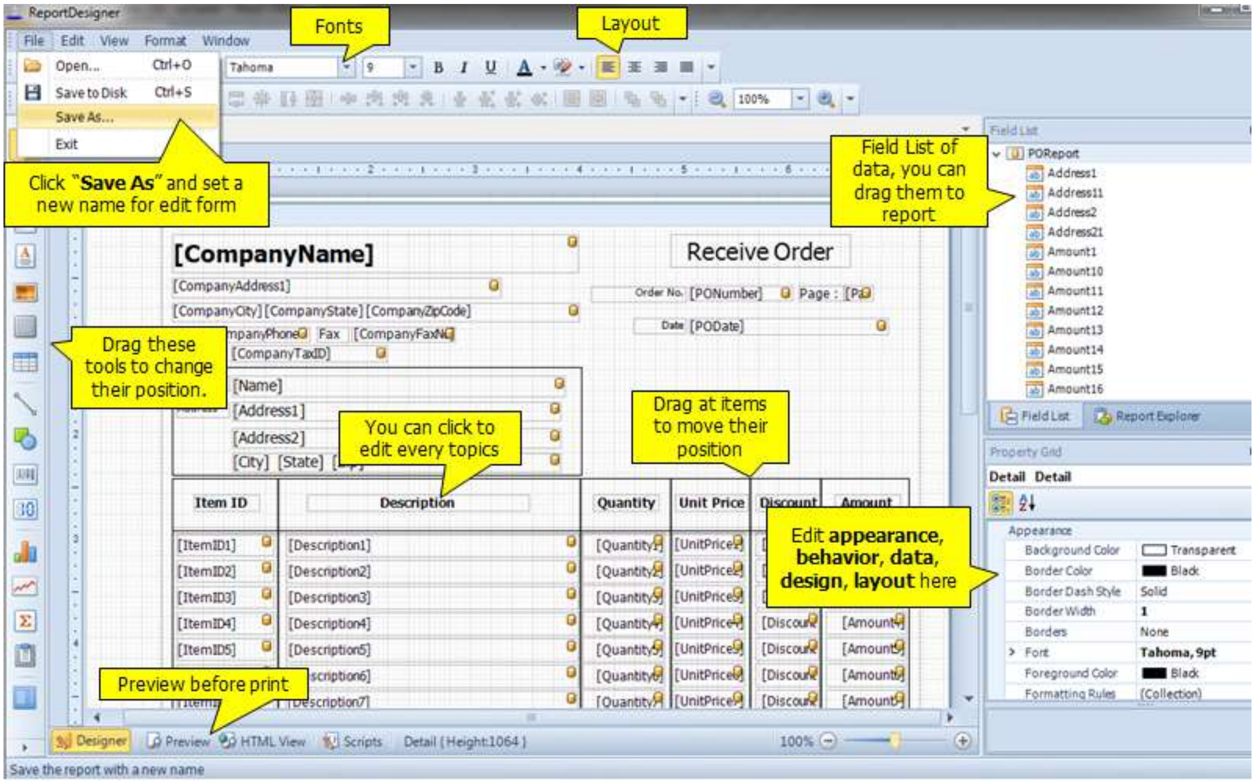
Add New Report

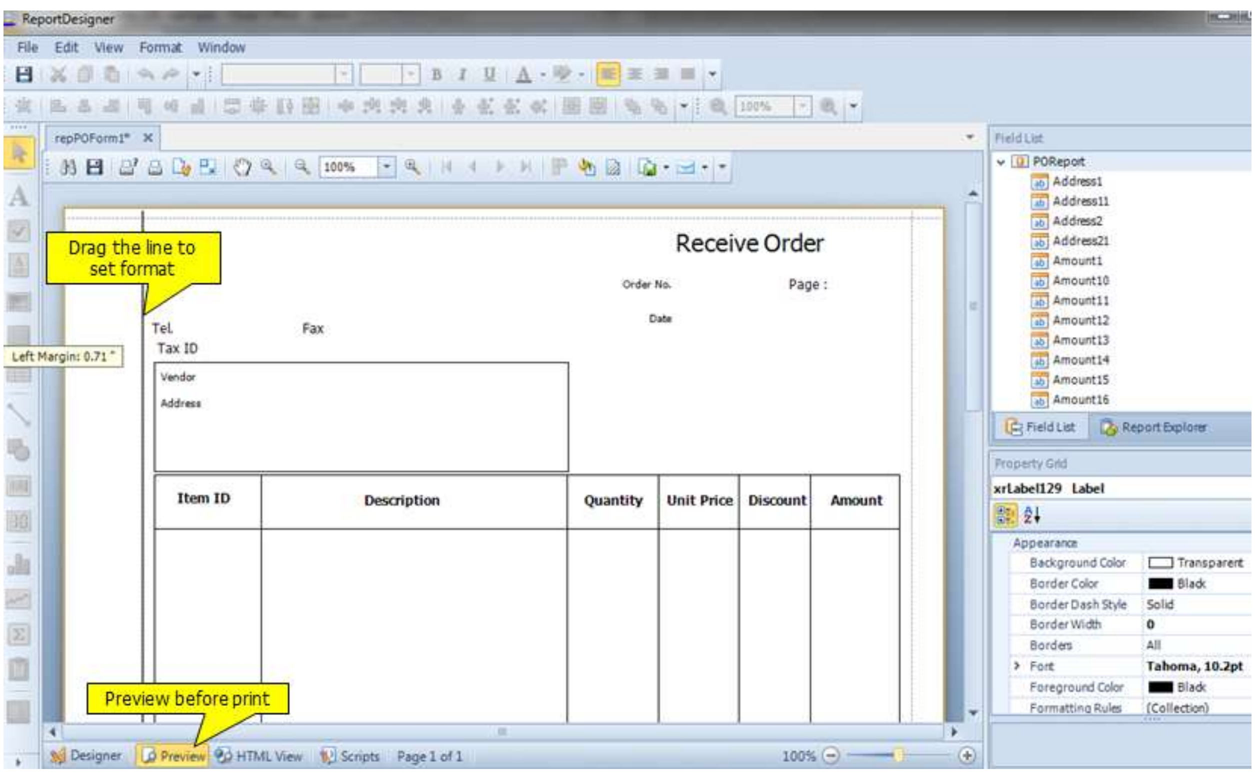
1. Select report form
2. Click  to edit or copy report
3. Click "**Save As**" and specify the name of new form
4. Then, new form will appear at Report

Delete Report

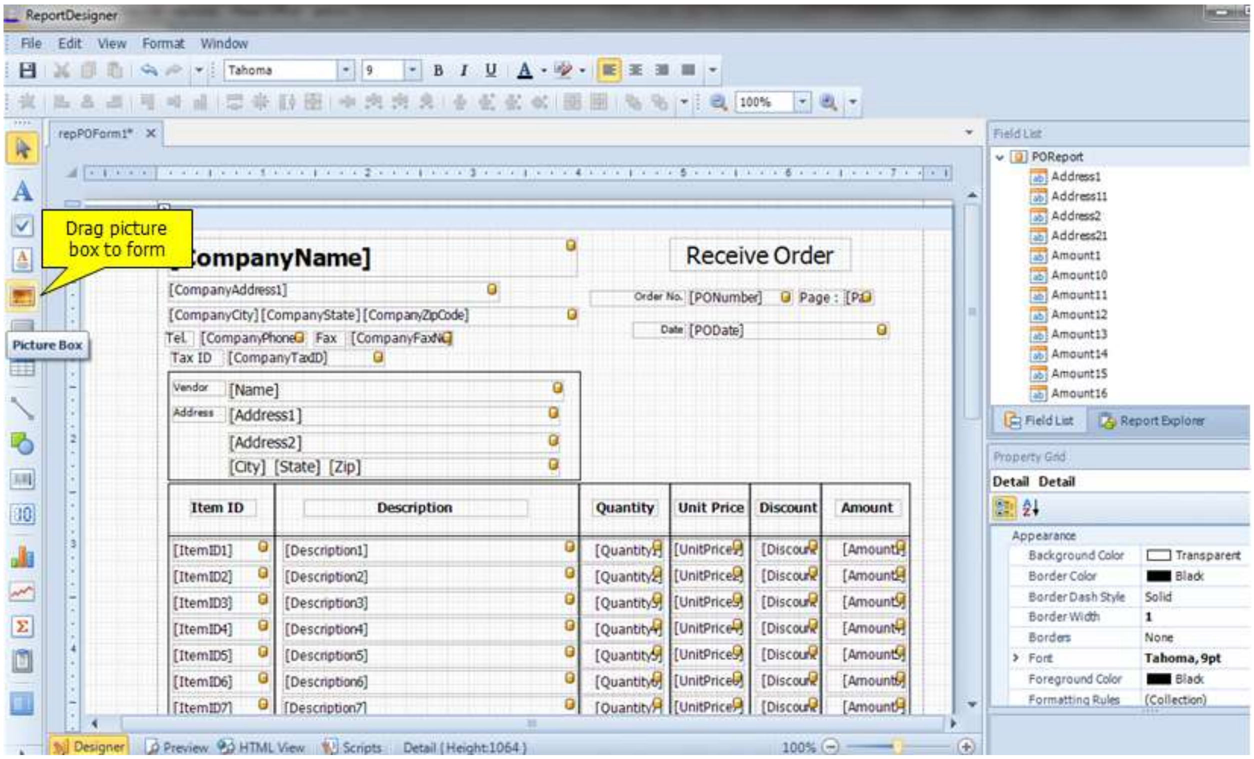
1. Select report form
2. Click  to delete reports

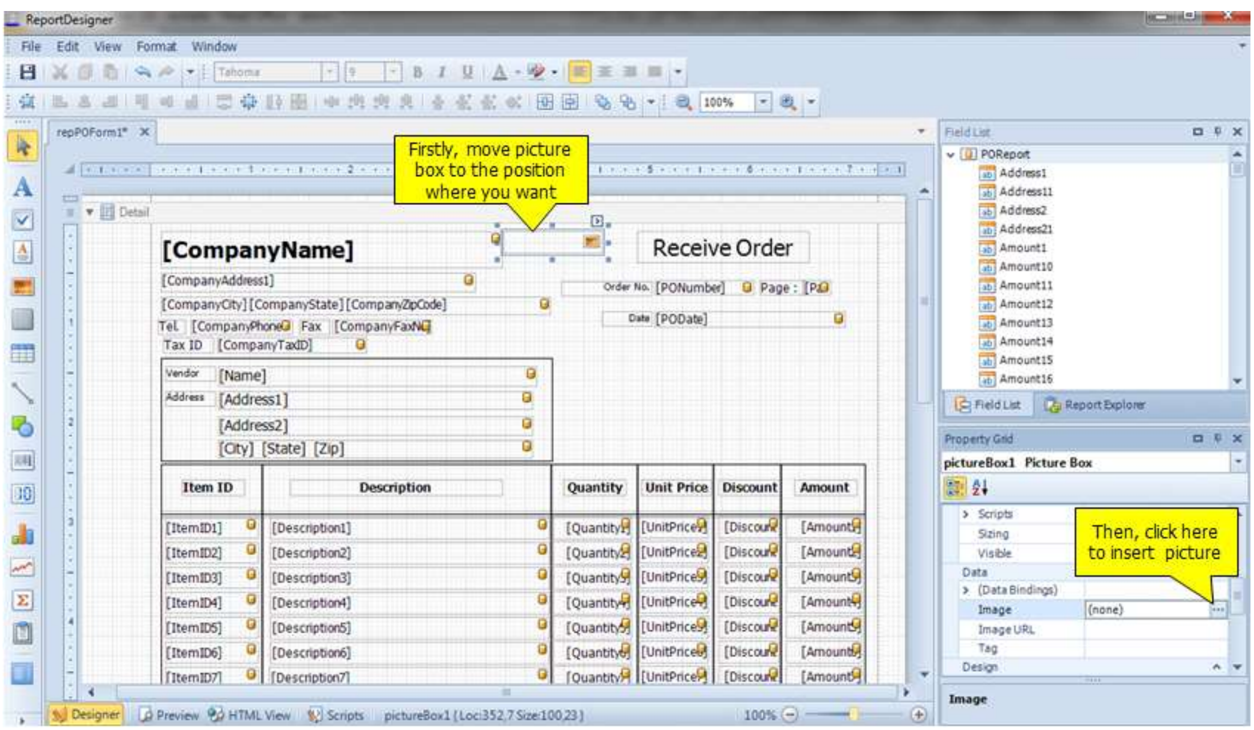
Before removing report, You should consider carefully because it cannot cancel and unrecoverable.

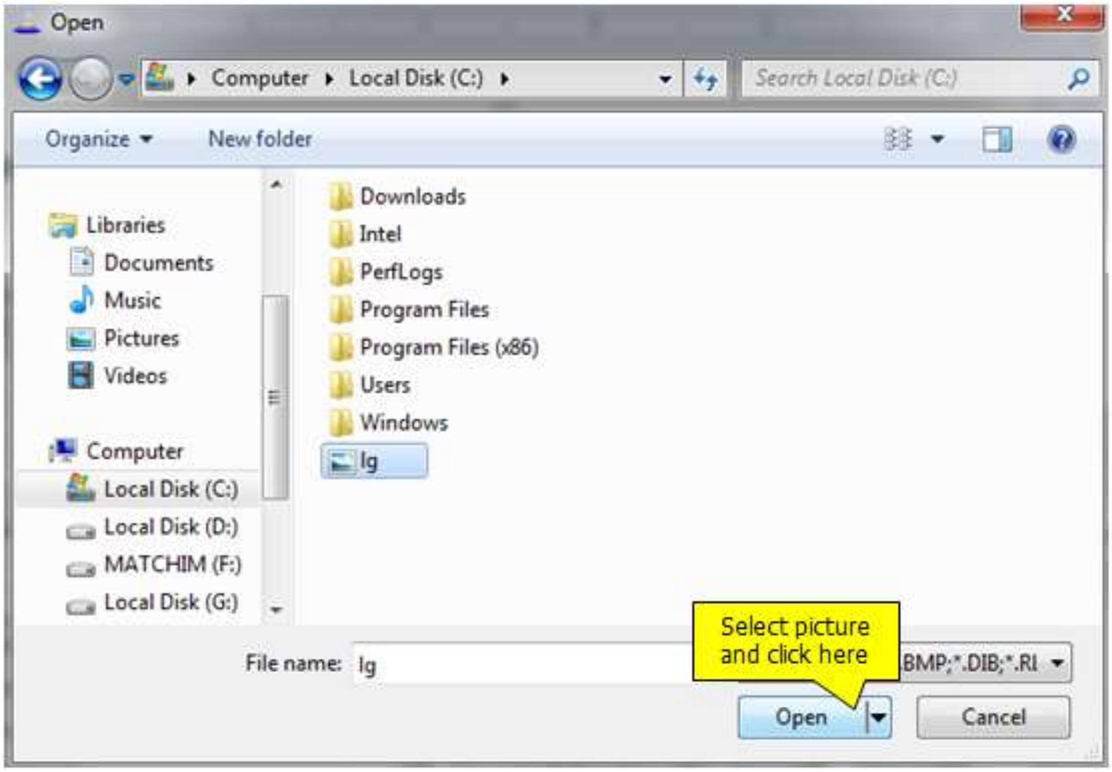

ReportDesigner
Fonts
Layout
Click "Save As" and set a new name for edit form
Field List of data, you can drag them to report
Drag these tools to change their position.
You can click to edit every topics
Drag at items to move their position
Edit appearance, behavior, data, design, layout here
Preview before print
Receive Order
[CompanyName]
Item ID
Description
Quantity
Unit Price
Discount
Amount
Save the report with a new name

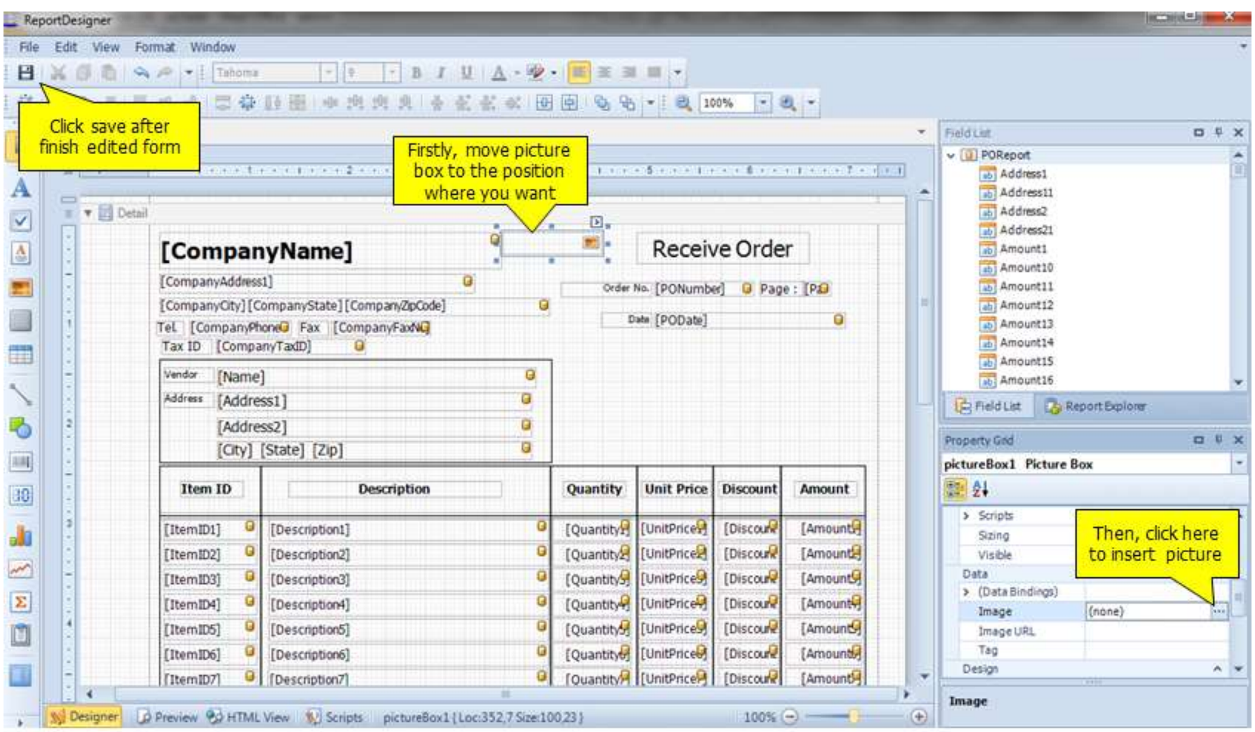

ReportDesigner
Drag the line to set format
Left Margin: 0.71"
Receive Order
Order No.
Page :
Date
Tel.
Fax
Tax ID
Vendor
Address
Item ID
Description
Quantity
Unit Price
Discount
Amount
Preview before print

Insert Picture to the Form





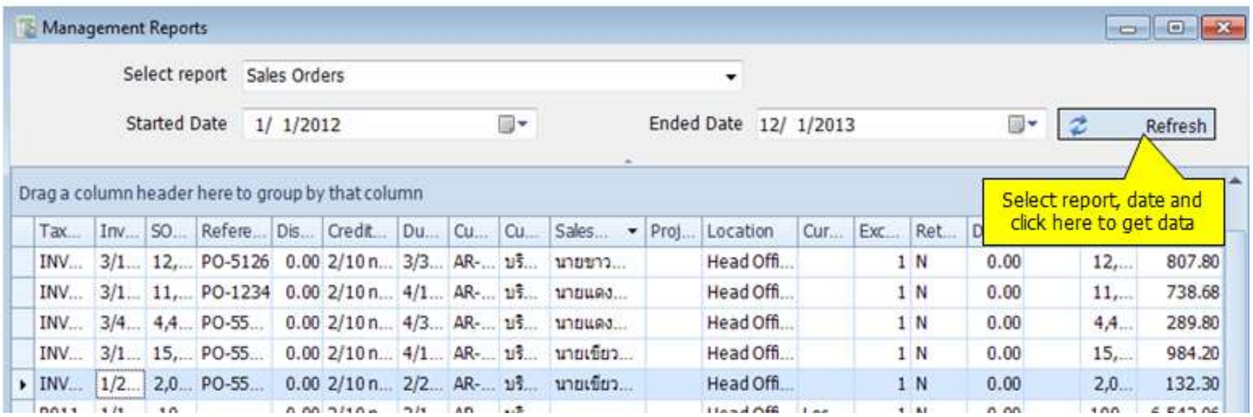

Open
Computer ▸ Local Disk (C:) ▸
Search Local Disk (C:)
Organize
New folder
Libraries
Documents
Music
Pictures
Videos
Computer
Local Disk (C:)
Local Disk (D:)
MATCHIM (F:)
Local Disk (G:)
Downloads
Intel
PerfLogs
Program Files
Program Files (x86)
Users
Windows
lg
File name: lg
Select picture and click here
Open
Cancel


ReportDesigner
File Edit View Format Window
Click save after finish edited form
Firstly, move picture box to the position where you want
[CompanyName]
Receive Order
Item ID
Description
Quantity
Unit Price
Discount
Amount
Field List
POReport
Property Grid
pictureBox1 Picture Box
Then, click here to insert picture
Image
(none)

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.



Summary Report with Chart