

Setup Checklist Form Accountant Pro SN : _____

1.1 Company Name _____

1.2 Company Address _____

1.3 Ledger Opening Date (dd/mm/yyyy)_____

1.4 Ledger Currency _____

1.5 Print Co. Logo Y/N. If Y, File Name _____

1.6 Costing Method _____

1.7 Access Password _____

1.8 Admin. Password _____

1.9 Billing Currency _____

1.10 Coding of Chart Of Account Complete / Pending

1.11 Coding of Control Account Complete / Pending

1.12 Setup on 8 Difference Link Account Number

Sales A/C _____ Purchase A/C _____

Bank A/C _____ Inventory A/C _____

Opening Stock _____ Closing Stock _____

Retain Earning _____ Exchange _____

1.13 Required for Module B : Y / N, w/ Module D: Y / N

1.14 Salesman Name and Code _____

1.15 Customer List and Code _____

1.16 Vendor List and Code _____

1.17 Purchaser Name and Code _____

1.18 Use Customer Price Book Y / N, List Complete/Pend

1.19 Use Vendor Price Book Y / N, List Complete/Pend

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Inventory Setup Checklist

1.20 Stock Code (Max. 15 Char.)	<u>Y / N</u>
1.21 Stock Name (Max. 35 Char.)	<u>Y / N</u>
1.22 Supplier Code (Max. 15 Char.)	<u>Y / N</u>
1.23 Supplier Name (Max. 35 Char.)	<u>Y / N</u>
1.24 Supplier Stock Code (Max.15 Char.)	<u>Y / N</u>
1.25 Number Of Bin Location ____, List	<u>Y / N</u>
1.26 Name Of Bin Location _____,List	<u>Y / N</u>
1.27 Any Consignment Process	<u>Y / N</u>
1.28 Any BOM Process	<u>Y / N</u>
1.29 Setup on BOM Finished Good	<u>Y / N</u>
1.30 Setup on BOM Part	<u>Y / N</u>
1.31 Bar Code Solution	<u>Y / N</u>
1.32 Number of company ledger _____,	<u>Y / N</u>

Sizing Checklist

Number of Invoice per Month _____
Number of Journal per Month _____
Number of Stock Item _____
Number of Warehouse _____
Number of Remote Location _____
Number of Remote User _____
Required Site License _____
Required Module for Remote Site _____
Required Remote Access Solution _____
Required Inventory on Remote Site _____
Required Auto Backup Solution _____

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Multi – Currency Checklist (Ledger Currency_____)

Currency Name	Currency Code	Currency Rate apply Period	Currency Rate	Currency Name Printed
1. USD	USD01	USD Rate in JAN	7.78	USD
2. USD	USD08	USD Rate In August	7.79	USD
3. RMB				
4. EURO				
5.				
6.				
7.				
8.				
9.				
10.				

***All exiting currency code cannot edit / change, but can be add unlimt currency rate for same currency ***

**Recommend apply same currency rate both for billing transaction record and customer invoice settlement **

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Link Account Setup Control Forms

***Compulsory setup field ***

Name of A/C	A/C Code	A/C Type	Type Code
Sales		Sales Income	6
Purchase		Direct Cost	8
Bank Rec'd		Current Asset	0
Bank Paid		Current Asset	0
Inventory		Current Asset	0
Opening Stock		Direct Cost	8
Closing Stock		Direct Cost	8
Retain Earning		Profit / Loss	4
Exchange		Expenses	9

*** Select one Sales / Purchase Account for Interface Account setup, Enduser can select difference sales / purchase account upon issue invoice / P.O. ***

*** Same Bank account can apply both on the bank receipt and bank payment account ***

*** Inventory account – current asset is the balance sheet Closing Inventory account ***

*** Retain Earning means Profit/Loss for the Period. ***

*** Exchange mean Gain/Loss on exchange difference***

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Salesman Data Base Setup

***Compulsory setup field ***

Salesman Code Max. 10 char	Salesman Full Name Max. 35 char	Date Begin dd/mm/yyyy	Commission Rate (Paid Upon Full Settlement)

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Customer Data Base Setup Checklist

***Compulsory setup field ***

Customer Code Max. 15 char.	Customer Name Max. 35 char.	Salesman Code Max. 10 char.

*** Many Difference Delivery Address can be setup under same Customer account ***

*** Many Difference currency can bill to one same customer account ***

***Difference currency invoice for same customer will show in separate parts of one statement ***

***At least one salesman code require for one customer account ***

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Purchase Data Base Setup

*** Compulsory setup field ***

Purchaser Code Max. 10 char	Purchaser Full Name Max. 35 char	Date Begain dd/mm/yyyy	

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Vendor Data Base Setup Checklist

**** Compulsory setup field ****

Vendor Code Max. 15 char.	Vendor Name Max. 35 char.	Purchaser Code Max. 10 char.

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Stock Control Data Base Setup Checklist

**** Compulsory setup field ****

Items Code Max. 15 char	Supplier (by select)	Items Name Max. 35 char	Unit (UOM) Max. 4 char

Optional Field on Setup Stock Control Data Base

***** Supplier Stock Code (Max. 15 Char.) *****

After setup supplier stock code, all P.O. issue will auto print out the supplier stock code on the P.O.

*****Standard Unit Cost and Standard Unit Price *****

Accountant Pro will take the unit cost for B.O.M Materials Planning Report and take unit price on default billing price.

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Multi – Location / Bin Master Setup

*** Compulsory setup field ***

Bin Code Max. 15 Char	Full Name of Bin Max. 35 Char.	Remark

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Bill Of Materials Setup Checklist

Assembly Code (By selection Item code pre-define in D1)	Parts Code (By selection Item code pre-define in D1)	Parts Require to make an assembly finished product
Example		
Table A		
BOMFGBB1001	888 (Bottom Leg)	4
	777 (Table Top)	1
	666 (Screw Nail)	30

*** All the Assembly Items and Parts Items should be well define with costing information under Stock Control D1 – Item Master Setup Menu , Then Bill Of Matieral Master setup can be work and complete ***

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Project Code Setup Checklist

*** Compulsory setup field ***

Project Code Max. 15 Char.	Full Name of Project Max. 35 Char.	Remark

*** Client can use the project code under A4 Journal ***

*** Client can print out the Project P/L under A16 ***

Optional Field on Setup Project Code

*** Project Start Date – for information only ***

*** Project End Date – for information only ***

*** Project Value – for the contract price ***

*** Five Project Variation – additional contract value***

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