Building Services & Maintenance 2015

USER MANUAL

Lesson 1 – Installation & License Activation

Topics:

- ✓ System Installation
- ✓ License Activation
- ✓ Client-Server Setup

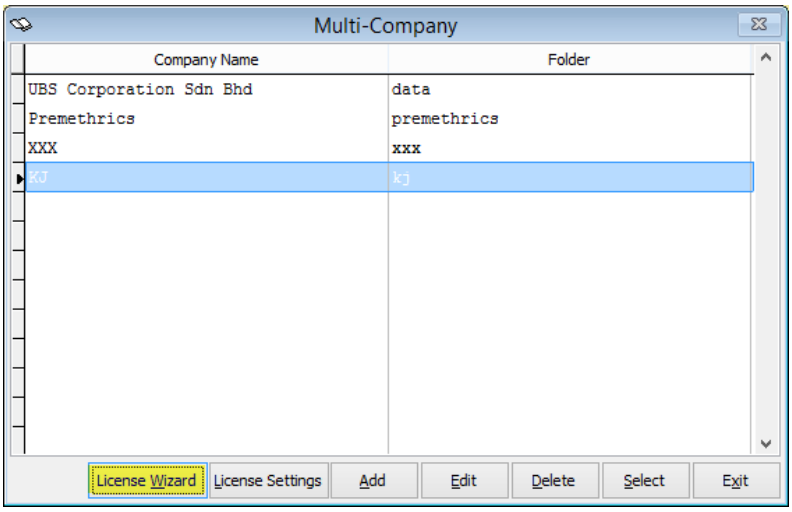
1.1 System Installation

- **Standalone**
  - System, license & database reside in the same PC
- **Client – Server**
  - Server Installation
  - Client PC installation
  - Concurrent user

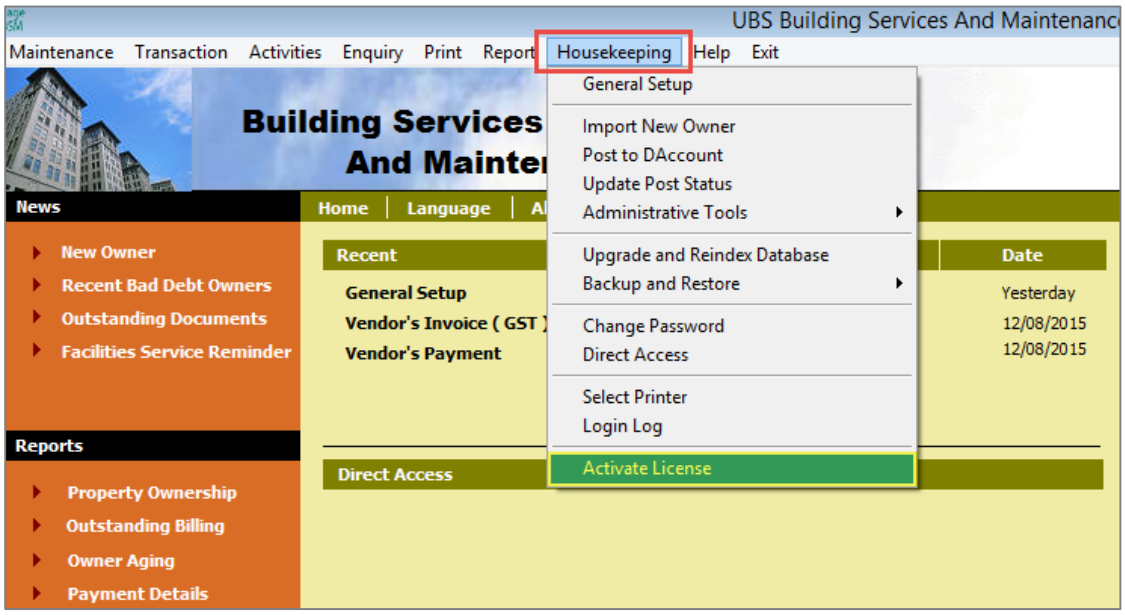
1.2 License Activation

- **Activate & deactivate license**
  - Activate license after new installation
  - If change PC, need to deactivate from the existing PC, then activate at the new PC
- **Update license**
  - Update Sage cover expiry date
  - Update number of concurrent user

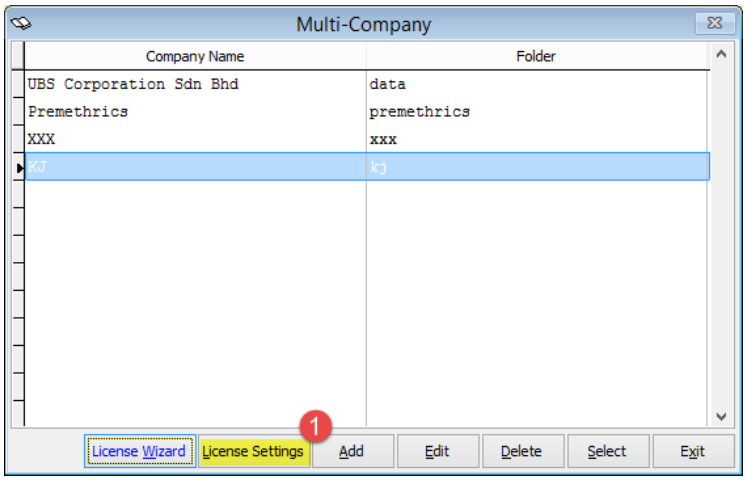
Option 1: License Wizard in Company List

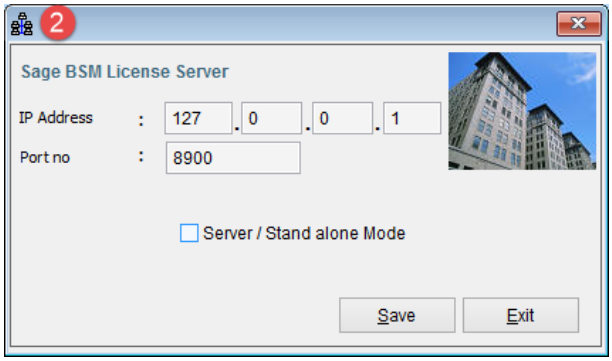


Option 2: License Wizard in Housekeeping menu



Option 3: License Settings with Server





Lesson 2 – Setup & Settings

Topics:

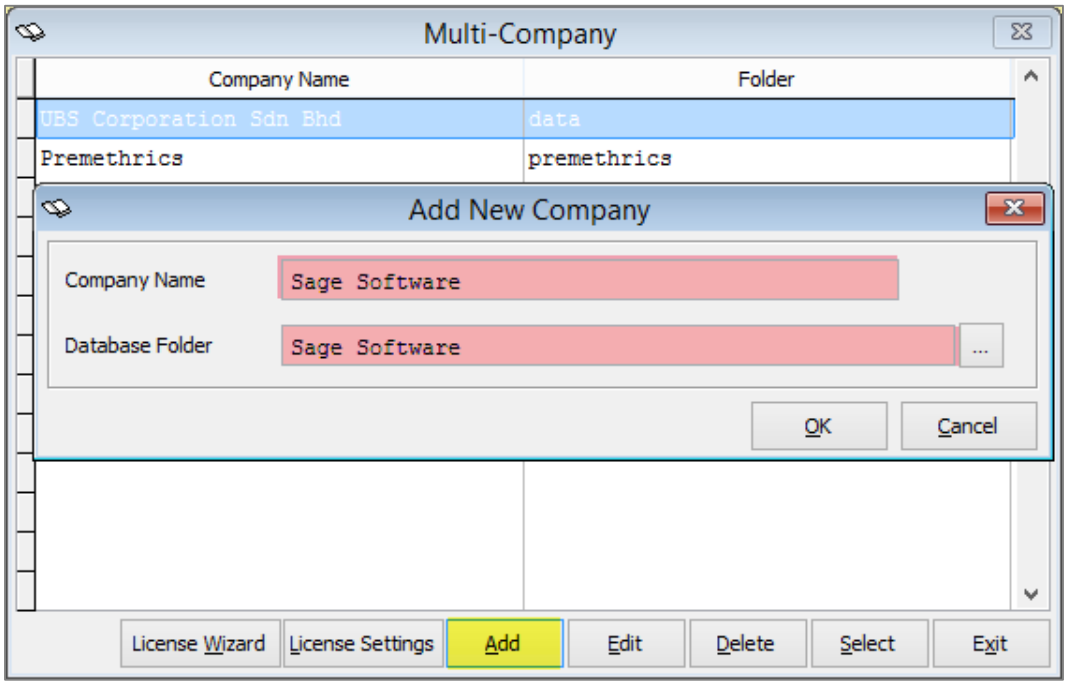
- ✓ Create new company
- ✓ General Setup
- ✓ Administrative Tools

2.1 Add New Company

If you are supposed to manage different set of company's profile, you have to apply and enable multi-company option at ***Housekeeping ➔ General Setup➔ Company***

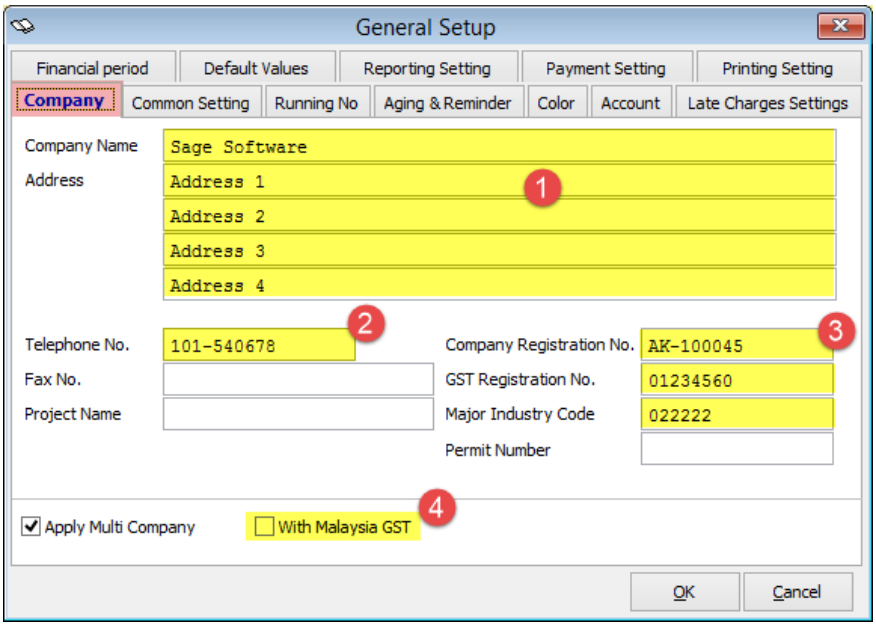
When you try to login into the system again, you will be prompted with a menu titled *Multi-Company*, just like the previous section.

1. Click "**Add**" button
2. Enter the company name and create the database and administrative folder respectively.
3. Click "**OK**" button to confirm addition of new company.

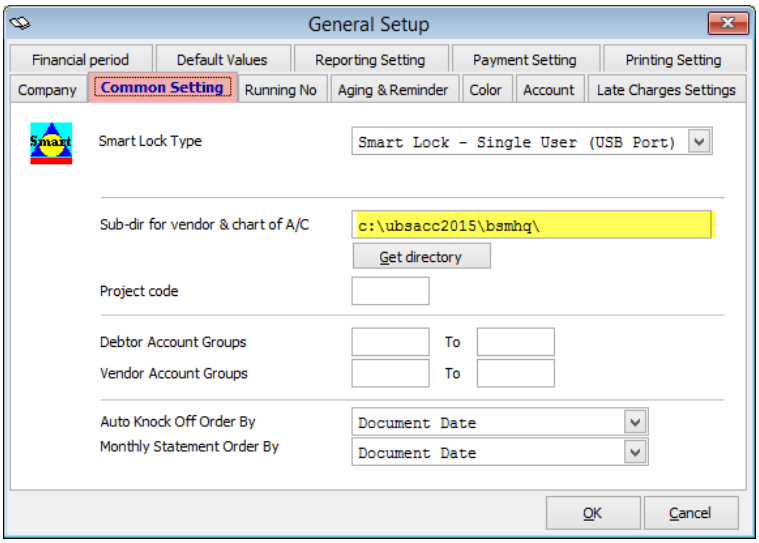


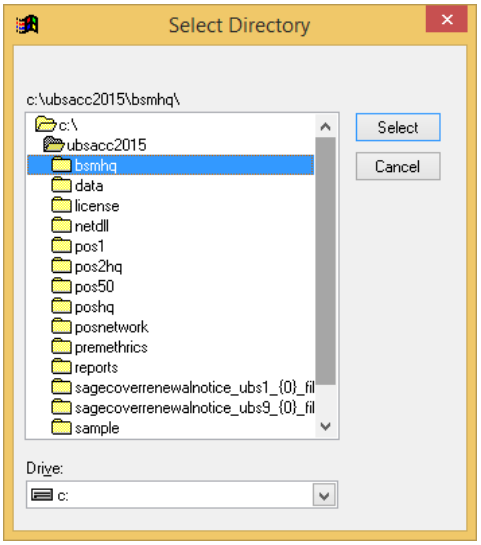
2.2 General Setup

- **Setup the Company Profile**
  - Fill-in the Company name, address, telephone no., Company Registration no., GST Registration no. and Major Industry Code
  - **Apply Multi-Company** – system allows you to create multiple companies to maintain different sets of property management system database
  - **With Malaysia GST –** enable MY GST and allow you to select pricing method – **Inclusive or Exclusive *(take note once save setting will be disable)***

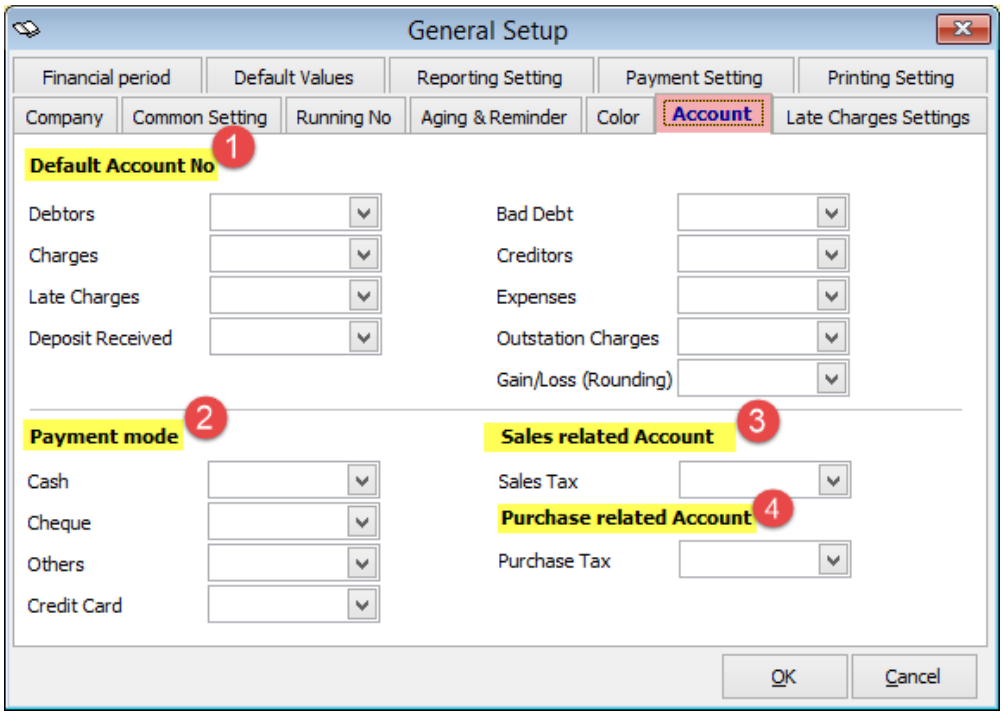


- **Link to Sage UBS Accounting System**
  - In Housekeeping > Common Setting > Sub-dir for vendor & chart of A/C which allow you to link the UBS Accounting

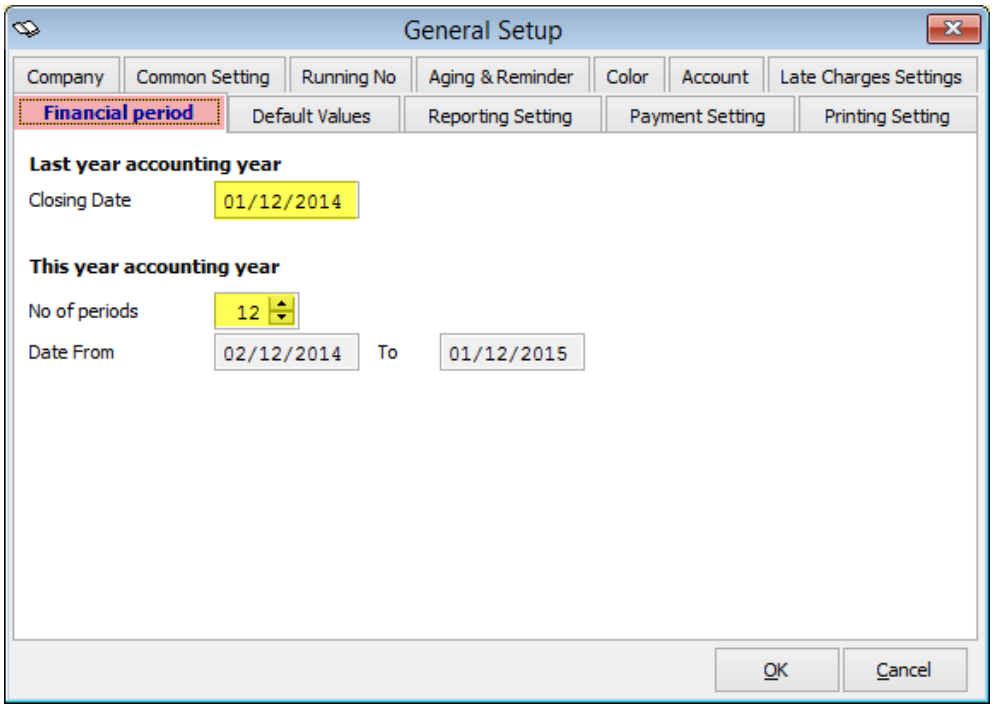




- **Mapped GL Accounts**
  - List of GL Accounts is from the UBS Accounting



- **Set your Financial period**
  - ***Last year accounting year*** – dd/mm/yyyy.
  - ***Period*** – Specify the period total for current accounting year
  - ***Date from ~ to*** – System assigned date base on entry in period and last year accounting year



2.3 Administrative Tools

This category of menus allow user to manage and maintain user's security setting, control database and pre-set user preference in term of language choice and font type.

- **User Manager**
  - Locate via ***Housekeeping ➔ Administrative Tools ➔ User Manager***
  - This option enables you to create user login id as well as assign user authorization level.

Add New User

1. Select "**Add**" button and key in :-

   User ID - assign login identification code for each user (maximum 8 characters).

   Name - User name (maximum 30 characters).

   User Group - assign user's authorization level. (also refer to Housekeeping➔Administrative Tools➔Group Policy)

2. Click " **Save**" if confirmed correct, otherwise "**Cancel**"

☑ ***System Administrator***

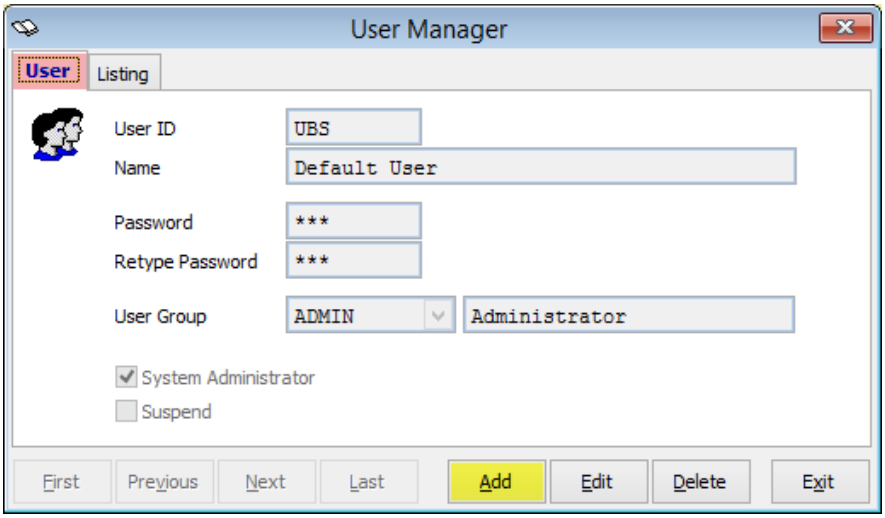
System administrator has the authority to access into all modules.

☑ ***Suspend***

Click on the Suspend checkbox to terminate the user access right for any inactive user.

Edit User Profile

Select "**Edit**" button to modify user profile such as user name, re-assign user group, authorizing administrator function or even suspending any user id.



➢ **Group Policy**

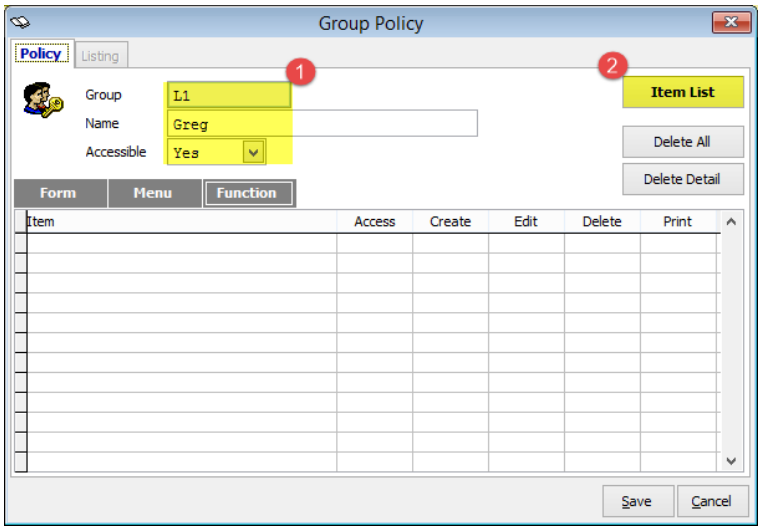
- Locate via ***Housekeeping ➔ Administrative Tools ➔ Group Policy***
- This option enables you to define the user group's accessibility in the system.

Add and Edit New Group

1. Select "**Add**" button and key in the group id and name.

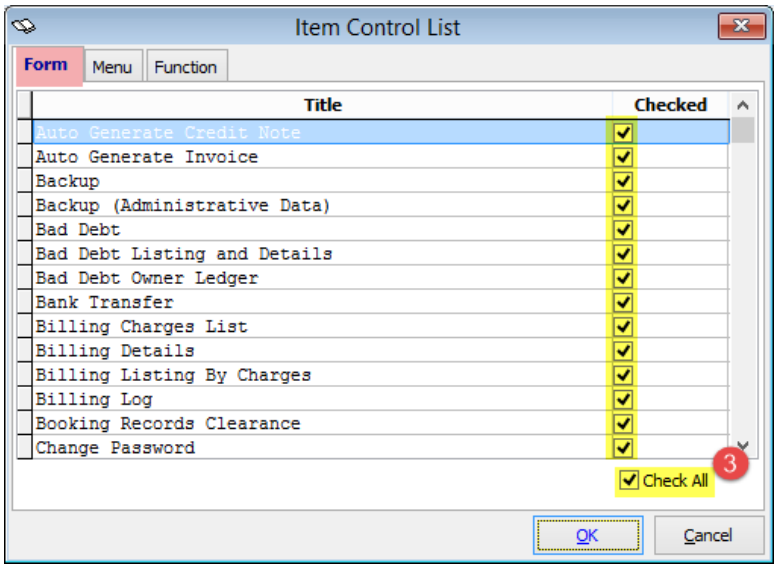
2. Next, click on "**Save**" button to confirm.

3. Then, click on the "**Edit**" button. You will notice that the two buttons of "**Item List**" and "**Delete Detail**" have been enabled.



4. Click "**Item List**" button and select the form name from the list to assign the authority right for the group to access to the form.

5. Click "**OK**" and the form name selected will be display in the table items.



6. There are 5 types of access control to the form you are accessing.

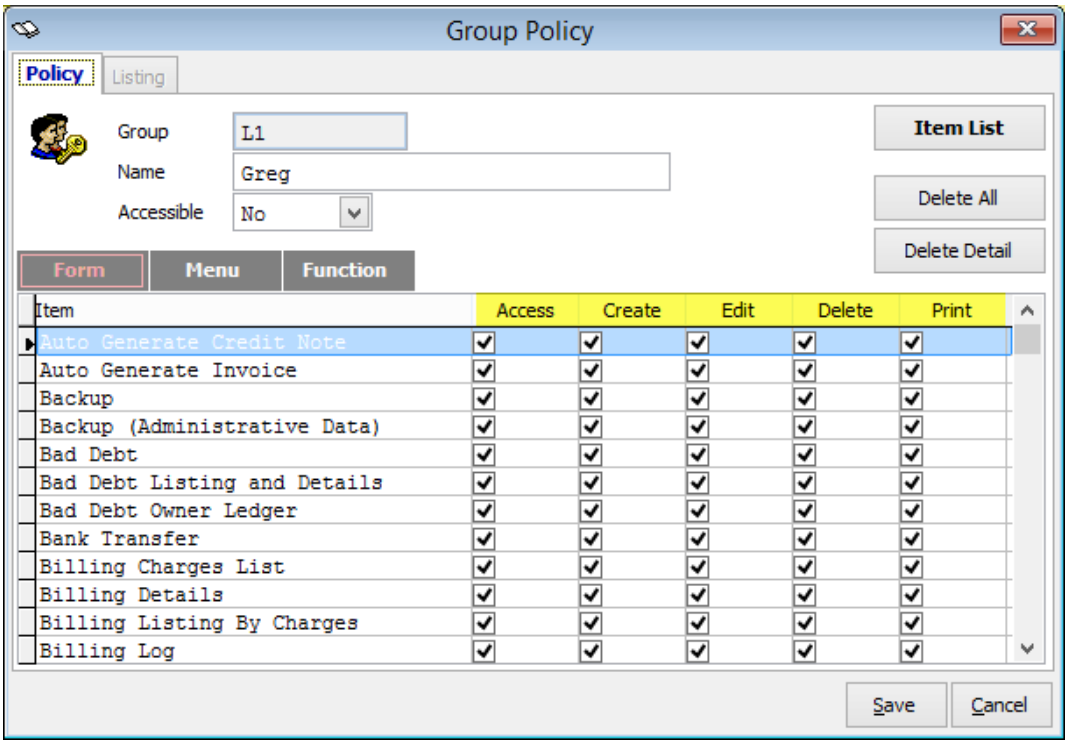
   i. Access – enable/disable the user to access to the form

   ii. Create – enable/disable the user to add a new record

   iii. Edit – enable/disable the user to edit the existing record

   iv. Delete – enable/disable the user to delete the record

   v. Print – enable/disable the user to print the report/listing



Lesson 3 – Setting up Maintenance

Topics:

- ✓ Miscellaneous File
- ✓ Property
- ✓ Ownership
- ✓ Vendor
- ✓ Expenses

- ✓ Charges
- ✓ Recurring Setting

➢ **Miscellaneous File**

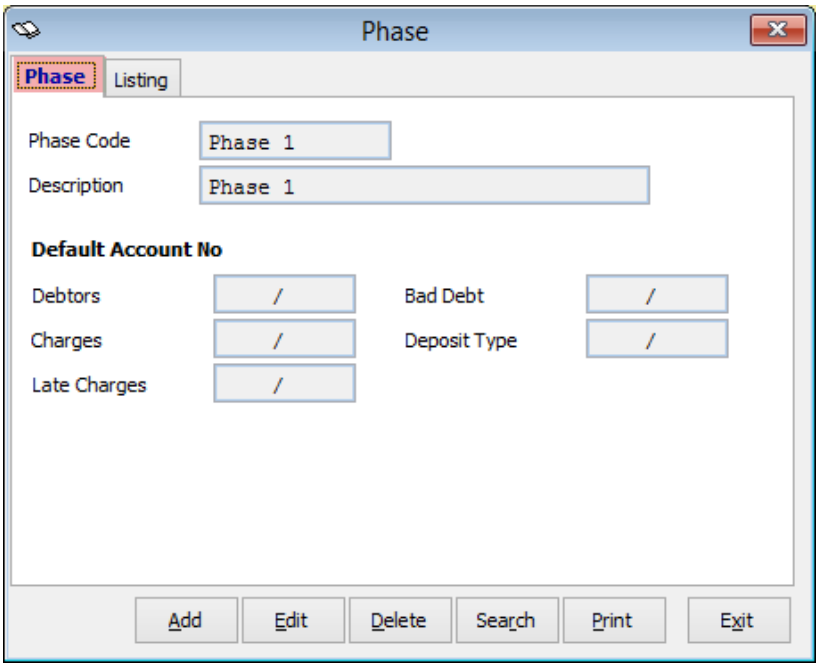
- Access via **Maintenance > Miscellaneous File**
- This menu option enables user to create and manage most of the prerequisite data which are essential and customized for property management.

Phase

Phase Code - Indicate an identification code for the property phase and area or project name (maximum 8 characters).

Description - Define with remark for the property phase code. (maxi 40 characters)

Debtors, Charges, Late Charges, Bad Debt and Deposit Type – Identify the account no for the property phase accordingly



Unit Type

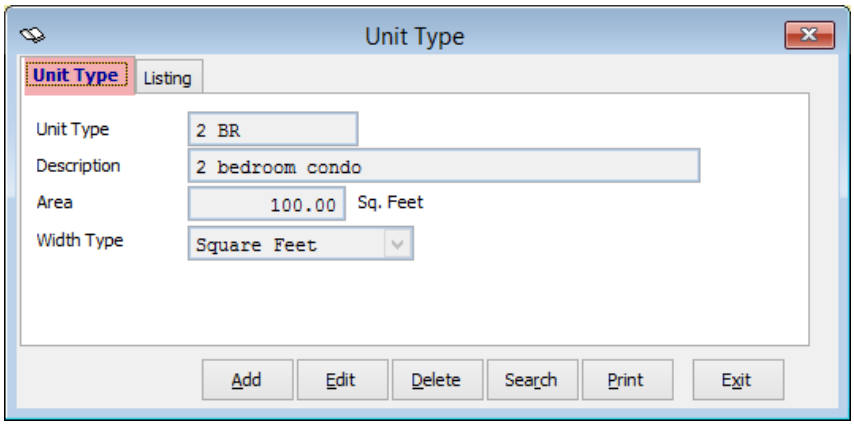
1. Click "**Add**" and type information in respective column :

Unit Type - Assign an abbreviation code for each type of property unit. (maximum 8 characters)

Description - Define and classify different type of property with detail, e.g. capacity of the unit with number of bedroom and bathroom. (maximum 40 characters)

Area - Property build up area.

Width Type - Square feet or square meters.



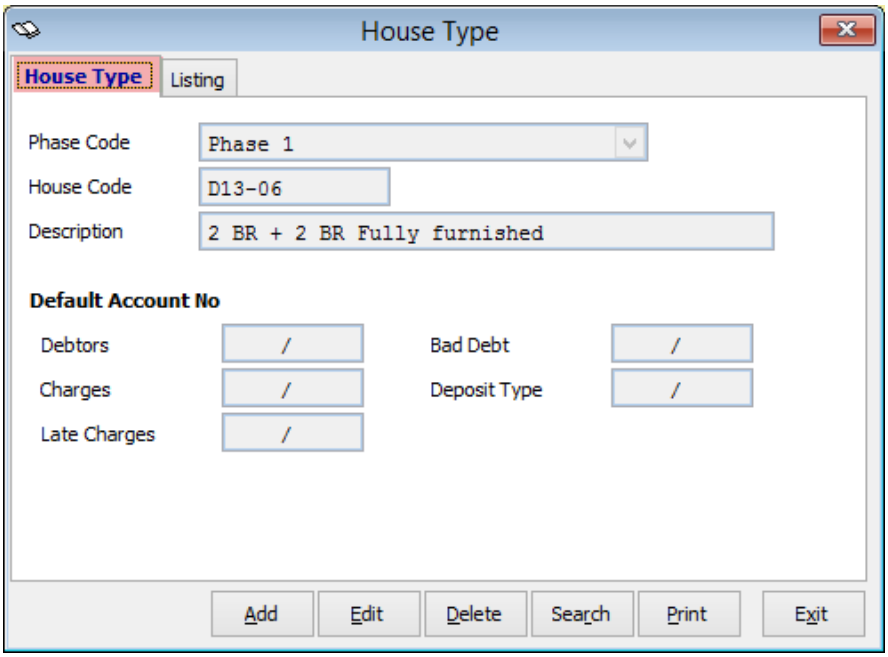
House Type

House Code - Assign abbreviation code to define the type of houses, e.g. apartment, condominium, semi detached, terrace housing etc. (Maximum 8 characters)

Phase Code - Choose the property phase code from list of phases defined earlier.

Description - Describe the characteristic of the house with detail to differentiate from others, e.g. block location at North, South, West or East, standard or corner unit, facing hill side or with sea view etc. (max 40 characters)

Debtors, Charges, Late Charges, Bad Debt and Deposit Type – Identify the account no for the property phase accordingly



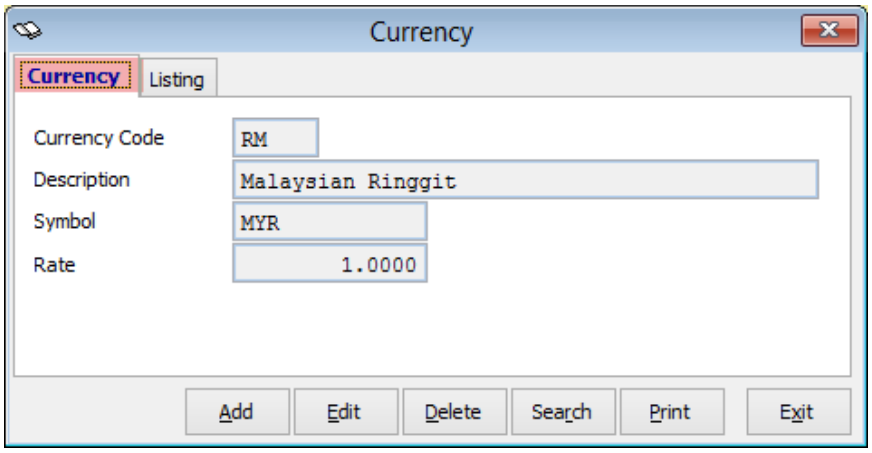
Currency

Currency Code - Abbreviation code for the currency. (Maximum 3 characters)

Description - Full wording of the currency code.

Symbol - Currency symbol.

Rate - Foreign currency exchange rate in exchange with local currency.

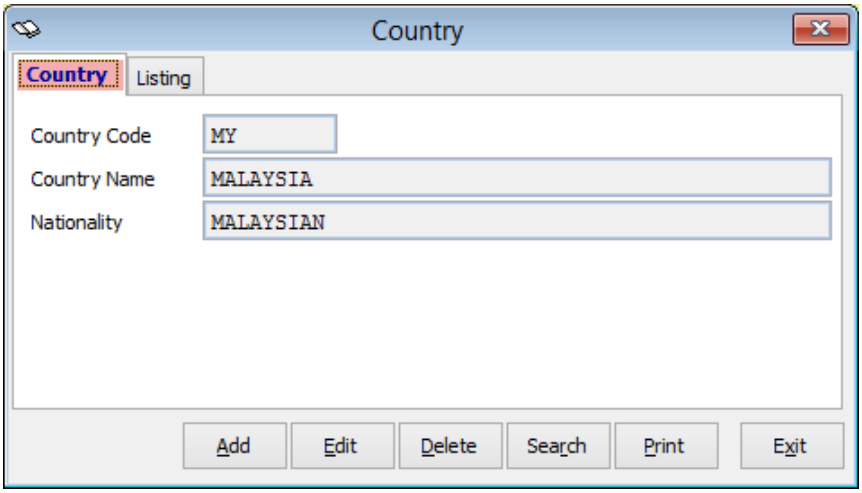


Country

Country Code - Official abbreviation code of a country.

Country Name - Full wording for the country name. (Maximum 40 characters)

Nationality - Nationality for the said country, e.g. Malaysian, Singaporean etc.
(Maximum 24 characters)

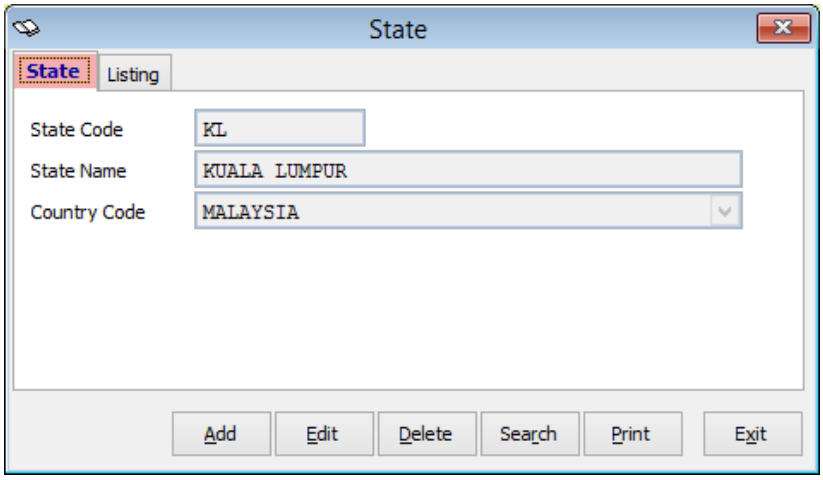


State

State Code - Abbreviation code for the state. (Maximum 3 characters)

State Name - Full wording for the state name. (Maximum 40 characters)

Country Code - Choose a country from the list



Tax

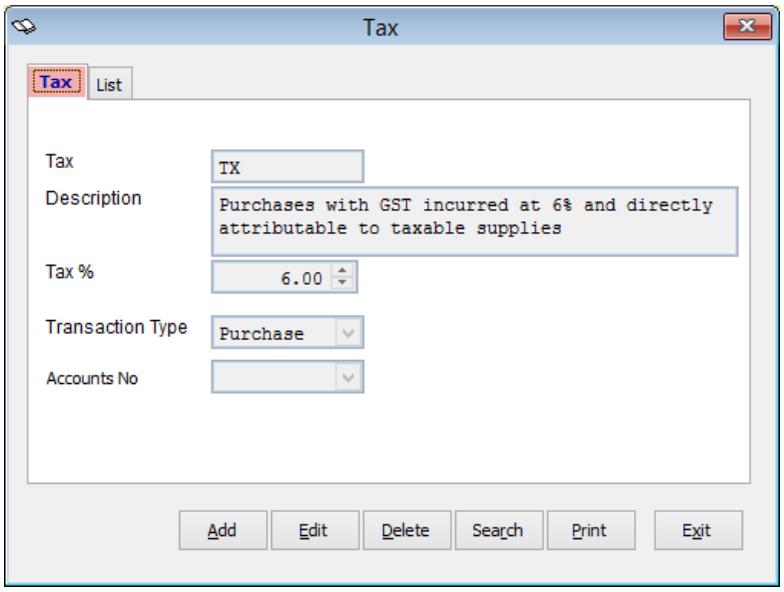
Tax – Abbreviation code for the tax. (Maximum of 12 characters)

Description – Tax description and details (maximum of 100 characters)

Tax % - Setting for the tax percentage, defaulted as 0.00

Transaction Type - Drop down list consist of "Sales" and "Purchase"

Accounts No – Setting if want to assign account code per Tax code



- **Property**
  - Access via **Maintenance > Property**
  - This menu option enables you to create, maintain and classify property information as well as generate multiple property units or delete generated unit from the database.

Add New Property

1. Select "**Add**" and enter information in respond to the respective column:-

Unit No. - Enter the property unit number. (Maximum 12 characters)

Unit Description - Describe the property unit with details not exceeding 40 characters.

Phase - Select the appropriate property phase or project name. (Also refer to Maintenance➔Miscellaneous File➔Phase)

House Type - Select the corresponding house type. (Also refer to Maintenance➔Miscellaneous File➔House Type)

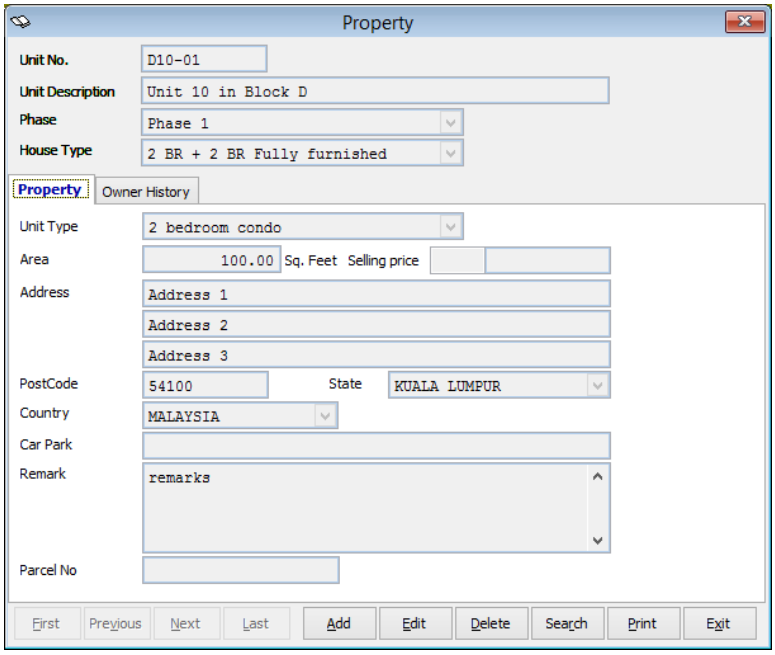
Unit Type - Select the corresponding unit type. (Also refer to Maintenance➔Miscellaneous File➔Unit Type)

Area - Extraction from the system database in accordance to the unit type (Also refer to Maintenance➔Miscellaneous File➔Unit Type)

Address, Postcode
State, Country - Full address of the said property.

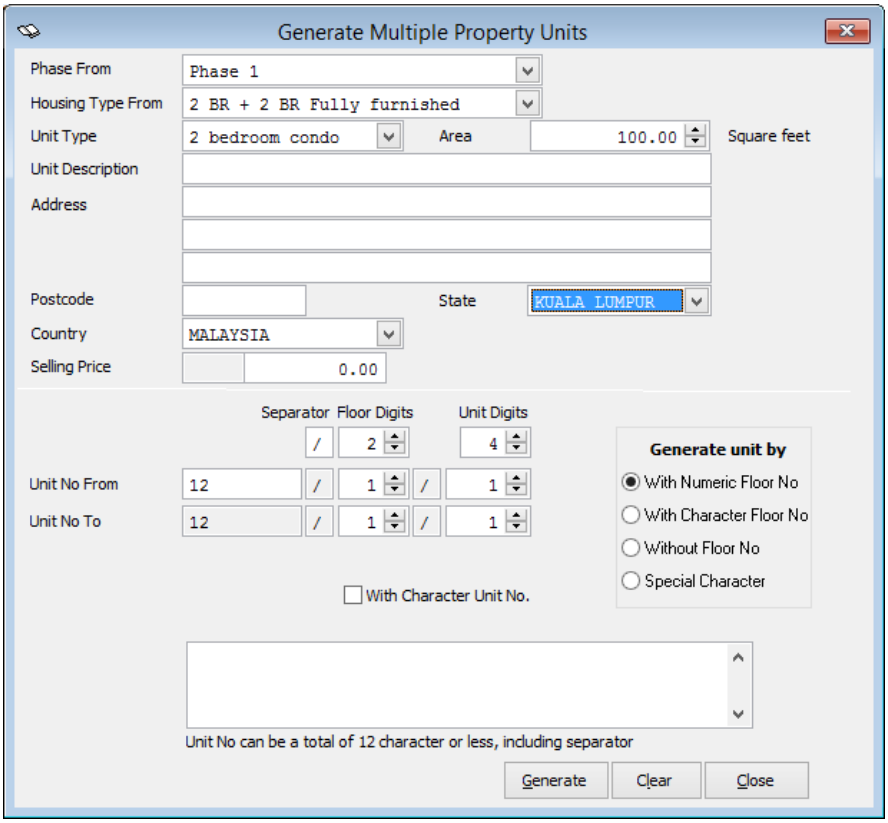
Car Park - Car park slot allocated to the owner in the said property if applicable.

Remark - Any other additional remark or information in explaining the said Property unit.



Generate Units

- Access via **Maintenance > Property > Generate Units**
- This menu option enables user to create and generate multiple property units that are having the identical information such as phase, house and unit type, capacity area and address.



➢ Ownership

- Access via **Maintenance > Ownership**
- This menu option enables you to create record and manage ownership of the property as regards to owner profile, employment details, unit details and property history.

Owner

1. Search and locate the correct property unit by selecting navigation button or press the Search button.

2. Click "**New Owner**" button.

3. Enter information in respond to the following columns:-

Owned by - Property ownership either by person, company or developer.

Owner No. - Auto generated owner number by system.

Ownership Date- Date of entry for property occupancy.

Owner Group – Grouping of owner if applicable (also refer to **Maintenance➔Miscellaneous File➔Owner Group**)

Name - Property owner name.

Old IC - Old IC number of property owner.

New IC - New IC number of property owner.

Passport No. - Property owner's passport number if applicable.

Nationality – Nationality of the owner (also refer to **Maintenance➔Miscellaneous File➔Country**)

Race - Chinese, Malay, Indian or Others.

Gender - Male or Female.

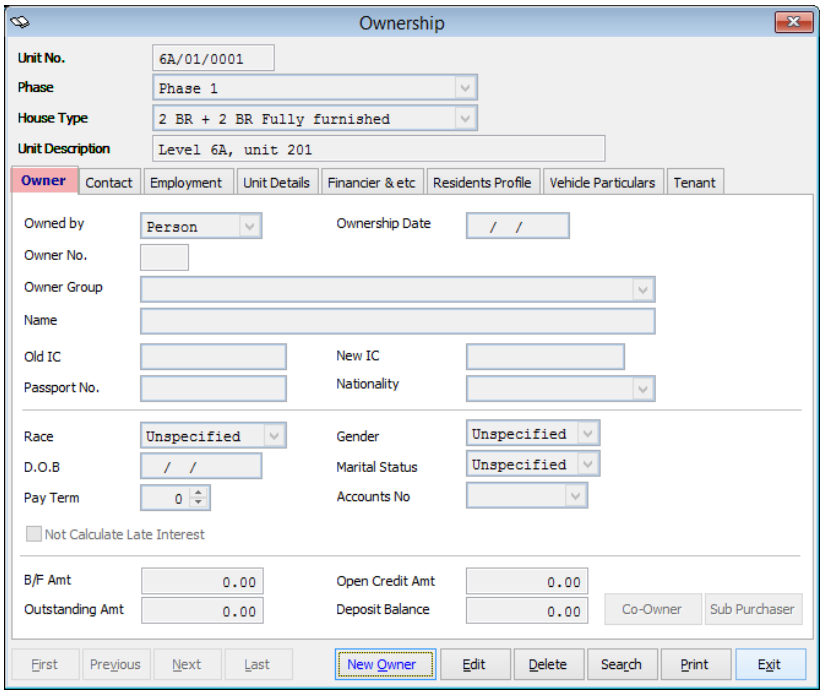
D.O.B - Date of birth. (dd/mm/yyyy)

Marital Status - Single, Married, Divorced or Widowed.

Pay Term - Payment term measure in days.

Accounts no – Specify the account no. of owner's property in accounting system.

Not Calculate Late Interest – Check this checkbox if the property owner is free from late interest charges



Contact

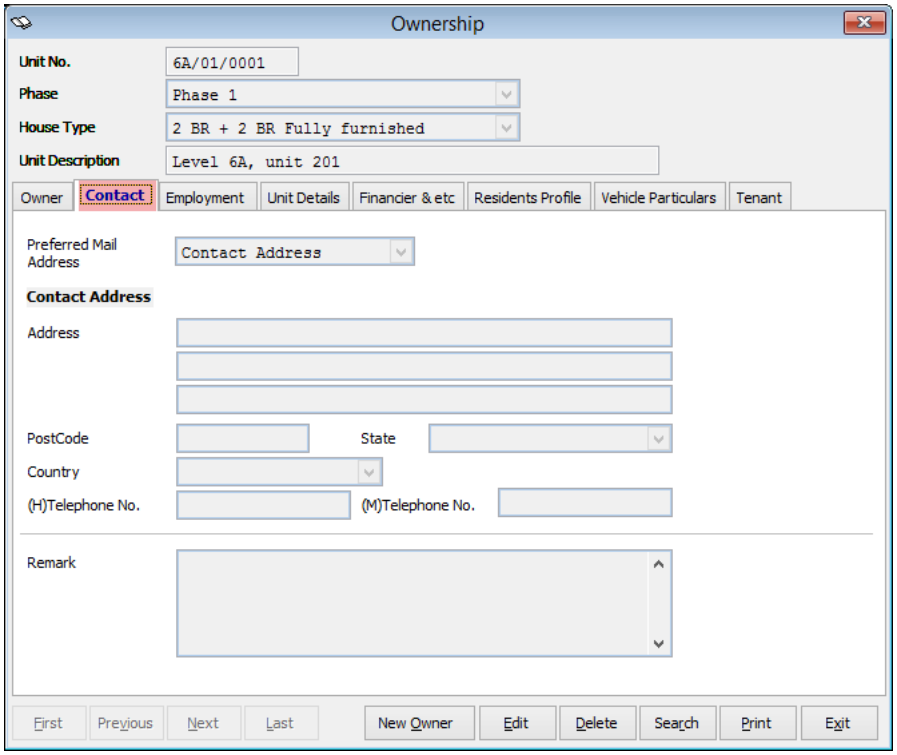
Preferred Mail Address - Select a preferable mailing address whether it is the above maintained contact address or the property location address (console address).

Address, Postcode, State, Country - Contact address of the owner other than the said property address.

(H)Telephone No. - Home telephone number.

(M)Telephone No. - Mobile telephone number.

Remark - Any other additional information about the owner.

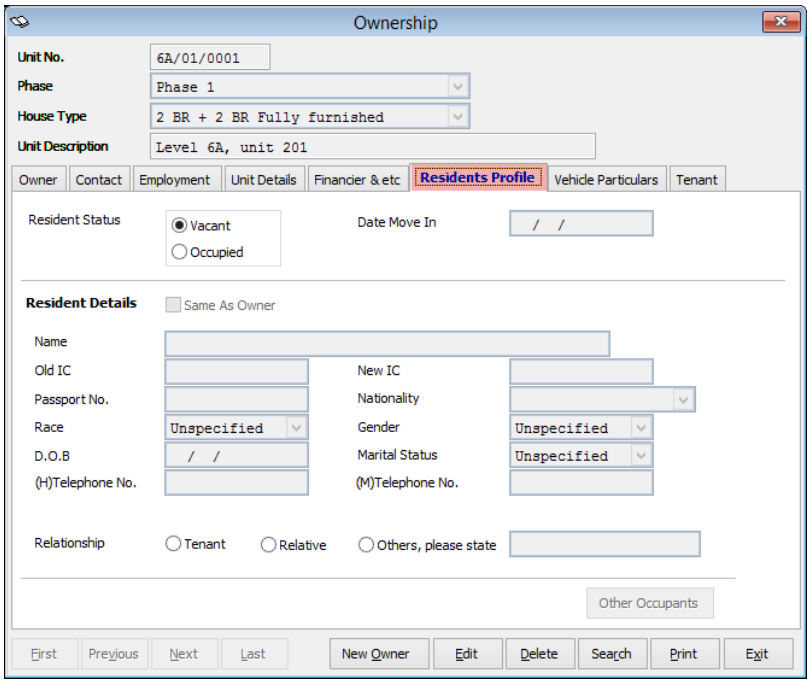


Residents Profile

Resident status – Vacant or occupied.

Date move in – Specify the date property being occupied.

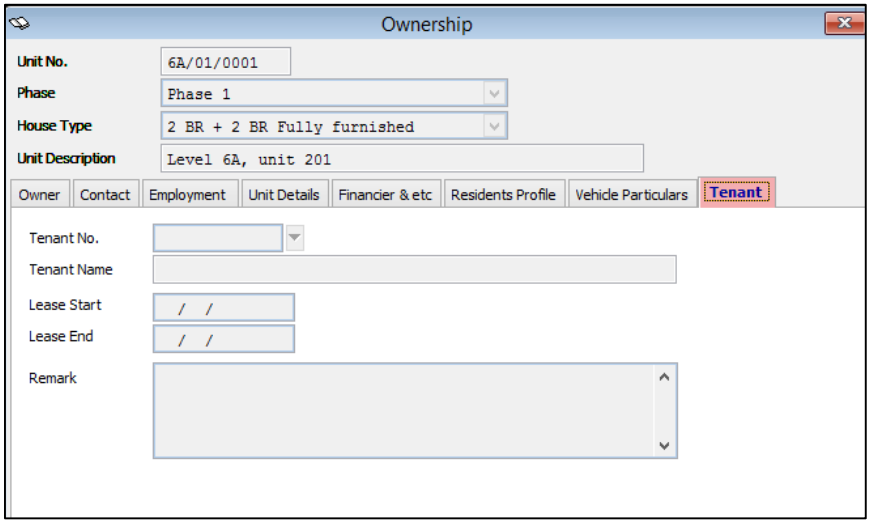
Resident Details – Tick this check box if the resident is same with the owner.



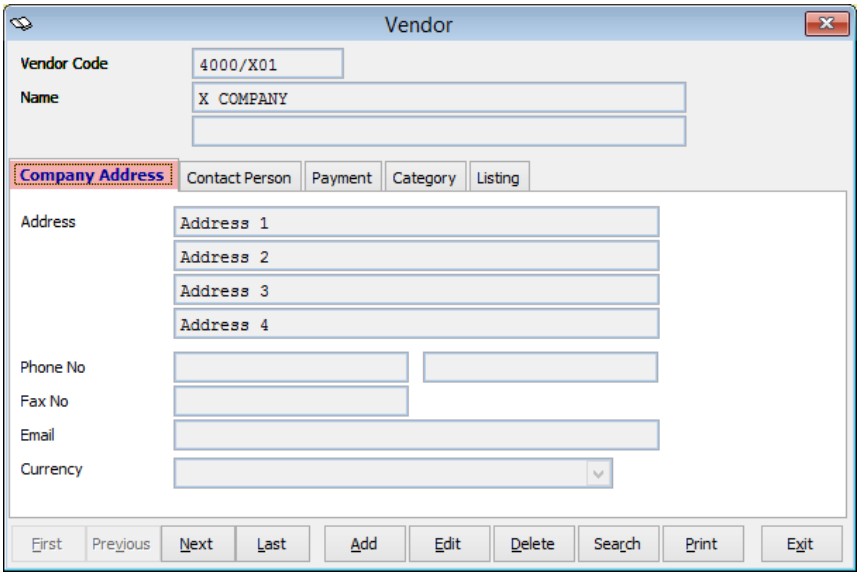
Tenant

Tenant no. – Select the tenant for the property. (also refer to **Maintenance➔Tenant**)

Lease start, lease end – The occupancy period for the specified tenant.



- **Vendor**
  - Access via **Maintenance > Vendor**
  - This menu option enables you to create record and manage vendor information.



- **Expenses**
  - Access via **Maintenance > Expenses**
  - This menu option enables you to create and classify different types of expenses incurred internally in the operations and administration of a property management company. Most of these expenses are payable to the contractors/suppliers/vendors.

Expenses Code - Assign an abbreviation code for each expense. (max 8 characters)

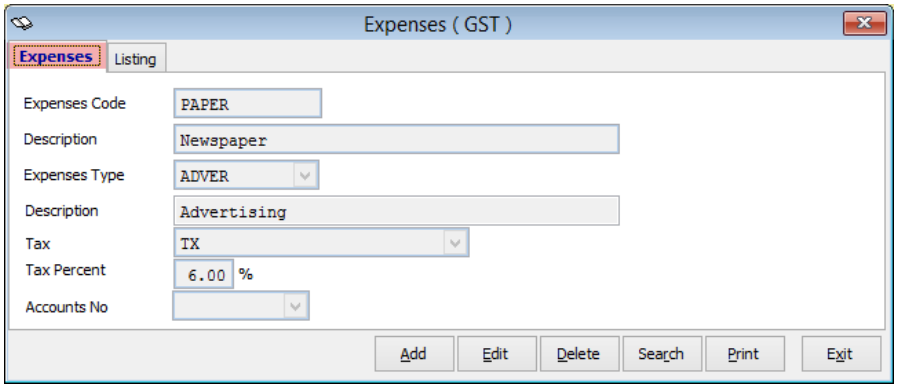
Description - Define reason for each expense. (maximum 40 characters)

Expenses type – Select the expenses type (also refer to **Maintenance➔Miscellaneous File➔Expenses Type**)

Tax – Assign Tax code

Tax Percent – display the tax percentage on the tax code selected

Accounts No. – Set specific account code per expenses



- **Charges**
  - Access via **Maintenance > Charges**
  - This menu option enables user to create and classify many different types of charges imposed on property owner.

Charge Code - Assign code for different category of charges (maxi 8 characters).

Charge Description - Define the charge with details. (maxi 40 characters)

Tax – Assign Tax code

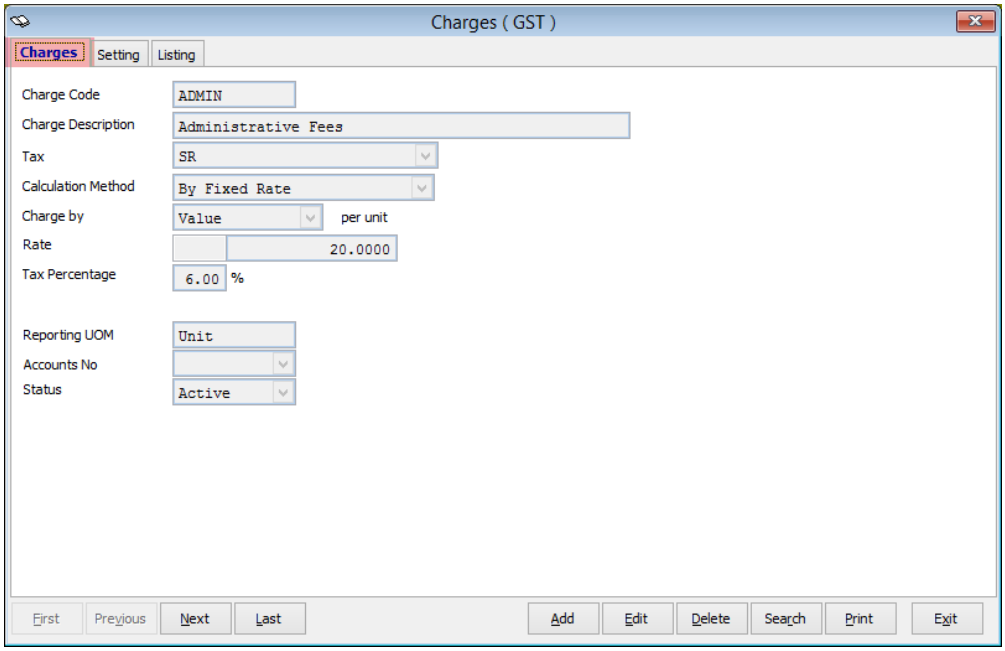
Tax Percent – display the tax percentage on the tax code selected

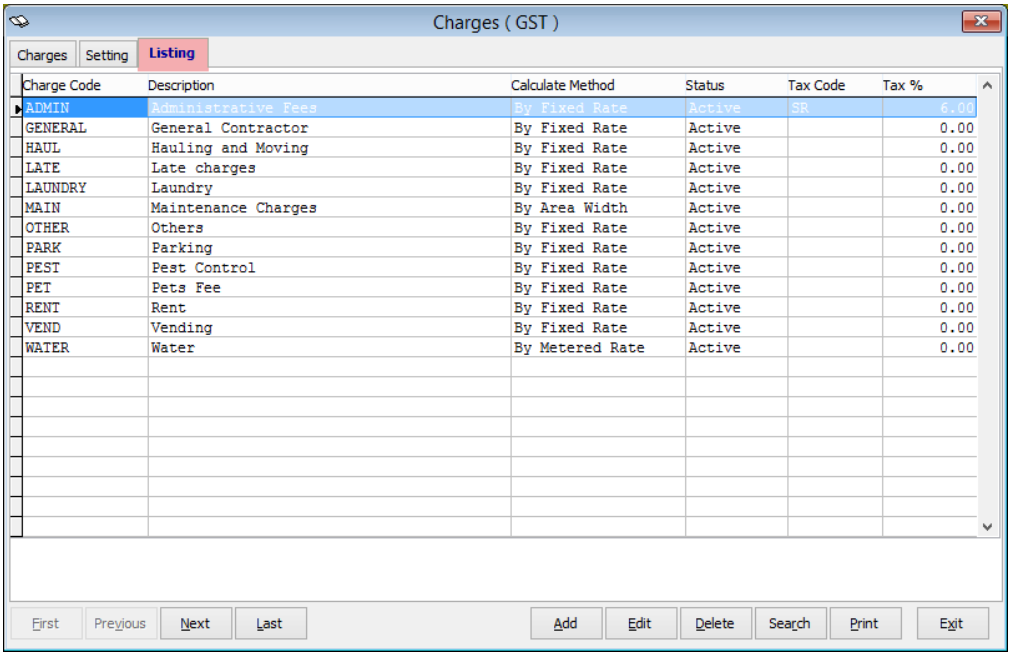
Calculation Method - Calculate by area width, fixed rate, metered rate, car park lot or selling price.

Rate - Charging amount.

Reporting UOM – Unit of measurement used for the charges count.
Account no. – Specify the account no used for the charges

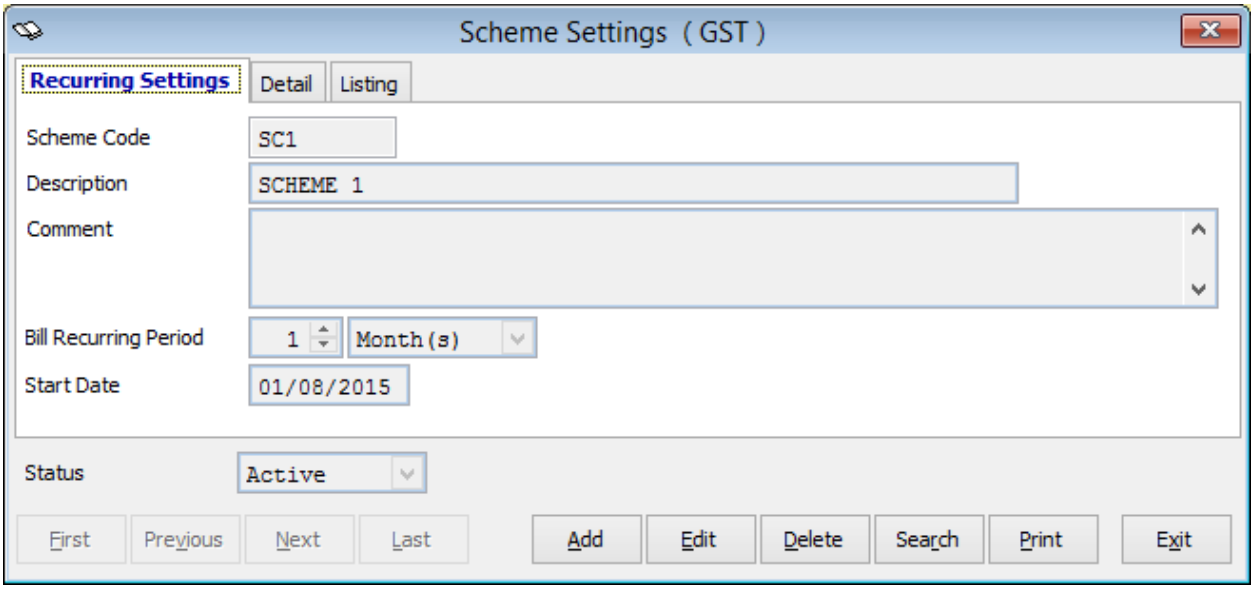
Status - Active or Inactive.

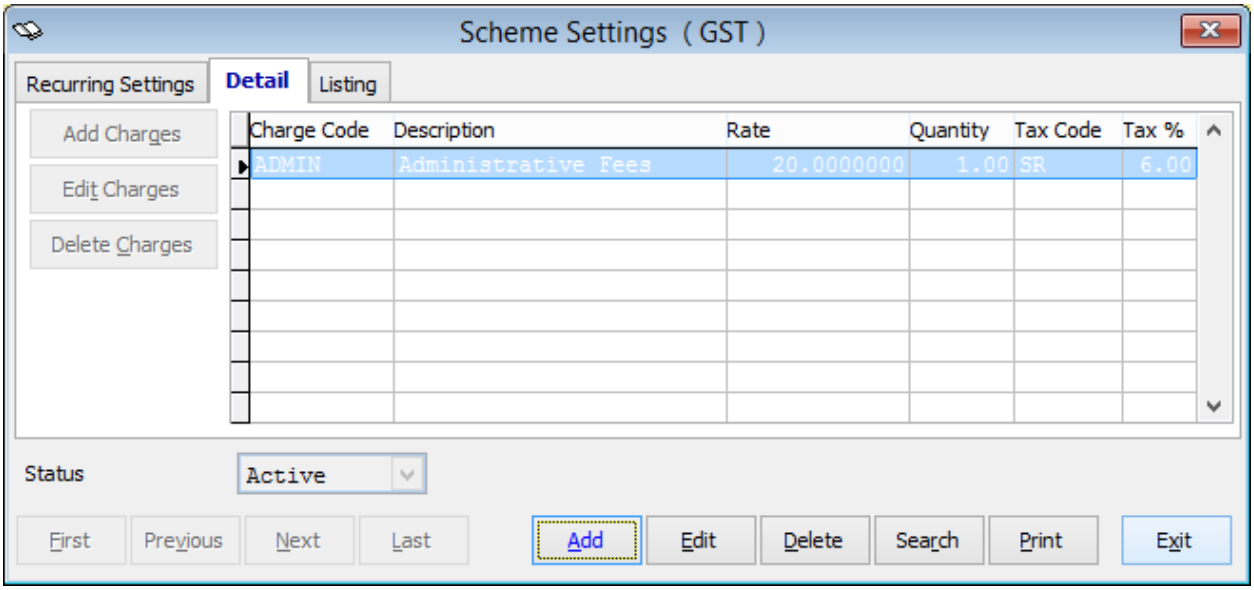




Charge Code	Description	Calculate Method	Status	Tax Code	Tax %
ADMIN	Administrative Fees	By Fixed Rate	Active	SR	6.00
GENERAL	General Contractor	By Fixed Rate	Active		0.00
HAUL	Hauling and Moving	By Fixed Rate	Active		0.00
LATE	Late charges	By Fixed Rate	Active		0.00
LAUNDRY	Laundry	By Fixed Rate	Active		0.00
MAIN	Maintenance Charges	By Area Width	Active		0.00
OTHER	Others	By Fixed Rate	Active		0.00
PARK	Parking	By Fixed Rate	Active		0.00
PEST	Pest Control	By Fixed Rate	Active		0.00
PET	Pets Fee	By Fixed Rate	Active		0.00
RENT	Rent	By Fixed Rate	Active		0.00
VEND	Vending	By Fixed Rate	Active		0.00
WATER	Water	By Metered Rate	Active		0.00

- **Recurring Setting**
  - Access via **Maintenance > Recurring Setting**
  - This menu option enables user to setup and determine the recurring bills to be imposed on property owner.





Lesson 4 – Transaction

Topics:

- ✓ Manual Issues Billing
- ✓ Auto Generate Billing
- ✓ Credit Note/Debit Note
- ✓ Payment
- ✓ Vendor's Payment
- ✓ Late Charges Calculation
- ✓ Knock Off
- ✓ Posting

4.1 Invoice Billing

Menu Location: **Transaction ➔ Invoice➔Invoice Billing**
Quick Description: This menu option facilitate user to issue invoices manually for any single property unit.

Invoice No. - Auto generated by system for current invoice to be issued by user. The invoice number (same as Next Invoice No) will only appear after user confirmed issuing invoice at the end of the process.

Unit No. - Click on the arrow down button to select the relevant property unit from the list shown.

Owner Name - Auto generated property owner name in accordance with unit number selected (as per Ownership

Maintenance).

Phase - Property phase or project name.

Housing Type - Property type.

Doc **Date** - Invoice date.

Pay Term - Number of days for deferred payment
(also refer to **Maintenance ➔Ownership**)

Due Date - Invoice payment due date calculated by system base on payment term.

Remark - Additional information of the invoice.

Charge Code - Select charges item code from the list
(also refer to **Maintenance ➔ Charges)**

Quantity - Number of unit to be charged.

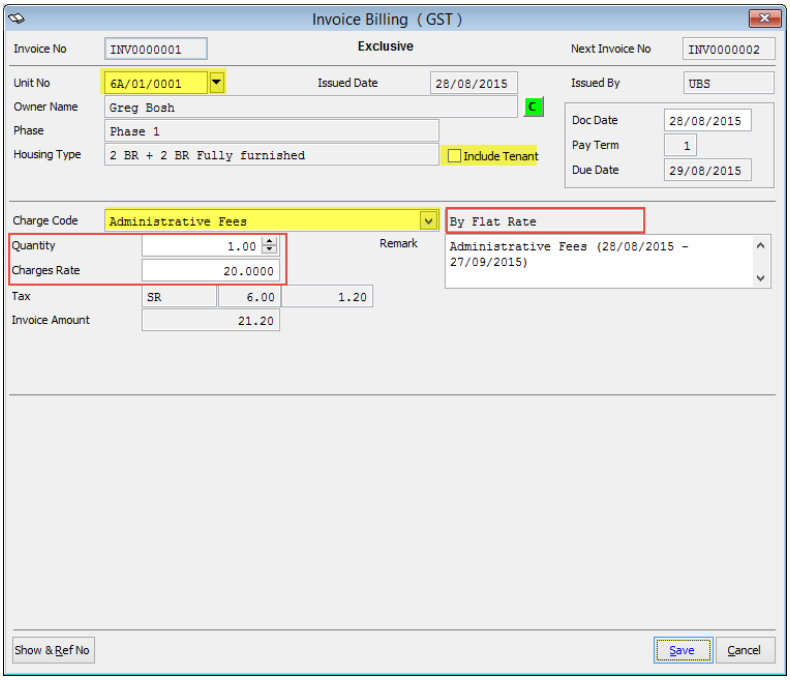
Charges Rate - Payment charged rate.

Invoice Amount - Calculated invoice payment amount.

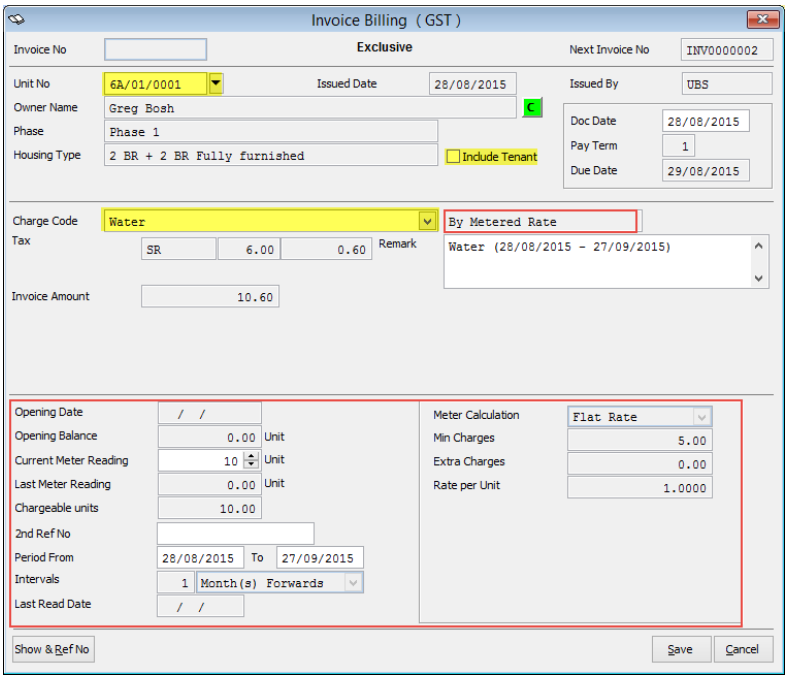
Issued Date - Date of invoice creation assign by system.

Issued By - Current logon user's ID.

Calculation Method by '**By Flat Rate'**:



Calculation Method by '**By Metered Rate'**:



Invoice Billing – Tax Invoice

- For printing single Tax Invoice, select only in the Invoice Printout '**Show Outstanding Invoices Only**'
- Take note for Malaysia GST print control is applied, **Final** or **Trial** Print status

Sage Software
Block B, Level 6 Plaza Sentral
Jalan Stesen Sentral
Kuala Lumpur
Malaysia
Tel No : 101-540678 Fax No :
(GST Reg No : 01234560)
(Company Registration no :)

Company details

TAX INVOICE

Name : Greg Bosh (IC : 123000)
Address :
Apple Residences
Level 10, unit 205
Jalan Pudu Impian
54100 KUALA LUMPUR
MALAYSIA
Unit Desp : Level 6A, unit 201
Unit No : 6A/01/0001

Owner's details

Invoice No	: INV0000001
Invoice Date	: 28/08/2015
Due Date	: 29/08/2015
Page No	: 1
	:

Tenant No : T-100 **Tenant Name** Tenant 1
Remarks : Administrative Fees (28/08/2015 - 27/09/2015)

Charges Description	Quantity	Charge Rate	Sub Total	Tax Amt.	Tax Incl. GST	Tax Code
Administrative Fees (By Fixed Rate)	1.00	20.0000	20.00	1.20	21.20	SR

Total Excl. of GST :	**20.00**
Add GST :	**1.20**
Total Incl. of GST :	**21.20**

Ringgit Malaysia : TWENTY ONE AND TWENTY CENTS ONLY
Professional fees are due on presentation and payment is to be by crossed cheque made payable to Sage Software
Late interest will belevied on all payments.

GST Summary	Amount	Tax
SR @ 6.00 %	20.00	1.20

Authorised Signature

.....

Invoice Notes

Invoice Billing – Consolidated Tax Invoices

- For printing consolidated Invoices as per Owner/Phase/Unit/House Type, select in the Invoice Printout '**Consolidate Invoice(s)**'

Sage Software
(GST Reg No : 01234560)
Reg No : AK-1234567890
Block B, Level 6 Plaza Sentral
Jalan Stesen Sentral
Kuala Lumpur
Malaysia
Tel No : 101-540678 Fax No :

Invoice Statement

Name : Greg Bosh (IC : 123000)

Address : Crest Tower 1
Level 6A, unit 201
54100 KUALA LUMPUR
MALAYSIA

Unit No : 6A/01/0001 **Unit Desp** : Level 6A, unit 201
Date : 28/08/2015

Property details

Invoice No	Invoice Date	Description	Total Exclu. GST	GST	Total Incl. GST	Tax code
INV0000001	28/08/2015	Administrative Fees (28/08/2015 - 27/09/2015)	20.00	1.20	21.20	SR
INV0000002	28/08/2015	Rent (28/08/2015 - 27/09/2015)	500.00	30.00	530.00	SR

Total Excl. of GST : **520.00**
Add GST : **31.20**
Total Incl. of GST : **551.20**

GST Summary		Amount	Tax
SR	@6.00 %	520.00	31.20

Notes
1 Please take note the above charges payable shall be paid within 1 days of the receipt by the purchaser of the Vendor's / Property Manager's written notice requesting the same. If the above charges shall remain unpaid by the purchaser at the expiration of the said of 1 days, interest on the above charges shall commence immediately thereafter and be payable by the purchaser, such interest to be calculated from the day to day at the rate
2 Kindly let us have your payment preferably by crossed cheque and made payable to :-

Sage Software

Payment can be made during office hours at .....
You may also make payment for your maintenance fee on a monthly basis.
For outstation cheque, please include RM0.50 for the bank charges.
3. Total amount has been adjusted with rounding mechanism appropriately.
If your payment has crossed the reminder, please ignore this invoice with our apologies.

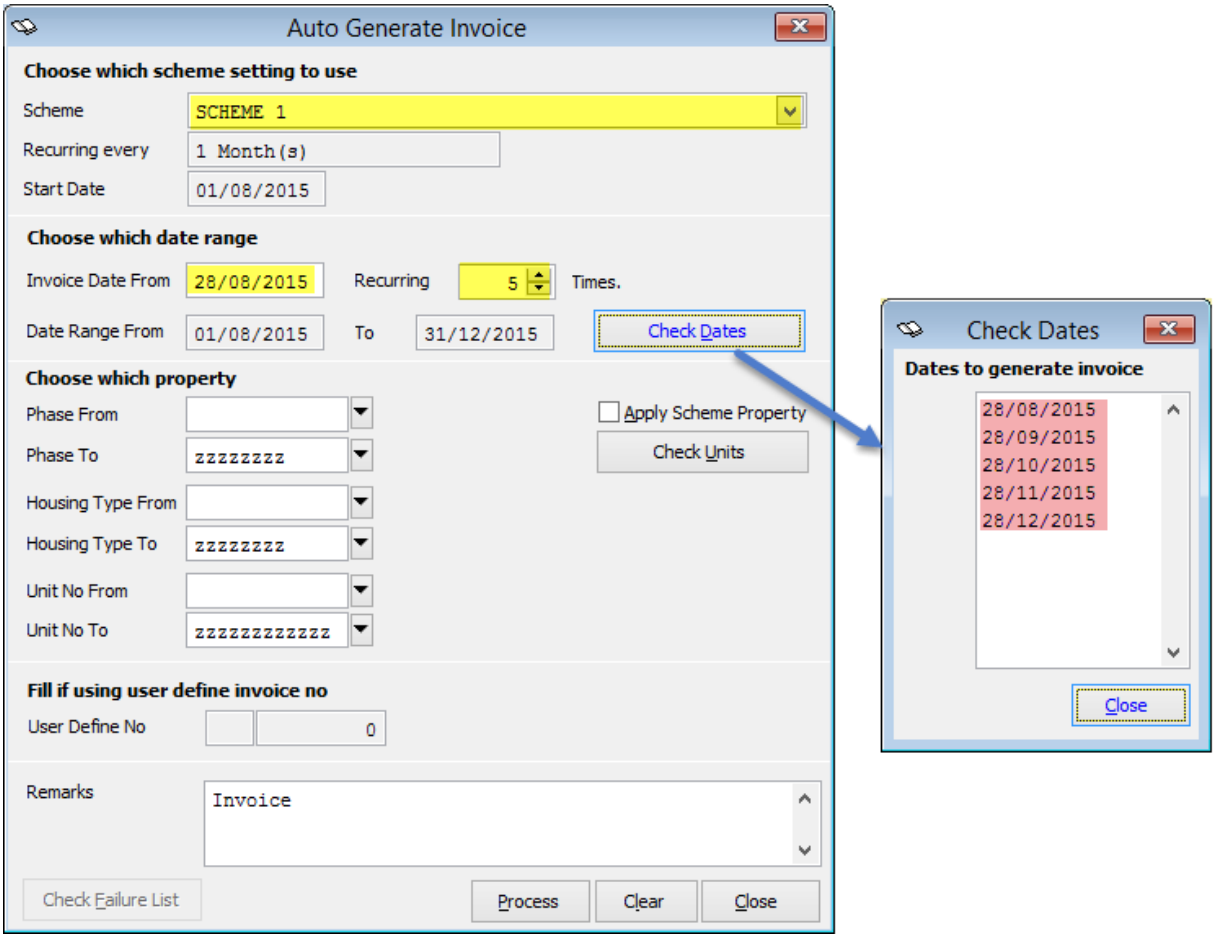
Thank you.

Sage Software
Block B, Level 6 Plaza Sentral
Jalan Stesen Sentral
Kuala Lumpur
Malaysia
Tel. No. : 101-540678 Fax No. :

4.2 Auto Generate Billing

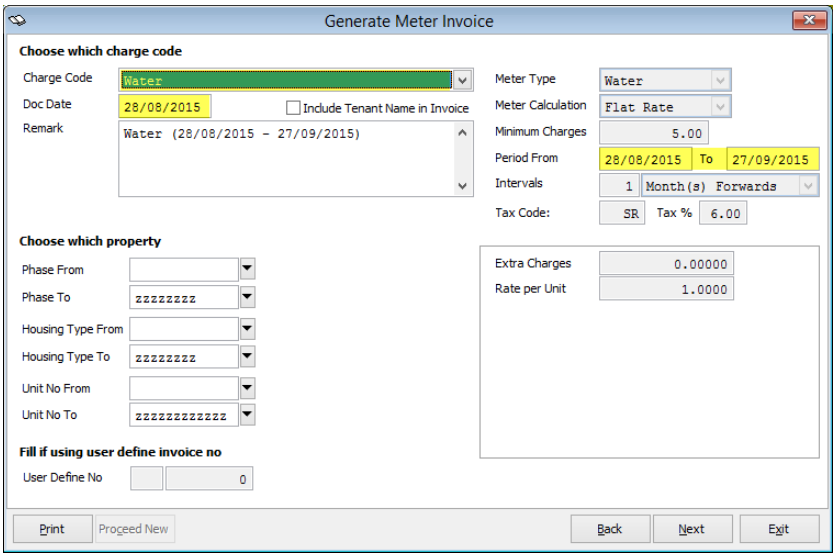
Menu Location: **Transaction ➔ Invoice➔Auto Generate Billing**
Quick Description: This menu option facilitate user to preset billing category and generate invoices automatically by choosing any phase, housing type or unit number or any combination of choices.

1. Select the scheme to apply (also refer to **Maintenance ➔ Recurring Setting**)
2. Determine the range of dates to cover for the invoice generation.
3. Decide the property unit to be included.
4. Click on "**Process**" button to execute the auto generation of invoices for the selected scheme on selected unit numbers.



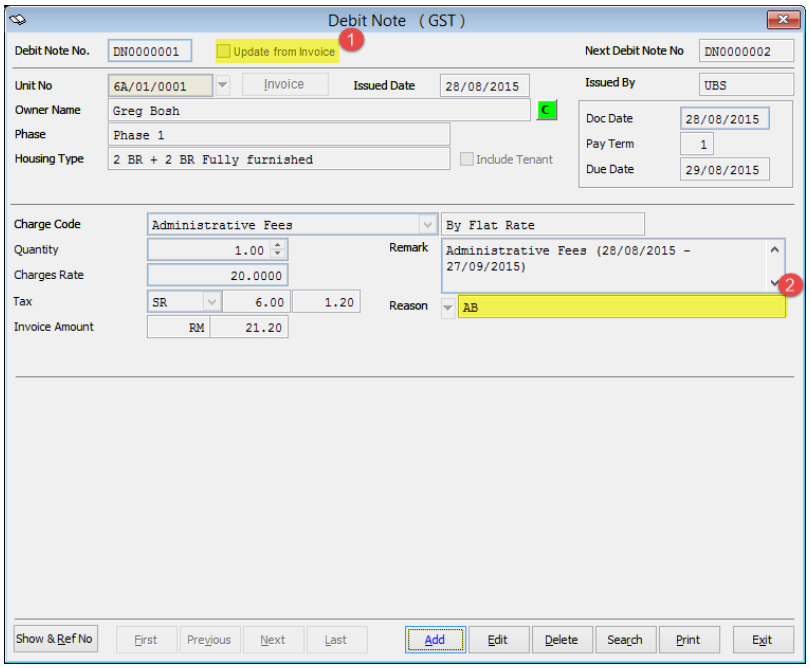
4.3 Generate Meter Invoice

Menu Location: **Transaction ➔ Invoice➔Generate Meter Invoice**
Quick Description: This menu option facilitate user to generate meter invoices automatically by choosing any phase, housing type or unit number or any combination of choices.



4.4 Debit Note

Menu Location: **Transaction ➔ Debit Note**
Quick Description: This menu option allows user to issue debit note by selecting the Unit No. 2 option when issuing a Debit Note either linking to an Invoice or manual Invoice and select ***Reason Code***.



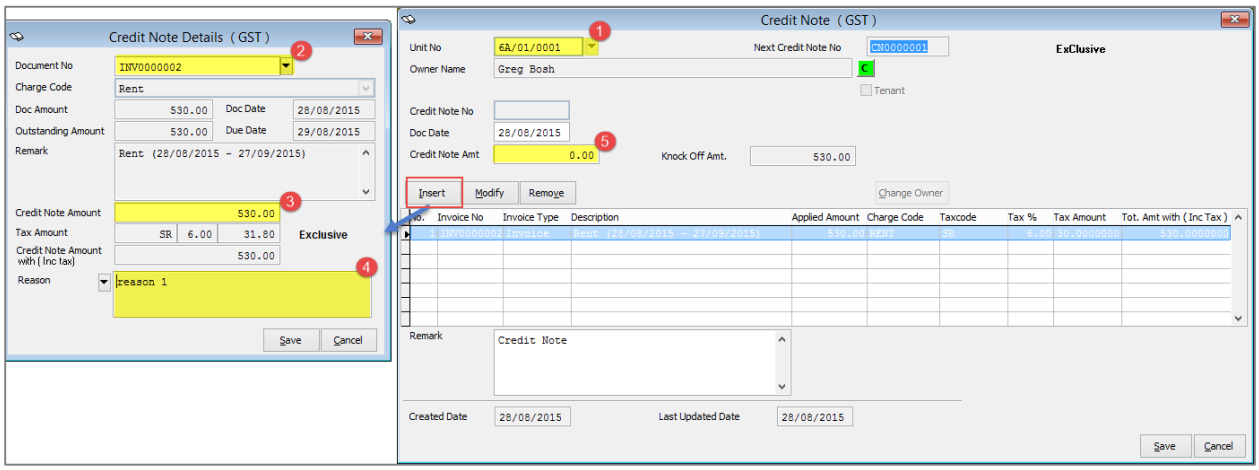
4.5 Credit Note

Menu Location: **Transaction ➔ Credit Note**
Quick Description: This menu option allows user to issue credit note by selecting the Unit No.

Credit Note Details screen – it is required to select the document or Invoice and it will auto-populate the data from that transaction.

Credit Note Amount – user has the option to modify the amount to be CN. Take note that the CN amount should not exceed on the original Invoice amount.

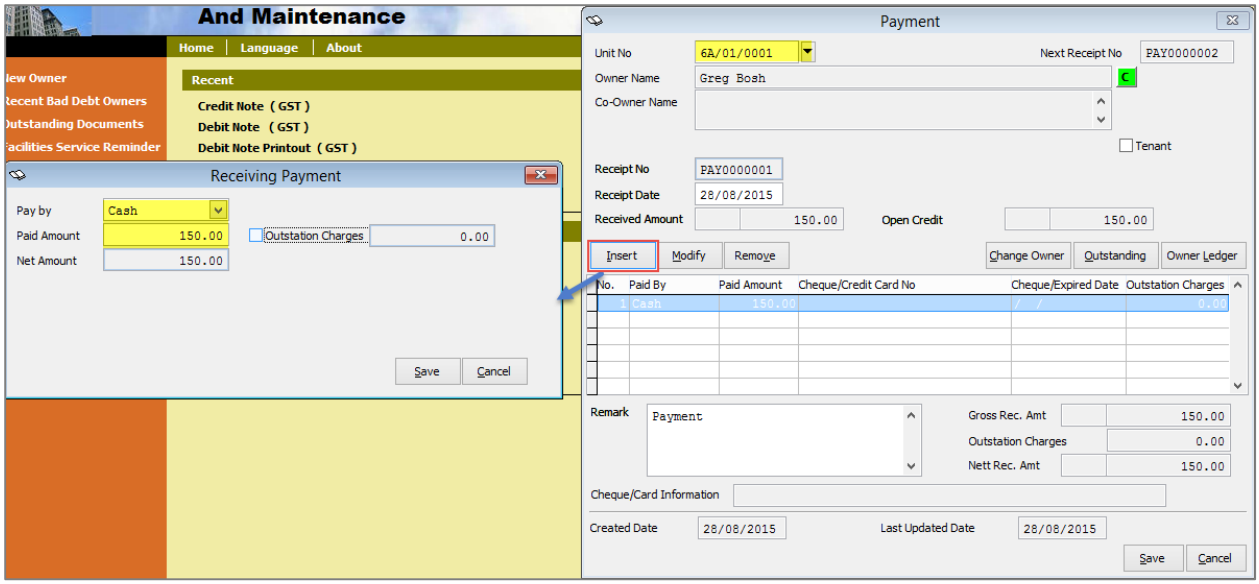
Reason – When issuing a CN, it is required to provide a reason.



4.6 Payment

Menu Location: ***Transaction ➔ Payment***
Quick Description: This menu option enables user to receive payment from the property owner.

1. Select "**Add**" button at the bottom of the screen.
2. Click on the arrow down button at the ***Unit No*** field to select the relevant property unit.
3. Click "**Insert**" button to enter payment details.
4. If it is cash payment, select pay by cash and input paid amount.
5. If it is cheque payment, select pay by cheque and input details of the cheque.
6. Click "**Save**" button to store the payment details.
7. Finally, click "**Save**" button at the bottom of the screen to confirm the payment transaction.



4.6.1 Knock-Off Bill

1. Select "**Knock off bill**" button and there will be another screen appeared. It shows details of the payment received from owner. And, the table shows all outstanding invoice amount and balance.

   Payment Amount - Total amount received from owner.

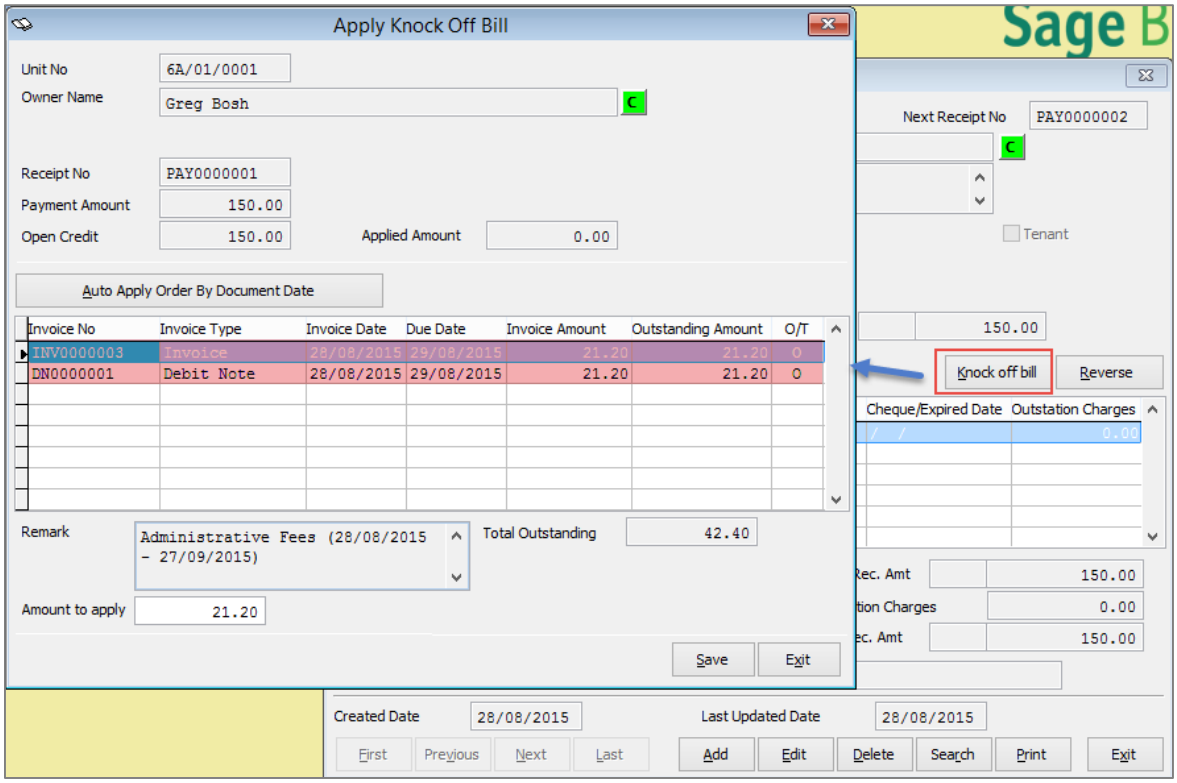
   Open Credit - Payment amount deduct charges remain balance amount available for allocation.

   Applied Amount - Total amount allocated from open credit and distributed to knock off outstanding invoice.

2. Point to the invoice and enter the ***Amount to apply*** for knocking off bill, must be equal or less than the open credit.

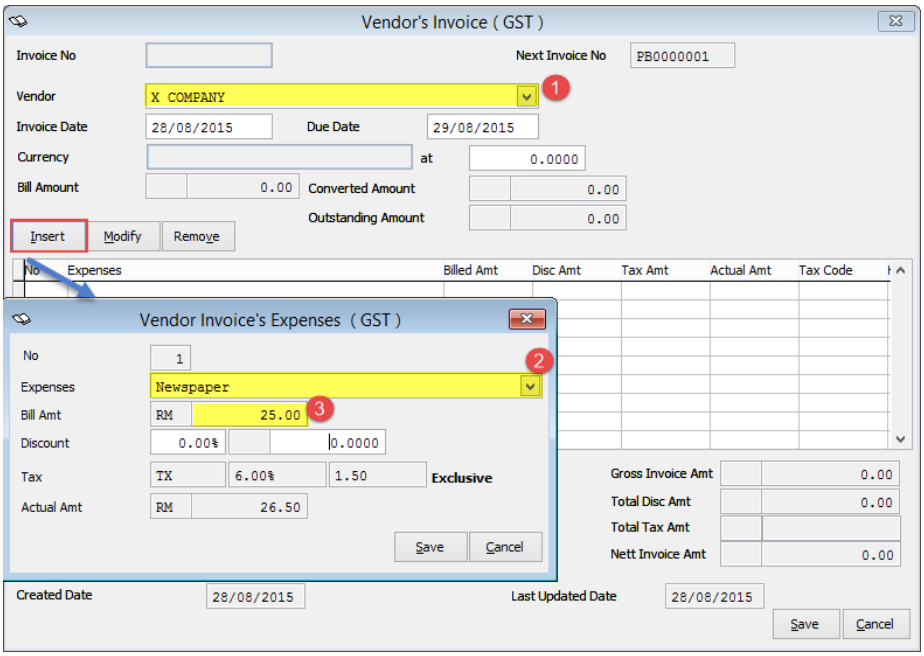
3. Click "**Save**" button to execute knock off and then "**Yes**" button to confirm the transaction.

4. Click "**Exit**" to end the process.



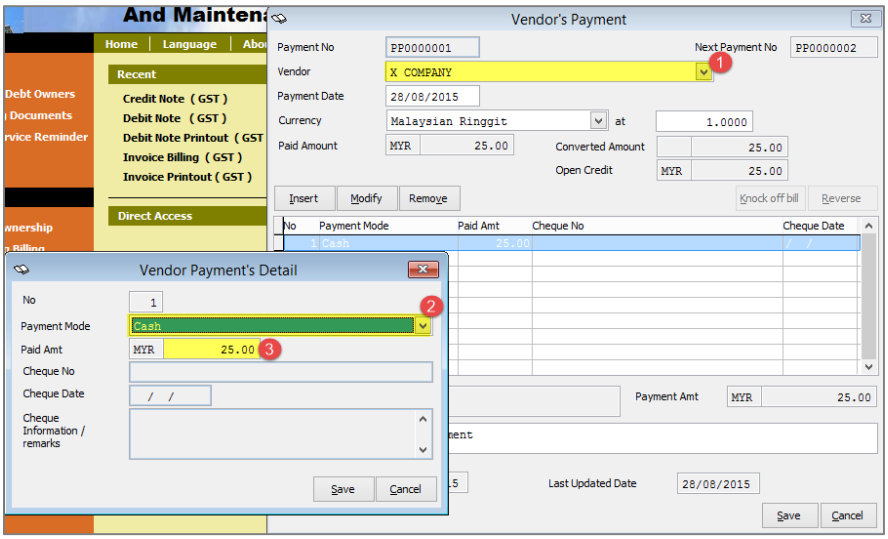
4.7 Vendor's Invoice

Menu Location: **Transaction ➔ Vendor's Invoice**
Quick Description: This menu option allows user to issue invoices for their suppliers/vendor's according to the expenses.



4.8 Vendor's Payment

Menu Location: ***Transaction ➔ Vendor's Payment***
Quick Description: This menu option facilitate user to make payment to the vendor/contractor.



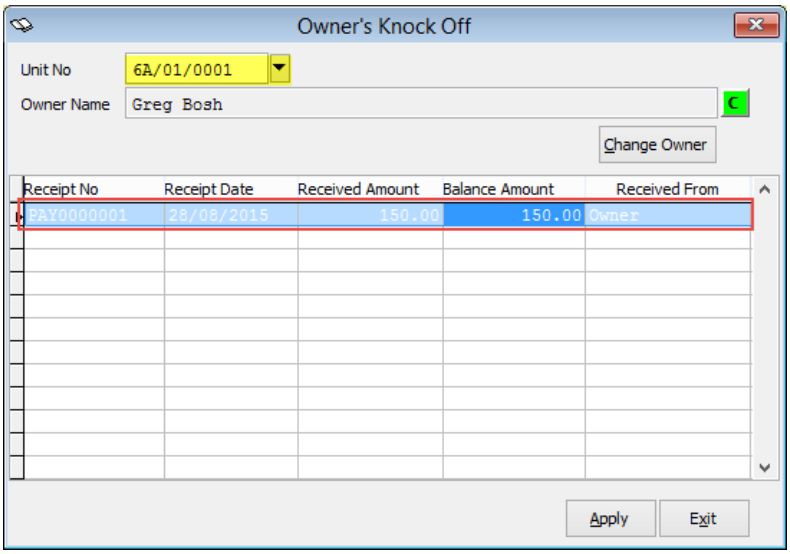
4.9 Owner's Knock Off

Menu Location: ***Transaction ➔ Owner's Knock Off***
Quick Description: This menu option enables user to apply payment received from owner to contra against any outstanding invoices.

1. Click on the arrow down button to search for the relevant unit number.

2. The table will show all payments received from the property owner. It will display receipt number, date and amount received. The balance amount is the received amount available for allocation to knock off outstanding invoice unpaid.

3. Point to the receipt number and click "**Apply**" button.



4. There will be another screen appeared. It shows details of the payment received from owner and the table listing all outstanding invoice amounts and balances.

   Payment Amount - Total amount received from owner.

   Open Credit - Payment amount deduct charges remain as balance amount available for allocation.

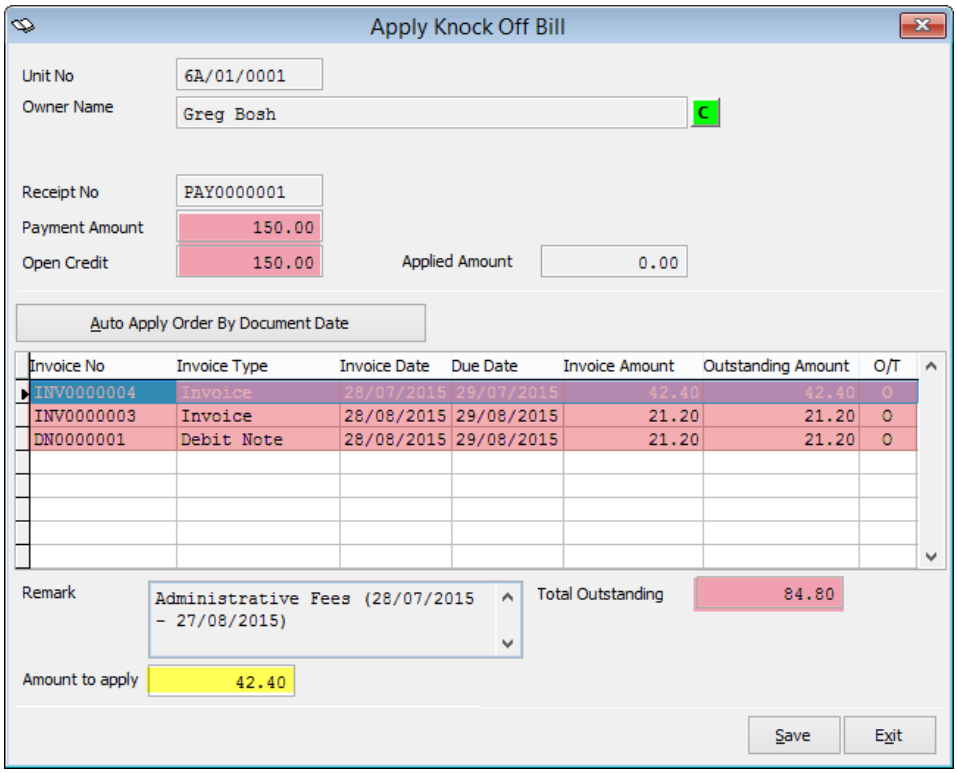
   Applied Amount- Total amount allocated from open credit and distributed to knock off outstanding invoice.

5. Point to invoice number and enter the ***Amount to apply*** for knocking off bill, must be equal or less than the open credit and not exceeded the related outstanding balance.

6. Click "**Save**" button to execute knock off and then "**Yes**" button to confirm the transaction.

7. Repeat step 5 & 6 and continue with the next invoice number until all open credit amount has been applied and allocated to knock off outstanding invoices.

8. Click "**Exit**" to end the process.



4.10 Late Charges Calculation

Example:

Assume interest rate is 5%, overdue period is 120 days and the minimum amount to generate interest is RM25

1. Invoice bill = RM200.00

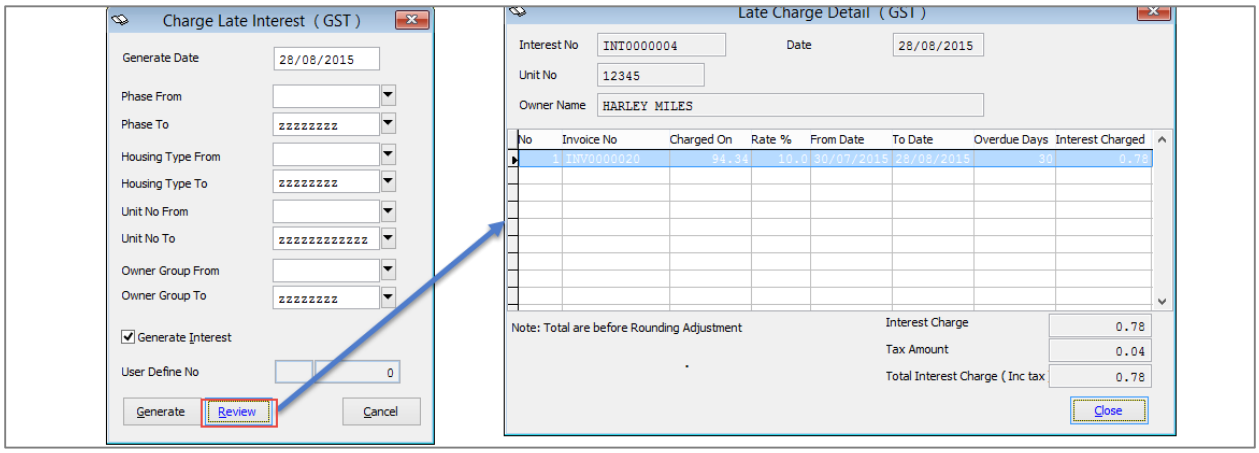
$$\text{Late interest} = 200 \times 5\% \times \frac{120}{365} = 3.29$$

2. Invoice bill = RM1800.00

$$\text{Late interest} = 1800 \times 5\% \times \frac{120}{365} = 29.59$$

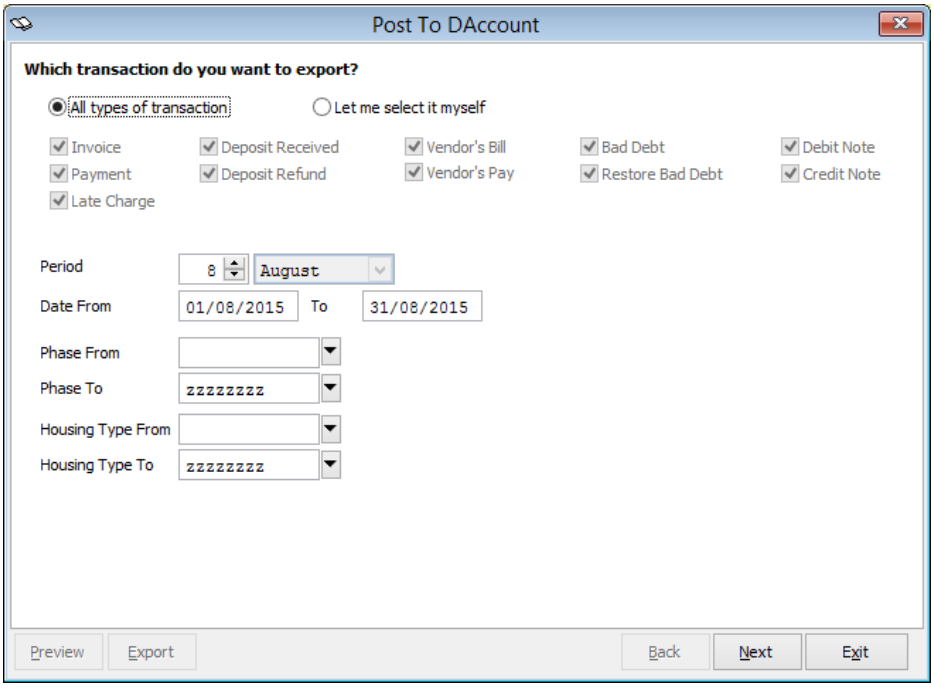
Therefore, only invoice bill 2 will be appeared as late interest charged on the account under owner ledger.

Menu Location: ***Transaction → Late Interest→Charge Late Interest***
Quick Description: This menu option facilitate user to calculate and generate late charges for a specified type of multiple property phase, housing type or unit number for a certain period of time.



4.11 Posting to Accounting

Menu Location: ***Housekeeping > Post to DAccount***
Quick Description: This module enables user to export and post the Sales and Purchases transaction.



Lesson 5 – Enquiry

Topics:

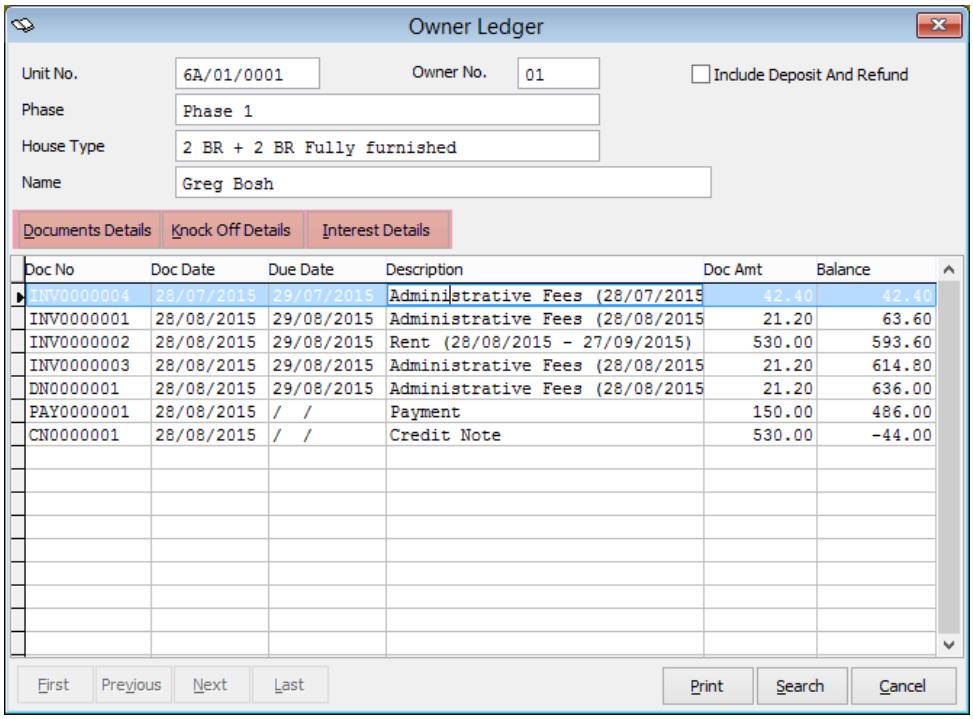
- ✓ Owner Ledger
- ✓ Property Listing

5.1 Owner Ledger

Menu Location: ***Enquiry ➔ Owner Ledger***
Quick Description: This menu option enables user to check and verify all types of transaction incurred by property owner.

There are three categories of information which are available in the owner ledger, documents details, knock off details and interest details.

- **Document Details**
  - Enquiry option is available for all types of transaction including invoice, CN/DN, payment, late charge interest, deposit payment and deposit refund.
- **Knock Off Details**
  - Knock off details are applicable for payment only.
- **Interest Details**
  - Enquiry for interest details is only applicable for invoices that have been charged with late interest.



5.2 Property Listing

Menu Location: ***Enquiry ➔ Property Listing***
Quick Description: This menu option enables user to enquire status of selected property whether it is already occupied or still vacant.

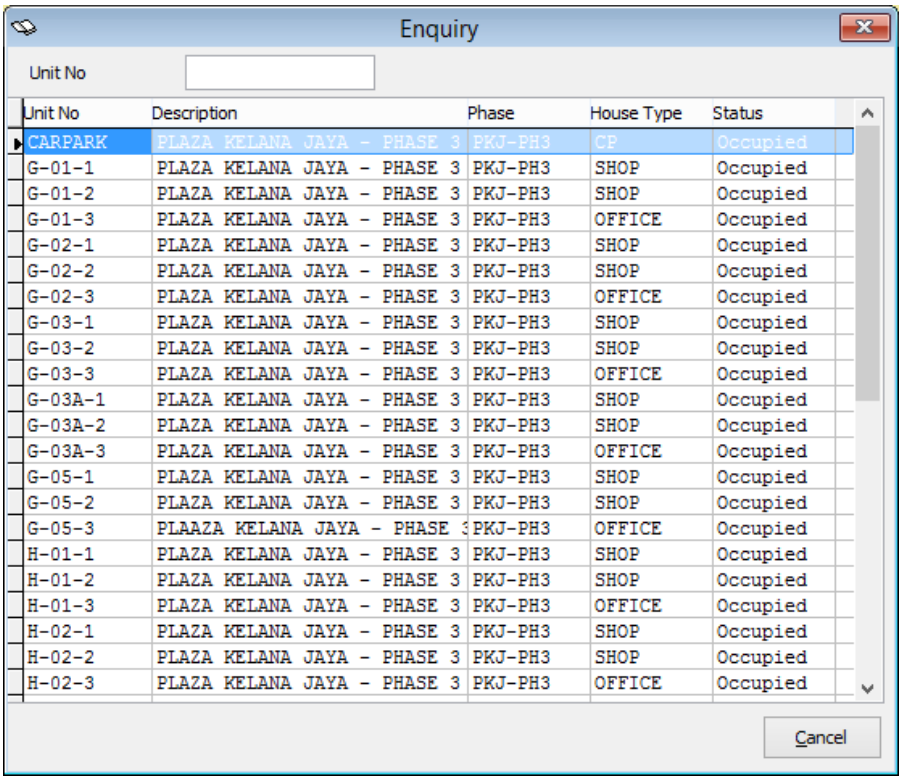
1. User may choose to display any particular property by selecting the property phase, housing type and/or unit number. Otherwise, the system will extract and showing all properties available in the database.

2. Next, select the status to be displayed whether it is *Vacant*, *Occupied* or *All* units.

3. Then, click on "**Generate**" button.

4. You will be prompted with the following screen which will list down the relevant property units.

5. Click "**Close**" button to exit this menu.



Unit No	Description	Phase	House Type	Status
CARPARK	PLAZA KELANA JAYA - PHASE 3	PKJ-PH3	CP	Occupied
G-01-1	PLAZA KELANA JAYA - PHASE 3	PKJ-PH3	SHOP	Occupied
G-01-2	PLAZA KELANA JAYA - PHASE 3	PKJ-PH3	SHOP	Occupied
G-01-3	PLAZA KELANA JAYA - PHASE 3	PKJ-PH3	OFFICE	Occupied
G-02-1	PLAZA KELANA JAYA - PHASE 3	PKJ-PH3	SHOP	Occupied
G-02-2	PLAZA KELANA JAYA - PHASE 3	PKJ-PH3	SHOP	Occupied
G-02-3	PLAZA KELANA JAYA - PHASE 3	PKJ-PH3	OFFICE	Occupied
G-03-1	PLAZA KELANA JAYA - PHASE 3	PKJ-PH3	SHOP	Occupied
G-03-2	PLAZA KELANA JAYA - PHASE 3	PKJ-PH3	SHOP	Occupied
G-03-3	PLAZA KELANA JAYA - PHASE 3	PKJ-PH3	OFFICE	Occupied
G-03A-1	PLAZA KELANA JAYA - PHASE 3	PKJ-PH3	SHOP	Occupied
G-03A-2	PLAZA KELANA JAYA - PHASE 3	PKJ-PH3	SHOP	Occupied
G-03A-3	PLAZA KELANA JAYA - PHASE 3	PKJ-PH3	OFFICE	Occupied
G-05-1	PLAZA KELANA JAYA - PHASE 3	PKJ-PH3	SHOP	Occupied
G-05-2	PLAZA KELANA JAYA - PHASE 3	PKJ-PH3	SHOP	Occupied
G-05-3	PLAAZA KELANA JAYA - PHASE 3	PKJ-PH3	OFFICE	Occupied
H-01-1	PLAZA KELANA JAYA - PHASE 3	PKJ-PH3	SHOP	Occupied
H-01-2	PLAZA KELANA JAYA - PHASE 3	PKJ-PH3	SHOP	Occupied
H-01-3	PLAZA KELANA JAYA - PHASE 3	PKJ-PH3	OFFICE	Occupied
H-02-1	PLAZA KELANA JAYA - PHASE 3	PKJ-PH3	SHOP	Occupied
H-02-2	PLAZA KELANA JAYA - PHASE 3	PKJ-PH3	SHOP	Occupied
H-02-3	PLAZA KELANA JAYA - PHASE 3	PKJ-PH3	OFFICE	Occupied

Lesson 6 – Report

Topics:

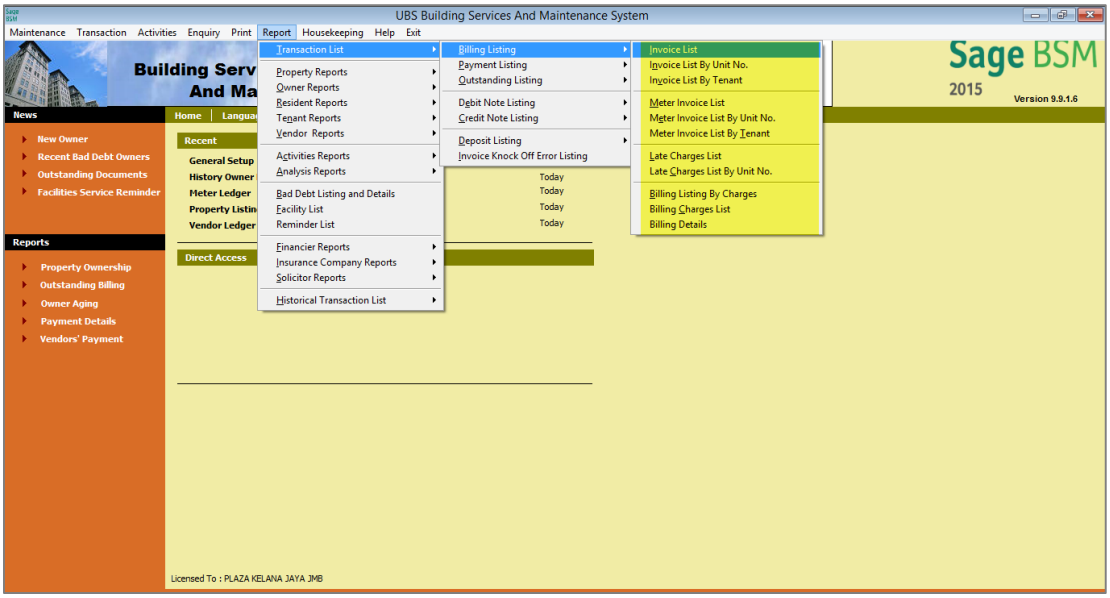
- ✓ Transaction List
- ✓ Property & Owner Reports
- ✓ Vendor Reports

6.1 Transaction List

Menu Location: ***Report ➔ Transaction List ➔ Billing Listing***
Quick Description: This module enables user to preview or print out all kinds of reports in the form of summary, analysis and comparison report generated by the system.

<u>Printing options</u>

Print : send the file to printer to make a printout
Preview : view the actual report on screen
File : generate a text file
Customize: open and view the customized report file
Printer : select the name of the printer to be used



6.2 Property & Owner Reports

Menu Location: ***Report → Property & Owner Reports***
Quick Description: This module enables user to preview or print out all kinds of property and owner reports.

- Project Status
- Property Listing
- Property Transfer History
- Property Ownership
- Co-owner Listing
- Owner Aging
- Owner List by Financier
- Owner List by Insurance

6.3 Vendor's Reports

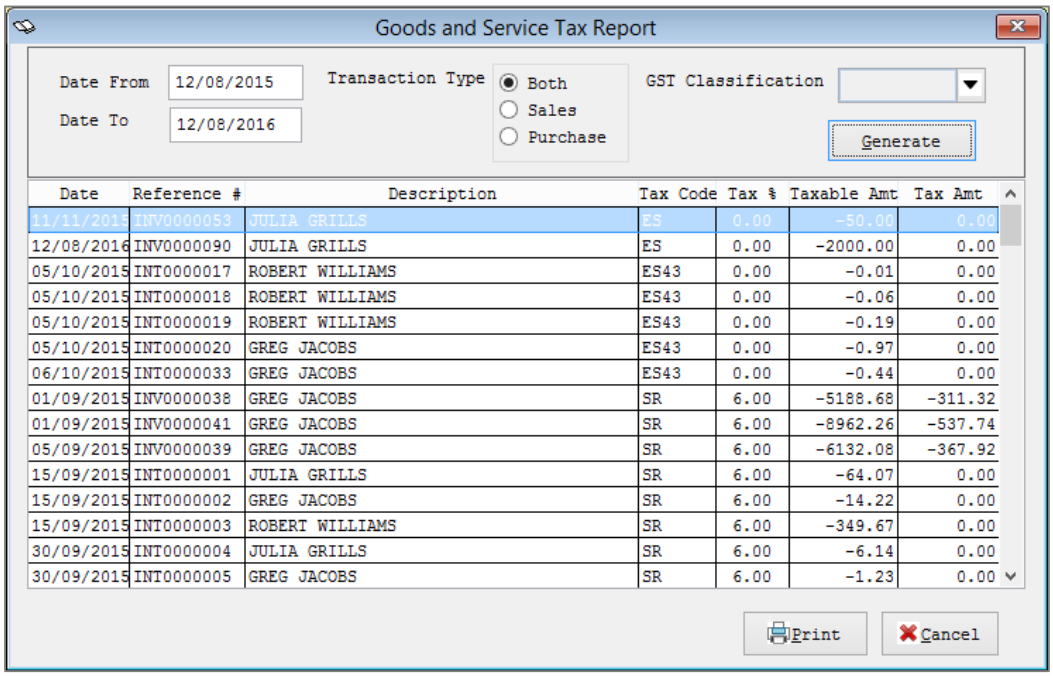
Menu Location: ***Report → Vendor Reports → Vendor Listing***
Quick Description: This module enables user to preview or print out all kinds of vendor's transactions and payments.

- Vendor Listing
- Vendor's Payment List

6.4 Goods and Service Tax Report

Menu Location: ***Report → Malaysia GST → Goods and Service Tax Report***
Quick Description: This module enables user to generate and print the GST Report for both Sales and Purchase transactions via transaction Date, Type and Tax Code classification.

a. GST Report screen



Date	Reference #	Description	Tax Code	Tax %	Taxable Amt	Tax Amt
11/11/2015	INV0000053	JULIA GRILLS	ES	0.00	-50.00	0.00
12/08/2016	INV0000090	JULIA GRILLS	ES	0.00	-2000.00	0.00
05/10/2015	INT0000017	ROBERT WILLIAMS	ES43	0.00	-0.01	0.00
05/10/2015	INT0000018	ROBERT WILLIAMS	ES43	0.00	-0.06	0.00
05/10/2015	INT0000019	ROBERT WILLIAMS	ES43	0.00	-0.19	0.00
05/10/2015	INT0000020	GREG JACOBS	ES43	0.00	-0.97	0.00
06/10/2015	INT0000033	GREG JACOBS	ES43	0.00	-0.44	0.00
01/09/2015	INV0000038	GREG JACOBS	SR	6.00	-5188.68	-311.32
01/09/2015	INV0000041	GREG JACOBS	SR	6.00	-8962.26	-537.74
05/09/2015	INV0000039	GREG JACOBS	SR	6.00	-6132.08	-367.92
15/09/2015	INT0000001	JULIA GRILLS	SR	6.00	-64.07	0.00
15/09/2015	INT0000002	GREG JACOBS	SR	6.00	-14.22	0.00
15/09/2015	INT0000003	ROBERT WILLIAMS	SR	6.00	-349.67	0.00
30/09/2015	INT0000004	JULIA GRILLS	SR	6.00	-6.14	0.00
30/09/2015	INT0000005	GREG JACOBS	SR	6.00	-1.23	0.00

b. GST Printed Report

GOODS AND SERVICE TAX REPORT

PERIOD: 12/01/2016 TO 12/08/2016

BAYLEAF RESIDENCE INC
TRANSACTION TYPE: SALES

PRINTED ON: 12/08/2016
PAGE: 1 of 2

PD	DATE	ACCNO	REFERENCE	NAME	Tax %	Taxable Sales	Taxable Purch.	Tax Collected	Tax Paid
ES	**Exempt supplies under GST. Refer to Tax Budget Speech Appendix A1 and A2**								
1	12/08/2016	30D6/600	INV0000090	JULIA GRILLS	0.00	2,000.00	0.00	0.00	0.00
						2,000.00	0.00	0.00	0.00
SR	**Standard-rated supplies with GST charged**								
13	15/01/2016	3000/000	DN0000046	ROBERT WILLIAMS	6.00	471.70	0.00	28.30	0.00
17	16/05/2016	3000/000	INT0000054	ROBERT WILLIAMS	6.00	509.87	0.00	30.59	0.00
17	16/05/2016	3000/000	INT0000055	ROBERT WILLIAMS	6.00	1.51	0.00	0.09	0.00
1	11/08/2016	30D6/600	INT0000056	JULIA GRILLS	6.00	180.80	0.00	10.85	0.00
1	11/08/2016	3000/000	INT0000057	GREG JACOBS	6.00	2,807.19	0.00	168.43	0.00
13	15/01/2016	3000/000	INV0000067	ROBERT WILLIAMS	6.00	47.17	0.00	2.83	0.00
16	18/04/2016	30D6/600	INV0000068	JULIA GRILLS	6.00	47.17	0.00	2.83	0.00
17	10/05/2016	30D6/600	INV0000069	JULIA GRILLS	6.00	47.17	0.00	2.83	0.00
15	01/03/2016	3000/000	INV0000070	ROBERT WILLIAMS	6.00	94.34	0.00	5.66	0.00
15	01/03/2016	3000/000	INV0000071	ROBERT WILLIAMS	6.00	94.34	0.00	5.66	0.00
17	19/05/2016	30D6/600	INV0000072	JULIA GRILLS	6.00	94.34	0.00	5.66	0.00
17	19/05/2016	3000/000	INV0000073	GREG JACOBS	6.00	188.68	0.00	11.32	0.00