



enoFin™

Template Imports

User Guide

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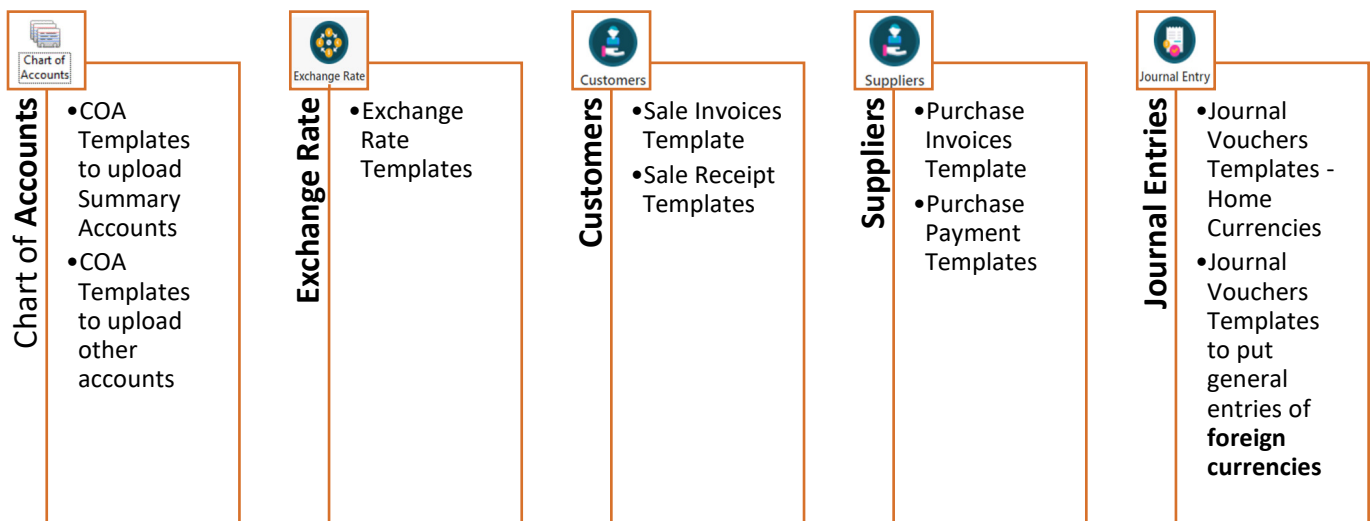
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PURPOSES OF TEMPLATE IMPORT GUIDE

In this Templates Imports Guide, enoFin Team will introduce you to our new method of inputting massive data by using templates to upload instead of posting one-by-one manual entry. By using this function, users can upload multiple entries at once using the corresponding upload template of each module.

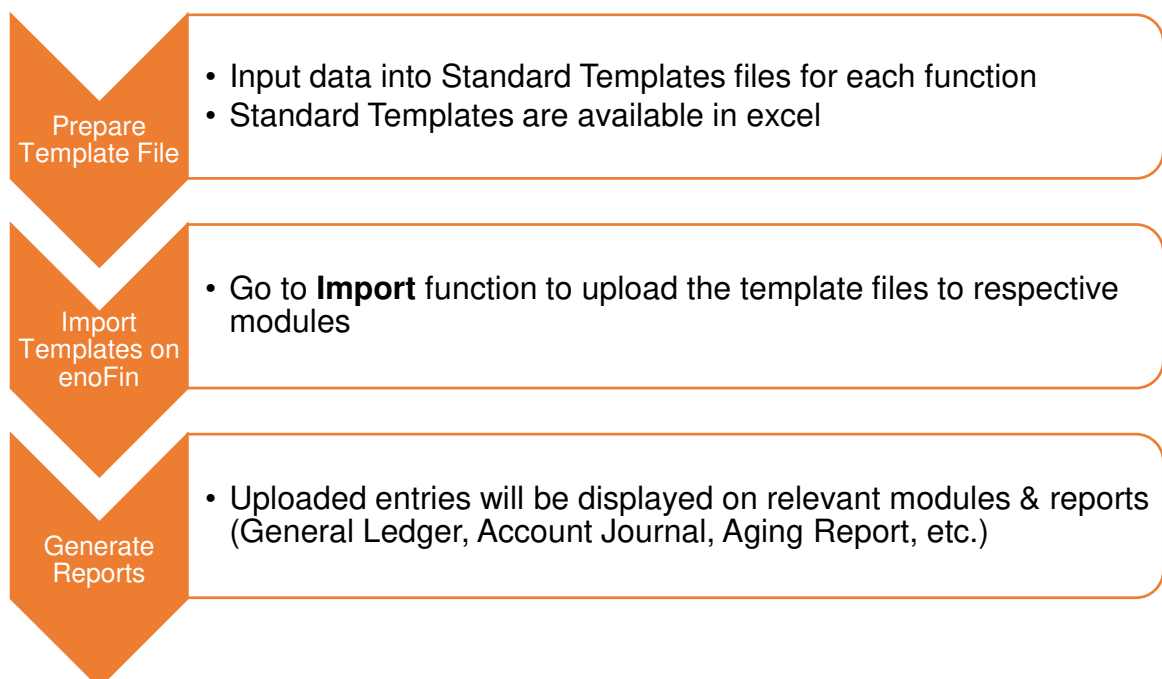
TEMPLATES AVAILABLE FOR USE?

Currently, enoFin is targeting to procedure all type of templates where possible and on this enoFin version, we will go through below available templates.



HOW TO USE TEMPLATE IMPORTS

In order to import a template, users will need to go through (3) main steps as below:



I. Preparing the Template Files

1. About the Template Files

Each module will have separate template files which are standardized & available in this package **under Standard Template Package** folder.

2. Chart of Account Templates

Chart of Account Templates (“COA Templates”) allows users to upload multiple new accounts to enoFin at the same time. In order to upload summary accounts and sub-accounts & standalone accounts, please upload Summary account templates first.

How to prepare the Chart of Account Template

- ✓ Prepare a template in excel format containing the summary account first.

Account ID	Account Name	Account Type	Group Account	Summary Account	Currency	Balance	Foreign Balance
1011100	Office Equipment and Fittings	05			1 SGD	0	0
1011500	Accumulated Depreciation - Office Equipment & Fittings	05			1 SGD	0	0
3015100	Provision	13			1 SGD	0	0
8012100	Salaries and Related Expenses	24			1 SGD	0	0
8012200	Depreciation	24			1 SGD	0	0
8012310	Legal and Professional Fees	24			1 SGD	0	0

Besides Account ID, Account Name, Currency, Balance, Foreign Balances fields, please take note to fill in other fields in COA Templates as below:

Field	Remark																
Account Type (*)	<p>Please fill in respective numbers of Account Types in the below list:</p> <table border="1"> <thead> <tr> <th>Account Type ID</th> <th>Account Type Name in enoFin</th> </tr> </thead> <tbody> <tr> <td>01</td> <td>Cash</td> </tr> <tr> <td>02</td> <td>Bank</td> </tr> <tr> <td>03</td> <td>Account Receivable</td> </tr> <tr> <td>04</td> <td>Other Current Asset</td> </tr> <tr> <td>05</td> <td>Fixed Asset</td> </tr> <tr> <td>06</td> <td>Other Asset</td> </tr> <tr> <td>10</td> <td>Account Payable</td> </tr> </tbody> </table>	Account Type ID	Account Type Name in enoFin	01	Cash	02	Bank	03	Account Receivable	04	Other Current Asset	05	Fixed Asset	06	Other Asset	10	Account Payable
Account Type ID	Account Type Name in enoFin																
01	Cash																
02	Bank																
03	Account Receivable																
04	Other Current Asset																
05	Fixed Asset																
06	Other Asset																
10	Account Payable																

	11	Loan
	12	Credit Card
	13	Other Current Liability
	14	Long Term Liability
	15	Equity
	21	Income
	22	Other Income
	23	Cost of Goods Sold
	24	Expense
	25	Other Expense
	26	Result
	30	Non-posting
Group Account	To leave blank in case of preparing COA template for Summary Accounts and fill in Summary Account ID in case of creating a sub-account	
Summary Account (*)	If the account is a Summary Account: Fill in 1 If the account is not a Summary Account: Fill in 0	
Balances (*)	If the account has balances, please input the balances. If not, please fill in 0.	
(*) These fields are compulsory to fill in, other fields are optional.		

- ✓ Prepare a template for the remaining accounts including all sub-accounts under summary accounts & standalone accounts.

Account	Account Name	Account Type	Group Account	Summary Account	Currency	Balance	Foreign Balance
1011101	Office Equipment - Office Equipment	05	1011100	0	SGD	0	0
1011102	Office Equipment - Office Furniture & Fittings	05	1011100	0	SGD	0	0
1011501	Accumulated Depreciation - Office Equipment	05	1011500	0	SGD	0	0
1011502	Accumulated Depreciation - Office Furniture & Fittings	05	1011500	0	SGD	0	0
1013100	Investment in Subsidiaries	06		0	SGD	0	0
1015100	Right to use assets	05		0	SGD	0	0
1015500	Accumulated Amortisation - Right to use assets	05		0	SGD	0	0
2011100	Petty cash	01		0	SGD	0	0
2011200	Bank - SGD	02		0	SGD	0	0
2011300	Bank - USD	02		0	USD	0	0
2011400	CHFT Trust Account	02		0	SGD	0	0
2011500	Fixed deposit	02		0	SGD	0	0
2013100	GST Receivables	04		0	SGD	0	0
2014100	Deposits	04		0	SGD	0	0
2015100	Prepayments	04		0	SGD	0	0
2018100	Other Receivables	04		0	SGD	0	0
2019300	Work in Progress	04		0	SGD	0	0
3012100	GST Payables	13		0	SGD	0	0

3. Exchange Rate Templates

Exchange Rate Templates allow users to upload exchange rate for multiple date & currency at the same time to enoFin system.

How to prepare Exchange Rate Templates

- ✓ Prepare Exchange Rate Template in excel format.

Currency ID 1	Currency ID 2	Transaction Date	Exchange Rate	Source ID
SGD	USD	3/1/2021	0.7531	02
SGD	USD	3/2/2021	0.7517	02
SGD	USD	3/3/2021	0.7503	02
SGD	USD	3/4/2021	0.7477	02
SGD	USD	3/5/2021	0.745	02
SGD	USD	3/8/2021	0.7407	02
SGD	USD	3/9/2021	0.7443	02
SGD	USD	3/10/2021	0.7445	02
SGD	USD	3/11/2021	0.7466	02
SGD	USD	3/12/2021	0.7438	02

Please take note that the format of each column will need to be as below so template can be uploaded:

No	Field	Remark	Required Format
1	Currency ID 1 (*)	Foreign Currency	General (text)
2	Currency ID 2 (*)	Default is functional currency	General (text)
3	Transaction Date (*)	Date of Exchange Rate	Date
4	Exchange Rate (*)	Exchange Rate	Number
5	Source ID (*)	Default to fill in 02	General (text)

(*) These fields are compulsory to fill in, other fields are optional.

4. Journal Voucher Templates

Journal Voucher Templates ("JV Templates") allow user to upload multiple journal entries to enoFin system with each import.

How to prepare Journal Vouchers Templates

- ✓ Prepare JV Templates in excel format provided in Standard Template Package:

No	Date	Currency	Rate	En Rate to SGD Currency	Memo	Memoized Transaction	Description	Account	Functional Debit	Functional Credit	Customer	Job Centre	Tax ID	Tax Amount	Debit (SGD)	Credit (SGD)	Tax Amount (SGD)	Tax Account	Cost Centre	En Rate To SGD Currency	Functional Currency Adjustment
JV2102001	2/20/2021	SGD	1	1	DEMO001	0	DEMO001	9500	2000		2000-SUP001								001		
JV2103001	2/20/2021	SGD	1	1	DEMO001	0	DEMO001	9200											001		
JV2103002	3/30/2021	SGD	1	1	DEMO002	0	DEMO002	9200	1000										001		
JV2103002	3/30/2021	SGD	1	1	DEMO002	0	DEMO002	9503		1000									001		

Please take note that the format of each column will need to be as below so JV Templates can be uploaded:

No	Fields	Remarks	Required Format
1	No (*)	Transaction identification number	General (text)
2	Date (*)	Same as transaction date	Date
3	Currency (*)	Currency	General (text)
4	Rate (*)	Exchange rate	Number
5	Memo (*)	Memo	General (text)

6	Memorized Transaction	To mark posted Journal Entry to review (if any) To fill in 0 if not memorized & 1 for memorized	Number
7	Description (*)	Description	General (text)
8	Account (*)	Account ID	General (text)
9	Functional Debit (*)	Debit Amount	Number
10	Functional Credit (*)	Credit Amount	Number
11	Debit SGD	Debit Amount equivalent to SGD with Ex Rate to SGD Currency (using for tax report)	Number
12	Credit SGD	Credit Amount equivalent to SGD with Ex Rate to SGD Currency (using for tax report)	Number
13	Cost center	Cost center	General (text)
(*) These fields are compulsory to fill in, other fields are optional.			

5. Sale Invoice Templates

Sale Invoice Templates (“SI Templates”) allows user to upload multiple sale invoices to enoFin system with each import.

How to prepare Sale Invoice Templates:

- ✓ Prepare SI Templates in excel, SI Templates is available in Standard Template Package.

No	Date	GL Posting Date	Sales Order No	Order Date	Payment Term	Payment Date	Payment Method	Customer	Employee	Market	Currency	Ex Rate	Memo	Item	Description	Li
DEMOSALE003	2/17/2021	2/17/2021		2/17/2021		2/17/2021		DEMO01			SGD	0.747300000000	Invoice of DEMO Company		Invoice of DEMO Company	
DEMOSALE004	4/18/2021	4/18/2021		4/18/2021		4/18/2021		DEMO02			USD	1.000000000000	Invoice of ABC Company		Invoice of ABC Company	

Please take note that the format of each column will need to be as below so SI Templates can be uploaded:

No	Field	Remark	Required Format
1	No (*)	Transaction identification number	General (text)
2	Date (*)	Same as transaction date	Date
3	GL Posting Date (*)	Same as transaction date	Date
4	Order Date (*)	Same as transaction date	Date
5	Payment Date (*)	Same as transaction date	Date
6	Customer (*)	Customer ID	General (text)
7	Currency (*)	Currency	General (text)
8	Ex Rate (*)	Exchange rate	Number
9	Memo (*)	Memo	General (text)
10	Description (*)	Description	General (text)
11	Quantity	Quantity	Number
12	Amount (*)	Amount	Number

13	Tax Type	Tax Type	General (text)
14	Tax Amount	Tax Amount	Number
15	Income Account (*)	Income Account	General (text)
16	AR Account (*)	AR Account	General (text)
17	Cost center	Cost center	General (text)
18	Tax Account	Tax Account	General (text)

(* These fields are compulsory to fill in, other fields are optional.

6. Purchase Invoice Templates

Purchase Invoice Templates allows user to upload multiple purchase invoice entries to enoFin system with each import.

How to prepare Purchase Invoice Templates:

- ✓ Prepare Purchase Invoice Templates in excel, which is available in Standard Template Package.

No	Date	GL Posting Date	Sales Order No	Order Date	Payment Term	Payment Date	Payment Method	Customer	Employee	Market	Currency	Ex Rate	Memo	Item	Description	Li
DEMOSALE003	2/17/2021	2/17/2021		2/17/2021		2/17/2021		DEMO01			SGD	0.747300000000	Invoice of DEMO Company		Invoice of DEMO Company	
DEMOSALE004	4/18/2021	4/18/2021		4/18/2021		4/18/2021		DEMO02			USD	1.000000000000	Invoice of ABC Company		Invoice of ABC Company	

Please take note that the format of each column will need to be as below so PI Templates can be uploaded:

No	Field	Remark	Required Format
1	No (*)	Transaction identification number	General (text)
2	Date (*)	Same as transaction date	Date
3	GL Posting Date (*)	Same as transaction date	Date
4	Order Date (*)	Same as transaction date	Date
5	Payment Date (*)	Same as transaction date	Date
6	Vendor (*)	Customer ID	General (text)
7	Currency (*)	Currency	General (text)
8	Ex Rate (*)	Exchange rate	Number
9	Memo (*)	Memo	General (text)
10	Description (*)	Description	General (text)
12	Amount (*)	Amount	Number
13	Tax Type	Tax Type	General (text)
14	Tax Amount	Tax Amount	Number

15	Purchase Account (*)	Purchase Account	General (text)
16	AP Account (*)	AP Account	General (text)
17	Cost center	Cost center	General (text)
18	Tax Account	Tax Account	General (text)
(*) These fields are compulsory to fill in, other fields are optional.			

7. Receipt Voucher Templates

Receipt Voucher Templates (“RV Templates”) allow user to upload multiple receipt entries to enoFin system with each import.

How to prepare RV Template

- ✓ Prepare RV Template in excel – RV Templates available in Standard Template Package.

No	Date	GL Posting	Ref No	Customer	Account ID	Currency	ExRate	Bank	Bank	Bank	Swift Code	Memo	Credit account	Description	Amount	Job	Tax ID	Tax Amount	Amount (SGD)	Tax Amount (SGD)	Tax	Payment Type	Cost centre
DEMORV004	01/10/21	01/10/21		DEMO01	2600	SGD	0.7455					DEMO 004	2100	DEMO 004	100000			0	0				001
DEMORV005	03/30/21	03/30/21		DEMO02	2800	USD	1					DEMO 005	2101	DEMO 005	30000			0	0				001

Please take note that the format of each column will need to be as below so RV Templates can be uploaded:

No	Field	Remark	Required Format
1	No (*)	Transaction identification number	General (text)
2	Date (*)	Same as transaction date	Date
3	GL Posting Date (*)	Same as transaction date	Date
4	Customer	Customer ID (if any)	General (text)
5	Account ID (*)	Debit Account (Bank Account)	General (text)
6	Currency (*)	Currency	General (text)
7	Ex Rate (*)	Exchange rate	Number
8	Memo (*)	Memo	General (text)
9	Credit Account (*)	Credit Account (AR, Income Account, ...)	General (text)
10	Description (*)	Description	General (text)
11	Amount (*)	Amount	Number
12	Cost center	Cost center (if any)	General (text)
(*) These fields are compulsory to fill in, other fields are optional.			

8. Payment Voucher Template

Payment Vouchers Template allows user to upload multiple payment entries to enoFin system.

How to prepare Payment Voucher Template

- ✓ Prepare PV Template in excel – PV Templates available in Standard Template Package.

No	Date	GL Posting	Originating No	Order Date	Vendor	Account ID	Currency	ExRate	Bank	Bank	Bank	Swift Code	Memo	Debit	Description	Amount	Job	Tax ID	Tax Amount	Amount (SGD)	Tax Amount (SGD)	Tax	Originating No	Order Date	Cost Centre
DEMOPV2103001	03/18/21	03/18/21		03/18/21	SUP001	2800	USD	1					DEMOPV2103001	5100	DEMOPV2103001	1000		0	0	0	0				1001
DEMOPV2104001	04/24/21	04/24/21		04/24/21	SUP001	2900	USD	1					DEMOPV2104001	9300	DEMOPV2104001	1400		0	0	0	0				1001


Please take note that the format of each column will need to be as below so PV Templates can be uploaded:

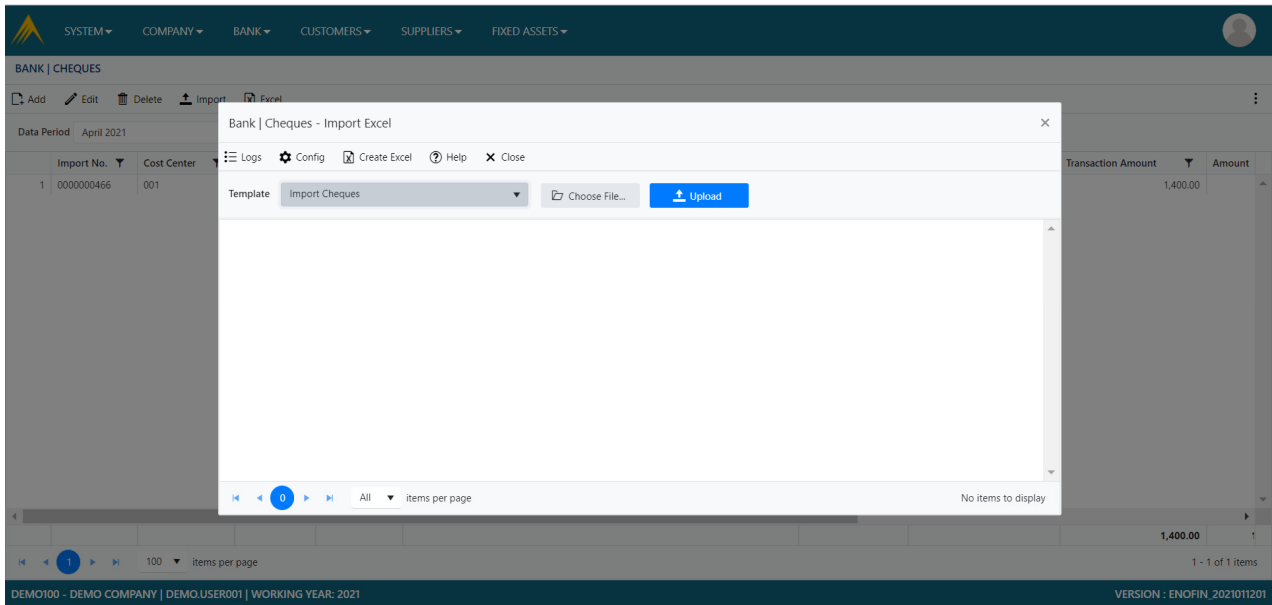
No	Field	Remark	Required Format
1	No (*)	Transaction identification number	General (text)
2	Date (*)	Same as transaction date	Date
3	GL Posting Date (*)	Same as transaction date	Date
4	Order Date (*)	Same as transaction date	Date
5	Vendor	Vendor ID (if any)	General (text)
6	Account ID (*)	Credit Account (Bank Account)	General (text)
7	Currency (*)	Currency	General (text)
8	Ex Rate (*)	Exchange rate	Number
9	Memo (*)	Memo	General (text)
10	Debit (*)	Debit Account (AP, Expense Account, ...)	General (text)
11	Description (*)	Description	General (text)
12	Amount (*)	Amount	Number
13	Cost center	Cost center	General (text)

(*) These fields are compulsory to fill in, other fields are optional.

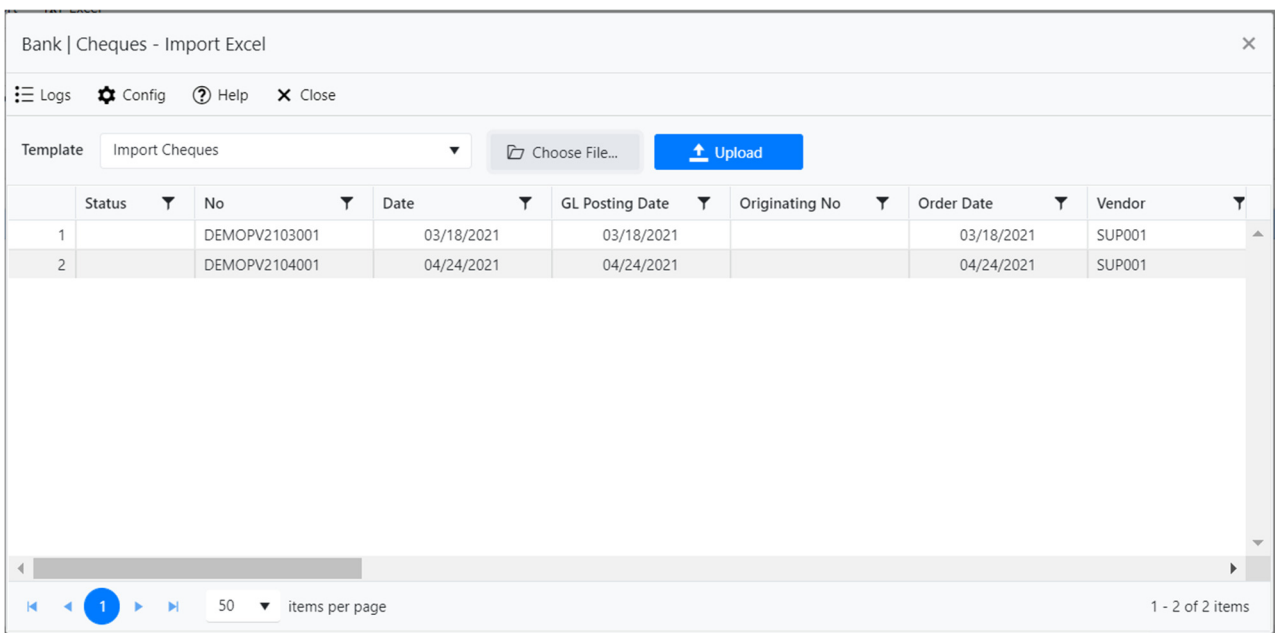
II. How to import Templates into enoFin

In all modules, import workflow is same as below:

- ✓ In each module window, select  **Import** to open the **Import Excel** window of the corresponding module.



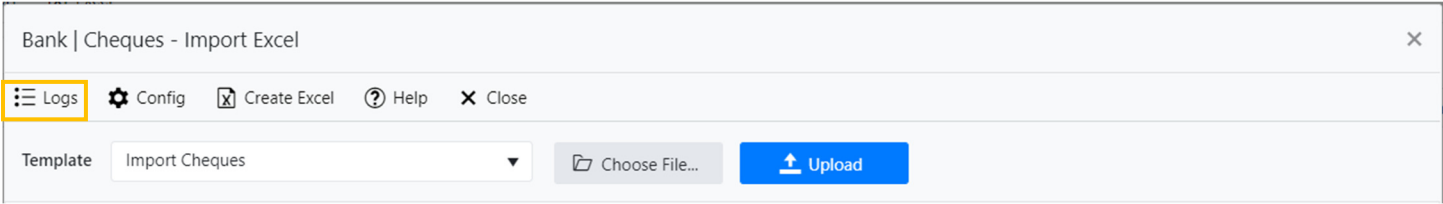
- ✓ Select **Choose File...** to open the folder containing the template for import. The data will appear as below:



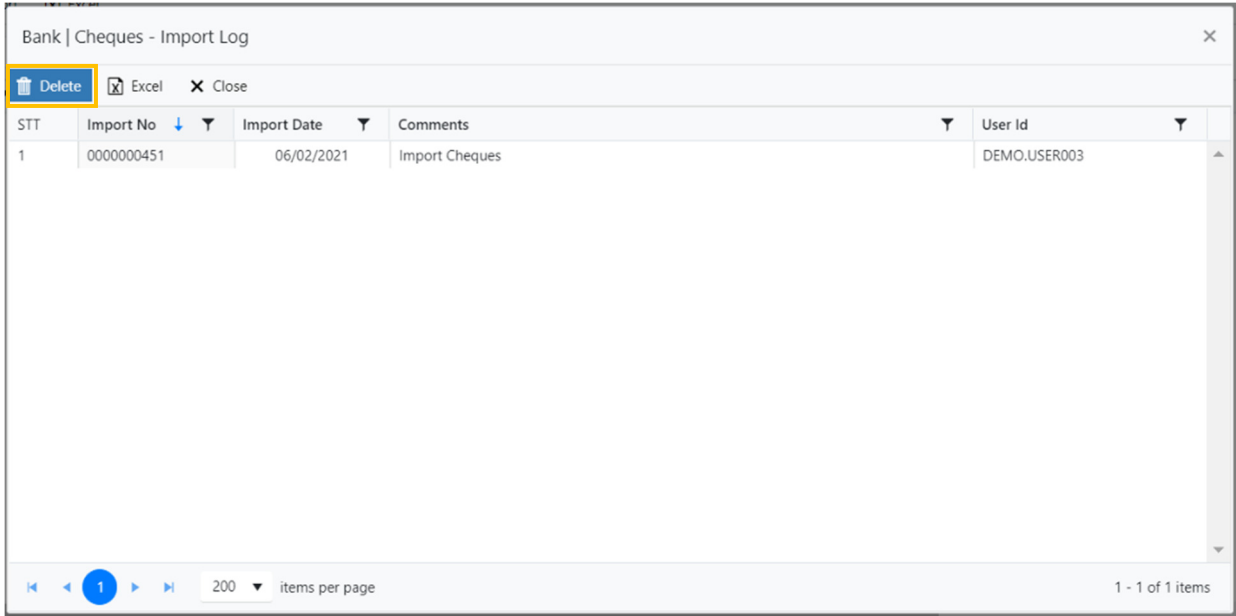
- ✓ Select **Upload** will import the file into enoFin database.

III. How to withdraw imported Templates from enoFin

- ✓ Users can withdraw all imported entries from enofin using the Logs function within Import window.



- ✓ Select **Logs** will open a new window. Select the template that the user wants to update and select **Delete** to remove the chosen template.



IV. Help Desk

Please contact us at enoFin@crowe.sg if you have any further queries.