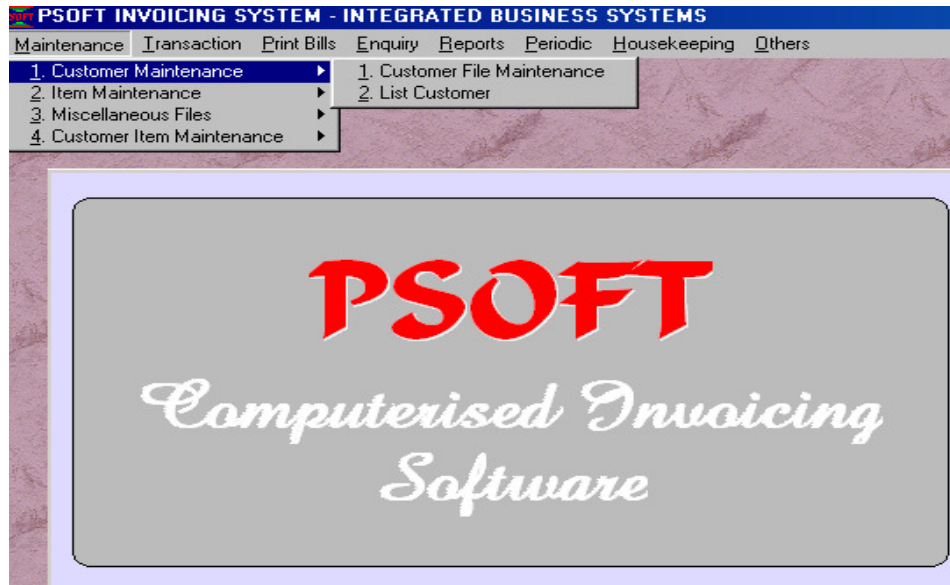


## Chapter 1. Maintenance

**The Maintenance** option in the main menu bar allows us to set up the new customer accounts. We can create customer account here and maintain the account descriptions. By clicking the Maintenance option, the drop down menu as shown in the figure below will show us various options it provides:



### Customer Maintenance

We will discuss each of the functions as we go along. The most important one here is the **Customer Maintenance** option. This option allows us to add in new customer account, search for the existing customer, edit or delete the existing account. But please note the **Psoft** systems will not allow us to delete any account that has a transaction done before, this is a protection form accidental deletion.

To add in any new customer account, click the customer file maintenance above, the next menu will pop up as shown;

### Add a new customer account:

Click the **Add** button and the **Account No.** slot will appear white for us to enter the new client account that we assign. We will explain the rules and system of setting up the account numbers, A/C description, Account type in the above screen:

**Account No :** This account number must be seven characters. The first four characters are for the main account group while the last three characters are for the group's subsidiary accounts. The "/" slash is automatically added in by the **Psoft**, ie it is indented.

**Debtor Number** : Assign an new account number for the new debtor. This account number must be 7 characters. The first 4 characters are for the debtor control account group, typically as 3000 in the Psoft system. The last 3 characters are the individual debtor's code. Example:

<u>Debtor Name</u>	<u>Account Code</u>
ABC Company	3000/A01
Axy Company	3000/A02
DIY PTE LTD	3000/D01

The **Psoft** systems use the above convention because this Invoicing module can be linked to the Psoft Accounting module which also use this same convention. Thus in future if we want to upgrade with the Psoft to include the Accounting system, then we can save the trouble of re-assigning the customer account numbers.

Note that the first 4 character 3000 refer to the Debtor Control account and A01 refer to the debtor's first alphabet Character A and 01 means this is the first debtor of the list.

**Debtor Name** : This is the debtor's Account name and it will appear in the debtor statement and report.

**Address** : Debtor's correspondence address.

**Attention** : Attention to the person in charge of this debtor account in the debtor company.

**Phone Numbers** : Debtor's Phone number.

**Fax/Telex** : Debtor's Fax/Telex Number.

**Nature of Business** : The kind of business or trade classification.

**Area** : Debtor's area code or geographical location of the company.

**Agent** : The salesman in charge of this debtor.

**Terms** : The terms of payment.  
E.g. Cash, 30 days, 60 days....

**Credit Limit** : The credit facility or amount given. E.g. S\$40000.

**Country Code** : This code specifies foreign currency code.

E.g.	<u>Country Code</u>	<u>Currency</u>
	US	US Dollar
	RM	Ringgit Malaysia

**Currency Symbol** : The currency symbol of the foreign country.

E.g.	<u>Currency Symbol</u>	<u>Currency</u>
	US\$	US Dollar
	RM\$	Ringgit Malaysia

**Currency Word** : The currency name.

E.g.	<u>Currency Word</u>	<u>Currency</u>
	US Dollar	US\$
	RM\$	RM\$

Once we have completed, click **Save** button to save the debtor's particulars.

### **Modify an existing customer account:**

To modify an existing customer account, we have to search for the account that we want to modify. Once found, we must then click the **Edit** button and change what we want to change.

After we have modified the selected account, we must click the **Save** button to confirm the change. If we decide not to change, then click the **Cancel** button to exit.

### **Delete an existing customer account:**

Any client account can only be deleted if there are no transactions entered and the balance must also be zero. Otherwise **Psoft** will not allowed the account to be deleted.

Similar to modifying, to delete an existing client account, we have to search for the customer account that we want to delete. Once found, we must then click the **Delete** button. The **Psoft** will prompt us a dialog box for us to confirm the deletion, to confirm we click the **Yes** button, to cancel we click the **No** button.

### **List By Customer Account Number**

This will list all account numbers according to their account number instead of their descriptions.

## Item Maintenance

The second option in the Maintenance menu is to allow us to enter the detail of the stock item that we want to sell.

We click the **Maintenance** menu from the main menu bar and select the second option **Item Maintenance**, Psoft will display the Item maintenance screen as shown below:

Enter Item No.	W11x22		
Item Description	WHITE PLANK		
Alternate Item No.			
Brand			
Category		Shelf No.	
Item Group		Packing	
		Cost Code	
Unit of Measurement	PC	Qty B/F	0
Unit Cost Price	0.00	Credit Sales Code	/
Unit Selling Price	30.00	Cash Sales Code	/
	0.00	Sales Return Code	/
Mark Up Ratio	0.00	Purchase Code	/
	0.00	Purchase Return Code	/
2nd Unit			
2nd Unit Factor	1.0000		

Click here to load photo

Top Prev Next Bottom Search Add Save Delete Exit

## **Add a new item**

To add a new item that we are going to sell, click the **Add button** and the above screen will appear with the **Enter Item No.** column blank for us to type in the new item's item code. Note that the **Psoft** needs an identifying code for each item to be stored in the data base. This item code is just like our NRIC ie our identity card number. Item code is used whenever we want to access the item. The item number can be 24 characters long. Normally we have to plan carefully so the the item numbers can mean something and be systematic.

Eg. W11x22 may mean it is white colour with length = 11 inches and width 22 inches.

Once we have decided the Item Number and typed in, then we also must type in the item description which is usually the item's name like White Plank for eg.

We do not have to enter all the information required and thus we can selectively enter a few critical ones below:-

**Unit Of Measurement:** This is important as it tells us how many units of the item we want to sell. Usually it is one of the follows: PC for pieces, SET, CARTON or BOX etc.

**Unit Cost Price:** This is the cost price of the item ie the cost the the item was purchased from the supplier. It is not compulsory to enter this cost.

**Unit Selling Price:** This is important as this is the item selling price per piece that we sell the customer.

**Mark Up Ratio:** The rate that is used to mark up the cost price ie  $\text{Selling Price} = \text{Mark Up Ratio} \times \text{Cost Price}$ .

**Second Unit :** An alternative unit of measurement.

E.g.	<u>Unit Of Measurement</u>	<u>Second Unit</u>
	Piece	Dozen
	Box	Carton

**Second Unit Factor:** If we use a second unit for an item, then we must indicate the second unit factor. This is the conversion factor to convert the first unit to the second unit.

E.g.	<u>Unit Of Measurement</u>	<u>Second Unit</u>	<u>Unit Factor</u>
	Piece	Dozen	12/1
	Box	Carton	10/1

In the example above, we define that there are 12 pieces in a dozen and that there are 10 boxes in a cartoon in our packing.

**Shelf No.:** The shelf number is used to specify the number of the shelf or rack that the item is being kept at.

**Packing :** The item's content and is usually measured in weight.  
E.g. Unit of measurement = 1 tin  
Packing = 300g

**Cost Code:** A code given to replace the actual cost for confidential identifying purpose. E.g. Cost code = 3T8H may represent S\$3800/=.

**Qty B/F:** The item's Opening Quantity ie the quantity of the item at the beginning of our trading period.



**Minimum:** The lowest stock level of the item before we need to re-order.

**Maximum:** The highest stock level we want to maintain in our inventory.

**Re-order:** Setting the re-order quantity every time we want to stock up the item when it reaches the minimum level of stock level.

**Account Codes:** The **Psoft** system provides 5 account numbers for us to post the amount of each transaction to the **Psoft** Accounting system if we have used and linked to the **Psoft** Accounting system.

### **Search for an existing item**

There are several ways for us to search for an existing item in the stock list : -

- Click on the **Top** button and we can start search from the first few items in the list.
- Click on the **Previous** button and we can search for the prior item in the list.
- Click on the **Next** button and we can search for the following item in the list.
- Click on the **Bottom** button and we can search for the last item in the list.

- \* Click on the **Search** button and a dialog box will appear for us to search by using Item number. Or we type in the first few characters of the item that we are searching for.

### **Modify an existing item**

To change or edit an existing item's particulars, we first have to search for that item and once we have found it, we can modify its particulars as required. After we have made any changes to it, then we must click the **Save** button to confirm all the changes that we have made.

### **Delete an existing item**

- Item can only be deleted when there is no transactions entered and the on-hand & other balances must be zero. This is to prevent any mistaken delete.
- Search for the item we want to delete from the stock list and then click on the **Delete** button. The system will prompt us with a dialog box to confirm that we are sure to delete. Click on the **Yes** button to confirm or **No** button to reject.