



enoFin™

# Getting Started

User Guide

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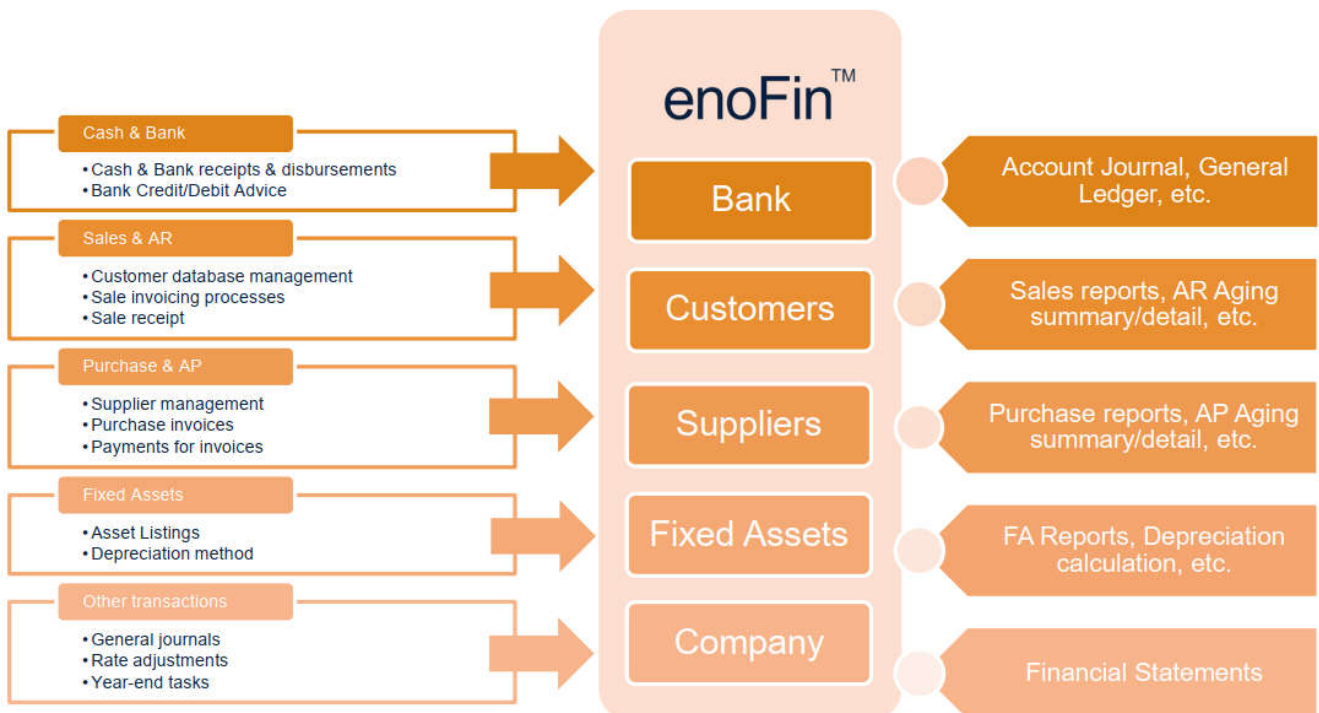
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## A. ABOUT ENOFIN

### I. Introduction

**enoFin** is a cloud accounting system which is owned by Crowe Horwath First Trust. Using cloud computing technology, enoFin itself allows users to access from anywhere, does not depend on the operating system and without any installation required. **enoFin** is designed to be user-friendly and suitable for a variety of businesses.

### II. Module Functional Diagram



### III. Benefits of using enoFin



**Multi-currency:** All transactions can be entered and saved by transaction currency and then converted to base currency. All the realized exchange gain/losses and Revaluation would be auto-computed.



**Multi-cost centres:** Users can view or prepare any report of each unit/cost centre or of the whole corporation, such as: income statement, expense report or receivables and payables report...



**Real-time Collaboration:** Collaborate in real-time with team members to speed up the rate of work and result in fast decision making



**Auto backed up and secure:** The daily backed up data feature is available to be the assurance for the system. In addition, the system is designed with multi-layer decentralized mode and secured by SSL technology so the data is very safe for businesses



**Savings:** In the process of using, all things related to maintenance, version upgrade are done automatically via the internet and completely free.

### IV. How to get help

If you need any support, you may email us at [enoFin@crowe.sg](mailto:enoFin@crowe.sg) and our Support Team will reply within 1 working day.

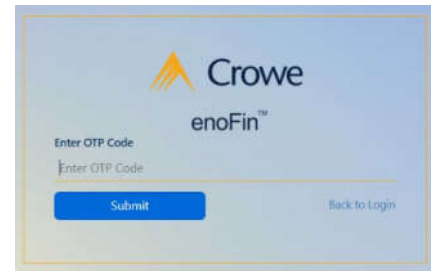
### V. How to log in

1. Open your browser (preferable to be Chrome) and go to enoFin at <https://case.enofin.com>
2. From the right-hand corner, enter your Company ID, User ID and Password, and select 'Login'.

*Noted that: Company ID together with User ID & Initial Passwords would be provided to your registered email via email.*

3. Once successful with the 1<sup>st</sup> security layer, enter your OTP code and select 'Submit' to log-in enoFin.

*Noted that: OTP is generated from from Google Authenticator (“GA”) apps on your mobile. You may need to download GA from Google Play or Apple Store and set it up to generate OTP every time logging-in. This is a high security level of two-way authenticator factors that enoFin offers.*



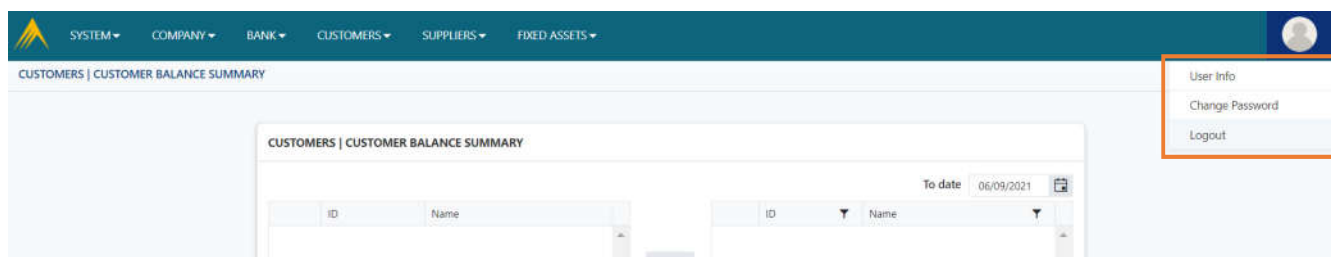
4. The dashboard is your home page where you can view all accessible modules on top of the page:



System	System Module helps users to set up databases & user management
Company	Company Module displays all financial reports and accounting journal entries
Bank	Bank Module displays your bank movements
Customers	Customers provide tools for customer managements, sale invoices & AR reports
Suppliers	Suppliers provide tools for supplier managements, purchase invoices & AP reports
Fixed Assets	Fixed Assets provides tools for fixed asset management, auto depreciation function and FA reports.

## VI. Log out

Please log out at the right upper corner of enoFin:



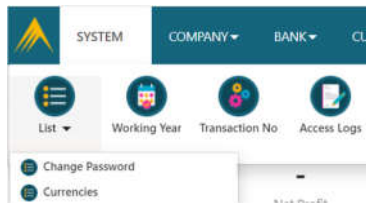
Otherwise, enoFin will be auto logged out after 1 hour of inactivity to ensure highest security level.



## B. SYSTEM

### I. About System Module

System Module includes basic functions of user management & database controls as below:



	to change password
	to choose your working financial year. All posting transactions and generated accounting reports will follow chosen working year.
	all currencies within enoFin
	to set up transaction numbering standard for each type of transactions
	To keep track activity log of a database

### II. How to change password

SYSTEM | CHANGE PASSWORD

User Id

Old Password

New Password

Confirm New Password

- Password must contain at least 11 characters (including at least 1 numeric, 1 capital letter and 1 symbol)  
- Password must be changed every 6 month

enoFin will require users to update their passwords every 6 months and password policy is to contain at least 11 characters (including at least 1 numeric letter, 1 capital letter and 1 symbol) as enhanced security purposes.

### III. How to select Working Year

WORKING YEAR

Current working year start

Go to **Company/Working Year** module to choose the financial year users want to work on.

Once chosen, Click **OK** to save.

#### IV. How Transaction No are automatically numbered

Transaction number is auto-generated in the system with the following rules:

1. Transaction Number = "Type of transaction + YY + MM + Order Number".
2. Transaction Numbers for each type of transaction:

Type	Standard Format	Samples
Journal	JV+YY+MM+XXX	JV2106001
Deposit	RV+YY+MM+XXX	RV2106001
Cheque	PV+YY+MM+XXX	PV2106001
Sale invoice	YY+MM+XXXXXX	210600001
Purchase invoice	YY+MM+XXXXXX	210600001
Others	XXXXXX	000001

- ❖ YY: The last two digits of year (Exp: 2021 will be 21)
- ❖ MM: Two digits of month (Exp: May will be 05)
- ❖ XXX: Number of Transaction (Exp: 001, 002, ...)

#### V. Access Logs

This activity log is a read-only mode to keep track all actions in the database.

Job ID	Date	Time	User Id	Action	Function Name	Description
1 DEMO100	05/19/2021	16:22:39	DEMO.USER004	ADD	Suppliers	ID: SUP001, Name: Regus Centre Co. Ltd., Class ID: 02
2 DEMO100	05/19/2021	16:19:59	DEMO.USER004	DELETE	Suppliers	ID: SUP001, Name: Regus Centre Co. Ltd., Class ID: 02
3 DEMO100	05/19/2021	16:02:12	DEMO.USER004	EDIT	Suppliers	ID: SUP001, Name: Regus Centre Co. Ltd., Class ID: 02
4 DEMO100	05/19/2021	16:01:38	DEMO.USER004	LOGIN		
5 DEMO100	05/19/2021	15:45:31	DEMO.USER002	LOGIN		
6 DEMO100	05/19/2021	14:43:34	DEMO.USER004	ADD	Suppliers	ID: SUP0001, Name: DEMO, Class ID: 02
7 DEMO100	05/19/2021	14:38:40	DEMO.USER004	DELETE	Suppliers	ID: SUP0002, Name: Demo, Class ID: 02
8 DEMO100	05/19/2021	14:38:37	DEMO.USER004	DELETE	Suppliers	ID: SUP0001, Name: Demo, Class ID: 02
9 DEMO100	05/19/2021	14:33:55	DEMO.USER002	ADD	Cost Centres	.BRANCH_ID: 002; BRANCH_NAME: Singapore Branch; ACTIVE: 1;

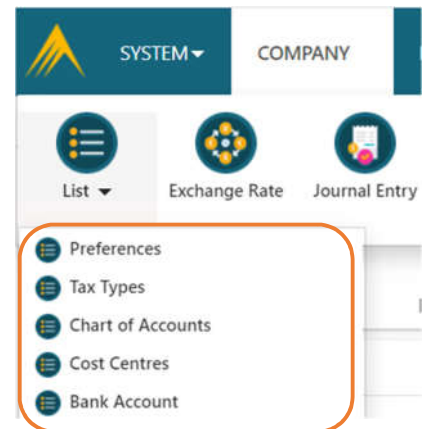
## C. HOW TO SET UP A NEW COMPANY

### I. Company Module

There are many options available for customizing enoFin for your company.

Your first step before using databases is to set up Company under

**Company/Lists** module for below basic set-ups:



### II. Preferences set up

This function allows users to set up the company's basic information and pre-defined accounting treatments throughout (5) following steps below.

#### 1. Company Information

Users will need to fill in their company information below:

COMPANY | PREFERENCES

COMPANY INFORMATION | GENERAL OPTIONS | BUSINESS OPTIONS | DECIMAL DIGITS | TRUST ACCOUNT

Company Name: Demo Company

Parent Company: \_\_\_\_\_

Address: \_\_\_\_\_

Registered Office Address: \_\_\_\_\_

Province/City: Singapore

Country: Singapore

Post Code: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

GST Registration No.: \_\_\_\_\_

Date of Incorporation: 01/01/2020

Home Currency: SGD

Company Registration No.: \_\_\_\_\_

Start Date (TA Module Only): 01/01/2020

First Transaction Date: 01/01/2020

First Financial Year - End Date: 12/31/2020

Save

First date of recording transactions

First Date of using Crowe's Trust Account services, if your business does not use, please leave it blank.

First financial year end date

DEMO100 - DEMO COMPANY | DEMO.USER001 | WORKING YEAR: 2021

VERSION : ENOFIN\_2021011201

## 2. General Options

Users will need to set up the company information on below screen and select the options the Company wish to work on: Multiple cost centers, multiple warehouses, COGs by item class, etc. If not in use, please do not tick.

COMPANY INFORMATION | **GENERAL OPTIONS** | BUSINESS OPTIONS | DECIMAL DIGITS | TRUST ACCOUNT

Company Type: [Dropdown]  
 Multiple cost centres:   
 Sales price by customer class:

Exchange Rate Source: [Dropdown] (highlighted)  
 Is Multiple Warehouse:   
 COGS by item class:

Option 1: General  
 To use exchange rate sources uploaded by Crowe.

Option 2: Company  
 To use the company exchange rate sources uploaded by users.

Save

DEMO100 - DEMO100 | DEMO.USER002 | WORKING YEAR: 2021 | VERSION - ENOFIN\_2021011201

## 3. Business Options

This is to set up accounting treatment basis and should be linked after Chart of Accounts (“COA”) are created already. This function helps to map the selected accounts with corresponding features.

COMPANY INFORMATION | GENERAL OPTIONS | **BUSINESS OPTIONS** | DECIMAL DIGITS | TRUST ACCOUNT

Exchange realized gain acc	9203 - Foreign Exchange Gain / (Loss)
Exchange Unrealised Profit	9204 - Unrealised Foreign Exchange Gain / (Loss)
Exchange Unrealised Loss	9204 - Unrealised Foreign Exchange Gain / (Loss)
Retain Earning Account	5500 - Retained Earnings
Non Controlling Interest	5500 - Retained Earnings
Equity Realized FX Account	
STCG Account ID	
Equity Unrealized FX Account	
Equity Price Adjustment Account	
Equity Commission Account	
GST Output	2004 - GST Receivable
GST Input	4400 - GST Payables

Save

DEMO100 - DEMO100 | DEMO.USER002 | WORKING YEAR: 2021 | VERSION - ENOFIN\_2021011201

Field Name	Description
Exchange Realized Gain Account	All Realized FX Gain/(Loss) auto calculated from payments & receipts will be posted to this set up account.
Exchange Unrealized Profit/Loss	All Unrealized FX Gain/(Loss) auto calculated from Rate Adjustment module under Company module will run to this set up account.
Retained Earnings Account	End of Year Task function will post Net Income for all previous financial years into this account.
GST Output/Input	All GST portions from invoices will be posted to predefined GST Receivable/Payable accounts here.
Remaining fields	Other remaining fields are under development for investment fund businesses.

#### 4. Decimal Digits

This function is to set up the decimal places to record on your accounting transactions. After saved and transactions were posted, users will not be able to decrease/increase the number of decimal places.

COMPANY | PREFERENCES

COMPANY INFORMATION GENERAL OPTIONS BUSINESS OPTIONS **DECIMAL DIGITS** TRUST ACCOUNT

Quantity decimal digits 4

Unit price decimal digits 12

Foreign unit price decimal digits 12

Amount decimal digits 2

Foreign amount decimal digits 2

Exchange rate decimal digits 12

The numbers inputted here are suggested common set-up from enoFin Team.

Save

DEMO100 - DEMO100 | DEMO.USER006 | WORKING YEAR: 2021

VERSION : ENOFIN\_202101201

Currently, enoFin offers a maximum of **12 decimal places** for all functions.

### 5. Trust Account

This window helps to set up for companies using Trust Account services provided by Crowe. If your business does not use this service, please do not fill in any information.

### III. Tax type – How to set-up

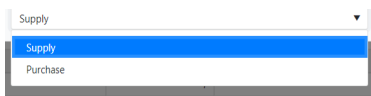
This function allows user to create, edit all types of value added taxes using for your invoices posting. Currently, our Default Tax Type includes all GST types in Singapore.

VAT Tax ID	VAT Tax Name	VAT Tax Rate	Description	Supply Purchase	Active	User ID
1	0P-NR		Purchase from non GST-registered supplier		<input checked="" type="checkbox"/>	Admin
2	0P-OP		Purchase trans out of scope of GST legislations		<input checked="" type="checkbox"/>	ADMIN
3	0P-ZP		Purchase from GST-registered supplier with no GST		<input checked="" type="checkbox"/>	ADMIN
4	0S-ES33		Regulation 33 Exempt supplies		<input checked="" type="checkbox"/>	ADMIN
5	0S-ESN33		Non Regulation 33 Exempt supplies		<input checked="" type="checkbox"/>	ADMIN
6	0S-OS		Out-of-scope supplies		<input checked="" type="checkbox"/>	ADMIN
7	0S-ZR		Zero-rated supplies		<input checked="" type="checkbox"/>	ADMIN
8	7P-BL	7	Purchases with GST not claimable under R26.27		<input checked="" type="checkbox"/>	ADMIN
9	7P-IM	7	GST incurred for import goods		<input checked="" type="checkbox"/>	ADMIN
10	7P-TX75	7	GST - Purchases with GST incurred at 7%		<input checked="" type="checkbox"/>	ADMIN
11	7P-TX-E33	7	GST - directly attributable to R33		<input checked="" type="checkbox"/>	ADMIN
12	7P-TX-N33	7	GST - directly attributable to Non-R33		<input checked="" type="checkbox"/>	ADMIN
13	7P-TX-RE	7	GST - not attributable to taxable/exempt supplies		<input checked="" type="checkbox"/>	ADMIN
14	7S-OS	7	Deemed supplies		<input checked="" type="checkbox"/>	ADMIN
15	7S-SR	7	Standard-rated supplies with GST charged (SGD)		<input checked="" type="checkbox"/>	ADMIN
16	8p-me	0	imports under special		<input checked="" type="checkbox"/>	FTS_HA
17	GST7	7	GST7%		<input checked="" type="checkbox"/>	ADMIN
18	VAT10	10	VAT10%		<input checked="" type="checkbox"/>	demo.user002

#### 1. Setting up Tax Type

Users can also set up a new tax type for the incorporation country by following below steps:

Click **Add** on menu bar then fill in necessary information:

VAT Tax Name	<i>Name of Tax type</i>
VAT Tax Rate	<i>Tax rate of tax type</i>
Description	<i>Remarks of tax type</i>
Supply Purchase	<i>(2) selections:</i>  <i>Supply = Output tax</i> <i>Purchase = Input Tax</i>

Once filling in the necessary information, click **Save**.

#### IV. Bank Account

Bank Account is to set up the bank account to appear on **Statement of Accounts** under **Customer** Module.


The image shows two screenshots. The left screenshot is the 'Company | Bank Account - Add' form, which includes fields for Bank ID, Bank Code, Bank Name, Bank Address, Branch Code, Branch Name, SWIFT Code, Currency ID (set to Singapore dollar), Bank Account Name, and Bank Account Number. There is also an 'Active' checkbox which is checked. The right screenshot is the 'CUSTOMERS | STATEMENT OF ACCOUNT' form, which includes a Date field (06/09/2021), a Customer dropdown menu, and a Bank dropdown menu. A 'Preview' button is located at the bottom of the second form.

#### V. Chart of Accounts (“COA”)

enoFin allows users to create Chart of Accounts by (2) methods: Manual posting or using Chart of Accounts Templates (“COA Templates”). For how to import COA Templates, please refer to **enoFin Import Template Guide Package**.

##### 1. How to create an account

enoFin provides a two-layer account solution as grouping sub-accounts under parent accounts & standalone accounts for your company to set up.

- ✓ Choose  Add from the menu bar then fill in necessary information:

The image shows the 'Company | Chart of Accounts - Add' form. It includes fields for Account ID, Account Name, Account Type (with a dropdown menu set to 'select account type...'), Parent Account ID (with a dropdown menu), Currency ID (set to SGD), Balance (set to 0), and Balance Orig (set to 0). There is also a 'Summary Account' checkbox. An arrow points to the bottom of the form.

Item	Description
<b>Account ID (*)</b>	Account Codes
<b>Account Name (*)</b>	Name of account
<b>Account Type (*)</b>	Type of account (Banks, Accounts Payable, Accounts Receivables, Fixed assets, Expenses, Incomes, etc.)
<b>Summary Account</b>	If creating a summary account, please tick this.
<b>Parent Account ID</b>	Select ID of its summary account if any
<b>Currency ID (*)</b>	Select currency of account
<b>Balance</b>	To input opening balance of the account in base currency (if any)
<b>Balance Orig.</b>	To input foreign balance of the account in foreign currency (if any)

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

✓ After filling available information, click **Save**.

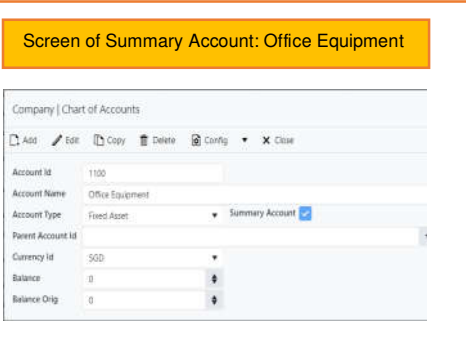
*Examples of creation of an account*

Demo Case 1 - To create sub-accounts under a summary account:

Users will need to create the summary account first (for eg. Office Equipment) then create their sub-accounts (for eg. Original Cost & Accumulated Depreciation).

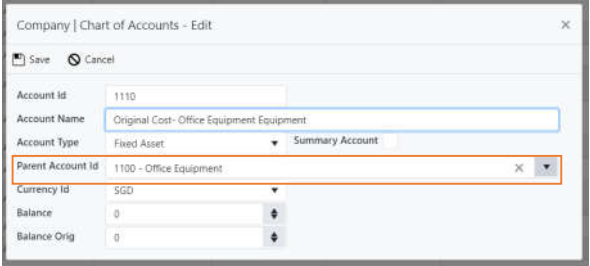
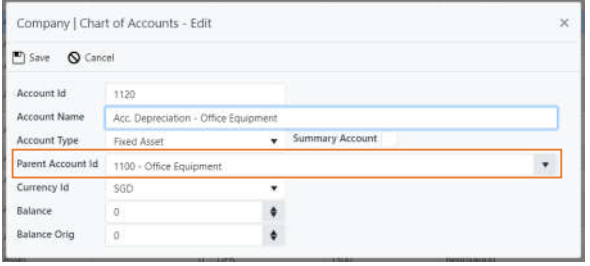
Please find below demo screen of inputs:

Screen of Summary Account: Office Equipment



Screen of (2) sub-accounts:


- Office Equipment – Original Cost
- Office Equipment – Accumulated Depreciation



Demo Case 2 - To create a standalone account with no summary account:

Please find below demo screen of inputs:

 Accounts Receivable/ Accounts Payable and all Expense/Income Accounts are not allowed to input opening balance on Chart of Accounts module, users will need to input opening balances via below functions:


Opening balances	Functions to import
Accounts Receivable/ Accounts Payable	Post Sale Invoices/Purchase Invoices under Customer/Supplier Module
Expense/Income Accounts	Post Journal Entry to record

**VI. Cost Center**

1. About Cost Center

Cost Center allow users to manage the company's expenses and incomes by different cost centers such as sources or departments.



2. How to set up a Cost Center









- ✓ Choose  on menu bar then fill in necessary information:
- ✓ Once filling in the necessary information, click **Save**.

**D. COMPANY MODULE**

**I. About Company Module**

Company Module contains all functions related to General Accountants and Financial Reports. In details, it contains the following functions:

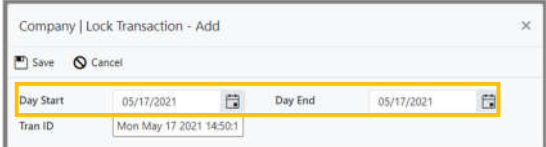
	To set up company information & accounting methods per <b>How to set up a database</b> in this Guide.
	To post manual accounting entries

 Ledger Listing	To show all transactions in the company
 Rate Adjustment	To auto calculation of exchange rate adjustments for accounts with foreign amount balances at the reporting date
 Prepayment	To perform auto recognition of all prepayments
 Exchange Rate	To manage exchange rates used in the company
 Lock Transaction	To lock a posting period
 End of Year Task	To perform year end task to close the net income/loss of a financial year
 Account Journal	To show reports related to account journals, general ledger, GST reports, etc.
 Financial reports	To show financial reports such as balance sheet, profit & loss, etc.

## II. Lock Transaction

How to use Lock Transaction

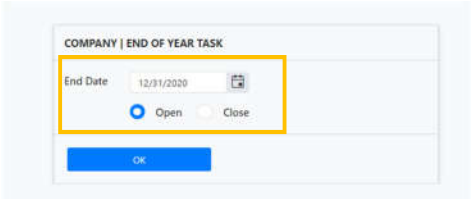
- ✓ Select **Add** then choose “Day Start” and “Day End” to lock.
- ✓ Once filling in the necessary information, click **Save**. Then click **Refresh** will show the newly added lock period.




Lock Period is usually used to lock previous reporting period to avoid changing finalized reporting numbers.

## III. End of Year Task Module

When the financial year ends, user should use " End of year Task" mode to have the auto-year end closing entries. Users will need to select the **End Date** then tick **Close** to proceed.



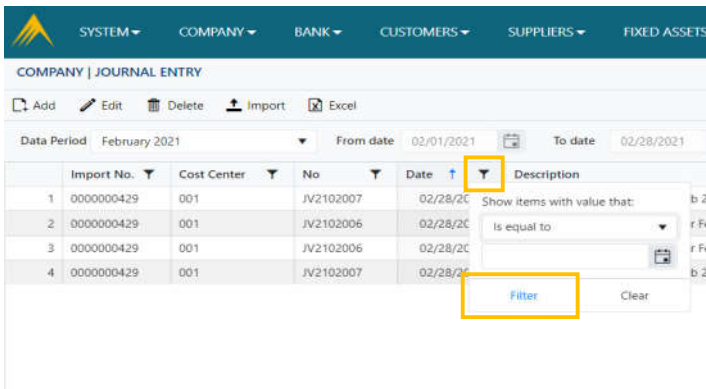
Noted that:

- Once **End of Year Task** is performed, all the entry for that financial year would be auto-locked.
- Should there is any changes in that financial year, use could open the closed financial year period. But we recommend user should seek advice from Support team before handed.

## IV. Journal Entry

### 1. Tools on Main Screen – Journal Entry

enoFin offers several tools under Journal Entry for users to try:

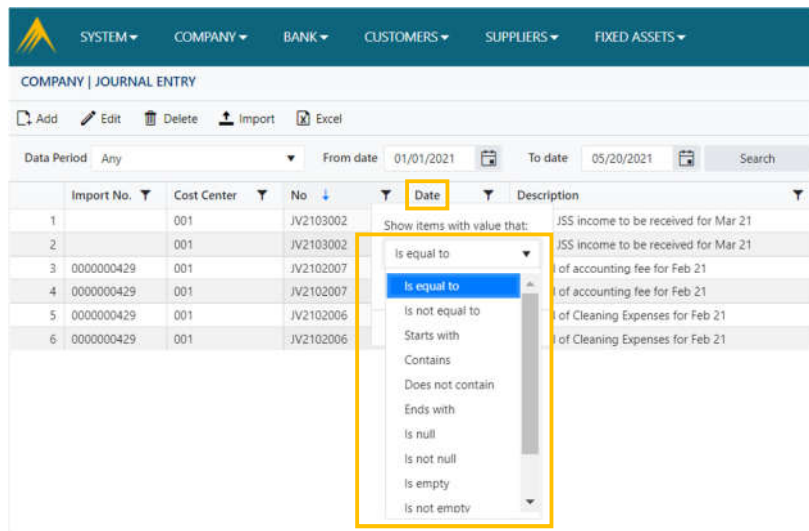


Button	Purposes
	To post a new journal entry
	To edit a selected journal entry
	To delete a selected journal entry
	To import Journal Voucher Templates
	To extract excel of journal entry screen

User can click **Filter** on all columns to sort the information.

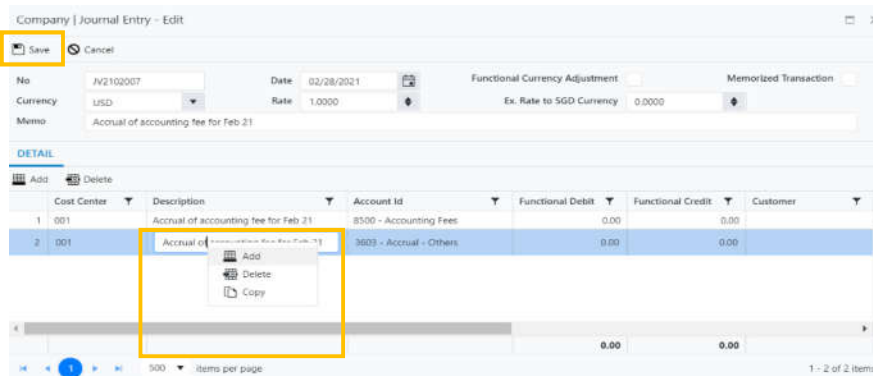
Click **Filter** then choose the sorting criteria under **Show items with value that** then click **Filter**.

Current available sorting criteria are:



## 2. How to post a Journal Entry

- ✓ Select **Add** on the menu bar.
- ✓ Fill in necessary information of the journal entry under the table & user can add more journal entry rows by right click then click **Add**:



### 3. Example of Journal Entry Posting

**Demo Case:** On 31 March 2021, users need to record a journal entry of government grants - JSS income for Mar 21. The posting screen will be as below:

Cost Center	Description	Account Id	Account Name	Functional Debit	Functional Credit	Customer
1 001	Record JSS income to be received for Mar 21	2003	Other Receivable	1,050.00	0.00	
2 001	Record JSS income to be received for Mar 21	6500	Other Income	0.00	1,050.00	
				1,050.00	1,050.00	

Select **Save** and the newly added entry will appear as below:

Import No.	Cost Center	No.	Date	Description	Currency	Account	Account Name	Debit	Credit
1	001	JV2103002	03/31/2021	Record JSS income to be received for Mar 21	USD	2003	Other Receivable	1,050.00	0.00
2	001	JV2103002	03/31/2021	Record JSS income to be received for Mar 21	USD	6500	Other Income	0.00	1,050.00

### V. Ledger Listing

This module offers a listing of all entries inputted into the system. From this module, user could sort out entries by details criteria.


- ✓ Select the **Company/Ledger Listing** function to open a new window:

Cost Center	Type	No.	Date	Currency	Description	Account Id	Account Name	Transaction Debit	Transaction Credit
1 002	Transfer	000001	04/29/2021	SGD	Transfer of SGD 32,000.00 to CHFT Client Account to pay salary for Apr 21 salary	2900	CHFT Client Trust Account	32,000.00	
2 002	Transfer	000001	04/29/2021	SGD	Transfer of SGD 32,000.00 to CHFT Client Account to pay salary for Apr 21 salary	2600	DBS Bank - SGD	0.00	32,000.00
3 001	Journal	JV2103002	03/31/2021	USD	Record JSS income to be received for Mar 21	2003	Other Receivable	0.00	
4 001	Journal	JV2103002	03/31/2021	USD	Record JSS income to be received for Mar 21	6500	Other Income	0.00	
5 001	Purchase Payment	PV2101001	01/06/2021	USD	Record JSS income to be received for Mar 21	3100	Account Payable (USD)	1,070.00	

- ✓ Some useful functions are listed below:

Button	Purposes
Delete	Only allow to delete automatic entries (such as Unrealized FX from Rate Adjustments module/ Realized FX from payments/receipts module) from <b>Ledger Listings</b>
Refresh	To refresh data
Excel	To extract excel of ledger listing screen

Filter

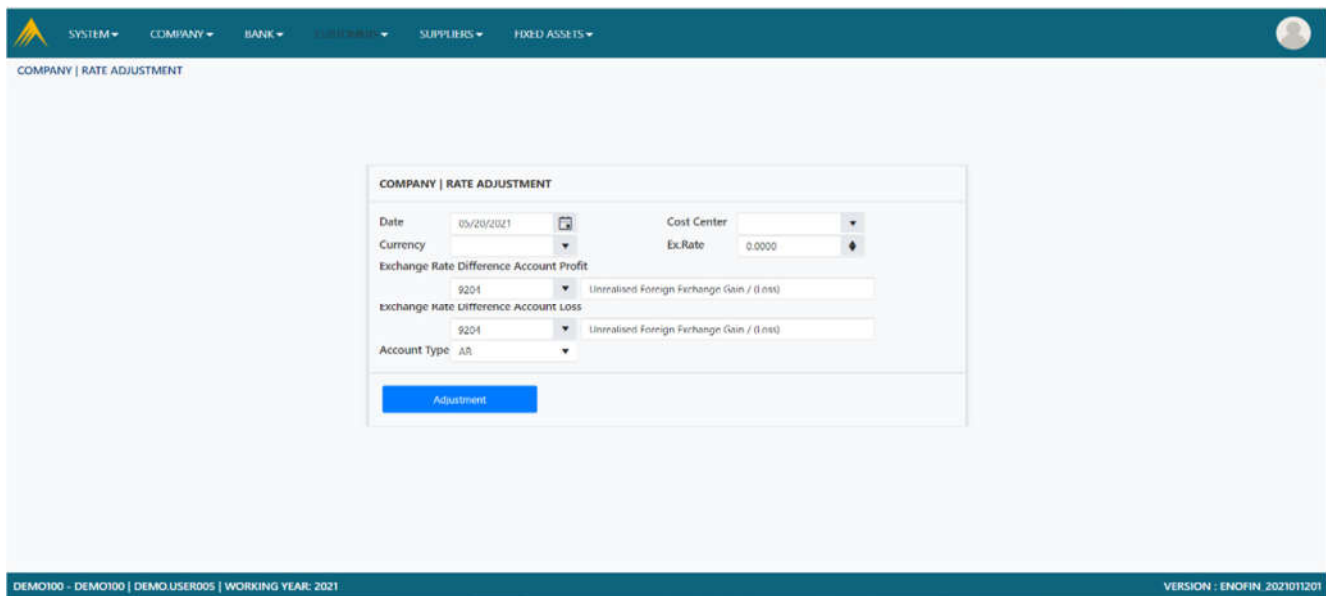
Click  on each column to filter the data

## VI. Rate Adjustment

This module is used to do the revaluation for the foreign currency account at the end of the accounting period. The function also supports to have the auto-reversal of those revaluation entries at the beginning of following period.

### 1. How to use Rate Adjustment

- ✓ Select **Rate Adjustment** module to open a new window:



- ✓ Fill in necessary information:

<b>Date</b>	Choose Posting date
<b>Currency</b>	Choose a foreign currency to revalue
<b>Ex. Rate</b>	Exchange rate of posting date will auto appear as uploaded under Exchange Rate module.
<b>Exchange rate Difference Account Profit/Loss</b>	Unrealized FX Gain/(Loss) accounts predefined under <b>Preference</b> module
<b>Account Type</b>	Select the Account Types to do FX revaluation: AR: Accounts Receivable AP: Accounts Payable GL: Other Accounts

- ✓ Select **Adjustment** to open the **Rate Adjust Differences** window. All foreign accounts with FX Unrealised Gain/(Loss) numbers auto calculated will appear here.
- ✓ If users want to make auto-reversal entries of FX Unrealised Gain/(Loss) in the next reporting period, please choose the **Reversal Date**. On the reversal date chosen, enoFin will auto post a reversal entry.

STT	Adjustment	Reversal	Account ID	Account Name	Amount Orig	Amount	Difference
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2100	Account Receivable (SGD)	499,700.00	364,619.72	2,010.17

✓ Click **OK** and enoFin will prompt a Completed status

Rate Adjustment is complete.

## 2. Example of posting Rate Adjustment

Demo Case: On **31 March 2021**, user need to perform FX revaluation on all Accounts Receivable with foreign currencies. The selection will be:

COMPANY | RATE ADJUSTMENT

Date: 03/31/2021 | Cost Center: 001 | Currency: SGD | Ex.Rate: 0.7433

Exchange Rate Difference Account Profit: 9204 | Unrealised Foreign Exchange Gain / (Loss)

Exchange Rate Difference Account Loss: 9204 | Unrealised Foreign Exchange Gain / (Loss)

Account Type: AR

**Adjustment** (Click Adjustment)

STT	Adjustment	Reversal	Account ID	Account Name	Amount Orig	Amount	Difference
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	2100	Account Receivable (SGD)	-300.00	-300.00	77.01

Select **OK** and go to **Ledger Listing** to check the entry appearing as below:

Cost Center	Type	No	Date	Currency	Description	Account Id	Account Name	Transaction Debit	Transaction Credit
1 001	Unrealized Rate gain/loss	CLTGCN-2021/04	04/01/2021	USD	Reversal of Unrealised exchange gain/ loss on Account Receivable (SGD) as at 31 Mar 21	2100	Account Receivable (SGD)	0.00	
2 001	Unrealized Rate gain/loss	CLTGCN-2021/04	04/01/2021	USD	Reversal of Unrealised exchange gain/ loss on Account Receivable (SGD) as at 31 Mar 21	9204	Unrealised Foreign Exchange Gain / (Loss)	0.00	
3 001	Unrealized Rate gain/loss	CLTGCN-2021/03	03/31/2021	USD	Unrealised exchange gain/loss on Account Receivable (SGD) as at 31 Mar 21	2100	Account Receivable (SGD)	0.00	
4 001	Unrealized Rate gain/loss	CLTGCN-2021/03	03/31/2021	USD	Unrealised exchange gain/loss on Account Receivable (SGD) as at 31 Mar 21	9204	Unrealised Foreign Exchange Gain / (Loss)	0.00	

## VII. Prepayment

Prepayment Module is designed to support user on auto-amortization of prepayment expenses. In order to perform this feature, users will need to set up allocation basics for newly added prepayment amounts.

### 1. How to set up Prepayment Period for Newly Added Prepayments

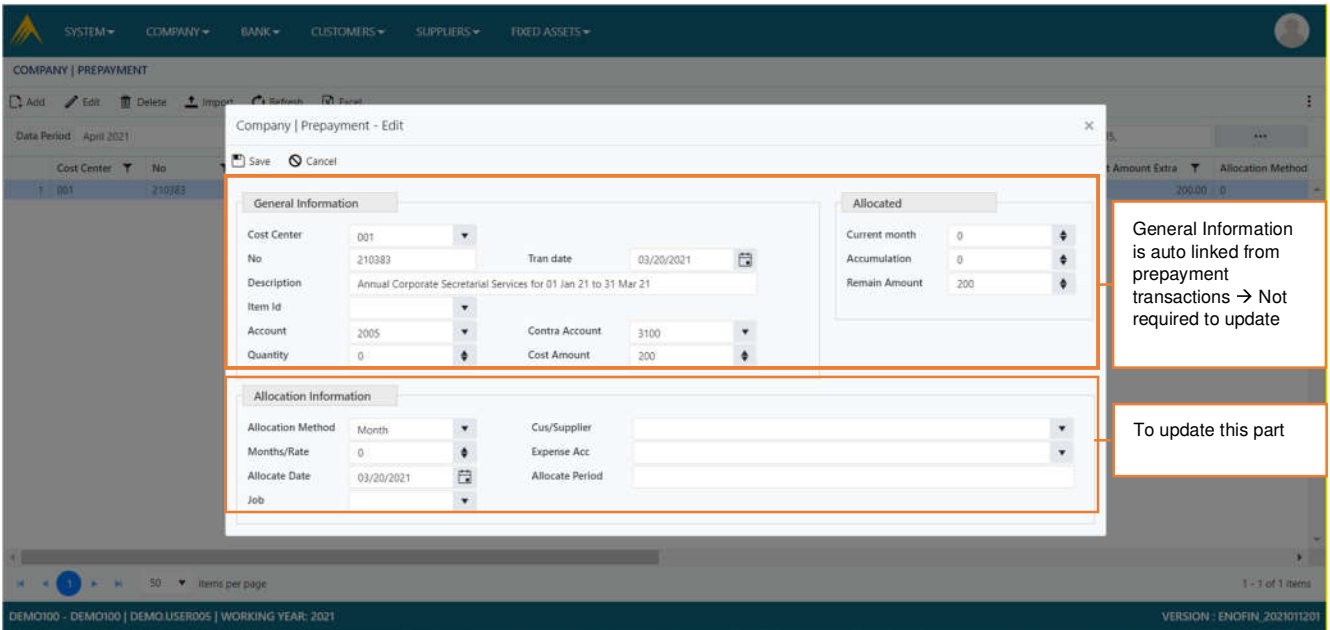
- ✓ Choose **Prepayment Account** to set up by Click  and select prepayment accounts from Account List:

Cost Center	No	Tran Date	Description	Item ID	Quantity	Cost Amount	Cost Amount Extra	Allocation Method
1 001	210383	03/20/2021	Annual Corporate Secretarial Services for 01 Jan 21 to 31 Mar 21			0.00	200.00	200.00 0
2 001	INV-18000496	03/29/2021	JuzTalent software subscription fee, JuzTalent software - 4 modules - 13 credits for period Apr 21 to Dec 21			0.00	585.00	585.00 0

- ✓ For newly added prepayment, users will need to set up prepayment periods, please double click to open the prepayment line.

Cost Center	No	Tran Date	Description	Item ID	Quantity	Cost Amount	Cost Amount Extra	Allocation Method
1 001	210383	03/20/2021	Annual Corporate Secretarial Services for 01 Jan 21 to 31 Mar 21			0.00	200.00	200.00 0
2 001	INV-18000496	03/29/2021	JuzTalent software subscription fee, JuzTalent software - 4 modules - 13 credits for period Apr 21 to Dec 21			0.00	585.00	585.00 0

- ✓ Click **Edit** to open the **Prepayment – Edit** window then fill in **Allocation Information** box:

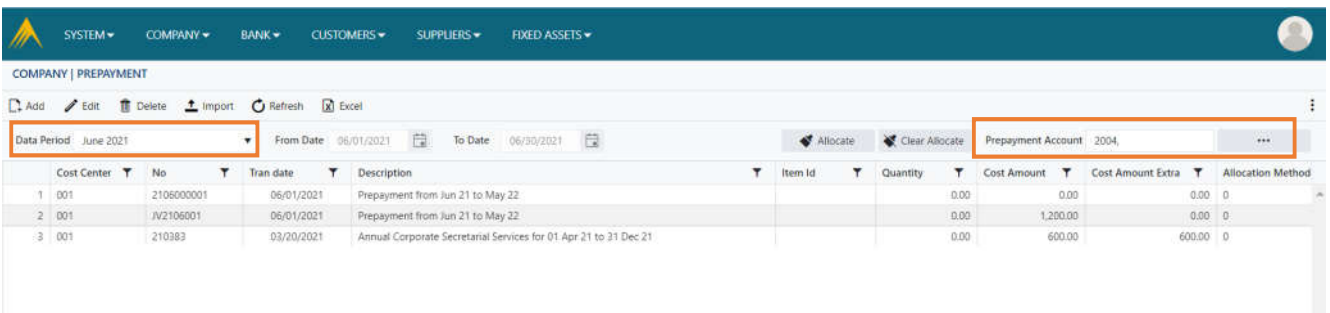


Some special fields are noted below:

Allocation Method	(2) available methods: by Month/ by Day
Month/Rates	Total months/days to allocate
Allocate Date	Start date to allocate
Expense Acc	Expense account for auto recognition of prepayments
Allocate Period	Remarks (if any)

✓ Click **Save** once all information is updated.

## 2. How to run auto recognition of prepayment



- ✓ Choose the period to allocate, currently enoFin only allows monthly recognition.
- ✓ Choose Prepayment accounts to recognize by click **...** and select prepayment accounts from Account List.
- ✓ Click **Allocate** then the **Prepayment List** will show up on the window:



STT	Check	Date	No.	Description	Day Start	Day End	Amount
1	<input type="checkbox"/>	03/20/2021	210383	Annual Corporate Secretarial Services for 01 Jan 21 to 31 Mar 21	04/01/2021	04/30/2021	22.22
2	<input type="checkbox"/>	03/29/2021	INV-18000496	JuzTalent software subscription fee, JuzTalent software - 4 modules - 13 credits for period Apr 21 to Dec 21	04/01/2021	04/30/2021	65.00

1 - 2 of 2 items

Allocate Close

- ✓ Tick on prepayments to recognize then Click **Allocate**. If the allocation is successful, a notification will appear.

Prepayment Allocation is complete.

### 3. How to remove an auto recognition of prepayment

Cost Center	No	Tran date	Description	Item Id	Quantity	Cost Amount	Cost Amount Extra	Allocation Method
1 001	2106000001	06/01/2021	Prepayment from Jun 21 to May 22		0.00	0.00	0.00	0
2 001	JV2106001	06/01/2021	Prepayment from Jun 21 to May 22		0.00	1,200.00	0.00	0
3 001	210383	03/20/2021	Annual Corporate Secretarial Services for 01 Apr 21 to 31 Dec 21		0.00	600.00	600.00	0

1 - 3 of 3 items

- ✓ Choose the period to delete, currently enoFin only allows monthly recognition.
- ✓ Choose Prepayment accounts to recognize by click **...** and select prepayment accounts from Account List.
- ✓ Click **Clear Allocate** then the **Prepayment List** will appear. Tick the prepayments users want to delete.

STT	Check	Date	No.	Description	Day Start	Day End	Amount
1	7/2106001	06/01/2021		Prepayment from Jun 21 to May 22	06/01/2021	06/30/2021	100.00
2	210383	03/20/2021		Annual Corporate Secretarial Services for 01 Apr 21 to 31 Dec 21	06/01/2021	06/30/2021	67.00

- ✓ Click **Clear Allocate** then selected prepayment recognition will be deleted.

## VIII. Exchange Rate

This module is auto-link exchange rate to other modules (Deposit, Cheques, Sales/ Purchases Invoices & Journal Voucher) when recording foreign transactions without updating one by one.

### 1. How to input Exchange Rate manually

Company	Source ID	Source Name	Valid Date	Currency Id	Currency Name	Currency Id Des	Currency Name Des	Exchange Rate	
1	DEMO100	02	Company	04/30/2021	SGD	Singapore dollar	USD	US dollar	0.7515
2	DEMO100	02	Company	04/29/2021	SGD	Singapore dollar	USD	US dollar	0.7538
3	DEMO100	02	Company						0.7548
4	DEMO100	02	Company						0.7540
5	DEMO100	02	Company						0.7544
6	DEMO100	02	Company						0.7538
7	DEMO100	02	Company						0.7522
8	DEMO100	02	Company						0.7536
9	DEMO100	02	Company						0.7524
10	DEMO100	02	Company						0.7519
11	DEMO100	02	Company						0.7494
12	DEMO100	02	Company						0.7493
13	DEMO100	02	Company						0.7486
14	DEMO100	02	Company	04/13/2021	SGD	Singapore dollar	USD	US dollar	0.7459
15	DEMO100	02	Company	04/12/2021	SGD	Singapore dollar	USD	US dollar	0.7457
16	DEMO100	02	Company	04/09/2021	SGD	Singapore dollar	USD	US dollar	0.7454
17	DEMO100	02	Company	04/08/2021	SGD	Singapore dollar	USD	US dollar	0.7462
18	DEMO100	02	Company	04/07/2021	SGD	Singapore dollar	USD	US dollar	0.7458
19	DEMO100	02	Company	04/06/2021	SGD	Singapore dollar	USD	US dollar	0.7468

### 2. How to input Exchange Rate by Template

For how to import Exchange Rate Templates (“ER Templates”), please refer to **enoFin Import Template Guide Package**.

## IX. Extracting Reports

### 1. Structures for all reports

All reports have the same structures & steps to extract as below:

✓ Select Period/Filter Criteria:

COMPANY | GENERAL LEDGER

SYSTEM COMPANY BANK CUSTOMERS SUPPLIERS FIXED ASSETS

COMPANY | GENERAL LEDGER

Data Period: May 2021

From date: 05/01/2021 To date: 05/31/2021

ID	Name
1	1100 Office Equipment
2	1110 Original cost- Equipment
3	1120 Acc Depreciation- Equipment
4	1200 ACC Depreciation - Computer
5	1300 Computers- Hardware
6	1310 Original cost- Computer & Hardware
7	1320 Acc Depreciation- Computer & Hardware

List: Account list

Available filtered criteria list will appear here to choose

DEM0100 - DEM0100 | DEM0.USER006 | WORKING YEAR: 2021

VERSION : ENOFIN\_2021011201

Users may choose the available filter criteria under List then move the criteria from left box to right box to extract the report. If no filter criteria are chosen, the default report is to extract All.

✓ Click **Preview** to generate report, enoFin allows users to extract in pdf, excel & word as below:

Company | General Ledger

Export PDF Excel Word

DEM0100\_GENERAL\_LEDGER\_MAY\_2021\_300521180434.pdf 1 / 2 60%

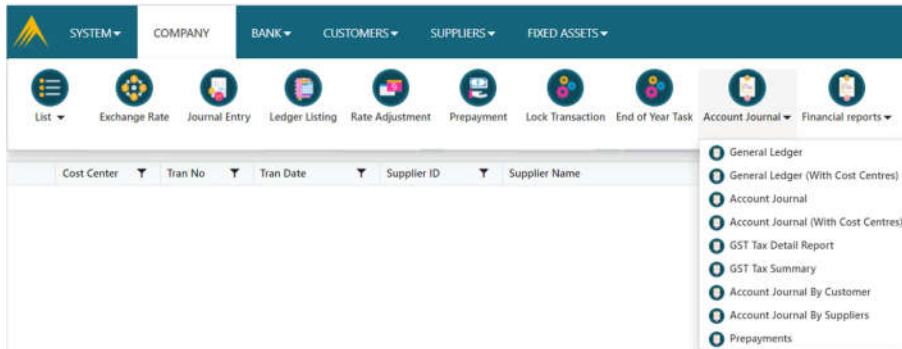
DEM0100 GENERAL LEDGER May 2021

Date	No	Description	Account	Amount			Transaction Amount		
				Debit	Credit	Balance	Debit	Credit	Balance
31/05/2021	JV2100001	Opening balance				1,680.00			
		Accrual of interest income from loan - May 21	8000-Interest Income	100.00		1,180.00			
		Closing balance				1,180.00			
2000		Prepayment				897.79			
		Opening balance				897.79			
		Closing balance				897.79	100.00		300.00
2100		Account Receivable (USD)		75.14	226.86				
		Opening balance				(32,960.00)			(32,960.00)
20/05/2021	SD1	Invoice of DEMO Company	8000-Income	73.37		73.37	100.00		100.00
21/05/2021	RD1	Dem0 001	2000-DBS Bank - SGD		75.14	(1,777)			100.00
21/05/2021		Realized exchange gain (Loss)	8000-Foreign Exchange Gain / (Loss)	1.77					
20/05/2021	RD2	Dem0 002	2000-DBS Bank - SGD		75.37	(151.57)			100.00
23/05/2021	RD3	Dem0 003	2000-DBS Bank - SGD		75.35	(150.82)			100.00
		Closing balance				(100.82)			(200.00)
2000		DBS Bank - SGD		226.86		300.00			
		Opening balance				(32,960.00)			(32,960.00)
21/05/2021	RD1	Dem0 001	2100-Account Receivable (USD)	75.14		(31,504.86)	100.00		(31,505.00)
22/05/2021	RD2	Dem0 002	2100-Account Receivable (USD)	75.37		(31,660.26)	100.00		(31,800.00)
23/05/2021	RD3	Dem0 003	2100-Account Receivable (USD)	75.35		(31,773.84)	100.00		(31,700.00)
		Closing balance				(31,773.84)			(31,700.00)
2100		DBS Bank - USD							

https://cas.enofin.com/Report/Report?Report\_id=RPT\_NKC

2. Account Journal Report

Account Journal Module contains following reports:



Below is the sample preview screen of those reports.

*Preview of General Ledger Report*

**DEMO100**  
**GENERAL LEDGER**  
May 2021

Currency: USD

Date	No	Description	Account	Amount			Transaction Amount		
				Debit	Credit	Balance	Debit	Credit	Balance
<b>2003</b>	<b>Other Receivable</b>			<b>105.00</b>					
		Opening balance				1,000.00			
31/05/2021	JV2105001	Accrual of interest income from loan - May 21	6900-Interest Income	105.00		1,105.00			
		Closing balance				1,155.00			
<b>2005</b>	<b>Prepayment</b>								
		Opening balance				697.78			
		Closing balance				697.78			
<b>2100</b>	<b>Account Receivable (SGD)</b>			<b>75.14</b>	<b>226.06</b>		<b>100.00</b>	<b>300.00</b>	
		Opening balance							
20/05/2021	SI01	Invoice of DEMO Company	6000-Income	73.37		73.37	100.00		100.00
21/05/2021	RV01	Demo 001	2600-DBS Bank - SGD		75.14	(1.77)		100.00	
21/05/2021		Realized exchange gain/ (loss)	9203-Foreign Exchange Gain / (Loss)	1.77					
22/05/2021	RV02	Demo 002	2600-DBS Bank - SGD		75.57	(75.57)		100.00	(100.00)
23/05/2021	RV03	Demo 003	2600-DBS Bank - SGD		75.35	(150.92)		100.00	(200.00)
		Closing balance				(150.92)			(200.00)
<b>2000</b>	<b>DBS Bank - SGD</b>			<b>226.06</b>			<b>300.00</b>		
		Opening balance				(32,000.00)			(32,000.00)
21/05/2021	RV01	Demo 001	2100-Account Receivable (SGD)	75.14		(31,924.86)	100.00		(31,900.00)
22/05/2021	RV02	Demo 002	2100-Account Receivable (SGD)	75.57		(31,949.29)	100.00		(31,800.00)

*Preview of General Ledger (With Cost Centers) Report*

**DEMO100**  
**GENERAL LEDGER (WITH COST CENTRES)**  
May 2021

Currency: USD

Account Id	Account Name	Date	No.	Cost Centres	Description	Account	Amount			Transactions Amount		
							Debit	Credit	Balance	Debit	Credit	Balance
<b>2003</b>	<b>Other Receivable</b>						<b>105.00</b>					
					Opening balance				1,000.00			
2003	Other Receivable	31/05/2021	JV2105001	Head Office	Accrual of interest income from loan - May 21	6900-Interest Income	105.00		1,105.00			
					Closing balance				1,155.00			
<b>2005</b>	<b>Prepayment</b>											
					Opening balance				697.78			
					Closing balance				697.78			
<b>2100</b>	<b>Account Receivable (SGD)</b>						<b>75.14</b>	<b>226.06</b>		<b>100.00</b>	<b>300.00</b>	
					Opening balance							
2100	Account Receivable (SGD)	20/05/2021	SI01	Head Office	Invoice of DEMO Company	6000-Income	73.37		73.37	100.00		100.00
2100	Account Receivable (SGD)	21/05/2021	RV01	Head Office	Demo 001	2600-DBS Bank - SGD		75.14	(1.77)		100.00	
2100	Account Receivable (SGD)	21/05/2021		Head Office	Realized exchange gain/ (loss)	9203-Foreign Exchange Gain / (Loss)	1.77					
2100	Account Receivable (SGD)	22/05/2021	RV02	Head Office	Demo 002	2600-DBS Bank - SGD		75.57	(75.57)		100.00	(100.00)

Preview of Account Journal (With Cost Centers) Report

**DEMO100**  
**ACCOUNT JOURNAL (WITH COST CENTRES)**

All year 2021

Currency: USD

Type	Date	No.	Cost Centre Name	Name	Description	Account	Debit	Credit	Ex.Rate	Foreign amnt	
<b>2021/01/05</b>							<b>1,070.00</b>	<b>1,070.00</b>			
<b>_NM_1913/11933</b>											
Purchase invoice	05/01/2021	1913/11933	Head Office	Regus Centre Co. Ltd.	Office rental fees in Jan 21 per inv#1913/11933 dated 05.01.21	8400 - Office Expenses	1,000.00		1.0000		
Purchase invoice	05/01/2021	1913/11933	Head Office	Regus Centre Co. Ltd.	Office rental fees in Jan 21 per inv#1913/11933 dated 05.01.21	4400 - GST Payables	70.00		1.0000		
Purchase invoice	05/01/2021	1913/11933	Head Office	Regus Centre Co. Ltd.	Office rental fees in Jan 21 per inv#1913/11933 dated 05.01.21	3100 - Account Payable (USD)		1,000.00	1.0000		
Purchase invoice	05/01/2021	1913/11933	Head Office	Regus Centre Co. Ltd.	Office rental fees in Jan 21 per inv#1913/11933 dated 05.01.21	3100 - Account Payable (USD)		70.00	1.0000		
<b>2021/01/06</b>							<b>428.00</b>	<b>428.00</b>			
<b>_NM_1913/11964</b>											
Purchase invoice	06/01/2021	1913/11964	Head Office	Regus Centre Co. Ltd.	Cleaning fees in Jan 21 per inv#1913/11964 dated 06 Jan 21	8400 - Office Expenses	400.00		1.0000		
Purchase invoice	06/01/2021	1913/11964	Head Office	Regus Centre Co. Ltd.	Cleaning fees in Jan 21 per inv#1913/11964 dated 06 Jan 21	4400 - GST Payables	28.00		1.0000		
Purchase invoice	06/01/2021	1913/11964	Head Office	Regus Centre Co. Ltd.	Cleaning fees in Jan 21 per inv#1913/11964 dated 06 Jan 21	3100 - Account Payable (USD)		400.00	1.0000		
Purchase invoice	06/01/2021	1913/11964	Head Office	Regus Centre Co. Ltd.	Cleaning fees in Jan 21 per inv#1913/11964 dated 06 Jan 21	3100 - Account Payable (USD)		28.00	1.0000		

Preview of Account Journal by Customer Report

**DEMO100**  
**ACCOUNT JOURNAL BY CUSTOMER**

Job: All

All year 2021

Currency: USD

Account	Date	No.	Description	Customer	Job	Debit	Credit
<b>DEMO01</b>	<b>DEMO Company</b>					<b>802.53</b>	<b>802.53</b>
2600 - DBS Bank - SGD	11/01/2021	RV05	Demo 001	DEMO Company		100.00	
2600 - DBS Bank - SGD	11/01/2021	RV01	Receipt of payment from DEMO Company	DEMO Company		75.14	
2100 - Account Receivable (SGD)	11/01/2021	RV05	Demo 001	DEMO Company			100.00
2100 - Account Receivable (SGD)	11/01/2021	RV01	Receipt of payment from DEMO Company	DEMO Company			75.14
2600 - DBS Bank - SGD	12/01/2021	RV02	Demo 002	DEMO Company		100.00	
2100 - Account Receivable (SGD)	12/01/2021	RV02	Demo 002	DEMO Company			100.00
2600 - DBS Bank - SGD	13/01/2021	RV03	Demo 003	DEMO Company		100.00	
2100 - Account Receivable (SGD)	13/01/2021	RV03	Demo 003	DEMO Company			100.00
2100 - Account Receivable (SGD)	31/03/2021	CLTGCN-2021/03	Unrealised exchange gain/loss on Account Receivable (SGD) as at 31 Mar 21	DEMO Company		77.01	
9204 - Unrealised Foreign Exchange Gain / (Loss)	31/03/2021	CLTGCN-2021/03	Unrealised exchange gain/loss on Account Receivable (SGD) as at 31 Mar 21	DEMO Company			77.01
9204 - Unrealised Foreign Exchange			Reversal of Unrealised exchange gain/ loss on			77.01	

## Preview of Account Journal by Supplier Report

**DEMO100**  
**ACCOUNT JOURNAL BY SUPPLIERS**

Job: All

All year 2021

Currency: USD

Account	Date	No.	Description	Supplier	Debit	Credit
<b>SUP001</b>	<b>Regus Centre Co. Ltd.</b>				<b>2,568.00</b>	<b>2,568.00</b>
8400 - Office Expenses	05/01/2021	1913/11933	Office rental fees in Jan 21 per inv#1913/11933 dated 05.01.21	Regus Centre Co. Ltd.	1,000.00	
4400 - GST Payables	05/01/2021	1913/11933	Office rental fees in Jan 21 per inv#1913/11933 dated 05.01.21	Regus Centre Co. Ltd.	70.00	
3100 - Account Payable (USD)	05/01/2021	1913/11933	Office rental fees in Jan 21 per inv#1913/11933 dated 05.01.21	Regus Centre Co. Ltd.		1,000.00
3100 - Account Payable (USD)	05/01/2021	1913/11933	Office rental fees in Jan 21 per inv#1913/11933 dated 05.01.21	Regus Centre Co. Ltd.		70.00
8400 - Office Expenses	06/01/2021	1913/11964	Cleaning fees in Jan 21 per Inv#1913/11964 dated 06 Jan 21	Regus Centre Co. Ltd.	400.00	
4400 - GST Payables	06/01/2021	1913/11964	Cleaning fees in Jan 21 per Inv#1913/11964 dated 06 Jan 21	Regus Centre Co. Ltd.	28.00	
3100 - Account Payable (USD)	06/01/2021	1913/11964	Cleaning fees in Jan 21 per Inv#1913/11964 dated 06 Jan 21	Regus Centre Co. Ltd.		400.00
3100 - Account Payable (USD)	06/01/2021	1913/11964	Cleaning fees in Jan 21 per Inv#1913/11964 dated 06 Jan 21	Regus Centre Co. Ltd.		28.00
3100 - Account Payable (USD)	08/01/2021	PV2101001		Regus Centre Co. Ltd.	1,070.00	
2800 - DBS Bank - USD	08/01/2021	PV2101001		Regus Centre Co. Ltd.		1,070.00
<b>Total</b>					<b>2,568.00</b>	<b>2,568.00</b>

## Preview of GST Tax Detail Report

**DEMO100**  
**GST TAX DETAIL REPORT**

Quarter 1 Year 2021

Currency: USD

Type	No.	Date	Name	Memo	Tax code	Tax rate (%)	Account	Curr ency	Functional Currency		Foreign Currency		SGD Currency	
									Amount	Tax amount	Amount	Tax amount	Amount	Tax amount
OUTPUT(Sales)														
Total OUTPUT(Sales)														
INPUT(Purchase )														
	1913/11933	05/01/2021	Regus Centre Co. Ltd.	Office rental fees in Jan 21 per inv#1913/11933 dated 05.01.21	GST7%	7	8400-Office Expenses	USD	1,000.00	70.00			1,000.00	
	1913/11964	06/01/2021	Regus Centre Co. Ltd.	Cleaning fees in Jan 21 per Inv#1913/11964 dated 06 Jan 21	GST7%	7	8400-Office Expenses	USD	400.00	28.00				
GST7%					GST7%	7			1,400.00	98.00			1,000.00	
Total INPUT(Purchase )									1,400.00	98.00			1,000.00	
Total tax owed											(98.00)			

## Preview of GST Tax Summary Report

**DEMO100**  
**GST TAX SUMMARY**

All year 2021

Currency: USD

DESCRIPTION	Net GST7%	Total Net	Total Tax
<b>TOTAL OUTPUTS (Sales)</b>			
Jan - Mar	1,400.00	1,400.00	98.00
<b>TOTAL INPUTS (Purchases)</b>	<b>1,400.00</b>	<b>1,400.00</b>	<b>98.00</b>
<b>Total tax owed</b>			<b>(98.00)</b>

Preview of Prepayment Report

**DEMO100  
PREPAYMENTS**

April 2021

Currency: USD

Date	Reference No.	Company Name	Description	Period	No. of months	Foreign Amount	Ex.Rate	Amount	Expenses per month	Utilised months	Expenses utilised	Closing balance
20/03/2021	210383	Pinnacle Business Solutions Pte Ltd	Annual Corporate Secretarial Services for Apr 21 01 Jan 21 to 31 Mar 21		9		1.00000000	200.00	22.22	1	22.22	177.78
29/03/2021	INV-18000496	AYP Connect Pte Ltd	JuzTalent software subscription fee. JuzTalent software - 4 modules - 13 credits for period Apr 21 to Dec 21	Apr 21	9		1.00000000	585.00	65.00	1	65.00	520.00
<b>Total</b>								<b>785.00</b>	<b>87.22</b>		<b>87.22</b>	<b>697.78</b>

3. Financial Reports

Financial Reports contains financial reports such as Trial Balance, Balance Sheet & Profit & Loss Statement and comparison with last month/year period reports.

Preview of Trial Balance Report

**DEMO100  
TRIAL BALANCE**

As of April 30, 2021

Currency: USD

	Debit	Credit
2003 - Other Receivable	1,050.00	
2100 - Account Receivable (SGD)		226.06
2600 - DBS Bank - SGD		31,773.94
2800 - DBS Bank - USD		1,070.00
2900 - CHFT Client Trust Account	32,000.00	
3100 - Account Payable (USD)		428.00
4400 - GST Payables	98.00	
6500 - Other Income		1,050.00
8400 - Office Expenses	1,400.00	
<b>- TOTAL</b>	<b>34,548.00</b>	<b>34,548.00</b>

## Preview of Profit &amp; Loss Report

**DEMO100  
PROFIT & LOSS**

Quarter 1 Year 2021

Currency: USD

	Quarter 1 Year 2021	Year to Date (2021)
<b>Expense</b>		
8400 - Office Expenses	1,400.00	1,400.00
<b>Total Expense</b>	<b>1,400.00</b>	<b>1,400.00</b>
<b>Net Ordinary Income</b>	<b>-1,400.00</b>	<b>-1,400.00</b>
<b>Other Income</b>		
6500 - Other Income	1,050.00	1,050.00
<b>Total Other Income</b>	<b>1,050.00</b>	<b>1,050.00</b>
<b>Other Expense</b>		
9204 - Unrealised Foreign Exchange Gain / (Loss)	(77.01)	(77.01)
<b>Total Other Expense</b>	<b>-77.01</b>	<b>-77.01</b>
<b>Other Net Income</b>	<b>1,127.01</b>	<b>1,127.01</b>
<b>Net Income</b>	<b>-272.99</b>	<b>-272.99</b>

## Preview of Profit &amp; Loss with Prior Year Comparison Report

**DEMO100  
PROFIT & LOSS WITH PRIOR YEAR COMPARISON**

Quarter 1 Year 2021

Currency: USD

	Quarter 1 Year 2021	Jan through Mar, 2020	Variance (\$)	Variance (%)
<b>Expense</b>				
8400 - Office Expenses	1,400.00		1,400.00	
<b>Total Expense</b>	<b>1,400.00</b>		<b>1,400.00</b>	
<b>Net Ordinary Income</b>	<b>-1,400.00</b>		<b>-1,400.00</b>	
<b>Other Income</b>				
6500 - Other Income	1,050.00		1,050.00	
<b>Total Other Income</b>	<b>1,050.00</b>		<b>1,050.00</b>	
<b>Other Expense</b>				
9204 - Unrealised Foreign Exchange Gain / (Loss)	(77.01)		(77.01)	
<b>Total Other Expense</b>	<b>-77.01</b>		<b>-77.01</b>	
<b>Other Net Income</b>	<b>1,127.01</b>		<b>1,127.01</b>	
<b>Net Income</b>	<b>-272.99</b>		<b>-272.99</b>	

## Preview of Profit &amp; Loss by Month Report

**DEMO100  
PROFIT & LOSS BY MONTH**

Quarter 1 Year 2021

Currency: USD

	January 2021	February 2021	March 2021	Total
<b>Expense</b>				
8400 - Office Expenses	1,400.00			1,400
<b>Total Expense</b>	<b>1,400.00</b>			<b>1,400</b>
<b>Net Ordinary Income</b>	<b>(1,400.00)</b>			<b>(1,400)</b>
<b>Other Income</b>				
6500 - Other Income			1,050.00	1,050
<b>Total Other Income</b>			<b>1,050.00</b>	<b>1,050</b>
<b>Other Expense</b>				
9204 - Unrealised Foreign Exchange Gain / (Loss)			(77.01)	(77)
<b>Total Other Expense</b>			<b>(77.01)</b>	<b>(77)</b>
<b>Other Net Income</b>			<b>1,127.01</b>	<b>1,127</b>
<b>Net Income</b>	<b>(1,400.00)</b>		<b>1,127.01</b>	<b>(273)</b>



## Preview of Profit &amp; Loss by Cost Centers Report

**DEMO100**  
**PROFIT & LOSS BY COST CENTRES**

Quarter 1 Year 2021

Currency: USD

Description	001-Head Office	Total
<b>Expense</b>		
8400 - Office Expenses	1,400.00	1,400.00
<b>Total Expense</b>	<b>1,400.00</b>	<b>1,400.00</b>
<b>Net Ordinary Income</b>	<b>(1,400.00)</b>	<b>(1,400.00)</b>
<b>Other Income</b>		
6500 - Other Income	1,050.00	1,050.00
<b>Total Other Income</b>	<b>1,050.00</b>	<b>1,050.00</b>
<b>Other Expense</b>		
9204 - Unrealised Foreign Exchange Gain / (Loss)	(77.01)	(77.01)
<b>Total Other Expense</b>	<b>(77.01)</b>	<b>(77.01)</b>
<b>Other Net Income</b>	<b>1,127.01</b>	<b>1,127.01</b>
<b>Net Income</b>	<b>(272.99)</b>	<b>(272.99)</b>

## Preview of Balance Sheet Report

**DEMO100**  
**BALANCE SHEET**

As of June 30, 2021

Currency: USD

ASSETS	As of Jun 30, 2021
<b>Current Assets</b>	
<b>Current/Savings</b>	
2600 - DBS Bank - SGD	(31,773.94)
2800 - DBS Bank - USD	(1,070.00)
2900 - CHFT Client Trust Account	32,000.00
<b>Total Current/Savings</b>	<b>-843.94</b>
<b>Account Receivable</b>	
2100 - Account Receivable (SGD)	(152.69)
<b>Total Account Receivable</b>	<b>-152.69</b>
<b>Other Current Assets</b>	
2003 - Other Receivable	1,155.00

## Preview of Balance Sheet by Cost Centers Report

**DEMO100**  
**BALANCE SHEET BY COST CENTRE**

As of December 31, 2021

Currency: USD

ASSETS	001-Head Office	002-Singapore Branch	As of Dec 31, 2021
<b>Current Assets</b>			
<b>Current/Savings</b>			
2600 - DBS Bank - SGD	226.06	(32,000.00)	(31,773.94)
2800 - DBS Bank - USD	(1,070.00)		(1,070.00)
2900 - CHFT Client Trust Account		32,000.00	32,000.00
<b>Total Current/Savings</b>	<b>-843.94</b>		<b>-843.94</b>
<b>Account Receivable</b>			
2100 - Account Receivable (SGD)	(152.69)		(152.69)
<b>Total Account Receivable</b>	<b>-152.69</b>		<b>-152.69</b>
<b>Other Current Assets</b>			
2003 - Other Receivable	1,155.00		1,155.00

## Preview of Balance Sheet by Cost Centers (Last Year Comparison) Report

**DEMO100**  
**BALANCE SHEET BY COST CENTRE (LAST YEAR COMPARISON)**

As of December 31, 2021

Currency: USD

	001-Head Office		002-Singapore Branch		Total	
	As of Dec 31, 2021	As of Sep 30, 2011	As of Dec 31, 2021	As of Sep 30, 2011	As of Dec 31, 2021	As of Sep 30, 2011
<b>ASSETS</b>						
<b>Current Assets</b>						
<b>Current/Savings</b>						
2600 - DBS Bank - SGD	226.06		(32,000.00)		(31,773.94)	
2800 - DBS Bank - USD	(1,070.00)				(1,070.00)	
2900 - CHFT Client Trust Account			32,000.00		32,000.00	
<b>Total Current/Savings</b>	<b>-843.94</b>				<b>-843.94</b>	
<b>Account Receivable</b>						
2100 - Account Receivable (SGD)		(152.69)			(152.69)	
<b>Total Account Receivable</b>	<b>-152.69</b>				<b>-152.69</b>	
<b>Other Current Assets</b>						
2003 - Other Receivable	1,155.00				1,155.00	

## Preview of Balance Sheet with Prior Month Comparison Report

**DEMO100**  
**BALANCE SHEET WITH PRIOR MONTH COMPARISON**

As of May 31, 2021

Currency: USD

	As of May 31, 2021	As of Apr 30, 2021	Net Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Current/Savings</b>			
2600 - DBS Bank - SGD	43,500.71	43,350.00	150.71
2800 - DBS Bank - USD	498,452.00	498,452.00	
2900 - CHFT Client Trust Account	32,000.00	32,000.00	
<b>Total Current/Savings</b>	<b>573,952.71</b>	<b>573,802.00</b>	<b>150.71</b>
<b>Account Receivable</b>			
2100 - Account Receivable (SGD)	71,239.29	71,390.00	(150.71)
2101 - Account Receivable (USD)	100,000.00	100,000.00	

## Preview for Balance Sheet by Cost Centers with Prior Year Comparison Report

**DEMO100**  
**BALANCE SHEET WITH PRIOR YEAR COMPARISON**

As of May 31, 2021

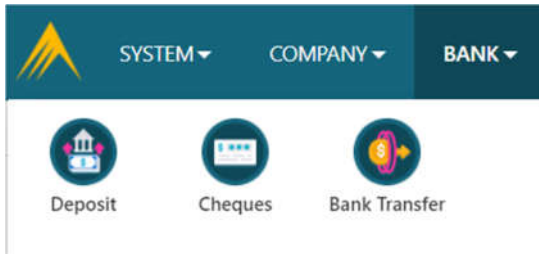
Currency: USD




	As of May 31, 2021	As of May 31, 2020	Net Change
<b>ASSETS</b>			
<b>Current Assets</b>			
<b>Current/Savings</b>			
2600 - DBS Bank - SGD	77,028.20		77,028
2800 - DBS Bank - USD	498,024.00		498,024
2900 - CHFT Client Trust Account	96,000.00		96,000
<b>Total Current/Savings</b>	<b>671,052.20</b>		<b>671,052</b>
<b>Account Receivable</b>			
2100 - Account Receivable (SGD)	120,451.80		120,452
2101 - Account Receivable (USD)	100,000.00		100,000
<b>Total Account Receivable</b>	<b>220,451.80</b>		<b>220,452</b>
<b>Other Current Assets</b>			

## E. BANK MODULE

### I. About Bank Module

Bank Module is used to record transactions of the company's bank accounts and have below functions:



	To record incoming receipts
	To record outgoing payments
	To record bank transfers

### II. Deposit

Deposit is designed to use for recording a solely fund transfer or a receipt amount from suppliers/customers. enoFin allows users to record by (2) methods: Manual posting or using Receipt Voucher Templates (“RV Templates”). For how to import RV Templates, please refer to **enoFin Import Template Guide Package**.

#### 1. How to post a Deposit

- ✓ Select **Add** to open the Deposit – Add window.
- ✓ Fill in necessary information of new transaction under general part/table & **OTHER** tab if any.

Bank | Deposit - Add

Save Cancel

No. YYYYYY Transaction Date 05/18/2021 GL Posting Date 05/18/2021

Customer \*\*\*

Account ID

Currency USD Rate 1.0000 Ex. Rate to SGD Currency 1.0000

Memo

DETAIL OTHER

Add Delete

Cost Center	Credit Account	Description	Amount	Job	Tax Id
1			0.00		

500 Items per page 1 - 1 of 1 Items

DETAIL OTHER

Address

Address 2

Address 3

Payment Type

Bank Name

Bank Branch

Reference No.

Bank Account

Swift Code

Order Date 05/18/2021

Exchange rate run auto from Exchange Rate module

- ✓ Select **Save** to save the transaction. A notification will appear in the lower right corner of the screen if save successfully.

Save Successful ✕

### Noted with a Deposit to offset with AR invoices

In case of a receipt for an invoice, users will need to link posted receipt with the respective invoices. Once users fill in Customer ID, all outstanding invoices will appear when Click \$ Payment Detail **Payment Detail** to open the **Sale Payment** window:

**Sale Payment** ✕

Tran type	Deposit	Currency	SGD	Ex Rate.	0.7557
No.	RV02	Date.	05/22/2021	Amount	75.57
Bank Account		AP Account	2100	Foreign Amount	100.00
Customer	DEMO01 DEMO Company	Description	Demo 002		


Paid	Date	No.	Currency	Foreign Sale	Sale	Ex Rate	Foreign Payment	Paym
<input checked="" type="checkbox"/>	03/20/2021	SI01	SGD	200,000.00	146,740.00	0.73370	0.00	
<input checked="" type="checkbox"/>	03/20/2021	2103000001	SGD	200,000.00	146,740.00	0.73370	0.00	

400,000.00    293,480.00    0.00

500 items per page    1 - 2 of 2 items

Paid   
 Requery Data   
 Clear Result   
 Payment   
 Save Payment

Tick **Paid** column to choose respective invoices to offset and click **Payment**. Click Save Payment and close the window.

 To delete the linkage between receipts & sale invoices, click **Clear Result** and **Save Payment**. Once linked, sale invoices are unable to change. If users want to update the invoices, please delete the linkage first.

## 2. Examples

Demo Case: On 11 Jan 21, the company's bank account received SGD100.00 from Customer ID DEMO01. The data will be filled in as below:

Bank | Deposit

Add Edit Copy Print Documents Delete Payment Detail Config Close

No. RV01 Transaction Date 01/11/2021 GL Posting Date 01/11/2021

Customer DEMO01 DEMO Company

Account ID 2600 DBS Bank - SGD

Currency SGD Rate 0.7514 Ex. Rate to SGD Currency 1.0000

Memo Receipt of payment from DEMO Company

DETAIL OTHER

Add Delete

	Cost Center	Credit Account	Description	Foreign amnt	Amount	Job
1	001	2100	Receipt of payment from DEMO Company	100.00	75.14	

100.00 75.14

500 items per page 1 - 1 of 1 items

### III. Cheque

Cheque is designed to use for recording a solely fund transfer or a payment amount to suppliers/customers. enoFin allows users to record by (2) methods: Manual posting or using Payment Voucher Templates (“PV Templates”). For how to import PV Templates, please refer to **enoFin Import Template Guide Package**.

#### 1. How to post a Cheque

- ✓ Select **Add** to open the Cheque – Add window.
- ✓ Fill in necessary information of new transaction under general part/table & **OTHER** tab if any.

Bank | Cheques - Add

Save Cancel

No. YYYYYY Transaction Date 06/10/2021 GL Posting Date 06/10/2021

Customer \*\*\*

Account ID

Currency USD Rate 1.0000 Ex. Rate to SGD Currency 1.3630

Memo

DETAIL OTHER

Add Delete

	Cost Center	Debit Account	Description	Amount	Tax ID
1	001			0.00	

0.00

500 items per page 1 - 1 of 1 items

Exchange rate run auto from Exchange Rate module

DETAIL OTHER

Address

Address 2

Address 3

Payment Type

Bank Name

Bank Branch

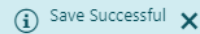
Reference No.

Bank Account

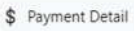
Swift Code

Order Date 06/10/2021

- ✓ Select **Save** to save the transaction. A notification will appear in the lower right corner of the screen if save successfully.



### Notes for a Cheque to offset with AP invoices

In case of a payment for an invoice, users will need to link posted payment with the respective invoices. Once users fill in Supplier ID, all outstanding invoices will appear when Click  to open the **Purchase Payment** window:

**Purchase Payment** ✕


Tran type	Bank credit	Currency	USD	Ex Rate.	1.0000
No.	PV01	Date.	05/01/2021	Amount	214.00
Bank Account		AP Account	3100	Foreign Amount	0.00
Customer	DEMO03	DEMO03	Description	Payment to Demo company	

Paid	Date	No.	Currency	Foreign purchase	Purchase	Ex Rate	Foreign Payment	Paym
<input checked="" type="checkbox"/>	03/05/2021	S00003	USD	1,070.00	1,070.00	1.00000	0.00	
<input checked="" type="checkbox"/>	01/05/2021	S00002	USD	214.00	214.00	1.00000	0.00	
				<b>1,284.00</b>	<b>1,284.00</b>		<b>0.00</b>	

1 500 items per page 1 - 2 of 2 items

Paid

Requery Data
Clear Result
Payment
Save Payment

Tick **Paid** column to choose respective invoices to offset and click **Payment**. Click  and close the window.



To delete the linkage between receipts & sale invoices, click **Clear Result** and **Save Payment**. Once linked, sale invoices are unable to change. If users want to update the invoices, please delete the linkage first.

## 2. Examples

**Demo Case:** On 1 May 21, the company's bank account paid USD 214.00 from Vendor ID DEMO03. The data will be filled in as below:

Bank | Cheques

Add Edit Copy Print Documents Delete \$ Payment Detail Config Close

No. PV01 Transaction Date 05/01/2021 GL Posting Date 05/01/2021

Customer DEMO03 DEMO03

Account ID 2800 DBS Bank - USD

Currency USD Rate 1.0000 Ex. Rate to SGD Currency 1.3630

Memo Payment to Demo company

DETAIL OTHER

Add Delete

	Cost Center	Debit Account	Description	Amount	Tax ID
1	001	3100 - Account Payable (USD)	Payment to Demo company	214.00	

214.00

500 items per page 1 - 1 of 1 items

#### IV. Bank Transfer

Bank Transfer is designed to use for recording a solely fund transfer.

##### 1. How to post a Bank Transfer.

- ✓ Select **Add** to open the Bank Transfer – Add window.
- ✓ Fill in necessary information of new transaction under general part/table.

Bank | Bank Transfer - Add

Save Cancel

Cost Center

Date 06/10/2021 No YYYYYY

Transfer From Transfer To

From Currency To Currency

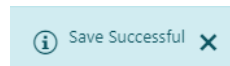
Ending Balance 0 Ending Balance 0

Transfer Rate 1

Source Amount 0 Remitted amount 0

Comments

- ✓ Select **Save** to save the transaction. A notification will appear in the lower right corner of the screen if save successfully.



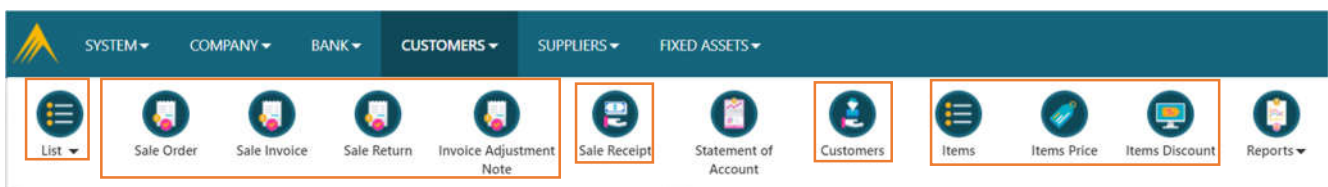
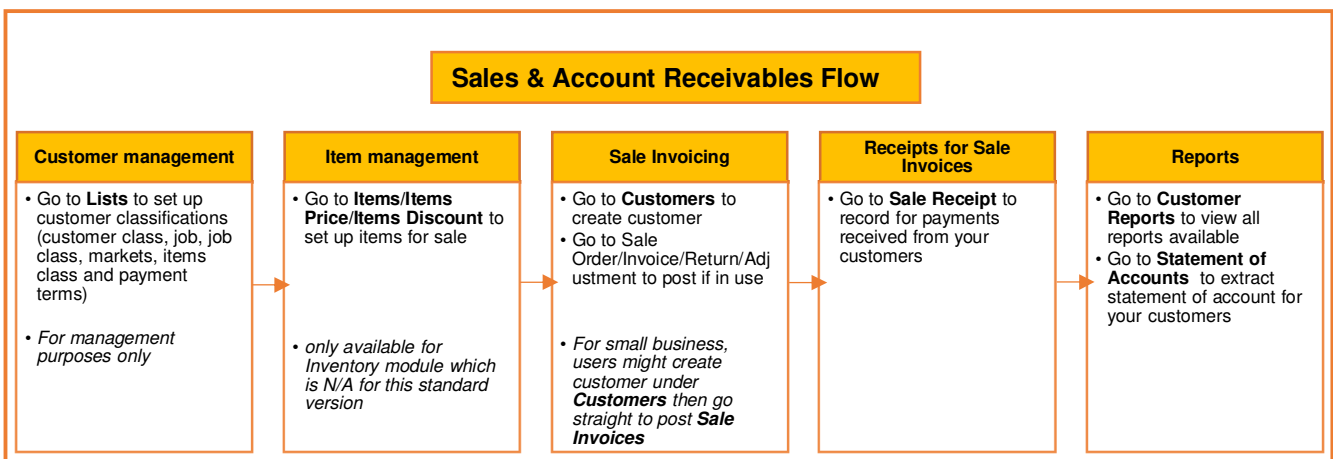
##### 2. Examples

Demo Case: On **29 April 2021**, the company transfer **SGD 32,000** from **DBS Bank - SGD** to **CHFT Client Trust Account** for **April 21 salary**. The data entry will be as below:

## F. CUSTOMERS MODULE

### I. About Customers Module

Customer module manages all related to Sales & Account Receivables. It controls sales invoices (of goods and Services), sales return/sales credit notes...Sales reports (by item, customer, department...) and account receivables reports (by customer, invoice, aging...) are also available in this module. The overview of the module is as below:



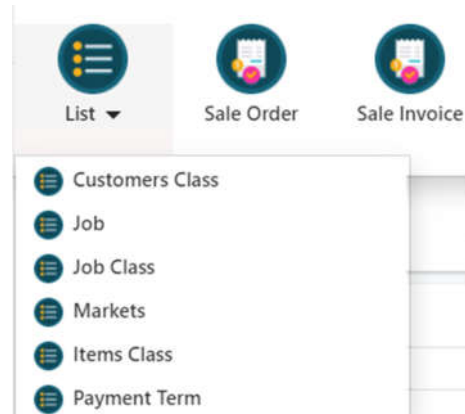
### II. Customer managements

#### 1. List

Under the dropdown List menu of the Customers module, users can setup various general classification to classify Customers to manage your customer databases:



<b>Customers Class</b>	to manage separate class of customers
<b>Job Class</b>	separate class of jobs/services
<b>Job</b>	separate jobs under a job class
<b>Markets</b>	different market segments
<b>Items Class</b>	separate class of items for sale <Use for Inventory module & NA for standard version>
<b>Payment Term</b>	payment term classification



### i. How to set up Customers Class

- ✓ Select **Add** under **Customers/List/Customers Class** function will open a new window.

- ✓ Once filling in the necessary information, click **Save** then press **Refresh** will show the new class on the window.



To edit previous created class, select **Edit** and a similar **Customers Class – Edit** window will open, allowing editing information.

### ii. How to set up Job Class/Job/Markets/Payment Term

- ✓ Similar to Customers Class, user is able to add/save/edit for Job class/Job/Markets/Payment terms should you want to keep track by more details criteria towards a Customer.

## 2. Customers

- ✓ Before posting a sale invoice, users need to go to **Customer/Customers** to create the customer.
- ✓ Select **Add** will open the **Customers – Add** window to fill in necessary information.

- ✓ Once filling in all compulsory information, click **Save** and go back to the Customer Page, press **Refresh** will show newly added customer on the window.



To edit previous created customer, select **Edit** and a similar **Customers – Edit** window will open, allowing editing information. Kindly take note that Customer ID is fixed and unable to change once created.

- ✓ Once filling in all compulsory information, click **Save** and go back to the Items Price Page, press **Refresh** will show newly added items price on the window.

### III. Sale Invoicing Process

#### 1. Sale Order

enoFin support user to generate Sales Order form but not linked with accounting records/book in this version. To generate a Sales Order, user should follow these instructions:

- ✓ Select the **Customers/Sale Order Module** to open a new window.
- ✓ Select **Add** will open the **Customers/ Sale Order – Add** window to fill in necessary information under **Detail** tab. Click **OTHER** tab to input other information (if any).

Customers | Sale Order - Add

Save Cancel

No. YYYYYY Date 05/20/2021 GL Posting Date 05/20/2021

Originating No. Order Date 05/20/2021

Payment Term Payment Date 05/20/2021 Payment Method

Customer \*\*\*

Currency USD Rate Ex. Rate to SGD Currency

Memo

DETAIL OTHER

Cost Centre	Item	Description	Unit	Quantity	Unit Price	Amount
1 001					0.00	0.0000

500 items per page 1 - 1 of 1 items

DETAIL OTHER

Contact Person

Address

Deliver Note

Ship Via

AR Account 2100 - Account Receivable (SGD)

Tax Account 2005 - GST input/ (output) tax

Employee

Market

Ship Date 05/28/2021

Exchange rate run auto from Exchange Rate module

- ✓ Once filling in all compulsory information, click **Save** and go back to the Sale Order Page, press **Refresh** will show newly added sale order on the window.



To edit a sale order, choose the sale order and select **Edit**, a **Sale Order – Edit** window will be opened to edit. Kindly take note that Sale Order No is fixed and unable to change once created.

## 2. Sale Invoice

enoFin allows users to record a sale invoice by (2) methods: Manual posting or using Sale Invoice Templates (“SI Templates”). For how to import SI Templates, please refer to **enoFin Import Template Guide Package**.

### i. How to post a Sale Invoice

- ✓ Select **Add** to open the **Sale Invoice – Add** window to fill in necessary information, click **OTHER** tab to input other information (if any).

Customers | Sale Invoice - Add

Save Cancel

No. YYYYYY Date 05/20/2021 GL Posting Date 05/20/2021  
 Originating No. Order Date 05/20/2021  
 Payment Term Payment Date 05/20/2021 Payment Method  
 Customer \*\*\*  
 Currency USD Rate 1.0000 Ex. Rate to SGD Currency 1.0000  
 Memo

Exchange rate run auto from Exchange Rate module

DETAIL OTHER

Cost Center	Item	Description	Unit	Quantity	Unit Price	Amount	Type
1 001				0.00	0.0000	0.00	

500 items per page 1 - 1 of 1 items

DETAIL OTHER

Contact Person Employee  
 Address Market  
 Deliver Note Ship Date 05/20/2021  
 Ship Via  
 AR Account  
 Tax Account 2004 - GST Receivable

✓ Once filling in all compulsory information, click **Save** and go back to the Sale Invoice Page, press **Refresh** will show newly added sale invoice on the window.

ii. Examples

Demo Case: On 20 May 21, the company received an invoice of SGD100.00 from customer ID DEMO01. The data will be filled in as below:

No. S101 Date 05/20/2021 GL Posting Date 05/20/2021  
 Originating No. Order Date 05/20/2021  
 Payment Term Payment Date 05/20/2021 Payment Method  
 Customer DEMO01 DEMO Company  
 Currency SGD Rate 0.7337 Ex. Rate to SGD Currency 1.0000  
 Memo Invoice of DEMO Company

DETAIL OTHER

Cost Center	Item	Description	Unit	Quantity	Foreign price	Unit Price	Foreign amt	Amount	Type	Tax	Foreign tax
1 001		Invoice of DEMO Company		1.00	100.0000	73.3700	100.00	73.37			

500 items per page 1 - 1 of 1 items

### 3. Sale Return

- ✓ Select the **Customers/Sale Return Module** to open a new window.
- ✓ Select **Add** will open the **Customers/ Sale Return – Add** window to fill in necessary information under **Detail** tab. Click **OTHER** tab and fill in other information (if any).

Customers | Sale Return

Exchange rate run auto from Exchange Rate module

No. SR01 Date 05/28/2021 GL Posting Date 05/28/2021

Originating No. Order Date 05/28/2021

Payment Term Payment Date 05/28/2021 Payment Method

Vendor DEMO DEMO Company

Currency SGD Rate 1.0000 Ex. Rate to SGD Currency 1.0000

Memo Sale return of DEMO Company

DETAIL OTHER

Cost Center	Description	Amount	Return Acc	Tax Id	Tax Amount	Total Amount
1 001	Sale return of DEMO Company	20.00	2100	75-SR	1.40	21.40

20.00 1.40 21.40

500 Items per page 1 - 1 of 1 Items

DETAIL OTHER

Contact Person Employee

Address Market

AP Account 2100 - Account Receivable (SGD)

Tax Account 2005 - GST input/ (output) tax

- ✓ Once filling in all compulsory information, click **Save** and go back to the Sale Return Page, press **Refresh** will show newly added sale return on the window.

### 4. Invoice Adjustment Note

- ✓ Select the **Customers/Invoice Adjustment Note Module** to open a new window.
- ✓ Select **Add** will open the **Customers/ Invoice Adjustment Note – Add** window to fill in necessary information under **Detail** tab. Click **OTHER** tab and fill in other information (if any).

Customers | Invoice Adjustment Note - Add

Save Cancel

No. YYYYYY Transaction Date 05/20/2021 GL Posting Date 05/20/2021

Customer \*\*\*

Account ID

Currency USD Rate 1.0000 Ex. Rate to SGD Currency 1.0000

Memo

DETAIL OTHER

Cost Centre	Debit Account	Description	Amount	Job	Tax type	Tax Amount
1 001			0.00			

500 Items per page 1 - 1 of 1 items

DETAIL OTHER

Address

Address 2

Address 3

Payment Type

Bank Name

Bank Branch

Reference No.

Bank Account

Swift Code

Order Date 05/28/2021

- ✓ Once filling in all compulsory information, click **Save** and go back to the Invoice Adjustment Note Page, press **Refresh** will show newly added adjustment notes on the window.

## 5. Sale Receipt

When the Company received a sales payment from a customer, user may either to use Bank module (Deposit function) or Customer module (Sale Receipt function) to record the transaction. If the later situation is the case, then user may see below instructions:

### i. How to add a new sale receipt

- ✓ Select the **Customers/Sale Receipt Module** to open a new window.
- ✓ Select **Add** will open the **Customers/ Sale Receipt – Add** window then fill in necessary information & select the Customer ID. After choosing Customer ID, all outstanding sale invoices will appear:



Customers | Sale Receipt - Add

Save Cancel

Cost Centre

No. YYYYYY Date 06/01/2021 GL Posting Date 06/01/2021

Supplier CUST100 \*\*\* Customer Name

Address

Payment Type

Payment Account AR Account 2100 - Account Receivable (SGD)

Currency SGD Ex Rate 1.0000 Ex Rate To SGD 1.0000

Amount 0.00

Memo

Paid

Paid	No.	Date	Currency	Ex Rate	Transaction Sales Amount	Sales Amount	Transaction Received
<input checked="" type="checkbox"/>	510002	05/01/2021	SGD	0.00	20,000.00	20,000.00	
<input checked="" type="checkbox"/>	510001	06/01/2021	SGD	0.00	1,000.00	1,000.00	

21,000.00 21,000.00

500 items per page 1 - 2 of 2 items

Payment Clear Result Requery data

Exchange rate run auto from Exchange Rate module

Tick Paid to choose invoices

Click Payment to offset selected

- ✓ Once filling in all compulsory information, click **Save** and go back to the Sale Receipt Page, press **Refresh** will show newly added sale receipts on the window.

## ii. How to edit a sale receipt

Once user wish to edit any information of the sale receipt, below is guidelines for you:

- ✓ On Sale Payment screen, click **Clear Result**:

Sale Payment

Tran type Deposit

No. RV01 Date 05/21/2021

Bank Account

Customer DEMO01 DEMO Company

Currency SGD Ex Rate 0.7514

Amount 75.14 Foreign Amount 100.00

AP Account 2100 Account Receivable (SGD)

Description Demo 001

Paid	Date	No.	Currency	Foreign Sale	Sale	Ex Rate	Foreign Payment	Paym
<input checked="" type="checkbox"/>	05/20/2021	SI01	SGD		100.00	73.37	0.73370	0.00

500 items per page 1 - 1 of 1 items

Paid

Requery Data Clear Result Payment Save Payment

- ✓ Edit necessary information
- ✓ Click **Requery Data** to retrieve outstanding sale invoices again
- ✓ Tick **Paid** column to choose paid sale invoices
- ✓ Click **Payment** to offset the receipt amount with the sale invoice.
- ✓ Once filling in all compulsory information, click **Save** and go back to the Sale Receipt Page, press Refresh will show newly added sale receipts on the window.





ii. Sales Invoice Listing Report

- ✓ Select **Customers/Lists/Sale Invoice Listing** function to open a new window:

The screenshot shows the 'CUSTOMERS | SALES INVOICE LISTING' window. The 'Data Period' is set to 'May 2021', with 'From date' as '05/01/2021' and 'To date' as '05/31/2021'. A dropdown menu is open, showing sorting options like 'Customer list', 'Item list', etc. A 'Preview' button is highlighted. Callouts indicate: 'Select the period' (pointing to the date range), 'To move sort criteria from left to right table' (pointing to the table navigation arrows), 'To choose sorting criteria' (pointing to the dropdown menu), and 'Click Preview to extract' (pointing to the Preview button).

- ✓ Sample Preview of Sales Invoice Listing Report

**DEMO100**  
**SALES INVOICE LISTING**  
From date: 01/01/2021 - To date: 05/20/2021

Currency: USD

No.	Date	Customer Name	Description	Unit	Quantity	Unit Price	Amount	Tax Amount
<b>DEMO01</b>	<b>DEMO Company</b>				<b>2.00</b>		<b>173.37</b>	
SI01	20/05/2021	DEMO Company	Invoice of DEMO Company		1.00	73.37	73.37	
SO01	20/05/2021	DEMO Company	Order of DEMO Company		1.00	100.00	100.00	
<b>Total</b>					<b>2.00</b>		<b>173.37</b>	

iii. Customer Balance Detail Report

- ✓ Steps to extract reports is similar with Sales Invoice Listing Report, the difference is available sorting criteria is as below:

The screenshot shows the 'CUSTOMERS | CUSTOMER BALANCE DETAIL' window. The 'Data Period' is set to 'June 2021', with 'From date' as '06/01/2021' and 'To date' as '06/30/2021'. A dropdown menu is open, showing sorting options like 'Account list', 'Customer list', etc. A callout points to the 'Account list' option in the dropdown.

✓ Sample Preview of Customer Balance Detail Report

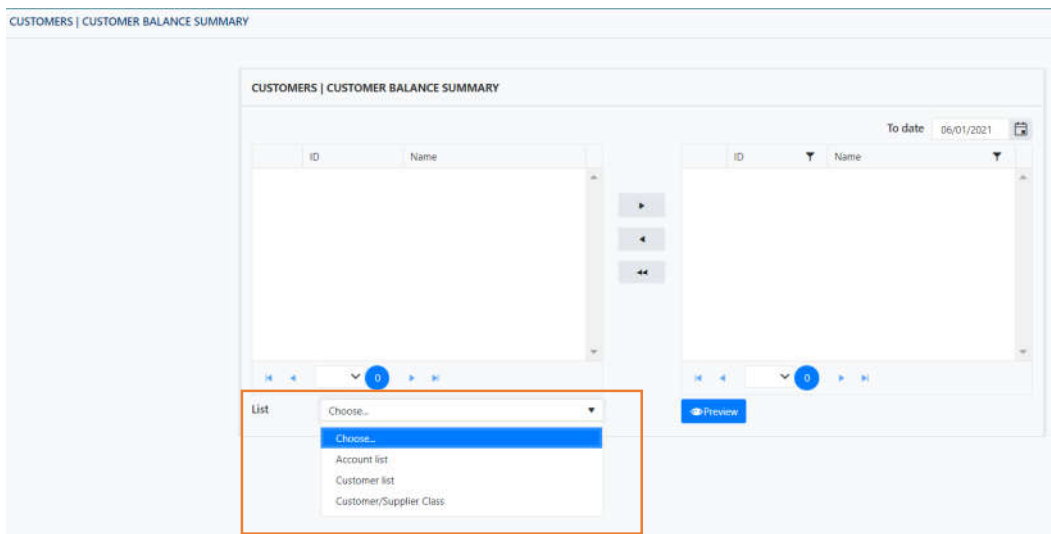
**DEMO100**  
**CUSTOMER BALANCE DETAIL**  
Account: All  
Customer List: All  
Job: All  
From date: 05/20/2021 - To date: 05/21/2021

Currency: USD

No.	Date	Memo	Home Currency			Foreign Currency		
			Debit	Credit	Balance	Debit	Credit	Balance
<b>DEMO01</b>	<b>DEMO Company</b>		<b>150.28</b>	<b>150.28</b>				
		<b>Opening balance</b>						
SI01	20/05/2021	Invoice of DEMO Company		73.37	(73.37)		100.00	(100.00)
SI01	20/05/2021	Invoice of DEMO Company	73.37			100.00		
	21/05/2021	Realized exchange gain/ (loss)		1.77	(1.77)			
RV01	21/05/2021	Demo 001		75.14	(76.91)		100.00	(100.00)
RV01	21/05/2021	Realized exchange gain/ (loss)	1.77		(75.14)			(100.00)
RV01	21/05/2021	Demo 001	75.14			100.00		
		<b>Closing balance</b>						
<b>Total</b>			<b>150.28</b>	<b>150.28</b>				

iv. Customer Balance Summary Report

- ✓ Steps to extract reports is similar with Sales Invoice Listing Report, the difference is available sorting criteria is as below:



✓ Sample Preview of Customer Balance Summary Report

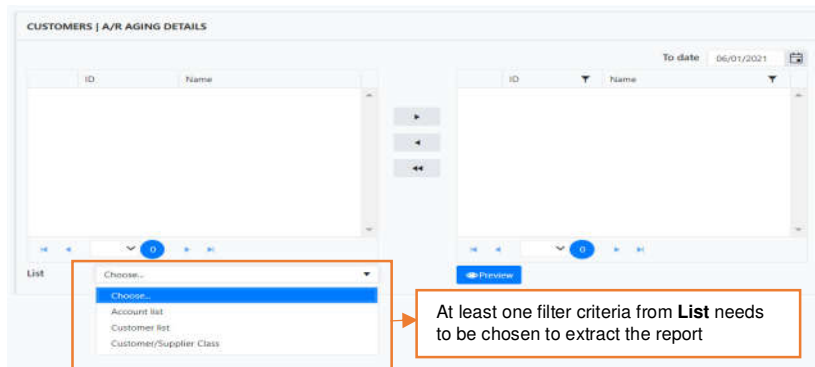
**DEMO100**  
**CUSTOMER BALANCE SUMMARY**  
Account: All  
Customer List: All  
As of May 20, 2021

Currency: USD

Customer ID	Customer Name	Closing balance
<b>Total</b>		

## v. A/R Aging Details Report

- ✓ Steps to extract reports is similar with Sales Invoice Listing Report, the difference is available sorting criteria is as below:



- ✓ Sample Preview of A/R Aging Details Report

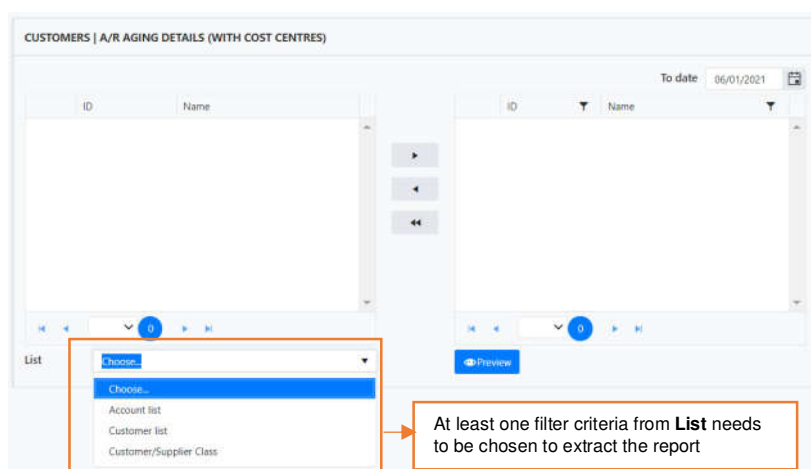
**DEMO100**  
**A/R AGING DETAILS**  
As of May 20, 2021

Currency: USD

No.	Date	Description	Closing balance		Overdue					
			Transaction Amount	Amount	0-45	46-90	91-135	136-180	>180	
DEMO01	DEMO Company		100.00	73.37	73.37					
CLTGCN-2021/03	31/03/2021	Unrealised exchange gain/loss on Account Receivable (SGD) as at 31 Mar 21		77.01			77.01			
CLTGCN-2021/04	01/04/2021	Reversal of Unrealised exchange gain/ loss on Account Receivable (SGD) as at 31 Mar 21		(77.01)			(77.01)			
SI01	20/05/2021	Invoice of DEMO Company	100.00	73.37	73.37					
<b>Total</b>			<b>100.00</b>	<b>73.37</b>	<b>73.37</b>					

## vi. A/R Aging Details (with Cost Centers) Report

- ✓ Steps to extract reports is similar with Sales Invoice Listing Report, the difference is available sorting criteria is as below:



At least one filter criteria from **List** needs to be chosen to extract the report.

- ✓ Sample Preview of A/R Aging Details (with Cost Centers) Report

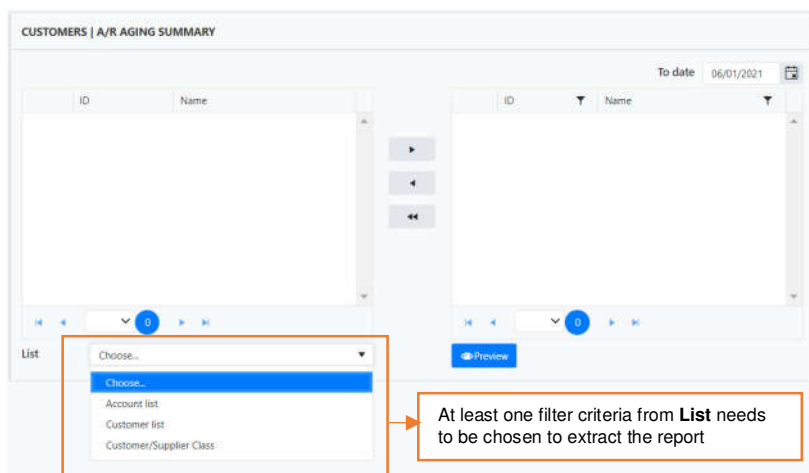
**DEMO100**  
**A/R AGING DETAILS (WITH COST CENTRES)**  
As of May 20, 2021

Currency: USD

No.	Date	Description	Closing balance			Overdue				
			Transaction Amount	Amount	Total	0-45	46-90	91-135	136-180	>180
001	Head Office		100.00	73.37		73.37				
DEMO01	DEMO Company		100.00	73.37		73.37				
CLTGCN-2021/03	31/03/2021	Unrealised exchange gain/loss on Account Receivable (SGD) as at 31 Mar 21		77.01	77.01			77.01		
CLTGCN-2021/04	01/04/2021	Reversal of Unrealised exchange gain/ loss on Account Receivable (SGD) as at 31 Mar 21		(77.01)	(77.01)			(77.01)		
SI01	20/05/2021	Invoice of DEMO Company	100.00	73.37	73.37	73.37				
<b>Total</b>			<b>100.00</b>	<b>73.37</b>	<b>73.37</b>	<b>73.37</b>				

vii. A/R Aging Summary Report

- ✓ Steps to extract reports is similar with Part Sales Invoice Listing Report, the difference is available sorting criteria is as below:



- ✓ Sample Preview of A/R Aging Summary Report

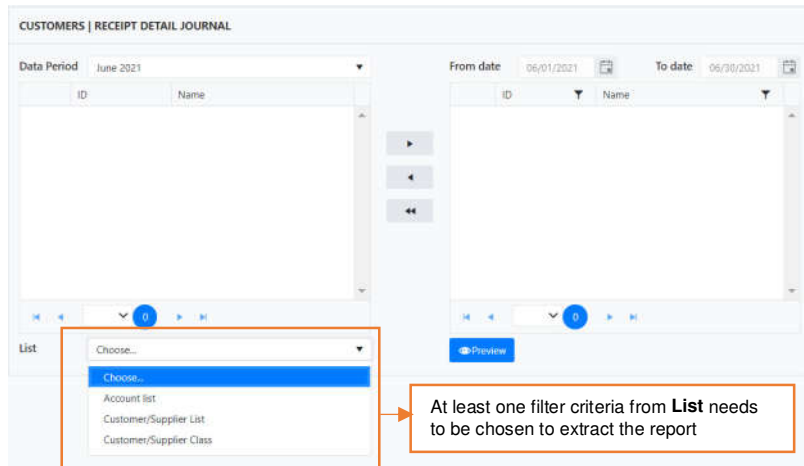
**Demo Company**  
**A/R AGING SUMMARY**  
As of June 1, 2021

Currency: SGD

Customer ID	Customer Name	Total	A/R Aging Details				
			0-45	46-90	91-135	136-180	>180
CUST100	Customer Name	1,000.00	1,000.00				
DEMO	DEMO Company	64.20	64.20				
<b>Total</b>		<b>1,064.20</b>	<b>1,064.20</b>				

viii. Receipt Detail Journal Report

- ✓ Steps to extract reports is similar with Part Sales Invoice Listing Report, the difference is available sorting criteria is as below:



- ✓ Sample Preview of Receipt Detail Journal Report

**DEMO100**  
**RECEIPT DETAIL JOURNAL**  
Account: 2100-Account Receivable (SGD)  
Customer/Supplier: All  
From date: 01/01/2021 - To date: 05/20/2021

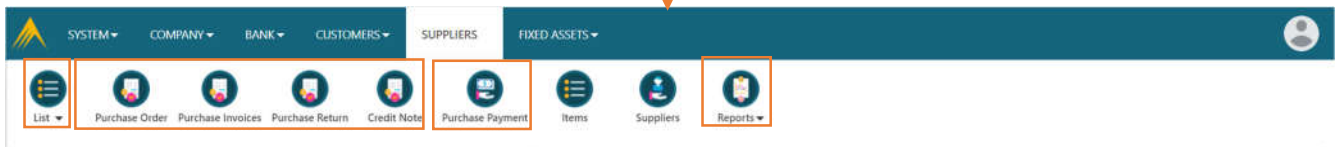
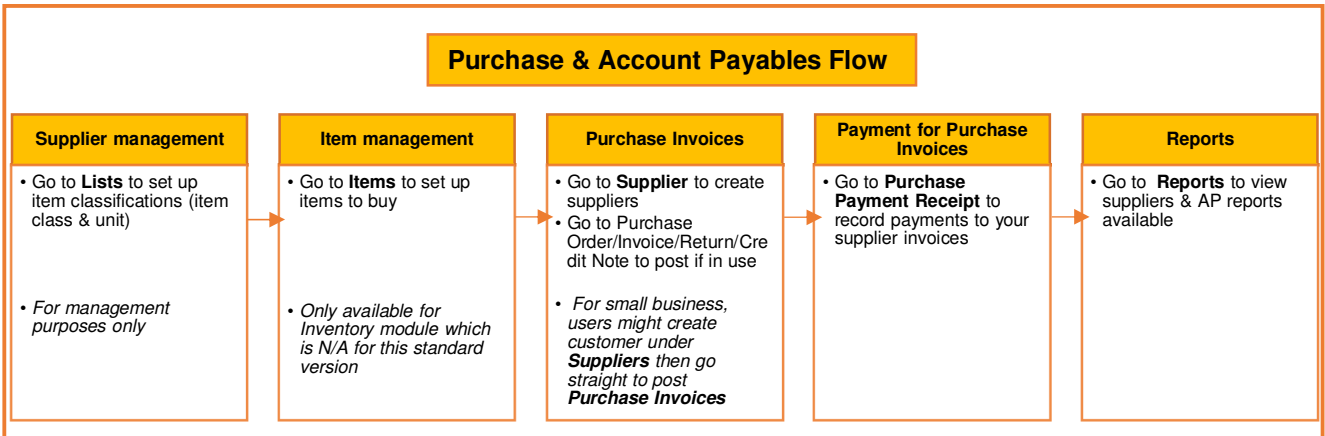
Currency: USD

Sales						Payment					Balance			
No.	Date	Description	Cur	Transaction Amount	Amount	Gain/Loss Adj	No.	Date	Cur	Transaction Amount	Amount	Equivalent amount	Transaction Amount	Amount
DEMO01		DEMO Company		100.00	150.38							77.01	100.00	73.37
CLTGCN-2021/03	31/03/2021	Unrealised exchange gain/loss on Account Receivable (SGD) as at 31 Mar 21	USD		77.01	77.01								77.01
CLTGCN-2021/04	01/04/2021	Reversal of Unrealised exchange gains/ loss on Account Receivable (SGD) as at 31 Mar 21	USD									77.01		(77.01)
							CLTGCN-2021/04	01/04/2021	USD		77.01			
SI01	20/05/2021	Invoice of DEMO Company	SGD	100.00	73.37								100.00	73.37
				100.00	73.37									
Total				100.00	150.38						77.01		100.00	73.37

## G. SUPPLIERS MODULE

### I. About Supplier Module

Supplier module manages all related to Purchase & Account Payables. It controls purchases invoices (of goods and services), purchases return/purchases credit note, purchases reports (by item, supplier, department, etc...). and account payables reports (by supplier, invoice, aging, etc.) are also available in this module. The module contains the following functions:

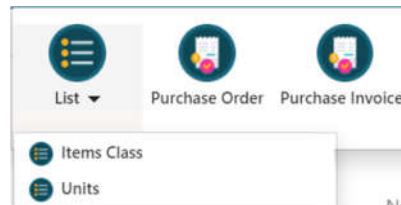


## II. Supplier managements

### 1. List

Under the dropdown List menu of the Suppliers module, users can setup various general classification to classify Suppliers to manage supplier database:

<b>Items Class</b>	separate class of items for purchase <i>&lt;Use for Inventory module &amp; NA for standard version&gt;</i>
<b>Units</b>	Separate units for products



#### i. How to set up Items Class

- ✓ Select **Add** under **Items Class** function will open a new window.

Suppliers | Items Class - Add ✕

Save Cancel

Item Class ID		Active	<input checked="" type="checkbox"/>
Item Class Name			
Default Warehouse Acc	select...		
Default Income Account	select...		
Default Return Account	select...		
Default COGS Method	select...		

- ✓ Once filling in the necessary information, click **Save** then press **Refresh** will show the new class on the window.



To edit previous created class, select **Edit** and a similar **Items Class – Edit** window will open, allowing editing information.

## ii. How to set up Units

- ✓ Similar to Items Class, user is able to add/save/edit for Units should you want to keep track by more details criteria towards a Supplier.

## 2. Supplier

- ✓ Once you already set up Items Class..., you may need to go to **Supplier/Suppliers** to create details supplier.
- ✓ Select **Add** will open the **Suppliers – Add** window to fill in necessary information.

- ✓ Once filling in all compulsory information, click **Save** and go back to the Supplier Page, press **Refresh** will show newly added supplier on the window.



To edit previous created supplier, select **Edit** and a similar **Suppliers – Edit** window will open, allowing editing information. Kindly take note that Supplier ID is fixed and unable to change once created.

## III. Inputs

### 1. Purchase Order

enoFin support user to generate Purchases Order form. Be noted that this purchases order is solely for the form print out, but not linked with accounting records/book. To generate a Purchases order, user should follow these instructions:

- ✓ Select the **Suppliers/Purchase Order Module** to open a new window.

- ✓ Select **Add** will open the **Suppliers/Purchase Order – Add** window to fill in necessary information under **Detail** tab. Click **OTHER** tab to input other information (if any).

- ✓ Once filling in all compulsory information, click **Save** and go back to the Purchase Order Page, press **Refresh** will show newly added purchase order on the window.



To edit a purchase order, choose the purchase order and select **Edit**, a **Purchase Order – Edit** window will be opened to edit. Kindly take note that Purchase Order No is fixed and unable to change once created.

## 2. Purchase Invoice

enoFin allows users to record a purchase invoice by (2) methods: Manual posting or using Purchase Invoice Templates (“PI Templates”). For how to import PI Templates, please refer to **enoFin Import Template Guide Package**.

### i. How to post a Purchase Invoice

- ✓ Select **Add** to open the **Purchase Invoice – Add** window to fill in necessary information, click **OTHER** tab to input other information (if any).



- ✓ Once filling in all compulsory information, click **Save** and go back to the Purchase Invoice Page, press **Refresh** will show newly added purchase invoice on the window.

ii. Examples

Demo Case: On 5 Mar 21, the company paid an invoice of USD1070.00 from supplier ID DEMO03. The data will be filled in as below:

Cost Centre	Item	Description	Quantity	Amount	Tax Type	Tax Amount	Purchase Account
1 001		Purchase	0.00	1,000.00	GST7	70.00	8400 - Office Expenses
			0.00	1,000.00		70.00	

### 3. Purchase Return

- ✓ Select the **Suppliers/Purchase Return Module** to open a new window.
- ✓ Select **Add** will open the **Suppliers/Purchase Return – Add** window to fill in necessary information under **Detail** tab. Click **OTHER** tab and fill in other information (if any).

Suppliers | Purchase Return - Add

Save Cancel

No. YYYYYY Date 06/10/2021 GL Posting Date 06/10/2021

Originating No. Order Date 06/10/2021

Payment Term Payment Date 06/10/2021 Payment Method

Vendor \*\*\*

Currency USD Rate 1.0000 Ex. Rate to SGD Currency 1.3630

Memo

DETAIL OTHER

Cost Centre	Description	Unit	Quantity	Unit Price	Amount	Dis. Amos.
1 001				0.00	0.0000	0.00

500 items per page 1 - 1 of 1 items

DETAIL OTHER

Contact Person

Address

Deliver Note

Ship Via

AR Account 3000 - Account Payable (SGD)

Tax Account 2004 - GST Receivable

Employee

Market

Ship Date 06/10/2021

- ✓ Once filling in all compulsory information, click **Save** and go back to the Purchase Return Page, press **Refresh** will show newly added purchase return on the window.

### 4. Credit Note

- ✓ Select the **Suppliers/Credit Note Module** to open a new window.
- ✓ Select **Add** will open the **Suppliers/Credit Note – Add** window to fill in necessary information under **Detail** tab. Click **OTHER** tab and fill in other information (if any).

Suppliers | Credit Note - Add

Save Cancel

No. YYYYYY Transaction Date 06/10/2021 GL Posting Date 06/10/2021

Customer \*\*\*

Account ID

Currency USD Rate 1.0000 Ex. Rate to SGD Currency 1.3630

Memo

DETAIL OTHER

Cost Centre	Credit Account	Description	Amount	Tax Type	Tax Amount	Tax Account
1	001		0.00		0.00	

1 - 1 of 1 items

DETAIL OTHER

Address

Address 2

Address 3

Payment Type

Bank Name

Bank Branch

Reference No.

Bank Account

Swift Code

Order Date 06/10/2021

- ✓ Once filling in all compulsory information, click **Save** and go back to the Credit Note Page, press **Refresh** will show newly added credit notes on the window.

## 5. Purchase Payment

When the Company paid a purchases payment to a supplier, user may either to use Bank module (Cheque function) or Supplier module (Purchase Payment function) to record the transaction. If the later situation is the case, then user may see below instructions:

### i. How to add a new purchase payment

- ✓ Select the **Suppliers/Purchase Payment Module** to open a new window.
- ✓ Select **Add** will open the **Suppliers/Purchase Payment – Add** window then fill in necessary information & select the Supplier ID. After choosing Supplier ID, all outstanding sale invoices will appear:

Suppliers | Purchase Payment - Add

Save Cancel

Cost Centre: YYYYYY Date: 06/10/2021 GL Posting Date: 06/10/2021

Supplier: DEMO03 \*\*\* DEMO03

Payment Account: AP Account: 3100 - Account Payable (USD)

Currency: USD Ex Rate: 1.0000 Ex Rate To SGD: 1.0000

Amount: 0.00

Memo: Paid

Paid	No.	Date	Currency	Foreign purchase	Purchase	Ex.rate	Foreign payment	Pay
<input checked="" type="checkbox"/>	500003	03/05/2021	USD	1,070.00	1,070.00	0.00	0.00	
<input checked="" type="checkbox"/>	500002	01/05/2021	USD	214.00	214.00	0.00	0.00	
					1,284.00	1,284.00	0.00	

Payment Clear Result Requery data

- ✓ Once filling in all compulsory information, click **Save** and go back to the Purchase Payment Page, press **Refresh** will show newly added purchase payments on the window.

## ii. How to edit a purchase payment

Once user wish to edit any information of the purchase payment, below is guidelines for you:

- ✓ On Purchase Payment screen, click **Clear Result**:

Purchase Payment

Tran type: Bank credit Currency: USD Ex Rate: 1.0000

No.: PV2102002 Date: 02/01/2021 Amount: 428.00 Foreign Amount: 0.00

Bank Account: AP Account: 3100 Account Payable (USD)

Customer: SUP001 Regus Centre Co. Ltd. Description: Payment for Cleaning fees in Jan 21 per Inv#1913/11964 dated 06

Paid	Date	No.	Currency	Foreign purchase	Purchase	Ex Rate	Foreign Payment	Paymi
<input checked="" type="checkbox"/>	01/06/2021	1913/11964	USD	428.00	428.00	1.00000	0.00	
					428.00	428.00	0.00	

Requery Data Clear Result Payment Save Payment

- ✓ Edit necessary information.
- ✓ Click Requery Data to retrieve outstanding purchase invoices again.
- ✓ Tick Paid column to choose paid purchase invoices.
- ✓ Click Payment to offset the payment amount with the purchase invoice.
- ✓ Once filling in all compulsory information, click Save and go back to the Purchase Payment Page, press Refresh will show newly added purchase payments on the window.

## IV. Reports

### 1. Suppliers Reports

Available Suppliers Reports are listed below:

Available Report Names	Where to find?
Purchase Invoice Listing	<i>under Suppliers/Reports Module</i>
Supplier Credit Details (With Foreign Currency)	
Supplier Credit Summary	
A/P Aging Details (with Cost Centers)	
A/P Aging Details	
A/P Aging Summary	
Payment Detail Journal	

#### i. Purchase Invoice Listing Report

- ✓ Select **Suppliers/Lists/ Purchase Invoice Listing** function to open a new window:

- ✓ Sample Preview of Purchases Invoice Listing Report

## DEMO100 PURCHASE INVOICE LISTING

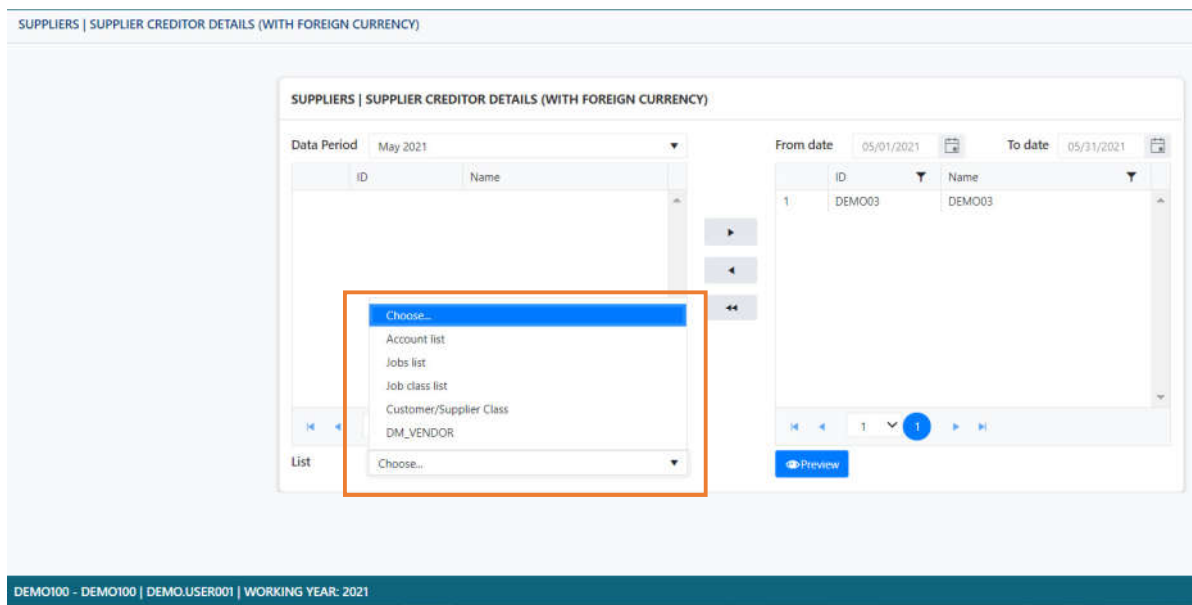
January 2021

Currency: USD

No.	Date	Supplier Name	Description	Amount	Tax Amount	Total	TOTAL_AMOUVAT_INCOME_A NT_LOCAL	MOUNT_LOCAL
<b>DEMO03</b>	<b>DEMO03</b>			<b>200.00</b>	<b>14.00</b>	<b>214.00</b>		
S00002	05/01/2021	DEMO03	Purchase	200.00	14.00	214.00	292	273
<b>SUP001</b>	<b>Regus Centre Co. Ltd.</b>			<b>1,800.00</b>	<b>126.00</b>	<b>1,926.00</b>		
1913/11933	05/01/2021	Regus Centre Co. Ltd.	Office rental fees in Jan 21 per inv#1913/11933 dated 05.01.21	1,000.00	70.00	1,070.00	1,000	1,000
1913/11964	06/01/2021	Regus Centre Co. Ltd.	Cleaning fees in Jan 21 per Inv#1913/11964 dated 06 Jan 21	400.00	28.00	428.00		
2101000001	06/01/2021	Regus Centre Co. Ltd.	Cleaning fees in Jan 21 per Inv#1913/11964 dated 06 Jan 21	400.00	28.00	428.00		
<b>Total</b>				<b>2,000.00</b>	<b>140.00</b>	<b>2,140.00</b>		

ii. Supplier Credit Details (With Foreign Currency) Report

- ✓ Steps to extract reports is similar with Part Purchases Invoice Listing Report, the difference is available sorting criteria is as below:



- ✓ Sample Preview of Supplier Credit Details (With Foreign Currency) Report

## DEMO100 SUPPLIER CREDITOR DETAILS (WITH FOREIGN CURRENCY)

Account: All  
Supplier List: DEMO03-DEMO03  
Job: All

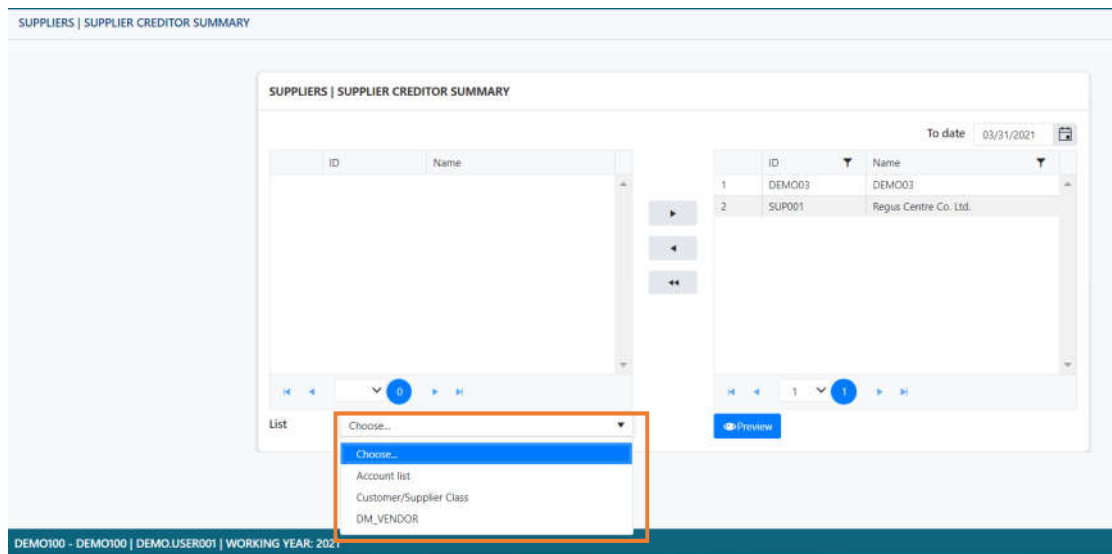
January 2021

Currency: USD

No.	Date	Description	Home Currency			Foreign Currency		
			Debit	Credit	Balance	Debit	Credit	Balance
<b>DEMO03</b>	<b>DEMO03</b>		214.00	214.00				
		<b>Opening balance</b>						
S00002	05/01/2021	Purchase		200.00	200.00			
S00002	05/01/2021	Purchase		14.00	214.00			
S00002	05/01/2021	Purchase	200.00		14.00			
S00002	05/01/2021	Purchase	14.00					
		<b>Closing balance</b>						
<b>Total</b>			<b>214.00</b>	<b>214.00</b>				

### iii. Supplier Credit Summary Report

- ✓ Steps to extract reports is similar with Part Purchases Invoice Listing Report, the difference is available sorting criteria is as below:



- ✓ Sample Preview of Supplier Credit Summary Report

## DEMO100 SUPPLIER CREDITOR SUMMARY

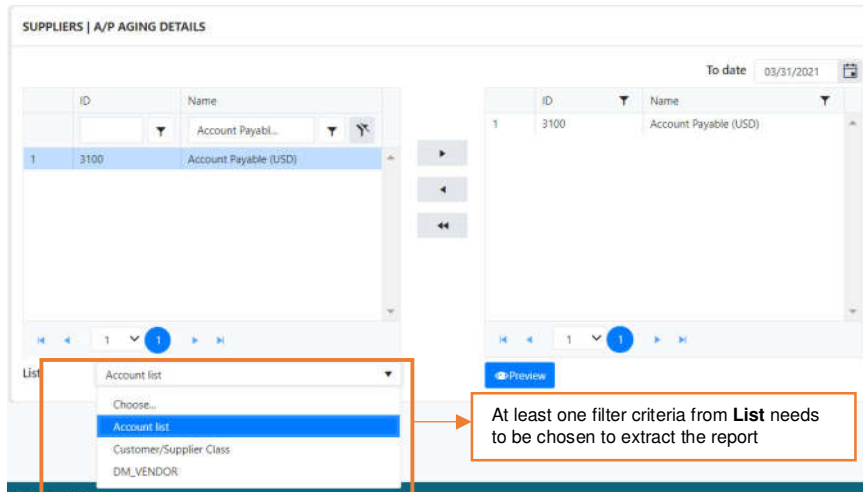
Account: All  
Supplier List: DEMO03, SUP001  
As of March 31, 2021

Currency: USD

EXTRA_STRING_1	EXTRA_STRING_2	AMOUNT_CREDIT_ENDING
<div style="display: flex; justify-content: space-between;"> <span style="text-align: center;">Total</span> </div>		

iv. A/P Aging Details Report

- ✓ Steps to extract reports is similar with Part Purchases Invoice Listing Report, the difference is available sorting criteria is as below:



- ✓ Sample Preview of A/P Aging Details Report

**DEMO100**  
**A/P AGING DETAILS**  
As of March 31, 2021

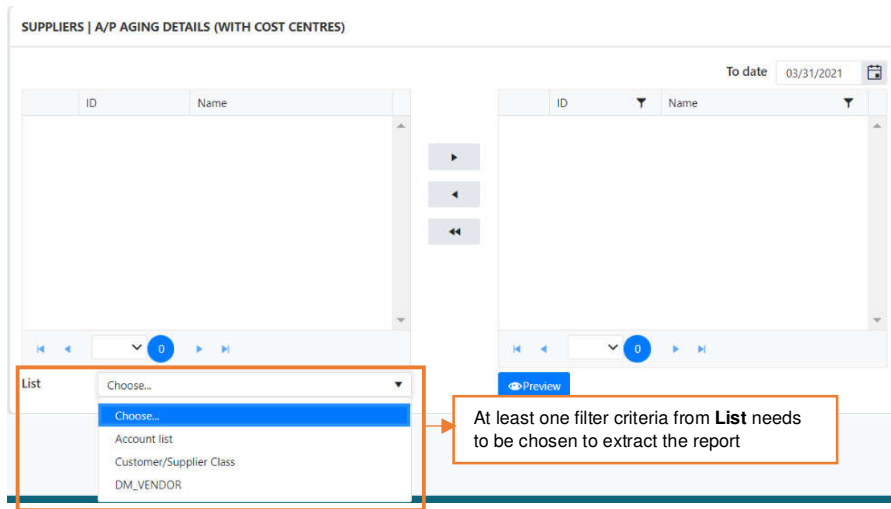
Currency: USD

No.	Date	Description	Closing balance		Overdue					
			Transaction Amount	Amount	Total	0-45	46-90	91-135	136-180	>180
DEMO03	DEMO03			1,284.00	1,284.00	1,070.00	214.00			
S00003	05/03/2021	Purchase		1,070.00	1,070.00	1,070.00				
S00002	05/01/2021	Purchase		214.00	214.00			214.00		
SUP001	Regus Centre Co. Ltd.			428.00	428.00	428.00				
2101000001	06/01/2021			428.00	428.00			428.00		
2103000002	06/03/2021			428.00	428.00	428.00				
PV2102001	01/02/2021	Payment for Cleaning fees in Jan 21 per Inv#2101000001 dated 06/01/21		(428.00)	(428.00)			(428.00)		
SUP002	Pinnacle Business Solutions Pte Ltd			500,200.00	500,200.00	500,200.00				
210383	20/03/2021	Annual Corporate Secretarial Services for 01 Jan 21 to 31 Dec 21		500,200.00	500,200.00	500,200.00				
SUP003	AYP Connect Pte Ltd			780.00	780.00	780.00				
INV-18000496	29/03/2021	JuzTalent software subscription fee. JuzTalent software - 4 modules - 13 credits for period Jan 21 to Dec 21		780.00	780.00	780.00				
<b>Total</b>				<b>502,692.00</b>	<b>502,692.00</b>	<b>502,478.00</b>		<b>214.00</b>		

v. A/P Aging Details (with Cost Centers) Report

- ✓ Steps to extract reports is similar with Part Purchases Invoice Listing Report, the difference is available sorting criteria is as below:





At least one filter criteria from **List** needs to be chosen to extract the report.

- ✓ Sample Preview of A/P Aging Details (with Cost Centers) Report

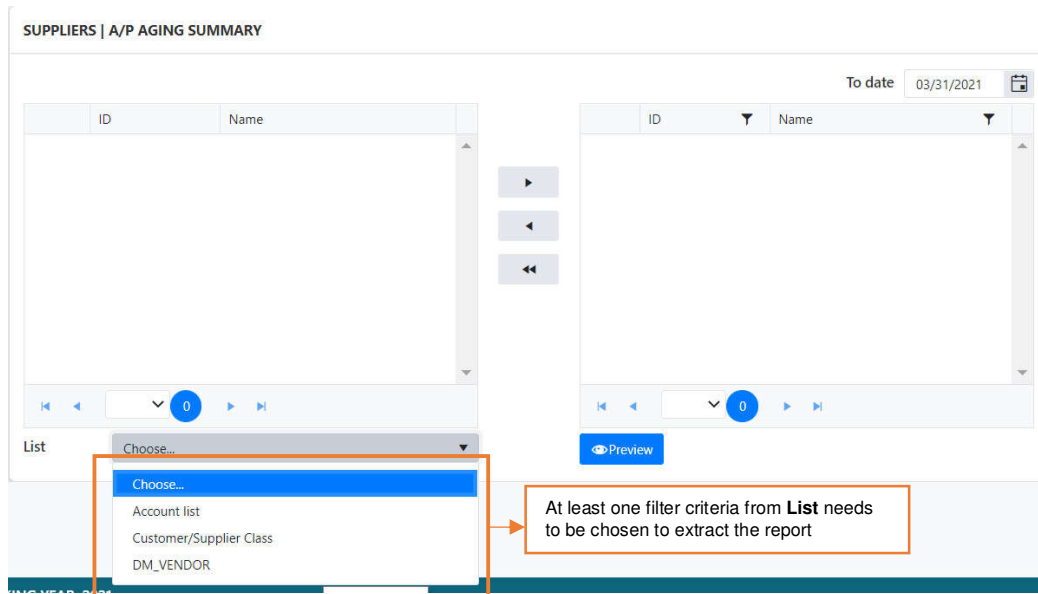
**DEMO100**  
**A/P AGING DETAILS (WITH COST CENTRES)**  
As of March 31, 2021

Currency: USD

No.	Date	Description	Closing balance		Overdue					
			Transaction Amount	Amount	Total	0-45	46-90	91-135	136-180	>180
001		<b>Head Office</b>		502,692.00	502,692.00	502,478.00		214.00		
DEMO03		<b>DEMO03</b>		1,284.00	1,284.00	1,070.00		214.00		
S00002	05/01/2021	Purchase		214.00	214.00			214.00		
S00003	05/03/2021	Purchase		1,070.00	1,070.00	1,070.00				
SUP001		<b>Regus Centre Co. Ltd.</b>		428.00	428.00	428.00				
2101000001	06/01/2021			428.00	428.00			428.00		
PV2102001	01/02/2021	Payment for Cleaning fees in Jan 21 per Inv#2101000001 dated 06.01.21		(428.00)	(428.00)			(428.00)		
2103000002	06/03/2021			428.00	428.00	428.00				
SUP002		<b>Pinnacle Business Solutions Pte Ltd</b>		500,200.00	500,200.00	500,200.00				
210383	20/03/2021	Annual Corporate Secretarial Services for 01 Jan 21 to 31 Dec 21		500,200.00	500,200.00	500,200.00				
SUP003		<b>AYP Connect Pte Ltd</b>		780.00	780.00	780.00				
INV-18000496	29/03/2021	JuzTalent software subscription fee. JuzTalent software - 4 modules - 13 credits for period Jan 21 to Dec 21		780.00	780.00	780.00				
<b>Total</b>				502,692.00	502,692.00	502,478.00		214.00		

vi. A/P Aging Summary Report

- ✓ Steps to extract reports is similar with Part Purchases Invoice Listing Report, the difference is available sorting criteria is as below:



✓ Sample Preview of A/P Aging Summary Report

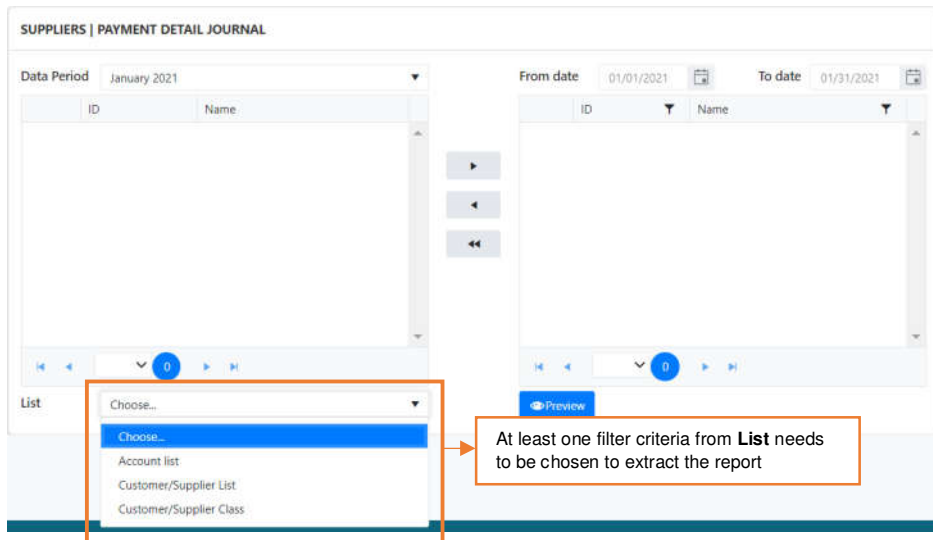
**DEMO100**  
**A/P AGING SUMMARY**  
Supplier List: All  
As of March 31, 2021

Currency: USD

Supplier ID	Supplier Name	Closing balance	Overdue					
			Total	0-45	46-90	91-135	136-180	>180
DEMO03	DEMO03	1,284.00	1,284.00	1,070.00	214.00			
SUP001	Regus Centre Co. Ltd.	428.00	428.00	428.00				
SUP002	Pinnacle Business Solutions Pte Ltd	500,200.00	500,200.00	500,200.00				
SUP003	AYP Connect Pte Ltd	780.00	780.00	780.00				
<b>Total</b>		<b>502,692.00</b>	<b>502,692.00</b>	<b>502,478.00</b>	<b>214.00</b>			

vii. Payment Detail Journal Report

- ✓ Steps to extract reports is similar with Part Purchases Invoice Listing Report, the difference is available sorting criteria is as below:



- ✓ Sample Preview of Payment Detail Journal Report

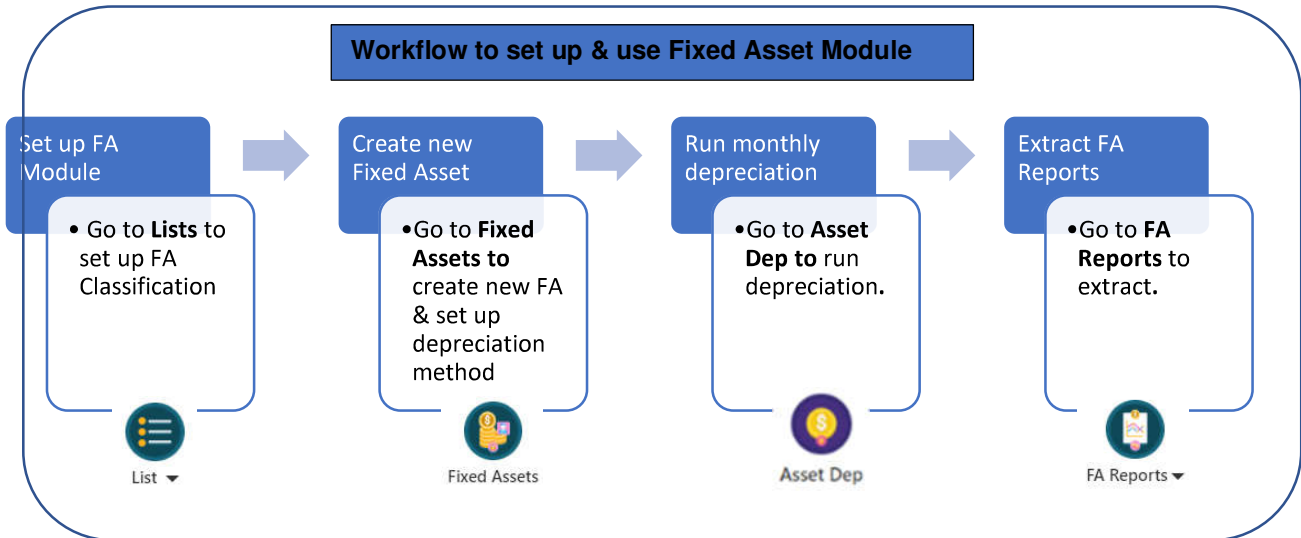
**DEMO100**  
**PAYMENT DETAIL JOURNAL**  
 Account: 3100-Account Payable (USD)  
 Customer/Supplier: All  
 May 2021

Currency: USD

No.	Date	Description	Purchase				Payment				Balance		
			Cur	Transaction Amount	Amount	Gain/Loss Adj	No	Date	Cur	Transaction Amount	Amount	Transaction Amount	Amount
DEMO03	DEMO03				1,284.00						214.00		1,070.00
500002	05/01/2021	Purchase	USD		214.00						214.00		
					214.00								
500003	05/03/2021	Purchase	USD		1,070.00			PV01	01/05/2021	USD		214.00	1,070.00
					1,070.00								
SUP901	Regus Centre Co. Ltd.				2,354.00							1,926.00	428.00
1913/1933	05/01/2021		USD		1,070.00							1,070.00	
					1,070.00								
1913/1964	06/01/2021		USD		428.00			PV2101001	06/01/2021	USD		1,070.00	428.00
					428.00								
2101000001	06/01/2021		USD		428.00			PV2102002	01/02/2021	USD		428.00	428.00
					428.00								

## H. FIXED ASSETS MODULE

Fixed Assets (FA) Module helps your business to manage over the fixed assets (i.e FA register & depreciation computation and recognition). Please refer below diagram for how to use this module:

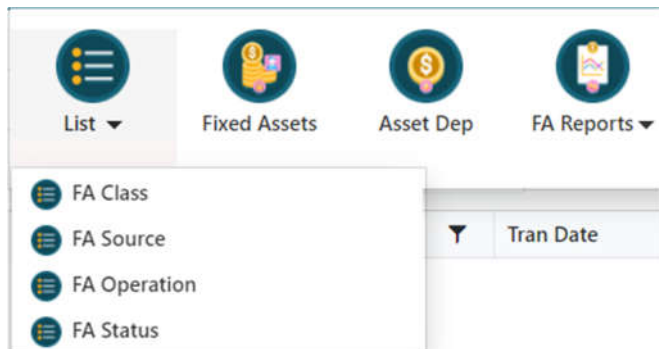


### II. Set up FA Module.

#### 1. List

Under the dropdown of List menu of the Fixed Assets module, users can do the setting for FAs according to the purpose of managements (by class/source/operation/status...)

<b>FA Class</b>	<i>to manage separate classes of fixed assets</i>
<b>FA Source</b>	<i>to separate sources of fixed assets such as projects &amp; cost centers</i>
<b>FA Operation</b>	<i>to indicate the increase / decrease of FA</i>
<b>FA Status</b>	status of FA



#### i. How to set up FA Class

- ✓ Select **Add** under **Fixed Assets/FA Class** function will open a new window.

The screenshot shows a window titled 'Fixed Assets | FA Class - Add'. It contains a 'Save' button and a 'Cancel' button. Below these are two input fields: 'Class ID' and 'FA Class Name'. To the right of the 'Class ID' field is an 'Active' checkbox, which is currently checked.

- ✓ Once filling in the necessary information, click **Save** then press **Refresh** will show the new FA Class on the window.



To edit previous created class, select **Edit** and a similar **FA Class – Edit** window will open, allowing editing information.

- How to set up FA Source/ FA Operation/ FA Status.

Similar to FA Class, user is able to add/save/edit for Job class/Job/Markets/Payment terms should you want to keep track by more details criteria towards Fixed Assets.

### III. Add a new Fixed Asset

When there is a newly purchased FA, user should do the FA registration for its detailed information.

#### 1. How to register for a new Fixed Asset

- ✓ Select **Add** to open the **Fixed Assets – Add** window to fill in the detail of new asset in two boxes below, the figures on **Acquisition Cost**, **Beginning Value**, **Depreciation Rate** & **Closing Balance** will auto run after done input.

- ✓ Once filling in all compulsory information, click **Save** and go back to the Fixed Assets Page, press **Refresh** will show newly added Fixed Asset on the window.

#### 2. Notes

- ✓ **Liquid Date/End Date:** Please fill in those dates once the asset is disposed. The assets will stop to depreciate after the day chosen and remove out of Fixed Asset Report.
- ✓ **Pro-rate Formula** for numbers of days on straight-line depreciation method:
  - If **Depreciation Start Date** is from beginning day of month (for eg. 1 May 21), the depreciation of May 21 will be **Acquisition Cost/ Dep Total Months**.

- If **Depreciation Start Date** is within the month (for eg. 12 May 21), the depreciation will start from **Depreciation Start Date** & will be:

**(Acquisition Cost/ Dep Total Months)/ Actual Days of month \* Actual Used Days**

The Actual Days of month could be 31 days for May 21.

The Actual Used Days is from **Depreciation Start Date** to the ending day of month (Exp: from 12 May 21 to 31 May 21 will be 20 days).

### 3. Examples

**Demo Case:** On **10 May 2021**, the company purchases a **new laptop for \$1,200** for **administration** purpose with a lifespan of **12 months**, at the rate of **\$100** per month. The company uses the **straight-line depreciation method**, with the depreciation date start at **11 May 2021**. The data will be fulfilled as below:

The screenshot displays the 'Fixed Assets | Fixed Assets' window in the enoFin software. The asset details are as follows:

Field	Value
Asset No.	A0001
Asset serial	C0001
Asset name	Laptop 01
Asset class	Computer
Managed by	DEMO01
Purchase No.	PV0001
Purchase date	05/10/2021
Used date	05/10/2021
Liquid date	
Unit	1
Qty	1.00
Dep method	Straight line
Dep months	12.00
Value acc	1100 - Origi...
Dep acc	1200 - ACC ...
Expense acc	5100 - Depr...
Job	
Currency	USD
Ex.rate	1.0000
Foreign Amnt	1,200.00
Remarks	Purchase of Laptop 01 (DEMO)

The 'DETAIL' section shows a table with the following data:

Asset operation	Asset Source	Valid date	Value	Opening Dep	Remain value at start	Dep rate
1. OP001	S001	05/11/2021	1,200.00	0.00	0.00	100.00

## IV. Run Monthly Depreciation

### 1. How to run auto-depreciation feature

- ✓ Select the **Fixed Assets/Asset Dep** module and a new window will appear.

FIXED ASSETS | ASSET DEP

Refresh Excel

Data Period: January 2021 From Date: 01/01/2021 To Date: 01/31/2021 Search Calculate Depreciation Remove All

Day Start	Day End	Cost Center	Asset No.	Description	Asset class	Asset Source	Account	Contra acc	Amount
-----------	---------	-------------	-----------	-------------	-------------	--------------	---------	------------	--------

- ✓ Select the month that you want to calculate the depreciation under **Data Period** then **Calculate Depreciation**. Once the depreciation entries run, press **Refresh** will show newly depreciation entries on the screen.

## 2. How to remove the calculated depreciation

To remove the depreciation run, please remove from latest months to older month by choosing the data period then click **Remove All**.

## 3. Examples

Demo Case: To calculate the depreciation for **May 2021**, select **May 2021** from the **Data Period** and select **Calculate Depreciation**. Then, select **Refresh** and the calculation will show on the window.

FIXED ASSETS | ASSET DEP

Refresh Excel

Data Period: May 2021 From Date: 05/01/2021 To Date: 05/31/2021 Search Calculate Depreciation Remove All

Day Start	Day End	Cost Center	Asset No.	Description	Asset class	Asset Source	Account	Contra acc	Amount
1	05/01/2021	05/31/2021	A0001	Laptop 01	001	5001	1200	5100	7

1 - 1 of 1 items

## V. Extracting Fixed Assets Reports

Available Report Names	Where to find?
<i>Fixed Assets Journal</i>	<i>under Fixed Assets/FA Reports Module</i>
<i>Fixed Assets Register</i>	

### 1. Fixed Assets Journal Report

- ✓ Select **Fixed Assets/FA Reports** function to open a new window:

- ✓ Sample Preview of Fixed Assets Journal Report

### DEMO100 FIXED ASSETS JOURNAL

Account: All  
 Asset Class: All  
 Asset Source: All  
 May 2021

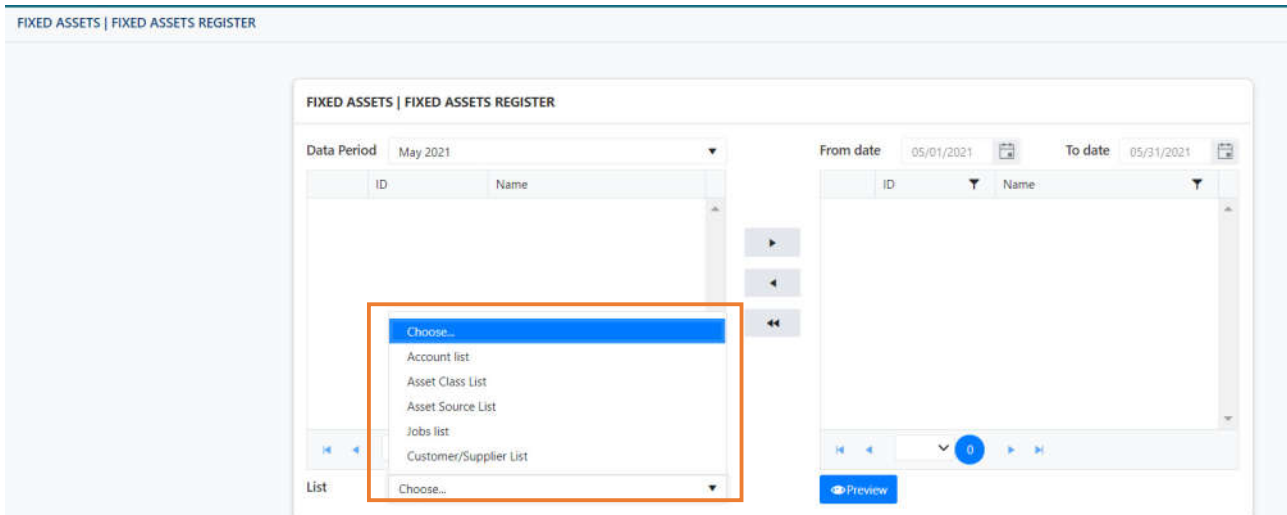
Currency: USD

No.	Date	Asset No.	Asset Name	Asset Source	Cost			Accumulated Depreciation			Net Book Value			
					Beginning Value	Addition	Disposal	Ending Value	Beginning Value	Addition	Decrease	Ending Value	Beginning Balance	Ending Balance
1	10/05/2021	A0001	Laptop 01	APPLE		1,200.00		1,200.00		100.00		100.00		1,100.00
2	26/05/2021	FA0001	Asset Name	APPLE		7,337.00		7,337.00		118.34		118.34		7,218.66
<b>Total</b>						<b>8,537.00</b>		<b>8,537.00</b>		<b>218.34</b>		<b>218.34</b>		<b>8,318.66</b>



## 2. Fixed Asset Register Report

- ✓ Steps to extract reports is similar with Part Fixed Assets Journal Report, the difference is available sorting criteria is as below:



- ✓ Sample Preview of Fixed Asset Register Report

**DEMO100**  
**FIXED ASSETS REGISTER**  
Asset Class: All  
May 2021

Currency: USD

No.	Purchase Date	Asset Name	Purchase Amount	Ex Rate	Currency	Cost			Depreciation			Net Book Value			
						Balance as at 01 May 2021	Addition	Written off/ Disposal	Balance as at 31 May 2021	Balance as at 01 May 2021	May 2021	Total Depreciation	Written off/ Disposal	Balance as at 31 May 2021	Balance as at 01 May 2021
001		<b>Furniture &amp; Fittings</b>	<b>1,200.00</b>				<b>1,200.00</b>		<b>1,200.00</b>	<b>100.00</b>	<b>100.00</b>		<b>100.00</b>		<b>1,100.00</b>
A0001	10/05/2021	Laptop 01	1,200.00	1.0000	USD	1,200.00	1,200.00		1,200.00	100.00	100.00		100.00		1,100.00
002		<b>IT Equipment</b>	<b>10,000.00</b>				<b>7,337.00</b>		<b>7,337.00</b>	<b>118.34</b>	<b>118.34</b>		<b>118.34</b>		<b>7,218.66</b>
FA0001	26/05/2021	Asset Name	10,000.00	0.7337	SGD	7,337.00	7,337.00		7,337.00	118.34	118.34		118.34		7,218.66
<b>Total</b>			<b>11,200.00</b>				<b>8,537.00</b>		<b>8,537.00</b>	<b>218.34</b>	<b>218.34</b>		<b>218.34</b>		<b>8,318.66</b>