

Review of installation settings

Overview of main initialization and settings



EK management tools 8.7.10

Choose language

Verify requirements

Set up database

Install site

Configure site

Install EK modules

Install optional modules

Apply theme

Choose language

English ▼

Save and continue

Once profile installation and database are installed, you will be redirected to main administration control panel

Administrate system data and settings

+ Global settings

+ Companies

+ Countries

+ Access

Always run the [update script](#) each time a module is updated.

⚠ Set private data folder in [configuration](#).

⚠ You have not activated any country yet. Go [here](#) to activate countries.

⚠ You have not created any company yet. Go [here](#) to create one.

Set a private path.
See online [tutorials](#)

Click in this link to set active
country

Click in this link to create 1st
company



Missing settings for
documents: [Edit](#)



Missing settings for finance:
[Edit](#)



No base currency selected.
Go [here](#) to select a base
currency.



No ssl database connection



Private file free space: n/a



Excel library installed



Tepdf library installed

Other modules specific alerts

List and edit countries

active

Name	Entity	Status (uncheck to deactivate)
------	--------	--------------------------------

non active

Name	Entity	Status (select to activate)
------	--------	-----------------------------

Select country to activate in list and click "Record"

New country

Switzerland

Add a country for the site.

Record

New company

Companies list

New company

Input new company data and click "Save"

active

My Company Ltd

name MCL-

registration number

registration number

address line 1

address line 1

Edit company access by user

Companies access

Countries access

Access by user

My Company Ltd

Select users with access

☒ admin(authenticated,administrator)

☐ Partner_user(authenticated,extranet)

☒ user(authenticated,manager)

☒ user2(authenticated,manager)

☐ UserToDelete(authenticated,manager)

Select user who have access to your company

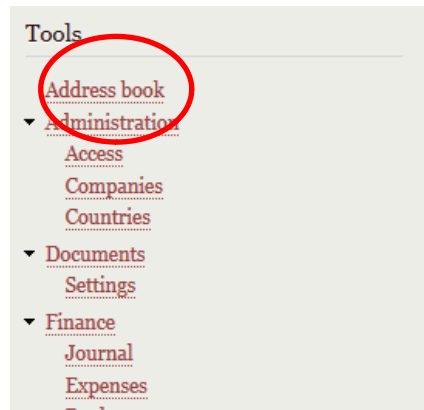
Record

1) Activate countries of operation

2) Create a company

3) Define companies and countries access by user

4) Record clients and suppliers data



Edit address book

Search Companies list Contacts list **New**

Organization or company name Short

- Select - organization type - Select - organization category

Telephone Fax

5) Create the journal accounts as needed (basic structure is already recorded. Finance module only. For more details go to 'accounts-setup-basic' ref. manual)

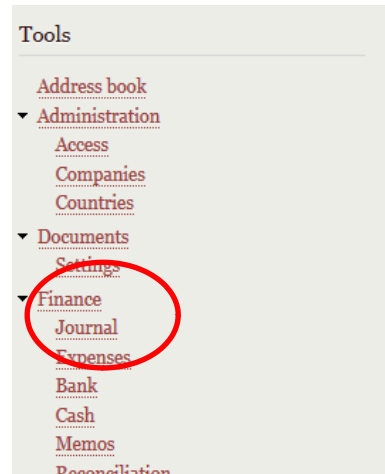


Chart of accounts

Journal Journal entry Ledger Trial balance Reports **Chart of accounts**

company: My company Class: 61000 - General & Administrative Exp

list

		Balance	Balance USD	Balance date	Active
61000	General & Administrat				<input checked="" type="checkbox"/>
61005	Accounting - Secretar	0.00	0.00	2013-01-01	<input checked="" type="checkbox"/>
61006	Audit	0.00	0.00	2013-01-01	<input checked="" type="checkbox"/>
61008	Information charges	0.00	0.00	2013-01-01	<input type="checkbox"/>

6) Define base currency (Finance module only.)

Tools

- Address book
- Administration
 - Access
 - Companies
 - Countries
- Documents
 - Settings
- Finance
 - Journal
 - Expenses
 - Bank
 - Cash
 - Memos
 - Reconciliation
 - Report & budget
 - Settings**

Edit finance settings

Base currency
US dollar

rate 1

authorizeMemo *
yes

Request authorization for personal memos

Record

7) Select active currencies (multi currencies settings; Finance module only.)

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 - Cash**
 - Memos
 - Reconciliation

Currencies

Cash Manage **Currencies**

Active

SGD	Dollar Singapour	1.25	<input checked="" type="checkbox"/> active
USD	US dollar	1	<input checked="" type="checkbox"/> active

selected base currency

Non Active

8) Record bank
reference as
needed
(Finance module
only)

Tools

- Address book
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 - Expenses
 - Bank**

Banks references

Banks Bank accounts

new

Bank name	Company reference
Cbank Vietnam	Company 2
DBS Bank (Hong Kong) Limited	My company
HSBC Bank (Vietnam) Ltd.	Company 2
JOINT STOCK COMMERCIAL BANK FOR FOREIGN TRADE	Company 2

Manage bank references

[select another bank](#) or [view list](#)

bank name

address line 1

address line 2

postcode

- Select -

contact

contact name

9) Record bank accounts as needed
(finance module only)

Tools

Address book

Administration

Access

Companies

Countries

Documents

Settings

Finance

Journal

Expenses

Bank

Banks references

Banks

Bank accounts

new

Account reference	Bank reference	Currency	Accounting
8888888888 Usd	DBS Bank (Hong Kong) Limited - My company	USD	12120
8888888888 Eur	DBS Bank (Hong Kong) Limited - My company	EUR	12130
007.100.8888888	JOINT STOCK COMMERCIAL BANK FOR FOREIGN TRADE - Company 2	VND	12125
007.137.0597134	JOINT STOCK COMMERCIAL BANK FOR FOREIGN TRADE -		

Manage bank accounts

[select another account](#) or [view list](#)

Account No., IBAN

Currency *

- Select -

Bank reference *

- Select -

Journal reference *

- Select -

10) Record products and services as needed

Tools

- Address book
- ▼ Administration
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 - Countries
- ▼ Documents
 - Settings
- ▼ Finance
 - Journal
 - Expenses
 - Bank
 - Cash
 - Memos
 - Reconciliation
 - Report & budget
 - Settings
- ▼ Human resources
 - Edit parameters
 - Manage payroll
 - Products and services**
 - Project management

Create item

Search Items list **Create**

active ▼

- Select - ▼

Item type. The first 3 letters of the type will be used to generate an item code for new item.

Main description

Extended description

supplier item code

supplier item code if any

supplier name

11) Payroll -
parameters

Parameters

List New employee Categories Main parameters Allowances Organization Accounts Manage payslips

12) Create
employees
categories first

Edit categories

List New employee **Categories** Main parameters Allowances Organization Accounts Manage payslips

company *

My company ▼

Input the description name for each category used. For each category you can define specific parameters in Allowances

Category a

Blue Team

Category b

Red Team

Location

List New employee Categories Main parameters Allowances **Organization** Accounts Manage payslips

Locations Services Ranks

company *

My company ▼

Name ▲	Description	Turnover
Main office	Office 1	0.00
Factory 1	factory 1	0.00
Site ABC	site	0.00



Services

List New employee Categories Main parameters Allowances Organization Accounts Manage payslips

Locations **Services** Ranks

company *

My company ▼

Name ▲	Manager	De
Service 1	A ▼	
Service 2	B ▼	

Ranks

List New employee Categories Main parameters Allowances Organization Accounts Manage payslips

Locations Services **Ranks**

company *

My company ▼

13) Create working locations

14) Create working services

15) Define / upload ranks file

Ex. Of ranks file
structure

@ADMINISTRATION,
1 General manager,
2 Executive,
3 Clerk,

@SALES,
1 Manager,
2 Secretary,

@ENGINEER,
1 Senior Engineer,
2 Junior Engineer,

Save the structure in a text file (I.e. myfile.txt) and
upload it.

16) Input payroll global parameters

Edit main parameters

List New employee Categories **Main parameters** Allowances Organization Accounts Manage payslips

company *
My company ▼

1
permit duration (year)

0
maximum levy

Social Security Fund
Fund 1 name

P
Fund 1 calculation (P=percent; T=table)

10
employer Fund 1 contribution (%)

17) Input allowances per defined category

Edit allowances and deductions

List New employee Categories Main parameters **Allowances** Organization Accounts Manage payslips

company *
My company ▼

category : Blue Team

▼ Fixed allowances

Description	Value	Formula	Include tax
Normal OT normal OT	2	formula	yes ▼
Rest day OT rest day OT	3	formula	yes ▼
PH OT PH	4	formula	yes ▼
medical leave	12	formula	yes ▼

18) Allocate
journal accounts
per allowance
type
(finance module
only. Ref. to journal
for accounts
available)

Accounts

List

New employee

Categories

Main parameters

Allowances

Organization

Accounts

Manage payslips

company *

My company ▼

Select finance account for each debit type

pay account

22210 - CREDITORS IN USD ▼

fund1 account

22412 - Payroll pension payable ▼

fund2 account

22414 - Payroll insurance payable ▼

19) How to setup cron tasks for server administrator?

This cron job will do the scheduled checks and emails used by various modules.

The system uses the cron key generated by Drupal cron.

The key can be retrieved from </admin/config/system/cron>

To run cron from outside the site, go to http://localhost/Drupal/drupal8/d8_beta12/cron/LdZkrKXJDD8qeTb8DwaZeJLFiHbwK7fNXz4Y5sqRyhHsAj_p68Ac8Nvkh5s

To setup cron on the server, point the cron job command to the url :

<PROTOCOL> ://< SERVER ADDRESS > </admin/cron/task/> < DRUPAL KEY >

The system will check on :

- project status
- project tasks
- purchase tasks
- sales status
- sales tasks

