

Template

A c c o u n t | B i l l i n g | S t o c k | P O S | P a y r o l l



ISV/Software Solutions



Introduction

- Template is a new function in AutoCount Accounting 2.0, available for GL / Sales / Purchase.
- Template allows user to preset data in such as Debtor/Creditor, Items, Qty, AccNo etc. in the entry and load it the next time without needing to rekey in everything again.
- This will save a lot of time and reduce human errors. User just need to load the template and edit the template.
- This slide will guide user on how to create and save template, load template, assign template for users and set access right for template.

Scenario 1

Your company purchases printing stationary every once in a month. You are required to create Payment Voucher for such activity every time for such purchase. In this case, template function might be helpful here to improve efficiency in keying in these similar entries.

Scenario 1

1. Go to Cash Book → Payment Voucher and key in all the details.

New Payment Voucher - [Next Possible No: PV-000005] - v2 - AutoCount Accounting (Ver: 2.0)

Home Edit

Save as Draft Save as Template Save as Recurrence Save

Payment Editing

Editing

Imported Goods Document Set GST Date

Copy from other Cash Book Copy to a new Cash Book Copy to a new Payment Voucher Copy to a new Receipt Voucher

Copy Voucher

Pay To STATIONARY SHOP Voucher No <<New>>

Description A4 PAPER FOR PRINTING Date 16/10/2018

Currency Code MYR Currency Rate 1 2nd Voucher No

Payment Voucher

Payment Method	Cheque No.	Payment Amount	Bank Charge	Bank Charge Tax ...	Bank Charge Tax	Bank Charge Bill N...	To Bank Rate	Payment By	Is RCHQ.	RCHQ. Date
CASH		200.00	0.00		0.00		1		<input type="checkbox"/>	

Record 1 of 1

Bank Account Balance for CASH as at 17/10/2018 is RM 3,238.95

Total Payment: 200.00

Main External Link Note

Acc. No.	Curr. Rate	Account Desc.	Description	Fu... De...	Amount	Local Amount	Taxable Amount	Total (ex)	Total (inc)
910-0000	1	PRINTING & STATIONERY	A4 Paper for Printing	...	200.00	200.00	200.00	200.00	200.00

Record 1 of 1

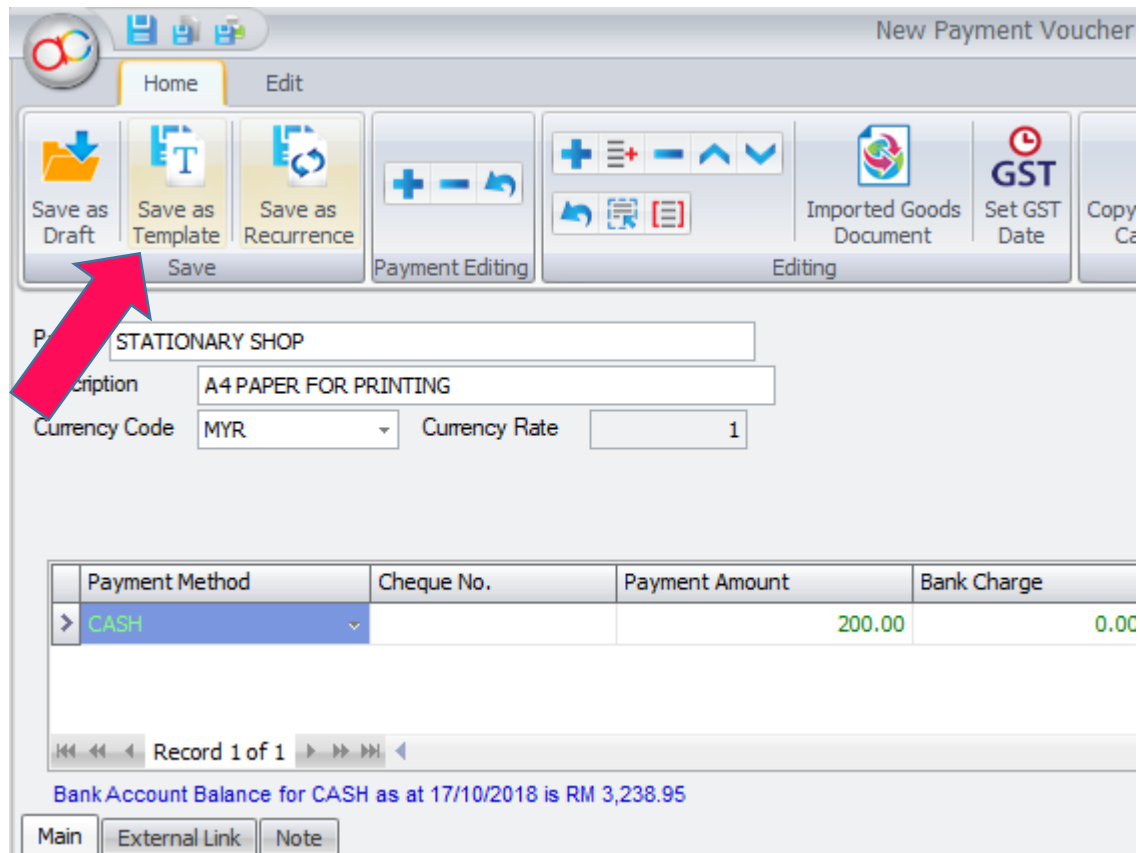
Local Subtotal (ex)	200.00	Subtotal (ex) :	200.00
Total Local GST	0.00	<input type="checkbox"/> Inclusive? Taxable Amount :	0.00
Local Net Total	200.00	Total GST	0.00
		Net Total	200.00

Proceed new Payment Voucher

Save Save & Preview Save & Print Cancel

Scenario 1

2. Click Save as Template at the top

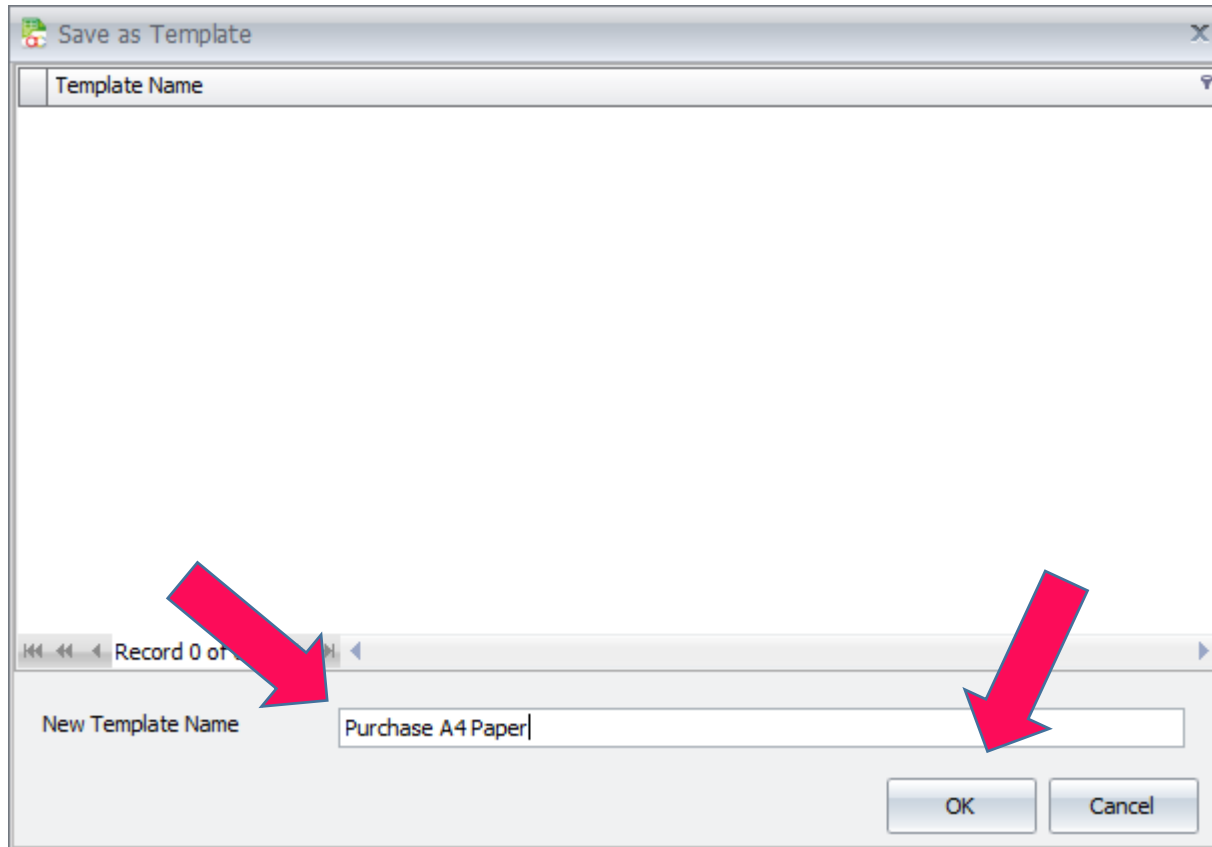


The screenshot shows the 'New Payment Voucher' form in the AutoCount software. The top ribbon has tabs for 'Home' and 'Edit'. Under the 'Home' tab, there are three buttons: 'Save as Draft', 'Save as Template', and 'Save as Recurrence'. A red arrow points to the 'Save as Template' button. Below the ribbon, there are input fields for 'Payee' (STATIONARY SHOP), 'Description' (A4 PAPER FOR PRINTING), 'Currency Code' (MYR), and 'Currency Rate' (1). A table below shows the payment method 'CASH' with a payment amount of 200.00 and a bank charge of 0.00. At the bottom, there is a status bar showing 'Record 1 of 1' and a note: 'Bank Account Balance for CASH as at 17/10/2018 is RM 3,238.95'.

Payment Method	Cheque No.	Payment Amount	Bank Charge
> CASH		200.00	0.00

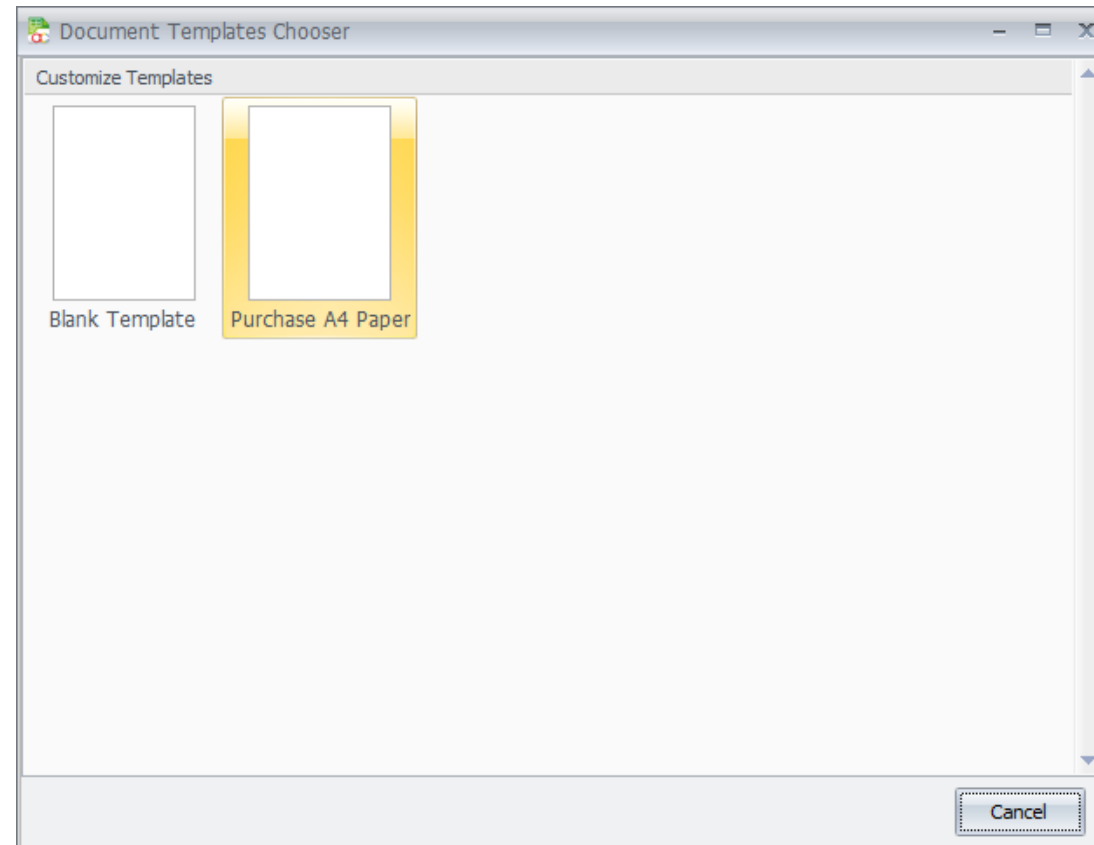
Scenario 1

3. Key in the new template name and click OK.



Scenario 1

The next time you wish to create a new Payment Voucher, the system will prompt you with templates that you had previously created. Choose from the template or choose BLANK Template if you wish to start from fresh.



Scenario 2

Chinese New Year is arriving and your company started to stock up Mandarin Oranges. You find that you will need to rekey in similar invoices on the selling of Mandarin Oranges. To increase the efficiency of data entry, you plan to use the Template feature in AutoCount Accounting 2.0. Besides, you will have one staff that actually in charge of keying all these invoices and you want to assign this template specially for him.

Scenario 2

1. Set up Template

New Invoice - [Next Possible No: I-000022] - v2 - AutoCount Accounting (Ver: 2.0)

Home Edit

Save as Draft Save as Template Save as Recurrence Save

Editing

Set GST Date Group Total Discount Item Package Change Unit Price Item Search Show Instant Info Show Instant...

Copy from other Invoice Copy to a new Invoice Copy Invoice Transfer Document

Debtor: 300-3001 Name: CASH CUSTOMER Invoice No: <<New>>

Address: 10, Jalan Rambutan, Off Jalan Papaya, Taman Buah-buahan. Date: 17/10/2018

Branch: Sales Location: HQ Multi Pricing: Standard Credit Term: C.O.D. Sales Agent: Shipping Info:

Ship Via:

Bar Code:

Item C...	Description	F...	UOM	Qty	Unit Price	Discount	FOC Qty	Total	GST Code	GST Rate	Sales T...	GST	Total (ex)	Total (inc)
> OR...	MANDARIN ORANGE	...	UNIT	200	1.0000		0	200.00				0.00	200.00	200.00
	COURIER FEE	...		1	10.0000			10.00				0.00	10.00	10.00

Record 1 of 2

5 cents rounding? Subtotal (ex) 210.00

GST Code GST Rate 0 Discount 0 % 0.00

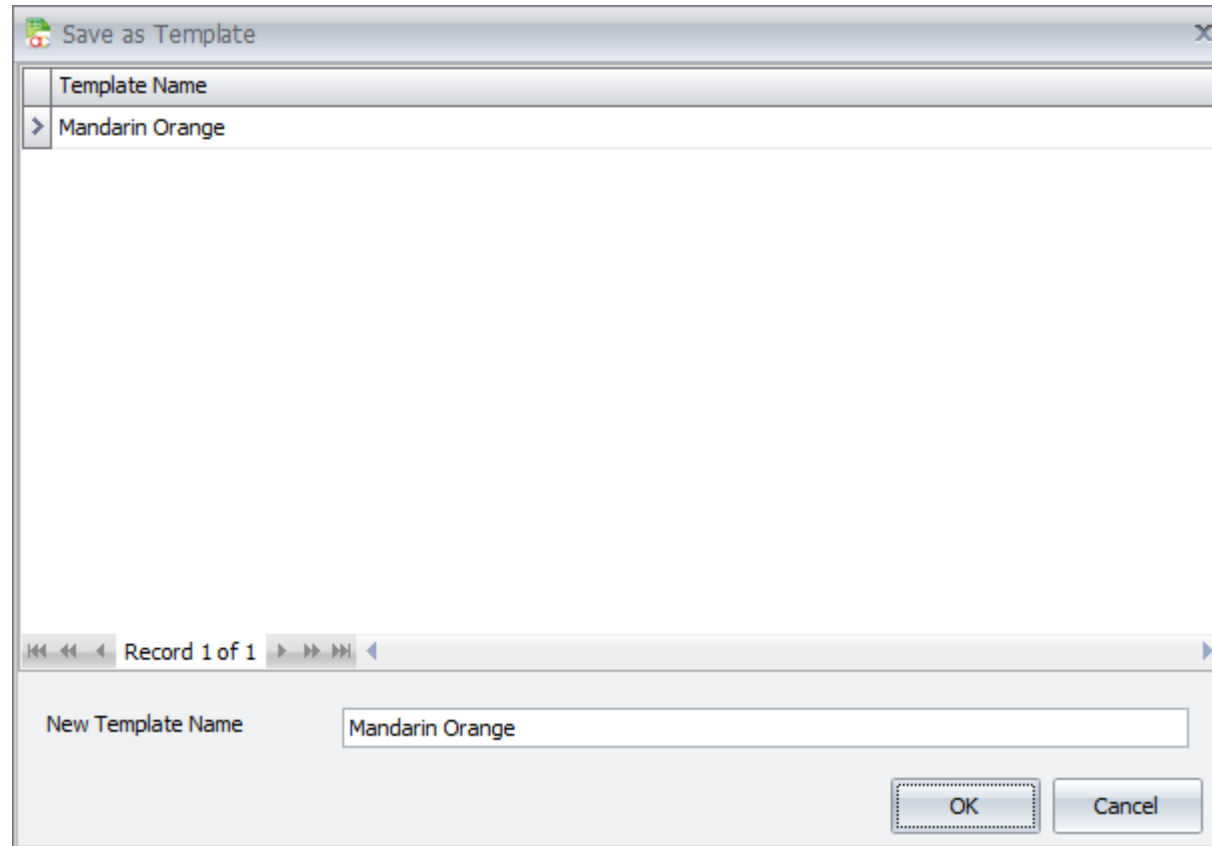
Inclusive? Taxable Amount 0.00 GST 0.00

Currency MYR Rate 1 Local Total 210.00 Total 210.00

Proceed New Invoice Save Save & Preview Save & Print Cancel

Scenario 2

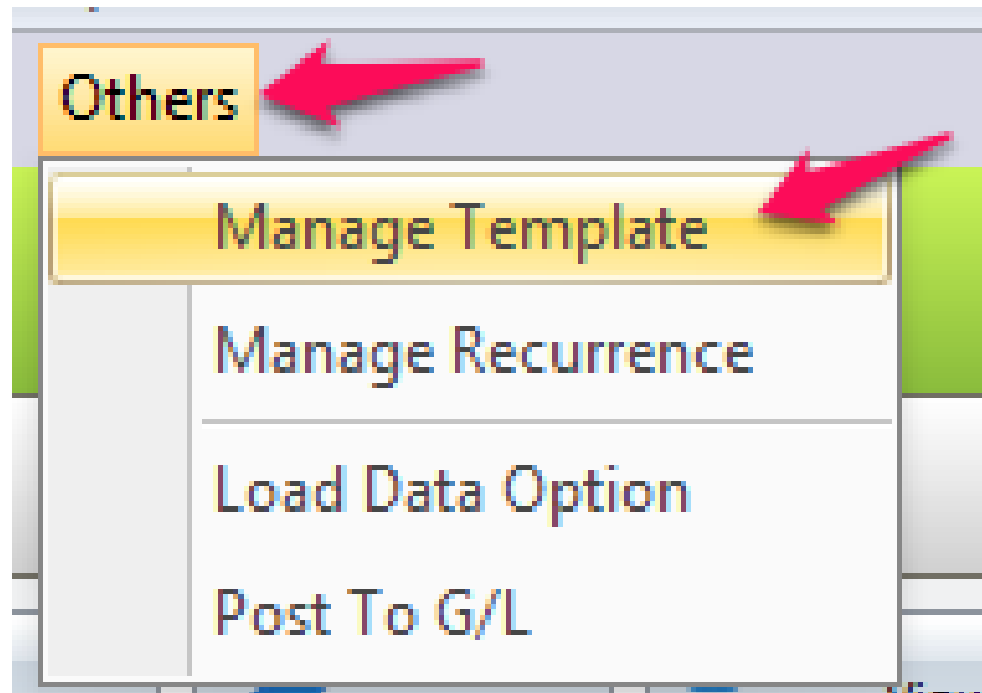
2. Save Template



Scenario 2

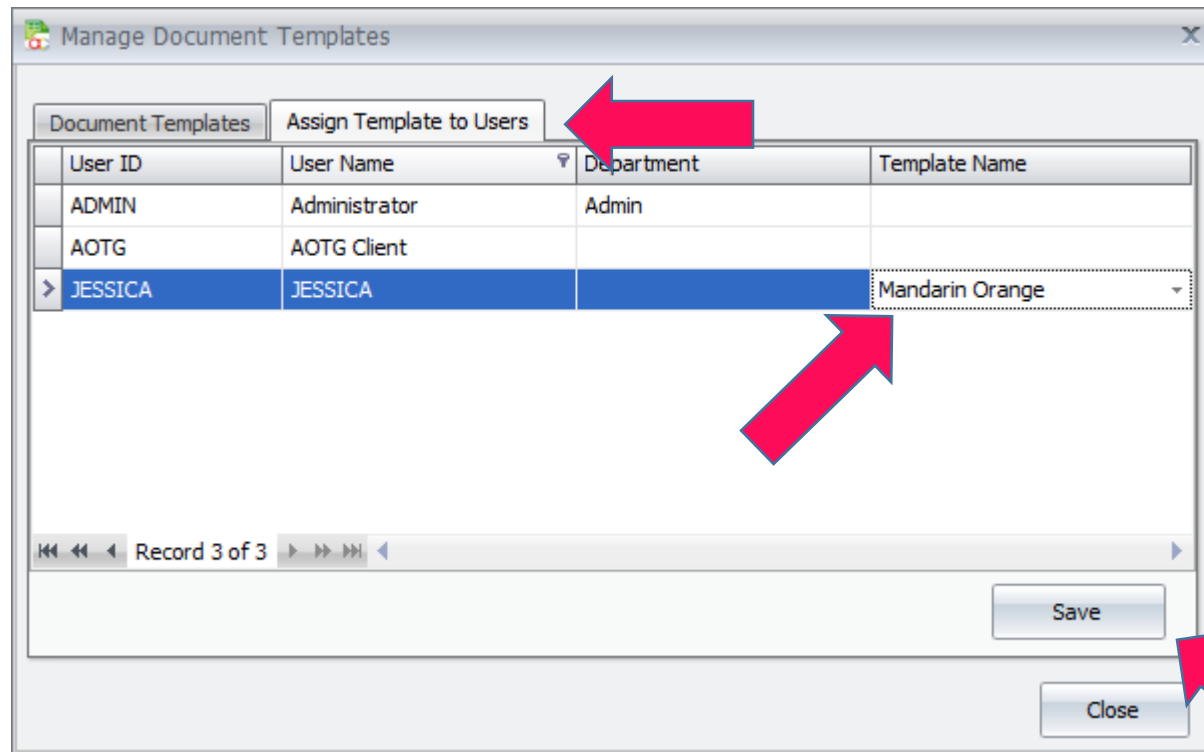
3. Assign Template to user

i) Go to Manage Template, can be found under top menu Others → Manage Template



Scenario 2

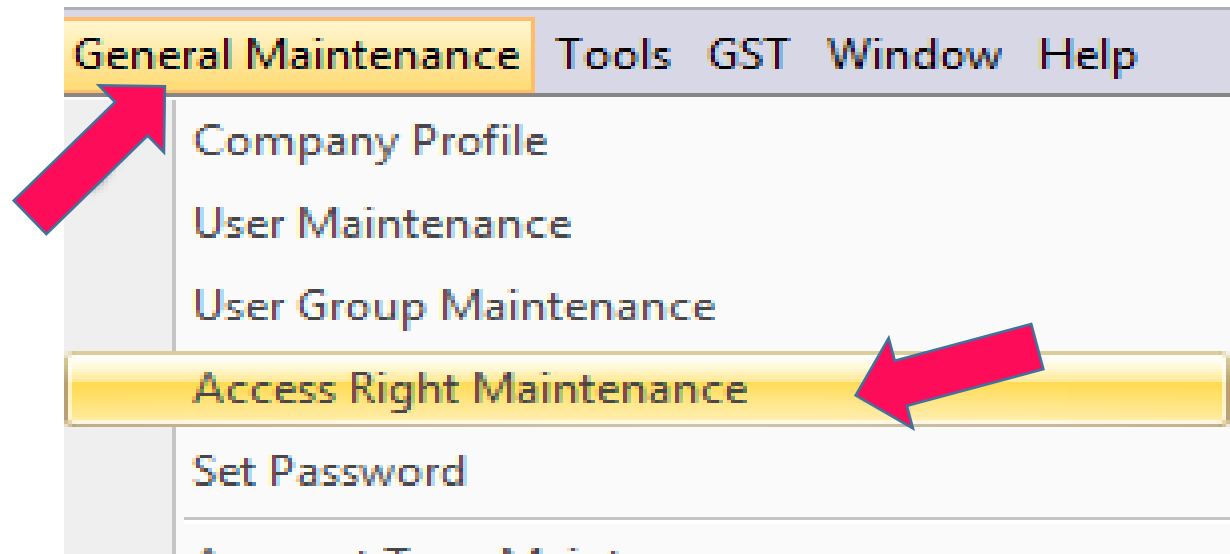
ii) Click to Assign Template to Users → Assign the Template Name to the user that you want → Click Save and Close. Whenever JESSICA create a new Invoice, the template will be auto loaded.



Access Right

If you wish only a few users that can create template, you can set under Access Right Maintenance.

i) Go to General maintenance → Access right maintenance



ii) Go to AutoCount Accounting → System → Behavior → Allow Customize Document Template.
Assign UserID if you wish that user to create template.

The screenshot displays the 'Access Rights Maintenance' interface. The left sidebar shows a tree view with the following structure:

- AutoCount Accounting (highlighted with a red arrow)
- General Ledger
- Account Receivable
- Account Payable
- Invoicing
- Stock
- Manufacturing
- Business Flow
- General Maintenance
- Tools
- GST
- System (highlighted with a red arrow)
- Manage Account Book
- Behaviors (highlighted with a red arrow)
 - Can Drill Down to Source Document
 - Allow Customize Grid Layout
 - Allow Export Grid Content
 - Allow Print Grid Content
 - Show Profit Calculator
 - Direct Drill Down to Sales Documents
 - Can Select All Reports
 - Allow to login to "Old Version" Account Book
 - Allow to save lower than Minimum Selling Price
 - Allow to save greater than Maximum Selling Price
 - Allow to save lower than Minimum Purchase Price
 - Allow to save greater than Maximum Purchase Price
 - Allow to save inactive items
 - Check Document Address Against Maintenance Address
 - Direct Drill Down to Purchase Documents
 - View Cost / Purchase Price
 - Show Bank/Cash Account Balance
 - Filter by Current User Location
 - Allow Customize Document Template (highlighted in blue)
 - Allow Customize Recurrence Template
 - Receive Notification Message on Recurrence Processing

The main table area shows the 'Users & Groups' column for the 'Allow Customize Document Template' row, which is assigned to 'ADMINS, FINANCEMGR, HQ, INVMGR'. A red arrow points to this assignment with the text 'Assign users to customize template'.

Access Right

iii) If the user do not have access right, he or she will not see the “Save As Template” button anymore.

