

Building Services & Maintenance 2015

USER MANUAL

Lesson 1 – Installation & License Activation

Topics:

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

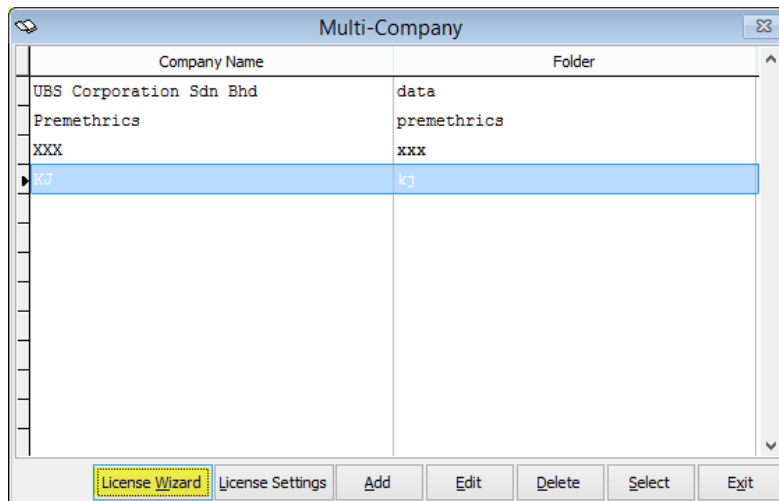
1.1 System Installation

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

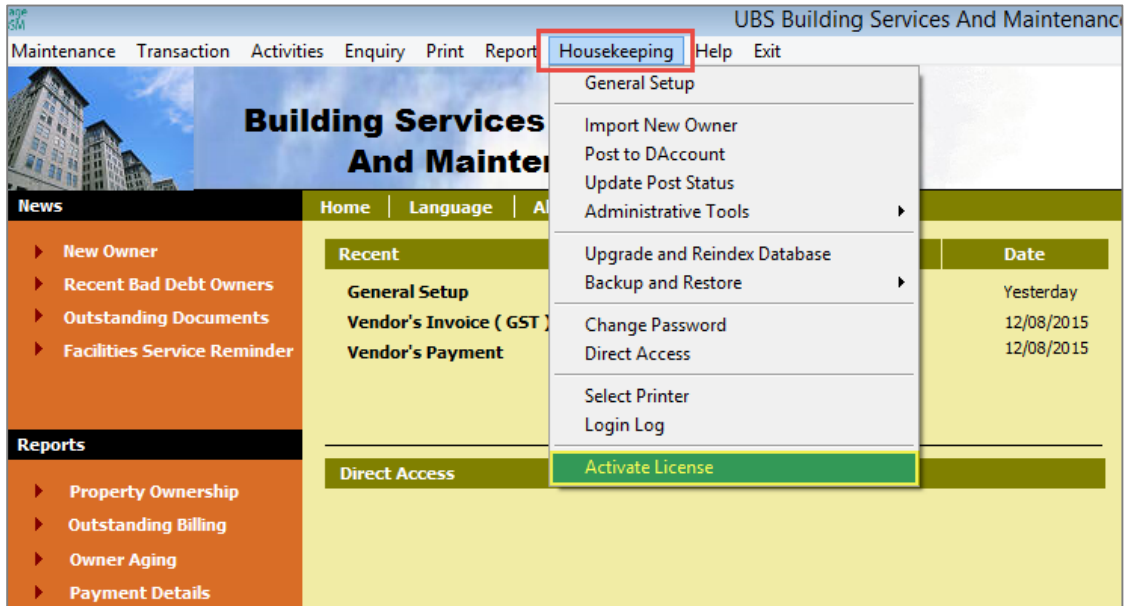
1.2 License Activation

- **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

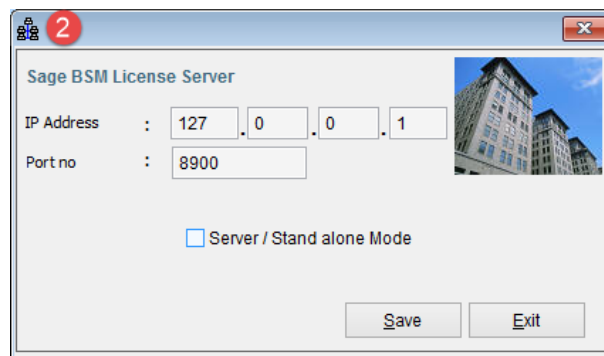
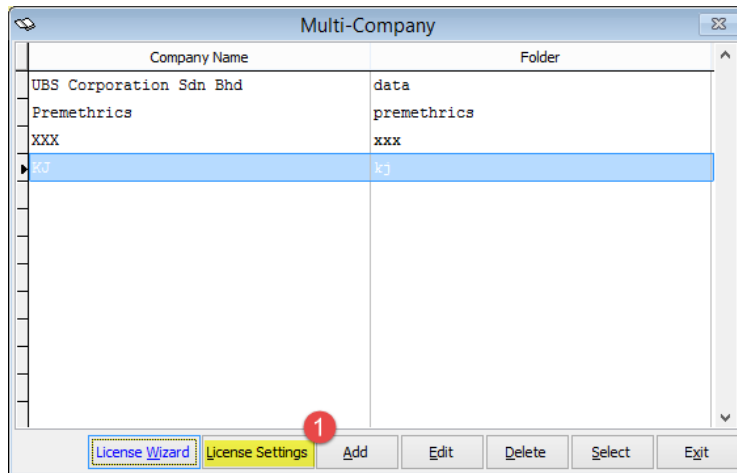
Option 1: License Wizard in Company List



Option 2: License Wizard in Housekeeping menu



Option 3: License Settings with Server



Lesson 2 – Setup & Settings

Topics:

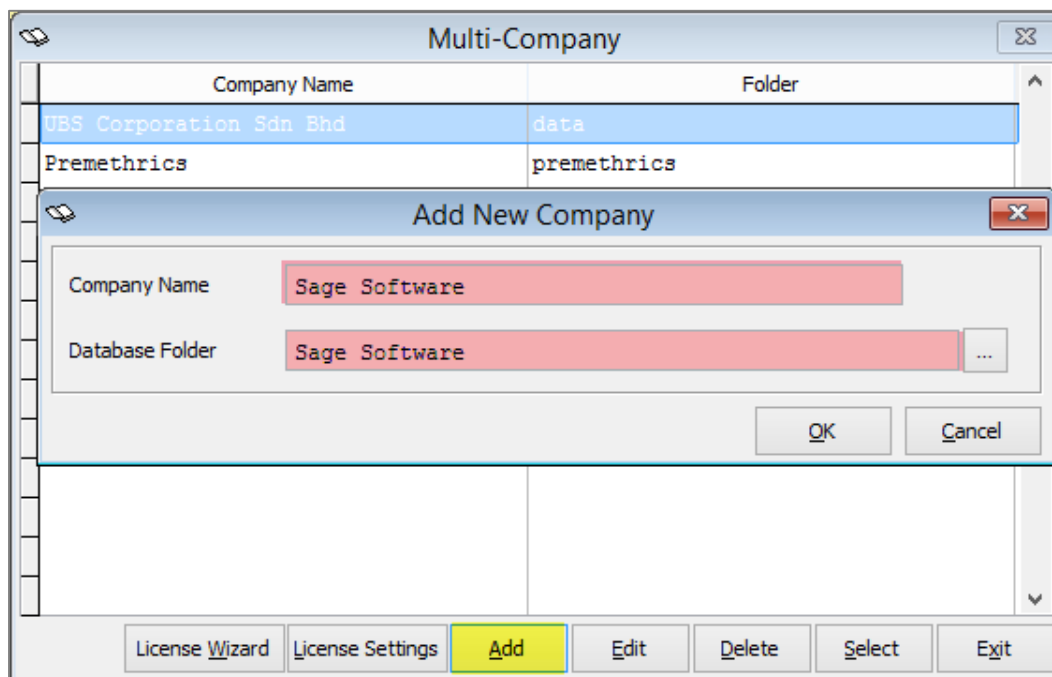
- ✓ Create new company
- ✓ General Setup
- ✓ Administrative Tools

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*)

General Setup

Financial period | Default Values | Reporting Setting | Payment Setting | Printing Setting

Company | Common Setting | Running No | Aging & Reminder | Color | Account | Late Charges Settings

Company Name: Sage Software

Address: Address 1, Address 2, Address 3, Address 4

Telephone No.: 101-540678

Fax No.:

Project Name:

Company Registration No.: AK-100045

GST Registration No.: 01234560

Major Industry Code: 022222

Permit Number:

Apply Multi Company With Malaysia GST

OK Cancel

➤ 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

General Setup

Financial period | Default Values | Reporting Setting | Payment Setting | Printing Setting

Company | **Common Setting** | Running No | Aging & Reminder | Color | Account | Late Charges Settings

Smart Lock Type: Smart Lock - Single User (USB Port)

Sub-dir for vendor & chart of A/C: c:\ubsacc2015\bsmhq\

Project code:

Debtor Account Groups: To:

Vendor Account Groups: To:

Auto Knock Off Order By: Document Date

Monthly Statement Order By: Document Date

OK Cancel

Select Directory

c:\ubsacc2015\bsmhq\

- c:\
- ubsacc2015
 - bsmhq
 - data
 - license
 - netdll
 - pos1
 - pos2hq
 - pos50
 - poshq
 - posnetwork
 - premethics
 - reports
 - sagecoverrenewalnotice_ubs1_(0)_fil
 - sagecoverrenewalnotice_ubs9_(0)_fil
 - sample

Drive: c:

Select Cancel

➤ **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

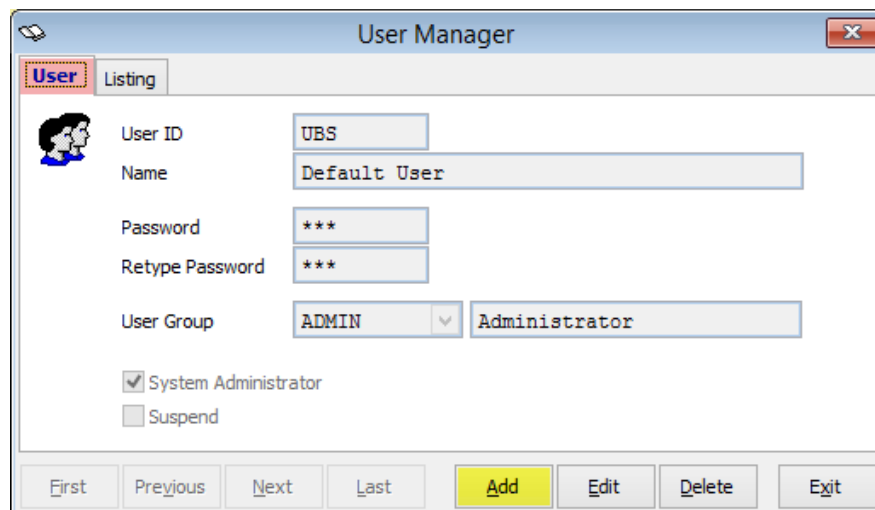
System administrator has the authority to access into all modules.

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.



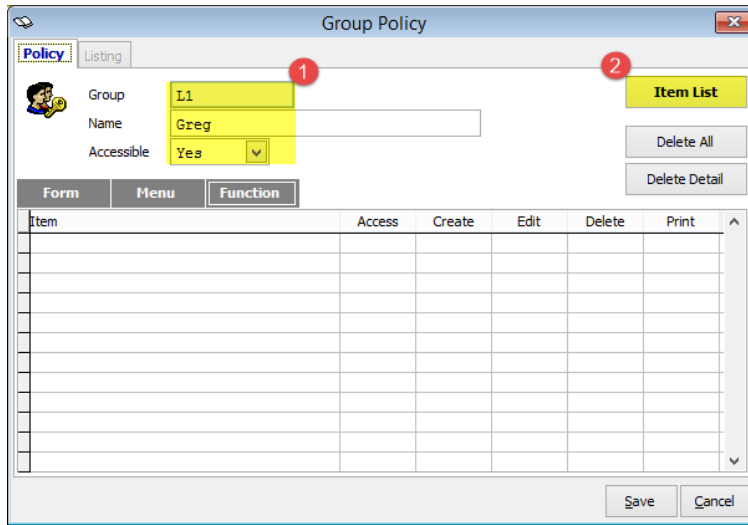
The screenshot shows the 'User Manager' application window. The title bar reads 'User Manager'. The window has a 'User' tab selected, and a 'Listing' sub-tab. The main area contains a form for adding a new user. The fields are: 'User ID' (text box with 'UBS'), 'Name' (text box with 'Default User'), 'Password' (text box with '***'), 'Retype Password' (text box with '***'), and 'User Group' (dropdown menu with 'ADMIN' selected and a text box with 'Administrator'). Below the form are two checkboxes: 'System Administrator' (checked) and 'Suspend' (unchecked). At the bottom of the window are several buttons: 'First', 'Previous', 'Next', 'Last', 'Add' (highlighted in yellow), 'Edit', 'Delete', and 'Exit'.

➤ **Group Policy**

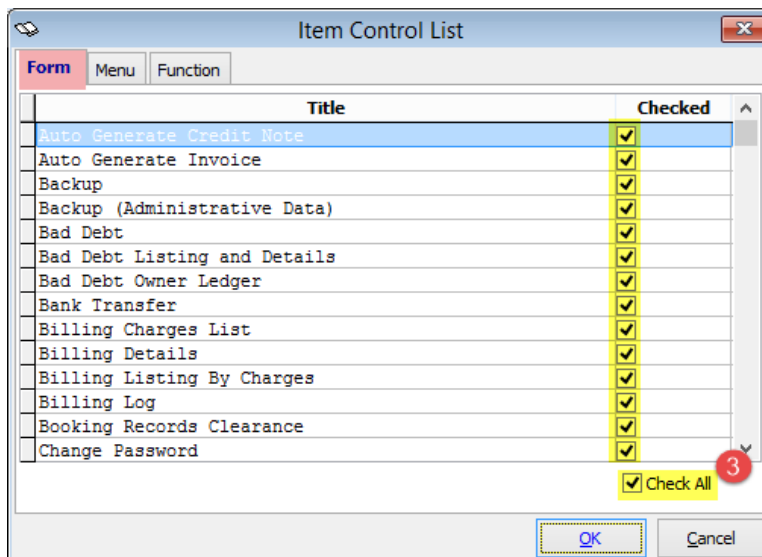
- Locate via **Housekeeping → Administrative Tools → Group Policy**
- This option enables you to define the user group’s accessibility in the system.

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

The screenshot shows a 'Group Policy' window with a 'Policy' tab selected. The 'Listing' sub-tab is active. The 'Group' is set to 'L1', the 'Name' is 'Greg', and 'Accessible' is set to 'No'. There are buttons for 'Item List', 'Delete All', and 'Delete Detail'. Below this is a table with columns for 'Form', 'Menu', and 'Function'. The main table has columns for 'Item', 'Access', 'Create', 'Edit', 'Delete', and 'Print'. All items in the table have checkmarks in the 'Access', 'Create', 'Edit', 'Delete', and 'Print' columns.

Item	Access	Create	Edit	Delete	Print
Auto Generate Credit Note	✓	✓	✓	✓	✓
Auto Generate Invoice	✓	✓	✓	✓	✓
Backup	✓	✓	✓	✓	✓
Backup (Administrative Data)	✓	✓	✓	✓	✓
Bad Debt	✓	✓	✓	✓	✓
Bad Debt Listing and Details	✓	✓	✓	✓	✓
Bad Debt Owner Ledger	✓	✓	✓	✓	✓
Bank Transfer	✓	✓	✓	✓	✓
Billing Charges List	✓	✓	✓	✓	✓
Billing Details	✓	✓	✓	✓	✓
Billing Listing By Charges	✓	✓	✓	✓	✓
Billing Log	✓	✓	✓	✓	✓

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.

The screenshot shows a software window titled "Currency" with a "Listing" tab. It contains four input fields: "Currency Code" with the value "RM", "Description" with "Malaysian Ringgit", "Symbol" with "MYR", and "Rate" with "1.0000". At the bottom, there are buttons for "Add", "Edit", "Delete", "Search", "Print", and "Exit".

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)

The screenshot shows a software window titled "Country" with a "Listing" tab. It contains three input fields: "Country Code" with the value "MY", "Country Name" with "MALAYSIA", and "Nationality" with "MALAYSIAN". At the bottom, there are buttons for "Add", "Edit", "Delete", "Search", "Print", and "Exit".

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.

The screenshot shows a 'Property' form with the following data entered:

- Unit No.: D10-01
- Unit Description: Unit 10 in Block D
- Phase: Phase 1
- House Type: 2 BR + 2 BR Fully furnished
- Unit Type: 2 bedroom condo
- Area: 100.00 Sq. Feet
- Address: Address 1, Address 2, Address 3
- PostCode: 54100
- State: KUALA LUMPUR
- Country: MALAYSIA
- Car Park: (empty)
- Remark: remarks
- Parcel No: (empty)

Navigation buttons at the bottom: First, Previous, Next, Last, Add, Edit, Delete, Search, Print, Exit.

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.

The screenshot shows a software dialog box titled "Generate Multiple Property Units". It contains several input fields and dropdown menus for configuring property unit generation. The fields include "Phase From" (set to "Phase 1"), "Housing Type From" (set to "2 BR + 2 BR Fully furnished"), "Unit Type" (set to "2 bedroom condo"), "Area" (set to "100.00 Square feet"), "Unit Description", "Address", "Postcode", "State" (set to "KUALA LUMPUR"), "Country" (set to "MALAYSIA"), and "Selling Price" (set to "0.00"). There is also a section for "Separator", "Floor Digits", and "Unit Digits" with dropdown menus. A "Generate unit by" section has four radio button options: "With Numeric Floor No" (selected), "With Character Floor No", "Without Floor No", and "Special Character". A checkbox "With Character Unit No." is also present. At the bottom, there are "Generate", "Clear", and "Close" buttons.

➤ **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

The screenshot shows the 'Ownership' window with the following fields and values:

- Unit No.: 6A/01/0001
- Phase: Phase 1
- House Type: 2 BR + 2 BR Fully furnished
- Unit Description: Level 6A, unit 201
- Owned by: Person
- Ownership Date: / /
- Owner No.:
- Owner Group:
- Name:
- Old IC:
- New IC:
- Passport No.:
- Nationality:
- Race: Unspecified
- Gender: Unspecified
- D.O.B: / /
- Marital Status: Unspecified
- Pay Term: 0
- Accounts No:
- Not Calculate Late Interest
- B/F Amt: 0.00
- Open Credit Amt: 0.00
- Outstanding Amt: 0.00
- Deposit Balance: 0.00
- Buttons: Co-Owner, Sub Purchaser
- Navigation: First, Previous, Next, Last, New Owner, Edit, Delete, Search, Print, Exit

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.

The screenshot shows a software window titled "Charges (GST)" with a "Setting" tab selected. The form contains the following fields:

- Charge Code: ADMIN
- Charge Description: Administrative Fees
- Tax: SR
- Calculation Method: By Fixed Rate
- Charge by: Value per unit
- Rate: 20.0000
- Tax Percentage: 6.00 %
- Reporting UOM: Unit
- Accounts No: (empty dropdown)
- Status: Active

At the bottom of the window, there are navigation buttons: First, Previous, Next, Last, Add, Edit, Delete, Search, Print, and Exit.

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.

Scheme Settings (GST)	
Recurring Settings	Detail Listing
Scheme Code	SC1
Description	SCHEME 1
Comment	
Bill Recurring Period	1 Month(s)
Start Date	01/08/2015
Status	Active

The screenshot shows the 'Scheme Settings (GST)' window with the 'Detail' tab selected. On the left, there are buttons for 'Add Charges', 'Edit Charges', and 'Delete Charges'. The main area contains a table with the following data:

Charge Code	Description	Rate	Quantity	Tax Code	Tax %
ADMIN	Administrative Fees	20.0000000	1.00	SR	6.00

Below the table, the 'Status' is set to 'Active'. At the bottom, there are navigation buttons: 'First', 'Previous', 'Next', 'Last', 'Add', 'Edit', 'Delete', 'Search', 'Print', and 'Exit'.

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**':

The screenshot displays the 'Invoice Billing (GST)' interface. Key elements include:

- Invoice No:** INV0000001
- Unit No:** 6A/01/0001
- Owner Name:** Greg Bosh
- Phase:** Phase 1
- Housing Type:** 2 BR + 2 BR Fully furnished
- Charge Code:** Administrative Fees
- Calculation Method:** By Flat Rate
- Quantity:** 1.00
- Charges Rate:** 20.0000
- Invoice Amount:** 21.20
- Tax:** SR 6.00, 1.20

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

Invoice Billing (GST)			
Invoice No	Exclusive		Next Invoice No
Unit No	6A/01/0001	Issued Date	28/08/2015
Owner Name	Greg Bosh		Issued By
Phase	Phase 1		Doc Date
Housing Type	2 BR + 2 BR Fully furnished	<input type="checkbox"/> Include Tenant	Pay Term
			Due Date
Charge Code	Water	By Metered Rate	
Tax	SR	6.00	0.60
Remark	Water (28/08/2015 - 27/09/2015)		
Invoice Amount	10.60		
Opening Date	/ /	Meter Calculation	Flat Rate
Opening Balance	0.00 Unit	Min Charges	5.00
Current Meter Reading	10 Unit	Extra Charges	0.00
Last Meter Reading	0.00 Unit	Rate per Unit	1.0000
Chargeable units	10.00		
2nd Ref No			
Period From	28/08/2015	To	27/09/2015
Intervals	1 Month(s) Forwards		
Last Read Date	/ /		
Show & Ref No		Save	Cancel

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 RMD.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.

The screenshot shows the 'Auto Generate Invoice' dialog box with the following fields and options:

- Choose which scheme setting to use:**
 - Scheme: SCHEME 1
 - Recurring every: 1 Month(s)
 - Start Date: 01/08/2015
- Choose which date range:**
 - Invoice Date From: 28/08/2015
 - Recurring: 5 Times.
 - Date Range From: 01/08/2015 To: 31/12/2015
 - Check Dates button
- Choose which property:**
 - Phase From: [Dropdown]
 - Phase To: zzzzzzzz
 - Housing Type From: [Dropdown]
 - Housing Type To: zzzzzzzz
 - Unit No From: [Dropdown]
 - Unit No To: zzzzzzzzzzzz
 - Apply Scheme Property checkbox
 - Check Units button
- Fill if using user define invoice no:**
 - User Define No: 0
- Remarks: Invoice
- Buttons: Check Failure List, Process, Clear, Close

The 'Check Dates' sub-dialog shows a list of dates to generate invoices:

- 28/08/2015
- 28/09/2015
- 28/10/2015
- 28/11/2015
- 28/12/2015

A blue arrow points from the 'Check Dates' button in the main dialog to the 'Check Dates' sub-dialog.

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.

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

- Unit No: 6A/01/0001
- Owner Name: Greg Boah
- Receipt No: PAY0000001
- Receipt Date: 28/08/2015
- Received Amount: 150.00
- Open Credit: 150.00

The 'Receiving Payment' dialog box shows:

- Pay by: Cash
- Paid Amount: 150.00
- Outstation Charges: 0.00
- Net Amount: 150.00

The table in the 'Payment' window shows the following data:

No.	Paid By	Paid Amount	Cheque/Credit Card No	Cheque/Expired Date	Outstation Charges
1	Cash	150.00			0.00

Summary values at the bottom of the 'Payment' window:

- Gross Rec. Amt: 150.00
- Outstation Charges: 0.00
- Nett Rec. Amt: 150.00

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.

Apply Knock Off Bill

Unit No: 6A/01/0001
 Owner Name: Greg Bosh
 Receipt No: PAY0000001
 Payment Amount: 150.00
 Open Credit: 150.00
 Applied Amount: 0.00

Auto Apply Order By Document Date

Invoice No	Invoice Type	Invoice Date	Due Date	Invoice Amount	Outstanding Amount	O/T
INV0000003	Invoice	28/08/2015	29/08/2015	21.20	21.20	0
DN0000001	Debit Note	28/08/2015	29/08/2015	21.20	21.20	0

Remark: Administrative Fees (28/08/2015 - 27/09/2015)
 Total Outstanding: 42.40
 Amount to apply: 21.20

Buttons: Save, Exit

Created Date: 28/08/2015
 Last Updated Date: 28/08/2015

Navigation: First, Previous, Next, Last, Add, Edit, Delete, Search, Print, Exit

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.

Vendor's Invoice (GST)

Invoice No: [] Next Invoice No: PB0000001
 Vendor: X COMPANY
 Invoice Date: 28/08/2015 Due Date: 29/08/2015
 Currency: [] at 0.0000
 Bill Amount: 0.00 Converted Amount: 0.00
 Outstanding Amount: 0.00

Buttons: Insert, Modify, Remove

No	Expenses	Billed Amt	Disc Amt	Tax Amt	Actual Amt	Tax Code
1	Newspaper					

Vendor Invoice's Expenses (GST)

No: 1
 Expenses: Newspaper
 Bill Amt: RM 25.00
 Discount: 0.00% 0.0000
 Tax: TX 6.00% 1.50 Exclusive
 Actual Amt: RM 26.50

Buttons: Save, Cancel

Gross Invoice Amt: 0.00
 Total Disc Amt: 0.00
 Total Tax Amt: []
 Nett Invoice Amt: 0.00

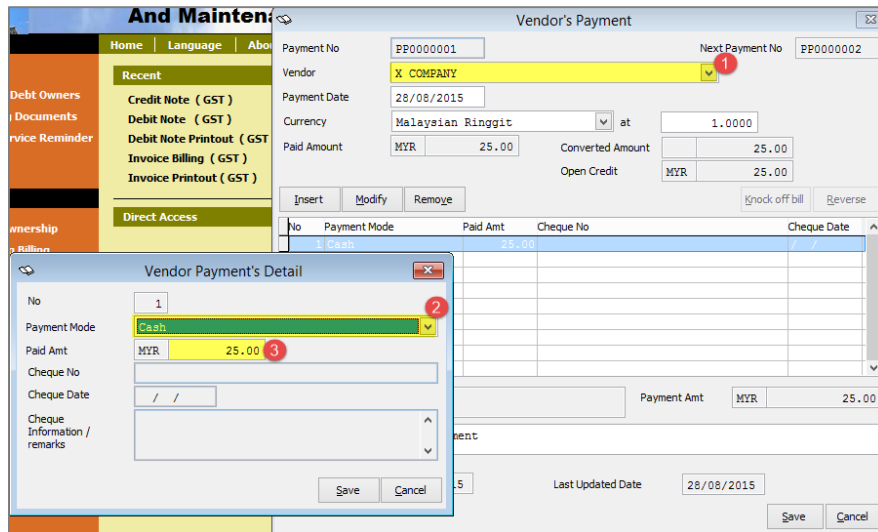
Created Date: 28/08/2015
 Last Updated Date: 28/08/2015

Buttons: Save, Cancel

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.

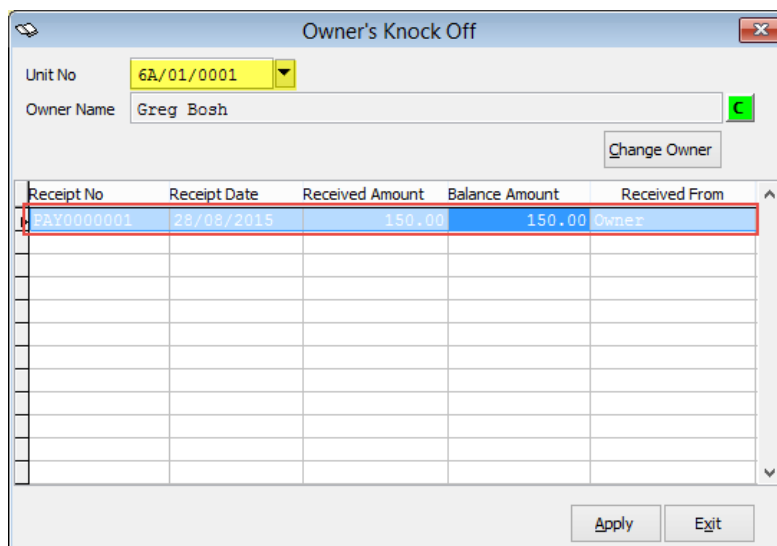


4.9 Owner's Knock Off

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.



- 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.

- 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.
- Click **Save** button to execute knock off and then **Yes** button to confirm the transaction.
- 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.
- Click **Exit** to end the process.

Apply Knock Off Bill

Unit No:

Owner Name: C

Receipt No:

Payment Amount:

Open Credit: Applied Amount:

Auto Apply Order By Document Date

Invoice No	Invoice Type	Invoice Date	Due Date	Invoice Amount	Outstanding Amount	O/T
▶ INV0000004	Invoice	28/07/2015	29/07/2015	42.40	42.40	0
INV0000003	Invoice	28/08/2015	29/08/2015	21.20	21.20	0
DN0000001	Debit Note	28/08/2015	29/08/2015	21.20	21.20	0

Remark: Total Outstanding:

Amount to apply:

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

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

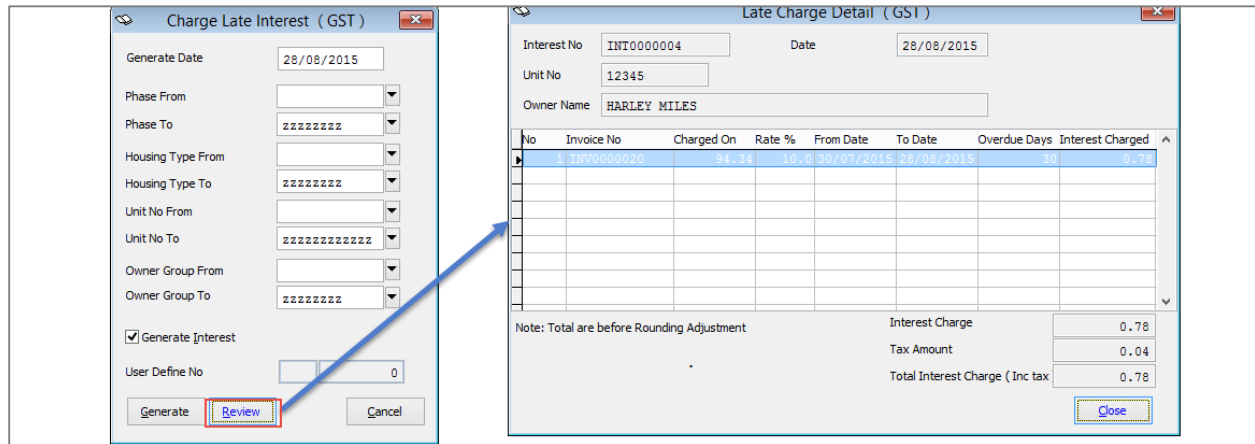
2. Invoice bill = RM1800.00

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

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.

Enquiry						
Unit No <input type="text"/>						
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	PLAZA 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		

Cancel

Lesson 6 – Report

Topics:

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

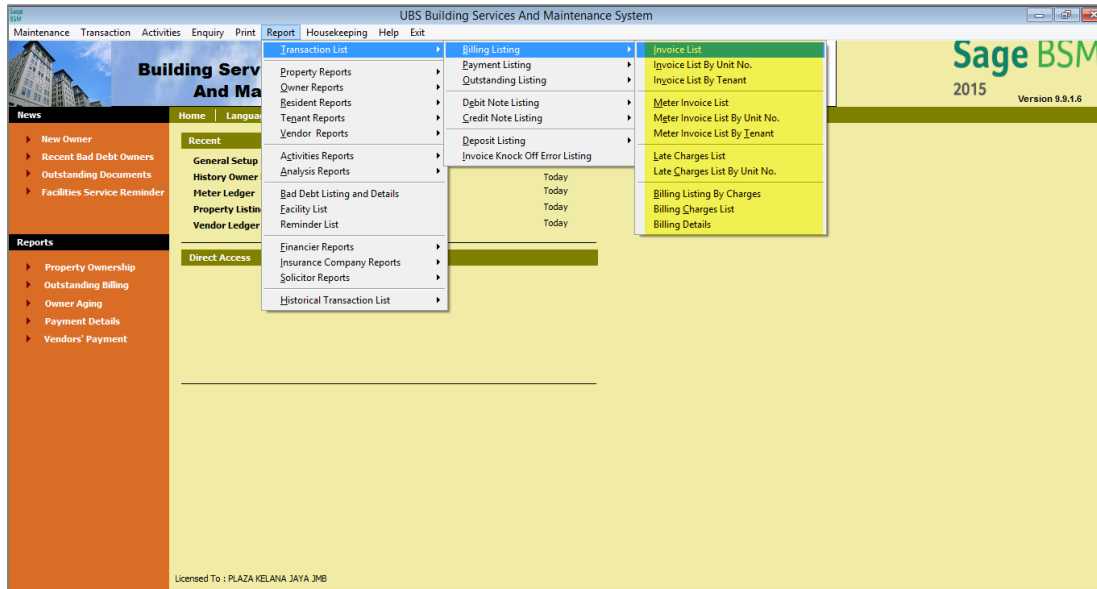
6.1 Transaction List

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.

Printing options

- 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

Goods and Service Tax Report

Date From: 12/08/2015 Transaction Type: Both GST Classification:

Date To: 12/08/2016 Sales Purchase

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				PRINTED ON: 12/08/2016					
TRANSACTION TYPE: SALES				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