



Accounting

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Introduction

- This part is suitable for individuals who handle accounts in any fields, and for those who wish to learn how to use *UBS:one Accounting* to perform its tasks.
- It is specially designed for *UBS:one Accounting*, and it serves as standardised training material for the subject.
- **Pre-requisites:** trainees should have basic understanding of bookkeeping and double-entry concept.

Chapter 1: General Maintenance

Guideline on installation, general settings and maintenances of the items to be used in the system, e.g. company details, ledgers, and stock value.

1.1) General Setting

For the first time login, user needs to maintain company profile and set the accounting year.

Steps

1. Go to **Housekeeping → Run Setup → General Setting → Company Profile**
2. Enter company details accordingly.
3. As for Debtor/Creditor Account Groups please refer to topic on **Debtors Ledger**.
4. Set the accounting year.
 - Key in **Last accounting year closing date** and **Closing period** to determine this (current) accounting year.
 - **Starting period** represents the month that the transaction entries begin.

Some Guideline on creating *This Accounting Year*

This Accounting Year (User desired output)	Last Accounting Year Closing Date (Input)	Closing Period (Input)
01/01/2008 ~ 31/12/2008	31/12/2007	12
01/04/2008 ~ 31/03/2008	31/03/2008	12
01/07/2008 ~ 31/12/2008	31/12/2007	6

Notes:

- Period = Accounting Month
- Period 1 is not necessary representing month of January. E.g. If your accounting year start at 01/07/07; which mean July is your first Period (Period 1).

1.2) Three Ledgers

Maintain different ledger accounts for the company: General ledger, Debtors ledger, and Creditors ledger.

General Ledger

1. Go to **General** → **General A/C Ledgers Maintenance**: to add an account, click **Add**, key in **Account Number**, **A/C Description**, select **Account Type**, then click **Save**.

2. Important:

Fields	Description										
Account Number	<p>- Account number must be assigned to each of the accounts in this format: XXXX/ZZZ</p> <p>- Example: 1000/000 Capital 2000/000 Fixed Asset 3000/000 Debtors Control 3100/000 Bank 3200/000 Cash 5000/000 Sales</p> <p>- Usually the last 3 digits is used for subsidiary accounts. If you have no subsidiary accounts, set it to '000'.</p> <p>Note: It can be alphanumeric.</p>										
A/C Description	Type in the account's description.										
Account Type	<p>Select the account type from the check boxes.</p> <p>This will determine in which part of financial reports will this account contribute.</p>										
Special Account (SA)	<p>Special account codes are assigned to some accounts that need additional attention. The following 4 accounts must be assigned with SA respectively:</p> <table data-bbox="619 1310 1037 1534"> <tr> <td><u>Account Name</u> (example)</td> <td><u>SA</u></td> </tr> <tr> <td>Retained Earning</td> <td>PA</td> </tr> <tr> <td>Opening Stock</td> <td>OS</td> </tr> <tr> <td>Closing Stock</td> <td>CS</td> </tr> <tr> <td>Balance Sheet Stock</td> <td>BS</td> </tr> </table>	<u>Account Name</u> (example)	<u>SA</u>	Retained Earning	PA	Opening Stock	OS	Closing Stock	CS	Balance Sheet Stock	BS
<u>Account Name</u> (example)	<u>SA</u>										
Retained Earning	PA										
Opening Stock	OS										
Closing Stock	CS										
Balance Sheet Stock	BS										

Sample Chart of Account:

<u>Balance Sheet</u>			
<u>Fixed Asset</u>			
Motor Vehicle	D		2100/000
Accum Depn	D		2100/005
<u>Current Asset</u>			
Cash	F		3100/000
Bank	F		3200/000
Bal. Sheet Stk.	F	BS	3333/000
Debtors Ctr	F		3000/000
<u>Current Liability</u>			
Creditors Ctr	G		4000/000
Accruals	G		4100/000
<u>Capital</u>			
Capital	A		1000/000
Ret Earning	A	PA	1050/000

<u>Trading & Profit & Loss Account</u>			
Sales	H		5000/000
Return Inwards	I		5099/000
<u>Cost Of Sales</u>			
Opening Stock	J	OS	6000/000
Purchases	J		6100/000
Return Outwards	J		6500/000
Closing Stock	J	CS	6999/000
<u>Other Income</u>			
Interest Received	L		8100/000
<u>Expenses</u>			
Salary	M		9010/000
Rental	M		9020/000

<u>Recommended Account Numbering</u>	
1xxx/xxx	Capital, Drawing, LT Liabilities
2xxx/xxx	FA, Prov for Depn
3xxx/xxx	Current Assets
4xxx/xxx	Current Liabilities
5xxx/xxx	Sales, SReturn, Income
6xxx/xxx	Cost of Sales
7xxx/xxx	Manufacturing A/c
8xxx/xxx	Tax, Appropriation
9xxx/xxx	Expenses

View/Print Chart of Account?

Go to **General** → **Print Chart of Accounts** → Select **All Above** → click **OK** → click **Preview**

CHART OF ACCOUNT					
JUST TRADING SDN BHD					24/12/2007
					PAGE : 1
ACC.NO.	A/C DESCRIPTION	ACCOUNT TYPE	SA	TYPE	DEPT.
1000/000	CAPITAL	CAPITAL		A	
1050/000	RETAINED EARNING	CAPITAL	PA	A	
2100/000	MOTOR VEHICLE	FIXED ASSETS		D	
2100/005	ACCUM. DEPRECIATION	FIXED ASSETS	AD	D	
3000/000	DEBTORS CONTROL	CURRENT ASSETS		F	
3100/000	CASH	CURRENT ASSETS		F	
3200/000	BANK	CURRENT ASSETS		F	
3333/000	BALANCE SHEET STOCK	CURRENT ASSETS	BS	F	
4000/000	CREDITORS CONTROL	CURRENT LIABILITIES		G	
4100/000	ACCRUALS	CURRENT LIABILITIES		G	
5000/000	SALES	SALES		H	
5099/000	RETURN INWARDS	SALES ADJUSTMENTS		I	
6000/000	OPENING STOCK	COST OF GOODS SOLD	OS	J	
6100/000	PURCHASES	COST OF GOODS SOLD		J	
6500/000	RETUN OUTWARDS	COST OF GOODS SOLD		J	
6999/000	CLOSING STOCK	COST OF GOODS SOLD	CS	J	
8100/000	INTEREST RECEIVED	OTHER INCOMES		L	
9010/000	SALARY (EXPENSES)	EXPENSES		M	
9020/000	RENTAL (PAID)	EXPENSES		M	

Debtors Ledger

1. Go to **Debtors** → **Debtors File Maintenance**

The screenshot shows a window titled "Debtors File Maintenance" with the following fields and values:

- Debtor No.: 3000/A01
- Name: A COMPANY
- Address: SUITE 1B-6, LEVEL 6, BLOCK 1B, PLAZA SENTRAL, JALAN STESEN SENTRAL 5, 50470 KUALA LUMPUR
- Attention: JANICE CHAN
- Email: janice@ubs-software.com
- Web Site: www.ubs-software.com
- Phone Numbers: 130088SAGE
- Phone Numbers (2):
- Fax/Telex: 22614279
- Contact: JANICE
- Nature Of Business: (dropdown)
- Region: (dropdown)
- Area: (dropdown)
- Agent: (dropdown)
- Open Item Debtor:
- More Info:
- View Ledger:
- Terms: (empty)
- Credit Limit: 0.00
- Group To: 3000/A01
- Created Date: 10/01/2008 12:15:43 PM

Buttons at the bottom: Top, Prev, Next, Bottom, Search, Add, Save, Delete, Exit

- Here user will maintain his debtor's personal accounts.
- The **Debtors Control** account is maintained in General Ledger A/C Maintenance.
- Debtor's account number:

- The first 4 digits debtors account number is governed by Debtor Account Groups in **Housekeeping** → **Run Setup** → **General Setting** → **Company Profile**; and it must be the same for those under a same group. While the last 3 digits of debtors account number is to be identical.
- Example: Debtor Account Group

Debtor Account Groups

From: 3000

To: 3000

Example	
3000/000	Debtos Control (Northern)
3000/A01	A Company
3000/A02	ABC Company
<hr/>	
3001/000	Debtos Control (Southern)
3000/A01	Agility Sdn. Bhd.
3000/A02	Achieve Enterprise

1.3) Batches

1. Go to **Transactions** → **Organize Batches**
2. Maintain batches for different categories of transactions, e.g. Sales, Purchase, Bank, Cash etc.
3. User must have at least one batch to record transaction entries.
 - **Add:** Add batches one by one.
 - **Generate:** Generate batches through template. (Click **Generate**, key in batches template, select period, click **Apply**)

Example

Batch Number	Batch Description	Period
1	Sales – Jan'08	1
2	Purchase – Jan'08	1
3	Bank – Jan'08	1
4	Cash – Jan'08	1
5	Journal – Jan'08	1
6	General – Jan'08	1

1.4) Enter Opening Balances

1. Go to **General** → **Enter Opening Balances**. Key in opening balances to the column accordingly.

A/C No.	A/C Description	Debit	Credit
1000/000	CAPITAL	0.00	20000.00
1050/000	RETAINED EARNING	0.00	0.00
2000/000	FIXED ASSETS	0.00	0.00
2000/100	MOTOR VEHICLE JCQ 369	2000.00	0.00
2000/105	ACCUM. DEPRN. - MOTOR VEHICLE (JCQ	0.00	200.00
2000/200	FURNITURE & FITTING	0.00	0.00
2000/205	ACCUM. DEPRN. - FURNITURE & FITTING	0.00	0.00
2000/300	OFFICE EQUIPMENT	0.00	0.00
2000/305	ACCUM. DEPRN. - OFFICE EQUIPMENT	0.00	0.00
2010/000	GOODWILL	0.00	0.00
		20,200.00	20,200.00

With Income & Expenses Account
 Include Zero Balance
 List by Account No.

Account No. /

Lock Print Exit

If Starting Period ≠ 1, e.g. 2, 3 or above

User is allowed to key in opening balances for both Balance Sheet's account and Income & Expenses Accounts.

If Starting Period = 1

User is allowed to key in opening balances for Balance Sheet's account only.

Notes:

1. Both Debit and credit must be balanced before running the **Year End Process**.
2. The value of Balance Sheet Stock Accounts(BS) must be tallied with the **Opening Stock** in **General** → **Maintain Stock Value**
3. Do not key in value for accounts: Opening Stock, Closing Stock, and Control Accounts for Debtors and Creditors.

1.5) Maintain Stock Value

1. Go to **General** → **Maintain Stock Value**

Code	BS A/C	OS A/C	CS A/C
1	3030/000	6000/000	6020/000

Opening Stock: 200.00

Closing Stock at Month End

2008 Jan.	0.00	2008 Jul.	0.00	2009 Jan.	0.00
2008 Feb.	0.00	2008 Aug.	0.00	2009 Feb.	0.00
2008 Mar.	0.00	2008 Sep.	0.00	2009 Mar.	0.00
2008 Apr.	0.00	2008 Oct.	0.00	2009 Apr.	0.00
2008 May.	0.00	2008 Nov.	0.00	2009 May.	0.00
2008 Jun.	0.00	2008 Dec.	0.00	2009 Jun.	0.00

Buttons: Add, Delete, Print, Exit

2. Record closing stock value periodically.
3. Before this, user must have maintained 3 stock accounts assigned with special account codes: Balance Sheet Stock (BS), Opening Stock (OS), Closing Stock (CS)
4. For the first time log in, click **Add** and press **Enter** several times until the first row of BS A/C, OS A/C, and CS A/C columns are filled with respective stock accounts.
5. Key in value for opening stock and closing stock at different period.

Chapter 2: Transactions

There are two methods (Add and Quick) available to create transaction entries.

2.1) Add

1. Go to **Transactions** → **Transaction File Maintenance**

2. To add single transaction entry, click **Add**
3. Select **Batch No**, press **Enter**
4. Select **Period**, press **Enter**
5. Key in **date**, press **Enter**
6. Select **Account Number**, press **Enter**
7. Key in **reference number** (if any), press **Enter**
8. Key in amount either onto debit or credit side.
9. Click **Save**, one side of entry, complete the other side of entry, click **Save**, then click on **Accept** to complete the transaction.

10. User are now (still in **Add** mode) ready for another transaction, click on **Cancel** to exit **Add** mode.

2.2) Quick

1. Go to **Transactions** → **Transaction File Maintenance**
2. To create double entry at one go, click **Quick**
3. Select **Master Account** (anyone of the double entry accounts, usually the most common one), and click **OK**.

4. Select **Batch No.**, press **Enter**
5. Select **Period**, press **Enter**
6. Key in **date**, press **Enter**
7. Select **Account Number** (of the other side of entry against Master Account), press **Enter**

8. Key in **reference number** (if any), press **Enter**
9. Key in amount, press **Enter**
10. Click **Save**, to save the double entry.
11. User are now ready for next double entry, user may use the same Master Account (if still relevant), or change the Master Account accordingly.

2.3) View Transactions

There are several ways to retrieve and view the details of transactions that have been created.

- **Transactions** → **Transaction File Maintenance** (Use Top, Bottom, Next, Prev, and Search buttons)
- **Transactions** → **Print Batch of Summary**
- **Transactions** → **Print Batch of Transaction**
- **Reports** → **View Ledgers**
- **Reports** → **Print Ledgers**

2.4) Modification

1. First of all, user needs to retrieve the entry to be modified. (refer to topic **2.3**)
2. Double click on the entry to drill down to the entry source, and click **Edit** to modify, and then **Save**.

2.5) Deletion

1. To delete (totally remove) an entry, first, retrieve the entry (as in 2.4).
2. Then fill the Ref. No. field with all Asterisks (******) and zero rise the value in both debit and credit fields.
3. Click **Save**.

The screenshot shows the 'Transactions File Maintenance' window. The 'Batch Title' is 'SALES - JAN' 2008 and the date is 10/01/2008. The 'Batch No.' is 1 and 'Voucher Seq.' is 1. The 'Period' is 1 for January 2008. The company name is 'A COMPANY'. A table lists transactions with columns for Date, A/C No., Ref. No., A/C Description, Debit, and Credit. The entry for 21/01/2008 with A/C No. 3000/A01 and Ref. No. ***** SALES is highlighted. The Debit and Credit fields for this entry are both 0.00. Below the table, the 'V.Edit' row shows a total of 555.00 for both Debit and Credit. At the bottom, there are navigation buttons: Top, Prev, Next, Bottom, Search, Quick, Add, Edit, Print, Save, Cancel, and Exit.

Date	A/C No.	Ref. No.	A/C Description	Debit	Credit
21/01/2008	3000/A01	***** SALES		0.00	0.00
21/01/2008	3000/A01	INV 0001	A COMPANY	555.00	0.00
21/01/2008	5000/000	INV 0001	SALES	0.00	555.00
				V.Edit	555.00

Chapter 3: Reports

3.1) Trial Balance

Go to **Reports** → **Trial Balance** → Select the **Periods** & **Account Number** → click **OK** → **Preview**

ACC.NO.	A/C DESCRIPTION	YEAR-TO-DATE	
		DEBIT	CREDIT
1000/000	CAPITAL		20,000.00
2000/100	MOTOR VEHICLE JCQ 369	2,000.00	
2000/105	ACCUM. DEPRN. - MOTOR VEHICLE (JCQ 369)		200.00
3000/000	TRADE DEBTORS	10,888.00	
3010/000	BANK - UMBC A/C	5,000.00	
3020/000	CASH IN HAND	3,000.00	
3030/000	STOCK	200.00	
5000/000	SALES		888.00
TOTAL :		21,088.00	21,088.00

3.2) P & L

Go to **Reports** → **P & L** → Select the **Periods** & **Account Number** → click **OK** → **Preview**

3.3) Balance Sheet

Go to **Reports** → **Balance Sheet** → Select the **Periods** & **Account Number** → click **OK** → **Preview**

3.4) Debtors Statement

Go to **Debtors** → **Print Debtors Statement** → Select the **Periods** & range of **Debtors** → click **OK** → **Preview**

JUST TRADING SDN BHD 441389-K
 Suite 1B-6, Level 6, Block 1B,
 Plaza Sentral, Jalan B to Sen, Block 3,
 Kuala Lumpur Sentral,
 50470 Kuala Lumpur.

A COMPANY **STATEMENT OF ACCOUNT**

SUITE 1B-6, LEVEL 6, BLOCK 1B
 PLAZA SENTRAL,
 JALAN STREBY SENTRAL 3
 50470 KUALA LUMPUR

		TERM	MONTH	PAGE	DATE
SUBDUAL			January 2018	1	31.01.2018
DATE	REF. NO.	DESCRIPTION	DEBIT	CREDIT	BALANCE
		BALANCE B/F			1,000.00
2017.01.01	017 001	SALES	533.00		1,533.00

RUMAH MALAYSIA : ONE THOUSAND FIVE HUNDRED FIFTY FIVE ONLY

					RM	1,533.00
5 MONTHS 0.00	4 MONTHS 0.00	3 MONTHS 0.00	2 MONTHS 0.00	1 MONTH 1,000.00	CURRENT 533.00	
13 MONTHS 0.00	10 MONTHS 0.00	9 MONTHS 0.00	8 MONTHS 0.00	7 MONTHS 0.00	6 MONTHS 0.00	

WE SHALL BE GRATEFUL IF YOU WILL LET US HAVE PAYMENT AS SOON AS POSSIBLE.
 ANY DISCREPANCY IN THIS STATEMENT PLEASE INFORM US IN WRITING WITHIN 10 DAYS.

3.5) Creditors Statement

Go to **Creditors** → **Print Remittance Advise** → Select the **Periods** & range of **Creditors** → click **OK** → **Preview**

3.6) Payment Voucher

Go to **Reports** → **More Report** → **Payment Vouchers** → Select the **Periods** & **Voucher Number** → click **OK** → **Preview**

3.7) Other Receipt

Go to **Reports** → **B** → **Print Other Receipts** → Select the **Periods** & **Receipt Number** → click **OK** → **Preview**

Chapter 4: Other Features

4.1) Lock and Unlock Batches

Lock Batches

1. Go to **Transactions** → **Organise Batches**
2. Highlight Batch No. 1 and click **Lock**.

Unlock Batches

1. Go to **Housekeeping** → **Exit** → Press **B**: Key in password: **UBS**
2. Click **Change Batch Lock & Pin No.**
3. Remove the values under **L.Trans** & "L" under **L.Status**.
4. Click **Apply**.

Batch No.	Title	Total Debit	Total Credit	No. of tr.	L.Trans	L.Status	Pin
1	SALES - JAN' 2008	888.00	888.00	4	4	L	0
2	PURCHASE - JAN' 2008	0.00	0.00	0			0
3	BANK - JAN' 2008	0.00	0.00	0			0
4	CASH - JAN' 2008	0.00	0.00	0			0
5	JOURNAL - JAN' 2008	0.00	0.00	0			0
6	SALES - FEB' 2008	0.00	0.00	0			0
7	PURCHASE - FEB' 2008	0.00	0.00	0			0
8	BANK - FEB' 2008	0.00	0.00	0			0
9	CASH - FEB' 2008	0.00	0.00	0			0
10	JOURNAL - FEB' 2008	0.00	0.00	0			0
11	SALES - MAR' 2008	0.00	0.00	0			0
12	PURCHASE - MAR' 2008	0.00	0.00	0			0
13	BANK - MAR' 2008	0.00	0.00	0			0
14	CASH - MAR' 2008	0.00	0.00	0			0

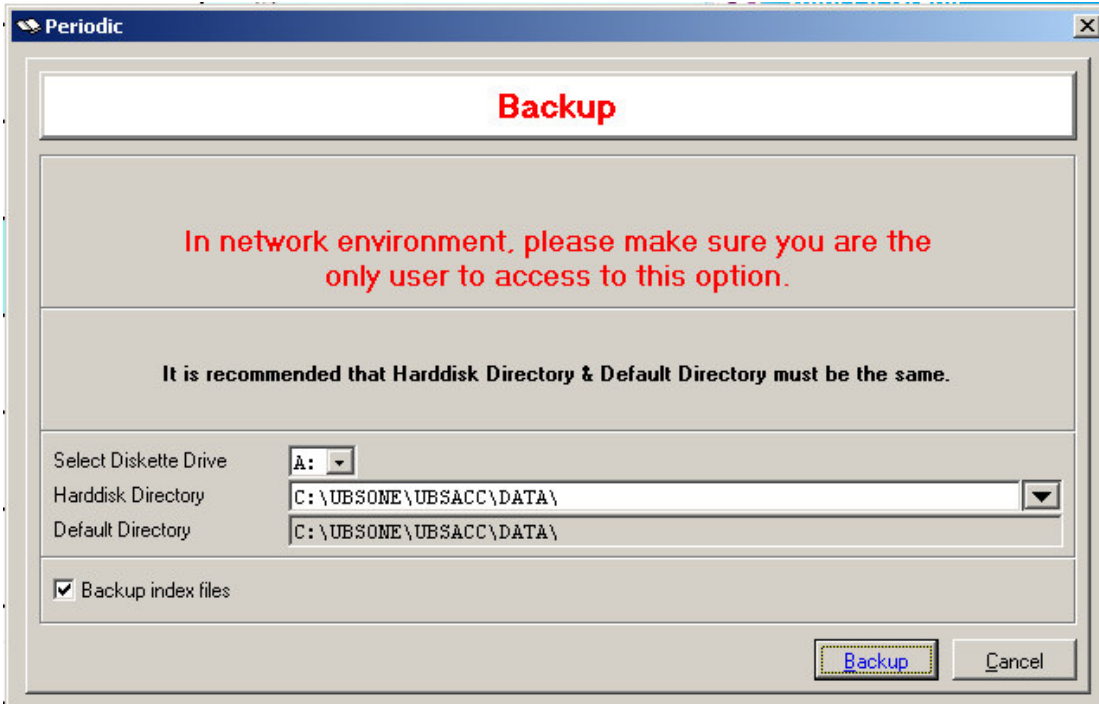
4.2) Backup and Restore

1. **Backup** is to make a copy of the zipped data on other directory or devices, while **Restore** is to put the copy of the data back to the system.
2. We can backup and restore data into / from diskette (**A:**), Hard disk (**C:**) or other storage devices (thumb drive, CD, etc)

Backup (for example into Thumb drive - J :\)

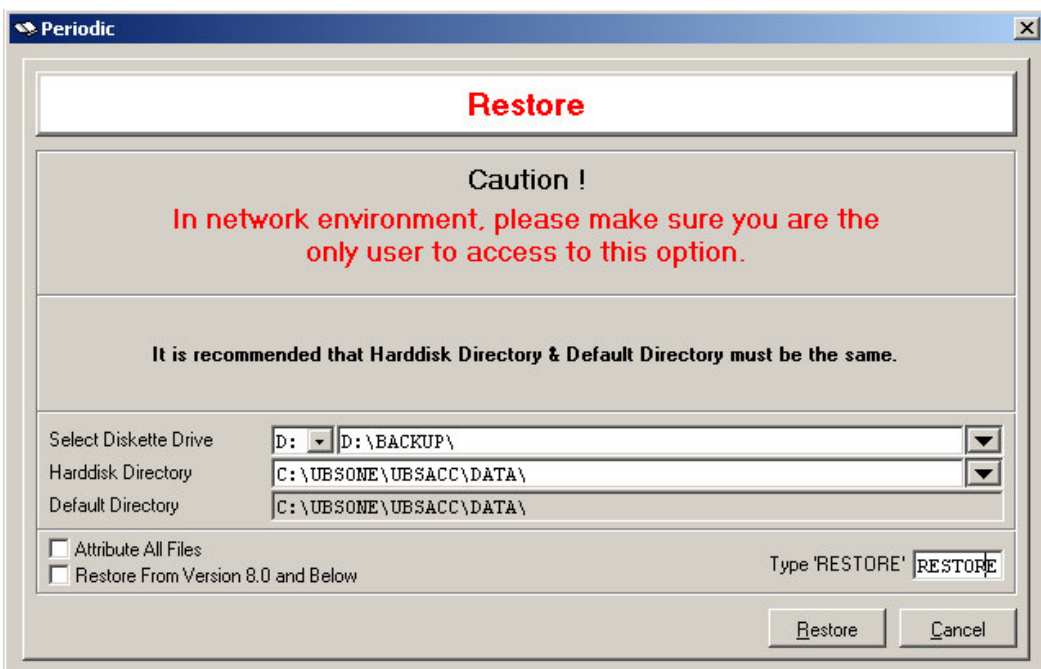
1. Plug in thumb drive
2. Go to **Periodic** → **Backup**

3. Under **Select Diskette Drive**, select **J:**
4. Then click **Backup**



Restore (for example from **Thumb drive - J :**)

1. Plug in thumb drive
2. Go to **Periodic** → **Restore**
3. Under **Select Diskette Drive**, select **J:**
4. Then key in **"RESTORE"** and click **Restore**



4.3) Year End Processing

1. Perform Year End Process to **Close** current accounting year and switch to new accounting year.
2. Make sure the tasks are completed before running the Year End Processing.
 - o Update all **Stock** value
 - o **Backup** all data files
 - o Complete transactions up to **Last** period
 - o There is **One** and only **Retained Earning** account (with special account: **PA**).
3. To perform this feature, go to **Periodic → Year End Processing**
4. Enter password: **UBS (Pin_0's password)**, then click **OK**.

