



Logisoft Limited

# Accounting System

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## User Guide

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## **Chapter One**

### **Introduction**

**Logisoft Accounting System** is a complete accounting system that can fulfill all of the accounting and business management needs of small and medium size organization. The system supports the use of multiple currencies, and allows any transaction to be entered in any currency. Combined Customer and Vendor feature helps to contra the balance of Business Agents. Logisoft Accounting System features the following accounting functionality: General Ledger, Accounts Receivables System, Accounts Payable system and Financial Reporting.

### **Integrated with Logisoft FFS**

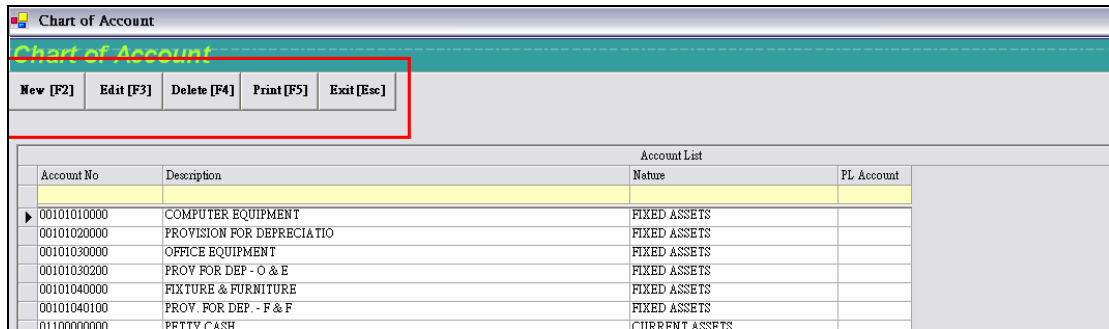
Logisoft Accounting System is integrated with Logisoft Freight Forwarder System (FFS). All accounting document in FFS including Invoice, Credit Note, Costing, Overseas Debit Note, Overseas Credit Note will transfer to this system automatically.

# Chapter Two

## User Interface

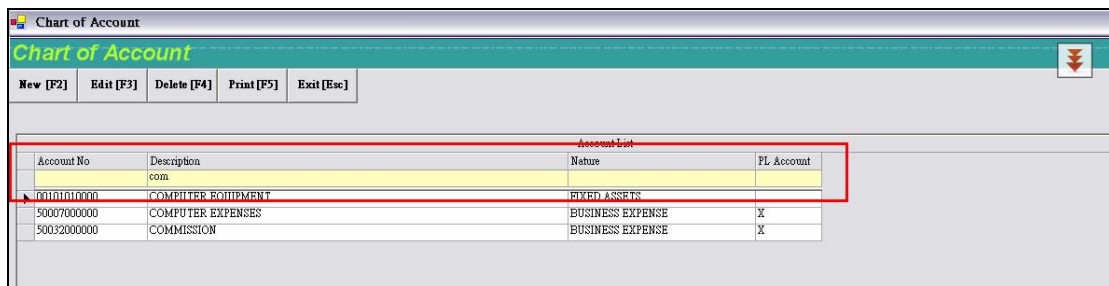
### Button

Use Mouse to click or press the hot keys to activate the function.



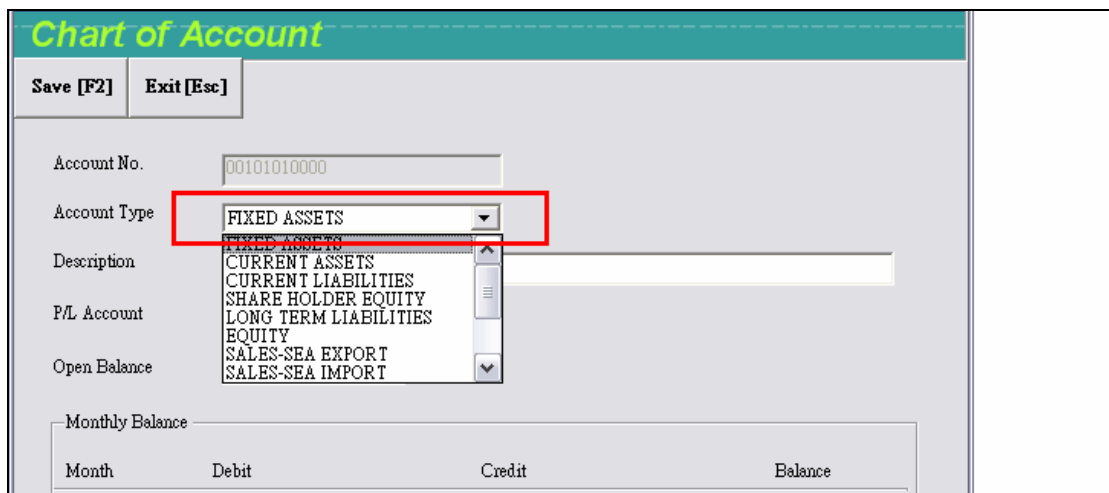
### Filter Bar

Input data in filter bar to filter the list.



### Drop Down List

Click the drop down list to list the selection.



## Check Box

Click the check box to select or deselect the value.

**Chart of Account**

Save [F2]    Exit [Esc]

Account No.    00101010000

Account Type    FIXED ASSETS

Description    COMPUTER EQUIPMENT

PL Account   

Open Balance    0.03

Monthly Balance

## Date Picker

Click the Date Picker drop down button to popup the calendar or input manually.

**Bank Receive / Payment**

New [F2]    Edit [F3]    View [F5]    Report [6]    Reverse [F8]    Exit [Esc]

Search

Doc No    Post date From    26/6/2007    To    4/7/2007

Ref No    Doc Type

June, 2007

Sun	Mon	Tue	Wed	Thu	Fri	Sat	
27	28	29	30	31	1	2	
3	4	5	6	7	8	9	R/P Amount
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
1	2	3	4	5	6	7	

今天: 3/7/2007

Doc No	Type	Reference	Post Date	R/P Amount
BR07070004	BR	167080	2007/07/03	
BR07070003	BR	BR06110005 & BR061200	2007/07/01	2,000.00
BR07070002	BR	GL07040018	2007/07/01	13,000.00
BR07070001	BR	GL07040017	2007/07/01	3,000.00
BR07060017	BR	N62800098117	2007/06/28	13,000.00
BR07060016	BR	661563	2007/06/28	40,000.00
BR07060015	BR	311017	2007/06/27	4,780.00
				1,090.00

## Preview Report

frmPrintPreview

107070014    MainReport



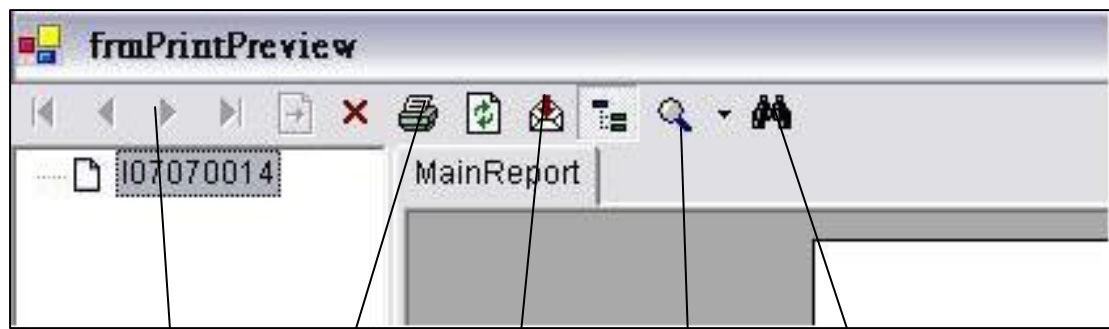
**LogiSoft Limited**  
 Flat A&B, 6/F., Spectrum Tower, 53 Hung To Road, Kowloon Tong, Kowloon, Hong Kong.  
 Telephone: 852-1959 6373 Fax: 852-3595 2780 Email: info@logisoft.com.hk

**INVOICE**

To: TESTING CLIENT  
 ROOM 1001, MAIN BUILDING,  
 33 MAIN STREET,  
 KOWLOON,  
 HONGKONG

No.: 107070014  
 Date: 10 Jul, 2007  
 Sales: BEVIS

## Report Functions



Print to  
Printer

Export report to PDF, MS  
Work or MS Excel Format

Page Navigator

Zoom  
Report

Find Text

## Chapter Three

### Numbering System

#### Automatic

All document number will be generated by system automatically with the following format:

Document Type	Format
General Ledger:	GLyyymm9999
Sales Purchase – Cost Journal	CJyyymm9999
Sales Purchase – Revenue Journal	RJyyymm9999
Bank Receive	BRyyymm9999
Bank Payment	BPyyymm9999
Invoice	Iyyymm9999

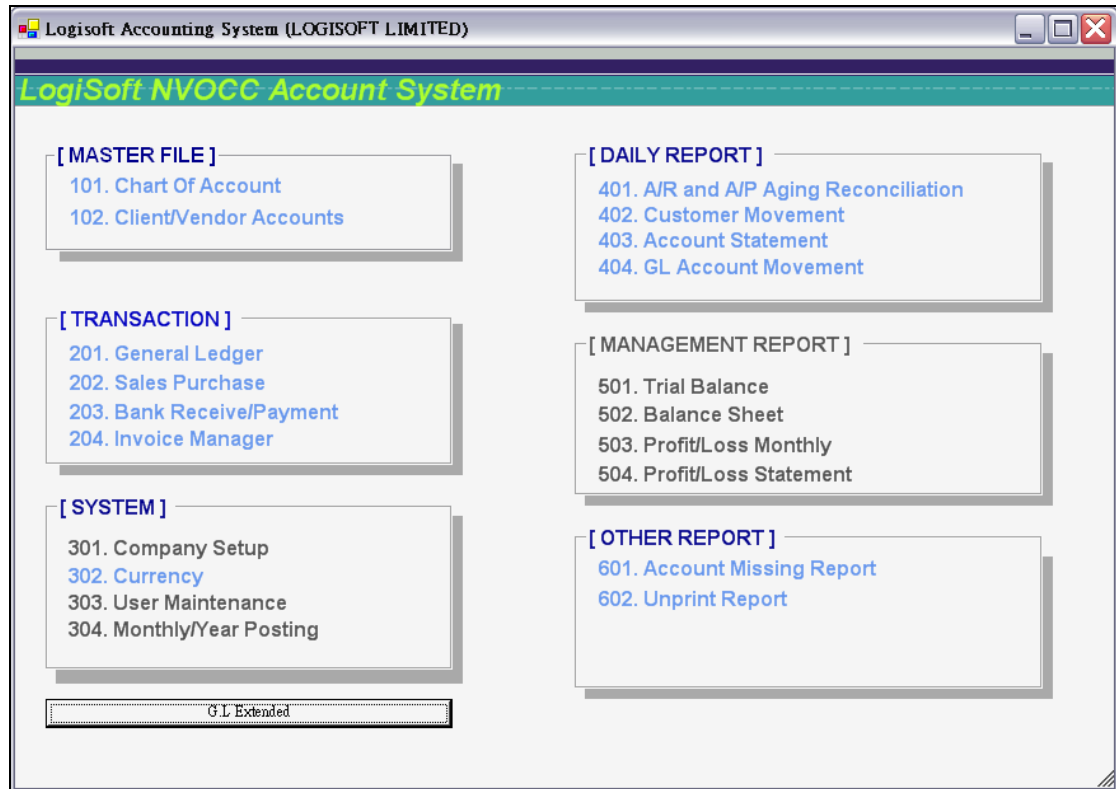
- yy = 2 digits year ie 07 = 2007
- mm = 2 digits month i.e. 05 = May, 12 = Dec
- 9999 = running numbering start from 1 with leading zero i.e. 0001
- Running number will be reset for each month accordingly

#### User Input

User can input the desired number in the Document Number Text Box. System will not accept for any duplicated document number.

## Chapter Four

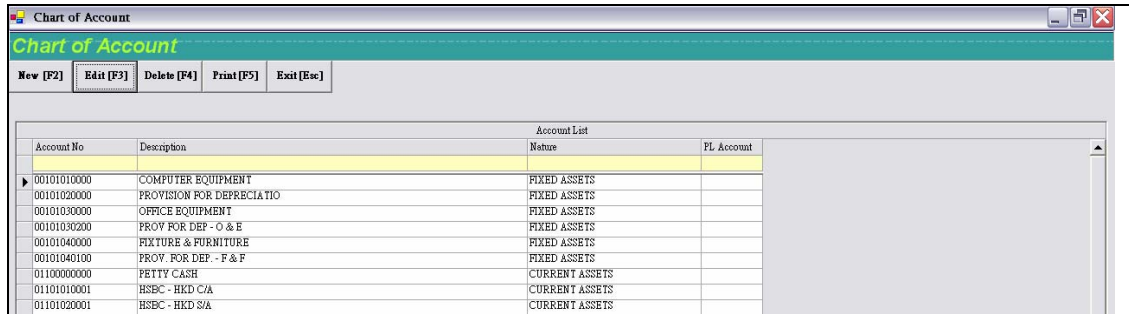
### Main Menu



1. **Select function**  
Use Mouse to click the function.
2. **The function in grey color is not available for the user. This is controlled by the user level.**

## Chapter Five



### Chart Of Account




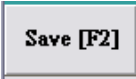
The screenshot shows a window titled "Chart of Account" with a menu bar containing "New [F2]", "Edit [F3]", "Delete [F4]", "Print [F5]", and "Exit [Esc]". Below the menu bar is a table with the following columns: "Account No", "Description", "Account List", "Nature", and "Pl. Account". The table contains the following data:

Account No	Description	Account List	Nature	Pl. Account
00101010000	COMPUTER EQUIPMENT		FIXED ASSETS	
00101020000	PROVISION FOR DEPRECIATIO		FIXED ASSETS	
00101030000	OFFICE EQUIPMENT		FIXED ASSETS	
00101030200	PROV FOR DEF - O & E		FIXED ASSETS	
00101040000	FIXTURE & FURNITURE		FIXED ASSETS	
00101040100	PROV. FOR DEF. - F & F		FIXED ASSETS	
01100000000	PETTY CASH		CURRENT ASSETS	
01101010001	HSEC - HKD C/A		CURRENT ASSETS	
01101020001	HSEC - HKD S/A		CURRENT ASSETS	

#### Add New Account


1. Click [101 Chart of Account](#) on the main menu
2. Click  to add a new account
3. Input the Account No.
4. Select Account Type from the drop-down list
5. Input Account Description (not more than 30 characters)
6. Check the P/L Account check box if it is a P/L Account
7. Input Open Balance if applicable
8. Click  to save record.


#### Edit an Account

1. Click [101 Chart of Account](#) on the main menu
2. Click  to edit an account
3. The Account No. cannot be edited
4. Select the Account Type from the drop-down list
5. Input Account Description (not more than 30 characters)
6. Check the P/L Account check box if it is a P/L Account
7. Click  to save record.

#### Delete an Account

1. Click [101 Chart of Account](#) on the main menu

2. Click  to delete an account

3. Click  from the Account Detail Form

\*\* Account cannot be deleted if there is any transaction has been made.

### **Print the Chart Of Account**

1. Click 101 Chart of Account on the main menu

2. Click  from the Account List

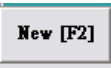

## Chapter Six

### Client/Vendor Accounts



#### Integrated with FFS

All customer and vendor records will be transferred to this accounting system automatically if you have installed Logisoft Freight Forwarder System (FFS).

#### Add New Client/Vendor

1. Click [102 Client/Vendor Accounts](#) on the main menu
2. Click  to add a new Client/Vendor account
3. Input the CV Name (CV=Client/Vendor), not more than 100 characters)
4. Select CV Type from the Drop-Down list
5. Input Credit Terms
6. Input Credit Limit
7. Input Client/Vendor Address
8. Input A/C Attn
9. Input A/C Tel
10. Input Opr Fax
11. Click  to save record.


#### Edit Client/Vendor

1. Click [102 Client/Vendor Accounts](#) on the main menu
2. Click  to edit an Client/Vendor account
3. The CV Account No. cannot be edited
4. Input the CV Name (not more than 100 characters)
5. Select CV Type from the Drop-Down list
6. Input Credit Terms
7. Input Client/Vendor Address
8. Input A/C Attn
9. Input A/C Tel
10. Input Opr Fax
11. Click  to save record.

## Delete an Client/Vendor Account

1. Click [102 Client/Vendor Accounts](#) on the main menu

2. Click  to delete an Client/Vendor Account

3. Click  from the Account Detail Form

\*\* Account cannot be deleted if there is any transaction has been made or the record is transferred from FFS.

## Print the Client/Vendor List

1. Click 101 Chart of Account on the main menu

2. Click  from the Account List



12. Select D – Debit or C-Credit from Drop-Down List
13. If it is a Debit Transaction, input Debit Amount
14. If it is a Credit Transaction, input Credit Amount
15. Press Enter on Amount column
16. Input Description for the Transaction
17. Repeat Step 7 to complete the data entry
18. The footer will show the status of the Transactions

				HKD	Total	1,000.00	0.00	Diff 1,000.00	
--	--	--	--	-----	-------	----------	------	---------------	--



19. Press **Save [F2]** to save record when finish and the Diff (Different) equals to zero

### Edit General Ledger Voucher

1. Click [201 General Ledger](#) on the main menu



2. Click **Edit [F3]** to edit General Ledger Voucher
3. Input Post Date or select from the Date Picker
4. Input Doc Ref (reference no.)
5. Input Remark information
6. Go to table and input GL AC


N	GL AC	AC Name	Cur	Ex.Rate	Dr/Cr	Debit	Credit	Amount HKD	Description
	01501000000								
				Total		0.00	0.00		

7. A GL Account Search form will be displayed for selection

8. Click Select to select the record and close the search form
9. AC Name will be displayed automatically and cannot be edited
10. Select Cur (Currency) from the Drop-Down List
11. Select D – Debit or C-Credit from Drop-Down List
12. If it is a Debit Transaction, input Debit Amount
13. If it is a Credit Transaction, input Credit Amount
14. Press Enter on Amount column
15. Input Description for the Transaction
16. Repeat Step 7 to complete the data entry
17. The footer will show the status of the transactions

				HKD	Total	1,000.00	0.00	Diff	1,000.00
--	--	--	--	-----	-------	----------	------	------	----------



18. Click  to save record when finish and the Diff (Different) equals to zero

\*\* The document number will be changed even the post date has been changed.

### Delete records from the Table


1. Highlight the row by clicking the arrow
2. Press [Del] key from keyboard

N	GL AC	AC Name	Cur	Ex.Rate	Dr/Cr	Debit	Credit	Amount HKD	Description
1	02101000000	ACCRUAL EXPE	HKD	1.00000	D	1,500.00	0.00	1,500.00	REF : GL07060013
2	50001000000	RENTAL FEE	HKD	1.00000	D	1,500.00	0.00	1,500.00	ON 1-15 JUL 07 EXP
3	01101010001	HSBC - HKD C/A	HKD	1.00000	C	0.00	3,000.00	- 3,000.00	

## Delete General Ledger Voucher

1. Click [201 General Ledger](#) on the main menu

2. Click  from the General Ledger List

3. Click  from the General Ledger Detail form to confirm delete

## View General Ledger Voucher

1. Click [201 General Ledger](#) on the main menu

2. Click  from the General Ledger List

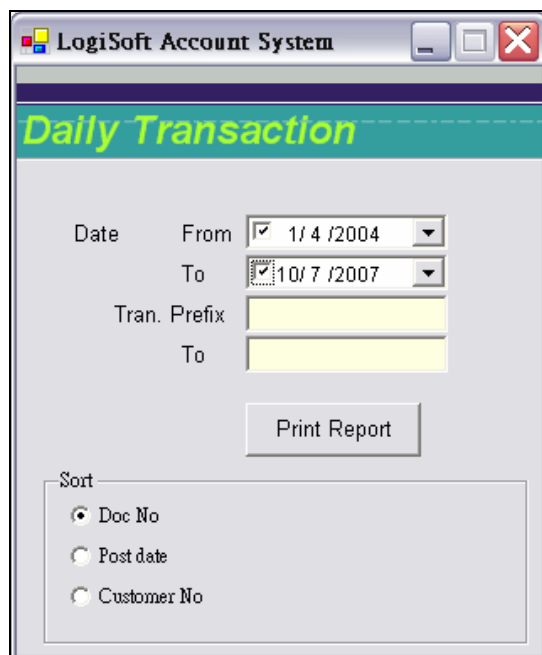
3. Voucher cannot be edit in View mode

## Print General Ledger Report

Click [201 General Ledger](#) on the main menu



1. Click  from the General Ledger List

2. Input Date From and Date To or Select from the Date Picker



3. Select Sort by and Click  to preview the report

## Copy General Ledger Voucher

1. Click [201 General Ledger](#) on the main menu
2. Locate the record that you want to copy and click  from the General Ledger List
3. All details will be copied to a new General Ledger
4. Click  to save record when finish input and the Diff (Different) equals to zero


## Multiple Voucher Printing

1. Click [201 General Ledger](#) on the main menu
2. Select the rows that you want to print by clicking the most left hand side of the list

Doc No	Type	Ref No	Post Date	Rv Doc No	Status
GL07070002	GL		427983	2007/07/03	
▶ GL07070001	GL	13-030555-0001-31	2007/07/01		
GL07060016	GL	MPF	2007/06/30		
GL07060015	GL	DEPRECIATION	2007/06/30		
GL07060014	GL		427984	2007/06/30	
GL07060013	GL	GL07040027	2007/06/16		
GL07060012	GL	AUTOPAY	2007/06/30		
GL07060011	GL		428038	2007/06/29	
GL07060010	GL		428037	2007/06/29	
GL07060009	GL		428036	2007/06/29	

3. Use [Shift] and [Ctrl] button to perform the multiple selection



4. Click  from the General Ledger List to print
5. Select Printer from the list
6. Click [Select] to print



## Chapter Eight

### Sales/Purchase


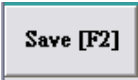
#### Integrated with FFS

All Accounting Document will be transfer to this accounting system automatically if you have installed Logisoft Freight Forwarder System (FFS). Document include: Local Invoice, Job Costing, Credit Note, Overseas Invoice and Overseas Credit Note.

#### Create a Sales/Purchase (A/R or A/P) document

1. Click 202 Sales/Purchase on the main menu
2. Click  to add a new Sales/Purchase document
3. Input Doc No (Document No), system will generate a number if it is blank. Number format please refer to Chapter Three of this menu
4. Select Doc Type (Document Type: Revenue Journal (A/R) or Cost Journal (A/P) from the Drop-Down List
5. Input the CV Account Name or input '?' to search
6. Input Post Date or select from the Date Picker
7. Input Due Date or select from the Date Picker
8. Input Ref No. (Reference No)
9. Input Remarks
10. Go to the Details table and input GL Account. System will generate the first record according to the Doc Type selected
11. Select 'D' for Debit or 'C' for Credit in **Dr/Cr** column
12. Select Currency from the Drop-Down list in **Curr** column
13. Input Exchange Rate in **Ex Rate** column
14. Input the **Debit** Amount if transaction is Debit or input the **Credit** Amount if transaction is Credit
15. Input Description for the transaction in **Description** column
16. Repeat step 9 to 14 until finish
17. Click  to save record when finish and the Diff (Different) equals to zero

## Edit a Sales/Purchase (A/R or A/P) document



1. Click 202 Sales/Purchase on the main menu
2. Click  to edit a Sales/Purchase document
3. Doc No (Document No.) can not be edited
4. Select Doc Type (Document Type: Revenue Journal (A/R) or Cost Journal (A/P) from the Drop-Down List
5. Input the CV Account Name or input '?' to search
6. Input Post Date or select from the Date Picker
7. Input Due Date or select from the Date Picker
8. Input Ref No. (Reference No)
9. Input Remarks
10. Go to the Details table and input GL Account.
11. Select 'D' for Debit or 'C' for Credit in **Dr/Cr** column
12. Select Currency from the Drop-Down list in **Curr** column
13. Input Exchange Rate in **Ex Rate** column
14. Input the **Debit** Amount if transaction is Debit or input the **Credit** Amount if transaction is Credit
15. Input Description for the transaction in **Description** column
16. Repeat step 9 to 14 until finish
17. Click  to save record when finish and the Diff (Different) equals to zero

## Delete records from the Table

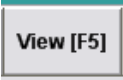
1. Highlight the row by clicking the arrow
2. Press [Del] key from keyboard

N	GL AC	AC Name	Cur	Ex.Rate	Dr/Cr	Debit	Credit	Amount HKD	Description
1	02101000000	ACCRUAL EXPE	HKD	1.00000	D	1,500.00	0.00	1,500.00	REF : GL07060013
2	50001000000	RENTAL FEE	HKD	1.00000	D	1,500.00	0.00	1,500.00	ON 1-15 JUL 07 EXP
3	01101010001	HSBC - HKD C/A	HKD	1.00000	C	0.00	3,000.00	- 3,000.00	

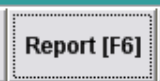

## Delete a Sales/Purchase Document

1. Click 202 Sales / Purchase on the main menu
2. Locate the record and click  from the Sales/Purchase List
3. Click  from the Sales/Purchase detail form to confirm delete


### **View a Sales/Purchase Document**

1. Click 202 Sales / Purchase on the main menu
2. Locate the record and click  to view the Sales/Purchase document
3. Document cannot be edit in View mode

### **Print Sale/Purchase Document**

1. Click 202 Sales / Purchase on the main menu
2. Click  from the Sales / Purchase list
3. Input Date From and Date To or select from Date Picker
4. Click the Sorting Sequence (Doc No, Post Date or Customer No)
5. Click  to preview report

### **Copy a Sales/Purchase Document**

1. Click 202 Sales / Purchase on the main menu
2. Locate the record you want to copy
3. Click  to copy the document

## Chapter Nine

### Bank Receive/Bank Payment


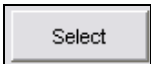
#### Integrated with FFS

Bank Receive and Bank Payment function is to settle Invoice, Credit Note, Costing, Overseas Invoice and Overseas Credit Note that transferred from FFS as well as the RJ (Revenue Journal) and CJ (Costing Journal) created in Accounting System.

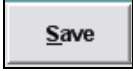
#### Create a Bank Receive or Bank Payment


1. Click 203. Bank Receive/Payment



2. Click  to add a new Settlement
3. Input **Doc No** (Document No.), system will generate a number if it is blank.  
Number format please refer to Chapter Three of this menu
4. Select **Doc Type** (Document Type: Bank Receive or Bank Payment)
5. Input **GL** (General Ledger No.)
6. Input **Cheque Amount**
7. Select **Cur** (Currency) from the dropdown list
8. System will get the **Exchange Rate** automatically, however user can change this rate as needed
9. The **Local Amt** (Local Currency Amount) will show the Cheque Amount times Exchange Rate
10. Go to Main – F1 page
11. Input **Post Date** (the transaction date)
12. Input the Cheque No. if applicable in **Doc Ref**
13. Input **Remark**
14. Go to **Invoice/Credit Note – F2**
15. **Select Document**
  - A. Input Company Name to filter the list (optional)
  - B. Input Document Number or “?” in Column **Inv/Cr Note** at row with “\*”
  - C. You can input part of the Document Number i.e. “0708?”, then the popup will list all document number with prefix “0708”
  - D. In the Document Search Popup, highlight the document and click 
  - E. All selected Document will copy to Invoice/Credit Note – F2 table


- F. Input the Payment Amount for partial payment
- G. Go to Ledger – F3 Page
- H. Input other Transactions, i.e. Bank Charges, Bank Interest or Exchange Different

16. Click  to save the Voucher

17. Click  to print the Voucher for record


### **Edit a Bank Receive/Payment Document**

1. Click 203 Bank Receive/Payment

2. Click  to edit the selected Bank Receive/Payment Document

3. Delete Invoice from Invoice/Credit Note – F2

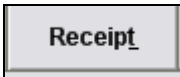
A. Highlight the Invoice

B. Click  from the bottom of left hand side

4. Add Invoice to Invoice/Credit Note – F2

Repeat step 15 – 17 of **Create Bank Receive or Bank Payment**

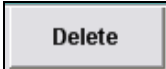
### **Print Receipt for Settlement**

1. Click  in the Bank Payment/Receive Detail page to print the Official Receipt

### **Delete a Bank Receive/Payment**

1. Click 203. Bank Receive/Payment

2. Click  to edit the selected Bank Receive/Payment Document

3. Click  to delete the Bank Receive/Payment Document

## Chapter Ten

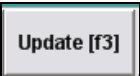
### Company Setup

Co	Name	Cur	Payable Ac	Rec Ac	Retain Earn Ac	Post month	To	Post_month	Close month
LOG	LOGISOFT LIMITED	HKD	02501000000	01501000000	10201000000	200609	TO	200803	200702

No	LOG	Payable Ac	02501000000		
Name	LOGISOFT LIMITED	Receivable Ac	01501000000		
Address	A&E, 6/F, SPECTRUM TOWER, 53 HUNG TO ROAD, KWUN TONG, KOWLOON, HONGKONG.		Retain Earning Ac	10201000000	
Telephone	852 29596383	Fax	852 35952780	Cur	HKD
eMail	info@logisoft.cor.		Fiscal Year	2004	
Post Month	(YYYYMM) 200609	To (YYYYMM) 200803	Fiscal Month Start	200404	
Close Month	200702	(YYYYMM)	Year Start Month	04/01	
Doc amend	<input checked="" type="checkbox"/>		Year End Month	03/31	
Statement Footer					

1. Click the Name of the Company to fill the Text Boxes
2. Input the data into the Text Boxes for update record

3. Click  to update

#### Remarks:

1. The Payable Ac, Receivable Ac, Retain Earning Ac and Cur are integrated with FFS Operation System. It is not recommend for changes.
2. The format of dates must be followed as above
3. **Doc Amend** check box must be checked for amend records



## Chapter Eleven

### Currency


co_no	From Cu	To Cur	Ex rate
LOG	HKD	HKD	1
LOG	RMB	HKD	1.0115
LOG	USD	HKD	7.8

company: LOG  
Currency: HKD  
Ex Rate: 1

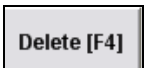
#### Add New Currency

1. Click  to add new currency
2. Input Company, Currency and Ex. Rate
3. Click  to confirm to add new currency

#### Edit Currency

1. Click the Column **From Cur** from the Currency Table
2. Input the Ex Rate for Update
3. Click  to confirm to update the currency

#### Delete Currency

1. Click the Column **From Cur** from the Currency Table
2. Click  to delete the currency

## Chapter Twelve



### User Maintenance

User Id	User Name	Role
BEVIS	Bevis	ADM
carol	carol	ADM
CLK	CLK	SLK
PEGGY	PEGGY WONG	ADM
PESSY	PESSY	ADM
SARAH	SARAH	ADM

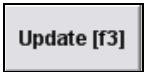
User Id:   
User name:   
Password:   
Role:

LOGISOFT LIMITED BEVIS

#### Add New User

1. Click  to add new user
2. Input User ID, User Name, Password and select Role from the dropdown list
3. Click  to confirm to add new user

#### Edit User

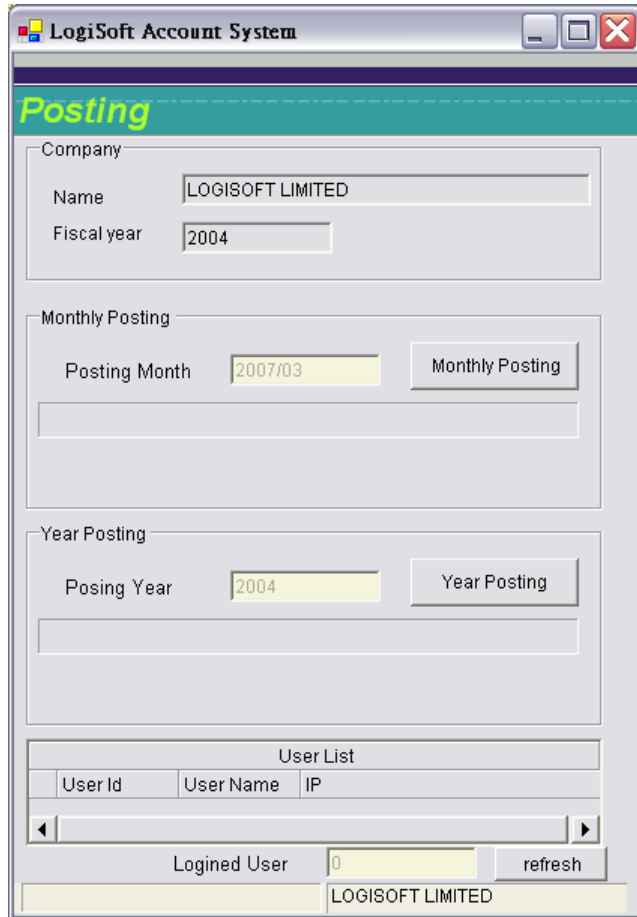
1. Select the User for Edit
2. Input User Name, Password and select Role from the dropdown list
3. Click  to confirm to add new user

#### Delete User

1. Select the User for Edit
2. Click  to delete user

## Chapter Thirteen


### Posting



The screenshot shows a web application window titled "LogiSoft Account System". The main heading is "Posting". The interface is divided into several sections:

- Company:** A form with "Name" set to "LOGISOFT LIMITED" and "Fiscal year" set to "2004".
- Monthly Posting:** A form with "Posting Month" set to "2007/03" and a "Monthly Posting" button.
- Year Posting:** A form with "Posing Year" set to "2004" and a "Year Posting" button.
- User List:** A table with columns "User Id", "User Name", and "IP". Below the table is a "Logged User" field with the value "0" and a "refresh" button.
- Footer:** A yellow bar at the bottom containing the text "LOGISOFT LIMITED".

#### Monthly Posting

Click  to perform the Monthly Posting

#### Year Posting

Click  to perform the Year Posting