

Overview standard setup

This document will describe the basic setup needed for
new application

1) Create a country

Tools

- [Address book](#)
- ▼ [Administration](#)
 - [Access](#)
 - [Companies](#)
 - [Countries](#)
- ▼ [Documents](#)
 - [Settings](#)
- ▼ [Finance](#)
 - [Journal](#)
 - [Expenses](#)
 - [Bank](#)
 - [Cash](#)
 - [Memos](#)
 - [Reconciliation](#)
 - [Report & budget](#)
 - [Settings](#)

List and edit countries

▼ **Active**

MALAYSIA active

VIETNAM active

▼ **Non Active**

AFGHANISTAN **select to activate**

2) Create a company

Tools

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Manage companies

Companies list
New company

+ Excel list

id ▲	Name
.....

3) Define companies and countries access by user

Tools

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Edit company access by user

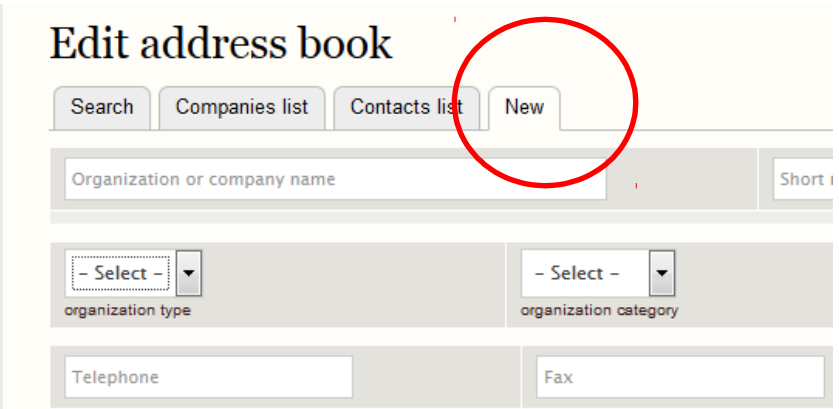
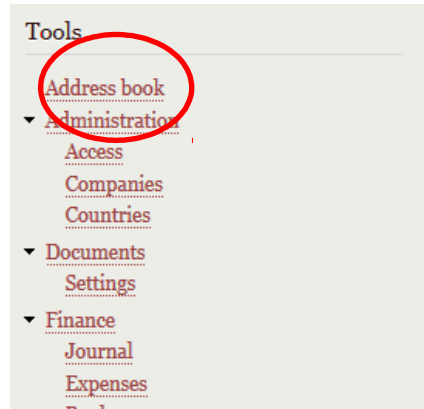
Companies access
Countries access

My company ▼

▼ **Select users with access**

- admin (authenticated,administrator)
- user (authenticated)
- user2 (authenticated)

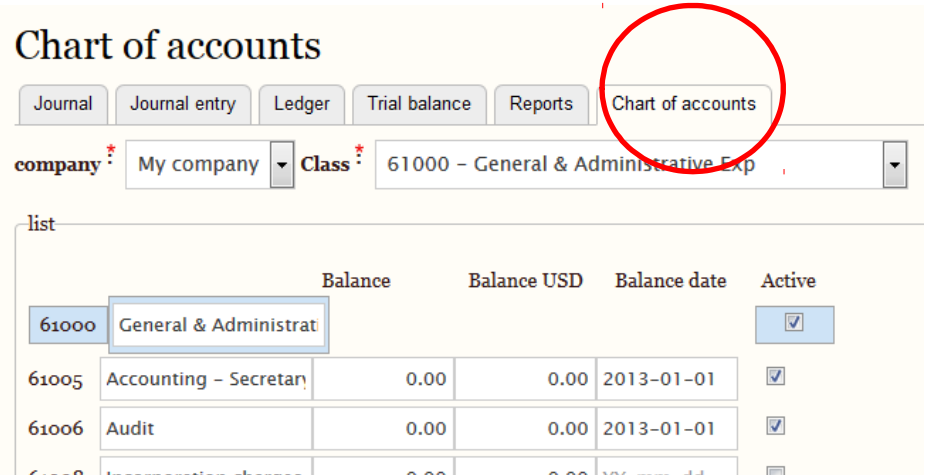
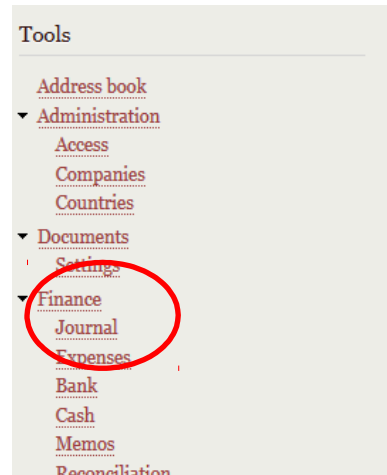
4) Record clients and suppliers data

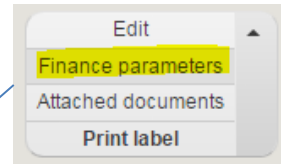


5) Create the journal accounts as needed (basic structure is already recorded).

Finance module only. For more details go to 'accounts-setup-basic' ref. Manual).

Journal is needed for further finance company settings





Edit company settings - My Vompany

yes ▾
collectible sales tax

22200 - Trade Creditors ▾
sales tax collection account

yes ▾
deductible sales tax

12600 - Tax deductible ▾
sales tax deduction account

10
sales tax rate

22200 - Trade Creditors ▾
Withholding tax collection account

12600 - Tax deductible ▾
Withholding tax deduction account

1
Withholding tax rate

41010 - Sales ▾
currency gain, loss account

6) Update company settings

For the company you have created, select the 'finance parameters option'

You will see a list of accounts parameter
For each option, select the recording account.

For ex. 22200 Trade creditor should be changed to 22350 Tax payable here

If for some options, no account is listed, you need to create it in the chart of accounts

For ex. 'currency gain/loss' for multi currency computation (see point 5 above)

7) Define base currency (Finance module only.)

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

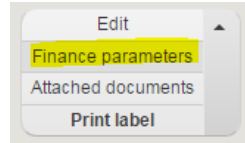
Code	Name	Rate	Active
SGD	Dollar Singapour	1.25	<input checked="" type="checkbox"/> active
USD	US dollar	1	<input checked="" type="checkbox"/> active

selected base currency

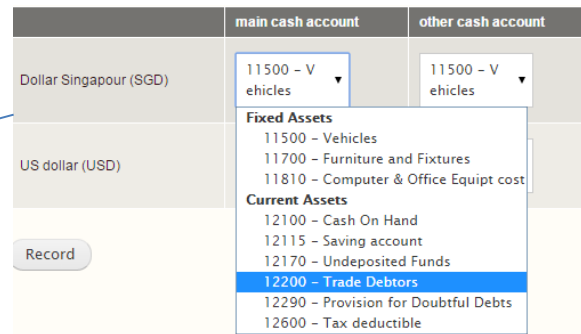
9) Update settings per currency

After the active currencies have been selected, they appear in the company finance settings;

The debtor and creditor accounts by currency need to be updated



	main cash account	other cash account	receivable account, debtor	liability account, creditor
Dollar Singapour (SGD)	11500 - Vehicles	11500 - Vehicles	11500 - Vehicles	22200 - Trade Creditors
US dollar (USD)	11500 - Vehicles	11500 - Vehicles	11500 - Vehicles	22200 - Trade Creditors



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

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 - Expenses
 - Bank**
 - Cash

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

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

Tools

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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](#)

Currency *

Bank reference *

Journal reference *

12) Record products and services as needed

Tools

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- ▼ [Human resources](#)
 - [Edit parameters](#)
 - [Manage payroll](#)
 - [Products and services](#)
 - [Project management](#)

Create item

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 name

(HR module)

13) Payroll -
parameters

Parameters

List New employee Categories Main parameters Allowances Organization Accounts Manage payslips

14) 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 ▾	<input type="checkbox"/>
Service 2	B ▾	<input type="checkbox"/>

Ranks

List New employee Categories Main parameters Allowances Organization Accounts Manage payslips

Locations Services **Ranks**

company *
My company ▾

15) Create working locations

16) Create working services

17) 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.

18) 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 (%)

19) Input allowances per defined category

Edit allowances and deductions

[List](#)
[New employee](#)
[Categories](#)
[Main parameters](#)
[Allowances](#)
[Organization](#)
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[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 ▾

20) 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 ▼



AREA
Systems

AK